

June 19, 2020

**TO: SMITHFIELD TOWN COUNCIL**

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

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

**\*\*\*NOTICE\*\*\***

**Due to the lack of items to come before Town Council Committees this month two  
Committees (Public Safety and Parks & Recreation) have been cancelled;  
therefore, the four remaining committees will all be held on Monday, June 22nd.**

**MONDAY, June 22nd, 2020 @ 3:00 p.m.**

**Water & Sewer**

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

- TAB 1** 1. Contract Award for Relining of Well # 8A to A.C. Schultes of Maryland, Inc.  
*Wayne Griffin, Director of Engineering and Public Works and Jessie Snead, Superintendent of  
Public Works*

**Finance**

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

- TAB 2** 1. FYI – April Financial Statements
- TAB 3** 2. FYI - May Cash Balances / VML Investment Pool Update
- TAB 4** 3. Invoices Over \$10,000 Requiring Council Authorization:  
a. WACO, Inc. - Pinewood Heights Abatements & Demolitions \$ 47,780.00  
b. DELL Marketing – (reimbursable by CARES Act) \$ 13,876.78
- TAB 5** 4. Virginia Retirement System – Enhanced Hazardous Duty Benefits  
*Michael Stallings, Town Manager*

5. Resolution to Renew Line of Credit with TowneBank for the Pinewood Heights Relocation Project
6. Resolution to Renew Line of Credit with Farmers Bank
- TAB 6** 7. Personnel Manual Amendment – Establishment of Juneteenth as a State Holiday

**Public Works**

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

- TAB 7** 1. Award Contract for Mowing Services in the Town of Smithfield to Escape 2 Eden Landscaping, LLC  
*Wayne Griffin, Director of Engineering and Public Works*
- TAB 8** 2. Award Contract for Landscaping Services in the Town of Smithfield to Escape 2 Eden Landscaping, LLC  
*Wayne Griffin, Director of Engineering and Public Works*

**Public Buildings and Welfare**

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

- TAB 9** 1. Consideration of Access Agreement Extension with the Isle of Wight Historical Society for the Wombwell House

---

**\*\*\* Additional Items Not Listed on Committee but will be on Council's July 7<sup>th</sup>, Agenda\*\*\***

- Town Council Meeting Minutes from June 2<sup>nd</sup> and June 22<sup>nd</sup>, 2020
  - PUBLIC HEARING: Special Use Permit - 1409 South Church Street
  - Accept Nominating Committee's recommendation to fill the Expired Term on the Board of Zoning Appeals
  - Appoint Nominating Committee to fill Unexpired Term of David Goodrich of the Board of Historic and Architectural Review
-

**WATER AND SEWER  
COMMITTEE**



---

# TOWN OF SMITHFIELD

---

*"The Ham Capital of the World"*

## MEMO

DATE: JUNE 22, 2020  
TO: SMITHFIELD TOWN COUNCIL – WATER & SEWER COMMITTEE  
SUBJECT: IFB #20-003 – RELINING OF WELL # 8A

The Town issued an Invitation for Bid (IFB) for the needed repairs to Well # 8A located at the Reverse Osmosis Water Treatment Facility to bring it back into compliance with the Department of Environmental Quality. The Town received 2 bids. I have attached the bid tabulation sheet for your review. A.C. Schultes of Maryland, Inc. was the lowest bidder in the amount of \$379,170. Their bid was carefully evaluated for responsibility and responsiveness and all references offered very positive comments; therefore, staff recommends awarding this contract to A.C. Schultes of Maryland, Inc. All work will be completed in accordance with the Virginia Department of Health (VDH) and the Department of Environmental Quality (DEQ) regulations.

### TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9506  
www.smithfieldva.gov • Local Cable Channel 189

Find us on 

**Town of Smithfield**  
**IFB # 20-003**

*TABULATION FORM*  
**RELINING OF WELL # 8A**

**Due Date:** May 12, 2020  
**Time:** 3:00 p.m. local time

<b>Bidder</b>	<b>Total Lump Sum Bid</b>
A.C. Schultes of Maryland, Inc.	\$379,170
Sydnor Hydro, Inc.	\$613,000

Michael Coburn, Purchasing Agent

**FINANCE  
COMMITTEE**

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
<b>Revenue</b>						
<b><u>GENERAL GOVERNMENT REVENUES</u></b>						
<b><u>Real Estate Tax</u></b>						
Current RE Tax	03-100-311010-0000-30001	2,105,233.00	2,093,731.28	1	11,501.72	99%
Delinquent RE Tax	03-100-311010-0000-30002	5,000.00	22,248.63	1	(17,248.63)	445%
Current RE Penalty	03-100-311060-0000-30005	7,000.00	7,074.85		(74.85)	101%
Delinquent RE Penalty	03-100-311060-0000-30005	700.00	2,474.65		(1,774.65)	354%
Current RE Interest	03-100-311060-0000-30006	500.00	1,080.58		(580.58)	216%
Delinquent RE Interest	03-100-311060-0000-30006	1,000.00	3,726.79		(2,726.79)	373%
<b>Total Real Estate Taxes</b>		<b>2,119,433.00</b>	<b>2,130,336.78</b>		<b>(10,903.78)</b>	<b>101%</b>
<b><u>Personal Property Tax</u></b>						
Current PP Tax	03-100-311030-0000-30001	625,000.00	656,890.47	2	(31,890.47)	105%
Delinquent PP Tax	03-100-311030-0000-30002	20,000.00	16,737.58	2	3,262.42	84%
Current PP Penalty	03-100-311060-0000-30005	13,000.00	11,472.55		1,527.45	88%
Delinquent PP Penalty	03-100-311060-0000-30005	12,000.00	7,517.16		4,482.84	63%
Current PP Interest	03-100-311060-0000-30006	700.00	517.62		182.38	74%
Delinquent PP Interest	03-100-311060-0000-30006	800.00	4,334.79		(3,534.79)	542%
<b>Total Personal Property Tax</b>		<b>671,500.00</b>	<b>697,470.17</b>		<b>(25,970.17)</b>	<b>104%</b>
<b><u>Public Service Corporations Tax</u></b>						
Current RE Tax	03-100-311020-0000-30001	29,400.00	35,098.58		(5,698.58)	119%
Current PP Tax	03-100-311020-0000-30001	245.00	186.61		58.39	76%
<b>Total Public Service Tax</b>		<b>29,645.00</b>	<b>35,285.19</b>		<b>(5,640.19)</b>	<b>119%</b>
<b>Miscellaneous Receipts Over/Short</b>	03-100-311060-0000-30007	20.00	(14.15)		34.15	-71%
<b>Total Over/Short</b>		<b>20.00</b>	<b>(14.15)</b>		<b>34.15</b>	<b>-71%</b>
<b><u>Other Local Taxes</u></b>						
Franchise Tax	03-100-312040-0000-31203	150,000.00	(21,681.00)	3	171,681.00	-14%
Cigarette Tax	03-100-312080-0000-31204	250,000.00	186,067.32	4	63,932.68	74%
Transient Occupancy Tax	03-100-312101-0000-31205	219,000.00	156,076.77	5	62,923.23	71%
Meals Tax-4.25%	03-100-312110-0000-31211	1,177,731.00	945,373.06	6	232,357.94	80%
Meals Tax-2%	03-100-312110-0000-31212	554,226.00	444,881.44	6	109,344.56	80%
Sales Tax	03-100-312010-0000-30009	360,000.00	264,797.95	7	95,202.05	74%
Consumption Tax	03-100-312020-0000-31202	50,000.00	37,996.68		12,003.32	76%
Utility Tax	03-100-312020-0000-31201	200,000.00	157,277.11		42,722.89	79%
Business Licenses	03-100-312030-0000-31208	395,000.00	276,909.43	8	118,090.57	70%
Business Licenses Penalty	03-100-312030-0000-31209	4,000.00	371.09		3,628.91	9%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
Business Licenses Interest	03-100-312030-0000-31210	225.00	117.63		107.37	52%
Peg Channel Capital Fee	03-100-312040-0000-30054	1,920.00	1,441.80		478.20	75%
Vehicle License	03-100-312050-0000-32018	241,000.00	201,752.49	9	39,247.51	84%
<b>Total Other Local Taxes</b>		3,603,102.00	2,651,381.77		951,720.23	74%
<b><u>Licenses, Permits &amp; Fees</u></b>						
Permits & Other Licenses	multiple accounts	20,000.00	17,800.00	10	2,200.00	89%
Inspection Fees-Subdivision	03-100-313030-0000-30030	4,200.00	6,900.00	11	(2,700.00)	164%
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	10,000.00	10,410.00		(410.00)	104%
WC Dog Park Registration	03-100-313030-0000-30043	1,000.00	690.00		310.00	69%
Consultant Review Fees	03-100-313030-0000-30028	1,500.00	9,425.00	12	(7,925.00)	628%
<b>Total Licenses, permits and privilege fees</b>		36,700.00	45,225.00		(8,525.00)	123%
<b><u>Fines &amp; Costs</u></b>						
Restitution	03-100-314010-0000-30058	-	-		-	0%
Fines & Costs	03-100-314010-0000-30055	40,000.00	35,486.65	13	4,513.35	89%
<b>Total Fines &amp; Forfeitures</b>		40,000.00	35,486.65		4,513.35	89%
<b><u>From Use of Money and Property</u></b>						
General Fund Interest	03-100-315010-0000-31501	65,000.00	55,794.59		9,205.41	86%
Rentals	03-100-315020-0000-30110	72,617.00	66,393.79	14	6,223.21	91%
Smithfield Center Rentals	03-100-315020-0000-30111	180,000.00	159,147.28	15	20,852.72	88%
Windsor Castle Revenue (includes Manor House, Park Impact, Vendor)	need new consolidated account	-	-		-	0%
Smithfield Center Vendor Programs	03-100-315020-0000-30113	3,000.00	-		3,000.00	0%
WC Manor House Rentals (includes the park)	03-100-315020-0000-30119	15,000.00	11,160.00		3,840.00	74%
Sports Complex Rentals	03-100-315020-0000-30120	10,000.00	2,251.02		7,748.98	23%
Park Impact Fees	03-100-315020-0000-30118	20,000.00	13,212.38		6,787.62	66%
Kayak Rentals	03-100-315020-0000-30015	10,000.00	7,691.00		2,309.00	77%
Special Events	03-100-315020-0000-30013, 30014	28,000.00	20,438.00		7,562.00	73%
Fingerprinting Fees	03-100-318990-0000-30048	1,500.00	900.00		600.00	60%
Museum Admissions	03-100-315020-0000-30115	9,415.00	6,148.00		3,267.00	65%
Museum Gift Shop Sales	03-100-318990-0000-30016	11,700.00	9,161.78		2,538.22	78%
Museum Programs/Lecture Fees	03-100-318990-0000-30017	1,000.00	396.00		604.00	40%
Sale of Equipment/Buildings	03-100-341020-0000-31405	-	1,664.33	16	(1,664.33)	100%
Lease of Land	03-100-315020-0000-30017	600.00	600.00		-	100%
<b>Total revenue from use of money and property</b>		427,832.00	354,958.17		72,873.83	83%
<b><u>Miscellaneous Revenue</u></b>						
Other Revenue	multiple accounts	1,000.00	720.27		279.73	72%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	-	3,031.45	17	(3,031.45)	
<b>Total Miscellaneous Revenue</b>		1,000.00	3,751.72		(2,751.72)	375%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
<b><u>From Reserves</u></b>						
WC Preservation Funds	N/A	38,000.00	52,490.83		(14,490.83)	138%
Appropriated fund balance for budget	N/A	2,240,632.00	8,130.84	18	2,232,501.16	0%
<b>Total From Reserves</b>		2,278,632.00	60,621.67		2,218,010.33	3%
<b><u>Intergovernmental Virginia</u></b>						
Law Enforcement	03-100-322010-0000-34011	172,904.00	134,736.00	19	38,168.00	78%
Litter Control Grant	03-100-322010-0000-34010	-	2,727.00	20	(2,727.00)	100%
Communications Tax	03-100-322010-0000-34008	204,000.00	131,472.34	21	72,527.66	64%
Rolling Stock	03-100-322010-0000-34001	137.00	153.61		(16.61)	112%
Rental Tax	03-100-322010-0000-34002	5,000.00	6,433.06		(1,433.06)	129%
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00	240,794.89	22	0.11	100%
Fire Programs	03-100-322010-0000-34012	29,461.00	29,461.00	23	-	100%
VCA Grant	03-100-322010-0000-34005	4,500.00	4,500.00		-	100%
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	'03-100-322010-0000-34020	763,665.00	749,316.28		14,348.72	98%
Benns Church/Route 258/Route 10 Bypass intersection	'03-100-322010-0000-34020	867,104.00	15,919.20		851,184.80	2%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	'03-100-322010-0000-34020	221,480.00	-		221,480.00	0%
VMRC Grant-boat ramp	03-100-322010-0000-34025	-	-		-	
Port of VA Grant-boat ramp	not yet assigned	-	-		-	
State Grant-Boat Ramp	not yet assigned	-	-		-	
DCR Grant #71-17	03-100-322010-0000-34015	-	-		-	
DCR Grant #72-17	03-100-322010-0000-34015	-	-		-	
<b>Total State Revenue</b>		2,509,046.00	1,315,513.38		1,193,532.62	52%
<b><u>Intergovernmental Federal</u></b>						
Police Federal Grants		-	7,020.00		(7,020.00)	
VDEM Grant (federal portion)		-	-		-	
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	03-100-331010-0000-35008	-	-		-	0%
Benns Church/Route 258/Route 10 Bypass intersection	03-100-331010-0000-35008	-	-		-	0%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	-	-		-	0%
Pinewood Heights CDBG Relocation Grant Phase IV	03-100-331010-0000-35002	1,000,000.00	373,172.59		626,827.41	37%
<b>Total Federal Revenue</b>		1,000,000.00	380,192.59		619,807.41	38%
<b><u>Other Financing Sources</u></b>						
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	-	-		-	
Insurance Recoveries		-	7,082.22	24	(7,082.22)	100%
<b>Total Other Financing Sources</b>		-	7,082.22		(7,082.22)	100%
<b><u>Contributions</u></b>						
CHIP Contributions	03-100-318990-0000-31620	13,000.00	1,310.00		11,690.00	10%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
Contributions-Public Safety	03-100-318990-0000-31622	50.00	3,250.00		(3,200.00)	6500%
Contributions-Museum	03-100-318990-0000-31632	93,506.00	6,665.64		86,840.36	7%
Contribution-Historic Windsor Castle Restoration LLC	03-100-318990-0000-31626	100,000.00	224,496.00		(124,496.00)	224%
Contributions-Public Ball Fields	03-100-318990-0000-31635	80,000.00	30,000.00		50,000.00	38%
<b>Total Contributions</b>		286,556.00	265,721.64		20,834.36	93%

---

<b>Total General Fund Revenue</b>		13,003,466.00	7,983,012.80		5,020,453.20	61%
-----------------------------------	--	---------------	--------------	--	--------------	-----

