January 25, 2019

TO: **SMITHFIELD TOWN COUNCIL**

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

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

MONDAY, JANUARY 28TH, 2019 @ 3:00 p.m.

Police **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. November Financial Statements and Graphs
TAB # 2 3. December Cash Balances / VML Investment Pool Update
TAB # 3 4. Invoices Over $10,000 Requiring Council Authorization:

a.	Smithfield Volunteer Fire Department (Run Money)	$ 14,000.00
b.	Blair Brothers, Inc. (TC Approved July 2018)	$ 58,320.00
c.	RAD Sports	$188,579.27
d.	Haley South, Inc. (2 Police Vehicles)	$ 60,088.24

TAB # 4	5.	FY 2019/2020 Budget Development Timeline
TAB # 5	6.	Personnel Manual - Position Reclassifications
	7.	Closed Session Pursuant to Virginia Code Section 2.2-3711(A) (1) Personnel Matters Regarding the Performance of a Specific Public Appointee

TUESDAY, JANUARY 29TH, 2019 @ 3:00 p.m.

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

	1.	Public Comment
TAB # 6	2.	Operational Update – Committee Report / Park Project Update / 2019 Open to the Public Event Schedule

Immediately following the conclusion of the above meeting:

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

	1.	Public Comment
	2.	Operational Updates
TAB # 7	3.	Proposals from Blair Brothers, Inc for Pipe Extension and Ditch Work at Cary Street and Pipe Work along Smithfield Boulevard

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare **Members: Butler (CH), Hall, Pack**

	1.	Public Comment
TAB # 8	2.	Pinewood Heights Phase IV – Award of Planning and Management Assistance Services to Summit Design and Engineering Services
TAB # 9	3.	Wombwell House
	4.	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

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***** Additional Items Not Listed on Committee but will be on Council's February 5th, Agenda*****

- **Public Works Reaccreditation Presentation by APWA**

FINANCE

COMMITTEE

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 11/30/18	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	1,198,634.07	1	532,918.93	69.22%
Delinquent RE Tax	03-100-311010-0000-30002	15,000.00	195.37	1	14,804.63	1.30%
Current RE Penalty	03-100-311060-0000-30005	4,000.00	-		4,000.00	0.00%
Delinquent RE Penalty	03-100-311060-0000-30005	1,500.00	303.04		1,196.96	20.20%
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	386.95		2,613.05	12.90%
Total Real Estate Taxes		1,755,553.00	1,199,519.43		556,033.57	68.33%
Personal Property Tax						
Current PP Tax	03-100-311030-0000-30001	625,000.00	220,279.83	2	404,720.17	35.24%
Delinquent PP Tax	03-100-311030-0000-30002	20,000.00	18,187.17	2	1,812.83	90.94%
Current PP Penalty	03-100-311060-0000-30005	13,000.00	-		13,000.00	0.00%
Delinquent PP Penalty	03-100-311060-0000-30005	12,000.00	5,164.95		6,835.05	43.04%
Current PP Interest	03-100-311060-0000-30006	700.00			700.00	0.00%
Delinquent PP Interest	03-100-311060-0000-30006	800.00	3,633.50		(2,833.50)	454.19%
Total Personal Property Tax		671,500.00	247,265.45		424,234.55	36.82%
Public Service Corporations Tax						
Current RE Tax	03-100-311020-0000-30001	31,000.00	-		31,000.00	0.00%
Current PP Tax	03-100-311020-0000-30001	400.00	-		400.00	0.00%
Total Public Service Tax		31,400.00	-		31,400.00	0.00%
-	03-100-311060-0000-30007	20.00	11.32		8.68	56.60%
Total Over/Short		20.00	11.32		8.68	56.60%
Other Local Taxes						
Franchise Tax	03-100-312040-0000-31203	150,000.00	-	3	150,000.00	0.00%
Cigarette Tax	03-100-312080-0000-31204	176,000.00	77,394.29	4	98,605.71	43.97%
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	369,967.59	6	784,162.41	32.06%
Meals Tax-2%	03-100-312110-0000-31212	547,460.00	174,102.39	6	373,357.61	31.80%
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	16,508.13	8	32,491.87	33.69%
Utility Tax	03-100-312020-0000-31201	192,000.00	65,109.96	8	126,890.04	33.91%
Business Licenses	03-100-312030-0000-31208	375,000.00	17,751.44	9	357,248.56	4.73%
Business Licenses Penalty	03-100-312030-0000-31209	4,000.00	194.60		3,805.40	4.87%
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 11/30/18	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	103,247.52	**10**	137,752.48	42.84%
Total Other Local Taxes		3,437,800.00	942,957.91		2,494,842.09	27.43%
Licenses, Permits & Fees						
Permits & Other Licenses	multiple accounts	18,000.00	5,220.00	**11**	12,780.00	29.00%
Inspection Fees-Subdivision	03-100-313030-0000-30030	4,000.00	1,200.00	**12**	2,800.00	30.00%
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	10,000.00	6,240.00		3,760.00	62.40%
WC Dog Park Registration	03-100-313030-0000-30043	1,000.00	160.00		840.00	16.00%
Consultant Review Fees	03-100-313030-0000-30028	5,000.00	900.00		4,100.00	18.00%
Total Licenses, permits and privilege fees		38,000.00	13,720.00		24,280.00	36.11%
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	9,821.67	**13**	50,178.33	16.37%
Total Fines & Forfeitures		60,000.00	9,941.67		50,058.33	16.57%
From Use of Money and Property						
General Fund Interest	03-100-315010-0000-31501	20,000.00	31,314.24		(11,314.24)	156.57%
Rentals	03-100-315020-0000-30110	72,339.00	19,163.50	**14**	53,175.50	26.49%
Smithfield Center Rentals	03-100-315020-0000-30111	160,000.00	76,969.16	**15**	83,030.84	48.11%
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		12,200.00	39.00%
Kayak Rentals	03-100-315020-0000-30015	9,000.00	7,645.00	**16**	1,355.00	84.94%
Special Events	03-100-315020-0000-30013, 30014	25,000.00	11,900.40		13,099.60	47.60%
Fingerprinting Fees	03-100-318990-0000-30048	1,400.00	620.00		780.00	44.29%
Museum Admissions	03-100-315020-0000-30115	4,000.00	2,320.00		1,680.00	58.00%
Museum Gift Shop Sales	03-100-318990-0000-30016	10,000.00	5,047.84		4,952.16	50.48%
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	-		600.00	0.00%
Total revenue from use of money and property		358,589.00	163,100.14		195,488.86	45.48%
Miscellaneous Revenue						
Other Revenue	multiple accounts	2,100.00	352.25		1,747.75	16.77%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	4,000.00	-		4,000.00	0.00%
Total Miscellaneous Revenue		6,100.00	352.25		5,747.75	5.77%
From Reserves						

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 11/30/18	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	520,506.09	17	1,019,046.91	33.81%
From Operating Reserves-changes orders/rollover ballfields	N/A	-	-	18	-	0.00%
Total From Reserves		1,539,553.00	520,506.09		1,019,046.91	33.81%
Intergovernmental Virginia						
Law Enforcement	03-100-322010-0000-34011	172,903.00	43,226.00	19	129,677.00	25.00%
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	51,427.58	20	169,572.42	23.27%
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	3,314.50		485.50	87.22%
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	0.00%
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	'03-100-322010-0000-34020					
Benns Church/Route 258/Route 10 Bypass intersection	'03-100-322010-0000-34020		7,337.79			
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	'03-100-322010-0000-34020					
VMRC Grant-boat ramp	not yet assigned	410,000.00	-		410,000.00	0.00%
Port of VA Grant-boat ramp	not yet assigned	56,000.00	-		56,000.00	0.00%
State Grant-Boat Ramp	not yet assigned	160,000.00	-		160,000.00	0.00%
SNAP Program	03-100-322010-0000-34016	-	-		-	0.00%
Total State Revenue		1,300,774.00	377,687.84		930,423.95	29.04%
Intergovernmental Federal						
Police Federal Grants		0.00	41,229.31	23	(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	-	32,612.41		(32,612.41)	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	73,841.72		1,687,878.28	4.19%
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 11/30/18	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	2,980.50		93,719.50	3.08%
Contribution-Historic Windsor Castle Restoration LLC	03-100-318990-0000-31626	104,000.00			104,000.00	0.00%
Contributions-Public Ball Fields	03-100-318990-0000-31635	50,000.00			50,000.00	0.00%
Total Contributions		263,700.00	5,487.40		258,212.60	2.08%
Total General Fund Revenue		11,465,838.00	3,554,391.22		7,918,784.57	31.00%

General Fund Budget
Expenses

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 11/30/18	Notes	REMAINING BALANCE	% of BUDGET
GENERAL GOVERNMENT						
Town Council						
Salaries	04-100-411010-0000-41100	42,000.00	18,195.00		23,805.00	43.32%
FICA	04-100-411010-0000-42100	3,276.00	1,415.60		1,860.40	43.21%
Legal Fees	04-100-411010-0000-43150	50,000.00	36,665.24	28	13,334.76	73.33%
Election Expense	04-100-411010-0000-43170	-	-		-	0.00%
Maintenance contracts	04-100-411010-0000-43320	1,700.00	550.00		1,150.00	32.35%
Advertising	04-100-411010-0000-43600	30,000.00	7,959.11		22,040.89	26.53%
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	995.00		4,005.00	19.90%
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	26	9,072.50	50.00%
Supplies	04-100-411010-0000-46001	19,000.00	10,236.13		8,763.87	53.87%
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	9,691.99	27	8.01	99.92%
Council Approved Items	04-100-411010-0000-45804	11,000.00	1,447.41		9,552.59	13.16%
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	382.00		318.00	54.57%
SpecialProjects	04-100-411010-0000-43353	1,500.00	280.00		1,220.00	18.67%
Smithfield CHIP program	04-100-411010-0000-43354	6,000.00			6,000.00	0.00%
Update Town Charter & Code	04-100-411010-0000-43151	3,000.00	1,175.00		1,825.00	39.17%
Annual Christmas Parade	04-100-411010-0000-43351	350.00			350.00	0.00%
Total Town Council		223,871.00	101,543.89		122,327.11	45.36%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 11/30/18	Notes	REMAINING BUDGET	% of BUDGET
Town Manager						
Salaries	04-100-412010-0000-41100	337,468.00	147,069.52	**24**	190,398.48	43.58%
FICA	04-100-412010-0000-42100	26,998.00	10,507.33	**24**	16,490.67	38.92%
VSRS	04-100-412010-0000-42200	20,016.00	8,217.20		11,798.80	41.05%
Disability	04-100-412010-0000-42210	412.00	171.32		240.68	41.58%
Health & Other	04-100-412010-0000-42300	54,393.00	24,945.55	**25**	29,447.45	45.86%
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	1,392.33		1,607.67	46.41%
Communications	04-100-412010-0000-45200	18,000.00	6,997.57		11,002.43	38.88%
Insurance	04-100-412010-0000-45300	2,394.00	1,124.54	**26**	1,269.46	46.97%
Supplies	04-100-412010-0000-46001	5,000.00	1,027.21		3,972.79	20.54%
Dues & Subscriptions	04-100-412010-0000-45810	4,000.00	1,217.00	**27**	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	3,353.79		5,446.21	38.11%
Other	04-100-412010-0000-45804	100.00	-		100.00	0.00%
Total Town Manager		493,081.00	208,970.91		284,110.09	42.38%
Treasurer						
Salaries	04-100-412410-0000-41100	325,468.00	136,035.81	**24**	189,432.19	41.80%
FICA	04-100-412410-0000-42100	26,038.00	9,982.17	**24**	16,055.83	38.34%
VSRS	04-100-412410-0000-42200	20,801.00	8,471.05		12,329.95	40.72%
Disability	04-100-412410-0000-42210	166.00	54.96		111.04	33.11%
Health	04-100-412410-0000-42300	43,584.00	18,847.97	**25**	24,736.03	43.25%
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	3,725.17		5,774.83	39.21%
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	7,442.27		12,557.73	37.21%
Service contracts-includes MUNIS	04-100-412410-0000-43320	60,000.00	13,486.78		46,513.22	22.48%
Insurance	04-100-412410-0000-45300	2,403.00	1,128.78	**26**	1,274.22	46.97%
Supplies	04-100-412410-0000-46001	9,000.00	2,804.44		6,195.56	31.16%
Dues & Subscriptions	04-100-412410-0000-45810	1,900.00	408.85		1,491.15	21.52%
Credit Card Processing	04-100-412410-0000-46002	600.00	357.66		242.34	59.61%
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	206,041.50		336,172.50	38.00%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 11/30/18	Notes	REMAINING BUDGET	% of BUDGET
PUBLIC SAFETY						
Police Department						
Salaries	04-100-431100-0000-41100	1,474,676.00	605,605.12	**24**	869,070.88	41.07%
FICA	04-100-431100-0000-42100	117,975.00	44,583.01	**24**	73,391.99	37.79%
VSRS	04-100-431100-0000-42200	80,036.00	30,446.26		49,589.74	38.04%
Disability	04-100-431100-0000-42210	184.00	61.08		122.92	33.20%
Health Insurance	04-100-431100-0000-42300	222,333.00	74,790.37	**25**	147,542.63	33.64%
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	13,195.06	**29**	8,804.94	59.98%
Service Contracts	04-100-431100-0000-43320	40,000.00	36,771.23	**30**	3,228.77	91.93%
Communications	04-100-431100-0000-45200	50,000.00	20,131.54		29,868.46	40.26%
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	**26**	28,449.26	46.97%
Ins. - LODA	04-100-431100-0000-42410	12,903.00	12,703.86	**31**	199.14	98.46%
Materials & Supplies	04-100-431100-0000-46001	25,000.00	6,323.12		18,676.88	25.29%
Dues & Subscriptions	04-100-431100-0000-45810	7,000.00	3,843.86	**27**	3,156.14	54.91%
Equipment	04-100-431100-0000-46006	15,000.00	9,001.58		5,998.42	60.01%
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00	365.00		1,635.00	18.25%
Vehicle Maintenance	04-100-431100-0000-46009	40,000.00	8,995.24		31,004.76	22.49%
Gas	04-100-431100-0000-46008	41,500.00	17,584.60		23,915.40	42.37%
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	12,237.09	**32**	17,762.91	40.79%
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	239.83		2,760.17	7.99%
Other	04-100-431100-0000-45804	500.00	780.51		(280.51)	156.10%
Total Police Department		2,260,258.00	927,320.07		1,332,937.93	41.03%
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	3,487.99		134,155.01	2.53%
Total Contributions-Public Safety		137,643.00	3,487.99		134,155.01	2.53%
PARKS, RECREATION & CULTURAL						
Parks & Recreation						
Salaries	04-100-471100-0000-41100	149,630.00	63,345.53	**24**	86,284.47	42.33%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 11/30/18	Notes	REMAINING BUDGET	% of BUDGET
FICA	04-100-471100-0000-42100	11,970.00	4,747.52	24	7,222.48	39.66%
VSRS	04-100-471100-0000-42200	9,435.00	3,193.90		6,241.10	33.85%
Disability	04-100-471100-0000-42210	-	39.45		(39.45)	0.00%
Health	04-100-471100-0000-42300	28,041.00	8,282.12	25	19,758.88	29.54%
Uniforms	04-100-471100-0000-46011	2,000.00	683.98		1,316.02	34.20%
Communicaitons	04-100-471100-0000-45200	2,000.00	-		2,000.00	0.00%
insurance	04-100-471100-0000-45300	2,838.00	1,333.12	26	1,504.88	46.97%
Advertising	04-100-471100-0000-43600	20,500.00	12,438.00	33	8,062.00	60.67%
Dues & Subscriptions	04-100-471100-0000-45810	2,000.00	376.00		1,624.00	18.80%
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	1,443.24		1,556.76	48.11%
Other	04-100-471100-0000-45804	500.00	180.00		320.00	36.00%
Total Parks & Recreation		234,914.00	96,341.59		138,572.41	41.01%
Smithfield Center						
Salaries	04-100-412100-0000-41100	152,938.00	62,848.78	24	90,089.22	41.09%
FICA	04-100-412100-0000-42100	12,235.00	4,748.00	24	7,487.00	38.81%
VSRS	04-100-412100-0000-42200	7,126.00	3,543.88		3,582.12	49.73%
Disability	04-100-412100-0000-42210	140.00	46.36		93.64	33.11%
Health	04-100-412100-0000-42300	20,717.00	9,466.91	25	11,250.09	45.70%
Contracted Services	04-100-412100-0000-43320	18,000.00	6,798.27		11,201.73	37.77%
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	7,411.20		17,588.80	29.64%
Communications	04-100-412100-0000-45200	20,000.00	8,609.59		11,390.41	43.05%
Computer & technology expenses	04-100-412100-0000-46005	3,000.00	1,390.44	34	1,609.56	46.35%
Insurance	04-100-412100-0000-45300	2,838.00	1,333.12	26	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	375.88		4,124.12	8.35%
Food Service & Beverage Supplies	04-100-412100-0000-44001	6,000.00	1,867.03		4,132.97	31.12%
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	20,004.24		19,995.76	50.01%
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	1,959.68		3,040.32	39.19%
Total Smithfield Center		342,294.00	136,146.96		206,147.04	39.77%
Contributions-Parks, Recreation and Cultural						
Windsor Castle Restoration	04-100-471200-0000-45653	1,000,000.00	500,000.00	35	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	36	4,990.50	50.10%
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	4,500.00	37	4,500.00	50.00%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 11/30/18	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	38	-	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	12,863.01	24	17,221.99	42.76%
FICA	04-100-471210-0000-42100	2,407.00	967.72	24	1,439.28	40.20%
VSRS	04-100-471210-0000-42200	1,090.00	540.74		549.26	49.61%
Disability	04-100-471210-0000-42210	-	-		-	0.00%
Health	04-100-471210-0000-42300	2,676.00	1,238.24	25	1,437.76	46.27%
Contracted Services	04-100-471210-0000-43300	7,000.00	2,805.00		4,195.00	40.07%
Insurance	04-100-471210-0000-45300	9,214.00	4,328.14	26	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	6.33		5,993.67	0.11%
Repairs & Maintenance	04-100-471210-0000-46007	40,000.00	19,181.38	39	20,818.62	47.95%
Total Windsor Castle Park		129,472.00	57,620.93		71,851.07	44.50%
Luter Sports Complex						
Contracted Services	04-100-471300-0000-43300	6,500.00	365.00		6,135.00	5.62%
Communications	04-100-471300-0000-45200	-	840.47		(840.47)	100.00%
Utilities	04-100-471300-0000-45100	5,000.00	3,646.10		1,353.90	72.92%
Insurance	04-100-471300-0000-45300	8,000.00	-		8,000.00	0.00%
Repairs & Maintenance	04-100-471300-0000-46007	40,000.00	21,456.21		18,543.79	53.64%
Total Luter Sports Complex		59,500.00	26,307.78		33,192.22	44.21%
Museum						
Salaries	04-100-472200-0000-41100	137,165.00	55,233.80	24	81,931.20	40.27%
FICA	04-100-472200-0000-42100	10,974.00	4,214.66	24	6,759.34	38.41%
VSRS	04-100-472200-0000-42200	6,994.00	2,907.75		4,086.25	41.57%
Health	04-100-472200-0000-42300	9,972.00	2,877.35	25	7,094.65	28.85%
Operating expenses						
Contracted services	04-100-472200-0000-43300	3,400.00	610.83		2,789.17	17.97%
Communications	04-100-472200-0000-45200	725.00	200.18		524.82	27.61%
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	26	1,070.08	46.97%
Supplies	04-100-472200-0000-46001	6,360.00	2,016.67		4,343.33	31.71%
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						

