



October 25, 2019

TO: SMITHFIELD TOWN COUNCIL

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

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

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

Public Safety

Members: Tynes (CH), Hall, Haywood

- TAB # 1**
1. Public Comment
 2. Operational Updates:
 - a. Smithfield Police Department
 - b. Smithfield Volunteer Fire Department
 3. Street Closure Request for Christmas Mistletoe Market Saturday, December 14, 2019 from 2:00 p.m. to 10:00 p.m.
[Amy Novak, Director of Parks and Recreation](#)

Immediately following the conclusion of the above meeting:

Water and Sewer

Members: Smith (CH), Pack, Tynes

1. Public Comment

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Smith, Butler

- TAB # 2**
1. Public Comment
 2. August Financial Statements
[Ellen Minga, Town Treasurer](#)
 - (forthcoming)** 3. September Financial Statements
[Ellen Minga, Town Treasurer](#)

- TAB # 3** 4. September Cash Balances / VML Investment Pool Update
[Ellen Minga, Town Treasurer](#)
- TAB # 4** 5. Invoices Over \$10,000 Requiring Council Authorization:
 - a. Western Tidewater Free Clinic
 - budgeted annual contribution \$40,560.00
 - b. Kimley-Horn and Associates
 - Clontz Park – additional construction phase services \$14,087.50
- TAB # 5** 6. Purchase Order Authorizing Emergency Repairs to Replace Storm Damaged Equipment at Crescent Pump Station in an Amount of \$20,153.38.
[Sanford Wanner, Interim Town Manager](#)
- 7. Advertisement of Town Manager Position
[Ashley Rogers, Director of Human Resources](#)
- 8. Closed Session for the Purpose of Discussing Acquisition of Real Property for Public Purposes Pursuant to 2.2-3711 (A)(3) of the Code of Virginia.

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

Parks and Recreation

Members: Hall (CH), Butler, Haywood

- TAB # 6** 1. Public Comment
- 2. Operational Update – Committee Report / 2019 Open to the Public Event Schedule
[Amy Novak, Director of Parks and Recreation](#)
- 3. Accept Donation of Asphalt from Blair Brothers, Inc. for Improvements to the Jersey Park Playground
[Amy Novak, Director of Parks and Recreation](#)
- TAB # 7** 4. Proposed Fee Structure for Windsor Castle Manor House
[Amy Novak, Director of Parks and Recreation](#)

Immediately following the conclusion of the above meeting:

Public Works

Members: Haywood (CH), Smith, Tynes

- 1. Public Comment

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Butler (CH), Hall, Pack

- TAB # 8** 1. Public Comment
- 2. DRAFT Memorandum of Understanding (MOU) between the Historical Society and the Town of Smithfield for the use of the Wombwell House
[William H. Riddick, III, Town Attorney](#)

***** Additional Items Not Listed on Committee but will be on Council's November 6th Agenda*****

- Accept Deed for 13 Pinewood Drive as part of the Pinewood Heights Relocation Project
 - Western Tidewater Free Clinic Presentation by Stephie Broadwater
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**PUBLIC SAFETY
COMMITTEE**



Town of Smithfield Special Event Application for Permit

Event Date		Saturday, December 14, 2019			
Event Name		Evening Mistletoe Market			
Event Location		Main Street, Smithfield			
Event Times (don't include setup times)		3:00 pm – 8:00 pm			
Event Organizer (Group Name)		IOW Tourism			
Contacts					
Name	Connie Chapman	Cell Phone	757-902-2164	Email	cchapman@isleofwightus.net
Name		Cell Phone		Email	

Event Category	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show <input checked="" type="checkbox"/> Other - Market				
Description of Event	Tourism Submission		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Market with tents set up down both sides of Main Street					
Contact name and phone number for more information on event					
Name: Connie Chapman			Phone: 757-902-2164		
Expected Attendance	6000	Website	https://www.genuinesmithfieldva.com/		
Average Ticket/Entry Price	\$0	Participants will be	<input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both		
Music-DJ/Band?	Various Musicians	Alcohol Sales or Service?	N/A		
What is your plan in the event of bad weather-cancel, reschedule?					Saturday, December 15, 2018
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		
A night for local residents and new tourists to shop and eat in downtown Smithfield. Not only with the Market Vendor but with the existing merchants. As well as entice new comers to come back to Smithfield another time.			Smithfield Tourism		

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

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

Event Organizer's Signature					Date	
Print Name						
Town Manager	Smithfield Police	Smithfield Public Works	Tourism	Smithfield Fire	Isle of Wight Rescue	Isle of Wight Sheriff

**FINANCE
COMMITTEE**

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
Revenue						
<u>GENERAL GOVERNMENT REVENUES</u>						
<u>Real Estate Tax</u>						
Current RE Tax	03-100-311010-0000-30001	2,105,233.00	-		2,105,233.00	0%
Delinquent RE Tax	03-100-311010-0000-30002	5,000.00	1,795.09	1	3,204.91	36%
Current RE Penalty	03-100-311060-0000-30005	7,000.00	-		7,000.00	0%
Delinquent RE Penalty	03-100-311060-0000-30005	700.00	196.30		503.70	28%
Current RE Interest	03-100-311060-0000-30006	500.00	-		500.00	0%
Delinquent RE Interest	03-100-311060-0000-30006	1,000.00	147.00		853.00	15%
Total Real Estate Taxes		2,119,433.00	2,138.39		2,117,294.61	0%
<u>Personal Property Tax</u>						
Current PP Tax	03-100-311030-0000-30001	625,000.00	-		625,000.00	0%
Delinquent PP Tax	03-100-311030-0000-30002	20,000.00	6,114.76	2	13,885.24	31%
Current PP Penalty	03-100-311060-0000-30005	13,000.00	-		13,000.00	0%
Delinquent PP Penalty	03-100-311060-0000-30005	12,000.00	2,280.67		9,719.33	19%
Current PP Interest	03-100-311060-0000-30006	700.00	-		700.00	0%
Delinquent PP Interest	03-100-311060-0000-30006	800.00	1,184.17		(384.17)	148%
Total Personal Property Tax		671,500.00	9,579.60		661,920.40	1%
<u>Public Service Corporations Tax</u>						
Current RE Tax	03-100-311020-0000-30001	29,400.00	-		29,400.00	0%
Current PP Tax	03-100-311020-0000-30001	245.00	-		245.00	0%
Total Public Service Tax		29,645.00	-		29,645.00	0%
Miscellaneous Receipts Over/Short	03-100-311060-0000-30007	20.00	(11.64)		31.64	-58%
Total Over/Short		20.00	(11.64)		31.64	-58%
<u>Other Local Taxes</u>						
Franchise Tax	03-100-312040-0000-31203	150,000.00	-		150,000.00	0%
Cigarette Tax	03-100-312080-0000-31204	250,000.00	38,070.00	3	211,930.00	15%
Transient Occupancy Tax	03-100-312101-0000-31205	219,000.00	-		219,000.00	0%
Meals Tax-4.25%	03-100-312110-0000-31211	1,177,731.00	60,905.68		1,116,825.32	5%
Meals Tax-2%	03-100-312110-0000-31212	554,226.00	28,661.49		525,564.51	5%
Sales Tax	03-100-312010-0000-30009	360,000.00	-		360,000.00	0%
Consumption Tax	03-100-312020-0000-31202	50,000.00	143.62		49,856.38	0%
Utility Tax	03-100-312020-0000-31201	200,000.00	3,653.77		196,346.23	2%
Business Licenses	03-100-312030-0000-31208	395,000.00	9,321.05	4	385,678.95	2%
Business Licenses Penalty	03-100-312030-0000-31209	4,000.00	359.93		3,640.07	9%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
Business Licenses Interest	03-100-312030-0000-31210	225.00	106.95		118.05	48%
Peg Channel Capital Fee	03-100-312040-0000-30054	1,920.00	482.90		1,437.10	25%
Vehicle License	03-100-312050-0000-32018	241,000.00	6,939.90	5	234,060.10	3%
Total Other Local Taxes		3,603,102.00	148,645.29		3,454,456.71	4%
<u>Licenses, Permits & Fees</u>						
Permits & Other Licenses	multiple accounts	20,000.00	1,725.00	6	18,275.00	9%
Inspection Fees-Subdivision	03-100-313030-0000-30030	4,200.00	300.00	7	3,900.00	7%
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	10,000.00	3,000.00		7,000.00	30%
WC Dog Park Registration	03-100-313030-0000-30043	1,000.00	45.00		955.00	5%
Consultant Review Fees	03-100-313030-0000-30028	1,500.00	300.00	8	1,200.00	20%
Total Licenses, permits and privilege fees		36,700.00	5,370.00		31,330.00	15%
<u>Fines & Costs</u>						
Restitution	03-100-314010-0000-30058	-	-		-	0%
Fines & Costs	03-100-314010-0000-30055	40,000.00	2,187.60		37,812.40	5%
Total Fines & Forfeitures		40,000.00	2,187.60		37,812.40	5%
<u>From Use of Money and Property</u>						
General Fund Interest	03-100-315010-0000-31501	65,000.00	12,727.48		52,272.52	20%
Rentals	03-100-315020-0000-30110	72,617.00	7,713.86	9	64,903.14	11%
Smithfield Center Rentals	03-100-315020-0000-30111	180,000.00	39,801.78	10	140,198.22	22%
Smithfield Center Vendor Programs	03-100-315020-0000-30113	3,000.00	-		3,000.00	0%
WC Manor House Rentals	03-100-315020-0000-30119	15,000.00	38.00		14,962.00	0%
Sports Complex Rentals	03-100-315020-0000-30120	10,000.00	300.00		9,700.00	3%
Park Impact Fees	03-100-315020-0000-30118	20,000.00	627.00		19,373.00	3%
Kayak Rentals	03-100-315020-0000-30015	10,000.00	5,617.00	11	4,383.00	56%
Special Events	03-100-315020-0000-30013, 30014	28,000.00	1,058.00		26,942.00	4%
Fingerprinting Fees	03-100-318990-0000-30048	1,500.00	190.00		1,310.00	13%
Museum Admissions	03-100-315020-0000-30115	9,415.00	2,082.00		7,333.00	22%
Museum Gift Shop Sales	03-100-318990-0000-30016	11,700.00	2,753.78		8,946.22	24%
Museum Programs/Lecture Fees	03-100-318990-0000-30017	1,000.00	90.00		910.00	9%
Sale of Equipment/Buildings	03-100-341020-0000-31405	-	-		-	
Lease of Land	03-100-315020-0000-30017	600.00	-		600.00	0%
Total revenue from use of money and property		427,832.00	72,998.90		354,833.10	17%
<u>Miscellaneous Revenue</u>						
Other Revenue	multiple accounts	1,000.00	94.75		905.25	9%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	-	-		-	
Total Miscellaneous Revenue		1,000.00	94.75		905.25	9%
<u>From Reserves</u>						

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
WC Preservation Funds	N/A	38,000.00	-		38,000.00	0%
Appropriated fund balance for budget	N/A	2,240,632.00	546,029.92	12	1,694,602.08	24%
Total From Reserves		2,278,632.00	546,029.92		1,732,602.08	24%
<u>Intergovernmental Virginia</u>						
Law Enforcement	03-100-322010-0000-34011	172,904.00	44,912.00	13	127,992.00	26%
Litter Control Grant	03-100-322010-0000-34010	-	-		-	
Communications Tax	03-100-322010-0000-34008	204,000.00	-		204,000.00	0%
Rolling Stock	03-100-322010-0000-34001	137.00	153.61		(16.61)	112%
Rental Tax	03-100-322010-0000-34002	5,000.00	1,274.56		3,725.44	25%
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00	240,794.89	14	0.11	100%
TRIAD Grant	03-100-322010-0000-34017	-	-		-	
Fire Programs	03-100-322010-0000-34012	-	-		-	
VCA Grant	03-100-322010-0000-34005	4,500.00	-		4,500.00	0%
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	'03-100-322010-0000-34020	140,265.00	-		140,265.00	0%
Benns Church/Route 258/Route 10 Bypass intersection	'03-100-322010-0000-34020	159,264.00	-		159,264.00	0%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	'03-100-322010-0000-34020	40,680.00	-		40,680.00	0%
VMRC Grant-boat ramp	03-100-322010-0000-34025	-	-		-	
Port of VA Grant-boat ramp	not yet assigned	-	-		-	
State Grant-Boat Ramp	not yet assigned	-	-		-	
DCR Grant #71-17	03-100-322010-0000-34015	-	-		-	
DCR Grant #72-17	03-100-322010-0000-34015	-	-		-	
Total State Revenue		967,545.00	287,135.06		680,409.94	30%
<u>Intergovernmental Federal</u>						
Police Federal Grants		-	3,060.00		(3,060.00)	
VDEM Grant (federal portion)		-	-		-	
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	03-100-331010-0000-35008	623,400.00	-		623,400.00	0%
Benns Church/Route 258/Route 10 Bypass intersection	03-100-331010-0000-35008	707,840.00	-		707,840.00	0%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	180,800.00	-		180,800.00	0%
Pinewood Heights CDBG Relocation Grant Phase IV	03-100-331010-0000-35002	1,000,000.00	-		1,000,000.00	0%
Total Federal Revenue		2,512,040.00	3,060.00		2,508,980.00	0%
<u>Other Financing Sources</u>						
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	-	-		-	
Insurance Recoveries		-	-		-	
Total Other Financing Sources		-	-		-	
<u>Contributions</u>						