**GENERAL GOVERNMENT EXPENSES**

**Town Council**

Salaries	04-100-411010-0000-41100	42,000.00	34,390.00	25	7,610.00	82%
FICA	04-100-411010-0000-42100	3,276.00	2,672.55		603.45	82%
Legal Fees	04-100-411010-0000-43150	50,000.00	34,366.17		15,633.83	69%
Election Expense	04-100-411010-0000-43170	-	430.00		(430.00)	100%
Maintenance contracts	04-100-411010-0000-43320	1,700.00	3,450.00	29	(1,750.00)	203%
Advertising	04-100-411010-0000-43600	30,000.00	16,723.14		13,276.86	56%
Professional Services	04-100-411010-0000-43152	10,000.00	53,700.00	30	(43,700.00)	537%
Records Management maint & upgrades	04-100-411010-0000-45811	5,000.00	6,428.84	31	(1,428.84)	129%
Insurance	04-100-411010-0000-45300	18,145.00	18,144.00	27	1.00	100%
Supplies	04-100-411010-0000-46001	9,000.00	7,154.69	32	1,845.31	79%
Travel & Training	04-100-411010-0000-45500	8,000.00	5,429.84	33	2,570.16	68%
Subscriptions/Memberships	04-100-411010-0000-45810	11,000.00	9,786.00	28	1,214.00	89%
Council Approved Items	04-100-411010-0000-45804	9,500.00	7,059.57		2,440.43	74%
COVID-19 Expenses	04-100-411010-0000-46018	-	980.64		(980.64)	100%
Public Defender Fees	04-100-411010-0000-43153	3,000.00	480.00		2,520.00	16%
Update Town Charter & Code	04-100-411010-0000-43151	5,000.00	2,002.00		2,998.00	40%
<b>Total Town Council</b>		205,621.00	203,197.44		2,423.56	99%

**Town Manager**

Salaries	04-100-412010-0000-41100	330,421.00	245,043.69	25	85,377.31	74%
Salarie-PT	04-100-412010-0000-41110	17,534.00	-		17,534.00	0%
Salaries-OT	04-100-412010-0000-41120	3,788.00	-		3,788.00	0%
FICA	04-100-412010-0000-42100	28,140.00	14,030.43		14,109.57	50%
VSRS	04-100-412010-0000-42200	20,545.00	10,868.63		9,676.37	53%
Disability	04-100-412010-0000-42210	556.00	331.60		224.40	60%
Health & Other	04-100-412010-0000-42300	59,297.00	37,159.99	26	22,137.01	63%
Pre-Employment Test	04-100-412010-0000-42435	3,500.00	2,832.41		667.59	81%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020	Actual	Notes	Variance	Variance %
		Council Approved	4/30/2020			
Employee Recognition	04-100-412010-0000-42440	15,000.00	671.25		14,328.75	4%
Auto Expense	04-100-412010-0000-46009	500.00	621.81		(121.81)	124%
Storm Maintenance	04-100-412010-0000-43106	-	-		-	
Maintenance Contracts	04-100-412010-0000-43320	3,000.00	2,674.93		325.07	89%
Communications	04-100-412010-0000-45200	18,000.00	5,633.27		12,366.73	31%
Insurance	04-100-412010-0000-45300	2,394.00	2,396.00	27	(2.00)	100%
Supplies	04-100-412010-0000-46001	5,000.00	1,031.24		3,968.76	21%
Dues & Subscriptions	04-100-412010-0000-45810	5,000.00	697.25	28	4,302.75	14%
Computer & technology expenses	04-100-412010-0000-46005	5,000.00	376.23		4,623.77	8%
Travel & Training	04-100-412010-0000-45500	10,000.00	1,087.44		8,912.56	11%
Other	04-100-412010-0000-45804	500.00	306.65		193.35	61%
Capital Expenditures	04-100-412010-0000-48100	-	-		-	
<b>Total Town Manager</b>		<b>528,175.00</b>	<b>325,762.82</b>		<b>202,412.18</b>	<b>62%</b>
<b><u>Treasurer</u></b>						
Salaries	04-100-412410-0000-41100	390,589.00	266,532.44	25	124,056.56	68%
Salaries-OT	04-100-412410-0000-41120	5,220.00	-		5,220.00	0%
FICA	04-100-412410-0000-42100	31,668.00	19,507.74		12,160.26	62%
VSRS	04-100-412410-0000-42200	25,031.00	17,679.01		7,351.99	71%
Disability	04-100-412410-0000-42210	517.00	105.18		411.82	20%
Health	04-100-412410-0000-42300	55,788.00	41,956.35	26	13,831.65	75%
Audit	04-100-412410-0000-43120	13,250.00	13,250.00		-	100%
Professional Services	04-100-412410-0000-43152	15,000.00	-		15,000.00	0%
Communications	04-100-412410-0000-45200	11,000.00	9,854.94		1,145.06	90%
Computer & technology expenses	04-100-412410-0000-46005	7,500.00	1,799.50		5,700.50	24%
Data Processing	04-100-412410-0000-44100	20,000.00	14,863.99		5,136.01	74%
Service contracts-includes MUNIS	04-100-412410-0000-43320	60,000.00	57,137.29		2,862.71	95%
Insurance	04-100-412410-0000-45300	2,472.00	2,472.00	27	-	100%
Supplies	04-100-412410-0000-46001	19,000.00	12,609.72		6,390.28	66%
Dues & Subscriptions	04-100-412410-0000-45810	1,900.00	454.55	28	1,445.45	24%
Credit Card Processing	04-100-412410-0000-46002	600.00	279.47		320.53	47%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,404.00	3,294.00		110.00	97%
Travel & Training	04-100-412410-0000-45500	5,000.00	-		5,000.00	0%
Other	04-100-412410-0000-45804	100.00	-		100.00	0%
Bank Charges	04-100-412410-0000-45813	700.00	452.76		247.24	65%
Capital Expenditures	04-100-412410-0000-48100	66,850.00	29,009.25		37,840.75	43%
<b>Total Treasurer</b>		<b>735,589.00</b>	<b>491,258.19</b>		<b>244,330.81</b>	<b>67%</b>

**PUBLIC SAFETY**

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
<b><u>Police Department</u></b>						
Salaries	04-100-431100-0000-41100	1,301,211.00	1,186,586.88	25	114,624.12	91%
Salaries OT	04-100-431100-0000-41120	208,224.00	-		208,224.00	0%
Salaries-Selective Enforcement	04-100-431100-0000-41100	4,815.00	-		4,815.00	0%
Salaries-Special Events	04-100-431100-0000-41100	18,905.00	-		18,905.00	0%
FICA	04-100-431100-0000-42100	122,750.00	86,272.97		36,477.03	70%
VSRS	04-100-431100-0000-42200	83,179.00	67,322.27		15,856.73	81%
Disability	04-100-431100-0000-42210	190.00	112.00		78.00	59%
Health Insurance	04-100-431100-0000-42300	232,434.00	179,546.25	26	52,887.75	77%
Uniforms	04-100-431100-0000-46011	24,000.00	18,734.48		5,265.52	78%
Service Contracts	04-100-431100-0000-43320	40,000.00	34,781.51	34	5,218.49	87%
Communications	04-100-431100-0000-45200	50,000.00	32,587.30		17,412.70	65%
Computer & Technology Expenses	04-100-431100-0000-46005	13,000.00	2,630.69		10,369.31	20%
Insurance	04-100-431100-0000-45300	52,500.00	52,496.00	27	4.00	100%
Ins. - LODA	04-100-431100-0000-42410	16,233.00	12,703.86		3,529.14	78%
Materials & Supplies	04-100-431100-0000-46001	25,500.00	13,770.19		11,729.81	54%
Dues & Subscriptions	04-100-431100-0000-45810	9,500.00	13,503.69	28	(4,003.69)	142%
Equipment	04-100-431100-0000-46006	43,000.00	19,941.88		23,058.12	46%
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00	1,001.25		998.75	50%
Vehicle Maintenance	04-100-431100-0000-46009	40,000.00	30,517.18		9,482.82	76%
Gas	04-100-431100-0000-46008	41,500.00	28,772.96		12,727.04	69%
Tires	04-100-431100-0000-46016	5,000.00	3,296.00		1,704.00	66%
Travel & Training	04-100-431100-0000-45500	30,000.00	11,254.19		18,745.81	38%
Special Events	04-100-431100-0000-43352	1,000.00	478.29		521.71	48%
Investigation expenses	04-100-431100-0000-44641	3,000.00	251.32		2,748.68	8%
Other	04-100-431100-0000-45804	2,500.00	629.00		1,871.00	25%
Capital Expenditures	04-100-431100-0000-48101	66,000.00	71,090.70		(5,090.70)	108%
<b>Total Police Department</b>		<b>2,436,441.00</b>	<b>1,868,280.86</b>		<b>568,160.14</b>	<b>77%</b>
<b><u>Fire Department</u></b>						
Annual Contribution	04-100-432300-0000-46008	15,000.00	15,000.00		-	100%
State Pass Thru	04-100-432100-0000-45623	29,461.00	29,461.00	35	-	100%
<b>Total Fire Department</b>		<b>44,461.00</b>	<b>44,461.00</b>		<b>-</b>	<b>100%</b>
<b><u>Contributions-Public Safety</u></b>						
E911 Dispatch Center	04-100-432300-0000-45614	237,599.00	124,166.85		113,432.15	52%
<b>Total Contributions-Public Safety</b>		<b>237,599.00</b>	<b>124,166.85</b>		<b>113,432.15</b>	<b>52%</b>
<b><u>PARKS, RECREATION &amp; CULTURAL</u></b>						
<b><u>Parks &amp; Recreation</u></b>						

