

TUESDAY, NOVEMBER 29, 2011

4:00 p.m.

Fire and Rescue

Members: Williams (CH), Tynes, Chapman

1. Operational Updates

Immediately following the conclusion of the above meeting:

Public Works

Members: Chapman (CH), Cook, Tynes

TAB # 5

1. South Church Street Project Cost Updates

TAB # 6

2. Southside Hampton Roads Hazard Mitigation Plan - Resolution Supporting the Disaster Mitigation Act of 2000 (DMA2K)

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Cook (CH), Williams, Graham

TAB # 7

1. Pre-Public Hearing Discussion: Real Property Disposition at 217 Main Street

TAB # 8

2. License Agreement between Smithfield Packing Incorporated and the Town of Smithfield for the Tot Lot in Pinewood Heights

TAB # 9

3. Follow Up on Council Strategic Goals 2011 - 2012

***** Additional Item Not Listed on Committee but will be on Council's December 6th Agenda*****

- Approval of November 1st Town Council Minutes
 - Western Tidewater Free Clinic Presentation by Bob Fry
 - Adoption of Meeting Schedule 2012
 - Reaffirm Windsor Castle Park Foundation Board Goals
 - WCPFB / Nominating Committees recommendation to Fill Vacancy on the Windsor Castle Park Foundation Board
-

III CHANGE ORDER

No. 2

DATE OF ISSUANCE November 22, 2011 EFFECTIVE DATE _____

OWNER Town of Smithfield

CONTRACTOR English Construction Co., Inc.

Project South Church Street Water Treatment Facility

ENGINEER Buchart Horn, Inc.

You are directed to make the following changes in the Contract Documents:

Description: See below

Reason for Change Order: **Changes to retaining wall, curb and drainage improvements, credit for deletion of painting of trusses and underside of roof decking, wiring changes to AC unit, additional piping for carbon filters, credit for Bac-T testing paid by Owner, new butterfly valve, additional curb and gutter and stone, and credit for unused contingent bid items.**

Attachments: (List documents supporting change) **Contractor Change Requests 9, 11R1, 13, 14, 15, 18, and 17R1.**

CHANGE IN CONTRACT PRICE:
Original Contract Price \$ <u>4,119,800.00</u>
Net Increase (Decrease) from previous Change Orders: \$ <u>(1,323,626.00)</u>
Contract Price prior to this Change Order: \$ <u>2,796,174.00</u>
Net increase (decrease) of this Change Order: \$ <u>(8,622.00)</u>
Contract Price with all approved Change Orders: \$ <u>2,787,552.00</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Final Completion <u>450</u> (days)
Net change from previous Change Orders: <u>0</u> (days)
Contract Times prior to this Change Order: Final Completion: <u>450</u> (days)
Net increase (decrease) of this Change Order: Final Completion: <u>7</u> (days)
Contract Times with all approved Change Orders: Final Completion: <u>457</u> (days)

RECOMMENDED:

APPROVED:

ACCEPTED:

By: _____
ENGINEER(Authorized Signature)

By: _____
OWNER(Authorized Signature)

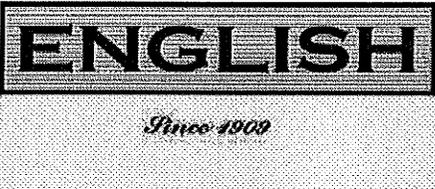
By: _____
CONTRACTOR(Authorized Signature)

Date: _____

Date: _____

Date: _____

Item	Amount	Date
Retaining Wall Changes	\$2,381.00	6/14/2011
Curb and Drainage Improvements	\$9,072.00	6/17/2011
Deletion of Painting of Trusses and Underside of Roof Deck	-\$6,150.00	7/15/2011
Wiring Change for AC Unit	\$2,366.00	7/15/2011
Carbon Filter Piping	\$944.00	9/13/2011
Bac-T Testing Paid by Town	-\$1,855.00	10/11/2011
Butterfly Valve	\$848.00	11/8/2011
Additional Curb and Gutter	\$3,572.00	11/8/2011
Contingent Bid Item Unused - Overexcavation	-\$18,000.00	11/21/2011
Contingent Bid Item Unused - Conduit/Wiring	-\$1,800.00	11/21/2011
TOTAL CHANGE TO CONTRACT	-\$8,622.00	11/21/2011



615 Church Street
 Lynchburg, VA 24505
 Ph : (434) 845-0301

Change Request

To: Daniel Cargnel
 Buchart- Horn
 3700 Koppers Street, Suite 305
 Baltimore, MD 21227
 Ph: 410-247-3501 x222 Fax: 410-247-3502

Number: 9
Date: 5/16/11
Job: 1470 SMITHFIELD WATER TREATMENT
Phone: 434-841-7549

Description: Relocation of Retaining Wall Footer

Reason: Change in Scope

We are pleased to offer the following specifications and pricing to make the following changes:

Additional Costs for Relocating the Retaining Wall Footer.

Description	Labor	Material	Equipment	Subcontract	Other	Price
CLASSIC CONTRACTORS OF VA				\$2,100.00		\$2,100.00
					Subtotal:	\$2,100.00
		Overhead & Profit (GC)		\$2,100.00	12.50%	\$262.50
			Bond	\$2,362.50	0.80%	\$18.90
			Roundoff	\$2,381.40	-0.02%	\$-0.40
					Total:	\$2,381.00

Please note that English Construction Co., Inc. will require an extra 2 days.

If you have any questions, please contact me at .

Submitted by:

Approved by: _____

Date: _____

Cc:



May 12, 2011

"Contractor": English Construction
615 Church Street
Lynchburg, VA 24504

"Subcontractor": Classic Contractors of Virginia
PO Box 894
Smithfield VA 23430

"Project": South Church Street
Water Treatment Plant
Smithfield VA

Amendment to SUBCONTRACT NO 1470-018

As part of the ECS Mid Atlantic, LLC Report Dated January 19, 2011 Job No. 04:8860, it is necessary to make modifications to the original contract no. 1470-018 to support the engineer's recommendations as noted below:

A field change is required to relocate footer away from 10" Water Main.
Additional footer Installation and One additional Pallett of Wall blocks installed.

Additional Cost for relocating of footer and purchase and placement of base layer of stone in footing:

Additional Cost: \$600.00

Labor for installing additional block required due to grade elevation field change. Drawing called for 35.5 elevation and it is being changed to 40 elevation on the end next to the 10" forced water main:

Additional Cost: \$800.00

Anchor Retaining Wall Block 45 Facial Feet per pallet (1 pallet)

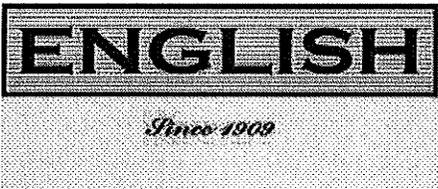
Additional Cost Wall Block: \$700.00

Total Cost: \$2,100.00

All material is guaranteed as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

T. Michael Coyne, President

Note: This proposal may be withdrawn or renewed by us if not accepted within **30** days.



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 Lynchburg, VA 24505
 Ph : (434) 845-0301

Change Request

To: Daniel Cargnel
 Buchart- Horn
 3700 Koppers Street, Suite 305
 Baltimore, MD 21227
 Ph: 410-247-3501 x222 Fax: 410-247-3502

Number: 11R1
Date: 6/13/11
Job: 1470 SMITHFIELD WATER TREATMENT
Phone: 434-841-7549

Description: Additional of Sitework

Reason: Change in Scope

We are pleased to offer the following specifications and pricing to make the following changes:

Additional sitework for erosion control.

Description	Labor	Material	Equipment	Subcontract	Other	Price
BRYANT'S EXCAVATION INC				\$8,000.00		\$8,000.00
					Subtotal:	\$8,000.00
		Overhead & Profit (GC)		\$8,000.00	12.50%	\$1,000.00
			Bond	\$9,000.00	0.80%	\$72.00
			Roundoff	\$9,072.00		\$0.00
					Total:	\$9,072.00

Please note that English Construction Co., Inc. will require an extra 5 days.

If you have any questions, please contact me at .

Submitted by: Ryan Ginger
 ENGLISH CONSTRUCTION CO. Inc.

Approved by: _____
 Date: _____

Cc:

Bryant's Excavation Inc.

14663 Vivian Drive
Smithfield, VA 23430

757-357-0820 757-365-4160

Estimate

6/13/2011

bryantxcavation@aol.com

English Construction
Smithfield Well Job

Description	Amount
ESTIMATE FOR SMITHFIELD WELL- TOWN OF SMITHFIELD	
INSTALL 150 LINEAR FT. OF CG-6 INSTALL 2 CURB CUTS WITH 2' FLUMES DIG, PLACE, BACKFILL	5,300.00
INSTALL 2 RIP RAP FLUMES APPROXIMATE 30' LONG 3' WIDE	1,500.00
INSTALL SOD GRASS 3' ON BOTH SIDES OF FLUMES	1,200.00
<i>The above specifications are satisfactory and are accepted. You are authorized to do the work. Payment is expected 30 days from date of invoice. A 2% charge will be added on outstanding balances.</i>	
<i>Date:</i>	
<i>Signature:</i>	Total \$8,000.00
<i>Signature:</i>	



615 Church Street
 Lynchburg, VA 24505
 Ph : (434) 845-0301

Change Request

To: Daniel Cargnel
 Buchart- Horn
 3700 Koppers Street, Suite 305
 Baltimore, MD 21227
 Ph: 410-247-3501 x222 Fax: 410-247-3502

Number: 13
Date: 6/29/11
Job: 1470 SMITHFIELD WATER TREATMENT
Phone: 434-841-7549

Description: Credit to Contract

Reason: Change in Scope

We are pleased to offer the following specifications and pricing to make the following changes:

Deletion of exposed wood deck painting from contract.

Description	Labor	Material	Equipment	Subcontract	Other	Price
CALIGARI GERLOFF PAINTING INC				\$-6,150.00		\$-6,150.00
					Subtotal:	\$-6,150.00
			Roundoff	-\$6,150.00		\$0.00
					Total:	\$-6,150.00

If you have any questions, please contact me at .

Submitted by: Ryan Ginger
 ENGLISH CONSTRUCTION CO. Inc.

Approved by: _____
 Date: _____

Cc:



2421 Florida Avenue • Norfolk, Virginia 23513

PCO #1

TO: English Construction Co., Inc
Attn.: Brett Street
JOB: South Church St. WTP, Smithfield, Va.

Provide all necessary labor, materials, equipment, tools and insurance required to perform the following work:

Delete painting of exposed wood deck (\$6,150.00)

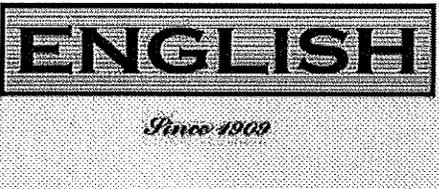
CALIGARI GERLOFF PAINTING, INC.

PROPOSAL BASED ON PLANS & SPECS

BY: _____
Robert E. Gerloff, President
DATE: June 29, 2011

ACCEPTED: _____
BY: _____
DATE: _____

757-216-7147 (PHONE)
757-216-7149 (FAX)



615 Church Street
 Lynchburg, VA 24505
 Ph : (434) 845-0301

Change Request

To: Daniel Cargnel
 Buchart- Horn
 3700 Koppers Street, Suite 305
 Baltimore, MD 21227
 Ph: 410-247-3501 x222 Fax: 410-247-3502

Number: 14
 Date: 7/14/11
 Job: 1470 SMITHFIELD WATER TREATMENT
 Phone: 434-841-7549

Description: Additional Work

Reason: Change in Scope

We are pleased to offer the following specifications and pricing to make the following changes:

Additional labor for the installation of SS-1 and Ac-1.

Description	Labor	Material	Equipment	Subcontract	Other	Price
THE R.E.W. CORPORATION				\$2,086.86		\$2,086.86
					Subtotal:	\$2,086.86
		Overhead & Profit (sub)		\$2,086.86	12.50%	\$260.86
		Bond		\$2,347.72	0.80%	\$18.78
		Roundoff		\$2,366.50	-0.02%	\$-0.50
					Total:	\$2,366.00

If you have any questions, please contact me at .

Submitted by: Ryan Ginger
 ENGLISH CONSTRUCTION CO. Inc.

Approved by: _____
 Date: _____

Cc:

REW Corporation

3708 Adams Street
Suite E
Portsmouth VA 23703
757-686-0800
License: 2701 033089A

Proposed Change Order

PCO #: 3

Date: 07/13/2011

To: English Construction Company
1802D Church Street
Smithfield VA 23431

Project: 79510
South Church Street WTP
1802 S. Church Street
Smithfield VA 23430

Description of Work	Amount
PCO #003 Labor and material to install circuits for split systems AC-1 and SS-1.	2,086.86

Notes

Our breakdown is attached for your review. Please advise if we are to proceed with this work.

Requested Amount of Change 2,086.86

APPROVED:

Owner: _____

Date: _____

Contractor: Chris Stewart

Date: 7-13-11

JOB #305: ID #795
 JOB NAME #795-Smithfield Church St.WTP
 EST. #01: ID 050609
 ESTIMATE Smithfield RO Plant
 DATE/TIME 7/13/2011 9:16:09 AM
 DATA SET #1: Comm Indust TSC/EST 04/05

Bid: #8 - PCO#003
 R.E.W. Corporation
 3708 Adams Street, Suite E
 Portsmouth, Virginia 23703
 757-686-0800
 FAX: 757-686-0823
 CStewart@REWCorp.com

id...	Description	Referenc...	Reference	Ref Amount	Operation	Rate	Amount	Ref Only
1	MATERIAL INV. TOTAL	Material	Total	745.04	*	1.00	745.04	<input type="checkbox"/>
2	FIXTURE QUOTE	Calculated		0.00	*	1.00	0.00	<input type="checkbox"/>
3	SWITCHGEAR QUOTE	Calculated		0.00	*	1.00	0.00	<input type="checkbox"/>
4	SUBTOTAL						745.04	<input type="checkbox"/>
5	*****						0.00	<input type="checkbox"/>
6	MATERIAL SALES TAX %	Component 4		745.04	%	5.00	37.25	<input type="checkbox"/>
7	SUBTOTAL						37.25	<input type="checkbox"/>
8	*****						0.00	<input type="checkbox"/>
9	LABOR SUBTOTAL	Labor	Total	33.10	*	25.00	827.55	<input type="checkbox"/>
10	LABOR BURDEN	Component 9		827.55	%	24.75	204.82	<input type="checkbox"/>
11	SUBTOTAL						1,032.37	<input type="checkbox"/>
12	*****						0.00	<input type="checkbox"/>
13	MISC. EQUIPMENT						0.00	<input type="checkbox"/>
14	BACKHOE	Calculated		0.00	*		0.00	<input type="checkbox"/>
15	BUCKET TRUCK	Calculated		0.00	*		0.00	<input type="checkbox"/>
16	SUBTOTAL						0.00	<input type="checkbox"/>
17	*****						0.00	<input type="checkbox"/>
18	PERMIT INSPECTION						0.00	<input type="checkbox"/>
19	PRINTING FEES PER SQ	Calculated		0.00	*		0.00	<input type="checkbox"/>
20	JOB STORAGE						0.00	<input type="checkbox"/>
21	TEMPORARY POWER						0.00	<input type="checkbox"/>
22	SUBTOTAL						0.00	<input type="checkbox"/>
23	*****						0.00	<input type="checkbox"/>
24	JOB SUBTOTAL						1,814.66	<input type="checkbox"/>
25	*****						0.00	<input type="checkbox"/>
26	FLAT MARKUP %	Component 24		1,814.66	%	15.00	272.20	<input type="checkbox"/>
27	*****						0.00	<input type="checkbox"/>
28	JOB TOTAL						2,086.86	<input type="checkbox"/>
29	*****						0.00	<input type="checkbox"/>
30	BID TOTAL						2,086.86	<input type="checkbox"/>

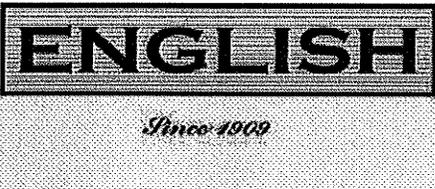
JOB #305: ID #795
 JOB NAME #795-Smithfield Church St WTP
 EST. #01: ID 050609
 ESTIMATE: Smithfield RO Plant
 REPORT RUN 7/13/2011 9:15:28 AM
 DATA SET #1: Comm Indust TSC/EST 04/05

PCO#003
 R.E.W. Corporation
 3708 Adams Street, Suite E
 Portsmouth, Virginia 23703
 757-686-0800
 FAX: 757-686-0823
 CStewart@REWCorp.com

MATERIAL Primary Pricing
 LABOR Primary Labor

NOTES

Item				Material		Labor		
am #	Size	Item Desc	Qty	UOM	Adj. Mat Unit	Mat Ext	Adj. Labor	Lbr Ext
3422	3/4"	GRC	120	FEET	1.75	210.47	0.0645	7.7400
4402	3/4"	GRC 90 ELBOW	8	EACH	3.53	28.20	0.3000	2.4000
5560	3/4"	GRC COUPLING	8	EACH	1.01	8.10	Skip	0.0000
5777	3/4"	LOCKNUT	8	EACH	0.08	0.66	0.0450	0.3600
5823	3/4"	PLASTIC BUSHINGS	4	EACH	0.34	1.34	0.0180	0.0720
5860	3/4"	CUT/THREAD-LABOR	24	EACH	Skip	0.00	0.2700	6.4800
7182	3/4"	HOLE DRILL & PATCH	2	EACH	31.25	62.50	1.2000	2.4000
7308	1/4-20	1 S.S.STOVE BOLTS	40	EACH	0.49	19.50	0.1200	4.8000
7423	3/4"	S.S.STRUT STRAPS	16	EACH	3.75	60.00	0.0450	0.7200
7434	1 1/2.	ALUM.CHANNEL STRUT	20	FEET	10.63	212.50	0.1800	3.6000
9335	3/4.	FSC BOX	2	EACH	23.65	47.30	0.3750	0.7500
11132	12	THHN STR CU	280	FEET	0.13	37.20	0.0060	1.6800
11133	10	THHN STR CU	280	FEET	0.20	57.27	0.0075	2.1000
rand Totals						745.04		33.1020



615 Church Street
 Lynchburg, VA 24505
 Ph : (434) 845-0301

Change Request

To: Daniel Cargnel
 Buchart- Horn
 3700 Koppers Street, Suite 305
 Baltimore, MD 21227
 Ph: 410-247-3501 x222 Fax: 410-247-3502

Number: 15
Date: 9/1/11
Job: 1470 SMITHFIELD WATER TREATMENT
Phone: 434-841-7549

Description: Water De-Chlorination

Reason: Change in Scope

We are pleased to offer the following specifications and pricing to make the following changes:

Work and materials associated with water de-chlorination process.

Description	Labor	Material	Equipment	Subcontract	Other	Price
INTERIOR PIPING	\$225.00	\$454.39				\$679.39
					Subtotal:	\$679.39
			Sales Tax	\$454.39	5.00%	\$22.72
			Labor Burden	\$225.00	50.00%	\$112.50
			Overhead & Profit (sub)			\$0.00
			Overhead & Profit (GC)	\$814.61	15.00%	\$122.19
			Bond	\$936.80	0.80%	\$7.49
			Roundoff	\$944.29	-0.03%	\$-0.29
					Total:	\$944.00

If you have any questions, please contact me at .

Submitted by: Ryan Ginger
 ENGLISH CONSTRUCTION CO. Inc.

