



July 19, 2019

TO: SMITHFIELD TOWN COUNCIL

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

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

MONDAY, JULY 22ND, 2019 @ 3:00 p.m.

Public Safety

Members: Tynes (CH), Hall, Haywood

1. Public Comment
2. Operational Updates:
 - a. Smithfield Police Department
[Chief Alonzo Howell](#)
 - b. Smithfield Volunteer Fire Department
[Deputy Chief Ryan Gray](#)
 - c. Smithfield Volunteer Rescue Squad
[Chief Brian Carroll](#)
- TAB # 1** 3. FYI - Proclamation Supporting the 2019 National Night Out
- TAB # 2** 4. Smithfield Certified Crime Prevention Team – Request to Appointment / Re-Appointment Team
[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. May Financial Statements

- TAB # 4** 3. [Ellen Minga, Town Treasurer](#)
June Cash Balances / VML Investment Pool Update
- TAB # 5** 4. [Ellen Minga, Town Treasurer](#)
Invoices Over \$10,000 – Request to Approve
- TAB # 6** 5. [Ellen Minga, Town Treasurer](#)
a. Superior (OSSI – Software Maintenance - PD) \$24,473.77
Purchase Orders Over \$10,000 – Request to Approve
- [Brian S. Thrower, Town Manager](#)
- | | |
|--|-------------|
| a. Vinyl Tile at the Smithfield Center | \$10,944.15 |
| b. Police Vehicles | \$71,160.70 |
| c. Mowers – Windsor Castle Preservation Fund | \$15,678.00 |

TUESDAY, JULY 23RD, 2019 @ 3:00 p.m.

Parks and Recreation

Members: Hall (CH), Butler, Haywood

- TAB # 7** 1. Public Comment
2. Operational Update – Committee Report / Park Project Update / 2019
Open to the Public Event Schedule
- [Amy Novak, Director of Parks and Recreation](#)

Immediately following the conclusion of the above meeting:

Public Works

Members: Haywood (CH), Smith, Tynes

1. Public Comment
2. Smithfield to Nike Park Trail Project (Segment 3) – Request to Select
Alternative/Route and Authorize Proceeding to Preliminary Design Phase
- [Brian S. Thrower, Town Manager](#)

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Butler (CH), Hall, Pack

- (forthcoming)** 1. Public Comment
2. Town Council Priorities – Request to Endorse Implementation Plan
- [Brian S. Thrower, Town Manager](#)

**PUBLIC SAFETY
COMMITTEE**



**PROCLAMATION
SMITHFIELD POLICE DEPARTMENT
NATIONAL NIGHT OUT 2019**

WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug, and violence prevention program on Tuesday, August 6, 2019 called “National Night Out”; and

WHEREAS, the “36th Annual National Night Out” provides a unique opportunity for Smithfield, Virginia to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, Smithfield Community Crime Prevention (S.C.C.P.) Team and the Business and Neighborhood Watch programs play vital roles in assisting the Smithfield Police Department through joint crime, drug and violence prevention efforts in Smithfield and is supporting “National Night Out 2019” locally: and

WHEREAS, it is essential that all citizens of Smithfield, Virginia be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs and violence in Smithfield: and

WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the “National Night Out” program;

NOW, THEREFORE WE, THE SMITHFIELD TOWN COUNCIL MEMBERS, do hereby call upon the citizens of Smithfield to join the Smithfield Police Department, the S.C.C.P. Team, and in supporting the “36th Annual National Night Out” as “NATIONAL NIGHT OUT” in Smithfield, Virginia.

By: _____
Mayor

Clerk

MEMORANDUM

TO: POLICE COMMITTEE/TOWN COUNCIL MEMBERS
FROM: DEPUTY CHIEF MATTHEW ROGERS
SUBJECT: RESOLUTION OF APPOINTMENT/RE-APPOINTMENTS
DATE: JULY 19, 2019
CC: CHIEF HOWELL

Dear Town Council Members,

I am writing on behalf of the membership of the Smithfield Community Crime Prevention Team and the pending expiration of the "Resolution of Appointment".

On November 6, 2012 the Town Council of the Town of Smithfield resolved to participate in the Virginia Department of Criminal Justice Services Certified Crime Prevention Community Program. The following citizens have agreed to serve and/or continue to serve in obligation to that resolve and are due for appointment/reappointment.

The following individuals have agreed to serve a one year term each on the SCCP Team with an expiring term of August 31, 2020:

Wayne Hall	Christopher McGough	Joyce Bowser
Matthew Rogers	Marian Aiden	Jody Meier
Joseph Reish	Kim Hasty	Beth Jewell



RESOLUTION OF PARTICIPATION (2020)

WHEREAS, The governing body of **Town of Smithfield** is interested in the safety and security of its citizenry and the community at large; and,

WHEREAS, The governing body is prepared to support appropriate efforts within the community to become totally prepared to promote crime prevention and community safety; and,

WHEREAS, The Department of Criminal Justice Services offers a program which is specifically designed to recognize Virginia communities committed to crime prevention and community safety while providing a framework for those communities to institutionalize crime prevention at the local level; and,

WHEREAS, This program is entitled the Certified Crime Prevention Community Program,

NOW THEREFORE, BE IT RESOLVED by the **Town Council** That our community, **Smithfield, Virginia** wishes to participate in the Certified Crime Prevention Community Program, and that the leadership of this community fully supports all reasonable efforts to meet the DCJS requirements to become designated as a Certified Crime Prevention Community; and

BE IT FURTHER RESOLVED, that the program requires the existence or formation of a local community crime prevention/community safety council or coalition, and this governing body designates the **Smithfield Community Crime Prevention Team** as representing our community for the purpose of participating in this program.

This resolution is in full effect upon its adoption this ___?__ day of _____, 20__

SEAL:

Official

Title

Attest

Title



STATEMENT OF INTENT (2020)

Our community, **Town of Smithfield** wishes to participate in the Certified Crime Prevention Community Certification Program. The leadership of this community fully realizes this program requires dedicated effort. By making entry into this program, we are pledging our honest efforts to become designated as a "Certified Crime Prevention Community".

The program requires the existence of formation of a local community crime prevention/community safety council or coalition. The name of this council/coalition is the **Smithfield Community Crime Prevention Team**.

We understand that the goal of our community is to complete successfully this program within six (6) months of the day of the official start date, to be recorded when the program manual is delivered.

Designated Official

Program Coordinator

Title

Title

Date

Date

Address for Contact:

Address for Contact:

Telephone:

Telephone:

Office _____

Office _____

Home _____

Home _____

**FINANCE
COMMITTEE**

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BUDGET	% of BUDGET
Revenue						
General Fund revenues						
<u>General Fund revenues</u>						
<u>Real Estate Tax</u>						
Current RE Tax	03-100-311010-0000-30001	1,731,553.00	1,719,501.76	1	12,051.24	99.30%
Delinquent RE Tax	03-100-311010-0000-30002	15,000.00	4,566.77	1	10,433.23	30.45%
Current RE Penalty	03-100-311060-0000-30005	4,000.00	7,832.75		(3,832.75)	195.82%
Delinquent RE Penalty	03-100-311060-0000-30005	1,500.00	841.14		658.86	56.08%
Current RE Interest	03-100-311060-0000-30006	500.00	483.30		16.70	96.66%
Delinquent RE Interest	03-100-311060-0000-30006	3,000.00	1,233.55		1,766.45	41.12%
Total Real Estate Taxes		1,755,553.00	1,734,459.27		21,093.73	98.80%
<u>Personal Property Tax</u>						
Current PP Tax	03-100-311030-0000-30001	625,000.00	662,964.83	2	(37,964.83)	106.07%
Delinquent PP Tax	03-100-311030-0000-30002	20,000.00	30,215.75	2	(10,215.75)	151.08%
Current PP Penalty	03-100-311060-0000-30005	13,000.00	12,216.13		783.87	93.97%
Delinquent PP Penalty	03-100-311060-0000-30005	12,000.00	10,459.59		1,540.41	87.16%
Current PP Interest	03-100-311060-0000-30006	700.00	911.83		(211.83)	130.26%
Delinquent PP Interest	03-100-311060-0000-30006	800.00	7,289.40		(6,489.40)	911.18%
Total Personal Property Tax		671,500.00	724,057.53		(52,557.53)	107.83%
<u>Public Service Corporations Tax</u>						
Current RE Tax	03-100-311020-0000-30001	31,000.00	29,660.63	3	1,339.37	95.68%
Current PP Tax	03-100-311020-0000-30001	400.00	-		400.00	0.00%
Total Public Service Tax		31,400.00	29,660.63		1,739.37	94.46%
<u>Miscellaneous Receipts Over/Short</u>	03-100-311060-0000-30007	20.00	(31.96)		51.96	-159.80%
Total Over/Short		20.00	(31.96)		51.96	-159.80%
<u>Other Local Taxes</u>						
Franchise Tax	03-100-312040-0000-31203	150,000.00	157,713.06	4	(7,713.06)	105.14%
Cigarette Tax	03-100-312080-0000-31204	176,000.00	146,484.29	5	29,515.71	83.23%
Transient Occupancy Tax	03-100-312101-0000-31205	190,000.00	158,824.66	6	31,175.34	83.59%
Meals Tax-4.25%	03-100-312110-0000-31211	1,154,130.00	979,328.77	7	174,801.23	84.85%
Meals Tax-2%	03-100-312110-0000-31212	547,460.00	460,860.60	7	86,599.40	84.18%
Sales Tax	03-100-312010-0000-30009	357,000.00	267,611.15	8	89,388.85	74.96%
Consumption Tax	03-100-312020-0000-31202	49,000.00	40,499.78	9	8,500.22	82.65%
Utility Tax	03-100-312020-0000-31201	192,000.00	161,218.64	9	30,781.36	83.97%
Business Licenses	03-100-312030-0000-31208	375,000.00	380,043.31	10	(5,043.31)	101.34%
Business Licenses Penalty	03-100-312030-0000-31209	4,000.00	2,038.33		1,961.67	50.96%
Business Licenses Interest	03-100-312030-0000-31210	225.00	96.62		128.38	42.94%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	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	244,405.01	11	(3,405.01)	101.41%
Total Other Local Taxes		3,437,800.00	3,000,571.62		437,228.38	87.28%
<u>Licenses, Permits & Fees</u>						
Permits & Other Licenses	multiple accounts	18,000.00	24,965.00	12	(6,965.00)	138.69%
Inspection Fees-Subdivision	03-100-313030-0000-30030	4,000.00	4,650.00	13	(650.00)	116.25%
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	10,000.00	12,780.00		(2,780.00)	127.80%
WC Dog Park Registration	03-100-313030-0000-30043	1,000.00	755.00		245.00	75.50%
Consultant Review Fees	03-100-313030-0000-30028	5,000.00	2,650.00	14	2,350.00	53.00%
Total Licenses, permits and privilege fees		38,000.00	45,800.00		(7,800.00)	120.53%
<u>Fines & Costs</u>						
Restitution	3-100-018991-0007	0.00	120.00		(120.00)	100.00%
Fines & Costs	03-100-314010-0000-30055	60,000.00	31,192.77	15	28,807.23	51.99%
Total Fines & Forfeitures		60,000.00	31,312.77		28,687.23	52.19%
<u>From Use of Money and Property</u>						
General Fund Interest	03-100-315010-0000-31501	20,000.00	78,483.95		(58,483.95)	392.42%
Rentals	03-100-315020-0000-30110	72,339.00	67,057.62	16	5,281.38	92.70%
Smithfield Center Rentals	03-100-315020-0000-30111	160,000.00	175,656.42	17	(15,656.42)	109.79%
Smithfield Center Vendor Programs	03-100-315020-0000-30113	4,250.00	5,500.00	18	(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	405.00		9,595.00	4.05%
Park Impact Fees	03-100-315020-0000-30118	20,000.00	19,665.00	19	335.00	98.33%
Kayak Rentals	03-100-315020-0000-30015	9,000.00	9,051.00	20	(51.00)	100.57%
Special Events	03-100-315020-0000-30013, 30014	25,000.00	28,015.40	21	(3,015.40)	112.06%
Fingerprinting Fees	03-100-318990-0000-30048	1,400.00	1,200.00		200.00	85.71%
Museum Admissions	03-100-315020-0000-30115	4,000.00	6,310.00	22	(2,310.00)	157.75%
Museum Gift Shop Sales	03-100-318990-0000-30016	10,000.00	10,916.32	22	(916.32)	109.16%
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	23	(6,324.02)	163.24%
Lease of Land	03-100-315020-0000-30017	600.00	600.00		-	100.00%
Total revenue from use of money and property		358,589.00	422,602.73		(64,013.73)	117.85%
<u>Miscellaneous Revenue</u>						
Other Revenue	multiple accounts	2,100.00	816.75		1,283.25	38.89%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	4,000.00	-	24	4,000.00	0.00%
Total Miscellaneous Revenue		6,100.00	816.75		5,283.25	13.39%

From Reserves

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	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	1,014,323.07	25	525,229.93	65.88%
From Operating Reserves	N/A	-	79,200.85	25A	(79,200.85)	0.00%
Total From Reserves		1,539,553.00	1,093,523.92		446,029.08	71.03%
<u>Intergovernmental Virginia</u>						
Law Enforcement	03-100-322010-0000-34011	172,903.00	129,678.00	26	43,225.00	75.00%
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	152,708.32	27	68,291.68	69.10%
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	6,298.73	28	(2,498.73)	165.76%
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00	240,794.89	29	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	-	3,240.00	30	(3,240.00)	100.00%
Fire Programs	03-100-322010-0000-34012	26,250.00	27,998.00	31	(1,748.00)	106.66%
VCA Grant	03-100-322010-0000-34005	4,500.00	4,500.00	32	-	100.00%
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	'03-100-322010-0000-34020				-	0.00%
Benns Church/Route 258/Route 10 Bypass intersection	'03-100-322010-0000-34020		(0.17)		0.17	100.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	'03-100-322010-0000-34020				-	0.00%
VMRC Grant-boat ramp	not yet assigned	410,000.00	-		410,000.00	0.00%
Port of VA Grant-boat ramp	not yet assigned	56,000.00	56,437.00	33	(437.00)	100.78%
State Grant-Boat Ramp	not yet assigned	160,000.00	160,000.00	33	-	100.00%
DCR Grant #71-17	03-100-322010-0000-34015	-	5,000.00	34	(5,000.00)	100.00%
DCR Grant #72-17	03-100-322010-0000-34015	-	5,941.25	35	(5,941.25)	100.00%
SNAP Program	03-100-322010-0000-34016	-	-		-	0.00%
Total State Revenue		1,300,774.00	796,185.10		504,588.90	61.21%
<u>Intergovernmental Federal</u>						
Police Federal Grants	03-100-331010-0000-35003	0.00	41,229.31	36	(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			731,864.00	0.00%
Benns Church/Route 258/Route 10 Bypass intersection	03-100-331010-0000-35008	-	(0.73)		0.73	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	-			-	0.00%
Pinewood Heights CDBG Relocation Grant Phase	03-100-331010-0000-35002	1,029,856.00	9,000.00		1,020,856.00	0.87%
Total Federal Revenue		1,761,720.00	50,228.58		1,711,491.42	2.85%
<u>Other Financing Sources</u>						

