February 22, 2019

TO: **SMITHFIELD TOWN COUNCIL**

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

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

MONDAY, FEBRUARY 25th, 2019 @ 3:00 p.m.

Public Safety **Members: Tynes (CH), Hall, Haywood**

1. Public Comment
2. Operational Updates

Immediately following the conclusion of the above meeting:

Water and Sewer **Members: Smith (CH), Pack, Tynes**

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1. Public Comment
2. Operational Updates

Immediately following the conclusion of the above meeting:

Finance **Members: Pack (CH), Smith, Butler**

1. Public Comment
TAB # 1 2. December & January Financial Statements and Graphs
TAB # 2 3. January Cash Balances / VML Investment Pool Update
TAB # 3 4. Proposed Amendment to Personnel Policy Manual to add Temporary Pay Upgrade Policy

5. Closed Session: Pursuant to Virginia Code Section 2.2-3711(A)(8) Consultation with Legal Counsel Regarding Specific Legal Matters Requiring the Provision of Legal Advice

TUESDAY, FEBRUARY 26TH, 2019 @ 3:00 p.m.

Parks and Recreation **Members: Hall (CH), Butler, Haywood**

1. Public Comment
2. **TAB # 4** Operational Update – Committee Report / Park Project Update / 2019 Open to the Public Event Schedule
3. **TAB # 5** Park Project Application: Planting of Long Leaf Pines by Master Naturalist
4. **TAB # 6** Proposal from Dominion Energy for Streetlights at the Clontz Park Boat Ramp

Immediately following the conclusion of the above meeting:

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

1. Public Comment
2. Operational Updates

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 March 5th, Agenda*****

FINANCE

COMMITTEE

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BUDGET	% of BUDGET
Revenue						
General Fund revenues						
General Fund revenues						
Real Estate Tax						
Current RE Tax	03-100-311010-0000-30001	1,731,553.00	1,672,795.93	1	58,757.07	96.61%
Delinquent RE Tax	03-100-311010-0000-30002	15,000.00	2,878.47	1	12,121.53	19.19%
Current RE Penalty	03-100-311060-0000-30005	4,000.00	5,396.00		(1,396.00)	134.90%
Delinquent RE Penalty	03-100-311060-0000-30005	1,500.00	645.76		854.24	43.05%
Current RE Interest	03-100-311060-0000-30006	500.00	-		500.00	0.00%
Delinquent RE Interest	03-100-311060-0000-30006	3,000.00	955.36		2,044.64	31.85%
Total Real Estate Taxes		1,755,553.00	1,682,671.52		72,881.48	95.85%
Personal Property Tax						
Current PP Tax	03-100-311030-0000-30001	625,000.00	620,970.84	2	4,029.16	99.36%
Delinquent PP Tax	03-100-311030-0000-30002	20,000.00	20,460.92	2	(460.92)	102.30%
Current PP Penalty	03-100-311060-0000-30005	13,000.00	3,189.19		9,810.81	24.53%
Delinquent PP Penalty	03-100-311060-0000-30005	12,000.00	6,429.38		5,570.62	53.58%
Current PP Interest	03-100-311060-0000-30006	700.00	-		700.00	0.00%
Delinquent PP Interest	03-100-311060-0000-30006	800.00	4,374.33		(3,574.33)	546.79%
Total Personal Property Tax		671,500.00	655,424.66		16,075.34	97.61%
Public Service Corporations Tax						
Current RE Tax	03-100-311020-0000-30001	31,000.00	29,660.63	3	1,339.37	95.68%
Current PP Tax	03-100-311020-0000-30001	400.00	-		400.00	0.00%
Total Public Service Tax		31,400.00	29,660.63		1,739.37	94.46%
-	03-100-311060-0000-30007	20.00	5.52		14.48	27.60%
Total Over/Short		20.00	5.52		14.48	27.60%
Other Local Taxes						
Franchise Tax	03-100-312040-0000-31203	150,000.00	-		150,000.00	0.00%
Cigarette Tax	03-100-312080-0000-31204	176,000.00	87,264.29	4	88,735.71	49.58%
Transient Occupancy Tax	03-100-312101-0000-31205	190,000.00	58,296.83	5	131,703.17	30.68%
Meals Tax-4.25%	03-100-312110-0000-31211	1,154,130.00	406,219.51	6	747,910.49	35.20%
Meals Tax-2%	03-100-312110-0000-31212	547,460.00	191,162.12	6	356,297.88	34.92%
Sales Tax	03-100-312010-0000-30009	357,000.00	59,373.71	7	297,626.29	16.63%
Consumption Tax	03-100-312020-0000-31202	49,000.00	16,943.12	8	32,056.88	34.58%
Utility Tax	03-100-312020-0000-31201	192,000.00	69,281.36	8	122,718.64	36.08%
Business Licenses	03-100-312030-0000-31208	375,000.00	19,595.34	9	355,404.66	5.23%
Business Licenses Penalty	03-100-312030-0000-31209	4,000.00	210.80		3,789.20	5.27%
Business Licenses Interest	03-100-312030-0000-31210	225.00	34.65		190.35	15.40%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BUDGET	% of BUDGET
Peg Channel Capital Fee	03-100-312040-0000-30054	1,985.00	976.80		1,008.20	49.21%
Vehicle License	03-100-312050-0000-32018	241,000.00	201,267.95	**10**	39,732.05	83.51%
Total Other Local Taxes		3,437,800.00	1,110,626.48		2,327,173.52	32.31%
Licenses, Permits & Fees						
Permits & Other Licenses	multiple accounts	18,000.00	7,285.00	**11**	10,715.00	40.47%
Inspection Fees-Subdivision	03-100-313030-0000-30030	4,000.00	2,400.00	**12**	1,600.00	60.00%
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	10,000.00	7,590.00		2,410.00	75.90%
WC Dog Park Registration	03-100-313030-0000-30043	1,000.00	170.00		830.00	17.00%
Consultant Review Fees	03-100-313030-0000-30028	5,000.00	1,050.00		3,950.00	21.00%
Total Licenses, permits and privilege fees		38,000.00	18,495.00		19,505.00	48.67%
Fines & Costs						
Restitution	3-100-018991-0007	0.00	120.00		(120.00)	100.00%
Fines & Costs	03-100-314010-0000-30055	60,000.00	13,272.76	**13**	46,727.24	22.12%
Total Fines & Forfeitures		60,000.00	13,392.76		46,607.24	22.32%
From Use of Money and Property						
General Fund Interest	03-100-315010-0000-31501	20,000.00	40,497.12		(20,497.12)	202.49%
Rentals	03-100-315020-0000-30110	72,339.00	22,996.20	**14**	49,342.80	31.79%
Smithfield Center Rentals	03-100-315020-0000-30111	160,000.00	89,223.20	**15**	70,776.80	55.76%
Smithfield Center Vendor Programs	03-100-315020-0000-30113	4,250.00	-		4,250.00	0.00%
WC Rentals	03-100-315020-0000-30119	10,000.00	-		10,000.00	0.00%
Sports Complex Rentals	03-100-315020-0000-30120	10,000.00	-		10,000.00	0.00%
Park Impact Fees	03-100-315020-0000-30118	20,000.00	7,800.00	**16**	12,200.00	39.00%
Kayak Rentals	03-100-315020-0000-30015	9,000.00	7,645.00	**17**	1,355.00	84.94%
Special Events	03-100-315020-0000-30013, 30014	25,000.00	14,862.40		10,137.60	59.45%
Fingerprinting Fees	03-100-318990-0000-30048	1,400.00	690.00		710.00	49.29%
Museum Admissions	03-100-315020-0000-30115	4,000.00	3,008.00		992.00	75.20%
Museum Gift Shop Sales	03-100-318990-0000-30016	10,000.00	6,014.60		3,985.40	60.15%
Museum Programs/Lecture Fees	03-100-318990-0000-30017	2,000.00	318.00		1,682.00	15.90%
Sale of Equipment/Buildings	03-100-341020-0000-31405	10,000.00	2.00		9,998.00	0.02%
Lease of Land	03-100-315020-0000-30017	600.00	500.00		100.00	83.33%
Total revenue from use of money and property		358,589.00	193,556.52		165,032.48	53.98%
Miscellaneous Revenue						
Other Revenue	multiple accounts	2,100.00	532.88		1,567.12	25.38%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	4,000.00	-		4,000.00	0.00%
Total Miscellaneous Revenue		6,100.00	532.88		5,567.12	8.74%
From Reserves						

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BUDGET	% of BUDGET
Restricted Reserves-Police Department (CD)	N/A		-		-	0.00%
Reserves-Pinewood Escrow	N/A		-		-	0.00%
Reserves-Restricted for Ball Fields	N/A	-	-		-	0.00%
Reserves-Prior year loan reserves	N/A	1,539,553.00	1,010,059.09	**18**	529,493.91	65.61%
From Operating Reserves-changes orders/rollover ballfields	N/A	-	-		-	0.00%
Total From Reserves		1,539,553.00	1,010,059.09		529,493.91	65.61%
Intergovernmental Virginia						
Law Enforcement	03-100-322010-0000-34011	172,903.00	86,452.00	**19**	86,451.00	50.00%
Litter Control Grant	03-100-322010-0000-34010	3,151.00	3,452.00		(301.00)	109.55%
Communications Tax	03-100-322010-0000-34008	221,000.00	68,500.03	**20**	152,499.97	31.00%
Rolling Stock	03-100-322010-0000-34001	125.00	137.08		(12.08)	109.66%
Rental Tax	03-100-322010-0000-34002	3,800.00	3,900.89		(100.89)	102.66%
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00	240,794.89	**21**	0.11	100.00%
TRIAD Grant	03-100-322010-0000-34017	2,250.00	-		2,250.00	0.00%
Fire Programs	03-100-322010-0000-34012	26,250.00	27,998.00	**22**	(1,748.00)	106.66%
VCA Grant	03-100-322010-0000-34005	4,500.00	4,500.00	**23**	-	100.00%
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	'03-100-322010-0000-34020				-	0.00%
Benns Church/Route 258/Route 10 Bypass intersection	'03-100-322010-0000-34020		-		-	100.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	'03-100-322010-0000-34020				-	0.00%
VMRC Grant-boat ramp	not yet assigned	410,000.00	-		410,000.00	0.00%
Port of VA Grant-boat ramp	not yet assigned	56,000.00	-		56,000.00	0.00%
State Grant-Boat Ramp	not yet assigned	160,000.00	160,000.00	**24**	-	100.00%
SNAP Program	03-100-322010-0000-34016	-	-		-	0.00%
Total State Revenue		1,300,774.00	595,734.89		705,039.11	45.80%
Intergovernmental Federal						
Police Federal Grants		0.00	41,229.31	**25**	(41,229.31)	100.00%
VDEM Grant (federal portion)					-	0.00%
Urban Fund Projects						0.00%
Right turn lane-Joseph W Luter Jr Sports Complex	03-100-331010-0000-35008	731,864.00			731,864.00	0.00%
Benns Church/Route 258/Route 10 Bypass intersection	03-100-331010-0000-35008	-			-	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	-			-	0.00%
Pinewood Heights CDBG Relocation Grant Phase III	03-100-331010-0000-35002	1,029,856.00	-		1,029,856.00	0.00%
Total Federal Revenue		1,761,720.00	41,229.31		1,720,490.69	2.34%
Other Financing Sources						
Line of Credit Proceeds		-			-	0.00%
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	241,129.00			241,129.00	0.00%
Insurance Recoveries		-	-		-	0.00%
Total Other Financing Sources		241,129.00	-		241,129.00	0.00%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BUDGET	% of BUDGET
Contributions						
CHIP Contributions	03-100-318990-0000-31620	13,000.00	2,506.90		10,493.10	19.28%
Contributions-Museum	03-100-318990-0000-31632	96,700.00	3,030.50		93,669.50	3.13%
Contribution-Historic Windsor Castle Restoration LLC	03-100-318990-0000-31626	104,000.00	191,627.40	**26**	(87,627.40)	184.26%
Contributions-Public Ball Fields	03-100-318990-0000-31635	50,000.00	-		50,000.00	0.00%
Total Contributions		263,700.00	197,164.80		66,535.20	74.77%
Total General Fund Revenue		11,465,838.00	5,548,554.06		5,917,283.94	48.39%

