



August 23, 2019

**TO: SMITHFIELD TOWN COUNCIL**

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

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

**MONDAY, AUGUST 26<sup>TH</sup>, 2019 @ 3:00 p.m.**

**Public Safety**

**Members: Tynes (CH), Hall, Haywood**

1. Public Comment
2. Operational Updates  
[Lt. Chris Meier](#)
- TAB # 1** 3. Autumn Vintage Market – Request to Close Street  
[Brian S. Thrower, Town Manager](#)
- TAB # 2** 4. Bacon, Bourbon, and Beach Music Festival – Request to Close Street,  
Fishing Pier and Trail  
[Brian S. Thrower, Town Manager](#)

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

**Water and Sewer**

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

1. Public Comment

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

**Finance**

**Members: Pack (CH), Smith, Butler**

- TAB # 3** 1. Public Comment
2. June Financial Statements  
[Ellen Minga, Town Treasurer](#)
- TAB # 4** 3. July Cash Balances / VML Investment Pool Update  
[Ellen Minga, Town Treasurer](#)

- |                |  |             |
|----------------|--|-------------|
| <b>TAB # 5</b> | 4. Invoices Over \$10,000 – Request to Approve<br><i>Ellen Minga, Town Treasurer</i>           |             |
|                | a. Lewis Construction of Virginia (valve installation)   | \$24,557.00 |
|                | b. Farmers Service Co. (lawn mowers approved 8-6-19)   | \$15,678.00 |
| <b>TAB # 6</b> | 5. Purchase Orders Over \$10,000 – Request to Approve<br><i>Brian S. Thrower, Town Manager</i> |             |
|                | a. Aerator – Luter Sports Complex Equipment  | \$10,364.00 |
|                | b. Tractor – Parks   | \$23,900.00 |
| <b>TAB # 7</b> | 6. Vehicle Maintenance Contract – Request to Renew<br><i>Brian S. Thrower, Town Manager</i>    |             |

**TUESDAY, AUGUST 27<sup>TH</sup>, 2019 @ 3:00 p.m.**

**Parks and Recreation**

**Members: Hall (CH), Butler, Haywood**

- |                |   |  |
|----------------|---|--|
| <b>TAB # 8</b> | 1. Public Comment   |  |
|                | 2. Operational Update – Committee Report / 2019 Open to the Public Event Schedule<br><i>Amy Novak, Director of Parks and Recreation</i> |  |
| <b>TAB # 9</b> | 3. Windsor Castle Shoreline Restoration Project by the James River Association<br><i>Brian S. Thrower, Town Manager</i>                 |  |

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

**Public Works**

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

- |                 |  |  |
|-----------------|--|--|
| <b>TAB # 10</b> | 1. Public Comment  |  |
|                 | 2. Smithfield to Nike Park Trail Project (Segment 3) – Request to Select /Confirm Route and Authorize Proceeding to Survey and Preliminary Design Phase<br><i>Brian S. Thrower, Town Manager</i> |  |
| <b>TAB # 11</b> | 3. Benn’s Church Blvd Intersection Improvement Project – Request to Submit Improvements to VDOT<br><i>Brian S. Thrower, Town Manager</i>   |  |

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

**Public Buildings & Welfare**

**Members: Butler (CH), Hall, Pack**

- |                 |   |  |
|-----------------|---|--|
| <b>TAB # 12</b> | 1. Public Comment   |  |
|                 | 2. Parking Lot Leases – Request to Execute<br><i>Brian S. Thrower, Town Manager</i> |  |

**\*\*\* Additional Items Not Listed on Committee but will be on Council’s September 3<sup>rd</sup> Agenda\*\*\***

- Nominating Committee’s Recommendation to BHAR
- Public Hearing: Increase Real Estate Tax Rate
- Public Hearing: Text Amendment – Event Facilities

**PUBLIC SAFETY  
COMMITTEE**



# TOWN OF SMITHFIELD

"The Ham Capital of the World"

## Memorandum

August 23, 2019

**TO:** Public Safety Committee

**FROM:** Brian S. Thrower, Town Manager *BST*

**SUBJECT:** Autumn Vintage Market – Request to Close Street

Cheryl Ketcham with the Smithfield Farmers Market has requested the 100, 200, and 300 blocks of Main Street be closed for the Autumn Vintage Market on Saturday, September 28, 2019 from 6:00 a.m. to 6:00 p.m.

### Recommendation

I recommend Town Council approve closing the 100, 200, and 300 blocks of Main Street for this event.

### Attachment

Special Event Application

### TOWN MANAGER'S OFFICE

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

Find us on 

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



<b>Event Date</b>		Sat, Sep 28, 2019			
<b>Event Name</b>		Autumn Vintage Market			
<b>Event Location</b>		Main Street			
<b>Event Times (don't include setup times)</b>		9 AM-4 PM			
<b>Event Organizer (Group Name)</b>		Smithfield Farmers Market			
<b>Contacts</b>					
<b>Name</b>	Cheryl Ketcham	<b>Cell Phone</b>	375-3031	<b>Email</b>	cketcham@isleofwightus.net
<b>Name</b>		<b>Cell Phone</b>		<b>Email</b>	

<b>Event Category</b>	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show <input checked="" type="checkbox"/> Other - market				
<b>Description of Event</b>	<b>Tourism Submission</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Our autumn vintage market along Main Street is back! Vintage, antique and repurposed items along all three blocks of Main Street, Smithfield, VA.				
<b>Contact name and phone number for more information on event</b>					
<b>Name:</b>	Cheryl Ketcham		<b>Phone:</b>	375-3031	
<b>Expected Attendance</b>	2000		<b>Website</b>	Smithfieldfarmersmarket.com	
<b>Average Ticket/Entry Price</b>	\$ 0		<b>Participants will be</b>	<input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both	
<b>Music-DJ/Band?</b>			<b>Alcohol Sales or Service?</b>	None	
<b>What is your plan in the event of bad weather-cancel, reschedule?</b>				cancel	
<b>Requesting?</b> <input checked="" type="checkbox"/> road closures <b>Main Street 100, 200, 300 6 AM- 6 PM</b> <input type="checkbox"/> traffic assistance <input type="checkbox"/> park trail closures					
<b>List benefits of your event to the community</b>			<b>List Recipients of Proceeds</b>		
It will be a great event for locals, plus it will bring in a large number of outside visitors, which will help local restaurants and stores, especially along Main Street.					

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

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

<b>Event Organizer's Signature</b>	Cheryl Ketcham	<b>Date</b>	8/19/19
<b>Print Name</b>	Cheryl Ketcham		



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

## Memorandum

August 23, 2019

**TO:** Public Safety Committee

**FROM:** Brian S. Thrower, Town Manager *BST*

**SUBJECT:** Bacon, Bourbon, and Beach Music Festival – Request to Close Street, Fishing Pier, and Trail

Gina Ippolito with Smithfield VA Events has requested the following for the Bacon, Bourbon, and Beach Music Festival taking place on Saturday, October 5, 2019 at Windsor Castle Park:

- The closure of Jericho Road at South Church Street, with traffic assistance, from 8:30 a.m. to 6:00 p.m. on October 5<sup>th</sup>
- The closure of the Windsor Castle Park Trail between stations 21 and 23 from 10:00 a.m. to 5:00 p.m. on October 5<sup>th</sup>
- The closure of the Windsor Castle Park Fishing Pier from October 2<sup>nd</sup> through October 5<sup>th</sup>

### Recommendation

I recommend Town Council approve the aforementioned closure requests.

### Attachment

Special Event Application

### TOWN MANAGER'S OFFICE

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

Find us on 



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

Event Date <small>(don't include setup dates here)</small>	Times <small>(don't include setup or street closure times here)</small>	Proposed Location
<b>Saturday, October 5, 2019</b>	<b>11 AM-5 PM</b>	<b>WC Riverfront</b>

<b>Event Name</b>	<b>Bacon &amp; Bourbon Music Festival</b>
<b>Event Organizer (Group Name)</b>	<b>Smithfield VA Events</b>
<b>Tax Exemption ID Number</b>	
<b>Website</b>	<b>www.smithfieldvaevents.com</b>

Event Contacts					
<b>Name</b>	<b>Gina Ippolito</b>	<b>Cell Phone</b>	<b>757-869-0664</b>	<b>Email</b>	<b>gina@smithfieldvaevents.com</b>
<b>Name</b>		<b>Cell Phone</b>		<b>Email</b>	

<b>1<sup>st</sup> Time Event</b>		<b>Annual Event- how many times has event taken place?</b>	<b>five year</b>
<b>Event Category</b> <input checked="" type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____			
<b>Description of Event</b>			
Ticketed Festival attendees (21 & Up only) each get a half pound of bacon with wide selection of condiments to add to their bacon. Brew Tasting, souvenir glass, and music on (3) stages. Bourbon tasting ticket holders get 10 bourbon tastings. There will be other food vendors, retail vendors and wine and beer sales.			
<b>Average Ticket Price</b>	\$ 50-75	<b>Participants will be</b>	<input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both
<b>Expected Attendance</b>	3400	<b>Largest Attendance Number and Year</b>	(2018) - 3200
<b>What is your plan in the event of bad weather-cancel, reschedule?</b>		Rain or shine, cancelation if dangerous weather present.	
<b>Requesting?</b> <input checked="" type="checkbox"/> road closures <input checked="" type="checkbox"/> traffic assistance <b>Jericho Road at South Church on Sat, Oct 5<sup>th</sup>, 2019 8:30 AM-6 PM, event traffic controlled</b> <input checked="" type="checkbox"/> park trail closures <b>Windsor Castle Trail between Stations 21 and 23 on Sat, Oct 5<sup>th</sup> 10 AM-5 PM; Windsor Castle fishing pier from Oct 2<sup>nd</sup>-Oct 5th</b>			

<b>Alcohol Service and/or Sales?</b> <input checked="" type="checkbox"/> Alcohol		<b>Having music- live bands or DJ?</b> <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times
10/5/19	11 AM- 4:30 PM	10/5/18	11 AM - 5 PM

List benefits of your event to the community	List Recipients of Proceeds
Proceeds benefit Isle of Wight based organizations.	Various local civic, service, charitable organizations.



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

**Check any of the following that your event will include.**

Item	Number	Item	Number
<input checked="" type="checkbox"/> Food, Caterer	2	<input checked="" type="checkbox"/> Food, by Organization	
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	1	<input checked="" type="checkbox"/> Retail Vendors For Profit	7
<input checked="" type="checkbox"/> Port-a-Potties	(3) Trailers plus 20 regulat	<input checked="" type="checkbox"/> Fencing/Barricades	As needed to secure site
<input checked="" type="checkbox"/> Trash Cans	65	<input checked="" type="checkbox"/> Generators	4
<input checked="" type="checkbox"/> Dumpsters	2	<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input checked="" type="checkbox"/> Golf carts/ATVs	10
<input checked="" type="checkbox"/> First Responders- EMS, Fire	2		
<b>Item</b>	<b>Number</b>	<b>Sizes</b>	
Tents	40+	Various sizes ranging from 10 x 10's to large bandshell	
Staging	2	Large covered stages for musical performances	
<input type="checkbox"/> Allowing pets		<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Providing Shuttle Service

**Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)**

<b>Policy Number</b>	<b>To be provided closer to the event.</b>
<b>Name of Insurance Liability Carrier</b>	
<b>Insurance Company Address</b>	
<b>Insurance Company Phone Number</b>	

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

<b>Event Organizer's Signature</b>	<i>Gina Ippolito</i>	<b>Date</b>	8/19/19
<b>Print Name</b>	Gina Ippolito		

**Attach the following documents:**

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

**FINANCE  
COMMITTEE**

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BUDGET	% of BUDGET
<b>Revenue</b>						
<b>General Fund revenues</b>						
<b><u>General Fund revenues</u></b>						
<b><u>Real Estate Tax</u></b>						
Current RE Tax	03-100-311010-0000-30001	1,731,553.00	1,720,573.05	<b>1</b>	10,979.95	99.37%
Delinquent RE Tax	03-100-311010-0000-30002	15,000.00	4,567.94	<b>1</b>	10,432.06	30.45%
Current RE Penalty	03-100-311060-0000-30005	4,000.00	7,951.29		(3,951.29)	198.78%
Delinquent RE Penalty	03-100-311060-0000-30005	1,500.00	856.80		643.20	57.12%
Current RE Interest	03-100-311060-0000-30006	500.00	543.78		(43.78)	108.76%
Delinquent RE Interest	03-100-311060-0000-30006	3,000.00	1,243.66		1,756.34	41.46%
<b>Total Real Estate Taxes</b>		<b>1,755,553.00</b>	<b>1,735,736.52</b>		<b>19,816.48</b>	<b>98.87%</b>
<b><u>Personal Property Tax</u></b>						
Current PP Tax	03-100-311030-0000-30001	625,000.00	670,355.49	<b>2</b>	(45,355.49)	107.26%
Delinquent PP Tax	03-100-311030-0000-30002	20,000.00	31,101.27	<b>2</b>	(11,101.27)	155.51%
Current PP Penalty	03-100-311060-0000-30005	13,000.00	12,886.70		113.30	99.13%
Delinquent PP Penalty	03-100-311060-0000-30005	12,000.00	10,788.44		1,211.56	89.90%
Current PP Interest	03-100-311060-0000-30006	700.00	978.78		(278.78)	139.83%
Delinquent PP Interest	03-100-311060-0000-30006	800.00	7,541.23		(6,741.23)	942.65%
<b>Total Personal Property Tax</b>		<b>671,500.00</b>	<b>733,651.91</b>		<b>(62,151.91)</b>	<b>109.26%</b>
<b><u>Public Service Corporations Tax</u></b>						
Current RE Tax	03-100-311020-0000-30001	31,000.00	29,660.63	<b>3</b>	1,339.37	95.68%
Current PP Tax	03-100-311020-0000-30001	400.00	-		400.00	0.00%
<b>Total Public Service Tax</b>		<b>31,400.00</b>	<b>29,660.63</b>		<b>1,739.37</b>	<b>94.46%</b>
<b><u>Miscellaneous Receipts Over/Short</u></b>	03-100-311060-0000-30007	20.00	(31.41)		51.41	-157.05%
<b>Total Over/Short</b>		<b>20.00</b>	<b>(31.41)</b>		<b>51.41</b>	<b>-157.05%</b>
<b><u>Other Local Taxes</u></b>						
Franchise Tax	03-100-312040-0000-31203	150,000.00	157,713.06	<b>4</b>	(7,713.06)	105.14%
Cigarette Tax	03-100-312080-0000-31204	176,000.00	161,289.29	<b>5</b>	14,710.71	91.64%
Transient Occupancy Tax	03-100-312101-0000-31205	190,000.00	221,905.56	<b>6</b>	(31,905.56)	116.79%
Meals Tax-4.25%	03-100-312110-0000-31211	1,154,130.00	1,231,374.84	<b>7</b>	(77,244.84)	106.69%
Meals Tax-2%	03-100-312110-0000-31212	547,460.00	579,470.52	<b>7</b>	(32,010.52)	105.85%
Sales Tax	03-100-312010-0000-30009	357,000.00	328,079.14	<b>8</b>	28,920.86	91.90%
Consumption Tax	03-100-312020-0000-31202	49,000.00	47,498.54	<b>9</b>	1,501.46	96.94%
Utility Tax	03-100-312020-0000-31201	192,000.00	192,386.04	<b>9</b>	(386.04)	100.20%
Business Licenses	03-100-312030-0000-31208	375,000.00	399,685.87	<b>10</b>	(24,685.87)	106.58%
Business Licenses Penalty	03-100-312030-0000-31209	4,000.00	3,156.29		843.71	78.91%
Business Licenses Interest	03-100-312030-0000-31210	225.00	288.98		(63.98)	128.44%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BUDGET	% of BUDGET
Peg Channel Capital Fee	03-100-312040-0000-30054	1,985.00	1,447.40		537.60	72.92%
Vehicle License	03-100-312050-0000-32018	241,000.00	254,396.40	<b>11</b>	(13,396.40)	105.56%
<b>Total Other Local Taxes</b>		3,437,800.00	3,578,691.93		(140,891.93)	104.10%
<b><u>Licenses, Permits &amp; Fees</u></b>						
Permits & Other Licenses	multiple accounts	18,000.00	25,400.00	<b>12</b>	(7,400.00)	141.11%
Inspection Fees-Subdivision	03-100-313030-0000-30030	4,000.00	4,650.00	<b>13</b>	(650.00)	116.25%
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	10,000.00	13,320.00		(3,320.00)	133.20%
WC Dog Park Registration	03-100-313030-0000-30043	1,000.00	830.00		170.00	83.00%
Consultant Review Fees	03-100-313030-0000-30028	5,000.00	2,650.00	<b>14</b>	2,350.00	53.00%
<b>Total Licenses, permits and privilege fees</b>		38,000.00	46,850.00		(8,850.00)	123.29%
<b><u>Fines &amp; Costs</u></b>						
Restitution	3-100-018991-0007	0.00	120.00		(120.00)	100.00%
Fines & Costs	03-100-314010-0000-30055	60,000.00	40,236.03	<b>15</b>	19,763.97	67.06%
<b>Total Fines &amp; Forfeitures</b>		60,000.00	40,356.03		19,643.97	67.26%
<b><u>From Use of Money and Property</u></b>						
General Fund Interest	03-100-315010-0000-31501	20,000.00	85,066.79		(65,066.79)	425.33%
Rentals	03-100-315020-0000-30110	72,339.00	73,214.55	<b>16</b>	(875.55)	101.21%
Smithfield Center Rentals	03-100-315020-0000-30111	160,000.00	190,074.86	<b>17</b>	(30,074.86)	118.80%
Smithfield Center Vendor Programs	03-100-315020-0000-30113	4,250.00	5,500.00	<b>18</b>	(1,250.00)	129.41%
WC Rentals	03-100-315020-0000-30119	10,000.00	3,000.00		7,000.00	30.00%
Sports Complex Rentals	03-100-315020-0000-30120	10,000.00	480.00		9,520.00	4.80%
Park Impact Fees	03-100-315020-0000-30118	20,000.00	20,349.20	<b>19</b>	(349.20)	101.75%
Kayak Rentals	03-100-315020-0000-30015	9,000.00	11,636.00	<b>20</b>	(2,636.00)	129.29%
Special Events	03-100-315020-0000-30013, 30014	25,000.00	29,096.40	<b>21</b>	(4,096.40)	116.39%
Fingerprinting Fees	03-100-318990-0000-30048	1,400.00	1,290.00		110.00	92.14%
Museum Admissions	03-100-315020-0000-30115	4,000.00	7,236.00	<b>22</b>	(3,236.00)	180.90%
Museum Gift Shop Sales	03-100-318990-0000-30016	10,000.00	12,448.84	<b>22</b>	(2,448.84)	124.49%
Museum Programs/Lecture Fees	03-100-318990-0000-30017	2,000.00	418.00		1,582.00	20.90%
Sale of Equipment/Buildings	03-100-341020-0000-31405	10,000.00	16,324.02	<b>23</b>	(6,324.02)	163.24%
Lease of Land	03-100-315020-0000-30017	600.00	600.00		-	100.00%
<b>Total revenue from use of money and property</b>		358,589.00	456,734.66		(98,145.66)	127.37%
<b><u>Miscellaneous Revenue</u></b>						
Other Revenue	multiple accounts	2,100.00	876.75		1,223.25	41.75%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	4,000.00	-	<b>24</b>	4,000.00	0.00%
<b>Total Miscellaneous Revenue</b>		6,100.00	876.75		5,223.25	14.37%

**From Reserves**

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BUDGET	% of BUDGET
Restricted Reserves-Police Department (CD)	N/A		-		-	0.00%
Reserves-Pinewood Escrow	N/A		-		-	0.00%
Reserves-Restricted for Ball Fields	N/A	-	-		-	0.00%
Reserves-Prior year loan reserves	N/A	1,539,553.00	1,014,960.57	<b>25</b>	524,592.43	65.93%
From Operating Reserves	N/A	-	-		-	0.00%
<b>Total From Reserves</b>		1,539,553.00	1,014,960.57		524,592.43	65.93%
<b><u>Intergovernmental Virginia</u></b>						
Law Enforcement	03-100-322010-0000-34011	172,903.00	172,904.00	<b>26</b>	(1.00)	100.00%
Litter Control Grant	03-100-322010-0000-34010	3,151.00	3,452.00		(301.00)	109.55%
Communications Tax	03-100-322010-0000-34008	221,000.00	200,788.11	<b>27</b>	20,211.89	90.85%
Rolling Stock	03-100-322010-0000-34001	125.00	137.08		(12.08)	109.66%
Rental Tax	03-100-322010-0000-34002	3,800.00	6,769.51	<b>28</b>	(2,969.51)	178.15%
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00	240,794.89	<b>29</b>	0.11	100.00%
TRIAD Grant	03-100-322010-0000-34017	2,250.00	-		2,250.00	0.00%
Police Block Grants	03-100-322010-0000-34018	-	6,480.00	<b>30</b>	(6,480.00)	100.00%
Fire Programs	03-100-322010-0000-34012	26,250.00	27,998.00	<b>31</b>	(1,748.00)	106.66%
VCA Grant	03-100-322010-0000-34005	4,500.00	4,500.00	<b>32</b>	-	100.00%
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	'03-100-322010-0000-34020		4,260.65		(4,260.65)	0.00%
Benns Church/Route 258/Route 10 Bypass intersection	'03-100-322010-0000-34020		7,290.18		(7,290.18)	100.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	'03-100-322010-0000-34020		1,964.47		(1,964.47)	0.00%
VMRC Grant-boat ramp	not yet assigned	410,000.00	410,000.00	<b>33</b>	-	100.00%
Port of VA Grant-boat ramp	not yet assigned	56,000.00	56,437.00	<b>33</b>	(437.00)	100.78%
State Grant-Boat Ramp	not yet assigned	160,000.00	160,000.00	<b>33</b>	-	100.00%
DCR Grant #71-17	03-100-322010-0000-34015	-	5,000.00	<b>34</b>	(5,000.00)	100.00%
DCR Grant #72-17	03-100-322010-0000-34015	-	5,941.25	<b>35</b>	(5,941.25)	100.00%
DCR Grant #73-17	03-100-322010-0000-34015		5,290.00	<b>35A</b>		
SNAP Program	03-100-322010-0000-34016	-	-		-	0.00%
<b>Total State Revenue</b>		1,300,774.00	1,320,007.14		(13,943.14)	101.48%
<b><u>Intergovernmental Federal</u></b>						
Police Federal Grants	03-100-331010-0000-35003	0.00	41,229.31	<b>36</b>	(41,229.31)	100.00%
VDEM Grant (federal portion)					-	0.00%
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	03-100-331010-0000-35008	731,864.00	18,936.22		712,927.78	2.59%
Benns Church/Route 258/Route 10 Bypass intersection	03-100-331010-0000-35008	-	32,400.84		(32,400.84)	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	-	8,730.99		(8,730.99)	0.00%
Pinewood Heights CDBG Relocation Grant Phase	03-100-331010-0000-35002	1,029,856.00	41,000.00		988,856.00	3.98%
<b>Total Federal Revenue</b>		1,761,720.00	142,297.36		1,619,422.64	8.08%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BUDGET	% of BUDGET
<b><u>Other Financing Sources</u></b>						
Line of Credit Proceeds		-	-		-	0.00%
Other Financing Sources-Capital Acquisition	03-100-341040-0000-39004	241,129.00	245,000.00	<b>37</b>	(3,871.00)	101.61%
Insurance Recoveries	03-100-341010-0000-31599	-	9,464.80	<b>38</b>	(9,464.80)	0.00%
<b>Total Other Financing Sources</b>		241,129.00	254,464.80		(13,335.80)	105.53%
<b><u>Contributions</u></b>						
CHIP Contributions	03-100-318990-0000-31620	13,000.00	4,900.90		8,099.10	37.70%
Contributions-Public Safety	03-100-318990-0000-31622	-	50.00		(50.00)	100.00%
Contributions-Museum	03-100-318990-0000-31632	96,700.00	3,775.50	<b>39</b>	92,924.50	3.90%
Contribution-Historic Windsor Castle Restoration LLC	03-100-318990-0000-31626	104,000.00	191,627.40	<b>40</b>	(87,627.40)	184.26%
Contributions-Public Ball Fields	03-100-318990-0000-31635	50,000.00	50,000.00		-	100.00%
<b>Total Contributions</b>		263,700.00	250,353.80		13,346.20	94.94%
<b>Total General Fund Revenue</b>		11,465,838.00	9,604,610.69		1,866,517.31	83.77%