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BUDGET	% of BUDGET
Line of Credit Proceeds		-	-		-	0.00%
Other Financing Sources-Capital Acquisition	03-100-341040-0000-39004	241,129.00	245,000.00	37	(3,871.00)	101.61%
Insurance Recoveries	03-100-341010-0000-31599	-	9,464.80	38	(9,464.80)	0.00%
Total Other Financing Sources		241,129.00	254,464.80		(13,335.80)	105.53%
<u>Contributions</u>						
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	39	92,924.50	3.90%
Contribution-Historic Windsor Castle Restoration LLC	03-100-318990-0000-31626	104,000.00	191,627.40	40	(87,627.40)	184.26%
Contributions-Public Ball Fields	03-100-318990-0000-31635	50,000.00	50,000.00		-	100.00%
Total Contributions		263,700.00	250,353.80		13,346.20	94.94%
Total General Fund Revenue		11,465,838.00	8,434,005.54		3,031,832.46	73.56%

**General Fund Budget
Expenses**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BALANCE	% of BUDGET
GENERAL GOVERNMENT						
<u>Town Council</u>						
Salaries	04-100-411010-0000-41100	42,000.00	38,570.00		3,430.00	91.83%
FICA	04-100-411010-0000-42100	3,276.00	3,000.75		275.25	91.60%
Legal Fees	04-100-411010-0000-43150	50,000.00	60,606.16	39	(10,606.16)	121.21%
Election Expense	04-100-411010-0000-43170	-	-		-	0.00%
Maintenance contracts	04-100-411010-0000-43320	1,700.00	10,339.12	40	(8,639.12)	608.18%
Advertising	04-100-411010-0000-43600	30,000.00	20,110.15		9,889.85	67.03%
Professional Services	04-100-411010-0000-43152	10,000.00	9,175.00	41	825.00	91.75%
Records Management maint & upgrades	04-100-411010-0000-45811	5,000.00	15,684.32	42	(10,684.32)	313.69%
Site Plan Review	04-100-411010-0000-43141	3,000.00	2,325.00		675.00	77.50%
Insurance	04-100-411010-0000-45300	18,145.00	18,150.00	37	(5.00)	100.03%
Supplies	04-100-411010-0000-46001	19,000.00	16,036.89		2,963.11	84.40%
Travel & Training	04-100-411010-0000-45500	6,500.00	17,220.12	43	(10,720.12)	264.92%
Subscriptions/Memberships	04-100-411010-0000-45810	9,700.00	9,905.99	44	(205.99)	102.12%
Council Approved Items	04-100-411010-0000-45804	11,000.00	16,734.07	45	(5,734.07)	152.13%
Public Defender Fees	04-100-411010-0000-43153	3,000.00	2,520.00		480.00	84.00%
Bank Charges	04-100-411010-0000-45813	700.00	422.00		278.00	60.29%
SpecialProjects	04-100-411010-0000-43353	1,500.00	280.00		1,220.00	18.67%
Smithfield CHIP program	04-100-411010-0000-43354	6,000.00	242.86		5,757.14	4.05%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BUDGET	% of BUDGET
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%
Total Town Council		223,871.00	243,885.42		(20,014.42)	108.94%
<u>Town Manager</u>						
Salaries	04-100-412010-0000-41100	337,468.00	310,222.83	36	27,245.17	91.93%
FICA	04-100-412010-0000-42100	26,998.00	22,149.79	36	4,848.21	82.04%
VSRS	04-100-412010-0000-42200	20,016.00	18,134.03		1,881.97	90.60%
Disability	04-100-412010-0000-42210	412.00	432.58		(20.58)	105.00%
Health & Other	04-100-412010-0000-42300	54,393.00	52,465.62	37	1,927.38	96.46%
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	3,039.57	46	(39.57)	101.32%
Communications	04-100-412010-0000-45200	18,000.00	13,665.17		4,334.83	75.92%
Insurance	04-100-412010-0000-45300	2,394.00	2,244.08	38	149.92	93.74%
Supplies	04-100-412010-0000-46001	5,000.00	2,584.67		2,415.33	51.69%
Dues & Subscriptions	04-100-412010-0000-45810	4,000.00	1,369.03		2,630.97	34.23%
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	5,489.24		3,310.76	62.38%
Other	04-100-412010-0000-45804	100.00	-		100.00	0.00%
Total Town Manager		493,081.00	440,316.37		52,764.63	89.30%
<u>Treasurer</u>						
Salaries	04-100-412410-0000-41100	325,468.00	286,576.28	36	38,891.72	88.05%
FICA	04-100-412410-0000-42100	26,038.00	21,070.50	36	4,967.50	80.92%
VSRS	04-100-412410-0000-42200	20,801.00	18,778.50		2,022.50	90.28%
Disability	04-100-412410-0000-42210	166.00	137.40		28.60	82.77%
Health	04-100-412410-0000-42300	43,584.00	39,831.23	37	3,752.77	91.39%
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	47	(1,600.00)	0.00%
Communications	04-100-412410-0000-45200	9,500.00	8,342.06		1,157.94	87.81%
Computer & technology expenses	04-100-412410-0000-46005	5,000.00	577.20		4,422.80	11.54%
Data Processing	04-100-412410-0000-44100	20,000.00	16,869.87		3,130.13	84.35%
Service contracts-includes MUNIS	04-100-412410-0000-43320	60,000.00	24,208.13		35,791.87	40.35%
Insurance	04-100-412410-0000-45300	2,403.00	2,247.56	38	155.44	93.53%
Supplies	04-100-412410-0000-46001	9,000.00	8,405.22		594.78	93.39%
Dues & Subscriptions	04-100-412410-0000-45810	1,900.00	514.50		1,385.50	27.08%
Credit Card Processing	04-100-412410-0000-46002	600.00	485.38		114.62	80.90%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,404.00	3,180.60	48	223.40	93.44%
Travel & Training	04-100-412410-0000-45500	1,000.00	50.00		950.00	5.00%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BUDGET	% of BUDGET
Other	04-100-412410-0000-45804	100.00	50.19		49.81	50.19%
Total Treasurer		542,214.00	445,924.62		96,289.38	82.24%
PUBLIC SAFETY						
Police Department						
Salaries	04-100-431100-0000-41100	1,474,676.00	1,235,229.99	36	239,446.01	83.76%
FICA	04-100-431100-0000-42100	117,975.00	90,820.82	36	27,154.18	76.98%
VSRS	04-100-431100-0000-42200	80,036.00	65,279.60		14,756.40	81.56%
Disability	04-100-431100-0000-42210	184.00	152.70		31.30	82.99%
Health Insurance	04-100-431100-0000-42300	222,333.00	159,525.93	37	62,807.07	71.75%
Pre-Employment Test	04-100-431100-0000-42435	3,500.00	2,687.50		812.50	76.79%
Uniforms	04-100-431100-0000-46011	22,000.00	19,548.60	49	2,451.40	88.86%
Service Contracts	04-100-431100-0000-43320	40,000.00	37,416.87	50	2,583.13	93.54%
Communications	04-100-431100-0000-45200	50,000.00	42,893.09		7,106.91	85.79%
Computer & Technology Expenses	04-100-431100-0000-46005	13,000.00	11,829.45		1,170.55	91.00%
Insurance	04-100-431100-0000-45300	53,651.00	47,722.48	38	5,928.52	88.95%
Ins. - LODA	04-100-431100-0000-42410	12,903.00	12,703.86	51	199.14	98.46%
Materials & Supplies	04-100-431100-0000-46001	25,000.00	12,360.84		12,639.16	49.44%
Dues & Subscriptions	04-100-431100-0000-45810	7,000.00	5,577.82		1,422.18	79.68%
Equipment	04-100-431100-0000-46006	15,000.00	11,842.65		3,157.35	78.95%
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00	1,441.50		558.50	72.08%
Vehicle Maintenance	04-100-431100-0000-46009	40,000.00	26,008.67		13,991.33	65.02%
Gas	04-100-431100-0000-46008	41,500.00	36,829.55		4,670.45	88.75%
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	22,148.12		7,851.88	73.83%
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	2,074.81		925.19	69.16%
Other	04-100-431100-0000-45804	500.00	1,274.51	52	(774.51)	254.90%
Total Police Department		2,260,258.00	1,850,526.31		409,731.69	81.87%
Fire Department						
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	53	(1,748.00)	106.66%
Total Fire Department		39,250.00	40,998.00		(1,748.00)	104.45%
Contributions-Public Safety						
E911 Dispatch Center	04-100-432300-0000-45614	137,643.00	79,342.44		58,300.56	57.64%
Total Contributions-Public Safety		137,643.00	79,342.44		58,300.56	57.64%

