



March 23, 2018

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: MARCH 2018 COMMITTEE MEETINGS WILL BE HELD AT THE  
SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET,  
SMITHFIELD, VA**

**MONDAY, MARCH 26<sup>TH</sup>, 2018 @ 4:00 p.m.**

**Police**

**Members: Tynes (CH), Moore**

1. Public Comment
2. Operational Updates
- TAB # 1** 3. Street Closure/Traffic Assistance for Smithfield 6 Pack 6K on Sunday, April 22<sup>nd</sup>, 2018.
- TAB # 2** 4. Street Closure/Traffic Assistance for Main Street Mile on Sunday, April 29<sup>th</sup>, 2018.

**Immediately following the conclusion of the above meeting:**

**Water and Sewer**

**Members: Smith (CH), Tynes, Moore**

1. Public Comment
- TAB # 3** 2. Proposal for 3<sup>rd</sup> Party Coating Inspection / Evaluation Services for Three of the Town's Elevated Water Storage Tanks

**Immediately following the conclusion of the above meeting:**

**Finance**

**Members: Pack (CH), Cook, Moore**

1. Public Comment
- TAB # 4** 2. Contribution Requests for Fiscal Year 2017/2018
  - a. Historic Smithfield – 1750 Isle of Wight Courthouse
  - b. The Genieve Shelter
- TAB # 5** 3. February Financial Statements and Graphs
- TAB # 6** 4. February Cash Balances / VML Investment Pool Update

- TAB # 7**
5. Invoices Over \$10,000 Requiring Council Authorization:
    - a. A. R. Chesson Construction Co Inc (December) \$16,795.05
    - b. A. R. Chesson Construction Co Inc. (January) \$32,498.81
    - c. Draper Aden Associates (Feb. Progress Billing) \$10,956.26
  6. FY 2018/2019 Budget Discussions: Revenues

**TUESDAY, MARCH 27<sup>TH</sup>, 2018 @ 4:00 p.m.**

**4:00 p.m.      Parks and Recreation                      Members: Tynes (CH), Pack**

1. Public Comment
- TAB # 8** 2. Operational Update – Committee Report / Park Project Update / 2018 Special Event List
- (forthcoming)** 3. Joseph W. Luter, Jr. Sports Complex - Update from Project Manager Brian Camden
- TAB # 9** 4. Paint the Town Purple – Relay for Life Event, June 2<sup>nd</sup>, 2018
- TAB # 10** 5. FYI – Security Deposit for Open to Public Events
- TAB # 11** 6. Proposed Price Adjustment for 50% off Friday, Saturday and Sunday Rentals for January and February 2019
- TAB # 12** 7. Proposed Park Impact Fees
- TAB # 13** 8. Proposed Windsor Castle Manor Riverfront Fee Schedule

**Immediately following the conclusion of the above meeting:**

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

1. Public Comment
- TAB # 14** 2. Street Maintenance Contract Renewal with Blair Brothers, Inc.

**Immediately following the conclusion of the above meeting:**

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

1. Public Comment
- TAB # 15** 2. Pre Public Hearing Discussion – Boundary Line Adjustment
- TAB # 16** 3. Pre-Public Hearing Discussion – Special use Permit – 757 Brewing Company on West Main Street
- TAB # 17** 4. Pinewood Heights Relocation Project – Phase III and Phase IV Update
- TAB # 18** 5. Windsor Castle Restoration Project Update
- TAB # 19** 6. Historic District Parking Study Update by Rick Bodson of Smithfield 2020

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**\*\*\* Additional Item Not Listed on Committee but will be on Council's April 3<sup>rd</sup> Agenda\*\*\***

- Approval of March 6<sup>th</sup>, 2018 Town Council Meeting Minutes
  - Recommend Appointment to BZA to fill Unexpired Term of Clem Batten (6-30-22)
  - Appointment to Fill the Unexpired Term of Councilman Steve Bowman (6-30-2018)
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**POLICE  
COMMITTEE**



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

Event Date <small>(don't include setup dates here)</small>	Times <small>(don't include setup or street closure times here)</small>	Proposed Location
<b>Sunday April 22<sup>nd</sup></b>	<b>3p-5p</b>	<b>Downtown/WCP trail</b>

<b>Event Name</b>	<b>Smithfield 6Pack 6k Beer Run</b>
<b>Event Organizer (Group Name)</b>	<b>Wharf Hill Brewing Company</b>
<b>Tax Exemption ID Number</b>	<b>46-5130936</b>
<b>Website</b>	<b>www.wharfhillbrewing.com</b>

Event Contacts					
<b>Name</b>	<b>Cristin Emrick</b>	<b>Cell Phone</b>	<b>757-849-8948</b>	<b>Email</b>	<b>wharfhillbrewingco@gmail.com</b>
<b>Name</b>		<b>Cell Phone</b>		<b>Email</b>	

<b>1<sup>st</sup> Time Event</b>		<b>Annual Event- how many times has event taken place?</b>	<b>2</b>
<b>Event Category</b> <input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input checked="" type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____			
<b>Description of Event</b>			
A 6k run/walk through downtown Smithfield and part of the WCP trail. Participants stop at 6 local eateries for a beer sample and continue on to finish at Wharf Hill Brewing Company.			
<b>Average Ticket Price</b>	\$40	<b>Participants will be</b> <input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both	
<b>Expected Attendance</b>	125-150	<b>Largest Attendance Number and Year</b>	103/2017
<b>What is your plan in the event of bad weather-cancel, reschedule?</b>		Rain or shine	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			<input type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
S Church St @ Station/WCP crosswalk	Traffic assist	4/22/18	3p-4p
Main Street @ Underwood	Traffic Assist	4/22/18	3:15p-4:30p
S Church St @ Luter	Traffic Assist	4/22/18	3:30p-5p

Road Closures, if approved, will start at least 1 hour before event start. Signage with closure times is placed out in advance of closure.

Alcohol Service and/or Sales? <input checked="" type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times
4/22/18	3p-5p		

List benefits of your event to the community	List Recipients of Proceeds
Camaraderie between restaurants, marketing exposure for participating restaurants, showcase of town and park, tourism draw for day of event	Smithfield Music



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

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input type="checkbox"/> Food, by Organization	
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	
<input type="checkbox"/> Port-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input type="checkbox"/> Golf carts/ATVs	
<input type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents			
Staging			
<input type="checkbox"/> Allowing pets		<input type="checkbox"/> Fireworks	<input type="checkbox"/> Providing Shuttle Service

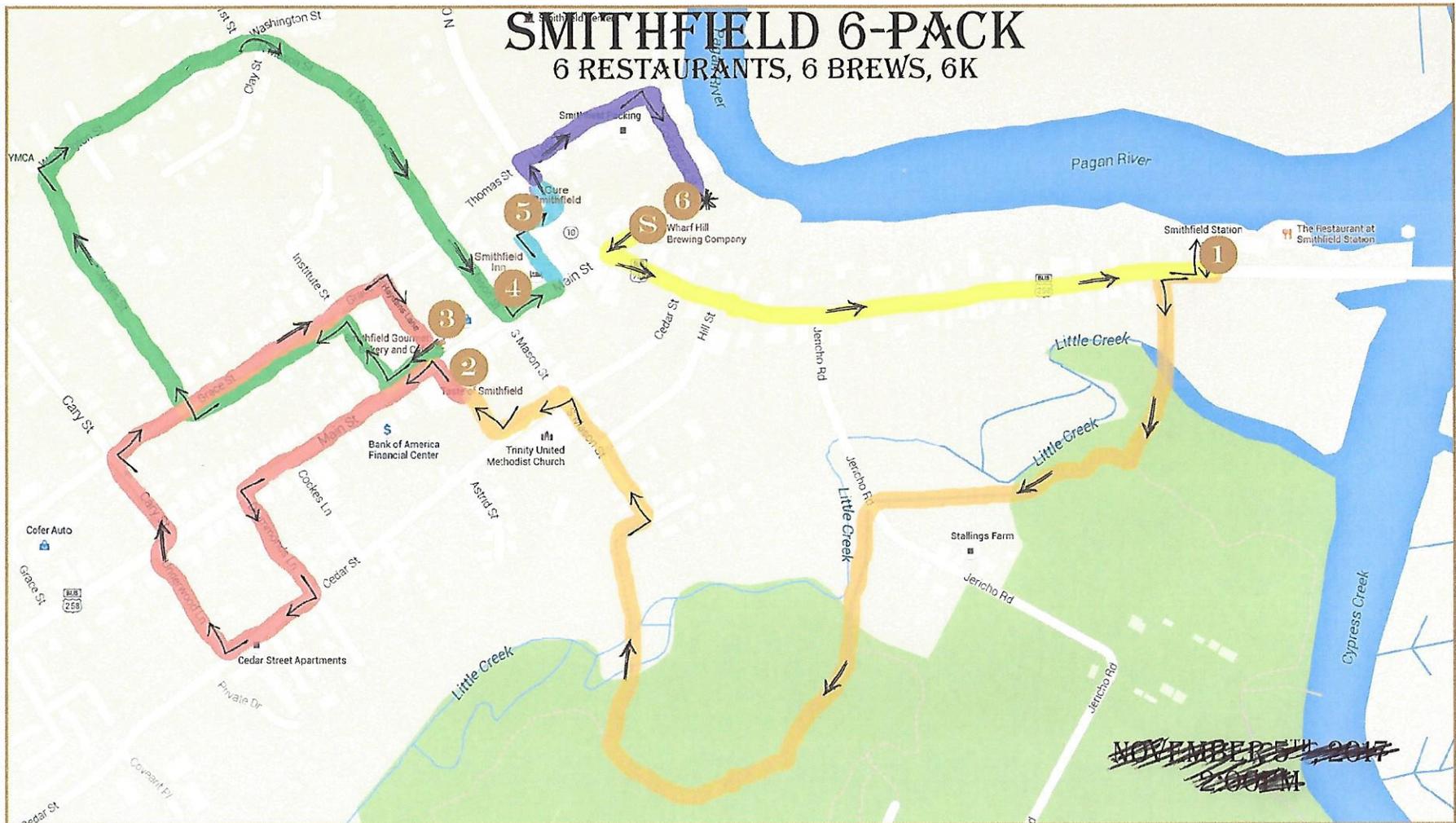
<b>Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)</b>	
<b>Policy Number</b>	<b>MP0045002001709</b>
<b>Name of Insurance Liability Carrier</b>	<b>Mesa Underwrites Specialty Insurance</b>
<b>Insurance Company Address</b>	<b>PO Box 4030, Scottsdale, AZ 85261</b>
<b>Insurance Company Phone Number</b>	

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

<b>Event Organizer's Signature</b>		<b>Date</b>	01/18/18
<b>Print Name</b>	Cristin Emrick		

**Attach the following documents:**

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



- 5** Start at Wharf Hill Brewing. Head up Main St and turn left on Church St. Turn left onto boardwalk at Smithfield Station.
- 1** Beer stop #1 - Enjoy your beer at Smithfield Station, then head back down the boardwalk. Cross Church St and enter Windsor Castle Park via bridge. Make right on trail. Continue on trail across Jericho Rd. Stay right on trail until next wooden bridge. Make right on Mason St bridge. Turn left on Mason St then left on Cedar St. Enter Taste of Smithfield parking lot and run to front of building to outdoor seating area.
- 2** Beer stop #2 - After your tasting here Taste of Smithfield, go left on Main St. Turn left on Drummonds Ln, right on Cedar St, right on Underwood St and cross Main St onto Cary St. Turn right on Grace St, then right onto Haydens Lane to end at the outdoor seating area of Smithfield Bakery.
- 3** Beer stop #3 - Smithfield Bakery. Leave here and turn right onto Main St, right on Institute St, left on Grace St, right on James St, right on Washington St, right on Mason St, left on Main St to the outdoor seating area at Smithfield Inn on left.
- 4** Beer stop #4 - Smithfield Inn. Once you've done your tasting here, continue through the outdoor seating area to the back of the restaurant. Run straight toward the alleyway. Make a right to exit the parking lot, make a left onto S Church St to end at Cure Smithfield on your left.
- 5** Beer stop #5 - Cure Smithfield. Leave Cure by way on front left door and make a left to cross Church St onto Luter Dr at corner. Make right on Commerce, then right on Main St to arrive back at Wharf Hill.
- 6** Beer stop #6 - Welcome back! Enjoy a beer and pat yourself on the back for a well run 6K!



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

Event Date <small>(don't include setup dates here)</small>	Times <small>(don't include setup or street closure times here)</small>	Proposed Location
<b>Sunday April 29<sup>th</sup></b>	<b>9am-11am</b>	<b>Downtown</b>

<b>Event Name</b>	<b>Main Street Mile</b>
<b>Event Organizer (Group Name)</b>	<b>SHS &amp; IWA XC teams &amp; Wharf Hill Brewing Company</b>
<b>Tax Exemption ID Number</b>	<b>46-5130936</b>
<b>Website</b>	<b>www.wharfhillbrewing.com</b>

Event Contacts					
<b>Name</b>	<b>Matthew Moore</b>	<b>Cell Phone</b>	<b>276-920-1070</b>	<b>Email</b>	<a href="mailto:mmoore@iwcs.k12.va.us">mmoore@iwcs.k12.va.us</a>
<b>Name</b>	<b>Margarita Castillo</b>	<b>Cell Phone</b>	<b>207-798-0890</b>	<b>Email</b>	<a href="mailto:margaritacastillo@iwacademy.com">margaritacastillo@iwacademy.com</a>

<b>1<sup>st</sup> Time Event</b>		<b>Annual Event- how many times has event taken place?</b>	<b>2</b>
<b>Event Category</b> <input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input checked="" type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show <input type="checkbox"/> Other _____			
<b>Description of Event</b>			
A 1 mile competitive run through downtown Smithfield. Participants will run the short one mile course TBD and finish at BSV.			
<b>Average Ticket Price</b>	\$20	<b>Participants will be</b> <input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both	
<b>Expected Attendance</b>	200	<b>Largest Attendance Number and Year</b>	180/2017
<b>What is your plan in the event of bad weather-cancel, reschedule?</b>		Rain or shine	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			<input type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
Main Street @ S Church	Traffic assist	4/29/18	6:30a-11:30a
Main Street @ Underwood	Traffic Assist	4/29/18	9a-10:30a
Institute & Mason on main	closure	4/29/18	9a-10:30a

Road Closures, if approved, will start at least 1 hour before event start. Signage with closure times is placed out in advance of closure.

Alcohol Service and/or Sales? <input checked="" type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times

List benefits of your event to the community	List Recipients of Proceeds
Student led, established event to offer event planning experience in a competitive race environment for students. Increased tourism on day of event.	Smithfield High and IWA Cross Country Teams



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<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	
<input type="checkbox"/> Port-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input type="checkbox"/> Golf carts/ATVs	
<input type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents			
Staging			
<input type="checkbox"/> Allowing pets	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Providing Shuttle Service	

<b>Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)</b>	
<b>Policy Number</b>	<b>MP0045002001709</b>
<b>Name of Insurance Liability Carrier</b>	<b>Mesa Underwrites Specialty Insurance</b>
<b>Insurance Company Address</b>	<b>PO Box 4030, Scottsdale, AZ 85261</b>
<b>Insurance Company Phone Number</b>	

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

<b>Event Organizer's Signature</b>	<b>Date</b>	02/18/18
<b>Print Name</b>	Matthew Moore and Margarita Castillo	

**Attach the following documents:**

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

# Main Street Mile 9A-11A

Traffic Bicycling Terrain Directions



Street/Final

300 Block

200 Block

100 Block

Ten Block

Windsor Castle Park

**WATER AND SEWER  
COMMITTEE**



## *Quinn Consulting Services Incorporated*

March 21, 2018

Mr. Jamie H. Weist, P.E.  
Kimley-Horn and Associates, Inc.  
11815 Fountain Way, Suite 300  
Newport News, Virginia 23606

**Re:** Proposal for 3<sup>rd</sup> Party Coating Inspection/Evaluation Services  
For The Three Elevated Water Storage Tanks  
Location: Smithfield, Virginia  
Client: Kimley Horn and Associates  
QCS Proposal #6223-403

Dear Mr. Weist:

Quinn Consulting Services, Inc. (QCS, Inc.), a 100% woman owned Small Business and certified Virginia Woman-owned Business Enterprise (WBE), is pleased to submit this proposal to provide 3<sup>rd</sup> Party Coating Inspection/Evaluation Services to Kimley-Horn, and Associates for the of the following three (3) elevated water tanks located in and owned by Smithfield, Virginia.

1. Wilson Road Elevated Water Storage Tank (150,000-Gallon Capacity)
2. Church Street Elevated Water Storage Tank (400,000-Gallon Capacity)
3. Battery Park Road Elevated Water Storage Tank (500,000-Gallon Capacity)

This project shall be defined by the following Scope of Work and Fee Proposal. QCS has provided this proposal with the understanding that this work will likely begin in 2017/2018.

### **I. SCOPE OF WORK**

This project shall be defined by the following Scope of Work for each of the three (3) Elevated Water Storage Tanks listed above.

#### **A. "Dry-Tank" Inspection/Evaluation**

QCS, Inc. will perform a "Dry" Tank Inspection and Evaluation of each of the three (3) listed Elevated Water Storage Tanks as detailed below:

- QCS shall utilize a three (3) man team familiar with all aspects of water storage tank surface preparation and coatings application.
- QCS will perform a field "Dry" Tank inspection/evaluation of the tank in conformance with the applicable sections of AWWA M42, "Steel Water-Storage Tanks".
- QCS shall provide a National Association of Corrosion Engineers (NACE) Certified (Level III) Coating Inspector familiar with all aspects of water storage tank surface preparation and coatings application to perform the following:

- i. Washout/Cleanout Operations of the Interior Wet Surfaces
    - a) QCS will perform washout/cleaning operations on the interior wet surfaces using a hi-pressure (4,500 psi) water cleaning unit.
  - ii. After washout/cleanout activities, QCS Inspector will perform a “dry tank inspection” of the interior wet coating system.
  - iii. Upon completion of the interior wet inspection, QCS will perform disinfection operations of the tank interior wet surface, using the AWWA-C652 approved Disinfection Method #2.
  - iv. Exterior coating surfaces will be examined from all accessible areas (i.e., roof, grade level, etc.) as well as employing an Aerial Remote Operated Vehicle (AROV) by a licensed FAA Drone Operator to video tape the exterior coating surface conditions for review by the Client.
  - v. Interior dry coating surfaces (*as applicable*) will be examined in all accessible areas without rigging or scaffolding.
  - vi. Please note that the Owner shall provide a ground watch to monitor the tank valves, while the QCS Inspectors are working in the tank.
- QCS will perform various non-destructive and destructive tests on the existing coating systems to determine if the coating systems can be repaired or if they must be completely replaced.
  - QCS shall neither perform a structural analysis of the tank, nor certify their compliance with OSHA. All structural deficiencies and OSHA violations observed by the QCS Inspector shall be noted in our reports.
  - Following these inspection site visits, QCS will compile the inspection findings from each of the Tank Site visits and generate a field coating inspection/evaluation report for each tank.
    - i. Status of existing coating systems’ service life,
    - ii. Recommendations on structural modifications and coating system repairs or replacement,
    - iii. Color photographs of the conditions discovered during the inspection,
    - iv. Cost estimates of any reconditioning work recommended.
  - Each of the Tanks’ inspection/evaluation report will take into consideration any required provisions regarding fugitive dust and/or waste emissions during the removal and containment of deficient coating films.
  - Provide one (1) signed hard copy of each Tank’s inspection/evaluation report as well as a digital copy (PDF File format) of the inspection/evaluation report, applicable testing data, and all photographs.

## **B. Clarifications And Assumptions**

- Access to the tank site will be provided by the Tank Owner.
- Cathodic Protection System will be de-energized while Dry Tank Inspections are performed.
- Shell and/or riser manways will be opened and closed by the Tank Owner to permit access to the interior wet risers from the exterior grade level.
- Water remaining in the tank bottom below the level of the tank's drain pipe shall be removed by the Tank Owner, unless otherwise stipulated.
- The manway gaskets, should they need replacement, shall be the responsibility of the Tank Owner to purchase and reinstall.
- Testing and disposal of any "sludge" residue will be the responsibility of the Tank Owner.
- QCS will provide disinfection chemicals.
- QCS shall not be responsible for testing the tank after completion of the tank disinfection and before putting the tank back in service.
- Paint chip samples from the tank interior and exterior surfaces will be taken and analyzed for total lead and chromium contents.
- The Tank Owner will start tank filling procedures upon completion of the interior wet disinfection operations in a timely fashion.
- Further mobilization by QCS for extra disinfection operations will be billed at a time and material rate based on the current 2017 QCS Fee Schedule.
- The fees noted in the following Section II, is based on the premise that the tank inspection will be completed within the stipulated framework.
- QCS also requires two (2) weeks notice to schedule this inspection.

## **II. FEES**

### **A. Task Order # 1**

#### **Wilson Road EWT (150,000-Gallon Capacity): Inspection/Evaluation**

- Inspection/Evaluation services will be billed at \$6,880.60 for the QCS services described herein in accordance with the Client- inspection schedule coordinated with QCS based on the premise that this tank inspection service will be completed in the designated one (1) work-day period.
- If the inspection cannot be completed in the designated one (1) work-day period for each Elevated Water Storage Tank inspection/evaluation due to causes beyond our control, additional work will be charged on a time and material basis in conformance with the Fee Schedule current at the time QCS, Inc. personnel are working on your project.
- Administrative Services. Additional work activities (meetings, phone conferences, etc.) beyond the onsite inspection visit will be billed on a time and material basis per the current QCS Fee Schedule.

**B. Task Order # 2**

**Church Street EWT (400,000-Gallon Capacity): Inspection/Evaluation**

- Inspection/Evaluation services will be billed at \$6,880.60 for the QCS services described herein in accordance with the Client- inspection schedule coordinated with QCS.
- Administrative Services. Additional work activities (meetings, phone conferences, etc.) beyond the onsite inspection visit will be billed on a time and material basis per the current QCS Fee Schedule.
- If the inspection cannot be completed in the designated one (1) work-day period for each Elevated Water Storage Tank inspection/evaluation due to causes beyond our control, additional work will be charged on a time and material basis in conformance with the Fee Schedule current at the time QCS, Inc. personnel are working on your project.

**C. Task Order # 3**

**Battery Park Road EWT (500,000-Gallon Capacity): Inspection/Evaluation**

- Inspection/Evaluation services will be billed at \$6,880.60 for the QCS services described herein in accordance with the Client- inspection schedule coordinated with QCS.
- Administrative Services. Additional work activities (meetings, phone conferences, etc.) beyond the onsite inspection visit will be billed on a time and material basis per the current QCS Fee Schedule.
- If the inspection cannot be completed in the designated one (1) work-day period for each Elevated Water Storage Tank inspection/evaluation due to causes beyond our control, additional work will be charged on a time and material basis in conformance with the Fee Schedule current at the time QCS, Inc. personnel are working on your project.

**B. Other Direct Costs (As Needed)**

Any other equipment, expendable items, and/or external laboratory testing required for the project will need to be approved, in writing by Kimley Horn in advance, and will be billed to Kimley Horn, at cost plus any handling charge and shipping.

The cost for all additional test kits, equipment, expendable items and/or external laboratory tests will be submitted via the invoice to Kimley Horn, for reimbursement to QCS, Inc. and will be accompanied by vendor receipts.

### III. COMMERCIAL TERMS AND CONDITIONS

The attached Terms and Conditions are a part of any agreement between QCS and Kimley Horn unless otherwise agreed to in writing by both parties.

QCS will require a minimum of two (2) weeks notice in order to properly schedule personnel and equipment availability for this project.

This proposal is valid for ninety (90) days. We can begin to schedule this project upon receipt of your written acceptance of this proposal and a written authorization to proceed.

Thank you for the opportunity to submit this proposal to Kimley Horn, and for your consideration. If you have any questions or require additional information or clarifications, please do not hesitate to contact me at (540) 850-0435.

Sincerely:

*Roger Triana*

Roger Triana  
VP; Coatings Division  
Quinn Consulting Services, Inc.

**Enclosed: Terms and Conditions  
Schedule of Inspection Service Fees**

pc: William E. Pybus, QCS, Inc.  
Rebecca Triana, QCS, Inc.



# *Quinn Consulting Services Incorporated*

## **QCS, Inc. Terms and Conditions**

### **TERMS:**

For purposes of this proposal, the generic terms presented in all Capital Letters below are defined as follows:

1. **CLIENT:** The term CLIENT Refers to **Kimley Horn**.
2. **AGREEMENT:** The term AGREEMENT refers to the Proposal for Inspection Services for the **Three Elevated Water Storage Tanks Evaluation Project**, and all associated documents and addendums agreed upon and signed by both **Kimley Horn** and QCS, Inc.
3. **OWNER:** The term OWNER refers to the owner of the water storage tank (Standpipe) being inspected under this proposed contract. (**Smithfield, Virginia**).

### **CONDITIONS:**

1. **Basic and Additional Services.** The scope of QCS, Inc.'s work is described in the attached proposal and may not be expanded except by mutual agreement in writing.
2. **Scheduling.** The CLIENT shall furnish a written purchase order or request for services required and shall give as much notice as possible in advance of the time when the services are desired. QCS, Inc.'s ability to respond to such an order will depend upon the amount of advance notice provided.
3. **Hazardous Materials.** Unless otherwise agreed to in the scope of work, QCS, Inc. has no responsibility for the presence, handling, removal, and disposal of, or exposure of persons to, hazardous materials on the project site. To the fullest extent permitted by the law, CLIENT shall defend and indemnify QCS, Inc. and its employees from all claims, including costs and attorney fees, arising out of the presence of hazardous materials on the job site(s).
4. **Client's responsibilities.** The CLIENT shall fully disclose to QCS, Inc. its knowledge of the condition of the job site structure(s) and their past and present contents. They shall provide QCS, Inc. with full information regarding the requirements for the project.
5. **Owner or Contractor Responsibilities.** The OWNER or Contractor shall ensure that confined space entry to the structure is clean and safe for entry.
6. **Payment.** QCS, Inc. will submit monthly or other periodic statements for work previously performed. CLIENT shall make payment within thirty (30) days after receiving each statement. Late payments will incur a five percent (5%) late payment fee, for each month or portion of a month that the payment is late (i.e. a payment made thirty (30) to sixty (60) days from invoice submission will incur a 5% late payment fee, a payment made sixty (60) to ninety (90) days after submission will incur a 10% late payment fee, etc.).



## *Quinn Consulting Services Incorporated*

### **QCS, Inc. Terms and Conditions**

- 7. Reuse of QCS, Inc.'s Plans, Specifications, and other Documents.** All plans, specifications, and other documents furnished by QCS, Inc. are instruments of QCS, Inc.'s services for use solely for the project under which they were created. CLIENT may retain copies for reference in connection with the use and occupancy of the project; but QCS, Inc. does not represent that the documents are suitable for reuse or extension of the project or on other projects. CLIENT will defend and indemnify QCS, Inc. from all claims or losses arising out of the unauthorized use of the documents.
- 8. Suspension of Work.** QCS, Inc. may suspend work upon not less than three (3) days written notice to CLIENT if payment to QCS, Inc. is not received within thirty (30) days after submission of an invoice for substantially completed services as defined under this AGREEMENT.
- 9. Termination for Cause.** This AGREEMENT may be terminated for cause by either party upon not less than five (5) days written notice if the other party fails to substantially perform in accordance with the terms of this AGREEMENT through no fault of the party initiating the termination.
- 10. Termination for Convenience.** CLIENT may terminate this AGREEMENT in whole or in part for its own convenience upon not less than five (5) days written notice to QCS, Inc.
- 11. Termination Expenses.** If the termination is for convenience or is not the fault of QCS, Inc. or if CLIENT abandons the project, QCS, Inc. shall be compensated for costs incurred and services performed before the termination or abandonment notification through the end of the five (5) day termination notification period. QCS, Inc. will also be reimbursed for any unrecoverable fixed costs, such as leased equipment or lab/testing agreements, if the leases/agreements cannot be broken, or equipment relocated to another billable project.
- 12. Insurance.** QCS, Inc. will maintain workers' compensation insurance, professional liability insurance, and comprehensive general liability insurance and will provide CLIENT with a certificate of insurance upon OWNER's request.
- 13. Limitation of Liability.** QCS, Inc.'s liability to CLIENT due to QCS, Inc.'s error or omissions (including but not limited to, claims for indemnity or contribution) is limited to QCS, Inc.'s fee.
- 14. Arbitration.** Any controversy or claim for money damages arising out of or relating to the making or performance or interpretation of this AGREEMENT, or the breach of this AGREEMENT, shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. The arbitration panel shall consist of three arbitrators, at least one of who is a structural engineer, and the panel may award only money damages and shall not award equitable relief. Judgment upon the arbitration award may be entered in any court having jurisdiction of the parties. The enforceability of this arbitration provision and arbitration awards will be governed by the Federal Arbitration Act.



# Quinn Consulting Services Incorporated

## Schedule of Inspection Service Fees

I	INSPECTION SERVICES: QCS Proposal #6223-403_Kimley-Horn_Smithfield-VA			
ITEM		UNIT	QUANTITY	RATE
1.	Inspection/Evaluation Services			
	A. <u>Task Order #1 - Wilson Road EWT</u> ❖ NACE Coating Inspectors (3) ❖ Washout/Cleanout of Interior Wet Surfaces ❖ Dry Tank Inspection ❖ Disinfection of Interior Wet Surfaces	1-Work Day	1	\$6,880.60
	B. <u>Task Order #2 - Church Street EWT</u> ❖ NACE Coating Inspectors (3) ❖ Washout/Cleanout of Interior Wet Surfaces ❖ Dry Tank Inspection ❖ Disinfection of Interior Wet Surfaces	1-Work Day	1	\$6,880.60
	C. <u>Task Order #3 - Battery Park Road EWT</u> ❖ NACE Coating Inspectors (3) ❖ Washout/Cleanout of Interior Wet Surfaces ❖ Dry Tank Inspection ❖ Disinfection of Interior Wet Surfaces	1-Work Day	1	\$6,880.60
2.	Additional Inspection (Base Rate)	Hour	1	\$87.74
3.	Additional Inspection (See Note #1) • Beyond 1-Work Day for Each Tank Work Phase	Hour	1	\$108.24
4.	Stipulated Price: ( See Note #1) *Additional Inspection Equipment (If Required)	Billed at Cost + 12% Handling Charge & Shipping	(See Note #1)	(See Note #1)

Note #1: See Proposal. \*Requires Prior Approval by Kimley-Horn.

**Quinn Consulting Services, Inc**

Name\_\_\_\_\_

By\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

**Kimley Horn**

Name\_\_\_\_\_

By\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

Please sign and return one copy to:

**Quinn Consulting Services, Inc.**

10500 Wakeman Drive

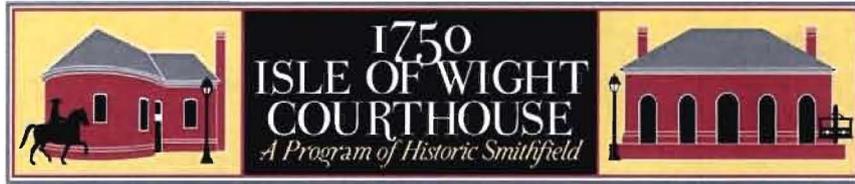
Fredericksburg, VA, 22407

Phone #: (540) 850-0435

Fax #: (540) 898-8248

**FINANCE  
COMMITTEE**

**FY 2018 / 2019**  
**Contribution Request**



P.O. Box 325 • Smithfield, Virginia 23431 • (757) 356-9016

February 6, 2018

To the Members of Smithfield Town Council

On behalf of the Board of Directors of the 1750 IOW Courthouse I want to thank you for your support of \$4,000 last year for the historic courthouse. We continue to keep the courthouse open to visitors with volunteer docents during the week and paid docents on the weekends. We hold special programs for local school groups and out of town bus tours beyond our regular opening hours. In addition we participate in local events here in town such as Olden Days, Town & Country Day and the Christmas market and parade. Our most popular event each year is the colonial court trial in October, free to the public, which brought 265 visitors to five performances in 2017

This past December the Courthouse sponsored the first weekend of the "Christmas in Smithfield" events that are held the first three weekends in December. The first weekend featured the Antiques Show in at the Smithfield Center which attracted some 650 people to this successful show. We were unable to secure enough homes for the very popular "Homes Tour," but we did host other events like the Christmas decorating workshops under a tent at the courthouse grounds, a special Shadow puppet show depicting the story of Elizabeth Bennett Young saving the county records from the British during the Revolutionary War, A Sunday Afternoon Tea at the Smithfield Café & Gourmet Bakery and horse drawn Carriage rides in the Historic District.

The 1750 Courthouse intentionally designed this Christmas event to promote all of the Historic District merchants and civic groups. For example, advertising paid for by Christmas in Smithfield promoted the products of Smithfield Foods, every Historic District lodging and dining establishment, downtown merchants and arts, and religious groups. Our advertising promoted

the Christmas Parade, the Christmas tree lighting; downtown markets held October-December and events at IOW County Museum, Smithfield Center and the Arts center.

Since we were unable to feature and Homes Tour this year, we were unable to raise as much money for the Courthouse as in the previous two years and for that reason we need your financial support to continue to expand our efforts to make the Courthouse the focal point of downtown and promote the Historic District and benefit the entire community. We also are planning to add teacher workshops about the history of the county and develop programs that we can take to the middle schools to educate the children about the historic county in which they live.

Sincerely,

A handwritten signature in cursive script that reads "Lanny C. Hinson". The signature is written in black ink and is positioned above the printed name.

Lanny C. Hinson, DDS

Director, 1750 Isle of Wight Courthouse



February 13, 2018

Town of Smithfield

Ms. Ellen Minga, Treasurer

310 Institute Street

Smithfield, VA. 23431

Dear Ms. Ellen Minga,

Thank you for the opportunity to be considered for support by the Town of Smithfield. Our agency continues to be grateful for your past and current support of our mission to provide a safe refuge and supportive environment for the victims of domestic violence, sexual assault, stalking and human trafficking; to provide information, education, and training services that focus on ending the cycle of violence for the last 30 years. The Genieve Shelter is embarking upon our 30<sup>th</sup> year Anniversary, on May 26, 2018, and we are planning to celebrate in all six localities. The agency will provide more details about the upcoming events scheduled for the town of Smithfield in the next few weeks.

Our primary service areas in Virginia include the cities of Suffolk and Smithfield, the Town of Smithfield, and the rural Counties of Smithfield, Southampton, and Isle of Wight. The Genieve Shelter is requesting \$10,000 for the 2018-2019 fiscal year from the town of Smithfield. The funding covers the provision of operating the emergency shelter houses, food, transportation, mental health services, crisis intervention and supportive services offered to victims of domestic violence and sexual assault victims receiving services from the Smithfield Communities. The emergency shelter provides domestic violence & sexual assault survivors and their children with 60-days of emergency shelter and offer various other services to sheltered and non-sheltered clients requesting services. We have 38 beds available for survivors fleeing domestic violence, sexual assault and human trafficking in safe environment. These beds are housed in six separate safe houses planted in our six rural communities that we serve.

The Genieve shelter's community goals for the upcoming year include focusing on breaking the generational crisis of domestic violence; and directing lot of attention on outreach prevention education for children being exposed and/or witnessing violence and abuse. We are planning to work with the schools and the office on Youth to reach children being exposed to abuse and dating violence in the Smithfield communities. It is imperative that we reach out to the youth of the area in order to break the cycle of violence at the community level. The youth should be given opportunities to grow into healthy adults. Only in this way can the generational cycle of domestic violence be broken.

We will continue to offer court advocacy in the J&D court, and working with the Smithfield Department of Social Services to educate the adults about our services, domestic violence, sexual assault and human trafficking. Also, we are organizing a Lethality Assessment Program with the local Smithfield Police Department. This program allows the shelter's staff and the local police officers the opportunities to work together to assist victims of abuse with receiving shelter services immediately. We are planning to offer special training to the officers responding to domestic violence calls. Teaching the police officers how to refer victims directly to the crisis helpline when on the scene of altercations. The staff assisting will provide safety planning and offer emergency shelter, and offer follow-up to ensure safety. The clients will increase their knowledge about all of services that we offer adults and children.

During the 2017 fiscal year, The Genieve Shelter provided crisis and supportive services to forty - three families (seventy-two individuals) attempting to escape domestic violence in the town of Smithfield. We also provided 893 nights of shelter, assisted 75 clients in court and responded to 112 hotline calls from residents of Smithfield needing help from the agency. During the last fiscal year, overall, The Genieve Shelter responded to 658 crisis hotline calls, provided transportation 347 times, and provided 7,538 nights of shelter. The Genieve Shelter assisted 767 individuals with various services, such as obtaining protective orders / court accompaniment, crisis counseling, bi-weekly adult and children support groups, legal consultations, mentoring, and case management services. 6,295 participants were reached during community outreach events. The staff at The Genieve Shelter provided 19,213 hours of direct services to clients seeking assistance.

The financial generosity of supporters like you allowed us to accomplish these services. We believe that our emergency shelter and the supportive programs are consistent with the mission of town of Smithfield, and hope that you will find in in your hearts and budget to continue supporting this program. Should you require additional information, feel free to contact me at (757) 925-4365. Thanks so much for your consideration in these matters.

Sincerely,



Marleisa Montgomery

Marleisa Montgomery, MSW, MPH

Creating a safe and supportive environment for victims of abuse!

The Genieve Shelter, 2480 Pruden Blvd, Suite A.B.C, Suffolk VA. 23434, 757 925-4365

<b>Budget 2018-2019</b>	
Emergency Shelter operational expenses, etc. supplies, utilities, maintenance, repairs	\$4,500.00
mental health services for adults/children	\$ 3,500.00
Community Outreach Prevention/Awareness educational material	\$ 1,000.00
Food & transportation	\$ 1,000.00

### Emergency Shelter Expenses /Food

During the past fiscal year, we provided 893 nights of emergency shelter for residents of Smithfield communities. Also, we wanted to share that due to extremely higher utilities bills and food prices, we've increased the daily cost to provide shelter and services for an average family size of three to \$23,33 per night.

### Transportation

Because of the limited amount of public transportation in our rural area; The Genieve Shelter provides transportation for mental health counseling, case management, job and housing search, and medical and court appointments.

### Community Prevention/Awareness

To continue our efforts to educate the community regarding Domestic Violence, we budgeted \$1,000 to collaborate with the Office on Youth and implement the evidence based "Understanding Teen Dating Violence" program to the youth of Town of Smithfield, Smithfield Court Services and Victim witness.