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
CHIP Contributions	03-100-318990-0000-31620	13,000.00	55.00		12,945.00	0%
Contributions-Public Safety	03-100-318990-0000-31622	50.00	-		50.00	0%
Contributions-Museum	03-100-318990-0000-31632	93,506.00	275.00		93,231.00	0%
Contribution-Historic Windsor Castle Restoration LLC	03-100-318990-0000-31626	100,000.00	-		100,000.00	0%
Contributions-Public Ball Fields	03-100-318990-0000-31635	80,000.00	-		80,000.00	0%
Total Contributions		286,556.00	330.00		286,226.00	0%
Total General Fund Revenue		12,974,005.00	1,077,557.87		11,896,447.13	8%
GENERAL GOVERNMENT EXPENSES						
<u>Town Council</u>						
Salaries	04-100-411010-0000-41100	42,000.00	7,010.00		34,990.00	17%
FICA	04-100-411010-0000-42100	3,276.00	545.39		2,730.61	17%
Legal Fees	04-100-411010-0000-43150	50,000.00	4,530.63		45,469.37	9%
Election Expense	04-100-411010-0000-43170	-	-		-	
Maintenance contracts	04-100-411010-0000-43320	1,700.00	-		1,700.00	0%
Advertising	04-100-411010-0000-43600	30,000.00	1,095.95		28,904.05	4%
Professional Services	04-100-411010-0000-43152	10,000.00	-		10,000.00	0%
Records Management maint & upgrades	04-100-411010-0000-45811	5,000.00	-		5,000.00	0%
Site Plan Review	04-100-411010-0000-43141	-	-		-	
Insurance	04-100-411010-0000-45300	18,145.00	4,536.00	17	13,609.00	25%
Supplies	04-100-411010-0000-46001	9,000.00	3,614.02		5,385.98	40%
Travel & Training	04-100-411010-0000-45500	8,000.00	2,164.50	19	5,835.50	27%
Subscriptions/Memberships	04-100-411010-0000-45810	11,000.00	5,898.00	18	5,102.00	54%
Council Approved Items	04-100-411010-0000-45804	9,500.00	-		9,500.00	0%
Public Defender Fees	04-100-411010-0000-43153	3,000.00	-		3,000.00	0%
Bank Charges	04-100-411010-0000-45813	-	-		-	100%
SpecialProjects	04-100-411010-0000-43353	-	-		-	
Update Town Charter & Code	04-100-411010-0000-43151	5,000.00	-		5,000.00	0%
Annual Christmas Parade	04-100-411010-0000-43351	-	-		-	
Total Town Council		205,621.00	29,394.49		176,226.51	14%
<u>Town Manager</u>						
Salaries	04-100-412010-0000-41100	330,421.00	42,289.86	15	288,131.14	13%
Salarie-PT	04-100-412010-0000-41110	17,534.00	-		17,534.00	0%
Salaries-OT	04-100-412010-0000-41120	3,788.00	-		3,788.00	0%
FICA	04-100-412010-0000-42100	28,140.00	2,921.50		25,218.50	10%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
VSRS	04-100-412010-0000-42200	20,545.00	2,851.38		17,693.62	14%
Disability	04-100-412010-0000-42210	556.00	41.45		514.55	7%
Health & Other	04-100-412010-0000-42300	59,297.00	8,865.72	16	50,431.28	15%
Pre-Employment Test	04-100-412010-0000-42435	3,500.00	-		3,500.00	0%
Employee Recognition	04-100-412010-0000-42440	15,000.00	-		15,000.00	0%
Auto Expense	04-100-412010-0000-46009	500.00	74.20		425.80	15%
Storm Maintenance	04-100-412010-0000-43106	-	-		-	
Maintenance Contracts	04-100-412010-0000-43320	3,000.00	645.21		2,354.79	22%
Communications	04-100-412010-0000-45200	18,000.00	813.56		17,186.44	5%
Insurance	04-100-412010-0000-45300	2,394.00	599.00	17	1,795.00	25%
Supplies	04-100-412010-0000-46001	5,000.00	91.73		4,908.27	2%
Dues & Subscriptions	04-100-412010-0000-45810	5,000.00	1,383.08	18	3,616.92	28%
Computer & technology expenses	04-100-412010-0000-46005	5,000.00	-		5,000.00	0%
Travel & Training	04-100-412010-0000-45500	10,000.00	1,135.68		8,864.32	11%
Other	04-100-412010-0000-45804	500.00	-		500.00	0%
Capital Expenditures	04-100-412010-0000-48100	-	-		-	
Total Town Manager		528,175.00	61,712.37		466,462.63	12%
<u>Treasurer</u>						
Salaries	04-100-412410-0000-41100	390,589.00	47,085.37	15	343,503.63	12%
Salaries-OT	04-100-412410-0000-41120	5,220.00	-		5,220.00	0%
FICA	04-100-412410-0000-42100	31,668.00	3,407.47		28,260.53	11%
VSRS	04-100-412410-0000-42200	25,031.00	3,535.80		21,495.20	14%
Disability	04-100-412410-0000-42210	517.00	16.98		500.02	3%
Health	04-100-412410-0000-42300	55,788.00	8,700.06	16	47,087.94	16%
Audit	04-100-412410-0000-43120	13,250.00	-		13,250.00	0%
Professional Services	04-100-412410-0000-43152	15,000.00	-		15,000.00	0%
Communications	04-100-412410-0000-45200	11,000.00	1,708.35		9,291.65	16%
Computer & technology expenses	04-100-412410-0000-46005	7,500.00	-		7,500.00	0%
Data Processing	04-100-412410-0000-44100	20,000.00	2,499.48		17,500.52	12%
Service contracts-includes MUNIS	04-100-412410-0000-43320	60,000.00	1,114.43		58,885.57	2%
Insurance	04-100-412410-0000-45300	2,472.00	618.00	17	1,854.00	25%
Supplies	04-100-412410-0000-46001	19,000.00	583.51		18,416.49	3%
Dues & Subscriptions	04-100-412410-0000-45810	1,900.00	244.95	18	1,655.05	13%
Credit Card Processing	04-100-412410-0000-46002	600.00	227.16		372.84	38%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,404.00	-		3,404.00	0%
Travel & Training	04-100-412410-0000-45500	5,000.00	-		5,000.00	0%
Other	04-100-412410-0000-45804	100.00	-		100.00	0%
Bank Charges	04-100-412410-0000-45813	700.00	10.00		690.00	1%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
Capital Expenditures	04-100-412410-0000-48100	66,850.00	-		66,850.00	0%
Total Treasurer		735,589.00	69,751.56		665,837.44	9%
<u>PUBLIC SAFETY</u>						
<u>Police Department</u>						
Salaries	04-100-431100-0000-41100	1,301,211.00	202,979.13	15	1,098,231.87	16%
Salaries OT	04-100-431100-0000-41120	208,224.00	-		208,224.00	0%
Salaries-Selective Enforcement	04-100-431100-0000-41100	4,815.00	-		4,815.00	0%
Salaries-Special Events	04-100-431100-0000-41100	18,905.00	-		18,905.00	0%
FICA	04-100-431100-0000-42100	122,750.00	14,625.90		108,124.10	12%
VSRS	04-100-431100-0000-42200	83,179.00	12,923.57		70,255.43	16%
Disability	04-100-431100-0000-42210	190.00	14.00		176.00	7%
Health Insurance	04-100-431100-0000-42300	232,434.00	35,494.52	16	196,939.48	15%
Pre-Employment Test	04-100-431100-0000-42435	-	-		-	
Uniforms	04-100-431100-0000-46011	24,000.00	447.90		23,552.10	2%
Service Contracts	04-100-431100-0000-43320	40,000.00	25,553.26	20	14,446.74	64%
Communications	04-100-431100-0000-45200	50,000.00	6,762.50		43,237.50	14%
Computer & Technology Expenses	04-100-431100-0000-46005	13,000.00	443.24		12,556.76	3%
Insurance	04-100-431100-0000-45300	52,500.00	13,124.00	17	39,376.00	25%
Ins. - LODA	04-100-431100-0000-42410	16,233.00	12,703.86	21	3,529.14	78%
Materials & Supplies	04-100-431100-0000-46001	25,000.00	3,283.16		21,716.84	13%
Dues & Subscriptions	04-100-431100-0000-45810	9,500.00	2,835.00	18	6,665.00	30%
Equipment	04-100-431100-0000-46006	43,000.00	3,648.73		39,351.27	8%
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00	-		2,000.00	0%
Vehicle Maintenance	04-100-431100-0000-46009	40,000.00	3,247.46		36,752.54	8%
Gas	04-100-431100-0000-46008	41,500.00	5,277.68		36,222.32	13%
Tires	04-100-431100-0000-46016	5,000.00	-		5,000.00	0%
Travel & Training	04-100-431100-0000-45500	30,000.00	2,533.70		27,466.30	8%
Special Events	04-100-431100-0000-43352	1,000.00	407.22		592.78	41%
Investigation expenses	04-100-431100-0000-44641	3,000.00	25.91		2,974.09	1%
Other	04-100-431100-0000-45804	2,500.00	119.00		2,381.00	5%
Capital Expenditures	04-100-431100-0000-48101	66,000.00	-		66,000.00	0%
Total Police Department		2,436,441.00	346,449.74		2,089,991.26	14%
<u>Fire Department</u>						
Annual Contribution	04-100-432300-0000-46008	15,000.00	-		15,000.00	0%
State Pass Thru	04-100-432100-0000-45623	-	-		-	
Total Fire Department		15,000.00	-		15,000.00	0%
<u>Contributions-Public Safety</u>						