PARKS, RECREATION & CULTURAL

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BUDGET	% of BUDGET
<u>Parks & Recreation</u>						
Salaries	04-100-471100-0000-41100	149,630.00	130,375.28	36	19,254.72	87.13%
FICA	04-100-471100-0000-42100	11,970.00	9,796.86	36	2,173.14	81.85%
VSRS	04-100-471100-0000-42200	9,435.00	8,651.81		783.19	91.70%
Disability	04-100-471100-0000-42210	-	92.05		(92.05)	0.00%
Health	04-100-471100-0000-42300	28,041.00	19,841.59	37	8,199.41	70.76%
Uniforms	04-100-471100-0000-46011	2,000.00	2,722.93		(722.93)	136.15%
Communications	04-100-471100-0000-45200	2,000.00	2,471.20		(471.20)	123.56%
Insurance	04-100-471100-0000-45300	2,838.00	4,109.74	54	(1,271.74)	144.81%
Advertising	04-100-471100-0000-43600	20,500.00	20,563.21	55	(63.21)	100.31%
Dues & Subscriptions	04-100-471100-0000-45810	2,000.00	531.00		1,469.00	26.55%
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	2,115.57		884.43	70.52%
Other	04-100-471100-0000-45804	500.00	360.00		140.00	72.00%
Total Parks & Recreation		234,914.00	202,157.51		32,756.49	86.06%
<u>Smithfield Center</u>						
Salaries	04-100-412100-0000-41100	152,938.00	130,592.68	36	22,345.32	85.39%
FICA	04-100-412100-0000-42100	12,235.00	9,897.17	36	2,337.83	80.89%
VSRS	04-100-412100-0000-42200	7,126.00	6,056.29		1,069.71	84.99%
Disability	04-100-412100-0000-42210	140.00	115.90		24.10	82.79%
Health	04-100-412100-0000-42300	20,717.00	19,811.19	37	905.81	95.63%
Contracted Services	04-100-412100-0000-43320	18,000.00	15,047.74		2,952.26	83.60%
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	20,663.44		4,336.56	82.65%
Communications	04-100-412100-0000-45200	20,000.00	20,591.09	56	(591.09)	102.96%
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	38	222.26	92.17%
Kitchen Supplies	04-100-412100-0000-44000	3,000.00	1,158.80		1,841.20	38.63%
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	7,056.26	57	(1,056.26)	117.60%
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	38,336.07	58	1,663.93	95.84%
Landscaping	04-100-412100-0000-43400	12,000.00	10,437.12		1,562.88	86.98%
Refund event deposits	04-100-412100-0000-45899	7,000.00	450.00		6,550.00	6.43%
Credit card processing expense	04-100-412100-0000-46002	5,000.00	4,339.17		660.83	86.78%
Total Smithfield Center		342,294.00	291,481.10		50,812.90	85.16%
<u>Contributions-Parks, Recreation and Cultural</u>						
Windsor Castle Restoration	04-100-471200-0000-45653	1,000,000.00	500,000.00	59	500,000.00	50.00%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BUDGET	% of BUDGET
Farmers Market	04-100-432301-0000-45617	3,000.00	3,000.00	60	-	100.00%
Hampton Roads Planning District Commission	04-100-432302-0000-45621	10,000.00	10,019.00	61	(19.00)	100.19%
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	9,000.00	62	-	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	63	-	100.00%
Total Contributions-Park, Recreation and Cultural		1,034,730.00	527,249.00		507,481.00	50.96%
<u>Windsor Castle Park</u>						
Salaries	04-100-471210-0000-41100	30,085.00	24,758.72	36	5,326.28	82.30%
FICA	04-100-471210-0000-42100	2,407.00	1,861.04	36	545.96	77.32%
VSRS	04-100-471210-0000-42200	1,090.00	1,095.38		(5.38)	100.49%
Disability	04-100-471210-0000-42210	-	-		-	0.00%
Health	04-100-471210-0000-42300	2,676.00	2,335.93	37	340.07	87.29%
Contracted Services	04-100-471210-0000-43300	7,000.00	5,705.00		1,295.00	81.50%
Insurance	04-100-471210-0000-45300	9,214.00	9,745.28	38	(531.28)	105.77%
Grass Cutting	04-100-471210-0000-43105	31,000.00	26,961.48		4,038.52	86.97%
Utilities	04-100-471210-0000-45100	6,000.00	166.43		5,833.57	2.77%
Repairs & Maintenance	04-100-471210-0000-46007	40,000.00	40,486.04	64	(486.04)	101.22%
Total Windsor Castle Park		129,472.00	113,115.30		16,356.70	87.37%
<u>Luter Sports Complex</u>						
Contracted Services	04-100-471300-0000-43300	6,500.00	1,440.07		5,059.93	22.15%
Utilities	04-100-471300-0000-45100	5,000.00	9,185.31	65	(4,185.31)	183.71%
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	43,662.35	66	(3,662.35)	109.16%
Total Luter Sports Complex		59,500.00	55,781.73		3,718.27	93.75%
<u>Museum</u>						
Salaries	04-100-472200-0000-41100	137,165.00	117,334.79	36	19,830.21	85.54%
FICA	04-100-472200-0000-42100	10,974.00	9,138.28	36	1,835.72	83.27%
VSRS	04-100-472200-0000-42200	6,994.00	6,235.83		758.17	89.16%
Health	04-100-472200-0000-42300	9,972.00	6,363.71	37	3,608.29	63.82%
<u>Operating expenses</u>						
Contracted services	04-100-472200-0000-43300	3,400.00	2,732.79		667.21	80.38%
Communications	04-100-472200-0000-45200	725.00	501.32		223.68	69.15%
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	38	1,937.16	4.01%
Supplies	04-100-472200-0000-46001	6,360.00	7,182.92		(822.92)	112.94%
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%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BUDGET	% of BUDGET
Dues & Subscriptions	04-100-472200-0000-45810	800.00	204.00		596.00	25.50%
Gift Shop-to be funded by gift shop proceeds						
Gift Shop expenses	04-100-472200-0000-46014	6,000.00	4,893.05		1,106.95	81.55%
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	551.59		248.41	68.95%
Total Museum		187,223.00	155,810.05		31,412.95	83.22%
<u>Other Parks & Recreation</u>						
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	1,458.25		541.75	72.91%
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	2,405.85		94.15	96.23%
Open Spaces	04-100-471500-0000-46007	-	-		-	100.00%
Fireworks	04-100-471390-0000-43344	2,000.00	-		2,000.00	0.00%
Total Parks & Recreation		19,000.00	4,321.27		14,678.73	22.74%
COMMUNITY DEVELOPMENT						
<u>Pinewood Heights Phase 2 MY2</u>						
Permanent Relocation						
Renter Occupied Households		-	2,611.00	67	(2,611.00)	100.00%
Total Pinewood Heights Phase 2 MY2		-	2,611.00		(2,611.00)	0.00%
<u>Pinewood Heights-Phase III</u>						
Non-CDBG Contributed Operating Expenses						
<u>Administration</u>						
Precontract Administration	04-100-432315-0000-42730	-	-		-	0.00%
Management Assistance	04-100-432315-0000-42770	40,000.00	9,014.33		30,985.67	22.54%
Monitoring/Closeout	04-100-432315-0000-42760	5,000.00	-		5,000.00	0.00%
<u>Permanent Relocation</u>						
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	6,528.88		18,971.12	25.60%
<u>Acquisition</u>						
Owner Acquisition	04-100-432315-0000-42705	6,405.00	315.00		6,090.00	4.92%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BUDGET	% of BUDGET
Renter Acquisition	04-100-432315-0000-42710	244,520.00	152,051.00		92,469.00	62.18%
Vacant Lot Acquisition					-	0.00%
Appraisal/Legal	04-100-432315-0000-42703 & 42704	20,202.00	3,850.00		16,352.00	19.06%
<u>Acquisition Specialist</u>	04-100-432315-0000-42750	30,400.00	6,334.27		24,065.73	20.84%
<u>Clearance & Demolition</u>	04-100-432315-0000-42775	58,000.00	11,639.65		46,360.35	20.07%
Subtotal Non CDBG		537,460.00	197,357.13		340,102.87	36.72%
CDBG Contributed Operating Expenses						
<u>Permanent Relocation</u>						
Owner Occupied Households	04-100-432315-0000-42790	411,211.00	-		411,211.00	0.00%
Renter Occupied Households	04-100-432315-0000-42795	234,664.00	-		234,664.00	0.00%
Relocation Specialist	04-100-432315-0000-42796	17,000.00	10,000.00		7,000.00	58.82%
<u>Acquisition</u>						
Owner Occupied	04-100-432315-0000-42780	337,125.00	-		337,125.00	0.00%
Renter Occupied					-	0.00%
<u>Clearance & Demolition</u>						
Subtotal CDBG		1,000,000.00	10,000.00		990,000.00	1.00%
Total Pinewood Heights Phase III		1,537,460.00	207,357.13		1,330,102.87	13.49%
<u>Pinewood Heights Phase IV</u>						
<u>Non CDBG Contributed Operating Expenses</u>						
<u>Administration</u>						
Precontract Administration	04-100-432315-0000-42730	10,000.00	10,090.00		(90.00)	0.00%
Materials & Supplies	04-100-432315-0000-45400	-	379.12		(379.12)	100.00%
Permanent Relocation-Moving Costs	04-100-432315-0000-42701	-	1,900.00		(1,900.00)	100.00%
CDBG Renter Occupied Permanent Relocation	04-100-432315-0000-42795		32,375.00		(32,375.00)	100.00%
Total Pinewood Heights Phase IV		10,000.00	44,744.12		(34,744.12)	447.44%
Total Pinewood Heights-All Phases		1,547,460.00	254,712.25		1,292,747.75	16.46%
<u>Contributions-Community Development</u>						
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%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BUDGET	% of BUDGET
Christian Outreach	04-100-432302-0000-45620	12,650.00	-		12,650.00	0.00%
Genieve Shelter	04-100-432302-0000-45606	7,920.00	7,920.00		-	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	127,749.50		127,749.50	50.00%
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%
Total Contributions-Community Development		380,289.00	238,419.50		141,869.50	62.69%

PUBLIC WORKS

Planning, Engineering & Public Works

Salaries	04-100-441300-0000-41100	268,003.00	185,693.05	36	82,309.95	69.29%
FICA	04-100-441300-0000-42100	21,440.00	13,946.42	36	7,493.58	65.05%
VSRS	04-100-441300-0000-42200	16,197.00	11,016.92		5,180.08	68.02%
Disability	04-100-441300-0000-42210	2,000.00	1,880.38		119.62	94.02%
Health	04-100-441300-0000-42300	45,094.00	23,363.09	37	21,730.91	51.81%
Uniforms	04-100-441300-0000-46011	2,500.00	845.12		1,654.88	33.80%
Storm Maintenance	04-100-441300-0000-43106	0.00	512.81		(512.81)	100.00%
Contractual	04-100-441300-0000-43320	8,125.00	6,438.47		1,686.53	79.24%
GIS	04-100-441300-0000-43001	500.00	414.68		85.32	82.94%
Recycling	04-100-441300-0000-43340	133,300.00	110,238.77		23,061.23	82.70%
Trash Collection	04-100-441300-0000-43330	220,000.00	181,432.43		38,567.57	82.47%
Street Lights	04-100-441300-0000-45101	2,500.00	1,034.51		1,465.49	41.38%
Communications	04-100-441300-0000-45200	12,000.00	9,348.70		2,651.30	77.91%
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	6,000.00	396.05		5,603.95	6.60%
Insurance	04-100-441300-0000-45300	9,281.00	7,897.20	38	1,383.80	85.09%
Materials & Supplies	04-100-441300-0000-46001	6,000.00	2,037.77		3,962.23	33.96%
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	6,483.01		2,516.99	72.03%
Gas	04-100-441300-0000-46008	6,500.00	7,030.72	68	(530.72)	108.16%
Travel & Training	04-100-441300-0000-45500	6,000.00	2,142.45		3,857.55	35.71%
Litter Control Grant	04-100-441300-0000-46012	3,354.00	29.85		3,324.15	0.89%
Dues & Subscriptions	04-100-441300-0000-45810	2,700.00	1,416.67		1,283.33	52.47%
Other	04-100-441300-0000-45804	2,000.00	1,676.13		323.87	83.81%
Total Public Works		783,744.00	576,492.01		207,251.99	73.56%

PUBLIC BUILDINGS

Public Buildings

Salaries	04-100-443200-0000-41100	30,794.00	25,420.07	36	5,373.93	82.55%
FICA	04-100-443200-0000-42100	2,464.00	1,961.20	36	502.80	79.59%
Contractual	04-100-443200-0000-43300	23,500.00	15,568.58		7,931.42	66.25%
Communications	04-100-443200-0000-45200	3,000.00	1,587.70		1,412.30	52.92%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BUDGET	% of BUDGET
Utilities	04-100-443200-0000-45100	46,000.00	39,479.76		6,520.24	85.83%
Insurance	04-100-443200-0000-45300	10,674.00	9,877.88	38	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	36,689.56	69	(689.56)	101.92%
Other	04-100-443200-0000-45804	500.00	92.04		407.96	18.41%
Total Public Buildings		158,932.00	133,051.22		25,880.78	83.72%
OTHER FINANCING USES						
Transfers to Operating Reserves	N/A	11,828.00	-		11,828.00	0.00%
Transfers to Restricted Reserves-Pinewood	N/A	-	179,148.35	71	(179,148.35)	0.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)	N/A	-	-		-	0.00%
Total Transfers To Reserves		11,828.00	179,148.35		(167,320.35)	1514.61%
NON DEPARTMENTAL						
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	31,553.00	22,560.08		8,992.92	71.50%
Total Tax Relief for the Elderly/Veterans		31,553.00	22,560.08		8,992.92	71.50%
DEBT SERVICE						
Debt Service						
Principal Retirement						
Public Building Acquisition-TM/PD	04-100-495500-0000-49501	489,553.00	489,552.50	72	0.50	100.00%
Police Evidence Building	04-100-495500-0000-49509	53,609.00	49,097.77		4,511.23	91.58%
New Debt-Multiple projects	04-100-495500-0000-49512	273,075.00	250,031.26		23,043.74	91.56%
Line of Credit		-	-		-	0.00%
Public Safety Radio System	04-100-495500-0000-49518	50,000.00	48,225.00	73	1,775.00	100.00%
3 year Phase in Fire Alarm System	04-100-495500-0000-49516	9,150.00	9,150.00	74	-	100.00%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49514	6,873.00	6,872.49		0.51	99.99%
Interest and fiscal charges						
Public Building Acquisition-TM/PD	04-100-495500-0000-49502	14,017.00	14,016.55	72	0.45	100.00%
Police Evidence Building	04-100-495500-0000-49510	7,635.00	7,146.66		488.34	93.60%
New Debt-Multiple projects	04-100-495500-0000-49513	82,290.00	76,360.42		5,929.58	92.79%
Line of Credit		-	-		-	0.00%
Public Safety Radio System	04-100-495500-0000-49519	0.00	1,775.00	73	(1,775.00)	0.00%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49515	660.00	659.43		0.57	99.91%
Total Debt Service		986,862.00	952,887.08		33,974.92	96.56%
Total General Fund Expenses		9,604,118.00	6,808,179.61		2,795,938.39	70.89%
Net Reserve (+/-)		1,861,720.00	1,625,825.93		235,894.07	87.33%

GENERAL FUND CAPITAL

			2019	Actual as of		REMAINING	% of
CAPITAL OUTLAY	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	05/31/19	Notes	BUDGET	BUDGET
Net Operating Reserves (Deficit)		-	1,861,720.00	1,625,825.93		235,894.07	0.87
GENERAL GOVERNMENT							
TOWN MANAGER							
DOCSTAR Conversion	4-100-412010-0000-48100		7,000.00	-		7,000.00	0%
TREASURER							
MUNIS Conversion	4-100-412410-0000-48100	52,108.00	50,000.00	24,770.07	75	25,229.93	50%
PUBLIC SAFETY							
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%
PARKS, RECREATION, AND CULTURAL							
Clontz Park							
Boat Ramp	4-100-471311-0000-48100		603,000.00	785,753.53	81	(182,753.53)	130%
Smithfield Center							
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	375,365.00		223,212.88	83	(223,212.88)	59%
Jersey Park Playground	4-100-471313-0000-48100			12,395.00	84	(12,395.00)	#DIV/0!
COMMUNITY DEVELOPMENT							
Phase III							
CDBG Acquisition							
Non-CDBG Acquisition	04-100-432315-0000-48100	171,000.00		36,000.00	85	(36,000.00)	21%
Phase IV							
CDBG Acquisition							
Non-CDBG Acquisition							
PUBLIC WORKS							
Waterworks Dam	4-100-471350-0000-48100	58,928.00	45,000.00	32,784.95	86	12,215.05	73%
Bishop's Reach	4-100-441300-0000-48100			23,960.00	87	(23,960.00)	#DIV/0!
Urban fund projects (town match)							
Right turn lane-Joseph W Luter Jr Sports Complex			14,936.00	4,080.75	88	10,855.25	27.32%
Benns Church/Route 258/Route 10 Bypass intersection			-	748.89	88	(748.89)	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis			-	122.53	88	(122.53)	0.00%
Urban fund projects (federal-aid)							
Right turn lane-Joseph W Luter Jr Sports Complex	4-100-441300-0000-48100	809,726.00	731,864.00	8,856.53	88	723,007.47	1.21%
Benns Church/Route 258/Route 10 Bypass intersection		145,281.00	-	36,695.28	80	(36,695.28)	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis		13,523.00	-	6003.93	88	(6,003.93)	0.00%

			2019	Actual as of		REMAINING	% of
CAPITAL OUTLAY	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	05/31/19	Notes	BUDGET	BUDGET
Main Street paving	4-100-441300-0000-48100		40,000.00	38,627.00	89	1,373.00	96.57%
PUBLIC BUILDINGS							
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%
NET CAPITAL OUTLAY		1,625,931.00	1,861,720.00	1,625,825.93		235,894.07	87%
Net Reserves (Deficit) after capital outlay			-	-		0.00	

Notes: May 2019

GENERAL FUND

Revenues:

