



November 15, 2019

TO: SMITHFIELD TOWN COUNCIL

**FROM: SANFORD B. WANNER
INTERIM TOWN MANAGER**

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

MONDAY, NOVEMBER 18TH, 2019 @ 3:00 p.m.

Public Safety

Members: Tynes (CH), Hall, Haywood

1. Public Comment
2. Operational Updates:
 - a. Smithfield Police Department
 - b. Smithfield Volunteer Fire Department
 - c. Isle of Wight Volunteer Rescue Squad
3. Regulation of E-Scooters in the Town of Smithfield by January 1st, 2020
[William H. Riddick, Town Attorney](#)

TAB # 1

Immediately following the conclusion of the above meeting:

Water and Sewer

Members: Smith (CH), Pack, Tynes

1. Public Comment

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Smith, Butler

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

- TAB # 3** 4. Invoices Over \$10,000 Requiring Council Authorization:
- a. Xylem – Budgeted Bypass Pump @ RO Plant \$ 65,570.80
 - b. Lewis Construction – budgeted Flush Valves @ RO \$ 18,160.00
 - c. SHI International Corp – IT Purchase of Office365 \$ 17,280.55
- TAB # 4** 5. FYI - Town Manager Recruitment Schedule
[Ashley Rogers, Director of Human Resources](#)
- TAB # 5** 6. FYI - FY 2020 – 2021 Budget Schedule
[Ellen Minga, Town Treasurer](#)

TUESDAY, NOVEMBER 19TH, 2019 @ 3:00 p.m.

Parks and Recreation

Members: Hall (CH), Butler, Haywood

- TAB # 6** 1. Public Comment
2. Operational Update – Committee Report / Remaining 2019 Open to the Public Event Schedule
[Amy Novak, Director of Parks and Recreation](#)

Immediately following the conclusion of the above meeting:

Public Works

Members: Haywood (CH), Smith, Tynes

- TAB # 7** 1. Public Comment
2. Proposal for Installation of Drainage Pipe Located at 384 Pagan Road in an Amount not to exceed \$51,458.67.
[Wayne Griffin, Town Engineer](#)

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Butler (CH), Hall, Pack

1. Public Comment

***** Additional Items Not Listed on Committee but will be on Council's December 3rd, Agenda*****

- Appoint Nominating Committee for Expiring Term (1-31-20) of Bill Davidson on Planning Commission
 - PUBLIC HEARING: Special Use Permit – Brown's AME Church – Gravel Parking Lot
 - PUBLIC HEARING: Special Use Permit – Harvest Fellowship – Gravel Parking Lot
 - Accept Deeds for 7 and 10 Pinewood Drive as part of the Pinewood Heights Relocation Project – Phase IV
-

**PUBLIC SAFETY
COMMITTEE**

New E-Scooter ~~video~~ update – The countdown to 2020 is now!

10/15/2019

By Peter Stephenson, VRSA Virginia Local Government Specialist

We're down the home stretch to January 1, 2020, and many of our members are encouraged to decide how they wish to manage shared, personal mobility devices in their localities. This is your opportunity to decide how to regulate popular e-scooters and vendors that wish to operate within public right of ways and spaces here in the Commonwealth by examining the risks and rewards associated with:

- Permitting processes, fees and insurance requirements;
- Allowing use on sidewalks and public parks;
- Restricting or geofencing use in certain areas;
- Putting a cap on the number of rental devices per vendor;
- Setting a maximum speed allowed;
- Defining user age restrictions and helmet requirements;
- Designating parking locations for dock-less devices;
- Sharing of data collected by the device rental companies;
- Ensuring equitable distribution of devices for accessibility;
- Relegating departmental oversight and enforcement;
- Communicating with the public about all the above; and more.

After January 1, the companies providing motorized scooters for hire may operate freely without local regulation unless and until an official ordinance is adopted or some other action is taken jurisdictionally such as the initiation of a formal pilot program.

**FINANCE
COMMITTEE**

| CASH BALANCES AS OF OCTOBER 31, 2019 | | | | | |
|--|--------------|----------------------|---------------------|----------------------------|----------------------|
| | | | Current Year | Prior Year | |
| ACCOUNT NAME | BANK NAME | ACCOUNT BALANCE | Interco. Balances | Interco./Interdep Balances | ADJUSTED BALANCES |
| Water | Farmers Bank | 2,037,446.05 | (415,779.89) | (529,804.61) | 1,091,861.55 |
| Water-Debt Service | Farmers Bank | 689,365.14 | 46,380.62 | - | 735,745.76 |
| Water Capital Escrow (availability fees) | TowneBank | 661,478.41 | 13,600.00 | - | 675,078.41 |
| Water Treatment Plant Escrow | TowneBank | 11,644.30 | | | 11,644.30 |
| Water Deposit Account | TowneBank | 95,217.51 | (896.00) | - | 94,321.51 |
| Water Development Escrow | TowneBank | 161,992.44 | - | - | 161,992.44 |
| Subtotal Water | | 3,657,143.85 | (356,695.27) | (529,804.61) | 2,770,643.97 |
| Sewer | Farmers Bank | 528,244.59 | 77,227.89 | (413,634.70) | 191,837.78 |
| Sewer Development Escrow | TowneBank | 427,118.77 | - | - | 427,118.77 |
| Sewer Capital Escrow (availability fees) | TowneBank | 1,062,707.75 | 20,600.00 | - | 1,083,307.75 |
| Sewer Compliance | Farmers Bank | 2,259,054.76 | 72,370.94 | | 2,331,425.70 |
| Subtotal Sewer | | 4,277,125.87 | 170,198.83 | (413,634.70) | 4,033,690.00 |
| Highway | Farmers Bank | 19,835.02 | 329,423.96 | - | 349,258.98 |
| General Fund | Farmers Bank | 2,907,700.51 | (142,927.52) | 943,439.31 | 3,708,212.30 |
| Payroll | Farmers Bank | 190,935.74 | | | 190,935.74 |
| Money Market-General Fund | TowneBank | 38,797.70 | | | 38,797.70 |
| Business Super Now-General Fund | Farmers Bank | 34,896.10 | | | 34,896.10 |
| General Fund Capital Escrow Account | TowneBank | 217,714.87 | | | 217,714.87 |
| Certificate of Deposit-Police Dept-24 month | Farmers Bank | 37,141.14 | | | 37,141.14 |
| Special Project Account | Farmers Bank | 957,126.49 | - | | 957,126.49 |
| Pinewood Heights Escrow | Farmers Bank | 57,185.47 | | | 57,185.47 |
| SNAP Account | Farmers Bank | 2,218.75 | | | 2,218.75 |
| Museum Account | Farmers Bank | 212,404.74 | | | 212,404.74 |
| Windsor Castle Acct | TowneBank | 77,225.00 | | | 77,225.00 |
| Subtotal General Fund | | 4,733,346.51 | (142,927.52) | 943,439.31 | 5,533,858.30 |
| TOTAL ALL FUNDS | | 12,687,451.25 | - | - | 12,687,451.25 |

| | | | | |
|---------------------|------------------|---------------------|--|---------------|
| VIP Investment Pool | VML VACO Finance | Ending Market Value | | \$ 536,412.34 |
|---------------------|------------------|---------------------|--|---------------|



