



December 13, 2019

TO: SMITHFIELD TOWN COUNCIL

**FROM: SANFORD B. WANNER
INTERIM TOWN MANAGER**

**SUBJECT: DECEMBER 2019 COMMITTEE MEETINGS WILL BE HELD AT THE
SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET,
SMITHFIELD, VA**

MONDAY, DECEMBER 16TH, 2019 @ 3:00 p.m.

***** Notice *****

**Finance Committee will open first today for the Town's Annual Audit
Presentation and then it will be closed and re-opened after the
Water and Sewer Committee**

Finance

Members: Pack (CH), Smith, Butler

1. Annual Audit Presentation by Matt McLearen of Robinson, Farmer, Cox Associates

Public Safety

Members: Tynes (CH), Hall, Haywood

1. Public Comment
2. Operational Updates:
 - a. Smithfield Police Department
 - b. Smithfield Volunteer Fire Department
 - c. Isle of Wight Volunteer Rescue Squad
- TAB # 1** 3. Street Closure Request of Jericho Road for BOB Festival on Saturday, January 18, 2020
[Amy Novak, Director of Parks and Recreation](#)
- TAB # 2** 4. Main Street Traffic Study
[Chief Alonzo Howell](#)

Immediately following the conclusion of the above meeting:

Water and Sewer

Members: Smith (CH), Pack, Tynes

1. Public Comment

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Smith, Butler

1. Public Comment
- TAB # 3** 2. October Financial Statements
[Ellen Minga, Town Treasurer](#)
- TAB # 4** 3. November Cash Balances / VML Investment Pool Update
[Ellen Minga, Town Treasurer](#)
- TAB # 5** 4. Invoices Over \$10,000 Requiring Council Authorization:
 - a. Blair Brothers Inc. – Right Turn Lane Project \$ 47,199.74
 - b. Smithfield Foods – Town's portion Well Nest Project \$147,478.57
 - c. Axon Enterprise, Inc. – Police Dept Body Cams \$ 12,003.00
 - d. WC Restoration Project – Final Funding Draw Request \$ 50,000.00
5. Closed Session – Town Manager Position

TUESDAY, DECEMBER 17TH, 2019 @ 3:00 p.m.

Parks and Recreation

Members: Hall (CH), Butler, Haywood

1. Public Comment
- TAB # 6** 2. Operational Update – Committee Report / Remaining 2019 Open to the Public Event Schedule
[Amy Novak, Director of Parks and Recreation](#)
3. Town Hall Meeting on Homeland Security and Terrorism
- TAB # 7** 4. Windsor Castle Park Cemetery Investigation Project
[T. Carter Williams, Mayor](#)

Immediately following the conclusion of the above meeting:

Public Works

Members: Haywood (CH), Smith, Tynes

1. Public Comment

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Butler (CH), Hall, Pack

1. Public Comment

***** Additional Items Not Listed on Committee but will be on Council's January 7th, Agenda*****

- Proclamation – School Choice Week January 26th – February 1st
 - Appoint/Reappoint Nominating Committee's Recommendation for the Expiring Term (1-31-20) of Bill Davidson on Planning Commission
 - Motion to Approve the Extension of the Interim Town Manager's Contract
 - Public Hearing: Special Use Permit, Comprehensive Plan Amendment & Official Zoning Map Amendment (Rezoning) – Lot 511 South Church Street, Waterford at Battery Park, LLC
 - Public Hearing: Smithfield Zoning Ordinance Article 3.I Text Amendment (After-the-Fact) – 865 West main Street, SB Cox Ready Mix, Inc
-

Envision 2020 Regional Branding Initiative Overview for Mayors and CAOs

December 9, 2019

This week, the Envision 2020 Task Force will share highlights of the research and strategic recommendations at the Hampton Roads and Peninsula chambers' annual meetings on Tuesday, December 10. This document presents a brief overview of what will be presented.

Research Findings:

There are five major takeaways from Envision 2020's planning research:

1. The Hampton Roads region does not have a naming issue; it has a marketing issue. We have never marketed Hampton Roads as a region to the outside world. Only a third of prospective visitors said they were aware of the Hampton Roads region before this survey. When shown a map of Virginia, only half could point to where Hampton Roads is located. In total, only 15% of potential visitors could locate Hampton Roads on a map before this survey.
2. The region's 17 jurisdictions spend more than \$50 million a year on tourism and economic development, supporting and advancing their own city or county brands. There is little to no mention of a regional name or brand. There are no funded regional marketing communications efforts. HREDA and the Coastal Virginia Tourism Alliance spend little on national marketing communications.
3. We are not united as a region.
 - Unaided, 40% respondents named the region where they live as "Hampton Roads."
 - Less than half (40%) of residents say they identify strongly with the Hampton Roads region.
 - "The 7 Cities" were most often mentioned as being a part of the "Hampton Roads region," and less than 25% of residents thought the other jurisdictions were part of the region.
 - The region's Net Promoter Score (NPS) is 2. Most cities and regions are in the 10 to 25 NPS range.
 - When shown a list of 12 key facts about what's happening in regard to the region, like the \$5 billion roadway improvement underway, only one-third of the residents or less are aware of any specific fact. Greater awareness of the facts is correlated to a higher Net Promoter score.
 - The same types of scores are true for business leaders.

We need to first run a pride-building campaign to define and unify the region before we start to share our story outside of the region.

4. The research related to regional names showed the potential for a naming recommendation to divide our region even further.
 - Business leaders most prefer "Coastal Virginia" as a regional name.
 - Residents most prefer "Hampton Roads" as a regional name.
 - Very few support a geographic anchor name like Norfolk-Virginia Beach.
 - The further you travel up the James River, the less support there is for Coastal Virginia and zero support for geographic anchor names like Norfolk-Virginia Beach.
5. Everyone is competing for workforce talent, especially young talent. We must excel at place-making and place marketing. Our pride-building campaign must engage and empower our young people.

Envision 2020 Recommendations:

The Envision 2020 Task Force, supported by the Stakeholders Group, has arrived at five, interrelated strategic recommendations:

- 1. Regional Positioning:** Position our region as the place where people easily **CONNECT** to each other, our coastal environment, our country, and the world.

Envision 2020’s national social media sentiment audit and survey research among regional residents and business leaders point to six assets and experiences that make this region unique from all other places. These include: water, diversity, military, history, port, and innovation.



What is one thing that makes the Hampton Roads region a unique place compared to other places you could live in the United States?

When people talk about these assets and experiences, they do so from an emotional perspective, how these place attributes make them feel about living here. A key word that’s often used in these descriptions is “connection.” Like no other city or region, people feel this region is a place where it’s easy to **CONNECT** – *to one another, our coastal environment, our country, and the world.* This should be our core strategic positioning:

Where Everyone **CONNECTS** to One Another, Our Coastal Environment, Our Country, and the World

In a world that’s becoming increasingly divided, where people feel more and more isolated and disconnected, our unique “place DNA” helps people feel they belong and are part of a larger, more welcoming and accepting community. This is how we should talk about our region – our story from a *what’s in it for me* (WIIFM) benefit-oriented perspective.

- 2. Regional Messaging and Symbolism:** Use our leading place assets and experiences as the pillars of our region’s story as depicted in the message architecture below.

Use the relevant combination of these supporting messages customized for each audience. For example, the messaging that’s most appropriate for Millennials or young professionals

Where Everyone **CONNECTS** to One Another, Our Coastal Environment, Our Country, and the World

HISTORY	DIVERSITY	QUALITY OF LIFE	WATER	MILITARY	GLOBAL PORT	FUTURE
We’re connected by our shared history – 400 years of the American experience.	We’re connected by our diverse culture, experiences, and commitment to making everyone feel included and valued.	We’re connected by our coastal lifestyle, festivals, world-class visual and performing arts, endless water activities, affordable housing, sports, dynamic educational eco-system, etc.	We’re connected by our commitment to conserve our spectacular bay and over 3,000 miles of coastline along three rivers, with breathtaking nautical views everywhere you look.	We’re connected by love of our country and the pride we all share in those who protect us.	We’re connected by our world-class port, which allows us to fuel the global economy.	We’re connected by innovative growth opportunities – NASA, Jefferson Labs, transatlantic cables, regional fiber network ring.

will lean into diversity, quality of life, water experiences, and the future. Perhaps relatively less appealing for this audience may be history and global port or access.

- 3. Regional Name:** Advance **757** as the region’s place name. There are a number of reasons this name makes the most sense.

First, the Envision 2020 research, and even hashtags being used today, point to what we all know – 757 is the way many emotionally CONNECT with the entire region:

*I am from 757. I work in 757. My business is in the 757.
I am proud to represent 757. We are 757.*

There is no other word or sentiment that ties us together more. When people use 757, it represents the region overall and parts of the region – everything! It beautifully CONNECTS all 1.7 million of us. The 757 is 100% inclusive and rooted in what is undeniable about us – *our culture.*

Second, 757 is already being used. It has been used as our region’s informal name for almost two decades. In fact, it has been used so much that it has transformed from an “area code reference” to a brand place name. This was clearly seen in Envision 2020’s research. When residents were asked to name the first three things they think of when they hear the term 757, relatively few people mentioned an “area code.” Parenthetically, this is why we are not concerned about an additional area code to 757 that will start to show up in the region for new phone numbers issued in 2022 and beyond.



Envision 2020’s research and popular hashtags being used today support this. 757 comes with widespread support across generational cohorts, race, geography, etc. We do not have to introduce this brand shorthand, just support it even more.

Third, 757 will not divide us. As previously mentioned, the other leading name alternatives come with the potential to divide the region.

Lastly, 757 offers everyone an opportunity to join in without undergoing a major name change or rebranding. There are many 757 options businesses and organizations can embrace – from adding 757 to their name or taglines to simply using 757 as a separate logomark or seal on their website. For example, the informal name “Coastal Virginia” that’s currently being used by the region’s tourism industry could become “Costal Virginia 757.” The 17 jurisdictions could state on their websites that, “our community is part of the 757,” or use 757 in their marketing efforts – Hampton 757, Virginia Beach 757, Williamsburg 757, etc.

One of the next steps of Envision 2020 Task Force leaders is to work with the region’s creative talent to offer specific suggestions on how the 757 naming architecture could work best as part of this pride-building effort, which may include “VA” as part of 757 (757VA) during the initial rollout.

- 4. Regional Pride-Building Campaign:** Backed by research, the Envision 2020 Task Force believes that what's needed now more than anything else is a regional pride-building campaign that brings us together. 757 is the centerpiece of this campaign. It will serve as the unifying theme and call to action – “We are 757,” “Join 757,” “Be 757!” This campaign will be a celebration of who we are. It will effectively unify our region, helping people become even better ambassadors to share OUR region's story far and wide.

While there is still a lot of work to be done on shaping, producing, and launching the 757 campaign, the Envision 2020 Task Force envisions that this effort will include some of the following features:

- **Designate an Organization as the Home Base for the Regional Branding Work:** Establish a permanent organizational home for the regional branding effort and line up initial funding to support regional marketing efforts. Formulate specific game plan, performance goals, and reporting.
 - **Engage our Region's Creative Talent:** Culture attracts. Culture unites. Culture distinguishes. We will engage, inspire, and support the region's creative talent, regional artists, and creative marketing forces to advance the 757 in ways that unites our region.
 - **Create Regional Digital Marketing Resources:** Create online regional branding tools and resources. This should include a 757 resident website where everyone shares what it is like to live in 757.
 - **Partner with Businesses:** Work with the region's business leaders to amplify our 757 theme and regional messaging. In the Envision 2020 Business Leaders Survey, business leaders said they will support this effort in many ways including:
 - 85% say they will include the name of the region on their website.
 - 81% say they will use shared descriptive language and images of the region in their employee recruitment materials.
 - 71% say they want to receive in-depth briefings on advancing the region's branding efforts.
 - 62% say they will send some of their employees to half-day regional ambassador training sessions to learn how to promote the region.
 - **Leverage All 17 Jurisdictions and Other Partners:** Work with the 17 jurisdictions to amplify the 757 theme and messaging. Ask cities to include 757 in their promotional activities, including municipal government websites, travel and tourism websites, and economic development websites. Over time, closely coordinate with other regional marketing efforts like Coastal Virginia Tourism Alliance and HREDA.
 - **Engage Next Gen:** We must especially empower our young people to lead the way. Young people, or “Next Gen,” will build our regional culture in a way we never have before. Their passion will create a buzz and attract the future talent our region needs to grow and thrive.
- 5. National Friends:** Through Envision 2020 research, the Task Force took note of the remarkable national reach and amazingly positive word-of-mouth power that the Something in the Water Festival generated. With this evidence, the Task Force approached Pharrell

Williams to see if he would be interested in joining our initiative. While he is an advocate, the extent of his participation is still to be determined. The Task Force looks forward to tapping into Pharrell's insights and experience to advance broad adoption of 757.

**PUBLIC SAFETY
COMMITTEE**



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

Event Date	Saturday, January 18, 2020				
Event Name	BOB 8K Race and Festival				
Event Location	Windsor Castle Park				
Event Times (don't include setup times)	11 AM-4 PM				
Event Organizer (Group Name)	Smithfield VA Events				
Contacts					
Name	Gina Ippolito	Cell Phone	757-869-0664	Email	gina@smithfieldvaevents.com
Name		Cell Phone		Email	

Event Category	<input checked="" type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show <input type="checkbox"/> Other -				
Description of Event	Tourism Submission		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
8 K Race and festival. Festival features live entertainment and all you can eat oysters, stew and bbq, alcohol sales all under a large 15,000 square foot heated tent. Festival is 21 and up only.					
Contact name and phone number for more information on event					
Name: Gina Ippolito		Phone: (757) 869-0664			
Expected Attendance	2500	Website	Smithfieldvaevents.com		
Average Ticket/Entry Price	\$	Participants will be	<input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both		
Music-DJ/Band?	Band	Alcohol Sales or Service?	Alcohol Sales		
What is your plan in the event of bad weather-cancel, reschedule?				Rain or Shine	
Requesting? <input checked="" type="checkbox"/> road closures <input type="checkbox"/> traffic assistance <input type="checkbox"/> park trail closures					
List benefits of your event to the community			List Recipients of Proceeds		
Event will donate over \$40,000 back to Isle of Wight.			Smithfield Rotary		
			(Other Local Nonprofits)		

Check any of the following that your event will include.		Special Event To Do List	Complete by:
<input checked="" type="checkbox"/> Food, Caterer	<input checked="" type="checkbox"/> Food, by Organization	Submit event flyer/promotional material	4 months
<input type="checkbox"/> Retail Vendors Non-Profit	<input checked="" type="checkbox"/> Retail Vendors For Profit	Street Closures/Park Closures/Traffic Assist goes to Town Council	3 months
<input checked="" type="checkbox"/> Port-a-Potties	<input checked="" type="checkbox"/> Tents	Apply for ABC permit (if needed)	6 weeks
<input checked="" type="checkbox"/> Dumpster/Recycle Receptacles	<input checked="" type="checkbox"/> Rentals-Furniture-Tables, Chairs	Contact EMS/Fire (if needed)	4 weeks
<input checked="" type="checkbox"/> Generators/ Light Tower	<input checked="" type="checkbox"/> Staging	Apply for Health Permit	4 weeks
<input checked="" type="checkbox"/> Fencing/Barricades	<input checked="" type="checkbox"/> Golf carts	Apply for Tent Permit (if needed)	4 weeks
<input checked="" type="checkbox"/> Providing Shuttle Service	<input type="checkbox"/> Bounce Houses	Call Ms Utility (if tenting or fencing site)	4 weeks
<input type="checkbox"/> Other-List Items Here:		Have walkthrough appointment with the Town <ul style="list-style-type: none"> • Submit your Certificate of Insurance (\$1 million policy) to the Town • Submit your ABC permit 	4 weeks

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield. I understand that this application is not an approval of my event. If approved, the application will show approval of those entities required below, as well as estimate of charges for town services.

Event Organizer's Signature	Gina Ippolito	Date	12/12/19
Print Name	Gina Ippolito		

Town Manager	Smithfield Police	Smithfield Public Works	Tourism	Smithfield Fire	Isle of Wight Rescue	Isle of Wight Sheriff

SMITHFIELD POLICE DEPARTMENT

MAIN STREET TRAFFIC STUDY



December 2019

913 S. CHURCH STREET
SMITHFIELD VA 23430

CONDUCTED BY DEPUTY CHIEF MATTHEW ROGERS

MAIN STREET SPEED STUDY

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MAIN STREET SPEED STUDY

PREFACE

The Town of Smithfield and the Smithfield Police Department is committed to working cooperatively with the community to promote public safety, order, and prosperity. We strive to keep the highest quality of public services to meet the present and future needs of the community. Therefore, the Smithfield Police Department conducts speed studies throughout various neighborhoods and roadways to promote public safety and increased awareness.

MISSION STATEMENT

The mission of the Smithfield Police Department traffic study is to provide comprehensive analysis of speed on the roadways of the Town of Smithfield in order to identify potential hazards, educate citizens of speeding violations, and promote safety and overall quality of life in Smithfield.

PURPOSE

Speeding, is defined as exceeding the posted speed limit or driving too fast for conditions, is a primary crash causation factor across the globe. Further, speed is a safety concern that has led to implementation of posted speed limits. However, selecting a right speed limit for a roadway can be a polarizing issue for the community. Residents and vulnerable road users seek lower speeds to promote quality of life for the community and increased safety for pedestrians; motorists seek higher speeds that minimize travel time. Despite this polarization, the overall goal of setting the speed limit is to increase safety within the context of keeping reasonable mobility. Therefore, maximum speed limits are laws set for the protection of the public and the regulation of unreasonable behavior.

The purpose of the Main Street Traffic Study (MSTS) is to measure driving speeds for all types of motor vehicles traveling on Main Street to produce an estimate of travel speeds. The data obtained from the study will be used to determine the need for amending the current speed limit. In order to provide the most accurate data relating to vehicle speed, the use of a concealed radar and traffic counter was deployed. It should be noted that the JAMAR RADAR/Traffic Counter (JRTC) does not provide direction for speed limit changes, rather raw data on speed and number of vehicles.

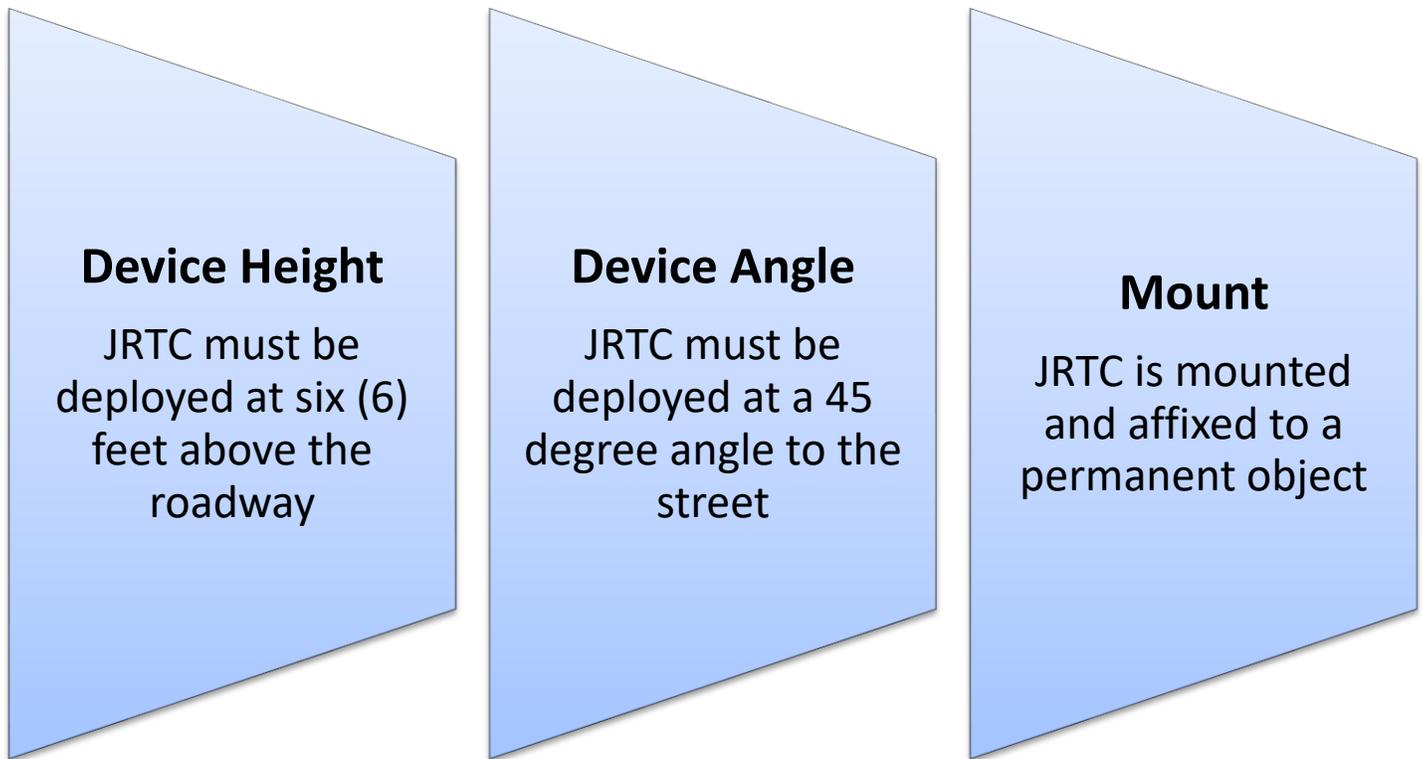
MAIN STREET SPEED STUDY

METHOD

The JAMAR Radar/Traffic Counter (JRTC) was deployed as follows:

Location	Direction	Date
100 Block of Main Street	East Bound Side facing East	September 30 – October 7, 2019
200 Block of Main Street	West Bound Side facing East	October 7 – October 11, 2019
300 Block of Main Street	East Bound Side facing East	November 18 – November 27, 2019

JRTC requires several specifics when deploying the device to ensure accuracy of the data. The following steps were conducted for each deployment:



At the conclusion of each study, the data was downloaded from the device, batteries charged and redeployed to the next area of study.

MAIN STREET SPEED STUDY

ANALYSIS

MSTS 1: 100 block of Main Street

On September 30, 2019 the JRTC was deployed in the 100 block of Main Street on the eastbound side of the road. The device was mounted to a light pole in the prescribed manner and was facing east toward Church Street. The device was working and began recording traffic data. On October 7, 2019, the JRTC was removed and the data downloaded.

- Total number of vehicles counted **14,478**
- Median speed **13 mph**
- Vehicles traveling greater than 35mph **1 (36 mph)**
- Speed at 85th percentile **17 mph**
- 3,509 vehicles traveled at 10 – 12 mph
- 3,049 vehicles traveled at 12 – 14 mph

The study showed vehicles traveling at speeds greater than 25 mph occurred during the hours of approximately 6:00 a.m., 12:00 p.m. and later evening hours. See appendix.

MSTS 2: 200 block of Main Street

On October 7, 2019 the JRTC was deployed in the 200 block of Main Street on the westbound side of the road. The device was mounted to a tree in the prescribed manner and was facing east toward Church Street. The device was working and began recording traffic data. On October 11, 2019, the JRTC was removed and the data downloaded.

- Total number of vehicles counted **16,047**
- Median speed **17 mph**
- Vehicles traveling greater than 35mph **7**
- Speed at 85th percentile **21 mph**
- 2,686 vehicles traveled at 16 – 18 mph
- 2,885 vehicles traveled at 18 – 20 mph

The study showed vehicles traveling at speeds greater than 25 mph occurred during the hours of approximately 6:00 a.m., 12:00 p.m. and later evening hours. See appendix

MAIN STREET SPEED STUDY

MSTS 3: 300 block of Main Street

On November 18, 2019 the JRTC was deployed in the 300 block of Main Street on the eastbound side of the road. The device was mounted to a light pole in the prescribed manner and was facing east toward Church Street. The device was working and began recording traffic data. On November 27, 2019, the JRTC was removed and the data downloaded.

- Total number of vehicles counted **24,064**
- Median speed **21 mph**
- Vehicles traveling greater than 35mph **54**
- Speed at 85th percentile **25 mph**
- 6,036 vehicles traveled at 20 – 22 mph
- 4,617 vehicles traveled at 18 – 20 mph

The study showed vehicles traveling at speeds greater than 25 mph occurred during the hours of approximately 6:00 a.m., 12:00 p.m. and later evening hours. See appendix

Accident and Summons Data

Five-year traffic accident and summons data was compiled from the Isle of Wight County Computer Aided Dispatch (CAD) system. The focus of this data is the 100, 200 and 300 blocks of Main Street. Results are as follows:

2014 – 2019

- Accidents **16 reported**
- Traffic Summons **2 issued**
- Fatalities (Traffic Related) **0**

Limitations

The MSTS rudimentary data collection process relied heavily on the device mechanics of the JRTC. Therefore, the data provided is subject to a variety of limitations. First, the data collected was not validated with a secondary traffic counting unit or visual observation. The traffic counts and speeds are a result of a singular device. Second, the data and study does not account for daily weather conditions which could impact speeds and number of vehicles (i.e. rain). Third, the study attempted to identify weekdays and weekends that had “normal” traffic conditions opposed to weekends of Special Events or Main Street road closures. Lastly, vehicular parking and the process of parking may impact overall speed numbers. It is unknown at this time if those speeds are counted by the device.