**General Fund Budget  
Expenses**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BALANCE	% of BUDGET
<b>GENERAL GOVERNMENT</b>						
<b><u>Town Council</u></b>						
Salaries	04-100-411010-0000-41100	42,000.00	41,785.00		215.00	99.49%
FICA	04-100-411010-0000-42100	3,276.00	3,250.85		25.15	99.23%
Legal Fees	04-100-411010-0000-43150	50,000.00	67,392.44	<b>39</b>	(17,392.44)	134.78%
Election Expense	04-100-411010-0000-43170	-	-		-	0.00%
Maintenance contracts	04-100-411010-0000-43320	1,700.00	10,339.12	<b>40</b>	(8,639.12)	608.18%
Advertising	04-100-411010-0000-43600	30,000.00	23,632.84		6,367.16	78.78%
Professional Services	04-100-411010-0000-43152	10,000.00	10,925.00	<b>41</b>	(925.00)	109.25%
Records Management maint & upgrades	04-100-411010-0000-45811	5,000.00	15,959.32	<b>42</b>	(10,959.32)	319.19%
Site Plan Review	04-100-411010-0000-43141	3,000.00	2,602.50		397.50	86.75%
Insurance	04-100-411010-0000-45300	18,145.00	18,150.00	<b>37</b>	(5.00)	100.03%
Supplies	04-100-411010-0000-46001	19,000.00	16,413.04		2,586.96	86.38%
Travel & Training	04-100-411010-0000-45500	6,500.00	18,976.34	<b>43</b>	(12,476.34)	291.94%
Subscriptions/Memberships	04-100-411010-0000-45810	9,700.00	9,905.99	<b>44</b>	(205.99)	102.12%
Council Approved Items	04-100-411010-0000-45804	11,000.00	16,234.75	<b>45</b>	(5,234.75)	147.59%
Public Defender Fees	04-100-411010-0000-43153	3,000.00	2,760.00		240.00	92.00%
Bank Charges	04-100-411010-0000-45813	700.00	432.00		268.00	61.71%
SpecialProjects	04-100-411010-0000-43353	1,500.00	280.00		1,220.00	18.67%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BUDGET	% of BUDGET
Smithfield CHIP program	04-100-411010-0000-43354	6,000.00	4,595.62		1,404.38	76.59%
Update Town Charter & Code	04-100-411010-0000-43151	3,000.00	2,523.00		477.00	84.10%
Annual Christmas Parade	04-100-411010-0000-43351	350.00	39.99		310.01	11.43%
<b>Total Town Council</b>		223,871.00	266,197.80		(42,326.80)	118.91%
<b><u>Town Manager</u></b>						
Salaries	04-100-412010-0000-41100	337,468.00	337,457.97	<b>36</b>	10.03	100.00%
FICA	04-100-412010-0000-42100	26,998.00	24,083.82	<b>36</b>	2,914.18	89.21%
VSRS	04-100-412010-0000-42200	20,016.00	19,518.19		497.81	97.51%
Disability	04-100-412010-0000-42210	412.00	522.52		(110.52)	126.83%
Health & Other	04-100-412010-0000-42300	54,393.00	56,214.02	<b>37</b>	(1,821.02)	103.35%
Auto Expense	04-100-412010-0000-46009	500.00	146.24		353.76	29.25%
Storm Maintenance	04-100-412010-0000-43106	-	-		-	100.00%
Maintenance Contracts	04-100-412010-0000-43320	3,000.00	3,179.03	<b>46</b>	(179.03)	105.97%
Communications	04-100-412010-0000-45200	18,000.00	14,423.60		3,576.40	80.13%
Insurance	04-100-412010-0000-45300	2,394.00	2,244.08	<b>38</b>	149.92	93.74%
Supplies	04-100-412010-0000-46001	5,000.00	2,804.49		2,195.51	56.09%
Dues & Subscriptions	04-100-412010-0000-45810	4,000.00	4,304.03		(304.03)	107.60%
Computer & technology expenses	04-100-412010-0000-46005	12,000.00	8,373.52		3,626.48	69.78%
Travel & Training	04-100-412010-0000-45500	8,800.00	5,559.49		3,240.51	63.18%
Other	04-100-412010-0000-45804	100.00	-		100.00	0.00%
<b>Total Town Manager</b>		493,081.00	478,831.00		14,250.00	97.11%
<b><u>Treasurer</u></b>						
Salaries	04-100-412410-0000-41100	325,468.00	317,308.05	<b>36</b>	8,159.95	97.49%
FICA	04-100-412410-0000-42100	26,038.00	23,324.77	<b>36</b>	2,713.23	89.58%
VSRS	04-100-412410-0000-42200	20,801.00	20,496.40		304.60	98.54%
Disability	04-100-412410-0000-42210	166.00	164.88		1.12	99.33%
Health	04-100-412410-0000-42300	43,584.00	43,005.98	<b>37</b>	578.02	98.67%
Audit	04-100-412410-0000-43120	13,250.00	13,000.00		250.00	98.11%
Depreciation Software	04-100-412410-0000-43122	-	1,600.00	<b>47</b>	(1,600.00)	0.00%
Communications	04-100-412410-0000-45200	9,500.00	9,191.52		308.48	96.75%
Computer & technology expenses	04-100-412410-0000-46005	5,000.00	2,187.46		2,812.54	43.75%
Data Processing	04-100-412410-0000-44100	20,000.00	16,704.39		3,295.61	83.52%
Service contracts-includes MUNIS	04-100-412410-0000-43320	60,000.00	29,685.13		30,314.87	49.48%
Insurance	04-100-412410-0000-45300	2,403.00	2,247.56	<b>38</b>	155.44	93.53%
Supplies	04-100-412410-0000-46001	9,000.00	8,647.24		352.76	96.08%
Dues & Subscriptions	04-100-412410-0000-45810	1,900.00	583.40		1,316.60	30.71%
Credit Card Processing	04-100-412410-0000-46002	600.00	287.26		312.74	47.88%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,404.00	3,180.60	<b>48</b>	223.40	93.44%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BUDGET	% of BUDGET
Travel & Training	04-100-412410-0000-45500	1,000.00	50.00		950.00	5.00%
Other	04-100-412410-0000-45804	100.00	50.19		49.81	50.19%
<b>Total Treasurer</b>		542,214.00	491,714.83		50,499.17	90.69%
<b>PUBLIC SAFETY</b>						
<b>Police Department</b>						
Salaries	04-100-431100-0000-41100	1,474,676.00	1,368,106.36	<b>36</b>	106,569.64	92.77%
FICA	04-100-431100-0000-42100	117,975.00	100,550.75	<b>36</b>	17,424.25	85.23%
VSRS	04-100-431100-0000-42200	80,036.00	71,552.43		8,483.57	89.40%
Disability	04-100-431100-0000-42210	184.00	183.24		0.76	99.59%
Health Insurance	04-100-431100-0000-42300	222,333.00	173,630.88	<b>37</b>	48,702.12	78.09%
Pre-Employment Test	04-100-431100-0000-42435	3,500.00	2,904.50		595.50	82.99%
Uniforms	04-100-431100-0000-46011	22,000.00	19,897.25	<b>49</b>	2,102.75	90.44%
Service Contracts	04-100-431100-0000-43320	40,000.00	37,625.29	<b>50</b>	2,374.71	94.06%
Communications	04-100-431100-0000-45200	50,000.00	46,514.18		3,485.82	93.03%
Computer & Technology Expenses	04-100-431100-0000-46005	13,000.00	14,297.95		(1,297.95)	109.98%
Insurance	04-100-431100-0000-45300	53,651.00	47,722.48	<b>38</b>	5,928.52	88.95%
Ins. - LODA	04-100-431100-0000-42410	12,903.00	12,703.86	<b>51</b>	199.14	98.46%
Materials & Supplies	04-100-431100-0000-46001	25,000.00	14,206.37		10,793.63	56.83%
Dues & Subscriptions	04-100-431100-0000-45810	7,000.00	6,246.82		753.18	89.24%
Equipment	04-100-431100-0000-46006	15,000.00	12,618.65		2,381.35	84.12%
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00	1,509.00		491.00	75.45%
Vehicle Maintenance	04-100-431100-0000-46009	40,000.00	30,586.06		9,413.94	76.47%
Gas	04-100-431100-0000-46008	41,500.00	39,755.87		1,744.13	95.80%
Tires	04-100-431100-0000-46016	5,000.00	4,937.29		62.71	98.75%
Travel & Training	04-100-431100-0000-45500	30,000.00	23,081.62		6,918.38	76.94%
Special Events	04-100-431100-0000-43352	1,000.00	219.66		780.34	21.97%
Investigation expenses	04-100-431100-0000-44641	3,000.00	2,126.63		873.37	70.89%
Other	04-100-431100-0000-45804	500.00	1,513.77	<b>52</b>	(1,013.77)	302.75%
<b>Total Police Department</b>		2,260,258.00	2,032,490.91		227,767.09	89.92%
<b>Fire Department</b>						
Fuel Fund & Travel	04-100-432300-0000-46008	13,000.00	13,000.00		-	100.00%
State Pass Thru	04-100-432100-0000-45623	26,250.00	27,998.00	<b>53</b>	(1,748.00)	106.66%
<b>Total Fire Department</b>		39,250.00	40,998.00		(1,748.00)	104.45%
<b>Contributions-Public Safety</b>						
E911 Dispatch Center	04-100-432300-0000-45614	137,643.00	137,643.00		-	100.00%
<b>Total Contributions-Public Safety</b>		137,643.00	137,643.00		-	100.00%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BUDGET	% of BUDGET
<b><u>PARKS, RECREATION &amp; CULTURAL</u></b>						
<b><u>Parks &amp; Recreation</u></b>						
Salaries	04-100-471100-0000-41100	149,630.00	145,665.41	<b>36</b>	3,964.59	97.35%
FICA	04-100-471100-0000-42100	11,970.00	10,913.36	<b>36</b>	1,056.64	91.17%
VSRS	04-100-471100-0000-42200	9,435.00	9,434.36		0.64	99.99%
Disability	04-100-471100-0000-42210	-	118.35		(118.35)	0.00%
Health	04-100-471100-0000-42300	28,041.00	21,976.78	<b>37</b>	6,064.22	78.37%
Uniforms	04-100-471100-0000-46011	2,000.00	2,770.93		(770.93)	138.55%
Communications	04-100-471100-0000-45200	2,000.00	2,691.51		(691.51)	134.58%
Insurance	04-100-471100-0000-45300	2,838.00	4,109.74	<b>54</b>	(1,271.74)	144.81%
Advertising	04-100-471100-0000-43600	20,500.00	20,615.03	<b>55</b>	(115.03)	100.56%
Dues & Subscriptions	04-100-471100-0000-45810	2,000.00	706.00		1,294.00	35.30%
Supplies	04-100-471100-0000-46001	2,000.00	-		2,000.00	0.00%
Computer & Technology	04-100-471100-0000-46005	1,000.00	526.27		473.73	52.63%
Travel & Training	04-100-471100-0000-45500	3,000.00	2,706.54		293.46	90.22%
Other	04-100-471100-0000-45804	500.00	360.00		140.00	72.00%
<b>Total Parks &amp; Recreation</b>		<b>234,914.00</b>	<b>222,594.28</b>		<b>12,319.72</b>	<b>94.76%</b>
<b><u>Smithfield Center</u></b>						
Salaries	04-100-412100-0000-41100	152,938.00	145,282.99	<b>36</b>	7,655.01	94.99%
FICA	04-100-412100-0000-42100	12,235.00	11,007.26	<b>36</b>	1,227.74	89.97%
VSRS	04-100-412100-0000-42200	7,126.00	6,650.05		475.95	93.32%
Disability	04-100-412100-0000-42210	140.00	139.08		0.92	99.34%
Health	04-100-412100-0000-42300	20,717.00	20,716.92	<b>37</b>	0.08	100.00%
Contracted Services	04-100-412100-0000-43320	18,000.00	15,704.16		2,295.84	87.25%
Retail Sales & Use Tax	04-100-412100-0000-43100	800.00	544.69		255.31	68.09%
Utilities	04-100-412100-0000-45100	25,000.00	23,618.73		1,381.27	94.47%
Communications	04-100-412100-0000-45200	20,000.00	20,960.51	<b>56</b>	(960.51)	104.80%
Computer & technology expenses	04-100-412100-0000-46005	3,000.00	1,467.82		1,532.18	48.93%
Insurance	04-100-412100-0000-45300	2,838.00	2,615.74	<b>38</b>	222.26	92.17%
Kitchen Supplies	04-100-412100-0000-44000	3,000.00	2,186.12		813.88	72.87%
Office Supplies/Other Supplies	04-100-412100-0000-46001	4,500.00	1,549.93		2,950.07	34.44%
Food Service & Beverage Supplies	04-100-412100-0000-44001	6,000.00	8,073.74	<b>57</b>	(2,073.74)	134.56%
AV Supplies	04-100-412100-0000-44002	2,000.00	750.00		1,250.00	37.50%
Repairs & Maintenance	04-100-412100-0000-46007	40,000.00	40,568.32	<b>58</b>	(568.32)	101.42%
Landscaping	04-100-412100-0000-43400	12,000.00	11,250.87		749.13	93.76%
Refund event deposits	04-100-412100-0000-45899	7,000.00	2,400.00		4,600.00	34.29%
Credit card processing expense	04-100-412100-0000-46002	5,000.00	4,877.23		122.77	97.54%
<b>Total Smithfield Center</b>		<b>342,294.00</b>	<b>320,364.16</b>		<b>21,929.84</b>	<b>93.59%</b>
<b><u>Contributions-Parks, Recreation and Cultural</u></b>						

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BUDGET	% of BUDGET
Windsor Castle Restoration	04-100-471200-0000-45653	1,000,000.00	500,000.00	<b>59</b>	500,000.00	50.00%
Farmers Market	04-100-432301-0000-45617	3,000.00	3,000.00	<b>60</b>	-	100.00%
Hampton Roads Planning District Commission	04-100-432302-0000-45621	10,000.00	10,019.00	<b>61</b>	(19.00)	100.19%
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	9,000.00	<b>62</b>	-	100.00%
Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	7,500.00	-		7,500.00	0.00%
Friends of the Library	04-100-473100-0000-45605	5,230.00	5,230.00	<b>63</b>	-	100.00%
Total Contributions-Park, Recreation and Cultural		1,034,730.00	527,249.00		507,481.00	50.96%
<b><u>Windsor Castle Park</u></b>						
Salaries	04-100-471210-0000-41100	30,085.00	27,152.03	<b>36</b>	2,932.97	90.25%
FICA	04-100-471210-0000-42100	2,407.00	2,040.40	<b>36</b>	366.60	84.77%
VSRS	04-100-471210-0000-42200	1,090.00	1,280.94		(190.94)	117.52%
Disability	04-100-471210-0000-42210	-	-		-	0.00%
Health	04-100-471210-0000-42300	2,676.00	2,705.78	<b>37</b>	(29.78)	101.11%
Contracted Services	04-100-471210-0000-43300	7,000.00	6,775.00		225.00	96.79%
Insurance	04-100-471210-0000-45300	9,214.00	9,745.38	<b>38</b>	(531.38)	105.77%
Grass Cutting	04-100-471210-0000-43105	31,000.00	30,097.27		902.73	97.09%
Utilities	04-100-471210-0000-45100	6,000.00	159.50		5,840.50	2.66%
Office Supplies	04-100-471210-0000-46001	-	385.67		(385.67)	100.00%
Other	04-100-471210-0000-45804	-	40.00		(40.00)	100.00%
Repairs & Maintenance	04-100-471210-0000-46007	40,000.00	54,298.23	<b>64</b>	(14,298.23)	135.75%
Total Windsor Castle Park		129,472.00	134,680.20		(5,208.20)	104.02%
<b><u>Luter Sports Complex</u></b>						
Contracted Services	04-100-471300-0000-43300	6,500.00	2,804.15		3,695.85	43.14%
Utilities	04-100-471300-0000-45100	5,000.00	10,545.77	<b>65</b>	(5,545.77)	210.92%
Insurance	04-100-471300-0000-45300	8,000.00	1,494.00		6,506.00	18.68%
Repairs & Maintenance	04-100-471300-0000-46007	40,000.00	55,702.54	<b>66</b>	(15,702.54)	139.26%
Total Luter Sports Complex		59,500.00	70,546.46		(11,046.46)	118.57%
<b><u>Museum</u></b>						
Salaries	04-100-472200-0000-41100	137,165.00	129,649.45	<b>36</b>	7,515.55	94.52%
FICA	04-100-472200-0000-42100	10,974.00	9,916.40	<b>36</b>	1,057.60	90.36%
VSRS	04-100-472200-0000-42200	6,994.00	6,978.60		15.40	99.78%
Health	04-100-472200-0000-42300	9,972.00	6,905.64	<b>37</b>	3,066.36	69.25%
<b>Operating expenses</b>						
Contracted services	04-100-472200-0000-43300	3,400.00	2,976.89		423.11	87.56%
Communications	04-100-472200-0000-45200	725.00	551.46		173.54	76.06%
Computer and Technology	04-100-472200-0000-46005	540.00	142.24		397.76	26.34%
Insurance	04-100-472200-0000-45300	2,018.00	80.84	<b>38</b>	1,937.16	4.01%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BUDGET	% of BUDGET
Supplies	04-100-472200-0000-46001	6,360.00	8,481.57		(2,121.57)	133.36%
Advertisinig	04-100-472200-0000-43600	500.00	39.99		460.01	8.00%
Travel/Training	04-100-472200-0000-45500	200.00	94.08		105.92	47.04%
Dues & Subscriptions	04-100-472200-0000-45810	800.00	204.00		596.00	25.50%
<b>Gift Shop-to be funded by gift shop proceeds</b>						
Gift Shop expenses	04-100-472200-0000-46014	6,000.00	5,255.89		744.11	87.60%
Sales & Use Tax	04-100-472200-0000-43100	775.00	314.62		460.38	40.60%
Credit card processing fees	04-100-472200-0000-46002	800.00	596.72		203.28	74.59%
<b>Total Museum</b>		<b>187,223.00</b>	<b>172,188.39</b>		<b>15,034.61</b>	<b>91.97%</b>
<b><u>Other Parks &amp; Recreation</u></b>						
Jersey Park Playground	04-100-471313-0000-43345	750.00	151.67		598.33	20.22%
Pinewood Playground	04-100-471314-0000-43346	500.00	153.82		346.18	30.76%
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100	2,000.00	1,694.40		305.60	84.72%
Waterworks Dam	04-100-471350-0000-46007	10,000.00			10,000.00	0.00%
Waterworks Lake (park area)	04-100-471360-0000-46007	250.00	-		250.00	0.00%
Haydens Lane Maintenance	04-100-471315-0000-43348	1,000.00	151.68		848.32	15.17%
Veterans War Memorial	04-100-471316-0000-43349	2,500.00	2,576.86		(76.86)	103.07%
Open Spaces	04-100-471500-0000-46007	-	-		-	100.00%
Fireworks	04-100-471390-0000-43344	2,000.00	-		2,000.00	0.00%
<b>Total Parks &amp; Recreation</b>		<b>19,000.00</b>	<b>4,728.43</b>		<b>14,271.57</b>	<b>24.89%</b>
<b>COMMUNITY DEVELOPMENT</b>						
<b><u>Pinewood Heights Phase 2 MY2</u></b>						
<b>Permanent Relocation</b>						
Renter Occupied Households		-	2,611.00	<b>67</b>	(2,611.00)	100.00%
<b>Total Pinewood Heights Phase 2 MY2</b>		<b>-</b>	<b>2,611.00</b>		<b>(2,611.00)</b>	<b>0.00%</b>
<b><u>Pinewood Heights-Phase III</u></b>						
<b>Non-CDBG Contributed Operating Expenses</b>						
<b><u>Administration</u></b>						
Precontract Administration	04-100-432315-0000-42730	-	-		-	0.00%
Management Assistance	04-100-432315-0000-42770	40,000.00	7,499.33		32,500.67	18.75%
Monitoring/Closeout	04-100-432315-0000-42760	5,000.00	-		5,000.00	0.00%
<b><u>Permanent Relocation</u></b>						
Owner Occupied Households					-	0.00%
Renter Occupied Households	04-100-432315-0000-42725	73,433.00	1,924.00		71,509.00	2.62%
Moving Costs	04-100-432315-0000-42701	34,000.00	5,700.00		28,300.00	16.76%
Relocation Specialist	04-100-432315-0000-42740	25,500.00	3,746.38		21,753.62	14.69%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BUDGET	% of BUDGET
<b><u>Acquisition</u></b>						
Owner Acquisition	04-100-432315-0000-42705	6,405.00	-		6,405.00	0.00%
Renter Acquisition	04-100-432315-0000-42710	244,520.00	151,766.00		92,754.00	62.07%
Vacant Lot Acquisition		0.00	75.00		(75.00)	0.00%
Appraisal/Legal	04-100-432315-0000-42703 & 42704	20,202.00	2,100.00		18,102.00	10.40%
<b><u>Acquisition Specialist</u></b>						
	04-100-432315-0000-42750	30,400.00	1,759.27		28,640.73	5.79%
<b><u>Clearance &amp; Demolition</u></b>						
	04-100-432315-0000-42775	58,000.00	11,639.65		46,360.35	20.07%
<b>Subtotal Non CDBG</b>		537,460.00	186,209.63		351,250.37	34.65%
<b>CDBG Contributed Operating Expenses</b>						
<b><u>Permanent Relocation</u></b>						
Owner Occupied Households	04-100-432315-0000-42790	411,211.00	-		411,211.00	0.00%
Renter Occupied Households	04-100-432315-0000-42795	234,664.00	-		234,664.00	0.00%
Relocation Specialist	04-100-432315-0000-42796	17,000.00	10,000.00		7,000.00	58.82%
<b><u>Acquisition</u></b>						
Owner Occupied	04-100-432315-0000-42780	337,125.00	-		337,125.00	0.00%
Renter Occupied					-	0.00%
<b><u>Clearance &amp; Demolition</u></b>						
					-	0.00%
<b>Subtotal CDBG</b>		1,000,000.00	10,000.00		990,000.00	1.00%
<b>Total Pinewood Heights Phase III</b>		1,537,460.00	196,209.63		1,341,250.37	12.76%
<b><u>Pinewood Heights Phase IV</u></b>						
<b><u>Non CDBG Contributed Operating Expenses</u></b>						
<b><u>Administration</u></b>						
Precontract Administration	04-100-432315-0000-42730	10,000.00	10,090.00		(90.00)	0.00%
Management Assistance	04-100-432315-0000-42770	-	4,915.00		(4,915.00)	0.00%
Relocation Specialist	04-100-432315-0000-42740	-	5,173.75		(5,173.75)	0.00%
Owner Acquisition	04-100-432315-0000-42705		240.00		(240.00)	0.00%
Renter Acquisition	04-100-432315-0000-42710		285.00		(285.00)	0.00%
Acquisition Specialist	04-100-432315-0000-42750	-	6,406.25		(6,406.25)	0.00%
Appraisal/Legal	04-100-432315-0000-42703 & 42704		1,750.00		(1,750.00)	0.00%
Materials & Supplies	04-100-432315-0000-45400	-	356.17		(356.17)	100.00%
Permanent Relocation-Moving Costs	04-100-432315-0000-42701	-	3,800.00		(3,800.00)	100.00%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BUDGET	% of BUDGET
Clearance & Demolition	04-100-432315-0000-42775		306.86		(306.86)	100.00%
CDBG Renter Occupied Permanent Relocation	04-100-432315-0000-42795		32,375.00		(32,375.00)	100.00%
<b>Total Pinewood Heights Phase IV</b>		10,000.00	65,698.03		(55,698.03)	656.98%
<b>Total Pinewood Heights-All Phases</b>		1,547,460.00	264,518.66		1,282,941.34	17.09%
<b><u>Contributions-Community Development</u></b>						
Old Courthouse Contribution	04-100-472500-0000-45613	4,400.00	4,400.00		-	100.00%
Chamber of Commerce	04-100-432302-0000-45609	6,000.00	6,000.00		-	100.00%
Christian Outreach	04-100-432302-0000-45620	12,650.00	12,650.00		-	100.00%
Genieve Shelter	04-100-432302-0000-45606	7,920.00	7,920.00		-	100.00%
TRIAD	04-100-432302-0000-45611	3,120.00	1,650.00		1,470.00	52.88%
Tourism Bureau	04-100-432302-0000-45607	255,499.00	255,499.00		-	100.00%
Western Tidewater Free Clinic	04-100-432302-0000-45632	40,700.00	40,700.00		-	100.00%
YMCA Projects	04-100-432302-0000-45603	50,000.00	50,000.00		-	100.00%
<b>Total Contributions-Community Development</b>		380,289.00	378,819.00		1,470.00	99.61%
<b><u>PUBLIC WORKS</u></b>						
<b>Planning, Engineering &amp; Public Works</b>						
Salaries	04-100-441300-0000-41100	268,003.00	203,432.17	<b>36</b>	64,570.83	75.91%
FICA	04-100-441300-0000-42100	21,440.00	15,277.68	<b>36</b>	6,162.32	71.26%
VSRS	04-100-441300-0000-42200	16,197.00	11,970.23		4,226.77	73.90%
Disability	04-100-441300-0000-42210	2,000.00	2,292.19		(292.19)	114.61%
Health	04-100-441300-0000-42300	45,094.00	25,154.50	<b>37</b>	19,939.50	55.78%
Uniforms	04-100-441300-0000-46011	2,500.00	903.44		1,596.56	36.14%
Storm Maintenance	04-100-441300-0000-43106	0.00	512.81		(512.81)	100.00%
Contractual	04-100-441300-0000-43320	8,125.00	6,662.61		1,462.39	82.00%
GIS	04-100-441300-0000-43001	500.00	414.68		85.32	82.94%
Recycling	04-100-441300-0000-43340	133,300.00	130,843.91		2,456.09	98.16%
Trash Collection	04-100-441300-0000-43330	220,000.00	217,432.33		2,567.67	98.83%
Street Lights	04-100-441300-0000-45101	2,500.00	1,243.75		1,256.25	49.75%
Communications	04-100-441300-0000-45200	12,000.00	10,118.71		1,881.29	84.32%
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	6,000.00	1,086.59		4,913.41	18.11%
Insurance	04-100-441300-0000-45300	9,281.00	7,897.20	<b>38</b>	1,383.80	85.09%
Materials & Supplies	04-100-441300-0000-46001	6,000.00	2,222.19		3,777.81	37.04%
Accreditation	04-100-441300-0000-45521	1,250.00	1,216.81		33.19	97.34%
Repairs & Maintenance	04-100-441300-0000-46007	9,000.00	7,522.20		1,477.80	83.58%
Gas	04-100-441300-0000-46008	6,500.00	7,614.02	<b>68</b>	(1,114.02)	117.14%
Travel & Training	04-100-441300-0000-45500	6,000.00	2,593.31		3,406.69	43.22%
Litter Control Grant	04-100-441300-0000-46012	3,354.00	3,354.00		-	100.00%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BUDGET	% of BUDGET
Dues & Subscriptions	04-100-441300-0000-45810	2,700.00	1,445.67		1,254.33	53.54%
Other	04-100-441300-0000-45804	2,000.00	1,736.13		263.87	86.81%
<b>Total Public Works</b>		<b>783,744.00</b>	<b>662,947.13</b>		<b>120,796.87</b>	<b>84.59%</b>
<b>PUBLIC BUILDINGS</b>						
<b>Public Buildings</b>						
Salaries	04-100-443200-0000-41100	30,794.00	28,269.35	<b>36</b>	2,524.65	91.80%
FICA	04-100-443200-0000-42100	2,464.00	2,182.05	<b>36</b>	281.95	88.56%
Contractual	04-100-443200-0000-43300	23,500.00	16,342.52		7,157.48	69.54%
Communications	04-100-443200-0000-45200	3,000.00	1,736.28		1,263.72	57.88%
Utilities	04-100-443200-0000-45100	46,000.00	45,874.07		125.93	99.73%
Insurance	04-100-443200-0000-45300	10,674.00	9,877.88	<b>38</b>	796.12	92.54%
Materials & Supplies	04-100-443200-0000-46001	6,000.00	2,374.43		3,625.57	39.57%
Repairs & Maintenance	04-100-443200-0000-46007	36,000.00	40,009.44	<b>69</b>	(4,009.44)	111.14%
Other	04-100-443200-0000-45804	500.00	92.04		407.96	18.41%
<b>Total Public Buildings</b>		<b>158,932.00</b>	<b>146,758.06</b>		<b>12,173.94</b>	<b>92.34%</b>
<b>OTHER FINANCING USES</b>						
Transfers to Operating Reserves	N/A	11,828.00	10,007.34	<b>70</b>	1,820.66	84.61%
Transfers to Restricted Reserves-Pinewood	N/A	-	319,951.86	<b>71</b>	(319,951.86)	0.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)	N/A	-	-		-	0.00%
<b>Total Transfers To Reserves</b>		<b>11,828.00</b>	<b>329,959.20</b>		<b>(318,131.20)</b>	<b>2789.64%</b>
<b>NON DEPARTMENTAL</b>						
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	31,553.00	22,560.08		8,992.92	71.50%
<b>Total Tax Relief for the Elderly/Veterans</b>		<b>31,553.00</b>	<b>22,560.08</b>		<b>8,992.92</b>	<b>71.50%</b>
<b>DEBT SERVICE</b>						
<b>Debt Service</b>						
<b>Principal Retirement</b>						
Public Building Acquisition-TM/PD	04-100-495500-0000-49501	489,553.00	489,552.50	<b>72</b>	0.50	100.00%
Police Evidence Building	04-100-495500-0000-49509	53,609.00	53,486.47		122.53	99.77%
New Debt-Multiple projects	04-100-495500-0000-49512	273,075.00	272,651.61		423.39	99.84%
Line of Credit		-	-		-	0.00%
Public Safety Radio System	04-100-495500-0000-49518	50,000.00	50,000.00	<b>73</b>	-	100.00%
3 year Phase in Fire Alarm System	04-100-495500-0000-49516	9,150.00	9,150.00	<b>74</b>	-	100.00%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49514	6,873.00	6,872.48		0.52	99.99%
<b>Interest and fiscal charges</b>						
Public Building Acquisition-TM/PD	04-100-495500-0000-49502	14,017.00	14,016.55	<b>72</b>	0.45	100.00%