Account Statement

October 2019

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

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

Summary

| VA-01-0009-0001 | GENERAL | | | | |
|------------------------|----------------|-------------|---------------|------------------------------|---------------------|
| Beginning Market Value | Contributions | Withdrawals | Income Earned | Current Month Unrealized G/L | Ending Market Value |
| 534,624.06 | 0.00 | 48.24 | 1,069.46 | 767.06 | 536,412.34 |

Transactions

| Transaction Date | Transaction Description | Contributions & Income Earned | Withdrawals | Balance | NAV | Shares | Realized GL |
|------------------|-------------------------|-------------------------------|-------------|------------|-----------|------------|-------------|
| 10/15/2019 | Withdrawal | | 48.24 | | 10.078007 | 4.787 | 0.00 |
| 10/15/2019 | Income Earned | 523.88 | | | 10.078007 | 51.983 | |
| 10/31/2019 | Income Earned | 545.58 | | | 10.095032 | 54.044 | |
| 10/31/2019 | Ending Balance | | | 536,412.34 | 10.095032 | 53,136.269 | |



Account Statement

October 2019

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

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

Summary

Average Monthly Yield: 2.04%

| | 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 |
|------------------|-------------------------|-------------------------------|-------------|---------|--------------------|
| 10/31/2019 | Ending Balance | | | 0.000 | |



Daily Rates

October 2019

VIP Stable NAV Liquidity Pool

| Date | Dividend Rate | Daily Yield |
|-----------|---------------|-------------|
| 01-Oct-19 | 0.000057674 | 2.11% |
| 02-Oct-19 | 0.000057948 | 2.12% |
| 03-Oct-19 | 0.000057400 | 2.10% |
| 04-Oct-19 | 0.000057126 | 2.09% |
| 05-Oct-19 | 0.000057126 | 2.09% |
| 06-Oct-19 | 0.000057126 | 2.09% |
| 07-Oct-19 | 0.000056852 | 2.08% |
| 08-Oct-19 | 0.000056578 | 2.07% |
| 09-Oct-19 | 0.000056578 | 2.07% |
| 10-Oct-19 | 0.000055756 | 2.04% |
| 11-Oct-19 | 0.000056030 | 2.05% |
| 12-Oct-19 | 0.000056030 | 2.05% |
| 13-Oct-19 | 0.000056030 | 2.05% |
| 14-Oct-19 | 0.000056030 | 2.05% |
| 15-Oct-19 | 0.000056304 | 2.06% |
| 16-Oct-19 | 0.000056304 | 2.06% |
| 17-Oct-19 | 0.000056304 | 2.06% |
| 18-Oct-19 | 0.000056030 | 2.05% |
| 19-Oct-19 | 0.000056030 | 2.05% |
| 20-Oct-19 | 0.000056030 | 2.05% |
| 21-Oct-19 | 0.000055756 | 2.04% |
| 22-Oct-19 | 0.000055482 | 2.03% |
| 23-Oct-19 | 0.000055208 | 2.02% |
| 24-Oct-19 | 0.000055208 | 2.02% |
| 25-Oct-19 | 0.000054934 | 2.01% |
| 26-Oct-19 | 0.000054934 | 2.01% |
| 27-Oct-19 | 0.000054934 | 2.01% |
| 28-Oct-19 | 0.000054934 | 2.01% |
| 29-Oct-19 | 0.000054660 | 2.00% |
| 30-Oct-19 | 0.000054660 | 2.00% |
| 31-Oct-19 | 0.000054386 | 1.99% |

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



Sold by:

Invoice

Branch 009
 1190 Harmony Road
 Norfolk, VA 23502
 Tel: 757-490-1300
 Fax: 757-459-4856

Budgeted bypass pump @ R.O. Plant

Remit to:
 26717 Network Place
 Chicago, IL 60673-1267
 Phone: 1.855.278.2248 (opt 1)

NOTE: Valued customers, please note the NEW remit address change included on this invoice.

S
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Town of Smithfield
 PO Box 246
 Smithfield, VA 23431-0246

S
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T
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Town of Smithfield
 Public Works
 293 Cary Street
 Smithfield, VA 23430

| Cust. No. | Invoice Date | Invoice No. |
|-----------|--------------|-------------|
| 00013106 | 10-25-2019 | 400961181 |

Page 1 of 2

| Customer PO | Ordered By | Contract Date | Date Shipped | Sale Contract # | Sales Representative | Order Taken By | Payment Terms | |
|---------------|--|---------------|--------------|-----------------|----------------------|----------------|---------------|---------------|
| PW-19-23 | Mr. Jessie Snead | 07-02-2019 | 10-25-2019 | 209021264 | Sam Bagnall | Sam Bagnall | Net 30 | |
| ITEM | DESCRIPTION | | | QTY ORDERED | QTY SHIPPED | QTY B/O'd | SELL PRICE | EXTENDED SELL |
| PMHL030DSN110 | Dri-Prime HL80M Critically Silenced <ul style="list-style-type: none"> • Sound Attenuated Enclosure • 316SS Wetted Material Construction • 4" x 3" 150# Flange Suction & Discharge • John Deere 4045T290SP2 IT4 Diesel • Skid-mounted • Engine/Motor Options <ul style="list-style-type: none"> • PrimeGuard Controller • PrimeGuard Auto Throttle • Battery Charger - 12 Volt Trickle • Block Heater - 110 Volt • Single Gang (1) GFCI Duplex Receptacle • Emergency Standby Diesel Engine • Base Options <ul style="list-style-type: none"> • UL Double Wall Tank • (2) 12/24V Halcgen Work Lights w/Switch <ul style="list-style-type: none"> • (2 Each) Mounted on the Rear Top Right and Left Corners of the CS Enclosure • (1)12/24V Light Mounted Over PG w/Switch <ul style="list-style-type: none"> • Mounted in the center of the CS Enclosure • Paint <ul style="list-style-type: none"> • Enclosure to be painted Sherwin Williams Quiver Tan (SW6151) | | | 1 | 1 | 0 | 60,969.17 | 60,969.17 |
| | | | | 1 | 1 | 0 | 1,527.37 | 1,527.37 |
| | | | | 1 | 1 | 0 | 1,171.92 | 1,171.92 |
| | | | | 1 | 1 | 0 | 365.12 | 365.12 |
| | | | | 1 | 1 | 0 | 139.44 | 139.44 |
| | | | | 1 | 1 | 0 | 330.46 | 330.46 |
| | | | | 1 | 1 | 0 | 0.00 | 0.00 |
| | | | | 1 | 1 | 0 | 2,522.78 | 2,522.78 |
| | | | | 1 | 1 | 0 | 573.07 | 573.07 |
| | | | | 1 | 1 | 0 | 199.89 | 199.89 |
| | | | | 1 | 1 | 0 | 0.00 | 0.00 |