General Fund Budget
Expenses

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BALANCE	% of BUDGET
GENERAL GOVERNMENT						
Town Council						
Salaries	04-100-411010-0000-41100	42,000.00	21,750.00		20,250.00	51.79%
FICA	04-100-411010-0000-42100	3,276.00	1,692.17		1,583.83	51.65%
Legal Fees	04-100-411010-0000-43150	50,000.00	40,439.58	**31**	9,560.42	80.88%
Election Expense	04-100-411010-0000-43170	-	-		-	0.00%
Maintenance contracts	04-100-411010-0000-43320	1,700.00	6,589.12	**32**	(4,889.12)	387.60%
Advertising	04-100-411010-0000-43600	30,000.00	9,259.25		20,740.75	30.86%
Professional Services	04-100-411010-0000-43152	10,000.00	1,000.00		9,000.00	10.00%
Records Management maint & upgrades	04-100-411010-0000-45811	5,000.00	2,996.55		2,003.45	59.93%
Site Plan Review	04-100-411010-0000-43141	3,000.00	-		3,000.00	0.00%
Insurance	04-100-411010-0000-45300	18,145.00	9,072.50	**29**	9,072.50	50.00%
Supplies	04-100-411010-0000-46001	19,000.00	10,461.83		8,538.17	55.06%
Travel & Training	04-100-411010-0000-45500	6,500.00	2,478.91		4,021.09	38.14%
Subscriptions/Memberships	04-100-411010-0000-45810	9,700.00	9,905.99	**33**	(205.99)	102.12%
Council Approved Items	04-100-411010-0000-45804	11,000.00	1,985.72		9,014.28	18.05%
Public Defender Fees	04-100-411010-0000-43153	3,000.00	-		3,000.00	0.00%
Bank Charges	04-100-411010-0000-45813	700.00	422.00		278.00	60.29%
SpecialProjects	04-100-411010-0000-43353	1,500.00	280.00		1,220.00	18.67%
Smithfield CHIP program	04-100-411010-0000-43354	6,000.00	-		6,000.00	0.00%
Update Town Charter & Code	04-100-411010-0000-43151	3,000.00	1,175.00		1,825.00	39.17%
Annual Christmas Parade	04-100-411010-0000-43351	350.00	39.99		310.01	11.43%
Total Town Council		223,871.00	119,548.61		104,322.39	53.40%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BUDGET	% of BUDGET
Town Manager						
Salaries	04-100-412010-0000-41100	337,468.00	166,346.49	27	171,121.51	49.29%
FICA	04-100-412010-0000-42100	26,998.00	11,832.41	27	15,165.59	43.83%
VSRS	04-100-412010-0000-42200	20,016.00	9,860.64		10,155.36	49.26%
Disability	04-100-412010-0000-42210	412.00	171.32		240.68	41.58%
Health & Other	04-100-412010-0000-42300	54,393.00	29,478.24	28	24,914.76	54.19%
Auto Expense	04-100-412010-0000-46009	500.00	-		500.00	0.00%
Storm Maintenance	04-100-412010-0000-43106	-	339.22		(339.22)	100.00%
Maintenance Contracts	04-100-412010-0000-43320	3,000.00	1,462.48		1,537.52	48.75%
Communications	04-100-412010-0000-45200	18,000.00	7,772.51		10,227.49	43.18%
Insurance	04-100-412010-0000-45300	2,394.00	1,124.54	29	1,269.46	46.97%
Supplies	04-100-412010-0000-46001	5,000.00	1,313.64		3,686.36	26.27%
Dues & Subscriptions	04-100-412010-0000-45810	4,000.00	1,217.00	30	2,783.00	30.43%
Computer & technology expenses	04-100-412010-0000-46005	12,000.00	2,608.33		9,391.67	21.74%
Travel & Training	04-100-412010-0000-45500	8,800.00	3,623.74		5,176.26	41.18%
Other	04-100-412010-0000-45804	100.00	-		100.00	0.00%
Total Town Manager		493,081.00	237,150.56		255,930.44	48.10%
Treasurer						
Salaries	04-100-412410-0000-41100	325,468.00	154,164.25	27	171,303.75	47.37%
FICA	04-100-412410-0000-42100	26,038.00	11,287.15	27	14,750.85	43.35%
VSRS	04-100-412410-0000-42200	20,801.00	10,188.96		10,612.04	48.98%
Disability	04-100-412410-0000-42210	166.00	54.96		111.04	33.11%
Health	04-100-412410-0000-42300	43,584.00	22,299.11	28	21,284.89	51.16%
Audit	04-100-412410-0000-43120	13,250.00	-		13,250.00	0.00%
Depreciation Software	04-100-412410-0000-43122	-	-		-	0.00%
Communications	04-100-412410-0000-45200	9,500.00	3,950.83		5,549.17	41.59%
Computer & technology expenses	04-100-412410-0000-46005	5,000.00	24.99		4,975.01	0.50%
Data Processing	04-100-412410-0000-44100	20,000.00	9,227.35		10,772.65	46.14%
Service contracts-includes MUNIS	04-100-412410-0000-43320	60,000.00	13,660.94		46,339.06	22.77%
Insurance	04-100-412410-0000-45300	2,403.00	1,128.78	29	1,274.22	46.97%
Supplies	04-100-412410-0000-46001	9,000.00	3,667.93		5,332.07	40.75%
Dues & Subscriptions	04-100-412410-0000-45810	1,900.00	428.80		1,471.20	22.57%
Credit Card Processing	04-100-412410-0000-46002	600.00	(1,616.85)		2,216.85	-269.48%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,404.00	3,180.60		223.40	93.44%
Travel & Training	04-100-412410-0000-45500	1,000.00	50.00		950.00	5.00%
Other	04-100-412410-0000-45804	100.00	40.00		60.00	40.00%
Total Treasurer		542,214.00	231,737.80		310,476.20	42.74%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BUDGET	% of BUDGET
PUBLIC SAFETY						
Police Department						
Salaries	04-100-431100-0000-41100	1,474,676.00	672,935.25	**27**	801,740.75	45.63%
FICA	04-100-431100-0000-42100	117,975.00	49,403.31	**27**	68,571.69	41.88%
VSRS	04-100-431100-0000-42200	80,036.00	36,072.10		43,963.90	45.07%
Disability	04-100-431100-0000-42210	184.00	61.08		122.92	33.20%
Health Insurance	04-100-431100-0000-42300	222,333.00	88,415.60	**28**	133,917.40	39.77%
Pre-Employment Test	04-100-431100-0000-42435	3,500.00	1,017.00		2,483.00	29.06%
Uniforms	04-100-431100-0000-46011	22,000.00	13,975.66	**34**	8,024.34	63.53%
Service Contracts	04-100-431100-0000-43320	40,000.00	36,820.68	**35**	3,179.32	92.05%
Communications	04-100-431100-0000-45200	50,000.00	22,440.25		27,559.75	44.88%
Computer & Technology Expenses	04-100-431100-0000-46005	13,000.00	465.44		12,534.56	3.58%
Insurance	04-100-431100-0000-45300	53,651.00	25,201.74	**29**	28,449.26	46.97%
Ins. - LODA	04-100-431100-0000-42410	12,903.00	12,703.86	**36**	199.14	98.46%
Materials & Supplies	04-100-431100-0000-46001	25,000.00	7,113.24		17,886.76	28.45%
Dues & Subscriptions	04-100-431100-0000-45810	7,000.00	3,843.86	**30**	3,156.14	54.91%
Equipment	04-100-431100-0000-46006	15,000.00	9,978.28	**37**	5,021.72	66.52%
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00	680.00		1,320.00	34.00%
Vehicle Maintenance	04-100-431100-0000-46009	40,000.00	16,011.41		23,988.59	40.03%
Gas	04-100-431100-0000-46008	41,500.00	19,061.53		22,438.47	45.93%
Tires	04-100-431100-0000-46016	5,000.00	2,794.68		2,205.32	55.89%
Travel & Training	04-100-431100-0000-45500	30,000.00	14,528.73		15,471.27	48.43%
Special Events	04-100-431100-0000-43352	1,000.00	182.85		817.15	18.29%
Investigation expenses	04-100-431100-0000-44641	3,000.00	259.77		2,740.23	8.66%
Other	04-100-431100-0000-45804	500.00	780.51	**38**	(280.51)	156.10%
Total Police Department		2,260,258.00	1,034,746.83		1,225,511.17	45.78%
Fire Department						
Fuel Fund & Travel	04-100-432300-0000-46008	13,000.00	-		13,000.00	0.00%
State Pass Thru	04-100-432100-0000-45623	26,250.00	27,998.00	**22**	(1,748.00)	106.66%
Total Fire Department		39,250.00	27,998.00		11,252.00	71.33%
Contributions-Public Safety						
E911 Dispatch Center	04-100-432300-0000-45614	137,643.00	4,684.24		132,958.76	3.40%
Total Contributions-Public Safety		137,643.00	4,684.24		132,958.76	3.40%
PARKS, RECREATION & CULTURAL						
Parks & Recreation						
Salaries	04-100-471100-0000-41100	149,630.00	71,365.59	**27**	78,264.41	47.69%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BUDGET	% of BUDGET
FICA	04-100-471100-0000-42100	11,970.00	5,339.30	27	6,630.70	44.61%
VSRS	04-100-471100-0000-42200	9,435.00	4,551.53		4,883.47	48.24%
Disability	04-100-471100-0000-42210	-	39.45		(39.45)	0.00%
Health	04-100-471100-0000-42300	28,041.00	10,739.15	28	17,301.85	38.30%
Uniforms	04-100-471100-0000-46011	2,000.00	973.53		1,026.47	48.68%
Communicaitons	04-100-471100-0000-45200	2,000.00	1,098.35		901.65	54.92%
insurance	04-100-471100-0000-45300	2,838.00	1,333.12	29	1,504.88	46.97%
Advertising	04-100-471100-0000-43600	20,500.00	12,512.98	39	7,987.02	61.04%
Dues & Subscriptions	04-100-471100-0000-45810	2,000.00	441.00		1,559.00	22.05%
Supplies	04-100-471100-0000-46001	2,000.00	-		2,000.00	0.00%
Computer & Technology	04-100-471100-0000-46005	1,000.00	278.73		721.27	27.87%
Travel & Training	04-100-471100-0000-45500	3,000.00	1,600.13		1,399.87	53.34%
Other	04-100-471100-0000-45804	500.00	180.00		320.00	36.00%
Total Parks & Recreation		234,914.00	110,452.86		124,461.14	47.02%
Smithfield Center						
Salaries	04-100-412100-0000-41100	152,938.00	71,757.58	27	81,180.42	46.92%
FICA	04-100-412100-0000-42100	12,235.00	5,417.21	27	6,817.79	44.28%
VSRS	04-100-412100-0000-42200	7,126.00	3,562.56		3,563.44	49.99%
Disability	04-100-412100-0000-42210	140.00	46.36		93.64	33.11%
Health	04-100-412100-0000-42300	20,717.00	10,708.32	28	10,008.68	51.69%
Contracted Services	04-100-412100-0000-43320	18,000.00	6,903.27		11,096.73	38.35%
Retail Sales & Use Tax	04-100-412100-0000-43100	800.00	253.93		546.07	31.74%
Utilities	04-100-412100-0000-45100	25,000.00	8,515.40		16,484.60	34.06%
Communications	04-100-412100-0000-45200	20,000.00	10,380.82		9,619.18	51.90%
Computer & technology expenses	04-100-412100-0000-46005	3,000.00	1,390.44	40	1,609.56	46.35%
Insurance	04-100-412100-0000-45300	2,838.00	1,333.12	29	1,504.88	46.97%
Kitchen Supplies	04-100-412100-0000-44000	3,000.00	870.90		2,129.10	29.03%
Office Supplies/Other Supplies	04-100-412100-0000-46001	4,500.00	389.65		4,110.35	8.66%
Food Service & Beverage Supplies	04-100-412100-0000-44001	6,000.00	1,968.85		4,031.15	32.81%
AV Supplies	04-100-412100-0000-44002	2,000.00	550.00		1,450.00	27.50%
Repairs & Maintenance	04-100-412100-0000-46007	40,000.00	20,431.60		19,568.40	51.08%
Landscaping	04-100-412100-0000-43400	12,000.00	4,068.75		7,931.25	33.91%
Refund event deposits	04-100-412100-0000-45899	7,000.00	-		7,000.00	0.00%
Credit card processing expense	04-100-412100-0000-46002	5,000.00	2,261.07		2,738.93	45.22%
Total Smithfield Center		342,294.00	150,809.83		191,484.17	44.06%
Contributions-Parks, Recreation and Cultural						
Windsor Castle Restoration	04-100-471200-0000-45653	1,000,000.00	500,000.00	41	500,000.00	50.00%
Farmers Market	04-100-432301-0000-45617	3,000.00	-		3,000.00	0.00%
Hampton Roads Planning District Commission	04-100-432302-0000-45621	10,000.00	5,009.50	42	4,990.50	50.10%
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	4,500.00	43	4,500.00	50.00%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BUDGET	% of BUDGET
Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	7,500.00	-		7,500.00	0.00%
Friends of the Library	04-100-473100-0000-45605	5,230.00	5,230.00	44	-	100.00%
Total Contributions-Park, Recreation and Cultural		1,034,730.00	514,739.50		519,990.50	49.75%
Windsor Castle Park						
Salaries	04-100-471210-0000-41100	30,085.00	13,095.48	27	16,989.52	43.53%
FICA	04-100-471210-0000-42100	2,407.00	980.99	27	1,426.01	40.76%
VSRS	04-100-471210-0000-42200	1,090.00	651.67		438.33	59.79%
Disability	04-100-471210-0000-42210	-	-		-	0.00%
Health	04-100-471210-0000-42300	2,676.00	1,502.82	28	1,173.18	56.16%
Contracted Services	04-100-471210-0000-43300	7,000.00	3,520.00		3,480.00	50.29%
Insurance	04-100-471210-0000-45300	9,214.00	4,328.14	29	4,885.86	46.97%
Grass Cutting	04-100-471210-0000-43105	31,000.00	15,690.37		15,309.63	50.61%
Utilities	04-100-471210-0000-45100	6,000.00	237.58		5,762.42	3.96%
Repairs & Maintenance	04-100-471210-0000-46007	40,000.00	21,958.44	45	18,041.56	54.90%
Total Windsor Castle Park		129,472.00	61,965.49		67,506.51	47.86%
Luter Sports Complex						
Contracted Services	04-100-471300-0000-43300	6,500.00	365.00		6,135.00	5.62%
Utilities	04-100-471300-0000-45100	5,000.00	4,617.84	46	382.16	92.36%
Insurance	04-100-471300-0000-45300	8,000.00	-		8,000.00	0.00%
Repairs & Maintenance	04-100-471300-0000-46007	40,000.00	22,313.15		17,686.85	55.78%
Total Luter Sports Complex		59,500.00	27,295.99		32,204.01	45.88%
Museum						
Salaries	04-100-472200-0000-41100	137,165.00	63,047.49	27	74,117.51	45.96%
FICA	04-100-472200-0000-42100	10,974.00	4,810.37	27	6,163.63	43.83%
VSRS	04-100-472200-0000-42200	6,994.00	3,489.30		3,504.70	49.89%
Health	04-100-472200-0000-42300	9,972.00	3,452.82	28	6,519.18	34.63%
Operating expenses						
Contracted services	04-100-472200-0000-43300	3,400.00	1,572.88		1,827.12	46.26%
Communications	04-100-472200-0000-45200	725.00	250.36		474.64	34.53%
Computer and Technology	04-100-472200-0000-46005	540.00	116.59		423.41	21.59%
Insurance	04-100-472200-0000-45300	2,018.00	947.92	29	1,070.08	46.97%
Supplies	04-100-472200-0000-46001	6,360.00	2,874.50		3,485.50	45.20%
Advertisinig	04-100-472200-0000-43600	500.00	-		500.00	0.00%
Travel/Training	04-100-472200-0000-45500	200.00	-		200.00	0.00%
Dues & Subscriptions	04-100-472200-0000-45810	800.00	54.00		746.00	6.75%
Gift Shop-to be funded by gift shop proceeds						
Gift Shop expenses	04-100-472200-0000-46014	6,000.00	2,516.31		3,483.69	41.94%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BUDGET	% of BUDGET
Sales & Use Tax	04-100-472200-0000-43100	775.00	110.85		664.15	14.30%
Credit card processing fees	04-100-472200-0000-46002	800.00	325.92		474.08	40.74%
Total Museum		187,223.00	83,569.31		103,653.69	44.64%
Other Parks & Recreation						
Jersey Park Playground	04-100-471313-0000-43345	750.00	-		750.00	0.00%
Pinewood Playground	04-100-471314-0000-43346	500.00	-		500.00	0.00%
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100	2,000.00	636.87		1,363.13	31.84%
Waterworks Dam	04-100-471350-0000-46007	10,000.00	-		10,000.00	0.00%
Waterworks Lake (park area)	04-100-471360-0000-46007	250.00	-		250.00	0.00%
Haydens Lane Maintenance	04-100-471315-0000-43348	1,000.00	-		1,000.00	0.00%
Veterans War Memorial	04-100-471316-0000-43349	2,500.00	937.97		1,562.03	37.52%
Fireworks	04-100-471390-0000-43344	2,000.00	-		2,000.00	0.00%
Total Parks & Recreation		19,000.00	1,574.84		17,425.16	8.29%
COMMUNITY DEVELOPMENT						
Pinewood Heights Phase 2 MY2						
Permanent Relocation						
Renter Occupied Households		-	678.00	**47**	(678.00)	100.00%
Total Pinewood Heights Phase 2 MY2		-	678.00		(678.00)	0.00%
Pinewood Heights-Phase III						
Non-CDBG Contributed Operating Expenses						
Administration						
Precontract Administration	04-100-432315-0000-42730	-	-		-	0.00%
Management Assistance	04-100-432315-0000-42770	40,000.00	5,187.50		34,812.50	12.97%
Monitoring/Closeout	04-100-432315-0000-42760	5,000.00	-		5,000.00	0.00%
Permanent Relocation						
Owner Occupied Households					-	0.00%
Renter Occupied Households	04-100-432315-0000-42725	73,433.00	549.00		72,884.00	0.75%
Moving Costs	04-100-432315-0000-42701	34,000.00	1,900.00		32,100.00	5.59%
Relocation Specialist	04-100-432315-0000-42740	25,500.00	320.75		25,179.25	1.26%
Acquisition						
Owner Acquisition	04-100-432315-0000-42705	6,405.00	75.00		6,330.00	1.17%
Renter Acquisition	04-100-432315-0000-42710	244,520.00	151,766.00		92,754.00	62.07%
Vacant Lot Acquisition					-	0.00%
Appraisal/Legal	04-100-432315-0000-42703 & 42704	20,202.00	2,100.00		18,102.00	10.40%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BUDGET	% of BUDGET
Acquisition Specialist	04-100-432315-0000-42750	30,400.00	932.19		29,467.81	3.07%
Clearance & Demolition	04-100-432315-0000-42775	58,000.00	2,000.00		56,000.00	3.45%
Subtotal Non CDBG		537,460.00	164,830.44		372,629.56	30.67%
CDBG Contributed Operating Expenses						
Permanent Relocation						
Owner Occupied Households	04-100-432315-0000-42790	411,211.00	-		411,211.00	0.00%
Renter Occupied Households	04-100-432315-0000-42795	234,664.00	-		234,664.00	0.00%
Relocation Specialist	04-100-432315-0000-42796	17,000.00	9,000.00		8,000.00	52.94%
Acquisition						
Owner Occupied	04-100-432315-0000-42780	337,125.00	-		337,125.00	0.00%
Renter Occupied					-	0.00%
Clearance & Demolition					-	0.00%
Subtotal CDBG		1,000,000.00	9,000.00		991,000.00	0.90%
Total Pinewood Heights Phase III		1,537,460.00	173,830.44		1,363,629.56	11.31%
Pinewood Heights Phase IV						
Non CDBG Contributed Operating Expenses						
Administration						
Precontract Administration	04-100-432315-0000-42730	10,000.00	-		10,000.00	0.00%
Total Pinewood Heights Phase IV		10,000.00	-		10,000.00	0.00%
Total Pinewood Heights-All Phases		1,547,460.00	174,508.44		1,372,951.56	11.28%
Contributions-Community Development						
Old Courthouse Contribution	04-100-472500-0000-45613	4,400.00	-		4,400.00	0.00%
Chamber of Commerce	04-100-432302-0000-45609	6,000.00	-		6,000.00	0.00%
Christian Outreach	04-100-432302-0000-45620	12,650.00	-		12,650.00	0.00%
Genieve Shelter	04-100-432302-0000-45606	7,920.00	-		7,920.00	0.00%
TRIAD	04-100-432302-0000-45611	3,120.00	-		3,120.00	0.00%
Tourism Bureau	04-100-432302-0000-45607	255,499.00	-		255,499.00	0.00%
Western Tidewater Free Clinic	04-100-432302-0000-45632	40,700.00	40,700.00	**48**	-	100.00%
YMCA Projects	04-100-432302-0000-45603	50,000.00	-		50,000.00	0.00%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BUDGET	% of BUDGET
Total Contributions-Community Development		380,289.00	40,700.00		339,589.00	10.70%
PUBLIC WORKS						
Planning, Engineering & Public Works						
Salaries	04-100-441300-0000-41100	268,003.00	90,351.78	**27**	177,651.22	33.71%
FICA	04-100-441300-0000-42100	21,440.00	6,751.36	**27**	14,688.64	31.49%
VSRS	04-100-441300-0000-42200	16,197.00	5,313.78		10,883.22	32.81%
Disability	04-100-441300-0000-42210	2,000.00	629.28		1,370.72	31.46%
Health	04-100-441300-0000-42300	45,094.00	12,030.53	**28**	33,063.47	26.68%
Uniforms	04-100-441300-0000-46011	2,500.00	-		2,500.00	0.00%
Storm Maintenance	04-100-441300-0000-43106	0.00	512.81		(512.81)	100.00%
Contractual	04-100-441300-0000-43320	8,125.00	2,777.75		5,347.25	34.19%
GIS	04-100-441300-0000-43001	500.00	414.68		85.32	82.94%
Recycling	04-100-441300-0000-43340	133,300.00	55,062.96		78,237.04	41.31%
Trash Collection	04-100-441300-0000-43330	220,000.00	90,916.98		129,083.02	41.33%
Street Lights	04-100-441300-0000-45101	2,500.00	503.48		1,996.52	20.14%
Communications	04-100-441300-0000-45200	12,000.00	4,499.26		7,500.74	37.49%
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	6,000.00	251.78		5,748.22	4.20%
Insurance	04-100-441300-0000-45300	9,281.00	4,359.60	**29**	4,921.40	46.97%
Materials & Supplies	04-100-441300-0000-46001	6,000.00	715.77		5,284.23	11.93%
Accreditation	04-100-441300-0000-45521	1,250.00	666.13		583.87	53.29%
Repairs & Maintenance	04-100-441300-0000-46007	9,000.00	2,584.56		6,415.44	28.72%
Gas	04-100-441300-0000-46008	6,500.00	5,982.53		517.47	92.04%
Travel & Training	04-100-441300-0000-45500	6,000.00	1,601.79		4,398.21	26.70%
Litter Control Grant	04-100-441300-0000-46012	3,354.00	-		3,354.00	0.00%
Dues & Subscriptions	04-100-441300-0000-45810	2,700.00	471.67		2,228.33	17.47%
Other	04-100-441300-0000-45804	2,000.00	1,066.13		933.87	53.31%
Total Public Works		783,744.00	287,464.61		496,279.39	36.68%
PUBLIC BUILDINGS						
Public Buildings						
Salaries	04-100-443200-0000-41100	30,794.00	13,780.25	**27**	17,013.75	44.75%
FICA	04-100-443200-0000-42100	2,464.00	1,059.35	**27**	1,404.65	42.99%
Contractual	04-100-443200-0000-43300	23,500.00	9,442.70	**49**	14,057.30	40.18%
Communications	04-100-443200-0000-45200	3,000.00	769.57		2,230.43	25.65%
Utilities	04-100-443200-0000-45100	46,000.00	18,442.08		27,557.92	40.09%
Insurance	04-100-443200-0000-45300	10,674.00	5,013.94	**29**	5,660.06	46.97%
Materials & Supplies	04-100-443200-0000-46001	6,000.00	16.43		5,983.57	0.27%
Repairs & Maintenance	04-100-443200-0000-46007	36,000.00	19,446.48		16,553.52	54.02%
Other	04-100-443200-0000-45804	500.00	41.67		458.33	8.33%
Total Public Buildings		158,932.00	68,012.47		90,919.53	42.79%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BUDGET	% of BUDGET
OTHER FINANCING USES						
Transfers to Operating Reserves	N/A	11,828.00	1,385,470.62	**50**	(1,373,642.62)	11713.48%
Transfers to Restricted Reserves-Pinewood	N/A	-	-		-	0.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)	N/A	-			-	0.00%
Total Transfers To Reserves		11,828.00	1,385,470.62		(1,373,642.62)	11713.48%
NON DEPARTMENTAL						
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	31,553.00			31,553.00	0.00%
Total Tax Relief for the Elderly/Veterans		31,553.00	-		31,553.00	0.00%
DEBT SERVICE						
Debt Service						
Principal Retirement						
Public Building Acquisition-TM/PD	04-100-495500-0000-49501	489,553.00	489,552.50		0.50	100.00%
Police Evidence Building	04-100-495500-0000-49509	53,609.00	26,596.41		27,012.59	49.61%
New Debt-Multiple projects	04-100-495500-0000-49512	273,075.00	112,922.25		160,152.75	41.35%
Line of Credit		-			-	0.00%
Public Safety Radio System	04-100-495500-0000-49518	48,225.00	48,225.00	**51**	-	100.00%
3 year Phase in Fire Alarm System	04-100-495500-0000-49516	9,150.00	9,150.00	**52**	-	100.00%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49514	6,873.00	3,397.66		3,475.34	49.43%
Interest and fiscal charges						
Public Building Acquisition-TM/PD	04-100-495500-0000-49502	14,017.00	14,016.55		0.45	100.00%
Police Evidence Building	04-100-495500-0000-49510	7,635.00	4,082.37		3,552.63	53.47%
New Debt-Multiple projects	04-100-495500-0000-49513	82,290.00	35,437.60		46,852.40	43.06%
Line of Credit		-			-	0.00%
Public Safety Radio System	04-100-495500-0000-49519	1,775.00	1,775.00	**51**	-	100.00%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49515	660.00	368.30		291.70	55.80%
Total Debt Service		986,862.00	745,523.64		241,338.36	75.54%
Total General Fund Expenses		9,604,118.00	5,307,953.64		4,296,164.36	55.27%
Net Reserve (+/-)		1,861,720.00	240,600.42		1,621,119.58	12.92%

GENERAL FUND CAPITAL

	MUNIS ACCOUNT NUMBER	ROLLOVERS	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BUDGET	% of BUDGET
Net Operating Reserves (Deficit)		**-**	**1,861,720.00**	**240,600.42**		**1,621,119.58**	**0.13**
CAPITAL OUTLAY							
GENERAL GOVERNMENT							
TOWN MANAGER							
DOCSTAR Conversion	**4-100-412010-0000-48100**		7,000.00	-		7,000.00	0%
TREASURER							
MUNIS Conversion	**4-100-412410-0000-48100**	**52,108.00**	50,000.00	**20,506.09**	**53**	29,493.91	41%
PUBLIC SAFETY							
Police Vehicles	**4-100-431100-0000-48100**		92,420.00			92,420.00	0%
Body Cams	**4-100-431100-0000-48100**		9,871.00			9,871.00	0%
Radio Project	**4-100-431100-0000-48100**		241,129.00			241,129.00	0%
Grant Project-tactical gear	**4-100-431100-0000-48100**		-	**8,460.00**	**54**	(8,460.00)	100%
Grant Project-Robotics	**4-100-431100-0000-48100**		-	**17,674.00**	**55**	(17,674.00)	100%
Grant Project-Panasonic Toughbooks - 5	**4-100-431100-0000-48100**		-	**8,996.25**	**56**	(8,996.25)	100%
PARKS, RECREATION, AND CULTURAL							
Clontz Park							
Boat Ramp	**4-100-471311-0000-48100**		603,000.00	**24,082.50**	**57**	578,917.50	4%
Smithfield Center							
Bathroom renovations	**4-100-412100-0000-48100**		20,000.00	**19,829.33**	**58**	170.67	99%
Luter Sports Complex	**4-100-471300-0000-48100**	375,365.00		**23,356.63**	**59**	(23,356.63)	6%
COMMUNITY DEVELOPMENT							
Phase III							
CDBG Acquisition							
Non-CDBG Acquisition	**04-100-432315-0000-48100**	171,000.00		**36,000.00**	60	(36,000.00)	21%
Phase IV							
CDBG Acquisition							
Non-CDBG Acquisition							
PUBLIC WORKS							
Waterworks Dam	**4-100-471350-0000-48100**	58,928.00	45,000.00	21,889.35	**61**	23,110.65	49%
Urban fund projects (town match)	**4-100-441300-0000-48100**						
Right turn lane-Joseph W Luter Jr Sports Complex			14,936.00	9.00	**62**	14,927.00	0.06%
Benns Church/Route 258/Route 10 Bypass intersection			-	287.67	**62**	(287.67)	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis			-			-	0.00%
Urban fund projects (federal-aid)							
Right turn lane-Joseph W Luter Jr Sports Complex	**4-100-441300-0000-48100**	809,726.00	731,864.00	441.00	**62**	731,423.00	0.06%
Benns Church/Route 258/Route 10 Bypass intersection		145,281.00	-	14,095.60	**62**	(14,095.60)	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis		13,523.00	-			-	0.00%
Main Street paving	**4-100-441300-0000-48100**		40,000.00	38,627.00	**63**	1,373.00	96.57%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	12/31/18	Notes	BUDGET	BUDGET
PUBLIC BUILDINGS							
AC/Heater Replacement (Town Hall)-	**4-100-443200-0000-48100**		6,500.00	-		6,500.00	0.00%
3 Ton Split System (Schoolhouse Museum)-	**4-100-443200-0000-48100**			6,346.00	**64**	(6,346.00)	100.00%
NET CAPITAL OUTLAY		**1,625,931.00**	1,861,720.00	240,600.42		1,621,119.58	13%
Net Reserves (Deficit) after capital outlay			-	(0.00)		-	

Notes: December 2018

GENERAL FUND

Revenues:

1	**Current/Delinquent RE**	Collections For 2018 RE tax bills through February 15 total $1,685,836 (97.36%). Delinquent RE collections through the same period total $3,431 (22.87%). Delinquent notices have been processed for both personal property and real estate.
2	**Current/Delinquent PP**	2018 PP tax Collections through February 15 total $634,487 which is 101% of budget. Delinquent PP collections for the same period total $22,651 (113%). Although we will have exceeded budget, we still have abatements to process that may require refunds . In turn, those refunds will reduce the amount of PP already collected.
3	**Public Service Corporations Tax**	Assessments for public service corporations decreased from prior year. The reflected revenue of $29,661 represents 100% of the 2018 billing compared to $30,970 for FY2018.
4	**Cigarette Tax**	Sold 270,000 cigarette tax stamps through December 2018 compared to 240,000 through December 2017. In November 2018, we also had to refund McLane Carolina $1,565.71 for 4,759 damaged/unused stamps.
5	**Transient Occupancy**	Transient occupancy is paid quarterly. The collections received in July were for quarter ended June 30, 2018 and were therefore accrued for FY2018. Revenues collected for quarter ended October 31, 2018 are $5,496 greater than prior year. The next quarterly payments are due January 20, 2019.
6	**Meals Tax**	Meals taxes are paid either monthly or quarterly depending upon the business. All collections received in July however represent the period ended June 30, 2018 and were accrued for FY2018. Meals tax revenues recorded through December 2018 are $53,197 less than FY2018.
7	**Sales Tax**	Sales tax from IOW County runs 2 months behind since it is received from the state. Sales tax for December represents collections for July through August 2018 as September & October were not posted until January 2019 ($62,038). Upon those postings, 2019 sales tax collections will be $6,558 higher than prior year.
8	**Consumption/Utility Tax**	Consumption and utility tax collections generally lag one month (sometimes two) from the statement date. December statements reflect utility tax and consumption tax collected for July-partial November. Utility tax is $3011 higher than prior year and consumption tax is $1330 higher.
9	**Business licenses**	Business licenses are due on April 15; however, licenses for delinquent accounts or new businesses are collected throughout the fiscal year. As of December 31, we have collected $19,595 in BL taxes which is $6,022 higher than the same period in FY2018.
10	**Vehicle License Tax**	VL taxes are billed with personal property and are collected at the same time. Collections to date include $187,099 for current year vehicle license tax and $14,169 for prior year delinquents and supplements. Collections are $73,045 higher than prior year due to an increase in the VL rate from $20 to $33 for qualified vehicles.
11	**Permits & other licenses**	Permits and other licenses are made up of sign permits ($565), zoning permits ($3975), yard sale permits ($330), E&S Fees ($1200), demolition permits ($75), ROW permits ($1120), and golf cart permits ($20).
12	**Inspection Fees**	Inspection fees are as follows: KT Homes-$300-204 Lochview-21E-01-118 Lot 118 HH Hunt-$300-100 Gullane-Lot 412 Cypress Creek Atlantic Homes-$600-21G-001-004A & 21G-01-004B (Church Square) Eagle Construction-$900-21E-01-255,256, & 257 Wilkris Services-$300-507 Moonefield Dr, Lot B001
13	**Fines and Costs**	Fines and costs from IOW County are also on a 2 month lag. Collections for Oct represent Jul-Oct revenues and are $5,985

		less than prior year.
14	**Rentals**	Rentals represent payments from town owned properties. Includes SVAE ($2250/month), When Pigs Fly ($775/month), and Charter Communications ($807.70/month).
15	**Smithfield Center Rentals**	Rents of $89,223 through December are $7,229 less than the same period last year.
16	**Park Impact Fees**	Received $7800 from SVAE for park impact fees (2018 Bacon Fest).
17	**Kayak Rentals**	Since this line item is seasonal, the summer months are very strong for rentals. Revenues cease by the first of October and pick up again in the spring of 2019. Collections for July through Sep are $2,194 higher than FY2018.
18	**Reserves-Prior year loan reserves**	Of the total $5M loan that was converted to a note payable in FY2018, $1,539,553 was reserved for debt service and capital contributions in FY2019. Through November, $500,000 was conntributed to the Windsor Castle Park Foundation as a portion of the Town's $2M commitment to the project; $20,506.09 was applied to the MUNIS Conversion in the Treasurer's office, and $489,553 was used to pay off Isle of Wight County (balloon payment) for the balance owed on the TM and PD offices.
19	**Law Enforcement**	State grant 599 Funds to offset cost of police salaries. Received quarters 1 and 2 through December 2018.
20	**Communications Tax**	This tax received from the state has a 2 month lag. Revenues shown on the December statement represent revenues for Jul through Oct 2018. To date we have received $4,799 less from the state than the same period last year.
21	**PPTRA State Revenue**	Personal property tax relief in the amount of $240,794 is paid annually in August. This is a lump sum distribution that is applied against the Town's total personal property tax billing to determine the amount that must be recovered from taxpayers.
22	**Fire Programs**	Fire Funds are a pass through from the state. Reimbursement approval for the fire department was included on the October finance committee agenda and approved at the November Town Council meeting for payment.
23	**VCA Grant**	The VCA matching grant of $4500 was received from the state in December. Payment was made on January 31, 2019.
24	**State Grant-Boat Ramp**	Received $160,000 grant from the state to be used for the Clontz Park Boat Ramp.
25	**Police Grants**	The Police Department was approved for a DCJS grant for equipment totaling $43,900. The first draw request of $8460 was received in August. Purchases were complete by the end of September, and a final draw request was made in October. The final payment of $32,769.31 was posted in November. Grant expenses came in slightly under total allowed.
26	**Contributions-Historic Windsor Castle LLC**	Tax credit proceeds for 2018 for the Windsor Castle Restoration Project.