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020	Actual	Notes	Variance	Variance %
		Council Approved	4/30/2020			
Salaries	04-100-471100-0000-41100	205,290.00	155,280.72	25	50,009.28	76%
Salaries-OT	04-100-471100-0000-41120	6,330.00	-		6,330.00	0%
FICA	04-100-471100-0000-42100	16,933.00	11,185.90		5,747.10	66%
VSRS	04-100-471100-0000-42200	13,149.00	10,394.80		2,754.20	79%
Disability	04-100-471100-0000-42210	480.00	248.47		231.53	52%
Health	04-100-471100-0000-42300	54,261.00	33,057.06	26	21,203.94	61%
Uniforms	04-100-471100-0000-46011	3,000.00	1,946.89		1,053.11	65%
Communications	04-100-471100-0000-45200	2,000.00	2,196.43		(196.43)	110%
insurance	04-100-471100-0000-45300	2,838.00	4,836.00	27	(1,998.00)	170%
Advertising	04-100-471100-0000-43600	20,500.00	22,913.28	36	(2,413.28)	112%
Dues & Subscriptions	04-100-471100-0000-45810	2,000.00	206.00	28	1,794.00	10%
Supplies	04-100-471100-0000-46001	8,000.00	284.54		7,715.46	4%
Computer & Technology	04-100-471100-0000-46005	1,000.00	-		1,000.00	0%
Travel & Training	04-100-471100-0000-45500	3,000.00	1,882.96		1,117.04	63%
Other	04-100-471100-0000-45804	500.00	481.00		19.00	96%
Capital Expenditures	04-100-471100-0000-48100	26,000.00	28,571.95		(2,571.95)	110%
<b>Total Parks &amp; Recreation</b>		<b>365,281.00</b>	<b>273,486.00</b>		<b>91,795.00</b>	<b>75%</b>
<b><u>Smithfield Center</u></b>						
Salaries	04-100-412100-0000-41100	115,229.00	119,665.77	25	(4,436.77)	104%
Salaries-Part Time	04-100-412100-0000-41110	39,431.00	-		39,431.00	0%
Salaries-OT	04-100-412100-0000-41120	5,778.00	-		5,778.00	0%
FICA	04-100-412100-0000-42100	12,711.00	9,054.38		3,656.62	71%
VSRS	04-100-412100-0000-42200	7,339.00	6,115.80		1,223.20	83%
Disability	04-100-412100-0000-42210	144.00	85.52		58.48	59%
Health	04-100-412100-0000-42300	22,182.00	18,484.60	26	3,697.40	83%
Contracted Services	04-100-412100-0000-43320	18,000.00	15,872.81	37	2,127.19	88%
Retail Sales & Use Tax	04-100-412100-0000-43100	800.00	295.57		504.43	37%
Utilities	04-100-412100-0000-45100	25,000.00	19,033.70		5,966.30	76%
Communications	04-100-412100-0000-45200	20,000.00	16,705.07	38	3,294.93	84%
Computer & technology expenses	04-100-412100-0000-46005	3,000.00	1,032.11		1,967.89	34%
Insurance	04-100-412100-0000-45300	2,838.00	5,136.00	27	(2,298.00)	181%
Kitchen Supplies	04-100-412100-0000-44000	3,000.00	2,476.65		523.35	83%
Office Supplies/Other Supplies	04-100-412100-0000-46001	4,500.00	2,791.87		1,708.13	62%
Food Service & Beverage Supplies	04-100-412100-0000-44001	6,000.00	5,282.89		717.11	88%
AV Supplies	04-100-412100-0000-44002	2,000.00	313.94		1,686.06	16%
Repairs & Maintenance	04-100-412100-0000-46007	29,000.00	27,847.26	39	1,152.74	96%
Landscaping	04-100-412100-0000-43400	12,000.00	9,135.93		2,864.07	76%
Refund event deposits	04-100-412100-0000-45899	7,000.00	10,975.00	40	(3,975.00)	157%
Credit card processing expense	04-100-412100-0000-46002	5,000.00	3,973.08		1,026.92	79%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
Capital Expenditures	04-100-412100-0000-48100	26,000.00	17,883.79		8,116.21	69%
<b>Total Smithfield Center</b>		<b>366,952.00</b>	<b>292,161.74</b>		<b>74,790.26</b>	<b>80%</b>
<b><u>Contributions-Parks, Recreation and Cultural</u></b>						
Windsor Castle Restoration	04-100-471200-0000-45653	500,000.00	250,000.00	41	250,000.00	50%
Farmers Market	04-100-432301-0000-45617	3,000.00	3,000.00		-	100%
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	9,000.00	42	-	100%
Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	7,500.00	-		7,500.00	0%
Smithfield CHIP program	04-100-432301-0000-43354	6,000.00	-		6,000.00	0%
Smithfield POP Warner Football		-	-		-	
Friends of the Library	04-100-473100-0000-45605	4,500.00	4,500.00	43	-	100%
Total Contributions-Park, Recreation and Cultural		530,000.00	266,500.00		263,500.00	50%
<b><u>Windsor Castle Park</u></b>						
Salaries	04-100-471210-0000-41100	26,071.00	15,906.60	25	10,164.40	61%
Salaries-OT	04-100-471210-0000-41120	1,954.00	-		1,954.00	0%
FICA	04-100-471210-0000-42100	2,242.00	1,179.11		1,062.89	53%
VSRS	04-100-471210-0000-42200	1,271.00	753.11		517.89	59%
Disability	04-100-471210-0000-42210	205.00	-		205.00	0%
Health	04-100-471210-0000-42300	2,950.00	2,337.21	26	612.79	79%
Contracted Services	04-100-471210-0000-43300	7,000.00	5,456.33		1,543.67	78%
Insurance	04-100-471210-0000-45300	9,214.00	9,216.00	27	(2.00)	100%
Grass Cutting	04-100-471210-0000-43105	31,000.00	26,947.13	44	4,052.87	87%
Utilities	04-100-471210-0000-45100	6,000.00	2,767.04		3,232.96	46%
Repairs & Maintenance	04-100-471210-0000-46007	40,000.00	25,463.14		14,536.86	64%
Capital Outlay	04-100-471210-0000-48100	-	25,653.83	45	(25,653.83)	100%
WC Preservation Fund-Equipment	04-100-471210-0000-46006	38,000.00	26,837.00	45	11,163.00	71%
Total Windsor Castle Park		165,907.00	142,516.50		23,390.50	86%
<b><u>Windsor Castle Manor House</u></b>						
Salaries	04-100-471220-0000-41100	17,056.00	9,396.74		7,659.26	55%
FICA	04-100-471220-0000-42100	1,365.00	718.85		646.15	53%
VSRS	04-100-471220-0000-42200	1,100.00	558.45		541.55	51%
Disability	04-100-471220-0000-42210	101.00	45.72		55.28	45%
Health	04-100-471220-0000-42300	6,314.00	1,795.74		4,518.26	28%
Insurance	04-100-471220-0000-45300	1,072.00	3,717.00	24	(2,645.00)	347%
Expenses 1/2 year	04-100-471220-0000-	63,928.00	3,224.48		60,703.52	5%
Total Windsor Castle Manor House		90,936.00	19,456.98		71,479.02	21%
<b><u>Luter Sports Complex</u></b>						
Contracted Services	04-100-471300-0000-43300	6,500.00	18,291.72	46	(11,791.72)	281%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
Utilities	04-100-471300-0000-45100	10,000.00	7,171.90		2,828.10	72%
Insurance	04-100-471300-0000-45300	8,000.00	8,000.00	27	-	100%
Repairs & Maintenance	04-100-471300-0000-46007	40,000.00	28,455.40	47	11,544.60	71%
Equipment	04-100-471300-0000-46006	28,000.00	10,556.09		17,443.91	38%
Supplies-Chemicals	04-100-471300-0000-45413	5,000.00	-		5,000.00	0%
Capital Expenditures	04-100-471300-0000-48100	25,000.00	19,261.76		5,738.24	77%
<b>Total Luter Sports Complex</b>		<b>122,500.00</b>	<b>91,736.87</b>		<b>30,763.13</b>	<b>75%</b>
<b><u>Museum</u></b>						
Salaries	04-100-472200-0000-41100	113,585.00	105,921.53	25	7,663.47	93%
Salaries-Part Time	04-100-472200-0000-41110	22,485.00	-		22,485.00	0%
FICA	04-100-472200-0000-42100	10,810.00	8,099.86		2,710.14	75%
VSRS	04-100-472200-0000-42200	7,190.00	5,990.00		1,200.00	83%
Health	04-100-472200-0000-42300	7,185.00	5,985.80	26	1,199.20	83%
<b>Operating expenses</b>						
Contracted services	04-100-472200-0000-43300	3,400.00	3,232.45		167.55	95%
Communications	04-100-472200-0000-45200	725.00	455.70		269.30	63%
Computer and Technology	04-100-472200-0000-46005	540.00	-		540.00	0%
Insurance	04-100-472200-0000-45300	2,018.00	2,020.00	27	(2.00)	100%
Supplies	04-100-472200-0000-46001	7,000.00	5,445.24		1,554.76	78%
Advertisinig	04-100-472200-0000-43600	700.00	538.23		161.77	77%
Travel/Training	04-100-472200-0000-45500	200.00	37.46		162.54	19%
Dues & Subscriptions	04-100-472200-0000-45810	800.00	216.99	28	583.01	27%
<b>Gift Shop-to be funded by gift shop proceeds</b>						
Gift Shop expenses	04-100-472200-0000-46014	6,000.00	5,827.01	48	172.99	97%
Sales & Use Tax	04-100-472200-0000-43100	775.00	684.53		90.47	88%
Credit card processing fees	04-100-472200-0000-46002	800.00	1,583.04		(783.04)	198%
<b>Total Museum</b>		<b>184,213.00</b>	<b>146,037.84</b>		<b>38,175.16</b>	<b>79%</b>
<b><u>Other Parks &amp; Recreation</u></b>						
Jersey Park Playground	04-100-471313-0000-43345	-	3,942.00	49	(3,942.00)	
Pinewood Playground	04-100-471314-0000-43346	-	-		-	
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100	2,000.00	5,987.45	50	(3,987.45)	299%
Waterworks Dam	04-100-471350-0000-46007	-	10,940.12	51	(10,940.12)	0%
Waterworks Lake (park area)	04-100-471360-0000-46007	250.00	-		250.00	0%
Haydens Lane Maintenance	04-100-471315-0000-43348	1,000.00	265.84		734.16	27%
Veterans War Memorial	04-100-471316-0000-43349	2,500.00	2,239.28		260.72	90%
Open Spaces	04-100-471500-0000-46007	-	-		-	
Litter Control Grant	04-100-441300-0000-46012	-	1,169.45		(1,169.45)	0%
Fireworks	04-100-471390-0000-43344	2,000.00	-		2,000.00	0%
Capital Expenditures-Clontz Park	04-100-471311-0000-48100	-	68,760.29		(68,760.29)	0%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
Total Other Parks & Recreation		7,750.00	93,304.43		(85,554.43)	1204%
<b>COMMUNITY DEVELOPMENT</b>						
Project Expenditures						
Pinewood Heights-Phase III		-	-		-	
Pinewood Heights Phase IV		2,205,807.00	785,667.00	52	1,420,140.00	36%
Capital Expenditures	04-100-432315-0000-48100,48101	204,000.00	108,000.00	52	96,000.00	53%
<b>Total Pinewood Heights-All Phases</b>		<b>2,409,807.00</b>	<b>893,667.00</b>		<b>1,516,140.00</b>	<b>37%</b>
<b>Contributions-Community Development</b>						
Old Courthouse Contribution	04-100-472500-0000-45613	4,400.00	-		4,400.00	0%
Chamber of Commerce	04-100-432302-0000-45609	6,000.00	6,000.00		-	100%
Christian Outreach	04-100-432302-0000-45620	12,650.00	12,650.00		-	100%
Genieve Shelter	04-100-432302-0000-45606	7,920.00	-		7,920.00	0%
TRIAD	04-100-432302-0000-45611	1,650.00	1,650.00		-	100%
Tourism Bureau	04-100-432302-0000-45607	273,722.00	136,861.00		136,861.00	50%
Western Tidewater Free Clinic	04-100-432302-0000-45632	40,560.00	40,560.00		-	100%
YMCA Projects	04-100-432302-0000-45603	50,000.00	50,000.00		-	100%
<b>Total Contributions-Community Development</b>		<b>396,902.00</b>	<b>247,721.00</b>		<b>149,181.00</b>	<b>62%</b>
<b>PUBLIC WORKS</b>						
<b>Planning, Engineering &amp; Public Works</b>						
Salaries	04-100-441300-0000-41100	252,832.00	168,944.15	25	83,887.85	67%
Salaries-OT	04-100-441300-0000-41120	11,778.00	-		11,778.00	0%
Salaries-Special Events	04-100-441300-0000-41140	7,985.00	-		7,985.00	0%
FICA	04-100-441300-0000-42100	21,812.00	12,672.92		9,139.08	58%
VSRS	04-100-441300-0000-42200	16,587.00	11,058.61		5,528.39	67%
Disability	04-100-441300-0000-42210	2,446.00	1,687.62		758.38	69%
Health	04-100-441300-0000-42300	41,850.00	21,265.52	26	20,584.48	51%
Uniforms	04-100-441300-0000-46011	2,500.00	715.17		1,784.83	29%
Storm Maintenance	04-100-441300-0000-43106	-	68.42		(68.42)	100%
Professional Services	04-100-441300-0000-43152	50,000.00	-		50,000.00	0%
Contractual	04-100-441300-0000-43320	8,125.00	5,269.03		2,855.97	65%
GIS	04-100-441300-0000-43001	800.00	-		800.00	0%
Site Plan Review	04-100-441300-0000-43141	3,000.00	3,865.00	53	(865.00)	129%
Recycling	04-100-441300-0000-43340	137,090.00	99,551.26		37,538.74	73%
Trash Collection	04-100-441300-0000-43330	224,580.00	164,905.10		59,674.90	73%
Street Lights	04-100-441300-0000-45101	2,500.00	843.53		1,656.47	34%
Communications	04-100-441300-0000-45200	12,000.00	8,517.50		3,482.50	71%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	6,000.00	522.65		5,477.35	9%
Insurance	04-100-441300-0000-45300	8,690.00	8,692.00	27	(2.00)	100%
Materials & Supplies	04-100-441300-0000-46001	6,000.00	5,223.35		776.65	87%
Accreditation	04-100-441300-0000-45521	1,250.00	-		1,250.00	0%
Repairs & Maintenance	04-100-441300-0000-46007	9,000.00	5,382.76	54	3,617.24	60%
Gas	04-100-441300-0000-46008	7,500.00	4,628.38		2,871.62	62%
Travel & Training	04-100-441300-0000-45500	6,000.00	1,163.68		4,836.32	19%
Hampton Roads Planning District Commission	04-100-432302-0000-45621	10,089.00	10,708.00	55	(619.00)	106%
Dues & Subscriptions	04-100-441300-0000-45810	2,700.00	1,094.00	28	1,606.00	41%
Other	04-100-441300-0000-45804	2,000.00	697.98	56	1,302.02	35%
Capital Expenditures	04-100-441300-0000-48100	2,493,420.00	846,135.30		1,647,284.70	34%
<b>Total Public Works</b>		<b>3,348,534.00</b>	<b>1,383,611.93</b>		<b>1,964,922.07</b>	<b>41%</b>
<b>PUBLIC BUILDINGS</b>						
<b>Public Buildings</b>						
Salaries-Part Time	04-100-443200-0000-41110	41,720.00	23,000.34	25	18,719.66	55%
FICA	04-100-443200-0000-42100	3,340.00	1,771.59		1,568.41	53%
Contractual	04-100-443200-0000-43300	23,500.00	16,511.18	57	6,988.82	70%
Computer & Technology	04-100-443200-0000-46005	-	18,090.52	58		
Computer & Technology IOW	04-100-443200-0000-46020	-	60,750.00	59		
Communications	04-100-443200-0000-45200	3,000.00	1,197.74		1,802.26	40%
Utilities	04-100-443200-0000-45100	46,000.00	34,774.53		11,225.47	76%
Insurance	04-100-443200-0000-45300	9,800.00	9,800.00	27	-	100%
Materials & Supplies	04-100-443200-0000-46001	6,000.00	-		6,000.00	0%
Repairs & Maintenance	04-100-443200-0000-46007	70,867.00	49,797.28		21,069.72	70%
Other	04-100-443200-0000-45804	500.00	124.32		375.68	25%
Capital Expenditures	04-100-443200-0000-48100	60,000.00	-		60,000.00	0%
Capital Expenditures-Buildings		-	445,136.78		(445,136.78)	
<b>Total Public Buildings</b>		<b>264,727.00</b>	<b>660,954.28</b>		<b>(317,386.76)</b>	<b>250%</b>
<b>OPERATING/CAPITAL RESERVE (CONTINGENCY)</b>						
Transfers to Operating Reserves-contingency	N/A	50,000.00	-		50,000.00	0%
Transfers to Restricted Reserves-Pinewood	N/A	-	-		-	
<b>Total Transfers To Reserves</b>		<b>50,000.00</b>	<b>-</b>		<b>50,000.00</b>	<b>0%</b>
<b>NON DEPARTMENTAL</b>						
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	27,300.00	-		27,300.00	0%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
<b>Total Tax Relief for the Elderly/Veterans</b>		27,300.00	-		27,300.00	0%
<b>DEBT SERVICE</b>						
<b>Debt Service</b>						
<b>Principal Retirement</b>						
Police Evidence Building	04-100-495500-0000-49509	55,270.00	45,959.08		9,310.92	83%
New Debt-Multiple projects	04-100-495500-0000-49512	278,310.00	231,111.16		47,198.84	83%
Note Proceeds-Town Hall Renovations		-	-		-	
Public Safety Radio System	04-100-495500-0000-49518	48,235.00	48,234.01		0.99	100%
3 year Phase in Fire Alarm System	04-100-495500-0000-49516	9,150.00	9,150.00		-	100%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49514	7,182.00	5,967.63		1,214.37	83%
<b>Interest and fiscal charges</b>						
Police Evidence Building	04-100-495500-0000-49510	6,000.00	5,172.22		827.78	86%
New Debt-Multiple projects	04-100-495500-0000-49513	77,060.00	65,608.55		11,451.45	85%
Note Proceeds-Town Hall Renovations		-	-		-	
Public Safety Radio System	04-100-495500-0000-49519	3,220.00	3,219.45		0.55	100%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49515	344.00	308.97		35.03	90%
<b>Total Debt Service</b>		<b>484,771.00</b>	<b>414,731.07</b>		<b>70,039.93</b>	<b>86%</b>
<b>Total General Fund Expenses</b>		<b>13,003,466.00</b>	<b>7,983,012.80</b>		<b>5,099,293.72</b>	<b>61%</b>

**Notes: April 2020**

**GENERAL FUND**

**Revenues:**

1	<b><u>Current/Delinquent RE</u></b>	Real estate collections posted through 4/30/20 total \$2,093,731 (99%). Delinquent collections through the same period total \$22,249 (445%). An additional \$6,943 was collected through 6/12/20.
2	<b><u>Current/Delinquent PP</u></b>	Personal property collections posted through 4/30/20 total \$656,890 (105%). A large batch of supplements was mailed in June and will boost this revenue. Although penalty and interest will not impact the balances due until August, the revenue collected in July and August will be accrued for fiscal year end 2020.
3	<b><u>Franchise Tax</u></b>	The Town refunded Truist Bank \$21,681 in overpayments for prior years as directed by the State of Virginia. Revenues collected in May and June total \$137,680 to date. When reduced by the refund, bank franchise revenues will total \$115,999 for the year which is \$41,714 lower than prior year.
4	<b><u>Cigarette Tax</u></b>	Sold 405,000 cigarette tax stamps through April 2020 compared to 405,000 stamps through April 2020. That's about as consistent as you can get.
5	<b><u>Transient Occupancy</u></b>	Transient occupancy tax is collected quarterly. The 1st quarter payment in July 2019 was accrued for the FY2019 financial statements. The quarters collected in October 2019, January 2020 and April 2020 totaled \$156,077 compared to 2019 collections of \$158,825. This is a 1.74% decrease as the COVID shutdown was starting its impact.
6	<b><u>Meals Tax</u></b>	Meals tax receipts represents collections for August 2019 through April 2020. July 2019 collections were accrued for FY2019. Receipts through April were \$72,913 higher than the same period last year.
7	<b><u>Sales Tax</u></b>	Sales tax runs 2 months behind from the state. Our portion is sent to IOW County, and they forward it to us often resulting in a 3 month delay. Sales tax revenues on the April statement represent receipts for Jul 2019 through Feb 2020 and is \$28,096 higher than prior year.
8	<b><u>Business licenses</u></b>	Business licenses are due on April 15; however, the due date was extended until June 15 in FY2020 with penalty and interest starting in mid-August. Collections through April 2020 of \$276,909 are \$75,475 less than collections through the same period in FY2019.
9	<b><u>Vehicle License Tax</u></b>	VL taxes are billed with personal property and are collected at the same time. Collections through April 2020 total \$201,752 (84%). Supplements have been mailed and should bring us close to the budget amount. 2019 VL collections totaled \$254,396.
10	<b><u>Permits &amp; other licenses</u></b>	Permits and other licenses are made up of sign permits (\$615), zoning permits (\$8840), yard sale permits (\$370), Demolition permits (\$75), E&S Fees (\$6500), and ROW Easement Permits (\$1190) and golf cart permits (\$210).
11	<b><u>Inspection Fees</u></b>	Inspection fees are as follows: ABT Custom Homes-\$300-rebuild 207 Gullane-21E-01-404 Eagle Construction of VA LLC-\$300-122 St Andrew-21E-01-274 Eagle Construction of VA LLC-\$300-105 Nairn-Lot 264 Wayne Harbin Builder-\$300-108 Tiger Eye-21E-01-379 Michael J Hipple Builder Inc-\$300-401 Pagan Ridge Willkris Services LLC-\$300-219 Drummonds Lane Hampton Roads Holding Co LLC-\$300-100 Turnberry Eagle Construction -\$300- 21E-01-316 Eagle Construction -\$300- 1306 Cypress Creek LT 413 100 Royal Eagle Construction - \$300-100 Royal Birkdale LT366 Eagle Construction -\$300- 21E-01-337 Lot 37 Eagle Construction -\$300- 21E-01-270 110 St Andrews Eagle Construction -\$300 21E-01-350 237 Royal Birk Dale Williams and Sons -\$300- 1417 Cypress Creek Pkwy 21E-01-425 Bridsong Builders -\$300- 108 Turnberry 21E-01-152

Eagle Construction -\$600- 21E-01-355 & 21E-01-353  
Eagle Construction -\$300-109 Deerfield Lt 339 Cypress Creek  
Eagle Construction -\$300- 403 Royal Dornoch 21E-01-071  
Eagle Construction -\$300- 232 Royal Birkdale 21E-01-354  
Vision Scapes Land Design-\$300-113 Royal Aberdeen  
Atlantic Homes LLC-\$300-204 Durham St Lt23A  
Eagle Construction-\$300-225 Royal Birkdale

**12**            **Review Fees**

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

**13**            **Fines & Costs**

Fines and costs through April reflect collections through February 2020. Payments received in July and August were accrued for the June 2019 financial statements. Collections are \$9773 higher than prior year.

