



June 21, 2019

TO: SMITHFIELD TOWN COUNCIL

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

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

MONDAY, JUNE 24TH, 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
[Chief Nick Savage](#)
 - c. Smithfield Volunteer Rescue Squad
[Chief Brian Carroll](#)

Immediately following the conclusion of the above meeting:

Water and Sewer

Members: Smith (CH), Pack, Tynes

1. Public Comment
- TAB # 1** 2. Sanitary Sewer Rehabilitation Services – Request to Execute Contract
[Brian S. Thrower, Town Manager](#)
- TAB # 2** 3. Underground Utility Services – Request to Execute Contract
[Brian S. Thrower, Town Manager](#)
- TAB # 3** 4. FOG Program – Request to Execute Agreement
[Brian S. Thrower, Town Manager](#)

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Smith, Butler

1. Public Comment
- TAB # 4** 2. FYI – April Financial Statements
- TAB # 5** 3. FYI - May Cash Balances / VML Investment Pool Update

- TAB # 6** 4. Invoices Over \$10,000 Requiring Council Authorization:
[Brian S. Thrower, Town Manager](#)
 - a. Blair Brothers -(Smfd Blvd – Pipe Replacement approved 2/5/19) \$41,360.00
 - b. Blair Brothers – (Main Street) \$99,800.00
 - c. Tri-State Utilities – (Sewer Rehabilitation) \$44,780.00
 - d. Christian Outreach- (Contribution) \$12,650.00
- TAB # 7** 5. Line of Credit with TowneBank – Request to Renew
[Brian S. Thrower, Town Manager](#)
- TAB # 8** 6. Line of Credit with Farmers Bank – Request to Renew
[Brian S. Thrower, Town Manager](#)
- TAB # 9** 7. Financial Advisory Services – Request to Execute Contract
[Brian S. Thrower, Town Manager](#)

TUESDAY, JUNE 25TH, 2019 @ 3:00 p.m.

Parks and Recreation

Members: Hall (CH), Butler, Haywood

- TAB # 10** 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](#)
- TAB # 11** 3. Joseph W. Luter, Jr. Sports Complex – Request to Amend Fee Structure
[Brian S. Thrower, Town Manager](#)

Immediately following the conclusion of the above meeting:

Public Works

Members: Haywood (CH), Smith, Tynes

- TAB # 12** 1. Public Comment
- 2. Street Maintenance Services – Request to Execute Contract
[Brian S. Thrower, Town Manager](#)
- TAB # 13** 3. 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

- TAB # 14** 1. Public Comment
- 2. Demolition Services – Request to Renew Contract
[Brian S. Thrower, Town Manager](#)
- TAB # 15** 3. Town Hall Alterations – Request to Proceed
[Brian S. Thrower, Town Manager](#)
- TAB # 16** 4. Fireworks Display – Request to Use Clontz Park
[Brian S. Thrower, Town Manager](#)

**WATER AND SEWER
COMMITTEE**



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

June 21, 2019

TO: Water and Sewer Committee

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

SUBJECT: Sanitary Sewer Rehabilitation Services - Request to Execute Contract

Town staff issued a Request for Proposals (RFP) for Sanitary Sewer Rehabilitation Services due to the fact that our existing contract with Tri-State Utilities has expired.

Wayne Griffin, Town Engineer, Jessie Snead, Public Works Superintendent, and I evaluated the proposals according to the following criteria:

1. The firm's experience, qualifications, expertise, and performance in providing the services outlined in the RFP;
2. The firm's overall suitability to provide the services set forth in the RFP in a timely manner; and
3. The cost of providing the services as outlined in the RFP;

Based on the evaluation criteria outlined above, Town staff proceeded to the negotiation phase with selected firms. Based on those discussions, Town staff recommends entering into a contract with Prism Contractors & Engineers, Inc. (Prism) for Sanitary Sewer Rehabilitation Services. Town staff believes Prism made the best overall proposal and provides the best value. The contract will be for one-year with the Town's option to renew for four additional one-year terms.

Recommendation

I recommend Town Council authorize me to execute a contract with Prism for Sanitary Sewer Rehabilitation Services.

TOWN MANAGER'S OFFICE

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TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

June 21, 2019

TO: Water and Sewer Committee

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

SUBJECT: Underground Utility Services - Request to Execute Contract

Town staff issued a Request for Proposals (RFP) for Underground Utility Services due to the fact that our existing contract with Lewis Construction of Virginia, Inc. (Lewis Construction) has expired.

Wayne Griffin, Town Engineer, Jessie Snead, Public Works Superintendent, and I evaluated the proposals according to the following criteria:

1. The firm's experience, qualifications, expertise, and performance in providing the services outlined in the RFP;
2. The firm's overall suitability to provide the services set forth in the RFP in a timely manner; and
3. The cost of providing the services as outlined in the RFP;

Based on the evaluation criteria outlined above, Town staff proceeded to the negotiation phase with selected firms. Based on those discussions, Town staff recommends entering into a contract with Lewis Construction for Underground Utility Services. Town staff believes Lewis Construction made the best overall proposal and provides the best value. The contract will be for one-year with the Town's option to renew for four additional one-year terms.

Recommendation

I recommend Town Council authorize me to execute a contract with Lewis Construction for Underground Utility Services.

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TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

June 21, 2019

TO: Water and Sewer Committee

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

SUBJECT: FOG Program - Request to Execute Agreement

Attached is a Memorandum of Agreement between the Hampton Roads Sanitation District (HRSD) and the localities within Hampton Roads, including the Town of Smithfield.

The purpose of the agreement is to establish a procedure by which the Hampton Roads localities and HRSD mutually cooperate in ensuring the installation or upgrade of grease control devices in food service establishments requiring such devices.

The overall goal of the program is to reduce the impact of discharges of fats, oils, and grease (FOG) to the sanitary sewer system of each locality and HRSD. Doing such will help minimize sanitary sewer overflows.

Recommendation

I recommend Town Council authorize me to execute the attached Memorandum of Agreement.

Attachment

Memorandum of Agreement

TOWN MANAGER'S OFFICE

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MEMORANDUM OF AGREEMENT BETWEEN THE HAMPTON ROADS SANITATION DISTRICT AND THE CITIES OF VIRGINIA BEACH, NORFOLK, CHESAPEAKE, SUFFOLK, HAMPTON, NEWPORT NEWS, PORTSMOUTH, WILLIAMSBURG AND POQUOSON, THE TOWN OF SMITHFIELD, THE COUNTIES OF ISLE OF WIGHT, JAMES CITY, GLOUCESTER, AND YORK PERTAINING TO MUTUAL COOPERATION IN THE RETROFIT ENFORCEMENT OF GREASE CONTROL DEVICES

This Memorandum of Agreement, dated this ____ day of _____, 2019, by and between the Cities of Virginia Beach, Norfolk, Chesapeake, Suffolk, Hampton, Newport News, Portsmouth, Williamsburg, Poquoson, the Town of Smithfield, the Counties of Isle of Wight, James City, Gloucester, and York (collectively, the "Hampton Roads Localities") and the Hampton Roads Sanitation District (HRSD),

WITNESSETH:

WHEREAS, the Special Order by Consent dated December 19, 2014 and other Consent Orders (the "Consent Orders") entered into by the Hampton Roads Localities with the Virginia Department of Environmental Quality (VDEQ) require each of the Hampton Roads Localities to implement Maintenance, Operations and Management (MOM) programs to minimize sanitary sewer overflows; and

WHEREAS, in order to minimize the number of sanitary sewer overflows, it is necessary and appropriate that each of the Hampton Roads Localities develop and implement affirmative measures as a component of their respective MOM Programs to reduce the impact of discharges of fats, oils, and grease (FOG) to the sanitary sewer system of each locality and HRSD; and.

WHEREAS, the Hampton Roads Localities, together with the HRSD, have developed a model FOG Ordinance, Enforcement Response Plan, and the Hampton Roads Regional Technical Standards for the Sizing of Grease Control Devices to be used as templates for each locality's MOM Program; and

WHEREAS, it is anticipated, however not mandated, that each of the Hampton Roads Localities will adopt a FOG Ordinance, Enforcement Response Plan and Design Standards; and

WHEREAS, FOG discharged into the sanitary sewer system from Food Service Establishments (FSEs) are known to cause or contribute to sanitary sewer blockages and to cause or contribute to a significant percentage of all overflows in the sanitary sewer systems of the Hampton Roads Localities and HRSD; and

WHEREAS, the installation and proper maintenance of grease control devices (GCDs) in FSEs is necessary to aid in preventing the introduction and accumulation of FOG into the sanitary sewer system that may contribute to sanitary sewer blockages and obstructions; and

WHEREAS, within each of the Hampton Roads Localities, there are FSEs that were constructed prior to the adoption of the Virginia Uniform Statewide Building Code (VUSBC) provision requiring a GCD; and

WHEREAS, Chapter 66 of the 1960 Acts of Assembly, as amended from time to time, and Section 301 (d) of HRSD's Industrial Wastewater Discharge Regulations provide HRSD with the legal authority to require existing FSEs that are grandfathered from the requirements of the Virginia Uniform Statewide Building Code pertaining to GCDs to retrofit such establishments with GCDs meeting the requirements of the VUSBC; and

WHEREAS, by entering into this Memorandum of Agreement, the parties seek to establish a procedure by which Hampton Roads Localities and HRSD mutually cooperate in ensuring the installation or upgrade of GCDs in FSEs requiring such devices;

NOW, THEREFORE, THE PARTIES DO HEREBY MUTUALLY AGREE AS FOLLOWS:

1. The City or County shall:
 - (a) As necessary, determine if a FSE is contributing FOG to the sanitary sewer system;
 - (b) In the event the City or County is unable to secure compliance by such means as it deems appropriate, notify HRSD of enforcement actions

taken to date and request HRSD, in writing, to inspect the FSE and to proceed with action to cause compliance;

(c) Be responsible for issuance of any required building permits and performing future inspections of GCDs as part of its FOG control program; and

2. HRSD shall:

(a) Perform an inspection of the FSE within a reasonable time of the date such inspection was requested by the City or County;

(b) Initiate appropriate enforcement action in accordance with the HRSD Enforcement Response Plan and send an electronic copy of the enforcement action to the City or County;

(c) Require the installation or upgrade of a GCD if a FSE is determined to be contributing FOG to the sanitary sewer system.

3. The parties hereby also agree as follows:

(a) The effective date of this Memorandum of Agreement between HRSD and the individual County or City shall be the date on which the latter of the parties executes this Memorandum of Agreement;

(b) This Memorandum of Agreement contains the whole of the terms governing the matters referred to in this Memorandum of Agreement;

(c) The parties shall not be bound by any terms written or stated prior to the creation of this Memorandum of Agreement and not expressly incorporated into this Memorandum of Agreement; and

(d) Any party hereto may withdraw from this Memorandum of Agreement, either wholly or as to any other party, at any time upon written notice to all other parties, and shall thereafter incur no further obligations hereunder.

LIST OF SIGNATORIES

CITY OF CHESAPEAKE

GLOUCESTER COUNTY

CITY OF HAMPTON

ISLE OF WIGHT COUNTY

JAMES CITY COUNTY

CITY OF NEWPORT NEWS

CITY OF NORFOLK

CITY OF POQUOSON

CITY OF PORTSMOUTH

CITY OF SUFFOLK

CITY OF VIRGINIA BEACH

CITY OF WILLIAMSBURG

YORK COUNTY

TOWN OF SMITHFIELD

HAMPTON ROADS SANITATION DISTRICT

This listing of participants is followed by the signature page to be completed by each party.

IN WITNESS WHEREOF, the Party has caused this Agreement to be executed by their duly authorized officials as shown below.

HRSD

By: _____
Edward G. Henifin, P.E.

Date: _____

Attest: _____

(ELECTRONIC SIGNATURES OF ALL PARTIES TO THE AGREEMENT WILL BE CONSOLIDATED ON THIS PAGE IN THE FINAL DOCUMENT)

IN WITNESS WHEREOF, the Party has caused this Agreement to be executed by their duly authorized officials as shown below.

By: _____

Date: _____

Locality: _____

Date: _____

Attest: _____

**FINANCE
COMMITTEE**

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 04/30/19	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	1,717,229.81	1	14,323.19	99.17%
Delinquent RE Tax	03-100-311010-0000-30002	15,000.00	3,751.66	1	11,248.34	25.01%
Current RE Penalty	03-100-311060-0000-30005	4,000.00	7,592.22		(3,592.22)	189.81%
Delinquent RE Penalty	03-100-311060-0000-30005	1,500.00	739.34		760.66	49.29%
Current RE Interest	03-100-311060-0000-30006	500.00	378.61		121.39	75.72%
Delinquent RE Interest	03-100-311060-0000-30006	3,000.00	1,076.29		1,923.71	35.88%
Total Real Estate Taxes		1,755,553.00	1,730,767.93		24,785.07	98.59%
<u>Personal Property Tax</u>						
Current PP Tax	03-100-311030-0000-30001	625,000.00	655,671.27	2	(30,671.27)	104.91%
Delinquent PP Tax	03-100-311030-0000-30002	20,000.00	28,437.95	2	(8,437.95)	142.19%
Current PP Penalty	03-100-311060-0000-30005	13,000.00	11,783.13		1,216.87	90.64%
Delinquent PP Penalty	03-100-311060-0000-30005	12,000.00	10,031.29		1,968.71	83.59%
Current PP Interest	03-100-311060-0000-30006	700.00	828.40		(128.40)	118.34%
Delinquent PP Interest	03-100-311060-0000-30006	800.00	6,839.42		(6,039.42)	854.93%
Total Personal Property Tax		671,500.00	713,591.46		(42,091.46)	106.27%
<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	(32.09)		52.09	-160.45%
Total Over/Short		20.00	(32.09)		52.09	-160.45%
<u>Other Local Taxes</u>						
Franchise Tax	03-100-312040-0000-31203	150,000.00	-		150,000.00	0.00%
Cigarette Tax	03-100-312080-0000-31204	176,000.00	131,679.29	4	44,320.71	74.82%
Transient Occupancy Tax	03-100-312101-0000-31205	190,000.00	158,824.66	5	31,175.34	83.59%
Meals Tax-4.25%	03-100-312110-0000-31211	1,154,130.00	895,792.14	6	258,337.86	77.62%
Meals Tax-2%	03-100-312110-0000-31212	547,460.00	421,549.24	6	125,910.76	77.00%
Sales Tax	03-100-312010-0000-30009	357,000.00	236,701.77	7	120,298.23	66.30%
Consumption Tax	03-100-312020-0000-31202	49,000.00	37,116.75	8	11,883.25	75.75%
Utility Tax	03-100-312020-0000-31201	192,000.00	145,283.79	8	46,716.21	75.67%
Business Licenses	03-100-312030-0000-31208	375,000.00	352,383.99	9	22,616.01	93.97%
Business Licenses Penalty	03-100-312030-0000-31209	4,000.00	1,479.37		2,520.63	36.98%
Business Licenses Interest	03-100-312030-0000-31210	225.00	43.63		181.37	19.39%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 04/30/19	Notes	REMAINING BUDGET	% of BUDGET
Peg Channel Capital Fee	03-100-312040-0000-30054	1,985.00	963.80		1,021.20	48.55%
Vehicle License	03-100-312050-0000-32018	241,000.00	235,158.74	10	5,841.26	97.58%
Total Other Local Taxes		3,437,800.00	2,616,977.17		820,822.83	76.12%
<u>Licenses, Permits & Fees</u>						
Permits & Other Licenses	multiple accounts	18,000.00	14,985.00	11	3,015.00	83.25%
Inspection Fees-Subdivision	03-100-313030-0000-30030	4,000.00	4,350.00	12	(350.00)	108.75%
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	10,000.00	12,180.00		(2,180.00)	121.80%
WC Dog Park Registration	03-100-313030-0000-30043	1,000.00	735.00		265.00	73.50%
Consultant Review Fees	03-100-313030-0000-30028	5,000.00	2,500.00	13	2,500.00	50.00%
Total Licenses, permits and privilege fees		38,000.00	34,750.00		3,250.00	91.45%
<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	26,213.22	14	33,786.78	43.69%
Total Fines & Forfeitures		60,000.00	26,333.22		33,666.78	43.89%
<u>From Use of Money and Property</u>						
General Fund Interest	03-100-315010-0000-31501	20,000.00	71,340.76		(51,340.76)	356.70%
Rentals	03-100-315020-0000-30110	72,339.00	62,325.69	15	10,013.31	86.16%
Smithfield Center Rentals	03-100-315020-0000-30111	160,000.00	157,503.32	16	2,496.68	98.44%
Smithfield Center Vendor Programs	03-100-315020-0000-30113	4,250.00	5,500.00		(1,250.00)	129.41%
WC Rentals	03-100-315020-0000-30119	10,000.00	1,200.00		8,800.00	12.00%
Sports Complex Rentals	03-100-315020-0000-30120	10,000.00	305.00		9,695.00	3.05%
Park Impact Fees	03-100-315020-0000-30118	20,000.00	12,125.00	17	7,875.00	60.63%
Kayak Rentals	03-100-315020-0000-30015	9,000.00	7,645.00	18	1,355.00	84.94%
Special Events	03-100-315020-0000-30013, 30014	25,000.00	26,352.40		(1,352.40)	105.41%
Fingerprinting Fees	03-100-318990-0000-30048	1,400.00	1,130.00		270.00	80.71%
Museum Admissions	03-100-315020-0000-30115	4,000.00	5,454.00		(1,454.00)	136.35%
Museum Gift Shop Sales	03-100-318990-0000-30016	10,000.00	9,865.71		134.29	98.66%
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	19	(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	378,088.90		(19,499.90)	105.44%
<u>Miscellaneous Revenue</u>						
Other Revenue	multiple accounts	2,100.00	691.67		1,408.33	32.94%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	4,000.00	-		4,000.00	0.00%
Total Miscellaneous Revenue		6,100.00	691.67		5,408.33	11.34%

From Reserves

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 04/30/19	Notes	REMAINING BUDGET	% of BUDGET
Restricted Reserves-Police Department (CD)	N/A		-		-	0.00%
Reserves-Pinewood Escrow	N/A		-		-	0.00%
Reserves-Restricted for Ball Fields	N/A	-	-		-	0.00%
Reserves-Prior year loan reserves	N/A	1,539,553.00	1,011,334.09	20	528,218.91	65.69%
From Operating Reserves-changes orders/rollover ballfields	N/A	-	-		-	0.00%
Total From Reserves		1,539,553.00	1,011,334.09		528,218.91	65.69%
<u>Intergovernmental Virginia</u>						
Law Enforcement	03-100-322010-0000-34011	172,903.00	129,678.00	21	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	135,517.35	22	85,482.65	61.32%
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	5,724.45		(1,924.45)	150.64%
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00	240,794.89	23	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	24	(3,240.00)	100.00%
Fire Programs	03-100-322010-0000-34012	26,250.00	27,998.00	25	(1,748.00)	106.66%
VCA Grant	03-100-322010-0000-34005	4,500.00	4,500.00	26	-	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	27	(437.00)	100.78%
State Grant-Boat Ramp	not yet assigned	160,000.00	160,000.00	27	-	100.00%
DCR Grant #71-17	03-100-322010-0000-34015	-	5,000.00	28	(5,000.00)	100.00%
DCR Grant #72-17	03-100-322010-0000-34015	-	5,941.25	29	(5,941.25)	100.00%
SNAP Program	03-100-322010-0000-34016	-	-		-	0.00%
Total State Revenue		1,300,774.00	778,419.85		522,354.15	59.84%
<u>Intergovernmental Federal</u>						
Police Federal Grants		0.00	41,229.31	30	(41,229.31)	100.00%
VDEM Grant (federal portion)					-	0.00%
Urban Fund Projects						0.00%
Right turn lane-Joseph W Luter Jr Sports Complex	03-100-331010-0000-35008	731,864.00			731,864.00	0.00%
Benns Church/Route 258/Route 10 Bypass intersection	03-100-331010-0000-35008	-	(0.73)		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 04/30/19	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	31	(3,871.00)	101.61%
Insurance Recoveries	03-100-341010-0000-31599	-	9,464.80	32	(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	4,125.90		8,874.10	31.74%
Contributions-Public Safety	03-100-318990-0000-31622	-	50.00		(50.00)	100.00%
Contributions-Museum	03-100-318990-0000-31632	96,700.00	3,679.50	33	93,020.50	3.81%
Contribution-Historic Windsor Castle Restoration LLC	03-100-318990-0000-31626	104,000.00	191,627.40	34	(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	249,482.80		14,217.20	94.61%
Total General Fund Revenue		11,465,838.00	7,874,759.01		3,591,078.99	68.68%

**General Fund Budget
Expenses**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 04/30/19	Notes	REMAINING BALANCE	% of BUDGET
GENERAL GOVERNMENT						
<u>Town Council</u>						
Salaries	04-100-411010-0000-41100	42,000.00	35,115.00		6,885.00	83.61%
FICA	04-100-411010-0000-42100	3,276.00	2,731.95		544.05	83.39%
Legal Fees	04-100-411010-0000-43150	50,000.00	59,093.66	38	(9,093.66)	118.19%
Election Expense	04-100-411010-0000-43170	-	-		-	0.00%
Maintenance contracts	04-100-411010-0000-43320	1,700.00	8,539.12	39	(6,839.12)	502.30%
Advertising	04-100-411010-0000-43600	30,000.00	16,290.50		13,709.50	54.30%
Professional Services	04-100-411010-0000-43152	10,000.00	3,250.00		6,750.00	32.50%
Records Management maint & upgrades	04-100-411010-0000-45811	5,000.00	14,447.44	40	(9,447.44)	288.95%
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	16,155.83		2,844.17	85.03%
Travel & Training	04-100-411010-0000-45500	6,500.00	16,545.25	41	(10,045.25)	254.54%
Subscriptions/Memberships	04-100-411010-0000-45810	9,700.00	9,905.99	42	(205.99)	102.12%
Council Approved Items	04-100-411010-0000-45804	11,000.00	3,959.64		7,040.36	36.00%
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%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 04/30/19	Notes	REMAINING BUDGET	% of BUDGET
Smithfield CHIP program	04-100-411010-0000-43354	6,000.00	35.96		5,964.04	0.60%
Update Town Charter & Code	04-100-411010-0000-43151	3,000.00	1,175.00		1,825.00	39.17%
Annual Christmas Parade	04-100-411010-0000-43351	350.00	39.99		310.01	11.43%
Total Town Council		223,871.00	210,982.33		12,888.67	94.24%
<u>Town Manager</u>						
Salaries	04-100-412010-0000-41100	337,468.00	270,996.65	35	66,471.35	80.30%
FICA	04-100-412010-0000-42100	26,998.00	19,291.97	35	7,706.03	71.46%
VSRS	04-100-412010-0000-42200	20,016.00	16,471.86		3,544.14	82.29%
Disability	04-100-412010-0000-42210	412.00	387.61		24.39	94.08%
Health & Other	04-100-412010-0000-42300	54,393.00	47,959.76	36	6,433.24	88.17%
Auto Expense	04-100-412010-0000-46009	500.00	146.24		353.76	29.25%
Storm Maintenance	04-100-412010-0000-43106	-	339.22		(339.22)	100.00%
Maintenance Contracts	04-100-412010-0000-43320	3,000.00	2,771.90	43	228.10	92.40%
Communications	04-100-412010-0000-45200	18,000.00	12,508.60		5,491.40	69.49%
Insurance	04-100-412010-0000-45300	2,394.00	2,244.08	37	149.92	93.74%
Supplies	04-100-412010-0000-46001	5,000.00	2,024.55		2,975.45	40.49%
Dues & Subscriptions	04-100-412010-0000-45810	4,000.00	1,108.78		2,891.22	27.72%
Computer & technology expenses	04-100-412010-0000-46005	12,000.00	7,738.83		4,261.17	64.49%
Travel & Training	04-100-412010-0000-45500	8,800.00	5,210.73		3,589.27	59.21%
Other	04-100-412010-0000-45804	100.00	-		100.00	0.00%
Total Town Manager		493,081.00	389,200.78		103,880.22	78.93%
<u>Treasurer</u>						
Salaries	04-100-412410-0000-41100	325,468.00	249,686.41	35	75,781.59	76.72%
FICA	04-100-412410-0000-42100	26,038.00	18,326.82	35	7,711.18	70.38%
VSRS	04-100-412410-0000-42200	20,801.00	17,060.59		3,740.41	82.02%
Disability	04-100-412410-0000-42210	166.00	123.66		42.34	74.49%
Health	04-100-412410-0000-42300	43,584.00	36,380.09	36	7,203.91	83.47%
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	44	(1,600.00)	0.00%
Communications	04-100-412410-0000-45200	9,500.00	7,203.15		2,296.85	75.82%
Computer & technology expenses	04-100-412410-0000-46005	5,000.00	596.19		4,403.81	11.92%
Data Processing	04-100-412410-0000-44100	20,000.00	15,558.16		4,441.84	77.79%
Service contracts-includes MUNIS	04-100-412410-0000-43320	60,000.00	24,033.97		35,966.03	40.06%
Insurance	04-100-412410-0000-45300	2,403.00	2,247.56	37	155.44	93.53%
Supplies	04-100-412410-0000-46001	9,000.00	7,763.52		1,236.48	86.26%
Dues & Subscriptions	04-100-412410-0000-45810	1,900.00	494.55		1,405.45	26.03%
Credit Card Processing	04-100-412410-0000-46002	600.00	208.22		391.78	34.70%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,404.00	3,180.60	45	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 04/30/19	Notes	REMAINING BUDGET	% of BUDGET
Other	04-100-412410-0000-45804	100.00	50.19		49.81	50.19%
Total Treasurer		542,214.00	397,563.68		144,650.32	73.32%
PUBLIC SAFETY						
Police Department						
Salaries	04-100-431100-0000-41100	1,474,676.00	1,088,805.97	35	385,870.03	73.83%
FICA	04-100-431100-0000-42100	117,975.00	79,984.77	35	37,990.23	67.80%
VSRS	04-100-431100-0000-42200	80,036.00	59,438.10		20,597.90	74.26%
Disability	04-100-431100-0000-42210	184.00	137.43		46.57	74.69%
Health Insurance	04-100-431100-0000-42300	222,333.00	145,533.08	36	76,799.92	65.46%
Pre-Employment Test	04-100-431100-0000-42435	3,500.00	2,588.00		912.00	73.94%
Uniforms	04-100-431100-0000-46011	22,000.00	18,910.44	46	3,089.56	85.96%
Service Contracts	04-100-431100-0000-43320	40,000.00	36,927.79	47	3,072.21	92.32%
Communications	04-100-431100-0000-45200	50,000.00	38,396.58		11,603.42	76.79%
Computer & Technology Expenses	04-100-431100-0000-46005	13,000.00	11,394.47		1,605.53	87.65%
Insurance	04-100-431100-0000-45300	53,651.00	47,722.48	37	5,928.52	88.95%
Ins. - LODA	04-100-431100-0000-42410	12,903.00	12,703.86	48	199.14	98.46%
Materials & Supplies	04-100-431100-0000-46001	25,000.00	10,995.85		14,004.15	43.98%
Dues & Subscriptions	04-100-431100-0000-45810	7,000.00	5,177.82		1,822.18	73.97%
Equipment	04-100-431100-0000-46006	15,000.00	11,842.65	49	3,157.35	78.95%
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00	1,132.50		867.50	56.63%
Vehicle Maintenance	04-100-431100-0000-46009	40,000.00	25,129.25		14,870.75	62.82%
Gas	04-100-431100-0000-46008	41,500.00	31,995.33		9,504.67	77.10%
Tires	04-100-431100-0000-46016	5,000.00	3,272.14		1,727.86	65.44%
Travel & Training	04-100-431100-0000-45500	30,000.00	20,768.34		9,231.66	69.23%
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	2,048.90		951.10	68.30%
Other	04-100-431100-0000-45804	500.00	891.51	50	(391.51)	178.30%
Total Police Department		2,260,258.00	1,656,016.92		604,241.08	73.27%
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	51	(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	77,083.47		60,559.53	56.00%
Total Contributions-Public Safety		137,643.00	77,083.47		60,559.53	56.00%