ALL PAST DUE INVOICES ARE SUBJECT TO
 1 1/2% PER MONTH SERVICE CHARGE

Important Information: Due to fraud attempts any communication for changes of bank account details have to be confirmed by a call-back with your respective Xylem contact person.



Sold by:

Invoice

Branch 009
 1190 Harmony Road
 Norfolk, VA 23502
 Tel: 757-490-1300
 Fax: 757-459-4856

Remit to: Xylem Dewatering Solutions, Inc.
 26717 Network Place
 Chicago, IL 60673-1267
 Phone: 1.855.278.2248 (opt 1)

NOTE: Valued customers, please note the NEW remit address change included on this invoice.

S
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Town of Smithfield
 PO Box 246
 Smithfield, VA 23431-0246

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Town of Smithfield
 Public Works
 293 Cary Street
 Smithfield, VA 23430

| Cust. No. | Invoice Date | Invoice No. |
|-----------|--------------|-------------|
| 00013106 | 10-25-2019 | 400961181 |

Page 2 of 2

| Customer PO | Ordered By | Contract Date | Date Shipped | Sale Contract # | Sales Representative | Order Taken By | Payment Terms | |
|-----------------|--|---------------|--------------|-----------------|----------------------|----------------|---------------|---------------|
| PW-19-23 | Mr. Jessie Snead | 07-02-2019 | 10-25-2019 | 209021264 | Sam Bagnall | Sam Bagnall | Net 30 | |
| ITEM | DESCRIPTION | | | QTY ORDERED | QTY SHIPPED | QTY B/O'd | SELL PRICE | EXTENDED SELL |
| | <ul style="list-style-type: none"> Pump Options <ul style="list-style-type: none"> Miscellaneous Pump Accessory Right Hand Discharge <p>Pumpend S/N: 18646236-1 Engine S/N: PE4045R132111 Base S/N: A61011675 FST IMEI: E-Code: 176201</p> | | | 1 | 1 | 0 | 0.00 | 0.00 |
| CAPGMA005 | PrimeGuard Float Set • w/ 65' Mechanical Floats | | | 1 | 1 | 0 | 346.58 | 346.58 |
| PDELIVERYFRT009 | DELIVERY MOTOR FRT BR 009 PARTIAL LOAD | | | 1 | 1 | 0 | 425.00 | 425.00 |
| DZONE02ROLLBACK | Delivery Zone 2 - Rollback | | | 1 | 1 | 0 | 0.00 | 0.00 |

ALL PAST DUE INVOICES ARE SUBJECT TO
 1 1/2% PER MONTH SERVICE CHARGE

| Merchandise | Labor | Shipping | Misc. Charges | Taxes |
|--------------|---------|-----------|---------------|---------|
| \$ 68,145.80 | \$ 0.00 | \$ 425.00 | \$ 0.00 | \$ 0.00 |

Important Information: Due to fraud attempts any communication for changes of bank account details have to be confirmed by a call-back with your respective Xylem contact person.

Total Invoice

\$ 68,570.80

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

Budgeted R.O. Plant

INVOICE

Invoice Number: 1119-1072.1912

Invoice Date: Nov 13, 2019

Page: 1

7716 Quaker Drive
Suffolk, VA 23437
Voice: 757-986-2273 Fax: 757-986-3536
LCOVSuffolk@aol.com

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

| Ship to: |
|-----------------------------------|
| R O Plant Smithfield, VA 23431 |

| Customer ID | Customer PO | Payment Terms | |
|--------------|-----------------|---------------|----------|
| Smithfield | Per Jessie | Net 15 Days | |
| Sales Rep ID | Shipping Method | Ship Date | Due Date |
| | | | 11/28/19 |

| Quantity | Item | Description | Unit Price | Amount |
|------------------------|------|-----------------|------------|------------------|
| 1.00 | | Flushing valves | 18,160.00 | 18,160.00 |
| Subtotal | | | | 18,160.00 |
| Sales Tax | | | | |
| Total Invoice Amount | | | | 18,160.00 |
| Payment/Credit Applied | | | | |
| TOTAL | | | | 18,160.00 |

Check/Credit Memo No:

Town of Smithfield

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

PURCHASE ORDER

DATE 4/5/2019
 PO # PW-19-17



VENDOR

Lewis Construction of Va.
 Stacy Lewis
 7716 Quaker Dr.
 Suffolk, Va. 23437
 Phone: (757) 986-2273
 Fax: (757) 986-3536

SHIP TO

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

| REQUESTED BY | PAYMENT TERMS | SHIP VIA | FISCAL YEAR | SHIPPING TERMS | |
|--------------|--|----------|-------------|----------------|---------------------|
| Jessie | NET 30 | | 2018-19 | | |
| ITEM # | DESCRIPTION | QTY | UNIT PRICE | TOTAL | |
| | Flushing Valve Install 2 new 8" valves with aluminum cam lock adapter fitting with aluminum cap. Install a 8" tee and a 8" 90 degree fitting. Install 8" vanstone Flanges | | | \$18,160.00 | |
| | | | | SUBTOTAL | \$18,160.00 |
| | | | | TAX | - |
| | | | | SHIPPING | - |
| | | | | OTHER | - |
| | | | | TOTAL | \$ 18,160.00 |

Comments or Special Instructions
 This is a not to exceed price.