1	<u>Current/Delinquent RE</u>	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	<u>Current/Delinquent PP</u>	2018 PP tax Collections through June 30 total \$670,355 which is 107% of budget. Delinquent PP collections for the same period total \$31,667 (158%). Outstanding 2018 PP tax as of year end totaled \$47,647.
3	<u>Public Service Corporations Tax</u>	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	<u>Francise Tax</u>	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	<u>Cigarette Tax</u>	Sold 450,000 cigarette tax stamps through May 2019 compared to 497,120 through May 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	<u>Transient Occupancy</u>	Transient occupancy is paid quarterly. The collections received in July were for quarter ended June 30, 2018 and were therefore accrued for FY2018. Revenues collected for quarters ended through April 2019 are \$23,531 greater than prior year. The last quarter will be accrued once the July 2019 payments are made.
7	<u>Meals Tax</u>	Meals taxes are paid either monthly or quarterly depending upon the business. All collections received in July however represent the period ended June 30, 2018 and were accrued for FY2018. Meals tax revenues recorded through May 31 2019 are \$33,293 higher than FY2018.
8	<u>Sales Tax</u>	Sales tax from IOW County runs 2 months behind since it is received from the state. Sales tax for May represents collections for July 2018 through March 2019. Collections for 2019 are currently \$3,986 higher than prior year.
9	<u>Consumption/Utility Tax</u>	Consumption and utility tax collections generally lag one month (sometimes two) from the statement date. May statements reflect utility tax and consumption tax collected for July-April. Utility tax is \$1445 higher than prior year and consumption tax is \$465 higher.
10	<u>Business licenses</u>	Business licenses are due on April 15; however, licenses for delinquent accounts or new businesses are collected throughout the fiscal year. As of May 31, we have collected \$380,043 in BL taxes which is \$7,730 higher than the same period in FY2018.
11	<u>Vehicle License Tax</u>	VL taxes are billed with personal property and are collected at the same time. Collections to date include \$210,155 for current year vehicle license tax and \$20,071 for prior year delinquents and supplements. Collections are \$81,282 higher than prior year due to an increase in the VL rate from \$20 to \$33 for qualified vehicles.
12	<u>Permits & other licenses</u>	Permits and other licenses are made up of sign permits (\$775), zoning permits (\$16,655), yard sale permits (\$800), E&S Fees (\$4200), demolition permits (\$75), ROW permits (\$2380), and golf cart permits (\$80).
13	<u>Inspection Fees</u>	Inspection fees are as follows: KT Homes-\$300-204 Lochview-21E-01-118 Lot 118 HH Hunt-\$300-100 Gullane-Lot 412 Cypress Creek 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 for May represent Jul-Mar revenues and are \$7,153 less than prior year.
- 16 **Rentals** Rentals represent payments from town owned properties. Includes SVAE (\$2250/month), When Pigs Fly (\$775/month), 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 \$175,656 through May are \$9,557 less than the same period last year.
- 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 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 May are \$1,716 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. May collections have exceeded budget and are \$652 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 \$2310 through May. Gift shop sales remain strong, also exceeding budget through May, and are \$1617 higher than the same period in 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
Govdeals - Smith Corona electric typewriter-\$15
Govdeals - lot of 10 round tables-\$260.80

Govdeals - lot of 4 tables-\$50
Govdeals - U-Haul hitch bar-\$20
Parker Terry - computer carry on case-\$25
Govdeals - lot of bikes from PD-\$122

- 24 **Safety Grant** The Town did not receive safety grant funding from VML for FY2019, so we will be under budget for this line item for the total \$4000. Grant funds will be requested for FY2020.
- 25 **Reserves-Prior year loan reserves** Of the total \$5M loan that was converted to a note payable in FY2018, \$1,539,553 was reserved for debt service and capital contributions in FY2019. Through April, \$500,000 was contributed to the Windsor Castle Park Foundation as a portion of the Town's \$2M commitment to the project; \$24,770.07 was applied to the MUNIS Conversion in the Treasurer's office, and \$489,553 was used to pay off Isle of Wight County (balloon payment) for the balance owed on the TM and PD offices.
- 25A **From Operating Reserves** The town has spent \$79,285 more than revenues recorded for the fiscal year through May 31, 2019. In May 2018, the Town reflected \$524,064 in positive reserves through the month, but there were still contributions and loan funds available for the Luter Sports Complex funding. This year we have spent \$223,213 that has been funded completely through the general fund. We've also spent \$785,754 for the Clontz Park Boat Ramp, and have only received \$216,437 in grant funding to date.
- 26 **Law Enforcement** State grant 599 Funds to offset cost of police salaries. Received quarters 1 through 3 as of May 31, 2019.
- 27 **Communications Tax** This tax received from the state has a 2 month lag. Revenues shown on the April statement represent revenues for Jul 2018 through Mar 2019. To date we have received \$11,728 less from the state than the same period last year.
- 28 **Rental Tax** Rental tax has exceeded budget for the year. The Town has never received this much money in rental tax that is currently \$3082 higher than prior year. This represents U-Haul Rentals and Mobile Home Tax.
- 29 **PPTRA State Revenue** Personal property tax relief in the amount of \$240,794 is paid annually in August. This is a lump sum distribution that is applied against the Town's total personal property tax billing to determine the amount that must be recovered from taxpayers.
- 30 **Police Block Grants** Received 2 grants from the VA DMV in February 2019 totaling \$3,240.
- 31 **Fire Programs** Fire Funds are a pass through from the state. Reimbursement approval for the fire department was included on the October finance committee agenda and approved at the November Town Council meeting for payment.
- 32 **VCA Grant** The VCA matching grant of \$4500 was received from the state in December. Payment was made on January 31, 2019.
- 33 **State Grant-Boat Ramp** Received \$160,000 grant from the state and \$56,437 from the Port of VA to be used for the Clontz Park Boat Ramp.
- 34 **DCR Grant #71-17** Received \$5000 for Disbursement 1 of the state DCR grant #71-17. This grant is for Development of an Emergency Action Plan for the dam.
- 35 **DCR Grant #72-17** Received \$5941.25 for Disbursement 1 of the state DCR grant #72-17. This grant is for Dam Break Inundation Zone Analysis, Mapping, and Digitization.
- 36 **Police Grants** The Police Department was approved for a DCJS grant for equipment totaling \$43,900. The first draw request of \$8460 was received in August. Purchases were complete by the end of September, and a final draw request was made in October. The final payment of \$32,769.31 was posted in November. Grant expenses came in slightly under total allowed.
- 37 **Other Financing Sources-Capital Acquisition** Isle of Wight County financed 5 year repayment for equipment valued at \$245,000 as supported by their new radio communications system.
- 38 **Insurance Recoveries-Other** Received \$2139.80 from VML insurance programs for damages to 2013 Dodge Charger (VIN #7738) and \$7325 for 1999 Ford pickup (VIN #7626) that was a total loss.
- 39 **Contributions Museum** Town will true up with IOW County at fiscal year end for half of the operating costs for the Museum as per its MOU dated
- 40 **Contributions-Historic Windsor Castle LLC** Tax credit proceeds for 2018 for the Windsor Castle Restoration Project.

Expenses:

All Departments

- 36 Salaries Payroll accruals for June 2018 were reversed against salaries and payroll taxes in July 2018.
- 37 Health/Dental Insurance Health insurance premiums are reflected through March (75%). Dental premiums are also posted for Jul through Apr (83%).
- 38 Insurance 4 quarterly payments (100%) have been made to VML for property casualty/workers' compensation insurance.

Town Council

- 39 Legal Fees Includes \$2592.50 from Pender & Coward for tax credit syndication for WCP, \$21,340 from Kaufman & Canoles for winery lease, and reimbursement of \$4,148.50 for boundary line adjustment at the Scott Farm. Also includes time charged for TC retreat. Still have 2 months billing to post before fiscal year end, so this line item will be approximately \$15,000 over budget. Total legal fees for for FY 2018 were \$47,544.
- 40 Maintenance Contracts Insercorp-\$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
Insercorp-\$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
- 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 expense for the year will still be approximately \$2174 over budget.
- 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
- 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:
A Tyler St Clair-\$8482.16-TC Retreat March 2019
A Tyler St Clair-\$4238-Staff Retreat May 2019

Town Manager

- 46 Maintenance Contracts Ricoh-monthly lease charges of \$186.39 (Jul-Jun for 12 months)=\$2245.68
RicoH-monthly copy overages-\$793.89

Treasurer

- 47 Depreciation Software 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 Cigarette Tax Stamps Meyercord Revenue-\$3,180.60 for 540,000 tax stamps. Generally, these are only ordered once per fiscal year.

Public Safety

- 49 Uniforms Includes:
Galls-\$1271.92-duty boots, performance polos, glove pouches, handcuff cases, etc
American Uniform Sales-\$2578.67-bulk order of shirts, trousers, shoulder patches, armor skins, hemming
American Uniform Sales-\$4295.48-bulk order of shirts, trousers, shoulder patches, and hemming.
American Uniform Sales-\$1226.95-bulk order of shirts, trousers, shoulder patches, and hemming.
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 Service contracts Includes \$23,307 to Superion 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 11 months=\$2050.29-copier lease
Ricoh-\$884.97-copy overages
Pitney Bowes-\$150 for 3 quarters=\$450 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 Insurance-LODA 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 Other 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-\$383-April screenings & 2 physicals (new officers)
- 53 Fire Department State Pass Thru 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.

Parks Recreation & Cultural

- 54 Insurance 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 Advertising Wedding Wire-\$4820-Feature for 7/2/18 through 7/2/19
Mar-Bert & Associates-Hampton Roads Wedding Guide-\$2260-1/3 page ads-SC & WCP

Vistagraphics-Coastal Virginia Bride Magazine-\$793
 Grafik Trenz-\$250-12x18" Poly No Parkings Signs (50)
 Lois Tokarz-\$60-VOW ad for Windsor Castle Park
 Pilot Media-\$1503-Advertisement VOW Magazine-7/27/18-Smithfield Center
 Pilot Media-\$1503-Advertisement VOW Magazine-7/27/18-Windsor Castle
 Leisure Media-\$500-1/6 page full color ad-travel guide
 Virginia Bride Magazine-\$599-full page ad-spring 2019
 Smithfield Volunteer Fire Department-\$100-2019 calendar
 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

Smithfield Center

- 56 Communications Includes:
 Charter Communications-\$15,316-10 billing periods
 Verizon-\$3510-11 billing periods
 Verizon Wireless-\$1765-11 billing periods
- 57 Food & Beverage Supplies Numerous small invoices throughout the year. Largest invoices was to the Smithfield Station for \$1327 for bridal show
- 58 Repairs & Maintenance 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
 Rutherford Supply-\$1045.16-janitorial supplies-mop heads, liners, cleaner, etc.

Contributions-Parks, Recreation and Cultural

- 59 Windsor Castle Restoration \$500,000 contributed for Windsor Castle Manor House and outbuildings as part of \$2M commitment.
- 60 Farmers Market Isle of Wight County-\$3000-paid annual contribution in full for the fiscal year
- 61 Hampton Roads Planning District Commission 4 quarterly payments of \$2504.75 each. This line item is \$19 over budget.
- 62 Isle of Wight Arts League The town and the state have both paid their matching portion of this grant (\$4500 each) for the fiscal year.
- 63 Friends of the Library Paid 100% of budgeted contribution for the year.

Windsor Castle Park

- 64 Repairs & Maintenance 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.

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

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)

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 have exceeded budget through 11 months. This line item has impacted all funds for the year.

Public Buildings

69 Repairs & Maintenance Includes 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 automatic 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 \$420,441 as of April 30, 2019. Last year, we had reserves of \$547,897 which was \$127,456 higher than current year.
71	<u>Transfers to Restricted Reserves-Pinewood</u>	As of May 31, 2019, the town had collected \$179,148 more in meals tax 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 totaling \$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-\$24770-progress billing on contract implementation
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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
78	<u>Grant Project-Tactical vests</u>	Victor Forward, LLC-\$8460-multi-mission assault carriers (9), cummberrbund 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-\$16,647.50-professional services through January 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
82	<u>Smithfield Center Bathroom Renovations</u>	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-\$2974.93-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.

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**

	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BALANCE	% of BUDGET
Revenue						
Operating Revenues						
Sewer Charges	03-004-342070-0000-31101	688,000.00	503,701.57	1	184,298.43	73.21%
Sewer Compliance Fee	03-004-342070-0000-31608	393,031.00	319,640.23	1	73,390.77	81.33%
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%
Total Operating Revenue		1,113,631.00	923,751.84		189,879.16	82.95%

**Town of Smithfield
Sewer Fund Budget**

Description		2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BALANCE	% of BUDGET
Expenses						
Operating Expenses						
Salaries	04-004-442070-0000-41100	269,770.00	206,468.66	3	63,301.34	76.54%
FICA	04-004-442070-0000-42100	21,582.00	15,373.11	3	6,208.89	71.23%
VSRS	04-004-442070-0000-42200	15,833.00	12,479.35		3,353.65	78.82%
Health	04-004-442070-0000-42300	44,818.00	28,907.27		15,910.73	64.50%
Uniforms	04-004-442070-0000-46011	2,500.00	2,322.30		177.70	92.89%
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	7,055.58	5	(655.58)	110.24%
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	9,055.00	7	15,945.00	36.22%
Maintenance & Repairs	04-004-442070-0000-46007	40,000.00	68,410.62	8	(28,410.62)	171.03%
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	3,161.52		4,338.48	42.15%
Data Processing	04-004-442070-0000-44100	15,000.00	11,444.76		3,555.24	76.30%
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	37,248.23		7,751.77	82.77%
SCADA Expenses	04-004-442070-0000-45204	6,000.00	4,268.64		1,731.36	71.14%
Communications	04-004-442070-0000-45200	12,000.00	9,525.42		2,474.58	79.38%
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	31,376.23		18,623.77	62.75%
Truck Operations (fuel)	04-004-442070-0000-46008	7,000.00	7,817.34	12	(817.34)	111.68%
Vehicle Maintenance	04-004-442070-0000-46009	1,000.00	2,119.97	13	(1,119.97)	212.00%
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	3,204.59		295.41	91.56%