**14**            **Rentals**

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

**15**            **Smithfield Center Rentals**

Rents of \$159,147 through April 2020 are \$1,644 more than the same period last year. Refunds processed due to COVID, however, are totaling \$26,509 to date compared to \$2100 for fiscal year 2019.

**16**            **Sale of Equipment**

Items sold on GOVDEALS totaling \$1664.33.

**17**            **VRSA Safety Grant**

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

**18**            **Reserves-operation reserves**

Expenses exceeded revenues by \$681,859 through March.

**19**            **Law Enforcement**

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

**20**            **Litter Grant**

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

**21**            **Communications Tax**

Communications tax runs 2 months behind, so the total shown is for collections for July 2019 through February 2020. We have received \$4,045 less prior year.

**22**            **PPTRA Tax**

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

**23**            **Fire Programs**

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

**24**            **Insurance Recoveries**

VRSA-received \$7082.22 for damage to the Police Evidence Building

**Expenses:**

**All Departments**

**25**            **Salaries**

Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet

been configured on the internal payroll reports. Town Manager salaries includes payout of previous Town Manager Thrower.

- 26 Health/Dental Insurance Health insurance premiums are reflected through April (84%). Dental premiums are posted for Jul through April (84%).
- 27 Insurance 4 quarterly payments (100%) have been made to VML for property casualty/workers' compensation insurance.
- 28 Dues and Subscriptions The majority of dues and subscriptions for each department are paid in the first 3 months of the fiscal year, so percentages will run high against budget for the majority of the year.
- Dues for PD exceeding budget-new subscription-Axon Enterprises-\$4716-for basic evidence.com and pro evidence.com licenses-year 2

### Town Council

- 29 Maintenance Contracts Pitney Bowes-\$1200-Tier 1 Software Service Agreement-10/1/19-9/30/20 postage machine-we had never paid this in the past-was not budgeted  
Pitney Bowes-\$2250-leasing charges for quarters ending September,December 2019, and March 2020-postage machine
- 30 Professional services The Berkley Group-\$49,500-Interim Town Manager charges for through February 2020. Final bill was paid in May 2020.  
Kimley-Horn-\$4200-Town Hall alterations through 8/31/19
- 31 Records Management MEDI-\$995-annual support agreement Canon DR-7550 Document Scanner, 1 inspection per year  
Shred-It-\$488.84-document shredding service 10/31/19-39 boxes  
MEDI-\$4945.00-annual help desk support (\$1350) and DOCSTAR Eclipse Softcare (\$3595)
- 32 Supplies Includes:  
Pitney Bowes-\$2525-refill postage machine  
The Supply Room-\$589.75-envelopes-9x12  
Pitney Bowes-\$2500-refill postage machine
- 33 Travel & training Includes:  
Bank of America-VML-\$1330-registration VML conference-Williams, Hall, Butler  
Bank of America-The Hotel Roanoke & Conference Center- (-\$198.28)-refund reservation-Pack  
Bank of America-The Hotel Roanoke & Conference Center- (-\$198.28)-refund reservation-Smith  
Bank of America-Printing Services-\$728.90-Vision statements  
Mayor Williams-\$78.88-mileage reimbursement July  
Beth Haywood-\$252.88-mileage-VML conference Oct 2019  
Denise N Tynes-\$271.44-mileage VML conference Oct 2019  
Valerie Butler-\$105-IOW Chamber representative luncheon 10/28/19  
Valerie Butler-\$252.88-mileage-VML conference Oct 2019  
Mayor Williams-\$620.60-mileage reimbursement August through October 2019  
Bank of America-\$2010.52-The Hotel Roanoke & Conference Center-Town Council reservations-VML Conference  
Valerie Butler-\$175.30-mileage & parking-Newly Elected Officials Conference Jan 10 2020

### Police

- 34 Service Contracts Includes:  
Superion LLC-\$24,474-annual maintenance fee for OSSI and records management system  
ID Networks-\$4434.00-annual software/hardware maintenance for IDS Criminal Livescan System  
Axon Enterprises-\$1500-evidence.com storage contract 2020  
Ricoh-\$186.39x9 months=1677.51-copy lease  
Ricoh-\$145.24x2 months=290.48-copy lease  
Ricoh-\$90.44x9 months=813.96-copy lease  
Ricoh-\$1073.88-copy overages and supplies  
Pitney Bowes-\$517.68-postage machine

**Fire Department**

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

**Parks & Recreation**

36 Advertising Includes:  
MOSCA Design-\$4665-18 FT lighted Christmas tree  
Wedding Wire-\$4800-12 months-Featured All Venue Group Hampton Roads Region  
Mar-Bert-\$2265- (2) 1/2 page ads  
Vistagraphics-\$1586-WCP and Smithfield Center-Coastal VA Magazine- Bride Fall/Winter  
Tribune Publishing Company LLC(-\$1503)-refund ck #50794  
Vistagraphics-\$817-WCP and Smithfield Center-Coastal VA Magazine- Bride Spring 2020  
Vistagraphics-\$805-CoVa Bride Spring 2020-1/3 page block  
The Knot Worldwide-\$6403.20-2/20/20-2/19/21

**Smithfield Center**

37 Contracted Services Includes:  
Colonial Webb-\$4875-3 quarterly billings  
EMS Software-\$1557.30-EMS Pro Maintenance; 1 database; 8/1/19-7/31/20  
Bay Disposal -\$411.90\*6 months=\$2471.40  
Bay Disposal-\$453.08\*4 months=\$1812.32 (2 each @ \$226.54)  
Terminix-\$105x8=\$840, \$100x1=\$100  
Citron Hygiene-\$139.52x5=\$697.60, \$291.67 each for Jan - Mar 2020=\$875.01  
Windsor Fire Extinguisher-\$500-backflow inspection 9/10/19  
Siemens Industry-\$837.50-test, inspections, and monitoring 2020  
Terminix-\$502.08-annual plan fee 2020-reinspection-liquid-service only  
Windsor Fire Extinguisher-\$804.60-annual sprinkler inspection, hood system inspection, fire extinguisher inspections

38 Communications Includes 5 monthly charges from Charter for July through February at \$1500.94 each=\$12,007.52  
Verizon Wireless-9 monthly charges at approximately \$162.07 each = \$1457.10  
Verizon-18 charges at multiple rates=\$2626.56  
Charter Communications-reduced rate \$613.89 - March 2020 after review of contract

39 Repairs & Maintenance Includes:  
National Roofing-\$595-put metal strips in bonds. Sealed nail heads over area where leak appeared.  
Rowe Kleen-EN & Logistics Management LLC-\$3000-prep and paint the deck and the deck pickets  
Roanoke Engineering-\$750-service call (6 hours) on operable wall  
Sherwin Williams-\$713.40-paint for Smithfield Center deck  
Rutherford Supply-\$672.61-cleaning/janitorial supplies  
Smithfield Glass & Mirror-\$801.23-services & repairs  
Rowe Kleen-EN & Logistics Management LLC-\$2200-prep and paint doors and kitchen  
Goodrich & Sons-\$2350-clear bank behind Smithfield Center-grind trees and brush, haul away  
Allfirst-\$535.60-provide and install a 40 amp 3 pole shunt trip breaker for deep fryer  
Rutherford Supply-\$767.63-cleaning/janitorial supplies  
Windsor Fire Extinguisher-\$1342.49-retest on deep fryer circuit (\$108) and replace water motor gong (\$1234.49)

40 Refunds Refunded \$10,975 to date due to cancellations related to COVID pandemic. Last year's total was \$2100.

**Contributions-Parks, Recreation and Cultural**

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

42 Isle of Wight Arts League The town paid its portion of the state grant and applied for the matching funds. The funds were received in October and were paid to the IOW Arts League in November.

43 Friends of the Library Town paid annual budgeted amount as requested.

**Windsor Castle Park**

44 Grass Cutting Southern Shores-\$785.79-July shrubs/welcome signs  
Southern Shores-\$1175-contract mowing 7/2/19  
Southern Shores-\$1175-contract mowing 7/10/19  
Southern Shores-\$1175-contract mowing 7/17/19  
Southern Shores-\$785.79-August shrubs/welcome signs  
Southern Shores-\$2350-contract mowing 7/24/19 & 8/1/19  
Southern Shores-\$785.79-Sep shrubs/welcome signs  
Southern Shores-\$1175-contract mowing 8/7/19  
Southern Shores-\$1175-contract mowing 8/14/19  
Southern Shores-\$1175-contract mowing 8/28/19  
Southern Shores-\$1175-contract mowing 9/3/19  
Southern Shores-\$1175-contract mowing 9/13/19  
Southern Shores-\$1175-contract mowing 9/19/19  
Southern Shores-\$1175-contract mowing 9/26/19  
Southern Shores-\$1175-contract mowing 10/3/19  
Southern Shores-\$785.79-Oct shrubs/welcome signs  
Southern Shores-\$785.79-Nov shrubs/welcome signs  
Southern Shores-\$1125-contract mowing 10/10/19  
Southern Shores-\$1125-contract mowing 10/23/19  
Southern Shores-\$1175-contract mowing 10/30/19  
Southern Shores-\$785.79-Dec shrubs/welcome signs  
Southern Shores-\$785.79-Jan shrubs/welcome signs  
Southern Shores-\$785.80-Feb shrubs/welcome signs  
Southern Shores-\$785.80-Mar shrubs/welcome signs  
Southern Shores-\$1175-contract mowing 4/7/20

45 WC Preservation Equipment/Capital Outlay Paid from Windsor Castle Preservation Funds:  
Farmers Service-\$15678.00-X-One FX850-mowers (2)  
John Deere & Company-\$11,159-John Deere Utility Cart  
John Deere-\$25,653.83-tractor with front end loader and fork lift

**Luter Sports Complex**

46 Contracted Services Includes:  
Blue Water Rentals-\$1250-Standard portable toilet and bathroom pumpout-7/1/19-7/31/19  
Blue Water Rentals-\$270-Standard portable toilet and handicap accessible portable toilet for event rental 7/26/19-7/29/19  
Blue Water Rentals-\$2530-Standard portable toilet and bathroom pumpout-8/1/19-8/31/19  
Blue Water Rentals-\$2550-Standard portable toilet and bathroom pumpout-9/1/19-9/30/19  
Blue Water Rentals-\$2550-Standard portable toilet and bathroom pumpout-10/1/19-10/31/19  
Blue Water Rentals-\$1200-Standard portable toilet and bathroom pumpout-11/1/19-11/30/19  
Blue Water Rentals-\$1200-Standard portable toilet and bathroom pumpout-12/1/19-12/31/19  
Blue Water Rentals-\$1200-Standard portable toilet and bathroom pumpout-1/1/20-1/31/20  
Blue Water Rentals-\$1200-Standard portable toilet and bathroom pumpout-2/1/20-2/29/20  
Blue Water Rentals-\$1200-Standard portable toilet and bathroom pumpout-3/1/20-3/31/20

47 Repairs & maintenance Includes:

BSN Sports LLC-\$1080.85-4'x18" rigid dragmat (2), white field striping paint (2), flex steel finishing mop, extra key handle, brass swivel, sprinkler  
 Land and Coates-\$4004.04-18" Sod Cutter  
 Landscape Supplies-\$739-50" bags of nutriSCAPE (32)  
 Modern Office-\$1666-6 wall panels & connectors  
 BSN Sports LLC-\$998.76-6' football kit, Schutt double ground anchor (3), and mac pro base anchor repl (3 set)  
 REW-\$2250-partial invoice for pump and haul alarm panel rental at \$250 per month from 12/18 to 9/19.  
 Saunders Supply-\$794.78- 2x6 (80)  
 Landscape Supply Inc-\$1352-Ronstar Flo (agency) 1-11 jugs  
 Farmers Services-\$2,601.11-field gem choice infield mix, crush & run  
 Lowe's-\$1049.94-gladiator steel tall cabinet  
 U-Line-\$347.26-5.5x42" pour-in-place safety  
 Saunders Supply-\$657.80-batting cages (rebar, 4x4s)

**Museum**

- 48 Gift Shop Expenses Includes:  
 51742 Genealogical Publishing-\$832-17th Century Isle of Wight  
 51823 White Mountain Puzzles-\$505.26-Country Store Seek & Find (25), Down on the Farm (25),Garden Seeds (1),Christmas Books(1)  
 51847 Longleaf Services-\$327.82-The War Hits Home-15 copies  
 51893 Hogeys Inc-\$420.50-custom hiking medallions-pig (150)  
 51919 West Sportswear-\$998.89-300 small totes  
 51935 Eurocraft Home Décor-\$428.54-Pineapple Lapel Pins (144) and Good Luck Pig Lapel Pin (144)

**Other Parks, Recreation and Cultural**

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

- 50 Clontz Park Maintenance and Utilities Includes:  
 Performance Electrical Services-\$3610-install conduit to junction box at gazebo and tie in dock.