**Town of Smithfield**  
**General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BUDGET	% of BUDGET
Police Evidence Building	04-100-495500-0000-49510	7,635.00	7,871.09		(236.09)	103.09%
New Debt-Multiple projects	04-100-495500-0000-49513	82,290.00	83,412.04		(1,122.04)	101.36%
Line of Credit		-	-		-	0.00%
Public Safety Radio System	04-100-495500-0000-49519	0.00	-	<b>73</b>	-	0.00%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49515	660.00	659.44		0.56	99.92%
<b>Total Debt Service</b>		<b>986,862.00</b>	<b>987,672.18</b>		<b>(810.18)</b>	<b>100.08%</b>
<b>Total General Fund Expenses</b>		<b>9,604,118.00</b>	<b>7,693,460.77</b>		<b>1,910,657.23</b>	<b>80.11%</b>
<b>Net Reserve (+/-)</b>		<b>1,861,720.00</b>	<b>1,911,149.92</b>		<b>(44,139.92)</b>	<b>102.66%</b>

GENERAL FUND CAPITAL

		2019	Actual as of		REMAINING	% of
<b>CAPITAL OUTLAY</b>	<b>MUNIS ACCOUNT NUMBER</b>	<b>ADOPTED</b>	<b>06/30/19</b>	<b>Notes</b>	<b>BUDGET</b>	<b>BUDGET</b>
Net Operating Reserves (Deficit)		1,861,720.00	1,911,149.92		(44,139.92)	1.03
<b>GENERAL GOVERNMENT</b>						
<b>TOWN MANAGER</b>						
DOCSTAR Conversion	4-100-412010-0000-48100	7,000.00	-		7,000.00	0%
<b>TREASURER</b>						
MUNIS Conversion	4-100-412410-0000-48100	50,000.00	25,407.57	75	24,592.43	51%
<b>PUBLIC SAFETY</b>						
Police Vehicles	4-100-431100-0000-48100	92,420.00	85,509.01	76	6,910.99	93%
Body Cams	4-100-431100-0000-48100	9,871.00			9,871.00	0%
Radio Project	4-100-431100-0000-48100	241,129.00	245,000.00	77	(3,871.00)	102%
Grant Project-tactical gear	4-100-431100-0000-48100	-	8,460.00	78	(8,460.00)	100%
Grant Project-Robotics	4-100-431100-0000-48100	-	17,674.00	79	(17,674.00)	100%
Grant Project-Panasonic Toughbooks - 5	4-100-431100-0000-48100	-	8,996.25	80	(8,996.25)	100%
<b>PARKS, RECREATION, AND CULTURAL</b>						
<b>Clontz Park</b>						
Boat Ramp	4-100-471311-0000-48100	603,000.00	1,033,386.87	81	(430,386.87)	171%
<b>Smithfield Center</b>						
Bathroom renovations	4-100-412100-0000-48100	20,000.00	19,829.33	82	170.67	99%
Luter Sports Complex	4-100-471300-0000-48100		223,050.37	83	(223,050.37)	59%
Jersey Park Playground	4-100-471313-0000-48100		12,395.00	84	(12,395.00)	#DIV/0!
<b>COMMUNITY DEVELOPMENT</b>						
<b>Phase III</b>						
CDBG Acquisition						
Non-CDBG Acquisition	04-100-432315-0000-48100		36,000.00	85	(36,000.00)	21%
<b>Phase IV</b>						
CDBG Acquisition						
Non-CDBG Acquisition						
<b>PUBLIC WORKS</b>						
Waterworks Dam	4-100-471350-0000-48100	45,000.00	33,134.95	86	11,865.05	74%
Bishop's Reach	4-100-441300-0000-48100		23,960.00	87	(23,960.00)	100%
<b>Urban fund projects (town match)</b>						
Right turn lane-Joseph W Luter Jr Sports Complex		14,936.00	4,373.41	88	10,562.59	29.28%
Benns Church/Route 258/Route 10 Bypass intersection		-	810.05	88	(810.05)	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis		-	1,685.86	88	(1,685.86)	0.00%
<b>Urban fund projects (federal/state-aid)</b>						
Right turn lane-Joseph W Luter Jr Sports Complex	4-100-441300-0000-48100	731,864.00	23,196.87	88	708,667.13	3.17%
Benns Church/Route 258/Route 10 Bypass intersection		-	39,691.92	80	(39,691.92)	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis		-	10,695.46	88	(10,695.46)	0.00%

		2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ADOPTED	06/30/19	Notes	BUDGET	BUDGET
<b>CAPITAL OUTLAY</b>						
Main Street paving	4-100-441300-0000-48100	40,000.00	51,547.00	89	(11,547.00)	128.87%
<b>PUBLIC BUILDINGS</b>						
AC/Heater Replacement (Town Hall)-	4-100-443200-0000-48100	6,500.00	-		6,500.00	0.00%
3 Ton Split System (Schoolhouse Museum)-	4-100-443200-0000-48100		6,346.00	90	(6,346.00)	100.00%
<b>NET CAPITAL OUTLAY</b>		1,861,720.00	1,911,149.92		(49,429.92)	103%
Net Reserves (Deficit) after capital outlay		-	-		5,290.00	

**Notes: June 2019**

**GENERAL FUND**

**Revenues:**

- 1 **Current/Delinquent RE** Collections For 2019 RE tax bills through June 30 total \$1,720,573 (99.37%). Delinquent RE collections through the same period total \$4,568 (30.45%). Delinquent notices have been processed for both personal property and real estate. Outstanding 2018 RE tax as of year end totaled \$29,134.
- 2 **Current/Delinquent PP** 2018 PP tax Collections through June 30 total \$670,355 which is 107% of budget. Delinquent PP collections for the same period total \$31,101 (155%). Outstanding 2018 PP tax as of year end totaled \$47,816.
- 3 **Public Service Corporations Tax** Assessments for public service corporations decreased from prior year. The reflected revenue of \$29,661 represents 100% of the 2018 billing compared to \$30,970 for FY2018.
- 4 **Francise Tax** Bank franchise taxes have been paid in full for the year. Taxes paid were higher for 4 out of the 5 banks located within the town limits. Franchise taxes for FY2018 totaled \$148,697. The FY2019 total exceeded FY2018 by \$9,016.
- 5 **Cigarette Tax** Sold 495,000 cigarette tax stamps through June 2019 compared to 542,120 through June 2018. In November 2018, we also had to refund McLane Carolina \$1,565.71 for 4,759 damaged/unused stamps. In August 2017, however, we refunded \$7,270.57 to H.T. Hackney for 22,099 unused cigarette tax stamps.
- 6 **Transient Occupancy** Transient occupancy is paid quarterly. The collections received in July 2018 were for quarter ended June 30, 2018 and were therefore accrued for FY2018. Revenues collected in July 2019 were accrued for June 2019. Total revenues for the year exceeded budget and FY2018 collections by \$18,014; however, it should be noted that the July 2019 collections were \$5,517 lower than the collections in July 2018.
- 7 **Meals Tax** Meals taxes are paid either monthly or quarterly depending upon the business. All collections received in July 2018 however represent the period ended June 30, 2018 and were accrued for FY2018 and likewise revenues for July 2019 were accrued for June 30 2019. Total meals taxes collected exceeded budget by \$109,255 which is significant. Meals taxes collected for FY2019 exceeded FY2018 by \$46,488.00
- 8 **Sales Tax** Sales tax from IOW County runs 2 months behind since it is received from the state. Sales tax for June draft represents collections for July 2018 through May 2019. Collections for 2019 are currently \$1,897 higher than prior year.
- 9 **Consumption/Utility Tax** Consumption and utility tax collections generally lag one month (sometimes two) from the statement date. June statements reflect utility tax and consumption tax collected for July-June (included accruals paid in July 2019). Utility tax is \$5,515 lower than prior year and consumption is \$2206 lower. Utility tax was tracking higher than last fiscal year until the June payment from Dominion Energy. Both utility tax (-\$7,211) and consumption tax (-\$2,279) were over 50% lower than prior year.
- 10 **Business licenses** Business licenses are due on April 15; however, licenses for delinquent accounts or new businesses are collected throughout the fiscal year. As of June 30, we collected \$399,686 in BL taxes which is \$11,658 higher than FY2018.
- 11 **Vehicle License Tax** VL taxes are billed with personal property and are collected at the same time. Collections through June include \$230,773 for current year vehicle license tax and \$23,623 for prior year delinquents and supplements. Collections are \$89,353 higher than prior year due to an increase in the VL rate from \$20 to \$33 for qualified vehicles.
- 12 **Permits & other licenses** Permits and other licenses are made up of sign permits (\$805), zoning permits (\$16,830), yard sale permits (\$880), E&S Fees (\$4200), demolition permits (\$75), ROW permits (\$2520), and golf cart permits (\$90).
- 13 **Inspection Fees** Inspection fees are as follows:  
KT Homes-\$300-204 Lochview-21E-01-118 Lot 118  
HH Hunt-\$300-100 Gullane-Lot 412 Cypress Creek  
Atlantic Homes-\$600-21G-001-004A & 21G-01-004B (Church Square)  
Eagle Construction-\$1500-21E-01-255,256, & 257, 109 Gleneagles, 117 St. Andrews  
Wilkris Services-\$300-507 Moonefield Dr, Lot B001  
Mesa Construction-\$300-101 Wilderness Ln  
William S Wirt Construction-\$300-104 Muirfield Lt 142

James Berton/Joey Wood-\$300-106 Carnoustie  
Eagle Construction-\$300-114 Gleneagle-21E-01-392  
Birdsong Builders-\$150-102 Dunhill  
Eagle Construction-\$300-401 Royal Dornoch-21E-01-070

- 14      **Consultant Review Fees**      Review fees are as follows:  
Verde Development Inc-\$150-Ph II Lakeview Cove  
Barlow & Riddick PC-\$150-145 Riverview Ave-Arnold  
Verde Development Inc-\$150-Ph II Lakeview Cove-22-01-042  
B & J Mini Storage-\$450-21-01-045  
Verde Development Inc-\$150-Ph III Lakeview Cove  
Patten Wornom Hatten Diamon-\$150-boundary line adjustment-golf course  
Commercial Development Assoc-\$800-Dollar Tree Site-22J-01-017  
RDG Limehouse LC-\$500-pool 602/604 Cypress Creek Pkwy  
Michael Stallings-\$150-501 Williamsburg Ave.
- 15      **Fines and Costs**      Fines and costs from IOW County are also on a 2 month lag. Collections and accruals through June 30 total \$40,236 and are \$14,908 less than prior year.
- 16      **Rentals**      Rentals represent payments from town owned properties. Includes SVAE (\$2250/month), When Pigs Fly (\$775/month), VFW Rent \$1.00 for the year, Charter Communications (\$807.70/month through Jan; \$831.93/month starting Feb), Smithfield Recreation Association (\$25,000), Network Data Systems (NDS)-\$1200 annual lease and Odd Elks Inc. \$900 annual lease.
- 17      **Smithfield Center Rentals**      Rents of \$190,075 through June are \$6,372 less than FY2018 but still exceed budget by over \$30,000.
- 18      **Smithfield Center Vendor Programs**      Vendor program fees of \$5500 exceeded budget for the year. Vendor fees in FY2018 totaled \$4500.
- 19      **Park Impact Fees**      Received \$7800 from SVAE for 2018 Bacon Fest, \$4250 for the 2019 BOB Fest, and \$7000 for the 2019 Wines Fest. Also received \$75 from the Windsor Elementary School for the 65 Roses 5K, \$684 from Peninsula Bicycling Association, and an additional \$540 from various events secured through credit card payments.
- 20      **Kayak Rentals**      Since this line item is seasonal, the summer months are very strong for rentals. Revenues cease by the first of October and pick up again in the spring of 2019. Collections for July through June of \$11,636 are \$2,786 higher than FY2018.
- 21      **Special Events**      Special events fees are collected for PD and PW staff time charged to public events. The number of events has been increasing as our tourism and parks/rec promotions lead to more opportunities. FY2019 collections have exceeded budget and are \$1,219 higher than prior year.
- 22      **Museum admissions & gift shop sales**      In prior years, museum admissions were reflected as a contribution since the fee was "suggested". Now it is required, so the contributions and admissions have been separated. The amount budgeted was an estimate, but we have exceeded the budget by \$3,236 through June. Gift shop sales remain strong, also exceeding budget through June, and are \$1,872 higher than FY2018.
- 23      **Sale of Equipment**      Sold \$16,324 of vehicles and equipment through May 31, 2019 as follows:  
Ferguson J R - sale of stove at Womble House-\$1.00  
Seamster Clay - purchased his gun-\$1.00  
Govdeals - Lot of 9 outside street/parking lot lights-\$248.63  
Govdeals - lot of snowblades/grader blades-\$214.50  
Govdeals - Gravely Walk Behind Mower-\$487.50  
Govdeals - 2000 Ford Crown Vic Police Interceptor-1390.35  
Govdeals - lot of 3 cannondale bikes-\$218.38  
Govdeals - 1994 Ford F350 XL Reg Cab DRw 2WD-\$4558.13  
Govdeals - 2008 Dodge Charger SE-\$2437.49  
Govdeals - 2007 Ford Crown Vic Police interceptor-\$1658.48  
Govdeals - 2007 utility trailer-833.63  
Govdeals - Diesel Generator-\$3276  
Govdeals - lot of light fixtures for hazardous locations-\$20  
Govdeals - 2005 Radar trailer-\$268.13  
Govdeals - brush cutter-\$147  
Govdeals - Table top printer/copier-\$50



**Expenses:**

**All Departments**

- 36 Salaries Payroll accruals for June 2019 have been included in each department's total salaries.
- 37 Health/Dental Insurance Health and dental insurance premiums have been posted for all 12 months (100%).
- 38 Insurance 4 quarterly payments (100%) have been made to VML for property casualty/workers' compensation insurance. Also includes charges from the 2018 Workers' Compensation Audit.

**Town Council**

- 39 Legal Fees Includes \$2592.50 for Pender & Coward for tax credit syndication for WCP, \$21,340 for Kaufman & Canoles for winery lease, \$1479 for Wilcox and Savage for labor law guidance, and reimbursement of \$4,148.50 for boundary line adjustment at the Scott Farm. Total legal fees for FY 2018 were \$47,544.
- 40 Maintenance Contracts Inscorp-\$550-apply updates for accessibility and best practices (\$300) and add ticket to website header, Special Events Ad Zone to header, and events tab to header (\$250).  
Pitney Bowes-Received billing from Pitney Bowes for \$4,539.12 going back to June 2016. They had not billed us for quarterly maintenance charges (\$750) for 6 quarters. We had to pay the back balance plus 4 quarters for fiscal year 2019 (\$750 each).  
Pitney Bowes-\$1200-SMA-Tier 1 software service agreement  
Inscorp-\$1050-annual license and support
- 41 Professional Services Includes:  
Canada Land Surveying-\$1000-Lease Agreement for tax parcel 21-01-092A Windsor Castle  
Kimley-Horn-\$900-Town Hall Renovations-services rendered through 1/31/19  
Kimley-Horn-\$1350-Town Hall Renovations-services rendered through 2/28/19  
Kimley-Horn-\$5925-Town Hall Renovations-services rendered through 4/30/19  
Summit Design & Engineering-\$1750-HMGP Home Elevation Application Project 6/7/19
- 42 Records Management The DOCSTAR upgrade was budgeted as a capital expense. All of the invoices were for small items under the capital threshold ; therefore they were reallocated from capital to operations. Total over budget for the year after including the funds allocated to capital was \$3959.
- 43 Travel & training Includes:  
Trellis of Williamsburg-Retreat dinner-\$349.67  
Colonial Williamsburg Foundation-\$3000-retreat 3/15-3/17  
The Williamsburg Lodge-\$8439.81-corporate retreat 3/15-3/17  
Hotel Roanoke & Conference Center-\$1586.24-Council reservations  
VML-\$1305-Council registrations
- 44 Subscriptions and Dues Subscriptions and membership dues for the year to date are as follows:  
U.S. Postal Service - \$214.00-rental of PO Box 246 for 12 months  
Isle of Wight County Bar Association-\$100.00-Bar Dues for William H. Riddick III-Fall 2018  
University of Virginia-\$500.00-Virginia Institute of Government Annual Membership 7/1/18-6/30/19  
VML-\$5715.00-2018-2019 Member Dues  
VEPGA-\$127.00-2018/2019 assessment-  
Isle of Wight-Smfd-Windsor Chamber of Commerce-\$2800-annual membership investment  
DNH Domain Hosting Services-\$49.99-SSL for Smithfieldva.gov.  
VSN\*DOTGOVREGISTRATION-\$400.00-SMITHFIELDVA.GOV annual registration  
Total for FY2018 was \$9281.00
- 45 Council Approved Other Includes:  
Smithfield Station-\$1699.20-Holiday Luncheon  
A Tyler St Clair-\$8482.16-TC Retreat March 2019  
A Tyler St Clair-\$4238-Staff Retreat May 2019

**Town Manager**

46	<u>Maintenance Contracts</u>	Ricoh-monthly lease charges of \$186.39 (Jul-Jun for 12 months)=\$2245.68 Ricoh-monthly copy overages-\$933.35
<b>Treasurer</b>		
47	<u>Depreciation Software</u>	Annual depreciation software license was not budgeted for 2019 because it was expected to be converted into MUNIS. That conversion has not yet happened, so we had to renew for another year to access the data.
48	<u>Cigarette Tax Stamps</u>	Meyercord Revenue-\$3,180.60 for 540,000 tax stamps. Generally, these are only ordered once per fiscal year.
<b>Public Safety</b>		
49	<u>Uniforms</u>	Includes: Galls-\$1271.92-duty boots, performance polos, glove pouches, handcuff cases, etc American Uniform Sales-\$2578.67-bulk order of shirts, trousers, shoulder patches, armor skins, hemming American Uniform Sales-\$4295.48-bulk order of shirts, trousers, shoulder patches, and hemming. American Uniform Sales-\$1226.95-bulk order of shirts, trousers, shoulder patches, and hemming. American Uniform Sales-\$994.31-body armor (1) Best Cleaners-\$1002.40-uniform cleaning through November 2018. American Uniform Sales-\$478.80-8 polo shirts, embroider fee, and one time set up fee American Uniform Sales-\$542.30-campaign hats (5) and 3 piece hat straps (8) American Uniform Sales-\$617.44-L/S Shirts (3), shoulder patches (6), S/S Shirts (3), trousers (3), hemming fee (3), armor skins (2) American Uniform Sales-\$604.50-motor breeches (2) American Uniform Sales-\$1974.12-Body armor AX11 (2) American Uniform Sales-\$638.16-uniforms D. Hughes
50	<u>Service contracts</u>	Includes \$23,307 to Superior for annual OSSI licenses and support. Gately Communications-\$572.50 per month for 7 months=\$4,007.50 (radio maintenance-last payment was made in February for January). Ricoh-\$186.39 for 12 months=\$2236.68-copier lease Ricoh-\$1246.08-copy overages Pitney Bowes-\$150 for 4 quarters=\$600 for postage machine PowerDMS-\$1447.23-HPOL0001 and HPOL0002 for 1/4/19 through 1/3/20 ID Networks-\$4434-annual software maintenance fee (\$775) and hardware maintenance fee (\$3659) for IDS Criminal Livescan System Computer Projects of IL, Inc.-\$346.80-Annual OpenFox Messenger License and Miantenance for VCIN/NCIC Access-2 licenses
51	<u>Insurance-LODA</u>	This reflects an annual payment for Line of Duty Act benefits for our certified officers. It is billed through the Virginia Retirement System. The invoice for FY2019 was based on 18 officers at \$705.77 each.
52	<u>Other</u>	Sentara Obici Occupational Health-\$280-Physical-C Williams Sentara Obici Occupational Health-\$275-Hep B Surface Antibody (5 officers) Sentara Obici Occupational Health-\$55-Hep B Surface Antibody (1 officer) Sentara Obici Occupational Health-\$55-Hep B Surface Antibody (1 officer) Isle of Wight County Health Department-\$115.51-Hep B Immunization (2 officers) Facebook-\$6.00-B Miller Petty Cash-\$10-DMV 2 vehicle registration fees Sentara Obici-\$95-Hep B Surface Antibody (1 officer) and urine drug screen (1 officer) NowCare Physicians-\$388-April screenings & 2 physicals (new officers) Isle of Wight County Health Department-\$170.26-Hep B Immunization (1 officer) NowCare Physicians-\$64-June screening (1 officer)
53	<u>Fire Department State Pass Thru</u>	Fire funds are received from the state and then passed on to the Smithfield Volunteer Fire Department. The budget was based on 2018 actual. We received \$1748 more than budgeted (as reflected under state grant revenues) and subsequently passed the entire amount on to the fire department.
<b>Parks Recreation &amp; Cultural</b>		

