September 13, 2019

TO: **SMITHFIELD TOWN COUNCIL**

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

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

MONDAY, SEPTEMBER 16TH, 2019 @ 3:00 p.m.

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

1. Public Comment
2. Operational Updates:
   a. Smithfield Police Department
      Chief Alonzo Howell
   b. Smithfield Volunteer Fire Department
      Deputy Chief Ryan Gray
   c. Smithfield Volunteer Rescue Squad
      Chief Brian Carroll

Immediately following the conclusion of the above meeting:

Water and Sewer **Members: Smith (CH), Pack, Tynes**

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1. Public Comment

Immediately following the conclusion of the above meeting:

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

1. Public Comment

TAB # 1 2. July Financial Statements
Ellen Minga, Town Treasurer

TAB # 2 3. August Cash Balances / VML Investment Pool Update
Ellen Minga, Town Treasurer

TAB # 3 4. Purchase Orders Over $10,000 – Request to Approve
Brian S. Thrower, Town Manager
a. James River Equipment - John Deere Tractor $26,153.09

TAB # 4 5. Windsor Castle Restoration Project – Request for Draw
Brian S. Thrower, Town Manager

6. Closed Session Pursuant to Virginia Code 2.2-3711(A)(3), matter involving the acquisition of real property for public purpose

TUESDAY, SEPTEMBER 17TH, 2019 @ 3:00 p.m.

Parks and Recreation **Members: Hall (CH), Butler, Haywood**

1. Public Comment

TAB # 5 2. Operational Update – Committee Report / 2019 Open to the Public Event Schedule
Amy Novak, Director of Parks and Recreation

Immediately following the conclusion of the above meeting:

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

1. Public Comment

TAB # 6 2. 208 Winchester Place Storm Drain Project – Request to Proceed
Brian S. Thrower, Town Manager

TAB # 7 3. HVAC Maintenance and Repair Contract – Request to Renew
Brian S. Thrower, Town Manager

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare **Members: Butler (CH), Hall, Pack**

1. Public Comment

TAB # 8 2. 315 Main Street – Request to Renew Lease
Brian S. Thrower, Town Manager

***** Additional Items Not Listed on Committee but will be on Council's October 1st Agenda*****

- Accept Deeds for 15 and 16 Pinewood Drive as part of the Pinewood Heights Relocation Project

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FINANCE

COMMITTEE

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
Revenue						
GENERAL GOVERNMENT REVENUES						
Real Estate Tax						
Current RE Tax	03-100-311010-0000-30001	2,105,233.00	-		2,105,233.00	0%
Delinquent RE Tax	03-100-311010-0000-30002	5,000.00	1,510.24	1	3,489.76	30%
Current RE Penalty	03-100-311060-0000-30005	7,000.00	-		7,000.00	0%
Delinquent RE Penalty	03-100-311060-0000-30005	700.00	151.02		548.98	22%
Current RE Interest	03-100-311060-0000-30006	500.00	-		500.00	0%
Delinquent RE Interest	03-100-311060-0000-30006	1,000.00	125.24		874.76	13%
Total Real Estate Taxes		2,119,433.00	1,786.50		2,117,646.50	0%
Personal Property Tax						
Current PP Tax	03-100-311030-0000-30001	625,000.00	-		625,000.00	0%
Delinquent PP Tax	03-100-311030-0000-30002	20,000.00	2,695.27	2	17,304.73	13%
Current PP Penalty	03-100-311060-0000-30005	13,000.00	-		13,000.00	0%
Delinquent PP Penalty	03-100-311060-0000-30005	12,000.00	1,214.78		10,785.22	10%
Current PP Interest	03-100-311060-0000-30006	700.00			700.00	0%
Delinquent PP Interest	03-100-311060-0000-30006	800.00	699.96		100.04	87%
Total Personal Property Tax		671,500.00	4,610.01		666,889.99	1%
Public Service Corporations Tax						
Current RE Tax	03-100-311020-0000-30001	29,400.00	-		29,400.00	0%
Current PP Tax	03-100-311020-0000-30001	245.00	-		245.00	0%
Total Public Service Tax		29,645.00	-		29,645.00	0%
Miscellaneous Receipts Over/Short	03-100-311060-0000-30007	20.00	(5.60)		25.60	-28%
Total Over/Short		20.00	(5.60)		25.60	-28%
Other Local Taxes						
Franchise Tax	03-100-312040-0000-31203	150,000.00	-		150,000.00	0%
Cigarette Tax	03-100-312080-0000-31204	250,000.00	23,970.00	3	226,030.00	10%
Transient Occupancy Tax	03-100-312101-0000-31205	219,000.00	-		219,000.00	0%
Meals Tax-4.25%	03-100-312110-0000-31211	1,177,731.00	-		1,177,731.00	0%
Meals Tax-2%	03-100-312110-0000-31212	554,226.00	-		554,226.00	0%
Sales Tax	03-100-312010-0000-30009	360,000.00	-		360,000.00	0%
Consumption Tax	03-100-312020-0000-31202	50,000.00	-		50,000.00	0%
Utility Tax	03-100-312020-0000-31201	200,000.00	-		200,000.00	0%
Business Licenses	03-100-312030-0000-31208	395,000.00	6,122.81	4	388,877.19	2%
Business Licenses Penalty	03-100-312030-0000-31209	4,000.00	291.24		3,708.76	7%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
Business Licenses Interest	03-100-312030-0000-31210	225.00	65.51		159.49	29%
Peg Channel Capital Fee	03-100-312040-0000-30054	1,920.00	-		1,920.00	0%
Vehicle License	03-100-312050-0000-32018	241,000.00	3,813.59	5	237,186.41	2%
Total Other Local Taxes		3,603,102.00	34,263.15		3,568,838.85	1%
Licenses, Permits & Fees						
Permits & Other Licenses	multiple accounts	20,000.00	1,190.00	6	18,810.00	6%
Inspection Fees-Subdivision	03-100-313030-0000-30030	4,200.00	300.00	7	3,900.00	7%
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	10,000.00	1,290.00		8,710.00	13%
WC Dog Park Registration	03-100-313030-0000-30043	1,000.00	20.00		980.00	2%
Consultant Review Fees	03-100-313030-0000-30028	1,500.00	150.00	8	1,350.00	10%
Total Licenses, permits and privilege fees		36,700.00	2,950.00		33,750.00	8%
Fines & Costs						
Restitution	03-100-314010-0000-30058	-	-		-	0%
Fines & Costs	03-100-314010-0000-30055	40,000.00	-		40,000.00	0%
Total Fines & Forfeitures		40,000.00	-		40,000.00	0%
From Use of Money and Property						
General Fund Interest	03-100-315010-0000-31501	65,000.00	6,401.18		58,598.82	10%
Rentals	03-100-315020-0000-30110	72,617.00	4,688.86	9	67,928.14	6%
Smithfield Center Rentals	03-100-315020-0000-30111	180,000.00	21,664.10	10	158,335.90	12%
Smithfield Center Vendor Programs	03-100-315020-0000-30113	3,000.00	-		3,000.00	0%
WC Manor House Rentals	03-100-315020-0000-30119	15,000.00	-		15,000.00	0%
Sports Complex Rentals	03-100-315020-0000-30120	10,000.00	300.00		9,700.00	3%
Park Impact Fees	03-100-315020-0000-30118	20,000.00	627.00		19,373.00	3%
Kayak Rentals	03-100-315020-0000-30015	10,000.00	2,811.00	11	7,189.00	28%
Special Events	03-100-315020-0000-30013, 30014	28,000.00	920.00		27,080.00	3%
Fingerprinting Fees	03-100-318990-0000-30048	1,500.00	80.00		1,420.00	5%
Museum Admissions	03-100-315020-0000-30115	9,415.00	980.00		8,435.00	10%
Museum Gift Shop Sales	03-100-318990-0000-30016	11,700.00	1,175.57		10,524.43	10%
Museum Programs/Lecture Fees	03-100-318990-0000-30017	1,000.00	90.00		910.00	9%
Sale of Equipment/Buildings	03-100-341020-0000-31405	-	-		-	
Lease of Land	03-100-315020-0000-30017	600.00	-		600.00	0%
Total revenue from use of money and property		427,832.00	39,737.71		388,094.29	9%
Miscellaneous Revenue						
Other Revenue	multiple accounts	1,000.00	45.00		955.00	5%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	-	-		-	
Total Miscellaneous Revenue		1,000.00	45.00		955.00	5%
From Reserves						

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
WC Preservation Funds	N/A	38,000.00	-		38,000.00	0%
Appropriated fund balance for budget	N/A	2,240,632.00	475,252.86	12	1,765,379.14	21%
Total From Reserves		2,278,632.00	475,252.86		1,803,379.14	21%
Intergovernmental Virginia						
Law Enforcement	03-100-322010-0000-34011	172,904.00	-		172,904.00	0%
Litter Control Grant	03-100-322010-0000-34010	-	-		-	
Communications Tax	03-100-322010-0000-34008	204,000.00	-		204,000.00	0%
Rolling Stock	03-100-322010-0000-34001	137.00	153.61		(16.61)	112%
Rental Tax	03-100-322010-0000-34002	5,000.00	656.99		4,343.01	13%
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00	-		240,795.00	0%
TRIAD Grant	03-100-322010-0000-34017	-	-		-	
Fire Programs	03-100-322010-0000-34012	-	-		-	
VCA Grant	03-100-322010-0000-34005	4,500.00	-		4,500.00	0%
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	'03-100-322010-0000-34020	140,265.00	-		140,265.00	0%
Benns Church/Route 258/Route 10 Bypass intersection	'03-100-322010-0000-34020	159,264.00	-		159,264.00	0%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	'03-100-322010-0000-34020	40,680.00	-		40,680.00	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	-	-		-	
Total State Revenue		967,545.00	810.60		966,734.40	0%
Intergovernmental Federal						
Police Federal Grants		-	-		-	
VDEM Grant (federal portion)		-	-		-	
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	03-100-331010-0000-35008	623,400.00	-		623,400.00	0%
Benns Church/Route 258/Route 10 Bypass intersection	03-100-331010-0000-35008	707,840.00	-		707,840.00	0%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	180,800.00	-		180,800.00	0%
Pinewood Heights CDBG Relocation Grant Phase IV	03-100-331010-0000-35002	1,000,000.00	-		1,000,000.00	0%
Total Federal Revenue		2,512,040.00	-		2,512,040.00	0%
Other Financing Sources						
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	-	-		-	
Insurance Recoveries		-	-		-	
Total Other Financing Sources		-	-		-	
Contributions						

