

July 24, 2020

TO: SMITHFIELD TOWN COUNCIL

**FROM: MICHAEL R. STALLINGS, JR., ICMA-CM
TOWN MANAGER**

**SUBJECT: JULY 2020 COMMITTEE MEETINGS WILL BE HELD AT THE
SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET,
SMITHFIELD, VA**

MONDAY, July 27th, 2020 @ 3:00 p.m.

Public Safety

Members: Rountree (CH), Hall, Haywood

1. Speed Limit Reduction to allow Golf Cart Connection to Historic District
[Michael Stallings, Town Manager](#)

Water & Sewer

Members: Smith (CH), Pack, Rountree

- TAB 1** 1. Smithfield Design Standard Amendments to add Section 5.2 – Wastewater Pumping Stations and Appendix F – Work in Town Rights-of-Way
[Wayne Griffin, Director of Engineering and Public Works](#)

Finance

Members: Pack (CH), Smith, Butler

1. Update from David Rose of Davenport & Company on Bond and Note Refinancing
[Ellen Minga, Town Treasurer](#)
- TAB 2** 2. May Financial Statements
[Ellen Minga, Town Treasurer](#)
- TAB 3** 3. June Cash Balances / VML Investment Pool Update
[Ellen Minga, Town Treasurer](#)
- TAB 4** 4. Invoices Over \$10,000 Requiring Council Authorization:
 - a. AllFirst LLC (various valves, flow monitoring and software upgrades) \$ 69,874.40
 - b. Kimley Horn & Associates (Intersection Improvement Project) \$ 24,087.87
 - c. Virginia Retirement System (Line of Duty Act Fund) \$ 15,063.51

5. Appropriation Amendment for FY 2019/2020 for Cares Act Funding Reimbursement in an Amount of \$20,170.16
[Ellen Minga, Town Treasurer](#)
6. Appropriation Amendment for Projects not Completed in FY 2019/2020
[Ellen Minga, Town Treasurer](#)

TUESDAY, JULY 28TH, 2020 @ 3:00 P.M.

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

- Cancelled due to lack of items to come before the Parks & Rec Committee

Public Works Members: Haywood (CH), Smith, Rountree

1. Resolution to Move a Portion of Cedar Street from Limited Access Right-of-Way to the Urban Maintenance System
[Wayne Griffin, Director of Engineering and Public Works](#)

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

1. Presentation – Comprehensive Plan Update from Summit Design and Engineering
- TAB 5** 2. Lease Renewal for 315 Main Street
[Michael Stallings, Town Manager](#)
- TAB 6** 3. Demolition Contract Renewal with WACO, Inc.
[Michael Stallings, Town Manager](#)

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

- Town Council Meeting Minutes from July 7th, 2020
 - Accreditation Award Presentation for the Police Department
 - PUBLIC HEARING: Zoning Ordinance Amendment – Home Occupation
 - PUBLIC HEARING: Zoning Ordinance Amendment - Signage
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**WATER AND SEWER
COMMITTEE**

Town of Smithfield
Design Standards for
Water Distribution and Sanitary Sewer Systems
Smithfield, Virginia



January 2020

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APPENDIX C TOWN OF SMITHFIELD 2003 GEODETIC CONTROL

APPENDIX D SMITHFIELD WATER AND SANITARY SEWER SYSTEM DESIGN
CHECKLIST

APPENDIX E SMITHFIELD WATER AND SANITARY SEWER MASTER PLAN
GUIDELINES

APPENDIX F WORK IN TOWN RIGHTS-OF-WAY

SECTION 5. WATER FACILITIES AND PUMPING STATIONS:

5.1 **WELLS, STORAGE TANKS AND WATER PRODUCTION FACILITIES:** Wells, storage tanks, water production and pumping stations shall meet or exceed all applicable requirements of the Commonwealth of Virginia Department of Health, the American Water Works Association, and the National Fire Protection Association; and shall be submitted to the Town of Smithfield for review and approval. All water production facilities shall be dedicated to the Town and shall be equipped with an approved alarm system, standby power supply and disinfection facilities.

Water production facilities shall be designed and constructed in accordance with the latest Town constructed facility in regards to operation, controls, SCADA (Supervisory Control and Data Acquisition), layout, construction materials, equipment, disinfection and other related appurtenances and the latest Town Standards and Specifications for Groundwater Wells and Water Production Facilities. The size of storage and production facilities shall be based on the needs of the development and as approved by the Town. Water storage facilities shall consist of disinfection, peak demand and fire flow storage unless otherwise approved by the Town.

5.2 **WASTEWATER PUMPING STATIONS:**

A. General:

1. Pumping Stations shall meet all applicable requirements of the Department of Environmental Quality (DEQ), and shall be submitted to the Town of Smithfield for review and approval. Pumping Stations shall be designed in accordance with the DEQ SCAT Regulations, and the Town of Smithfield Design Standards. The size of the pumping station shall be based on the needs of the development and the Town.

B. Plans:

1. Plans and specifications shall include provisions for excavation, foundation, and backfill, dewatering, sheeting and bracing, protection of the public, materials, material testing, details of construction of pump station and appurtenances and other items as may be applicable to the project, all in accordance with good engineering practice. Plans shall include elevations showing site appearance of the station, sections, details, electrical details and a site plan showing existing topographic information such as pavement, storm drains, utilities, trees, shrubbery, property lines, and appropriate elevations as well as new construction including layout dimensions and final elevations. Details provided by Town of Smithfield and HRPDC must be referenced where applicable.

2. The plans shall be clear and legible. They shall be drawn to a scale that will permit all necessary information to be clearly shown. Plans shall not be larger than 24 inches x 36 inches. Datum shall be Town of Smithfield, Virginia 2003 Geodetic Control Network, Horizontal NAD 83 (1996), Vertical NAVD 88, and a

referenced benchmark and project benchmark shall be shown.

3. Dimensions and relative elevation of structures, finished floor elevations, the location and size of piping, surface water levels, 100-year flood level, and ground elevations shall be shown.
4. Plans submitted for approval shall be accompanied by technical specifications, hydraulic calculations, pump curves, and pump cycle calculations.

C. Design:

1. Pump station will have two pumps setup as lead / lag. Each pump shall be capable of handling peak flows at required force main pressures. All stations shall be provided with an equivalent spare pump for Town use. Pumps shall be capable of passing 3-inch diameter solids.
2. Pump stations designed for greater than 250 gpm shall be wet well/dry well type with Fairbanks Morse pumps or approved equal unless otherwise specified by Town engineer. Pumps shall turn to clockwise. Pump stations up to 250 gpm shall be approved by the Town of Smithfield. All pumps and controls shall be explosion proof. All stations shall have three-phase power where available. If three-phase power is not available, a VFD shall be used to convert single-phase power to three-phase power.
3. Capacity of the wet well shall be such that the pump runs continuously for five (5) minutes with a fill time of no more than 15 minutes at the average flow.
4. When discharging into Hampton Roads Sanitation District (HRSD) force main system, both minimum and maximum pressures shall be considered in pump selection. Variable Frequency Drives (VFD) is required for connection to HRSD unless authorized by Town engineer. A pressure Transmitter with indicator complete with ½" stainless steel process seal with clean out port and magnetic flow meter wired to control shall be installed on proposed discharge piping. Engineer shall notify Southside HRSD Interceptor Engineer 30 days prior to design of connection to HRSD force main for pressure letter. Engineer shall obtain HRSD flow certification letter for all connections to HRSD.
5. As a minimum, provide design calculations to include service area map with flow rates, project description, vicinity map, piping schematic, pump design curves with operating points, structural calculations, and HRSD pressure letter if applicable, and the following minimum design calculations:
 - a. Sanitary Flows (Minimum, Average, and Peak)
 - b. Size Wet Well
 - c. Well Elevations
 - d. Well Flotation

- e. Structural
 - f. Force Main Sizing
 - g. Pipe Headloss and Velocity
 - h. Equivalent Length of Force Main
 - i. System Head
 - j. Pump Selection
 - k. System Head Curve vs. Pump Curve
 - l. Pump Cycle Times (HRSD Minimum and Maximum Head, if applicable)
 - m. Sewage Overflow
 - n. Ventilation
6. Force main velocities shall remain between 2-8 ft/sec.
 7. Wet well bottom shall have fillet of 1:1 occupying approximately 25% of wet well bottom.
 8. All pump stations shall have a manhole on site with minimum slope pipe entering wet well.
 9. All pump stations must meet DEQ SCAT Regulations method of continuous operation. Method of continuous operation must be provided in writing by the developer and approved by the Town and DEQ. Pump stations discharging to pressure pipe shall obtain DEQ approval prior to construction.

D. Construction:

1. Construction shall be of reinforced concrete with all wall penetrations sleeved. Superstructure walls shall be masonry or approved pre-cast concrete panels with hipped frame roof.
2. All hatches and aluminum fabrications shall be 6061-T6.
3. All fasteners (nuts, bolts, etc.) shall be stainless steel grade 316. All other metals in pump station shall be non-corrosive aluminum 6061-T6 or stainless steel grade 304.
4. Wet well shall contain aluminum bar screen with maximum 3/4-inch openings, aluminum stairs, emergency suction, intermediate floor, and be provided with adequate lighting and ventilation.
5. Dry well shall contain pumps, header piping and valves, sump pump, air relief piping, stairway, adequate lighting, pressure gauge, dehumidifier, and ventilation.
6. Control Room shall contain pump control panel, remote alarm terminal, adequate lighting and ventilation, and back-up pump.

7. Pump suction velocity shall be 2-6 fps and discharge velocity shall be 2-8 fps.
8. Wet well interior shall be coated with Tnemec coating or approved equal. Structure exterior must be coated with approved bituminous coating. Consult manufacturer for recommended mil thickness and obtain approval from Town.
9. Electrical service shall be underground. Control panel shall include phase monitors, running time meters, convenience outlet, and lightning suppression. Electrical conduits shall be PVC.
10. All control panels in the pump station shall be Arc-Flash panels and properly labeled.
11. Remote alarm terminal will be furnished by the Town, but paid for and installed by the Contractor. Contractor shall provide duplex outlet for service to alarm transmitter. Connections to alarm transmitter shall be by 18 gauge stranded telemetry wire. If exterior control box is provided for pump controls, it shall be NEMA 4 and have sufficient space for the alarm transmitter. Separate dry well high-level float shall be wired directly to the alarm transmitter.
12. The developer / engineer shall contact the Town of Smithfield Public Works Department for current information and specifications involving the Town's SCADA Alarm System.
13. Emergency pump connection shall be furnished on the discharge force main with 4in or 6in check valve and 4in or 6-inch quick disconnects compatible with the Town system. Any above ground pipe shall be insulated.
14. Emergency suction pipe shall be furnished in the wet well with 6-inch quick disconnects compatible with the Town system.
15. A Godwin stationary pump, with diesel engine and sound attenuated enclosure, will be required to be hard piped to the system with floats and inverter and turned over to the Town to supplement the Town's continuous operability program and satisfy DEQ.
16. Pump stations shall have 8' high chain link fence with a double gate around the site as approved by Town.
17. All stations shall have a paved surface entrance drive a minimum of 12 feet wide with turnaround. Provide onsite parking for minimum of two (2) service vehicles.
18. Submersible stations shall have separate check valves and gate valves located outside the wet well in an approved vault with aluminum weather tight top and access hatch. The vault shall also contain an approved pressure transmitter/gauge in the control panel and flow meter capable of communicating with the control panel through a PLC. Check valves shall be ball check for under 4-inch by Danfoss Flowmatic or approved

equal and swing check with weighted arm for 4-inch and above by Kennedy.

19. Submersible stations shall have a sealed stainless steel electrical junction box, location and materials to be approved by Town. See detail S-5.
20. There shall be a mounted outside light with a switch and an exterior duplex receptacle.
21. All stations shall be provided with a flow meter capable of communicating with the control panel through a PLC. A water service equipped with a hose bib and a backflow preventer approved by the State Department of Health will be required at all stations. If termination is outside, hydrant shall be freeze proof type, Simmon #802 yard hydrant with minimum two (2) feet of soil cover. Provide hose bib inside and outside station where building is specified.
22. A pact or submersible station shall have at least a 10x10 enclosed building for the control panels. See detail S-4.
23. Level controls shall be purged bubbler for wet well / dry well type stations complete with a level transmitter and digital level indicator/controller with float backup. A digital force main pressure indicator shall also be included. A 1/8hp duplex air compressor complete with 30 gallon tank and automatic condensate drain shall be supplied.
24. Submersible type stations shall have a submersible liquid level transmitter, digital level indicator/controller with float backup. A digital force main pressure transmitter shall be included.
25. All pump station controls shall have the following features as a minimum:
 - a. Three phase power monitor
 - b. Pump Run Indicator for each pump
 - c. Hand-Off-Auto selector switch for each pump
 - d. Pump Flow-Fail indicator for each pump
 - e. Pump 1 – Alternate – Pump 2 selector switch
 - f. Pump Run elapsed time meter for each pump
 - g. Control Power indicator
 - h. Float Backup activated indicator
 - i. Pump Over-Temperature indicator for each pump (where applicable)
 - j. Pump Seal-Fail indicator for each pump (where applicable)
 - k. Bypass pump run
 - l. ALL above indicators shall be push to test LED type.
26. All pump stations turned over to the Town of Smithfield shall have a minimum of one (1) spare pump provided at the expense of the developer.

5.3 **OPERATIONS, MAINTENANCE AND REPAIR MANUALS:** Operation, maintenance and repair manuals shall be provided for all individual pieces of equipment and electrical systems. Provide four (4) copies of each manual bound in hardback binders or an approved equivalent. One (1) complete manual shall be provided to the Town for approval prior to system or equipment tests being performed. All revisions or comments from the system and equipment testing shall be incorporated into the final four (4) copies to be submitted to the Town prior to project completion. The manual shall include the following information:

- A. On the exterior of the manual denote the following “OPERATION, MAINTENANCE AND REPAIR MANUAL”, the name of the project, location of the building, and the name of the Contractor.
- B. The manual shall include the name, addresses, and telephone numbers of each subcontractor installing the equipment and systems and the name, address and phone numbers for the local representatives for each item of equipment and each system.
- C. The manual shall include a table of contents, with tab sheets placed before instructions covering the subject.
- E. The manual shall include, but not be limited to the following:
 - 1. A system layout showing circuits, devices, and controls
 - 2. As-built wiring diagrams with the data to explain detailed operation, maintenance and repair for each component or system.
 - 3. A control sequence describing the start up, operation and shutdown.
 - 4. Detailed instructions on the function of each piece of equipment or system to include the start up, operation, repair and shutdown procedures.
 - 5. Provide a detailed parts list for each piece of equipment or system including names, addresses and phone numbers of suppliers.
 - 6. The manual shall be complete in all respects for all equipment, control, accessories and systems.
 - 7. The manual shall be clearly and concisely written and shall be specifically prepared for makes, models and types of equipment and systems furnished.
 - 8. General literature shall be modified or highlighted for the specific piece of equipment or system furnished.

APPENDIX F
WORK IN TOWN RIGHTS-OF-WAY



TOWN OF SMITHFIELD

"The Ham Capital of the World"

TO: Town of Smithfield Right-of-Way (ROW) Permit Applicants
FROM: Town of Smithfield Departments of:
-Community Development & Planning
-Engineering & Public Works
RE: Work in Town ROWs

Thursday, April 16th, 2020

To Whom It May Concern,

In an effort to work with you in the successful completion of your project, while protecting the integrity of the Town of Smithfield's water, sewer, stormwater, and roadway infrastructure, all work performed within Town rights-of-way (ROWs) shall be permitted, bonded, and performed by competent individuals in the regular employment of a licensed and bonded Class A Highway/Heavy and Utility contractor and subcontractors whose specialties are the type of work to be undertaken.

