

February 18, 2011

TO: SMITHFIELD TOWN COUNCIL

**FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER**

**SUBJECT: FEBRUARY 2011 COMMITTEE MEETINGS WILL BE HELD AT THE
SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET,
SMITHFIELD, VA**

TUESDAY, FEBRUARY 22, 2011

4:00 p.m. Police Members: Tynes (CH), Chapman, Gregory

- TAB # 1** 1. Operational Updates
- 2. Update on Request Made to VDOT for Route 258 Speed Study and Bypass
 Intersection Turn Lane Extension
- TAB # 2** 3. Street Closure Request Spring Mustang Show
- 4. Resolution of Support for Street Closure for Veterans Parade November
 2011
- TAB # 3** 5. Golf Cart Usage
- TAB # 4** 6. FY 2010 Port Security Grant Awards

Immediately following the conclusion of the above meeting:

Water and Sewer Members: Gregory (CH), Williams, Graham

- TAB # 5** 1. 2010 Water Tank Maintenance Bids – Authorization to Reject All Bids
- TAB # 6** 2. Sewer Infiltration and Inflow Program Update
- 3. Sewer Smoke Testing/SSES Field Services Update
- 4. Water Treatment Plant - McCallum Testing Service Fee Increase
- TAB # 7** 5. Update on Meeting with DEQ on Water Conservation Plan
- 6. Water System Modeling Proposal from Draper Aden Associates

Immediately following the conclusion of the above meeting:

Finance Members: Graham (CH), Gregory, Cook

- TAB # 8** 1. December Financial Statement
- TAB # 9** 2. Cash Balances

Finance Committee Continued...

- TAB # 10**
3. Invoices Over \$10,000 Requiring Council Payment Authorization:
 - a. Krueger International, Inc. (KI) \$ 39,213.30
 - b. English Construction Company \$113,174.49
 - c. Draper Aden Associates \$ 24,871.20
 - d. Excel Paving – Waterline Replacement \$ 28,876.63
 - e. Excel Paving - Streetscape - Phase V \$ 62,377.71
 - f. Smfd Volunteer Fire Dept.(Fuel Reimbursement)\$ 12,978.00
 4. Loan Financing Options

WEDNESDAY, FEBRUARY 23, 2011

3:00 p.m. Council Closed Session – Matter Requiring Advice of Legal Counsel – Renegotiation of Refuse and Recycling Contracts

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 # 11**
1. Renewal of Street Maintenance Contract with Blair Brothers for One Additional Year
- TAB # 12**
2. Review of Grass Cutting Operations and Contracts; and Renewal of Mowing Contract with Country Landscaping, Inc. for One Additional Year
 3. Refuse and Recycling Contract(s)
 4. Staff Efficiency Initiative - Work Order System Update

Immediately following the conclusion of the above meeting:

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

- TAB # 13**
1. Smithfield Center – Revised Policies and Procedures
 2. Windsor Castle Park:
 - a. General Park Use Policies and Procedures
 - b. Manor Riverfront Policies and Procedures
 - c. Rental Price Structure
 - d. Waiver Request – Relay for Life
 - e. Obici Healthcare Foundation Grant Update
 - f. Birthday Celebration – May 14th, 2011 @ 10:00 a.m. – Noon
 3. Advertise for General Contractor for Sentara Property Renovations
 4. CLOSED SESSION – Acquisition & Disposition of Real Property and Matters Requiring Advice of Legal Counsel
 5. Ranking of Proposals for Redevelopment of 113 N. Church Street

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

- Approval of February 1st Town Council Minutes
 - Brain Awareness Month
-



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1709 NORTH MAIN STREET
SUFFOLK, VIRGINIA 23434

Gregory A. Whirley
Commissioner

February 10, 2011

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

Dear Mr. Stephenson:

Traffic Engineering has reviewed the request to provide additional turn lane storage at the intersection of Routes 10 and 258 and to perform a safety and speed on Route 258 in the area of Westside Elementary School.

VDOT (Virginia Department of Transportation) conducted a RSA (roadway safety assessment) in March of 2010 at the intersection of Routes 10 and 258. Recommendations to improve this intersection are as follows:

1. Install crosswalks, ADA compliant curb ramps and pedestrian signals.
2. Install intersection safety lighting.
3. Install controller actuated beacons on the Route 10 northbound approach.
4. Extend northbound left turn lane 400' X 200'.
5. Extend northbound right turn lane 250' X 200'.

The finalized report has been sent to VDOT's Central Office and is awaiting approval for funding and is expected to be approved and funded by FY 2012.

The speed limit study on Route 258 was done in accordance with the Code of Virginia which states that maximum speed limits shall be indicated by lawfully placed signs, erected subsequent to a traffic engineering study and analysis of available and appropriate accident and law-enforcement data.

Mr. Peter Stephenson
February 10, 2011
Page Two

In Section 1A.13, Definitions of Words and Phrases, the Federal Highway Administration in the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways 2003 Edition defines an Engineering Study as follows:

Engineering Study—the comprehensive analysis and evaluation of available pertinent information, and the application of appropriate principles, Standards, Guidance, and practices as contained in this Manual and other sources, for the purpose of deciding upon the applicability, design, operation, or installation of a traffic control device. An engineering study shall be performed by an engineer, or by an individual working under the supervision of an engineer, through the application of procedures and criteria established by the engineer. An engineering study shall be documented.

VDOT is obligated by federal law to follow minimum standards of the MUTCD as this establishes national standards for all Highways open to public travel. By resolution, the Commonwealth Transportation Board adopted the MUTCD as the standard for all highways under the jurisdiction of VDOT. In order to meet the requirements of a Traffic Engineering study, VDOT developed a Speed Study Template based on MUTCD requirements for the proper determination of a speed limit. The template also serves as documentation for the study. Although VDOT works very closely with communities and citizens on numerous issues and takes into consideration public opinion, resolutions, or petitions whenever it can, policy requirements prohibit us from doing so with speed limits.

It is common traffic engineering knowledge that about 85 percent of drivers travel at reasonably safe speeds for the various roadway conditions encountered, regardless of speed limit signs. It is for those drivers who don't, that the practice of speed zoning does take place, to provide realistic speed restrictions to which meaningful enforcement can be applied. A driver's choice of speed is a balance between expedience and safety, and is often a subconscious reaction to the environment.

Unreasonably low speed limits are commonly violated by a majority of motorists, making enforcement difficult, with resultant operating speeds sometimes higher than would exist with proper, realistic speed limits. Motorists also complain of driving through "speed traps" when encountering artificially low speed limits. This can lead to road rage and cause motorists to have contempt for other necessary traffic control devices and even other motorists.

Mr. Peter Stephenson
February 10, 2011
Page Three

Based on the speed data shown in the attached report and the above information, the request to lower the speed limit to 35 MPH is denied. Furthermore, a greater law enforcement presence is needed based on the 85th percentile speed recorded, 40 MPH, in front of Westside Elementary school during the AM and PM 25 MPH reduced speed for the school zone.

Should you need anything further regarding this matter, please notify this office.

Sincerely,

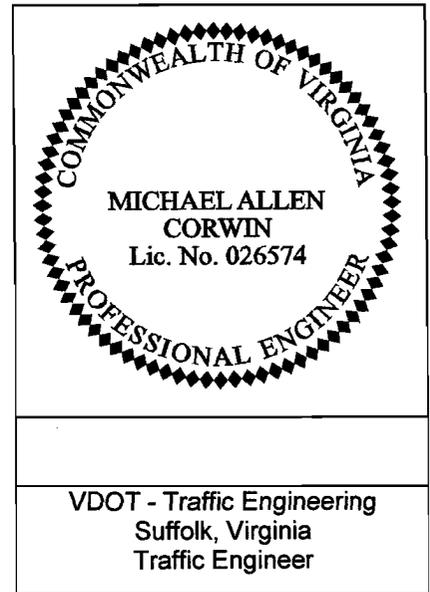
A handwritten signature in black ink that reads "Michael A. Corwin". The signature is written in a cursive style with a large, sweeping "S" at the end.

Michael A. Corwin, P. E.
Regional Traffic Engineer

VDOT Speed Limit Study

Eastern Region Traffic Engineering

Date 2/08/2011



Study area:

Route # 258
Street name: West Main St
Jurisdiction: Town of Smithfield
From: Old WCL Smithfield
To: Route 709, Waterworks Drive
Length: 0.53

Functional Class: Urban Principal Arterial - Other

Speed limit for study roadway The posted speed limit being reviewed, by resolution is 45 MPH. The speed limit preceding the study area is statutory 55 mph and the speed limit past the study area is 35 mph by resolution.

Origin and Nature of Request: This study was requested by Mr. Peter Stephenson, Smithfield Town Manager. Mr. Stephenson is asking for a more uniform speed zone when entering the Smithfield Town limits.

Study Results and Recommendation: The 85th percentile speed recorded on this segment of Route 258 is 45.6 MPH. Additionally, speed samples taken during the hours of operation of the 25 MPH school zone speed limit showed an 85th percentile speed of 40.0 MPH. This segment of Route 258 is two lanes with twenty-two feet of pavement and there are centerline and edgeline pavement markings. The studied area has seven commercial entrances, two residential entrances and two entrances to an elementary school. Based on this data, a decrease in the 45 MPH speed limit is not recommended.

Study Details:

A. Speed Data

Date and location of speed samples:
85th percentile speed: 45.64
Median Speed: 39.06 MPH
Pace Speed: 30-40 MPH

B. Road characteristics:

Physical Roadway: This segment of Route 258 has an ADT of 13,583, two eleven foot travel lanes with 1-2 foot shoulders. There is a gradual horizontal and vertical curve; however sight distance is neither obstructed nor obscured.

Traffic Control Devices: There is centerline and edgeline through the study area and no existing warning signs.

C. Roadside development and environment: There are two residential entrances and seven commercial entrances located in the studied area. Roadside friction for the studied area is minimal.

D. Parking practices and pedestrian activity: There is no on-street parking and no pedestrian activity was observed during the field review.

E. Reported crash experience for most recent 3-year period: A shorter analysis period is appropriate where extended data is not available or does not apply such as where significant roadway improvements have occurred.

Crash records obtained through "HTRIS" are for the period

From: January 1, 2006

To: December 31, 2008

Length of period: 3 years

Note: Only crashes involving an injury or fatality or property damage exceeding \$1,500 are reportable and available through the Department of Motor Vehicles (DMV). Also, due to the time required for DMV to process and code reported crashes, data for the previous six (6) months may not be available.

According to our records, the total number of reported **crashes** for this section of highway is: 8

And, the total number of reported **injuries** for this section of highway is: 6

And, the total number of reported **fatalities** for this section of highway is: 2

The **crash** rate for this section of highway is: 124__ per 100 million VMT.

The **injury** rate for this section of highway is: 93__ per 100 million VMT.

The **fatality** rate for this section of highway is: 31__ per 100 million VMT.

For Interstate, Primary and Secondary highways:

For this type of roadway (Urban Principal Arterial - Other) (indicate roadway category for crash rate e.g. 4-lane divided roadway etc.)

The statewide average **crash** rate is: 125__ per 100 million VMT.

The statewide average **injury** rate is: 61__ per 100 million VMT.

The state average **fatality** rate is: 0.4__ per 100 million VMT.

Discussion of crash experience and relevant information: The first fatal crash occurred on February 4, 2006 and involved a single vehicle which ran off the road to the right, overcorrected, struck ditch and overturned. The driver was ejected and the passenger was partially ejected. The second fatality occurred on February 18, 2008 and involved a single vehicle eluding police. The driver ran off the road to the right and struck a tree.

F. Enforcement Consensus:

This recommended change in speed limit has been discussed with _____ of the Virginia State Police and _____ of the _____ County Police / Sheriff's Office. The Local enforcement officer concurs with/ opposes the recommendation. **N/A No change recommended.**

The State Police Officer:

- Concurs
- Opposes

If any officer opposes, please explain:

G. Additional comments: None

Study Area Map



NOTE: Map is provided for illustrative purposes and may not accurately depict the most recent roadway conditions.



Mustang Show
Saturday, May 14th, 2011
9:00 a.m. – 3:00 p.m.

Smithfield and Isle of Wight Tourism would like to solicit your permission to close portions of Main Street, for The Mustang Show on June 25, and 26, 2010. This event is in conjunction with the First year Anniversary of Windsor Castle Park. We appreciate your support in the past and would like to request similar support again this year.

1. Street Closures:

Saturday – We are requesting the closing of Main Street from Church Street to Institute Street from 8:00 a.m. until 3:30 p.m.

2. We are also requesting:

- Town to put out “No Parking” signs along the above listed streets.
- Town to provide extra trash cans.
- Town to provide port-o-potties.

We sincerely thank you,

Terry Rhinier 757-357-2214

Special Events Coordinator Terry.Rhinier@iwus.net

Smithfield & IOW Tourism, www.visitsmithfieldisleofwightus.net



SMITHFIELD POLICE DEPARTMENT

1613 SOUTH CHURCH STREET • SMITHFIELD, VA 23430
(757) 357-3247 • FAX (757) 357-6551



March 2000

Mark A. Marshall
Chief of Police

TO: Peter M. Stephenson, Town Manager
FROM: Mark A. Marshall, Chief of Police
DATE: February 15, 2011
RE: Golf Carts

We have assembled the information on the usage of golf carts on streets and roadways in other communities. While there is no "clearinghouse" that identifies those communities, we were able to get a cross-section of municipalities that allow the usage of golf carts on designated streets. Those communities were the Town of Cape Charles, the Town of Colonial Beach, several small communities in Westmoreland County, City of Suffolk, and the King George county.

Where possible, we also obtained their ordinances, policies, and or regulations surrounding the use of golf carts. While there are some distinct differences a number of common denominators surfaced in the survey. They include

- Operation on streets with posted speed limits of 25mph or less
- Licensed driver requirement (most require)
- Insurance (most require)
- Slow moving emblem
- Sunrise to Sunset operation only (most)
- Safety inspection and appropriate equipment ie seatbelts, turn signals etc
- Most require an annual registration fee.
- Only designated streets or neighborhoods
- All vehicular rules apply
- Only number of people cart designed to seat. (no cargo seat riding)

Additionally several of the communities prohibit the crossing of any roads with speeds over 25mph. Many also prohibit the use of golf carts in inclement weather.

Most of the localities contacted had limited to no data on accidents or issues with the use of these carts. The Town of Cape Charles was able to provide some data. They have had three accidents. Most were relatively minor and none that involved significant injury. Additionally, they have had some problems with unlicensed operators and juveniles operating these carts.

If the Council desires to consider the operation of carts on the streets of Smithfield, we would recommend the above safety measures be incorporated in any contemplated ordinance. I have included those ordinances for review by you and the Town Attorney. We of course would ask to be included in any review of the ordinance. Prior to enactment.