*memo for
 T.C. - approved
 in budget.*

 Department Head

 Town Treasurer

 Town Manager



Federal tax ID: 22-3009648
 290 Davidson Ave.
 Somerset, NJ 08873
 Phone: 888-235-3871
 Fax: 732-805-9669

Please remit payment to:
 SHI International Corp
 P.O. Box 952121
 Dallas, TX 75395-2121
 Wire information: Wells Fargo Bank
 Wire Rt# 121000248
 ACH Rt# 021200025
 Account#2000037641964
 SWIFT Code: WFBUIUS6S
 For W-9 Form, www.shi.com/W9

Invoice No. B10858163

Invoice date 11/7/2019
 Customer number 1121807
 Sales order S50662645

Finance charge of 1.5% per month will be charged on past due accounts - 18%/yr.
 All returns require an RMA# supplied by your SHI Sales team.

Bill To
 VA-Town of Smithfield
 310 Institute St
 Smithfield, VA 23430
 USA

Ship To
 VA-Town of Smithfield
 310 Institute St
 Smithfield, VA 23430
 USA
 PB-20-01/

| Ship Date | Salesperson | Purchase Order | Ship Via | FOB | Terms |
|-----------|---------------------------|----------------|----------|----------|--------|
| 11/7/2019 | Bradley Straight/Ent-SLED | PB-20-01 | ESD | FOB DEST | NET 30 |

| Item No. Mfg Part No. | Description | Qty Ordered | Qty Shipped | Unit Price | Extended Price |
|--|--|----------------|----------------|---------------|-------------------|
| 30728758 AAA-11650 ESD Microsoft Select | Office 365 GovG3 User Windows - Multiple Windows Platform Single Language ESD Software Contract number: Open Market Agreement No.: 4100102626 Agreement Name: Town of Smithfield Enrollment No.: 0005594892 Enrollment Name: Town of Smithfield Country of Usage: USA Maintenance From date: 11/7/2019 Maintenance To date: 9/30/2020 | 45 | 45 | 227.29 | 10,228.05 |
| 31095281 AAA-11646 ESD Microsoft Select | Office 365 GovG1 User Windows - Multiple Windows Platform All Languages ESD Software Contract number: Open Market Agreement No.: 4100102626 Agreement Name: Town of Smithfield Enrollment No.: 0005594892 Enrollment Name: Town of Smithfield Country of Usage: USA Maintenance From date: 11/7/2019 Maintenance To date: 9/30/2020 | 40 | 40 | 91.13 | 3,645.20 |
| 30728752 AAA-11618 No Media Microsoft | Exchange Online Archiving for Exchange Online G Per User Mic Windows - Multiple Windows Platform Single Language No Media Software Contract number: Open Market Agreement No.: 4100102626 Agreement Name: Town of Smithfield Enrollment No.: 0005594892 Enrollment Name: Town of Smithfield Country of Usage: USA Maintenance From date: 11/7/2019 Maintenance To date: 9/30/2020 | 40 | 40 | 34.04 | 1,361.60 |



Federal tax ID: 22-3009648
 290 Davidson Ave.
 Somerset, NJ 08873
 Phone: 888-235-3871
 Fax: 732-805-9669

Please remit payment to:
 SHI International Corp
 P.O. Box 952121
 Dallas, TX 75395-2121
 Wire information: Wells Fargo Bank
 Wire Rt# 121000248
 ACH Rt# 021200025
 Account#2000037641964
 SWIFT Code: WFBIUS6S
 For W-9 Form, www.shi.com/W9

Invoice No. B10858163

Invoice date 11/7/2019
 Customer number 1121807
 Sales order S50662645

Finance charge of 1.5% per month will be charged on past due accounts - 18%/yr.
 All returns require an RMA# supplied by your SHI Sales team.

Bill To
 VA-Town of Smithfield
 310 Institute St
 Smithfield, VA 23430
 USA

Ship To
 VA-Town of Smithfield
 310 Institute St
 Smithfield, VA 23430
 USA
 PB-20-01/

| | | | | | |
|--|--|----|----|-------|----------|
| 31067087 AAA-11622 ESD Microsoft Select | ExchOnline KskG User Windows - Multiple Windows Platform Single Language ESD Software Contract number: Open Market Agreement No.: 4100102626 Agreement Name: Town of Smithfield Enrollment No.: 0005594892 Enrollment Name: Town of Smithfield Country of Usage: USA Maintenance From date: 11/7/2019 Maintenance To date: 9/30/2020 | 5 | 5 | 22.73 | 113.65 |
| 32667234 AAA-19790 ESD Microsoft Select | Office 365 EATPG User Windows - Multiple Windows Platform All Languages ESD Software Contract number: Open Market Agreement No.: 4100102626 Agreement Name: Town of Smithfield Enrollment No.: 0005594892 Enrollment Name: Town of Smithfield Country of Usage: USA Maintenance From date: 11/7/2019 Maintenance To date: 9/30/2020 | 85 | 85 | 22.73 | 1,932.05 |

| | |
|-----------------|------------------|
| Sales Balance | 17,280.55 |
| Freight | 0.00 |
| Recycling Fee | 0.00 |
| Sales Tax | 0.00 |
| Total | 17,280.55 |
| Currency | USD |

Recruit & Hire Town Manager - Project Timeline

| Task | Responsible Party | Projected Start Date | Projected Completion Date | Status | Actual Completion Date | Notes |
|---|----------------------------------|----------------------|---------------------------|--------|------------------------|--|
| Present Posting for Approval | S. Wanner/A. Rogers/Town Council | | | | 10/28/2019 | Approved during TC Committee meetings. |
| Post Position | Ashley Rogers | | | | | Position would be posted for 30 days (removed March 30, 2018) |
| ICMA | Ashley Rogers | | | | 11/04/2019 | ICMA's site was down for job postings until 11/4 |
| VACO | Ashley Rogers | | | | 10/30/2019 | |
| VML | Ashley Rogers | | | | 10/29/2019 | |
| Smithfield Times | Ashley Rogers | | | | 10/30/2019 | This was when the advertisement was run |
| Town Website | Ashley Rogers | | | | 10/29/2019 | |
| Secure Feedback from Citizens | Ashley Rogers | | 11/29/2019 | | | Approximately one month permitted for survey completion. |
| Facebook | Ashley Rogers | | | | 10/30/2019 | Facebook posting was made with message from the Mayor notifying of the survey. |
| Notice included in Town Newsletter to all Residents | Ashley Rogers | | | | 11/07/2019 | Newsletters were mailed to homes on this date |
| Hard Copy Surveys provided in Town Hall | Ashley Rogers | | | | 10/30/2019 | |
| Town Website | Ashley Rogers | | | | 10/30/2019 | |
| Secure Feedback from Employees | Ashley Rogers | | | | 10/31/2019 | |
| Memo and survey link sent to all employees | Ashley Rogers | | | | | |
| Hard Copy Survey made available | Ashley Rogers | | | | 10/31/2019 | Hard copies available in Town Hall mail room along with sealed box to return survey. |
| Feedback Provided to Council Members | S. Wanner/A. Rogers | | | | | Feedback will be compiled and presented in written form. |
| Position Closes | | | 11/29/2019 | | | |