- 51 Waterworks Dam  
 Treasurer of Virginia-\$300-Conditional operation and maintenance certificate-Smithfield Dam  
 Draper Aden-\$661.50-Smithfield Lake Dam O&M Conditional Certificate Renewal Services through 11/30/19  
 Draper Aden-\$70-coordination with FEMA on the grant reimbursement-10/1/19-10/31/19  
 Draper Aden-\$1445-Performed literature review of materials related to the dam and impact of the Waterworks Rd on the hazard classification of the dam-12/1/19-12/31/19  
 Draper Aden-\$2542.01-Smithfield Lake Dam O&M Conditional Certificate Renewal Services through 12/31/19  
 Draper Aden-\$2893.05-Smithfield Lake Dam O&M Conditional Certificate Renewal Services through 1/31/20  
 Draper Aden-\$1250-Smithfield Lake Dam O&M Conditional Certificate Renewal Services through 2/29/20  
 FEMA-\$1778.56-reverse accrual for revenue in FY2019-received less from FEMA than expected

**Community Development**

- 52 Pinewood Heights Phase IV Includes acquisition of 5 owner occupied units-2, 3, 5 & 9 Pinewood & 44 Carver and relocation of 1 owner and 1 renter. Also includes acquisition of 4 landlord owned properties-11, 13, 15, and 16 Pinewood

**Public Works**

- 53 Site Plan Review  
 Draper Aden Associates-\$1455-reviewed impact of proposed 25 lot subdivision along BP Road  
 Draper Aden Associates-\$-2410-completed review of the proposed 25 lot subdivision along BP Road and completed review of impact of 2 new homes along Crescent Drive

- 54 Repairs & Maintenance Includes:  
 VA Displays LLC-\$3050-Main Street Brick Signage

55	<u>Hampton Roads Planning District Commission</u>	HRPDC-\$10,708-4 quarterly payments. Actual is more than submitted budget request. Will be \$619 over for the year. The area of increase was the Coastal Resiliency Program.
56	<u>Other</u>	Bluewater rentals-\$280-standard event toilets-4th of July-Commerce Street (7/3/19-7/5/19) NowCare Physicians-\$62.70-random drug screenings Food Lion-\$336.28-storm supplies NowCare Physicians-\$19-random drug screenings
<b>Public Buildings</b>		
57	<u>Contractual</u>	Windsor Fire Extinguisher-\$1475-annual inspections for Public Bldgs and backflow test and inspection PD Fonality Inc-\$3705 for annual renewal software and support agreements for 2 servers (41-80 users) Terminix-\$162-annual plan fee-911 S Church Street-8/8/19-8/8/20 Citron Hygiene-\$870.72-sanitary disposal service-Town Hall & Public Restrooms Bay Disposal-\$940.15-additional containers-PD, Town Hall, 30 Yd Recycle Bin-233 Washington St Terminix-\$900-pest control services 7/16/19 & 8/13/19-PD, 206 Main, 315 Main,516 Main, 293 Cary Windsor Fire-\$70-service call extinguisher inspection-8/21/19 CDW-G-\$893.75-email software license renewal townwide Terminix-\$412.50-pest control services 8/27/19-PD, 206 Main, 315 Main,516 Main, 293 Cary Terminix-\$437.50-pest control services 10/15/19-PD, 206 Main, 315 Main,516 Main, 293 Cary Terminix-\$437.50-pest control services 11/11/19-PD, 206 Main, 315 Main,516 Main, 293 Cary Terminix-\$352.50-pest control services 12/11/19-PD, 206 Main, 315 Main,516 Main, 293 Cary Siemens Industry-\$2512.50-annual alarm monitorin gcontract-911 S Church, 913 S Church, 310 Institute Insercorp-\$1430.56-standard managed cloud hosting 1/24/20-1/23/21 Terminix-\$665.00-pest control services 1/7/20 & 1/13/20-302 Jericho, 310 Institute St, 206 Main, 315 Main, 516 Main Terminix-\$567.50-pest control services February 2020-310 Institute St, 206 Main, 315 Main, 516 Main, 293 Cary, 911 S Church, 913 S Church, Police Annex Terminix-\$194-annual plan fee-293 Cary Street-4/2/20-4/1/21 Terminix-\$190-pest control services-Jan 2020-517 Main, 302 Jericho Terminix-\$55-pest control services 2/21/20-911 S Church Terminix-\$130-pest control services 1/21/20-293 Cary Street Terminix-\$110-pest control services 3/16/20-PD Building & PD evidence bldg
58	<u>Computer &amp; Technology</u>	SHI International-\$17,280.55-Office 365 GovG3 Users-Microsoft Select-to convert all town offices-email Amazon-\$112.77-StarTech.com 8U Open Frame Wall Mount Equipment Rack Ebay-\$63.60-APC SYAPD1 Symmetra LX Power Backplate Panel NEMA SHI International-\$633.60-VEEAM Backup Starter-Upfront Billing Licnese (1 ear)
59	<u>Computer &amp; Technology-IOW</u>	IOW County IT charges May 2019 through January 2020

**Town of Smithfield  
Sewer Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
<b>SEWER REVENUES</b>						
Sewer Charges	03-004-342070-0000-31101	677,664.00	466,108.89	1	211,555.11	69%
Sewer Compliance Fee	03-004-342070-0000-31608	393,031.00	277,158.70	1	115,872.30	71%
Miscellaneous Revenue	03-004-342070-0000-31105	500.00	384.30		115.70	77%
Connection fees	03-004-342070-0000-31104	71,100.00	41,920.00	2	29,180.00	59%
Pro-rata Share Fees	03-004-342070-0000-31103	-	2,400.00	3	(2,400.00)	100%
Insurance Recoveries	03-004-342070-0000-31603	-	28,563.43	4	(28,563.43)	100%
Availability Fees	03-004-342070-0000-31102	185,400.00	109,600.00	5	75,800.00	59%
Interest Revenue	03-004-342070-0000-31501	9,000.00	9,668.27		(668.27)	107%
Appropriated fund balance for budget		537,735.00	220,675.02	6	317,059.98	41%
<b>Total Sewer Revenue</b>		<b>1,874,430.00</b>	<b>1,156,478.61</b>		<b>717,951.39</b>	<b>62%</b>

Description		2020 Council Approved	Actual 4/30/2020		Variance	Variance %
<b>SEWER EXPENSES</b>						
Salaries	04-004-442070-0000-41100	304,444.00	197,043.62	7	107,400.38	65%
Salaries-OT	04-004-442070-0000-41120	22,168.00	-		22,168.00	0%
FICA	04-004-442070-0000-42100	26,130.00	14,161.64		11,968.36	54%
VSRS	04-004-442070-0000-42200	18,830.00	12,131.29		6,698.71	64%
Health	04-004-442070-0000-42300	57,295.00	29,528.36		27,766.64	52%
Uniforms	04-004-442070-0000-46011	2,500.00	1,731.81		768.19	69%
Audit	04-004-442070-0000-43120	6,625.00	6,625.00		-	100%
Legal	04-004-442070-0000-43150	6,000.00	6,806.14		(806.14)	113%
Accreditation	04-004-442070-0000-45521	100.00	-		100.00	0%
HRPDC sewer programs	04-004-442070-0000-43997	835.00	835.00	8	-	100%
Professional Fees	04-004-442070-0000-43152	25,000.00	14,035.89	9	10,964.11	56%
Maintenance & Repairs	04-004-442070-0000-46007	95,000.00	61,022.12		33,977.88	64%
VAC Truck Repairs & Maintenance	04-004-442070-0000-43107	7,500.00	4,916.11	10	2,583.89	66%
Data Processing	04-004-442070-0000-44100	15,000.00	11,147.98		3,852.02	74%
Dues & Subscriptions	04-004-442070-0000-45810	150.00	177.00		(27.00)	118%
Utilities	04-004-442070-0000-45100	45,000.00	32,145.55		12,854.45	71%
SCADA Expenses	04-004-442070-0000-45204	6,000.00	-		6,000.00	0%
Communications	04-004-442070-0000-45200	12,000.00	8,207.05		3,792.95	68%
Insurance	04-004-442070-0000-45300	15,825.00	15,824.00	11	1.00	100%
Materials & Supplies	04-004-442070-0000-45400	50,000.00	41,103.67		8,896.33	82%
Pump Replacement & Conditioning	04-004-442070-0000-46015	85,000.00	49,707.00		35,293.00	58%

**Town of Smithfield  
Sewer Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020	Actual	Notes	Variance	Variance
		Council Approved	4/30/2020			%
Truck Operations (fuel)	04-004-442070-0000-46008	9,000.00	5,398.19		3,601.81	60%
Vehicle Maintenance	04-004-442070-0000-46009	2,500.00	3,868.82		(1,368.82)	155%
Travel & Training	04-004-442070-0000-45500	3,000.00	150.00		2,850.00	5%
Contractual	04-004-442070-0000-43300,43320	3,500.00	3,363.29		136.71	96%
Bank charges	04-004-442070-0000-45813	-	-		-	
Miscellaneous	04-004-442070-0000-45804	1,200.00	149.64		1,050.36	12%
Depreciation Expense	04-004-442070-0000-49102	375,000.00	296,434.67		78,565.33	79%
Transfers to Operating Reserves		-	-		-	
Debt Service	04-004-442070-0000-49000	106,328.00	104,480.80	12	1,847.20	98%
Capital Expenditures	04-004-442070-0000-47000,47012,47005,47035	572,500.00	235,483.97		337,016.03	41%
<b>Total Sewer Expenditures</b>		<b>1,874,430.00</b>	<b>1,156,478.61</b>		<b>717,951.39</b>	<b>62%</b>

## Notes: April 2020

### SEWER

#### Revenues

1	<u>1) Sewer Charges/Sewer Compliance</u>	Sewer revenues including the sewer compliance fee billed for July and 1/2 of August were accrued on the June 2019 financial statements. The current revenue includes 1/2 of the August billing through the April billing. Sewer charges through March are \$29,203.90 higher than prior year, and sewer compliance fees are \$3,770 higher.
2	<u>Connection Fees</u>	The town posted \$41,920 in connection fees through April 2020. This represents 24 connections at \$1580 each (5/8" meters) and 1 connection at \$4000 (1" meter).
3	<u>Pro-rata Share Fees</u>	The Town received pro-rata share fees of \$1200 each for 2 lots: 204 and 206 Durham Street
4	<u>Insurance Recoveries</u>	VRSA-\$24,226.65 for damage at Crescent Pump Station due to lightning strike. VRSA-\$4,336.78 for damage at Cypress Creek Pump Station.
5	<u>Availability fees</u>	We received 24 through April 2020 at \$4,120 each and 1 for \$10,720 for a total of \$109,600.
6	<u>Appropriated Fund Balance</u>	Fund balance applied to cover expenditures through the month of April 2020 equaled \$220,675.02.

#### Expenses

7	<u>Salaries and payroll taxes</u>	Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet been configured on the internal payroll reports.
8	<u>HRPDC Sewer Programs</u>	Represents 4 quarterly payments to HRPDC-100%
9	<u>Professional Fees</u>	Draper Aden-\$7489.64-professional services through 8/31/19-sewer model analysis of the proposed Mallory Scott Farm Development. Draper Aden-\$2825-finalized 2018 HRSD database updates Draper Aden-\$3045-professional services through 10/31/19-began HRSD database updates-Geodatabase updates for the Regional Hydraulic Model Draper Aden-\$638.75-professional services through 2/29/20-water/sewer design standards; reviewed proposed Church St plan of development and provided feedback on water/sewer impacts.
10	<u>Vac Truck Maintenance</u>	Numerous invoices for VAC Truck repairs this fiscal year split between sewer (75%) and highway (25%). Larger invoices are: Preachers Tire Service-\$755.25-4 12x16.5 power king tires mounted Atlantic Machinery-\$928.32-driveline, power band, new gauge press, and bolt 12pt fine thread Tracy Barrett Repair Service-\$510-removed broken bolt from engine hub. Replaced the drive belt on hydraulic pump. Tracy Barrett Repair Service-\$1285.71-changed engine oil and filters on truck engine and pony motor, replaced 2 sensor valves
11	<u>Insurance</u>	Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance-100%.
12	<u>Debt Service</u>	Interest of \$2720.13 was paid in July for the old sewer treatment plant. Of that amount, \$2266.78 was accrued in FY2019 and reversed from FY2020. Principal of \$102,090 for the entire year was also paid in July. Interest of \$1937.45 was paid in January. 100% of debt service has been paid for the year; however, accruals will be made for interest at year end.

**Town of Smithfield  
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
<b>WATER REVENUES</b>						
Water Sales	03-005-342060-0000-31101	1,411,037.00	1,016,362.02	1	394,674.98	72%
Debt Service Revenue	03-005-342060-0000-31109	251,055.00	176,546.24	1	74,508.76	70%
Miscellaneous	03-005-342060-0000-31105	5,000.00	2,604.78	2	2,395.22	52%
Connection fees	03-005-342060-0000-31104	29,700.00	17,040.00	3	12,660.00	57%
Application Fees	03-005-342060-0000-31106	9,720.00	7,286.50		2,433.50	75%
Pro-Rata Share Fees	03-005-342060-0000-31103	-	2,400.00	4	(2,400.00)	
Availability Fees	03-005-342060-0000-31102	122,400.00	72,940.00	5	49,460.00	60%
Interest Revenue	03-005-342060-0000-31501	20,000.00	29,241.87		(9,241.87)	146%
Contributions from IOW	03-005-342060-0000-31628	87,500.00	-		87,500.00	0%
Appropriated fund balance for budget		487,499.00	383,393.19	6	104,105.81	79%
<b>Total Water Revenues</b>		<b>2,423,911.00</b>	<b>1,707,814.60</b>		<b>716,096.40</b>	<b>70%</b>

Description		2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
<b>WATER EXPENSES</b>						
Salaries	04-005-442060-0000-41100	422,828.00	316,619.74	7	106,208.26	75%
Salaries-OT	04-005-442060-0000-41120	65,622.00	-		65,622.00	0%
FICA	04-005-442060-0000-42100	39,080.00	22,860.36		16,219.64	58%
VSRS	04-005-442060-0000-42200	26,470.00	18,442.80		8,027.20	70%
Health	04-005-442060-0000-42300	79,525.00	49,209.78		30,315.22	62%
Uniforms	04-005-442060-0000-46011	2,500.00	2,776.96		(276.96)	111%
Contractual	04-005-442060-0000-43320	13,500.00	8,316.38	8	5,183.62	62%
Audit	04-005-442060-0000-43120	6,625.00	6,625.00		-	100%
Legal	04-005-442060-0000-43150	6,400.00	6,806.14		(406.14)	106%
Accreditation	04-005-442060-0000-45521	100.00	-		100.00	0%
Maintenance & Repairs	04-005-442060-0000-46007	20,000.00	4,688.84		15,311.16	23%
Water Tank Maintenance	04-005-442060-0000-43006	10,000.00	-		10,000.00	0%
Professional Services	04-005-442060-0000-43152	25,000.00	4,732.11	9	20,267.89	19%
Regional Water Supply Study	04-005-442060-0000-43998	4,000.00	3,926.00	10	74.00	98%
Data Processing	04-005-442060-0000-44100	15,000.00	11,147.98		3,852.02	74%
Utilities	04-005-442060-0000-45100	2,500.00	1,624.27		875.73	65%
Communications	04-005-442060-0000-45200	11,500.00	8,424.64		3,075.36	73%
Insurance	04-005-442060-0000-45300	31,130.00	31,132.00	11	(2.00)	100%
Materials & Supplies	04-005-442060-0000-45400	80,000.00	52,249.83		27,750.17	65%
Truck Operations	04-005-442060-0000-46008	16,000.00	8,674.08		7,325.92	54%
Vehicle Maintenance	04-005-442060-0000-46009	3,000.00	2,850.31		149.69	95%
Contribution-Well Nests	04-005-442060-0000-45656	-	143,478.57	12	(143,478.57)	100%
Dues & Subscriptions	04-005-442060-0000-45810	1,200.00	1,081.95	13	118.05	90%