Golf Cart Survey

Cape Charles

Population 1500 with 10% with carts
Town 4.4 sq miles, 3.7 land and .7 water
Approximately 18 miles of street

Requirements

safety inspection once yearly Same as vehicles (Tires, headlights, windshield, horn, gas and propane leaks, steering, brakes and mirror safety equip. (speed governor, seat belts)
insurance
local vehicle license

Streets

25 max mph
Slow moving emblem
Sunrise to sunset
Licensed operators
Only number of people to ride it is designed to seat/ no passenger in cargo area
Travel to right of road and yield to vehicular and pedestrian traffic
May not be operated during bad weather
Police may prohibit use of carts on any street for safety
All state laws apply

Liability Disclaimer

Issues

Young kids with too many passengers
No licensed operators
Wrong type of vehicle / operated faster than 18-20mph and not registering them
DUI's 3 or 4 not formally charged
3 Accidents 1 involving juvenile and 2 adults No major injuries ex: veh. parked and door opens and cart strikes the door.
Registered Carts 110 No Reg. Fee

Colonial Beach

Population 4000
Town 4sq miles

Approximately 25-30 miles of street
Passed in 2006

Requirements

Safety equipment (Same as above)
Safety inspection
Same as Cape Charles
Insurance

Streets

Slow moving emblem
Sunrise to sunset
Licensed operator
All state laws apply
Only number of people to ride as by design/ no passenger in cargo area
Operate to right of road
Not operated during bad weather
Police may prohibit use on streets for safety

Colonial Beach Vehicle license
\$30 Registration Fee

Liability Disclaimer

No Statistical information

Westmoreland County (Town), Potomac Shores, Ebb Tid Beach, Horner's Beach

Population -3500
Approximately 30 miles in streets

Requirements

Operation of golf carts are allowed on certain streets within the perspective communities on streets with speeds of 25 or less.
Display slow moving emblem
Licensed operator
Operated from sunrise to sunset
Travel to right of road and obey all traffic laws
Safety equipment headlights, brake lights, turn signals, mirrors, and seat belts
Safety inspection by licensed dealer
Proof of annual inspection to the treasure before purchasing a decal, that must be displayed
Decal Fee \$30

Golf carts from other areas must be inspected and pay the decal fee or be ticketed by police

They have a little over 600 golf carts recorded

No Statistical information

City of Suffolk-

Chatham Woods Subdivision

Crittenden and Eclipse communities to include James Park and Barrell Point Estate

Specific streets authorized for cart use in these areas

Designated Golfing Communities:

Cedar Point

Hillpoint Farms

The Riverfront

Restrictions

Operated in approved areas

Streets with speeds of 25

Licensed operator

Slow moving emblem

Operated between sunrise and sunset unless equipped with lights

No Statistical information

King George

Population- 16803

180 sq miles

Streets

Must be 18 years old to operate golf cart

Streets with posted speed limit of 25 or less

Can not cross a street where the speed limit is more than 25

All laws apply

Golf cart sign and maintenance cost agreement with areas making request for golf cart usage

Insurance

Safety inspection

Certain streets

Only number of people authorized to ride as by design

Penalty

First violation \$150 civil penalty

Second violation in 12 month period equates class 2 misdemeanor

Third or subsequent conviction in any 12 month period shall be punished as a class 1 misdemeanor





COMMONWEALTH of VIRGINIA
Department of Emergency Management

MICHAEL M. CLINE
State Coordinator

JACK E. KING
Chief Deputy Coordinator

BRETT A. BURDICK
Deputy Coordinator

10501 Trade Court
Richmond, Virginia 23236-3713
(804) 897-6500
(TDD) 674-2417
FAX (804) 887-6506

February 7, 2011

Mr. W. Douglas Caskey
County Administrator
Isle of Wight County
101-C Mounts Bay Road
Williamsburg, VA 23185

Dear Mr. Caskey:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of the 2010 Port Security Grant (PSG), CFDA #97.056, from the National Preparedness Directorate (NPD), United States Department of Homeland Security (DHS). Your agency has been funded for:

Project Title: Maritime Domain Awareness Enhancement
Federal Grant Allocation: \$ 195,000.00
Recipient's Required Cost Share/Match Amount: \$ 00.00

The obligation period for this program is June 1, 2010 to November 30, 2012. Reimbursement may be requested for items procured during this period, consistent with the project intent. As a reminder, organizations that spend more than \$500,000 in DHS funds during a fiscal year are subject to an independent audit per OMB circular A-133.

All projects must comply with Environmental and Historic Preservation (EHP) requirements. Sub-recipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. A current EHP review evaluation form must be submitted as part of the VDEM application. For more information, please visit <http://www.vaemergency.com/grants/forms> or contact your grant specialist.

Mr. W. Douglas Caskey
Page 2
February 7, 2011

All sub-recipients are requested to submit a completed VDEM grant application. The application, project plan, and timeline will be due 30 days from the receipt of this letter. Below is a list of the documents that comprise the VDEM grant application:

POC Form, Budget Sheets, EHP Evaluation Form	www.vaemergency.com/grants/forms
Grant Assurances	www.vaemergency.com/grants/forms
Certification Regarding Lobbying	www.vaemergency.com/grants/forms
Non-Supplanting Certification	www.vaemergency.com/grants/forms

A quarterly report will be required 15 days after each quarter starting from the date of the award. Quarterly reports will be due until the end of the grant period or when the project is complete. An electronic copy of this document can be found at www.vaemergency.com under grant forms. The final report is due 30 days after closeout. These reports should be held for at least five years after the close of the grant period and are subject to audit by DHS and/or the Commonwealth of Virginia.

Please review and sign the required documents and return them to the Grants Management Office by March 14, 2011. If you have any questions regarding this award, please contact Debbie Foutz, grant specialist, at the VDEM Grants Management Office at (804) 897-9767.

Sincerely,



Michael M. Cline

MMC/ms

- c: Honorable Terrie L. Suit, Assistant to the Governor for Commonwealth Preparedness
- Ms. Kerry Stuver, Grants Management Coordinator, Office of Commonwealth Preparedness
- Chief Mark Marshall, Chief of Police
- Mr. Peter Stephenson, Smithfield Town Manager

Commonwealth of Virginia Grant Application



Virginia Department of Emergency Management
Grants Management Office
10501 Trade Court
Richmond, VA 23236-3713

Phone: 804-897-6500
Fax: 804-897-6613

Grant Year: FY 2010

Award Date:

2/7/2011

Sub-grantee Name:

Federal Program: 2010 Port Security Grant

CFDA#:

97.056

Sub-Grantee Please Complete all Blank Lines and Boxes (as applicable) on All Tabs of Workbook

Jurisdiction/Agency Legal Name:

Isle of Wight County

Organization Type (Check Applicable Box)

- State
- City/County
- College
- Airport
- Authority
- Planning District
- Other: (Please specify)

Legal Address:

P.O. Box 80

Isle of Wight, VA 23397

EIN #:

54-6001606

Project Title:

Maritime Domain Awareness Enhancement

Goals and Objectives:

Purchase new medium-duty command and control vehicle

Target Capability:

Critical infrastructure protection within the Port of Hampton Roads

Total Dollar Amount Requested:

\$

\$195,000.00 (Calculated Field)

Please Provide all Signatures (as applicable)

By signing this application, I certify (1) to the statements contained in the list of certifications; (2) that the statements herein are true, complete and accurate to the best of my knowledge; and (3) that if awarded I will not undergo any obligations until I have received approval or clearance for any Environmental Historical Preservation (EHP) requirements. I also provide the required assurances and agree to comply with any resulting terms if I obtain an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

* City Manager, County Administrator, State Agency Head

Information	Chief Administrative Officer *	Project Manager	Financial Officer
Name:	W. Douglas Caskey	Mark A. Marshall	Michael Terry
Title:	County Administrator	Chief of Police	Director of Budget & Finance
Organization:	Isle of Wight County	Town of Smithfield	Isle of Wight County
E-mail:	adm@isleofwightus.net	mmarshall@smithfieldva.gov	Michael.Terry@isleofwightus.net
Telephone:	(757) 365-6204	(757) 357-3247	(757) 357-5949
Fax:	(757) 357-9171	(757) 357-6551	(757) 365-4579
Address:	P.O. Box 80 Isle of Wight, VA 23397	1613 S. Church Street Smithfield, VA 23430	P.O. Box 80 Isle of Wight, VA 23397

* Chief Administrative Officer

County Administrator
Title

Feb. 10, 2011
Date

Project Narrative

Project Title:	Maritime Domain Awareness Enhancement <small>Data Entry limited to 90 characters</small>		
Project Description - Part A Describe the need. What is the gap this project addresses?	The region does not possess an intermediate sized command vehicle which would be suitable for smaller incidents or for assignment to an ICS designated section chief. Additionally, a smaller vehicle is necessary to access remote and rural areas not accessible to larger platforms. <small>Data Entry limited to 290 characters</small>		
Project Description - Part B: Describe the project. Include the purpose and scope of work.	To adequately respond to large incidents requiring on-site command and coordination, the Town of Smithfield proposes the purchase of a new medium-duty command vehicle that provides a targeted response to isolated areas. <small>Data Entry limited to 290 characters</small>		
Explain how the project will forward the target capability	The procurement of a medium-sized command vehicle will provide a mission critical platform to facilitate a unified regional response that greatly improves local agencies' abilities to provide a layered protection plan and an enhanced response to critical incidents. <small>Data Entry limited to 290 characters</small>		
List other localities and/or agencies that will benefit from this project:	Norfolk Harbor stakeholders including the City of Norfolk, City of Newport News, City of Hampton, City of Suffolk, City of Portsmouth, City of Chesapeake and the City of Virginia Beach. <small>Data Entry limited to 190 characters</small>		
Project Plan :	Step No: Name	Length of Time (Months)	Activity Description
(Activity Description limited to 70 characters)	Step 1:	1	Written specifications to GSA-approved vendor
	Step 2:	6	Procurement of medium-duty command vehicle
	Step 3:	8	Communication and electronic suite outfitting
	Step 4:	10	Full integration and deployment of asset
	Step 5:		
	Step 6:		
	Step 7:		
	Step 8:		
	Step 9:		
	Step 10:		
Project Management: Who will be the project manager? How will issues with procurement delays and accountability be addressed? Where does this individual report within your governance structure?	Primary oversight of this project will be completed by Chief Mark Marshall of the Smithfield Police Department. No unusual delays are anticipated as this grant involves the procurement of a single item. Direct communication with the selected vendor will be maintained. <small>Data Entry limited to 290 characters</small>		
Sustainment: Please explain how your locality/region/agency will sustain this project. Specifically acknowledge maintained for any equipment purchased and the continued support for personnel funded.	Maintenance of the command vehicle is already included within the general operating budget of the Smithfield Police Department. Routine and preventative maintenance will be coordinated and completed to ensure maximum life cycle. <small>Data Entry limited to 290 characters</small>		
Will this project COMPLETE this initiative?	Yes. <small>Data Entry limited to 100 characters</small>		

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

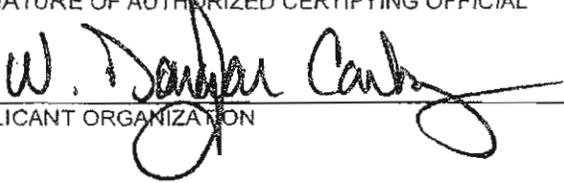
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Administrator
APPLICANT ORGANIZATION Isle of Wight County	DATE SUBMITTED February 10, 2011

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the modification of any Federal contract, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of the certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. The certification is a material representation of the fact on which reliance was placed when this transaction was made or entered into. Submission of the certification is a prerequisite for making or entering into the transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned state, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instruction. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization Isle of Wight County

W. Douglas Caskey, County Administrator

Printed name and title of authorized representation

February 10, 2011

Signature

Date

Homeland Security Grant Programs

Non-Supplanting Certification

I certify that any funds awarded under the fiscal year Homeland Security Grant Programs will be used to supplement existing funds for programs activities, and will not replace (supplant) non-federal funds.

Designated Agent

W. Douglas Caskey

Name

W. Douglas Caskey

Signature

County Administrator

Title

Isle of Wight County

Agency

ISSUE:

Application for Grant Funds – Virginia Department of Emergency Management (VDEM) 2010 Port Security Grant

BACKGROUND:

In response to award letters from VDEM, two applications have been prepared by the Smithfield Police Department to facilitate receipt of grant fundings in the amounts of \$5,160 for Personal Protective Equipment Enhancement and \$195,000 for Maritime Domain Awareness Enhancement from the Virginia Department of Emergency Management (VDEM). These awards are the result of a regional application made in 2010 through the Department of Homeland Security Port Security Grant.

The Smithfield Police Department provided an Investment Justification in 2010 for the purchase of personal protective equipment for personnel manning the surveillance water craft that was acquired in 2008 from the same grant. Equipment to be procured includes anti-exposure suits, knives, belts, and boots.

In addition, an Investment Justification was submitted for a Command Vehicle to be employed during emergencies. This funding will enable the Smithfield Police Department to set up a command vehicle at the scene of an emergency allowing personnel immediate access to equipment and to enhanced interoperable communications with other agencies.

BUDGETARY IMPACT:

There is no budgetary impact since match funding is not required.

Adoption of the attached resolution will increase the revenues of the FY 2010-11 General Operating Budget by the amount of grant funds received.

RECOMMENDATION:

Adopt the attached resolution to accept and appropriate funding for the 2010 Port Security Grant from the Virginia Department of Emergency Management.

ATTACHMENT:

- Resolution
- Award Letters

**RESOLUTION TO AUTHORIZE THE SUBMISSION OF A
GRANT APPLICATION AND TO ACCEPT AND APPROPRIATE
GRANT FUNDS FROM THE VIRGINIA DEPARTMENT OF
EMERGENCY MANAGEMENT**

WHEREAS, the Board of Supervisors of Isle of Wight County has authorized submission of an application for funding from the Virginia Department of Emergency Management through the Department of Homeland Security 2010 Port Security Grant; and,

WHEREAS, the amount of grant funding as shall be determined and received from the Virginia Department of Emergency Management needs to be accepted and appropriated to the FY 2010-11 Operating Budget of Isle of Wight County, Virginia.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Supervisors of Isle of Wight County that grant funds in the amount as shall be determined and received from the Virginia Department of Emergency Management be appropriated to the appropriate line item in the FY 2010-11 Operating Budget of Isle of Wight County.

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 17th day of February, 2011.

Thomas J. Wright, III, Chairman

Carey Mills Storm, Clerk

Approved as to form:

A. Paul Burton, Interim County Attorney



COMMONWEALTH of VIRGINIA
Department of Emergency Management

MICHAEL M. CLINE
State Coordinator

JACK E. KING
Chief Deputy Coordinator

BRETT A. BURDICK
Deputy Coordinator

10501 Trade Court
Richmond, Virginia 23236-3713
(804) 897-6500
(TDD) 674-2417
FAX (804) 897-6506

February 7, 2011

Mr. W. Douglas Caskey
County Administrator
Isle of Wight County
101-C Mounts Bay Road
Williamsburg, VA 23185

Dear Mr. Caskey:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of the 2010 Port Security Grant (PSG), CFDA #97.056, from the National Preparedness Directorate (NPD), United States Department of Homeland Security (DHS). Your agency has been funded for:

Project Title: Personal Protective Equipment Enhancement
Federal Grant Allocation: \$ 5,160.00
Recipient's Required Cost Share/Match Amount: \$ 00.00

The obligation period for this program is June 1, 2010 to November 30, 2012. Reimbursement may be requested for items procured during this period, consistent with the project intent. As a reminder, organizations that spend more than \$500,000 in DHS funds during a fiscal year are subject to an independent audit per OMB circular A-133.

All projects must comply with Environmental and Historic Preservation (EHP) requirements. Sub-recipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. A current EHP review evaluation form must be submitted as part of the VDEM application. For more information, please visit <http://www.vaemergency.com/grants/forms> or contact your grant specialist.

Mr. W. Douglas Caskey
Page 2
February 7, 2011

All sub-recipients are requested to submit a completed VDEM grant application. The application, project plan, and timeline will be due 30 days from the receipt of this letter. Below is a list of the documents that comprise the VDEM grant application:

POC Form, Budget Sheets, EHP Evaluation Form	www.vaemergency.com/grants/forms
Grant Assurances	www.vaemergency.com/grants/forms
Certification Regarding Lobbying	www.vaemergency.com/grants/forms
Non-Supplanting Certification	www.vaemergency.com/grants/forms

A quarterly report will be required 15 days after each quarter starting from the date of the award. Quarterly reports will be due until the end of the grant period or when the project is complete. An electronic copy of this document can be found at www.vaemergency.com under grant forms. The final report is due 30 days after closeout. These reports should be held for at least five years after the close of the grant period and are subject to audit by DHS and/or the Commonwealth of Virginia.

Please review and sign the required documents and return them to the Grants Management Office by March 14, 2011. If you have any questions regarding this award, please contact Debbie Foutz, grant specialist, at the VDEM Grants Management Office at (804) 897-9767.

