



November 21, 2018

TO: SMITHFIELD TOWN COUNCIL

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

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

MONDAY, NOVEMBER 26TH, 2018 @ 3:00 p.m.

Police

Members: Tynes (CH), Hall, Haywood

- TAB # 1**
1. Public Comment
 2. Operational Updates
 3. Street Closure Request of Jericho Road for BOB Festival on Saturday, January 19th, 2018

Immediately following the conclusion of the above meeting:

Water and Sewer

Members: Smith (CH), Pack, Tynes

- TAB # 2**
1. Public Comment
 2. Reverse Osmosis Plant – BMP Pond and Outfall
 - a. Option for Rebuilding Existing Outfall
 - b. Proposal for Stormwater Improvements

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Smith, Butler

- TAB # 3**
- TAB # 4**
- TAB # 5**
1. Public Comment
 2. October Financial Statements and Graphs
 3. October Cash Balances / VML Investment Pool Update
 4. Invoices Over \$10,000 Requiring Council Authorization:

- | | | |
|----|---|--------------|
| | a. Core and Main (Formerly HD Supply) | \$ 24,000.00 |
| | b. Wood Equipment Service co. | \$ 26,743.72 |
| | c. IOW County General Obligation Bond | \$503,569.05 |
| 5. | Closed Session Pursuant to Virginia State Code 2.2-3711 (A)(7)
Consultation with Legal Counsel Regarding Actual Litigation | |

TUESDAY, NOVEMBER 27TH, 2018 @ 3:00 p.m.

Parks and Recreation

Members: Hall (CH), Butler, Haywood

- TAB # 6**
1. Public Comment
 2. Operational Update – Committee Report / Park Project Update/ Open to the Public Event Schedule for the remainder of 2018 and all of 2019
 3. Smithfield Recreation Association (SRA) Lease Amendment

Immediately following the conclusion of the above meeting:

Public Works

Members: Haywood (CH), Smith, Tynes

1. Public Comment
2. Bennis Church / US 258 / Route 10 Bypass Intersection Alternatives Analysis

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Butler (CH), Hall, Pack

1. Public Comment
2. Windsor Castle Restoration Project – Phase III Committee Presentation

***** Additional Item Not Listed on Committee but will be on Council's December 4th, Agenda*****

- Approval of November 6th, 2018 Town Council Meeting Minutes
 - Appoint Nominating Committees for the Expiring Terms on Planning Commission and Board of Historic and Architectural Review
 - 2019 Meeting Schedule
 - Approval of Subdivision Agreement for Phase 7 B & C of the Cypress Creek Subdivision
 - Accept Deed for Lot 34 as part of the Pinewood Heights Relocation Project
-

**POLICE
COMMITTEE**

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



Event Date	January 19, 2019				
Event Name	Smithfield VA BOB Fest & 8K Chilly BOB Roadrace				
Event Location	Windsor Castle Park				
Event Times (don't include setup times)	Race Start 9:00 AM, Event Start 11:00 AM to 4:00 PM				
Event Organizer (Group Name)	Smithfield VA Events				
Contacts					
Name	Gina Ippolito	Cell Phone	757-869-0664	Email	gina@smithfieldvaevents.com
Name		Cell Phone		Email	

Event Category	<input type="checkbox"/> Festival	Concert	Parade	<input checked="" type="checkbox"/> Run/Walk	Bike Race/Tour	Car Show	Other -
Description of Event			Tourism Submission	Yes	No		
Race open to all ages. Party is 21 & up only. Tickets include all you can eat oysters, stew & BBQ. Live Entertainment and Beer, Wine & Bloody Mary's are available for purchase. Two large heated tents for event, plus a few auxillary tents for restrooms/gate.							
Contact name and phone number for more information on event							
Name: Gina Ippolito			Phone: 757-869-0664				
Expected Attendance	2500	Website	www.SmithfieldVAOysterFest.com				
Average Ticket/Entry Price	\$50	Participants will be	youth	<input checked="" type="checkbox"/> adults	both (8K can be youth)		
Music-DJ/Band?	band	Alcohol Sales or Service?	yes				
What is your plan in the event of bad weather-cancel, reschedule?						cancel	
Requesting?	<input checked="" type="checkbox"/> road closures	<input checked="" type="checkbox"/> traffic assistance	<input type="checkbox"/> park trail closures				
List benefits of your event to the community				List Recipients of Proceeds			
Event will donated \$40-50K to the community. Substantial economic impact due to hotel stays, shopping and dining.				Smithfield Rotary Club			
				American Legion			
				40-50 Various Community Groups			

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

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

Event Organizer's Signature		Date	11/15/2018
Print Name	Gina Ippolito, Fest Director Smithfield VA Events		

BOB FEST Jan 19, 2019

Road Closure: S. Church/Jericho intersection to Manor House Area
Event Controlled traffic with police officer



**8K Start
Finish at
"horse-shoe"**

**Event Site
(2) Large
Tent +
various
small tents**

**8K out Jericho/Cedar
& then back thru
loop in Jericho Estates**

301 Jericho Rd

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1994

**WATER AND SEWER
COMMITTEE**



TOWN OF SMITHFIELD

"The Ham Capital of the World"

TO: TOWN COUNCIL

FROM: DEPT. OF PLANNING, ENGINEERING AND PUBLIC WORKS

RE: REVERSE OSMOSIS PLANT - BMP POND AND OUTFALL

Project Overview

In 2011, the Reverse Osmosis Plant received its Certificate of Occupancy and has performed well since; however, the outfall of the BMP has failed. The water exiting the BMP goes across the adjacent land owner's property as part of a natural drainage. When the site was developed, the BMP outfall was only armored on that small portion of the town's property, but the hillside of the adjacent property was not armored and has subsequently eroded.

Outfall

Draper Aden Associates has designed three options for rebuilding the outfall. All three use a pipe to exit the facility; one uses a level flow across the adjacent land owner's property, another a rip rap flume for the majority of the run, the third is piped all the way through the adjacent property.

BMP

While researching the potential permit requirements for the repair/improvement of the BMP outfall it was determined that the BMP was not originally constructed per the approved plans; no answer as to why or how that happened has been ascertained. Due to this, and the fact that the BMP on the original plans is not a desirable type, a new BMP needs to be designed to meet today's storm water standards for permitting, accommodate the necessary flows, require a minimum of future maintenance, and eliminate any future erosion on the adjacent land owner's property. Draper Aden Associates has provided a proposal for the design of the BMP.

Funding

In conversations with Isle of Wight County staff, it seems that this project will qualify for a revenue sharing match of 50% from the county's storm water fee funds.

Recommendation

Outfall - Staff recommends the piped option for the outfall structure, as it should require the least maintenance and is the least likely to cause future damage to the adjacent property.

BMP – Staff recommends approving the design of a more functional BMP.

DEPT. OF PLANNING, ENGINEERING, AND PUBLIC WORKS

310 Institute Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 357-9933
www.smithfieldva.gov • Local Cable Channel 6

Schematic Layout Alternative No. 1 (Piped System to Level Spreader at Existing Private Pond)

Schematic Level - Opinion of Probable Construction Cost (OoPcC)

310 Institute St., Smithfield, VA 23430

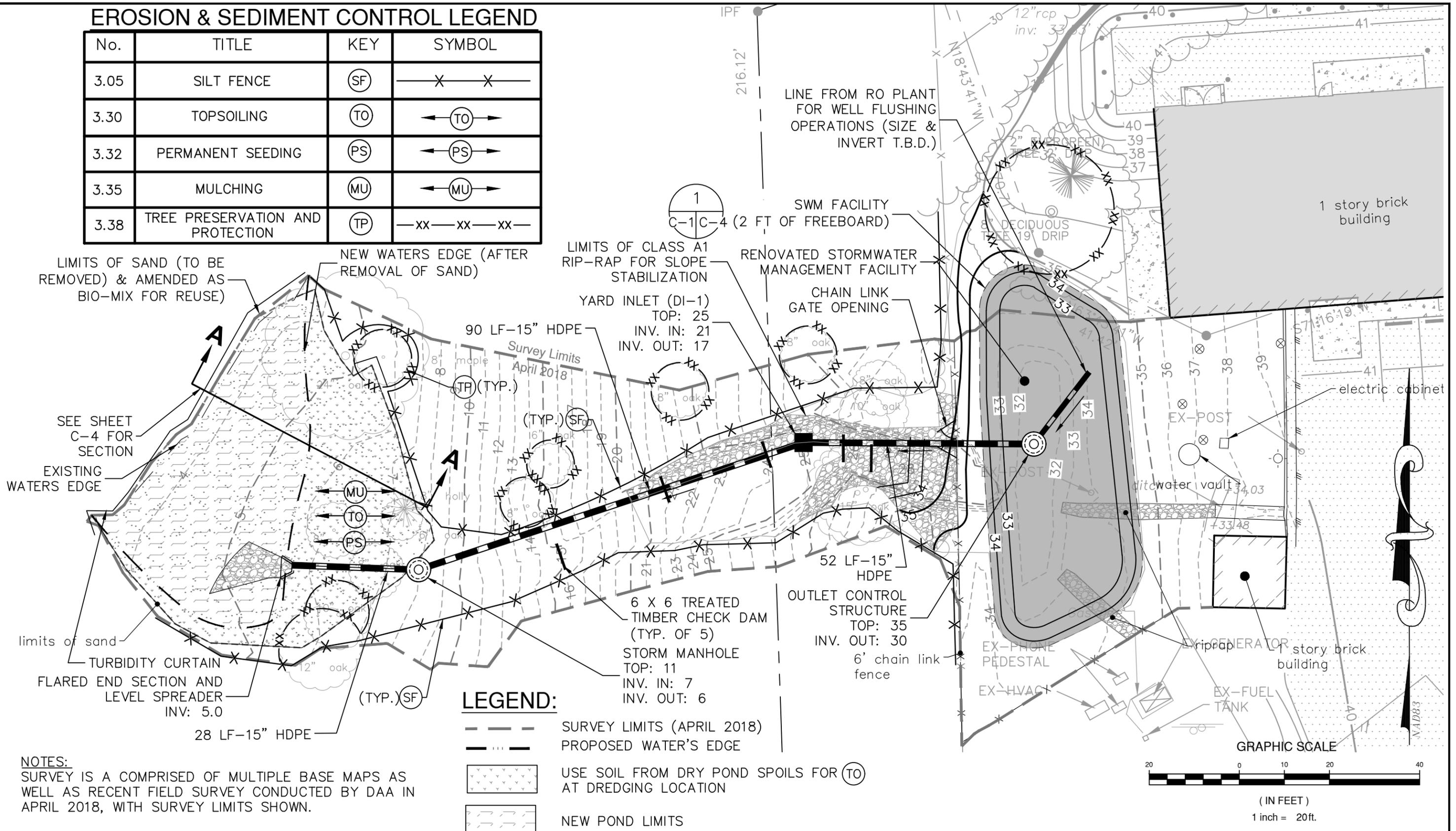
Prepared By: Draper Aden Associates, Newport News, VA

Date Prepared : August 20, 2018

	Qty	Unit	Unit Cost	Total	Notes
Construction Phase					
General Conditions					
Bonds & Insurance (2%)	1	LS	\$2,319	\$2,319	
Mobilization / Demobilization	1	LS	\$25,442	\$25,442	
			Sub total	\$27,761	
Demolition					
Dredge and Remove Sand (potential reuse at SWM area)	170	CY	\$30.00	\$5,100	
Strip, Screen and Stockpile Topsoil (to be re-used onsite)	31	CY	\$10.00	\$309	
Demo Chain Link Fence	20	LF	\$5.00	\$100	
Remove and Restore ex. rip-rap in SWM area	1	LS	\$500.00	\$500	
Cut trees (clear & grub) for new SWM outfall	0.02	AC	\$10,000.00	\$230	
Misc. Utility & Demo Work	1	LS	\$5,262.00	\$5,262	Contingency
			Sub total	\$11,500	
Erosion and Sediment Control					
Construction Entrance	2	EA	\$2,500	\$5,000	includes rebuild 1x
Tree Protection	330	LF	\$5.00	\$1,650	
Silt Fence	400	LF	\$4.00	\$1,600	
Permanent Seeding/Mulching/Topsoil (non-SWM areas)	2,000	SF	\$1.00	\$2,000	
Turbidity Curtain	125	LF	\$51.46	\$6,433	
Blanket Matting (EC-2)	56	SY	\$4.00	\$222	
Dust Control	5,500	SF	\$0.25	\$1,375	
Safety Fence (Plastic)	180	LF	\$4.00	\$720	
			Sub total	\$19,000	
Utility & Drainage Work					
Renovated Stormwater Management Area			See Breakdown Below		
Prepare Sub-base, Shape and Scarify	278	SY	\$2.25	\$625	
Filter Fabric	222	SY	\$2.50	\$556	
#57 Washed Stone Bedding (12" Depth)	74	CY	\$30	\$2,222	
Sand for Stormwater Management Facility	231	CY	\$30	\$6,944	
Re-use Amended Sand from Dredging Operation		170 CY of Sand			potential savings if reused onsite
15" HDPE Pipe	170	LF	\$104	\$17,680	
4' Dia. Conc. MH	2	EA	\$5,000	\$10,000	
15" Flared End Section	1	EA	\$2,500	\$2,500	
Outlet Control Structure	1	EA	\$6,041	\$6,041	
Rip-Rap & Level Spreader	76	Ton	\$140	\$10,626	
Filter Fabric for Rip-Rap	122	SY	\$2.50	\$306	
6x6 Treated Lumber Check Dams	5	EA	\$200.00	\$1,000	
			Sub total	\$58,500	
Hardscape, Fencing & Gates					
Chain Link Fence	10	LF	\$50	\$500	
Double-Swing Gates	1	EA	\$1,000	\$1,000	
			Sub total	\$1,500	
			Construction Subtotal	\$118,261	
			15% Schematic Design Contingency	\$17,739	
			Total Opinion of Probable Cost	\$136,000	

EROSION & SEDIMENT CONTROL LEGEND

No.	TITLE	KEY	SYMBOL
3.05	SILT FENCE	(SF)	— X — X —
3.30	TOPSOILING	(TO)	← (TO) →
3.32	PERMANENT SEEDING	(PS)	← (PS) →
3.35	MULCHING	(MU)	← (MU) →
3.38	TREE PRESERVATION AND PROTECTION	(TP)	— xx — xx — xx —



NOTES:
 SURVEY IS A COMPRISED OF MULTIPLE BASE MAPS AS WELL AS RECENT FIELD SURVEY CONDUCTED BY DAA IN APRIL 2018, WITH SURVEY LIMITS SHOWN.

LEGEND:

	SURVEY LIMITS (APRIL 2018)
	PROPOSED WATER'S EDGE
	USE SOIL FROM DRY POND SPOILS FOR (TO) AT DREDGING LOCATION
	NEW POND LIMITS

Draper Aden Associates
 Engineering • Surveying • Environmental Services
 703 Thimble Shoals Blvd., Suite C2 Richmond, VA Raleigh, NC
 Newport News, VA 23606 Blacksburg, VA Fayetteville, NC
 757-599-9800 Fax: 757-599-3684 Charlottesville, VA Northern Virginia Virginia Beach, VA

DESIGNED BY: BTC
 DRAWN BY: TSE
 CHECKED BY: TKD
 DATE: 08-20-18

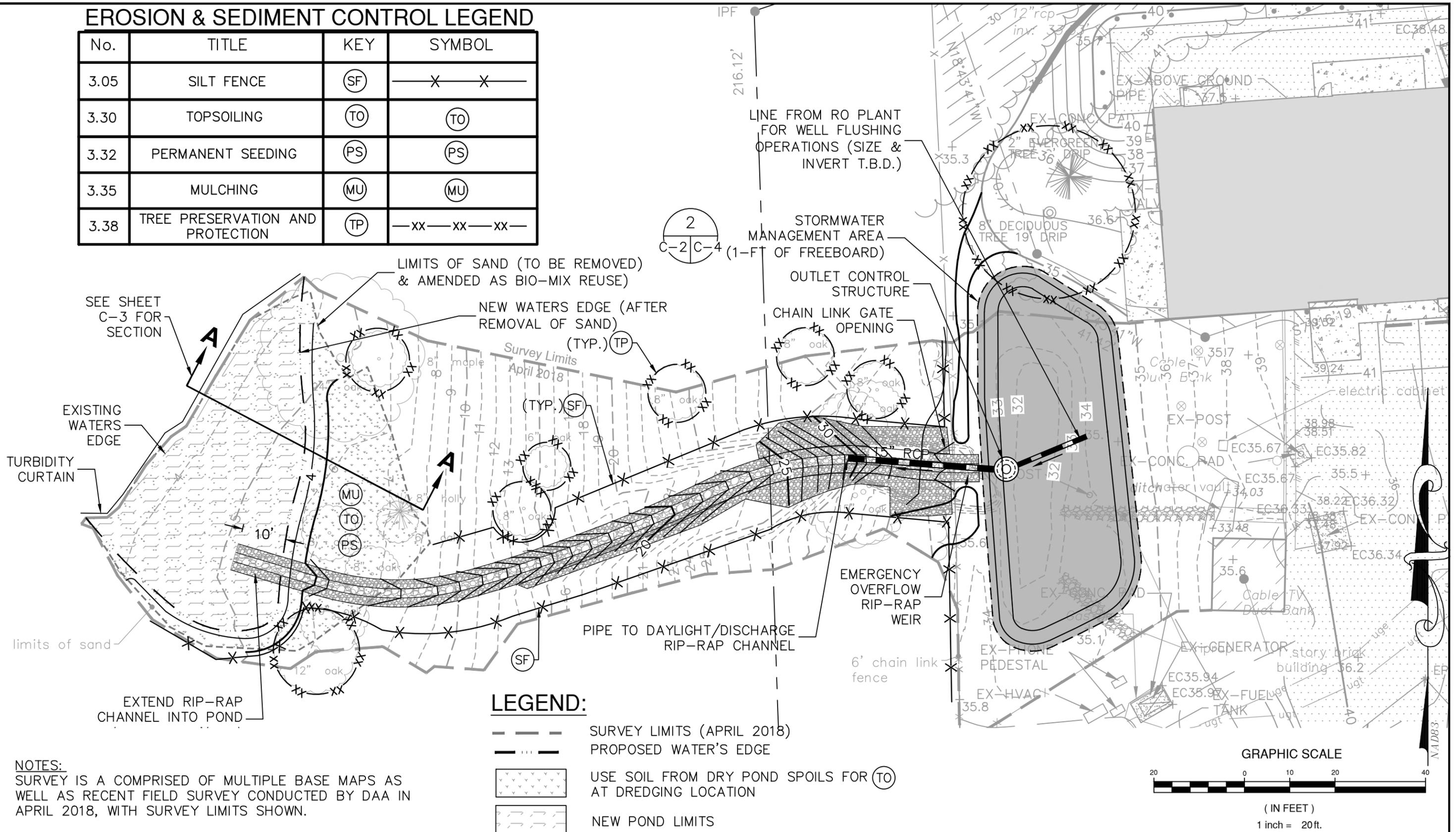
SCHEMATIC LAYOUT ALTERNATIVE NO. 1
SMITHFIELD RO PLANT STORMWATER & POND CLEANOUT
 SMITHFIELD, VA

SCALE: 1" = 20'
 PROJECT: 18070120-010303

FIGURE
 C-1

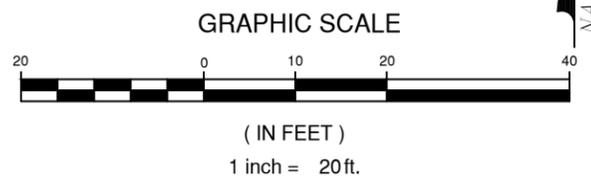
EROSION & SEDIMENT CONTROL LEGEND

No.	TITLE	KEY	SYMBOL
3.05	SILT FENCE	(SF)	— X — X —
3.30	TOPSOILING	(TO)	(TO)
3.32	PERMANENT SEEDING	(PS)	(PS)
3.35	MULCHING	(MU)	(MU)
3.38	TREE PRESERVATION AND PROTECTION	(TP)	— xx — xx — xx —



NOTES:
 SURVEY IS A COMPRISED OF MULTIPLE BASE MAPS AS WELL AS RECENT FIELD SURVEY CONDUCTED BY DAA IN APRIL 2018, WITH SURVEY LIMITS SHOWN.

- LEGEND:**
- SURVEY LIMITS (APRIL 2018)
 - - - - - PROPOSED WATER'S EDGE
 - [Pattern] USE SOIL FROM DRY POND SPOILS FOR (TO) AT DREDGING LOCATION
 - [Pattern] NEW POND LIMITS



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 757-599-9800 Fax: 757-599-3684 Charlottesville, VA Northern Virginia Virginia Beach, VA

DESIGNED
 DRAWN
 CHECKED
 DATE

BTC
 TSE
 TKD

08-20-18

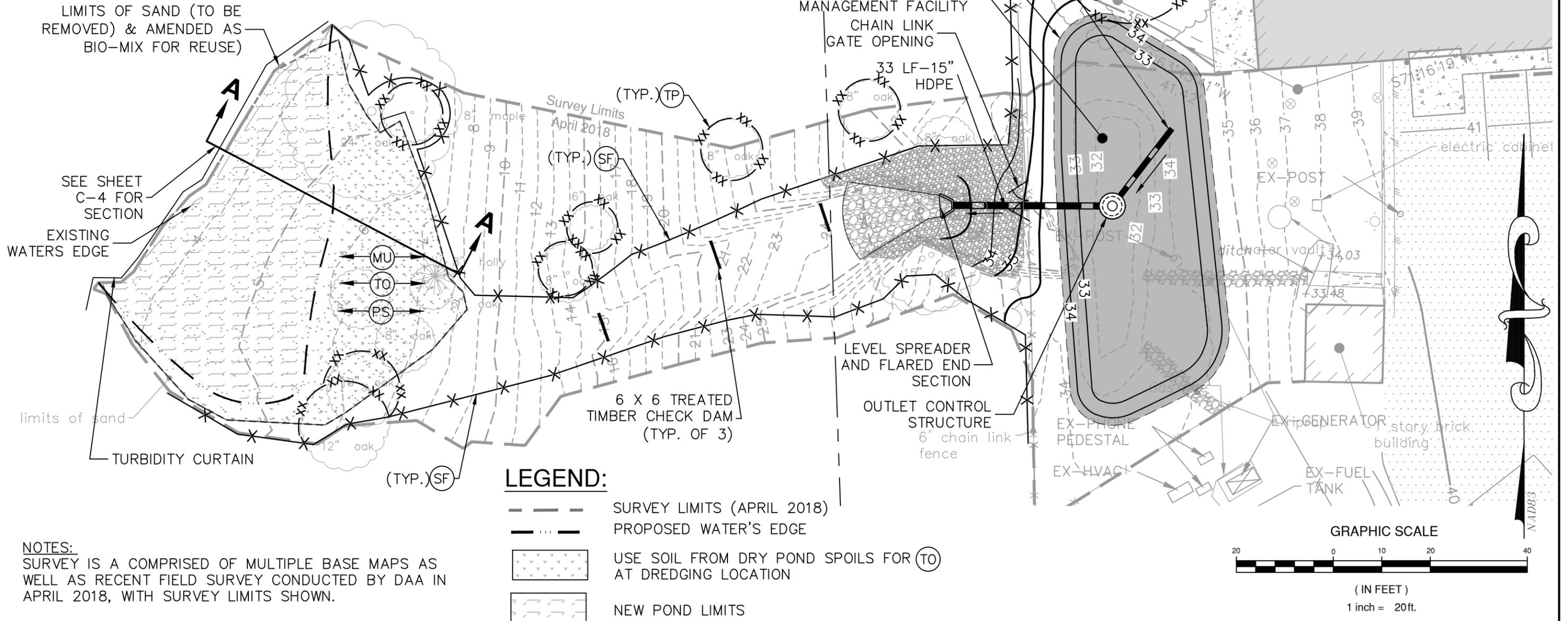
SCHEMATIC LAYOUT ALTERNATIVE NO. 2
SMITHFIELD RO PLANT STORMWATER & POND CLEANOUT
SMITHFIELD, VA

SCALE: 1" = 20'
 PROJECT: 18070120-010303

FIGURE
C-2

EROSION & SEDIMENT CONTROL LEGEND

No.	TITLE	KEY	SYMBOL
3.05	SILT FENCE	(SF)	— X — X —
3.30	TOPSOILING	(TO)	← (TO) →
3.32	PERMANENT SEEDING	(PS)	← (PS) →
3.35	MULCHING	(MU)	← (MU) →
3.38	TREE PRESERVATION AND PROTECTION	(TP)	— XX — XX — XX —



NOTES:
 SURVEY IS A COMPRISED OF MULTIPLE BASE MAPS AS WELL AS RECENT FIELD SURVEY CONDUCTED BY DAA IN APRIL 2018, WITH SURVEY LIMITS SHOWN.