Approved by: _____
 Date: _____

Cc:

036 HAJOCA RICHMOND
 3000 COFER ROAD
 RICHMOND VA 23224-7106
 804-231-5790 Fax 804-230-4212

Quotation
 (Reprint)

QUOTE DATE	QUOTE NUMBER
09/01/11	S010923639
QUOTED BY:	PAGE NO.
036 HAJOCA RICHMOND 3000 COFER ROAD RICHMOND VA 23224-7106 804-231-5790 Fax 804-230-4212	1 of 1

Printed : 07:45:18 02 SEP 2011

QUOTE TO:
 ENGLISH CONSTRUCTION CO INC
 PO BOX P-7000
 LYNCHBURG, VA 24505

SHIP TO:
 ENGLISH CONSTRUCTION CO INC
 PO BOX P-7000
 LYNCHBURG, VA 24505

434-845-0301

QUOTED FOR	CUSTOMER PURCHASE ORDER NUMBER	CUSTOMER RELEASE NUMBER	SALES PERSON	
BRETT STREET/JAMES	CHANGE ORDER		Jesse Coseboom	
WRITER	SHIP VIA	TERMS	EXPIRATION DATE	PREPMT ALIGNED
Jaimee Leon	WC WILL CALL	2% 10TH PROX NET 25TH	10/16/11	No
QUOTE QTY	QTY PART#	DESCRIPTION	Net Prc	Ext Prc
1ea	2321	FULL ACETYLENE B TANK CYLINDER ***** Kit Components ***** * 1 - EMPTY B TANK * Loc: Y02A000 * 1 - ACETYLENE GAS ONLY FOR B TANK * Loc: Y02A000 *****	155.467/ea	155.47
1ea	108612	TT X3B ACETYLENE 3 TORCH KIT	230.353/ea	230.35
4ea	3690	2 CXC WROT COPPER 90 ELBOW TAXES NOT INCLUDED	17.141/ea	68.57
			Subtotal	454.39
			Bid Total	454.39

Prices subject to change without notice. Orders for special material accepted with the distinct understanding that they are not subject to cancellation. Not responsible for delays by reason of strikes, accidents or causes beyond our control. We do not assume responsibility for quantities or descriptions. Prices contained in this quotation are subject to price in effect at time of shipment. Prices are also subject to typographical and clerical errors. Items quoted and quantities listed are our interpretation of material needed and should be checked against the plans and specifications. After expiration of this quotation, we reserve the right to review our prices before acceptance of any orders. We thank you for this opportunity of quoting.

JAMES R. REED & ASSOCIATES
 770 Pilot House Drive
 Newport News, VA 23606

INVOICE



Invoice Number: 1108202
 Invoice Date: Aug 17, 2011
 Page: 1

Voice: (757) 873-4703
 Fax: (757) 873-1498
 Federal ID: 54-1712917

Bill to:
Town of Smithfield ATTN: Accounts Payable P.O. Box 246 Smithfield, VA 23431

Ship to:
Town of Smithfield ATTN: Accounts Payable P.O. Box 246 Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
TnSmit		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			9/16/11

Quantity	Item	Description	Unit Price	Amount
39.00		Total Coliform	45.00	1,755.00
		Sample ID: 11-10086-88, 10504-05, 10690, 10741, 10893-95, 11085-90, 11181-86, 11313-18, 11396-11404, 11616-17, Samples Received: 7/18, 7/25, 7/27, 7/28, 8/1, 8/4, 8/5, 8/9, 8/10, 8/15/2011		
5.00		Fluoride	20.00	100.00
		Sample ID: 11-11477-81, Samples Received: 8/11/2011		
VENDOR #		50		
ACCOUNT #		4-005-42060-5804		
DEPT HEAD		<i>AMS</i>		
TOWN MANAGER				

AUG 29 2011

Amount due is based on "terms" above. All past due invoices are subject to a 2% finance charge. In any dispute, mediation, arbitration, or litigation with respect to this Agreement, James R. Reed & Associates shall be entitled to payment of its reasonable costs and attorneys fees.

Subtotal	1,855.00
Sales Tax	
Total Invoice Amount	1,855.00
Payment/Credit Applied	
TOTAL	1,855.00



615 Church Street
 Lynchburg, VA 24505
 Ph : (434) 845-0301

Change Request

To: Daniel Cargnel
 Buchart- Horn
 3700 Koppers Street, Suite 305
 Baltimore, MD 21227
 Ph: 410-247-3501 x222 Fax: 410-247-3502

Number: 18
Date: 10/24/11
Job: 1470 SMITHFIELD WATER TREATMENT
Phone: 434-841-7549

Description: Additional Butterfly Valve

Reason: Change in Scope

We are pleased to offer the following specifications and pricing to make the following changes:

Addition of 8" Butterfly Valve to Contract

Description	Labor	Material	Equipment	Subcontract	Other	Price
FERGUSON ENTERPRISES INC		\$732.39				\$732.39
					Subtotal:	\$732.39
		Overhead & Profit (GC)		\$732.39	15.00%	\$109.86
			Bond	\$842.25	0.80%	\$6.74
			Roundoff	\$848.99	-0.12%	\$-0.99
					Total:	\$848.00

If you have any questions, please contact me at .

Submitted by: Ryan Ginger
 ENGLISH CONSTRUCTION CO. Inc.

Approved by: _____
 Date: _____

Cc:



FERGUSON ENTERPRISES INC #75
 2010 GRAVES MILL RD
 FOREST, VA 24551-2657

EMAIL DUPLICATE INVOICE

Deliver To: DIANE CLIFTON
 From: Chris Morgan
 Comments:

Please Contact With Questions:
 434-385-6600

Invoice Number	Customer	Page
2163643	80089	1

Please refer to Invoice Number when making payment and remit to:

TOTAL DUE ---> 732.39

FEI - LYNCHBURG #75
 PO BOX 644054
 PITTSBURGH, PA 15264-4054

Sold To:

ENGLISH CONSTRUCTION CO INC
 SOUTH CHURCH STREET WTF
 PO BOX P 7000
 LYNCHBURG, VA 24505

Ship To:

SMITHFIELD WWTP
 C/O ENGLISH CONSTRUCTION
 1802 D SOUTH CHURCH STREET
 SMITHFIELD, VA 23431

Ship Whse	Sell Whse	Tax Code	Customer Order Number	Sales Person	Job Name	Invoice Date	Batch
1938	1938	VAONLY	8 BFV	9LS	SOUTH CHURCH STREET	10/20/2011	58798
Ordered	Shipped	Item Number	Description	Unit Price	UM	Amount	
1	1	HGHFX	8 FLG BFV	522.353	EA	522.35	
			!!!!!!!!!!!!!!!!!!!!!!				
			VALVE TO MATCH THE SPEC				
			ON PURCHASE ORDER				
			G75-2972, ENGLISH CONST				
			SOUTH CHURCH WWTP PROJECT				
			!!!!!!!!!!!!!!!!!!!!!!				

Invoice Sub-Total 522.35
 Freight 183.92
 Tax 26.12

TOTAL DUE ---> 732.39

ALL ACCOUNTS ARE DUE AND PAYABLE PER THE CONDITIONS AND TERMS OF THE ORIGINAL INVOICE. ALL PAST DUE AMOUNTS ARE SUBJECT TO A SERVICE CHARGE AT THE MAXIMUM RATE ALLOWED BY STATE LAW PLUS COSTS OF COLLECTION INCLUDING ATTORNEY FEES IF INCURRED. FREIGHT TERMS ARE FOR OUR DOCK UNLESS OTHERWISE SPECIFIED ABOVE. COMPLETE TERMS AND CONDITIONS ARE AVAILABLE UPON REQUEST OR CAN BE VIEWED ON THE WEB AT http://wolseley.com/terms_conditionsSale.html
 GOVT BUYERS: ALL ITEMS QUOTED ARE OPEN MARKET UNLESS NOTED OTHERWISE.



615 Church Street
 Lynchburg, VA 24505
 Ph : (434) 845-0301

Change Request

To: Daniel Cargnel
 Buchart- Horn
 3700 Koppers Street, Suite 305
 Baltimore, MD 21227
 Ph: 410-247-3501 x222 Fax: 410-247-3502

Number: 17R1
Date: 10/19/11
Job: 1470 SMITHFIELD WATER TREATMENT
Phone: 434-841-7549

Description: Addition of Curb and Gutter, Extension of 2 Swales and 2 Loads of Ballards Stone

Reason: Change in Scope

We are pleased to offer the following specifications and pricing to make the following changes:

Addition to Contract of a Curb and Gutter and 2 loads of Ballard Stone.

Description	Labor	Material	Equipment	Subcontract	Other	Price
BRYANT'S EXCAVATION INC				\$3,150.00		\$3,150.00
					Subtotal:	\$3,150.00
		Overhead & Profit (GC)		\$3,150.00	12.50%	\$393.75
			Bond	\$3,543.75	0.80%	\$28.35
			Roundoff	\$3,572.10	0.00%	\$-0.10
					Total:	\$3,572.00

If you have any questions, please contact me at .

Submitted by: Ryan Ginger
 ENGLISH CONSTRUCTION CO. Inc.

Approved by: _____
 Date: _____

Cc:

Bryant's Excavation Inc.

14663 Vivian Drive
Smithfield, VA 23430

757-357-0820 757-365-4160

Estimate

10/19/2011

bryantxcavation@aol.com

English Construction

Description	Amount
PLACE CURB AND GUTTER APPROXIMATELY 40ft TO TOP OF HILL	650.00
TWO(2) LOADS OF BALLARD STONE #3 WILL BE PLACED IN PARKING LOT OF CHARTER BUILDING TO STOP EROSION	2,500.00
<p><i>The above specifications are satisfactory and are accepted. You are authorized to do the work. Payment is expected 30 days from date of invoice. A 2% charge will be added on outstanding balances.</i></p> <p>Date:</p> <p>Signature:</p> <p>Signature:</p>	<p>Total \$3,150.00</p>

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2011/2012	Actual as of 09/30/11	Remaining Budget	% of budget
Revenue				
General Fund revenues				
<u>Real Estate Tax</u>				
Current RE Tax	1,712,000.00	-	1,712,000.00	0.00%
Delinquent RE Tax	25,000.00	11,596.76	13,403.24	46.39%
Current RE Penalty	5,100.00	-	5,100.00	0.00%
Delinquent RE Penalty	2,400.00	1,212.85	1,187.15	50.54%
Current RE Interest	1,025.00	-	1,025.00	0.00%
Delinquent RE Interest	4,300.00	1,211.39	3,088.61	28.17%
Total Real Estate Taxes	1,749,825.00	14,021.00	1,735,804.00	0.80%
<u>Personal Property Tax</u>				
Current PP Tax	850,000.00	240,794.89	609,205.11	28.33%
Delinquent PP Tax	50,000.00	1,311.81	48,688.19	2.62%
Current PP Penalty	10,725.00	-	10,725.00	0.00%
Delinquent PP Penalty	3,100.00	1,247.89	1,852.11	40.25%
Current PP Interest	650.00	-	650.00	0.00%
Delinquent PP Interest	5,000.00	640.11	4,359.89	12.80%
Total Personal Property Tax	919,475.00	243,994.70	675,480.30	26.54%
<u>Miscellaneous Receipts Over/Short</u>	15.00	4.23	10.77	28.20%
Total Over/Short	15.00	4.23	10.77	28.20%
<u>Other Taxes</u>				
Franchise Tax	137,620.00	-	137,620.00	0.00%
Cigarette Tax	140,000.00	42,543.10	97,456.90	30.39%
Transient Occupancy Tax	130,000.00	49,529.27	80,470.73	38.10%
Meals Tax-4%	776,000.00	203,802.37	572,197.63	26.26%
Meals Tax-1%	194,000.00	50,950.59	143,049.41	26.26%
Communications Tax	258,000.00	24,374.74	233,625.26	9.45%
Rolling Stock	25.00	18.20	6.80	72.80%
Rental Tax	1,300.00	240.00	1,060.00	18.46%
Sales Tax	259,000.00	46,213.02	212,786.98	17.84%
Consumption Tax	51,000.00	8,530.11	42,469.89	16.73%
Utility Tax	200,000.00	32,009.69	167,990.31	16.00%
Total Other Local Taxes	2,146,945.00	458,211.09	1,688,733.91	21.34%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2011/2012	Actual as of 09/30/11	Remaining Budget	% of budget
<u>Licenses, Permits & Privilege Fees</u>				
Business Licenses	337,000.00	20,083.30	316,916.70	5.96%
Business Licenses Penalty	1,000.00	1,451.23	(451.23)	145.12%
Business Licenses Interest	800.00	645.91	154.09	80.74%
Permits & Other License	8,125.00	2,470.00	5,655.00	30.40%
WC Dog Park Registration	1,860.00	240.00	1,620.00	12.90%
Inspection Fees	-	-	-	#DIV/0!
Bldg Facility Specs-Contractors	-	-	-	#DIV/0!
Consultant Review Fees	5,000.00	4,761.50	238.50	95.23%
Taxi Fees	-	-	-	#DIV/0!
Street Lights Installation	-	-	-	#DIV/0!
Street Lights Service	-	-	-	#DIV/0!
Vehicle License Tags	-	21.00	(21.00)	#DIV/0!
Vehicle License	130,000.00	2,131.79	127,868.21	1.64%
Total Licenses, permits and privilege fees	483,785.00	31,804.73	451,980.27	6.57%
<u>Fines & Costs</u>				
Development Violation Fine	-	-	-	#DIV/0!
Public Defender Fee	-	-	-	#DIV/0!
Fines & Costs	71,000.00	9,630.11	61,369.89	13.56%
Total Fines & Forfeitures	71,000.00	9,630.11	61,369.89	13.56%
<u>From Use of Money and Property</u>				
General Fund Interest	14,300.00	2,912.92	11,387.08	20.37%
Beautification Fund Interest	135.00	191.01	(56.01)	141.49%
Rentals	21,000.00	6,025.57	14,974.43	28.69%
Smithfield Center Rentals	125,000.00	43,491.33	81,508.67	34.79%
Smithfield Center Vendor Programs	3,000.00	325.00	2,675.00	10.83%
Windsor Castle Event Rentals	4,000.00	612.50	3,387.50	15.31%
Sale of Equipment	1,000.00	1,712.50	(712.50)	171.25%
Lease of Land	500.00	-	500.00	0.00%
Total revenue from use of money and property	168,935.00	55,270.83	113,664.17	32.72%
<u>Miscellaneous Revenue</u>				
Other Revenue	3,600.00	2,142.30	1,457.70	59.51%
Tourism Bureau-Walking Tours	-	-	-	#DIV/0!
Basse's Choice Electric	-	-	-	#DIV/0!
Cash Proffer Revenues	-	-	-	#DIV/0!

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2011/2012	Actual as of 09/30/11	Remaining Budget	% of budget
Obici Foundation Wellness Grant	-	-	-	#DIV/0!
Virginia Municipal Group Safety Grant	2,000.00	-	2,000.00	0.00%
Total Miscellaneous Revenue	5,600.00	2,142.30	3,457.70	38.26%
<u>From Reserves</u>				
Restricted Reserves-Beautification	596,524.00	164,485.43	432,038.57	27.57%
Police CD	-	-	-	#DIV/0!
From Operating Reserves	-	503,777.00	(503,777.00)	#DIV/0!
Total From Reserves	596,524.00	668,262.43	(71,738.43)	112.03%
<u>Intergovernmental Virginia</u>				
Law Enforcement	161,533.00	40,383.00	121,150.00	25.00%
Litter Control Grant	3,078.00	2,609.00	469.00	84.76%
Police Block Grants-State	10,000.00	-	10,000.00	0.00%
Fire Programs	17,447.00	-	17,447.00	0.00%
VCA Grant	5,000.00	5,000.00	-	100.00%
Fuel Refund (state)	7,000.00	1,782.20	5,217.80	25.46%
Asset Forfeiture	-	-	-	#DIV/0!
Total State Revenue	204,058.00	49,774.20	154,283.80	24.39%
<u>Intergovernmental Federal</u>				
Federal Grants	1,250.00	2,065.23	(815.23)	165.22%
ARRA Federal Stimulus Regional Share	-	-	-	#DIV/0!
ARRA Federal Stimulus-Police	-	-	-	#DIV/0!
Urban Fund Partial Use Allocation	981,545.00	-	981,545.00	0.00%
Federal Grant-Transportation Enhancement Program	-	-	-	#DIV/0!
Section 8 rentals	-	-	-	#DIV/0!
Pinewood Heights CDBG Relocation Grant	-	71,000.00	(71,000.00)	#DIV/0!
Pinewood Heights Planning Grant	-	-	-	#DIV/0!
Federal Fuel Income	8,300.00	-	8,300.00	0.00%
Total Federal Revenue	991,095.00	73,065.23	918,029.77	7.37%
<u>Other Financing Sources</u>				
<u>Operating Transfers In</u>				
Transfer In for Debt Service	-	-	-	#DIV/0!
Total Operating Transfers In	-	-	-	0.00%
<u>Other Financing Sources</u>				