Sincerely,



Michael M. Cline

MMC/ms

c: Honorable Terrie L. Suit, Assistant to the Governor for Commonwealth Preparedness
Ms. Kerry Stuver, Grants Management Coordinator, Office of Commonwealth Preparedness
Chief Mark Marshall, Smithfield Police Department
Mr. Peter Stephenson, Town Manager

Commonwealth of Virginia Grant Application



Virginia Department of Emergency Management
Grants Management Office
10501 Trade Court
Richmond, VA 23236-3713

Phone: 804-897-6500
Fax: 804-897-6613

Grant Year: FY 2010

Award Date: 2/7/2011

Sub-grantee Name: _____

Federal Program: 2010 Port Security Grant

CFDA#: 97.056

Sub-Grantee - Please Complete all Blank Lines and Boxes (as applicable) on All Tabs of Workbook.

Jurisdiction/Agency Legal Name:

Isle of Wight County

Legal Address:

P.O. Box 80

Isle of Wight, VA 23397

EIN #: 54-6001606

Organization Type (Check Applicable Box)

State

City/County

College

Airport

Authority

Planning District

Other: (Please specify)

Project Title: Personal Protective Equipment Enhancement

Goals and Objectives: Purchase additional anti-exposure suits and marine patrol duty equipment.

Target Capability: Critical infrastructure protection within the Port of Hampton Roads

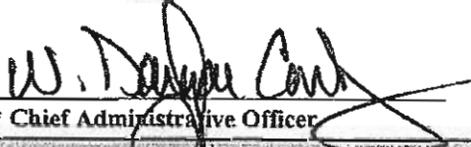
Total Dollar Amount Requested: \$ \$5,160.00 (Calculated Field)

Please Provide all Signatures (as applicable).

By signing this application, I certify (1) to the statements contained in the list of certifications; (2) that the statements herein are true, complete and accurate to the best of my knowledge; and (3) that if awarded I will not undergo any obligations until I have received approval or clearance for any Environmental Historical Preservation (EHP) requirements. I also provide the required assurances and agree to comply with any resulting terms if I obtain an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

* City Manager, County Administrator, State Agency Head

Information	Chief Administrative Officer *	Project Manager	Financial Officer
Name:	W. Douglas Caskey	Mark A. Marshall	Michael Terry
Title:	County Administrator	Chief of Police	Director of Budget & Finance
Organization:	Isle of Wight County	Town of Smithfield	Isle of Wight County
E-mail:	admn@isleofwightus.net	mmarshall@smithfieldva.gov	Michael.Terry@isleofwightus.net
Telephone:	(757) 365-6204	(757) 357-3247	(757) 357-5949
Fax:	(757) 357-9171	(757) 357-6551	(757) 365-4579
Address:	P.O. Box 80 Isle of Wight, VA 23397	1613 S. Church Street Smithfield, VA 23430	P.O. Box 80 Isle of Wight, VA 23397


* Chief Administrative Officer

County Administrator
Title

Feb. 10, 2011
Date

Project Narrative

Project Title:	Personal Protective Equipment Enhancement <small>Data Entry limited to 290 characters</small>																																	
Project Description - Part A: Describe the need. What is the gap this project addresses?	Smithfield Police Department has a requirement for additional personal protection equipment to include cold weather exposure jackets, inflatable Personal Flotation Devices (PFD) with strobe lights, specialized duty bags/packs, marine grade boots/gloves, eye protection and rescue knives. <small>Data Entry limited to 290 characters</small>																																	
Project Description - Part B: Describe the project. Include the purpose and scope of work.	This FY2010 investment will provide each marine patrol crewmember with the minimum safety and lifesaving devices to ensure personal protection while operating in inclement weather and during high-risk law enforcement evolutions. <small>Data Entry limited to 290 characters</small>																																	
Explain how the project will forward the target capability	With the successful awarding of this investment, the Smithfield Police Department will enhance its capabilities in providing mission critical services to commercial, military and essential port infrastructure. <small>Data Entry limited to 290 characters</small>																																	
List other localities and/or agencies that will benefit from this project:	Norfolk Harbor stakeholders including the City of Norfolk, City of Newport News, City of Hampton, City of Suffolk, City of Portsmouth, City of Chesapeake and the City of Virginia Beach. <small>Data Entry limited to 190 characters</small>																																	
Project Plan : (Activity Description limited to 70 characters)	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Step No: Name</th> <th style="width:15%;">Length of Time (Months)</th> <th style="width:70%;">Activity Description</th> </tr> </thead> <tbody> <tr> <td>Step 1:</td> <td>1</td> <td>Written specifications to vendor(s)</td> </tr> <tr> <td>Step 2:</td> <td>4</td> <td>Procurement of personal protective equipment (PPE)</td> </tr> <tr> <td>Step 3:</td> <td>5</td> <td>Crewmember training with new equipment</td> </tr> <tr> <td>Step 4:</td> <td>6</td> <td>Full integration and deployment of all equipment</td> </tr> <tr> <td>Step 5:</td> <td></td> <td></td> </tr> <tr> <td>Step 6:</td> <td></td> <td></td> </tr> <tr> <td>Step 7:</td> <td></td> <td></td> </tr> <tr> <td>Step 8:</td> <td></td> <td></td> </tr> <tr> <td>Step 9:</td> <td></td> <td></td> </tr> <tr> <td>Step 10:</td> <td></td> <td></td> </tr> </tbody> </table>	Step No: Name	Length of Time (Months)	Activity Description	Step 1:	1	Written specifications to vendor(s)	Step 2:	4	Procurement of personal protective equipment (PPE)	Step 3:	5	Crewmember training with new equipment	Step 4:	6	Full integration and deployment of all equipment	Step 5:			Step 6:			Step 7:			Step 8:			Step 9:			Step 10:		
Step No: Name	Length of Time (Months)	Activity Description																																
Step 1:	1	Written specifications to vendor(s)																																
Step 2:	4	Procurement of personal protective equipment (PPE)																																
Step 3:	5	Crewmember training with new equipment																																
Step 4:	6	Full integration and deployment of all equipment																																
Step 5:																																		
Step 6:																																		
Step 7:																																		
Step 8:																																		
Step 9:																																		
Step 10:																																		
Project Management: Who will be the project manager? How will issues with procurement delays and accountability be addressed? Where does this individual report within your governance structure?	Primary oversight of this project will be completed by Chief Mark Marshall of the Smithfield Police Department. No unusual delays are anticipated as this grant involves the procurement of commercially available items. Direct communication with the selected vendor will be maintained. <small>Data Entry limited to 290 characters</small>																																	
Sustainment: Please explain how your locality/region/agency will sustain this project. Specifically acknowledge maintained for any equipment purchased and the continued support for personnel funded.	Maintenance of the equipment is already included within the general operating budget of the Smithfield Police Department. Routine and preventative maintenance will be coordinated and completed to ensure maximum life cycle. <small>Data Entry limited to 290 characters</small>																																	
Will this project COMPLETE this initiative?	Yes. <small>Data Entry limited to 100 characters</small>																																	

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

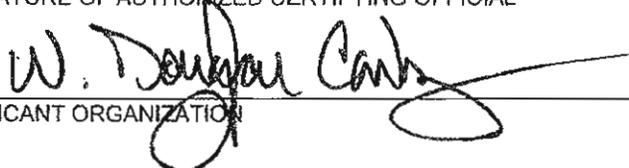
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Administrator
APPLICANT ORGANIZATION Isle of Wight County	DATE SUBMITTED February 10, 2011

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence and officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the modification of any Federal contract, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of the certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose according. The certification is a material representation of the fact on which reliance was placed when this transaction was made or entered into. Submission of the certification is a prerequisite for making or entering into the transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned state, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instruction. Submission of this statement is a prerequisite for making or entering into this accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization Isle of Wight County

W. Douglas Caskey, County Administrator
Printed name and title of authorized representation

February 10, 2011

Signature

Date

Homeland Security Grant Programs

Non-Supplanting Certification

I certify that any funds awarded under the fiscal year Homeland Security Grant Programs will be used to supplement existing funds for programs activities, and will not replace (supplant) non-federal funds.

Designated Agent

W. Douglas Caskey

Name

W. Douglas Caskey

Signature

County Administrator

Title

Isle of Wight County

Agency

ISSUE:

Application for Grant Funds – Virginia Department of Emergency Management (VDEM) 2010 Port Security Grant

BACKGROUND:

In response to award letters from VDEM, two applications have been prepared by the Smithfield Police Department to facilitate receipt of grant fundings in the amounts of \$5,160 for Personal Protective Equipment Enhancement and \$195,000 for Maritime Domain Awareness Enhancement from the Virginia Department of Emergency Management (VDEM). These awards are the result of a regional application made in 2010 through the Department of Homeland Security Port Security Grant.

The Smithfield Police Department provided an Investment Justification in 2010 for the purchase of personal protective equipment for personnel manning the surveillance water craft that was acquired in 2008 from the same grant. Equipment to be procured includes anti-exposure suits, knives, belts, and boots.

In addition, an Investment Justification was submitted for a Command Vehicle to be employed during emergencies. This funding will enable the Smithfield Police Department to set up a command vehicle at the scene of an emergency allowing personnel immediate access to equipment and to enhanced interoperable communications with other agencies.

BUDGETARY IMPACT:

There is no budgetary impact since match funding is not required.

Adoption of the attached resolution will increase the revenues of the FY 2010-11 General Operating Budget by the amount of grant funds received.

RECOMMENDATION:

Adopt the attached resolution to accept and appropriate funding for the 2010 Port Security Grant from the Virginia Department of Emergency Management.

ATTACHMENT:

- Resolution
- Award Letters

**RESOLUTION TO AUTHORIZE THE SUBMISSION OF A
GRANT APPLICATION AND TO ACCEPT AND APPROPRIATE
GRANT FUNDS FROM THE VIRGINIA DEPARTMENT OF
EMERGENCY MANAGEMENT**

WHEREAS, the Board of Supervisors of Isle of Wight County has authorized submission of an application for funding from the Virginia Department of Emergency Management through the Department of Homeland Security 2010 Port Security Grant; and,

WHEREAS, the amount of grant funding as shall be determined and received from the Virginia Department of Emergency Management needs to be accepted and appropriated to the FY 2010-11 Operating Budget of Isle of Wight County, Virginia.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Supervisors of Isle of Wight County that grant funds in the amount as shall be determined and received from the Virginia Department of Emergency Management be appropriated to the appropriate line item in the FY 2010-11 Operating Budget of Isle of Wight County.

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 17th day of February, 2011.

Thomas J. Wright, III, Chairman

Carey Mills Storm, Clerk

Approved as to form:

A. Paul Burton, Interim County Attorney

Fact Sheet

Smoke Testing Procedures

SSES Field Services for Special Order by Consent Project

- Required as part of the Sanitary Sewer Overflow Special Order by Consent Project
- Areas to be smoke tested were identified in the SSES (Sanitary Sewer Evaluation Study) Plan and include:
 - Pinewood Pump Station Basin
 - James Street Pump Station Basin
 - Drummonds Lane Pump Station Basin
 - Main Street Pump Station Basin
 - Minton Way Pump Station Basin
 - Waterford Oaks Pump Station Basin
- Smoke testing involves isolating a section of the sewer system and introducing harmless smoke into the piping. The smoke will help identify entry points for unwanted storm water
- Smoke may be seen coming from roof vent stacks, building foundations, manhole covers, clean outs, storm inlets, or holes in the ground
- Smoke is non-toxic; clean; harmless to humans, pets, food and material goods; and creates no fire hazard
- To prevent smoke (or sewer gases and odors) from entering your home/building, residents should pour one gallon of water into any seldom used drains (especially important for those with basements)
- Smoke may still enter though from defective plumbing
- Smoke will clear within a few minutes with proper ventilation
- Residents do not need to be home during testing
- Letters will be mailed to residents in smoke testing areas
- Estimated start date of March 1, 2011
- Approximately 2 to 4 weeks of smoke testing work, weather permitting
- Prior to starting smoke testing, pink colored notices will also be placed on each resident's front door within 72 hours of entering respective neighborhood
- For general questions:
 - Jeff Tyler (DAA) – (804) 349-5821
 - Shannon Hill (DAA) – (804) 869-8118
- For questions during smoke testing operations:
 - Jason Loving (DAA) – (804) 405-9271
 - Jessie Snead (Smithfield) – (757) 634-2869

McCALLUM

TESTING LABORATORIES, INC.

Geotechnical Engineering, Materials Testing & Environmental Services

February 7, 2011

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

Attention: **Peter Stephenson**

Subject: **Budget Increase**
Water Treatment Facility
Smithfield, Virginia
MTL Project 1012718

Dear **Mr. Stephenson**:

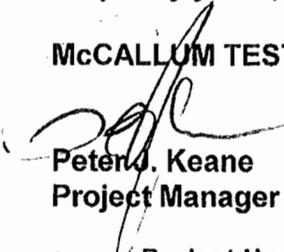
Prior to the start of construction of the above referenced project, our office submitted an estimated budget proposal to perform Special Inspection and Testing services. Our estimated costs were based on anticipated construction progress and were presented in an Estimated Budget Summarization. Due to an increasing amount of earthwork and unanticipated meetings and concrete testing fees associated with the lower than required compressive strength concrete test results, the project has exceeded our estimated costs. To date it appears that the project is approximately 55 to 60 percent complete.

As requested, on January 24, 2011, our office prepared a budget increase proposal. The budget increase detailed the remaining inspections that we anticipate will be required to complete the project. Our budget increase proposal also contained additional elements that were not included in our original proposal. These items include continuous masonry mortar and grout placement inspections and wood framing inspections. Our original proposal was provided in May of 2010; however, the Schedule of Special Inspections required for the project was not prepared until August of 2010.

Should you have any additional questions concerning this matter, please contact this office at your earliest convenience.

Very truly yours,

McCALLUM TESTING LABORATORIES, INC.


Peter J. Keane
Project Manager


Douglas S. Kinloch, P.E.
Chief Engineer

cc: Buchart-Horn / Dan Cargnel
MTL / Pete Keane

McCALLUM

TESTING LABORATORIES, INC.

Geotechnical Engineering, Materials Testing & Environmental Services

January 24, 2011

Town of Smithfield
310 Institute Street
Smithfield, Virginia 23431

Attention: Peter Stephenson

Subject: Special Inspection and Testing Services
Water Treatment Facility
Smithfield, Virginia

Dear Mr. Stephenson:

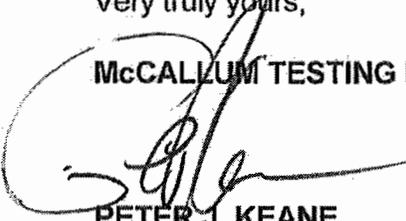
McCallum Testing Laboratories, Inc. is pleased to present this budget estimate for the remaining **Special Inspection and Testing Services** for the above referenced project. Included in this proposal are:

1. A brief description of the project;
2. An outline of our remaining services; and
3. A tabulation of the associated unit fees together with an estimate of our total fee.

Should you have any questions concerning this proposal, please contact our office at your earliest convenience.

Very truly yours,

McCALLUM TESTING LABORATORIES, INC.



PETER J. KEANE
PROJECT MANAGER

Enclosures: Budget Increase Summarization
Construction Service Fee Schedule
Proposal Acceptance Sheet



PROJECT INFORMATION

The proposed Water Treatment Plant building is to essentially be a one story, masonry wall structure with a wood truss roof system and ground slab on grade. It will also include a series of below grade, poured concrete wells, tanks and trenches. In addition, a masonry wall pump station structure is to be build over a poured concrete wet well and foundation.