LEGEND:

- SURVEY LIMITS (APRIL 2018)
- PROPOSED WATER'S EDGE
- [Stippled Area] USE SOIL FROM DRY POND SPOILS FOR (TO) AT DREDGING LOCATION
- [Dashed Area] NEW POND LIMITS

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 Newport News, VA 23606 Blacksburg, VA Fayetteville, NC
 757-599-9800 Fax: 757-599-3684 Charlottesville, VA Northern Virginia Virginia Beach, VA

DESIGNED
 DRAWN
 CHECKED
 DATE
 BTC
 TSE
 TKD
 08-20-18

SCHEMATIC LAYOUT ALTERNATIVE NO. 3
SMITHFIELD RO PLANT STORMWATER & POND CLEANOUT
 SMITHFIELD, VA

SCALE: 1" = 20'
 PROJECT: 18070120-010303
 FIGURE
 C-3



703 Thimble Shoals Boulevard, Suite C2
Newport News, Virginia 23606
(757) 599-9800 • Fax: (757) 599-3684
www.daa.com

October 11, 2018

Mr. William G. Saunders, IV
Director of Planning, Engineering and Public Works
310 Institute St.
Smithfield, VA 23431

**RE: Proposal for Surveying & Civil Engineering Services
Smithfield RO Plant Stormwater Improvements, Smithfield, VA
Draper Aden Associates Proposal Number 18070120-010303P**

Dear William:

Draper Aden Associates appreciates the opportunity to submit the following scope of services and fee proposal to provide additional Surveying and Civil Engineering services to the Town of Smithfield (Client) as part of the RO Plant Stormwater Improvements in the Town of Smithfield, Virginia. Based on the findings of the schematic designs study and further discussions with the Town and Isle of Wight County (IOW/VSMP Authority), the following is our understanding of the project, scope of services, deliverables, schedule, and fees.

Previous services have been performed by Draper Aden Associates to include topographic surveying and geotechnical testing which are needed for development of construction drawings and stormwater management design. The Client preferred option from the schematic design is referred to as Option 1 and will be further refined and developed into permitting plans and construction drawings per this proposal.

I. PROJECT DESCRIPTION

The project site is located 1802 S. Church St. in the Town of Smithfield. The project site areas generally include the dry pond BMP located in the western portion of the site, the wooded area and slope down to the off-site pond, the water treatment plant building and related site areas. We understand that the preferred approach to reconstruction of the existing BMP is to include a piped outfall to the off-site pond, which will require an easement across the adjacent property. We further understand no wetland areas have been identified or will be impacted by the proposed work.

II. SCOPE OF WORK

Draper Aden Associates will perform the following services in coordination with the Client for the development of the construction documents.

A. Surveying Services

Easement Plat: Surveying services will include preparation of an easement plat necessary for the storm sewer system that will cross the neighboring private property to the west. We will review previous topographic survey information which includes a compiled boundary for the subject property. We do not anticipate the need for additional site visits or field survey to create the necessary easement plat and have not included any such visits in this scope. We anticipate the easement plat creation to be comprised of office work only. We further understand that the creation of the deed of easement will be by the Client/Owner and the plat will be recorded by the Client/Owner.

Survey Construction BMP as-builts: Per 9VAC25-870-108 and 9VAC25-870-112, a construction record drawing for permanent stormwater management facilities shall be submitted to the VSMP authority and shall be appropriately sealed and signed by a professional registered in the Commonwealth of Virginia. Services for the certification are provided as Part II (D) of this proposal. Draper Aden Associates will provide survey construction as-builts as needed for BMP certification of construction of the stormwater and infrastructure improvements. This effort will include locating storm sewer pipe location(s), invert elevation(s), BMP location(s), top of berm elevation(s) and location(s), pipe outfall location(s) and elevation(s) and other pertinent information.

B. Civil Engineering Design Phase Services

Draper Aden Associates will provide site/civil engineering design services for the reconstruction of the existing dry pond BMP located on the western edge of the property. Civil site plans and construction documents for the proposed site improvements will be prepared suitable for permitting review and approval and for construction of the proposed improvements. The site plans will be generated based upon progressing the Client preferred schematic design Option 1, and an overall schedule as agreed upon with the Client. We will progress directly into final design drawings including determination of a suitable BMP for the project. The following further clarifies our understanding of the design:

Stormwater/BMP Design: A suitable BMP will be determined per discussions with IOW to be a 'best-fit' from the existing conditions and typical BMPs from the VA DEQ BMP clearinghouse and will incorporate the in-situ soil infiltration rates collected by the geotechnical engineer in September, 2018. We will consider reusing the available sand that has been deposited in the off-site pond as fill material for the new BMP. We will provide site civil engineering design services for a new outfall from the BMP to the receiving body. Per discussions with the IOW County Stormwater Engineer, the new BMP will be treated as a new facility and will be designed in accordance with Part IIB of the Virginia Stormwater Management Handbook. However, there is potential that some leeway will be allowed in the design if a proper comparison between the old and new design is demonstrated. For example, if the previous CBPA calculations are provided and the new design is providing a betterment to the downstream outfall/watershed, that should be demonstrated in the plans and calculations for consideration by the VSMP authority when reviewing.

Site Plans/Construction Drawings: The final site plans and civil engineering construction documents for the respective project is anticipated to include the following information:

- a. General Notes, Site Plan Standard Notes, Erosion Control Notes, and Standard Construction Notes
- b. Existing Conditions/Topographic Survey
- c. Demolition and Erosion Control Plans defining and detailing the contractor's requirements to provide erosion and sediment control measures during the construction process. The plan will include an approximate sequence of construction as necessary, erosion control narrative, and design and construction details.
- d. Site Layout, Grading and Drainage Plans will be prepared at an appropriate scale with one-foot contours and spot elevations depicting drainage throughout the site areas
- e. Details: We will provide necessary civil details for the construction of the site improvements.
- f. Calculations: Calculations to demonstrate compliance with Part IIB of the Virginia Stormwater Management Handbook will be provided. If possible, previous calculations and references will be made to show an inherent betterment achieved in the new design.

This proposal assumes attendance at one (1) design team meeting to be held by the Client to review project development and to coordinate design features and documents. Meetings are assumed to be held at the project site or Client's office in Smithfield, or in the Draper Aden Associates' Newport News office. We can be available to participate in conference calls if necessary to further coordinate the design. Immediately following Notice-to-Proceed with this work, a Project Work Plan will be developed to include project objectives, schedule, and deliverables as well as coordination issues among Draper Aden Associates and the Client.

Site Plans/BMP Review with VSMP Authority: We understand the project will require submittal, review and approval of the proposed improvements by the Isle of Wight Stormwater Division. Upon completion of the site design, the civil site plans will be submitted to the Client for submittal to the County. We will be available to participate in plan review meetings with County staff to discuss the project and proposed improvements. We will respond to comments during the review and approval process and make necessary changes to the plans in order to obtain approvals. Following site plan approval, approved plans will be provided to the Client for use in bidding the proposed improvements and the contractor's use for permitting and constructing the proposed drainage improvements. Please note, any permit or application fees are not included and will be paid by others, or reimbursed to Draper Aden Associates.

C. Bid Phase Services

Following the completion of site plan and construction drawings, Draper Aden Associates will be available to assist the Client in bidding the proposed drainage and site

improvements. During the bid and pre-construction process, we can respond to contractor questions related to the civil site design and attend a pre-bid meeting. We can also assist the Client with evaluation of contractor bids and make a recommendation of award to a qualified contractor

D. Construction Phase Services

Draper Aden Associates will be available to assist during the construction phase. We estimate a duration of no more than three (3) months for completion of construction and associated drainage improvements.

Construction Administration: During the construction process, we can respond to contractor questions related to the civil site design, attend meetings to include a pre-construction or kick-off meeting with the selected contractor, site visits to observe progress and view construction to ensure the design intent is realized during construction, coordinate and attend regularly scheduled progress meetings with the Town and contractor when appropriate based on an overall work plan, and complete a final visit to prepare a punch list for the civil site related work for project closeout. We will also provide meeting minutes for progress meetings. We can also be available to respond to contractor/subcontractor requests for information and review of shop drawing submittals as they relate to the civil site design. We will prepare construction record drawings based on survey as-builts in coordination with any redline markups provided by the Contractor.

Stormwater BMP Certification & Inspections: The Virginia Stormwater Management Program (VSMP) Regulations require submittal of construction record drawings for all permanent stormwater management facilities to the VSMP authority. The record drawings must be signed and sealed by a professional registered in the Commonwealth of Virginia certifying that the stormwater management facilities have been constructed in accordance with the approved plans. Using as-built survey information (see Part II (A) of this proposal for this service which can be performed by DAA on behalf of the Town, or provided by the contractor and information gathered from periodic site visits, Draper Aden Associates will review the as-built information, revise and update stormwater calculations to reflect the as-built condition, and provide a certification plan describing the facility. We will also perform up to three (3) site visits to occur during and after BMP construction to assist in preparing the certification plan. Daily on-site observation is not included in this scope; therefore, the Contractor will coordinate and provide advanced notice to Draper Aden at each phase of BMP and stormwater pipe/conveyances construction.

Additional Services: If requested or required, Draper Aden Associates can provide additional and supplemental services not included as part of this scope of services and fee proposal as part of the project development. We will not commence with any additional services without acknowledgement and acceptance of the proposed scope of service and associated fee. We will provide a written scope of services and fee proposal for any additional services requested or required for the project.

III. SCHEDULE

We are prepared to begin the above described services upon your authorization to proceed. Following commencement, a formal Work Plan will be prepared in coordination with the Client.

Upon authorization, the below timeframes are our estimates of minimum durations to complete the services and design tasks.

- Civil Engineering.....Four (4) weeks for design and preparation for 1st submittal to IOW County. Two (2) submittals are anticipated to obtain final approval.
- Bid Period & AwardThree (3) – Four (4) Weeks
- Construction Phase Services.....Three (3) Months (estimated)
- Surveying Services.....2-3 Days

IV. FEES

Fees are set forth on a lump sum basis as summarized below and will be invoiced monthly, based upon percent complete of each task.

Proposed Services:

A. Surveying Services	
❖ Storm Sewer Easement Plat.....	\$ 500
❖ Survey As-Builts/Record Drawings (Part IIA).. <i>see fee below in Part IV(D)</i>	
B. Site Planning & Engineering Services	
❖ Stormwater/BMP Design	\$ 6,000
❖ Site Plans/Construction Drawings.....	\$ 4,500
❖ Site Plans/BMP Review with VSMP Authority.....	\$ 3,000
C. Bid Phase Services	
❖ Bid Phase Services.....	\$ 1,200
D. Construction Phase Services	
❖ Construction Administration.....	\$ 4,000
❖ Survey As-Builts/Record Drawings (<i>Noted Above</i>).....	\$ 3,500
❖ Stormwater/BMP Certification & Inspections.....	<u>\$ 3,500</u>
TOTAL.....	\$ 26,200

V. ASSUMPTIONS

This proposal is based on the following assumptions:

- ❖ Additional services, if requested by the Engineer in writing, will be provided on an hourly basis in accordance with the current Draper Aden Associates Hourly Rate Schedule or a negotiated lump sum fee. We will not commence without acknowledgement and acceptance of the additional services.
- ❖ Reimbursable/direct expenses such as copying, printing, mileage, and mailing are included in the above lump sum fees.

Mr. William G. Saunders, IV

October 11, 2018

Page 6 of 7

- ❖ Access to the site for reconnaissance can be obtained during normal business hours. We will coordinate with the Client and Owner for access, if needed during pre-construction efforts.
- ❖ Environmental services including surveys for threatened and/or endangered species, wetlands delineations, permitting and mitigation plans are not included in this fee proposal unless otherwise indicated by our office.
- ❖ All design team and Owner coordination meetings are assumed to be held at the project site, Client's offices in Smithfield, DAA's office in Newport News, or through conference calls only.
- ❖ Construction materials testing and field survey and stake out are not included as part of this proposal and can be provided separately if requested.
- ❖ Design fees do not include any offsite improvements to site or utilities beyond the immediate project limits or as described in the above scope of services.
- ❖ Landscape design services are not included.
- ❖ Per discussions with IOW County and assuming land disturbance will be less than 1 AC: a CGP is not required, nor is a SWPPP required for this project.
- ❖ DAA will provide the necessary bond estimate for an erosion & sediment control bond. No other cost estimates or bond estimates are included.

We anticipate that this proposal will be appended to a Task Order between the Town and Draper Aden Associates. Please forward the appropriate documentation when you have an opportunity. Please note that it is the policy of Draper Aden Associates that no deliverables or other products of service will be submitted without a formal agreement between parties or written authorization acknowledging the scope of and fees associated with the proposed work. We appreciate your attention to this matter.

Draper Aden Associates appreciates the opportunity to submit this proposal and we look forward to working with you on this interesting project. Please feel free to contact either of the undersigned at 757-599-9800 should you wish to discuss our proposal in further detail.

Sincerely,

DRAPER ADEN ASSOCIATES



Andrew M. Snyder, P.E.
Program Manager, Site Development &
Infrastructure



B. Tyson Catlett, P.E.
Project Engineer

cc: Project File

**Proposal for Surveying & Civil Engineering Services
Smithfield RO Plant Stormwater Improvements
Smithfield, Virginia
Draper Aden Proposal Number 18070120-010303P**

AUTHORIZATION TO PROCEED

I/We agree and accept Draper Aden Associates' proposal to provide the above-described services. We understand the Scope of Services as provided herein and agree to the fees estimated for these services. We further acknowledge that Draper Aden Associates will provide a proposal for any change in the Scope of Services described herein and that a signed agreement to provide those additional services will be executed prior to any work being performed.

Printed Name

Title

Signature

Date



**FINANCE
COMMITTEE**

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BUDGET	% of BUDGET
Revenue						
General Fund revenues						
<u>General Fund revenues</u>						
<u>Real Estate Tax</u>						
Current RE Tax	03-100-311010-0000-30001	1,731,553.00	2,332.64	1	1,729,220.36	0.13%
Delinquent RE Tax	03-100-311010-0000-30002	15,000.00	(1,468.87)	1	16,468.87	-9.79%
Current RE Penalty	03-100-311060-0000-30005	4,000.00	-		4,000.00	0.00%
Delinquent RE Penalty	03-100-311060-0000-30005	1,500.00	117.36		1,382.64	7.82%
Current RE Interest	03-100-311060-0000-30006	500.00	-		500.00	0.00%
Delinquent RE Interest	03-100-311060-0000-30006	3,000.00	209.51		2,790.49	6.98%
Total Real Estate Taxes		1,755,553.00	1,190.64		1,754,362.36	0.07%
<u>Personal Property Tax</u>						
Current PP Tax	03-100-311030-0000-30001	625,000.00	-	2	625,000.00	0.00%
Delinquent PP Tax	03-100-311030-0000-30002	20,000.00	14,179.77	2	5,820.23	70.90%
Current PP Penalty	03-100-311060-0000-30005	13,000.00	-		13,000.00	0.00%
Delinquent PP Penalty	03-100-311060-0000-30005	12,000.00	3,949.17		8,050.83	32.91%
Current PP Interest	03-100-311060-0000-30006	700.00	-		700.00	0.00%
Delinquent PP Interest	03-100-311060-0000-30006	800.00	2,725.16		(1,925.16)	340.65%
Total Personal Property Tax		671,500.00	20,854.10		650,645.90	3.11%
<u>Public Service Corporations Tax</u>						
Current RE Tax	03-100-311020-0000-30001	31,000.00	-		31,000.00	0.00%
Current PP Tax	03-100-311020-0000-30001	400.00	-		400.00	0.00%
Total Public Service Tax		31,400.00	-		31,400.00	0.00%
	03-100-311060-0000-30007	20.00	(3.67)		23.67	-18.35%
Total Over/Short		20.00	(3.67)		23.67	-18.35%
<u>Other Local Taxes</u>						
Franchise Tax	03-100-312040-0000-31203	150,000.00	-	3	150,000.00	0.00%
Cigarette Tax	03-100-312080-0000-31204	176,000.00	59,220.00	4	116,780.00	33.65%
Transient Occupancy Tax	03-100-312101-0000-31205	190,000.00	58,296.83	5	131,703.17	30.68%
Meals Tax-4.25%	03-100-312110-0000-31211	1,154,130.00	301,979.60	6	852,150.40	26.17%
Meals Tax-2%	03-100-312110-0000-31212	547,460.00	142,108.05	6	405,351.95	25.96%
Sales Tax	03-100-312010-0000-30009	357,000.00	59,373.71	7	297,626.29	16.63%
Consumption Tax	03-100-312020-0000-31202	49,000.00	13,093.10	8	35,906.90	26.72%
Utility Tax	03-100-312020-0000-31201	192,000.00	49,786.68	8	142,213.32	25.93%
Business Licenses	03-100-312030-0000-31208	375,000.00	15,255.17	9	359,744.83	4.07%
Business Licenses Penalty	03-100-312030-0000-31209	4,000.00	170.50		3,829.50	4.26%
Business Licenses Interest	03-100-312030-0000-31210	225.00	32.43		192.57	14.41%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BUDGET	% of BUDGET
Peg Channel Capital Fee	03-100-312040-0000-30054	1,985.00	491.50		1,493.50	24.76%
Vehicle License	03-100-312050-0000-32018	241,000.00	8,976.49	10	232,023.51	3.72%
Total Other Local Taxes		3,437,800.00	708,784.06		2,729,015.94	20.62%
<u>Licenses, Permits & Fees</u>						
Permits & Other Licenses	multiple accounts	18,000.00	3,605.00	11	14,395.00	20.03%
Inspection Fees-Subdivision	03-100-313030-0000-30030	4,000.00	600.00	12	3,400.00	15.00%
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	10,000.00	4,890.00		5,110.00	48.90%
WC Dog Park Registration	03-100-313030-0000-30043	1,000.00	160.00		840.00	16.00%
Consultant Review Fees	03-100-313030-0000-30028	5,000.00	450.00		4,550.00	9.00%
Total Licenses, permits and privilege fees		38,000.00	9,705.00		28,295.00	25.54%
<u>Fines & Costs</u>						
Restitution	3-100-018991-0007	0.00	120.00		(120.00)	100.00%
Fines & Costs	03-100-314010-0000-30055	60,000.00	7,969.99	13	52,030.01	13.28%
Total Fines & Forfeitures		60,000.00	8,089.99		51,910.01	13.48%
<u>From Use of Money and Property</u>						
General Fund Interest	03-100-315010-0000-31501	20,000.00	24,690.14		(4,690.14)	123.45%
Rentals	03-100-315020-0000-30110	72,339.00	15,330.80	14	57,008.20	21.19%
Smithfield Center Rentals	03-100-315020-0000-30111	160,000.00	64,440.74	15	95,559.26	40.28%
Smithfield Center Vendor Programs	03-100-315020-0000-30113	4,250.00	-		4,250.00	0.00%
WC Rentals	03-100-315020-0000-30119	10,000.00	-		10,000.00	0.00%
Sports Complex Rentals	03-100-315020-0000-30120	10,000.00	-		10,000.00	0.00%
Park Impact Fees	03-100-315020-0000-30118	20,000.00	-		20,000.00	0.00%
Kayak Rentals	03-100-315020-0000-30015	9,000.00	7,645.00	16	1,355.00	84.94%
Special Events	03-100-315020-0000-30013, 30014	25,000.00	6,925.40		18,074.60	27.70%
Fingerprinting Fees	03-100-318990-0000-30048	1,400.00	520.00		880.00	37.14%
Museum Admissions	03-100-315020-0000-30115	4,000.00	-		4,000.00	0.00%
Museum Gift Shop Sales	03-100-318990-0000-30016	10,000.00	4,104.52		5,895.48	41.05%
Museum Programs/Lecture Fees	03-100-318990-0000-30017	2,000.00	-		2,000.00	0.00%
Sale of Equipment/Buildings	03-100-341020-0000-31405	10,000.00	1.00		9,999.00	0.01%
Lease of Land	03-100-315020-0000-30017	600.00	-		600.00	0.00%
Total revenue from use of money and property		358,589.00	123,657.60		234,931.40	34.48%
<u>Miscellaneous Revenue</u>						
Other Revenue	multiple accounts	2,100.00	315.75		1,784.25	15.04%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	4,000.00	-		4,000.00	0.00%
Total Miscellaneous Revenue		6,100.00	315.75		5,784.25	5.18%

From Reserves

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BUDGET	% of BUDGET
Restricted Reserves-Police Department (CD)	N/A		-		-	0.00%
Reserves-Pinewood Escrow	N/A		-		-	0.00%
Reserves-Restricted for Ball Fields	N/A	-	-		-	0.00%
Reserves-Prior year loan reserves	N/A	1,539,553.00	520,506.09	17	1,019,046.91	33.81%
From Operating Reserves-changes orders/rollover ballfields	N/A	-	883,412.84	18	(883,412.84)	0.00%
Total From Reserves		1,539,553.00	1,403,918.93		135,634.07	91.19%
<u>Intergovernmental Virginia</u>						
Law Enforcement	03-100-322010-0000-34011	172,903.00	43,226.00	19	129,677.00	25.00%
Litter Control Grant	03-100-322010-0000-34010	3,151.00	3,452.00		(301.00)	109.55%
Communications Tax	03-100-322010-0000-34008	221,000.00	34,106.23	20	186,893.77	15.43%
Rolling Stock	03-100-322010-0000-34001	125.00	137.08		(12.08)	109.66%
Rental Tax	03-100-322010-0000-34002	3,800.00	2,958.47		841.53	77.85%
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00	240,794.89	21	0.11	100.00%
TRIAD Grant	03-100-322010-0000-34017	2,250.00	-		2,250.00	0.00%
Fire Programs	03-100-322010-0000-34012	26,250.00	27,998.00	22	(1,748.00)	106.66%
VCA Grant	03-100-322010-0000-34005	4,500.00	-		4,500.00	0.00%
VMRC Grant-boat ramp	not yet assigned	410,000.00	-		410,000.00	0.00%
Port of VA Grant-boat ramp	not yet assigned	56,000.00	-		56,000.00	0.00%
State Grant-Boat Ramp	not yet assigned	160,000.00	-		160,000.00	0.00%
SNAP Program	03-100-322010-0000-34016	-	-		-	0.00%
Total State Revenue		1,300,774.00	352,672.67		948,101.33	27.11%
<u>Intergovernmental Federal</u>						
Police Federal Grants		0.00	8,460.00	23	(8,460.00)	100.00%
VDEM Grant (federal portion)					-	0.00%
Urban Fund Projects						0.00%
Right turn lane-Joseph W Luter Jr Sports Complex	03-100-331010-0000-35008	731,864.00			731,864.00	0.00%
Benns Church/Route 258/Route 10 Bypass intersection	03-100-331010-0000-35008	-			-	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	-			-	0.00%
Pinewood Heights CDBG Relocation Grant Phase III	03-100-331010-0000-35002	1,029,856.00			1,029,856.00	0.00%
Total Federal Revenue		1,761,720.00	8,460.00		1,753,260.00	0.48%
<u>Other Financing Sources</u>						
Line of Credit Proceeds		-			-	0.00%
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	241,129.00			241,129.00	0.00%
Insurance Recoveries		-			-	0.00%
Total Other Financing Sources		241,129.00	-		241,129.00	0.00%
<u>Contributions</u>						
CHIP Contributions	03-100-318990-0000-31620	13,000.00	1,706.90		11,293.10	13.13%
Contributions-Smithfield VA Events		-	7,800.00		(7,800.00)	100.00%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BUDGET	% of BUDGET
Contributions-Museum	03-100-318990-0000-31632	96,700.00	4,540.00		92,160.00	4.69%
Contribution-Historic Windsor Castle Restoration LLC	03-100-318990-0000-31626	104,000.00			104,000.00	0.00%
Contributions-Public Ball Fields	03-100-318990-0000-31635	50,000.00			50,000.00	0.00%
Total Contributions		263,700.00	14,046.90		249,653.10	5.33%