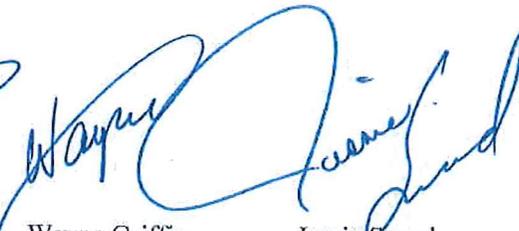
In order to ensure that appropriate and acceptable work conditions are instituted while working on Town infrastructure, the following items shall be submitted to the Community Development & Planning and Engineering & Public Works Departments for their review and approval prior to the granting of an ROW permit for any construction activities proposed in Town ROWs:

- (1) A list of all contractors and subcontractors who intend to perform the work, as well as three (3) references for each. All references for all contractors and subcontractors must be individuals who were directly involved in the contractors' and subcontractors' previous projects in the ROWs of the Town or any other agency (public or private) that regularly manages ROWs improved with infrastructure.
- (2) Written satisfactory evidence that all listed contractors and subcontractors have sufficient experience, necessary capital, materials, machinery, and skilled workers to complete the work.
- (3) An experience statement with pertinent information as to similar projects and other evidence of experience and qualifications for each person and organization directly involved in the execution of the contractors' and subcontractors' proposed project.
- (4) A list of acceptable substitute contractors and subcontractors who would be equally qualified to complete the work.

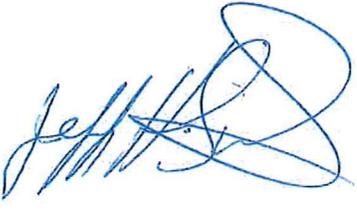
To further ensure the protection of its infrastructure, the Town may strengthen or relax any of the requirements noted above at its discretion.

Respectfully submitted,


John Settle
Community Development
& Planning Director


Wayne Griffin
Town Engineer


Jessie Snead
Public Works
Superintendent


Jeff Smith
Maintenance Supervisor
& Assistant Fire Chief

DEPT. OF PLANNING, ENGINEERING, AND PUBLIC WORKS

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**FINANCE
COMMITTEE**

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	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	2,100,490.10	1	4,742.90	100%
Delinquent RE Tax	03-100-311010-0000-30002	5,000.00	22,862.96	1	(17,862.96)	457%
Current RE Penalty	03-100-311060-0000-30005	7,000.00	7,708.96		(708.96)	110%
Delinquent RE Penalty	03-100-311060-0000-30005	700.00	2,536.09		(1,836.09)	362%
Current RE Interest	03-100-311060-0000-30006	500.00	1,323.31		(823.31)	265%
Delinquent RE Interest	03-100-311060-0000-30006	1,000.00	3,866.51		(2,866.51)	387%
Total Real Estate Taxes		2,119,433.00	2,138,787.93		(19,354.93)	101%
<u>Personal Property Tax</u>						
Current PP Tax	03-100-311030-0000-30001	625,000.00	655,836.86	2	(30,836.86)	105%
Delinquent PP Tax	03-100-311030-0000-30002	20,000.00	15,406.91	2	4,593.09	77%
Current PP Penalty	03-100-311060-0000-30005	13,000.00	11,949.00		1,051.00	92%
Delinquent PP Penalty	03-100-311060-0000-30005	12,000.00	7,803.62		4,196.38	65%
Current PP Interest	03-100-311060-0000-30006	700.00	612.72		87.28	88%
Delinquent PP Interest	03-100-311060-0000-30006	800.00	4,569.58		(3,769.58)	571%
Total Personal Property Tax		671,500.00	696,178.69		(24,678.69)	104%
<u>Public Service Corporations Tax</u>						
Current RE Tax	03-100-311020-0000-30001	29,400.00	35,098.58		(5,698.58)	119%
Current PP Tax	03-100-311020-0000-30001	245.00	186.61		58.39	76%
Total Public Service Tax		29,645.00	35,285.19		(5,640.19)	119%
Miscellaneous Receipts Over/Short	03-100-311060-0000-30007	20.00	3.19		16.81	16%
Total Over/Short		20.00	3.19		16.81	16%
<u>Other Local Taxes</u>						
Franchise Tax	03-100-312040-0000-31203	150,000.00	67,862.00	3	82,138.00	45%
Cigarette Tax	03-100-312080-0000-31204	250,000.00	207,217.32	4	42,782.68	83%
Transient Occupancy Tax	03-100-312101-0000-31205	219,000.00	156,076.77	5	62,923.23	71%
Meals Tax-4.25%	03-100-312110-0000-31211	1,177,731.00	1,003,831.98	6	173,899.02	85%
Meals Tax-2%	03-100-312110-0000-31212	554,226.00	472,391.51	6	81,834.49	85%
Sales Tax	03-100-312010-0000-30009	360,000.00	301,260.31	7	58,739.69	84%
Consumption Tax	03-100-312020-0000-31202	50,000.00	38,000.17		11,999.83	76%
Utility Tax	03-100-312020-0000-31201	200,000.00	157,277.11		42,722.89	79%
Business Licenses	03-100-312030-0000-31208	395,000.00	330,955.94	8	64,044.06	84%
Business Licenses Penalty	03-100-312030-0000-31209	4,000.00	371.09		3,628.91	9%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
Business Licenses Interest	03-100-312030-0000-31210	225.00	117.63		107.37	52%
Peg Channel Capital Fee	03-100-312040-0000-30054	1,920.00	1,920.40		(0.40)	100%
Vehicle License	03-100-312050-0000-32018	241,000.00	196,660.34	9	44,339.66	82%
Total Other Local Taxes		3,603,102.00	2,933,942.57		669,159.43	81%
<u>Licenses, Permits & Fees</u>						
Permits & Other Licenses	multiple accounts	20,000.00	75,254.00	10	(55,254.00)	376%
Inspection Fees-Subdivision	03-100-313030-0000-30030	4,200.00	7,200.00	11	(3,000.00)	171%
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	10,000.00	10,770.00		(770.00)	108%
WC Dog Park Registration	03-100-313030-0000-30043	1,000.00	690.00		310.00	69%
Consultant Review Fees	03-100-313030-0000-30028	1,500.00	9,425.00	12	(7,925.00)	628%
Total Licenses, permits and privilege fees		36,700.00	103,339.00		(66,639.00)	282%
<u>Fines & Costs</u>						
Fines & Costs	03-100-314010-0000-30055	40,000.00	39,003.86	13	996.14	98%
Total Fines & Forfeitures		40,000.00	39,003.86		996.14	98%
<u>From Use of Money and Property</u>						
General Fund Interest	03-100-315010-0000-31501	65,000.00	57,111.82		7,888.18	88%
Rentals	03-100-315020-0000-30110	72,617.00	72,192.36	14	424.64	99%
Smithfield Center Rentals	03-100-315020-0000-30111	180,000.00	163,197.28	15	16,802.72	91%
Smithfield Center Vendor Programs	03-100-315020-0000-30113	3,000.00	-	16	3,000.00	0%
WC Manor House Rentals (includes the park)	03-100-315020-0000-30119	15,000.00	13,160.00		1,840.00	88%
Sports Complex Rentals	03-100-315020-0000-30120	10,000.00	2,251.02		7,748.98	23%
Park Impact Fees	03-100-315020-0000-30118	20,000.00	13,212.38		6,787.62	66%
Kayak Rentals	03-100-315020-0000-30015	10,000.00	7,691.00		2,309.00	77%
Special Events	03-100-315020-0000-30013, 30014	28,000.00	20,438.00		7,562.00	73%
Fingerprinting Fees	03-100-318990-0000-30048	1,500.00	900.00		600.00	60%
Museum Admissions	03-100-315020-0000-30115	9,415.00	6,148.00		3,267.00	65%
Museum Gift Shop Sales	03-100-318990-0000-30016	11,700.00	9,309.87		2,390.13	80%
Museum Programs/Lecture Fees	03-100-318990-0000-30017	1,000.00	396.00		604.00	40%
Sale of Equipment/Buildings	03-100-341020-0000-31405	-	1,664.33		(1,664.33)	100%
Lease of Land	03-100-315020-0000-30017	600.00	600.00		-	100%
Total revenue from use of money and property		427,832.00	368,272.06		59,559.94	86%
<u>Miscellaneous Revenue</u>						
Other Revenue	multiple accounts	1,000.00	742.02		257.98	74%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	-	3,031.45	17	(3,031.45)	100%
Total Miscellaneous Revenue		1,000.00	3,773.47		(2,773.47)	377%
<u>From Reserves</u>						
WC Preservation Funds	N/A	38,000.00	52,790.83		(14,790.83)	139%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
Appropriated fund balance for budget	N/A	2,240,632.00	430,616.81	18	1,810,015.19	19%
Total From Reserves		2,278,632.00	483,407.64		1,795,224.36	21%
<u>Intergovernmental Virginia</u>						
Law Enforcement	03-100-322010-0000-34011	172,904.00	134,736.00	19	38,168.00	78%
Litter Control Grant	03-100-322010-0000-34010	-	2,727.00	20	(2,727.00)	100%
Communications Tax	03-100-322010-0000-34008	204,000.00	148,078.33	21	55,921.67	73%
Rolling Stock	03-100-322010-0000-34001	137.00	153.61		(16.61)	112%
Rental Tax	03-100-322010-0000-34002	5,000.00	7,102.66		(2,102.66)	142%
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00	240,794.89	22	0.11	100%
Fire Programs	03-100-322010-0000-34012	29,461.00	29,461.00	23	-	100%
VCA Grant	03-100-322010-0000-34005	4,500.00	4,500.00		-	100%
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	'03-100-322010-0000-34020	763,665.00	749,316.28		14,348.72	98%
Benns Church/Route 258/Route 10 Bypass intersection	'03-100-322010-0000-34020	867,104.00	14,886.80		852,217.20	2%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	'03-100-322010-0000-34020	221,480.00	-		221,480.00	0%
Total State Revenue		2,509,046.00	1,331,756.57		1,177,289.43	53%
<u>Intergovernmental Federal</u>						
Police Federal Grants		-	7,020.00		(7,020.00)	
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	03-100-331010-0000-35008	-	-		-	0%
Benns Church/Route 258/Route 10 Bypass intersection	03-100-331010-0000-35008	-	-		-	0%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	-	-		-	0%
Pinewood Heights CDBG Relocation Grant Phase IV	03-100-331010-0000-35002	1,000,000.00	373,172.59		626,827.41	37%
Total Federal Revenue		1,000,000.00	380,192.59		619,807.41	38%
<u>Other Financing Sources</u>						
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	-	-		-	
Insurance Recoveries		-	7,593.96	24	(7,593.96)	100%
Total Other Financing Sources		-	7,593.96		(7,593.96)	100%
<u>Contributions</u>						
CHIP Contributions	03-100-318990-0000-31620	13,000.00	1,310.00		11,690.00	10%
Contributions-Public Safety	03-100-318990-0000-31622	50.00	3,250.00		(3,200.00)	6500%
Contributions-Museum	03-100-318990-0000-31632	93,506.00	6,815.64		86,690.36	7%
Contribution-Historic Windsor Castle Restoration LLC	03-100-318990-0000-31626	100,000.00	224,496.00		(124,496.00)	224%
Contributions-Public Ball Fields	03-100-318990-0000-31635	80,000.00	30,000.00		50,000.00	38%
Total Contributions		286,556.00	265,871.64		20,684.36	93%
Total General Fund Revenue		13,003,466.00	8,787,408.36		4,216,057.64	68%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
GENERAL GOVERNMENT EXPENSES						
<u>Town Council</u>						
Salaries	04-100-411010-0000-41100	42,000.00	37,945.00	25	4,055.00	90%
FICA	04-100-411010-0000-42100	3,276.00	2,948.09		327.91	90%
Legal Fees	04-100-411010-0000-43150	50,000.00	34,946.83		15,053.17	70%
Update Town Charter & Code	04-100-411010-0000-43151	5,000.00	2,002.00		2,998.00	40%
Professional Services	04-100-411010-0000-43152	10,000.00	71,410.00	31	(61,410.00)	714%
Public Defender Fees	04-100-411010-0000-43153	3,000.00	600.00		2,400.00	20%
Election Expense	04-100-411010-0000-43170	-	1,750.72		(1,750.72)	100%
Maintenance contracts	04-100-411010-0000-43320	1,700.00	3,450.00	30	(1,750.00)	203%
Advertising	04-100-411010-0000-43600	30,000.00	20,233.44		9,766.56	67%
Insurance	04-100-411010-0000-45300	18,145.00	18,144.00	27	1.00	100%
Travel & Training	04-100-411010-0000-45500	8,000.00	5,429.84	34	2,570.16	68%
Council Approved Items	04-100-411010-0000-45804	9,500.00	7,059.57		2,440.43	74%
Subscriptions/Memberships	04-100-411010-0000-45810	11,000.00	9,567.00	28	1,433.00	87%
Records Management maint & upgrades	04-100-411010-0000-45811	5,000.00	6,428.84	32	(1,428.84)	129%
Supplies	04-100-411010-0000-46001	9,000.00	8,325.98	33	674.02	93%
COVID-19 Expenses	04-100-411010-0000-46018	-	7,300.12	29	(7,300.12)	100%
Total Town Council		205,621.00	237,541.43		(31,920.43)	116%
<u>Town Manager</u>						
Salaries	04-100-412010-0000-41100	330,421.00	277,652.67	25	52,768.33	84%
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	16,286.51		11,853.49	58%
VSRS	04-100-412010-0000-42200	20,545.00	12,233.44		8,311.56	60%
Disability	04-100-412010-0000-42210	556.00	373.05		182.95	67%
Health & Other	04-100-412010-0000-42300	59,297.00	41,197.02	26	18,099.98	69%
Pre-Employment Test	04-100-412010-0000-42435	3,500.00	2,832.41		667.59	81%
Employee Recognition	04-100-412010-0000-42440	15,000.00	671.25		14,328.75	4%
Maintenance Contracts	04-100-412010-0000-43320	3,000.00	2,697.01		302.99	90%
Communications	04-100-412010-0000-45200	18,000.00	6,299.50		11,700.50	35%
Insurance	04-100-412010-0000-45300	2,394.00	2,396.00	27	(2.00)	100%
Travel & Training	04-100-412010-0000-45500	10,000.00	454.16		9,545.84	5%
Other	04-100-412010-0000-45804	500.00	739.93		(239.93)	148%
Dues & Subscriptions	04-100-412010-0000-45810	5,000.00	1,860.25	28	3,139.75	37%
Supplies	04-100-412010-0000-46001	5,000.00	1,245.08		3,754.92	25%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
Computer & technology expenses	04-100-412010-0000-46005	5,000.00	376.23		4,623.77	8%
Auto Expense	04-100-412010-0000-46009	500.00	621.81		(121.81)	124%
COVID-19 Expense	04-100-412010-0000-46018	-	755.00	29	(755.00)	100%
Capital Expenditures	04-100-412010-0000-48100	-	-		-	
Total Town Manager		528,175.00	368,691.32		159,483.68	70%
<u>Treasurer</u>						
Salaries	04-100-412410-0000-41100	390,589.00	304,560.58	25	86,028.42	78%
Salaries-OT	04-100-412410-0000-41120	5,220.00	-		5,220.00	0%
FICA	04-100-412410-0000-42100	31,668.00	22,333.13		9,334.87	71%
VSRS	04-100-412410-0000-42200	25,031.00	19,446.91		5,584.09	78%
Disability	04-100-412410-0000-42210	517.00	117.78		399.22	23%
Health	04-100-412410-0000-42300	55,788.00	46,014.76	26	9,773.24	82%
Audit	04-100-412410-0000-43120	13,250.00	13,250.00		-	100%
Professional Services	04-100-412410-0000-43152	15,000.00	-		15,000.00	0%
Service contracts-includes MUNIS	04-100-412410-0000-43320	60,000.00	57,440.53		2,559.47	96%
Data Processing	04-100-412410-0000-44100	20,000.00	15,046.91		4,953.09	75%
Communications	04-100-412410-0000-45200	11,000.00	9,784.32		1,215.68	89%
Insurance	04-100-412410-0000-45300	2,472.00	2,472.00	27	-	100%
Travel & Training	04-100-412410-0000-45500	5,000.00	175.00		4,825.00	4%
Other	04-100-412410-0000-45804	100.00	24.02		75.98	24%
Dues & Subscriptions	04-100-412410-0000-45810	1,900.00	487.49	28	1,412.51	26%
Bank Charges	04-100-412410-0000-45813	700.00	465.90		234.10	67%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,404.00	3,294.00		110.00	97%
Supplies	04-100-412410-0000-46001	19,000.00	12,910.13		6,089.87	68%
Credit Card Processing	04-100-412410-0000-46002	600.00	399.85		200.15	67%
Computer & technology expenses	04-100-412410-0000-46005	7,500.00	2,575.48		4,924.52	34%
Capital Expenditures	04-100-412410-0000-48100	66,850.00	29,009.25		37,840.75	43%
Total Treasurer		735,589.00	539,808.04		195,780.96	73%
<u>PUBLIC SAFETY</u>						
<u>Police Department</u>						
Salaries	04-100-431100-0000-41100	1,301,211.00	1,328,685.57	25	(27,474.57)	102%
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%
Salaries OT	04-100-431100-0000-41120	208,224.00	-		208,224.00	0%
FICA	04-100-431100-0000-42100	122,750.00	96,539.19		26,210.81	79%
VSRS	04-100-431100-0000-42200	83,179.00	73,747.89		9,431.11	89%
Disability	04-100-431100-0000-42210	190.00	126.00		64.00	66%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
Health Insurance	04-100-431100-0000-42300	232,434.00	197,399.92	26	35,034.08	85%
Ins. - LODA	04-100-431100-0000-42410	16,233.00	12,703.86		3,529.14	78%
Service Contracts	04-100-431100-0000-43320	40,000.00	35,045.53	35	4,954.47	88%
Special Events	04-100-431100-0000-43352	1,000.00	478.29		521.71	48%
Investigation expenses	04-100-431100-0000-44641	3,000.00	251.32		2,748.68	8%
Communications	04-100-431100-0000-45200	50,000.00	35,866.93		14,133.07	72%
Insurance	04-100-431100-0000-45300	52,500.00	52,496.00	27	4.00	100%
Travel & Training	04-100-431100-0000-45500	30,000.00	11,254.19		18,745.81	38%
Other	04-100-431100-0000-45804	2,500.00	629.00		1,871.00	25%
Dues & Subscriptions	04-100-431100-0000-45810	9,500.00	14,062.69	28	(4,562.69)	148%
Materials & Supplies	04-100-431100-0000-46001	25,500.00	15,541.34		9,958.66	61%
Computer & Technology Expenses	04-100-431100-0000-46005	13,000.00	2,630.69		10,369.31	20%
Equipment	04-100-431100-0000-46006	43,000.00	25,249.88		17,750.12	59%
Gas	04-100-431100-0000-46008	41,500.00	30,352.63		11,147.37	73%
Vehicle Maintenance	04-100-431100-0000-46009	40,000.00	34,314.65		5,685.35	86%
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00	1,001.25		998.75	50%
Uniforms	04-100-431100-0000-46011	24,000.00	18,937.94		5,062.06	79%
Tires	04-100-431100-0000-46016	5,000.00	3,296.00		1,704.00	66%
COVID-19 Expense	04-100-431100-0000-46018	-	251.65	29	(251.65)	100%
Capital Expenditures	04-100-431100-0000-48101	66,000.00	71,090.70		(5,090.70)	108%
Total Police Department		2,436,441.00	2,061,953.11		374,487.89	85%
<u>Fire Department</u>						
Annual Contribution	04-100-432300-0000-46008	15,000.00	15,000.00		-	100%
State Pass Thru	04-100-432100-0000-45623	29,461.00	29,461.00	36	-	100%
Total Fire Department		44,461.00	44,461.00		-	100%
<u>Contributions-Public Safety</u>						
E911 Dispatch Center	04-100-432300-0000-45614	237,599.00	135,575.20		102,023.80	57%
Total Contributions-Public Safety		237,599.00	135,575.20		102,023.80	57%
<u>PARKS, RECREATION & CULTURAL</u>						
<u>Parks & Recreation</u>						
Salaries	04-100-471100-0000-41100	205,290.00	180,181.21	25	25,108.79	88%
Salaries-OT	04-100-471100-0000-41120	6,330.00	-		6,330.00	0%
FICA	04-100-471100-0000-42100	16,933.00	13,010.37		3,922.63	77%
VSRS	04-100-471100-0000-42200	13,149.00	11,492.64		1,656.36	87%
Disability	04-100-471100-0000-42210	480.00	284.96		195.04	59%
Health	04-100-471100-0000-42300	54,261.00	37,103.26	26	17,157.74	68%
Uniforms	04-100-471100-0000-46011	3,000.00	1,946.89		1,053.11	65%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
Communications	04-100-471100-0000-45200	2,000.00	2,498.11		(498.11)	125%
insurance	04-100-471100-0000-45300	2,838.00	4,836.00	27	(1,998.00)	170%
Advertising	04-100-471100-0000-43600	20,500.00	23,010.50	37	(2,510.50)	112%
Dues & Subscriptions	04-100-471100-0000-45810	2,000.00	401.00	28	1,599.00	20%
Supplies	04-100-471100-0000-46001	8,000.00	412.10		7,587.90	5%
Computer & Technology	04-100-471100-0000-46005	1,000.00	-		1,000.00	0%
Travel & Training	04-100-471100-0000-45500	3,000.00	1,996.87		1,003.13	67%
Other	04-100-471100-0000-45804	500.00	481.00		19.00	96%
Capital Expenditures	04-100-471100-0000-48100	26,000.00	28,571.95		(2,571.95)	110%
Total Parks & Recreation		365,281.00	306,226.86		59,054.14	84%
<u>Smithfield Center</u>						
Salaries	04-100-412100-0000-41100	115,229.00	135,187.80	25	(19,958.80)	117%
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	10,230.02		2,480.98	80%
VSRS	04-100-412100-0000-42200	7,339.00	6,727.38		611.62	92%
Disability	04-100-412100-0000-42210	144.00	96.21		47.79	67%
Health	04-100-412100-0000-42300	22,182.00	20,600.82	26	1,581.18	93%
Contracted Services	04-100-412100-0000-43320	18,000.00	18,055.89	38	(55.89)	100%
Retail Sales & Use Tax	04-100-412100-0000-43100	800.00	295.57		504.43	37%
Utilities	04-100-412100-0000-45100	25,000.00	20,335.37		4,664.63	81%
Communications	04-100-412100-0000-45200	20,000.00	19,152.93	39	847.07	96%
Computer & technology expenses	04-100-412100-0000-46005	3,000.00	1,032.11		1,967.89	34%
Insurance	04-100-412100-0000-45300	2,838.00	5,136.00	27	(2,298.00)	181%
Kitchen Supplies	04-100-412100-0000-44000	3,000.00	2,476.65		523.35	83%
Office Supplies/Other Supplies	04-100-412100-0000-46001	4,500.00	2,791.87		1,708.13	62%
Food Service & Beverage Supplies	04-100-412100-0000-44001	6,000.00	5,282.89		717.11	88%
AV Supplies	04-100-412100-0000-44002	2,000.00	313.94		1,686.06	16%
Repairs & Maintenance	04-100-412100-0000-46007	29,000.00	31,311.08	40	(2,311.08)	108%
Landscaping	04-100-412100-0000-43400	12,000.00	9,949.73		2,050.27	83%
Refund event deposits	04-100-412100-0000-45899	7,000.00	24,809.48	41	(17,809.48)	354%
Credit card processing expense	04-100-412100-0000-46002	5,000.00	4,217.40		782.60	84%
Capital Expenditures	04-100-412100-0000-48100	26,000.00	17,883.79		8,116.21	69%
Total Smithfield Center		366,952.00	335,886.93		31,065.07	92%
<u>Contributions-Parks, Recreation and Cultural</u>						
Windsor Castle Restoration	04-100-471200-0000-45653	500,000.00	250,000.00	42	250,000.00	50%
Farmers Market	04-100-432301-0000-45617	3,000.00	3,000.00		-	100%
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	9,000.00		-	100%
Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	7,500.00	-	43	7,500.00	0%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
Smithfield CHIP program	04-100-432301-0000-43354	6,000.00	206.90		5,793.10	3%
Friends of the Library	04-100-473100-0000-45605	4,500.00	4,500.00		-	100%
Total Contributions-Park, Recreation and Cultural		530,000.00	266,706.90		263,293.10	50%
<u>Windsor Castle Park</u>						
Salaries	04-100-471210-0000-41100	26,071.00	17,545.53	25	8,525.47	67%
Salaries-OT	04-100-471210-0000-41120	1,954.00	-		1,954.00	0%
FICA	04-100-471210-0000-42100	2,242.00	1,297.30		944.70	58%
VSRS	04-100-471210-0000-42200	1,271.00	817.91		453.09	64%
Disability	04-100-471210-0000-42210	205.00	-		205.00	0%
Health	04-100-471210-0000-42300	2,950.00	2,564.76	26	385.24	87%
Contracted Services	04-100-471210-0000-43300	7,000.00	6,369.83		630.17	91%
Insurance	04-100-471210-0000-45300	9,214.00	9,216.00	27	(2.00)	100%
Grass Cutting	04-100-471210-0000-43105	31,000.00	31,257.93	44	(257.93)	101%
Utilities	04-100-471210-0000-45100	6,000.00	3,372.99		2,627.01	56%
Repairs & Maintenance	04-100-471210-0000-46007	40,000.00	32,536.78		7,463.22	81%
Capital Outlay	04-100-471210-0000-48100	-	25,653.83	45	(25,653.83)	100%
WC Preservation Fund-Equipment	04-100-471210-0000-46006	38,000.00	26,837.00	45	11,163.00	71%
Total Windsor Castle Park		165,907.00	157,469.86		8,437.14	95%
<u>Windsor Castle Manor House</u>						
Salaries	04-100-471220-0000-41100	17,056.00	13,392.74		3,663.26	79%
FICA	04-100-471220-0000-42100	1,365.00	1,019.21		345.79	75%
VSRS	04-100-471220-0000-42200	1,100.00	744.60		355.40	68%
Disability	04-100-471220-0000-42210	101.00	60.96		40.04	60%
Health	04-100-471220-0000-42300	6,314.00	1,795.74		4,518.26	28%
Insurance	04-100-471220-0000-45300	1,072.00	3,716.00	27	(2,644.00)	347%
Expenses 1/2 year	04-100-471220-0000-	63,928.00	4,389.63		59,538.37	7%
Total Windsor Castle Manor House		90,936.00	25,118.88		65,817.12	28%
<u>Luter Sports Complex</u>						
Contracted Services	04-100-471300-0000-43300	6,500.00	18,541.72	46	(12,041.72)	285%
Utilities	04-100-471300-0000-45100	10,000.00	7,543.49		2,456.51	75%
Insurance	04-100-471300-0000-45300	8,000.00	8,000.00	27	-	100%
Repairs & Maintenance	04-100-471300-0000-46007	40,000.00	34,376.87	47	5,623.13	86%
Equipment	04-100-471300-0000-46006	28,000.00	10,556.09		17,443.91	38%
Supplies-Chemicals	04-100-471300-0000-45413	5,000.00	-		5,000.00	0%
Capital Expenditures	04-100-471300-0000-48100	25,000.00	19,099.25		5,900.75	76%
Total Luter Sports Complex		122,500.00	98,117.42		24,382.58	80%