54	<u>Insurance</u>	Paid 4 quarters as referenced in the notes for all departments. The overage resulted from the 2018 Workers' Compensation Audit due to the additional P&R staff. All departments except for P&R (\$1443.50) and Water (\$1652) received a credit.
55	<u>Advertising</u>	<p>Wedding Wire-\$4820-Feature for 7/2/18 through 7/2/19  Mar-Bert &amp; Associates-Hampton Roads Wedding Guide-\$2260-1/3 page ads-SC &amp; WCP  Vistagraphics-Coastal Virginia Bride Magazine-\$793  Grafik Trenz-\$250-12x18" Poly No Parkings Signs (50)  Lois Tokarz-\$60-VOW ad for Windsor Castle Park  Pilot Media-\$1503-Advertisement VOW Magazine-7/27/18-Smithfield Center  Pilot Media-\$1503-Advertisement VOW Magazine-7/27/18-Windsor Castle  Leisure Media-\$500-1/6 page full color ad-travel guide  Virginia Bride Magazine-\$599-full page ad-spring 2019  Smithfield Volunteer Fire Department-\$100-2019 calendar  Smithfield High School Yearbook-\$50  Bank of America-\$74.98-Facebook Ads-Event:Bridal Show Express  Richwood Graphics-\$1209.25-100 aluminum photo frames, 500 pens  Virginia Media-\$3006.00-VOW Magazine display for SC and WC  Lois Tokarz-\$120-special occasion ad for Smithfield Times and facebook profile image  Bank of America-\$74.80-Weebly-Luter Sports Complex domain (5 years)  Lois Tokarz-\$120-1/4 page Special Occasion Ad for Smithfield Times  Smithfield Times-\$560-ads on 2/20/19 and 2/27/19  Vistagraphics-Coastal Virginia Bride Magazine-\$1586- 1/3 Block ads (2)  Bank of America-\$201.31-Printing Services-500 flyers  Bank of America-\$300.52-Facebook  Bank of America-\$198.35-Brochures-Tri-fold (9x12)  Lois Tokarz-\$75-Hampton Roads Wedding Guide Ads for Smithfield Center and WC Park  Bank of America-\$1.82  Smithfield Lions-\$50-</p>
<b>Smithfield Center</b>		
56	<u>Communications</u>	<p>Includes:  Charter Communications-\$15,316-10 billing periods  Verizon-\$3719-12 billing periods  Verizon Wireless-\$1925-12 billing periods</p>
57	<u>Food &amp; Beverage Supplies</u>	Numerous small invoices throughout the year. Largest invoices was to the Smithfield Station for \$1327 for bridal show
58	<u>Repairs &amp; Maintenance</u>	<p>Numerous small invoices. Larger invoices include:  Siemens-\$2870-labor/materials to upgrade duct detectors to addressable devices  ColonialWebb-\$2977-remove and replace 12 smoke detectors  National Roofing-\$1395-roof leak repairs over women's restroom, foyer, and left side conference room  KI Furniture International-\$2609.60-10 folding tables (4 circular, 6 rectangular) for the Smithfield Center</p>
<b>Contributions-Parks, Recreation and Cultural</b>		
59	<u>Windsor Castle Restoration</u>	\$500,000 contributed for Windsor Castle Manor House and outbuildings as part of \$2M commitment.
60	<u>Farmers Market</u>	Isle of Wight County-\$3000-paid annual contribution in full for the fiscal year
61	<u>Hampton Roads Planning District Commission</u>	4 quarterly payments of \$2504.75 each. This line item is \$19 over budget.
62	<u>Isle of Wight Arts League</u>	The town and the state have both paid their matching portion of this grant (\$4500 each) for the fiscal year.
63	<u>Friends of the Library</u>	Paid 100% of budgeted contribution for the year.
<b>Windsor Castle Park</b>		
64	<u>Repairs &amp; Maintenance</u>	Includes Bryant's Excavation-\$10000-clean up overgrown section of Windsor Castle Park

Powerhouse Equipment-\$1050-blower for the park  
 Farmers Service-\$2402.50-crush & run  
 Farmers Service-\$1116.70-crush & run, magnum backpack blower  
 Powerhouse Equipment-\$3880.66-repairs to clutch and service compact tractor  
 Superior Trailer-\$4375-purchase of trailer for park use  
 Goodrich & Sons-\$3000-take down one large tree and WCP. Clean up and haul away.  
 Affordable Floating Docks Inc-\$1180-kayak launch entry lower right rail  
 Farmers Service-\$1185-safety fence (18 rolls) & green steel posts (180)  
 Browns Enterprises-\$4500-grading, clean up and disposal on vineyard site, fill holes and compact  
 Brown's Enterprises-\$6500-grade swale and provide topsoil seed and straw and grade along road side

**Luter Sports Complex**

65 Utilities As of January 2019, this account is over budget for the year. Charges from Dominion Power through December are as follows:  
 DVP-\$440.96-6/27-7/27/18-3280 KWH  
 DVP-\$505.25-7/27/18-8/24/18-3680 KWH  
 DVP-\$1224.16-8/24/18-9/26/18-9120 KWH  
 DVP-\$1475.73-9/26/18-10/24/18-11760 KWH  
 DVP-\$971.74-10/24/18-11/28/18-7600 KWH  
 DVP-\$1569.69-11/29/18-12/26/18-not in docstar  
 DVP-\$609.27-12/27/18-1/28/19-2480 KWH (less KWH but higher cost than July and August billing)  
 DVP-\$793.04-1/29/19-2/26/19-6000 KWH  
 DVP-\$814.22-2/26/19-3/27/19-6160 KWH  
 DVP-\$781.25-3/27/19-4/26/19-5920 KWH  
 DVP-\$571.18-4/26/19-5/28/19-5600 KWH  
 DVP-\$789.28-5/28/19-6/26/19-5680 KWH

66 Repairs & Maintenance Numerous invoices. Some of the larger ones are:  
 T D Kuhlman-\$1060-installed 2 new circuits in concession stand for warming/cooking equipment, install conduit, wiring and 3 new GFI protected outlets for warming/cooking equipment, install 1 GFI protected outlet for ice machine, install 2 GFI protected outlets for inside storage closet.  
 VA Displays-\$1394.60-12x24" custom signs (20), sign brackets (40), and graphic design-field signs  
 V R Sheet Metal Inc-\$1204.48-material and labor to fabricate and install 14G stainless steel shelves  
 REW-\$4958-labor & materials for rental alarm panel  
 REW-\$1433-labor & materials to relocate alarm panel twice due to leaking pipes and collapsed plastic tanks  
 AR Chesson-\$2540.87-remove the EF 4 vent over the Women's Restroom. Relocate EF 1 vent over the Concession Room. Install access door to allow access for installation and future maintenance.  
 Coffey's Lockshop-\$1435-2 push button locks & labor  
 Access Display Group-\$1269.56-outdoor message center cork board w/ leg posts (2 door)  
 GSL Enterprises-\$1820-Kaba Pushbutton Lock with Mortise Lock and Sargent LFIC Override + labor  
 REW-\$2396-install 100A 30 circuit panel in concessions building with 20A 1-pole spare circuit breakers & relocate alarm panel III  
 Bluewater Rentals-\$2450-standard portable toilet 4/1-4/30/19 and bathroom pumpout 4/1-4/30/19  
 Beacon Athletics-\$658-battysack bat and ball holders (8) and goal line aerosol paint (2)  
 GreenCor LLC-\$7900-sand top dressing 1/8" over all turf areas, sand for top dressing, equipment move in and out  
 Bluewater Rentals-\$2450-standard portable toilet 5/1-5/31/19 and bathroom pumpout 5/1-5/31/19

**Community Development**

67 Pinewood Heights Phase II Includes \$994 for rental of pod for market rate renter whose location has still not been finalized after several years and \$400 to Canada Land Surveying for work on this relocation (111 Carver-H Robinson). In April also paid \$1217 to Smithfield Church Manor Apartments for rent downpayment for Mr. Robinson.

**Public Works**

68 Gas Fuel costs have increased during FY2019 and exceeded budget for the year. This line item has been impacted for all funds for the year.

**Public Buildings**

69	<u>Repairs &amp; Maintenance</u>	Inlcudes the following large invoices: Signal Engineering-\$3689-repairs to access door at police annex building-network node (\$1889), access blades (\$1160), misc hardware (\$40) and installation (\$600) GSL Enterprises-\$1572-Coffey's Lockshop-service call-change out locks at Town Hall Goodrich & Sons Tree and Backhoe Service-\$1200-take large tree limbs off of Windsor Castle House. Take limbs out of pecan trees. Atlantic Constructors-\$1032-RTU/fan motor at Main Street Public Restrooms Restroom Direct-\$1380-2 autoomatic hand dryers and stainless steel wall guards for public restrooms Carter Machinery-\$1608-failed fuel pressure regulator at 1802 S Church Street (not sure if this should be water) National Roofing-\$1845-310 Institute Street roof repairs- CDW-Government-\$3039-Watchguard Firebox-firewall upgrade for town hall
----	----------------------------------	--

**Other Financing Uses**

70	<u>Transfers to Operating Reserves</u>	The Town revenues exceeded expenses by \$10,007 as of June 30, 2019 for this draft statement. There are still revenue and expense accruals to be considered before the numbers are final for the year.
71	<u>Transfers to Restricted Reserves-Pinewood</u>	As of June 30, 2019, the town had collected \$319,992 more in meals tax/grant revenues assigned to the Pinewood Project than was spent.

**Debt Service**

72	<u>Public Building Acquisition-TM/PD</u>	Isle of Wight County-balloon payment made in full for remaining balance owed on purchase of TM and PD buildings.
73	<u>Public Radio System</u>	Paid principal/interest totalng \$50,000 to IOW County for FY2019. This is 100% of the budgeted repayment for the 1st of 5 years.
74	<u>Siemens Industry Inc</u>	Paid 100% of 2019 scheduled budget for interest free loan over 3 years.

**CAPITAL OUTLAY**

**TREASURER**

75	<u>Munis Conversion</u>	Tyler Technologies-\$25,407.57-progress billing on contract implementation
----	-------------------------	--

**PUBLIC SAFETY**

76	<u>Police Vehicles</u>	Haley South Inc-\$60,088.24 for purchase of 2 2019 Ford Explorers ARC Acquisition-\$3871.56-Panasonic Public Sector Specific Equipment for 2 new vehicles Axon Enterprises-\$3388.80-in car camera systems Kustom Signals-\$3700-Raptor RP-1 (2) Grafik Trenz-\$1400-letter 2 sides and back of 2 Ford Explorers Atlantic Communications-\$4776.17-lights, radios, etc for 2019 Ford PI Utility-Slick Top Atlantic Communications-\$888.20-computer swing arm side mount, docking plate, charger Atlantic Communications-\$7396.04-lights, equipment, etc for 2019 Ford PI Utility-Lightbar
77	<u>Radio Project</u>	Recognize full value of radio system purchased through IOW-\$245,000
78	<u>Grant Project-Tactical vests</u>	Victor Forward, LLC-\$8460-multi-mission assault carriers (9), cummberbund inserts (9), and armor plates (18)
79	<u>Grant Project-Robotics</u>	Recon Robotics-\$17,674-Throwbot 2 base kit, accessory pack, searchstick pole, camouflage bag
80	<u>Grant Project-Panasonic Toughbooks</u>	ARC-\$8996.25-5 public sector panasonic toughbooks-paid through DCJS grant

**PARKS, RECREATION AND CULTURAL**

81	<u>Clontz Park Boat Ramp</u>	R & J Investment LLC-\$20,000-nutrient offset credits Kimley-Horn and Associates-\$29,315.25-professional services through June 2019
----	------------------------------	---

Docks of the Bay-\$137750.00-payment application #1  
 Docks of the Bay-\$179716.25-payment application #2  
 Docks of the Bay-\$122,258.59-payment application #3  
 Dominion Energy-\$354.86-construction coupon-begin project-lighting  
 Docks of the Bay-\$163,395.25-payment application #4  
 Dominion Energy-\$17,618.58-instal #4 cu in conduit to each light location  
 Docks of the Bay-\$128,012.50-payment application #5  
 Docks of the Bay-\$234,965.59-payment application #6

- 82     **Smithfield Center Bathroom Renovations**     Tidewater Stalls & Specialties LLC-\$12,859.33-10 toilet stalls, 1 wall hung urinal screen  
          Windsor Woodworking-\$6970.00-countertops, sinks, brackets, etc.-bathrooms
  
- 83     **Ball Fields**     VDOT-\$100-Land use permit application for work to be performed on VDOT right of way.  
          Dominion Energy-\$2812.42-install new 200 amp underground service  
          Hercules Fence-\$6690-modify black chain link fencing at dugouts-add gates  
          Alpha Corporation-\$8,464.45-on call PM services through 12/31/18.  
          The Blair Brothers-\$5160-labor, materials, and equipment to clean up stone edge at Rt 258 to receive asphalt, install asphalt  
          Isle of Wight County-\$80.25-demo permit-Womble house  
          Kimley Horn-\$3800.79-services rendered through 6/30/18-should have been included in 2018 statements  
          R.A.D. Sports-\$188579.27-progress payment #13  
          Kimley Horn-\$7363.19-services rendered through 12/31/18
  
- 84     **Jersey Park Playground**     Noah's Park & Playground-\$12,395-Grand Cove playground equipment-to be installed as a Smithfield High School Community Service  
          project

**COMMUNITY DEVELOPMENT**

- 85     **Phase III Pinewood Acquisition**     Barlow & Riddick-\$12000-land value portion of 37 Jamestown acquisition  
          Barlow & Riddick-\$12000-land value portion of 22 Jamestown acquisition  
          Barlow & Riddick-\$12000-land value vacant lot 34 Pinewood

**PUBLIC WORKS**

- 86     **Waterworks Dam**     Draper Aden-\$27,390.95-Inundation Study-Hazard Classification-professional services through 1/31/19  
          Draper Aden-\$2,010.20-Inundation Study-Hazard Classification-professional services through 3/31/19  
          Draper Aden-\$420-Assist with FEMA reimbursement-professional services through 1/31/19  
          Draper Aden-\$462-Budget review and coordination with the Town related to the dam alternatives analysis and alteration permit.-3/31/19  
          Draper Aden-\$140-Assist with FEMA reimbursement-professional services through 2/28/19  
          Draper Aden-\$2,221.8-Inundation Study-Hazard Classification-professional services through 4/30/19  
          Draper Aden-\$140-Assist with dam alternatives analysis & alteration permit-professional services through 4/30/19

- 87     **Bishops Reach**     Blair Brothers-\$23,960 for improvements for Bishops Reach. This street had not yet been added to the state approved maintenance  
          plan.

- 88     **VDOT Urban Fund Projects**     Progress payments for the Right Turn Lane at the Public Sports Complex,the Benns Church/258/10 intersection, and the Bike Path. Only the  
          Right Turn Lane project was budgeted for FY2019. The other 2 projects were expected to be completed in FY2018.

- 89     **Main Street Improvements**     The Blair Brothers-\$38,627-full payment on mill overlay and crosswalks.  
          The Blair Brothers-\$12,920-resurface 100 & 200 blocks of Main St (brown peagravel)

**PUBLIC BUILDINGS**

- 90     **3 Ton Split System**     Atlantic Constructors-\$6,346-install 3 ton split system in the Schoolhouse Museum.

**Town of Smithfield  
Sewer Fund Budget**

	<b>MUNIS ACCOUNT NUMBER</b>	<b>2019 ADOPTED</b>	<b>Actual as of 06/30/19</b>	<b>Notes</b>	<b>REMAINING BALANCE</b>	<b>% of BUDGET</b>
<b>Revenue</b>						
<b>Operating Revenues</b>						
Sewer Charges	03-004-342070-0000-31101	688,000.00	665,366.52	1	22,633.48	96.71%
Sewer Compliance Fee	03-004-342070-0000-31608	393,031.00	395,814.65	1	(2,783.65)	100.71%
Miscellaneous Revenue	03-004-342070-0000-31105	1,000.00	-		1,000.00	0.00%
Connection fees	03-004-342070-0000-31104	31,600.00	100,410.04	2	(68,810.04)	317.75%
<b>Total Operating Revenue</b>		<b>1,113,631.00</b>	<b>1,161,591.21</b>		<b>(47,960.21)</b>	<b>104.31%</b>

**Town of Smithfield  
Sewer Fund Budget**

<b>Description</b>		<b>2019 ADOPTED</b>	<b>Actual as of 06/30/19</b>	<b>Notes</b>	<b>REMAINING BALANCE</b>	<b>% of BUDGET</b>
<b>Expenses</b>						
<b>Operating Expenses</b>						
Salaries	04-004-442070-0000-41100	269,770.00	227,698.89	3	42,071.11	84.40%
FICA	04-004-442070-0000-42100	21,582.00	16,952.17	3	4,629.83	78.55%
VSRS	04-004-442070-0000-42200	15,833.00	13,539.95		2,293.05	85.52%
Health	04-004-442070-0000-42300	44,818.00	31,180.86		13,637.14	69.57%
Uniforms	04-004-442070-0000-46011	2,500.00	2,458.42		41.58	98.34%
Audit	04-004-442070-0000-43120	6,625.00	6,500.00	4	125.00	98.11%
Legal	04-004-442070-0000-43150	6,400.00	8,402.94	5	(2,002.94)	131.30%
Accreditation	04-004-442070-0000-45521	1,250.00	1,045.68		204.32	83.65%
HRPDC sewer programs	04-004-442070-0000-43997	850.00	838.00	6	12.00	98.59%
Professional Fees	04-004-442070-0000-43152	25,000.00	10,315.00	7	14,685.00	41.26%
Maintenance & Repairs	04-004-442070-0000-46007	40,000.00	84,583.53	8	(44,583.53)	211.46%
Storm Maintenance	04-004-442070-0000-43106	-	3,140.00	9	(3,140.00)	100.00%
VAC Truck Repairs & Maintenance	04-004-442070-0000-43107	7,500.00	5,913.02		1,586.98	78.84%
Data Processing	04-004-442070-0000-44100	15,000.00	12,528.35		2,471.65	83.52%
Dues & Subscriptions	04-004-442070-0000-45810	150.00	180.67	10	(30.67)	120.45%
Utilities	04-004-442070-0000-45100	45,000.00	43,100.61		1,899.39	95.78%
SCADA Expenses	04-004-442070-0000-45204	6,000.00	4,330.88		1,669.12	72.18%
Communications	04-004-442070-0000-45200	12,000.00	10,434.12		1,565.88	86.95%
Insurance	04-004-442070-0000-45300	18,300.00	14,385.28	11	3,914.72	78.61%
Materials & Supplies	04-004-442070-0000-45400	50,000.00	30,186.09		19,813.91	60.37%
Truck Operations (fuel)	04-004-442070-0000-46008	7,000.00	8,522.26	12	(1,522.26)	121.75%
Vehicle Maintenance	04-004-442070-0000-46009	1,000.00	2,816.93	13	(1,816.93)	281.69%
Travel & Training	04-004-442070-0000-45500	5,000.00	84.31		4,915.69	1.69%
Contractual	04-004-442070-0000-43300	3,500.00	3,413.54		86.46	97.53%

**Town of Smithfield  
Sewer Fund Budget**

	<b>MUNIS ACCOUNT NUMBER</b>	<b>2019 ADOPTED</b>	<b>Actual as of 06/30/19</b>	<b>Notes</b>	<b>REMAINING BALANCE</b>	<b>% of BUDGET</b>
Bank charges	04-004-442070-0000-45813	-	30.00		(30.00)	0.00%
Miscellaneous	04-004-442070-0000-45804	1,200.00	1,069.11		130.89	89.09%
<b>Total Sewer Fund Operating Expenses before D&amp;A Exp.</b>		<b>606,278.00</b>	<b>543,650.61</b>		<b>62,627.39</b>	<b>89.67%</b>
<b>Operating Income before D&amp;A Expense</b>		<b>507,353.00</b>	<b>617,940.60</b>		<b>(110,587.60)</b>	<b>121.80%</b>
Depreciation & Amortization Expense	04-004-442070-0000-49102	361,000.00	366,443.27		(5,443.27)	101.51%
<b>Operating Income (Loss)</b>		<b>146,353.00</b>	<b>251,497.33</b>		<b>(105,144.33)</b>	<b>171.84%</b>
<b>Nonoperating Revenues (Expenses)</b>						
Pro-rata Share Fees	03-004-342070-0000-31103	-	40,000.00	<b>14</b>	(40,000.00)	100.00%
Insurance Recoveries	03-004-342070-0000-31603	-	10,890.10	<b>15</b>	(10,890.10)	0.00%
Availability Fees	03-004-342070-0000-31102	82,400.00	269,579.80	<b>16</b>	(187,179.80)	327.16%
Interest Revenue	03-004-342070-0000-31501	9,000.00	16,547.38		(7,547.38)	183.86%
Interest Expense	04-004-442070-0000-49000	(5,568.00)	(5,559.23)	<b>17</b>	(8.77)	99.84%
<b>Total Nonoperating Revenues (Expenses)</b>		<b>85,832.00</b>	<b>331,458.05</b>		<b>(245,626.05)</b>	<b>386.17%</b>
<b>Net Income (loss)</b>		<b>232,185.00</b>	<b>582,955.38</b>		<b>(350,770.38)</b>	<b>251.07%</b>
<b>WORKING CAPITAL ADJUSTMENTS TO CAFR Income</b>						
(FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees		-	(40,000.00)		40,000.00	100.00%
Availability Fees		(82,400.00)	(269,579.80)		187,179.80	327.16%
Compliance Fee		(393,031.00)	(395,814.65)		2,783.65	100.71%
Depreciation & Amort. Exp.		361,000.00	366,443.27		(5,443.27)	101.51%
Additional debt service costs-principal expense		(102,090.00)	(102,090.00)	<b>18</b>	-	100.00%
<b>Total adjustments to CAFR Net Income</b>		<b>(216,521.00)</b>	<b>(441,041.18)</b>		<b>224,520.18</b>	<b>203.69%</b>
<b>Adjusted income</b>		<b>15,664.00</b>	<b>141,914.20</b>		<b>(126,250.20)</b>	<b>905.99%</b>