PARKS, RECREATION & CULTURAL

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 04/30/19	Notes	REMAINING BUDGET	% of BUDGET
<u>Parks & Recreation</u>						
Salaries	04-100-471100-0000-41100	149,630.00	112,368.82	35	37,261.18	75.10%
FICA	04-100-471100-0000-42100	11,970.00	8,432.18	35	3,537.82	70.44%
VSRS	04-100-471100-0000-42200	9,435.00	7,869.26		1,565.74	83.40%
Disability	04-100-471100-0000-42210	-	78.90		(78.90)	0.00%
Health	04-100-471100-0000-42300	28,041.00	18,076.78	36	9,964.22	64.47%
Uniforms	04-100-471100-0000-46011	2,000.00	1,318.28		681.72	65.91%
Communications	04-100-471100-0000-45200	2,000.00	2,030.58		(30.58)	101.53%
Insurance	04-100-471100-0000-45300	2,838.00	4,109.74	37	(1,271.74)	144.81%
Advertising	04-100-471100-0000-43600	20,500.00	20,289.86	52	210.14	98.97%
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	507.28		492.72	50.73%
Travel & Training	04-100-471100-0000-45500	3,000.00	1,880.57		1,119.43	62.69%
Other	04-100-471100-0000-45804	500.00	360.00		140.00	72.00%
Total Parks & Recreation		234,914.00	177,853.25		57,060.75	75.71%
<u>Smithfield Center</u>						
Salaries	04-100-412100-0000-41100	152,938.00	114,546.31	35	38,391.69	74.90%
FICA	04-100-412100-0000-42100	12,235.00	8,678.42	35	3,556.58	70.93%
VSRS	04-100-412100-0000-42200	7,126.00	5,462.53		1,663.47	76.66%
Disability	04-100-412100-0000-42210	140.00	104.31		35.69	74.51%
Health	04-100-412100-0000-42300	20,717.00	17,944.64	36	2,772.36	86.62%
Contracted Services	04-100-412100-0000-43320	18,000.00	14,292.75		3,707.25	79.40%
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	19,671.42		5,328.58	78.69%
Communications	04-100-412100-0000-45200	20,000.00	16,843.77		3,156.23	84.22%
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	37	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	1,452.02		3,047.98	32.27%
Food Service & Beverage Supplies	04-100-412100-0000-44001	6,000.00	6,261.16		(261.16)	104.35%
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	36,135.34	53	3,864.66	90.34%
Landscaping	04-100-412100-0000-43400	12,000.00	9,298.07		2,701.93	77.48%
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	4,045.39		954.61	80.91%
Total Smithfield Center		342,294.00	261,723.18		80,570.82	76.46%
<u>Contributions-Parks, Recreation and Cultural</u>						
Windsor Castle Restoration	04-100-471200-0000-45653	1,000,000.00	500,000.00	54	500,000.00	50.00%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 04/30/19	Notes	REMAINING BUDGET	% of BUDGET
Farmers Market	04-100-432301-0000-45617	3,000.00	3,000.00	55	-	100.00%
Hampton Roads Planning District Commission	04-100-432302-0000-45621	10,000.00	10,019.00	56	(19.00)	100.19%
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	9,000.00	57	-	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	58	-	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	20,950.46	35	9,134.54	69.64%
FICA	04-100-471210-0000-42100	2,407.00	1,568.73	35	838.27	65.17%
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	36	340.07	87.29%
Contracted Services	04-100-471210-0000-43300	7,000.00	5,170.00		1,830.00	73.86%
Insurance	04-100-471210-0000-45300	9,214.00	9,745.28	37	(531.28)	105.77%
Grass Cutting	04-100-471210-0000-43105	31,000.00	22,650.69		8,349.31	73.07%
Utilities	04-100-471210-0000-45100	6,000.00	132.82		5,867.18	2.21%
Repairs & Maintenance	04-100-471210-0000-46007	40,000.00	38,143.73	59	1,856.27	95.36%
Total Windsor Castle Park		129,472.00	101,793.02		27,678.98	78.62%
<u>Luter Sports Complex</u>						
Contracted Services	04-100-471300-0000-43300	6,500.00	818.75		5,681.25	12.60%
Utilities	04-100-471300-0000-45100	5,000.00	8,404.06	60	(3,404.06)	168.08%
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	37,036.84	61	2,963.16	92.59%
Total Luter Sports Complex		59,500.00	47,753.65		11,746.35	80.26%
<u>Museum</u>						
Salaries	04-100-472200-0000-41100	137,165.00	102,454.89	35	34,710.11	74.69%
FICA	04-100-472200-0000-42100	10,974.00	8,000.47	35	2,973.53	72.90%
VSRS	04-100-472200-0000-42200	6,994.00	5,654.28		1,339.72	80.84%
Health	04-100-472200-0000-42300	9,972.00	5,788.24	36	4,183.76	58.04%
<u>Operating expenses</u>						
Contracted services	04-100-472200-0000-43300	3,400.00	2,609.03		790.97	76.74%
Communications	04-100-472200-0000-45200	725.00	401.04		323.96	55.32%
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	37	1,937.16	4.01%
Supplies	04-100-472200-0000-46001	6,360.00	6,588.11		(228.11)	103.59%
Advertisinig	04-100-472200-0000-43600	500.00	39.99		460.01	8.00%
Travel/Training	04-100-472200-0000-45500	200.00	94.08		105.92	47.04%
Dues & Subscriptions	04-100-472200-0000-45810	800.00	204.00		596.00	25.50%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 04/30/19	Notes	REMAINING BUDGET	% of BUDGET
Gift Shop-to be funded by gift shop proceeds						
Gift Shop expenses	04-100-472200-0000-46014	6,000.00	4,437.30		1,562.70	73.96%
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	500.03		299.97	62.50%
Total Museum		187,223.00	137,309.16		49,913.84	73.34%
Other Parks & Recreation						
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	1,383.25		616.75	69.16%
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	1,972.92		527.08	78.92%
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	3,813.34		15,186.66	20.07%
COMMUNITY DEVELOPMENT						
Pinewood Heights Phase 2 MY2						
Permanent Relocation						
Renter Occupied Households		-	2,611.00	62	(2,611.00)	100.00%
Total Pinewood Heights Phase 2 MY2		-	2,611.00		(2,611.00)	0.00%
Pinewood Heights-Phase III						
Non-CDBG Contributed Operating Expenses						
Administration						
Precontract Administration	04-100-432315-0000-42730	-	-		-	0.00%
Management Assistance	04-100-432315-0000-42770	40,000.00	7,850.42		32,149.58	19.63%
Monitoring/Closeout	04-100-432315-0000-42760	5,000.00	-		5,000.00	0.00%
Permanent Relocation						
Owner Occupied Households		-	-		-	0.00%
Renter Occupied Households	04-100-432315-0000-42725	73,433.00	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	4,488.88		21,011.12	17.60%
Acquisition						
Owner Acquisition	04-100-432315-0000-42705	6,405.00	75.00		6,330.00	1.17%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 04/30/19	Notes	REMAINING BUDGET	% of BUDGET
Renter Acquisition	04-100-432315-0000-42710	244,520.00	151,766.00		92,754.00	62.07%
Vacant Lot Acquisition					-	0.00%
Appraisal/Legal	04-100-432315-0000-42703 & 42704	20,202.00	4,375.00		15,827.00	21.66%
<u>Acquisition Specialist</u>	04-100-432315-0000-42750	30,400.00	4,365.52		26,034.48	14.36%
<u>Clearance & Demolition</u>	04-100-432315-0000-42775	58,000.00	11,557.25		46,442.75	19.93%
Subtotal Non CDBG		537,460.00	192,102.07		345,357.93	35.74%
CDBG Contributed Operating Expenses						
<u>Permanent Relocation</u>						
Owner Occupied Households	04-100-432315-0000-42790	411,211.00	-		411,211.00	0.00%
Renter Occupied Households	04-100-432315-0000-42795	234,664.00	-		234,664.00	0.00%
Relocation Specialist	04-100-432315-0000-42796	17,000.00	9,000.00		8,000.00	52.94%
<u>Acquisition</u>						
Owner Occupied	04-100-432315-0000-42780	337,125.00	-		337,125.00	0.00%
Renter Occupied					-	0.00%
<u>Clearance & Demolition</u>						
Subtotal CDBG		1,000,000.00	9,000.00		991,000.00	0.90%
Total Pinewood Heights Phase III		1,537,460.00	201,102.07		1,336,357.93	13.08%
<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	9,038.75		961.25	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	43,692.87		(33,692.87)	436.93%
Total Pinewood Heights-All Phases		1,547,460.00	247,405.94		1,300,054.06	15.99%
<u>Contributions-Community Development</u>						
Old Courthouse Contribution	04-100-472500-0000-45613	4,400.00	-		4,400.00	0.00%
Chamber of Commerce	04-100-432302-0000-45609	6,000.00	6,000.00		-	100.00%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 04/30/19	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	0.00%
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	226,099.50		154,189.50	59.45%

PUBLIC WORKS

Planning, Engineering & Public Works

Salaries	04-100-441300-0000-41100	268,003.00	158,234.65	35	109,768.35	59.04%
FICA	04-100-441300-0000-42100	21,440.00	11,867.32	35	9,572.68	55.35%
VSRS	04-100-441300-0000-42200	16,197.00	9,887.81		6,309.19	61.05%
Disability	04-100-441300-0000-42210	2,000.00	1,667.90		332.10	83.40%
Health	04-100-441300-0000-42300	45,094.00	21,127.85	36	23,966.15	46.85%
Uniforms	04-100-441300-0000-46011	2,500.00	721.02		1,778.98	28.84%
Storm Maintenance	04-100-441300-0000-43106	0.00	512.81		(512.81)	100.00%
Contractual	04-100-441300-0000-43320	8,125.00	6,014.53		2,110.47	74.02%
GIS	04-100-441300-0000-43001	500.00	414.68		85.32	82.94%
Recycling	04-100-441300-0000-43340	133,300.00	99,212.77		34,087.23	74.43%
Trash Collection	04-100-441300-0000-43330	220,000.00	163,432.48		56,567.52	74.29%
Street Lights	04-100-441300-0000-45101	2,500.00	940.53		1,559.47	37.62%
Communications	04-100-441300-0000-45200	12,000.00	8,099.20		3,900.80	67.49%
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	37	1,383.80	85.09%
Materials & Supplies	04-100-441300-0000-46001	6,000.00	1,914.76		4,085.24	31.91%
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	5,598.13		3,401.87	62.20%
Gas	04-100-441300-0000-46008	6,500.00	5,805.57		694.43	89.32%
Travel & Training	04-100-441300-0000-45500	6,000.00	1,942.45		4,057.55	32.37%
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	1,376.67		1,323.33	50.99%
Other	04-100-441300-0000-45804	2,000.00	1,361.13		638.87	68.06%
Total Public Works		783,744.00	509,672.17		274,071.83	65.03%

PUBLIC BUILDINGS

Public Buildings

Salaries	04-100-443200-0000-41100	30,794.00	22,340.96	35	8,453.04	72.55%
FICA	04-100-443200-0000-42100	2,464.00	1,725.39	35	738.61	70.02%
Contractual	04-100-443200-0000-43300	23,500.00	14,286.33		9,213.67	60.79%
Communications	04-100-443200-0000-45200	3,000.00	1,436.62		1,563.38	47.89%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 04/30/19	Notes	REMAINING BUDGET	% of BUDGET
Utilities	04-100-443200-0000-45100	46,000.00	36,666.63		9,333.37	79.71%
Insurance	04-100-443200-0000-45300	10,674.00	9,877.88	37	796.12	92.54%
Materials & Supplies	04-100-443200-0000-46001	6,000.00	16.43		5,983.57	0.27%
Repairs & Maintenance	04-100-443200-0000-46007	36,000.00	26,208.37		9,791.63	72.80%
Other	04-100-443200-0000-45804	500.00	92.04		407.96	18.41%
Total Public Buildings		158,932.00	112,650.65		46,281.35	70.88%
OTHER FINANCING USES						
Transfers to Operating Reserves	N/A	11,828.00	419,278.38	63	(407,450.38)	3544.80%
Transfers to Restricted Reserves-Pinewood	N/A	-	147,143.30	64	(147,143.30)	0.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)	N/A	-	-		-	0.00%
Total Transfers To Reserves		11,828.00	566,421.68		(554,593.68)	4788.82%
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	65	0.50	100.00%
Police Evidence Building	04-100-495500-0000-49509	53,609.00	44,567.12		9,041.88	83.13%
New Debt-Multiple projects	04-100-495500-0000-49512	273,075.00	204,251.50		68,823.50	74.80%
Line of Credit		-	-		-	0.00%
Public Safety Radio System	04-100-495500-0000-49518	50,000.00	48,225.00	66	1,775.00	100.00%
3 year Phase in Fire Alarm System	04-100-495500-0000-49516	9,150.00	9,150.00	67	-	100.00%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49514	6,873.00	6,287.92		585.08	91.49%
Interest and fiscal charges						
Public Building Acquisition-TM/PD	04-100-495500-0000-49502	14,017.00	14,016.55	65	0.45	100.00%
Police Evidence Building	04-100-495500-0000-49510	7,635.00	6,564.18		1,070.82	85.97%
New Debt-Multiple projects	04-100-495500-0000-49513	82,290.00	62,796.23		19,493.77	76.31%
Line of Credit		-	-		-	0.00%
Public Safety Radio System	04-100-495500-0000-49519	0.00	1,775.00	66	(1,775.00)	0.00%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49515	660.00	616.34		43.66	93.38%
Total Debt Service		986,862.00	887,802.34		99,059.66	89.96%
Total General Fund Expenses		9,604,118.00	6,601,952.14		3,002,165.86	68.74%
Net Reserve (+/-)		1,861,720.00	1,272,806.87		588,913.13	68.37%

GENERAL FUND CAPITAL

			2019	Actual as of		REMAINING	% of
CAPITAL OUTLAY	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	04/30/19	Notes	BUDGET	BUDGET
Net Operating Reserves (Deficit)		-	1,861,720.00	1,272,806.87		588,913.13	0.68
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	21,781.09	68	28,218.91	44%
PUBLIC SAFETY							
Police Vehicles	4-100-431100-0000-48100		92,420.00	72,448.60	69	19,971.40	78%
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	70	(3,871.00)	102%
Grant Project-tactical gear	4-100-431100-0000-48100		-	8,460.00	71	(8,460.00)	100%
Grant Project-Robotics	4-100-431100-0000-48100		-	17,674.00	72	(17,674.00)	100%
Grant Project-Panasonic Toughbooks - 5	4-100-431100-0000-48100		-	8,996.25	73	(8,996.25)	100%
PARKS, RECREATION, AND CULTURAL							
Clontz Park							
Boat Ramp	4-100-471311-0000-48100		603,000.00	476,727.20	74	126,272.80	79%
Smithfield Center							
Bathroom renovations	4-100-412100-0000-48100		20,000.00	19,829.33	75	170.67	99%
Luter Sports Complex	4-100-471300-0000-48100	375,365.00		223,212.88	76	(223,212.88)	59%
COMMUNITY DEVELOPMENT							
Phase III							
CDBG Acquisition							
Non-CDBG Acquisition	04-100-432315-0000-48100	171,000.00		36,000.00	77	(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	30,423.15	78	14,576.85	68%
Bishop's Reach	4-100-441300-0000-48100			23,960.00	79	(23,960.00)	
Urban fund projects (town match)							
Right turn lane-Joseph W Luter Jr Sports Complex			14,936.00	180.75	80	14,755.25	1.21%
Benns Church/Route 258/Route 10 Bypass intersection			-	685.69	80	(685.69)	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis			-			-	0.00%
Urban fund projects (federal/state-aid)							
Right turn lane-Joseph W Luter Jr Sports Complex	4-100-441300-0000-48100	809,726.00	731,864.00	8,856.53	80	723,007.47	1.21%
Benns Church/Route 258/Route 10 Bypass intersection		145,281.00	-	33,598.40	80	(33,598.40)	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis		13,523.00	-			-	0.00%
Main Street paving	4-100-441300-0000-48100		40,000.00	38,627.00	81	1,373.00	96.57%

			2019	Actual as of		REMAINING	% of
CAPITAL OUTLAY	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	04/30/19	Notes	BUDGET	BUDGET
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	82	(6,346.00)	100.00%
NET CAPITAL OUTLAY		1,625,931.00	1,861,720.00	1,272,806.87		588,913.13	68%
Net Reserves (Deficit) after capital outlay			-	-		-	

Notes: April 2019

GENERAL FUND

Revenues:

- 1 **Current/Delinquent RE** Collections For 2019 RE tax bills through May 31 total \$1,719,428 (99.3%). Delinquent RE collections through the same period total \$4,567 (30.45%). Delinquent notices have been processed for both personal property and real estate. Also posted \$22,560 to revenue to represent tax relief for elderly/veterans.
- 2 **Current/Delinquent PP** 2018 PP tax Collections through May 31 total \$662,400 which is 106% of budget. Delinquent PP collections for the same period total \$30,122 (151%).
- 3 **Public Service Corporations Tax** Assessments for public service corporations decreased from prior year. The reflected revenue of \$29,661 represents 100% of the 2018 billing compared to \$30,970 for FY2018.
- 4 **Cigarette Tax** Sold 405,000 cigarette tax stamps through April 2019 compared to 452,120 through April 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.
- 5 **Transient Occupancy** 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.
- 6 **Meals Tax** 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 April 30 2019 are \$40,089 higher than FY2018.
- 7 **Sales Tax** Sales tax from IOW County runs 2 months behind since it is received from the state. Sales tax for April represents collections for July through February 2019. Collections for 2019 are currently \$6,910 higher than prior year.
- 8 **Consumption/Utility Tax** Consumption and utility tax collections generally lag one month (sometimes two) from the statement date. April statements reflect utility tax and consumption tax collected for July-March. Utility tax is \$2250 higher than prior year and consumption tax is \$825 higher.
- 9 **Business licenses** Business licenses are due on April 15; however, licenses for delinquent accounts or new businesses are collected throughout the fiscal year. As of May 31, we have collected \$379,653 in BL taxes which is \$7,341 higher than the same period in FY2018.
- 10 **Vehicle License Tax** 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 \$76,065 higher than prior year due to an increase in the VL rate from \$20 to \$33 for qualified vehicles.
- 11 **Permits & other licenses** Permits and other licenses are made up of sign permits (\$765), zoning permits (\$8335), yard sale permits (\$520), E&S Fees (\$3600), demolition permits (\$75), ROW permits (\$1610), and golf cart permits (\$80).
- 12 **Inspection Fees** Inspection fees are as follows:
KT Homes-\$300-204 Lochview-21E-01-118 Lot 118
HH Hunt-\$300-100 Gullane-Lot 412 Cypress Creek
Atlantic Homes-\$600-21G-001-004A & 21G-01-004B (Church Square)

Eagle Construction-\$1500-21E-01-255,256, & 257, 109 Gleneagles, 117 St. Andrews
 Wilkris Services-\$300-507 Moonefield Dr, Lot B001
 Mesa Construction-\$300-101 Wilderness Ln
 William S Wirt Construction-\$300-104 Muirfield Lt 142
 James Berton/Joey Wood-\$300-106 Carnoustie
 Eagle Construction-\$300-114 Gleneagle-21E-01-392
 Birdsong Builders-\$150-102 Dunhill

- 13** **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
- 14** **Fines and Costs** Fines and costs from IOW County are also on a 2 month lag. Collections for April represent Jul-Feb revenues and are \$4,851 less than prior year.
- 15** **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) and Network Data Systems (NDS)-\$1200 annual lease.
- 16** **Smithfield Center Rentals** Rents of \$157,503 through April are \$3,612 less than the same period last year.
- 17** **Park Impact Fees** Received \$7800 from SVAE for 2018 Bacon Fest and \$4250 for the 2019 BOB Fest. Also received \$75 from the Windsor Elementary School for the 65 Roses 5K.
- 18** **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 Sep are \$2,194 higher than FY2018.
- 19** **Sale of Equipment** Sold \$16,324 of vehicles and equipment through April 30, 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

- 20 **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; \$21,781.09 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.

- 21 **Law Enforcement** State grant 599 Funds to offset cost of police salaries. Received quarters 1 through 3 as of April 30, 2019.

- 22 **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 Feb 2019. To date we have received \$10,920 less from the state than the same period last year.

- 23 **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.

- 24 **Police Block Grants** Received 2 grants from the VA DMV in February 2019 totaling \$3,240.

- 25 **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.

- 26 **VCA Grant** The VCA matching grant of \$4500 was received from the state in December. Payment was made on January 31, 2019.

- 27 **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.

- 28 **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.

- 29 **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.

- 30 **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.

- 31 **Other Financing Sources-Capital** Isle of Wight County financed 5 year repayment for equipment valued at \$245,000 as supported by their new radio communications system.

- 32 **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.

- 33 **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

- 34 **Contributions-Historic Windsor Castl** Tax credit proceeds for 2018 for the Windsor Castle Restoration Project.

Expenses:

All Departments

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

Town Council

- 38 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 3 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.
- 39 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 3 quarters for fiscal year 2019 (\$750 each).
Pitney Bowes-\$1200-SMA-Tier 1 software service agreement
- 40 Records Management The DOCSTAR upgrade was budgeted as a capital expense. All of the billing items 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.
- 41 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
- 42 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

Town Manager

- 43 Maintenance Contracts Ricoh-monthly lease charges of \$186.39 (Jul-Apr for 11 months)=\$2059.29
Rico-monthly copy overages-\$712.61

Treasurer

- 44 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.

- 45 Cigarette Tax Stamps Meyercord Revenue-\$3,180.60 for 540,000 tax stamps. Generally, these are only ordered once per fiscal year.
- Public Safety**
- 46 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)
- 47 Service contracts Includes \$23,307 to Superior for annual OSSI licenses and support.
Gately Communications-\$572.50 per month for 7 months=\$4,007.50 (radio maintenance-last payment was made in February for January).
Ricoh-\$186.39 for 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
- 48 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.
- 49 Equipment Includes:
Bank of America-\$1599.87-AR-15 railed firearms (2), 2 streamlights, 4 gymnastic tumbling mats, tactical gun with 2 magpul slings
Ultramax-\$604-S&W 180 ammo (40)
Ultramax-\$772-Specitemnont FAE223BK-P (100)
Victor Forward LLC-\$3310.70-Alpha High Cut Special Forces Helmets (9)
Eleven 10 LLC-\$1416.36-Eleven 10 Slick Front RIGID TQ Case (22) and NA Rescue Tourniquet (22)-paid under grant
Southern Police Equipment-\$795.35-liquid barricade, 37MM Super Sock Bean Bag and Rounds, Inert Spray
The Gun Shop-\$1412.93-40 S&W Gr TMJ CCI/Speer 1,000 Rounds (3), and 223 Rem 55 Gr FMJ Federal 500 Rounds (4)
- 50 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)
- 51 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

- 37 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.
- 52 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

Smithfield Center

- 53 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

- 54 Windsor Castle Restoration \$500,000 contributed for Windsor Castle Manor House and outbuildings as part of \$2M commitment.
- 55 Farmers Market Isle of Wight County-\$3000-paid annual contribution in full for the fiscal year
- 56 Hampton Roads Planning District C 4 quarterly payments of \$2504.75 each. This line item is \$19 over budget.
- 57 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.
- 58 Friends of the Library Paid 100% of budgeted contribution for the year.

Windsor Castle Park

- 59 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.
Affordable Floating Docks Inc-\$1180-kayak launch entry lower right rail

Luter Sports Complex

- 60 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

- 61 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 Pushbotton Lock with Mortise Lock and Sargent LFIC Override + labor

Community Development

- 62 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.

Other Financing Uses

- 63 Transfers to Operating Reserves The Town revenues exceeded expenses by \$419,278 as of April 30, 2019. Last year, we had reserves of \$547,897 which was \$128,619 higher than current year.

- 64 Transfers to Restricted Reserves-Pi As of April 30, 2019, the town had collected \$147,143 more in meals tax revenues assigned to the Pinewood Project than was spent.

Debt Service

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

CAPITAL OUTLAY**TREASURER**

- 68 Munis Conversion Tyler Technologies-\$21781.09-progress billing on contract implementation

PUBLIC SAFETY

- 69 Police Vehicles 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
- 70 Radio Project Recognize full value of radio system purchased through IOW
- 71 Grant Project-Tactical vests Victor Forward, LLC-\$8460-multi-mission assault carriers (9), cummbund inserts (9), and armor plates (18)
- 72 Grant Project-Robotics Recon Robotics-\$17,674-Throwbot 2 base kit, accessory pack, searchstick pole, camouflage bag
- 73 Grant Project-Panasonic Toughbooks ARC-\$8996.25-5 public sector panasonic toughbooks-paid through DCJS grant

PARKS, RECREATION AND CULTURAL

- 74 Clontz Park Boat Ramp 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
- 75 Smithfield Center Bathroom Ren Tidewater Stalls & Specialties LLC-\$12,859.33-10 toilet stalls, 1 wall hung urinal screen
Windsor Woodworking-\$6970.00-countertops, sinks, brackets, etc.-bathrooms
- 76 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

COMMUNITY DEVELOPMENT

- 77 **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

- 78 **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

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

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

- 81 **Main Street Improvements** The Blair Brothers-\$38,627-full payment on mill overlay and crosswalks.