Expenses:

All Departments

27	Salaries	Payroll accruals for June 2018 were reversed against salaries and payroll taxes in July 2018.
28	Health/Dental Insurance	Health insurance premiums are reflected through December (50%). Dental premiums are also posted for Jul through Dec (50%).
29	Insurance	2 quarterly payments (50%) have been made to VML for property casualty/workers' compensation insurance.
30	Dues and Subscriptions	The majority of dues and subscriptions for each department are paid in the first 3 months of the fiscal year, so percentages usually run high against budget for the majority of the year.

Town Council

31	Legal Fees	Includes $2232.50 from Pender & Coward for tax credit sydnication for WCP, $17,105 from Kaufman & Canoles for winery lease, and reimbursement of $4,148.50 for boundary line adjustment at the Scott Farm. This line item is tracking to be significantly over budget for the year. Total legal fees for FY2018 were $47,544.
32	Maintenance Contracts	Insercorp-$550-apply updates for accessibility and best practices ($300) and add ticket to website header, Special Events Ad Zone to header, and events tab to header ($250). Pitney Bowes-Received billing from Pitney Bowes for $4,539.12 going back to June 2016. They had not billed us for quarterly maintenance charges ($750) for 6 quarters. We had to pay the back balance plus 2 quarters for fiscal year 2019 ($750 each).
33	Subscriptions and Dues	Subscriptions and membership dues for the year to date are as follows: U.S. Postal Service - $214.00-rental of PO Box 246 for 12 months Isle of Wight County Bar Association-$100.00-Bar Dues for William H. Riddick III-Fall 2018 University of Virginia-$500.00-Virginia Institute of Government Annual Membership 7/1/18-6/30/19 VML-$5715.00-2018-2019 Member Dues VEPGA-$127.00-2018/2019 assessment- Isle of Wight-Smfd-Windsor Chamber of Commerce-$2800-annual membership investment DNH Domain Hosting Services-$49.99-SSL for Smithfieldva.gov. VSN*DOTGOVREGISTRATION-$400.00-SMITHFIELDVA.GOV annual registration Total for FY2018 was $9281.00
	Police	
34	**Uniforms**	Includes: Galls-$1271.92-duty boots, performance polos, glove pouches, handcuff cases, etc American Uniform Sales-$2578.67-bulk order of shirts, trousers, shoulder patches, armor skins, hemming American Uniform Sales-$4295.48-bulk order of shirts, trousers, shoulder patches, and hemming. American Uniform Sales-$1226.95-bulk order of shirts, trousers, shoulder patches, and hemming. American Uniform Sales-$994.31-body armor (1) Best Cleaners-$1002.40-uniform cleaning through November 2018. American Uniform Sales-$478.80-8 polo shirts, embroider fee, and one time set up fee
35	**Service contracts**	Includes $23,307 to Superion for annual OSSI licenses and support.
36	**Insurance-LODA**	This reflects an annual payment for Line of Duty Act benefits for our certified officers. It is billed through the Virginia Retirement System. The invoice for FY2019 was based on 18 officers at $705.77 each.
37	**Equipment**	Includes: Bank of America-$1599.87-AR-15 railed firearms (2), 2 streamlights, 4 gymnastic tumbling mats, tactical gun with 2 magpul slings Ultramax-$604-S&W 180 ammo (40) Ultramax-$772-Specitemnont FAE223BK-P (100) Victor Forward LLC-$3310.70-Alpha High Cut Special Forces Helmets (9) Eleven 10 LLC-$1416.36-Eleven 10 Slick Front RIGID TQ Case (22) and NA Rescue Tourniquet (22)-paid under grant
38	**Other**	Sentara Obici Occupational Health-$280-Physical-C Williams Sentara Obici Occupational Health-$275-Hep B Surface Antibody (5 officers) Sentara Obici Occupational Health-$55-Hep B Surface Antibody (1 officer) Sentara Obici Occupational Health-$55-Hep B Surface Antibody (1 officer) Isle of Wight County Health Department-$115.51-Hep B Immunization (2 officers)
	Parks Recreation & Cultural	
39	Advertising	Wedding Wire-$4820-Feature for 7/2/18 through 7/2/19 Mar-Bert & Associates-Hampton Roads Wedding Guide-$2260-1/3 page ads-SC & WCP Vistagraphics-Coastal Virginia Bride Magazine-$793

		Grafik Trenz-$250-12x18" Poly No Parkings Signs (50) Lois Tokarz-$60-VOW ad for Windsor Castle Park Pilot Media-$1503-Advertisement VOW Magazine-7/27/18-Smithfield Center Pilot Media-$1503-Advertisement VOW Magazine-7/27/18-Windsor Castle Leisure Media-$500-1/6 page full color ad-travel guide Virginia Bride Magazine-$599-full page ad-spring 2019 Smithfield Volunteer Fire Department-$100-2019 calendar Smithfield High School Yearbook-$50 Bank of America-$74.98-Facebook Ads-Event:Bridal Show Express
	Smithfield Center	
40	Computer & technology expenses	EMS Software-$1390.44-annual service agreement renewal (really should be included with contracted services instead of computer & technology)-contract period 8/1/18-7/31/19
	Contributions-Parks, Recreation and Cultural	
41	Windsor Castle Restoration	$500,000 contributed for Windsor Castle Manor House and outbuildings as part of $2M commitment.
42	Hampton Roads Planning District Commission	2 quarterly payments of $2504.75 each. This line item will be $19 over budget.
43	Isle of Wight Arts League	Town has paid its portion of the matching state grant. That matching portion was paid in January.
44	Friends of the Library	Paid 100% of budgeted contribution for the year.
	Windsor Castle Park	
45	Repairs & Maintenance	Includes Bryant's Excavation-$10000-clean up overgrown section of Windsor Castle Park Powerhouse Equipment-$1050-blower for the park
	Luter Sports Complex	
46	Utilities	As of January 2019, this account is over budget for the year. Charges from Dominion Power through December are as follows: DVP-$440.96-6/27-7/27/18-3280 KWH DVP-$505.25-7/27/18-8/24/18-3680 KWH DVP-$1224.16-8/24/18-9/26/18-9120 KWH DVP-$1475.73-9/26/18-10/24/18-11760 KWH DVP-$971.74-10/24/18-11/28/18-7600 KWH
	Community Development	
47	Pinewood Heights Phase II	Includes $278 monthly rental of pod for market rate renter whose location has still not been finalized after several years, and $400 to Canada Land Surveying for work on this relocation (111 Carver-H Robinson)
	Contributions-Community Development	
48	Western Tidewater Free Clinic	Paid 100% of annual budgeted amount-$40,700
	Public Buildings	
49	Contractual	Windsor Fire Extinguisher-$1950-yearly inspection visit for 2018 for Public Works and PD. Fonality Inc-$3705 for annual renewal software and support agreements for 2 servers (41-80 users) Bay Disposal-$550.16-96 gal additional toter at PD and 8 yd trash service at 293 Cary (PW). Spring Lake-$17.00-bottled water

		Terminix-$162-annual plan fee-911 S Church Street Terminix-$1753-pest control services public buildings town wide Citron Hygene-$417.79-sanitary disposal service-Town Hall & Public Restrooms CDW Government-$888.25-email security for one year
Other Financing Uses		
50	Transfers to Operating Reserves	The Town revenues exceeded expenses by $1,385,470 as of December 31, 2018. Last year, we had reserves of $1,130,234 through December.
Debt Service		
51	Public Radio System	Paid principal and interest totalng $50,000 to IOW County for FY2019. This is 100% of the budgeted repayment for the 1st of 5 years.
52	Siemens Industry Inc	Paid 100% of 2019 scheduled budget for interest free loan over 3 years.
CAPITAL OUTLAY		
	TREASURER	
53	**Munis Conversion**	Tyler Technologies-$20506.09-progress billing on contract implementation
	PUBLIC SAFETY	
54	**Grant Project-Tactical vests**	Victor Forward, LLC-$8460-multi-mission assault carriers (9), cummberbund inserts (9), and armor plates (18)
55	**Grant Project-Robotics**	Recon Robotics-$17,674-Throwbot 2 base kit, accessory pack, searchstick pole, camouflage bag
56	**Grant Project-Panasonic Toughbooks**	ARC-$8996.25-5 public sector panasonic toughbooks-paid through DCJS grant
	PARKS, RECREATION AND CULTURAL	
57	**Clontz Park Boat Ramp**	R & J Investment LLC-$20,000-nutrient offset credits Kimley-Horn and Associates-$4082.50-professional services through September 2018
58	**Smithfield Center Bathroom Renovations**	Tidewater Stalls & Specialties LLC-$12,859.33-10 toilet stalls, 1 wall hung urinal screen Windsor Woodworking-$6970.00-countertops, sinks, brackets, etc.-bathrooms
59	**Ball Fields**	VDOT-$100-Land use permit application for work to be performed on VDOT right of way. Dominion Energy-$2974.93-install new 200 amp underground service Hercules Fence-$6690-modify black chain link fencing at dugouts-add gates Alpha Corporation-$8,351.45-on call PM services through 9/28/18 The Blair Brothers-$5160-labor, materials, and equipment to clean up stone edge at Rt 258 to receive asphalt, install asphalt Isle of Wight County-$80.25-demo permit-Womble house
	COMMUNITY DEVELOPMENT	
60	**Phase III Pinewood Acquisition**	Barlow & Riddick-$12000-land value portion of 37 Jamestown acquisition

		Barlow & Riddick-$12000-land value portion of 22 Jamestown acquisition Barlow & Riddick-$12000-land value vacant lot 34 Pinewood
	PUBLIC WORKS	
61	**Waterworks Dam**	Draper Aden-$21,889.35-Inundation Study-Hazard Classification-professional services through 11/30/18
62	**VDOT Urban Fund Projects**	Progress payments for the Right Turn Lane at the Public Sports Complex and the Benns Church/258/10 intersection. Only the Right Turn Lane project was budgeted for FY2019. The other 2 projects were expected to be completed in FY2018.
63	**Main Street Improvements**	The Blair Brothers-$38,627-full payment on mill overlay and crosswalks.
	PUBLIC BUILDINGS	
64	**3 Ton Split System**	Atlantic Constructors-$6346-install 3 ton split system in the Schoolhouse Museum.

Town of Smithfield
Sewer Fund Budget

	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BALANCE	% of BUDGET
Revenue						
Operating Revenues						
Sewer Charges	03-004-342070-0000-31101	688,000.00	240,961.93	**1**	447,038.07	35.02%
Sewer Compliance Fee	03-004-342070-0000-31608	393,031.00	141,502.69	**1**	251,528.31	36.00%
Miscellaneous Revenue	03-004-342070-0000-31105	1,000.00	-		1,000.00	0.00%
Connection fees	03-004-342070-0000-31104	31,600.00	40,170.00	**2**	(8,570.00)	127.12%
Total Operating Revenue		1,113,631.00	422,634.62		690,996.38	37.95%

Town of Smithfield
Sewer Fund Budget

Description		2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BALANCE	% of BUDGET
Expenses						
Operating Expenses						
Salaries	04-004-442070-0000-41100	269,770.00	114,041.87	**3**	155,728.13	42.27%
FICA	04-004-442070-0000-42100	21,582.00	8,469.05	**3**	13,112.95	39.24%
VSRS	04-004-442070-0000-42200	15,833.00	6,685.56		9,147.44	42.23%
Health	04-004-442070-0000-42300	44,818.00	15,651.41		29,166.59	34.92%
Uniforms	04-004-442070-0000-46011	2,500.00	416.50		2,083.50	16.66%
Audit	04-004-442070-0000-43120	6,625.00	-		6,625.00	0.00%
Legal	04-004-442070-0000-43150	6,400.00	3,549.32		2,850.68	55.46%
Accreditation	04-004-442070-0000-45521	1,250.00	(1,075.00)	**4**	2,325.00	-86.00%
HRPDC sewer programs	04-004-442070-0000-43997	850.00	419.00	**5**	431.00	49.29%
Professional Fees	04-004-442070-0000-43152	25,000.00	5,005.00	**6**	19,995.00	20.02%
Maintenance & Repairs	04-004-442070-0000-46007	40,000.00	34,312.45	**7**	5,687.55	85.78%
Storm Maintenance	04-004-442070-0000-43106	-	3,140.00	**8**	(3,140.00)	100.00%
VAC Truck Repairs & Maintenance	04-004-442070-0000-43107	7,500.00	2,088.30		5,411.70	27.84%
Data Processing	04-004-442070-0000-44100	15,000.00	5,712.83		9,287.17	38.09%
Dues & Subscriptions	04-004-442070-0000-45810	150.00	141.17	**9**	8.83	94.11%
Utilities	04-004-442070-0000-45100	45,000.00	16,856.24		28,143.76	37.46%
SCADA Expenses	04-004-442070-0000-45204	6,000.00	2,295.75		3,704.25	38.26%
Communications	04-004-442070-0000-45200	12,000.00	5,104.09		6,895.91	42.53%
Insurance	04-004-442070-0000-45300	18,300.00	8,596.14	**10**	9,703.86	46.97%
Materials & Supplies	04-004-442070-0000-45400	50,000.00	19,249.16		30,750.84	38.50%
Truck Operations (fuel)	04-004-442070-0000-46008	7,000.00	4,754.29		2,245.71	67.92%
Vehicle Maintenance	04-004-442070-0000-46009	1,000.00	730.59	**11**	269.41	73.06%
Travel & Training	04-004-442070-0000-45500	5,000.00	-		5,000.00	0.00%
Contractual	04-004-442070-0000-43300	3,500.00	631.05		2,868.95	18.03%

Town of Smithfield
Sewer Fund Budget

	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BALANCE	% of BUDGET
Bank charges	04-004-442070-0000-45813	-	-		-	0.00%
Miscellaneous	04-004-442070-0000-45804	1,200.00	736.12		463.88	61.34%
Total Sewer Fund Operating Expenses before D&A Exp.		606,278.00	257,510.89		348,767.11	42.47%
Operating Income before D&A Expense		507,353.00	165,123.73		342,229.27	32.55%
Depreciation & Amortization Expense	04-004-442070-0000-49102	361,000.00	183,760.43		177,239.57	50.90%
Operating Income (Loss)		146,353.00	(18,636.70)		164,989.70	-12.73%
Nonoperating Revenues (Expenses)						
Pro-rata Share Fees	03-004-342070-0000-31103	-	18,400.00	**12**	(18,400.00)	100.00%
Insurance Recoveries	03-004-342070-0000-31603	-	6,735.20	**13**	(6,735.20)	0.00%
Availability Fees	03-004-342070-0000-31102	82,400.00	105,200.00	**14**	(22,800.00)	127.67%
Interest Revenue	03-004-342070-0000-31501	9,000.00	7,860.65		1,139.35	87.34%
Interest Expense	04-004-442070-0000-49000	(5,568.00)	(580.82)	**15**	(4,987.18)	10.43%
Total Nonoperating Revenues (Expenses)		85,832.00	137,615.03		(51,783.03)	160.33%
Net Income (loss)		232,185.00	118,978.33		113,206.67	51.24%
WORKING CAPITAL ADJUSTMENTS TO CAFR Income						
(FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees		-	(18,400.00)		18,400.00	100.00%
Availability Fees		(82,400.00)	(105,200.00)		22,800.00	127.67%
Compliance Fee		(393,031.00)	(141,502.69)		(251,528.31)	36.00%
Depreciation & Amort. Exp.		361,000.00	183,760.43		177,239.57	50.90%
Additional debt service costs-principal expense		(102,090.00)	(102,090.00)	**16**	-	100.00%
Total adjustments to CAFR Net Income		(216,521.00)	(183,432.26)		(33,088.74)	84.72%
Adjusted income		15,664.00	(64,453.93)		80,117.93	-411.48%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	12/31/18	Notes	BALANCE	BUDGET
Sewer Fund							
Working adjusted income			**15,664.00**	**(64,453.93)**		**80,117.93**	**-411.48%**
MOM Flow Plan Review	04-004-442070-0000-47000	(75,000.00)	(75,000.00)			(75,000.00)	0.00%
MOA Flow Monitoring	04-004-442070-0000-47000	(75,000.00)					
HRSD Force Main Pressure Investigation-plaza reversal	04-004-442070-0000-47000		(50,000.00)	-		(50,000.00)	0.00%
Flow Monitoring Program & SCADA Evaluation	04-004-442070-0000-47000		(50,000.00)			(50,000.00)	0.00%
Sewer Master Plan	04-004-442070-0000-47035	(37,551.00)	(32,500.00)			(32,500.00)	0.00%
Bypass Pump Morris Creek	04-004-442070-0000-47012		(35,000.00)			(35,000.00)	0.00%
Fairbanks Pump Main Street-2nd one	04-004-442070-0000-47012		(18,000.00)			(18,000.00)	0.00%
Fairbanks Pump-James S	04-004-442070-0000-47012		(25,000.00)			(25,000.00)	0.00%
Hydromatic Pumps (2)-Minton Way	04-004-442070-0000-47012		(10,800.00)	(5,586.61)	**17**	(5,213.39)	51.73%
Hydromatic Pump-Pinewood	04-004-442070-0000-47012		(7,200.00)	(10,800.00)	**18**	3,600.00	150.00%
Hydromatic Pumps (2)-Bradford Mews	04-004-442070-0000-47012		(11,000.00)	(11,000.00)	**19**	-	100.00%
Rebuild pump Drummonds Lane	04-004-442070-0000-47012		(8,000.00)			(8,000.00)	0.00%
Rebuild pump-Wellington	04-004-442070-0000-47012		(8,000.00)			(8,000.00)	0.00%
Byp-pass pump-Lakeside	04-004-442070-0000-47012		(150,000.00)			(150,000.00)	0.00%
Sanitary Sewer Inspections (TV the lines)	04-004-442070-0000-47000	(55,000.00)	(75,000.00)	(1,071.00)	**20**	(73,929.00)	1.43%
Manhole rehab	04-004-442070-0000-47000	(75,000.00)	(75,000.00)	(1,885.00)	**21**	(73,115.00)	2.51%
Sewer Capital Repairs (find & fix)	04-004-442070-0000-47012	(64,619.00)	(100,000.00)			(100,000.00)	0.00%
Fairbanks Morse Submersible Motor Assembly-Morris Creek	04-004-442070-0000-47012			(7,133.00)	**22**	7,133.00	100.00%
New rail system for package pump stations	04-004-442070-0000-47004		(20,000.00)	(5,800.00)	**23**	(14,200.00)	29.00%
Repair Golf Course Pump Station Foundation	04-004-442070-0000-47004		(30,000.00)			(30,000.00)	0.00%
Bypass pump installation-Crescent	04-004-442070-0000-47012	(65,429.00)		(33,650.00)	**24**	33,650.00	100.00%
Motor room fan and explosion proof blast fan-Crescent	04-004-442070-0000-47012			(12,075.00)	**25**	12,075.00	100.00%
VFD Installation-James Street	04-004-442070-0000-47012			(6,612.11)	**26**	6,612.11	100.00%
PW Vehicle	04-004-442070-0000-47005	(12,500.00)		(11,320.00)	**27**	11,320.00	100.00%
Net Capital Outlay		(460,099.00)	(780,500.00)	(106,932.72)		(673,567.28)	13.70%
Net Reserves (Deficit) after capital outlay			(764,836.00)	(171,386.65)		(593,449.35)	22.41%
			-				
Reserves from Sewer Capital Escrow Account			205,500.00	-		205,500.00	0.00%
Funding from Sewer Compliance Fee-find and fix			575,000.00	94,607.72		480,392.28	16.45%
Draw from operating reserves			-	76,778.93		(76,778.93)	0.00%
Net Adjusted Reserves			15,664.00	-		15,664.00	0.00%

Notes: December 2018

SEWER

Revenues

1	1) Sewer Charges/Sewer Compliance	Sewer revenues and sewer compliance fees billed for July and 1/2 August were accrued on the June 2018 financial statements. The December statements reflect 1/2 of the August billing through December as current year revenues. Sewer charges are $18,579 lower than prior year. Sewer compliance is $41,165 lower as a result of the reduction in the bi-monthly charge from $24.14 to $18.62.
2	Connection Fees	The town posted $40,170 in connection fees through Dec 2018. This represents 25 connections at $1580 each (5/8" meters) and a meter upgrade (from 5/8" to 3/4") at $670.