**Town of Smithfield
Sewer Fund Budget**

	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BALANCE	% of BUDGET
Bank charges	04-004-442070-0000-45813	-	30.00		(30.00)	0.00%
Miscellaneous	04-004-442070-0000-45804	1,200.00	966.69		233.31	80.56%
Total Sewer Fund Operating Expenses before D&A Exp.		606,278.00	487,409.22		118,868.78	80.39%
Operating Income before D&A Expense		507,353.00	436,342.62		71,010.38	86.00%
Depreciation & Amortization Expense	04-004-442070-0000-49102	361,000.00	329,115.78		31,884.22	91.17%
Operating Income (Loss)		146,353.00	107,226.84		39,126.16	73.27%
Nonoperating Revenues (Expenses)						
Pro-rata Share Fees	03-004-342070-0000-31103	-	40,000.00	14	(40,000.00)	100.00%
Insurance Recoveries	03-004-342070-0000-31603	-	10,890.10	15	(10,890.10)	0.00%
Availability Fees	03-004-342070-0000-31102	82,400.00	269,579.80	16	(187,179.80)	327.16%
Interest Revenue	03-004-342070-0000-31501	9,000.00	15,053.50		(6,053.50)	167.26%
Interest Expense	04-004-442070-0000-49000	(5,568.00)	(3,292.45)	17	(2,275.55)	59.13%
Total Nonoperating Revenues (Expenses)		85,832.00	332,230.95		(246,398.95)	387.07%
Net Income (loss)		232,185.00	439,457.79		(207,272.79)	189.27%
WORKING CAPITAL ADJUSTMENTS TO CAFR Income						
(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)	(319,640.23)		(73,390.77)	81.33%
Depreciation & Amort. Exp.		361,000.00	329,115.78		31,884.22	91.17%
Additional debt service costs-principal expense		(102,090.00)	(102,090.00)	18	-	100.00%
Total adjustments to CAFR Net Income		(216,521.00)	(402,194.25)		185,673.25	185.75%
Adjusted income		15,664.00	37,263.54		(21,599.54)	237.89%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	05/31/19	Notes	BALANCE	BUDGET
Sewer Fund							
Working adjusted income			15,664.00	37,263.54		(21,599.54)	237.89%
MOM Flow Plan Review	04-004-442070-0000-47000	(75,000.00)	(75,000.00)			(75,000.00)	0.00%
MOA Flow Monitoring	04-004-442070-0000-47000	(75,000.00)					
HRSD Force Main Pressure Investigation-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	(37,551.00)	(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	(55,000.00)	(75,000.00)	(48,142.00)	28	(26,858.00)	64.19%
Manhole rehab	04-004-442070-0000-47000	(75,000.00)	(75,000.00)	(5,430.00)	29	(69,570.00)	7.24%
Sewer Capital Repairs (find & fix)	04-004-442070-0000-47012	(64,619.00)	(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)			(30,000.00)	0.00%
Bypass pump installation-Crescent	04-004-442070-0000-47012	(65,429.00)	-	(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)	-	(12,500.00)	34	12,500.00	100.00%
Net Capital Outlay		(460,099.00)	(780,500.00)	(329,115.03)		(467,232.45)	42.17%
Net Reserves (Deficit) after capital outlay			(764,836.00)	(291,851.49)		(488,831.99)	38.16%
Reserves from Sewer Capital Escrow Account			205,500.00	5,575.00		199,925.00	2.71%
Funding from Sewer Compliance Fee-find and fix			575,000.00	324,782.24		250,217.76	56.48%
Draw from operating reserves			-	-		-	0.00%
Net Adjusted Reserves			15,664.00	38,505.75		(38,689.23)	245.82%

Notes: May 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 May statements reflect 1/2 of the August billing through May as current year revenues. Sewer charges are \$25,335 lower than prior year. Sewer compliance is \$92,695 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 May 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

Salaries have been decreased by accrued payroll for FY2018 that was reversed as of July.

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

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 Moonefield 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
- 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
- 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 have exceeded budget through 11 months. This line item has impacted 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

Nonoperating Revenues (Expenses)

- 14** 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.
- 15** Insurance Recoveries
- 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** Availability fees
- We received 60 at \$4120 each (\$247,200), one upgrade at \$2200, and 6 pro-rated (credit applies) fees with 5 at \$3363.34 each and 1 at \$3363.10.

17 Interest Expense

Interest of \$3485.82 was paid in July for the old sewer treatment plant. Of that amount, \$2905 was accrued in FY2018 and reversed from FY2019. The second interest payment for the year (\$2711.63) was made in January. An accrual will be made at year end which will bring interest expense up to budget.

WORKING ADJUSTMENTS TO CAFR

18 Additional debt service costs-principal expense

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

SEWER CAPITAL

19 Bypass Pump- Morris Creek

Xylem-\$2379.29-8"x6" flanged expansion joint and 6" expansion joint
REW-\$34,950-labor and materials to install bypass pump at Morris Creek

20 Fairbanks Pump Main Street

Sydnor Hydro-\$17800-Main Street Pump Station-Spare Pump

21 Fairbanks Pump-James S

Sydnor Hydro-\$23976-James Street Pump Station-Spare Pump

22 Hydromatic Pump -Minton Way

Wood Equipment-\$5586.61-one of two budgeted Hydromatic Impeller Pumps

23 Dri-Prime Adapter Pumpend

Xylem-\$17,819.34 for cast iron Dri-Prime Pump

24 Hydromatic Pumps (2)-Pinewood

Wood Equipment-\$10800.00-Hydromatic 7.5HP 6.87" Impeller, 35' Cord

25 Hydromatic Pumps (2)-Bradford Mews

Wood Equipment-\$11000.00-Hydromatic 5HP 10.13" Impeller, 35' Cord

26 By-pass pump-Lakeside

Xylem-\$64,114.20-By-pass pump for Lakeside Pump Station

27 Replace damaged electrical equipment-Lakeside

REW-\$15,847.48-replace damaged electrical equipment caused by storm

28 Sanitary Sewer Inspections

Draper Aden Associates-\$1071-Smithfield Sewer Assessment Program-Phase III-svcs through Sept 30, 2018
Draper Aden Associates-\$34728.50-Smithfield Sewer Assessment Program-Phase III-svcs through Nov 30, 2018
Draper Aden Associates-\$2318-Smithfield Sewer Assessment Program-Phase III-svcs through Dec 31 2018
Draper Aden Associates-\$2886-Smithfield Sewer Assessment Program-Phase III-svcs through Jan 31 2019
Draper Aden Associates-\$5568.50-Smithfield Sewer Assessment Program-Phase III-svcs through Feb 28 2019
Draper Aden Associates-\$1570-Smithfield Sewer Assessment Program-Phase III-svcs through Mar 23 2019

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

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

**Town of Smithfield
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BALANCE	% of BUDGET
Revenue						
Operating Revenue						
Water Sales	03-005-342060-0000-31101	1,464,204.00	1,091,303.37	1	372,900.63	74.53%
Debt Service Revenue	03-005-342060-0000-31109	248,853.00	203,213.99	1	45,639.01	81.66%
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	8,986.00		(332.00)	103.84%
Total Operating Revenue		1,735,211.00	1,348,538.44		386,672.56	77.72%

**Town of Smithfield
Water Fund Budget**

Description		2019 ADOPTED	Actual as of 05/31/19	Notes	Remaining Budget	% of budget
Expenses						
Salaries	04-005-442060-0000-41100	461,557.00	361,263.45	4	100,293.55	78.27%
FICA	04-005-442060-0000-42100	36,925.00	26,652.20	4	10,272.80	72.18%
VSRS	04-005-442060-0000-42200	25,887.00	19,918.68		5,968.32	76.94%
Health	04-005-442060-0000-42300	85,554.00	53,359.19		32,194.81	62.37%
Uniforms	04-005-442060-0000-46011	2,500.00	2,865.86		(365.86)	114.63%
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	6,986.83	6	(586.83)	109.17%
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	6,825.09		13,174.91	34.13%
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	11,444.76		3,555.24	76.30%
Utilities	04-005-442060-0000-45100	2,500.00	1,254.81		1,245.19	50.19%
Communications	04-005-442060-0000-45200	11,500.00	10,098.44		1,401.56	87.81%
Insurance	04-005-442060-0000-45300	28,365.00	28,300.04	9	64.96	99.77%

**Town of Smithfield
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BALANCE	% of BUDGET
Materials & Supplies	04-005-442060-0000-45400	75,000.00	69,012.59	10	5,987.41	92.02%
Truck Operations (fuel)	04-005-442060-0000-46008	10,000.00	13,678.20	11	(3,678.20)	136.78%
Vehicle Maintenance	04-005-442060-0000-46009	2,000.00	2,120.01		(120.01)	106.00%
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	1,080.85		119.15	90.07%
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	10,251.12	12	1,748.88	85.43%
<u>RO Annual costs</u>						
Power	04-005-442061-0000-45100	104,000.00	83,257.82		20,742.18	80.06%
Chemicals	04-005-442061-0000-45413	52,332.00	62,972.69	13	(10,640.69)	120.33%
HRSD	04-005-442061-0000-45102	280,300.00	212,582.37		67,717.63	75.84%
Supplies	04-005-442061-0000-45400	20,000.00	18,531.27		1,468.73	92.66%
Communication	04-005-442061-0000-45200	9,200.00	8,429.46		770.54	91.62%
Travel and training	04-005-442061-0000-45500	4,300.00	821.09		3,478.91	19.10%
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	23,925.84		42,574.16	35.98%
Total Water Fund Operating Expenses before D&A Exp.		1,484,795.00	1,068,030.64		416,764.36	71.93%
Operating Income before D&A Expense		250,416.00	280,507.80		(30,091.80)	112.02%
Depreciation & Amortization Expense	04-005-442060-0000-49102	370,000.00	323,140.06		46,859.94	87.34%
Operating Income (Loss)		(119,584.00)	(42,632.26)		(76,951.74)	35.65%
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	38,630.96		(18,630.96)	193.15%
Interest Expense	04-005-442060-0000-49000	(38,150.00)	(23,515.16)	17	(14,634.84)	61.64%
Total Nonoperating Revenues (Expenses)		36,250.00	228,435.88		(192,185.88)	630.17%
Net Income (Loss)		(83,334.00)	185,803.62		(269,137.62)	-222.96%

**Town of Smithfield
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BALANCE	% of BUDGET
WORKING ADJUSTMENTS TO CAFR						
(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)	(244,775.85)	18	(3,639.15)	0.00%
Total adjustments to CAFR		(181,668.00)	(244,775.85)		63,107.85	0.00%
Working adjusted income		(265,002.00)	(58,972.23)		(206,029.77)	0.00%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	05/31/19	Notes	BALANCE	BUDGET
Water Fund							
Net Operating Reserves (Deficit)			(265,002.00)	(58,972.23)		(206,029.77)	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			(13,699.00)	21	13,699.00	
Net Capital Outlay		(185,051.00)	(207,500.00)	(51,381.00)		(181,301.00)	24.76%
Net Reserves (Deficit) after capital outlay		(162,551.00)	(472,502.00)	(110,353.23)		(387,330.77)	23.36%
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%
Net Adjusted Reserves			2,385.00	141,293.47		(164,090.47)	5924.25%

Notes: May 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 April statements reflect 1/2 of the August billing through April as current year revenues. Water charges are \$10,874 lower than prior year even with an increase in the water rate from \$5.68 to \$6.14/1000 gallons. The Water Debt Service fee increased \$39,502 per a rate increase from \$8.95 to \$11.47 on each bi-monthly billing account.
- 2 Miscellaneous Through April we sold 15 water meters (\$325 each=\$4875) and 5 water meter boxes and lids (\$100 each=\$500) and 4 meter boxes (\$50 each=\$200). We also had one returned check charge at \$25.
- 3 Connection Fees The town posted \$38,320 in connection fees through April 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 Salaries have been decreased by accrued payroll for FY2018 that was reversed as of July.
- 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 is running high and will probably exceed budget due to increased activity in development and equipment change outs. 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 procode meters (\$240 each)
\$13000-100 radio pit 6' (\$130 each)
\$4800-20 registers w/6' ext antenna (\$240 each)
- 11 Truck Operations Fuel costs have increased during FY2019 and have exceeded budget through 11 months. This line item has impacted 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 already spent \$62,912 through mid-May. I spoke with Tim Perkins about this. Some of the chemical charges may belong in repairs & maintenance which is significantly under budget. Will have to follow up with Tim by reviewing invoices. Possibly may just need to process a line item transfer from repairs & maintenance of chemicals.
- 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 58 at \$2720 each, 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 April interest for the Farmers loan totaled \$4929.35. The second interest payment for the two PNC loans was paid in January (\$12,685.47).