PUBLIC BUILDINGS

- 82 **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 04/30/19	Notes	REMAINING BALANCE	% of BUDGET
Revenue						
Operating Revenues						
Sewer Charges	03-004-342070-0000-31101	688,000.00	436,904.99	1	251,095.01	63.50%
Sewer Compliance Fee	03-004-342070-0000-31608	393,031.00	273,388.15	1	119,642.85	69.56%
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	98,830.04	2	(67,230.04)	312.75%
Total Operating Revenue		1,113,631.00	809,123.18		304,507.82	72.66%

**Town of Smithfield
Sewer Fund Budget**

Description		2019 ADOPTED	Actual as of 04/30/19	Notes	REMAINING BALANCE	% of BUDGET
Expenses						
Operating Expenses						
Salaries	04-004-442070-0000-41100	269,770.00	178,814.73	3	90,955.27	66.28%
FICA	04-004-442070-0000-42100	21,582.00	13,297.43	3	8,284.57	61.61%
VSRS	04-004-442070-0000-42200	15,833.00	11,325.41		4,507.59	71.53%
Health	04-004-442070-0000-42300	44,818.00	26,296.27		18,521.73	58.67%
Uniforms	04-004-442070-0000-46011	2,500.00	1,980.22		519.78	79.21%
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	6,711.83	5	(311.83)	104.87%
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	65,506.43	8	(25,506.43)	163.77%
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	2,930.89		4,569.11	39.08%
Data Processing	04-004-442070-0000-44100	15,000.00	10,460.97		4,539.03	69.74%
Dues & Subscriptions	04-004-442070-0000-45810	150.00	166.17	10	(16.17)	110.78%
Utilities	04-004-442070-0000-45100	45,000.00	33,975.61		11,024.39	75.50%
SCADA Expenses	04-004-442070-0000-45204	6,000.00	4,132.40		1,867.60	68.87%
Communications	04-004-442070-0000-45200	12,000.00	8,499.70		3,500.30	70.83%
Insurance	04-004-442070-0000-45300	18,300.00	14,385.28	11	3,914.72	78.61%
Materials & Supplies	04-004-442070-0000-45400	50,000.00	30,369.96		19,630.04	60.74%
Truck Operations (fuel)	04-004-442070-0000-46008	7,000.00	6,645.84		354.16	94.94%
Vehicle Maintenance	04-004-442070-0000-46009	1,000.00	1,794.80	12	(794.80)	179.48%
Travel & Training	04-004-442070-0000-45500	5,000.00	118.96		4,881.04	2.38%
Contractual	04-004-442070-0000-43300	3,500.00	3,008.24		491.76	85.95%

**Town of Smithfield
Sewer Fund Budget**

	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 04/30/19	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	933.62		266.38	77.80%
Total Sewer Fund Operating Expenses before D&A Exp.		606,278.00	441,963.44		164,314.56	72.90%
Operating Income before D&A Expense		507,353.00	367,159.74		140,193.26	72.37%
Depreciation & Amortization Expense	04-004-442070-0000-49102	361,000.00	299,450.36		61,549.64	82.95%
Operating Income (Loss)		146,353.00	67,709.38		78,643.62	46.26%
Nonoperating Revenues (Expenses)						
Pro-rata Share Fees	03-004-342070-0000-31103	-	40,000.00	13	(40,000.00)	100.00%
Insurance Recoveries	03-004-342070-0000-31603	-	10,890.10	14	(10,890.10)	0.00%
Availability Fees	03-004-342070-0000-31102	82,400.00	265,459.80	15	(183,059.80)	322.16%
Interest Revenue	03-004-342070-0000-31501	9,000.00	13,565.09		(4,565.09)	150.72%
Interest Expense	04-004-442070-0000-49000	(5,568.00)	(3,292.45)	16	(2,275.55)	59.13%
Total Nonoperating Revenues (Expenses)		85,832.00	326,622.54		(240,790.54)	380.54%
Net Income (loss)		232,185.00	394,331.92		(162,146.92)	169.84%
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)	(265,459.80)		183,059.80	322.16%
Compliance Fee		(393,031.00)	(273,388.15)		(119,642.85)	69.56%
Depreciation & Amort. Exp.		361,000.00	299,450.36		61,549.64	82.95%
Additional debt service costs-principal expense		(102,090.00)	(102,090.00)	17	-	100.00%
Total adjustments to CAFR Net Income		(216,521.00)	(381,487.59)		164,966.59	176.19%
Adjusted income		15,664.00	12,844.33		2,819.67	82.00%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	04/30/19	Notes	BALANCE	BUDGET
Sewer Fund							
Working adjusted income			15,664.00	12,844.33		2,819.67	82.00%
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)	(2,379.29)	18	(32,620.71)	6.80%
Fairbanks Pump Main Street-2nd one	04-004-442070-0000-47012		(18,000.00)			(18,000.00)	0.00%
Fairbanks Pump-James S	04-004-442070-0000-47012		(25,000.00)			(25,000.00)	0.00%
Hydromatic Pumps (2)-Minton Way	04-004-442070-0000-47012		(10,800.00)	(5,586.61)	19	(5,213.39)	51.73%
Dri-Prime HL80M Motor Adapter Pumpend	04-004-442070-0000-47012		-	(17,819.34)	20	17,819.34	100.00%
Hydromatic Pump-Pinewood	04-004-442070-0000-47012		(7,200.00)	(10,800.00)	21	3,600.00	150.00%
Hydromatic Pumps (2)-Bradford Mews	04-004-442070-0000-47012		(11,000.00)	(11,000.00)	22	-	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)			(150,000.00)	0.00%
Sanitary Sewer Inspections (TV the lines)	04-004-442070-0000-47000	(55,000.00)	(75,000.00)	(48,142.00)	23	(26,858.00)	64.19%
Manhole rehab	04-004-442070-0000-47000	(75,000.00)	(75,000.00)	(5,430.00)	24	(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)	25	7,133.00	100.00%
New rail system for package pump stations	04-004-442070-0000-47004		(20,000.00)	(11,375.00)	26	(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)	27	33,650.00	100.00%
VFD Installation-James Street	04-004-442070-0000-47012		-	(6,612.11)	28	6,612.11	100.00%
PW Vehicle	04-004-442070-0000-47005	(12,500.00)	-	(12,500.00)	29	12,500.00	100.00%
Net Capital Outlay		(460,099.00)	(780,500.00)	(172,427.35)		(608,072.65)	22.09%
Net Reserves (Deficit) after capital outlay			(764,836.00)	(159,583.02)		(605,252.98)	20.86%
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	168,094.56		406,905.44	29.23%
Draw from operating reserves			-	-		-	0.00%
Net Adjusted Reserves			15,664.00	14,086.54		1,577.46	89.93%

Notes: April 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 April statements reflect 1/2 of the August billing through April as current year revenues. Sewer charges are \$28,795 lower than prior year. Sewer compliance is \$79,346 lower as a result of the reduction in the bi-monthly charge from \$24.14 to \$18.62.

2 Connection Fees

The town posted \$98,830.04 in connection fees through April 2019. This represents 59 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
9	<u>Storm maintenance</u>	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	<u>Dues & Subscriptions</u>	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.
11	<u>Insurance</u>	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	<u>Vehicle Maintenance</u>	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)

13	<u>Pro-Rata Share Fees</u>	We received 47 at \$800 each for lots at Lakeview Cove (1201-1203, 801-806, 901-906, 1001-1005, 401-405, 501-504, 1101-1107, 601-607, 701-704) AND \$1200 each from HHJV LLC for 113 and 115 Richmond Avenue.
14	<u>Insurance Recoveries</u>	Collected \$4,773.72 from VML Insurance Programs for damage to Lakeside Pump Station, \$1961.48 for damages to Moonefield Pump, and \$4154.90 for damages to 234 Cary Street Pump Station.
15	<u>Availability fees</u>	We received 59 at \$4120 each (\$243,080), one upgrade at \$2200, and 6 pro-rated (credit applies) fees with 5 at \$3363.34 each and 1 at \$3363.10.
16	<u>Interest Expense</u>	Interest of \$3485.82 was paid in July for the old sewer treatment plant. Of that amount, \$2905 was accrued in FY2018 and reversed from FY2019. The second interest payment for the year (\$2711.63) was made in January. An accrual will be made at year end which will bring interest expense up to budget.

WORKING ADJUSTMENTS TO CAFR

17 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

18 Bypass Pump- Morris Creek

Xylem-\$2379.29-8"x6" flanged expansion joint and 6" expansion joint

19 Hydromatic Pump -Minton Way

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

20 Dri-Prime Adapter Pumpend

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

21 Hydromatic Pumps (2)-Pinewood

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

22 Hydromatic Pumps (2)-Bradford Mews

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

23 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

24 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

25 Fairbanks Morse Submersible Motor Assembly-Morris Creek

Sydnor Hydro-\$7133-submersible motor assembly, 15 hp, 230V, 40' power & control cable-insurance claim

26 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.

27 Bypass pump installation-Crescent

REW-\$33,650-labor & materials to install new concrete pad, piping and electrical for the bypass pumps

28 VFD Installation-James Street

REW Corporation-\$6612.11-labor & materials to provide, install, and program new 50 HP VFD

29 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 04/30/19	Notes	REMAINING BALANCE	% of BUDGET
Revenue						
Operating Revenue						
Water Sales	03-005-342060-0000-31101	1,464,204.00	946,177.18	1	518,026.82	64.62%
Debt Service Revenue	03-005-342060-0000-31109	248,853.00	174,011.37	1	74,841.63	69.93%
Miscellaneous	03-005-342060-0000-31105	300.00	5,600.00	2	(5,300.00)	1866.67%
Connection fees	03-005-342060-0000-31104	13,200.00	38,320.00	3	(25,120.00)	290.30%
Application Fees	03-005-342060-0000-31106	8,654.00	7,939.00		715.00	91.74%
Total Operating Revenue		1,735,211.00	1,172,047.55		563,163.45	67.54%

**Town of Smithfield
Water Fund Budget**

Description		2019 ADOPTED	Actual as of 04/30/19	Notes	Remaining Budget	% of budget
Expenses						
Salaries	04-005-442060-0000-41100	461,557.00	313,768.26	4	147,788.74	67.98%
FICA	04-005-442060-0000-42100	36,925.00	23,115.28	4	13,809.72	62.60%
VSRS	04-005-442060-0000-42200	25,887.00	18,075.92		7,811.08	69.83%
Health	04-005-442060-0000-42300	85,554.00	48,495.89		37,058.11	56.68%
Uniforms	04-005-442060-0000-46011	2,500.00	2,380.86		119.14	95.23%
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	6,643.08	6	(243.08)	103.80%
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	6,735.09		13,264.91	33.68%
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	10,460.97		4,539.03	69.74%
Utilities	04-005-442060-0000-45100	2,500.00	1,228.17		1,271.83	49.13%
Communications	04-005-442060-0000-45200	11,500.00	9,072.71		2,427.29	78.89%
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 04/30/19	Notes	REMAINING BALANCE	% of BUDGET
Materials & Supplies	04-005-442060-0000-45400	75,000.00	68,370.45	10	6,629.55	91.16%
Truck Operations (fuel)	04-005-442060-0000-46008	10,000.00	11,661.83		(1,661.83)	116.62%
Vehicle Maintenance	04-005-442060-0000-46009	2,000.00	1,794.81		205.19	89.74%
Dues & Subscriptions	04-005-442060-0000-45810	1,000.00	866.09		133.91	86.61%
Bank service charges-credit card fees	04-005-442060-0000-45813	1,200.00	957.04		242.96	79.75%
Travel and Training	04-005-442060-0000-45500	5,000.00	1,411.44		3,588.56	28.23%
Miscellaneous	04-005-442060-0000-45804	12,000.00	10,178.06	11	1,821.94	84.82%
<u>RO Annual costs</u>						
Power	04-005-442061-0000-45100	104,000.00	70,034.44		33,965.56	67.34%
Chemicals	04-005-442061-0000-45413	52,332.00	55,342.83	12	(3,010.83)	105.75%
HRSD	04-005-442061-0000-45102	280,300.00	192,047.02		88,252.98	68.51%
Supplies	04-005-442061-0000-45400	20,000.00	17,296.55		2,703.45	86.48%
Communication	04-005-442061-0000-45200	9,200.00	7,447.72		1,752.28	80.95%
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	13	(1,142.20)	385.55%
Maintenance and Repairs	04-005-442061-0000-46007	66,500.00	16,210.46		50,289.54	24.38%
Total Water Fund Operating Expenses before D&A Exp.		1,484,795.00	950,827.94		533,967.06	64.04%
Operating Income before D&A Expense		250,416.00	221,219.61		29,196.39	88.34%
Depreciation & Amortization Expense	04-005-442060-0000-49102	370,000.00	294,342.65		75,657.35	79.55%
Operating Income (Loss)		(119,584.00)	(73,123.04)		(46,460.96)	61.15%
Nonoperating Revenues (Expenses)						
Pro-Rata Share Fees	03-005-342060-0000-31103	-	40,000.00	14	(40,000.00)	0.00%
Availability Fees	03-005-342060-0000-31102	54,400.00	170,600.08	15	(116,200.08)	313.60%
Interest Revenue	03-005-342060-0000-31501	20,000.00	34,646.52		(14,646.52)	173.23%
Interest Expense	04-005-442060-0000-49000	(38,150.00)	(20,651.52)	16	(17,498.48)	54.13%
Total Nonoperating Revenues (Expenses)		36,250.00	224,595.08		(188,345.08)	619.57%
Net Income (Loss)		(83,334.00)	151,472.04		(234,806.04)	-181.76%

**Town of Smithfield
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 04/30/19	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)	17	(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)	(93,303.81)		(171,698.19)	0.00%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	04/30/19	Notes	BALANCE	BUDGET
Water Fund							
Net Operating Reserves (Deficit)			(265,002.00)	(93,303.81)		(171,698.19)	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)	18		
PW Vehicle	04-005-442060-0000-47005	(12,500.00)		(12,500.00)	19	12,500.00	
RO Plant Stormwater Improvements	04-005-442061-0000-47000			(6,825.00)	20	6,825.00	
Net Capital Outlay		(185,051.00)	(207,500.00)	(44,507.00)		(188,175.00)	21.45%
Net Reserves (Deficit) after capital outlay		(162,551.00)	(472,502.00)	(137,810.81)		(359,873.19)	29.17%
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	113,835.89		(136,632.89)	4772.99%

Notes: April 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 procoder meters (\$240 each)
\$13000-100 radio pit 6' (\$130 each)
\$4800-20 registers w/6' ext antenna (\$240 each)
- 11 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.
- 12 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.
- 13 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)

- | | | |
|----|----------------------------|--|
| 14 | <u>Pro-Rata Share Fees</u> | We received 47 at \$800 each for lots at Lakeview Cove (1201-1203, 801-806, 901-906, 1001-1005, 401-405, 501-504, 1101-1107, 601-607, 701-704) AND \$1200 each from HHJV LLC for 113 and 115 Richmond Avenue. |
| 15 | <u>Availability Fees</u> | We received 58 at \$2720 each, one upgrade at \$1640, and 6 pro-rated (credit applied) fees at \$1866.68 each (\$11200.08). |
| 16 | <u>Interest Expense</u> | 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

- | | | |
|----|--|---|
| 17 | <u>Additional debt service costs-principal expense</u> | 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

- | | | |
|----|---|---|
| 18 | <u>Drummonds Lane & Cedar water main</u> | Lewis Construction-\$25,182-time and materials for water main and service installation |
| 19 | <u>Public Works Vehicle</u> | 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 |
| 17 | <u>RO Plant Stormwater Improvements (BMP)</u> | Draper Aden-\$1725-RO Plant Stormwater Improvements-services through 12/31/18.
Draper Aden-\$5100-RO Plant Stormwater Improvements-services through 1/31/19 |

**Town of Smithfield
Highway Fund**

Description		2019 ADOPTED	Actual as of 04/30/19	Notes	REMAINING BALANCE	% of BUDGET
Revenue						
Interest Income	03-204-341200-0000-31501	200.00	247.12		(47.12)	123.56%
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	1,244,172.36		(54,667.36)	104.60%

**Town of Smithfield
Highway Fund**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 04/30/19	Notes	REMAINING BALANCE	% of BUDGET
Expenses						
Salaries	04-204-441200-0000-41100	341,895.00	235,246.70	2	106,648.30	68.81%
FICA	04-204-441200-0000-42100	27,352.00	17,525.02	2	9,826.98	64.07%
VSRS	04-204-441200-0000-42200	20,589.00	14,970.67		5,618.33	72.71%
Health	04-204-441200-0000-42300	54,876.00	38,567.99		16,308.01	70.28%
Uniforms	04-204-441200-0000-46011	3,500.00	1,328.28		2,171.72	37.95%
Professional services	04-204-441200-0000-43152	1,250.00	1,250.00	3	-	100.00%
Grass	04-204-441200-0000-43105	20,000.00	10,619.72		9,380.28	53.10%
Maintenance	04-204-441200-0000-43104	551,251.00	529,003.29		22,247.71	95.96%
Asphalt/Paving			361,645.55		(361,645.55)	
Ditching			109,047.20		(109,047.20)	
Traffic Control devices			973.90		(973.90)	
Other (maintenance)			2,443.61		(2,443.61)	
Other (lawnmowers, landscaping, etc)			50,877.83		(50,877.83)	
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	99,489.47		17,510.53	85.03%
Insurance	04-204-441200-0000-45300	15,450.00	9,610.88	4	5,839.12	62.21%
VAC Truck Repairs	04-204-441200-0000-43107	2,500.00	1,139.97		1,360.03	45.60%
Truck Operations	04-204-441200-0000-46008,46009	8,000.00	9,663.03	5	(1,663.03)	120.79%
Stormwater Management Program (regional)	04-204-441200-0000-43999	3,342.00	3,116.00	6	226.00	93.24%
Total Highway Fund Expense		1,167,005.00	971,531.02		195,473.98	83.25%
Net Reserves (+/-)		22,500.00	272,641.34		(250,141.34)	100.00%

		2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ADOPTED	04/30/19	Notes	BALANCE	BUDGET
HIGHWAY						
Net Operating Reserves (Deficit)		22,500.00	272,641.34		(250,141.34)	100.00%
No specific capial projects identified		-	-		-	0.00%
PW Vehicle	04-204-441200-48100	(12,500.00)	(27,172.51)	7	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		-	245,468.83		(245,468.83)	100%
Carryover from FY2018		277,221.17	277,221.17	8		
Net Adjusted Reserves (deficit)		277,221.17	522,690.00			

Notes: April 2019

HIGHWAY

Revenues

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

Expenses

- | | | |
|---|--------------------------------------|--|
| 2 | <u>Salaries</u> | Salaries have been decreased by accrued payroll for FY2018 that was reversed as of July. |
| 3 | <u>Professional Services</u> | 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 |
| 4 | <u>Insurance</u> | Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance-62%-large worker's comp credit of \$5,632. |
| 5 | <u>Truck Operations</u> | Fuel costs have increased during FY2019 and have exceeded budget through 10 months. Overage will be offset from the maintenance category. |
| 6 | <u>Stormwater Management Program</u> | Represents 4 quarterly payments-93.24%-slightly under budget for the year. |

HIGHWAY CAPITAL

- | | | |
|---|------------------------------|---|
| 7 | <u>Public Works Vehicle</u> | 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 |
| 8 | <u>Carryover from FY2018</u> | Carryover from FY2018 per VDOT annual report (to be applied against FY2019 projects such as paving of Main Street). |

CASH BALANCES AS OF MAY 31, 2019					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Year	Prior Year	ADJUSTED BALANCES
			Interco. Balances	Interco./Interdep Balances	
Water	Farmers Bank	1,396,677.92	(609,220.55)	-	787,457.37
Water-Debt Service	Farmers Bank	824,863.81	20,045.42	-	844,909.23
Water Capital Escrow (availability fees)	TowneBank	652,634.29	2,720.00	-	655,354.29
Water Treatment Plant Escrow	TowneBank	11,632.13			11,632.13
Water Deposit Account	TowneBank	100,819.11	(10,452.00)		90,367.11
Water Development Escrow	TowneBank	161,823.21	-	-	161,823.21
Subtotal Water		3,148,450.47	(596,907.13)	-	2,551,543.34
Sewer	Farmers Bank	558,233.19	(177,352.28)	(135,270.23)	245,610.68
Sewer Development Escrow	TowneBank	426,672.58	-	-	426,672.58
Sewer Capital Escrow (availability fees)	TowneBank	1,066,662.47	4,120.00	-	1,070,782.47
Sewer Compliance	Farmers Bank	2,337,632.60	31,682.61	-	2,369,315.21
Subtotal Sewer		4,389,200.84	(141,549.67)	(135,270.23)	4,112,380.94
Highway	Farmers Bank	86,042.22	43,931.03	-	129,973.25
General Fund	Farmers Bank	3,709,007.22	1,783,082.25	135,270.23	5,627,359.70
Payroll	Farmers Bank	104,283.56			104,283.56
Money Market-General Fund	TowneBank	38,757.17			38,757.17
Business Super Now-General Fund	Farmers Bank	34,599.85			34,599.85
Money Market-General Fund	Farmers Bank	295,937.23			295,937.23
General Fund Capital Escrow Account	TowneBank	217,487.44			217,487.44
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	1,121,014.07	(1,088,556.48)		32,457.59
Pinewood Heights Escrow	Farmers Bank	71,643.09			71,643.09
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	200,786.85			200,786.85
Windsor Castle Acct	TowneBank	92,903.00			92,903.00
Subtotal General Fund		6,452,978.81	694,525.77	135,270.23	7,282,774.81
TOTAL ALL FUNDS		14,076,672.34	-	-	14,076,672.34



Account Statement

May 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
525,116.65	0.00	47.37	1,092.34	2,726.01	528,887.63

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
05/15/2019	Withdrawal		47.37		10.013268	4.731	0.00
05/15/2019	Income Earned	534.49			10.013268	53.378	
05/31/2019	Income Earned	557.85			10.048862	55.514	
05/31/2019	Ending Balance			528,887.63	10.048862	52,631.595	



Account Statement

May 2019

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

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

Summary

							Average Monthly Yield:	2.55%
		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
05/31/2019	Ending Balance			0.000	



Daily Rates

May 2019

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-May-19	0.000071921	2.63%
02-May-19	0.000071099	2.60%
03-May-19	0.000070825	2.59%
04-May-19	0.000070825	2.59%
05-May-19	0.000070825	2.59%
06-May-19	0.000070277	2.57%
07-May-19	0.000070277	2.57%
08-May-19	0.000070277	2.57%
09-May-19	0.000070277	2.57%
10-May-19	0.000070003	2.56%
11-May-19	0.000070003	2.56%
12-May-19	0.000070003	2.56%
13-May-19	0.000069729	2.55%
14-May-19	0.000069729	2.55%
15-May-19	0.000069729	2.55%
16-May-19	0.000070003	2.56%
17-May-19	0.000069455	2.54%
18-May-19	0.000069455	2.54%
19-May-19	0.000069455	2.54%
20-May-19	0.000069455	2.54%
21-May-19	0.000069455	2.54%
22-May-19	0.000069181	2.53%
23-May-19	0.000069181	2.53%
24-May-19	0.000069181	2.53%
25-May-19	0.000069181	2.53%
26-May-19	0.000069181	2.53%
27-May-19	0.000069181	2.53%
28-May-19	0.000068907	2.52%
29-May-19	0.000068907	2.52%
30-May-19	0.000068907	2.52%
31-May-19	0.000068907	2.52%

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



The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		5/29/2019	14751

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Pipe Replacement

Description	Amount
Provide equipment, labor, and materials to accomplish the following: 1. Call Mrs. Utility and have all public utilities located and marked. 2. Excavate and verify all marked utilities. 3. Install temporary pipe in ditch to west side of existing pipe. 4. Delivery and install multiple loads of fill sand to bridge existing ditch. 5. Mobilize excavator, loader and backhoe. 6. Remove existing stumps, haul off or use as brush barrier at pipe discharge. 7. Remove, haul off and dispose of old pipe and existing headwall. 8. Grade ditch to accommodate larger diameter pipe. 9. Install stone bedding under 120 LF of new 30" HP Storm Plastic Pipe. 10. Delivery and install multiple loads of select fill around new pipe and compact. 11. Delivery additional loads of select fill to elevate area above pipe for positive sheet drainage. 12. Install large rip rap at discharge end of pipe and smaller rip rap at intake to prohibit erosion around pipe. 13. Install seed and straw. 14. Use existing stumps if possible as brush barrier on down stream side of rip rap.	
Total Contract Price:	41,360.00
Vendor # _____	
Account # _____	
Dept. Head <i>W. A. App</i> _____	
Town Manager _____	

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$41,360.00

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.





The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		5/31/2019	14779

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Main St Mill

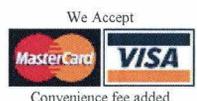
Description	Amount
Provide equipment, labor, and materials to accomplish the following: For the 100 and 200 blocks of Main Street: 1. Mill approximately 3,620 square yards. 2. Area shall be milled to an average depth of 2". 3. Clean surface of all debris. Haul offsite and dispose of. 4. Tack existing surface to ensure bond with new asphalt. 5. Install an average of 2" of SM9.5A Brown Peagravel Asphalt. 6. Compact accordingly.	
Total Contract Price:	99,800.00
Vendor # _____	
Account # _____	
Dept. Head <i>W. B. Hoff</i> _____	
Town Manager _____	

THANK YOU FOR YOUR BUSINESS

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.

Invoice Total: \$99,800.00



CONTRACTOR'S APPLICATION FOR PAYMENT INVOICE

TO: Town of Smithfield, VA

FROM: Tri-State Utilities Co.
2111 Smith Ave., Chesapeake, VA 23320

PROJECT: IDIQ Smithfield Contract Sewer Rehabilitation

P.O. # PW-19-15

PAYMENT REQUEST NO: 1

PERIOD: 04/01/2019 to 05/31/2019

STATEMENT OF CONTRACT ACCOUNT:

1. Original Contract Amount:	\$	\$58,245.00
2. Approved Change Orders No:	\$	\$4,160.00
3. Adjusted Contract Amount:	\$	\$62,405.00
4. Value of Work Completed to Date: (As per attached APPENDIX	\$	\$44,780.00
5. Value of Completed Change Orders:	\$	
6: Total Due to Date:	\$	\$44,780.00
7. N/A	\$	\$0.00
8. Total Less Retainage:	\$	\$44,780.00
9. Total Previously Certified (DEDUCT):	\$	\$0.00
10. VALUE OF WORK COMPLETED THIS MONTH	\$	\$44,780.00
11. Materials Removed from Stock (DEDUCT)	\$	\$0.00
12. TOTAL DUE THIS INVOICE PERIOD	\$	\$44,780.00

CERTIFICATION OF THE CONTRACTOR:

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of accomplishment under the terms of the Contract (and all authorized changes thereto) between the undersigned and The Town of Smithfield, VA, relating to the above referenced project.

I also certify that payments, less applicable retention, have been made through the period covered by previous payments received from The Town of Smithfield, VA, to (1) all my subcontractors and (2) for all materials and labor used in or in connection with the performance of this contract. I further certify, I have complied with Federal, State and Local tax laws, including Social Security laws and Unemployment Compensation laws and Workmen's Compensation laws insofar as applicable to the performance of this contract.

Tri-State Utilities Co.