		2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ADOPTED	06/30/19	Notes	BALANCE	BUDGET
<b>Sewer Fund</b>						
<b>Working adjusted income</b>		<b>15,664.00</b>	<b>141,914.20</b>		<b>(126,250.20)</b>	<b>905.99%</b>
MOM Flow Plan Review	04-004-442070-0000-47000	(75,000.00)			(75,000.00)	0.00%
MOA Flow Monitoring	04-004-442070-0000-47000					
HRSD Force Main Pressure Investigation-plaza reversal	04-004-442070-0000-47000	(50,000.00)	-		(50,000.00)	0.00%
Flow Monitoring Program & SCADA Evaluation	04-004-442070-0000-47000	(50,000.00)			(50,000.00)	0.00%
Sewer Master Plan	04-004-442070-0000-47035	(32,500.00)			(32,500.00)	0.00%
Bypass Pump Morris Creek	04-004-442070-0000-47012	(35,000.00)	(37,329.29)	19	2,329.29	106.66%
Fairbanks Pump Main Street-2nd one	04-004-442070-0000-47012	(18,000.00)	(17,800.00)	20	(200.00)	98.89%
Fairbanks Pump-James S	04-004-442070-0000-47012	(25,000.00)	(23,976.00)	21	(1,024.00)	95.90%
Hydromatic Pumps (2)-Minton Way	04-004-442070-0000-47012	(10,800.00)	(5,586.61)	22	(5,213.39)	51.73%
Dri-Prime HL80M Motor Adapter Pumpend	04-004-442070-0000-47012	-	(17,819.34)	23	17,819.34	100.00%
Hydromatic Pump-Pinewood	04-004-442070-0000-47012	(7,200.00)	(10,800.00)	24	3,600.00	150.00%
Hydromatic Pumps (2)-Bradford Mews	04-004-442070-0000-47012	(11,000.00)	(11,000.00)	25	-	100.00%
Rebuild pump Drummonds Lane	04-004-442070-0000-47012	(8,000.00)			(8,000.00)	0.00%
Rebuild pump-Wellington	04-004-442070-0000-47012	(8,000.00)			(8,000.00)	0.00%
By-pass pump-Lakeside	04-004-442070-0000-47012	(150,000.00)	(64,114.20)	26	(85,885.80)	42.74%
Electrical equipment replacement Lakeside	04-004-442070-0000-47012		(15,847.48)	27		
Sanitary Sewer Inspections (TV the lines)	04-004-442070-0000-47000	(75,000.00)	(120,005.75)	28	45,005.75	160.01%
Manhole rehab	04-004-442070-0000-47000	(75,000.00)	(52,605.00)	29	(22,395.00)	70.14%
Sewer Capital Repairs (find & fix)	04-004-442070-0000-47012	(100,000.00)	-		(100,000.00)	0.00%
Fairbanks Morse Submersible Motor Assembly-Morris Creek	04-004-442070-0000-47012	-	(7,133.00)	30	7,133.00	100.00%
New rail system for package pump stations	04-004-442070-0000-47004	(20,000.00)	(11,375.00)	31	(8,625.00)	56.88%
Repair Golf Course Pump Station Foundation	04-004-442070-0000-47004	(30,000.00)	(7,600.00)	37	(22,400.00)	25.33%
Bypass pump installation-Crescent	04-004-442070-0000-47012	-	(33,650.00)	32	33,650.00	100.00%
VFD Installation-James Street	04-004-442070-0000-47012	-	(6,612.11)	33	6,612.11	100.00%
PW Vehicle	04-004-442070-0000-47005	-	(12,500.00)	34	12,500.00	100.00%
Force Main valve installations at Holt & Wilson Rd	04-004-442070-0000-47012		(20,326.00)	35	20,326.00	100.00%
Force Main valve in easement at RO Plant	04-004-442070-0000-47012		(11,190.00)	36	11,190.00	
Overhaul & repair 1 30HP Fairbanks Submersible pump motor assembly	04-004-442070-0000-47012		(8,691.00)	38	8,691.00	
Net Capital Outlay		(780,500.00)	(495,960.78)		(300,386.70)	63.54%
<b>Net Reserves (Deficit) after capital outlay</b>		<b>(764,836.00)</b>	<b>(354,046.58)</b>		<b>(426,636.90)</b>	<b>46.29%</b>
<b>Reserves from Sewer Capital Escrow Account</b>		<b>205,500.00</b>	<b>13,175.00</b>		<b>192,325.00</b>	<b>6.41%</b>
<b>Funding from Sewer Compliance Fee-find and fix</b>		<b>575,000.00</b>	<b>476,596.99</b>		<b>98,403.01</b>	<b>82.89%</b>
<b>Draw from operating reserves</b>		<b>-</b>	<b>-</b>		<b>-</b>	<b>0.00%</b>
<b>Net Adjusted Reserves</b>		<b>15,664.00</b>	<b>135,725.41</b>		<b>(135,908.89)</b>	<b>866.48%</b>

## Notes: June 2019

### **SEWER**

#### **Revenues**

**1**    1) Sewer Charges/Sewer Compliance

Sewer revenues and sewer compliance fees billed for July and 1/2 August were accrued on the June 2018 financial statements. The June statements reflect accruals for July and 1/2 August 2019 to complete the revenues for the year. Sewer charges are \$22,790 lower than prior year. Sewer compliance is \$111,715 lower as a result of the reduction in the bi-monthly charge from \$24.14 to \$18.62.

**2**    Connection Fees

The town posted \$100,410 in connection fees through June 2019. This represents 60 connections at \$1580 each (5/8" meters), a meter upgrade (from 5/8" to 3/4") at \$670, and 6 pro-rated 5/8" connections (credit applied) at \$823.34 each.

#### **Expenses**

**3**    Salaries and payroll taxes

Accrued payroll has been posted for the year; however, accrued compensated absences will need to be added as of 8/31/19.

**4**    Audit

Robinson Farmer Cox-\$26000-2018 annual audit divided between GF (\$13,000), water (\$6500) and sewer (\$6500).

**5**    Legal

Legal fees have exceeded budget for the year. March monthly charges included a portion of retreat attendance (25%) which was not included in the 2019 budget.

**6**    HRPDC Sewer Programs

Represents 4 quarterly payments-98.59%-slightly under budget for the year.

**7**    Professional services

Draper Aden-\$4740.00-Smithfield general review services through 11/30/18-finalized CCTV review and condition assessment for Jordan Drive, Cypress, and Morris Creek sewer basins; finalized and submitted memorandum detailing identified defects, rehab recommendations, and opinion on probable costs for sewer rehab, coordinating inspections with RedZone.  
Draper Aden-\$515-general review services through 8/31/18-compiled sewer data and map packages for Scott Farm and Mallory Point Development  
Draper Aden-\$1430-general review services through 1/31/19-attended locality meeting sewer consent order svcs  
Draper Aden-\$2000-general review services through 12/31/18-reviewed HRSD pump station pressure data, and attended meeting with HRSD 12/4/18 to discuss pump station pressures.  
Draper Aden-\$370-general review services through 3/31/19-meeting with the Town on 3/4/19 to discuss budget  
Draper Aden-\$1260-Sewer consent order services through 4/30/19

**8**    Maintenance and repairs

Lewis Construction - \$4994.35-aquaphalt, materials & labor-6" SS lateral for 1215 Crescent and Magruder  
Sydnor Hydro-\$4075-Fairbanks Morse Dry-Pit Submersible, Serial #10318067-Lakeside Pump Station  
Goodrich & Sons-\$1200-take tree off of building and fence at James St Pump Station.  
REW-\$1097-troubleshoot motor & starter at Morris Creek Pump Station.  
Wood Equipment-\$4796-Hydromatic 6.25" Impeller-5 HP, 35' cord-Canteberry Pump Station  
Wood Equipment-\$4796-Hydromatic 6.25" Impeller-5 HP, 35' cord-Canteberry Pump Station (2nd one)  
Xylem Dewatering-\$3271.50-HL80M 3" TCAE-55-FT4 SB CS-Great Springs Rd-Rental 9/9/18-10/6/18  
Xylem Dewatering-\$2956.50-HL80M 3" TCAE-55-FT4 SB CS-Great Springs Rd-Rental 10/7/18-11/3/18  
Wood Equipment-\$4795-Hydromatic 6.25" Impeller-5 HP 3/60/230-Barcroft  
REW-\$2961.48-labor & materials related to storm damage at Moonfield pump station.  
Vernon Ray Edwards-1046.85-Lakeside Pump Station-labor to install insulation on exterior pipes.  
The Blair Brothers-\$3101.94-various asphalt patching locations paid 1/2 water, 1/2 sewer including Denson Bailey Ct., Greenbrier Lane, Wilson Road, 110 Mason, Sykes Ct., 504 Williamsburg Ave, Institute & Main, Canteberry, and Cypress Creek Pkwy

Vernon Ray Edwards-1576.10-Wellington Pump Station-material and labor to fabricate and install fiberglass insulation pads covered with temp mat, install fiberglass insulation, and wrap with smooth aluminum on exterior pipes to prevent freezing.

Sydnor Hydro-\$1123.00-outer mechanical seal for Drummonds Lane Fairbanks pump

Xylem Dewatering-\$2956.50-Rental 11/4/18 thru 12/1/18-HL80M 3", GL6 Drop Tri, PrimeGuard 65' Mechanical Float Set, and 15' Venturi Hose

Lewis Construction of VA-8332.50-demo existing brick, add 4" center Section Carver Ave (\$3800) and 6 hrs equipment and labor to locate lateral and install Town SCO at 206 Riverview (\$4532.50)

Epps Building-\$2900-Cypress Creek Pump Station-replace shingles and cap on roof, haul away debris

Lewis Construction-\$2200-Equipment & labor to re-lay 4" sanitary Sewer Lateral to main-7 Riverside

Lewis Construction-\$4075-Equipment & labor, 2.5 ton asphalt material-52 Riverside Drive

Xylem Dewatering-\$1815.49-service call to repair Godwin CD150 Dri-Prime pump-Morris Creek

Lewis Construction-\$4440-flowable fill -Golf Course pump station

Chesapeake Fencing-\$2090.10-furnish & install fence-Quail Street Pump Station

The Blair Brothers-\$3511.63-various asphalt patching locations Riverside & Moonfield

Virginia Pump & Motor-\$6000-pump and haul Battery Park Rd-6/25/19, 6/27-6/28/19

**9** Storm maintenance

Farmers Service-\$54-minderal oil (3 gallons)

Xylem Dewatering-\$1321-rental 9/11/18 through 9/17/18-1 HL80M 3" 4045T280-T3 RGT 60G (pump)

Xylem Dewatering-\$1765-rental 9/9/18 through 9/17/18-1 HL80M 3" 4045D-T2 RGT 60G (pump)

**10** Dues & Subscriptions

Bank of America-\$14.50-1/2 annual card fee for D Warren

APWA-\$126.67-1/3 cost for 2019/2020 membership

Bank of America-\$25.00-VA Department of Professional and Occupational Regulation-Kathy Bew Jones.

Bank of America-\$14.50-1/2 annual card fee for Jeff Smith

**11** Insurance

Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance with an audit credit. leaving us under budget for the year.

**12** Truck Operations

Fuel costs have increased during FY2019 and exceeded budget for the year. This line item has been impacted for all funds for the year.

**13** Vehicle Maintenance

Smithfield Auto-\$71.50-1/3 cost of repairs to excavator trailer

Smithfield Auto-\$208.95-1/3 cost of brake pads (front/rear) and rotors (rear)-2015 F350

Smithfield Auto-\$24.77-1/3 cost of mount/balance 4 tires-Truck #10

American Tire-\$229.39-1/3 cost of replacement tires-Truck 14

Smithfield Auto-\$153.63-1/3 cost of power brake & booster installation and oil change-Truck 21

Smithfield Auto-\$42.35-1/3 cost of thermostat repairs-Truck 17

Smithfield Auto-\$292.60--1/4 cost of brake pads, rotor-Truck #12, inspection #21

Tirehub LLC-\$76.22-1/4 cost of 2 tires mounted-Truck #23

Smithfield Auto-\$81.11-

Tirehub LLC-\$64.57-1/3 cost for Truck #18

Hydraulic Service Company-\$345-1/3 cost of replacement for dump bed cylinder

Smithfield Auto-\$116.88-1/3 brake pads (F250) and 1/3 re-weld box assembly (F350).

Smithfield Auto-\$64.64-1/3 starter for truck 17

Smithfield Auto-\$23.19-1/4 oil filter and wiper blades-truck #24

Smithfield Auto-\$66.88-hydraulic oil, oil filter

TireHub-\$258.29-1/3 of 2 tires for PW trucks #18 and #21

Beamon & Johnson-\$21.18-lucas hub oil

Smithfield Auto-\$518.83-1/3 costs of mount/balance tires on #18, #21, replace compressor, condensor #23, replace ball joints, front gas magnum, bushings on #12, and bolt #21

TireHub-\$76.22-2 Trailrunner tires

Smithfield Auto-\$80.73-1/3 of costs of blower motor resistor, blower motor with wheel #17, inspection #18, inspection #25

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

- |    |                             |   |
|----|-----------------------------|---|
| 14 | <u>Pro-Rata Share Fees</u>  | We received 47 at \$800 each for lots at Lakeview Cove (1201-1203, 801-806, 901-906, 1001-1005, 401-405, 501-504, 1101-1107, 601-607, 701-704) AND \$1200 each from HHJV LLC for 113 and 115 Richmond Avenue.   |
| 15 | <u>Insurance Recoveries</u> | Collected \$4,773.72 from VML Insurance Programs for damage to Lakeside Pump Station, \$1961.48 for damages to Moonefield Pump, and \$4154.90 for damages to 234 Cary Street Pump Station.  |
| 16 | <u>Availability fees</u>    | We received 60 at \$4120 each (\$247,200), one upgrade at \$2200, and 6 pro-rated (credit applied) fees with 5 at \$3363.34 each and 1 at \$3363.10.  |
| 17 | <u>Interest Expense</u>     | Interest of \$3485.82 was paid in July for the old sewer treatment plant. Of that amount, \$2905 was accrued in FY2018 and reversed from FY2019. The second interest payment for the year (\$2711.63) was made in January. An accrual was made for the interest paid in August for the period February 1 through June 30, 2019. |

### **WORKING ADJUSTMENTS TO CAFR**

- |    |  |   |
|----|--|---|
| 18 | <u>Additional debt service costs-principal expense</u> | The PNC loan for the old sewer treatment plant is paid semi-annually but only has one principal payment per year. That payment was made in August 2018. |
|----|--|---|

### **SEWER CAPITAL**

- |    |  |  |
|----|--|--|
| 19 | <u>Bypass Pump- Morris Creek</u>                     | Xylem-\$2379.29-8"x6" flanged expansion joint and 6" expansion joint<br>REW-\$34,950-labor and materials to install bypass pump at Morris Creek  |
| 20 | <u>Fairbanks Pump Main Street</u>                    | Sydnor Hydro-\$17800-Main Street Pump Station-Spare Pump   |
| 21 | <u>Fairbanks Pump-James S</u>                        | Sydnor Hydro-\$23976-James Street Pump Station-Spare Pump  |
| 22 | <u>Hydromatic Pump -Minton Way</u>                   | Wood Equipment-\$5586.61-one of two budgeted Hydromatic Impeller Pumps   |
| 23 | <u>Dri-Prime Adapter Pumpend</u>                     | Xylem-\$17,819.34 for cast iron Dri-Prime Pump   |
| 24 | <u>Hydromatic Pumps (2)-Pinewood</u>                 | Wood Equipment-\$10800.00-Hydromatic 7.5HP 6.87" Impeller, 35' Cord  |
| 25 | <u>Hydromatic Pumps (2)-Bradford Mews</u>            | Wood Equipment-\$11000.00-Hydromatic 5HP 10.13" Impeller, 35' Cord   |
| 26 | <u>By-pass pump-Lakeside</u>                         | Xylem-\$64,114.20-By-pass pump for Lakeside Pump Station   |
| 27 | <u>Replace damaged electrical equipment-Lakeside</u> | REW-\$15,847.48-replace damaged electrical equipment caused by storm   |
| 28 | <u>Sanitary Sewer Inspections</u>                    | Draper Aden Associates-\$1071-Smithfield Sewer Assessment Program-Phase III-svcs through Sept 30, 2018<br>Draper Aden Associates-\$34728.50-Smithfield Sewer Assessment Program-Phase III-svcs through Nov 30, 2018<br>Draper Aden Associates-\$2318-Smithfield Sewer Assessment Program-Phase III-svcs through Dec 31 2018<br>Draper Aden Associates-\$2886-Smithfield Sewer Assessment Program-Phase III-svcs through Jan 31 2019<br>Draper Aden Associates-\$5568.50-Smithfield Sewer Assessment Program-Phase III-svcs through Feb 28 2019<br>Draper Aden Associates-\$1570-Smithfield Sewer Assessment Program-Phase III-svcs through Mar 23 2019<br>Draper Aden Associates-\$7725-Smithfield Sewer Assessment Program-Phase III-svcs through Apr 30 2019 |

Tri-State Utilities-\$64,138.75-clean, TV, and install liners at Riverview/N Church & James/Mason

- 29** Manhole Rehab  
Draper Aden Associates-\$1885-Town of Smithfield Manhole Rehab Program, FY2018-svcs through Sept 30, 2018  
Draper Aden Associates-\$1497.50-Town of Smithfield Manhole Rehab Program, FY2018-svcs through Jan 31 2019  
Draper Aden Associates-\$925.00-Town of Smithfield Manhole Rehab Program, FY2018-svcs through Feb 28 2019  
Draper Aden Associates-\$1122.50-Town of Smithfield Manhole Rehab Program, FY2018-svcs through Mar 23 2019  
Draper Aden Associates-\$46712.50-Town of Smithfield Manhole Rehab Program, FY2018-svcs through Apr 30 2019  
Draper Aden Associates-\$462.50-Town of Smithfield Manhole Rehab Program, FY2018-svcs through May 31 2019
- 30** Fairbanks Morse Submersible Motor Assembly-Morris Creek  
Sydnor Hydro-\$7133-submersible motor assembly, 15 hp, 230V, 40' power & control cable-insurance claim
- 31** New rail system package for pump stations  
REW-\$5800-labor & materials for the Minton Way Piping project-provide new guide rails  
REW-\$5575-labor and materials for piping at Bradford Mews PS.
- 32** Bypass pump installation-Crescent  
REW-\$33,650-labor & materials to install new concrete pad, piping and electrical for the bypass pumps
- 33** VFD Installation-James Street  
REW Corporation-\$6612.11-labor & materials to provide, install, and program new 50 HP VFD
- 34** Public Works Vehicle  
Beach Ford-\$11320-1/3 cost of 2019 Ford F-450-was rolled forward from FY2018.  
Wilbar Truck Equipment-\$1180.00-truck body-split between water, sewer, and highway
- 35** Force Main Valves  
Lewis Construction-\$20,326-Installed 12" and 8" valve on the force main at Holt St and Wilson Road
- 36** Force Main Valve  
Lewis Construction-\$11,190-Installed 12" valve on the force main in the easement at the RO plant.
- 37** Cypress Creek Pump Station foundation  
Dan White Concrete LLC-\$7600-remove & replace concrete pad-clean & apply sealer
- 38** Overhaul 30HP Fairbanks submersible sewage pump motor assembly  
Best Repair Co.-\$8691-provided services to overhaul and repair 1 each 30HP Fairbanks submersible sewage pump motor assembly.

**Town of Smithfield  
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BALANCE	% of BUDGET
<b>Revenue</b>						
<b>Operating Revenue</b>						
Water Sales	03-005-342060-0000-31101	1,464,204.00	1,412,605.29	1	51,598.71	96.48%
Debt Service Revenue	03-005-342060-0000-31109	248,853.00	252,179.42	1	(3,326.42)	101.34%
Miscellaneous	03-005-342060-0000-31105	300.00	6,055.08	2	(5,755.08)	2018.36%
Connection fees	03-005-342060-0000-31104	13,200.00	38,980.00	3	(25,780.00)	295.30%
Application Fees	03-005-342060-0000-31106	8,654.00	10,022.00		(1,368.00)	115.81%
<b>Total Operating Revenue</b>		<b>1,735,211.00</b>	<b>1,719,841.79</b>		<b>15,369.21</b>	<b>99.11%</b>

**Town of Smithfield  
Water Fund Budget**

Description		2019 ADOPTED	Actual as of 06/30/19	Notes	Remaining Budget	% of budget
<b>Expenses</b>						
Salaries	04-005-442060-0000-41100	461,557.00	399,484.98	4	62,072.02	86.55%
FICA	04-005-442060-0000-42100	36,925.00	29,467.52	4	7,457.48	79.80%
VSRS	04-005-442060-0000-42200	25,887.00	21,668.08		4,218.92	83.70%
Health	04-005-442060-0000-42300	85,554.00	57,697.44		27,856.56	67.44%
Uniforms	04-005-442060-0000-46011	2,500.00	3,042.19		(542.19)	121.69%
Contractual	04-005-442060-0000-43320	13,500.00	7,278.38		6,221.62	53.91%
Audit	04-005-442060-0000-43120	6,625.00	6,500.00	5	125.00	98.11%
Legal	04-005-442060-0000-43150	6,400.00	8,334.19	6	(1,934.19)	130.22%
Storm Maintenance	04-005-442060-0000-43106	-	370.00		(370.00)	100.00%
Accreditation	04-005-442060-0000-45521	1,250.00	1,045.68		204.32	83.65%
Maintenance & Repairs	04-005-442060-0000-46007	20,000.00	9,492.18		10,507.82	47.46%
Water Tank Maintenance	04-005-442060-0000-43006	80,000.00	570.00		79,430.00	0.71%
Professional Services	04-005-442060-0000-43152	40,000.00	6,347.58	7	33,652.42	15.87%
Regional Water Supply Study	04-005-442060-0000-43998	4,000.00	4,458.00	8	(458.00)	111.45%
Data Processing	04-005-442060-0000-44100	15,000.00	12,528.35		2,471.65	83.52%
Utilities	04-005-442060-0000-45100	2,500.00	2,801.94		(301.94)	112.08%
Communications	04-005-442060-0000-45200	11,500.00	10,953.22		546.78	95.25%
Insurance	04-005-442060-0000-45300	28,365.00	36,083.04	9	(7,718.04)	127.21%

**Town of Smithfield  
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BALANCE	% of BUDGET
Materials & Supplies	04-005-442060-0000-45400	75,000.00	64,888.66	10	10,111.34	86.52%
Truck Operations (fuel)	04-005-442060-0000-46008	10,000.00	14,951.83	11	(4,951.83)	149.52%
Vehicle Maintenance	04-005-442060-0000-46009	2,000.00	2,623.56		(623.56)	131.18%
Dues & Subscriptions	04-005-442060-0000-45810	1,000.00	877.59		122.41	87.76%
Bank service charges-credit card fees	04-005-442060-0000-45813	1,200.00	1,211.02		(11.02)	100.92%
Travel and Training	04-005-442060-0000-45500	5,000.00	3,408.55		1,591.45	68.17%
Miscellaneous	04-005-442060-0000-45804	12,000.00	10,353.54	12	1,646.46	86.28%
<b><u>RO Annual costs</u></b>						
Power	04-005-442061-0000-45100	104,000.00	100,157.34		3,842.66	96.31%
Chemicals	04-005-442061-0000-45413	52,332.00	68,800.52	13	(16,468.52)	131.47%
HRSD	04-005-442061-0000-45102	280,300.00	258,402.60		21,897.40	92.19%
Supplies	04-005-442061-0000-45400	20,000.00	23,092.05		(3,092.05)	115.46%
Communication	04-005-442061-0000-45200	9,200.00	9,218.61		(18.61)	100.20%
Travel and training	04-005-442061-0000-45500	4,300.00	998.97		3,301.03	23.23%
Dues & Subscriptions	04-005-442061-0000-45810	400.00	1,542.20	14	(1,142.20)	385.55%
Maintenance and Repairs	04-005-442061-0000-46007	66,500.00	26,019.39		40,480.61	39.13%
Total Water Fund Operating Expenses before D&A Exp.		1,484,795.00	1,204,669.20		280,125.80	81.13%
Operating Income before D&A Expense		250,416.00	515,172.59		(264,756.59)	205.73%
Depreciation & Amortization Expense	04-005-442060-0000-49102	370,000.00	353,579.61		16,420.39	95.56%
Operating Income (Loss)		(119,584.00)	161,592.98		(281,176.98)	-135.13%
Nonoperating Revenues (Expenses)						
Pro-Rata Share Fees	03-005-342060-0000-31103	-	40,000.00	15	(40,000.00)	0.00%
Availability Fees	03-005-342060-0000-31102	54,400.00	173,320.08	16	(118,920.08)	318.60%
Interest Revenue	03-005-342060-0000-31501	20,000.00	42,460.83		(22,460.83)	212.30%
Interest Expense	04-005-442060-0000-49000	(38,150.00)	(38,162.41)	17	12.41	100.03%
Total Nonoperating Revenues (Expenses)		36,250.00	217,618.50		(181,368.50)	600.33%
Net Income (Loss)		(83,334.00)	379,211.48		(462,545.48)	-455.05%

**Town of Smithfield  
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BALANCE	% of BUDGET
<b>WORKING ADJUSTMENTS TO CAFR</b>						
(FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees		-	-		-	0.00%
Availability Fees		(54,400.00)	-		(54,400.00)	0.00%
Debt Service Revenue		(248,853.00)	-		(248,853.00)	0.00%
Depreciation & Amort. Exp.		370,000.00	-		370,000.00	0.00%
Additional debt service costs-principal expense		(248,415.00)	(248,380.94)	18	(34.06)	0.00%
Total adjustments to CAFR		(181,668.00)	(248,380.94)		66,712.94	0.00%
Working adjusted income		(265,002.00)	130,830.54		(395,832.54)	0.00%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	06/30/19	Notes	BALANCE	BUDGET
<b>Water Fund</b>							
<b>Net Operating Reserves (Deficit)</b>			(265,002.00)	130,830.54		(395,832.54)	0%
Water Master Plan	04-005-442060-0000-47035	(37,551.00)	(32,500.00)			(32,500.00)	0.00%
RO Well Motor	04-005-442060-0000-47012		(20,000.00)			(20,000.00)	0.00%
RO Bypass Pump	04-005-442060-0000-47012	(100,000.00)	(100,000.00)			(100,000.00)	0.00%
RO Stainless Steel Valve	04-005-442060-0000-47012	(10,000.00)	(20,000.00)			(20,000.00)	0.00%
RO New Membranes (24)	04-005-442060-0000-47012	(15,000.00)	(15,000.00)			(15,000.00)	0.00%
RO Well Pump	04-005-442060-0000-47012		(20,000.00)			(20,000.00)	0.00%
RO Server	04-005-442060-0000-47012	(10,000.00)				-	
Drummonds Lane & Cedar Water Main	04-005-442060-0000-47000			(25,182.00)	19		
PW Vehicle	04-005-442060-0000-47005	(12,500.00)		(12,500.00)	20	12,500.00	
RO Plant Stormwater Improvements	04-005-442061-0000-47000			(15,349.00)	21	15,349.00	
Net Capital Outlay		(185,051.00)	(207,500.00)	(53,031.00)		(179,651.00)	25.56%
<b>Net Reserves (Deficit) after capital outlay</b>		<b>(162,551.00)</b>	<b>(472,502.00)</b>	<b>77,799.54</b>		<b>(575,483.54)</b>	<b>-16.47%</b>
Operating Reserves			210,693.75	6,060.85		204,632.90	2.88%
Water Treatment Capital Escrow			-	-		-	100.00%
Water Capital Escrow			32,500.00	25,182.00		7,318.00	77.48%
Debt Service fees applied to debt			231,693.25	220,403.85		11,289.40	95.13%
<b>Net Adjusted Reserves</b>			<b>2,385.00</b>	<b>329,446.24</b>		<b>(352,243.24)</b>	<b>13813.26%</b>

## Notes: June 2019

### WATER

#### Revenues

- 1 Water Charges/Debt Service Revenue Water revenues and debt service fees billed for July and 1/2 August were accrued on the June 2018 financial statements. The June statements reflect accruals for July and 1/2 of August to complete revenues for the year. Water charges are \$29,741 higher than prior year with an increase in the water rate from \$5.68 to \$6.14/1000 gallons. The Water Debt Service fee increased \$56,202 per a rate increase from \$8.95 to \$11.47 on each bi-monthly billing account.
- 2 Miscellaneous Through June we sold 16 water meters (\$325 each=\$5200), 5 water meter boxes and lids (\$100 each=\$500), 4 meter boxes (\$50 each=\$200), and 1 water meter setter (\$130). We also had one returned check charge at \$25.
- 3 Connection Fees The town posted \$38,320 in connection fees through June 2019. This represents 58 connections at \$660 each (5/8" meters) and a meter upgrade (from 5/8" to 3/4") at \$40.