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
CHIP Contributions	03-100-318990-0000-31620	13,000.00	55.00		12,945.00	0%
Contributions-Public Safety	03-100-318990-0000-31622	50.00	-		50.00	0%
Contributions-Museum	03-100-318990-0000-31632	93,506.00	100.00		93,406.00	0%
Contribution-Historic Windsor Castle Restoration LLC	03-100-318990-0000-31626	100,000.00	-		100,000.00	0%
Contributions-Public Ball Fields	03-100-318990-0000-31635	80,000.00	-		80,000.00	0%
Total Contributions		286,556.00	155.00		286,401.00	0%
Total General Fund Revenue		12,974,005.00	559,605.23		12,414,399.77	4%
GENERAL GOVERNMENT EXPENSES						
Town Council						
Salaries	04-100-411010-0000-41100	42,000.00	3,615.00	13	38,385.00	9%
FICA	04-100-411010-0000-42100	3,276.00	281.27		2,994.73	9%
Legal Fees	04-100-411010-0000-43150	50,000.00	-		50,000.00	0%
Election Expense	04-100-411010-0000-43170	-	-		-	
Maintenance contracts	04-100-411010-0000-43320	1,700.00	-		1,700.00	0%
Advertising	04-100-411010-0000-43600	30,000.00	-		30,000.00	0%
Professional Services	04-100-411010-0000-43152	10,000.00	-		10,000.00	0%
Records Management maint & upgrades	04-100-411010-0000-45811	5,000.00	-		5,000.00	0%
Site Plan Review	04-100-411010-0000-43141	-	-		-	
Insurance	04-100-411010-0000-45300	18,145.00	4,536.00	15	13,609.00	25%
Supplies	04-100-411010-0000-46001	9,000.00	54.20		8,945.80	1%
Travel & Training	04-100-411010-0000-45500	8,000.00	-		8,000.00	0%
Subscriptions/Memberships	04-100-411010-0000-45810	11,000.00	5,798.00	16	5,202.00	53%
Council Approved Items	04-100-411010-0000-45804	9,500.00	-		9,500.00	0%
Public Defender Fees	04-100-411010-0000-43153	3,000.00	-		3,000.00	0%
Bank Charges	04-100-411010-0000-45813	-	10.00		(10.00)	100%
SpecialProjects	04-100-411010-0000-43353	-	-		-	
Update Town Charter & Code	04-100-411010-0000-43151	5,000.00	-		5,000.00	0%
Annual Christmas Parade	04-100-411010-0000-43351	-	-		-	
Total Town Council		205,621.00	14,294.47		191,326.53	7%
Town Manager						
Salaries	04-100-412010-0000-41100	330,421.00	20,037.14	13	310,383.86	6%
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	1,376.33		26,763.67	5%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
VSRS	04-100-412010-0000-42200	20,545.00	1,425.69		19,119.31	7%
Disability	04-100-412010-0000-42210	556.00	-		556.00	0%
Health & Other	04-100-412010-0000-42300	59,297.00	4,594.82	14	54,702.18	8%
Pre-Employment Test	04-100-412010-0000-42435	3,500.00	-		3,500.00	0%
Employee Recognition	04-100-412010-0000-42440	15,000.00	-		15,000.00	0%
Auto Expense	04-100-412010-0000-46009	500.00	74.20		425.80	15%
Storm Maintenance	04-100-412010-0000-43106	-	-		-	
Maintenance Contracts	04-100-412010-0000-43320	3,000.00	372.78		2,627.22	12%
Communications	04-100-412010-0000-45200	18,000.00	200.93		17,799.07	1%
Insurance	04-100-412010-0000-45300	2,394.00	599.00	15	1,795.00	25%
Supplies	04-100-412010-0000-46001	5,000.00	16.25		4,983.75	0%
Dues & Subscriptions	04-100-412010-0000-45810	5,000.00	1,187.08	16	3,812.92	24%
Computer & technology expenses	04-100-412010-0000-46005	5,000.00	-		5,000.00	0%
Travel & Training	04-100-412010-0000-45500	10,000.00	-		10,000.00	0%
Other	04-100-412010-0000-45804	500.00	-		500.00	0%
Capital Expenditures	04-100-412010-0000-48100	-	-		-	
Total Town Manager		528,175.00	29,884.22		498,290.78	6%
Treasurer						
Salaries	04-100-412410-0000-41100	390,589.00	21,743.09	13	368,845.91	6%
Salaries-OT	04-100-412410-0000-41120	5,220.00	-		5,220.00	0%
FICA	04-100-412410-0000-42100	31,668.00	1,566.09		30,101.91	5%
VSRS	04-100-412410-0000-42200	25,031.00	1,767.90		23,263.10	7%
Disability	04-100-412410-0000-42210	517.00	-		517.00	0%
Health	04-100-412410-0000-42300	55,788.00	4,505.00	14	51,283.00	8%
Audit	04-100-412410-0000-43120	13,250.00	-		13,250.00	0%
Professional Services	04-100-412410-0000-43152	15,000.00	-		15,000.00	0%
Communications	04-100-412410-0000-45200	11,000.00	853.91		10,146.09	8%
Computer & technology expenses	04-100-412410-0000-46005	7,500.00	-		7,500.00	0%
Data Processing	04-100-412410-0000-44100	20,000.00	1,233.49		18,766.51	6%
Service contracts-includes MUNIS	04-100-412410-0000-43320	60,000.00	1,114.43		58,885.57	2%
Insurance	04-100-412410-0000-45300	2,472.00	618.00	15	1,854.00	25%
Supplies	04-100-412410-0000-46001	19,000.00	42.50		18,957.50	0%
Dues & Subscriptions	04-100-412410-0000-45810	1,900.00	225.00	16	1,675.00	12%
Credit Card Processing	04-100-412410-0000-46002	600.00	(149.50)		749.50	-25%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,404.00	-		3,404.00	0%
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	-		700.00	0%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
Capital Expenditures	04-100-412410-0000-48100	66,850.00	-		66,850.00	0%
Total Treasurer		735,589.00	33,519.91		702,069.09	5%
PUBLIC SAFETY						
Police Department						
Salaries	04-100-431100-0000-41100	1,301,211.00	97,921.17	13	1,203,289.83	8%
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	7,041.28		115,708.72	6%
VSRS	04-100-431100-0000-42200	83,179.00	6,451.82		76,727.18	8%
Disability	04-100-431100-0000-42210	190.00	-		190.00	0%
Health Insurance	04-100-431100-0000-42300	232,434.00	18,313.14	14	214,120.86	8%
Pre-Employment Test	04-100-431100-0000-42435	-	-		-	
Uniforms	04-100-431100-0000-46011	24,000.00	-		24,000.00	0%
Service Contracts	04-100-431100-0000-43320	40,000.00	553.66		39,446.34	1%
Communications	04-100-431100-0000-45200	50,000.00	3,421.86		46,578.14	7%
Computer & Technology Expenses	04-100-431100-0000-46005	13,000.00	-		13,000.00	0%
Insurance	04-100-431100-0000-45300	52,500.00	13,124.00	15	39,376.00	25%
Ins. - LODA	04-100-431100-0000-42410	16,233.00	12,703.86	17	3,529.14	78%
Materials & Supplies	04-100-431100-0000-46001	25,000.00	1,901.00		23,099.00	8%
Dues & Subscriptions	04-100-431100-0000-45810	9,500.00	2,263.00	16	7,237.00	24%
Equipment	04-100-431100-0000-46006	43,000.00	852.00		42,148.00	2%
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00	-		2,000.00	0%
Vehicle Maintenance	04-100-431100-0000-46009	40,000.00	-		40,000.00	0%
Gas	04-100-431100-0000-46008	41,500.00	1,708.82		39,791.18	4%
Tires	04-100-431100-0000-46016	5,000.00	-		5,000.00	0%
Travel & Training	04-100-431100-0000-45500	30,000.00	7,214.00	18	22,786.00	24%
Special Events	04-100-431100-0000-43352	1,000.00	-		1,000.00	0%
Investigation expenses	04-100-431100-0000-44641	3,000.00	-		3,000.00	0%
Other	04-100-431100-0000-45804	2,500.00	-		2,500.00	0%
Capital Expenditures	04-100-431100-0000-48101	66,000.00	-		66,000.00	0%
Total Police Department		2,436,441.00	173,469.61		2,262,971.39	7%
Fire Department						
Annual Contribution	04-100-432300-0000-46008	15,000.00	-		15,000.00	0%
State Pass Thru	04-100-432100-0000-45623	-	-		-	
Total Fire Department		15,000.00	-		15,000.00	0%
Contributions-Public Safety						