Contractor

By:

(Authorized Signature)

Title:

Craig R. Welsh, Project Manager

Date:

6-4-19

Tri State

PO # PW-19-15

This is part of Job Completed

TO: **The Town of Smithfield**
 PROJECT: **IDIQ Smithfield Contract** P.O. # PW-19-15
 SUBCONTRACTOR: **Tri-State Utilities Co.**
 2111 Smith Ave.
 Chesapeake, VA 23320

PAYMENT REQUEST NO. : 1
 PERIOD: 04/01/2019 to 05/31/2019

APPLICATION FOR PAYMENT

A ITEM NO.	B DESCRIPTION OF WORK	C UNIT	D CONTRACT QUANTITY	E UNIT PRICE	F = (D x E) TOTAL SUBCONTRACT VALUE	WORK COMPLETED			J VALUE OF WORK THIS APPL.	K = (E x I) VALUE OF COMPLETED WORK	
						G COMPLETED QUANTITY PREV. APPL.	H COMPLETED QUANTITY THIS APPL.	I COMPLETED QUANTITY TO DATE			
James and North Mason Easement Project											
3	Mob of Main Line Lining Crew	LF	1	\$ 2,800.00	\$2,800.00	0	1	1	\$2,800.00	\$2,800.00	
7	Clean TV 8"		1200	\$ 1.95	\$2,340.00	0	1200	1200	\$2,340.00	\$2,340.00	
8	Hvy Clean 8"		1200	\$ 0.90	\$1,080.00	0	1200	1200	\$1,080.00	\$1,080.00	
20	Install 8" x 4.5 mm Liner	LF		\$ 25.50	\$0.00	0	1200	1200	\$30,600.00	\$30,600.00	
21	Install 8" x 6.0 mm Liner		1200	\$ 27.00	\$32,400.00	0	0	0	\$0.00	\$0.00	
31	Easement CIPP Installations per s	LF	4	\$ 400.00	\$1,600.00	0	4	4	\$1,600.00	\$1,600.00	
33	Internal Reinstatement of lats		8	\$ 175.00	\$1,400.00	0	4	4	\$700.00	\$700.00	
48	Bypass pumping under 89000 gal	EA	3	\$ 350.00	\$1,050.00	0	3	3	\$1,050.00	\$1,050.00	
32	Internally Remove Protruding		5	\$ 450.00	\$2,250.00	0	1	1	\$450.00	\$450.00	
NP1	Flaggers x 2	HR	4	\$ 400.00	\$1,600.00	0	0	0	\$0.00	\$0.00	
CO 1	Clean and TV Crews Rental		TBD	\$ 320.00	TBD	0	3	3	\$960.00	\$960.00	
Riverview Project											
1	Mob of CCTV Crew	LS	1	\$ 2,450.00	\$2,450.00	0	0	0	\$0.00	\$0.00	
3	Mob of Main Line Lining Crew	LS	1	\$ 2,800.00	\$2,800.00	0	0	0	\$0.00	\$0.00	
7	Clean TV 8"	LF	250	\$ 1.95	\$487.50	0	0	0	\$0.00	\$0.00	
8	Hvy Clean 8"	LF	250	\$ 0.90	\$225.00	0	0	0	\$0.00	\$0.00	
20	Install 8" x 4.5 mm Liner	LF		\$ 25.50	\$0.00	0	0	0	\$0.00	\$0.00	
21	Install 8" x 6.0 mm Liner	LF	250	\$ 27.00	\$6,750.00	0	0	0	\$0.00	\$0.00	
31	Easement CIPP Installations per s	EA	1	\$ 400.00	\$400.00	0	0	0	\$0.00	\$0.00	
33	Internal Reinstatement of lats	EA	0	\$ 175.00	\$0.00	0	0	0	\$0.00	\$0.00	
48	Bypass pumping under 89000 gal	DY	1	\$ 350.00	\$350.00	0	0	0	\$0.00	\$0.00	
32	Internally Remove Protruding	EA	0	\$ 450.00	\$0.00	0	0	0	\$0.00	\$0.00	
NP1	Flaggers x 2	DY	2	\$ 400.00	\$800.00	0	0	0	\$0.00	\$0.00	
NP1	Pre Liner	LF	250	\$ 2.45	\$612.50	0	0	0	\$0.00	\$0.00	
NP1	Added Installation Cost for CIPP L	LS	1	\$ 2,850.00	\$2,850.00	0	0	0	\$0.00	\$0.00	
CO1	Clean and TV Crews Rental to descale iron pipe		TBD	\$ 320.00	TBD	0	10	10	\$3,200.00	\$3,200.00	
TOTALS									Total Due this Invoice	\$44,780.00	\$44,780.00

Town of Smithfield

PURCHASE ORDER

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

DATE 3/19/2019
 PO # PW-19-15

AMENDED



VENDOR

Tri State
 Craig Welsh
 2111 Smith Avenue
 Chesapeake Va. 23320
 Phone: (757) 366-9505
 Fax: (757) 366-5150

SHIP TO

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

REQUESTED BY	PAYMENT TERMS	SHIP VIA	FISCAL YEAR	SHIPPING TERMS	
Jessie	NET 30		2018-19		
ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL	
	Sewer System Lining				-
1	Clean,TV and Install liner in James St. and Mason St. sewer system. Start at manhole # PS04-MH-013 and stop at manhole # PS04-MH-018				\$50,520.00
2	Clean,TV and Install liner in Riverview Ave. and N.Church St.sewer system. Start at manhole # PS04-MH-801 and stop at manhole # PS04-MH-010				\$17,725.00
				SUBTOTAL	\$68,245.00
				TAX	-
				SHIPPING	-
				OTHER	-
				TOTAL	\$ 68,245.00

Comments or Special Instructions

These lines are behind homes in the old part of town and thru the marsh. PO amended by \$4000 when Tri-State ran into a descaling problem preventing the lining James St/Mason St.

Partial Billing

[Signature]

Department Head

[Signature]

Town Treasurer

[Signature]

Town Manager

TOWN OF SMITHFIELD

#12526

REQUISITION

col
fund

SUGGESTED VENDOR		Christian Outreach Program			OFFICE USE ONLY	
REQUESTED BY		DATE REQUESTED	DATE WANTED		DATE ORDERED	
		6-4-19			ORDER NO.	
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE		
	2019 Annual Contribution			12650.00		
	04-100-432302-0000-45620					

REQUISITIONER
RETAIN YELLOW COPY

APPROVED _____
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

June 21, 2019

TO: Finance Committee

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

SUBJECT: Line of Credit with TowneBank - Request to Renew

The Town's line of credit with TowneBank is up for renewal. It is my understanding the line of credit has been established for the Pinewood Heights project.

Recommendation

I recommend Town Council authorize me and the Town Treasurer to renew the line of credit with TowneBank in the amount of \$500,000.

Attachment

Resolution (forthcoming from Town Attorney)

TOWN MANAGER'S OFFICE

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

Find us on 



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

June 21, 2019

TO: Finance Committee

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

SUBJECT: Line of Credit with Farmers Bank - Request to Renew

The Town's line of credit with Farmers Bank is up for renewal. It is my understanding the line of credit has been established to pay operating expenses, if needed.

Recommendation

I recommend Town Council authorize me and the Town Treasurer to renew the line of credit with Farmers Bank in an amount not to exceed \$1,000,000.

Attachment

Resolution (forthcoming from Town Attorney)

TOWN MANAGER'S OFFICE

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

Find us on 



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

June 21, 2019

TO: Finance Committee

FROM: Brian S. Thrower, Town Manager

BST

SUBJECT: Financial Advisory Services - Request to Execute Contract

Town staff issued a Request for Proposals (RFP) for Financial Advisory Services. As you are aware, the Town is not currently under contract with a Financial Advisor. The selected firm will provide the services outlined in the RFP (see attached).

Ellen Minga, Town Treasurer, and I evaluated proposals received according to the following criteria:

1. The proposer's experience, expertise, and performance in providing similar or related services;
2. Qualifications and experience of the team that the proposer intends to assign to this work; and
3. The proposer's overall suitability to provide the services set forth in the RFP in a timely manner;

Based on the evaluation criteria outlined above and interviews held, Town staff recommends entering into a contract with Davenport & Company, LLC (Davenport) for Financial Advisory Services. The contract will be for three years with the Town's option to renew for two additional one-year terms.

Recommendation

I recommend Town Council authorize me to execute the attached contract with Davenport for Financial Advisory Services.

Attachments

RFP with Scope of Services

Proposed Contract with Davenport & Company, LLC

TOWN MANAGER'S OFFICE

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

Find us on





TOWN OF SMITHFIELD

"The Ham Capital of the World"

March 28, 2019

Request For Proposals Financial Advisory Services

The Town of Smithfield, Virginia (Town) intends to enter into a three-year contract to begin on July 1, 2019, with the Town's option to renew for two additional one-year terms, with a qualified firm with expertise in professional financial advisory services to serve as the Town's financial advisor on a variety of financial matters as described in the Town's Request for Proposals (RFP) dated March 28, 2019. In this regard, the Town will accept sealed proposals for such financial advisory services until **4:00 PM, Monday, April 29, 2019**. The Town shall not accept any proposals after this date/time for any reason. You must submit your proposal in a sealed envelope clearly marked on the outside *"Proposal for Financial Advisory Services"*.

If you hand deliver your proposal, then please use the following street address:

Brian S. Thrower
Town Manager's Office
911 S. Church Street
Smithfield, VA 23430

If you mail your proposal, then please use the following address:

Brian S. Thrower
Town Manager
Post Office Box 246
Smithfield, VA 23431

You must complete the following information and return this page with your proposal:

Name and Address of Proposer:

Date: _____

(signature)

By: _____

Printed Name: _____

Telephone #: _____

Title: _____

Potential proposers may ask questions about this RFP by writing to the above address or by calling the Smithfield Town Manager's Office at (757) 365-9505.

The Town reserves the right to reject any and or all proposals if the Town deems it in its best interest.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508

www.smithfieldva.gov • Local Cable Channel 189

Town of Smithfield, Virginia
Request for Proposals - Financial Advisory Services
March 28, 2019

Section 1. Introduction

The Town of Smithfield, Virginia (Town) intends to enter into a three-year contract to begin on July 1, 2019, with the Town's option to renew for two additional one-year terms, with a qualified firm or individual with expertise in professional financial advisory services to serve as the Town's financial advisor on a variety of financial matters as described in this Request For Proposals (RFP). With this RFP, the Town invites such firms or individuals to submit to the Town written proposals for these financial advisory services.

Section 2. Scope of Services

The scope of service under this contract will include, but is not limited to, the following tasks:

1. Advise the Town concerning developments in the financial community in general and municipal finance in particular, so as to enable the Town to remain in the best possible financial posture.
2. Provide analytical framework to assist the Town in determining optimal financing vehicles such as short-term versus long-term financing, internal versus external financing, variable versus fixed rate, capital leasing, etc.
3. Provide analyses to evaluate performance and monitor status of financing vehicles, and identify opportunities for debt re-structuring, refinancing, refunding, etc.
4. Review capital projects contemplated by the Town and work with the Town Manager, the Town Treasurer, and other Town officials in developing options, plans and strategies for financing planned capital improvements, taking into consideration costs and effects that various alternatives will have on the Town's financial standing.
5. Assist Town officials in preparing information for presentation to the various municipal bond rating services in order to achieve and maintain the highest bond rating realistically achievable. Support Town officials in all presentations to the various rating services or bond insurance agencies, as well as presentations to institutional investors, appropriate state and federal agencies, and the IRS as necessary.
6. Develop necessary time schedules to assure that all work is initiated and completed in a timely manner including all work associated with the issuance of bonds and notes.
7. On an issue-by-issue basis, advise the Town on bond market climate and make recommendations as to whether or not the Town should competitively sell the bonds or sell on a negotiated basis.
8. Recommend timing, manner of the sale and details of bond issues, call features, flow of funds, security provisions, maturity schedules, good faith deposit checks, investment of the bond proceeds resulting from the sale, etc.
9. Assist in the preparation and development of all bond documents. This includes assisting the Town in the preparation of disclosure documents, sale documents, security documents, and other relevant marketing or bond documents; make recommendations concerning form and

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content to enhance marketability and comply with disclosure guidelines. This task also includes the preparation, review and printing of any offering materials, including a preliminary of final Official Statement.

10. For competitive bid bond issues, recommend bidding parameters, verify bids, and determine whether or not the bids that the Town receives meets bid specifications.
11. Assist the Town in the evaluation and selection of bond underwriting firms.
12. Assist the Town in identifying those finance related federal, state, and tax issues that the Town should monitor.

The Town reserves the right to terminate any resulting contract at will.

Section 3. Proposal Requirements

You must address the following items in your written proposal:

1. The proposal shall include all information necessary for the Town to evaluate the suitability of the proposing firm to provide the financial advisory services described herein.
2. You must include the following organizational information:
 - Name of company (or other business entity) submitting proposal
 - Type of business entity (i.e. corporation or partnership)
 - Place of incorporation
 - Name, location and telephone number of the financial advisor's representative to contact regarding all matters pertaining to the proposal
 - If the proposer intends to subcontract any of the work set forth in this RFP, then the proposer shall include the subcontractor's name, address, telephone number and the function that the subcontractor shall perform
3. The proposal shall demonstrate the experience, resources, and capabilities of the proposer to perform these services. In this regard, the proposal should contain a concise summary of the firm's or proposer's qualifications, organizational structure, past experiences, and names, addresses and telephone numbers of references.
4. The proposal shall include a detailed description of the education, experience, current certifications, and the availability of the key personnel that the firm or proposer intends to assign to work with the Town.
5. Proposers submitting a response to this proposal who are also engaged in the business of buying, selling, and underwriting municipal bonds shall provide the following information:
 - Number and par amount of new and refunding issues underwritten as either sole or lead manager for the past three years
6. The proposer must provide a complete list of their most recent financial advisory relationships (since January 1, 2017) within the Commonwealth of Virginia. The list must include names, addresses, and telephone numbers of the contact persons as well as a brief description of work performed including the dollar amount of bond issues or other financings.
7. Proposer shall provide a brief description of their financial advisory efforts in states other than Virginia.

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Section 4. Instruction for the Submission of Proposals

1. *Deadline for Submission of Proposals*

All respondents to this RFP must submit their proposals in a sealed envelope to the Town Manager's Office by 4:00 PM, Monday, April 29, 2019. The Town will not consider any proposal that arrives in the Town Manager's Office after 4:00 PM, Monday, April 29, 2019. The respondent (proposer) is solely responsible for ensuring that his or her proposal arrives in the Town Manager's Office by the date/time deadline set forth in this RFP.

2. *Address for Submitting Proposals*

Please address the envelope containing your proposal to Brian S. Thrower, Town Manager, with the title "Proposal for Financial Advisory Services" labeled on the outside of the envelope.

If you hand deliver your proposal, then please use the following street address:

Brian S. Thrower
Town Manager's Office
911 S. Church Street
Smithfield, VA 23430

If you mail your proposal, then please use the following address:

Brian S. Thrower
Town Manager
Post Office Box 246
Smithfield, VA 23431

Please Note: Your proposal must include the cover sheet to the RFP.

3. *Number of Copies to Submit*

Please submit at least three copies of your proposal.

4. *Expense for Preparing Proposals*

The Town is not responsible for any expenses incurred by the respondents to this RFP in preparing and submitting a proposal.

5. *Questions Pertaining to this RFP*

Please direct all questions and inquiries to Brian S. Thrower, Town Manager, (757) 365-9505.

6. *Town's Right to Reject Proposals*

The Town of Smithfield has the sole right to reject any or all of the proposals it receives in response to this RFP.

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Section 5. Evaluation of Proposals

The Town will evaluate the proposals using the following:

1. Proposer's experience, expertise, and performance in providing similar or related services.
2. Qualifications and experience of the team that the proposer intends to assign to this work.
3. Proposer's overall suitability to provide the services set forth in this RFP in a timely manner.

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**AGREEMENT BETWEEN
TOWN SMITHFIELD, VIRGINIA AND
DAVENPORT & COMPANY LLC FOR
PROFESSIONAL FINANCIAL ADVISORY SERVICES**

THIS AGREEMENT, made and entered into by and between the Town of Smithfield, a political subdivision organized and existing under the laws of the Commonwealth of Virginia, herein referred to as the “Town,” the current address of which is 911 South Church Street, Smithfield, VA 23430 and Davenport & Company LLC organized and existing under the laws of the Commonwealth of Virginia, herein referred to as “Financial Advisor” and/or “Davenport,” the business address of which is 901 East Cary Street, Richmond, Virginia 23219.

WHEREAS, the Town desires to enter into an Agreement with Davenport & Company LLC for Financial Advisory Services as outlined in Section 2. Scope of Services of the Town’s Request for Proposals – Financial Advisory Services dated March 28, 2019 and as described in Davenport’s Proposal for Financial Advisory Services dated April 29, 2019 (the “Proposal”); and

WHEREAS, the Financial Advisor represents that it is duly authorized and qualified to provide the aforesaid services.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties hereto agree as follows:

ARTICLE I. PROGRAM ADMINISTRATOR

The Town Manager of the Town of Smithfield hereinafter referred to as the “Town Manager” is the administrator in charge of all activities associated with this Agreement.

ARTICLE II. SCOPE OF SERVICES

A. The Financial Advisor shall, using its professional staff members, provide the following financial advisory services, which are required by the Financial Advisor to accomplish the objectives of the Agreement, including but not limited to the following:

1. Provide pertinent advice and counsel for the duration of this contract to the Town concerning developments in the financial community in general and municipal finance in particular, to enable the Town to remain in the best possible financial posture.
2. Assist Town officials in developing information to be presented to municipal bond rating services in order to achieve the highest bond rating realistically achievable. Accompany Town officials in all presentations to the rating agencies.
3. Review capital projects contemplated by the Town and work with the Town Manager and other officials in developing options, plans and strategies for financing planned capital improvements, taking into consideration costs and the effects that various alternatives have on the Town’s financial position.
4. The Financial Advisor shall develop a time schedule to assure that all work is begun and accomplished in a timely manner including all work associated with any financings.
5. The Financial Advisor shall analyze and make recommendations with respect to financing alternatives available to the Town, which may include one or more of

the following: competitive sale or a negotiated sale of bonds through the public markets, direct bank loans, funding through a Commonwealth of Virginia agency such as Virginia Resources Authority or Virginia Public Schools Authority, funding from the United States Department of Agriculture's Rural Development Loan program(s), grant funding, or other funding alternatives that may be available to the Town.

6. With respect to a negotiated sale of bonds through the public markets, the Financial Advisor shall assist the Town's staff in the selection of a group of bond underwriting firms (the "Underwriters" or "Underwriting Team") for the negotiated sale of bonds. The Financial Advisor's functions in this regard shall include the following basic actions:
 - (a) Developing requests for proposals;
 - (b) Conducting a pre-interview conference with Town staff to facilitate preparedness in evaluating Underwriter proposals and to better enable the Town staff to conduct oral interviews; and
 - (c) Assisting and participating in the oral interview and selection process. Upon selection of the Underwriting Team, the Financial Advisor shall assist the Town staff and Bond Counsel in bringing said Team on board and up-to-date in as timely a fashion as possible, providing a smooth transition in order that the Town's ongoing process of issuing bonds will experience no delay or inconvenience.
7. With respect to a capital financing obtained through a negotiated or competitive sale of bonds through the public markets or via direct bank loan(s), the Financial

Advisor shall assist the Town's staff in planning, scheduling, analysis and work processes necessary for obtaining the funding. Such services are more fully delineated in Davenport's Proposal under the sections entitled "Competitive Sales", "Negotiated Sales" and "Direct Bank Loans". With respect to alternative financing vehicles different from the aforementioned, the Financial Advisor shall assist the Town in the review of related documents for accuracy with respect to transaction numbers and financial covenants and provide supporting analytical work as applicable. The Financial Advisor's functions in this regard shall include the following basic actions:

- (a) Providing all analytical work necessary to analyze and structure the financing transaction regardless of financing method or vehicle;
- (b) Reviewing financing documents with respect to accuracy of financing covenants, bond transaction numbers and calculations;
- (c) Assisting the Town with obtaining an Underwriting Team (see Article II(A)(6)) and reviewing and advising as to the Underwriting Team's pricing of a negotiated sale of bonds in the public markets as applicable;
- (d) Advising as to notice of sale parameters and overseeing the process for a competitive sale of bonds in the public markets as applicable;
- (e) Assisting the Town with a solicitation process of banks for direct bank loan funding, evaluation of all bank proposals and implementing the bank loan as applicable; and
- (f) Assisting the Town with analysis and implementation of financing through other alternative financing vehicles including but not limited to Virginia

Resources Authority, Virginia Public Schools Authority, USDA and others as available to the Town.

B. The Financial Advisor's responsibility for all financing/legal documents, including disclosure documents or other offering documents shall be limited to review of said documents for accuracy as to bond financing/transaction numbers, financing covenants and related calculations. The Financial Advisor shall prepare, with the assistance and input of Town staff, all credit presentations to the rating agencies. It is understood by the parties hereto that primary drafting responsibilities for all financing/legal documents, including disclosure documents or other offering documents will rest with the Bond Counsel or other legal counsel as agreed to by the Town and, as such, the Financial Advisor will not assume primary responsibility for initiating any financing/legal documents.

C. The Financial Advisor agrees that they will not limit their services to those enumerated or contemplated hereinabove. Moreover, consistent with its role as Financial Advisor, the Financial Advisor shall assume other duties and responsibilities deemed appropriate or requested by the Town in order to assure that financings contemplated herein can be accomplished promptly and upon the most favorable or beneficial terms available or to provide the Town with the appropriate information, analysis and deliverables that enable the Town to remain in the best possible financial posture.

D. The Financial Advisory shall provide such services as related above in conjunction with the issuance of bonds and notes by the Town as may be designated by the Town Manager from time to time.

ARTICLE III. COMPENSATION

A. Advisory Services

For professional services rendered on behalf of Town of Smithfield which are not transaction-specific as outlined in ARTICLE II. Scope of Services, Section A), Davenport shall be compensated at the rate of three hundred dollars (\$300) per hour for Senior Vice Presidents, two hundred seventy-five dollars (\$275) per hour for Vice Presidents, two hundred twenty-five dollars (\$225) per hour for Associate Vice Presidents, two hundred dollars (\$200) per hour for Associates, and one hundred seventy-five dollars (\$175) per hour for Analysts. In addition the hourly fee will be adjusted yearly by 4%/year to reflect inflation.

B. Transaction Specifics

The Town of Smithfield and the Financial Advisor agree that the Financial Advisor shall be compensated based upon a transaction completion fee to be agreed upon prior to financing. The Financial Advisor shall only be compensated for any issuance of bonds and/or note upon successful completion and closing of such financing, according to the provisions above.

C. Special Projects

The Town, in its sole discretion, may deem certain activities of the Financial Advisor to constitute a Special Project. In the sole opinion of the Town, a Special Project is one that involves the professional resources of the Financial Advisor to a degree above and beyond that already provided for under the scope of services. In this event, the Town and Financial Advisor shall negotiate prior to the beginning of the Project on a fair and equitable basis for compensation. This determination will allow the Town to negotiate with the Financial Advisor.

D. Reimbursement for Fee and Out-of-Pocket Expenses

Under all sections and subsections of ARTICLE III, the Financial Advisor shall be entitled to receive its agreed upon fee and reasonable and necessary out-of-pocket expenses,

including costs such as travel, meals, and courier charges. All out-of-pocket expenses are billed at cost and the Town shall pay 4% of the fee amount for incidental expenses such as computer time, telephone, printing, fax, and other indirect costs. Such expenses would be billed upon submission of the advisory fee. There are to be no finance charges related to invoices.

ARTICLE IV. DIRECT PERSONNEL EXPENSE

The Financial Advisor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with, the Town. Further, all services required hereunder will be performed by the Financial Advisor or under its supervision, and all personnel engaged in the work shall be fully qualified to perform such services. Principal financial advisory personnel assigned to render service to the Town shall be David P. Rose, Roland M. Kooch, Jr and R.T. Taylor. Any substitution shall require prior approval of the Town.

ARTICLE V. TERM OF AGREEMENT

This Agreement shall be effective as of July 1, 2019, and shall continue in full force and effect until three (3) years from the date of execution hereof with the Town's option to extend the Agreement for two additional one (1) year terms for a total of five (5) years. All other contracts by the parties hereto that have not been completed prior to the execution of this Agreement shall continue in effect to the extent they do not conflict with this Agreement.

ARTICLE VI. GENERAL CONDITIONS

A. Cancellation of Agreement

1. This Agreement is subject to cancellation by either party on thirty (30) days advance written notice to the other at its address as hereinabove specified. However, in the event bonds or notes are sold, the Financial Advisor shall continue to render services relating to the issuance of bonds or notes by the Town within the Agreement Year.
2. In the event of such a cancellation and if the Financial Advisor claims it is entitled to compensation for any reimbursement expenses necessarily incurred in the satisfactory performance of the provisions of this Agreement to date of cancellation, it shall comply with Article III, D, hereof.

B. Compliance with Local, State and Federal Rules, Regulations and Laws

The Financial Advisor shall comply with all applicable laws, orders and codes of the Federal, State, and local governments as they pertain to this Agreement.

C. Equal Employment Opportunity

It is the policy of Financial Advisor to provide equal employment opportunity to all persons without regard to their age, race, color, religion, sex, national origin, physical disability or handicap. Personnel which include recruiting and hiring, selection for training, compensation, transfer, working conditions, benefits and privileges, promotion and termination will be administered to all employees without discrimination. In pursuing this policy, it is the Financial Advisor's intention to further the principles of equal employment opportunity by the

employment of minority groups and women, within the constraints of availability and appropriate qualifications. Promotion decisions will continue to be made in accord with the principles of equal employment opportunity subject to valid qualifications for promotional opportunities.

This policy represents a reaffirmation of Financial Advisor's long-standing policy of providing equal employment opportunity in all personnel actions aimed at assuring true equality of employment and a work environment without discrimination.

D. Interest of Members of the Town

No members of the governing body of the Town and no other official, employee or agent of the Town who exercises any functions or responsibilities in connection with the carrying out of the services to which this Agreement pertains, shall have any personal interest, direct or indirect, in this Agreement.

E. Findings Confidential

Unless otherwise required by law, all of the reports, information, data, etc., prepared or assembled by the Financial Advisor under this Agreement are confidential; and the Financial Advisor agrees that same shall not be made available to any individual or organization without the prior approval of the Town.

F. Ownership of Documents

All documents prepared or obtained by the Financial Advisor are, and shall remain, the property of the Town.

G. Prohibition Against Contingent Fees

The Financial Advisor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Financial Advisor, to solicit or

secure this Agreement, and that it has not paid nor agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Financial Advisor, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Contract.

H. No Agency Relationship

The Financial Advisor is not the agent, subagent or representative of the Town; and this Agreement shall not make the Town liable to any person, firm, corporation or other who contracts with or provides goods or services to the Financial Advisor in connection with the services it has agreed to perform hereunder or otherwise for debts or claims accruing to such parties against the Financial Advisor; and there is no contractual relationship, either express or implied, between the Town and any other person, firm, corporation or other supplying any work, labor, services, goods or materials to the Financial Advisor as a result of its services to Town hereunder or otherwise.

I. Non-assignability

The Financial Advisor may not assign, delegate, sublet or otherwise dispose of this Agreement, or the services to be performed hereunder, or the rights accruing thereto without the prior written consent of the Town Manager or his designee, as authorized by the Town Council.