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2011/2012	Actual as of 09/30/11	Remaining Budget	% of budget
GENERAL GOVERNMENT				
<u>Town Council</u>				
Salaries	42,000.00	10,215.00	31,785.00	24.32%
FICA	3,585.00	926.50	2,658.50	25.84%
Employee Wellness/Assistance Plan	1,900.00	466.54	1,433.46	24.55%
Legal Fees	35,000.00	3,525.00	31,475.00	10.07%
Election Expense	3,000.00	-	3,000.00	0.00%
Maintenance contracts-Bradshaw-Kimbrel	600.00	100.00	500.00	16.67%
Advertising	20,000.00	1,725.02	18,274.98	8.63%
Engineering	-	1,083.81	(1,083.81)	#DIV/0!
Professional Services	1,200.00	5,987.56	(4,787.56)	498.96%
Records Management maint & upgrades-scanner & software	8,600.00	5,590.00	3,010.00	65.00%
Site Plan Review	5,000.00	2,076.80	2,923.20	41.54%
Communications	3,600.00	682.40	2,917.60	18.96%
Insurance	26,345.00	6,586.34	19,758.66	25.00%
Supplies	25,000.00	4,094.52	20,905.48	16.38%
Travel & Training	7,000.00	1,480.00	5,520.00	21.14%
Subscriptions/Memberships	9,000.00	7,812.00	1,188.00	86.80%
Council Approved Items	10,000.00	1,111.97	8,888.03	11.12%
Public Defender Fees	2,000.00	240.00	1,760.00	12.00%
Bank Charges	200.00	49.40	150.60	24.70%
SpecialProjects	1,000.00	5.70	994.30	0.57%
Smithfield CHIPS program	4,500.00	2,034.00	2,466.00	45.20%
Update Town Charter & Code	1,500.00	-	1,500.00	0.00%
Education /Clerk	-	-	-	#DIV/0!
Annual Christmas Parade	300.00	-	300.00	0.00%
Council Approved Hwy	(20,595.00)	-	(20,595.00)	0.00%
Total Town Council	190,735.00	55,792.56	134,942.44	29.25%
<u>Town Manager</u>				
Salaries	182,935.00	40,414.77	142,520.23	22.09%
FICA	14,640.00	3,216.72	11,423.28	21.97%
VSRS	19,175.00	3,195.57	15,979.43	16.67%
Health	31,250.00	10,743.66	20,506.34	34.38%
Auto Expense	500.00	-	500.00	0.00%
Maintenance Contracts	1,200.00	317.85	882.15	26.49%
Communications	12,000.00	2,437.71	9,562.29	20.31%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2011/2012	Actual as of 09/30/11	Remaining Budget	% of budget
Insurance	2,600.00	647.19	1,952.81	24.89%
Supplies	5,000.00	273.55	4,726.45	5.47%
Dues & Subscriptions	2,800.00	1,878.59	921.41	67.09%
Computer & technology expenses	16,000.00	423.80	15,576.20	2.65%
Travel & Training	7,000.00	1,111.08	5,888.92	15.87%
Other	100.00	-	100.00	0.00%
TM Allocated to Hwy	(5,715.00)	-	(5,715.00)	0.00%
Total Town Manager	289,485.00	64,660.49	224,824.51	22.34%
<u>Treasurer</u>				
Salaries	191,185.00	39,587.96	151,597.04	20.71%
FICA	15,300.00	3,150.91	12,149.09	20.59%
VSRS	17,400.00	2,898.50	14,501.50	16.66%
Health	17,700.00	5,872.37	11,827.63	33.18%
Audit	19,450.00	-	19,450.00	0.00%
Depreciation Software	1,300.00	-	1,300.00	0.00%
Communications	7,100.00	1,511.32	5,588.68	21.29%
Data Processing	20,000.00	3,974.10	16,025.90	19.87%
Service Contracts	16,000.00	8,798.55	7,201.45	54.99%
Insurance	2,250.00	558.67	1,691.33	24.83%
Supplies	15,000.00	1,456.27	13,543.73	9.71%
Dues & Subscriptions	2,200.00	869.90	1,330.10	39.54%
Credit Card Processing	1,000.00	145.16	854.84	14.52%
Cigarette Tax Stamps	2,240.00	-	2,240.00	0.00%
Travel & Training	1,000.00	6.12	993.88	0.61%
Other	200.00	-	200.00	0.00%
Treasurer Alloc to Hwy	(10,620.00)	-	(10,620.00)	0.00%
Total Treasurer	318,705.00	68,829.83	249,875.17	21.60%
<u>PUBLIC SAFETY</u>				
<u>Police Department</u>				
Salaries	1,295,235.00	274,562.42	1,020,672.58	21.20%
FICA	103,620.00	22,512.65	81,107.35	21.73%
VSRS	123,190.00	19,849.61	103,340.39	16.11%
Health Insurance	181,400.00	58,522.53	122,877.47	32.26%
Pre-employ screening/Emp Medical	2,000.00	823.00	1,177.00	41.15%
Uniforms	34,000.00	5,061.11	28,938.89	14.89%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2011/2012	Actual as of 09/30/11	Remaining Budget	% of budget
Service Contracts	35,000.00	18,731.47	16,268.53	53.52%
Communications	54,000.00	12,599.64	41,400.36	23.33%
Computer & Technology Expenses	10,000.00	1,465.00	8,535.00	14.65%
Insurance	46,735.00	11,682.54	35,052.46	25.00%
Ins. - LODA	4,400.00	-	4,400.00	0.00%
Materials & Supplies	30,500.00	8,057.01	22,442.99	26.42%
Dues & Subscriptions	4,000.00	693.00	3,307.00	17.33%
Equipment	11,000.00	436.55	10,563.45	3.97%
Radio & Equipment repairs	3,500.00	-	3,500.00	0.00%
Vehicle Maintenance	35,000.00	9,158.25	25,841.75	26.17%
Hurricane Irene Expenses	-	555.22	(555.22)	#DIV/0!
Gas	75,000.00	16,999.19	58,000.81	22.67%
Tires	6,000.00	619.84	5,380.16	10.33%
Travel & Training	20,000.00	6,109.20	13,890.80	30.55%
Accreditation	3,000.00	-	3,000.00	0.00%
Special Events-move to supplies	-	332.00	(332.00)	#DIV/0!
Crimes Network	10,000.00	-	10,000.00	0.00%
Police Grants	25,625.00	3,903.46	21,721.54	15.23%
Investigation expenses	2,500.00	-	2,500.00	0.00%
Moving Expenses	3,500.00	-	3,500.00	0.00%
Other	-	79.01	(79.01)	#DIV/0!
Total Police Department	2,119,205.00	472,752.70	1,646,452.30	22.31%
Fire Department				
Salaries (Contribution to County)	30,000.00	-	30,000.00	0.00%
Member Physicals	1,000.00	1,072.00	(72.00)	107.20%
Uniforms	1,200.00	-	1,200.00	0.00%
Protective Clothing	8,000.00	172.90	7,827.10	2.16%
Communications	10,300.00	2,425.27	7,874.73	23.55%
Computer & Technology Expenses	1,000.00	100.00	900.00	10.00%
Insurance	20,183.00	-	20,183.00	0.00%
Materials & Supplies	2,000.00	1,076.46	923.54	53.82%
Radio Repairs & Maint	200.00	-	200.00	0.00%
Truck Operation & Maint.	5,000.00	2,539.06	2,460.94	50.78%
Gas & Tires	17,000.00	3,155.33	13,844.67	18.56%
Maintenance Contracts	6,000.00	-	6,000.00	0.00%
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2011/2012	Actual as of 09/30/11	Remaining Budget	% of budget
Annual Meeting	200.00	-	200.00	0.00%
State Pass Thru	17,447.00	-	17,447.00	0.00%
Total Fire Department	132,530.00	10,541.02	121,988.98	7.95%
<u>Contributions-Public Safety</u>				
Rescue Squad - Contrib.	75,000.00	-	75,000.00	0.00%
Rescue Squad-Salaries (to County) & shared maintenance	30,000.00	-	30,000.00	0.00%
E911 Dispatch Center	52,930.00	32.76	52,897.24	0.06%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
Total Contributions-Public Safety	167,930.00	32.76	167,897.24	0.02%
<u>PARKS, RECREATION & CULTURAL</u>				
<u>Smithfield Center</u>				
Salaries	181,165.00	38,641.69	142,523.31	21.33%
FICA	14,495.00	3,228.17	11,266.83	22.27%
VSRS	12,685.00	2,113.60	10,571.40	16.66%
Health	22,545.00	7,514.12	15,030.88	33.33%
Uniforms	1,200.00	329.00	871.00	27.42%
Contracted Services	13,000.00	4,079.44	8,920.56	31.38%
Retail Sales & Use Tax	500.00	-	500.00	0.00%
Utilities	35,000.00	6,213.12	28,786.88	17.75%
Communications	21,050.00	4,055.63	16,994.37	19.27%
Computer & technology expenses	2,500.00	(507.36)	3,007.36	-20.29%
Insurance	4,320.00	1,079.32	3,240.68	24.98%
Kitchen Supplies	4,000.00	615.73	3,384.27	15.39%
Office Supplies/Other Supplies	5,000.00	973.40	4,026.60	19.47%
Food Service & Beverage Supplies	8,000.00	1,213.38	6,786.62	15.17%
AV Supplies	1,000.00	-	1,000.00	0.00%
Equipment	-	4,200.00	(4,200.00)	#DIV/0!
Repairs & Maintenance	50,000.00	12,377.16	37,622.84	24.75%
Hurricane Irene Repairs & Maintenance	-	3,425.13	(3,425.13)	#DIV/0!
Landscaping	10,000.00	2,496.95	7,503.05	24.97%
Travel & Training	2,500.00	-	2,500.00	0.00%
Programming Expenses	1,000.00	-	1,000.00	0.00%
Advertising	23,500.00	9,134.75	14,365.25	38.87%
Refund event deposits	5,000.00	924.31	4,075.69	18.49%
Other	-	-	-	#DIV/0!

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2011/2012	Actual as of 09/30/11	Remaining Budget	% of budget
Credit card processing expense	2,500.00	696.18	1,803.82	27.85%
Total Smithfield Center	420,960.00	102,803.72	318,156.28	24.42%
<u>Contributions-Parks, Recreation and Cultural</u>				
Farmers Market	3,000.00	3,000.00	-	100.00%
Hampton Roads Partnership	1,960.00	1,960.00	-	100.00%
Isle of Wight Arts League	10,000.00	10,000.00	-	100.00%
Library	36,000.00	9,000.00	27,000.00	25.00%
Total Contributions-Park, Recreation and Cultural	50,960.00	23,960.00	27,000.00	47.02%
<u>Parks & Recreation</u>				
Fishing Pier	600.00	-	600.00	0.00%
Jersey Park Playground	500.00	-	500.00	0.00%
Pinewood Playground	500.00	-	500.00	0.00%
Clontz Park	4,000.00	289.95	3,710.05	7.25%
Windsor Castle	80,000.00	10,207.36	69,792.64	12.76%
Community Wellness Initiative	-	2,430.40	(2,430.40)	#DIV/0!
Cypress Creek-No Wake Zone	-	324.00	(324.00)	#DIV/0!
Waterworks Dam	4,000.00	-	4,000.00	0.00%
Fireworks	2,000.00	-	2,000.00	0.00%
Total Parks & Recreation	91,600.00	13,251.71	78,348.29	14.47%
COMMUNITY DEVELOPMENT				
Pinewood Heights				
Non-CDBG Contributed Operating Expenses				
<u>Administration</u>				
Precontract/ERR	-	-	-	#DIV/0!
Management Assistance	-	2,904.80	(2,904.80)	#DIV/0!
Monitoring/Closeout	-	-	-	#DIV/0!
<u>Permanent Relocation</u>				
Owner Occupied Households	-	98,000.00	(98,000.00)	#DIV/0!
Renter Occupied Households	-	5,530.80	(5,530.80)	#DIV/0!
Relocation Specialist	-	-	-	#DIV/0!
<u>Acquisition Specialist</u>	-	-	-	#DIV/0!

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2011/2012	Actual as of 09/30/11	Remaining Budget	% of budget
<u>Clearance & Demolition</u>	-	24,250.50	(24,250.50)	#DIV/0!
<u>Phase II Planning Grant</u>	-	-	-	#DIV/0!
Subtotal Non CDBG	-	130,686.10	(130,686.10)	#DIV/0!
CDBG Contributed Operating Expenses				
<u>Permanent Relocation</u>				
Owner Occupied Households	-	-	-	#DIV/0!
Renter Occupied Households	-	-	-	#DIV/0!
<u>Clearance & Demolition</u>	-	-	-	#DIV/0!
<u>Phase II Planning Grant</u>	-	1,330.00	(1,330.00)	#DIV/0!
Subtotal CDBG	-	1,330.00	(1,330.00)	#DIV/0!
Total Pinewood Heights Contributions	-	132,016.10	(132,016.10)	#DIV/0!
<u>Contributions-Community Development</u>				
APVA Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Chamber of Commerce	6,000.00	6,000.00	-	100.00%
Christian Outreach	3,000.00	3,000.00	-	100.00%
Genieve Shelter	9,000.00	9,000.00	-	100.00%
TRIAD	1,650.00	-	1,650.00	0.00%
Tourism Bureau	208,112.00	52,225.08	155,886.92	25.09%
Western Tidewater Free Clinic	20,000.00	-	20,000.00	0.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
Total Contributions-Community Development	302,762.00	70,225.08	232,536.92	23.19%
PUBLIC WORKS				
Planning, Engineering & Public Works				
Salaries	210,810.00	50,016.30	160,793.70	23.73%
FICA	16,865.00	3,980.92	12,884.08	23.60%
VSRS	21,870.00	3,240.81	18,629.19	14.82%
Health	31,725.00	10,692.75	21,032.25	33.70%
Uniforms	2,000.00	179.37	1,820.63	8.97%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2011/2012	Actual as of 09/30/11	Remaining Budget	% of budget
Contractual	8,500.00	1,063.10	7,436.90	12.51%
GIS	3,500.00	-	3,500.00	0.00%
Recycling	62,000.00	4,114.40	57,885.60	6.64%
Trash Collection	385,000.00	93,289.08	291,710.92	24.23%
Street Lights	25,000.00	2,403.01	22,596.99	9.61%
Communications	12,000.00	2,122.97	9,877.03	17.69%
Safety Meetings	1,000.00	88.95	911.05	8.90%
Insurance	7,210.00	1,801.42	5,408.58	24.99%
Materials & Supplies	6,000.00	553.11	5,446.89	9.22%
Repairs & Maintenance	10,000.00	611.62	9,388.38	6.12%
Hurricane Irene Expenses	-	841.62	(841.62)	#DIV/0!
Gas & Tires	8,500.00	1,933.06	6,566.94	22.74%
Travel & Training	6,000.00	725.73	5,274.27	12.10%
Haydens Lane Maintenance	3,500.00	-	3,500.00	0.00%
Veterans War Memorial	1,000.00	104.00	896.00	10.40%
Streetscape improvements-non capital expenses (web)	-	-	-	#DIV/0!
Litter Control Grant	3,078.00	-	3,078.00	0.00%
Dues & Subscriptions-	2,000.00	433.00	1,567.00	21.65%
Other	1,000.00	42.69	957.31	4.27%
Public Works Alloc to Hwy	(7,700.00)	-	(7,700.00)	0.00%
Total Public Works	820,858.00	178,237.91	642,620.09	21.71%
PUBLIC BUILDINGS				
Public Buildings				
Salaries	20,515.00	4,070.82	16,444.18	19.84%
FICA	1,645.00	377.84	1,267.16	22.97%
Contractual	4,000.00	887.69	3,112.31	22.19%
Communications	3,750.00	1,124.72	2,625.28	29.99%
Utilities	43,000.00	8,888.23	34,111.77	20.67%
Insurance	2,005.00	500.98	1,504.02	24.99%
Materials & Supplies	2,500.00	591.54	1,908.46	23.66%
Repairs & Maintenance	38,000.00	12,918.94	25,081.06	34.00%
Hurricane Irene Expenses	-	9.95	(9.95)	#DIV/0!
Rent Expense-Office Space	34,240.00	17,120.49	17,119.51	50.00%
Other	1,000.00	16.00	984.00	1.60%
Alloc Costs to Hwy	(9,935.00)	-	(9,935.00)	0.00%
Total Public Buildings	140,720.00	46,507.20	94,212.80	33.05%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2011/2012	Actual as of 09/30/11	Remaining Budget	% of budget
OTHER FINANCING USES				
Other Financing Uses				
Transfers to Operating Reserves	-	-	-	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	-	-	#DIV/0!
Transfers to Restricted Reserves-S Church Street Project	-	-	-	#DIV/0!
Total Transfers from Reserves	-	-	-	#DIV/0!
DEBT SERVICE				
Debt Service				
Principal Retirement				
Smithfield Center-Capital lease generator	-	-	-	#DIV/0!
Public Buildings-Capital lease generator	10,000.00	-	10,000.00	0.00%
Public Building Acquisition	18,255.00	-	18,255.00	0.00%
Line of Credit Retirement-interest	5,000.00	-	5,000.00	0.00%
Interest and fiscal charges			-	#DIV/0!
Smithfield Center-Capital lease generator	-	-	-	#DIV/0!
Public Buildings-Capital lease generator	2,100.00	-	2,100.00	0.00%
Public Building Acquisition	34,720.88	-	34,720.88	0.00%
Total Debt Service	70,075.88	-	70,075.88	0.00%
Total General Fund Expenses	5,116,525.88	1,239,611.08	3,876,914.80	24.23%
Less Expenses related to capital projects:				
Legal Fees	-	-	-	
Professional Fees	-	-	-	
Pinewood Heights Relocation Project Expenses	-	(132,016.10)	132,016.10	
Pinewood Heights Line of Credit Expenses	(5,000.00)	-	(5,000.00)	
Total Non-operating Expenses	(5,000.00)	(132,016.10)	127,016.10	2640.32%
Total General Fund Operating Expenses	5,111,525.88	1,107,594.98	4,003,930.90	21.67%
Net Operating Reserve (+/-)	1,300,486.12	378,196.08	922,290.04	29.08%
Net Reserve (+/-)	3,036,072.12	380,771.66	2,655,300.46	12.54%

	2011/2012 Adopted Budget	2011/2012 Actual 9/30/2011	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	3,036,072.12	380,771.66	2,655,300.46	12.54%
Capital Outlay General Fund				
GENERAL GOVERNMENT				
COMMUNITY DEVELOPMENT				
Pinewood Heights Relocation-CIP				
Non CDBG Capital Acquisition				
Owner Occupied Units		(104.68)	104.68	
Renter Occupied Units		-	-	#DIV/0!
Vacant Lots	-	-	-	#DIV/0!
Appraisal/Legal		(750.00)	750.00	#DIV/0!
Subtotal Non CDBG Capital Acquisition	-	(854.68)	854.68	#DIV/0!
			-	
CDBG Capital Acquisition-MY2				
Owner Occupied Units	-	(71,000.00)	71,000.00	#DIV/0!
Renter Occupied Units		-	-	#DIV/0!
Vacant Lots	-	-	-	#DIV/0!
Subtotal CDBG Capital Acquisition	-	(71,000.00)	71,000.00	#DIV/0!
Total Pinewood Heights Relocation CIP	-	(71,854.68)	71,854.68	#DIV/0!
			-	
Total Pinewood Heights Relocation CIP		(71,854.68)	71,854.68	#DIV/0!
PARKS, RECREATION AND CULTURAL				
Windsor Castle	(20,000.00)	-	(20,000.00)	0.00%
PUBLIC SAFETY				
Police				
Police Vehicles	(112,000.00)	-	(112,000.00)	0.00%
PUBLIC WORKS				
Vehicles and Equipment	(20,000.00)	-	(20,000.00)	0.00%
N/S Church St Streetscape Improvements	(1,978,069.00)	(165,601.93)	(1,812,467.07)	8.37%

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget	Balance as of	Remaining	% of
	2011/2012	09/30/11	Budget	budget
Revenue				
Operating Revenues				
Sewer Charges	669,500.00	191,175.11	478,324.89	28.55%
Sewer Compliance Fee	488,255.00	137,766.98	350,488.02	28.22%
VML Safety Grant	-	2,000.00	(2,000.00)	#DIV/0!
Miscellaneous Revenue	500.00	-	500.00	0.00%
Connection fees	31,600.00	1,580.00	30,020.00	5.00%
Total Operating Revenue	1,189,855.00	332,522.09	857,332.91	27.95%
Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget	Balance as of	Remaining	% of
Description	2011/2012	09/30/11	Budget	budget
Expenses				
Operating Expenses				
Salaries	259,150.00	67,058.65	192,091.35	25.88%
FICA	20,735.00	5,337.37	15,397.63	25.74%
VSRS	25,915.00	4,494.87	21,420.13	17.34%
Health	40,315.00	12,702.79	27,612.21	31.51%
Uniforms	2,500.00	240.49	2,259.51	9.62%
Audit & Legal Fees	23,000.00	1,627.50	21,372.50	7.08%
Engineering	-	-	-	#DIV/0!
HRPDC-FOG	524.00	224.75	299.25	42.89%
HRPDC sewer programs	482.00	-	482.00	0.00%
Maintenance & Repairs	70,000.00	8,332.43	61,667.57	11.90%
Hurricane Irene Expenses	-	147.95	(147.95)	#DIV/0!
Professional services	-	-	-	#DIV/0!
Beam Maintenance	-	-	-	#DIV/0!
VAC Truck Repairs & Maintenance	5,250.00	1,087.84	4,162.16	20.72%
Data Processing	17,500.00	2,980.58	14,519.42	17.03%
Dues & Subscriptions	50.00	29.00	21.00	58.00%
Utilities	40,000.00	5,957.20	34,042.80	14.89%
SCADA Expenses	3,000.00	560.31	2,439.69	18.68%
Telephone	16,500.00	2,692.80	13,807.20	16.32%
Insurance	14,000.00	3,495.11	10,504.89	24.97%
Materials & Supplies	46,000.00	2,882.08	43,117.92	6.27%

Truck Operations	12,000.00	2,591.72	9,408.28	21.60%
Fuel-Sewer Equipment		-	-	#DIV/0!
Travel & Training	4,000.00	-	4,000.00	0.00%
Contractual	2,000.00	703.70	1,296.30	35.19%
Miscellaneous	600.00	-	600.00	0.00%
Bad Debt Expense	2,400.00	-	2,400.00	0.00%
Bank Service Charges	325.00	-	325.00	0.00%
Total Sewer Fund Operating Expenses before D&A Exp.	606,246.00	123,147.14	483,098.86	20.31%
Operating Income before D&A Expense	583,609.00	209,374.95	374,234.05	35.88%
Depreciation & Amort. Exp.	448,620.00	315,789.56	132,830.44	70.39%
Operating Income (Loss)	134,989.00	(106,414.61)	241,403.61	-78.83%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	82,400.00	4,120.00	78,280.00	5.00%
Insurance Reimbursements		-	-	#DIV/0!
VDEM Reimbursements		-	-	#DIV/0!
Contributed Capital-Smithfield Foods Rev Ln	19,700.00	-	19,700.00	0.00%
Interest Revenue	3,250.00	1,635.49	1,614.51	50.32%
Interest Expense	(46,515.00)	(24,321.60)	(22,193.40)	52.29%
Total Nonoperating Revenues (Expenses)	58,835.00	(18,566.11)	77,401.11	-31.56%
Net Income (loss)	193,824.00	(124,980.72)	318,804.72	-64.48%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(82,400.00)	(4,120.00)	(78,280.00)	5.00%
Contributed Capital-Smithfield Foods Rev Ln	(19,700.00)	-	(19,700.00)	0.00%
Compliance Fee	(488,255.00)	(137,766.98)	(350,488.02)	28.22%
Bad Debt Expense	2,400.00	-	2,400.00	0.00%
Depreciation & Amort. Exp.	448,620.00	315,789.56	132,830.44	70.39%
Additional debt service costs-principal expense	(70,550.00)	(70,550.00)	-	100.00%
Total adjustments to CAFR	(209,885.00)	103,352.58	(313,237.58)	-49.24%
Working adjusted income	(16,061.00)	(21,628.14)	5,567.14	134.66%