#### Expenses

- 4 Salaries and payroll taxes Accrued payroll has been posted for the year; however, accrued compensated absences will need to be added as of 8/31/19.
- 5 Audit Robinson Farmer Cox-\$26000-2018 annual audit divided between GF (\$13,000), water (\$6500) and sewer (\$6500).
- 6 Legal Legal fees have exceeded budget for the year. March monthly charges included a portion of retreat attendance (25%) which was not included in the 2019 budget.
- 7 Professional Services Draper Aden Associates-\$2100-Services through 10/31/18-RO Plant Storm Water Basin & Private Pond Remediation  
Draper Aden-\$2285-general review services through 10/31/18-compiled water data and map packages for Scott Farm and Mallory Point Development, attended Bennis Church Blvd corridor utility meeting (water deal).  
Draper Aden-\$600-RO Plan Storm Water Basin & Private Pond Remediation-services through 9/30/18  
Kimley Horn-\$1362.58-WTP to #5-services through 6/30/18
- 8 HRPDC Regional Water Supply Represents 4 quarterly payments. Actual billing came in higher than numbers received from HRPDC for budget purposes. This line item is \$458 over budget for the year.
- 9 Insurance Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance-99.77%.
- 10 Materials & Supplies This line item ran high all year, but the year-end inventory adjustment reduced the value below budget. The largest expenses this year have been with Core and Main for meters/meter parts (\$46,200) as follows:  
  
\$4400-20 registers w/6' ext antenna (\$220 each)  
\$24000-100 procoder meters (\$240 each)  
\$13000-100 radio pit 6' (\$130 each)  
\$4800-20 registers w/6' ext antenna (\$240 each)  
\$4800-20 5/8x5/8 procoder meters (\$240 each)
- 11 Truck Operations Fuel costs have increased during FY2019 and exceeded budget for the year. This line item has been impacted for all funds for the year.
- 12 Miscellaneous Includes VDH-Waterworks- \$8968.00 for 4 quarters-This is billed annually and is based on the number of water customers in the town's system. The rate for this billing is \$2.95 per connection.
- 13 Chemicals Last year's total for this line item was \$56,990. This year we've spent \$68,800. I spoke with Tim Perkins about this. In prior years, part of the chemical costs were charged to maintenance depending upon how they were used at the plant. This year, all chemicals were charged to this line item as the AP clerk could not always determine the intended use of the purchase.
- 14 Dues & Subscriptions Includes TeamViewer-\$1188-premium subscription 12/7/18-12/6/19-allows for remote access and support-can connect to any server or PC

**Nonoperating Revenues (Expenses)**

- 15 Pro-Rata Share Fees We received 47 at \$800 each for lots at Lakeview Cove (1201-1203, 801-806, 901-906, 1001-1005, 401-405, 501-504, 1101-1107, 601-607, 701-704) AND \$1200 each from HHJV LLC for 113 and 115 Richmond Avenue.
- 16 Availability Fees We received 59 at \$2720 each (\$160,480), one upgrade at \$1640, and 6 pro-rated (credit applied) fees at \$1866.68 each (\$11200.08).
- 17 Interest Expense Paid interest of \$15,673.12 in July 2018 for the two PNC loans (old treatment plant and RO plant) and the water portion of the \$5M note with Farmers Bank. Of that amount, \$13,154.06 was accrued in FY2018 and reversed accordingly. Also paid interest of \$571.19 in August for Farmers Bank loan of which \$53.55 was reversed from prior year accrual. September through June interest for the Farmers loan totaled \$5442.11. The second interest payment for the two PNC loans was paid in January (\$12,685.47). Accruals were made at year end for interest payable through June 30, 2019 that will not be due until July or August in FY2020.

**WORKING ADJUSTMENTS TO CAFR**

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

**WATER CAPITAL**

- 19 Drummonds Lane & Cedar water main Lewis Construction-\$25,182-time and materials for water main and service installation
- 20 Public Works Vehicle Beach Ford-\$11320-1/3 cost of 2019 Ford F-450-was rolled forward from FY2018.  
Wilbar Truck Equipment-\$1180.00-truck body-split between water, sewer, and highway
- 21 RO Plant Stormwater Improvements (BMP) Draper Aden-\$1725-RO Plant Stormwater Improvements-services through 12/31/18.  
Draper Aden-\$5100-RO Plant Stormwater Improvements-services through 1/31/19  
Draper Aden-\$600-RO Plant Stormwater Improvements-services through 3/31/19  
Draper Aden-\$6274-RO Plant Stormwater Improvements-services through 4/30/19  
Draper Aden-\$1650-RO Plant Stormwater Improvements-services through 5/31/19

**Town of Smithfield  
Highway Fund**

Description		2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BALANCE	% of BUDGET
<b>Revenue</b>						
Interest Income	03-204-341200-0000-31501	200.00	277.50		(77.50)	138.75%
Revenue - Commwlth of VA	03-204-341200-0000-34060	1,189,305.00	1,243,925.24	1	(54,620.24)	104.59%
<b>Total Highway Fund Revenue</b>		1,189,505.00	1,244,202.74		(54,697.74)	104.60%

**Town of Smithfield  
Highway Fund**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 06/30/19	Notes	REMAINING BALANCE	% of BUDGET
<b>Expenses</b>						
Salaries	04-204-441200-0000-41100	341,895.00	295,839.53	2	46,055.47	86.53%
FICA	04-204-441200-0000-42100	27,352.00	22,040.01	2	5,311.99	80.58%
VSRS	04-204-441200-0000-42200	20,589.00	17,857.03		2,731.97	86.73%
Health	04-204-441200-0000-42300	54,876.00	45,832.01		9,043.99	83.52%
Uniforms	04-204-441200-0000-46011	3,500.00	2,175.82		1,324.18	62.17%
Professional services	04-204-441200-0000-43152	1,250.00	4,873.59	3	(3,623.59)	100.00%
Grass	04-204-441200-0000-43105	20,000.00	15,522.70		4,477.30	77.61%
Maintenance	04-204-441200-0000-43104	551,251.00	739,158.17	4	(187,907.17)	134.09%
Asphalt/Paving			532,111.59		(532,111.59)	
Ditching			138,101.89		(138,101.89)	
Traffic Control devices			3,792.40		(3,792.40)	
Other (maintenance)			3,114.97		(3,114.97)	
Other (lawnmowers, landscaping, etc)			60,001.72		(60,001.72)	
Structures and Bridges			-		-	
Ice and Snow removal			(2,133.60)		2,133.60	
Administrative			1,619.19		(1,619.19)	
Storm Maintenance			2,550.01		(2,550.01)	
Street Lights	04-204-441200-0000-45101	117,000.00	127,441.03	5	(10,441.03)	108.92%
Insurance	04-204-441200-0000-45300	15,450.00	12,253.88	6	3,196.12	79.31%
VAC Truck Repairs	04-204-441200-0000-43107	2,500.00	2,228.80		271.20	89.15%
Truck Operations	04-204-441200-0000-46008,46009	8,000.00	13,923.78	7	(5,923.78)	174.05%
Stormwater Management Program (regional)	04-204-441200-0000-43999	3,342.00	3,116.00	8	226.00	93.24%
<b>Total Highway Fund Expense</b>		1,167,005.00	1,302,262.35		(135,257.35)	111.59%
<b>Net Reserves (+/-)</b>		<b>22,500.00</b>	<b>(58,059.61)</b>		<b>80,559.61</b>	100.00%

		2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ADOPTED	06/30/19	Notes	BALANCE	BUDGET
<b>HIGHWAY</b>						
Net Operating Reserves (Deficit)		22,500.00	(58,059.61)		80,559.61	100.00%
No specific capial projects identified		-	-		-	0.00%
PW Vehicle	04-204-441200-48100	12,500.00	27,172.51	9	(14,672.51)	100.00%
Sidewalk repairs	04-204-441200-48100	10,000.00			10,000.00	0.00%
Net Capital Outlay		22,500.00	27,172.51		(4,672.51)	100.00%
<b>Net Reserves (Deficit) after capital outlay</b>		-	(85,232.12)		85,232.12	100%
Carryover from FY2018		277,221.17	277,221.17	10		
<b>Net Adjusted Reserves (deficit)</b>		277,221.17	191,989.05			

## Notes: June 2019

### HIGHWAY

#### Revenues

- 1 Revenue-Commonwealth of Virginia We full payment from the state through June. The grant payment totaled \$54,620 more than budgeted.

#### Expenses

- 2 Salaries Accrued payroll has been added to payroll expense to account for time worked through June 30, 2019.
- 3 Professional Services IncludeS:  
Canada Land Surveying-\$875-East Street for topo area along existing creek and prepare and submit a cad file for design purposes  
Canada Land Surveying-\$375-Smithfield Blvd-Lot 103 including courthouse research, stake center line of easement, and locate existing pipes  
Kimley-Horn-\$2723.59-East Street Ditch-professional services through April 30, 2019  
Canada Land Surveying-\$500-Cary Street-pre-calculations and stake easement  
Canada Land Surveyng-\$400-910 Magruder Rd-easement plat
- 4 Maintenance Maintenance appears to be over budget, but the roll-over from prior year (see Note 9) of \$277,221 is being applied to expenditures in FY2020.
- 5 Street Lights Includes \$8,717 to REW for Main Street Light Pole
- 6 Insurance Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance-62%-large worker's comp credit of \$5,632.
- 7 Truck Operations Fuel costs have increased during FY2019 and exceeded budget through the year. Overage will be offset from the maintenance category.
- 8 Stormwater Management Program Represents 4 quarterly payments-93.24%-slightly under budget for the year.

### HIGHWAY CAPITAL

- 9 Public Works Vehicle Beach Ford-\$11319-1/3 cost of 2019 Ford F-450-was rolled forward from FY2018.  
Colonial Ford Truck Sales, Inc-\$8268.51-spreader & harnesses, battery kit, strobe light kit  
Wilbar Truck Equipment-\$7585.00-truck body-split between water, sewer, and highway
- 10 Carryover from FY2018 Carryover from FY2018 per VDOT annual report (to be applied against FY2019 projects such as paving of Main Street).

<b>CASH BALANCES AS OF JULY 31, 2019</b>					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Interco. Balances	Interco./Interdep Balances	ADJUSTED BALANCES
<b>Water</b>	Farmers Bank	1,634,307.17	(1,003,442.76)	-	630,864.41
<b>Water-Debt Service</b>	Farmers Bank	603,213.94	54,238.03	-	657,451.97
<b>Water Capital Escrow (availability fees)</b>	TowneBank	652,961.58	8,160.00	-	661,121.58
<b>Water Treatment Plant Escrow</b>	TowneBank	11,637.97			11,637.97
<b>Water Deposit Account</b>	TowneBank	129,317.73	(31,356.00)		97,961.73
<b>Water Development Escrow</b>	TowneBank	161,904.37	-	-	161,904.37
<b>Subtotal Water</b>		<b>3,193,342.76</b>	<b>(972,400.73)</b>	<b>-</b>	<b>2,220,942.03</b>
<b>Sewer</b>	Farmers Bank	413,451.41	(182,519.57)	(85,270.23)	145,661.61
<b>Sewer Development Escrow</b>	TowneBank	426,886.55	-	-	426,886.55
<b>Sewer Capital Escrow (availability fees)</b>	TowneBank	1,067,197.40	12,360.00	-	1,079,557.40
<b>Sewer Compliance</b>	Farmers Bank	2,186,576.69	85,142.71	-	2,271,719.40
<b>Subtotal Sewer</b>		<b>4,094,112.05</b>	<b>(85,016.86)</b>	<b>(85,270.23)</b>	<b>3,923,824.96</b>
<b>Highway</b>	Farmers Bank	94,838.72	94,513.01	-	189,351.73
<b>General Fund</b>	Farmers Bank	3,164,757.53	962,904.58	85,270.23	4,212,932.34
<b>Payroll</b>	Farmers Bank	23,926.71			23,926.71
<b>Money Market-General Fund</b>	TowneBank	38,776.61			38,776.61
<b>Business Super Now-General Fund</b>	Farmers Bank	34,721.51			34,721.51
<b>Money Market-General Fund</b>	Farmers Bank	296,085.62			296,085.62
<b>General Fund Capital Escrow Account</b>	TowneBank	217,596.51			217,596.51
<b>Certificate of Deposit -3 month</b>	Farmers Bank	506,951.42			506,951.42
<b>Certificate of Deposit -12 month</b>	Farmers Bank	20,271.15			20,271.15
<b>Certificate of Deposit-Police Dept-24 month</b>	Farmers Bank	37,118.01			37,118.01
<b>Special Project Account</b>	Farmers Bank	956,644.03	-		956,644.03
<b>Pinewood Heights Escrow</b>	Farmers Bank	65,485.17			65,485.17
<b>SNAP Account</b>	Farmers Bank	2,218.75			2,218.75
<b>Museum Account</b>	Farmers Bank	205,558.84			205,558.84
<b>Windsor Castle Acct</b>	TowneBank	92,903.00			92,903.00
<b>Subtotal General Fund</b>		<b>5,663,014.86</b>	<b>962,904.58</b>	<b>85,270.23</b>	<b>6,711,189.67</b>
<b>TOTAL ALL FUNDS</b>		<b>13,045,308.39</b>	<b>-</b>	<b>-</b>	<b>13,045,308.39</b>

<b>VIP Investment Pool</b>	<b>VML VACO Finance</b>	<b>Ending Market Value</b>	<b>\$ 531,020.31</b>
----------------------------	-------------------------	----------------------------	----------------------



# Account Statement

July 2019

## Town of Smithfield

P.O. Box 246  
Smithfield, VA 23431

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

### Summary

VA-01-0009-0001	GENERAL				
Beginning Market Value	Contributions	Withdrawals	Income Earned	Current Month Unrealized G/L	Ending Market Value
531,278.08	0.00	47.89	1,089.88	-1,299.76	531,020.31

### Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
07/15/2019	Withdrawal		47.89		10.059499	4.761	0.25
07/15/2019	Income Earned	537.77			10.059499	53.459	
07/31/2019	Income Earned	552.11			10.050410	54.934	
07/31/2019	Ending Balance			531,020.31	10.050410	52,835.686	



# Account Statement

July 2019

## Town of Smithfield

P.O. Box 246  
 Smithfield, VA 23431

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

### Summary

Average Monthly Yield: 2.41%

	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
07/31/2019	Ending Balance			0.000	



# Daily Rates

July 2019

## VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Jul-19	0.000066715	2.44%
02-Jul-19	0.000066726	2.44%
03-Jul-19	0.000066441	2.43%
04-Jul-19	0.000066441	2.43%
05-Jul-19	0.000066715	2.44%
06-Jul-19	0.000066715	2.44%
07-Jul-19	0.000066715	2.44%
08-Jul-19	0.000066989	2.45%
09-Jul-19	0.000066167	2.42%
10-Jul-19	0.000066167	2.42%
11-Jul-19	0.000066167	2.42%
12-Jul-19	0.000065893	2.41%
13-Jul-19	0.000065893	2.41%
14-Jul-19	0.000065893	2.41%
15-Jul-19	0.000065893	2.41%
16-Jul-19	0.000065893	2.41%
17-Jul-19	0.000065893	2.41%
18-Jul-19	0.000065893	2.41%
19-Jul-19	0.000065893	2.41%
20-Jul-19	0.000065893	2.41%
21-Jul-19	0.000065893	2.41%
22-Jul-19	0.000065619	2.40%
23-Jul-19	0.000065071	2.38%
24-Jul-19	0.000066167	2.42%
25-Jul-19	0.000065619	2.40%
26-Jul-19	0.000065345	2.39%
27-Jul-19	0.000065345	2.39%
28-Jul-19	0.000065345	2.39%
29-Jul-19	0.000065345	2.39%
30-Jul-19	0.000065345	2.39%
31-Jul-19	0.000065345	2.39%

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

**Lewis  
Construction  
Of WATER SEWER DRAIN  
Virginia Inc.  
986-2273**

7716 Quaker Drive  
Suffolk, VA 23437

Voice: 757-986-2273 Fax: 757-986-3536

LCOVsuffolk@aol.com

# INVOICE

Invoice Number: 0719-1072.1910

Invoice Date: Jul 31, 2019

Page: 1

Bill To:
Town of Smithfield P O B0x 246 Smithfield, VA 23431

Ship to:
Battery Park Rd & Stratford Lane Wellington Estates Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Jessie	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			8/15/19

Quantity	Item	Description	Unit Price	Amount
1.00		16" gate valve install complete	24,557.00	24,557.00
<i>Purchase Ord PW-19-20</i>				
<b>VENDOR #</b> _____ <b>ACCOUNT #</b> _____ <b>PHONE #</b> _____ <b>TOWN MANAGER</b> _____				

Subtotal	24,557.00
Sales Tax	
Total Invoice Amount	24,557.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>24,557.00</b>

Check/Credit Memo No:

A finance charge of 1.5% per month(18% annual) on past due invoices.

Invoice: 1147627  
Patron: 102648



Farmers Service Company  
865 Main St  
Smithfield, VA 23430  
757-357-4367

**Sales Invoice**  
**1147627**

Page 1

Sold: 07/29/19 09:40  
By: Mike H  
PO: PR-20-02  
TTR: 1149260

REPRINT

Bill To: 102648  
Town of Smithfield - Parks  
Steve Clark Steve Senkovich  
PO Box 246  
Smithfield, VA 23430

Ship To: 10264800  
Town of Smithfield - Parks  
Steve Clark Steve Senkovich  
PO Box 246  
Smithfield, VA 23430

Item No	Description	Units	Quantity	Unit Price	Ext. Amount T
11815	936799 X-One FX850 KAW/ 60" '19 New **Regular Price 10,615.00** Ser#s 19066209 &19066211	EACH	2.0000	7,839.0000	15,678.00
15,678.00 charged to account. 15,678.00 due in full on 08/30/19				Invoice Total	15,678.00

www.farmerserv.com

\*This purchase is subject to the terms and conditions of Farmers Service Company credit policy.  
Customer agrees to pay for these purchases according to the Credit Policy and/or Credit Agreement of the owner/assignee of the account  
(Note that the owner/assignee may include, but not be limited to, the Farmers Service Company and/or JDF Multi-use).

Picked up by Call in order

**Purchase Orders over \$10,000  
Request to Approve**



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

## Memorandum

August 23, 2019

**TO:** Finance Committee

**FROM:** Brian S. Thrower, Town Manager *BST*

**SUBJECT:** Purchase Order - Request to Approve

Attached is a purchase order for an aerator to be used by our Parks and Recreation Department at Luter Sports Complex. The estimated cost \$10,364. This expense is included in your adopted FY20 budget.

### Recommendation

I recommend Town Council approve this purchase order.

### Attachment

Purchase Order  
Quote

### TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508  
[www.smithfieldva.gov](http://www.smithfieldva.gov) • Local Cable Channel 189

Find us on 



# SMITH TURF & IRRIGATION

## EQUIPMENT QUOTATION

Quoted To:  
**Chris Hewitt**  
 Town of Smithfield Parks & Recreation



Quoted From:  
 Richmond Office  
 2201 Dabney Rd  
 Richmond, VA 23230

Account Executive: Dave Melton  
 757-408-6861

Qty	Model	Description	Unit Price	Extended
1	UA82-081	1st Products UA60 Aera-vator Frame With Spiker Roller		\$6,694.00
1	UA82-015	UA60 AERA-vator Shaft		\$3,670.00
			Unit Total	\$10,364.00

*Sole Source*

<b>Payment Terms:</b>	<b>Net 10th Prox (Upon Credit Approval)</b>	<b>Sub Total</b>	\$10,364.00
Prices And Payment Terms Shown Will Be Valid For 30 Days From Date Quoted. After This Period, We Reserve The Right To Make Any Necessary Adjustments To Prices And/Or Payment Terms.		<b>Est. Sales Tax</b>	
		<b>Total</b>	\$10,364.00

Quote Prepared By: Dave Melton

Date: 6/18/2019

Quote Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_



# TOWN OF SMITHFIELD

"The Ham Capital of the World"

## Memorandum

August 23, 2019

**TO:** Finance Committee

**FROM:** Brian S. Thrower, Town Manager *BST*

**SUBJECT:** Purchase Order - Request to Approve

Attached is a purchase order for a tractor to be used by our Parks and Recreation Department. The estimated cost is \$23,900. This expense is included in your adopted FY20 budget and will be covered using Windsor Castle Park Preservation Funds.

### Recommendation

I recommend Town Council approve this purchase order.

### Attachment

Purchase Order  
Quote

### TOWN MANAGER'S OFFICE

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

Find us on 





# white oak equipment, inc.

3464 Pruden Blvd  
Suffolk, VA 23434

PHONE: 757-538-1870 FAX: 757-538-1875 EMAIL: bevans@whiteoakequipment.com

Quoted By:

BRIAN  
EVANS

767-493-1729

Contact:	TOWN OF SMITHFIELD	Customer Name:	
Phone #:		Address:	
Fax #:		City:	
Email #:		State:	ZIP:

**COMMENTS: Prices for product quoted are good for 14 days from quote date.**

I (we), the undersigned, hereby order from you the Equipment described below, to be delivered as shown above. This order is subject to your ability to obtain such equipment from the manufacturer and you shall be under no liability if delivery of the equipment is delayed or prevented due to labor disturbances, transportation difficulties, or for any reason beyond your control. The price shown below is subject to your receipt of the Equipment prior to any change in price by the manufacturer. It is also subject to any new or increased taxes imposed upon the sale of the Equipment after the date of this order.