SCOPE OF SERVICES

In preparation of this proposal, we have discussed the remaining project schedule with the contractor and reviewed the provided structural drawings and the Schedule of Special Inspections. Based on our conversations and review, we anticipate the remaining inspection and testing services will include:

1. Field and Laboratory Testing of Fill Soils;
2. Footing Subgrade Inspection;
3. Reinforcing Steel Inspection;
4. Concrete Placement Inspection;
5. Field and Laboratory Testing of Concrete;
6. Masonry and Masonry Reinforcement Inspections;
7. Field and Laboratory Testing of Masonry Mortar and Grout;
8. Wood Framing and Sheathing Inspections; and
9. Preparation of the Final Report of Special Inspections.

ESTIMATED TOTAL FEE

Based on our review, we suggest you allow an additional **budget of \$15,276.00** for our remaining services. To aid in your evaluation of our budget increase, a **Budget Increase Summarization** is attached detailing the allocated budget amount per remaining construction element. The actual total fee for our services will be computed by the actual work performed at the unit fees listed on the attached **Construction Service Fee Schedule**; however, we will **"not exceed"** the indicated additional budget without first obtaining your authorization.

AUTHORIZATION

To serve as our formal authorization to perform the outlined remaining services, please return one copy of this proposal with the **Proposal Acceptance Sheet** fully executed.



Project: South Church Street Water Treatment Plant
 Location: Smithfield, Virginia

Date: January 24, 2011
 Preparer: Peter J. Keane
 Drawing Id. Drawings Dated April 2010

BUDGET INCREASE SUMMARIZATION

Construction Element	Inspection	Number of Visits	Number of Hours/Tests	Hourly/Test Fee	Budget Allocation
Earthwork	Structural Fill Compaction Testing	5	8	\$38.00	\$1,520.00
	Nuclear Density Tests	—	25	\$9.00	\$225.00
	Proctor Sample	—	1	\$235.00	\$235.00
	P.E. Review	—	0.5	\$98.00	\$49.00
	Trip	5	—	\$30.00	\$150.00
Cast-in-Place Concrete	Field Inspection of Shallow Foundation Subgrade	2	3	\$60.00	\$360.00
	Inspection of Reinforcing Steel and Concrete Placement Operations	7	3	\$60.00	\$1,260.00
	Laboratory Testing of Concrete Cylinders	—	49	\$11.50	\$563.50
	P.E. Review	—	1	\$98.00	\$98.00
	Trip	9	—	\$30.00	\$270.00
Masonry	Field Inspection of Reinforcing Steel and Masonry Mortar and Grout	20	4	\$60.00	\$4,800.00
	Laboratory Testing of Mortar Test Cylinders	—	120	\$11.50	\$1,380.00
	Laboratory Testing of Grout Prisms	—	120	\$15.50	\$1,860.00
	Trip	20	—	\$30.00	\$600.00
Wood Framing and Sheathing	Field Inspection of Wood Framing, Sheathing and Connections	4	4	\$60.00	\$960.00
	P.E. Review	—	2	\$98.00	\$196.00
	Trip	4	—	\$30.00	\$120.00
Engineering and Project Management	Site Visits and Construction Coordination	1	2.5	\$83.00	\$207.50
	Final Report of Special Inspections	—	4	\$98.00	\$392.00
	Trip	1	—	\$30.00	\$30.00
				Additional Budget Amount =	\$15,276.00
				Invoiced to Date =	\$10,336.50
				Total Budget Amount =	\$25,612.50

McCALLUM TESTING LABORATORIES, INC.
CONSTRUCTION SERVICE FEE SCHEDULE - 2010

PERSONNEL

Chief Engineer	\$ 132.00 / hour
Professional Engineer, P.E.	\$ 98.00 / hour
Staff Engineer	\$ 83.00 / hour
Associate Engineer	\$ 78.00 / hour
Certified Welding Inspector	\$ 71.00 / hour
NDT Technician (UT, MT, PT)	\$ 83.00 / hour
Senior Technician	\$ 60.00 / hour
Technician (Soil or Concrete)	\$ 38.00 / hour
Staff Geologist	\$ 83.00 / hour
Professional Geologist, P.G.	\$ 98.00 / hour
Asphalt, Masonry, Roofing, Structural Steel or Fireproofing Technician	\$ 60.00 / hour
EIFS – Third Party Inspector	\$ 71.00 / hour

FIELD AND LABORATORY TESTING

Rapid Chloride Permeability Testing	\$ 440.00 / test
Setting Time of Concrete	\$ 330.00 / mix
Compressive Strength Testing	
Concrete Test Cylinders	\$ 11.50 / test
Concrete Test Cylinders - Molded & Cured, Not Tested	\$ 8.50 / cylinder
Concrete Cores	\$ 16.50 / test
Grout Prisms	\$ 15.50 / test
Mortar Cubes / Cylinders	\$ 11.50 / test
Block Prisms	\$ 55.00 / test
Concrete Masonry Units	\$ 38.00 / test
Flexural Strength Testing of Concrete Beams	\$ 30.00 / beam
Sieve Analysis of Soil or Fine Aggregate	\$ 66.00 / test
Sieve Analysis of Coarse Aggregate	\$ 76.00 / test
Proctor Test - Standard (Soil)	\$ 71.00 / test
Proctor Test - Standard (Crushed Stone or Gravel)	\$ 83.00 / test
Proctor Test - Modified (Soil)	\$ 83.00 / test
Proctor Test - Modified (Crushed Stone or Gravel)	\$ 93.00 / test
CBR & Soil Analysis	\$ 335.00 / test
Natural Moisture Content of Soil	\$ 16.50 / test
Atterberg Limits	\$ 50.00 / test
Wash Sieve & Hydrometer	\$ 90.00 / test
Specific Gravity (Soil)	\$ 28.00 / test
Specific Gravity (Fine and Coarse Aggregate)	\$ 46.00 / test
#200 Wash Analysis	\$ 40.00 / test
pH Test	\$ 16.50 / test
Resistivity Test with pH	\$ 85.00 / test
Organic Content	\$ 32.00 / test
In-Place Density Testing - Nuclear Method	\$ 9.00 / test
In-Place Density Testing - Sand Cone Method	\$ 22.00 / test
Asphalt Extraction and Gradation	\$ 106.00 / test
Cutting and Patching Asphalt Cores	\$ 71.00 / core
Density of Asphalt Cores	\$ 22.00 / test
Cutting and Patching Concrete Cores (Max. 4" Dia. x 8" Long)	\$ 110.00 / core
Trimming of Concrete Cores	\$ 20.00 / core
Skidmore - Wilhelm Bolt Tension / Torque Calibration	\$ 125.00 / day
Multiplier - 1" Ø bolt and above - Torque Inspection	\$ 75.00 / day
Pile Driving Analyzer (PDA) Testing w/Operator	\$1340.00 / day
Slab Flatness Survey	\$ 775.00 / day
Windsor Probe	\$ 50.00 / test
Laboratory Density Testing of Fireproofing	\$ 50.00 / test
Hollow Cell Jack Calibration	\$ 350.00 / each
Seismograph Equipment	\$ 100.00 / day

MISCELLANEOUS

Trip Charges	Per Project
Travel Expenses	Our Cost / 0.8
Per Diem	\$ 125.00 / man / day
CAPWAP Analyses	\$ 400.00 / each

Technician rates are charged portal to portal with a 2 hour minimum. All work performed before 8:00 AM and after 4:30 PM, over 8 hours per day and on Saturdays will be charged at 1.5 times the standard hourly rate. All work performed on Sundays and Holidays will be charged at 2 times the standard hourly rate.

PROPOSAL ACCEPTANCE SHEET

To serve as our formal authorization, please sign and return a copy of this Proposal Acceptance Sheet. Your signature of acceptance will make the attached proposal the agreement between our firms and will authorize us to proceed with the outlined scope of services. When completing this section, please advise us regarding to whom the report will be addressed, what the distribution of copies should be, and to whom our invoice should be addressed. Two copies of our reports are provided without additional cost. Additional copies will be invoiced in accordance with our Standard Unit Fees. All charges are net 30 days. A finance charge of 1½% per month (18% per annum) will be added to any invoice amounts not paid within 30 days of the invoice date. In the event that we employ an attorney to collect any sums due under this agreement, or to enforce other rights we may have in the event of your breach of this agreement, in whole or in part, you agree to pay thirty-five percent (35%) of the total amount due as attorney fees, together with any other costs or expenses of collection, including court costs, incurred by us, regardless of whether collection or enforcement is effected by suit or otherwise.

PROJECT: Water Treatment Facility

LOCATION: Suffolk, VA

SERVICE: Special Inspection and Testing Services

DATE OF PROPOSAL: January 24, 2011

BY: PJK

ACCEPTED BY: _____

SIGNATURE: _____

DATE: _____

FIRM: _____

ADDRESS: _____

PHONE: _____

REPORT TO: _____

ADDRESS: _____

COPY TO: _____

ADDRESS: _____

INVOICE TO: _____

ADDRESS: _____

PHONE: _____

McCALLUM TESTING LABORATORIES, INC.

1808 Hayward Avenue, Chesapeake, VA 23320 ♦ P.O. Box 13337, Chesapeake, VA 23325-0337 Phone
(757) 420-2520 ♦ Fax (757) 424-2874

February 15, 2011

Mr. Peter M. Stephenson, AICP ICMA – CM, Town Manager
Town of Smithfield
310 Institute Street
P.O, Box 246
Smithfield, Virginia 23431

Re: Town of Smithfield – Water Model Update
Scope of Work and Fees

Dear Mr. Stephenson:

Draper Aden Associates (DAA) is pleased to provide this proposal to the Town of Smithfield for a general review and update of the Town's water system hydraulic model. This is an important task for the Town as their new water treatment plant is being constructed and prepared for connection to the Town's water system.

TASK DESCRIPTION

The purpose of this task is to assemble a complete and functional model for the Town's water system which can be used to evaluate and determine potential impacts from the Town's future water treatment plant and be used as a starting point to assist in the evaluation of future system modifications and additions that may result from development within the Town or other system expansions. The current water model for the Town of Smithfield was developed by a separate consultant. Under this task, DAA will obtain a copy of the existing water model electronic files from the Town and request any additional water model information that may be available. The existing model will then be augmented based on any recent improvements to the system, applicable record drawing information, and available GIS data using the WaterCAD software program. Model calibration will be based on available flow information from the Town for the water system and hydrant tests as necessary. Information pertaining to the Town's future water treatment plant will also be needed (flow, pressure, operational cycles, etc.) and then added to the model in order to determine any potential impacts or concerns related to its inclusion in the water system. A memorandum will be provided to summarize the model development approach and general evaluation.

TASK SCHEDULE

DAA is prepared to begin work on this scope of services upon notification from the Town of Smithfield to proceed. DAA will meet with the Town in order to establish a project schedule at their convenience.

FEE PROPOSAL

The above-listed work will be provided for the lump sum not-to-exceed fee of **\$14,750**.

CONTRACT TERMS AND PROVISIONS

The terms and provisions of our existing Annual Engineering Services Agreement will apply to all project work.

We trust that the information provided herein adequately responds to your needs. If you have any questions regarding this proposal or desire additional information, please do not hesitate to contact me at your convenience.

Sincerely,

DRAPER ADEN ASSOCIATES

Andrew M. Snyder, P.E.
Senior Program Manager

Town of Smithfield				
General Fund Operating Budget				
Description	Proposed Budget 2010/2011	Actual as of 12/31/10	Remaining Budget	% of budget
Revenue				
General Fund revenues				
Real Estate Tax				
Current RE Tax	1,719,810.00	1,665,703.73	54,106.27	96.85%
Delinquent RE Tax	20,000.00	20,117.10	(117.10)	100.59%
Current RE Penalty	4,300.00	638.53	3,661.47	14.85%
Delinquent RE Penalty	2,200.00	1,862.42	337.58	84.66%
Current RE Interest	550.00	-	550.00	0.00%
Delinquent RE Interest	3,100.00	3,127.01	(27.01)	100.87%
Total Real Estate Taxes	1,749,960.00	1,691,448.79	58,511.21	96.66%
Personal Property Tax				
Current PP Tax	784,600.00	811,468.08	(26,868.08)	103.42%
Delinquent PP Tax	11,000.00	26,402.37	(15,402.37)	240.02%
Current PP Penalty	12,000.00	2,546.11	9,453.89	21.22%
Delinquent PP Penalty	3,100.00	2,892.07	207.93	93.29%
Current PP Interest	750.00	-	750.00	0.00%
Delinquent PP Interest	1,800.00	1,746.50	53.50	97.03%
Total Personal Property Tax	813,250.00	845,055.13	(31,805.13)	103.91%
Miscellaneous Receipts Over/Short	-	13.77	(13.77)	#DIV/0!
Total Over/Short	-	13.77	(13.77)	#DIV/0!
Other Taxes				
Franchise Tax	119,000.00	-	119,000.00	0.00%
Cigarette Tax	130,000.00	70,598.50	59,401.50	54.31%
Transient Occupancy Tax	128,000.00	62,735.34	65,264.66	49.01%
Meals Tax-4%	772,000.00	371,393.50	400,606.50	48.11%
Meals Tax-1%	193,000.00	92,848.38	100,151.62	48.11%
Communications Tax	240,000.00	85,080.12	154,919.88	35.45%
Rolling Stock	15.00	25.94	(10.94)	172.93%
Rental Tax	1,000.00	810.20	189.80	81.02%
Sales Tax	258,000.00	88,049.81	169,950.19	34.13%
Consumption Tax	51,000.00	16,454.20	34,545.80	32.26%
Utility Tax	195,000.00	73,103.16	121,896.84	37.49%
Total Other Local Taxes	2,087,015.00	861,099.15	1,225,915.85	41.26%
Licenses, Permits & Privilege Fees				
Business Licenses	348,000.00	8,947.84	339,052.16	2.57%
Business Licenses Penalty	1,000.00	165.39	834.61	16.54%
Business Licenses Interest	800.00	104.49	695.51	13.06%
Permits & Other License	11,500.00	5,497.74	6,002.26	47.81%
WC Dog Park Registration-Annual	-	490.00	(490.00)	#DIV/0!
Inspection Fees	10,000.00	-	10,000.00	0.00%
Bldg Facility Specs-Contractors	-	100.00	(100.00)	#DIV/0!
Consultant Review Fees	10,000.00	3,800.00	6,200.00	38.00%
Taxi Fees	-	-	-	#DIV/0!
Street Lights Installation	-	-	-	#DIV/0!