Expenses

3	Salaries and payroll taxes	Salaries have been decreased by accrued payroll for FY2018 that was reversed as of July.
4	Accreditation	Refund-$1075-American Public Works
5	HRPDC Sewer Programs	Represents 2 quarterly payments-50%
6	Professional services	Draper Aden-$3690.00-Smithfield general review services through 7/31/18-finalized CCTV review and condition assessment for Jordan Drive, Cypress, and Morris Creek sewer basins; finalized and submitted memorandum detailing identified defects, rehab recommendations, and opinion on probable costs for sewer rehab. Draper Aden-$515-general review services through 8/31/18-compiled sewer data and map packages for Scott Farm and Mallory Point Development Draper Aden-$800-general review services through 9/30/18-attended locality meeting sewer consent order svcs
7	Maintenance and repairs	Lewis Construction - $4994.35-aquaphalt, materials & labor-6" SS lateral for 1215 Crescent and Magruder Sydnor Hydro-$4075-Fairbanks Morse Dry-Pit Submersible, Serial #10318067-Lakeside Pump Station Goodrich & Sons-$1200-take tree off of building and fence at James St Pump Station. REW-$1097-troubleshoot motor & starter at Morris Creek Pump Station. Wood Equipment-$4796-Hydromatic 6.25" Impeller-5 HP, 35' cord-Canteberry Pump Station Wood Equipment-$4796-Hydromatic 6.25" Impeller-5 HP, 35' cord-Canteberry Pump Station (2nd one) Xylem Dewatering-$3271.50-HL80M 3" TCAE-55-FT4 SB CS-Great Springs Rd-Rental 9/9/18-10/6/18 Xylem Dewatering-$2956.50-HL80M 3" TCAE-55-FT4 SB CS-Great Springs Rd-Rental 10/7/18-11/3/18 Wood Equipment-$4795-Hydromatic 6.25" Impeller-5 HP 3/60/230-Barcroft
8	Storm maintenance	Farmers Service-$54-minderal oil (3 gallons) Xylem Dewatering-$1321-rental 9/11/18 through 9/17/18-1 HL80M 3" 4045T280-T3 RGT 60G (pump) Xylem Dewatering-$1765-rental 9/9/18 through 9/17/18-1 HL80M 3" 4045D-T2 RGT 60G (pump)
9	Dues & Subscriptions	Bank of America-$14.50-1/2 annual card fee for D Warren APWA-$126.67-1/3 cost for 2019/2020 membership
10	Insurance	Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance-50%.
11	Vehicle Maintenance	Smithfield Auto-$71.50-1/3 cost of repairs to excavator trailer Smithfield Auto-$208.95-1/3 cost of brake pads (front/rear) and rotors (rear)-2015 F350

		Smithfield Auto-$24.77-1/3 cost of mount/balance 4 tires-Truck #10 American Tire-$229.39-1/3 cost of replacement tires-Truck 14 Smithfield Auto-$153.63-1/3 cost of power brake & booster installation and oil change-Truck 21 Smithfield Auto-$42.35-1/3 cost of thermostat repairs-Truck 17
Nonoperating Revenues (Expenses)		
12	Pro-Rata Share Fees	We received 20 at $800 each for lots at Lakeview Cove (1201-1203, 801-806, 901-906, 1001-1005) and $1200 each from HHJV LLC for 113 and 115 Richmond Avenue.
13	Insurance Recoveries	Collected $4,773.72 from VML Insurance Programs for damage to Lakeside Pump Station and $1961.48 for damages to Moonefield Pump.
14	Availability fees	We received 25 at $4120 each and one upgrade at $2200 for a total of $105,200.
15	Interest Expense	Interest of $3485.82 was paid in July for the old sewer treatment plant. Of that amount, $2905 was accrued in FY2018 and reversed from FY2019.
WORKING ADJUSTMENTS TO CAFR		
16	Additional debt service costs-principal expense	The PNC loan for the old sewer treatment plant is paid semi-annually but only has one principal payment per year. That payment has been made in full for FY2019.
SEWER CAPITAL		
17	Hydromatic Pump -Minton Way	Wood Equipment-$5586.61-one of two budgeted Hydromatic Impeller Pumps
18	Hydromatic Pumps (2)-Pinewood	Wood Equipment-$10800.00-Hydromatic 7.5HP 6.87" Impeller, 35' Cord
19	Hydromatic Pumps (2)-Bradford Mews	Wood Equipment-$11000.00-Hydromatic 5HP 10.13" Impeller, 35' Cord
20	Sanitary Sewer Inspections	Draper Aden Associates-$1071-Smithfield Sewer Assessment Program-Phase III-svcs through Sept 30, 2018
21	Manhole Rehab	Draper Aden Associates-$1885-Town of Smithfield Manhole Rehab Program, FY2018-svcs through Sept 30, 2018
22	Fairbanks Morse Submersible Motor Assembly-Morris Creek	Sydnor Hydro-$7133-submersible motor assembly, 15 hp, 230V, 40' power & control cable-insurance claim
23	New rail system package for pump stations	Paid REW-$5800 for labor & materials for the Minton Way Piping project-provide new guide rails
24	Bypass pump installation-Crescent	REW-$33,650-labor & materials to install new concrete pad, piping and electrical for the bypass pumps
25	Motor Room Fan & Explosion Proof Fan-Crescent Pump Station	REW Corporation-$12075-labor & materials to install motor room fan and explosion proof fan
26	VFD Installation-James Street	REW Corporation-$6612.11-labor & materials to provide, install, and program new 50 HP VFD
27	Public Works Vehicle	Beach Ford-$11320-1/3 cost of 2019 Ford F-450-was rolled forward from FY2018.

Town of Smithfield
Water Fund Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BALANCE	% of BUDGET
Revenue						
Operating Revenue						
Water Sales	03-005-342060-0000-31101	1,464,204.00	531,481.99	**1**	932,722.01	36.30%
Debt Service Revenue	03-005-342060-0000-31109	248,853.00	90,119.79	**1**	158,733.21	36.21%
Miscellaneous	03-005-342060-0000-31105	300.00	3,125.00	**2**	(2,825.00)	1041.67%
Connection fees	03-005-342060-0000-31104	13,200.00	15,880.00	**3**	(2,680.00)	120.30%
Application Fees	03-005-342060-0000-31106	8,654.00	4,643.00		4,011.00	53.65%
Total Operating Revenue		1,735,211.00	645,249.78		1,089,961.22	37.19%

Town of Smithfield
Water Fund Budget

Description		2019 ADOPTED	Acutal as of 12/31/18	Notes	Remaining Budget	% of budget
Expenses						
Salaries	04-005-442060-0000-41100	461,557.00	197,905.42	**4**	263,651.58	42.88%
FICA	04-005-442060-0000-42100	36,925.00	14,568.38	**4**	22,356.62	39.45%
VSRS	04-005-442060-0000-42200	25,887.00	10,726.69		15,160.31	41.44%
Health	04-005-442060-0000-42300	85,554.00	28,654.19		56,899.81	33.49%
Uniforms	04-005-442060-0000-46011	2,500.00	511.48		1,988.52	20.46%
Contractual	04-005-442060-0000-43320	13,500.00	5,590.00		7,910.00	41.41%
Audit	04-005-442060-0000-43120	6,625.00	-		6,625.00	0.00%
Legal	04-005-442060-0000-43150	6,400.00	3,549.32		2,850.68	55.46%
Storm Maintenance	04-005-442060-0000-43106	-	370.00		(370.00)	100.00%
Accreditation	04-005-442060-0000-45521	1,250.00	-		1,250.00	0.00%
Maintenance & Repairs	04-005-442060-0000-46007	20,000.00	3,432.21		16,567.79	17.16%
Water Tank Maintenance	04-005-442060-0000-43006	80,000.00	-		80,000.00	0.00%
Professional Services	04-005-442060-0000-43152	40,000.00	4,985.00	**5**	35,015.00	12.46%
Regional Water Supply Study	04-005-442060-0000-43998	4,000.00	2,229.00	**6**	1,771.00	55.73%
Data Processing	04-005-442060-0000-44100	15,000.00	5,712.83		9,287.17	38.09%
Utilities	04-005-442060-0000-45100	2,500.00	233.39		2,266.61	9.34%
Communications	04-005-442060-0000-45200	11,500.00	5,152.06		6,347.94	44.80%
Insurance	04-005-442060-0000-45300	28,365.00	13,324.02	**7**	15,040.98	46.97%

Town of Smithfield
Water Fund Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BALANCE	% of BUDGET
Materials & Supplies	04-005-442060-0000-45400	75,000.00	39,879.02		35,120.98	53.17%
Truck Operations	04-005-442060-0000-46008	10,000.00	8,220.45		1,779.55	82.20%
Vehicle Maintenance	04-005-442060-0000-46009	2,000.00	730.59		1,269.41	36.53%
Dues & Subscriptions	04-005-442060-0000-45810	1,000.00	591.16		408.84	59.12%
Bank service charges-credit card fees	04-005-442060-0000-45813	1,200.00	631.60		568.40	52.63%
Travel and Training	04-005-442060-0000-45500	5,000.00	550.30		4,449.70	11.01%
Miscellaneous	04-005-442060-0000-45804	12,000.00	5,311.56	**8**	6,688.44	44.26%
RO Annual costs						
Power	04-005-442061-0000-45100	104,000.00	45,723.64		58,276.36	43.97%
Chemicals	04-005-442061-0000-45413	52,332.00	31,368.77		20,963.23	59.94%
HRSD	04-005-442061-0000-45102	280,300.00	91,356.05		188,943.95	32.59%
Supplies	04-005-442061-0000-45400	20,000.00	12,136.30		7,863.70	60.68%
Communication	04-005-442061-0000-45200	9,200.00	4,301.44		4,898.56	46.75%
Travel and training	04-005-442061-0000-45500	4,300.00	-		4,300.00	0.00%
Dues & Subscriptions	04-005-442061-0000-45810	400.00	474.00		(74.00)	118.50%
Maintenance and Repairs	04-005-442061-0000-46007	66,500.00	9,979.00		56,521.00	15.01%
Total Water Fund Operating Expenses before D&A Exp.		1,484,795.00	548,197.87		936,597.13	36.92%
Operating Income before D&A Expense		250,416.00	97,051.91		153,364.09	38.76%
Depreciation & Amortization Expense	04-005-442060-0000-49102	370,000.00	177,085.13		192,914.87	47.86%
Operating Income (Loss)		(119,584.00)	(80,033.22)		(39,550.78)	66.93%
Nonoperating Revenues (Expenses)						
Pro-Rata Share Fees	03-005-342060-0000-31103	-	18,400.00	**9**	(18,400.00)	0.00%
Availability Fees	03-005-342060-0000-31102	54,400.00	66,920.00	**10**	(12,520.00)	123.01%
Interest Revenue	03-005-342060-0000-31501	20,000.00	20,613.12		(613.12)	103.07%
Interest Expense	04-005-442060-0000-49000	(38,150.00)	(5,256.19)	**11**	(32,893.81)	13.78%
Total Nonoperating Revenues (Expenses)		36,250.00	100,676.93		(64,426.93)	277.73%
Net Income (Loss)		(83,334.00)	20,643.71		(103,977.71)	-24.77%

Town of Smithfield
Water Fund Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BALANCE	% of BUDGET
WORKING ADJUSTMENTS TO CAFR						
(FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees		-	-		-	0.00%
Availability Fees		(54,400.00)	-		(54,400.00)	0.00%
Debt Service Revenue		(248,853.00)	-		(248,853.00)	0.00%
Depreciation & Amort. Exp.		370,000.00	-		370,000.00	0.00%
Additional debt service costs-principal expense		(248,415.00)	(235,788.41)	**12**	(12,626.59)	0.00%
Total adjustments to CAFR		(181,668.00)	(235,788.41)		54,120.41	0.00%
Working adjusted income		(265,002.00)	(215,144.70)		(49,857.30)	0.00%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	12/31/18	Notes	BALANCE	BUDGET
Water Fund							
Net Operating Reserves (Deficit)			(265,002.00)	(215,144.70)		(49,857.30)	0%
Water Master Plan	04-005-442060-0000-47035	(37,551.00)	(32,500.00)			(32,500.00)	0.00%
RO Well Motor	04-005-442060-0000-47012		(20,000.00)			(20,000.00)	0.00%
RO Bypass Pump	04-005-442060-0000-47012	(100,000.00)	(100,000.00)			(100,000.00)	0.00%
RO Stainless Steel Valve	04-005-442060-0000-47012	(10,000.00)	(20,000.00)			(20,000.00)	0.00%
RO New Membranes (24)	04-005-442060-0000-47012	(15,000.00)	(15,000.00)			(15,000.00)	0.00%
RO Well Pump	04-005-442060-0000-47012		(20,000.00)			(20,000.00)	0.00%
RO Server	04-005-442060-0000-47012	(10,000.00)				-	
PW Vehicle	04-005-442060-0000-47005	(12,500.00)		**(11,320.00)**	**13**	11,320.00	
Net Capital Outlay		(185,051.00)	(207,500.00)	(11,320.00)		(196,180.00)	5.46%
Net Reserves (Deficit) after capital outlay		(162,551.00)	(472,502.00)	(226,464.70)		(246,037.30)	47.93%
Operating Reserves			210,693.75	6,060.85		204,632.90	2.88%
Water Treatment Capital Escrow			-	-		-	100.00%
Water Capital Escrow			32,500.00			32,500.00	0.00%
Debt Service fees applied to debt			231,693.25	220,403.85		11,289.40	95.13%
Net Adjusted Reserves			2,385.00	-		2,385.00	0.00%

Notes: December 2018

WATER

Revenues

1	Water Charges/Debt Service Revenue	Water revenues and debt service fees billed for July and 1/2 August were accrued on the June 2018 financial statements. The November statements reflect 1/2 of the August billing through November as current year revenues. Water charges are $15,770 lower than prior year even with an increase in the water rate from $5.68 to $6.14/1000 gallons. The Water Debt Service fee increased $20,417 per a rate increase from $8.95 to $11.47 on each bi-monthly billing account.
2	Miscellaneous	Through December we sold 8 water meters ($325 each=$2600) and 5 water meter boxes and lids ($100 each=$500). We also recorded two returned check charges of $25.00 each.
3	Connection Fees	The town posted $15,880 in connection fees through December 2018. This represents 24 connections at $660 each (5/8" meters) and a meter upgrade (from 5/8" to 3/4") at $40.

Expenses

4	Salaries and payroll taxes	Salaries have been decreased by accrued payroll for FY2018 that was reversed as of July.
5	Professional Services	Draper Aden Associates-$2100-Services through 10/31/18-RO Plant Storm Water Basin & Private Pond Remediation Draper Aden-$2285-general review services through 10/31/18-compiled water data and map packages for Scott Farm and Mallory Point Development, attended Benns Church Blvd corridor utility meeting (water deal). Draper Aden-$600-RO Plan Storm Water Basin & Private Pond Remediation-services through 9/30/18
6	HRPDC Regional Water Supply	Represents 2 quarterly payments. Actual billing came in higher than numbers received for budget purposes. This line item will be $458 over budget.
7	Insurance	Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance-50%.
8	Miscellaneous	Includes VDH-Waterworks- $8968.00 for 4 quarters-This is billed annually and is based on the number of water customers in the town's system. The rate for this billing is $2.95 per connection. We have made 2 of 4 quarterly payments=$4484.

Nonoperating Revenues (Expenses)

9	Pro-Rata Share Fees	We received 20 at $800 each for lots at Lakeview Cove (1201-1203, 801-806, 901-906, 1001-1005) and $1200 each from HHJV LLC for 113 and 115 Richmond Avenue.
10	Availability Fees	We received 24 at $2720 each and one upgrade at $1640 for a total of $66,920.
11	Interest Expense	Paid interest of $15,673.12 in July 2018 for the two PNC loans (old treatment plant and RO plant) and the water portion of the $5M note with Farmers Bank. Of that amount, $13,154.06 was accrued in FY2018 and reversed accordingly. Also paid interest of $571.19 in August for Farmers Bank loan of which $53.55 was reversed from prior year accrual. September through December interest for the Farmers loan totaled $2219.49.

WORKING ADJUSTMENTS TO CAFR

12	Additional debt service costs-principal expense	Principal for the entire year was paid for the 2 VML VACO Loans totaling $226,910. The remainder represents principal on the water portion of the $5M note with Farmers Bank. This principal is paid monthly.

WATER CAPITAL

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

Town of Smithfield
Highway Fund

Description		2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BALANCE	% of BUDGET
Revenue						
Interest Income	**03-204-341200-0000-31501**	200.00	161.27		38.73	80.64%
Revenue - Commwlth of VA	**03-204-341200-0000-34060**	1,189,305.00	621,962.62	1	567,342.38	52.30%
Total Highway Fund Revenue		1,189,505.00	622,123.89		567,381.11	52.30%

Town of Smithfield
Highway Fund

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BALANCE	% of BUDGET
Expenses						
Salaries	04-204-441200-0000-41100	233,524.00	143,914.50	2	89,609.50	61.63%
FICA	04-204-441200-0000-42100	18,682.00	10,698.23	2	7,983.77	57.26%
VSRS	04-204-441200-0000-42200	15,204.00	8,806.87		6,397.13	57.92%
Health	04-204-441200-0000-42300	57,170.00	24,388.82		32,781.18	42.66%
Uniforms	04-204-441200-0000-46011	3,500.00	-		3,500.00	0.00%
Professional services	04-204-441200-0000-43152	-	1,250.00	3	(1,250.00)	100.00%
Grass	04-204-441200-0000-43105	20,000.00	8,689.12		11,310.88	43.45%
Maintenance	04-204-441200-0000-43104	695,133.00	333,502.00		361,631.00	47.98%
Asphalt/Paving			243,488.48		(243,488.48)	
Ditching			54,742.99		(54,742.99)	
Traffic Control devices			572.35		(572.35)	
Other (maintenance)			37.50		(37.50)	
Other (lawnmowers, landscaping, etc)			31,480.57		(31,480.57)	
Structures and Bridges			-		-	
Ice and Snow removal			-		-	
Administrative			630.10		(630.10)	
Storm Maintenance			2,550.01		(2,550.01)	
Street Lights	04-204-441200-0000-45101	117,000.00	50,740.26		66,259.74	43.37%
Insurance	04-204-441200-0000-45300	15,450.00	7,621.44	4	7,828.56	49.33%
VAC Truck Repairs	04-204-441200-0000-43107	2,500.00	859.11		1,640.89	34.36%
Truck Operations	04-204-441200-0000-46008	8,000.00	7,224.46		775.54	90.31%
Stormwater Management Program (regional)	04-204-441200-0000-43999	3,342.00	1,558.00	5	1,784.00	46.62%
Total Highway Fund Expense		1,189,505.00	599,252.81		590,252.19	50.38%
Net Reserves (+/-)		**-**	**22,871.08**		**(22,871.08)**	100.00%

	MUNIS ACCOUNT NUMBER	ROLLOVERS	2019 ADOPTED	Actual as of 12/31/18	Notes	REMAINING BALANCE		% of BUDGET
HIGHWAY								
Net Operating Reserves (Deficit)		**-**	**-**	**22,871.08**		(22,871.08)		100.00%
No specific capial projects identified			-	-		-		0.00%
PW Vehicle	04-204-441200-48100	(12,500.00)	-	**(19,587.51)**	**6**	19,587.51		100.00%
Sidewalk repairs	04-204-441200-48100	(10,000.00)	-			-		0.00%
Net Capital Outlay		(22,500.00)	-	(19,587.51)		19,587.51		100.00%
Net Reserves (Deficit) after capital outlay			-	3,283.57		(3,283.57)		100%
Carryover from FY2018				277,221.17	**7**			
Net Adjusted Reserves (deficit)				280,504.74				

Notes: December 2018

HIGHWAY

Revenues

1	Revenue-Commonwealth of Virginia	We received two quarterly payments from the state through December. The grant payment is higher than budgeted and will add $54,620 to revenues available for maintenance work in FY2019.

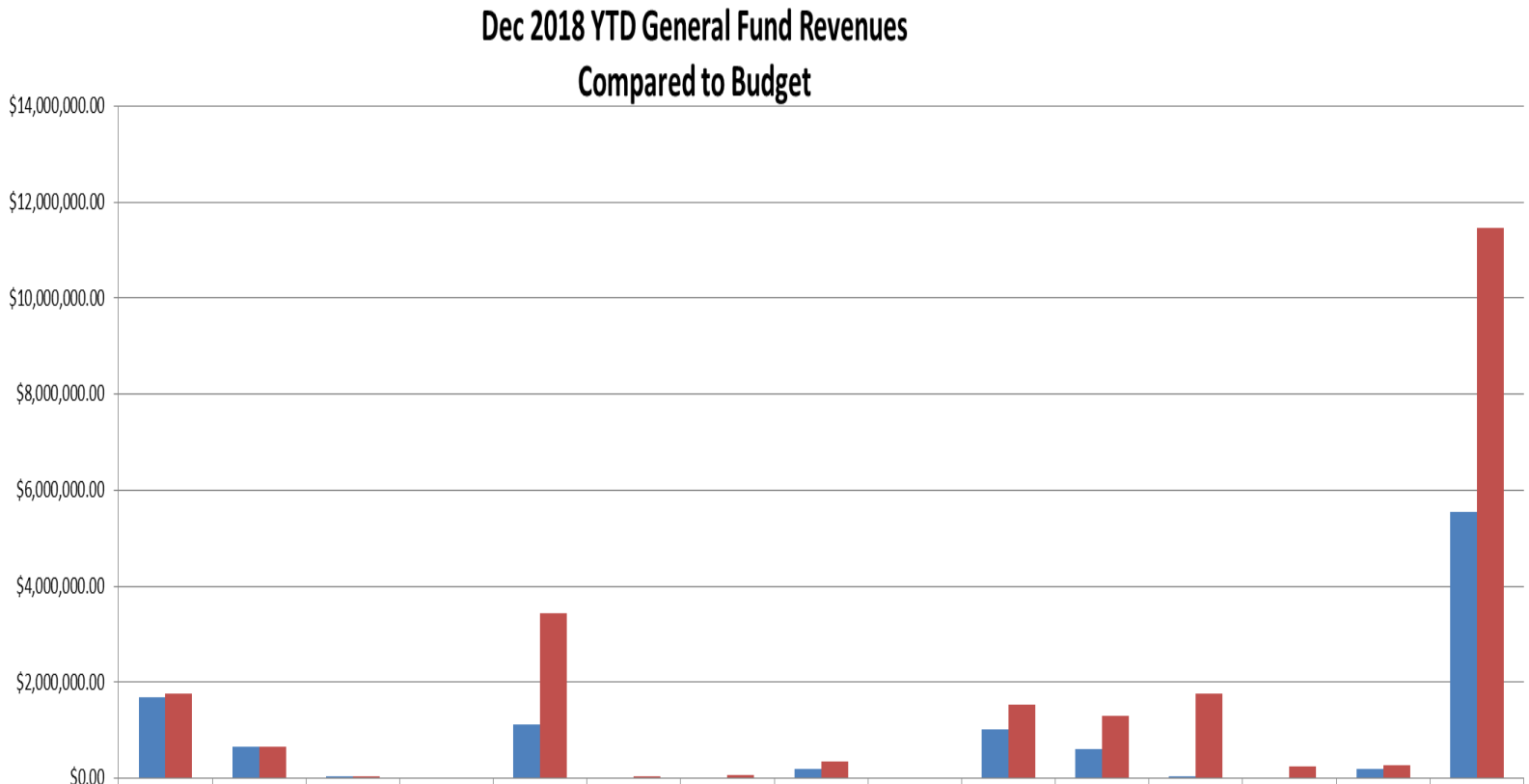
Expenses

2	Salaries	Salaries have been decreased by accrued payroll for FY2018 that was reversed as of July.
3	Professional Services	Include: Canada Land Surveying-$875-East Street for topo area long existing creek and prepare and submit a cad file for design purposes Canada Land Surveying-$375-Smithfield Blvd-Lot 103 including courthouse research, stake center line of easement, and locate existing pipes
4	Insurance	Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance-50%.
5	Stormwater Management Program	Represents 2 quarterly payments-50%