J. Modification of Scope of Services

Modification in the scope of services to be performed hereunder and compensation for same must have prior written approval from the Town.

K. Assurance of Town

The Town agrees to cooperate fully with the Financial Advisor in its fulfillment of the duties specified in this Agreement. Without limiting the foregoing, the Town shall make

available to the Financial Advisor any information the Town possesses relevant to services to be undertaken by the Financial Advisor, and appropriate members of the Town's staff for assistance to and/or consultation with the Financial Advisor.

L. Insurance

The Financial Advisor shall purchase and maintain insurance coverage including General Liability insurance in the amount of \$2 million general aggregate with a \$5 million umbrella and maintain a fidelity blanket bond coverage of \$5 million with \$10 million annual aggregate. Insurance must be furnished by such companies as are authorized and licensed to transact business in the Commonwealth of Virginia. The Financial Advisor shall furnish the Town with a certificate evidencing insurance coverage as above and an Endorsement with the Town named as an Additional Insured.

M. Headings

All headings and descriptive headings of paragraphs in this Agreement are inserted for convenience only and shall not affect the construction or interpretation hereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed at the place and on the day hereinabove first mentioned.

TOWN OF SMITHFIELD

Brian S. Thrower
Town Manager

ATTEST:

DAVENPORT & COMPANY LLC

By: David P. Rose
Senior Vice President
Manager of Public Finance

ATTEST:

Form Approved:

Town Attorney

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

June 2019

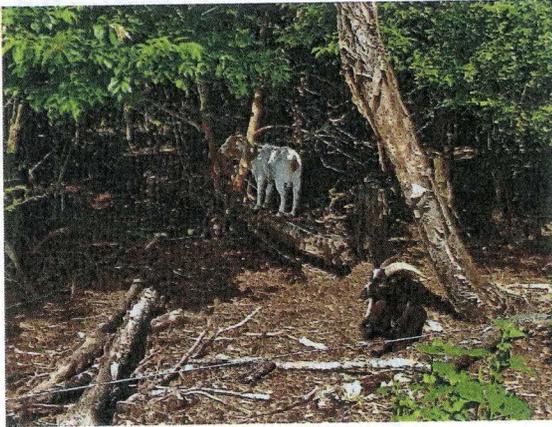
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						7:00 AM - 6:30 PM WC Trails 7:00 AM Clean the Bay Day 7:00 AM - 7:00 PM WC Courtyard 7:00 AM MS Bike Ride 8:00 AM - 8:00 PM LSC Baseball Fields 8:00 AM SRA Field Use 9:00 AM - 10:00 AM WC Canoe/Kayak 9:00 AM Yoga in the Park 11:00 AM - 12:00 AM SC MHSu 4:30 PM Mathis-Prado Wedding & Reception
2	3	4	5	6	7	8
7:00 AM - 7:00 PM WC Courtyard 7:00 AM MS Bike Ride 8:00 AM - 8:00 PM LSC Baseball Fields 8:00 AM SRA Field Use 10:00 AM - 10:00 PM SC MHSu 3:00 PM Butler and Brown Wedding and Reception		5:00 PM - 6:00 PM SC Kitchen 5:00 PM Kitchen Dish Clean & Inventory 6:00 PM - 7:00 PM SC C&D 6:00 PM WCFB Meeting 7:00 PM - 10:00 PM SC A&B 7:00 PM Town Council	Parks Staff Meeting (Offsite) 8:30 AM - 10:00 AM SC C&D 8:30 AM Smithfield 2020	10:00 AM - 3:00 PM SC MH 10:00 AM Smithfield Foods - Streaming Test	1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	Tiffany Imbimbo Graduation Party - Picnic Area 8:00 AM - 8:00 PM LSC Baseball Fields 8:00 AM SRA Field Use 9:00 AM - 10:00 AM WC Canoe/Kayak 9:00 AM Yoga in the Park 11:00 AM - 12:00 AM SC MHSu 6:00 PM Ricks and Wadley Wedding and Reception
9	10	11	12	13	14	15
1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	8:00 AM - 5:00 PM SC Suites 8:00 AM Carpet Cleaning		7:00 AM - 5:00 PM SC A&B 8:00 AM Smithfield Foods Journal Entry Meeting 7:00 AM - 5:00 PM SC C&D 8:00 AM Smithfield Foods - Colin Riniker Meeting	7:00 AM - 5:00 PM SC A&B 8:00 AM Smithfield Foods Journal Entry Meeting 7:00 AM - 5:00 PM SC C&D 8:00 AM Smithfield Foods - Colin Riniker Meeting 8:00 AM - 3:00 PM SC MH 12:00 PM State of the County Breakfast	1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils 3:00 PM - 11:00 PM SC MHSu 3:00 PM Brown and Ankofski Set-Up 6:45 PM - 11:30 PM OTS 6:45 PM Smithfield Skate - Officer Request	1:00 PM - 12:00 AM SC MHSu 5:00 PM Brown and Ankofski Wedding and Reception
16	17	18	19	20	21	22
Father's Day 1:00 PM - 5:00 PM LSC Field 3 1:00 PM Western Tidewater Field Rental 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	7:00 AM - 2:00 PM SC C&D 8:00 AM Ethics Training	9:00 AM - 11:00 AM SC C&D 9:00 AM Schoolhouse Museum 9:00 AM - 2:00 PM SC A&B 9:00 AM Town-Active Shooter Training 11:30 AM - 2:00 PM SC C&D 11:30 AM Crimeline Meeting 6:00 PM - 7:30 PM SC A&B 6:30 PM BHAR		12:00 PM - 11:00 PM SC MHSu 5:00 PM Coleman and Scott Wedding and Reception	9:00 AM - 7:00 PM WC Riverfront 10:00 AM Greenhood and Whelan Wedding and Reception 11:00 AM - 12:00 AM SC MHSu 5:00 PM Ellis and Baker Wedding and Reception	9:00 AM - 7:00 PM WC Riverfront 10:00 AM Greenhood and Whelan Wedding and Reception 10:00 AM - 12:00 AM SC MHSu 4:00 PM Colonna and House Reception
23	24	25	26	27	28	29
9:00 AM - 7:00 PM WC Riverfront 10:00 AM Greenhood and Whelan Wedding and Reception 1:00 PM - 5:00 PM LSC Field 2 1:00 PM Summer Baseball-Blue Devils	9:00 AM - 7:00 PM WC Riverfront 10:00 AM Greenhood and Whelan Wedding and Reception 4:00 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings 6:00 PM - 7:00 PM SC A&B 6:00 PM Continued Town Council	8:00 AM - 5:00 PM SC A 8:00 AM Extended Leadership Meeting 12:00 PM - 10:00 PM SC MH 12:00 PM PSWCD Pig Pickin 4:00 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings	9:00 AM - 5:00 PM SC MHSu 9:00 AM Smithfield Foods Town Hall	9:00 AM - 5:00 PM SC MHSu 9:00 AM Smithfield Foods Town Hall	Olden Days Concert 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils 5:00 PM - 7:00 PM Town Streets 5:00 PM Sweet Summertime Concert	Raft Race at Station 11:00 AM - 11:00 PM SC MHSu 3:00 PM Drew and Whitley Wedding and Reception
30						
10:00 AM - 8:00 PM SC MHSu 10:00 AM Liggins Family Reunion 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils						

Upcoming Special Events and Park Programming

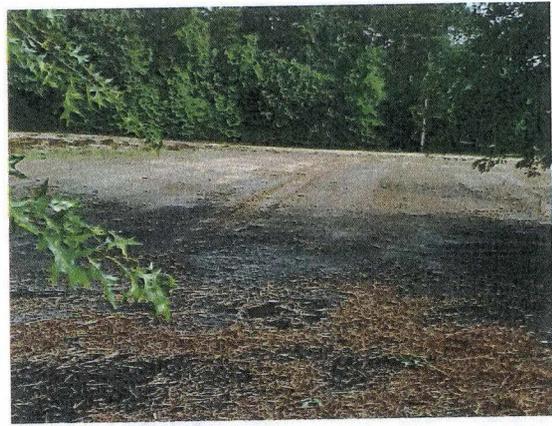
Day	Date	Event	Location
Wed	Jul 3	Fireworks	Clontz Park
Saturdays		Yoga in the Park	Windsor Castle Park
	Jul 6-7	Baseball Tournament	LSC
Sun	Jun 21	Celerity Cycling	Smithfield Center

Parks and Recreation Operation Update

June 2019



Goat with Supervisor



Jericho Road Canal Project

This was done to help divert water away from the trail and Jericho Road.



We need your help identifying this truck. The Trail Docs have a bugaboo about vehicles compacting tree roots so please call the parks crimeline if you know this person.

Trail Docs have earned 300 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 Season 7

Open since May 4th, **Total Revenue \$2600** from 7 weekends of operation

Parks and Recreation Operation Update

June 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	
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		
1/20/2019	2p-5 p	MLK Program		
	Smithfield Center			
	Community			
	250 p			
FEBRUARY				
2/10/2019	3 P-6:30 P	Sweetheart Banquet		
	Smithfield Center			
	Fundraiser			
	200 p			
2/16/2019	7 P-11 P	CASA Gala	1 Officer Sat 6:30 PM-11:30 PM	
Pay SE	Smithfield Center			
	Fundraiser			
	250 p			
2/24/2019	2 p-4 P	Black History Month Program		
	Smithfield Center			
	Community			
	100 p			
MARCH				
3/9/2019	5:30 P-9:30 P	IOW Academy Gala	(using IOW Sheriff's deputy)	
	Smithfield Center			
	Fundraiser			
	350 p			
3/16/2019	10:30 A-1 P	St Patricks Day Parade	# Officers (determined by PD)	# (determined by PW)
	Main Street	Tourism-Connie Chapman		
Town Streets	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	Women's Club Flea Market		
	Smithfield Center			
	Flea Market			
	500 p			
3/31/2019	2 p-4 P	Vietnam Veterans Recognition Ceremony		
	Smithfield Center			
	Community			
	250 P			
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	2 Officers Sat 10:30 AM-6 PM Money Drops	
Road Closure		Park Trail Closure 10 AM-5 PM		
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	Windsor Prom	(using IOW Resource Officer)	
	Smithfield Center			
	Prom			
	200 p			

2019 Town of Smithfield Open to Public Events (on town properties)					
Event Date	Times Location	Event Name	PD Required	PW Required	
	Type of Event		\$46 per hour per officer	\$30 per hour per staff (2 req)	
Street Closures	Attendance				
MAY					
5/4/2019	9:30 A-10:30 Am	Optimist Club Run			
	Race	Mike Murphy 660-7151 memurph1126@gmail.com			
	75 P				
Set SE Signs					
5/4/2019	4 P-11 P	Relay for Life Event	1 Officer for Entrance until 2 PM-4 PM		
	LSC	Adrienne Rich adrienne.rich@cancer.org	1 Officer for exit 9:30 PM-11 PM		
	200 p				
5/5/2019	9 AM-10 AM	Main Street Mile	2 Officer 9 AM-11 AM, report at 8:30 AM		FYI Only
Pay SE		Maragarita Castillo -IWA 207-798-0890 margaritacastillo@iwacademy.com			
	Race				
	200 P				
Traffic Assist					
Set SE Signs					
5/6/2019	Mon 8 A-2 P	TRIAD	1 Officer Mon 7 AM-10 AM Parking Assist		
	Smithfield Center				
	Senior Community				
5/18/2019	8 P-12 P	Smithfield Prom	2 Officers Sat 6:30 PM-11:30 PM		
Pay SE	Smithfield Center				
	Prom				
	350 p				
5/25/2019	8 A-2 P	Pedal for the Pig	2 Officers Sat 7:45 AM-9:15 AM Main/Underwood		
Pay SE	WC/Town Streets	Sharon Bochman bochman@cox.net	1 Officer Sat 7:45AM-9:15 AM 258/Route 10		
Traffic Assist	Bike Race				
Set SE Signs	300 p				
5/27/2019	11 A-12 P	Memorial Day Service	1 Officer Mon 10:30 AM-11:30 AM		No staff grass cut by Wed
	Veterans Memorial				
Traffic Assist	Community				
	150 p				
JUNE					
6/1/2019	7 A-11 A	Clean the Bay Day			
	WC/Clontz				
	Community Cleanup				
	20 p	kellyb413@hotmail.com			
6/1/2019 - 6/2/2019	Two Days	Multiple Sclerosis Bike Event	1 Officer Sat 7:30 AM-8:30 AM Mason/Main		No staff (group handles own trash)
	WC Courtyard & Street	Deborah Richards 804-591-3034 deborah.richards@nmss.org	1 Officer Sat 7:30 AM-8:30 AM Cary & Grace		
Traffic Assist	Bike Race		1 Officer Sat 9 PM-5 AM Overnight at WC		
Set SE Signs	1000 p		1 Officer Sun 10:45 AM-2 PM Cary/Grace		
Pay SE			1 Officer Sun 10:45 AM-2 PM Mason/Main		
6/28/2019	6 PM-9 PM	Summer Concert Series	1 Officer- Raft Race 5 PM-9 PM		2 PW Staff-close 200 block
	Times Gazebo	John Edwards			
	Concert				
	500 P				
Close 200 block					
No Park Signs					
6/29/2019	2:30 PM	Raft Race at Station	1 Officer- Raft Race 1:30 PM-3:30 PM		20 cones for Station bridge- raft race
	Station	Tourism-Connie Chapman 902-2164 cchapman@isleofwightus.net			
	Raft Race				
	3000 p				
JULY					
7/3/2019	9 P-9:30 P	Town Fireworks	# Officers (determined by PD)		cones for Station Bridge
	Town Streets				
Station Bridge	Community				
	1000 p				
7/3/2019	5 P-9 P	Fireworks-Station Parking Lot Assist	1 Officer 5 PM-9 PM		
Pay SE	Station Parking Lot	Smithfield Station-Randy Pack 620-7700 randy.pack@smithfieldstation.com			
	Officer Request				
7/21/2019	7 AM-1 PM	Celerity Cycling Event	1 Officer 8 AM-9 AM		
Pay SE	Center Parking Lot	Dan Netzer 679-9336			
Traffic Assist	Officer Request				
AUGUST					

2019 Town of Smithfield Open to Public Events (on town properties)						
Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)		
8/6/2019	5 P-7 P Smithfield Center Community 500 p	National Night Out Night Out Committee				
SEPTEMBER						
9/21/2019	9 A-2 P WC Car Show 100 p	Ruritan Car Show				
9/21/2019	7 AM-5 PM Smithfield Center Community 200 P	Victory Over Diabetes				
9/28/2019	9 AM-4 PM Main Street 100-300 Market 500 p	Vintage Market Farmers Market-Cheryl Ketcham 375-3031 cketcham@isleofwightus.net	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		
	Resolution	Main Street from Church to Underwood - 6am - 4:30pm				
OCTOBER						
TBD	4:00 PM Main Street 100 p	Smithfield Homecoming Parade Smithfield High-Jill Gwaltney 371-3918 jillgwaltney@gmail.com	# Officers (determined by PD)			
	Resolution	Rolling closure - Cary St. to Grace to Mason to Main starting at 4pm				
10/5/2019	11 A-9 P WC Riverfront Festival 3500 P	Bacon (BBB) Festival Smitfield Events-Gina Ippilito 869-0664 gina@smithfieldvaevents.com	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		
	Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm				
10/5/2019	10 A-7 P Station Parking Lot Officer Request	Smithfield Station Parking/Bar Assist Smithfield Station Parking Lot Assist Randy Pack randy.pack@smithfieldstation.com	1 Officer Sat 10 AM-4 PM Station Parking Lot 1 Officer Sat 4 PM-7 PM Station Bar			
10/12/2019	8 A-11 A Town Streets 5K Race 1000 p	Hog Jog IOW COP - Barbara Stafford 757-647-4061 dbstaff@charter.net	# Officers (determined by PD)			FYI Only
	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 Race 500 p	Safe House Half Marathon Kristi Wells kristi@safehouseproject.org	7 Officers Saturday 7:30 AM to 10 AM -stationed along Half Marathon Run Route			FYI Only
10/26/2019	3 PM-9 PM WC Car Show 100 cars	Horsepower at Windsor Castle Team Shelby - Justin Emanul 876-9160 teamshelbyva@gmail.com				
10/31/2019	5 P-8 P Main Street Community 2000 p	Halloween Safe Trick or Treat street closed by PD as needed Main, Grace, Institute	# Officers (determined by PD)			FYI Only

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	IOW Schools 65 Roses 6K IOW Schools-Holly Goetz 582-1191 hgoetz@lwcs.k12.va.us				
	200 P					
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			
	NO PARK Signs	Street Closure-100, 200 5 PM-7 PM				
12/14/2019 (2nd Sat)	3 PM-8 PM Main Street Market 5000 p Pay SE Resolution	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		
	NO PARK Signs Set SE Signs					
12/21/2019 (3rd Sat)	500 p 8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa				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)
	Town Streets Restrooms					
	NO PARK Signs Set SE Signs					
Not scheduled	10:30 A-12 P SC Concert 400 P	Christmas Concert John Edwards editor@smithfieldtimes.com				
12/26/2019	7 P-11 P Smithfield Center Fundraiser 200 P	Delta Holiday Dance	1 Officer 6:30 PM-11:30 PM Event Patrol			



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

June 21, 2019

TO: Parks and Recreation Committee

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

SUBJECT: Joseph W. Luter, Jr. Sports Complex - Request to Amend Fee Structure

Attached is a revised fee structure for the Joseph W. Luter, Jr. Sports Complex (LSC). The revision includes lowering the rental fee for the baseball/softball fields from \$300 per day to \$150 per day. The hourly rates for use of the baseball/softball field and multipurpose field have also been eliminated.

Amending the fee structure should help to increase use of the fields and bring in additional revenue.

Recommendation

I recommend Town Council approve the amended fee structure.

Attachments

Proposed Rates effective July 1, 2019
Existing Rates

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JOSEPH W. LUTER JR. SPORTS COMPLEX FEE STRUCTURE

DRAFT

Effective Date	October 3, 2017
Revision Date	July 1, 2019
Authorized by	Smithfield Town Council

Purpose:

To establish fees for use of the Joe Luter Jr Sports Complex (LSC).

LSC User Levels	
Level 1	
A.	Smithfield Recreation Association
B.	Smithfield Pop Warner
Level 2	
A.	Isle of Wight County Parks and Recreation
B.	Isle of Wight County Schools
C.	Windsor Athletics Association
D.	Town of Windsor
E.	Isle of Wight Based Recreation Associations
Level 3	
A.	Youth Sports Organizations (outside of Isle of Wight County)
B.	Adult Sports Leagues
C.	Other non-profit organization events or activities
D.	Other for-profit organization events or activities

LSC Fee Structure			
	Level 1	Level 2	Level 3
Deposit	Deposit not required	Deposit not required	Deposit is 50% of estimated total fees
Baseball/Softball Field (4 available)	N/A	50% of Level 3 Fees	\$ 150 per field per day
Multipurpose Field (1 available)	N/A		\$ 200 per field per day
Light Fee	N/A	\$ 50 per hour	\$ 50 per hour
Additional Field Preparation*	N/A	\$ 25 per occurrence per field	\$ 25 per occurrence per field

*Initial field preparation is included with field rental fee. Additional Field Preparation may include:

- Dragging the infield
- Lining of batter's boxes and foul lines
- Moving bases, mounds, goals etc

JOSEPH W. LUTER JR. SPORTS COMPLEX FEE STRUCTURE

Effective Date	October 3, 2017
Revision Date	none
Authorized by	Smithfield Town Council

Purpose:

To establish fees for use of the Joe Luter Jr Sports Complex (LSC).

LSC User Levels	
Level 1	
A.	Smithfield Recreation Association
Level 2	
A.	Isle of Wight County Parks and Recreation
B.	Isle of Wight County Schools
C.	Windsor Athletics Association
D.	Town of Windsor
E.	Isle of Wight Based Recreation Associations
Level 3	
A.	Youth Sports Organizations (outside of Isle of Wight County)
B.	Adult Sports Leagues
C.	Other non-profit organization events or activities
D.	Other for-profit organization events or activities

LSC Fee Structure				
	Level 1	Level 2	Level 3	
Deposit	Deposit not required	Deposit not required	Deposit is 50% of estimated total fees	
Baseball/Softball Field (4 available)	N/A	50% of Level 3 Fees	\$40 per field per hour	\$ 300 per field per day
Multipurpose Field (1 available)	N/A		\$25 per field per hour	\$ 200 per field per day
Light Fee	N/A	\$ 50 per hour	\$ 50 per hour	
Additional Field Preparation*	N/A	\$ 25 per occurrence per field	\$ 25 per occurrence per field	

*Initial field preparation is included with field rental fee. Additional Field Preparation may include:

- Dragging the infield
- Lining of batter's boxes and foul lines
- Moving bases, mounds, goals etc

**PUBLIC WORKS
COMMITTEE**



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

June 21, 2019

TO: Public Works Committee

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

SUBJECT: Street Maintenance Services - Request to Execute Contract

Town staff issued a Request for Proposals (RFP) for Street Maintenance Services due to the fact that our existing contract with The Blair Brothers, Inc. (Blair) has expired.

Wayne Griffin, Town Engineer, Jessie Snead, Public Works Superintendent, and I evaluated the proposals according to the following criteria:

1. The firm's experience, qualifications, expertise, and performance in providing the services outlined in the RFP;
2. The firm's overall suitability to provide the services set forth in the RFP in a timely manner; and
3. The cost of providing the services as outlined in the RFP;

Based on the evaluation criteria outlined above, Town staff proceeded to the negotiation phase with selected firms. Based on those discussions, Town staff recommends entering into a contract with Blair for Street Maintenance Services. Town staff believes Blair made the best overall proposal and provides the best value. The contract will be for one-year with the Town's option to renew for four additional one-year terms.

Recommendation

I recommend Town Council authorize me to execute a contract with Blair for Street Maintenance Services.

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TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

June 21, 2019

TO: Public Works Committee

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

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

Andrew Farthing with Kimley Horn is in attendance to review the five alternatives studied for the Smithfield to Nike Park Trail Project (Segment 3).

Recommendations

I recommend the following:

- 1) Town Council approve moving forward with Alternative/Route 5 (sidewalk option) as presented in the attached report.

As stated on page 39 of the report, "Alternative 5, like Alternative 1, should be considered as a potential solution for the critical pedestrian connection between Battery Park Road and Downtown Smithfield. The proposed route is the most logical and usable as it connects users and citizens with businesses and community resources along the east side of Church Street. The alternative will result in cleaning up the east side of Church Street, with curb and gutter and pedestrian improvements. Alternative 5 provides a more affordable option than Alternative 1 while still improving existing S. Church Street and providing pedestrian connectivity within the Town of Smithfield."

Town staff agrees with the aforementioned statements and concurs with this recommendation. Furthermore, as stated in the report, this option is more affordable than Alternative 1. Per the Opinion of Probable Construction Costs, Alternative 5 is estimated to be approximately \$782,000 lower in costs. The estimated cost of this option at this time is \$2,561,000.

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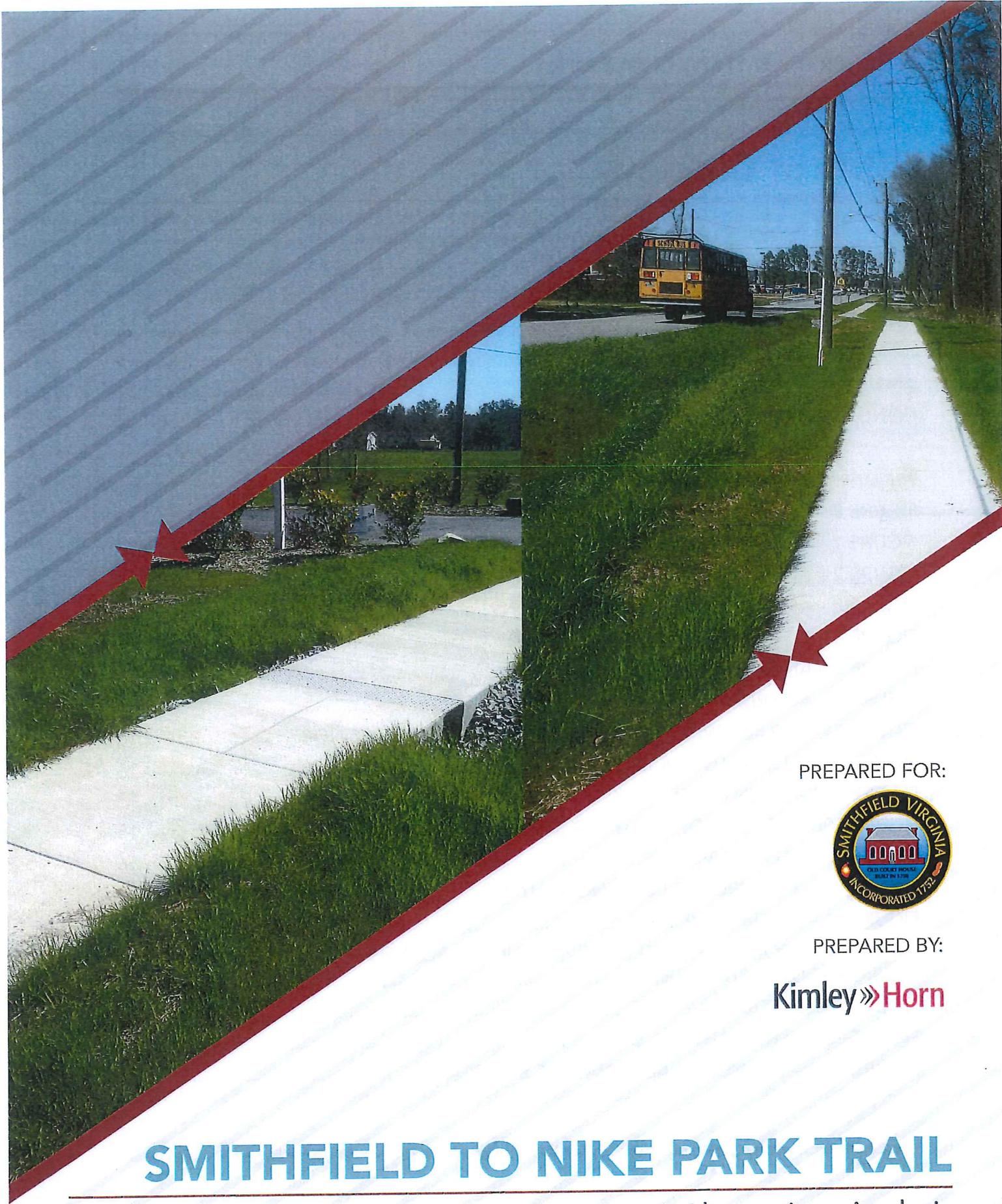
Should Council wish to move forward with the wider multi-use path option to match Segments 1 and 2, staff recommends Alternative/Route 1 as presented in the report as the secondary option. The estimated cost of this option at this time is \$3,343,000.