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
E911 Dispatch Center	04-100-432300-0000-45614	237,599.00	-		237,599.00	0%
Total Contributions-Public Safety		237,599.00	-		237,599.00	0%
 <u>PARKS, RECREATION & CULTURAL</u>						
<u>Parks & Recreation</u>						
Salaries	04-100-471100-0000-41100	205,290.00	22,137.45	15	183,152.55	11%
Salaries-OT	04-100-471100-0000-41120	6,330.00	-		6,330.00	0%
FICA	04-100-471100-0000-42100	16,933.00	1,567.83		15,365.17	9%
VSRS	04-100-471100-0000-42200	13,149.00	1,612.08		11,536.92	12%
Disability	04-100-471100-0000-42210	480.00	12.12		467.88	3%
Health	04-100-471100-0000-42300	54,261.00	4,500.04	16	49,760.96	8%
Uniforms	04-100-471100-0000-46011	3,000.00	-		3,000.00	0%
Communicaitons	04-100-471100-0000-45200	2,000.00	221.41		1,778.59	11%
insurance	04-100-471100-0000-45300	2,838.00	1,209.00	17	1,629.00	43%
Advertising	04-100-471100-0000-43600	20,500.00	12,632.09	22	7,867.91	62%
Dues & Subscriptions	04-100-471100-0000-45810	2,000.00	(14.00)	18	2,014.00	-1%
Supplies	04-100-471100-0000-46001	8,000.00	-		8,000.00	0%
Computer & Technology	04-100-471100-0000-46005	1,000.00	-		1,000.00	0%
Travel & Training	04-100-471100-0000-45500	3,000.00	130.14		2,869.86	4%
Other	04-100-471100-0000-45804	500.00	-		500.00	0%
Capital Expenditures	04-100-471100-0000-48100	26,000.00	-		26,000.00	0%
Total Parks & Recreation		365,281.00	44,008.16		321,272.84	12%
 <u>Smithfield Center</u>						
Salaries	04-100-412100-0000-41100	115,229.00	22,139.25	15	93,089.75	19%
Salaries-Part Time	04-100-412100-0000-41110	39,431.00	-		39,431.00	0%
Salaries-OT	04-100-412100-0000-41120	5,778.00	-		5,778.00	0%
FICA	04-100-412100-0000-42100	12,711.00	1,667.27		11,043.73	13%
VSRS	04-100-412100-0000-42200	7,339.00	1,223.16		6,115.84	17%
Disability	04-100-412100-0000-42210	144.00	10.69		133.31	7%
Health	04-100-412100-0000-42300	22,182.00	4,351.68	16	17,830.32	20%
Contracted Services	04-100-412100-0000-43320	18,000.00	4,355.62	23	13,644.38	24%
Retail Sales & Use Tax	04-100-412100-0000-43100	800.00	47.97		752.03	6%
Utilities	04-100-412100-0000-45100	25,000.00	2,258.10		22,741.90	9%
Communications	04-100-412100-0000-45200	20,000.00	5,278.19	24	14,721.81	26%
Computer & technology expenses	04-100-412100-0000-46005	3,000.00	-		3,000.00	0%
Insurance	04-100-412100-0000-45300	2,838.00	1,284.00	17	1,554.00	45%
Kitchen Supplies	04-100-412100-0000-44000	3,000.00	1,018.41		1,981.59	34%
Office Supplies/Other Supplies	04-100-412100-0000-46001	4,500.00	583.81		3,916.19	13%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
Food Service & Beverage Supplies	04-100-412100-0000-44001	6,000.00	759.20		5,240.80	13%
AV Supplies	04-100-412100-0000-44002	2,000.00	-		2,000.00	0%
Repairs & Maintenance	04-100-412100-0000-46007	29,000.00	6,573.46	25	22,426.54	23%
Landscaping	04-100-412100-0000-43400	12,000.00	1,627.50		10,372.50	14%
Refund event deposits	04-100-412100-0000-45899	7,000.00	-		7,000.00	0%
Credit card processing expense	04-100-412100-0000-46002	5,000.00	947.29		4,052.71	19%
Capital Expenditures	04-100-412100-0000-48100	26,000.00	-		26,000.00	0%
Total Smithfield Center		366,952.00	54,125.60		312,826.40	15%
<u>Contributions-Parks, Recreation and Cultural</u>						
Windsor Castle Restoration	04-100-471200-0000-45653	500,000.00	-		500,000.00	0%
Farmers Market	04-100-432301-0000-45617	3,000.00	-		3,000.00	0%
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	4,500.00	26	4,500.00	50%
Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	7,500.00	-		7,500.00	0%
Smithfield CHIP program	04-100-432301-0000-43354	6,000.00	-		6,000.00	0%
Smithfield POP Warner Football		-	-		-	
Friends of the Library	04-100-473100-0000-45605	4,500.00	4,500.00	27	-	100%
Total Contributions-Park, Recreation and Cultural		530,000.00	9,000.00		521,000.00	2%
<u>Windsor Castle Park</u>						
Salaries	04-100-471210-0000-41100	26,071.00	3,949.94	15	22,121.06	15%
Salaries-OT	04-100-471210-0000-41120	1,954.00	-		1,954.00	0%
FICA	04-100-471210-0000-42100	2,242.00	297.30		1,944.70	13%
VSRS	04-100-471210-0000-42200	1,271.00	144.55		1,126.45	11%
Disability	04-100-471210-0000-42210	205.00	-		205.00	0%
Health	04-100-471210-0000-42300	2,950.00	436.22	16	2,513.78	15%
Contracted Services	04-100-471210-0000-43300	7,000.00	535.00		6,465.00	8%
Insurance	04-100-471210-0000-45300	9,214.00	2,304.00	17	6,910.00	25%
Grass Cutting	04-100-471210-0000-43105	31,000.00	10,971.58	28	20,028.42	35%
Utilities	04-100-471210-0000-45100	6,000.00	82.84		5,917.16	1%
Repairs & Maintenance	04-100-471210-0000-46007	40,000.00	1,797.73		38,202.27	4%
WC Preservation Fund-Equipment	04-100-471210-0000-46006	38,000.00	-		38,000.00	0%
Total Windsor Castle Park		165,907.00	20,519.16		145,387.84	12%
<u>Windsor Castle Manor House</u>						
Salaries	04-100-471220-0000-41100	17,056.00	-		17,056.00	0%
FICA	04-100-471220-0000-42100	1,365.00	-		1,365.00	0%
VSRS	04-100-471220-0000-42200	1,100.00	-		1,100.00	0%
Disability	04-100-471220-0000-42210	101.00	-		101.00	0%
Health	04-100-471220-0000-42300	6,314.00	-		6,314.00	0%
Insurance	04-100-471220-0000-45300	1,072.00	268.00	17	804.00	25%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
Expenses 1/2 year	04-100-471220-0000-45100	63,928.00	46.67		63,881.33	0%
Total Windsor Castle Manor House		90,936.00	314.67		90,621.33	0%
<u>Luter Sports Complex</u>						
Contracted Services	04-100-471300-0000-43300	6,500.00	2,217.68	29	4,282.32	34%
Utilities	04-100-471300-0000-45100	10,000.00	798.44		9,201.56	8%
Insurance	04-100-471300-0000-45300	8,000.00	2,000.00	17	6,000.00	25%
Repairs & Maintenance	04-100-471300-0000-46007	40,000.00	8,301.78	30	31,698.22	21%
Equipment	04-100-471300-0000-46006	28,000.00	-		28,000.00	0%
Supplies-Chemicals	04-100-471300-0000-45413	5,000.00	-		5,000.00	0%
Capital Expenditures	04-100-471300-0000-48100	25,000.00	-		25,000.00	0%
Total Luter Sports Complex		122,500.00	13,317.90		109,182.10	11%
<u>Museum</u>						
Salaries	04-100-472200-0000-41100	113,585.00	19,843.23	15	93,741.77	17%
Salaries-Part Time	04-100-472200-0000-41110	22,485.00	-		22,485.00	0%
FICA	04-100-472200-0000-42100	10,810.00	1,514.63		9,295.37	14%
VSRS	04-100-472200-0000-42200	7,190.00	1,198.00		5,992.00	17%
Health	04-100-472200-0000-42300	7,185.00	1,197.16	16	5,987.84	17%
<u>Operating expenses</u>						
Contracted services	04-100-472200-0000-43300	3,400.00	123.87		3,276.13	4%
Communications	04-100-472200-0000-45200	725.00	101.38		623.62	14%
Computer and Technology	04-100-472200-0000-46005	540.00	-		540.00	0%
Insurance	04-100-472200-0000-45300	2,018.00	505.00	17	1,513.00	25%
Supplies	04-100-472200-0000-46001	7,000.00	721.30		6,278.70	10%
Advertisinig	04-100-472200-0000-43600	700.00	-		700.00	0%
Travel/Training	04-100-472200-0000-45500	200.00	-		200.00	0%
Dues & Subscriptions	04-100-472200-0000-45810	800.00	29.00		771.00	4%
<u>Gift Shop-to be funded by gift shop proceeds</u>						
Gift Shop expenses	04-100-472200-0000-46014	6,000.00	1,907.58		4,092.42	32%
Sales & Use Tax	04-100-472200-0000-43100	775.00	205.38		569.62	27%
Credit card processing fees	04-100-472200-0000-46002	800.00	101.39		698.61	13%
Total Museum		184,213.00	27,447.92		156,765.08	15%
<u>Other Parks & Recreation</u>						
Jersey Park Playground	04-100-471313-0000-43345	-	-		-	
Pinewood Playground	04-100-471314-0000-43346	-	-		-	
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100	2,000.00	201.46		1,798.54	10%
Waterworks Dam	04-100-471350-0000-46007	-	647.50		(647.50)	
Waterworks Lake (park area)	04-100-471360-0000-46007	250.00	-		250.00	0%
Haydens Lane Maintenance	04-100-471315-0000-43348	1,000.00	-		1,000.00	0%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
Veterans War Memorial	04-100-471316-0000-43349	2,500.00	436.83		2,063.17	17%
Open Spaces	04-100-471500-0000-46007	-	-		-	
Litter Control Grant	04-100-441300-0000-46012	-	-		-	
Fireworks	04-100-471390-0000-43344	2,000.00	-		2,000.00	0%
Capital Expenditures-Clontz Park	04-100-471311-0000-48100	-	-		-	
Total Other Parks & Recreation		7,750.00	1,285.79		6,464.21	17%
COMMUNITY DEVELOPMENT						
Capital Expenditures						
Pinewood Heights-Phase III		-	-		-	
Pinewood Heights Phase IV		2,409,807.00	168,248.58	31	2,241,558.42	7%
Total Pinewood Heights-All Phases		2,409,807.00	168,248.58		2,241,558.42	7%
Contributions-Community Development						
Old Courthouse Contribution	04-100-472500-0000-45613	4,400.00	-		4,400.00	0%
Chamber of Commerce	04-100-432302-0000-45609	6,000.00	-		6,000.00	0%
Christian Outreach	04-100-432302-0000-45620	12,650.00	-		12,650.00	0%
Genieve Shelter	04-100-432302-0000-45606	7,920.00	-		7,920.00	0%
TRIAD	04-100-432302-0000-45611	1,650.00	-		1,650.00	0%
Tourism Bureau	04-100-432302-0000-45607	273,722.00	-		273,722.00	0%
Western Tidewater Free Clinic	04-100-432302-0000-45632	40,560.00	-		40,560.00	0%
YMCA Projects	04-100-432302-0000-45603	50,000.00	-		50,000.00	0%
Total Contributions-Community Development		396,902.00	-		396,902.00	0%
PUBLIC WORKS						
Planning, Engineering & Public Works						
Salaries	04-100-441300-0000-41100	252,832.00	29,414.89	15	223,417.11	12%
Salaries-OT	04-100-441300-0000-41120	11,778.00	-		11,778.00	0%
Salaries-Special Events	04-100-441300-0000-41130	7,985.00	-		7,985.00	0%
FICA	04-100-441300-0000-42100	21,812.00	2,198.25		19,613.75	10%
VSRS	04-100-441300-0000-42200	16,587.00	2,111.81		14,475.19	13%
Disability	04-100-441300-0000-42210	2,446.00	201.28		2,244.72	8%
Health	04-100-441300-0000-42300	41,850.00	4,328.83	16	37,521.17	10%
Uniforms	04-100-441300-0000-46011	2,500.00	105.14		2,394.86	4%
Storm Maintenance	04-100-441300-0000-43106	-	-		-	
Professional Services	04-100-441300-0000-43152	50,000.00	-		50,000.00	0%
Contractual	04-100-441300-0000-43320	8,125.00	739.71		7,385.29	9%
GIS	04-100-441300-0000-43001	800.00	-		800.00	0%
Site Plan Review	04-100-441300-0000-43141	3,000.00	-		3,000.00	0%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
Recycling	04-100-441300-0000-43340	137,090.00	11,063.00		126,027.00	8%
Trash Collection	04-100-441300-0000-43330	224,580.00	18,575.75		206,004.25	8%
Street Lights	04-100-441300-0000-45101	2,500.00	99.52		2,400.48	4%
Communications	04-100-441300-0000-45200	12,000.00	1,538.93		10,461.07	13%
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	6,000.00	-		6,000.00	0%
Insurance	04-100-441300-0000-45300	8,690.00	2,173.00	17	6,517.00	25%
Materials & Supplies	04-100-441300-0000-46001	6,000.00	108.44		5,891.56	2%
Accreditation	04-100-441300-0000-45521	1,250.00	-		1,250.00	0%
Repairs & Maintenance	04-100-441300-0000-46007	9,000.00	3,524.94	32	5,475.06	39%
Gas	04-100-441300-0000-46008	7,500.00	247.62		7,252.38	3%
Travel & Training	04-100-441300-0000-45500	6,000.00	-		6,000.00	0%
Hampton Roads Planning District Commission	04-100-432302-0000-45621	10,089.00	2,677.00	33	7,412.00	27%
Dues & Subscriptions	04-100-441300-0000-45810	2,700.00	174.00	18	2,526.00	6%
Other	04-100-441300-0000-45804	2,000.00	342.70	34	1,657.30	17%
Capital Expenditures	04-100-441300-0000-48100	2,493,420.00	-		2,493,420.00	0%
Total Public Works		3,348,534.00	79,624.81		3,268,909.19	2%
PUBLIC BUILDINGS						
Public Buildings						
Salaries-Part Time	04-100-443200-0000-41110	41,720.00	3,842.05		37,877.95	9%
FICA	04-100-443200-0000-42100	3,340.00	296.40		3,043.60	9%
Contractual	04-100-443200-0000-43300	23,500.00	6,674.47	35	16,825.53	28%
Communications	04-100-443200-0000-45200	3,000.00	299.84		2,700.16	10%
Utilities	04-100-443200-0000-45100	46,000.00	4,203.79		41,796.21	9%
Insurance	04-100-443200-0000-45300	9,800.00	2,450.00	17	7,350.00	25%
Materials & Supplies	04-100-443200-0000-46001	6,000.00	110.00		5,890.00	2%
Repairs & Maintenance	04-100-443200-0000-46007	70,867.00	3,051.59		67,815.41	4%
Other	04-100-443200-0000-45804	500.00	-		500.00	0%
Capital Expenditures	04-100-443200-0000-48100	60,000.00	-		60,000.00	0%
Capital Expenditures-Building alterations		-	-		-	
Total Public Buildings		264,727.00	20,928.14		243,798.86	8%
OPERATING/CAPITAL RESERVE (CONTINGENCY)						
Transfers to Operating Reserves-contingency	N/A	50,000.00	-		50,000.00	0%
Transfers to Restricted Reserves-Pinewood	N/A	-	-		-	
Total Transfers To Reserves		50,000.00	-		50,000.00	0%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
<u>NON DEPARTMENTAL</u>						
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	27,300.00	-		27,300.00	0%
Total Tax Relief for the Elderly/Veterans		27,300.00	-		27,300.00	0%
<u>DEBT SERVICE</u>						
Debt Service						
Principal Retirement						
Police Evidence Building	04-100-495500-0000-49509	55,270.00	9,096.71		46,173.29	16%
New Debt-Multiple projects	04-100-495500-0000-49512	278,310.00	45,925.99		232,384.01	17%
Note Proceeds-Town Hall Renovations		-	-		-	
Public Safety Radio System	04-100-495500-0000-49518	48,235.00	48,234.01		0.99	100%
3 year Phase in Fire Alarm System	04-100-495500-0000-49516	9,150.00	9,150.00		-	100%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49514	7,182.00	1,180.13		6,001.87	16%
Interest and fiscal charges						
Police Evidence Building	04-100-495500-0000-49510	6,000.00	1,129.55		4,870.45	19%
New Debt-Multiple projects	04-100-495500-0000-49513	77,060.00	13,417.95		63,642.05	17%
Note Proceeds-Town Hall Renovations		-	-		-	
Public Safety Radio System	04-100-495500-0000-49519	3,220.00	3,219.45		0.55	100%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49515	344.00	75.19		268.81	22%
Total Debt Service		484,771.00	131,428.98		353,342.02	27%
Total General Fund Expenses		12,974,005.00	1,077,557.87		11,896,447.13	8%