Total General Fund Revenue		11,465,838.00	2,651,691.97		8,814,146.03	23.13%
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**General Fund Budget
Expenses**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BALANCE	% of BUDGET
GENERAL GOVERNMENT						
<u>Town Council</u>						
Salaries	04-100-411010-0000-41100	42,000.00	14,340.00		27,660.00	34.14%
FICA	04-100-411010-0000-42100	3,276.00	1,115.67		2,160.33	34.06%
Legal Fees	04-100-411010-0000-43150	50,000.00	24,118.11	28	25,881.89	48.24%
Election Expense	04-100-411010-0000-43170	-	-		-	0.00%
Maintenance contracts	04-100-411010-0000-43320	1,700.00	550.00		1,150.00	32.35%
Advertising	04-100-411010-0000-43600	30,000.00	4,255.05		25,744.95	14.18%
Professional Services	04-100-411010-0000-43152	10,000.00	1,000.00		9,000.00	10.00%
Records Management maint & upgrades	04-100-411010-0000-45811	5,000.00			5,000.00	0.00%
Site Plan Review	04-100-411010-0000-43141	3,000.00			3,000.00	0.00%
Insurance	04-100-411010-0000-45300	18,145.00	9,072.50	26	9,072.50	50.00%
Supplies	04-100-411010-0000-46001	19,000.00	9,186.23		9,813.77	48.35%
Travel & Training	04-100-411010-0000-45500	6,500.00	2,186.79		4,313.21	33.64%
Subscriptions/Memberships	04-100-411010-0000-45810	9,700.00	9,691.99	27	8.01	99.92%
Council Approved Items	04-100-411010-0000-45804	11,000.00	649.57		10,350.43	5.91%
Public Defender Fees	04-100-411010-0000-43153	3,000.00			3,000.00	0.00%
Bank Charges	04-100-411010-0000-45813	700.00	432.00		268.00	61.71%
SpecialProjects	04-100-411010-0000-43353	1,500.00	280.00		1,220.00	18.67%
Smithfield CHIP program	04-100-411010-0000-43354	6,000.00			6,000.00	0.00%
Update Town Charter & Code	04-100-411010-0000-43151	3,000.00	275.00		2,725.00	9.17%
Annual Christmas Parade	04-100-411010-0000-43351	350.00			350.00	0.00%
Total Town Council		223,871.00	77,152.91		146,718.09	34.46%
<u>Town Manager</u>						
Salaries	04-100-412010-0000-41100	337,468.00	109,218.83	24	228,249.17	32.36%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BUDGET	% of BUDGET
FICA	04-100-412010-0000-42100	26,998.00	7,761.35	24	19,236.65	28.75%
VSRS	04-100-412010-0000-42200	20,016.00	6,573.76		13,442.24	32.84%
Disability	04-100-412010-0000-42210	412.00	128.49		283.51	31.19%
Health & Other	04-100-412010-0000-42300	54,393.00	18,481.52	25	35,911.48	33.98%
Auto Expense	04-100-412010-0000-46009	500.00	-		500.00	0.00%
Storm Maintenance	04-100-412010-0000-43106	-	339.22		(339.22)	100.00%
Maintenance Contracts	04-100-412010-0000-43320	3,000.00	1,136.28		1,863.72	37.88%
Communications	04-100-412010-0000-45200	18,000.00	5,647.28		12,352.72	31.37%
Insurance	04-100-412010-0000-45300	2,394.00	1,124.54	26	1,269.46	46.97%
Supplies	04-100-412010-0000-46001	5,000.00	980.57		4,019.43	19.61%
Dues & Subscriptions	04-100-412010-0000-45810	4,000.00	1,217.00	27	2,783.00	30.43%
Computer & technology expenses	04-100-412010-0000-46005	12,000.00	2,608.33		9,391.67	21.74%
Travel & Training	04-100-412010-0000-45500	8,800.00	3,353.79		5,446.21	38.11%
Other	04-100-412010-0000-45804	100.00	-		100.00	0.00%
Total Town Manager		493,081.00	158,570.96		334,510.04	32.16%
<u>Treasurer</u>						
Salaries	04-100-412410-0000-41100	325,468.00	99,047.56	24	226,420.44	30.43%
FICA	04-100-412410-0000-42100	26,038.00	7,231.60	24	18,806.40	27.77%
VSRS	04-100-412410-0000-42200	20,801.00	6,753.14		14,047.86	32.47%
Disability	04-100-412410-0000-42210	166.00	41.22		124.78	24.83%
Health	04-100-412410-0000-42300	43,584.00	16,181.61	25	27,402.39	37.13%
Audit	04-100-412410-0000-43120	13,250.00	-		13,250.00	0.00%
Depreciation Software	04-100-412410-0000-43122	-	-		-	0.00%
Communications	04-100-412410-0000-45200	9,500.00	3,353.90		6,146.10	35.30%
Computer & technology expenses	04-100-412410-0000-46005	5,000.00	24.99		4,975.01	0.50%
Data Processing	04-100-412410-0000-44100	20,000.00	5,903.69		14,096.31	29.52%
Service contracts-includes MUNIS	04-100-412410-0000-43320	60,000.00	13,312.62		46,687.38	22.19%
Insurance	04-100-412410-0000-45300	2,403.00	1,128.78	26	1,274.22	46.97%
Supplies	04-100-412410-0000-46001	9,000.00	2,258.46		6,741.54	25.09%
Dues & Subscriptions	04-100-412410-0000-45810	1,900.00	59.85		1,840.15	3.15%
Credit Card Processing	04-100-412410-0000-46002	600.00	13.80		586.20	2.30%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,404.00	3,180.60		223.40	93.44%
Travel & Training	04-100-412410-0000-45500	1,000.00	50.00		950.00	5.00%
Other	04-100-412410-0000-45804	100.00	-		100.00	0.00%
Total Treasurer		542,214.00	158,541.82		383,672.18	29.24%
<u>PUBLIC SAFETY</u>						
<u>Police Department</u>						
Salaries	04-100-431100-0000-41100	1,474,676.00	444,372.44	24	1,030,303.56	30.13%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BUDGET	% of BUDGET
FICA	04-100-431100-0000-42100	117,975.00	32,550.66	24	85,424.34	27.59%
VSRS	04-100-431100-0000-42200	80,036.00	24,604.76		55,431.24	30.74%
Disability	04-100-431100-0000-42210	184.00	45.81		138.19	24.90%
Health Insurance	04-100-431100-0000-42300	222,333.00	60,509.96	25	161,823.04	27.22%
Pre-Employment Test	04-100-431100-0000-42435	3,500.00	1,017.00		2,483.00	29.06%
Uniforms	04-100-431100-0000-46011	22,000.00	10,717.51	29	11,282.49	48.72%
Service Contracts	04-100-431100-0000-43320	40,000.00	23,043.11	30	16,956.89	57.61%
Communications	04-100-431100-0000-45200	50,000.00	17,370.47		32,629.53	34.74%
Computer & Technology Expenses	04-100-431100-0000-46005	13,000.00	465.44		12,534.56	3.58%
Insurance	04-100-431100-0000-45300	53,651.00	25,201.74	26	28,449.26	46.97%
Ins. - LODA	04-100-431100-0000-42410	12,903.00	12,703.86	31	199.14	98.46%
Materials & Supplies	04-100-431100-0000-46001	25,000.00	4,941.10		20,058.90	19.76%
Dues & Subscriptions	04-100-431100-0000-45810	7,000.00	3,643.86	27	3,356.14	52.06%
Equipment	04-100-431100-0000-46006	15,000.00	9,001.58		5,998.42	60.01%
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00	55.00		1,945.00	2.75%
Vehicle Maintenance	04-100-431100-0000-46009	40,000.00	5,379.03		34,620.97	13.45%
Gas	04-100-431100-0000-46008	41,500.00	14,365.69		27,134.31	34.62%
Tires	04-100-431100-0000-46016	5,000.00	597.16		4,402.84	11.94%
Travel & Training	04-100-431100-0000-45500	30,000.00	11,987.09	32	18,012.91	39.96%
Special Events	04-100-431100-0000-43352	1,000.00	182.85		817.15	18.29%
Investigation expenses	04-100-431100-0000-44641	3,000.00	239.83		2,760.17	7.99%
Other	04-100-431100-0000-45804	500.00	555.00		(55.00)	111.00%
Total Police Department		2,260,258.00	703,550.95		1,556,707.05	31.13%
<u>Fire Department</u>						
Fuel Fund & Travel	04-100-432300-0000-46008	13,000.00	-		13,000.00	0.00%
State Pass Thru	04-100-432100-0000-45623	26,250.00	-		26,250.00	0.00%
Total Fire Department		39,250.00	-		39,250.00	0.00%
<u>Contributions-Public Safety</u>						
E911 Dispatch Center	04-100-432300-0000-45614	137,643.00	2,301.87		135,341.13	1.67%
Total Contributions-Public Safety		137,643.00	2,301.87		135,341.13	1.67%
<u>PARKS, RECREATION & CULTURAL</u>						
<u>Parks & Recreation</u>						
Salaries	04-100-471100-0000-41100	149,630.00	46,460.76	24	103,169.24	31.05%
FICA	04-100-471100-0000-42100	11,970.00	3,475.14	24	8,494.86	29.03%
VSRS	04-100-471100-0000-42200	9,435.00	2,555.12		6,879.88	27.08%
Disability	04-100-471100-0000-42210	-	26.30		(26.30)	0.00%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BUDGET	% of BUDGET
Health	04-100-471100-0000-42300	28,041.00	6,517.31	25	21,523.69	23.24%
Uniforms	04-100-471100-0000-46011	2,000.00	683.98		1,316.02	34.20%
Communicaitons	04-100-471100-0000-45200	2,000.00	-		2,000.00	0.00%
insurance	04-100-471100-0000-45300	2,838.00	1,333.12	26	1,504.88	46.97%
Advertising	04-100-471100-0000-43600	20,500.00	12,388.00	33	8,112.00	60.43%
Dues & Subscriptions	04-100-471100-0000-45810	2,000.00	376.00		1,624.00	18.80%
Supplies	04-100-471100-0000-46001	2,000.00	-		2,000.00	0.00%
Computer & Technology	04-100-471100-0000-46005	1,000.00	278.73		721.27	27.87%
Travel & Training	04-100-471100-0000-45500	3,000.00	863.03		2,136.97	28.77%
Other	04-100-471100-0000-45804	500.00	180.00		320.00	36.00%
Total Parks & Recreation		234,914.00	75,137.49		159,776.51	31.99%
<u>Smithfield Center</u>						
Salaries	04-100-412100-0000-41100	152,938.00	44,831.36	24	108,106.64	29.31%
FICA	04-100-412100-0000-42100	12,235.00	3,381.24	24	8,853.76	27.64%
VSRS	04-100-412100-0000-42200	7,126.00	2,806.35		4,319.65	39.38%
Disability	04-100-412100-0000-42210	140.00	34.77		105.23	24.84%
Health	04-100-412100-0000-42300	20,717.00	7,600.36	25	13,116.64	36.69%
Contracted Services	04-100-412100-0000-43320	18,000.00	6,203.68		11,796.32	34.46%
Retail Sales & Use Tax	04-100-412100-0000-43100	800.00	253.93		546.07	31.74%
Utilities	04-100-412100-0000-45100	25,000.00	5,688.66		19,311.34	22.75%
Communications	04-100-412100-0000-45200	20,000.00	8,441.54		11,558.46	42.21%
Computer & technology expenses	04-100-412100-0000-46005	3,000.00	1,390.44	34	1,609.56	46.35%
Insurance	04-100-412100-0000-45300	2,838.00	1,333.12	26	1,504.88	46.97%
Kitchen Supplies	04-100-412100-0000-44000	3,000.00	870.90		2,129.10	29.03%
Office Supplies/Other Supplies	04-100-412100-0000-46001	4,500.00	280.07		4,219.93	6.22%
Food Service & Beverage Supplies	04-100-412100-0000-44001	6,000.00	1,770.03		4,229.97	29.50%
AV Supplies	04-100-412100-0000-44002	2,000.00	550.00		1,450.00	27.50%
Repairs & Maintenance	04-100-412100-0000-46007	40,000.00	17,262.28		22,737.72	43.16%
Landscaping	04-100-412100-0000-43400	12,000.00	3,255.00		8,745.00	27.13%
Refund event deposits	04-100-412100-0000-45899	7,000.00	-		7,000.00	0.00%
Credit card processing expense	04-100-412100-0000-46002	5,000.00	1,593.65		3,406.35	31.87%
Total Smithfield Center		342,294.00	107,547.38		234,746.62	31.42%
<u>Contributions-Parks, Recreation and Cultural</u>						
Windsor Castle Restoration	04-100-471200-0000-45653	1,000,000.00	500,000.00	35	500,000.00	50.00%
Farmers Market	04-100-432301-0000-45617	3,000.00	-		3,000.00	0.00%
Hampton Roads Planning District Commission	04-100-432302-0000-45621	10,000.00	5,009.50	36	4,990.50	50.10%
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	4,500.00	37	4,500.00	50.00%
Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	7,500.00	-		7,500.00	0.00%
Friends of the Library	04-100-473100-0000-45605	5,230.00	5,230.00	38	-	100.00%
Total Contributions-Park, Recreation and Cultural		1,034,730.00	514,739.50		519,990.50	49.75%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BUDGET	% of BUDGET
<u>Windsor Castle Park</u>						
Salaries	04-100-471210-0000-41100	30,085.00	9,844.65	24	20,240.35	32.72%
FICA	04-100-471210-0000-42100	2,407.00	741.12	24	1,665.88	30.79%
VSRS	04-100-471210-0000-42200	1,090.00	429.81		660.19	39.43%
Disability	04-100-471210-0000-42210	-	-		-	0.00%
Health	04-100-471210-0000-42300	2,676.00	994.01	25	1,681.99	37.15%
Contracted Services	04-100-471210-0000-43300	7,000.00	2,270.00		4,730.00	32.43%
Insurance	04-100-471210-0000-45300	9,214.00	4,328.14	26	4,885.86	46.97%
Grass Cutting	04-100-471210-0000-43105	31,000.00	13,029.44		17,970.56	42.03%
Utilities	04-100-471210-0000-45100	6,000.00	30.87		5,969.13	0.51%
Repairs & Maintenance	04-100-471210-0000-46007	40,000.00	18,412.90	39	21,587.10	46.03%
Total Windsor Castle Park		129,472.00	50,080.94		79,391.06	38.68%
<u>Luter Sports Complex</u>						
Contracted Services	04-100-471300-0000-43300	6,500.00	365.00		6,135.00	5.62%
Communications	04-100-471300-0000-45200	-	620.08		(620.08)	100.00%
Utilities	04-100-471300-0000-45100	5,000.00	2,170.37		2,829.63	43.41%
Insurance	04-100-471300-0000-45300	8,000.00	-		8,000.00	0.00%
Repairs & Maintenance	04-100-471300-0000-46007	40,000.00	18,511.61		21,488.39	46.28%
Total Luter Sports Complex		59,500.00	21,667.06		37,832.94	36.42%
<u>Museum</u>						
Salaries	04-100-472200-0000-41100	137,165.00	40,202.50	24	96,962.50	29.31%
FICA	04-100-472200-0000-42100	10,974.00	3,067.70	24	7,906.30	27.95%
VSRS	04-100-472200-0000-42200	6,994.00	2,326.20		4,667.80	33.26%
Health	04-100-472200-0000-42300	9,972.00	2,301.88	25	7,670.12	23.08%
Operating expenses						
Contracted services	04-100-472200-0000-43300	3,400.00	366.15		3,033.85	10.77%
Communications	04-100-472200-0000-45200	725.00	272.63		452.37	37.60%
Computer and Technology	04-100-472200-0000-46005	540.00	116.59		423.41	21.59%
Insurance	04-100-472200-0000-45300	2,018.00	947.92	26	1,070.08	46.97%
Supplies	04-100-472200-0000-46001	6,360.00	2,016.67		4,343.33	31.71%
Advertisinig	04-100-472200-0000-43600	500.00	-		500.00	0.00%
Travel/Training	04-100-472200-0000-45500	200.00	-		200.00	0.00%
Dues & Subscriptions	04-100-472200-0000-45810	800.00	54.00		746.00	6.75%
Gift Shop-to be funded by gift shop proceeds						
Gift Shop expenses	04-100-472200-0000-46014	6,000.00	2,066.06		3,933.94	34.43%
Sales & Use Tax	04-100-472200-0000-43100	775.00	110.85		664.15	14.30%
Credit card processing fees	04-100-472200-0000-46002	800.00	239.71		560.29	29.96%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BUDGET	% of BUDGET
Total Museum		187,223.00	54,088.86		133,134.14	28.89%
<u>Other Parks & Recreation</u>						
Jersey Park Playground	04-100-471313-0000-43345	750.00	-		750.00	0.00%
Pinewood Playground	04-100-471314-0000-43346	500.00	-		500.00	0.00%
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100	2,000.00	356.18		1,643.82	17.81%
Waterworks Dam	04-100-471350-0000-46007	10,000.00	-		10,000.00	0.00%
Waterworks Lake (park area)	04-100-471360-0000-46007	250.00	-		250.00	0.00%
Haydens Lane Maintenance	04-100-471315-0000-43348	1,000.00	-		1,000.00	0.00%
Veterans War Memorial	04-100-471316-0000-43349	2,500.00	648.36		1,851.64	25.93%
Fireworks	04-100-471390-0000-43344	2,000.00	-		2,000.00	0.00%
Total Parks & Recreation		19,000.00	1,004.54		17,995.46	5.29%

COMMUNITY DEVELOPMENT

Pinewood Heights Phase 2 MY2

Permanent Relocation

Renter Occupied Households		-	579.00	40	(579.00)	0.00%
Total Pinewood Heights Phase 2 MY2		-	579.00		(579.00)	0.00%

Pinewood Heights-Phase III

Non-CDBG Contributed Operating Expenses

Administration

Precontract Administration	04-100-432315-0000-42730	-	-		-	#DIV/0!
Management Assistance	04-100-432315-0000-42770	40,000.00	4,687.50		35,312.50	11.72%
Monitoring/Closeout	04-100-432315-0000-42760	5,000.00	-		5,000.00	0.00%

Permanent Relocation

Owner Occupied Households					-	0.00%
Renter Occupied Households	04-100-432315-0000-42725	73,433.00	549.00		72,884.00	0.75%
Moving Costs	04-100-432315-0000-42701	34,000.00	1,900.00		32,100.00	5.59%
Relocation Specialist	04-100-432315-0000-42740	25,500.00	320.75		25,179.25	1.26%

Acquisition

Owner Acquisition	04-100-432315-0000-42705	6,405.00	-		6,405.00	0.00%
Renter Acquisition	04-100-432315-0000-42710	244,520.00	71,111.00		173,409.00	29.08%
Vacant Lot Acquisition					-	0.00%
Appraisal/Legal	04-100-432315-0000-42703 & 42704	20,202.00	700.00		19,502.00	3.47%

Acquisition Specialist

	04-100-432315-0000-42750	30,400.00	932.19		29,467.81	3.07%
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**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BUDGET	% of BUDGET
<u>Clearance & Demolition</u>	04-100-432315-0000-42775	58,000.00	2,000.00		56,000.00	3.45%
Subtotal Non CDBG		537,460.00	82,200.44		455,259.56	15.29%
CDBG Contributed Operating Expenses						
<u>Permanent Relocation</u>						
Owner Occupied Households	04-100-432315-0000-42790	411,211.00	-		411,211.00	0.00%
Renter Occupied Households	04-100-432315-0000-42795	234,664.00	-		234,664.00	0.00%
Relocation Specialist	04-100-432315-0000-42796	17,000.00	9,000.00		8,000.00	52.94%
<u>Acquisition</u>						
Owner Occupied	04-100-432315-0000-42780	337,125.00	-		337,125.00	0.00%
Renter Occupied					-	0.00%
<u>Clearance & Demolition</u>						
Subtotal CDBG		1,000,000.00	9,000.00		991,000.00	0.90%
Total Pinewood Heights Phase III		1,537,460.00	91,200.44		1,446,259.56	5.93%
<u>Pinewood Heights Phase IV</u>						
<u>Non CDBG Contributed Operating Expenses</u>						
<u>Administration</u>						
Precontract Administration	04-100-432315-0000-42730	10,000.00	-		10,000.00	0.00%
Total Pinewood Heights Phase IV		10,000.00	-		10,000.00	0.00%
Total Pinewood Heights-All Phases		1,547,460.00	91,779.44		1,455,680.56	5.93%
<u>Contributions-Community Development</u>						
Old Courthouse Contribution	04-100-472500-0000-45613	4,400.00	-		4,400.00	0.00%
Chamber of Commerce	04-100-432302-0000-45609	6,000.00	-		6,000.00	0.00%
Christian Outreach	04-100-432302-0000-45620	12,650.00	-		12,650.00	0.00%
Genieve Shelter	04-100-432302-0000-45606	7,920.00	-		7,920.00	0.00%
TRIAD	04-100-432302-0000-45611	3,120.00	-		3,120.00	0.00%
Tourism Bureau	04-100-432302-0000-45607	255,499.00	-		255,499.00	0.00%
Western Tidewater Free Clinic	04-100-432302-0000-45632	40,700.00	40,700.00	41	-	100.00%
YMCA Projects	04-100-432302-0000-45603	50,000.00	-		50,000.00	0.00%
Total Contributions-Community Development		380,289.00	40,700.00		339,589.00	10.70%

PUBLIC WORKS

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BUDGET	% of BUDGET
Planning, Engineering & Public Works						
Salaries	04-100-441300-0000-41100	268,003.00	53,912.11	24	214,090.89	20.12%
FICA	04-100-441300-0000-42100	21,440.00	4,015.76	24	17,424.24	18.73%
VSRS	04-100-441300-0000-42200	16,197.00	3,155.18		13,041.82	19.48%
Disability	04-100-441300-0000-42210	2,000.00	465.60		1,534.40	23.28%
Health	04-100-441300-0000-42300	45,094.00	7,030.88	25	38,063.12	15.59%
Uniforms	04-100-441300-0000-46011	2,500.00	-		2,500.00	0.00%
Storm Maintenance	04-100-441300-0000-43106	0.00	512.81		(512.81)	100.00%
Contractual	04-100-441300-0000-43320	8,125.00	581.45		7,543.55	7.16%
GIS	04-100-441300-0000-43001	500.00	-		500.00	0.00%
Recycling	04-100-441300-0000-43340	133,300.00	33,029.90		100,270.10	24.78%
Trash Collection	04-100-441300-0000-43330	220,000.00	53,909.72		166,090.28	24.50%
Street Lights	04-100-441300-0000-45101	2,500.00	276.29		2,223.71	11.05%
Communications	04-100-441300-0000-45200	12,000.00	3,676.26		8,323.74	30.64%
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	6,000.00	197.48		5,802.52	3.29%
Insurance	04-100-441300-0000-45300	9,281.00	4,359.60	26	4,921.40	46.97%
Materials & Supplies	04-100-441300-0000-46001	6,000.00	526.57		5,473.43	8.78%
Accreditation	04-100-441300-0000-45521	1,250.00	666.13		583.87	53.29%
Repairs & Maintenance	04-100-441300-0000-46007	9,000.00	1,961.94		7,038.06	21.80%
Gas	04-100-441300-0000-46008	6,500.00	1,216.18		5,283.82	18.71%
Travel & Training	04-100-441300-0000-45500	6,000.00	1,566.79		4,433.21	26.11%
Litter Control Grant	04-100-441300-0000-46012	3,354.00	-		3,354.00	0.00%
Dues & Subscriptions	04-100-441300-0000-45810	2,700.00	316.00		2,384.00	11.70%
Other	04-100-441300-0000-45804	2,000.00	385.00		1,615.00	19.25%
Total Public Works		783,744.00	171,761.65		611,982.35	21.92%

PUBLIC BUILDINGS

Public Buildings

Salaries	04-100-443200-0000-41100	30,794.00	8,801.57	24	21,992.43	28.58%
FICA	04-100-443200-0000-42100	2,464.00	678.49	24	1,785.51	27.54%
Contractual	04-100-443200-0000-43300	23,500.00	9,749.35	42	13,750.65	41.49%
Communications	04-100-443200-0000-45200	3,000.00	454.61		2,545.39	15.15%
Utilities	04-100-443200-0000-45100	46,000.00	12,208.24		33,791.76	26.54%
Insurance	04-100-443200-0000-45300	10,674.00	5,013.94	26	5,660.06	46.97%
Materials & Supplies	04-100-443200-0000-46001	6,000.00	5.83		5,994.17	0.10%
Repairs & Maintenance	04-100-443200-0000-46007	36,000.00	13,052.05		22,947.95	36.26%
Other	04-100-443200-0000-45804	500.00	41.67		458.33	8.33%
Total Public Buildings		158,932.00	50,005.75		108,926.25	31.46%

OTHER FINANCING USES

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BUDGET	% of BUDGET
Transfers to Operating Reserves	N/A	11,828.00			11,828.00	0.00%
Transfers to Restricted Reserves-Pinewood	N/A	-	38,328.61		(38,328.61)	0.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)	N/A	-			-	0.00%
Total Transfers To Reserves		11,828.00	38,328.61		(26,500.61)	324.05%
<u>NON DEPARTMENTAL</u>						
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	31,553.00			31,553.00	0.00%
Total Tax Relief for the Elderly/Veterans		31,553.00	-		31,553.00	0.00%
DEBT SERVICE						
Debt Service						
Principal Retirement						
Public Building Acquisition-TM/PD	04-100-495500-0000-49501	489,553.00	-		489,553.00	0.00%
Police Evidence Building	04-100-495500-0000-49509	53,609.00	17,686.15		35,922.85	32.99%
New Debt-Multiple projects	04-100-495500-0000-49512	273,075.00	67,592.92		205,482.08	24.75%
Line of Credit		-			-	0.00%
Public Safety Radio System	04-100-495500-0000-49518	48,225.00	48,225.00	43	-	100.00%
3 year Phase in Fire Alarm System	04-100-495500-0000-49516	9,150.00	9,150.00	44	-	100.00%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49514	6,873.00	2,826.07		4,046.93	41.12%
Interest and fiscal charges						
Public Building Acquisition-TM/PD	04-100-495500-0000-49502	14,017.00	-		14,017.00	0.00%
Police Evidence Building	04-100-495500-0000-49510	7,635.00	2,766.37		4,868.63	36.23%
New Debt-Multiple projects	04-100-495500-0000-49513	82,290.00	21,422.99		60,867.01	26.03%
Line of Credit		-			-	0.00%
Public Safety Radio System	04-100-495500-0000-49519	1,775.00	1,775.00	43	-	100.00%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49515	660.00	312.23		347.77	47.31%
Total Debt Service		986,862.00	171,756.73		815,105.27	17.40%
Total General Fund Expenses		9,604,118.00	2,488,716.46		7,115,401.54	25.91%
Net Reserve (+/-)		1,861,720.00	162,975.51		1,698,744.49	8.75%