Museum

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
Salaries	04-100-472200-0000-41100	113,585.00	120,420.21	25	(6,835.21)	106%
Salaries-Part Time	04-100-472200-0000-41110	22,485.00	-		22,485.00	0%
FICA	04-100-472200-0000-42100	10,810.00	9,206.96		1,603.04	85%
VRSRS	04-100-472200-0000-42200	7,190.00	6,589.00		601.00	92%
Health	04-100-472200-0000-42300	7,185.00	6,584.38	26	600.62	92%
Operating expenses						
Contracted services	04-100-472200-0000-43300	3,400.00	3,657.43	48	(257.43)	108%
Communications	04-100-472200-0000-45200	725.00	506.00		219.00	70%
Computer and Technology	04-100-472200-0000-46005	540.00	104.94		435.06	19%
Insurance	04-100-472200-0000-45300	2,018.00	2,020.00	27	(2.00)	100%
Supplies	04-100-472200-0000-46001	7,000.00	6,502.72		497.28	93%
Advertisinig	04-100-472200-0000-43600	700.00	538.23		161.77	77%
Travel/Training	04-100-472200-0000-45500	200.00	37.46		162.54	19%
Dues & Subscriptions	04-100-472200-0000-45810	800.00	216.99	28	583.01	27%
Gift Shop-to be funded by gift shop proceeds						
Gift Shop expenses	04-100-472200-0000-46014	6,000.00	5,544.11	49	455.89	92%
Sales & Use Tax	04-100-472200-0000-43100	775.00	684.53		90.47	88%
Credit card processing fees	04-100-472200-0000-46002	800.00	779.29		20.71	97%
Total Museum		184,213.00	163,392.25		20,820.75	89%
<u>Other Parks & Recreation</u>						
Jersey Park Playground	04-100-471313-0000-43345	-	3,942.00	50	(3,942.00)	100%
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100	2,000.00	7,547.66	51	(5,547.66)	377%
Waterworks Dam	04-100-471350-0000-46007	-	11,953.18	52	(11,953.18)	0%
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	670.62		329.38	67%
Veterans War Memorial	04-100-471316-0000-43349	2,500.00	2,403.89		96.11	96%
Litter Control Grant	04-100-441300-0000-46012	-	1,946.95		(1,946.95)	100%
Fireworks	04-100-471390-0000-43344	2,000.00	-		2,000.00	0%
Capital Expenditures-Clontz Park	04-100-471311-0000-48100	-	68,760.29		(68,760.29)	0%
Total Other Parks & Recreation		7,750.00	97,224.59		(89,474.59)	1255%
<u>COMMUNITY DEVELOPMENT</u>						
Project Expenditures						
Pinewood Heights-Phase III		-	2,200.00		(2,200.00)	100%
Pinewood Heights Phase IV		2,205,807.00	937,540.23	53	1,268,266.77	43%
Capital Expenditures	04-100-432315-0000-48100,48101	204,000.00	108,000.00	53	96,000.00	53%
Total Pinewood Heights-All Phases		2,409,807.00	1,047,740.23		1,362,066.77	43%