Notes: August 2019

GENERAL FUND

Revenues:

1	<u>Current/Delinquent RE</u>	Postings of RE tax collections for years prior to the 2019 billing are considered delinquent taxes (even if a new supplement). Just a very small amount collected in July and August 2019.
2	<u>Current/Delinquent PP</u>	Postings of PP tax collections for years prior to the 2019 billing are also posted as delinquent taxes. Includes payments for supplemental billings.
3	<u>Cigarette Tax</u>	Sold 90,000 cigarette tax stamps through August 2019 compared to 105,000 stamps through August 2018. Because of the cigarette tax rate increase; however, revenues are currently \$3525 higher than prior year.
4	<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 August 31, we collected \$9,321 in BL taxes of which \$1530 represents taxes for 2017 and 2018 while the remaining \$7,791 represents 2019.
5	<u>Vehicle License Tax</u>	VL taxes are billed with personal property and are collected at the same time. Collections to date represent delinquent billings and supplemental billings prior to FY2020.
6	<u>Permits & other licenses</u>	Permits and other licenses are made up of sign permits (\$130), zoning permits (\$625), yard sale permits (\$150), E&S Fees (\$450), and ROW Easement Permits (\$350) and golf cart permits (\$20).
7	<u>Inspection Fees</u>	Inspection fees are as follows: ABT Custom Homes-\$300-rebuild 207 Gullane-21E-01-404
8	<u>Review Fees</u>	Review fees are as follows: Gary L Berland-\$150-subdivision plan-22J-02-000A Commercial Development-\$150-Dollar Tree Landscaping - 22J-01-017
9	<u>Rentals</u>	Rentals represent payments from town owned properties. Includes SVAE (\$2250/month), When Pigs Fly (\$775/month), and Charter Communications (\$831.93/month).
10	<u>Smithfield Center Rentals</u>	Rents of \$39,802 through August are \$7,580 more than the same period last year.
11	<u>Kayak Rentals</u>	Since this line item is seasonal, the summer months are very strong for rentals. Revenues will cease by the first of October and pick up again in the spring of 2020. Collections for July through August are \$257 higher than FY2019.
12	<u>Reserves-operation reserves</u>	Used \$546,030 from reserves to cover expenses through Aug 2019. This is largely due to the fact that most revenues received in July & August were accrued in June 2019; however, payroll, benefits, and other operating costs still had to be reflected for the current fiscal year. Last year we utilized \$469,288 of reserves through August.
13	<u>Law Enforcement</u>	Received 1st quarter 599 Funds=\$44,912.
14	<u>PPTRA State Revenue</u>	In August, the Town received \$240,795 in personal property tax relief to offset cost of personal property to the taxpayers.

Expenses:

All Departments

15	<u>Salaries</u>	Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet been configured on the internal payroll reports. Will adjust for September.
16	<u>Health/Dental Insurance</u>	Health insurance premiums are reflected through August (17%). Dental premiums are posted for Jul through Sep (25%).
17	<u>Insurance</u>	1 quarterly payment (25%) has been made to VML for property casualty/workers' compensation insurance.
18	<u>Dues and Subscriptions</u>	The majority of dues and subscriptions for each department are paid in the first 3 months of the fiscal year, so percentages may run high against budget as of the first few months.
<u>Town Council</u>		
19	<u>Travel & training</u>	Includes: Bank of America-VML-\$1555-registration VML conference-Williams, Hall, Butler Bank of America-The Hotel Roanoke & Conference Center- (-\$198.28)-refund reservation-Pack Bank of America-Printing Services-\$728.90-Vision statements Mayor Williams-\$78.88-mileage reimbursement July
<u>Police</u>		
20	<u>Service Contracts</u>	Includes: Superion LLC-\$24,474-annual maintenance fee for OSSI and records management system
21	<u>Insurance-LODA</u>	This reflects an annual payment for Line of Duty Act benefits for our certified officers. It is billed through the Virginia Retirement System. The invoice for FY2020 was based on 18 officers at \$705.77 each. This has been paid in full for the year.
<u>Parks & Recreation</u>		
22	Advertising	Includes: MOSCA Design-\$4665-18 FT lighted Christmas tree Wedding Wire-\$4800-12 months-Featured All Venue Group Hampton Roads Region Mar-Bert-\$2265- (2) 1/2 page ads Vistagraphics-\$1586-WCP and Smithfield Center-Coastal VA Magazine- Bride Fall/Winter Tribune Publishing Company LLC-(-\$1503)-refund ck #50794
<u>Smithfield Center</u>		
23	<u>Contracted Services</u>	Includes: Colonial Webb-\$1625-quarterly billing-7/1/19-9/30/19 EMS Software-\$1557.30-EMS Pro Maintenance; 1 database; 8/1/19-7/31/20
24	<u>Communications</u>	Includes 3 monthly charges from Charter for July through September (\$1500.94 each).
25	<u>Repairs & Maintenance</u>	Includes: National Roofing-\$595-put metal strips in bonds. Sealed nail heads over area where leak appeared. Rowe Kleen-EN & Logistics Management LLC-\$3000-prep and paint the deck and the deck pickets
<u>Contributions-Parks, Recreation and Cultural</u>		
26	<u>Isle of Wight Arts League</u>	The town paid its portion of the state grant and applied for the matching funds. The funds were received in October and will be passed through to the IOW Arts League.
27	<u>Friends of the Library</u>	Town paid annual budgeted amount as requested.
<u>Windsor Castle Park</u>		

28	<u>Grass Cutting</u>	<p>Southern Shores-\$1175-contract mowing 7/2/19 Southern Shores-\$1175-contract mowing 7/10/19 Southern Shores-\$1175-contract mowing 7/17/19 Southern Shores-\$785.79-August shrubs/welcome signs Southern Shores-\$2350-contract mowing 7/24/19 & 8/1/19 Southern Shores-\$785.79-Sep shrubs/welcome signs Southern Shores-\$1175-contract mowing 8/7/19 Southern Shores-\$1175-contract mowing 8/14/19 Southern Shores-\$1175-contract mowing 8/28/19</p>
<u>Luter Sports Complex</u>		
29	<u>Contracted Services</u>	<p>Includes: Blue Water Rentals-\$1250-Standard portable toilet and bathroom pumpout-7/1/19-7/31/19 Blue Water Rentals-\$270-Standard portable toilet and handicap accessible portable toilet for event rental 7/26/19-7/29/19</p>
30	<u>Repairs & maintenance</u>	<p>Includes: BSN Sports LLC-\$1080.85-4'x18" rigid dragmat (2), white field striping paint (2), flex steel finishing mop, extra key handle, brass swivel, sprinkler Land and Coates-\$4004.04-18" Sod Cutter Landscape Supplies-\$739-50" bags of nutriSCAPE (32) Modern Office-\$1666-6 wall panels & connectors</p>
<u>Community Development</u>		
31	<u>Pinewood Heights Phase II</u>	Includes acquisition and relocation of 1 owner occupied unit-5 Pinewood.
<u>Public Works</u>		
32	Repairs & Maintenance	<p>Includes: VA Displays LLC-\$3050-Main Street Brick Signage</p>
33	<u>Hampton Roads Planning District Commission</u>	HRPDC-\$2677-1st quarter payment. Actual is more than submitted budget request. Will be \$619 over for the year. the area of increase was the Coastal Resiliency Program.
34	<u>Other</u>	<p>Bluewater rentals-\$280-standard event toilets-4th of July-Commerce Street (7/3/19-7/5/19) NowCare Physicians-\$62.70-random drug testing</p>
<u>Public Buildings</u>		
35	<u>Contractual</u>	<p>Windsor Fire Extinguisher-\$1475-annual inspections for Public Bldgs and backflow test and inspection PD Fonality Inc-\$3705 for annual renewal software and support agreements for 2 servers (41-80 users) Terminix-\$162-annual plan fee-911 S Church Street-8/8/19-8/8/20 Citron Hygene-\$219.97-sanitary disposal service-Town Hall & Public Restrooms Bay Disposal-\$167.50-additional containers-PD, Town Hall, 30 Yd Recycle Bin-233 Washington St</p>