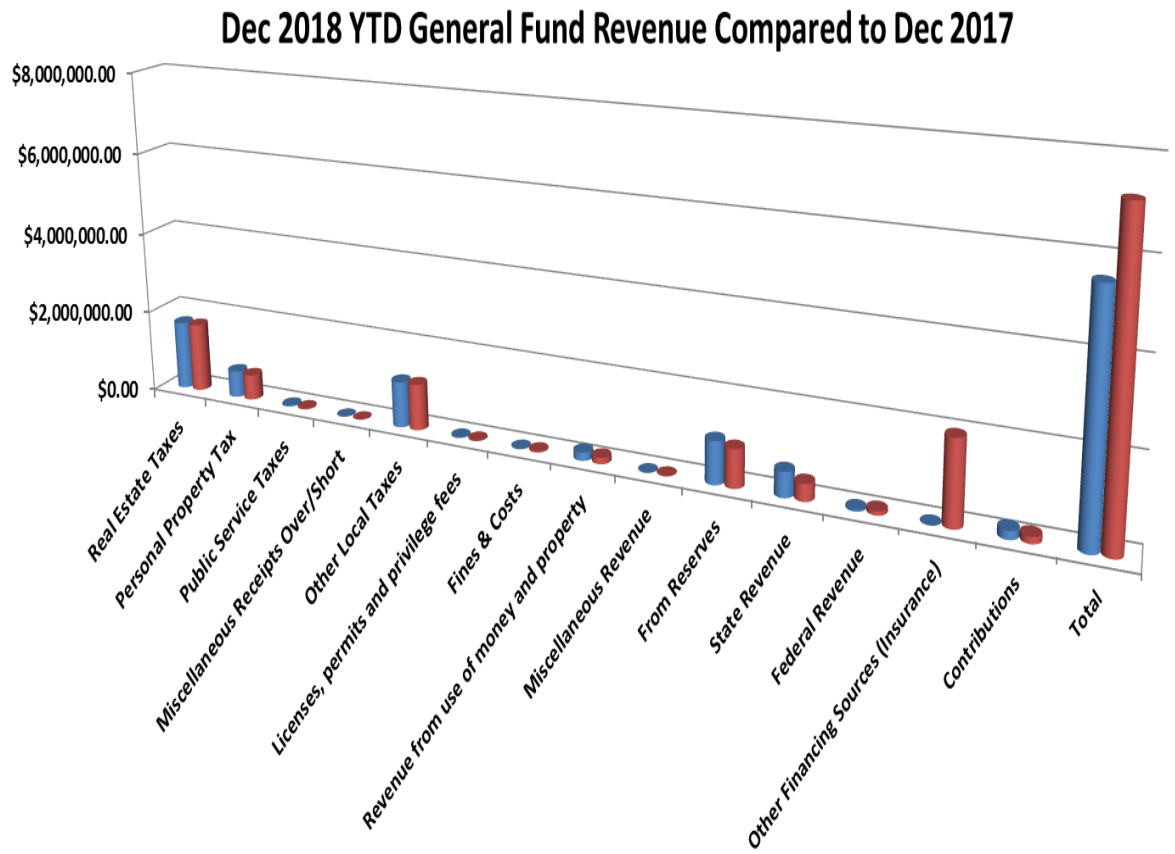
HIGHWAY CAPITAL

6	Public Works Vehicle	Beach Ford-$11319-1/3 cost of 2019 Ford F-450-was rolled forward from FY2018. Colonial Ford Truck Sales, Inc-spreader & harnesses, battery kit, strobe light kit
7	Carryover from FY2018	Carryover from FY2018 per VDOT annual report (to be applied against FY2019 projects such as paving of Main Street).

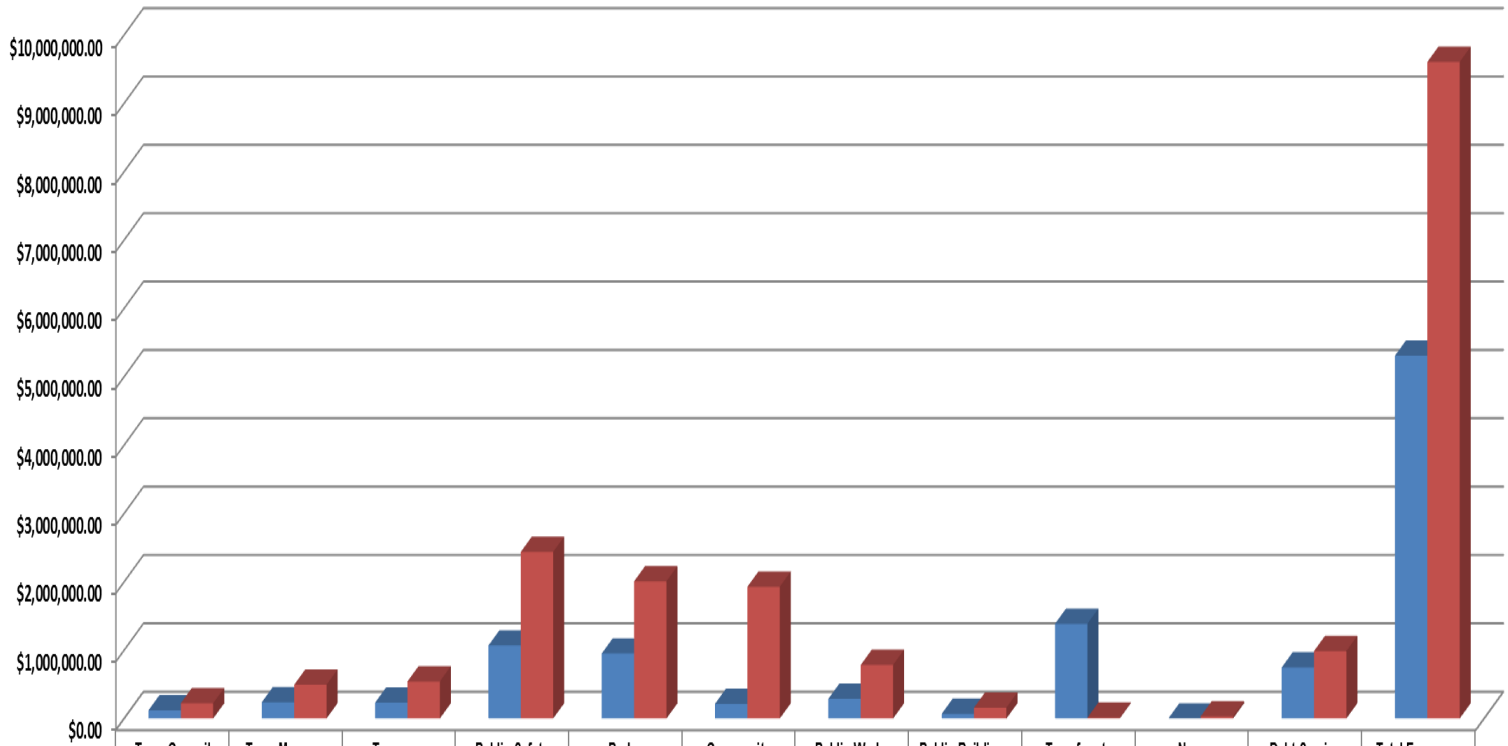
DECEMBER 2018
FINANCIAL GRAPHS



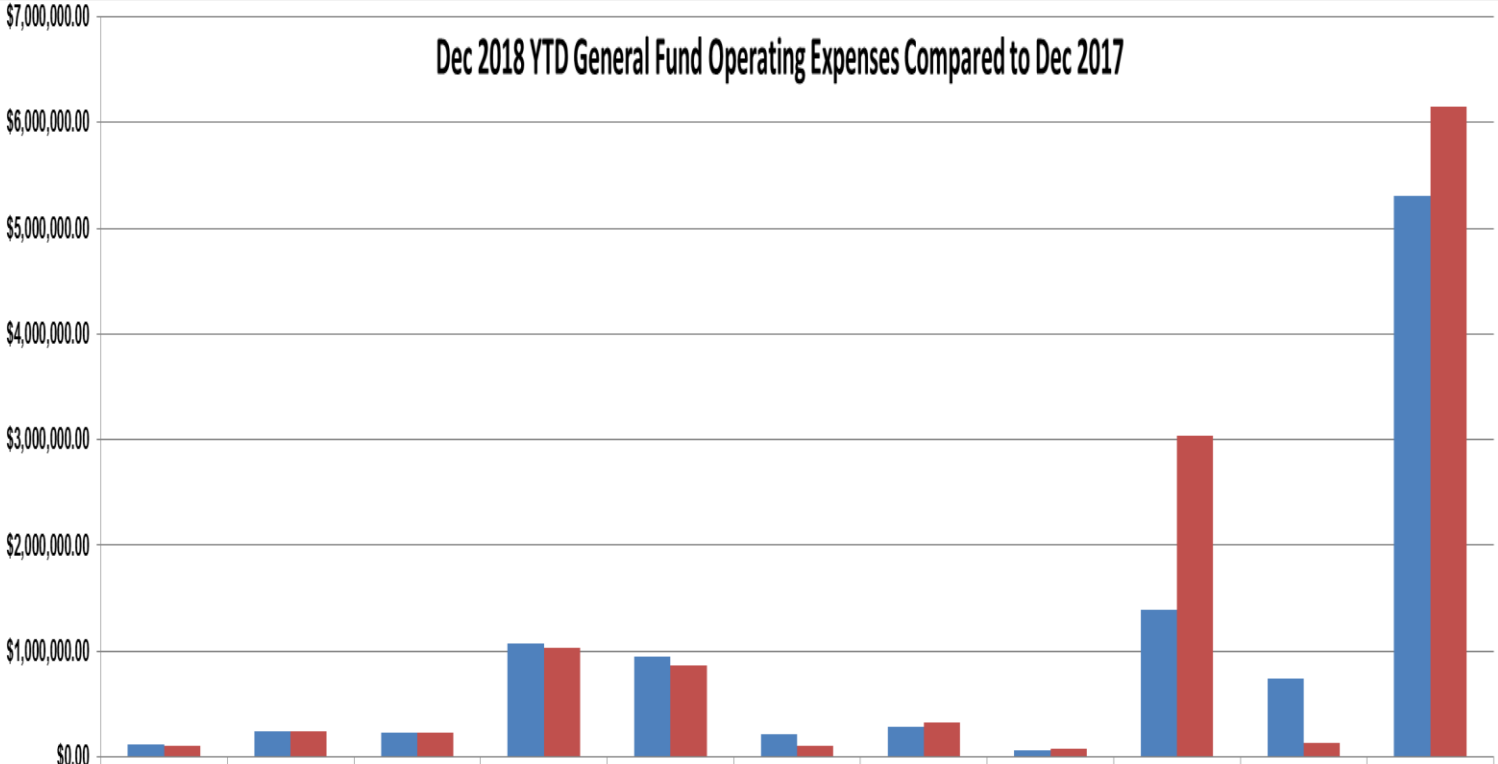
	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources	Contributions	Total
Dec 2018 Actual	$1,682,672	$655,425	$29,661	$6	$1,110,626	$18,495	$13,393	$193,557	$533	$1,010,059	$595,735	$41,229	$-	$197,165	$5,548,556
Budget	$1,755,553	$671,500	$31,400	$20	$3,437,800	$38,000	$60,000	$358,589	$6,100	$1,539,553	$1,300,774	$1,761,720	$241,129	$263,700	$11,465,838



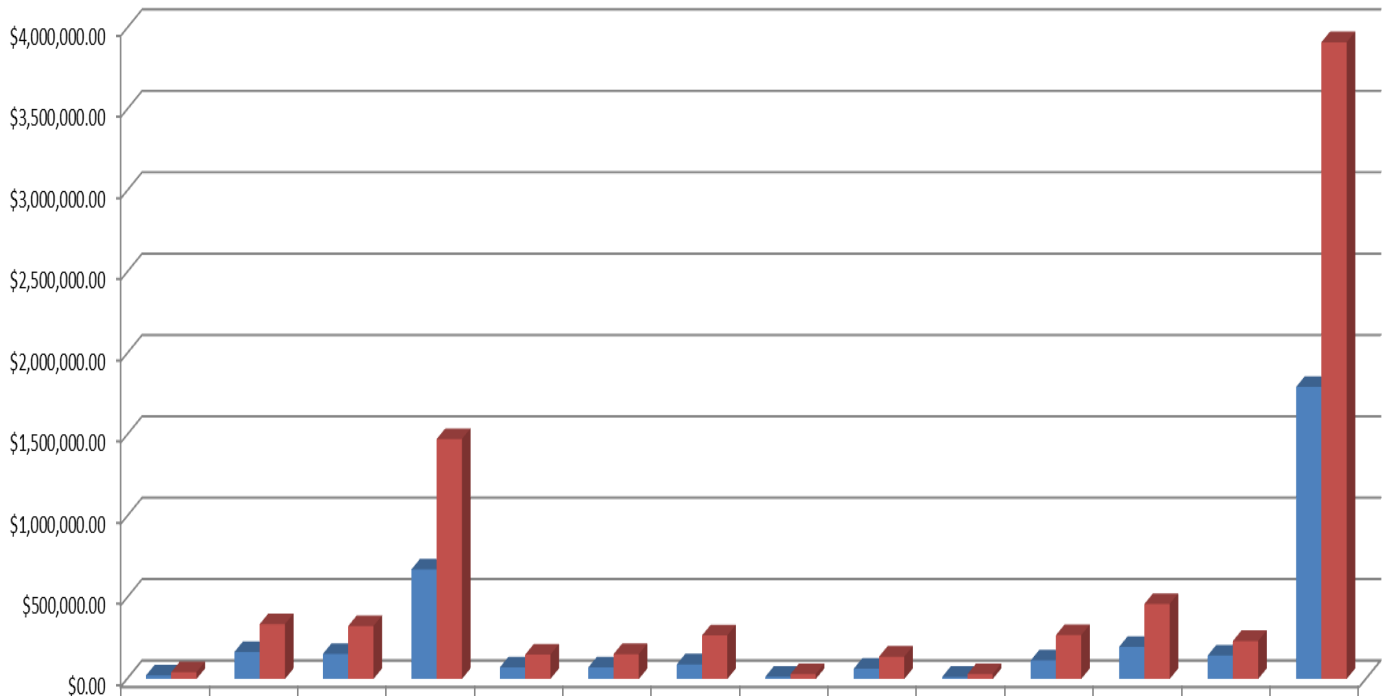
	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
Dec 2018 Actual	$1,682,672	$655,425	$29,661	$6	$1,110,626	$18,495	$13,393	$193,557	$533	$1,010,059	$595,735	$41,229	$-	$197,165	$5,548,556
Dec 2017 Actual	$1,684,122	$622,099	$31,390	$25	$1,116,454	$20,212	$26,951	$152,772	$4,964	$905,725	$407,319	$92,741	$1,975,466	$158,075	$7,198,315



	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Non-Departmental	Debt Service	Total Expenses by Department
Dec 2018 Actual	$119,549	$237,151	$231,738	$1,067,429	$950,408	$215,208	$287,465	$68,012	$1,385,471	$-	$745,524	$5,307,955
Budget	$223,871	$493,081	$542,214	$2,437,151	$2,007,133	$1,927,749	$783,744	$158,932	$11,828	$31,553	$986,862	$9,604,118

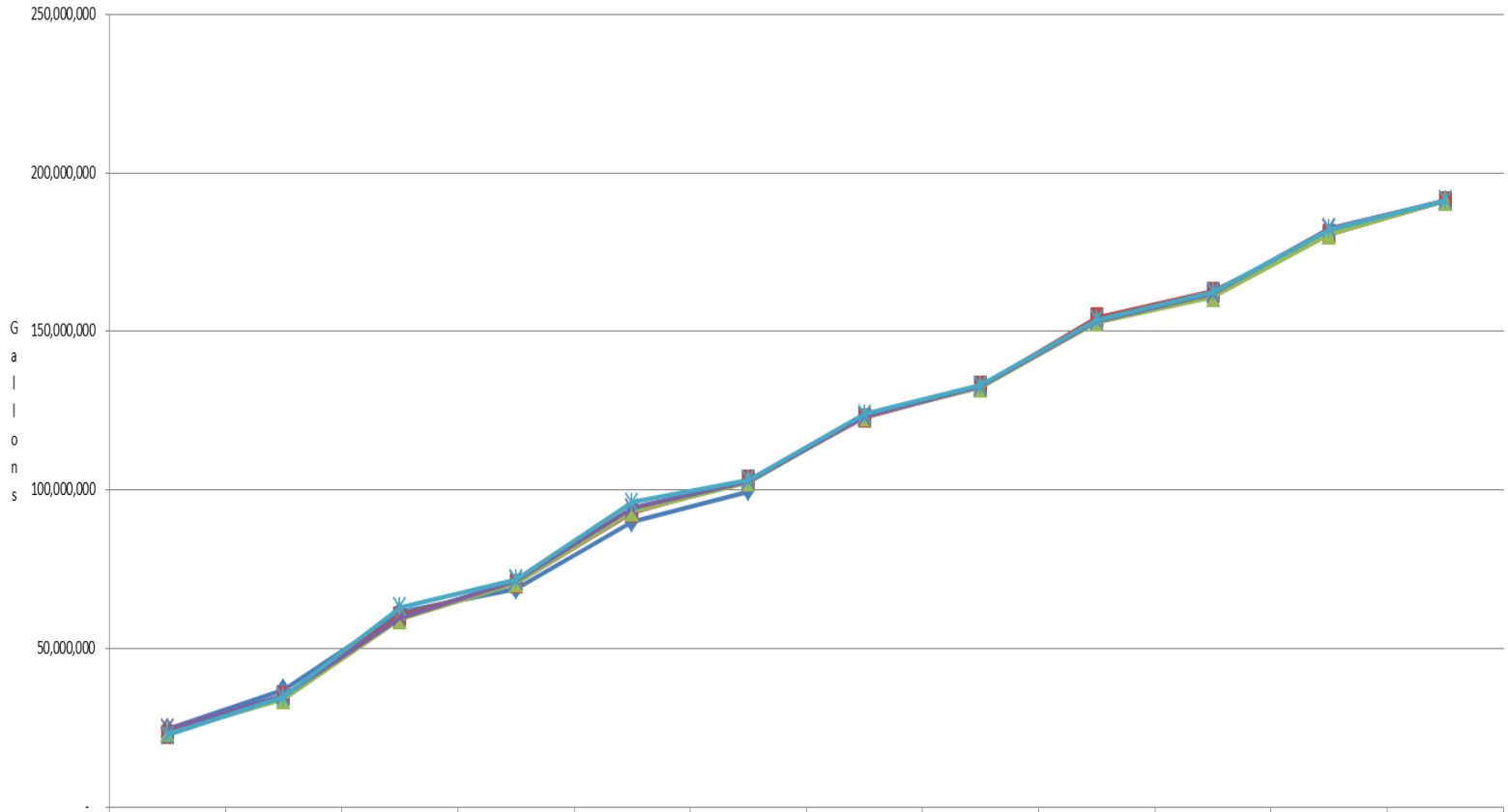


	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Debt Service	Total Expenses by Department
Dec 2018 Actual	$119,549	$237,151	$231,738	$1,067,429	$950,408	$215,208	$287,465	$68,012	$1,385,471	$745,524	$5,307,955
Dec 2017 Actual	$103,294	$246,435	$232,396	$1,022,996	$863,796	$103,184	$325,016	$71,565	$3,041,789	$131,818	$6,142,289

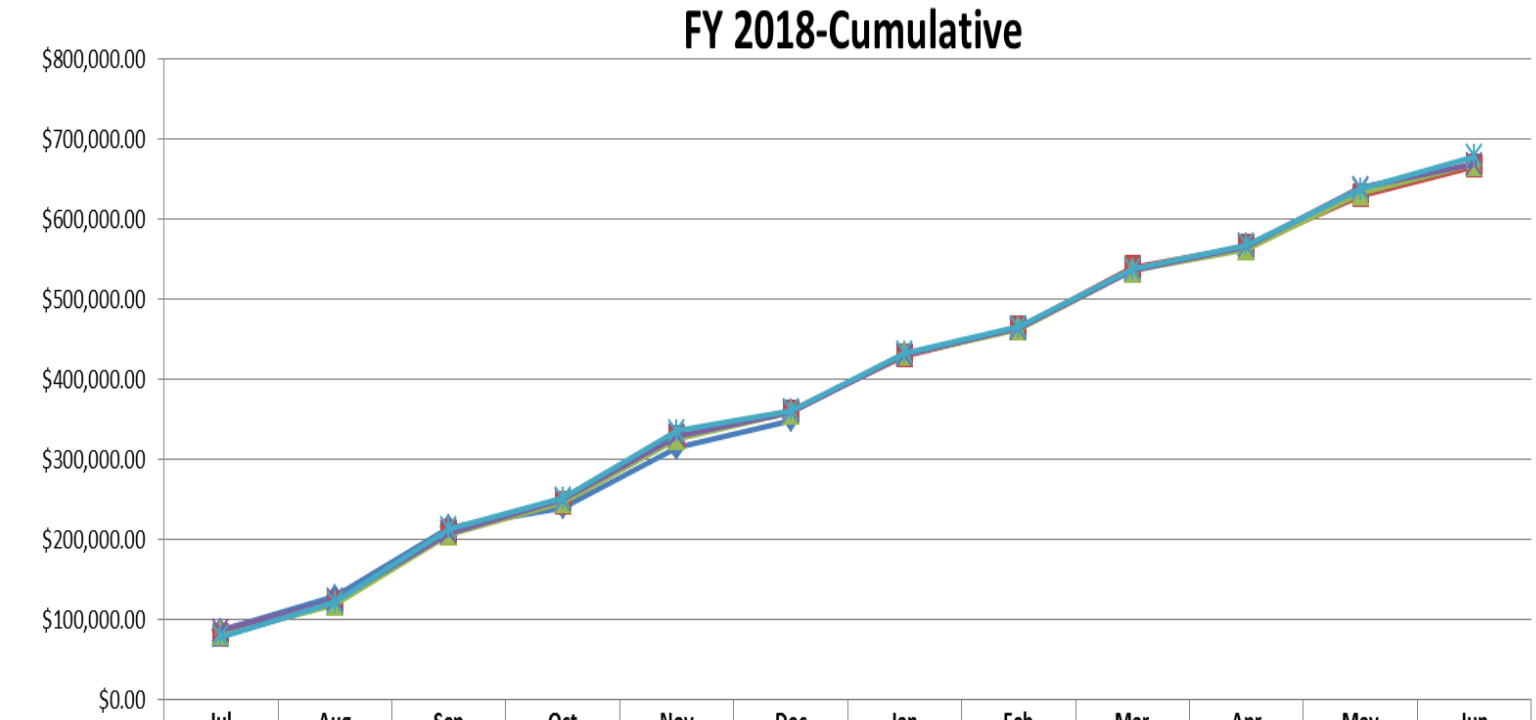


	Town Council	Town Manager	Treasurer	Police Department	Parks & Recreation	Smithfield Center	Planning, Engineering & Public Works	Public Buildings	Museum	Windsor Castle	Sewer	Water	Highway	Totals by Department for all funds
Dec 2018 Actual	$21,750	$166,346	$154,164	$672,935	$71,366	$71,758	$90,352	$13,780	$63,047	$13,095	$114,042	$197,905	$143,915	$1,794,455
Budget	$42,000	$337,468	$325,468	$1,474,676	$149,630	$152,938	$268,003	$30,794	$137,165	$30,085	$269,770	$461,557	$233,524	$3,913,078