	2011/2012 Adopted Budget	2011/2012 Actual 9/30/2011	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	(16,061.00)	(21,628.14)	5,567.14	134.66%
Sewer SSO Consent Order	(833,000.00)	(17,028.60)	(815,971.40)	2.04%
Sewer Master Plan	(56,250.00)		(56,250.00)	0.00%
Rubber tire backhoe	(9,000.00)	-	(9,000.00)	0.00%
Hot box for asphalt	(4,500.00)		(4,500.00)	0.00%
Manhole inspections/repairs-gravity sewer repairs	(100,000.00)		(100,000.00)	0.00%
Vehicle/Equipment	(15,000.00)	-	(15,000.00)	0.00%
Net Capital Outlay	(1,017,750.00)	(17,028.60)	(1,000,721.40)	1.67%
Net Reserves (Deficit) after capital outlay	(1,033,811.00)	(38,656.74)	(995,154.26)	3.74%
Funding from Development Escrow		-	-	
Reserves from Sewer Capital Escrow Account		-	-	#DIV/0!
Funding from Sewer Compliance Fee	833,000.00	15,370.50	817,629.50	1.85%
Draw from operating reserves	274,331.00	-	274,331.00	0.00%
Funding from Bond Escrow (released from refinance)		-	-	
Net Cashflow	73,520.00	(23,286.24)	96,806.24	-31.67%

Town of Smithfield				
Water Fund Budget				
	Adopted budget	Balance as of	Remaining	% of
Description	2011/2012	09/30/11	Budget	budget
Revenue				
Operating Revenue				
Water Sales	817,850.00	262,133.94	555,716.06	32.05%
Debt Service Revenue	401,000.00	113,705.95	287,294.05	28.36%
Miscellaneous	500.00	50.00	450.00	10.00%
Connection fees	13,200.00	660.00	12,540.00	5.00%
Application Fees	5,000.00	1,607.00	3,393.00	32.14%
Total Operating Revenue	1,237,550.00	378,156.89	859,393.11	30.56%
Town of Smithfield				
Water Fund Budget				
	Adopted budget	Balance as of	Remaining	% of
Description	2011/2012	09/30/11	Budget	budget
Expenses				
Salaries	291,300.00	62,871.89	228,428.11	21.58%
FICA	23,304.00	5,004.14	18,299.86	21.47%
VSRS	29,245.00	4,486.22	24,758.78	15.34%
Health	43,000.00	10,788.56	32,211.44	25.09%
Uniforms	3,000.00	225.47	2,774.53	7.52%
Contractual	11,000.00	7,505.00	3,495.00	68.23%
Legal & Audit	23,000.00	1,793.50	21,206.50	7.80%
Maintenance & Repairs	21,000.00	4,275.47	16,724.53	20.36%
Hurricane Irene Expenses	-	147.94	(147.94)	#DIV/0!
Water Tank Maintenance	100,000.00	-	100,000.00	0.00%
Water Cost-purchased from IOW County	-	-	-	#DIV/0!
Engineering	-	-	-	#DIV/0!
Professional Services	1,000.00	-	1,000.00	0.00%
Regional Water Supply Study	2,586.00	605.25	1,980.75	23.40%
Data Processing	16,000.00	2,980.58	13,019.42	18.63%
Utilities	65,000.00	20,291.16	44,708.84	31.22%
Communications	12,300.00	5,061.26	7,238.74	41.15%
Insurance	16,000.00	3,979.95	12,020.05	24.87%
Materials & Supplies	114,400.00	5,184.01	109,215.99	4.53%
Gas and Tires	12,000.00	2,429.90	9,570.10	20.25%
Fuel-Water Equipment	-	-	-	#DIV/0!
Dues & Subscriptions	800.00	429.00	371.00	53.63%
Bank service charges	450.00	30.00	420.00	6.67%
Travel and Training	5,500.00	199.00	5,301.00	3.62%

Miscellaneous	6,200.00	1,542.01	4,657.99	24.87%
RO Annual costs	419,593.00	2,667.18	416,925.82	0.64%
Bad debt expense	5,300.00	-	5,300.00	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,221,978.00	142,497.49	1,079,480.51	11.66%
Operating Income before D&A Expense	15,572.00	235,659.40	(220,087.40)	1513.35%
Depreciation & Amortization Expense	309,400.00	117,297.33	192,102.67	37.91%
Operating Income (Loss)	(293,828.00)	118,362.07	(412,190.07)	-40.28%
Nonoperating Revenues (Expenses)				
Availability Fees	54,400.00	2,720.00	51,680.00	5.00%
Interest Revenue	5,925.00	2,809.61	3,115.39	47.42%
Interest Expense	(121,700.00)	(12,225.13)	(109,474.87)	10.05%
Total Nonoperating Revenues (Expenses)	(61,375.00)	(6,695.52)	(54,679.48)	10.91%
Net Income (Loss)	(355,203.00)	111,666.55	(466,869.55)	-31.44%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(54,400.00)	(2,720.00)	(51,680.00)	5.00%
Bad Debt Expense	5,300.00	-	5,300.00	0.00%
Debt Service Revenue	(401,000.00)	(113,705.95)	(287,294.05)	28.36%
Depreciation & Amort. Exp.	309,400.00	117,297.33	192,102.67	37.91%
Additional debt service costs-principal expense	(159,450.00)	(159,450.00)	-	100.00%
Total adjustments to CAFR	(300,150.00)	(158,578.62)	(141,571.38)	52.83%
Working adjusted income	(655,353.00)	(46,912.07)	(608,440.93)	7.16%

	2011/2012 Adopted Budget	2011/2012 Actual 9/30/2011	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(655,353.00)	(46,912.07)	(608,440.93)	7.16%
Water Master Plan	(56,250.00)	(3,097.50)	(53,152.50)	5.51%
S Church Street Improvements	-	(48,759.53)	48,759.53	#DIV/0!
Rubber Tire Backhoe	(9,000.00)	-	(9,000.00)	0.00%
Hot box for asphalt	(4,500.00)	-	(4,500.00)	0.00%
Water loop at Smithfield Plaza	(8,500.00)	-	(8,500.00)	0.00%
Truck	(15,000.00)		(15,000.00)	0.00%
Water Treatment/Fluoride PER	(1,172,000.00)	(288,485.37)	(883,514.63)	24.61%
Net Capital Outlay	(1,265,250.00)	(340,342.40)	(924,907.60)	26.90%
Net Reserves (Deficit) after capital outlay	(1,920,603.00)	(387,254.47)	(1,533,348.53)	20.16%
Operating Reserves	486,914.00	-	486,914.00	0.00%
VML/VACO Draw Downs	270,000.00	-	270,000.00	0.00%
Water Development Escrow	224,000.00	-	224,000.00	0.00%
Water Capital Escrow	1,035,000.00	-	1,035,000.00	0.00%
Possible financing-need to increase interest and show principal	765,000.00	273,042.54	491,957.46	35.69%
Debt Service fees applied to debt	259,275.00	155,243.60	104,031.40	59.88%
Net Cashflow	1,119,586.00	41,031.67	1,078,554.33	3.66%

Town of Smithfield				
Highway Fund				
	Adopted Budget	Balance as of	Remaining	% of
Description	2011/2012	09/30/11	Budget	budget
Revenue				
Interest Income	250.00	54.55	195.45	21.82%
Revenue - Commwlth of VA	951,304.96	246,644.23	704,660.73	25.93%
Total Highway Fund Revenue	951,554.96	246,698.78	704,856.18	25.93%
Town of Smithfield				
Highway Fund				
	Adopted Budget	Balance as of	Remaining	% of
Description	2011/2012	09/30/11	Budget	budget
Expenses				
Salaries	195,450.00	41,167.77	154,282.23	21.06%
FICA	15,640.00	3,276.65	12,363.35	20.95%
VSRS	20,590.00	2,847.83	17,742.17	13.83%
Health	34,785.00	12,784.37	22,000.63	36.75%
Uniforms	2,785.00	147.64	2,637.36	5.30%
Engineering	1,000.00	4,420.00	(3,420.00)	442.00%
Grass	31,400.00	9,420.00	21,980.00	30.00%
Maintenance	204,274.96	49,466.51	154,808.45	24.22%
Asphalt/Paving	-	4,448.11	(4,448.11)	
Ditching	-	18,292.59	(18,292.59)	
Traffic Control devices	-	5,225.29	(5,225.29)	
Other (maintenance)	-	1,869.75	(1,869.75)	
Other (lawnmowers, landscaping, etc)	-	19,534.88	(19,534.88)	
Structures and Bridges	-	-	-	
Ice and Snow removal	-	48.74	(48.74)	
Administrative	-	47.15	(47.15)	
Hurricane Irene Expenses	-	830.77	(830.77)	#DIV/0!
Street Lights	75,000.00	13,886.45	61,113.55	18.52%
Insurance	17,475.00	4,367.73	13,107.27	24.99%
VAC Truck Repairs	2,250.00	-	2,250.00	0.00%
Gas and Tires	6,000.00	1,591.07	4,408.93	26.52%
Stormwater (PARS)	1,340.00	-	1,340.00	0.00%
Stormwater Management Program (town)	2,500.00	-	2,500.00	0.00%
Stormwater Management Program (regional)	2,500.00	1,071.50	1,428.50	42.86%
Joint Cost Allocation	7,700.00	-	7,700.00	0.00%
Overhead Allocation	46,865.00	-	46,865.00	0.00%
Total Highway Fund Expense	667,554.96	145,278.29	522,276.67	21.76%
Net Reserves (+/-)	284,000.00	101,420.49	182,579.51	35.71%

2011/2012
Adopted
Budget

2011/2012
Actual
9/30/2011

Remain
Budget

% of
Budget

HIGHWAY

	2011/2012 Adopted Budget	2011/2012 Actual 9/30/2011	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	284,000.00	101,420.49	182,579.51	35.71%
John Rolfe/Battery Park intersection Turn Lane	(95,000.00)	-	(95,000.00)	0.00%
North & South Church Street Beautification	(144,000.00)	-	(144,000.00)	0.00%
Rubber tire backhoe	(27,000.00)		(27,000.00)	0.00%
Hot box for asphalt	(18,000.00)		(18,000.00)	0.00%
	(284,000.00)	-	(284,000.00)	0.00%
Net Capital Outlay				
	-	101,420.49	(101,420.49)	#DIV/0!
Net Reserves (Deficit) after capital outlay				
net carryforward 2012		<u>165,213.19</u>		
Balance remaining		<u>266,633.68</u>		

Notes to financial statements: September 2011

GENERAL FUND

Revenues

Current Real Estate and Personal Property Taxes

2011 real estate tax bills were not mailed until the end of October, so current real estate revenue will not show until next month. Personal property bills were mailed on November 1, so the current revenue reflected is the tax relief payment from the state that is paid annually in August in the amount of \$240,794.89.

Franchise Tax

Franchise tax paid by the local banks will not be paid until the last quarter of fiscal year 2012.

Communications Tax

Communications tax received from the state in September was for July 2011, so only one month has been posted to date for the 2012 fiscal year.

Sales Tax

The Town's share of sales tax received from IOW County represents July and August. The August payment dropped significantly from the July payment decreasing \$6,387.72 from \$26,300.37 to \$19,912.65.

Consumption Tax/Utility Tax

As with communications tax and sales tax, there is a delay between the accounting period and receipt of payment. The September financial statements represent consumption/utility taxes through August 2011.

Business License Tax

Business license tax is not due until April 15th; however, the Treasurer's office has been working diligently to collect delinquent balances from FY2011.

Consultant Review Fees

This revenue reflects reimbursement for site plan reviews for Tractor Supply, the YMCA, Lakeview Cove and Harvest Fellowship.

Fines and costs

This revenue is received from the IOW County Clerk's office. Revenues to date represent payment for July and August.

Sale of Equipment

Sales of used/retired equipment through September include a gas powered buffer, rotary blade, pump hoists, power washer, and 2 projectors.

Restricted Reserves-Beautification

Prior year donations to the South Church Street Project were used to pay \$164,485.43 of current charges (Excel/Clark Nexsen) until reimbursement is received from VDOT. A reimbursement request has been submitted for \$635,330.

From Operating Reserves

At the end of September, Town expenses exceeded revenues by \$503,777. This is not unusual at the

beginning of the fiscal year before annual real estate and personal property taxes are processed. For comparison purposes, please note that in September 2010, the Town had used \$613,845 of operating reserves to fund operations until tax season started.

Urban Fund Partial Use Allocation

These funds are available for the S Church Street project; however, they will be the last funding source to be accessed. ARRA funding of \$165,329 was reimbursed in FY2011 and Enhancement Funds of \$638,375.80 have been accumulated to date. This leaves \$81,624 of available Enhancement Funds which will be added to FY2012 as a budget amendment. (We originally thought all Enhancement Funds would be used in FY2011 so they were not included in the FY2012 budget). At that point the Town will access Fed Formula Funds totaling \$352,315 (with state match). We were not aware of this funding resource until August 2011 when Bryant Porter from VDOT gave us an update on funding requirements for the project.

Pinewood Heights CDBG Relocation Grant

The last homeowner acquisition was completed for Phase I MY2 of the Pinewood Heights Project. These funds are eligible for reimbursement, and a final draw request has been submitted to VDHCD for this purpose thus this revenue has been accrued as a receivable from CDBG. Originally, this item was not budgeted because we thought the acquisition would occur before fiscal year end 2011.

Capital Lease Acquisition

This was budgeted for a generator for the new Police Department. A downpayment has been made to Womble Generator, so this item may be fully expensed in FY2012 instead of utilizing a capital lease.

Pinewood Heights Contribution-IOW

\$152,400 remains of the County's \$750,000 commitment towards Phase I of the Pinewood Heights Relocation Project. I need to make a final draw request for the remaining funds.

Expenses

All Departments

Health Insurance

Health Insurance reflects payments for July through October 2011 (approximately 34%).

Dues & Subscriptions

The majority of dues and subscriptions are paid during the first quarter of the new fiscal year, so it is not unusual to see this line item reflect 80% or more of the annual budget.

Town Council

Engineering

Although there was no budget for this line item, the Town paid Clark Nexsen \$1083.81 for work on the Smithfield Drainage Project at 117 N. Church St.

Professional Services

In August, the Town paid Bay Environmental \$3646.94 for a Category 1 Site Characterization Report for 117 N. Church Street and \$890.60 for well closure at the same address. In September, we paid Bay

Environmental an additional \$1,450.00 for Phase I Environmental Site Assessment. We have received notice from the VA Petroleum Storage Tank Fund that the Town will be reimbursed for \$4014.30 of these costs.

Records Management

Purchase of a budgeted scanner and one year maintenance.

Site Plan Review

Site Plan Reviews for Dollar General (\$350), Smithfield Foods Test Kitchen (\$204) and Design & Construction Standards Update (\$1522.80). Per discussion with Peter Stephenson & Bill Hopkins the cost for Design & Construction Standards will be reallocated to water, sewer, and highway as a capitalizable expense. The adjustment will show in the October 2011 financial statements.

Smithfield CHIPS Program

Paid \$1984 in August for 4-H Camp.

Treasurer

Service Contracts

One half of the annual maintenance contract for BAI (\$4375) and all of the annual on-line payments contract (also with BAI-\$3413) is due as of the first month in the fiscal year. These are budgeted items.

Police Department

Pre-employment Screening

Polygraph examines for 2 applicants, testing materials from IPMA, and physical from Sentara Obici.

Service Contracts

Includes annual maintenance contract with Sunguard for \$18,371.39 for OSSI system. This is a budgeted expense.

Travel & Training

Paid \$4680 in August to HRCJTA/City of Hampton. This is an annual payment for the training academy where new officers are certified.

Fire Department

The Fire Department and Isle of Wight County have been put on notice as to the Town's intent to limit spending to the \$60,000 budgeted for Fire and Rescue Salaries.

Smithfield Center

Contracted Services

Includes \$1866 paid to ColonialWebb for 1st quarter of annual maintenance contract. Also includes \$895 paid to Dean Evans & Associates for annual software maintenance.

Equipment

Purchased a scissor lift for the Center. The total cost was under the capitalization limit, so it will be expensed. We discussed a capital lease but because the expense itself was not capitalizable, we decided to pay for the equipment in full.

Hurricane Irene Expenses:

These expenses are for roof repairs and carpet cleaning. Invoices have been submitted to FEMA and forwarded to VML for review/reimbursement.

Advertising

Invoices paid to many different vendors including Mar-Bert Associates (\$1070), Mywedding.com (\$900), Vista Graphics (\$580), RMM (\$1600), and Tidewater Parent (\$517.50). Also, paid \$1466.25 to IOW for 1/2 of cost for ad with Leisure Publishing Co. (walking tour/meeting planner).

Parks & Recreation

Community Wellness Initiative

Expenses to date for consultant hours. The Town received \$22,775 from the Obici grant at the end of FY2011 to be used towards funding of this cost.

Community Development

Pinewood Heights

Pinewood Heights will be handled as a budget amendment. During the budget planning phase for FY2012, we did not know how much would be remaining at the end of FY2011, and we did not want to inflate the 2012 budget.

Public Works

Hurricane Irene Expenses

Gas and supplies for Hurricane Irene. Some of this will not be reimbursed, as FEMA/VDEM do not give direct reimbursement for fuel. They will allow reimbursement only for fuel actually used during the event.

Public Buildings

Repairs & Maintenance

Includes \$5,267.64 for labor (\$3868.15) and materials (\$1399.49) to relocate fire/security system for 315 Main Street.

Rent Expense-Office Space

Rent will only be paid through December 2011, therefore, 50% of the budget has already been expensed.

Capital Expenses

Community Development

CDBG Owner Acquisition

The Town closed on the last owner occupied unit in the MY2 portion of Phase I. This expense will be reimbursed with CDBG funds.

SEWER FUND

Revenues

VML Safety Grant

Received \$2000 for safety grant related to ARC flash.

Expenses

Health Insurance

This expense represents payment for the months of July through October.

HRPDC FOG/Sewer Programs

The budget figures given to us from HRPDC do not appear to be broken down into specific categories as in FY2011. The total waste water programs budget is shown as \$899 of which the 1st quarterly payment is \$224.75. I assume the FOG program is included in this cost.

Contractual

Represents \$308.70 payment to VUPS, and \$395 to Specter Instruments.

Depreciation and Amortization

This non-cash line item will be higher than last year because of progress made towards completing tasks related to sewer consent order. There will also be a credit posting against this account at fiscal year end to offset depreciation for contributed capital which will bring it more in line with budget. This account will be re-evaluated in the spring based on additional tasks completed at that time for FY2012.

Nonoperating Revenues (Expenses)

Interest Expense

This expense is made up of semi-annual interest paid on VRA loan. Final payment for the fiscal year is due by April 1.

Working Adjustments to CAFR

Additional debt service costs-principal expense

Principal for the VRA loan is due once a year with the fall payment, so principal reflects 100% of budget.

WATER FUND

Expenses

Contractual

Paid \$5055 to HD Supply Waterworks in August for annual maintenance contract on handhelds and software. This is a budgeted item.

Utilities

Utilities are running higher than anticipated with the addition of the RO plant.

Communications

Includes \$2,155.00 invoice from Charter Communications for billing at the RO plant that apparently had not been paid for 3 months. Address was incorrect on bill.

Dues and Subscriptions

As with the general fund, most dues and subscriptions are paid in the first few months of the fiscal year.

Depreciation and Amortization

Like sewer, depreciation is running a little higher for the year, but a credit offset will be booked at year end for contributed capital, so this line item should come in at budget.

Nonoperating Revenues (Expenses)

Interest Expense

Semi-annual payment on the VML-VACO bond was due in July. Most of the interest expense was accrued on the June 2011 financial statements with the balance reflected in July which is why the % expensed year to date is so low. This line item also includes the semi-annual payment (\$4981.53) for the VRA loan. Accrual at year end will bring this account to budget.

Working Adjustments to CAFR

Debt Service-principal

This was the principal portion of the VML-VACO bond, all of which is reflected in July and the VRA loan, all of which is due by October 1. Principal has been paid in full for the fiscal year with only interest payments remaining.

Capital Expenses

S. Church Street Improvements

Expense for water line replacement on South Church Street. Originally budgeted all of this expense for FY2011, but the project was not completed.

HIGHWAY

Expenses

Health Insurance

This expense represents payment for the months of July through October.

Engineering

The Town paid Clark Nexsen \$4420 for cross section of elevations on S. Church Street.