**Town of Smithfield
Sewer Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
SEWER REVENUES						
Sewer Charges	03-004-342070-0000-31101	677,664.00	20,459.35	1	657,204.65	3%
Sewer Compliance Fee	03-004-342070-0000-31608	393,031.00	9,980.32	1	383,050.68	3%
Miscellaneous Revenue	03-004-342070-0000-31105	500.00	-		500.00	0%
Connection fees	03-004-342070-0000-31104	71,100.00	3,160.00	2	67,940.00	4%
Availability Fees	03-004-342070-0000-31102	185,400.00	8,240.00	3	177,160.00	4%
Interest Revenue	03-004-342070-0000-31501	9,000.00	2,723.89		6,276.11	30%
Appropriated fund balance for budget		537,735.00	227,724.41	4	310,010.59	42%
Total Sewer Revenue		1,874,430.00	272,287.97		1,602,142.03	15%

Description		2020 Council Approved	Actual 8/31/2019		Variance	Variance %
SEWER EXPENSES						
Salaries	04-004-442070-0000-41100	304,444.00	35,654.85	5	268,789.15	12%
Salaries-OT	04-004-442070-0000-41120	22,168.00	-		22,168.00	0%
FICA	04-004-442070-0000-42100	26,130.00	2,629.47		23,500.53	10%
VSRS	04-004-442070-0000-42200	18,830.00	2,496.81		16,333.19	13%
Health	04-004-442070-0000-42300	57,295.00	6,280.73		51,014.27	11%
Uniforms	04-004-442070-0000-46011	2,500.00	264.57		2,235.43	11%
Audit	04-004-442070-0000-43120	6,625.00	-		6,625.00	0%
Legal	04-004-442070-0000-43150	6,000.00	670.31		5,329.69	11%
Accreditation	04-004-442070-0000-45521	100.00	-		100.00	0%
HRPDC sewer programs	04-004-442070-0000-43997	835.00	208.75	6	626.25	25%
Professional Fees	04-004-442070-0000-43152	25,000.00	-		25,000.00	0%
Maintenance & Repairs	04-004-442070-0000-46007	95,000.00	3,339.73		91,660.27	4%
Storm Maintenance	04-004-442070-0000-43106	-	-		-	
VAC Truck Repairs & Maintenance	04-004-442070-0000-43107	7,500.00	1,313.03		6,186.97	18%
Data Processing	04-004-442070-0000-44100	15,000.00	1,874.62		13,125.38	12%
Dues & Subscriptions	04-004-442070-0000-45810	150.00	14.50		135.50	10%
Utilities	04-004-442070-0000-45100	45,000.00	1,585.99		43,414.01	4%
SCADA Expenses	04-004-442070-0000-45204	6,000.00	-		6,000.00	0%
Communications	04-004-442070-0000-45200	12,000.00	1,778.42		10,221.58	15%
Insurance	04-004-442070-0000-45300	15,825.00	3,956.00	7	11,869.00	25%
Materials & Supplies	04-004-442070-0000-45400	50,000.00	2,685.30		47,314.70	5%
Pump Replacement & Conditioning	04-004-442070-0000-	85,000.00	-		85,000.00	0%
Truck Operations (fuel)	04-004-442070-0000-46008	9,000.00	300.44		8,699.56	3%

**Town of Smithfield
Sewer Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
Vehicle Maintenance	04-004-442070-0000-46009	2,500.00	152.85		2,347.15	6%
Travel & Training	04-004-442070-0000-45500	3,000.00	-		3,000.00	0%
Contractual	04-004-442070-0000-43300	3,500.00	-		3,500.00	0%
Miscellaneous	04-004-442070-0000-45804	1,200.00	26.15		1,173.85	2%
Depreciation Expense	04-004-442070-0000-49102	375,000.00	76,435.85		298,564.15	20%
Debt Service	04-004-442070-0000-49000	106,328.00	102,543.35	8	3,784.65	96%
Capital Expenditures	04-004-442070-0000-47000,47012,47005,47035	572,500.00	28,076.25		544,423.75	5%
Total Sewer Expenditures		1,874,430.00	272,287.97		1,602,142.03	15%

Notes: August 2019

SEWER

Revenues

1	<u>1) Sewer Charges/Sewer Compliance</u>	Sewer revenues including the sewer compliance fee billed for July and 1/2 of August were accrued on the June 2019 financial statements.
2	<u>Connection Fees</u>	The town posted \$3,160 in connection fees for July 2019. This represents 2 connections at \$1580 each (5/8" meters).
3	<u>Availability fees</u>	We received 2 in July at \$4,120 each for a total of \$8,240.
4	<u>Appropriated Fund Balance</u>	Fund balance drawn to cover expenditures through the month of August 2019 equaled \$227,724.41.

Expenses

5	<u>Salaries and payroll taxes</u>	Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet been configured on the internal payroll reports. Will adjust for September.
6	<u>HRPDC Sewer Programs</u>	Represents 1 quarterly payment to HRPDC-25%
7	<u>Insurance</u>	Represents payment of 1 quarter to VML for property/casualty and workers' comp insurance-25%.
8	<u>Debt Service</u>	Interest of \$2720.13 was paid in July for the old sewer treatment plant. Of that amount, \$2266.78 was accrued in FY2019 and reversed from FY2020. Principal of \$102,090 for the entire year was also paid in July.

**Town of Smithfield
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
WATER REVENUES						
Water Sales	03-005-342060-0000-31101	1,411,037.00	41,977.31	1	1,369,059.69	3%
Debt Service Revenue	03-005-342060-0000-31109	251,055.00	6,514.96	1	244,540.04	3%
Miscellaneous	03-005-342060-0000-31105	5,000.00	708.09	2	4,291.91	14%
Connection fees	03-005-342060-0000-31104	29,700.00	1,320.00	3	28,380.00	4%
Application Fees	03-005-342060-0000-31106	9,720.00	1,965.00		7,755.00	20%
Pro-Rata Share Fees	03-005-342060-0000-31103	-	-		-	
Availability Fees	03-005-342060-0000-31102	122,400.00	5,440.00	4	116,960.00	4%
Interest Revenue	03-005-342060-0000-31501	20,000.00	8,202.92		11,797.08	41%
Contributions from IOW		87,500.00	-		87,500.00	0%
Appropriated fund balance for budget		487,499.00	413,719.14	5	73,779.86	85%
Total Water Revenues		2,423,911.00	479,847.42		1,944,063.58	20%

Description		2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
WATER EXPENSES						
Salaries	04-005-442060-0000-41100	422,828.00	56,034.61	6	366,793.39	13%
Salaries-OT	04-005-442060-0000-41120	65,622.00	-		65,622.00	0%
FICA	04-005-442060-0000-42100	39,080.00	4,063.36		35,016.64	10%
VSRS	04-005-442060-0000-42200	26,470.00	3,759.11		22,710.89	14%
Health	04-005-442060-0000-42300	79,525.00	10,656.30		68,868.70	13%
Uniforms	04-005-442060-0000-46011	2,500.00	322.31		2,177.69	13%
Contractual	04-005-442060-0000-43320	13,500.00	-		13,500.00	0%
Audit	04-005-442060-0000-43120	6,625.00	-		6,625.00	0%
Legal	04-005-442060-0000-43150	6,400.00	670.31		5,729.69	10%
Storm Maintenance	04-005-442060-0000-43106	-	-		-	
Accreditation	04-005-442060-0000-45521	100.00	-		100.00	0%
Maintenance & Repairs	04-005-442060-0000-46007	20,000.00	128.04		19,871.96	1%
Water Tank Maintenance	04-005-442060-0000-43006	10,000.00	-		10,000.00	0%
Professional Services	04-005-442060-0000-43152	25,000.00	-		25,000.00	0%
Regional Water Supply Study	04-005-442060-0000-43998	4,000.00	981.50	7	3,018.50	25%
Data Processing	04-005-442060-0000-44100	15,000.00	1,874.62		13,125.38	12%
Utilities	04-005-442060-0000-45100	2,500.00	13.43		2,486.57	1%
Communications	04-005-442060-0000-45200	11,500.00	1,735.68		9,764.32	15%
Insurance	04-005-442060-0000-45300	31,130.00	7,783.00	8	23,347.00	25%
Materials & Supplies	04-005-442060-0000-45400	80,000.00	17,356.19		62,643.81	22%
Truck Operations	04-005-442060-0000-46008	16,000.00	472.17		15,527.83	3%
Vehicle Maintenance	04-005-442060-0000-46009	3,000.00	152.85		2,847.15	5%
Dues & Subscriptions	04-005-442060-0000-45810	1,200.00	804.50	9	395.50	67%

**Town of Smithfield
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
Bank service charges-credit card fees	04-005-442060-0000-45813	1,200.00	334.74		865.26	28%
Travel and Training	04-005-442060-0000-45500	5,000.00	-		5,000.00	0%
Miscellaneous	04-005-442060-0000-45804	15,000.00	2,316.08	10	12,683.92	15%
<u>RO Annual costs</u>						
Power	04-005-442061-0000-45100	104,000.00	11,104.14		92,895.86	11%
Contract Services	04-005-442061-0000-43300	-	621.00		(621.00)	100%
Chemicals	04-005-442061-0000-45413	65,000.00	9,980.83		55,019.17	15%
HRSD	04-005-442061-0000-45102	280,300.00	31,179.30		249,120.70	11%
Supplies	04-005-442061-0000-45400	25,000.00	4,625.95		20,374.05	19%
Communication	04-005-442061-0000-45200	9,200.00	1,581.60		7,618.40	17%
Travel and training	04-005-442061-0000-45500	4,000.00	110.00		3,890.00	3%
Dues & Subscriptions	04-005-442061-0000-45810	500.00	69.00		431.00	14%
RO Server	04-005-442061-0000-46005	10,000.00	-		10,000.00	0%
Maintenance and Repairs	04-005-442061-0000-46007	66,500.00	5,982.00		60,518.00	9%
Vehicle Maintenance	04-005-442061-0000-46009	-	1,468.70		(1,468.70)	100%
Depreciation Expense	04-005-442061-0000-49102	380,000.00	64,443.40		315,556.60	17%
Debt Service	04-005-442060-0000-49000	288,731.00	239,222.70	11	49,508.30	83%
Capital Expenditures		287,500.00	-		287,500.00	0%
Total Water Expenditures		<u>2,423,911.00</u>	<u>479,847.42</u>		<u>1,944,063.58</u>	20%

Notes: August 2019

WATER

Revenues

1	<u>Water Charges/Debt Service Revenue</u>	Water revenues including the debt service fee billed for July and 1/2 of August were accrued on the June 2019 financial statements.
2	<u>Miscellaneous</u>	In July we sold 2 water meters (\$325 each=\$650); in August meter parts (\$58.09).
3	<u>Connection Fees</u>	The town posted \$1,320 in connection fees for July 2018. This represents 2 connections at \$660 each (5/8" meters).
4	<u>Availability Fees</u>	We received 2 at \$2720 each in July for a total of \$5,440.00
5	<u>Appropriated Fund Balance</u>	Fund balance drawn to cover expenditures through the month of August 2019 equaled \$413,719.14.

Expenses

6	<u>Salaries and payroll taxes</u>	Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet been configured on the internal payroll reports. Will adjust for September.
7	<u>HRPDC Regional Water Supply</u>	Represents 1 quarterly payment to HRPDC-25%.
8	<u>Insurance</u>	Represents payment of 1 quarter to VML for property/casualty and workers' comp insurance-25%.
9	<u>Dues & Subscriptions</u>	The majority of dues are paid at the beginning of the fiscal year, so percentages will run high usually during the first 6 months.
10	<u>Miscellaneous</u>	Includes VDH-Waterworks- \$9,159.75 for 4 quarters-This is billed annually and is based on the number of water customers in the town's system. The rate for this billing is \$2.95 per connection. We paid the 1st of 4 quarterly payments=\$2289.94
11	<u>Debt Service</u>	Paid interest of \$13,782.05 in July 2019 for the two PNC loans (old treatment plant and RO plant) and the water portion of the \$5M note with Farmers Bank. Of that amount, \$11,622.06 was accrued in FY2019 and reversed accordingly. Also paid principal of \$1816.08 in July for the Farmers Bank Loan (waterline replacement) and \$232,910 for the 2 PNC loans (principal paid in full for the year)..