CONCLUSION

There was a significant amount of data derived by the JRTC for the MSTs. The analysis of the data appears to be conclusive regarding the roadway conditions. Initial review of the JRTC data indicates a high traffic volume on Main Street over the course of three distinct and separate weeks. Further, the study shows volume increases to be consistent with standard business hours with peaks in the morning and late afternoon hours. Despite the high traffic volume, the average median speed for the entire study is 17 mph with the posted speed of 25 mph.

The data is conclusive to the speed. However, the perception of the pedestrians, business owners and drivers remain the unknown factor. The parking conditions on Main Street create a narrow corridor that has the potential to influence the perception of speed. Additionally, parking, vehicle traffic and pedestrians negatively impact the ability to enforce speeding violations which also influence speeding perceptions. It may be beneficial to conduct an observational survey as well as a survey of business owners, residents and pedestrians to the perception of speed.

Therefore, a reduction of the posted speed limit is likely to create greater perception of speed, especially when data is not conclusive to a speeding issue. It is recommended that further study be conducted before any determination to reduce the speed is considered.

MAIN STREET SPEED STUDY

APPENDIX

MSTS 1: 100 block of Main Street

Speed Statistics

Percentile Speeds

Percentile 85th
Speed - MPH 16.7

Vehicles Traveling Greater Than 35.0 MPH

Total Volume 14,478
Total Greater Than 35.0 1
Percent Greater Than 35.0 0.0%

Mean, Median, and Mode Averages

Mean: 13.0
Median (50th %): 12.9
Mode: 13.7

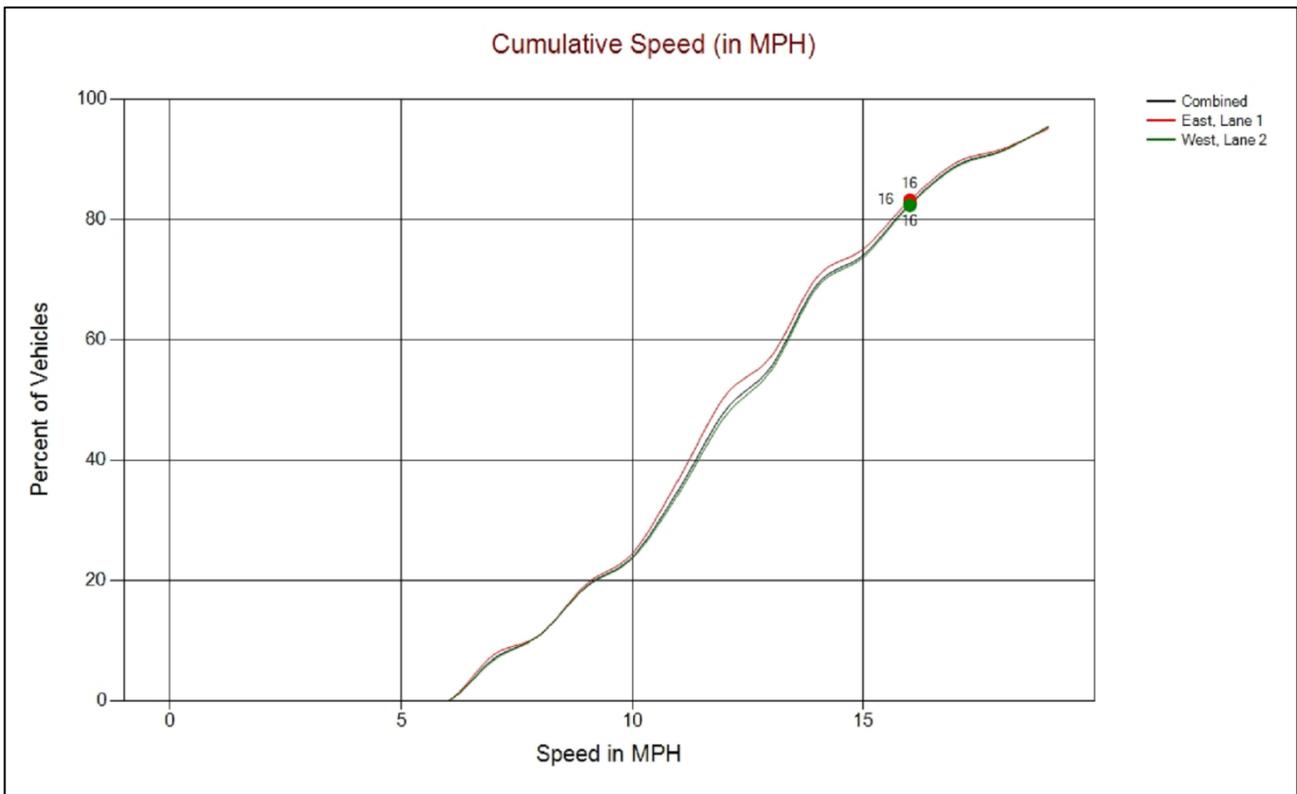
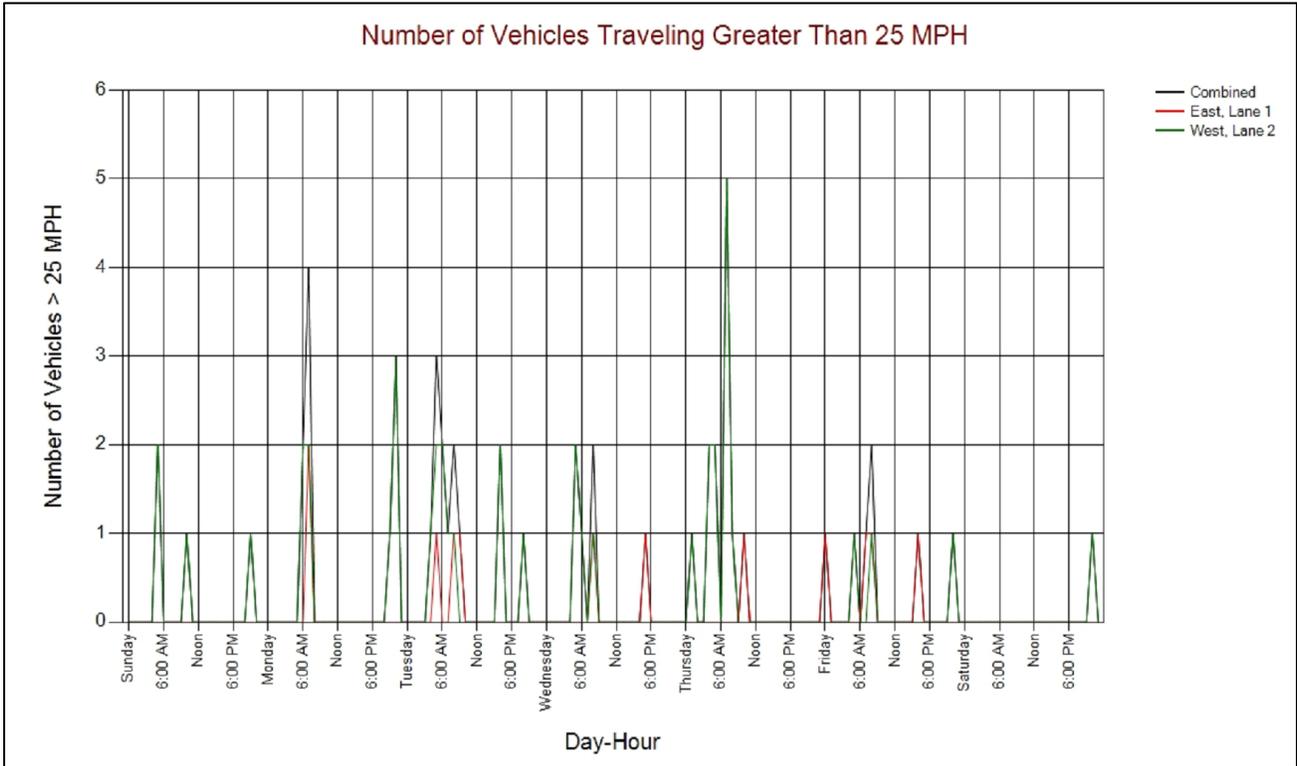
Peak Analysis

Classes Excluded From Peaks: None

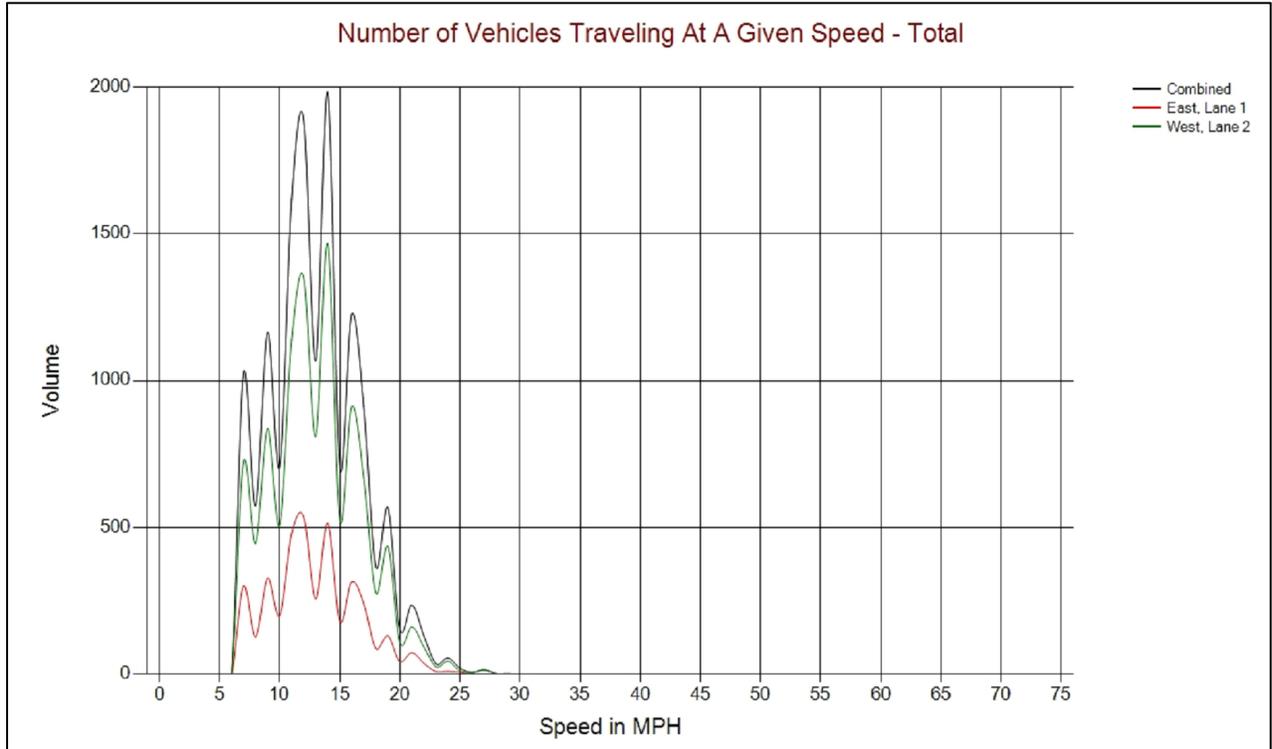
Date	AM Peak	Hour Volume	Highest Interval Time	Highest Interval Volume	Peak Hour Factor	Pm Peak	Hour Volume	Highest Interval Time	Highest Interval Volume	Peak Hour Factor
9/30/2019	No Volume					4:44 PM	188	4:44 PM	104	0.90
10/1/2019	7:50 AM	171	8:19 AM	94	0.91	3:51 PM	204	4:20 PM	106	0.96
10/2/2019	7:20 AM	155	7:32 AM	83	0.93	4:02 PM	236	4:02 PM	118	1.00
10/3/2019	7:45 AM	165	8:11 AM	85	0.97	3:29 PM	229	3:43 PM	119	0.96
10/4/2019	10:59 AM	169	11:28 AM	102	0.83	3:14 PM	247	3:24 PM	131	0.94
10/5/2019	11:00 AM	245	11:28 AM	129	0.95	12:01 PM	228	12:15 PM	126	0.90
10/6/2019	10:37 AM	161	10:37 AM	86	0.94	12:26 PM	188	12:26 PM	93	1.01
10/7/2019	7:29 AM	114	7:46 AM	64	0.89	No Volume				

MAIN STREET SPEED STUDY

Graphs



MAIN STREET SPEED STUDY



MAIN STREET SPEED STUDY

MSTS 2: 200 block of Main Street

Speed Statistics

Percentile Speeds

Percentile 85th
Speed - MPH 21

Vehicles Traveling Greater Than 35.0 MPH

Total Volume 16,047
Total Greater Than 35.0 7
Percent Greater Than 35.0 0.0%

Mean, Median, and Mode Averages

Mean: 16.8
Median (50th %): 17.3
Mode: 19.3

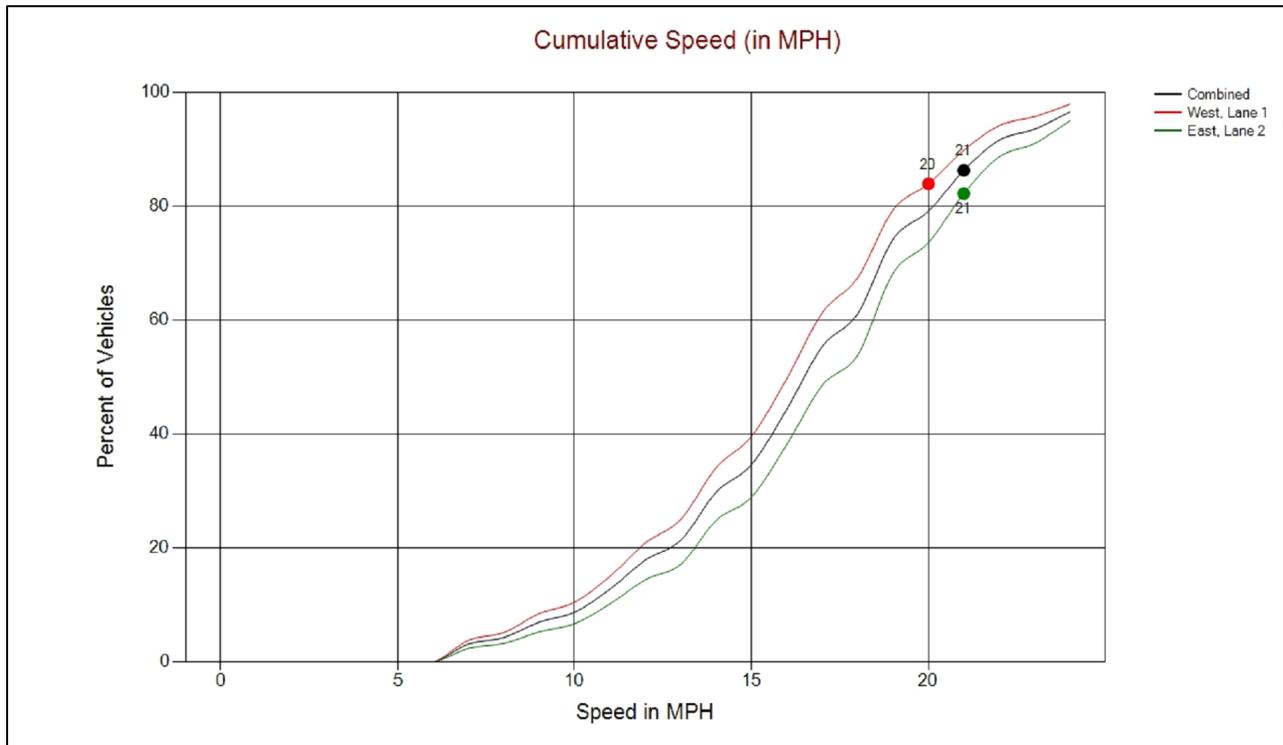
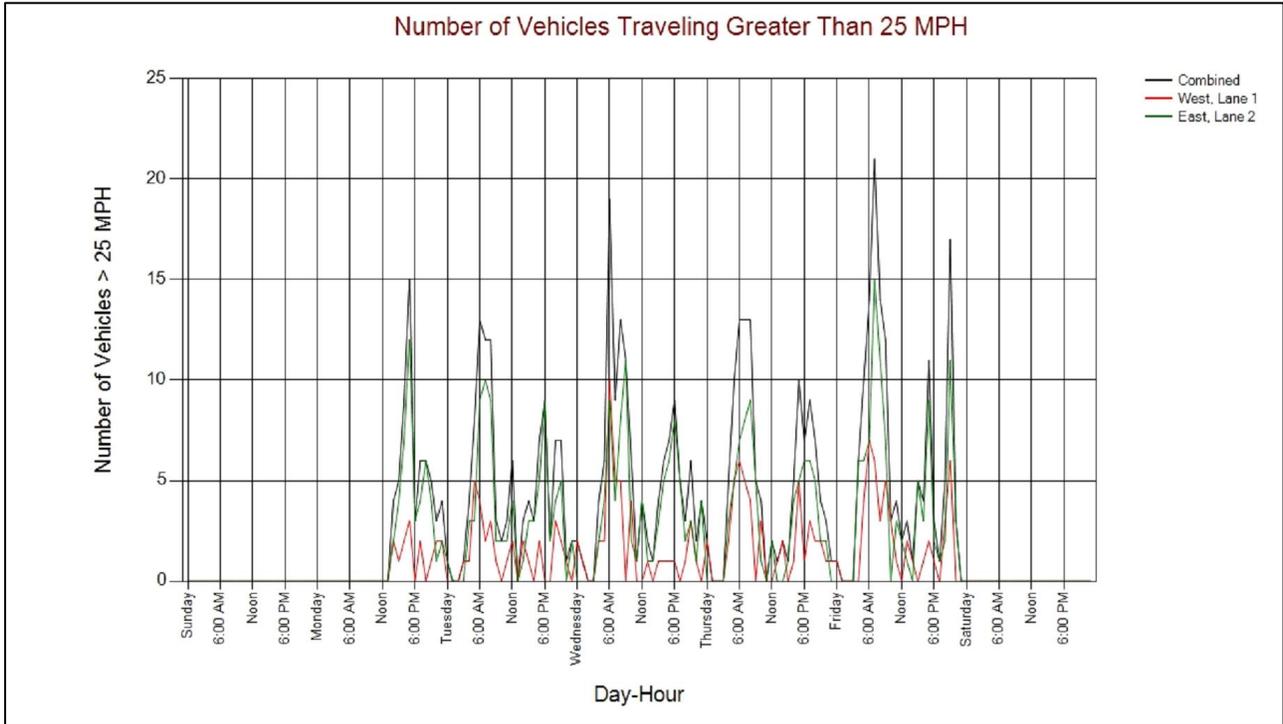
Peak Analysis

Classes Excluded From Peaks: None

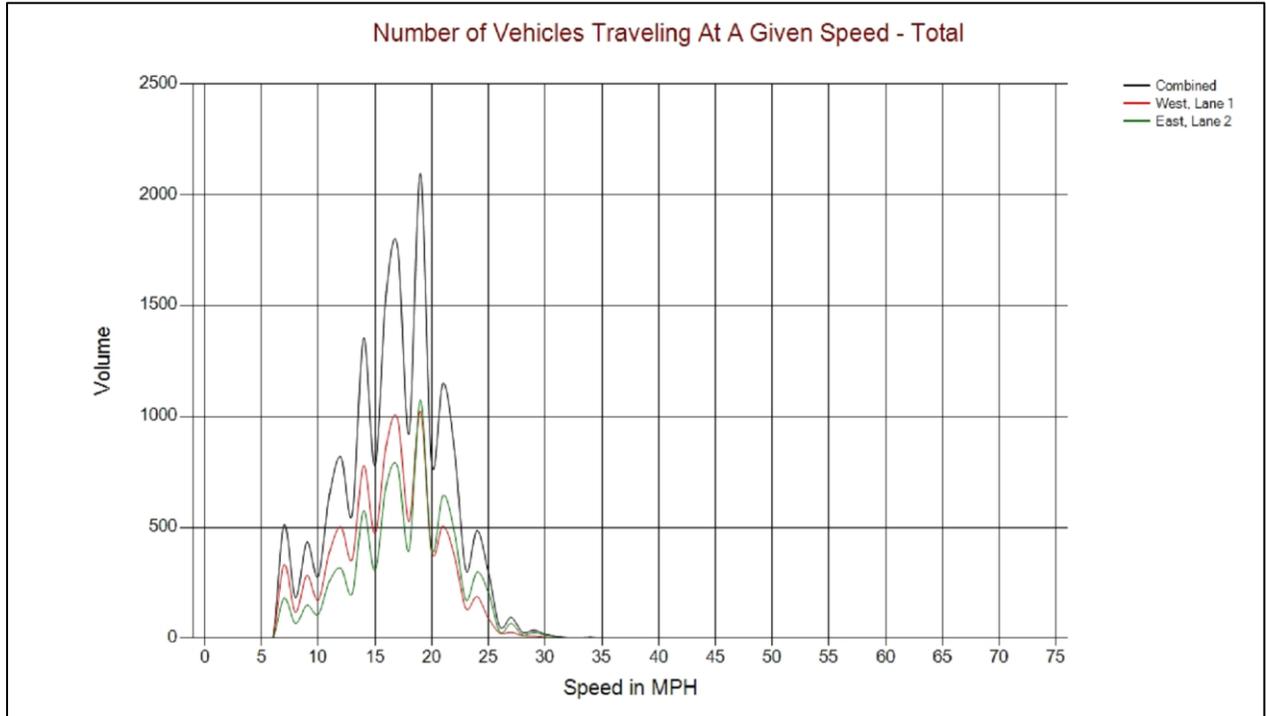
Date	AM Peak	Hour Volume	Highest Interval Time	Highest Interval Volume	Peak Hour Factor	Pm Peak	Hour Volume	Highest Interval Time	Highest Interval Volume	Peak Hour Factor
10/7/2019	No Volume									
10/8/2019	10:58 AM	234	11:25 AM	76	0.77	4:59 PM	304	5:27 PM	93	0.82
10/9/2019	7:42 AM	249	8:04 AM	78	0.80	4:51 PM	351	5:12 PM	108	0.81
10/10/2019	8:34 AM	230	8:34 AM	69	0.83	4:28 PM	324	4:39 PM	96	0.84
10/11/2019	10:47 AM	351	11:29 AM	106	0.83	4:19 PM	373	4:44 PM	114	0.82