Street Lights Service	-	-	-	#DIV/0!
Vehicle License Tags	-	9.00	(9.00)	#DIV/0!
Vehicle License	114,000.00	112,717.15	1,282.85	98.87%
Total Licenses, permits and privilege fees	495,300.00	131,831.61	363,468.39	26.62%
<u>Fines & Costs</u>				
Development Violation Fine	-	-	-	#DIV/0!
Public Defender Fee	-	-	-	#DIV/0!
Fines & Costs	63,000.00	29,688.43	33,311.57	47.12%
Total Fines & Forfeitures	63,000.00	29,688.43	33,311.57	47.12%
<u>From Use of Money and Property</u>				
General Fund Interest	17,500.00	7,789.50	9,710.50	44.51%
Beautification Fund Interest	3,700.00	382.59	3,317.41	10.34%
Pinewood Heights-tenant rentals	2,000.00	702.00	1,298.00	35.10%
Rentals	21,000.00	8,856.43	12,143.57	42.17%
Smithfield Center Rentals	110,000.00	50,592.13	59,407.87	45.99%
Smithfield Center Vendor Programs	6,000.00	278.75	5,721.25	4.65%
Windsor Castle Event Rentals	-	2,250.00	(2,250.00)	#DIV/0!
Sale of Real Estate	170,000.00	-	170,000.00	0.00%
Sale of Equipment	1,000.00	218.00	782.00	21.80%
Lease of Land	500.00	500.00	-	100.00%
Total revenue from use of money and property	331,700.00	71,569.40	260,130.60	21.58%
<u>Miscellaneous Revenue</u>				
Other Revenue	5,000.00	764.48	4,235.52	15.29%
Tourism Bureau-Walking Tours	-	-	-	#DIV/0!
Basse's Choice Electric	-	-	-	#DIV/0!
Cash Proffer Revenues	-	-	-	#DIV/0!
Virginia Municipal Group Safety Grant	1,000.00	2,000.00	(1,000.00)	200.00%
Total Miscellaneous Revenue	6,000.00	2,764.48	3,235.52	46.07%
<u>From Reserves</u>				
Restricted Reserves-Beautification	-	-	-	#DIV/0!
Police CD	1,200.00	-	1,200.00	0.00%
From Operating Reserves	107,624.00	-	107,624.00	0.00%
Total From Reserves	108,824.00	-	108,824.00	0.00%
<u>Intergovernmental Virginia</u>				
Law Enforcement	167,400.00	83,706.00	83,694.00	50.00%
Litter Control Grant	2,669.00	3,078.00	(409.00)	115.32%
Police Block Grants-State	5,500.00	5,358.42	141.58	97.43%
Department of Health Grant	-	990.80	(990.80)	#DIV/0!
Fire Programs	17,447.00	-	17,447.00	0.00%
VCA Grant	5,000.00	5,000.00	-	100.00%
Fuel Refund (state)	7,500.00	3,709.65	3,790.35	49.46%
Asset Forfeiture	-	-	-	#DIV/0!
Total State Revenue	205,516.00	101,842.87	103,673.13	49.55%
<u>Intergovernmental Federal</u>				
Federal Grants	15,000.00	-	15,000.00	0.00%
ARRA Federal Stimulus Regional Share	160,000.00	-	160,000.00	0.00%
ARRA Federal Stimulus-Police	-	6,976.00	(6,976.00)	#DIV/0!
Urban Fund Partial Use Allocation	1,000,000.00	-	1,000,000.00	0.00%

Federal Grant-Transportation Enhancement Program	720,000.00	-	720,000.00	0.00%
Section 8 rentals	215,670.00	4,050.00	211,620.00	1.88%
Pinewood Heights CDBG Relocation Grant	400,000.00	357,342.00	42,658.00	89.34%
Federal Fuel Income	8,000.00	4,454.68	3,545.32	55.68%
Total Federal Revenue	2,518,670.00	372,822.68	2,145,847.32	14.80%
Other Financing Sources				
Operating Transfers In				
Transfer In for Debt Service	-	-	-	#DIV/0!
Total Operating Transfers In	-	-	-	#DIV/0!
Other Financing Sources				
Line of Credit Proceeds	500,000.00	-	500,000.00	0.00%
Loan Proceeds-Building Acquisition	554,000.00	-	554,000.00	0.00%
Insurance Recoveries	-	143.95	(143.95)	#DIV/0!
Total Other Financing Sources	1,054,000.00	143.95	1,053,856.05	0.01%
Contributions				
Contributions-Windsor Castle Park	-	88,120.23	(88,120.23)	#DIV/0!
CHIPS Contributions	5,300.00	4,800.00	500.00	90.57%
Contributions-Employee Awards	-	600.00	(600.00)	#DIV/0!
Pinewood Heights Contribution-IOW	227,760.00	130,120.20	97,639.80	57.13%
Contributions South Church Street Improvement Project	875,000.00	-	875,000.00	0.00%
Total Contributions	1,108,060.00	223,640.43	884,419.57	20.18%
Total General Fund Revenue	10,541,295.00	4,331,920.69	6,209,374.31	41.09%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects				
Line of Credit Proceeds	(500,000.00)	-	(500,000.00)	
Pinewood Rentals	(217,670.00)	(4,752.00)	(212,918.00)	
Cash Proffer Revenues	-	-	-	
Meals Tax (1%) allocated to Special Projects	(193,000.00)	(92,848.38)	(100,151.62)	
South Church Street Improvement Project-Grants	(1,880,000.00)	-	(1,880,000.00)	
South Church Street Improvement Project-Contributions	(875,000.00)	-	(875,000.00)	
Pinewood Heights Relocation Project -Grant-\$800,000	(400,000.00)	(357,342.00)	(42,658.00)	
Pinewood Heights Relocation Project-Contribution-IOW	(227,760.00)	(130,120.20)	(97,639.80)	
Sale of Real Estate	(170,000.00)	-	(170,000.00)	
Total Non-operating Revenues	(4,463,430.00)	(585,062.58)	(3,878,367.42)	13.11%
Total General Fund Operating Revenues	6,077,865.00	3,746,858.11	2,331,006.89	61.65%
General Fund Budget Expenses				
	Proposed Budget	Actual as of	Remaining	% of
Description	2010/2011	12/31/10	Budget	budget
GENERAL GOVERNMENT				
Town Council				
Salaries	55,000.00	19,805.00	35,195.00	36.01%
FICA	4,400.00	1,639.89	2,760.11	37.27%
Employee Wellness/Assistance Plan	-	908.08	(908.08)	#DIV/0!

Legal Fees	40,000.00	10,206.65	29,793.35	25.52%
Election Expense	-	-	-	#DIV/0!
Maintenance contracts-Bradshaw-Kimbrel	600.00	300.00	300.00	50.00%
Advertising	18,000.00	5,942.77	12,057.23	33.02%
Engineering	-	-	-	#DIV/0!
Professional Services	1,200.00	-	1,200.00	0.00%
Records Management maint & upgrades	3,900.00	-	3,900.00	0.00%
Site Plan Review	7,500.00	1,015.00	6,485.00	13.53%
Communications	5,300.00	1,360.70	3,939.30	25.67%
Insurance	25,000.00	18,732.75	6,267.25	74.93%
Supplies	25,000.00	9,257.50	15,742.50	37.03%
Travel & Training	7,000.00	4,336.60	2,663.40	61.95%
Subscriptions/Memberships	12,000.00	5,107.00	6,893.00	42.56%
Council Approved Items	10,000.00	4,264.29	5,735.71	42.64%
Public Defender Fees	4,000.00	158.00	3,842.00	3.95%
Bank Charges	200.00	36.00	164.00	18.00%
SpecialProjects	1,000.00	595.05	404.95	59.51%
Smithfield CHIPS program	9,660.00	2,904.00	6,756.00	30.06%
Update Town Charter & Code	500.00	1,298.00	(798.00)	259.60%
Annual Christmas Parade	300.00	31.96	268.04	10.65%
Council Approved Hwy	(22,200.00)	-	(22,200.00)	0.00%
Total Town Council	208,360.00	87,899.24	120,460.76	42.19%
<u>Town Manager</u>				
Salaries	181,800.00	81,388.05	100,411.95	44.77%
FICA	14,550.00	6,249.51	8,300.49	42.95%
VSRS	19,490.00	9,398.74	10,091.26	48.22%
Health	31,715.00	17,861.21	13,853.79	56.32%
Auto Expense	500.00	218.22	281.78	43.64%
Maintenance Contracts	1,032.00	481.60	550.40	46.67%
Communications	12,000.00	4,697.41	7,302.59	39.15%
Insurance	2,500.00	1,816.75	683.25	72.67%
Supplies	6,000.00	1,164.24	4,835.76	19.40%
Dues & Subscriptions	1,600.00	1,507.13	92.87	94.20%
Computer & technology expenses	10,000.00	9,054.07	945.93	90.54%
Travel & Training	5,000.00	2,901.25	2,098.75	58.03%
Other	-	35.14	(35.14)	#DIV/0!
TM Allocated to Hwy	(4,610.00)	-	(4,610.00)	0.00%
Total Town Manager	281,577.00	136,773.32	144,803.68	48.57%
<u>Treasurer</u>				
Salaries	187,350.00	84,352.11	102,997.89	45.02%
FICA	15,000.00	6,477.11	8,522.89	43.18%
VSRS	20,745.00	9,675.96	11,069.04	46.64%
Health	29,350.00	14,647.45	14,702.55	49.91%
Audit	18,200.00	15,750.00	2,450.00	86.54%
Depreciation Software	1,300.00	-	1,300.00	0.00%
Communications	7,100.00	2,590.69	4,509.31	36.49%
Data Processing	19,000.00	8,483.47	10,516.53	44.65%
Service Contracts	15,550.00	13,605.10	1,944.90	87.49%
Insurance	2,100.00	1,576.07	523.93	75.05%
Supplies	15,000.00	5,478.76	9,521.24	36.53%

Dues & Subscriptions	2,200.00	1,179.75	1,020.25	53.63%
Credit Card Processing	1,400.00	475.99	924.01	34.00%
Cigarette Tax Stamps	3,800.00	-	3,800.00	0.00%
Travel & Training	1,000.00	41.80	958.20	4.18%
Other	200.00	33.91	166.09	16.96%
Treasurer Alloc to Hwy	(10,290.00)	-	(10,290.00)	0.00%
Total Treasurer	329,005.00	164,368.17	164,636.83	49.96%
PUBLIC SAFETY				
Police Department				
Salaries	1,260,150.00	588,711.39	671,438.61	46.72%
FICA	100,815.00	45,077.49	55,737.51	44.71%
VSRS	125,580.00	59,971.15	65,608.85	47.76%
Health Insurance	178,430.00	101,083.98	77,346.02	56.65%
Pre-employ screening/Emp Medical	1,000.00	27.00	973.00	2.70%
Uniforms	25,500.00	6,329.77	19,170.23	24.82%
Service Contracts	34,400.00	25,813.00	8,587.00	75.04%
Communications	50,000.00	22,009.74	27,990.26	44.02%
Computer & Technology Expenses-licenses	35,000.00	36,199.99	(1,199.99)	103.43%
Insurance	45,650.00	34,511.97	11,138.03	75.60%
Materials & Supplies	27,000.00	14,938.62	12,061.38	55.33%
Dues & Subscriptions	4,000.00	1,807.50	2,192.50	45.19%
Equipment -tactical vests	14,000.00	3,185.77	10,814.23	22.76%
Radio & Equipment repairs	3,500.00	1,446.08	2,053.92	41.32%
Vehicle Maintenance	32,400.00	19,728.42	12,671.58	60.89%
Gas	75,000.00	28,589.63	46,410.37	38.12%
Tires	5,000.00	2,221.44	2,778.56	44.43%
Travel & Training	18,900.00	11,105.53	7,794.47	58.76%
Special Events	-	84.48	(84.48)	#DIV/0!
Crimes Network	10,000.00	-	10,000.00	0.00%
Police Grants	25,625.00	-	25,625.00	0.00%
Local Law Enforcement Block Grant	-	-	-	#DIV/0!
Investigation expenses	-	2,471.77	(2,471.77)	#DIV/0!
VML Grant	-	-	-	#DIV/0!
Community Traffic Safety Grant	-	-	-	#DIV/0!
Federal Byrne Justice Assistance Grant	-	-	-	#DIV/0!
Radar Grant Expenses	-	-	-	#DIV/0!
Block Grant-Alco Sensors	-	604.00	(604.00)	#DIV/0!
Comprehensive Traffic Safety Grant	-	-	-	#DIV/0!
Police Technology Grant	-	-	-	#DIV/0!
VA Dept of Health Grant	-	990.80	(990.80)	#DIV/0!
Employee Education	-	-	-	#DIV/0!
Fire/Moving Expenses	-	-	-	#DIV/0!
Other	-	-	-	#DIV/0!
Total Police Department	2,071,950.00	1,006,909.52	1,065,040.48	48.60%
Fire Department				
Salaries (Contribution to County)	30,000.00	-	30,000.00	0.00%
Member Physicals	1,000.00	876.00	124.00	87.60%
Uniforms	1,200.00	55.88	1,144.12	4.66%
Protective Clothing	8,000.00	-	8,000.00	0.00%
Communications	10,300.00	3,808.39	6,491.61	36.97%
Computer & Technology Expenses	1,680.00	(773.88)	2,453.88	-46.06%

Insurance	20,183.00	18,948.00	1,235.00	93.88%
Materials & Supplies	2,600.00	-	2,600.00	0.00%
Radio Repairs & Maint	500.00	-	500.00	0.00%
Truck Operation & Maint.	5,000.00	5,336.05	(336.05)	106.72%
Gas & Tires	17,000.00	5,469.88	11,530.12	32.18%
Maintenance Contracts	6,000.00	2,500.00	3,500.00	41.67%
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
Annual Meeting	200.00	-	200.00	0.00%
State Pass Thru	17,447.00	-	17,447.00	0.00%
Total Fire Department	134,110.00	36,220.32	97,889.68	27.01%
<u>Contributions-Public Safety</u>				
Rescue Squad - Contrib.	75,000.00	37,500.00	37,500.00	50.00%
Rescue Squad-Salaries (to County) & shared maintenance	30,000.00	-	30,000.00	0.00%
E911 Dispatch Center	61,470.00	4,722.97	56,747.03	7.68%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
Total Contributions-Public Safety	176,470.00	42,222.97	134,247.03	23.93%
<u>PARKS, RECREATION & CULTURAL</u>				
<u>Smithfield Center</u>				
Salaries	181,675.00	80,818.43	100,856.57	44.49%
FICA	14,534.00	6,182.57	8,351.43	42.54%
VSRS	13,020.00	6,216.54	6,803.46	47.75%
Health	22,970.00	12,947.69	10,022.31	56.37%
Uniforms	1,200.00	361.70	838.30	30.14%
Contracted Services	12,600.00	4,373.37	8,226.63	34.71%
Retail Sales & Use Tax	500.00	49.58	450.42	9.92%
Utilities	38,000.00	10,186.93	27,813.07	26.81%
Communications	21,050.00	8,180.81	12,869.19	38.86%
Computer & technology expenses	2,500.00	-	2,500.00	0.00%
Insurance	4,500.00	3,360.77	1,139.23	74.68%
Kitchen Supplies	4,000.00	2,625.49	1,374.51	65.64%
Office Supplies/Other Supplies	5,000.00	2,204.98	2,795.02	44.10%
Food Service & Beverage Supplies	8,000.00	2,040.70	5,959.30	25.51%
AV Supplies	500.00	75.76	424.24	15.15%
Repairs & Maintenance	40,000.00	19,613.08	20,386.92	49.03%
Landscaping	10,000.00	4,691.13	5,308.87	46.91%
Travel & Training	2,500.00	1,676.58	823.42	67.06%
Programming Expenses	1,000.00	-	1,000.00	0.00%
Advertising	23,500.00	16,776.24	6,723.76	71.39%
Refund event deposits	5,000.00	1,400.00	3,600.00	28.00%
Other	-	-	-	#DIV/0!
Credit card processing expense	2,000.00	1,141.85	858.15	57.09%
Total Smithfield Center	414,049.00	184,924.20	229,124.80	44.66%
<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	18,000.00	18,000.00	50.00%
Total Contributions-Park, Recreation and Cultural	50,960.00	32,960.00	18,000.00	64.68%
<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	3,500.00	599.05	2,900.95	17.12%
Windsor Castle	60,000.00	132,483.49	(72,483.49)	220.81%
Waterworks Dam	-	500.00	(500.00)	#DIV/0!
Fireworks	2,000.00	-	2,000.00	0.00%
Total Parks & Recreation	67,100.00	133,582.54	(66,482.54)	199.08%
COMMUNITY DEVELOPMENT				
Pinewood Heights				
Non-CDBG Contributed Operating Expenses				
Administration				
Precontract/ERR	-	-	-	#DIV/0!
Management Assistance	10,000.00	4,746.09	5,253.91	47.46%
Monitoring/Closeout	2,000.00	-	2,000.00	0.00%
Permanent Relocation				
Owner Occupied Households	-	97,750.00	(97,750.00)	#DIV/0!
Renter Occupied Households	254,920.00	66,591.20	188,328.80	26.12%
Relocation Specialist	15,070.30	-	15,070.30	0.00%
Acquisition Specialist				
	4,000.00	-	4,000.00	0.00%
Clearance & Demolition				
	106,800.00	265.02	106,534.98	0.25%
Subtotal Non CDBG	392,790.30	169,352.31	223,437.99	43.12%
CDBG Contributed Operating Expenses				
Permanent Relocation				
Owner Occupied Households	150,700.00	-	150,700.00	0.00%
Renter Occupied Households	-	-	-	#DIV/0!
Clearance & Demolition				
	20,300.00	-	20,300.00	0.00%
Subtotal CDBG	171,000.00	-	171,000.00	0.00%
Total Pinewood Heights Contributions	563,790.30	169,352.31	394,437.99	30.04%
Contributions-Community Development				
APVA Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Chamber of Commerce	6,000.00	-	6,000.00	0.00%
Christian Outreach	3,000.00	3,000.00	0.00	100.00%
Genieve Shelter	9,000.00	9,000.00	0.00	100.00%
TRIAD	1,650.00	-	1,650.00	0.00%
Tourism Bureau	208,112.00	83,550.44	124,561.56	40.15%
Historic Smithfield	-	10,000.00	(10,000.00)	#DIV/0!
Western Tidewater Free Clinic	15,000.00	15,000.00	0.00	100.00%
YMCA Projects	50,000.00	50,000.00	0.00	100.00%
Total Contributions-Community Development	297,762.00	170,550.44	127,211.56	57.28%
PUBLIC WORKS				