**Town of Smithfield  
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 02/28/18	Remaining Budget	% of budget
<b>Revenue</b>					
<b>General Fund revenues</b>					
<b><u>General Fund revenues</u></b>					
<b><u>Real Estate Tax</u></b>					
Current RE Tax		1,695,000.00	1,687,839.59	7,160.41	99.58%
Delinquent RE Tax		15,000.00	10,132.64	4,867.36	67.55%
Current RE Penalty		3,900.00	2,994.56	905.44	76.78%
Delinquent RE Penalty		2,270.00	1,253.97	1,016.03	55.24%
Current RE Interest		415.00	213.11	201.89	51.35%
Delinquent RE Interest		4,600.00	2,772.14	1,827.86	60.26%
<b>Total Real Estate Taxes</b>		<b>1,721,185.00</b>	<b>1,705,206.01</b>	<b>15,978.99</b>	<b>99.07%</b>
<b><u>Personal Property Tax</u></b>					
Current PP Tax		605,000.00	598,412.15	6,587.85	98.91%
Delinquent PP Tax		16,500.00	26,975.45	(10,475.45)	163.49%
Current PP Penalty		13,000.00	8,018.37	4,981.63	61.68%
Delinquent PP Penalty		6,800.00	9,805.92	(3,005.92)	144.20%
Current PP Interest		700.00	269.69	430.31	38.53%
Delinquent PP Interest		5,900.00	6,782.02	(882.02)	114.95%
<b>Total Personal Property Tax</b>		<b>647,900.00</b>	<b>650,263.60</b>	<b>(2,363.60)</b>	<b>100.36%</b>
<b><u>Public Service Corporations Tax</u></b>					
Current RE Tax		30,450.00	30,970.38	(520.38)	101.71%
Delinquent RE Tax		-	20.56	(20.56)	100.00%
Current PP Tax		576.00	398.63	177.37	69.21%
<b>Total Public Service Tax</b>		<b>31,026.00</b>	<b>31,389.57</b>	<b>(363.57)</b>	<b>101.17%</b>
<b><u>Miscellaneous Receipts Over/Short</u></b>					
<b>Total Over/Short</b>		<b>20.00</b>	<b>16.01</b>	<b>3.99</b>	<b>80.05%</b>
<b><u>Other Local Taxes</u></b>					
Franchise Tax		136,955.00	-	136,955.00	0.00%
Cigarette Tax		169,000.00	111,841.58	57,158.42	66.18%
Transient Occupancy Tax		190,000.00	94,868.63	95,131.37	49.93%
Meals Tax-4.25%		1,130,840.00	661,698.47	469,141.53	58.51%
Meals Tax-2%		532,000.00	315,726.93	216,273.07	59.35%
Sales Tax		340,000.00	178,380.11	161,619.89	52.46%
Consumption Tax		49,000.00	29,232.49	19,767.51	59.66%
Utility Tax		192,000.00	114,696.14	77,303.86	59.74%
Business Licenses		365,000.00	102,517.38	262,482.62	28.09%
Business Licenses Penalty		2,000.00	254.85	1,745.15	12.74%
Business Licenses Interest		600.00	24.75	575.25	4.13%

**Town of Smithfield  
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 02/28/18	Remaining Budget	% of budget
Peg Channel Capital Fee		1,940.00	1,483.80	456.20	76.48%
Vehicle License Tags		-	3.00	(3.00)	0.00%
<b>Vehicle License</b>		<b>140,500.00</b>	<b>139,273.81</b>	<b>1,226.19</b>	<b>99.13%</b>
<b>Total Other Local Taxes</b>		<b>3,249,835.00</b>	<b>1,750,001.94</b>	<b>1,499,833.06</b>	<b>53.85%</b>
<b><u>Licenses, Permits &amp; Fees</u></b>					
Permits & Other Licenses		15,000.00	12,945.00	2,055.00	86.30%
Inspection Fees-Subdivision		6,000.00	1,950.00	4,050.00	32.50%
Administrative Collection Fees-DMV Stops		-	7,795.00	(7,795.00)	0.00%
WC Dog Park Registration		2,000.00	817.00	1,183.00	40.85%
Consultant Review Fees		1,500.00	2,650.00	(1,150.00)	176.67%
<b>Total Licenses, permits and privilege fees</b>		<b>24,500.00</b>	<b>26,157.00</b>	<b>(1,657.00)</b>	<b>106.76%</b>
<b><u>Fines &amp; Costs</u></b>					
Public Defender Fee				-	0.00%
<b>Fines &amp; Costs</b>		<b>60,000.00</b>	<b>34,857.85</b>	<b>25,142.15</b>	<b>58.10%</b>
<b>Total Fines &amp; Forfeitures</b>		<b>60,000.00</b>	<b>34,857.85</b>	<b>25,142.15</b>	<b>58.10%</b>
<b><u>From Use of Money and Property</u></b>					
General Fund Interest		6,000.00	37,437.15	(31,437.15)	623.95%
Beautification Fund Interest		-	24.16	(24.16)	0.00%
<b>Rentals</b>		<b>20,000.00</b>	<b>15,054.66</b>	<b>4,945.34</b>	<b>75.27%</b>
Smithfield Center Rentals		158,000.00	123,972.14	34,027.86	78.46%
Smithfield Center Vendor Programs		5,500.00	4,250.00	1,250.00	77.27%
Kayak Rentals		9,000.00	5,646.00	3,354.00	62.73%
Special Events		22,000.00	20,236.27	1,763.73	91.98%
Fingerprinting Fees		1,400.00	910.00	490.00	65.00%
Museum Gift Shop Sales		10,000.00	6,622.36	3,377.64	66.22%
Museum Programs/Lecture Fees		2,100.00	1,191.00	909.00	56.71%
Sale of Equipment/Buildings		10,000.00	-	10,000.00	0.00%
Lease of Land		600.00	500.00	100.00	83.33%
<b>Total revenue from use of money and property</b>		<b>244,600.00</b>	<b>215,843.74</b>	<b>28,756.26</b>	<b>88.24%</b>
<b><u>Miscellaneous Revenue</u></b>					
Other Revenue		2,100.00	1,147.52	952.48	54.64%
Cash Proffer Revenues-pass through to fire/rescue		-	-	-	0.00%
Virginia Municipal Group Safety Grant		3,500.00	3,971.00	(471.00)	113.46%
<b>Total Miscellaneous Revenue</b>		<b>5,600.00</b>	<b>5,118.52</b>	<b>481.48</b>	<b>91.40%</b>
<b><u>From Reserves</u></b>					
Restricted Reserves-Police Department (CD)		-	-	-	0.00%

**Town of Smithfield  
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 02/28/18	Remaining Budget	% of budget
Reserves-Pinewood Escrow		-	-	-	0.00%
Reserves-Restricted for Ball Fields		1,079,303.00	824,265.00	255,038.00	76.37%
Reserves-Unallocated loan funds		-	350,000.00	(350,000.00)	100.00%
From Operating Reserves		74,727.00	-	74,727.00	0.00%
<b>Total From Reserves</b>		1,154,030.00	1,174,265.00	(20,235.00)	101.75%
<b><u>Intergovernmental Virginia</u></b>					
Law Enforcement		166,736.00	125,052.00	41,684.00	75.00%
Litter Control Grant		3,232.00	3,151.00	81.00	97.49%
Police Block Grants-State		-	-	-	0.00%
Communications Tax		225,000.00	109,436.74	115,563.26	48.64%
Rolling Stock		16.00	118.58	(102.58)	741.13%
Rental Tax		3,800.00	2,518.21	1,281.79	66.27%
Asset Forfeiture		-	-	-	0.00%
PPTRA State Revenue		240,795.00	240,794.89	0.11	100.00%
TRIAD Grant		2,250.00	-	2,250.00	0.00%
Fire Programs		25,637.00	-	25,637.00	0.00%
VCA Grant		5,000.00	4,500.00	500.00	90.00%
VDEM Grant (state portion)		28,500.00	-	28,500.00	0.00%
SNAP Program		30.00	-	30.00	0.00%
<b>Total State Revenue</b>		700,996.00	485,571.42	215,424.58	69.27%
<b><u>Intergovernmental Federal</u></b>					
Police Federal Grants		3,500.00	0.00	3,500.00	0.00%
Boat Ramp Grant		-	-	-	0.00%
VDEM Grant (federal portion)		161,500.00	0.00	161,500.00	0.00%
FEMA Reimbursements			68,400.00	(68,400.00)	100.00%
<b>Urban Fund Projects</b>					
Right turn lane-Joseph W Luter Jr Sports Complex	835,744.00		14,826.83	(14,826.83)	100.00%
Benns Church/Route 258/Route 10 Bypass intersection	176,861.00		6,149.78	(6,149.78)	100.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	28,690.00		3,364.14	(3,364.14)	100.00%
Pinewood Heights CDBG Relocation Grant Phase III		-	-	-	0.00%
<b>Total Federal Revenue</b>		165,000.00	92,740.75	72,259.25	56.21%
<b><u>Other Financing Sources</u></b>					
Line of Credit Proceeds		250,000.00		250,000.00	0.00%
Other Financing Sources-Capital Lease Acquisition		-	21,180.00	(21,180.00)	#DIV/0!
Note Proceeds		1,979,553.00	1,969,553.00	10,000.00	99.49%
Insurance Recoveries		-	6,913.29	(6,913.29)	0.00%
<b>Total Other Financing Sources</b>		2,229,553.00	1,997,646.29	231,906.71	89.60%
<b><u>Contributions</u></b>					

**Town of Smithfield  
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 02/28/18	Remaining Budget	% of budget
CHIP Contributions		13,000.00	12,016.75	983.25	92.44%
Public Safety		-	65.00	(65.00)	100.00%
Contributions-Windsor Castle Park Foundation		-	35,040.00	(35,040.00)	0.00%
Contributions-Smithfield VA Events		34,000.00	9,000.00	25,000.00	26.47%
Contributions-Museum		12,200.00	8,219.00	3,981.00	67.37%
Contributions-Public Ball Fields		50,000.00	101,238.87	(51,238.87)	202.48%
<b>Total Contributions</b>		109,200.00	165,579.62	(56,379.62)	151.63%
<hr/>					
<b>Total General Fund Revenue</b>		10,343,445.00	8,334,657.32	2,008,787.68	80.58%
<hr/>					
<b>Less Revenues, Loan Funds, Grants and Contributions related to capital projects</b>					
Line of Credit Proceeds		(250,000.00)	-	(250,000.00)	0.00%
Debt Proceeds		(1,979,553.00)	(1,969,553.00)	(10,000.00)	99.49%
Cash Proffer Revenues		-	-	-	0.00%
Meals tax-special projects		(532,000.00)	(315,726.93)	(216,273.07)	59.35%
From Operating Reserves		(74,727.00)	-	(74,727.00)	0.00%
Pinewood Heights Reserves		-	-	-	0.00%
PD Reserves		-	-	-	0.00%
Ball Field Reserves		(1,079,303.00)	(824,265.00)	(255,038.00)	76.37%
Contributions-WC Park		-	(35,040.00)	35,040.00	0.00%
Contributions to Ball Fields		(50,000.00)	(101,238.87)	51,238.87	202.48%
Contributions-Smithfield VA Events		(34,000.00)	(9,000.00)	(25,000.00)	26.47%
Pinewood Heights Phase III CDBG Funds		-	-	-	0.00%
FEMA Grants (Dam)		(190,000.00)	(68,400.00)	(121,600.00)	36.00%
Boat Ramp Grant		-	-	-	0.00%
<hr/>					
Total Non-operating Revenues		(4,189,583.00)	(3,323,223.80)	(866,359.20)	79.32%
<hr/>					
<b>Total General Fund Operating Revenues</b>		6,153,862.00	5,011,433.52	1,142,428.48	81.44%

**General Fund Budget  
Expenses**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 02/28/18	Remaining Budget	% of budget
<b>GENERAL GOVERNMENT</b>					
<b>Town Council</b>					
Salaries		40,500.00	27,010.00	13,490.00	66.69%
FICA		3,240.00	2,107.97	1,132.03	65.06%
Employee Wellness/Assistance Plan		1,344.00	787.50	556.50	58.59%

**Town of Smithfield  
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 02/28/18	Remaining Budget	% of budget
Legal Fees		65,000.00	19,392.25	45,607.75	29.83%
Election Expense		3,700.00	-	3,700.00	0.00%
Maintenance contracts		660.00	250.00	410.00	37.88%
Advertising		27,000.00	14,206.29	12,793.71	52.62%
<b>Professional Services</b>		<b>10,000.00</b>	<b>8,428.34</b>	<b>1,571.66</b>	<b>84.28%</b>
Records Management maint & upgrades		5,880.00	950.89	4,929.11	16.17%
Site Plan Review		3,000.00	-	3,000.00	0.00%
<b>Insurance</b>		<b>19,550.00</b>	<b>13,795.50</b>	<b>5,754.50</b>	<b>70.57%</b>
Supplies		20,000.00	13,818.10	6,181.90	69.09%
Travel & Training		6,500.00	4,488.90	2,011.10	69.06%
<b>Subscriptions/Memberships</b>		<b>9,200.00</b>	<b>9,200.44</b>	<b>(0.44)</b>	<b>100.00%</b>
Council Approved Items		12,000.00	6,857.55	5,142.45	57.15%
Public Defender Fees		2,000.00	-	2,000.00	0.00%
<b>Bank Charges</b>		<b>700.00</b>	<b>624.52</b>	<b>75.48</b>	<b>89.22%</b>
SpecialProjects		3,000.00	742.04	2,257.96	24.73%
Smithfield CHIP program		6,400.00	2,435.00	3,965.00	38.05%
Update Town Charter & Code		3,000.00	1,175.00	1,825.00	39.17%
Annual Christmas Parade		350.00	-	350.00	0.00%
<b>Total Town Council</b>		<b>243,024.00</b>	<b>126,270.29</b>	<b>116,753.71</b>	<b>51.96%</b>
<b><u>Town Manager</u></b>					
<b>Salaries</b>		<b>327,794.00</b>	<b>208,320.69</b>	<b>119,473.31</b>	<b>63.55%</b>
FICA		26,224.00	14,520.98	11,703.02	55.37%
VSRS		21,036.00	14,023.89	7,012.11	66.67%
Disability		505.00	293.91	211.09	58.20%
<b>Health</b>		<b>73,885.00</b>	<b>48,922.65</b>	<b>24,962.35</b>	<b>66.21%</b>
Auto Expense		500.00	171.00	329.00	34.20%
<b>Maintenance Contracts</b>		<b>2,800.00</b>	<b>2,914.65</b>	<b>(114.65)</b>	<b>104.09%</b>
Communications		17,500.00	10,526.47	6,973.53	60.15%
<b>Insurance</b>		<b>2,580.00</b>	<b>1,686.00</b>	<b>894.00</b>	<b>65.35%</b>
Supplies		5,000.00	1,747.95	3,252.05	34.96%
<b>Dues &amp; Subscriptions</b>		<b>4,805.00</b>	<b>3,197.12</b>	<b>1,607.88</b>	<b>66.54%</b>
Computer & technology expenses		13,000.00	4,149.16	8,850.84	31.92%
Travel & Training		8,800.00	4,887.64	3,912.36	55.54%
Other		100.00	35.19	64.81	35.19%
<b>Total Town Manager</b>		<b>504,529.00</b>	<b>315,397.30</b>	<b>189,131.70</b>	<b>62.51%</b>
<b><u>Treasurer</u></b>					
<b>Salaries</b>		<b>305,007.00</b>	<b>193,819.97</b>	<b>111,187.03</b>	<b>63.55%</b>
FICA		24,400.00	14,352.57	10,047.43	58.82%

**Town of Smithfield  
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 02/28/18	Remaining Budget	% of budget
VSRS		20,941.00	13,960.38	6,980.62	66.67%
<b>Health</b>		<b>49,842.00</b>	<b>33,352.03</b>	<b>16,489.97</b>	<b>66.92%</b>
Disability		162.00	94.78	67.22	58.51%
<b>Audit</b>		<b>12,750.00</b>	<b>12,250.00</b>	<b>500.00</b>	<b>96.08%</b>
Depreciation Software		1,600.00	-	1,600.00	0.00%
Communications		9,500.00	5,126.85	4,373.15	53.97%
Computer & technology expenses		5,000.00	-	5,000.00	0.00%
Data Processing		20,000.00	12,229.81	7,770.19	61.15%
Service contracts-includes MUNIS		58,000.00	16,908.83	41,091.17	29.15%
<b>Insurance</b>		<b>2,590.00</b>	<b>1,744.50</b>	<b>845.50</b>	<b>67.36%</b>
Supplies		9,000.00	4,003.75	4,996.25	44.49%
<b>Dues &amp; Subscriptions</b>		<b>1,200.00</b>	<b>1,764.65</b>	<b>(564.65)</b>	<b>147.05%</b>
Credit Card Processing		1,000.00	784.02	215.98	78.40%
<b>Cigarette Tax Stamps</b>		<b>3,170.00</b>	<b>3,180.60</b>	<b>(10.60)</b>	<b>100.33%</b>
Travel & Training		1,000.00	133.00	867.00	13.30%
Other		100.00	106.00	(6.00)	106.00%
<b>Total Treasurer</b>		<b>525,262.00</b>	<b>313,811.74</b>	<b>211,450.26</b>	<b>59.74%</b>

**PUBLIC SAFETY**

**Police Department**

<b>Salaries</b>		<b>1,427,901.00</b>	<b>858,770.24</b>	<b>569,130.76</b>	<b>60.14%</b>
FICA		114,232.00	62,330.57	51,901.43	54.56%
VSRS		89,103.00	49,427.44	39,675.56	55.47%
<b>Health Insurance</b>		<b>264,147.00</b>	<b>148,293.18</b>	<b>115,853.82</b>	<b>56.14%</b>
Disability		160.00	94.78	65.22	59.24%
<b>Pre-Employment Test</b>		<b>1,000.00</b>	<b>1,842.00</b>	<b>(842.00)</b>	<b>184.20%</b>
Uniforms		22,000.00	10,696.21	11,303.79	48.62%
Service Contracts		40,000.00	11,758.82	28,241.18	29.40%
Communications		50,000.00	30,832.58	19,167.42	61.67%
Computer & Technology Expenses		13,000.00	6,578.82	6,421.18	50.61%
<b>Insurance</b>		<b>57,805.00</b>	<b>39,163.50</b>	<b>18,641.50</b>	<b>67.75%</b>
<b>Ins. - LODA</b>		<b>11,915.00</b>	<b>10,780.03</b>	<b>1,134.97</b>	<b>90.47%</b>
Materials & Supplies		24,000.00	16,737.33	7,262.67	69.74%
<b>Dues &amp; Subscriptions</b>		<b>6,800.00</b>	<b>6,198.89</b>	<b>601.11</b>	<b>91.16%</b>
Equipment		15,000.00	4,501.95	10,498.05	30.01%
Radio & Equipment repairs		2,000.00	1,295.75	704.25	64.79%
Vehicle Maintenance		40,000.00	18,029.55	21,970.45	45.07%
Gas		41,500.00	24,469.63	17,030.37	58.96%
Tires		7,000.00	1,995.97	5,004.03	28.51%
Travel & Training		30,000.00	15,720.24	14,279.76	52.40%
Special Events		1,000.00	843.31	156.69	84.33%

**Town of Smithfield  
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 02/28/18	Remaining Budget	% of budget
Police Grants		1,500.00	-	1,500.00	0.00%
Investigation expenses		5,000.00	599.91	4,400.09	12.00%
Other		500.00	234.48	265.52	46.90%
<b>Total Police Department</b>		2,265,563.00	1,321,195.18	944,367.82	58.32%
 <b><u>Fire Department</u></b>					
Fuel Fund & Travel		13,000.00	-	13,000.00	0.00%
State Pass Thru		25,637.00	-	25,637.00	0.00%
<b>Total Fire Department</b>		38,637.00	-	38,637.00	0.00%
 <b><u>Contributions-Public Safety</u></b>					
E911 Dispatch Center		210,513.00	7,535.49	202,977.51	3.58%
<b>Total Contributions-Public Safety</b>		210,513.00	7,535.49	202,977.51	3.58%
 <b><u>PARKS, RECREATION &amp; CULTURAL</u></b>					
<b><u>Parks &amp; Recreation</u></b>					
Salaries		112,818.00	62,955.58	49,862.42	55.80%
FICA		9,025.00	4,641.31	4,383.69	51.43%
VSRS		7,788.00	4,426.71	3,361.29	56.84%
Health		25,063.00	6,763.95	18,299.05	26.99%
Uniforms		3,000.00	844.49	2,155.51	28.15%
Advertising		20,500.00	14,395.46	6,104.54	70.22%
Dues & Subscriptions		2,000.00	991.00	1,009.00	49.55%
Travel & Training		2,000.00	2,152.51	(152.51)	107.63%
<b>Total Parks &amp; Recreation</b>		182,194.00	97,171.01	85,022.99	53.33%
 <b><u>Smithfield Center</u></b>					
Salaries		149,889.00	90,375.34	59,513.66	60.29%
FICA		11,992.00	6,987.69	5,004.31	58.27%
VSRS		7,819.00	4,942.64	2,876.36	63.21%
Health		23,277.00	18,684.32	4,592.68	80.27%
Disability		-	79.52	(79.52)	100.00%
Contracted Services		17,500.00	11,628.72	5,871.28	66.45%
Retail Sales & Use Tax		800.00	311.04	488.96	38.88%
Utilities		25,000.00	14,058.34	10,941.66	56.23%
Communications		21,000.00	12,633.16	8,366.84	60.16%
Computer & technology expenses		4,000.00	1,564.07	2,435.93	39.10%
Insurance		6,115.00	4,251.75	1,863.25	69.53%
Kitchen Supplies		3,000.00	302.43	2,697.57	10.08%
Office Supplies/Other Supplies		5,000.00	1,981.04	3,018.96	39.62%

**Town of Smithfield  
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 02/28/18	Remaining Budget	% of budget
Food Service & Beverage Supplies		6,000.00	3,198.20	2,801.80	53.30%
AV Supplies		3,000.00	-	3,000.00	0.00%
Repairs & Maintenance		40,000.00	19,195.40	20,804.60	47.99%
Landscaping		12,000.00	7,323.75	4,676.25	61.03%
Other		-	-	-	0.00%
Refund event deposits		7,000.00	4,603.40	2,396.60	65.76%
Credit card processing expense		4,500.00	3,166.91	1,333.09	70.38%
<b>Total Smithfield Center</b>		<b>347,892.00</b>	<b>205,287.72</b>	<b>142,604.28</b>	<b>59.01%</b>
<b><u>Contributions-Parks, Recreation and Cultural</u></b>					
Windsor Castle Restoration		1,490,000.00	280,000.00	1,210,000.00	18.79%
Historic Windsor Castle Restoration LLC		-	350,000.00	(350,000.00)	0.00%
Farmers Market		3,000.00	-	3,000.00	0.00%
TUMC Parking Lot		1,500.00	-	1,500.00	0.00%
Hampton Roads Planning District Commission		9,731.00	7,468.25	2,262.75	76.75%
Isle of Wight Arts League		10,000.00	9,000.00	1,000.00	90.00%
Friends of the Library		4,888.00	4,888.00	-	100.00%
Total Contributions-Park, Recreation and Cultural		1,519,119.00	651,356.25	867,762.75	42.88%
<b><u>Windsor Castle Park</u></b>					
Salaries		84,872.00	54,335.83	30,536.17	64.02%
FICA		6,790.00	3,971.13	2,818.87	58.48%
VSRS		5,097.00	3,348.81	1,748.19	65.70%
Health		19,429.00	10,917.61	8,511.39	56.19%
Contracted Services		11,000.00	6,895.00	4,105.00	62.68%
Insurance		10,000.00	6,452.25	3,547.75	64.52%
Grass Cutting		30,000.00	20,146.79	9,853.21	67.16%
Kayak/Watersports expenses		1,500.00	-	1,500.00	0.00%
Utilities		7,000.00	1,913.02	5,086.98	27.33%
Supplies		5,000.00	51.94	4,948.06	1.04%
Repairs & Maintenance		40,000.00	21,716.71	18,283.29	54.29%
Total Windsor Castle Park		220,688.00	129,749.09	90,938.91	58.79%
<b><u>Museum</u></b>					
Salaries		105,832.00	67,514.31	38,317.69	63.79%
FICA		8,467.00	4,922.53	3,544.47	58.14%
VSRS		4,116.00	2,557.04	1,558.96	62.12%
Health		12,187.00	8,018.98	4,168.02	65.80%
<b>Operating expenses</b>					
Contracted services		4,100.00	1,927.17	2,172.83	47.00%
Communications		700.00	350.34	349.66	50.05%

**Town of Smithfield  
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 02/28/18	Remaining Budget	% of budget
Computer and Technology		540.00	540.00	-	100.00%
Insurance		2,175.00	1,366.50	808.50	62.83%
Supplies		4,160.00	6,171.62	(2,011.62)	148.36%
Advertising		1,500.00	-	1,500.00	0.00%
Travel/Training		200.00	-	200.00	0.00%
Dues & Subscriptions		800.00	25.00	775.00	3.13%
<b>Gift Shop-to be funded by gift shop proceeds</b>					
Gift Shop expenses		9,000.00	3,768.62	5,231.38	41.87%
Sales & Use Tax		775.00	642.59	132.41	82.91%
Credit card processing fees		800.00	397.51	402.49	49.69%
<b>Total Museum</b>		<b>155,352.00</b>	<b>98,202.21</b>	<b>57,149.79</b>	<b>63.21%</b>
<b><u>Other Parks &amp; Recreation</u></b>					
Jersey Park Playground		750.00		750.00	0.00%
Pinewood Playground		500.00	139.80	360.20	27.96%
Clontz Park		1,550.00	629.30	920.70	40.60%
Cypress Creek No Wake Zone				-	0.00%
SNAP Program				-	0.00%
Waterworks Dam				-	0.00%
Waterworks Lake (park area)		500.00		500.00	0.00%
Haydens Lane Maintenance		1,000.00	269.34	730.66	26.93%
Veterans War Memorial		750.00	1,733.54	(983.54)	231.14%
Public Ballfields	37,600.00	50,000.00	8,014.17	41,985.83	16.03%
Fireworks		2,000.00	2,000.00	-	100.00%
<b>Total Parks &amp; Recreation</b>		<b>57,050.00</b>	<b>12,786.15</b>	<b>44,263.85</b>	<b>22.41%</b>

**COMMUNITY DEVELOPMENT**

**Pinewood Heights**

**Non-CDBG Contributed Operating Expenses**

**Administration**

Precontract Administration			5,664.61	(5,664.61)	#DIV/0!
Management Assistance	14,691.00		16,928.48	(16,928.48)	#DIV/0!
Monitoring/Closeout				-	#DIV/0!

**Permanent Relocation**

Owner Occupied Households	-			-	#DIV/0!
Renter Occupied Households	-		1,074.00	(1,074.00)	#DIV/0!
Moving Costs	6,600.00		1,900.00	(1,900.00)	#DIV/0!
Relocation Specialist	5,470.00		2,180.25	(2,180.25)	#DIV/0!

**Acquisition**

**Town of Smithfield  
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 02/28/18	Remaining Budget	% of budget
Owner Acquisition			672.00	(672.00)	#DIV/0!
Renter Acquisition	229,214.00		0.00	-	#DIV/0!
Vacant Lot Acquisition				-	#DIV/0!
Appraisal/Legal	6,300.00		950.00	(950.00)	#DIV/0!
<b><u>Acquisition Specialist</u></b>	6,203.00		3,068.49	(3,068.49)	#DIV/0!
<b><u>Clearance &amp; Demolition</u></b>	40,004.00		8,312.65	(8,312.65)	#DIV/0!
<b>Subtotal Non CDBG</b>	308,482.00	40,043.00	40,750.48	(707.48)	101.77%
<b>CDBG Contributed Operating Expenses</b>					
<b><u>Permanent Relocation</u></b>					
Owner Occupied Households	-			-	#DIV/0!
Renter Occupied Households	60,857.00		30,807.91	(30,807.91)	#DIV/0!
Relocation Specialist	13,000.00			-	#DIV/0!
<b><u>Acquisition</u></b>					
Owner Occupied	-			-	#DIV/0!
Renter Occupied	109,219.00		72,000.00	(72,000.00)	#DIV/0!
<b><u>Clearance &amp; Demolition</u></b>					
				-	#DIV/0!
<b><u>Planning Grant-Phase III</u></b>					
				-	#DIV/0!
<b>Subtotal CDBG</b>	183,076.00	-	102,807.91	(102,807.91)	#DIV/0!
<b>Total Pinewood Heights Contributions -rollover</b>	491,558.00	40,043.00	143,558.39	(103,515.39)	29.20%
<b><u>Contributions-Community Development</u></b>					
Old Courthouse Contribution		4,000.00		4,000.00	0.00%
Chamber of Commerce		6,000.00	6,000.00	-	100.00%
Christian Outreach		11,500.00		11,500.00	0.00%
Genieve Shelter		7,200.00		7,200.00	0.00%
TRIAD		3,120.00	1,650.00	1,470.00	52.88%
Tourism Bureau		233,088.00		233,088.00	0.00%
Western Tidewater Free Clinic		38,000.00	38,000.00	-	100.00%
YMCA Projects		50,000.00	50,000.00	-	100.00%
<b>Total Contributions-Community Development</b>		352,908.00	95,650.00	257,258.00	27.10%

**PUBLIC WORKS**  
Planning, Engineering & Public Works

**Town of Smithfield  
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 02/28/18	Remaining Budget	% of budget
<b>Salaries</b>		237,778.00	142,993.75	94,784.25	60.14%
FICA		19,023.00	10,740.65	8,282.35	56.46%
VSRS		15,566.00	9,543.76	6,022.24	61.31%
<b>Health</b>		42,546.00	25,049.10	17,496.90	58.88%
Disability		1,815.00	813.73	1,001.27	44.83%
Uniforms		2,500.00	412.51	2,087.49	16.50%
Contractual		7,500.00	4,239.34	3,260.66	56.52%
GIS		500.00	400.00	100.00	80.00%
Recycling		133,000.00	90,618.73	42,381.27	68.13%
Trash Collection		220,000.00	112,901.80	107,098.20	51.32%
Street Lights		5,000.00	705.21	4,294.79	14.10%
Communications		12,000.00	5,936.49	6,063.51	49.47%
<b>Safety Meetings/Safety Expenses</b>		3,000.00	4,432.61	(1,432.61)	147.75%
<b>Insurance</b>		10,000.00	6,133.50	3,866.50	61.34%
Materials & Supplies		6,000.00	1,132.24	4,867.76	18.87%
Repairs & Maintenance		9,000.00	4,018.93	4,981.07	44.65%
Gas & Tires		6,500.00	4,691.83	1,808.17	72.18%
Travel & Training		6,000.00	3,235.55	2,764.45	53.93%
Litter Control Grant		3,354.00	421.71	2,932.29	12.57%
Dues & Subscriptions		2,700.00	1,252.50	1,447.50	46.39%
<b>Other</b>		2,500.00	1,871.84	628.16	74.87%
<b>Total Public Works</b>		746,282.00	431,545.78	314,736.22	57.83%
<b>PUBLIC BUILDINGS</b>					
<b>Public Buildings</b>					
<b>Salaries</b>		29,232.00	14,874.07	14,357.93	50.88%
FICA		2,339.00	1,152.44	1,186.56	49.27%
Contractual		22,000.00	14,912.95	7,087.05	67.79%
Communications		3,000.00	1,931.45	1,068.55	64.38%
Utilities		46,000.00	28,666.18	17,333.82	62.32%
<b>Insurance</b>		11,500.00	8,162.25	3,337.75	70.98%
Materials & Supplies		6,000.00	2,318.07	3,681.93	38.63%
<b>Repairs &amp; Maintenance</b>		36,000.00	26,834.26	9,165.74	74.54%
Other		500.00	164.00	336.00	32.80%
<b>Total Public Buildings</b>		156,571.00	99,015.67	57,555.33	63.24%
<b>OTHER FINANCING USES</b>					
Transfers to Operating Reserves		-	938,887.99	(938,887.99)	0.00%
Transfers to Restricted Reserves-low Bond Payoff		489,553.00	489,553.00	-	100.00%
Transfers to Restricted Reserves-WC Restoration		-	1,200,000.00	(1,200,000.00)	100.00%

**Town of Smithfield  
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 02/28/18	Remaining Budget	% of budget
Transfers to Restricted Reserves-Dam Repair		-	68,400.00	(68,400.00)	100.00%
Transfers to Restricted Reserves-Pinewood		-	160,168.54	(160,168.54)	100.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)		-	-	-	0.00%
<b>Total Transfers To Reserves</b>		489,553.00	2,857,009.53	(2,367,456.53)	583.60%
<b>DEBT SERVICE</b>					
<b>Debt Service</b>					
<b>Principal Retirement</b>					
Public Building Acquisition-TM/PD		24,893.00	0.00	24,893.00	0.00%
HVAC -Smithfield Center		2,940.00	2,874.01	65.99	97.76%
Police Evidence Building		52,002.00	34,432.34	17,569.66	66.21%
New Debt-Multiple projects		202,473.00	88,959.48	113,513.52	43.94%
Line of Credit		250,000.00	0.00	250,000.00	0.00%
Capital Lease- Ball Field Equipment		-	1,178.25	(1,178.25)	#DIV/0!
<b>Interest and fiscal charges</b>					
Public Building Acquisition-TM/PD		29,403.00	14,701.10	14,701.90	50.00%
HVAC -Smithfield Center		15.00	13.44	1.56	89.60%
Police Evidence Building		9,245.00	6,472.70	2,772.30	70.01%
New Debt-Multiple projects		75,000.00	53,934.93	21,065.07	71.91%
Line of Credit		4,065.00	0.00	4,065.00	0.00%
Capital Lease- Ball Field Equipment		-	77.07	(77.07)	#DIV/0!
Total Debt Service		650,036.00	202,643.32	447,392.68	31.17%
<b>Total General Fund Expenses</b>		8,705,216.00	7,108,185.12	1,597,030.88	81.65%
<b>Less Expenses related to reserves/capital projects:</b>					
Transfers to Restricted Reserves-Pinewood CDBG Project		-	(1,200,000.00)	1,200,000.00	0.00%
Transfers to Restricted Reserves-IOW Bond Payroll		(489,553.00)	(489,553.00)	-	100.00%
Transfers to Restricted Reserves-Dam Repairs		-	(68,400.00)	68,400.00	100.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)		-	-	-	0.00%
Pinewood Heights Relocation Project Expenses		(491,558.00)	(143,558.39)	(347,999.61)	0.00%
Pinewood Heights Line of Credit Expenses		(254,065.00)	-	(254,065.00)	0.00%
Total Non-operating Expenses		(1,235,176.00)	(1,901,511.39)	666,335.39	0.00%
<b>Total General Fund Operating Expenses</b>		7,470,040.00	5,206,673.73	2,263,366.27	69.70%
<b>Net Operating Reserve (+/-)</b>		(1,316,178.00)	(195,240.21)	(1,120,937.79)	14.83%
<b>Net Reserve (+/-)</b>		1,638,229.00	1,226,472.20	411,756.80	74.87%

	Adopted 2017/2018	Actual 2/28/2018	Remain Budget	% of Budget
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<b>Net Operating Reserves (Deficit)</b>		1,638,229.00	1,226,472.20	411,756.80	74.87%
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Capital Outlay  
General Fund

GENERAL GOVERNMENT					
<b>COMMUNITY DEVELOPMENT</b>					
<b>Pinewood Heights Relocation-CIP</b>					
<b>Non CDBG Capital Acquisition</b>					
Owner Occupied Units				-	#DIV/0!
Renter Occupied Units				-	#DIV/0!
Vacant Lots				-	#DIV/0!
Subtotal Non CDBG Capital Acquisition		-	-	-	#DIV/0!
<b>CDBG Capital Acquisition</b>					
Owner Occupied Units		-		-	#DIV/0!
Renter Occupied Units			(12,000.00)	12,000.00	#DIV/0!
Vacant Lots			-		
Subtotal CDBG Capital Acquisition		-	(12,000.00)	12,000.00	#DIV/0!
<b>Total Pinewood Heights Relocation CIP-rollover</b>		-	(12,000.00)	12,000.00	#DIV/0!
<b>TOWN COUNCIL</b>					
None			-	-	
<b>TREASURER</b>					
MUNIS Conversion		(84,250.00)	(22,123.54)	(62,126.46)	26.26%
<b>PARKS, RECREATION AND CULTURAL</b>					
Clontz Park-Replace Pier		(10,000.00)	(18,686.00)	8,686.00	186.86%
Clontz Park-Boat Ramp		-		-	#DIV/0!
Bathroom floors-Smithfield Center	(17,329.00)	(10,000.00)	(8,128.00)	(1,872.00)	81.28%
Ball Field Mower & Sandpro	(38,380.00)	(30,000.00)	(38,380.00)	8,380.00	127.93%
Cameras for Luter Complex	(12,400.00)				
Ball Fields		(1,129,303.00)	(925,503.87)	(203,799.13)	81.95%
<b>PUBLIC SAFETY</b>					
<b>Police</b>					
Police Vehicles		(58,866.00)	(59,806.00)	940.00	101.60%

	Adopted 2017/2018	Actual 2/28/2018	Remain Budget	% of Budget	
<b>Emergency Equipment-In Car Cameras</b>		(15,511.00)	(8,951.50)	(6,559.50)	57.71%
<b>3 MDT's</b>		(10,773.00)	(3,598.50)	(7,174.50)	33.40%
<b>PUBLIC WORKS</b>					
Waterworks Dam		(225,000.00)	(35,247.00)	(189,753.00)	15.67%
Urban fund projects (town match)					
Right turn lane-Joseph W Luter Jr Sports Complex		(17,056.00)	(774.04)	(16,281.96)	4.54%
Benns Church/Route 258/Route 10 Bypass intersection		(3,609.00)	(462.81)	(3,146.19)	12.82%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis		(586.00)	(311.49)	(274.51)	53.16%
Urban fund projects (federal-aid)					
Right turn lane-Joseph W Luter Jr Sports Complex			(37,927.96)	37,927.96	100.00%
Benns Church/Route 258/Route 10 Bypass intersection			(22,677.36)	22,677.36	100.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis			(15,262.88)	15,262.88	100.00%
Vehicles/Equipment			(571.25)	571.25	100.00%
<b>PUBLIC BUILDINGS</b>					
Repair garage doors at Town Hall		(6,400.00)		(6,400.00)	0.00%
Fire alarm & Monitoring System (3 yr phase in)		(12,500.00)		(12,500.00)	0.00%
Server for access at TH and PD offices		(17,000.00)	(16,060.00)	(940.00)	94.47%
AC/Heater Replacement (Town Hall)-		(7,375.00)		(7,375.00)	0.00%
<b>Net Capital Outlay</b>		<b>(1,638,229.00)</b>	<b>(1,226,472.20)</b>	<b>(411,756.80)</b>	<b>74.87%</b>
<b>Net Reserves (Deficit) after capital outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>	

**Town of Smithfield  
Sewer Fund Budget**

	Adopted 2017/2018	Balance as of 02/28/18	Remaining Budget	% of budget
<b>Revenue</b>				
<b>Operating Revenues</b>				
Sewer Charges	681,000.00	370,035.72	310,964.28	54.34%
Sewer Compliance Fee	505,400.00	267,736.74	237,663.26	52.98%
Miscellaneous Revenue	650.00	1,014.80	(364.80)	156.12%
Connection fees	39,500.00	15,060.00	24,440.00	38.13%
<b>Total Operating Revenue</b>	<b>1,226,550.00</b>	<b>653,847.26</b>	<b>572,702.74</b>	<b>53.31%</b>

