



**TUESDAY, MAY 24, 2011**

**4:00 p.m.      Fire and Rescue                      Members: Williams (CH), Tynes, Chapman**

- TAB # 8**
1. Operational Updates
  2. Amend Town Code to Clearly State the Town Follows Isle of Wight County & State Burn Ban

**Immediately following the conclusion of the above meeting:**

**Public Works                                      Members: Chapman (CH), Cook, Tynes**

- TAB # 9**
1. Change Order # 4 – Clark Nexsen for the South Church Street Streetscape Project (\$13,620), David Bradshaw, PE Project Manager
  2. Adopt VDOT's Work Zone Traffic Control Manual to use as Guidelines
  3. Continued Discussion on Litter Signage

**Immediately following the conclusion of the above meeting:**

**Public Buildings & Welfare                      Members: Cook (CH), Williams, Graham**

- TAB # 10**
- TAB # 11**
- TAB # 11A**
- TAB # 11B**
- TAB # 12**
1. Pinewood Heights Project - Adopt Fair Housing Certification
  2. Windsor Castle Park:
    - a. Obici Healthcare Foundation Grant Award
    - b. Manor/Plantation House Exterior Maintenance Update
    - c. Request for Proposals – Preservation/Conservation Easement Area
  3. Urban Chicken Talk

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**\*\*\* Additional Item Not Listed on Committee but will be on Council's June Agenda\*\*\***

- Approval of May 3rd Town Council Minutes
  - Accept the Recorded Deed for 74 Pagan Avenue of the Pinewood Heights Relocation Project
  - Appointment / Reappointment of Board of Zoning Appeals Member for Expiring Term of Ms. Virginia Walker (6/30/2011)
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## CHAPTER 78

### ARTICLE VII. GOLF CARTS\*

#### Sec. 78-300. **Authority to regulate.**

Pursuant to § 46.2-676(F) of the Code of Virginia (1950) as amended, the Town of Smithfield is authorized, by ordinance, to impose limitations and restrictions on the operation of golf carts upon public highways within the town.

#### Sec. 78-301. **Definitions.**

The following terms, wherever used herein, shall have the respective meanings assigned to them unless a different meaning clearly appears from the context: Golf cart means a self-propelled vehicle having at least four wheels, which is designed to transport persons playing golf and their equipment on a golf course.

#### Sec. 78-302. **Required safety equipment.**

In addition to any safety equipment required by the Code of Virginia for golf carts, such shall have the following safety equipment installed:

- (1) Speed governor if gasoline powered.
- (2) Safety lap belts.

#### Sec. 78-303. **Town safety inspection.**

Golf carts shall pass a safety inspection at least once yearly. Such safety inspection shall be conducted by an official inspection station as such are designated in accordance with § 46-2-1163 of the Code of Virginia (1950) as amended or by a business which is engaged in the sale of golf carts. Such safety inspection shall only cover the following items:

- (1) Rubber or equivalent tires.
- (2) Windshield wipers if equipped with permanent windshield.
- (3) Horn, adequate steering gear, brakes, emergency or parking brake, one mirror, adequately fixed driver's seat.
- (4) All other factory installed safety or mechanical systems, including checking for gasoline or propane leaks.
- (5) Speed governor if gasoline powered.
- (6) Safety lap belts.
- (7) Headlights, tail lights and turn signals if the golf cart is to be driven between sunset and sunrise. **(OPTIONAL – THE POLICE DEPARTMENT RECOMMENDS THAT OPERATION FROM SUNSET TO SUNRISE BE PROHIBITED)**

#### Sec. 78-304. **Insurance required.**

Every golf cart and driver thereof shall be covered by an insurance policy. Such policy shall meet the minimum liability amounts contained in § 46-2-427 of the Code of Virginia (1950) as amended, and provide coverage during the operation of the golf cart upon public highways.

**Sec. 78-305. Operation on public highways.**

It is unlawful to operate a golf cart on a public highway within the Town of Smithfield unless the following requirements are met.

- (1) Golf carts may be operated on the highways of the Town of Smithfield that allow a maximum speed of 25 mph in areas of permitted operation as set forth in Sect. 78-307 of this ordinance..
- (2) Golf carts must display a slow-moving vehicle emblem in conformity with § 46-2-1081 of the Code of Virginia (1950) as amended.
- (3) Golf carts shall be operated only between sunrise and sunset (unless equipped with such light as are required in Article 3 of Chapter 10 of Title 46.2 of the Code of Virginia (1950) as amended.) **(OPTIONAL – THE POLICE DEPARTMENT RECOMMENDS THAT OPERATION FROM SUNSET TO SUNRISE BE PROHIBITED)**
- (4) No person may operate a golf cart unless that person is licensed to drive upon highways of the Commonwealth of Virginia and then, only in accordance with such driver's license.
- (5) Golf carts must be operated in accordance with all applicable state and local laws and ordinances, including all laws, regulations and ordinances pertaining to the possession and use of alcoholic beverages.
- (6) Only the number of people the golf cart is designed to seat may ride on a golf cart. Additionally, passengers shall not be carried on the part of a golf cart designed to carry golf bags.
- (7) Golf carts must be operated to the extreme right of the roadway and must yield to all vehicular and pedestrian traffic.
- (8) Golf carts shall not be operated in bicycle lanes or on sidewalks.
- (9) Golf carts shall not be operated during inclement weather, nor when visibility is impaired by weather, smoke, fog, or other conditions.
- (10) Golf carts may not cross over the highways of the Town of Smithfield that allow a speed of more than 25 mph.
- (11) The chief of police, or his designee, may prohibit the operation of golf carts on any highway if the chief determines that the prohibition is necessary in the interest of safety.

**Sec. 78-306. Local vehicle license.**

No golf cart shall be used on the public highways unless it has obtained a Town of Smithfield Vehicle License. No vehicle license shall be issued until the owner of the golf cart presents evidence that the golf cart is insured in accordance with the requirements of § 78-304 and the golf cart has been received and passed a safety inspection required by § 78-303. The golf cart license shall be issued by the Town Treasurer. The fee for such license shall be \$\_\_\_\_\_ per year.

**Sec. 78-307. Golf cart zones.**

Golf carts are permitted on the public highways in the following zones as shown on the map attached hereto as Exhibit "A": **(TO BE DETERMINED BY TOWN COUNCIL)**

**Sec. 78-308. Liability disclaimer.**

This chapter is adopted to address the interest of public safety. Golf carts are not designed or manufactured to be used on the public streets and the Town of Smithfield in no way advocates or endorses their operation on public streets or roads. The Town of Smithfield has no liability under any theory of liability and the Town assumes no liability for permitting golf carts to be operated on public streets and roads under special legislation granted by the Virginia General Assembly. The Town of Smithfield, by regulating such operation is merely trying to address obvious safety issues and adoption of this article is not to be relied upon as a determination that operation on public streets is safe or advisable if done in accordance with this article. All persons who operate or ride upon golf carts upon public streets or roads do so at their own risk and peril, and must be observant of, and attentive to the safety of themselves and others, including their passengers, other motorists, bicyclists and pedestrians. Any person who operates a golf cart is responsible for procuring liability insurance sufficient to cover the risk involved in using a golf cart on the public streets and roads.

**Sec. 78-309. Penalties for violation.**

A violation of any provision of this article shall be punishable as follows:

The first violation shall be deemed a civil matter and shall be punishable by a fine of not more than \$150.00

The second violation within a twelve (12) month period shall be punishable as a class 2 misdemeanor.

The third or subsequent violation within a twelve (12) month period shall be punishable as a class 1 misdemeanor.

## **Clay Seamster**

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**From:** Clay Seamster  
**Sent:** Saturday, May 07, 2011 12:06 PM  
**To:** Robert Fox  
**Subject:** RE: Beale Park survey

Sgt. Fox,

I concur with your narrative comments. During the survey I conducted today at your request, I did not see as much parking as you apparently had during your survey. There were only two vehicles that parked in front of and behind that steamroller by the tree on the Riverside shoulder. There was a total of approx. 14 vehicles parked on the Beale Park shoulder with approx. twenty feet of road space....there were no through traffic or any sign of congestion problems. A look in the parking lot for Beale Park reveals ample parking. It would seem that vehicles park over on Lumar Road mostly out of convenience. I took several photographs as well, between 1030 and 1140.

As an addition to your narrative, I respectfully note that the town of Smithfield not only needs to clarify the public street, but to ensure that the "No Parking" areas on public streets and curbs are up to code and law for proper enforcement.

**Ofc. Clarence J. Seamster, Jr.**  
**Firearms Instructor**  
**Smithfield Police Department**  
**1613 South Church Street**  
**Smithfield, Virginia 23430**  
**(757) 357-3247**  
**(757) 357-6551 (fax)**  
**(757) 356-1073 (pager)**  
**[cseamster@smithfieldva.gov](mailto:cseamster@smithfieldva.gov)**

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**From:** Robert Fox  
**Sent:** Saturday, May 07, 2011 8:57 AM  
**To:** Clay Seamster  
**Subject:** FW: Beale Park survey

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**From:** Robert Fox  
**Sent:** Saturday, April 30, 2011 4:41 PM  
**To:** Alonzo Howell  
**Cc:** James Clarke  
**Subject:** Beale Park survey

Captain,

I performed a survey of the parking on Lumar Rd at Beale Park today. There are numerous vehicles that routinely park on the right curb even though it is clearly marked "No Parking". When vehicles are parked on both sides of the road there is approximately 19 feet of travel lane available on the paved portion. (See photos #1 and #2) When vehicles are parked on both sides of the dirt portion of the road, there is approximately 16 feet of travel lane available.

I observed the traffic and pedestrian flow for approximately 30 minutes between 1000AM -1030AM and did not see any conflicts between vehicles and pedestrians.

Photos # 3 and # 4 show the limited visibility available to drivers exiting Riverside Convalescent Center. Today it was not an issue as there was limited vehicular traffic, but when the Smithfield Swim Club opens I can see the possibility of problems if due care isn't exercised.

I am unsure where the Town owned portion of the roadway begins or ends, but I think we need to clarify that to assist in enforcement if it is deemed necessary.

Very Respectfully,

Sgt Bob Fox

*Robert M. Fox, Jr*

Robert (Bob) Fox  
Patrol Sergeant  
Smithfield Police Department  
1613 S. Church St.  
Smithfield, VA 23430  
757.357.3247  
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Photo 1



Photo 2



Photo 3



Photo 4









User: RIPTSRV **Communications** 05/07/11 11:43:13

**Event Report**

Event ID: **2011-22859** Call Ref #: 891 Date/Time Received: 05/07/11 10:11:15

Rpt #:	Call Source: SELF	Prime 225 Unit: SEAMSTER, CLARENCE J	Services Involved			
			<b>LAW</b>			
Location: <b>MOONEFIELD DR/LUMAR RD</b>						
N-ST:	BARCROFT DR		Jur: SPD	Service: LAW	Agency: SPD	
	LUMAR RD		St/Beat: SPD	District: SMIT	RA: 510	
Business:	BEALE PARK	Phone: (757) 356-1200			GP: SMGP	
Nature:	<b>DIRECT PATROL</b>	Alarm Lvl: 1	Priority: P	Medical Priority:		
Caller:				Alarm:		
Addr:		Phone: ( ) -		Alarm Type:		
Vehicle #:	St: VA	Report Only: No	Race:	Sex:	Age:	
Call Taker:	JTURNER	Console: IOWCAD4				
Geo-Verified Addr.:	Yes	Nature Summary Code:	Disposition: COM	Close Comments:		
Notes: THERE APPEARS TO BE ADEQUATE PARKING IN THE PARKING AREA [05/07/11 11:33:56 Unit:225] 1130/ SOME VEHICLES HAVE LEFT- TWO VEHICLES ARE NOW PARKED ON THE RIVERSIDE SHOULDER. THERE IS APPROX. 20 FEET OF ROAD SPACE BETWEEN THE VEHICLES; NO OTHER VEHICLE TRAFFIC [05/07/11 11:33:25 Unit:225] PICTURES TAKEN AT APPROX. 1045 [05/07/11 10:44:50 Unit:225] 1035/ ONE VEHICLE HAS PARKED ON THE RIVERSIDE SHOULDER OF LUMAR ROAD- NO OTHER VEHICLE TRAFFIC [05/07/11 10:40:28 Unit:225] 14 CARS [05/07/11 10:36:36 Unit:225] 1000-1030/ VEHICLES ARE PARKED ALONGSIDE THE SHOULDER ON THE BEALE PARK SIDE OF LUMAR ROAD. NO CONGESTION PROBLEMS [05/07/11 10:30:50 Unit:225] ROAD AND PARKING SURVEY- BEALE PARK [05/07/11 10:16:02 Unit:225]						

Times			
Call Received: 05/07/11 10:11:15	<u>Time From Call Received</u>		
Call Routed: 05/07/11 10:11:15	:	:	Unit Reaction: : : (1st Dispatch to 1st Arrive)
Call Take Finished: 05/07/11 10:11:15	:	:	En-Route: : : (1st Dispatch to 1st En-Route)
1st Dispatch: 05/07/11 10:11:15	:	:	(Time Held) On-Scene: 001:25:21 (1st Arrive to Last Clear)
1st En-Route:	:	:	.
1st Arrive: 05/07/11 10:11:15	:	:	(Reaction Time)
Last Clear: 05/07/11 11:36:36	001:25:21		

Radio Log						Close
Unit	Empl ID	Type	Description	Time Stamp	Comments	Code User
225	S9505	D	Dispatched	05/07/11 10:11:15	Stat/Beat: SPD	JTURNER
225	S9505	A	Arrived	05/07/11 10:11:15	Stat/Beat: SPD	JTURNER
225	S9505	X	Canceled	05/07/11 10:50:14	Pre-empted to Event # 201122862	JTURNER
225	S9505	A	Arrived	05/07/11 11:10:12	Stat/Beat: SPD	JTURNER
225	S9505	D	Dispatched	05/07/11 11:10:12	Stat/Beat: SPD	JTURNER
225	S9505	C	Cleared	05/07/11 11:36:36		COM JTURNER

Event ID: 2011-22859

Call Ref #: 891

**DIRECT PATROL at MOONEFIELD DR/LUMAR RD**

Unit	Empl ID	Type	Description	Event Log		Close Code	User
				Time Stamp	Comments		
		TR	Time Received	05/07/11 10:11:15	By: SELF		JTURNER
		FIN	Finished Call Taking	05/07/11 10:11:15			JTURNER
		ARM	Added Remarks	05/07/11 10:16:02			Unit:225
		ARM	Added Remarks	05/07/11 10:30:50			Unit:225
		ARM	Added Remarks	05/07/11 10:36:36			Unit:225
		ARM	Added Remarks	05/07/11 10:40:28			Unit:225
		ARM	Added Remarks	05/07/11 10:44:50			Unit:225
		RSW	Reset Watchdog Timer	05/07/11 11:27:40	Units: 225 >>> 30 Min.		JTURNER
		ARM	Added Remarks	05/07/11 11:33:25			Unit:225
		ARM	Added Remarks	05/07/11 11:33:56			Unit:225
		PRL	Event Printed	05/07/11 11:39:55	SMITHFIELD		JTURNER

DATE           MAY 23, 2011

TO             SMITHFIELD TOWN COUNCIL- WATER AND SEWER  
COMMITTEE

FROM          WILLIAM T. HOPKINS, III  
DIR. OF PLANNING, ENGINEERING, & PUBLIC WORKS

SUBJECT       UNDERGROUND UTILITY CONTRACT

Each year the town engages the services of an underground utility contractor for scheduled and emergency repairs/replacement to sanitary sewer and water systems over 6 feet deep. The town does not own the equipment required to perform this type of work. The town had a contract with Lewis Construction for the 2010/2011 fiscal year and the town reserves the right to renew the contract for three additional years. The current contract will expire July 7, 2011.

The underground utility contract includes the following type of work:

- Provide labor and equipment for scheduled and emergency repairs/replacement to the sanitary sewer and water systems
- Provide repairs for utilities ranging from 6ft.-25ft. in depth
- Must be able to respond within one hour of emergencies
- Residents will be contacted prior to any scheduled work done in their area

Staff has been pleased with the work Lewis Construction has performed and recommend that this contract be renewed for an additional year. There will be no changes in contract terms or prices.

DATE           MAY 23, 2011

TO             SMITHFIELD TOWN COUNCIL- WATER AND SEWER  
COMMITTEE

FROM          WILLIAM T. HOPKINS, III  
DIR. OF PLANNING, ENGINEERING, & PUBLIC WORKS

SUBJECT       SANITARY SEWER REHABILITATION

Each year the town engages the services of a sanitary sewer rehabilitation contractor to clean and line damaged sewer lines. The town does not own the equipment necessary to perform this type of work. The town had a contract with Tri-State Utilities for the 2010/2011 fiscal year and the town reserves the right to renew the contract for three additional years. The current contract will expire July 7, 2011.

The sanitary sewer rehabilitation contract includes the following type of work:

- Provide labor and equipment to clean and TV sanitary sewer lines prior to lining
- Provide labor and equipment to install CIPP or Ultraliner Liner. The work shall include traffic control and bypassing
- All active laterals shall be reinstated internally using robotic cutters
- Existing lift station cannot be shut down. Bypass will have to be setup upstream of sanitary sewer lines to be lined

Staff has been pleased with their work and recommends that this contract be renewed one additional year. There will be no changes in contract terms or prices.

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 03/31/11	Remaining Budget	% of budget
<b>Revenue</b>						
<b>General Fund revenues</b>						
<b>Real Estate Tax</b>						
Current RE Tax	1,712,000.00	1,712,000.00	1,719,810.00	1,691,302.21	20,697.79	98.79%
Delinquent RE Tax	25,000.00	25,000.00	20,000.00	23,888.96	1,111.04	95.56%
Current RE Penalty	5,100.00	5,100.00	4,300.00	2,972.63	2,127.37	58.29%
Delinquent RE Penalty	2,400.00	2,400.00	2,200.00	2,284.32	115.68	95.18%
Current RE Interest	1,025.00	1,025.00	550.00	402.67	622.33	39.28%
Delinquent RE Interest	4,300.00	4,300.00	3,100.00	4,108.08	191.92	95.54%
<b>Total Real Estate Taxes</b>	<b>1,749,825.00</b>	<b>1,749,825.00</b>	<b>1,749,960.00</b>	<b>1,724,958.87</b>	<b>24,866.13</b>	<b>98.58%</b>
<b>Personal Property Tax</b>						
Current PP Tax	850,000.00	850,000.00	784,600.00	846,275.89	3,724.11	99.56%
Delinquent PP Tax	50,000.00	50,000.00	11,000.00	47,050.14	2,949.86	94.10%
Current PP Penalty	10,725.00	10,725.00	12,000.00	10,543.79	181.21	98.31%
Delinquent PP Penalty	3,100.00	3,100.00	3,100.00	5,901.16	(2,801.16)	190.36%
Current PP Interest	650.00	650.00	750.00	582.20	67.80	89.57%
Delinquent PP Interest	5,000.00	5,000.00	1,800.00	5,061.75	(61.75)	101.24%
<b>Total Personal Property Tax</b>	<b>919,475.00</b>	<b>919,475.00</b>	<b>813,250.00</b>	<b>915,414.93</b>	<b>4,060.07</b>	<b>99.56%</b>
<b>Miscellaneous Receipts Over/Short</b>						
	15.00	15.00	-	(14.16)	29.16	-94.40%
<b>Total Over/Short</b>	<b>15.00</b>	<b>15.00</b>	<b>-</b>	<b>(14.16)</b>	<b>29.16</b>	<b>-94.40%</b>
<b>Other Taxes</b>						
Franchise Tax	137,620.00	137,620.00	119,000.00	-	137,620.00	0.00%
Cigarette Tax	140,000.00	130,000.00	130,000.00	106,478.50	23,521.50	81.91%
Transient Occupancy Tax	130,000.00	128,000.00	128,000.00	102,939.70	25,060.30	80.42%
Meals Tax-4%	776,000.00	776,000.00	772,000.00	571,367.74	204,632.26	73.63%
Meals Tax-1%	194,000.00	194,000.00	193,000.00	142,841.93	51,158.07	73.63%
Communications Tax	258,000.00	258,000.00	240,000.00	148,077.49	109,922.51	57.39%
Rolling Stock	25.00	25.00	15.00	25.94	(0.94)	103.76%
Rental Tax	1,300.00	1,300.00	1,000.00	1,103.43	196.57	84.88%
Sales Tax	259,000.00	258,000.00	258,000.00	173,930.35	84,069.65	67.41%
Consumption Tax	51,000.00	51,000.00	51,000.00	33,117.86	17,882.14	64.94%
Utility Tax	200,000.00	200,000.00	195,000.00	128,044.15	71,955.85	64.02%
<b>Total Other Local Taxes</b>	<b>2,146,945.00</b>	<b>2,133,945.00</b>	<b>2,087,015.00</b>	<b>1,407,927.09</b>	<b>726,017.91</b>	<b>65.98%</b>

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 03/31/11	Remaining Budget	% of budget
<b><u>Licenses, Permits &amp; Privilege Fees</u></b>						
Business Licenses	337,000.00	337,000.00	348,000.00	102,957.71	234,042.29	30.55%
Business Licenses Penalty	1,000.00	1,000.00	1,000.00	191.63	808.37	19.16%
Business Licenses Interest	800.00	800.00	800.00	119.41	680.59	14.93%
Permits & Other License	8,125.00	8,125.00	11,500.00	2,616.74	5,508.26	32.21%
WC Dog Park Registration	1,860.00	1,200.00	-	905.00	295.00	75.42%
Inspection Fees	-	-	10,000.00	-	-	0.00%
Bldg Facility Specs-Contractors	-	100.00	-	100.00	-	100.00%
Consultant Review Fees	5,000.00	7,500.00	10,000.00	8,947.30	(1,447.30)	119.30%
Taxi Fees	-	-	-	-	-	0.00%
Street Lights Installation	-	-	-	-	-	0.00%
Street Lights Service	-	-	-	-	-	0.00%
Vehicle License Tags	-	25.00	-	27.00	(2.00)	108.00%
Vehicle License	130,000.00	130,000.00	114,000.00	129,373.07	626.93	99.52%
<b>Total Licenses, permits and privilege fees</b>	<b>483,785.00</b>	<b>485,750.00</b>	<b>495,300.00</b>	<b>245,237.86</b>	<b>240,512.14</b>	<b>50.49%</b>
<b><u>Fines &amp; Costs</u></b>						
Development Violation Fine	-	-	-	-	-	0.00%
Public Defender Fee	-	-	-	-	-	0.00%
Fines & Costs	71,000.00	71,000.00	63,000.00	46,135.52	24,864.48	64.98%
<b>Total Fines &amp; Forfeitures</b>	<b>71,000.00</b>	<b>71,000.00</b>	<b>63,000.00</b>	<b>46,135.52</b>	<b>24,864.48</b>	<b>64.98%</b>
<b><u>From Use of Money and Property</u></b>						
General Fund Interest	14,300.00	17,500.00	17,500.00	13,107.55	4,392.45	74.90%
Beautification Fund Interest	135.00	760.00	3,700.00	569.83	190.17	74.98%
Pinewood Heights-tenant rentals	-	936.00	2,000.00	936.00	-	100.00%
Rentals	21,000.00	21,000.00	21,000.00	14,685.37	6,314.63	69.93%
Smithfield Center Rentals	125,000.00	114,000.00	110,000.00	88,412.91	25,587.09	77.56%
Smithfield Center Vendor Programs	3,000.00	3,500.00	6,000.00	3,178.75	321.25	90.82%
Windsor Castle Event Rentals	4,000.00	4,000.00	-	2,625.00	1,375.00	65.63%
Sale of Real Estate	-	60,000.00	170,000.00	-	60,000.00	0.00%
Sale of Equipment	1,000.00	3,500.00	1,000.00	3,401.00	99.00	97.17%
Lease of Land	500.00	500.00	500.00	500.00	-	100.00%
<b>Total revenue from use of money and property</b>	<b>168,935.00</b>	<b>225,696.00</b>	<b>331,700.00</b>	<b>127,416.41</b>	<b>98,279.59</b>	<b>56.45%</b>
<b><u>Miscellaneous Revenue</u></b>						
Other Revenue	3,600.00	3,600.00	5,000.00	1,674.48	1,925.52	46.51%
Tourism Bureau-Walking Tours	-	-	-	-	-	0.00%



Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 03/31/11	Remaining Budget	% of budget
<b>Other Financing Sources</b>						
Line of Credit Proceeds	-	-	500,000.00	-	-	0.00%
Capital Lease Acquisition	50,000.00				-	0.00%
General Obligation Bond-Land Acquisition	-	934,345.00	554,000.00	-	934,345.00	0.00%
Insurance Recoveries	-	10,580.00	-	9,218.95	1,361.05	87.14%
<b>Total Other Financing Sources</b>	50,000.00	944,925.00	1,054,000.00	9,218.95	935,706.05	0.98%
<b>Contributions</b>						
Contributions-Windsor Castle Park	-	138,120.23	-	88,120.23	50,000.00	63.80%
CHIPS Contributions	5,300.00	5,300.00	5,300.00	4,979.55	320.45	93.95%
Contributions-Employee Awards	-	600.00	-	600.00	-	100.00%
Contributions-IOW County Port Authority Grants	195,000.00	5,160.00	-	-	5,160.00	0.00%
Pinewood Heights Contribution-IOW	165,041.00	130,120.00	227,760.00	130,120.20	(0.20)	100.00%
Contributions South Church Street Improvement Project	400,000.00	225,000.00	875,000.00	-	225,000.00	0.00%
<b>Total Contributions</b>	765,341.00	504,300.23	1,108,060.00	223,819.98	280,480.25	44.38%
<b>Total General Fund Revenue</b>	8,152,598.00	9,681,184.23	10,433,671.00	5,328,001.30	4,353,182.93	55.03%
<b>Less Revenues, Loan Funds, Grants and Contributions related</b>						
<b>to capital projects</b>						
Line of Credit Proceeds	-	-	(500,000.00)	-	-	
Pinewood Rentals	-	(6,272.00)	(217,670.00)	(6,272.00)	-	
Cash Proffer Revenues	-	-	-	-	-	
Meals Tax (1%) allocated to Special Projects	(194,000.00)	(194,000.00)	(193,000.00)	(142,841.93)	(51,158.07)	
South Church Street Improvement Project-Grants	(981,545.00)	(1,382,060.00)	(1,880,000.00)	(104,042.33)	(1,278,017.67)	
South Church Street Improvement Project-Contributions	(400,000.00)	(225,000.00)	(875,000.00)	-	(225,000.00)	
Pinewood Heights Relocation Project -Grant-\$800,000	-	(625,000.00)	(400,000.00)	(357,342.00)	(242,658.00)	
Pinewood Heights Relocation Project-Contribution-IOW	(165,041.00)	(130,120.00)	(227,760.00)	(130,120.20)	0.20	
Sale of Real Estate	-	(60,000.00)	(170,000.00)	-	(60,000.00)	
<b>Total Non-operating Revenues</b>	(1,740,586.00)	(2,622,452.00)	(4,463,430.00)	(740,618.46)	(1,856,833.54)	28.24%
<b>Total General Fund Operating Revenues</b>	6,412,012.00	7,058,732.23	5,970,241.00	4,587,382.84	2,496,349.39	64.99%
<b>General Fund Budget Expenses</b>						

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 03/31/11	Remaining Budget	% of budget
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 03/31/11	Remaining Budget	% of budget
<b>GENERAL GOVERNMENT</b>						
<b>Town Council</b>						
Salaries	42,000.00	42,000.00	55,000.00	29,075.00	12,925.00	69.23%
FICA	3,585.00	3,585.00	4,400.00	2,480.68	1,104.32	69.20%
Employee Wellness/Assistance Plan	1,900.00	1,900.00	-	1,374.62	525.38	72.35%
Legal Fees	35,000.00	35,000.00	40,000.00	17,485.65	17,514.35	49.96%
Election Expense	3,000.00	-	-	-	-	0.00%
Maintenance contracts-Bradshaw-Kimbrel	600.00	600.00	600.00	350.00	250.00	58.33%
Advertising	20,000.00	20,000.00	18,000.00	13,202.00	6,798.00	66.01%
Engineering	-	-	-	-	-	0.00%
Professional Services	1,200.00	7,000.00	1,200.00	6,050.00	950.00	86.43%
Records Management maint & upgrades-scanner & software?	8,600.00	3,000.00	3,900.00	2,989.00	11.00	99.63%
Site Plan Review	5,000.00	7,500.00	7,500.00	1,015.00	6,485.00	13.53%
Communications	3,600.00	3,600.00	5,300.00	2,356.13	1,243.87	65.45%
Insurance	26,345.00	25,000.00	25,000.00	24,977.00	23.00	99.91%
Supplies	25,000.00	25,000.00	25,000.00	13,587.53	11,412.47	54.35%
Travel & Training	7,000.00	7,000.00	7,000.00	4,336.60	2,663.40	61.95%
Subscriptions/Memberships	9,000.00	8,100.00	12,000.00	5,282.00	2,818.00	65.21%
Council Approved Items	10,000.00	16,000.00	10,000.00	12,346.49	3,653.51	77.17%
Public Defender Fees	2,000.00	2,000.00	4,000.00	158.00	1,842.00	7.90%
Bank Charges	200.00	200.00	200.00	72.00	128.00	36.00%
SpecialProjects	1,000.00	1,000.00	1,000.00	763.05	236.95	76.31%
Smithfield CHIPS program	4,500.00	4,500.00	9,660.00	3,214.00	1,286.00	71.42%
Update Town Charter & Code	1,500.00	2,170.00	500.00	1,298.00	872.00	59.82%
Education /Clerk	-	-	-	-	-	0.00%
Annual Christmas Parade	300.00	300.00	300.00	303.49	(3.49)	101.16%
Council Approved Hwy	(20,595.00)	(23,540.00)	(22,200.00)	-	(23,540.00)	0.00%
<b>Total Town Council</b>	<b>190,735.00</b>	<b>191,915.00</b>	<b>208,360.00</b>	<b>142,716.24</b>	<b>49,198.76</b>	<b>74.36%</b>
<b>Town Manager</b>						
Salaries	182,935.00	181,800.00	181,800.00	122,551.90	59,248.10	67.41%
FICA	14,640.00	14,550.00	14,550.00	9,720.87	4,829.13	66.81%
VSRS	19,175.00	18,800.00	19,490.00	12,531.65	6,268.35	66.66%
Health	31,250.00	30,620.00	31,715.00	25,516.02	5,103.98	83.33%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 03/31/11	Remaining Budget	% of budget
Auto Expense	500.00	500.00	500.00	218.22	281.78	43.64%
Maintenance Contracts	1,200.00	1,200.00	1,032.00	866.88	333.12	72.24%
Communications	12,000.00	12,000.00	12,000.00	7,555.34	4,444.66	62.96%
Insurance	2,600.00	2,500.00	2,500.00	2,420.59	79.41	96.82%
Supplies	5,000.00	5,000.00	6,000.00	1,511.64	3,488.36	30.23%
Dues & Subscriptions	2,800.00	2,800.00	1,600.00	2,587.13	212.87	92.40%
Computer & technology expenses	16,000.00	16,000.00	10,000.00	10,518.85	5,481.15	65.74%
Travel & Training	7,000.00	7,000.00	5,000.00	4,533.19	2,466.81	64.76%
Other	-	-	-	-	-	0.00%
Employee Education	-	-	-	-	-	0.00%
Other	100.00	100.00	-	81.57	18.43	81.57%
TM Allocated to Hwy	(5,715.00)	(7,390.00)	(4,610.00)	-	(7,390.00)	0.00%
<b>Total Town Manager</b>	<b>289,485.00</b>	<b>285,480.00</b>	<b>281,577.00</b>	<b>200,613.85</b>	<b>84,866.15</b>	<b>70.27%</b>
<b>Treasurer</b>						
Salaries	191,185.00	184,500.00	187,350.00	124,111.87	60,388.13	67.27%
FICA	15,300.00	14,800.00	15,000.00	9,844.61	4,955.39	66.52%
VSRS	17,400.00	18,210.00	20,745.00	12,517.62	5,692.38	68.74%
Health	17,700.00	21,925.00	29,350.00	19,011.80	2,913.20	86.71%
Audit	19,450.00	18,200.00	18,200.00	18,200.00	-	100.00%
Depreciation Software	1,300.00	1,300.00	1,300.00	1,300.00	-	100.00%
Communications	7,100.00	7,100.00	7,100.00	4,700.30	2,399.70	66.20%
Data Processing	20,000.00	18,000.00	19,000.00	12,945.95	5,054.05	71.92%
Service Contracts	16,000.00	15,650.00	15,550.00	14,615.65	1,034.35	93.39%
Insurance	2,250.00	2,100.00	2,100.00	2,099.63	0.37	99.98%
Supplies	15,000.00	13,000.00	15,000.00	8,531.96	4,468.04	65.63%
Dues & Subscriptions	2,200.00	2,200.00	2,200.00	2,038.20	161.80	92.65%
Credit Card Processing	1,000.00	1,000.00	1,400.00	410.55	589.45	41.06%
Cigarette Tax Stamps	2,240.00	2,100.00	3,800.00	-	2,100.00	0.00%
Travel & Training	1,000.00	1,000.00	1,000.00	49.80	950.20	4.98%
Other	200.00	200.00	200.00	33.91	166.09	16.96%
Treasurer Alloc to Hwy	(10,620.00)	(11,610.00)	(10,290.00)	-	(11,610.00)	0.00%
<b>Total Treasurer</b>	<b>318,705.00</b>	<b>309,675.00</b>	<b>329,005.00</b>	<b>230,411.85</b>	<b>79,263.15</b>	<b>74.40%</b>
<b>PUBLIC SAFETY</b>						
<b>Police Department</b>						
Salaries	1,295,235.00	1,260,150.00	1,260,150.00	867,085.30	393,064.70	68.81%

Town of Smithfield								
General Fund Operating Budget								
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 03/31/11		Remaining Budget	% of budget	
FICA	103,620.00	100,815.00	100,815.00	68,333.45		32,481.55	67.78%	
VSRS	123,190.00	120,095.00	125,580.00	79,961.47		40,133.53	66.58%	
Health Insurance	181,400.00	173,400.00	178,430.00	144,309.89		29,090.11	83.22%	
Officer Physicals			-	-		-	0.00%	
Pre-employ screening/Emp Medical	2,000.00	3,000.00	1,000.00	2,893.19		106.81	96.44%	
Uniforms	34,000.00	25,500.00	25,500.00	13,041.27		12,458.73	51.14%	
Service Contracts	35,000.00	34,400.00	34,400.00	28,854.32		5,545.68	83.88%	
Communications	54,000.00	54,000.00	50,000.00	36,601.95		17,398.05	67.78%	
Computer & Technology Expenses	10,000.00	45,000.00	35,000.00	41,829.61		3,170.39	92.95%	
Insurance	46,735.00	45,650.00	45,650.00	45,682.80		(32.80)	100.07%	
Ins. - LODA	4,400.00	-	-	-		-	0.00%	
Materials & Supplies	30,500.00	37,000.00	27,000.00	24,823.09		12,176.91	67.09%	
Dues & Subscriptions	4,000.00	4,000.00	4,000.00	3,056.75		943.25	76.42%	
Equipment	11,000.00	11,000.00	14,000.00	3,992.02		7,007.98	36.29%	
Radio & Equipment repairs	3,500.00	3,500.00	3,500.00	1,456.08		2,043.92	41.60%	
Vehicle Maintenance	35,000.00	35,000.00	32,400.00	27,651.45		7,348.55	79.00%	
Gas	75,000.00	75,000.00	75,000.00	46,408.54		28,591.46	61.88%	
Tires	6,000.00	6,000.00	5,000.00	5,684.64		315.36	94.74%	
Travel & Training	20,000.00	20,000.00	18,900.00	16,762.58		3,237.42	83.81%	
Accreditation	3,000.00	-	-	-		-	0.00%	
Special Events-move to supplies	-	-	-	-		-	0.00%	
Crimes Network	10,000.00	10,000.00	10,000.00	-		10,000.00	0.00%	
Police Grants	25,625.00	25,625.00	25,625.00	-		25,625.00	0.00%	
Local Law Enforcement Block Grant	-	-	-	-		-	0.00%	
Investigation expenses	2,500.00	2,500.00	-	2,471.77		28.23	98.87%	
VML Grant	-	-	-	-		-	0.00%	
Community Traffic Safety Grant	-	-	-	-		-	0.00%	
Federal Byrne Justice Assistance Grant	-	-	-	-		-	0.00%	
Radar Grant Expenses			-	4,103.00		(4,103.00)	0.00%	
Block Grant-Alco Sensors			-	604.00		(604.00)	0.00%	
Comprehensive Traffic Safety Grant	-	-	-	-		-	0.00%	
Police Technology Grant	-	-	-	-		-	0.00%	
VA Dept of Health Grant	-	1,000.00	-	990.80		9.20	99.08%	
Employee Education	-	-	-	-		-	0.00%	
Moving Expenses	3,500.00		-	-		-	0.00%	
Other	-	300.00	-	300.00		-	100.00%	
<b>Total Police Department</b>	<b>2,119,205.00</b>	<b>2,092,935.00</b>	<b>2,071,950.00</b>	<b>1,466,897.97</b>		<b>626,037.03</b>	<b>70.09%</b>	

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 03/31/11	Remaining Budget	% of budget
<b>Fire Department</b>						
Salaries (Contribution to County)	30,000.00	30,000.00	30,000.00	-	30,000.00	0.00%
Member Physicals	1,000.00	1,320.00	1,000.00	1,320.00	-	100.00%
Uniforms	1,200.00	1,200.00	1,200.00	473.76	726.24	39.48%
Protective Clothing	8,000.00	8,000.00	8,000.00	5,460.78	2,539.22	68.26%
Communications	10,300.00	10,300.00	10,300.00	5,634.12	4,665.88	54.70%
Computer & Technology Expenses	1,000.00	1,680.00	1,680.00	(773.88)	2,453.88	-46.06%
Insurance	20,183.00	18,950.00	20,183.00	18,948.00	2.00	99.99%
Materials & Supplies	2,000.00	2,000.00	2,600.00	97.90	1,902.10	4.90%
Radio Repairs & Maint	200.00	200.00	500.00	-	200.00	0.00%
Truck Operation & Maint.	5,000.00	5,500.00	5,000.00	5,436.56	63.44	98.85%
Gas & Tires	17,000.00	17,000.00	17,000.00	9,223.21	7,776.79	54.25%
Maintenance Contracts	6,000.00	6,000.00	6,000.00	4,000.00	2,000.00	66.67%
Fuel Fund & Travel	13,000.00	13,000.00	13,000.00	12,978.00	22.00	99.83%
Annual Meeting	200.00	200.00	200.00	-	200.00	0.00%
State Pass Thru	17,447.00	17,447.00	17,447.00	-	17,447.00	0.00%
<b>Total Fire Department</b>	<b>132,530.00</b>	<b>132,797.00</b>	<b>134,110.00</b>	<b>62,798.45</b>	<b>69,998.55</b>	<b>47.29%</b>
<b>Contributions-Public Safety</b>						
Rescue Squad - Contrib.	75,000.00	75,000.00	75,000.00	56,250.00	18,750.00	75.00%
Rescue Squad-Salaries (to County) & shared maintenance	30,000.00	30,000.00	30,000.00	30,000.00	-	100.00%
E911 Dispatch Center	52,930.00	61,470.00	61,470.00	31,974.19	29,495.81	52.02%
Fire Department Rescue Truck	10,000.00	10,000.00	10,000.00	10,000.00	-	100.00%
<b>Total Contributions-Public Safety</b>	<b>167,930.00</b>	<b>176,470.00</b>	<b>176,470.00</b>	<b>128,224.19</b>	<b>48,245.81</b>	<b>72.66%</b>
<b>PARKS, RECREATION &amp; CULTURAL</b>						
<b>Smithfield Center</b>						
Salaries	181,165.00	181,675.00	181,675.00	122,096.69	59,578.31	67.21%
FICA	14,495.00	14,534.00	14,534.00	9,737.29	4,796.71	67.00%
VSRS	12,685.00	12,450.00	13,020.00	8,288.72	4,161.28	66.58%
Health	22,545.00	22,200.00	22,970.00	18,496.70	3,703.30	83.32%
Uniforms	1,200.00	1,200.00	1,200.00	361.70	838.30	30.14%
Contracted Services	13,000.00	12,600.00	12,600.00	7,464.94	5,135.06	59.25%
Retail Sales & Use Tax	500.00	500.00	500.00	107.22	392.78	21.44%
Utilities	35,000.00	35,000.00	38,000.00	22,552.79	12,447.21	64.44%
Communications	21,050.00	21,050.00	21,050.00	13,293.64	7,756.36	63.15%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 03/31/11	Remaining Budget	% of budget
Computer & technology expenses	2,500.00	2,500.00	2,500.00	-	2,500.00	0.00%
Insurance	4,320.00	4,500.00	4,500.00	4,464.22	35.78	99.20%
Kitchen Supplies	4,000.00	4,000.00	4,000.00	2,625.49	1,374.51	65.64%
Office Supplies/Other Supplies	5,000.00	5,000.00	5,000.00	3,845.16	1,154.84	76.90%
Food Service & Beverage Supplies	8,000.00	8,000.00	8,000.00	4,279.58	3,720.42	53.49%
AV Supplies	1,000.00	1,000.00	500.00	621.68	378.32	62.17%
Repairs & Maintenance	50,000.00	78,000.00	40,000.00	54,269.31	23,730.69	69.58%
Landscaping	10,000.00	10,000.00	10,000.00	5,933.13	4,066.87	59.33%
Travel & Training	2,500.00	2,500.00	2,500.00	1,676.58	823.42	67.06%
Programming Expenses	1,000.00	1,000.00	1,000.00	-	1,000.00	0.00%
Advertising	23,500.00	28,000.00	23,500.00	23,633.27	4,366.73	84.40%
Refund event deposits	5,000.00	5,000.00	5,000.00	2,530.00	2,470.00	50.60%
Other	-	-	-	-	-	0.00%
Credit card processing expense	2,500.00	2,500.00	2,000.00	1,903.80	596.20	76.15%
<b>Total Smithfield Center</b>	<b>420,960.00</b>	<b>453,209.00</b>	<b>414,049.00</b>	<b>308,181.91</b>	<b>145,027.09</b>	<b>68.00%</b>
<b><u>Contributions-Parks, Recreation and Cultural</u></b>						
Farmers Market	3,000.00	3,000.00	3,000.00	3,000.00	-	100.00%
Hampton Roads Partnership	1,960.00	1,960.00	1,960.00	1,960.00	-	100.00%
Isle of Wight Arts League	10,000.00	10,000.00	10,000.00	10,000.00	-	100.00%
School House Museum	-	-	-	-	-	0.00%
Library	36,000.00	36,000.00	36,000.00	27,000.00	9,000.00	75.00%
Total Contributions-Park, Recreation and Cultural	50,960.00	50,960.00	50,960.00	41,960.00	9,000.00	82.34%
<b><u>Parks &amp; Recreation</u></b>						
Fishing Pier	600.00	600.00	600.00	-	600.00	0.00%
Jersey Park Playground	500.00	500.00	500.00	-	500.00	0.00%
Pinewood Playground	500.00	500.00	500.00	-	500.00	0.00%
Clontz Park	4,000.00	3,500.00	3,500.00	738.59	2,761.41	21.10%
Windsor Castle	80,000.00	168,500.00	60,000.00	148,682.43	19,817.57	88.24%
Waterworks Dam	4,000.00	500.00	-	500.00	-	100.00%
Fireworks	2,000.00	2,000.00	2,000.00	-	2,000.00	0.00%
Total Parks & Recreation	91,600.00	176,100.00	67,100.00	149,921.02	26,178.98	85.13%
<b>COMMUNITY DEVELOPMENT</b>						
<b>Pinewood Heights</b>						
<b>Non-CDBG Contributed Operating Expenses</b>						

Town of Smithfield								
General Fund Operating Budget								
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 03/31/11		Remaining Budget	% of budget	
<b><u>Administration</u></b>								
Precontract/ERR		-	-	16,196.97		(16,196.97)	0.00%	
Management Assistance		10,000.00	10,000.00	6,702.47		3,297.53	67.02%	
Monitoring/Closeout		2,000.00	2,000.00	-		2,000.00	0.00%	
<b><u>Permanent Relocation</u></b>								
Owner Occupied Households		132,892.50	-	97,750.00		35,142.50	73.56%	
Renter Occupied Households		514,245.00	254,920.00	72,897.52		441,347.48	14.18%	
Relocation Specialist		15,848.83	15,070.30	-		15,848.83	0.00%	
<b><u>Acquisition Specialist</u></b>								
		4,000.00	4,000.00	-		4,000.00	0.00%	
<b><u>Clearance &amp; Demolition</u></b>								
		126,470.75	106,800.00	697.29		125,773.46	0.55%	
<b><u>Phase II Planning Grant</u></b>								
	-	3,000.00	-	-		3,000.00	0.00%	
<b>Subtotal Non CDBG</b>	-	808,457.08	392,790.30	194,244.25		614,212.83	24.03%	
<b>CDBG Contributed Operating Expenses</b>								
<b><u>Permanent Relocation</u></b>								
Owner Occupied Households		-	150,700.00	-		-	0.00%	
Renter Occupied Households		-	-	-		-	0.00%	
<b><u>Clearance &amp; Demolition</u></b>								
	-	-	20,300.00	-		-	0.00%	
<b><u>Phase II Planning Grant</u></b>								
	-	25,000.00	-	-		25,000.00	0.00%	
<b>Subtotal CDBG</b>	-	25,000.00	171,000.00	-		25,000.00	0.00%	
<b>Total Pinewood Heights Contributions</b>	-	833,457.08	563,790.30	194,244.25		639,212.83	23.31%	
<b><u>Contributions-Community Development</u></b>								
APVA Courthouse Contribution	5,000.00	5,000.00	5,000.00	-		5,000.00	0.00%	
Chamber of Commerce	6,000.00	6,000.00	6,000.00	-		6,000.00	0.00%	
Christian Outreach	3,000.00	3,000.00	3,000.00	3,000.00		-	100.00%	
Genieve Shelter	9,000.00	9,000.00	9,000.00	9,000.00		-	100.00%	
TRIAD	1,650.00	1,650.00	1,650.00	1,650.00		-	100.00%	

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 03/31/11	Remaining Budget	% of budget
Tourism Bureau	208,112.00	208,112.00	208,112.00	136,525.73	71,586.27	65.60%
Historic Smithfield	-	10,000.00	-	10,000.00	-	100.00%
Western Tidewater Free Clinic	20,000.00	15,000.00	15,000.00	15,000.00	-	100.00%
YMCA Projects	50,000.00	50,000.00	50,000.00	50,000.00	-	100.00%
<b>Total Contributions-Community Development</b>	<b>302,762.00</b>	<b>307,762.00</b>	<b>297,762.00</b>	<b>225,175.73</b>	<b>82,586.27</b>	<b>73.17%</b>
<b>PUBLIC WORKS</b>						
<b>Planning, Engineering &amp; Public Works</b>						
Salaries	210,810.00	186,000.00	183,125.00	128,278.35	57,721.65	68.97%
FICA	16,865.00	14,900.00	14,650.00	10,175.09	4,724.91	68.29%
VSRS	21,870.00	19,100.00	24,125.00	12,699.70	6,400.30	66.49%
Health	31,725.00	28,450.00	28,450.00	23,378.08	5,071.92	82.17%
Uniforms	2,000.00	2,300.00	2,000.00	1,668.76	631.24	72.55%
Contractual	8,500.00	8,500.00	12,000.00	6,156.69	2,343.31	72.43%
GIS	3,500.00	3,500.00	3,500.00	-	3,500.00	0.00%
Recycling	62,000.00	62,000.00	55,920.00	39,555.78	22,444.22	63.80%
Trash Collection	385,000.00	376,500.00	375,000.00	280,009.22	96,490.78	74.37%
Street Lights	25,000.00	25,000.00	25,000.00	4,657.44	20,342.56	18.63%
Communications	12,000.00	12,000.00	12,000.00	7,644.00	4,356.00	63.70%
Safety Meetings	1,000.00	750.00	750.00	515.46	234.54	68.73%
Insurance	7,210.00	7,400.00	6,450.00	7,396.77	3.23	99.96%
Materials & Supplies	6,000.00	6,000.00	8,000.00	3,527.16	2,472.84	58.79%
Repairs & Maintenance	10,000.00	10,000.00	6,000.00	6,445.75	3,554.25	64.46%
Gas & Tires	8,500.00	8,500.00	10,000.00	5,158.53	3,341.47	60.69%
Travel & Training	6,000.00	6,000.00	6,000.00	3,703.20	2,296.80	61.72%
Haydens Lane Maintenance	3,500.00	500.00	500.00	135.70	364.30	27.14%
Veterans War Memorial	1,000.00	1,000.00	1,500.00	552.80	447.20	55.28%
Streetscape improvements-non capital expenses (web)	-	163.00	-	162.09	0.91	99.44%
Litter Control Grant	3,078.00	3,078.00	3,384.00	1,029.50	2,048.50	33.45%
Dues & Subscriptions-	2,000.00	2,000.00	1,000.00	1,695.27	304.73	84.76%
Other	1,000.00	1,000.00	1,000.00	343.43	656.57	34.34%
Public Works Alloc to Hwy	(7,700.00)	(7,450.00)	(5,855.00)	-	(7,450.00)	0.00%
<b>Total Public Works</b>	<b>820,858.00</b>	<b>777,191.00</b>	<b>774,499.00</b>	<b>544,888.77</b>	<b>232,302.23</b>	<b>70.11%</b>
<b>PUBLIC BUILDINGS</b>						
<b>Public Buildings</b>						
Salaries	20,515.00	19,000.00	22,115.00	12,864.80	6,135.20	67.71%
FICA	1,645.00	1,520.00	1,770.00	1,084.35	435.65	71.34%