Grass Cutting

Grass cutting is seasonal, so the % is higher at the beginning of the fiscal year, will drop off during the winter months, and pick back up in the spring.

Stormwater Management Program (town)

Stormwater Management Program (regional)

Again, as with sewer, HRPDC is only showing one category for Regional Storm Water Programs in the amount of \$4,286 for the year. All of the Town's budgeted Highway HRPDC expenses (based on last year's billings) total \$6,340. Possibly we are going to be billed less than FY2011.

Capital Expenses

NET CARRYFORWARD FOR 2012

Net carryforward for 2011 was \$165,213.19. These funds will be used in FY2012.

CASH BALANCES AS OF OCTOBER 31, 2011						
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	DATE RECONCILED	Current Month INTERCO. TRANSFERS	Year end Interco. Transfers	ADJUSTED BALANCES
Water	Farmers Bank	610,721.45	11/07/11	(167,116.02)	-	443,605.43
Water-Debt Service	Farmers Bank	1,280,292.12	11/07/11	40,700.77		1,320,992.89
Water Capital Escrow (availability fees)	TowneBank	595,863.26	11/05/11	4,360.00		600,223.26
Water Development Escrow	TowneBank	177,679.57	11/05/11		-	177,679.57
Subtotal Water		2,664,556.40		(122,055.25)	-	2,542,501.15
Sewer	Farmers Bank	330,873.56	11/07/11	66,426.51	(320,001.51)	77,298.56
Sewer Development Escrow	TowneBank	316,142.93	11/05/11			316,142.93
Sewer Capital Escrow (availability fees)	TowneBank	644,613.09	11/05/11	6,320.00		650,933.09
Sewer Compliance	Farmers Bank	428,944.69	11/07/11	49,308.74		478,253.43
Subtotal Sewer		1,720,574.27		122,055.25	(320,001.51)	1,522,628.01
Highway	Farmers Bank	63,761.40	11/07/11	158,127.67	-	221,889.07
General Fund	Farmers Bank	301,154.05	11/08/11	(158,127.67)	320,001.51	463,027.89
Payroll	Farmers Bank	31,894.17	11/08/11			31,894.17
Money Market-General Fund	TowneBank	224,066.49	11/05/11			224,066.49
Business Super Now-General Fund	Farmers Bank	32,848.39	11/07/11	-		32,848.39
Money Market-General Fund	Farmers Bank	385,439.38	11/05/11			385,439.38
General Fund Capital Escrow Account	TowneBank	50,552.07	11/05/11	-		50,552.07
Certificate of Deposit	Farmers Bank	524,512.37	11/08/11	(500,000.00)		24,512.37
Certificate of Deposit-Police Dept	Farmers Bank	35,978.44	11/08/11			35,978.44
Special Project Account (Pinewood)	Farmers Bank	40,208.45	11/07/11	-	-	40,208.45
Pinewood Heights Escrow	Farmers Bank	53,062.48	11/07/11			53,062.48
S. Church Street Account	TowneBank	247,051.53	11/05/11	500,000.00		747,051.53
Subtotal General Fund		1,926,767.82		(158,127.67)	320,001.51	2,088,641.66
Beautification Fund	Farmers Bank	7,796.85	11/07/11			7,796.85
Money Market-Beautification	Farmers Bank	297,200.75	11/07/11			297,200.75
Subtotal Beautification		304,997.60				304,997.60
Rising Star CDBG	Farmers Bank	63.49	11/07/11			63.49
TOTAL ALL FUNDS		6,680,720.98		(0.00)	-	6,680,720.98



System Invoice #	Invoice Date
78576	10/03/2011

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

For Professional Services Rendered through: 9/24/2011

System Invoice # : 78576
Project Invoice Number : 40
Org / Project : 007 75870-04 **

Amount Due This Invoice	\$15,967.65
--------------------------------	--------------------

VENDOR # _____
ACCOUNT # _____
DEPT HEAD _____
TOWN MANAGER PLS

Please include System Invoice Number 78576 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 # : 78576
Project Invoice # : 40

Project : 75870-04 ** Smithfield / Fluoride Compliance

Fee Type: Lump Sum 1 1

AL Construction

Authorized Fee: 244,348.00

83.0000%

Total Fee Eamed: 202,808.84

Less Previous Invoices: 186,841.19

Current Billing Amount: 15,967.65

Total This Invoice:

15,967.65



October 6, 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. 40**

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 September 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	\$ 68,709.00
Total Invoicing to Date	\$ 68,709.00
Authorized Fee	\$ 68,709.00
Fee Remaining	\$ 0.00

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

Construction Phase:	
Invoicing this Period	\$ 15,967.65
Previous Invoicing	\$ 186,841.19
Total Invoicing to Date	\$ 202,808.84
Authorized Fee	\$ 252,099.00
Fee Remaining	\$ 49,290.16

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 O&M manuals.
- B. Responded to Requests for Information.
- C. Assisted with start-up and training.
- D. Coordinated between the Town and the Contractor.
- E. Attended and prepared minutes for a progress meeting.
- F. Phased out one-half time construction inspection services through CTI.

IV. Problems

- A. None at this time.

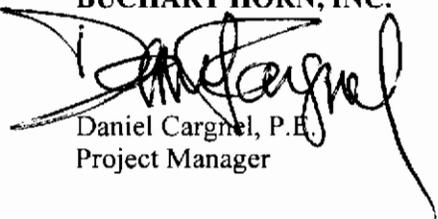
V. Projected Progress for Next Period

- A. Continue to coordinate between the Town and the Contractor.
- B. Continue to assist with start-up and training.
- C. Assist with performance testing of plant.
- D. Attend and prepare minutes for a progress meeting.
- E. Construction inspection through CTI will be on-call basis only.

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



System Invoice #	Invoice Date
79052	11/10/2011

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

For Professional Services Rendered through: 10/29/2011

System Invoice # : 79052
 Project Invoice Number : 41
 Org / Project : 007 75870-04 **

Amount Due This Invoice	\$29,321.76
-------------------------	-------------

VENDOR # _____
 ACCOUNT # _____
 DEPT HEAD W.T.Z.
 TOWN MANAGER PLS

Please include System Invoice Number 79052 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 # : 78052
Project Invoice # : 41

Project : 75870-04 ** Smithfield / Fluoride Compliance

Fee Type: Lump Sum 1 1

AL Construction

Authorized Fee: 244,348.00

95.0000%

Total Fee Earned: 232,130.60

Less Previous Invoices: 202,808.84

Current Billing Amount: 29,321.76

Total This Invoice:

29,321.76



November 14, 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. 41**

Dear Mr. Stephenson:

This Progress Report describes services performed during the month of October 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	\$ 29,321.76
Previous Invoicing	<u>\$ 202,808.84</u>
Total Invoicing to Date	\$ 232,130.60
Authorized Fee	<u>\$ 252,099.00</u>
Fee Remaining	\$ 19,968.40

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

B. Miscellaneous Services

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

III. Progress During the Period

- A. Assisted with start-up.
- B. Assisted with performance testing of plant.
- C. Performed inspections and prepared preliminary and final punchlists.
- D. Coordinated between the Town and the Contractor.
- E. Attended and prepared minutes for a progress meeting.
- F. Provided as-needed construction inspection services through CTI.

IV. Problems

- A. None at this time.

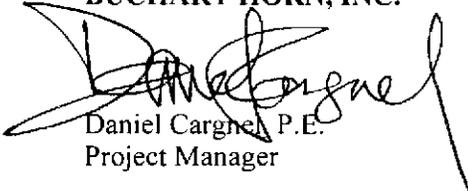
V. Projected Progress for Next Period

- A. Continue to coordinate between the Town and the Contractor.
- B. Continue to assist with start-up.
- C. Assist with final performance testing of plant.
- D. Perform final inspection to confirm completion of punchlist items.
- E. Provide as-needed 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

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
VENDOR # _____

Invoice: 14701011
 Draw: #00014
 Invoice date: 10/31/2011
 Period ending date: 10/31/2011

Contract For:

ACCOUNT # 005-42060-7028

Request for payment:

Original contract amount \$4,119,800.00
 Approved changes -\$1,323,626.00
 Revised contract amount

DEPT HEAD W.T.N.
TOWN MANAGER PLS Project: 1470
 South Church Street WTF

Contract completed to date \$2,765,374.00
 Add-ons to date \$0.00
 Taxes to date \$0.00
 Less retainage \$69,134.26
 Total completed less retainage \$2,696,239.74
 Less previous requests \$2,533,672.98
 Current request for payment \$162,566.76
 Current billing \$98,350.00
 Current additional charges \$0.00
 Current tax \$0.00
 Less current retainage -\$64,216.76
 Current amount due \$162,566.76
 Remaining contract to bill \$99,934.26

Contract date: 7/22/2010

Engineer/Architect: By: <u>[Signature]</u>	
Date: <u>11/1/11</u>	
Owner: By: _____	
Date: _____	

CHANGE ORDER SUMMARY	
Changes approved in previous months by Owner	-1,323,626.00
Total approved this Month	
NET CHANGES by Change Order	-1,323,626.00

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: 10/31/11

State Of Virginia

City/County Of Lynchburg

Subscribed and sworn to before me this 31st day of October, 2011

Notary Public

My commission expires:

Carolyn S. Shelton
July 31, 2013

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

REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14701011

Draw: #00014

Period Ending Date: 10/31/2011 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	195,900.00	5,100.00		201,000.00	100.00		5,025.00
20	Bond	30,000.00	30,000.00			30,000.00	100.00		750.00
30	License/Insurance	15,000.00	15,000.00			15,000.00	100.00		375.00
40	General Conditions	300,000.00	273,000.00	21,000.00		294,000.00	98.00	6,000.00	7,350.00
50	Temporary Work	30,000.00	27,000.00	3,000.00		30,000.00	100.00		750.00
60	Demo	20,000.00	20,000.00			20,000.00	100.00		500.00
70	Silt Fence	5,000.00	5,000.00			5,000.00	100.00		125.00
80	Site Cut/Fill	15,000.00	15,000.00			15,000.00	100.00		375.00
90	Strip/Replace Topsoil	10,000.00	10,000.00			10,000.00	100.00		250.00
100	Gravel Drive	40,000.00	40,000.00			40,000.00	100.00		1,000.00
110	Bioretention	25,000.00	25,000.00			25,000.00	100.00		625.00
120	E & S Measures	7,500.00	7,500.00			7,500.00	100.00		187.50
130	Clearing	7,500.00	7,500.00			7,500.00	100.00		187.50
140	Asphalt Base Stone	40,000.00	40,000.00			40,000.00	100.00		1,000.00
150	Restoration	10,000.00	10,000.00			10,000.00	100.00		250.00
170	Retaining Wall	15,000.00	15,000.00			15,000.00	100.00		375.00
180	Fence	10,000.00	10,000.00			10,000.00	100.00		250.00
190	Paving	50,000.00		50,000.00		50,000.00	100.00		1,250.00
200	Concentrate Pump Station Slab	10,000.00	10,000.00			10,000.00	100.00		250.00
205	Concentrate Walls	15,000.00	15,000.00			15,000.00	100.00		375.00
210	Concentrate Top	10,000.00	10,000.00			10,000.00	100.00		250.00
215	Clearwell Slabs	20,000.00	20,000.00			20,000.00	100.00		500.00
220	Clearwell Walls	50,000.00	50,000.00			50,000.00	100.00		1,250.00
225	Clearwell Top	20,000.00	20,000.00			20,000.00	100.00		500.00
230	Tunnel Footing	10,000.00	10,000.00			10,000.00	100.00		250.00
235	Tunnel Walls	20,000.00	20,000.00			20,000.00	100.00		500.00
240	Tunnel Top	20,000.00	20,000.00			20,000.00	100.00		500.00
245	Lime Pit	10,000.00	10,000.00			10,000.00	100.00		250.00
250	Building Footings	15,000.00	15,000.00			15,000.00	100.00		375.00
255	Pads and Pipes Supports	15,000.00	15,000.00			15,000.00	100.00		375.01
260	Generator Pad	5,000.00	5,000.00			5,000.00	100.00		125.00
265	Concrete Rake per Detail D/S5	5,000.00	5,000.00			5,000.00	100.00		125.00
270	Building Slab	25,000.00	23,750.00	1,250.00		25,000.00	100.00		625.00

REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14701011

Draw: #00014

Period Ending Date: 10/31/2011 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		125.00
315	Bldg.-Brick & Precast	35,000.00	35,000.00			35,000.00	100.00		875.00
320	Bldg.-CMU	80,000.00	80,000.00			80,000.00	100.00		2,000.00
325	Pump Sta.-Split Face	5,000.00	5,000.00			5,000.00	100.00		125.00
330	Pump Sta.-Brick	7,500.00	7,500.00			7,500.00	100.00		187.50
335	Pump Sta.-CMU	7,500.00	7,500.00			7,500.00	100.00		187.50
420	Miscellaneous Metals	40,000.00	40,000.00			40,000.00	100.00		999.90
430	Rough Carpentry	5,000.00	5,000.00			5,000.00	100.00		125.00
440	Trusses	20,000.00	20,000.00			20,000.00	100.00		500.00
450	FRP Fabrications	10,000.00	10,000.00			10,000.00	100.00		250.00
460	Fluid Air Barrier	20,000.00	20,000.00			20,000.00	100.00		500.00
470	Caulking	5,000.00	5,000.00			5,000.00	100.00		125.00
480	Doors/Frames/Hardware	30,000.00	30,000.00			30,000.00	100.00		750.00
490	Overhead Door	15,000.00	15,000.00			15,000.00	100.00		375.00
500	Windows/Glazing	5,000.00	5,000.00			5,000.00	100.00		125.00
510	Drywall	8,000.00	8,000.00			8,000.00	100.00		200.00
515	Metal Framing	4,000.00	4,000.00			4,000.00	100.00		100.00
520	Tile/Flooring	5,000.00	5,000.00			5,000.00	100.00		125.00
530	Painting-Treatment Bldg.	18,000.00	18,000.00			18,000.00	100.00		450.00
535	Painting-Concentrate Pump Sta.	2,000.00	2,000.00			2,000.00	100.00		50.00
540	Louvers/Vents	5,000.00	5,000.00			5,000.00	100.00		125.00
550	Canopy	12,000.00	12,000.00			12,000.00	100.00		300.00
560	Yard Pipe	80,000.00	80,000.00			80,000.00	100.00		2,000.00
570	Interior Pipe	70,000.00	70,000.00			70,000.00	100.00		1,750.00
580	Furnish Pipe/Valves	150,000.00	150,000.00			150,000.00	100.00		3,750.00
590	Gates	60,000.00	60,000.00			60,000.00	100.00		1,500.00
600	Well Pumps	170,000.00	170,000.00			170,000.00	100.00		4,250.00
601	Extend Well #10 Casing	3,000.00	3,000.00			3,000.00	100.00		75.00
602	Install Well #10 Pump	12,000.00	12,000.00			12,000.00	100.00		300.00
603	Install Well #8 Pump	15,000.00		15,000.00		15,000.00	100.00		375.00
610	Vertical Pumps	55,000.00	55,000.00			55,000.00	100.00		1,375.00
620	SST Pumps	150,000.00	150,000.00			150,000.00	100.00		3,750.00
630	Horz. Split Pumps	15,000.00	15,000.00			15,000.00	100.00		375.00

REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14701011

Draw: #00014

Period Ending Date: 10/31/2011 Detail Page 4 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
640	Concentrate Pumps	55,000.00	55,000.00			55,000.00	100.00		1,375.00
650	Chemical Feed System	45,000.00	45,000.00			45,000.00	100.00		1,125.00
660	Lime Feed System	60,000.00	60,000.00			60,000.00	100.00		1,500.00
670	Laboratory Equipment	10,000.00	10,000.00			10,000.00	100.00		250.00
680	Casework	10,000.00	10,000.00			10,000.00	100.00		250.00
690	RO System-Submittals	75,000.00	75,000.00			75,000.00	100.00		1,875.00
695	RO System-Filters	45,000.00	45,000.00			45,000.00	100.00		1,125.00
700	RO System-CIP	60,000.00	60,000.00			60,000.00	100.00		1,500.00
705	RO System-Skid	380,000.00	380,000.00			380,000.00	100.00		9,500.00
710	RO System-I&C	115,000.00	115,000.00			115,000.00	100.00		2,875.00
715	RO System-Mech Services	20,000.00	20,000.00			20,000.00	100.00		500.00
720	RO System-I&C Services	35,000.00	35,000.00			35,000.00	100.00		875.00
790									
800	U.G. Plumbing	40,000.00	40,000.00			40,000.00	100.00		1,000.00
810	A.G. Plumbing	10,000.00	10,000.00			10,000.00	100.00		250.00
820	Fixtures	15,000.00	15,000.00			15,000.00	100.00		375.00
950									
960	DMC Unit	25,000.00	25,000.00			25,000.00	100.00		625.00
970	Electric Heaters	25,000.00	25,000.00			25,000.00	100.00		625.00
980	Mini Split System	10,000.00	10,000.00			10,000.00	100.00		250.00
990	Aaon Unit	50,000.00	50,000.00			50,000.00	100.00		1,250.00
1000	Fans	30,000.00	30,000.00			30,000.00	100.00		750.00
1010	Duct	35,000.00	35,000.00			35,000.00	100.00		875.00
1020	Controls	10,000.00	10,000.00			10,000.00	100.00		250.00
1030	TABS	5,000.00						5,000.00	
1120									
1125	Demo Temporary Electrical	1,000.00	1,000.00			1,000.00	100.00		25.00
1130	Install Site Lighting	4,000.00	3,000.00	1,000.00		4,000.00	100.00		100.00
1135	Install New Generator	4,000.00	4,000.00			4,000.00	100.00		100.00
1140									
1145	Install Temporary Power	7,000.00	7,000.00			7,000.00	100.00		175.00
1150	Install Temp.Pwr.to Shed/Pmp#8	3,000.00	3,000.00			3,000.00	100.00		75.00
1155	Tie-in Temp.Power to Pump	2,000.00	2,000.00			2,000.00	100.00		50.00

REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14701011

Draw: #00014

Period Ending Date: 10/31/2011 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
1160	Generator Relocate & Start Up	1,000.00	1,000.00			1,000.00	100.00		25.00
1165									
1170	Install VFD's	140,000.00	140,000.00			140,000.00	100.00		3,500.00
1175	Install Switchboard	57,000.00	57,000.00			57,000.00	100.00		1,425.00
1180	Install Panelboards	9,000.00	9,000.00			9,000.00	100.00		225.00
1185	Install Transformers	6,000.00	6,000.00			6,000.00	100.00		150.00
1190	Install MCC	51,000.00	51,000.00			51,000.00	100.00		1,275.00
1195	Coordin.Study Safety Switches	22,000.00	22,000.00			22,000.00	100.00		550.00
1200	Electrical Rough In/Slab	21,000.00	21,000.00			21,000.00	100.00		525.00
1205	Duct Bank	14,000.00	14,000.00			14,000.00	100.00		350.00
1210	Rough In Interior Electrical	82,000.00	82,000.00			82,000.00	100.00		2,050.00
1215	Elec.Terminations/Trim Out	20,000.00	20,000.00			20,000.00	100.00		500.00
1220	Start Up Facility	5,000.00	5,000.00			5,000.00	100.00		125.00
1225	Install Branch Wire	10,000.00	10,000.00			10,000.00	100.00		250.00
1230	Install Feeder Wire	48,000.00	48,000.00			48,000.00	100.00		1,200.00
1235	Install Lighting	18,000.00	18,000.00			18,000.00	100.00		450.00
1240									
1245	Install Electrical	2,000.00	2,000.00			2,000.00	100.00		50.00
1250	Start Up Pump Station	1,000.00	1,000.00			1,000.00	100.00		25.00
1255									
1260	Electrical	1,000.00		1,000.00		1,000.00	100.00		25.00
1265	Start Up Well Pump	1,000.00		1,000.00		1,000.00	100.00		25.00
1330	Generator	200,000.00	200,000.00			200,000.00	100.00		5,000.00
1340	Unit-Overexcavation	18,000.00						18,000.00	
1350	Unit-Conduit/Wire	1,800.00						1,800.00	
1400									
1405	Lintel Change	2,233.00	2,233.00			2,233.00	100.00		55.82
1410	Owner Direct Purchase	-1,337,673.00	-1,337,673.00			-1,337,673.00	100.00		-33,441.82
1415	Form Liner Deletion	-1,360.00	-1,360.00			-1,360.00	100.00		-34.00
1420	Addn.Drinking Fountn./Mop Sink	5,342.00	5,342.00			5,342.00	100.00		133.55
1425	Understrength Conc.Test.Credit	-1,147.00	-1,147.00			-1,147.00	100.00		-28.67
1430	New Clearwell Ladders	6,929.00	6,929.00			6,929.00	100.00		173.22
1435	Addnl.Pipe 16" DI Connection	2,050.00	2,050.00			2,050.00	100.00		51.25
Totals		2,796,174.00	2,667,024.00	98,350.00		2,765,374.00	98.90	30,800.00	69,134.26