**Town of Smithfield  
Sewer Fund Budget**

Description	Adopted 2017/2018	Balance as of 02/28/18	Remaining Budget	% of budget
<b>Expenses</b>				
<b>Operating Expenses</b>				
Salaries	253,934.00	121,611.98	132,322.02	47.89%
FICA	20,315.00	9,004.25	11,310.75	44.32%
VSRS	16,062.00	8,016.36	8,045.64	49.91%
Health	54,120.00	24,788.79	29,331.21	45.80%
Uniforms	3,200.00	1,368.44	1,831.56	42.76%
Audit	6,375.00	6,125.00	250.00	96.08%
Legal	5,620.00	2,695.50	2,924.50	47.96%
Accreditation	5,000.00	35.58	4,964.42	0.71%
HRPDC sewer programs	821.00	615.75	205.25	75.00%
Professional Fees	25,000.00	3,526.29	21,473.71	14.11%
Maintenance & Repairs	40,000.00	42,381.84	(2,381.84)	105.95%
VAC Truck Repairs & Maintenance	7,500.00	10,401.88	(2,901.88)	138.69%
Data Processing	15,000.00	9,663.55	5,336.45	64.42%
Dues & Subscriptions	150.00	59.00	91.00	39.33%
Utilities	47,000.00	24,993.99	22,006.01	53.18%
SCADA Expenses	6,000.00	3,011.94	2,988.06	50.20%
Telephone	12,000.00	6,663.13	5,336.87	55.53%
Insurance	18,300.00	12,435.00	5,865.00	67.95%
Materials & Supplies	60,000.00	12,030.67	47,969.33	20.05%
Truck Operations	10,000.00	3,936.26	6,063.74	39.36%
Travel & Training	5,000.00	2,468.37	2,531.63	49.37%
Contractual	3,500.00	1,720.40	1,779.60	49.15%
Bank charges	-	0.37	(0.37)	100.00%
Miscellaneous	1,200.00	950.72	249.28	79.23%
<b>Total Sewer Fund Operating Expenses before D&amp;A Exp.</b>	<b>616,097.00</b>	<b>308,505.06</b>	<b>307,591.94</b>	<b>50.07%</b>
<b>Operating Income before D&amp;A</b>	<b>610,453.00</b>	<b>345,342.20</b>	<b>265,110.80</b>	<b>56.57%</b>

**Town of Smithfield  
Sewer Fund Budget**

<b>Expense</b>	<b>Adopted 2017/2018</b>	<b>Balance as of 02/28/18</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Depreciation & Amortization Expense	399,000.00	234,149.37	164,850.63	58.68%
<b>Operating Income (Loss)</b>	<b>211,453.00</b>	<b>111,192.83</b>	<b>100,260.17</b>	<b>52.59%</b>
<b>Nonoperating Revenues (Expenses)</b>				
Pro-rata Share Fees	-	2,400.00	(2,400.00)	0.00%
Availability Fees	103,000.00	39,560.00	63,440.00	38.41%
Interest Revenue	8,000.00	7,968.02	31.98	99.60%
Interest Expense	(7,098.00)	(4,192.16)	(2,905.84)	59.06%
<b>Total Nonoperating Revenues (Expenses)</b>	<b>103,902.00</b>	<b>45,735.86</b>	<b>58,166.14</b>	<b>44.02%</b>
<b>Net Income (loss)</b>	<b>315,355.00</b>	<b>156,928.69</b>	<b>158,426.31</b>	<b>49.76%</b>
<b>WORKING ADJUSTMENTS TO CAFR</b>				
<b>(FOR INTERNAL USE ONLY)</b>				
Restricted revenues:				
Pro-rata Share Fees	-	(2,400.00)	2,400.00	100.00%
Availability Fees	(103,000.00)	(39,560.00)	(63,440.00)	38.41%
Compliance Fee	(505,400.00)	(267,736.74)	(237,663.26)	52.98%
Depreciation & Amort. Exp.	399,000.00	234,149.37	164,850.63	58.68%
Additional debt service costs-principal expense	(100,430.00)	(100,430.00)	-	100.00%
<b>Total adjustments to CAFR</b>	<b>(309,830.00)</b>	<b>(175,977.37)</b>	<b>(133,852.63)</b>	<b>56.80%</b>
<b>Working adjusted income</b>	<b>5,525.00</b>	<b>(19,048.68)</b>	<b>24,573.68</b>	<b>-344.77%</b>

	Adopted 2017/2018	Actual 2/28/2018	Remaining Budget	% of Budget
<b>Sewer Fund</b>				
<b>Working adjusted income</b>	<b>5,525.00</b>	<b>(19,048.68)</b>	24,573.68	-344.77%
Sewer SSO Consent Order-rollover		-	-	0.00%
MOA Compliance Plan			-	0.00%
MOA Flow Monitoring	(75,000.00)		(75,000.00)	0.00%
MOM Flow Plan Review	(75,000.00)		(75,000.00)	0.00%
Sewer Master Plan	(37,551.00)		(37,551.00)	0.00%
Construction Standards Update-rollover 2017	-	(1,998.34)	1,998.34	100.00%
Replacement pumps, Main St, Drummonds, Lakeside, Watson	(48,500.00)	(22,300.00)	(26,200.00)	45.98%
By-pass Pump	(150,000.00)	-	(150,000.00)	0.00%
By-pass Pump-rollover from 2017	-	(99,929.41)	99,929.41	0.00%
Sanitary Sewer Inspections (TV the lines)	(55,000.00)		(55,000.00)	0.00%
Manhole rehab	(75,000.00)		(75,000.00)	0.00%
Sewer Capital Repairs (find & fix)	(66,740.00)	-	(66,740.00)	0.00%
Install and program new PLC & OIT-James St Pump Station	(9,860.00)	(9,860.00)	-	100.00%
HRSD James St Pumping	(23,400.00)	(23,400.00)	-	100.00%
Vehicles/Equipment	(12,500.00)	(571.25)	(11,928.75)	4.57%
<b>Net Capital Outlay</b>	<b>(628,551.00)</b>	<b>(158,059.00)</b>	<b>(470,492.00)</b>	<b>25.15%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(623,026.00)</b>	<b>(177,107.68)</b>	<b>(445,918.32)</b>	<b>28.43%</b>
<b>Funding from Development Escrow</b>		-		
<b>Reserves from Sewer Capital Escrow Account</b>	<b>236,051.00</b>	116,829.41	119,221.59	49.49%
<b>Funding from Sewer Compliance Fee-find and fix</b>	<b>380,000.00</b>	37,907.50	342,092.50	9.98%
<b>Draw from operating reserves</b>	<b>6,975.00</b>	-	6,975.00	0.00%
<b>Funding from Bond Escrow (released from refinance)</b>				
<b>Net Cashflow</b>	<b>-</b>	<b>(22,370.77)</b>	<b>22,370.77</b>	<b>#DIV/0!</b>

**Town of Smithfield  
Water Fund Budget**

Description	Adopted 2017/2018	Balance as of 02/28/18	Remaining Budget	% of budget
<b>Revenue</b>				
<b>Operating Revenue</b>				
Water Sales	1,370,615.00	753,938.12	616,676.88	55.01%
Debt Service Revenue	192,770.00	102,101.60	90,668.40	52.97%
Miscellaneous	1,000.00	3.02	996.98	0.30%
Connection fees	16,500.00	5,820.00	10,680.00	35.27%
Application Fees	8,654.00	5,340.00	3,314.00	61.71%
<b>Total Operating Revenue</b>	<b>1,589,539.00</b>	<b>867,202.74</b>	<b>722,336.26</b>	<b>54.56%</b>

**Town of Smithfield  
Water Fund Budget**

Description	Adopted 2017/2018	Balance as of 02/28/18	Remaining Budget	% of budget
<b>Expenses</b>				
Salaries	386,172.00	215,097.88	171,074.12	55.70%
FICA	30,894.00	15,770.88	15,123.12	51.05%
VSRS	23,821.00	12,197.99	11,623.01	51.21%
Health	77,700.00	39,949.61	37,750.39	51.42%
Uniforms	3,255.00	1,181.31	2,073.69	36.29%
Contractual	13,500.00	7,525.83	5,974.17	55.75%
Audit	6,375.00	6,125.00	250.00	96.08%
Legal	5,620.00	2,695.50	2,924.50	47.96%
Accreditation	5,000.00	77.98	4,922.02	1.56%
Maintenance & Repairs	25,000.00	11,114.12	13,885.88	44.46%
Water Tank Maintenance	100,000.00	-	100,000.00	0.00%
Professional Services	40,000.00	3,299.33	36,700.67	8.25%
Regional Water Supply Study	3,860.00	2,895.00	965.00	75.00%
Data Processing	15,000.00	9,663.55	5,336.45	64.42%
Utilities	4,500.00	922.49	3,577.51	20.50%
Communications	13,000.00	6,620.84	6,379.16	50.93%
Insurance	28,365.00	19,401.75	8,963.25	68.40%
Materials & Supplies	100,000.00	31,396.09	68,603.91	31.40%
Gas and Tires	12,000.00	7,017.23	4,982.77	58.48%
Dues & Subscriptions	1,000.00	789.00	211.00	78.90%
Bank service charges-credit card fees	1,200.00	798.90	401.10	66.58%

**Town of Smithfield  
Water Fund Budget**

Description	Adopted 2017/2018	Balance as of 02/28/18	Remaining Budget	% of budget
Travel and Training	5,000.00	2,397.41	2,602.59	47.95%
Miscellaneous	12,000.00	7,752.28	4,247.72	64.60%
<b><u>RO Annual costs</u></b>				
Power	104,000.00	67,202.06	36,797.94	64.62%
Chemicals	52,332.00	34,373.20	17,958.80	65.68%
HRSD	297,798.00	150,008.34	147,789.66	50.37%
Supplies	20,000.00	4,776.49	15,223.51	23.88%
Communication	9,200.00	5,390.34	3,809.66	58.59%
Travel and training	4,300.00	174.00	4,126.00	4.05%
Dues & Subscriptions	600.00	129.00	471.00	21.50%
Maintenance and Repairs	66,500.00	23,493.52	43,006.48	35.33%
Total Water Fund Operating Expenses before D&A Exp.	1,467,992.00	690,236.92	777,755.08	47.02%
Operating Income before D&A Expense	121,547.00	176,965.82	(55,418.82)	145.59%
Depreciation & Amortization Expense	385,000.00	232,766.33	152,233.67	60.46%
Operating Income (Loss)	(263,453.00)	(55,800.51)	(207,652.49)	21.18%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees	-	2,400.00	(2,400.00)	0.00%
Availability Fees	68,000.00	26,700.00	41,300.00	39.26%
Interest Revenue	7,500.00	16,163.56	(8,663.56)	215.51%
Well Nest Construction Contribution	-	-	-	0.00%
Interest Expense	(42,600.00)	(20,055.71)	(22,544.29)	47.08%
Total Nonoperating Revenues (Expenses)	32,900.00	25,207.85	7,692.15	76.62%
Net Income (Loss)	(230,553.00)	(30,592.66)	(199,960.34)	-92.99%
<b>WORKING ADJUSTMENTS TO CAFR</b>				
<b>(FOR INTERNAL USE ONLY)</b>				
Restricted revenues:				
Pro-rata Share Fees				#DIV/0!
Availability Fees	(68,000.00)	(26,700.00)	(41,300.00)	39.26%
Debt Service Revenue	(192,770.00)	(102,101.60)	(90,668.40)	52.97%

**Town of Smithfield  
Water Fund Budget**

<b>Description</b>	<b>Adopted 2017/2018</b>	<b>Balance as of 02/28/18</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Depreciation & Amort. Exp.	385,000.00	232,766.33	152,233.67	60.46%
Additional debt service costs-principal expense	(242,515.00)	(233,575.42)	(8,939.58)	96.31%
Total adjustments to CAFR	(118,285.00)	(129,610.69)	11,325.69	109.57%
Working adjusted income	(348,838.00)	(160,203.35)	(188,634.65)	45.92%

	Adopted 2017/2018	Actual 2/28/2018	Remain Budget	% of Budget
<b>Water Fund</b>				
<b>Net Operating Reserves (Deficit)</b>	<b>(348,838.00)</b>	(160,203.35)	(188,634.65)	45.92%
Construction Standards Update-rollover 2017	-	(1,998.33)	1,998.33	100.00%
Water Master Plan	(37,551.00)		(37,551.00)	0.00%
Vehicle/Equipment	(12,500.00)	(8,571.25)	(3,928.75)	68.57%
RO Server (backup)	(10,000.00)		(10,000.00)	0.00%
Well 8-repair crack in casing or screen-rollover 2017		(87,325.00)	87,325.00	0.00%
RO Bypass Pump	(100,000.00)		(100,000.00)	0.00%
RO Stainless Steel Valve	(10,000.00)		(10,000.00)	0.00%
RO New Membranes (24)	(15,000.00)		(15,000.00)	0.00%
System Improvements	(100,000.00)	(6,674.50)	(93,325.50)	6.67%
Transmitter Wilson Water Tower	-	(5,943.00)	5,943.00	100.00%
<b>Net Capital Outlay</b>	<b>(285,051.00)</b>	<b>(110,512.08)</b>	<b>(174,538.92)</b>	<b>38.77%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(633,889.00)</b>	<b>(264,772.43)</b>	<b>(363,173.57)</b>	<b>41.77%</b>
Financing-Main St. Water Main, Water Line replace	-		-	0.00%
Operating Reserves	226,245.00		226,245.00	0.00%
Water Treatment Escrow	-	87,325.00	(87,325.00)	0.00%
Water Development Escrow	-		-	0.00%
Water Capital Escrow	172,551.00		172,551.00	0.00%
Debt Service fees applied to debt	235,093.00	222,103.33	12,989.67	94.47%
<b>Net Cashflow</b>	<b>-</b>	<b>44,655.90</b>	<b>(38,712.90)</b>	<b>#DIV/0!</b>

**Town of Smithfield  
Highway Fund**

Description	Adopted 2017/2018	Balance as of 02/28/18	Remaining Budget	% of budget
<b>Revenue</b>				
Interest Income	185.00	155.73	29.27	84.18%
<b>Revenue - Commwlth of VA</b>	<b>1,169,688.00</b>	<b>594,652.70</b>	<b>575,035.30</b>	<b>50.84%</b>
<b>Total Highway Fund Revenue</b>	<b>1,169,873.00</b>	<b>594,808.43</b>	<b>575,064.57</b>	<b>50.84%</b>

**Town of Smithfield  
Highway Fund**

Description	Adopted 2017/2018	Balance as of 02/28/18	Remaining Budget	% of budget
<b>Expenses</b>				
<b>Salaries</b>	<b>233,524.00</b>	<b>150,707.74</b>	<b>82,816.26</b>	<b>64.54%</b>
FICA	18,682.00	10,919.19	7,762.81	58.45%
VSRS	15,204.00	10,038.99	5,165.01	66.03%
<b>Health</b>	<b>57,170.00</b>	<b>29,830.74</b>	<b>27,339.26</b>	<b>52.18%</b>
Uniforms	3,500.00	1,086.07	2,413.93	31.03%
Engineering	-	-	-	0.00%
<b>Grass</b>	<b>20,000.00</b>	<b>13,378.34</b>	<b>6,621.66</b>	<b>66.89%</b>
Maintenance	637,880.00	277,316.48	360,563.52	43.47%
Asphalt/Paving		174,051.80	(174,051.80)	
Ditching		50,375.80	(50,375.80)	
Traffic Control devices		3,278.27	(3,278.27)	
Other (maintenance)		2,982.21	(2,982.21)	
Other (lawnmowers, landscaping, etc)		34,252.19	(34,252.19)	
Structures and Bridges			-	
Ice and Snow removal		11,572.32	(11,572.32)	
Administrative		803.89	(803.89)	
Storm Maintenance			-	
Street Lights	117,000.00	69,225.52	47,774.48	59.17%
Insurance	15,450.00	10,293.00	5,157.00	66.62%
VAC Truck Repairs	2,500.00	3,466.47	(966.47)	138.66%
Gas and Tires	8,000.00	4,885.29	3,114.71	61.07%
<b>Stormwater Management Program (regional)</b>	<b>3,342.00</b>	<b>2,506.00</b>	<b>836.00</b>	<b>74.99%</b>
<b>Total Highway Fund Expense</b>	<b>1,132,252.00</b>	<b>583,653.83</b>	<b>548,598.17</b>	<b>51.55%</b>
<b>Net Reserves (+/-)</b>	<b>37,621.00</b>	<b>11,154.60</b>	<b>26,466.40</b>	<b>29.65%</b>

Adopted 2017/2018	Actual 2/28/2018	Remain Budget	% of Budget
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**HIGHWAY**

<b>Net Operating Reserves (Deficit)</b>	<b>37,621.00</b>	<b>11,154.60</b>	26,466.40	29.65%
Construction Standards Update-rollover 2017	(2,121.00)	(1,998.33)	(122.67)	94.22%
Vehicles and Equipment	(12,500.00)	<b>(7,769.57)</b>	(4,730.43)	62.16%
Beautification	(5,000.00)		(5,000.00)	0.00%
Mower	(8,000.00)	<b>(7,995.00)</b>	(5.00)	99.94%
Sidewalk Repair	(10,000.00)		(10,000.00)	0.00%
<b>Net Capital Outlay</b>	<b>(37,621.00)</b>	<b>(17,762.90)</b>	<b>(19,858.10)</b>	<b>47.22%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>0.00</b>	<b>(6,608.30)</b>	<b>6,608.30</b>	<b>#DIV/0!</b>
<b>Carryover from FY2017</b>		<u>145,134.85</u>		
<b><u>Net Adjusted Reserves (deficit)</u></b>		138,526.55		

**Notes: February 2018**

**GENERAL FUND**

**Revenues:**

**Current/Delinquent RE**

Postings of 2017 RE through March 20, 2018 totaled \$1,700,130 (100.3%) with \$31,347 still outstanding. Delinquent RE postings totaled \$11,096 (74%). Delinquent payments are still filtering in since notices were mailed. Supplements are still in process.

**Current/Delinquent PP**

Current collections posted through March 20, 2018 equal \$605,360 (100%) and delinquent collections total \$29,940 (181%). As with real estate, delinquent notices have been mailed and supplements are almost ready to mail. I don't have a final number yet, but the supplement total is substantial and should put us significantly over the adopted budget for the year.

**Current Public Service RE/PP**

Public service billings were not mailed until the first of December and were due as of January 1, 2018. Through March 20, \$31,389 has been collected (101%).

**Cigarette Tax**

Sold 362,120 cigarette tax stamps through February compared to 379,240 for the same period last year. Total revenues are \$12,914 lower than prior year but include a refund to H.T.Hackney for \$7271.

**Transient Occupancy**

Transient occupancy revenues for the quarter ended September 2017 are \$10,918 higher than the same period in FY2017. Collections through January 2018 total \$94,869. The second quarter collections are \$7,123 less than prior year.

**Meals Tax**

Meals tax revenues total \$977,425 compared to \$954,472 through February 2018. Several new establishments have been added to the mix for this year.

**Sales Tax**

Sales tax from IOW County runs 2 months behind since it is received from the state. Sales tax shown reflects July through December 2017 and is \$10,890 less than FY2017.

**Consumption/Utility Tax**

Consumption and utility taxes reflect collections for July through January. Utility taxes collected to date are \$9388 higher than FY2017 because of a huge increase in January taxes from both Columbia Gas and Virginia Power. Consumption taxes are \$2,126 higher also because of January receipts.

**Business licenses**

Due date is April 15, so the majority of this revenue will be collected in the spring. Through Feb. we have recorded \$93,531 in collections for 2018 with the remaining \$8,986 collected on delinquent accounts or new activity at the end of 2017.

**Vehicle License Tax**

VL tax collected through March 20 equals \$146,527 (104%). Additional collections will be made throughout the remainder of the year from supplements.

**Permits & other licenses**

Permits and other licenses are made up of sign permits (\$390), zoning permits (\$9,395), yard sale permits (\$450), E&S Fees (\$1,350), ROW permit fees (\$1,260), and golf cart permits (\$100).

**Inspection Fees**

Inspection fees are as follows:  
H H Hunt Homes-\$300-102 Cypress Creek Parkway  
H H Hunt Homes-\$150-101 Royal Portrush

Almond Contracting-\$300-206 Riverview Ave Lt 9  
H H Hunt Homes-\$300-119 Gleneagles LT 389A  
Almond Contracting-\$300-1216 Crescent Dr  
Viridis Build LLC-\$300-1400 Cypress Creek Parkway  
Birdsong Builders-\$300-100 Carnoustic/Cypress Creek

**Administrative collection fees**

\$30 collected per DMV stop. The front office has been very busy clearing out delinquent balances over the past few months as reflected in the delinquent personal property postings that have already exceeded budget.

**Dog Park Registrations**

Registration fees of \$817 are \$557 lower than the same period last year. Dog park fees totaled \$2154 for FY2017.

**Review Fees-**

Review fees have already exceeded budget for the year. They include:  
Lane Planning Solutions-\$2500-Lakeview Cove - 22-01-042  
Barlow & Riddick, PC-\$150-Hearns MH-21-01-070

**Fines and Costs**

Fines reflect revenues for July through January and are \$3,547 higher than FY2018.

**General Fund Interest**

General fund interest is significantly higher than expected because of cash balances due to draw downs and grant reimbursements. We have already surpassed budget for the year. Total interest for FY2017 was \$18,418.

**Rentals**

Rentals are already at 75% of budget. SVAE paid first rent payment in February 2018. This rental income was not budgeted.

**Smithfield Center Rentals**

Rents of \$123,972 are \$22,382 greater than the same period in 2017. Total SC rents for 2017- \$158,560.

**Kayak Rentals**

Since this line item is seasonal, the summer months are very strong for rentals. July through Oct 2017 rentals totaled \$5646 compared to \$5700 for the same period last year. Rentals will pick up again in the spring.

**Special Events**

Special events includes police OT reimbursement (\$13906) and PW OT reimbursement (\$6330). Revenue for the same period in FY2017 was \$16,487. Total special events revenue for FY2017 was \$22,684. We should surpass both FY2017 and budget in FY2018.

**Reserves Restricted -Ball field**

Utilized \$824,265 of contributions for the ball field from prior year. We have \$137,568 remaining to apply to the project as of 2/28/18.

**Reserves-Unallocated Loan Funds**

Of the total \$5M loan, \$563,271 was unallocated because of the delays of the Clontz Park Public Boat Ramp and the dam hazard mitigation. A portion is being used to fund the tenant and outbuilding repairs at WCP (\$350,000 through February).

**Law Enforcement**

Received three quarters of 599 funds for PD

**Litter Grant**

Litter grant received for the year. The budget was based on prior year allocation of \$3232, but this year's allocation was \$81 less than budget.

**Communications Tax**

Runs 2 months behind in the fiscal year. Revenue reflects income for July through December 2017. It is \$3288 less than prior year.

**PPTRA State Revenue**

Annual property tax relief paid by the state in August of each year.

<b><u>VCA Grant</u></b>	We received the \$4500 matching grant from the Virginia Commission for the Arts. It has been paid to the IOW Arts League.
<b><u>FEMA reimbursement</u></b>	Received \$68,400 from FEMA. We have not yet paid for the dam repairs affiliated with this grant.
<b><u>Urban Fund Projects</u></b>	Represents the reimbursement requests made to date in FY2018 on the 3 current urban fund projects. Three more requests were prepared in February for payments made in January.
<b><u>Other Financing Sources-Capital Lease Acquisition</u></b>	PNC Bank-financing \$21,180 for Sandpro equipment at the public ballfields.
<b><u>Note Proceeds</u></b>	Represents remaining draw down on \$5M loan. Principal payments started in November. The remaining \$10,000 was drawn in FY2017.
<b><u>Insurance Recoveries</u></b>	Received \$5,913 from VML for property & vehicle damage to 2015 F350 (\$214.00) and 2013 Dodge Charger (\$2,192), Public Works garage door (\$170), flatbed trailer damage (\$582), Street Light damage at 210 and 220 N Church St (\$2276), and additional property damage (\$480-claim #02PC17-00433-01PR). In January also received \$1000 reimbursement of collision deductible.
<b><u>CHIP Contribution</u></b>	Received \$10,000 from Smithfield VA Events after the 2017 Bacon Fest. Also received an additional \$265 from SVAE for "Send a Kid" to Camp. These contributions are in addition to \$350 from the Kiwanis Club, \$100 from the Women's Club of Smithfield, \$20 from Smithfield Baptist Church, \$1166 undesignated from Smithfield VA Events, and a refund of \$115.75 for camp expenses charged to FY2017.
<b><u>Contribution-WC Park Foundation</u></b>	Received \$35,040.00 for balance of Natural Playground installation.
<b><u>Contributions-Smithfield VA Events</u></b>	Received \$5000 from the 2017 Bacon Fest and \$4000 from the 2018 BOB Fest.
<b><u>Contributions-Public Ball Fields</u></b>	Received \$1238.87 from the Luter Family Foundation to close out the balance in the fund. Note: We also received \$100,000 from Isle of Wight County that was posted on 12/5/17.

**Expenses:**

**All Departments**

<b><u>Salaries</u></b>	Salaries have been reduced by accrued payroll entries for June 2017.
<b><u>Health/Dental Insurance</u></b>	Health has been paid through February (67%) and dental has been paid through March (75% of the year).
<b><u>Insurance</u></b>	3 quarterly payments (75%) have been made to VML for property casualty/workers' compensation insurance.
<b><u>Dues/Subscriptions</u></b>	The majority of dues and subscriptions are paid in the first quarter of the new fiscal year reflecting a large percentage of total budgeted expenses.

**Town Council**

<b><u>Professional services</u></b>	Hampton Roads Planning District Commission-\$6478.34-Comprehensive Plan Balance Insercorp-\$450-iPlasma License for smithfieldva.gov Insercorp-\$1500- work order to implement new employment application form
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Bank charges Includes \$350 for renewal of the \$1,000,000 line of credit with Farmers Bank and \$250 to PNC Equipment Finance for documentation fee (sand pro capital lease).

**Town Manager**

Maintenance contract Pitney Bowes-\$995.04-service period 10/1/17-9/30/18  
RICOH copier-\$186.39 x 8 months=\$1491.12  
RICOH-\$428.49- copier supplies

**Treasurer**

Audit Robinson, Farmer, Cox-Total fees for FY2017 audit (\$24,500) were split between General Fund, Water, and Sewer.

Dues & Subscriptions Includes \$1300 to VA Employment Commission for access to IRMS system that allows us to track critical data to prepare liens. We did not budget for this as we had always been denied access in the past. This year we were fnally able to gain approval. Will make up this expense from another departmental line item.

Cigarette Tax Stamps Purchased 540,000 cigarette tax stamps at \$5.89 per 1000. Slightly higher than budgeted increase over last year's purchase at \$5.50 per 1000.

**Police**

Insurance-LODA This reflects an annual payment for Line of Duty Act benefits for our certified officers.

**Parks Recreation & Cultural**

Advertising Hampton Roads Wedding Guide-\$1515.00  
Wedding Wire-\$4045-Feature for 7/2/17 through 7/2/18  
Leisure Media 360-\$500  
Pilot Media-\$1505.50-Smithfield Center-Vow Bride  
Smithfield Times-\$1285  
Tidewater Publications-\$489  
Virginia Bride Magazine-\$599  
Lois Tokarz-\$90-business card design for Parks & Recreation & Smithfield Center  
Bank of America-Uprinting-\$74.34-1500 business cards  
Smithfield High School-\$50-1/8 page ad  
The Catering Place-\$168.75-attendant for Gala-SC  
Custom Metal Fabricators-\$2000-partial payment on custom LOVE letters -SC  
Facebook-\$200-ads  
Music Makes You Happy-\$200-sound system set up for up to 400 people-2 wired microphones  
Pilot Media-\$1670.00-Smithfield Center-retail 3 color 1/28/18  
Amexican Express-Facebook-advertising-\$3.87

Travel & training Virginia Recreation and Park Society-\$840.00-annual conference Musick & Hewett  
Mansfield Oil-\$481.20-fuel charges (not separated as in other departments)

Beach Bully BBQ & Catering-\$86.28  
Mid-Atlantic Horticulture-\$155.03-pesticide recertification-C Hewitt  
Virginia Recreation and Park Society-\$590-C Hewitt-CPSI 2018 Newport News - Course and Exam

### **Contributions-Parks, Recreation and Cultural**

Windsor Castle Restoration \$280,000 contributed for Windsor Castle Manor House and outbuildings as part of \$2M commitment.

Historic Windsor Castle Restoration LLC Three payments of TC approved funding for tenant building renovation totaling \$350,000.

Hampton Roads Planning District Commission 3 quarterly payments of \$2432.75 each plus a payment of \$170.00 for benchmark network for land subsidence.

Isle of Wight Arts League The Town paid its portion of the annual state matching grant (reduced to \$4500 this year) and the additional \$4500 was paid in January after receiving the state match.

Friends of the Library Paid full request of funds as presented to Town Council for equipment purchases.

### **Windsor Castle Park**

Grass Cutting Southern Shores-\$2301.04-July 2017  
Southern Shores-\$5364.65-August 2017  
Southern Shores-\$3826.18-September 2017  
Southern Shores-\$3263.61-October 2017  
Southern Shores-\$1525.14-November 2017  
Southern Shores-\$1538.47-December 2017  
Southern Shores-\$1551.80-January 2018  
Southern Shores-\$775.90-January 2018-grass/shrubs

Repairs & Maintenance Includes \$9,238 to Goodrich & Sons to prune or take out 14 trees around Windsor Castle. Includes clean up and hauling away debris.  
Also includes \$2647.50 to Smithfield Services-haul stone and \$1298.25 to Powerhouse for labor and repairs for Compact Tractor.

### **Museum**

Supplies Action Graphics & Signs-\$1444.50-window signs  
Virginia Department of Historic Resources-\$12-black/white copies (57)  
Bank of America-\$971.28-supplies-numerous vendors  
Spring Lake Bottled Water-\$162  
VA Displays LLC-\$935-Country Store Display Case Components  
Bank of America-\$346.87-supplies-numerous vendors  
VA Displays LLC-\$150-Museum sign, printed cast vinyl with matte overlamine on pvc  
Bank of America-\$129.70-various vendors  
Daniel Hohman-\$100-World War I era frame  
Mary Kayaselcuk-\$75-doughnut girl presentation  
Bank of America-\$656.27-various vendors

Jesse Gundry-\$75-St. Nick Program  
Bank of America-\$397.19-various vendors  
Bank of America-\$143.38-various vendors  
VFW-\$35-Application for American Flag Program  
Bank of America-\$658.84-various vendors

### **Other Parks & Recreation**

#### Veterans War Memorial

Southern Shores-\$1304.01-monthly services-revised allocation increased from \$28.41 to \$144.89 per month.  
Bennetts Creek Nursery-\$184.50-50 blue blotch, 20 delta pure white, and 20 matrix pansies  
Dominion VA Power-\$245.03

#### Public Ball Fields

Utilities-Dominion VA Power-\$1774.13--7 billings for service at the ball fields.  
Communications-\$645.74  
Computer & Technology-\$610.86  
Other-\$135-Sentara Obici Occupational-drug screen, preemployment physical, hearing test  
Repairs & Maint-\$4772.42  
Smithfield Auto-\$651.09-1999 Ford F350-brakes, calipers  
Lowe's-\$243.61-treated lumber & supplies to secure maintenance building on ball field site  
Windsor Fire Extinguisher-\$35  
ATW Door Systems-\$1500-Commercial door model #1380 White push panel  
Farmers Service-\$1082-Field Gem Choice Infield Mix  
Smithfield True Value-\$121.15-black paint, sledge hammer, drill hammer, roof nails, avia snip, pliers, level  
Bank of America-\$809.63-Lowe's-maintenance tools  
Bank of America-\$276-Bennett's Creek Nursery-landscape around sign  
Smithfield True Value-\$53.94-multi tool hanger, flip up tool hanger, cable lock for equipment  
Smithfield True Value-\$76.02-extension cords and ladderhook

#### Fireworks

Annual contribution to IOW County of \$2000 for July 4 fireworks has been paid in full for FY2018.

### **Community Development**

#### Pinewood Heights

Includes permanent relocation of one renter occupied household (\$30,807.91) at 35 Jamestown, demolition of units at 31 and 32 Jamestown, and acquisition of renter occupied unit at 24 Jamestown. Draw request was submitted on March 1 for reimbursement of 24 Jamestown (\$84,000). The Town has a little over \$99,000 left in CDBG funds for Phase III.

### **Contributions-Community Development**

#### Chamber of Commerce

Payment of 2018 budgeted contribution in full.

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#### TRIAD

IOW County Triad-paid \$1650 for the Town's portion of TRIAD support for the year.

#### Western Tidewater Free Clinic

Payment of 2018 budgeted contribution in full.

#### YMCA

Payment of 2018 budgeted contribution in full.

## Planning, Engineering, & Public Works

### Safety Meetings & Supplies

Grant money received was \$3971 so we will amend the budget to reflect that increase.  
Spivey Rentals-\$2607.50-25 traffic barrels-to be paid out of safety grant  
Spivey Rentals-\$1100.00-10 compact sign stands-to be paid out of safety grant  
Moore Medical-\$274.99 for 10 hour insect repellent-case of 48  
WW Grainger-\$263.50 for 1 drum truck  
The Supply Room-\$125.95-bandages, neosporin, antacid, non-aspirin pain relief for first aid kit  
Talked with Sonja. With adjustment for the additional grant funding, this line item is \$275 over budget. Some additional expenses may be needed during the FY, so we will discuss how to rework line items within the department.  
Bank of America-\$60.67

### Other

Includes \$1195 to Southern Shores for grass violation cuts. Have not yet received reimbursements.

## Public Buildings

### Repairs & Maintenance

Some of the larger invoices:  
Carter Machinery-\$1101.38-troubleshoot generator-Town Hall  
Carter Machinery-\$1086.32-troubleshoot generator-PD  
Goodrich & Sons-\$2425-take down large maple off of house by ball field.  
Fitz & Sons-\$3155--install overhead door & liftmaster-PB Shop-insurance reimbursable?  
Goodrich & Sons-\$1250-take down large dead tree out of parking lot between Main & Cedar St.  
Atlantic Constructors-\$576-check out operation of 6 electric heaters in main shop-inspected & cleaned and upgrade amps from 40 to 50.  
Capital Tristate-\$667.25-breaker & bulbs  
Gokeyless-\$795.45-lock for TM bldg  
Hiko-\$868.55-furnished labor, materials and equipment to replace bad cable and correct routing of all cable for four post lift, straighten lock bar in column and torque anchor bolts-  
Schultz Landscapes-\$1200-2018 Lawn Care Service at Taste of Smithfield  
Atlantic Constructors-\$207.50-labo-Town Mgr's office-suspected fan motor fail  
Atlantic Constructors-\$379.50-labor & materials-Chief's office not heating properly-leak in condensor  
Capital Tristate-\$287.88-ballasts (10) and fuses (3)  
American Express-\$519-GoKeyless-software to program new push button locks-key fob access

## Other Financing Uses

### Transfer to Operating Reserves

As of 2/28/18, we have received \$938,888 more in revenues than has been expended. Last year, we moved \$516,446 to reserves to account for excess revenues over expenses at that point in the year.

### Transfers to Restricted Reserves IOW Loan

Drew down balance of loan funds. This portion is earmarked for loan repayment to IOW County.

### Transfer to Restricted Reserves-WC Restoration

Drew down balance of loan funds. This is being allocated to the WCP Foundation throughout the fiscal year to meet the Town's remaining contribution as budgeted.

### Transfers to Restricted Reserves-Dam Repair

Earmark money received from FEMA until work is paid (Bureligh paid \$117,664 in March).

Transfers to Restricted Reserves-Pinewood

Meals tax revenues of \$315,727 have offset expenses to date of \$155,558 leaving a balance of \$160,169 reserved for the remainder of the project in FY2018.

**DEBT SERVICE**

HVAC-Smithfield Center

This loan was paid off in September 2017.

Leased Ball Field Equipment

Lease payments on Sand Pro-\$21,180-field groomer

**CAPITAL OUTLAY**

**COMMUNITY DEVELOPMENT**

CDBG Capital Acquisition-Renter Occupied Units

Barlow & Riddick- paid \$12000 for the assessed value of the land portion of the purchase-24 Jamestown.

**TREASURER**

MUNIS Conversion

Tyler Technologies-\$22,123-progress payments on conversion of AP/Finance/Budget.

**PARKS, RECREATION AND CULTURAL**

Smithfield Center

R and E Tile Company-\$8,128 deposit for new bathroom floors.

Clontz Park

Epps Building-\$5481.00-replace boards on fishing pier  
Kimley-Horn-\$9355-Engineering services through November 30, 2017  
Kimley-Horn-\$1900-Engineering services through December 31, 2017  
Kimley-Horn-\$1950-Engineering services through January 31, 2018

Ball Field Equipment

Smith Turf & Irrigation-\$17,200-grass mower for ball fields  
Smith Turf & Irrigation-\$21,180-Sand Pro Field groomer (financed through PNC)

Ball Fields

Alpha Corporation-\$22690.45 for services rendered through 1/26/18 (PM Services).  
James S Robbins, Jr PE-\$8000-Pre construction meeting of GET Soil Report, inspections  
RAD Sports-\$593,205-progress payment #8, #9, #10, & #11.  
A R Chesson-\$254,767.82-progress billing on concessions building  
Ferguson Enterprises-\$712.80-HB2 Hotbox w/Hea  
Lewis Construction-\$1925.00-6 hrs install 2" RPZ/test, 5 hrs pour slab install hot box  
MUSCO Sports Lighting-\$29,846.35-final payment  
G E T Solutions-\$2699.50-CMT Services from 9/1/17 through 10/31/17  
Kimley-Horn-\$6611.23-additional engineering services through 9/30/17  
Lewis Construction-\$1975-7 hours equipment/labor, truck supplies  
LB Water Service-\$1320.72-adapters, couplings, elbows, tubing, etc.

Canada Land Surveying-\$1750-right of way dessionication plat for the Town of Smithfield should this be part of VDOT project?