<b>Town of Smithfield</b>						
<b>General Fund Operating Budget</b>						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 03/31/11	Remaining Budget	% of budget
Contractual	4,000.00	4,000.00	4,000.00	2,224.68	1,775.32	55.62%
Communications	3,750.00	3,750.00	1,200.00	3,238.81	511.19	86.37%
Utilities	43,000.00	43,000.00	43,000.00	25,694.97	17,305.03	59.76%
Insurance	2,005.00	1,950.00	1,950.00	1,948.45	1.55	99.92%
Materials & Supplies	2,500.00	2,500.00	2,500.00	1,642.30	857.70	65.69%
Repairs & Maintenance	38,000.00	38,000.00	45,000.00	27,653.39	10,346.61	72.77%
Rent Expense-Office Space	34,240.00	68,015.00	68,015.00	50,969.32	17,045.68	74.94%
Other	1,000.00	500.00	1,600.00	380.95	119.05	76.19%
Alloc Costs to Hwy	(9,935.00)	(6,555.00)	(7,415.00)	-	(6,555.00)	0.00%
Total Public Buildings	140,720.00	175,680.00	183,735.00	127,702.02	47,977.98	72.69%
<b>OTHER FINANCING USES</b>						
<b>Other Financing Uses</b>						
Transfers to Operating Reserves	-	-	0.00	0.00	-	0.00%
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	-	0.00	-	-	0.00%
Transfers to Restricted Reserves-S Church Street Project	-	-	0.00	-	-	0.00%
<b>Total Transfers from Reserves</b>	0.00	0.00	0.00	-	-	0.00%
<b>DEBT SERVICE</b>						
<b>Debt Service</b>						
<b>Principal Retirement</b>						
Smithfield Center-Capital lease generator	-	4,850.00	4,850.00	4,829.55	20.45	99.58%
Public Buildings-Capital lease generator	10,000.00	1,419.00	1,419.00	1,415.68	3.32	99.77%
Public Building Acquisition	18,255.00	-	97,300.00	-	-	0.00%
<b>Line of Credit Retirement-interest</b>	5,000.00	5,000.00	505,500.00	3,843.91	1,156.09	76.88%
<b>Interest and fiscal charges</b>					-	0.00%
Smithfield Center-Capital lease generator	-	1,030.00	52.00	1,028.79	1.21	99.88%
Public Buildings-Capital lease generator	2,100.00	36.00	36.00	35.04	0.96	97.33%
Public Building Acquisition	34,720.88	55,668.31	36,010.00	-	55,668.31	0.00%
Total Debt Service	70,075.88	68,003.31	645,167.00	11,152.97	56,850.34	16.40%
<b>Total General Fund Expenses</b>	5,116,525.88	6,031,634.39	6,198,534.30	3,834,889.22	2,196,745.17	63.58%
<b>Less Expenses related to capital projects:</b>						
Legal Fees	-	-	-	-	-	
Professional Fees	-	-	-	-	-	
Pinewood Heights Relocation Project Expenses	-	(833,457.08)	(563,790.30)	(194,244.25)	(639,212.83)	

<b>Town of Smithfield</b>						
<b>General Fund Operating Budget</b>						
<b>Description</b>	<b>Proposed Budget 2011/2012</b>	<b>Proposed Budget Revisions 2010/2011</b>	<b>Proposed Budget 2010/2011</b>	<b>Actual as of 03/31/11</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Pinewood Heights Line of Credit Expenses	(5,000.00)	(5,000.00)	(505,500.00)	(3,843.91)	(1,156.09)	
Total Non-operating Expenses	(5,000.00)	(838,457.08)	(1,069,290.30)	(198,088.16)	(640,368.92)	23.63%
<b>Total General Fund Operating Expenses</b>	<b>5,111,525.88</b>	<b>5,193,177.31</b>	<b>5,129,244.00</b>	<b>3,636,801.06</b>	<b>1,556,376.25</b>	<b>70.03%</b>
<b>Net Operating Reserve (+/-)</b>	<b>1,300,486.12</b>	<b>1,865,554.92</b>	<b>840,997.00</b>	<b>950,581.78</b>	<b>939,973.14</b>	<b>50.95%</b>
<b>Net Reserve (+/-)</b>	<b>3,036,072.12</b>	<b>3,649,549.84</b>	<b>4,235,136.70</b>	<b>1,493,112.08</b>	<b>2,156,437.76</b>	<b>40.91%</b>

	2011/2012 Proposed Budget	2010/2011 Proposed Amended Budget	2010/2011 Adopted Budget	2010/2011 Actual 3/31/2011	Remain Budget	% of Budget
<b>Net Operating Reserves (Deficit)</b>	<b>3,036,072.12</b>	3,649,549.84	4,235,136.70	1,493,112.08	2,156,437.76	40.91%
<b>Capital Outlay General Fund</b>						
<b>GENERAL GOVERNMENT</b>						
<b>COMMUNITY DEVELOPMENT</b>						
<b>Pinewood Heights Relocation-CIP</b>						
<b>Non CDBG Capital Acquisition</b>						
Owner Occupied Units		-	-	-	-	
Renter Occupied Units		(288,100.00)	(244,433.84)	(104,150.11)	(183,949.89)	36.15%
Vacant Lots	-	(15,000.00)	(15,000.00)	-	(15,000.00)	0.00%
Appraisal/Legal		(12,494.68)	(19,410.95)	(2,100.00)	(10,394.68)	16.81%
Subtotal Non CDBG Capital Acquisition	-	(315,594.68)	(278,844.79)	(106,250.11)	(209,344.57)	33.67%
<b>CDBG Capital Acquisition-MY2</b>						
Owner Occupied Units		(71,000.00)	(71,658.00)	(71,079.00)	79.00	100.11%
Renter Occupied Units		(381,000.00)	(183,256.67)	(343,053.81)	(37,946.19)	90.04%
Vacant Lots	-	-	-	-	-	0.00%
Subtotal CDBG Capital Acquisition	-	<b>(452,000.00)</b>	<b>(254,914.67)</b>	<b>(414,132.81)</b>	(37,867.19)	91.62%
<b>Total Pinewood Heights Relocation CIP</b>	-	<b>(767,594.68)</b>	<b>(533,759.46)</b>	<b>(520,382.92)</b>	(247,211.76)	67.79%
			-	-	-	
<b>Total Pinewood Heights Relocation CIP</b>		(767,594.68)	(533,759.46)	(520,382.92)	(247,211.76)	67.79%
<b>PARKS, RECREATION AND CULTURAL</b>						
<b>Windsor Castle</b>	(20,000.00)	(50,000.00)	(50,000.00)	-	(50,000.00)	0.00%
<b>Smithfield Center (operations)</b>						
AV Upgrades				(3,814.00) ??	3,814.00	0.00%
Install chandelier				(4,440.00)	4,440.00	0.00%
Mounted cabinets				-		
Chairs/seating				(39,213.30)	39,213.30	0.00%
Upgrades-Tile or carpet	-	(112,000.00)	<b>(112,000.00)</b>	(91,220.00)	(20,780.00)	81.45%
Waterworks Dam	-	(10,000.00)	-	(7,701.73)	(2,298.27)	77.02%

	2011/2012 Proposed Budget	2010/2011 Proposed Amended Budget	2010/2011 Adopted Budget	2010/2011 Actual 3/31/2011	Remain Budget	% of Budget
<b>PUBLIC SAFETY</b>						
<b>Police</b>						
Police Vehicles	(112,000.00)	(84,000.00)	(84,000.00)	(2,079.82)	(81,920.18)	2.48%
<b>PUBLIC WORKS</b>						
Vehicles and Equipment	(20,000.00)	(20,000.00)	(20,000.00)	-	(20,000.00)	0.00%
N/S Church St Streetscape Improvements	(1,978,069.00)	(2,000,000.00)	(2,000,000.00)	(217,904.18)	(1,782,095.82)	10.90%
<b>PUBLIC BUILDINGS</b>						
New roof on maintenance building	-	(6,500.00)	-	(6,500.00)	-	100.00%
Office Space Acquisition		(934,345.00)			(934,345.00)	0.00%
Generator	(50,000.00)				-	
Office Space Improvements-furniture, security, etc.	(100,000.00)				-	
Office Space Improvements-contractor (building only)	(289,705.00)	(80,000.00)	(750,000.00)	(10,000.00)	(70,000.00)	12.50%
<b>Net Capital Outlay</b>	<b>(2,569,774.00)</b>	<b>(4,064,439.68)</b>	<b>(3,549,759.46)</b>	<b>(903,255.95)</b>	<b>(3,161,183.73)</b>	<b>22.22%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>466,298.12</b>	<b>(414,889.84)</b>	<b>685,377.24</b>	<b>589,856.13</b>	<b>(1,004,745.97)</b>	<b>-142.17%</b>
Net adjusted cashflow (Pinewood-meals tax & county contribution)	466,298.12	(414,889.84)	685,377.24	589,856.13	(1,004,745.97)	-142.17%
Operating reserves		414,889.84				
Draw from Line of Credit			-	150,175.45	(150,175.45)	
Draw from Police CD			-	-	-	
Excess contributions for S Church in year 2011			(755,000.00)	-	-	
Financing for municipal building	-					
Net adjusted cashflow (Pinewood-meals tax & county contribution)	(359,041.00)	-		-	-	
<b>Net cashflow</b>	<b>107,257.12</b>	<b>0.00</b>	<b>(69,622.76)</b>	<b>740,031.58</b>	<b>(740,031.58)</b>	<b>100.00%</b>

Town of Smithfield						
Sewer Fund Budget						
	Proposed Budget	Proposed Budget	Adopted Budget	Balance as of	Remaining	% of
	2011/2012	Revisions	2010/2011	03/31/11	Budget	budget
	2011/2012	2010/2011				
<b>Revenue</b>						
<b>Operating Revenues</b>						
Sewer Charges	669,500.00	669,500.00	633,000.00	567,837.15	101,662.85	84.82%
Sewer Compliance Fee	488,255.00	487,507.00	404,500.00	381,049.90	106,457.10	78.16%
Miscellaneous Revenue	500.00	500.00	500.00	-	500.00	0.00%
Connection fees	31,600.00	34,860.00	39,500.00	31,700.00	3,160.00	90.94%
<b>Total Operating Revenue</b>	<b>1,189,855.00</b>	<b>1,192,367.00</b>	<b>1,077,500.00</b>	<b>980,587.05</b>	<b>211,779.95</b>	<b>82.24%</b>
<b>Town of Smithfield</b>						
<b>Sewer Fund Budget</b>						
	Proposed Budget	Proposed Budget	Adopted Budget	Balance as of	Remaining	% of
Description	2011/2012	Revisions	2010/2011	03/31/11	Budget	budget
	2011/2012	2010/2011				
<b>Expenses</b>						
<b>Operating Expenses</b>						
Salaries	259,150.00	284,100.00	279,900.00	197,158.21	86,941.79	69.40%
FICA	20,735.00	22,730.00	22,500.00	15,612.34	7,117.66	68.69%
VSRS	25,915.00	25,855.00	26,660.00	17,044.29	8,810.71	65.92%
Health	40,315.00	44,210.00	48,270.00	36,709.80	7,500.20	83.04%
Uniforms	2,500.00	3,500.00	2,900.00	2,642.81	857.19	75.51%
Audit & Legal Fees	23,000.00	23,000.00	23,000.00	14,679.94	8,320.06	63.83%
Engineering			-	-	-	
HRPDC-FOG	524.00	524.00	-	523.79	0.21	99.96%
HRPDC sewer programs	482.00	482.00	482.00	482.00	-	100.00%
Maintenance & Repairs	70,000.00	50,000.00	45,000.00	39,460.15	10,539.85	78.92%
Professional services				-	-	
Beam Maintenance	-	5,000.00	-	-	5,000.00	0.00%
VAC Truck Repairs & Maintenance	5,250.00	-	-	-	-	
Data Processing	17,500.00	16,000.00	16,000.00	9,709.47	6,290.53	60.68%
Dues & Subscriptions	50.00	50.00	50.00	9.67	40.33	19.34%
Utilities	40,000.00	40,000.00	44,500.00	24,156.41	15,843.59	60.39%
SCADA Expenses	3,000.00	3,000.00	3,000.00	411.97	2,588.03	13.73%
Telephone	16,500.00	16,500.00	20,000.00	10,413.09	6,086.91	63.11%
Insurance	14,000.00	15,300.00	15,250.00	15,298.62	1.38	99.99%
Materials & Supplies	46,000.00	(22,000.00)	41,000.00	33,153.49	(55,153.49)	-150.70%
Truck Operations	12,000.00	12,000.00	12,000.00	7,928.43	4,071.57	66.07%
Fuel-Sewer Equipment			-	-	-	

Travel & Training	4,000.00	3,000.00	3,000.00	1,812.49	1,187.51	60.42%
Contractual	2,000.00	2,000.00	1,600.00	1,333.70	666.30	66.69%
Miscellaneous	600.00	2,700.00	-	2,555.51	144.49	94.65%
Bad Debt Expense	2,400.00	2,400.00	4,000.00	-	2,400.00	0.00%
Bank Service Charges	325.00	325.00	350.00	325.00	-	100.00%
<b>Total Sewer Fund Operating Expenses before D&amp;A Exp.</b>	606,246.00	550,676.00	609,462.00	431,421.18	119,254.82	78.34%
<b>Operating Income before D&amp;A Expense</b>	583,609.00	641,691.00	468,038.00	549,165.87	92,525.13	85.58%
<b>Depreciation &amp; Amort. Exp.</b>	448,620.00	422,000.00	420,975.00	305,649.25	116,350.75	0.72
<b>Operating Income (Loss)</b>	134,989.00	219,691.00	47,063.00	243,516.62	(23,825.62)	1.11
<b>Nonoperating Revenues (Expenses)</b>						
Pro-rata Share Fees	-	-	-	-	-	
Availability Fees	82,400.00	89,060.00	103,000.00	80,820.00	8,240.00	90.75%
Insurance Reimbursements				-	-	
VDEM Reimbursements				-	-	
Contributed Capital-Smithfield Foods Rev Ln	19,700.00	18,740.00	18,740.00	-	18,740.00	0.00%
Contributed Capital-St. Andrews Pump Station	-	-	-	-	-	
Interest Revenue	3,250.00	6,500.00	12,000.00	5,163.37	1,336.63	79.44%
Interest Expense	(46,515.00)	(49,305.00)	(49,305.00)	(37,142.25)	(12,162.75)	75.33%
<b>Total Nonoperating Revenues (Expenses)</b>	58,835.00	64,995.00	84,435.00	48,841.12	16,153.88	75.15%
<b>Net Income (loss)</b>	193,824.00	284,686.00	131,498.00	292,357.74	(7,671.74)	102.69%
<b>WORKING ADJUSTMENTS TO CAFR</b> (FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees	-	-	-	-	-	
Availability Fees	(82,400.00)	(89,060.00)	(103,000.00)	(80,820.00)	(8,240.00)	90.75%
Contributed Capital-Smithfield Foods Rev Ln	(19,700.00)	(18,740.00)	(18,740.00)	-	(18,740.00)	0.00%
Compliance Fee	(488,255.00)	(487,507.00)	(404,500.00)	(381,049.90)	(106,457.10)	78.16%
Bad Debt Expense	2,400.00	2,400.00	4,000.00	-	2,400.00	#DIV/0!
Depreciation & Amort. Exp.	448,620.00	422,000.00	420,975.00	305,649.25	116,350.75	72.43%
Additional debt service costs-principal expense	(70,550.00)	(66,400.00)	(66,400.00)	(66,400.00)	-	100.00%
Total adjustments to CAFR	(209,885.00)	(237,307.00)	(167,665.00)	(222,620.65)	(14,686.35)	93.81%
Working adjusted income	(16,061.00)	47,379.00	(36,167.00)	69,737.09	(22,358.09)	147.19%

	2011/2012 Proposed Budget	2010/2011 Proposed Amended Budget	2010/2011 Projected Budget	2010/2011 Actual 3/31/2011	Remaining Budget	% of Budget
<b>Sewer Fund</b>						
<b>Working adjusted income</b>	<b>(16,061.00)</b>	<b>47,379.00</b>	<b>(36,167.00)</b>	<b>69,737.09</b>	(22,358.09)	147.19%
Sewer SSO Consent Order	(833,000.00)	(500,550.00)	(600,000.00)	(145,753.79)	(354,796.21)	29.12%
SCADA-Water Tank (75%)		(36,000.00)			(36,000.00)	0.00%
Sewer Master Plan	(56,250.00)				-	
Main Street Pump Station		(29,305.00)	-	(29,304.00)	(1.00)	100.00%
Rubber tire backhoe	(9,000.00)	-	-	-	-	
Hot box for asphalt	(4,500.00)				-	
Manhole inspections/repairs	(100,000.00)				-	
Gravity sewer repairs	-				-	
VAC Truck		(109,200.00)	-	(109,197.48)	(2.52)	100.00%
Vehicle/Equipment	(15,000.00)	(20,000.00)	(20,000.00)	-	(20,000.00)	0.00%
<b>Net Capital Outlay</b>	<b>(1,017,750.00)</b>	<b>(695,055.00)</b>	<b>(620,000.00)</b>	<b>(284,255.27)</b>	<b>(410,799.73)</b>	<b>40.90%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(1,033,811.00)</b>	<b>(647,676.00)</b>	<b>(656,167.00)</b>	<b>(214,518.18)</b>	<b>(433,157.82)</b>	<b>33.12%</b>
<b>Funding from Development Escrow</b>			-	-	-	
<b>Reserves from Sewer Capital Escrow Account</b>		<b>160,062.81</b>	<b>251,667.00</b>	160,062.81		100.00%
<b>Funding from Sewer Compliance Fee</b>	<b>833,000.00</b>	<b>449,687.19</b>	<b>404,500.00</b>	84,318.70	365,368.49	18.75%
<b>Draw from operating reserves</b>	<b>274,331.00</b>	<b>1,926.00</b>		-	1,926.00	0.00%
<b>Funding from Bond Escrow (released from refinance)</b>			-	-	-	
<b>Net Cashflow</b>	<b>73,520.00</b>	<b>(36,000.00)</b>	<b>-</b>	<b>29,863.33</b>	<b>(65,863.33)</b>	<b>-82.95%</b>

Town of Smithfield							
Water Fund Budget							
	Proposed Budget	Proposed Budget	Adopted Budget				
	2011/2012	Revisions	2010/2011	Balance as of		Remaining	
Description		2010/2011		03/31/11		Budget	
						% of	
						budget	
<b>Revenue</b>							
<b>Operating Revenue</b>							
Water Sales	817,850.00	780,000.00	763,000.00	661,241.68		118,758.32	84.77%
Debt Service Revenue	401,000.00	401,000.00	401,000.00	315,310.38		85,689.62	78.63%
Miscellaneous	500.00	2,500.00	-	2,449.00		51.00	97.96%
Connection fees	13,200.00	13,220.00	16,500.00	11,240.00		1,980.00	85.02%
Application Fees	5,000.00	5,000.00	5,000.00	3,441.00		1,559.00	68.82%
<b>Total Operating Revenue</b>	<b>1,237,550.00</b>	<b>1,201,720.00</b>	<b>1,185,500.00</b>	<b>993,682.06</b>		<b>208,037.94</b>	<b>82.69%</b>
<b>Town of Smithfield</b>							
<b>Water Fund Budget</b>							
	Proposed Budget	Proposed Budget	Proposed Budget	Balance as of		Remaining	% of
	2011/2012	Revisions	2010/2011	03/31/11		Budget	budget
Description		2010/2011					
<b>Expenses</b>							
Salaries	291,300.00	261,500.00	261,500.00	179,583.46		81,916.54	68.67%
FICA	23,304.00	20,950.00	20,950.00	14,216.53		6,733.47	67.86%
VSRS	29,245.00	23,800.00	24,485.00	15,658.73		8,141.27	65.79%
Health	43,000.00	35,300.00	39,010.00	29,254.07		6,045.93	82.87%
Uniforms	3,000.00	3,200.00	2,800.00	2,372.12		827.88	74.13%
Contractual	11,000.00	7,000.00	6,000.00	5,885.00		1,115.00	84.07%
Legal & Audit	23,000.00	23,000.00	23,000.00	17,659.94		5,340.06	76.78%
Maintenance & Repairs	21,000.00	21,000.00	21,000.00	7,989.45		13,010.55	38.05%
Water Tank Maintenance	100,000.00	9,900.00	26,000.00	-		9,900.00	0.00%
Water Cost-purchased from IOW County			-	-		-	
Engineering			-	-		-	
Professional Services	1,000.00	15,250.00	1,000.00	15,098.00		152.00	99.00%
Regional Water Supply Study	2,586.00	2,586.00	2,586.00	2,586.00		-	100.00%
Data Processing	16,000.00	16,000.00	16,000.00	9,709.47		6,290.53	60.68%
Utilities	65,000.00	65,000.00	40,000.00	40,136.88		24,863.12	61.75%
Communications	12,300.00	12,300.00	12,300.00	7,778.64		4,521.36	63.24%
Insurance	16,000.00	14,555.00	14,520.00	14,555.09		(0.09)	100.00%
Materials & Supplies	114,400.00	73,885.00	152,300.00	74,668.09		(783.09)	101.06%
Gas and Tires	12,000.00	12,000.00	12,000.00	7,221.68		4,778.32	60.18%
Fuel-Water Equipment			-	-		-	
Dues & Subscriptions	800.00	800.00	500.00	667.66		132.34	83.46%
Bank service charges	450.00	450.00	350.00	366.78		83.22	81.51%
Travel and Training	5,500.00	3,000.00	3,000.00	1,554.09		1,445.91	51.80%
Miscellaneous	6,200.00	6,100.00	6,000.00	4,563.07		1,536.93	74.80%

RO Annual costs	419,593.00	-	-	-	-	-
Bad debt expense	5,300.00	5,300.00	7,200.00	-	5,300.00	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,221,978.00	632,876.00	692,501.00	451,524.75	181,351.25	71.34%
Operating Income before D&A Expense	15,572.00	568,844.00	492,999.00	542,157.31	26,686.69	95.31%
Depreciation & Amortization Expense	309,400.00	158,615.00	154,305.00	117,259.38	41,355.62	73.93%
Operating Income (Loss)	(293,828.00)	410,229.00	338,694.00	424,897.93	(14,668.93)	103.58%
Nonoperating Revenues (Expenses)						
Availability Fees	54,400.00	60,000.00	68,000.00	51,840.00	8,160.00	86.40%
Pro-Rata Share Fees	-	-	-	-	-	
Cash Proffers-Water Tank	-	-	-	-	-	
Interest Revenue	5,925.00	10,735.00	17,500.00	8,136.61	2,598.39	75.80%
Insurance Recoveries-VML	-	-	-	-	-	
Interest Expense	(121,700.00)	(127,300.00)	(127,300.00)	(76,127.23)	(51,172.77)	59.80%
Transfer for debt cost to general fund	-	-	-	-	-	
Total Nonoperating Revenues (Expenses)	(61,375.00)	(56,565.00)	(41,800.00)	(16,150.62)	(40,414.38)	28.55%
Net Income (Loss)	(355,203.00)	353,664.00	296,894.00	408,747.31	(55,083.31)	115.58%
<b>WORKING ADJUSTMENTS TO CAFR</b>						
(FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees	-	-	-	-	-	
Availability Fees	(54,400.00)	(60,000.00)	(68,000.00)	(51,840.00)	(8,160.00)	86.40%
Bad Debt Expense	5,300.00	5,300.00	7,200.00	-	5,300.00	0.00%
Debt Service Revenue	(401,000.00)	(401,000.00)	(401,000.00)	(315,310.38)	(85,689.62)	78.63%
Cash Proffers-Water Storage Tank	-	-	-	-	-	
Depreciation & Amort. Exp.	309,400.00	158,615.00	154,305.00	-	158,615.00	0.00%
Additional debt service costs-principal expense	(159,450.00)	(153,600.00)	(153,600.00)	(153,600.00)	-	100.00%
Total adjustments to CAFR	(300,150.00)	(450,685.00)	(461,095.00)	(520,750.38)	70,065.38	115.55%
Working adjusted income	(655,353.00)	(97,021.00)	(164,201.00)	(112,003.07)	14,982.07	115.44%