**Town of Smithfield
Highway Fund**

Description		2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
HIGHWAY REVENUES						
Interest Income	03-204-341200-0000-31501	250.00	27.43		222.57	11%
Revenue - Commwlth of VA	03-204-341200-0000-34060	1,243,925.00	-	1	1,243,925.00	0%
Total Highway Fund Revenue		1,244,175.00	27.43		1,244,147.57	0%

**Town of Smithfield
Highway Fund**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 8/31/2019	Notes	Variance	Variance %
HIGHWAY EXPENSES						
Salaries	04-204-441200-0000-41100	263,294.00	34,988.02	2	228,305.98	13%
Salaries-OT	04-204-441200-0000-41120	17,595.00	-		17,595.00	0%
FICA	04-204-441200-0000-42100	22,472.00	2,577.78		19,894.22	11%
VSRS	04-204-441200-0000-42200	17,830.00	2,522.90		15,307.10	14%
Health	04-204-441200-0000-42300	44,318.00	6,877.04		37,440.96	16%
Uniforms	04-204-441200-0000-46011	3,500.00	354.99		3,145.01	10%
Grass	04-204-441200-0000-43105	20,000.00	3,716.79	3	16,283.21	19%
Maintenance	04-204-441200-0000-43104	697,252.00	30,730.68		666,521.32	4%
Street Lights	04-204-441200-0000-45101	117,000.00	9,185.44		107,814.56	8%
Insurance	04-204-441200-0000-45300	10,572.00	2,643.00	4	7,929.00	25%
VAC Truck Repairs	04-204-441200-0000-43107	2,500.00	437.68		2,062.32	18%
Truck Operations	04-204-441200-0000-46008	12,000.00	294.82		11,705.18	2%
Vehicle Maintenance	04-204-441200-0000-46009	-	152.85		(152.85)	100%
Stormwater Management Program (regional)	04-204-441200-0000-43999	3,342.00	789.50	5	2,552.50	24%
Capital Expenditures	04-204-441200-0000-48100	12,500.00	-		12,500.00	0%
Total Highway Fund Expense		1,244,175.00	95,271.49		1,148,903.51	8%

Notes: August 2019

HIGHWAY

Revenues

- 1 Revenue-Commonwealth of Virginia We will not receive the 1st quarterly payment from the state until the end of September. Funds received at the end of June will be transferred from general fund to highway as needed.

Expenses

- 2 Salaries Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet been configured on the internal payroll reports. Will adjust for September.
- 3 Grass Cutting Southern Shores-\$300-contract mowing Battery Park Rd-7/1/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 7/09/19
Southern Shores-\$441.78-contract mowing Route 258 7/15/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 7/22/19
Southern Shores-\$300-contract mowing Battery Park Rd-7/29/19
Southern Shores-\$441.78-contract mowing Route 258 8/12/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 8/13/19
- 4 Insurance Represents payment of 1 quarter to VML for property/casualty and workers' comp insurance-25%.
- 5 Stormwater Management Program Represents 1 quarterly payment to HRPDC-24%

CASH BALANCES AS OF SEPTEMBER 30, 2019					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Year		ADJUSTED BALANCES
			Interco. Balances	Prior Year Interco./Interdep Balances	
Water	Farmers Bank	1,583,799.76	(173,266.00)	(529,804.61)	880,729.15
Water-Debt Service	Farmers Bank	688,204.66	11,468.15	-	699,672.81
Water Capital Escrow (availability fees)	TowneBank	661,394.15	-	-	661,394.15
Water Treatment Plant Escrow	TowneBank	11,642.82	-	-	11,642.82
Water Deposit Account	TowneBank	94,784.94	-	-	94,784.94
Water Development Escrow	TowneBank	161,971.80	-	-	161,971.80
Subtotal Water		3,201,798.13	(161,797.85)	(529,804.61)	2,510,195.67
Sewer	Farmers Bank	557,599.43	(30,902.87)	(413,634.70)	113,061.86
Sewer Development Escrow	TowneBank	427,064.36	-	-	427,064.36
Sewer Capital Escrow (availability fees)	TowneBank	1,062,572.37	-	-	1,062,572.37
Sewer Compliance	Farmers Bank	2,292,401.01	17,580.54	-	2,309,981.55
Subtotal Sewer		4,339,637.17	(13,322.33)	(413,634.70)	3,912,680.14
Highway	Farmers Bank	19,835.02	27,798.76	-	47,633.78
General Fund	Farmers Bank	3,877,835.84	147,321.42	943,439.31	4,968,596.57
Payroll	Farmers Bank	79,870.32	-	-	79,870.32
Money Market-General Fund	TowneBank	38,792.76	-	-	38,792.76
Business Super Now-General Fund	Farmers Bank	34,840.96	-	-	34,840.96
General Fund Capital Escrow Account	TowneBank	217,687.14	-	-	217,687.14
Certificate of Deposit-Police Dept-24 month	Farmers Bank	37,141.14	-	-	37,141.14
Special Project Account	Farmers Bank	956,963.90	-	-	956,963.90
Pinewood Heights Escrow	Farmers Bank	59,952.42	-	-	59,952.42
SNAP Account	Farmers Bank	2,218.75	-	-	2,218.75
Museum Account	Farmers Bank	210,073.34	-	-	210,073.34
Windsor Castle Acct	TowneBank	77,225.00	-	-	77,225.00
Subtotal General Fund		5,592,601.57	147,321.42	943,439.31	6,683,362.30
TOTAL ALL FUNDS		13,153,871.89	-	-	13,153,871.89

VIP Investment Pool	VML VACO Finance	Ending Market Value	\$ 534,624.06
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Account Statement

September 2019

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

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

Summary

VA-01-0009-0001	GENERAL				
Beginning Market Value	Contributions	Withdrawals	Income Earned	Current Month Unrealized G/L	Ending Market Value
534,981.45	0.00	49.81	1,022.69	-1,330.27	534,624.06

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
09/01/2019	Income Earned	65.46			10.105732	6.478	
09/13/2019	Withdrawal		49.81		10.049763	4.956	0.00
09/13/2019	Income Earned	432.96			10.049763	43.082	
09/30/2019	Income Earned	524.27			10.080584	52.008	
09/30/2019	Ending Balance			534,624.06	10.080584	53,035.029	



Account Statement

September 2019

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

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

Summary

Average Monthly Yield: 2.20%

	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
09/30/2019	Ending Balance			0.000	



Daily Rates
 September 2019

**VIP Stable NAV
 Liquidity Pool**

Date	Dividend Rate	Daily Yield
01-Sep-19	0.000061510	2.25%
02-Sep-19	0.000061510	2.25%
03-Sep-19	0.000061236	2.24%
04-Sep-19	0.000061236	2.24%
05-Sep-19	0.000060962	2.23%
06-Sep-19	0.000061236	2.24%
07-Sep-19	0.000061236	2.24%
08-Sep-19	0.000061236	2.24%
09-Sep-19	0.000060962	2.23%
10-Sep-19	0.000060688	2.22%
11-Sep-19	0.000060688	2.22%
12-Sep-19	0.000060688	2.22%
13-Sep-19	0.000060688	2.22%
14-Sep-19	0.000060688	2.22%
15-Sep-19	0.000060688	2.22%
16-Sep-19	0.000060688	2.22%
17-Sep-19	0.000066549	2.43%
18-Sep-19	0.000060962	2.23%
19-Sep-19	0.000059044	2.16%
20-Sep-19	0.000058770	2.15%
21-Sep-19	0.000058770	2.15%
22-Sep-19	0.000058770	2.15%
23-Sep-19	0.000059044	2.16%
24-Sep-19	0.000058222	2.13%
25-Sep-19	0.000058222	2.13%
26-Sep-19	0.000058222	2.13%
27-Sep-19	0.000058222	2.13%
28-Sep-19	0.000058222	2.13%
29-Sep-19	0.000058222	2.13%
30-Sep-19	0.000057948	2.12%

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



September 23, 2019

Town of Smithfield
Ms. Ellen D. Minga
Treasurer
P. O. Box 246
Smithfield, VA 23431

Dear Ms. Minga,

A handwritten signature in black ink, appearing to read "Ellen", is written over the name "Ms. Minga" in the address block.

On behalf of Western Tidewater Free Clinic (WTFC), I thank the Town of Smithfield and the Town Council for supporting the Clinic again this fiscal year. I am writing to request the annual contribution as approved in the FY2019-20 budget of \$40,560.

As always, we invite you, the Town staff, and all members of the Town Council to visit the Clinic to see first-hand how your funds are making a difference.

Please contact me at 923-1060, ext. 7001 if you would like to schedule a tour or if additional information is needed. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Chet", is written below the word "Sincerely,".

Chet M. Hart, MBA
Executive Director

04-100-432302-0000-45632

TOWN OF SMITHFIELD
 ATTN: ELLEN MINGA
 310 INSTITUTE STREET
 SMITHFIELD, VA 23430

Invoice No: 116499008-0919
 Invoice Date: Sep 30, 2019
 Invoice Amount: \$14,087.50
 Project No: 116499008
 Project Name: CLONTZ BOAT RAMP
 Project Manager: WEIST, JAMIE

Please send payments to:
 KIMLEY-HORN AND ASSOCIATES, INC.
 P.O. BOX 75557
 BALTIMORE, MD 21275-5557

Client Reference:

For Services Rendered through Sep 30, 2019

Federal Tax Id: 56-0885615

LUMP SUM

KHA Ref # 116499008.1-14878421

Description	Contract Value	% Complete	Amount Earned to Date	Previous Amount Billed	Current Amount Due
GEOTECHNICAL INVESTIGATION	3,800.00	100.00%	3,800.00	3,800.00	0.00
CONSTRUCTION DOCUMENTS	25,000.00	100.00%	25,000.00	25,000.00	0.00
MODIFICATIONS TO CONTRACT DOCUMENTS	9,500.00	100.00%	9,500.00	9,500.00	0.00
ESTIMATED EXPENSES	250.00	100.00%	250.00	250.00	0.00
ADDITIONAL CONSTRUCTION PHASE SERVICES	14,087.50	100.00%	14,087.50	0.00	14,087.50
Subtotal	52,637.50	100.00%	52,637.50	38,550.00	14,087.50
Total LUMP SUM					14,087.50

Total Invoice: \$14,087.50



ALLFIRST L.L.C.
1990 Northgate Commerce Pkwy.
Suffolk, VA 23435
Phone: (757) 934-3951
Fax: (757) 934-7963

October 21, 2019

Proposal # E-01004

Jessie Snead
Town of Smithfield
Public Works
310 Institute St.
Smithfield, VA 23430
jsnead@smithfieldva.gov

STORM DAMAGE REPAIRS TO CRESCENT PUMP STATION

Allfirst is pleased to provide you with this quote to supply all labor, materials and equipment for the above referenced project as specified below.

\$20,153.38
CONTRACT PRICE

Clarifications:

- Replace the damaged equipment listed on attached breakdown.
- Programming and start-up of PLC, radio and flow meter included.
- An SRM6230 model Data-Linc Radio will be provided as the SRM6220 model is no longer available.

Other:

- There is a (6)-week lead time for the Pressure Transmitter and the Flow Meter.
- Bypass or pump and haul, while the flow meter is being replaced, will be provided by others.
- Please all (8)-hours for the change out.
- Work to be performed during normal (40) hour work week.
- No overtime included.

Thank you for the opportunity to quote this project. Our proposal number is
Please cite this number on your purchase order and/or contract documents. We look
forward to the safe and successful completion of this project.