| | | | | | | |
|--|---|------------|------------|--|--|---|
| Resumes reviewed and compiled by Interim Town Manager & Human Resources | S. Wanner/A. Rogers | 12/02/2019 | 12/13/2019 | | | All resumes recommended for review will be combined into a binder (or some complied form) for each Council Member |
| Resumes reviewed by Town Council Members | Town Council/S. Wanner/A. Rogers | 12/16/2019 | 12/16/2019 | | | Meeting to be conducted following committees (closed session) |
| Town Council Members select candidates to interview | Town Council | 12/16/2019 | 01/07/2020 | | | |
| Town Council notifies Human Resources of candidates selected for interview | Town Council | 01/07/2020 | 01/07/2020 | | | Closes session after Town Council Meeting |
| Interviews are scheduled for each candidate selected | Ashley Rogers | 01/08/2020 | 01/17/2020 | | | A. Rogers will arrange for interview times based on Council Availability |
| Interview packets created for each Council Member | S. Wanner/A. Rogers | 01/08/2019 | | | | These will include resumes, interview questions, etc... |
| Interviews conducted | Town Council with administrative support from S. Wanner & A. Rogers | 01/20/2020 | 01/31/2020 | | | Town Council to agree upon date(s) based on availability |
| Candidate pool reduced to two (2) | Town Council | 01/31/2020 | 02/04/2020 | | | Meeting in closed session after Town Council |
| Follow Up Interviews arranged for final Candidates | Ashley Rogers | 02/04/2020 | 02/07/2020 | | | A. Rogers to arrange interviews |
| References Checked | S. Wanner/A. Rogers | 02/04/2020 | 02/14/2020 | | | |
| Final Interviews Conducted | Town Council with administrative support from S. Wanner & A. Rogers | 02/14/2020 | 02/21/2020 | | | |
| Candidates meet with staff department heads | Ashley Rogers | 02/14/2020 | 02/21/2020 | | | |
| Feedback from staff department heads provided to Town Council members | Ashley Rogers | 02/14/2020 | 02/21/2020 | | | |
| Candidate Selected | Town Council | 02/24/2020 | 02/24/2020 | | | This can be done during closed session for personnel matters at Committees |
| Offer Made to Selected Candidate | S.Wanner/A.Rogers/C. Williams/B. Riddick | 02/25/2020 | 02/25/2020 | | | A. Rogers to arrange post offer background check and drug screenings. B. Riddick to arrange employment contract. |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**TOWN OF SMITHFIELD
FISCAL YEAR 2020-2021 BUDGET CALENDAR**

| Date Subject to Change | Day | Action Item |
|---------------------------|-----------|---|
| TBD | | <ul style="list-style-type: none"> ● Budget Retreat with Town Council |
| November 18, 2019 | Monday | <ul style="list-style-type: none"> ● Regular Finance Committee Meeting |
| December 3, 2019 | Tuesday | <ul style="list-style-type: none"> ● Regular Town Council Meeting |
| December 11, 2019 | Wednesday | <ul style="list-style-type: none"> ● Budget Instructions distributed to departments by Treasurer ● Letters mailed to outside agencies. |
| December 16, 2019 | Monday | <ul style="list-style-type: none"> ● Regular Finance Committee Meeting ● Presentation of 2018-2019 Audit |
| December 18, 2019 | Wednesday | <ul style="list-style-type: none"> ● Budget training session for Departments ● Treasurer distributes base budgets and worksheets |
| January 3, 2020 | Friday | <ul style="list-style-type: none"> ● Request for position action forms due to Town Manager and Treasurer |
| January 7, 2020 | Tuesday | <ul style="list-style-type: none"> ● Regular Town Council Meeting |
| January 15, 2020 | Wednesday | <ul style="list-style-type: none"> ● CIP Requests due to Treasurer |
| January 17, 2020 | Friday | <ul style="list-style-type: none"> ● FY 20-21 Budget Requests Due from Outside Agencies |
| January 22, 2020 | Wednesday | <ul style="list-style-type: none"> ● FY 20-21 Budget Requests & Preliminary Revenue Projections due from departments ● Goals and workload indicators due ● Review of position requests completed |
| January 27, 2020 | Monday | <ul style="list-style-type: none"> ● Regular Finance Committee Meeting |
| February 4, 2020 | Tuesday | <ul style="list-style-type: none"> ● Regular Town Council Meeting ● Presentation: Financial Trends-Davenport |
| February 24, 2020 | Monday | <ul style="list-style-type: none"> ● Regular Finance Committee Meeting |
| March 6, 2020 | Monday | <ul style="list-style-type: none"> ● Final adjustments by Treasurer and Town Manager to 2020-2021 estimate revenues and expenditures |
| March 13, 2020 | Friday | <ul style="list-style-type: none"> ● Final proposed budget prepared with narratives and Town Manager's message. |
| March 23, 2020 | Monday | <ul style="list-style-type: none"> ● Regular Finance Committee Meeting ● Budget document distributed to Town Council members |
| March 30, 2020 | Monday | <ul style="list-style-type: none"> ● Planning Department submits Planning Commission meeting advertisement to newspaper, ad to run 4/1 and 4/8 |
| April 7, 2020 | Tuesday | <ul style="list-style-type: none"> ● Regular Town Council Meeting ● Town Manager presents FY20-21 proposed budget to the Town Council. |
| April 10, 2020 | Friday | <ul style="list-style-type: none"> ● Planning Department sends meeting package to Planning Commission |

| | | |
|----------------|-----------|---|
| April 14, 2020 | Tuesday | <ul style="list-style-type: none"> ● Planning Commission considers proposed CIP at its regular meeting. |
| April 27, 2020 | Monday | <ul style="list-style-type: none"> ● Immediately following Finance Committee-Budget Work Session #1 with TC |
| May 5, 2020 | Tuesday | <ul style="list-style-type: none"> ● 5:00 PM-Budget Work Session #2 with TC preceding the regular TC meeting at 6:30 ● Regular Town Council Meeting |
| May 11, 2020 | Monday | <ul style="list-style-type: none"> ● Release Advertisement for Public Hearing to the Local Paper |
| May 13, 2020 | Wednesday | <ul style="list-style-type: none"> ● FY20-21 Proposed Budget is published in the local paper. |
| June 2, 2020 | Tuesday | <ul style="list-style-type: none"> ● Regular Town Council Meeting ● Town Council conducts public hearing on the FY20-21 proposed budget |
| June 9, 2020 | Tuesday | <ul style="list-style-type: none"> ● 5:00 PM-Budget Work Session #3 with TC preceding the Planning Commission meeting at 6:30 PM |
| June 22, 2020 | Monday | <ul style="list-style-type: none"> ● 6:00 PM-Town Council considers action on FY20-21 budget, sets tax rates, and adopts budget resolutions at its continued meeting |