Contributions-Community Development

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
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		-	100%
Christian Outreach	04-100-432302-0000-45620	12,650.00	12,650.00		-	100%
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		-	100%
Tourism Bureau	04-100-432302-0000-45607	273,722.00	136,861.00		136,861.00	50%
Western Tidewater Free Clinic	04-100-432302-0000-45632	40,560.00	40,560.00		-	100%
YMCA Projects	04-100-432302-0000-45603	50,000.00	50,000.00		-	100%
Total Contributions-Community Development		396,902.00	247,721.00		149,181.00	62%
PUBLIC WORKS						
Planning, Engineering & Public Works						
Salaries	04-100-441300-0000-41100	252,832.00	196,618.89	25	56,213.11	78%
Salaries-OT	04-100-441300-0000-41120	11,778.00	-		11,778.00	0%
Salaries-Special Events	04-100-441300-0000-41140	7,985.00	-		7,985.00	0%
FICA	04-100-441300-0000-42100	21,812.00	14,755.52		7,056.48	68%
VSRS	04-100-441300-0000-42200	16,587.00	12,525.75		4,061.25	76%
Disability	04-100-441300-0000-42210	2,446.00	1,894.59		551.41	77%
Health	04-100-441300-0000-42300	41,850.00	23,394.15	26	18,455.85	56%
COVID-19 Expense	04-100-441300-0000-46018	-	16.91		(16.91)	100%
Uniforms	04-100-441300-0000-46011	2,500.00	805.23	29	1,694.77	32%
Professional Services	04-100-441300-0000-43152	50,000.00	-		50,000.00	0%
Contractual	04-100-441300-0000-43320	8,125.00	5,628.73		2,496.27	69%
GIS	04-100-441300-0000-43001	800.00	-		800.00	0%
Site Plan Review	04-100-441300-0000-43141	3,000.00	3,865.00	54	(865.00)	129%
Recycling	04-100-441300-0000-43340	137,090.00	110,621.66		26,468.34	81%
Trash Collection	04-100-441300-0000-43330	224,580.00	183,235.02		41,344.98	82%
Street Lights	04-100-441300-0000-45101	2,500.00	950.17		1,549.83	38%
Communications	04-100-441300-0000-45200	12,000.00	9,474.74		2,525.26	79%
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	6,000.00	572.62		5,427.38	10%
Insurance	04-100-441300-0000-45300	8,690.00	8,692.00	27	(2.00)	100%
Materials & Supplies	04-100-441300-0000-46001	6,000.00	7,593.49		(1,593.49)	127%
Accreditation	04-100-441300-0000-45521	1,250.00	-		1,250.00	0%
Repairs & Maintenance	04-100-441300-0000-46007	9,000.00	5,628.20	55	3,371.80	63%
Gas	04-100-441300-0000-46008	7,500.00	5,035.44		2,464.56	67%
Travel & Training	04-100-441300-0000-45500	6,000.00	1,163.68		4,836.32	19%
Hampton Roads Planning District Commission	04-100-432302-0000-45621	10,089.00	10,708.00	56	(619.00)	106%
Dues & Subscriptions	04-100-441300-0000-45810	2,700.00	1,149.00	28	1,551.00	43%
Other	04-100-441300-0000-45804	2,000.00	697.98	57	1,302.02	35%
Capital Expenditures	04-100-441300-0000-48100	2,493,420.00	873,797.54		1,619,622.46	35%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
Total Public Works		3,348,534.00	1,478,824.31		1,869,709.69	44%
PUBLIC BUILDINGS						
Public Buildings						
Salaries-Part Time	04-100-443200-0000-41110	41,720.00	26,462.26	25	15,257.74	63%
FICA	04-100-443200-0000-42100	3,340.00	2,036.38		1,303.62	61%
Contractual	04-100-443200-0000-43300	23,500.00	17,041.18	58	6,458.82	73%
Computer & Technology	04-100-443200-0000-46005	-	28,737.61	59	(28,737.61)	100%
Computer & Technology IOW	04-100-443200-0000-46020	-	94,500.00	60	(94,500.00)	100%
Communications	04-100-443200-0000-45200	3,000.00	1,314.74		1,685.26	44%
Utilities	04-100-443200-0000-45100	46,000.00	37,470.40		8,529.60	81%
Insurance	04-100-443200-0000-45300	9,800.00	9,800.00	27	-	100%
Materials & Supplies	04-100-443200-0000-46001	6,000.00	592.33		5,407.67	10%
Repairs & Maintenance	04-100-443200-0000-46007	70,867.00	60,761.54		10,105.46	86%
Other	04-100-443200-0000-45804	500.00	124.32		375.68	25%
Capital Expenditures	04-100-443200-0000-48100	60,000.00	-		60,000.00	0%
Capital Expenditures-Building		-	445,136.78		(445,136.78)	
Total Public Buildings		264,727.00	723,977.54		(459,250.54)	273%
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%
NON DEPARTMENTAL						
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%
DEBT SERVICE						
Debt Service						
Principal Retirement						
Police Evidence Building	04-100-495500-0000-49509	55,270.00	50,627.69		4,642.31	92%
New Debt-Multiple projects	04-100-495500-0000-49512	278,310.00	254,523.15		23,786.85	91%
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	7,188.19		(6.19)	100%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
Interest and fiscal charges						
Police Evidence Building	04-100-495500-0000-49510	6,000.00	5,616.74		383.26	94%
New Debt-Multiple projects	04-100-495500-0000-49513	77,060.00	71,868.53		5,191.47	93%
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	343.73		0.27	100%
Total Debt Service		484,771.00	450,771.49		33,999.51	93%
Total General Fund Expenses		13,003,466.00	8,787,208.36		4,216,257.64	68%

Notes: May 2020

GENERAL FUND

Revenues:

1	<u>Current/Delinquent RE</u>	Real estate collections posted through 5/31/20 total \$2,100,490 (close to 100%). Delinquent collections through the same period total \$22,863 (457%). An additional \$2,449 was collected through 6/30/20.
2	<u>Current/Delinquent PP</u>	Personal property collections posted through 5/31/20 total \$671,244 including delinquents. A large batch of supplements was mailed in June with an additional \$34,393 collected by 6/30/20.
3	<u>Franchise Tax</u>	The Town refunded Truist Bank \$21,681 in overpayments for prior years as directed by the State of Virginia. Revenues collected in May and June totaled \$137,680. When reduced by the refund, bank franchise revenues will total \$115,999 for the year which is \$41,714 lower than prior year. Four out of the five banks located in the Town limits submitted a reduction over prior year.
4	<u>Cigarette Tax</u>	Sold 450,000 cigarette tax stamps through May 2020 compared to 450,000 stamps through May 2019. Sales through June totaled 496,060 stamps generating \$228,865 in revenues after refunds of \$5. In FY2019 we sold 495,000 stamps and totaled \$161,289 after refunds of \$1,566. The higher rate adopted as of July 1 increased revenues, but sales still fell short of the budget by \$21,135.
5	<u>Transient Occupancy</u>	Transient occupancy tax is collected quarterly. The 1st quarter payment in July 2019 was accrued for the FY2019 financial statements. The quarters collected in October 2019, January 2020 and April 2020 totaled \$156,077 compared to 2019 collections of \$158,825. This is a 1.74% decrease as the COVID shutdown was starting its impact. We won't know the full impact on the year until the 4th quarter payments are made in late July.
6	<u>Meals Tax</u>	Meals tax receipts represents collections for August 2019 through May 2020. July 2019 collections were accrued for FY2019. Receipts through May were \$36,034 higher than the same period last year even with COVID, but the 4th quarter accrual due in July will reflect the full impact of the closures.
7	<u>Sales Tax</u>	Sales tax runs 2 months behind from the state. Our portion is sent to IOW County, and they forward it to us often resulting in a 2 or 3 month delay. Sales tax revenues on the May statement represent receipts for Jul 2019 through Mar 2020 and are \$33,649 higher than prior year.
8	<u>Business licenses</u>	Business licenses are due on April 15; however, the due date was extended until June 15 in FY2020 with penalty and interest starting in mid-August. Collections through May 2020 of \$330,956 are \$49,087 less than collections through the same period in FY2019. Collections through June 30 totaled \$361,752 compared to \$399,686 last year. We will accrue payments made from July 1 through August 15 in the 2020 financial statements.
9	<u>Vehicle License Tax</u>	VL taxes are billed with personal property and are collected at the same time. Collections through May 2020 total \$196,660 (82%). Supplements have been mailed and total VL through 6/30 equals \$218,905. Collections in FY2019 totaled \$254,396.
10	<u>Permits & other licenses</u>	Permits and other licenses are made up of sign permits (\$640), zoning permits (\$9740), yard sale permits (\$370), Demolition permits (\$75), E&S Fees (\$6800), and ROW Easement Permits (\$1539) and golf cart permits (\$220). In May we also collected \$55,870 for a rezoning permit for Napolitano Homes Inc. at intersection of Nike Park and Battery Park Road.
11	<u>Inspection Fees</u>	Inspection fees are as follows: ABT Custom Homes-\$300-rebuild 207 Gullane-21E-01-404 Eagle Construction of VA LLC-\$300-122 St Andrew-21E-01-274 Eagle Construction of VA LLC-\$300-105 Nairn-Lot 264 Wayne Harbin Builder-\$300-108 Tiger Eye-21E-01-379 Michael J Hipple Builder Inc-\$300-401 Pagan Ridge Willkris Services LLC-\$300-219 Drummonds Lane Hampton Roads Holding Co LLC-\$300-100 Turnberry Eagle Construction -\$300- 21E-01-316

Eagle Construction -\$300- 1306 Cypress Creek LT 413 100 Royal
 Eagle Construction - \$300-100 Royal Birkdale LT366
 Eagle Construction -\$300- 21E-01-337 Lot 37
 Eagle Construction -\$300- 21E-01-270 110 St Andrews
 Eagle Construction -\$300 21E-01-350 237 Royal Birk Dale
 Williams and Sons -\$300- 1417 Cypress Creek Pkwy 21E-01-425
 Bidsong Builders -\$300- 108 Turnberry 21E-01-152
 Eagle Construction -\$600- 21E-01-355 & 21E-01-353
 Eagle Construction -\$300-109 Deerfield Lt 339 Cypress Creek
 Eagle Construction -\$300- 403 Royal Dornoch 21E-01-071
 Eagle Construction -\$300- 232 Royal Birkdale 21E-01-354
 Vision Scapes Land Design-\$300-113 Royal Aberdeen
 Atlantic Homes LLC-\$300-204 Durham St Lt23A
 Eagle Construction-\$300-225 Royal Birkdale
 Michael Mullins-\$300-C J Custom Homes-1011 Cypress Creek

12 **Review Fees**

Review fees are as follows:
 Gary L Berland-\$150-subdivision plan-22J-02-000A
 Commercial Development-\$150-Dollar Tree Landscaping - 22J-01-017
 RDG Limehouse LC-\$7600-Cypress Investment Holdings-utility plans for 22-01-004
 Thomas Sterling-\$400-Special use permit Brown's A.M.E. Church
 Kimley Horn-\$150-Miller Oil - 32-10-002a
 RDG Limehouse LC-\$150-Cypress Investment Holdings-21-01-084
 Gwaltney Properties One-\$75-22-01-040B-201 Battery Park Road
 James P Henry-\$300-21A-01-023-Smithfield Foods
 Blakely Sierra I - \$150-22-01-042- 250 Lakeview Cove
 Nicholas & Julie Hess-\$300-commercial site plan 21A-01-484

13 **Fines & Costs**

Fines and costs through May reflect collections through March 2020. Payments received in July and August were accrued for the June 2019 financial statements. Collections are \$7,811 higher than prior year.

14 **Rentals**

Rentals represent payments from town owned properties. Includes SVAE (\$2250/month), When Pigs Fly (\$775/month), and Charter Communications (\$831.93/month). Also received \$25,000 for annual LSC rental from SRA in December and \$1200/month from Smithfield Newsmedia for March through May 2020. Charter Communications rent increased from \$831.93 to \$848.57 per month in February 2020.

15 **Smithfield Center Rentals**

Rents of \$163,197 through May 2020 are \$12,459 less than the same period last year. This is due to refunds processed for COVID cancellations (\$24,809) compared to \$2100 for fiscal year 2019.

16 **Smithfield Center Vendor Programs**

All payments for vendor programs were refunded in May 2020 since the venue has been closed.

17 **VRSA Safety Grant**

Received \$3,031 from VRSA for annual safety grant. This was not included in original budget because we did not receive confirmation of the funding before the budget was adopted.

18 **Reserves-operation reserves**

Expenses exceeded revenues by \$430,617 through May.

19 **Law Enforcement**

Received 3 quarters of 599 funds to supplement police department funding.

20 **Litter Grant**

Received \$2,727 for litter control. Like the VRSA Safety Grant, this item was not confirmed before the budget was adopted.

21 **Communications Tax**

Communications tax runs 2 months behind, so the total shown is for collections for July 2019 through March 2020. We have received \$4,630 less prior year.

22 **PPTRA Tax**

The Town received its annual personal property tax relief contribution from the state in August 2019.

23 **Fire Programs**

The Town received pass through grant funds from the state for the Smithfield Fire Department-\$29,461.

24	<u>Insurance Recoveries</u>	VRSA-received \$7082.22 for damage to the Police Evidence Building and \$511.74 for Parks & Rec.
Expenses:		
<u>All Departments</u>		
25	<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. Town Manager salaries includes payout of previous Town Manager Thrower.
26	<u>Health/Dental Insurance</u>	Health insurance premiums are reflected through May (92%). Dental premiums are posted for Jul through May (92%).
27	<u>Insurance</u>	4 quarterly payments (100%) have been made to VML for property casualty/workers' compensation insurance.
28	<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 run high against budget for the majority of the year. Dues for PD exceeding budget-new subscription-Axon Enterprises-\$4716-for basic evidence.com and pro evidence.com licenses-year 2
29	<u>COVID Expenses</u>	Unbudgeted COVID expenses will be appropriated through special appropriation resolution and refunded through the CARES Act.
<u>Town Council</u>		
30	<u>Maintenance Contracts</u>	Pitney Bowes-\$1200-Tier 1 Software Service Agreement-10/1/19-9/30/20 postage machine-we had never paid this in the past-was not budgeted Pitney Bowes-\$2250-leasing charges for quarters ending September,December 2019, and March 2020-postage machine
31	<u>Professional services</u>	The Berkley Group-\$67,210-Interim Town Manager charges for through mid April 2020. Kimley-Horn-\$4200-Town Hall alterations through 8/31/19
32	<u>Records Management</u>	MEDI-\$995-annual support agreement Canon DR-7550 Document Scanner, 1 inspection per year Shred-It-\$488.84-document shredding service 10/31/19-39 boxes MEDI-\$4945.00-annual help desk support (\$1350) and DOCSTAR Eclipse Softcare (\$3595)
33	<u>Supplies</u>	Includes: Pitney Bowes-\$2525-refill postage machine The Supply Room-\$589.75-envelopes-9x12 Pitney Bowes-\$2500-refill postage machine Pitney Bowes-\$1020.99-refill postage machine
34	<u>Travel & training</u>	Includes: Bank of America-VML-\$1330-registration VML conference-Williams, Hall, Butler Bank of America-The Hotel Roanoke & Conference Center- (-\$198.28)-refund reservation-Pack Bank of America-The Hotel Roanoke & Conference Center- (-\$198.28)-refund reservation-Smith Bank of America-Printing Services-\$728.90-Vision statements Mayor Williams-\$78.88-mileage reimbursement July Beth Haywood-\$252.88-mileage-VML conference Oct 2019 Denise N Tynes-\$271.44-mileage VML conference Oct 2019 Valerie Butler-\$105-IOW Chamber representative luncheon 10/28/19 Valerie Butler-\$252.88-mileage-VML conference Oct 2019 Mayor Williams-\$620.60-mileage reimbursement August through October 2019 Bank of America-\$2010.52-The Hotel Roanoke & Conference Center-Town Council reservations-VML Conference

Police

- 35 Service Contracts Includes:
 Superior LLC-\$24,474-annual maintenance fee for OSSI and records management system
 ID Networks-\$4434.00-annual software/hardware maintenance for IDS Criminal Livescan System
 Axon Enterprises-\$1500-evidence.com storage contract 2020
 Ricoh-\$186.39x8 months=\$1491.12-copy lease
 Ricoh-\$145.24x3 months=\$435.72-copy lease
 Ricoh-\$90.44x10 months=\$904.40-copy lease
 Ricoh-\$1142.27-copy overages and supplies
 Pitney Bowes-\$664.02-postage machine

Fire Department

- 36 State Pass Thru The Town received the state grant for annual fire funds (\$29,461) and has remitted payment to the Fire Department. An appropriation amendment was adopted to approve the additional funding.