**Town of Smithfield  
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
Bank service charges-credit card fees	04-005-442060-0000-45813	1,200.00	1,195.54		4.46	100%
Travel and Training	04-005-442060-0000-45500	5,000.00	2,267.84		2,732.16	45%
Miscellaneous	04-005-442060-0000-45804	15,000.00	9,309.39	14	5,690.61	62%
<b><u>RO Annual costs</u></b>						
Power	04-005-442061-0000-45100	104,000.00	81,741.30		22,258.70	79%
Contract Services	04-005-442061-0000-43300	-	2,822.00		(2,822.00)	100%
Chemicals	04-005-442061-0000-45413	65,000.00	54,036.42		10,963.58	83%
HRSD	04-005-442061-0000-45102	280,300.00	232,274.27		48,025.73	83%
Supplies	04-005-442061-0000-45400	25,000.00	23,518.47		1,481.53	94%
Communication	04-005-442061-0000-45200	9,200.00	7,258.13		1,941.87	79%
Travel and training	04-005-442061-0000-45500	4,000.00	679.20		3,320.80	17%
Dues & Subscriptions	04-005-442061-0000-45810	500.00	1,297.00		(797.00)	259%
RO Server	04-005-442061-0000-46005	10,000.00	-		10,000.00	0%
Maintenance and Repairs	04-005-442061-0000-46007	66,500.00	23,767.28		42,732.72	36%
Vehicle Maintenance	04-005-442061-0000-46009	-	2,418.88		(2,418.88)	100%
Depreciation Expense	04-005-442061-0000-49102	380,000.00	289,062.85		90,937.15	76%
Transfers to Operating Reserves		-	-		-	
Debt Service	04-005-442060-0000-49000	288,731.00	269,228.74	15	19,502.26	93%
Capital Expenditures		287,500.00	70,350.00		217,150.00	24%
<b>Total Water Expenditures</b>		<b>2,423,911.00</b>	<b>1,776,895.05</b>		<b>647,015.95</b>	<b>73%</b>

## Notes: April 2020

### WATER

#### Revenues

1	<u>Water Charges/Debt Service Revenue</u>	Water revenues including the water debt service fee billed for July and 1/2 of August were accrued on the June 2019 financial statements. The current revenue includes 1/2 of the August billing through the April billing. Water charges through April are \$67,706 higher than prior year and debt service is \$2,534 higher.
2	<u>Miscellaneous</u>	Through April we sold 6 water meters (\$325 each=\$1950), meter parts (\$58.09), received one payment for contractor damage on a residential work site (\$593.69) and one overpayment of \$3.00.
3	<u>Connection Fees</u>	The town posted \$17,040 in connection fees through April 2020. This represents 24 connections at \$660 each (5/8" meters) and 1 connection at \$1200 (1" meter).
4	<u>Pro-rata Share Fees</u>	The Town received pro-rata share fees of \$1200 each for 2 lots: 204 and 206 Durham Street
5	<u>Availability Fees</u>	We received 24 at \$2720 each and 1 at \$7,660 for a total of \$72,940.
6	<u>Appropriated Fund Balance</u>	Fund balance applied to cover expenditures through March 2020 equaled \$383,393.19.

#### Expenses

7	<u>Salaries and payroll taxes</u>	Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet been configured on the internal payroll reports.
8	<u>Contractual</u>	Core & Main-\$5320-annual Neptune hardware support contract-meter readers Core & Main-\$1290-annual Neptune software support contract-meter readers Tracker Software-\$613.25-Pubworks Annual Support and Maintenance-2020 Electrical Equipment Co-\$1093.13-Allen Bradley Tech Connect-Self-Assist Support 1/25/20-1/24/21
9	<u>Professional Services</u>	Draper Aden Associates-\$2995.86-professional services through 8/31/19-water model analysis of the proposed Mallory Scott Farm Development Draper Aden-\$647.50-professional services through 7/31/19-review water model and prepare memo for impacts of the Route 258 bridge repair project on the water system Canada Land Surveying-\$450-waterline easement plat for Edgewood Drive parcel 1-A Draper Aden-\$638.75-professional services through 2/29/20-water/sewer design standards; reviewed proposed Church St plan of development and provided feedback on water/sewer impacts.
10	<u>HRPDC Regional Water Supply</u>	Represents 4 quarterly payments to HRPDC-98%.
11	<u>Insurance</u>	Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance-100%.
12	<u>Contribution-Well Nests</u>	Smithfield Foods-\$143,478.57 for the Town's allocated portion of the well nests located by the TM office. This was not a budgeted item.
13	<u>Dues &amp; Subscriptions</u>	The majority of dues are paid at the beginning of the fiscal year, so percentages will run high for the majority of the year.
14	<u>Miscellaneous</u>	Includes VDH-Waterworks- \$9,159.75 for 4 quarters-This is billed annually and is based on the number of water customers in the town's system. The rate for this billing is \$2.95 per connection. We have paid all 4 quarterly payments=\$9,159.75.
15	<u>Debt Service</u>	Paid interest of \$13,782.05 in July 2019 for the two PNC loans (old treatment plant and RO plant) and the water portion of the \$5M note

with Farmers Bank. Of that amount, \$11,622.06 was accrued in FY2019 and reversed accordingly. Also paid principal of \$1816.08 in July for the Farmers Bank Loan (waterline replacement) and \$232,910 for the 2 PNC loans (principal paid in full for the year).. For August through April, we have paid an additional \$4,645.74 in interest and \$16,383.62 in principal on the Farmers Bank note as well as \$11,313.31 in interest on the 2 PNC notes.

**Town of Smithfield  
Highway Fund**

Description		2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
<b>HIGHWAY REVENUES</b>						
Interest Income	<b>03-204-341200-0000-31501</b>	250.00	120.37		129.63	48%
Revenue - Commwlth of VA	<b>03-204-341200-0000-34060</b>	1,243,925.00	935,434.11	1	308,490.89	75%
<b>Total Highway Fund Revenue</b>		1,244,175.00	935,554.48		308,620.52	75%

**Town of Smithfield  
Highway Fund**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 4/30/2020	Notes	Variance	Variance %
<b>HIGHWAY EXPENSES</b>						
Salaries	04-204-441200-0000-41100	263,294.00	203,004.05	2	60,289.95	77%
Salaries-OT	04-204-441200-0000-41120	17,595.00	-		17,595.00	0%
FICA	04-204-441200-0000-42100	22,472.00	14,947.54		7,524.46	67%
VSRS	04-204-441200-0000-42200	17,830.00	13,113.66		4,716.34	74%
Health	04-204-441200-0000-42300	44,318.00	36,782.65		7,535.35	83%
Uniforms	04-204-441200-0000-46011	3,500.00	2,324.64		1,175.36	66%
Professional services	04-204-441200-0000-43152	-	2,696.25	3	(2,696.25)	100%
Grass	04-204-441200-0000-43105	20,000.00	9,061.55	4	10,938.45	45%
Maintenance	04-204-441200-0000-43104	697,252.00	176,124.22		521,127.78	25%
Street Lights	04-204-441200-0000-45101	117,000.00	87,986.49		29,013.51	75%
Insurance	04-204-441200-0000-45300	10,572.00	10,572.00	5	-	100%
Storm Maintenance	04-204-441200-0000-43106	-	216.25		(216.25)	100%
VAC Truck Repairs	04-204-441200-0000-43107	2,500.00	1,899.77	6	600.23	76%
Truck Operations	04-204-441200-0000-46008	12,000.00	5,561.48		6,438.52	46%
Vehicle Maintenance	04-204-441200-0000-46009	-	5,749.55	7	(5,749.55)	100%
Stormwater Management Program (regional)	04-204-441200-0000-43999	3,342.00	3,158.00	8	184.00	94%
Capital Expenditures	04-204-441200-0000-48100	12,500.00	-		12,500.00	0%
<b>Total Highway Fund Expense</b>		1,244,175.00	573,198.10		670,976.90	46%

## Notes: April 2020

### HIGHWAY

### Revenues

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

### Expenses

- 2      Salaries      Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet been configured on the internal payroll reports.
- 3      Professional Services      Canada Land Surveying-\$100.00-copies  
Canada Land Surveying-\$500.00-207 Winchester Place-research and locate rear iron pins to verify location of a leaning tree  
Kimley-Horn-\$517.88-Professional services through 8/31/19-East Street Ditch Project  
Kimley-Horn-\$916.87-Professional services through 7/31/19-East Street Ditch Project  
Draper Aden-\$661.50-not in file-Fran is checking
- 4      Grass Cutting      Southern Shores-\$300-contract mowing Battery Park Rd-7/1/19  
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 7/09/19  
Southern Shores-\$441.78-contract mowing Route 258 7/15/19  
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 7/22/19  
Southern Shores-\$300-contract mowing Battery Park Rd-7/29/19  
Southern Shores-\$441.78-contract mowing Route 258 8/12/19  
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 8/13/19  
Southern Shores-\$300-contract mowing Battery Park Rd-9/4/19  
Southern Shores-\$441.78-contract mowing Route 258 9/4/19  
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 9/5/19  
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 9/18/19  
Southern Shores-\$300-contract mowing Battery Park Rd-10/2/19  
Southern Shores-\$441.78-contract mowing Route 258 10/2/19  
Southern Shores-\$441.78-contract mowing Route 258 10/15/19  
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 10/15/19  
Southern Shores-\$441.78-contract mowing Route 258 4/6/20  
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 4/2/20
- 5      Insurance      Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance-100%.
- 6      VAC Truck Repairs      Includes: (25% highway expenses reflected, additional 75% in sewer)  
Tracy Barrett-\$104.99-remove/replace exhaust manifold and replace gasket and bolts  
Preachers Tire-\$251.75-mount 4 power king tires  
Atlantic Machinery-\$309.44-Driveline SLP, power band, new gauge press, bolts, freight  
Tracy Barrett-\$170-removed broken bolt from engine hub, replaced drive belt on hydraulic pump, installed new hub and pto shaft  
Atlantic Machinery-\$98.15-filter cartridge, filter element, hyd. Pump cartridge  
Beamon & Johnson-\$104.80-hydraulic oil, blower motor, cabin air filter, tire gauge  
Tracy Barrett-\$428.57-serviced engine, changed oil and filters on truck engine and pony motor, replaced air filter, hydraulic filters  
Dash Medical-\$257.22-black nitrile exam gloves  
Atlantic Machinery-\$18.39-gauge O-3000 with O-ring

Hampton Rubber-\$0.75 Buna-N O-ring

- 7      Vehicle Maintenance      This expense has always been lumped with fuel in the highway fund as part of truck operations. It will now be shown separately to accurately reflect fuel and maintenance expenses.
  
- 8      Stormwater Management Program      Represents 4 quarterly payments to HRPDC-under budget at 94%.

**CAPITAL PROJECTS ALL FUNDS FY 2020**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 4/30/2020	Variance	Variance %
<b>GENERAL FUND</b>					
<b>TREASURER</b>					
MUNIS Conversion including Content Manager	04-100-412410-0000-48100	66,850.00	29,009.25	37,840.75	43.39% Tyler Technologies
<b>POLICE DEPARTMENT</b>					
Police Vehicles	04-100-431100-0000-48100	66,000.00	71,090.70	(5,090.70)	107.71% Haley Ford South-2 Ford Explorers at \$35,545.35 each
<b>PARKS, RECREATION &amp; CULTURAL</b>					
<b>Parks &amp; Rec</b>					
Vehicle-F150	04-100-471100-0000-48100	26,000.00	28,571.95	(2,571.95)	109.89% Colonial Ford-Ford F250
<b>Smithfield Center</b>					
LVT Flooring in Suites	04-100-412100-0000-48100	26,000.00	17,883.79	8,116.21	68.78% Mannington Commercial (\$10,998.79), York River Flooring (\$6885)
<b>Windsor Castle</b>					
	04-100-471210-0000-48100	-	25,653.83	(25,653.83)	100% John Deere-tractor with front end loader and fork lift
<b>Windsor Castle Manor House Phase II</b>					
	04-100-471220-0000-48100	-	-	-	100% contributed by Historic Windsor Castle Restoration
<b>Luter Sports Complex</b>					
Maintenance building	04-100-471300-0000-48100	25,000.00	-	25,000.00	0.00%
<b>Luter Sports Complex</b>					
	04-100-471300-0000-48100	-	19,261.76	(19,261.76)	100.00% Kimley-Horn-services rendered through August 2019
<b>Clontz Park Boat Ramp</b>					
	04-00-471311-0000-48100	-	68,760.29	(68,760.29)	100.00% Docks of the Bay-\$52404 and Kimley Horn-\$16,356
<b>COMMUNITY DEVELOPMENT</b>					
<b>Pinewood Heights Phase IV</b>					
Land purchases-Phase IV	04-100-432315-0000-48100	204,000.00	96,000.00	108,000.00	47.06% 2, 5, 9, 11, 13, 15 & 16 Pinewood, 44 Carver
<b>PUBLIC WORKS</b>					
<b>Waterworks Dam</b>					
	04-100-471350-0000-48100	315,000.00	-	315,000.00	0.00%
<b>Urban Fund Projects</b>					
Right Turn lane-Joseph W Luter Sports Complex	04-100-441300-0000-48100	1,055,120.00	828,735.89		Blair Brothers-\$742,434.59; Kimley Horn-\$78,814.91 for professional services through 12/31/19
Benns Church/Route 258/Route 10 Bypass Intersection	04-100-441300-0000-48100	884,800.00	16,799.91	868,000.09	1.90% Kimley-Horn services through 1/31/20, VDOT oversight
Smithfield to Nike Park Trail Segment 3 Alt Analysis	04-100-441300-0000-48100	226,000.00	599.50	225,400.50	0.27% VDOT oversight
<b>Vehicle -spread with WTR,SWR, HWY</b>					
	04-100-441300-0000-48100	12,500.00	-	12,500.00	0.00%
<b>PUBLIC BUILDINGS</b>					
<b>Parking Lot Capital Repairs</b>					
	04-100-443200-0000-48100	60,000.00	-	60,000.00	0.00%
<b>Building Purchased</b>					
	04-100-443200-0000-48100		427,511.78		Purchase of Smithfield Times Building
<b>Town Hall Building Alterations</b>					
	04-100-443200-0000-48100	-	17,625.00	(17,625.00)	100.00% Kimley-Horn -\$17625 for services through 10/31/19
<b>TOTAL GENERAL FUND</b>		<b>2,967,270.00</b>	<b>1,647,503.65</b>	<b>1,520,894.02</b>	<b>55.52%</b>
<b>SEWER FUND</b>					
MOM Flow Plan Review	04-004-442070-0000-47000	50,000.00	-	50,000.00	0.00%
MOA Flow Monitoring	04-004-442070-0000-47000	75,000.00	-	75,000.00	0.00%
ARC Flash Analysis (16 Pump Stations)	04-004-442070-0000-47000	35,000.00	-	35,000.00	0.00%
Sanitary Sewer Inspections (TV the lines)	04-004-442070-0000-47000	75,000.00	30 33,292.25	41,707.75	44.39% Prism Cont.-Sanitary Swr/Storm drain Rehab 1/10/2020