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 11/30/18	Notes	REMAINING BUDGET	% of BUDGET
Gift Shop expenses	04-100-472200-0000-46014	6,000.00	2,066.06		3,933.94	34.43%
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	282.99		517.01	35.37%
Total Museum		187,223.00	71,639.65		115,583.35	38.26%
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	483.87		1,516.13	24.19%
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	818.45		1,681.55	32.74%
Fireworks	04-100-471390-0000-43344	2,000.00	-		2,000.00	0.00%
Total Parks & Recreation		19,000.00	1,302.32		17,697.68	6.85%
COMMUNITY DEVELOPMENT						
Pinewood Heights Phase 2 MY2						
Permanent Relocation						
Renter Occupied Households		-	678.00	**40**	(678.00)	0.00%
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	-	-		-	#DIV/0!
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	-		6,405.00	0.00%
Renter Acquisition	04-100-432315-0000-42710	244,520.00	151,766.00		92,754.00	62.07%
Vacant Lot Acquisition					-	0.00%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 11/30/18	Notes	REMAINING BUDGET	% of BUDGET
Appraisal/Legal	04-100-432315-0000-42703 & 42704	20,202.00	1,400.00		18,802.00	6.93%
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	164,055.44		373,404.56	30.52%
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	173,055.44		1,364,404.56	11.26%
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	173,733.44		1,373,726.56	11.23%
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	**41**	-	100.00%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 11/30/18	Notes	REMAINING BUDGET	% of BUDGET
YMCA Projects	04-100-432302-0000-45603	50,000.00	-		50,000.00	0.00%
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	76,692.99	**24**	191,310.01	28.62%
FICA	04-100-441300-0000-42100	21,440.00	5,734.89	**24**	15,705.11	26.75%
VSRS	04-100-441300-0000-42200	16,197.00	4,170.26		12,026.74	25.75%
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	9,629.58	**25**	35,464.42	21.35%
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	2,406.49		5,718.51	29.62%
GIS	04-100-441300-0000-43001	500.00	-		500.00	0.00%
Recycling	04-100-441300-0000-43340	133,300.00	44,036.96		89,263.04	33.04%
Trash Collection	04-100-441300-0000-43330	220,000.00	72,917.03		147,082.97	33.14%
Street Lights	04-100-441300-0000-45101	2,500.00	373.84		2,126.16	14.95%
Communications	04-100-441300-0000-45200	12,000.00	4,248.17		7,751.83	35.40%
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	6,000.00	197.48		5,802.52	3.29%
Insurance	04-100-441300-0000-45300	9,281.00	4,359.60	**26**	4,921.40	46.97%
Materials & Supplies	04-100-441300-0000-46001	6,000.00	574.10		5,425.90	9.57%
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	2,449.36		6,550.64	27.22%
Gas	04-100-441300-0000-46008	6,500.00	3,241.86		3,258.14	49.87%
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	442.67		2,257.33	16.40%
Other	04-100-441300-0000-45804	2,000.00	1,000.00		1,000.00	50.00%
Total Public Works		783,744.00	235,885.29		547,858.71	30.10%
PUBLIC BUILDINGS						
Public Buildings						
Salaries	04-100-443200-0000-41100	30,794.00	12,064.44	**24**	18,729.56	39.18%
FICA	04-100-443200-0000-42100	2,464.00	928.09	**24**	1,535.91	37.67%
Contractual	04-100-443200-0000-43300	23,500.00	9,442.70	**42**	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	15,310.48		30,689.52	33.28%
Insurance	04-100-443200-0000-45300	10,674.00	5,013.94	**26**	5,660.06	46.97%
Materials & Supplies	04-100-443200-0000-46001	6,000.00	5.83		5,994.17	0.10%
Repairs & Maintenance	04-100-443200-0000-46007	36,000.00	17,918.43		18,081.57	49.77%
Other	04-100-443200-0000-45804	500.00	41.67		458.33	8.33%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 11/30/18	Notes	REMAINING BUDGET	% of BUDGET
Total Public Buildings		158,932.00	61,495.15		97,436.85	38.69%
OTHER FINANCING USES						
Transfers to Operating Reserves	N/A	11,828.00	238,405.84	**43**	(226,577.84)	2015.61%
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	238,405.84		(226,577.84)	2015.61%
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	-		489,553.00	0.00%
Police Evidence Building	04-100-495500-0000-49509	53,609.00	22,122.86		31,486.14	41.27%
New Debt-Multiple projects	04-100-495500-0000-49512	273,075.00	90,123.36		182,951.64	33.00%
Line of Credit		-			-	0.00%
Public Safety Radio System	04-100-495500-0000-49518	48,225.00	48,225.00	**44**	-	100.00%
3 year Phase in Fire Alarm System	04-100-495500-0000-49516	9,150.00	9,150.00	**45**	-	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	-		14,017.00	0.00%
Police Evidence Building	04-100-495500-0000-49510	7,635.00	3,442.79		4,192.21	45.09%
New Debt-Multiple projects	04-100-495500-0000-49513	82,290.00	28,564.52		53,725.48	34.71%
Line of Credit		-			-	0.00%
Public Safety Radio System	04-100-495500-0000-49519	1,775.00	1,775.00	**44**	-	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	207,169.49		779,692.51	20.99%
Total General Fund Expenses		9,604,118.00	3,336,850.30		6,267,267.70	34.74%
Net Reserve (+/-)		1,861,720.00	217,540.92		1,651,516.87	11.68%

GENERAL FUND CAPITAL

	MUNIS ACCOUNT NUMBER	ROLLOVERS	2019 ADOPTED	Actual as of 11/30/18	Notes	REMAINING BUDGET	% of BUDGET
Net Operating Reserves (Deficit)		**-**	**1,861,720.00**	**217,540.92**		**1,651,516.87**	**0.12**
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**	**46**	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**	**47**	(8,460.00)	100%
Grant Project-Robotics	**4-100-431100-0000-48100**		-	**17,674.00**	**48**	(17,674.00)	100%
Grant Project-Panasonic Toughbooks - 5	**4-100-431100-0000-48100**		-	**8,996.25**	**49**	(8,996.25)	100%
PARKS, RECREATION, AND CULTURAL							
Clontz Park							
Boat Ramp	**4-100-471311-0000-48100**		603,000.00	**24,082.50**	**50**	578,917.50	4%
Smithfield Center							
Bathroom renovations	**4-100-412100-0000-48100**		20,000.00	**19,829.33**	**51**	170.67	99%
Luter Sports Complex	**4-100-471300-0000-48100**	375,365.00		**23,356.63**	**52**	(23,356.63)	6%
COMMUNITY DEVELOPMENT							
Phase III							
CDBG Acquisition							
Non-CDBG Acquisition	**04-100-432315-0000-48100**	171,000.00		**24,000.00**	53	(24,000.00)	14%
Phase IV							
CDBG Acquisition							
Non-CDBG Acquisition							
PUBLIC WORKS							
Waterworks Dam	**4-100-471350-0000-48100**	58,928.00	45,000.00	20,456.85	**54**	24,543.15	45%
Urban fund projects (town match)	**4-100-441300-0000-48100**						
Right turn lane-Joseph W Luter Jr Sports Complex			14,936.00	9.00	**55**	14,927.00	0%
Benns Church/Route 258/Route 10 Bypass intersection			-	287.67	**55**	(287.67)	0%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis			-			-	0%
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	**55**	731,423.00	0%
Benns Church/Route 258/Route 10 Bypass intersection		145,281.00	-	14,095.60	**55**	(14,095.60)	0%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis		13,523.00	-			-	0%
Main Street paving	**4-100-441300-0000-48100**		40,000.00	29,000.00	**56**	11,000.00	73%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	11/30/18	Notes	BUDGET	BUDGET
PUBLIC BUILDINGS							
AC/Heater Replacement (Town Hall)-	**4-100-443200-0000-48100**		6,500.00			6,500.00	0%
3 Ton Split System (Schoolhouse Museum)-	**4-100-443200-0000-48100**			6,346.00	**57**		
NET CAPITAL OUTLAY		**1,625,931.00**	1,861,720.00	217,540.92		1,650,525.08	12%
Net Reserves (Deficit) after capital outlay			-	0.00		991.79	

Notes: November 2018

GENERAL FUND

Revenues:

1	**Current/Delinquent RE**	2018 RE tax bills were mailed at the end of October. Collections through January 15 total $1,665,468. Delinquent RE collections through the same period total $2873.59. Delinquent notices will be processed in January 2019.
2	**Current/Delinquent PP**	2018 PP tax bills were mailed at the beginning of November. Collections through January 16 total $621,746 which is 99% of budget. We will exceed budget; however, as abatements filter in some a portion of the income collected may be due back to the taxpayers.
3	**Bank franchise tax**	Bank franchise taxes are paid in the spring and will reflect as $0 through the majority of the fiscal year.
4	**Cigarette Tax**	Sold 240,000 cigarette tax stamps through November 2018 compared to 210,000 through November 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 quarter's payments are due on 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 November 2018 are $1,005 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 November represents collections for July through August 2018 as September was not posted until January 2019 ($31,563). Upon that posting, the Town's 2019 sales tax collections will be $6,218 higher than prior year.
8	**Consumption/Utility Tax**	Consumption and utility tax collections generally lag one month (sometimes two) from the statement date. November statements reflect utility tax and consumption tax collected for Jul-Oct. Utility tax is $2847 higher than prior year and consumption tax is $1296 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 November 30, we have collected $17,751 in BL taxes of which $4,556 represents taxes for 2015 through 2017 and the remaining $13,195 represents 2018.
10	**Vehicle License Tax**	VL taxes are billed with personal property and are collected at the same time. Collections to date include $91,884 for current year vehicle license tax and $11,363 for prior year delinquents and supplements.
11	**Permits & other licenses**	Permits and other licenses are made up of sign permits ($345), zoning permits ($3450), yard sale permits ($310), E&S Fees ($600), demolition permits ($75), ROW permits ($420), 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)
13	**Fines and Costs**	Fines and costs from IOW County are also on a 2 month lag. Collections for Oct represent Jul-Sep revenues and are $5,286 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 $76,969 through November are $9,934 less than the same period last year.
16	**Kayak Rentals**	Since this line item is seasonal, the summer months are very strong for rentals. Revenues 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.
17	**Reserves-Prior year loan reserves**	Of the total $5M loan that was converted to a note payable in FY2018, $1,539,553 was reserved for debt service and capital contributions in FY2019. Through November, $500,000 was conntributed to the Windsor Castle Park Foundation as a portion of the Town's $2M commitment to the project and $20,506.09 was applied to the MUNIS Conversion in the Treasurer's office.
18	**Reserves-operation reserves**	Used $883,413 from reserves to cover expenses through October 2018. As of November 30, 2018, the Town reflected current year reserves of $238,406 as expected with tax billings due by December 5.
19	**Law Enforcement**	State grant 599 Funds to offset cost of police salaries. Received 1st quarter in September 2018.
20	**Communications Tax**	This tax received from the state has a 2 month lag. Revenues shown on the November statement represent revenues for Jul through Sep 2018. To date we have received $2,757 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	**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.

Expenses:

All Departments

24	Salaries	Payroll accruals for June 2018 were reversed against salaries and payroll taxes in July 2018.
25	Health/Dental Insurance	Health insurance premiums are reflected through November (42%). Dental premiums are posted for Jul through Nov (42%).
26	Insurance	2 quarterly payments (50%) have been made to VML for property casualty/workers' compensation insurance.
27	Dues and Subscriptions	The majority of dues and subscriptions for each department are paid in the first 3 months of the fiscal year, so percentages may run high against budget as of the first few months.

Town Council

28	Legal Fees	Includes $1482.50 from Pender & Coward for tax credit sydnication for WCP, $16,460 from Kaufman & Canoles for winery lease, and reimbursement of $4,148.50 for boundary line adjustment at the Scott Farm.

Police

29	**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)
30	Service contracts	Includes $23,307 to Superion for annual OSSI licenses and support.

31	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.
32	Travel & training	Includes HRJCTA-Hampton Roads Criminal Justice Training Academy-$7014.00-Pro-rata for FY2019-7/1/18-6/30/19
	Parks Recreation & Cultural	
33	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
	Smithfield Center	
34	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	
35	Windsor Castle Restoration	$500,000 contributed for Windsor Castle Manor House and outbuildings as part of $2M commitment.
36	Hampton Roads Planning District Commission	2 quarterly payments of $2504.75 each. This line item will be $19 over budget.
37	Isle of Wight Arts League	Town has paid its portion of the matching state grant. A request has been submitted for the state's matching portion.
38	Friends of the Library	Paid 100% of budgeted contribution for the year-
	Windsor Castle Park	
39	Repairs & Maintenance	Includes Bryant's Excavation-$10000-clean up overgrown section of Windsor Castle Park Powerhouse Equipment-$1050-blower for the park
	Community Development	
40	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	
41	Western Tidewater Free Clinic	Paid 100% of annual budgeted amount-$40,700
	Public Buildings	
42	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		
43	Transfers to Operating Reserves	The Town revenues exceeded expenses by $238,406 as of November 30, 2018. Last year, we had reserves fo $411,360 through November.
Debt Service		
44	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.
45	Siemens Industry Inc	Paid 100% of 2019 scheduled budget for interest free loan over 3 years.
CAPITAL OUTLAY		
	TREASURER	
46	**Munis Conversion**	Tyler Technologies-$20506.09-progress billing on contract implementation
	PUBLIC SAFETY	
47	**Grant Project-Tactical vests**	Victor Forward, LLC-$8460-multi-mission assault carriers (9), cummberbund inserts (9), and armor plates (18)
48	**Grant Project-Robotics**	Recon Robotics-$17,674-Throwbot 2 base kit, accessory pack, searchstick pole, camouflage bag
49	**Grant Project-Panasonic Toughbooks**	ARC-$8996.25-5 public sector panasonic toughbooks-paid through DCJS grant
	PARKS, RECREATION AND CULTURAL	
50	**Clontz Park Boat Ramp**	R & J Investment LLC-$20,000-nutrient offset credits Kimley-Horn and Associates-$4082.50-professional services through September 2018
51	**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
52	**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	
53	**Phase III Pinewood Acquisition**	Barlow & Riddick-$12000-land value portion of 37 Jamestown acquisition Barlow & Riddick-$12000-land value portion of 22 Jamestown acquisition
	PUBLIC WORKS	

54	**Waterworks Dam**	Draper Aden-$20,456.85-Inundation Study-Hazard Classification-professional services through 9/30/18
55	**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.
56	**Main Street Improvements**	The Blair Brothers-$29,000-partial payment on mill overlay and crosswalks.
	PUBLIC BUILDINGS	
57	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 11/30/18	Notes	REMAINING BALANCE	% of BUDGET
Revenue						
Operating Revenues						
Sewer Charges	03-004-342070-0000-31101	688,000.00	206,589.26	**1**	481,410.74	30.03%
Sewer Compliance Fee	03-004-342070-0000-31608	393,031.00	121,765.49	**1**	271,265.51	30.98%
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	25,950.00	**2**	5,650.00	82.12%
Total Operating Revenue		1,113,631.00	354,304.75		759,326.25	31.82%

Town of Smithfield
Sewer Fund Budget

Description		2019 ADOPTED	Actual as of 11/30/18	Notes	REMAINING BALANCE	% of BUDGET
Expenses						
Operating Expenses						
Salaries	04-004-442070-0000-41100	269,770.00	100,591.97	**3**	169,178.03	37.29%
FICA	04-004-442070-0000-42100	21,582.00	7,483.20	**3**	14,098.80	34.67%
VSRS	04-004-442070-0000-42200	15,833.00	5,526.76		10,306.24	34.91%
Health	04-004-442070-0000-42300	44,818.00	12,981.18		31,836.82	28.96%
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	3,129.94		3,270.06	48.91%
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	29,517.45	**7**	10,482.55	73.79%
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	1,234.07		6,265.93	16.45%
Data Processing	04-004-442070-0000-44100	15,000.00	5,581.72		9,418.28	37.21%
Dues & Subscriptions	04-004-442070-0000-45810	150.00	141.17		8.83	94.11%
Utilities	04-004-442070-0000-45100	45,000.00	12,458.18		32,541.82	27.68%
SCADA Expenses	04-004-442070-0000-45204	6,000.00	1,836.58		4,163.42	30.61%
Communications	04-004-442070-0000-45200	12,000.00	4,880.38		7,119.62	40.67%
Insurance	04-004-442070-0000-45300	18,300.00	8,596.14	**9**	9,703.86	46.97%
Materials & Supplies	04-004-442070-0000-45400	50,000.00	14,290.79		35,709.21	28.58%
Truck Operations (fuel)	04-004-442070-0000-46008	7,000.00	4,252.08		2,747.92	60.74%
Vehicle Maintenance	04-004-442070-0000-46009	1,000.00	688.24		311.76	68.82%
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 11/30/18	Notes	REMAINING BALANCE	% of BUDGET
Bank charges	04-004-442070-0000-45813	-	-		-	0.00%
Miscellaneous	04-004-442070-0000-45804	1,200.00	708.62		491.38	59.05%
Total Sewer Fund Operating Expenses before D&A Exp.		606,278.00	222,435.02		383,842.98	36.69%
Operating Income before D&A Expense		507,353.00	131,869.73		375,483.27	25.99%
Depreciation & Amortization Expense	04-004-442070-0000-49102	361,000.00	161,786.69		199,213.31	44.82%
Operating Income (Loss)		146,353.00	(29,916.96)		176,269.96	-20.44%
Nonoperating Revenues (Expenses)						
Pro-rata Share Fees	03-004-342070-0000-31103	-	9,600.00	**10**	(9,600.00)	100.00%
Insurance Recoveries	03-004-342070-0000-31603	-	6,735.20	**11**	(6,735.20)	0.00%
Availability Fees	03-004-342070-0000-31102	82,400.00	68,120.00	**12**	14,280.00	82.67%
Interest Revenue	03-004-342070-0000-31501	9,000.00	6,509.30		2,490.70	72.33%
Interest Expense	04-004-442070-0000-49000	(5,568.00)	(580.82)	**13**	(4,987.18)	10.43%
Total Nonoperating Revenues (Expenses)		85,832.00	90,383.68		(4,551.68)	105.30%
Net Income (loss)		232,185.00	60,466.72		171,718.28	26.04%
WORKING CAPITAL ADJUSTMENTS TO CAFR Income						
(FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees		-	(9,600.00)		9,600.00	100.00%
Availability Fees		(82,400.00)	(68,120.00)		(14,280.00)	82.67%
Compliance Fee		(393,031.00)	(121,765.49)		(271,265.51)	30.98%
Depreciation & Amort. Exp.		361,000.00	161,786.69		199,213.31	44.82%
Additional debt service costs-principal expense		(102,090.00)	(102,090.00)	**14**	-	100.00%
Total adjustments to CAFR Net Income		(216,521.00)	(139,788.80)		(76,732.20)	64.56%
Adjusted income		15,664.00	(79,322.08)		94,986.08	-506.40%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	11/30/18	Notes	BALANCE	BUDGET
Sewer Fund							
Working adjusted income			**15,664.00**	**(79,322.08)**		**94,986.08**	**-506.40%**
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)	**15**	(5,213.39)	51.73%
Hydromatic Pump-Pinewood	04-004-442070-0000-47012		(7,200.00)			(7,200.00)	0.00%
Hydromatic Pumps (2)-Bradford Mews	04-004-442070-0000-47012		(11,000.00)			(11,000.00)	0.00%
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)	**16**	(73,929.00)	1.43%
Manhole rehab	04-004-442070-0000-47000	(75,000.00)	(75,000.00)	(1,885.00)	**17**	(73,115.00)	2.51%
Sewer Capital Repairs (find & fix)	04-004-442070-0000-47012	(64,619.00)	(100,000.00)			(100,000.00)	
Fairbanks Morse Submersible Motor Assembly-Morris Creek	04-004-442070-0000-47012			(7,133.00)	**18**		
New rail system for package pump stations	04-004-442070-0000-47004		(20,000.00)	(5,800.00)	**19**	(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)	**20**	33,650.00	
Motor room fan and explosion proof blast fan-Crescent	04-004-442070-0000-47012			(12,075.00)	**21**		
VFD Installation-James Street	04-004-442070-0000-47012			(6,612.11)	**22**		
PW Vehicle	04-004-442070-0000-47005	(12,500.00)		(11,320.00)	**23**	11,320.00	
Net Capital Outlay		(460,099.00)	(780,500.00)	(85,132.72)		(721,187.39)	10.91%
Net Reserves (Deficit) after capital outlay			(764,836.00)	(164,454.80)		(626,201.31)	21.50%
			-				
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	113,737.72		461,262.28	19.78%
Draw from operating reserves			-	129,304.02		(129,304.02)	0.00%
Net Adjusted Reserves			15,664.00	78,586.94		(88,743.05)	501.70%

Notes: November 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 November statements reflect 1/2 of the August billing through November as current year revenues. Sewer charges are $16,622 lower than prior year. Sewer compliance is $35,362 lower as a result of the reduction in the bi-monthly charge from $24.14 to $18.62.
2	Connection Fees	The town posted $25,950 in connection fees through Nov 2018. This represents 16 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
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	Insurance	Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance-50%.