Parks & Recreation

- 37 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
 Vistagraphics-\$817-WCP and Smithfield Center-Coastal VA Magazine- Bride Spring 2020
 Vistagraphics-\$805-CoVa Bride Spring 2020-1/3 page block
 The Knot Worldwide-\$6403.20-2/20/20-2/19/21

Smithfield Center

- 38 Contracted Services Includes:
 Colonial Webb-\$6500-4 quarterly billings
 EMS Software-\$1557.30-EMS Pro Maintenance; 1 database; 8/1/19-7/31/20
 Bay Disposal -\$411.90*6 months=\$2471.40
 Bay Disposal-\$453.08*5 months=\$2265.40 (2 each @ \$226.54)
 Terminix-\$105x9=\$945, \$100x1=\$100
 Citron Hygiene-\$139.52x5=\$697.60, \$291.67 each for Jan - Mar 2020=\$875.01
 Windsor Fire Extinguisher-\$500-backflow inspection 9/10/19
 Siemens Industry-\$837.50-test, inspections, and monitoring 2020
 Terminix-\$502.08-annual plan fee 2020-reinspection-liquid-service only
 Windsor Fire Extinguisher-\$804.60-annual sprinkler inspection, hood system inspection, fire extinguisher inspections

- 39 Communications Includes 8 monthly charges from Charter for July through February at \$1500.94 each=\$12,007.52
 Verizon Wireless-9 monthly charges at approximately \$162.07 each = \$1618.00
 Verizon-18 charges at multiple rates=\$2901.64
 Charter Communications-reduced rate \$613.89 - March 2020 after review of contract
 Charter Communications-2 monthly charges at \$1005.94-April and May=\$2011.88

- 40 Repairs & Maintenance 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
 Roanoke Engineering-\$750-service call (6 hours) on operable wall

Sherwin Williams-\$713.40-paint for Smithfield Center deck
 Rutherford Supply-\$672.61-cleaning/janitorial supplies
 Smithfield Glass & Mirror-\$801.23-services & repairs
 Rowe Kleen-EN & Logistics Management LLC-\$2200-prep and paint doors and kitchen
 Goodrich & Sons-\$2350-clear bank behind Smithfield Center-grind trees and brush, haul away
 Allfirst-\$535.60-provide and install a 40 amp 3 pole shunt trip breaker for deep fryer
 Rutherford Supply-\$767.63-cleaning/janitorial supplies
 Windsor Fire Extinguisher-\$1342.49-retest on deep fryer circuit (\$108) and replace water motor gong (\$1234.49)
 Allfirst-\$1527.26-install lights in the restrooms at the Smithfield Town Center
 United Rentals-\$801.12-scissor lift rental
 Bank of America-\$604.31-Amazon-7 armstrong ceiling tiles

41 Refunds Refunded \$24,809 to date due to cancellations related to COVID pandemic. Last year's total was \$2100.

Contributions-Parks, Recreation and Cultural

42 Windsor Castle Restoration Windsor Castle Park Foundation-\$250,000-Paid as part of \$2M dedicated for the WC restoration project.

43 IOW County Museum Maintenance We will pay a portion of the museum maintenance costs to IOW County once the year-end true up is calculated.

Windsor Castle Park

44 Grass Cutting

Southern Shores-\$785.79-July shrubs/welcome signs
 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
 Southern Shores-\$1175-contract mowing 9/3/19
 Southern Shores-\$1175-contract mowing 9/13/19
 Southern Shores-\$1175-contract mowing 9/19/19
 Southern Shores-\$1175-contract mowing 9/26/19
 Southern Shores-\$1175-contract mowing 10/3/19
 Southern Shores-\$785.79-Oct shrubs/welcome signs
 Southern Shores-\$785.79-Nov shrubs/welcome signs
 Southern Shores-\$1125-contract mowing 10/10/19
 Southern Shores-\$1125-contract mowing 10/23/19
 Southern Shores-\$1175-contract mowing 10/30/19
 Southern Shores-\$785.79-Dec shrubs/welcome signs
 Southern Shores-\$785.79-Jan shrubs/welcome signs
 Southern Shores-\$785.80-Feb shrubs/welcome signs
 Southern Shores-\$785.80-Mar shrubs/welcome signs
 Southern Shores-\$1175-contract mowing 4/7/20
 Southern Shores-\$785.80-Apr shrubs/welcome signs
 Southern Shores-\$1175-contract mowing 4/22/20
 Southern Shores-\$1175-contract mowing 4/29/20
 Southern Shores-\$1175-contract mowing 5/7/20

45 WC Preservation Equipment/Capital Outlay Paid from Windsor Castle Preservation Funds:
 Farmers Service-\$15678.00-X-One FX850-mowers (2)
 John Deere & Company-\$11,159-John Deere Utility Cart

Luter Sports Complex

- 46 Contracted Services 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
Blue Water Rentals-\$2530-Standard portable toilet and bathroom pumpout-8/1/19-8/31/19
Blue Water Rentals-\$2550-Standard portable toilet and bathroom pumpout-9/1/19-9/30/19
Blue Water Rentals-\$2550-Standard portable toilet and bathroom pumpout-10/1/19-10/31/19
Blue Water Rentals-\$1200-Standard portable toilet and bathroom pumpout-11/1/19-11/30/19
Blue Water Rentals-\$1200-Standard portable toilet and bathroom pumpout-12/1/19-12/31/19
Blue Water Rentals-\$1200-Standard portable toilet and bathroom pumpout-1/1/20-1/31/20
Blue Water Rentals-\$1200-Standard portable toilet and bathroom pumpout-2/1/20-2/29/20
Blue Water Rentals-\$1200-Standard portable toilet and bathroom pumpout-3/1/20-3/31/20
- 47 Repairs & maintenance 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
BSN Sports LLC-\$998.76-6' football kit, Schutt double ground anchor (3), and mac pro base anchor repl (3 set)
REW-\$2250-partial invoice for pump and haul alarm panel rental at \$250 per month from 12/18 to 9/19.
Saunders Supply-\$794.78- 2x6 (80)
Landscape Supply Inc-\$1352-Ronstar Flo (agency) 1-11 jugs
Farmers Services-\$2,601.11-field gem choice infield mix, crush & run
Lowe's-\$1049.94-gladiator steel tall cabinet
U-Line-\$347.26-5.5x42" pour-in-place safety
Saunders Supply-\$657.80-batting cages (rebar, 4x4s)
Allfirst-\$4109.21-wire above ground fuel tank at J. Luter Sports Complex
Windsor Fire Extinguisher-\$1269.33-Service Call and Labor April 7, 2020, labor to rebuild and retest backflow, watts rebuild kit

Museum

- 48 Contracted Services Guardian-\$890-additional charges to install furnish and install Hikvision 8-channel digital video recorder, reconnected 5 cameras, programmed and tested, furnish & install wbox uninterruptible power supply to mitigate power fluctuations and surges, 4 hours labor
- 49 Gift Shop Expenses Includes:
Genealogical Publishing-\$832-17th Century Isle of Wight
White Mountain Puzzles-\$505.26-Country Store Seek & Find (25), Down on the Farm (25),Garden Seeds (1),Christmas Books(1)
Longleaf Services-\$327.82-The War Hits Home-15 copies
Hogeye Inc-\$420.50-custom hiking medallions-pig (150)
West Sportswear-\$998.89-300 small totes
Eurocraft Home Décor-\$428.54-Pineapple Lapel Pins (144) and Good Luck Pig Lapel Pin (144)
Hogeye Inc-\$275.50-pig pin decals (250)
Bank of America- Uline-\$186.01-gift bags

Other Parks, Recreation and Cultural

- 50 Jersey Park Canada Land Surveying-\$2500-Boundary Line Adjustment for Tax Parcel #21A-06-F001, F002, and F003
Farmers Service-\$1442-certified playground mulch

51	<u>Clontz Park Maintenance and Utilities</u>	Includes: Performance Electrical Services-\$3610-install conduit to junction box at gazebo and tie in dock. The Traffic Safety Stop-\$857.63-40 white 18" flow molded traffic cone w/6" reflective collar & custom stencil TrafficSafetyStore.com-\$408.40-6' Traffic Safety Store Rubber Parking Block (6) SmartSign-\$617.56-no ticket
52	<u>Waterworks Dam</u>	Treasurer of Virginia-\$300-Conditional operation and maintenance certificate-Smithfield Dam Draper Aden-\$661.50-Smithfield Lake Dam O&M Conditional Certificate Renewal Services through 11/30/19 Draper Aden-\$70-coordination with FEMA on the grant reimbursement-10/1/19-10/31/19 Draper Aden-\$1445-Performed literature review of materials related to the dam and impact of the Waterworks Rd on the hazard classification of the dam-12/1/19-12/31/19 Draper Aden-\$2542.01-Smithfield Lake Dam O&M Conditional Certificate Renewal Services through 12/31/19 Draper Aden-\$2893.05-Smithfield Lake Dam O&M Conditional Certificate Renewal Services through 1/31/20 Draper Aden-\$1250-Smithfield Lake Dam O&M Conditional Certificate Renewal Services through 2/29/20 Draper Aden-\$1013.06-Smithfield Lake Dam O&M Conditional Certificate Renewal Services through 3/31/20 FEMA-\$1778.56-reverse accrual for revenue in FY2019-received less from FEMA than expected
Community Development		
53	<u>Pinewood Heights Phase IV</u>	Includes acquisition of 5 owner occupied units-2, 3, 5 & 9 Pinewood & 44 Carver and relocation of 2 owners and 1 renter. Also includes acquisition of 4 landlord owned properties-11, 13, 15, and 16 Pinewood
Public Works		
54	<u>Site Plan Review</u>	Draper Aden Associates-\$1455-reviewed impact of proposed 25 lot subdivision along BP Road Draper Aden Associates-\$2410-completed review of the proposed 25 lot subdivision along BP Road and completed review of impact of 2 new homes along Crescent Drive
55	<u>Repairs & Maintenance</u>	Includes: VA Displays LLC-\$3050-Main Street Brick Signage
56	<u>Hampton Roads Planning District Commission</u>	HRPDC-\$10,708-4 quarterly payments. Actual is more than submitted budget request. Will be \$619 over for the year. The area of increase was the Coastal Resiliency Program.
57	<u>Other</u>	Bluewater rentals-\$280-standard event toilets-4th of July-Commerce Street (7/3/19-7/5/19) NowCare Physicians-\$62.70-random drug screenings Food Lion-\$336.28-storm supplies NowCare Physicians-\$19-random drug screenings
Public Buildings		
58	<u>Contractual</u>	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 Hygiene-\$870.72-sanitary disposal service-Town Hall & Public Restrooms Bay Disposal-\$1107.65-additional containers-PD, Town Hall, 30 Yd Recycle Bin-233 Washington St Terminix-\$900-pest control services 7/16/19 & 8/13/19-PD, 206 Main, 315 Main,516 Main, 293 Cary Windsor Fire-\$70-service call extinguisher inspection-8/21/19 CDW-G-\$893.75-email software license renewal townwide Terminix-\$412.50-pest control services 8/27/19-PD, 206 Main, 315 Main,516 Main, 293 Cary Terminix-\$437.50-pest control services 10/15/19-PD, 206 Main, 315 Main,516 Main, 293 Cary Terminix-\$437.50-pest control services 11/11/19-PD, 206 Main, 315 Main,516 Main, 293 Cary Terminix-\$352.50-pest control services 12/11/19-PD, 206 Main, 315 Main,516 Main, 293 Cary Siemens Industry-\$2512.50-annual alarm monitorin gcontract-911 S Church, 913 S Church, 310 Institute Insercorp-\$1430.56-standard managed cloud hosting 1/24/20-1/23/21

Terminix-\$665.00-pest control services 1/7/20 & 1/13/20-302 Jericho, 310 Institute St, 206 Main, 315 Main, 516 Main
Terminix-\$567.50-pest control services February 2020-310 Institute St, 206 Main, 315 Main, 516 Main,
293 Cary, 911 S Church, 913 S Church, Police Annex
Terminix-\$194-annual plan fee-293 Cary Street-4/2/20-4/1/21
Terminix-\$190-pest control services-Jan 2020-517 Main, 302 Jericho
Terminix-\$55-pest control services 2/21/20-911 S Church
Terminix-\$130-pest control services 1/21/20-293 Cary Street
Terminix-\$110-pest control services 3/16/20-PD Building & PD evidence bldg
Terminix-\$362.50-pest control services-Mar & Apr-911 S Church, 301 Jericho, 913 S Church, 516 Main

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Computer & Technology

SHI International-\$17,280.55-Office 365 GovG3 Users-Microsoft Select-to convert all town offices-email
Amazon-\$112.77-StarTech.com 8U Open Frame Wall Mount Equipment Rack
Ebay-\$63.60-APC SYAPD1 Symmetra LX Power Backplate Panel NEMA
SHI International-\$633.60-VEEAM Backup Starter-Upfront Billing Licnese (1 ear)
Dell Marketing-\$1187.99-Dell Laptop-Latitude 540 CTO Base
SHI International-\$4513.18-WinSvrSTDCore 2019 (7)-2019 Windows-Multiple Windows Platform
SHI International-\$4662.00-Win Server User CALSA-(100)-Multiple Windows Platform
Adobe Acropro Subscription-\$118.93
Amazon-\$164.99-APC UPS Battery Backup & Surge Protector

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Computer & Technology-IOW

IOW County-\$94500- IT services May 2019 through June 2020

**Town of Smithfield
Sewer Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
SEWER REVENUES						
Sewer Charges	03-004-342070-0000-31101	677,664.00	552,112.91	1	125,551.09	81%
Sewer Compliance Fee	03-004-342070-0000-31608	393,031.00	324,136.96	1	68,894.04	82%
Miscellaneous Revenue	03-004-342070-0000-31105	500.00	384.30	2	115.70	77%
Connection fees	03-004-342070-0000-31104	71,100.00	43,500.00	3	27,600.00	61%
Pro-rata Share Fees	03-004-342070-0000-31103	-	2,400.00	4	(2,400.00)	100%
Insurance Recoveries	03-004-342070-0000-31603	-	28,563.43	5	(28,563.43)	100%
Availability Fees	03-004-342070-0000-31102	185,400.00	113,720.00	6	71,680.00	61%
Interest Revenue	03-004-342070-0000-31501	9,000.00	10,254.50		(1,254.50)	114%
Appropriated fund balance for budget		537,735.00	171,440.06	7	366,294.94	32%
Total Sewer Revenue		1,874,430.00	1,246,512.16		627,917.84	67%

Description		2020 Council Approved	Actual 5/31/2020		Variance	Variance %
SEWER EXPENSES						
Salaries	04-004-442070-0000-41100	304,444.00	223,839.72	8	80,604.28	74%
Salaries-OT	04-004-442070-0000-41120	22,168.00	-		22,168.00	0%
FICA	04-004-442070-0000-42100	26,130.00	16,157.92		9,972.08	62%
VSRS	04-004-442070-0000-42200	18,830.00	13,384.88		5,445.12	71%
Health	04-004-442070-0000-42300	57,295.00	32,416.80		24,878.20	57%
Uniforms	04-004-442070-0000-46011	2,500.00	1,915.23		584.77	77%
Audit	04-004-442070-0000-43120	6,625.00	6,625.00		-	100%
Legal	04-004-442070-0000-43150	6,000.00	6,515.82	9	(515.82)	109%
Accreditation	04-004-442070-0000-45521	100.00	-		100.00	0%
HRPDC sewer programs	04-004-442070-0000-43997	835.00	835.00	10	-	100%
Professional Fees	04-004-442070-0000-43152	25,000.00	15,354.89	11	9,645.11	61%
Maintenance & Repairs	04-004-442070-0000-46007	95,000.00	81,779.20		13,220.80	86%
VAC Truck Repairs & Maintenance	04-004-442070-0000-43107	7,500.00	5,302.15	12	2,197.85	71%
Data Processing	04-004-442070-0000-44100	15,000.00	11,285.18		3,714.82	75%
Dues & Subscriptions	04-004-442070-0000-45810	150.00	197.99		(47.99)	132%
Utilities	04-004-442070-0000-45100	45,000.00	35,392.84		9,607.16	79%
SCADA Expenses	04-004-442070-0000-45204	6,000.00	-	13	6,000.00	0%
Communications	04-004-442070-0000-45200	12,000.00	8,850.43		3,149.57	74%
Insurance	04-004-442070-0000-45300	15,825.00	15,824.00	14	1.00	100%
Materials & Supplies	04-004-442070-0000-45400	50,000.00	42,425.84		7,574.16	85%
Pump Replacement & Conditioning	04-004-442070-0000-46015	85,000.00	49,811.98		35,188.02	59%

**Town of Smithfield
Sewer Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020	Actual	Notes	Variance	
		Council Approved	5/31/2020		Variance	%
Truck Operations (fuel)	04-004-442070-0000-46008	9,000.00	5,732.56		3,267.44	64%
Vehicle Maintenance	04-004-442070-0000-46009	2,500.00	3,447.87	15	(947.87)	138%
Travel & Training	04-004-442070-0000-45500	3,000.00	150.00		2,850.00	5%
Contractual	04-004-442070-0000-43300,43320	3,500.00	3,562.79	16	(62.79)	102%
Bank charges	04-004-442070-0000-45813	-	-		-	
Miscellaneous	04-004-442070-0000-45804	1,200.00	149.64		1,050.36	12%
Depreciation Expense	04-004-442070-0000-49102	375,000.00	325,589.66		49,410.34	87%
Transfers to Operating Reserves		-	-		-	
Debt Service	04-004-442070-0000-49000	106,328.00	104,480.80	17	1,847.20	98%
Capital Expenditures	04-004-442070-0000-47000,47012,47005,47035	572,500.00	235,483.97		337,016.03	41%
Total Sewer Expenditures		1,874,430.00	1,246,512.16		627,917.84	67%

Notes: May 2020

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. The current revenue includes 1/2 of the August billing through the May billing. Sewer charges through May are \$48,411 higher than prior year, and sewer compliance fees are \$4,497 higher.
2	<u>Miscellaneous Revenue</u>	Empire Services Inc-\$384.30-scrap metal sales 12/27/19
3	<u>Connection Fees</u>	The town posted \$43,500 in connection fees through May 2020. This represents 25 connections at \$1580 each (5/8" meters) and 1 connection at \$4000 (1" meter).
4	<u>Pro-rata Share Fees</u>	The Town received pro-rata share fees of \$1200 each for 2 lots: 204 and 206 Durham Street
5	<u>Insurance Recoveries</u>	VRSA-\$24,226.65 for damage at Crescent Pump Station due to lightning strike. VRSA-\$4,336.78 for damage at Cypress Creek Pump Station.
6	<u>Availability fees</u>	We received 25 through May 2020 at \$4,120 each and 1 for \$10,720 for a total of \$113,720.
7	<u>Appropriated Fund Balance</u>	Fund balance applied to cover expenditures through the month of May 2020 equaled \$171,440.