**PUBLIC SAFETY**

<u>Police Vehicles</u>	Haley Ford-\$58,406-purchase of 2 2017 Ford Explorers Grafik Trenz-\$1400-lettering for 2 explorers
<u>Emergency Equipment</u>	Kustom Signals-\$5353-purchase of Eyewitness HD SCR
<u>MDT's</u>	ARC-purchase of 2 MDT's at \$1799.25 each.
<b>PUBLIC WORKS</b>	
<u>Waterworks Dam</u>	Draper Aden -\$13,949-Engineering Services through September 30, 2017. Draper Aden -\$9,956.50-Engineering Services through October 31, 2017. Draper Aden -\$280-General Engineering Services through November 30, 2017- Draper Aden -\$6237.34-General Engineering Services through November 30, 2017- Draper Aden -\$4824.16-General Engineering Services through December 31, 2017-
<u>Urban Fund Projects</u>	Three UPC projects supported by federal funds with 2% matching from the Town. Draw requests have
<u>Vehicles</u>	Wilbar Truck Equipment-\$571.25-add on package for 2017 Ford F450 purchased in FY2017 (1/4 each SWR, WTR, HWY, PW)  been made on all expenses to date.
<b>PUBLIC BUILDINGS</b>	
<u>Server access for Town Buildings</u>	Signal Engineering-\$16060-materials & labor to upgrade existing door access system
<b>SEWER</b>	
<b>Revenues</b>	
<u>Sewer Charges/Sewer Compliance</u>	Sewer revenues including the sewer compliance fee billed for July and 1/2 of August were accrued on the June 2017 financial statements. The current statements reflect the remaining portion of August that is included for FY2017 as well as September through February. Full billings and consumption are shown in the graphs for trend analysis. Sewer charges are \$1,601 higher than FY2017 and compliance fees are \$3,466 higher.
<u>Connection Fees</u>	Connection fees are collected sporadically throughout the fiscal year. For Jul-Feb we collected on 8 connections at \$1580 each (5/8" meters) and a meter upgrade (from 5/8" to 1") at \$2,420 for a total of \$15,060 for the year.
<b>Expenses</b>	
<u>Salaries</u>	Salaries have been reduced by accrued payroll entries for June 2017.
<u>Health Insurance</u>	Health has been paid through February (67%) and dental has been paid through March (75% of the year).
<u>Audit</u>	Audit services for FY2018 have been paid in full.
<u>HRPDC Sewer Programs</u>	Represents 3 quarterly payments-75%
<u>Maintenance and repairs</u>	Some of the higher billings include: Carter Machinery-\$2135.87-labor/materials to work on Generator-Main Street

Carter Machinery-\$1926.34-labor/materials to work on Generator-Jordan  
 Wood Equipment-\$4672.92-hydromatic 5HP 6.25" Impeller 35' cord-Canteberry  
 Lewis Construction-\$2662.50-find and fix at 120 Barclay Crescent-equipment/labor  
 Lewis Construction-\$1425.00-find and fix at 300 Moonefield Dr-equipment/labor  
 Lewis Construction-\$1425.00-find and fix at 405 Evergreen Way-equipment/labor  
 Lewis Construction-\$3500-10 ton asphalt patching-Barclay & Evergreen-utility cut patching  
 Lewis Construction-\$3575.00-excavated lateral from town main, relay main-306 East St.  
 Sydnor Hydro-\$4980-Drummond's Lake-Fairbanks Morse Impeller  
 Wood Equipment-\$1970.72-Minton Way-base elbow with 2" suction and 3" discharge for  
 vertical pumps, ss upper guide bracket and intermediate guide brackets  
 Sydnor Hydro-\$1484-Cypress Creek Golf Course-Fairbanks Morse Volute  
 Wood Equipment-\$2351.94-5" impeller 35' cord, capacitor kit  
 Xylem Dewatering-\$1410.60-8" expansion joints-sewer bypass pump  
 Powerhouse Equipment-\$531.86-sewer machine check engine and parts (carb, plug, filter, labor)  
 Tri-State Utilities-\$960-rental of vactor/cutter to remove 8" gripper plug-108 Lytham  
 REW-\$900-relays and programming changes to add pump run alarm for James Street pump station  
 Hercules Fence-\$1600-double chain link fence at Cary Street Pump Station  
 Lewis Construction-\$2400-8 hrs for emergency force main break-Drummonds Lane Pump Station

This item is already overbudget with 6 months remaining. Last year's total was \$33,238 for the year. Will need to reallocate from capital portion of find and fix (\$100,000) barring additional significant capital findings during the fiscal year. Otherwise, the budget will have to be adjusted upward without offset except for the possibility of some savings in professional services. This has been discussed with PW administration during budget discussions for FY2019.

VAC Truck Repairs & Maintenance

Atlantic Machinery-\$240.19-boom tie down straight (75% sewer, 25% hwy)  
 Atlantic Machinery-\$3592.50-cues MP Plus Reel w/200' cable and dual frequency locator (75% sewer, 25% hwy)  
 Dave's Service center-\$38.25-state inspection  
 Smithfield Auto Parts-\$2.49-lamp bulb  
 Atlantic Machinery-\$3732.75-8.4" monitor & control box with DVR SD Recorder (75% sewer, 25% hwy)  
 Lely Tank and Waste.-\$2007.49-Kohler Engine 27 HP, muffler, deflector kit, wire guard starter side  
 Atlantic Machinery-\$783.90-6"-12" adjustable skid, blue buzz box-(75% sewer, 25% hwy)  
 Smithfield Auto Parts-\$4.31-radiator cap (75% sewer, 25% hwy)

Budget will be reallocated from materials and supplies to cover budget deficit in VAC truck line item.

Insurance

Represents payment of 3 quarters to VML for property/casualty and workers' comp insurance-75%.

Miscellaneous

Isle of Wight County Health Department-\$298.22-hepatitis vaccines  
 Sentara Obici Occupational Health-\$652.50-CDL physicals, hearing tests, drug screening

**Nonoperating Revenues (Expenses)**

Pro-Rata Share Fees

We received pro-rata share fees (\$800 each) for 1301, 1302, and 1303 Lakeview Cove.

Availability fees

We received 8 at \$4120 each and one upgrade at \$6600 for a total of \$39,560.

Interest Expense

Both interest payments have been made for the year. Accrued interest of \$3532.69 was reversed from current interest payment. Accrual will be made at year end for the period February through June that will tie to budget.

**WORKING ADJUSTMENTS TO CAFR**

Additional debt service costs-principal expense

The refinanced loan is paid semi-annually but only has one principal payment for the year. We have paid principal in full for 2018.

**SEWER CAPITAL**

Design & Constructions Standards Update

Draper Aden-\$1170-professional fees through August 31, 2017 (split between SWR, WTR, HWY 1/3 each)  
Draper Aden-\$238.34-professional fees through September 30, 2017 (split between SWR, WTR, HWY 1/3 each)  
Draper Aden-\$250.00-professional fees through October 31, 2017 (split between SWR, WTR, HWY 1/3 each)  
Draper Aden-\$290.00-professional fees through November 30, 2017 (split between SWR, WTR, HWY 1/3 each)  
Draper Aden-\$50.00-professional fees through December 31, 2017 (split between SWR, WTR, HWY 1/3 each)

Replacement Pump-Main Street

Sydnor Hydro-\$16,900-Fairbanks Morse 4" Dry-Pit Submersible

Pump-Watson Pump Station

Wood Equipment Service Co.-\$5400-Hydromatic 5HP Impeller 35' Cord-SN10497794

By-pass Pump-James Street

Xylem-\$83,229.41-Dri-Prime CD180M Critically Silenced Pump  
REW-\$16,700-Labor and materials for pump installation

James Street Pump Station

REW-\$9860-Install and program new PLC and OIT  
Sydnor-Hydro-\$23400-Fairbanks Morse 4" Dry-Pit Submersible, 50HP impeller

Vehicles

Wilbar Truck Equipment-\$571.25-add on package for 2017 Ford F450 purchased in FY2017 (1/4 each SWR, WTR, HWY, PW)

**WATER**

**Revenues**

Water Charges/Debt Service Revenue

Water revenues including the debt service fee billed for July and 1/2 of August were accrued on the June 2017 financial statements. The current statements reflect the remaining portion of August that is included for FY2017 as well as September through February. Full billings and consumption are shown in the graphs for trend analysis. Water charges are \$1119 lower than FY2017 and debt service fees are \$1,114 higher.

Connection Fees

The Town has collected on 8 accounts at \$660 each (5/8" meters) and a meter upgrade (from 5/8" to 1") at \$540 for a total of \$5,820.

**Expenses**

Salaries

Salaries have been reduced by accrued payroll entries for June 2017.

Health Insurance

Health has been paid through February (67%) and dental has been paid through March (75% of the year).

Contractual James R Reed-\$390-water testing July 31, 2017  
James R Reed-\$1392-water testing August 29, 2017  
James R Reed-\$540-water testing October 31, 2017  
Core and Main-\$4625.83-Neptune support contract for hand held readers 7/1/17-6/30/18  
Tracker Software-\$578-PubWorks Annual Support and Maintenance 2018 (1/4 PW, WTR, SWR, HWY)

Audit Audit services for FY2018 have been paid in full.

HRPDC Regional Water Supply Represents 3 quarterly payments-75%

Insurance Represents payment of 3 quarters to VML for property/casualty and workers' comp insurance-75%.

Dues APWA-\$30 each to Sewer and Water for Public Works , Bank of America-card renewal fee-\$29, American Water Works Association-\$330, and Virginia Rural Water Association-\$400.00

Miscellaneous Includes VDH-Waterworks- \$6675.12 for 3 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.

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

Pro-Rata Share Fees We received pro-rata share fees (\$800 each) for 1301, 1302, and 1303 Lakeview Cove.

Availability Fees We have received 8 at \$2720 each and 1 at \$4940 for a total of \$26,700.

Interest Revenue Interest revenue has already exceeded budget. This is due to increased balances as some development has generated deposits in the escrow accounts.

Interest Expense Both VML VACO loan payments have been made for the year. Accrued interest of \$14,143.56 was reversed from current interest expense. Started paying monthly interest in November on \$365,000 borrowed as part of \$5M line of credit (converted to fixed rate loan).

### **WORKING ADJUSTMENTS TO CAFR**

Additional debt service costs-principal expense Principal was paid for the 2 VML VACO Loans. These are paid semi-annually. Started paying monthly principal on the line of credit that was used for the main street water line replacement (\$365,000) in November as noted in explanation for interest above.

### **WATER CAPITAL**

Design & Constructions Standards Update Draper Aden-\$1170-professional fees through August 31, 2017 (split between SWR, WTR, HWY 1/3 each)  
Draper Aden-\$238.33-professional fees through September 30, 2017 (split between SWR, WTR, HWY 1/3 each)  
Draper Aden-\$250.00-professional fees through October 31, 2017 (split between SWR, WTR, HWY 1/3 each)  
Draper Aden-\$290.00-professional fees through November 30, 2017 (split between SWR, WTR, HWY 1/3 each)  
Draper Aden-\$50.00-professional fees through December 31, 2017 (split between SWR, WTR, HWY 1/3 each)

Trencher/trailer Smithfield Lawn Service-\$8000-TORO TRX 20 trencher & trailer

Vehicles Wilbar Truck Equipment-\$571.25-add on package for 2017 Ford F450 purchased in FY2017 (1/4 each SWR, WTR, HWY, PW)

Well #8-Repairs

A. C. Schultes of Maryland-\$87,325-repairs to VTP assembly/replace 10" steel columns

Repair Valve-Commerce St & Luter Dr

Lewis Construction-\$6674.50-leak detection and replace tapn valve

Transmitter-Wilson Road Water Tower

REW Corporation-\$5943-labor and materials for programming, installing PLC, Level Transmitter and Precision Digital Display

**HIGHWAY**

**Revenues**

Revenue-Commonwealth of Virginia

Two quarterly payments have been received from the state. The payments of \$297,326.35 each will allot us \$19,617.40 more than budgeted for FY2018 expenses.

**Expenses**

Salaries

Salaries have been reduced by accrued payroll entries for June 2017.

Health Insurance

Health has been paid through February (67%) and dental has been paid through March (75% of the year).

Grass Cutting

Southern Shores-\$1486.19-July  
Southern Shores-\$4158.57-August-contract mowing BP road, Benn's Church Blvd/Canteberry Lane, Route 258, through 8/2017  
Southern Shores-\$2230.60-Sep-contract mowing BP road, Benn's Church Blvd/Canteberry Lane, Route 258, through 9/2017  
Southern Shores-\$2530.60-Oct-contract mowing BP road, Benn's Church Blvd/Canteberry Lane, Route 258, through 10/2/17  
Southern Shores-\$1486.19-Oct-contract mowing BP Road, Benn's Church Blvd/Canteberry Lanes, Route 258, through 10/24/2017  
Southern Shores-\$1486.19-Nov-contract mowing BP Road, Benn's Church Blvd/Canteberry Lanes, Route 258, through 11/21/2017

Insurance

Represents payment of 3 quarters to VML for property/casualty and workers' comp insurance-75%.

VAC Truck Repairs & Maintenance

Atlantic Machinery-\$80.07-boom tie down straight (75% sewer, 25% hwy)  
Atlantic Machinery-\$1197.50-cues MP Plus Reel w/200' cable and dual frequency locator (75% sewer, 25% hwy)  
Dave's Service center-\$12.75-state inspection  
Atlantic Machinery-\$1244.25-8.4" monitor & control box with DVR SD Recorder (75% sewer, 25% hwy)  
Lely Tank and Waste.-\$669.16-Kohler Engine 27 HP, muffler, deflector kit, wire guard starter side (75% sewer, 25% hwy)  
Atlantic Machinery-\$261.30-6"-12" adjustable skid, blue buzz box-(75% sewer, 25% hwy)  
Smithfield Auto Parts-\$1.44-radiator cap (75% sewer, 25% hwy)

Stormwater Management Program

Represents 3 quarterly paymenta-75%

**HIGHWAY CAPITAL**

Design & Constructions Standards Update

Draper Aden-\$1170-professional fees through August 31, 2017 (split between SWR, WTR, HWY 1/3 each)

Draper Aden-\$238.34-professional fees through September 30, 2017 (split between SWR, WTR, HWY 1/3 each)  
Draper Aden-\$250.00-professional fees through October 31, 2017 (split between SWR, WTR, HWY 1/3 each)  
Draper Aden-\$290.00-professional fees through November 30, 2017 (split between SWR, WTR, HWY 1/3 each)  
Draper Aden-\$50.00-professional fees through December 31, 2017 (split between SWR, WTR, HWY 1/3 each)

Vehicles

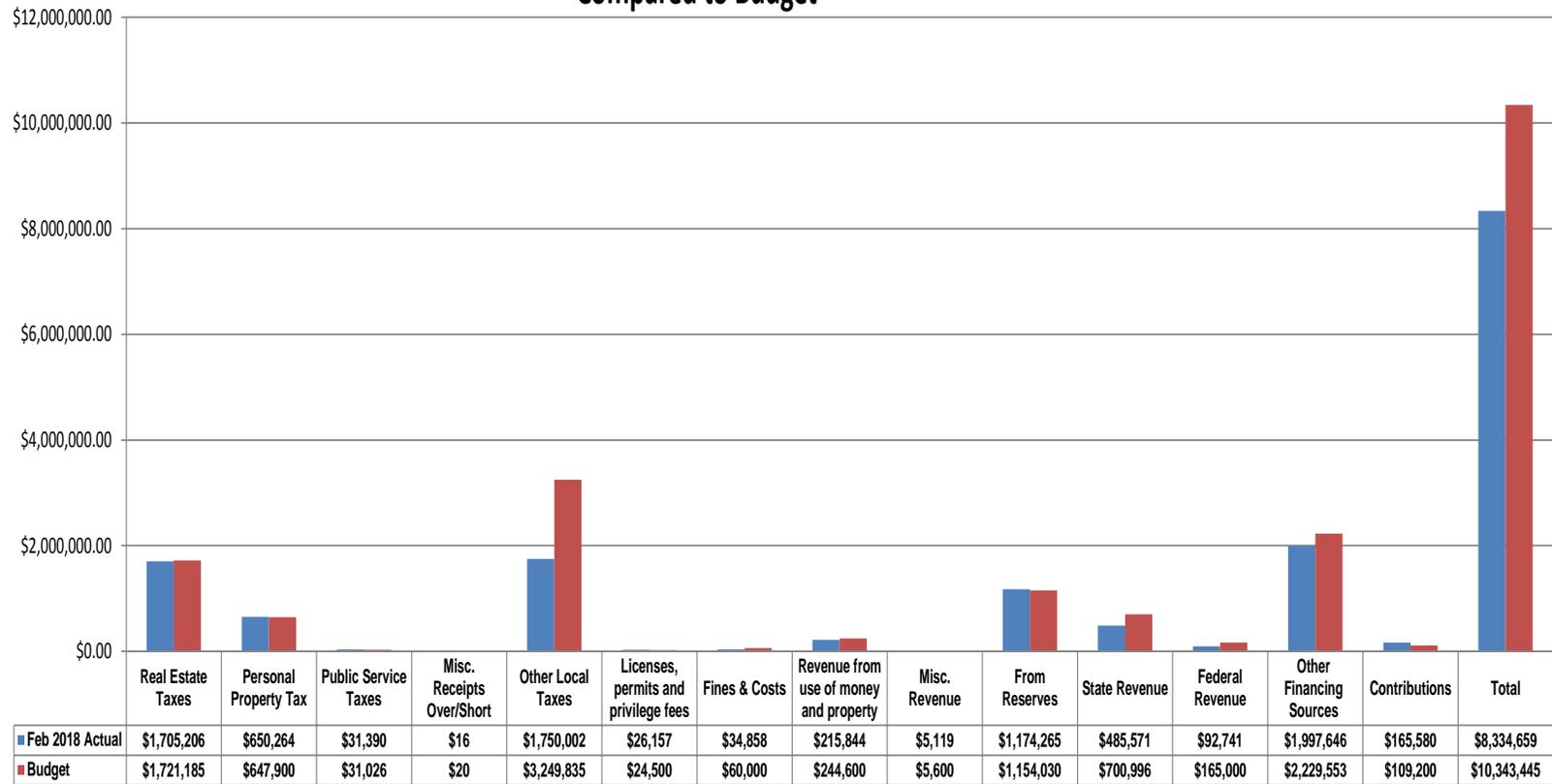
Wilbar Truck Equipment-\$571.25-add on package for 2017 Ford F450 purchased in FY2017 (1/4 each SWR, WTR, HWY, PW)  
Colonial Companies-\$7198.32-8.5 HD2 plow, truck kit, mount kit, etc for snow plow

Mower

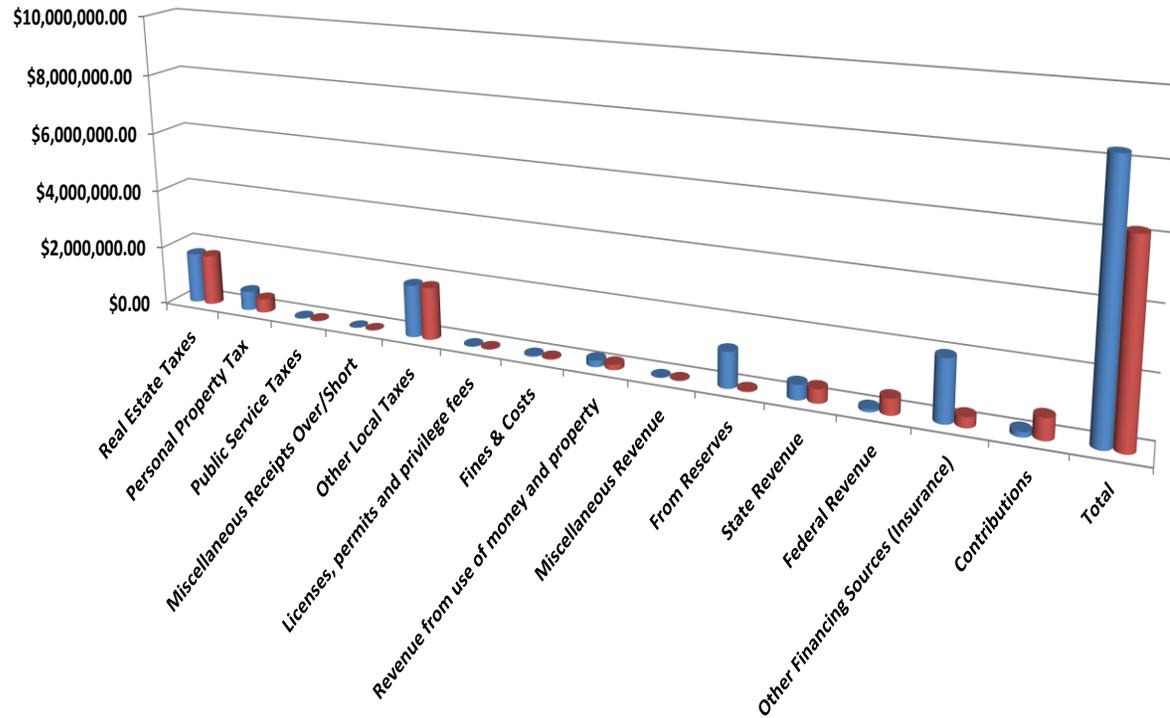
Farmers Service-\$7995-One FX850 Kaw S/S 60" Deck

# FEBRUARY 2018 FINANCIAL GRAPHS

## Feb 2018 YTD General Fund Revenues Compared to Budget

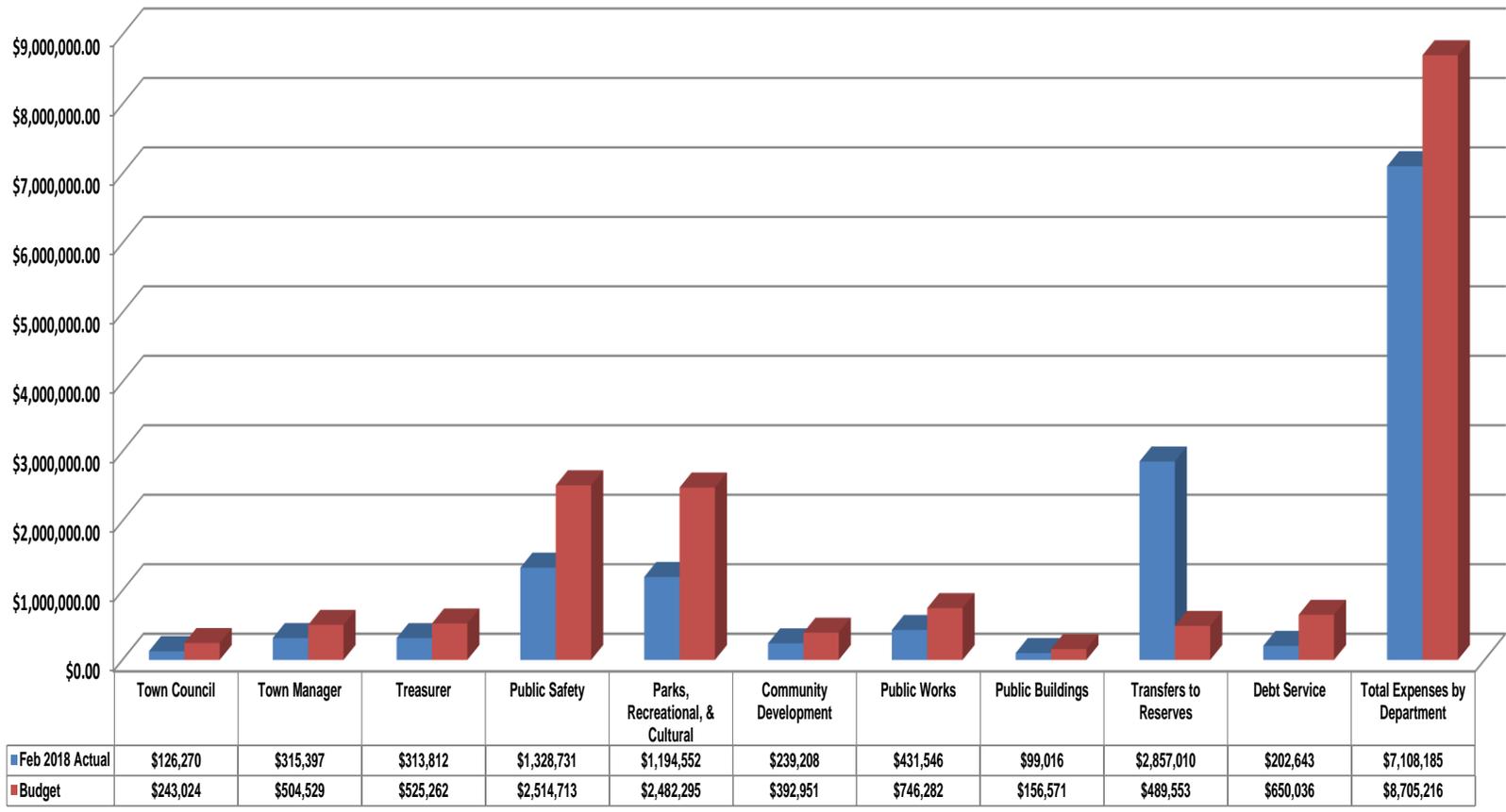


### Feb 2018 YTD General Fund Revenue Compared to Feb 2017

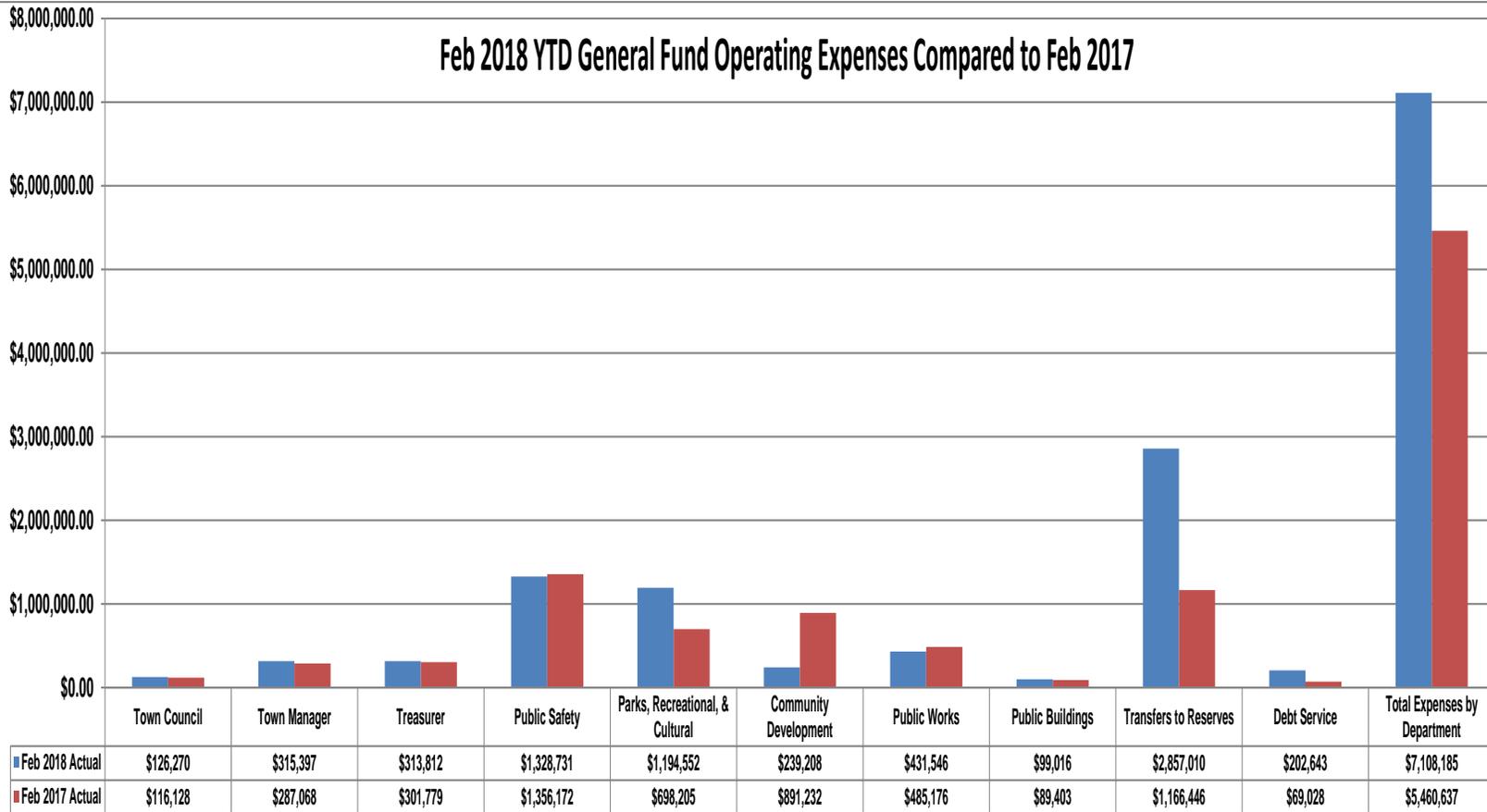


	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Feb 2018 Actual	\$1,705,206	\$650,264	\$31,390	\$16	\$1,750,002	\$26,157	\$34,858	\$215,844	\$5,119	\$1,174,265	\$485,571	\$92,741	\$1,997,646	\$165,580	\$8,334,659
■ Feb 2017 Actual	\$1,714,201	\$464,743	\$31,029	\$21	\$1,757,620	\$22,780	\$31,431	\$173,823	\$6,059	\$37,823	\$450,351	\$521,721	\$333,828	\$684,406	\$6,229,836

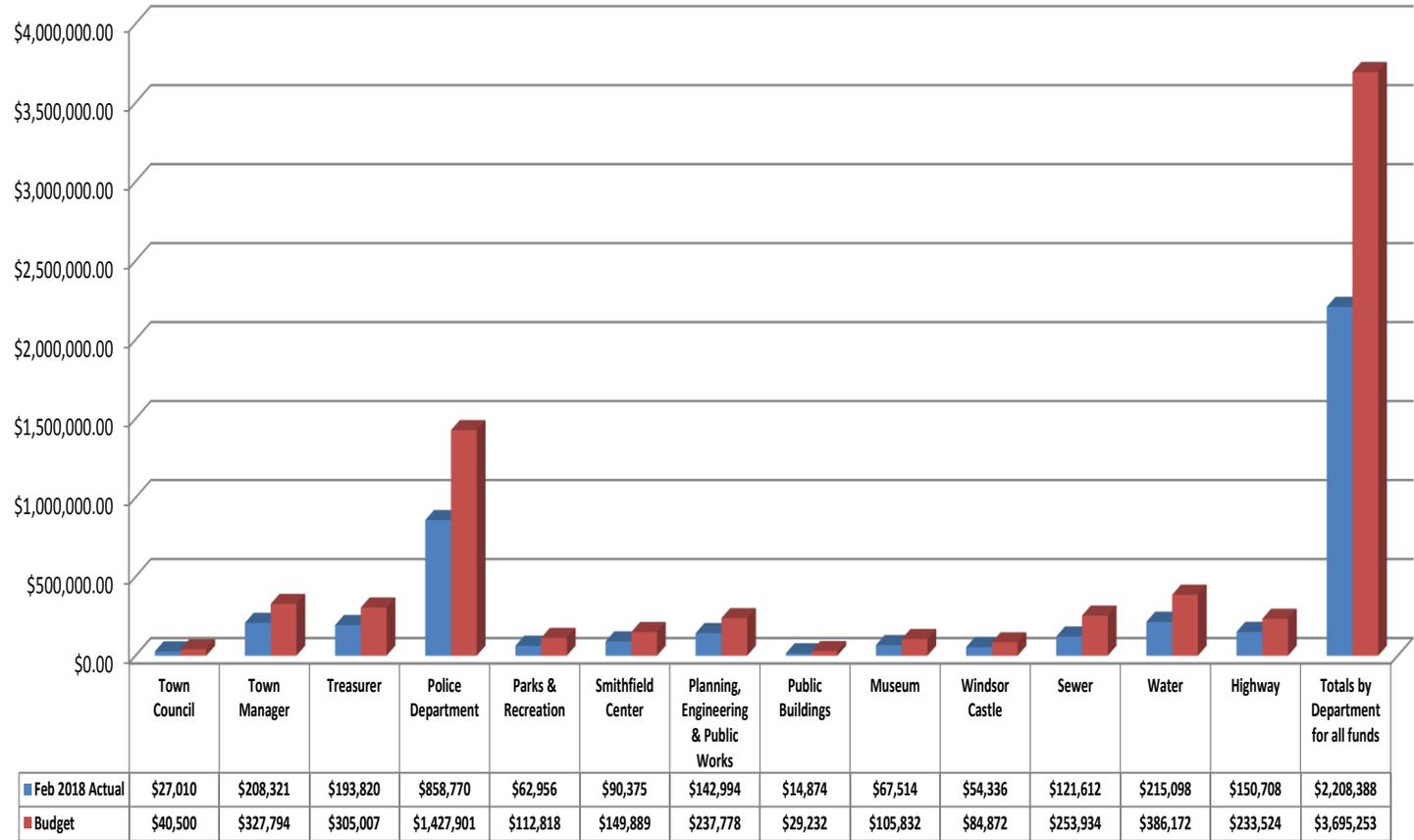
## Feb 2018 YTD General Fund Operating Expenses Compared to Budget



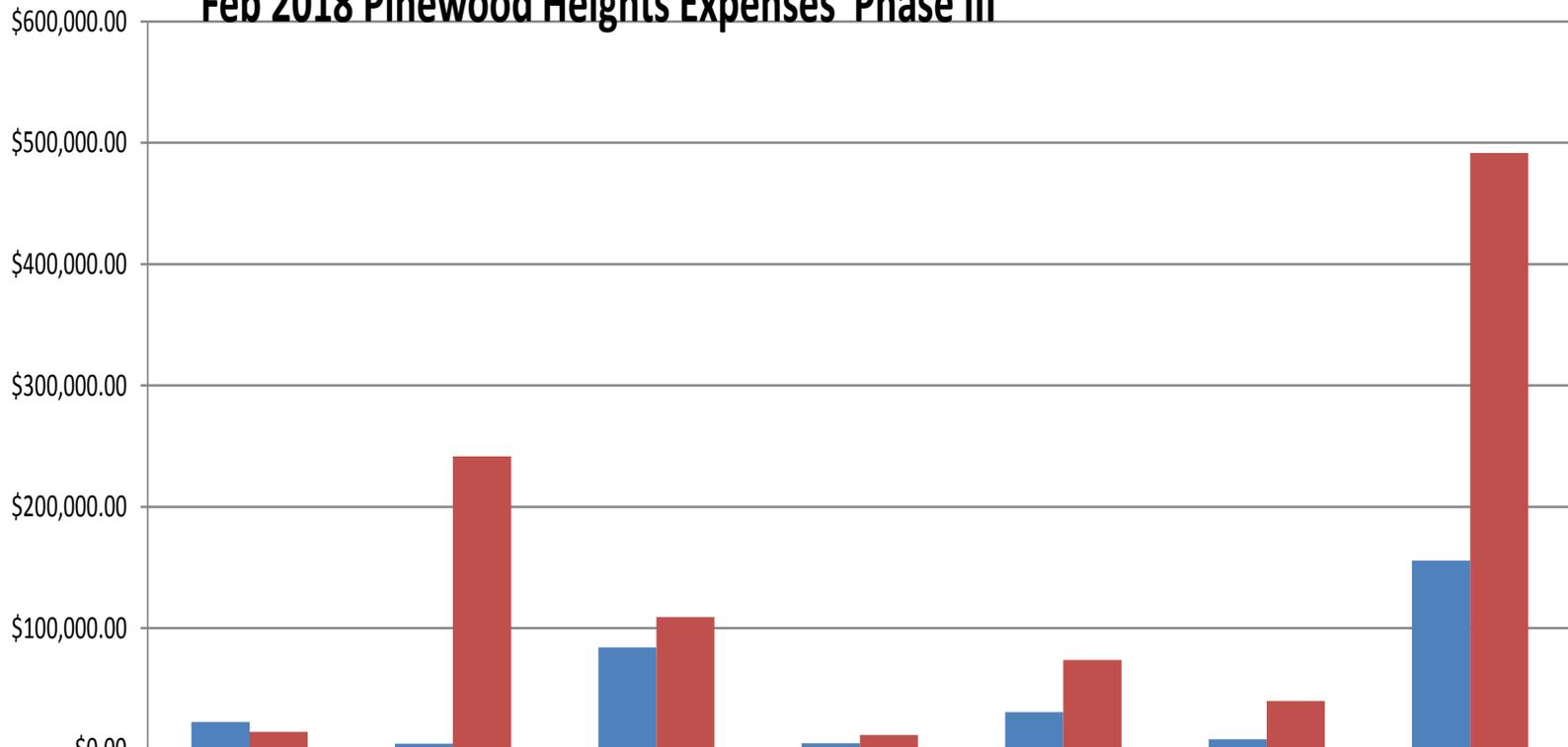
### Feb 2018 YTD General Fund Operating Expenses Compared to Feb 2017