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update November 2019

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|--|
| | | | | | 1 | 2 |
| | | | | | 10:30 AM - 6:30 PM SC MHSu 10:30 AM Keller and Autry Setup 3:30 PM - 8:00 PM WC Trails 3:30 PM IwA Cross Country Meets 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows 7:00 PM - 11:00 PM OTS 7:00 PM Theater-Officer Request | 8:00 AM - 1:00 PM WC Trails 8:00 AM IOW Schools 5K 9:00 AM - 5:00 PM LSC Baseball Fields 9:00 AM SRA Rec League Games 10:00 AM - 10:00 PM SC MHSu 3:00 PM Keller and Autry Wedding and Reception 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows 7:00 PM - 11:00 PM OTS 7:00 PM Theater-Officer Request |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Fall Back 1:00 PM - 5:00 PM LSC Baseball Fields 1:00 PM SRA Travel Games 1:00 PM - 5:00 PM SC C&D 2:00 PM IOW Historic Society Meeting 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows 7:00 PM - 11:00 PM OTS 7:00 PM Theater-Officer Request | 11:00 AM - 8:00 PM SC MH 4:00 PM Smithfield Women's Connect | 6:00 AM - 7:00 PM SC MH 6:00 AM Election Day 6:00 PM - 7:00 PM SC C&D 6:00 PM WC Meeting 7:00 PM - 10:00 PM SC A&B 7:00 PM Town Council | 8:30 AM - 10:00 AM SC C&D 8:30 AM Smithfield 2020 10:30 AM - 11:30 AM SC C&D 10:30 AM Supervisor Training 1:00 PM - 7:00 PM WC Manor House 3:00 PM Regional Cross Country Meet 5:30 PM - 9:30 PM SC C&D 5:30 PM Citizens Police Academy 7:00 PM - 11:00 PM OTS 7:00 PM Theater-Officer Request | 3:00 PM - 11:00 PM SC MHSu 3:00 PM Drayton-Harvison Wedding & Reception 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows 7:00 PM - 11:00 PM OTS 7:00 PM Theater-Officer Request | 2:00 PM - 12:00 AM SC MHSu 6:00 PM Drayton-Harvison Wedding & Reception 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows 7:00 PM - 11:00 PM OTS 7:00 PM Theater-Officer Request | 10:00 AM - 12:00 AM SC MHSu 4:30 PM Fortier and Miller Wedding and Reception 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows 7:00 PM - 11:00 PM OTS 7:00 PM Theater-Officer Request |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 10:00 AM - 8:00 PM SC MHSu 3:00 PM A Veteran's Celebration 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows 7:00 PM - 11:00 PM OTS 7:00 PM Theater-Officer Request | Veterans Day-Closed 11:00 AM - 12:00 PM Memorial Lawn 11:00 AM Veterans Day Service | 4:00 PM - 5:00 PM SC A&B 4:00 PM Pinewood Heights Team Management Meeting 6:00 PM - 9:00 PM SC A&B 6:00 PM Planning Commission | 12:00 PM - 8:00 PM SC MHSu 12:00 PM Quesinberry and Davidson Wedding and Reception | 10:30 AM - 10:30 PM SC MHSu 5:00 PM Quesinberry and Davidson Wedding and Reception | 10:00 AM - 6:00 PM SC MH 10:00 AM Epperley and Florian Reception | 8:00 AM - 1:00 PM WC Courtyard 8:00 AM Children's Fall Crawl 11:00 AM - 11:00 PM SC MH 4:30 PM Epperley and Florian Reception |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | 2:00 PM - 3:00 PM SC A&B 2:00 PM Special Events Review Committee 3:00 PM - 5:00 PM SC A&B 3:00 PM Committee Meetings | 7:00 AM - 5:30 PM SC C&D 8:00 AM Smithfield - Work Comp Training 9:00 AM - 11:00 AM SC A&B 9:00 AM Schoolhouse Museum 11:30 AM - 1:30 PM SC A&B 11:30 AM Crimeline Meeting 3:00 PM - 5:00 PM SC A&B 3:00 PM Committee Meetings 6:00 PM - 7:30 PM SC A&B 6:30 PM BHAR | 7:00 AM - 5:30 PM SC C&D 8:00 AM Smithfield - Work Comp Training 9:00 AM - 2:00 PM SC MH 11:30 AM Smithfield - November Employee Engagement 5:00 PM - 9:30 PM SC MH 5:30 PM Citizens Police Academy | 10:00 AM - 3:00 PM SC Suites 12:00 PM Smithfield Women's Club 3:00 PM - 12:00 AM SC MHSu 3:00 PM Pop Warner Banquet | 1:00 PM - 9:00 PM SC MHSu 1:00 PM Rice and Scalf Wedding and Reception | 8:00 AM - 12:00 PM Town Streets 8:00 AM COP Turkey Giveaway 1:00 PM - 12:00 AM SC MHSu 5:00 PM Rice and Scalf Wedding and Reception |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 12:00 PM - 10:00 PM SC MHSu 12:00 PM Nyah's Debut | 8:00 AM - 2:00 PM SC Deck 8:00 AM Kitchen, Door Painting 8:00 AM - 2:00 PM SC MHSu 8:00 AM Ceiling Tile Replacement/AV Filters 5:00 PM - 6:00 PM SC Kitchen 5:00 PM Kitchen Dish Clean & Inventory | 8:00 AM - 2:00 PM SC Deck 8:00 AM Kitchen, Door Painting 8:00 AM - 2:00 PM SC MHSu 8:00 AM Windows Ext/Int, Baseboards | 8:00 AM - 2:00 PM SC Deck 8:00 AM Kitchen, Door Painting | Thanksgiving -Closed | | |