Expenses

8	<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 been configured on the internal payroll reports.
9	<u>Legal Fees</u>	Legal fees for FY2019 totaled \$8402. Adjustment should have been made in the 2020 budget to account for change in attorney rate per hour.
10	<u>HRPDC Sewer Programs</u>	Represents 4 quarterly payments to HRPDC-100%
11	<u>Professional Fees</u>	Draper Aden-\$7489.64-professional services through 8/31/19-sewer model analysis of the proposed Mallory Scott Farm Development. Draper Aden-\$2862.50 finalized 2018 HRSD database updates Draper Aden-\$3045-professional services through 10/31/19-began HRSD database updates-Geodatabase updates for the Regional Hydraulic Model Draper Aden-\$488.75-professional services through 10/31/19-began updates of water/sewer design standards; reviewed proposed Church St plan of development and provided feedback on water/sewer impacts. Draper Aden-\$405-sewer portion of design standards through 3/31/20 Draper Aden-\$1064-2020 Pump Station Arc Flash Study through 3/31/20
12	<u>Vac Truck Maintenance</u>	Numerous invoices for VAC Truck repairs this fiscal year split between sewer (75%) and highway (25%). Larger invoices are: Preachers Tire Service-\$755.25-4 12x16.5 power king tires mounted Atlantic Machinery-\$928.32-driveline, power band, new gauge press, and bolt 12pt fine thread

Tracy Barrett Repair Service-\$510-removed broken bolt from engine hub. Replaced the drive belt on hydraulic pump.
Tracy Barrett Repair Service-\$1285.71-changed engine oil and filters on truck engine and pony motor, replaced 2 sensor valves

- 13** SCADA The Verizon lines for SCADA were eliminated when the Verizon account was reviewed and reworked last fiscal year. Go Angel!
- 14** Insurance Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance-100%.
- 15** Vehicle Maintenance Total vehicle maintenance for FY2019 was \$2816.93. This year we have had numerous small charges spread between Beamon & Johnson, Tire Hub LLC, Dave's Service Center, Smithfield Auto, and Smithfield Glass.
- 16** Contractual Total contractual for F2019 was \$3413. VUPS charges for Miss Utility are \$340 higher than the same period last year.
- 17** Debt Service 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. Interest of \$1937.45 was paid in January. 100% of debt service has been paid for the year; however, accruals will be made for interest at year end.

**Town of Smithfield
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
WATER REVENUES						
Water Sales	03-005-342060-0000-31101	1,411,037.00	1,199,828.99	1	211,208.01	85%
Debt Service Revenue	03-005-342060-0000-31109	251,055.00	206,024.14	1	45,030.86	82%
Miscellaneous	03-005-342060-0000-31105	5,000.00	2,604.78	2	2,395.22	52%
Connection fees	03-005-342060-0000-31104	29,700.00	17,700.00	3	12,000.00	60%
Application Fees	03-005-342060-0000-31106	9,720.00	8,266.50		1,453.50	85%
Pro-Rata Share Fees	03-005-342060-0000-31103	-	2,400.00	4	(2,400.00)	
Availability Fees	03-005-342060-0000-31102	122,400.00	75,660.00	5	46,740.00	62%
Interest Revenue	03-005-342060-0000-31501	20,000.00	29,824.12		(9,824.12)	149%
Contributions from IOW	03-005-342060-0000-31628	87,500.00	-		87,500.00	0%
Appropriated fund balance for budget		487,499.00	355,154.48	6	132,344.52	73%
Total Water Revenues		2,423,911.00	1,897,463.01		526,447.99	78%

Description		2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
WATER EXPENSES						
Salaries	04-005-442060-0000-41100	422,828.00	360,577.26	7	62,250.74	85%
Salaries-OT	04-005-442060-0000-41120	65,622.00	-		65,622.00	0%
FICA	04-005-442060-0000-42100	39,080.00	26,131.44		12,948.56	67%
VSRS	04-005-442060-0000-42200	26,470.00	20,327.49		6,142.51	77%
Health	04-005-442060-0000-42300	79,525.00	53,931.52		25,593.48	68%
Uniforms	04-005-442060-0000-46011	2,500.00	3,009.83		(509.83)	120%
Contractual	04-005-442060-0000-43320	13,500.00	8,316.38	8	5,183.62	62%
Audit	04-005-442060-0000-43120	6,625.00	6,625.00		-	100%
Legal	04-005-442060-0000-43150	6,400.00	6,515.82	9	(115.82)	102%
Accreditation	04-005-442060-0000-45521	100.00	-		100.00	0%
Maintenance & Repairs	04-005-442060-0000-46007	20,000.00	5,215.57		14,784.43	26%
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	6,887.11	10	18,112.89	28%
Regional Water Supply Study	04-005-442060-0000-43998	4,000.00	3,926.00	11	74.00	98%
Data Processing	04-005-442060-0000-44100	15,000.00	11,285.18		3,714.82	75%
Utilities	04-005-442060-0000-45100	2,500.00	1,731.65		768.35	69%
Communications	04-005-442060-0000-45200	11,500.00	9,068.03		2,431.97	79%
Insurance	04-005-442060-0000-45300	31,130.00	31,132.00	12	(2.00)	100%
Materials & Supplies	04-005-442060-0000-45400	80,000.00	53,651.64		26,348.36	67%
Truck Operations	04-005-442060-0000-46008	16,000.00	9,234.43		6,765.57	58%
Vehicle Maintenance	04-005-442060-0000-46009	3,000.00	3,032.57	13	(32.57)	101%
Contribution-Well Nests	04-005-442060-0000-45656	-	143,478.57	14	(143,478.57)	100%
Dues & Subscriptions	04-005-442060-0000-45810	1,200.00	1,110.32	15	89.68	93%

**Town of Smithfield
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
Bank service charges-credit card fees	04-005-442060-0000-45813	1,200.00	1,229.19		(29.19)	102%
Travel and Training	04-005-442060-0000-45500	5,000.00	2,267.84		2,732.16	45%
Miscellaneous	04-005-442060-0000-45804	15,000.00	9,309.39	16	5,690.61	62%
<u>RO Annual costs</u>						
Power	04-005-442061-0000-45100	104,000.00	90,238.06		13,761.94	87%
Contract Services	04-005-442061-0000-43300	-	5,252.00	17	(5,252.00)	100%
Chemicals	04-005-442061-0000-45413	65,000.00	58,060.09		6,939.91	89%
HRS D	04-005-442061-0000-45102	280,300.00	232,274.27		48,025.73	83%
Supplies	04-005-442061-0000-45400	25,000.00	24,447.68		552.32	98%
Communication	04-005-442061-0000-45200	9,200.00	8,052.04		1,147.96	88%
Travel and training	04-005-442061-0000-45500	4,000.00	679.20		3,320.80	17%
Dues & Subscriptions	04-005-442061-0000-45810	500.00	109.00		391.00	22%
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	25,589.95		40,910.05	38%
Vehicle Maintenance	04-005-442061-0000-46009	-	2,418.88	18	(2,418.88)	100%
Depreciation Expense	04-005-442061-0000-49102	380,000.00	317,832.24		62,167.76	84%
Transfers to Operating Reserves		-	-		-	
Debt Service	04-005-442060-0000-49000	288,731.00	271,565.37	19	17,165.63	94%
Capital Expenditures		287,500.00	82,950.00		204,550.00	29%
Total Water Expenditures		2,423,911.00	1,897,463.01		526,447.99	78%

Notes: May 2020

WATER

Revenues

1	<u>Water Charges/Debt Service Revenue</u>	Water revenues including the water debt service fee billed for July and 1/2 of August were accrued on the June 2019 financial statements. The current revenue includes 1/2 of the August billing through the May billing. Water charges through May are \$106,222 higher than prior year and debt service is \$2,810 higher.
2	<u>Miscellaneous</u>	Through May we sold 6 water meters (\$325 each=\$1950), meter parts (\$58.09), received one payment for contractor damage on a residential work site (\$593.69) and one overpayment of \$3.00.
3	<u>Connection Fees</u>	The town posted \$17,700 in connection fees through May 2020. This represents 25 connections at \$660 each (5/8" meters) and 1 connection at \$1200 (1" meter).
4	<u>Pro-rata Share Fees</u>	The Town received pro-rata share fees of \$1200 each for 2 lots: 204 and 206 Durham Street
5	<u>Availability Fees</u>	We received 25 at \$2720 each and 1 at \$7,660 for a total of \$75,660.
6	<u>Appropriated Fund Balance</u>	Fund balance applied to cover expenditures through May 2020 equaled \$355,154.

Expenses

7	<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 been configured on the internal payroll reports.
8	<u>Contractual</u>	Core & Main-\$5320-annual Neptune hardware support contract-meter readers Core & Main-\$1290-annual Neptune software support contract-meter readers Tracker Software-\$613.25-Pubworks Annual Support and Maintenance-2020 Electrical Equipment Co-\$1093.13-Allen Bradley Tech Connect-Self-Assist Support 1/25/20-1/24/21
9	<u>Legal Fees</u>	Legal fees for FY2019 totaled \$8,334. Adjustment should have been made in the 2020 budget to account for change in attorney rate per hour.
10	<u>Professional Services</u>	Draper Aden Associates-\$2995.86-professional services through 8/31/19-water model analysis of the proposed Mallory Scott Farm Development Draper Aden-\$647.50-professional services through 7/31/19-review water model and prepare memo for impacts of the Route 258 bridge repair project on the water system Canada Land Surveying-\$450-waterline easement plat for Edgewood Drive parcel 1-A Draper Aden-\$488.75-professional services through 10/31/19-began updates of water/sewer design standards; reviewed proposed Church St plan of development and provided feedback on water/sewer impacts. Draper Aden-\$150-finalized design standards through 2/29/20 Draper Aden-\$2155-review of impact of 2 new homes along Crescent Dr on existing water system (\$185) and attended IOW County meeting to discuss water system improvements related to new Hardy Elementary School. Prepared water model related to Hardy Elementary (\$1970).
11	<u>HRPDC Regional Water Supply</u>	Represents 4 quarterly payments to HRPDC-98%.
12	<u>Insurance</u>	Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance-100%.
13	<u>Vehicle Maintenance</u>	Total vehicle maintenance for FY2019 was \$2623.56. This year we have had numerous small charges spread

between Beamon & Johnson, Tire Hub LLC, Dave's Service Center, Smithfield Auto, and Smithfield Glass.

- 14** Contribution-Well Nests Smithfield Foods-\$143,478.57 for the Town's allocated portion of the well nests located by the TM office. This was not a budgeted item.
- 15** Dues & Subscriptions The majority of dues are paid at the beginning of the fiscal year, so percentages will run high for the majority of the year.
- 16** Miscellaneous 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 have paid all 4 quarterly payments=\$9,159.75.
- 17** RO-Contracted services These charges had previously been lumped in with RO maintenance. It is more appropriate to separate those into contracted services. Charges are from James R Reed for water testing, Windsor Fire Extinguisher Service, Win-911 Software, and Tracker software.
- 18** RO Vehicle Maintenance This line item had also been lumped under RO maintenance and is more appropriately shown separately as in all other funds. There is adequate budget excess in RO repairs to cover the split of contracted services and vehicle maintenance.
- 19** Debt Service 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

**Town of Smithfield
Highway Fund**

Description		2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
HIGHWAY REVENUES						
Interest Income	03-204-341200-0000-31501	250.00	150.48		99.52	60%
Revenue - Commwlth of VA	03-204-341200-0000-34060	1,243,925.00	935,434.11	1	308,490.89	75%
Total Highway Fund Revenue		1,244,175.00	935,584.59		308,590.41	75%

**Town of Smithfield
Highway Fund**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Notes	Variance	Variance %
HIGHWAY EXPENSES						
Salaries	04-204-441200-0000-41100	263,294.00	228,631.71	2	34,662.29	87%
Salaries-OT	04-204-441200-0000-41120	17,595.00	-		17,595.00	0%
FICA	04-204-441200-0000-42100	22,472.00	16,803.72		5,668.28	75%
VSRS	04-204-441200-0000-42200	17,830.00	14,284.94		3,545.06	80%
Health	04-204-441200-0000-42300	44,318.00	40,368.81		3,949.19	91%
Uniforms	04-204-441200-0000-46011	3,500.00	2,562.51		937.49	73%
Professional services	04-204-441200-0000-43152	-	2,034.75	3	(2,034.75)	100%
Grass	04-204-441200-0000-43105	20,000.00	10,547.74	4	9,452.26	53%
Maintenance	04-204-441200-0000-43104	697,252.00	203,923.12		493,328.88	29%
Street Lights	04-204-441200-0000-45101	117,000.00	97,587.14		19,412.86	83%
Insurance	04-204-441200-0000-45300	10,572.00	10,572.00	5	-	100%
Storm Maintenance	04-204-441200-0000-43106	-	216.25		(216.25)	100%
VAC Truck Repairs	04-204-441200-0000-43107	2,500.00	2,028.46	6	471.54	81%
Truck Operations	04-204-441200-0000-46008	12,000.00	5,855.29		6,144.71	49%
Vehicle Maintenance	04-204-441200-0000-46009	-	7,196.05	7	(7,196.05)	100%
Stormwater Management Program (regional)	04-204-441200-0000-43999	3,342.00	3,158.00	8	184.00	94%
Capital Expenditures	04-204-441200-0000-48100	12,500.00	-		12,500.00	0%
Total Highway Fund Expense		1,244,175.00	645,770.49		598,404.51	52%

Notes: May 2020

HIGHWAY

Revenues

- 1 Revenue-Commonwealth of Virginia We received 3 quarterly payments from the state. The payments will net \$3,320.48 more than budgeted for the fiscal year.