ORDERING INFORMATION			PRICING INFORMATION		
QTY.	MODEL CODE	DESCRIPTION AND SERIAL NUMBER	UNIT LIST PRICE	UNIT CUSTOMER DISCOUNT PRICE	TOTAL CUSTOMER DISCOUNT PRICE
1	L3301DT	33HP, GEAR DRIVE, ROPS, 4X4, TURF TIRES	\$18,912.00	\$ 18,000.00	\$18,000.00
1	LA525	FRONT LOADER W/ 2 LEVER QC AND BUCKET <i>Tractor</i>		\$4,900.00	\$4,900.00
1	L2238	36" PALLET FORKS AND QC FRAME		\$1,000.00	\$1,000.00
1	RTV500A	KUBOTA-GAS UTILITY VEHICLE ATV TIRES		\$9,500.00	\$9,500.00
<b>Total List Price:</b>			\$18,912.00	<b>Disc. Subtotal:</b>	\$33,400.00

Special Notes:	Allowances, Discounts, Trade-ins, Freight or Misc. Charges	
	WHITE OAK DISCOUNT	\$ -
	TARGET	\$ (900.00)
	CIR PROMO	\$ (500.00)
	IMPLEMENT	\$ (700.00)
	MULTI UNIT DISCOUNT	\$ (345.37)
	<b>Subtotal:</b>	\$ 30,954.63
	<b>Applicable Sales Tax:</b>	\$ 1,857.28
	<b>Payoff on Trade-In</b>	\$ -
	<b>Total Cash Price:</b>	\$ 32,811.91
<b>Down Payment:</b>	\$ -	
<b>TOTAL AMOUNT DUE</b>		<b>\$ 32,811.91</b>

Balance to be paid by:  Cash  Finance  0.00 %  Months  Insurance  Yes  No

Purchase Order #: \_\_\_\_\_

CUSTOMER SIGNATURE: X \_\_\_\_\_ DATE \_\_\_\_\_

DEALER SIGNATURE: X \_\_\_\_\_ DATE \_\_\_\_\_

All Equipment sold are for use exclusively in the USA, not for export.  
The Standard Manufacturer's Warranty Applies, which does not include pick up or delivery.

Quote Date: 6/7/2019



# TOWN OF SMITHFIELD

"The Ham Capital of the World"

## Memorandum

August 23, 2019

**TO:** Finance Committee

**FROM:** Brian S. Thrower, Town Manager *BST*

**SUBJECT:** Vehicle Maintenance Contract - Request to Renew

The Town of Smithfield currently contracts with Smithfield Auto and Truck Center for vehicle maintenance services.

Smithfield Auto and Truck Center has requested an increase in cost for the following services:

- Routine periodic maintenance: Synthetic oil change - Increase of \$5.00
- Routine periodic maintenance: State inspections - Increase of \$5.00
- Repairs: Mechanical hourly rate - Increase of \$4.00
- Repairs: Body repair hourly rate - Increase of \$2.00
- Repairs: Body repair material rate - Increase of \$4.00
- Towing services: Towing from vehicle location to Smithfield Auto and Truck Center or Town facility - Increase of \$15.00. Note: Towing services will be provided by Dave's Service Center (currently Big Tow).

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

### Recommendation

I recommend Town Council approve renewing the contract with Smithfield Auto and Truck Center for an additional year with the aforementioned changes in cost of services.

### TOWN MANAGER'S OFFICE

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

Find us on



**PARKS AND RECREATION  
COMMITTEE**

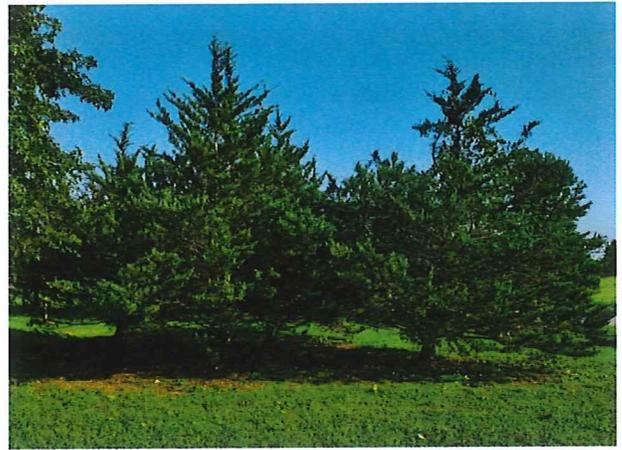
## Parks and Recreation Operation Update August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 12:30 PM - 10:30 PM SC MHSu 2:30 PM Raymer and Morrison Wedding and Reception	2 12:00 PM - 12:00 AM SC MHSu 5:00 PM Thompson and Williams Reception 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	3 9:00 AM - 10:00 AM w/C Canoe/Kayak 9:00 AM Yoga in the Park 1:00 PM - 4:00 PM w/C Manor House 1:00 PM w/C Manor Grounds Tour
4 10:00 AM - 6:00 PM SC MHSu 2:00 PM IOW County Fair Pageant 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	5 1:00 PM - 5:00 PM SC C&D 1:00 PM Set-Up Smithfield Leads Meeting	6 6:00 AM - 5:00 PM SC C&D 7:30 AM Smithfield Leads Meeting 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils 1:00 PM - 9:00 PM SC MH 5:00 PM National Night Out 5:00 PM - 6:00 PM SC Kitchen 5:00 PM Kitchen Dish Clean & Inventory 6:30 PM - 9:30 PM SC A&B 6:30 PM Town Council	7 6:00 AM - 5:00 PM SC Suites 7:30 AM Smithfield Leads Meeting 9:00 AM - 5:00 PM SC MH 11:30 AM Smithfield Intern Presentations	8 6:00 AM - 5:00 PM SC Suites 7:30 AM Smithfield Leads Meeting 8:00 AM - 5:00 PM SC MH 9:00 AM Historic Resources CLG Training	9 10:30 AM - 6:30 PM SC MHSu 10:30 AM Miller and Wiskur Wedding and Reception 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	10 9:00 AM - 10:00 AM w/C Canoe/Kayak 9:00 AM Yoga in the Park 2:00 PM - 11:00 PM SC MHSu 5:00 PM Miller and Wiskur Wedding and Reception
11 10:00 AM - 12:00 AM SC MHSu 5:00 PM Horton and Newsome Wedding and Reception 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	12 8:00 AM - 5:00 PM SC Suites 8:00 AM Carpet Cleaning	13 8:00 AM - 5:00 PM SC C&D 9:00 AM Emergency Action Plan Training 6:00 PM - 9:00 PM SC A&B 6:00 PM Planning Commission	14 2:00 PM - 12:00 AM SC MHSu 6:00 PM Christensen and Carnegie Wedding and Reception	15 3:00 PM - 11:00 PM SC MHSu 3:00 PM McDonald-Gatling Wedding & Reception	16 12:00 PM - 12:00 AM SC MHSu 5:00 PM McDonald-Gatling Wedding & Reception	17 9:00 AM - 10:00 AM w/C Canoe/Kayak 9:00 AM Yoga in the Park 10:00 AM - 9:00 PM SC MH 2:00 PM Pope and Maynard Reception
18 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	19 12:00 PM - 10:00 PM SC MH 6:30 PM Farm Bureau Dinner	20 8:00 AM - 5:00 PM SC C&D 9:00 AM Emergency Action Plan Training 9:00 AM - 11:00 AM SC A&B 9:00 AM Schoolhouse Museum 11:30 AM - 2:00 PM SC A&B 11:30 AM Crimline Meeting 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils 3:30 PM - 8:00 PM w/C Trails 3:30 PM IwA Cross Country Meets 6:00 PM - 7:00 PM SC A&B 6:00 PM BHAR	21	22 9:00 AM - 7:00 PM SC D 10:00 AM Parker Dennison Workshop 11:00 AM - 2:00 PM SC A&B 11:00 AM New Hire Luncheon	23 10:00 AM - 5:00 PM SC MHSu 10:00 AM Lowers-Miller Reception 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	24 12:00 PM - 12:00 AM SC MHSu 5:00 PM Lowers-Miller Reception
25 8:00 AM - 5:00 PM SC Suites 8:00 AM Flooring Installation 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	26 8:00 AM - 5:00 PM SC Suites 8:00 AM Flooring Installation 4:00 PM - 6:00 PM SC MH 4:00 PM Committee Meetings	27 8:00 AM - 5:00 PM SC Suites 8:00 AM Flooring Installation 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils 4:00 PM - 6:00 PM SC MH 4:00 PM Committee Meetings	28 8:00 AM - 5:00 PM SC Suites 8:00 AM Flooring Installation	29 8:00 AM - 5:00 PM SC Suites 8:00 AM Flooring Installation	30 8:00 AM - 5:00 PM SC Suites 8:00 AM Flooring Installation 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	31 8:00 AM - 5:00 PM SC Suites 8:00 AM Flooring Installation 9:00 AM - 10:00 AM w/C Canoe/Kayak 9:00 AM Yoga in the Park 9:00 AM - 5:00 PM LSC Field 6 9:00 AM Smithfield Pop Warner Football

Upcoming Special Events and Park Programming			
Day	Date	Event	Location
	Sep-Oct	Bootcamp Class	Windsor Castle Park
Saturdays	May-Sep	Yoga in the Park	Windsor Castle Park
Sat	Sep 21	Ruritan Car Show	Windsor Castle Park
Sat	Sep 28	Autumn Vintage Market	Main Street

# Parks and Recreation Operation Update

## August 2019



Trail Doc, Steve Senkovich, clearing the porcelain berry vines from the cedar trees at Windsor Castle Park.

The Virginian-Pilot

ONLY \$2 FOR 20 WEEKS SALE OFFER

LOG IN

She came to Norfolk to start a new life. Then she was killed.

Former CEO of Virginia Beach defense contractor to pay \$20 million to settle...

A Norfolk doctor found a treatment for sepsis. Now he's trying to get the ICU...

Outer B spending record:

NEWS

### Bambi and company destroy Smithfield's beloved sunflower field

By LEE TOLLIVER  
AUG 08, 2019 | 12:00 PM

shopmyexchange.com

TAX-FREE SHOPPING  
FREE SHIPPING OPTIONS  
EXCHANGE EVERYDAY VALUE PRICING

LATEST NEWS

NORFOLK NEWS

Is Norfolk gentrifying? Forum Thursday will discuss concerns over looming St. Paul's redevelopment

BREAKING

Virginian Pilot did a story about Windsor Castle's lost field of sunflowers

Windsor Castle Trail Docs have earned **409 hours** since the beginning of the year.

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

### Kayak Rentals

**Total Revenue \$ 9250 from 16 weekends of operation, open since May 4th**

**6 more weekends until the end of the season, closing September 29th**

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

Event Date	Times Location Type of Event Attendance	Event Name
<b>JANUARY</b>		
<b>1/19/2019</b>	11 A-4 P	<b>BOB Festival</b>
Pay SE	WC Riverfront	Smithfield VA Events-Gina Ippolito
	8K & Festival	869-0664
	2000 p	<a href="mailto:gina@smithfieldvaevents.com">gina@smithfieldvaevents.com</a>
	Resolution	Jericho Road - one way traffic - 7:30 A-4:30P / Traffic assist 9am - 11:30am for race
<b>SE Signs</b>		
<b>Traffic Assist</b>		
<b>1/19/2019</b>	9 A-9 P	<b>Smithfield Station Parking Lot Assist</b>
	Station Parking Lot	Smithfield Station -Randy Pack
Pay SE	Officer Request	620-7700
		randy.pack@smithfieldstation.com
<b>1/20/2019</b>	2p-5 p Smithfield Center Community 250 p	<b>MLK Program</b>
<b>FEBRUARY</b>		
<b>2/10/2019</b>	3 P-6:30 P Smithfield Center Fundraiser 200 p	<b>Sweetheart Banquet</b>
<b>2/16/2019</b>	7 P-11 P	<b>CASA Gala</b>
Pay SE	Smithfield Center Fundraiser 250 p	
<b>2/24/2019</b>	2 p-4 P Smithfield Center Community 100 p	<b>Black History Month Program</b>
<b>MARCH</b>		
<b>3/9/2019</b>	5:30 P-9:30 P Smithfield Center Fundraiser 350 p	<b>IOW Academy Gala</b>
<b>3/16/2019</b>	10:30 A-1 P	<b>St Patricks Day Parade</b>
	Main Street	Tourism-Connie Chapman
Town Streets	Parade	902-2164
Restrooms	3000 p	<a href="mailto:cchapman@isleofwightus.net">cchapman@isleofwightus.net</a>
<b>Traffic Assist</b>	Resolution	closure of parade route - 8am until parade end
<b>NO PARK Signs</b>		
<b>Set SE Signs</b>		

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

Event Date	Times Location Type of Event	Event Name
<b>Street Closures</b>	<b>Attendance</b>	
<b>3/23/2019</b>	9 AM-2 PM Smithfield Center Flea Market 500 p	<b>Women's Club Flea Market</b>
<b>3/31/2019</b>	2 p-4 P Smithfield Center Community 250 P	<b>Vietnam Veterans Recognition Ceremony</b>
<b>APRIL</b>		
<b>4/6/2019</b>	10 A-2:30 P	<b>YMCA Triathlon</b>
<b>Pay SE</b>	Town Streets	Virginia-Maryland -Greg Hawkins 336-577-2801
	Race	<a href="mailto:greg.hawkins@vtsmts.com">greg.hawkins@vtsmts.com</a>
	500	
<b>Traffic Assist</b>	Resolution	Traffic assist 10am - 1:30pm / Cary Street 10am - 1:30pm
<b>4/13/2019</b>	11 A-5 P	<b>Wine Fest</b>
<b>Pay SE</b>	WC Riverfront	Smithfield VA Events-Gina Ippolito 869-0664
	Festival	<a href="mailto:gina@smithfieldvaevents.com">gina@smithfieldvaevents.com</a>
	3500 p	
	Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 PM
<b>Road Closure</b>		
<b>Set SE Signs</b>		
<b>4/13/2019</b>	9 A-9 P	<b>Smithfield Station Parking Lot Assist</b>
<b>Pay SE</b>	Station Parking Lot	Smithfield Station -Randy Pack 620-7700
	Officer Request	<a href="mailto:randy.pack@smithfieldstation.com">randy.pack@smithfieldstation.com</a>
<b>4/27/2019</b>	8 P-12 P Smithfield Center Prom 200 p	<b>Windsor Prom</b>
<b>MAY</b>		
<b>5/4/2019</b>	9:30 A-10:30 Am	<b>Optimist Club Run</b>
<b>Set SE Signs</b>		Mike Murphy 660-7151
	Race	<a href="mailto:memurph1126@gmail.com">memurph1126@gmail.com</a>
	75 P	

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

Event Date	Times Location Type of Event	Event Name
<b>Street Closures</b>	<b>Attendance</b>	
<b>5/4/2019</b>	4 P-11 P LSC	<b>Relay for Life Event</b> Adrienne Rich <a href="mailto:adrienne.rich@cancer.org">adrienne.rich@cancer.org</a>
	200 p	
<b>5/5/2019</b>	9 AM-10 AM Pay SE	<b>Main Street Mile</b> Maragarita Castillo -IWA 207-798-0890 <a href="mailto:margaritacastillo@iwacademy.com">margaritacastillo@iwacademy.com</a>
<b>Traffic Assist</b>	Race	
<b>Set SE Signs</b>	200 P	
<b>5/6/2019</b>	Mon 8 A-2 P Smithfield Center Senior Community	<b>TRIAD</b>
<b>5/18/2019</b>	8 P-12 P Pay SE Smithfield Center Prom 350 p	<b>Smithfield Prom</b>
<b>5/25/2019</b>	8 A-2 P Pay SE WC/Town Streets	<b>Pedal for the Pig</b> Sharon Bochman <a href="mailto:bochman@cox.net">bochman@cox.net</a>
<b>Traffic Assist</b>	Bike Race	
<b>Set SE Signs</b>	300 p	
<b>5/27/2019</b>	11 A-12 P Veterans Memorial Community 150 p	<b>Memorial Day Service</b>
<b>JUNE</b>		
<b>6/1/2019</b>	7 A-11 A WC/Clontz Community Cleanup 20 p	<b>Clean the Bay Day</b> <a href="mailto:kellyb413@hotmail.com">kellyb413@hotmail.com</a>
<b>6/1/2019 - 6/2/2019</b>	Two Days WC Courtyard & Street	<b>Multiple Sclerosis Bike Event</b> Deborah Richards 804-591-3034 <a href="mailto:deborah.richards@nmss.org">deborah.richards@nmss.org</a>
<b>Traffic Assist</b>	Bike Race	
<b>Set SE Signs</b>	1000 p	
Pay SE		
<b>6/28/2019</b>	6 PM-9 PM Times Gazebo Concert 500 P	<b>Summer Concert Series</b> John Edwards
<b>Close 200 block</b>		
<b>No Park Signs</b>		

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

Event Date	Times Location Type of Event	Event Name
<b>Street Closures</b>	<b>Attendance</b>	
<b>6/29/2019</b>	2:30 PM Station Raft Race 3000 p	<b>Raft Race at Station</b> Tourism-Connie Chapman 902-2164 <a href="mailto:cchapman@isleofwightus.net">cchapman@isleofwightus.net</a>
<b>JULY</b>		
<b>7/3/2019</b>	9 P-9:30 P Town Streets <b>Station Bridge</b> Community 1000 p	<b>Town Fireworks</b>
<b>7/3/2019</b>	5 P-9 P <b>Pay SE</b> Station Parking Lot Officer Request	<b>Fireworks-Station Parking Lot Assist</b> Smithfield Station-Randy Pack 620-7700 <a href="mailto:randy.pack@smithfieldstation.com">randy.pack@smithfieldstation.com</a>
<b>7/3/2019</b>	5 P-9 P SC	<b>Ruritan Fireworks Celebration</b> Ruritans-Kirk Ring
<b>7/21/2019</b>	7 AM-1 PM <b>Pay SE</b> Center Parking Lot <b>Traffic Assist</b> Officer Request	<b>Celerity Cycling Event</b> Dan Netzer 679--9336
<b>AUGUST</b>		
<b>8/6/2019</b>	5 P-7 P Smithfield Center Community 500 p	<b>National Night Out</b> Night Out Committee
<b>SEPTEMBER</b>		
<b>9/21/2019</b>	9 A-2 P WC Car Show 100 p	<b>Ruritan Car Show</b>
<b>9/21/2019</b>	7 AM-5 PM Smithfield Center Community 200 P	<b>Victory Over Diabetes</b>
<b>9/28/2019</b>	9 AM-4 PM <b>Pay SE</b> Main Street 100-300 <b>Main Street</b> <b>Restrooms</b> 500 p	<b>Vintage Market</b> Farmers Market-Cheryl Ketcham 375-3031 <a href="mailto:cketcham@isleofwightus.net">cketcham@isleofwightus.net</a>
<b>NO PARK Signs</b>	Resolution	Main Street from Church to Underwood - 6am - 4:30pm
Smithfield OTP Events (Revised 8/21/2019)		

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

Event Date	Times Location Type of Event Attendance	Event Name
<b>OCTOBER</b>		
<b>TBD</b>	4:00 PM Main Street	<b>Smithfield Homecoming Parade</b> Smithfield High-Jill Gwaltney
<b>Main Street</b>	Parade 100 p	371-3918 jillgwaltney@gmail.com
	Resolution	Rolling closure - Cary St. to Grace to Mason to Main starting at 4pm
<b>10/5/2019</b>	11 A-9 P WC Riverfront	<b>Bacon (BBB) Festival</b> Smitfield Events-Gina Ippilito
<b>Pay SE</b>	Festival 3500 P	869-0664 <a href="mailto:gina@smithfieldvaevents.com">gina@smithfieldvaevents.com</a>
<b>Jericho Road</b>	Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm
<b>Traffic Assist</b>		
<b>Set SE Signs</b>		
<b>10/5/2019</b>	10 A-7 P Station Parking Lot	<b>Smithfield Station Parking/Bar Assist</b> Smithfield Station Parking Lot Assist
<b>Pay SE</b>	Officer Request	Randy Pack randy.pack@smithfieldstation.com
<b>10/12/2019</b>	8 A-11 A Town Streets	<b>Hog Jog</b> IOW COP -Barbara Stafford
<b>Traffic Assist</b>	5K Race	757-647-4061
<b>Set SE Signs</b>	1000 p	<a href="mailto:dbstaff@charter.net">dbstaff@charter.net</a>
	Resolution	closure of 5K course route - 8:45am - 10:45am
<b>10/19/2019</b>	6 PM-10 PM Smithfield Center Fundraiser 200 P	<b>IOW Schools Gala</b>
<b>10/26/2019</b>	WC and Traffic Assist on Town Streets	<b>Safe House Half Marathon</b> Kristi Wells
<b>Pay SE</b>		<a href="mailto:kristi@safehouseproject.org">kristi@safehouseproject.org</a>
<b>Downtown</b>		
<b>Traffic Assist</b>		
<b>Set SE Signs</b>	Race 500 p	
<b>10/31/2019</b>	5 P-8 P Main Street Community	<b>Halloween Safe Trick or Treat</b> street closed by PD as needed Main, Grace, InSTITUTE
<b>Main Street</b>	2000 p	
<b>Restrooms</b>		

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

Event Date	Times Location Type of Event Attendance	Event Name
<b>NOVEMBER</b>		
<b>11/2/2019</b>	10 A-1 P WC Trails	<b>IOW Schools 65 Roses 6K</b> IOW Schools-Holly Goetz 582-1191 <a href="mailto:hgoetz@iwcs.k12.va.us">hgoetz@iwcs.k12.va.us</a>
<b>11/11/2019</b>	11 AM-12 PM Vet Mem Community 150 p	<b>Veterans Day Ceremony</b> VFW
<b>DECEMBER</b>		
<b>12/7-12/8/19</b>	Sat, Sun Smithfield Center Trade Show & Home Tours	<b>Antique Show</b>
<b>12/6/2019</b> (1st Fri)	5:30 P-6:30 P Times Gazebo Community 200 p	<b>Tree Lighting Ceremony &amp; Light Up Main</b>
<b>Traffic Assist</b>		
<b>NO PARK Signs</b>		
<b>Street Closure-100, 200 5 PM-7 PM</b>		
<b>12/14/2019</b> (2nd Sat)	3 PM-8 PM Main Street Market 5000 p	<b>Holiday Evening Market</b> Connie Chapman
<b>Main Street</b>		
<b>Restrooms</b>		
<b>Pay SE</b>		
<b>NO PARK Signs</b>		
<b>Set SE Signs</b>		
<b>Main Street from Church to Underwood - 12 pm - 10pm</b>		
<b>12/21/2019</b> (3rd Sat)	500 p 8 A-10 A Smithfield Center Community 400 p	<b>Breakfast with Santa</b>
<b>12/21/2019</b> (3rd Sat)	10:30 A-12 P Main Street Parade 3000 p	<b>Christmas Parade</b> Tourism-Connie Chapman 902-2164 <a href="mailto:cchapman@isleofwightus.net">cchapman@isleofwightus.net</a>
<b>Town Streets</b>		
<b>Restrooms</b>		
<b>Resolution</b>		
<b>closure of parade route - 8am until parade end</b>		
<b>NO PARK Signs</b>		
<b>Set SE Signs</b>		
<b>12/26/2019</b>	7 P-11 P Smithfield Center Fundraiser 200 P	<b>Delta Holiday Dance</b>



# TOWN OF SMITHFIELD

"The Ham Capital of the World"

## Memorandum

August 23, 2019

**TO:** Parks and Recreation Committee

**FROM:** Brian S. Thrower, Town Manager *BST*

**SUBJECT:** Windsor Castle Park Shoreline Restoration Project by the James River Association

Ryan Walsh with the James River Association and Jim Cahoon with Bay Environmental, Inc. are in attendance to brief you on an upcoming shoreline restoration project we plan on undertaking at Windsor Castle Park. Per our Parks and Recreation Director, Amy Novak, this project is being fully funded by the James River Association.

### Recommendation

This item is for your information. No Council approval is required.