Nonoperating Revenues (Expenses)

10	Pro-Rata Share Fees	We received 9 at $800 each for lots at Lakeview Cove (1201-1203, 801-806) and $1200 each from HHJV LLC for 113 and 115 Richmond Avenue.

11	Insurance Recoveries	Collected $4,773.72 from VML Insurance Programs for damage to Lakeside Pump Station and $1961.48 for damages to Moonefield Pump.
12	Availability fees	We received 16 at $4120 each and one upgrade at $2200 for a total of $68,120.
13	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

14	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

15	Hydromatic Pump -Minton Way	Wood Equipment-$5586.61-one of two budgeted Hydromatic Impeller Pumps
16	Sanitary Sewer Inspections	Draper Aden Associates-$1071-Smithfield Sewer Assessment Program-Phase III-svcs through Sept 30, 2018
17	Manhole Rehab	Draper Aden Associates-$1885-Town of Smithfield Manhole Rehab Program, FY2018-svcs through Sept 30, 2018
18	Fairbanks Morse Submersible Motor Assembly-Morris Creek	Sydnor Hydro-$7133-submersible motor assembly, 15 hp, 230V, 40' power & control cable-insurance claim
19	New rail system package for pump stations	Paid REW-$5800 for labor & materials for the Minton Way Piping project-provide new guide rails
20	Bypass pump installation-Crescent	REW-$33,650-labor & materials to install new concrete pad, piping and electrical for the bypass pumps
21	Motor Room Fan & Explosion Proof Fan-Crescent Pump Station	REW Corporation-$12075-labor & materials to install motor room fan and explosion proof fan
22	VFD Installation-James Street	REW Corporation-$6612.11-labor & materials to provide, install, and program new 50 HP VFD
23	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 11/30/18	Notes	REMAINING BALANCE	% of BUDGET
Revenue						
Operating Revenue						
Water Sales	03-005-342060-0000-31101	1,464,204.00	464,202.41	**1**	1,000,001.59	31.70%
Debt Service Revenue	03-005-342060-0000-31109	248,853.00	77,238.98	**1**	171,614.02	31.04%
Miscellaneous	03-005-342060-0000-31105	300.00	1,850.00	**2**	(1,550.00)	616.67%
Connection fees	03-005-342060-0000-31104	13,200.00	9,940.00	**3**	3,260.00	75.30%
Application Fees	03-005-342060-0000-31106	8,654.00	4,040.00		4,614.00	46.68%
Total Operating Revenue		1,735,211.00	557,271.39		1,177,939.61	32.12%

Town of Smithfield
Water Fund Budget

Description		2019 ADOPTED	Acutal as of 11/30/18	Notes	Remaining Budget	% of budget
Expenses						
Salaries	04-005-442060-0000-41100	461,557.00	173,929.25	**4**	287,627.75	37.68%
FICA	04-005-442060-0000-42100	36,925.00	12,834.54	**4**	24,090.46	34.76%
VSRS	04-005-442060-0000-42200	25,887.00	8,894.38		16,992.62	34.36%
Health	04-005-442060-0000-42300	85,554.00	23,731.66		61,822.34	27.74%
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	4,740.00		8,760.00	35.11%
Audit	04-005-442060-0000-43120	6,625.00	-		6,625.00	0.00%
Legal	04-005-442060-0000-43150	6,400.00	3,129.94		3,270.06	48.91%
Storm Maintenance	04-005-442060-0000-43106	-	370.00		(370.00)	#DIV/0!
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	3,215.00	**5**	36,785.00	8.04%
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	5,581.72		9,418.28	37.21%
Utilities	04-005-442060-0000-45100	2,500.00	188.05		2,311.95	7.52%
Communications	04-005-442060-0000-45200	11,500.00	4,928.34		6,571.66	42.86%
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 11/30/18	Notes	REMAINING BALANCE	% of BUDGET
Materials & Supplies	04-005-442060-0000-45400	75,000.00	14,448.58		60,551.42	19.26%
Truck Operations	04-005-442060-0000-46008	10,000.00	7,352.09		2,647.91	73.52%
Vehicle Maintenance	04-005-442060-0000-46009	2,000.00	688.24		1,311.76	34.41%
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	488.03		711.97	40.67%
Travel and Training	04-005-442060-0000-45500	5,000.00	-		5,000.00	0.00%
Miscellaneous	04-005-442060-0000-45804	12,000.00	5,181.64	**8**	6,818.36	43.18%
RO Annual costs						
Power	04-005-442061-0000-45100	104,000.00	36,045.55		67,954.45	34.66%
Chemicals	04-005-442061-0000-45413	52,332.00	24,449.24		27,882.76	46.72%
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	10,702.64		9,297.36	53.51%
Communication	04-005-442061-0000-45200	9,200.00	4,070.72		5,129.28	44.25%
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	466,866.53		1,017,928.47	31.44%
Operating Income before D&A Expense		250,416.00	90,404.86		160,011.14	36.10%
Depreciation & Amortization Expense	04-005-442060-0000-49102	370,000.00	150,780.01		219,219.99	40.75%
Operating Income (Loss)		(119,584.00)	(60,375.15)		(59,208.85)	50.49%
Nonoperating Revenues (Expenses)						
Pro-Rata Share Fees	03-005-342060-0000-31103	-	9,600.00	**9**	(9,600.00)	0.00%
Availability Fees	03-005-342060-0000-31102	54,400.00	42,440.00	**10**	11,960.00	78.01%
Interest Revenue	03-005-342060-0000-31501	20,000.00	17,530.13		2,469.87	87.65%
Interest Expense	04-005-442060-0000-49000	(38,150.00)	(4,714.94)	**11**	(33,435.06)	12.36%
Total Nonoperating Revenues (Expenses)		36,250.00	64,855.19		(28,605.19)	178.91%
Net Income (Loss)		(83,334.00)	4,480.04		(87,814.04)	-5.38%

Town of Smithfield
Water Fund Budget

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 11/30/18	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)	(231,308.37)		(33,693.63)	0.00%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	11/30/18	Notes	BALANCE	BUDGET
Water Fund							
Net Operating Reserves (Deficit)			(265,002.00)	(231,308.37)		(33,693.63)	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)	(242,628.37)		(229,873.63)	51.35%
Operating Reserves			210,693.75	62,017.91		148,675.84	29.44%
Water Treatment Capital Escrow			-	700.00			
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	40,493.39		(37,408.39)	1697.84%

BE

Notes: November 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 $15,367 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 $17,480 per a rate increase from $8.95 to $11.47 on each bi-monthly billing account.
2	Miscellaneous	Through November we sold 4 water meters ($325 each=$1300) 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 $9,940 in connection fees through Nov 2018. This represents 15 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-$515-general review services through 8/31/18-compiled water data and map packages for Scott Farm and Mallory Point Development 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 9 at $800 each for lots at Lakeview Cove (1201-1203, 801-806) and $1200 each from HHJV LLC for 113 and 115 Richmond Avenue.
10	Availability Fees	We received 15 at $2720 each and one upgrade at $1640 for a total of $42,440.
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 November interest for the Farmers loan totaled $1678.24.

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 11/30/18	Notes	REMAINING BALANCE	% of BUDGET
Revenue						
Interest Income	**03-204-341200-0000-31501**	200.00	130.60		69.40	65.30%
Revenue - Commwlth of VA	**03-204-341200-0000-34060**	1,189,305.00	310,981.31	1	878,323.69	26.15%
Total Highway Fund Revenue		1,189,505.00	311,111.91		878,393.09	26.15%

Town of Smithfield
Highway Fund

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 11/30/18	Notes	REMAINING BALANCE	% of BUDGET
Expenses						
Salaries	04-204-441200-0000-41100	233,524.00	126,579.02	2	106,944.98	54.20%
FICA	04-204-441200-0000-42100	18,682.00	9,425.43	2	9,256.57	50.45%
VSRS	04-204-441200-0000-42200	15,204.00	7,265.92		7,938.08	47.79%
Health	04-204-441200-0000-42300	57,170.00	19,997.71		37,172.29	34.98%
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	173,854.22		521,278.78	25.01%
Asphalt/Paving			103,918.48		(103,918.48)	
Ditching			38,724.24		(38,724.24)	
Traffic Control devices			170.21		(170.21)	
Other (maintenance)			-		-	
Other (lawnmowers, landscaping, etc)			27,841.56		(27,841.56)	
Structures and Bridges			-		-	
Ice and Snow removal			-		-	
Administrative			615.42		(615.42)	
Storm Maintenance			2,584.31		(2,584.31)	
Street Lights	04-204-441200-0000-45101	117,000.00	39,418.33		77,581.67	33.69%
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	574.37		1,925.63	22.97%
Truck Operations	04-204-441200-0000-46008	8,000.00	5,679.33		2,320.67	70.99%
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	401,912.89		787,592.11	33.79%
Net Reserves (+/-)		**-**	**(90,800.98)**		**90,800.98**	100.00%

			2019	Actual as of		REMAINING		% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	11/30/18	Notes	BALANCE		BUDGET
HIGHWAY								
Net Operating Reserves (Deficit)		**-**	**-**	**(90,800.98)**		90,800.98		#DIV/0!
No specific capial projects identified			-	-		-		#DIV/0!
PW Vehicle	04-204-441200-48100	(12,500.00)	-	**(19,587.51)**	**6**	19,587.51		#DIV/0!
Sidewalk repairs	04-204-441200-48100	(10,000.00)	-			-		#DIV/0!
			-	**-**		-		#DIV/0!
			-			-		#DIV/0!
Net Capital Outlay		(22,500.00)	-	(19,587.51)		19,587.51		#DIV/0!
Net Reserves (Deficit) after capital outlay			-	(110,388.49)		110,388.49		#DIV/0!
Carryover from FY2018				270,146.70	**7**			
Net Adjusted Reserves (deficit)				159,758.21				

Notes: November 2018

HIGHWAY

Revenues

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

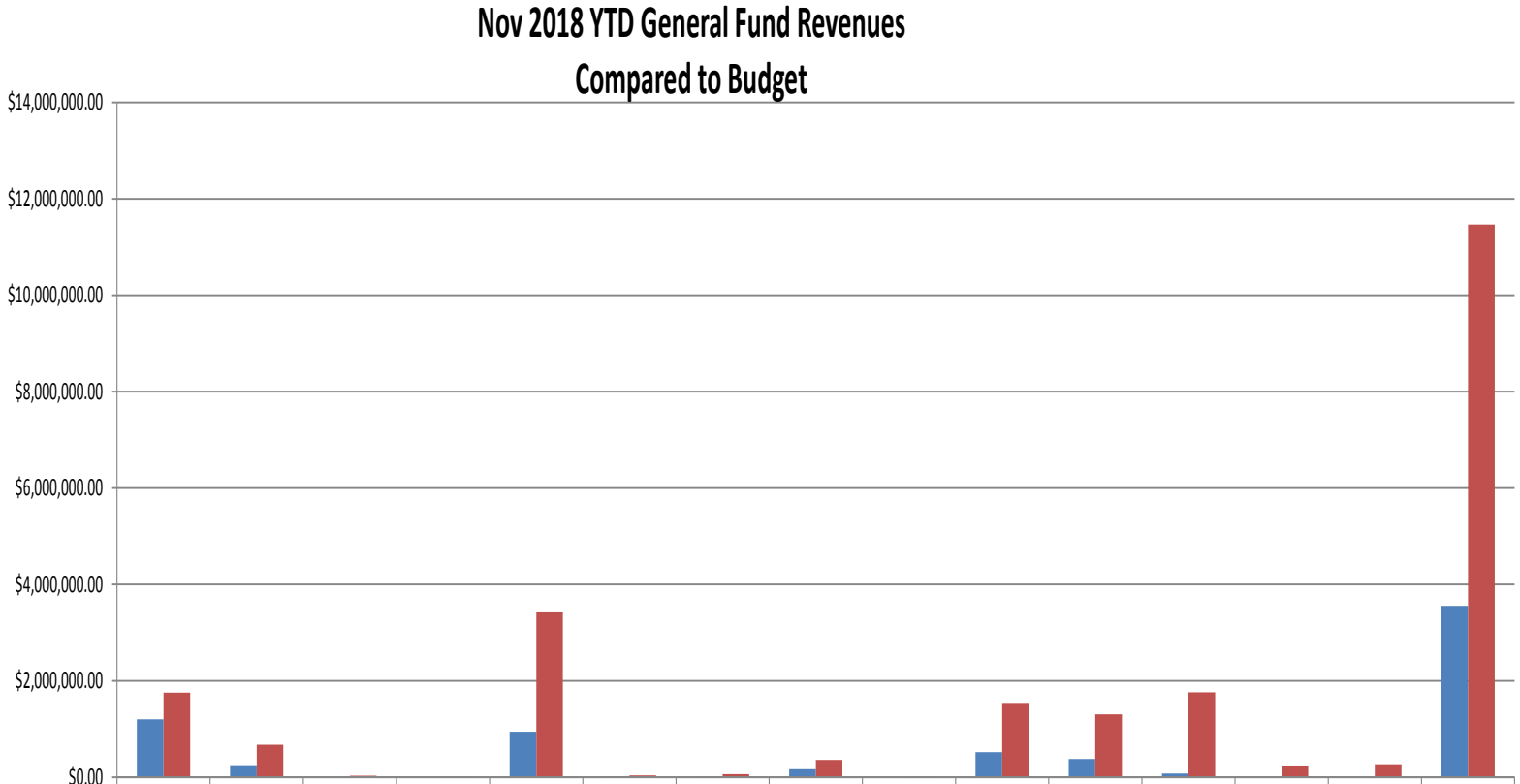
Expenses

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%

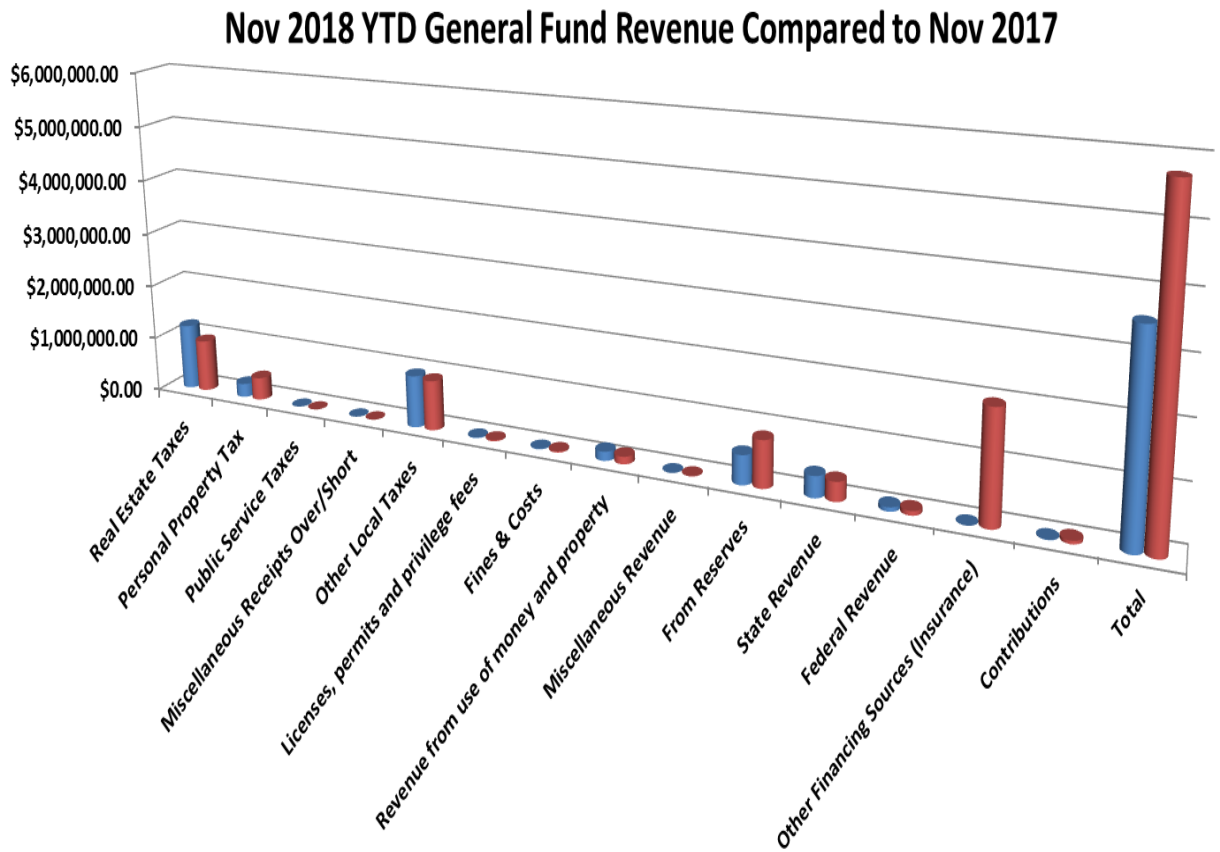
HIGHWAY CAPITAL

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 may be adjusted pending any audit entries; however, at this time we reflect a carry forward of $270,146.70 that will be applied against FY2019 projects such as paving of Main Street.