GENERAL FUND CAPITAL

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	10/31/18	Notes	BUDGET	BUDGET
Net Operating Reserves (Deficit)		-	1,861,720.00	162,975.51		1,698,744.49	0.09
CAPITAL OUTLAY							
GENERAL GOVERNMENT							
TOWN MANAGER							
DOCSTAR Conversion	4-100-412010-0000-48100		7,000.00	-		7,000.00	0%
TREASURER							
MUNIS Conversion	4-100-412410-0000-48100	52,108.00	50,000.00	20,506.09	45	29,493.91	41%
PUBLIC SAFETY							
Police Vehicles	4-100-431100-0000-48100		92,420.00			92,420.00	0%
Body Cams	4-100-431100-0000-48100		9,871.00			9,871.00	0%
Radio Project	4-100-431100-0000-48100		241,129.00			241,129.00	0%
Grant Project-tactical gear	4-100-431100-0000-48100		-	8,460.00	46	(8,460.00)	100%
Grant Project-Robotics	4-100-431100-0000-48100		-	17,674.00	47	(17,674.00)	100%
Grant Project-Panasonic Toughbooks - 5	4-100-431100-0000-48100		-	8,996.25	48	(8,996.25)	100%
PARKS, RECREATION, AND CULTURAL							
Clontz Park							
Boat Ramp	4-100-471311-0000-48100		603,000.00	24,082.50	49	578,917.50	4%
Smithfield Center							
Bathroom renovations	4-100-412100-0000-48100		20,000.00	19,829.33	50	170.67	99%
Luter Sports Complex	4-100-471300-0000-48100	375,365.00		22,064.58	51	(22,064.58)	6%
COMMUNITY DEVELOPMENT							
Phase III							
CDBG Acquisition							
Non-CDBG Acquisition	04-100-432315-0000-48100	171,000.00		12,000.00	52	(12,000.00)	7%
Phase IV							
CDBG Acquisition							
Non-CDBG Acquisition							
PUBLIC WORKS							
Waterworks Dam	4-100-471350-0000-48100	58,928.00	45,000.00	20,456.85	53	24,543.15	45%
Urban fund projects (town match)	4-100-441300-0000-48100						
Right turn lane-Joseph W Luter Jr Sports Complex			14,936.00	9.00	54	14,927.00	0%
Benns Church/Route 258/Route 10 Bypass intersection			-	169.12	54	(169.12)	0%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	10/31/18	Notes	BUDGET	BUDGET
Smithfield to Nike Trail Park-Segment 3-Alt Analysis			-			-	0%
Urban fund projects (federal-aid)							
Right turn lane-Joseph W Luter Jr Sports Complex	4-100-441300-0000-48100	809,726.00	731,864.00	441.00	54	731,423.00	0%
Benns Church/Route 258/Route 10 Bypass intersection		145,281.00	-	8,286.79	54	(8,286.79)	0%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis		13,523.00	-			-	0%
Main Street paving	4-100-441300-0000-48100		40,000.00			40,000.00	0%
PUBLIC BUILDINGS							
AC/Heater Replacement (Town Hall)-	4-100-443200-0000-48100		6,500.00			6,500.00	0%
3 Ton Split System (Schoolhouse Museum)-	4-100-443200-0000-48100			6,346.00	55		
NET CAPITAL OUTLAY		1,625,931.00	1,861,720.00	162,975.51		1,698,744.49	9%
Net Reserves (Deficit) after capital outlay			-	(0.00)		-	

Notes: October 2018

GENERAL FUND

Revenues:

1	<u>Current/Delinquent RE</u>	2018 RE tax bills were mailed at the end of October. Collections through November 14 total \$137,635. The negative balance reflected for delinquent RE resulted from prior year credit balances from abatements that were applied to 2018 RE billings.
2	<u>Current/Delinquent PP</u>	2018 PP tax bills were mailed at the beginning of November. Collections through November 14 total \$19,597.92 but mail is steadily coming in.
3	<u>Bank franchise tax</u>	Bank franchise taxes are paid in the spring and will reflect as \$0 through the majority of the fiscal year.
4	<u>Cigarette Tax</u>	Sold 180,000 cigarette tax stamps through October 2018 which is the exact same amount sold through October 2017.
5	<u>Transient Occupancy</u>	Transient occupancy is paid quarterly. The collections received in July were for quarter ended June 30, 2018 and were therefore accrued for FY2018. Revenues collected for quarter ended October 31, 2018 are \$5,496 greater than prior year.
6	<u>Meals Tax</u>	Meals taxes are paid either monthly or quarterly depending upon the business. All collections received in July however represent the period ended June 30, 2018 and were accrued for FY2018. Meals tax revenues recorded through October 2018 are \$4,865 greater than FY2018.
7	<u>Sales Tax</u>	Sales tax from IOW County runs 2 months behind since it is received from the state. Sales tax for October represents collections for July through August 2018 and is \$6,168 higher than the same period last year.
8	<u>Consumption/Utility Tax</u>	Consumption and utility tax collections generally lag one month (sometimes two) from the statement date. October statements reflect utility tax and consumption tax collected for Jul-Sep. Utility tax is \$1651 higher than prior year and consumption tax is \$148 higher.
9	<u>Business licenses</u>	Business licenses are due on April 15; however, licenses for delinquent accounts or new businesses are collected throughout the fiscal year. As of October 31, we have collected \$15,255 in BL taxes of which \$4415 represents taxes for 2015 through 2017 and the remaining \$10,840 represents 2018.
10	<u>Vehicle License Tax</u>	VL taxes are billed with personal property and are collected at the same time. Collections to date represent delinquent billings and supplemental billings prior to FY2019.
11	<u>Permits & other licenses</u>	Permits and other licenses are made up of sign permits (\$125), zoning permits (\$2400), yard sale permits (\$260), E&S Fees (\$300), demolition permits (\$150), ROW permits (\$350), and golf cart permits (\$20).
12	<u>Inspection Fees</u>	Inspection fees are as follows: KT Homes-\$300-204 Lochview-21E-01-118 Lot 118 HH Hunt-\$300-100 Gullane-Lot 412 Cypress Creek
13	<u>Fines and Costs</u>	Fines and costs from IOW County are also on a 2 month lag. Collections for Oct represent Jul-Aug collections and are \$3027 less than prior year.
14	<u>Rentals</u>	Rentals represent payments from town owned properties. Includes SVAE (\$2250/month), When Pigs Fly (\$775/month), and Charter Communications (\$807.70/month).
15	<u>Smithfield Center Rentals</u>	Rents of \$64,441 through October are \$7,544 less than the same period last year.
16	<u>Kayak Rentals</u>	Since this line item is seasonal, the summer months are very strong for rentals. Revenues cease by the first

of October and pick up again in the spring of 2019. Collections for July through Sep are \$2,194 higher than FY2018.

- 17 **Reserves-Prior year loan reserves** Of the total \$5M loan that was converted to a note payable in FY2018, \$1,539,553 was reserved for debt service and capital contributions in FY2019. Through October, \$500,000 was contributed to the Windsor Castle Park Foundation as a portion of the Town's \$2M commitment to the project and \$20,506.09 was applied to the MUNIS Conversion in the Treasurer's office.
- 18 **Reserves-operation reserves** Used \$883,413 from reserves to cover expenses through October 2018. This is largely due to the fact that most revenues received in July & August were accrued in June 2018; however, payroll, benefits, and other operating costs still had to be reflected for the current fiscal year. We have also paid \$124,210 more in debt than through Oct 2017. Last year we utilized \$627,974 of reserves through October, so we are running 41% higher. Some of the variance is also attributable to timing of the capital projects; ie, more expenditures in the first part of FY2019 as compared to FY2018 (approximately \$98,655 not covered by loan funds).
- 19 **Law Enforcement** State grant 599 Funds to offset cost of police salaries. Received 1st quarter in September 2018.
- 20 **Communications Tax** This tax received from the state has a 2 month lag. Revenues shown on the October statement represent revenues for Jul through Aug 2018. To date we have received \$2,057 less from the state than the same period last year.
- 21 **PPTRA State Revenue** Personal property tax relief in the amount of \$240,794 is paid annually in August. This is a lump sum distribution that is applied against the Town's total personal property tax billing to determine the amount that must be recovered from taxpayers.
- 22 **Fire Programs** Fire Funds are a pass through from the state. Reimbursement approval for the fire department was included on the October finance committee agenda and approved at the November Town Council meeting.
- 23 **Police Grants** The Police Department was approved for a DCJS grant for equipment totaling \$43,900. The first draw request of \$8460 was received in August. Purchases were complete by the end of September, and a final draw request was made in October. The final payment of \$32,769.31 was posted in November. Grant expenses came in slightly under total allowed.

Expenses:

All Departments

- 24 **Salaries** Payroll accruals for June 2018 were reversed against salaries and payroll taxes in July 2018.
- 25 **Health/Dental Insurance** Health insurance premiums are reflected through October (33%). Dental premiums are posted for Jul through Nov (42%).
- 26 **Insurance** 2 quarterly payments (50%) have been made to VML for property casualty/workers' compensation insurance.
- 27 **Dues and Subscriptions** The majority of dues and subscriptions for each department are paid in the first 3 months of the fiscal year, so percentages may run high against budget as of the first few months.

Town Council

- 28 **Legal Fees** Includes \$1482.50 from Pender & Coward for tax credit syndication for WCP, \$11,920.60 from Kaufman & Canoles for winery lease, and reimbursement of \$4,148.50 for boundary line adjustment at the Scott Farm.

Police

- 29 **Uniforms** Includes:
Galls-\$1271.92-duty boots, performance polos, glove pouches, handcuff cases, etc
American Uniform Sales-\$2578.67-bulk order of shirts, trousers, shoulder patches, armor skins, hemming
American Uniform Sales-\$4295.48-bulk order of shirts, trousers, shoulder patches, and hemming.
American Uniform Sales-\$1226.95-bulk order of shirts, trousers, shoulder patches, and hemming.
- 30 **Service contracts** Includes \$12,307.23 to Superior for annual OSSSI licenses and support.

31	<u>Insurance-LODA</u>	This reflects an annual payment for Line of Duty Act benefits for our certified officers. It is billed through the Virginia Retirement System. The invoice for FY2019 was based on 18 officers at \$705.77 each.
32	<u>Travel & training</u>	Includes HRJCTA-Hampton Roads Criminal Justice Training Academy-\$7014.00-Pro-rata for FY2019-7/1/18-6/30/19
<u>Parks Recreation & Cultural</u>		
33	<u>Advertising</u>	Wedding Wire-\$4820-Feature for 7/2/18 through 7/2/19 Mar-Bert & Associates-Hampton Roads Wedding Guide-\$2260-1/3 page ads-SC & WCP Vistagraphics-Coastal Virginia Bride Magazine-\$793 Grafik Trenz-\$250-12x18" Poly No Parkings Signs (50) Lois Tokarz-\$60-VOW ad for Windsor Castle Park Pilot Media-\$1503-Advertisement VOW Magazine-7/27/18-Smithfield Center Pilot Media-\$1503-Advertisement VOW Magazine-7/27/18-Windsor Castle Leisure Media-\$500-1/6 page full color ad-travel guide Virginia Bride Magazine-\$599-full page ad-spring 2019 Smithfield Volunteer Fire Department-\$100-2019 calendar
<u>Smithfield Center</u>		
34	<u>Computer & technology expenses</u>	EMS Software-\$1390.44-annual service agreement renewal (really should be included with contracted services instead of computer & technology)-contract period 8/1/18-7/31/19
<u>Contributions-Parks, Recreation and Cultural</u>		
35	<u>Windsor Castle Restoration</u>	\$500,000 contributed for Windsor Castle Manor House and outbuildings as part of \$2M commitment.
36	<u>Hampton Roads Planning District Commission</u>	2 quarterly payments of \$2504.75 each. This line item will be \$19 over budget.
37	<u>Isle of Wight Arts League</u>	Town has paid its portion of the matching state grant. A request has been submitted for the state's matching portion.
38	<u>Friends of the Library</u>	Paid 100% of budgeted contribution for the year-
<u>Windsor Castle Park</u>		
39	<u>Repairs & Maintenance</u>	Includes Bryant's Excavation-\$10000-clean up overgrown section of Windsor Castle Park Powerhouse Equipment-\$1050-blower for the park
<u>Community Development</u>		
40	<u>Pinewood Heights Phase II</u>	Includes \$179 monthly rental of pod for market rate renter whose location has still not been finalized after several years, and \$400 to Canada Land Surveying for work on this relocation (111 Carver-H Robinson)
<u>Contributions-Community Development</u>		
41	<u>Western Tidewater Free Clinic</u>	Paid 100% of annual budgeted amount-\$40,700
<u>Public Buildings</u>		
42	<u>Contractual</u>	Windsor Fire Extinguisher-\$1950-yearly inspection visit for 2018 for Public Works and PD. Fonality Inc-\$3705 for annual renewal software and support agreements for 2 servers (41-80 users) Bay Disposal-\$1293.71-96 gal additional toter at PD and 8 yd trash service at 293 Cary (PW). Terminix-\$162-annual plan fee-911 S Church Street Terminix-\$1350-pest control services public buildings town wide

Debt Service

- 43 Public Radio System Paid principal and interest totaling \$50,000 to IOW County for FY2019. This is 100% of the budgeted repayment for the 1st of 5 years.
- 44 Siemens Industry Inc Paid 100% of 2019 scheduled budget for interest free loan over 3 years.

CAPITAL OUTLAY

TREASURER

- 45 Munis Conversion Tyler Technologies-\$20506.09-progress billing on contract implementation

PUBLIC SAFETY

- 46 Grant Project-Tactical vests Victor Forward, LLC-\$8460-multi-mission assault carriers (9), cummberrbund inserts (9), and armor plates (18)
- 47 Grant Project-Robotics Recon Robotics-\$17,674-Throwbot 2 base kit, accessory pack, searchstick pole, camouflage bag
- 48 Grant Project-Panasonic Toughbooks ARC-\$8996.25-5 public sector panasonic toughbooks-paid through DCJS grant

PARKS, RECREATION AND CULTURAL

- 49 Clontz Park Boat Ramp R & J Investment LLC-\$20,000-nutrient offset credits
Kimley-Horn and Associates-\$4082.50-professional services through September 2018
- 50 Smithfield Center Bathroom Renovations Tidewater Stalls & Specialties LLC-\$12,859.33-10 toilet stalls, 1 wall hung urinal screen
Windsor Woodworking-\$6970.00-countertops, sinks, brackets, etc.-bathrooms
- 51 Ball Fields VDOT-\$100-Land use permit application for work to be performed on VDOT right of way.
Dominion Energy-\$2974.93-install new 200 amp underground service
Hercules Fence-\$6690-modify black chain link fencing at dugouts-add gates
Alpha Corporation-\$7059.40-on call PM services through 9/28/18
The Blair Brothers-5160-labor, materials, and equipment to clean up stone edge at Rt 258 to receive asphalt, install asphalt
Isle of Wight County-\$80.25-demo permit-Womble house

COMMUNITY DEVELOPMENT

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

PUBLIC WORKS

- 53 Waterworks Dam Draper Aden-\$20,456.85-Inundation Study-Hazard Classification-professional services through 9/30/18
- 54 VDOT Urban Fund Projects Progress payments for the Right Turn Lane at the Public Sports Complex and the Bennis Church/258/10 intersection. Only the Right Turn Lane project was budgeted for FY2019. The other 2 projects were expected to be completed in FY2018.

PUBLIC BUILDINGS

- 55 3 Ton Split System Atlantic Constructors-\$6346-install 3 ton split system in the Schoolhouse Museum.

**Town of Smithfield
Sewer Fund Budget**

	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BALANCE	% of BUDGET
Revenue						
Operating Revenues						
Sewer Charges	03-004-342070-0000-31101	688,000.00	132,348.34	1	555,651.66	19.24%
Sewer Compliance Fee	03-004-342070-0000-31608	393,031.00	75,643.75	1	317,387.25	19.25%
Miscellaneous Revenue	03-004-342070-0000-31105	1,000.00	-		1,000.00	0.00%
Connection fees	03-004-342070-0000-31104	31,600.00	22,790.00	2	8,810.00	72.12%
Total Operating Revenue		1,113,631.00	230,782.09		882,848.91	20.72%

**Town of Smithfield
Sewer Fund Budget**

Description		2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BALANCE	% of BUDGET
Expenses						
Operating Expenses						
Salaries	04-004-442070-0000-41100	269,770.00	73,597.77	3	196,172.23	27.28%
FICA	04-004-442070-0000-42100	21,582.00	5,460.19	3	16,121.81	25.30%
VSRS	04-004-442070-0000-42200	15,833.00	4,386.32		11,446.68	27.70%
Health	04-004-442070-0000-42300	44,818.00	10,517.09		34,300.91	23.47%
Uniforms	04-004-442070-0000-46011	2,500.00	346.50		2,153.50	13.86%
Audit	04-004-442070-0000-43120	6,625.00	-		6,625.00	0.00%
Legal	04-004-442070-0000-43150	6,400.00	2,177.75		4,222.25	34.03%
Accreditation	04-004-442070-0000-45521	1,250.00	(1,075.00)	4	2,325.00	-86.00%
HRPDC sewer programs	04-004-442070-0000-43997	850.00	419.00	5	431.00	49.29%
Professional Fees	04-004-442070-0000-43152	25,000.00	5,005.00	6	19,995.00	20.02%
Maintenance & Repairs	04-004-442070-0000-46007	40,000.00	25,628.68	7	14,371.32	64.07%
Storm Maintenance	04-004-442070-0000-43106	-	3,140.00	8	(3,140.00)	100.00%
VAC Truck Repairs & Maintenance	04-004-442070-0000-43107	7,500.00	1,234.07		6,265.93	16.45%
Data Processing	04-004-442070-0000-44100	15,000.00	4,427.78		10,572.22	29.52%
Dues & Subscriptions	04-004-442070-0000-45810	150.00	14.50		135.50	9.67%
Utilities	04-004-442070-0000-45100	45,000.00	9,547.55		35,452.45	21.22%
SCADA Expenses	04-004-442070-0000-45204	6,000.00	1,377.41		4,622.59	22.96%
Communications	04-004-442070-0000-45200	12,000.00	4,676.01		7,323.99	38.97%
Insurance	04-004-442070-0000-45300	18,300.00	8,596.14	9	9,703.86	46.97%
Materials & Supplies	04-004-442070-0000-45400	50,000.00	12,604.11		37,395.89	25.21%
Truck Operations	04-004-442070-0000-46008	8,000.00	2,851.22		5,148.78	35.64%
Travel & Training	04-004-442070-0000-45500	5,000.00	-		5,000.00	0.00%
Contractual	04-004-442070-0000-43300	3,500.00	457.80		3,042.20	13.08%
Bank charges	04-004-442070-0000-45813	-	-		-	0.00%

**Town of Smithfield
Sewer Fund Budget**

	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BALANCE	% of BUDGET
Miscellaneous	04-004-442070-0000-45804	1,200.00	376.12		823.88	31.34%
Total Sewer Fund Operating Expenses before D&A Exp.		606,278.00	175,766.01		430,511.99	28.99%
Operating Income before D&A Expense		507,353.00	55,016.08		452,336.92	10.84%
Depreciation & Amortization Expense	04-004-442070-0000-49102	361,000.00	132,966.19		228,033.81	36.83%
Operating Income (Loss)		146,353.00	(77,950.11)		224,303.11	-53.26%
Nonoperating Revenues (Expenses)						
Pro-rata Share Fees	03-004-342070-0000-31103	-	7,200.00	10	(7,200.00)	100.00%
Insurance Recoveries	03-004-342070-0000-31603	-	-		-	0.00%
Availability Fees	03-004-342070-0000-31102	82,400.00	59,880.00	11	22,520.00	72.67%
Interest Revenue	03-004-342070-0000-31501	9,000.00	5,314.47		3,685.53	59.05%
Interest Expense	04-004-442070-0000-49000	(5,568.00)	(580.82)	12	(4,987.18)	10.43%
Total Nonoperating Revenues (Expenses)		85,832.00	71,813.65		14,018.35	83.67%
Net Income (loss)		232,185.00	(6,136.46)		238,321.46	-2.64%
WORKING CAPITAL ADJUSTMENTS TO CAFR Income						
(FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees		-	(7,200.00)		7,200.00	100.00%
Availability Fees		(82,400.00)	(59,880.00)		(22,520.00)	72.67%
Compliance Fee		(393,031.00)	(75,643.75)		(317,387.25)	19.25%
Depreciation & Amort. Exp.		361,000.00	132,966.19		228,033.81	36.83%
Additional debt service costs-principal expense		(102,090.00)	(102,090.00)	13	-	100.00%
Total adjustments to CAFR Net Income		(216,521.00)	(111,847.56)		(104,673.44)	51.66%
Adjusted income		15,664.00	(117,984.02)		133,648.02	-753.22%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	10/31/18	Notes	BALANCE	BUDGET
Sewer Fund							
Working adjusted income			15,664.00	(117,984.02)		133,648.02	-753.22%
MOM Flow Plan Review	04-004-442070-0000-47000	(75,000.00)	(75,000.00)			(75,000.00)	0.00%
MOA Flow Monitoring	04-004-442070-0000-47000	(75,000.00)					
HRSD Force Main Pressure Investigation	04-004-442070-0000-47000		(50,000.00)	-		(50,000.00)	0.00%
Flow Monitoring Program & SCADA Evaluation	04-004-442070-0000-47000		(50,000.00)			(50,000.00)	0.00%
Sewer Master Plan	04-004-442070-0000-47035	(37,551.00)	(32,500.00)			(32,500.00)	0.00%
Bypass Pump Morris Creek	04-004-442070-0000-47012		(35,000.00)			(35,000.00)	0.00%
Fairbanks Pump Main Street-2nd one	04-004-442070-0000-47012		(18,000.00)			(18,000.00)	0.00%
Fairbanks Pump-James S	04-004-442070-0000-47012		(25,000.00)			(25,000.00)	0.00%
Hydromatic Pumps (2)-Minton Way	04-004-442070-0000-47012		(10,800.00)	(5,586.61)	14	(5,213.39)	51.73%
Hydromatic Pump-Pinewood	04-004-442070-0000-47012		(7,200.00)			(7,200.00)	0.00%
Hydromatic Pumps (2)-Bradford Mews	04-004-442070-0000-47012		(11,000.00)			(11,000.00)	0.00%
Rebuild pump Drummonds Lane	04-004-442070-0000-47012		(8,000.00)			(8,000.00)	0.00%
Rebuild pump-Wellington	04-004-442070-0000-47012		(8,000.00)			(8,000.00)	0.00%
By-pass pump-Lakeside	04-004-442070-0000-47012		(150,000.00)			(150,000.00)	0.00%
Sanitary Sewer Inspections (TV the lines)	04-004-442070-0000-47000	(55,000.00)	(75,000.00)	(1,071.00)	15	(73,929.00)	1.43%
Manhole rehab	04-004-442070-0000-47000	(75,000.00)	(75,000.00)	(1,885.00)	16	(73,115.00)	2.51%
Sewer Capital Repairs (find & fix)	04-004-442070-0000-47012	(64,619.00)	(100,000.00)			(100,000.00)	
Fairbanks Morse Submersible Motor Assembly-Morris Creek	04-004-442070-0000-47012			(7,133.00)	17		
New rail system for package pump stations	04-004-442070-0000-47004		(20,000.00)			(20,000.00)	0.00%
Repair Golf Course Pump Station Foundation	04-004-442070-0000-47004		(30,000.00)			(30,000.00)	0.00%
Bypass pump installation-Crescent	04-004-442070-0000-47012	(65,429.00)		(33,650.00)	18	33,650.00	
Motor room fan and explosion proof blast fan-Crescent	04-004-442070-0000-47012			(12,075.00)	19		
VFD Installation-James Street	04-004-442070-0000-47012			(6,612.11)	20		
PW Vehicle	04-004-442070-0000-47005	(12,500.00)		(11,320.00)	21	11,320.00	
Net Capital Outlay		(460,099.00)	(780,500.00)	(79,332.72)		(726,987.39)	10.16%
Net Reserves (Deficit) after capital outlay			(764,836.00)	(197,316.74)		(593,339.37)	25.80%
Reserves from Sewer Capital Escrow Account			205,500.00	-		205,500.00	0.00%
Funding from Sewer Compliance Fee-find and fix			575,000.00	68,012.72		506,987.28	11.83%
Draw from operating reserves			-	129,304.02		(129,304.02)	0.00%
Net Adjusted Reserves			15,664.00	-		(10,156.11)	0.00%

Notes: October 2018

SEWER

Revenues

- 1) Sewer Charges/Sewer Compliance Sewer revenues and sewer compliance fees billed for July and 1/2 August were accrued on the June 2018 financial statements. The September statements reflect 1/2 of the August billing through October as current year revenues. Sewer charges are \$12,823 lower than prior year. Sewer compliance is \$21,954 lower as a result of the reduction in the bi-monthly charge from \$24.14 to \$18.62.
- 2) Connection Fees The town posted \$22,790 in connection fees through Oct 2018. This represents 14 connections at \$1580 each (5/8" meters) and a meter upgrade (from 5/8" to 3/4") at \$670.

Expenses

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

Nonoperating Revenues (Expenses)

- 10) Pro-Rata Share Fees We received 9 at \$800 each for lots at Lakeview Cove (1201-1203, 801-806).
- 11) Availability fees We received 14 at \$4120 each and one upgrade at \$2200 for a total of \$59,880.
- 12) Interest Expense Interest of \$3485.82 was paid in July for the old sewer treatment plant. Of that amount, \$2905 was

accrued in FY2018 and reversed from FY2019.