Expenses

- 2 Salaries Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not been configured on the internal payroll reports.
- 3 Professional Services Canada Land Surveying-\$100.00-copies
Canada Land Surveying-\$500.00-207 Winchester Place-research and locate rear iron pins to verify location of a leaning tree
Kimley-Horn-\$517.88-Professional services through 8/31/19-East Street Ditch Project
Kimley-Horn-\$916.87-Professional services through 7/31/19-East Street Ditch Project
- 4 Grass Cutting Southern Shores-\$300-contract mowing Battery Park Rd-7/1/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canteberry Lane 7/09/19
Southern Shores-\$441.78-contract mowing Route 258 7/15/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canteberry 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 & Canteberry Lane 8/13/19
Southern Shores-\$300-contract mowing Battery Park Rd-9/4/19
Southern Shores-\$441.78-contract mowing Route 258 9/4/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canteberry Lane 9/5/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canteberry Lane 9/18/19
Southern Shores-\$300-contract mowing Battery Park Rd-10/2/19
Southern Shores-\$441.78-contract mowing Route 258 10/2/19
Southern Shores-\$441.78-contract mowing Route 258 10/15/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canteberry Lane 10/15/19
Southern Shores-\$441.78-contract mowing Route 258 4/6/20
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canteberry Lane 4/2/20
Southern Shores-\$300-contract mowing Battery Park Rd-4/14/20
Southern Shores-\$441.78-contract mowing Route 258 4/29/20
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canteberry Lane 4/28/20
- 5 Insurance Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance-100%.
- 6 VAC Truck Repairs Includes: (25% highway expenses reflected, additional 75% in sewer)
Tracy Barrett-\$104.99-remove/replace exhaust manifold and replace gasket and bolts
Preachers Tire-\$251.75-mount 4 power king tires
Atlantic Machinery-\$309.44-Driveline SLP, power band, new gauge press, bolts, freight
Tracy Barrett-\$170-removed broken bolt from engine hub, replaced drive belt on hydraulic pump, installed new hub and pto shaft
Atlantic Machinery-\$98.15-filter cartridge, filter element, hyd. Pump cartridge
Beamon & Johnson-\$104.80-hydraulic oil, blower motor, cabin air filter, tire gauge
Tracy Barrett-\$428.57-serviced engine, changed oil and filters on truck engine and pony motor, replaced air filter, hydraulic filters

Dash Medical-\$257.22-black nitrile exam gloves

- 7 Vehicle Maintenance This expense has always been lumped with fuel in the highway fund as part of truck operations. It will now be shown separately to accurately reflect fuel and maintenance expenses. Overage will be funded by available maintenance funds.

- 8 Stormwater Management Program Represents 4 quarterly payments to HRPDC-under budget at 94%.

CAPITAL PROJECTS ALL FUNDS FY 2020

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 5/31/2020	Variance	Variance %
GENERAL FUND					
TREASURER					
MUNIS Conversion including Content Manager	04-100-412410-0000-48100	66,850.00	29,009.25	37,840.75	43.39% Tyler Technologies
POLICE DEPARTMENT					
Police Vehicles	04-100-431100-0000-48100	66,000.00	71,090.70	(5,090.70)	107.71% Haley Ford-2 Suvs-\$35,545.35 each=\$71,090.70
PARKS, RECREATION & CULTURAL					
Parks & Rec					
Vehicle-F150	04-100-471100-0000-48100	26,000.00	28,571.95	(2,571.95)	109.89% Colonial Ford-Ford F250
Smithfield Center					
LVT Flooring in Suites	04-100-412100-0000-48100	26,000.00	17,883.79	8,116.21	68.78% Mannington Commercial (\$10,998.79), York River Flooring (\$6885)
Windsor Castle	04-100-471210-0000-48100	-	25,653.83	(25,653.83)	100% John Deere-tractor with front end loader and fork lift
Windsor Castle Manor House Phase II	04-100-471220-0000-48100	-	-	-	0%
Luter Sports Complex					
Maintenance building	04-100-471300-0000-48100	25,000.00	-	25,000.00	0.00%
Luter Sports Complex	04-100-471300-0000-48100	-	19,099.25	(19,099.25)	100.00% Kimley-Horn-services rendered through August 2019
Clontz Park Boat Ramp	04-00-471311-0000-48100	-	68,760.29	(68,760.29)	100.00% Docks of the Bay-\$52404 and Kimley Horn-\$16,356
COMMUNITY DEVELOPMENT					
Pinewood Heights Phase IV					
Land purchases-Phase IV	04-100-432315-0000-48100	204,000.00	108,000.00	96,000.00	52.94% 2, 5, 9, 11, 13, 15 & 16 Pinewood, 44 Carver
PUBLIC WORKS					
Waterworks Dam					
	04-100-471350-0000-48100	315,000.00	-	315,000.00	0.00%
Urban Fund Projects					
Right Turn lane-Joseph W Luter Sports Complex	04-100-441300-0000-48100	1,055,120.00	856,398.13		Blair Brothers-\$770,096.83; Kimley Horn-\$86,301.30 for professional services through 12/31/19
Benns Church/Route 258/Route 10 Bypass Intersection	04-100-441300-0000-48100	884,800.00	16,799.91	868,000.09	1.90% Kimley-Horn services through 1/31/20, VDOT oversight
Smithfield to Nike Park Trail Segment 3 Alt Analysis	04-100-441300-0000-48100	226,000.00	599.50	225,400.50	0.27% VDOT oversight
Vehicle -spread with WTR,SWR, HWY	04-100-441300-0000-48100	12,500.00	-	12,500.00	0.00%
PUBLIC BUILDINGS					
Parking Lot Capital Repairs	04-100-443200-0000-48100	60,000.00	-	60,000.00	0.00%
Building Purchased	04-100-443200-0000-48100		427,511.78		Purchase of Smithfield Times Building
Town Hall Building Alterations	04-100-443200-0000-48100	-	17,625.00	(17,625.00)	100.00% Kimley-Horn -\$17625 for services through 10/31/19
TOTAL GENERAL FUND		2,967,270.00	1,687,003.38	1,509,056.53	56.85%
SEWER FUND					
MOM Flow Plan Review	04-004-442070-0000-47000	50,000.00	-	50,000.00	0.00%
MOA Flow Monitoring	04-004-442070-0000-47000	75,000.00	-	75,000.00	0.00%
ARC Flash Analysis (16 Pump Stations)	04-004-442070-0000-47000	35,000.00	-	35,000.00	0.00%
Sanitary Sewer Inspections (TV the lines)	04-004-442070-0000-47000	75,000.00	32 33,292.25	41,707.75	44.39% Prism Cont.-Sanitary Swr/Storm drain Rehab 1/10/2020

Manhole inspections & rehab	04-004-442070-0000-47000	75,000.00	15,496.75	59,503.25	20.66%	Draper Aden-services through 8/31/19
Sewer Capital Repairs (find & fix)	04-004-442070-0000-47012	100,000.00	34,382.00	65,618.00	34.38%	REW-\$9825-program logic controllers at Golf Course PS Lewis Construction-\$24,557-16" gate valve installed-Wellington
Terminal Bypass Pump Installation	04-004-442070-0000-47012	150,000.00	152,312.97	(2,312.97)	101.54%	Xylem-\$4674.80-trailer for by-pass pump REW-\$26,820-Lakeside Pump Station Bypass Pump install REW-\$2238.75-flanged expansion joints for pump install Xylem-\$68570.80-Dri-Prime HL80M Critically Silenced Pump Xylem-\$50008.62 Pump/float set s/n 19088472-5
PW Vehicle	04-004-442070-0000-47005	12,500.00	-	12,500.00	0.00%	
TOTAL SEWER FUND		572,500.00	235,483.97	337,016.03	41.13%	
<u>WATER FUND</u>						
PW Vehicle	04-005-442060-0000-47005	12,500.00	-	12,500.00	0.00%	
Hydrants and Tie-Ins	04-005-442060-0000-47012	30,000.00	12,000.00	18,000.00	40.00%	Lewis construction of Va - fire hydrant & tie in
RO-Concentrate and Blend Control Valves	04-005-442061-0000-47012	40,000.00	-	40,000.00	0.00%	
RO-Automatic Flush Valves-Wells 10 & 8A	04-005-442061-0000-47012	30,000.00	18,160.00	11,840.00	60.53%	Lewis Construction-Flushing Valves
RO BMP Project	04-005-442061-0000-47012	175,000.00	52,790.00	122,210.00	30.17%	REW Corp-\$48,500-RO Bypass Pump Cranston Mill Pond-\$2990 nutrient credits Draper Aden-\$1300-RO Plan Stormwater improvements thru 3/31/20
TOTAL WATER FUND		287,500.00	82,950.00	204,550.00	28.85%	
<u>HIGHWAY FUND</u>						
PW Vehicle	04-204-441200-0000-48100	12,500.00	-	12,500.00	0.00%	
TOTAL HIGHWAY FUND		12,500.00	-	12,500.00	0.00%	

CASH BALANCES AS OF JUNE 30, 2020					
			CURRENT YR	PRIOR YR	
ACCOUNT NAME	BANK NAME	ACCOUNT	INTERCO	INTERCO	ADJUSTED
		BALANCE	BALANCES	BALANCES	BALANCES
Water	Farmers Bank	1,738,336.66	(781,465.33)	-	956,871.33
Water-Debt Service	Farmers Bank	859,880.02	36,699.50	-	896,579.52
Water Capital Escrow (availability fees)	TowneBank	632,781.13	2,720.00	-	635,501.13
Water Treatment Plant Escrow	TowneBank	11,649.08			11,649.08
Water Deposit Account	TowneBank	97,526.56	(1,764.00)	-	95,762.56
Water Development Escrow	TowneBank	164,501.40	2,400.00	-	166,901.40
Subtotal Water		3,504,674.85	(741,409.83)	-	2,763,265.02
Sewer	Farmers Bank	453,405.92	(118,232.28)	-	335,173.64
Sewer Development Escrow	TowneBank	429,805.76	2,400.00	-	432,205.76
Sewer Capital Escrow (availability fees)	TowneBank	1,164,803.69	4,120.00	-	1,168,923.69
Sewer Compliance	Farmers Bank	2,329,927.17	57,870.83		2,387,798.00
Subtotal Sewer		4,377,942.54	(53,841.45)	-	4,324,101.09
Highway	Farmers Bank	206,026.85	241,516.09	-	447,542.94
General Fund	Farmers Bank	5,130,482.48	553,735.19		5,684,217.67
Payroll	Farmers Bank	20,004.06			20,004.06
Money Market-General Fund	TowneBank	38,823.75			38,823.75
Business Super Now-General Fund	Farmers Bank	35,129.76			35,129.76
General Fund Capital Escrow Account	TowneBank	217,861.05			217,861.05
Certificate of Deposit-Police Dept-24 month	Farmers Bank	37,187.97			37,187.97
Special Project Account	Farmers Bank	958,401.99	-		958,401.99
Pinewood Heights Escrow	Farmers Bank	56,119.42			56,119.42
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	216,771.15			216,771.15
Windsor Castle Acct	TowneBank	12,537.17			12,537.17
Subtotal General Fund		6,725,537.55	553,735.19	-	7,279,272.74
TOTAL ALL FUNDS		14,814,181.79	-	-	14,814,181.79

VIP Investment Pool	VML VACO Finance	Ending Market Value	\$ 552,621.24
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Account Statement

June 2020

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
552,315.38	0.00	51.40	806.44	-449.18	552,621.24

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
06/15/2020	Withdrawal		51.40		10.261987	5.009	0.00
06/15/2020	Income Earned	406.68			10.261987	39.630	
06/30/2020	Income Earned	399.76			10.265697	38.941	
06/30/2020	Ending Balance			552,621.24	10.265697	53,831.828	



Account Statement

June 2020

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

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

Summary

Average Monthly Yield: 0.42%

	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
06/30/2020	Ending Balance			0.000	



Daily Rates

June 2020

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Jun-20	0.000014074	0.52%
02-Jun-20	0.000013527	0.50%
03-Jun-20	0.000013254	0.49%
04-Jun-20	0.000013254	0.49%
05-Jun-20	0.000012981	0.48%
06-Jun-20	0.000012981	0.48%
07-Jun-20	0.000012981	0.48%
08-Jun-20	0.000012434	0.46%
09-Jun-20	0.000012434	0.46%
10-Jun-20	0.000011888	0.44%
11-Jun-20	0.000011888	0.44%
12-Jun-20	0.000011615	0.43%
13-Jun-20	0.000011615	0.43%
14-Jun-20	0.000011615	0.43%
15-Jun-20	0.000011342	0.42%
16-Jun-20	0.000011068	0.41%
17-Jun-20	0.000010795	0.40%
18-Jun-20	0.000010795	0.40%
19-Jun-20	0.000010795	0.40%
20-Jun-20	0.000010795	0.40%
21-Jun-20	0.000010795	0.40%
22-Jun-20	0.000010795	0.40%
23-Jun-20	0.000010522	0.39%
24-Jun-20	0.000010522	0.39%
25-Jun-20	0.000010522	0.39%
26-Jun-20	0.000010522	0.39%
27-Jun-20	0.000010522	0.39%
28-Jun-20	0.000010522	0.39%
29-Jun-20	0.000010522	0.39%
30-Jun-20	0.000010522	0.39%

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



ALLFIRST LLC
PO Box 5264
Suffolk, VA 23435

Phone: (757) 934-3951
Fax: (757) 934-7963

July 15,2020

Invoice Number AFE1098

Town of Smithfield
PO Box 246
Smithfield, VA 23431
Phone: (757) 365-4234
Fax: (757) 365-4286

Please Remit To: ALLFIRST LLC
PO Box 5264
Suffolk, VA 23435

Payment Terms: 1% NET 10
Net 30

Purchase Order Number: PW-20-27
Job Number: TOS1015
Scope of Work: PROVIDE CONCENTRATE BLEND VALVE, CONCENTRATE FLUSH VALVE AND CONCENTRATE CONTROL VALVE

CONTRACT

25,068.44

TOTAL AMOUNT	25,068.44
---------------------	------------------

total

0.*

0.*

25,068.44+

39,312.00+

5,493.96+

69,874.40*

We reserve the right to bill a monthly finance charge of 1.5% on those accounts not paid per payment terms. Any payment beyond 60 days will be turned over collections; customer will be liable for all costs incurred.

We impose a surcharge of 3.55% on the transaction amount for credit card payments, which is not greater than our cost of acceptance. We do not surcharge debit cards.



ALLFIRST LLC
PO Box 5264
Suffolk, VA 23435

Phone: (757) 934-3951
Fax: (757) 934-7963

July 14,2020

Invoice Number AFE1095

Town of Smithfield
PO Box 246
Smithfield, VA 23431
Phone: (757) 365-4234
Fax: (757) 365-4286

Please Remit To: ALLFIRST LLC
PO Box 5264
Suffolk, VA 23435

Payment Terms: 1% NET 10
Net 30

Purchase Order Number: PW-20-21
Job Number: TOS1014
Scope of Work: ALLFIRST PROPOSAL E-01058 PUMP STATION FLOW MONITORING AND SOFTWARE UPGRADES

CONTRACT

39,312.00

TOTAL AMOUNT	39,312.00
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We reserve the right to bill a monthly finance charge of 1.5% on those accounts not paid per payment terms. Any payment beyond 60 days will be turned over collections; customer will be liable for all costs incurred.

We impose a surcharge of 3.55% on the transaction amount for credit card payments, which is not greater than our cost of acceptance. We do not surcharge debit cards.



ALLFIRST LLC
PO Box 5264
Suffolk, VA 23435

Phone: (757) 934-3951
Fax: (757) 934-7963

July 15,2020

Invoice Number AFE1097

Town of Smithfield
PO Box 246
Smithfield, VA 23431
Phone: (757) 365-4234
Fax: (757) 365-4286

Please Remit To: ALLFIRST LLC
PO Box 5264
Suffolk, VA 23435

Payment Terms: 1% NET 10
Net 30

Purchase Order Number: PW-20-31
Job Number: TOS1018
Scope of Work: ALLFIRST PROPOSAL E-01075 REPLACE WELL 8 OIT SCREEN

CONTRACT

5,493.96

TOTAL AMOUNT

5,493.96

We reserve the right to bill a monthly finance charge of 1.5% on those accounts not paid per payment terms.
Any payment beyond 60 days will be turned over collections; customer will be liable for all costs incurred.

We impose a surcharge of 3.55% on the transaction amount for credit card payments, which is not greater than our cost of acceptance. We do not surcharge debit cards.