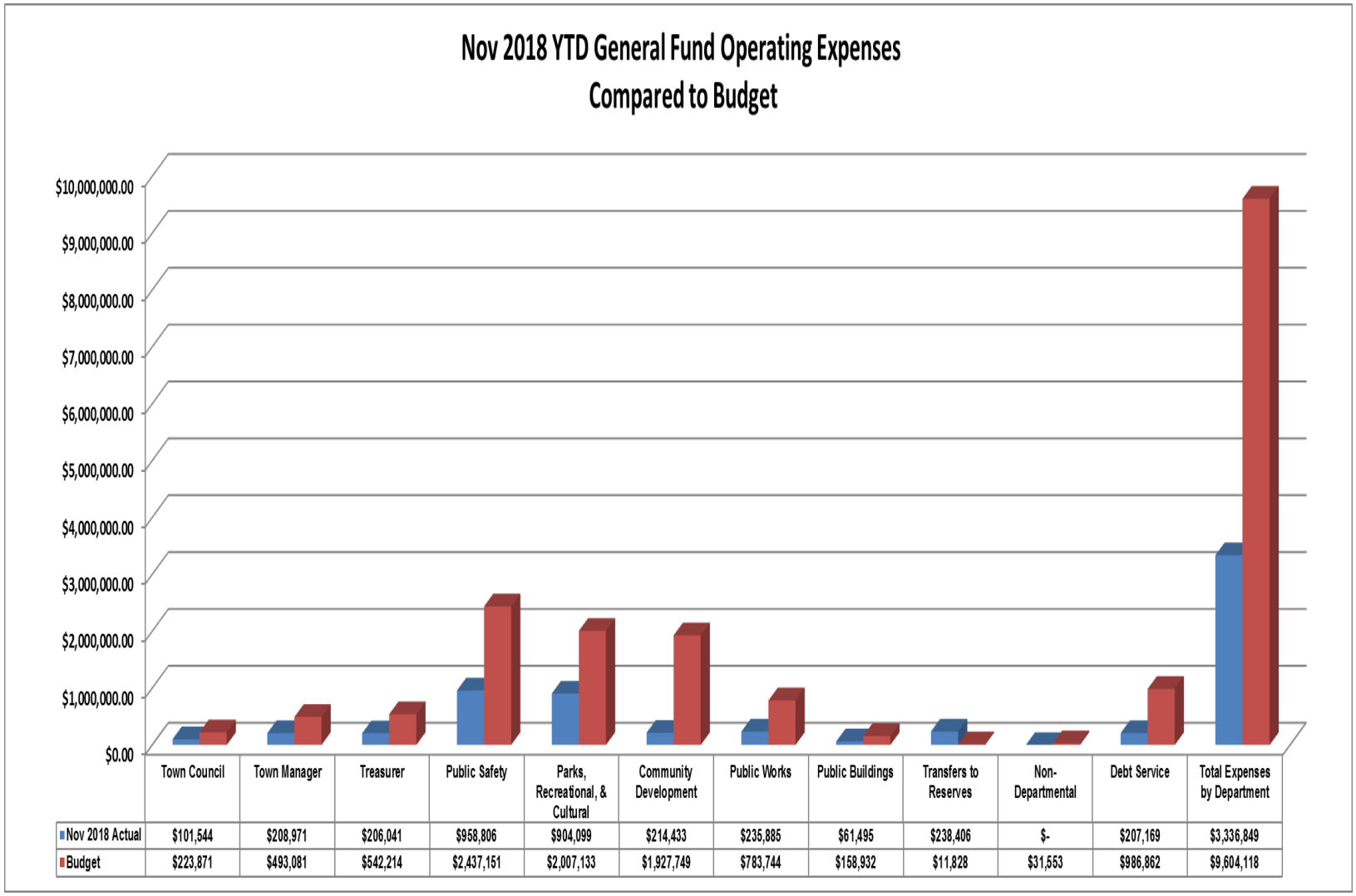
NOVEMBER 2018
FINANCIAL GRAPHS



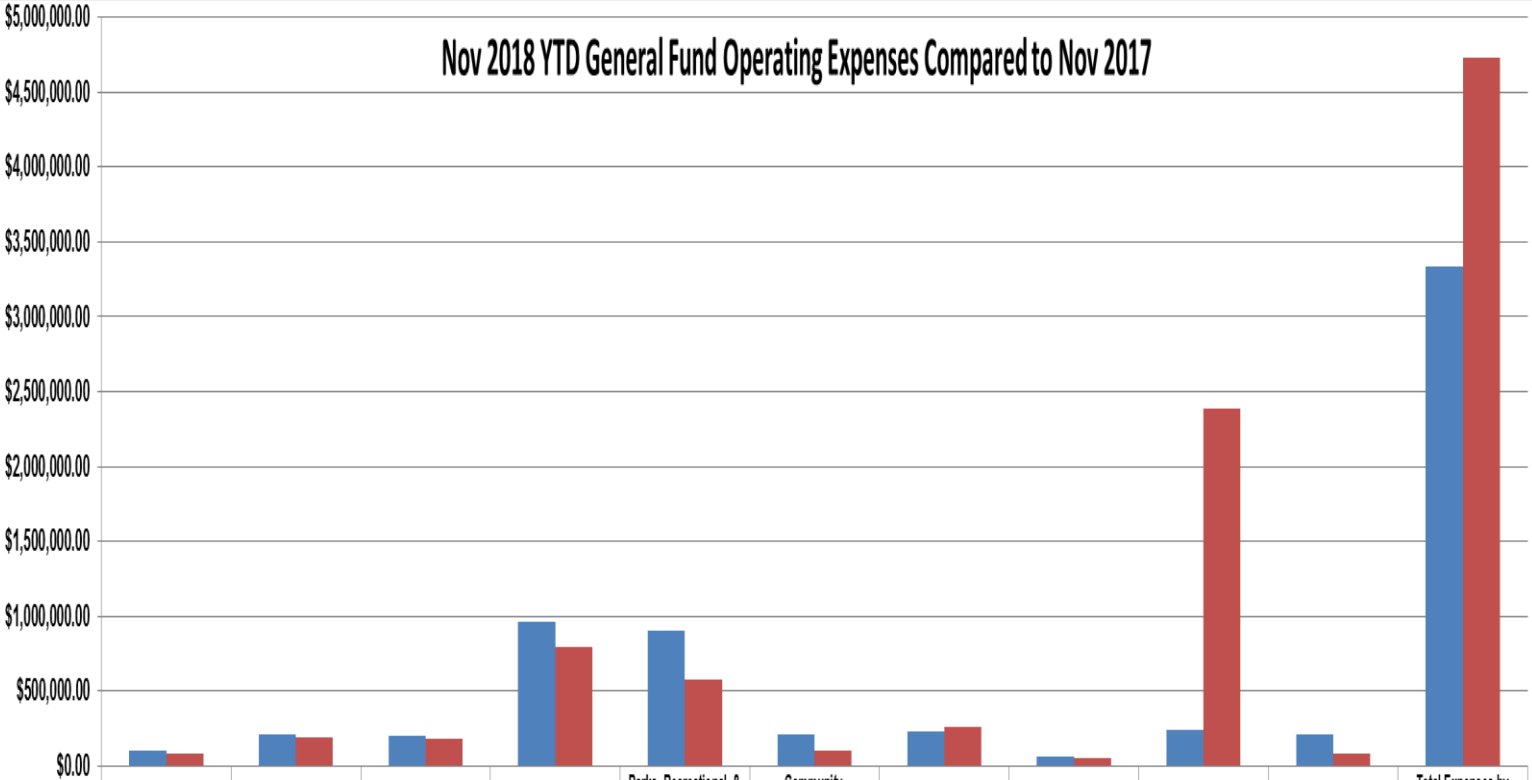
	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources	Contributions	Total
Nov 2018 Actual	$1,199,519	$247,265	$-	$11	$942,958	$13,720	$9,942	$163,100	$352	$520,506	$377,688	$73,842	$-	$5,487	$3,554,390
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
Nov 2018 Actual	$1,199,519	$247,265	$-	$11	$942,958	$13,720	$9,942	$163,100	$352	$520,506	$377,688	$73,842	$-	$5,487	$3,554,390
Nov 2017 Actual	$947,323	$411,687	$-	$7	$904,506	$18,958	$22,800	$133,673	$4,286	$836,183	$341,803	$77,611	$1,973,275	$57,560	$5,729,672

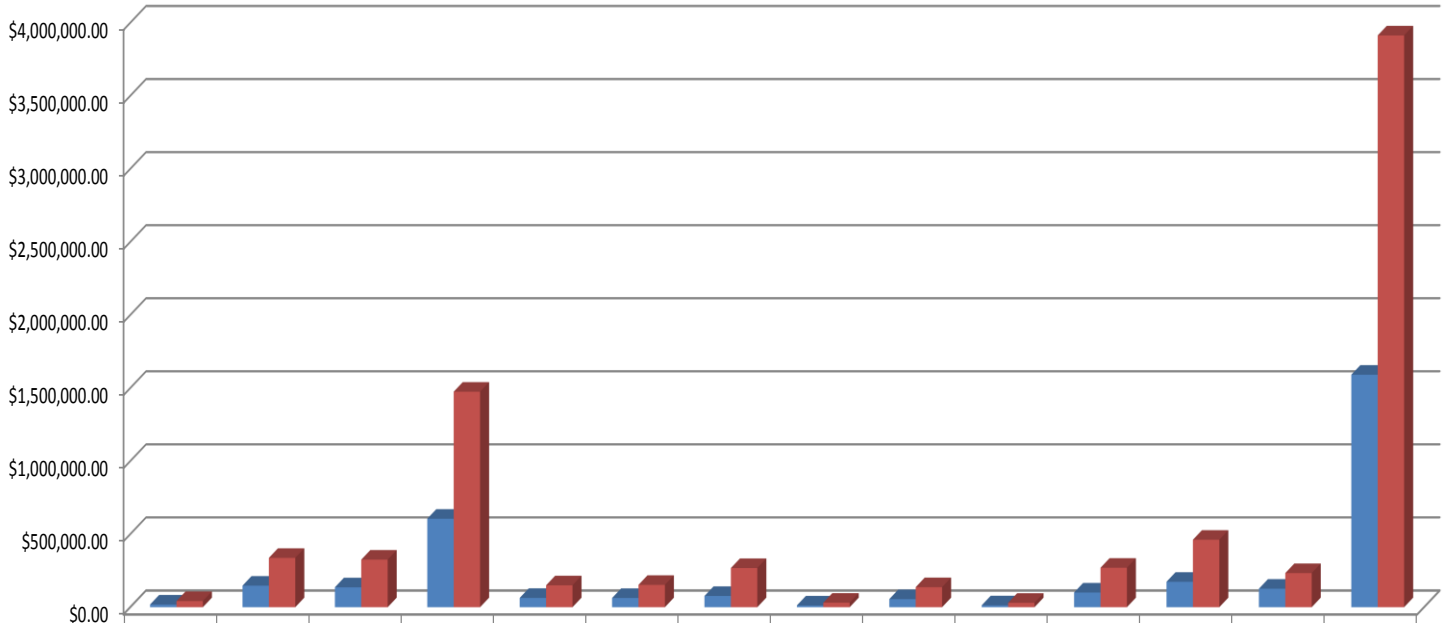


	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Non-Departmental	Debt Service	Total Expenses by Department
Nov 2018 Actual	$101,544	$208,971	$206,041	$958,806	$904,099	$214,433	$235,885	$61,495	$238,406	$-	$207,169	$3,336,849
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



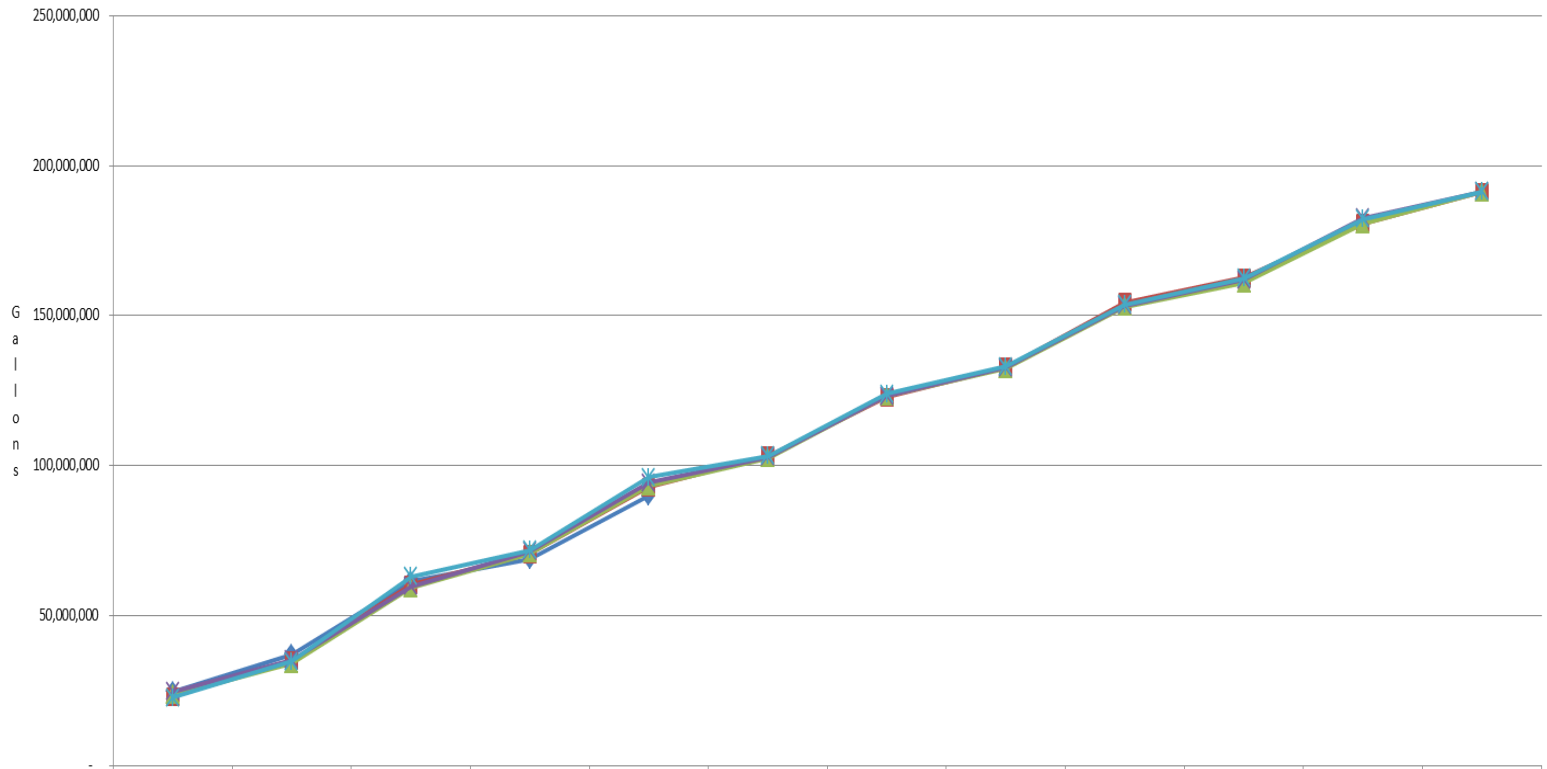
	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Debt Service	Total Expenses by Department
Nov 2018 Actual	$101,544	$208,971	$206,041	$958,806	$904,099	$214,433	$235,885	$61,495	$238,406	$207,169	$3,336,849
Nov 2017 Actual	$82,438	$195,700	$186,863	$797,758	$574,304	$103,005	$260,371	$58,669	$2,389,333	$82,332	$4,730,773

Nov 2018 YTD Salaries to Budget by Department

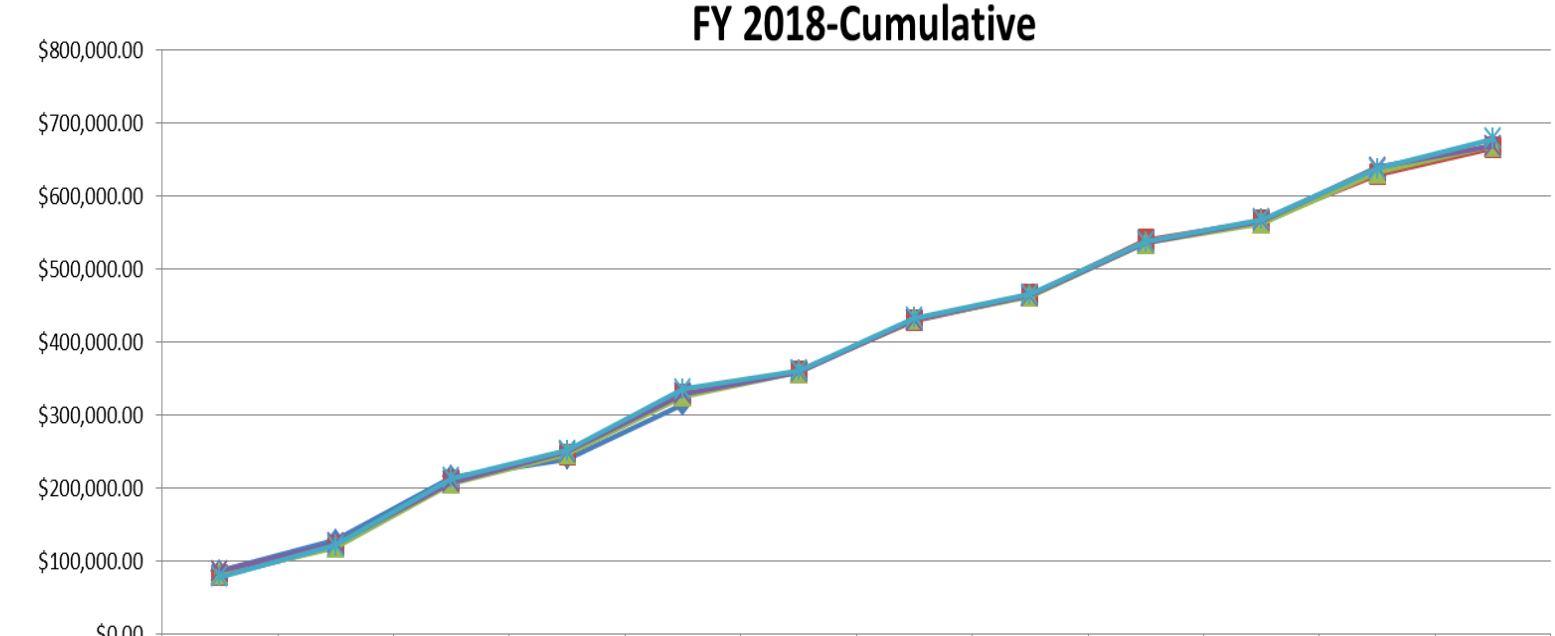


	Town Council	Town Manager	Treasurer	Police Department	Parks & Recreation	Smithfield Center	Planning, Engineering & Public Works	Public Buildings	Museum	Windsor Castle	Sewer	Water	Highway	Totals by Department for all funds
Nov 2018 Actual	$18,195	$147,070	$136,036	$605,605	$63,346	$62,849	$76,693	$12,064	$55,234	$12,863	$100,592	$173,929	$126,579	$1,591,055
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