MAIN STREET SPEED STUDY

Graphs



MAIN STREET SPEED STUDY



MAIN STREET SPEED STUDY

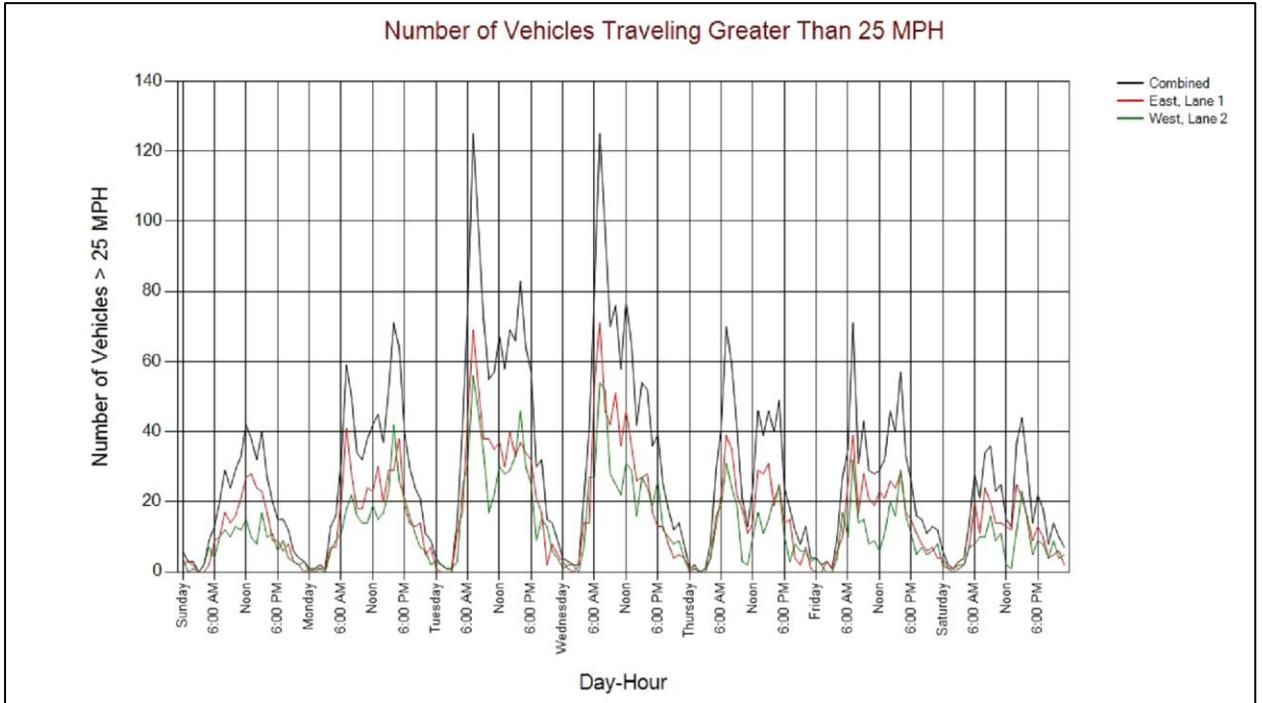
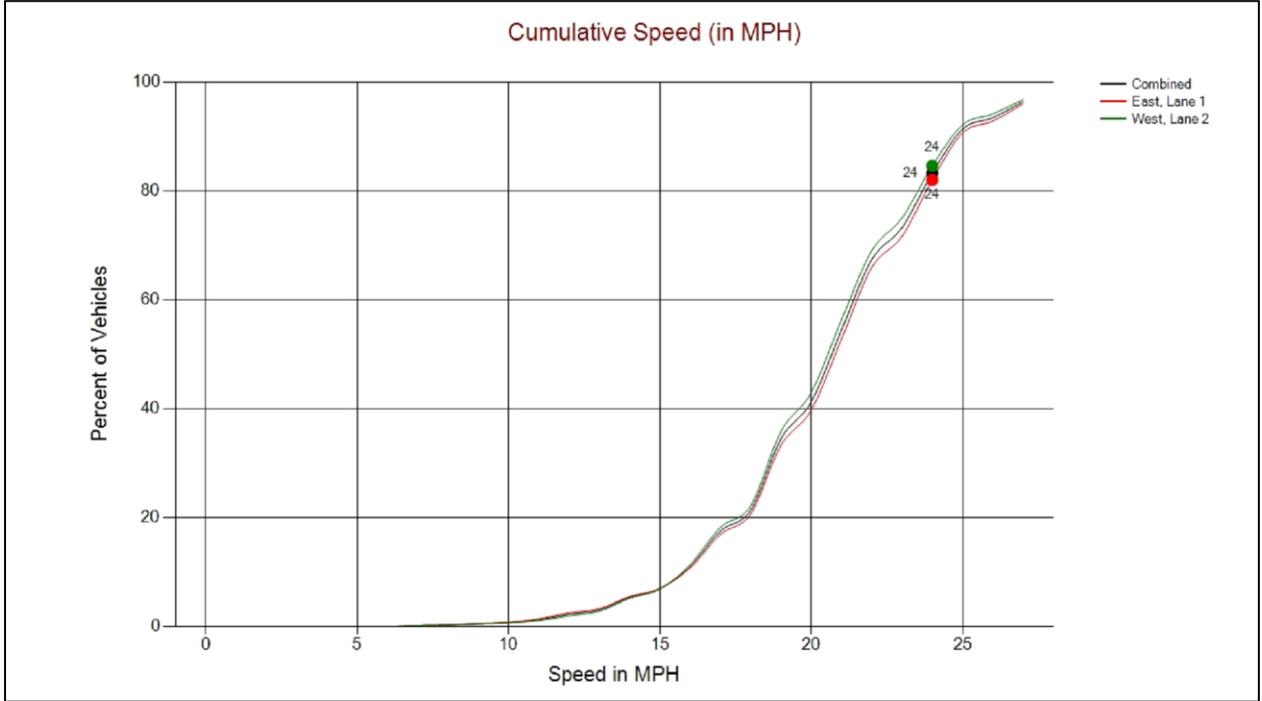
MSTS 3: 300 block of Main Street

Speed Statistics

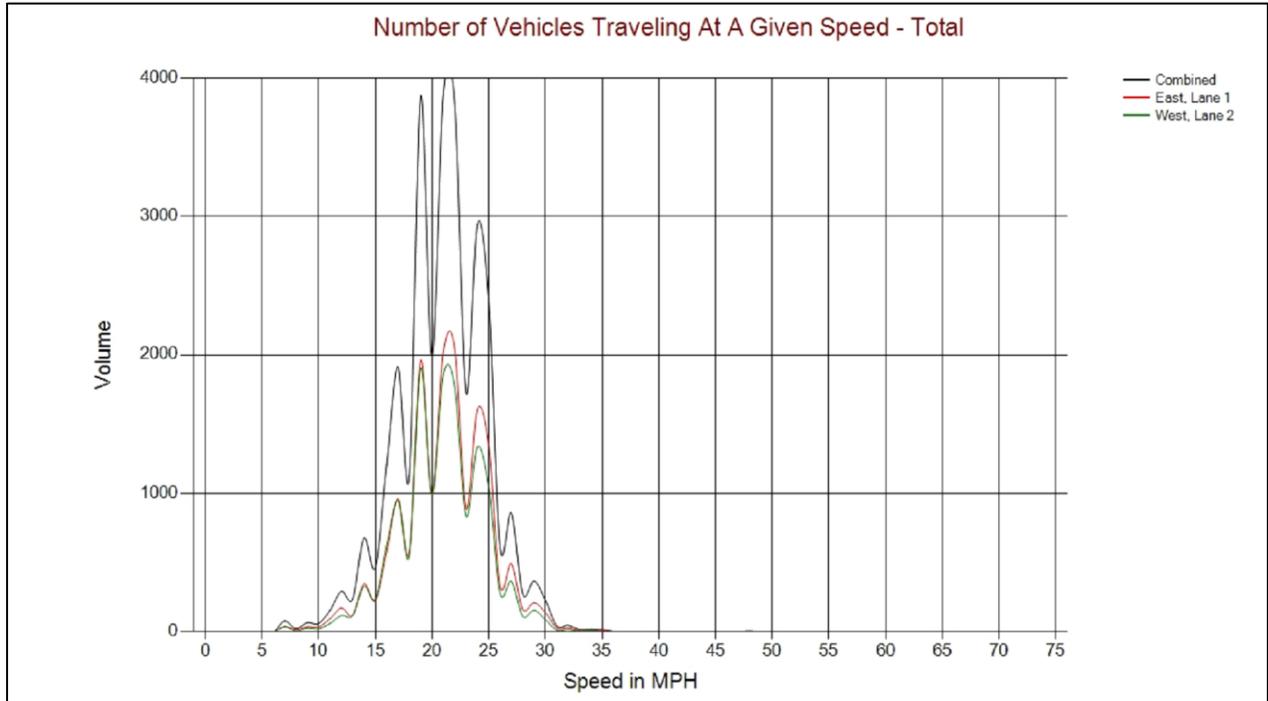
Percentile Speeds										
Percentile	85th									
Speed - MPH	24.8									
Vehicles Traveling Greater Than 35.0 MPH										
Total Volume	29,480									
Total Greater Than 35.0	54									
Percent Greater Than 35.0	0.2%									
Mean, Median, and Mode Averages										
Mean:	21.0									
Median (50th %):	21.0									
Mode:	19.3									
Peak Analysis										
Classes Excluded From Peaks: None										
Date	AM Peak	Hour Volume	Highest Interval Time	Highest Interval Volume	Peak Hour Factor	Pm Peak	Hour Volume	Highest Interval Time	Highest Interval Volume	Peak Hour Factor
11/18/2019	No Volume					4:28 PM	279	4:40 PM	84	0.83
11/19/2019	7:47 AM	256	7:48 AM	84	0.76	4:22 PM	340	4:22 PM	98	0.87
11/20/2019	8:14 AM	274	8:48 AM	77	0.89	4:22 PM	346	4:48 PM	101	0.86
11/21/2019	8:02 AM	258	8:30 AM	75	0.86	4:15 PM	357	4:39 PM	100	0.89
11/22/2019	11:00 AM	262	11:00 AM	76	0.86	4:12 PM	377	4:14 PM	107	0.88
11/23/2019	10:58 AM	310	11:36 AM	90	0.86	12:44 PM	295	12:44 PM	86	0.86
11/24/2019	10:51 AM	234	11:08 AM	68	0.86	12:15 PM	279	12:51 PM	84	0.83
11/25/2019	8:11 AM	281	8:22 AM	81	0.87	3:09 PM	350	3:53 PM	119	0.74
11/26/2019	8:23 AM	273	8:29 AM	86	0.79	4:11 PM	329	4:11 PM	92	0.89
11/27/2019	9:53 AM	280	10:08 AM	82	0.85	12:11 PM	306	12:43 PM	98	0.78

MAIN STREET SPEED STUDY

Graphs



MAIN STREET SPEED STUDY



**FINANCE
COMMITTEE**

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
Revenue						
<u>GENERAL GOVERNMENT REVENUES</u>						
<u>Real Estate Tax</u>						
Current RE Tax	03-100-311010-0000-30001	2,105,233.00	-		2,105,233.00	0%
Delinquent RE Tax	03-100-311010-0000-30002	5,000.00	0.81	1	4,999.19	0%
Current RE Penalty	03-100-311060-0000-30005	7,000.00	-		7,000.00	0%
Delinquent RE Penalty	03-100-311060-0000-30005	700.00	178.50		521.50	26%
Current RE Interest	03-100-311060-0000-30006	500.00	-		500.00	0%
Delinquent RE Interest	03-100-311060-0000-30006	1,000.00	99.94		900.06	10%
Total Real Estate Taxes		2,119,433.00	279.25		2,119,153.75	0%
<u>Personal Property Tax</u>						
Current PP Tax	03-100-311030-0000-30001	625,000.00	-		625,000.00	0%
Delinquent PP Tax	03-100-311030-0000-30002	20,000.00	4,551.24	2	15,448.76	23%
Current PP Penalty	03-100-311060-0000-30005	13,000.00	-		13,000.00	0%
Delinquent PP Penalty	03-100-311060-0000-30005	12,000.00	3,872.49		8,127.51	32%
Current PP Interest	03-100-311060-0000-30006	700.00	-		700.00	0%
Delinquent PP Interest	03-100-311060-0000-30006	800.00	1,852.75		(1,052.75)	232%
Total Personal Property Tax		671,500.00	10,276.48		661,223.52	2%
<u>Public Service Corporations Tax</u>						
Current RE Tax	03-100-311020-0000-30001	29,400.00	-		29,400.00	0%
Current PP Tax	03-100-311020-0000-30001	245.00	-		245.00	0%
Total Public Service Tax		29,645.00	-		29,645.00	0%
Miscellaneous Receipts Over/Short	03-100-311060-0000-30007	20.00	(11.40)		31.40	-57%
Total Over/Short		20.00	(11.40)		31.40	-57%
<u>Other Local Taxes</u>						
Franchise Tax	03-100-312040-0000-31203	150,000.00	-		150,000.00	0%
Cigarette Tax	03-100-312080-0000-31204	250,000.00	73,320.00	3	176,680.00	29%
Transient Occupancy Tax	03-100-312101-0000-31205	219,000.00	63,333.86	4	155,666.14	29%
Meals Tax-4.25%	03-100-312110-0000-31211	1,177,731.00	319,417.70	5	858,313.30	27%
Meals Tax-2%	03-100-312110-0000-31212	554,226.00	150,314.21	5	403,911.79	27%
Sales Tax	03-100-312010-0000-30009	360,000.00	35,130.39	6	324,869.61	10%
Consumption Tax	03-100-312020-0000-31202	50,000.00	14,285.48		35,714.52	29%
Utility Tax	03-100-312020-0000-31201	200,000.00	56,782.60		143,217.40	28%
Business Licenses	03-100-312030-0000-31208	395,000.00	16,020.82	7	378,979.18	4%
Business Licenses Penalty	03-100-312030-0000-31209	4,000.00	367.38		3,632.62	9%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
Business Licenses Interest	03-100-312030-0000-31210	225.00	111.08		113.92	49%
Peg Channel Capital Fee	03-100-312040-0000-30054	1,920.00	482.90		1,437.10	25%
Vehicle License	03-100-312050-0000-32018	241,000.00	433.43	8	240,566.57	0%
Total Other Local Taxes		3,603,102.00	729,999.85		2,873,102.15	20%
<u>Licenses, Permits & Fees</u>						
Permits & Other Licenses	multiple accounts	20,000.00	2,235.00	9	17,765.00	11%
Inspection Fees-Subdivision	03-100-313030-0000-30030	4,200.00	2,100.00	10	2,100.00	50%
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	10,000.00	5,670.00		4,330.00	57%
WC Dog Park Registration	03-100-313030-0000-30043	1,000.00	110.00		890.00	11%
Consultant Review Fees	03-100-313030-0000-30028	1,500.00	8,300.00	11	(6,800.00)	553%
Total Licenses, permits and privilege fees		36,700.00	18,415.00		18,285.00	50%
<u>Fines & Costs</u>						
Restitution	03-100-314010-0000-30058	-	-		-	0%
Fines & Costs	03-100-314010-0000-30055	40,000.00	6,572.29	12	33,427.71	16%
Total Fines & Forfeitures		40,000.00	6,572.29		33,427.71	16%
<u>From Use of Money and Property</u>						
General Fund Interest	03-100-315010-0000-31501	65,000.00	24,066.40		40,933.60	37%
Rentals	03-100-315020-0000-30110	72,617.00	16,259.65	13	56,357.35	22%
Smithfield Center Rentals	03-100-315020-0000-30111	180,000.00	71,590.20	14	108,409.80	40%
Smithfield Center Vendor Programs	03-100-315020-0000-30113	3,000.00	-		3,000.00	0%
WC Manor House Rentals	03-100-315020-0000-30119	15,000.00	-		15,000.00	0%
Sports Complex Rentals	03-100-315020-0000-30120	10,000.00	450.00		9,550.00	5%
Park Impact Fees	03-100-315020-0000-30118	20,000.00	726.50		19,273.50	4%
Kayak Rentals	03-100-315020-0000-30015	10,000.00	7,691.00	15	2,309.00	77%
Special Events	03-100-315020-0000-30013, 30014	28,000.00	8,419.00		19,581.00	30%
Fingerprinting Fees	03-100-318990-0000-30048	1,500.00	440.00		1,060.00	29%
Museum Admissions	03-100-315020-0000-30115	9,415.00	3,888.00		5,527.00	41%
Museum Gift Shop Sales	03-100-318990-0000-30016	11,700.00	5,262.02		6,437.98	45%
Museum Programs/Lecture Fees	03-100-318990-0000-30017	1,000.00	90.00		910.00	9%
Sale of Equipment/Buildings	03-100-341020-0000-31405	-	-		-	
Lease of Land	03-100-315020-0000-30017	600.00	-		600.00	0%
Total revenue from use of money and property		427,832.00	138,882.77		288,949.23	32%
<u>Miscellaneous Revenue</u>						
Other Revenue	multiple accounts	1,000.00	244.75		755.25	24%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	-	-		-	
Total Miscellaneous Revenue		1,000.00	244.75		755.25	24%
<u>From Reserves</u>						

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
WC Preservation Funds	N/A	38,000.00	-		38,000.00	0%
Appropriated fund balance for budget	N/A	2,240,632.00	1,301,650.17	16	938,981.83	58%
Total From Reserves		2,278,632.00	1,301,650.17		976,981.83	57%
<u>Intergovernmental Virginia</u>						
Law Enforcement	03-100-322010-0000-34011	172,904.00	44,912.00	17	127,992.00	26%
Litter Control Grant	03-100-322010-0000-34010	-	-		-	
Communications Tax	03-100-322010-0000-34008	204,000.00	33,500.86	18	170,499.14	16%
Rolling Stock	03-100-322010-0000-34001	137.00	153.61		(16.61)	112%
Rental Tax	03-100-322010-0000-34002	5,000.00	2,568.16		2,431.84	51%
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00	240,794.89	19	0.11	100%
TRIAD Grant	03-100-322010-0000-34017	-	-		-	#DIV/0!
Fire Programs	03-100-322010-0000-34012	29,461.00	29,461.00	20	-	100%
VCA Grant	03-100-322010-0000-34005	4,500.00	4,500.00		-	100%
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	'03-100-322010-0000-34020	140,265.00	-		140,265.00	0%
Benns Church/Route 258/Route 10 Bypass intersection	'03-100-322010-0000-34020	159,264.00	232.29		159,031.71	0%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	'03-100-322010-0000-34020	40,680.00	-		40,680.00	0%
VMRC Grant-boat ramp	03-100-322010-0000-34025	-	-		-	
Port of VA Grant-boat ramp	not yet assigned	-	-		-	
State Grant-Boat Ramp	not yet assigned	-	-		-	
DCR Grant #71-17	03-100-322010-0000-34015	-	-		-	
DCR Grant #72-17	03-100-322010-0000-34015	-	-		-	
Total State Revenue		997,006.00	356,122.81		640,883.19	36%
<u>Intergovernmental Federal</u>						
Police Federal Grants		-	3,060.00		(3,060.00)	
VDEM Grant (federal portion)		-	-		-	
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	03-100-331010-0000-35008	623,400.00	-		623,400.00	0%
Benns Church/Route 258/Route 10 Bypass intersection	03-100-331010-0000-35008	707,840.00	1,032.40		706,807.60	0%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	180,800.00	-		180,800.00	0%
Pinewood Heights CDBG Relocation Grant Phase IV	03-100-331010-0000-35002	1,000,000.00	83,700.00		916,300.00	8%
Total Federal Revenue		2,512,040.00	87,792.40		2,424,247.60	3%
<u>Other Financing Sources</u>						
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	-	-		-	
Insurance Recoveries		-	-		-	
Total Other Financing Sources		-	-		-	
<u>Contributions</u>						

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020	Actual	Notes	Variance	Variance %
		Council Approved	10/31/2019			
CHIP Contributions	03-100-318990-0000-31620	13,000.00	155.00		12,845.00	1%
Contributions-Public Safety	03-100-318990-0000-31622	50.00	-		50.00	0%
Contributions-Museum	03-100-318990-0000-31632	93,506.00	525.00		92,981.00	1%
Contribution-Historic Windsor Castle Restoration LLC	03-100-318990-0000-31626	100,000.00	-		100,000.00	0%
Contributions-Public Ball Fields	03-100-318990-0000-31635	80,000.00	-		80,000.00	0%
Total Contributions		286,556.00	680.00		285,876.00	0%
Total General Fund Revenue		13,003,466.00	2,650,904.37		10,352,561.63	20%
GENERAL GOVERNMENT EXPENSES						
<u>Town Council</u>						
Salaries	04-100-411010-0000-41100	42,000.00	13,980.00	21	28,020.00	33%
FICA	04-100-411010-0000-42100	3,276.00	1,087.68		2,188.32	33%
Legal Fees	04-100-411010-0000-43150	50,000.00	10,576.07		39,423.93	21%
Election Expense	04-100-411010-0000-43170	-	-		-	
Maintenance contracts	04-100-411010-0000-43320	1,700.00	1,950.00	25	(250.00)	115%
Advertising	04-100-411010-0000-43600	30,000.00	1,856.61		28,143.39	6%
Professional Services	04-100-411010-0000-43152	10,000.00	-		10,000.00	0%
Records Management maint & upgrades	04-100-411010-0000-45811	5,000.00	995.00		4,005.00	20%
Insurance	04-100-411010-0000-45300	18,145.00	9,072.00	23	9,073.00	50%
Supplies	04-100-411010-0000-46001	9,000.00	3,886.81	26	5,113.19	43%
Travel & Training	04-100-411010-0000-45500	8,000.00	3,121.70	27	4,878.30	39%
Subscriptions/Memberships	04-100-411010-0000-45810	11,000.00	6,398.00	24	4,602.00	58%
Council Approved Items	04-100-411010-0000-45804	9,500.00	1,110.95		8,389.05	12%
Public Defender Fees	04-100-411010-0000-43153	3,000.00	-		3,000.00	0%
Update Town Charter & Code	04-100-411010-0000-43151	5,000.00	-		5,000.00	0%
Total Town Council		205,621.00	54,034.82		151,586.18	26%
<u>Town Manager</u>						
Salaries	04-100-412010-0000-41100	330,421.00	96,533.84	21	233,887.16	29%
Salarie-PT	04-100-412010-0000-41110	17,534.00	-		17,534.00	0%
Salaries-OT	04-100-412010-0000-41120	3,788.00	-		3,788.00	0%
FICA	04-100-412010-0000-42100	28,140.00	6,756.86		21,383.14	24%
VSRS	04-100-412010-0000-42200	20,545.00	5,702.76		14,842.24	28%
Disability	04-100-412010-0000-42210	556.00	82.90		473.10	15%
Health & Other	04-100-412010-0000-42300	59,297.00	17,306.82	22	41,990.18	29%
Pre-Employment Test	04-100-412010-0000-42435	3,500.00	-		3,500.00	0%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
Employee Recognition	04-100-412010-0000-42440	15,000.00	-		15,000.00	0%
Auto Expense	04-100-412010-0000-46009	500.00	74.20		425.80	15%
Storm Maintenance	04-100-412010-0000-43106	-	-		-	
Maintenance Contracts	04-100-412010-0000-43320	3,000.00	1,213.51		1,786.49	40%
Communications	04-100-412010-0000-45200	18,000.00	2,039.34		15,960.66	11%
Insurance	04-100-412010-0000-45300	2,394.00	1,198.00	23	1,196.00	50%
Supplies	04-100-412010-0000-46001	5,000.00	354.59		4,645.41	7%
Dues & Subscriptions	04-100-412010-0000-45810	5,000.00	697.25	24	4,302.75	14%
Computer & technology expenses	04-100-412010-0000-46005	5,000.00	-		5,000.00	0%
Travel & Training	04-100-412010-0000-45500	10,000.00	4.12		9,995.88	0%
Other	04-100-412010-0000-45804	500.00	40.40		459.60	8%
Capital Expenditures	04-100-412010-0000-48100	-	-		-	
Total Town Manager		528,175.00	132,004.59		396,170.41	25%
<u>Treasurer</u>						
Salaries	04-100-412410-0000-41100	390,589.00	97,684.63	21	292,904.37	25%
Salaries-OT	04-100-412410-0000-41120	5,220.00	-		5,220.00	0%
FICA	04-100-412410-0000-42100	31,668.00	7,079.07		24,588.93	22%
VSRS	04-100-412410-0000-42200	25,031.00	7,071.60		17,959.40	28%
Disability	04-100-412410-0000-42210	517.00	29.58		487.42	6%
Health	04-100-412410-0000-42300	55,788.00	17,151.20	22	38,636.80	31%
Audit	04-100-412410-0000-43120	13,250.00	-		13,250.00	0%
Professional Services	04-100-412410-0000-43152	15,000.00	-		15,000.00	0%
Communications	04-100-412410-0000-45200	11,000.00	3,709.36		7,290.64	34%
Computer & technology expenses	04-100-412410-0000-46005	7,500.00	-		7,500.00	0%
Data Processing	04-100-412410-0000-44100	20,000.00	5,342.54		14,657.46	27%
Service contracts-includes MUNIS	04-100-412410-0000-43320	60,000.00	8,848.86		51,151.14	15%
Insurance	04-100-412410-0000-45300	2,472.00	1,236.00	23	1,236.00	50%
Supplies	04-100-412410-0000-46001	19,000.00	2,246.99		16,753.01	12%
Dues & Subscriptions	04-100-412410-0000-45810	1,900.00	284.85	24	1,615.15	15%
Credit Card Processing	04-100-412410-0000-46002	600.00	241.93		358.07	40%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,404.00	-		3,404.00	0%
Travel & Training	04-100-412410-0000-45500	5,000.00	-		5,000.00	0%
Other	04-100-412410-0000-45804	100.00	-		100.00	0%
Bank Charges	04-100-412410-0000-45813	700.00	350.00		350.00	50%
Capital Expenditures	04-100-412410-0000-48100	66,850.00	39,400.36		27,449.64	59%
Total Treasurer		735,589.00	190,676.97		544,912.03	26%