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
E911 Dispatch Center	04-100-432300-0000-45614	237,599.00	-		237,599.00	0%
Total Contributions-Public Safety		237,599.00	-		237,599.00	0%
PARKS, RECREATION & CULTURAL						
Parks & Recreation						
Salaries	04-100-471100-0000-41100	205,290.00	10,601.51	13	194,688.49	5%
Salaries-OT	04-100-471100-0000-41120	6,330.00	-		6,330.00	0%
FICA	04-100-471100-0000-42100	16,933.00	748.81		16,184.19	4%
VSRS	04-100-471100-0000-42200	13,149.00	806.04		12,342.96	6%
Disability	04-100-471100-0000-42210	480.00	-		480.00	0%
Health	04-100-471100-0000-42300	54,261.00	2,250.02	14	52,010.98	4%
Uniforms	04-100-471100-0000-46011	3,000.00	-		3,000.00	0%
Communicaitons	04-100-471100-0000-45200	2,000.00	221.41		1,778.59	11%
insurance	04-100-471100-0000-45300	2,838.00	1,209.00	15	1,629.00	43%
Advertising	04-100-471100-0000-43600	20,500.00	-		20,500.00	0%
Dues & Subscriptions	04-100-471100-0000-45810	2,000.00	45.00	16	1,955.00	2%
Supplies	04-100-471100-0000-46001	8,000.00	-		8,000.00	0%
Computer & Technology	04-100-471100-0000-46005	1,000.00	-		1,000.00	0%
Travel & Training	04-100-471100-0000-45500	3,000.00	-		3,000.00	0%
Other	04-100-471100-0000-45804	500.00	-		500.00	0%
Capital Expenditures	04-100-471100-0000-48100	26,000.00	-		26,000.00	0%
Total Parks & Recreation		365,281.00	15,881.79		349,399.21	4%
Smithfield Center						
Salaries	04-100-412100-0000-41100	115,229.00	9,806.22	13	105,422.78	9%
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	736.56		11,974.44	6%
VSRS	04-100-412100-0000-42200	7,339.00	611.58		6,727.42	8%
Disability	04-100-412100-0000-42210	144.00	-		144.00	0%
Health	04-100-412100-0000-42300	22,182.00	2,336.08	14	19,845.92	11%
Contracted Services	04-100-412100-0000-43320	18,000.00	551.42		17,448.58	3%
Retail Sales & Use Tax	04-100-412100-0000-43100	800.00	-		800.00	0%
Utilities	04-100-412100-0000-45100	25,000.00	108.67		24,891.33	0%
Communications	04-100-412100-0000-45200	20,000.00	3,446.91	19	16,553.09	17%
Computer & technology expenses	04-100-412100-0000-46005	3,000.00	-		3,000.00	0%
Insurance	04-100-412100-0000-45300	2,838.00	1,284.00	15	1,554.00	45%
Kitchen Supplies	04-100-412100-0000-44000	3,000.00	-		3,000.00	0%
Office Supplies/Other Supplies	04-100-412100-0000-46001	4,500.00	-		4,500.00	0%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
Food Service & Beverage Supplies	04-100-412100-0000-44001	6,000.00	148.20		5,851.80	2%
AV Supplies	04-100-412100-0000-44002	2,000.00	-		2,000.00	0%
Repairs & Maintenance	04-100-412100-0000-46007	29,000.00	5,058.40	20	23,941.60	17%
Landscaping	04-100-412100-0000-43400	12,000.00	813.75		11,186.25	7%
Refund event deposits	04-100-412100-0000-45899	7,000.00	-		7,000.00	0%
Credit card processing expense	04-100-412100-0000-46002	5,000.00	386.85		4,613.15	8%
Capital Expenditures	04-100-412100-0000-48100	26,000.00	-		26,000.00	0%
Total Smithfield Center		366,952.00	25,288.64		341,663.36	7%
Contributions-Parks, Recreation and Cultural						
Windsor Castle Restoration	04-100-471200-0000-45653	500,000.00	-		500,000.00	0%
Farmers Market	04-100-432301-0000-45617	3,000.00	-		3,000.00	0%
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	-		9,000.00	0%
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	0%
Total Contributions-Park, Recreation and Cultural		530,000.00	-		530,000.00	0%
Windsor Castle Park						
Salaries	04-100-471210-0000-41100	26,071.00	1,997.79	13	24,073.21	8%
Salaries-OT	04-100-471210-0000-41120	1,954.00	-		1,954.00	0%
FICA	04-100-471210-0000-42100	2,242.00	150.54		2,091.46	7%
VSRS	04-100-471210-0000-42200	1,271.00	72.28		1,198.72	6%
Disability	04-100-471210-0000-42210	205.00	-		205.00	0%
Health	04-100-471210-0000-42300	2,950.00	226.29	14	2,723.71	8%
Contracted Services	04-100-471210-0000-43300	7,000.00	-		7,000.00	0%
Insurance	04-100-471210-0000-45300	9,214.00	2,304.00	15	6,910.00	25%
Grass Cutting	04-100-471210-0000-43105	31,000.00	4,310.79	21	26,689.21	14%
Utilities	04-100-471210-0000-45100	6,000.00	-		6,000.00	0%
Repairs & Maintenance	04-100-471210-0000-46007	40,000.00	15.57		39,984.43	0%
WC Preservation Fund-Equipment	04-100-471210-0000-46006	38,000.00	-		38,000.00	0%
Total Windsor Castle Park		165,907.00	9,077.26		156,829.74	5%
Windsor Castle Manor House						
Salaries	04-100-471220-0000-41100	17,056.00	-		17,056.00	0%
FICA	04-100-471220-0000-42100	1,365.00	-		1,365.00	0%
VSRS	04-100-471220-0000-42200	1,100.00	-		1,100.00	0%
Disability	04-100-471220-0000-42210	101.00	-		101.00	0%
Health	04-100-471220-0000-42300	6,314.00	-		6,314.00	0%
Insurance	04-100-471220-0000-45300	1,072.00	268.00		804.00	25%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
Expenses 1/2 year	04-100-471220-0000-	63,928.00			63,928.00	0%
Total Windsor Castle Manor House		90,936.00	268.00		90,668.00	0%
Luter Sports Complex						
Contracted Services	04-100-471300-0000-43300	6,500.00	279.08		6,220.92	4%
Utilities	04-100-471300-0000-45100	10,000.00	-		10,000.00	0%
Insurance	04-100-471300-0000-45300	8,000.00	2,000.00	15	6,000.00	25%
Repairs & Maintenance	04-100-471300-0000-46007	40,000.00	5,954.27	22	34,045.73	15%
Equipment	04-100-471300-0000-46006	28,000.00	-		28,000.00	0%
Supplies-Chemicals	04-100-471300-0000-45413	5,000.00	-		5,000.00	0%
Capital Expenditures	04-100-471300-0000-48100	25,000.00	-		25,000.00	0%
Total Luter Sports Complex		122,500.00	8,233.35		114,266.65	7%
Museum						
Salaries	04-100-472200-0000-41100	113,585.00	9,626.45	13	103,958.55	8%
Salaries-Part Time	04-100-472200-0000-41110	22,485.00	-		22,485.00	0%
FICA	04-100-472200-0000-42100	10,810.00	734.61		10,075.39	7%
VSRS	04-100-472200-0000-42200	7,190.00	599.00		6,591.00	8%
Health	04-100-472200-0000-42300	7,185.00	632.12	14	6,552.88	9%
Operating expenses						
Contracted services	04-100-472200-0000-43300	3,400.00	-		3,400.00	0%
Communications	04-100-472200-0000-45200	725.00	50.69		674.31	7%
Computer and Technology	04-100-472200-0000-46005	540.00	-		540.00	0%
Insurance	04-100-472200-0000-45300	2,018.00	505.00	15	1,513.00	25%
Supplies	04-100-472200-0000-46001	7,000.00	117.00		6,883.00	2%
Advertisinig	04-100-472200-0000-43600	700.00	-		700.00	0%
Travel/Training	04-100-472200-0000-45500	200.00	-		200.00	0%
Dues & Subscriptions	04-100-472200-0000-45810	800.00	-		800.00	0%
Gift Shop-to be funded by gift shop proceeds						
Gift Shop expenses	04-100-472200-0000-46014	6,000.00	832.00		5,168.00	14%
Sales & Use Tax	04-100-472200-0000-43100	775.00	-		775.00	0%
Credit card processing fees	04-100-472200-0000-46002	800.00	54.53		745.47	7%
Total Museum		184,213.00	13,151.40		171,061.60	7%
Other Parks & Recreation						
Jersey Park Playground	04-100-471313-0000-43345	-	-		-	
Pinewood Playground	04-100-471314-0000-43346	-	-		-	
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100	2,000.00	94.40		1,905.60	5%
Waterworks Dam	04-100-471350-0000-46007	-	-		-	
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	-		1,000.00	0%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
Veterans War Memorial	04-100-471316-0000-43349	2,500.00	274.84		2,225.16	11%
Open Spaces	04-100-471500-0000-46007	-	-		-	
Litter Control Grant	04-100-441300-0000-46012	-	-		-	
Fireworks	04-100-471390-0000-43344	2,000.00	-		2,000.00	0%
Capital Expenditures-Clontz Park	04-100-471311-0000-48100	-	-		-	
Total Other Parks & Recreation		7,750.00	369.24		7,380.76	5%
COMMUNITY DEVELOPMENT						
Capital Expenditures						
Pinewood Heights-Phase III		-	-		-	
Pinewood Heights Phase IV		2,409,807.00	164,766.08	23	2,245,040.92	7%
Total Pinewood Heights-All Phases		2,409,807.00	164,766.08		2,245,040.92	7%
Contributions-Community Development						
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	0%
Christian Outreach	04-100-432302-0000-45620	12,650.00	-		12,650.00	0%
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	0%
Tourism Bureau	04-100-432302-0000-45607	273,722.00	-		273,722.00	0%
Western Tidewater Free Clinic	04-100-432302-0000-45632	40,560.00	-		40,560.00	0%
YMCA Projects	04-100-432302-0000-45603	50,000.00	-		50,000.00	0%
Total Contributions-Community Development		396,902.00	-		396,902.00	0%
PUBLIC WORKS						
Planning, Engineering & Public Works						
Salaries	04-100-441300-0000-41100	252,832.00	13,715.85	13	239,116.15	5%
Salaries-OT	04-100-441300-0000-41120	11,778.00	-		11,778.00	0%
Salaries-Special Events	04-100-441300-0000-41130	7,985.00	-		7,985.00	0%
FICA	04-100-441300-0000-42100	21,812.00	1,023.23		20,788.77	5%
VSRS	04-100-441300-0000-42200	16,587.00	1,055.91		15,531.09	6%
Disability	04-100-441300-0000-42210	2,446.00	-		2,446.00	0%
Health	04-100-441300-0000-42300	41,850.00	2,249.86	14	39,600.14	5%
Uniforms	04-100-441300-0000-46011	2,500.00	-		2,500.00	0%
Storm Maintenance	04-100-441300-0000-43106	-	-		-	
Professional Services	04-100-441300-0000-43152	50,000.00	-		50,000.00	0%
Contractual	04-100-441300-0000-43320	8,125.00	443.67		7,681.33	5%
GIS	04-100-441300-0000-43001	800.00	-		800.00	0%
Site Plan Review	04-100-441300-0000-43141	3,000.00	-		3,000.00	0%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
Recycling	04-100-441300-0000-43340	137,090.00	-		137,090.00	0%
Trash Collection	04-100-441300-0000-43330	224,580.00	257.85		224,322.15	0%
Street Lights	04-100-441300-0000-45101	2,500.00	-		2,500.00	0%
Communications	04-100-441300-0000-45200	12,000.00	746.08		11,253.92	6%
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	6,000.00	-		6,000.00	0%
Insurance	04-100-441300-0000-45300	8,690.00	2,173.00	15	6,517.00	25%
Materials & Supplies	04-100-441300-0000-46001	6,000.00	26.75		5,973.25	0%
Accreditation	04-100-441300-0000-45521	1,250.00	-		1,250.00	0%
Repairs & Maintenance-vehicle maintenance	04-100-441300-0000-46007	9,000.00	(88.43)		9,088.43	-1%
Gas	04-100-441300-0000-46008	7,500.00	211.95		7,288.05	3%
Travel & Training	04-100-441300-0000-45500	6,000.00	-		6,000.00	0%
Hampton Roads Planning District Commission	04-100-432302-0000-45621	10,089.00	2,677.00	24	7,412.00	27%
Dues & Subscriptions	04-100-441300-0000-45810	2,700.00	-	16	2,700.00	0%
Other	04-100-441300-0000-45804	2,000.00	280.00	25	1,720.00	14%
Capital Expenditures	04-100-441300-0000-48100	2,493,420.00	-		2,493,420.00	0%
Total Public Works		3,348,534.00	24,772.72		3,323,761.28	1%
PUBLIC BUILDINGS						
Public Buildings						
Salaries-Part Time	04-100-443200-0000-41110	41,720.00	1,568.37		40,151.63	4%
FICA	04-100-443200-0000-42100	3,340.00	121.21		3,218.79	4%
Contractual	04-100-443200-0000-43300	23,500.00	5,543.38	26	17,956.62	24%
Communications	04-100-443200-0000-45200	3,000.00	151.22		2,848.78	5%
Utilities	04-100-443200-0000-45100	46,000.00	29.10		45,970.90	0%
Insurance	04-100-443200-0000-45300	9,800.00	2,450.00	15	7,350.00	25%
Materials & Supplies	04-100-443200-0000-46001	6,000.00	-		6,000.00	0%
Repairs & Maintenance	04-100-443200-0000-46007	70,867.00	1,352.50		69,514.50	2%
Other	04-100-443200-0000-45804	500.00	-		500.00	0%
Capital Expenditures	04-100-443200-0000-48100	60,000.00	-		60,000.00	0%
Capital Expenditures-Building alterations		-	-		-	
Total Public Buildings		264,727.00	11,215.78		253,511.22	4%
OPERATING/CAPITAL RESERVE (CONTINGENCY)						
Transfers to Operating Reserves-contingency	N/A	50,000.00	-		50,000.00	0%
Transfers to Restricted Reserves-Pinewood	N/A	-	-		-	
Total Transfers To Reserves		50,000.00	-		50,000.00	0%