Parks and Recreation Operation Update November 2019

| Upcoming Special Events and Park Programming | | | |
|--|---------|---|------------------------------|
| Day | Date | Event | Location |
| Tue | Dec 2 | Chamber Legislative Breakfast | Smithfield Center |
| Fri | Dec 6 | Light up Main-Christmas Tree Lighting & Lighting of Downtown Businesses | Main Street |
| Sat, Sun | Dec 7-8 | Christmas in Smithfield Home Tours and Antique Show | Smithfield Center & Downtown |
| Wed | Dec 11 | Big Band Christmas | Smithfield Center |
| Sat | Dec 14 | Mistletoe Evening Market | Main Street |
| Sat | Dec 21 | Santa Breakfast | Smithfield Center |
| Sat | Dec 21 | Christmas Parade | Main Street |
| Thu | Dec 26 | Delta Holiday Party | Smithfield Center |
| Tue | Dec 31 | New Years Eve Celebration | Smithfield Center |

Windsor Castle Park

Park Updates

- 483 hours of Trail Doctor Volunteer time earned since January 2019.
- Cypress Creek Power Line Project is still underway which uses an easement at the park for access.
- Long Leaf Pine Planting project took place on Saturday, November 16th (see below for more details).



Henry McBurney, Master Naturalist member and Windsor Castle Foundation board member, is leading the charge on planting over 250 long leaf pine trees on 2.5 acres plot at Windsor Castle Park (at the corner of Jericho and Cedar Road). Starting about 150 years ago, over-exploitation of the longleaf pine forest accelerated tremendously and have driven these trees to near extinction. Efforts such as these will help to reestablish the once prolific native Virginia tree.

Pictured right: Long Leaf Pine Tree Planting Preparation

Windsor Castle Manor House

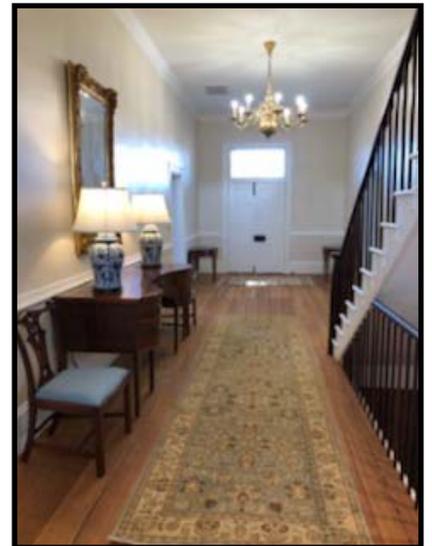
Restoration Update

In November:

- Furnishing of all of the rooms in the house.
- Landscaping of the yard and new perimeter fence installation has begun and should be completed by Thanksgiving.

In December:

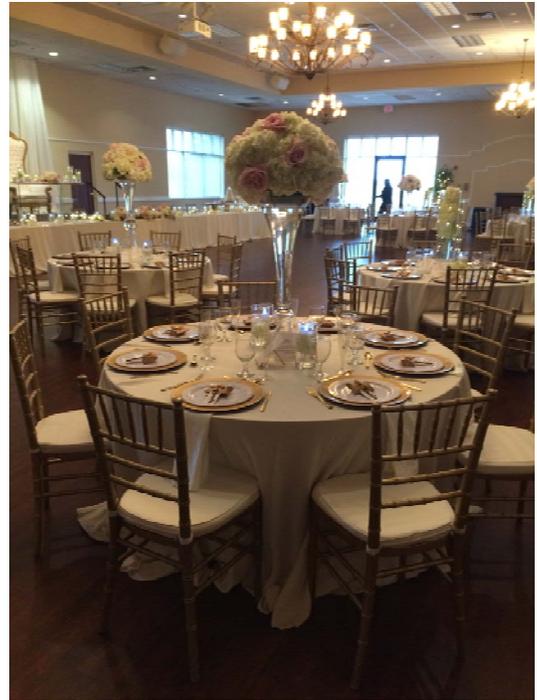
- Outfitting of equipment, including audiovisual, furniture and custodial supplies needed for events.



Parks and Recreation Operation Update

November 2019

| Smithfield Center | |
|--|-------------|
| November 2019 Statistics | |
| Smithfield Center Sales Total | \$20,236 |
| Number of Bookings | 59 |
| Total Hours of Use | 406 |
| Total Number of Guests from all events | 5470 people |



| Luter Sports Complex | |
|---|--|
| Fall 2019 Season Statistics | |
| Estimated Attendance with baseball , softball and football games | Estimated Hours of Use for 4 Baseball Fields and 1 Football Field |
| 16,640 people | 208 hours |