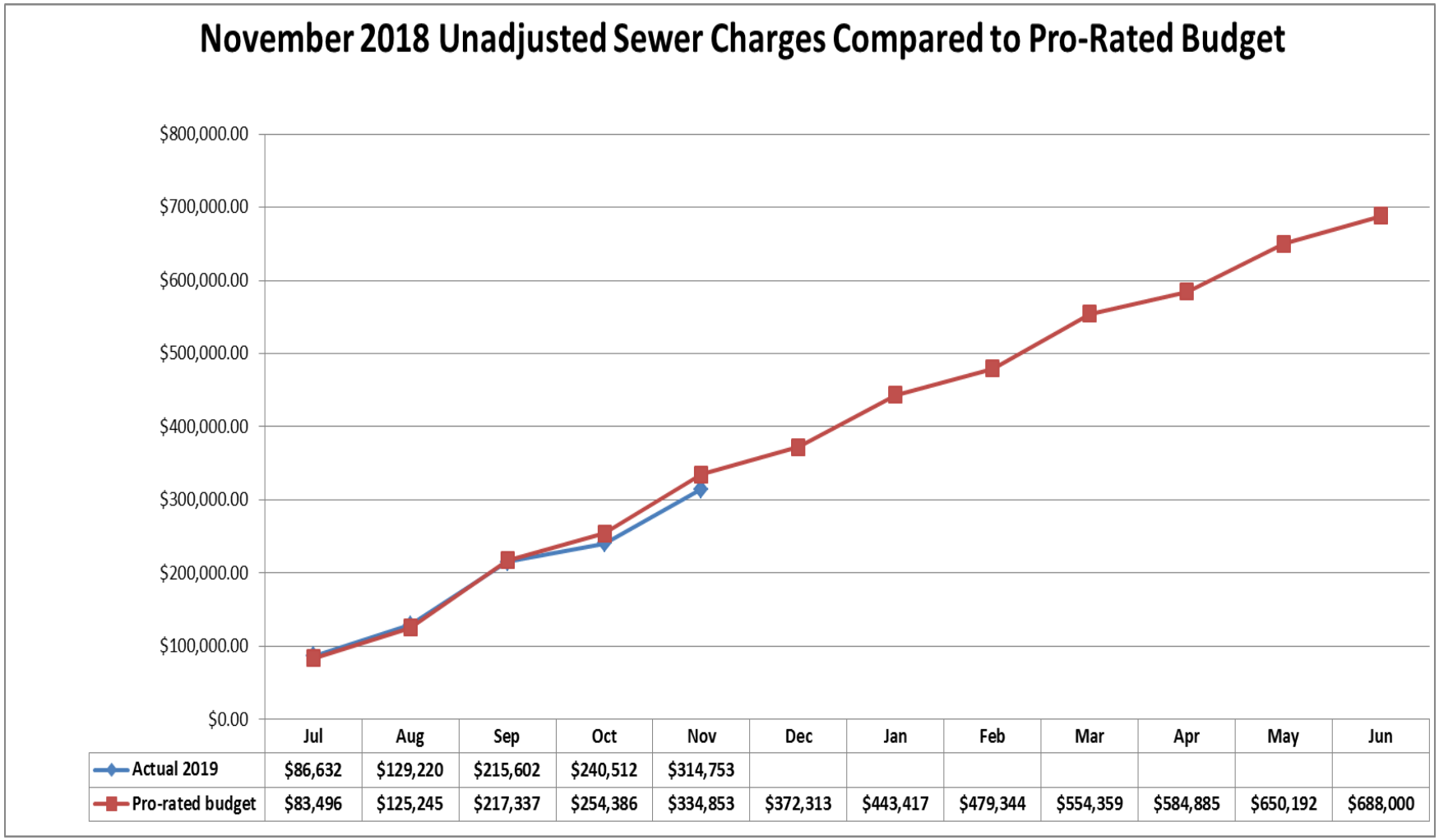
November 2018 YTD Sewer Consumption Compared to FY 2015 through FY 2018-Cumulative



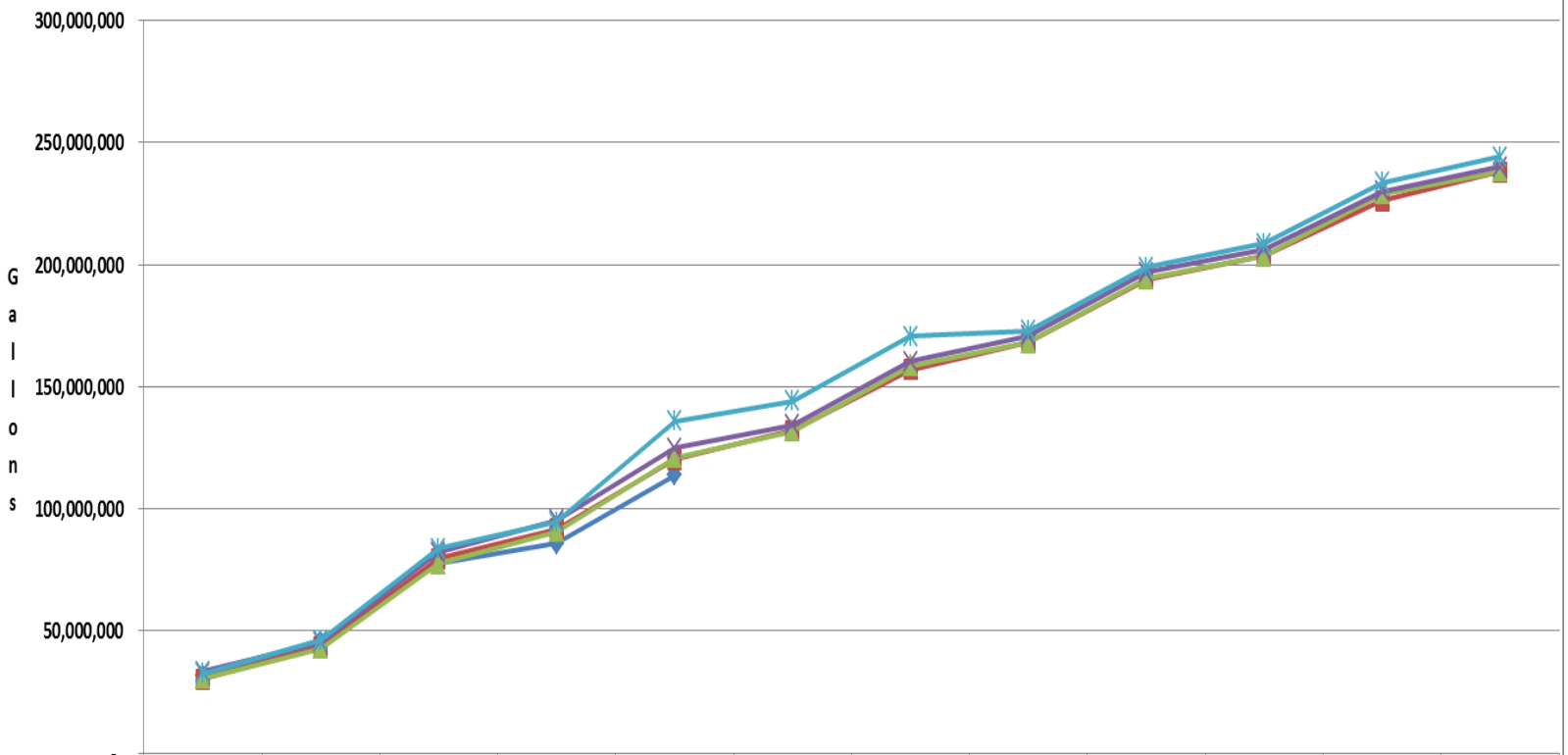
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	24,716,104	37,035,871	61,536,142	68,670,590	89,828,392							
Actual 2018	23,101,199	34,863,486	60,332,956	70,611,884	92,857,313	103,246,076	122,893,306	132,855,837	154,445,156	162,635,776	180,680,291	191,169,687
Actual 2017	23,531,183	34,028,420	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



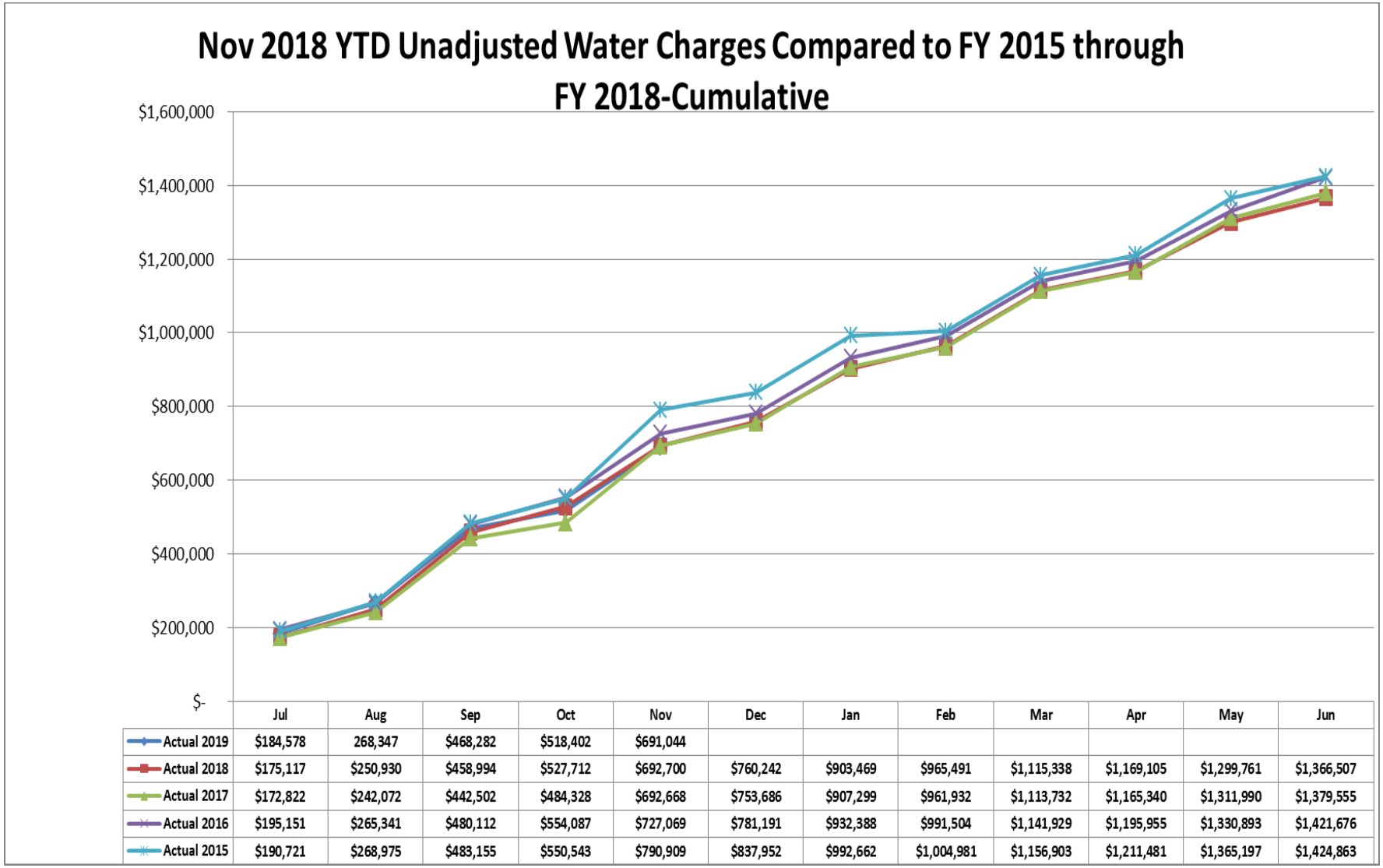
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	$86,632	$129,220	$215,602	$240,512	$314,753							
Actual 2018	$80,977	$121,466	$210,780	$246,712	$328,564	$361,081	$430,040	$464,883	$540,635	$567,240	$630,577	$667,244
Actual 2017	$82,520	$119,133	$207,537	$248,007	$326,529	$359,328	$431,878	$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



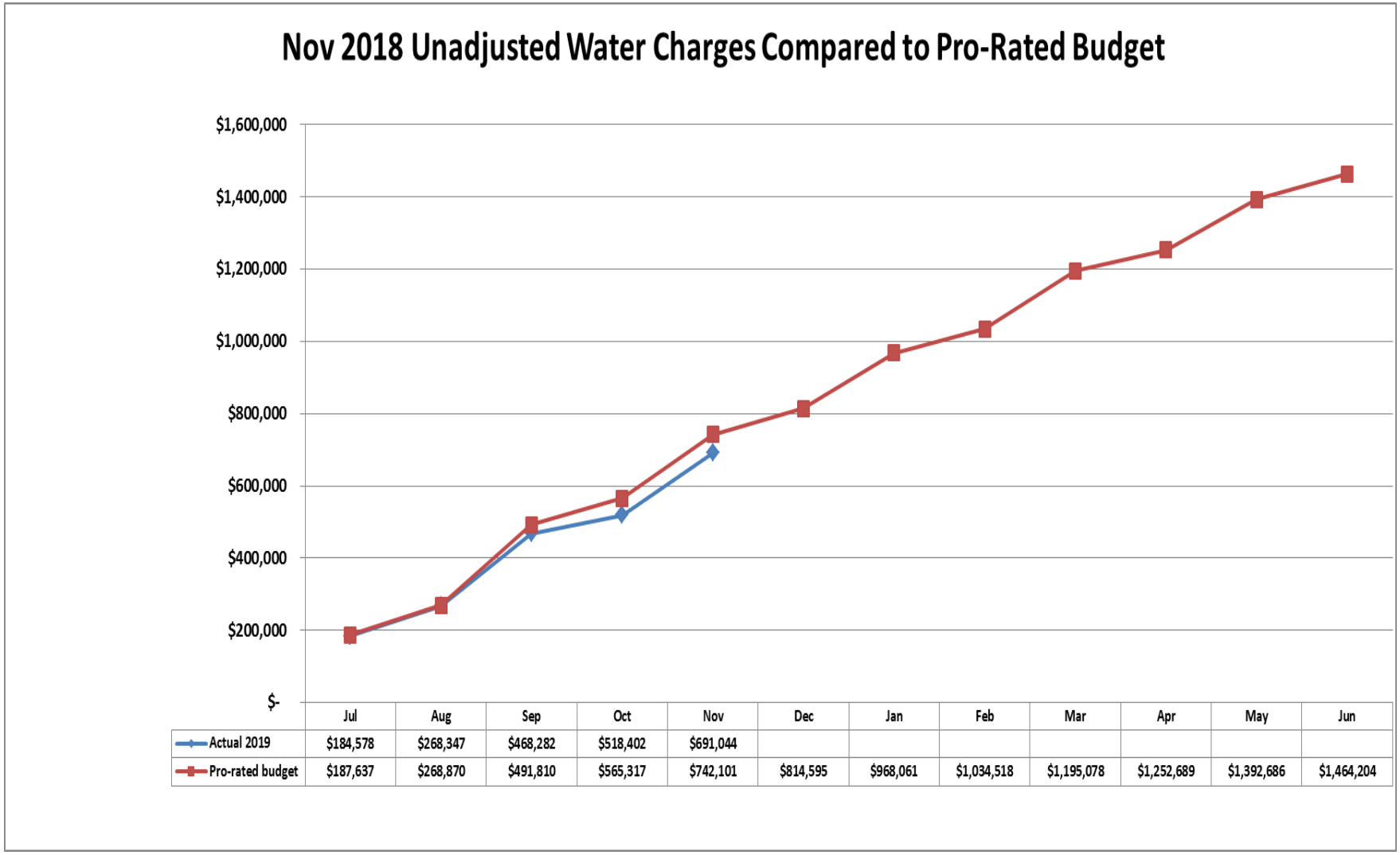
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	$86,632	$129,220	$215,602	$240,512	$314,753							
Pro-rated budget	$83,496	$125,245	$217,337	$254,386	$334,853	$372,313	$443,417	$479,344	$554,359	$584,885	$650,192	$688,000



	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							
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							
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

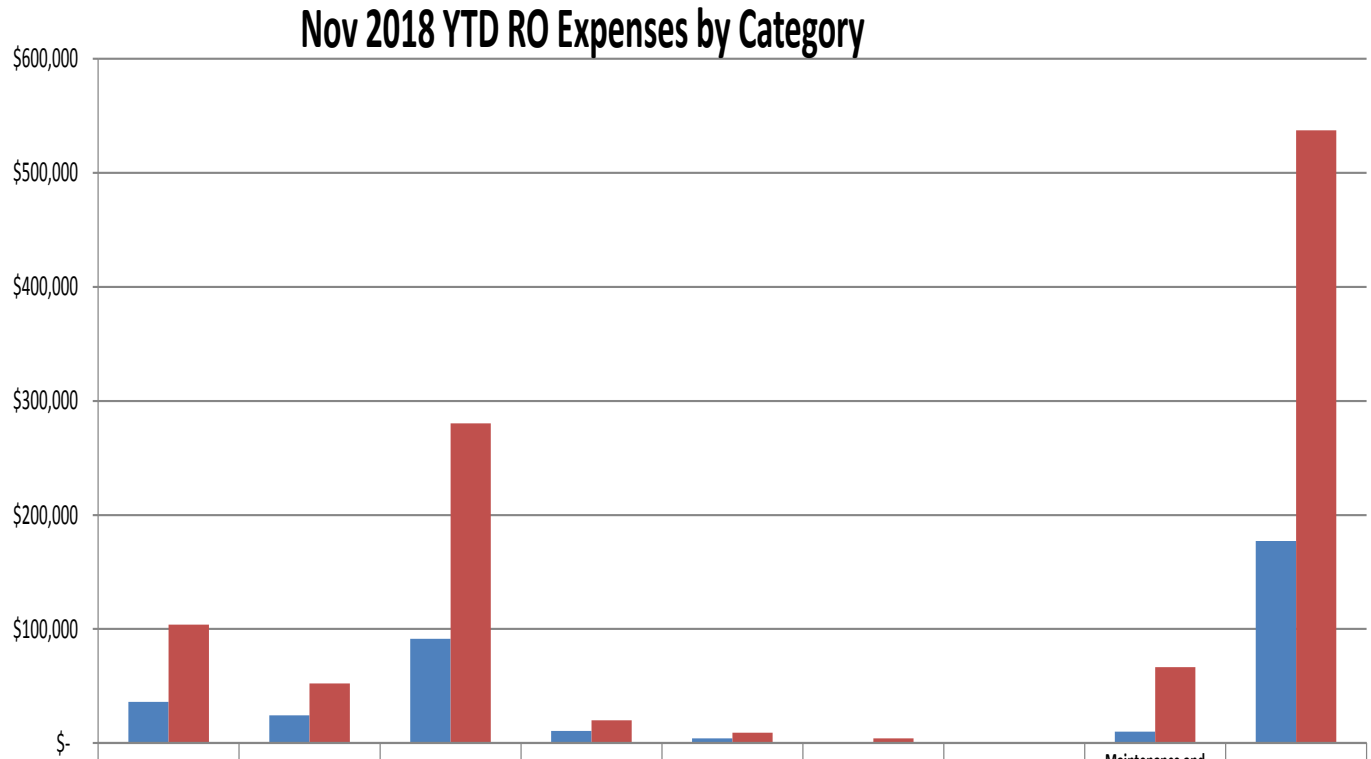


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	$184,578	$268,347	$468,282	$518,402	$691,044							
Pro-rated budget	$187,637	$268,870	$491,810	$565,317	$742,101	$814,595	$968,061	$1,034,518	$1,195,078	$1,252,689	$1,392,686	$1,464,204