	2011/2012	2010/2011	2010/2011	2010/2011	Remain	% of
	Proposed	Proposed Amended	Adopted Budget	Actual	Budget	Budget
	Budget	Budget		3/31/2011		
<b>Water Fund</b>						
<b>Net Operating Reserves (Deficit)</b>	<b>(655,353.00)</b>	<b>(97,021.00)</b>	<b>(164,201.00)</b>	(112,003.07)	14,982.07	115.44%
Water Line Replacement		(408,200.00)	-	(24,753.00)	(383,447.00)	6.06%
SCADA-Water Tank (25%)					-	
Water Master Plan	(56,250.00)				-	
Water system improvements			(100,000.00)	-	-	
Rubber Tire Backhoe	(9,000.00)			-	-	
Hot box for asphalt	(4,500.00)		-	-	-	
Water loop at Smithfield Plaza	(8,500.00)		-	-	-	
Truck	(15,000.00)				-	
Water Treatment/Fluoride PER	(1,872,000.00)	(2,500,000.00)	(2,500,000.00)	(826,269.70)	(1,673,730.30)	33.05%
<b>Net Capital Outlay</b>	<b>(1,965,250.00)</b>	<b>(2,908,200.00)</b>	<b>(2,600,000.00)</b>	<b>(851,022.70)</b>	<b>(2,057,177.30)</b>	<b>29.26%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(2,620,603.00)</b>	<b>(3,005,221.00)</b>	<b>(2,764,201.00)</b>	<b>(963,025.77)</b>	<b>(2,042,195.23)</b>	<b>33.11%</b>
Operating Reserves	486,914.00		7,009.00	16,537.00	(16,537.00)	
VML/VACO Draw Downs	270,000.00	2,500,000.00	2,500,000.00	396,411.48	2,103,588.52	15.86%
Water Development Escrow	224,000.00				-	
Water Capital Escrow	1,035,000.00	-	-	-	-	
Possible financing-need to increase interest and show principal	344,000.00	408,200.00			408,200.00	0.00%
Debt Service fees applied to debt	259,275.00	259,087.50	257,192.00	200,681.25	58,406.25	77.46%
<b>Net Cashflow</b>	<b>(1,414.00)</b>	<b>162,066.50</b>	<b>-</b>	<b>(349,396.04)</b>	<b>511,462.54</b>	<b>-215.59%</b>

Town of Smithfield							5/20/2011
Highway Fund							
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Balance as of 03/31/11	Remaining Budget	% of budget	
<b>Revenue</b>							
Interest Income	250.00	250.00	300.00	160.23	89.77	64.09%	
Revenue - Commwlth of VA	951,304.96	951,304.96	917,824.92	713,478.72	237,826.24	75.00%	
<b>Total Highway Fund Revenue</b>	<b>951,554.96</b>	<b>951,554.96</b>	<b>918,124.92</b>	<b>713,638.95</b>	<b>237,916.01</b>	<b>77.73%</b>	
<b>Town of Smithfield</b>							
<b>Highway Fund</b>							
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Balance as of 03/31/11	Remaining Budget	% of budget	
<b>Expenses</b>							
Salaries	195,450.00	161,845.00	158,600.00	112,067.55	49,777.45	69.24%	
FICA	15,640.00	12,950.00	12,700.00	8,881.29	4,068.71	68.58%	
VSRS	20,590.00	16,700.00	17,390.00	11,114.67	5,585.33	66.55%	
Health	34,785.00	30,500.00	32,240.00	25,325.69	5,174.31	83.04%	
Uniforms	2,785.00	2,025.00	1,500.00	1,457.88	567.12	71.99%	
Engineering	1,000.00	1,000.00	10,000.00	913.18	86.82	91.32%	
Grass	31,400.00	31,095.00	31,095.00	15,465.00	15,630.00	49.73%	
Maintenance	299,274.96	439,854.96	245,179.92	125,174.09	314,680.87	28.46%	
Asphalt/Paving				15,904.32	(15,904.32)		
Ditching				56,125.89	(56,125.89)		
Traffic Control devices				13,090.80	(13,090.80)		
Other (lawnmowers, landscaping, etc)				32,765.81	(32,765.81)		
Structures and Bridges				1,487.25	(1,487.25)		
Ice and Snow removal				4,971.12	(4,971.12)		
Administrative				828.90	(828.90)		
Street Lights	75,000.00	75,000.00	82,800.00	49,337.89	25,662.11	65.78%	
Insurance	17,475.00	16,250.00	16,250.00	16,305.83	(55.83)	100.34%	
VAC Truck Repairs	2,250.00	-	-	-	-		
Gas and Tires	6,000.00	6,000.00	6,000.00	4,506.63	1,493.37	75.11%	
Stormwater (PARS)	1,340.00	1,790.00	-	1,785.71	4.29	99.76%	
Stormwater Management Program (town)	2,500.00	2,500.00	2,500.00	2,500.00	-	100.00%	
Stormwater Management Program (regional)	2,500.00	2,500.00	2,500.00	2,500.00	-	100.00%	
Joint Cost Allocation	7,700.00	7,450.00	5,855.00	-	7,450.00	0.00%	
Overhead Allocation	46,865.00	49,095.00	44,515.00	-	49,095.00	0.00%	
<b>Total Highway Fund Expense</b>	<b>762,554.96</b>	<b>856,554.96</b>	<b>669,124.92</b>	<b>377,335.41</b>	<b>479,219.55</b>	<b>44.05%</b>	
<b>Net Reserves (+/-)</b>	<b>189,000.00</b>	<b>95,000.00</b>	<b>249,000.00</b>	<b>336,303.54</b>	<b>(241,303.54)</b>	<b>354.00%</b>	

2011/2012  
Proposed  
Budget

2010/2011  
Proposed Amended  
Budget

2010/2011  
Projected Budget

2010/2011  
Actual  
3/31/2011

Remain  
Budget

% of  
Budget

**HIGHWAY**

	2011/2012 Proposed Budget	2010/2011 Proposed Amended Budget	2010/2011 Projected Budget	2010/2011 Actual 3/31/2011	Remain Budget	% of Budget
<b>Net Operating Reserves (Deficit)</b>	<b>189,000.00</b>	<b>95,000.00</b>	<b>249,000.00</b>	336,303.54	(241,303.54)	354.00%
John Rolfe/Battery Park intersection Turn Lane		(95,000.00)	(50,000.00)	(5,661.00)	(89,339.00)	5.96%
North & South Church Street Beautification	(144,000.00)	-	(144,000.00)	-	-	0.00%
Rubber tire backhoe	(27,000.00)				-	
Hot box for asphalt	(18,000.00)				-	
Storm Drain Improvements	-	-	(50,000.00)	-	-	0.00%
Gateway Improvements	-	-	(5,000.00)	-	-	0.00%
	(189,000.00)	(95,000.00)	(249,000.00)	(5,661.00)	(89,339.00)	5.96%
<b>Net Capital Outlay</b>						
	-	-	0.00	330,642.54	(330,642.54)	#DIV/0!
<b>Net Reserves (Deficit) after capital outlay</b>						
				<b>27,292.66</b>		
net carryforward 2010				<b>357,935.20</b>		

**Notes to financial statements: March 31, 2011**

**GENERAL FUND**

**Revenues**

Current Real Estate Tax

Collections of 2010 RE posted through 5/20/11 total \$1,698,755 which leaves us approximately \$13,245 below revised budget. Still working on 2 large outstanding account balances that will put us in line with budget.

Delinquent Real Estate Tax

Delinquent RE taxes have exceeded budget, and we are still working on collections. We have collected \$25,443 through May 20, 2011. Last year, we collected \$32,100 in delinquent RE.

Current RE Penalty/Interest

Penalty on current real estate through May 20 totaled \$3,709.21 and interest totaled \$672.80, so we should be on target with amended budget if the two large delinquent accounts are collected.

Current Personal Property Tax

Collections of 2010 PP posted through 5/20/11 total \$853,569 which exceeds budget projections slightly. Given that June collections are very small, we should be very close to budget with this line item.

Delinquent Personal Property Tax

Collections of delinquent PP have been very strong this year. Through 4/15/11, we have collected \$47,991 in delinquent personal property taxes which well exceeds the \$17,675 collected last year.

Delinquent PP Penalty/Interest

These two lines items have run higher than projected based on collections as of 3/25/11 and history of prior years.

Franchise Tax

This tax, paid by the local banks, is not collected until the last quarter of the fiscal year. \$20,818.50 has been posted as of 5/20/11. This budget projection was based on reported tax liability from the banking institutions, so the budget number should be accurate.

Transient Occupancy Tax

All four quarters have been received as of April. Fourth quarter revenues fell significantly from 3rd quarter revenues as projected. The budget is right on target with actual.

Communications Tax

The state has only remitted tax for July through January which is the reason for the low percentage of revenue collected in this category. Receipts are \$4,893 higher than July through January of FY2010.

Sales Tax

Sales tax is remitted to the Town from the County after they receive it from the state. The March statements reflect collections through February which puts it in line with budget.

Consumption/Utility Tax

The March statement reflects collections through February 2011. Collections are in line with projected budget.

Business License Permits

Renewals were due April 15, 2011. Collections are alarmingly lower than the same time last year. Collections recorded through 5/20/11 approximate \$267,000 compared to \$320,000 for the same time last year. We generated a report showing all businesses who paid for a license in 2010 compared to 2011. There are some large accounts that have not yet renewed for 2011; however, not enough to account for all of the difference. There are many small accounts that do add up that have not renewed as well as construction activity that may have been specific to last year. The clerks are making courtesy calls to businesses and generating delinquent notices, but it will take a few weeks before we can evaluate the full impact. This was not expected as business license revenue has remained strong even during the past several years of a struggling economy.

Permits & Other License

Permits show a drop because of refunds of \$1601 for prior year land disturbance bonds. These bonds should have been booked as a liability instead of a revenue, but the front office clerks confused the payments for land disturbance permits instead of land disturbance bonds. Since they were originally posted as revenue, they have to be refunded out of revenue.

Vehicle License Fees

Collections of VL tax through May 20 total \$133,352 which exceeds last year's collections by \$17,313. Some of this increase is attributable to delinquent collections of VL fees for FY2010 that were not paid until FY2011. There may still be abatements before year end that could reduce this number.

Fines & Costs

This line item reflects collections from Isle of Wight County through February 2011. Collections are \$5400 higher than the same period last year.

SC Vendor Program

Vendor rentals through May 20 total \$4103 which is slightly higher than Amy projected.

Sale of Real Estate

Budgeted for anticipated sale of property on North Church Street. Property has not yet been sold. Projected sales price substantially lower than originally budgeted.

Sale of Equipment

Scrap items are placed on the govdeals web site for sale. Depending on the quantity and quality of items posted for sale, the town usually recovers at least \$1000 per year. Last year, the Town received over \$4000 for the sale of 4 sewer trash pumps and a few small items (projector, filing cabinets, etc) This year the Town collected \$3100 in February for sale of used chairs from the Smithfield Center that were replaced during remodeling.

Restricted Reserves-Beautification

This line items represents contributions/grants for the South Church Street project from a prior year that are projected to be used by year end.

From Police CD

The Police Department generally pulls interest from its CD funds once a year to fund scholarship(s) for teenagers/young adults in the community through the CHIPS program. This has not yet been done this fiscal year, however, we left it in the budget.

Fire Programs

State money for fire programs has not yet been received this fiscal year. This is a pass thru that is given to the Smithfield Volunteer Fire Department. I received notification that the grant was approved and funds should be dispersed as of June 30.

ARRA Federal Stimulus Regional Share

Stimulus money was committed for the South Church Street project. We received \$104,042.33 on March 17, and the balance was received on April 18.

ARRA Federal Stimulus-Police

The Police Department was awarded stimulus funds to offset purchase price of a new vehicle. Part has been received, and a draw down request needs to be made for the balance.

Urban Fund Partial Use Allocation

This money was previously designated for widening of S. Church Street but has been redirected to the South Church Street Enhancement project. No funds have been drawn to date.

Federal Grant-Transportation Enhancement Program

Federal grant funds were awarded for the South Church Street Enhancement project. Now that stimulus monies have been exhausted, grant money will be the next funds used for the project.

Pinewood Heights CDBG Relocation Grant

We have made the 2nd draw down request on MY2 leaving only \$71,000 outstanding . The remainder will be attributed to one last acquisition of owner occupied property.

Pinewood Heights Planning Grant

A draw down has been submitted for the full \$25000.

General Obligation Bond-Land Acquisition

This line item was budgeted to reflect acquisition of real property. The Town will be issuing a general obligation bond with the county. Even though payments will be made as per the county's loan schedule, the town will still need to reflect the "proceeds" to offset acquisition cost.

Contributions-Windsor Castle Park

This unbudgeted item surfaced at the request of Mr. Luter who asked that the Town accept a donation for additional work done at the park. The Town in turn paid the remainder of invoices associated with the work. Also, there is the possibility of an additional donation of approximately \$50,000 for a statue to be placed at the park.

**Expenses**

**All Departments**

Insurance

The Insurance line item for all departments (except the fire dept) represents all 4 quarterly payments to VML for property/casualty and workers' compensation insurance.

Health

Health for all departments represents payments for July through April coverage, thus each department is already reflecting expense of approximately 83% of annual budget. Insurance payments are due on the 1st, so they are usually paid in advance.

**Town Council**

Professional Services

Through February, the Town has paid Mike Chandler \$750 for goal setting session and Steven Edwards \$750 for appraisal at 220 Main Street. In March, the Town paid Bay Environmental \$4,550 for Phase II Environmental Assessment of 117. N. Church Street.

Records Management

\$2989 was paid in March for annual maintenance contract. According to Lesley, there should be no more expenses for FY2011.

## **Town Treasurer**

<u>Audit</u>	Goodman & Company progress billing for services rendered in connection with 2010 annual audit. The audit has now been paid at 100% of budget.
<u>Depreciation Software</u>	Annual charge for software/maintenance was paid in March totaling \$1300.00.
<u>Service Contracts</u>	Ytd expenses represent both halves of the annual maintenance contract for the BAI software (\$4167*2=\$8334) and the full year contract for the online tax payment processing software (\$3250). The remainder of the balance are monthly maintenance fees on all of the printers in the Treasurer's office.
<u>Travel &amp; Training</u>	Travel & training budget will be used in May and June for VGFO (or Treasurer's conference) in VA Beach and finance certification classes.

## **Public Safety-Police Department**

<u>Pre-employment screening/employee medical</u>	With the one new hire already on staff and two more possibly before the end of the fiscal year, this line item exceeded budget and was adjusted to reflect possible activity for remainder of year.
<u>Service (Maintenance) Contracts</u>	Payment was made in August for the annual contract for OSSI in the amount of \$15,885.99. This covers records management and the mobile units. Also, \$4434.00 was paid in November to ID Networks for livescan annual maintenance. These charges are in addition to the monthly maintenance charge paid to Gately Communications of \$590.50.
<u>Computer &amp; Technology Expenses-licenses</u>	In November paid \$35,780.00 to Sunguard for OSSI license fees. This was originally budgeted to be split between FY2010 and FY2011. A budget amendment was made to reflect all of the cost in FY2011.
<u>Tires</u>	The budget for this line item was increased to reflect current year activity. The prior 2 years were both below \$5000 (\$4700 & \$4800).
<u>Investigation Expenses</u>	Represents police narcotics undercover work during the summer. Expected to reoccur next fiscal year.

## **Public Safety-Fire Department**

<u>Salaries (Contribution to County)</u>	The Town budgets \$60,000 per year for fire salaries and rescue squad salaries. The Town's budget shows the contributions as \$30,000 for each service. The money is paid directly to Isle of Wight County and is not necessarily divided equally between the two services. Per the County, the money is directed where there is the most need. The Town's budgeted rescue squad portion was paid in February, and the fire allocation will be paid towards the end of the fiscal year.
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Computer & Technology Expenses

Credit balance reflects credits on account for return items that were purchased in FY2010.

Insurance

The Fire Department's insurance premium is paid in an annual installment due in July.

Truck Operation & Maint.

Several invoices totaling \$1,691.33 to Blue Ridge Rescue Supplies for parking brake light, alkaline LED orange, 2 light kits including charger and adapter. Remaining invoices include \$512 to Safeware Inc. for alarm settings and \$1,245.42 to Smithfield Auto Parts for various repairs.

Fuel Fund & Travel

Fuel fund is paid once a year to the Fire Department who then distributes it among its volunteers proportionately based on the number of calls to which they respond during the fiscal year. Payment was made in March and totaled \$12978.

State Pass Thru

State fire funds are received by the Town on behalf of the Fire Department and shown under state grant revenues. In turn, the Town cuts a check to the Fire Department to transfer the funds to their organization. These funds have been approved by the state and are expected to be distributed by June 30.

**Contributions-Public Safety**

E911 Dispatch Center

Monthly payments have been made for the E911 portion of the communications tax that is transferred to the county. A payment of \$22,954 was also made in February towards the budgeted total. The county bills the town with a year end true-up as of June 30, so the Town will not know the true value of this line item until after year end. Some years it has increased, and occasionally we have had a refund.

**Smithfield Center**

Advertising

This line item was increased to reflect additional costs in FY2011 for changing out the website. The budget for FY2012 was reduced back to original level.

**Contributions-Parks, Recreation and Cultural**

Jersey Park Playground, Pinewood Playground, Clontz Park

Per discussion with Jeff Smith in Public Utilities, these funds will be used before year end for needed repairs.

Windsor Castle

Upon accepting Mr. Luter's additional donation to the Town, the Town was responsible for paying several outstanding invoices. One was to Bryant's Excavation for \$67,620.23 for general maintenance (clean up, cleaning barn, watering trees), another to Lawrence Pitt for \$15,000 for administrative oversight, and the final invoice to Thomas Tye Associates for \$5500 for appraisal of 302 Jericho Road. Those invoices total \$88,120.23 and

were added to the amended budget. Budget was also increased by additional \$20,380 to reflect actual expenses for the year.

### **Contributions-Community Development**

#### APVA Courthouse Contribution

We have not yet received a request for payment. Last year's payment was made in June.

#### Chamber of Commerce

We have received an invoice from the Chamber. It was paid in April.

#### Tourism Bureau

For now, this line item includes a \$20,840.13 refund from IOW County for 2010 year end true up. This may have to be partially refunded after discussion at the next Tourism Board meeting.

### **Public Buildings**

#### Communications

Includes a charge to American Express to the Fidelity Team for annual software and support agreement for 21-40 users for \$1,456.00. This expense was only \$779.72 in FY2010. The FY2011 budget has been amended to reflect this software contract.

### **Debt Service**

#### Principal & Interest Retirement for Leased Generators

Both of these leases (for Town Hall and the Smithfield Center) have been paid in full.

### **Capital Expenses**

#### Smithfield Center-AV Upgrades/Chandelier installation Chairs

Upgrades for the center were budgeted in one lump sum. Budget will be itemized once costs are determined for all items. Since the Town's threshold is \$5000 for a capitalized item, some of these expenses may be recategorized as operating instead of capital.

### **SEWER FUND**

#### **Revenues**

#### Sewer Charges

Sewer charges are still approximately 12% higher than the same time last year. Consumption is always difficult to budget as it does tend to vary depending on weather. Based on billings through May (before adjustments) the adjusted budget revenue may still be slightly conservative compared to actual.

#### Connection Fees

As of today connection fees total \$35,700 which is slightly higher than revised budget (\$840). Still there have been several months with no connection fee revenue, so budget may end up being very close to actual. (\$4000 was recorded on 5/12/11)

## **Expenses**

### Health

Health insurance premium represents payments for July through April coverage, thus this line item is already reflecting expense of approximately 83% of annual budget.

### HRPDC-Fog & HRPDC Sewer Programs

These line items are paid quarterly and all 4 quarterly payments for FY2011. The HRPDC-Fog line item was not originally budgeted but was added as an annual expense by HRPDC after the Town's budget was adopted. A budget amendment was made to reflect this line item.

### Insurance

Insurance expense reflects all 4 quarterly payments to VML for property/casualty and workers' compensation insurance.

### Materials & Supplies

Materials and supplies are in line with budget but a comprehensive inventory compiled by the public utilities staff indicates that a large adjustment will result in a negative balance in this account. I have spoken with auditors about this. Jeff Smith will work on determining a % of inventory adjustment that may have resulted from items left on site by contractors. At that point a revision may be made to budget reflect part of the adjustment as contributed revenue.

### Miscellaneous

Paid Joyce James \$2000 in September for sewer lateral connection. Other small items included \$200 to Senatara for 2 DOT physicals (Jeff Smith, Will Council) for CDL license, \$129.26 to IOW County Health Department for hepatitis shots, and \$81.25 for hearing tests.

## **Working Adjustments to CAFR**

### Additional debt service costs-principal expense

This expense does not show on the operating statement for the CAFR. It is a balance sheet item only. We show it as a working adjustment so that we do not lose sight of the cash needed to fund this principal. The sewer loan is paid twice a year as explained in interest expense above. The full principal for the year is paid in the first payment with the second payment being interest only.

## **Capital Expenses**

### Truck

The truck was picked up in May, so the expense for this line item will be reflected in the May financial statements.

## **WATER FUND**

## **Revenues**

### Water Charges

Consumption is approximately 15% higher than during the same period last fiscal year.

Connection Fees

As pf today connection fees total \$13,100 which is just below revised budget (-\$120). \$660 was recorded in April and \$1200 was recorded in May.

**Expenses**

Health

Health insurance premium represents payments for July through April coverage, thus this line item is already reflecting expense of approximately 83% of annual budget.

Contractual

October included annual software and hardware (partial) maintenance fees of \$3065 to HD Waterworks for handheld meter readers and cradles. Annual budget was increased to reflect increased estimated for James R. Reed charges for sample testing which have ranged from \$105 to \$920 during this fiscal year.

Water Tank Maintenance

There will be no tank maintenance this year. The revised budget cost reflects RFP expense.

Professional Services

September reflected \$948 payment to Clark Nexsen for a water tank inspection report. In December an additional \$14,150 was paid to Clark Nexsen for review of the water tank inspection report and budget estimates for repairs.

Regional Water Supply

As with sewer, this HRPDC line item is paid quarterly. All four payments have been made for the fiscal year.

Insurance

Insurance expense reflects all 4 quarterly payments to VML for property/casualty and workers' compensation insurance.

**Working Adjustments to CAFR**

Additional debt service costs-principal expense

As with sewer, the first payment of the year includes interest and principal with the second payment being interest only. Thus 100% of principal budgeted has been paid.

**HIGHWAY**

**Revenues**

Revenue-Commonwealth of Virginia

The Town has received three quarterly payments from the state for highway funds. The last quarter is usually received at the end of June or the beginning of July.

**Expenses**

Health

Health insurance premium represents payments for July through April coverage, thus this line

item is already reflecting expense of approximately 78% of annual budget.

Uniforms

Uniforms expense is allocated between PW, SW, WA, and HWY based on % of personnel for each of these functions. All funds are reflecting higher costs than expected year-to-date. See PW uniforms explanation.

Insurance

Insurance expense reflects all four quarterly payments to VML for property/casualty and workers' compensation insurance. This account has been paid for the year.

Stormwater (PARS)

This was an unbudgeted expense that was added by the Hampton Roads Planning Commission District this fiscal year. It was not included in the preliminary budget that HRPDC provided us in the spring to plan our annual budget. The total for the year is \$1785.71.

Stormwater Management Program (town & regional)

This HRPDC line item is paid quarterly. All four payments have been made for the fiscal year.

Joint Cost and Overhead Allocation

These costs are not calculated until year end when all costs have been recorded for both the general and highway funds. The offset to these charges show as credits on the general fund. These costs represent the spread of expenses from the TC, TM, TR, PW, and PB departments that are attributable to highway.