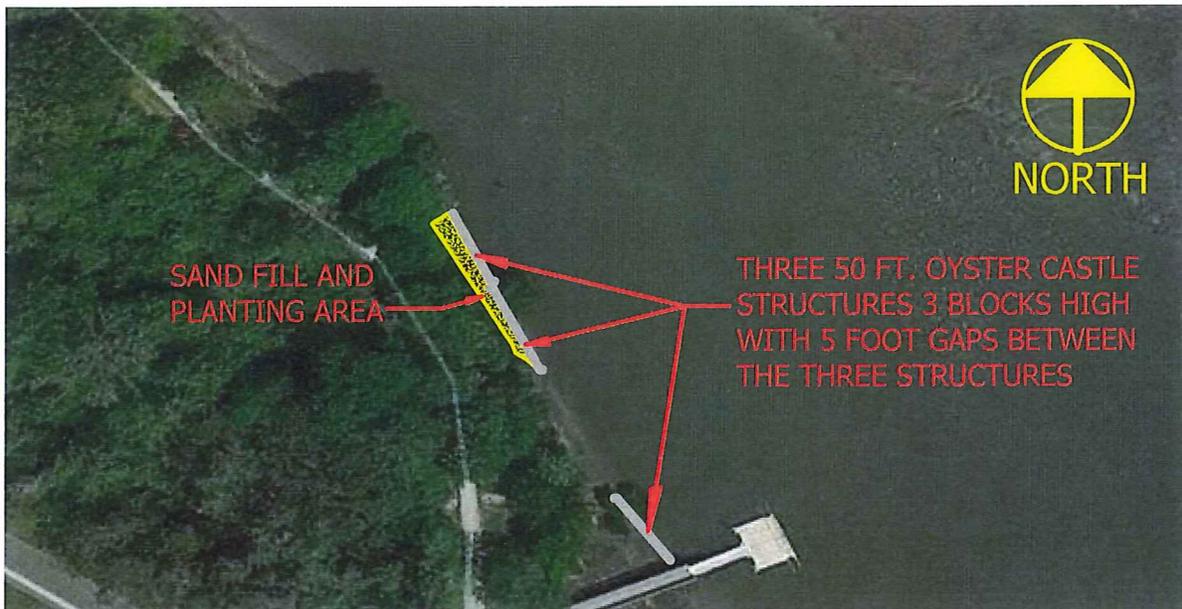
### Attachments

Shoreline Plan  
Photos of Example Projects  
Photos of Existing Shoreline  
Preliminary Budget

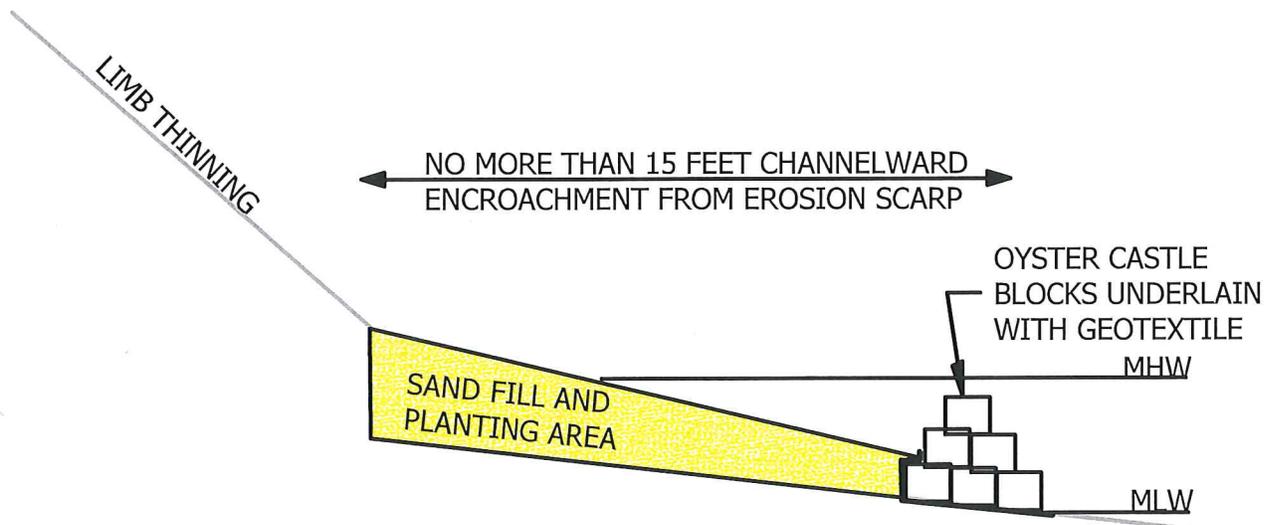
### TOWN MANAGER'S OFFICE

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

Find us on 



OYSTER CASTLE BLOCKS STACKED 3 WIDE, 3 HIGH WITH 5 FOOT GAPS BETWEEN EACH 50 FOOT SECTION. SAND FILL WITH SAND BROUGHT TO SHORELINE WITH BOBCAT, THEN HAND PLACED WITH WHEELBARROW. SAND FILL ONLY FROM EXISTING UNERODED CLUMP TO NORTH END OF PROJECT (APPR. 100 FEET). SOUTHERN SILL COULD BE EXCHANGED FOR OYSTER SHELL BAGS.



NOT TO SCALE  
 DATE: 7/10/2019  
 BAY # 19-047-01  
 DRAWN BY: CJC

CONCEPTUAL LIVING SHORELINE PLAN  
 WINDSOR CASTLE PARK  
 JERICO ROAD  
 SMITHFIELD, VIRGINIA









NFWF Living Shorelines in James River

Preliminary Budget for  
Windsor Castle Park Kayak Launch Site  
Prepared by Jim Cahoon, Bay Environmental, Inc. on July 10, 2019

Description:

Shoreline is experiencing erosion at toe of a steep slope. Proposed living shoreline is an oyster castle toe sand backfilled small shoreline approximately 150 linear feet from an existing dock to a tie in along the shoreline north of the existing pier.  
Tree removal (2 to 3 large trees) and limbing recommended to open up the shoreline for more sunlight to encourage marsh grass growth. Sand fill will be slid down a temporary plywood flume from the top of bank with skid steere and then hand placed with wheelbarrow. Target elevations are from the upper 1/3rd of the tide range to approximately 1.5 times the tide range to establish a Spartina alterniflora and Spartina patens planting area. Goose exclusion fencing will be installed following planting.

Item	Amount	Units	Unit Rate	Fee Per Item	Notes
Topographical Survey	1	Lump Sum	\$6,000	\$6,000	subcontracted
Plan Preparation	10	Hours	\$80	\$800	
Wetland Permit Application Preparation	6	Hours	\$80	\$480	
Site stakeout for VMRC	4	Hours	\$80	\$320	
Permit Coordination	6	Hours	\$80	\$480	site visit, meetings, phone discussion, etc.
Mobilization/Demobilization	1	Lump Sum	\$1,200	\$1,200	Delivery of equipment (skid steer, John Deere 120 Excavator)
Skid steere rental	3	weeks	\$450	\$1,350	
Tree removal	3	trees	\$1,500	\$4,500	estimate
Tree limbing	16	Hours	\$90	\$1,440	Rate reflects two laborers
Tree debris disposal	1	Lump Sum	\$1,500	\$1,500	
Preparation of plywood flume	6	Hours	\$90	\$540	Rate reflects two laborers and travel
Installation of oyster castles	30	Hours	\$90	\$2,700	Rate reflects two laborers and travel
Oyster castle materials	1000	Blocks	\$16	\$16,000	Includes delivery and blocks
Geotextile fabric	170	Linear Feet	\$2	\$340	6 foot width
Sand fill	200	tons	\$36	\$7,200	masonry sand including delivery
Installation of sand fill	140	Hours	\$140	\$19,600	Rate reflects two laborers and an operator and travel
Plant materials	800	Plants	\$2	\$1,600	Includes plant materials, delivery, and fertilizer
Installation of plants	24	Hours	\$90	\$2,160	Rate reflects two laborers and travel
Gravel for path restoration	60	tons	\$100	\$6,000	Includes delivery and materials
Path restoration	16	Hours	\$90	\$1,440	Rate reflects two laborers and travel
Goose exclusion fencing materials	1500	Square Feet	\$2	\$3,000	Includes fencing, stakes, twine, and flagging
Installation of goose fencing	16	Hours	\$90	\$1,440	Rate reflects two laborers and travel

\$80,090

**PUBLIC WORKS  
COMMITTEE**



# TOWN OF SMITHFIELD

"The Ham Capital of the World"

## Memorandum

August 23, 2019

**TO:** Public Works Committee

**FROM:** Brian S. Thrower, Town Manager *BST*

**SUBJECT:** Smithfield to Nike Park Trail Project (Segment 3) - Request to Select/Confirm Route and Authorize Proceeding to Survey and Preliminary Design Phase

At your August 6, 2019 meeting you approved the attached route (version of Alternate 2) for the multi-use path. You also requested that Kimley Horn provide input on the beginning and ending segments of your proposed route (see attached). Andrew Farthing with Kimley Horn is in attendance to present that information and answer any questions you may have.

### Recommendation

I recommend you select/confirm the exact route for the multi-use path based on Kimley Horn's input. Furthermore, I recommend you authorize me to execute an agreement with Kimley Horn in order to proceed to the survey and preliminary design phase (30% design submittal to VDOT) based on the alternative/route chosen. The survey and preliminary design phase will give the Town a better idea of the actual amount of right of way required to complete the project and provide a better estimate of project costs. The funding to cover these costs is included in the FY20 budget.

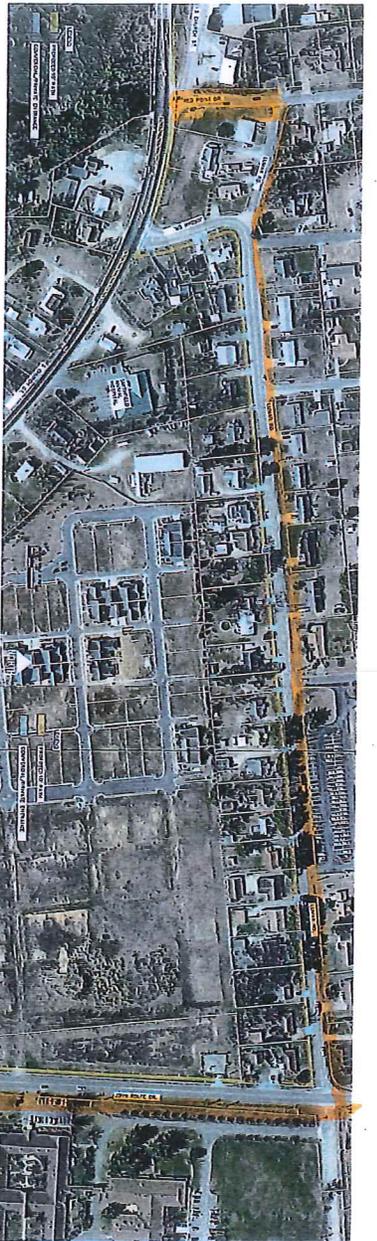
### Attachments

Route Approved at the August 6, 2019 Town Council Meeting  
Memo from Andrew Farthing, Engineer with Kimley Horn

### TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508  
[www.smithfieldva.gov](http://www.smithfieldva.gov) • Local Cable Channel 189

Find us on 



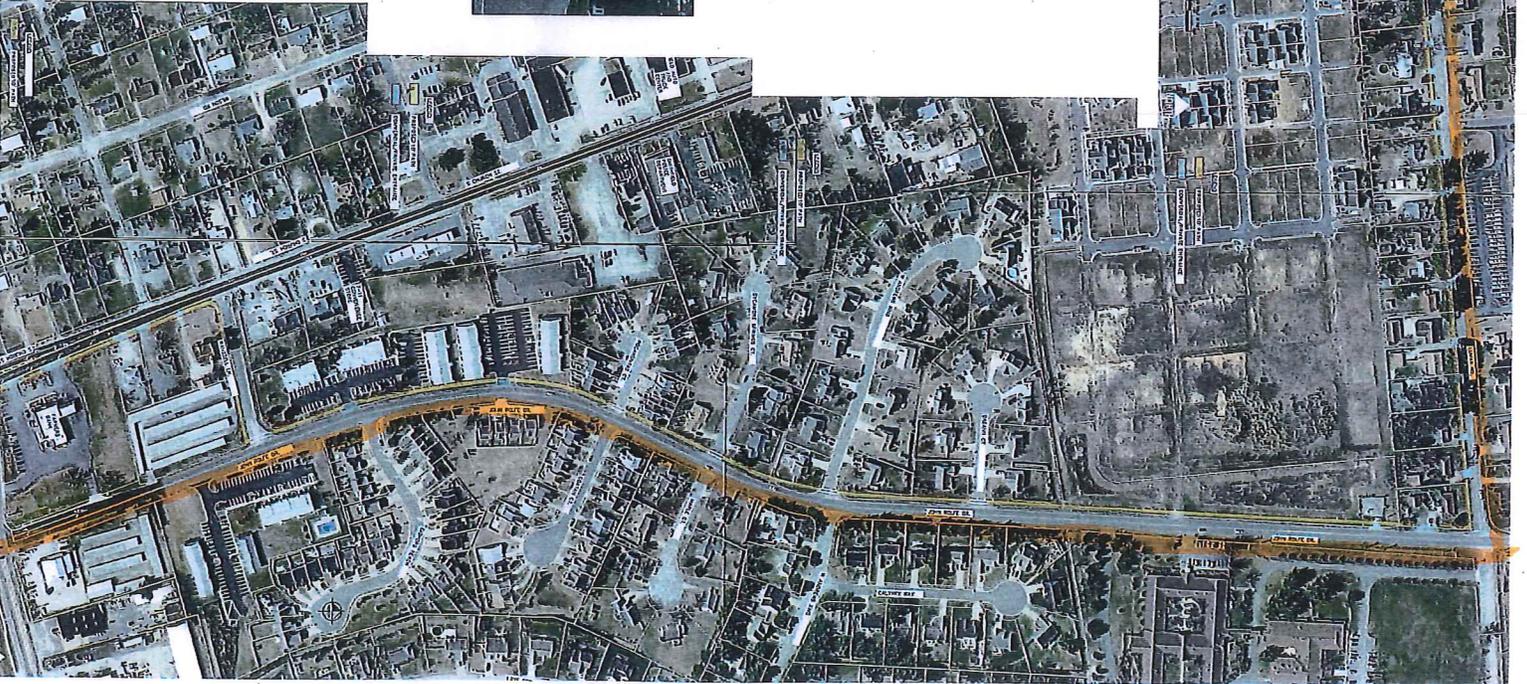
# ALTERNATIVE 2



**Alternative 2:** Ten foot (10') wide asphalt path running along South Church Street to Ransdell Lane, Ransdell Lane to John Rolfe Drive, John Rolfe Drive to Lumar Drive, Lumar Drive to Jordan Drive, Jordan Drive to South Church Street, and South Church Street to the Cypress Creek Bridge.

Segment 3 Alternatives: Option of Probable Construction Costs

Length of Project (ft)	Alt 1	Alt 2	Alt 3	Alt 4	Alt 5
Private Driveways Crossed	4320	4920	4480	6020	4320
Commercial Entrances Crossed	10	27	23	7	10
Public Road Crossings	20	6	12	9	20
Potential Utility Pole Relocations	4	7	7	9	4
Estimated Construction Cost (\$)	\$3,343,000	\$2,871,000	\$3,340,000	\$2,416,000	\$2,550,000





August 22, 2019

Attn: Brian Thrower  
Town Manager, Town of Smithfield  
310 Institute Street  
Smithfield, Va 23430

**RE: *Segment 3 Alternatives Analysis – Revised Alignment Provided by Town Council***

Mr. Thrower,

Per your email dated 8/13/2019, Kimley-Horn understands that Town Council has chosen a variation of Alternative 2, from the Alternatives Analysis Report, as the preferred route for Segment 3 of a shared use path within the Town of Smithfield. Based on the sketch provided by the Town, the preferred alignment by Town Council crosses Battery Park Road at John Rolfe Drive and continues north along the east side of John Rolfe Drive. The alignment turns west at Lumar Road and follows along the north side of Lumar Road until connecting to S. Church St along Red Point Drive.

As requested, Kimley-Horn provides the following for consideration upon review of the revised alternative:

- As detailed in the Alternatives Analysis report, shared-use path improvements along Lumar Road, both north and south of the roadway, offer several design and project cost challenges as the preferred alignment. These challenges include an existing roadside ditch on both sides of the road, utility poles located along the north side of the road directly behind the roadside ditch, and houses positioned within close proximity to the roadway. The alignment of the shared use path along the north side of Lumar Road will most likely impact private property due to a location behind the existing ditch, encroach within a close distance of the existing houses, and most likely require relocation of existing utilities. A shared use path alternative along the north side of Lumar Road will most likely encroach onto the church property. These issues directly result in increased project costs.
- Battery Park Road is classified by VDOT as a Major Collector roadway and has a posted speed limit of 35 MPH. As a result, the VDOT minimum standard spacing between signalized intersections along this corridor is 660 feet. The distance between S. Church St and John Rolfe Road is 375 feet. Based on meeting VDOT minimum spacing requirements for intersections and complying with VDOT requirements for signal warrants, providing a protected, fully signalized crossing of Battery Park Road for pedestrians and bicyclists will be challenging. Alignments studied in the Alternatives Analysis utilized the existing signal at Battery Park Road and S. Church St intersection to provide a safe crossing of Battery Park Road to all users of the path.

Given that a signalized crossing will be challenging at John Rolfe Drive, alternative safety improvements could be installed, such as crosswalk pavement markings and a pedestrian activated flashing beacon at the John Rolfe Drive intersection. These improvements will help inform motorists of the pedestrian crossing and help protect pedestrians and bicyclists crossing the heavily traveled corridor. The unsignalized crossing could consist of pavement markings, flashing beacons, and supplemental signage, however, it should be considered a less safe crossing than a typical signalized crossing. The potential unsignalized intersection crossing introduces concerns with lack of driver awareness and driver expectancy at the crossing location. Despite the safety concerns noted above, one of the benefits of a crossing at John Rolfe Drive would be the direct connection to the remainder of the shared use path.

Additional intersection improvements would be required to the south side of the intersection if the crossing is located at John Rolfe Drive. These improvements consist of removing the channelized right-in/right-out entrance to the gas station, removing the sweeping radii and tapers into the entrance, and providing the proposed crossing improvements mentioned above, resulting in additional costs and impacts to the project.

- Kimley-Horn has briefly looked at the requested alignment adjustment at Lumar Road and Red Point Drive. There appears to be a significant elevation drop-off from the west side of Red Point Drive to the Chiropractic Clinic building. This will make a shared use path alignment along the west side of Red Point Drive a significant challenge and more expensive endeavor. The shared use path alignment could run along the east side of Red Point Drive behind the existing valley gutter and potentially avoid the existing utility poles within that corridor. Kimley-Horn did not see any apparent issues with the alignment revision at Red Point Drive other than the previously mentioned challenges with proposing a shared use path along Lumar Road. One issue noted in our brief review of this location was the close proximity of the existing home at the northeast corner of Lumar Road and Red Point Drive to the roadway. The home measures approximately 22 feet away from the edge of roadway pavement, which leaves insufficient room for a shared use path spaced between the house and the roadway.

Sincerely,

**KIMLEY-HORN AND ASSOCIATES, INC.**



Andrew P. Farthing, P.E.  
Project Manager



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

## Memorandum

August 23, 2019

**TO:** Public Works Committee

**FROM:** Brian S. Thrower, Town Manager

BST

**SUBJECT:** Benn's Church Boulevard Intersection Improvement Project - Request to Submit Improvements to VDOT

As you are aware, the Town currently has Virginia Department of Transportation (VDOT) Urban Funds allocated for the Benn's Church Boulevard Intersection Improvement Project. Given the fact there is only approximately \$900,000 in construction funding available for this project, VDOT has asked the Town to develop smaller and less costly improvements for this intersection.

Carroll Collins with Kimley Horn is in attendance to review recommended improvements to submit to VDOT. These improvements will take the place of the previously discussed larger scale and more costly improvements for this intersection.

### Recommendation

I recommend you authorize submittal of these improvements to VDOT. The Town will then be required to enter into a project agreement with VDOT, if approved.

### TOWN MANAGER'S OFFICE

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

Find us on



**PUBLIC BUILDINGS & WELFARE  
COMMITTEE**



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

## Memorandum

August 23, 2019

**TO:** Public Buildings and Welfare Committee

**FROM:** Brian S. Thrower, Town Manager

BST

**SUBJECT:** Parking Lot Leases - Request to Execute

Attached are leases with both H. Woodrow Crook and Robert K. Redlin for use of their privately owned parking lots for public use. Both leases include terms of 10 years. The rent shall be free; however, the Town shall maintain and pave both lots. \$60,000 is included in the adopted FY20 budget to pave and install streetlights in both parking lots. The Town currently uses these lots for public parking; however, the existing lease has expired.

### Recommendation

I recommend you authorize me to execute both leases. Once executed, Town staff will proceed with paving and installing lights.

### Attachment

Leases

### TOWN MANAGER'S OFFICE

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

Find us on



THIS LEASE, made as of this the \_\_\_\_ day of September, 2019, by and between H. WOODROW CROOK, JR. PC, a Virginia professional corporation, known as "Lessor;" and the TOWN OF SMITHFIELD, a Virginia municipal corporation situate in Isle of Wight County, "Lessee:"

WHEREAS, Lessor owns real estate fronting on Cedar Street in the Town of Smithfield, which is suitable for parking purposes; and,

WHEREAS, the Town has previously made improvements to the property and is ready and willing to further improve the parking area; and,

WHEREAS, in consideration of the public improvements by Lessee to Main Street and the benefits to Lessor, Lessor has agreed to lease the property described below to Lessee for the purpose of public parking:

NOW, THEREFORE, WITNESSETH: That for and in consideration of the mutual benefits accruing to the parties hereto, Lessor hereby leases to Lessee the property described on Exhibit A, attached hereto ("the Property"), for purposes of public parking and upon the following conditions:

1. The grant of this lease from Lessor to Lessee shall be rent free.
2. The term of this lease shall be ten (10) years beginning as of September 1, 2019 and ending August 31, 2029.
3. Lessee, at its expense, will make all necessary repairs and improvements to the Property in order to make the Property suitable for a public parking lot and in particular Lessee shall pave the parking area. Lessee shall be responsible for regular maintenance of the parking area.
4. Lessor will not interfere with the use of the Property as a public parking lot by the general public during the term of this lease; PROVIDED HOWEVER, that Lessor reserves the right to designate four (4) parking spaces for exclusive tenant use, the spaces to be designated as agreed by Lessor and Lessee.
5. Lessor shall pay all real estate taxes on the Property.
6. Lessor and Lessee will be solely responsible for their own public liability and each shall have no duty of indemnity or contribution to the other.

Witness the following signatures and seals, Town of Smithfield having caused this lease to be executed on its behalf by its Town Manager pursuant to authority of its Town Council:

H. WOODROW CROOK, JR. PC

By: \_\_\_\_\_  
H. Woodrow Crook, Jr., President

TOWN OF SMITHFIELD

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

STATE OF VIRGINIA

COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing lease was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2005, by H. Woodrow Crook, Jr. as President of H. Woodrow Crook, Jr.,PC.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

STATE OF VIRGINIA

COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing lease was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2005 by Brian S. Thrower, Town Manager of the Town of Smithfield.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

THIS LEASE, made as of this the \_\_\_\_ day of September, 2019, by and between ROBERT K. REDLIN, known as "Lessor;" and the TOWN OF SMITHFIELD, a Virginia municipal corporation situate in Isle of Wight County, "Lessee:"

WHEREAS, Lessor owns real estate fronting on Cedar Street in the Town of Smithfield, which is suitable for parking purposes; and,

WHEREAS, the Town has previously made improvements to the property and is ready and willing to further improve the parking area; and,

WHEREAS, in consideration of the public improvements by Lessee to Main Street and the benefits to Lessor, Lessor has agreed to lease the property described below to Lessee for the purpose of public parking:

NOW, THEREFORE, WITNESSETH: That for and in consideration of the mutual benefits accruing to the parties hereto, Lessor hereby leases to Lessee the property described on Exhibit A, attached hereto ("the Property"), for purposes of public parking and upon the following conditions:

1. The grant of this lease from Lessor to Lessee shall be rent free.
2. The term of this lease shall be ten (10) years beginning as of September 1, 2019 and ending August 31, 2029.
3. Lessee, at its expense, will make all necessary repairs and improvements to the Property in order to make the Property suitable for a public parking lot and in particular Lessee shall pave the parking area. Lessee shall be responsible for regular maintenance of the parking area.
4. Lessor will not interfere with the use of the Property as a public parking lot by the general public during the term of this lease; PROVIDED HOWEVER, that Lessor reserves the right to designate four (4) parking spaces for exclusive tenant use, the spaces to be designated as agreed by Lessor and Lessee.
5. Lessor shall pay all real estate taxes on the Property.
6. Lessor and Lessee will be solely responsible for their own public liability and each shall have no duty of indemnity or contribution to the other.

Witness the following signatures and seals, Town of Smithfield having caused this lease to be executed on its behalf by its Town Manager pursuant to authority of its Town Council:

\_\_\_\_\_(SEAL)  
Robert K. Redlin

TOWN OF SMITHFIELD

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

STATE OF VIRGINIA

COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing lease was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2005, by Robert K. Redlin and Linda W. Gwaltney.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

STATE OF VIRGINIA

COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing lease was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2005 by Peter M. Stephenson, Town Manager of the Town of Smithfield.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public