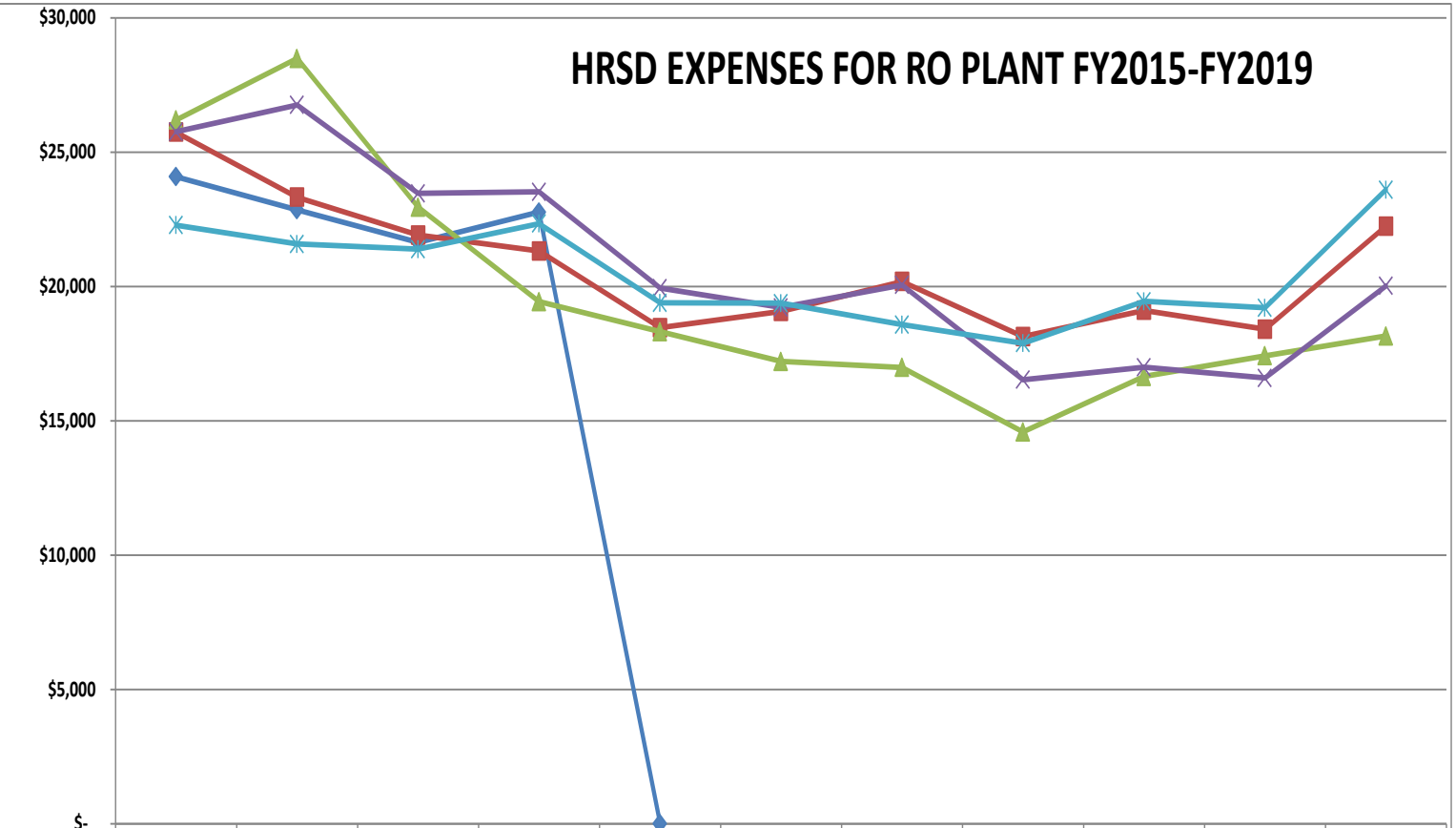
GATLING POINTE WATER BILLINGS

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
Nov 2018 Actual	$36,046	$24,449	$91,356	$10,703	$4,071	$-	$474	$9,979	$177,078
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 DECEMBER 31, 2018					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,263,907.86	(630,472.05)	-	633,435.81
Water-Debt Service	Farmers Bank	721,333.95	14,569.86	-	735,903.81
Water Capital Escrow (availability fees)	TowneBank	548,925.74	5,440.00	-	554,365.74
Water Treatment Plant Escrow	TowneBank	11,617.71			11,617.71
Water Deposit Account	TowneBank	89,196.36			89,196.36
Water Development Escrow	TowneBank	131,239.91	2,400.00	-	133,639.91
Subtotal Water		2,766,221.53	(608,062.19)	-	2,158,159.34
Sewer	Farmers Bank	455,860.60	(16,715.67)	(235,270.23)	203,874.70
Sewer Development Escrow	TowneBank	393,361.47	2,400.00	-	395,761.47
Sewer Capital Escrow (availability fees)	TowneBank	873,722.55	8,240.00	-	881,962.55
Sewer Compliance	Farmers Bank	2,393,572.30	23,111.39	-	2,416,683.69
Subtotal Sewer		4,116,516.92	17,035.72	(235,270.23)	3,898,282.41
Highway	Farmers Bank	94,724.75	229,282.48	-	324,007.23
General Fund*-still in draft	Farmers Bank	5,008,412.30	960,747.47	235,270.23	6,204,430.00
Payroll	Farmers Bank	195,710.87			195,710.87
Money Market-General Fund	TowneBank	27,442.00			27,442.00
Business Super Now-General Fund	Farmers Bank	34,300.66			34,300.66
Money Market-General Fund	Farmers Bank	295,572.65			295,572.65
General Fund Capital Escrow Account	TowneBank	217,217.68	489,553.00		706,770.68
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	1,120,086.80	(1,088,556.48)		31,530.32
Pinewood Heights Escrow	Farmers Bank	61,181.70			61,181.70
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	191,802.31			191,802.31
Windsor Castle Acct	TowneBank	97,278.00			97,278.00
Subtotal General Fund		7,815,388.36	361,743.99	235,270.23	8,412,402.58
TOTAL ALL FUNDS		14,792,851.56	-	-	14,792,851.56

Virginia Investment Pool
A Service of VML/VACo Finance

Account Statement

December 2018

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
515,451.54	0.00	46.50	963.94	2,501.37	518,870.35

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
12/01/2018	Income Earned	64.23			9.905445	6.484	
12/14/2018	Withdrawal		46.50		9.917653	4.689	0.00
12/14/2018	Income Earned	449.28			9.917653	45.301	
12/31/2018	Income Earned	450.43			9.953480	45.254	
12/31/2018	Ending Balance			518,870.35	9.953480	52,129.542	

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

Account Statement

December 2018

Town of Smithfield

P.O. Box 246
Smithfield, VA 23431

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

Summary

Average Monthly Yield: 2.45%

		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
12/31/2018	Ending Balance			0.000	

Virginia Investment Pool
A Service of VML/VACo Finance

Daily Rates

December 2018

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Dec-18	0.000065619	2.40%
02-Dec-18	0.000065619	2.40%
03-Dec-18	0.000065893	2.41%
04-Dec-18	0.000065893	2.41%
05-Dec-18	0.000065893	2.41%
06-Dec-18	0.000065619	2.40%
07-Dec-18	0.000066167	2.42%
08-Dec-18	0.000066167	2.42%
09-Dec-18	0.000066167	2.42%
10-Dec-18	0.000066167	2.42%
11-Dec-18	0.000065893	2.41%
12-Dec-18	0.000066167	2.42%
13-Dec-18	0.000066441	2.43%
14-Dec-18	0.000066441	2.43%
15-Dec-18	0.000066441	2.43%
16-Dec-18	0.000066441	2.43%
17-Dec-18	0.000066441	2.43%
18-Dec-18	0.000067537	2.47%
19-Dec-18	0.000067537	2.47%
20-Dec-18	0.000067537	2.47%
21-Dec-18	0.000068633	2.51%
22-Dec-18	0.000068633	2.51%
23-Dec-18	0.000068633	2.51%
24-Dec-18	0.000068633	2.51%
25-Dec-18	0.000068633	2.51%
26-Dec-18	0.000068907	2.52%
27-Dec-18	0.000068907	2.52%
28-Dec-18	0.000068907	2.52%
29-Dec-18	0.000068907	2.52%
30-Dec-18	0.000068907	2.52%
31-Dec-18	0.000069455	2.54%

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

INVOICES - OVER $10,000.00 REQUIRING COUNCIL AUTHORIZATION

Smithfield
Volunteer Fire Department, Inc.

1804 S. Church Street • Smithfield, VA 23430-1853 • Phone 757-357-3231

January 16, 2019

Smithfield Town Council

911 S. Church Street

Smithfield, VA 23430

RE: Request for annual run money funds

Dear Council, Mayor, Town Manager

The Smithfield Volunteer Fire Department would like to request the disbursement of our annual run money funds in the amount of $14,000.00. These funds are used to help retain our current members and recruit new members to our department.

We would like to thank the Town officials for your continued support of our Department and look forward to serving the citizens of the Smithfield for many years to come.

Sincerely,

Charlie Kempton

President

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

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		11/30/2018	14380

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Bishops Reach

Description	Amount
Furnish all labor, materials and equipment to accomplish the following for the improvements to Bishops Reach.:	
1. Edge mill approximately 1,435 linear feet and an average of 6'-0" wide. The milling thickness shall taper from 2" at the gutter pan to 0" approximately 6'-0" from the gutter pan.	
2. Millings shall be cleaned up and hauled off-site (millings shall become property of The Blair Bros., Inc.)	
3. Install sewer risers where needed.	
4. Overlay approximately 2,420 square yards with approximately 200 tons of IM19.0 asphalt at an average of 1.5". Work shall terminate on the back side of the radius, not on John Rolfe.	
5. We shall provide traffic control as needed.	
Total Contract Sum:	23,960.00

THANK YOU FOR YOUR BUSINESS

Invoice Total: $23,960.00

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

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

We Accept
MasterCard VISA
Convenience fee added

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

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		11/30/2018	14374

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Fawn Ct.

Description	Amount
Provide equipment, labor, and materials to accomplish the following. Area includes all of Fawn Ct. 1. Edge mill along gutter pan and at tie-ins. 2. Install risers as needed. 3. Overlay approximately 1,960 square yards with 2" of IM19.	
Total for above stated work:	34,360.00

THANK YOU FOR YOUR BUSINESS

Invoice Total: $34,360.00

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

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

We Accept
MasterCard VISA
Convenience fee added

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: Town of Smithfield
P.O Box 246
Smithfield VA 23431

PROJECT: Joseph W. Luter, Jr Sports Com
Courthouse Highway
Smithfield VA 23431

APPLICATION NO: 13
PERIOD TO: 08/24/2018
PROJECT NO: 16954
CONTRACT DATE:

Distribution to:
- ☐ OWNER
- ☐ ARCHITECT
- ☐ CONTRACTOR
- ☐
- ☐

FROM CONTRACTOR: R.A.D. Sports
171 VFW Drive
Rockland MA 02370

VIA ARCHITECT: Alpha Corporation
295 Bendix Road, Suite 340
Virginia Beach VA 23452

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM		$2,578,800.00
2. Net change by Change Orders		$183,133.42
3. CONTRACT SUM TO DATE (LINE 1 ± 2)		$2,761,933.42
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		$2,644,188.42
5. RETAINAGE		
a. 5.00 % of Completed Work (Columns D + E on G703)	$132,209.44	
b. 0.00 % of Stored Materials (columns F on G703)	$0.00	
Total Retainage (Line 5a + 5b or Total in Columns I on G703)		$132,209.44
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)		$2,511,978.98
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$2,323,399.71
8. CURRENT PAYMENT DUE		$188,579.27
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$249,954.44	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this month		
TOTALS	$284,767.10	-$101,633.68
NET CHANGES by Change Order		$183,133.42

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

CONTRACTOR: R.A.D. Corp

By: James P. DeMello Date: 8-24-18

State of:

County of:

Subscribed and sworn to before me this day of

Notary Public:

My Commission expires:

ROBERT M. DELMONICO
Notary Public
COMMONWEALTH OF MASSACHUSETTS
My Commission Expires
September 16, 2022

R.A.D. CORP. CORPORATE SEAL 1994 MASSACHUSETTS

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED $188,579.27

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: ~~Alpha Corporation~~ Kimley-Horn

By: Date: 1/25/19

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

AIA DOCUMENT G702 · APPLICATION AND CERTIFICATION FOR PAYMENT 1992 EDITION AIA? ?1992 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5292 **WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.** "This document has been reproduced electronically with the permission of The American Institute of Architects under License 97003 to Primavera Systems, Inc. Reproduction of this document without project specific information is not permitted. Contact The American Institute of Architects to verify the current version of this document and license status"

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification, is attached.
In tabulations below, ammounts are stated to the nearest dollar.
Use column I in Contracts where variable retainage for line items may apply.

APPLICATION NO: 13
APPLICATION DATE: 08/24/2018
PERIOD TO: 08/24/2018
ARCHITECTS PROJECT NO: 16954

A	B	C	D	E	F	G		H	I
ITEM NO:	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%	BALANCE TO FINISH (C-G)	RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD	STORED NOT IN D OR E				
3.200	Bond	38,000.00	38,000.00			38,000.00	100.00		1,900.00
1.010	Site Mobilization	42,000.00	41,160.00			41,160.00	98.00	840.00	2,058.00
2.010	Erosion Control	36,000.00	28,800.00			28,800.00	80.00	7,200.00	1,440.00
70.300	Tree and Stump Removal	52,000.00	52,000.00			52,000.00	100.00		2,600.00
3.400	Earthwork	321,000.00	321,000.00			321,000.00	100.00		16,050.00
2.030	Strip and Screen Topsoil	84,000.00	84,000.00			84,000.00	100.00		4,200.00
4.060	Water Lines	64,000.00	64,000.00			64,000.00	100.00		3,200.00
35.090	Sewer Line Work	129,000.00	129,000.00			129,000.00	100.00		6,450.00
4.050	Storm Drainage	156,000.00	156,000.00			156,000.00	100.00		7,800.00
28.000	Chain Link Fence	132,000.00	132,000.00			132,000.00	100.00		6,600.00
2300.000	Underground Electric Pipi	42,000.00	42,000.00			42,000.00	100.00		2,100.00
413.000	Scoreboards	26,000.00	26,000.00			26,000.00	100.00		1,300.00
70.951	Parking Lot Lights	22,000.00	22,000.00			22,000.00	100.00		1,100.00
3.240	Dugouts	166,000.00	166,000.00			166,000.00	100.00		8,300.00
3.220	Site Amenities	52,000.00	52,000.00			52,000.00	100.00		2,600.00
2.160	Athletic Equipment	54,000.00	54,000.00			54,000.00	100.00		2,700.00
12879.015	Screen & Spread Topsoil	156,000.00	148,200.00			148,200.00	95.00	7,800.00	7,410.00
1722.000	Seed	218,000.00	213,640.00			213,640.00	98.00	4,360.00	10,682.00
432.000	Infield Mix	84,000.00	82,320.00			82,320.00	98.00	1,680.00	4,116.00
2.040	Gravel Base to Subgrade	128,000.00	126,720.00			126,720.00	99.00	1,280.00	6,336.00
20018.000	Concrete Flat work	106,000.00	103,880.00			103,880.00	98.00	2,120.00	5,194.00
3.260	Asphalt Paving	42,000.00	42,000.00			42,000.00	100.00		2,100.00
4.070	Site Electric	96,000.00	96,000.00			96,000.00	100.00		4,800.00

AIA DOCUMENT G703 APPLICATION AND CERTIFICATE FOR PAYMENT 1992 EDITION AIA? ?1992 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5292 **WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.** "This document has been produced electronically with the permission of The American Institute of Architects under License 97003 to Primavera Systems, Inc. Reproduction of this document without project specific information is not permitted. Contact The American Institute of Architects to verify the current version of this document and license status."

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification, is attached.
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APPLICATION NO: 13
APPLICATION DATE: 08/24/2018
PERIOD TO: 08/24/2018
ARCHITECTS PROJECT NO: 16954

A	B	C	D	E	F	G		H	I
ITEM NO:	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%	BALANCE TO FINISH (C-G)	RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD	STORED NOT IN D OR E				
10.090	Bleacher	38,000.00	38,000.00			38,000.00	100.00		1,900.00
2.115	Well Drilling/ Pumps	66,000.00	64,680.00			64,680.00	98.00	1,320.00	3,234.00
2.110	Irrigation	138,000.00	135,240.00			135,240.00	98.00	2,760.00	6,762.00
60.000	Landscape	78,000.00	31,200.00			31,200.00	40.00	46,800.00	1,560.00
4.180	Punch List	12,800.00						12,800.00	
9901.000	Change Order #01	-101,633.68	-101,633.68			-101,633.68	100.00		-5,081.68
9902.000	Change Order #02	10,980.00	10,431.00			10,431.00	95.00	549.00	521.55
9903.000	Change Order #03	27,850.00						27,850.00	
9904.000	Change Order #04	3,860.00	3,474.00			3,474.00	90.00	386.00	173.70
9905.000	Change Order #05	4,290.00	4,290.00			4,290.00	100.00		214.50
9906.000	Change Order #06	9,855.00	9,855.00			9,855.00	100.00		492.75
9907.000	Change Order #07	192,564.50		192,564.50		192,564.50	100.00		9,628.23
9908.000	Change Order #08	9,952.50	9,952.50			9,952.50	100.00		497.63
9909.000	Change Order #09	19,475.10	19,475.10			19,475.10	100.00		973.76
9910.000	Change Order #10	5,940.00		5,940.00		5,940.00	100.00		297.00
		2,761,933.42	**2,445,683.92**	**198,504.50**		**2,644,188.42**	**95.74**	**117,745.00**	**132,209.44**

AIA DOCUMENT G703 APPLICATION AND CERTIFICATE FOR PAYMENT 1992 EDITION AIA? ?1992 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5292 **WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.** G703 - 1992
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HALEY SOUTH INC.
Commercial and Fleet Division

10724 Jefferson Davis Highway
North Chesterfield, VA 23237

INVOICE

Bill To: TOWN OF SMITHFIELD
P.O. BOX 246
SMITHFIELD, VA 23431

Invoice No. FL1094

ATTENTION: ACCOUNTS PAYABLE

Year: 2019
Make: FORD
Model: EXPLORER POLICE AWD
VIN No.: 1FM5K8ARXKGA31239
PO Number: EP2819248-V2
Color: OXFORD WHITE

WE INVOICE YOU ON THE ABOVE REFERENCED VEHICLE FOR THE FOLLOWING AMOUNT PER YOUR PURCHASE ORDER.

VEHICLE:	2019 FORD EXPLORER POLICE AWD	$30,044.12
OTHER:		
TOTAL AMOUNT DUE:		**$30,044.12**

Reminder: Please remit payment directly to:
HALEY FORD SOUTH 10724 Jefferson Davis Highway North Chesterfield, VA 23237
Terms: Balance due in net 30 days.