Town of Smithfield
General Fund Operating Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
NON DEPARTMENTAL						
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	27,300.00	-		27,300.00	0%
Total Tax Relief for the Elderly/Veterans		27,300.00	-		27,300.00	0%
DEBT SERVICE						
Debt Service						
Principal Retirement						
Police Evidence Building	04-100-495500-0000-49509	55,270.00	4,551.37		50,718.63	8%
New Debt-Multiple projects	04-100-495500-0000-49512	278,310.00	23,061.75		255,248.25	8%
Note Proceeds-Town Hall Renovations		-	-		-	
Public Safety Radio System	04-100-495500-0000-49518	48,235.00	-		48,235.00	0%
3 year Phase in Fire Alarm System	04-100-495500-0000-49516	9,150.00	-		9,150.00	0%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49514	7,182.00	588.96		6,593.04	8%
Interest and fiscal charges						
Police Evidence Building	04-100-495500-0000-49510	6,000.00	561.76		5,438.24	9%
New Debt-Multiple projects	04-100-495500-0000-49513	77,060.00	6,610.22		70,449.78	9%
Note Proceeds-Town Hall Renovations		-	-		-	
Public Safety Radio System	04-100-495500-0000-49519	3,220.00	-		3,220.00	0%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49515	344.00	38.70		305.30	11%
Total Debt Service		484,771.00	35,412.76		449,358.24	7%
Total General Fund Expenses		12,974,005.00	559,605.23		12,414,399.77	4%

Notes: July 2019

GENERAL FUND

Revenues:

1	**Current/Delinquent RE**	Postings of RE tax collections for years prior to the 2019 billing are considered delinquent taxes (even if a new supplement). Just a very small amount collected in July 2019.
2	**Current/Delinquent PP**	Postings of PP tax collections for years prior to the 2019 billing are also posted as delinquent taxes. Includes payments for supplemental billings.
3	**Cigarette Tax**	Sold 60,000 cigarette tax stamps in July 2019 compared to 45,000 stamps in July 2018.
4	**Business licenses**	Business licenses are due on April 15; however, licenses for delinquent accounts or new businesses are collected throughout the fiscal year. As of July 31, we have collected $6,123 in BL taxes of which $798 represents taxes for 2018 and the remaining $5,325 represents 2019.
5	**Vehicle License Tax**	VL taxes are billed with personal property and are collected at the same time. Collections to date represent delinquent billings and supplemental billings prior to FY2020.
6	**Permits & other licenses**	Permits and other licenses are made up of sign permits ($45), zoning permits ($375), yard sale permits ($90), E&S Fees ($450), and ROW Easement Permits ($210) and golf cart permits ($20).
7	**Inspection Fees**	Inspection fees are as follows: ABT Custom Homes-$300-rebuild 207 Gullane-21E-01-404
8	**Review Fees**	Review fees are as follows: Gary L Berland-$150-subdivision plan-22J-02-000A
9	**Rentals**	Rentals represent payments from town owned properties. Includes SVAE ($2250/month), When Pigs Fly ($775/month), and Charter Communications ($831.93/month).
10	**Smithfield Center Rentals**	Rents of $21,664 through July are $6,848 more than the same period last year.
11	**Kayak Rentals**	Since this line item is seasonal, the summer months are very strong for rentals. Revenues will cease by the first of October and pick up again in the spring of 2020. Collections for July are $346 higher than FY2019.
12	**Reserves-operation reserves**	Used $479,253 from reserves to cover expenses through July 2019. This is largely due to the fact that most revenues received in July were accrued in June 2018; however, payroll, benefits, and other operating costs still had to be reflected for the current fiscal year. Last year we utilized $391,069 of reserves through July.

Expenses:

	All Departments	
13	Salaries	Payroll accruals for June 2019 were reversed against salaries and payroll taxes in July 2019.
14	Health/Dental Insurance	Health insurance premiums are reflected through July (8%). Dental premiums are posted for Jul through Aug (17%).
15	Insurance	1 quarterly payment (25%) has been made to VML for property casualty/workers' compensation insurance.
16	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 may run high against budget as of the first few months.

	Police	
17	Insurance-LODA	This reflects an annual payment for Line of Duty Act benefits for our certified officers. It is billed through the Virginia Retirement System. The invoice for FY2020 was based on 18 officers at $705.77 each. This has been paid in full for the year.
18	Travel & training	Includes HRJCTA-Hampton Roads Criminal Justice Training Academy-$7014.00-Pro-rata for FY2019.
	Smithfield Center	
19	Communications	Includes 2 monthly charges from Charter for July and August ($1500.94 each).
20	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
	Windsor Castle Park	
21	Grass Cutting	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
	Luter Sports Complex	
22	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 Landscapr Supplies-$739-50" bags of nutriSCAPE (32)
	Community Development	
23	Pinewood Heights Phase II	Includes acquisition and relocation of 1 owner occupied unit-5 Pinewood.
	Public Works	
24	Hampton Roads Planning District Commission	HRPDC-$2677-1st quarter payment. Actual is more than submitted budget request. Will be $619 over for the year. the area of increase was the Coastal Resiliency Program.
25	Other	Bluewater rentals-$280-standard event toilets-4th of July-Commerce Street (7/3/19-7/5/19)
	Public Buildings	
26	Contractual	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 Hygene-$201.38-sanitary disposal service-Town Hall & Public Restrooms

Town of Smithfield
Sewer Fund Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
SEWER REVENUES						
Sewer Charges	03-004-342070-0000-31101	677,664.00	-	1	677,664.00	0%
Sewer Compliance Fee	03-004-342070-0000-31608	393,031.00	-	1	393,031.00	0%
Miscellaneous Revenue	03-004-342070-0000-31105	500.00	-		500.00	0%
Connection fees	03-004-342070-0000-31104	71,100.00	3,160.00	2	67,940.00	4%
Pro-rata Share Fees	03-004-342070-0000-31103	-	-		-	
Insurance Recoveries	03-004-342070-0000-31603	-	-		-	
Availability Fees	03-004-342070-0000-31102	185,400.00	8,240.00	3	177,160.00	4%
Interest Revenue	03-004-342070-0000-31501	9,000.00	1,520.82		7,479.18	17%
Appropriated fund balance for budget		537,735.00	118,072.67	4	419,662.33	22%
Total Sewer Revenue		1,874,430.00	130,993.49		1,743,436.51	7%

Description		2020 Council Approved	Actual 7/31/2019		Variance	Variance %
SEWER EXPENSES						
Salaries	04-004-442070-0000-41100	304,444.00	16,638.74	5	287,805.26	5%
Salaries-OT	04-004-442070-0000-41120	22,168.00	-		22,168.00	0%
FICA	04-004-442070-0000-42100	26,130.00	1,223.82		24,906.18	5%
VSRS	04-004-442070-0000-42200	18,830.00	1,248.41		17,581.59	7%
Health	04-004-442070-0000-42300	57,295.00	3,252.34		54,042.66	6%
Uniforms	04-004-442070-0000-46011	2,500.00	-		2,500.00	0%
Audit	04-004-442070-0000-43120	6,625.00	-		6,625.00	0%
Legal	04-004-442070-0000-43150	6,000.00	-		6,000.00	0%
Accreditation	04-004-442070-0000-45521	100.00	-		100.00	0%
HRPDC sewer programs	04-004-442070-0000-43997	835.00	208.75	6	626.25	25%
Professional Fees	04-004-442070-0000-43152	25,000.00	-		25,000.00	0%
Maintenance & Repairs	04-004-442070-0000-46007	95,000.00	-		95,000.00	0%
Storm Maintenance	04-004-442070-0000-43106	-	-		-	
VAC Truck Repairs & Maintenance	04-004-442070-0000-43107	7,500.00	-		7,500.00	0%
Data Processing	04-004-442070-0000-44100	15,000.00	925.13		14,074.87	6%
Dues & Subscriptions	04-004-442070-0000-45810	150.00	-		150.00	0%
Utilities	04-004-442070-0000-45100	45,000.00	-		45,000.00	0%
SCADA Expenses	04-004-442070-0000-45204	6,000.00	-		6,000.00	0%
Communications	04-004-442070-0000-45200	12,000.00	667.15		11,332.85	6%
Insurance	04-004-442070-0000-45300	15,825.00	3,956.00	7	11,869.00	25%
Materials & Supplies	04-004-442070-0000-45400	50,000.00	72.69		49,927.31	0%

Town of Smithfield
Sewer Fund Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
Pump Replacement & Conditioning	04-004-442070-0000-	85,000.00	-		85,000.00	0%
Truck Operations (fuel)	04-004-442070-0000-46008	9,000.00	257.11		8,742.89	3%
Vehicle Maintenance	04-004-442070-0000-46009	2,500.00	-		2,500.00	0%
Travel & Training	04-004-442070-0000-45500	3,000.00	-		3,000.00	0%
Contractual	04-004-442070-0000-43300	3,500.00	-		3,500.00	0%
Bank charges	04-004-442070-0000-45813	-	-		-	
Miscellaneous	04-004-442070-0000-45804	1,200.00	-		1,200.00	0%
Depreciation Expense	04-004-442070-0000-49102	375,000.00	-		375,000.00	0%
Transfers to Operating Reserves		-	-		-	
Debt Service	04-004-442070-0000-49000	106,328.00	102,543.35	8	3,784.65	96%
Capital Expenditures	04-004-442070-0000-47000,47012,47005,47035	572,500.00	-		572,500.00	0%
Total Sewer Expenditures		1,874,430.00	130,993.49		1,743,436.51	7%

Notes: July 2019

SEWER

Revenues

1	1) Sewer Charges/Sewer Compliance	Sewer revenues including the sewer compliance fee billed for July were accrued on the June 2019 financial statements.
2	Connection Fees	The town posted $3,160 in connection fees for July 2019. This represents 2 connections at $1580 each (5/8" meters).
3	Availability fees	We received 2 at $4,120 each for a total of $8,240.
4	Appropriated Fund Balance	Fund balance drawn to cover expenditures for the month of July 2019 equaled $118,072.67.