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 is 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

**Town of Smithfield
Highway Fund**

Description		2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BALANCE	% of BUDGET
Revenue						
Interest Income	03-204-341200-0000-31501	200.00	266.26		(66.26)	133.13%
Revenue - Commwlth of VA	03-204-341200-0000-34060	1,189,305.00	1,243,925.24	1	(54,620.24)	104.59%
Total Highway Fund Revenue		1,189,505.00	1,244,191.50		(54,686.50)	104.60%

**Town of Smithfield
Highway Fund**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 05/31/19	Notes	REMAINING BALANCE	% of BUDGET
Expenses						
Salaries	04-204-441200-0000-41100	341,895.00	268,789.76	2	73,105.24	78.62%
FICA	04-204-441200-0000-42100	27,352.00	20,034.39	2	7,317.61	73.25%
VSRS	04-204-441200-0000-42200	20,589.00	16,403.79		4,185.21	79.67%
Health	04-204-441200-0000-42300	54,876.00	42,121.04		12,754.96	76.76%
Uniforms	04-204-441200-0000-46011	3,500.00	1,658.35		1,841.65	47.38%
Professional services	04-204-441200-0000-43152	1,250.00	4,473.59	3	(3,223.59)	100.00%
Grass	04-204-441200-0000-43105	20,000.00	12,850.32		7,149.68	64.25%
Maintenance	04-204-441200-0000-43104	551,251.00	584,982.47	4	(33,731.47)	106.12%
Asphalt/Paving			389,883.35		(389,883.35)	
Ditching			132,539.39		(132,539.39)	
Traffic Control devices			973.90		(973.90)	
Other (maintenance)			3,114.97		(3,114.97)	
Other (lawnmowers, landscaping, etc)			54,455.66		(54,455.66)	
Structures and Bridges			-		-	
Ice and Snow removal			-		-	
Administrative			1,465.19		(1,465.19)	
Storm Maintenance			2,550.01		(2,550.01)	
Street Lights	04-204-441200-0000-45101	117,000.00	108,840.63		8,159.37	93.03%
Insurance	04-204-441200-0000-45300	15,450.00	9,610.88	5	5,839.12	62.21%
VAC Truck Repairs	04-204-441200-0000-43107	2,500.00	1,311.62		1,188.38	52.46%
Truck Operations	04-204-441200-0000-46008,46009	8,000.00	11,377.05	6	(3,377.05)	142.21%
Stormwater Management Program (regional)	04-204-441200-0000-43999	3,342.00	3,116.00	7	226.00	93.24%
Total Highway Fund Expense		1,167,005.00	1,085,569.89		81,435.11	93.02%
Net Reserves (+/-)		22,500.00	158,621.61		(136,121.61)	100.00%

		2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ADOPTED	05/31/19	Notes	BALANCE	BUDGET
HIGHWAY						
Net Operating Reserves (Deficit)		22,500.00	158,621.61		(136,121.61)	100.00%
No specific capial projects identified		-	-		-	0.00%
PW Vehicle	04-204-441200-48100	(12,500.00)	(27,172.51)	8	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%
Net Reserves (Deficit) after capital outlay		-	131,449.10		(131,449.10)	100%
Carryover from FY2018		277,221.17	277,221.17	9		
Net Adjusted Reserves (deficit)		277,221.17	408,670.27			

Notes: May 2019

HIGHWAY

Revenues

- 1 Revenue-Commonwealth of Virginia We received three quarterly payments from the state through May. Accrual was made for last quarter that will be paid in June. The grant payment is higher than budgeted and will add \$54,620 to revenues available for maintenance work in FY2019.

Expenses

- 2 Salaries Salaries have been decreased by accrued payroll for FY2018 that was reversed as of July.
- 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
- 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 Insurance Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance-62%-large worker's comp credit of \$5,632.
- 6 Truck Operations Fuel costs have increased during FY2019 and have exceeded budget through 11 months. Overage will be offset from the maintenance category.
- 7 Stormwater Management Program Represents 4 quarterly payments-93.24%-slightly under budget for the year.

HIGHWAY CAPITAL

- 8 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
- 9 Carryover from FY2018 Carryover from FY2018 per VDOT annual report (to be applied against FY2019 projects such as paving of Main Street).

CASH BALANCES AS OF JUNE 30, 2019					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,601,384.95	(766,813.23)	-	834,571.72
Water-Debt Service	Farmers Bank	826,385.03	42,674.22	-	869,059.25
Water Capital Escrow (availability fees)	TowneBank	652,784.50	2,720.00	-	655,504.50
Water Treatment Plant Escrow	TowneBank	11,634.81			11,634.81
Water Deposit Account	TowneBank	108,899.94	(11,488.00)		97,411.94
Water Development Escrow	TowneBank	161,860.46	-	-	161,860.46
Subtotal Water		3,362,949.69	(732,907.01)	-	2,630,042.68
Sewer	Farmers Bank	539,102.24	(119,656.73)	(85,270.23)	334,175.28
Sewer Development Escrow	TowneBank	426,770.78	-	-	426,770.78
Sewer Capital Escrow (availability fees)	TowneBank	1,066,907.98	4,120.00	-	1,071,027.98
Sewer Compliance	Farmers Bank	2,282,313.27	67,185.97	-	2,349,499.24
Subtotal Sewer		4,315,094.27	(48,350.76)	(85,270.23)	4,181,473.28
Highway	Farmers Bank	31,791.00	6,570.56	-	38,361.56
General Fund	Farmers Bank	3,701,775.77	1,863,243.69	85,270.23	5,650,289.69
Payroll	Farmers Bank	135,179.03			135,179.03
Money Market-General Fund	TowneBank	38,766.09			38,766.09
Business Super Now-General Fund	Farmers Bank	34,659.62			34,659.62
Money Market-General Fund	Farmers Bank	296,015.07			296,015.07
General Fund Capital Escrow Account	TowneBank	217,537.50			217,537.50
Certificate of Deposit	Farmers Bank	527,222.57			527,222.57
Certificate of Deposit-Police Dept	Farmers Bank	37,118.01			37,118.01
Special Project Account	Farmers Bank	1,121,198.38	(1,088,556.48)		32,641.90
Pinewood Heights Escrow	Farmers Bank	68,298.10			68,298.10
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	203,233.33			203,233.33
Windsor Castle Acct	TowneBank	92,903.00			92,903.00
Subtotal General Fund		6,476,125.22	774,687.21	85,270.23	7,336,082.66
TOTAL ALL FUNDS		14,185,960.18	-	-	14,185,960.18



Account Statement

June 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
528,887.63	0.00	49.13	1,060.51	1,379.07	531,278.08

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
06/01/2019	Income Earned	69.73			10.048862	6.939	
06/14/2019	Withdrawal		49.13		10.062310	4.883	0.00
06/14/2019	Income Earned	496.39			10.062310	49.332	
06/28/2019	Income Earned	494.39			10.075050	49.071	
06/30/2019	Ending Balance			531,278.08	10.075050	52,732.054	



Account Statement

June 2019

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

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

Summary

Average Monthly Yield: 2.46%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
VA-01-0009-5001 LIQUID GENERAL	0.00	0.00	0.00	0.00	0.00	0.00

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
06/30/2019	Ending Balance			0.000	



Daily Rates

June 2019

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Jun-19	0.000068907	2.52%
02-Jun-19	0.000068907	2.52%
03-Jun-19	0.000069181	2.53%
04-Jun-19	0.000068633	2.51%
05-Jun-19	0.000068085	2.49%
06-Jun-19	0.000068085	2.49%
07-Jun-19	0.000067811	2.48%
08-Jun-19	0.000067811	2.48%
09-Jun-19	0.000067811	2.48%
10-Jun-19	0.000067811	2.48%
11-Jun-19	0.000067811	2.48%
12-Jun-19	0.000067537	2.47%
13-Jun-19	0.000067537	2.47%
14-Jun-19	0.000067263	2.46%
15-Jun-19	0.000067263	2.46%
16-Jun-19	0.000067263	2.46%
17-Jun-19	0.000066989	2.45%
18-Jun-19	0.000066989	2.45%
19-Jun-19	0.000066989	2.45%
20-Jun-19	0.000066715	2.44%
21-Jun-19	0.000066441	2.43%
22-Jun-19	0.000066441	2.43%
23-Jun-19	0.000066441	2.43%
24-Jun-19	0.000066441	2.43%
25-Jun-19	0.000066715	2.44%
26-Jun-19	0.000066715	2.44%
27-Jun-19	0.000066715	2.44%
28-Jun-19	0.000066441	2.43%
29-Jun-19	0.000066441	2.43%
30-Jun-19	0.000066441	2.43%

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



Invoice

Invoice No 243441	Date 6/28/2019	Page 1 of 3
-----------------------------	--------------------------	-----------------------

Superior, LLC, a CentralSquare Company
 1000 Business Center Drive
 Lake Mary, FL 32746
 www.centalsquare.com
 Toll free 800-727-8088

VENDOR # 13739

ACCOUNT # 04-100-431100-0000-43320

Billing Inquiries: Accounts.Receivable@centalsquare.com

DEPT HEAD _____

Bill To
 Smithfield Police Department, VA
~~Jimmy Minton~~ Kristi Kincaid
 PO Box 246
 310 Institute St.
 SMITHFIELD VA 23431
 United States

Ship To
 Smithfield Police Department, VA
~~Jimmy Minton~~
 913 S Church St. A
 SMITHFIELD VA 23430
 United States

Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
5182LG	SMITHFIELD POLICE DEPARTMENT, VA		USD	Net 30	7/28/2019
	Description	Units		Rate	Extended
Contract No. 5182-Main					
1	ONESolution Records Management System - Annual Maintenance Fee OSSI Client Base Records Management System Maintenance: Start:8/1/2019, End: 7/31/2020	1		\$4,999.05	\$4,999.05
2	ONESolution Property & Evidence - Annual Maintenance Fee OSSI Property and Evidence Module Maintenance: Start:8/1/2019, End: 7/31/2020	1		\$1,153.95	\$1,153.95
3	ONESolution Parking Ticket Administration - Annual Maintenance Fee OSSI Parking Ticket Administration Module Maintenance: Start:8/1/2019, End: 7/31/2020	1		\$1,410.15	\$1,410.15
4	ONESolution Mugshot Capture Station Software - Annual Maintenance Fee OSSI Mugshot Capture Station Software Only Maintenance: Start:8/1/2019, End: 7/31/2020	1		\$1,923.60	\$1,923.60
Contract No. DW01-234					
5	ONESolution MCT Client License for Message Switch - Annual Maintenance Fee OSSI Client License for Message Switch Maintenance: Start:8/1/2019, End: 7/31/2020	5		\$77.41	\$387.03
6	ONESolution Mobile Server Software - Annual Maintenance Fee OSSI Base Mobile Server Software Client Maintenance: Start:8/1/2019, End: 7/31/2020	1		\$3,205.65	\$3,205.65
7	ONESolution MCT Client-MAPS - Annual Maintenance Fee OSSI Mobile Client Maps Maintenance: Start:8/1/2019, End: 7/31/2020	5		\$51.35	\$256.73
8	ONESolution MCT Client-Digital Dispatch - Annual Maintenance Fee OSSI - Mobile Client Software Maintenance: Start:8/1/2019, End: 7/31/2020	5		\$272.58	\$1,362.90

Contract No. DW01-232



Invoice

<i>Invoice No</i>	<i>Date</i>	<i>Page</i>
243441	6/28/2019	2 of 3

Superior, LLC, a CentralSquare Company
 1000 Business Center Drive
 Lake Mary, FL 32746
 www.centalsquare.com
 Toll free 800-727-8088

Billing Inquiries: Accounts.Receivable@centralsquare.com

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 Jimmy Minton
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 310 Institute St.
 SMITHFIELD VA 23431
 United States

Ship To
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 SMITHFIELD VA 23430
 United States

<i>Customer No</i>	<i>Customer Name</i>	<i>Customer PO #</i>	<i>Currency</i>	<i>Terms</i>	<i>Due Date</i>
5182LG	SMITHFIELD POLICE DEPARTMENT, VA		USD	Net 30	7/28/2019
	Description	Units		Rate	Extended
9	ONESolution RMS Map Display & Pin Mapping License - Annual Maintenance Fee OSSI RMS Map Display and Pin Mapping License Maintenance: Start:8/1/2019, End: 7/31/2020	1		\$46.07	\$46.07
Contract No. 91540					
10	ONESolution MCT Client-Digital Dispatch - Annual Maintenance Fee OSSI MCT Client for Digital Dispatch Maintenance: Start:8/1/2019, End: 7/31/2020	3		\$201.50	\$604.49
11	ONESolution MCT Client-MAPS - Annual Maintenance Fee OSSI Mobile Client Maps Maintenance: Start:8/1/2019, End: 7/31/2020	2		\$40.50	\$81.01
Contract No. 100104					
12	ONESolution State Livescan Interface - Annual Maintenance Fee OSSI State Livescan Interface Maintenance: Start:8/1/2019, End: 7/31/2020	1		\$1,720.95	\$1,720.95
Contract No. 101066					
13	ONESolution MCT Client-Digital Dispatch - Annual Maintenance Fee OSSI MCT Client for Digital Dispatch Maintenance: Start:8/1/2019, End: 7/31/2020	14		\$201.52	\$2,821.35
14	ONESolution MCT Client-MAPS - Annual Maintenance Fee OSSI Mobile Client Maps Maintenance: Start:8/1/2019, End: 7/31/2020	14		\$40.51	\$567.11
15	ONESolution CAD Resource Monitor Display License With Maps - Annual Maintenance Fee OSSI CAD Resource Monitor Display License with Maps Client Maintenance: Start:8/1/2019, End: 7/31/2020	3		\$227.82	\$683.45
16	ONESolution RMS Workstation - Annual Maintenance Fee OSSI Additional RMS Workstation License Maintenance: Start:8/1/2019, End: 7/31/2020	10		\$303.76	\$3,037.65



Invoice

Invoice No	Date	Page
243441	6/28/2019	3 of 3

Superior, LLC, a CentralSquare Company
 1000 Business Center Drive
 Lake Mary, FL 32746
 www.centalsquare.com
 Toll free 800-727-8088

Billing Inquiries: Accounts.Receivable@centalsquare.com

Bill To
 Smithfield Police Department, VA
 Jimmy Minton
 PO Box 246
 310 Institute St.
 SMITHFIELD VA 23431
 United States

Ship To
 Smithfield Police Department, VA
 Jimmy Minton
 913 S Church St. A
 SMITHFIELD VA 23430
 United States

Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
5182LG	SMITHFIELD POLICE DEPARTMENT, VA		USD	Net 30	7/28/2019
	Description	Units		Rate	Extended
17	ONESolution Accident Wizard - Annual Maintenance Fee OSSSI Accident Wizard Workstation License Client Maintenance: Start:8/1/2019, End: 7/31/2020	7		\$30.38	\$212.63

Please make remittance payable to Superior, LLC
ACH / EFT:
 Routing Number 0710-000-39
 Account Number 81880-15335
 Bank of America (Phone 800-432-1000)
 E-mail payment details to: Accounts.Receivable@centalsquare.com

Check:
 12709 Collection Center Drive
 Chicago, IL 60693

Subtotal	\$24,473.77
Tax	\$0.00
Invoice Total	\$24,473.77
Payments Applied	\$0.00
Balance Due	\$24,473.77

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

Mannington COMMERCIAL QUOTATION

Single Source Procurement is As Easy As 1, 2, 3

Please fax or mail all Purchase Orders

<p><u>Sourcewell Contract MMI-121715</u> SA 40000703</p> <p><u>TO PLACE CREDIT CARD ORDERS</u> govt_orders@mannington.com</p> <p><u>TO FAX PURCHASE ORDERS</u> Desk: 706-625-6210</p> <p><u>LOCAL MANNINGTON COMMERCIAL REPRESENTATIVE</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">NAME:</td><td>David Stinson</td></tr> <tr><td>PHONE:</td><td>804-580-0751</td></tr> <tr><td>EMAIL:</td><td>david.stinson@mannington.com</td></tr> </table>		NAME:	David Stinson	PHONE:	804-580-0751	EMAIL:	david.stinson@mannington.com	<p><u>VENDOR INFORMATION SHOULD READ AS FOLLOWS</u></p> <p>Mannington Commercial 75 Mannington Mills Road Salem, NJ 08079</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Duns #: 002349256</td></tr> <tr><td>TIN #: 21-0506420</td></tr> <tr><td>Cage Code: 3LON7</td></tr> </table> <p><u>REMIT TO ADDRESS SHOULD READ AS FOLLOWS</u></p> <p>Mannington Mills, Inc., File# 96261 P.O. Box 96261 Chicago, IL 60693</p>		Duns #: 002349256	TIN #: 21-0506420	Cage Code: 3LON7																																																																																																
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Preparer	AM																																																																																																											

Close Punchout Shopping Session



Menu



SHOPPING CART

Utility, 2020 Ford Police Interceptor, AWD, 500A was added to your shopping cart.