RECEIVED BY: _____
DATE: _____
MILAGE: 15.3

HALEY SOUTH INC.
Commercial and Fleet Division

10724 Jefferson Davis Highway
North Chesterfield, VA 23237

INVOICE

Bill To: TOWN OF SMITHFIELD
P.O. BOX 246
SMITHFIELD, VA 23431

Invoice No. FL1093

ATTENTION: ACCOUNTS PAYABLE

Year: 2019
Make: FORD
Model: EXPLORER POLICE AWD
VIN No.: 1FM5K8AR8KGA31238
PO Number: EP2819248-V2
Color: OXFORD WHITE

WE INVOICE YOU ON THE ABOVE REFERENCED VEHICLE FOR THE FOLLOWING AMOUNT PER YOUR PURCHASE ORDER.

VEHICLE:	2019 FORD EXPLORER POLICE AWD	$30,044.12
OTHER:		
TOTAL AMOUNT DUE:		**$30,044.12**

Reminder: Please remit payment directly to:
HALEY FORD SOUTH 10724 Jefferson Davis Highway North Chesterfield, VA 23237
Terms: Balance due in net 30 days.

RECEIVED BY: _____
DATE: _____
MILAGE: _____

TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

January 25, 2019

TO: Finance Committee

FROM: Brian S. Thrower, Town Manager BST

SUBJECT: FY20 Budget Development Timeline

The FY20 budget development timeline is as follows:

January 23rd – Treasurer and Manager to discuss FY20 budget development timeline and process at department head meeting. Discuss new budget request forms to be used.

February 28th – Budget request forms due to Treasurer.

March 1st – 15th – Treasurer to input budget requests into budget document.

March 15th – 17th – Town Council to hold retreat. Goals and priorities identified to be considered when developing recommended budget.

March 18th – April 19th – Treasurer and Manager to prepare recommended budget and meet with department heads/discuss requests.

April 22nd – 26th – Send recommended budget to Town Council.

April 29th – Treasurer and Manager review recommended budget with Town Council Finance Committee.

April 29th – Treasurer and Manager ask Council about scheduling additional work sessions prior to June 4th public hearing.

May 1st – May 31st – Conduct additional work sessions as needed/requested by Council.

June 4th – Conduct Public Hearing on the proposed budget. Town Council to continue its meeting on June 24th at 6:00 p.m.

June 24th – Council to adopt the budget.

Recommendation

This is for your information only. No action is requested.

TOWN MANAGER'S OFFICE
911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189
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TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

January 25, 2019

TO: Finance Committee

FROM: Brian S. Thrower, Town Manager BST

SUBJECT: Personnel Manual – Position Reclassifications

Section 4.3 of the Town's Personnel Manual addresses position reclassifications and accompanying salary actions in situations where a position's duties and responsibilities change significantly.

Per the policy, should the duties and responsibilities of a given position increase significantly, that position shall be reclassified to a higher salary grade. Furthermore, the employee(s) in that position shall receive a minimum increase in salary of (5%) or be brought up to the minimum salary of the position's new grade (whichever is greater).

It is not clear as to whether the Town Manager has the authority to approve reclassifications and accompanying salary increases in these circumstances. As such, I am requesting you approve the amended policy in order to clarify this matter.

Recommendation

I recommend you approve the amended policy clarifying the Town Manager has the authority to approve position reclassifications, salary adjustments, and position retitles in situations where a position's duties and responsibilities change significantly.

Attachment

Amended Personnel Policy 4.3 – Position Reclassification and Salary Actions

TOWN MANAGER'S OFFICE
911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189
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4.3 Position Reclassification and Salary Actions

(Effective 07/01/1997; Revised 07/01/2003, 07/01/2017, 02/05/2019)

OVERVIEW: This policy identifies the salary actions that ~~can~~ shall occur as a result of an employee being moved from one class to another (reclassification).

Note - This policy does not address situations where an employee moves from one position to another. See policies pertaining to lateral transfers, promotions and demotions.

SCOPE: This policy applies to all classified positions.

Reclassification:

Each position is classified based on its function, responsibility and other elements of job content. When a position's duties and responsibilities change significantly, the position will be analyzed to determine if it remains appropriately classified, ~~or~~ if it should be moved to another class (reclassified), and if it should be retitled. This is not a promotion or a demotion.

Effect on salary:
When a position is reclassified, the new class will have an equal, higher or lower salary grade.

When a position moves from one class to a class with an equal salary grade, the employee's salary is not affected.

When a position moves to a class with a higher salary grade, the employee's salary will be adjusted at a minimum of five percent (5%) or be brought up to their new grade minimum (whichever is greater) so that the internal equity of the salaries within the classification can be preserved.

When an employee's position is reclassified to a lower grade and his/her present salary is above the maximum for the grade, the employee shall be permitted to continue at his/her present rate; however, the employee will not be entitled to any salary increase unless salary grade adjustments allow for an increase within the new grade.

The Town Manager has the authority to approve position reclassifications, salary adjustments, and position retitles under this policy.

PARKS AND RECREATION COMMITTEE

Parks and Recreation Operation Update

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		New Years Day- Holiday Rate 3:00 PM Vico and Parks Wedding and Reception		8:00 AM Chamber Legislative Breakfast		
6	7	8	9	10	11	12
		9:00 AM Smithfield Foods Town Hall 6:00 PM WCFB Meeting 7:30 PM Town Council	6:30 AM Smithfield Foods Town Hall	12:30 PM Smithfield Foods Military Training	11:00 AM Shafiee and Youngs Wedding and Reception	3:00 PM Shafiee and Youngs Wedding and Reception
13	14	15	16	17	18	19
	8:00 AM Carpet Cleaning	8:00 AM Smithfield Manufacturing Optimization Team Meeting 9:00 AM Schoolhouse Museum 12:00 PM Crimeline Meeting 7:30 PM BHAR		12:00 PM Smithfield Women's Club 6:00 PM Farmers Market Dinner	Lee-Jackson Day-Closed 9:00 AM BOB Festival	10:00 AM BOB Festival 10:00 AM Smithfield Station Officer Request
20	21	22	23	24	25	26
3:00 PM MLK Program	MLK Day-Closed			9:00 AM Tourism SSR Meeting 6:00 PM 80th Birthday Celebration	6:00 PM IOW Rescue Squad Banquet	9:00 AM SRA Member Meeting
27	28	29	30	31		
3:00 PM Benedict and Robertson Wedding and Reception	12:00 PM Smithfield Meeting 2:00 PM Clontz Boat Ramp 3:00 PM Committee Meetings	7:30 AM Smithfield Meeting 3:00 PM Committee Meetings	7:30 AM Smithfield Meeting	1:00 PM Protzman Retirement		

Upcoming Special Events and Park Programming			
Day	**Date**	**Event**	**Location**
Sat	Feb 16	CASA Gala	Smithfield Center
Sun	Feb 24	Black History Month Program	Smithfield Center

Project Updates
Windsor Castle Park
Luter Sports Complex
Clontz Boat Ramp

Parks and Recreation Operation Update

January 2019

Windsor Castle Trail Doctor Projects and Hours
18 Volunteer Hours Earned since January 2019
Projects completed
Trail Repair and Maintenance
Trail and Ditch Repair
Tree of Heaven Inspection

People Counter Data: Windsor Castle Smithfield Station Bridge (moved here January 2018)			
Daily Average: **220**		Busiest Day of the Week: **Sunday**	
Busiest Days	Sunday, Nov 25 (524)	Sunday, Nov 18 (511)	Saturday, Nov 17 (393)

Parks and Recreation Operation Update

January 2019

Park Projects

Completed	Project Name	Location	Applicant Name
	Interpretative Signage for Windsor Castle Park	Windsor Castle Park	Master Naturalist
	Purple Mailbox	Windsor Castle Main Parking Area	Relay for Life-Pam Jordan
	Planting of Flower Beds at Playscape	Windsor Castle Playscape	Girl Scout Troop 1404 -Wendy Reagle
	QR Coded Signs for the Visually Impaired	Windsor Castle	Matthew Lemon, troop 36
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	11 A-4 P	**BOB Festival**	1 Thu 10 PM-6 AM Overnight	4 PW Sat 8:30 AM-6 PM
	WC Riverfront	Smithfield VA Events-Gina Ippolito	1 Fri 10 PM-6 AM Overnight	1 light tower, deliver on Monday
	8K & Festival	869-0664	2 Sat 7:30 AM-9:30 AM 8K Race	all trash cans, deliver on Tuesday
Traffic Assist	2000 p	gina@smithfieldvaevents.com	1 Sat 7:30AM - 4:30PM Jericho Road Closure	
	Resolution	Jericho Road - one way traffic - 7:30 A-4:30P /	1 Sat 9 AM-5:30 PM Command Center	
		Traffic assist 9am - 11:30am for race	4 Sat 10 AM-5 PM Event Patrol/ 3 P-5 PM Event Traffic Exit	
1/19/2019	9 A-9 P	**Smithfield Station Parking Lot Assist**	1 Sat 10 AM-4 PM Station Parking Lot	
	Station Parking Lot	Smithfield Station -Randy Pack	1 Sat 4 PM-7 PM Station Bar	
	Officer Request	620-7700		
		randy.pack@smithfieldstation.com		
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	10:30 A-1 P	**St Patricks Day Parade**	# (determined by PD)	# (determined by PW)
	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				
3/23/2019	9 AM-2 PM Smithfield Center Flea Market 500 p	**Women's Club Flea Market**		
			APRIL	
4/6/2019	10 A-2:30 P	**YMCA Triathlon**	1 Sat 9 AM-2 PM YMCA Entrance	FYI Only
	Town Streets	Virginia-Maryland -Greg Hawkins	1 Sat 9 AM-2 PM Grace/Cary	
Traffic Assist	Race	336-577-2801	1 Sat 9AM-2PM James/Grace	
	500	greg.hawkins@vtsmts.com	1 Sat 9 AM-2 PMCary/Main/Underwood	
	Resolution	Traffic assist 10am - 1:30pm / Cary Street 10am - 1:30pm	1 Sat 9 AM-2 PM Underwood/Cedar	
4/13/2019	11 A-5 P	**Wine Fest**	1 Thu 10 PM-6 AM Overnight	4 PW 10 AM-6 PM
	WC Riverfront	Smithfield VA Events-Gina Ippolito	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
	Resolution	Jericho Road - one way traffic - 8am - 1pm	**4** Sat 10 AM-6 PM Event Patrol	
		Park Trail Closure 10 AM-5 PM	2 Sat 10:30 AM-6 PM Money Drops	
4/13/2019	9 A-9 P	**Smithfield Station Parking Lot Assist**	1 Sat 10 AM-4 PM Station Parking Lot	
	Station Parking Lot	Smithfield Station -Randy Pack	1 Sat 4 PM-7 PM Station Bar	
	Officer Request	620-7700		
		randy.pack@smithfieldstation.com		
Not scheduled	3 P-5 P	**Smithfield 6 Pack 6K Beer Run**	4 Sun 3 PM-5 PM	cones, road barriers
	Main Street	Cristin Emerick		
	Race	849-8948		
	300 p	wharfhillbrewingco@gmail.com		
Not scheduled	9 A-12 P	**IWA 5 K**		
	WC	Jill Edwards		
WC Trails	Race	804-874-6197		
	130 p	jilledwards@iwacademy.com		

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)
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	2 on Friday to put up No Parking Signs on Friday-charge for hours
		Cristin Emerick		
Main Street	Race	849-8948		2 on Sunday 8:30 A-10:30 A put out cones, road barriers
	200 P			
			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		
	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	
	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		
	Officer Request	679--9336		
			AUGUST	
8/6/2019	5 P-7 P Smithfield Center Community 500 p	**National Night Out** Night Out Committee		
			SEPTEMBER	
Not scheduled	9 A-2 P	**Ruritan Car Show**		
	Car Show			
	100 p			

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

Event Date	Times Location Type of Event Attendance	Event Name	PD Required $46 per hour per officer	PW Required $30 per hour per staff (2 req)
Street Closures				
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		
			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
	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	
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		
	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				
		kristi@safehouseproject.org		
	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		
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			
			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			
11/16/2019	350 p 8 P-12 P Smithfield Center Gala 300 p	**WCFB Park Lovers Party**	1 Fri 5:30 PM-10:30 PM	

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)	
		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		
	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				
Main Street	Market					
Restrooms	5000 p					
	Resolution	Main Street from Church to Underwood - 1pm - 10pm				
NO PARK Signs						
12/14/2019	500 p					
(2nd Sat)	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						
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*		

PUBLIC WORKS

COMMITTEE

---- Proposal ----

Proposal No.
834

The Blair Bros., Inc.
P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748

Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
3/8/2017
Project Name/Location
Cary Pipe Extension & Ditch

Description	Total
We propose to supply labor, material and equipment to preform the following: 1. Set up temporary lane closure on Cary St. for mobilization of equipment and demolition of headwall. 2. Haul off excess concrete from headwall, excavate and install bedding stone for installation of new drop inlet with access grate on top. 3. Check grade at existing ditch and install approximately 160' of 18" Elliptical RCP to grade. 4. Haul in fill dirt to backfill pipe and drop inlet to blend with existing landscape, seed and straw. 5. Cut V ditch to grade perpendicular to discharge to drain to outfall pipe at roadway. 6. Create berm from V ditch spoils, grade, seed and straw. 7. Install EC2 in V ditch for erosion protection. 8. Install new fabric and rip rap around pipe in and splash area at discharge. 9. Temporary lane closure for demobilization. Total proposed sum:	25,033.55

Thank you for the opportunity to quote, we appreciate your business.

Total: $25,033.55

Payment Terms and Conditions:
This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance oustanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature: Thomas W. Blair

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____

---- Proposal ----

Proposal No.
2836

The Blair Bros., Inc.
P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748

Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
12/14/2018
Project Name/Location
Smithfield Blvd. pipe

Description	Total
Provide equipment, labor, and materials to accomplish the following: 1. Call Mrs. Utility and have all public utilities located and marked. 2. Excavate and verify all marked utilities. 3. Install temporary pipe in ditch to west side of existing pipe. 4. Delivery and install multiple loads of fill sand to bridge existing ditch. 5. Mobilize excavator, loader and backhoe. 6. Remove existing stumps, haul off or use as brush barrier at pipe discharge. 7. Remove, haul off and dispose of old pipe and existing headwall. 8. Grade ditch to accommodate larger diameter pipe. 9. Install stone bedding under 120 LF of new 30" HP Storm Plastic Pipe. 10. Delivery and install multiple loads of select fill around new pipe and compact. 11. Delivery additional loads of select fill to elevate area above pipe for positive sheet drainage. 12. Install large rip rap at discharge end of pipe and smaller rip rap at intake to prohibit erosion around pipe. 13. Install seed and straw. 14. Use existing stumps if possible as brush barrier on down stream side of rip rap.	
Total for above stated scope:	46,360.00
Notes: 1. All work priced to be performed during one mobilization. 2. No marking of private utilities is included. If needed, there will be additional costs. 3. The Blair Bros., Inc. is not responsible for any unforeseen conditions. Such as, but not limited to, underground springs, sinkholes, abandoned utilities/structures, etc.	

Thank you for the opportunity to quote, we appreciate your business.

Total: $46,360.00

Payment Terms and Conditions:
This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance oustanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature: Thomas J Blair

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____

PUBLIC BUILDINGS & WELFARE COMMITTEE

TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

January 25, 2019

TO: Public Buildings and Welfare Committee

FROM: Brian S. Thrower, Town Manager BST

SUBJECT: Pinewood Heights Phase IV – Award of Planning and Management Assistance Services Contract to Summit Design and Engineering Services

Attached is the proposed contract with Summit Design and Engineering Services to provide planning and management assistance services for Phase IV of the Pinewood Heights project.

Recommendation

I recommend you authorize me to execute the attached contract.

Attachment

Contract

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508

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SUMMIT
DESIGN AND ENGINEERING SERVICES

Standard Contract for Professional Services

Client Name:	Town of Smithfield	Date:	January 7, 2019
		Project No:	18-0324.V60
Address:	911 S. Church Street	Project Name:	Pinewood Heights Redevelopement Project – Phase IV.
	Smithfield, VA 23431-0246		
Client Contact:	Brian Thrower – Town Manager	Project Location:	Smtihfield, VA
Phone:	757-365-4200	Summit Contact:	Michael Dodson – CFM, Planner
E-mail:	bthrower@smithfieldva.gov	Phone:	804-204-1022, X-5
		E-mail:	Michael.dodson@summitde.net

Client AP Information:

Name: Lesley King Phone: 757-365-4200 Email: lking@smithfieldva.gov

Description of Work (Referred to herein as the "Services" or "Scope of Services"):

See attached Scope of Work – Attachment A.

☐ Check this box if the Services to be provided by Summit include geotechnical engineering services, including subsurface exploration, geotechnical testing, or geotechnical evaluation. If so, the terms and conditions entitled "Geotechnical Terms and Conditions" shall apply in addition to those set forth herein.

This contract, including all incorporated documents, is referred to herein as the "Agreement".

Fee Schedule

☒ Fixed Fee-Amount: $147,400

☐ Hourly Billable Rates

Expenses and/or outside services will be billed at 1.15 times our direct cost and are not included in the fee schedule options shown above. As a policy, Summit Design and Engineering Services, PLLC does not bill for mileage (with the exception of CEI & Geotechnical Services), in-house reproductions, or in-house postage.

Payment Conditions: Summit reserves the right to stop work for non-payment.
Invoices must be paid in full before final documents are submitted.

☐ Retainer amount: _____

☐ To be billed upon completion with payment

☒ To be billed monthly with payment due upon receipt.

Invoices are past due if not paid within 30 days of invoice date.
All past due invoices are subject to a service charge of 1.5% per month.

This proposal is valid for 30 days from the date it is signed by Summit.

TERMS AND CONDITIONS

ARTICLE I: CLIENT'S RESPONSIBILITIES

A) Client's Representative: The Client shall appoint a representative authorized to act on the Client's behalf with respect to the Project. The Client or its representative shall make decisions in a timely manner regarding all aspects of the Project, shall examine documents submitted by Summit Design and Engineering Services, PLLC (hereinafter referred to as Summit) and render decisions in a timely manner to avoid unreasonable delay in the orderly and sequential progress of Summit's services and the Project schedule accepted by Client.

B) Client's Program and Budget Requirements: Client shall provide Summit full information in a timely manner regarding all its requirements for the Project including its objectives, schedule, criteria, constraints and budget including reasonable contingencies.

C) Right of Entry: Client shall provide right of entry for Summit, its staff, subconsultants, and all necessary equipment to complete the Services. Summit will take reasonable precautions to minimize damage to property. Client understands that in the normal course of performing the Services some damage may occur, the correction of which is not part of this Agreement.

D) Required Information: Client will furnish Summit all information, requirements, data, reports, surveys and instructions required to complete the Scope of Services, including identifying the type and location of underground improvements and utilities, and all existing conditions. Summit shall have the right to rely upon the completeness and accuracy of such information. Client acknowledges that certain assumptions will be made regarding existing conditions that cannot be verified without destruction or damage to existing facilities. To the fullest extent permitted by law, Client agrees to waive all claims against, and to hold harmless and indemnify, Summit and its subconsultants, for damages to underground improvements and utilities and for any costs associated with undisclosed existing conditions.