PUBLIC SAFETY

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
<u>Police Department</u>						
Salaries	04-100-431100-0000-41100	1,301,211.00	430,760.92	21	870,450.08	33%
Salaries OT	04-100-431100-0000-41120	208,224.00	-		208,224.00	0%
Salaries-Selective Enforcement	04-100-431100-0000-41100	4,815.00	-		4,815.00	0%
Salaries-Special Events	04-100-431100-0000-41100	18,905.00	-		18,905.00	0%
FICA	04-100-431100-0000-42100	122,750.00	31,113.18		91,636.82	25%
VSRS	04-100-431100-0000-42200	83,179.00	26,085.98		57,093.02	31%
Disability	04-100-431100-0000-42210	190.00	28.00		162.00	15%
Health Insurance	04-100-431100-0000-42300	232,434.00	70,563.09	22	161,870.91	30%
Pre-Employment Test	04-100-431100-0000-42435	-	800.00		(800.00)	
Uniforms	04-100-431100-0000-46011	24,000.00	3,649.46		20,350.54	15%
Service Contracts	04-100-431100-0000-43320	40,000.00	26,062.40	28	13,937.60	65%
Communications	04-100-431100-0000-45200	50,000.00	14,300.10		35,699.90	29%
Computer & Technology Expenses	04-100-431100-0000-46005	13,000.00	473.85		12,526.15	4%
Insurance	04-100-431100-0000-45300	52,500.00	26,248.00	23	26,252.00	50%
Ins. - LODA	04-100-431100-0000-42410	16,233.00	12,703.86	29	3,529.14	78%
Materials & Supplies	04-100-431100-0000-46001	25,000.00	6,421.75		18,578.25	26%
Dues & Subscriptions	04-100-431100-0000-45810	9,500.00	5,295.74	24	4,204.26	56%
Equipment	04-100-431100-0000-46006	43,000.00	7,358.66		35,641.34	17%
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00	198.75		1,801.25	10%
Vehicle Maintenance	04-100-431100-0000-46009	40,000.00	11,880.86		28,119.14	30%
Gas	04-100-431100-0000-46008	41,500.00	11,668.39		29,831.61	28%
Tires	04-100-431100-0000-46016	5,000.00	-		5,000.00	0%
Travel & Training	04-100-431100-0000-45500	30,000.00	8,266.47		21,733.53	28%
Special Events	04-100-431100-0000-43352	1,000.00	478.29		521.71	48%
Investigation expenses	04-100-431100-0000-44641	3,000.00	87.73		2,912.27	3%
Other	04-100-431100-0000-45804	2,500.00	427.00		2,073.00	17%
Capital Expenditures	04-100-431100-0000-48101	66,000.00	-		66,000.00	0%
Total Police Department		2,436,441.00	694,872.48		1,741,568.52	29%
<u>Fire Department</u>						
Annual Contribution	04-100-432300-0000-46008	15,000.00	-		15,000.00	0%
State Pass Thru	04-100-432100-0000-45623	29,461.00	29,461.00	30	-	100%
Total Fire Department		44,461.00	29,461.00		15,000.00	66%
<u>Contributions-Public Safety</u>						
E911 Dispatch Center	04-100-432300-0000-45614	237,599.00	22,827.61		214,771.39	10%
Total Contributions-Public Safety		237,599.00	22,827.61		214,771.39	10%

PARKS, RECREATION & CULTURAL

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
<u>Parks & Recreation</u>						
Salaries	04-100-471100-0000-41100	205,290.00	53,118.02	21	152,171.98	26%
Salaries-OT	04-100-471100-0000-41120	6,330.00	-		6,330.00	0%
FICA	04-100-471100-0000-42100	16,933.00	3,804.94		13,128.06	22%
VSRS	04-100-471100-0000-42200	13,149.00	3,807.76		9,341.24	29%
Disability	04-100-471100-0000-42210	480.00	48.13		431.87	10%
Health	04-100-471100-0000-42300	54,261.00	9,565.14	22	44,695.86	18%
Uniforms	04-100-471100-0000-46011	3,000.00	1,059.99		1,940.01	35%
Communicaitons	04-100-471100-0000-45200	2,000.00	885.78		1,114.22	44%
insurance	04-100-471100-0000-45300	2,838.00	2,418.00	23	420.00	85%
Advertising	04-100-471100-0000-43600	20,500.00	13,182.09	31	7,317.91	64%
Dues & Subscriptions	04-100-471100-0000-45810	2,000.00	31.00	24	1,969.00	2%
Supplies	04-100-471100-0000-46001	8,000.00	-		8,000.00	0%
Computer & Technology	04-100-471100-0000-46005	1,000.00	-		1,000.00	0%
Travel & Training	04-100-471100-0000-45500	3,000.00	296.39		2,703.61	10%
Other	04-100-471100-0000-45804	500.00	383.00		117.00	77%
Capital Expenditures	04-100-471100-0000-48100	26,000.00	28,571.95		(2,571.95)	110%
Total Parks & Recreation		365,281.00	117,172.19		248,108.81	32%
<u>Smithfield Center</u>						
Salaries	04-100-412100-0000-41100	115,229.00	45,270.29	21	69,958.71	39%
Salaries-Part Time	04-100-412100-0000-41110	39,431.00	-		39,431.00	0%
Salaries-OT	04-100-412100-0000-41120	5,778.00	-		5,778.00	0%
FICA	04-100-412100-0000-42100	12,711.00	3,410.36		9,300.64	27%
VSRS	04-100-412100-0000-42200	7,339.00	2,446.32		4,892.68	33%
Disability	04-100-412100-0000-42210	144.00	21.38		122.62	15%
Health	04-100-412100-0000-42300	22,182.00	8,517.04	22	13,664.96	38%
Contracted Services	04-100-412100-0000-43320	18,000.00	7,688.46	32	10,311.54	43%
Retail Sales & Use Tax	04-100-412100-0000-43100	800.00	108.77		691.23	14%
Utilities	04-100-412100-0000-45100	25,000.00	5,936.30		19,063.70	24%
Communications	04-100-412100-0000-45200	20,000.00	9,111.95	33	10,888.05	46%
Computer & technology expenses	04-100-412100-0000-46005	3,000.00	820.41		2,179.59	27%
Insurance	04-100-412100-0000-45300	2,838.00	2,568.00	23	270.00	90%
Kitchen Supplies	04-100-412100-0000-44000	3,000.00	1,568.43		1,431.57	52%
Office Supplies/Other Supplies	04-100-412100-0000-46001	4,500.00	989.31		3,510.69	22%
Food Service & Beverage Supplies	04-100-412100-0000-44001	6,000.00	1,816.20		4,183.80	30%
AV Supplies	04-100-412100-0000-44002	2,000.00	-		2,000.00	0%
Repairs & Maintenance	04-100-412100-0000-46007	29,000.00	9,904.50	34	19,095.50	34%
Landscaping	04-100-412100-0000-43400	12,000.00	3,255.00		8,745.00	27%
Refund event deposits	04-100-412100-0000-45899	7,000.00	1,200.00		5,800.00	17%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
Credit card processing expense	04-100-412100-0000-46002	5,000.00	2,018.41		2,981.59	40%
Capital Expenditures	04-100-412100-0000-48100	26,000.00	17,883.79		8,116.21	69%
Total Smithfield Center		366,952.00	124,534.92		242,417.08	34%
<u>Contributions-Parks, Recreation and Cultural</u>						
Windsor Castle Restoration	04-100-471200-0000-45653	500,000.00	200,000.00	35	300,000.00	40%
Farmers Market	04-100-432301-0000-45617	3,000.00	-		3,000.00	0%
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	4,500.00	36	4,500.00	50%
Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	7,500.00	-		7,500.00	0%
Smithfield CHIP program	04-100-432301-0000-43354	6,000.00	-		6,000.00	0%
Smithfield POP Warner Football		-	-		-	
Friends of the Library	04-100-473100-0000-45605	4,500.00	4,500.00	37	-	100%
Total Contributions-Park, Recreation and Cultural		530,000.00	209,000.00		321,000.00	39%
<u>Windsor Castle Park</u>						
Salaries	04-100-471210-0000-41100	26,071.00	7,832.37	21	18,238.63	30%
Salaries-OT	04-100-471210-0000-41120	1,954.00	-		1,954.00	0%
FICA	04-100-471210-0000-42100	2,242.00	588.69		1,653.31	26%
VSRS	04-100-471210-0000-42200	1,271.00	303.69		967.31	24%
Disability	04-100-471210-0000-42210	205.00	-		205.00	0%
Health	04-100-471210-0000-42300	2,950.00	917.61	22	2,032.39	31%
Contracted Services	04-100-471210-0000-43300	7,000.00	1,905.00		5,095.00	27%
Insurance	04-100-471210-0000-45300	9,214.00	4,608.00	23	4,606.00	50%
Grass Cutting	04-100-471210-0000-43105	31,000.00	19,493.16	38	11,506.84	63%
Utilities	04-100-471210-0000-45100	6,000.00	193.39		5,806.61	3%
Repairs & Maintenance	04-100-471210-0000-46007	40,000.00	4,282.46		35,717.54	11%
WC Preservation Fund-Equipment	04-100-471210-0000-46006	38,000.00	15,678.00	39	22,322.00	41%
Total Windsor Castle Park		165,907.00	55,802.37		110,104.63	34%
<u>Windsor Castle Manor House</u>						
Salaries	04-100-471220-0000-41100	17,056.00	-		17,056.00	0%
FICA	04-100-471220-0000-42100	1,365.00	-		1,365.00	0%
VSRS	04-100-471220-0000-42200	1,100.00	-		1,100.00	0%
Disability	04-100-471220-0000-42210	101.00	-		101.00	0%
Health	04-100-471220-0000-42300	6,314.00	-		6,314.00	0%
Insurance	04-100-471220-0000-45300	1,072.00	536.00		536.00	50%
Expenses 1/2 year	04-100-471220-0000-	63,928.00	323.46		63,604.54	1%
Total Windsor Castle Manor House		90,936.00	859.46		90,076.54	1%
<u>Luter Sports Complex</u>						
Contracted Services	04-100-471300-0000-43300	6,500.00	7,690.84	40	(1,190.84)	118%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
Utilities	04-100-471300-0000-45100	10,000.00	2,428.53		7,571.47	24%
Insurance	04-100-471300-0000-45300	8,000.00	4,000.00	23	4,000.00	50%
Repairs & Maintenance	04-100-471300-0000-46007	40,000.00	14,099.95	41	25,900.05	35%
Equipment	04-100-471300-0000-46006	28,000.00	10,556.09		17,443.91	38%
Supplies-Chemicals	04-100-471300-0000-45413	5,000.00	-		5,000.00	0%
Capital Expenditures	04-100-471300-0000-48100	25,000.00	7,917.50		17,082.50	32%
Total Luter Sports Complex		122,500.00	46,692.91		75,807.09	38%
<u>Museum</u>						
Salaries	04-100-472200-0000-41100	113,585.00	40,102.43	21	73,482.57	35%
Salaries-Part Time	04-100-472200-0000-41110	22,485.00	-		22,485.00	0%
FICA	04-100-472200-0000-42100	10,810.00	3,059.80		7,750.20	28%
VSRS	04-100-472200-0000-42200	7,190.00	2,396.00		4,794.00	33%
Health	04-100-472200-0000-42300	7,185.00	2,427.86	22	4,757.14	34%
Operating expenses						
Contracted services	04-100-472200-0000-43300	3,400.00	495.48		2,904.52	15%
Communications	04-100-472200-0000-45200	725.00	202.83		522.17	28%
Computer and Technology	04-100-472200-0000-46005	540.00	-		540.00	0%
Insurance	04-100-472200-0000-45300	2,018.00	1,010.00	23	1,008.00	50%
Supplies	04-100-472200-0000-46001	7,000.00	2,456.38		4,543.62	35%
Advertisinig	04-100-472200-0000-43600	700.00	10.08		689.92	1%
Travel/Training	04-100-472200-0000-45500	200.00	-		200.00	0%
Dues & Subscriptions	04-100-472200-0000-45810	800.00	204.00		596.00	26%
Gift Shop-to be funded by gift shop proceeds						
Gift Shop expenses	04-100-472200-0000-46014	6,000.00	4,596.27	42	1,403.73	77%
Sales & Use Tax	04-100-472200-0000-43100	775.00	397.23		377.77	51%
Credit card processing fees	04-100-472200-0000-46002	800.00	256.83		543.17	32%
Total Museum		184,213.00	57,615.19		126,597.81	31%
<u>Other Parks & Recreation</u>						
Jersey Park Playground	04-100-471313-0000-43345	-	-		-	
Pinewood Playground	04-100-471314-0000-43346	-	-		-	
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100	2,000.00	511.99		1,488.01	26%
Waterworks Dam	04-100-471350-0000-46007	-	-		-	0%
Waterworks Lake (park area)	04-100-471360-0000-46007	250.00	-		250.00	0%
Haydens Lane Maintenance	04-100-471315-0000-43348	1,000.00	-		1,000.00	0%
Veterans War Memorial	04-100-471316-0000-43349	2,500.00	762.63		1,737.37	31%
Open Spaces	04-100-471500-0000-46007	-	-		-	
Litter Control Grant	04-100-441300-0000-46012	-	-		-	0%
Fireworks	04-100-471390-0000-43344	2,000.00	-		2,000.00	0%
Capital Expenditures-Clontz Park	04-100-471311-0000-48100	-	66,491.91		(66,491.91)	0%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
Total Other Parks & Recreation		7,750.00	67,766.53		(60,016.53)	874%
COMMUNITY DEVELOPMENT						
Project Expenditures						
Pinewood Heights-Phase III		-	-		-	
Pinewood Heights Phase IV		2,205,807.00	201,182.44	43	2,004,624.56	9%
Capital Expenditures		204,000.00	12,000.00	43	192,000.00	6%
Total Pinewood Heights-All Phases		2,409,807.00	213,182.44		2,196,624.56	9%
Contributions-Community Development						
Old Courthouse Contribution	04-100-472500-0000-45613	4,400.00	-		4,400.00	0%
Chamber of Commerce	04-100-432302-0000-45609	6,000.00	-		6,000.00	0%
Christian Outreach	04-100-432302-0000-45620	12,650.00	-		12,650.00	0%
Genieve Shelter	04-100-432302-0000-45606	7,920.00	-		7,920.00	0%
TRIAD	04-100-432302-0000-45611	1,650.00	-		1,650.00	0%
Tourism Bureau	04-100-432302-0000-45607	273,722.00	-		273,722.00	0%
Western Tidewater Free Clinic	04-100-432302-0000-45632	40,560.00	-		40,560.00	0%
YMCA Projects	04-100-432302-0000-45603	50,000.00	-		50,000.00	0%
Total Contributions-Community Development		396,902.00	-		396,902.00	0%
PUBLIC WORKS						
Planning, Engineering & Public Works						
Salaries	04-100-441300-0000-41100	252,832.00	61,486.41	21	191,345.59	24%
Salaries-OT	04-100-441300-0000-41120	11,778.00	-		11,778.00	0%
Salaries-Special Events	04-100-441300-0000-41130	7,985.00	-		7,985.00	0%
FICA	04-100-441300-0000-42100	21,812.00	4,599.91		17,212.09	21%
VSRS	04-100-441300-0000-42200	16,587.00	4,359.01		12,227.99	26%
Disability	04-100-441300-0000-42210	2,446.00	414.50		2,031.50	17%
Health	04-100-441300-0000-42300	41,850.00	8,609.85	22	33,240.15	21%
Uniforms	04-100-441300-0000-46011	2,500.00	105.14		2,394.86	4%
Storm Maintenance	04-100-441300-0000-43106	-	-		-	
Professional Services	04-100-441300-0000-43152	50,000.00	-		50,000.00	0%
Contractual	04-100-441300-0000-43320	8,125.00	1,681.99		6,443.01	21%
GIS	04-100-441300-0000-43001	800.00	-		800.00	0%
Site Plan Review	04-100-441300-0000-43141	3,000.00	-		3,000.00	0%
Recycling	04-100-441300-0000-43340	137,090.00	33,189.00		103,901.00	24%
Trash Collection	04-100-441300-0000-43330	224,580.00	55,211.55		169,368.45	25%
Street Lights	04-100-441300-0000-45101	2,500.00	270.77		2,229.23	11%
Communications	04-100-441300-0000-45200	12,000.00	3,377.67		8,622.33	28%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	6,000.00	101.83		5,898.17	2%
Insurance	04-100-441300-0000-45300	8,690.00	4,346.00	23	4,344.00	50%
Materials & Supplies	04-100-441300-0000-46001	6,000.00	684.08		5,315.92	11%
Accreditation	04-100-441300-0000-45521	1,250.00	-		1,250.00	0%
Repairs & Maintenance	04-100-441300-0000-46007	9,000.00	4,216.78	44	4,783.22	47%
Gas	04-100-441300-0000-46008	7,500.00	1,467.23		6,032.77	20%
Travel & Training	04-100-441300-0000-45500	6,000.00	326.89		5,673.11	5%
Hampton Roads Planning District Commission	04-100-432302-0000-45621	10,089.00	5,354.00	45	4,735.00	53%
Dues & Subscriptions	04-100-441300-0000-45810	2,700.00	344.00	24	2,356.00	13%
Other	04-100-441300-0000-45804	2,000.00	678.98	46	1,321.02	34%
Capital Expenditures	04-100-441300-0000-48100	2,493,420.00	193,338.59		2,300,081.41	8%
Total Public Works		3,348,534.00	384,164.18		2,964,369.82	11%
PUBLIC BUILDINGS						
Public Buildings						
Salaries-Part Time	04-100-443200-0000-41110	41,720.00	8,444.26	21	33,275.74	20%
FICA	04-100-443200-0000-42100	3,340.00	648.50		2,691.50	19%
Contractual	04-100-443200-0000-43300	23,500.00	8,423.20	47	15,076.80	36%
Communications	04-100-443200-0000-45200	3,000.00	448.46		2,551.54	15%
Utilities	04-100-443200-0000-45100	46,000.00	11,642.93		34,357.07	25%
Insurance	04-100-443200-0000-45300	9,800.00	4,900.00	23	4,900.00	50%
Materials & Supplies	04-100-443200-0000-46001	6,000.00	110.00		5,890.00	2%
Repairs & Maintenance	04-100-443200-0000-46007	70,867.00	8,167.52		62,699.48	12%
Other	04-100-443200-0000-45804	500.00	-		500.00	0%
Capital Expenditures	04-100-443200-0000-48100	60,000.00	-		60,000.00	0%
Capital Expenditures-Building alterations		-	5,825.00		(5,825.00)	
Total Public Buildings		264,727.00	48,609.87		216,117.13	18%
OPERATING/CAPITAL RESERVE (CONTINGENCY)						
Transfers to Operating Reserves-contingency	N/A	50,000.00	-		50,000.00	0%
Transfers to Restricted Reserves-Pinewood	N/A	-	-		-	
Total Transfers To Reserves		50,000.00	-		50,000.00	0%
NON DEPARTMENTAL						
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	27,300.00	-		27,300.00	0%
Total Tax Relief for the Elderly/Veterans		27,300.00	-		27,300.00	0%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
DEBT SERVICE						
Debt Service						
Principal Retirement						
Police Evidence Building	04-100-495500-0000-49509	55,270.00	18,244.32		37,025.68	33%
New Debt-Multiple projects	04-100-495500-0000-49512	278,310.00	91,994.81		186,315.19	33%
Note Proceeds-Town Hall Renovations		-	-		-	
Public Safety Radio System	04-100-495500-0000-49518	48,235.00	48,234.01		0.99	100%
3 year Phase in Fire Alarm System	04-100-495500-0000-49516	9,150.00	9,150.00		-	100%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49514	7,182.00	1,773.52		5,408.48	25%
Interest and fiscal charges						
Police Evidence Building	04-100-495500-0000-49510	6,000.00	2,208.20		3,791.80	37%
New Debt-Multiple projects	04-100-495500-0000-49513	77,060.00	26,693.07		50,366.93	35%
Note Proceeds-Town Hall Renovations		-	-		-	
Public Safety Radio System	04-100-495500-0000-49519	3,220.00	3,219.45		0.55	100%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49515	344.00	109.46		234.54	32%
Total Debt Service		484,771.00	201,626.84		283,144.16	42%
Total General Fund Expenses		13,003,466.00	2,650,904.37		10,352,561.63	20%

Notes: October 2019

GENERAL FUND

Revenues:

1	<u>Current/Delinquent RE</u>	Postings of RE tax collections for years prior to the 2019 billing are considered delinquent taxes (even if a new supplement). Several credit balance refunds processed in October 2019 against collections reduced receipts to almost \$0. Real estate bills went out at the end of October. Current revenues were posted starting in November 2019.
2	<u>Current/Delinquent PP</u>	Postings of PP tax collections for years prior to the 2019 billing are also posted as delinquent taxes. Includes payments for supplemental billings offset by refunds of credit balances.
3	<u>Cigarette Tax</u>	Sold 165,000 cigarette tax stamps through October 2019 compared to 180,000 stamps through October 2018.
4	<u>Transient Occupancy</u>	Transient occupancy tax is collected quarterly. The 1st quarter payment in July 2019 was accrued for the FY2019 financial statements. The quarter collected October 2019 is the first transient revenue recognized for FY2020. Collections of \$63,334 are \$5,037 more than prior year collections of \$58,297 through the same period.
5	<u>Meals Tax</u>	Meals tax receipts represents collections for August through October. July 2019 collections were accrued for FY2019. Receipts to date are \$25,644 higher than last year.
6	<u>Sales Tax</u>	Sales tax runs 2 months behind from the state. Our portion is sent to IOW County, and they forward it to us often resulting in a 3 month delay. Sales tax revenues on the October statement represent receipts for July 2019.
7	<u>Business licenses</u>	Business licenses are due on April 15; however, licenses for delinquent accounts or new businesses are collected throughout the fiscal year. As of Oct 31, we have collected \$16,021 in BL taxes of which \$1,825 represents taxes for 2017 and 2018 and the remaining \$14,196 represents 2019.
8	<u>Vehicle License Tax</u>	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 FY2020 offset by credit balance refunds due to abatements.
9	<u>Permits & other licenses</u>	Permits and other licenses are made up of sign permits (\$300), zoning permits (\$2570), yard sale permits (\$320), Demolition permits (\$75), E&S Fees (\$1500), and ROW Easement Permits (\$630) and golf cart permits (\$40).
10	<u>Inspection Fees</u>	Inspection fees are as follows: ABT Custom Homes-\$300-rebuild 207 Gullane-21E-01-404 Eagle Construction of VA LLC-\$300-122 St Andrew-21E-01-274 Eagle Construction of VA LLC-\$300-105 Nairn-Lot 264 Wayne Harbin Builder-\$300-108 Tiger Eye-21E-01-379 Michael J Hipple Builder Inc-\$300-401 Pagan Ridge Willkris Services LLC-\$300-219 Drummonds Lane Hampton Roads Holding Co LLC-\$300-100 Turnberry
11	<u>Review Fees</u>	Review fees are as follows: Gary L Berland-\$150-subdivision plan-22J-02-000A Commercial Development-\$150-Dollar Tree Landscaping - 22J-01-017 RDG Limehouse LC-\$7600-Cypress Investment Holdings-utility plans for 22-01-004 Thomas Sterling-\$400-Special use permit Brown's A.M.E. Church
12	<u>Fines & Costs</u>	Fines and costs through October reflect collections through August 2019. Payments received in July and August were accrued for the June 2019 financial statements. Collections are \$1398 lower than prior year.
13	<u>Rentals</u>	Rentals represent payments from town owned properties. Includes SVAE (\$2250/month), When Pigs Fly (\$775/month), and Charter Communications (\$831.93/month).

14	<u>Smithfield Center Rentals</u>	Rents of \$71,590 through October are \$7,149 more than the same period last year.
15	<u>Kayak Rentals</u>	Since this line item is seasonal, the summer months are very strong for rentals. Revenues ceased by the first of October and will pick up again in the spring of 2020. Collections for Jul through Oct are \$46 higher than FY2019.
16	<u>Reserves-operation reserves</u>	Used \$1,301,650 from reserves to cover expenses through Oct 2019. Last year we utilized \$883,413 of reserves through October.
17	<u>Law Enforcement</u>	Received 1st quarter 599 funds to supplement police department funding.
18	<u>Communications Tax</u>	Communications tax runs 2 months behind, so the total shown is for collections for July through August 2019.
19	<u>PPTRA Tax</u>	The Town received its annual personal property tax relief contribution from the state.
20	<u>Fire Programs</u>	The Town received pass through grant funds from the state for the Smithfield Fire Department-\$29,461.
Expenses:		
<u>All Departments</u>		
21	<u>Salaries</u>	Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet been configured on the internal payroll reports.
22	<u>Health/Dental Insurance</u>	Health insurance premiums are reflected through October (33%). Dental premiums are posted for Jul through Nov (42%).
23	<u>Insurance</u>	2 quarterly payments (50%) have been made to VML for property casualty/workers' compensation insurance.
24	<u>Dues and Subscriptions</u>	The majority of dues and subscriptions for each department are paid in the first 3 months of the fiscal year, so percentages will run high against budget as of the first few months.
Town Council		
25	<u>Maintenance Contracts</u>	Pitney Bowes-\$1200-Tier 1 Software Service Agreement-10/1/19-9/30/20 postage machine-we had never paid this in the past-was not budgeted Pitney Bowes-\$750-leasing charges 6/30/19-9/29/19-postage machine
26	<u>Supplies</u>	Includes: Pitney Bowes-\$2525-refill postage machine The Supply Room-\$589.75-envelopes-9x12
27	<u>Travel & training</u>	Includes: Bank of America-VML-\$1555-registration VML conference-Williams, Hall, Butler Bank of America-The Hotel Roanoke & Conference Center- (-\$198.28)-refund reservation-Pack Bank of America-Printing Services-\$728.90-Vision statements Mayor Williams-\$78.88-mileage reimbursement July Beth Haywood-\$252.88-mileage-VML conference Oct 2019 Denise N Tynes-\$271.44-mileage VML conference Oct 2019 Valerie Butler-\$252.88-mileage-VML conference Oct 2019
Police		
28	<u>Service Contracts</u>	Includes: Superior LLC-\$24,474-annual maintenance fee for OSSI and records management system
29	<u>Insurance-LODA</u>	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 FY2020 was based on 18 officers at \$705.77 each. This has been paid in full for the year.