As stated in the report, Alternatives 2, 3, and 4 should not be considered as feasible or potential solutions. Town staff agrees with this assessment and does not recommend moving forward with any of these alternatives.

- 2) Town Council authorize me to execute an agreement with Kimley Horn in order to proceed to the survey and preliminary design phase based on the alternative/route chosen. Completing the preliminary design phase will also provide a better estimate of project costs. The funding to cover these costs is included in the FY20 budget.

Attachment

Alternatives Analysis



PREPARED FOR:



PREPARED BY:

Kimley»Horn

SMITHFIELD TO NIKE PARK TRAIL

Segment 3 Alternatives Analysis



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Executive Summary

The Town of Smithfield in Isle of Wight County, VA, has retained Kimley-Horn and Associates, Inc. to evaluate five alternatives for pedestrian and bicycle connectivity between Battery Park Road and the existing Church Street bridge over the Pagan River (See **Figure ES-1 – Segment 3 Alternatives Study Area**). Isle of Wight County is currently administering the design and construction of Segment 1 and Segment 2 of the Smithfield to Nike Park Trail project which provides a shared use path along Battery Park Road and Nike Park Road. Segment 1 improvements extend approximately 1.0 mile along the south side of Battery Park Road from just east of Villa Drive to Nike Park Road. Segment 2 improvements extend approximately 1.5 miles along the west side of Nike Park Road from Battery Park Road south to Nike Park. This alternatives analysis evaluated the location of Segment 3 improvements and connectivity between Battery Park Road heading north generally along the existing Church Street corridor for a distance of approximately 1.0 mile (varying slightly by route) and would provide a connection to the Downtown Smithfield District.

The alternatives analysis assessed five alternatives which are generally described below:

- **Alternative 1** runs along the east side of Church Street from Battery Park Road north to the Church Street bridge over the Pagan River. Alternative 1 proposes a 10-foot wide asphalt shared use path.
- **Alternative 2** runs along the east side of Church Street for a short stretch before utilizing Ransdell Lane as a connection to John Rolfe Drive. Alternative 2 continues north along John Rolfe Drive before turning to the west on Lumar Street to connect back to Church Street.
- **Alternative 3** crosses Church Street at the intersection with Battery Park Road, runs along the west side of Church Street, and then crosses back across Church Street at

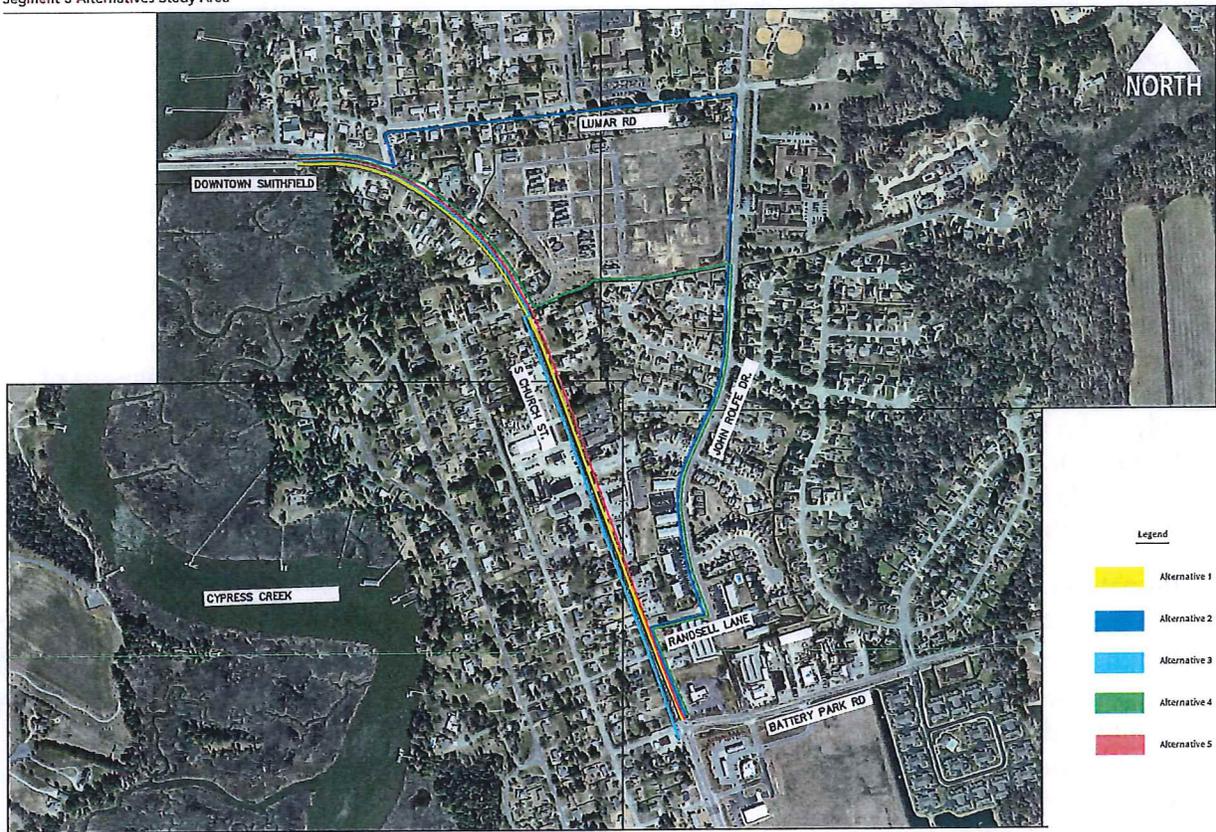
Talbot Drive, prior to the curve in the road. The remainder of the alternative follows the east side of Church Street.

- **Alternative 4** is similar to Alternative 2 for the majority of the route but utilizes a swath of land on the Church Street Subdivision as a connection from John Rolfe Drive to Church Street instead of using Lumar Road.
- **Alternative 5** runs along the east side of Church Street from Battery Park Road north to the Church Street bridge over the Pagan River. Alternative 5 proposes a 5-foot wide concrete sidewalk.

As part of the alternatives analysis and as reflected in **Figure ES-1**, Kimley-Horn developed conceptual design exhibits showing each of the proposed alternatives overlaid on aerial photography. Kimley-Horn used the conceptual design to develop planning level opinions of probable construction costs for each of the alternatives. Finally, Kimley-Horn developed an evaluation matrix to compare the cost, safety, usability and accessibility, and feasibility of the proposed alternatives.



Figure ES-1 – Segment 3 Alternatives Study Area



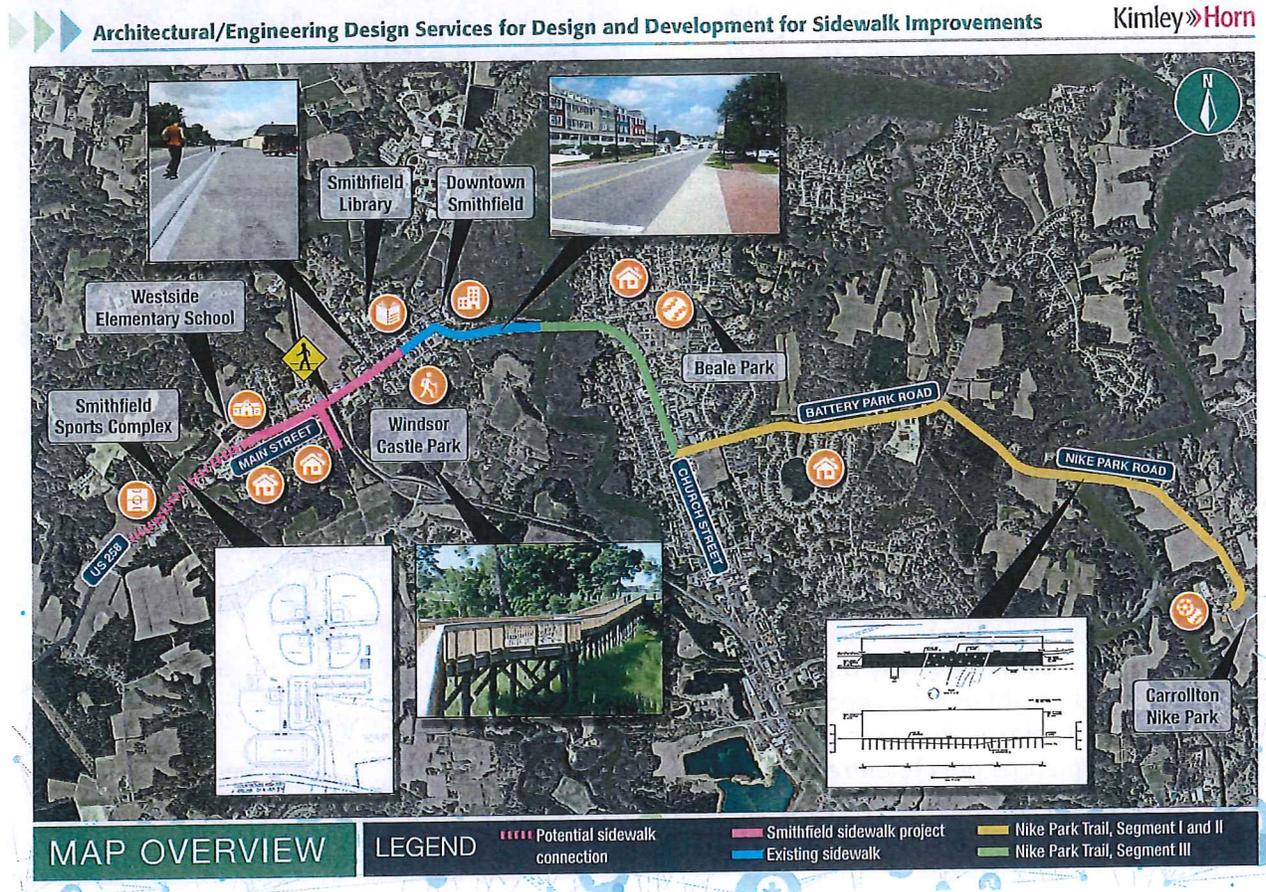
Introduction

The Town of Smithfield in Isle of Wight County, VA, has retained Kimley-Horn and Associates, Inc. to evaluate five alternatives for enhanced pedestrian and bicycle connectivity between Battery Park Road and the existing Church Street bridge over the Cypress Creek. (See **Figure ES-1 – Segment 3 Alternatives Study Area**). The five alternatives evaluate the construction of a shared use path generally located along the east side of Church Street, along the west side of John Rolfe Drive, and/or along the west side of Church Street. As seen in **Figure 1**, Segment 3 is a vital link in providing the Town and Isle of Wight residents with a safe and efficient means of connectivity for bikes and pedestrians to a

variety of surrounding area destinations.

Kimley-Horn developed several conceptual typical sections for the alternatives that consist of curb and gutter sections and shoulder/roadside ditch sections with a proposed shared use path or concrete sidewalk that are in accordance with current VDOT and AASHTO design standards. Kimley-Horn evaluated the five proposed alternatives for potential right-of-way impacts and planning level opinion of probable construction costs based on conceptual designs. Kimley-Horn further evaluated the proposed alternatives for safety, usability, and constructibility.

Figure 1 - Segment 3 Alternatives Study Area and Bike Improvements



Existing Conditions

Segment 3 of the Smithfield to Nike Park Trail project is intended to create a pedestrian and bicycle connection within the Town of Smithfield between Battery Park Road and downtown Smithfield. The project area for Segment 3 is bounded by Cypress Creek to the west beyond a residential neighborhood, additional residential neighborhoods to the east, and existing Church Street running down the middle of the project area, oriented in a general north-south direction before turning west toward downtown Smithfield and crossing Cypress Creek.

Church Street is an existing two-lane roadway with paved shoulders and a posted speed limit of 35 miles per hour. There are numerous residential and commercial entrances located along both sides of Church Street that serve houses, local businesses and shops, restaurants, gas stations, and community facilities. There are portions of existing Church Street that are urban in nature with curb and gutter and existing closed drainage systems to collect and convey runoff. Other sections of existing Church Street are more rural in nature with roadside ditches running parallel to the roadway with entrance culverts and minimal closed drainage systems. There are no existing pedestrian and bicycle accommodations along either side of Church Street within the study area. Existing utility poles line both sides of Church Street within close proximity to the existing right-of-way line. There is limited space between the existing edge of the travel lane and the existing right-of-way line.

John Rolfe Drive and Lumar Road are existing two-lane roadways with minimal graded shoulders and roadside ditches. These residential streets serve various single family detached home residential neighborhoods and townhouse/condominium complexes along the project corridor with numerous private entrances on the west side of John Rolfe Drive as well as both the north and south sides of Lumar Road.

The posted speed limit is 25 miles per hour along this segment of corridor. Generally, along John Rolfe Drive there is limited green space between the existing pavement/existing roadside ditch and the existing right-of-way line. The residences along Lumar Road are very close to the road with limited space between the edge of the travel lane and the existing right-of-way line.



Typical Sections

Typical sections have been evaluated for the proposed alternatives based on current VDOT and AASHTO minimum design standards for shared use paths. Design criteria have been established for the alternatives. These typical sections consist of a 10-foot wide shared use path or a 5-foot wide sidewalk, and standard green space buffer widths.

Typical sections have been developed for Alternative 1 and 3 (**Figure 2 – Alternative 1 Typical Section and Figure 4 – Alternative 3 Typical Section**) that consist of an urban typical section with proposed curb and gutter adjacent to the existing roadway. As Alternative 1 and Alternative 3 run along both sides of Church Street, the proposed typical sections consist of curb and gutter, a minimum 8-foot green space between the back of curb and the shared use path, a 10-foot wide shared use path, a 3-foot clear zone on the back of the shared used path, and a slope to tie back to existing elevations. Although conceptual, it is anticipated that the shared use path and the green space buffer will be graded at 2 percent to drain back towards the road and into the curb and gutter system. Detailed design and the development of cross sections will be required to determine how to handle any vertical grade difference between the back of shared use path and the existing ground to prevent water from ponding or being trapped behind the shared use path.

Typical sections have been developed for Alternative 2 and Alternative 4 (**Figure 3 – Alternative 2 Typical Section and Figure 5 – Alternative 4 Typical Section**) that place the proposed shared use path behind the existing roadway shoulder and roadside ditch. The 10-foot wide shared use path and adjacent clearances will generally follow the existing ground and maintain the existing drainage patterns along the roadway. A minimum 3-foot lateral offset is required on both sides of the proposed path.

Typical sections have been developed for Alternative 5 (**Figure 6 – Alternative 5 Typical Section**) that consist of an urban typical section with curb and gutter adjacent to the existing roadway with a concrete sidewalk behind the proposed curb and gutter. The typical section consists of curb and gutter, a 4-foot wide buffer space, and 5-foot wide sidewalk. A 1-foot offset is required off the back of sidewalk.

Design Waivers and Design Exceptions

Proposed typical sections for the alternatives were developed utilizing current VDOT and AASHTO design standards for shared use path in urban and rural environments. Deviations from these design standards may be appropriate during detailed design based on specific conditions. However, any deviations from these standards will require approval from VDOT. The following is a brief description of opportunities to reduce the minimum design standards:

SIDEWALK

According to the VDOT Road Design Manual, Appendix A, the minimum width for a sidewalk is 5 feet. In some applications, the sidewalk can be reduced to 4 feet, but will require a design waiver. Additionally, a 5-foot by 5-foot area will need to be provided at intervals of 200 feet or less if the sidewalk is 4-feet wide.

SHARED USE PATH WIDTH

According to the VDOT Road Design Manual, Appendix A, the minimum paved width for a two-directional shared use path is 10 feet. The VDOT design standards go on to say that a reduced width of 8 feet may be used under certain circumstances with physical constraints. During detailed design, a reduction in paved path width may be necessary but will require a design waiver from VDOT.

GREEN SPACE/BUFFER WIDTH

The proposed typical sections include an 8-foot offset between the proposed curb and the shared use path. VDOT design guidelines require this 8 foot buffer to meet the minimum lateral offset distance. AASHTO design standards for shared use path require a minimum 5-foot offset between the proposed curb and the shared use path. During detailed design, if physical constraints exist and are identified along the corridor, there may be an opportunity to reduce the overall typical section width by reducing the width of the greens space. Any reduction in green space width will require approval of a Design Waiver from VDOT.

Alternative 5 shows a proposed 4-foot wide buffer strip. VDOT Road Design Manual, Appendix A, requires a 4-foot wide buffer off the back of a curb to place signs and other potential obstructions out of the pedestrian's path. During detailed design, a reduction in buffer width may be required adjacent to the concrete sidewalk to avoid impacts to the right-of-way or existing utilities. These locations will be evaluated for a reduced buffer width and submitted for a design waiver from VDOT.



Shared Use Path Material Types

Oftentimes localities compare the construction cost of various material types used to construct the shared use path in order to manage project costs. If the Town of Smithfield wanted to consider alternative material types for the proposed shared use path, the following material types can be considered for the shared use path but it is important to note that the VDOT Road Design Manual highly recommends asphalt pavement to be used to provide a higher level of service life and minimize future maintenance. While cost savings may be recognized up front with alternative material types, future maintenance costs as well as functionality of the shared use path should be considered. Alternative shared use path material types under consideration consist of the following:

- 2-inch Asphalt Concrete, Type SM-9.5A and 6-inch Aggregate Base Material, Type 21A or 21B
- Hydraulic Cement Concrete Sidewalk with 4-inch thickness
- Crushed Aggregate
- Tar and Chip – 6-inch Aggregate Base Material, Type 21A or 21B with a blotted seal coat finish
- The 5-foot sidewalk included in Alternative 5 will be Hydraulic Cement Concrete Sidewalk with 4-inch thickness per VDOT standards. No other material types should be considered for the sidewalk.

SMITHFIELD TO NIKE PARK TRAIL

Segment 3 Alternatives

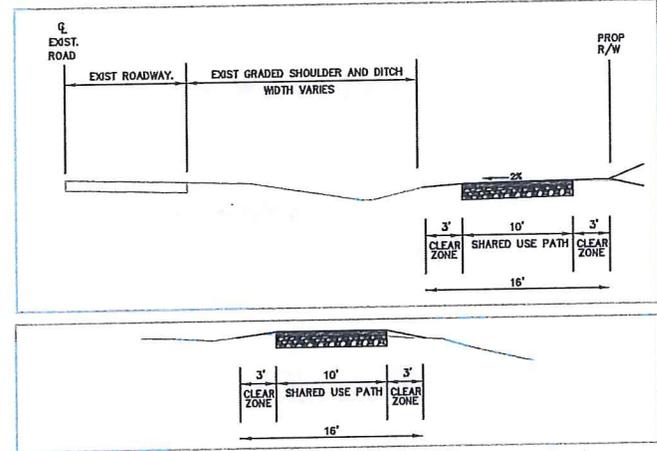
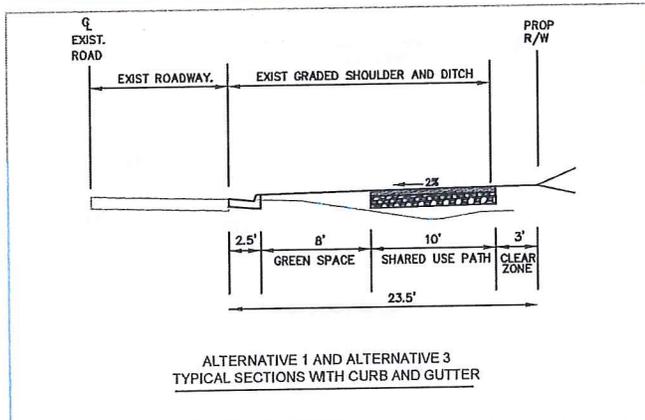
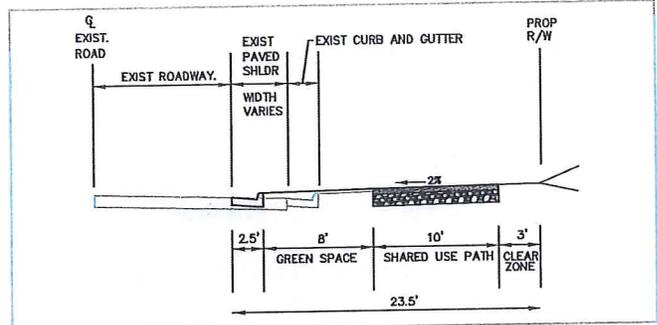
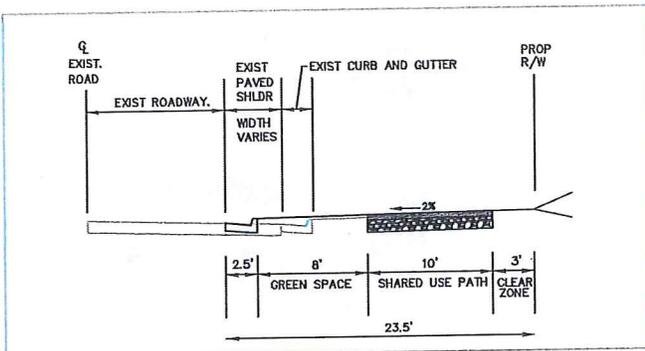


Figure 2 – Alternative 1 Typical Section

Figure 3 – Alternative 2 Typical Section

Segment 3 Alternatives

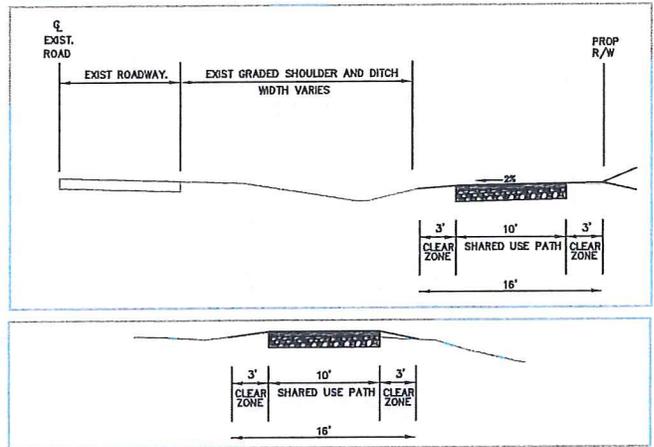
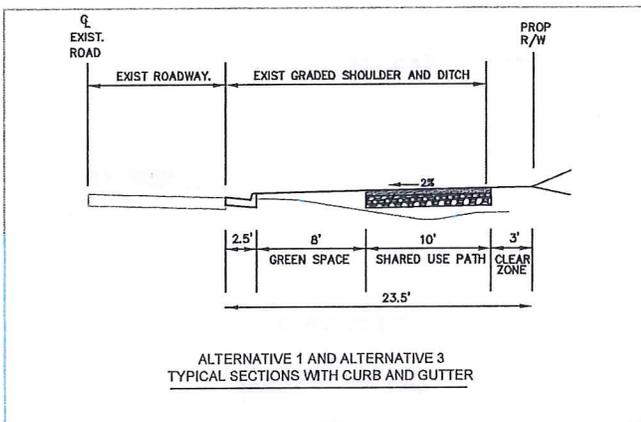
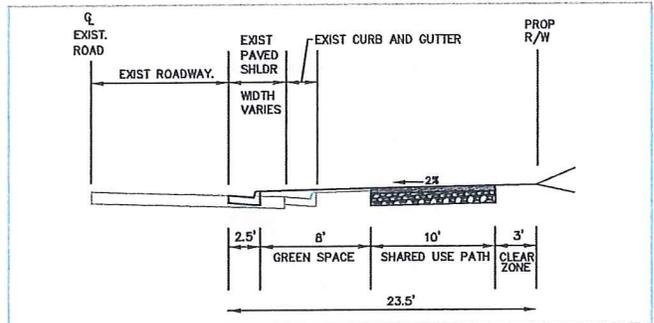
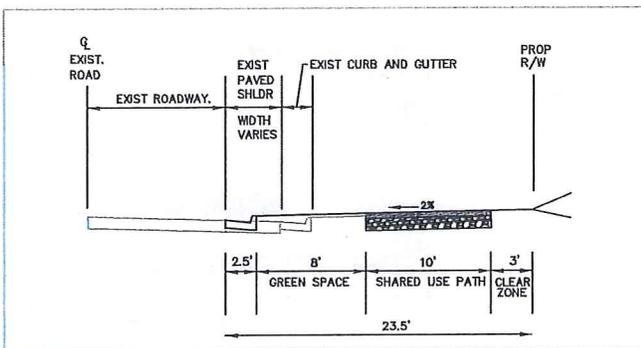


Figure 4 – Alternative 3 Typical Section

Figure 5 – Alternative 4 Typical Section

SMITHFIELD TO NIKE PARK TRAIL

Segment 3 Alternatives

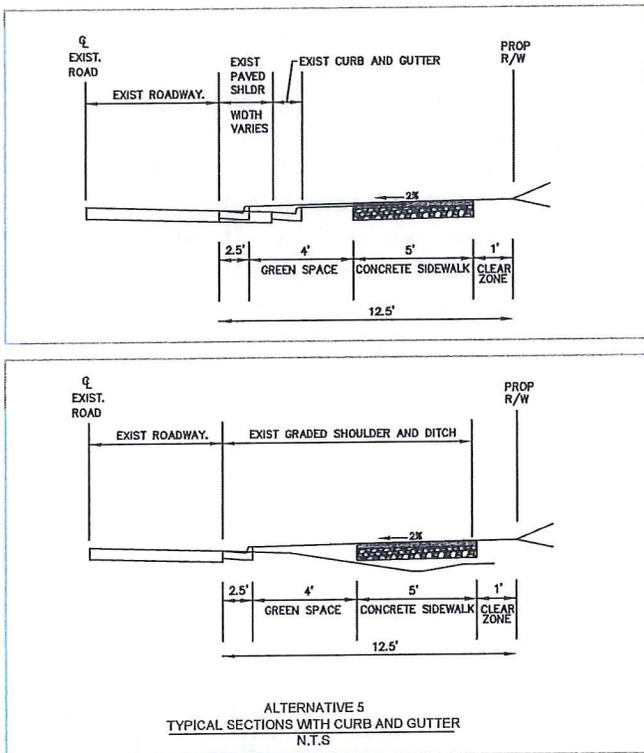


Figure 6 – Alternative 5 Typical Section

Proposed Alternatives

Alternative 1

Alternative 1 runs along the east side of Church Street from Battery Park Road and continues north to the Church Street bridge over the Cypress Creek. It follows along Church Street for approximately 4,200 feet and has curb and gutter improvements proposed throughout (See **Figure 7 – Alternative 1**). The curb and gutter design will require a closed drainage system to be installed along the east side of Church Street, utilizing and connecting to the existing drainage system wherever possible.

The proposed alternative begins with a pedestrian crossing of Battery Park Road at the existing signalized intersection of Battery Park Road and Church Street. The existing intersection has crosswalks for pedestrians across both roadways but no existing pedestrian signal accommodations. An urban typical section with a shared use path was selected for this alternative due to the existing conditions and nature of the corridor with the number of businesses and adjacent properties.