# REQUEST FOR PAYMENT

From: ENGLISH CONSTRUCTION COMPANY, INC.  
 P. O. BOX P-7000  
 LYNCHBURG, VIRGINIA 24505

To: TOWN OF SMITHFIELD, VA  
 P.O. BOX 246  
 SMITHFIELD, VA 23431

Invoice: 14700411  
 Draw: #00008  
 Invoice date: 5/3/2011  
 Period ending date: 4/30/2011

Contract For:

**Request for payment:**

Original contract amount	\$4,119,800.00
Approved changes	\$0.00
Revised contract amount	\$4,119,800.00
Contract completed to date	\$1,521,905.14
Add-ons to date	\$0.00
Taxes to date	\$0.00
Less retainage	\$76,095.06
Total completed less retainage	\$1,445,810.08
Less previous requests	\$1,283,978.33
Current request for payment	\$161,831.75
Current billing	\$170,349.21
Current additional charges	\$0.00
Current tax	\$0.00
Less current retainage	\$8,517.46
Current amount due	\$161,831.75
Remaining contract to bill	\$2,673,989.92

Project: 1470  
 South Church Street WTF

Contract date: 7/22/2010

Engineer/Architect Approval	
Engineer/Architect:	By: <u><i>David Taylor</i></u>
Date:	<u>5/10/11</u>
Owner Approval	
Owner:	By: _____
Date:	_____

CHANGE ORDER SUMMARY	
Changes approved in previous months by Owner	
Total approved this Month	
<b>NET CHANGES by Change Order</b>	<b>0.00</b>

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the TOWN OF SMITHFIELD, VA relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR:

By: *[Signature]*  
 Date: 5/3/11

State Of Virginia

City/County Of Lynchburg

Subscribed and sworn to before me this 3rd day of May, 2011

Notary Public

My commission expires:

*Carolyn S. Shelton*  
July 31, 2013

VENDOR # \_\_\_\_\_  
 ACCOUNT # 005-42060-7028  
 DEPT HEAD *W. T. T.*  
 TOWN MANAGER *ALS*

CAROLYN S. SHELTON NOTARY PUBLIC REGISTRATION # 110814 COMMONWEALTH OF VIRGINIA MY COMMISSION EXPIRES JULY 31, 2013
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# REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14700411

Draw: #00008

Period Ending Date: 4/30/2011 Detail Page 2 of 5 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
10	Mobilization	201,000.00	180,900.00			180,900.00	90.00	20,100.00	9,045.00
20	Bond	30,000.00	30,000.00			30,000.00	100.00		1,500.00
30	License/Insurance	15,000.00	15,000.00			15,000.00	100.00		750.00
40	General Conditions	300,000.00	147,000.00	21,000.00		168,000.00	56.00	132,000.00	8,400.00
50	Temporary Work	30,000.00	27,000.00			27,000.00	90.00	3,000.00	1,350.00
60	Demo	20,000.00	20,000.00			20,000.00	100.00		1,000.00
70	Silt Fence	5,000.00	5,000.00			5,000.00	100.00		250.00
80	Site Cut/Fill	15,000.00	15,000.00			15,000.00	100.00		750.00
90	Strip/Replace Topsoil	10,000.00	5,000.00			5,000.00	50.00	5,000.00	250.00
100	Gravel Drive	40,000.00						40,000.00	
110	Bioretention	25,000.00						25,000.00	
120	E & S Measures	7,500.00	7,500.00			7,500.00	100.00		375.00
130	Clearing	7,500.00	7,500.00			7,500.00	100.00		375.00
140	Asphalt Base Stone	40,000.00						40,000.00	
150	Restoration	10,000.00						10,000.00	
170	Retaining Wall	15,000.00						15,000.00	
180	Fence	10,000.00						10,000.00	
190	Paving	50,000.00						50,000.00	
200	Concentrate Pump Station Slab	10,000.00	10,000.00			10,000.00	100.00		500.00
205	Concentrate Walls	15,000.00	15,000.00			15,000.00	100.00		750.00
210	Concentrate Top	10,000.00	10,000.00			10,000.00	100.00		500.00
215	Clearwell Slabs	20,000.00	20,000.00			20,000.00	100.00		1,000.00
220	Clearwell Walls	50,000.00	50,000.00			50,000.00	100.00		2,500.00
225	Clearwell Top	20,000.00	20,000.00			20,000.00	100.00		1,000.00
230	Tunnel Footing	10,000.00	10,000.00			10,000.00	100.00		500.00
235	Tunnel Walls	20,000.00	20,000.00			20,000.00	100.00		1,000.00
240	Tunnel Top	20,000.00	20,000.00			20,000.00	100.00		1,000.00
245	Lime Pit	10,000.00	10,000.00			10,000.00	100.00		500.00
250	Building Footings	15,000.00	15,000.00			15,000.00	100.00		750.00
255	Pads and Pipes Supports	15,000.00	1,500.00	5,672.05	327.95	7,500.00	50.00	7,500.00	375.00
260	Generator Pad	5,000.00		5,000.00		5,000.00	100.00		250.00
265	Concrete Rake per Detail D/S5	5,000.00		5,000.00		5,000.00	100.00		250.00
270	Building Slab	25,000.00	23,750.00			23,750.00	95.00	1,250.00	1,187.50

# REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14700411

Draw: #00008

Period Ending Date: 4/30/2011 Detail Page 3 of 5 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
310	Bldg.-Split Face	5,000.00	5,000.00			5,000.00	100.00		250.00
315	Bldg.-Brick & Precast	35,000.00	32,550.00	2,450.00		35,000.00	100.00		1,750.00
320	Bldg.-CMU	80,000.00	72,800.00	7,200.00		80,000.00	100.00		4,000.00
325	Pump Sta.-Split Face	5,000.00	2,800.00	2,200.00		5,000.00	100.00		250.00
330	Pump Sta.-Brick	7,500.00	4,200.00	3,300.00		7,500.00	100.00		375.00
335	Pump Sta.-CMU	7,500.00	6,075.00	1,425.00		7,500.00	100.00		375.00
420	Miscellaneous Metals	40,000.00	11,105.52		23,894.48	35,000.00	87.50	5,000.00	1,749.80
430	Rough Carpentry	5,000.00		3,750.00		3,750.00	75.00	1,250.00	187.50
440	Trusses	20,000.00			10,553.34	10,553.34	52.77	9,446.66	527.67
450	FRP Fabrications	10,000.00	1,198.78			1,198.78	11.99	8,801.22	59.94
460	Fluid Air Barrier	20,000.00	19,000.00	1,000.00		20,000.00	100.00		1,000.00
470	Caulking	5,000.00						5,000.00	
480	Doors/Frames/Hardware	30,000.00			25,473.55	25,473.55	84.91	4,526.45	1,273.68
490	Overhead Door	15,000.00						15,000.00	
500	Windows/Glazing	5,000.00		2,500.00		2,500.00	50.00	2,500.00	125.00
510	Drywall	12,000.00						12,000.00	
520	Tile/Flooring	5,000.00						5,000.00	
530	Painting	20,000.00						20,000.00	
540	Louvers/Vents	5,000.00						5,000.00	
550	Canopy	12,000.00						12,000.00	
560	Yard Pipe	80,000.00	74,000.00		2,000.00	76,000.00	95.00	4,000.00	3,800.00
570	Interior Pipe	70,000.00	24,476.00	4,447.73	23,576.27	52,500.00	75.00	17,500.00	2,625.00
580	Furnish Pipe/Valves	150,000.00	31,865.00		98,134.82	129,999.82	86.67	20,000.18	6,499.99
590	Gates	60,000.00		60,000.00		60,000.00	100.00		3,000.00
600	Well Pumps	170,000.00			531.47	531.47	0.31	169,468.53	26.57
601	Extend Well #10 Casing	3,000.00	3,000.00			3,000.00	100.00		150.00
602	Install Well #10 Pump	12,000.00		12,000.00		12,000.00	100.00		600.00
603	Install Well #8 Pump	15,000.00						15,000.00	
610	Vertical Pumps	55,000.00						55,000.00	
620	SST Pumps	150,000.00						150,000.00	
630	Horz.Split Pumps	15,000.00		13,500.00		13,500.00	90.00	1,500.00	675.00
640	Concentrate Pumps	55,000.00			398.18	398.18	0.72	54,601.82	19.91
650	Chemical Feed System	45,000.00						45,000.00	



# REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14700411

Draw: #00008

Period Ending Date: 4/30/2011 Detail Page 5 of 5 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1170	Install VFD's	140,000.00						140,000.00	
1175	Install Switchboard	57,000.00						57,000.00	
1180	Install Panelboards	9,000.00						9,000.00	
1185	Install Transformers	6,000.00						6,000.00	
1190	Install MCC	51,000.00						51,000.00	
1195	Coordin.Study Safety Switches	22,000.00	22,000.00			22,000.00	100.00		1,100.00
1200	Electrical Rough In/Slab	21,000.00	21,000.00			21,000.00	100.00		1,050.00
1205	Duct Bank	14,000.00	1,734.17	8,765.83		10,500.00	75.00	3,500.00	525.00
1210	Rough In Interior Electrical	82,000.00		32,800.00		32,800.00	40.00	49,200.00	1,640.00
1215	Elec.Terminations/Trim Out	20,000.00						20,000.00	
1220	Start Up Facility	5,000.00						5,000.00	
1225	Install Branch Wire	10,000.00						10,000.00	
1230	Install Feeder Wire	48,000.00						48,000.00	
1235	Install Lighting	18,000.00						18,000.00	
1240	<del>Electrical Pump Station</del>								
1245	Install Electrical	2,000.00	600.00			600.00	30.00	1,400.00	30.00
1250	Start Up Pump Station	1,000.00						1,000.00	
1255	<del>Electrical Trc in Well</del>								
1260	Electrical	1,000.00						1,000.00	
1265	Start Up Well Pump	1,000.00						1,000.00	
1330	Generator	200,000.00						200,000.00	
1340	Unit-Overexcavation	18,000.00						18,000.00	
1350	Unit-Conduit/Wire	1,800.00						1,800.00	

<b>Totals</b>	4,119,800.00	1,137,704.47	199,310.61	184,890.06	1,521,905.14	36.94	2,597,894.86	76,095.06
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# CLARK • NEXSEN

Architecture & Engineering

May 13, 2011

Town of Smithfield  
Town Manager's Office  
315 Main Street, P.O. Box 246  
Smithfield, VA 23431

Explanation of Amount Certified

Application No: 5  
Application Date: 05/09/2011  
Period To: 05/07/2011

EN03-300-108, C502, UPC95571/93722

Contract Date: 11/04/2010

Invoice No: 7535

The change order for the tree removal has not been approved. The amount of the change order has been removed from all line items. Note: there are accounting errors on pages 2 and 3 in the Funding Breakdown, this error does not impact the current payment due.

The amount certified was adjusted as shown below:

Contract Sum to Date.....	\$2,593,555.5
Total Completed and Stored to Date.....	\$433,222.71
Total Earned Less Retainage.....	\$433,222.71
Current Payment Due.....	\$132,169.70

**VENDOR #** EXCEL  
**ACCOUNT #** 100-41300-8100  
**DEPT HEAD** [Signature]  
**TOWN MANAGER** [Signature]

**APPLICATION AND CERTIFICATE FOR PAYMENT**

SUBMITTED TO: THE TOWN OF SMITHFIELD  
P O BOX 246  
SMITHFIELD VA 23430

PROJECT: SOUTH CHURCH STREET  
STREETSCAPE IMPROV.  
PHASE V  
SMITHFIELD, VA

APPLICATION NO.: 5  
APPLICATION DATE: 5/9/2011  
PERIOD TO: 5/7/2011

SUBMITTED FROM: Excel Paving Corporation  
1132 Harmony Road  
Norfolk, Virginia 23502

JOB #: 1189

EN03-300-108, C502, UPC95571/93722

ARCHITECT:

CONTRACT DATE: 11/4/2010

CONTRACT FOR:

INVOICE NO: 7535

**CONTRACTOR'S APPLICATION FOR PAYMENT**

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL		\$ 6,258.39	\$ -
Approved this Month			
	Date Approved		
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTALS		\$ 6,258.39	\$ -
Net Change by Change Orders		\$ 6,258.39	\$ -

NOT APPROVED

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, attached.

ORIGINAL CONTRACT SUM \$ 2,593,555.50

Net Change by Change Orders To..... \$ ~~6,258.39~~ 0

Contract Sum To Date..... \$ 2,593,555.50

Total Completed and Stored To Date..... \$ 433,222.71

Retainage:

0% of Completed Work \$ -

10% of Stored Material \$ -

Total Retainage..... \$ -

Total Earned Less Retainage..... \$ 433,222.71

Less Owner Direct Pymt by Purchase Ord.. \$ -

Less Previous Payments..... \$ 307,311.40

Current Payment Due..... \$ 132,169.70

Balance to Finish Including Retainage..... \$ 2,160,332.79

State of Virginia

City of Norfolk

Subscribed and sworn to before me this 9 day of May, 2011

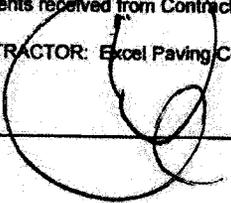
NOTARY PUBLIC:

Signed: Betty Hope Schaub #303428

My Commission Expires: July 31, 2013

The undersigned Subcontractor certifies that to the best of the Subcontractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Subcontractor for Work for which previous Certificates for Payment were issued and payments received from Contractor, and that current payment shown herein is now due.

CONTRACTOR: Excel Paving Corporation

By: 

Date: 5-9-11

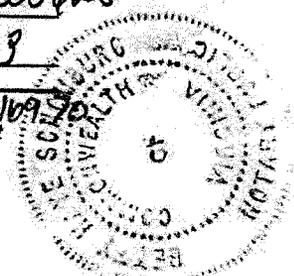
**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the date comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$132,169.70  
(Attach explanation if amount certified differs from Amount applied for.)

ARCHITECT:

By: MIKE TAPIN Date: 5/13/11



**CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT**

(To Be Accompany By \*Subcontractor's Application for Payment\*)

PROJECT SOUTH CHURCH STREET STREETScape IMPROV. PHASE V SMITHFIELD, VA  EN03-300-108, C502, UPC95571/93722 SUBCONTRACTOR: EXCEL PAVING CORP.	APPLICATION: INVOICE NO.: 5 7535  ESTIMATE FOR PERIOD ENDING: 4/7/2011 thru 5/7/2011  SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502
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ITEM NO.	LINE ITEM DESCRIPTION	FROM SCHEDULE OF PRICES					TOTAL QUANTITIES REQUESTED				UNIT PRICES				ARRA	URBAN	ENHANCE
		SCHEDULED UNIT	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE	Funding	Funding	Funding				
											Breakdown	Breakdown	Breakdown				
<b>General Items</b>																	
1	Mobilization	LS	1.00	0.54	0.05	0.59	\$176,500.00	\$ 176,500.00	\$ 8,825.00	\$104,135.00	\$ 58,245.00	\$ 45,890.00					
2	Construction Surveying	LS	1.00	0.25	0.05	0.30	\$ 12,000.00	\$ 12,000.00	\$ 600.00	\$ 3,600.00		\$ 3,600.00					
3	SM-9.5 A Surface Course	TN	840.00	0.00	0.00	0.00	\$ 94.00	\$ 78,960.00	\$ -	\$ -							
4	IM-19.0 Intermediate Course	TN	1,000.00	0.00	0.00	0.00	\$ 96.00	\$ 96,000.00	\$ -	\$ -							
5	BM-25 Base Course	TN	1,000.00	0.00	0.00	0.00	\$ 96.00	\$ 96,000.00	\$ -	\$ -							
6	Aggregate Material Size 21-A	TN	3,400.00	581.33	0.00	581.33	\$ 27.00	\$ 91,800.00	\$ -	\$ 15,695.91	\$ 6,403.86	\$ 9,292.05					
7	Combination 4" Curb and Gutter	LF	4,600.00	0.00	0.00	0.00	\$ 29.00	\$ 133,400.00	\$ -	\$ -							
8	4" Curb	LF	450.00	0.00	0.00	0.00	\$ 22.80	\$ 10,260.00	\$ -	\$ -							
9	VDOT Std CG-2	LF	110.00	0.00	0.00	0.00	\$ 23.00	\$ 2,530.00	\$ -	\$ -							
10	VDOT Std CG-6	LF	160.00	0.00	0.00	0.00	\$ 29.00	\$ 4,640.00	\$ -	\$ -							
11	3' Valley Gutter	LF	500.00	0.00	0.00	0.00	\$ 27.50	\$ 13,750.00	\$ -	\$ -							
12	Residential Drive	SY	350.00	0.00	0.00	0.00	\$ 99.50	\$ 34,825.00	\$ -	\$ -							
13	Commercial Drive	SY	200.00	0.00	0.00	0.00	\$ 152.00	\$ 30,400.00	\$ -	\$ -							
14	Stamped Asphalt Crosswalk	SY	500.00	0.00	0.00	0.00	\$ 66.00	\$ 33,000.00	\$ -	\$ -							
15	Reset Existing Pavers	SY	250.00	0.00	0.00	0.00	\$ 117.50	\$ 29,375.00	\$ -	\$ -							
16	Paver Sidewalk	SY	2,100.00	0.00	0.00	0.00	\$ 94.65	\$ 198,765.00	\$ -	\$ -							
17	Unit Paver Accessible Ramp	SY	50.00	0.00	0.00	0.00	\$ 175.00	\$ 8,750.00	\$ -	\$ -							
18	Replace Existing Brick Wall with like, kind, height, and length	VSF	1,600.00	0.00	0.00	0.00	\$ 30.00	\$ 48,000.00	\$ -	\$ -							
19	Regular Excavation	CY	3,200.00	324.00	0.00	324.00	\$ 35.00	\$ 112,000.00	\$ -	\$ 11,340.00	\$ 11,340.00						
20	Select Fill	CY	1,000.00	0.00	0.00	0.00	\$ 16.00	\$ 16,000.00	\$ -	\$ -							
21	4" Topsoil Class A	AC	1.00	0.00	0.00	0.00	\$ 17,850.00	\$ 17,850.00	\$ -	\$ -							
22	12" Storm Drainage Pipe	LF	165.00	0.00	0.00	0.00	105.00	\$ 17,325.00	\$ -	\$ -							
23	15" Storm Drainage Pipe	LF	1,430.00	144.00	338.00	482.00	105.00	\$ 150,150.00	\$ 35,490.00	\$ 50,610.00	\$ 13,440.00	\$ 37,170.00					
24	18" Storm Drainage	LF	270.00	204.00	0.00	204.00	108.00	\$ 29,160.00	\$ -	\$ 22,032.00	\$ 22,032.00						
25	21" Storm Drain	LF	530.00	0.00	0.00	0.00	\$ 138.00	\$ 73,140.00	\$ -	\$ -							
26	24" Storm Drain	LF	655.00	0.00	85.00	85.00	\$ 139.00	\$ 91,045.00	\$ 11,815.00	\$ 11,815.00		\$ 11,815.00					
27	DI-1	EA	5.00	0.00	1.00	1.00	\$ 3,735.00	\$ 18,675.00	\$ 3,735.00	\$ 3,735.00		\$ 3,735.00					
28	MH-1	EA	9.00	0.00	3.00	3.00	\$ 3,718.00	\$ 33,482.00	\$ 11,154.00	\$ 11,154.00		\$ 11,154.00					
29	DI 3-B L=4'	EA	4.00	1.00	0.00	1.00	\$ 2,940.00	\$ 11,760.00	\$ -	\$ 2,940.00	\$ 2,940.00						
30	DI-3B L=6'	EA	7.00	0.00	1.00	1.00	\$ 2,952.00	\$ 20,664.00	\$ 2,952.00	\$ 2,952.00		\$ 2,952.00					
31	DI 3-b L=8'	EA	2.00	0.00	1.00	1.00	\$ 3,206.00	\$ 6,412.00	\$ 3,206.00	\$ 3,206.00		\$ 3,206.00					
32	DI-3C L=6'	EA	2.00	0.00	0.00	0.00	\$ 2,892.00	\$ 5,784.00	\$ -	\$ -							
33	DI-3BB L=4'	EA	2.00	0.00	0.00	0.00	4,251.00	\$ 8,502.00	\$ -	\$ -							
34	DI-3BB L=6'	EA	8.00	0.00	0.00	0.00	4,314.00	\$ 34,512.00	\$ -	\$ -							
35	DI-3CC L=8'	EA	1.00	0.00	0.00	0.00	\$ 5,217.00	\$ 5,217.00	\$ -	\$ -							
36	18" Flared End Section	EA	1.00	1.00	0.00	1.00	\$ 1,957.00	\$ 1,957.00	\$ -	\$ 1,957.00	\$ 1,957.00						
37	Select Fill For Trenches	CY	1,700.00	308.00	0.00	308.00	\$ 16.00	\$ 27,200.00	\$ -	\$ 4,928.00	\$ 4,928.00	\$ 4,288.00					
38	Adjust Rim to Finished Grade	EA	7.00	0.00	0.00	0.00	\$ 800.00	\$ 5,600.00	\$ -	\$ -							
39	Timber Bulkhead Modification	LS	1.00	0.00	1.00	1.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00		\$ 7,500.00					
40	Temporary Filter Barrier	LF	1,100.00	1,510.00	46.00	1556.00	\$ 2.00	\$ 2,200.00	\$ 92.00	\$ 3,112.00	\$ 720.00	\$ 2,392.00					
41	Tree Fence	LF	450.00	813.00	0.00	813.00	\$ 7.50	\$ 3,375.00	\$ -	\$ 6,097.50	\$ 1,072.50	\$ 5,025.00					
42	Inlet Protection	LF	29.00	4.00	0.00	4.00	100.00	\$ 2,900.00	\$ -	\$ 400.00		\$ 400.00					
43	Construction Entrance	LS	1.00	0.00	0.00	0.00	2,900.00	\$ 2,900.00	\$ -	\$ -							

NOT CLEAR

**CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT**

pg 3 of 4

(To Be Accompany By "Subcontractor's Application for Payment")

PROJECT SOUTH CHURCH STREET STREETScape IMPROV. PHASE V SMITHFIELD, VA	APPLICATION: 5 INVOICE NO.: 7535
EN03-300-108, C502, UPC95571/93722	ESTIMATE FOR PERIOD ENDING: 4/7/2011 thru 5/7/2011
SUBCONTRACTOR: EXCEL PAVING CORP.	SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502

ITEM NO.	LINE ITEM DESCRIPTION	TOTAL QUANTITIES REQUESTED					UNIT PRICES				ARRA	URBAN	ENHANCE
		SCHEDULED	SCHEDULED	PREVIOUSLY	FOR	TOTAL TO	SCHEDULED	TOTAL	TOTAL DUE	TOTAL DUE	Funding	Funding	Funding
		UNIT	QUANTITY	REPORTED	MONTH	DATE	UNIT PRICE	CONTRACT	THIS PERIOD	TO DATE	Breakdown	Breakdown	Breakdown
44	Demolition	LS	1.00	0.40	0.05	0.45	\$106,639.00	\$ 106,639.00	\$ 5,331.95	\$ 47,967.55	\$ 15,995.85	\$ 31,991.70	
45	4" Solid Double Yellow Line	LF	2,360.00	0.00	0.00	0.00	\$ 0.80	\$ 1,888.00	\$ -	\$ -			
46	6" Solid White Lane Line	LF	270.00	0.00	0.00	0.00	\$ 0.50	\$ 135.00	\$ -	\$ -			
47	4" White Mini Skip Line	LF	310.00	0.00	0.00	0.00	\$ 0.50	\$ 155.00	\$ -	\$ -			
48	4" Solid White Parking Stripe	LF	300.00	0.00	0.00	0.00	\$ 0.50	\$ 150.00	\$ -	\$ -			
49	24" Solid White Stop Bar	LF	85.00	0.00	0.00	0.00	\$ 2.50	\$ 212.50	\$ -	\$ -			
50	Single Arrow	EA	3.00	0.00	0.00	0.00	\$ 47.00	\$ 141.00	\$ -	\$ -			
51	Double Arrow	EA	4.00	0.00	0.00	0.00	\$ 80.00	\$ 320.00	\$ -	\$ -			
52	Only	EA	1.00	0.00	0.00	0.00	\$ 100.00	\$ 100.00	\$ -	\$ -			
53	Handicap Parking Symbol	EA	1.00	0.00	0.00	0.00	\$ 60.00	\$ 60.00	\$ -	\$ -			
54	Handicap Parking Sign	EA	2.00	0.00	0.00	0.00	\$ 135.00	\$ 270.00	\$ -	\$ -			
55	Stop Sign	EA	1.00	0.00	0.00	0.00	\$ 160.00	\$ 160.00	\$ -	\$ -			
56	Attach Stop Sign to Existing Route Sign	EA	1.00	0.00	0.00	0.00	\$ 125.00	\$ 125.00	\$ -	\$ -			
57	Relocate Sign	EA	4.00	0.00	0.00	0.00	\$ 100.00	\$ 400.00	\$ -	\$ -			
58	Maintenece of Traffic	LS	1.00	0.31	0.04	0.35	\$ 75,000.00	\$ 75,000.00	\$ 3,000.00	\$ 26,250.00	\$ 17,250.00	\$ 9,000.00	
59	Ginko Bilboa	EA	3.00	0.00	0.00	0.00	\$ 550.00	\$ 1,650.00	\$ -	\$ -			
60	Crape Myrtle	EA	20.00	0.00	0.00	0.00	\$ 220.00	\$ 4,400.00	\$ -	\$ -			
61	Chaste Tree	EA	24.00	0.00	0.00	0.00	\$ 220.00	\$ 5,280.00	\$ -	\$ -			
62	Elm	EA	3.00	0.00	0.00	0.00	\$ 330.00	\$ 990.00	\$ -	\$ -			
63	Autumn Embers Azalea	EA	49.00	0.00	0.00	0.00	\$ 38.00	\$ 1,862.00	\$ -	\$ -			
64	Blushing Bride Hydrangea	EA	10.00	0.00	0.00	0.00	\$ 28.00	\$ 280.00	\$ -	\$ -			
65	Soft Touch Holly	EA	31.00	0.00	0.00	0.00	\$ 27.00	\$ 837.00	\$ -	\$ -			
66	Indian Hawthorne	EA	42.00	0.00	0.00	0.00	\$ 27.00	\$ 1,134.00	\$ -	\$ -			
67	Ground Cover/ Perennials	SY	720.00	0.00	0.00	0.00	\$ 55.00	\$ 39,600.00	\$ -	\$ -			
68	Sodding	SY	5,000.00	0.00	0.00	0.00	\$ 3.50	\$ 17,500.00	\$ -	\$ -			
69	6" Waterline	LF	370.00	0.00	0.00	0.00	\$ 40.00	\$ 14,800.00	\$ -	\$ -			
70	Fire Hydrant Assembly	EA	5.00	4.00	0.00	4.00	\$ 4,474.00	\$ 22,370.00	\$ -	\$ 17,896.00	\$ 4,470.00	\$ 17,916.00	
71	60" Sewer MH	EA	2.00	0.00	0.00	0.00	\$ 6,440.00	\$ 12,880.00	\$ -	\$ -			
72	3/4" Water Service	EA	8.00	0.00	0.00	0.00	\$ 1,874.00	\$ 14,992.00	\$ -	\$ -			
73	Horizontal Offset	EA	1.00	0.00	0.00	0.00	\$ 4,758.00	\$ 4,758.00	\$ -	\$ -			
74	Vertical Offset	EA	3.00	1.00	0.00	1.00	\$ 4,626.00	\$ 13,878.00	\$ -	\$ 4,626.00	\$ 4,626.00		
75	4" Valve and Box	EA	1.00	0.00	0.00	0.00	\$ 880.00	\$ 880.00	\$ -	\$ -			
76	6" Valve and Box	EA	6.00	5.00	0.00	5.00	\$ 932.00	\$ 5,592.00	\$ -	\$ 4,660.00		\$ 4,660.00	
77	8" Valve and Box	EA	1.00	0.00	0.00	0.00	\$ 1,454.00	\$ 1,454.00	\$ -	\$ -			
78	Kicker Joint	EA	2.00	0.00	0.00	0.00	\$ 903.00	\$ 1,806.00	\$ -	\$ -			
79	6x6 Tee	EA	3.00	0.00	0.00	0.00	\$ 530.00	\$ 1,590.00	\$ -	\$ -			
80	8" Sewer	LF	100.00	0.00	0.00	0.00	\$ 220.00	\$ 22,000.00	\$ -	\$ -			
81	4" Schedule 80 Pvc with pullwire	LF	32,000.00	2,500.00	4,475.00	6,975.00	\$ 6.25	\$ 200,000.00	\$ 27,968.75	\$ 43,593.75		\$ 43,593.75	
82	Light Pole Foundations	EA	45.00	0.00	0.00	0.00	\$ 682.00	\$ 30,690.00	\$ -	\$ -			
83	4" Schedule 80 pvc (Street Lighting)	LF	4,920.00	0.00	0.00	0.00	\$ 16.80	\$ 82,656.00	\$ -	\$ -			
84	Splice Box	EA	45.00	0.00	0.00	0.00	\$ 525.00	\$ 23,625.00	\$ -	\$ -			
85	Utility Vault	EA	6.00	1.00	1.00	2.00	\$ 10,500.00	\$ 63,000.00	\$ 10,500.00	\$ 21,000.00		\$ 21,000.00	
86	Addendum 8" water line	LF	30.00	0.00	0.00	0.00	\$ 65.00	\$ 1,950.00	\$ -	\$ -			
87	Addendum 8x6 Tee	EA	1.00	0.00	0.00	0.00	\$ 903.00	\$ 903.00	\$ -	\$ -			