PRODUCT	PRICE	QTY	SUBTOTAL	
 <p>UTILITY, 2020 FORD POLICE INTERCEPTOR, AWD, 500A SKU: K8A/99B-[18X]-[87R]-[52P]-[68G]-[55F]-[942]-[60A]-[51R]-[76R]-[YZ]-[61S]-[53M]</p> <p>Audio/Video: 100 Watt Siren/Speaker (includes bracket and pigtail), ...</p> <p>Doors/Windows: Hidden Door Lock Plunger and Rear Door Handle Inoperabl ...</p> <p>Key Options: Remote Keyless Entry</p> <p>Lamps/Wiring: Daytime Running Lights, Pre-Wiring for Grille Lamp, Sir ...</p> <p>Safety/Security: Reverse Sensing</p> <p>Exterior Paint Options: Oxford White</p> <p>Standard: Re-mappable (4) switches on steering wheel w/voice, SYN ...</p>	\$35,561.28	2	\$71,122.56	
<p>SHIPPING FOR 2020 FORD POLICE INTERCEPTOR, UTILITY, AWD, 500A SKU: SHP - K8A/99B</p>	\$19.07	2	\$38.14	

Vehicle Shipping:
*DELETE THIS LINE
IF PICKING UP VEHICLE

[EMPTY CART](#)

[UPDATE SHOPPING CART](#) -OR- [CONTINUE SHOPPING](#)

SUBTOTAL ~~\$71,160.70~~

GRAND TOTAL \$71,160.70

SEEDS
FERTILIZERS
FEEDS

BUILDING
SUPPLIES

Ready-Mix Concrete

PHONE: 357-4367
FAX: 357-7050
M. T. HUNDLEY, Mgr.

FARMERS SERVICE COMPANY, INC.

865 Main Street
SMITHFIELD, VIRGINIA 23430

6/07/19

Town of Smithfield

Att: Chris Hewitt

Maint. Supv.

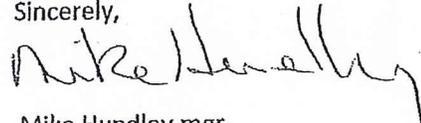
Parks & Rec

Z Mower Quote:

Model 936799 Hustler X-One (2) \$7839 each \$15678.

FX850 KAW / 60"

Sincerely,



Mike Hundley, mgr

Prices good for 90 days

HUSTLER® COMMERCIAL ZERO-TURN MOWER

X-ONE®

BUILT FOR ALL DAY,
EVERYDAY PERFORMANCE

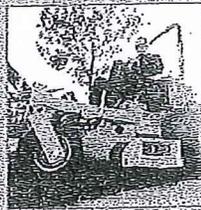


A PERFECT BLEND OF POWER, VERSATILITY AND COMFORT

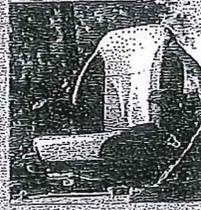
The X-ONE is built for the full-time commercial landscaper to provide all day, everyday performance. It offers a choice of carbureted or fuel-injected engines, and a selection of side or rear-discharge decks. And, with an 11.7 gallon gas tank, and speeds of over 10 miles per hour, you can cover a lot of ground in less time. The X-ONE sets the standard for commercial zero-turn value.



INCREDIBLE POWER
Driven by Parker-united transmissions and choice of engine sizes.



COMMERCIAL FRAME
Full size commercial frame for all day commercial use.



EXTRA HIGH-BACK SEAT
Full mechanical suspension and additional bolstering to reduce pressure on spine and improve lumbar support.



LIFETIME WARRANTY
FOR THE CHASSIS AND TRANSMISSION

2 YEAR NO DEDUCTIBLE WARRANTY

OR

5 YEAR 500 HOUR WARRANTY

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ENGINE

Manufacturer	Kawasaki FX730, FX850 Kohler Command Pro CV742, 824 EHI
HP	54 RD, 60 RD deck: 23 SHP* - FX730 52, 60, 72" deck: 25 HP* - CV742 52, 60, 72" deck: 27 HP* - FX850 52, 60, 72" deck: 29 HP* - 824 EHI *Per SAE J1995
Displacement	FX730: 726cc, FX850: 852cc Kohler D24: 824cc
Cooling	Air cooled
Air Cleaner	Heavy duty canister
Engine Warranty	3 year

DRIVE SYSTEM

Type	Dual hydrostatic
Transmissions	Patented unitized 12cc/rev pump & 15.9cc/rev wheel motors
Hydraulic Cooling	Transmission mounted fans
Speed	Up to 10.5 mph
Parking Brakes	Patented automatic

DECKS

Cutting Width	Side discharge: 52", 60", 72" Rear discharge: 54", 60"
Cutting Heights	1" - 5.5"
Deck Lift	Foot operated
Depth	5.5"
Blades	3
Blade Length	52" deck: 3 - 17.86" x 2.5" x .20" 54" RD deck: 3 - 18.5" x 2.5" x .20" 60", 60" RD deck: 3 - 20.5" x 2.5" x .20" 72" deck: 3 - 23.86" x 3" x .20"
Spindles	Ductile cast iron with steel shafts and sealed ball bearings
Deck Belts	1
Drive	Electric PTO clutch
Construction	10 ga. Fab. with 7 ga. wrappers
Spindle Mounts	52", 60", 72": 10 ga. with 7 ga. doubler, steel 54" RD, 60" RD: 10 ga. + large 11 ga. doubler, steel
Impact/Trim Areas	11 ga. formed channel with rolled edge

* Number based on ISO's efficiency. This rating is to account for actual mowing conditions including overlapping turning and terrain.

CONSTRUCTION

Frame	1 1/2" x 3.0" x .189" steel tubing
Front Wheel/Vibrators	Mounted with tapered roller bearings and deflate strip
Front Cluster Forks	Fabricated 1/2" steel

GENERAL

Seat	Extra high-back suspension seat
Fuel Capacity	11.7 gallons
Cup Holder	Yes
Front Tire	13" x 6.5 - 6
Drive Tire	52", 54" RD deck: 24" x 9.5 - 12 60", 60" RD, 72" deck: 24" x 12 - 12

DIMENSIONS

Weight	52": 1240 lbs, 60": 1245 lbs, 60" RD: 1305 lbs 54" RD: 1275 lbs, 72": 1320 lbs
Height w/rops up	72.5"
Height w/rops folded	49"
Length	52", 60" deck: 80.2" 54" RD deck, 60" RD deck: 80.2" - 72" deck: 84"
Width	52" deck: 54.4" 54" RD deck: 55.72" 60" deck: 62.4" 60" RD deck: 61.72" 72" deck: 75.7"
Tire Width	52", 54" RD deck: 51" 60", 60" RD, 72" deck: 54.5"

PRODUCTIVITY*

Acres Per Hour	52": 5.52, 54"RD: 5.73 60": 6.36, 60"RD: 6.36 72": 7.64
----------------	---

OPTIONAL ACCESSORIES

Semi-pneumatic front tires	FlexForks
Steering lever extension kit	Mulch kit
Deck rear anti-scalp wheels	Light kit
3-bag grass catcher (12 bushels)	Stripe kit
Mesh side bagger (3 bushels)	Electric deck lift
Metal side bagger (3.5 bushels)	BacVac bagger

X-ONE | AT A GLANCE

- 52", 60" or 72" commercial-style, side-discharge deck
- 54" or 60" rear-discharge deck
- Heavy-duty fabricated frame - unmatched durability
- Exclusive SmoothTrak™ steering - responsive, precise control
- Patented automatic park brake
- High horsepower and varied engine options
- 13" front and 24" drive tires
- Top pinning height adjustment
- Molded rubber bumper along engine guard

603/285-1716



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JOHN DEERE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

James River Equipment
10489 General Mahone Hwy
Wakefield, VA 23888
757-899-3232
wakefield@jamesriverequipment.com

Quote Summary

Prepared For:

Town Of Smithfield Parks And Rec
Chris Hewitt
900 W Main St
Smithfield, VA 23430
Home : 757-641-2053
Business: 757-630-4353
Mobile: 757-641-2053
chewitt@smithfieldva.gov

Delivering Dealer:

James River Equipment
Kevin Kei
10489 General Mahone Hwy
Wakefield, VA 23888
Phone: 757-899-3232
pkei@jamesriverequipment.com

Quote ID: 17428535
Created On: 17 May 2018
Last Modified On: 17 May 2018
Expiration Date: 16 June 2018

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE Z930M Commercial ZTrak Contract: VA Ground Maint Equip E194-1483 (PG 70 CG 22) Price Effective Date: May 17, 2018	\$ 11,054.00	\$ 8,511.58 X	1 =	\$ 8,511.58
Equipment Total				\$ 8,511.58

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 8,511.58
Trade In	
SubTotal	\$ 8,511.58
Est. Service Agreement Tax	\$ 0.00
Total	\$ 8,511.58
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 8,511.58

Salesperson : X _____

Accepted By : X _____

Confidential



JOHN DEERE

Selling Equipment

Quote Id: 17428535 Customer Name: TOWN OF SMITHFIELD PARKS AND REC

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
James River Equipment
10489 General Mahone Hwy
Wakefield, VA 23888
757-899-3232
wakefield@jamesriverequipment.com

JOHN DEERE Z930M Commercial ZTrak							
Contract: VA Ground Maint Equip E194-1483 (PG 70 CG 22)							Suggested List *
Price Effective Date: May 17, 2018							\$ 11,054.00
							Selling Price *
							\$ 8,511.58
* Price per item - includes Fees and Non-contract items							
Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2163TC	Z930M Commercial ZTrak	1	\$ 10,579.00	23.00	\$ 2,433.17	\$ 8,145.83	\$ 8,145.83
Standard Options - Per Unit							
001A	United States/Canada	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1036	24x12x12 Pneumatic Turf Tire for 54 In. and 60 In. Decks	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1504	60 In. Side Discharge Mower Deck	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
2002	Fully Adjustable Suspension Seat with Armrests	1	\$ 475.00	23.00	\$ 109.25	\$ 365.75	\$ 365.75
Standard Options Total			\$ 475.00		\$ 109.25	\$ 365.75	\$ 365.75
Dealer Attachments/Non-Contract/Open Market							
PC11779	Parts Manual CD	1	\$ 0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00
	CD						
TM127619	TECH MANUAL CD	1	\$ 0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00
	CD						
Dealer Attachments Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Value Added Services			\$ 0.00			\$ 0.00	\$ 0.00
Total							
Suggested Price							\$ 8,511.58
Total Selling Price			\$ 11,054.00		\$ 2,542.42	\$ 8,511.58	\$ 8,511.58

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils 7:00 PM - 10:00 PM SC A&B 7:00 PM Town Council	Fireworks-Sat Rate 1:00 PM - 11:00 PM SC MH 6:30 PM Ruritan July 3rd Party 7:00 PM - 10:00 PM Clontz 7:00 PM Fireworks Display 7:00 PM - 10:00 PM OTS 7:00 PM Smithfield Station Officer Request	July 4th-Closed 10:00 AM - 12:00 AM SC MHSu 4:00 PM Sterling and Tegge Wedding and Reception	1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	8:00 AM - 4:00 PM LSC Field 3 8:00 AM Tidewater Rage Tournament 9:00 AM - 10:00 AM w/C Canoe/Kayak 9:00 AM Yoga in the Park 9:00 AM - 4:00 PM LSC Field 4 9:00 AM Tidewater Rage Tournament 11:00 AM - 11:00 PM SC MHSu 4:00 PM Rogers and Johnson Wedding and Reception
7	8	9	10	11	12	13
8:00 AM - 4:00 PM LSC Field 3 8:00 AM Tidewater Rage Tournament 9:00 AM - 4:00 PM LSC Field 4 9:00 AM Tidewater Rage Tournament	8:00 AM - 5:00 PM SC Suites 8:00 AM Air Wall Service	10:00 AM - 11:00 AM SC C&D 10:00 AM Parks Staff-SDS Training 4:00 PM - 5:00 PM SC C&D 4:00 PM Pinewood Heights Team Management Meeting 6:00 PM - 9:00 PM SC A&B 6:00 PM Planning Commission 6:00 PM - 10:00 PM SC MH 6:00 PM Dr Helen Rountree Lecture	7:00 AM - 5:00 PM SC B, SC C&D 7:00 AM Obici Hospital Retreat	10:00 AM - 9:00 PM SC MHSu 2:00 PM Johnson and Robinson Wedding and Reception 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	9:00 AM - 10:00 AM w/C Canoe/Kayak 9:00 AM Yoga in the Park 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows
14	15	16	17	18	19	20
9:00 AM - 5:00 PM LSC Field 1 9:00 AM Western Tidewater-Tryouts 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	SC Staff Retreat-Bldg Closed	9:00 AM - 11:00 AM SC C&D 9:00 AM Schoolhouse Museum 11:30 AM - 2:00 PM SC C&D 11:30 AM Crimeline Meeting 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils 6:00 PM - 9:00 PM SC A&B 6:00 PM BHAR	1:00 PM - 11:00 PM SC MHSu 6:30 PM Bolden Bradby Scholarship Banquet	1:00 PM - 11:00 PM SC MH 1:00 PM Cancer Awareness for First Responders 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	10:00 AM - 6:00 PM SC MHSu 10:00 AM Blount-Lassiter Reception 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	9:00 AM - 10:00 AM w/C Canoe/Kayak 9:00 AM Yoga in the Park 2:00 PM - 10:00 PM SC MHSu 4:00 PM Blount-Lassiter Reception 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows
21	22	23	24	25	26	27
7:00 AM - 1:00 PM Parking Lot 7:00 AM Celerity Cycling Event 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	4:00 PM - 6:00 PM SC A&B 4:00 PM Committee Meetings 5:00 PM - 8:00 PM SC C&D 5:00 PM Multiuse Path Input Session	8:00 AM - 5:00 PM SC C&D 9:00 AM Emergency Action Plan Training 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils 4:00 PM - 6:00 PM SC A&B 4:00 PM Committee Meetings	8:00 AM - 5:00 PM SC C&D 9:00 AM Emergency Action Plan Training	8:00 AM - 5:00 PM SC C&D 9:00 AM Emergency Action Plan Training 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	12:00 PM - 8:00 PM SC MHSu 12:00 PM Ballard and Adams Wedding and Reception 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	9:00 AM - 10:00 AM w/C Canoe/Kayak 9:00 AM Yoga in the Park 12:00 PM - 5:00 PM LSC Field 6 12:00 PM Battle of Route 10 Alumni Game 1:00 PM - 12:00 AM SC MHSu 4:00 PM Ballard and Adams Wedding and Reception 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows
28	29	30	31			
1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	8:00 AM - 5:00 PM SC C&D 8:00 AM VMLIP Regional Training	1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	1:00 PM - 9:00 PM SC MHSu 1:00 PM Raymer and Morrison Wedding and Reception			