E-01004

Sincerely,
Allfirst, LLC
Darrell Northrop
Darrell Northrop
Division Manager

QTY	Manufacturer	Description	Unit Cost Materials	Total Material	Labor Hours	Labor Rate	Labor Cost
2	Square D ATS48D47Y	Soft Starters	\$1,382.25	\$2,764.50	16	55	\$880.00
1	Allen Bradley AB1763L16DWD	PLC	\$541.50	\$541.50	8	75	\$600.00
1	Allen Bradley AB1762IF4	Analog Card	\$312.00	\$312.00	1	75	\$75.00
1	Allen Bradley AB1606XLE120E	Power Supply	\$248.06	\$248.06	1	75	\$75.00
1	Time Mark C2644	Phase Monitor	\$120.00	\$120.00	2	55	\$110.00
3	Tri-onic TRS125R	125 amp 600v Fuses	\$96.65	\$289.95	2	55	\$110.00
2	Tri-onic TR70	70 amp 250v Fuses	\$25.25	\$50.50	2	55	\$110.00
1	Data-Linc SRM6230 (Replacement for the SRM6220)	Ethernet Radio Modem	\$1,620.00	\$1,620.00	8	75	\$600.00
1	MJK Automation 7200 Series	6" Flow Meter	\$4,630.20	\$4,630.20	32	75	\$2,400.00
1	Setra 5261-150P-G-2M-11-UA-S	Pressure Transmitter	\$1,014.00	\$1,014.00	6	75	\$450.00
		Total		\$11,590.71			\$5,410.00
		Tax	6.00%	\$695.44			
		Total		\$12,286.15			
		Markup	20.00%	\$2,457.23			
		Total Materials		\$14,743.38			
		Total Materials		\$14,743.38			
		Total Labor		\$5,410.00			
		Total Quote		\$20,153.38			



3708 Adams Street, Suite E
 Portsmouth, Virginia 23703
 Ph. 757.686.0800
 Fax 757.686.0823

SCOPE / QUOTE

Date: September 13, 2019

Project: Crescent Pump Station Damage- REVISED

Gentlemen:

We are pleased to offer our proposal to furnish labor and materials to install the following scope of work:

- Initial visit to troubleshoot issue at station and temporary repair to get station back up and operational
- Demo, Remove, and Reinstall (2) new soft starters, (1) new 3 phase monitor, (3) new 125 AMP fuses, (2) new 70 AMP time delays.
- Install conduit, wire, and miscellaneous items for new equipment
- Install (1) new radio modem which is the new series Data-Linc 6230 compatible (the existing model is discontinued), (1) new PLC & PLC IO Card, (1) new power supply, and programming the RTU.
- Install (1) new Flow Meter with surge suppression
- Programming of the radio and PLC are included
- Startup/Commissioning

QTY	Manufacturer / Cat. Number	Description	Unit \$	Total \$	Hours (2-man crew)	Rate		Cost
1		Troubleshooting Damage (including site visits, Return visit to install (1) new soft start to get station back up and operational temporarily, and administrative services for REW Corp and controls subcontractor)			32	\$ 47.00	\$1,504.00	\$ 1,504.00
EMERSON:								
1	8750WDEW1A1FTHA060CA1M4G1Q4R05	Flow Meter with surge suppression	\$ 5,250.00	\$ 5,250.00	4	\$ 47.00	\$ 188.00	\$ 5,438.00
2	SQUARE D 78590198226	SOFT STARTERS	\$ 844.34	\$ 1,688.68	2	\$ 47.00	\$ 94.00	\$ 1,782.68
1	TIME MARK C2644	480VAC 3PH POWER MONITOR	\$ 180.27	\$ 180.27	2	\$ 47.00	\$ 94.00	\$ 274.27
3	BUSSMANN FRS-R-125 05171250845	600V TIME DELAY FUSE	\$ 50.64	\$ 151.92	2	\$ 47.00	\$ 94.00	\$ 245.92
2	BUSSMANN FRS-R-70 05171250840	600V TIME DELAY FUSE	\$ 30.93	\$ 61.86	2	\$ 47.00	\$ 94.00	\$ 155.86
MICROLOGIX (PLC: 1766-L32BXBA) (PLC Analog Input Card: 1762-IF4)								
1		PLC with ANALOG CARD	\$ 1,215.00	\$ 1,215.00	2	\$ 47.00	\$ 94.00	\$ 1,309.00
1	SOLA: SDN10-24-100C	POWER SUPPLY	\$ 225.00	\$ 225.00	2	\$ 47.00	\$ 94.00	\$ 319.00
1	Data-Linc #SRM6230 (new series)	Radio Modem	\$ 2,250.00	\$ 2,250.00	2	\$ 47.00	\$ 94.00	\$ 2,344.00
1		Data Linc Programming at Manufacturer location	\$ 275.00	\$ 275.00		\$ 47.00	\$ -	\$ 275.00
1		CEC Programming - PLC & Radio	\$ 8,500.00	\$ 8,500.00		\$ 47.00	\$ -	\$ 8,500.00
1		Start-up and warranty	\$ 3,165.00	\$ 3,165.00	8	\$ 47.00	\$ 376.00	\$ 3,541.00
1		LOT MISC. MATERIALS (conduit, wire, hardware, etc.)	\$ 700.00	\$ 700.00	8	\$ 47.00	\$ 376.00	\$ 1,076.00

Lump sum amount for all work detailed above.....\$ 29,131.00

NOTES:

1. The Town of Smithfield is responsible for any temporary controls, bypassing/pump and hauling as needed.
2. The construction site shall be restored to its original condition.

We appreciate the opportunity to provide this quotation and hope this meets with your approval. If there are any questions, please call.

Very truly yours,
 R. E. W. Corporation


 Brandon Black
 Project Manager

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		5:00 PM - 6:00 PM SC Kitchen 5:00 PM Kitchen Dish Clean & Inventory 6:00 PM - 7:00 PM SC C&D 6:00 PM WCFB Meeting 7:00 PM - 10:00 PM SC A&B 7:00 PM Town Council	7:00 AM - 3:15 PM SC MHSu 7:00 AM Senior Health Fair	7:00 AM - 3:15 PM SC MHSu 7:00 AM Senior Health Fair 6:00 PM - 8:00 PM LSC Field 1 6:00 PM Richmond Braves		6:00 AM - 7:00 PM WC Riverfront 7:00 AM Bacon Festival 10:00 AM - 7:00 PM OTS 10:00 AM Smithfield Station Officer Request 12:00 PM - 12:00 AM SC MH 7:00 PM Bill Upton Birthday Party
6	7	8	9	10	11	12
10:00 AM - 4:00 PM LSC Field 3, LSC Field 4 10:00 AM Western Tidewater 12:00 PM - 10:00 PM SC MHSu 4:00 PM Whorral and Dillow Wedding and Reception	9:00 AM - 5:00 PM SC MH 9:00 AM Smithfield Foods Town Hall	9:00 AM - 5:00 PM SC MH 9:00 AM Smithfield Foods Town Hall 6:00 PM - 9:00 PM SC A&B 6:00 PM Planning Commission	7:00 AM - 3:00 PM SC MHSu 10:00 AM Smithfield Foods Town Hall 3:00 PM - 5:00 PM SC A&B 3:00 PM Special Town Council Meeting 5:30 PM - 8:30 PM OTS 5:30 PM Liberty Live Event at Y-Officer Request	8:00 AM - 5:00 PM SC MHSu 10:30 AM Smithfield - Supply Chain Group 6:00 PM - 8:00 PM LSC Field 1 6:00 PM Richmond Braves	10:00 AM - 12:00 AM SC MHSu 6:00 PM Link and Rios Wedding and Reception	Hog Jog & Souper Saturday 6:00 AM - 11:00 AM Town Streets 6:00 AM Hog Jog 9:00 AM - 5:00 PM LSC Field 6 9:00 AM Smithfield Pop Warner Football 12:00 PM - 12:00 AM SC MHSu 5:00 PM Mitchell and McRae Reception
13	14	15	16	17	18	19
12:00 PM - 11:00 PM SC MHSu 4:00 PM West and Dunn Wedding and Reception	Columbus Day - Closed 8:00 AM - 11:00 AM SC MH 8:00 AM James River AV Setting Up	6:30 AM - 3:00 PM SC MH 8:30 AM Smithfield - Monthly Business Review 9:00 AM - 10:00 AM SC C&D 9:00 AM TRIAD Meeting 9:00 AM - 11:00 AM SC A&B 9:00 AM Schoolhouse Museum 12:00 PM - 1:15 PM SC A&B 12:00 PM Crimline Meeting 2:00 PM - 3:30 PM SC A&B 2:00 PM Alzheimer's Program Meeting 6:00 PM - 9:00 PM SC A&B 6:00 PM BHAR	7:00 AM - 6:00 PM SC C&D 8:00 AM PM Training 101 2:00 PM - 10:00 PM SC MH 5:45 PM Candidates Forum 5:30 PM - 9:30 PM SC A&B 5:30 PM Citizens Police Academy	8:00 AM - 4:00 PM SC MHSu 11:00 AM Smithfield Foods Health Fair 6:00 PM - 8:00 PM LSC Field 1 6:00 PM Richmond Braves	9:00 AM - 5:00 PM SC MHSu 9:00 AM IOW Education Foundation Gala Set	2:30 PM - 1:00 AM SC MHSu 6:00 PM IOW Education Foundation Gala
20	21	22	23	24	25	26
	7:00 AM - 5:30 PM SC C&D 8:00 AM VRSA Training	3:00 PM - 9:00 PM SC C&D 5:30 PM Pipeline Safety Training 4:00 PM - 10:00 PM SC MH 7:00 PM Candidates Forum	12:00 PM - 10:00 PM SC MHSu 5:30 PM SVAE-Bacon Fest Check Giveaway	7:30 AM - 2:00 PM SC C&D 8:00 AM VRS Meeting 3:30 PM - 8:00 PM WC Trails 3:30 PM IWA Cross Country Meets 5:00 PM - 9:00 PM SC A&B 6:00 PM Open Enrollment Info Session 6:00 PM - 8:00 PM LSC Field 1 6:00 PM Richmond Braves 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	4:00 PM - 5:00 PM Town Main Street 4:00 PM Smithfield High Parade 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	6:00 AM - 12:00 PM WC Riverfront 7:00 AM SafeHouse Half Marathon 9:00 AM - 5:00 PM LSC Field 6 9:00 AM Smithfield Pop Warner Football 10:00 AM - 10:00 PM SC MHSu 3:00 PM O'Neill and Rogers Wedding and Reception 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows
27	28	29	30	31		
7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	3:00 PM - 5:00 PM SC A&B 3:00 PM Committee Meetings 4:00 PM - 9:00 PM SC C&D 6:00 PM Refuse to be a Victim Training	8:00 AM - 5:00 PM SC C&D, SC MH 8:30 AM Tyler Virginia User Group 3:00 PM - 5:00 PM SC A&B 3:00 PM Committee Meetings 5:30 PM - 6:30 PM SC A&B 5:30 PM Smithfield Green Team	8:00 AM - 5:00 PM SC MHSu 8:00 AM VA Cooperative Extension Fall District Conference	Halloween Parks Staff Luncheon 5:00 PM - 8:00 PM Town Main Street 5:00 PM Halloween Safe Trick or Treat 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows		

Parks and Recreation Operation Update October 2019

Upcoming Special Events and Park Programming			
Day	Date	Event	Location
Sat	Nov 2	IOW Schools 65 Roses 6K	Windsor Castle Park
Tue	Nov 5	Election Day	Smithfield Center
Mon	Nov 11	Veterans Day Service	Veterans Day Memorial

Windsor Castle Park

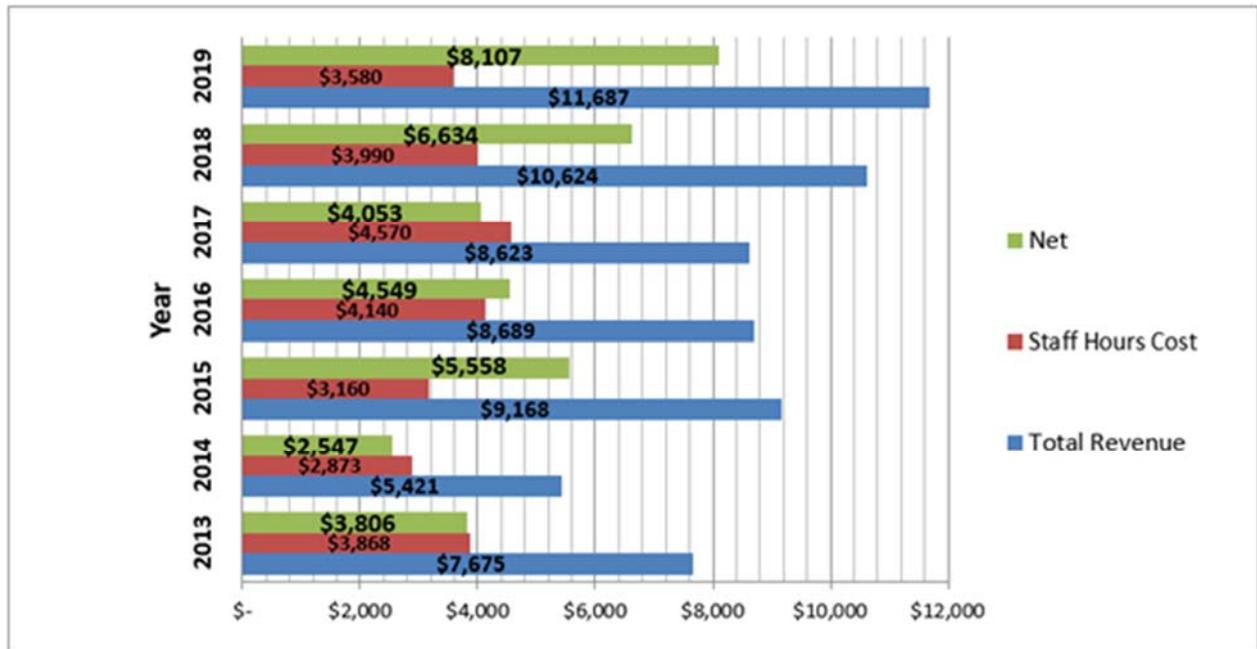
Windsor Castle Park Trail Docs have earned 456 hours since January 1, 2019.