Expenses

5	Salaries and payroll taxes	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. Will adjust for August.
6	HRPDC Sewer Programs	Represents 1 quarterly payment to HRPDC-25%
7	Insurance	Represents payment of 1 quarter to VML for property/casualty and workers' comp insurance-25%.
8	Debt Service	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.

Town of Smithfield
Water Fund Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
WATER REVENUES						
Water Sales	03-005-342060-0000-31101	1,411,037.00	-	1	1,411,037.00	0%
Debt Service Revenue	03-005-342060-0000-31109	251,055.00	-	1	251,055.00	0%
Miscellaneous	03-005-342060-0000-31105	5,000.00	650.00	2	4,350.00	13%
Connection fees	03-005-342060-0000-31104	29,700.00	1,320.00	3	28,380.00	4%
Application Fees	03-005-342060-0000-31106	9,720.00	1,041.00		8,679.00	11%
Pro-Rata Share Fees	03-005-342060-0000-31103	-	-		-	
Availability Fees	03-005-342060-0000-31102	122,400.00	5,440.00	4	116,960.00	4%
Interest Revenue	03-005-342060-0000-31501	20,000.00	4,164.12		15,835.88	21%
Contributions from IOW		87,500.00	-		87,500.00	0%
Appropriated fund balance for budget		487,499.00	284,790.46	5	202,708.54	58%
Total Water Revenues		2,423,911.00	297,405.58		2,126,505.42	12%

Description		2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
WATER EXPENSES						
Salaries	04-005-442060-0000-41100	422,828.00	25,497.56	6	397,330.44	6%
Salaries-OT	04-005-442060-0000-41120	65,622.00	-		65,622.00	0%
FICA	04-005-442060-0000-42100	39,080.00	1,838.95		37,241.05	5%
VSRS	04-005-442060-0000-42200	26,470.00	1,879.55		24,590.45	7%
Health	04-005-442060-0000-42300	79,525.00	5,524.93		74,000.07	7%
Uniforms	04-005-442060-0000-46011	2,500.00	-		2,500.00	0%
Contractual	04-005-442060-0000-43320	13,500.00	-		13,500.00	0%
Audit	04-005-442060-0000-43120	6,625.00	-		6,625.00	0%
Legal	04-005-442060-0000-43150	6,400.00	-		6,400.00	0%
Storm Maintenance	04-005-442060-0000-43106	-	-		-	
Accreditation	04-005-442060-0000-45521	100.00	-		100.00	0%
Maintenance & Repairs	04-005-442060-0000-46007	20,000.00	85.00		19,915.00	0%
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	-		25,000.00	0%
Regional Water Supply Study	04-005-442060-0000-43998	4,000.00	981.50	**7**	3,018.50	25%
Data Processing	04-005-442060-0000-44100	15,000.00	925.13		14,074.87	6%
Utilities	04-005-442060-0000-45100	2,500.00	-		2,500.00	0%
Communications	04-005-442060-0000-45200	11,500.00	844.57		10,655.43	7%
Insurance	04-005-442060-0000-45300	31,130.00	7,783.00	**8**	23,347.00	25%
Materials & Supplies	04-005-442060-0000-45400	80,000.00	4,701.49		75,298.51	6%
Truck Operations	04-005-442060-0000-46008	16,000.00	394.00		15,606.00	2%
Vehicle Maintenance	04-005-442060-0000-46009	3,000.00	-		3,000.00	0%
Dues & Subscriptions	04-005-442060-0000-45810	1,200.00	340.00	**9**	860.00	28%

Town of Smithfield
Water Fund Budget

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
Bank service charges-credit card fees	04-005-442060-0000-45813	1,200.00	150.21		1,049.79	13%
Travel and Training	04-005-442060-0000-45500	5,000.00	-		5,000.00	0%
Miscellaneous	04-005-442060-0000-45804	15,000.00	2,289.93	**10**	12,710.07	15%
RO Annual costs						
Power	04-005-442061-0000-45100	104,000.00	-		104,000.00	0%
Chemicals	04-005-442061-0000-45413	65,000.00	1,150.19		63,849.81	2%
HRSD	04-005-442061-0000-45102	280,300.00	-		280,300.00	0%
Supplies	04-005-442061-0000-45400	25,000.00	(310.30)		25,310.30	-1%
Communication	04-005-442061-0000-45200	9,200.00	790.80		8,409.20	9%
Travel and training	04-005-442061-0000-45500	4,000.00	-		4,000.00	0%
Dues & Subscriptions	04-005-442061-0000-45810	500.00	-		500.00	0%
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	5,653.00		60,847.00	9%
Depreciation Expense	04-005-442061-0000-49102	380,000.00	-		380,000.00	0%
Transfers to Operating Reserves		-	-		-	
Debt Service	04-005-442060-0000-49000	288,731.00	236,886.07	**11**	51,844.93	82%
Capital Expenditures		287,500.00	-		287,500.00	0%
Total Water Expenditures		2,423,911.00	297,405.58		2,126,505.42	12%

Notes: July 2019

WATER

Revenues

1	Water Charges/Debt Service Revenue	Water revenues including the Debt Service Fee billed for July were accrued on the June 2019 financial statements.
2	Miscellaneous	In July we sold 2 water meters ($325 each=$650).
3	Connection Fees	The town posted $1,320 in connection fees for July 2018. This represents 2 connections at $660 each (5/8" meters).
4	Availability Fees	We received 2 at $2720 each for a total of $5,440.00
5	Appropriated Fund Balance	Fund balance drawn to cover expenditures for the month of July 2019 equaled $284,790.46.

Expenses

6	Salaries and payroll taxes	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. Will adjust for August.
7	HRPDC Regional Water Supply	Represents 1 quarterly payment to HRPDC-25%.
8	Insurance	Represents payment of 1 quarter to VML for property/casualty and workers' comp insurance-25%.
9	Dues & Subscriptions	The majority of dues are paid at the beginning of the fiscal year, so percentages will run high usually during the first 6 months.
10	Miscellaneous	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 made the 1st of 4 quarterly payments=$2289.94
11	Debt Service	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)..

Town of Smithfield
Highway Fund

Description		2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
HIGHWAY REVENUES						
Interest Income	**03-204-341200-0000-31501**	250.00	13.73		236.27	5%
Revenue - Commwlth of VA	**03-204-341200-0000-34060**	1,243,925.00	-	1	1,243,925.00	0%
Total Highway Fund Revenue		1,244,175.00	13.73		1,244,161.27	0%

Town of Smithfield
Highway Fund

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 7/31/2019	Notes	Variance	Variance %
HIGHWAY EXPENSES						
Salaries	04-204-441200-0000-41100	263,294.00	15,661.89	2	247,632.11	6%
Salaries-OT	04-204-441200-0000-41120	17,595.00	-		17,595.00	0%
FICA	04-204-441200-0000-42100	22,472.00	1,148.92		21,323.08	5%
VSRS	04-204-441200-0000-42200	17,830.00	1,261.45		16,568.55	7%
Health	04-204-441200-0000-42300	44,318.00	3,555.62		40,762.38	8%
Uniforms	04-204-441200-0000-46011	3,500.00	-		3,500.00	0%
Professional services	04-204-441200-0000-43152	-	-		-	
Grass	04-204-441200-0000-43105	20,000.00	2,230.60		17,769.40	11%
Maintenance	04-204-441200-0000-43104	697,252.00	9,167.50		688,084.50	1%
Street Lights	04-204-441200-0000-45101	117,000.00	-		117,000.00	0%
Insurance	04-204-441200-0000-45300	10,572.00	2,643.00	3	7,929.00	25%
VAC Truck Repairs	04-204-441200-0000-43107	2,500.00	122.81		2,377.19	5%
Truck Operations	04-204-441200-0000-46008	12,000.00	242.02		11,757.98	2%
Stormwater Management Program (regional)	04-204-441200-0000-43999	3,342.00	789.50	4	2,552.50	24%
Capital Expenditures	04-204-441200-0000-48100	12,500.00	-		12,500.00	0%
Total Highway Fund Expense		1,244,175.00	36,823.31		1,207,351.69	3%

Notes: July 2019

HIGHWAY

Revenues

1	Revenue-Commonwealth of Virginia	We will not receive the 1st quarterly payment from the state until the end of September. Funds received at the end of June will be transferred from general fund to highway as needed.

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. Will adjust for August.
3	Insurance	Represents payment of 1 quarter to VML for property/casualty and workers' comp insurance-25%.
4	Stormwater Management Program	Represents 1 quarterly payment to HRPDC-24%

CASH BALANCES AS OF AUGUST 31, 2019					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,898,959.78	(251,378.34)	(741,973.48)	905,607.96
Water-Debt Service	Farmers Bank	604,362.31	40,049.76	42,674.22	687,086.29
Water Capital Escrow (availability fees)	TowneBank	653,096.56	5,440.00	2,720.00	661,256.56
Water Treatment Plant Escrow	TowneBank	11,640.38			11,640.38
Water Deposit Account	TowneBank	127,237.20	(22,936.00)	(8,420.00)	95,881.20
Water Development Escrow	TowneBank	161,937.86	-	-	161,937.86
Subtotal Water		3,457,234.09	(228,824.58)	(704,999.26)	2,523,410.25
Sewer	Farmers Bank	392,639.61	97,535.34	(309,746.02)	180,428.93
Sewer Development Escrow	TowneBank	426,974.86	-	-	426,974.86
Sewer Capital Escrow (availability fees)	TowneBank	1,049,991.38	8,240.00	4,120.00	1,062,351.38
Sewer Compliance	Farmers Bank	2,186,948.10	62,458.47	67,185.97	2,316,592.54
Subtotal Sewer		4,056,553.95	168,233.81	(238,440.05)	3,986,347.71
Highway	Farmers Bank	48,481.13	223,038.86	-	271,519.99
General Fund	Farmers Bank	3,745,101.14	(162,448.09)	943,439.31	4,526,092.36
Payroll	Farmers Bank	51,790.36			51,790.36
Money Market-General Fund	TowneBank	38,784.63			38,784.63
Business Super Now-General Fund	Farmers Bank	34,783.50			34,783.50
General Fund Capital Escrow Account	TowneBank	217,641.52			217,641.52
Certificate of Deposit-Police Dept-24 month	Farmers Bank	37,141.14			37,141.14
Special Project Account	Farmers Bank	956,806.57	-		956,806.57
Pinewood Heights Escrow	Farmers Bank	62,719.21			62,719.21
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	207,925.98			207,925.98
Windsor Castle Acct	TowneBank	92,903.00			92,903.00
Subtotal General Fund		5,447,815.80	(162,448.09)	943,439.31	6,228,807.02
TOTAL ALL FUNDS		13,010,084.97	-	-	13,010,084.97