December 2018 YTD Sewer Consumption Compared to FY 2015 through FY 2018-Cumulative

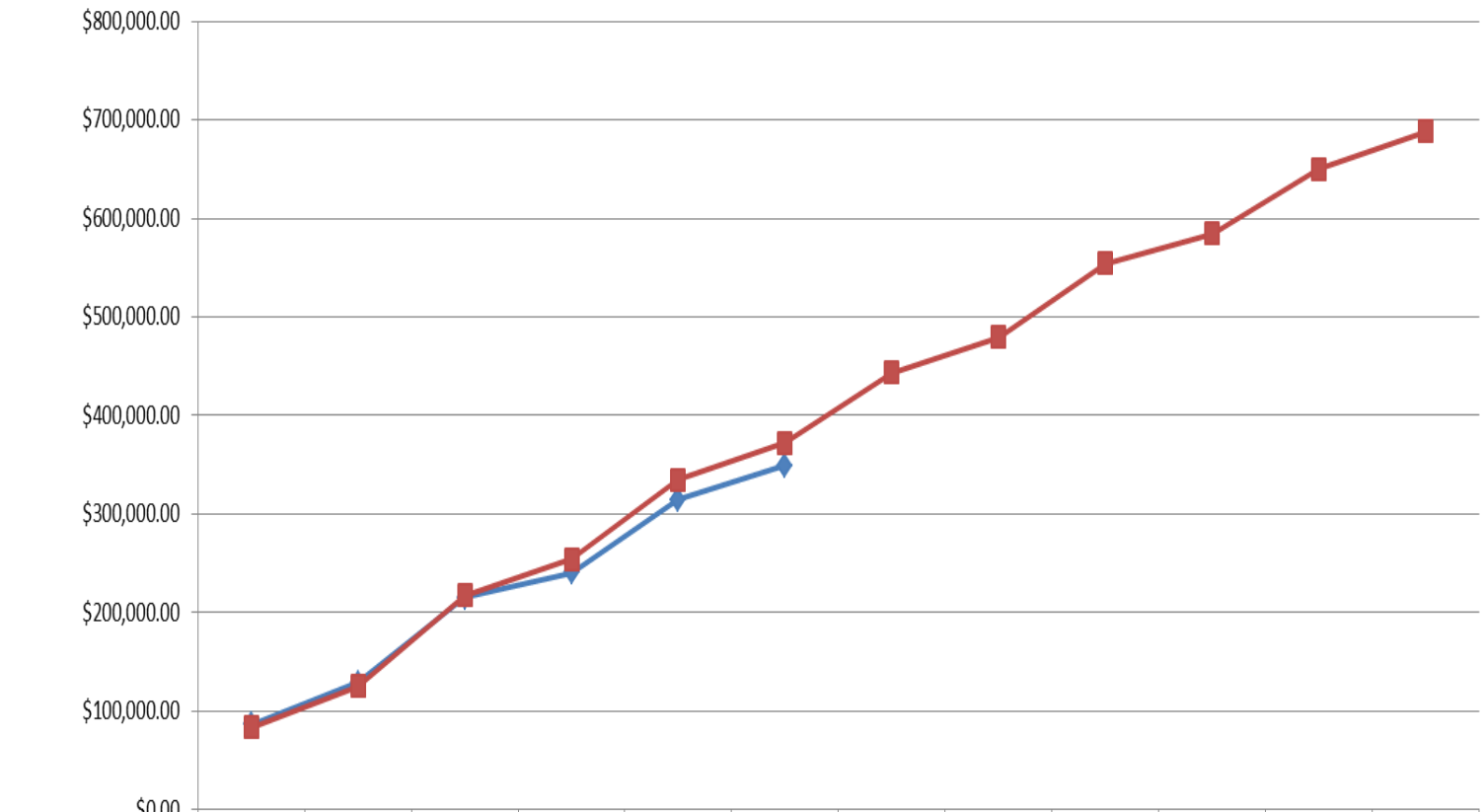


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	24,716,104	37,035,871	61,536,142	68,670,590	89,828,392	99,659,500						
Actual 2018	23,101,199	34,863,486	60,332,956	70,611,884	92,857,313	103,246,076	122,893,306	132,855,837	154,445,156	162,635,776	180,680,291	191,169,687
Actual 2017	23,531,183	34,028,420	59,230,385	70,811,228	93,197,625	102,574,282	123,246,748	132,267,541	152,925,111	160,916,939	180,565,370	191,151,126
Actual 2016	24,711,665	35,276,564	59,786,489	71,414,518	94,269,420	102,833,713	123,175,844	132,626,614	153,312,082	161,856,557	182,563,599	191,404,069
Actual 2015	22,583,960	34,790,190	62,979,178	71,856,635	96,101,586	103,304,073	123,901,164	133,049,654	153,682,428	162,403,071	182,206,163	191,351,529



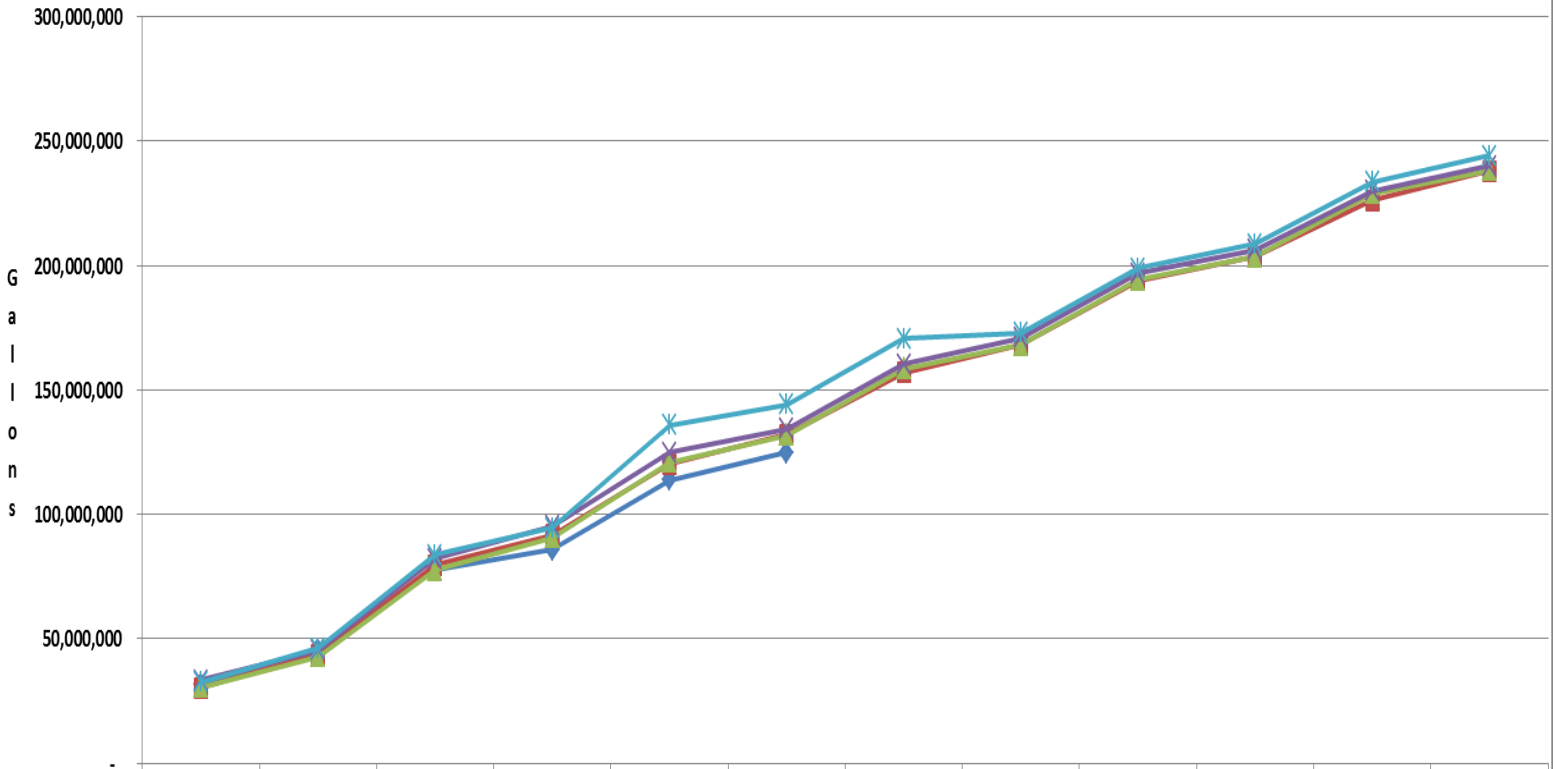
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	$86,632	$129,220	$215,602	$240,512	$314,753	$349,126						
Actual 2018	$80,977	$121,466	$210,780	$246,712	$328,564	$361,081	$430,040	$464,883	$540,635	$567,240	$630,577	$667,244
Actual 2017	$82,520	$119,133	$207,537	$248,007	$326,529	$359,328	$431,878	$463,438	$535,928	$563,886	$632,831	$669,860
Actual 2016	$86,610	$124,575	$209,356	$249,969	$330,109	$360,021	$431,375	$464,390	$536,996	$566,832	$639,492	$670,027
Actual 2015	$79,173	$121,776	$213,936	$251,556	$336,461	$361,634	$433,773	$465,867	$538,259	$568,628	$637,878	$678,940

December 2018 Unadjusted Sewer Charges Compared to Pro-Rated Budget

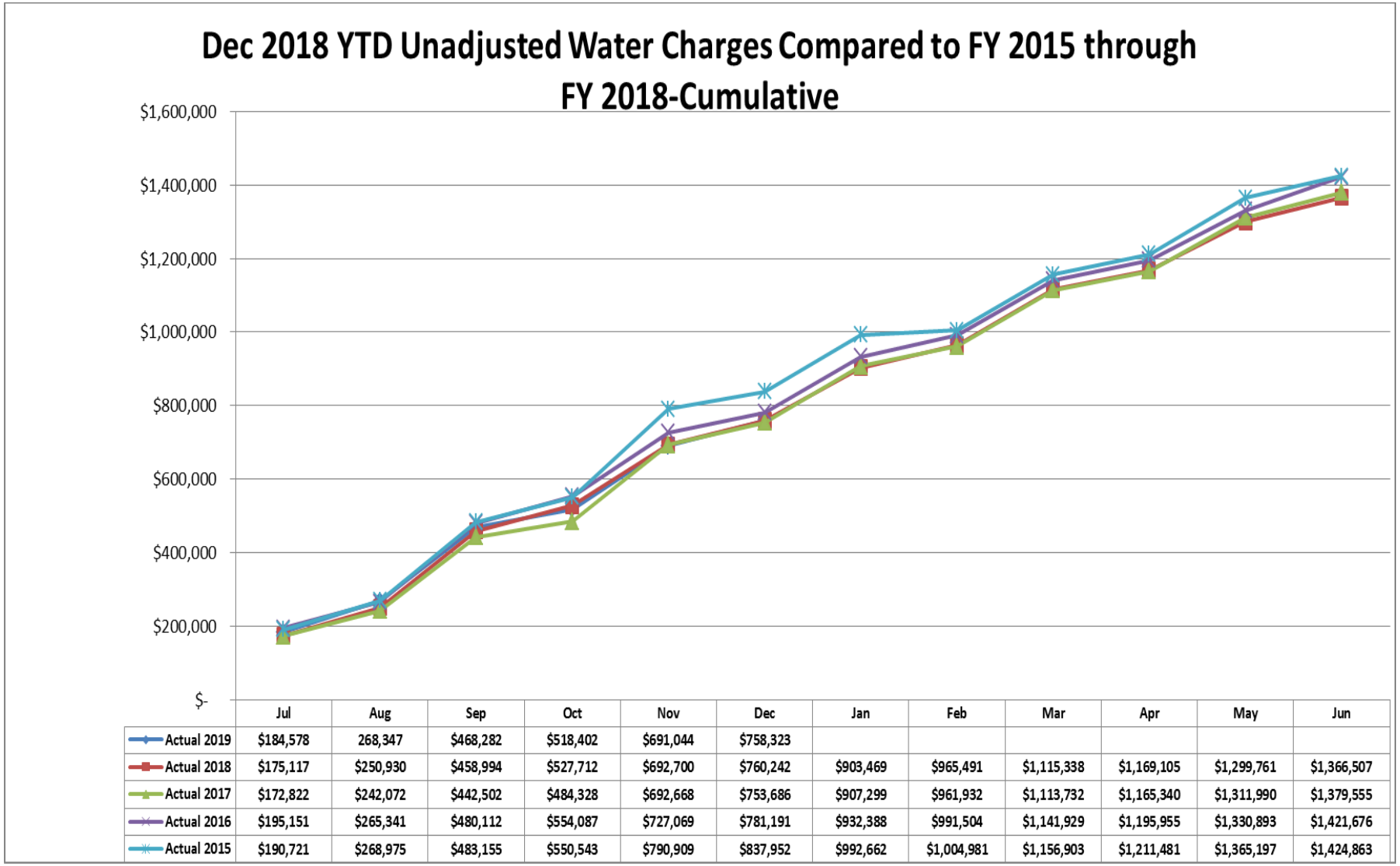


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	$86,632	$129,220	$215,602	$240,512	$314,753	$349,126						
Pro-rated budget	$83,496	$125,245	$217,337	$254,386	$334,853	$372,313	$443,417	$479,344	$554,359	$584,885	$650,192	$688,000

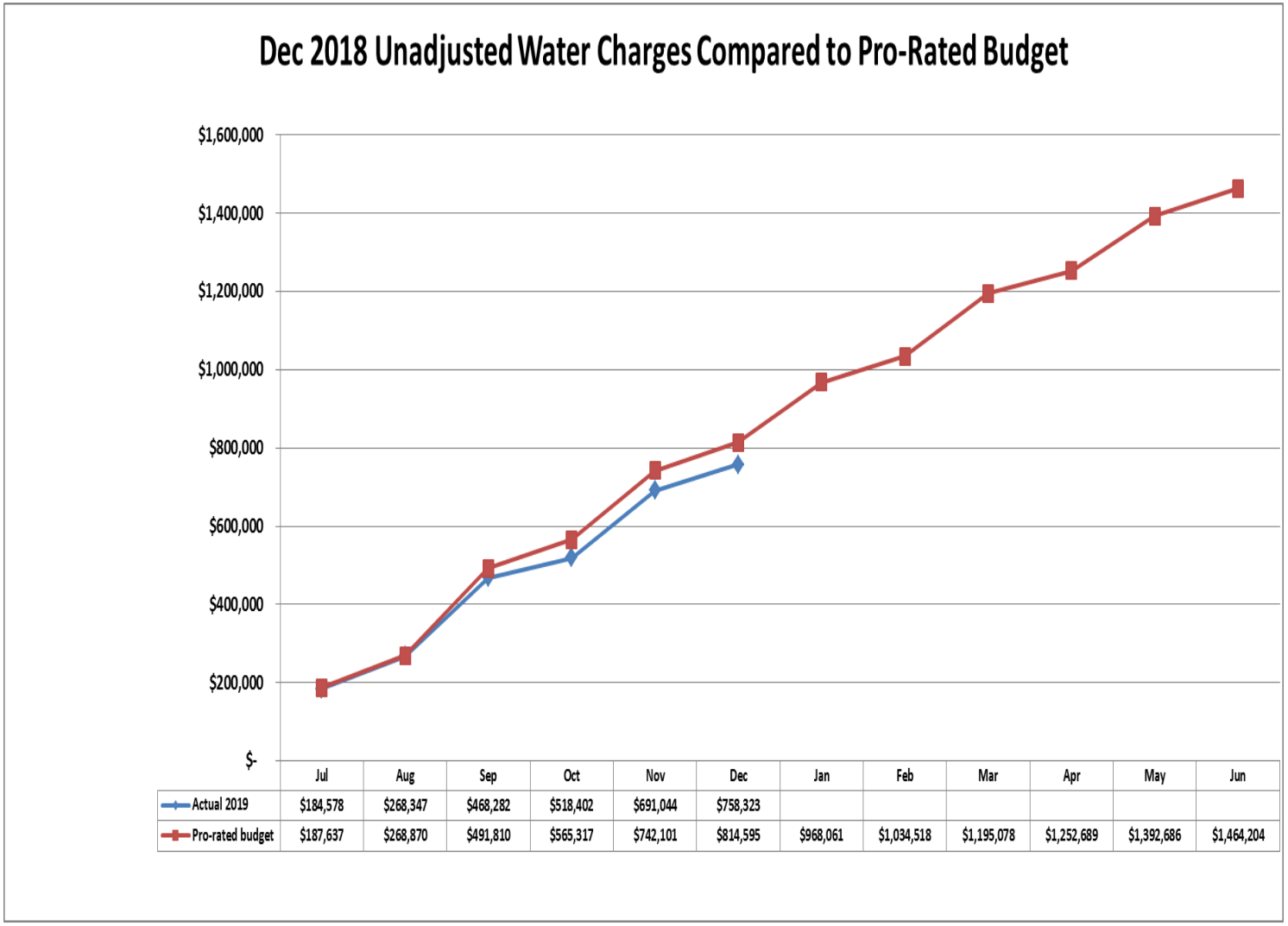
Dec 2018 YTD Water Consumption Compared to FY 2015 through FY 2018-Cumulative



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	32,008,915	45,763,882	77,954,668	85,867,071	113,834,050	124,797,158						
Actual 2018	30,318,845	43,654,112	79,562,876	91,644,521	120,251,103	132,160,681	157,013,879	167,929,648	193,939,024	203,401,651	226,080,860	237,825,094
Actual 2017	30,684,932	42,874,200	77,518,323	90,831,451	121,043,968	131,783,477	158,419,176	168,033,100	194,367,860	203,457,928	229,039,633	238,262,783
Actual 2016	33,345,698	45,575,018	82,213,918	95,233,200	124,916,853	134,443,460	160,421,006	170,822,523	196,701,623	206,208,903	229,958,873	239,954,917
Actual 2015	32,543,946	46,381,849	83,717,381	94,618,596	135,856,212	144,135,476	170,692,715	172,855,828	198,978,064	208,583,793	233,639,239	244,018,141



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	$184,578	268,347	$468,282	$518,402	$691,044	$758,323						
Actual 2018	$175,117	$250,930	$458,994	$527,712	$692,700	$760,242	$903,469	$965,491	$1,115,338	$1,169,105	$1,299,761	$1,366,507
Actual 2017	$172,822	$242,072	$442,502	$484,328	$692,668	$753,686	$907,299	$961,932	$1,113,732	$1,165,340	$1,311,990	$1,379,555
Actual 2016	$195,151	$265,341	$480,112	$554,087	$727,069	$781,191	$932,388	$991,504	$1,141,929	$1,195,955	$1,330,893	$1,421,676
Actual 2015	$190,721	$268,975	$483,155	$550,543	$790,909	$837,952	$992,662	$1,004,981	$1,156,903	$1,211,481	$1,365,197	$1,424,863

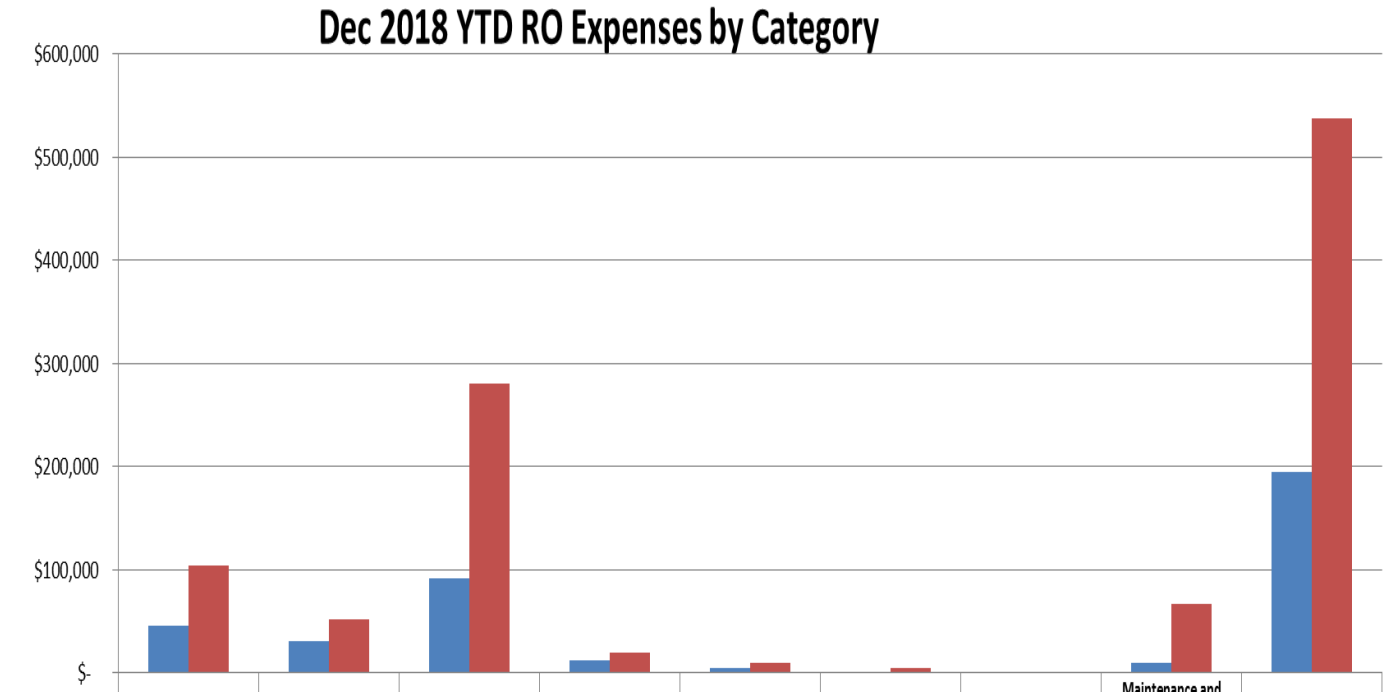


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	$184,578	$268,347	$468,282	$518,402	$691,044	$758,323						
Pro-rated budget	$187,637	$268,870	$491,810	$565,317	$742,101	$814,595	$968,061	$1,034,518	$1,195,078	$1,252,689	$1,392,686	$1,464,204