Manhole inspections & rehab	04-004-442070-0000-47000	75,000.00	15,496.75	59,503.25	20.66%	Draper Aden-services through 8/31/19
Sewer Capital Repairs (find & fix)	04-004-442070-0000-47012	100,000.00	34,382.00	65,618.00	34.38%	REW-\$9825-program logic controllers at Golf Course PS Lewis Construction-\$24,557-16" gate valve installed-Wellington
Terminal Bypass Pump Installation	04-004-442070-0000-47012	150,000.00	152,312.97	(2,312.97)	101.54%	Xylem-\$4674.80-trailer for by-pass pump REW-\$26,820-Lakeside Pump Station Bypass Pump install REW-\$2238.75-flanged expansion joints for pump install Xylem-\$68570.80-Dri-Prime HL80M Critically Silenced Pump Xylem-\$50008.62 Pump/float set s/n 19088472-5
PW Vehicle	04-004-442070-0000-47005	12,500.00	-	12,500.00	0.00%	
<b>TOTAL SEWER FUND</b>		<b>572,500.00</b>	<b>235,483.97</b>	<b>337,016.03</b>	<b>41.13%</b>	
<b><u>WATER FUND</u></b>						
PW Vehicle	04-005-442060-0000-47005	12,500.00	-	12,500.00	0.00%	
Hydrants and Tie-Ins	04-005-442060-0000-47012	30,000.00	-	30,000.00	0.00%	
RO-Concentrate and Blend Control Valves	04-005-442061-0000-47012	40,000.00	-	40,000.00	0.00%	
RO-Automatic Flush Valves-Wells 10 & 8A	04-005-442061-0000-47012	30,000.00	18,160.00	11,840.00	60.53%	Lewis Construction-Flushing Valves
RO BMP Project	04-005-442061-0000-47012	175,000.00	52,190.00	122,810.00	29.82%	REW Corp-\$48,500-RO Bypass Pump Cranston Mill Pond-\$2990 nutrient credits
<b>TOTAL WATER FUND</b>		<b>287,500.00</b>	<b>70,350.00</b>	<b>217,150.00</b>	<b>24.47%</b>	
<b><u>HIGHWAY FUND</u></b>						
PW Vehicle	04-204-441200-0000-48100	12,500.00	-	12,500.00	0.00%	
<b>TOTAL HIGHWAY FUND</b>		<b>12,500.00</b>	<b>-</b>	<b>12,500.00</b>	<b>0.00%</b>	

<b>CASH BALANCES AS OF MAY 31, 2020</b>					
			CURRENT YR	PRIOR YR	
ACCOUNT NAME	BANK NAME	ACCOUNT	INTERCO	INTERCO	ADJUSTED
		BALANCE	BALANCES	BALANCES	BALANCES
<b>Water</b>	Farmers Bank	1,454,398.20	(612,537.82)	-	841,860.38
<b>Water-Debt Service</b>	Farmers Bank	859,703.48	5,022.21	-	864,725.69
<b>Water Capital Escrow (availability fees)</b>	TowneBank	650,690.21	2,720.00	-	653,410.21
<b>Water Treatment Plant Escrow</b>	TowneBank	11,648.88			11,648.88
<b>Water Deposit Account</b>	TowneBank	101,511.25		-	101,511.25
<b>Water Development Escrow</b>	TowneBank	164,487.03	2,400.00	-	166,887.03
<b>Subtotal Water</b>		<b>3,242,439.05</b>	<b>(602,395.61)</b>	<b>-</b>	<b>2,640,043.44</b>
<b>Sewer</b>	Farmers Bank	464,084.66	(194,897.62)	-	269,187.04
<b>Sewer Development Escrow</b>	TowneBank	429,768.20	2,400.00	-	432,168.20
<b>Sewer Capital Escrow (availability fees)</b>	TowneBank	1,164,701.92	4,120.00	-	1,168,821.92
<b>Sewer Compliance</b>	Farmers Bank	2,340,501.04	7,913.78		2,348,414.82
<b>Subtotal Sewer</b>		<b>4,399,055.82</b>	<b>(180,463.84)</b>	<b>-</b>	<b>4,218,591.98</b>
<b>Highway</b>	Farmers Bank	236,430.37	254,631.62	-	491,061.99
<b>General Fund</b>	Farmers Bank	4,712,124.51	528,227.83		5,240,352.34
<b>Payroll</b>	Farmers Bank	149,686.50			149,686.50
<b>Money Market-General Fund</b>	TowneBank	38,820.36			38,820.36
<b>Business Super Now-General Fund</b>	Farmers Bank	35,122.65			35,122.65
<b>General Fund Capital Escrow Account</b>	TowneBank	217,842.00			217,842.00
<b>Certificate of Deposit-Police Dept-24 month</b>	Farmers Bank	37,187.97			37,187.97
<b>Special Project Account</b>	Farmers Bank	958,244.43	-		958,244.43
<b>Pinewood Heights Escrow</b>	Farmers Bank	58,998.73			58,998.73
<b>SNAP Account</b>	Farmers Bank	2,218.75			2,218.75
<b>Museum Account</b>	Farmers Bank	216,775.52			216,775.52
<b>Windsor Castle Acct</b>	TowneBank	40,412.17			40,412.17
<b>Subtotal General Fund</b>		<b>6,467,433.59</b>	<b>528,227.83</b>	<b>-</b>	<b>6,995,661.42</b>
<b>TOTAL ALL FUNDS</b>		<b>14,345,358.83</b>	<b>-</b>	<b>-</b>	<b>14,345,358.83</b>

<b>VIP Investment Pool</b>	<b>VML VACO Finance</b>	<b>Ending Market Value</b>	<b>\$ 552,315.38</b>
----------------------------	-------------------------	----------------------------	----------------------



# Account Statement

May 2020

## Town of Smithfield

P.O. Box 246  
Smithfield, VA 23431

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

### Summary

VA-01-0009-0001	GENERAL				
Beginning Market Value	Contributions	Withdrawals	Income Earned	Current Month Unrealized G/L	Ending Market Value
551,273.71	0.00	49.60	842.33	248.94	552,315.38

### Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
05/15/2020	Withdrawal		49.60		10.276058	4.827	0.00
05/15/2020	Income Earned	470.23			10.276058	45.760	
05/29/2020	Income Earned	372.10			10.274055	36.217	
05/31/2020	Ending Balance			552,315.38	10.274055	53,758.266	



# Account Statement

May 2020

## Town of Smithfield

P.O. Box 246  
 Smithfield, VA 23431

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

### Summary

Average Monthly Yield: 0.70%

	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
05/31/2020	Ending Balance			0.000	



## Daily Rates

May 2020

### VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-May-20	0.000024730	0.91%
02-May-20	0.000024730	0.91%
03-May-20	0.000024730	0.91%
04-May-20	0.000023910	0.88%
05-May-20	0.000022544	0.83%
06-May-20	0.000022544	0.83%
07-May-20	0.000022270	0.82%
08-May-20	0.000021724	0.80%
09-May-20	0.000021724	0.80%
10-May-20	0.000021724	0.80%
11-May-20	0.000021178	0.78%
12-May-20	0.000020631	0.76%
13-May-20	0.000020085	0.74%
14-May-20	0.000020085	0.74%
15-May-20	0.000019265	0.71%
16-May-20	0.000019265	0.71%
17-May-20	0.000019265	0.71%
18-May-20	0.000018172	0.67%
19-May-20	0.000017626	0.65%
20-May-20	0.000017352	0.64%
21-May-20	0.000016533	0.61%
22-May-20	0.000016260	0.60%
23-May-20	0.000016260	0.60%
24-May-20	0.000016260	0.60%
25-May-20	0.000016260	0.60%
26-May-20	0.000015713	0.58%
27-May-20	0.000014347	0.53%
28-May-20	0.000014620	0.54%
29-May-20	0.000014074	0.52%
30-May-20	0.000014074	0.52%
31-May-20	0.000014074	0.52%

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



**INVOICE**

1326 CAVALIER BLVD.  
CHESAPEAKE, VA 23323  
(757) 558-3100 PHONE  
(757) 558-3106 FAX

INVOICE NUMBER: D2474  
INVOICE DATE: 02/28/20  
WACO JOB NUMBER: D1625-8  
CUSTOMER ACCT. NUMBER: SMI012  
P.O. NUMBER:  
TERMS: Net 30 Days

**Sold To:**

Town of Smithfield  
P. O. Box 246  
Smithfield, VA 23431

**Services Provided:**

Demolition of 27 A & B Jamestown Ave.		
Contract Amount		\$5,700.00
Amount Complete	100%	\$5,700.00

**Please remit payment to:**

Waco Inc.  
P. O. Box 829  
Sandston, VA 23150

<b>Amount Due:</b>	<b>\$5,700.00</b>
--------------------	-------------------

***WE APPRECIATE YOUR BUSINESS***



**INVOICE**

1326 CAVALIER BLVD.  
CHESAPEAKE, VA 23323  
(757) 558-3100 PHONE  
(757) 558-3106 FAX

INVOICE NUMBER: D2475  
INVOICE DATE: 02/28/20  
WACO JOB NUMBER: D1625-9  
CUSTOMER ACCT. NUMBER: SMI012  
P.O. NUMBER:  
TERMS: Net 30 Days

**Sold To:**

Town of Smithfield  
P. O. Box 246  
Smithfield, VA 23431

**Services Provided:**

Demolition of 15-16 Pinewood Dr.		
Contract Amount		\$5,700.00
Amount Complete	100%	\$5,700.00

**Please remit payment to:**

Waco Inc.  
P. O. Box 829  
Sandston, VA 23150

<b>Amount Due:</b>	<b>\$5,700.00</b>
--------------------	-------------------

***WE APPRECIATE YOUR BUSINESS***



**INVOICE**

1326 CAVALIER BLVD.  
CHESAPEAKE, VA 23323  
(757) 558-3100 PHONE  
(757) 558-3106 FAX

INVOICE NUMBER: D2477  
INVOICE DATE: 03/31/20  
WACO JOB NUMBER: D1625-6  
CUSTOMER ACCT. NUMBER: SMI012  
P.O. NUMBER:  
TERMS: Net 30 Days

**Sold To:**

Town of Smithfield  
P. O. Box 246  
Smithfield, VA 23431

**Services Provided:**

Abatement and Demolition of 3636 Jamestown Ave.		
Contract Amount		\$7,700.00
Amount Complete	100%	\$7,700.00
Previously Paid		\$2,000.00

**Please remit payment to:**

Waco Inc.  
P. O. Box 829  
Sandston, VA 23150

<b>Amount Due:</b>	<b>\$5,700.00</b>
--------------------	-------------------

***WE APPRECIATE YOUR BUSINESS***



**INVOICE**

1326 CAVALIER BLVD.  
CHESAPEAKE, VA 23323  
(757) 558-3100 PHONE  
(757) 558-3106 FAX

INVOICE NUMBER: D2478  
INVOICE DATE: 03/31/20  
WACO JOB NUMBER: D1625-7  
CUSTOMER ACCT. NUMBER: SMI012  
P.O. NUMBER:  
TERMS: Net 30 Days

**Sold To:**

Town of Smithfield  
P. O. Box 246  
Smithfield, VA 23431

**Services Provided:**

Abatement and demolition of 23-24 Jamestown Ave.		
Contract Amount		\$15,177.00
Amount Complete	100%	\$15,177.00
Previously Paid		\$9,477.00

**Please remit payment to:**

Waco Inc.  
P. O. Box 829  
Sandston, VA 23150

<b>Amount Due:</b>	<b>\$5,700.00</b>
--------------------	-------------------

***WE APPRECIATE YOUR BUSINESS***



**INVOICE**

1326 CAVALIER BLVD.  
CHESAPEAKE, VA 23323  
(757) 558-3100 PHONE  
(757) 558-3106 FAX

INVOICE NUMBER: D2479  
INVOICE DATE: 03/31/20  
WACO JOB NUMBER: D1625-10  
CUSTOMER ACCT. NUMBER: SMI012  
P.O. NUMBER:  
TERMS: Net 30 Days

**Sold To:**

Town of Smithfield  
P. O. Box 246  
Smithfield, VA 23431

**Services Provided:**

Abatement and demolition of 37-38 Jamestown Ave.		
Contract Amount		\$24,980.00
Amount Complete	100%	\$24,980.00

**Please remit payment to:**

Waco Inc.  
P. O. Box 829  
Sandston, VA 23150

<b>Amount Due:</b>	<b>\$24,980.00</b>
--------------------	--------------------

***WE APPRECIATE YOUR BUSINESS***



DELL MARKETING L.P.  
One Dell Way  
Round Rock, TX 78682

FID Number: 74-2616805  
For Sales: (800)274-3355  
Customer Service: (877)671-3355  
Technical Support: (877)671-3355  
Dell Online: <http://www.dell.com>

**Invoice**

**BILL TO:**

TOWN OF SMITHFIELD  
ACCOUNTS PAYABLE  
310 INSTITUTE ST  
SMITHFIELD, VA 23430-1114

**SHIP TO:**

TOWN OF SMITHFIELD  
IT DEPT  
310 INSTITUTE ST  
SMITHFIELD, VA 23431

[PLEASE REVIEW DELL'S TERMS & CONDITIONS OF SALE AND POLICIES, WHICH GOVERN THIS TRANSACTION](#)  
[VIEW YOUR ORDER DETAILS ONLINE](#)

<b>Invoice No:</b> 10399447465	<b>Customer No:</b> 530017583395	<b>Order No:</b> SEE BELOW	<b>Page 1 of 2</b>
--------------------------------	----------------------------------	----------------------------	--------------------

Purchase Order: IT-20-01	Sales Rep: MALLORY_BARBOSA
Payment Terms: Due 30 days from the invoice date	Shipped Via: SEE BELOW
Due Date: 07/12/2020	Customer Agreement No:
Invoice Date: 06/12/2020	Contract Number:
Waybill Number: 1Z7R88580317371163	Customer Agreement No:
Order Date: 06/03/2020	Contract Number:

Item Number	Description	Qty	Unit	Unit Price	Amount
-------------	-------------	-----	------	------------	--------

IF BALANCE DUE IS NOT PAID WITHIN TIME PERIOD NOTED ON INVOICE YOU MAY BE SUBJECT TO A LATE PENALTY CHARGE AS ALLOWED UNDER THE TERMS OF SALE. CALIFORNIA SHIPMENTS: STATE ENVIRONMENTAL FEE UP TO \$6 PER ITEM WILL BE ADDED TO INVOICES FOR ALL ORDERS CONTAINING DISPLAYS GREATER THAN 4 INCHES. RECEIVABLE HAS BEEN SOLD TO DELL MARKETING L.P. AND TRANSFERRED TO THE DELL MARKETING MASTER TRUST.