### Feb 2018 YTD Salaries to Budget by Department

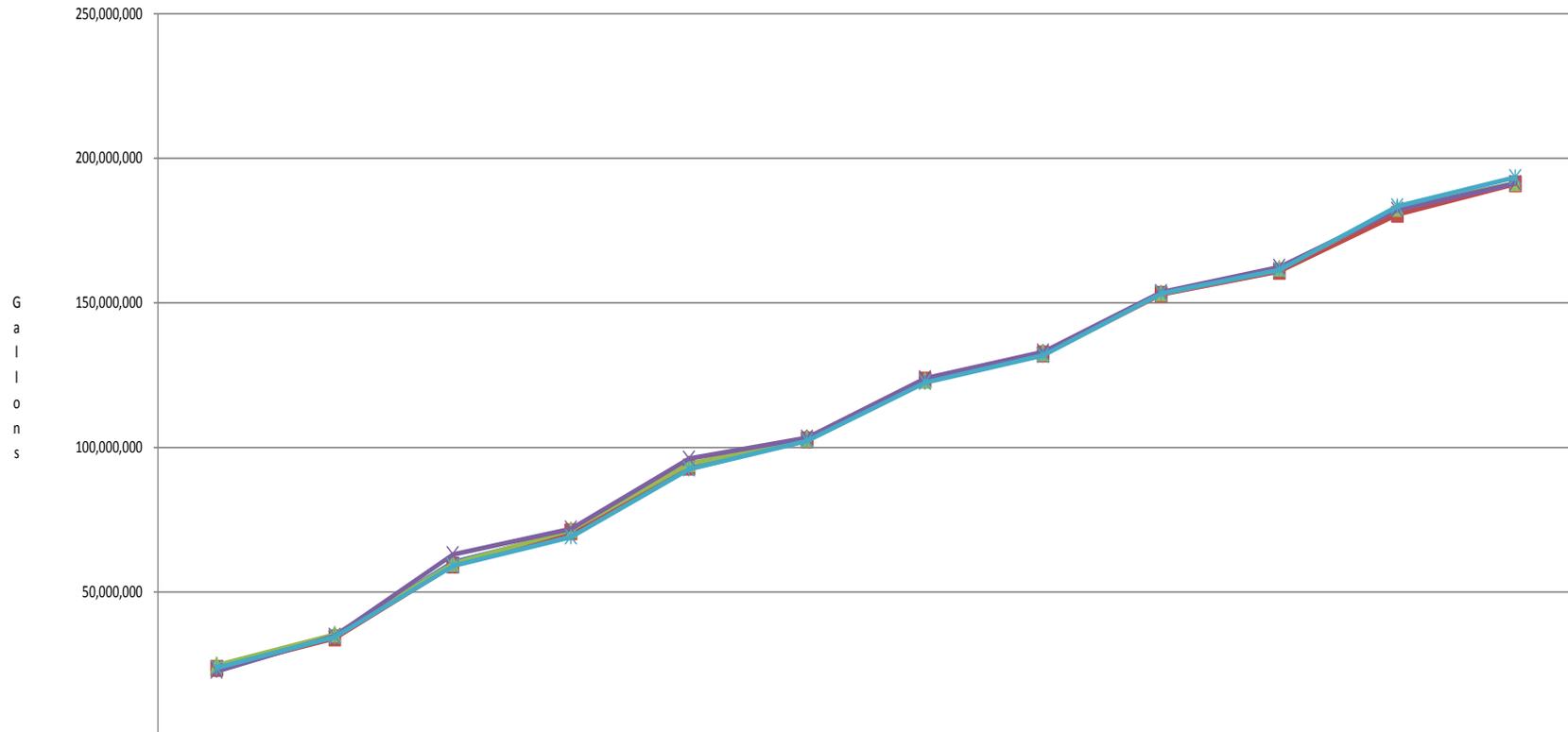


## Feb 2018 Pinewood Heights Expenses Phase III



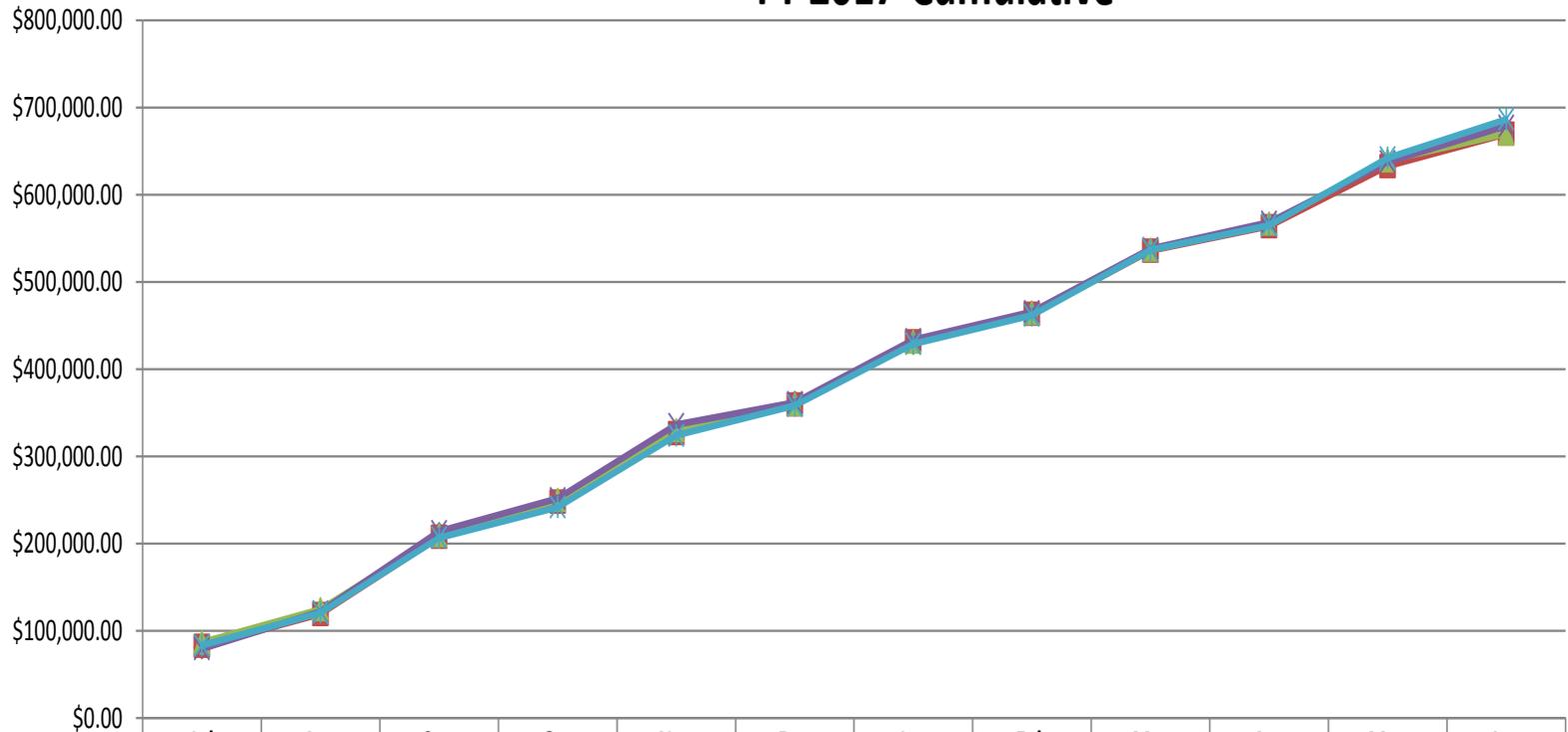
	Administration	Acquisition-Non CDBG	Acquisition-CDBG	Permanent Relocation-Non CDBG	Permanent Relocation-CDBG	Clearance & Demolition	Total YTD MY2 Phase III
Feb 2018 YTD Actual	\$22,593	\$4,690	\$84,000	\$5,154	\$30,808	\$8,313	\$155,558
Budget	\$14,691	\$241,717	\$109,219	\$12,070	\$73,857	\$40,004	\$491,558

## Feb 2018 YTD Sewer Consumption Compared to FY 2014 through FY 2017-Cumulative



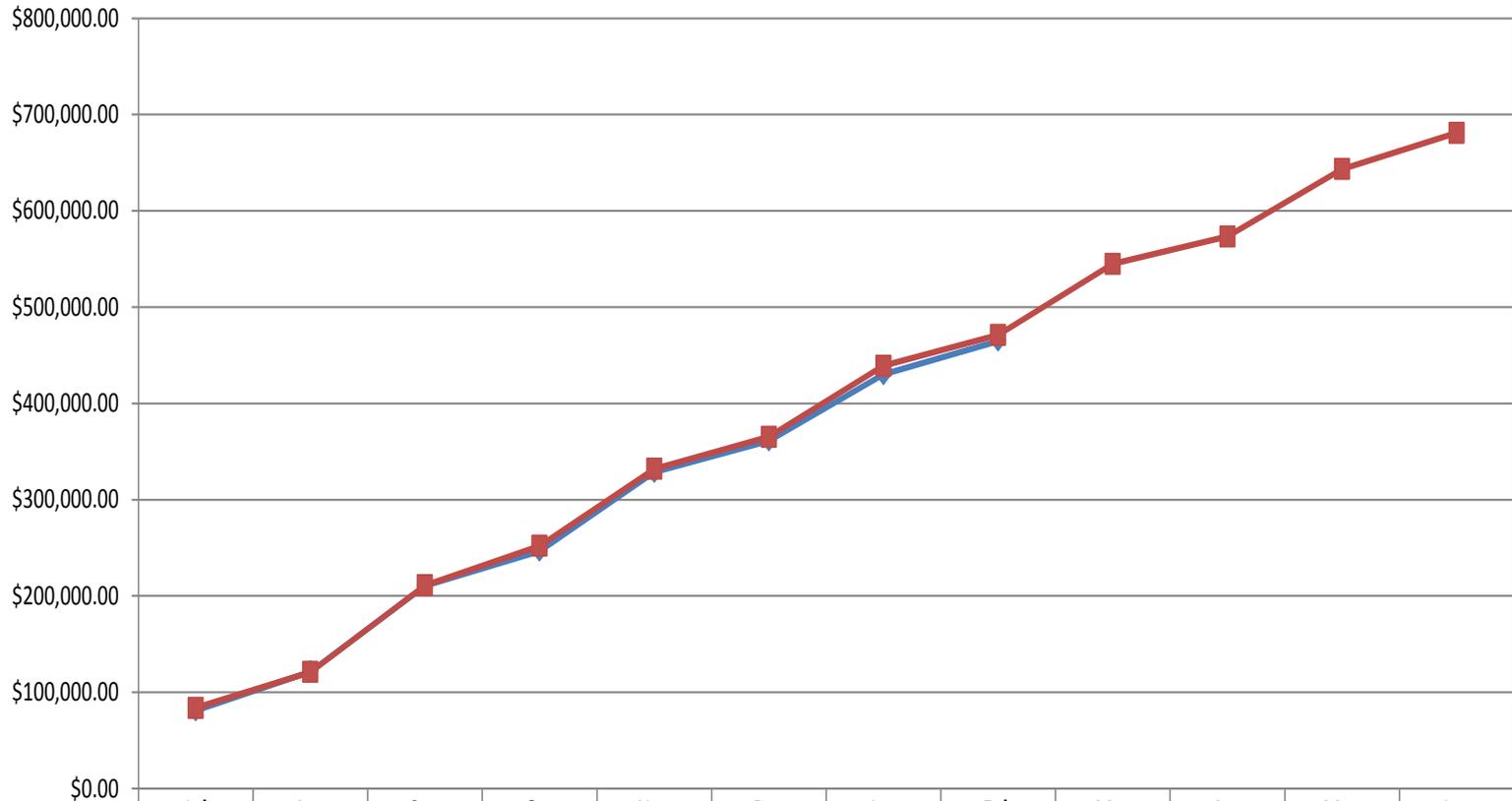
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2018	23,101,199	34,863,486	60,332,956	70,611,884	92,857,313	103,246,076	122,893,306	132,855,837				
Actual 2017	23,531,183	34,028,420	59,230,385	70,811,228	93,197,625	102,574,282	123,246,748	132,267,541	152,925,111	160,916,939	180,565,370	191,151,126
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
Actual 2014	23,711,729	34,435,081	58,989,250	69,008,854	92,484,337	102,276,394	122,469,679	131,824,210	153,256,955	161,332,737	183,366,226	193,421,309

## Feb 2018 YTD Unadjusted Sewer Charges Compared to FY 2014 through FY 2017-Cumulative



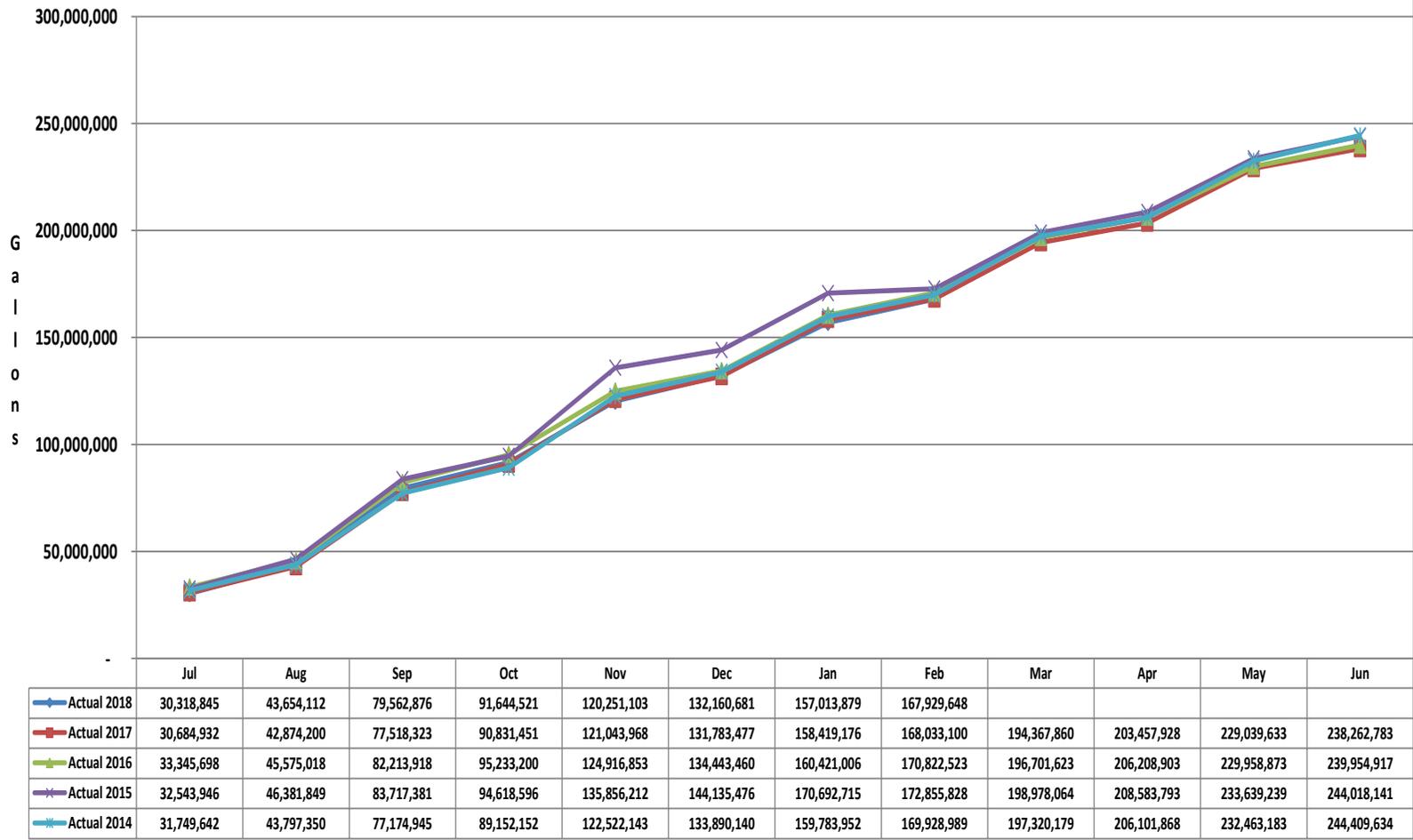
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2018	\$80,977	\$121,466	210,780	\$246,712	\$328,564	\$361,081	\$430,040	\$464,883				
Actual 2017	\$82,520	\$119,133	\$207,537	\$248,007	\$326,529	\$359,328	\$431,878	\$463,438	\$535,928	563,886	\$632,831	\$669,860
Actual 2016	\$86,610	\$124,575	\$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
Actual 2014	\$83,143	\$120,581	\$206,649	\$241,641	\$323,955	\$358,154	\$428,999	\$461,656	\$536,821	\$565,053	\$642,258	\$686,501

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

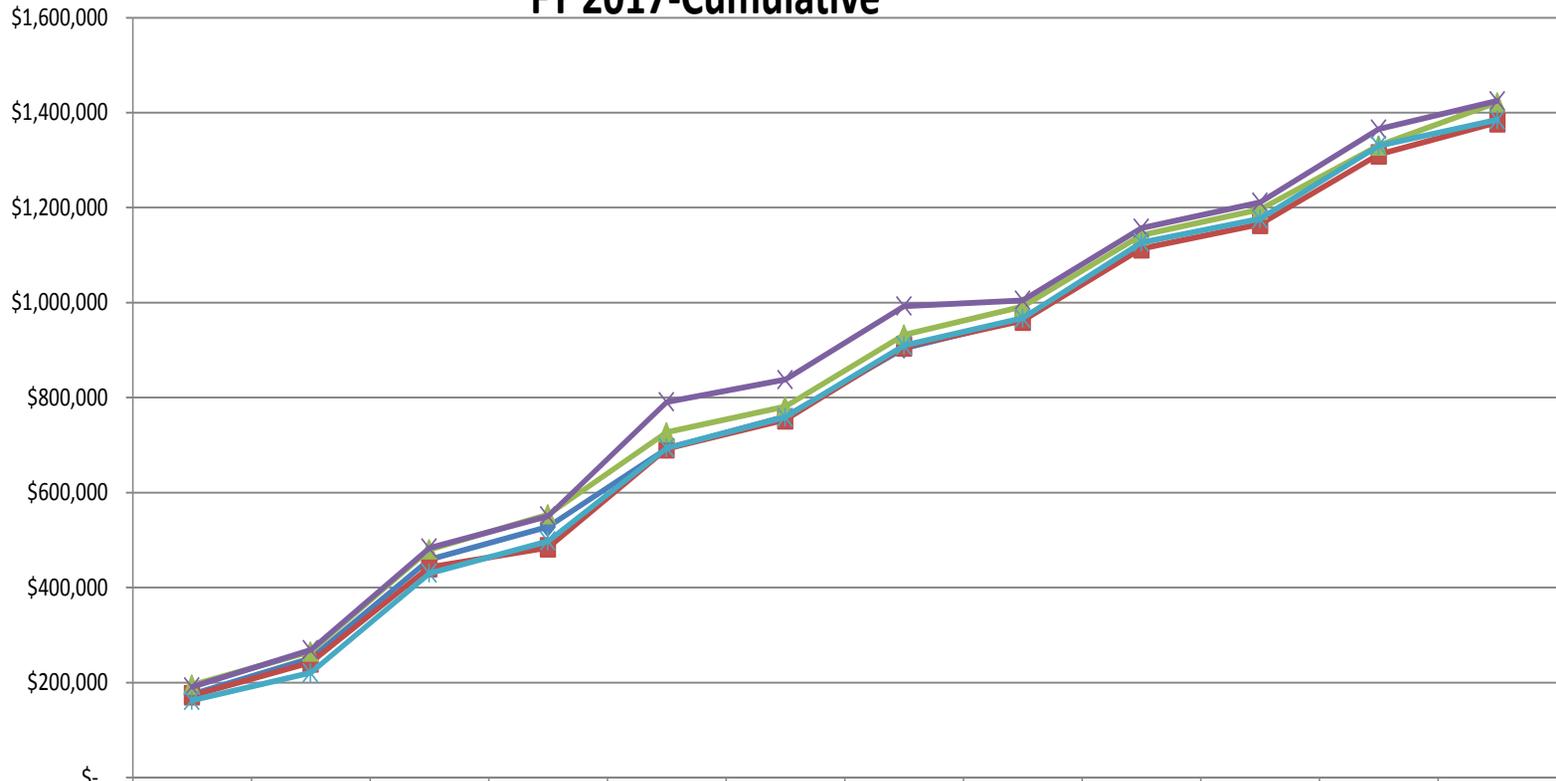


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2018	\$80,977	\$121,466	\$210,780	\$246,712	\$328,564	\$361,081	\$430,040	\$464,883				
Pro-rated budget	\$83,892	\$121,114	\$210,989	\$252,132	\$331,960	\$365,304	\$439,060	\$471,145	\$544,840	\$573,263	\$643,355	\$681,000

## Feb 2018 YTD Water Consumption Compared to FY 2014 through FY 2017-Cumulative

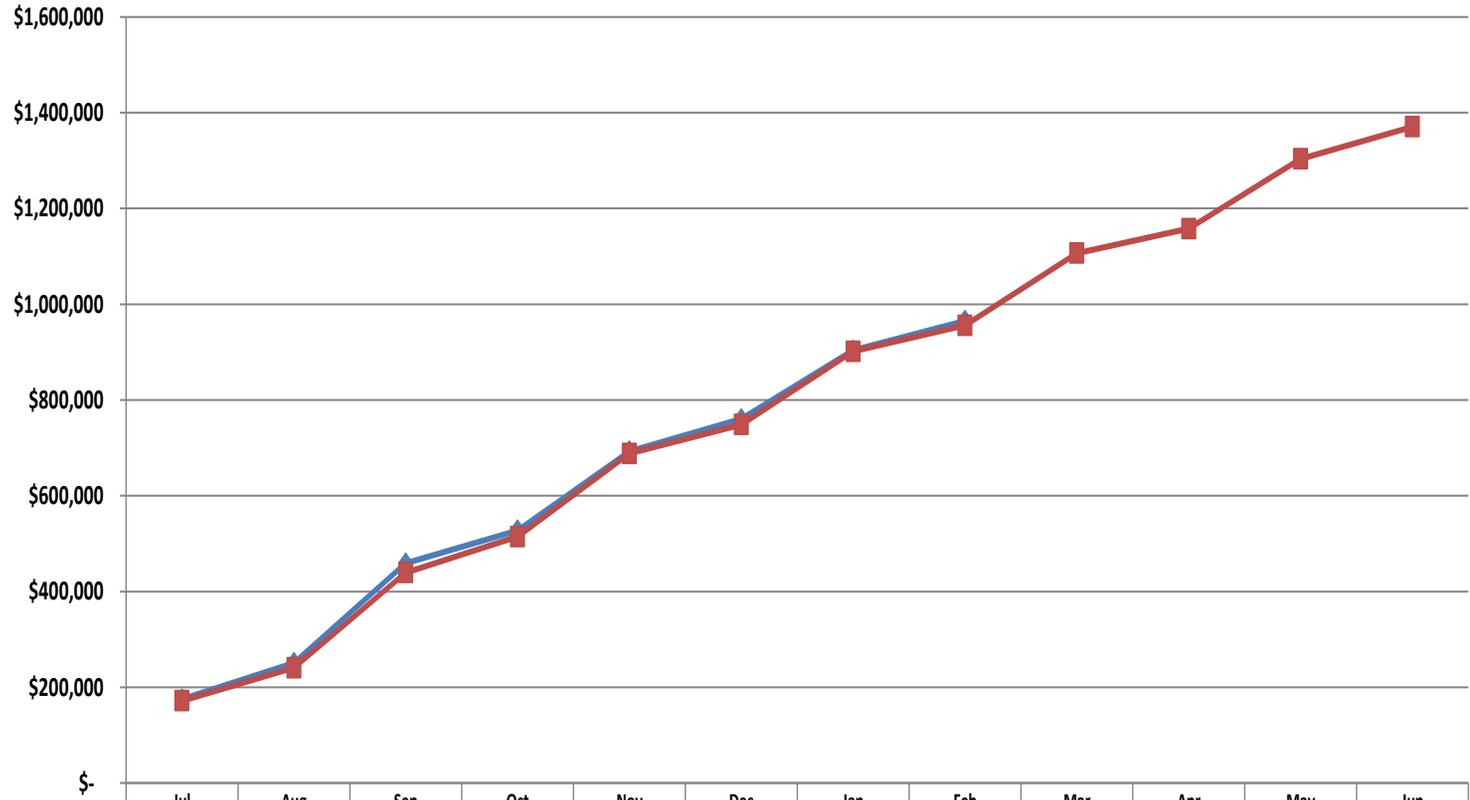


## Feb 2018 YTD Unadjusted Water Charges Compared to FY 2014 through FY 2017-Cumulative



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2018	\$175,117	\$250,930	\$458,994	\$527,712	\$692,700	\$760,242	\$903,469	965,491				
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
Actual 2014	\$162,142	\$220,610	\$429,895	\$497,820	\$694,190	\$758,773	\$909,556	\$967,195	\$1,126,674	\$1,176,559	\$1,330,382	\$1,384,968

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

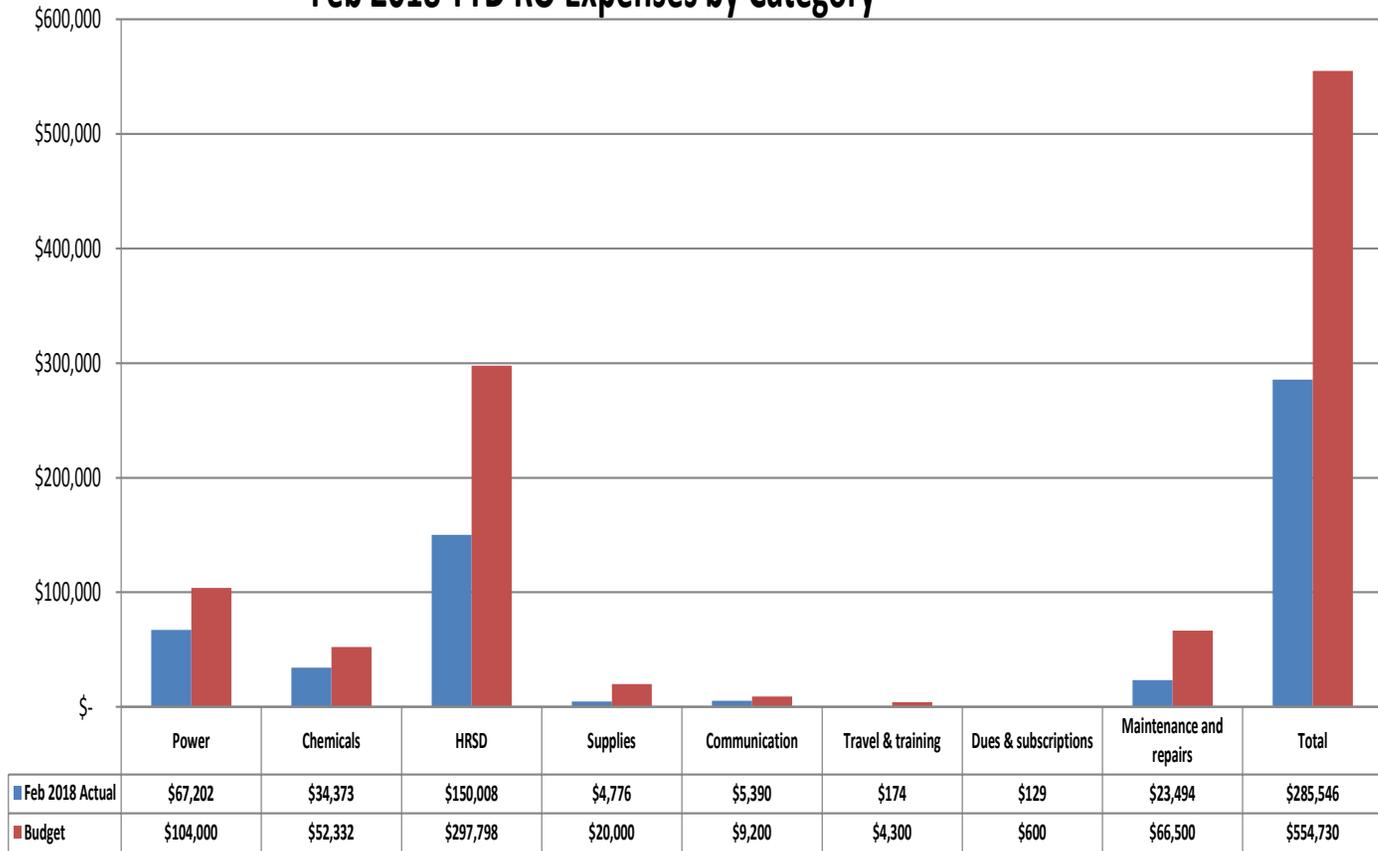


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2018	\$175,117	\$250,930	\$458,994	\$527,712	\$692,700	\$760,242	\$903,469	\$965,491				
Pro-rated budget	\$171,702	\$240,504	\$439,552	\$514,694	\$688,180	\$748,802	\$901,419	\$955,699	\$1,106,483	\$1,157,789	\$1,303,489	\$1,370,615

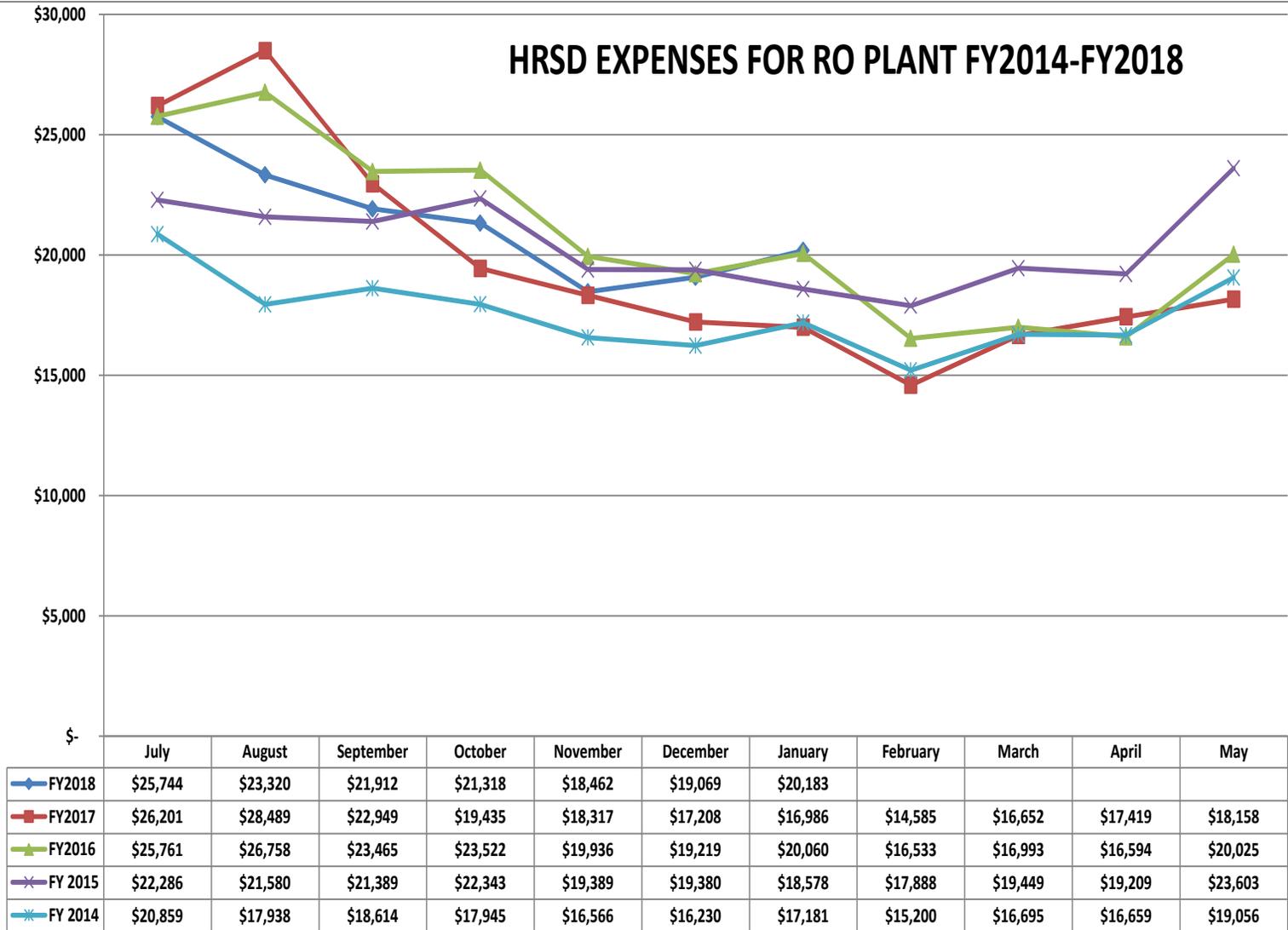
**GATLING POINTE WATER BILLINGS**

<b>Gatling Pointe</b>	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-18			-			\$ -	\$ 6.10
Mar-18			-			\$ -	\$ 6.10
Jan-18	3,291,000	1,530,000	4,821,000	\$ 20,075.10	\$ 9,333.00	\$ 29,408.10	\$ 6.10
Nov-17	4,588,481	1,283,941	5,872,422	\$ 27,989.74	\$ 7,832.05	\$ 35,821.79	\$ 6.10
Sep-17	7,801,519	2,159,493	9,961,012	\$ 47,589.27	\$ 13,172.91	\$ 60,762.18	\$ 6.10
Jul-17	4,620,000	2,213,800	6,833,800	\$ 28,182.00	\$ 13,504.19	\$ 41,686.19	\$ 6.10
<b>Subtotal</b>	<b>20,301,000</b>	<b>7,187,234</b>	<b>27,488,234</b>	<b>\$ 123,836.11</b>	<b>\$ 43,842.15</b>	<b>\$ 167,678.26</b>	
-Jul 17	(4,620,000)	(2,213,800)	(6,833,800)	\$ (28,182.00)	\$ (13,504.19)	\$ (41,686.19)	
+Jul 18	-	-	-	\$ -	\$ -	\$ -	
<b>Total</b>	<b>15,681,000</b>	<b>4,973,434</b>	<b>20,654,434</b>	<b>\$ 95,654.11</b>	<b>\$ 30,337.96</b>	<b>\$ 125,992.07</b>	
<b>Gatling Pointe</b>							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-17	3,054,490	2,260,200	5,314,690	\$ 18,632.39	\$ 13,787.23	\$ 32,419.62	\$ 6.10
Mar-17	2,933,440	2,258,900	5,192,340	\$ 17,893.99	\$ 13,779.30	\$ 31,673.29	\$ 6.10
Jan-17	3,296,000	2,138,000	5,434,000	\$ 20,105.60	\$ 13,041.80	\$ 33,147.40	\$ 6.10
Nov-16	5,167,000	1,909,600	7,076,600	\$ 31,518.70	\$ 11,648.57	\$ 43,167.27	\$ 6.10
Sep-16	6,870,000	1,726,900	8,596,900	\$ 41,907.00	\$ 10,534.10	\$ 52,441.10	\$ 6.10
Jul-16	4,218,000	1,498,700	5,716,700	\$ 27,037.38	\$ 9,606.67	\$ 36,644.05	\$ 6.41
<b>Subtotal</b>	<b>25,538,930</b>	<b>11,792,300</b>	<b>37,331,230</b>	<b>\$ 157,095.06</b>	<b>\$ 72,397.67</b>	<b>\$ 229,492.73</b>	
-Jul 16	(4,218,000)	(1,498,700)	(5,716,700)	\$ (27,037.38)	\$ (9,606.67)	\$ (36,644.05)	
+Jul 17	4,620,000	2,213,800	6,833,800	\$ 28,182.00	\$ 13,504.19	\$ 41,686.19	
<b>Total</b>	<b>25,940,930</b>	<b>12,507,400</b>	<b>38,448,330</b>	<b>\$ 158,239.68</b>	<b>\$ 76,295.19</b>	<b>\$ 234,534.87</b>	
<b>Gatling Pointe</b>							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-16	3,107,000	2,166,900	5,273,900	\$ 19,915.87	\$ 13,889.83	\$ 33,805.70	\$ 6.41
Mar-16	2,797,000	1,850,300	4,647,300	\$ 17,928.77	\$ 11,860.43	\$ 29,789.20	\$ 6.41
Jan-16	3,139,000	1,800,900	4,939,900	\$ 20,120.99	\$ 11,543.78	\$ 31,664.77	\$ 6.41
Nov-15	6,464,000	1,664,500	8,128,500	\$ 41,434.24	\$ 10,669.45	\$ 52,103.69	\$ 6.41
Sep-15	8,543,000	1,489,900	10,032,900	\$ 54,760.63	\$ 9,550.27	\$ 64,310.90	\$ 6.41
Jul-15	6,213,000	1,607,200	7,820,200	\$ 39,825.33	\$ 10,302.16	\$ 50,127.49	\$ 6.41
<b>Subtotal</b>	<b>30,263,000</b>	<b>10,579,700</b>	<b>40,842,700</b>	<b>\$ 193,985.83</b>	<b>\$ 67,815.92</b>	<b>\$ 261,801.75</b>	
-Jul 15	(6,213,000)	(1,607,200)	(7,820,200)	\$ (39,825.33)	\$ (10,302.16)	\$ (50,127.49)	
+Jul 16	4,218,000	1,498,700	5,716,700	\$ 27,037.38	\$ 9,606.67	\$ 36,644.05	
<b>Total</b>	<b>28,268,000</b>	<b>10,471,200</b>	<b>38,739,200</b>	<b>\$ 181,197.88</b>	<b>\$ 67,120.43</b>	<b>\$ 248,318.31</b>	
<b>Gatling Pointe</b>							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-15	3,554,000	1,770,200	5,324,200	\$ 22,781.14	\$ 11,346.99	\$ 34,128.13	6.41
Mar-15	3,069,000	1,738,000	4,807,000	\$ 19,672.29	\$ 11,140.58	\$ 30,812.87	6.41
Jan-15	3,448,000	1,802,600	5,250,600	\$ 22,101.68	\$ 11,554.67	\$ 33,656.35	6.41
Nov-14	6,806,000	1,684,300	8,490,300	\$ 43,626.46	\$ 10,796.37	\$ 54,422.83	6.41
Sep-14	8,287,000	1,556,000	9,843,000	\$ 53,119.67	\$ 9,973.96	\$ 63,093.63	6.41
Jul-14	6,465,000	1,553,800	8,018,800	\$ 41,440.65	\$ 9,959.86	\$ 51,400.51	6.41
<b>Subtotal</b>	<b>31,629,000</b>	<b>10,104,900</b>	<b>41,733,900</b>	<b>\$ 202,741.89</b>	<b>\$ 64,772.43</b>	<b>\$ 267,514.32</b>	
-Jul 14	(6,465,000)	(1,553,800)	(8,018,800)	\$ (41,440.65)	\$ (9,959.86)	\$ (51,400.51)	
+Jul 15	6,213,000	1,607,200	7,820,200	\$ 39,825.33	\$ 10,302.16	\$ 50,127.49	
<b>Total</b>	<b>31,377,000</b>	<b>10,158,300</b>	<b>41,535,300</b>	<b>\$ 201,126.57</b>	<b>\$ 65,114.73</b>	<b>\$ 266,241.30</b>	

## Feb 2018 YTD RO Expenses by Category



### HRSD EXPENSES FOR RO PLANT FY2014-FY2018



<b>HRSD Charges to date per month</b>				1 CCF=748 gallons	Comparison through January	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
11/13/2011	10/31/2011	3,568,426	3.05/CCF	14,550.33		
12/13/2011	11/30/2011	3,238,929	3.05/CCF	13,206.81		
1/13/2012	12/31/2011	3,328,126	3.05/CCF	13,570.67		
2/21/2012	1/31/2012	3,159,403	3.05/CCF	12,882.59		
3/19/2012	2/29/2012	3,008,612	3.05/CCF	12,267.71		
4/12/2012	3/31/2012	3,475,852	3.05/CCF	14,173.05		
5/16/2012	4/30/2012	3,972,056	3.05/CCF	16,196.11		
6/17/2012	5/31/2012	4,309,462	3.05/CCF	17,580.20		
7/13/2012	6/30/2012	5,002,760	3.05/CCF	20,399.01		
		<u>33,063,626</u>		\$ 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		
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	29,860,966	131,340.43
3/14/2013	2/28/2013	3,277,364	3.29/CCF	14,415.14		
4/18/2013	3/31/2013	3,587,116	3.29/CCF	15,777.52		
5/16/2013	4/30/2013	3,647,920	3.29/CCF	16,045.00		
6/13/2013	5/31/2013	3,883,704	3.29/CCF	17,082.01		
7/11/2013	6/30/2013	<u>4,038,800</u>	3.29/CCF	<u>17,764.36</u>		
		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		
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	26,408,120	125,333.12
3/14/2014	2/28/2014	3,202,720	3.55/CCF	15,200.04		
4/16/2014	3/31/2014	3,517,704	3.55/CCF	16,694.94		
5/27/2014	4/30/2014	3,510,032	3.55/CCF	16,658.73		
6/14/2014	5/31/2014	4,015,224	3.55/CCF	19,056.40		
7/21/2014	6/30/2014	<u>4,306,496</u>	3.55/CCF	<u>20,438.77</u>		
		44,960,296		\$ 213,382.00		

<b>HRSD Charges to date per month</b>				1 CCF=748 gallons		Comparison through January	
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			
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	28,308,002	144,945.58	
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			
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	28,746,792	158,722.10	
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			
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	24,809,228	149,585.44	
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			
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			
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	22,806,103	150,008.34	

CASH BALANCES AS OF FEBRUARY 2018					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
<b>Water</b>	Farmers Bank	1,304,875.86	(512,238.39)	(107,172.07)	685,465.40
<b>Water-Debt Service</b>	Farmers Bank	754,372.42	24,796.10	-	779,168.52
<b>Water Capital Escrow (availability fees)</b>	TowneBank	453,569.41	10,880.00	-	464,449.41
<b>Water Treatment Plant Escrow</b>	TowneBank	25,337.16			25,337.16
<b>Water Deposit Account</b>	TowneBank	77,798.98			77,798.98
<b>Water Development Escrow</b>	TowneBank	121,331.23	2,400.00	-	123,731.23
<b>Subtotal Water</b>		2,737,285.06	(474,162.29)	(107,172.07)	2,155,950.70
<b>Sewer</b>	Farmers Bank	405,274.07	(133,882.36)	(215,796.58)	55,595.13
<b>Sewer Development Escrow</b>	TowneBank	380,396.33	2,400.00	-	382,796.33
<b>Sewer Capital Escrow (availability fees)</b>	TowneBank	730,935.14	16,480.00	-	747,415.14
<b>Sewer Compliance</b>	Farmers Bank	2,160,213.46	65,298.80	-	2,225,512.26
<b>Subtotal Sewer</b>		3,676,819.00	(49,703.56)	(215,796.58)	3,411,318.86
<b>Highway</b>	Farmers Bank	36,399.35	98,601.89	-	135,001.24
<b>General Fund</b>	Farmers Bank	5,324,899.45	1,060,680.43	472,968.65	6,858,548.53
<b>Payroll</b>	Farmers Bank	190,550.55			190,550.55
<b>Money Market-General Fund</b>	TowneBank	2,206.75			2,206.75
<b>Business Super Now-General Fund</b>	Farmers Bank	33,773.80			33,773.80
<b>Money Market-General Fund</b>	Farmers Bank	294,821.81			294,821.81
<b>General Fund Capital Escrow Account</b>	TowneBank	216,672.05	489,553.00		706,225.05
<b>Certificate of Deposit</b>	Farmers Bank	526,894.81			526,894.81
<b>Certificate of Deposit-Police Dept</b>	Farmers Bank	37,002.55			37,002.55
<b>Special Project Account</b>	Farmers Bank	1,118,210.04	(1,088,556.48)		29,653.56
<b>Pinewood Heights Escrow</b>	Farmers Bank	50,754.64			50,754.64
<b>SNAP Account</b>	Farmers Bank	2,218.75			2,218.75
<b>Museum Account</b>	Farmers Bank	171,882.79			171,882.79
<b>Windsor Castle Acct</b>	TowneBank	93,500.00			93,500.00
<b>S. Church Street Account</b>	TowneBank	36,412.99	(36,412.99)	-	-
<b>Subtotal General Fund</b>		8,099,800.98	425,263.96	472,968.65	8,998,033.59
<b>TOTAL ALL FUNDS</b>		14,550,304.39	-	150,000.00	14,700,304.39

close out not yet completed



# Account Statement

February 2018

## Town of Smithfield

P.O. Box 246  
Smithfield, VA 23431  
U.S.A.