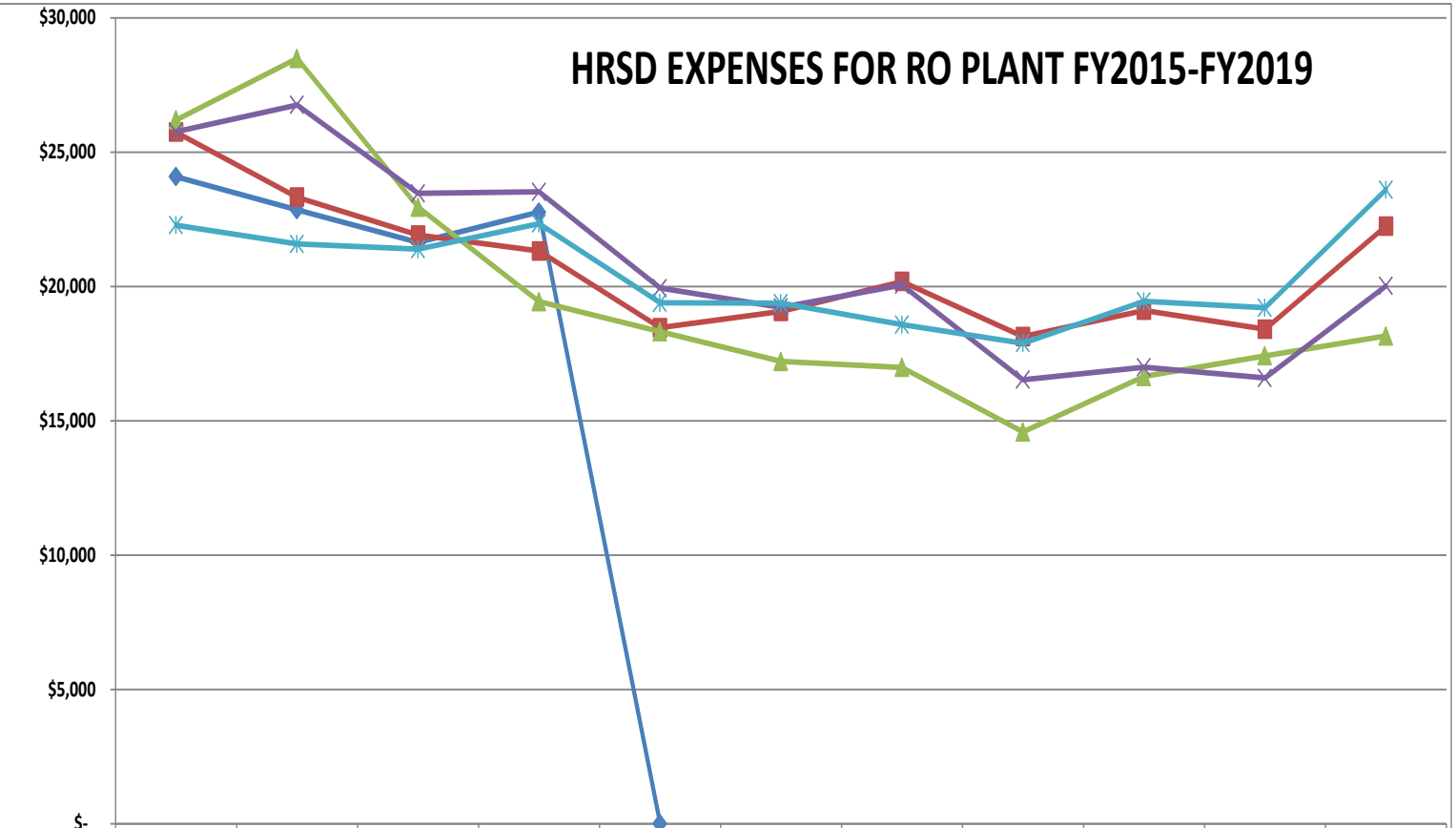
GATLING POINTE WATER BILLINGS

Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-19			-			$ -	$ 6.36
Mar-19			-			$ -	$ 6.36
Jan-19	2,893,000	1,462,300	4,355,300	$ 18,399.48	$ 9,300.23	$ 27,699.71	$ 6.36
Nov-18	4,807,000	1,576,000	6,383,000	$ 30,572.52	$ 10,023.36	$ 40,595.88	$ 6.36
Sep-18	5,106,000	1,624,900	6,730,900	$ 32,474.16	$ 10,334.37	$ 42,808.53	$ 6.36
Jul-18	4,759,000	1,728,400	6,487,400	$ 29,029.90	$ 10,543.25	$ 39,573.15	$ 6.10
Subtotal	17,565,000	6,391,600	23,956,600	$ 110,476.06	$ 40,201.21	$ 150,677.27	
-Jul 18	(4,759,000)	(1,728,400)	(6,487,400)	$ (29,029.90)	$ (10,543.25)	$ (39,573.15)	
+Jul 19	-	-	-	$ -	$ -	$ -	
Total	12,806,000	4,663,200	17,469,200	$ 81,446.16	$ 29,657.96	$ 111,104.12	
Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-18	2,821,000	1,467,500	4,288,500	$ 17,208.10	$ 8,951.76	$ 26,159.86	$ 6.10
Mar-18	3,315,000	1,620,900	4,935,900	$ 20,221.50	$ 9,887.50	$ 30,109.00	$ 6.10
Jan-18	3,291,000	1,530,000	4,821,000	$ 20,075.10	$ 9,333.00	$ 29,408.10	$ 6.10
Nov-17	4,588,481	1,283,941	5,872,422	$ 27,989.74	$ 7,832.05	$ 35,821.79	$ 6.10
Sep-17	7,801,519	2,159,493	9,961,012	$ 47,589.27	$ 13,172.91	$ 60,762.18	$ 6.10
Jul-17	4,620,000	2,213,800	6,833,800	$ 28,182.00	$ 13,504.19	$ 41,686.19	$ 6.10
Subtotal	26,437,000	10,275,634	36,712,634	$ 161,265.71	$ 62,681.41	$ 223,947.12	
-Jul 17	(4,620,000)	(2,213,800)	(6,833,800)	$ (28,182.00)	$ (13,504.19)	$ (41,686.19)	
+Jul 18	4,759,000	1,728,400	6,487,400	$ 29,029.90	$ 10,543.25	$ 39,573.15	
Total	26,576,000	9,790,234	36,366,234	$ 162,113.61	$ 59,720.47	$ 221,834.08	
Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-17	3,054,490	2,260,200	5,314,690	$ 18,632.39	$ 13,787.23	$ 32,419.62	$ 6.10
Mar-17	2,933,440	2,258,900	5,192,340	$ 17,893.99	$ 13,779.30	$ 31,673.29	$ 6.10
Jan-17	3,296,000	2,138,000	5,434,000	$ 20,105.60	$ 13,041.80	$ 33,147.40	$ 6.10
Nov-16	5,167,000	1,909,600	7,076,600	$ 31,518.70	$ 11,648.57	$ 43,167.27	$ 6.10
Sep-16	6,870,000	1,726,900	8,596,900	$ 41,907.00	$ 10,534.10	$ 52,441.10	$ 6.10
Jul-16	4,218,000	1,498,700	5,716,700	$ 27,037.38	$ 9,606.67	$ 36,644.05	$ 6.41
Subtotal	25,538,930	11,792,300	37,331,230	$ 157,095.06	$ 72,397.67	$ 229,492.73	
-Jul 16	(4,218,000)	(1,498,700)	(5,716,700)	$ (27,037.38)	$ (9,606.67)	$ (36,644.05)	
+Jul 17	4,620,000	2,213,800	6,833,800	$ 28,182.00	$ 13,504.19	$ 41,686.19	
Total	25,940,930	12,507,400	38,448,330	$ 158,239.68	$ 76,295.19	$ 234,534.87	

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



	Power	Chemicals	HRSD	Supplies	Communication	Travel & training	Dues & subscriptions	Maintenance and repairs	Total
Dec 2018 Actual	$45,724	$31,369	$91,356	$12,136	$4,301	$-	$474	$9,979	$195,339
Budget	$104,000	$52,332	$280,300	$20,000	$9,200	$4,300	$600	$66,500	$537,232



	July	August	September	October	November	December	January	February	March	April	May
FY2019	$24,088	$22,855	$21,646	$22,766	$-						
FY2018	$25,744	$23,320	$21,912	$21,318	$18,462	$19,069	$20,183	$18,133	$19,112	$18,410	$22,241
FY2017	$26,201	$28,489	$22,949	$19,435	$18,317	$17,208	$16,986	$14,585	$16,652	$17,419	$18,158
FY2016	$25,761	$26,758	$23,465	$23,522	$19,936	$19,219	$20,060	$16,533	$16,993	$16,594	$20,025
FY 2015	$22,286	$21,580	$21,389	$22,343	$19,389	$19,380	$18,578	$17,888	$19,449	$19,209	$23,603

HRSD Charges to date per month				1 CCF=748 gallons		
					Comparison through Sept.	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
11/13/2011	10/31/2011	3,568,426	3.05/CCF	14,550.33		
12/13/2011	11/30/2011	3,238,929	3.05/CCF	13,206.81		
1/13/2012	12/31/2011	3,328,126	3.05/CCF	13,570.67		
2/21/2012	1/31/2012	3,159,403	3.05/CCF	12,882.59		
3/19/2012	2/29/2012	3,008,612	3.05/CCF	12,267.71		
4/12/2012	3/31/2012	3,475,852	3.05/CCF	14,173.05		
5/16/2012	4/30/2012	3,972,056	3.05/CCF	16,196.11		
6/17/2012	5/31/2012	4,309,462	3.05/CCF	17,580.20		
7/13/2012	6/30/2012	5,002,760	3.05/CCF	20,399.01		
		33,063,626		$ 134,826.48		
8/20/2012	7/31/2012	5,364,598	3.29/CCF	23,595.55		
9/14/2012	8/31/2012	4,508,384	3.29/CCF	19,829.82		
10/20/2012	9/30/2012	4,307,656	3.29/CCF	18,946.78		
11/19/2012	10/31/2012	4,258,732	3.29/CCF	18,731.62	18,439,370	$ 81,103.77
12/17/2012	11/30/2012	3,868,188	3.29/CCF	17,013.91		
1/12/2013	12/31/2012	3,764,536	3.29/CCF	16,557.91		
2/15/2013	1/31/2013	3,788,872	3.29/CCF	16,664.84		
3/14/2013	2/28/2013	3,277,364	3.29/CCF	14,415.14		
4/18/2013	3/31/2013	3,587,116	3.29/CCF	15,777.52		
5/16/2013	4/30/2013	3,647,920	3.29/CCF	16,045.00		
6/13/2013	5/31/2013	3,883,704	3.29/CCF	17,082.01		
7/11/2013	6/30/2013	4,038,800	3.29/CCF	17,764.36		
		48,295,870		$ 212,424.46		
8/14/2013	7/31/2013	4,395,136	3.55/CCF	20,859.45		
9/16/2013	8/31/2013	3,779,664	3.55/CCF	17,938.15		
10/17/2013	9/30/2013	3,922,112	3.55/CCF	18,614.43		
11/18/2013	10/31/2013	3,780,992	3.55/CCF	17,944.54	15,877,904	$ 75,356.57
12/13/2013	11/30/2013	3,490,432	3.55/CCF	16,565.72		
1/17/2014	12/31/2013	3,419,744	3.55/CCF	16,230.25		
2/11/2014	1/31/2014	3,620,040	3.55/CCF	17,180.58		
3/14/2014	2/28/2014	3,202,720	3.55/CCF	15,200.04		
4/16/2014	3/31/2014	3,517,704	3.55/CCF	16,694.94		
5/27/2014	4/30/2014	3,510,032	3.55/CCF	16,658.73		
6/14/2014	5/31/2014	4,015,224	3.55/CCF	19,056.40		
7/21/2014	6/30/2014	4,306,496	3.55/CCF	20,438.77		
		44,960,296		$ 213,382.00		

HRSD Charges to date per month				1 CCF=748 gallons		
					Comparison through Sept.	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
8/19/2014	7/31/2014	4,352,480	3.83/CCF	22,286.00		
10/2/2014	8/31/2014	4,214,710	3.83/CCF	21,580.52		
11/20/2014	9/30/2014	4,177,303	3.83/CCF	21,389.02		
11/20/2014	10/31/2014	4,363,507	3.83/CCF	22,342.69	17,108,000	$ 87,598.23
12/17/2014	11/30/2014	3,786,703	3.83/CCF	19,388.99		
1/14/2015	12/31/2014	3,784,965	3.83/CCF	19,380.18		
2/18/2015	1/31/2015	3,628,334	3.83/CCF	18,578.18		
3/13/2015	2/28/2015	3,493,560	3.83/CCF	17,888.02		
4/28/2015	3/31/2015	3,798,382	3.83/CCF	19,449.12		
5/31/2015	4/30/2015	3,751,512	3.83/CCF	19,208.98		
6/30/2015	5/31/2015	4,609,730	3.83/CCF	23,603.14		
7/22/2015	6/30/2015	4,449,108	3.83/CCF	22,780.84		
		48,410,294		$ 247,875.68		
8/18/2015	7/31/2015	4,665,711	4.13/CCF	25,761.29		
9/21/2015	8/31/2015	4,846,280	4.13/CCF	26,758.27		
10/13/2015	9/30/2015	4,249,862	4.13/CCF	23,465.01		
11/16/2015	10/31/2015	4,260,123	4.13/CCF	23,522.00	18,021,976	$ 99,506.57
12/14/2015	11/30/2015	3,610,698	4.13/CCF	19,935.92		
1/13/2016	12/31/2015	3,480,926	4.13/CCF	19,219.37		
2/12/2016	1/31/2016	3,633,192	4.13/CCF	20,060.24		
3/8/2016	2/29/2016	2,994,404	4.13/CCF	16,533.22		
4/14/2016	3/30/2016	3,077,636	4.13/CCF	16,992.89		
5/15/2016	4/30/2016	3,005,292	4.13/CCF	16,593.51		
6/15/2016	5/31/2016	3,626,724	4.13/CCF	20,024.72		
7/15/2016	6/30/2016	3,916,340	4.13/CCF	21,623.85		
		45,367,188		$ 250,490.29		
8/11/2016	7/31/2016	4,345,472	4.51/CCF	26,200.85		
9/15/2016	8/31/2016	4,724,928	4.51/CCF	28,488.77		
10/7/2016	9/30/2016	3,806,220	4.51/CCF	22,949.14		
11/4/2016	10/31/2016	3,223,400	4.51/CCF	19,435.39	16,100,020	$ 97,074.15
12/7/2016	11/30/2016	3,038,008	4.51/CCF	18,317.37		
1/12/2017	12/31/2016	2,854,056	4.51/CCF	17,208.36		
2/15/2017	1/31/2017	2,817,144	4.51/CCF	16,985.56		
3/15/2017	2/28/2017	2,418,976	4.51/CCF	14,584.89		
4/15/2017	3/31/2017	2,761,768	4.51/CCF	16,651.82		
5/15/2017	4/30/2017	2,889,072	4.51/CCF	17,419.42		
6/9/2017	5/31/2017	3,011,568	4.51/CCF	18,158.16		
7/10/2017	6/30/2017	3,060,880	4.51/CCF	18,455.37		
		38,951,492		$ 234,855.10		

HRSD Charges to date per month				1 CCF=748 gallons		
					Comparison through Sept.	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
8/30/2017	7/31/2017	3,913,899	4.92/CCF	25,743.90		
9/8/2017	8/31/2017	3,545,448	4.92/CCF	23,320.31		
10/10/2017	9/30/2017	3,331,316	4.92/CCF	21,911.71		
11/7/2017	10/31/2017	3,241,000	4.92/CCF	21,317.87	14,031,663	$ 92,293.79
12/20/2017	11/30/2017	2,806,864	4.92/CCF	18,462.30		
1/26/2018	12/31/2017	2,899,168	4.92/CCF	19,069.43		
2/9/2018	1/31/2018	3,068,408	4.92/CCF	20,182.82		
3/5/2018	2/28/2018	2,756,848	4.92/CCF	18,133.15		
4/4/2018	3/31/2018	2,905,640	4.92/CCF	19,112.23		
5/8/2018	4/30/2018	2,798,888	4.92/CCF	18,409.66		
6/8/2018	5/31/2018	3,381,384	4.92/CCF	22,241.35		
7/11/2018	6/30/2018	3,225,424	4.92/CCF	21,215.53		
		37,874,287		$ 249,120.26		
8/11/2018	7/31/2018	3,355,216	5.37/CCF	24,087.67		
9/14/2018	8/31/2018	3,183,656	5.37/CCF	22,855.79		
10/27/2018	9/30/2018	3,015,168	5.37/CCF	21,646.47		
11/19/2018	10/31/2018	3,171,144	5.37/CCF	22,766.12	12,725,184	$ 91,356.05

CASH BALANCES AS OF JANUARY 31, 2019					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,186,272.11	(669,521.85)	-	516,750.26
Water-Debt Service	Farmers Bank	735,884.87	14,083.37	-	749,968.24
Water Capital Escrow (availability fees)	TowneBank	573,545.53	13,600.00	-	587,145.53
Water Treatment Plant Escrow	TowneBank	11,620.67			11,620.67
Water Deposit Account	TowneBank	93,059.11			93,059.11
Water Development Escrow	TowneBank	131,239.91	-	-	131,239.91
Subtotal Water		2,731,622.20	(641,838.48)	-	2,089,783.72
Sewer	Farmers Bank	521,999.98	135,048.35	(235,270.23)	421,778.10
Sewer Development Escrow	TowneBank	408,662.13	-	-	408,662.13
Sewer Capital Escrow (availability fees)	TowneBank	911,025.06	20,600.00	-	931,625.06
Sewer Compliance	Farmers Bank	2,378,282.47	21,726.50	-	2,400,008.97
Subtotal Sewer		4,219,969.64	177,374.85	(235,270.23)	4,162,074.26
Highway	Farmers Bank	53,842.29	161,425.77	-	215,268.06
General Fund	Farmers Bank	4,606,543.98	1,391,594.34	235,270.23	6,233,408.55
Payroll	Farmers Bank	150,204.05			150,204.05
Money Market-General Fund	TowneBank	27,448.99			27,448.99
Business Super Now-General Fund	Farmers Bank	34,361.86			34,361.86
Money Market-General Fund	Farmers Bank	295,645.53			295,645.53
General Fund Capital Escrow Account	TowneBank	217,273.03			217,273.03
Certificate of Deposit	Farmers Bank	527,092.60			527,092.60
Certificate of Deposit-Police Dept	Farmers Bank	37,072.04			37,072.04
Special Project Account	Farmers Bank	1,120,277.10	(1,088,556.48)		31,720.62
Pinewood Heights Escrow	Farmers Bank	56,337.34			56,337.34
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	193,043.05			193,043.05
Windsor Castle Acct	TowneBank	92,903.00			92,903.00
Subtotal General Fund		7,360,421.32	303,037.86	235,270.23	7,898,729.41
TOTAL ALL FUNDS		14,365,855.45	-	-	14,365,855.45

Account Statement

January 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
518,870.35	0.00	48.22	1,021.07	757.69	520,600.89

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
01/01/2019	Income Earned	30.03			9.953480	3.017	
01/15/2019	Withdrawal		48.22		9.950555	4.846	0.00
01/15/2019	Income Earned	461.17			9.950555	46.346	
01/31/2019	Income Earned	529.87			9.968000	53.157	
01/31/2019	Ending Balance			520,600.89	9.968000	52,227.216	

Virginia Investment Pool
A Service of VML/VACo Finance

Account Statement

January 2019

Town of Smithfield

P.O. Box 246
Smithfield, VA 23431

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

Summary

Average Monthly Yield: 2.57%

		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
01/31/2019	Ending Balance			0.000	

Email: clientservices@virginiainvestmentpool.org Tel: 1-855-249-8588 Fax: 1-855-249-8619 www.virginiainvestmentpool.org

Virginia Investment Pool
A Service of VML/VACo Finance

Daily Rates

January 2019

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Jan-19	0.000069455	2.54%
02-Jan-19	0.000071373	2.61%
03-Jan-19	0.000071647	2.62%
04-Jan-19	0.000071099	2.60%
05-Jan-19	0.000071099	2.60%
06-Jan-19	0.000071099	2.60%
07-Jan-19	0.000069729	2.55%
08-Jan-19	0.000069729	2.55%
09-Jan-19	0.000069729	2.55%
10-Jan-19	0.000070003	2.56%
11-Jan-19	0.000070277	2.57%
12-Jan-19	0.000070277	2.57%
13-Jan-19	0.000070277	2.57%
14-Jan-19	0.000070277	2.57%
15-Jan-19	0.000070277	2.56%
16-Jan-19	0.000070551	2.58%
17-Jan-19	0.000070277	2.57%
18-Jan-19	0.000070277	2.57%
19-Jan-19	0.000070277	2.57%
20-Jan-19	0.000070277	2.57%
21-Jan-19	0.000070277	2.57%
22-Jan-19	0.000070277	2.57%
23-Jan-19	0.000070551	2.58%
24-Jan-19	0.000070551	2.58%
25-Jan-19	0.000070551	2.58%
26-Jan-19	0.000070551	2.58%
27-Jan-19	0.000070551	2.58%
28-Jan-19	0.000070551	2.58%
29-Jan-19	0.000070551	2.58%
30-Jan-19	0.000070277	2.57%
31-Jan-19	0.000070551	2.58%

Email: clientservices@virginiainvestmentpool.org Tel: 1-855-249-8588 Fax: 1-855-249-8619 www.virginiainvestmentpool.org

4.14 Temporary Upgrade

(Effective: DATE)

OVERVIEW: This policy ensures continuation of service and department productivity during times where it is necessary to fill temporarily vacated positions current qualified employees.

SCOPE: This policy applies to all Town employees that are assigned to temporarily perform the job responsibilities of a vacated position in a higher pay grade.

A temporary upgrade occurs when a current qualified employee is assigned to temporarily perform the job responsibilities of a vacated position that is at a higher classification than that of the employee's current position. The department's hiring manager is responsible for determining if there is a need for filling a temporarily vacated position and for selecting the employee to fill that position.

A. A temporary upgrade is generally for no less than thirty (30) working days and no longer than twelve (12) months.
B. A temporary upgrade is considered when the position is vacant and recruitment for the position is in progress or expected to occur in the near future. A temporary upgrade is also considered when an employee temporarily vacates a positon for one of the following reasons: Approved FMLA, Indefinite Military Leave, or Approved Leave Without Pay. Approved leave due to illness/injury not covered by FMLA, Special Assignments or other circumstances to be reviewed on a case-by-case basis.
C. A temporary upgrade request is made in writing by the department head and submitted to the Human Resources Director. The Human Resources Director will consult with the Town Manager, who will have final approval. The Human Resources Director will then initiate the employee's pay adjustment process.

Pay Rate and Salary Adjustments – *Exempt employee acting in a department head position*: The employee will temporarily be moved to the minimum of the range for the new grade or be temporarily given an increase of ten (10) percent in salary, whichever is higher. Under no circumstances will an employee get less than a ten (10) percent increase. *Nonexempt employee and other exempt employees acting in updated positions:* The employee will temporarily be moved to the minimum of the range for the new grade or be temporarily given an increase of five (5) percent in salary, whichever is higher. Under no circumstances will an employee get less than a five (5) percent increase. When an employee returns to the previous position at the end of the upgrade period, the employee's current supervisor is responsible for contacting the Human Resources department to make the adjustment to the employee's pay status and position title in accordance with the pay scale of the previous position.