As proposed, Alternative 1 crosses several existing private and commercial entrances along the corridor (See **Figures 8a and 8b**). While there are various types and widths of entrances along the project corridor, the suggested improvements would look to consolidate entrances where feasible or at a minimum reduce the width of entrance openings to improve access management along the project corridor. Alternative 1 crosses five public roadways (Battery Park Road, Ransdell Lane, Durham Street, Jordan Drive, and Red Point Drive) before reaching the existing bridge but all five crossings are of side streets along Church Street. The proposed alternative will require the acquisition of right-of-way and relocation of utilities in order to construct the proposed improvements.

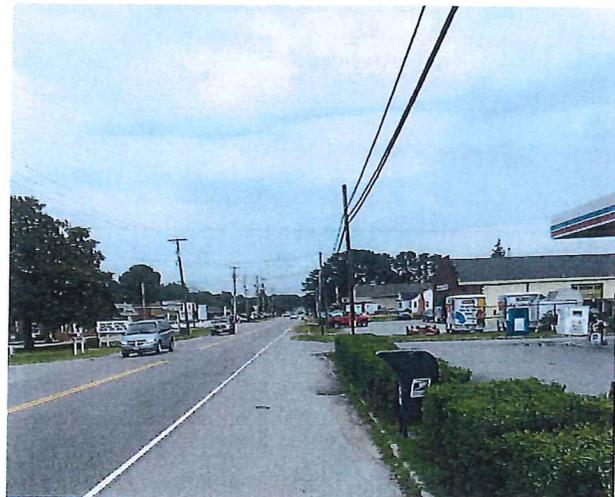


Figure 8a and 8b: West Side of Church Street facing north

Figure 7 – Alternative 1A



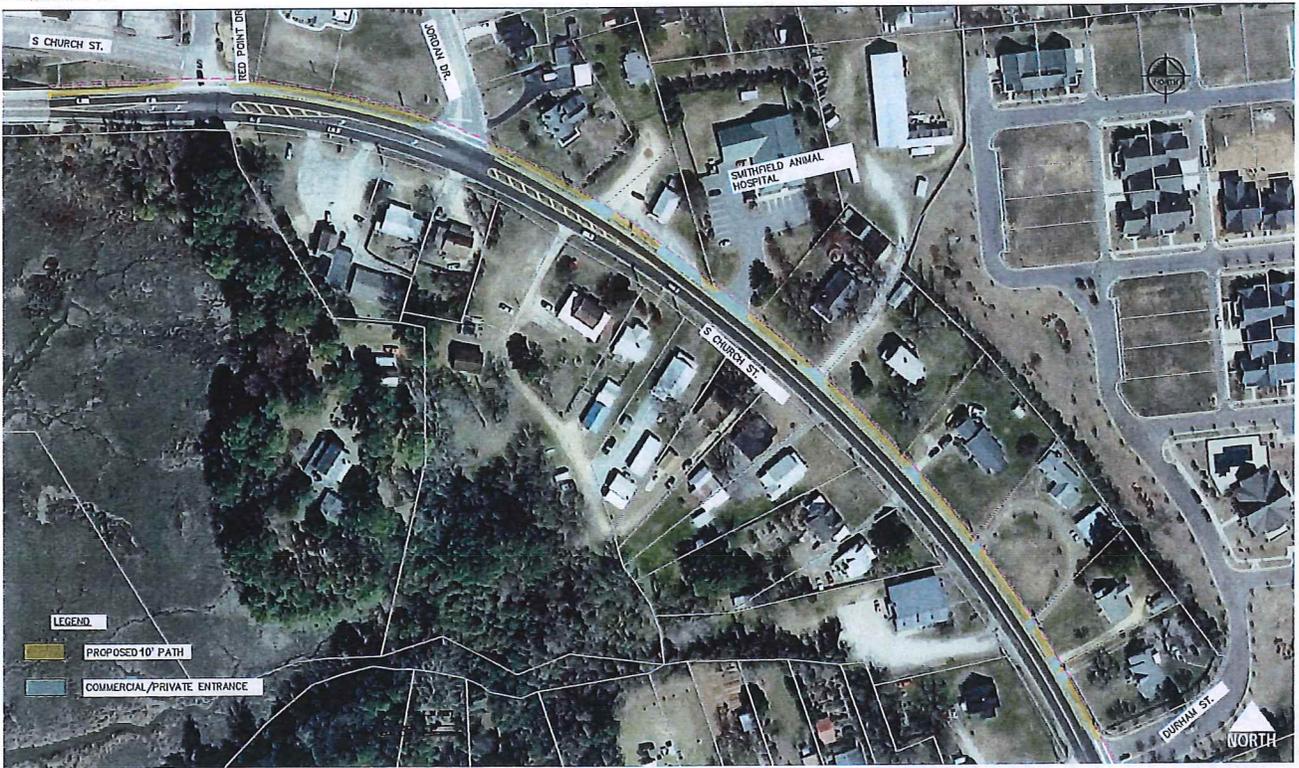
Figure 7 – Alternative 1C



SMITHFIELD TO NIKE PARK TRAIL

Segment 3 Alternatives

Figure 7 – Alternative 1D



Alternative 2

Similar to Alternative 1, Alternative 2 begins with a crossing of Battery Park at the existing Church Street signalized intersection and follows along the east side of Church Street for approximately 630 feet before utilizing Ransdell Lane as a connection to John Rolfe Drive. While along the east side of Church Street and Ransdell Lane, the proposed typical section consists of curb and gutter improvements with a proposed shared use path. Once the proposed alternative begins to run parallel with John Rolfe Drive, the proposed typical section changes to the rural typical section with the proposed shared use path located behind the existing roadside ditch (See **Figure 9 – Alternative 2**).

Figures 10a and 10b reflect existing conditions along John Rolfe Drive and Lumar Road. The proposed alternative continues on the west side of John Rolfe Drive for approximately 3,100 feet up to the intersection with Lumar Road. Lumar Road is the connection for the proposed shared use path to tie back into Church Street and the existing bridge over the Cypress Creek.

Lumar Road provides an engineering challenge based on the vertical relief between the existing roadway and the existing properties – in some locations the properties are several feet below the roadway elevation which will result in more significant impacts to properties for construction fill slopes and required easements.

Alternative 2 crosses approximately 33 residential and commercial entrances as well as seven public road crossings. Most of the public road crossings are entrance roads to residential neighborhoods and terminate in cul-de-sacs.

There are several locations along John Rolfe Drive where there appears to be sufficient right-of-way to accommodate the proposed improvements. Other locations, however, will require right-of-way acquisition and the relocation of existing utilities both along Church Street and John Rolfe Drive.



Figure 10a – John Rolfe Drive looking South.



Figure 10b – South side of Lumar Road looking West.

Figure 9 – Alternative 2B

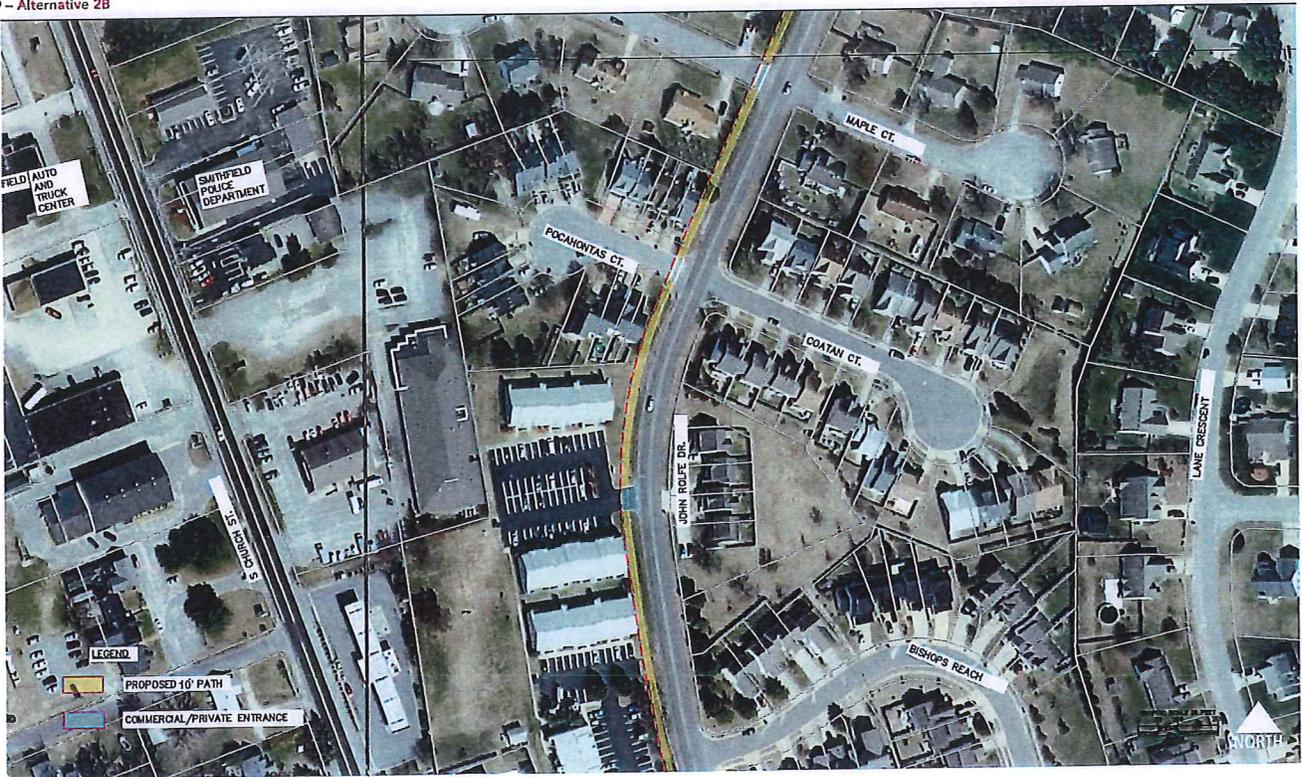


Figure 9 – Alternative 2C



Figure 9 – Alternative 2D



Figure 9 – Alternative 2E



Alternative 3

Alternative 3 generally runs along the west side of Church Street. It requires a crossing of Church Street at the existing signalized intersection of Battery Park Road. The preferred typical section along this corridor is proposed curb and gutter at the edge of the existing travel lane with a shared use path. The proposed alternative extends north along the west side of Church Street until Talbot Drive. Due to the existing horizontal curve and sight distance considerations, and due to the fact that the existing pedestrian crossing of the Pagan River bridge is on the north (east) side of Church

Street, the proposed alternative includes a non-signalized crossing of Church Street at Talbot Drive instead of further to the north (See **Figure 11 – Alternative 3**). The remainder of the alternative, which runs along the east side of Church St matches the proposed Alternative 1.

With this alternative, the path crosses a total of 35 entrances along Church Street and has seven public road crossings, two of which are along Church Street. **Figure 12** reflects existing conditions along a segment of S. Church St looking South.



Figure 12 – S. Church St looking South.

Figure 11 – Alternative 3A



SMITHFIELD TO NIKE PARK TRAIL

Segment 3 Alternatives

Figure 11 – Alternative 3B



Figure 11 – Alternative 3C



SMITHFIELD TO NIKE PARK TRAIL

Segment 3 Alternatives

Figure 11 – Alternative 3D



Alternative 4

Alternative 4 is a combination of Alternative 2 with the addition of the proposed shared use path cutting through the Church Square Subdivision (See **Figure 13**) instead of utilizing the Lumar Road connection. Alternative 4 crosses Battery Park Road to the north, continues along the east side of Church Street, continues east along Ransdell Lane, then continues north along the west side of John Rolfe Drive. The proposed alternative heads west through the southside of the development until it ties into Church Street at the Durham St intersection. This alternative is approximately 5,900 feet in length and utilizes all the typical sections along the proposed route – curb and gutter section along Church Street, existing ditch section along John Rolfe Drive, and a shared use path typical through the development (See **Figure 14 – Alternative 4**).



Figure 13 – Proposed 4 Alternative running adjacent to Church Square Subdivision

Alternative 5

Alternative 5 follows the same route as Alternative 1 along the east side of S. Church Street. The difference between Alternative 1 and Alternative 5 is the typical section. Alternative 5 proposes a 5-foot concrete sidewalk with a 4-foot wide green space. Because Alternative 5 consists of a 5-foot wide concrete sidewalk, the design of proposed improvements will be in compliance with Americans with Disability Act (ADA) requirements and will not be able to handle two-way bicycle traffic (See **Figure 15 – Alternative 5**).

Figure 14 – Alternative 4A

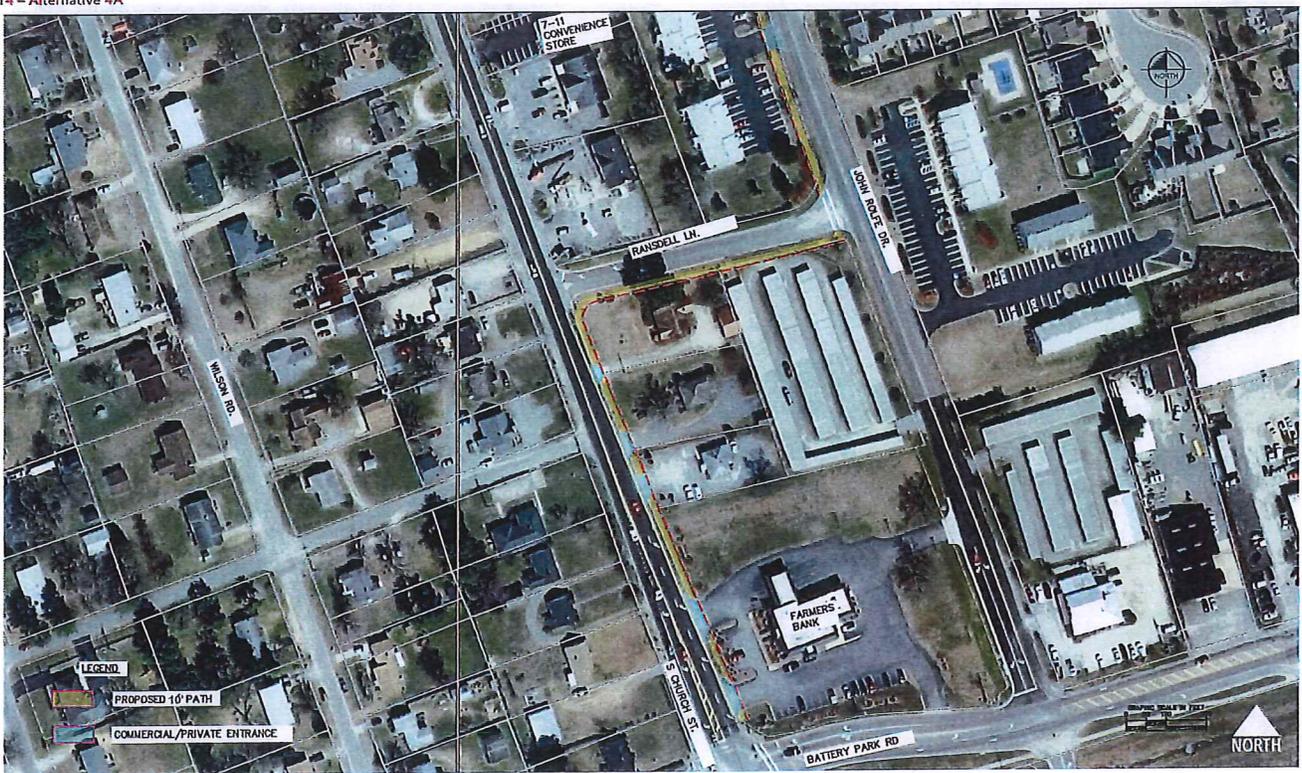


Figure 14 – Alternative 4B

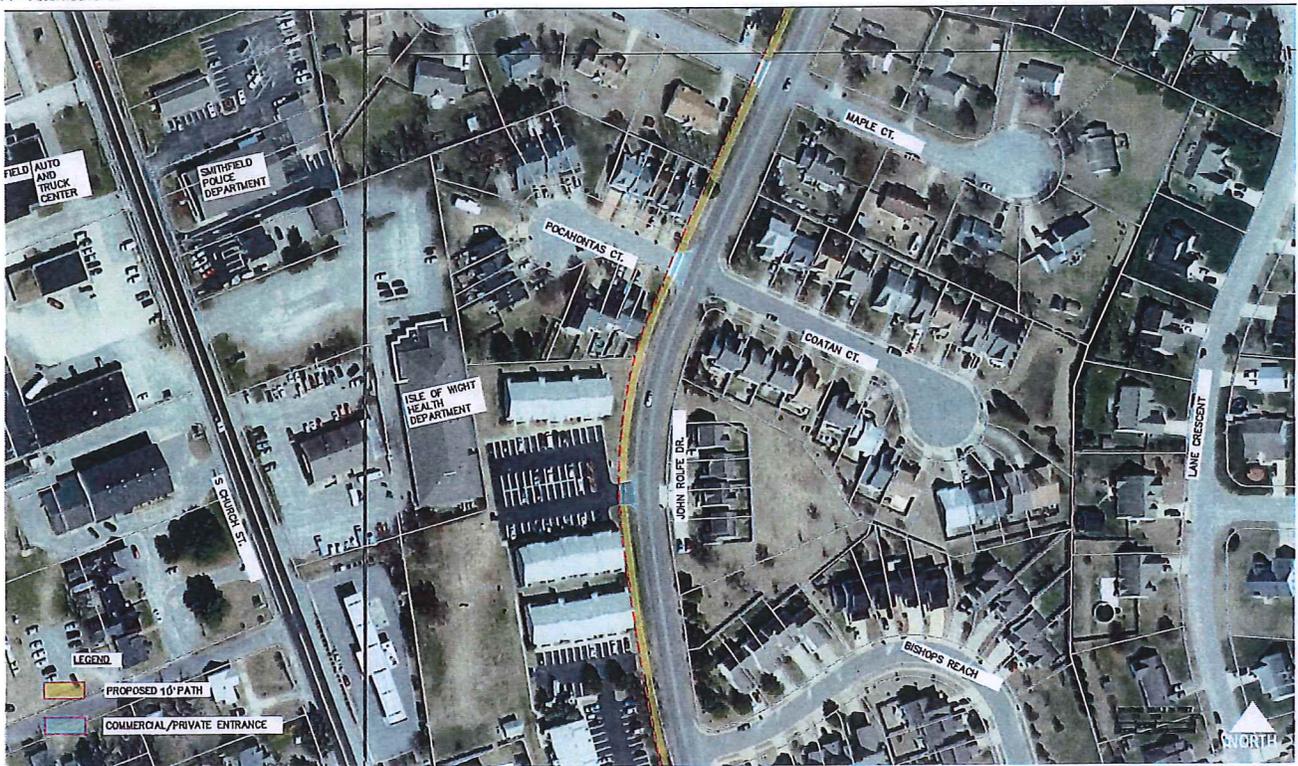


Figure 14 – Alternative 4C



Figure 14 – Alternative 4D



Figure 14 - Alternative 4E



Figure 15 – Alternative 5A

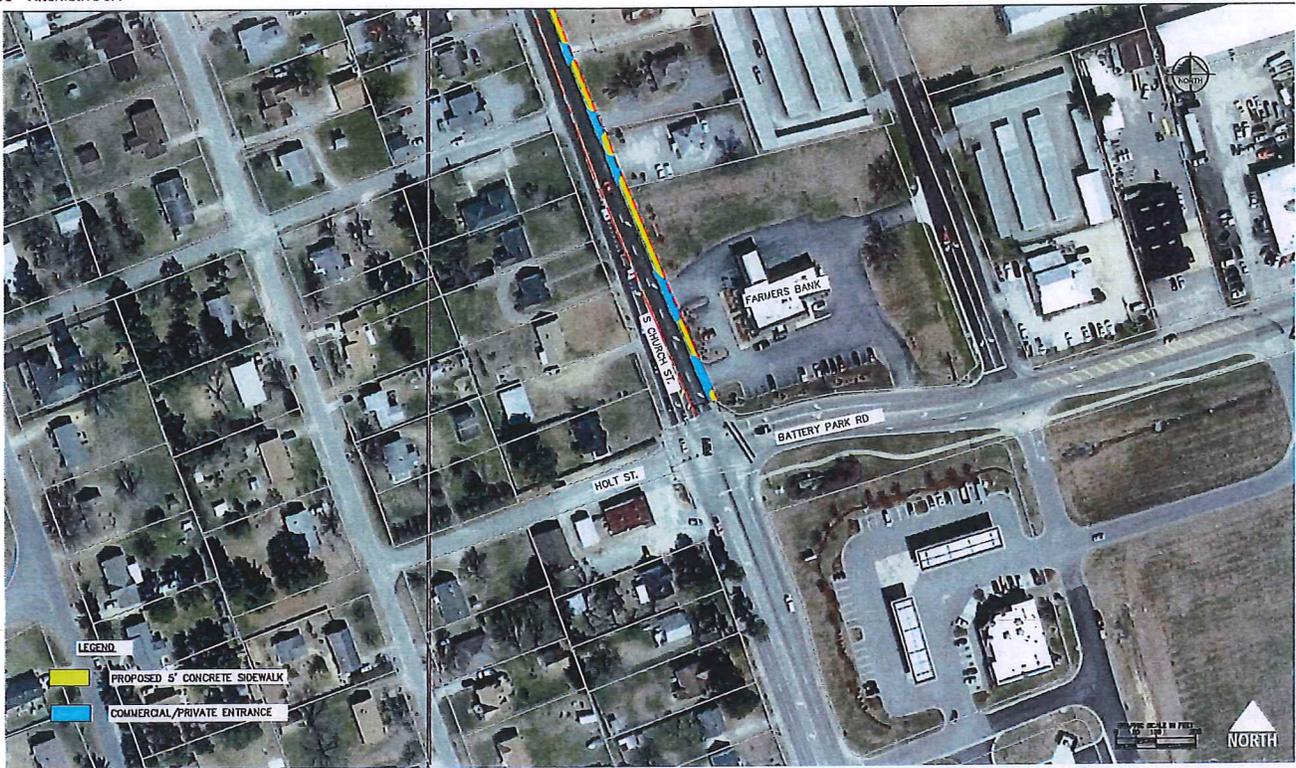


Figure 15 – Alternative 5B

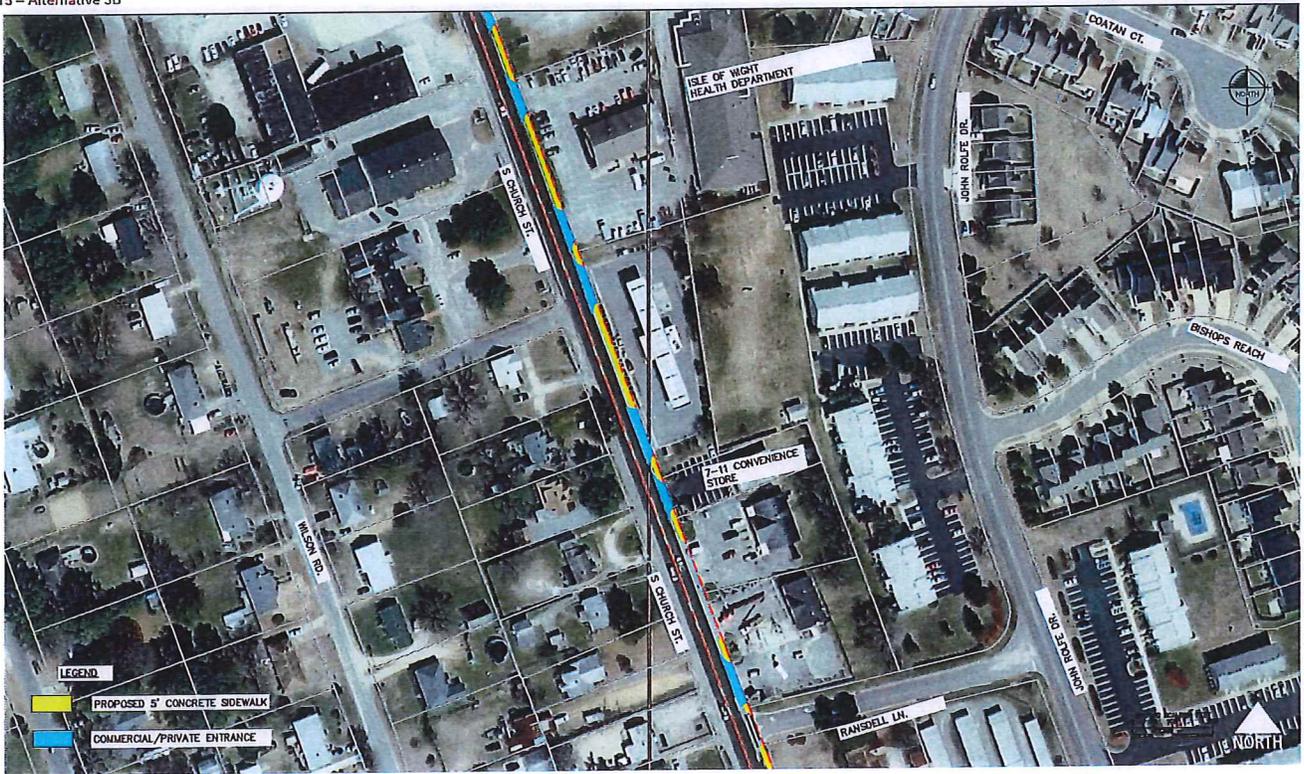
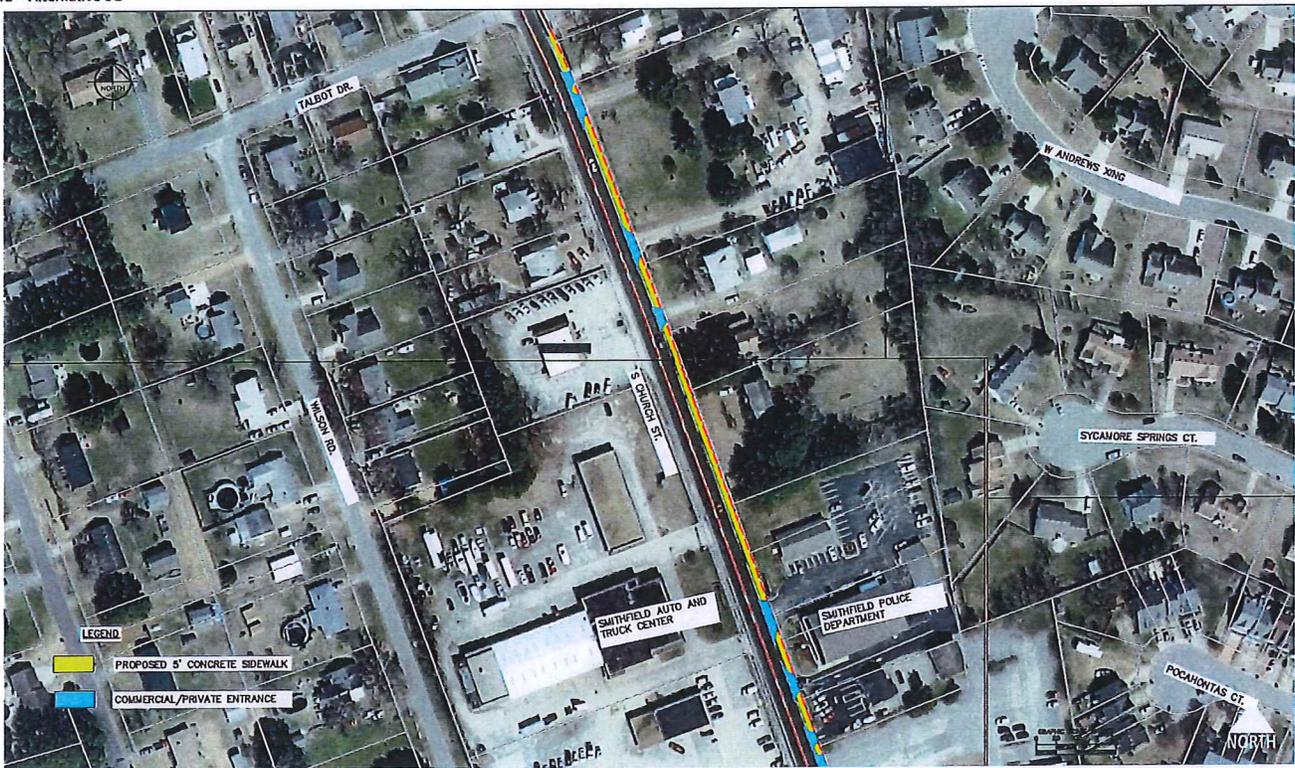