Projects have included maintenance and planting of the butterfly garden (pictured above), dead tree removal and lots of trail maintenance, including building berms and cleaning up erosion areas.

Park Staffer, Kitt Bowden,
helping the Trail Docs
rebuild a trail berm



Kayak Rentals



Parks and Recreation Operation Update

October 2019

Luter Sports Complex



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

Smithfield Center

Smithfield Center October Statistics	
Smithfield Center Sales Total	\$20,826
Number of Bookings	56
Total Hours of Use	397
Total Number of Attendees	5547 people



Parks and Recreation Operation Update
October 2019

Windsor Castle Manor House

Completed in October:

- Painting of basement rooms and lime wash of brick rooms.
- HVAC final installation.
- Cleaning and sealing of 1st and 2nd pine wood floors.
- Painting of facie boards, re-painting of north and south porches will, weather permitting, wrap up this month.
- Chandelier installation.

Next up:

- Complete furnishing the house and finish-out catering kitchen with custom stainless countertops.
- Complete landscaping of the yard, including installation of a new perimeter fence.

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)
SEPTEMBER				
9/21/2019	9 A-2 P WC Car Show 100 p	Ruritan Car Show		
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	Vintage Market Farmers Market-Cheryl Ketcham 375-3031 cketcham@isleofwightus.net Main Street from Church to Underwood - 6am - 6 PM	2 Officers Sat 6 AM-4 PM Main Closed & Patrol 2 Officers Sat 10 AM-6 PM Main Closed & Patrol	4 PW Sat 6 AM-6 PM
	NO PARK Signs Set SE Signs	Resolution		
OCTOBER				
10/5/2019	11 A-9 P WC Riverfront Festival 3500 P	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 Officer Thu 10 PM-6 AM Overnight 1 Officer Fri 10 PM-6 AM Overnight 1 Officer Sat 8 AM-5 PM Jericho Road Closure 1 Officer Sat 8 AM-6 PM Command Center 4 Officers Sat 10 AM-6 PM Event Patrol 2 Officer Sat 10:30 AM-6 PM Money Drops	4 PW 10 AM-6 PM 1 light tower, deliver on Wed all trash cans, deliver on Wed clean fishing pier, by Tue
	Traffic Assist Set SE Signs	Resolution		
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 Officer Sat 10 AM-4 PM Station Parking Lot 1 Officer Sat 4 PM-7 PM Station Bar	
10/12/2019	8 A-11 A Town Streets 5K Race 1000 p	Hog Jog IOW COP -Barbara Stafford 757-647-4061 dbstaff@charter.net closure of 5K course route - 8:45am - 10:45am	# Officers (determined by PD)	FYI Only
	Traffic Assist Set SE Signs	Resolution		
10/19/2019	6 PM-10 PM Smithfield Center Fundraiser 200 P	IOW Schools Gala	1 Officer Sat 5:30 PM-10:30 PM	
10/25/2019	4:00 PM Main Street Parade 100 p	Smithfield Homecoming Parade Smithfield High-Jill Gwaltney 371-3918 jillgwaltney@gmail.com Resolution Rolling closure - Cary St. to Grace to Mason to Main starting at 4pm	# Officers (determined by PD)	
10/26/2019	WC and Traffic Assist on Town Streets Race 500 p	Safe House Half Marathon Kristi Wells kristi@safehouseproject.org	7 Officers Saturday 7:30 AM to 10 AM -stationed along Half Marathon Run Route	FYI Only
	Traffic Assist Set SE Signs	Resolution		
10/31/2019	5 P-8 P Main Street Community 2000 p	Halloween Safe Trick or Treat street closed by PD as needed Main, Grace, Institute	# Officers (determined by PD)	FYI Only
NOVEMBER				
11/2/2019	10 A-1 P WC Trails 200 P	IOW Schools 65 Roses 6K IOW Schools-Holly Goetz 582-1191 hgoetz@iwcs.k12.va.us		
11/6/2019	3 PM-6 PM WC Trails 400 P	Cross Country Regionals IOW Athletic Dept-Matt Moore mmoore@iwcs.k12.va.us		Caretakers Field cut 11/4 4 trash cans delivered 11/6
11/11/2019	11 AM-12 PM Vet Mem Community 150 p	Veterans Day Ceremony VFW	1 Officer Sat 10:30 AM-11:30 AM	FYI Only
	Traffic Assist	Resolution		

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)
DECEMBER				
12/7-12/8/19	Sat, Sun Smithfield Center Trade Show & Home Tours	Antique Show	<i>FYI Only</i>	
12/6/2019 (1st Fri)	5:30 P-6:30 P Times Gazebo	Tree Lighting Ceremony & Light Up Main	2 Officer Fri 5 PM-6:30 PM	
Traffic Assist	Community			
NO PARK Signs	200 p	Street Closure-100, 200 5 PM-7 PM		
12/14/2019 (2nd Sat)	3 PM-8 PM Main Street	Holiday Evening Market Connie Chapman	2 Officers Sat 2 PM-7 PM Event Patrol 2 Officers Sat 4 PM-10 PM Event Patrol	4 PW Fri 3 PM-10 PM 1 light tower in BSV lot
Main Street	Market			
Restrooms	5000 p			
	Resolution	Main Street from Church to Underwood - 12 pm - 10pm		
NO PARK Signs				
Set SE Signs				
12/21/2019 (3rd Sat)	500 p 8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa	<i>FYI Only</i>	<i>FYI Only</i>
12/21/2019 (3rd Sat)	10:30 A-12 P Main Street	Christmas Parade Tourism-Connie Chapman	# Officers (determined by PD)	# (determined by PW)
Town Streets	Parade	902-2164		
Restrooms	3000 p	cchapman@isleofwightus.net		
	Resolution	closure of parade route - 8am until parade end		
NO PARK Signs				
Set SE Signs				
Not scheduled	10:30 A-12 P SC Concert 400 P	Christmas Concert John Edwards editor@smithfieldtimes.com		
12/26/2019	7 P-11 P Smithfield Center Fundraiser 200 P	Delta Holiday Dance	1 Officer 6:30 PM-11:30 PM Event Patrol	
12/31/2019	7 P-11 P Smithfield Center Fundraiser 200 P	New Years Eve Party	1 Officer 6:30 PM-11:30 PM Event Patrol	

Proposed Fee Structure for Windsor Castle Manor House and Grounds-November 2019

Windsor Castle Manor House Fee Structure		
	Standard	Resident
Manor House & Grounds Packages		
use of interior of Manor House and exterior grounds		
Full Weekend Rental (Friday-Monday)	\$ 4,000	\$ 3,200
Weekday 2 Day Rental Package (Monday, Tuesday, Wednesday or Thursday)	\$ 2,000	\$ 1,600
Weekday 1 Day Rental (Monday, Tuesday, Wednesday or Thursday)	\$ 1,200	\$ 1,000
Manor House Rental		
use of interior of Manor House		
Weekend 1 Day Rental (Friday, Saturday, or Sunday) <i>*seasonal availability only -Nov, Dec, Jan, Feb, Mar</i>	\$ 1,500	\$ 1,200
Weekday 1 Day Rental (Monday, Tuesday, Wednesday or Thursday)	\$ 800	\$ 500
Manor Grounds Rental		
use of exterior grounds of Manor Property, includes covered pole barn		
Weekday 1 Day Rental (Monday, Tuesday, Wednesday or Thursday)	\$ 600	\$ 400

**Access Agreement Between the Town of Smithfield
and
Isle of Wight County Historical Society, Incorporated**

THIS AGREEMENT is made this __ day of _____, 2019, between the Town of Smithfield, a Virginia municipal corporation (the “Town”) and Isle of Wight County Historical Society, Incorporated, (the “IWCHS”). The IWCHS and Town may hereinafter be referred to jointly as the “Parties” or individually as a “Party”

RECITALS:

The Town is the owner of a certain parcel of land within its corporate boundaries at 888 W. Main Street upon which is located a residential structure known as “the Wombwell House”. The IWCHS has expressed interest in possibly restoring and preserving the structure and ultimately using it as its offices. The Town has no need for the structure but recognizes the benefit to the Parties that will result from the potential restoration and renovation of the structure. The IWCHS has requested that it be given access to the premises for the purpose of inspection in order to develop a feasibility study for a phased plan to rehabilitate the house and initiate fund raising for the project.

The IWCHS and Town desire to reduce the terms of their understanding to writing. Accordingly the parties agree as follows:

1. The Town shall grant unto IWCHS unrestricted access to the Wombwell House for a period beginning with the execution of this agreement and ending July 31, 2020.
2. IWCHS shall at its sole expense takes all those actions necessary to secure the house against weather, vandalism and other unauthorized access, which actions shall include but not be limited to:
 - cover the hole(s) in the roof and close off any missing windows;
 - provide ventilation as needed to preclude the further growth of mold;
 - install and/or change locks on the exterior doors with keys to be provided to the Town;
 - post “No Trespassing” signs on the building.
3. IWCHS, shall at its sole expense clear the house of its contents and dispose of same.
4. IWCHS shall be permitted to locate a dumpster upon the property for the purpose of removing and disposing of the contents of the house at a location approved by the Town.
5. IWCHS shall be permitted to make such studies, evaluations, assessment as it deems appropriate in its sole discretion and at its sole expense.
6. Town shall continue to insure the premises under its master insurance policy.
7. IWCHS acknowledges that the house is in a severe state of disrepair and may be hazardous to persons entering upon the premises. IWCHS, by these presents, does

hold the Town harmless from and shall indemnify the Town against loss from claims of liability for bodily injury or death to any of its officers, members, employees, agents and invitees.

8. IWCHS acknowledges that the property is made available to it in its current and "AS IS" condition and the Town has no obligation to make any repairs or improvements to the house during the term of this agreement.
9. Town shall be responsible for cutting the grass and basic landscape maintenance upon the premises during the term of this agreement.
10. Town shall post "No Trespassing" signs as it deems appropriate upon the premises.
11. IWCHS, shall during the term of this agreement, have access to the areas surrounding the house, but not to include the areas used for the Luter Sports Complex, for the purpose of locating a grave yard believed to be upon the property.
12. At the expiration of the term of this agreement, the parties may choose to enter into a lease or other agreements, the terms of which shall be negotiated at that time.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield and the Officers of the Isle of Wight County Historical Society, Incorporated, that the parties hereto do agree to the establishment of this agreement and memorandum of understanding for access to the Wombwell House upon the terms and condition set forth herein.

The foregoing agreement was duly adopted, accepted and approved by the Town Council at regular meeting held on the 5th day of November, 201

TOWN OF SMITHFIELD

By: _____
T. Carter Williams, Mayor

Date: _____

Attest:

Lesley G. King, Clerk

Approved as to form:

Town Attorney

ISLE OF WIGHT COUNTY HISTORICAL SOCIETY, INCORPORATED

By _____ Date: _____
Carolyn Keen, President

By _____
Albert Burckard, Vice President

By _____
A. James Henderson, Treasurer