*NOT CLEAR*

**CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT**

pg 4 of 4

(To Be Accompany By "Subcontractor's Application for Payment")

PROJECT SOUTH CHURCH STREET STREETSCAPE IMPROV. PHASE V SMITHFIELD, VA	APPLICATION: INVOICE NO.: 5 7535
EN03-300-108, C502, UPC95571/93722	ESTIMATE FOR PERIOD ENDING: 4/7/2011 thru 5/7/2011
SUBCONTRACTOR: EXCEL PAVING CORP.	SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502

ITEM NO.	FROM SCHEDULE OF PRICES LINE ITEM DESCRIPTION	SCHEDULED UNIT	SCHEDULED QUANTITY	TOTAL QUANTITIES REQUESTED			UNIT PRICES				ARRA	URBAN	ENHANCE
				PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE	Funding	Funding	Funding
												Breakdown	Breakdown
88	Addendum 8x6 Reducer	EA	1.00	0.00	0.00	0.00	\$ 476.00	\$ 476.00	\$ -	\$ -			
89	Addendum DI-3A	EA	2.00	0.00	0.00	0.00	\$ 4,861.00	\$ 9,722.00	\$ -	\$ -			
<b>TOTALS</b>								\$2,593,555.50	\$132,169.70	\$433,222.71	\$165,420.21	\$276,580.50	\$ -
	<b>ADDITIONAL WORK</b> CO# 1-Additional tree removal	LS	1.00	1.00	0.00	1.00	<del>\$ 6,258.00</del>	<del>\$ 6,258.00</del>	\$ -	\$ 6,258.00			
			0.00	0.00	0.00	0.00	\$ -	\$ 0	\$ -	\$ 0			
			0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -			
			0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -			
							\$ -	\$ -	\$ -	\$ -			
<b>TOTALS:</b>							<del>\$2,593,555.50</del>	\$132,169.70	\$433,222.71	\$165,420.21	\$276,580.50	\$ -	

NOT APPROVED

~~\$2,593,555.50~~      \$132,169.70      \$433,222.71  
 \$2,593,555.50      \$433,222.71



**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**

*PROJECT BILLING FOR PERIOD BEGINNING APRIL 1, 2011 TO APRIL 30, 2011*

INDEPENDENT PROJECTS	Fee Basis	% Complete	Amount Earned	Previous Amount Billed	Amount Due This Invoice
<b><i>Consent Order/Locality-HRSD Coordination</i></b> (HR04103-27)					
Coordination Activities	Lump Sum	80.50%	\$ 120,750.00	\$ 114,900.00	\$5,850.00
<b><i>Consent Order/SSO MOM Program Phase 2</i></b> (HR04103-40)					
Program Development Work	Lump Sum	92.10%	\$ 96,705.00	\$ 91,875.00	\$4,830.00
<b><i>Consent Order / SSES Task 2 Pump Station Inspections</i></b> (HR04103-44R)					
Pump Station Inspections	Lump Sum	17.50%	\$ 6,737.50	\$ 2,117.50	\$4,620.00
<b><i>Consent Order / SSES Task 4 Smoke Testing</i></b> (HR04103-46)					
Field Tasks - Smoke Testing	Lump Sum	91.80%	\$ 22,032.00	\$ 18,720.00	\$3,312.00
<b><i>Consent Order / SSES Task 5 Manhole Inspections</i></b> (HR04103-47R)					
Field Tasks - Manhole Inspections	Lump Sum	97.60%	\$ 68,320.00	\$ 66,500.00	\$1,820.00
<b><i>Consent Order / SSES Task 6 Pump Run Time Analysis</i></b> (HR04103-48R)					
Analysis of Run Time Data	Lump Sum	13.80%	\$ 1,849.20	-	\$1,849.20

**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**

*PROJECT BILLING FOR PERIOD BEGINNING APRIL 1, 2011 TO APRIL 30, 2011*

<b>Consent Order / SSES Task 7 Office Coordination</b> (HR04103-49R)					
Office Coordination and Management of Field Tasks	Lump Sum	49.30%	\$ 18,931.20	\$ 12,940.80	\$5,990.40
<b>Water Tank RFP Assistance</b> (HR04103-54R)					
Development of Contractor RFP Package	Lump Sum	64.00%	\$ 6,336.00	-	\$6,336.00
				<b>TOTALS</b>	<b>\$35,391.60</b>

**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**  
*PROJECT BILLING FOR PERIOD BEGINNING APRIL 1, 2011 TO APRIL 30, 2011*

<i><b>GENERAL REVIEW SERVICES (HR04103-02)</b></i> Harvest Fellowship Baptist Church Site Plan Submittal	<b>Billing Period</b> 2011	<b>Fee Basis</b>	<b>Rate</b>	<b>Time Charged (Hours)</b>	<b>Fee Earned</b>
<i><b>Project Labor</b></i>					
Program Manager	March	Hourly	\$145.00	1	\$145.00
				Sub Total	\$145.00

*TOTAL = \$145.00*

**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**  
*PROJECT BILLING FOR PERIOD BEGINNING APRIL 1, 2011 TO APRIL 30, 2011*

<b>GENERAL REVIEW SERVICES (HR04103-02)</b> Smithfield Foods Test Kitchen Site Plan Submittal	<b>Billing Period</b> 2011	<b>Fee Basis</b>	<b>Rate</b>	<b>Time Charged (Hours)</b>	<b>Fee Earned</b>
<b>Project Labor</b>					
Senior Program Manager	April	Hourly	\$160.00	2	\$320.00
Program Manager	April	Hourly	\$145.00	2.2	\$319.00
				Sub Total	\$639.00

**TOTAL = \$639.00**

**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**  
*PROJECT BILLING FOR PERIOD BEGINNING APRIL 1, 2011 TO APRIL 30, 2011*

<b>GENERAL REVIEW SERVICES (HR04103-27)</b> Consent Order / HRSD-Locality Coordination	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b>Project Labor</b>							
Coordination Activities	April	Lump Sum	\$150,000.00	80.50%	\$120,750.00	\$114,900.00	\$5,850.00
Project Totals			\$150,000.00	80.50%	\$120,750.00	\$114,900.00	\$5,850.00

TOTAL = \$5,850.00

**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**  
*PROJECT BILLING FOR PERIOD BEGINNING APRIL 1, 2011 TO APRIL 30, 2011*

<b>GENERAL REVIEW SERVICES (HR04103-40)</b> Consent Order / MOM Program Development Phase 2	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b>Project Labor</b>							
Program Development Activities	April	Lump Sum	\$105,000.00	92.10%	\$96,705.00	\$91,875.00	\$4,830.00
Project Totals			\$105,000.00	92.10%	\$96,705.00	\$91,875.00	\$4,830.00

TOTAL = \$4,830.00

**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**  
*PROJECT BILLING FOR PERIOD BEGINNING APRIL 1, 2011 TO APRIL 30, 2011*

<b>GENERAL REVIEW SERVICES (HR04103-44R)</b> Consent Order / SSES Task 2 Pump Station Inspections	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b>Project Labor</b>							
Field Tasks - Pump Station Inspections	April	Lump Sum	\$38,500.00	17.50%	\$6,737.50	\$2,117.50	\$4,620.00
Project Totals			\$38,500.00	17.50%	\$6,737.50	\$2,117.50	\$4,620.00

TOTAL = \$4,620.00

**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**  
*PROJECT BILLING FOR PERIOD BEGINNING APRIL 1, 2011 TO APRIL 30, 2011*

<b>GENERAL REVIEW SERVICES (HR04103-46)</b> Consent Order / SSES Task 4 Smoke Testing	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b>Project Labor</b>							
Field Tasks - Smoke Testing	April	Lump Sum	\$24,000.00	91.80%	\$22,032.00	\$18,720.00	\$3,312.00
Project Totals			\$24,000.00	91.80%	\$22,032.00	\$18,720.00	\$3,312.00

TOTAL = \$3,312.00

**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**  
*PROJECT BILLING FOR PERIOD BEGINNING APRIL 1, 2011 TO APRIL 30, 2011*

<b>GENERAL REVIEW SERVICES (HR04103-47R)</b> Consent Order / SSES Task 5 Manhole Inspections	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b>Project Labor</b>							
Field Tasks - Manhole Inspections	April	Lump Sum	\$70,000.00	97.60%	\$68,320.00	\$66,500.00	\$1,820.00
Project Totals			\$70,000.00	97.60%	\$68,320.00	\$66,500.00	\$1,820.00

TOTAL = \$1,820.00

**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**  
*PROJECT BILLING FOR PERIOD BEGINNING APRIL 1, 2011 TO APRIL 30, 2011*

<b>GENERAL REVIEW SERVICES (HR04103-48R)</b> Consent Order / SSES Task 6 Pump Run Time Analysis	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b>Project Labor</b>							
Analysis of Run Time Data	April	Lump Sum	\$13,400.00	13.80%	\$1,849.20	\$0.00	\$1,849.20
Project Totals			\$13,400.00	13.80%	\$1,849.20	\$0.00	\$1,849.20

TOTAL = \$1,849.20

**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**  
*PROJECT BILLING FOR PERIOD BEGINNING APRIL 1, 2011 TO APRIL 30, 2011*

<b>GENERAL REVIEW SERVICES (HR04103-49R)</b> Consent Order / SSES Task 7 Office Coordination	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b>Project Labor</b>							
Office Coordination and Management of Field Tasks	April	Lump Sum	\$38,400.00	49.30%	\$18,931.20	\$12,940.80	\$5,990.40
Project Totals			\$38,400.00	49.30%	\$18,931.20	\$12,940.80	\$5,990.40

TOTAL = \$5,990.40

**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**  
*PROJECT BILLING FOR PERIOD BEGINNING APRIL 1, 2011 To APRIL 30, 2011*

<b>GENERAL REVIEW SERVICES (HR04103-54R)</b> Water Tank RFP Assistance	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b>Project Labor</b>							
Development of Contractor RFP Package	April	Lump Sum	\$9,900.00	64.00%	\$6,336.00	\$0.00	\$6,336.00
Project Totals			\$9,900.00	64.00%	\$6,336.00	\$0.00	\$6,336.00

TOTAL = \$6,336.00



# Draper Aden Associates

Engineering • Surveying • Environmental Services

## Progress Report

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**To:** Ms. Sonja Pruitt  
**Company:** Town of Smithfield  
**From:** Andy Snyder  
**Project Name:** Annual Engineering Services Contract – April 2011 Invoices  
**Project Number:** HR04103-02, HR04103-27, HR04103-40, HR04103-44R, HR04103-46, HR04103-47R, HR04103-48R, HR04103-49R, HR04103-54R  
**Date:** May 13, 2011  
**cc:** Bill Hopkins, Scott Schiller

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### Recent Activities:

1. HR04103-02 – Review of the Harvest Fellowship Baptist and Smithfield Foods Test Kitchen Site Plan submittals.
2. HR04103-27 – Continued coordination with Smithfield and other Consent Order related parties, attendance at Capacity Team and Locality Coordination meetings, provided general Consent Order related assistance and assisted with the Town with an analysis of the regional “Business Rules” that are being discussed.
3. HR04103-40 – Continued development of the Battery Park Road Force Main Model.
4. HR04103-44R – Continued development of pump station inspection checklists and began organizing and developing the approach for scheduling the various inspections.
5. HR04103-46 – Completed development of maps depicting the results of the smoke testing work.
6. HR04103-47R – Continued a quality control check of the data collected during manhole inspections.
7. HR04103-48R – Discussed the approach for analyzing pump run times with the Town and coordinated with them for submission of pump run time data. Began analysis of pump run time data submitted to date.
8. HR04103-49R – Continue coordination of various SSES field service tasks and field crews.
9. HR04103-54R – Met with the Town to discuss the issues they had with the previous water tank RFP and then obtain inspection reports provided by a bidder at the time and a third party inspection company. Reviewed the reports and confirmed which tasks needed to be performed in the upcoming contract period. Spoke with water tank maintenance companies to determine the best approach for soliciting the work. Obtained example RFPs and Invitations to Bid that could be used to shape the Town’s RFP. Began development of the Town’s water tank RFP.

### Upcoming Tasks:

1. HR04103-02 – Site plan review will be conducted on an as needed basis.
2. HR04103-27 – Attend meetings and coordinate with Town/other localities as necessary.
3. HR04103-40 – Wait for VDEQ comments on the revised MOM Program and provide them with any other information necessary for approval, continue to assist the Town with the development of their MOM Program, continue development of the Battery Park Road Force

\\Hmp-files\projects\HR04\100\HR04103\HR04103-02\WORK\Billing File\2011 Invoice Files\April 2011\April 2011 Progress Report 5-13-11.doc

11020 Fishing Point Drive, Suite 110 • Newport News, VA • 23606 • (757) 599-9800 • Fax: (757) 599-3604 • [www.daa.com](http://www.daa.com)

Blacksburg • Charlottesville • Richmond

- Main model and perform a final field check of information where necessary.
4. HR04103-44R – Confirm a schedule for performing the pump station inspections with the Town and perform pump station inspections.
  5. HR04103-46 – Perform a quality control check of the smoke testing maps and the information gathered.
  6. HR04103-47R – Complete the quality control check of the data and complete the inspection logs and photos.
  7. HR04103-48R – Continue analysis of pump run time data as it is submitted monthly by the Town.
  8. HR04103-49R – Continue coordination of all SSES field services.
  9. HR04103-54R – Submit a draft water tank RFP to the Town for their review.

**Scope Changes:**

1. None

**Budget Status/Percent Complete**

1. HR04103-02 – Time and materials task. All work is being done within expected budgetary limits.
2. HR04103-27 – 80.50%
3. HR04103-40 – 92.10%
4. HR04103-44R – 17.50%
5. HR04103-46 – 91.80%
6. HR04103-47R – 97.60%
7. HR04103-48R – 13.80%
8. HR04103-49R – 49.30%
9. HR04103-54R – 64.00%

**Schedule Status/Deliverable Status**

1. HR04103-02 – On schedule.
2. HR04103-27 – On-going task for duration of Consent Order Project.
3. HR04103-40 – On schedule based on VDEQ deadlines.
4. HR04103-44R – On schedule based on VDEQ deadlines.
5. HR04103-46 – On schedule based on VDEQ deadlines.
6. HR04103-47R – On schedule based on VDEQ deadlines.
7. HR04103-48R – On schedule based on VDEQ deadlines.
8. HR04103-49R – On schedule based on VDEQ deadlines.
9. HR04103-54R – On schedule.

**Input needed from client "What we are waiting on:"**

1. None

**Issues you should be aware of/ any other issues:**

1. None

INVOICE

www.sydnorhydro.com  
sydnor@sydnorhydro.com**SYDNOR****HYDRO...INC.**P.O. BOX 27186  
PHONE 804-643-2725RICHMOND, VIRGINIA 23261  
FAX 804-788-9058*Please* PAY BY INVOICEINVOICE NUMBER  
**24682**

SHIPPING ADDRESS

★ 2111 MAGNOLIA STREET, RICHMOND, VA 23223

INVOICE TO

**69569****TOWN OF SMITHFIELD  
ATTN: ELLEN MINGA  
PO BOX 246  
SMITHFIELD VA 23431**

SHIPPED TO

**TOWN OF SMITHFIELD WTP  
C/O ENGLISH CONSTRUCTION  
ATTN: BRETT STREET  
1802-D SOUTH CHURCH ST  
SMITHFIELD VA 23430**

INVOICE DATE	YOUR ORDER NUMBER	OUR JOB NUMBER	TERRITORY	TAX EXEMPTION CERTIFICATION NUMBER
4/30/11		85776-8	11	
DATE SHIPPED OR COMPLETED	F.O.B.	VIA	TERMS	
			PER CONTRACT	
QTY.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	TOTAL AMOUNT
	PARTIAL #1			
	2 - GOULDS 12 FDLO 4-STG PUMPS COMPLETE LESS MOTORS		\$28,295.00	
TOTAL BILLING				\$28,295.00

VENDOR # \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_  
DEPT HEAD *OK per Ddr Carzuel*  
TOWN MANAGER *FHS*

MAY 5 2011

ACCOUNTS NOT PAID IN FULL IN **30 DAYS** ARE SUBJECT TO A **FINANCE CHARGE** OF 11 $\frac{1}{2}$ % OF  
THE **UNPAID BALANCE** AT THE END OF THE **MONTH** WHICH IS AN **ANNUAL RATE** OF 18% PER YEAR.



# afton pumps, inc.

7335 Avenue N, Houston, Texas, U.S.A. 77011-1709  
 P.O. Box 9426, Houston, Texas, U.S.A. 77261-9426  
 Phone: 713.923.9731 Fax: 713.923.3902  
 E-mail: info@aftonpumps.com  
 Website: www.aftonpumps.com

INVOICE NO. 0047887  
 INVOICE DATE 04/30/11  
 JOB NO. 0048633  
 DATE SHIPPED 04/29/11

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TOWN OF SMITHFIELD  
 P.O BOX 246  
 ATTN: MS. ELLEN D. MINGA  
 SMITHFIELD, VA 23431

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TOWN OF SMITHFIELD WTP  
 C/O ENGLISH CONSTRUCTION  
 ATTN: BRET SMITH  
 SMITHFIELD, VA 23430

CUSTOMER	PURCHASE ORDER NO.	SHIP VIA	TERMS
SMITH050	R02010-01	VICTORY	NET: 30 DAYS

LOT QTY	SHIP QTY	AFTON PART NO. / CUSTOMER PART NO.	DESCRIPTION / CUSTOMER PO LINE ITEM	UNIT PRICE	AMOUNT
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2		02-070-002-48633 4X6-11 MODEL ILVS PUMP		69974.00	139948.00
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AFTON PUMP SERIAL NUMBER 48633-1,-2

1000 GPM @ 400' TDH

COMPLETE WITH 200 HP, 3600 RPM, 460/3/60, TEFC, VFD, RELIANCE MOTORS.

ITEM NO. RO-P1  
 RO-P1 ( SPARE )

PURCHASE ORDER REFFERANCE: WATER TREATMENT PLANT

PO dmt \$ 146,324.00  
 less 5% (7316.20)  
 139007.80  
 less inv # 47888 (8776.00)  
 pay mtr \$ 130,231.80

VENDOR # \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

DEPT HEAD *dk per Dan Cargill*

TOWN MANAGER *PLS*

MERCHANDISE SUB TOTAL 139948.00  
 FREIGHT 0.00  
 SALES TAX 0.00  
 INVOICE TOTAL 139948.00

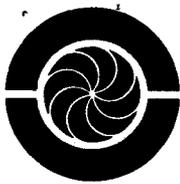
**Payable in U.S. Dollars only**

All bills are due and payable in Houston, Harris County, Texas. Buyer and Seller specifically agree that any litigation in regard to this transaction will be subject to the laws and jurisdiction of the State of Texas and that venue for any such litigation will be in Harris County, Texas. Buyer agrees to pay interest at 1 1/2% per month on all overdue accounts. In the event this bill is placed in the hands of attorneys for collection buyer agrees to pay an additional sum as reasonable attorney's fees, which in no event will be less than the greater of 10% of the principle amount or \$250.00.

**Minimum Billing: USA \$100.00 International \$150.00**

ORIGINAL

*5% Retainage*



# afton pumps, inc.

7335 Avenue N, Houston, Texas, U.S.A. 77011-1709  
 P.O. Box 9426, Houston, Texas, U.S.A. 77261-9426  
 Phone: 713.923.9731 Fax: 713.923.3902  
 E-mail: info@aftonpumps.com  
 Website: www.aftonpumps.com

INVOICE NO. 0047888  
 INVOICE DATE 04/30/11  
 JOB NO. 0048634  
 DATE SHIPPED 04/29/11

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TOWN OF SMITHFIELD  
 P.O BOX 246  
 ATTN: MS. ELLEN D. MINGA  
 SMITHFIELD, VA 23431

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TOWN OF SMITHFIELD WTP  
 C/O ENGLISH CONSTRUCTION  
 ATTN: BRET SMITH  
 SMITHFIELD, VA 23430

CUSTOMER	PURCHASE ORDER NO.	SHIP VIA	TERMS
SMITH050	R02010-01	NEW PUMP	NET: 30 DAYS

LOT QTY	SHIP QTY	AFTON PART NO. / CUSTOMER PART NO.	DESCRIPTION / CUSTOMER PO LINE ITEM	UNIT PRICE	AMOUNT
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1		02-070-002-48633 PARTS FOR A 4X6-11 MODEL ILVS PUMP		8776.00	8776.00
		SPARE PARTS TO SHIP WITH AFTON JOB # 48633			
2		03-009-110-294	CASE WEAR RING		
2		03-009-110-294	COVER WEAR RING		
2		03-013-122-294	STUFFING BOX BEARING		
2		03-016-033-350	CASE GASKET		
2		48-017-240-333	GLAND O-RING		
2		03-022-101-009	SHAFT COUPLING		
2		03-012-040-187	CIRCULAR KEY, MOTOR		

*pay 4*

VENDOR # \_\_\_\_\_  
 ACCOUNT # \_\_\_\_\_  
 DEPT HEAD \_\_\_\_\_  
 TOWN MANAGER \_\_\_\_\_

MAY - 5 2011

**Payable in U.S. Dollars only**

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**Minimum Billing: USA \$100.00 International \$150.00**

ORIGINAL



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**\*\* CONTINUED \*\***      **PAGE 2**  
 INVOICE NO.      0047888  
 INVOICE DATE      04/30/11  
 JOB NO.      0048634  
 DATE SHIPPED      04/29/11

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TOWN OF SMITHFIELD  
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 ATTN: MS. ELLEN D. MINGA  
 SMITHFIELD, VA 23431

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TOWN OF SMITHFIELD WTP  
 C/O ENGLISH CONSTRUCTION  
 ATTN: BRET SMITH  
 SMITHFIELD, VA 23430

CUSTOMER	PURCHASE ORDER NO.	SHIP VIA	TERMS
SMITH050	R02010-01	NEW PUMP	NET: 30 DAYS

LOT QTY	SHIP QTY	AFTON PART NO. / CUSTOMER PART NO.	DESCRIPTION / CUSTOMER PO LINE ITEM	UNIT PRICE	AMOUNT
	2	03-012-034-187	CIRCULAR KEY, SHAFT		
	2	48-010-270-182	STRAIGHT KEY, SHAFT		
	2	48-010-394-182	STRAIGHT KEY, MOTOR		
	2	97-461-232-222-2ZZ	MECHANICAL SEAL		

MERCHANDISE SUB TOTAL	8776.00
FREIGHT	0.00
SALES TAX	0.00
<b>INVOICE TOTAL</b>	<b>8776.00</b>

### Payable in U.S. Dollars only

All bills are due and payable in Houston, Harris County, Texas. Buyer and Seller specifically agree that any litigation in regard to this transaction will be subject to the laws and jurisdiction of the State of Texas and that venue for any such litigation will be in Harris County, Texas. Buyer agrees to pay interest at 1 ½% per month on all overdue accounts. In the event this bill is placed in the hands of attorneys for collection buyer agrees to pay an additional sum as reasonable attorney's fees, which in no event will be less than the greater of 10% of the principle amount or \$250.00.