<i>USD</i>	
<b>Sub-Total:</b>	\$ 13,876.78
<b>Ship. &amp;/or Handling:</b>	\$ 0.00
<b>ENVIRO FEE:</b>	\$ 0.00
<b>Taxable:</b>	
\$ 0.00	<b>Tax:</b>
<b>Non-Taxable:</b>	\$ 0.00
\$ 13,876.78	
<b>Invoice Total:</b>	\$ 13,876.78



DETACH AT LINE AND RETURN WITH PAYMENT  
Invoice Number: 10399447465  
Customer Name: TOWN OF SMITHFIELD  
Customer Number: 530017583395  
Purchase Order: IT-20-01

**Make check payable / remit to :**  
Dell Marketing L.P.  
C/O Dell USA L.P.  
PO Box 643561  
Pittsburgh, PA 15264-3561

**Electronics Payments**  
Dell Marketing L.P.  
PNC Bank  
ABA#: 043-000-096  
Acct#: 1017304611  
Swift code : PNCCUS33

<i>USD</i>	
<b>Sub-Total:</b>	\$ 13,876.78
<b>Ship. &amp;/or Handling:</b>	\$ 0.00
<b>ENVIRO FEE:</b>	\$ 0.00
<b>Taxable:</b>	
\$ 0.00	<b>Tax:</b>
<b>Non-Taxable:</b>	\$ 0.00
\$ 13,876.78	
<b>Invoice Total:</b>	\$ 13,876.78
<b>Balance Due:</b>	\$ 13,876.78
<b>Amount Enclosed:</b>	

0103994474650000001387678005300175833959



DELL MARKETING L.P.  
One Dell Way  
Round Rock, TX 78682

FID Number: 74-2616805  
For Sales: (800)274-3355  
Customer Service: (877)671-3355  
Technical Support: (877)671-3355  
Dell Online: <http://www.dell.com>

<b>Invoice</b>
----------------

**BILL TO:**

TOWN OF SMITHFIELD  
ACCOUNTS PAYABLE  
310 INSTITUTE ST  
SMITHFIELD, VA 23430-1114

**SHIP TO:**

TOWN OF SMITHFIELD  
IT DEPT  
310 INSTITUTE ST  
SMITHFIELD, VA 23431

[PLEASE REVIEW DELL'S TERMS & CONDITIONS OF SALE AND POLICIES, WHICH GOVERN THIS TRANSACTION](#)  
[VIEW YOUR ORDER DETAILS ONLINE](#)

<b>Invoice No:</b> 10399447465	<b>Customer No:</b> 530017583395	<b>Order No:</b> SEE BELOW	<b>Page 2 of 2</b>
--------------------------------	----------------------------------	----------------------------	--------------------

Purchase Order: IT-20-01	Sales Rep: MALLORY_BARBOSA
Payment Terms: Due 30 days from the invoice date	Shipped Via: SEE BELOW
Due Date: 07/12/2020	Customer Agreement No:
Invoice Date: 06/12/2020	Contract Number:
Waybill Number: 1Z7R88580317371163	Customer Agreement No:
Order Date: 06/03/2020	Contract Number:

Item Number	Description	Qty	Unit	Unit Price	Amount																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>SHIP TO:</b></td> <td style="width: 40%;"><b>TAX AMT</b></td> </tr> <tr> <td style="text-align: center;">TOWN OF SMITHFIELD IT DEPT 310 INSTITUTE ST SMITHFIELD, VA 23431</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>ENVIRO FEE</b></td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 0.00</td> </tr> </table>		<b>SHIP TO:</b>	<b>TAX AMT</b>	TOWN OF SMITHFIELD IT DEPT 310 INSTITUTE ST SMITHFIELD, VA 23431	\$ 0.00		<b>ENVIRO FEE</b>		\$ 0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>METHOD:</b> FEDERAL EXPRESS</td> <td style="width: 40%;"><b>CHARGES:</b> \$ 0.00</td> </tr> <tr> <td colspan="2"><b>WAYBILLS:</b> 188489573543, 188489573565, 188489573587, 188489573602, 188489573624, 188489573646, 188489573668, 188489573679, 188489573680, 188489573690, 188489573705, 188489573716, 188489573727, 188489573738, 188489573749, 188489573750, 188489573793, 188489573830, 188489573863, 188489573896, 188489573933, 188489573966, 461347742950307, 461347742950314, 461347742950369, 461347742950376, 461347742950390, 461347742950406, 461347742950475</td> </tr> <tr> <td><b>METHOD:</b> UPS</td> <td><b>CHARGES:</b> \$ 0.00</td> </tr> <tr> <td colspan="2"><b>WAYBILLS:</b> 1Z6619070347831000, 1Z7R88580317371154, 1Z7R88580317371163</td> </tr> </table>				<b>METHOD:</b> FEDERAL EXPRESS	<b>CHARGES:</b> \$ 0.00	<b>WAYBILLS:</b> 188489573543, 188489573565, 188489573587, 188489573602, 188489573624, 188489573646, 188489573668, 188489573679, 188489573680, 188489573690, 188489573705, 188489573716, 188489573727, 188489573738, 188489573749, 188489573750, 188489573793, 188489573830, 188489573863, 188489573896, 188489573933, 188489573966, 461347742950307, 461347742950314, 461347742950369, 461347742950376, 461347742950390, 461347742950406, 461347742950475		<b>METHOD:</b> UPS	<b>CHARGES:</b> \$ 0.00	<b>WAYBILLS:</b> 1Z6619070347831000, 1Z7R88580317371154, 1Z7R88580317371163	
<b>SHIP TO:</b>	<b>TAX AMT</b>																				
TOWN OF SMITHFIELD IT DEPT 310 INSTITUTE ST SMITHFIELD, VA 23431	\$ 0.00																				
	<b>ENVIRO FEE</b>																				
	\$ 0.00																				
<b>METHOD:</b> FEDERAL EXPRESS	<b>CHARGES:</b> \$ 0.00																				
<b>WAYBILLS:</b> 188489573543, 188489573565, 188489573587, 188489573602, 188489573624, 188489573646, 188489573668, 188489573679, 188489573680, 188489573690, 188489573705, 188489573716, 188489573727, 188489573738, 188489573749, 188489573750, 188489573793, 188489573830, 188489573863, 188489573896, 188489573933, 188489573966, 461347742950307, 461347742950314, 461347742950369, 461347742950376, 461347742950390, 461347742950406, 461347742950475																					
<b>METHOD:</b> UPS	<b>CHARGES:</b> \$ 0.00																				
<b>WAYBILLS:</b> 1Z6619070347831000, 1Z7R88580317371154, 1Z7R88580317371163																					
210-AQDX	<b>Dell 24 Monitor - P2419H</b> System Service Tags:18V7P33, 25W7P33, 5HT7P33, 6BT7P33, 6RV7P33, 6YV7P33, 79W7P33, 7GV7P33, 9CV7P33, 9DW7P33, 9ST7P33, BCT7P33, BYT7P33, C6T7P33, CBT7P33, CRV7P33, DRV7P33, FDW7P33, FPT7P33, GCV7P33, GHW7P33, J5T7P33	22	EA	155.99	3,431.78																
A7129773	<b>Logitech S150 USB Speakers with Digital Sound</b>	10	EA	12.90	129.00																
210-ARXK	<b>Latitude 5400 CTO Base</b> System Service Tags:10Z2X33, 1DR1X33, 47R1X33, 86R1X33, DP22X33, FQ22X33, GP22X33	7	EA	1,150.00	8,050.00																
210-ARIQ	<b>Dell Dock- WD19 130 PD</b> System Service Tags:13HFG23, 15HFG23, 2MGHG23, 3QGHG23, 41NHG23, 5ZGFG23, D69HG23, DN18G23, F3NHG23, H1HFG23, J1HFG23	11	EA	206.00	2,266.00																

Order Number(s): 638952936, 638952944, 638952951, 638952969



VIRGINIA RETIREMENT SYSTEM  
P.O. Box 2500  
Richmond, VA 23218-2500

## Enhanced Hazardous Duty Benefits

WHEREAS, subject to the approval of the Virginia Retirement System (“VRS”) Board of Trustees, *Code of Virginia* § 51.1-138 permits a political subdivision of the Commonwealth of Virginia currently participating in VRS to make an irrevocable election to provide enhanced hazardous duty retirement benefits for its eligible employees as outlined in § 51.1-138; and

NOW, THEREFORE, BE IT RESOLVED, that the [insert Locality or Other Political Subdivision Name] \_\_\_\_\_ (the “Employer”) does hereby elect to have such employees of Employer who are employed in positions as full time [circle all that apply] Law Enforcement Officers, Firefighters, Emergency Medical Technicians, Jail Officers and whose tenure is not restricted as to temporary or provisional appointment, become eligible, effective the first day of [insert month and year] \_\_\_\_\_, for VRS benefits equivalent to those provided for state police officers of the Department of State Police, as set out in § 51.1-138 including the retirement multiplier of [circle elected multiplier] 1.70% or 1.85%, in lieu of the benefits that would otherwise be provided to such employees, and Employer agrees to pay the employer cost for providing such benefits; and

NOW, THEREFORE, the officers of Employer are hereby authorized and directed in the name of Employer to carry out the provisions of this resolution and to pay to the Treasurer of Virginia from time to time such sums as are due to be paid by Employer for this purpose.

\_\_\_\_\_

Governing Body Chair

### CERTIFICATE

I, [insert name] \_\_\_\_\_, [insert title] \_\_\_\_\_ of the Employer, certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Employer held at [insert county/city/town] \_\_\_\_\_, Virginia at [insert time] \_\_\_\_\_ on [insert date] \_\_\_\_\_, 20\_\_\_. Given under my hand and seal of the Employer this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Signature



*Commonwealth of Virginia*  
*Office of the Governor*

## *Executive Order*

**NUMBER SIXTY-SIX (2020)**

### **ESTABLISHMENT OF JUNETEENTH AS A STATE HOLIDAY**

#### **Importance of the Issue**

Since 1619, when both representative democracy and enslaved Africans arrived in Virginia, we have struggled to live up to our proclaimed ideals of freedom and justice for all. We have failed time and again to guarantee to all Americans the unalienable rights of life, liberty, and the pursuit of happiness. We have said one thing but consistently done another.

The year 2020 has cast fear, violence, and tragedy upon our nation and our Commonwealth. We have persevered through a world-wide pandemic, wept over the senseless loss of lives, and lifted voices in protest while confronting the elusiveness of justice.

This Friday, June 19, 2020, “Juneteenth” as it is also known, marks the anniversary of the day in 1865 when news of the Emancipation Proclamation reached Texas, the last of the former Confederate states to abolish slavery. This was a pivotal moment in American history when all enslaved black people finally learned they were free people. It was a moment of celebration and joy. It was a moment when America finally took a step closer to its promise of freedom, equality, and justice for all.

But we know there now that much more to be done, and many, many more steps to be taken.

On Juneteenth's past, we have acknowledged the date with written proclamations, most often shared with smaller community groups. These proclamations, while important, do not do enough. We must amplify the message. It must be heard by all who call Virginia home. The commemoration of Juneteenth is a reminder that liberty and justice must never again be reserved for the few.

It will be on this day going forward that we mark a holiday of education, reflection, and celebration. On this day, we will educate ourselves on our history—all of our history. We will reflect on how our nation and our Commonwealth failed to recognize the humanity of all people,

and we will celebrate the end of enslavement and redouble our efforts to rid our society of its shameful legacy of racism, discrimination, and inequity.

I encourage all Virginians to think about the significance of this day. It was significant in 1865 because it marked the end of human bondage for African Americans in the United States. But our recognition of Juneteenth now signifies that we understand its importance to all Americans. Juneteenth is not African American history. It is *American* history. It is as woven into the fabric of our great country as is the celebration of independence on July 4<sup>th</sup>. And it should be so celebrated.

### **Directive**

Therefore, by the authority vested in me as Governor under Article V of the Constitution of Virginia and under the laws of the Commonwealth, including but not limited to §§ 2.2-103, 2.2-3300, and 2.2-3322 of the *Code of Virginia*, I hereby declare June 19 (Juneteenth) a permanent state holiday for all executive branch agencies and institutions of higher education. I further direct the Secretary of Administration in conjunction with the Department of Human Resource Management to oversee the administration of this policy.

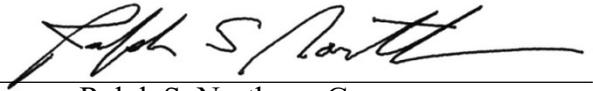
It is my hope that Juneteenth will subsequently be celebrated by the public and private sectors as well as localities all across the Commonwealth.

**Effective Date of the Executive Order**

This Executive Order shall remain in full force and effect until amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia on this 17<sup>th</sup> day of June, 2020.



  
\_\_\_\_\_  
Ralph S. Northam, Governor

Attest:

  
\_\_\_\_\_  
Kelly Thomasson, Secretary of the Commonwealth

**PUBLIC WORKS  
COMMITTEE**



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

DATE: JUNE 22, 2020

TO: SMITHFIELD TOWN COUNCIL – PUBLIC WORKS COMMITTEE

SUBJECT: REQUEST FOR PROPOSALS - MOWING SERVICES

Each year the Town engages the services of mowing contractors to supplement the capabilities of our public works staff and equipment. The current contract will expire on June 30<sup>th</sup>, 2020; therefore, the Town issued a Request for Proposals (RFP) for Mowing Services. In response to the Town's advertised RFP the Town received six (6) proposals from the following firms:

- Southern Shores Lawn and Landscaping, LLC
- Smithfield Lawn Service, Inc.
- Maximum Environmental Services, LLC
- A Lawn Beautician
- RSG Landscaping & Lawn Care, Inc.
- Escape 2 Eden Landscaping, LLC

The evaluation committee thoroughly reviewed all proposals based on the criteria in the RFP. Interviews were conducted with four (4) of the six (6) contractors. The maintenance operations will include proper sign layout as per current VDOT specifications, trash pickup, mowing, and trimming of Town rights-of-way. After careful consideration, it was determined that Escape 2 Eden Landscaping LLC best fits the Town's needs; therefore, Town Staff recommends awarding the Mowing Contract to Escape 2 Eden Landscaping, LLC for an annual price of \$20,536.16. The term of the contract will be for one year with the right to renew for two additional years.

## **TOWN MANAGER'S OFFICE**

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9506  
www.smithfieldva.gov • Local Cable Channel 189

Find us on 

DATE: JUNE 22, 2020

TO: SMITHFIELD TOWN COUNCIL – PUBLIC WORKS COMMITTEE

SUBJECT: REQUEST FOR PROPOSALS – LANDSCAPING SERVICES

Each year the Town engages the services of landscaping contractors to supplement the capabilities of our public works staff and equipment. The current contract will expire on June 30<sup>th</sup>, 2020; therefore, the Town issued a Request for Proposals (RFP) for Landscaping Services. In response to the Town's advertised RFP the Town received two (2) proposals from the following firms:

- RSG Landscaping & Lawn Care, Inc.
- Escape 2 Eden Landscaping, LLC

The evaluation committee thoroughly reviewed both proposals based on the criteria in the RFP. Interviews were conducted to make sure no additional work had been added and the cost was based solely on what was asked for in the RFP. The maintenance operations will include weed control, maintenance of bed edges, mulching, watering, seasonal planting, annual pruning, and disposal of material. Quarterly soil testing and fertilization shall also be performed at the following locations: Town Hall, Hayden's Lane, Town Manager's Office and the Police Department. After careful consideration, it was determined that Escape 2 Eden Landscaping LLC best fits the Town's needs; therefore, Town Staff recommends awarding the Landscaping Contract to Escape 2 Eden Landscaping, LLC for an annual price of \$28,886.28. The term of the contract will be for one year with the right to renew for two additional years.

**PUBLIC BUILDINGS & WELFARE  
COMMITTEE**

11

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

**THIS AGREEMENT** is made this 5<sup>th</sup> day of November, 2019, between the Town of Smithfield, a Virginia municipal corporation (the "Town") and Isle of Wight County Historical Society, Incorporated, (the "IWCHS"). The IWCHS and Town may hereinafter be referred to jointly as the "Parties" or individually as a "Party"

**RECITALS:**

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

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

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

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

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

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

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

TOWN OF SMITHFIELD

By: T. Carter Williams  
T. Carter Williams, Mayor

Date: 11-11-19

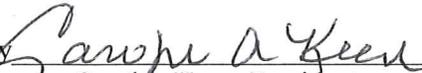
Attest:

Lesley G. King  
Lesley G. King, Clerk

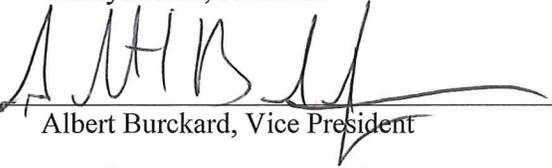
Approved as to form:

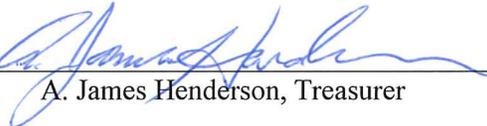
[Signature]  
Town Attorney

ISLE OF WIGHT COUNTY HISTORICAL SOCIETY, INCORPORATED

By   
Carolyn Keen, President

Date: 11-18-19

By   
Albert Burckard, Vice President

By   
A. James Henderson, Treasurer