Fire Department

30 State Pass Thru The Town received the state grant for annual fire funds (\$29,461) and has remitted payment to the Fire Department. An appropriation amendment was adopted to approve the additional funding.

Parks & Recreation

31 Advertising Includes:
MOSCA Design-\$4665-18 FT lighted Christmas tree
Wedding Wire-\$4800-12 months-Featured All Venue Group Hampton Roads Region
Mar-Bert-\$2265- (2) 1/2 page ads
Vistagraphics-\$1586-WCP and Smithfield Center-Coastal VA Magazine- Bride Fall/Winter
Tribune Publishing Company LLC(-\$1503)-refund ck #50794

Smithfield Center

32 Contracted Services Includes:
Colonial Webb-\$3250-2 quarterly billings
EMS Software-\$1557.30-EMS Pro Maintenance; 1 database; 8/1/19-7/31/20
Bay Disposal -\$411.90*4 months=\$1647.60
Terminix-\$105x3=\$315
Citron Hygene-\$139.52x3=\$418.56
Windsor Fire Extinguisher-\$500-backflow inspection 9/10/19

33 Communications Includes 5 monthly charges from Charter for July through November at \$1500.94 each=\$7,504.70
Verizon Wireless-4 monthly charges at approximately \$162.07 each = \$648.49
Verizon-6 charges at multiple rates=\$958.76

34 Repairs & Maintenance Includes:
National Roofing-\$595-put metal strips in bonds. Sealed nail heads over area where leak appeared.
Rowe Kleen-EN & Logistics Management LLC-\$3000-prep and paint the deck and the deck pickets
Roanoke Engineering-\$750-service call (6 hours) on operable wall
Sherwin Williams-\$713.40-paint for Smithfield Center deck
Rutherford Supply-\$672.61-cleaning/janitorial supplies
Smithfield Glass & Mirror-\$801.23-services & repairs

Contributions-Parks, Recreation and Cultural

35 Windsor Castle Restoration Windsor Castle Park Foundation-\$200,000-Paid as part of \$2M dedicated for the WC restoration project

36 Isle of Wight Arts League The town paid its portion of the state grant and applied for the matching funds. The funds were received in October and were paid to the IOW Arts League in November.

37 Friends of the Library Town paid annual budgeted amount as requested.

Windsor Castle Park

38 Grass Cutting Southern Shores-\$1175-contract mowing 7/2/19
Southern Shores-\$1175-contract mowing 7/10/19
Southern Shores-\$1175-contract mowing 7/17/19
Southern Shores-\$785.79-August shrubs/welcome signs

**Town of Smithfield
Sewer Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
SEWER REVENUES						
Sewer Charges	03-004-342070-0000-31101	677,664.00	143,069.48	1	534,594.52	21%
Sewer Compliance Fee	03-004-342070-0000-31608	393,031.00	76,416.48	1	316,614.52	19%
Miscellaneous Revenue	03-004-342070-0000-31105	500.00	-		500.00	0%
Connection fees	03-004-342070-0000-31104	71,100.00	11,060.00	2	60,040.00	16%
Pro-rata Share Fees	03-004-342070-0000-31103	-	-		-	
Insurance Recoveries	03-004-342070-0000-31603	-	24,226.65	3	(24,226.65)	
Availability Fees	03-004-342070-0000-31102	185,400.00	28,840.00	4	156,560.00	16%
Interest Revenue	03-004-342070-0000-31501	9,000.00	5,237.35		3,762.65	58%
Appropriated fund balance for budget		537,735.00	197,995.57	5	339,739.43	37%
Total Sewer Revenue		1,874,430.00	486,845.53		1,387,584.47	26%

Description		2020 Council Approved	Actual 10/31/2019		Variance	Variance %
SEWER EXPENSES						
Salaries	04-004-442070-0000-41100	304,444.00	75,917.85	6	228,526.15	25%
Salaries-OT	04-004-442070-0000-41120	22,168.00	-		22,168.00	0%
FICA	04-004-442070-0000-42100	26,130.00	5,611.45		20,518.55	21%
VSRS	04-004-442070-0000-42200	18,830.00	5,008.22		13,821.78	27%
Health	04-004-442070-0000-42300	57,295.00	12,386.47		44,908.53	22%
Uniforms	04-004-442070-0000-46011	2,500.00	327.07		2,172.93	13%
Audit	04-004-442070-0000-43120	6,625.00	-		6,625.00	0%
Legal	04-004-442070-0000-43150	6,000.00	1,852.19		4,147.81	31%
Accreditation	04-004-442070-0000-45521	100.00	-		100.00	0%
HRPDC sewer programs	04-004-442070-0000-43997	835.00	417.50	7	417.50	50%
Professional Fees	04-004-442070-0000-43152	25,000.00	7,489.64	8	17,510.36	30%
Maintenance & Repairs	04-004-442070-0000-46007	95,000.00	12,559.95		82,440.05	13%
Storm Maintenance	04-004-442070-0000-43106	-	-		-	
VAC Truck Repairs & Maintenance	04-004-442070-0000-43107	7,500.00	3,160.17		4,339.83	42%
Data Processing	04-004-442070-0000-44100	15,000.00	4,006.92		10,993.08	27%
Dues & Subscriptions	04-004-442070-0000-45810	150.00	14.50		135.50	10%
Utilities	04-004-442070-0000-45100	45,000.00	7,422.17		37,577.83	16%
SCADA Expenses	04-004-442070-0000-45204	6,000.00	-		6,000.00	0%
Communications	04-004-442070-0000-45200	12,000.00	3,274.40		8,725.60	27%
Insurance	04-004-442070-0000-45300	15,825.00	7,912.00	9	7,913.00	50%
Materials & Supplies	04-004-442070-0000-45400	50,000.00	15,547.07		34,452.93	31%

**Town of Smithfield
Sewer Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
Pump Replacement & Conditioning	04-004-442070-0000-	85,000.00	-		85,000.00	0%
Truck Operations (fuel)	04-004-442070-0000-46008	9,000.00	1,811.60		7,188.40	20%
Vehicle Maintenance	04-004-442070-0000-46009	2,500.00	895.32		1,604.68	36%
Travel & Training	04-004-442070-0000-45500	3,000.00	-		3,000.00	0%
Contractual	04-004-442070-0000-43300	3,500.00	697.20		2,802.80	20%
Bank charges	04-004-442070-0000-45813	-	-		-	
Miscellaneous	04-004-442070-0000-45804	1,200.00	26.15		1,173.85	2%
Depreciation Expense	04-004-442070-0000-49102	375,000.00	131,437.54		243,562.46	35%
Transfers to Operating Reserves		-	-		-	
Debt Service	04-004-442070-0000-49000	106,328.00	102,543.35	10	3,784.65	96%
Capital Expenditures	04-004-442070-0000-47000,47012,47005,47035	572,500.00	86,526.80		485,973.20	15%
Total Sewer Expenditures		1,874,430.00	486,845.53		1,387,584.47	26%

Notes: October 2019

SEWER

Revenues

1	<u>1) Sewer Charges/Sewer Compliance</u>	Sewer revenues including the sewer compliance fee billed for July and 1/2 of August were accrued on the June 2019 financial statements. The current revenue includes 1/2 of the August billing through the October billing. Sewer charges through October are \$10,721 higher than prior year, and sewer compliance fees are \$772 higher.
2	<u>Connection Fees</u>	The town posted \$11,060 in connection fees through October 2019. This represents 7 connections at \$1580 each (5/8" meters).
3	<u>Insurance Recoveries</u>	VSRS-\$24,226.65 for damage at Crescent Pump Station due to lightning strike.
4	<u>Availability fees</u>	We received 7 at \$4,120 each for a total of \$28,840.
5	<u>Appropriated Fund Balance</u>	Fund balance drawn to cover expenditures through the month of September 2019 equaled \$197,995.57.

Expenses

6	<u>Salaries and payroll taxes</u>	Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet been configured on the internal payroll reports.
7	<u>HRPDC Sewer Programs</u>	Represents 2 quarterly payments to HRPDC-50%
8	<u>Professional Fees</u>	Draper Aden-\$7489.64-professional services through 8/31/19-sewer model analysis of the proposed Mallory Scott Farm Development.
8	<u>Insurance</u>	Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance-50%.
10	<u>Debt Service</u>	Interest of \$2720.13 was paid in July for the old sewer treatment plant. Of that amount, \$2266.78 was accrued in FY2019 and reversed from FY2020. Principal of \$102,090 for the entire year was also paid in July.

**Town of Smithfield
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
WATER REVENUES						
Water Sales	03-005-342060-0000-31101	1,411,037.00	323,939.55	1	1,087,097.45	23%
Debt Service Revenue	03-005-342060-0000-31109	251,055.00	49,045.72	1	202,009.28	20%
Miscellaneous	03-005-342060-0000-31105	5,000.00	2,276.78	2	2,723.22	46%
Connection fees	03-005-342060-0000-31104	29,700.00	4,620.00	3	25,080.00	16%
Application Fees	03-005-342060-0000-31106	9,720.00	3,672.00		6,048.00	38%
Pro-Rata Share Fees	03-005-342060-0000-31103	-	-		-	
Availability Fees	03-005-342060-0000-31102	122,400.00	19,040.00	4	103,360.00	16%
Interest Revenue	03-005-342060-0000-31501	20,000.00	15,692.11		4,307.89	78%
Contributions from IOW		87,500.00	-		87,500.00	0%
Appropriated fund balance for budget		487,499.00	323,226.05	5	164,272.95	66%
Total Water Revenues		2,423,911.00	741,512.21		1,682,398.79	31%

Description		2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
WATER EXPENSES						
Salaries	04-005-442060-0000-41100	422,828.00	119,739.79	6	303,088.21	28%
Salaries-OT	04-005-442060-0000-41120	65,622.00	-		65,622.00	0%
FICA	04-005-442060-0000-42100	39,080.00	8,713.45		30,366.55	22%
VSRS	04-005-442060-0000-42200	26,470.00	7,532.80		18,937.20	28%
Health	04-005-442060-0000-42300	79,525.00	20,968.00		58,557.00	26%
Uniforms	04-005-442060-0000-46011	2,500.00	384.81		2,115.19	15%
Contractual	04-005-442060-0000-43320	13,500.00	6,610.00	7	6,890.00	49%
Audit	04-005-442060-0000-43120	6,625.00	-		6,625.00	0%
Legal	04-005-442060-0000-43150	6,400.00	1,852.19		4,547.81	29%
Storm Maintenance	04-005-442060-0000-43106	-	-		-	
Accreditation	04-005-442060-0000-45521	100.00	-		100.00	0%
Maintenance & Repairs	04-005-442060-0000-46007	20,000.00	457.04		19,542.96	2%
Water Tank Maintenance	04-005-442060-0000-43006	10,000.00	-		10,000.00	0%
Professional Services	04-005-442060-0000-43152	25,000.00	3,643.36		21,356.64	15%
Regional Water Supply Study	04-005-442060-0000-43998	4,000.00	1,963.00	8	2,037.00	49%
Data Processing	04-005-442060-0000-44100	15,000.00	4,006.92		10,993.08	27%
Utilities	04-005-442060-0000-45100	2,500.00	116.56		2,383.44	5%
Communications	04-005-442060-0000-45200	11,500.00	3,231.66		8,268.34	28%
Insurance	04-005-442060-0000-45300	31,130.00	15,566.00	9	15,564.00	50%
Materials & Supplies	04-005-442060-0000-45400	80,000.00	28,652.15		51,347.85	36%
Truck Operations	04-005-442060-0000-46008	16,000.00	2,857.31		13,142.69	18%
Vehicle Maintenance	04-005-442060-0000-46009	3,000.00	492.05		2,507.95	16%
Dues & Subscriptions	04-005-442060-0000-45810	1,200.00	804.50	10	395.50	67%

**Town of Smithfield
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
Bank service charges-credit card fees	04-005-442060-0000-45813	1,200.00	620.43		579.57	52%
Travel and Training	04-005-442060-0000-45500	5,000.00	-		5,000.00	0%
Miscellaneous	04-005-442060-0000-45804	15,000.00	4,606.02	11	10,393.98	31%
<u>RO Annual costs</u>						
Power	04-005-442061-0000-45100	104,000.00	29,942.77		74,057.23	29%
Contract Services	04-005-442061-0000-43300	-	1,706.00		(1,706.00)	100%
Chemicals	04-005-442061-0000-45413	65,000.00	22,245.39		42,754.61	34%
HRSD	04-005-442061-0000-45102	280,300.00	59,250.63		221,049.37	21%
Supplies	04-005-442061-0000-45400	25,000.00	10,600.51		14,399.49	42%
Communication	04-005-442061-0000-45200	9,200.00	2,577.89		6,622.11	28%
Travel and training	04-005-442061-0000-45500	4,000.00	297.55		3,702.45	7%
Dues & Subscriptions	04-005-442061-0000-45810	500.00	69.00		431.00	14%
RO Server	04-005-442061-0000-46005	10,000.00	-		10,000.00	0%
Maintenance and Repairs	04-005-442061-0000-46007	66,500.00	13,773.67		52,726.33	21%
Vehicle Maintenance	04-005-442061-0000-46009	-	1,896.23		(1,896.23)	100%
Depreciation Expense	04-005-442061-0000-49102	380,000.00	122,438.57		257,561.43	32%
Transfers to Operating Reserves		-	-		-	
Debt Service	04-005-442060-0000-49000	288,731.00	243,895.96	12	44,835.04	84%
Capital Expenditures		287,500.00	-		287,500.00	0%
Total Water Expenditures		2,423,911.00	741,512.21		1,682,398.79	31%

Notes: October 2019

WATER

Revenues

1	<u>Water Charges/Debt Service Revenue</u>	Water revenues including the water debt service fee billed for July and 1/2 of August were accrued on the June 2019 financial statements. The current revenue includes 1/2 of the August billing through the October billing. Water charges through October are \$32,354 higher than prior year and debt service is \$757 higher.
2	<u>Miscellaneous</u>	Through October we sold 5 water meters (\$325 each=\$1625), meter parts (\$58.09), and received one payment for contractor damage on a residential work site (\$594).
3	<u>Connection Fees</u>	The town posted \$4,620 in connection fees through October 2019. This represents 7 connections at \$660 each (5/8" meters).
4	<u>Availability Fees</u>	We received 7 at \$2720 each for a total of \$19,040.00.
5	<u>Appropriated Fund Balance</u>	Fund balance drawn to cover expenditures for the month of July 2019 equaled \$323,226.05.

Expenses

6	<u>Salaries and payroll taxes</u>	Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet been configured on the internal payroll reports.
7	<u>Contractual</u>	Core & Main-\$5320-annual Neptune hardware support contract-meter readers Core & Main-\$1290-annual Neptune software support contract-meter readers
8	<u>HRPDC Regional Water Supply</u>	Represents 2 quarterly payments to HRPDC-49%.
9	<u>Insurance</u>	Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance-50%.
10	<u>Dues & Subscriptions</u>	The majority of dues are paid at the beginning of the fiscal year, so percentages will run high during the first 6 months.
11	<u>Miscellaneous</u>	Includes VDH-Waterworks- \$9,159.75 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 paid 2 of 4 quarterly payments=\$4,579.87.
12	<u>Debt Service</u>	Paid interest of \$13,782.05 in July 2019 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, \$11,622.06 was accrued in FY2019 and reversed accordingly. Also paid principal of \$1816.08 in July for the Farmers Bank Loan (waterline replacement) and \$232,910 for the 2 PNC loans (principal paid in full for the year).. For August through October, we have paid an additional \$1581.50 in interest and \$5428.39 in principal on the Farmers Bank note.

**Town of Smithfield
Highway Fund**

Description		2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
HIGHWAY REVENUES						
Interest Income	03-204-341200-0000-31501	250.00	37.31		212.69	15%
Revenue - Commwlth of VA	03-204-341200-0000-34060	1,243,925.00	311,811.37	1	932,113.63	25%
Total Highway Fund Revenue		1,244,175.00	311,848.68		932,326.32	25%

**Town of Smithfield
Highway Fund**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 10/31/2019	Notes	Variance	Variance %
HIGHWAY EXPENSES						
Salaries	04-204-441200-0000-41100	263,294.00	77,227.42	2	186,066.58	29%
Salaries-OT	04-204-441200-0000-41120	17,595.00	-		17,595.00	0%
FICA	04-204-441200-0000-42100	22,472.00	5,709.95		16,762.05	25%
VSRS	04-204-441200-0000-42200	17,830.00	5,264.64		12,565.36	30%
Health	04-204-441200-0000-42300	44,318.00	14,442.94		29,875.06	33%
Uniforms	04-204-441200-0000-46011	3,500.00	496.97		3,003.03	14%
Professional services	04-204-441200-0000-43152	-	1,117.88	3	(1,117.88)	100%
Grass	04-204-441200-0000-43105	20,000.00	7,875.36	4	12,124.64	39%
Maintenance	04-204-441200-0000-43104	697,252.00	62,560.76		634,691.24	9%
Street Lights	04-204-441200-0000-45101	117,000.00	28,231.21		88,768.79	24%
Insurance	04-204-441200-0000-45300	10,572.00	5,286.00	5	5,286.00	50%
VAC Truck Repairs	04-204-441200-0000-43107	2,500.00	1,053.41		1,446.59	42%
Truck Operations	04-204-441200-0000-46008	12,000.00	1,842.85		10,157.15	15%
Vehicle Maintenance	04-204-441200-0000-46009	-	1,732.83	6	(1,732.83)	100%
Stormwater Management Program (regional)	04-204-441200-0000-43999	3,342.00	1,579.00	7	1,763.00	47%
Capital Expenditures	04-204-441200-0000-48100	12,500.00	-		12,500.00	0%
Total Highway Fund Expense		1,244,175.00	214,421.22		1,029,753.78	17%

Notes: October 2019

HIGHWAY

Revenues

- 1 Revenue-Commonwealth of Virginia We received the 1st quarterly payment from the state at the end of September. The quarterly payment was slightly more than budgeted and will net \$3,320.48 more for the fiscal year.

Expenses

- 2 Salaries Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet been configured on the internal payroll reports.
- 3 Professional Services Canada Land Surveying-\$100.00-copies
Canada Land Surveying-\$500.00-207 Winchester Place-research and locate rear iron pins to verify location of a leaning tree
Kimley-Horn-\$517.88-Professional services through 8/31/19-East Street Ditch Project
- 4 Grass Cutting Southern Shores-\$300-contract mowing Battery Park Rd-7/1/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canteberry Lane 7/09/19
Southern Shores-\$441.78-contract mowing Route 258 7/15/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canteberry Lane 7/22/19
Southern Shores-\$300-contract mowing Battery Park Rd-7/29/19
Southern Shores-\$441.78-contract mowing Route 258 8/12/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canteberry Lane 8/13/19
Southern Shores-\$300-contract mowing Battery Park Rd-9/4/19
Southern Shores-\$441.78-contract mowing Route 258 9/4/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canteberry Lane 9/5/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canteberry Lane 9/18/19
Southern Shores-\$300-contract mowing Battery Park Rd-10/2/19
Southern Shores-\$441.78-contract mowing Route 258 10/2/19
Southern Shores-\$441.78-contract mowing Route 258 10/15/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canteberry Lane 10/15/19
- 5 Insurance Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance-50%.
- 6 Vehicle Maintenance This expense has always been lumped with fuel in the highway fund as part of truck operations. It will now be shown separately to accurately reflect fuel and maintenance expenses.
- 7 Stormwater Management Program Represents 2 quarterly payments to HRPDC-47%.

CAPITAL PROJECTS ALL FUNDS FY 2020

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 9/30/2019	Variance	Variance %
GENERAL FUND					
TREASURER					
MUNIS Conversion including Content Manager	04-100-412410-0000-48100	66,850.00	39,400.36	27,449.64	58.94% Tyler Technologies
POLICE DEPARTMENT					
Police Vehicles	04-100-431100-0000-48100	66,000.00	-	66,000.00	0.00%
PARKS, RECREATION & CULTURAL					
Parks & Rec					
Vehicle-F150	04-100-471100-0000-48100	26,000.00	28,571.95	(2,571.95)	109.89% Colonial Ford-Ford F250
Smithfield Center					
LVT Flooring in Suites	04-100-412100-0000-48100	26,000.00	17,883.79	8,116.21	68.78% Mannington Commercial (\$10,998.79), York River Flooring (\$6885)
Luter Sports Complex					
Maintenance building	04-100-471300-0000-48100	25,000.00	-	25,000.00	0.00%
<u>Luter Sports Complex</u>	04-100-471300-0000-48100	-	7,917.50	(7,917.50)	100.00% Kimley-Horn-services rendered through 8/31/19
<u>Clontz Park Boat Ramp</u>	04-00-471311-0000-48100	-	66,491.91	(66,491.91)	100.00% Docks of the Bay-\$52404 and Kimley Horn-\$14,088
COMMUNITY DEVELOPMENT					
Pinewood Heights Phase IV					
Land purchases-Phase IV	04-100-432315-0000-48100	204,000.00	12,000.00	192,000.00	5.88% 5 Pinewood
PUBLIC WORKS					
Waterworks Dam					
	04-100-471350-0000-48100	315,000.00	647.50	314,352.50	0.21% Draper Aden-\$648
Urban Fund Projects					
Right Turn lane-Joseph W Luter Sports Complex	04-100-441300-0000-48100	1,055,120.00	178,891.12		
Benns Church/Route 258/Route 10 Bypass Intersection	04-100-441300-0000-48100	884,800.00	13,847.97	870,952.03	1.57% Kimley-Horn services through 9/30/19, VDOT oversight
Smithfield to Nike Park Trail Segment 3 Alt Analysis	04-100-441300-0000-48100	226,000.00	599.50	225,400.50	0.27% VDOT oversight
<u>Vehicle -spread with WTR,SWR, HWY</u>	04-100-441300-0000-48100	12,500.00	-	12,500.00	0.00%
PUBLIC BUILDINGS					
<u>Parking Lot Capital Repairs</u>	04-100-443200-0000-48100	60,000.00	-	60,000.00	0.00%
<u>Town Hall Building Alterations</u>	04-100-443200-0000-48100	-	5,825.00	(5,825.00)	100.00% Kimley-Horn
TOTAL GENERAL FUND		2,967,270.00	372,076.60	1,718,964.52	12.54%

SEWER FUND

MOM Flow Plan Review	04-004-442070-0000-47000	50,000.00	-	50,000.00	0.00%
MOA Flow Monitoring	04-004-442070-0000-47000	75,000.00	-	75,000.00	0.00%
ARC Flash Analysis (16 Pump Stations)	04-004-442070-0000-47000	35,000.00	-	35,000.00	0.00%
Sanitary Sewer Inspections (TV the lines)	04-004-442070-0000-47000	75,000.00	-	75,000.00	0.00%
Manhole inspections & rehab	04-004-442070-0000-47000	75,000.00	10,811.25	64,188.75	14.42% Draper Aden-services through 8/31/19
Sewer Capital Repairs (find & fix)	04-004-442070-0000-47012	100,000.00	41,982.00	58,018.00	41.98% REW-\$9825-program logic controllers at Golf Course PS Dan White Concrete-\$7600-concrete repair-Cypress Creek PS Lewis Construction-\$24,557-16" gate valve installed-Wellington
Terminal Bypass Pump Installation	04-004-442070-0000-47012	150,000.00	33,733.55	116,266.45	22.49% Xylem-\$4674.80-trailer for by-pass pump REW-\$26,820-Lakeside Pump Station Bypass Pump install