Town of Smithfield, Virginia
Annual Engineering Services Contract

PROJECT BILLING FOR PERIOD BEGINNING OCTOBER 1, 2011 TO OCTOBER 31, 2011

GENERAL ENGINEERING REVIEW SERVICES	Fee Basis	% Complete	Amount Earned	Previous Amount Billed	Amount Due This Invoice
Taste of Smithfield Site Plan Submittal	Hourly	N/A	\$560.00	\$0.00	\$560.00
YMCA Parking Addition Site Plan Submittal	Hourly	N/A	\$700.00	\$525.00	\$175.00
VENDOR # _____ ACCOUNT # <u>41300-3000-735⁰⁰</u> <u>004-4000-7010-252,247.50</u> DEPT HEAD <u>W.T.H.</u> TOWN MANAGER <u>HMS</u>					

Town of Smithfield, Virginia
Annual Engineering Services Contract

PROJECT BILLING FOR PERIOD BEGINNING OCTOBER 1, 2011 TO OCTOBER 31, 2011

INDEPENDENT PROJECTS	Fee Basis	% Complete	Amount Earned	Previous Amount Billed	Amount Due This Invoice
<i>Consent Order/SSO Annual Report Development</i> (HR04103-26)					
Report Activities	Lump Sum	62.40%	\$ 15,600.00	\$ 10,750.00	\$4,850.00
<i>Consent Order/Locality-HRSD Coordination</i> (HR04103-27)					
Coordination Activities	Lump Sum	95.80%	\$ 143,700.00	\$ 141,300.00	\$2,400.00
<i>Consent Order / SSES Task 1 Record Review</i> (HR04103-43R)					
Record Review	Lump Sum	30.10%	\$ 4,725.70	\$ 2,307.90	\$2,417.80
<i>Consent Order / SSES Task 2 Pump Station Inspections</i> (HR04103-44R)					
Pump Station Inspections	Lump Sum	37.00%	\$ 14,245.00	\$ 12,127.50	\$2,117.50
<i>Consent Order / SSES Task 6 Pump Station Run Analysis</i> (HR04103-48R)					
Analysis of Run Time Data	Lump Sum	77.50%	\$ 10,385.00	\$ 9,272.80	\$1,112.20
<i>Consent Order / SSES Task 8 Data Analysis and Condition</i> (HR04103-50R)					
Data Analysis	Lump Sum	38.00%	\$ 25,460.00	\$ 20,435.00	\$5,025.00

Town of Smithfield, Virginia
Annual Engineering Services Contract

PROJECT BILLING FOR PERIOD BEGINNING OCTOBER 1, 2011 TO OCTOBER 31, 2011

Consent Order/SSO Private Property I/I Abatement Program (HR04103-57RI)					
Program Assistance	Lump Sum	14.50%	\$ 3,625.00	\$ 1,250.00	\$2,375.00
Consent Order/SSO Field Services Phase 2 CCTV (HR04103-58R)					
Field Services	Lump Sum	42.00%	\$ 50,400.00	\$ 23,040.00	\$27,360.00
Consent Order/SSO General Regional Hydraulic Model (HR04103-59RI)					
Model Development	Lump Sum	15.30%	\$ 4,590.00	\$ -	\$4,590.00
				TOTALS	\$52,982.50

Town of Smithfield, Virginia
Annual Engineering Services Contract

PROJECT BILLING FOR PERIOD BEGINNING OCTOBER 1, 2011 TO OCTOBER 31, 2011

GENERAL REVIEW SERVICES (HR04103-02) Taste of Smithfield Site Plan Submittal	Billing Period	Fee Basis	Rate	Time Charged (Hours)	Fee Earned
<i>Project Labor</i>					
Technical Principal	October	Hourly	\$175.00	3.2	\$560.00
				Sub Total	\$560.00

TOTAL = \$560.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
PROJECT BILLING FOR PERIOD BEGINNING OCTOBER 1, 2011 TO OCTOBER 31, 2011

<i>GENERAL REVIEW SERVICES (HR04103-02)</i> YMCA Parking Lot Addition Site Plan Review	Billing Period 2011	Fee Basis	Rate	Time Charged (Hours)	Fee Earned
<i>Project Labor</i>					
Technical Principal	October	Hourly	\$175.00	1	\$175.00
				Sub Total	\$175.00

TOTAL = \$175.00

Town of Smithfield, Virginia
Annual Engineering Services Contract

PROJECT BILLING FOR PERIOD BEGINNING OCTOBER 1, 2011 TO OCTOBER 31, 2011

<i>GENERAL REVIEW SERVICES (HR04103-26)</i> Consent Order / Annual Report Development	Billing Period 2011	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Report Activities	October	Lump Sum	\$25,000.00	62.40%	\$15,600.00	\$10,750.00	\$4,850.00
Project Totals			\$25,000.00	62.40%	\$15,600.00	\$10,750.00	\$4,850.00

TOTAL = \$4,850.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
PROJECT BILLING FOR PERIOD BEGINNING OCTOBER 1, 2011 TO OCTOBER 31, 2011

<i>GENERAL REVIEW SERVICES (HR04103-27)</i> Consent Order / HRSD-Locality Coordination	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Coordination Activities	October	Lump Sum	\$150,000.00	95.80%	\$143,700.00	\$141,300.00	\$2,400.00
Project Totals			\$150,000.00	95.80%	\$143,700.00	\$141,300.00	\$2,400.00

TOTAL = \$2,400.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
PROJECT BILLING FOR PERIOD BEGINNING OCTOBER 1, 2011 TO OCTOBER 31, 2011

GENERAL REVIEW SERVICES (HR04103-43R) Consent Order / SSES Task 1 Record Review	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
Project Labor							
Record Review	October	Lump Sum	\$15,700.00	30.10%	\$4,725.70	\$2,307.90	\$2,417.80
Project Totals			\$15,700.00	30.10%	\$4,725.70	\$2,307.90	\$2,417.80

TOTAL = \$2,417.80

Town of Smithfield, Virginia
Annual Engineering Services Contract
PROJECT BILLING FOR PERIOD BEGINNING OCTOBER 1, 2011 TO OCTOBER 31, 2011

GENERAL REVIEW SERVICES (HR04103-44R) Consent Order / SSES Task 2 Pump Station Inspections	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
Project Labor							
Field Tasks - Pump Station Inspections	October	Lump Sum	\$38,500.00	37.00%	\$14,245.00	\$12,127.50	\$2,117.50
Project Totals			\$38,500.00	37.00%	\$14,245.00	\$12,127.50	\$2,117.50

TOTAL = \$2,117.50

Town of Smithfield, Virginia
Annual Engineering Services Contract
PROJECT BILLING FOR PERIOD BEGINNING OCTOBER 1, 2011 OCTOBER 31, 2011

<i>GENERAL REVIEW SERVICES (HR04103-48R)</i> Consent Order / SSES Task 6 Pump Run Time Analysis	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Analysis of Run Time Data	October	Lump Sum	\$13,400.00	77.50%	\$10,385.00	\$9,272.80	\$1,112.20
Project Totals			\$13,400.00	77.50%	\$10,385.00	\$9,272.80	\$1,112.20

TOTAL = \$1,112.20

Town of Smithfield, Virginia
Annual Engineering Services Contract
PROJECT BILLING FOR PERIOD BEGINNING OCTOBER 1, 2011 TO OCTOBER 31, 2011

GENERAL REVIEW SERVICES (HR04103-50R) Consent Order / SSES Task 8 Data Analysis and Condition	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
Project Labor							
Data Analysis	October	Lump Sum	\$67,000.00	38.00%	\$25,460.00	\$20,435.00	\$5,025.00
Project Totals			\$67,000.00	38.00%	\$25,460.00	\$20,435.00	\$5,025.00

TOTAL = \$5,025.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
PROJECT BILLING FOR PERIOD BEGINNING OCTOBER 1, 2011 TO OCTOBER 31, 2011

GENERAL REVIEW SERVICES (HR04103-57RI) Private Property I/I Abatement Program	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
Project Labor							
Program Assistance	October	Lump Sum	\$25,000.00	14.50%	\$3,625.00	\$1,250.00	\$2,375.00
Project Totals			\$25,000.00	14.50%	\$3,625.00	\$1,250.00	\$2,375.00

TOTAL = \$2,375.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
PROJECT BILLING FOR PERIOD BEGINNING OCTOBER 1, 2011 TO OCTOBER 31, 2011

<i>GENERAL REVIEW SERVICES (HR04103-58R)</i> Field Services Phase 2 CCTV	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Field Services	October	Lump Sum	\$120,000.00	42.00%	\$50,400.00	\$23,040.00	\$27,360.00
Project Totals			\$120,000.00	42.00%	\$50,400.00	\$23,040.00	\$27,360.00

TOTAL = \$27,360.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
PROJECT BILLING FOR PERIOD BEGINNING OCTOBER 1, 2011 TO OCTOBER 31, 2011

<i>GENERAL REVIEW SERVICES (HR04103-40)</i> Consent Order / SSO General Regional Hydraulic Model	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Model Development	October	Lump Sum	\$30,000.00	15.30%	\$4,590.00	\$0.00	\$4,590.00
Project Totals			\$30,000.00	15.30%	\$4,590.00	\$0.00	\$4,590.00

TOTAL = \$4,590.00



Draper Aden Associates

Engineering • Surveying • Environmental Services

Progress Report

To: Ms. Sonja Pruitt
Company: Town of Smithfield
From: Andy Snyder
Project Name: Annual Engineering Services Contract – October 2011 Invoices
Project Number: HR04103-02, HR04103-26, HR04103-27, HR04103-43R, HR04103-44R, HR04103-48R, HR04103-50R, HR04103-57RI, HR04103-58R, HR04103-59RI
Date: November 14, 2011
cc: Bill Hopkins, Scott Schiller

Recent Activities:

1. HR04103-02 – Review of the Taste of Smithfield and YMCA Parking Addition Site Plan submittals.
2. HR04103-26 – Began development of the Annual Report for Fiscal Year 2011.
3. HR04103-27 – Continued coordination with the Town of Smithfield and other Consent Order related parties, attended Capacity Team meetings, provided general Consent Order related assistance and continued to assist the Town with miscellaneous information requests.
4. HR04103-43R – Continued to develop an approach for collecting record related information from the Town of Smithfield and how to apply it to the rehabilitation planning work.
5. HR04103-44R – Continued to prepare for pump station inspection activities.
6. HR04103-48R – Continued analysis of pump run time data that has been submitted to date.
7. HR04103-50R – Continued to organize the data collected throughout the SSES field service tasks and generate condition assessment reports.
8. HR04103-57RI – Continued to assist the Town with development of their Private Property I/I Abatement Program and attended a meeting with HRSD and B&C to discuss.
9. HR04103-58R – Began the second phase of CCTV field inspections as required for the Special Order by Consent.
10. HR04103-59RI – Attended a model user group meeting and continued to assist the Town with regional hydraulic model development.

Upcoming Tasks:

1. HR04103-02 – Site plan review will be conducted on an as needed basis.
2. HR04103-26 – Complete the Annual Report for Fiscal Year 2011 and submit it to VDEQ.
3. HR04103-27 – Attend meetings and coordinate with Town/other localities as necessary.
4. HR04103-43R – Schedule meeting with Town to discuss SEMS data availability.
5. HR04103-44R – Begin pump station inspections.
6. HR04103-48R – Complete the analysis of pump run time data submitted by the Town of Smithfield.
7. HR04103-50R – Continue analysis of the data collected during the SSES field service tasks

\\Hmp-files\projects\HR04100\HR04103\HR04103-02\WORK\Billing File\2011 Invoice Files\October 2011\October 2011 Progress Report 11-14-11.doc

11628 Fishing Point Drive, Suite 110 • Newport News, VA • 23086 • (757) 599-9800 • Fax: (757) 599-3681 • www.daa.com

Blacksburg • Charlottesville • Richmond

and to develop condition assessment report documentation.

8. HR04103-57R1 – Continue to assist the Town with development of their Private Property I/I program.
9. HR04103-58R – Continue the second phase of CCTV field inspections.
10. HR04103-59R1 – Attend model user group meetings as necessary and continue to assist the Town with regional hydraulic model development.

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. HR04103-26 – 62.40%
3. HR04103-27 – 95.80%
4. HR04103-43R – 30.10%
5. HR04103-44R – 37.00%
6. HR04103-48R – 77.50%
7. HR04103-50R – 38.00%
8. HR04103-57R1 – 14.50%
9. HR04103-58R – 42.00%
10. HR04103-59R1 – 15.30%

Schedule Status/Deliverable Status

1. HR04103-02 – On schedule.
2. HR04103-26 – On schedule based on VDEQ deadlines.
3. HR04103-27 – On-going task for duration of Consent Order Project.
4. HR04103-43R – On schedule based on VDEQ deadlines.
5. HR04103-44R – On schedule based on VDEQ deadlines.
6. HR04103-48R – On schedule based on VDEQ deadlines.
7. HR04103-50R – On schedule based on VDEQ deadlines.
8. HR04103-57R1 – On schedule based on VDEQ deadlines.
9. HR04103-58R – On schedule based on VDEQ deadlines.
10. HR04103-59R1 – On schedule based on VDEQ deadlines.

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

1. None

Issues you should be aware of/ any other issues:

1. None

Sonja Pruitt
 Town of Smithfield
 310 Institute Street
 P.O. Box 246
 Smithfield, VA 23431

Project Manager Michael Tippin
 Principal David Bradshaw

Project 3682 South Church Street Waterline Replacment (IDQ 3152)
Professional Services for the Period through October 31, 2011

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
Study	3,940.00	100.00	3,940.00	3,940.00	0.00
60% Design	21,910.00	100.00	21,910.00	21,910.00	0.00
100% Design	9,940.00	100.00	9,940.00	9,940.00	0.00
Final Design	4,340.00	100.00	4,340.00	4,340.00	0.00
Direct Costs	1,100.00	100.00	1,100.00	1,100.00	0.00
Additional Services	7,000.00	35.00	2,450.00	2,450.00	0.00
Change Order #1	36,580.00	35.00	12,803.00	10,974.00	1,829.00
Total Fee	84,810.00		56,483.00	54,654.00	1,829.00
	Subtotal				1,829.00
			Invoice Total:		\$1,829.00

Outstanding Invoices

Number	Date	Balance
46522	9/30/2011	1,829.00
Total		1,829.00

VENDOR # _____
 ACCOUNT # 005-420007100
 DEPT HEAD WTS
 TOWN MANAGER PLS

Clark Nexsen - Deborah A. Gill

dagill

CLARK • NEXSEN
Architecture & Engineering

Invoice

October 31, 2011
 Invoice No: 46719

Sonja Pruitt
 Town of Smithfield
 310 Institute Street
 P.O. Box 246
 Smithfield, VA 23431

Project Manager Michael Tippin
 Principal David Bradshaw

Project 3683 South Church Street Construction Inspection Services (IDQ 3152) **CTI**
Professional Services for the Period through October 31, 2011

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
CA - Office	194,034.00	58%	112,518.12	100,897.68	11,620.44
Total Fee	194,034.00		112,518.12	100,897.68	11,620.44
	Subtotal				11,620.44
			Invoice Total:		\$11,620.44

Outstanding Invoices

Number	Date	Balance
46526	9/30/2011	11,640.77
Total		11,640.77

VENDOR # _____
 ACCOUNT # 100-41300-8100
 DEPT HEAD [Signature]
 TOWN MANAGER ALS

Clark Nexsen - Deborah A. Gill

dagill

CLARK • NEXSEN

Architecture & Engineering

November 18, 2011

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

Explanation of Amount Certified

Application No: 2
Application Date: 11/14/2011
Period To: 11/07/2011

EN03-300-108, C502, UPC95571/93722

Contract Date: 11/04/2010

Invoice No: 821474B

The amount certified is as shown below:

Contract Sum to Date.....	\$147,638.00
Total Completed and Stored to Date.....	\$103,346.60
Total Earned Less Retainage.....	\$103,346.60
Current Payment Due.....	\$44,291.40

VENDOR # Excel
ACCOUNT # 100-41300-8100
DEPT HEAD M. J. H.
TOWN MANAGER PMS

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.: 2
APPLICATION DATE: 11/14/2011
PERIOD TO: 11/7/2011

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: 521474B

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

ORIGINAL CONTRACT SUM \$ 147,638.00

Net Change by Change Orders To..... \$ -
(Line 1 ± 2)

Contract Sum To Date..... \$ 147,638.00

Total Completed and Stored To Date..... \$ 103,346.60
(Column G)

Retainage:

0% of Completed Work \$ -
(Columns D + E)

10% of Stored Material \$ -
(Column F)

Total Retainage..... \$ -

Total Earned Less Retainage..... \$ 103,346.60
(Line 4 less Line 5 Total)

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

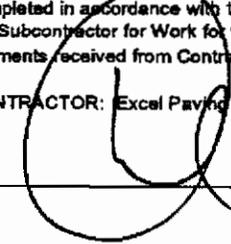
Less Previous Payments..... \$ 59,055.20
(Line 6 from prior Certificate)

Current Payment Due..... \$ 44,291.40

Balance to Finish Including Retainage..... \$ 44,291.40
(Line 3 less Line 6)

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: 11-14-11

State of Virginia
City of Norfolk
Subscribed and sworn to before me this
14 day of November, 2011

NOTARY PUBLIC:

Signed: Betty Key-Spalding #303468

My Commission Expires: July 31, 2013

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.

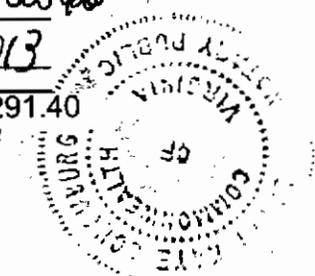
AMOUNT CERTIFIED: \$44,291.40

(Attach explanation if amount certified differs from Amount applied for.)

ARCHITECT: Clark Nexsen

By: 

Date: 11/18/2011



CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

pg of

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

PROJECT SOUTH CHURCH STREET STREETScape IMPROV. PHASE V SMITHFIELD, VA EN03-300-106, C502, UPC955/1.83722	APPLICATION: <u>2</u> INVOICE NO.: <u>821474B</u> ESTIMATE FOR PERIOD ENDING: 10/7/2011 thru 11.7.2011 SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502
SUBCONTRACTOR: EXCEL PAVING CORP.	