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

### Summary

VA-01-0009-0001	General						
Beginning Cost	Beginning Market Value	Contributions	Withdrawals	Income Earned	Ending Market Value	Ending Cost	Current Month Unrealized G/L
513,557.00	510,191.08	0.00	43.42	575.97	509,798.56	514,089.55	-925.06

### Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
02/15/2018	Withdrawal		43.42		9.929470	4.373	0.00
02/15/2018	Income Earned	296.26			9.929470	29.836	
02/28/2018	Income Earned	279.71			9.925408	28.181	
02/28/2018	Ending Balance			509,798.56	9.925408	51,362.983	



# Account Statement

February 2018

## Town of Smithfield

P.O. Box 246  
 Smithfield, VA 23431  
 U.S.A.

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

### Summary

							Average Monthly Yield:	1.56%
		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
02/28/2018	Ending Balance			0.000	



## Daily Rates

February 2018

### VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Feb-18	0.000041236	1.51%
02-Feb-18	0.000042058	1.54%
03-Feb-18	0.000042058	1.54%
04-Feb-18	0.000042058	1.54%
05-Feb-18	0.000042058	1.54%
06-Feb-18	0.000042058	1.54%
07-Feb-18	0.000042605	1.56%
08-Feb-18	0.000042058	1.54%
09-Feb-18	0.000043497	1.59%
10-Feb-18	0.000043497	1.59%
11-Feb-18	0.000043497	1.59%
12-Feb-18	0.000043303	1.58%
13-Feb-18	0.000042274	1.54%
14-Feb-18	0.000042141	1.54%
15-Feb-18	0.000042427	1.55%
16-Feb-18	0.000041784	1.53%
17-Feb-18	0.000041784	1.53%
18-Feb-18	0.000041784	1.53%
19-Feb-18	0.000041784	1.53%
20-Feb-18	0.000042332	1.55%
21-Feb-18	0.000042058	1.54%
22-Feb-18	0.000042758	1.56%
23-Feb-18	0.000042935	1.57%
24-Feb-18	0.000042935	1.57%
25-Feb-18	0.000042935	1.57%
26-Feb-18	0.000043181	1.58%
27-Feb-18	0.000043536	1.59%
28-Feb-18	0.000043427	1.59%

**INVOICES - OVER \$10,000.00  
REQUIRING COUNCIL  
AUTHORIZATION**

# AIA Document G702™ – 1992

## Application and Certificate for Payment

<b>TO OWNER:</b> TOWN OF SMITHFIELD 310 INSTITUTE STREET SMITHFIELD, VA	<b>PROJECT:</b> JOSEPH W. LUTER JR. COMPLEX 900 WEST MAIN ST SMITHFIELD, VA	<b>APPLICATION NO:</b> E42100009	<b>Distribution to:</b> OWNER <input type="checkbox"/>
<b>FROM CONTRACTOR:</b>  A R Chesson Construction Co., Inc. P O Box 2366 Smithfield, VA 24581	<b>VIA ARCHITECT:</b> ALPHA CORPORATION 295 BENDIX ROAD, SUITE 340 VIRGINIA BEACH, VA 23452	<b>PERIOD TO:</b> 12/20/2017	ARCHITECT <input type="checkbox"/>
		<b>CONTRACT FOR:</b>	CONTRACTOR <input type="checkbox"/>
		<b>CONTRACT DATE:</b>	FIELD <input type="checkbox"/>
		<b>PROJECT NOS:</b> E421 / E421 /	OTHER <input type="checkbox"/>

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM .....	\$	637,100.00
2. NET CHANGE BY CHANGE ORDERS .....	\$	17,772.90
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$	654,872.90
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) .....	\$	645,193.53
<b>5. RETAINAGE:</b>		
a. <u>2.0</u> % of Completed Work (Columns D + E on G703)	\$	32,259.90
b. _____ % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b, or Total in Column I of G703) .....	\$	32,259.90
6. TOTAL EARNED LESS RETAINAGE .....	\$	612,933.63
(Line 4 minus Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	596,138.58
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE .....	\$	16,795.05
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$	41,939.27

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 18,250.76	\$ -477.86
Total approved this month	\$	\$
<b>TOTAL</b>	<b>\$ 18,250.76</b>	<b>\$ -477.86</b>
<b>NET CHANGES by Change Order</b>	<b>\$ 17,772.90</b>	

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

CONTRACTOR: A R Chesson Construction Co., Inc.

By: Came K. Baker

Date: 12/20/2017

State of: NORTH CAROLINA

County of: CHOWAN

Subscribed and sworn to before me this 20 day of December, 2017

Notary Public: Lisa A. Eure  
My commission expires: APRIL 13, 2018



### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations 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 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 ..... \$ 16,795.05

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

ARCHITECT: ALPHA CORPORATION

By: Buch

Date: 3-23-18

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.

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.**

## REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLEX

Draw: E421-9

Period Ending Date: 12/20/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
01-05010C	BUILDERS RISK INSURANCE	2,039.00	2,039.00			2,039.00	100.00		101.95
01-32230C	SURVEY AND LAYOUT DATA	1,071.00	1,071.00			1,071.00	100.00		53.55
01-412601	PERMITS	2,572.00	2,572.00			2,572.00	100.00		128.60
01-50010C	CONST. CONTRLS/TEMP. FACILI	1,384.00	1,384.00			1,384.00	100.00		69.20
01-51000C	TEMPORARY UTILITIES	1,822.00	1,822.00			1,822.00	100.00		91.11
01-52000C	JOB SITE TRAILER	2,357.00	2,357.00			2,357.00	100.00		117.85
01-54390C	CONSTRUCTION SUPPLIES	8,070.00	8,070.00			8,070.00	100.00		403.51
01-741902	CLEANING/DUMPSTER	5,786.00	5,786.00			5,786.00	100.00		289.31
01-742301	FINAL CLEANUP	1,071.00	1,071.00			1,071.00	100.00		53.55
01-78330C	BONDS	5,090.00	5,090.00			5,090.00	100.00		254.50
03-000001	CONCRETE FOOTINGS BUILDIN	15,751.00	15,751.00			15,751.00	100.00		787.55
03-00009C	CONCRETE SLAB BUILDING	13,876.00	13,876.00			13,876.00	100.00		693.80
03-20000C	CONCRETE FOOTINGS SIGN	4,875.00	4,875.00			4,875.00	100.00		243.75
03-35000C	POLISHED CONCRETE	9,774.00	9,774.00			9,774.00	100.00		488.70
04-000001	CMU MATERIAL	10,929.00	10,929.00			10,929.00	100.00		546.45
04-00009C	MASONRY LABOR BUILDING	30,108.00	30,108.00			30,108.00	100.00		1,505.40
04-012052	UNIT MASONRY CLEANING	536.00	536.00			536.00	100.00		26.80
04-05130C	MORTAR MATERIAL	5,143.00	5,143.00			5,143.00	100.00		257.15
04-051302	MORTAR SAND	1,607.00	1,607.00			1,607.00	100.00		80.35
04-05160C	MASONRY GROUT - MATERIAL	8,786.00	8,786.00			8,786.00	100.00		439.30
04-05169C	MASONRY GROUT - LABOR	2,057.00	2,057.00			2,057.00	100.00		102.85
04-051902	MASONRY REINFORCING	5,759.00	5,759.00			5,759.00	100.00		287.95
04-05210C	BRICK MATERIAL BUILDING	5,418.00	5,418.00			5,418.00	100.00		270.90
04-052302	SPLIT FACE MATERIAL	10,715.00	10,715.00			10,715.00	100.00		535.75
04-20000C	UNIT MASONRY SIGN MATERIA	15,001.00	15,001.00			15,001.00	100.00		750.05
04-20009C	UNIT MASONRY SIGN LABOR	17,679.00		17,679.00		17,679.00	100.00		883.95
04-211390	MASONRY ACCESSORIES	4,714.00	4,714.00			4,714.00	100.00		235.70
04-211391	MASONRY EQUIPMENT	3,429.00	3,429.00			3,429.00	100.00		171.45
05-05230C	METAL FASTENING	1,393.00	1,393.00			1,393.00	100.00		69.66
05-12008C	STRUCTURAL STEEL SHOP DR.	3,750.00	3,750.00			3,750.00	100.00		187.50

## REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLEY

Draw: E421-9

Period Ending Date: 12/20/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
05-52000C	STEEL STAIRS AND RAILS	21,430.00	21,430.00			21,430.00	100.00		1,071.50
05-52130C	ALUMINUM BALCONY RAILS	10,715.00	10,715.00			10,715.00	100.00		535.75
05-58000C	STEEL LINTELS	2,262.00	2,262.00			2,262.00	100.00		113.10
05-70000C	ALUMINUM CANE RAIL	1,404.00	1,404.00			1,404.00	100.00		70.20
06-10530C	FRAMING EQUIPMENT	3,214.00	3,214.00			3,214.00	100.00		160.70
06-110000	FRAMING LABOR MAIN BUILDIN	18,215.00	18,215.00			18,215.00	100.00		910.75
06-110091	FRAMING MATERIAL	10,500.00	10,500.00			10,500.00	100.00		525.00
06-17530C	SHOP-FABRICATED WOOD TRU	11,251.00	11,251.00			11,251.00	100.00		562.55
06-18160C	EXTERIOR TRIM EQUIPMENT	1,929.00	1,929.00			1,929.00	100.00		96.46
06-20000C	EXTERIOR TRIM MATERIAL	17,787.00	17,787.00			17,787.00	100.00		889.35
06-20009C	EXTERIOR TRIM LABOR	10,715.00	10,715.00			10,715.00	100.00		535.75
06-40000C	ARCHITECTURAL WOODWORK	1,340.00	1,340.00			1,340.00	100.00		67.00
07-21000C	RIGID INSULATION MATERIAL	3,204.00	3,204.00			3,204.00	100.00		160.20
07-21009C	RIGID INSULATION LABOR	1,500.00	1,500.00			1,500.00	100.00		75.00
07-240001	BATT INSULATION	1,393.00	1,393.00			1,393.00	100.00		69.65
07-31000C	ROOF SHINGLES MATERIAL	12,965.00	12,965.00			12,965.00	100.00		648.25
07-31009C	ROOF SHINGLES LABOR	6,107.00	6,107.00			6,107.00	100.00		305.36
07-50000C	MEMBRANE ROOFING MATERIA	3,750.00	3,750.00			3,750.00	100.00		187.50
07-50009C	MEMBRANE ROOFING LABOR	5,893.00	5,893.00			5,893.00	100.00		294.65
07-60000C	FLASHING MATERIAL	8,143.00	8,143.00			8,143.00	100.00		407.15
07-60009C	FLASHING LABOR	2,357.00	2,357.00			2,357.00	100.00		117.85
07-712303	GUTTERS MATERIAL	3,000.00	3,000.00			3,000.00	100.00		150.00
07-72330C	GUTTERS LABOR	2,357.00	2,357.00			2,357.00	100.00		117.85
07-92000C	JOINT SEALANTS	1,607.00	1,607.00			1,607.00	100.00		80.36
08-111300	HOLLOW METAL DOORS & FRA	5,465.00	5,465.00			5,465.00	100.00		273.25
08-111390	HMMWOOD DOOR LABOR	2,357.00	2,357.00			2,357.00	100.00		117.86
08-33000C	OVERHEAD DOORS	954.00	954.00			954.00	100.00		47.70
08-50000C	WINDOWS MATERIAL	14,842.00	14,842.00			14,842.00	100.00		742.10
08-50009C	WINDOWS LABOR	857.00	857.00			857.00	100.00		42.85
08-70000C	DOOR HARDWARE ALLOWANC	14,000.00	14,000.00			14,000.00	100.00		700.00

## REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE&gt;

Draw: E421-9

Period Ending Date: 12/20/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
09-211600	GYPSUM BOARD MATERIAL	2,250.00	2,250.00			2,250.00	100.00		112.50
09-211690	GYPSUM BOARD LABOR	2,464.00	2,464.00			2,464.00	100.00		123.20
09-221600	METAL FRAMING MATERIAL	2,786.00	2,786.00			2,786.00	100.00		139.30
09-900000	PAINTING AND COATING	9,517.00	9,517.00			9,517.00	100.00		475.85
10-140000	SIGNAGE MATERIAL	1,543.00	1,543.00			1,543.00	100.00		77.15
10-140090	SIGNAGE LABOR	214.00	214.00			214.00	100.00		10.70
10-140500	INTERIOR SIGNAGE	214.00	214.00			214.00	100.00		10.70
10-211300	TOILET PARTITIONS	8,121.00	8,121.00			8,121.00	100.00		406.05
10-280000	TOILET ACCESS. MAT. ALLOWA	1,800.00	1,800.00			1,800.00	100.00		90.00
10-280090	TOILET ACCESSORIES LABOR	429.00	429.00			429.00	100.00		21.45
10-510000	PRESS BOX SHELF MATERIAL	2,058.00	2,058.00			2,058.00	100.00		102.90
10-510090	PRESS BOX SHELF LABOR	214.00	214.00			214.00	100.00		10.70
10-550000	AWNINGS MATERIAL	4,714.00	4,714.00			4,714.00	100.00		235.70
10-550090	AWNINGS LABOR	429.00	429.00			429.00	100.00		21.45
10-700000	STATUES MATERIAL	8,947.00	8,947.00			8,947.00	100.00		447.36
10-730000	STATUES LABOR	2,143.00						2,143.00	
10-731300	UTILITY SHELF	214.00	214.00			214.00	100.00		10.70
10-750000	WEATHERVANE MATERIAL	5,218.00	5,218.00			5,218.00	100.00		260.90
10-750090	WEATHERVANE LABOR	643.00	643.00			643.00	100.00		32.15
22-000001	PLUMBING FIXTURES MATERIA	9,046.00	9,046.00			9,046.00	100.00		452.30
22-000090	PLUMBING FIXTURES LABOR	3,224.00	3,224.00			3,224.00	100.00		161.20
22-070000	WASTE PIPE MATERIAL	2,381.00	2,381.00			2,381.00	100.00		119.05
22-070090	WASTE PIPE LABOR	4,270.00	4,270.00			4,270.00	100.00		213.50
22-110000	WATER PIPE MATERIAL	3,315.00	3,315.00			3,315.00	100.00		165.75
22-130000	WATER PIPE LABOR	4,512.00	4,512.00			4,512.00	100.00		225.60
22-130100	DRAINS/CLEAN OUTS MATERIA	6,857.00	6,857.00			6,857.00	100.00		342.85
22-130190	DRAINS/CLEAN OUTS LABOR	1,290.00	1,290.00			1,290.00	100.00		64.50
22-130191	GREASE TRAP MATERIAL	1,580.00	1,580.00			1,580.00	100.00		79.00
22-130300	GREASE TRAP LABOR	645.00	645.00			645.00	100.00		32.25
22-130390	VENT PIPE MATERIAL	598.00	598.00			598.00	100.00		29.90

## REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE

Draw: E421-9

Period Ending Date: 12/20/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
22-13530C	VENT PIPE LABOR	2,135.00	2,135.00			2,135.00	100.00		106.75
22-142613	INSULATION	5,036.00	5,036.00			5,036.00	100.00		251.80
22-40000C	EQUIPMENT RENTAL	2,143.00	2,143.00			2,143.00	100.00		107.15
22-42019C	TRAP PRIMERS MATERIAL	1,286.00	1,286.00			1,286.00	100.00		64.30
22-420191	TRAP PRIMERS LABOR	806.00	806.00			806.00	100.00		40.30
23-000001	AHU INSTALL - MATERIAL	493.00	493.00			493.00	100.00		24.65
23-00009C	AHU INSTALL - LABOR	609.00	609.00			609.00	100.00		30.45
23-05000C	DUCTLESS SPLIT INSTALL-MAT	171.00	171.00			171.00	100.00		8.55
23-059301	DUCTLESS SPLIT INSTALL-LAB	609.00	609.00			609.00	100.00		30.45
23-07000C	EXHAUST FAN INSTALL - MATE	214.00	214.00			214.00	100.00		10.70
23-090001	EXHAUST FAN INSTALL-LABOR	1,430.00	1,430.00			1,430.00	100.00		71.50
23-30000C	EQUIPMENT	4,200.00	4,200.00			4,200.00	100.00		210.00
23-31009C	GRILLES	1,961.00	1,961.00			1,961.00	100.00		98.06
23-310091	ROUND DUCT - MATERIAL	2,379.00	2,379.00			2,379.00	100.00		118.95
23-34419C	ROUND DUCT - LABOR	1,178.00	1,178.00			1,178.00	100.00		58.90
26-000001	WIRING ROUGH IN MATERIAL	2,325.00	2,325.00			2,325.00	100.00		116.26
26-00009C	WIRING ROUGH IN LABOR	6,407.00	6,407.00			6,407.00	100.00		320.36
26-012602	WIRING TRIM OUT MATERIAL	1,854.00	1,854.00			1,854.00	100.00		92.71
26-09160C	WIRING TRIM OUT LABOR	2,170.00	2,170.00			2,170.00	100.00		108.51
26-20000C	WIRING DEVICES MATERIAL	552.00	552.00			552.00	100.00		27.60
26-21000C	WIRING DEVICES LABOR	1,318.00	1,318.00			1,318.00	100.00		65.91
26-24000C	LIGHT FIXTURES MATERIAL	13,779.00	13,779.00			13,779.00	100.00		688.96
26-27000C	LIGHT FIXTURES LABOR	2,845.00	2,845.00			2,845.00	100.00		142.26
26-27269C	PANELBOARDS MATERIAL	1,339.00	1,339.00			1,339.00	100.00		66.95
26-272691	PANELBOARDS LABOR	1,104.00	1,104.00			1,104.00	100.00		55.20
26-32000C	TRANSFORMER MATERIAL	2,105.00	2,105.00			2,105.00	100.00		105.25
26-41000C	TRANSFORMER LABOR	846.00	846.00			846.00	100.00		42.30
26-50000C	EQUIPMENT CONNECTIONS M/	225.00	225.00			225.00	100.00		11.26
26-52000C	EQUIPMENT CONNECTIONS LA	739.00	739.00			739.00	100.00		36.96
31-31010C	SOIL POISONING	407.00	407.00			407.00	100.00		20.35

## REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE

Draw: E421-9

Period Ending Date: 12/20/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
32-14009C	EXPOSED AGGREGATE CONCF	2,293.00	2,293.00			2,293.00	100.00		114.65
32-160001	SIDEWALKS MATERIAL	5,357.00	5,357.00			5,357.00	100.00		267.85
32-16009C	SIDEWALKS LABOR	3,348.00	3,348.00			3,348.00	100.00		167.40
32-31000C	WIRE MESH PARTITION	1,807.00	1,807.00			1,807.00	100.00		90.35
32-31009C	ALUMINUM DOUBLE GATE	5,338.00	5,338.00			5,338.00	100.00		266.90
32-32000C	MECHANICAL ENCLOSURE FEN	2,641.00	2,641.00			2,641.00	100.00		132.06
33-40000C	FOUNDATION DRAINS	1,286.00	1,286.00			1,286.00	100.00		64.30
81-03350C	SUPERINTENDENT	27,858.00	27,858.00			27,858.00	100.00		1,392.91
81-03400C	PROJECT MANAGER	15,001.00	15,001.00			15,001.00	100.00		750.05
81-03500C	OFFICE - CLERICAL	1,500.00	1,500.00			1,500.00	100.00		75.00
81-03759C	GENERAL LABOR	5,786.00	5,786.00			5,786.00	100.00		289.31
81-04000C	TRAVEL EXPENSE	6,509.00	6,509.00			6,509.00	100.00		325.45
89-00015C	CO#1 PCO# 1, 2, 3	-477.86	-477.86			-477.86	100.00		-23.89
89-00025C	CO#2 PCO# 5, 7, 8, 9, 10	5,674.37	5,674.37			5,674.37	100.00		283.72
89-00035C	CO#3 PCO# 6-R1, 11	1,921.48	1,921.48			1,921.48	100.00		96.07
89-00045C	CO#4 PCO#14	7,536.37						7,536.37	
89-00055C	CO#5 PCO#16	3,118.54	3,118.54			3,118.54	100.00		155.93

Totals		654,872.90	627,514.53	17,679.00		645,193.53	98.52	9,679.37	32,259.90
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## REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE&gt;

Draw: E421-9

Period Ending Date: 12/20/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
<u>CO</u>	<u>CO Item and Description</u>	<u>CO Amount</u>							
CO#1	133-000 CO#1 PCO# 1, 2, 3	-477.86							
CO#2	134-000 CO#2 PCO# 5, 7, 8, 9, 10	5,674.37							
CO#3	135-000 CO#3 PCO# 6-R1, 11	1,921.48							
CO#4	136-000 CO#4 PCO#14	7,536.37							
CO#5	137-000 CO#5 PCO#16	3,118.54							
	Total Change Order amount	17,772.90							

# AIA<sup>®</sup> Document G702<sup>™</sup> – 1992

## Application and Certificate for Payment

<b>TO OWNER:</b>	TOWN OF SMITHFIELD 310 INSTITUTE STREET SMITHFIELD, VA	<b>PROJECT:</b>	JOSEPH W. LUTER JR. COMPLEX 900 WEST MAIN ST SMITHFIELD, VA	<b>APPLICATION NO:</b>	E42100011	<b>Distribution to:</b>	
				<b>PERIOD TO:</b>	1/23/2018	OWNER	<input type="checkbox"/>
				<b>CONTRACT FOR:</b>		ARCHITECT	<input type="checkbox"/>
<b>FROM CONTRACTOR:</b>		<b>VIA ARCHITECT:</b>	ALPHA CORPORATION 295 BENDIX ROAD, SUITE 340 VIRGINIA BEACH, VA 23452	<b>CONTRACT DATE:</b>		CONTRACTOR	<input type="checkbox"/>
	A R Chesson Construction Co., Inc. P O Box 2266 Elizabeth City, NC 27808			<b>PROJECT NOS:</b>	E421 / E421 /	FIELD	<input type="checkbox"/>
						OTHER	<input type="checkbox"/>

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM .....	\$	637,100.00
2. NET CHANGE BY CHANGE ORDERS .....	\$	22,551.05
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$	659,651.05
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) .....	\$	649,971.68
<b>5. RETAINAGE:</b>		
a. _____ % of Completed Work (Columns D + E on G703)	\$	_____
b. _____ % of Stored Material (Column F on G703)	\$	_____
Total Retainage (Lines 5a + 5b, or Total in Column I of G703) .....	\$	0.00
6. TOTAL EARNED LESS RETAINAGE .....	\$	649,971.68
(Line 4 minus Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	617,472.87
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE .....	\$	32,498.81
9. BALANCE TO FINISH, INCLUDING RETAINAGE .....	\$	9,679.37
(Line 3 minus Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 23,028.91	\$ -477.86
Total approved this month	\$	\$
<b>TOTAL</b>	\$ 23,028.91	\$ -477.86
<b>NET CHANGES by Change Order</b>	\$ 22,551.05	

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

CONTRACTOR: A R Chesson Construction Co., Inc.

By: Carrie R. Baker

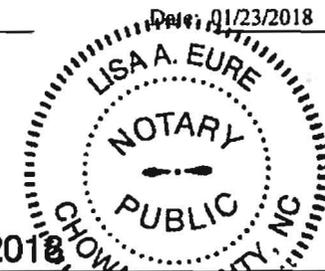
State of: NORTH CAROLINA

County of: CHOWAN

Subscribed and sworn to before me this 23 January, 2018 of

Notary Public: Lisa A. Eure

My commission expires: APRIL 13, 2018



### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations 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 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 ..... \$ 32,498.81

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

ARCHITECT: ALPHA CORPORATION

By: Duch

Date: 3-23-18

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.

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.**

## REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE

Draw: E421-11

Period Ending Date: 1/23/2018

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
01-05010C	BUILDERS RISK INSURANCE	2,039.00	2,039.00			2,039.00	100.00		
01-32230C	SURVEY AND LAYOUT DATA	1,071.00	1,071.00			1,071.00	100.00		
01-412601	PERMITS	2,572.00	2,572.00			2,572.00	100.00		
01-50010C	CONST.CONTRLS/TEMP.FACILN	1,384.00	1,384.00			1,384.00	100.00		
01-51000C	TEMPORARY UTILITIES	1,822.00	1,822.00			1,822.00	100.00		
01-52000C	JOB SITE TRAILER	2,357.00	2,357.00			2,357.00	100.00		
01-54390C	CONSTRUCTION SUPPLIES	8,070.00	8,070.00			8,070.00	100.00		
01-741902	CLEANING/DUMPSTER	5,786.00	5,786.00			5,786.00	100.00		
01-742301	FINAL CLEANUP	1,071.00	1,071.00			1,071.00	100.00		
01-78330C	BONDS	5,090.00	5,090.00			5,090.00	100.00		
03-000001	CONCRETE FOOTINGS BUILDIN	15,751.00	15,751.00			15,751.00	100.00		
03-00009C	CONCRETE SLAB BUILDING	13,876.00	13,876.00			13,876.00	100.00		
03-20000C	CONCRETE FOOTINGS SIGN	4,875.00	4,875.00			4,875.00	100.00		
03-35000C	POLISHED CONCRETE	9,774.00	9,774.00			9,774.00	100.00		
04-000001	CMU MATERIAL	10,929.00	10,929.00			10,929.00	100.00		
04-00009C	MASONRY LABOR BUILDING	30,108.00	30,108.00			30,108.00	100.00		
04-012052	UNIT MASONRY CLEANING	536.00	536.00			536.00	100.00		
04-05130C	MORTAR MATERIAL	5,143.00	5,143.00			5,143.00	100.00		
04-051302	MORTAR SAND	1,607.00	1,607.00			1,607.00	100.00		
04-05160C	MASONRY GROUT - MATERIAL	8,786.00	8,786.00			8,786.00	100.00		
04-05169C	MASONRY GROUT - LABOR	2,057.00	2,057.00			2,057.00	100.00		
04-051903	MASONRY REINFORCING	5,759.00	5,759.00			5,759.00	100.00		
04-05210C	BRICK MATERIAL BUILDING	5,418.00	5,418.00			5,418.00	100.00		
04-052302	SPLIT FACE MATERIAL	10,715.00	10,715.00			10,715.00	100.00		
04-20000C	UNIT MASONRY SIGN MATERIAL	15,001.00	15,001.00			15,001.00	100.00		
04-20009C	UNIT MASONRY SIGN LABOR	17,679.00	17,679.00			17,679.00	100.00		
04-211390	MASONRY ACCESSORIES	4,714.00	4,714.00			4,714.00	100.00		
04-211391	MASONRY EQUIPMENT	3,429.00	3,429.00			3,429.00	100.00		
05-05230C	METAL FASTENING	1,393.00	1,393.00			1,393.00	100.00		
05-12008C	STRUCTURAL STEEL SHOP DR/	3,750.00	3,750.00			3,750.00	100.00		

## REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE

Draw: E421-11

Period Ending Date: 1/23/2018

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
05-52000C	STEEL STAIRS AND RAILS	21,430.00	21,430.00			21,430.00	100.00		
05-52130C	ALUMINUM BALCONY RAILS	10,715.00	10,715.00			10,715.00	100.00		
05-58000C	STEEL LINTELS	2,262.00	2,262.00			2,262.00	100.00		
05-70000C	ALUMINUM CANE RAIL	1,404.00	1,404.00			1,404.00	100.00		
06-10530C	FRAMING EQUIPMENT	3,214.00	3,214.00			3,214.00	100.00		
06-110000	FRAMING LABOR MAIN BUILDIN	18,215.00	18,215.00			18,215.00	100.00		
06-110091	FRAMING MATERIAL	10,500.00	10,500.00			10,500.00	100.00		
06-17530C	SHOP-FABRICATED WOOD TRU	11,251.00	11,251.00			11,251.00	100.00		
06-18160C	EXTERIOR TRIM EQUIPMENT	1,929.00	1,929.00			1,929.00	100.00		
06-20000C	EXTERIOR TRIM MATERIAL	17,787.00	17,787.00			17,787.00	100.00		
06-20009C	EXTERIOR TRIM LABOR	10,715.00	10,715.00			10,715.00	100.00		
06-40000C	ARCHITECTURAL WOODWORK	1,340.00	1,340.00			1,340.00	100.00		
07-21000C	RIGID INSULATION MATERIAL	3,204.00	3,204.00			3,204.00	100.00		
07-21009C	RIGID INSULATION LABOR	1,500.00	1,500.00			1,500.00	100.00		
07-240001	BATT INSULATION	1,393.00	1,393.00			1,393.00	100.00		
07-31000C	ROOF SHINGLES MATERIAL	12,965.00	12,965.00			12,965.00	100.00		
07-31009C	ROOF SHINGLES LABOR	6,107.00	6,107.00			6,107.00	100.00		
07-50000C	MEMBRANE ROOFING MATERIA	3,750.00	3,750.00			3,750.00	100.00		
07-50009C	MEMBRANE ROOFING LABOR	5,893.00	5,893.00			5,893.00	100.00		
07-60000C	FLASHING MATERIAL	8,143.00	8,143.00			8,143.00	100.00		
07-60009C	FLASHING LABOR	2,357.00	2,357.00			2,357.00	100.00		
07-712303	GUTTERS MATERIAL	3,000.00	3,000.00			3,000.00	100.00		
07-72330C	GUTTERS LABOR	2,357.00	2,357.00			2,357.00	100.00		
07-92000C	JOINT SEALANTS	1,607.00	1,607.00			1,607.00	100.00		
08-111300	HOLLOW METAL DOORS & FRAI	5,465.00	5,465.00			5,465.00	100.00		
08-111390	HMMWOOD DOOR LABOR	2,357.00	2,357.00			2,357.00	100.00		
08-33000C	OVERHEAD DOORS	954.00	954.00			954.00	100.00		
08-50000C	WINDOWS MATERIAL	14,842.00	14,842.00			14,842.00	100.00		
08-50009C	WINDOWS LABOR	857.00	857.00			857.00	100.00		
08-70000C	DOOR HARDWARE ALLOWANCE	14,000.00	14,000.00			14,000.00	100.00		

## REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE:

Draw: E421-11

Period Ending Date: 1/23/2018

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
09-211600	GYPSUM BOARD MATERIAL	2,250.00	2,250.00			2,250.00	100.00		
09-211690	GYPSUM BOARD LABOR	2,464.00	2,464.00			2,464.00	100.00		
09-221600	METAL FRAMING MATERIAL	2,786.00	2,786.00			2,786.00	100.00		
09-900000	PAINTING AND COATING	9,517.00	9,517.00			9,517.00	100.00		
10-140000	SIGNAGE MATERIAL	1,543.00	1,543.00			1,543.00	100.00		
10-140090	SIGNAGE LABOR	214.00	214.00			214.00	100.00		
10-140500	INTERIOR SIGNAGE	214.00	214.00			214.00	100.00		
10-211300	TOILET PARTITIONS	8,121.00	8,121.00			8,121.00	100.00		
10-280000	TOILET ACCESS. MAT. ALLOWAN	1,800.00	1,800.00			1,800.00	100.00		
10-280090	TOILET ACCESSORIES LABOR	429.00	429.00			429.00	100.00		
10-510000	PRESS BOX SHELF MATERIAL	2,058.00	2,058.00			2,058.00	100.00		
10-510090	PRESS BOX SHELF LABOR	214.00	214.00			214.00	100.00		
10-550000	AWNINGS MATERIAL	4,714.00	4,714.00			4,714.00	100.00		
10-550090	AWNINGS LABOR	429.00	429.00			429.00	100.00		
10-700000	STATUES MATERIAL	8,947.00	8,947.00			8,947.00	100.00		
10-730000	STATUES LABOR	2,143.00						2,143.00	
10-731300	UTILITY SHELF	214.00	214.00			214.00	100.00		
10-750000	WEATHERVANE MATERIAL	5,218.00	5,218.00			5,218.00	100.00		
10-750090	WEATHERVANE LABOR	643.00	643.00			643.00	100.00		
22-000001	PLUMBING FIXTURES MATERIAL	9,046.00	9,046.00			9,046.00	100.00		
22-000090	PLUMBING FIXTURES LABOR	3,224.00	3,224.00			3,224.00	100.00		
22-070000	WASTE PIPE MATERIAL	2,381.00	2,381.00			2,381.00	100.00		
22-070090	WASTE PIPE LABOR	4,270.00	4,270.00			4,270.00	100.00		
22-110000	WATER PIPE MATERIAL	3,315.00	3,315.00			3,315.00	100.00		
22-130000	WATER PIPE LABOR	4,512.00	4,512.00			4,512.00	100.00		
22-130100	DRAINS/CLEAN OUTS MATERIAL	6,857.00	6,857.00			6,857.00	100.00		
22-130190	DRAINS/CLEAN OUTS LABOR	1,290.00	1,290.00			1,290.00	100.00		
22-130191	GREASE TRAP MATERIAL	1,580.00	1,580.00			1,580.00	100.00		
22-130300	GREASE TRAP LABOR	645.00	645.00			645.00	100.00		
22-130390	VENT PIPE MATERIAL	598.00	598.00			598.00	100.00		

## REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE

Draw: E421-11

Period Ending Date: 1/23/2018

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
22-13530C	VENT PIPE LABOR	2,135.00	2,135.00			2,135.00	100.00		
22-142613	INSULATION	5,036.00	5,036.00			5,036.00	100.00		
22-40000C	EQUIPMENT RENTAL	2,143.00	2,143.00			2,143.00	100.00		
22-42019C	TRAP PRIMERS MATERIAL	1,286.00	1,286.00			1,286.00	100.00		
22-420191	TRAP PRIMERS LABOR	806.00	806.00			806.00	100.00		
23-000001	AHU INSTALL - MATERIAL	493.00	493.00			493.00	100.00		
23-00009C	AHU INSTALL - LABOR	609.00	609.00			609.00	100.00		
23-05000C	DUCTLESS SPLIT INSTALL-MAT.	171.00	171.00			171.00	100.00		
23-059301	DUCTLESS SPLIT INSTALL-LABC	609.00	609.00			609.00	100.00		
23-07000C	EXHAUST FAN INSTALL - MATER	214.00	214.00			214.00	100.00		
23-090001	EXHAUST FAN INSTALL-LABOR	1,430.00	1,430.00			1,430.00	100.00		
23-30000C	EQUIPMENT	4,200.00	4,200.00			4,200.00	100.00		
23-31009C	GRILLES	1,961.00	1,961.00			1,961.00	100.00		
23-310091	ROUND DUCT - MATERIAL	2,379.00	2,379.00			2,379.00	100.00		
23-34419C	ROUND DUCT - LABOR	1,178.00	1,178.00			1,178.00	100.00		
26-000001	WIRING ROUGH IN MATERIAL	2,325.00	2,325.00			2,325.00	100.00		
26-00009C	WIRING ROUGH IN LABOR	6,407.00	6,407.00			6,407.00	100.00		
26-012602	WIRING TRIM OUT MATERIAL	1,854.00	1,854.00			1,854.00	100.00		
26-09160C	WIRING TRIM OUT LABOR	2,170.00	2,170.00			2,170.00	100.00		
26-20000C	WIRING DEVICES MATERIAL	552.00	552.00			552.00	100.00		
26-21000C	WIRING DEVICES LABOR	1,318.00	1,318.00			1,318.00	100.00		
26-24000C	LIGHT FIXTURES MATERIAL	13,779.00	13,779.00			13,779.00	100.00		
26-27000C	LIGHT FIXTURES LABOR	2,845.00	2,845.00			2,845.00	100.00		
26-27269C	PANELBOARDS MATERIAL	1,339.00	1,339.00			1,339.00	100.00		
26-272691	PANELBOARDS LABOR	1,104.00	1,104.00			1,104.00	100.00		
26-32000C	TRANSFORMER MATERIAL	2,105.00	2,105.00			2,105.00	100.00		
26-41000C	TRANSFORMER LABOR	846.00	846.00			846.00	100.00		
26-50000C	EQUIPMENT CONNECTIONS MA	225.00	225.00			225.00	100.00		
26-52000C	EQUIPMENT CONNECTIONS LAI	739.00	739.00			739.00	100.00		
31-31010C	SOIL POISONING	407.00	407.00			407.00	100.00		

### REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLETE

Draw: E421-11

Period Ending Date: 1/23/2018

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
32-14009C	EXPOSED AGGREGATE CONCR	2,293.00	2,293.00			2,293.00	100.00		
32-160001	SIDEWALKS MATERIAL	5,357.00	5,357.00			5,357.00	100.00		
32-16009C	SIDEWALKS LABOR	3,348.00	3,348.00			3,348.00	100.00		
32-31000C	WIRE MESH PARTITION	1,807.00	1,807.00			1,807.00	100.00		
32-31009C	ALUMINUM DOUBLE GATE	5,338.00	5,338.00			5,338.00	100.00		
32-32000C	MECHANICAL ENCLOSURE FEN	2,641.00	2,641.00			2,641.00	100.00		
33-40000C	FOUNDATION DRAINS	1,286.00	1,286.00			1,286.00	100.00		
81-03350C	SUPERINTENDENT	27,858.00	27,858.00			27,858.00	100.00		
81-03400C	PROJECT MANAGER	15,001.00	15,001.00			15,001.00	100.00		
81-03500C	OFFICE - CLERICAL	1,500.00	1,500.00			1,500.00	100.00		
81-03759C	GENERAL LABOR	5,786.00	5,786.00			5,786.00	100.00		
81-04000C	TRAVEL EXPENSE	6,509.00	6,509.00			6,509.00	100.00		
89-00015C	CO#1 PCO# 1, 2, 3	-477.86	-477.86			-477.86	100.00		
89-00025C	CO#2 PCO# 5, 7, 8, 9, 10	5,674.37	5,674.37			5,674.37	100.00		
89-00035C	CO#3 PCO# 6-R1, 11	1,921.48	1,921.48			1,921.48	100.00		
89-00045C	CO#4 PCO#14	7,536.37						7,536.37	
89-00055C	CO#5 PCO#16	3,118.54	3,118.54			3,118.54	100.00		
89-00065C	CO#6 PCO#12, 13-R1, 18, 19	4,778.15	4,778.15			4,778.15	100.00		

Totals	659,651.05	649,971.68			649,971.68	98.53	9,679.37	
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## REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLETE

Draw: E421-11

Period Ending Date: 1/23/2018

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
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<u>CO</u>	<u>CO Item and Description</u>	<u>CO Amount</u>
CO#1	133-000 CO#1 PCO# 1, 2, 3	-477.86
CO#2	134-000 CO#2 PCO# 5, 7, 8, 9, 10	5,674.37
CO#3	135-000 CO#3 PCO# 6-R1, 11	1,921.48
CO#4	136-000 CO#4 PCO#14	7,536.37
CO#5	137-000 CO#5 PCO#16	3,118.54
CO#6	138-000 CO#6 PCO#12, 13-R1, 1E	4,778.15
	Total Change Order amount	22,551.05



Progress Report

To: Ms. Sonja Eubank
Organization: Town of Smithfield
From: Victor H. Valenzuela, P.E.
Project Name: Smithfield Lake Dam – Emergency Spillway Hazard Mitigation
Project Number: 16020295-010303 / 16020295-010202
Date: March 19, 2018
Invoice Period: February 1 – February 28, 2018
cc: Andy Snyder (DAA), Peter Stephenson (Town), Wayne Griffin (Town)

Recent Activities:

Task A.1 – Topographic Survey

- 1. Complete.