Planning, Engineering & Public Works					
Salaries	183,125.00	86,214.70	96,910.30	47.08%	
FICA	14,650.00	6,620.14	8,029.86	45.19%	
VSRS	24,125.00	9,523.31	14,601.69	39.47%	
Health	28,450.00	16,364.67	12,085.33	57.52%	
Uniforms	2,000.00	1,010.94	989.06	50.55%	
Contractual	12,000.00	3,183.37	8,816.63	26.53%	
GIS	3,500.00	-	3,500.00	0.00%	
Recycling	55,920.00	17,639.08	38,280.92	31.54%	
Trash Collection	375,000.00	186,417.96	188,582.04	49.71%	
Street Lights	25,000.00	3,216.79	21,783.21	12.87%	
Communications	12,000.00	4,745.21	7,254.79	39.54%	
Safety Meetings	750.00	280.68	469.32	37.42%	
Insurance	6,450.00	4,850.25	1,599.75	75.20%	
Materials & Supplies	8,000.00	2,263.04	5,736.96	28.29%	
Repairs & Maintenance	6,000.00	5,761.43	238.57	96.02%	
Gas & Tires	10,000.00	2,989.42	7,010.58	29.89%	
Travel & Training	6,000.00	1,948.43	4,051.57	32.47%	
Haydens Lane Maintenance	500.00	50.95	449.05	10.19%	
Veterans War Memorial	1,500.00	396.80	1,103.20	26.45%	
Litter Control Grant	3,384.00	883.50	2,500.50	26.11%	
Dues & Subscriptions-	1,000.00	695.27	304.73	69.53%	
Other	1,000.00	343.43	656.57	34.34%	
Public Works Alloc to Hwy	(5,855.00)	-	(5,855.00)	0.00%	
Total Public Works	774,499.00	355,399.37	419,099.63	45.89%	
PUBLIC BUILDINGS					
Public Buildings					
Salaries	22,115.00	8,987.29	13,127.71	40.64%	
FICA	1,770.00	732.70	1,037.30	41.40%	
Contractual	4,000.00	1,437.88	2,562.12	35.95%	
Communications	1,200.00	2,026.07	(826.07)	168.84%	
Utilities	43,000.00	13,739.71	29,260.29	31.95%	
Insurance	1,950.00	1,463.89	486.11	75.07%	
Materials & Supplies	2,500.00	1,497.81	1,002.19	59.91%	
Repairs & Maintenance	45,000.00	16,868.23	28,131.77	37.48%	
Rent Expense-Office Space	68,015.00	33,848.83	34,166.17	49.77%	
Other	1,600.00	380.95	1,219.05	23.81%	
Alloc Costs to Hwy	(7,415.00)	-	(7,415.00)	0.00%	
Total Public Buildings	183,735.00	80,983.36	102,751.64	44.08%	
OTHER FINANCING USES					
Other Financing Uses					
Transfers to Operating Reserves	0.00	1,216,152.73	(1,216,152.73)	#DIV/0!	
Transfers to Restricted Reserves-Special Projects (Pinewood)	0.00	-	0.00	#DIV/0!	
Transfers to Restricted Reserves-S Church Street Project	755,000.00	-	755,000.00	0.00%	
Total Transfers from Reserves	755,000.00	1,216,152.73	(461,152.73)	161.08%	
DEBT SERVICE					
Debt Service					
Principal Retirement					
Smithfield Center-Capital lease generator	4,850.00	4,829.55	20.45	99.58%	
Public Buildings-Capital lease generator	1,419.00	1,415.68	3.32	99.77%	

Public Building Acquisition	97,300.00	-	97,300.00	0.00%
Line of Credit Retirement-interest	505,500.00	2,214.12	503,285.88	0.44%
Interest and fiscal charges				
Smithfield Center-Capital lease generator	52.00	1,028.79	(976.79)	1978.44%
Public Buildings-Capital lease generator	36.00	35.04	0.96	97.33%
Public Building Acquisition	36,010.00	-	36,010.00	0.00%
Total Debt Service	645,167.00	9,523.18	635,643.82	1.48%
Total General Fund Expenses	6,953,534.30	3,827,821.67	3,125,712.63	55.05%
Less Expenses related to capital projects:				
Legal Fees	-	-	0.00	
Professional Fees	-	-	0.00	
Pinewood Heights Relocation Project Expenses	(563,790.30)	(169,352.31)	(394,437.99)	
Pinewood Heights Line of Credit Expenses	(505,500.00)	(2,214.12)	(503,285.88)	
Total Non-operating Expenses	(1,069,290.30)	(171,566.43)	(897,723.87)	16.04%
Total General Fund Operating Expenses	5,884,244.00	3,656,255.24	2,227,988.76	62.14%
Net Operating Reserve (+/-)	193,621.00	90,602.87	103,018.13	46.79%
Net Reserve (+/-)	3,587,760.70	504,099.02	3,083,661.68	14.05%

	2010/2011 Proposed Budget	2010/2011 Actual 12/31/2010	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	3,587,760.70	504,099.02	3,083,661.68	14.05%

**Capital Outlay
General Fund**

COMMUNITY DEVELOPMENT				
Pinewood Heights Relocation-CIP				
Non CDBG Capital Acquisition				
Owner Occupied Units	-	-	-	#DIV/0!
Renter Occupied Units	(244,433.84)	(58,775.45)	(185,658.39)	24.05%
Vacant Lots	(15,000.00)	-	(15,000.00)	0.00%
Appraisal/Legal	(19,410.95)	(2,150.00)	(17,260.95)	11.08%
Subtotal Non CDBG Capital Acquisition	(278,844.79)	(60,925.45)	(217,919.34)	21.85%
CDBG Capital Acquisition				
Owner Occupied Units	(71,658.00)	(71,079.00)	(579.00)	99.19%
Renter Occupied Units	(183,256.67)	(305,431.07)	122,174.40	166.67%
Vacant Lots	-	-	-	#DIV/0!
Subtotal CDBG Capital Acquisition	(254,914.67)	(376,510.07)	121,595.40	147.70%
Total Pinewood Heights Relocation CIP	(533,759.46)	(437,435.52)	(96,323.94)	81.95%
PARKS, RECREATION AND CULTURAL				
Windsor Castle	(50,000.00)	-	(50,000.00)	0.00%
Smithfield Center (operations)				
AV Upgrades		(1,279.00)	1,279.00	#DIV/0!
Install chandelier		(2,500.00)	2,500.00	#DIV/0!
Upgrades-Tile or carpet	(150,000.00)	(44,265.00)	(105,735.00)	29.51%
PUBLIC SAFETY				
Police				
Police Vehicles	(84,000.00)	-	(84,000.00)	0.00%
PUBLIC WORKS				
Vehicles and Equipment	(20,000.00)	-	(20,000.00)	0.00%
N/S Church St Streetscape Improvements	(2,000,000.00)	(12,119.50)	(1,987,880.50)	0.61%
PUBLIC BUILDINGS				
New roof on maintenance building	-	(6,500.00)	6,500.00	#DIV/0!
Office Space Improvements/Municipal Building	(750,000.00)	-	(750,000.00)	0.00%
Net Capital Outlay	(3,587,759.46)	(504,099.02)	(3,083,660.44)	14.05%
Net Reserves (Deficit) after capital outlay	1.24	-	1.24	0.00%

Town of Smithfield				
Sewer Fund Budget				
	Proposed Budget	Balance as of	Remaining	% of
	2010/2011	12/31/10	Budget	budget
Revenue				
Operating Revenues				
Sewer Charges	633,000.00	404,090.15	228,909.85	63.84%
Sewer Compliance Fee	404,500.00	243,834.35	160,665.65	60.28%
Miscellaneous Revenue	500.00	-	500.00	0.00%
Connection fees	39,500.00	14,220.00	25,280.00	36.00%
Total Operating Revenue	1,077,500.00	662,144.50	415,355.50	61.45%
Town of Smithfield				
Sewer Fund Budget				
	Proposed Budget	Balance as of	Remaining	% of
Description	2010/2011	12/31/10	Budget	budget
Expenses				
Operating Expenses				
Salaries	279,900.00	129,984.42	149,915.58	46.44%
FICA	22,500.00	9,981.06	12,518.94	44.36%
VSRS	26,660.00	12,639.23	14,020.77	47.41%
Health	48,270.00	25,466.49	22,803.51	52.76%
Uniforms	2,900.00	1,524.18	1,375.82	52.56%
Audit & Legal Fees	23,000.00	11,053.94	11,946.06	48.06%
Engineering	-	-	-	#DIV/0!
HRPDC-FOG	-	392.85	(392.85)	#DIV/0!
HRPDC sewer programs	482.00	361.50	120.50	75.00%
Maintenance & Repairs	45,000.00	9,268.48	35,731.52	20.60%
Professional services		-	-	#DIV/0!
Storm Maintenance-October 7		-	-	#DIV/0!
Data Processing	16,000.00	6,362.60	9,637.40	39.77%
Dues & Subscriptions	50.00	9.67	40.33	19.34%
Utilities	44,500.00	13,100.47	31,399.53	29.44%
SCADA Expenses	3,000.00	411.97	2,588.03	13.73%
Telephone	20,000.00	6,595.29	13,404.71	32.98%
Insurance	15,250.00	11,514.74	3,735.26	75.51%
Materials & Supplies	41,000.00	19,784.63	21,215.37	48.26%
Truck Operations	12,000.00	4,507.11	7,492.89	37.56%
Fuel-Sewer Equipment	-	-	-	#DIV/0!
Travel & Training	3,000.00	1,185.17	1,814.83	39.51%
Contractual	1,600.00	965.15	634.85	60.32%
Miscellaneous	-	2,410.88	(2,410.88)	#DIV/0!
Bad Debt Expense	4,000.00	-	4,000.00	0.00%
Bank Service Charges	350.00	-	350.00	0.00%
Total Sewer Fund Operating	609,462.00	267,519.83	341,942.17	43.89%
Expenses before D&A Exp.				
Operating Income before D&A	468,038.00	394,624.67	73,413.33	84.31%
Expense				
Depreciation & Amort. Exp.	420,975.00	0.00	420,975.00	0.00%

Operating Income (Loss)	47,063.00	394,624.67	(347,561.67)	838.50%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	103,000.00	37,080.00	65,920.00	36.00%
Insurance Reimbursements	-	-	-	#DIV/0!
VDEM Reimbursements	-	-	-	#DIV/0!
Contributed Capital-Smithfield Foods Rev Ln	18,740.00	-	18,740.00	0.00%
Contributed Capital-St. Andrews Pump Station	-	-	-	#DIV/0!
Interest Revenue	12,000.00	3,476.54	8,523.46	28.97%
Interest Expense	(49,305.00)	(25,641.30)	(23,663.70)	52.01%
Transfer for debt cost to general fund	-	-	-	#DIV/0!
Total Nonoperating Revenues (Expenses)	84,435.00	14,915.24	69,519.76	17.66%
Net Income (loss)	131,498.00	409,539.91	(278,041.91)	311.44%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(103,000.00)	(37,080.00)	(65,920.00)	36.00%
Contributed Capital-Smithfield Foods Rev Ln	(18,740.00)	-	(18,740.00)	0.00%
Compliance Fee	(404,500.00)	(243,834.35)	(160,665.65)	60.28%
Bad Debt Expense	4,000.00	-	4,000.00	0.00%
Depreciation & Amort. Exp.	420,975.00	-	420,975.00	0.00%
Additional debt service costs-principal expense	(66,400.00)	(66,400.00)	-	100.00%
Total adjustments to CAFR	(167,665.00)	(347,314.35)	179,649.35	207.15%
Working adjusted income	(36,167.00)	62,225.56	(98,392.56)	-172.05%

	2010/2011 Projected Budget	2010/2011 Actual 12/31/2010	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	(36,167.00)	62,225.56	(98,392.56)	-172.05%
Sewer SSO Consent Order	(600,000.00)	(77,825.76)	(522,174.24)	12.97%
Main Street Pump Station	-	(29,304.00)	-	#DIV/0!
VAC Truck	-	(109,197.48)	109,197.48	#DIV/0!
Vehicle/Equipment	(20,000.00)	-	(20,000.00)	0.00%
Net Capital Outlay	(620,000.00)	(216,327.24)	(432,976.76)	34.89%
Net Reserves (Deficit) after capital outlay	(656,167.00)	(154,101.68)	(531,369.32)	#REF!
Funding from Development Escrow	-	-	-	#DIV/0!
Reserves from Sewer Capital Escrow Account	251,667.00	126,057.48	125,609.52	50.09%
Funding from Sewer Compliance Fee	404,500.00	60,420.00	344,080.00	14.94%
Draw from operating reserves	-	-	-	#DIV/0!
Funding from Bond Escrow (released from refinance)	-	-	-	#DIV/0!
Net Cashflow	-	32,375.80	(61,679.80)	#DIV/0!