Upcoming Special Events and Park Programming			
Day	Date	Event	Location
	Jul-Oct	Boot Camp Fitness Class	Windsor Castle Park
Saturdays	May-Sep	Yoga in the Park	Windsor Castle Park
Tue	Aug 6	National Night Out	Smithfield Center

Parks and Recreation Operation Update

July 2019



Trail Doc fix for watering hole for our Windsor Castle Pups



Beautiful visitor to our well maintained butterfly area by the Windsor Castle Playscape.



Fallen tree removal by Trail Docs



Pictures to come of the exciting, historic day



Thank you to Webb for the generous donation of HVAC equipment for the LSC Concessions Building

Windsor Castle Trail Docs have earned 337 hours since the beginning of the year.

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

Kayak Rentals

Open since May 4th, Total Revenue \$5400 from 11 weekends of operation

Parks and Recreation Operation Update
July 2019

Park Projects			
	Project Name	Location	Applicant Name
	Purple Mailbox	Windsor Castle	Relay for Life-Pam Jordan
	Planting of Flower Beds at Playscape	Windsor Castle Playscape	Girl Scout Troop 1404 -Wendy Reagle
2019	Interpretative Signage for Windsor Castle Park	Windsor Castle Park	Master Naturalist
2019	QR Coded Signs for the Visually Impaired	Windsor Castle	Matthew Lemon, troop 36
2019	Install Lions Club Time Capsule	Windsor Castle	Lions Club/Leo Club-Terry Castengay
2018	A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team
2018	Oyster Restoration	Windsor Castle	Windsor High School, Orignally -Kelly Davis, Chesapeake Bay Foundation
2018	Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7 th Graders, Boy Scout Troop 7
2018	Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School
2018	Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class
2018	Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout
2017	Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout
2016	Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy
2016	Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622
2016	Bike Path Repairs	Windsor Castle Bike Path	Jacob Thomas, Eagle Scout
2015	Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist
2015	Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36
2016	Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist
2014	Tree Identification	Windsor Castle	Girl Scout Troop 622

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

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
JANUARY				
1/19/2019	11 A-4 P	BOB Festival	1 Officer Thu 10 PM-6 AM Overnight	4 PW Sat 8:30 AM-6 PM
Pay SE	WC Riverfront	Smithfield VA Events-Gina Ippolito	1 Officer Fri 10 PM-6 AM Overnight	1 light tower, deliver on Monday
	8K & Festival	869-0664	2 Officer Sat 7:30 AM-9:30 AM 8K Race	all trash cans, deliver on Tuesday
	2000 p	gina@smithfieldvaevents.com	1 Officer Sat 7:30AM - 4:30PM Jericho Road Closure	
	Resolution	Jericho Road - one way traffic - 7:30 A-4:30P / Traffic assist 9am - 11:30am for race	1 Officer Sat 9 AM-5:30 PM Command Center	
SE Signs			4 Officers Sat 10 AM-5 PM Event Patrol/ 3 P-5 PM Event Traffic Exit	
Traffic Assist				
1/19/2019	9 A-9 P	Smithfield Station Parking Lot Assist	1 Officer Sat 10 AM-4 PM Station Parking Lot	
	Station Parking Lot	Smithfield Station -Randy Pack	1 Officer Sat 4 PM-7 PM Station Bar	
Pay SE	Officer Request	620-7700		
		randy.pack@smithfieldstation.com		
1/20/2019	2p-5 p Smithfield Center Community 250 p	MLK Program		
FEBRUARY				
2/10/2019	3 P-6:30 P Smithfield Center Fundraiser 200 p	Sweetheart Banquet		
2/16/2019	7 P-11 P Smithfield Center Fundraiser 250 p	CASA Gala	1 Officer Sat 6:30 PM-11:30 PM	
Pay SE				
2/24/2019	2 p-4 P Smithfield Center Community 100 p	Black History Month Program		
MARCH				
3/9/2019	5:30 P-9:30 P Smithfield Center Fundraiser 350 p	IOW Academy Gala	(using IOW Sheriff's deputy)	
3/16/2019	10:30 A-1 P	St Patricks Day Parade	# Officers (determined by PD)	# (determined by PW)
	Main Street	Tourism-Connie Chapman		
	Parade	902-2164		
	Restrooms	3000 p		
		cchapman@isleofwightus.net		
Traffic Assist	Resolution	closure of parade route - 8am until parade end		
NO PARK Signs				
Set SE Signs				
3/23/2019	9 AM-2 PM Smithfield Center Flea Market 500 p	Women's Club Flea Market		
3/31/2019	2 p-4 P Smithfield Center Community 250 P	Vietnam Veterans Recognition Ceremony		
APRIL				
4/6/2019	10 A-2:30 P	YMCA Triathlon	1 Officer Sat 9 AM-2 PM YMCA Entrance	FYI Only
Pay SE	Town Streets	Virginia-Maryland -Greg Hawkins	1 Officer Sat 9 AM-2 PM Grace/Cary	
	Race	336-577-2801	1 Officer Sat 9AM-2PM James/Grace	
	500	greg.hawkins@vtsmts.com	1 Officer Sat 9 AM-2 PM Cary/Main/Underwood	
Traffic Assist	Resolution	Traffic assist 10am - 1:30pm / Cary Street 10am - 1:30pm	1 Officer Sat 9 AM-2 PM Underwood/Cedar	
4/13/2019	11 A-5 P	Wine Fest	1 Officer Fri 10 PM-6 AM Overnight	4 PW 9:30 AM-6 PM
Pay SE	WC Riverfront	Smithfield VA Events-Gina Ippolito	1 Officer Sat 8 AM-5 PM Jericho Road Closure	1 light tower, deliver on Wed
	Festival	869-0664	1 Officer Sat 10 AM-6 PM Command Center	all trash cans, deliver on Wed
	3500 p	gina@smithfieldvaevents.com	4 Officers Sat 10 AM-6 PM Event Patrol	clean fishing pier, by Tue
	Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 PM	2 Officers Sat 10:30 AM-6 PM Money Drops	
Road Closure				
Set SE Signs				
4/13/2019	9 A-9 P	Smithfield Station Parking Lot Assist	1 Officer Sat 10 AM-4 PM Station Parking Lot	
Pay SE	Station Parking Lot	Smithfield Station -Randy Pack	1 Officer Sat 4 PM-7 PM Station Bar	
	Officer Request	620-7700		
		randy.pack@smithfieldstation.com		
4/27/2019	8 P-12 P Smithfield Center Prom 200 p	Windsor Prom	(using IOW Resource Officer)	

2019 Town of Smithfield Open to Public Events (on town properties)				
Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
7/21/2019	7 AM-1 PM Center Parking Lot	Celerity Cycling Event Dan Netzer	1 Officer 8 AM-9 AM	
Street Closures				
Pay SE				
Traffic Assist	Officer Request	679--9336		
AUGUST				
8/6/2019	5 P-7 P Smithfield Center Community 500 p	National Night Out Night Out Committee		
SEPTEMBER				
9/21/2019	9 A-2 P WC Car Show 100 p	Ruritan Car Show		
9/21/2019	7 AM-5 PM Smithfield Center Community 200 P	Victory Over Diabetes		
9/28/2019	9 AM-4 PM Main Street 100-300	Vintage Market Farmers Market-Cheryl Ketcham	2 Officers Sat 6 AM-4 PM Main Closed & Patrol 2 Officers Sat 10 AM-6 PM Main Closed & Patrol	4 PW Sat 6 AM-6 PM
Pay SE				
Main Street	Market	375-3031		
Restrooms	500 p	cketcham@isleofwightus.net		
NO PARK Signs	Resolution	Main Street from Church to Underwood - 6am - 4:30pm		
Set SE Signs				
OCTOBER				
TBD	4:00 PM Main Street	Smithfield Homecoming Parade Smithfield High-Jill Gwaltney	# Officers (determined by PD)	
Main Street	Parade	371-3918		
	100 p	jillgwaltney@gmail.com		
	Resolution	Rolling closure - Cary St. to Grace to Mason to Main starting at 4pm		
10/5/2019	11 A-9 P WC Riverfront	Bacon (BBB) Festival Smitfield Events-Gina Ippilito	1 Officer Thu 10 PM-6 AM Overnight 1 Officer Fri 10 PM-6 AM Overnight 1 Officer Sat 8 AM-5 PM Jericho Road Closure 1 Officer Sat 10 AM-6 PM Command Center 4 Officers Sat 10 AM-6 PM Event Patrol 2 Officer Sat 10:30 AM-6 PM Money Drops	4 PW 9:30 AM-6 PM 1 light tower, deliver on Wed all trash cans, deliver on Wed clean fishing pier, by Tue
Pay SE				
Jericho Road	Festival	869-0664		
	3500 P	gina@smithfieldvaevents.com		
Traffic Assist	Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm		
Set SE Signs				
10/5/2019	10 A-7 P Station Parking Lot	Smithfield Station Parking/Bar Assist Smithfield Station Parking Lot Assist	1 Officer Sat 10 AM-4 PM Station Parking Lot 1 Officer Sat 4 PM-7 PM Station Bar	
Pay SE				
	Officer Request	Randy Pack		
		randy.pack@smithfieldstation.com		
10/12/2019	8 A-11 A Town Streets	Hog Jog IOW COP -Barbara Stafford	# Officers (determined by PD)	<i>FYI Only</i>
Traffic Assist	5K Race	757-647-4061		
Set SE Signs	1000 p	dbstaff@charter.net		
	Resolution	closure of 5K course route - 8:45am - 10:45am		
10/19/2019	6 PM-10 PM Smithfield Center Fundraiser 200 P	IOW Schools Gala	1 Officer Sat 5:30 PM-10:30 PM	
10/26/2019	WC and Traffic Assist on Town Streets	Safe House Half Marathon Kristi Wells	7 Officers Saturday 7:30 AM to 10 AM -stationed along Half Marathon Run Route	<i>FYI Only</i>
Pay SE				
Downtown				
Traffic Assist		kristi@safehouseproject.org		
Set SE Signs	Race			
	500 p			
10/31/2019	5 P-8 P Main Street Community	Halloween Safe Trick or Treat street closed by PD as needed Main, Grace, Institute	# Officers (determined by PD)	<i>FYI Only</i>
Main Street				
Restrooms	2000 p			

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

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
NOVEMBER				
11/2/2019	10 A-1 P WC Trails 200 P	IOW Schools 65 Roses 6K IOW Schools-Holly Goetz 582-1191 hgoetz@iwcs.k12.va.us		
11/11/2019	11 AM-12 PM Vet Mem Community 150 p	Veterans Day Ceremony VFW	1 Officer Sat 10:30 AM-11:30 AM	FYI Only
DECEMBER				
12/7-12/8/19	Sat, Sun Smithfield Center Trade Show & Home Tours	Antique Show	FYI Only	
12/6/2019 (1st Fri)	5:30 P-6:30 P Times Gazebo Community 200 p	Tree Lighting Ceremony & Light Up Main	2 Officer Fri 5 PM-6:30 PM	
12/14/2019 (2nd Sat)	3 PM-8 PM Main Street Market 5000 p Resolution Pay SE	Holiday Evening Market Connie Chapman Main Street from Church to Underwood - 12 pm - 10pm	2 Officers Sat 2 PM-7 PM Event Patrol 2 Officers Sat 4 PM-10 PM Event Patrol	6 PW Fri 3 PM-11 PM 1 light tower in BSV lot
12/21/2019 (3rd Sat)	500 p 8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa	FYI Only	FYI Only
12/21/2019 (3rd Sat)	10:30 A-12 P Main Street Parade 3000 p Resolution	Christmas Parade Tourism-Connie Chapman 902-2164 cchapman@isleofwightus.net closure of parade route - 8am until parade end	# Officers (determined by PD)	# (determined by PW)
Not scheduled	10:30 A-12 P SC Concert 400 P	Christmas Concert John Edwards editor@smithfieldtimes.com		
12/26/2019	7 P-11 P Smithfield Center Fundraiser 200 P	Delta Holiday Dance	1 Officer 6:30 PM-11:30 PM Event Patrol	

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**