VIP Investment Pool	VML VACO Finance	Ending Market Value		$ 534,981.45

Virginia Investment Pool
A Service of VML/VACo Finance

Account Statement

August 2019

Town of Smithfield

P.O. Box 246
Smithfield, VA 23431

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

Summary

VA-01-0009-0001 **GENERAL**

Beginning Market Value	Contributions	Withdrawals	Income Earned	Current Month Unrealized G/L	Ending Market Value
531,020.31	0.00	49.62	1,088.24	2,922.52	534,981.45

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
08/15/2019	Withdrawal		49.62		10.114425	4.906	0.00
08/15/2019	Income Earned	564.58			10.114425	55.819	
08/30/2019	Income Earned	523.66			10.105732	51.818	
08/31/2019	Ending Balance			534,981.45	10.105732	52,938.417	

Email: clientservices@virginiainvestmentpool.org Tel: 1-855-249-8588 Fax: 1-855-249-8619 www.virginiainvestmentpool.org

Virginia Investment Pool
A Service of VML/VACo Finance

Account Statement

August 2019

Town of Smithfield

P.O. Box 246
Smithfield, VA 23431

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

Summary

Average Monthly Yield: 2.29%

		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
08/31/2019	Ending Balance			0.000	

Virginia Investment Pool
A Service of VML/VACo Finance

Daily Rates

August 2019

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Aug-19	0.000065345	2.39%
02-Aug-19	0.000065345	2.39%
03-Aug-19	0.000065345	2.39%
04-Aug-19	0.000065345	2.39%
05-Aug-19	0.000063701	2.33%
06-Aug-19	0.000063701	2.33%
07-Aug-19	0.000063153	2.31%
08-Aug-19	0.000063153	2.31%
09-Aug-19	0.000063153	2.31%
10-Aug-19	0.000063153	2.31%
11-Aug-19	0.000063153	2.31%
12-Aug-19	0.000062879	2.30%
13-Aug-19	0.000062605	2.29%
14-Aug-19	0.000062879	2.30%
15-Aug-19	0.000062605	2.29%
16-Aug-19	0.000062605	2.29%
17-Aug-19	0.000062605	2.29%
18-Aug-19	0.000062605	2.29%
19-Aug-19	0.000062332	2.28%
20-Aug-19	0.000062332	2.28%
21-Aug-19	0.000062332	2.28%
22-Aug-19	0.000062058	2.27%
23-Aug-19	0.000061784	2.26%
24-Aug-19	0.000061784	2.26%
25-Aug-19	0.000061784	2.26%
26-Aug-19	0.000061784	2.26%
27-Aug-19	0.000061510	2.25%
28-Aug-19	0.000061510	2.25%
29-Aug-19	0.000061510	2.25%
30-Aug-19	0.000061510	2.25%
31-Aug-19	0.000061510	2.25%

Email: clientservices@virginiainvestmentpool.org Tel: 1-855-249-8588 Fax: 1-855-249-8619 www.virginiainvestmentpool.org

Purchase Orders over $10,000

Request to Approve

TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

September 13, 2019

TO: Finance Committee

FROM: Brian S. Thrower, Town Manager BST

SUBJECT: Purchase Order - Request to Approve

Attached is a purchase order for a tractor to be used by our Parks and Recreation Department. The estimated cost is $26,153.09. This expense is included in your adopted FY20 budget and will be covered using Windsor Castle Park Preservation Funds.

Recommendation

I recommend Town Council approve this purchase order.

Attachment

Purchase Order
Quote

TOWN MANAGER'S OFFICE
911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189
Find us on

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	9/12/2019
PO #	

VENDOR

James River Equipment
Kenny Jarrett
10489 General Mahone Hwy
Wakefield, VA 23888
Phone: (757) 899-3232
wakefield@jamesriverequipment.com

SHIP TO

Chris Hewitt
Smithfield Parks & Recreation
900 W Main Street
Smithfield, VA 23430
757-641-2053

REQUESTED BY	PAYMENT TERMS	SHIP VIA	FISCAL YEAR	SHIPPING TERMS
C Hewitt	NET 30		2019-20	

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	John Deere 3033R Compact	1	25,220.75	25,220.75
2	AP12F Fixed Pallet Fork	1	932.34	932.34
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
			SUBTOTAL	26,153.09
			TAX	-
			SHIPPING	-
			OTHER	-
			TOTAL	**$ 26,153.09**

Comments or Special Instructions

Department Head

Town Treasurer

Town Manager

INTERNAL USE ONLY:

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	9/12/2019
PO #	0
Number of quotes requested	1
Number of quotes received	1
Sole Source	NO
Vendor under town contract	NO
Vendor under state contract	YES
Initials of Requester	CH

NOTE: ALL QUOTE DOCUMENTATION MUST BE ATTACHED. IF A RESPONSE WAS NOT RECEIVED FROM A POTENTIAL VENDOR, PLEASE PROVIDE EVIDENCE OF REQUEST.

Purchases Less than $5,000 : 1 quote
Purchases greater than $5,000 and less than $10,000: at least 2 attempted quotes
Purchases between $10,000 - $50,000: at least 3 attempted quotes

JOHN DEERE

YOUR CONTRACT. YOUR QUOTE.

YOUR HELP REQUESTED.

Ensure your equipment arrives with no delay. Issue your Purchase Order or Letter of Intent.

To expedite the ordering process, please include the following information in Purchase Order or Letter of Intent:

- ☐ Shipping address
- ☐ Billing address
- ☐ Vendor: John Deere Company 2000 John Deere Run Cary, NC 27513
- ☐ Contract name and/or number
- ☐ Signature
- ☐ Tax exempt certificate, if applicable

For any questions, please contact:

Kenneth Jarratt

James River Equipment
10489 General Mahone Hwy
Wakefield, VA 23888

Tel: 757-899-3232
Fax: 757-899-6464
Email: kjarratt@jrenet.com

The John Deere Government Sales Team

JOHN DEERE

Quote Id: 20425220

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

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

Prepared For:

Town Of Smithfield Parks And Rec

Proposal For:

Delivering Dealer:
Kenneth Jarratt

James River Equipment
10489 General Mahone Hwy
Wakefield, VA 23888

wakefield@jamesriverequipment.com

Quote Prepared By:
KENNETH JARRATT
kjarratt@jrenet.com

Date: 12 September 2019

Offer Expires: 12 October 2019

JOHN DEERE

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

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

Quote Summary

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

Delivering Dealer:
James River Equipment
Kenneth Jarratt
10489 General Mahone Hwy
Wakefield, VA 23888
Phone: 757-899-3232
kjarratt@jrenet.com

Quote ID: 20425220
Created On: 12 September 2019
Last Modified On: 12 September 2019
Expiration Date: 12 October 2019

Equipment Summary	Suggested List	Selling Price		Qty		Extended
JOHN DEERE 3033R Compact Utility Tractor (24 PTO hp) - Open Station **Contract:** VA Ground Maint Equip E194-1483 (PG 70 CG 22) **Price Effective Date:** September 12, 2019	$ 30,325.00	$ 25,220.75	X	1	=	$ 25,220.75
Frontier AP12F Fixed Pallet Fork for Current 200/300/400/500 Series Carrier **Contract:** VA Ground Maint Equip E194-1483 (PG 70 CG 22) **Price Effective Date:** September 12, 2019	$ 1,137.00	$ 932.34	X	1	=	$ 932.34
Equipment Total						**$ 26,153.09**

* Includes Fees and Non-contract items

Quote Summary	
Equipment Total	$ 26,153.09
Trade In	
SubTotal	**$ 26,153.09**
Est. Service Agreement Tax	$ 0.00
Total	$ 26,153.09

Salesperson : X _____

Accepted By : X _____

JOHN DEERE

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

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

Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	**$ 26,153.09**

Salesperson : X _____

Accepted By : X _____

JOHN DEERE

Selling Equipment

Quote Id: 20425220 **Customer Name:** TOWN OF SMITHFIELD PARKS AND REC

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

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

JOHN DEERE 3033R Compact Utility Tractor (24 PTO hp) - Open Station

Contract: VA Ground Maint Equip E194-1483 (PG 70 CG 22)

Price Effective Date: September 12, 2019

Suggested List *
$ 30,325.00

Selling Price *
$ 25,220.75

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
1362LV	3033R Compact Utility Tractor (24 PTO hp)	1	$ 24,160.00	17.00	$ 4,107.20	$ 20,052.80	$ 20,052.80
	Standard Options - Per Unit						
0202	United States	1	$ 0.00	17.00	$ 0.00	$ 0.00	$ 0.00
0409	English Operator's Manual and Decal Kit	1	$ 0.00	17.00	$ 0.00	$ 0.00	$ 0.00
1381	12F/12R PowrReverser	1	$ 0.00	17.00	$ 0.00	$ 0.00	$ 0.00
1701	Factory Installed Loader with Bucket	1	$ 6,024.00	17.00	$ 1,024.08	$ 4,999.92	$ 4,999.92
2000	Open Station with Standard Seat	1	$ 0.00	17.00	$ 0.00	$ 0.00	$ 0.00
2650	Less Radio	1	$ 0.00	17.00	$ 0.00	$ 0.00	$ 0.00
3320	Dual Mid Selective Control Valve	1	$ 0.00	17.00	$ 0.00	$ 0.00	$ 0.00
3400	Less Mid PTO	1	$ 0.00	17.00	$ 0.00	$ 0.00	$ 0.00
4061	Less iMatch Quick Hitch Category 1	1	$ 0.00	17.00	$ 0.00	$ 0.00	$ 0.00
5223	41x14-20 (4PR, R3 Turf, 2 Position)	1	$ -227.00	17.00	$ -38.59	$ -188.41	$ -188.41
6223	27x8.5-15 (6PR, R3 Turf, 2 Position)	1	$ 68.00	17.00	$ 11.56	$ 56.44	$ 56.44
	Standard Options Total		**$ 5,865.00**		**$ 997.05**	**$ 4,867.95**	**$ 4,867.95**
	Dealer Attachments/Non-Contract/Open Market						
001	(OPEN MARKET) FLUID FILL REAR TIRES	1	$ 300.00	0.00	$ 0.00	$ 300.00	$ 300.00
PC12001 CD	Parts manual CD	1	$ 0.00	0.00	$ 0.00	$ 0.00	$ 0.00
TM130619 CD	TECH MANUAL CD	1	$ 0.00	0.00	$ 0.00	$ 0.00	$ 0.00
	Dealer Attachments Total		**$ 300.00**		**$ 0.00**	**$ 300.00**	**$ 300.00**