FROM SCHEDULE OF PRICES		TOTAL QUANTITIES REQUESTED					UNIT PRICES				ARRA	ENHANCE	URBAN	TOWN
ITEM NO.	LINE ITEM DESCRIPTION	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 Breakdown	Funding Breakdown	Funding Breakdown	Funding Breakdown
1	General Items Furnish and Install New services for 2" Carter and Verizon Severice Conduit	LS	1.00	0.40	0.30	0.70	\$147,638.00	\$ 147,638.00	\$ 44,291.40	\$103,346.60				

Richards Copy

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT
(To Be Accompany By "Subcontractor's Application for Payment")

PROJECT South Church Street Charter and Verizon Installation	APPLICATION: INVOICE NO.: 2
P. O. NO: Charter/Verizon Change Order	ESTIMATE FOR PERIOD ENDING: 7-Nov-11
SUBCONTRACTOR: EXCEL PAVING CORP.	SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502

FROM SCHEDULE OF PRICES				TOTAL QUANTITIES REQUESTED			UNIT PRICES			
ITEM NO:	LINE ITEM DESCRIPTION	SCHEDULED UNIT	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE
1	<u>General Items</u> Furnish and Install New Services	LS	1.00	0.40	0.30	0.70	\$ 147,638.00	\$ 147,638.00	\$ 44,291.40	\$ 103,346.60
TOTALS:								\$ 147,638.00	\$ 44,291.40	\$ 103,346.60

JAMES R. REED & ASSOCIATES

770 Pilot House Drive
Newport News, VA 23606

Voice: (757) 873-4703
Fax: (757) 873-1498
Federal ID: 54-1712917
DUNS: 928458421

INVOICE

Invoice Number: 1110070
Invoice Date: Oct 17, 2011
Page: 1



Bill To:
Town of Smithfield ATTN: Accounts Payable P.O. Box 246 Smithfield, VA 23431

Ship to:
Town of Smithfield ATTN: Accounts Payable P.O. Box 246 Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
TnSmit		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			11/16/11

Quantity	Item	Description	Unit Price	Amount
12.00		Total Coliform Sample ID: 11-13255-58, 13546-48, 13861-62, 14724-26, Samples Received: 9/15, 9/20, 9/28, 10/3/2011	45.00	540.00
19.00		Fluoride	30.00	570.00
19.00		Chloride	30.00	570.00
19.00		Ortho-phosphate	30.00	570.00
19.00		Nitrite	20.00	380.00
17.00		BOD	42.00	714.00
19.00		COD	30.00	570.00
19.00		Phosphorus	30.00	570.00
19.00		TKN	30.00	570.00
19.00		Nitrate/Nitrite	25.00	475.00
19.00		Metals (14)	182.00	3,458.00
19.00		Mercury	35.00	665.00
19.00		Metals prep. Sample ID: 11-13259, 13357, 13459, 13460, 13462, 13549, 13615, 13681, 13734, 13803, 13804, 13805, 13874, 13875, 14030, 14031, 14093, 14094, 14096, Samples Received: 9/15, 9/16, 9/18, 9/20,	13.00	247.00

Amount due is based on "terms" above. All past due invoices are subject to a 2% finance charge. In any dispute, mediation, arbitration, or litigation with respect to this Agreement, James R. Reed & Associates shall be entitled to payment of its reasonable costs and attorneys fees.

Subtotal	Continued
Sales Tax	Continued
Total Invoice Amount	Continued
Payment/Credit Applied	
TOTAL	Continued



TOWN OF SMITHFIELD

"The Ham Capital of the World"

November 22, 2011

TO SMITHFIELD TOWN COUNCIL
FROM TOWN MANAGER *PETER*
SUBJECT SOUTH CHURCH STREET PROJECT COST UPDATES

Burial of Dominion Service Lines and Street Crossovers

We have finally received final cost estimates from Dominion Virginia Power, REW Electrical Contractor and Excel Paving Corporation to place service lines to individual structures along the project area underground and to place the vast majority of the street crossovers underground as well. These costs are shown immediately below and are also incorporated into the updated overall projected expenses further down.

Dominion Virginia Power	\$ 255,000	Residential Properties
	\$ 22,400	Commercial Properties
REW Electrical Contractor	\$ 57,106	Residential Properties
	\$ 14,931	Commercial Properties
Excel Paving Corporation	\$ 54,073	Conduit Under Street
TOTAL	\$ 403,510	

It is recommended this work be paid for through our private project funding sources. A goal of Mr. Luter and Smithfield Foods was to reduce the amount of visual clutter along this historic corridor and this work will help accomplish that goal.

Overall Projected Expenses

Excel Paving Corporation – Base Bid	\$2,593,933
Excel Paving Corporation – Additional Work	\$ 201,711
Verizon Relocation	\$ 679,732
Charter Relocation	\$ 88,354
Dominion Virginia Power	\$ 498,400
CTI Inspections	\$ 194,034
Clark Nexsen Engineering	\$ 42,450
REW Electrical Contractor	\$ 137,037
Virginia Dept. of Transportation	\$ 26,000
TOTAL	\$4,461,651

TOWN MANAGER'S OFFICE

315 Main Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 365-9508
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Overall Funding Sources Available

Enhancement Grants	\$ 720,000
Enhancement Local Match (20%)	\$ 144,000
Federal Formula	\$ 281,852
Federal Formula State Match	\$ 70,463
Urban Fund Allocation	\$2,085,123
Urban Fund State Match	\$ 469,153
Urban Fund Local Match (2%)	\$ 52,128
ARRA Stimulus Grant	\$ 165,329
Joseph W. Luter, III Pledge	\$1,000,000
Smithfield Foods, Inc. Contribution	\$ 500,000
Gwaltney Beautification Fund	\$ 250,000
Historic Smithfield, Inc.	\$ 75,000
Fund Raisers/Other Pledges +/-	\$ 90,000
TOTAL	\$5,903,048



FEMA

Mr. Michael M. Cline
Director
Virginia Department of Emergency Management
10501 Trade Court
Richmond, Virginia 23236-3713

NOV 15 2011

Dear Mr. Cline:

The Federal Emergency Management Agency (FEMA) has completed our review of the Southside Hampton Roads Planning District Commission, Virginia, Hazards Mitigation Plan, based on the standards contained in 44 CFR, Part 201, as authorized by the Disaster Mitigation Act of 2000 (DMA2K). These criteria address the planning process, hazard identification and risk assessment, mitigation strategy and plan maintenance requirements.

The plan received a "satisfactory" rating for all required criteria and is approvable. However prior to formal approval, each participating jurisdiction in the Planning District Commission is required to provide FEMA an adoption resolution.

We commend you for your dedication demonstrated in supporting the DMA2K and the Planning District Commission's commitment to reduce future disaster losses.

If you have questions, please contact Tess Grubb at (215) 931-5528.

Sincerely,

A handwritten signature in black ink, appearing to read "Eugene K. Gruber".

Eugene K. Gruber
Division Director

cc: Matthew Wall, Virginia State Hazard Mitigation Officer
Dwight Farmer, Executive Director, Southside Hampton Roads Planning District
Commission

RESOLUTION ADOPTING A NATURAL HAZARDS MITIGATION PLAN
FOR THE TOWN OF SMITHFELD, VIRGINIA.

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local governments develop and adopt natural hazard mitigation plans in order to receive certain federal assistance; and,

WHEREAS, the County of Isle of Wight, the cities of Norfolk, Portsmouth, Suffolk and Virginia Beach, and the towns of Smithfield and Windsor formed the Southside Hampton Roads Hazard Mitigation Planning Committee and were awarded a grant to develop a regional Hazard Mitigation Plan; and,

WHEREAS, a request for proposals was issued by, and subsequent contract administered by the City of Virginia Beach, to hire an experienced consulting firm to work with the Southside Hampton Roads Hazard Mitigation Planning Committee to develop a comprehensive natural hazard mitigation plan for the region; and,

WHEREAS, the Southside Hampton Roads Hazard Mitigation Planning Committee and staff from the consulting firm held regional meetings and public hearings to study the region's risk from and vulnerabilities to natural hazards, and to make recommendations on mitigating the effects of such hazards on the region; and,

WHEREAS, the efforts of the Southside Hampton Roads Hazard Mitigation Planning Committee and the region's consulting firm have resulted in the development of the Southside Hampton Roads Hazard Mitigation Plan for the region.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield that the Southside Hampton Roads Hazard Mitigation Plan dated May, 2006 is hereby approved and adopted for the Town of Smithfield, Virginia.

ADOPTED this 1st day of December 6th, 2011

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

ATTEST:

Lesley J. Greer, Clerk

Approved as to Form:

William H. Riddick, III, Town Attorney

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
DISPOSITION OF PUBLIC PROPERTY LOCATED AT 217 MAIN STREET

Notice is hereby given as required by Section 15.2-1800 of the Code of Virginia, (1950), as amended, that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, December 6, 2011 at 7:30 p.m. to consider the sale of a portion of the Town's real property located at 217 Main Street to Smithfield Foods, Inc.

Any person desiring to be heard in favor of, in opposition to, or to express his or her views with respect to the proposed disposition of the real property located at 217 Main Street may appear and be heard.

TOWN OF SMITHFIELD

By: Lesley Greer, Town Clerk

Publish: November 23 and 30, 2011

LICENSE AGREEMENT

This License Agreement (“**Agreement**”) made and entered into as of this 1st day of November, 2011, by and between **THE SMITHFIELD PACKING COMPANY, INCORPORATED**, a Virginia corporation (“**Smithfield**”), whose address is 200 Commerce Street, Smithfield Virginia, 23430 and **THE TOWN OF SMITHFIELD**, a Virginia corporation (“**Licensee**”), whose address is P.O. Box 246, Smithfield, Virginia, 23431.

WITNESSETH

WHEREAS, Smithfield owns the property known as Lots 96, 97, 98, 99, 104 and 105 Pinewood Heights situate in the Town of Smithfield (Tax Map #21A-02-096, 21A-02-097, 21A-02-098, 21A-02-099, 21A-02-104, and 21A-02-015 respectively) (the “**Property**”); and

WHEREAS, the Property is presently operated by the Town of Smithfield as part of the Pinewood Heights Tot Lot (“**Tot Lot**”); and

WHEREAS, Smithfield wishes to grant Licensee a license to permit the Town to operate the Tot Lot.

NOW, THEREFORE, in consideration of the foregoing premises, which are hereby incorporated into and made a part of the terms and conditions of this Agreement, and the mutual covenants recited hereinafter, it is agreed as follows:

ARTICLE 1 GRANT OF LICENSE

1.01 **Grant.** Smithfield hereby grants Licensee the right to operate the Property as a Tot Lot and to install materials and equipment reasonably necessary for the operation of the Tot Lot. Licensee will notify Smithfield of any changes made to the Property.

1.02 **Licensee’s Rights.** The rights which Smithfield grants to Licensee hereunder shall constitute a mere license and shall not be construed as a sale, transfer, lease, profit, or other disposition of any interest in the Property. Licensee’s exercise of any rights hereunder is permissive only, and in no sense adverse to the title, ownership and possession of Smithfield. The rights herein granted are restricted solely to operation of the Property as a Tot Lot.

**ARTICLE 2
OPERATION UNDER THE LICENSE**

2.01 **Compliance.** Licensee shall be fully responsible for ensuring that guests and any other persons on the Property comply with all applicable federal, state and local laws and any other legal requirements now in effect or subsequently adopted during the term of this Agreement. Licensee will report all violations of laws and regulations to the appropriate authorities and to Smithfield and will assist law enforcement officers when possible.

2.02 **Signs.** Licensee will post the property with at least one (1) sign stating that the Property is operated by the Town of Smithfield.

**ARTICLE 3
NO WARRANTY**

Smithfield makes no warranty as to title to the Property and shall not be liable to Licensee for failure of its title or right to possess any part of the Property. Further, Smithfield makes no warranty as to the condition of the Property or its suitability for its use as a Tot Lot.

**ARTICLE 4
LIABILITY AND INDEMNIFICATION**

4.1 **Limitation of Liability.** Licensee, its guests and others on the Property under authority of Licensee, shall conduct all of their activities on the Property at their own risk. Smithfield shall not be liable for any damage or destruction of property, or injury or death of persons, or any violation of law, which may arise in any manner as a result of Licensee's activities under this Agreement caused solely by Licensee, its guest or others on the Property under sole authority of Licensee.

4.2 **Indemnification.** Licensee covenants and agrees to -defend, protect, indemnify and hold harmless Smithfield, its employees and agents, from and against claims, demands or causes of action and liability, costs, expenses (included, but not limited to, attorney's fees and expenses incurred in the defense of Smithfield), damage or loss in connection therewith, which may be made or asserted by Licensee, Licensee's employees or agents, subcontractors, or any third parties (including, but not limited to, Smithfield's agents, servant or employees) on account of personal injury or death or property damage caused solely by, or arising solely out of Licensee's activities under this Agreement to the extent allowable under Virginia law.

4.3 **Notification.** Licensee will notify Smithfield upon receipt of any oral or written notices, reports or claims made by or on behalf of any guest or others on the Property asserting personal injury or death or property damage occurring upon the Property from any cause. Copies of any written notices, reports or claims received by Licensee will be forwarded to Smithfield upon receipt by Licensee.

ARTICLE 5 INSURANCE

Licensee shall procure at its sole cost and expense comprehensive general liability insurance with limits of liability of \$2,000,000 – each occurrence – bodily injury and property damage claims, \$3,000,000 aggregate, and premises medical payments of \$1,000 per person. The insurance policy shall include a waiver of subrogation provision and shall name Smithfield as an additional insured. Licensee shall provide annually, or at the request of Smithfield, evidence of such insurance.

ARTICLE 6 TERM/TERMINATION

6.1 **Term.** This Agreement shall remain in effect until terminated in writing by either Smithfield or Licensee.

6.2 **Termination.** This Agreement may be terminated by either party with or without cause at any time. The party intending to terminate this Agreement shall notify the other party in writing at least thirty (30) days prior to the intended termination date.

6.3 **Obligation of Licensee Upon Termination.** Upon termination of this Agreement Licensee shall repair any damage to the Property caused by its activities, remove all signs or barriers or equipment and vacate the Property within ten (10) days following the date of termination.

ARTICLE 7 GENERAL PROVISIONS

7.1 **Assignment.** Licensee shall not assign any of its rights or interests under this Agreement without the prior written consent of Smithfield. Smithfield may assign its rights and interests to any successor in title and shall notify Licensee in writing within thirty (30) days of transfer of title.

7.2 **Non-waiver.** No failure of either party to exercise any power given hereunder or to insist upon strict performance of any provision of this Agreement and no custom or practice at variance with the terms hereof shall waive, effect, or diminish any right of such party thereafter to demand strict compliance with the terms hereof.

7.3 **Governing Law.** This Agreement shall be governed by and interpreted under the laws of the Commonwealth of Virginia.

7.4 **Notices.** All notices under this agreement shall be served at or sent to each party at the following addresses (or to such other addresses as each party may designate in writing):

If to Smithfield: 111 Commerce Street
Smithfield, Virginia 23430
ATTENTION: Law Department

If to Licensee: Town of Smithfield
315 Main Street
Smithfield, Virginia 23430
ATTENTION: Town Manager

7.5 **Partial Invalidity.** If any of the provisions of this Agreement shall be held void or unenforceable, the other provisions shall survive and remain in full force and effect.

7.6 **Entire Agreement.** This Agreement represents the entire understanding of the parties hereto with respect to the operation of the Property as a Tot Lot, supersedes all prior written or oral agreements, and shall not be modified except by a subsequent written agreement duly executed by or on behalf of the parties.

7.7 **Counterparts.** This Agreement may be executed in counterpart, each of which, when executed and delivered, shall be an original but all of which taken together shall constitute one and the same instrument, and either party hereto may execute any of such counterparts.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date and year first written above.

[Signature page follows]

THE SMITHFIELD PACKING COMPANY,
INCORPORATED

By: _____

Name: _____

Title: _____

THE TOWN OF SMITHFIELD

By: _____

Name: _____

Title: _____



TOWN OF SMITHFIELD

"The Ham Capital of the World"

November 21, 2011

TO SMITHFIELD TOWN COUNCIL
FROM TOWN MANAGER *PETER*
SUBJECT FOLLOW UP ON COUNCIL STRATEGIC GOALS 2011-2012

One year after you all got together to talk about your goals through next June, the majority of the items identified have been addressed or given some attention. There are five items though that has not received follow up to date:

- Institute a neighborhood oriented discussion forum that will enable and allow council members to meet and hear from citizens about neighborhood as well as community issues.
- Study and consider sponsoring a "welcome basket program" that would be shared with people and businesses that are new to Smithfield.
- Work with community groups to begin planning the mix of athletic fields desired in Smithfield.
- Examine and refine the town employee compensation and benefit package through peer community comparisons in order to reduce/prevent losing town employees to other localities.
- Consider sponsoring an annual town board/commission appreciation dinner honoring/thanking all citizens who serve on town council appointed commissions and boards for giving of their time and talent on behalf of the Town of Smithfield.

I will tackle the examination of the employee compensation and benefit package. The Personnel Policies Manual update I performed and you all adopted earlier this year did not address this, rather with the budget it was preferred to simply provide the across the board cost of living adjustment and no changes were made to our pay plan.

Please let me know if you have any more thoughts or suggestions on the other four remaining items. Thank you.

TOWN MANAGER'S OFFICE

315 Main Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 365-9508
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ADDITIONAL INFORMATION

Meeting Dates for 2012

January 2012

January 3	Town Council Meeting	7:30 p.m.
January 10	Planning Commission Meeting	7:30 p.m.
January 11	Staff Meeting	10:00 a.m.
January 17	Board of Zoning Appeals Meeting	6:30 p.m.
January 17	Board of Historic & Architectural Review	7:30 p.m.
January 23	Town Council Committee Meetings	4:00 p.m. –
January 24	Town Council Committee Meetings	4:00 p.m. -
January 25	Staff Meeting	10:00 a.m.
(Lee/Jackson Holiday, Friday 13th & Martin Luther King, Jr. Day, Monday 16th – Town Offices Closed)		

February 2012

February 7	Town Council Meeting	7:30 p.m.
February 14	Planning Commission Meeting	7:30 p.m.
February 8	Staff Meeting	10:00 a.m.
February 21	Board of Zoning Appeals Meeting	6:30 p.m.
February 21	Board of Historic & Architectural Review	7:30 p.m.
February 27	Town Council Committee Meetings	4:00 p.m.
February 28	Town Council Committee Meetings	4:00 p.m.
February 22	Staff Meeting	10:00 a.m.
(Presidents Day, Monday 20th – Town Offices Closed)		

March 2012

March 6	Town Council Meeting	7:30 p.m.
March 13	Planning Commission Meeting	7:30 p.m.
March 7	Staff Meeting	10:00 a.m.
March 20	Board of Zoning Appeals Meeting	6:30 p.m.
March 20	Board of Historic & Architectural Review	7:30 p.m.
March 21	Staff Meeting	10:00 a.m.
March 26	Town Council Committee Meetings	4:00 p.m. -
March 27	Town Council Committee Meetings	4:00 p.m. -

April 2012

April 3	Town Council Meeting	7:30 p.m.
April 4	Staff Meeting	10:00 a.m.
April 10	Planning Commission Meeting	7:30 p.m.
April 17	Board of Zoning Appeals Meeting	6:30 p.m.
April 17	Board of Historic & Architectural Review	7:30 p.m.
April 18	Staff Meeting	10:00 a.m.
April 23	Town Council Committee Meetings	4:00 p.m. -
April 24	Town Council Committee Meetings	4:00 p.m. –

May 2012

May 1	Town Council Meeting	7:30 p.m.
May 2	Staff Meeting	10:00 a.m.
May 8	Planning Commission Meeting	7:30 p.m.
May 15	Board of Zoning Appeals Meeting	6:30 p.m.

May 15	Board of Historic & Architectural Review	7:30 p.m.
May 16	Staff Meeting	10:00 a.m.
May 28	Town Council Committee Meetings	4:00 p.m. -
May 29	Town Council Committee Meetings	4:00 p.m. -

(Memorial Day, Monday 28th – Town Offices Closed)

June 2012

June 5	Town Council Meeting	7:30 p.m.
June 12	Planning Commission Meeting	7:30 p.m.
June 13	Staff Meeting	10:00 a.m.
June 19	Board of Zoning Appeals Meeting	6:30 p.m.
June 19	Board of Historic & Architectural Review	7:30 p.m.
June 25	Town Council Committee Meetings	4:00 p.m. -
June 26	Town Council Committee Meetings	4:00 p.m. -
June 27	Staff Meeting	10:00 a.m.

July 2012

July 3	Town Council Meeting	7:30 p.m.
July 10	Planning Commission Meeting	7:30 p.m.
July 11	Staff Meeting	10:00 a.m.
July 17	Board of Zoning Appeals Meeting	6:30 p.m.
July 17	Board of Historic & Architectural Review	7:30 p.m.
July 23	Town Council Committee Meetings	4:00 p.m. -
July 24	Town Council Committee Meetings	4:00 p.m. -
July 25	Staff Meeting	10:00 a.m.