E) Invoices: Summit will render invoices every thirty days. Payment is due upon Client's receipt of each invoice and is past due thirty (30) days from the invoice date. Client agrees to pay a service charge of one and one half percent (1½%) per month, or the maximum rate allowed by law, on past due accounts. Summit agrees that it will submit any invoices totaling $10,000.00 or more by the 15th day of the month. Payments will be credited first to interest and then to principal. Payment of invoices shall not be subject to any discounts, set-offs, or backcharges by Client unless agreed to in writing by Summit. Client shall pay all costs, expenses, and distributions, including collection agency fees and expenses, court costs and reasonable attorneys' fees incurred by Summit, in the event collection or legal processes are employed to collect outstanding bills.

F) Sales Tax: Client will pay any applicable sales tax whenever deemed to be due. Payment terms are exclusive of sales tax.

G) Non-Solicitation: During the course of this Agreement and one year thereafter, the Client shall not solicit for employment, nor employ, hire or promote the voluntary termination of any Summit Employee.

H) Additional Services: For additional services of Summit's employees, Client shall pay Summit an amount equal to the cumulative hours charged by each employee for the additional services times his/her standard hourly rate, plus reimbursable expenses.

I) Expenses: Reimbursable expenses shall be paid by Client if applicable and will be included in Summit's invoice. Reimbursable expenses are defined as the expenses incurred directly by Summit in connection with the furnishing of Services hereunder and typically include, but are not limited to: items not normally provided in the day to day processing of work, permit fees, courier charges, reproduction fees, special project related fees including documents, submittals, special project management services, special travel, and/or any special charges or specialized equipment, all typically supplied by third party outside sources.

ARTICLE II: SUMMIT'S RESPONSIBILITIES

A) Standard of Care: Summit shall perform the Services called for by this Agreement with the level of care and skill ordinarily exercised by members of the same profession practicing under similar conditions at the same time and in the same locality. Summit makes no other warranties, expressed or implied, with respect to this Agreement, Summit's Services, or the Design Documents. Client acknowledges that increased costs and changes may be required due to omission, ambiguities and inconsistencies in the drawings and specifications. Client agrees to set aside a contingency of at least 3% of the Project construction cost to pay for these costs and changes. Client further agrees it will make no claims against Summit for any such costs and changes covered by such contingency fund.

B) Compliance with Laws and Codes: Consistent with the professional standard of care, Summit will comply with laws and codes applicable to the Project design as of the effective date of this Agreement or the issuance of the construction plans and specifications, whichever is later.

C) Certifications: Summit shall sign, if requested by Client and included in the Scope of Services, a statement that to the best of its knowledge, information and belief, based in whole or in part on information provided by others, the accuracy of which has not been verified, that the Project has been completed in general conformance with the plans and specifications. Summit shall not be required to sign any documents, no matter by whom requested, in which Summit is required to certify, guarantee or warrant the existence of conditions which Summit has not or cannot ascertain.

Summit neither guarantees the performance of any Contractor nor assumes responsibilities for any Contractor's failure to furnish and perform its work in accordance with the contract between the Client and any such contractor or the Project plans and specifications. Summit is not responsible for variations between actual construction bids or costs and Summit's opinions or estimates regarding construction costs; nor does Summit guarantee, warrant, or represent that proposals, bids, or actual construction costs will not vary from opinions of probably construction costs prepared by Summit.

D) Construction Phase Services: If construction phase services are required in the Scope of Services, the following terms shall apply if they are likewise required in the Scope of Services (the term "Contractor" refers to any person(s) or entity(ies) that performs the actual construction of the Project or provide labor, equipment, or materials for the construction of the Project):

1) Site Observation: If Project site observation visits are to be provided by Summit, Summit shall visit the site at intervals appropriate to the stage of the construction, or as otherwise expressly agreed to in the Scope of Services, in order to observe the progress and quality of the work completed by the contractor. Such observation is not meant to be an exhaustive check or a detailed inspection of the contractor's work but rather to allow Summit to become generally familiar with the progress of the construction work and to determine in general if the work is being performed in a manner indicating that, when fully completed, the work will be in accordance with the Project plans and specifications. Summit shall not be required to make continuous or exhaustive inspections to check the quantity and quality of the construction work nor shall Summit be responsible for the Contractor's failure to perform the construction work in accordance with the Project plans and specifications.

Formatted: Superscript

2) Work Site Safety: Client agrees that Summit shall not supervise or direct, or have any responsibility for, control over or charge of, the Contractors' work or the construction means, methods, techniques, sequences or procedures, or for the work site safety precautions or programs in connection with the construction work. These rights and responsibilities are solely those of the party or parties performing the actual construction of the Project. Neither the professional activities of Summit, nor the presence of Summit personnel and subconsultants at the construction site, shall relieve the Contractors and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the construction work safely and in accordance with any health or safety requirements of any regulatory agency. The Client agrees that the Client, Summit and Summit's subconsultants (and their officers, directors, employees, and agents) shall be included as indemnitees in any indemnification provisions in the Client/Contractor contract for the Project and that Summit and Summit's subconsultants (and their officers, directors, employees, and agents) shall be made additional insureds under the Contractors' general, umbrella and excess liability insurance policies.

3) Submittals and Shop Drawings: If the Scope of Services includes the review of Contractor submittals and shop drawings, then Summit will review such submittals and shop drawings for the limited purpose of checking for conformance with the design concept expressed and the information provided in the Project construction contract, plans, and specifications. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the responsibility of the Contractors. The review shall be conducted with reasonable promptness while allowing sufficient time in Summit's judgment to permit adequate review. Review of a specific item shall not indicate that Summit has reviewed the entire assembly of which the item is a component. Summit shall not be responsible for any deviations from the Project construction contract, plans, or specifications not brought to its attention in writing by the Contractor. Summit shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

4) Requests for Clarification or Interpretation: Summit shall provide, with reasonable promptness, written responses to requests from Contractors for

(Revised 8-30-18)

clarification and interpretation of the requirements of the Project plans, specifications, and other documents prepared by Summit or its subconsultants for the Project. If such requests for information, clarification or interpretation are, in Summit's professional opinion, for information readily apparent from reasonable observation of field conditions or a review of the Project plans, specifications, and other documents prepared by Summit or its subconsultants, or reasonably inferable therefrom, Summit shall be entitled to additional compensation at its regular billing rates for its time spent responding to such requests.

5) **Record Documents:** If required by the Scope of Services, upon completion of the construction of the Project, Summit shall compile for and deliver to the Client a reproducible set of Record Documents conforming to the marked-up prints, drawings and other data furnished to Summit by the Contractor. This set of Record Documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties that Summit will assume to be reliable, Summit cannot and does not warrant their accuracy.

E) **Insurance:** Summit shall maintain worker's compensation insurance required by law. Summit represents and warrants that it maintains general liability and property damage insurance. Certificates for such policies shall be provided to Client upon written request. Client shall maintain at its own cost and expense, its own general liability and property damage insurance. Client and Summit waive all rights against each other and Summit's subconsultants, agents and employees for losses or damages caused by any peril to the extent covered by the property insurance maintained by Client, except to the extent such proceeds are held by Client as trustee. This waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

Article III: General Legal Provisions

A) **Ownership of Documents:** Drawings, specifications, and all other documents prepared by Summit or its subconsultants, including those in electronic form (collectively "Design Documents") are instruments of service. Summit shall retain all common law, statutory, property, and other reserved rights in the Design Documents, including copyright and the right of reuse. The Design Documents, including those in electronic form are furnished for use solely with respect to this Agreement. Client shall have a limited license to use the Design Documents on the specific Project identified herein, subject to receipt by Summit of full payment for all its Services provided hereunder. Client is permitted to retain copies of the Design Documents, including those in electronic form, for information and reference in connection with the Project. Client shall not use the Design Documents, including those in electronic form furnished by Summit or its subconsultants on other projects, for additions to this Project, or for the completion of this Project by others, without the express written consent of Summit. Any reuse without written consent shall be at Client's risk and full legal responsibility.

B) Client agrees to hold harmless and indemnify Summit and its subconsultants, agents, and employees from any and all claims, suits, demands, damages, liabilities, and costs, including reasonable attorney fees, arising from such reuse.

C) **Retention of Documents:** Summit will retain, pursuant to its usual document retention policy, records relating to the Work for a period of three (3) years following completion of the Work. During this period, records will be made available to the Client at Summit's offices during normal business hours upon seven (7) day's notice.

D) **Asbestos and Hazardous Materials:** Unless otherwise specifically provided in the Scope of Services, Summit and its subconsultants shall have no responsibility for the discovery, presence, handling, removal, or disposal of asbestos or hazardous or toxic materials.

E) **Termination and Suspension:** This Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if the substantial failure is remedied before expiration of the seven (7) days. Client's failure to pay invoices within thirty (30) days shall be deemed a substantial failure to perform. In such event, Summit may terminate this Agreement or immediately suspend the performance of services until such failure has been cured. Summit may also terminate this agreement upon seven (7) days written notice if Client demands that Summit furnish or perform services contrary to Summit's responsibilities as a licensed professional or if Summit's Services are delayed for more than 90 days. The Client may terminate this Agreement for its convenience upon fourteen (14) days written notice. In the event of a termination for convenience, Client shall pay Summit for all Services performed and reimbursable expenses incurred up to and including the termination effective date plus reasonable expenses incurred by Summit as a result of the termination. Said payment shall be made within ten (10) calendar days of Client's receipt of a final invoice. Summit shall be allowed a reasonable amount of time to demobilize personnel and equipment from the Project regardless of the effective date of termination.

In the eveot the project, or any phase of it is delayed for reasons beyond Summit's control, unbilled work will be invoiced at the standard hourly rates for the actual number of hours expended. Completed phases will be billed at fees quoted herein.

F) **Disputes:** In an effort to resolve any conflicts that arise during the design or construction of the Project or after completion of the Project, all claims, disputes, or other matters in question between the parties to this Agreement that arise out of or relate to this Agreement or the breach thereof shall be submitted to nonbinding mediation before a neutral third-party mediator acceptable to both parties. Such mediation shall be a condition precedent to the commencement of any legal action arising out of this Agreement except those legal proceedings related to Client's failure to pay. In addition, if a claim relates to a materialman's lien, the party asserting such claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines, notwithstanding anything to the contrary herein.

The cost of the mediator shall be borne equally by the parties. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter has arisen. In no event shall such demand be made after the date that applicable statutes of limitation or repose would bar a legal or equitable action based on such claim, dispute or other matter.

In the event of litigation relating to the sufficiency or adequacy of performance of services called for by this Agreement, should Summit obtain a judgment dismissing Client's action or claim or other resolution wherein Summit is not required to make compensation to Client in excess of Summit's final offer made to Client, whether said offer was made in or after the mediation, Summit shall be entitled to recover all costs incurred in the defense of the claim including staff time, court costs, expert witness fees, and reasonable attorneys' fees, and other claim related expenses.

G) **Choice of Law/Venue:** This Agreement shall be governed by the laws of the Commonwealth of Virginia ~~state in which the Summit office identified below is located, without regard to its law of conflict of laws~~. The venue for any ~~Any~~ legal action or proceeding shall be ~~venued in~~ Isle of Wight County, Virginia ~~the State or Federal Court nearest the municipality in which Summit's office is located~~.

H) **Statute of Limitations/Repose:** Causes of action pertaining to this Agreement shall be deemed to have accrued and the applicable statutes of limitation and repose shall commence to run at the earlier of either the date of Substantial Completion of the Project or the date Summit's services are substantially complete.

I) **Assigns:** Neither the client nor Summit may delegate, assign, or transfer his duties or interest in this Agreement without consent of the other party, except Summit may in its discretion utilize qualified subconsultants in the performance of the Scope of Services.

J) **Delays:** If the time for completion of Summit's Services, if any, is changed, or the orderly and continuous progress of Summits Services is impaired, or Summit's Services are delayed or suspended for any reason, then the time for completion of Summit's Services, if any, and the rates and amounts of Summit's compensation shall be adjusted to account for such delay.

K) **No Third-Party Beneficiaries:** Nothing in this Agreement shall create a contractual relationship with or give any right or benefit to any third party.

L) **Severability, Reformation and Survival:** If any provision in this Agreement is held invalid, illegal, or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. The invalid, illegal or unenforceable provision shall be replaced by a mutually acceptable provision, which, being valid, legal and enforceable, comes closest to the parties' intention underlying the invalid, illegal or unenforceable provision. Limitations of liability, indemnities, and other express representations shall survive termination of this Agreement for any cause.

M) **RISK ALLOCATION/LIMITATION OF LIABILITY:** CLIENT AND SUMMIT HAVE DISCUSSED THE RISKS, REWARDS, AND THE BENEFIT OF THE PROJECT AND SUMMIT'S TOTAL FEE FOR SERVICES. THE RISKS HAVE BEEN ALLOCATED SUCH THAT THE CLIENT AGREES THAT TO THE FULLEST EXTENT PERMITTED BY LAW, SUMMIT'S (INCLUDING SUMMIT'S OFFICERS, DIRECTORS, MEMBERS, PARTNERS, AGENTS, AND EMPLOYEES) TOTAL LIABILITY TO CLIENT AND CONSTRUCTION CONTRACTORS AND SUBCONTRACTORS, AND ANYONE CLAIMING BY, THROUGH, OR UNDER THEM, FOR ANY AND ALL INJURIES, CLAIMS, LOSSES, EXPENSES, DAMAGES OR CLAIMS EXPENSES ARISING OUT OF OR RELATING TO THIS AGREEMENT, WHETHER ARISING IN CONTRACT, TORT, EQUITY, STRICT LIABILITY, BY STATUTE, OR OTHERWISE, SHALL BE LIMITED TO AND SHALL NOT EXCEED SUMMIT'S TOTAL FEE HEREUNDER OR $250,000, WHICHEVER IS SMALLER. THIS LIMITATION

INCLUDES BUT IS NOT LIMITED TO CLAIMS BASED UPON DESIGN PROFESSIONAL'S NEGLIGENCE, NEGLIGENT MISREPRESENTATION, ERRORS, OMISSIONS, STRICT LIABILITY AND BREACH OF CONTRACT. HIGHER LIMITS OF LIABILITY ARE AVAILABLE FOR A NEGOTIATED FEE.

N) **Indemnification:** To the fullest extent permitted by law, Client agrees to defend, indemnify and hold harmless Summit, its officers, directors, employees, agents, and subconsultants from all claims, damages, injuries, liabilities, costs and expenses, including reasonable attorneys fees, arising from or claimed to arise from the acts, omissions, negligence, fault, breach of contract, breach of warranty, or strict liability of Client or its employees, agents, contractors and subcontractors.

O) **Consequential Damages:** To the fullest extent permitted by law, Client and Summit waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, consequential, punitive, treble, or exemplary damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes. Consequential damages include without limitation loss of profits, loss of revenue, loss of financing, rental expenses, cost of replacement power, and loss of use of equipment or facilities.

P) **Complete Agreement:** This Agreement constitutes the entire agreement between the parties hereto and supersedes all previous understandings and agreements with respect to the Project or any of the provisions hereof. No statement, promise, condition, understanding, inducement, or representation, oral or written, expressed or implied, which is not contained herein shall be binding or valid and this Agreement shall not be changed, modified or altered in any manner except by an instrument in writing executed by the parties hereto.

Q) Client and Summit are hereby bound and the successors, executors, administrators, and legal representatives of Client and Summit are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

R) This agreement may be executed in any number of counterparts and the counterparts together shall constitute the original of this Agreement as if each party hereto had signed the same page. Counterpart copies of this Agreement may be signed by a party and exchanged electronically or in Adobe Acrobat PDF file format. The Parties intend that such copies signed and exchanged as provided in the preceding sentence shall be fully binding.

By signing this Agreement, you are consenting to the Terms and Conditions set forth herein. ***Please retain a copy for yourself and return the signed Original to Summit Design and Engineering Services, PLLC.***

Client:	Town of Smithfield		**Summit Design and Engineering Services, PLLC**
Address:	911 S. Church Street	**Address:**	504 Meadowland Drive
City/State:	Smithfield, VA 23431-0246	**City/Stat**	Hillsborough, NC 27278
By:	[SIGN]	**By:**	[SIGN]
	(Print Name)		James W. Parker, Jr. - President (Print Name)
Date:		**Date:**	

(Revised 8-30-18)

TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

January 25, 2019

TO: Public Buildings and Welfare Committee

FROM: Brian S. Thrower, Town Manager BST

SUBJECT: Wombwell House

The Isle of Wight Historical Society (IOWHS) has requested to work with the Town in an effort to preserve the Wombwell House.

Attached is the agreement the Town previously offered Preserve Smithfield, Inc. in regards to the property. As you are aware, Preserve Smithfield, Inc. has not executed the agreement.

Recommendation

I recommend you offer the same agreement to the IOWHS. Furthermore, should the IOWHS not execute the agreement within 30 days of receipt, I recommend you authorize me to contract with a firm to demolish the Wombwell House.

Attachment

Agreement Offered to Preserve Smithfield, Inc.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508

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THIS AGREEMENT made this 10th day of July 2018 by and between the **TOWN OF SMITHFIELD**, a Virginia municipal corporation, party of the first part, hereinafter "Town", **and PRESERVE SMITHFIELD INCORPORATED**, a Virginia corporation, party of the second part, hereinafter "Preserve".

WITNESSETH:

WHEREAS, the Town is the owner of an old, vacant and dilapidated house generally known as the "Wombwell House", which is presently situated on real property owned by the Town at 888 West Main Street within the Town's corporate boundaries; and,

WHEREAS, Preserve is an entity interested in the preservation of historic structures; and,

WHEREAS, the Town has no practical use or need for the Wombwell House and the Town Council has determined that the structure in its current condition represents a nuisance and potential danger to children using the recreational facility located immediately adjacent thereto; and,

WHEREAS, the Town has made numerous attempts over a period of many months to find a party willing to relocate the Wombwell House to a new location but has been unable to find an interested party; and,

WHEREAS, Preserve has asked that it be given the opportunity to raise the necessary funds and find a suitable site for the relocation of the Wombwell House.

NOW therefore, in consideration of these premises the parties agree as follows:

1. The Town agrees that it will suspend the demolition of the Wombwell House until after December 31, 2018.

2. The Town will give and convey the Wombwell House, being the wooden structure, but not including any real property, to Preserve at such time that Preserve has provided written proof satisfactory to the Town in the Town's sole discretion, that Preserve has a.) acquired a suitable and practical site for the relocation of the Wombwell House, b.) raised sufficient funds necessary to move the Wombwell House to the new proposed location, c.) obtained the necessary permits for moving the Wombwell House to the new proposed location, and d.) obtained a written proposal from a licensed house mover for moving the Wombwell House to the new proposed location.

3. Upon satisfaction of the conditions set forth in paragraph 2 above, the Town shall permit the relocation of the Wombwell House upon such terms and conditions necessary to

insure the safe relocation of the structure as may be determined by the Town Manager and the Chief of Police.

4. Preserve agrees to provide evidence of liability insurance to the Town as may be required in order to indemnify the Town against damage, loss or liability associated with the relocation of the structure in coverage amounts as determined by the Town Manager.

5. Preserve agrees that if it is unable to meet these conditions as set forth herein, then it will withdraw any objection to the demolition of the Wombwell House and will not interfere with such actions taken by the Town to demolish or remove the structure.

Witness the following signatures of the Town Manager for the Town of Smithfield pursuant to a resolution adopted by the Town Council at its meeting on July 10, 2018 and the signature of the President of Preserve Smithfield, Incorporated with due corporate authority:

Town of Smithfield

By_____
Brian S. Thrower, Town Manager

Preserve Smithfield, Incorporated

By_____
Theresa Mulherrin, President