JOHN DEERE

Selling Equipment

Quote Id: 20425220 **Customer Name:** TOWN OF SMITHFIELD PARKS AND REC

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

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

Value Added Services Total	**$ 0.00**		**$ 0.00**	**$ 0.00**
Suggested Price				**$ 25,220.75**
Total Selling Price	**$ 30,325.00**	**$ 5,104.25**	**$ 25,220.75**	**$ 25,220.75**

Frontier AP12F Fixed Pallet Fork for Current 200/300/400/500 Series Carrier

Contract: VA Ground Maint Equip E194-1483 (PG 70 CG 22)

Suggested List *
$ 1,137.00

Price Effective Date: September 12, 2019

Selling Price *
$ 932.34

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2153XF	AP12F Fixed Pallet Fork for Current 200/300/400/500 Series Carrier	1	$ 1,137.00	18.00	$ 204.66	$ 932.34	$ 932.34
		Standard Options - Per Unit					
1000	42 In. Pallet Tine	1	$ 0.00	18.00	$ 0.00	$ 0.00	$ 0.00
	Standard Options Total		**$ 0.00**		**$ 0.00**	**$ 0.00**	**$ 0.00**
	Suggested Price						**$ 932.34**
Total Selling Price			**$ 1,137.00**		**$ 204.66**	**$ 932.34**	**$ 932.34**

TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

September 13, 2019

TO: Finance Committee

FROM: Brian S. Thrower, Town Manager BST

SUBJECT: Windsor Castle Restoration Project - Request for Draw

Rick Bodson, Project Manager of the Historic Windsor Castle Restoration, LLC, has requested a draw of $200,000 to be utilized for the ongoing renovation of the Manor House project. This funding was included in your adopted FY20 budget.

Recommendation

I recommend Town Council approve the draw request.

TOWN MANAGER'S OFFICE
911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189
Find us on

PARKS AND RECREATION COMMITTEE

Parks and Recreation Operation Update

August 2019

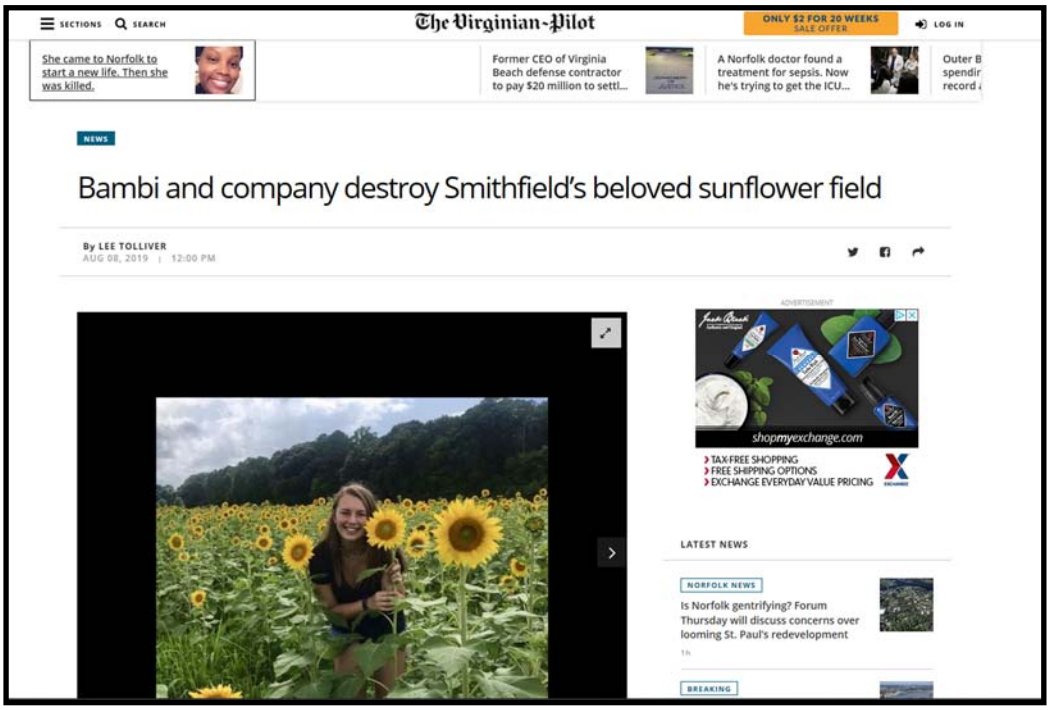
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				12:30 PM - 10:30 PM SC MHSu 2:30 PM Raymer and Morrison Wedding and Reception	12:00 PM - 12:00 AM SC MHSu 5:00 PM Thompson and Williams Reception 1:00 PM - 5:00 PM LSC Field 4 1:00 PM Summer Baseball-Blue Devils	9:00 AM - 10:00 AM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

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

Parks and Recreation Operation Update

August 2019

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



SECTIONS SEARCH

The Virginian-Pilot

ONLY $2 FOR 20 WEEKS SALE OFFER

LOG IN

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

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

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

Outer B spendir record

NEWS

Bambi and company destroy Smithfield's beloved sunflower field

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

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LATEST NEWS

NORFOLK NEWS

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

BREAKING

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

Windsor Castle Trail Docs have earned <u>409 hours</u> since the beginning of the year.

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

Kayak Rentals
Total Revenue $ 9250 from 16 weekends of operation, open since May 4th
6 more weekends until the end of the season, closing September 29th

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

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

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

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

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

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

Event Date	Times Location Type of Event Attendance	Event Name	PD Required $46 per hour per officer	PW Required $30 per hour per staff (2 req)
			DECEMBER	
12/7-12/8/19	Sat, Sun Smithfield Center Trade Show & Home Tours	**Antique Show**	*FYI Only*	
12/6/2019	5:30 P-6:30 P	**Tree Lighting Ceremony & Light Up Main**	2 Officer Fri 5 PM-6:30 PM	
(1st Fri)	Times Gazebo			
Traffic Assist	Community			
NO PARK Signs	200 p	**Street Closure-100, 200 5 PM-7 PM**		
12/14/2019	3 PM-8 PM	**Holiday Evening Market**	2 Officers Sat 2 PM-7 PM Event Patrol	6 PW Fri 3 PM-11 PM
(2nd Sat)	Main Street	Connie Chapman	2 Officers Sat 4 PM-10 PM Event Patrol	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**	*FYI Only*	*FYI Only*
12/21/2019	10:30 A-12 P	**Christmas Parade**	# Officers (determined by PD)	# (determined by PW)
(3rd Sat)	Main Street	Tourism-Connie Chapman		
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				
Not scheduled	10:30 A-12 P SC Concert 400 P	**Christmas Concert** John Edwards editor@smithfieldtimes.com		
12/26/2019	7 P-11 P Smithfield Center Fundraiser 200 P	**Delta Holiday Dance**	*1* Officer 6:30 PM-11:30 PM Event Patrol	

PUBLIC WORKS

COMMITTEE

TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

September 13, 2019

TO: Public Works Committee

FROM: Brian S. Thrower, Town Manager BST

SUBJECT: 208 Winchester Place Storm Drain Project - Request to Proceed

Attached is a proposal from Prism Contractors & Engineers, Inc. to line the storm sewer pipe located at 208 Winchester Place. The pipe requires repair due to a joint separation that has occurred. The estimated cost is $34,366. Funding for the project was included in the FY20 Highway Fund Budget.

Recommendation

I recommend Town Council authorize staff to proceed with this project.

Attachment

Proposal from Prism Contractors & Engineers, Inc.

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PRISM
CONTRACTORS & ENGINEERS, INC.

Construction Proposal

208 Winchester Storm Drain CIPP

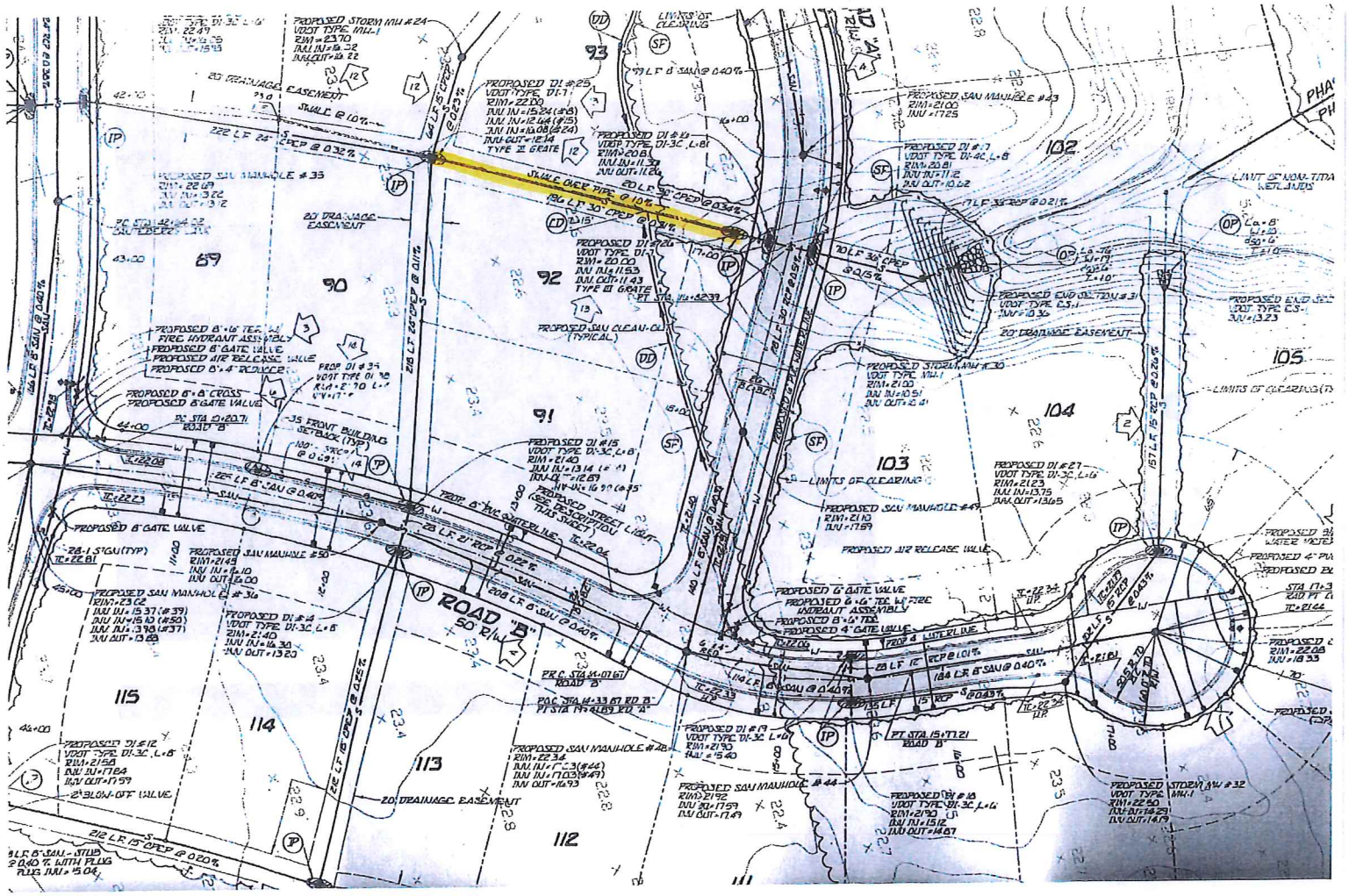
Prism Contractors & Engineers, Inc.
1568 Manufacture Drive Williamsburg, Virginia 23185
Office (757) 874-5670 Fax (757) 874-5671