PW Vehicle	04-004-442070-0000-47005	12,500.00	-	12,500.00	0.00%
TOTAL SEWER FUND		572,500.00	86,526.80	485,973.20	0.79

WATER FUND

PW Vehicle	04-005-442060-0000-47005	12,500.00	-	12,500.00	0.00%
Hydrants and Tie-Ins	04-005-442060-0000-47012	30,000.00	-	30,000.00	0.00%
RO-Concentrate and Blend Control Valves	04-005-442061-0000-47012	40,000.00	-	40,000.00	0.00%
RO-Automatic Flush Valves-Wells 10 & 8A	04-005-442061-0000-47012	30,000.00	-	30,000.00	0.00%
RO BMP Project	04-005-442061-0000-47012	175,000.00	-	175,000.00	0.00%
TOTAL WATER FUND		287,500.00	-	287,500.00	0.00%

HIGHWAY FUND

PW Vehicle	04-204-441200-0000-48100	12,500.00	-	12,500.00	0.00%
TOTAL HIGHWAY FUND		12,500.00	-	12,500.00	0.00%

CASH BALANCES AS OF NOVEMBER 30, 2019					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Interco. Balances	Interco./Interdep Balances	ADJUSTED BALANCES
Water	Farmers Bank	1,189,131.90	(198,033.84)	28,682.81	1,019,780.87
Water-Debt Service	Farmers Bank	736,745.25	9,451.09	-	746,196.34
Water Capital Escrow (availability fees)	TowneBank	675,135.50	-	-	675,135.50
Water Treatment Plant Escrow	TowneBank	11,645.30			11,645.30
Water Deposit Account	TowneBank	101,294.74	(1,680.00)	-	99,614.74
Water Development Escrow	TowneBank	162,006.42	-	-	162,006.42
Subtotal Water		2,875,959.11	(190,262.75)	28,682.81	2,714,379.17
Sewer	Farmers Bank	279,555.48	(66,234.53)	(28,682.81)	184,638.14
Sewer Development Escrow	TowneBank	427,155.63	-	-	427,155.63
Sewer Capital Escrow (availability fees)	TowneBank	1,083,399.47	-	-	1,083,399.47
Sewer Compliance	Farmers Bank	2,331,799.03	14,978.73		2,346,777.76
Subtotal Sewer		4,121,909.61	(51,255.80)	(28,682.81)	4,041,971.00
Highway	Farmers Bank	129,543.24	147,325.60	-	276,868.84
General Fund	Farmers Bank	3,334,043.64	94,192.95		3,428,236.59
Payroll	Farmers Bank	137,791.29			137,791.29
Money Market-General Fund	TowneBank	38,801.05			38,801.05
Business Super Now-General Fund	Farmers Bank	34,943.11			34,943.11
General Fund Capital Escrow Account	TowneBank	217,733.66			217,733.66
Certificate of Deposit-Police Dept-24 month	Farmers Bank	37,164.55			37,164.55
Special Project Account	Farmers Bank	957,283.87	-		957,283.87
Pinewood Heights Escrow	Farmers Bank	53,172.02			53,172.02
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	214,235.10			214,235.10
Windsor Castle Acct	TowneBank	77,225.00			77,225.00
Subtotal General Fund		5,104,612.04	94,192.95	-	5,198,804.99
TOTAL ALL FUNDS		12,232,024.00	-	-	12,232,024.00

VIP Investment Pool	VML VACO Finance	Ending Market Value		\$ 536,177.39
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Account Statement

November 2019

Town of Smithfield

P.O. Box 246
Smithfield, VA 23431

VIP 1-3 Year High Quality Bond Fund VA-01-0009-0001

Summary

VA-01-0009-0001	GENERAL				
Beginning Market Value	Contributions	Withdrawals	Income Earned	Current Month Unrealized G/L	Ending Market Value
536,412.34	0.00	49.97	1,006.75	-1,191.73	536,177.39

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
11/15/2019	Withdrawal		49.97		10.075428	4.960	0.00
11/15/2019	Income Earned	570.84			10.075428	56.657	
11/29/2019	Income Earned	435.91			10.072607	43.277	
11/30/2019	Ending Balance			536,177.39	10.072607	53,231.243	



Account Statement

November 2019

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

VIP Stable NAV Liquidity Pool VA-01-0009-5001

Summary

Average Monthly Yield: 1.87%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
VA-01-0009-5001 LIQUID GENERAL	0.00	0.00	0.00	0.00	0.00	0.00

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
11/30/2019	Ending Balance			0.000	



Daily Rates

November 2019

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Nov-19	0.000054386	1.99%
02-Nov-19	0.000054386	1.99%
03-Nov-19	0.000054386	1.99%
04-Nov-19	0.000052468	1.92%
05-Nov-19	0.000052195	1.91%
06-Nov-19	0.000052195	1.91%
07-Nov-19	0.000051921	1.90%
08-Nov-19	0.000051921	1.90%
09-Nov-19	0.000051921	1.90%
10-Nov-19	0.000051921	1.90%
11-Nov-19	0.000051921	1.90%
12-Nov-19	0.000051647	1.89%
13-Nov-19	0.000051373	1.88%
14-Nov-19	0.000051099	1.87%
15-Nov-19	0.000050825	1.86%
16-Nov-19	0.000050825	1.86%
17-Nov-19	0.000050825	1.86%
18-Nov-19	0.000050825	1.86%
19-Nov-19	0.000050825	1.86%
20-Nov-19	0.000050102	1.83%
21-Nov-19	0.000050109	1.83%
22-Nov-19	0.000050019	1.83%
23-Nov-19	0.000050019	1.83%
24-Nov-19	0.000050019	1.83%
25-Nov-19	0.000049152	1.79%
26-Nov-19	0.000049319	1.80%
27-Nov-19	0.000049281	1.80%
28-Nov-19	0.000049281	1.80%
29-Nov-19	0.000049181	1.80%
30-Nov-19	0.000049181	1.80%

**Invoices over \$10,000
Request to Approve**

APPLICATION AND CERTIFICATION FOR PAYMENT

G 702

TO: Town of Smithfield PROJECT: Rt. 258 Turn Lane
 (Owner) 310 Institute St.
 Smithfield, VA

APPLICATION NO: FOUR
 Application Date: 12/05/19

Distribution to:
 OWNER
 ARCHITECT

PERIOD TO: 11/30/19

CONTRACTOR

VIA ARCHITECT:

FROM: The Blair Bros., Inc.
 1 Blair Brothers Rd.
 Suffolk, VA 23435

PROJECT NOS: 0258-300-199, P101, C501 FHWA 534 Data: 24001

CONTRACT I US 258 Right Turn Lane at Joeseph W. Luter, Jr. Sports Complex

CONTRACT DATE: June 27, 2019

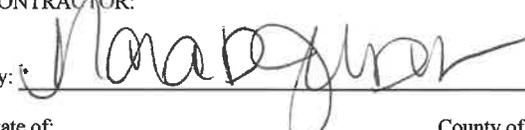
CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

- 1. ORIGINAL CONTRACT SUM \$ 845,876.00
- 2. Net change by Change Orders \$ 0.00
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 845,876.00
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 635,158.76
- 5. RETAINAGE:
 - a. 0 % of Completed Work \$ 0.00
(Column D + E on G703)
 - b. % of Stored Material \$
(Column F on G703)
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00
- 6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 635,158.76
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 587,959.02
- 8. CURRENT PAYMENT DUE \$ 47,199.74
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 210,717.24

CONTRACTOR:

By:  Date: 12/5/19
 State of: _____ County of: _____
 Subscribed and sworn to before me this _____ day of _____
 Notary Public:
 My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
 ARCHITECT: _____

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

CONTINUATION SHEET

G 703

Page 2 of 3

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: FOUR
APPLICATION DATE: 12/05/19

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 11/30/19

Use Column I on Contracts where variable retainage for line items may apply.

PROJECT NO: 0258-300-199, P101, C501 FHWA 534 Data: 24001
The Blair Bros., Inc.

A ITEM NO.	B SPEC NO.	C DESCRIPTION OF WORK	D UNIT	E QUANTITY	F UNIT PRICE	G TOTAL	H WORK THIS PERIOD		J PRIOR UNITS	K WORK TO DATE		M % (L + G)	N BALANCE TO FINISH (G - L)
							I UNITS	I AMOUNT		K UNITS	L AMOUNT		
1	00100	Mobilization	LS	1	\$85,250.27	\$85,250.27	0.00	\$0.00	1.00	1.00	\$85,250.27	100.00%	\$0.00
2	00101	Construction Surveying	LS	1	\$15,750.00	\$15,750.00	0.00	\$0.00	0.75	0.75	\$11,812.50	75.00%	\$3,937.50
3	00110	Clearing and Grubbing	LS	1	\$10,511.55	\$10,511.55	0.00	\$0.00	1.00	1.00	\$10,511.55	100.00%	\$0.00
4	00120	Regular Excavation	CY	950	\$40.07	\$38,066.50	370.32	\$14,838.72		370.32	\$14,838.72	38.98%	\$23,227.78
5	00140	Borrow Excavation	CY	400	\$36.62	\$14,648.00	0.00	\$0.00		0.00	\$0.00	0.00%	\$14,648.00
6	10635	Asphalt Concrete Type SM-9.5A	TON	290	\$74.00	\$21,460.00		\$0.00		0.00	\$0.00	0.00%	\$21,460.00
7	10610	Asphalt Concrete Type IM-19.0D	TON	120	\$99.26	\$11,911.20	0.00	\$0.00		0.00	\$0.00	0.00%	\$11,911.20
8	10642	Asphalt Concrete Type BM-25.0A	TON	190	\$81.27	\$15,441.30	0.00	\$0.00		0.00	\$0.00	0.00%	\$15,441.30
9	10128	Aggregate Base Material, Type 1 No. 21A or 21B	TON	450	\$50.69	\$22,810.50	360.00	\$18,248.40		360.00	\$18,248.40	80.00%	\$4,562.10
10	11070	NS Saw-Cut Asph Conc (Full Depth)	LF	650	\$3.50	\$2,275.00	180.00	\$630.00	470.00	650.00	\$2,275.00	100.00%	\$0.00
11	10628	Flexible Pave. Planing 0"-2"	SY	2437	\$2.95	\$7,189.15	0.00	\$0.00		0.00	\$0.00	0.00%	\$7,189.15
12	00154	NS Fiberlass GeoGrid	SY	2437	\$12.24	\$29,828.88	0.00	\$0.00		0.00	\$0.00	0.00%	\$29,828.88
13	13220	Hydraulic Cement Concrete Sidewalk 4"	SY	530	\$37.80	\$20,034.00	0.00	\$0.00		0.00	\$0.00	0.00%	\$20,034.00
14	12600	Comb. Curb and Gutter, CG-6	LF	505	\$18.85	\$9,519.25	0.00	\$0.00		0.00	\$0.00	0.00%	\$9,519.25
15	12610	Radial Comb. Curb and Gutter, CG-6	LF	50	\$18.85	\$942.50	0.00	\$0.00		0.00	\$0.00	0.00%	\$942.50
16	12020	Curb, CG-2	LF	20	\$17.80	\$356.00	0.00	\$0.00		0.00	\$0.00	0.00%	\$356.00
17	12022	Radial Curb, CG-2	LF	42	\$17.80	\$747.60	0.00	\$0.00		0.00	\$0.00	0.00%	\$747.60
18	13222	Hydraulic Cement Concrete Sidewalk 7"	SY	7	\$126.00	\$882.00	0.00	\$0.00		0.00	\$0.00	0.00%	\$882.00
19	13108	CG-12 Detectable Warning Surface	SY	2	\$378.00	\$756.00	0.00	\$0.00		0.00	\$0.00	0.00%	\$756.00
20	22643	Temporary Fence	LF	667	\$6.30	\$4,202.10	0.00	\$0.00		0.00	\$0.00	0.00%	\$4,202.10
21	22643	VDOT Std Fence, FE-CL	LF	667	\$24.15	\$16,108.05	0.00	\$0.00	667.00	667.00	\$16,108.05	100.00%	\$0.00
22	13212	RW Monument RM-2	EA	9	\$294.00	\$2,646.00	0.00	\$0.00		0.00	\$0.00	0.00%	\$2,646.00
23	24430	Demolition of Pavement, Flexible	SY	215	\$12.19	\$2,620.85	0.00	\$0.00		0.00	\$0.00	0.00%	\$2,620.85
24	24602	Remove Exist. Fence	LF	675	\$2.36	\$1,593.00	0.00	\$0.00	675.00	675.00	\$1,593.00	100.00%	\$0.00
25	50600	Relocate Exist Sign	EA	3	\$500.00	\$1,500.00	0.00	\$0.00		0.00	\$0.00	0.00%	\$1,500.00
26	50600	Remove Exist. Mailbox	EA	1	\$100.00	\$100.00	0.00	\$0.00		0.00	\$0.00	0.00%	\$100.00
27	00529	Flowable Backfill	CY	4	\$430.05	\$1,720.20	0.00	\$0.00		0.00	\$0.00	0.00%	\$1,720.20
PAGE 2 TOTAL						\$338,869.90		\$33,717.12			\$160,637.49		\$178,232.41

CONTINUATION SHEET

G 703

Page 3 of 3

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: FOUR
APPLICATION DATE: 12/05/19

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 11/30/19
PROJECT NO: 0258-300-199, P101, C501 FHWA 534 Data: 24001
The Blair Bros., Inc.

Use Column I on Contracts where variable retainage for line items may apply.

ITEM NO.	SPEC NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	TOTAL	I		J	L		M % (L + G)	N BALANCE TO FINISH (G - L)
							H WORK THIS PERIOD UNITS	AMOUNT		K WORK TO DATE UNITS	AMOUNT		
28	01156	Concrete Pipe 15"	LF	60	\$121.10	\$7,266.00	0.00	\$0.00	60.00	60.00	\$7,266.00	100.00%	\$0.00
29	01186	Concrete Pipe 18"	LF	137	\$142.25	\$19,488.25	0.00	\$0.00	137.00	137.00	\$19,488.25	100.00%	\$0.00
30	01246	Concrete Pipe 24"	LF	95	\$147.60	\$14,022.00	0.00	\$0.00	95.00	95.00	\$14,022.00	100.00%	\$0.00
31	7506	Drop Inlet DI-5	EA	2	\$4,586.15	\$9,172.30	0.00	\$0.00	2.00	2.00	\$9,172.30	100.00%	\$0.00
32	6815	Drop Inlet DI-3A	EA	2	\$4,057.15	\$8,114.30	0.00	\$0.00	2.00	2.00	\$8,114.30	100.00%	\$0.00
33	14506	Drop Inlet Top DI-2B, L=12'	EA	1	\$6,871.00	\$6,871.00	1.00	\$6,871.00	1.00	1.00	\$6,871.00	100.00%	\$0.00
34	06150	End Section, ES-1, 15"	EA	1	\$1,583.70	\$1,583.70	0.00	\$0.00	1.00	1.00	\$1,583.70	100.00%	\$0.00
35	06240	End Section, ES-1, 24"	EA	1	\$1,896.55	\$1,896.55	0.00	\$0.00	1.00	1.00	\$1,896.55	100.00%	\$0.00
36	09056	Manhole, MH-1 or 2	LF	12	\$652.40	\$7,828.80	0.00	\$0.00	12.00	12.00	\$7,828.80	100.00%	\$0.00
37	09057	Frame and Cover, MH-1	EA	2	\$682.65	\$1,365.30	0.00	\$0.00	2.00	2.00	\$1,365.30	100.00%	\$0.00
38	24825	Modify Exist. Drainage Structure	EA	1	\$3,150.00	\$3,150.00	0.00	\$0.00	1.00	1.00	\$3,150.00	100.00%	\$0.00
39	09148	Erosion Control Stone, Class A1 EC-1	TONS	3	\$131.90	\$395.70	0.00	\$0.00		0.00	\$0.00	0.00%	\$395.70
40	42080	8" Sanitary Sewer Pipe, Ductile Iron	LF	1099	\$184.05	\$202,270.95	0.00	\$0.00	1,099.00	1,099.00	\$202,270.95	100.00%	\$0.00
41	09056	Sanitary Manhole (MH-1)	VF	57	\$500.00	\$28,500.00	0.00	\$0.00	57.00	57.00	\$28,500.00	100.00%	\$0.00
42	09057	Sanitary Manhole Frame and Cover	EA	6	\$599.75	\$3,598.50	0.00	\$0.00	6.00	6.00	\$3,598.50	100.00%	\$0.00
43	42064	6" Sanitary Sewer Lateral, SDR26	LF	470	\$205.25	\$96,467.50	0.00	\$0.00	493.10	493.10	\$101,208.78	104.91%	(\$4,741.28)
44	42840	Sanitary Sewer Cleanout	EA	7	\$1,190.30	\$8,332.10	0.00	\$0.00	7.00	7.00	\$8,332.10	100.00%	\$0.00
45	41104	Adjust Water Valve to Grade	EA	3	\$294.00	\$882.00	0.00	\$0.00		0.00	\$0.00	0.00%	\$882.00
46	24825	Mod. Exist San Sewer Manhole	EA	1	\$2,331.05	\$2,331.05	0.00	\$0.00	1.00	1.00	\$2,331.05	100.00%	\$0.00
47	54048	Type B Class I Pvmt Line Marking 24"	LF	60	\$6.30	\$378.00	0.00	\$0.00		0.00	\$0.00	0.00%	\$378.00
48	54034	Type B Class I Pvmt Line Marking 6"	LF	1010	\$1.10	\$1,111.00	0.00	\$0.00		0.00	\$0.00	0.00%	\$1,111.00
49	54032	Type B Class I Pvmt Line Marking 4"	LF	1800	\$1.00	\$1,800.00	0.00	\$0.00		0.00	\$0.00	0.00%	\$1,800.00
50	54574	Pvmt Syb Mrkg Sgl Turn Arrow Ty B, CL I	EA	6	\$120.75	\$724.50	0.00	\$0.00		0.00	\$0.00	0.00%	\$724.50
51	50108	Sign Panel	SF	16	\$16.30	\$260.80	0.00	\$0.00		0.00	\$0.00	0.00%	\$260.80
52	50434	Sign Post, STP-1, 2.5"	LF	12	\$13.15	\$157.80	0.00	\$0.00		0.00	\$0.00	0.00%	\$157.80
53	50485	Concrete Foundation STP-1	EA	1	\$262.50	\$262.50	0.00	\$0.00		0.00	\$0.00	0.00%	\$262.50
54	54101	Non Standard Pavement Marking Raised Pavement Markers	EA	16	\$99.75	\$1,596.00	0.00	\$0.00		0.00	\$0.00	0.00%	\$1,596.00
PAGE 3 TOTAL						\$429,826.60		\$6,871.00			\$426,999.58		\$2,827.02

CONTINUATION SHEET

G 703

Page 4 of 4

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO:
APPLICATION DATE:

FOUR
12/05/19

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO:

11/30/19

Use Column I on Contracts where variable retainage for line items may apply.

PROJECT NO: 0258-300-199, P101, C501 FHWA 534 Data: 24001

The Blair Bros., Inc.

A ITEM NO.	B SPEC NO.	C DESCRIPTION OF WORK	D UNIT	E QUANTITY	F UNIT PRICE	G TOTAL	H WORK THIS PERIOD		J PRIOR UNITS	K WORK TO DATE		M % (L ÷ G)	N BALANCE TO FINISH (G - L)
							I UNITS	I AMOUNT		K UNITS	L AMOUNT		
55	27451	Inlet Protection, Type A	EA	3	\$525.00	\$1,575.00	1.50	\$787.50	0.00	1.50	\$787.50	50.00%	\$787.50
56	27461	Inlet Protection, Type B	EA	3	\$498.75	\$1,496.25	1.50	\$748.13	0.00	1.50	\$748.13	50.00%	\$748.13
57	27505	Temporary Silt Fence, Ty. A	LF	1500	\$2.26	\$3,390.00	0.00	\$0.00	1,162.00	1,162.00	\$2,626.12	77.47%	\$763.88
58	27410	Check Dam, Type I	EA	2	\$516.00	\$1,032.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$1,032.00
59	27318	Rolled Erosion Control Product, EC-2 Type I	SY	720	\$1.80	\$1,296.00	0.00	\$0.00	288.00	288.00	\$518.40	40.00%	\$777.60
60	27022	Topsoil, Class A, 2"	ACRE	0.25	\$16,950.00	\$4,237.50	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$4,237.50
61	27022	Topsoil, Class B, 2"	ACRE	0.25	\$16,950.00	\$4,237.50	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$4,237.50
62	27102	Regular Seed	LB	150	\$11.85	\$1,777.50	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$1,777.50
63	27103	Overseeding	LB	50	\$10.45	\$522.50	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$522.50
64	27230	Fertilizer (Nitrogen-N)	LB	50	\$1.10	\$55.00	0.00	\$0.00	15.00	15.00	\$16.50	30.00%	\$38.50
65	27231	Fertilizer (Phosphorous-P)	LB	60	\$1.35	\$81.00	0.00	\$0.00	18.00	18.00	\$24.30	30.00%	\$56.70
66	27232	Fertilizer (Potassium-K)	LB	50	\$1.65	\$82.50	0.00	\$0.00	15.00	15.00	\$24.75	30.00%	\$57.75
67	27101	Temporary Seed	LB	100	\$6.80	\$680.00	0.00	\$0.00	100.00	100.00	\$680.00	100.00%	\$0.00
68	27440	Mowing	HR	20	\$165.10	\$3,302.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$3,302.00
69	27250	Lime	TON	3	\$1,362.25	\$4,086.75	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$4,086.75
70	24282	Flagger Service	HR	800	\$47.00	\$37,600.00	108.00	\$5,076.00	768.00	876.00	\$41,172.00	109.50%	(\$3,572.00)
71	24160	Temporary (Construction) Sign	SF	80	\$11.55	\$924.00	0.00	\$0.00	80.00	80.00	\$924.00	100.00%	\$0.00
72	24272	Truck Mounted Attenuator	HR	320	\$14.95	\$4,784.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$4,784.00
73	24278	Group 2 Channelizing Devices Type D, Class II Temp. Pvm	DAY	10800	\$0.35	\$3,780.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$3,780.00
74	54512	Mrkg 4"	LF	1400	\$1.60	\$2,240.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$2,240.00
PAGE 4 TOTAL						\$77,179.50		\$6,611.63			\$47,521.70	61.57%	\$29,657.81
PAGE 3 TOTAL						\$429,826.60		\$6,871.00			\$426,999.58	99.34%	\$2,827.02
PAGE 2 TOTAL						\$338,869.90		\$33,717.12			\$160,637.49	47.40%	\$178,232.41
TOTAL						\$845,876.00		\$47,199.75			\$635,158.76	75.09%	\$210,717.24



US 258 Right Turn Lane Improvements

0258-300-199

J19041.001

Estimate No.4

Estimate Ending Date 11/30/2019

PCN	Contract Bid Item No	Item Description	Estimated Contract QTY	Unit Price	Pay Unit	Current QTY	Current Amount
C501							
C501	4	Regular Excavation	950.00	\$40.07	CY	370.32	\$14,838.72
C501	9	Aggregate Base Material, Type 1 No. 21A or 21B	450.00	\$50.69	TON	360.00	\$18,248.40
C501	10	NS Saw-cut Asph Conc (Full Depth)	650.00	\$3.50	LF	180.00	\$630.00
C501	33	Drop Inlet Top DI-2B, L=12'	1.00	\$6,871.00	EA	1.00	\$6,871.00
C501	55	Inlet Protection, Type A	3.00	\$525.00	EA	1.50	\$787.50
C501	56	Inlet Protection, Type B	3.00	\$498.75	EA	1.50	\$748.13
C501	70	Flagger Service	800.00	\$47.00	HR	108.00	\$5,076.00
						Sub Total	\$47,199.75
Total Value of Work Complete							\$47,199.75
Less Retained by Owner							\$0.00
Total Amount Paid this Estimate							\$47,199.75

From: West, David
Sent: Monday, December 9, 2019 4:49 PM
To: Lassalle, Eric <elassalle@smithfield.com>
Subject: RE: GW Monitoring Well Project Cost accrual.xlsx

Eric,

I know it's been a while but we need to come back around to this. I changed positions shortly after all of this and the follow-up with the town fell through the cracks I believe. We sent them an invoice as the email details and I believe you provided all the appropriate backup to the town but we never received payment. What needs to happen to follow up with them? I've heard that Peter Stephenson has since retired possibly. Do you have a new contact you can reach out to? I've attached the invoice that was sent and the backup I have detailing our conversation and what was to be billed to the town. Please let me know if there is anything you need from us.

Thank you sir.