**Minimum Billing: USA \$100.00 International \$150.00**

ORIGINAL



System Invoice #	Invoice Date
76992	05/13/2011

# Invoice

**TO:**

Mr. Peter Stephenson  
Town Manager  
Town of Smithfield  
310 Institute Street  
P.O. Box 246  
Smithfield, VA 23431

Re: Waterworks Fluoride Compliance 75870-04

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For Professional Services Rendered through: 4/30/2011

System Invoice # : 76992  
Project Invoice Number : 35  
Org / Project : 007 75870-04 \*\*

Amount Due This Invoice	\$21,991.32
-------------------------	-------------

VENDOR # \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_  
DEPT HEAD W. J. K.  
TOWN MANAGER HMS

MAY 19 2011

Please include System Invoice Number 76992 on your payment and return a copy of this page with payment.

PLEASE REMIT PAYMENT TO: P.O. BOX 15055, YORK, PA 17405-7055  
PAYABLE TO: Buchart Horn, Inc.

**Summary Invoice**

Invoice # : 76992  
Project Invoice # : 35

**Project : 75870-04 \*\* Smithfield / Fluoride Compliance**

---

Fee Type: Lump Sum 1 1

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**AL Construction**

Authorized Fee: 244,348.00

52.0000%

Total Fee Earned: 127,060.96

Less Previous Invoices: 105,069.64

Current Billing Amount: 21,991.32

---

**Total This Invoice:**

**21,991.32**



May 15, 2011

Buchart-Horn, Inc.  
3700 Koppers Street  
Suite 305  
Baltimore, MD 21227  
410-247-3501  
Fax: 410-247-3502  
baltimore@bh-ba.com

Mr. Peter Stephenson  
Town Manager  
Town of Smithfield  
P.O. Box 246  
Smithfield, VA 23430

**RE: Town of Smithfield Waterworks - Fluoride Compliance  
Progress Report No. 35**

York, PA  
Pittsburgh, PA  
State College, PA  
Baltimore, MD  
Marlton, NJ  
Charleston, WV  
Memphis, TN  
Frankfurt/Main Germany  
Kaiserslautern, Germany

Dear Mr. Stephenson:

This Progress Report describes services performed during the month of April 2011.

**I. Contract Status**

A. No change this period.

**II. Invoicing Status**

**A. RO Facility Completion**

Design Phase:	
Invoicing this Period	\$ 0.00
Previous Invoicing	<u>\$ 68,709.00</u>
Total Invoicing to Date	\$ 68,709.00
Authorized Fee	<u>\$ 68,709.00</u>
Fee Remaining	\$ 0.00

Bidding Phase:	
Invoicing this Period	\$ 0.00
Previous Invoicing	<u>\$ 13,181.00</u>
Total Invoicing to Date	\$ 13,181.00
Authorized Fee	<u>\$ 13,181.00</u>
Fee Remaining	\$ 0.00

Construction Phase:	
Invoicing this Period	\$ 21,991.32
Previous Invoicing	<u>\$ 105,069.64</u>
Total Invoicing to Date	\$ 127,060.96
Authorized Fee	<u>\$ 252,099.00</u>
Fee Remaining	\$ 125,038.04

**B. Miscellaneous Services**

Invoicing this Period	\$ 0.00
Previous Invoicing	\$ 1,500.00
Total Invoicing to Date	\$ 1,500.00
Authorized Fee	\$ 1,500.00
Fee Remaining	\$ 0.00

**III. Progress During the Period**

- A. Reviewed submittals.
- B. Responded to Requests for Information.
- C. Coordinated between the Town and the Contractor.
- D. Attended and prepared minutes for a progress meeting.
- E. Attended Water and Wastewater Committee Meeting to discuss concentrate disposal and the status of construction.
- F. Provided one-half time construction inspection services through CTI.

**IV. Problems**

- A. None at this time.

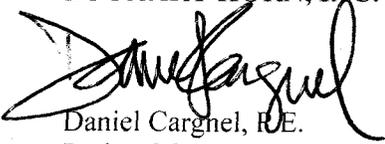
**V. Projected Progress for Next Period**

- A. Continue reviewing submittals.
- B. Continue responding to Requests for Information.
- C. Continue to coordinate between the Town and the Contractor.
- D. Attend and prepare minutes for a progress meeting.
- E. Provide one-half time construction inspection services through CTI.

**VI. Outstanding Responsibilities of the Owner**

- A. None at this time.

Very truly yours,  
**BUCHART HORN, INC.**

  
Daniel Cargnel, P.E.  
Project Manager

cc: Project File

# Black Creek Workshop LLC

Preservation Carpentry, Joinery & Historic Restoration

113. N. Main St., Franklin, VA, 23851 blackcreekworkshop@gmail.com 757-784-0449

4/25/11

Town of Smithfield  
310 Institute St.  
P.O. Box 246  
Smithfield, VA 23431

## Windsor Castle- Exterior Maintenance & Repairs

### Payment Request # 2

Previous amount received:	\$5,550 (25% total project)
<u>Completed siding and trim replacement</u>	<u>\$3,750</u>
Received:	\$937.50 (25% down)
<b>Remaining balance</b>	<b>\$2,812.50 (100%)</b>
<u>Completed painting for wood siding additions</u>	<u>\$2,550 (100%)</u>
Total amount requested 4/25/11:	<b>\$5,362.50</b>

Additional payment will be requested as work is completed on a percentage basis and progress reports will be submitted to Bill Hopkins outlining work completed.

Please make check payable to Black Creek Workshop LLC

MAY 12 2011

PAID 36960  
MAY 12 2011  
TOWN OF SMITHFIELD

VENDOR # 3053  
ACCOUNT # 4-100-44000-6000  
DEPT HEAD W. J.  
TOWN MANAGER Hills

# Black Creek Workshop LLC

Preservation Carpentry, Joinery & Historic Restoration

113. N. Main St., Franklin, VA, 23851 blackcreekworkshop@gmail.com 757-784-0449

5/4/11

Town of Smithfield  
310 Institute St.  
P.O. Box 246  
Smithfield, VA 23431

## Windsor Castle- Exterior Maintenance & Repairs

### Payment Request # 3

Additional Cornice Painting (incl. prep)	\$4,750.00
Alternate Exterior Lighting Installation	\$ 562.50 (100%)

Total amount requested 5/4/2011: **\$5,312.50**

Additional payment will be requested as work is completed on a percentage basis and progress reports will be submitted to Bill Hopkins outlining work completed.

Please make check payable to **Black Creek Workshop LLC**

VENDOR #

3053

ACCOUNT #

Windsor Castle

4-100-44000  
6000

DEPT HEAD

W. J. J.

TOWN MANAGER

PLS

# Black Creek Workshop LLC

Preservation Carpentry, Joinery & Historic Restoration

113. N. Main St., Franklin, VA, 23851 blackcreekworkshop@gmail.com 757-784-0449

5/4/11

Town of Smithfield  
310 Institute St.  
P.O. Box 246  
Smithfield, VA 23431

Windsor Castle- Exterior Maintenance & Repairs

## Payment Request # 4

Aluminium Gutter & Downspout Installation	\$2,887.50 (100%)
Custom Iron Handrail Installation	\$1,725.00 (100%)

Total amount requested 5/4/2011: **\$4,612.50**

Additional payment will be requested as work is completed on a percentage basis and progress reports will be submitted to Bill Hopkins outlining work completed.

*Please make check payable to Black Creek Workshop LLC*

VENDOR # 3053  
ACCOUNT # 4-100-44000-(600)  
DEPT HEAD [Signature]  
TOWN MANAGER \_\_\_\_\_

MAY 17 2011

## NOTICE OF PUBLIC HEARING

Notice is hereby given pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, that the Town Council of the Town of Smithfield at its regular meeting on June 7, 2011, at 7:30 p.m. will hold a public hearing to consider the adoption of an amended budget for the Town of Smithfield for Fiscal Year July 1, 2010 through June 30, 2011.

All persons who wish to be heard concerning the adoption of said amended budget may appear before the Town Council at its regular meeting in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia on June 7, 2011 at 7:30 p.m.

The full texts of the proposed amended budget are on file in the office of the Town Manager in Town Hall at 315 Main Street, Smithfield, Virginia and are available for public inspection.

### SYNOPSIS OF THE PROPOSED AMENDED BUDGET FOR THE TOWN OF SMITHFIELD FOR FISCAL YEAR JULY 1, 2010 THROUGH JUNE 30, 2011

## GENERAL GOVERNMENT

	<u>ADOPTED BUDGET FY 2010-2011</u>	<u>PROPOSED BUDGET REVISION FY 2010-2011</u>
<b><u>Revenue from local sources</u></b>		
Real Estate	1,739,810	1,737,000
Personal Property	795,600	900,000
Penalties and Interest	27,800	32,315
<b>Total Revenue from Local Sources</b>	<b><u>2,563,210</u></b>	<b><u>2,669,315</u></b>
<b><u>Other local taxes</u></b>		
Bank franchise	119,000	137,620
Sales	258,000	258,000
Utility	195,000	200,000
Meals tax-4%	772,000	776,000
Meals tax-1% (special projects)	193,000	194,000
Cigarette	130,000	130,000
Transient Occupancy	128,000	128,000
Short term rental tax	1,000	1,000
Rolling stock	15	25
Consumption	51,000	51,000
Communications	240,000	258,000

<b>Total other local taxes</b>	<b>2,087,015</b>	<b>2,133,945</b>
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**Licenses**

Privilege License	349,800	338,800
Permits	31,500	16,925
Vehicle License	114,000	130,025

<b>Total licenses, permits, and privilege fees</b>	<b>495,300</b>	<b>485,750</b>
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Fines	63,000	71,000
Revenue from use of money and property	331,700	225,696
Other revenue	6,000	5,600
Revenue from Commonwealth of Virginia	205,516	210,915
Revenue from Federal Government	2,518,670	2,035,598

Other financing sources

Contributions	1,108,060	504,300
Insurance Recoveries	--	10,580
Reserve funds		
Restricted Reserves-Beautification	--	392,940
Operating Reserves	107,624	414,890
Police CD interest	1,200	1,200
General Obligation bond –		
Land acquisition	--	934,345
Loan Proceeds	554,000	--
Line of credit proceeds	500,000	--

<b>Total other financing sources</b>	<b>2,270,884</b>	<b>2,258,255</b>
--------------------------------------	------------------	------------------

Total General Funds Revenues	10,541,295	10,096,074
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Road Maintenance	918,125	951,555
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From State Highway Grant carry forward	--	27,293
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<b>GRAND TOTAL</b>	<b>11,459,420</b>	<b>11,074,922</b>
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**EXPENDITURES**

ADOPTED  
BUDGET  
FY 2010-2011

PROPOSED  
BUDGET REVISION  
FY 2010-2011

**OPERATING EXPENSES**

GENERAL GOVERNMENT	489,937	477,395
TREASURER	329,005	309,675
PUBLIC SAFETY	2,382,530	2,402,202
PLANNING ENGINEERING & PUBLIC WORKS	774,499	777,191
PUBLIC BUILDINGS	183,735	175,680
COMMUNITY DEVELOPMENT	861,553	1,141,219
PARKS, RECREATION & CULTURAL	532,109	680,269
DEBT SERVICE	<u>645,167</u>	<u>68,003</u>
<b>TOTAL OPERATING EXPENSES</b>	<b>6,198,535</b>	<b>6,031,634</b>

**CAPITAL OUTLAY**

PUBLIC SAFETY	84,000	84,000
PLANNING, ENGINEERING & PUBLIC WORKS	2,020,000	2,020,000
PUBLIC BUILDINGS	750,000	1,020,845
PARKS, RECREATION & CULTURAL	200,000	172,000
COMMUNITY DEVELOPMENT	533,760	767,595
<b>TOTAL CAPITAL OUTLAY</b>	<b><u>3,587,760</u></b>	<b><u>4,064,440</u></b>

**OTHER FINANCING USES**

RESTRICTED RESERVES- PUBLIC WORKS	755,000	--
<b>TOTAL OTHER FINANCING USES</b>	<b><u>755,000</u></b>	<b><u>--</u></b>

**TOTAL GENERAL FUNDS EXPENSES 10,541,295 10,096,074**

ROAD MAINTENANCE 918,125 978,848

**GRAND TOTAL 11,459,420 11,074,922**

**WATER AND SEWER**

**REVENUE**

	ADOPTED BUDGET <u>FY 2010-2011</u>	PROPOSED BUDGET REVISION <u>FY 2010-2011</u>
<b>OPERATING REVENUE</b>		
CHARGES FOR SERVICES-WATER	763,000	780,000
CHARGES FOR SERVICES-SEWER	633,000	669,500
WATER DEBT SERVICE REVENUE	401,000	401,000
SEWER COMPLIANCE REVENUE	404,500	487,507
CONNECTION FEES-WATER	16,500	13,220
CONNECTION FEES-SEWER	39,500	34,860
APPLICATION FEES-WATER	5,000	5,000
MISCELLANEOUS – WATER	--	2,500
MISCELLANEOUS – SEWER	500	500
<b>TOTAL OPERATING REVENUE</b>	<b><u>2,263,000</u></b>	<b><u>2,394,087</u></b>
<b>OPERATING EXPENSES</b>		
WATER	685,301	627,576
SEWER	605,462	548,276
<b>TOTAL OPERATING EXPENSES</b>	<b><u>1,290,763</u></b>	<b><u>1,175,852</u></b>
OPERATING INCOME BEFORE BAD DEBT, DEPRECIATION AND AMORTIZATION EXPENSE	972,237	1,218,235
BAD DEBT EXPENSE-WATER	7,200	5,300
BAD DEBT EXPENSE-SEWER	4,000	2,400
DEPRECIATION AND AMORTIZATION EXPENSE-WATER	154,305	158,725
DEPRECIATION AND AMORTIZATION EXPENSE-SEWER	420,975	422,000
<b>TOTAL BAD DEBT AND DEPRECIATION EXPENSE</b>	<b><u>586,480</u></b>	<b><u>588,425</u></b>
<b>OPERATING INCOME (LOSS)</b>	<b>385,757</b>	<b>629,810</b>
<b>NONOPERATING REVENUE (EXPENSES)</b>		

AVAILABILITY FEES-WATER	68,000	60,000
AVAILABILITY FEES-SEWER	103,000	89,060
INTEREST REVENUE-WATER	17,500	10,735
INTEREST REVENUE-SEWER	12,000	6,500
INTEREST EXPENSE-WATER	(127,300)	(127,300)
INTEREST EXPENSE-SEWER	(46,305)	(49,305)
<b>TOTAL NONOPERATING REVENUE (EXPENSES)</b>	<b>23,895</b>	<b>(10,310)</b>
INCOME (LOSS) BEFORE CONTRIBUTIONS	409,650	619,500
CAPITAL CONTRIBUTIONS-SEWER	18,740	18,740
<b>INCOME (LOSS) AFTER CONTRIBUTIONS</b>	<b>428,392</b>	<b>638,240</b>

#### NOTES TO FINANCIAL

- 1) Availability fees are moved to escrow funds and used to pay for capital construction and improvements
- 2) Water Debt Service revenues and Sewer compliance revenues are moved to escrow accounts and used to pay debt on planned RO plant and expenses for the sewer consent order.
- 3) Principal payments to be funded from income and debt service revenues for 2011 are:

Water Debt Service Principal	153,600	153,600
Sewer Debt Service Principal	66,400	66,400

- 4) Total capital expenditures to be funded from income, loan funds, and escrow funds are:

Water Capital expenses	2,600,000	2,920,200
Sewer Capital expenses	620,000	695,055

## NOTICE OF PUBLIC HEARING

Notice is hereby given pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, that the Town Council of the Town of Smithfield at its regular meeting on June 7, 2011, at 7:30 p.m. will hold a public hearing to consider the adoption of the budget for the Town of Smithfield for Fiscal Year July 1, 2011 through June 30, 2012.

All persons who wish to be heard concerning the adoption of said budget may appear before the Town Council at its regular meeting in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia on June 7, 2011, at 7:30 p.m.

The full texts of the budget are on file in the office of the Town Manager at 315 Main Street, Smithfield, Virginia and are available for public inspection.

### SYNOPSIS OF THE PROPOSED BUDGET FOR THE TOWN OF SMITHFIELD FOR FISCAL YEAR JULY 1, 2011 THROUGH JUNE 30, 2012

## GENERAL GOVERNMENT

### REVENUE

	PROPOSED BUDGET REVISION <u>FY 2010-2011</u>	PROPOSED BUDGET <u>FY 2011-2012</u>
<b><u>Revenue from local sources</u></b>		
Real Estate	1,737,000	1,737,000
Personal Property	900,000	900,000
Penalties and Interest	32,315	32,315
<b>Total Revenue from Local Sources</b>	<b><u>2,669,315</u></b>	<b><u>2,669,315</u></b>
<b><u>Other local taxes</u></b>		
Bank franchise	137,620	137,620
Sales	258,000	259,000
Utility	200,000	200,000
Meals tax-4%	776,000	776,000
Meals tax-1% (special projects)	194,000	194,000
Cigarette	130,000	140,000
Transient Occupancy	128,000	130,000
Short term rental tax	1,300	1,300
Rolling stock	25	25
Consumption	51,000	51,000
Communications	258,000	258,000
<b>Total other local taxes</b>	<b><u>2,133,945</u></b>	<b><u>2,146,945</u></b>

**Licenses**

Privilege License	338,800	338,800
Permits	16,925	14,985
Vehicle License	130,025	130,000
<b>Total licenses, permits, and privilege fees</b>	<b>485,750</b>	<b>483,785</b>

Fines	71,000	71,000
Revenue from use of money and property	225,696	168,935
Other revenue	5,600	5,600
Revenue from Commonwealth of Virginia	210,915	204,058
Revenue from Federal Government	2,035,598	991,095

## Other financing sources

Contributions	504,300	766,341
Insurance Recoveries	10,580	--
Reserve funds		
Restricted Reserves-Beautification	392,940	596,524
Operating Reserves	414,890	--
Police CD interest	1,200	--
General Obligation bond –		
Land acquisition	934,345	--
Capital Lease Acquisition	--	50,000

<b>Total other financing sources</b>	<b>2,258,255</b>	<b>1,411,865</b>
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Total General Funds Revenues	10,096,074	8,152,598
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Road Maintenance	951,555	951,555
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From State Highway Grant carry forward	27,293	--
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<b>GRAND TOTAL</b>	<b>11,074,922</b>	<b>9,104,153</b>
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**EXPENDITURES**

	PROPOSED BUDGET REVISION <u>FY 2010-2011</u>	PROPOSED BUDGET <u>FY 2011-2012</u>
<b><u>OPERATING EXPENSES</u></b>		
GENERAL GOVERNMENT	477,395	480,220
TREASURER	309,675	318,705

PUBLIC SAFETY	2,402,202	2,419,665
PLANNING ENGINEERING & PUBLIC WORKS	777,191	820,858
PUBLIC BUILDINGS	175,680	140,720
COMMUNITY DEVELOPMENT	1,141,219	302,762
PARKS, RECREATION & CULTURAL	680,269	563,520
DEBT SERVICE	<u>68,003</u>	<u>70,076</u>
<b>TOTAL OPERATING EXPENSES</b>	<b>6,031,634</b>	<b>5,116,526</b>
 <b><u>CAPITAL OUTLAY</u></b>		
PUBLIC SAFETY	84,000	112,000
PLANNING, ENGINEERING & PUBLIC WORKS	2,020,000	1,998,069
PUBLIC BUILDINGS	1,020,845	439,705
PARKS, RECREATION & CULTURAL	172,000	20,000
COMMUNITY DEVELOPMENT	767,595	--
<b>TOTAL CAPITAL OUTLAY</b>	<b>4,064,440</b>	<b>2,569,774</b>
 <b>OTHER FINANCING USES</b>		
RESTRICTED RESERVES- COMMUNITY DEVELOPMENT	--	359,041
OPERATING RESERVES	--	107,257
<b>TOTAL OTHER FINANCING USES</b>	<b>--</b>	<b>466,298</b>
 <b>TOTAL GENERAL FUNDS EXPENSES</b>	 <b>10,096,074</b>	 <b>8,152,598</b>
ROAD MAINTENANCE	<u>978,848</u>	<u>951,555</u>
 <b>GRAND TOTAL</b>	 <b>11,074,922</b>	 <b>9,104,153</b>

**WATER AND SEWER**

**REVENUE**

	PROPOSED BUDGET REVISION <u>FY 2010-2011</u>	PROPOSED BUDGET <u>FY 2011-2012</u>
<b>OPERATING REVENUE</b>		
CHARGES FOR SERVICES-WATER	780,000	817,850
CHARGES FOR SERVICES-SEWER	669,500	669,500
WATER DEBT SERVICE REVENUE	401,000	401,000
SEWER COMPLIANCE REVENUE	487,507	488,255
CONNECTION FEES-WATER	13,220	13,220
CONNECTION FEES-SEWER	34,860	31,600
APPLICATION FEES-WATER	5,000	5,000
MISCELLANEOUS – WATER	2,500	500
MISCELLANEOUS – SEWER	500	500
<b>TOTAL OPERATING REVENUE</b>	<b><u>2,394,087</u></b>	<b><u>2,427,405</u></b>
<b>OPERATING EXPENSES</b>		
WATER	627,576	1,216,678
SEWER	548,276	603,846
<b>TOTAL OPERATING EXPENSES</b>	<b><u>1,175,852</u></b>	<b><u>1,820,524</u></b>
OPERATING INCOME BEFORE BAD DEBT, DEPRECIATION AND AMORTIZATION EXPENSE	1,218,235	606,881
BAD DEBT EXPENSE-WATER	5,300	5,300
BAD DEBT EXPENSE-SEWER	2,400	2,400
DEPRECIATION AND AMORTIZATION EXPENSE-WATER	158,725	309,400
DEPRECIATION AND AMORTIZATION EXPENSE-SEWER	422,000	448,620
<b>TOTAL BAD DEBT AND DEPRECIATION EXPENSE</b>	<b><u>588,425</u></b>	<b><u>765,720</u></b>
<b>OPERATING INCOME (LOSS)</b>	<b>629,810</b>	<b>(158,839)</b>
<b>NONOPERATING REVENUE (EXPENSES)</b>		

AVAILABILITY FEES-WATER	60,000	54,400
AVAILABILITY FEES-SEWER	89,060	82,400
INTEREST REVENUE-WATER	10,735	5,925
INTEREST REVENUE-SEWER	6,500	3,250
INTEREST EXPENSE-WATER	(127,300)	(121,700)
INTEREST EXPENSE-SEWER	(49,305)	(46,515)
<b>TOTAL NONOPERATING REVENUE (EXPENSES)</b>	<b>(10,310)</b>	<b>(22,240)</b>
INCOME (LOSS) BEFORE CONTRIBUTIONS	619,500	(181,079)
CAPITAL CONTRIBUTIONS-SEWER	18,740	19,700
<b>INCOME (LOSS) AFTER CONTRIBUTIONS</b>	<b>638,240</b>	<b>(161,379)</b>

#### NOTES TO FINANCIAL

- 1) Availability fees are moved to escrow funds and used to pay for capital construction and improvements
- 2) Income loss is funded by operating reserves
- 3) Water Debt Service revenues and Sewer compliance revenues are moved to escrow accounts and used to pay debt on the RO plant that is currently under construction and expenses for the sewer consent order.
- 4) Principal payments to be funded from income and debt service revenues for 2011 and 2012 are:

Water Debt Service Principal	153,600	159,450
Sewer Debt Service Principal	66,400	70,550
- 5) Total capital expenditures to be funded from income, loan funds, and escrow funds are:

Water Capital expenses	2,920,200	1,965,250
Sewer Capital expenses	695,055	1,017,750

This proposed budget is prepared and published for informative and fiscal planning purposes only. The budget has been prepared on the basis of estimates and requests submitted to the Town Council by town staff. There is no allocation or designation of any Town funds for any

purposes until there has been an appropriation of funds by Town Council.