Task A.2 – Engineering and Design Services

- 1. Complete.

Task B – Project Management

- 1. Coordinated with Burleigh Construction regarding field related issues;
2. Compiled and processed Change Order No. 1;
3. Reviewed Burleigh Construction payment application;
4. Conducted final inspection of dam work;
5. Coordinated with VDOT for the re-opening Waterworks Road;
6. Reviewed Burleigh Construction payroll data and compared to Davis bacon requirements;
7. Coordinated with Town regarding project status; and
8. Attended Water and Sewer Committee Meeting to discuss project status and recommend final payment.

Task C – Construction Administration

- 1. Visited site and provided Inspection Services during the following days:
a. February 2, 2018;
b. February 5, 2018;
c. February 8, 2018; and
d. February 9, 2018.

Vendor # \_\_\_\_\_

Account # \_\_\_\_\_

Upcoming Tasks:

- 1. Submit all necessary documentation to VDEM/FEMA for project close out.

Dept. Head \_\_\_\_\_

Town Manager \_\_\_\_\_

Total
\$10,956.26

**Photos:**



*Riprap and Grout on Upstream side of Emergency Spillway*



*Plung Pool Area*



*Emergency Spillway Extension*



*Improved Roadway Drainage Outlets*

**Scope Changes:**

1. N/A

**Budget Status/Percent Complete:**

1. All tasks are being invoiced on a Lump Sum, Percent Complete basis. Based on the attached invoice detailing the total lump sum fee, 100% of the project budget has been expended. Please refer to the attached invoice.

**Schedule Status/Deliverable Status:**

1. Complete.

**Input needed from client "What we are waiting on:"**

1. N/A



# Draper Aden Associates

Engineering • Surveying • Environmental Services

**Invoice**

Mail Remittance to:  
2206 South Main Street  
Blacksburg, Virginia 24060

Sonja Eubank  
Town of Smithfield, VA  
Town Manager  
911 South Church St.  
Smithfield, VA 23431

February 28, 2018  
Project No: 16020295-010303  
Invoice No: 2018020258  
P.O. #:

**Invoice Total \$2,867.13**

Project 16020295-010303 Smithfield - Smithfield Lake Dam - Emergency Spillway Hazard Mitigation

**Professional Services through February 28, 2018**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
A.1 - Topographic / Location Survey	10,000.00	100.00	10,000.00	10,000.00	0.00
A.2 - Engineering Services	31,500.00	100.00	31,500.00	31,500.00	0.00
B - Project Management	8,500.00	100.00	8,500.00	7,920.87	579.13
C - Construction Administration	7,500.00	100.00	7,500.00	5,212.00	2,288.00
Total Fee	57,500.00		57,500.00	54,632.87	2,867.13
<b>Total Fee</b>					<b>2,867.13</b>
<b>Total this Invoice</b>					<b>\$2,867.13</b>

**Outstanding Invoices**

Number	Date	Balance
2018010136	1/31/2018	9,076.87
<b>Total</b>		<b>9,076.87</b>

**Billings to Date**

	Current	Prior	Total
Fee	2,867.13	54,632.87	57,500.00
<b>Totals</b>	<b>2,867.13</b>	<b>54,632.87</b>	<b>57,500.00</b>

## Progress Report

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**To:** Ms. Sonja Eubank  
**Organization:** Town of Smithfield  
**From:** Victor H. Valenzuela, P.E.  
**Project Name:** Annual Engineering Services Contract – General Services  
**Project Number:** HR04103-02  
**Date:** March 19, 2018  
**Invoice Period:** February 1 – February 28, 2018  
**cc:** Andy Snyder (DAA)

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### Recent Activities:

#### ***Sewer Services (Consent Order):***

1. Review of Model Users Group (MUG) meeting minutes; and
2. Began to prepare Smithfield's sewer asset data for submittal to HRSD.

#### ***Water Services (Water Alternatives Analysis):***

1. Evaluated options for achieving water consumption equivalency with Gatling Pointe for both current and projected water demands for the southern area of Town;
2. Compiled maps and memorandum detailing the various options for achieving consumption equivalency; and
3. Met with Town staff to discuss memorandum and the identified options.

#### ***General Services:***

1. Assisted Town with development of FY 2019 water and sewer budget.

### Upcoming Tasks:

1. As needed.

### Scope Changes:

1. N/A

### Budget Status/Percent Complete:

1. All services performed under the General Services contract are invoiced on a Time and Materials basis. Attached please find an invoice and hourly breakdown detailing the fee breakdown for each task identified above.

### Schedule Status/Deliverable Status:

1. N/A

### Input needed from client "What we are waiting on:"

1. N/A

### Issues you should be aware of/any other issues:

1. N/A

Invoice Number: 2018020262

## Hourly Breakdown

**Project Name:** Annual Engineering Services Contract – General Services

**Project Number:** HR04103-02

**Date:** March 19, 2018

**Invoice Period:** February 1 – February 28, 2017

Task	DAA Personnel Hours					Total Labor (\$)	Expenses (\$)	Total Invoice (\$)
	Sr. Program Engineer	Program Manager I	Project Manager	Engineer	GIS Admin			
	\$200.00	\$140.00	\$140.00	\$100.00	\$100.00			
<b>Sewer Services (Consent Order)</b>								
MUG Meeting / Sewer Asset Data			1.0			\$140.00	\$0.00	\$140.00
<b>Water Services</b>								
Water Alternatives Analysis	10.0		12.5	28.5		\$6,600.00	\$109.13	\$6,709.13
<b>General Services</b>								
Water and Sewer Budget	2.0		6.0			\$1,240.00	\$0.00	\$1,240.00
<b>Totals:</b>	<b>12.0</b>	<b>0.0</b>	<b>19.5</b>	<b>28.5</b>	<b>0.0</b>	<b>\$7,980.00</b>	<b>\$0.00</b>	<b>\$8,089.13</b>

**INVOICE TOTAL = \$8,089.13**



# Draper Aden Associates

Engineering • Surveying • Environmental Services

**Invoice**

Mail Remittance to:  
2206 South Main Street  
Blacksburg, Virginia 24060

Sonja Eubank  
Town of Smithfield, VA  
Town Manager  
911 South Church St.  
Smithfield, VA 23431

February 28, 2018  
Project No: HR04103-02  
Invoice No: 2018020262  
P.O. #:

**Invoice Total \$8,089.13**

Project HR04103-02 Smithfield-General Review Services

**Professional Services through February 28, 2018**

**Professional Personnel**

	Hours	Rate	Amount	
Project Manager	19.50	140.00	2,730.00	
Sr Program Engineer	12.00	200.00	2,400.00	
Engineer	28.50	100.00	2,850.00	
Totals	60.00		7,980.00	
<b>Total Labor</b>				<b>7,980.00</b>

**Reimbursable Expenses**

Reimbursable - Mileage				
2/9/2018	Valenzuela, Victor	Water Alternative Meeting	80.86	
Reimbursable - Project Supplies				
2/9/2018	Valenzuela, Victor	Water Alternative Meeting	26.44	
2/9/2018	Valenzuela, Victor	Water Alternative Meeting	1.83	
	<b>Total Reimbursables</b>		<b>109.13</b>	<b>109.13</b>

**TOTAL FOR THIS INVOICE \$8,089.13**

**Outstanding Invoices**

Number	Date	Balance
2018010140	1/31/2018	4,610.00
<b>Total</b>		<b>4,610.00</b>

**Billings to Date**

	Current Invoiced	Prior Invoiced	Total To Date
Labor	7,980.00	324,178.79	332,158.79
Expense	109.13	2,996.63	3,105.76
<b>Total Invoiced</b>	<b>8,089.13</b>	<b>327,175.42</b>	<b>335,264.55</b>

**PARKS AND RECREATION  
COMMITTEE**

# Parks and Recreation Operation Update

March 2018

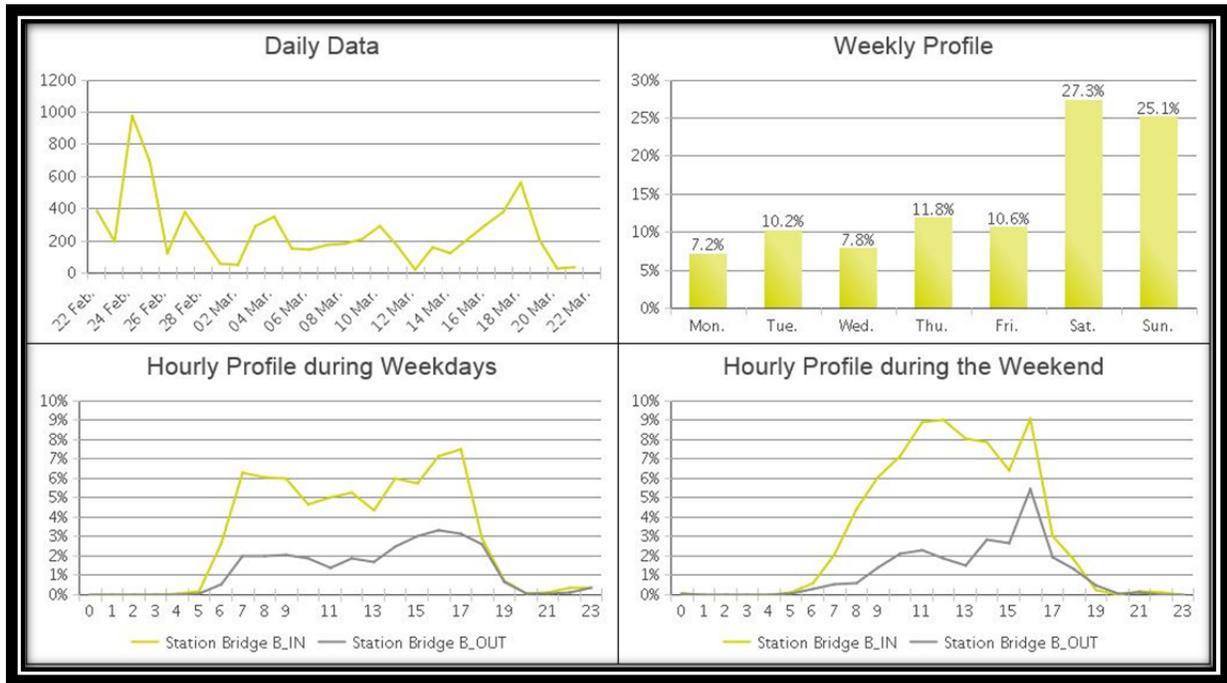
<b>Park Facilities Event Listing</b>			
Day	Date	Event Type	Location
Mon	Feb 26	Committee Meetings	Smithfield Center
Tue	Feb 27	Committee Meetings	Smithfield Center
Wed	Feb 28	Tourism Meeting	Smithfield Center
		Staff Meeting	Smithfield Center
Thu	Mar 1	Pesticide Certification Class	Smithfield Center
Fri	Mar 2	Fire Truck Class	Smithfield Center
Sat	Mar 3	Wedding & Reception	Smithfield Center
Sun	Mar 4	Special Occasion Show	Smithfield Center
Mon	Mar 5	Business Luncheon	Smithfield Center
Tue	Mar 5	IOW Chamber Student Leadership Program	Smithfield Center
		Town Council	Smithfield Center
Sat	Mar 10	IOW Academy Gala	Smithfield Center
Tue	Mar 13	Farm Bureau Meeting	Smithfield Center
		Pinewood Heights Meeting	Smithfield Center
		Planning Commission	Smithfield Center
Wed	Mar 14	Windsor Castle Restoration Committee	Smithfield Center
Thu	Mar 15	Smithfield Women's Club	Smithfield Center
		Sheriff Marshall Retirement Event	Smithfield Center
Sat	Mar 17	St Patrick's Day Parade	Downtown
		JROTC Banquet	Smithfield Center
Sun	Mar 18	Mary for Mayor Movie Meet & Greet	Smithfield Center
Tue	Mar 20	Post Legislative Breakfast	Smithfield Center
		Crimeline	Smithfield Center
		BHA&R	Smithfield Center
Wed	Mar 21	Student Leadership Graduation	Smithfield Center
Thu	Mar 22	Dominion Power Safety Meeting	Smithfield Center
Sat	Mar 24	Women's Club Flea Market	Smithfield Center
Sun	Mar 25	Wedding & Reception	Smithfield Center
<b>Upcoming Special Events</b>			
Thu	Apr 5	Town Council Candidate Forum	Smithfield Center
Sat	Apr 7	YMCA Triathlon	Downtown
Sat	Apr 14	Wine & Brew Festival	Windsor Castle
Sat	Apr 14	Park Programming-Roaming Yoga	Windsor Castle
Sun	Apr 22	Smithfield 6 Pack 6 K Race	Downtown
Thu	Apr 26	IOW Academy 5 K	Windsor Castle
Sat	Apr 28	Windsor Prom	Smithfield Center
Sun	Apr 29	Main Street Mile	Downtown

# Parks and Recreation Operation Update

March 2018

<b>Windsor Castle Park</b>
<b>Manor House Restoration Project</b>
Update of project will be given during Public Buildings Committee.
<b>Kayak Rentals</b>
Will open for the 5 <sup>th</sup> season on Saturday, May 5 <sup>th</sup>
Currently hiring for the 2 Kayak Staff positions.
<b>Kayak Rentals</b>
Yoga Class will be done once a month at Windsor Castle through September.
<b>Maintenance Items</b>
Goodrich & Sons removed several dead trees from the park the week of March 12 <sup>th</sup>

<b>Eco Counter Data from Smithfield Station Bridge (moved here January 2018)</b>			
Daily Average: 253		Busiest Day of the Week: Saturday	
Busiest Days	Saturday, February 24 (980)	Sunday, February 25 (690)	Sunday, March 18 (560)



<b>Trail Doc Projects and Hours</b>	
Trail Docs have earned over <b>45.5</b> Volunteer Hour since January 2018.	
<b>Projects completed</b>	Trail repair and maintenance
	Dry wells and drainage ditches cleaned
	Drainage ditch repair
	Tree of Heaven Inspection
	Stilt Grass eradication

**Parks and Recreation Operation Update**  
March 2018

**Joe Luter Jr. Sports Complex**

Update of project by Brian Camden.

Farmers Bank Check Dedication on Thursday, April 12 at 3 PM.

**Clontz Park Boat Ramp**

Project approved by Planning Commission on March 13<sup>th</sup>.

**Town of Smithfield Park Projects Listing**

Completed	Project Name	Location	Applicant Name	Notes	App Submitted	TC Approved
	Install Lions Club Time Capsule	Windsor Castle	Lions Club/Leo Club-Terry Castengay	2/22/2018 submitted application to install a Lions Club Time Capsule In June 2018 which will be enclosed by a brick pedestal	2/22/2018	
	A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team		1/25/2017	
	Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7 <sup>th</sup> Graders, Boy Scout Troop 7	1/22/18 Milkweed planting done on Fri, Jan 26th	10/18/2017	11/7/2017
	Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School	3/1/18 I have a group of students going this Friday to install the gate and lock. Next Friday with a different group, we will till the soil and get everything prepped for planting. On Friday March 16th, again with a different group, we will be planting everything. The students would like to have	3/1/2016	4/1/2016
	Oyster Restoration	Windsor Castle	Windsor High School, Orignally -Kelly Davis, Chesapeake Bay Foundation	11/1/17 Windsor High School Biology Class is taking over project from Kelly Davis but still working on behalf of Chesapeake Bay Foundation	6/10/2015	7/1/2015
2018	Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class	10/24/17 TC Committees determined that since this project would part of the downtown landscape in the hsitroci district then the applicant must get approval from BHAR	10/25/2017	BHAR
2018	Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout	7/8/17 Making 2 benches that encircle the trees in the same style as the existing benches at the Playscape, Will construct benches off site and assemble on site.	7/8/2017	8/1/2017
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			

**2018 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)
<b>APRIL</b>				
<b>4/7/2018</b>	10 A-2:30 P Town Streets	<b>YMCA Triathlon</b> Virginia-Maryland -Greg Hawkins	1 Sat 9 AM-2 PM YMCA Entrance 1 Sat 9 AM-2 PM Grace/Cary	FYI Only
<b>Traffic Assist</b>	Race 500	336-577-2801 <a href="mailto:greg.hawkins@vtsmts.com">Greg Hawkins &lt;greg.hawkins@vtsmts.com&gt;</a>	1 Sat 9AM-2PM James/Grace 1 Sat 9 AM-2 PM Cary/Main/Underwood	
	Resolution	Traffic assist 10am - 1:30pm / Cary Street 10am - 1:30pm	1 Sat 9 AM-2 PM Underwood/Cedar	
<b>4/14/2018</b>	11 A-5 P WC Riverfront	<b>Wine Fest</b> Smithfield VA Events-Gina Ippolito	1 Fri 10 PM-6 AM Overnight 1 Sat 8 AM-1 PM Jericho Road Closure	4 PW 10 AM-6 PM 1 light tower, deliver on Wed
<b>Jericho Road</b>	Festival 3500 p	869-0664 <a href="mailto:gina@smithfieldvaevents.com">gina@smithfieldvaevents.com</a>	1 Sat 10 AM-6 PM Command Center 2 Sat 10 AM-6 PM Event Patrol	all trash cans, deliver on Wed clean fishing pier, by Tue
	Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 PM	2 Sat 10:30 AM-6 PM Money Drops	
<b>4/14/2018</b>	9 A-9 P Station Parking Lot	<b>Smithfield Station Parking Lot Assist</b> Smithfield Station -Randy Pack	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
	Officer Request	620-7700 <a href="mailto:randy.pack@smithfieldstation.com">randy.pack@smithfieldstation.com</a>		
<b>4/22/2018</b>	3 P-5 P Main Street	<b>Smithfield 6 Pack 6K Beer Run</b> Cristin Emerick	4 Sun 3 PM-5 PM	cones, road barriers
<b>Main Street</b>	Race 300 p	849-8948 <a href="mailto:wharhillbrewingco@gmail.com">wharhillbrewingco@gmail.com</a>		
<b>4/26/2018</b>	8 AM-12 PM Main Street	<b>IWA 5 K</b> Jill Edwards		
<b>WC Trails</b>	Race 130 p	804-874-6197 <a href="mailto:jilledwards@iwacademy.com">jilledwards@iwacademy.com</a>		
<b>4/28/2018</b>	8 P-12 P Smithfield Center Prom 200 p	<b>Windsor Prom</b>	1 7:30 PM-11:30 PM	
<b>4/29/2018</b>	9 AM-11 AM Main Street	<b>Main Street Mile</b> Cristin Emerick	4 9 AM-11 AM	cones, barriers
<b>Main Street</b>	Race 200 P	849-8948 <a href="mailto:wharhillbrewingco@gmail.com">wharhillbrewingco@gmail.com</a>		
<b>MAY</b>				
<b>5/5/2018</b>	8 A-12 P WC Courtyard	<b>Optimist 5K</b> Mike Murphy		no staff 4 trash cans and liners
	Race 300 p	757-660-7151 <a href="mailto:memurph1126@gmail.com">memurph1126@gmail.com</a>		
<b>5/7/2018</b>	Mon 8 A-2 P Smithfield Center Senior Community 350 p	<b>TRIAD</b>	1 Mon 7 AM-10 AM Parking Assist	
<b>5/11/2018</b>	8 P-12 P Smithfield Center Gala 300 p	<b>WCFB Park Lovers Party</b>	1 Fri 5:30 PM-10:30 PM	
<b>5/19/2018</b>	8 P-12 P Smithfield Center Prom 350 p	<b>Smithfield Prom</b>	2 Sat 6 PM-11:30 PM	

**2018 Town of Smithfield Open to Public Events (on town properties)**

Event Date	Times Location Type of Event	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
<b>5/19/2018</b>	8 A-2 P WC Kayak Launch Boat Event 300 p	<b>Cardboard Regatta</b>	2 boat patrol	
<b>5/26/2018</b>	8 A-2 P WC/Town Streets Bike Race 300 p	<b>Smithfield Challenge</b> Sharon Bochman	2 Sat 7:30 AM-8:30 AM Main/Underwood 1 Sat 7:30 AM-8:30 AM Grace/Cary	
<b>5/28/2018</b>	11 A-12 P Veterans Memorial Community 150 p	<b>Memorial Day Service</b>	1 Mon 10:30 AM-11:30 AM	No staff grass cut by Wed
<b>JUNE</b>				
<b>6/1/2018</b>	8 P-12 P Smithfield Center Prom 350 p	<b>Kings Fork Prom</b>	2 Fri 6:30 PM-12:30 AM	
<b>6/2/2018</b>	7 A-11 A WC/Clontz Community Cleanup 20 p	<b>Clean the Bay Day</b> WCFB - Kelly Davis <a href="mailto:kellyb413@hotmail.com">kellyb413@hotmail.com</a>		
<b>6/2/2018</b>	9 A-5 P WC Courtyard & Street Bike Race 1000 p	<b>Multiple Sclerosis Bike Event</b> MS Group-Karla McCarraher 757-319-4253 <a href="mailto:Karla.McCarraher@nmss.org">Karla.McCarraher@nmss.org</a>	1 Sat 7:30 AM-8:30 AM Mason/Main 1 Sat 7:30 AM-8:30 AM Cary & Grace 1 Sat 9 PM-5 AM Overnight at WC 1 Sun 10:45 AM-2 PM Cary/Grace 1 Sun 10:45 AM-2 PM Mason/Main	No staff (group handles own trash)
<b>6/30/2018</b>	9 A-5 P Main Street Festival 4000 p Resolution	<b>Olden Days and Car Show</b> Connie Chapman 902-2164 <a href="mailto:cchapman@isleofwightus.net">cchapman@isleofwightus.net</a> Friday - Main Street from Church to Institute from 5pm - 9pm / Saturday - Main Street from Church to Underwood and all of Mason St. from 7am - 5pm	# (determined by PD)	# (determined by PW)
<b>JULY</b>				
<b>7/3/2018</b>	9 P-9:30 P Town Streets Community 1000 p	<b>Town Fireworks</b>	# (determined by PD)	
<b>7/3/2018</b>	5 P-9 P Station Parking Lot Officer Request	<b>Fireworks-Station Parking Lot Assist</b> Smithfield Station-Randy Pack 620-7700 <a href="mailto:randy.pack@smithfieldstation.com">randy.pack@smithfieldstation.com</a>	1 5 PM-9 PM	
<b>AUGUST</b>				
<b>8/7/2018</b>	5 P-7 P Smithfield Center Community 500 p	<b>National Night Out</b> Night Out Committee-Kurt Beach 449-4849 <a href="mailto:kbeach@smithfieldva.gov">kbeach@smithfieldva.gov</a>		
<b>SEPTEMBER</b>				
<b>9/8/2018</b>	downtown Race 500 p	<b>Safe House Half Marathon</b> Kristi Wells <a href="mailto:kristi@safehouseproject.org">kristi@safehouseproject.org</a>	?	
<b>9/29/2018</b>	9 AM-2 PM Main Street 100-300 Market 500 p Resolution	<b>Vintage Market</b> Farmers Market-Cheryl Ketcham 375-3031 <a href="mailto:cketcham@isleofwightus.net">cketcham@isleofwightus.net</a> Main Street from Church to Underwood - 6am - 4:30pm	4 Sat 6 AM-3 PM Main Closed & Patrol	4 PW Sat 6 AM-3 PM

**2018 Town of Smithfield Open to Public Events (on town properties)**

Event Date	Times Location Type of Event	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
<b>OCTOBER</b>				
<b>TBD</b>	4:00 PM Main Street	<b>Smithfield Homecoming Parade</b> Smithfield High-Jill Gwaltney	# (determined by PD)	
<b>Main Street</b>	Parade 100 p	371-3918 jillgwaltney@gmail.com		
	Resolution	Rolling closure - Cary St. to Grace to Mason to Main starting at 4pm		
<b>10/6/2018</b>	11 A-9 P WC Riverfront	<b>Bacon (BBB) Festival</b> Smitfield Events-Gina Ippilito	1 Thu 10 PM-6 AM Overnight 1 Fri 10 PM-6 AM Overnight	4 PW 10 AM-6 PM 1 light tower, deliver on Wed
<b>Jericho Road</b>	Festival 3500 P	869-0664 <a href="mailto:gina@smithfieldvaevents.com">gina@smithfieldvaevents.com</a>	1 Sat 8 AM-1 PM Jericho Road Closure 1 Sat 10 AM-6 PM Command Center 2 Sat 10 AM-6 PM Event Patrol 2 Sat 10:30 AM-6 PM Money Drops	all trash cans, deliver on Wed clean fishing pier, by Tue
	Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm		
<b>10/6/2018</b>	10 A-7 P Station Parking Lot	<b>Smithfield Station Parking/Bar Assist</b> Smithfield Station Parking Lot Assist	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
	Officer Request	Randy Pack <a href="mailto:randy.pack@smithfieldstation.com">randy.pack@smithfieldstation.com</a>		
<b>10/13/2018</b>	8 A-11 A Town Streets	<b>Hog Jog</b> IOW COP -Barbara Stafford	No. (determined by PD)	<i>FYI Only</i>
<b>Traffic Assist</b>	5K Race 1000 p	757-647-4061 <a href="mailto:dbstaff@charter.net">dbstaff@charter.net</a>		
	Resolution	closure of 5K course route - 8:45am - 10:45am		
<b>10/20/2018</b>	6 PM-10 PM Smithfield Center Fundraiser 200 P	<b>IOW Schools Gala</b>	1 Sat 5:30 PM-10:30 PM	
<b>10/20/2018</b>	9 AM-5 PM WC Riverfront	<b>Smithfield Century Tour Bike Event</b> Chamber-Andy Cripps	1 Sat 7:30 AM-8:30 AM Main/Underwood (report to WC Riverfront to meet Andy) 1 Sat 12 PM-2 PM Event Patrol	No staff 4 trash cans and liners
<b>Traffic Assist</b>	Bike Race 100 p	357-3502 <a href="mailto:acripps@theisle.org">acripps@theisle.org</a>		
<b>10/27/2018</b>	3 PM-9 PM Main Street	<b>Horsepower on Main Street</b> Team Shelby - Justin Emanul	1 Sat 2 PM-9 PM Main Closed & Patrol	2 PW Sat 1:30 PM-9 PM
<b>Main Street</b>	Car Show	876-9160		
<b>Restrooms</b>	100 cars	<a href="mailto:teamshebbyva@gmail.com">teamshebbyva@gmail.com</a>		
	Resolution			
<b>10/31/2018</b>	5 P-8 P Main Street	<b>Hamoween</b>	# (determined by PD)	<i>FYI Only</i>
<b>Main Street</b>	Community			
<b>Restrooms</b>	2000 p			
<b>NOVEMBER</b>				
<b>11/11/2018</b>	11 AM-12 PM Vet Mem	<b>Veterans Day Ceremony</b> VFW	1 Sat 10:30 AM-11:30 AM	<i>FYI Only</i>
<b>Traffic Assist</b>	Community 150 p			
<b>11/17/2018</b>	6 PM-9 PM Main Street	<b>Christmas Evening Market</b> Farmers Market-Chery Ketcham	4 Fri 3 PM-11 PM Event Patrol	6 PW Fri 3 PM-11 PM
<b>Main Street</b>	Market	375-3031		
<b>Restrooms</b>	5000 p	<a href="mailto:cketcham@isleofwightus.net">cketcham@isleofwightus.net</a>		
	Resolution	Main Street from Church to Underwood - 3pm - 11pm		
<b>11/30/2018</b>	5:30 P-6:30 P Times Gazebo	<b>Tree Lighting Ceremony</b>	1 Fri 5 PM-6:30 PM	<i>Service order for assistance in putting up tree on 11/27/17</i>
<b>Traffic Assist</b>	Community 200 p			

**2018 Town of Smithfield Open to Public Events (on town properties)**

Event Date	Times	Event Name	PD Required	PW Required
	Location		\$46 per hour per officer	\$30 per hour per staff (2 req)
	Type of Event			
<b>Street Closures</b>	<b>Attendance</b>			
<b>DECEMBER</b>				
<b>12/1/2018</b>	Sat, Sun Smithfield Center Trade Show & Home Tours 500 p	<b>Antique Show</b>	<i>FYI Only</i>	
<b>12/8/2018</b>	8 A-10 A Smithfield Center Community 400 p	<b>Breakfast with Santa</b>	<i>FYI Only</i>	<i>FYI Only</i>
<b>12/8/2018</b>	10:30 A-12 P	<b>Christmas Parade</b>	# (determined by PD)	# (determined by PW)
	Main Street	Tourism-Connie Chapman		
<b>Town Streets</b>	Parade	902-2164		
<b>Restrooms</b>	3000 p	<a href="mailto:cchapman@isleofwightus.net">cchapman@isleofwightus.net</a>		
	Resolution	closure of parade route - 8am until parade end		



18214 Farmview Ln  
Windsor VA 23487  
March 21, 2018

Smithfield Town Council  
PO Box 246  
Smithfield VA 23431

Re: Relay For Life  
2018 Paint The Town Purple

Dear Council Members:

I am a volunteer with Relay For Life of Isle of Wight/Surry. We are proud and appreciative to Relay in a community that has taken up the fight against cancer for many years.

Paint The Town Purple is a great way to spread the word about Relay For Life, recruit new Survivors and Caregivers, engage new and returning Teams and Team Members, and encourage our Sponsors to get more involved in Relay For Life.

Two years ago we requested permission to Paint The Town Purple. We were given the go-ahead by the Town Council members and that year's project was tying purple ribbons on light/street poles on Main Street and S. Church Street. That is also our request for 2018. At this time, we have scheduled Sunday, May 20<sup>th</sup>; the ribbons would stay up until our Relay For Life event at Smithfield High School on Saturday, June 2<sup>nd</sup>. We will also Paint The Towns of Windsor and Surry this year.

Please contact me if you have any questions or concerns (or would like to start a Relay team/make a donation). I look forward to hearing from you - thank you for considering our request.

Sincerely,

*Pam Jordan*

Pam Jordan, Volunteer  
757.810.5207  
Pam78@aol.com



## Confirmation

<b>Group</b>	<b>Reservation:</b>	3785
Cristin Emerick	Event Name:	Main Street Mile
Wharf Hill	Status:	Confirmed
25 Main Street	Phone:	849-8948
Smithfield, VA 23430	Event Type:	Race
United States		

Bookings / Details	Quantity	Price	Amount
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Credit Card on File Number \_\_\_\_\_ Exp \_\_\_\_\_  
 Name on Card \_\_\_\_\_ Address for Card \_\_\_\_\_ Zip \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_ Your signature here authorizes the Town of Smithfield to charge the credit card on file for any damage incurred during an event. Billing may include any items needed to recover damage: park or public works staff hours, material needed, contractor etc.

**RACES-Signage**

*Initial \_\_\_\_\_ Permanent and semipermanent signage is strictly prohibited on any town property. Example: Painted chalk directional arrows. All temporary signage must be able to be removed immediately following event.*

**Sunday, April 29, 2018**

8:00 AM - 12:00 PM Main Street Mile (Confirmed) Main Street

Town Services :

9:00 AM - 11:00 AM Town Services

Police Officer (2 hours @ \$46.00/hr)	4	\$92.00	\$368.00
Administration Fee	1	\$30.00	\$30.00

*Added when event requires street closures, traffic assistance or park closures. This fee includes costs of newspaper ads, signage for street closures and delivering letters to residents and merchants effected by closure.*

	Subtotal	\$398.00
	Grand Total	\$398.00

Adopted by Town Council on 10-8-14 (revised 05-27-15)

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

All applications will be presented for review by the Special Events Review Committee.

1.) Application Deadlines- Any person, organization or company seeking the issuance of a Special Event Permit shall apply by contacting the town to check for available dates. After an available date has been determined, a date confirmation and application will be sent to the applicant. The Special Event Permit Application must be completed and returned to the town at least 6 months prior, but not more than 18 months before the proposed Special Event date(s).

2.) Payment of Town Services- The Town will invoice the Event Organizer after the event takes place. All invoices must be paid within thirty (30) calendar days of issuance.

- 3.) Insurance- The applicant shall procure and maintain insurance at all times during its use of the Event Venue, and shall name the "Town of Smithfield, its officers, officials, employees and agents" as an additional insured there under. The applicant shall provide the Town with a certificate of insurance at least 2 months prior to event date.
- 4.) Permits Not Transferable- No Special Event Permit or conditional approval may be transferred.
- 5.) Order and Special Event Exclusivity- Special Event Permit Applications shall be considered and processed in order of receipt by the Town. The use of a particular public event venue shall be allocated in order of receipt of fully completed applications. The Town will provide exclusivity to each event organizer that is granted a Special Event Permit. This exclusivity will provide sole use of the special event venue on the approved dates as outlined in the permit. Furthermore, no other similar special event will be approved for the same event venue for 15 days prior to or for 15 days after.
- 6.) Annual Events-After a group has held their first annual event with no violations of town special event policies and is in good standing with the town they shall be considered the annual event holder and given first right to the event date. An application for the following year will be sent to the group contact within 2 weeks following their event. The application must be completed and returned to the town. If the application is not received at least 6 months prior to the event date, the event date shall be considered released and applications from other groups for that event date may be submitted for consideration.
- Releasing an Annual Event-If a group chooses to release their event date, notice must be submitted to the town in writing. Once a group releases their event date, applications from other groups may be submitted to the town.
- 7.) Special Event Permit Application Review and Written Notice of Approval or Denial -All Special Event Permit Applications are subject to review by the Town. Event Organizers may be requested to meet with Town representatives to review event plans, layout and all other event logistics prior to the official decision and notification of approval or denial of the Event's application.
- Applicant will be notified within forty five (45) calendar days of the date on which a Special Event Permit application is fully completed and filed with the Town of approval or denial. However, the Town may extend the period of review for an additional fifteen (15) days by issuance of a written notice of extension.
- Approval of permit will be sent to event organizer with the listing of Town Services costs. Required town services may include Smithfield Police Department Officers, Smithfield Public Works staff, newspaper notice of street/park closures, town equipment etc.
  - Notice of denial will be sent to event organizer citing one of the 18 reasons for denial (see Addendum A). An Event Organizer may file a written appeal to the Town Manager within 7 calendar days if a Special Event Permit Application has been denied or a specific Town requirement or restriction outlined is considered to be unreasonable.
- 8.) Town Services and the associated fees are required for some events. The number of staffing and/or equipment required is at the discretion of the Town Special Events Committee.
- A. Open to the Public Events with alcohol service or concessions will be required to have one Smithfield Police Officer per 500 people. More officers may be required and the Town of Smithfield reserves the right to determine the number of officers required for each event.
- B. Use of certain event venues will require staffing by our Public Works Department and Public Restroom Janitorial staffing.
- C. Street or park closures will require a notice in the Smithfield Times. A fee will be charged to the event for this service. The town will handle submission of the closure notice to the Smithfield Times.
- 9.) Written Post-Event Review- Within thirty (30) calendar days from the completion of a Special Event, the Town will require the Event Organizer to complete a Post-Event Review. At that time the Town may provide the Event Organizer a written review of items and/or concerns related to their event that may negatively influence the event organizer's ability to obtain future Special Event Permits.
- 10.) Use of Town Logo or Name- Prior authorization from the Town of Smithfield is required for an Event Organizer to use the words, "The Town of Smithfield" or "Town of Smithfield" or a facsimile of the official logo of the Town of

Smithfield, in the title and/or promotional materials of a Special Event.

11.) Revocation of Special Event Permit- A Special Event Permit may be revoked at any time prior to or during the event if the Town determines the event is a.) in violation of any condition of the Special Event Permit. b.) the event poses a threat to public health or safety c.) the event organizer or any person associated with the event has failed to obtain any other permit required pursuant to this policy.

12.) Other Permits and Licenses- The issuance of a Special Event Permit does not relieve any Event Organizer or person from the obligation to obtain any other permit or license required pursuant to Town Code.

13.) Alcoholic Beverages at Special Events- The event organizer must obtain the appropriate license from the Virginia Department of Alcohol Beverage Control and follow all laws pertaining to alcohol service and sales shall be strictly enforced at all times. The Town of Smithfield reserves the right to deny, cease or restrict the serving or consumption of beer and/or wine either prior to or during a Special Event.

14.) Signage promoting event that is to be displayed within the town limits of Smithfield must be permitted with the town planning office. Restrictions on placement of sign and time limit it may be displayed will be determined by the planning office and will be provided as part of your permit.

15.) Indemnification and Reimbursement Agreement- The applicant promises and covenants to reimburse the Town for any costs incurred by the Town; and to indemnify the Town and hold it harmless from any liability to any person resulting from any damage or injury occurring in the connection with the permitted Special Event caused by the action of the permittee, the event organizer, its officers, employees or agents or any person under their control insofar as permitted by law.

If permission is granted, the event organizer/organization will remain responsible for all venue rental fees, equipment rentals, ABC and health department certificates, security, and damage, including potential site reclamation costs such as landscaped site work or sod replacement, or extraordinary cleaning arising from the specified event.