PARKS AND RECREATION COMMITTEE

Parks and Recreation Operation Update

February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					6:00 PM Smithfield Fire Department Banquet	6:00 PM Ford Retirement Gala
3	4	5	6	7	8	9
		5:00 PM Kitchen Dish Clean & Inventory 6:00 PM WCFB Meeting 6:30 PM Town Council	8:30 AM Smithfield 2020 1:00 PM Ducks Unlimited	1:00 PM Ducks Unlimited		1:00 PM Sweetheart Banquet Set
10	11	12	13	14	15	16
3:00 PM Sweetheart Banquet	8:00 AM Carpet Cleaning	10:00 AM Tourism SSR Meeting 6:00 PM Planning Commission	1:00 PM Setup Senior Sweetheart Ball 5:30 PM Windsor Castle Restoration Committee	Valentine's Day 9:00 AM Senior Sweetheart Ball	10:15 AM CASA Banquet Set	7:00 PM CASA Banquet
17	18	19	20	21	22	23
9:00 AM CASA Banquet	President's Day-Closed	9:00 AM Schoolhouse Museum 10:00 AM Regional Cattleman Meeting 11:30 AM Crimeline Meeting 6:30 PM BHAR	11:30 AM Smithfield Women's Club Art Show Set-Up 6:00 PM BOB Fest Check Giveaway	12:00 PM Smithfield Women's Club 6:30 PM Oaks Vet Client Appreciation 7:00 PM Theater Shows	5:00 PM Farm Bureau Young Farmers Winter Expo 7:00 PM Theater Shows	8:00 AM Farm Bureau Young Farmers Winter Expo 6:00 PM Farm Bureau Young Farmers Winter Expo 7:00 PM Theater Shows
24	25	26	27	28		
1:00 PM Black History Month Program	4:00 PM Committee Meetings	4:00 PM Committee Meetings		6:00 PM Flavors of Isle of Wight 7:00 PM Theater Shows		

Upcoming Special Events and Park Programming			
Day	**Date**	**Event**	**Location**
Sun	Mar 3	Smithfield Center Special Occasion Show	Smithfield Center
Sat	Mar 9	Isle of Wight Academy Gala	Smithfield Center
Wed	Mar 20	Active Shooter Training	Smithfield Center
Sat	Mar 23	Women's Club Annual Flea Market	Smithfield Center
		Pitch, Hit, Run Tournament	Luter Sports Complex
Sat	Mar 30	Baseball Tournament	Luter Sports Complex
Sun	Mar 31	Vietnam Veterans Recognition Event	Smithfield Center

Project Updates
Windsor Castle Park

Parks and Recreation Operation Update

February 2019

Windsor Castle Trail Doctor Projects and Hours
113 Volunteer Hours Earned since January 2019
Luter Sports Complex
Trail Repair and Maintenance
Ditch Repair
Tree of Heaven Inspection
Clontz Boat Ramp

Park Projects

Completed	Project Name	Location	Applicant Name
	Interpretative Signage for Windsor Castle Park	Windsor Castle Park	Master Naturalist
	Purple Mailbox	Windsor Castle Main Parking Area	Relay for Life-Pam Jordan
	Planting of Flower Beds at Playscape	Windsor Castle Playscape	Girl Scout Troop 1404 -Wendy Reagle
	QR Coded Signs for the Visually Impaired	Windsor Castle	Matthew Lemon, troop 36
2018	Install Lions Club Time Capsule	Windsor Castle	Lions Club/Leo Club-Terry Castengay

2018	A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team
2018	Oyster Restoration	Windsor Castle	Windsor High School, Orignally -Kelly Davis, Chesapeake Bay Foundation
2018	Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7th Graders, Boy Scout Troop 7
2018	Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School
2018	Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class
2018	Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout
2017	Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout
2016	Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy
2016	Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622
2016	Bike Path Repairs	Windsor Castle Bike Path	Jacob Thomas, Eagle Scout
2015	Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist
2015	Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36
2016	Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist
2014	Tree Identification	Windsor Castle	Girl Scout Troop 622

2019 Town of Smithfield Open to Public Events (on town properties)

Event Date Street Closures	Times Location Type of Event Attendance	Event Name	PD Required $46 per hour per officer	PW Required $30 per hour per staff (2 req)
			JANUARY	
1/19/2019 SE Signs Traffic Assist	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 Thu 10 PM-6 AM Overnight 1 Fri 10 PM-6 AM Overnight 2 Sat 7:30 AM-9:30 AM 8K Race 1 Sat 7:30AM - 4:30PM Jericho Road Closure 1 Sat 9 AM-5:30 PM Command Center 4 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 all trash cans, deliver on Tuesday
1/19/2019	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 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
1/20/2019	2p-5 p Smithfield Center Community 250 p	**MLK Program**		
			FEBRUARY	
2/10/2019	3 P-6:30 P Smithfield Center Fundraiser 200 p	**Sweetheart Banquet**		
2/16/2019	7 P-11 P Smithfield Center Fundraiser 250 p	**CASA Gala**	1 Sat 6:30 PM-11:30 PM	
2/24/2019	2 p-4 P Smithfield Center Community 100 p	**Black History Month Program**		
			MARCH	
3/9/2019	5:30 P-9:30 P Smithfield Center Fundraiser 350 p	**IOW Academy Gala**	(using IOW Sheriff's deputy	
3/16/2019 Town Streets Restrooms NO PARK Signs Set SE Signs	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	# (determined by PD)	# (determined by PW)
3/23/2019	9 AM-2 PM Smithfield Center Flea Market 500 p	**Women's Club Flea Market**		
			APRIL	
4/6/2019 Traffic Assist	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 Sat 9 AM-2 PM YMCA Entrance 1 Sat 9 AM-2 PM Grace/Cary 1 Sat 9AM-2PM James/Grace 1 Sat 9 AM-2 PMCary/Main/Underwood 1 Sat 9 AM-2 PM Underwood/Cedar	FYI Only
4/13/2019 Jericho Road Traffic Assist Set SE Signs	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 Thu 10 PM-6 AM Overnight 1 Fri 10 PM-6 AM Overnight 1 Sat 8 AM-5 PM Jericho Road Closure 1 Sat 10 AM-6 PM Command Center **4** Sat 10 AM-6 PM Event Patrol 2 Sat 10:30 AM-6 PM Money Drops	4 PW 10 AM-6 PM 1 light tower, deliver on Wed all trash cans, deliver on Wed clean fishing pier, by Tue
4/13/2019	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 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
Not scheduled	3 P-5 P Main Street Race 300 p	**Smithfield 6 Pack 6K Beer Run** Cristin Emerick 849-8948 wharfhillbrewingco@gmail.com	4 Sun 3 PM-5 PM	cones, road barriers

2019 Town of Smithfield Open to Public Events (on town properties)

Event Date Street Closures	Times Location Type of Event Attendance	Event Name	PD Required $46 per hour per officer	PW Required $30 per hour per staff (2 req)
Not scheduled	9 A-12 P	**IWA 5 K**		
	WC	Jill Edwards		
WC Trails	Race	804-874-6197		
	130 p	jilledwards@iwacademy.com		
4/27/2019	8 P-12 P Smithfield Center Prom 200 p	**Windsor Prom**	using IOW Resource Officer	
Not scheduled	9 AM-11 AM	**Mile Race**	2 9 AM-11 AM, report at 8:30 AM	
		Cristin Emerick		2 on Friday to put up No Parking Signs on Friday-charge for hours
	Race	849-8948		
	200 P			2 on Sunday 8:30 A-10:30 A put out cones, road barriers
			MAY	
5/6/2019	Mon 8 A-2 P Smithfield Center Senior Community	**TRIAD**	1 Mon 7 AM-10 AM Parking Assist	
5/18/2019	8 P-12 P Smithfield Center Prom 350 p	**Smithfield Prom**	2 Sat 6:30 PM-11:30 PM	
5/25/2019	8 A-2 P	**Pedal for the Pig**	2 Sat 7:45 AM-9:15 AM Main/Underwood	
	WC/Town Streets	Sharon Bochman	1 Sat 7:45AM-9:15 AM 258/Route 10	
Traffic Assist	Bike Race	bochman@cox.net		
Set SE Signs	300 p			
5/27/2019	11 A-12 P	**Memorial Day Service**	1 Mon 10:30 AM-11:30 AM	No staff grass cut by Wed
	Veterans Memorial			
Traffic Assist	Community			
	150 p			
JUNE				
6/7/2019	8 P-12 P Smithfield Center Prom 350 p	**Kings Fork Prom**	2 Fri 6:30 PM-12:30 AM	
6/1/2019	7 A-11 A	**Clean the Bay Day**		
	WC/Clontz	WCFB -Kelly Davis		
	Community Cleanup			
	20 p	kellyb413@hotmail.com		
6/1/2019 -	Two Days	**Multiple Sclerosis Bike Event**	1 Sat 7:30 AM-8:30 AM Mason/Main	No staff
6/2/2019	WC Courtyard & Street	Deborah Richards	1 Sat 7:30 AM-8:30 AM Cary & Grace	(group handles own trash)
Traffic Assist	Bike Race	804-591-3034	1 Sat 9 PM-5 AM Overnight at WC	
Set SE Signs	1000 p	deborah.richards@nmss.org	1 Sun 10:45 AM-2 PM Cary/Grace	
			1 Sun 10:45 AM-2 PM Mason/Main	
6/29/2019	9 A-1 P	**Car Show at WC and Raft Race at Station**	1 Officer- Raft Race 2 PM-5 PM	20 cones for Station bridge- raft race
	WC, Station	Tourism-Connie Chapman		
	Car Show, Raft Race	902-2164		
	3000 p	cchapman@isleofwightus.net		
			JULY	
7/3/2019	9 P-9:30 P	**Town Fireworks**	# (determined by PD)	
	Town Streets			
Station Bridge	Community			
	1000 p			
7/3/2019	5 P-9 P	**Fireworks-Station Parking Lot Assist**	1 5 PM-9 PM	
	Station Parking Lot	Smithfield Station-Randy Pack		
	Officer Request	620-7700		
		randy.pack@smithfieldstation.com		
7/21/2019	7 AM-1 PM	**Celerity Cycling Event**	1 8 AM-9 AM	
	Center Parking Lot	Dan Netzer		
Traffic Assist	Officer Request	679--9336		
			AUGUST	

2019 Town of Smithfield Open to Public Events (on town properties)

Event Date Street Closures	Times Location Type of Event Attendance	Event Name	PD Required $46 per hour per officer	PW Required $30 per hour per staff (2 req)
8/6/2019	5 P-7 P Smithfield Center Community 500 p	**National Night Out** Night Out Committee		
			SEPTEMBER	
9/21/2019	9 A-2 P	**Ruritan Car Show**		
	WC			
	Car Show			
	100 p			
9/21/2019	7 AM-5 PM Smithfield Center Community 200 P	**Victory Over Diabetes**		
9/28/2019	9 AM-4 PM	**Vintage Market**	4 Sat 6 AM-6 PM Main Closed & Patrol	4 PW Sat 6 AM-6 PM
	Main Street 100-300	Farmers Market-Cheryl Ketcham		
Main Street	Market	375-3031		
Restrooms	500 p	cketcham@isleofwightus.net		
NO PARK Signs	Resolution	Main Street from Church to Underwood - 6am - 4:30pm		
Set SE Signs				
			OCTOBER	
TBD	4:00 PM	**Smithfield Homecoming Parade**	# (determined by PD)	
	Main Street	Smithfield High-Jill Gwaltney		
Main Street	Parade	371-3918		
	100 p	jillgwaltney@gmail.com		
	Resolution	Rolling closure - Cary St. to Grace to Mason to Main starting at 4pm		
10/5/2019	11 A-9 P	**Bacon (BBB) Festival**	1 Thu 10 PM-6 AM Overnight	4 PW 10 AM-6 PM
	WC Riverfront	Smitfield Events-Gina Ippilito	1 Fri 10 PM-6 AM Overnight	1 light tower, deliver on Wed
Jericho Road	Festival	869-0664	1 Sat 8 AM-5 PM Jericho Road Closure	all trash cans, deliver on Wed
	3500 P	gina@smithfieldvaevents.com	1 Sat 10 AM-6 PM Command Center	clean fishing pier, by Tue
Traffic Assist	Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm	**4** Sat 10 AM-6 PM Event Patrol 2 Sat 10:30 AM-6 PM Money Drops	
Set SE Signs				
10/5/2019	10 A-7 P	**Smithfield Station Parking/Bar Assist**	1 Sat 10 AM-4 PM Station Parking Lot	
	Station Parking Lot	Smithfield Station Parking Lot Assist	1 Sat 4 PM-7 PM Station Bar	
	Officer Request	Randy Pack		
		randy.pack@smithfieldstation.com		
10/12/2019	8 A-11 A	**Hog Jog**	No. (determined by PD)	*FYI Only*
	Town Streets	IOW COP -Barbara Stafford		
Traffic Assist	5K Race	757-647-4061		
Set SE Signs	1000 p	dbstaff@charter.net		
	Resolution	closure of 5K course route - 8:45am - 10:45am		
10/19/2019	6 PM-10 PM Smithfield Center Fundraiser 200 P	**IOW Schools Gala**	1 Sat 5:30 PM-10:30 PM	
10/26/2019		**Safe House Half Marathon**	?	FYI Only
	WC and Traffic Assist on Town Streets	Kristi Wells		
Downtown				
Traffic Assist		kristi@safehouseproject.org		
Set SE Signs	Race			
	500 p			
10/26/2019	3 PM-9 PM	**Horsepower at Windsor Castle**		
	WC	Team Shelby - Justin Emanul		
	Car Show	876-9160		
	100 cars	teamshelbyva@gmail.com		
Set SE Signs				
10/31/2019	5 P-8 P	**Halloween Safe Trick or Treat**	# (determined by PD)	*FYI Only*
	Main Street			
Main Street	Community	street closed by PD as needed Main, Grace, Institute		
Restrooms	2000 p			

2019 Town of Smithfield Open to Public Events (on town properties)

Event Date Street Closures	Times Location Type of Event Attendance	Event Name	PD Required $46 per hour per officer		PW Required $30 per hour per staff (2 req)	
			NOVEMBER			
Not scheduled	10 A-1 P	**IOW Schools 65 Roses 6K**				
	WC Trails	IOW Schools-Holly Goetz				
		582-1191				
	200 P	hgoetz@iwcs.k12.va.us				
11/11/2019	11 AM-12 PM	**Veterans Day Ceremony**	1	Sat 10:30 AM-11:30 AM		*FYI Only*
	Vet Mem	VFW				
Traffic Assist	Community					
	150 p					
			DECEMBER			
12/7-12/8/19	Sat, Sun Smithfield Center Trade Show & Home Tours	**Antique Show**	*FYI Only*			
12/6/2019	5:30 P-6:30 P	**Tree Lighting Ceremony & Light Up Main**	2	Fri 5 PM-6:30 PM		
(1st Fri)	Times Gazebo					
Traffic Assist	Community					
NO PARK Signs	200 p	**Street Closure-100, 200 5 PM-7 PM**				
12/7/2019	3 PM-8 PM	**Holiday Evening Market**	4	Sat 3 PM-11 PM Event Patrol	6 PW	Fri 3 PM-11 PM
(1st Sat)	Main Street	Connie Chapman			1	light tower in BSV lot
Main Street	Market					
Restrooms	5000 p					
	Resolution	Main Street from Church to Underwood - 1pm - 10pm				
NO PARK Signs						
Set SE Signs						
12/14/2019 **(2nd Sat)**	500 p 8 A-10 A Smithfield Center Community 400 p	**Breakfast with Santa**	*FYI Only*			*FYI Only*
12/14/2019	10:30 A-12 P	**Christmas Parade**	#	(determined by PD)	#	(determined by PW)
(2nd Sat)	Main Street	Tourism-Connie Chapman				
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						
Not scheduled	10:30 A-12 P SC Concert 400 P	**Christmas Concert** John Edwards editor@smithfieldtimes.com				
12/26/2019	7 P-11 P Smithfield Center Fundraiser 200 P	**Delta Holiday Dance**	*1*	*6:30 PM-11:30 PM Event Patrol*		

Windsor Castle Park
Smithfield, Virginia
Park Project Application

In order to better serve our community, recognized non-profits, educational, community and service organizations, as well as, local government agencies, churches and charitable groups, organizations wanting to complete a project on the town property Windsor Castle Park will have to complete an application process.
This application will be presented for review to the Town Council Parks and Recreation Committee. The project must receive approval by the Parks & Recreation Committee in order to be completed.

Park Project Name	**Install a native longleaf pine grove in WCP consisting of nine native longleaf pine grass stage seedlings. The seedlings will be planted in a three row square configuration on 25 ft. centers. This pine grove will be fenced (temporary fencing until permanent fencing can be obtained and or installed).This pine tree grove will permanently convert 3,600 square feet of open park space into a pine grove, approximately 1/12 acre. (60' x 60' square)**
Proposed Park and Location in Park	**1) grassy area just ahead of where station bridge trail intersects main walking trail or 2) east of dog park**
Individual/Group Name	**Virginia Master Naturalists Historic Southside Chapter**
Website	**https://www.vmnhistoricsouthside.org**
Mailing Address	**17100 Monument Circle, Suite B, Isle of Wight, VA 23397**

Contacts

Name	**Henry McBurney**	**Cell Phone** 757 897-9681		**Email** popsmcburney@gmail.com	
Name	**Beverley Ruegsegger**	**Cell Phone** 757 242-9642		**Email** bevruegsegger@gmail.com	

Project Description

1. **Plant nine native Virginia longleaf pines in for park visitors to enjoy. Currently we (The Nature Conservancy and The Virginia Master Naturalists) have obtained seven native Virginia seedlings from the Virginia Department of Forestry. If we are unable to obtain the additional two seedlings needed this year then the additional two seedlings will be obtained and planted in 2020.**
2. **Install fencing around the grove to provide definition to the grove and provide protection from inadvertent mowing or vehicle damage. The VMN will provide the labor to install this fencing when acquired.**
3. **Add walking trail spur to newly added pine tree grove. Steve Senkovich (the Trail Doctor) has advised me that is ample fabric underlayment, crush & run and moon dust on hand in the park to add a spur trail to lead park visitors to the fence opening where a descriptive sign will be located. With the use of the town's tractor Steve has suggested he can install the spur trail with volunteer help.**
4. **Develop & install descriptive sign.**

Windsor Castle Park
Smithfield, Virginia
Park Project Application

Proposed date of installation		**Number of estimated hours to complete project**
First of March-exact date TBD		**One day for planting**
If group project participants include youth (under 18), what is the age range?	**How long will individual/group be willing to maintain this project? (ex. months, year)**	**Number of individuals participating in project**
None Anticipated	**One year**	**As required**

List Benefits of your project to the park and community (add lines if necessary):

1. **Will provide park visitors an opportunity to see a species of tree which once was a keystone species in the Smithfield area and is now extinct in our region.**
2. **This small pine grove will enrich the park visitor's experience.**
3. **The addition of this native Virginia tree species will increase the park's public appeal.**

Material Item	**Estimated Cost**	**Estimated future Maintenance Cost for this item**
All seedlings donated by The Virginia Department of Forestry	**None**	**None**
220 linear ft. two rail split rail fence. Treated pine or cedar.	**$1,200 to purchase fence. VMN will install fence.**	**None**
Appropriate interpretative sign	**$300**	**None**
Add walking trail spur.	**None**	**None**

Maintenance of Project:
The town asks that all applicants consider how long they will be able to maintain the proposed project, and if and when the applicant is no longer able to do so, then the applicant is asked to consider the following:

1. Asking another person/group to take over maintenance.
2. If unable to find a group to take over maintenance, then the applicant is responsible for removing the item from the park.

Please state your plan for this process below:

Windsor Castle Park
Smithfield, Virginia
Park Project Application

The VMN will monitor the seedlings planted and mulch/provide water during the hot months should it be deemed necessary. After the first year, no additional maintenance is anticipated.

Does the group hold a certificate of insurance? Yes. VMN members are insured by Commonwealth of VA.

Policy Number	
Name of Insurance Liability Carrier	
Insurance Company Address	
Insurance Company Phone Number	

I have received, read thoroughly, understand and will comply with the policies and procedures governing Windsor Castle Park Projects.

Print Name of Project Manager (must be 18 years or older to submit application)	Cynthia Edwards: Co-president Virginia Master Naturalist Historic Southside Chapter Jeffery Jacobs: Co-President Virginia Master Naturalist Historic Southside Chapter
Date Application Completed	**February 19, 2019**

Attach the following documents:

Promotional materials about organization or project **Virginia Department of Forestry Pamphlet on Longleaf Pines**
Project site map that shows a sketch of project and desired location in park

Project approval will be verified by a letter from the Town of Smithfield. Any restrictions or special guidelines listed in the approval letter must be adhered to in order to complete the project.

February 7, 2019

Town of Smithfield
Attention: William Saunders
310 Institute St
Smithfield, VA 23430

RE: Street lights at Clontz Way parking lot
City/ County Billing Account# 8758813623
Dominion Energy Work Request# 10264043

Dear Mr. Saunders

The estimated cost for the above work is **$17,618.58.** This cost estimate is valid for 120 days from the date of this letter. In the event the actual cost varies from this, final billing will be rendered upon completion of the work. If payment is not received by the invoice due date a late payment charge of 1.5% will apply.

If **The Town of Smithfield** *desires* Dominion Energy to proceed with the work, please have an authorized representative of **The Town of Smithfield** *provide Authorization to Proceed by reviewing the attached construction plans, reading, completing and executing the following and returning this authorization within 120 days from* ***2/8/19,*** *by fax or email. Once we have received the Authorization below, and after any additional requirements have been satisfied, e.g. right of way agreements; we will begin procurement of the material and equipment, and the work scheduling necessary to accomplish this project.*

AUTHORIZATION TO PROCEED

I understand the estimated cost of the requested work will be **$17,618.58**, and will be performed on an actual cost basis with final billing rendered upon completion of work. As an authorized representative of The Town of Smithfield*, I hereby provide* authorization for Dominion Energy to proceed with the work and confirm Town of Smithfield agreement to reimburse Dominion Energy the total cost referenced above upon completion of the work. In the event the requested work is canceled, The Town of

Smithfield agrees to reimburse Dominion Energy its costs incident to implementing this authorization.

The Town of Smithfield requests the bill for the non-service project work described above should be mailed to the following address for payment:

Entity Name: _____
Attention Name: _____
Purchase Order #: _____
Street Address/P.O. Box: _____
City, State; Zip: _____

I confirm with my signature below that the information contained and provided within this Authorization to Proceed is true and correct.

Signature: _____

Print Name: _____

Entity: _____

Title: _____

Date: _____

Should you have any further questions, please call me at **(757)255-3007**.

Sincerely,

Matthew A. Cowan
Customer Project Designer