WORKING ADJUSTMENTS TO CAFR

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

SEWER CAPITAL

- 14 Hydromatic Pump -Minton Way Wood Equipment-\$5586.61-one of two budgeted Hydromatic Impeller Pumps
- 15 Sanitary Sewer Inspections Draper Aden Associates-\$1071-Smithfield Sewer Assessment Program-Phase III-svcs through Sept 30, 2018
- 16 Manhole Rehab Draper Aden Associates-\$1885-Town of Smithfield Manhole Rehab Program, FY2018-svcs through Sept 30, 2018
- 17 Fairbanks Morse Submersible Motor Assembly-Morris Creek Sydnor Hydro-\$7133-submersible motor assembly, 15 hp, 230V, 40' power & control cable-insurance claim
- 18 Bypass pump installation-Crescent REW-\$33,650-labor & materials to install new concrete pad, piping and electrical for the bypass pumps
- 19 Motor Room Fan & Explosion Proof Fan-Crescent Pump Station REW Corporation-\$12075-labor & materials to install motor room fan and explosion proof fan
- 20 VFD Installation-James Street REW Corporation-\$6612.11-labor & materials to provide, install, and program new 50 HP VFD
- 21 Public Works Vehicle Beach Ford-\$11320-1/3 cost of 2019 Ford F-450-was rolled forward from FY2018.

**Town of Smithfield
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BALANCE	% of BUDGET
Revenue						
Operating Revenue						
Water Sales	03-005-342060-0000-31101	1,464,204.00	291,585.68	1	1,172,618.32	19.91%
Debt Service Revenue	03-005-342060-0000-31109	248,853.00	48,288.70	1	200,564.30	19.40%
Miscellaneous	03-005-342060-0000-31105	300.00	1,800.00	2	(1,500.00)	600.00%
Connection fees	03-005-342060-0000-31104	13,200.00	8,620.00	3	4,580.00	65.30%
Application Fees	03-005-342060-0000-31106	8,654.00	3,458.00		5,196.00	39.96%
Total Operating Revenue		1,735,211.00	353,752.38		1,381,458.62	20.39%

**Town of Smithfield
Water Fund Budget**

Description		2019 ADOPTED	Actual as of 10/31/18	Notes	Remaining Budget	% of budget
Expenses						
Salaries	04-005-442060-0000-41100	461,557.00	126,391.64	4	335,165.36	27.38%
FICA	04-005-442060-0000-42100	36,925.00	9,354.04	4	27,570.96	25.33%
VSRS	04-005-442060-0000-42200	25,887.00	5,743.31		20,143.69	22.19%
Health	04-005-442060-0000-42300	85,554.00	19,202.91		66,351.09	22.45%
Uniforms	04-005-442060-0000-46011	2,500.00	441.48		2,058.52	17.66%
Contractual	04-005-442060-0000-43320	13,500.00	-		13,500.00	0.00%
Audit	04-005-442060-0000-43120	6,625.00	-		6,625.00	0.00%
Legal	04-005-442060-0000-43150	6,400.00	1,442.19		4,957.81	22.53%
Accreditation	04-005-442060-0000-45521	1,250.00	-		1,250.00	0.00%
Maintenance & Repairs	04-005-442060-0000-46007	20,000.00	3,143.86		16,856.14	15.72%
Water Tank Maintenance	04-005-442060-0000-43006	80,000.00	-		80,000.00	0.00%
Professional Services	04-005-442060-0000-43152	40,000.00	1,815.00	5	38,185.00	4.54%
Regional Water Supply Study	04-005-442060-0000-43998	4,000.00	2,229.00	6	1,771.00	55.73%
Data Processing	04-005-442060-0000-44100	15,000.00	4,427.78		10,572.22	29.52%
Utilities	04-005-442060-0000-45100	2,500.00	151.70		2,348.30	6.07%
Communications	04-005-442060-0000-45200	11,500.00	4,723.96		6,776.04	41.08%
Insurance	04-005-442060-0000-45300	28,365.00	13,324.02	7	15,040.98	46.97%
Materials & Supplies	04-005-442060-0000-45400	75,000.00	9,781.37		65,218.63	13.04%

**Town of Smithfield
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BALANCE	% of BUDGET
Truck Operations	04-005-442060-0000-46008	12,000.00	3,314.34		8,685.66	27.62%
Dues & Subscriptions	04-005-442060-0000-45810	1,000.00	464.50		535.50	46.45%
Bank service charges-credit card fees	04-005-442060-0000-45813	1,200.00	463.49		736.51	38.62%
Travel and Training	04-005-442060-0000-45500	5,000.00	-		5,000.00	0.00%
Miscellaneous	04-005-442060-0000-45804	12,000.00	5,299.14	8	6,700.86	44.16%
<u>RO Annual costs</u>						
Power	04-005-442061-0000-45100	104,000.00	27,674.64		76,325.36	26.61%
Chemicals	04-005-442061-0000-45413	52,332.00	18,306.33		34,025.67	34.98%
HRSD	04-005-442061-0000-45102	280,300.00	46,943.46		233,356.54	16.75%
Supplies	04-005-442061-0000-45400	20,000.00	9,426.11		10,573.89	47.13%
Communication	04-005-442061-0000-45200	9,200.00	3,315.00		5,885.00	36.03%
Travel and training	04-005-442061-0000-45500	4,300.00	-		4,300.00	0.00%
Dues & Subscriptions	04-005-442061-0000-45810	400.00	344.00		56.00	86.00%
Maintenance and Repairs	04-005-442061-0000-46007	66,500.00	3,958.97		62,541.03	5.95%
Total Water Fund Operating Expenses before D&A Exp.		1,484,795.00	321,682.24		1,163,112.76	21.67%
Operating Income before D&A Expense		250,416.00	32,070.14		218,345.86	12.81%
Depreciation & Amortization Expense	04-005-442060-0000-49102	370,000.00	123,819.44		246,180.56	33.46%
Operating Income (Loss)		(119,584.00)	(91,749.30)		(27,834.70)	76.72%
Nonoperating Revenues (Expenses)						
Pro-Rata Share Fees	03-005-342060-0000-31103	-	7,200.00	9	(7,200.00)	0.00%
Availability Fees	03-005-342060-0000-31102	54,400.00	37,000.00	10	17,400.00	68.01%
Interest Revenue	03-005-342060-0000-31501	20,000.00	14,614.26		5,385.74	73.07%
Interest Expense	04-005-442060-0000-49000	(38,150.00)	(4,152.55)	11	(33,997.45)	10.88%
Total Nonoperating Revenues (Expenses)		36,250.00	54,661.71		(18,411.71)	150.79%
Net Income (Loss)		(83,334.00)	(37,087.59)		(46,246.41)	44.50%

WORKING ADJUSTMENTS TO CAFR

**Town of Smithfield
Water Fund Budget**

Description (FOR INTERNAL USE ONLY)	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BALANCE	% of BUDGET
Restricted revenues:						
Pro-rata Share Fees		-	-		-	0.00%
Availability Fees		(54,400.00)	-		(54,400.00)	0.00%
Debt Service Revenue		(248,853.00)	-		(248,853.00)	0.00%
Depreciation & Amort. Exp.		370,000.00	-		370,000.00	0.00%
Additional debt service costs-principal expense		(248,415.00)	(234,014.17)	12	(14,400.83)	0.00%
Total adjustments to CAFR		(181,668.00)	(234,014.17)		52,346.17	0.00%
Working adjusted income		(265,002.00)	(271,101.76)		6,099.76	0.00%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	10/31/18	Notes	BALANCE	BUDGET
Water Fund							
Net Operating Reserves (Deficit)			(265,002.00)	(271,101.76)		6,099.76	0%
Water Master Plan	04-005-442060-0000-47035	(37,551.00)	(32,500.00)			(32,500.00)	0.00%
RO Well Motor	04-005-442060-0000-47012		(20,000.00)			(20,000.00)	0.00%
RO Bypass Pump	04-005-442060-0000-47012	(100,000.00)	(100,000.00)			(100,000.00)	0.00%
RO Stainless Steel Valve	04-005-442060-0000-47012	(10,000.00)	(20,000.00)			(20,000.00)	0.00%
RO New Membranes (24)	04-005-442060-0000-47012	(15,000.00)	(15,000.00)			(15,000.00)	0.00%
RO Well Pump	04-005-442060-0000-47012		(20,000.00)			(20,000.00)	0.00%
RO Server	04-005-442060-0000-47012	(10,000.00)				-	
PW Vehicle	04-005-442060-0000-47005	(12,500.00)		(11,320.00)	13	11,320.00	
Net Capital Outlay		(185,051.00)	(207,500.00)	(11,320.00)		(196,180.00)	5.46%
Net Reserves (Deficit) after capital outlay		(162,551.00)	(472,502.00)	(282,421.76)		(190,080.24)	59.77%
Operating Reserves			210,693.75	62,017.91		148,675.84	29.44%
Water Capital Escrow			32,500.00			32,500.00	0.00%
Debt Service fees applied to debt			231,693.25	220,403.85		11,289.40	95.13%
Net Adjusted Reserves			2,385.00	-		2,385.00	0.00%

Notes: October 2018

WATER

Revenues

- 1 Water Charges/Debt Service Revenue Water revenues and debt service fees billed for July and 1/2 August were accrued on the June 2018 financial statements. The October statements reflect 1/2 of the August billing through October as current year revenues. Water charges are \$23,021 lower than prior year even with an increase in the water rate from \$5.68 to \$6.14/1000 gallons. The Water Debt Service fee increased \$10,967 per a rate increase from \$8.95 to \$11.47 on each bi-monthly billing account.
- 2 Miscellaneous Through October we sold 4 water meters (\$325 each=\$1300) and 5 water meter boxes and lids (\$100 each=\$500).
- 3 Connection Fees The town posted \$8,620 in connection fees through Oct 2018. This represents 13 connections at \$660 each (5/8" meters) and a meter upgrade (from 5/8" to 3/4") at \$40.

Expenses

- 4 Salaries and payroll taxes Salaries have been decreased by accrued payroll for FY2018 that was reversed as of July.
- 5 Professional Services Draper Aden Associates-\$700-Services through 7/31/18-RO Plant Storm Water Basin & Private Pond Remediation
Draper Aden-\$515-general review services through 8/31/18-compiled water data and map packages for Scott Farm and Mallory Point Development
Draper Aden-\$600-RO Plan Storm Water Basin & Private Pond Remediation-services through 9/30/18
- 6 HRPDC Regional Water Supply Represents 2 quarterly payments. Actual billing came in higher than numbers received for budget purposes. This line item will be \$458 over budget.
- 7 Insurance Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance-50%.
- 8 Miscellaneous Includes VDH-Waterworks- \$8968.00 for 4 quarters-This is billed annually and is based on the number of water customers in the town's system. The rate for this billing is \$2.95 per connection. We have made 2 of 4 quarterly payments=\$4484.

Nonoperating Revenues (Expenses)

- 9 Pro-Rata Share Fees We received 9 at \$800 each for lots at Lakeview Cove (1201-1203, 801-806).
- 10 Availability Fees We received 13 at \$2720 each and one upgrade at \$1640 for a total of \$37,000.00
- 11 Interest Expense Paid interest of \$15,673.12 in July 2018 for the two PNC loans (old treatment plant and RO plant) and the water portion of the \$5M note with Farmers Bank. Of that amount, \$13,154.06 was accrued in FY2018 and reversed accordingly. Also paid interest of \$571.19 in August for Farmers Bank loan of which \$53.55 was reversed from prior year accrual. September through October interest for the Farmers loan totaled \$1115.85.

WORKING ADJUSTMENTS TO CAFR

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

WATER CAPITAL

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

**Town of Smithfield
Highway Fund**

Description		2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BALANCE	% of BUDGET
Revenue						
Interest Income	03-204-341200-0000-31501	200.00	97.45		102.55	48.73%
Revenue - Commwlth of VA	03-204-341200-0000-34060	1,189,305.00	310,981.31	1	878,323.69	26.15%
Total Highway Fund Revenue		1,189,505.00	311,078.76		878,426.24	26.15%

**Town of Smithfield
Highway Fund**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 10/31/18	Notes	REMAINING BALANCE	% of BUDGET
Expenses						
Salaries	04-204-441200-0000-41100	233,524.00	91,399.47	2	142,124.53	39.14%
FICA	04-204-441200-0000-42100	18,682.00	6,785.16	2	11,896.84	36.32%
VSRS	04-204-441200-0000-42200	15,204.00	5,743.31		9,460.69	37.77%
Health	04-204-441200-0000-42300	57,170.00	15,901.20		41,268.80	27.81%
Uniforms	04-204-441200-0000-46011	3,500.00	-		3,500.00	0.00%
Professional services	04-204-441200-0000-43152	-	1,250.00	3	(1,250.00)	100.00%
Grass	04-204-441200-0000-43105	20,000.00	7,505.56		12,494.44	37.53%
Maintenance	04-204-441200-0000-43104	695,133.00	61,233.72		633,899.28	8.81%
Asphalt/Paving			10,439.50		(10,439.50)	
Ditching			22,621.74		(22,621.74)	
Traffic Control devices			170.21		(170.21)	
Other (maintenance)			-		-	
Other (lawnmowers, landscaping, etc)			24,940.17		(24,940.17)	
Structures and Bridges			-		-	
Ice and Snow removal			-		-	
Administrative			512.09		(512.09)	
Storm Maintenance			2,550.01		(2,550.01)	
Street Lights	04-204-441200-0000-45101	117,000.00	30,142.57		86,857.43	25.76%
Insurance	04-204-441200-0000-45300	15,450.00	7,621.44	4	7,828.56	49.33%
VAC Truck Repairs	04-204-441200-0000-43107	2,500.00	574.37		1,925.63	22.97%
Truck Operations	04-204-441200-0000-46008	8,000.00	2,061.84		5,938.16	25.77%
Stormwater Management Program (regional)	04-204-441200-0000-43999	3,342.00	1,558.00	5	1,784.00	46.62%
Total Highway Fund Expense		1,189,505.00	231,776.64		957,728.36	19.49%
Net Reserves (+/-)		-	79,302.12		(79,302.12)	100.00%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	10/31/18	Notes	BALANCE	BUDGET
HIGHWAY							
Net Operating Reserves (Deficit)		-	-	79,302.12		(79,302.12)	#DIV/0!
No specific capial projects identified			-	-		-	#DIV/0!
PW Vehicle	04-204-441200-48100	(12,500.00)	-	(11,319.00)	6	11,319.00	#DIV/0!
Sidewalk repairs	04-204-441200-48100	(10,000.00)	-			-	#DIV/0!
			-	-		-	#DIV/0!
			-			-	#DIV/0!
Net Capital Outlay		(22,500.00)	-	(11,319.00)		11,319.00	#DIV/0!
Net Reserves (Deficit) after capital outlay			-	67,983.12		(67,983.12)	#DIV/0!
Carryover from FY2018				270,146.70	7		
Net Adjusted Reserves (deficit)				338,129.82			

Notes: October 2018

HIGHWAY

Revenues

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

Expenses

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

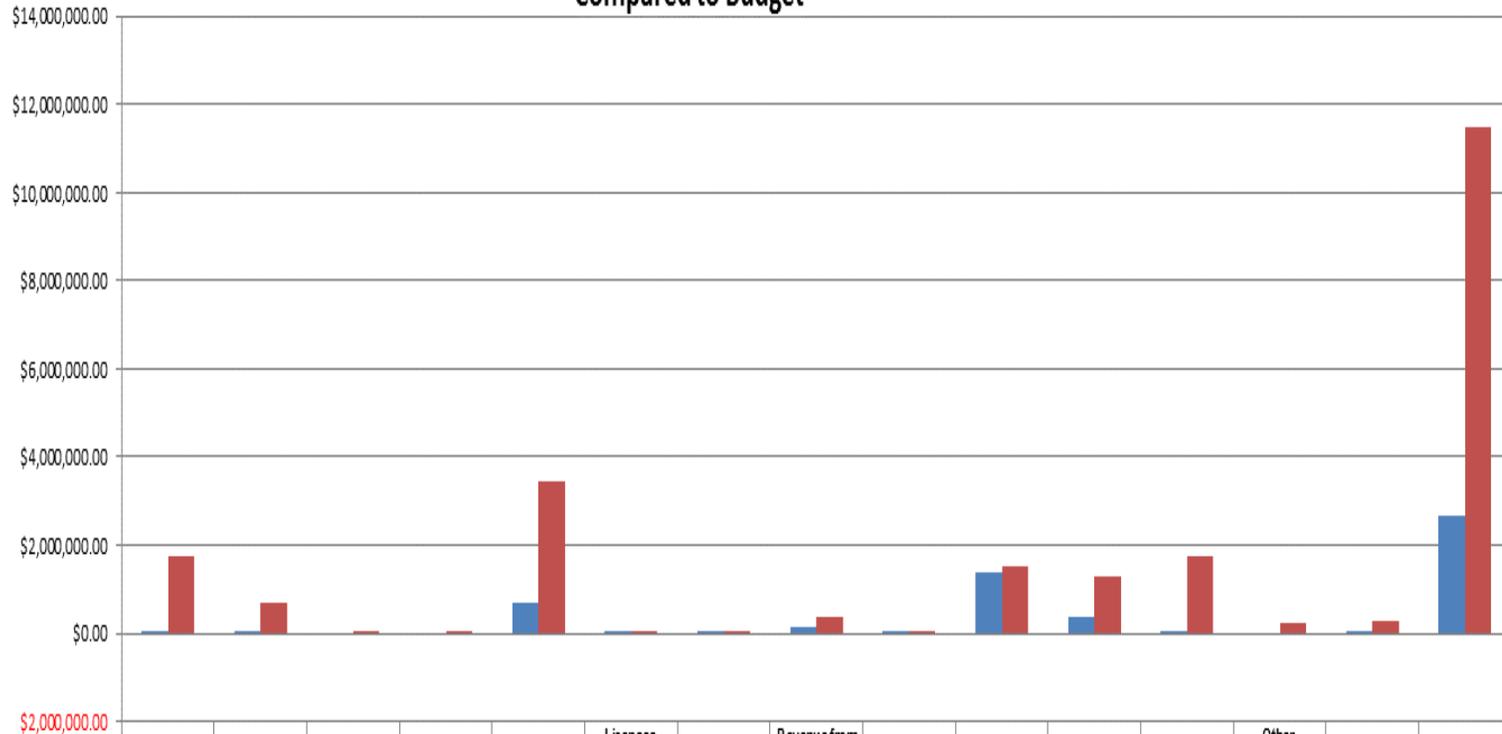
HIGHWAY CAPITAL

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

OCTOBER 2018

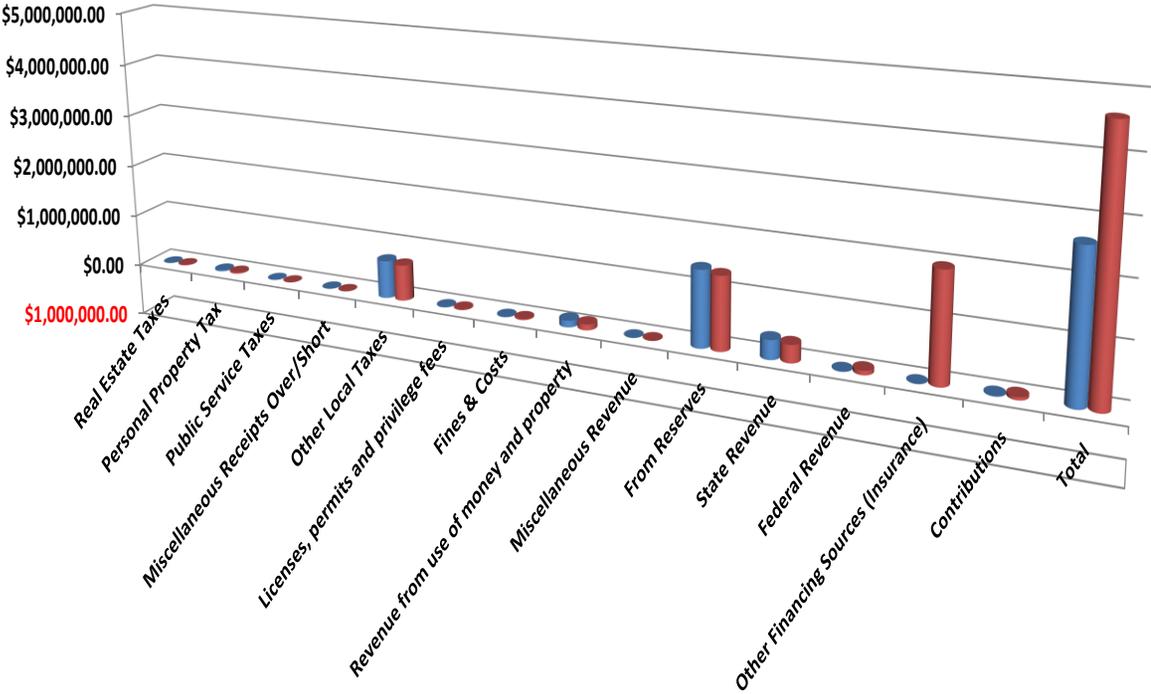
FINANCIAL GRAPHS

Oct 2018 YTD General Fund Revenues Compared to Budget



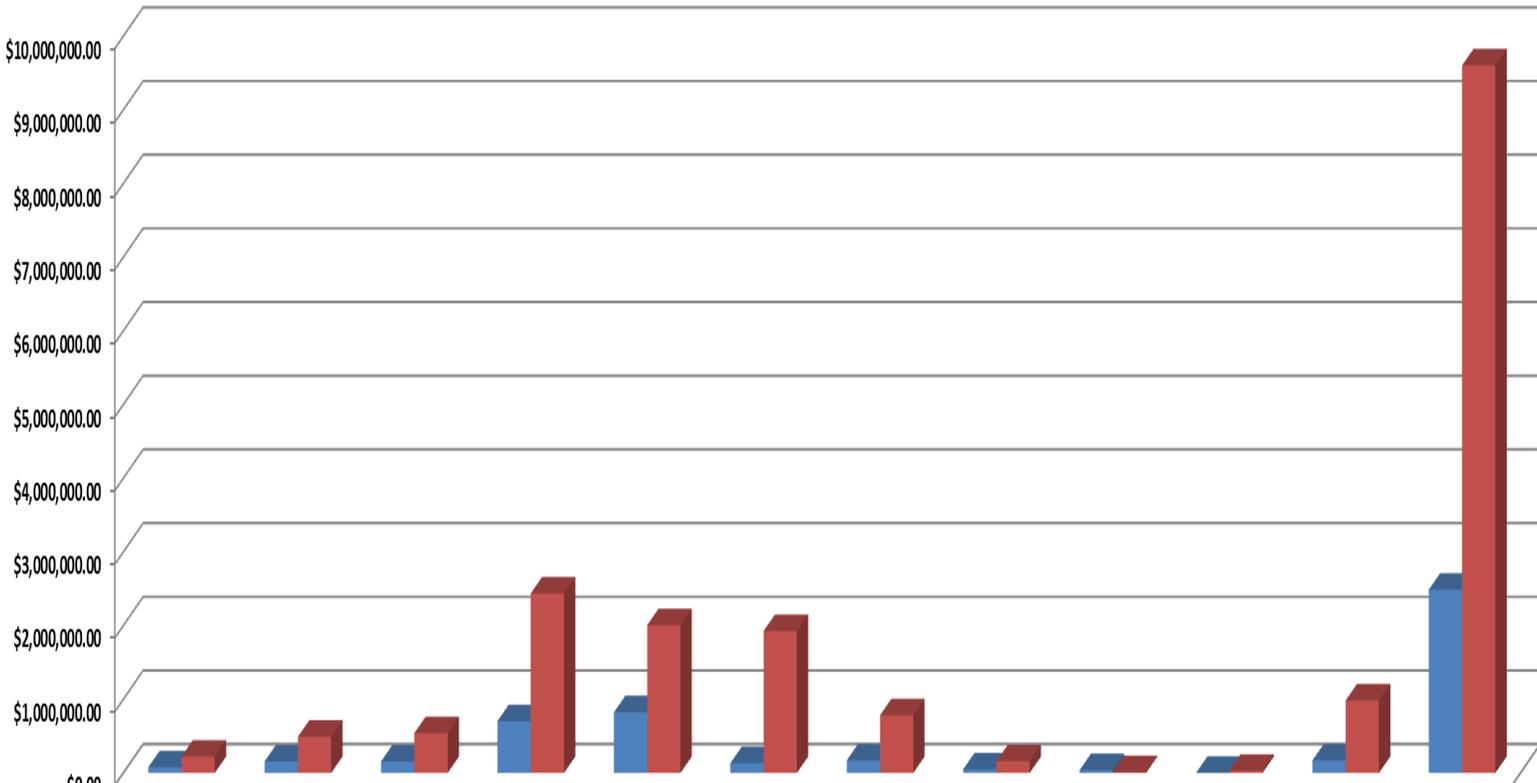
	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources	Contributions	Total
■ Oct 2018 Actual	\$1,191	\$20,854	\$-	\$(4)	\$708,784	\$9,705	\$8,090	\$123,658	\$316	\$1,403,919	\$352,673	\$8,460	\$-	\$14,047	\$2,651,693
■ Budget	\$1,755,553	\$671,500	\$31,400	\$20	\$3,437,800	\$38,000	\$60,000	\$358,589	\$6,100	\$1,539,553	\$1,300,774	\$1,761,720	\$241,129	\$263,700	\$11,465,838