#### Addendum A

The Town may deny a Special Event Permit Application on any of the following grounds:

- 1) The Town may deny a Special Event Permit Application if the applicant or the person on whose behalf the application was made has on a prior occasion made material misrepresentations regarding the nature or scope of an event or activity previously permitted or has violated the terms of a prior Special Event Permit issued on behalf of the applicant
- 2) An application (including required attachments and submissions) is not fully completed.
- 3) An applicant is in the rears on town service fees or has not obtained an indemnification agreement or insurance certificate, within the deadlines prescribed by the Town.
- 4) An application contains a material falsehood or misrepresentation.
- 5) An applicant is legally incompetent to contract or to sue and be sued.
- 6) An applicant or person on whose behalf the application was made has on prior occasion damaged a public property, park or facility and has not paid in full for such damage, or has other outstanding and unpaid debts to the Town.
- 7) A Special Event Permit Application for the same time and venue has been received, and a permit has been or will be granted to a prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular public property.
- 8) The use or activity intended by the applicant would violate the terms of the Town's Special Event Exclusivity granted a prior applicant that has been or will be granted approval.
- 9) The applicant requests use of an Event Venue that is unavailable based on the Town's Right of First Refusal policy.
- 10) The proposed use or activity would conflict with previously planned programs, projects, activities or events organized and conducted by the Town.
- 11) The proposed use or activity is prohibited by or unsuitable for the uses of the Event Venue.
- 12) The proposed use or activity would present an unreasonable danger to the health or safety of the applicant, or other users of the public property, park or facility, of Town personnel, or of the public.
- 13) An applicant has not complied or cannot comply with applicable licensure requirements, fees, taxes, ordinances or regulations of the Town.
- 14) The proposed use or activity is prohibited by law, by Town Code or ordinance, or by the regulations of the venue's governing public agency.
- 15) Due to limited resources and personnel capacity, the Town is not able to provide the required or requested resources and/or personnel for the proposed Special Event, or has committed those resources and/or personnel within a similar time frame to a prior applicant.

- 16) The proposed use or activity will substantially interrupt public transportation or other vehicular and pedestrian traffic in the area of its route.
- 17) The proposed use or activity would cause an irresolvable conflict with construction or development in the public right-of-way or at a public facility.
- 18) The proposed use or activity will have an unmitigated adverse impact upon residential or business access and traffic circulation in the vicinity of the Event Venue.
- 19) An applicant has not provided sufficient off-site parking or shuttle service, or both, required to minimize any substantial adverse impacts on general parking and traffic circulation in the vicinity of the event.

*Proposed -Price Adjustment -Smithfield Center in January & February*

<b>Proposed price adjustment of 50% off for bookings on a Friday, Saturday or Sunday in the months of January and February</b>		
We have 6 available dates out of the 8 Saturdays in January and February.		
Reason for price adjustment request is that January and February are historically slow booking months.		
<b>Standard Rate</b>		
<b>Day of Week</b>	<b>Current Fee Structure</b>	<b>Proposed Fee Structure</b>
Saturday	\$ 2800	\$ 1400
Friday, Sunday	\$ 1800	\$ 900
<b>Isle of Wight County Resident Rate</b>		
<b>Day of Week</b>	<b>Current Fee Structure</b>	<b>Suggested Price</b>
Saturday	\$ 2000	\$ 1000
Friday, Sunday	\$ 1400	\$ 700
Reason for price adjustment request is that at the previous rates, Fridays and Sundays booked more often.		

**Park Impact Fee Schedule**

**Proposed to Town Council March 2018**

In order to pay for the ongoing maintenance of Windsor Castle Park including the restoration and maintainance of the historic Manor House and Grounds, a Park Impact Fee will be applied to all Open to the Public Events at Windsor Castle Park. The Park Impact Fee will be 5% of the average ticket price or entry fee for the event multiplied times the number of attendees.

Event	Average Ticket/Entry Fee	Aveage No. of Attendees	Total	5% Park Impact Fee	Park Area Used	Site Fee	Notes	Average Town Service Fees	Total Fees Paid to Town
5k Race	\$ 25.00	125	\$ 3,125.00	\$ 156.25	Main Parking	\$ -		\$ -	\$ 156.25
Smithfield Century Bike Tour	\$ 35.00	200	\$ 7,000.00	\$ 350.00	Manor House Yard	\$ 330.00	15% of resident rate fee bc. site can still be used for weekend rental	\$ 138.00	\$ 818.00
Wine Festival	\$ 45.00	3000	\$ 135,000.00	\$ 6,750.00	Riverfront Area	\$ 1,100.00	50% of resident rate bc. Site is not available for weekend rental	\$ 3,800.00	\$ 11,650.00

Events may also be subject to Site Rental Fee as well. This will depend on area of park being used.

Events may also be subject to Town Services Fees -such as police, parks staffing etc.

If an event does not have an entry fee and does not have vendor fees				\$ .50 per attendee	Park Area Used	Site Fee	Notes	Average Town Service Fees	Total Fees Paid to Town
Kids Day in the Park	\$ -	300	\$ -	\$ 150.00	Main Parking and Playscape	\$ -		\$ -	\$ 150.00
If an event does not have an entry fee but does not have vendor fees				\$1.00 per attendee	Park Area Used	Site Fee	Notes	Average Town Service Fees	Total Fees Paid to Town
Boat Show	\$ -	500	\$ -	\$ 500.00	Main Parking and Playscape	\$ -		\$ -	\$ 500.00

## Windsor Castle Manor Riverfront Fee Schedule

### Proposed to Town Council March 2018

The Manor House Outbuilding Restoration Phase will be complete by the summer of 2018. The outdoor areas of the Manor House Grounds will once again become an ideal venue rental, especially for weddings. With the addition of the renovated Pole Barn which will add 2500 sq ft of covered space to the rental, this site will definitely be in demand.

<b>Standard</b>	<b>Resident</b>
\$2,400	\$2,200

#### Site Specs

2500 sq ft covered space with electricity, lighting and water hookup  
 8000 sq ft of open space available for tenting  
 ceremony site possibilities -down by the water, Manor Yard, in front of barns  
 grass parking can accommodate over 500 cars, lighting is motion activated

(Reduce rate by 10% if  
 there is a daytime Open to  
 Public Event)

#### Timeline

Friday-rentals can be delivered and set up may begin  
 Saturday or Sunday for the event  
 Monday pickup of all rentals

#### Client would need to provide

restroom rental  
 furniture rentals -tables, chairs  
 tent rentals  
 dishware -disposal, rental  
 table linen rentals  
 vendors -caterer, music, photography, rental company

#### Client Responsibilities

Client will be responsible for placing all trash in dumpster at the end of the event.  
 Music must end by 10 PM (Town Ordinance) and attendees must be off site by 11 PM.  
 Contact Ms Utility for any tenting.  
 Obtain tent permit from Isle of Wight County.

#### Event Staffing

Staffing needs will be minimal.  
**Friday** -staff will meet client to review site -trash, electrical, parking, lighting etc.  
**Day of Event** -staff will arrive at the end of the event to make sure music is turned off, trash is placed in dumpster and attendees are leaving the site.  
**Monday Afternoon** -staff will make sure all rentals and decorations have been removed from the site.

#### Event Costs to Town Per Event

Staffing (OT Rate)	\$	60.00	
Electric	\$	50.00	
Grass Cutting	\$	-	included in recurring expenses
	<b>\$</b>	<b>110.00</b>	

10 Rentals a Year	\$	22,900
3 Festivals a Year	\$	3,300
Other Events	\$	1,000
	<b>\$</b>	<b>27,200</b>

**PUBLIC WORKS  
COMMITTEE**

DATE MARCH 26, 2018  
TO SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE  
FROM SONJA EUBANK, CONTRACTS/PROCUREMENT ADMINISTRATOR  
SUBJECT STREET MAINTENANCE CONTRACT

The town had a contract with The Blair Brothers for street maintenance services for the 2017/2018 fiscal year and the town reserves the right to renew the contract one additional year. The current contract will expire May 6, 2018.

Staff has been pleased with their work and therefore we are recommending that this contract be extended one additional year. Contract terms will remain the same. This contract will need to be bid out the first part of 2019.

**PUBLIC BUILDINGS & WELFARE  
COMMITTEE**

**NOTICE OF PUBLIC HEARING ON  
BOUNDARY LINE ADJUSTMENT AGREEMENT**

Notice is hereby given, pursuant to Section 15.2-3107 of the Code of Virginia (1950), as amended, that on Tuesday, April 3, 2018, at 7:30 p.m., the Town Council of the Town of Smithfield, Virginia, will hold a public hearing on a proposed Boundary Line Adjustment Agreement Between The County Of Isle of Wight And The Town Of Smithfield (the "Agreement"). The public hearing will be held in Room A at the Smithfield Center located at 220 North Church Street in Smithfield, Virginia. Following the public hearing, the Town Council intends to adopt a resolution approving the Agreement.

The Agreement is authorized by Section 15.2-3106 *et seq.* of the Code of Virginia (1950), as amended, and provides that the boundary line of the Town will be relocated by incorporating into the Town of Smithfield (the "Town") certain territory which is presently located within the unincorporated portions of the County. Survey plats attached to the Agreement depict the new boundary line of the Town in those areas where its boundary line will be changed by the Agreement.

The territory that will be incorporated within the Town consists of a tract of land (the "Boundary Adjustment Area" or "Area") containing 184.052 acres adjoining Battery Park Road and lying generally to the east of the current Town limits. The boundaries of the Area are fully described by metes and bounds in the Agreement.

The proposed Agreement provides that the parties, after approving the Agreement, shall promptly petition the Circuit Court of Isle of Wight County to relocate and establish the boundary line as agreed upon, and that the new boundary line shall become effective at midnight on June 30, 2018. In the event a final court order has not been entered by that date, the new boundary line shall become effective at midnight on the last day of the month during which a final court order has been entered. The Agreement provides further that the County and the Town shall each pay its respective costs of newspaper publication.

A copy of the complete Agreement is on file and available for inspection in the office of the Clerk of the Town Council of the Town of Smithfield located at 911 South Church Street in the Town of Smithfield. Any person interested in the proposed Agreement may appear at the public hearing and present his or her views.

Peter M. Stephenson, Smithfield Town Manager

Publish: March 21 and 28, 2018

**STAFF REPORT TO THE  
TOWN COUNCIL**

**SPECIAL USE PERMIT**

**\*\*\*PUBLIC HEARING\*\*\***

**April 3, 2018**

<b>Applicant Name &amp; Address</b>	Thomas Dawson 757 Brewing Company 895 W. Main Street Smithfield, VA 23430
<b>Owner Name &amp; Address</b>	BAER Development P. O. Box 486 Smithfield, VA 23431
<b>Property Location</b>	895 W. Main Street Tax map # 21-01-049A; +/-1,775 ft. NE of Waterworks Rd.
<b>Statistical Data (see plat)</b>	
Current Zoning	I-1, Light Industrial
Proposed Use	Brewery with light warehousing and distribution; and ancillary retail and restaurant uses.
Parking Required:	+/- 25 spaces as proposed
Parking Provided:	+/- 25 spaces as proposed
<b>Surrounding Land Uses/Zoning</b>	I-1, Light Industrial, I-2, Heavy Industrial, C-C, Community Conservation
<b>Conformity with Comprehensive Plan</b>	Current future land use plan shows the land as downtown commercial

**Project Overview**

The applicants propose to operate a brewery with light warehousing and distribution, as well as ancillary retail and restaurant uses at 895 W. Main Street. The manufacturing, warehousing, and distribution are permitted uses in the Light Industrial district; however the taproom, restaurant and retail uses will require the granting of a Special Use Permit. Therefore, the applicants are seeking Special Use Permit (SUP) approval under the provisions of Article 3.K, Sections C.10 & C:12 and Article 6 of the Zoning Ordinance; specifically seeking:

C.10) *'Eating establishments, ancillary to I-1 District uses,'* for the proposed taproom and restaurant, and

C.12) *'Retail sales in a warehouse or wholesale establishment, wherein as least 60% of the gross floor area is devoted to warehouse use'*, for the sales of brewing supplies and promotional merchandise.

Brewery operations will occur daily from 8am – 4pm with two (2) employees. Restaurant/tap room/entertainment activity will take place from 11am – 9pm Sunday – Thursday and 11am – 10pm Friday and Saturday with three (3) employees.

The maximum occupancy for events is subject to Isle of Wight Building Codes oversight; that number has not been confirmed.

Exterior changes to the building and sign plan are proposed and will come before the Planning Commission at a later date for Entrance Corridor Overlay District review.

Find attached the applicant's business plan and site plan for more information.

At their March 13, 2018 meeting, the Planning Commission recommended approval to the Town Council with no conditions.

### **Staff Comments**

Town staff has deemed the application to be complete and the proposal seems to be within the parameters required by Article 3.H and Article 6 of the Town of Smithfield Zoning Ordinance.

As this is a Special Use Permit application, reasonable conditions may be recommended by the Town Council as deemed necessary to protect the public health, safety and welfare.

Contact William Saunders at 365-4266 or [wsaunders@smithfieldva.gov](mailto:wsaunders@smithfieldva.gov) with any questions.



**757 Brewing Company**

**BUSINESS PLAN**

**Special Use Permit**

## Company Overview

757 Brewing Company has procured a 5 year lease for the property located at 895 W. Main Street for the purpose of operating a Micro Brewery. The primary purpose of the company is to manufacture and store craft beer with distribution being through third part distributors as required by the Virginia ABC. Future services for the location include a tasting room/tavern, restaurant, entertainment, and retail space selling craft beer supplies and promotional attire. The Operating Plan within this document details each service in greater detail.



**Building and Grounds.** Attached to this plan is the site survey for the property. The property consists of 2 joined warehouses each providing approximately 2,000 sq. ft. of usable space.

The building closest to W. Main Street is split into two distinct areas with a 500 sq. ft. area in the front and a 1500 sq ft warehouse area in the rear. The front area will provide storage space for brewery operations and will be converted into a brewing supply store at a future date. The rear warehouse space will provide 1,000 sq. ft. for brewing operations and a 500 sq. ft. seating area servicing the tasting room and restaurant.

The rearmost building is approximately 2,000 sq. ft. and will provide space for the cold storage room, kitchen, 2 ADA compliant restrooms, entertainment stage, and approximately 500 sq. ft. of seating space servicing the tasting room and restaurant.

Future improvements to the property (pending approvals) include an approximately 900 sq. ft. deck attached to each building in the current loading dock area to provide outdoor seating for customers. An outdoor food/drink service area is planned for a future date as well as an outdoor entertainment area with a small stage. The building is in need of paint and 757

Brewing will apply for approval to change the exterior color to match the 757 Brewing Company Logo with the top 75% of the building matching the maroon/red and the lower portion the dark brown.

The existing lighted sign will be reutilized with new plastic panels manufactured IAW current zoning requirements and approvals. A round logo sign will also be affixed to the front of the building IAW current zoning requirements and approvals.

Parking for customers will be provide via front and rear parking lots. The front lot currently measures 83 linear feet and can support 9 parking spaces. The rear lot measures 100' x 100' with a gravel base and will have 2 rows of 10 spaces with appropriate spacing.

### Hours of Operation

Brewery and restaurant operations are currently scheduled for 7 days a week with the following open to the public schedule:

Sunday – Thursday                    11:00AM – 9:00PM

Friday and Saturday                11:00AM – 10:00PM

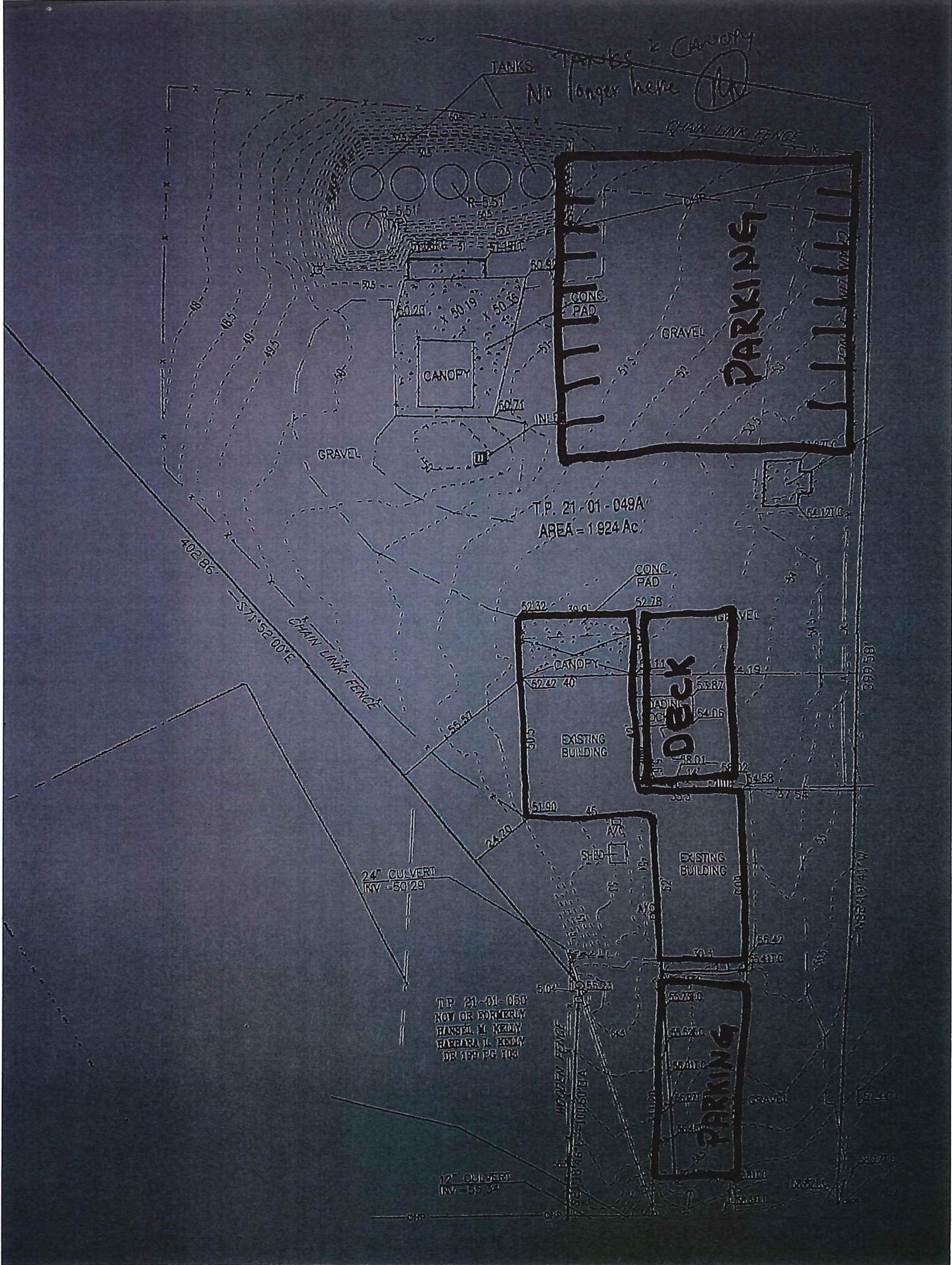
### Customer Counts

Based on industry data and local research there is an expected maximum daily customer count of approximately 125 people over the course of the operating day. Research has indicated that customer load at any single point in time should not exceed 45 unique customers.

### Employees

Brewery operations consists of 2 employees with daily hours from 8:00AM through 4:00PM. Restaurant employee count consists of 3 employees (2 servers/bartenders and 1 kitchen) as plans are to serve a limited menu of easy to make foods and snacks. Employee parking will be via assigned spaces within the 20 public spaces planned for the rear lot.





TANKS *There be a canopy*  
*No longer here* (A)

PARKING

GRAVEL

CANOPY

GRAVEL

T.P. 21-01-049A  
AREA = 1.924 Ac.

CONC. PAD

GRAVEL

Deck

EXISTING BUILDING

LOADING DOCK

EXISTING BUILDING

24" CULVERT  
INV = 50.29

T.P. 21-01-050  
NOT OR FORMERLY  
HARSEL M. KELBY  
BARBARA L. KELBY  
DE 198 PG 103

PARKING

GRAVEL

12" CULVERT  
INV = 45.29

Office Space and Employee Bathrooms

①

Elect.

- 1 - Future Storefront
- 2 - Brewhouse and tanks
- 3 - Cold Storage
- 4 - Underbar sink
- 5 - Beverage cooler
- 6 - Sandwich prep.
- 7 - Under counter fridge
- 8 - Conveyor oven
- 9 - 3 basin sink
- 10 - mop sink
- 11 - stage
- 12 - hand sink

②

0115

12'8"

45'

353"

9'7"

396"

417"

243"

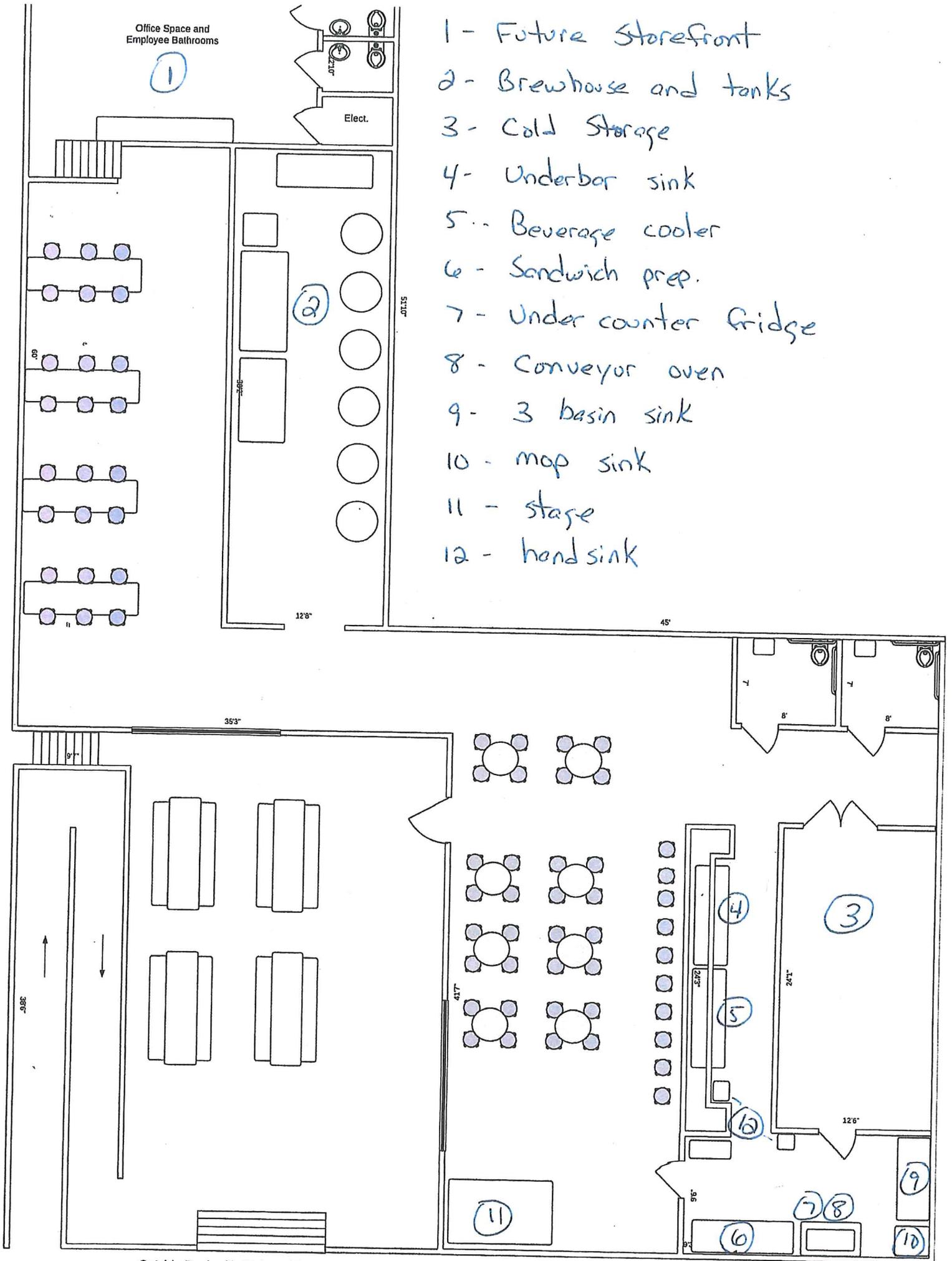
243"

12'6"

9'6"

9'

Outside Deck with Stair and HC Access



NOTICE OF PUBLIC HEARING  
TOWN COUNCIL OF THE TOWN OF SMITHFIELD  
SPECIAL USE PERMIT

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, April 3, 2018, at 7:30 p.m. to consider the application of BAER Development, owner, and 757 Brewing Company, applicant, for a special use permit under the provisions of Article 3.K, Sections C.10 & C:12 and Article 6 of the Zoning Ordinance of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, in order to approve the use of the property for an eating establishment, ancillary to I-1 District uses, in particular a taproom and restaurant, and for retail sales in a warehouse or wholesale establishment, wherein as least 60% of the gross floor area is devoted to warehouse use, for the sales of brewing supplies and promotional merchandise. The property which is the subject of this special use permit is located at 895 W. Main Street. The property in question is zoned I-1, Light Industrial District.

Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the Zoning Ordinance of the Town of Smithfield and application for this special use permit are available for inspection in the town offices, 310 Institute Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: March 21 and 28, 2018

# **Pinewood Heights Relocation Project Updates**

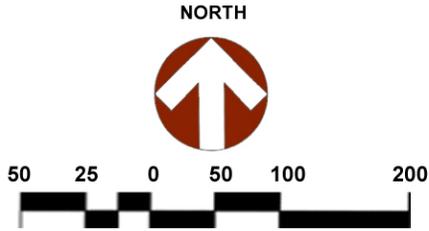
# PROJECT STATUS MAP

## Pinewood Heights Phase III Redevelopment Project

### Town of Smithfield, Virginia

**LEGEND**

-  PHASE III BOUNDARY
- STATUS:**
-  PRELIM ACQ LETTER RECEIVED BY OWNER
-  APPRAISAL COMPLETE
-  OFFER TO PURCHASE ACCEPTED
-  ACQUISITION COMPLETE
-  RELOCATION IN PROCESS
-  RELOCATION COMPLETE
-  READY FOR DEMOLITION/DEMO PREP
-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT
-  VACANT STRUCTURE



GRAPHIC SCALE IN FEET

COMMUNITY PLANNING PARTNERS, INC.  
COMMUNITY DEVELOPMENT CONSULTANTS  
RICHMOND, VIRGINIA

MARCH 15, 2018

## PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR MARCH, 2018

Locality: Smithfield Town

Contract #: 15-10

Prepared by: Michael Paul Dodson

Project Name: Pinewood Heights Phase 3

Date: March 15, 2018

FINANCIALS			
CDBG Contract Amount:	<u>\$1,000,000</u>	Local Leverage Amount:	<u>\$1,323,335</u>
CDBG Amount Obligated:	<u>\$1,000,000</u>	Local Leverage Amount Obligated:	<u>\$ 987,500</u>
CDBG Amount Expended:	<u>\$ 816,924</u>	Local Leverage Amount Expended:	<u>\$ 845,570</u>

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>17 of 18</u>	# of homeownership counseling done?	<u>17 of 18</u>
# of homes acquired?	<u>15 of 18</u>	# of housing inspections done?	<u>15 of 18</u>
# of vacant lots acquired?	<u>1 of 2</u>	# of owner-occupied relocations done?	<u>5 of 5</u>
# of demolitions done?	<u>6 of 18</u>	# of market-rate relocations done?	<u>6 of 9</u>
Clearance completed?	<u>6 of 18</u>	# of Section 8 relocations done?	<u>2 of 4</u>

### ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/30/2015

Date of last Management Team meeting: 03/13/2018

Date annual Project Area Clean-Up Session done: 11/28/2015

Date annual Fair Housing activity done: 06/30/2017

TA Site Visit Requested:  Yes  No

Is project on schedule as shown in timeline?  Yes  No If no, update will be uploaded by: \_\_\_\_/\_\_\_\_/\_\_\_\_

Is the project proceeding within budget?  Yes  No If no, update will be uploaded by: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Status:** What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring?  
 Appraisals and RA have been completed for all homes. The offer to sale was accepted for 26 Jamestown and it is moving to a closing. The RA for 22 Jamestown was received and an offer is pending. Owners at 21, 23, 33, 36, and 38 Jamestown have sold their homes and relocated. Rentals families at 25, 27A, 28A, 28B, 31, 32, 34, and 35 Jamestown have relocated. We are working with four other tenants of their relocation. The purchase offer was sent to all heirs of 37 Jamestown. Staff will continue targeting the residents of 27B and 37 Jamestown Avenue for relocation. We are also pushing the Suffolk RHA to begin active relocation for their renters in 22 Jamestown. The 35/36 Jamestown duplex is being boarded and prepared for demolition. Future demolitions will occur as duplex units become vacant. Extension of the grant has been approved by the state.

**Are problems anticipated?** None

**Other comments:** None

**Project Specific Products:**

**Owner-Occupied Acquisition** (Goal=5)

Owner Occupied Homes

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Preliminary Acquisition Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Review Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offer to Purchase Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offers Accepted 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Properties Closed On 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

**Heir (Vacant) Acquisition** (Goal=1)

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 1

1) 37 Jamestown

Appraisals Completed 1

1) 37 Jamestown

Review Appraisals Completed 1

1) 37 Jamestown

Offer to Purchase Letters Sent 1

1) 37 Jamestown

Offers Accepted 0

Properties Closed On 0

**Tenant-Occupied Acquisition** (Goal=12)

Tenant Occupied Homes

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Preliminary Acquisition Letters Sent 12

1) 22 Jamestown 2)24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Appraisals Completed 12

1) 22 Jamestown 2)24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Review Appraisals Completed 12

1) 22 Jamestown 2)24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown Offer to Purchase Letters Sent 11  
 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 27A Jamestown 5) 27B Jamestown 6) 28A Jamestown  
 7) 28B Jamestown 8) 31 Jamestown 9) 32 Jamestown 10) 34 Jamestown 11) 35 Jamestown  
 Offers Accepted 11  
 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 27A Jamestown 5) 27B Jamestown 6) 28A Jamestown  
 7) 28B Jamestown 8) 31 Jamestown 9) 32 Jamestown 10) 34 Jamestown 11) 35 Jamestown  
 Properties Closed On 10  
 1) 24 Jamestown 2) 25 Jamestown 3) 27A Jamestown 4) 27B Jamestown 5) 28A Jamestown 6) 28B Jamestown  
 7) 31 Jamestown 8) 32 Jamestown 9) 34 Jamestown 10) 35 Jamestown

**Owner-Occupied Relocation** (Goal=5)

Owner Occupied Homes  
 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown  
 Household Surveys Completed 5  
 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown  
 Income Verifications Completed 5  
 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown  
 Eligibility of Relocation Letters Sent 5  
 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown  
 Comparable Units Found and Inspected 5  
 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown  
 Households Relocated 5  
 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

**Market-Rate, Renter-Occupied Relocation** (Goal=8)

Market-Rate Occupied Homes  
 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown  
 7) 34 Jamestown 8) 35 Jamestown  
 Household Surveys Completed 8  
 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown  
 7) 34 Jamestown 8) 35 Jamestown  
 Income Verified 8  
 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown  
 7) 34 Jamestown 8) 35 Jamestown  
 Eligibility of Relocation Letters Sent 8  
 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown  
 7) 34 Jamestown 8) 35 Jamestown  
 Comparable Units Found and Inspected 7  
 1) 24 Jamestown 2) 25 Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown 6) 34 Jamestown  
 7) 35 Jamestown  
 Households Relocated 6  
 1) 25 Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 31 Jamestown 5) 34 Jamestown 6) 35 Jamestown

**Section 8, Renter-Occupied Relocation** (Goal=4)

Section 8 Occupied Homes

1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 32 Jamestown

Household Surveys Completed 3

1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Income Verifications Completed 3

1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Eligibility of Relocation Letters Sent 3

1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Comparable Units Found and Inspected 3

1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Households Relocated 2

1) 27A Jamestown 2) 32 Jamestown

**Demolition** (Goal=18)

Units to be Demolished

1) 21 Jamestown 2) 22 Jamestown 3) 23 Jamestown 4) 24 Jamestown 5) 25 Jamestown 6) 26 Jamestown

7) 27A Jamestown 8) 27B Jamestown 9) 28A Jamestown 10) 28B Jamestown 11) 31 Jamestown 12) 32 Jamestown

13) 33 Jamestown 14) 34 Jamestown 15) 35 Jamestown 16) 36 Jamestown 17) 37 Jamestown 18) 38 Jamestown

Units that have been Demolished 6

1) 28A Jamestown 2) 28B Jamestown 3) 31 Jamestown 4) 32 Jamestown 5) 33 Jamestown 6) 34 Jamestown

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**Windsor Castle rehabilitation project update – Public Buildings & Welfare Committee – 3/27/18**

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**Accomplished in the last 30 days**

- **Maintenance and storage buildings** – Framing complete; roof on maintenance building installed, electrical and plumbing rough-in complete on both.
- **Manor House** – Reprioritized rehabilitation efforts to focus on exterior work. When complete, evaluate available funding before proceeding with interior and new wing.

**Focus for the next 90 days** (no change from February report)

- **Maintenance and storage buildings** – Primary focus; forecast completion by end of April.
  - **Manor House** – Evaluate the engineering design for HVAC. Plan the rehabilitation for the exterior – roof replacement; dormer, window and porch repairs; stucco removal.
- 

**Current status of key project phases** (only change is percent completion on new buildings)

- **Manor House** – Phase 1 (asbestos removal, moisture mitigation, demolition of wings) complete.
  - **Caretaker's house** – Rehab complete and under sub-lease by Smithfield VA Events.
  - **Outbuildings** – 8 of 9 at 95% completion; window work on some and painting on most to be completed. Manager's office remains to be rehabilitated.
  - **Maintenance and storage buildings** – 70% complete.
  - **Site work** – Swales to mitigate storm water behind north outbuildings complete.
- 

**Funds availability and funds disbursement**

- \$800,000 of Town's \$2 Million commitment has been drawn down.
- \$2.6 Million total funding available; \$1.6 Million needed to be raised for full \$5 Million project.
- \$983,000 spent to date, 19% of the current project forecast. \$804,000 (82%) is tax credit eligible.
- \$176,000 is the current under-project-baseline forecast.

Re-constructed outbuildings – Maintenance building – February 22<sup>nd</sup> (top) and March 22<sup>nd</sup> (bottom)



Storage building – February 22<sup>nd</sup> (top) and March 22<sup>nd</sup> (bottom)



**Smithfield 2020 evaluation of parking**  
**in the commerical core of the Historic District - March 2018**  
Update to Town Council PB&W Committee - 3/27/18

**Objectives:**

Evaluate parking capacity and utilization on Main Street and North Church Street, with primary focus on week-day visitors / shoppers.

Evaluate and propose solutions to maximize the use of available inventory.

**Progress to date:**

Count of on- and off-street parking spaces completed; summary presented on next page.

On-line survey completed; 515 respondents, 60% of whom are local (based on provided ZIP codes).

Research on similar communities' parking capacity approaches has been completed.

**Current efforts:**

Data analysis - Answer the primary question: "Is there a week-day parking issue? If so, where and why?"

Review the research on other community approaches; discuss options unique to the Historic District.

Data analysis - Match the data with possible solutions

**Next steps:**

2020 sub-team completes the current efforts and presents options to the full 2020 team.

Options reviewed with merchants and, as appropriate, Public Works and other Town staff.

Options summarized and presented to Town Council. Target: May PB&W committee meeting.

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**Attachments:**

Tabulation of parking inventory

Summary of online survey results

Sampling of comments submitted with the online survey results

Capacity and availability of parking spaces								
Commercial core of the Historic District - March 2018								
Block	On-street	Off-street	Total capacity		Reserved	All day users	Total available	% "lost"
Wharf Hill	25	8	43		0	-8	35	19%
N. Church St.	10	0			0	0		
100 block	17	71	88		-3	-12	73	17%
200 block	28	57	107		-9	-16	76	29%
Mason & Institute	19	3			0	-6		
300 block	50	49	99		-8	-28	63	36%
Total	149	188	337		-20	-70	247	27%
	44%	56%			-6%	-21%		

Notes
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Wharf Hill: Church St to Commerce St to Luter Dr, including public lot next to Booth's Cleaners.

N. Church St: Main St to Luter Dr / Thomas St. Excludes Chamber & Mansion on Main / Mansion House Antiques. NOTE: Only area with 2 hour parking 8am - 6 pm.

100 block: Includes BSV / both sides and "back lot"; excludes areas behind Smithfield Inn.

200 block: Includes Perfectly Natural Soap (3 spaces), lots behind Taste and Laura & Lucy's, lot next to Woody Crook's office. Excludes lots behind north side buildings, including Smithfield Times.

Mason: Approximately 1/2 of N. and S. blocks counted (9 on N. Mason, 6 on S. Mason).

Institute: Spaces at Town Hall excluded, Post Office spaces included.

300 block: Institute to Underwood / Cary. Included: Visitor Center (6), Joyner's Field (15), BofA (26). Off-street counts exclude private / residential properties.

Impact of Sfd Foods' gym in 100 block on "Reserved" and "all day users" has not been quantified.

Lots at Trinity UMC and public lot at Joe White's Bottom not included in off-street capacity counts.

Handicapped parking: Two on-street and five off-street spaces located.

## Online survey - February 13-15, 2018

- > 515 responses, 61% from IOW County and 20% from Coastal VA
- > Customer service: 94% rate Excellent or Very Good; 0 rate Poor
- > Unable to shop because venue was closed: 48% of respondents
- > Top three reasons for being unable to shop:
  - > Shop closed on Monday
  - > Shop closed on Sunday
  - > Shop closed mid-week
- > Difficulty finding parking: 45% said yes, 55% said no.
- > Unable to shop because of no parking: 18% said yes, 82% said no.
- > Reasons for difficulty finding parking:
  - > Special events
  - > Farmers Market
  - > Construction
- > How far are you willing to walk?
  - > Two to three blocks: 54% of respondents
  - > As far as necessary: 22%
  - > One block: 21%
  - > Directly in front: 3%
- > If there was a time limit to parking, what should it be?
  - > 3 hours: 31% of respondents
  - > 2 hours: 30%
  - > 4 hours: 19%

## Online survey - February 13-15, 2018

Sampling of comments submitted by respondents  
to question on difficulty in finding a parking space.

Parking is always a difficult issue in a small town. We've had difficulty finding parking, but have always been able to find something however it hasn't been convenient.

...I just walked farther; difficult as I am handicapped assigned.

there is also no parking for those who are handicapped to get to the stores and some stores there is no way to get into them.

Weekend: all street parking and adjacent lots were full

At lunchtime it can be difficult to find parking. Weekends during holidays and any time during special events parking is challenging.

Special event!! Can't walk long distance!! But next time got a wheelchair!! Love Smithfield

We only have problems when Main Street is closed for a Special Event.

Special event parking for handicap. Had nasty gram from bank for parking next to building.

Special events make parking unbearable. Would love to attend but we stopped going because of parking issues. Even on normal days business do not have adequate parking especially restaurants.

Special event days are handled fabulously!! Never a problem. The town does a great job!!

Parking is a major problem for local residents during special events

On weekends it's impossible to find parking and when the Farmers Market is going on or event that includes downtown ... no parking at all.

Sometimes issues at the Saturday Farmers Market but it never stopped us from coming

Farmers' Market Saturdays are sometimes difficult times to find parking, but I'm excited there is so much activity downtown that it really doesn't bother me.

Just limited parking on weekends and events, but it is expected.

On busy days in Smithfield, for whatever reason, there can be no parking on the street or in the few lots available for general parking, unless you want to park far from your destination.

The main road is not marked so cars parking on the side of the road either leave too much room between cars or not enough room.

I think painted parking spaces would be helpful; it seems some people take up too much space to park.

Unfortunately, some individuals working @ tourism using parking on street, instead of side of bldg.