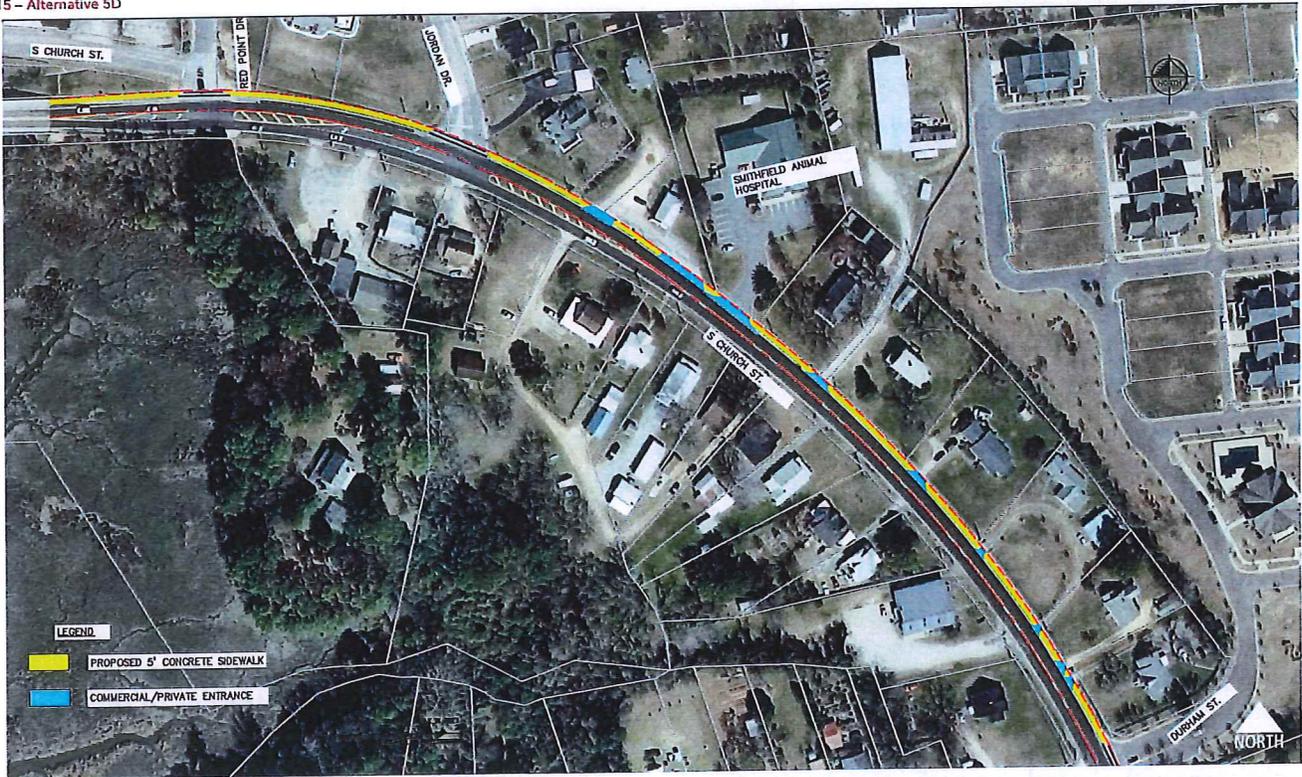
Figure 15 – Alternative 5C



SMITHFIELD TO NIKE PARK TRAIL

Segment 3 Alternatives

Figure 15 - Alternative 5D



Analysis of Alternatives

Usability and Accessibility of the Trail

One of the primary evaluation criteria used in determining the preferred alternative is how the location of the facility maximizes the usability and accessibility for pedestrians and bicyclists. The proposed improvements form a connection for pedestrians, bikers, walkers, and recreation enjoyment and its purpose is to offer a safe and efficient means of connectivity for citizens to area recreational facilities, community buildings, schools, neighborhoods, restaurants and other attractive destinations. Downtown Smithfield is a major destination, but other destinations exist both around and immediately along the proposed alternative routes.

Our evaluation gives Alternative 1 and 5 the highest potential for usability and accessibility between the alternatives. This determination was based on the number of destinations along the project corridor as well as the overall length of the proposed improvements. Alternative 3 and Alternative 4 only serve to connect people to the adjacent neighborhoods along the John Rolfe Drive corridor. Alternative 1 and Alternative 3, located along Church Street, have the higher number of direct connections to destinations and points of interest. Alternative 3 however is located on the opposite side of the road from the majority of the destinations and creates concerns with shared use path users having to cross Church Street at unprotected, unsignalized, mid-block locations to reach various destinations.

Safety

When designing proposed improvements for pedestrians and bikers, it is critical to consider safety in the decision-making process. The design standards previously referenced will control the design of the shared use path, sidewalk, and associated minimum clearances

and buffers to provide a safe condition for users. Evaluating safety for the five alternatives was performed by quantifying the number of conflict points along the corridor between private and commercial entrances and side roads and the users on the shared use path. The safety measures for the crossings of public roads can be further compared based on the design speed and traffic volumes for the roadways being crossed.

Alternative 1 and Alternative 5 have 34 potential conflict points consisting of both entrances and public street crossings. These alternatives cross a total of 30 driveways, 10 private and 20 commercial, as well as four public road crossings. The public road crossings consist of either crossing Battery Park Road at a signalized intersection or crossing a minor cross street along Church Street. While this is a large number of commercial driveways, it is important to note that these are also places of business that have the potential to be destinations for users of the path.

Alternative 2 has 40 potential conflict points consisting of both entrances and public road crossings. This alternative crosses a total of 33 driveways, 27 of which are residential. This route also has seven public road crossings but many of these road crossings are entrances to small residential neighborhoods that are low volume roadways ending with cul-de-sacs.

Alternative 3 has 42 potential conflict points. This alternative crosses a total of 35 entrances, 12 of which are commercial or business entrances along the west side of Church Street. There are seven public road crossings on this route including having to cross Church Street twice. It is important to note that this is the only alternative which requires two crossings of the major corridor – Church Street – including an unsignalized, unprotected crossing at the intersection of Talbot Drive and Church Street.

Not only is this potential crossing unsignalized, it is located at the end of a horizontal curve in the existing Church Street route and presents sight distance concerns between drivers and users of the shared use path crossing the road.

Alternative 4 has 25 potential conflict points. There are 16 driveway crossings, seven of which are private driveways and nine public road crossings. Similar to Alternative 2, the majority of the public road crossings are entrances to small residential areas with low traffic volumes located along John Rolfe Drive. The decrease in total potential conflict points is due to Alternative 4 utilizing the cut-thru within the Church Square Subdivision development which provides a safe route within an undeveloped corridor.

Impacts to Right-of-Way and Utilities

Due to the footprint associated with the alternatives and based on the typical sections applied to each, there are various and extensive right-of-way and utility relocation impacts and costs associated with each of the alternatives.

The proposed horizontal geometry for each alternative has been shown on **Figures 7, 9, 11, 14, and 15**. These figures also reflect the approximate location of existing right-of-way lines and property lines as noted in current GIS information. While this information is not always accurate, it provides a general understanding of the extent of right-of-way needed to construct the proposed improvements.

Evaluation of the existing right-of-way information shown on the alternative figures results in a notable swath of right-of-way being required for all five alternatives. While the full acquisition of properties is not anticipated, right-of-way and easements along property frontages will be required, varying as much as 10 feet to 20 feet in some locations. As the existing utility poles get relocated behind the planned improvements, additional easements will be required for franchise utility owners along

the corridor. Generally utility easements vary between 20 feet and 30 feet in width. Alternative 5 will have the least amount of right-of-way impacts due to the narrower typical section and more flexibility in design standards.

The five alternatives were evaluated for impacts to the existing utilities along the project corridors based on the proposed improvements. Two of the three alternatives that run along Church Street have the greatest number of utility pole relocations with 25 needed for Alternative 1, and 29 needed for Alternative 3. Alternative 3 requires the relocation of seven fire hydrants. Alternative 2 requires four utility pole relocations, six light pole relocations and one fire hydrant relocation. Alternative 4 requires 13 utility pole relocations, six light pole relocations, and one fire hydrant relocation.

Alternative 5 should require minimal impacts to existing utility poles due to the narrower typical section and added flexibility in design standards to minimize impacts.

Utility relocations are costly aspects of projects as they generally require both relocation costs as well as utility easements to be purchased for franchise utility owners. The opinion of probable construction costs developed for each alternative includes the anticipated costs associated with utility pole relocations, fire hydrant relocations, light pole relocations, and other minor utility relocations.

Opinion of Probable Costs

As part of the evaluation of each alternative, Kimley-Horn developed a planning level opinion of probable costs for each the proposed alternative concepts. (See **Table 1 - Segment 3 Alternatives Opinion of Probable Construction Costs**). The planning level cost estimate includes anticipated pay items, quantities, and unit prices that can be expected for a project of this nature. For items that were unquantifiable at this time, lump sum line items were added to the cost estimate. For line items where specific quantities

were included in the estimate, those quantities were approximated using best-engineering judgement at this level of design. As seen in the attached cost estimate, specific quantities were provided for asphalt pavement for the path, curb and gutter improvements, drainage improvements, earthwork, and minor utility adjustments.

One of the major differences in cost noted in the planning level cost estimates is the need for drainage improvements based on the Alternative selected. The alternatives that apply the urban curb and gutter typical section will require the addition of curb inlets, manholes, and drainage

pipe to collect runoff along the new curb line, connect with the existing drainage system where feasible, and convey runoff to the appropriate outfall. In Alternative 2 and Alternative 4, where the existing roadside ditch is planned to be maintained for the majority of the improvements, the existing ditch serves as the collector and conveyor of storm runoff, the requirement to add drainage structures and pipes is anticipated to be less and the proposed drainage costs are reduced for these alternatives.

Additional cost considerations should be given to engineering costs, administrative costs, and right-of-way and utility relocation impact costs.

Table 1 – Segment 3 Alternatives Opinion of Probable Construction Costs

	ALT 1	ALT 2	ALT 3	ALT 4	ALT 5
Length of Project (LF)	4320	6920	4480	6020	4320
Private Driveways Crossed	10	27	23	7	10
Commercial Entrances Crossed	20	6	12	9	20
Public Road Crossings	4	7	7	9	4
Potential Utility Pole Relocations	25	4	29	13	0
Estimated Construction Cost (\$)	\$3,343,000	\$2,871,000	\$3,540,000	\$2,416,000	\$2,561,000

Conclusions/Recommendations

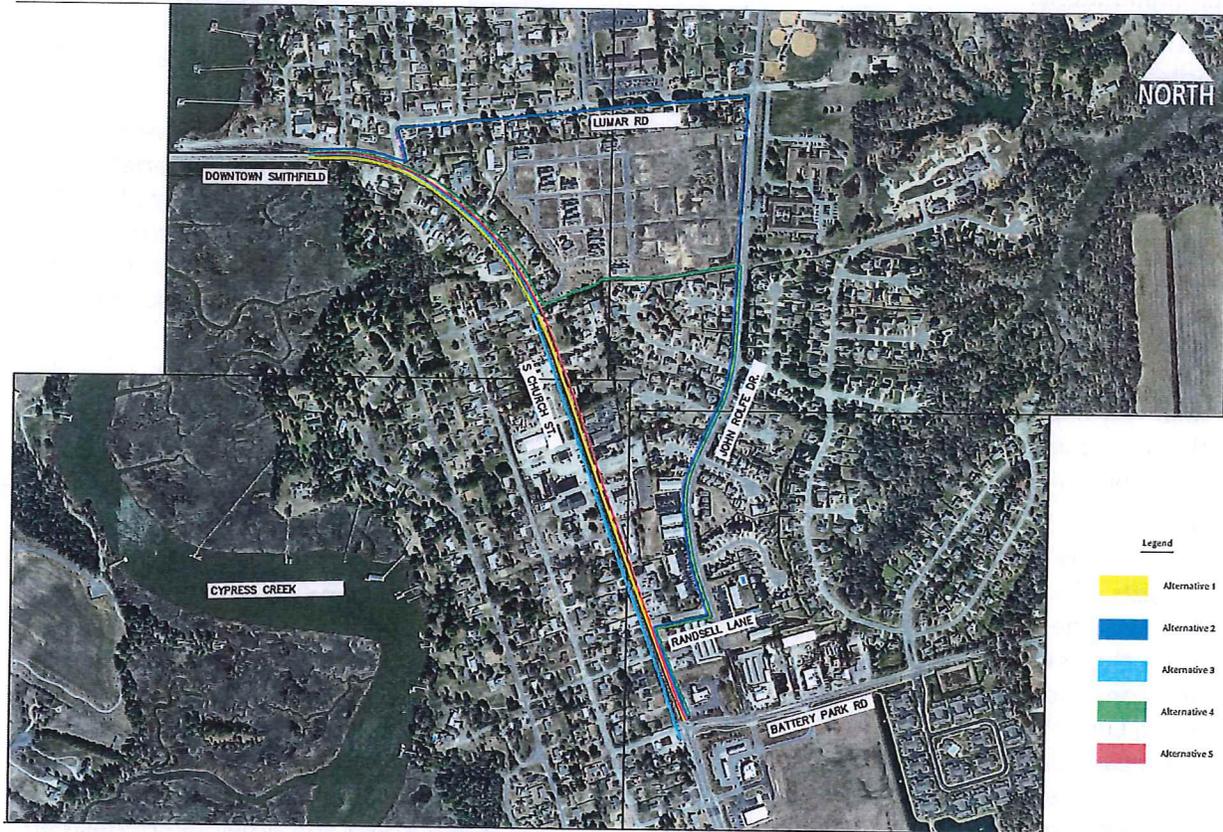
Kimley-Horn has evaluated the five alternatives for bicycle and pedestrian connectivity within the Town of Smithfield. Conceptual designs and planning level cost estimates were developed for each alternative. Each alternative was evaluated for right-of-way and utility relocation impacts, safety, accessibility, and constructibility. Based on our evaluation, Kimley-Horn offers the following recommendations:

- **Alternative 1** should be considered as a potential solution for the critical pedestrian connection between Battery Park Road and Downtown Smithfield. The proposed route is the most logical and usable as it connects users and citizens with the businesses and community resources along the east side of Church Street. This alternative will result in cleaning up the eastern side of the roadway with curb and gutter and pedestrian improvements which will be relatively expensive but greatly improve the attractiveness and aesthetics of the surrounding area.
- **Alternative 2** should not be considered as a feasible option. The alternative consists of a route that doesn't provide an attractive destination along the corridor other than serving the existing residences. The constructability of the shared use path along Lumar Road is concerning due to the significant elevation difference between the road and the existing properties – the shared use path construction would require impacts to the properties outside of the shared use path typical section due to the elevation differences.
- **Alternative 3** should not be considered as a feasible option. This alternative provides connectivity along the west side of Church Street whereas the majority of businesses and destinations exist along the east side of Church Street. There are safety concerns with users of the shared use path having to cross Church Street at mid-block locations to reach destinations of interest. The additional safety concern exists with the unsignalized, unprotected pedestrian crossing at Talbot Drive.
- **Alternative 4** should not be considered as a potential solution for the pedestrian connection in the Town of Smithfield. While the alternative is the most cost-effective solution, it does not provide direct access to the business and community resources along Church Street.
- **Alternative 5**, like Alternative 1, should be considered as a potential solution for the critical pedestrian connection between Battery Park Road and Downtown Smithfield. The proposed route is the most logical and usable as it connects users and citizens with businesses and community resources along the east side of Church Street. The alternative will result in cleaning up the east side of Church Street, with curb and gutter and pedestrian improvements. Alternative 5 provides a more affordable option than Alternative 1 while still improving existing S. Church Street and providing pedestrian connectivity within the Town of Smithfield.

SMITHFIELD TO NIKE PARK TRAIL

Segment 3 Alternatives

Figure ES-1 – Segment 3 Alternatives Study Area



**PUBLIC BUILDINGS & WELFARE
COMMITTEE**



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

June 21, 2019

TO: Public Buildings and Welfare Committee

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

SUBJECT: Demolition Services - Request to Renew Contract

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

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

Recommendation

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

TOWN MANAGER'S OFFICE

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www.smithfieldva.gov • Local Cable Channel 189

Find us on 



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

June 21, 2019

TO: Public Buildings and Welfare Committee

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

SUBJECT: Town Hall Alterations - Request to Proceed

As you are aware, two new positions will be housed in Town Hall next fiscal year. These positions are pending approval in your FY20 budget. In order to accommodate these two new positions, alterations will need to be made to Town Hall (see attached).

The estimated costs of the project are as follows:

Project Management and Construction Documents	\$30,250
Construction Costs (includes furnishings allowance)	<u>\$91,250</u>

Total \$121,500

Recommendation

I recommend Town Council authorize me to execute the Task Order agreement with Kimley Horn (see attached), proceed with bidding the project, execute a contract with the chosen contractor, and to use the Town's Unassigned Fund Balance to cover the aforementioned costs since funds were not included in the FY20 budget for this capital item.

Attachments

Task Order Agreement
Floor Plans

TOWN MANAGER'S OFFICE

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**TOWN OF SMITHFIELD
TASK ORDER No. 4**

June 19, 2019

Project Title: Town Hall Renovations – Construction Documents

■
Suite 1011818
Rock Landing Or.
Newport News, Virginia
23606

This Task Order is entered into by and between Kimley-Horn and Associates, Inc. (Consultant) and the **Town of Smithfield** (Owner). This Task Order incorporates by reference the Consulting Agreement entered into by the Parties dated November 20, 2017 (the Master Consulting Agreement). The Master Consulting Agreement is hereby amended and supplemented as follows:

Background and Project Description:

The Town of Smithfield would like to renovate some of the offices on the 1st and 2nd floors of Town Hall as indicated on the attached exhibit. Kimley-Horn will subcontract with Q-Design Architects to prepare construction documents for bidding by the Town. The Scope of Services below further details the design and deliverables.

Scope of Services:

Task 1: Project Management

This task includes efforts necessary for project initiation, billing, general coordination with the Owner, and project management.

Kimley-Horn will coordinate with our sub-consultant, Q-Design. This task includes review of information and meeting attendance (up to 4 meetings) with the Town.

Task 2: Construction Documents

Our sub-consultant will prepare construction documents that generally consist of the following:

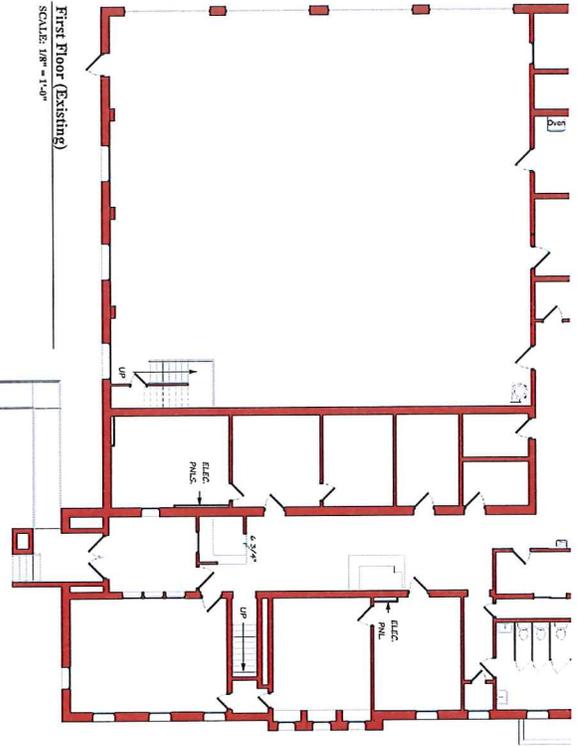
- Prepare construction documents for bidding, permit and construction
- Assist Town with procurement process
- Provide construction administration services
- Assist with furnishing new/renovated spaces

Deliverables

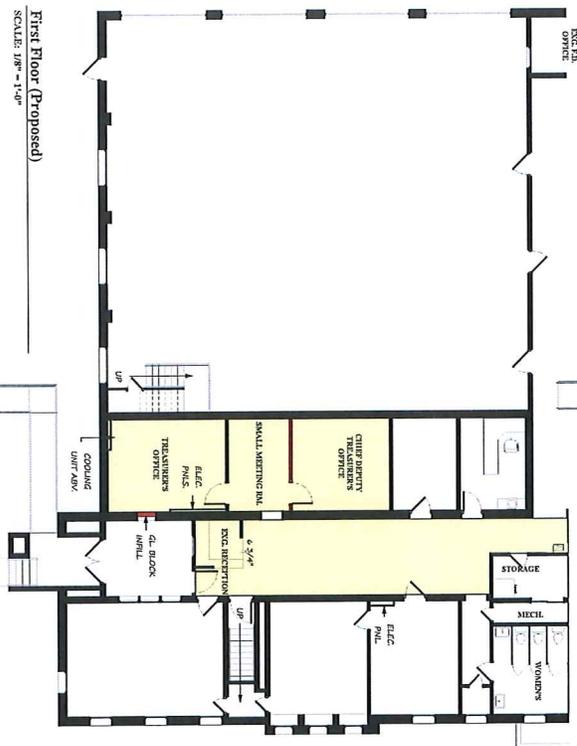
- Digital PDF of documents described above

ADDITIONAL SERVICES: Should the needs arise; the following services may be negotiated for an additional fee for this project:

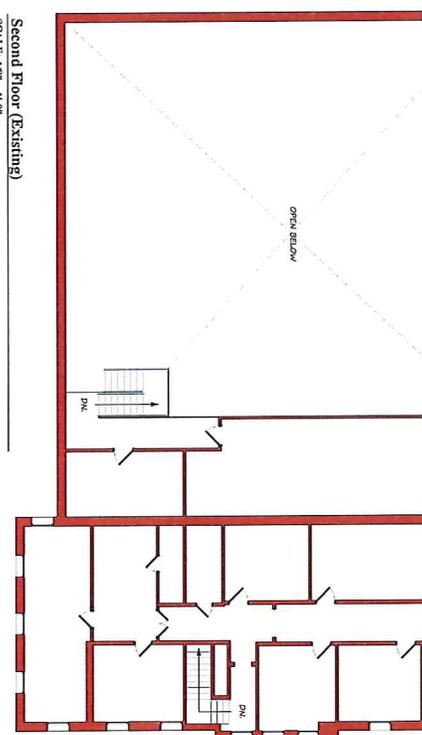
- Resident Inspection Services
- Additional meetings beyond what is described in the tasks above



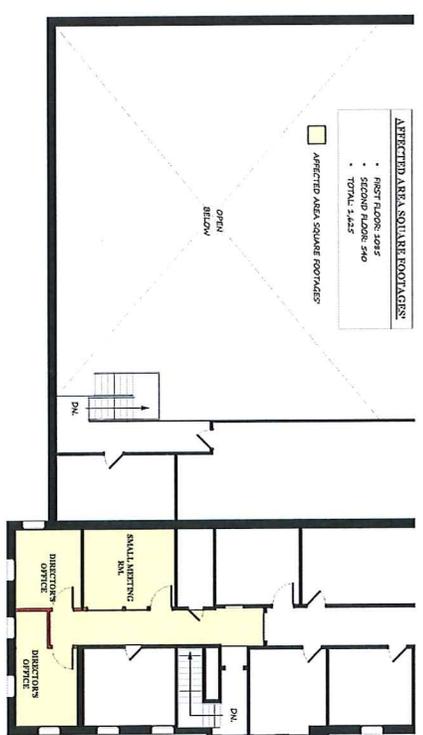
First Floor (Existing)
SCALE: 1/8" = 1'-0"



First Floor (Proposed)
SCALE: 1/8" = 1'-0"



Second Floor (Existing)
SCALE: 1/8" = 1'-0"



Second Floor (Proposed)
SCALE: 1/8" = 1'-0"

- AFFECTED AREA SQUARE FOOTAGES:**
- FIRST FLOOR: 1095
 - SECOND FLOOR: 540
 - TOTAL: 1635
- AFFECTED AREA SQUARE FOOTAGES:**



A-1

Preliminary/
Not For
Construction

Town of Smithfield - Town Hall Renovation
310 Institute St, Smithfield, VA 23430

Existing & Proposed Floor Plans

NO.	DATE	ISSUE
04.15.19		FOR MEETING W/T.O.S.
05.03.19		FOR TEAM REVIEW
06.14.19		FOR TEAM REVIEW
06.18.19		FOR TEAM REVIEW

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TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

June 21, 2019

TO: Public Buildings and Welfare Committee
FROM: Brian S. Thrower, Town Manager *BST*
SUBJECT: Fireworks Display - Request to Use Clontz Park

Attached is a letter from Isle of Wight County requesting use of Clontz Park for the July 3, 2019 fireworks display.

Recommendation

I recommend Town Council approve use of Clontz Park for the July 3, 2019 fireworks display.

TOWN MANAGER'S OFFICE

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

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ISLE OF WIGHT COUNTY, VIRGINIA

June 12, 2019

Town of Smithfield
Attn: Bryan Thrower, Town Manager
P.O. Box 246
Smithfield, VA 23431

Dear Mr. Thrower:

This letter is to request use of Clontz Park for the annual July 3, 2019 fireworks display. The start time of the show is 9:30pm. We have contracted with American Fireworks Company to provide the show. County Staff will be on site the morning of July 3rd and I am requesting that the entrance to Clontz Park be unlocked by 8:00am so the shooting crew may have ample time to set up.

For your knowledge, our office has been in contact with an Emergency Services Representative for Isle of Wight County, requesting their services at Clontz Park.

Thank you for your time and assistance with this event. If you should have any questions please give me a call at 757-357-5959 or 757-817-6906

Thank you,

Jenilee Hallman
Fair/Events Coordinator
Isle of Wight County Parks and Recreation