Oct 2018 YTD General Fund Revenue Compared to Oct 2017



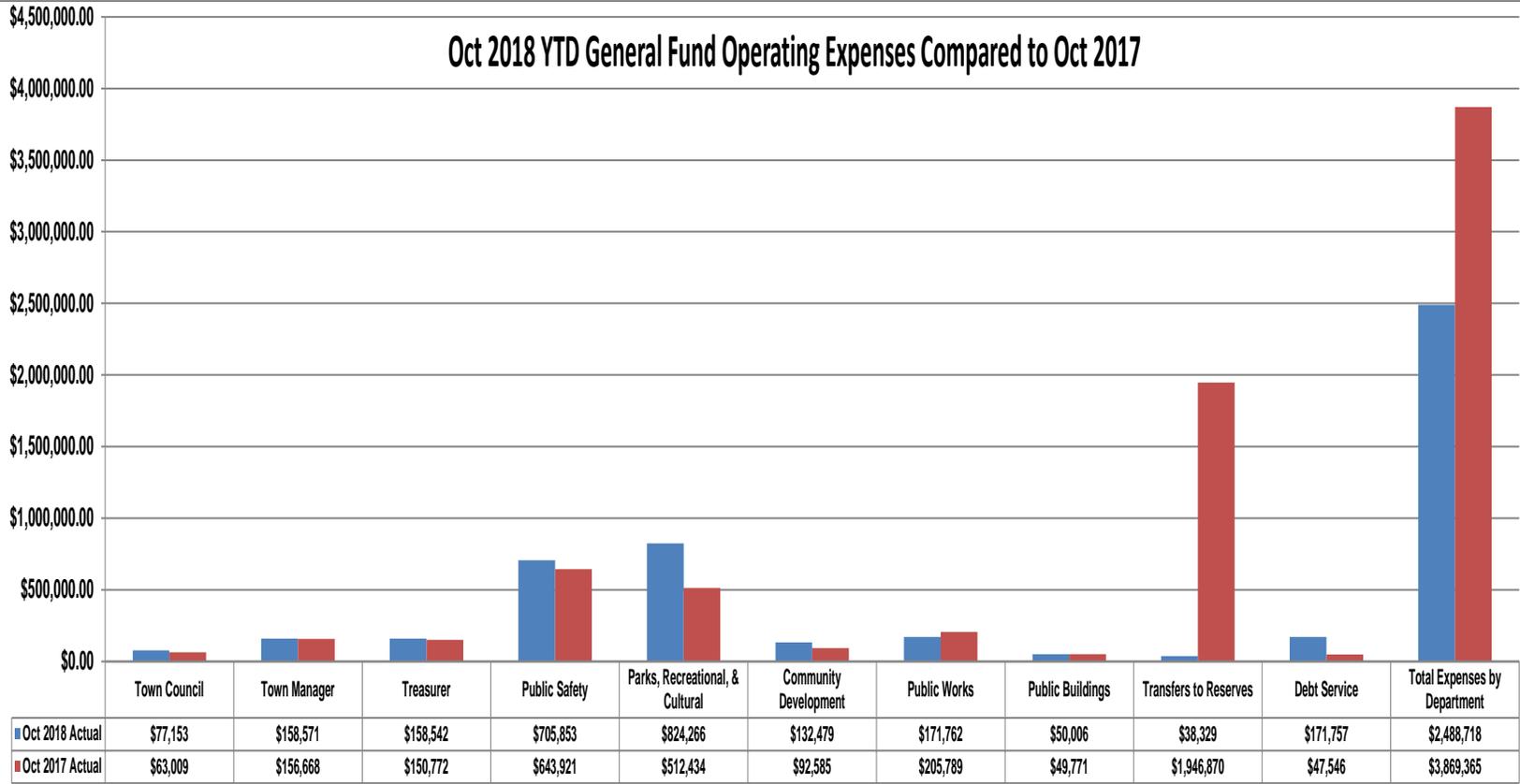
	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Oct 2018 Actual	\$1,191	\$20,854	\$-	\$(4)	\$708,784	\$9,705	\$8,090	\$123,658	\$316	\$1,403,919	\$352,673	\$8,460	\$-	\$14,047	\$2,651,693
■ Oct 2017 Actual	\$10,088	\$24,931	\$-	\$3	\$674,138	\$17,563	\$18,790	\$108,111	\$4,241	\$1,344,968	\$323,569	\$77,611	\$1,970,999	\$55,162	\$4,630,174

Oct 2018 YTD General Fund Operating Expenses Compared to Budget

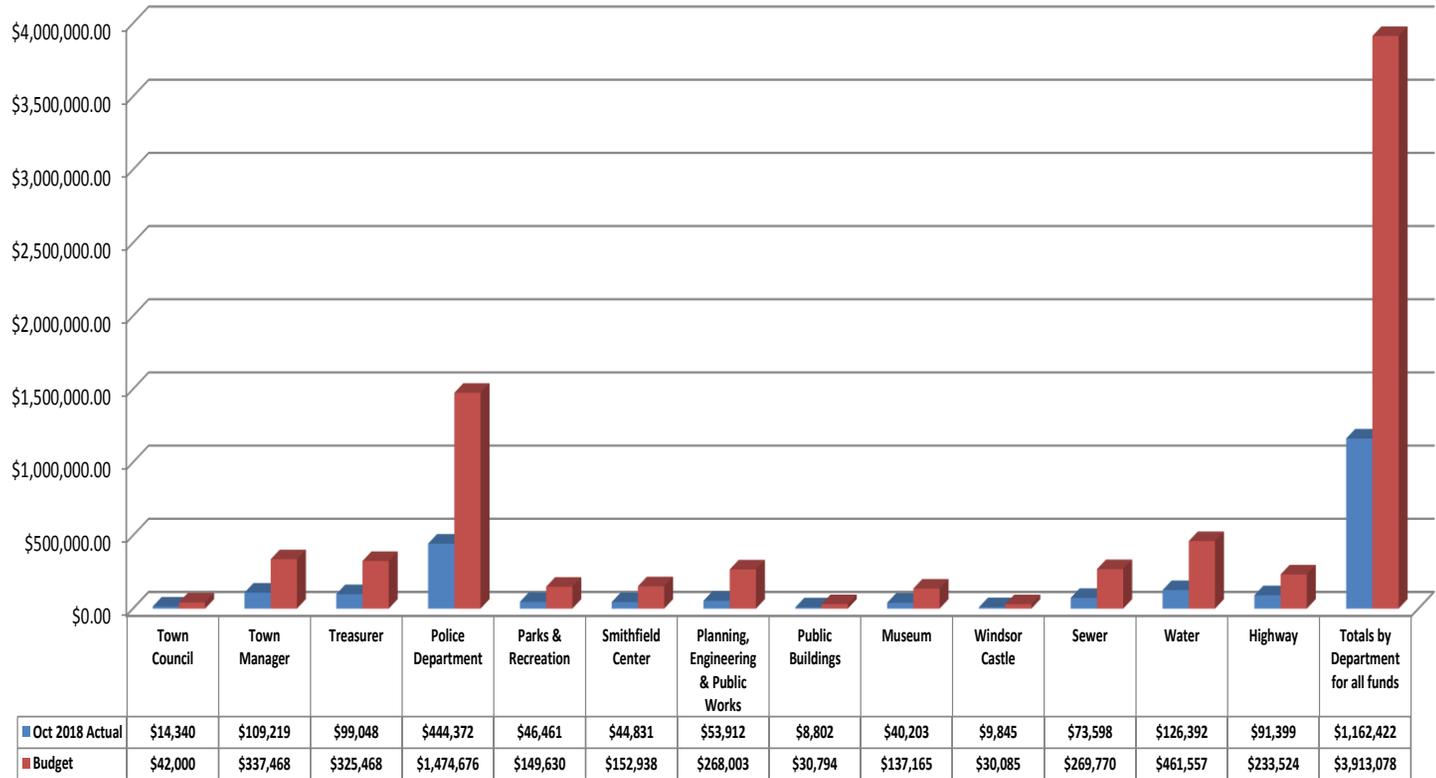


	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Non-Departmental	Debt Service	Total Expenses by Department
■ Oct 2018 Actual	\$77,153	\$158,571	\$158,542	\$706,853	\$824,266	\$132,479	\$171,762	\$50,006	\$38,329	\$-	\$171,757	\$2,488,718
■ Budget	\$223,871	\$493,081	\$542,214	\$2,437,151	\$2,007,133	\$1,927,749	\$783,744	\$158,932	\$11,828	\$31,553	\$986,862	\$9,604,118

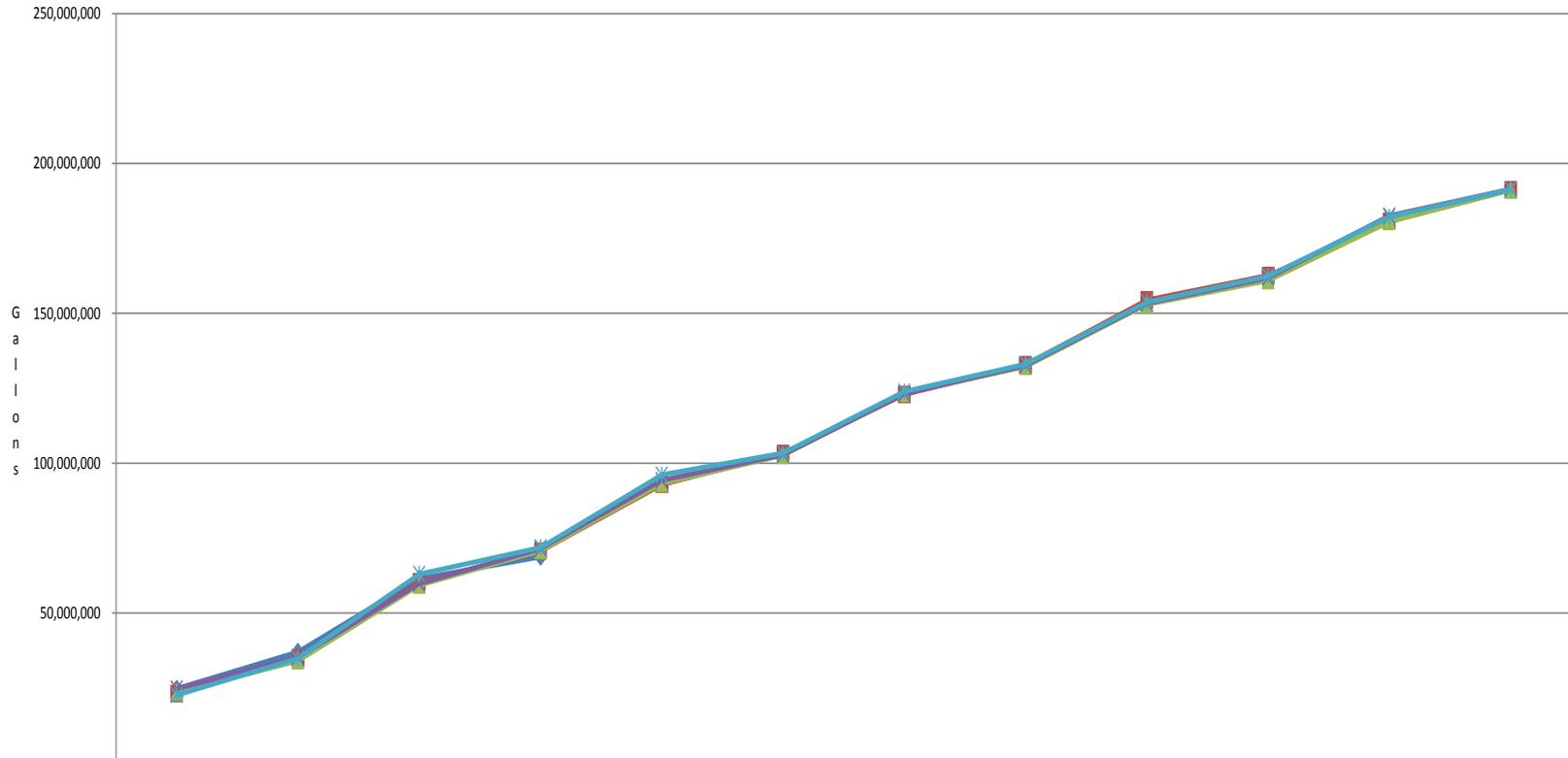
Oct 2018 YTD General Fund Operating Expenses Compared to Oct 2017



Oct 2018 YTD Salaries to Budget by Department

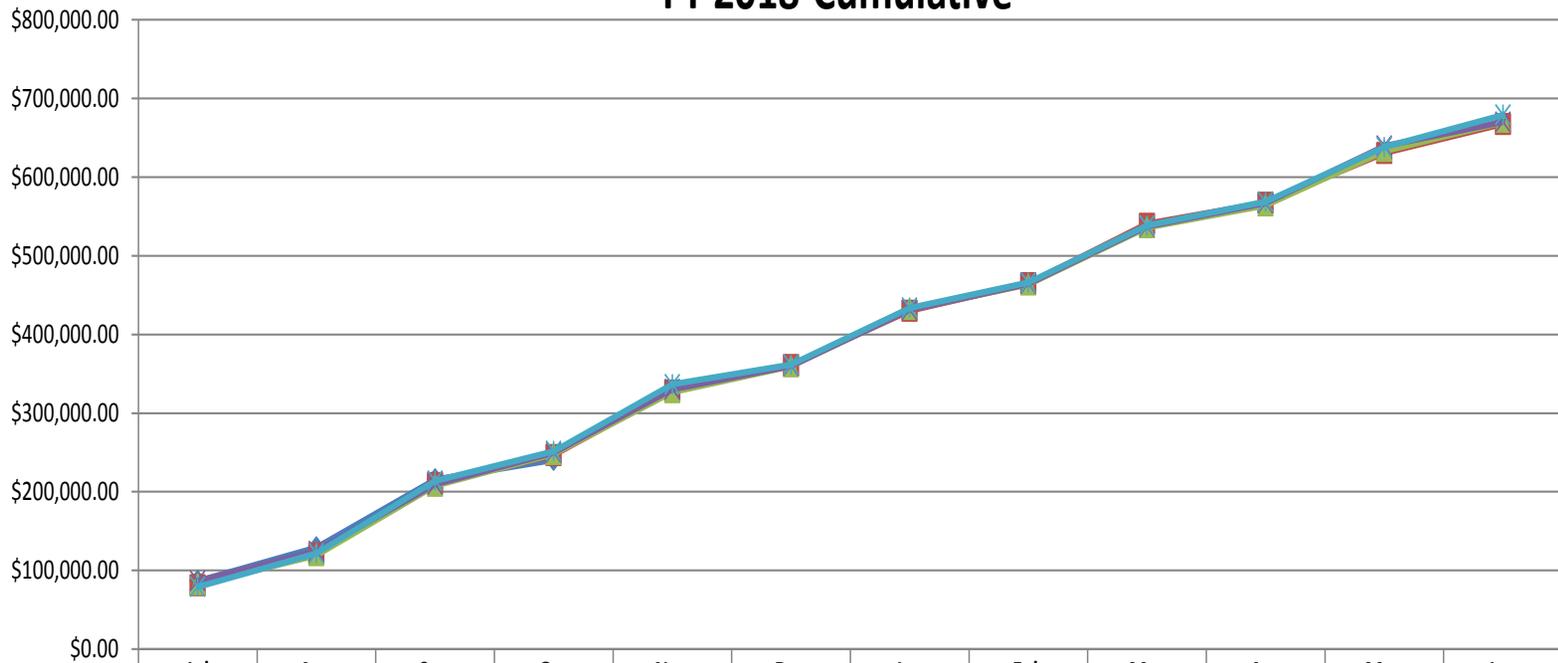


October 2018 YTD Sewer Consumption Compared to FY 2015 through FY 2018-Cumulative



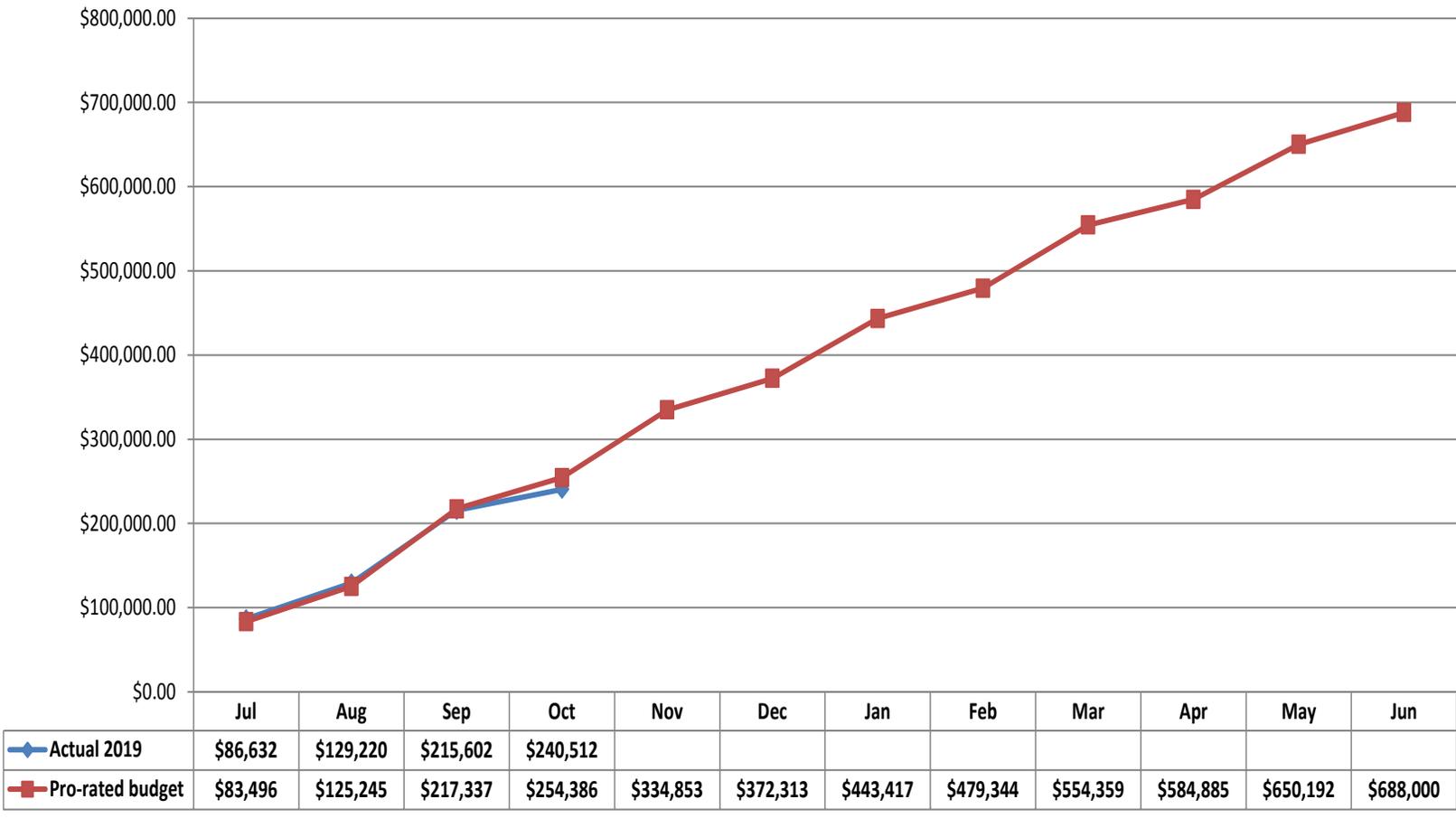
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	24,716,104	37,035,871	61,536,142	68,670,590								
Actual 2018	23,101,199	34,863,486	60,332,956	70,611,884	92,857,313	103,246,076	122,893,306	132,855,837	154,445,156	162,635,776	180,680,291	191,169,687
Actual 2017	23,531,183	34,028,420	59,230,385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

October 2018 YTD Unadjusted Sewer Charges Compared to FY 201 through FY 2018-Cumulative

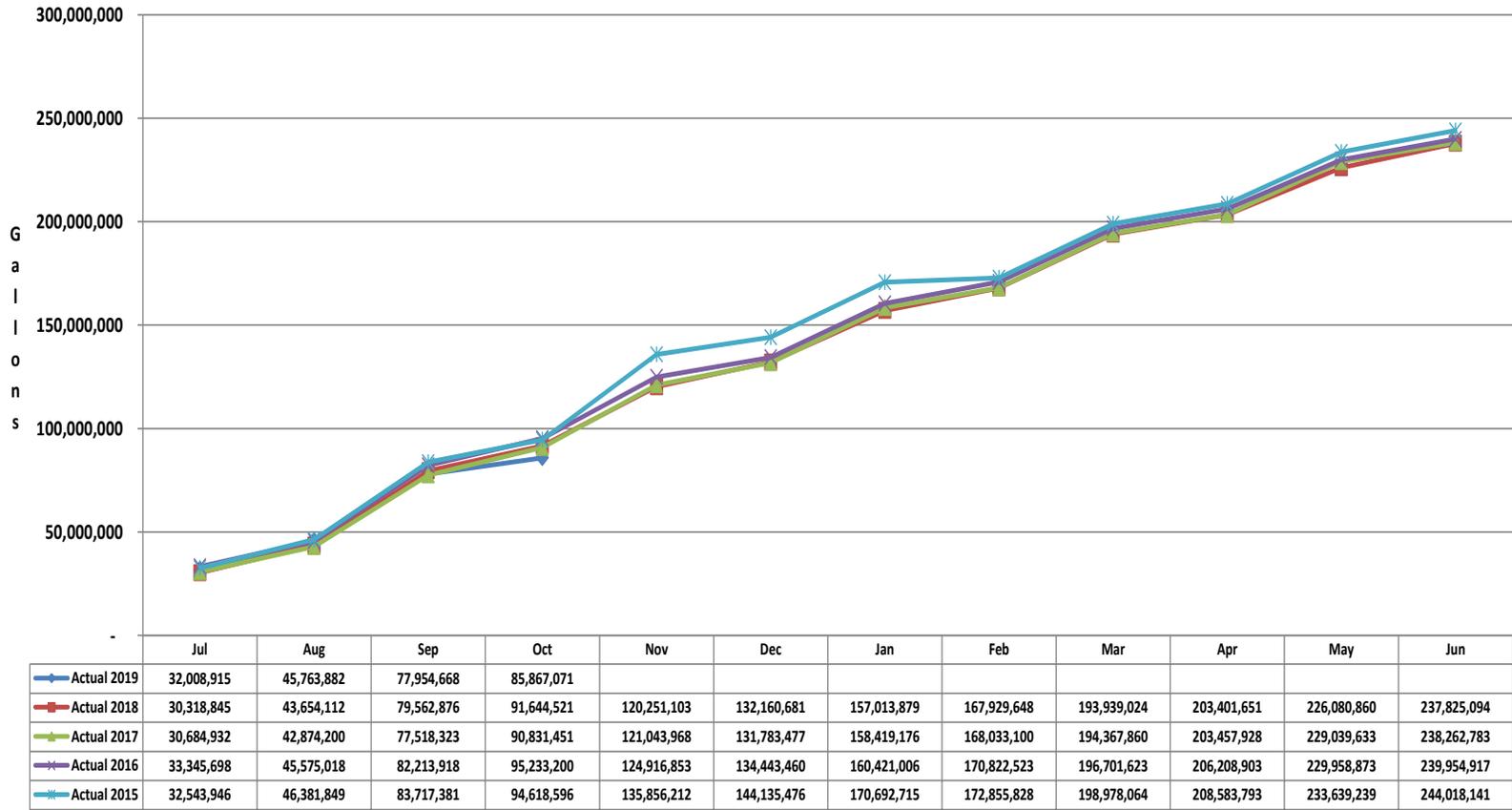


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	\$86,632	\$129,220	\$215,602	\$240,512								
Actual 2018	\$80,977	\$121,466	\$210,780	\$246,712	\$328,564	\$361,081	\$430,040	\$464,883	\$540,635	\$567,240	\$630,577	\$667,244
Actual 2017	\$82,520	\$119,133	\$207,537	\$248,007	\$326,529	\$359,328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