NO CHANGES IN THE EXISTING TAX RATES ARE PROPOSED FOR FISCAL YEAR 2011-2012.

Notice is hereby given that the following tax rates and levies are being considered by Town Council for Fiscal Year 2011-2012:

Real Estate: To remain at \$0.16 per \$100.00 of assessed value.  
Personal property: To remain at \$1.00 per \$100.00 of assessed value.  
Machinery & Tools: To remain at \$0.15 per \$100.00 of assessed value.  
Mobile Homes: To remain at \$0.16 per \$100.00 of assessed value.  
Boats: To remain at \$0.25 per \$100.00 of assessed value.  
Meals Tax: To remain at 5% of gross sales.  
Cigarette Tax: To remain at \$0.0125 per cigarette  
Transient Occupancy Tax: To remain at 5% of gross occupancy charges

TOWN OF SMITHFIELD, VIRGINIA  
BY: PETER M. STEPHENSON  
TOWN MANAGER

Proposed amendments to Chapter 42.

**FIRE PREVENTION AND PROTECTION**

**42-100 Enforcement of fire code**

The Isle of Wight County Coordinator of Fire/EMS is hereby appointed as fire code official for purposes of Article IV of Chapter 9. of this Code and shall be vested with the authority to enforce those provisions of the Virginia Statewide Fire Prevention Code, or such other more restrictive regulations as the Town Council of the Town of Smithfield may deem appropriate pertaining to fire and other related laws and regulations.

**42-101. Open Burning may be prohibited in all or part of the Town.**

(a) Whenever the fire code official, after consultation with appropriate agencies and the Town Manager, declares that a drought condition or other condition exists so as to create an extraordinary fire hazard or other hazard endangering health and safety of the citizens of the town, the fire code official may declare that open burning is prohibited in part or all of the town. Following such declaration, it shall be unlawful for any person to burn brush, grass, leaves, debris or any other flammable material or to ignite or maintain any open fire within the town or within any part of the town subject to the prohibition. The declaration of the fire code official shall remain effective until the fire code official declares the condition and the prohibition to have terminated.

(b) When any such declaration is issued, amended or rescinded, the fire code official shall promptly post a copy of the declaration, amendment or rescission at the front door of the Town Hall, the police department and at each fire station in the town. In addition, the fire code official shall cause to be published the notice, amendment or rescission in a newspaper of general circulation.

**SCOPE OF SERVICES NARRATIVE**

**CHANGE ORDER NO. 4**

Additional Effort to Revise Private Utility Design  
Smithfield Downtown Revitalization Project  
South Church Street Streetscape Improvements – Phase V

**CONTRACT:**

Professional Engineering Consultant Services between the Town of Smithfield and Clark Nexsen Architecture and Engineering.

All work to be performed in accordance with the terms, limitations and conditions of said contract.

**A. Design and Engineering Services:**

The private utility companies approved the FINAL plans for the South Church Street Streetscape Improvements – Phases V. During construction of the private utility duct bank and vaults Verizon requested a significant change in the design of their facilities resulting in a redesign. Clark Nexsen met with Verizon and Charter Communications numerous times at their office and at Clark Nexsen's office to resolve the redesign and issue revised plans.

In order to complete this redesign, Clark Nexsen incurred the following effort:

- Meetings with Verizon at their office
- Meetings with Verizon, Charter Communications, and the Town at Clark Nexsen
- Meetings with Verizon in the field
- Revisions to the design plan

**B. Schedule:**

No impact to schedule.

**C. COMPENSATION**

The engineer shall be paid in accordance with the referenced contract a total estimated fee of Thirteen Thousand Six Hundred and Twenty dollars (\$13,620) for the engineering services related to Change Order No. 4 for the design of South Church Street Streetscape Improvements - Phase V.

CHANGE ORDER NO. 4:	TOTAL	\$13,620
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**ACCEPTED:**

**TOWN OF SMITHFIELD**

**Clark Nexsen**

BY: \_\_\_\_\_  
Title:  
Town of Smithfield

BY:   
Title: Principal  
Clark Nexsen

DATE: \_\_\_\_\_

DATE: April 26, 2011

<b>REVISION TO PRIVATE UTILITY DESIGN</b>							<b>CN Comm. No. 3144</b>
<b>CHANGE ORDER NO. 4</b>							<b>Date:04/26/11</b>
<b>SOUTH CHURCH STREET STREETScape IMPROVEMENTS - PHASE V</b>							
<b>Change Order No. 4 - Summary of Hours</b>	<b>Project</b>	<b>Senior</b>	<b>Designer /</b>			<b>Subconsultant</b>	<b>Total</b>
<b>Additional effort to revise private utility design</b>	<b>Manager</b>	<b>Engineer</b>	<b>Engineer</b>	<b>Technician</b>	<b>Total</b>	<b>Cost</b>	<b>Cost</b>
	hrs.	hrs.	hrs.	hrs.	hrs.	\$	\$
Additional effort	34	32	58	6	130		\$13,620.00
<b>Total hours</b>	<b>34</b>	<b>32</b>	<b>58</b>	<b>6</b>	<b>130</b>		
<b>Rate</b>	<b>\$150.00</b>	<b>\$110.00</b>	<b>\$80.00</b>	<b>\$60.00</b>			
<b>Total fee this task</b>	<b>\$5,100.00</b>	<b>\$3,520.00</b>	<b>\$4,640.00</b>	<b>\$360.00</b>			<b>\$13,620.00</b>

**FAIR HOUSING NOTICE  
PUBLIC NOTICE**

Be it known by all persons, that the following resolution of the Smithfield Town Council, endorsing the concept of FAIR HOUSING, was duly adopted and approved on June 7, 2011.

WHEREAS, the Town Council strives to ensure equal opportunity to all persons residing in the Town of Smithfield to live in decent housing facilities; and

WHEREAS, discrimination in the sale, purchase, rental or financing of housing against any person on the basis of race, color, religion, national origin, sex, age, familial status, or handicap will be prohibited by the Town of Smithfield.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Smithfield, Virginia, endorses the concept of fair housing within the Town of Smithfield and that the Town Manager as the designated Fair Housing Administrator is hereby authorized to further the Town of Smithfield's efforts in this regard.

Mr. Peter M. Stephenson, AICP, ICMA-CM  
Town Manager

**FAIR HOUSING RESOLUTION  
TOWN OF SMITHFIELD, VIRGINIA**

WHEREAS, the Congress of the United States has enacted the Federal Fair Housing Act of 1968, as amended; and

WHEREAS, federal and state law provide equal housing opportunity for all citizens regardless of race, color, religion, national origin, sex, age, familial status, or handicap; and

WHEREAS, the Town of Smithfield has provided programs to assist the development of decent, affordable housing for citizens of all incomes;

NOW, THEREFORE, We, the Town Council of the Town of Smithfield, Virginia, do endorse the concept of Fair Housing and call upon the citizens of this locality and governmental officials along with those in banking and housing industries to join together in this observance and work together in this observance and work together for free and equal housing treatment for all.

TOWN OF SMITHFIELD

\_\_\_\_\_  
David M. Hare, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Lesley Greer, Clerk of Council



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

May 18, 2011

TO SMITHFIELD TOWN COUNCIL

FROM TOWN MANAGER *PETER*

SUBJECT WINDSOR CASTLE PARK RELATED COMMITTEE ITEMS

a. Obici Healthcare Foundation Grant Award

Council had previously authorized this community wellness initiative grant application and per the attached notice of award, the town has been selected to receive the one year grant. There is no additional cost to the town outside of staff time, office and meeting space, and grant administration. The grant will fund the facilitation and program implementation services required, and I have prepared the additionally attached request for quotations to move this forward. Thus at the June 7<sup>th</sup> council meeting the grant must be formally accepted for the record and I will need to be authorized to enter into service agreement contract(s), pending the receipt of quotations next Friday.

b. Manor/Plantation House Exterior Maintenance Update

This fiscal year the town budgeted \$50,000 for work related to our Landmark structure. Most of this work is being performed as authorized by Black Creek Workshop LLC and their subcontractors. The modern side additions have been restored and repainted, the new custom iron handrails have been installed on the south porch, new exterior lighting fixtures have been installed on the north porch, the gutters and downspouts have been installed, and restoration of all English basement and first floor windows is well underway. To date this represents \$28,300 in approved work with this contractor. We are in the process of obtaining a quote to complete the painting of all exterior wooden surfaces, and to hopefully begin addressing much needed work on the exterior kitchen structure. Per the next attachment, the Virginia Dept. of Historic Resources will be onsite June 6<sup>th</sup> to inspect the property and the status of the work done to date.

c. Request For Proposals – Preservation/Conservation Easement Area

My resources have been constrained this month by many obligations however I have begun the framework for this long awaited RFP. There are several complexities involved which I have discussed with the Town Attorney. I have a few questions and at committee level this month I wish to receive additional direction from council prior to finalizing and advertising this RFP, which I hope may be accomplished by mid-June.

## TOWN MANAGER'S OFFICE

315 Main Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 365-9508  
www.smithfieldva.gov • Local Cable Channel 6



May 6, 2011

Mr. Peter Stephenson  
Town Manager  
Town of Smithfield  
P. O. Box 246  
Smithfield, VA 23431

Re: Grant# 218

Dear Mr. Stephenson:

Congratulations! The Obici Healthcare Foundation is pleased to inform Town of Smithfield that your proposal submitted 12/6/2010 has been approved for \$45,550. This grant will start on 6/1/2011 and conclude on 5/31/2012.

The Foundation is hosting a mandatory Grantee Orientation on Wednesday, May 25, 2011. One person with authority to sign contracts must attend. Grant agreement letters will be reviewed and signed at this time.

The orientation will be held at the Foundation office at 106 W. Finney Avenue in our Board Room. Please RSVP to Cathy Huband at [chuband@obicihcf.org](mailto:chuband@obicihcf.org) who will be attending from your organization by May 17, 2011.

- 1:00 p.m. Review contract
- 2:00 p.m. Review report forms
- 3:00 p.m. Technical assistance for new grantees

We look forward to seeing you on May 25, 2011 and again congratulations to you on your grant approval.

Sincerely,

Gina L. Pitrone  
Executive Director

Copy to: Gina Ippolito

**TOWN OF SMITHFIELD  
SMALL PURCHASE PROCEDURE - REQUEST FOR QUOTATIONS  
FACILITATION & PROGRAM IMPLEMENTATION SERVICES  
SMITHFIELD COMMUNITY WELLNESS INITIATIVE**

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Posting Date: May 16, 2011

Due Date: Friday, May 27, 2011 by 5:00 p.m. at the Town Manager's Office,  
315 Main Street, Smithfield, Virginia 23430

Submit: Written, Signed Quotation

Inquiries: Contact Mr. Peter M. Stephenson, Town Manager via email at  
pstephenson@smithfieldva.gov.

**Purpose:**

The Town of Smithfield has received a notice of award of a planning grant from the Obici Healthcare Foundation to achieve the following goals: 1) Create a community wellness plan that will raise awareness of the benefits of a healthy and active lifestyle for those who work, live and play in the Town of Smithfield and Isle of Wight County; and 2) Increase our community's participation in walking and biking activities for all ages as a method of preventing/combatting obesity. This grant will start on June 1, 2011 and conclude on May 31, 2012. The town must achieve the above measureable goals within this time frame.

**Desired Services:**

The town is seeking assistance in the form of non-professional services (state code definition) from a qualified individual(s) or firm to work with a community stakeholders group and town staff, appointed and elected officials to prepare and adopt a five year sustainable wellness strategic plan; and to develop and implement more immediate programs within the next year that will be fun and rewarding, encouraging engagement in physical activity over an extended period of time thus increasing the likelihood of a lifestyle change and the prevention of obesity.

The first goal involving facilitation services must be achieved between early June, 2011 and early October, 2011. It is anticipated these services may require up to 100 hours of work to complete this goal/task.

The second goal involving program implementation services must be achieved between early October, 2011 or sooner and May 31, 2012. It is anticipated these services may require up to 900 hours of work to complete this goal/task.

A more complete outline describing this community wellness initiative is found in the attached planning grant narrative and data & outcomes evaluation forms that were submitted by the town with the original grant application.

## REQUEST FOR QUOTATIONS, PAGE 2

### **Expectations:**

Service Providers/Respondents/Vendors will be expected to provide:

- staffing necessary to complete the above established goals;
- payroll withholdings, benefits, employment & liability insurance as required;
- public meeting facilitation, summations, work products and reports;
- transportation (no mileage reimbursements); and
- cellular telephone and electronic mail communications.

The Town of Smithfield will provide the following:

- staff oversight, coordination and grant administration;
- office space and supplies as needed including desktop telephone & computer;
- meeting space and materials (all meetings to be held in Town of Smithfield);
- program marketing materials, incentives/rewards; and
- postage

### **Process:**

This Request for Quotations is being solicited as a Small Purchase Procedure under the Virginia Public Procurement Act. It is not a formal Request for Proposals or Invitation for Bid. Ten day public posting is required prior to the Town Manager evaluating the responses and making a recommendation of award to the Smithfield Town Council. It is anticipated that council will formally accept the Obici Healthcare Foundation grant and authorize the manager to execute a contract(s) for these desired services on Tuesday, June 7, 2011. An initial community wellness stakeholder's group/public informational meeting is also planned for that same evening.

The town has the discretion to award a contract(s) to the service provider/respondent/vendor it feels makes the best proposal. Interviews and/or negotiations are not required. The town also reserves the right to award contracts to multiple respondents/vendors. Quotations may be received for individuals/firms desiring only to provide facilitation services and/or program implementation services or both.

The right is reserved, as the best interest of the town may require, to revise or amend this request prior to the due date set for receipt of written quotations. That date may be delayed if deemed necessary by the town. Any revisions and/or amendments will be in the form of an addendum to this document posting.

By submitting their service quotations, respondents/vendors certify that their quotations are made without collusion or fraud, any payment, loan, subscription, advance, deposit of money, service or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

## REQUEST FOR QUOTATIONS, PAGE 3

By submitting their quotations, service respondents/vendors also certify that they are not currently debarred by the Commonwealth of Virginia from submitting quotations or proposals on contracts for the type of material covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

The Town of Smithfield reserves the right to reject any and all quotations, to waive any informalities and/or technicalities in quotations received, to negotiate should the lowest responsive and responsible quotation exceed budget limitations, and to accept the quotation(s) which may best serve the interest of the Town of Smithfield.

### Quotation Instructions:

The town invites any qualified service provider to respond to this Request for Quotations. Quotations must be valid for thirty (30) days. Quotations must be submitted in writing, signed and marked "confidential". Quotations may be received by facsimile (#757-365-9508), hand delivery (Town Manager's Office, 315 Main Street, Smithfield, VA) or via e-mail to Town Manager Peter Stephenson ([pstephenson@smithfieldva.gov](mailto:pstephenson@smithfieldva.gov)). Again the deadline for submission is 5:00 p.m. on Friday, May 27, 2011.

### Quotes must include the following elements:

- Experience/credentials of staff to be assigned to this grant project;
- Availability of staff, including hours per week, evening meetings, etc.;
- All inclusive hourly rate(s) for staff to be assigned herein;
- Indication of interest in Facilitation and/or Program Implementation components;
- Unique qualifications to be offered to make these efforts successful; and
- Signed quote by responsible party.

There is no specific page limit for the quotes, however concise and well organized information will be appreciated. In evaluating the written quotations, the town shall consider the qualifications of the proposed service provider(s), whether or not the quotations are consistent with the planning grant application outline, and the quoted prices/hourly rate(s). It is the intent of the Town of Smithfield to award this contract purchase to the lowest responsive and responsible service provider(s).

Attachments:           Obici Healthcare Foundation Planning Grant Narrative and Data & Outcomes Evaluation Forms

(AVAILABLE ON TOWN WEBSITE -  
ATTACHMENTS NOT PART OF MAY  
COUNCIL COMMITTEE E-POSTING)

PS



# COMMONWEALTH of VIRGINIA

## Department of Historic Resources

2801 Kensington Avenue, Richmond, Virginia 23221

Douglas W. Domenech  
Secretary of Natural Resources

Kathleen S. Kilpatrick  
Director

Tel: (804) 367-2323  
Fax: (804) 367-2391  
TDD: (804) 367-2386  
www.dhr.virginia.gov

May 5, 2011

Peter Stephenson  
Smithfield Town Manager  
P.O. Box 246  
Smithfield, Virginia 23431

Re: Windsor Castle, 301 Jericho Road, Smithfield, Isle of Wight County  
DHR File # 300-5033\_ep

Dear Mr. Stephenson:

As you are aware, the Virginia Department of Historic Resources (DHR) is responsible for administering the historic preservation easement on your property, Windsor Castle, located in Smithfield, Virginia. We are committed to proper stewardship of our easement properties in cooperation with the owners of these historic landmarks. One important aspect of this effort is regular inspection of these properties.

The inspection itself is a visit intended to monitor and document the current condition of the easement property, specific to the individual easement provisions. This is done through visual observation and photographic documentation. Easement staff then compiles the information into a brief written report for owner review. The report is added to the property file to assist DHR in future stewardship efforts.

DHR staff will be in your area on **Monday, June 6, 2011** and would like to conduct a property inspection at **10:00 am** that day, if access can be arranged. Please respond to confirm this date or to select another time that is more convenient.

Thank you,

Megan Melinat  
Easement Program Architect  
Office of Preservation Incentives  
(804) 482-6455  
megan.melinat@dhr.virginia.gov

Administrative Services  
10 Courthouse Ave.  
Petersburg, VA 23803  
Tel: (804) 862-6416  
Fax: (804) 862-6196

Capital Region Office  
2801 Kensington Office  
Richmond, VA 23321  
Tel: (804) 367-2323  
Fax: (804) 367-2391

Tidewater Region Office  
14415 Old Courthouse Way 2<sup>nd</sup>  
Floor  
Newport News, VA 23608  
Tel: (757) 886-2807  
Fax: (757) 886-2808

Western Region Office  
Hundley Hall  
962 Kime Lane  
Salem, VA 24153  
Tel: (540) 387-5428  
Fax: (540) 387-5446

Northern Region Office  
5357 Main Street  
PO Box 519  
Stephens City, VA 22655  
Tel: (540) 868-7031  
Fax: (540) 868-7033

TC  
5/2/11

Is keeping chickens in your city or suburban backyard legal? **The odds are on your side.** TheCityChicken.com has a new page: [ChickenLaws.html](http://TheCityChicken.com/ChickenLaws.html). Check it out! Every city is different. Try looking up your city codes on-line. **Most cities have their codes on-line these days.** If you can't find a clear answer, try emailing various people at your **cities' agency websites**. The rules on keeping chickens might be handled by your cities' Animal Control, or maybe it is covered by your County. Don't take the first person's reply as gospel. Every city has different rules, and it might take some research to find out what those rules and laws are. In Portland you can keep up to three hens without a permit. **Roosters** are prohibited, and if you want to keep more than three hens, you need a **permit**. In some large cities, it's no problem to keep a few hens in your backyard. Yet in some rural towns, you have to submit a proposal to the Town Council and request to keep some hens. Some towns don't approve of chicken tractors, because they can be moved around, and that particular town might require that chickens 50 feet away from all neighbors at *all times*. So, even though chicken tractors are so practical, they are **met with resistance in some towns**. I'm certain **people don't have to submit proposals when they want to keep cats or dogs**. That's nearly considered a right in America. Dogs are allowed to go right up to their fence line and bark at any time they want. Dogs and cats don't have to be kept 50 feet from all neighbors at all times; why chickens? Dogs bark at night way after dark at times, yet **hens don't make a peep after the sun goes down**. And don't get me started on how many pet cats poop in people's yards. You might start changing people's thinking by getting one of

### *Benefits of keeping chickens*

- **Fresh eggs everyday** - you'll never go back to supermarket eggs after experiencing your own fresh free range eggs with a deep dark yellow yolk
- **Great pets** - chickens can be fairly social animals and bring your garden to life as they peck around and inquisitively investigate everything and generally just cluck around. The sound of a cockerel crowing is one of the classic country sounds that makes rural life so special
- **An organic way to deal with pests** - chickens will root around and devour a number of the bugs and grubs that can play havoc in your garden
- **Supply of garden manure** - chicken manure is a very rich nutritional manure which has a number of uses around the garden
- **Educational fun** - learning where produce comes from and how to look after animals and with egg hatching's discovering the wonder of creating a new life
- **Showing and pedigree breeding** - for those who wish to there are lots of specialised chicken breeds and a very active programme of competitive chicken showing
- **Fresh food** - we don't consume our own chickens here but of course many people do keep chickens for this purpose and have the benefit of quality well cared for chicken meat

The Worldwatch Institute reports that a growing number of US city-dwellers are raising their own chickens, often in defiance of local ordinances.

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Citing unsanctioned henhouses in Denver, Boston, and other cities, Worldwatch's Ben Block notes that an "underground 'urban chicken' movement has swept across the United States in recent years," flouting authorities' concerns about noise, odors, and public health.

But in some cities, such as Ann Arbor, Mich., Ft. Collins, Colo., South Portland, Maine, and Madison, Wisc., owners of these clandestine coops have successfully changed the laws to allow them to keep a limited number of hens. (Roosters, whose characteristic crowing can disturb neighbors, are usually more restricted, but they're not needed for hens to lay unfertilized eggs.)

✂ Many large US cities, including New York, San Francisco, Los Angeles, Houston, Chicago, and Seattle apparently never thought to ban the domesticated fowl within city limits. These cities have served as an incubator of sorts for the emerging movement, in which urban henkeepers post online tips on building coops, caring for the birds, and fending off raccoons and other predators.

Laws vary from city to city. The City Chicken, a popular urban chicken website, maintains a list of local laws, but it is far from comprehensive. Municode.com also keeps a list of ordinances for selected cities. In many cities, would-be chicken owners need to obtain a permit from local health or animal-welfare authorities.

The benefits of keeping hens are myriad, say proponents. According to the website BackyardChickens, considered authoritative in the online urban-chicken-enthusiast pecking order, three hens will net you, on average, two eggs a day. And the eggs are said to be tastier and more nutritious than the ones you can get at a supermarket. Hens also perform some gardening work by eating weeds and pests and depositing a high-quality fertilizer. Many also claim that the birds make great pets, but this is debatable.

Urban chicken buffs also claim that, once you're all set up, the birds are relatively low-maintenance. The UK-based company Omlet sells popular ready-made coops starting at about \$500. Their "Eglu," which looks like a late-90s Macintosh computer, comes with a chicken run and a feeder. Chickens can be purchased separately from the company for \$15 each.

Some, but not many, urban henkeepers opt to raise their chickens indoors. The birds cannot be toilet trained, but at least one company sells chicken diapers.

The blog Urban Chickens gives a rundown of the regular maintenance required to keep your chickens well-fed, comfortable, and odor-free. The blogger says his routine goes like this:

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- **Every day:** fill the food bowl, change the water, check for eggs, add wood chips to the nesting box if needed. (takes 5 minutes)
- **Twice weekly:** empty the droppings out of the Eglu, very easy to do by design, thanks Omlet! (takes two minutes)
- **Weekly:** clean the Eglu by rinsing and scrubbing the interior parts (20 minutes)
- **Semi-monthly:** purchase 50-lb. bag of Layena Crumbles at the feed store (cost is \$12 and is worked in with other errands)

A hen's productivity will drop off after two or three years. After that, the hens will continue to produce high-quality eggs, but at a slower rate. Those who wish to eat their chickens (that is, people who dispute the assertion that they make great pets) should know that in many cities different laws apply for chickens raised for eggs and those raised for slaughter. For those too squeamish to do the deed themselves, some communities have mobile slaughterhouses that will come to your home and do it for you.

The rising popularity of urban chickens has many city officials brooding over public health concerns, particularly avian flu (of which there have been no reported cases in the United States). According to Worldwatch, officials have threatened to restrict poultry in cities in East Asia, Australia, and British Columbia. Worldwatch also cites an expert who advises owners to keep their coops covered to protect their chickens from wild bird droppings, which are said to transmit the disease.

But others argue that chickens are no more likely to carry the disease than, say, pigeons, which are already common in cities. What's more, as Worldwatch points out, the Pew Commission on Industrial Farm Animal Production found that factory-farmed poultry poses a greater risk for the disease than backyard chickens.

In many cities, the policies regarding domestic fowl are by no means settled. In September, the Boston Globe reported on a Lynn, Mass., man's battle with "loosey goosey" laws over his chicken coop. And this YouTube video, posted in July, has several Chicago officials on tape falsely telling an aspiring chicken owner that the birds are prohibited within the city.

This kind of ambiguity could mean more and more henkeepers unwittingly finding themselves on the wrong side of the law. As the urban chicken movement spreads, local authorities will have to set clearer policies to help those chicken owners get to the other side.