Smithfield.
Good food. Responsibly.®

David West
Senior Accountant
p: (757) 357-8109
e: dwest@smithfield.com
112 Commerce St.
Smithfield, VA 23430
smithfieldfoods.com



Axon Enterprise, Inc.
 PO BOX 29661
 DEPARTMENT 2018
 PHOENIX, AZ 85038-9661
 Ph: (480) 991-0797
 Fax: (480) 991-0791
 AR@axon.com
 www.axon.com

Invoice

Invoice No SI-1624038
 Invoice Date 21-Nov-19
 Payment Term Net 30
 Payment Due Date 21-Dec-19
 Sales Order SO190508054
 Customer account 198552
 Purchase Order YEAR 2 BILLING
 Customer reference

VENDOR # _____

ACCOUNT # _____

BILL TO:

DEPT HEAD
 SMITHFIELD POLICE DEPT
 913 S CHURCH ST
 SMITHFIELD, VA 23430
 USA

SHIP TO:

SMITHFIELD POLICE DEPT
 913 S CHURCH ST
 SMITHFIELD, VA 23430
 USA

Item number	Description	Quantity	Unit price	[USD]Amount
80013	BASIC EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	21	180.00	3,780.00
80023	PRO EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	2	468.00	936.00
85035	EVIDENCE.COM STORAGE	2,100	0.75	1,575.00
85070	TECH ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	21	240.00	5,040.00
85110	EVIDENCE.COM INCLUDED STORAGE	60	0.00	0.00
85110	EVIDENCE.COM INCLUDED STORAGE	210	0.00	0.00
87026	TECH ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	2	336.00	672.00

Please see <https://www.axon.com/legal/sales-terms-and-conditions> for all sales terms and conditions

Invoice Total	12,003.00
Shipping	0.00
Sales Tax	0.00
Total	12,003.00
Amount Received	0.00
BALANCE DUE	USD 12,003.00

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	1:00 PM - 5:00 PM SC MH 1:00 PM Chamber Legislative Breakfast Set 5:30 PM - 6:30 PM SC C&D 5:30 PM Smithfield Green Team	6:00 AM - 12:00 PM SC MH 8:00 AM Chamber Legislative Breakfast 6:00 PM - 7:00 PM SC C&D 6:00 PM WCFB Meeting 7:00 PM - 10:00 PM SC A&B 7:00 PM Town Council	8:30 AM - 10:00 AM SC C&D 8:30 AM Smithfield 2020 2:00 PM - 12:00 AM SC MH 2:00 PM VFW Holiday Party	1:00 PM - 5:00 PM SC MHSu 1:00 PM Antique Show	8:00 AM - 7:00 PM SC MHSu 8:00 AM Antique Show 3:00 PM - 9:00 PM Town Main Street 3:00 PM Women's Club Tree Lighting	8:00 AM - 7:00 PM SC MHSu 8:00 AM Antique Show 6:00 PM - 9:00 PM OTS 6:00 PM CIS Home Tour-Officer Request
8	9	10	11	12	13	14
8:00 AM - 7:00 PM SC MHSu 8:00 AM Antique Show	Christmas Tree 8:00 AM - 5:00 PM SC MH 8:00 AM Kwanis Toy Store 2:00 PM - 3:00 PM SC C&D 2:00 PM Alzheimers Planning Meeting	8:00 AM - 5:00 PM SC MH 8:00 AM Kwanis Toy Store 9:00 AM - 11:00 AM SC C&D 9:00 AM Schoolhouse Museum 6:00 PM - 9:00 PM SC A&B 6:00 PM Planning Commission	2:00 PM - 11:00 PM SC MHSu 7:30 PM Big Band Christmas	8:00 AM - 3:00 PM SC MH 11:00 AM IOW County Holiday Party	2:00 PM - 12:00 AM SC MHSu 7:00 PM Surry County Holiday Party	Closed All Day-Market Day 2:00 PM - 10:00 PM Town Main Street 2:00 PM Christmas Market 2:00 PM - 12:00 AM SC MHSu 5:30 PM Porter Birthday Celebration
15	16	17	18	19	20	21
	8:00 AM - 5:30 PM SC A&B 9:00 AM Smithfield CPE Training 3:00 PM - 5:00 PM SC C&D 3:00 PM Committee Meetings	1:00 PM - 3:00 PM SC MH 1:00 PM Senior Christmas Party 3:00 PM - 5:00 PM SC C&D 3:00 PM Committee Meetings 7:00 PM - 9:00 PM SC A&B 7:30 PM BZA	7:00 AM - 3:00 PM SC MHSu 10:00 AM Senior Christmas Party	12:00 PM - 8:00 PM SC MH 3:00 PM Edward Jones Holiday Party	11:00 AM - 2:00 PM WC Manor House 11:00 AM Town Holiday Party 3:00 PM - 5:00 PM SC MHSu 3:00 PM Santa Breakfast Set-Up	Evening Rental Only-3 P-12 A 6:00 AM - 12:00 PM SC MHSu 8:00 AM Santa Breakfast 8:00 AM - 2:00 PM Town Streets 8:00 AM Christmas Parade 8:00 AM - 4:00 PM OTS 8:00 AM COP Ham Giveaway
22	23	24	25	26	27	28
10:00 AM - 12:00 AM SC MHSu 4:00 PM Cross and Kirby Wedding and Reception		Christmas Eve -Closed	Christmas -Closed	1:00 PM - 11:00 PM SC MHSu 1:00 PM Delta Holiday Party		
29	30	31				
	9:00 AM - 5:00 PM SC MHSu 9:00 AM New Year's Eve Celebration Set Up	4:00 PM - 2:00 AM SC MHSu 4:00 PM New Year's Eve Celebration				

Upcoming Special Events and Park Programming			
Day	Date	Event	Location
Sat	Jan 18	BOB Festival	Windsor Castle
Sun	Jan 19	MLK Luncheon	Smithfield Center

Parks and Recreation Operation Update
December 2019

Windsor Castle Park

Park Updates

- 484 hours of Trail Doctor Volunteer time earned since January 2019.
- Cypress Creek Power Line Project continues, project uses an easement at the park for access.

Windsor Castle Manor House

Restoration Update

In December:

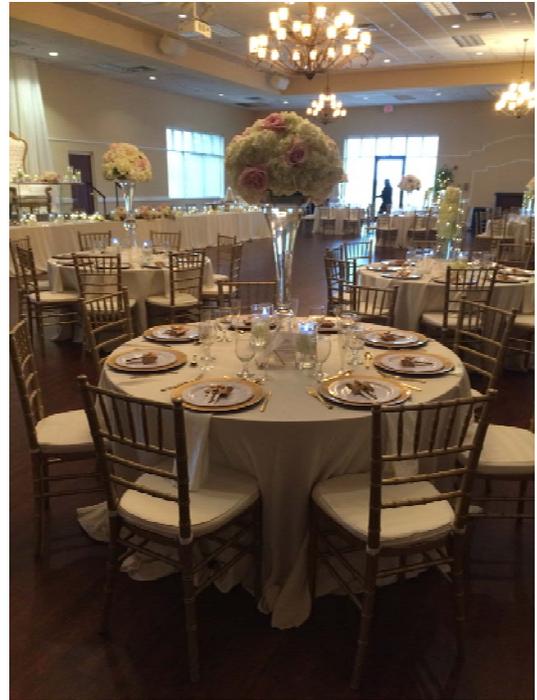
- Outfitting of equipment, including audiovisual, furniture and custodial supplies needed for events.
- Refinishing of basement floor complete
- All landscaping done and looks beautiful



Parks and Recreation Operation Update

December 2019

Smithfield Center	
December 2019 Statistics	
Smithfield Center Sales Total	\$15,010
Number of Bookings	42
Total Hours of Use	270
Total Number of Guests from all events	4900 people



Luter Sports Complex	
Fall 2019 Season Statistics	
Estimated Attendance with baseball , softball and football games	Estimated Hours of Use for 4 Baseball Fields and 1 Football Field
16,640 people	208 hours



2020 Town of Smithfield Open to Public Events (on town properties)				
Event Date	Times Location Type of Event Attendance	Event Name	PD	PW
JANUARY				
1/18/2020	11 A-4 P WC Riverfront 8K & Festival 2000 p Resolution	BOB Festival Smithfield VA Events-Gina Ippolito 869-0664 gina@smithfieldvaevents.com Jericho Road - one way traffic - 7:30 A-4:30P / Traffic assist 9am - 11:30am for race	1 Officer Thu 10 PM-6 AM Overnight 1 Officer Fri 10 PM-6 AM Overnight 2 Officer Sat 7:30 AM-9:30 AM 8K Race 1 Officer Sat 7:30AM - 4:30PM Jericho Road Closure 1 Officer Sat 9 AM-5:30 PM Command Center 4 Officers Sat 10 AM-5 PM Event Patrol/ 3 P-5 PM Event Traffic Exit	4 PW Sat 8:30 AM-6 PM 1 light tower, deliver on Monday
SE Signs				
Traffic Assist				
1/18/2020	9 A-9 P Station Parking Lot Officer Request	Smithfield Station Parking Lot Assist Smithfield Station -Randy Pack 620-7700 randy.pack@smithfieldstation.com	1 Officer Sat 10 AM-4 PM Station Parking Lot 1 Officer Sat 4 PM-7 PM Station Bar	
1/19/2020	2p-5 p Smithfield Center Community 250 p	MLK Program		
FEBRUARY				
2/9/2020	3 P-6:30 P Smithfield Center Fundraiser 200 p	Sweetheart Banquet		
2/22/2020	7 P-11 P Smithfield Center Fundraiser 250 p	CASA Gala	1 Officer Sat 6:30 PM-11:30 PM	
2/23/2020	2 p-4 P Smithfield Center Community 100 p	Black History Month Program		
MARCH				
3/14/2020	5:30 P-9:30 P Smithfield Center Fundraiser 350 p	IOW Academy Gala	(using IOW Sheriff's deputy)	
3/14/2020	10:30 A-1 P Main Street Parade 3000 p Resolution	St Patricks Day Parade Tourism-Connie Chapman 902-2164 cchapman@isleofwightus.net closure of parade route - 8am until parade end	# Officers (determined by PD)	# (determined by PW)
Town Streets				
Restrooms				
Traffic Assist				
NO PARK Signs				
Set SE Signs				
3/28/2020	9 AM-2 PM Smithfield Center Flea Market 500 p	Women's Club Flea Market		
3/29/2020	2 p-4 P Smithfield Center Community 250 P	Vietnam Veterans Recognition Ceremony		
APRIL				
4/4/2020	10 A-2:30 P Town Streets Race 500 Resolution	YMCA Triathlon Virginia-Maryland -Greg Hawkins 336-577-2801 greg.hawkins@vtsmts.com Traffic assist 10am - 1:30pm / Cary Street 10am - 1:30pm	1 Officer Sat 9 AM-2 PM YMCA Entrance 1 Officer Sat 9 AM-2 PM Grace/Cary 1 Officer Sat 9AM-2PM James/Grace 1 Officer Sat 9 AM-2 PM Cary/Main/Underwood 1 Officer Sat 9 AM-2 PM Underwood/Cedar	FYI Only
Traffic Assist				
4/18/2020	11 A-5 P WC Riverfront Festival 3500 p Resolution	Wine Fest Smithfield VA Events-Gina Ippolito 869-0664 gina@smithfieldvaevents.com Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 PM	1 Officer Fri 10 PM-6 AM Overnight 1 Officer Sat 8 AM-5 PM Jericho Road Closure 1 Officer Sat 10 AM-6 PM Command Center 4 Officers Sat 10 AM-6 PM Event Patrol 2 Officers Sat 10:30 AM-6 PM Money Drops	4 PW 9:30 AM-6 PM 1 light tower, deliver on Wed clean fishing pier, by Tue
Road Closure				
Set SE Signs				
4/18/2020	9 A-9 P Station Parking Lot Officer Request	Smithfield Station Parking Lot Assist Smithfield Station -Randy Pack 620-7700 randy.pack@smithfieldstation.com	1 Officer Sat 10 AM-4 PM Station Parking Lot 1 Officer Sat 4 PM-7 PM Station Bar	
4/25/2020	8 P-12 P Smithfield Center Prom 200 p	Windsor Prom	(using IOW Resource Officer)	

2020 Town of Smithfield Open to Public Events (on town properties)					
Event Date	Times Location Type of Event Attendance	Event Name	PD	PW	
MAY					
???	9:30 A-10:30 Am	Optimist Club Run			
Set SE Signs	WC	Mike Murphy			
	Race	660-7151			
	75 P	memurph1126@gmail.com			
5/2/2020	4 P-11 P	Relay for Life Event	1 Officer for Entrance until 2 PM-4 PM		
	LSC	Adrienne Rich	1 Officer for exit 9:30 PM-11 PM		
		adrienne.rich@cancer.org			
	200 p				
	9 AM-10 AM	Main Street Mile	2 Officer 9 AM-11 AM, report at 8:30 AM		FYI Only
		Maragarita Castillo -IWA			
Traffic Assist	Race	207-798-0890			
Set SE Signs	200 P	margaritacastillo@iwacademy.com			
5/4/2020	Mon 8 A-2 P Smithfield Center Senior Community	TRIAD	1 Officer Mon 7 AM-10 AM Parking Assist		
5/9/2020	8 P-12 P Smithfield Center Prom 350 p	Smithfield Prom	2 Officers Sat 6:30 PM-11:30 PM		
5/16/2020 (weekend)	Main Street	Smithfield Arts Festival	# Officers (determined by PD)		# (determined by PW)
Town Streets	Festival	Tourism-Connie Chapman			
Restrooms	3000 p	902-2164			
	Resolution	cchapman@isleofwightus.net			
		closure of Main Street-Church to Grace			
NO PARK Signs					
Set SE Signs					
5/23/2020	8 A-2 P	Pedal for the Pig	2 Officers Sat 7:45 AM-9:15 AM Main/Underwood		
	WC/Town Streets	Sharon Bochman	1 Officer Sat 7:45AM-9:15 AM 258/Route 10		
Traffic Assist	Bike Race	bochman@cox.net			
Set SE Signs	300 p				
5/25/2020	11 A-12 P	Memorial Day Service	1 Officer Mon 10:30 AM-11:30 AM		No staff grass cut by Wed
	Veterans Memorial				
Traffic Assist	Community				
	150 p				
JUNE					
	7 A-11 A	Clean the Bay Day			
	WC/Clontz				
	Community Cleanup				
	20 p	kellyb413@hotmail.com			
	Two Days	Multiple Sclerosis Bike Event	1 Officer Sat 7:30 AM-8:30 AM Mason/Main		
	WC Courtyard & Street	Deborah Richards	1 Officer Sat 7:30 AM-8:30 AM Cary & Grace		
Traffic Assist	Bike Race	804-591-3034	1 Officer Sat 9 PM-5 AM Overnight at WC		
Set SE Signs	1000 p	deborah.richards@nmss.org	1 Officer Sun 10:45 AM-2 PM Cary/Grace		
			1 Officer Sun 10:45 AM-2 PM Mason/Main		
6/26/2020	6 PM-9 PM	Summer Concert Series			
	Times Gazebo	John Edwards			
	Concert				
	500 P				
Close 200 block					
No Park Signs					
6/27/2020	2:30 PM	Raft Race at Station	1 Officer- Raft Race 1:30 PM-3:30 PM	20	cones for Station bridge- raft race
	Station	Tourism-Connie Chapman			
	Raft Race	902-2164			
	3000 p	cchapman@isleofwightus.net			
JULY					
7/3/2020	9 P-9:30 P	Town Fireworks	# Officers (determined by PD)		cones for Station Bridge
	Town Streets				
Station Bridge	Community				
	1000 p				
7/3/2020	5 P-9 P	Fireworks-Station Parking Lot Assist	1 Officer 5 PM-9 PM		
Pay SE	Station Parking Lot	Smithfield Station-Randy Pack			
	Officer Request	620-7700			
		randy.pack@smithfieldstation.com			
7/3/2020	5 P-9 P	Ruritan Fireworks Celebration			
	SC	Ruritans-Kirk Ring			

2020 Town of Smithfield Open to Public Events (on town properties)					
Event Date	Times Location Type of Event Attendance	Event Name	PD	PW	
AUGUST					
8/4/2020	5 P-7 P Smithfield Center Community 500 p	National Night Out Night Out Committee			
SEPTEMBER					
9/19/2020	9 A-2 P WC Car Show 100 p	Ruritan Car Show			
9/12/2020	7 AM-5 PM Smithfield Center Community 200 P	Victory Over Diabetes			
9/26/2020	9 AM-4 PM Main Street 100-300 Market 500 p Resolution	Vintage Market Farmers Market-Cheryl Ketcham 375-3031 cketcham@isleofwightus.net Main Street from Church to Underwood - 6am - 6 PM	2 Officers Sat 6 AM-4 PM Main Closed & Patrol 2 Officers Sat 10 AM-6 PM Main Closed & Patrol	4 PW	Sat 6 AM-6 PM
Main Street					
Restrooms					
NO PARK Signs					
Set SE Signs					
OCTOBER					
10/3/2020	11 A-9 P WC Riverfront Festival 3500 P Resolution	Bacon (BBB) Festival Smithfield Events-Gina Ippilito 869-0664 gina@smithfieldvaevents.com Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm	1 Officer Thu 10 PM-6 AM Overnight 1 Officer Fri 10 PM-6 AM Overnight 1 Officer Sat 8 AM-5 PM Jericho Road Closure 1 Officer Sat 8 AM-6 PM Command Center 4 Officers Sat 10 AM-6 PM Event Patrol 2 Officer Sat 10:30 AM-6 PM Money Drops	4 PW	10 AM-6 PM 1 light tower, deliver on Wed clean fishing pier, by Tue
Traffic Assist					
Set SE Signs					
10/3/2020	10 A-7 P Station Parking Lot Officer Request	Smithfield Station Parking/Bar Assist Smithfield Station Parking Lot Assist Randy Pack randy.pack@smithfieldstation.com	1 Officer Sat 10 AM-4 PM Station Parking Lot 1 Officer Sat 4 PM-7 PM Station Bar		
10/10/2020	8 A-11 A Town Streets 5K Race 1000 p Resolution	Hog Jog IOW COP -Barbara Stafford 757-647-4061 barbarstafford@gmail.com closure of 5K course route - 8:45am - 10:45am	# Officers (determined by PD)		FYI Only
Traffic Assist					
Set SE Signs					
10/17/2020	6 PM-10 PM Smithfield Center Fundraiser 200 P 4:00 PM	IOW Schools Gala Smithfield Homecoming Parade Smithfield High-Jill Gwaltney 371-3918 jillgwaltney@gmail.com Rolling closure - Cary St. to Grace to Mason to Main starting at 4pm	1 Officer Sat 5:30 PM-10:30 PM # Officers (determined by PD)		
Main Street					
10/24/2020	WC and Traffic Assist on Town Streets Race 500 p	Safe House Half Marathon Kristi Wells kristi@safehouseproject.org	7 Officers Saturday 7:30 AM to 10 AM -stationed along Half Marathon Run Route		FYI Only
Downtown					
Traffic Assist					
Set SE Signs					
10/31/2020	5 P-8 P Main Street Community 2000 p	Halloween Safe Trick or Treat street closed by PD as needed Main, Grace, Institute	# Officers (determined by PD)		FYI Only
Main Street					
Restrooms					
NOVEMBER					
10 A-1 P WC Trails 200 P	IOW Schools 65 Roses 6K IOW Schools-Holly Goetz 582-1191 hgoetz@iwcs.k12.va.us				
3 PM-6 PM WC Trails 400 P	Cross Country Regionals IOW Athletic Dept-Matt Moore mmoore@iwcs.k12.va.us				Caretakers Field cut 11/4 4 trash cans delivered 11/6
11/11/2020	11 AM-12 PM Vet Mem Community 150 p	Veterans Day Ceremony VFW	1 Officer Sat 10:30 AM-11:30 AM		FYI Only
Traffic Assist					

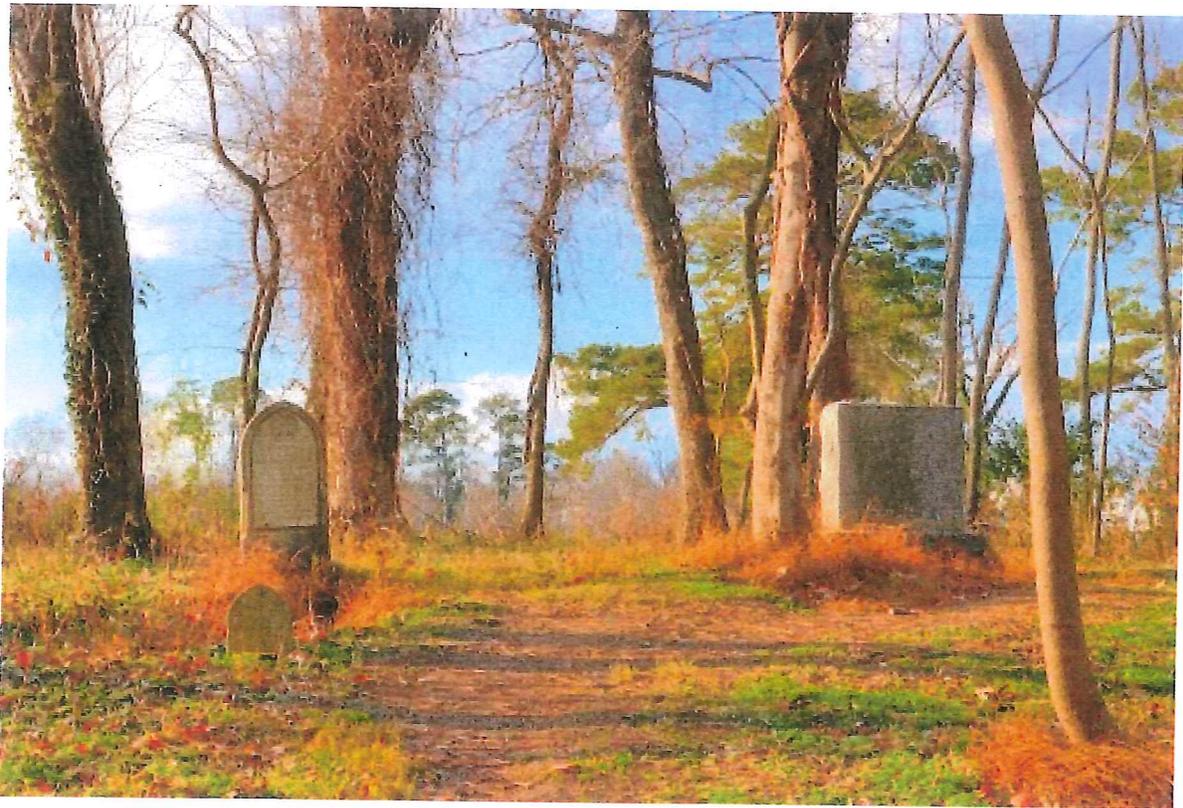
2020 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event Attendance	Event Name	PD	PW
DECEMBER				
12/4-12/6/2020	Sat, Sun Smithfield Center Trade Show & Home Tours	Antique Show	<i>FYI Only</i>	
12/4/2020 (1st Fri)	5:30 P-6:30 P Times Gazebo	Tree Lighting Ceremony & Light Up Main	2 Officer Fri 5 PM-6:30 PM	2 PW Staff
Traffic Assist	Community			
NO PARK Signs 4 PM-7 PM	200 p	Street Closure-200 5 PM-7 PM		
12/12/2020 (2nd Sat)	3 PM-8 PM Main Street	Mistletoe Evening Market Connie Chapman	2 Officers Sat 12:30 PM-7 PM Event Patrol 2 Officers Sat 4 PM-10 PM Event Patrol	4 PW Fri 12:30 PM-10 PM 1 light tower in BSV lot
Main Street	Market			
Restrooms	5000 p			
	Resolution	Main Street from Church to Underwood - 12:30 pm - 10pm		
NO PARK Signs				
Set SE Signs				
12/19/2020 (3rd Sat)	500 p 8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa	<i>FYI Only</i>	<i>FYI Only</i>
12/19/2020 (3rd Sat)	10:30 A-12 P Main Street	Christmas Parade Tourism-Connie Chapman	# Officers (determined by PD)	# (determined by PW)
Town Streets	Parade	902-2164		
Restrooms	3000 p	cchapman@isleofwightus.net		
	Resolution	closure of parade route - 8am until parade end		
NO PARK Signs				
Set SE Signs				
12/31/2020	7 P-11 P Smithfield Center Fundraiser 200 P	Delta Holiday Dance	1 Officer 6:30 PM-11:30 PM Event Patrol	



Town of Smithfield

Windsor Castle Park Cemetery Investigation Project



February 2017

PROJECT OBJECTIVE

The Town of Smithfield is interested in determining if a grave in the Windsor Castle cemetery is the grave of Arthur Smith or a descendant.