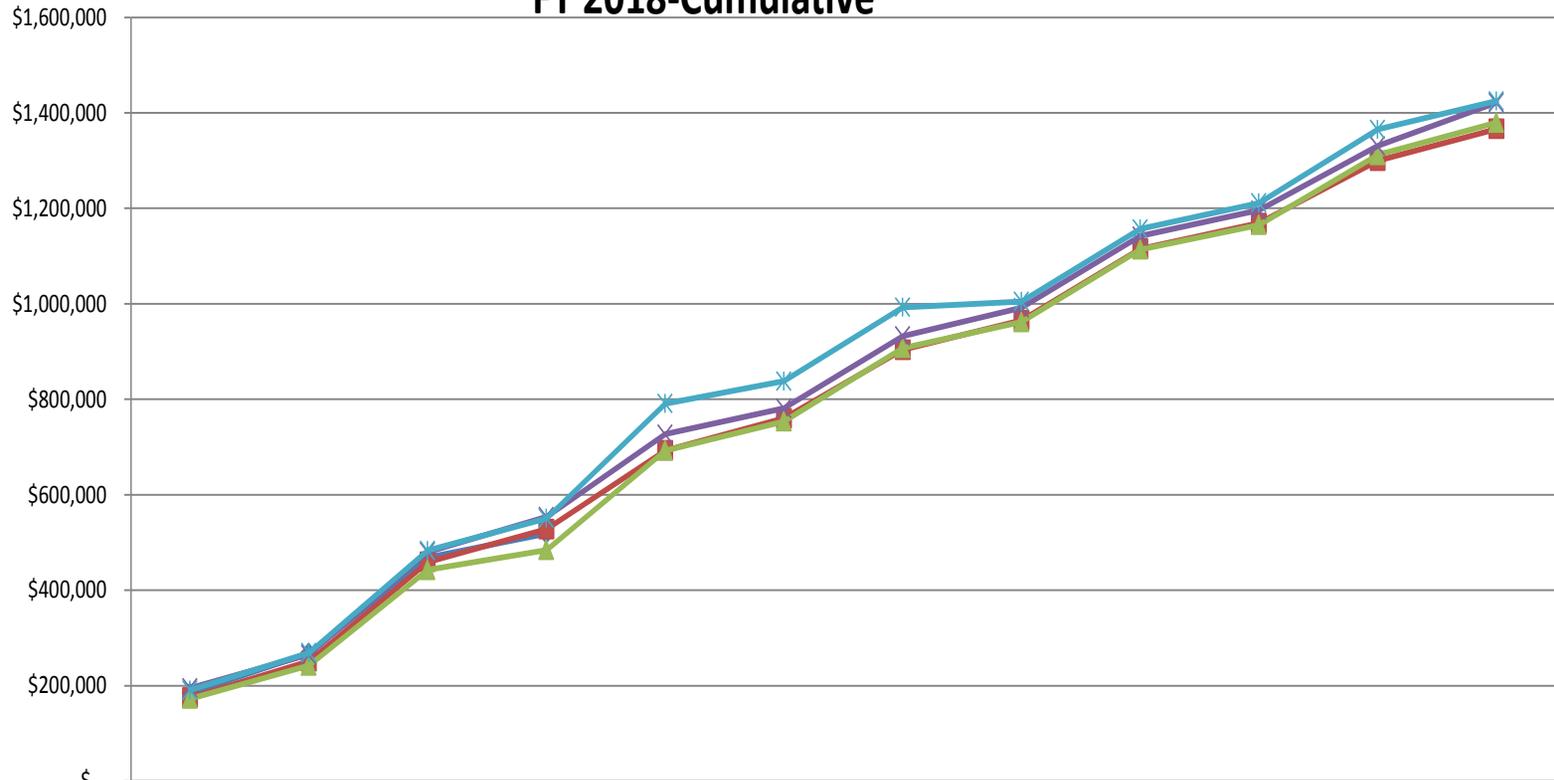
October 2018 Unadjusted Sewer Charges Compared to Pro-Rated Budget



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

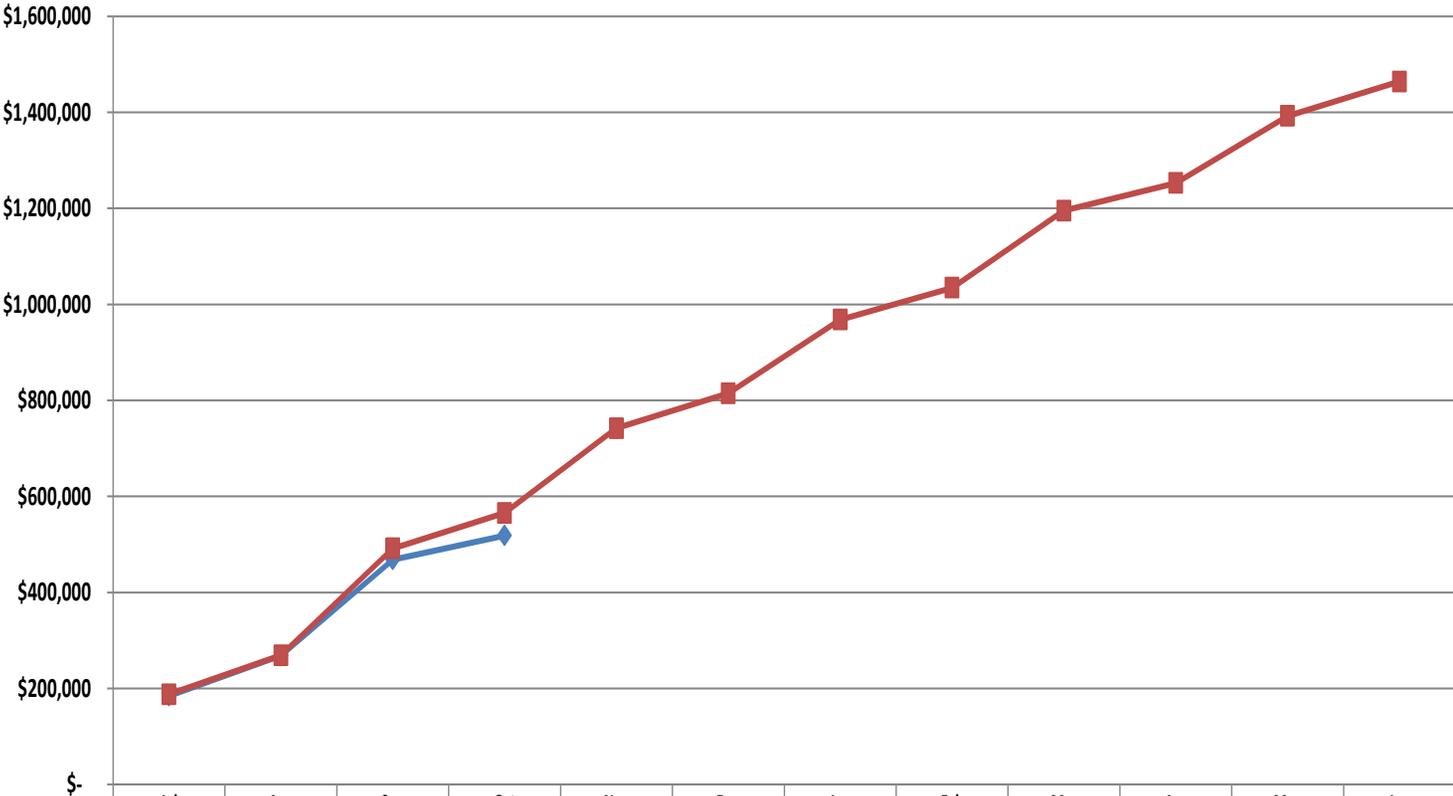


Oct 2018 YTD Unadjusted Water Charges Compared to FY 2015 through FY 2018-Cumulative



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

Oct 2018 Unadjusted Water Charges Compared to Pro-Rated Budget



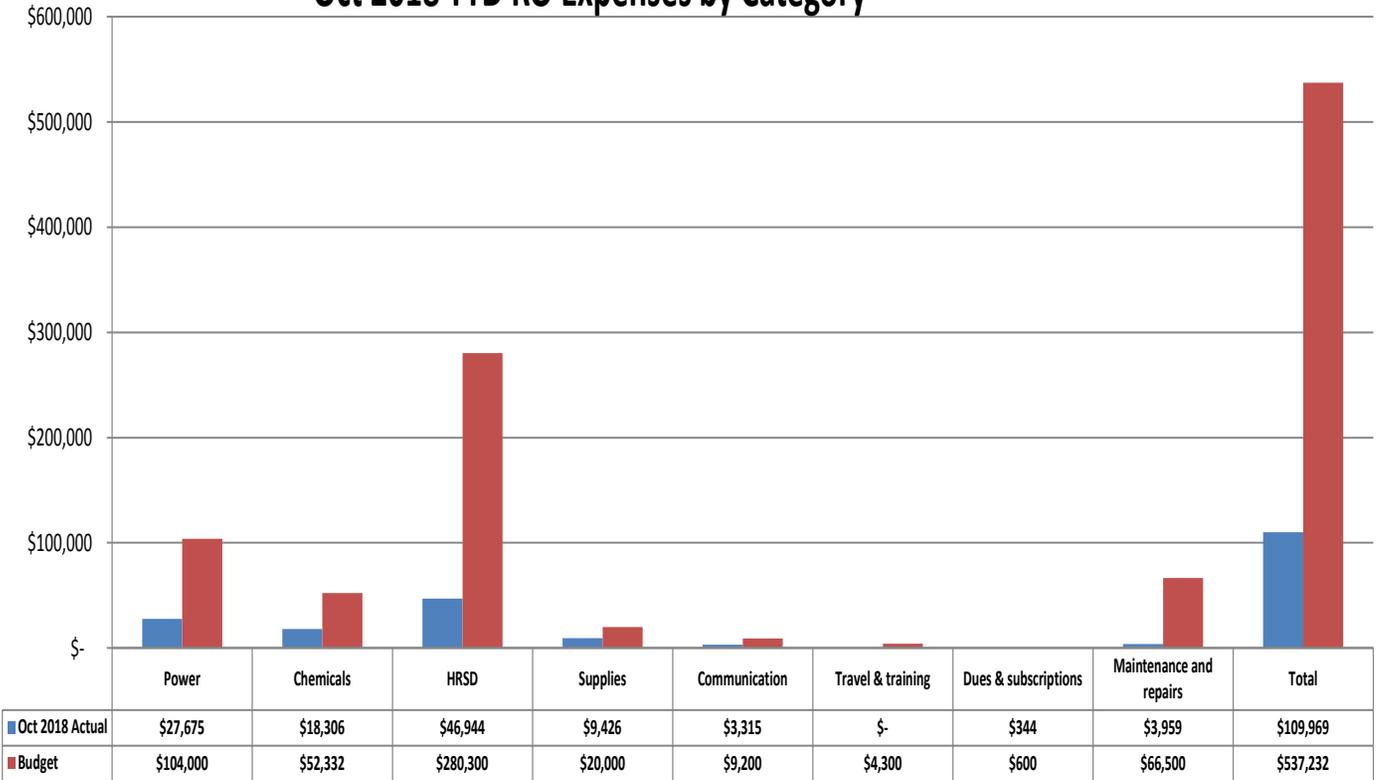
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	\$184,578	\$268,347	\$468,282	\$518,402								
Pro-rated budget	\$187,637	\$268,870	\$491,810	\$565,317	\$742,101	\$814,595	\$968,061	\$1,034,518	\$1,195,078	\$1,252,689	\$1,392,686	\$1,464,204

GATLING POINTE WATER BILLINGS

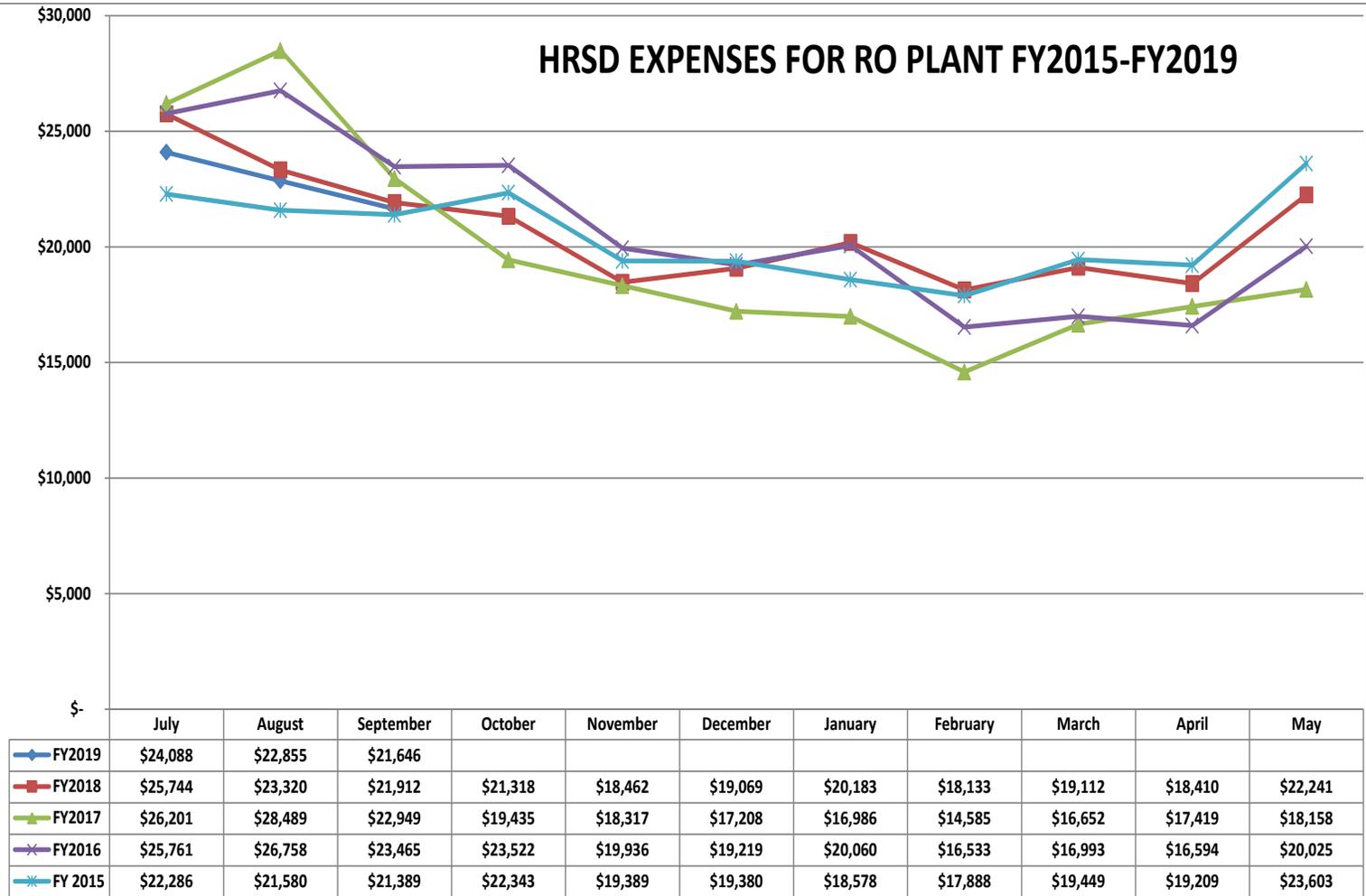
Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-19			-			\$ -	\$ 6.36
Mar-19			-			\$ -	\$ 6.36
Jan-19			-			\$ -	\$ 6.36
Nov-18			-			\$ -	\$ 6.36
Sep-18	5,106,000	1,624,900	6,730,900	\$ 32,474.16	\$ 10,334.37	\$ 42,808.53	\$ 6.36
Jul-18	4,759,000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

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

Oct 2018 YTD RO Expenses by Category



HRSD EXPENSES FOR RO PLANT FY2015-FY2019



HRSD Charges to date per month				1 CCF=748 gallons	Comparison through Sept.	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
11/13/2011	10/31/2011	3,568,426	3.05/CCF	14,550.33		
12/13/2011	11/30/2011	3,238,929	3.05/CCF	13,206.81		
1/13/2012	12/31/2011	3,328,126	3.05/CCF	13,570.67		
2/21/2012	1/31/2012	3,159,403	3.05/CCF	12,882.59		
3/19/2012	2/29/2012	3,008,612	3.05/CCF	12,267.71		
4/12/2012	3/31/2012	3,475,852	3.05/CCF	14,173.05		
5/16/2012	4/30/2012	3,972,056	3.05/CCF	16,196.11		
6/17/2012	5/31/2012	4,309,462	3.05/CCF	17,580.20		
7/13/2012	6/30/2012	5,002,760	3.05/CCF	20,399.01		
		<u>33,063,626</u>		<u>\$ 134,826.48</u>		
8/20/2012	7/31/2012	5,364,598	3.29/CCF	23,595.55		
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	14,180,638	\$ 62,372.15
11/19/2012	10/31/2012	4,258,732	3.29/CCF	18,731.62		
12/17/2012	11/30/2012	3,868,188	3.29/CCF	17,013.91		
1/12/2013	12/31/2012	3,764,536	3.29/CCF	16,557.91		
2/15/2013	1/31/2013	3,788,872	3.29/CCF	16,664.84		
3/14/2013	2/28/2013	3,277,364	3.29/CCF	14,415.14		
4/18/2013	3/31/2013	3,587,116	3.29/CCF	15,777.52		
5/16/2013	4/30/2013	3,647,920	3.29/CCF	16,045.00		
6/13/2013	5/31/2013	3,883,704	3.29/CCF	17,082.01		
7/11/2013	6/30/2013	<u>4,038,800</u>	3.29/CCF	<u>17,764.36</u>		
		<u>48,295,870</u>		<u>\$ 212,424.46</u>		
8/14/2013	7/31/2013	4,395,136	3.55/CCF	20,859.45		
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	12,096,912	\$ 57,412.03
11/18/2013	10/31/2013	3,780,992	3.55/CCF	17,944.54		
12/13/2013	11/30/2013	3,490,432	3.55/CCF	16,565.72		
1/17/2014	12/31/2013	3,419,744	3.55/CCF	16,230.25		
2/11/2014	1/31/2014	3,620,040	3.55/CCF	17,180.58		
3/14/2014	2/28/2014	3,202,720	3.55/CCF	15,200.04		
4/16/2014	3/31/2014	3,517,704	3.55/CCF	16,694.94		
5/27/2014	4/30/2014	3,510,032	3.55/CCF	16,658.73		
6/14/2014	5/31/2014	4,015,224	3.55/CCF	19,056.40		
7/21/2014	6/30/2014	<u>4,306,496</u>	3.55/CCF	<u>20,438.77</u>		
		<u>44,960,296</u>		<u>\$ 213,382.00</u>		

HRSD Charges to date per month				1 CCF=748 gallons	Comparison through Sept.	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
8/19/2014	7/31/2014	4,352,480	3.83/CCF	22,286.00		
10/2/2014	8/31/2014	4,214,710	3.83/CCF	21,580.52		
11/20/2014	9/30/2014	4,177,303	3.83/CCF	21,389.02	12,744,493	\$ 65,255.54
11/20/2014	10/31/2014	4,363,507	3.83/CCF	22,342.69		
12/17/2014	11/30/2014	3,786,703	3.83/CCF	19,388.99		
1/14/2015	12/31/2014	3,784,965	3.83/CCF	19,380.18		
2/18/2015	1/31/2015	3,628,334	3.83/CCF	18,578.18		
3/13/2015	2/28/2015	3,493,560	3.83/CCF	17,888.02		
4/28/2015	3/31/2015	3,798,382	3.83/CCF	19,449.12		
5/31/2015	4/30/2015	3,751,512	3.83/CCF	19,208.98		
6/30/2015	5/31/2015	4,609,730	3.83/CCF	23,603.14		
7/22/2015	6/30/2015	4,449,108	3.83/CCF	22,780.84		
		48,410,294		\$ 247,875.68		
8/18/2015	7/31/2015	4,665,711	4.13/CCF	25,761.29		
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	13,761,853	\$ 75,984.57
11/16/2015	10/31/2015	4,260,123	4.13/CCF	23,522.00		
12/14/2015	11/30/2015	3,610,698	4.13/CCF	19,935.92		
1/13/2016	12/31/2015	3,480,926	4.13/CCF	19,219.37		
2/12/2016	1/31/2016	3,633,192	4.13/CCF	20,060.24		
3/8/2016	2/29/2016	2,994,404	4.13/CCF	16,533.22		
4/14/2016	3/30/2016	3,077,636	4.13/CCF	16,992.89		
5/15/2016	4/30/2016	3,005,292	4.13/CCF	16,593.51		
6/15/2016	5/31/2016	3,626,724	4.13/CCF	20,024.72		
7/15/2016	6/30/2016	3,916,340	4.13/CCF	21,623.85		
		45,367,188		\$ 250,490.29		
8/11/2016	7/31/2016	4,345,472	4.51/CCF	26,200.85		
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	12,876,620	\$ 77,638.76
11/4/2016	10/31/2016	3,223,400	4.51/CCF	19,435.39		
12/7/2016	11/30/2016	3,038,008	4.51/CCF	18,317.37		
1/12/2017	12/31/2016	2,854,056	4.51/CCF	17,208.36		
2/15/2017	1/31/2017	2,817,144	4.51/CCF	16,985.56		
3/15/2017	2/28/2017	2,418,976	4.51/CCF	14,584.89		
4/15/2017	3/31/2017	2,761,768	4.51/CCF	16,651.82		
5/15/2017	4/30/2017	2,889,072	4.51/CCF	17,419.42		
6/9/2017	5/31/2017	3,011,568	4.51/CCF	18,158.16		
7/10/2017	6/30/2017	3,060,880	4.51/CCF	18,455.37		
		38,951,492		\$ 234,855.10		

<u>HRSD Charges to date per month</u>				1 CCF=748 gallons	Comparison through Sept.	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
8/30/2017	7/31/2017	3,913,899	4.92/CCF	25,743.90		
9/8/2017	8/31/2017	3,545,448	4.92/CCF	23,320.31		
10/10/2017	9/30/2017	3,331,316	4.92/CCF	21,911.71	10,790,663	\$ 70,975.92
11/7/2017	10/31/2017	3,241,000	4.92/CCF	21,317.87		
12/20/2017	11/30/2017	2,806,864	4.92/CCF	18,462.30		
1/26/2018	12/31/2017	2,899,168	4.92/CCF	19,069.43		
2/9/2018	1/31/2018	3,068,408	4.92/CCF	20,182.82		
3/5/2018	2/28/2018	2,756,848	4.92/CCF	18,133.15		
4/4/2018	3/31/2018	2,905,640	4.92/CCF	19,112.23		
5/8/2018	4/30/2018	2,798,888	4.92/CCF	18,409.66		
6/8/2018	5/31/2018	3,381,384	4.92/CCF	22,241.35		
7/11/2018	6/30/2018	<u>3,225,424</u>	4.92/CCF	<u>21,215.53</u>		
		37,874,287		\$ 249,120.26		
8/11/2018	7/31/2018	3,355,216	5.37/CCF	\$ 24,087.67		
9/14/2018	8/31/2018	3,183,656	5.37/CCF	22,855.79		
10/27/2018	9/30/2018	3,015,168	5.37/CCF	21,646.47	9,554,040	\$ 68,589.93

CASH BALANCES AS OF OCTOBER 31, 2018					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,082,576.00	(319,224.89)	-	763,351.11
Water-Debt Service	Farmers Bank	676,126.44	28,047.63	-	704,174.07
Water Capital Escrow (availability fees)	TowneBank	543,215.75	-	-	543,215.75
Water Treatment Plant Escrow	TowneBank	10,911.93			10,911.93
Water Deposit Account	TowneBank	86,508.22			86,508.22
Water Development Escrow	TowneBank	128,775.81	-	-	128,775.81
Subtotal Water		2,528,114.15	(291,177.26)	-	2,236,936.89
Sewer	Farmers Bank	406,988.69	17,506.49	(285,270.23)	139,224.95
Sewer Development Escrow	TowneBank	390,765.98	-	-	390,765.98
Sewer Capital Escrow (availability fees)	TowneBank	865,052.67	-	-	865,052.67
Sewer Compliance	Farmers Bank	2,351,126.05	45,137.11	-	2,396,263.16
Subtotal Sewer		4,013,933.39	62,643.60	(285,270.23)	3,791,306.76
Highway	Farmers Bank	79,915.70	297,307.49	-	377,223.19
General Fund	Farmers Bank	3,602,771.20	530,229.65	285,270.23	4,418,271.08
Payroll	Farmers Bank	291,590.72			291,590.72
Money Market-General Fund	TowneBank	38,697.58			38,697.58
Business Super Now-General Fund	Farmers Bank	34,180.59			34,180.59
Money Market-General Fund	Farmers Bank	295,422.08			295,422.08
General Fund Capital Escrow Account	TowneBank	217,108.80	489,553.00		706,661.80
Certificate of Deposit	Farmers Bank	527,026.18			527,026.18
Certificate of Deposit-Police Dept	Farmers Bank	37,048.69			37,048.69
Special Project Account	Farmers Bank	1,119,712.42	(1,088,556.48)		31,155.94
Pinewood Heights Escrow	Farmers Bank	63,587.88			63,587.88
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	188,248.65			188,248.65
Windsor Castle Acct	TowneBank	89,478.00			89,478.00
Subtotal General Fund		6,507,091.54	(68,773.83)	285,270.23	6,723,587.94
TOTAL ALL FUNDS		13,129,054.78	-	-	13,129,054.78



Account Statement

October 2018

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

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

Summary

VA-01-0009-0001		GENERAL					
Beginning Cost	Beginning Market Value	Contributions	Withdrawals	Income Earned	Ending Market Value	Ending Cost	Current Month Unrealized G/L
518,933.14	513,344.59	0.00	46.40	969.71	513,888.89	519,856.45	-379.01

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
10/15/2018	Withdrawal		46.40		9.893331	4.690	0.00
10/15/2018	Income Earned	476.99			9.893331	48.213	
10/31/2018	Income Earned	492.72			9.892971	49.805	
10/31/2018	Ending Balance			513,888.89	9.892971	51,944.850	



Account Statement

October 2018

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

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

Summary

Average Monthly Yield: 2.30%

	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
10/31/2018	Ending Balance			0.000	



Daily Rates

October 2018

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Oct-18	0.000062058	2.27%
02-Oct-18	0.000062332	2.28%
03-Oct-18	0.000062058	2.27%
04-Oct-18	0.000062058	2.27%
05-Oct-18	0.000062332	2.28%
06-Oct-18	0.000062332	2.28%
07-Oct-18	0.000062332	2.28%
08-Oct-18	0.000062332	2.28%
09-Oct-18	0.000062605	2.29%
10-Oct-18	0.000062879	2.30%
11-Oct-18	0.000062605	2.29%
12-Oct-18	0.000062879	2.30%
13-Oct-18	0.000062879	2.30%
14-Oct-18	0.000062879	2.30%
15-Oct-18	0.000063153	2.31%
16-Oct-18	0.000063153	2.31%
17-Oct-18	0.000063153	2.31%
18-Oct-18	0.000063153	2.31%
19-Oct-18	0.000063153	2.31%
20-Oct-18	0.000063153	2.31%
21-Oct-18	0.000063153	2.31%
22-Oct-18	0.000063427	2.32%
23-Oct-18	0.000063427	2.32%
24-Oct-18	0.000063701	2.33%
25-Oct-18	0.000063427	2.32%
26-Oct-18	0.000063701	2.33%
27-Oct-18	0.000063701	2.33%
28-Oct-18	0.000063701	2.33%
29-Oct-18	0.000063701	2.33%
30-Oct-18	0.000063701	2.33%
31-Oct-18	0.000063701	2.33%

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



INVOICE

Invoice # J464103
 Invoice Date 10/24/18
 Account # 095205
 Sales Rep MARTINSBURG HOUSE
 Phone # 304-263-6986
 Branch # 514 Martinsburg, WV
 Total Amount Due \$24,000.00

1830 Craig Park Court
 St. Louis, MO 63146

Remit To:
 CORE & MAIN LP
 PO BOX 28330
 ST LOUIS, MO 63146

553 1 MB 0.424 E0075X 10106 D4166566972 S2 P5826434 0001:0001



TOWN OF SMITHFIELD
 PO BOX 246
 SMITHFIELD VA 23431-0246

Shipped to:
 STOCK #209 CHESAPEAKE
 293 Cary Street
 PO BOX 246
 SMITHFIELD, VA

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
9/06/18	10/23/18					BW	J464103

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
43ED2A31RPWG1SG89	T10 5/8X5/8 R900I PROCODER MTR USG PLS BTM W/6' ANT ED2A31RPWG11SG89 DELIVERED PRICE - DON'T CHARGE FREIGHT	100	100		240.00000	EA	24,000.00

HD SUPPLY WATERWORKS IS NOW:

Effective 8/29/2017
 Visit: coreandmain.com
 for forms (see right)

Available on the new website

- New W-9
- Formal name change letter
- FAQ for customers & vendors

Freight	Delivery	Handling	Restock	Misc.	Subtotal:	24,000.00
					Other:	0.00
					Tax:	0.00
					Invoice Total:	\$24,000.00

Terms: NET 30

Ordered By: JEFF SMITH

This transaction is governed by and subject to CORE & MAIN's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>.