| 2019 Town of Smithfield Open to Public Events (on town properties) | | | | |
|--|--|---|---|--|
| Event Date | Times Location Type of Event Attendance | Event Name | PD Required \$46 per hour per officer | PW Required \$30 per hour per staff (2 req) |
| SEPTEMBER | | | | |
| 9/21/2019 | 9 A-2 P WC Car Show 100 p | Ruritan Car Show | | |
| 9/21/2019 | 7 AM-5 PM Smithfield Center Community 200 P | Victory Over Diabetes | | |
| 9/28/2019 | 9 AM-4 PM Main Street 100-300 Market 500 p | Vintage Market Farmers Market-Cheryl Ketcham 375-3031 cketcham@isleofwightus.net Main Street from Church to Underwood - 6am - 6 PM | 2 Officers Sat 6 AM-4 PM Main Closed & Patrol 2 Officers Sat 10 AM-6 PM Main Closed & Patrol | 4 PW Sat 6 AM-6 PM |
| | NO PARK Signs Set SE Signs | Resolution | | |
| OCTOBER | | | | |
| 10/5/2019 | 11 A-9 P WC Riverfront Festival 3500 P | Bacon (BBB) Festival Smitfield Events-Gina Ippilito 869-0664 gina@smithfieldvaevents.com Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm | 1 Officer Thu 10 PM-6 AM Overnight 1 Officer Fri 10 PM-6 AM Overnight 1 Officer Sat 8 AM-5 PM Jericho Road Closure 1 Officer Sat 8 AM-6 PM Command Center 4 Officers Sat 10 AM-6 PM Event Patrol 2 Officer Sat 10:30 AM-6 PM Money Drops | 4 PW 10 AM-6 PM 1 light tower, deliver on Wed all trash cans, deliver on Wed clean fishing pier, by Tue |
| | Traffic Assist Set SE Signs | Resolution | | |
| 10/5/2019 | 10 A-7 P Pay SE Station Parking Lot Officer Request | Smithfield Station Parking/Bar Assist Smithfield Station Parking Lot Assist Randy Pack randy.pack@smithfieldstation.com | 1 Officer Sat 10 AM-4 PM Station Parking Lot 1 Officer Sat 4 PM-7 PM Station Bar | |
| 10/12/2019 | 8 A-11 A Town Streets 5K Race 1000 p | Hog Jog IOW COP -Barbara Stafford 757-647-4061 dbstaff@charter.net closure of 5K course route - 8:45am - 10:45am | # Officers (determined by PD) | FYI Only |
| | Traffic Assist Set SE Signs | Resolution | | |
| 10/19/2019 | 6 PM-10 PM Smithfield Center Fundraiser 200 P | IOW Schools Gala | 1 Officer Sat 5:30 PM-10:30 PM | |
| 10/25/2019 | 4:00 PM Main Street Parade 100 p | Smithfield Homecoming Parade Smithfield High-Jill Gwaltney 371-3918 jillgwaltney@gmail.com Resolution Rolling closure - Cary St. to Grace to Mason to Main starting at 4pm | # Officers (determined by PD) | |
| 10/26/2019 | WC and Traffic Assist on Town Streets Race 500 p | Safe House Half Marathon Kristi Wells kristi@safehouseproject.org | 7 Officers Saturday 7:30 AM to 10 AM -stationed along Half Marathon Run Route | FYI Only |
| | Traffic Assist Set SE Signs | | | |
| 10/31/2019 | 5 P-8 P Main Street Community 2000 p | Halloween Safe Trick or Treat street closed by PD as needed Main, Grace, Institute | # Officers (determined by PD) | FYI Only |
| | | | | |
| NOVEMBER | | | | |
| 11/2/2019 | 10 A-1 P WC Trails 200 P | IOW Schools 65 Roses 6K IOW Schools-Holly Goetz 582-1191 hgoetz@iwcs.k12.va.us | | |
| 11/6/2019 | 3 PM-6 PM WC Trails 400 P | Cross Country Regionals IOW Athletic Dept-Matt Moore mmoore@iwcs.k12.va.us | | Caretakers Field cut 11/4 4 trash cans delivered 11/6 |
| 11/11/2019 | 11 AM-12 PM Vet Mem Community 150 p | Veterans Day Ceremony VFW | 1 Officer Sat 10:30 AM-11:30 AM | FYI Only |
| | Traffic Assist | | | |

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

| Event Date | Times Location Type of Event Attendance | Event Name | PD Required \$46 per hour per officer | PW Required \$30 per hour per staff (2 req) |
|---------------------------------------|--|--|---|--|
| DECEMBER | | | | |
| 12/7-12/8/19 | Sat, Sun Smithfield Center Trade Show & Home Tours | Antique Show | <i>FYI Only</i> | |
| 12/6/2019 (1st Fri) | 5:30 P-6:30 P Times Gazebo | Tree Lighting Ceremony & Light Up Main | 2 Officer Fri 5 PM-6:30 PM | |
| Traffic Assist | Community | | | |
| NO PARK Signs | 200 p | Street Closure-100, 200 5 PM-7 PM | | |
| 12/7/2019 | 6 P-9 P Church Street | Christmas in Smithfield Home Tour | 1 Officer SAT 6 P-9 P | |
| Traffic Assist | | | | |
| NO PARK Signs | 200 p | | | |
| 12/14/2019 (2nd Sat) | 3 PM-8 PM Main Street | Mistletoe Evening Market Connie Chapman | 2 Officers Sat 2 PM-7 PM Event Patrol 2 Officers Sat 4 PM-10 PM Event Patrol | 4 PW Fri 12 PM-10 PM 1 light tower in BSV lot |
| Main Street | Market | | | |
| Restrooms | 5000 p | | | |
| | Resolution | Main Street from Church to Underwood - 12 pm - 10pm | | |
| NO PARK Signs | | | | |
| Set SE Signs | | | | |
| 12/21/2019 (3rd Sat) | 500 p 8 A-10 A Smithfield Center Community 400 p | Breakfast with Santa | <i>FYI Only</i> | <i>FYI Only</i> |
| 12/21/2019 (3rd Sat) | 10:30 A-12 P Main Street | Christmas Parade Tourism-Connie Chapman | # Officers (determined by PD) | # (determined by PW) |
| Town Streets | Parade | 902-2164 | | |
| Restrooms | 3000 p | cchapman@isleofwightus.net | | |
| | Resolution | closure of parade route - 8am until parade end | | |
| NO PARK Signs | | | | |
| Set SE Signs | | | | |
| 12/11/2019 | 6 PM-9 PM SC Concert 400 P | Big Band Concert | | |
| 12/26/2019 | 7 P-11 P Smithfield Center Fundraiser 200 P | Delta Holiday Dance | 1 Officer 6:30 PM-11:30 PM Event Patrol | |
| 12/31/2019 | 7 P-11 P Smithfield Center Fundraiser 200 P | New Years Eve Party | 1 Officer 6:30 PM-11:30 PM Event Patrol | |

**PUBLIC WORKS
COMMITTEE**



----- Proposal -----

Proposal No.
3658

The Blair Bros., Inc.

P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748



| |
|--|
| Customer Name/Address |
| Town of Smithfield P O Box 246 Smithfield VA 23431 |

| |
|------------------------------|
| Date |
| 10/30/2019 |
| Project Name/Location |
| 384 Pagan Rd |

| Description | Total |
|---|-----------|
| Provide equipment, labor, and materials to accomplish the following: 1. Remove 3 sections of fence. One corner privacy fence and two post and wire fences. 2. Remove existing concrete pipe. Dispose of offsite. 3. Grade bottom of trench. 4. Install #57 bedding stone as needed. 5. Install 160 LF of 19" x 30" elliptical pipe(equal to 24" RCP). 6. Double wrap each joint using pipe wrap. 7. Backfill around pipe. Compact accordingly. 8. Install select fill where needed. 9. Install approximately 10 tons of rip rap at each end of new length of pipe. 10. Install topsoil, seed, lime, fertilizer and straw on any disturbed area. 11. Regrade approximately 105' of ditch. 12. Remove and haul off any excess material. 13. Provide traffic control. Total for above scope: | 51,458.67 |
| Note(s): 1. Tree removal by others. | |

| | |
|--|---------------------------|
| Thank you for the opportunity to quote, we appreciate your business. | Total: \$51,458.67 |
|--|---------------------------|

Payment Terms and Conditions:
 This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature:
 Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____