Town of Smithfield

310 Institute St., PO Box 246
 Smithfield, VA 23430
 Phone: (757) 365-4200
 Fax: (757) 357-4253
 Website: www.smithfieldva.gov

PURCHASE ORDER

DATE 5/20/2020
 PO # PW-20-31



VENDOR

Allfirst General Industrial Contractors
 Darrell Northrop
 1990 Northgate Commerce Pkwy
 Suffolk, Va 23435
 (757) 934-3951

SHIP TO

Town of Smithfield
 Jessie Snead
 293 Cary Street
 Smithfield, Va. 23431
 (757) 634-2869

REQUESTED BY	PAYMENT TERMS	SHIP VIA	FISCAL YEAR	SHIPPING TERMS
Jessie	NET 30		19-20	

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Replace OIT Screen for Well #8 Provide, program and install a 10" display screen. Install adapter plate, engineering and start up.	1		\$5,493.96

Comments or Special Instructions

SUBTOTAL	\$5,493.96
TAX	-
SHIPPING	-
OTHER	-
TOTAL	\$5,493.96

Jessie Snead
 Department Head

Ellen D. My
 Town Treasurer

Michelle
 Town Manager



July 19, 2020

Wayne Griffin
Town of Smithfield
310 Institute Street
Smithfield, VA 23397

**RE: *Benns Church Blvd. at S. Church St. Intersection Improvements
Progress Report and Invoice, No. 116499020-0620***

Dear Mr. Griffin,

The following is a list of items completed through June 30, 2020 by Kimley-Horn with regards to the Benns Church Blvd. at S. Church St. Intersection Improvements

- 30% Design Plans, Drainage Narrative & OPC

The invoice for services provided through June, 2020 is attached. We look forward to your prompt payment. If you need any further information regarding this project, please do not hesitate to call me directly at 757-548-7320.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Andrew P. Farthing".

Andrew P. Farthing, P.E.

Project Manager

TOWN OF SMITHFIELD
 ATTN: WAYNE GRIFFIN
 310 INSTITUTE STREET
 SMITHFIELD, VA 23430

Invoice No: 16975798
 Invoice Date: Jun 30, 2020
 Invoice Amount: \$24,087.87
 Project No: 116499020.3
 Project Name: CHURCH ST INTERSECTION
 Project Manager: WYNN, KEVIN
 Client Reference: TASK ORDER 7

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

Federal Tax Id: 56-0885615

For Services Rendered through Jun 30, 2020

COST PLUS MAX

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
ENVIRONMENTAL COMPLIANCE WITH NEPA	11,971.24	2,621.15	673.75	1,947.40
PRELIMINARY 30% DESIGN DRAWINGS	18,479.02	11,776.11	2,528.14	9,247.97
100% DESIGN DRAWINGS	24,741.41	0.00	0.00	0.00
CONSTRUCTION DOCUMENTS	10,321.57	0.00	0.00	0.00
DRAINAGE DESIGN AND STORMWATER MANAGEMENT	17,514.54	0.00	0.00	0.00
UTILITY COORDINATION	11,302.22	402.89	402.89	0.00
TOPOGRAPHIC SURVEY	25,785.00	25,785.00	12,892.50	12,892.50
GEOTECHNICAL INVESTIGATION	7,290.00	0.00	0.00	0.00
EXPENSES	2,338.00	0.00	0.00	0.00
Subtotal	129,743.00	40,585.15	16,497.28	24,087.87
Total COST PLUS MAX				24,087.87

Total Invoice: \$24,087.87

TOWN OF SMITHFIELD
 ATTN: WAYNE GRIFFIN
 310 INSTITUTE STREET
 SMITHFIELD, VA 23430

Invoice No: 16975798
 Invoice Date: Jun 30, 2020
 Project No: 116499020.3
 Project Name: CHURCH ST INTERSECTION
 Project Manager: WYNN, KEVIN

COST PLUS MAX

Task	Description	Hrs/Qty	Rate	Current Amount Due
ENVIRONMENTAL COMPLIANCE WITH NEPA	ANALYST	20.0	97.37	1,947.40
TOTAL ENVIRONMENTAL COMPLIANCE WITH NEPA		20.0		1,947.40
PRELIMINARY 30% DESIGN DRAWINGS	ADMINISTRATIVE SUPPORT	0.5	89.54	44.77
	ANALYST	3.5	97.37	340.80
	REGISTERED PROFESSIONAL	58.0	152.80	8,862.40
TOTAL PRELIMINARY 30% DESIGN DRAWINGS		62.0		9,247.97
TOPOGRAPHIC SURVEY	SUBCONSULTANTS			12,892.50
TOTAL TOPOGRAPHIC SURVEY				12,892.50
TOTAL LABOR AND EXPENSE DETAIL				24,087.87

This page is for informational purposes only. Please pay amount shown on cover page.

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**



Town of Smithfield

Memorandum

July 16, 2020

TO: Public Buildings and Welfare Committee
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: 315 Main Street Lease Renewal

The Town currently leases the building at 315 Main Street to Nansi Stickland (Nansi Deisigns) for \$9,300 per year. The lease expired at the end of June, 2020. Based off the informational report from the September 17, 2019 committee meetings, Council suggested an increase of 2% for this year's renewal. This would increase the lease amount to \$9,486.

Attached you will find a copy of the revised lease for your consideration.

Recommended Action

I recommend that Town Council approve the revised lease for a term of 1 year ending on June 30, 2021.

THIS LEASE, made and entered into this _____ day of August, 2020 by and between the TOWN OF SMITHFIELD, a Virginia municipal corporation, "Lessor", and NANSI STRICKLAND dba NANSI DESIGNS, "Lessee":

WITNESSETH:

WHEREAS, the Tenant is in possession of the Lessor's property at 315 Main Street, Smithfield, Virginia pursuant to a lease duly authorized by the Town council pursuant to a Request for Proposals; and,

WHEREAS, the lease agreement provides for a renewal

WHEREAS, the Tenant remains in possession and the parties desire to enter into a lease agreement.

NOW THEREFORE, Lessor, in consideration of rents, conditions and covenants set forth below, hereby leases and rents to Lessee, the following described property ("the Property"), upon the terms and conditions set forth below:

All that certain lot, piece or parcel of land situate, lying and being in the Town of Smithfield, County of Isle of Wight, State of Virginia, fronting on the south side of Main Street in the said Town, and being generally known as 315 Main Street, being a small frame cottage and parking areas immediately to the side and rear of the building; together with any and all appurtenances and improvements thereon.

1. The term of this lease shall be for the period of one (1) year beginning the 1st day of July, 2020, and expiring at midnight on the 30th day of June, 2021 unless sooner terminated or renewed as hereinafter provided.

2. The rent for the term of this lease is reserved at \$9,486.00 and shall be payable in advance in equal monthly installments of Seven Hundred Ninety and 50/100 Dollars (\$790.50) per month for the 12 month term of this lease. Rent shall be payable to the Treasurer of the Town of Smithfield at P.O. Box 246, Smithfield, VA 23431 or at such other address as it may direct in writing, with the first monthly installment due upon execution of this lease and all future installments payable on or before the 1st day of each month during the term of this lease.

3. Lessee shall have the right of first refusal to renew this lease upon the same terms and conditions, except that rent for the renewal term shall be subject to an increase of two percent (2.00%) per annum. Lessee shall give written notice of intent to renew this lease not less than

sixty (60) days before the expiration of the original term, or the right of refusal will be deemed waived. Lessee may terminate this lease on the anniversary date of the lease by giving sixty (60) days written notice prior to the anniversary date of this lease of its intent to terminate the lease.

4. Lessee shall use the Property as retail space for her business "When Pigs Fly Magic Happens", but with the prior consent of the President of Lessor may use the Property for any other purpose not inconsistent with the laws of the Commonwealth of Virginia or the Town of Smithfield. Lessee shall maintain a valid Town of Smithfield business license.

5. Lessor shall keep the Property, including the exterior of the building, in good condition and repair and in particular it shall be responsible for mowing and tending to the landscaping on the premises. This duty of the Lessor shall include, but shall not be limited to, the repair and maintenance of any major structural defects and alterations thereon.

6. Lessee acknowledges that the parking area behind the premises is not included in this demise and that the area known as "Joyner's Field" is used from time to time for public parking and for public events. Lessee agrees not to block access through its parking lot to Joyner's Field. Lessee, as part of this demise, shall be permitted to use Joyner's Field up to six (6) times per year for events associated with the retail business with prior coordination and approval from the Town Manager.

7. Lessee Covenants to a) keep the interior of the Property in good order, condition and repair, including heating and air conditioning units, any suspended ceiling, painting wallpapering, shelving, carpeting and electrical wiring; b) to repair all damages to the premises caused by acts of the Lessee and Lessee's agents, employees, licensees and invitees; and c) to keep the exterior of the building in good order and appearance.

8. Lessee shall maintain insurance upon Lessee's personal property. Lessor shall maintain such insurance on the Property through its policy with the Virginia Municipal League with coverage limits as it deems advisable in its sole discretion.

9. Lessee shall make no structural alterations, modifications or additions without the prior written consent of the President of Lessor.

10 Lessee shall be responsible for the payment of all personal property taxes on her furniture, fixtures and equipment if any.

11. Lessee shall indemnify, save, protect and hold Lessor harmless from any and all cost, losses, expenses and liability damages done to any person or property in or about the Property, including the person and property of Lessee, Lessee's employees, and all other persons in or about said premises at Lessee's invitation, which arise from or are consequent to the use or occupancy of the Property by Lessee and Lessee's agents, employees, invitees and licensees. To this end, Lessee covenants to obtain and keep in force such adequate liability insurance as shall be required by the President of Lessor. In the case of any action on or proceeding brought against Lessor by reason of any such claim, Lessee, upon notice by Lessor shall resist and defend such action or proceeding at Lessee's expense by counsel reasonably satisfactory to Lessor.

12. Lessee shall not assign without leave of Lessor.

13. Lessee shall pay all utility and incidental bills and charges in connection with Lessee's use of the Property. Water and sewer charges are included in the base rent. Lessee shall further pay all license fees and taxes imposed by law.

14. Upon vacating the premises at the expiration of the term of the lease, all improvements made and fixtures attached to the premises by Lessee shall be and remain the property of Lessor.

15. Lessor covenants for the Lessee's quiet enjoyment of the term.

16. Lessee covenants to leave the premises in good repair, usual wear and tear excepted.

17. Lessor may re-enter upon default of ten (10) days in the payment of rent, or for the breach of the terms and covenants of this lease.

18. The effective date of this lease is July 1, 2020.

Witness the following signatures and seals, Town of Smithfield having caused this instrument to be executed by its Town Manager pursuant to a resolution adopted by the Town Council at its meeting on August 4, 2020.

TOWN OF SMITHFIELD

By _____
Michael R. Stallings, Jr., Town Manager

STATE OF VIRGINIA
COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Michael R. Stallings, Jr. Town Manager of the Town of Smithfield, Lessor.

My commission expires: _____.

NOTARY PUBLIC

_____(SEAL)
Nansi Strickland

STATE OF VIRGINIA
COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Nansi Strickland.

My commission expires: _____.

NOTARY PUBLIC



Town of Smithfield

Memorandum

July 16, 2020

TO: Public Buildings and Welfare Committee
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Demolition Contract Renewal

The Town of Smithfield currently contracts with WACO, Inc. for demolition services, primarily as it relates to the Pinewood Height project.

Town staff is pleased with WACO's work and would like to extend the contract for another year.

Recommendation

I recommend Town Council approve renewing the contract with WACO, Inc. for an additional year.

AGREEMENT

THIS AGREEMENT, made and entered into this day of June 7th 2016, by and between the TOWN OF SMITHFIELD, VIRGINIA, whose principal office is 310 Institute Street, Smithfield, Virginia 23431 hereinafter called "OWNER", party of the first part, and Waco, Inc. hereinafter referred to as "CONTRACTOR", party of the second part.

The CONTRACTOR did, on the 9th day of May 2016, submit a sealed bid to perform the services stipulated in accordance with plans and specifications prepared by the OWNER for the project entitled Demolition Services, which by reference is made a part hereof.

It is mutually understood and agreed by the parties hereto that the Invitation to Bid inviting Contractors to bid as published, Instructions to Bidder, Bid Form, Contract Agreement, Hold Harmless Agreement, Certificate of Insurance, Construction Documents and Drawings (if applicable), all proceedings by the governing body of the OWNER pertaining to the subject matter of this Contract, all of which documents are hereinafter referred to as Contract Documents and are a part of this Contract by reference the same as if each had been fully set out and attached hereto.

In consideration of the following mutual agreements and covenants to be kept by each party:

- a. The CONTRACTOR agrees to furnish and pay for all labor, tools, equipment, machinery, supplies, facilities, superintendence, insurance, taxes, utilities and services necessary to perform all items set forth in the written Contract Documents hereto attached and made a part hereof in strict compliance with the Contract Documents and Total Base Bid and all accepted alternates for a sum of \$ 5,700.⁰⁰ per duplex structure, subject to adjustment as provided in said documents.
- b. Invoice payments for work completed under this contract shall be made in strict accordance with the project specifications and any special conditions attached thereto.
- c. It is understood and agreed that all work shall be accomplished in strict compliance with the provisions of the Contract Documents. It is understood and agreed by both the Town and the Contractor that any modifications or additions to this agreement shall be made only by the full execution of the Town's standard contract change order form. Furthermore, it is understood and agreed by both parties that any work done by the CONTRACTOR on any such modification or addition to this AGREEMENT prior to the Town's execution of its standard Contract Change Order form shall be at the total risk of the CONTRACTOR and said work shall not be compensated by the County.
- d. The parties agree that damages due to delay in completion of the work are uncertain and not readily capable of ascertainment. Accordingly, if the CONTRACTOR shall fail to complete the work or any part thereof within the time stipulated, or an applicable extension thereof, the CONTRACTOR shall pay to the OWNER as fixed and agreed, liquidated damages for each

calendar day of delay until the delayed work is corrected or accepted. Liquidated damages shall be an amount equivalent to Contract Sum divided by the total number of days from the date of the notice to proceed until the final completion date times the total number of days that completion is delayed past the final date of completion as required by the contract. The parties agree that this sum is proportionate to the probable loss and is not a penalty.

(a) The CONTRACTOR expressly waives any defense as to the validity of any liquidated damages stated in this Agreement as they may appear on the grounds that such liquidated damages are void as penalties or are not reasonably related to actual damages.

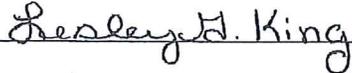
IN WITNESS WHEREOF, the parties hereto have executed and sealed this Agreement as of the day and year first above written.

(I) OWNER: Town of Smithfield, Virginia

By: 
Peter M. Stephenson
Town Manager

06/07/2016
Date

ATTEST:

By: 

6-7-16
Date

(II) CONTRACTOR:

By: 
Title: Vice President

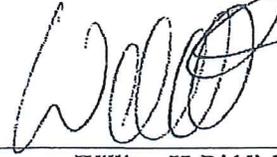
7-6-16
Date

ATTEST:

By: 
Title: Office Manager

8/1/16
Date

APPROVED AS TO FORM:

By: 
William H. Riddick
Town Attorney

7-11-16
Date

HOLD HARMLESS AGREEMENT

KNOW ALL MEN BY THESE PRESENT, Waco, Inc.
hereinafter called CONTRACTOR has entered into a CONTRACT with
TOWN OF SMITHFIELD, VIRGINIA, hereinafter called the OWNER, dated for
Project titled Demolition Services.

NOW, THEREFORE, in consideration of the award of said Contract to the CONTRACTOR, as well as other good and valuable considerations, CONTRACTOR, intending to be legally bound hereby, agrees to indemnify and save harmless TOWN OF SMITHFIELD from and against all claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the performance of the work, provided that such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury or destruction of property (real or personal) including loss of use resulting therefrom and (b) is also caused in whole or in part by an act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed or controlled by any one of them regardless of whether or not said claim, damage, loss or expense is caused in part by Owner.

In any and all claims against Owner, or any of their agents or employees by an employee of the Contractor or any subcontractor or anyone directly or indirectly employed by any of them or any for whose acts any one or more of them may be liable, the indemnification's obligation of the Contractor hereunder shall not be limited in any way by any limits on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under the Workmen's Compensation Act, or any disability benefit acts or any other employee benefit act of the Commonwealth of Virginia or any other State.

ATTEST:

CONTRACTOR:

BY: [Signature]

BY: HARRY JUDY

DATE: 8/1/16