Town of Smithfield				
Water Fund Budget				
	Proposed Budget	Balance as of	Remaining	% of
Description	2010/2011	12/31/10	Budget	budget
Revenue				
Operating Revenue				
Water Sales	763,000.00	463,307.18	299,692.82	60.72%
Debt Service Revenue	401,000.00	196,328.79	204,671.21	48.96%
Miscellaneous	-	500.00	(500.00)	#DIV/0!
Connection fees	16,500.00	5,280.00	11,220.00	32.00%
Application Fees	5,000.00	2,468.00	2,532.00	49.36%
Total Operating Revenue	1,185,500.00	667,883.97	517,616.03	56.34%
Town of Smithfield				
Water Fund Budget				
	Proposed Budget	Balance as of	Remaining	% of
Description	2010/2011	12/31/10	Budget	budget
Expenses				
Salaries	261,500.00	118,399.13	143,100.87	45.28%
FICA	20,950.00	9,091.47	11,858.53	43.40%
Health	39,010.00	20,247.47	18,762.53	51.90%
Uniforms	2,800.00	1,388.33	1,411.67	49.58%
Contractual	6,000.00	4,965.00	1,035.00	82.75%
Legal & Audit	23,000.00	12,983.94	10,016.06	56.45%
Maintenance & Repairs	21,000.00	6,356.20	14,643.80	30.27%
Storm Maintenance - October 7	-	-	-	#DIV/0!
Water Tank Maintenance	26,000.00	-	26,000.00	0.00%
Water Cost-purchased from IOW County	-	-	-	#DIV/0!
Well Maintenance-Ch St well pumping asmby	-	-	-	#DIV/0!
Engineering	-	-	-	#DIV/0!
Professional Services	1,000.00	15,098.00	(14,098.00)	1509.80%
Regional Water Supply Study	2,586.00	1,939.50	646.50	75.00%
Data Processing	16,000.00	6,362.60	9,637.40	39.77%
Utilities	40,000.00	23,713.15	16,286.85	59.28%
Communications	12,300.00	4,791.46	7,508.54	38.95%
Insurance	14,520.00	10,941.73	3,578.27	75.36%
Materials & Supplies	152,300.00	67,532.75	84,767.25	44.34%
Gas and Tires	12,000.00	4,105.40	7,894.60	34.21%
Fuel-Water Equipment	-	-	-	#DIV/0!
Dues & Subscriptions	500.00	513.00	(13.00)	102.60%
Bank service charges	350.00	11.78	338.22	3.37%
Travel and Training	3,000.00	1,333.77	1,666.23	44.46%
Miscellaneous	6,000.00	3,143.79	2,856.21	52.40%
Bad debt expense	7,200.00	-	7,200.00	0.00%
Total Water Fund Operating	692,501.00	324,518.53	367,982.47	46.86%
Expenses before D&A Exp.				
Operating Income before D&A Expense	492,999.00	343,365.44	149,633.56	69.65%
Depreciation & Amortization Expense	154,305.00	-	154,305.00	0.00%

Operating Income (Loss)	338,694.00	343,365.44	(4,671.44)	101.38%
Nonoperating Revenues (Expenses)				
Availability Fees	68,000.00	21,760.00	46,240.00	32.00%
Pro-Rata Share Fees	-	-	-	#DIV/0!
Cash Proffers-Water Tank	-	-	-	#DIV/0!
Interest Revenue	17,500.00	5,475.11	12,024.89	31.29%
Insurance Recoveries-VML	-	-	-	#DIV/0!
Interest Expense	(127,300.00)	(65,933.08)	(61,366.92)	51.79%
Transfer for debt cost to general fund	-	-	-	#DIV/0!
Total Nonoperating Revenues (Expenses)	(41,800.00)	(38,697.97)	(3,102.03)	92.58%
Net Income (Loss)	296,894.00	304,667.47	(7,773.47)	102.62%
WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(68,000.00)	(21,760.00)	(46,240.00)	32.00%
Bad Debt Expense	7,200.00	-	7,200.00	0.00%
Debt Service Revenue	(401,000.00)	(196,328.79)	(204,671.21)	48.96%
Cash Proffers-Water Storage Tank	-	-	-	#DIV/0!
Depreciation & Amort. Exp.	154,305.00	-	154,305.00	0.00%
Additional 'e' service cos's-pr'nc'pa' expense	(150,000.00)	(150,000.00)	-	100.00%
Total adjustments to CAFR	(461,095.00)	(371,688.79)	(89,406.21)	80.61%
Working adjusted income	(164,201.00)	(67,021.32)	(97,179.68)	40.82%

	2010/2011 Projected Budget	2010/2011 Actual 12/31/2010	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(164,201.00)	(67,021.32)	(97,179.68)	40.82%
Water Line Replacement	-	(11,543.00)	11,543.00	#DIV/0!
Water system improvements	(100,000.00)	-	(100,000.00)	0.00%
Water Treatment/Fluoride PER	(2,500,000.00)	(435,089.32)	(2,064,910.68)	17.40%
Net Capital Outlay	(2,600,000.00)	(446,632.32)	(2,153,367.68)	17.18%
Net Reserves (Deficit) after capital outlay	(2,764,201.00)	(513,653.64)	(2,250,547.36)	19.76%
Reserves from Water Capital Escrow Account	7,009.00	16,537.00	(9,528.00)	235.94%
VML/VACO Draw Downs	2,500,000.00	396,411.48	2,103,588.52	15.86%
Debt Service fees applied to debt	257,192.00	200,681.25	56,510.75	78.03%
Net Cashflow	-	99,976.09	(99,976.09)	#DIV/0!

Highway Fund				
Description	Proposed Budget 2010/2011	Balance as of 12/31/10	Remaining Budget	% of budget
Revenue				
Interest Income	300.00	84.06	215.94	28.02%
Revenue - Commwlth of VA	917,824.92	475,652.48	442,172.44	51.82%
Total Highway Fund Revenue	918,124.92	475,736.54	442,388.38	51.82%
Town of Smithfield Highway Fund				
Description	Proposed Budget 2010/2011	Balance as of 12/31/10	Remaining Budget	% of budget
Expenses				
Salaries	158,600.00	74,690.09	83,909.91	47.09%
FICA	12,700.00	5,735.20	6,964.80	45.16%
VSRS	17,390.00	8,322.40	9,067.60	47.86%
Health	32,240.00	17,727.98	14,512.02	54.99%
Uniforms	1,500.00	875.80	624.20	58.39%
Engineering	10,000.00	913.18	9,086.82	9.13%
Grass	31,095.00	15,465.00	15,630.00	49.73%
Maintenance	245,179.92	101,007.98	144,171.94	41.20%
Asphalt/Paving		15,904.32	(15,904.32)	
Ditching		56,069.81	(56,069.81)	
Traffic Control devices		10,434.40	(10,434.40)	
Other (lawnmowers, landscaping, etc)		18,037.26	(18,037.26)	
Structures and Bridges		-	-	
Ice and Snow removal		-	-	
Administrative		562.19	(562.19)	
Street Lights	82,800.00	29,520.41	53,279.59	35.65%
Insurance	16,250.00	12,265.08	3,984.92	75.48%
Gas and Tires	6,000.00	2,589.81	3,410.19	43.16%
Stormwater (PARS)	-	1,339.29	(1,339.29)	#DIV/0!
Stormwater Management Program (town)	2,500.00	1,875.00	625.00	75.00%
Stormwater Management Program (regional)	2,500.00	1,875.00	625.00	75.00%
Joint Cost Allocation	5,855.00	-	5,855.00	0.00%
Overhead Allocation	44,515.00	-	44,515.00	0.00%
Total Highway Fund Expense	669,124.92	274,202.22	394,922.70	40.98%
Net Reserves (+/-)	249,000.00	201,534.32	47,465.68	80.94%

2010/2011
Projected Budget

2010/2011
Actual
12/31/2010

Remain
Budget

% of
Budget

HIGHWAY

	2010/2011 Projected Budget	2010/2011 Actual 12/31/2010	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	249,000.00	201,534.32	47,465.68	80.94%
John Rolfe/Battery Park intersection Turn Lane	(50,000.00)	-	(50,000.00)	0.00%
North & South Church Street Beautification	(144,000.00)	-	(144,000.00)	0.00%
Storm Drain Improvements	(50,000.00)	-	(50,000.00)	0.00%
Gateway Improvements	(5,000.00)	-	(5,000.00)	0.00%
Net Capital Outlay	(249,000.00)	-	(249,000.00)	0.00%
Net Reserves (Deficit) after capital outlay	0.00	201,534.32	(201,534.32)	#DIV/0!
net carryforward 2010		27,292.66		
		228,826.98		

Notes to financial statements: December 31, 2010

GENERAL FUND

Revenues

Current Real Estate Tax

Collections of 2010 RE posted through 2/14/11 total \$1,674,953.34 which leaves us approximately \$44,857 below budget. Collection notices have been generated so this number should decline in the next several months. Delinquents currently stand at 4% of total billings.

Current Personal Property Tax

Collections of 2010 PP posted through 2/14/11 total \$831,410.40 which exceeds budget projections and exceeds last year's collections by \$18,327. Last year's PP assessments dropped and we accordingly budgeted for flat revenues in FY2011 because we did not have new assessment information at the time of budget. Actually PP assessments for this year increased by 14%.

Delinquent Personal Property Tax

Collections of delinquent PP have been very strong this year. Through 2/14/11, we have collected \$40,636.40 in delinquent personal property taxes which well exceeds the \$17,675 collected last year.

Franchise Tax

This tax, paid by the local banks, is not collected until the last quarter of the fiscal year.

Communications Tax

The state has only remitted tax for July through October which is the reason for the low percentage of revenue collected in this category. Receipts are \$5,219 higher than July through October of FY2010.

Sales Tax

Sales tax is remitted to the Town from the County after they receive it from the state. Like communications tax, the Town has only received our portion of sales tax for July through October as of the December statement.

Consumption/Utility Tax

As with communications tax, there is a lag between the time that taxes are collected by the utility companies and when they are remitted to the Town. The December statement reflects receipts for July through October and partial November.

Business License Permits

Renewals are not due until April 15, 2011. Most of this revenue is recorded in the 3rd and 4th quarters of the fiscal year. The amount shown in December reflects new businesses or delinquent collections from FY2010.

Inspection Fees

Inspection fees have shown no activity year-to-date. Per discussion with Director of Planning, Zoning, and Public Works, this line item will probably not show much activity this year and will have to be adjusted down with budget amendments.

Vehicle License Fees

Collections of VL tax through February 14, 2011 total \$119,301.25 which exceeds last year's collections by \$3,263. Some of this increase is attributable to delinquent collections of VL fees for FY2010 that were not paid until FY2011.

Beautification Interest

Interest for the beautification fund is obviously lower than budgeted and will have to be corrected with a budget amendment. Interest earned on the MM account last year was between \$280 and \$325 per month while this fiscal year, it has not exceeded \$63.

From Operating Reserves

Prior to December, the Town was showing a large sum of operating reserves being used to fund operating expenses in each of the monthly statements. Tax collections were significant in December creating cash reserves at this point in the fiscal year which will show in the expense portion of the financial statement as going to reserves/savings.

Fire Programs

State money for fire programs has not yet been received this fiscal year. This is a pass thru that is given to the Smithfield Volunteer Fire Department.

Pinewood Heights CDBG Relocation Grant

State money was finally received for the 1st draw request on Phase I MY2. The money was erroneously deposited by the state in the old Rising Star Bank Account. It will be used to pay down the line of credit.

Line of Credit Proceeds

As per the 2009 audit, line of credit proceeds will not show on the income statement as originally budgeted but as a current liability on the balance sheet instead. FY1, the draw down balance at this time is \$254,268.07 of which \$150,175.45 was drawn in the current fiscal year.

Contributions-Windsor Castle Park

This unbudgeted item surfaced at the request of Mr. Luter who asked that the Town accept a donation for additional work done at the park. The Town in turn paid the remainder of invoices associated with the work. This will be a budget amendment.

Expenses

All Departments

Insurance The Insurance line item for all departments (except the fire dept) represents three quarterly payments to VML for property/casualty and workers' compensation insurance. Three-fourths of the annual cost is recorded at this time even though we are only 1/2 of the way through the fiscal year. The last quarterly payment will be made either at the end of March or the beginning of April, 2011.

Health Health for all departments represents payments for July through January coverage, thus each department is already reflecting expense of approximately 56% of annual budget. Insurance payments are due on the 1st, so they are usually paid in advance.

Dues and Subscriptions Most dues and subscriptions renew at the beginning of the fiscal year. It is not uncommon for the majority of this line item to be expensed in the first half of the fiscal year.

Town Council

Employee Wellness/Assistance Plan By reducing the employee insurance plan from an HMO Product 15 to an HMO Product 25, the Town was able to save enough money to offer an EAP program to all employees (even those who do not participate in the Town's health insurance program). The total cost of the EAP for the year will be approximately \$1766.16. The cost of the EAP combined with the Town's share of health premiums will still fall below the adopted budget. This benefit was included in the Town's request for proposals last spring because a need had been identified in several departments.

Travel & Training This expense line item is made of numerous charges including travel/lodging for VML conference in Hampton and IACP conference in Orlando, FL.

SpecialProjects This line item included \$650.00 for top cops dinner which was offset against a credit from a prior year accrual.

Update Town Charter & Code Charges for 86 supplement pages. Looks like this account was just underbudgeted.

Town Manager

Computer & technology expenses This category includes several large purchases from CDW Government, Inc. including an HP SB 6000 and 22" wide monitor (\$1,315.94), license agreement plan for 2 blackberry servers (\$1,449.41), an HP DL120 G6 server with 3 year maintenance contract (\$2,010.27) and SONICWALL GTWY SEC PRO (\$2,175.00).

Need to discuss this line item in more detail during the next budget process in regards to what items are charged to this line item and which items should be allocated to departmental expenses.

Town Treasurer

Audit Goodman & Company progress billing for services rendered in connection with 2010 annual audit.

Service Contracts Dec. ytd expenses represent both halves of the annual maintenance contract for the BAI software (\$4167*2=\$8334) and the full year contract for the online tax payment processing software (\$3250). The remainder of the balance are monthly maintenance fees on all of the printers in the Treasurer's office.

Public Safety-Police Department

Service (Maintenance) Contracts Payment was made in August for the annual contract for OSSI in the amount of \$15,885.99. This covers records management and the mobile units. Also, \$4434.00 was paid in November to ID Networks for livescan annual maintenance. These charges are in addition to the monthly maintenance charge paid to Gately Communications of \$590.50.

Computer & Technology Expenses-licenses In November paid \$35,780.00 to Sungard for OSSI license fees. This was originally budgeted to be split between FY2010 and FY2011. A budget amendment was made in FY2010 to increase this line item by \$8000 but charges were never incurred during the last fiscal year.

Vehicle Maintenance December maintenance included \$2,941.30 to Dave's Service Center to rebuild transmission in 2006 Ford Crown Vic, and \$1137.38 for tires, front and rear brake rotors and pads for 2009 Dodge Charger.

Investigation Expenses Unbudgeted costs of police narcotics undercover work during the summer.

Public Safety-Fire Department

Member Physicals

Invoices paid to Sentara Obici for physicals/tests for new members. Once their allotment is used up, the Fire Department would assume remaining costs for the fiscal year or draw from another departmental line item if available.

Insurance

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

Truck Operation & Maint.

Several invoices totaling \$1,691.33 to Blue Ridge Rescue Supplies for parking brake light, alkaline LED orange, 2 light kits including charger and adapter. Remaining invoices include \$512 to Safeware Inc. for alarm settings and \$1,245.42 to Smithfield Auto Parts for various repairs. In December, the Fire Department exceeded budget for this line item. This overage will have to be offset by reductions in other line items that have not been fully utilized.

Fuel Fund & Travel

Fuel fund is paid once a year to the Fire Department who then distributes it among its volunteers proportionately based on the number of calls to which they respond during the fiscal year. Last year's payment was made in March.

State Pass Thru

State fire funds are received by the Town on behalf of the Fire Department and shown under state grant revenues. In turn, the Town cuts a check to the Fire Department to transfer the funds to their organization. These funds have not yet been received from the state; therefore, the transfer has not yet taken place.

Smithfield Center

Kitchen Supplies

Expense is made up of 2 invoices from US Foodservice totaling \$2,168.67. Also includes \$456.82 from candy concepts for the candy/snack station. This line item was targeted in September as being tight for the remainder of the year; however, there have been no additional charges for kitchen supplies since October.

Travel & Training

Majority of expenses to date relate to the IACCA National Conference that was held in Asheboro, NC.

Advertising

Advertising expense hits sporadically depending upon the season and the type of events that are scheduled. Amy has always done a good job of living within her budget for this expense item.

Contributions-Community Development

Tourism Bureau

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

Historic Smithfield

This was an unbudgeted request to jump start the 2020 streetscape matching funds program.

Parks & Recreation

Windsor Castle

Upon accepting Mr. Luter's additional donation to the Town, the Town was responsible for paying several outstanding invoices. One was to Bryant's Excavation for \$67,620.23 for general maintenance (clean up, cleaning barn, watering trees), another to Lawrence Pitt for \$15,000 for administrative oversight, and the final invoice to Thomas Tye Associates for \$5500 for appraisal of 302 Jericho Road. In November, Town expenses included \$3600 to Brown's Lawn & Tractor for 4 mowings in October, Bryant's Excavation Inc \$7284 for repairs due to heavy downpours and excessive rain, and CCI Lawn & Landscape \$1165 for landscape maintenance for October. December included mowing & landscaping costs of \$2805 as well as \$2825 to Seven Cities for seeding.