Wood Equipment Service Co.

10540 Northlake Park Drive, Ashland, VA 23005

Phone: 804.798.8844 Fax: 804.798.7610

Sales Invoice

Invoice #:457549

Invoice Date: 10/25/2018

Packing Slip #: 352104

Shipped from WOOD EQUIPMENT

Entered By: ACCT

Acct #: 2247 Bill To: TOWN OF SMITHFIELD P. O. BOX 246 SMITHFIELD, VA 23430 United States	Ship To: TOWN OF SMITHFIELD 293 CARY ST SMITHFIELD, VA 23431 United States			
Contact: JEFF	Tracking # 158-262263			
Order Date 10/18/2018	Terms of Sale NET 30 DAYS	Purchase Order 3 STATIONS	Release#	Shipment Method MOTOR FREIGHT

Line	Qty	Item Number	Description	Invoiced	UOM	Unit Price	UOM	Item Total
1	1.00	51466-108-7	HYDROMATIC HPGH500M3-2, 5HP 3/60/230, 6.25" IMPELLER sn: 10575266	1.00	EA	\$4,795.00	EA	\$4,795.00
2	2.00	51466-111-7	HYDROMATIC HPGH750M3-2, 7.5HP 3/60/230, 6.87" IMPELLER 35' CORD sn: 10498943, 10498944	2.00	EA	\$5,400.00	EA	\$10,800.00
3	2.00	51511-108-7	HYDROMATIC HPGF500M3-4, 5HP 3/60/230, 10.13" IMPELLER 35' CORD sn: 10573124, 10573125	2.00	EA	\$5,500.00	EA	\$11,000.00
							SubTotal	\$26,595.00
							Freight (includes Shipping & Handling)	\$148.72
							Min. Order Fee	\$0.00
							Tax	\$0.00
							Total	\$26,743.72

Isle of Wight, Virginia
 General Obligation Capital Improvement Bonds, Series 2008

Principal paid to date	149,355.00	
Interest paid to date	243,110.53	
Interest paid at closing	35,444.24	Ck #37144
Closing costs	2,863.63	Ck #37144
Remaining principal due 1/1/19	489,552.50	}
Interest due 1/1/19	14,016.55	
Total of all payments to seller per contract	934,342.45	

Balloon payment due as of 1/1/19 to pay off loan for Town Manager and Police Department buildings.

'PUBLIC BLDG ACQUISITION PRINC	'04-100-495500-0000-49501	\$ 489,552.50
'PUBLIC BLDG ACQUISITION INT	'04-100-495500-0000-49502	14,016.55
		\$ 503,569.05

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				12:00 PM - 12:00 AM SC MHSu 5:00 PM Frye and Werner Wedding and Reception 3:00 PM - 7:00 PM WC Trails 3:00 PM IWA Cross Country Meet 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	2:00 PM - 12:00 AM SC MHSu 6:30 PM Rushmere Fire Banquet 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	7:00 AM - 1:00 PM WC Courtyard 7:00 AM IQW Schools 65 Roses 5 K 10:00 AM - 12:00 AM SC MHSu 4:30 PM Woodlief-Witt Reception 12:00 PM - 7:00 PM WC Riverfront 4:00 PM Woodlief-Witt Wedding 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show
4	5	6	7	8	9	10
Fall Clocks Back 10:00 AM - 10:00 PM SC MHSu 4:00 PM Spruiell and Brown Wedding and Reception 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	9:00 AM - 5:00 PM SC MH 10:00 AM Virginia Cooperative Extension Fall District Conference	5:00 AM - 8:00 PM SC MH 7:00 AM Elections 5:00 PM - 7:00 PM SC C&D 5:30 PM WCFB Meeting 7:00 PM - 9:00 PM SC A&B 7:30 PM Town Council	6:00 AM - 11:00 AM WC Riverfront 7:00 AM Burning Pile 12:00 PM - 8:00 PM SC MHSu 12:00 PM Davis & Burkhart Setup	1:30 PM - 10:30 PM SC MHSu 3:00 PM Davis & Burkhart Wedding & Reception 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	12:00 PM - 8:00 PM SC MHSu 12:00 PM Jordan and Street Set 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	12:00 PM - 10:00 PM SC MHSu 3:30 PM Jordan and Street Wedding and Reception 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show
11	12	13	14	15	16	17
Veterans Day -Reserved 10:00 AM - 12:00 PM Memorial Lawn 10:00 AM Veterans Day Service 10:00 AM - 12:00 PM SC Suites 10:00 AM Rain Site-Veterans Day Service 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	Closed all day	4:00 PM - 5:00 PM SC A&B 4:00 PM Pinewood Heights Team Management Meeting 6:00 PM - 8:00 PM SC A&B 6:00 PM Planning Commission		10:00 AM - 3:00 PM SC Suites 10:00 AM Smithfield Women's Club	11:00 AM - 7:00 PM SC MHSu 11:00 AM Copeland and Bristow Set-Up	7:00 AM - 1:00 PM OTS 7:00 AM COP Turkey Giveaway 9:00 AM - 3:00 PM WC Manor House 9:00 AM Museum-Video Shoot 9:00 AM - 10:00 PM SC MHSu 3:00 PM Copeland and Bristow Wedding and Reception 2:00 PM - 10:00 PM Town Streets 4:00 PM Christmas Market
18	19	20	21	22	23	24
10:00 AM - 8:00 PM SC MHSu 1:30 PM Tucker and Bryant Wedding and Reception	8:00 AM - 1:00 PM SC Suites 8:00 AM Carpet Cleaning 5:00 PM - 7:00 PM SC MH 5:00 PM WC Phase 3 Committee	8:00 AM - 3:00 PM WC Courtyard 8:00 AM JROTC Team building 11:30 AM - 2:00 PM SC C&D 11:30 AM Crime Line Meeting 7:00 PM - 8:30 PM SC A&B 7:00 PM BHAR	Closed at noon	Thanksgiving Day -Closed	11:00 AM - 11:00 PM SC MHSu 4:00 PM Gray-Cook Wedding & Reception	11:00 AM - 7:00 PM SC MHSu 11:00 AM Jones and Grandberry Wedding and Reception
25	26	27	28	29	30	
1:00 PM - 12:00 AM SC MHSu 4:00 PM Jones and Grandberry Wedding and Reception	4:00 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings	10:00 AM - 4:00 PM SC C&D 10:00 AM Tourism SSR Meeting 4:00 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings	7:00 AM - 6:00 PM SC MHSu 7:00 AM Antique Show Set	7:00 AM - 6:00 PM SC MHSu 7:00 AM Antique Show Set	7:00 AM - 6:00 PM SC MHSu 7:00 AM Antique Show 4:00 PM - 7:00 PM Town Streets 4:00 PM Women's Club Tree Lighting at the Gazebo	

Parks and Recreation Operation Update

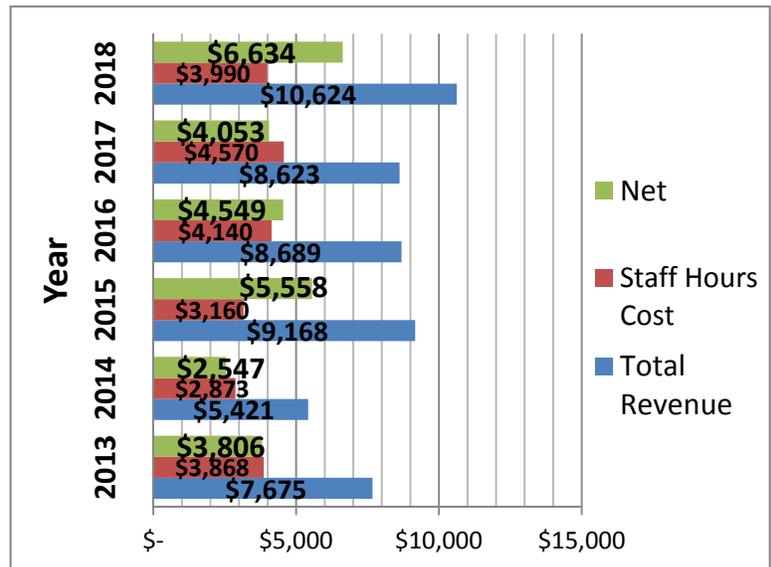
November 2018

Upcoming Special Events & Park Programming			
Day	Date	Event	Location
Sun	Nov 30	Women's Club Tree Lighting & Light Up Main	Times Gazebo and Main Street
Sat-Sun	Dec 1-2	Antique Show	Smithfield Center
Sat	Dec 8	Santa Breakfast	Smithfield Center
		Christmas Parade	Main Street
		Christmas Concert by Naval Fleet Band	Smithfield Center

Windsor Castle Park Updates
<p>Manor House Restoration –</p> <ul style="list-style-type: none"> Back porch rebuild complete, new cooper roof installed Dormer window replacements and repair underway Stucco replacement on west side complete Foundation of new wing underway

Kayak Rentals

2013-2018



Trail Doctor Projects and Hours
470 Volunteer Hours Earned since January 2018
Projects completed
Trail Repair and Maintenance
Dry wells and Drainage Ditches Cleaned
Tree of Heaven Inspection
Stilt Grass Eradication
Painting Signs
Pruning and Weeding

People Counter Data: Windsor Castle Smithfield Station Bridge (moved here January 2018)		
Daily Average: 304	Busiest Day of the Week: Sunday	
Busiest Days	Sunday, November 04 (600)	Sunday, October 28 (558) Sunday, November 18 (511)

Parks and Recreation Operation Update

November 2018

Luter Sports Complex Updates

Luter Sports wrapped the first ball season on Saturday, November 3rd. Sewer line repair by RAD Sports will start the week of November 26th. Turn Lane Bids are due November 29th.

Clontz Park Boat Ramp Updates

Proposed Progress Schedule

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

Park Projects

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

Parks and Recreation Operation Update

November 2018

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

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)
11/30/2018	5:30 P-6:30 P Times Gazebo	Tree Lighting Ceremony & Light Up Main	4 Fri 5 PM-6:30 PM	
Traffic Assist	Community 200 p			
DECEMBER				
12/1/2018	Sat, Sun Smithfield Center Trade Show & Home Tours 500 p	Antique Show	<i>FYI Only</i>	
12/8/2018	8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa	<i>FYI Only</i>	<i>FYI Only</i>
12/8/2018	10:30 A-12 P Main Street	Christmas Parade	# (determined by PD)	# (determined by PW)
Town Streets	Parade	Tourism-Connie Chapman 902-2164		
Restrooms	3000 p	cchapman@isleofwightus.net		
	Resolution	closure of parade route - 8am until parade end		
12/8/2018	10:30 A-12 P SC Concert 400 P	Christmas Concert John Edwards editor@smithfieldtimes.com		

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

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
JANUARY				
1/19/2019	9 A-5 P	BOB Festival	1 Thu 10 PM-6 AM Overnight	4 PW Sat 10 AM-6 PM
	WC Riverfront	Smithfield VA Events-Gina Ippolito	1 Fri 10 PM-6 AM Overnight	1 light tower, deliver on Monday
	8K & Festival	869-0664	2 Sat 7:30 AM-9:30 AM 8K Race	all trash cans, deliver on Tuesday
Traffic Assist	2000 p	gina@smithfieldvaevents.com	1 Sat 8AM - 1PM Jericho Road Closure	
	Resolution	Jericho Road - one way traffic - 8am - 1pm / Traffic	2 Sat 8 AM-5 PM Event Patrol	
			2 Sat 10 AM-5 PM Event Patrol	
1/19/2019	9 A-9 P	Smithfield Station Parking Lot Assist	1 Sat 10 AM-4 PM Station Parking Lot	
	Station Parking Lot	Smithfield Station -Randy Pack	1 Sat 4 PM-7 PM Station Bar	
	Officer Request	620-7700		
		randy.pack@smithfieldstation.com		
1/20/2019	2p-5 p	MLK Program		
	Smithfield Center			
	Community			
	250 p			
FEBRUARY				
2/10/2019	3 P-6:30 P	Sweetheart Banquet		
	Smithfield Center			
	Fundraiser			
	200 p			
2/16/2019	7 P-11 P	CASA Gala	1 Sat 6:30 PM-11:30 PM	
	Smithfield Center			
	Fundraiser			
	250 p			
2/24/2019	2 p-4 P	Black History Month Program		
	Smithfield Center			
	Community			
	100 p			
MARCH				
3/9/2019	5:30 P-9:30 P	IOW Academy Gala	(using IOW Sheriff's deputy	
	Smithfield Center			
	Fundraiser			
	350 p			
3/16/2019	10:30 A-1 P	St Patricks Day Parade	# (determined by PD)	# (determined by PW)
	Main Street	Tourism-Connie Chapman		
	Parade	902-2164		
Town Streets	3000 p	cchapman@isleofwightus.net		
Restrooms	Resolution	closure of parade route - 8am until parade end		
3/23/2019	9 AM-2 PM	Women's Club Flea Market		
	Smithfield Center	Connie Chapman		
	Flea Market			
	500 p			
APRIL				
4/6/2019	10 A-2:30 P	YMCA Triathlon	1 Sat 9 AM-2 PM YMCA Entrance	FYI Only
	Town Streets	Virginia-Maryland -Greg Hawkins	1 Sat 9 AM-2 PM Grace/Cary	
	Race	336-577-2801	1 Sat 9AM-2PM James/Grace	
Traffic Assist	500	greg.hawkins@vtmts.com	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	
4/13/2019	11 A-5 P	Wine Fest	1 Fri 10 PM-6 AM Overnight	4 PW 10 AM-6 PM
	WC Riverfront	Smithfield VA Events-Gina Ippolito	1 Sat 8 AM-1 PM Jericho Road Closure	1 light tower, deliver on Wed
	Festival	869-0664	1 Sat 10 AM-6 PM Command Center	all trash cans, deliver on Wed
Jericho Road	3500 p	gina@smithfieldvaevents.com	2 Sat 10 AM-6 PM Event Patrol	clean fishing pier, by Tue
	Resolution	Jericho Road - one way traffic - 8am - 1pm	2 Sat 10:30 AM-6 PM Money Drops	
		Park Trail Closure 10 AM-5 PM		
4/13/2019	9 A-9 P	Smithfield Station Parking Lot Assist	1 Sat 10 AM-4 PM Station Parking Lot	
	Station Parking Lot	Smithfield Station -Randy Pack	1 Sat 4 PM-7 PM Station Bar	
	Officer Request	620-7700		
		randy.pack@smithfieldstation.com		
Not scheduled	3 P-5 P	Smithfield 6 Pack 6K Beer Run	4 Sun 3 PM-5 PM	cones, road barriers
	Main Street	Cristin Emerick		
Main Street	Race	849-8948		
	300 p	wharhillbrewingco@gmail.com		

2019 Town of Smithfield Open to Public Events (on town properties)					
Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)	
Not scheduled	9 A-12 P WC	IWA 5 K Jill Edwards			
WC Trails	Race 130 p	804-874-6197 jilledwards@iwacademy.com			
4/27/2019	8 P-12 P Smithfield Center Prom 200 p	Windsor Prom	using IOW Resource Officer		
Not scheduled	9 AM-11 AM Main Street	Main Street Mile Cristin Emerick	2 9 AM-11 AM, report at 8:30 AM	2	on Friday to put up No Parking Signs on Friday-charge for hours
Main Street	Race 200 P	849-8948 wharhillbrewingco@gmail.com		2	on Sunday 8:30 A-10:30 A put out cones, road barriers
MAY					
5/6/2019	Mon 8 A-2 P Smithfield Center Senior Community	TRIAD	1 Mon 7 AM-10 AM Parking Assist		
5/18/2019	8 P-12 P Smithfield Center Prom 350 p	Smithfield Prom	2 Sat 6:30 PM-11:30 PM		
5/25/2019	8 A-2 P WC/Town Streets	Pedal for the Pig Sharon Bochman	2 Sat 7:45 AM-9:15 AM Main/Underwood 1 Sat 7:45AM-9:15 AM 258/Route 10		
Traffic Assist	Bike Race 300 p	bochman@cox.net			
5/27/2019	11 A-12 P Veterans Memorial Community 150 p	Memorial Day Service	1 Mon 10:30 AM-11:30 AM		No staff grass cut by Wed
Traffic Assist					
JUNE					
6/7/2019	8 P-12 P Smithfield Center Prom 350 p	Kings Fork Prom	2 Fri 6:30 PM-12:30 AM		
6/1/2019	7 A-11 A WC/Clontz Community Cleanup 20 p	Clean the Bay Day WCFB -Kelly Davis kellyb413@hotmail.com			
6/1/2019 - 6/2/2019	Two Days WC Courtyard & Street Bike Race 1000 p	Multiple Sclerosis Bike Event Deborah Richards 804-591-3034 deborah.richards@nmss.org	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)
Not scheduled	8 A-2 P WC Kayak Launch Boat Event 300 p	Cardboard Regatta Nicolas Manfred 812-2153	2 9:30 A-12 P boat patrol near Windsor Castle Kayak Launch		
JULY					
7/3/2019	9 P-9:30 P Town Streets Community 1000 p	Town Fireworks	# (determined by PD)		
Station Bridge					
7/3/2019	5 P-9 P Station Parking Lot Officer Request	Fireworks-Station Parking Lot Assist Smithfield Station-Randy Pack 620-7700 randy.pack@smithfieldstation.com	1 5 PM-9 PM		
AUGUST					
Not scheduled	Smfd Station Festival 500 p	Boardwalk Party and Art Show Connie Chapman cchapman@isleofwightus.net	1 Friday night 6 PM-9:30 PM		
Downtown					

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

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
8/6/2019	5 P-7 P Smithfield Center Community 500 p	National Night Out Night Out Committee-Kurt Beach 449-4849 kbeach@smithfieldva.gov		
SEPTEMBER				
Not scheduled	9 A-2 P	Ruritan Car Show		
Main Street	Car Show 100 p			
9/21/2019	7 AM-5 PM Smithfield Center Community 200 P	Victory Over Diabetes		
9/28/2019	9 AM-4 PM Main Street 100-300 Market 500 p Resolution	Vintage Market Farmers Market-Cheryl Ketcham 375-3031 cketcham@isleofwightus.net Main Street from Church to Underwood - 6am - 4:30pm	4 Sat 6 AM-6 PM Main Closed & Patrol	4 PW Sat 6 AM-6 PM
Main Street				
Restrooms				
OCTOBER				
TBD	4:00 PM Main Street Parade 100 p Resolution	Smithfield Homecoming Parade Smithfield High-Jill Gwaltney 371-3918 jillgwaltney@gmail.com Rolling closure - Cary St. to Grace to Mason to Main starting at 4pm	# (determined by PD)	
Main Street				
10/5/2019	11 A-9 P WC Riverfront Festival 3500 P Resolution	Bacon (BBB) Festival Smitfield Events-Gina Ippilito 869-0664 gina@smithfieldvaevents.com Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm	1 Thu 10 PM-6 AM Overnight 1 Fri 10 PM-6 AM Overnight 1 Sat 8 AM-1 PM Jericho Road Closure 1 Sat 10 AM-6 PM Command Center 4 Sat 10 AM-6 PM Event Patrol 2 Sat 10:30 AM-6 PM Money Drops	4 PW 10 AM-6 PM 1 light tower, deliver on Wed all trash cans, deliver on Wed clean fishing pier, by Tue
Jericho Road				
10/5/2019	10 A-7 P Station Parking Lot Officer Request	Smithfield Station Parking/Bar Assist Smithfield Station Parking Lot Assist Randy Pack randy.pack@smithfieldstation.com	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
10/12/2019	8 A-11 A Town Streets 5K Race 1000 p Resolution	Hog Jog IOW COP -Barbara Stafford 757-647-4061 dbstaff@charter.net closure of 5K course route - 8:45am - 10:45am	No. (determined by PD)	<i>FYI Only</i>
Traffic Assist				
10/19/2019	6 PM-10 PM Smithfield Center Fundraiser 200 P	IOW Schools Gala	1 Sat 5:30 PM-10:30 PM	
10/26/2019	WC and Traffic Assist on Town Streets Race 500 p	Safe House Half Marathon Kristi Wells kristi@safehouseproject.org	?	<i>FYI Only</i>
Downtown				
Not scheduled	3 PM-9 PM	Horsepower on Main Street Team Shelby - Justin Emanul 876-9160 teamshelbyva@gmail.com	1 Sat 2 PM-9 PM Main Closed & Patrol	2 PW Sat 1:30 PM-9 PM
Main Street	Car Show			
Restrooms	100 cars			
	Resolution			
10/31/2019	5 P-8 P Main Street Community 2000 p	Halloween Safe Trick or Treat street close Main, Grace, Institute	# (determined by PD)	<i>FYI Only</i>
Main Street				
Restrooms				

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

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
NOVEMBER				
Not scheduled	10 A-1 P WC Trails	IOW Schools 65 Roses 6K IOW Schools-Holly Goetz 582-1191 hgoetz@iwcs.k12.va.us		
	200 P			
11/11/2019	11 AM-12 PM Vet Mem Community 150 p	Veterans Day Ceremony VFW	1 Sat 10:30 AM-11:30 AM	<i>FYI Only</i>
11/16/2019	350 p 8 P-12 P Smithfield Center Gala 300 p	WCFB Park Lovers Party	1 Fri 5:30 PM-10:30 PM	
11/23/2019	6 PM-9 PM Main Street Market 5000 p Resolution	Holiday Evening Market Meredith Marchant 375-3031 cketcham@isleofwightus.net Main Street from Church to Underwood - 3pm - 11pm	4 Sat 3 PM-11 PM Event Patrol	6 PW Fri 3 PM-11 PM
DECEMBER				
12/6/2019	Sat, Sun Smithfield Center Trade Show & Home Tours	Antique Show	<i>FYI Only</i>	
12/6/2019	5:30 P-6:30 P Times Gazebo Community 200 p	Tree Lighting Ceremony & Light Up Main	4 Fri 5 PM-6:30 PM	<i>Service order for assistance in putting up tree on 11/27/17</i> cones
12/14/2019	500 p 8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa	<i>FYI Only</i>	<i>FYI Only</i>
12/14/2019	10:30 A-12 P Main Street Parade 3000 p Resolution	Christmas Parade Tourism-Connie Chapman 902-2164 cchapman@isleofwightus.net closure of parade route - 8am until parade end	# (determined by PD)	# (determined by PW)
Not scheduled	10:30 A-12 P SC Concert 400 P	Christmas Concert John Edwards editor@smithfieldtimes.com		