Project Name	208 Winchester Storm Drain CIPP
Date of Estimate	8/22/19
Owner Name	Town of Smithfield
Owner Contact	Wayne Griffin
Owner Address	310 Institute ST Smithfield, VA 23431
Owner Phone	757-365-4253
Owner Email	wgriffin@smithfieldva.gov
Prepared by	David A. Reaves
Payment Terms	Net 30
Notes	

Description	Qty	Unit	Unit Price	Subtotal
Mobilization of Main Line Lining Crew	1	LS	$1,500.00	$1,500.00
Clean & TV Inspect 27-36" Pipes	196	LF	$6.00	$1,176.00
30" CIPP	196	LF	$140.00	$27,440.00
Easement Install Per Setup	1	LS	$2,250.00	$2,250.00
Fence Removal / Re-Install	4	EA	500	$2,000.00
			TOTAL	$34,366.00

Sign & Date Here to Accept Quote

_____


ROAD "B"
50' R/W
PROPOSED STORM MH #24
VDOT TYPE MH-1
20' DRAINAGE EASEMENT
PROPOSED DI #25
VDOT TYPE DI-7
PROPOSED DI #13
VDOT TYPE DI-3C
TYPE II GRATE
PROPOSED SAN MANHOLE #43
PROPOSED DI #17
VDOT TYPE DI-4C
PROPOSED SAN MANHOLE #35
PROPOSED DI #26
VDOT TYPE DI-7
TYPE III GRATE
PROPOSED SAN CLEAN-OUT (TYPICAL)
PROPOSED 6" GATE VALVE
PROPOSED 6" CROSS
PROPOSED 6" GATE VALVE
PROPOSED STORM MH #30
VDOT TYPE MH-1
PROPOSED DI #15
VDOT TYPE DI-3C
PROPOSED DI #27
VDOT TYPE DI-3C
PROPOSED SAN MANHOLE #49
PROPOSED AIR RELEASE VALVE
PROPOSED 6" GATE VALVE
PROPOSED 4" GATE VALVE
PROPOSED SAN MANHOLE #50
PROPOSED SAN MANHOLE #36
PROPOSED DI #4
VDOT TYPE DI-3C
PROPOSED DI #12
VDOT TYPE DI-3C
PROPOSED DI #19
VDOT TYPE DI-3C
PROPOSED SAN MANHOLE #42
PROPOSED SAN MANHOLE #44
PROPOSED DI #18
VDOT TYPE DI-3C
PROPOSED STORM MH #32
VDOT TYPE MH-1
20' DRAINAGE EASEMENT
LIMITS OF CLEARING
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104
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112
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114
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TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

September 13, 2019

TO: Public Works Committee

FROM: Brian S. Thrower, Town Manager BST

SUBJECT: HVAC Maintenance and Repair Contract - Request to Renew

The Town of Smithfield currently contracts with Atlantic Constructors, Inc. for HVAC maintenance and repair services. Atlantic Constructors, Inc. has agreed to renew the contract with the Town for another year with no amendments to the terms of the current contract.

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

Recommendation

I recommend Town Council approve renewing the contract with Atlantic Constructors, Inc.

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PUBLIC BUILDINGS & WELFARE COMMITTEE

TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

September 13, 2019

TO: Public Buildings and Welfare Committee

FROM: Brian S. Thrower, Town Manager BST

SUBJECT: 315 Main Street - Request to Renew Lease

The Town of Smithfield currently leases 315 Main Street to Nansi Strickland (Nansi Designs) for $9,300 per year. The lease has expired and requires renewal.

Recommendation

I recommend Town Council approve renewing the lease with Nansi Strickland for an additional year.

Attachment

Current Lease

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Copy

THIS LEASE, made and entered into this 1st day of July, 2018, by and between the TOWN OF SMITHFIELD, a Virginia municipal corporation, "Lessor", and NANSI STRICKLAND dba NANSI DESIGNS, "Lessee":

WITNESSETH:

WHEREAS, the Tenant is in possession of the Lessor's property at 315 Main Street, Smithfield, Virginia pursuant to a sublease duly authorized by the Town council pursuant to a Request for Proposals; and,

WHEREAS, during the term of the sublease, the Town acquired the Property; and,

WHEREAS, the Tenant remains in possession and the parties desire to enter into a lease agreement.

NOW THEREFORE, Lessor, in consideration of rents, conditions and covenants set forth below, hereby leases and rents to Lessee, the following described property ("the Property"), upon the terms and conditions set forth below:

> All that certain lot, piece or parcel of land situate, lying and being in the Town of Smithfield, County of Isle of Wight, State of Virginia, fronting on the south side of Main Street in the said Town, and being generally known as 315 Main Street, being a small frame cottage and parking areas immediately to the side and rear of the building; together with any and all appurtenances and improvements thereon.

1. The term of this lease shall be for the period of one (1) year beginning the 1st day of July, 2018, and expiring at midnight on the 30th day of June, 2019 unless sooner terminated or renewed as hereinafter provided.

2. The rent for the term of this lease is reserved at $9,300.00, and shall be payable in advance in equal monthly installments of Seven Hundred Seventy-five Dollars ($775.00) per month for the 12 month term of this lease. Rent shall be payable to the Treasurer of the Town of Smithfield at P.O. Box 246, Smithfield, VA 23431 or at such other address as it may direct in writing, with the first monthly installment due upon execution of this lease and all future installments payable on or before the 1st day of each month during the term of this lease.

3. Lessee shall have the right of first refusal to renew this lease upon the same terms and conditions, save the amount of rent, which shall be subject to renegotiation. Lessee shall give written notice of intent to renew this lease not less than sixty (60) days before the expiration of the original term, or the right of refusal will be deemed waived. Lessee may terminate this lease

on the anniversary date of the lease by giving sixty days written notice prior to the anniversary date of this lease of its intent to terminate the lease.

4. Lessee shall use the Property as retail space for her business "When Pigs Fly Magic Happens", but with the prior consent of the President of Lessor may use the Property for any other purpose not inconsistent with the laws of the Commonwealth of Virginia or the Town of Smithfield. Lessee shall maintain a valid Town of Smithfield business license.

5. Lessor shall keep the Property, including the exterior of the building, in good condition and repair and in particular it shall be responsible for mowing and tending to the landscaping on the premises. This duty of the Lessor shall include, but shall not be limited to, the repair and maintenance of any major structural defects and alterations thereon.

6. Lessee acknowledges that the parking area behind the premises is not included in this demise and that the area known as "Joyner's Field" is used from time to time for public parking and for public events. Lessee agrees not to block access through its parking lot to Joyner's Field. Lessee, as part of this demise, shall be permitted to use Joyner's Field up to six (6) times per year for events associated with the retail business with prior coordination and approval from the Town Manager.

7. Lessee Covenants to a) keep the interior of the Property in good order, condition and repair, including heating and air conditioning units, any suspended ceiling, painting wallpapering, shelving, carpeting and electrical wiring; b) to repair all damages to the premises caused by acts of the Lessee and Lessee's agents, employees, licensees and invitees; and c) to keep the exterior of the building in good order and appearance.

8. Lessee shall maintain insurance upon Lessee's personal property. Lessor shall maintain such insurance on the Property through its policy with the Virginia Municipal League with coverage limits as it deems advisable in its sole discretion.

9. Lessee shall make no structural alterations, modifications or additions without the prior written consent of the President of Lessor.

10 Lessee shall be responsible for the payment of all personal property taxes on her furniture, fixtures and equipment if any.

11. Lessee shall indemnify, save, protect and hold Lessor harmless from any and all cost,

losses, expenses and liability damages done to any person or property in or about the Property, including the person and property of Lessee, Lessee's employees, and all other persons in or about said premises at Lessee's invitation, which arise from or are consequent to the use or occupancy of the Property by Lessee and Lessee's agents, employees, invitees and licensees. To this end, Lessee covenants to obtain and keep in force such adequate liability insurance as shall be required by the President of Lessor. In the case of any action on or proceeding brought against Lessor by reason of any such claim, Lessee, upon notice by Lessor shall resist and defend such action or proceeding at Lessee's expense by counsel reasonably satisfactory to Lessor.

12. Lessee shall not assign without leave of Lessor.

13. Lessee shall pay all utility and incidental bills and charges in connection with Lessee's use of the Property. Water and sewer charges are included in the base rent. Lessee shall further pay all license fees and taxes imposed by law.

14. Upon vacating the premises at the expiration of the term of the lease, all improvements made and fixtures attached to the premises by Lessee shall be and remain the property of Lessor.

15. Lessor covenants for the Lessee's quiet enjoyment of the term.

16. Lessee covenants to leave the premises in good repair, usual wear and tear excepted.

17. Lessor may re-enter upon default of ten (10) days in the payment of rent, or for the breach of the terms and covenants of this lease.

Witness the following signatures and seals, Town of Smithfield having caused this instrument to be executed by its Town Manager pursuant to a resolution adopted by the Town Council at its meeting on 08/06/2013.

TOWN OF SMITHFIELD

By _____
Peter M. Stephenson, Town Manager

STATE OF VIRGINIA
COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing instrument was acknowledged before me this 26th day of June, 2018, by Peter M. Stephenson, Town Manager of the Town of Smithfield, Lessor.

My commission expires: 10-31-20.

Lesley G. King
NOTARY PUBLIC

LESLEY G. KING
NOTARY PUBLIC
REG. #7137286
MY COMMISSION EXPIRES
10/31/2020
COMMONWEALTH OF VIRGINIA

Nansi Strickland (SEAL)
Nansi Strickland

STATE OF VIRGINIA
COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing instrument was acknowledged before me this 29 day of June, 2018, by Nansi Strickland.

My commission expires: 1/31/2019.

Deborah C. Bennett
NOTARY PUBLIC

DEBORAH C. BENNETT
COMMONWEALTH
REGISTRATION NO.
7502013
MY COMM. EXPIRES
01/31/2019
OF VIRGINIA
NOTARY PUBLIC