(Independence Day, Wednesday, July 4th – Town Offices Closed)

August 2012

August 7	Town Council Meeting	7:30 p.m.
August 8	Staff Meeting	10:00 a.m.
August 14	Planning Commission Meeting	7:30 p.m.
August 21	Board of Zoning Appeals Meeting	6:30 p.m.
August 21	Board of Historic & Architectural Review	7:30 p.m.
August 22	Staff Meeting	10:00 a.m.
August 27	Town Council Committee Meetings	4:00 p.m. -
August 28	Town Council Committee Meetings	4:00 p.m. -

September 2012

September 4	Town Council Meeting	7:30 p.m.
September 5	Staff Meeting	10:00 a.m.
September 11	Planning Commission Meeting	7:30 p.m.
September 18	Board of Zoning Appeals Meeting	6:30 p.m.
September 18	Board of Historic & Architectural Review	7:30 p.m.
September 19	Staff Meeting	10:00 a.m.
September 24	Town Council Committee Meetings	4:00 p.m. -
September 25	Town Council Committee Meetings	4:00 p.m. -

(Labor Day, Monday 3rd – Town Offices Closed)

October 2012

October 2	Town Council Meeting	7:30 p.m.
October 3	Staff Meeting	10:00 a.m.
October 9	Planning Commission Meeting	7:30 p.m.
October 16	Board of Zoning Appeals Meeting	6:30 p.m.
October 16	Board of Historic & Architectural Review	7:30 p.m.
October 17	Staff Meeting	10:00 a.m.
October 22	Town Council Committee Meetings	4:00 p.m. -

October 23 Town Council Committee Meetings 4:00 p.m. –
October 31 Staff Meeting 10:00 a.m.
(Columbus Day, Monday 8th – Town Offices Closed)

November 2012

November 6 Town Council Meeting 7:30 p.m.
November 13 Planning Commission Meeting 7:30 p.m.
November 14 Staff Meeting 10:00 a.m.
November 20 Board of Zoning Appeals Meeting 6:30 p.m.
November 20 Board of Historic & Architectural Review 7:30 p.m.
November 26 Town Council Committee Meetings 4:00 p.m. -
November 27 Town Council Committee Meetings 4:00 p.m. –
November 28 Staff Meeting 10:00 a.m.
(Veterans Day, Monday 12th; and Thanksgiving, Thursday 22nd and Friday 23rd – Town
Offices Closed)

December 2012

December 4 Town Council Meeting 7:30 p.m.
December 11 Planning Commission Meeting 7:30 p.m.
December 12 Staff Meeting 10:00 a.m.
December 18 Board of Zoning Appeals Meeting 6:30 p.m.
December 18 Board of Historic & Architectural Review 7:30 p.m.
December 17 Town Council Committee Meetings 4:00 p.m. –
December 18 Town Council Committee Meetings 4:00 p.m. –
December 26 Staff Meeting 10:00 a.m.
(Christmas Holiday, Monday, December 24th – Town Office Closed at 12:00 Noon and
Tuesday, December 25th)

**NOTE: ALL MEETINGS, INCLUDING STAFF MEETINGS IN 2012 WILL BE HELD AT
THE SMITHFIELD CENTER UNLESS OTHERWISE POSTED**

Joint Work Session

Windsor Castle Park Foundation Board & Smithfield Town Council

Meeting Date: Tuesday, November 1st, 2011 – 5:30 p.m.

Meeting Location: Smithfield Center – 220 North Church Street, Smithfield

Attendees: **Board Members:** Gina Ippolito, Dr. Lanny Hinson, Debra Church, John Payne, and Lawrence Pitt
Town Council Members: Mayor David M. Hare, Vice Mayor T. Cater Williams, Denise Tynes, Constance Chapman, Dr. Milton Cook, Andrew Gregory and John Graham
Town Staff: Peter M. Stephenson, Town Manager; William T. Hopkins, III, Director of Planning, Engineering and Public Works; Lesley Greer, Town Clerk; and Judy Winslow; Tourism Director

I. **Welcome and Introductions** - Mayor Hare called the joint work session of the Windsor Castle Foundation Board and the Smithfield Town Council to order. He welcomed everyone. The purpose of the informal work session was to review Town Council's original goals for the Windsor Castle Park Foundation Board along with a couple of other items. Mr. Stephenson handed out the Windsor Castle Park Foundation goals that were on file. He stated that the goals were compiled from each Town Council member's individual goals for the park. Mayor Hare stated that we would take each of the goals listed and discuss them briefly to see if there are any suggestive changes or modifications that we as a group might want to consider.

II. **Review of Town Council's Original Goals for the Windsor Castle Park Foundation Board**

a. **Organization** – Mayor Hare stated that in regards to the term limits and election of officers a structure is in place that seems to be working so there is no need to change or modify this portion. Mayor Hare asked if committees have been established. Ms. Ippolito stated that we have established four committees and some of those committees have taken the next step and are expanding. She stated that they have a Finance Committee, Operations Committee, Historical Committee and Education/Outreach Committee. The Education/Outreach Committee is where programs or relationships with organizations like the Boy Scouts and the BETA Club at Smithfield High School help with the development of programs or outreach activities would happen. Also out of this committee comes our relationship with Virginia Naturalist and Master Gardeners. Mayor Hare asked if anyone from Council or the Foundation Board see a need to have more discussion under the organization portion of the goals. Mr. Gregory stated that the Foundation Board has had some turnover. Do we have a process setup for filling vacancies? In the beginning each Council member made a recommendation of their choice to be part of the Foundation Board. Do we need to setup a process where it is handled like our other Boards and Committees? This would be done by Mayor Hare putting a nominating committee together to come up with the best candidate. Mayor Hare stated that this item is actually on the agenda for discussion and will be discussed later in the meeting.

b. Fundraising – Mayor Hare asked where we stand as far as fundraising. He explained that there seemed to be some momentum a while back with naming rights then it sort of faded away. Is this something that Council and the Foundation Board would like to continue to pursue? Ms. Ippolito explained that they had basically developed two funding plans. One is an annual giving program which is called “Friends of the Park”. This is a contribution that the foundation would hope to seek annually from someone. The second one is naming rights to bridges, benches, trails, dog part, etc. Ms. Ippolito explained that even though the Foundation Board had received approval from Town Council on the proposed prices for the items which could have naming rights a legal document was needed to move forward. It was not until July that the Foundation Board received this legal contract that was developed with the assistance of the Town Attorney. Mayor Hare asked if there was a general consensus from the Foundation Board that everyone would like to continue these two funding programs. Ms. Ippolito replied yes and stated that at the end of April the Foundation Board met for a work session with Ms. Judy Begland facilitating to help prioritize goals. It was also to see where we are at and what type of funding sources we would need. Ms. Ippolito stated that funding is one of the Foundation Board’s prioritized goals. She stated that information on the “Friends of the Park” will be included in the upcoming town newsletter. The Foundation Board has also been working over the summer to identify groups. The target list consists of a couple hundred people. This list was created from the existing Foundation Board members. Ms. Tynes stated her concern over having a target list. Ms. Ippolito stated that the idea of the target list was to start generating some funding and hopefully the list could be expanded to continue the momentum of the funding source. Ms. Tynes explained that she has concerns about the fundraising mailing list being referred to as a target list. She asked if the foundation would consider renaming that list to something other than a target list. She explained that as a council member she serves everyone in the public not just a targeted group. Mr. Pitt stated that it is normally referred to as a mailing list. Ms. Tynes stated she was fine with it being called a mailing list. Mayor Hare stated that the purpose of the meeting is to provide information to both sides and during the work session Council needs to keep in mind that we are tasking the Foundation Board with developing these plans to raise money. Mayor Hare stated that as a Council we do not expect the Foundation Board to be raising money for the ongoing maintenance of the park. That is something that the town has taken on as their responsibility. Ms. Ippolito stated that she does fundraising on a lot of levels. People want to know what their money is going towards. At the joint work session last year it was made very clear that the funds that we generate not go toward the maintenance of the facility. On a historic level as far as taking any money to do renovations to the manor house that is something that the Foundation has avoided. When you give money to the foundation you can earmark it to a couple of funds. The Foundation has a General Fund, Playground Fund and Historic Fund. At this point the historic fund does not have anything to do with any kind of renovations to the manor house. It would be for historic programs like sponsoring an archeology dig on the cemetery or putting up historical markers. Ms. Ippolito stated that they have organizations that the foundation is working with at a conceptual level for some of these things. The Lion’s Club is very interested in the historical markers. She also stated that the Foundation has had other organizations interested in the playground. Ms. Ippolito explained that although it was not money generated in the Windsor Castle Park Foundation bank account the Foundation spent an extensive amount of time on the Obici Grant both writing it and submitting it. Mayor Hare stated that he appreciates the foundations efforts on the Obici Grant, however this

program is really not a park program. It is a town wellness program of which the park will probably be used to implement the program. Mr. Pitt stated that Ms. Ippolito did a lot of the leg work to make this grant opportunity work. The Foundation did not look at it as being specifically Windsor Castle Park but with her services and the help of the Town Manager this took some time. Mr. Pitt reiterated that since the beginning a lot of time has been spent on developing bylaws, establishing committees, and funding resources that required a lot of legal assistance, etc. Once some of these things are in place you can move along at a faster pace. Ms. Ippolito stated that if you look at what is under fundraising the Foundation has developed ways to raise money. It may not be fully implemented but it has been developed. Seeking grants for restoration of structures at this point is on hold. Personally contribute time, talent and treasurer and actively solicit same from others is also being done. Accepting land request, right of ways and donations to the further mission at this point there is no need to expand. We have not had a plan or project come across our plate that would require us to get more land or right of ways. Dr. Cook stated it depends if you are looking at these goals as short term or long term goals. Mayor Hare stated that these goals are both short term and long term. Mr. Gregory stated that it might make sense to attach a timeframe to some to prioritize. Obviously raising money is going to be very close to the top of the list, however development of a plan to raise money is so open ended. It is unfair to the Foundation Board to have goals and not really put a timeframe what we want them to address first and when we want it done by. He stated that Council does not need to micro manage that but would like to request that the Foundation Board start attaching some timeframes, especially to the shorter term goals. The longer term goals such as accept land you cannot put a timeframe on. That is going to be on an as needed basis as it comes up. Develop a plan to raise money for the park should have a date attached to it. We might not raise any money but a plan should be in place by this date. Mayor Hare suggested that we reaffirm or modify what we have here and let the Foundation decide how they want to prioritize. Mayor Hare stated that on the last one there has been discussion on whether it is necessary to establish a separate 501c3. Ms. Ippolito stated that they have gone back and forth on this but actually at this time the Foundation Board is not going through the town. Currently it works to go through Historic Smithfield. As the Foundation grows and we start to tackle things that does not fall under Historic Smithfield's 501c3 we may have to look at getting one of our own, but not at this point. Mayor Hare asked for this goal to be modified to read utilize existing 501c3 with Historic Smithfield.

c. Development – Mayor Hare stated that there are four goals here. Prioritizing goals with a timeline of short or long term has already been discussed. Mayor Hare stated that the goal to recommend use for plantation house can be taken out because it is under consideration at this time. Ms. Ippolito stated that currently they are working on some great ideas at the park such as the playground, community garden and possibility of moving the farmers market to the park.

d. Maintenance – Mayor Hare stated that we need to remove maintenance of the park because this will be the town's responsibility. Mr. Pitt stated that the Foundation Board would like to have some input on what the maintenance plan should be. He stated that he walks the park and he knows what it was like and he knows what it is today and what things need to be done to better preserve the park. Mr. Pitt also stated that if and when the town decides to establish a committee to the maintenance of the park he would like to work with them. Mayor Hare stated that at this time Mr. Pitt should get with

town staff to determine maintenance needs without forming a committee through the Foundation Board.

e. Public Engagement – Mayor Hare stated that some of the goals under this have already been discussed. Mr. Pitt stated that they are working with two clubs right now. They are the Women’s Club and the Lion’s Club. The Lion’s Club would like to do some historic signage and the Women’s Club expressed some interest in contributing some money towards the playground at the park. Mayor Hare stated that we would change Public Engagement to Outreach.

f. Programming – Mayor Hare stated that again this item has been discussed as part of the Foundation Board’s outreach. Ms. Ippolito stated that the items under Public Engagement and Programming fall into what the Foundation Board calls their Education / Outreach Committee. She explained that supporting and improving recreational opportunities in the park was part of the efforts behind creating the wellness program. Even though it is not really part of the park and it is a separate thing that the town is doing and the park will be utilized for implementation of the program. This helps promote the usage of the park and the opportunities available in the park. Dr. Cook asked for some examples of what kind of ideas the Foundation Board has as far as education outreach. Mr. Payne stated that there are a number of things that have been ongoing since before the park was complete. It started with three or four clubs from Smithfield High School. Mr. Payne continued to explain that we have the BETA Club that spent the entire last year doing monthly cleanups at the park. You have a group of highly motivated youth that have taken it upon themselves to do this. This has saved the town a lot in park cleanup cost. Mr. Payne also mentioned that there is a special education group out of Windsor that sends a couple of students up here with their teacher every Wednesday to walk and clean up the trails. The Smithfield High School cross country track teams utilizes the park for training and events. Mr. Payne also mentioned the recent Diabetes walk that was held at the park. It was a huge success and really showcased the park. Mrs. Tynes stated that she envisioned through the educational outreach for schools to have field trips eventually that could tie in with historic tours in the downtown area. Mr. Payne stated that along those lines Christopher Newport University has been coming out and doing archeology research. It has sparked a good deal of interest in the historic background of that property. Mrs. Tynes stated that she would like to see the Foundation come up with a plan to send out to the schools in the region saying these are the things we have at the park to tie into your teaching goals. Mr. Payne stated that people are quick to say there is nothing at the park but as an environmentalist engineer I know that there is a huge amount in the park just like it is. We have a Kayak group that has started to take off. They are doing night time kayak tours. They are doing daytime environmental tours. Mr. Payne stated that they have a lot of work to do as a Board. These different organizations and businesses are going to help us. Mr. Payne explained that the park needs a playground, however that is going to require a lot of money. So the Foundation needs to develop a plan on how to get that funding. Mr. Pitt stated that in regards to the playground the Foundation is looking for something unique that will allow the playground to blend into the park. From a distance you will not realize what you see is playground equipment. For instance the slide would be built in an existing hill side with landscaping around it. Mayor Hare stated that in regards to the goals the Public Engagement and Programming goals should be combined and renamed Education / Outreach. Mayor Hare directed the Town Clerk to make modifications as discussed so that council could reaffirm the goals at their next

Town Council meeting. Mr. Payne stated that he did want to mention one more thing and that is investing time in today's youth at the park will create a future for the park.

III. **Confirmation of Town Council's Current Goals for the Windsor Castle Park Foundation Board** -

Mayor Hare stated that the Town Clerk would make the modifications and they will be sent out to everyone. Council will review and discuss at next committee meeting to affirm the revised goals.

IV. **Review of WCPFB Activities and Accomplishments to Date** – Mayor Hare stated that we have

already gone over quite a bit of number four. He asked if anybody on council had any specific questions on anything. Ms. Chapman asked if the Smithfield Wine Festival was going to be an annual event. Ms. Ippolito stated that we plan on it being an annual event. Ms. Ippolito stated that just to clarify this event is actually a Smithfield Rotary Club event. There are three other organizations working with the Smithfield Rotary Club to do this event. The proceeds for this event will get split up between the four organizations that are involved. It not only benefits the organization's that receive fundraising money but it will be a good event for the town. Mayor Hare asked if this was not a Foundation initiative. Ms. Ippolito stated that 25% of the event was the Foundation Board's fundraising efforts. Ms. Ippolito stated that we are hoping that the net benefit from the proceeds will be at least forty thousand to be split between the four organizations. Mrs. Tynes asked what the names of the four organizations were. Ms. Ippolito stated they were Smithfield Rotary Club, Windsor Castle Park Foundation Board, Smithfield Music, and Isle of Wight Amateur Athletics. Ms. Winslow stated that the goal is to make a whole weekend of the event with other activities planned too.

V. **Identification of Resources Needed to Accomplish Future Goals** – Mayor Hare asked what the

Foundation Board needs from council other than money. Dr. Cook asked if the Foundation has worked out their website issues. Ms. Ippolito replied that they have not. She continued to explain that one of their goals is communication with the public. They do have a website that the town had established through the same company that designed the town's website. Ms. Ippolito stated that it is very cumbersome to deal with when it comes to updates. The Foundation board is trying to work through this so it does not go back to town staff to do. Mr. Payne drove to Franklin to get trained on the website but it is not user friendly. He stated that there are easier software programs that will give us just as good product. Dr. Cook asked if it would be easier for the Foundation to have total control of the website. Ms. Ippolito replied that she has spoken to Mr. Stephenson in regards to this and they are working through these issues. Ms. Ippolito stated that in regards to maintenance of the park the Foundation would like to work with staff to help preserve the park trails. The trails are not nearly as wide because of the weeds that are creeping in on the sides. It is a little problem right now but if it is not taken care of it will become a bigger problem. This would be very similar to how the Foundation Board works with Ms. Musick at the Smithfield Center to establish the policy and procedures for the usage of the park. Mr. Payne stated that the other part of the maintenance is the reestablishment of washouts. There may be organizations out there that are interested in learning how to do trail maintenance and could use the park to get these skills. Mayor Hare stated that staff would work with the foundations to accomplish these future goals.

VI. Discussion and Agreement upon Appointment Process for Board Vacancies – Mayor Hare stated this item was in regards to the present board appointment process. Mr. Gregory had stated earlier that we need to keep this process consistent with all other boards and committees opposed to the way it was started. Mrs. Tynes stated that she agrees with Mr. Gregory that it should be consistent with our other Boards and Committees. The current process for other boards and committees is for the Mayor to appoint a nominating committee to come up with candidate to fill the vacancy. The appointment of the candidate would then need to be approved Town Council. The town needs a Foundation Board that is full of active people to get these goals done not just an Advisory Board. Dr. Cook stated that we might need to revisit this in a couple of years when they have all their steps in place but at this point the Foundation Board needs to be part of the process for selecting an individual. Mr. Pitt reiterated that the Foundation Board knows what their issues are and they know the type people they are looking for. The Foundation Board would like to have the opportunity to put forth a name and let the Town Council appoint them. Mayor Hare stated that at this time the Windsor Castle Park Foundation Board will be the nominating committee when there becomes a vacancy, however the Foundation Board could receive input on nominees from anybody. They would then evaluate as the nominating committee and provide a recommendation to Town Council for appointment. Mr. Gregory stated that he does not disagree with what anyone is saying but feels that this process should only be short term. Longer term needs to be very consistent with how we do other Boards for appointments to vacancies. Mayor Hare stated that the process would be that the Foundation Board will come up with a nominee who will be submitted to Council for approval. This process is an interim step and once the Board is well established the process for vacancies will be handled like all the other Boards with a nominating committee appointed by the mayor. Committee then suggested it to be handled just as vacancies are filled on other boards with the mayor appointing a nominating committee. That nominating committee would go to the Foundation Board for recommendation to fill the vacancy. Mr. Gregory stated that instead of leaning on talent bank forms as we do with other boards the appointed nominating committee will lean on the Foundation Board to fill the vacancy. Ms. Ippolito suggested that since the Board has a vacancy and they are scheduled to meet on Thursday they will discuss candidates to fill the vacancy. If anyone has a person they would like the foundation to consider should submit it to the Foundation Board by then. The Foundation Board will discuss and bring a recommendation to Town Council Committee meeting at the end of November. Town Council members thanked the Foundation Board for their services.

Meeting adjourned at 6:51 p.m.

**Town Council Goals
for
Windsor Castle Park Foundation Board**

Organization

Develop a Charter and Bylaws - Set Term Length & Limits and Election of Officers
Establish Initial Organizational Structure with Committees

Fundraising

Develop a Plan to Raise Money
Seek Grants for Restoration of Structures
Personally Contribute Time, Talent & Treasure and Actively Solicit Same from Others
Accept Land Requests, Right of Ways & Donations to Further Mission
Utilize existing 501c3 Organization & Source of Tax Deductible Contributions with
Historic Smithfield

Development

Prepare a Comprehensive Plan for Operation & Future Development of the Park
Recommend How to Best Utilize All Park Resources
Prioritize Goals with a Time Line

Education / Outreach

Assist the Town of Smithfield, Governmental Partners, Local Groups & Organizations
Encourage Volunteerism & Develop "Friends of the Park" Network
Facilitate Involvement of Local Civic Clubs to Construct Playground & Picnic Area
Encourage Boy/Girl Scout Involvement
Bring Citizen Input and Perspective & Encourage Citizens to Support Their Local Park
Facilitate Educational Functions (field trips) & Sporting Events (cross country)
Support and Improve Recreational Opportunities in the Park
Present a Broad Range of Arts & Educational Programs
Develop Programs/Events to Raise Public Awareness & Promote Use of Park