The cemetery's preservation was not included with the town's plans to preserve and restore the Windsor Castle manor house or outbuildings.

WINDSOR CASTLE HISTORY

FIRST OWNERS

Portions of Windsor Castle and its former plantation are now part of a 208-acre public park overlooking the Pagan River in the town of Smithfield.

Originally, this area was occupied by the Warraskoyack Indians. There is archaeological evidence of activity in front of the house close to the river.

On Sept. 10, 1637, Arthur Smith patented 1,450 acres of land in Isle of Wight County, formerly known as Warraskoyack Shire. The property was described as "a neck of land running S.E. along a creek behind Pagan Shore."

Arthur Smith I was the third son of Arthur Smith of Blackmore, Essex, England. His date of arrival to Virginia is unknown, but he did represent the district at the House of Burgesses from 1644 to 1645. He had five children: Thomas, Arthur, Richard, Jane and George. Smith died in 1645 and asked to be "buried in the garden by my late and beloved wife."

Archaeologists have yet to find evidence of the first house on the 159-acre tract where the current house, outbuildings and cemetery sit.

ARTHUR SMITH II, III, IV & V

Arthur Smith II (1638-1697) inherited the property from his father in 1645. He was the county justice from 1675 to 1680, a colonial in the militia in 1680 and a representative to the House of Burgess in 1685. He married Sarah Jackson, and they had five children: Thomas, George, Arthur, Mary and Jane.

Arthur Smith III inherited the property in 1697. He was the county justice from 1702 to 1714 and a member of the vestry at the Old Brick Church from 1733 to 1740. He married to Mary Bromfield, they had six children: Arthur, Thomas, Martha, Jane, Olive and Mary. He died in 1742.

Arthur Smith IV inherited the estate in 1742. In 1750, he petitioned the General Assembly to dock his entailed estate to create a town which he would call Smithfield. The town was established in 1752 with four streets and 72 lots. He married Elizabeth Bray-Allen, but he died without children in 1755.

Based on the material evidence found in cellar excavations and the style of brick work, archaeologists believe that the current house was begun by 1740. Part of the cellar dates to a previous structure, perhaps an earlier house.

Thomas Smith inherited the estate from his uncle in 1755. Thomas was the son of Arthur IV's brother Thomas. Young Thomas was a captain in the militia in 1782. He married Elizabeth Waddrop, and they had six children: Arthur, Elizabeth, Sarah, Fanny, Lelia and Jenny. Thomas died in 1799.

Arthur Smith V inherited the estate from his father in 1799. He was a captain during the War of 1812, a colonel in the militia and a member of the House of Delegates from 1818 to 1820 and from 1837 to 1838. He studied law at the College of William & Mary and never married. Arthur V sold the manor house and plantation to Watson P. Jordan on Oct. 17, 1838.

ARCHAEOLOGY

Archaeological evidence shows that the house was modified in the early 1800s. The artifacts found show a change in political views - shifting from one of a British colony to that of a new republic. Additionally, the current configuration of the outbuildings - including the kitchen, smokehouse and barn - were constructed. Archaeological evidence also suggests that slave quarters were located in the area that the vineyard now occupies. Colonoware, everyday ware made by Native Americans and used by enslaved people, was found in that general location.

OTHER OWNERS

Watson P. Jordan, 1798-1860, married Ann Marshall Boykin in 1818. They had 12 children live to majority. Historians feel that the full English basement in the house was a small school set up for the Jordan children and other local students. Jordan hired a tutor and asked parents to contribute to the cost. Upon his death, he left the house to his youngest son, M. Filmore Jordan.

M. Filmore Jordan lived in the house until he sold it on Jan. 1, 1884, to Jeremiah J. Johnson. The deed for the estate refers to the site as "the Smith tract or Windsor Castle." This was the first mention of the house as Windsor Castle. The reason for the name is unknown.

Jeremiah J. Johnson was born in 1841 and moved to Isle of Wight in 1870. He married Antoinette Vick in 1868 and had two daughters. The youngest, Effie, married Charles Samuel Betts, and they inherited the house upon her father's death. Their son, Charles Samuel Betts Jr., owned the house until 1977.

The cemetery has two existing markers - dated 1870 and 1921. It is felt that this was the 18th century Arthur Smith family cemetery. Closer examination of the site could prove the cemetery dates to the 17th century as well. When Arthur Smith V sold the property to Watson P. Jordan in 1838, he reserved the right to enter the burial ground.

PRESENT DAY

Currently, Windsor Castle is a one and a half story, gable-roofed, stuccoed masonry dwelling with twin semi-exterior end chimneys on each gable end. Windsor Castle is an excellent example of a Tidewater Virginia colonial farm dwelling later remodeled with Greek Revival features. It was nominated to the National Register of Historic Places in 2000.

In 2007, Joseph W. Luter III donated \$5 million to the town for the purchase and development of Windsor Castle and its surrounding 208 acres. The 46 acres immediately surrounding the manor house are protected by a historic easement controlled by the state of Virginia. The park was formally opened during a ceremony officiated by the Virginia Governor Bob McDonnell on May 22, 2010. The park features hiking trails, a dog park, a mountain bike trail, a fishing pier and a canoe launch. The manor house overlooks the junction of Cypress Creek and the Pagan River.

The Historic Windsor Castle Restoration LLC construction committee is currently overseeing the process of restoring the manor house and outbuildings, and within the next several months, an archaeological firm will be awarded a contract for work near the manor house and outbuildings.

CEMETERY

SIGNIFICANCE

This cemetery is of historical significance since the property is thought to be the residence of Smithfield's founder Arthur Smith and/or his descendents.

LOCATION

Approximately 200 yards northeast of the main house known as Windsor Castle, on Jericho Road, across a field and inside a tree line on a rise overlooking Cedar Creek. The site measures approximately 30x50'.

INVESTIGATION

The Isle of Wight County Gravesite Survey Task Force investigated this site in November 2003 and February 2004 and discovered a slate-topped burial vault or casket; however, there were no markings to indicate the person(s) buried within.

DISTURBANCE

The cemetery was disturbed in 2012 by a local resident who dug up the site claiming to be a volunteer for the archaeological organization performing a Phase I at the Windsor Castle site.

MARKED GRAVES

1. Large (approximately 40" wide x 50" tall) granite marker previously knocked over from granite base...Masonic emblem at top of marker.

Arthur Smith
Son of
Arthur Richard
and Virginia Cowper
WHITEHEAD
Aug. 26, 1882 – Dec. 25, 1921



2. Standing stone, marble, excellent condition, carved rope motif border, "tree of life" in circle at top center, located 15' south of #1 above. In front of stone, brick vault caved in, about 3' deep x 7' long, filled with leaves, earth and debris.

SACRED

To the memory of
RICHARD GOODWIN
Who died near
Little Rock, Ark.
June 14, 1870
Born in Isle of Wight
Co. Va, March 22, 1830
He was a member of the
M.E. Church in the full
enjoyment of religion
and died trusting Christ

God gives, he takes, he will re-
store, he doeth all things well.

Erected by his mourning
Widow E.M.A. Goodwin

Reverse of stone: J. Mulholand
Ports. Va
R.G. [fs]

3. Unmarked grave approximately 6' to northeast of grave #2, dimensions about 3' wide x 7' long, brick vault, covered on surface with mortar, about one foot below surface of the earth, located by probing, no visible identification.

4. Unmarked grave about 3' to the northeast of grave #1, located by probing and then partially excavated. Appears to be slab of slate, approximately 3' wide by 7' long and 2" thick. Top of slate slab about 2' beneath surface of the earth, 10" tree with large root system right on top of grave. Members partially uncovered the top surface of the slab at the head and foot of the grave, but no visible markings noted.

NOTE: One of these graves may belong to Mrs. E.W. Cocke, "...consort of the late Lt. Wm. Henry Cocke, died at Smithfield Sunday the 26th of May 1861 in the 61st year of her age. Daughter of James and Elizabeth Smith Johnston." This is from a Cocke family bible per Helen Haverty King. Substantiating Evidence: IOW census of 1850 lists Cocke, Eliza W., white female aged 51, and Marina Cocke, white female aged 25.

GROUND PENETRATING RADAR

Ground penetrating radar survey is one method used in archaeological geophysics to detect and map subsurface archaeological artifacts, features and patterning.

The concept of radar is familiar to most people. With ground penetrating radar, the radar signal – an electromagnetic pulse – is directed into the ground. Subsurface objects and stratigraphy (layering) will cause reflections that are picked up by a receiver. The travel time of the reflected signal indicates the depth. Data may be plotted as profiles, as maps isolating specific depths or as three-dimensional models.

GPR can be a powerful tool in favorable conditions (uniform sandy soils are ideal). Like other geophysical methods used in archaeology (and unlike excavation) it can locate artifacts and map features without any risk of damaging them. Among methods used in archaeological geophysics, it is unique both in its ability to detect some small objects at relatively great depths, and in its ability to distinguish the depth of anomaly sources.

The principal disadvantage of GPR is that it is severely limited by less-than-ideal environmental conditions. Fine-grained sediments (clays and silts) are often problematic because their high electrical conductivity causes loss of signal strength; rocky or heterogeneous sediments scatter the GPR signal, weakening the useful signal while increasing extraneous noise.

In the field of cultural heritage GPR with high frequency antenna is also used for investigating historical masonry structures, detecting cracks and decay patterns of columns and detachment of frescoes.

When GPR works, it works fantastically. However, approximately one third of the time, there are false negatives – especially with 17th or 18th century cemetery sites.

GPR SERVICES

The two longtime practitioners of archaeological GPR in the Mid-Atlantic region are no longer in the business. There are engineering companies who perform this service. A consultant can be hired to work with the engineering company with a project such as this.

The cost of GPR services is driven by the method used for investigation. For example, the more traverses made, the more time and investment necessary.

Permitting through the Virginia Department of Historic Resources is not necessary; however, they should be made aware of the intent and process as a courtesy.

EXCAVATION

In order to excavate a cemetery, certain items require note:

--A permit will be required from the Virginia Department of Historic Resources. Their decision to allow the work will be based on numerous factors including justification for the process, ultimate disposition of the human remains, family consent, etc.

--An archaeological firm will need to be hired for this work.

--DNA and further testing on discovered skeletons can be analyzed by the Smithsonian as they are virtually the only organization performing this sort of work. Further work such as facial reconstruction is possible – and an extra cost.

--Excavation for a site the size of the Windsor Castle cemetery, assuming that its current sizing will not change and certain environmental factors, will take approximately eight days.

--Security at the site will be paramount due to the sensitive nature of the situation. Be aware that there are people who dig up sites without authorization for financial gain.

PROJECT COSTS

--GPR Services. \$6,000.

--Archaeological consultant to work with the GPR process. \$2,000.

--Archaeological excavation of the current cemetery site: Depends on how many burials will be a part of the excavation.

--Skeletal analysis by the Smithsonian for one well-preserved adult male skeleton: \$6,000.

CONSIDERATIONS

Identifying a single grave among a group of burials is almost always beset by challenges. Instead of focusing on one grave, the town should first understand the context of the entire cemetery and vaulted burial as there may be more than one vaulted burial from the colonial period in the cemetery. First learning the spatial arrangement and clustering in relation to the current visible sites will help guide the quest.

Fully exposing the grave in question may only reveal construction methods and materials. If it is handmade brick and shell mortar, it could date from the 17th to the early 19th century. Vaults or coffins with name plates are quite uncommon in that period.

Excavating burials for forensic examination is time consuming - permitting, placement of advertisements, contacting family and then waiting for osteological results. Without an initialized ring, name plate or unique injury/deformity, the only way to authenticate a burial is with DNA.

OTHER LOCAL SITES BENEFITTING FROM GPR

Jamestown
Werowocomoco
Gunston Hall

RECOMMENDATION

Phase a cemetery investigation into multiple parts.

First fund a ground penetrating radar survey of the cemetery to identify potential graves and establish boundaries of the cemetery so that it can be properly managed and protected.

With survey results in hand, a more targeted research design can be tailor-made to understand the cemetery and those buried there. Results from the first phase of the survey will allow for better cost projections.

Consult with the Virginia Department of Historic Resources before proceeding.

SUGGESTED CONTRACTOR

Cardno of Ashland, Va.
Attn: Mike Woods
Michael.woods@cardono.com
(804) 641-7789

Slave Info

Carter

Subject: FW: update?

From: jengland@smithfieldva.gov

To: concar1410@yahoo.com

Date: Monday, July 9, 2018, 1:38:49 PM EDT

Hopefully this will be of some use at your upcoming meeting. Let me know.

There is more to come.

Jennifer

J.L. England, Director
Isle of Wight County Museum
103 Main Street
Smithfield, VA 23430
jengland@smithfieldva.gov
(757) 357-0115
(757) 613-0442 cell
www.historicisleofwight.com
Facebook: @IOWMuseum
Facebook: @worldsoldestham
Twitter: @worldsoldestham
Instagram: @isleofwightcountymuseum

From: Tim Horsley
Sent: Monday, July 09, 2018 2:44 AM
To: Jennifer England
Subject: Re: update?

Hi Jennifer,

Sorry for the late response - and for not being in a position to send along the full report just yet. I'm attaching a PDF plot to give you and the mayor something tangible to share, although I recognize that this won't make as much sense without the report text. I hope it's fairly self-explanatory but will add some additional comments below. I'm also hoping to be able to pull some more out the data with further processing, although I don't expect to suddenly see many more burials.

At present, the most obvious features are what appears to be an original - or at least earlier - enclosure around the cemetery. While it is clear that many burials are not being detected, being able to define the extent of the cemetery is clearly important - and it is evident that this boundary continues under the modern path that runs close to the top of the bluff. I've projected where the NE corner of the cemetery might be by continuing the northern and eastern sides, and it looks like it is just a few feet on the river side of the path. I didn't get any sense of detecting this boundary when I collected the data, and so stopped collecting GPR measurements when reached the path. With hindsight I should have collected just that little bit more!

I've interpreted a number of burials, although most are what I've labeled as "tentative"; that is, there is just a hint of a geophysical anomaly that is about the right size, shape, orientation, and depth, but is still not very convincing. The "probable" burials are the most clear anomalies, and it is interesting that these include the three individuals recorded on the two grave markers. This suggests that these folks were the ones that could afford headstones and burial vaults and so on. The rest are more likely simple coffin burials which do not appear to have preserved well in the Rumford loamy sand soils present here. Successfully detecting burials depends on a

number of factors, including soil type, ground moisture, and age of the burial. In general, the majority of coffin burials get more difficult to identify with confidence over time, and simple shroud burials may never be detected.

Right now I'm not sure what's going on on the southwestern side of the cemetery. There are four distinct anomalies end on end that in many respects resemble burials - potentially with brick vaults - but this location is odd. They may therefore have another explanation and I'm going to need to spend more time with the data to see if I can better understand them.

OK, I think that's all for now. Sorry it's not the report, but I hope it's of some use...

One other quick thing: I forget if I mentioned this previously, but I read that Arthur Smith was the third son of another Arthur Smith who hailed from Blackmore in Essex, England - and that's about 6 miles away from where I grew up. Small world!

More soon,

Tim

Tim Horsley, Ph.D.

Managing Director, Horsley Archaeological Prospection, LLC

Adjunct Assistant Professor, Dept. of Anthropology, Northern Illinois University

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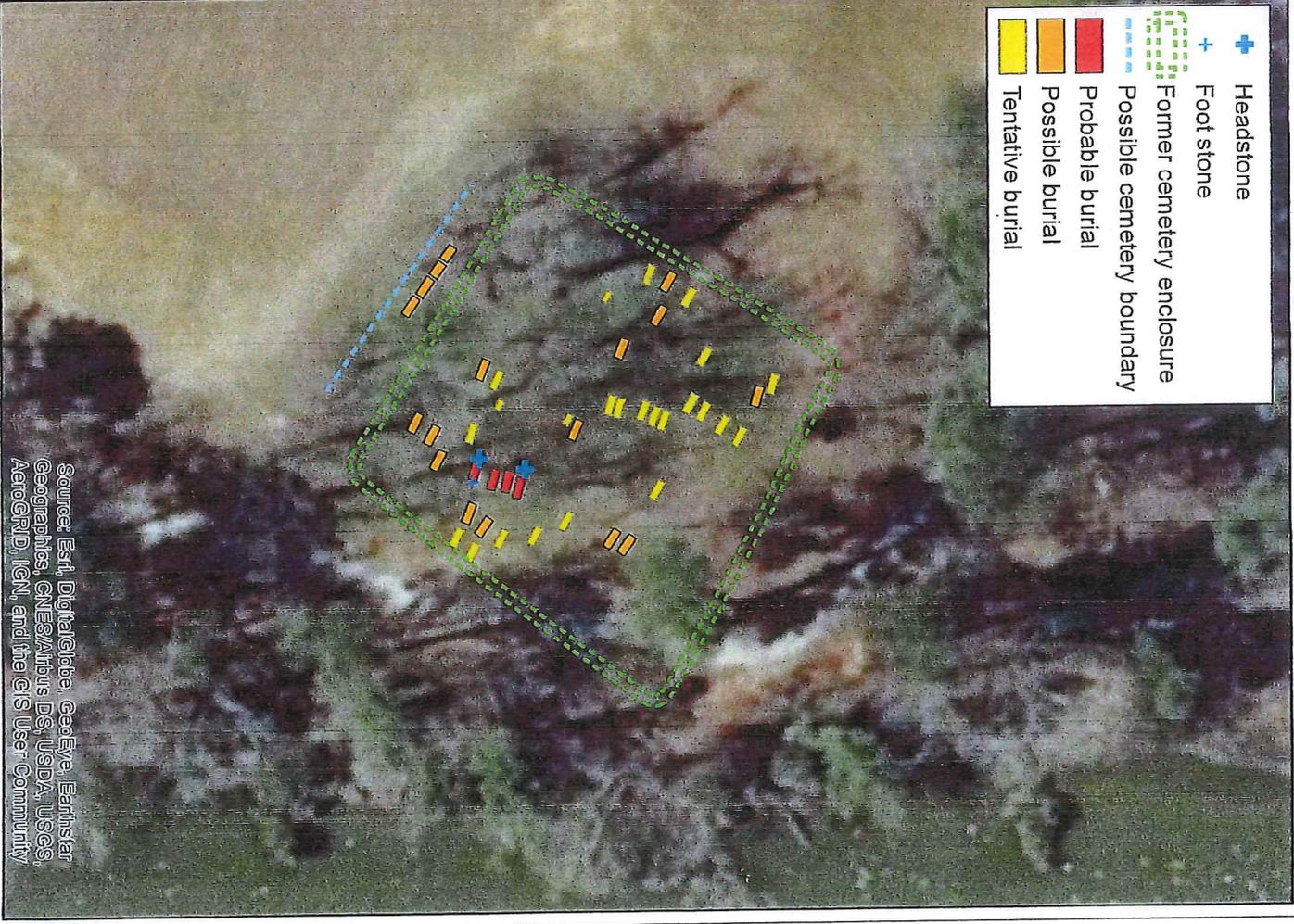
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 Body.rtf
4.2kB

 WindsorCastleCemetery_PrelimResults_070818.pdf
4.1MB

Windsor Castle Cemetery, Smithfield, VA. October 6th, 2017.
 Preliminary GPR results: "time-slice" corresponding to approx. 0.5-0.6m / 1'8"-2'0" below surface (left), and simplified interpretation (right).



Source: Esri, DigitalGlobe, GeoEye, Earthstar
 Geographics, CNES/Airbus DS, USDA, USGS,
 AeroGRID, IGN, and the GIS User Community
 Horsley Archaeological Prospection, LLC
 archaepros.com | timhorsley@gmail.com

Source: Esri, DigitalGlobe, GeoEye, Earthstar
 Geographics, CNES/Airbus DS, USDA, USGS,
 AeroGRID, IGN, and the GIS User Community





The Smith Family

Many people who visit Smithfield ask to be shown "Windsor Castle," and most of them proudly claim it as their ancestral home—which it may well be.

In the more than three hundred years since this land was patented it has been owned by only three families: the Smiths, the Jordans, and the Johnson-Betts families. There are undoubtedly hundreds of people all over the United States who are descended from these three and may justly claim that their ancestors lived there, but not necessarily in the present house, nor would the name "Windsor Castle" have any meaning for the earlier residents. The plantation is separated from the town of Smithfield by Little Creek, and is in the section known as Jericho.

After the Warascoyak Indians, the first to own this land was Arthur Smith who, on September 10, 1637, patented 1,450 acres in Isle of Wight County, described as "a neck of land running S. E. along a creek behind Pagan Shore."

This Arthur Smith, according to John Bennett Boddie in *Seventeenth Century Isle of Wight*, is believed to have been the third son of Arthur Smith of Blackmore, Essex, England, who had died in England in 1622. He, with George Hardy of the upper parish, represented Isle of Wight in the House of Burgesses in 1644-45. He died in 1645, and in his will requested "that I be buried in the garden by my late beloved wife." The old burying ground is still there, in the woods near the river bank, but there are no early tombstones.

Arthur Smith bequeathed to his son Thomas "my seal ring of gold." This ring has been handed down through ten generations and was in possession of a direct descendant, W. Colgate Whitehead, former sheriff of Isle of Wight, when he died in 1956. Though somewhat worn, it is said to bear a design similar to the arms of the Smith family of Blackmore. Whitehead also had the original patent issued by Sir William Berkley to Arthur Smith, March 31, 1643, in renewal of the one given in 1637.

This Arthur Smith, the first to come to Virginia, had five children: Thomas, Arthur, Richard, Jane, and George. The second son, Arthur, inherited his father's property, and it was represented to the House of Burgesses in 1752 that his brothers all died without heirs.

The record shows that Arthur Smith, II, was born in Isle of Wight in 1638. He was a Justice in 1675-80, colonel of militia in 1680, and a member of the House of Burgesses in 1685. His wife was Sarah, daughter of Richard Jackson, and granddaughter of Alice Bennett. He died in 1697. His children were Thomas, George, Arthur, Mary who married first John Hole then Thomas Pitt, and Jane who married James Benn. As in the preceding generation, the estate was handed down to the son Arthur, and the other male heirs appear to have died without issue.

Arthur Smith, III, who married Mary, daughter of John Broadfield, was also a county justice, 1702-14, and a member of the vestry of the Old Brick Church, 1733-40.

He died in 1742, leaving his estate and "my seal ring of gold" to his eldest son Arthur.

This Arthur Smith, IV, was the one who, in 1750 was granted permission by the General Assembly to dock the entailment of the estate so he could sell that portion of it lying along the banks of the Pagan River which he had laid off as a town, to be called the Town of Smithfield.

He married Elizabeth Bray Allen, widow of Arthur Allen of Surry, and lived in Surry County. He died intestate in 1755, and the inventory of his personal estate in Surry County is much more extensive than that listed in Isle of Wight. (It seems probable that while Arthur was living in Surry his brother Thomas was occupying the old home in Isle of Wight.) Arthur Smith IV, left no children, so at his death the Isle of Wight estate, including the manor house, descended to Thomas Smith, eldest son of his brother Thomas who had died in 1748.

Thomas was a captain of militia in 1782. His wife was Elizabeth, daughter of John Waddrop of Surry. He died in 1799, leaving a son, Arthur Smith, V, and five daughters.

Arthur Smith, V, was born about 1792 and was a student at the College of William and Mary at the age thirteen. He was a captain in the War of 1812, later a colonel of militia, member of the House of Delegates 1818-20 and 1837-38, and represented this district in the United States Congress. He never married and was the last of the male line of the Smith family. R. S. Thomas, local historian, who knew him well, wrote: "If the male line of Arthur Smith had to become extinct it was well to close with this Arthur, the most eminent of them all." He died in 1854.

Of the many people who claim descent from this Smith family, all are descended through the daughters. Some of the earlier generations had married into the Pitt, Benn, Bridger, Day, Ridley, Jordan, and Hodsdon families, and may be traced under these names. The or one of the five sisters of Arthur Smith, V, who has descendants living today was Lelias, who married Joseph B. Whitehead (thirty years sheriff of Isle of Wight), as they were the great-grandparents of the late W. Colgate Whitehead and Cowper Whitehead, natives of Smithfield, both of whom have children and grandchildren.

Arthur Smith, V, had inherited the manor plantation from his father, and on October 17, 1838, sold it to Watson P. Jordan of Smithfield.

Watson Pendleton Jordan was the only son of William Jordan and his wife, Martha Watson Marshall widow of Robert Marshall. He was born in 1798, married Ann Marshall Boykin in 1818, and died in 186

Watson P. and Ann B. Jordan were the parents of seventeen children, twelve of whom lived to maturity. With so many children to educate, Jordan found it expedient to employ a teacher to conduct a school in the basement of his home. A few other boys were invited to attend and share the expense of the teacher. Two