Public Works-Planning, Engineering, & Public Works

Repairs & Maintenance

Includes \$3471.93 paid in October for truck repairs/tires to units 11b, 12, and 19b. Also paid \$958.08 in December to Dave's Service Center for installation of fuel pump assembly and rear axle seal/brake shoes on 2002 Ford Ranger.

Public Buildings

Communications

Includes a charge to American Express to the Fidelity Team for annual software and support agreement for 21-40 users for \$1,456.00. This expense was only \$779.72

in FY2010. Also, the FY2010 budget had to be amended to reflect this software contract. Final budget for FY2010 was \$2500. FY2011 will have to be amended as well.

Other Financing Uses

Transfers to Operating Reserves

This line item reflects revenues in excess of expenditures at this point in the fiscal year. Since the bulk of tax collections are reflected in December and January, this number will decline throughout the remainder of the fiscal year as these revenues are used to offset expenses through June 30.

Debt Service

Principal & Interest Retirement for Leased Generators

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

Capital Expenses

Smithfield Center-AV Upgrades/Chandelier installation

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

Public Buildings-New roof on maintenance building

Unbudgeted expense for emergency repair. Will have to be a budget amendment.

SEWER FUND

Revenues

Sewer Charges

Sewer charges are approximately 14% higher than the same time last year (down from 18% as of November). Consumption is always difficult to budget as it does tend to vary based on weather conditions.

Sewer Compliance Fee

There is a budget error in the sewer compliance fee. Billings are right on target, however, the budget should have been \$486,000, not \$404,500. The calculation was based on last year, however, one billing cycle had to be reversed because HRSD did not add the charges to the bills. I did not account for that dropped month when I made my budget calculation for FY2011. This change will be made as a budget amendment at year end.

Expenses

Health

Health insurance premium represents payments for July through January coverage, thus this line item is already reflecting expense of approximately 53% of annual budget.

HRPDC-Fog & HRPDC Sewer Programs

These line items are paid quarterly and represent 3 of 4 quarterly payments for FY2011. The HRPDC-Fog line item was not originally budgeted but was added as an annual expense by HRPDC after the Town's budget was adopted. A budget amendment will be made to reflect this line item.

Insurance

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

Contractual

Includes \$395 to Specter Instruments for annual renewal of ESP Support Contract for Win-911. All other expense is made up of payments to VUPS and is based on the number of transmissions.

Working Adjustments to CAFR

Additional debt service costs-principal expense

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

Capital Expenses

Main Street Pump Station

Reflects electrical renovation/installation services for Main Street pump station per contract with REW. This item was not carried forward from FY2010 and will have to be included as a budget amendment.

Capital-VAC Truck

This expense is part of the total budgeted expense for Sewer Consent Order. It will

be broken out in the budget revision at year end. Sewer Capital Escrow money was used to fund the expense.

WATER FUND

Revenues

Water Charges

Consumption is approximately 13% higher than during the same period last fiscal year (down from 19% as of November).

Expenses

Health

Health insurance premium represents payments for July through January coverage, thus this line item is already reflecting expense of approximately 52% of annual budget.

Contractual

October included annual software and hardware (partial) maintenance fees of \$3065 to HD Waterworks for handheld meter readers and cradles. Annual maintenance contracts should still fall within budget.

Legal & Audit

Legal fees are elevated somewhat for water this fiscal year because of time spent reviewing Utility Service contract and contract documents for RO plant.

Professional Services

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

Regional Water Supply

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

Utilities

Utilities are running slightly above average. The December DVP bill for 1802 S. Church Street (site of the new RO plant) increased from \$1794.29 in November to \$3445.67.

Insurance

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

Working Adjustments to CAFR

Additional debt service costs-principal expense

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

Capital Expenses

Waterline Replacement

This is an unbudgeted expense that has been evaluated as an improvement to be implemented during construction for the S. Church Street Enhancement Project. Current costs reflect work by Clark Nexsen.

HIGHWAY

Health

Health insurance premium represents payments for July through January coverage, thus this line item is already reflecting expense of approximately 55% of annual budget.

Uniforms

Uniforms expense is allocated between PW, SW, WA, and HWY based on % of personnel for each of these functions. Highway is the only area that is running slightly above budget. The highway budget is more flexible than the other funds as it is basically shown as one line item on the CAFR. If the uniforms expense runs over budget, then another line item such as engineering (which is below budget) can be used to offset the difference.

Insurance

Insurance expense reflects three of four quarterly payments to VML for property/casualty and workers' compensation insurance.

Stormwater (PARS)

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

CASH BALANCES AS OF January 31, 2011						
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	DATE RECONCILED	Current Month INTERCO. TRANSFERS	Year end Interco. Transfers	ADJUSTED BALANCES
Water	Farmers Bank	771,407.55	02/08/11	(242,916.26)	-	528,491.29
Water-Debt Service	Farmers Bank	982,541.22	02/08/11	23,812.75		1,006,353.97
Water Capital Escrow (availability fees)	TowneBank	1,120,287.45	02/02/11	16,480.00		1,136,767.45
Water Development Escrow	TowneBank	223,457.06	02/08/11			223,457.06
Water General Obligation Funds	US Bank-market val	2,238,745.13	02/11/11			2,238,745.13
Subtotal Water		5,336,438.41		(202,623.51)	-	5,133,814.90
Sewer	Farmers Bank	209,054.81	02/08/11	(54,591.34)	(149,387.42)	5,076.05
Sewer Bond Escrow	TowneBank	175,937.68	02/08/11			175,937.68
Sewer Development Escrow	TowneBank	314,962.86	02/08/11			314,962.86
Sewer Capital Escrow (availability fees)	TowneBank	619,987.57	02/02/11	23,140.00		643,127.57
Sewer Compliance	Farmers Bank	454,491.99	02/08/11	28,415.89		482,907.88
Subtotal Sewer		1,774,434.91		(3,035.45)	(149,387.42)	1,622,012.04
Highway	Farmers Bank	14,887.58	02/08/11	186,584.40	-	201,471.98
General Fund	Farmers Bank	2,262,365.57	02/09/11	19,074.56	149,387.42	2,430,827.55
Payroll	Farmers Bank	29,086.67	02/09/11			29,086.67
Money Market-General Fund	TowneBank	223,230.12	02/08/11			223,230.12
Money Market-General Fund	Farmers Bank	32,787.99	02/08/11	-		32,787.99
General Fund Capital Escrow Account	TowneBank	50,363.37	02/08/11	-		50,363.37
Certificate of Deposit	Farmers Bank	1,152,901.93	02/09/11	(500,000.00)		652,901.93
Certificate of Deposit-Police Dept	Farmers Bank	35,445.57	02/09/11			35,445.57
Special Project Account (Pinewood)	Farmers Bank	29,545.63	02/08/11	-	-	29,545.63
Pinewood Heights Escrow	Farmers Bank	26,389.36	02/08/11			26,389.36
S. Church Street Account	TowneBank	624,631.31	02/08/11	500,000.00		1,124,631.31
Subtotal General Fund		4,466,747.52		19,074.56	149,387.42	4,635,209.50
Money Market-Beautification	Farmers Bank	7,785.22	02/08/11			7,785.22
Money Market-Beautification	Farmers Bank	298,162.92	02/08/11			298,162.92
Subtotal Beautification		305,948.14				305,948.14
Rising Star CDBG	Farmers Bank	357,405.49	02/08/11			357,405.49
TOTAL ALL FUNDS		12,255,862.05		(0.00)	-	12,255,862.05



All correspondence must show this number.

INVOICE

Correspond to: Krueger International, Inc. P.O. Box 8100 Green Bay, WI 54308-8100 telephone (920) 468-8100

Check Payments-Remit to: KRUEGER INTERNATIONAL, INC. P.O. BOX 809142 CHICAGO, IL 60680-9142

F.I.N. 39-1375589

INVOICE NUMBER	12836734-01	INVOICE DATE	1/24/11	PRINT DATE	1/25/11	PAGE	001
ORDER NUMBER	535720	REF INVOICE		EMAIL		REF ORDER	REF RMA

BILL TO: CUSTOMER 33650

SOLD TO: Smithfield, Town of
CUSTOMER 33650 310 Institute Street
PO Box 246
Smithfield, VA 23431

SMITHFIELD TOWN OF
310 INSTITUTE STREET
PO BOX 246
SMITHFIELD VA 23431

SHIP TO
SMITHFIELD CENTER
ATTN: ANY MUSICK
220 NORTH CHURCH ST
SMITHFIELD, VA 23430

CUSTOMER P.O.	REQUEST DATE	ENTRY DATE	CURRENCY	MARKET
10AEN-77913		12/30/10	U. S. Dollar	9
TERMS	TAX EXEMPT NO	CELL	ORDER TYPE	INVOICE DATE
Net 30 Days	ON FILE	60JLS	1	1/24/11
SLPN1		SLPN2		SLPN3
11203 Snigelski, Keenan				11203 Snigelski, Keenan

LINE	ITEM NO / DESCRIPTION	QTY ORDERED	QTY SHIPPED	QTY BACKORDERED	UM	NET PRICE	EXTENDED AMOUNT	
2	MSP/535720 MSP/S/EX/PCF MAESTRO CHAIR -POLY ST&DK	404.000	404.000		EA	67.000	27,068.00	
3	CSD.BL MAESTRO DOLLY	3.000	3.000		EA	177.000	531.00	
4	MSTS/535720 7226/2/UB/STD/3099/NFR MESA TASK SEATING HNGRPLSAC = CELINA BLK 3099 27.1820.01 BLK 3099	10.000	10.000		EA	974.700	9,747.00	
STATE: VA ZIP CODE: 23430							1867.30	
SUBTOTAL							37,346.00	
TAX TOTAL							1,867.30	
FINAL TOTAL							39,213.30	
**RAMP/LIFT GATE SERVICE REQUIRED **								
**MUST DELIVER ON THURSDAY 1-26 **								
**CALL BEFORE DELIVERY TO ANY @ 757.449.4861 **								
** END OF INVOICE **								
NONSTANDARD PRODUCTS ARE NOT CANCELABLE AND NOT RETURNABLE								
Warehouse: GB		Shipped Via: Krueger Trucking		FOB Orig. Prepaid				
Tracking #: DRDP 2								
Warehouse: HN		Shipped Via: R & L Carriers		FOB Orig. Prepaid				
Tracking #: 377845398								

VENDOR # 3033
ACCOUNT Capital 4-100-12100-8100
TOWN MANAGER [Signature]

JAN 28 2011

Electronic Transfers Only

Bank Name: US Bank NA
Bank Address: 777 East Wisconsin Ave.
Milwaukee, WI 53202
Name on Account: Krueger International, Inc.

Bank Account #: 153910735650
ABA Routing #: 123000848
Account Type: Checking
SWIFT Address: USBKUS44IMT

CUSTOMER'S INVOICE COPY

REQUEST FOR PAYMENT

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

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

Invoice: 14700111
 Draw: #00005
 Invoice date: 1/27/2011
 Period ending date: 1/31/2011

Contract For:

Request for payment:

Original contract amount	\$4,119,800.00	
Approved changes	\$0.00	
Revised contract amount		\$4,119,800.00
Contract completed to date		\$763,370.06
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$38,168.51	
Total completed less retainage		\$725,201.55
Less previous requests	\$612,027.06	
Current request for payment		\$113,174.49
Current billing		\$119,131.04
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$5,956.55	
Current amount due		\$113,174.49
Remaining contract to bill	\$3,394,598.45	

Project: 1470
 South Church Street WTF

Contract date: 7/22/2010

Engineer/Architect:	
By: <u><i>[Signature]</i></u>	
Date: <u>2/18/11</u>	
Owner Approval:	
Owner:	By: _____
Date:	_____

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

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:

State Of Virginia

City/County Of Lynchburg

By: *[Signature]*
 Date: 1/27/11

Subscribed and sworn to before me this 27th day of January, 2011

Notary Public
 My commission expires:

Carolyn S. Shelton
July 31, 2013

VENDOR # _____
 ACCOUNT # 005-42060-7028
 DEPT HEAD *[Signature]*
 TOWN MANAGER *[Signature]*

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: 14700111

Draw: #00005

Period Ending Date: 1/31/2011 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	180,900.00			180,900.00	90.00	20,100.00	9,045.00
20	Bond	30,000.00	30,000.00			30,000.00	100.00		1,500.00
30	License/Insurance	15,000.00	15,000.00			15,000.00	100.00		750.00
40	General Conditions	300,000.00	84,000.00	21,000.00		105,000.00	35.00	195,000.00	5,250.00
50	Temporary Work	30,000.00	27,000.00			27,000.00	90.00	3,000.00	1,350.00
60	Demo	20,000.00	20,000.00			20,000.00	100.00		1,000.00
70	Silt Fence	5,000.00	5,000.00			5,000.00	100.00		250.00
80	Site Cut/Fill	15,000.00	8,400.00			8,400.00	56.00	6,600.00	420.00
90	Strip/Replace Topsoil	10,000.00	5,000.00			5,000.00	50.00	5,000.00	250.00
100	Gravel Drive	40,000.00						40,000.00	
110	Bioretention	25,000.00						25,000.00	
120	E & S Measures	7,500.00	7,500.00			7,500.00	100.00		375.00
130	Clearing	7,500.00	7,500.00			7,500.00	100.00		375.00
140	Asphalt Base Stone	40,000.00						40,000.00	
150	Restoration	10,000.00						10,000.00	
170	Retaining Wall	15,000.00						15,000.00	
180	Fence	10,000.00						10,000.00	
190	Paving	50,000.00						50,000.00	
200	Concentrate Pump Station Slab	10,000.00	10,000.00			10,000.00	100.00		500.00
205	Concentrate Walls	15,000.00	15,000.00			15,000.00	100.00		750.00
210	Concentrate Top	10,000.00	10,000.00			10,000.00	100.00		500.00
215	Clearwell Slabs	20,000.00	20,000.00			20,000.00	100.00		1,000.00
220	Clearwell Walls	50,000.00	50,000.00			50,000.00	100.00		2,500.00
225	Clearwell Top	20,000.00						20,000.00	
230	Tunnel Footing	10,000.00	7,500.00	2,500.00		10,000.00	100.00		500.00
235	Tunnel Walls	20,000.00		20,000.00		20,000.00	100.00		1,000.00
240	Tunnel Top	20,000.00						20,000.00	
245	Lime Pit	10,000.00	5,000.00	5,000.00		10,000.00	100.00		500.00
250	Building Footings	15,000.00		6,750.00		6,750.00	45.00	8,250.00	337.50
255	Pads and Pipes Supports	15,000.00		1,500.00		1,500.00	10.00	13,500.00	75.00
260	Generator Pad	5,000.00						5,000.00	
265	Concrete Rake per Detail D/S5	5,000.00						5,000.00	
270	Building Slab	25,000.00						25,000.00	

REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14700111

Draw: #00005

Period Ending Date: 1/31/2011 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	
315	Bldg.-Brick & Precast	35,000.00						35,000.00	
320	Bldg.-CMU	80,000.00		8,000.00		8,000.00	10.00	72,000.00	400.00
325	Pump Sta.-Split Face	5,000.00						5,000.00	
330	Pump Sta.-Brick	7,500.00						7,500.00	
335	Pump Sta.-CMU	7,500.00						7,500.00	
420	Miscellaneous Metals	40,000.00	790.00		9,101.75	9,891.75	24.73	30,108.25	494.59
430	Rough Carpentry	5,000.00						5,000.00	
440	Trusses	20,000.00						20,000.00	
450	FRP Fabrications	10,000.00			1,198.78	1,198.78	11.99	8,801.22	59.94
460	Fluid Air Barrier	20,000.00						20,000.00	
470	Caulking	5,000.00						5,000.00	
480	Doors/Frames/Hardware	30,000.00						30,000.00	
490	Overhead Door	15,000.00						15,000.00	
500	Windows/Glazing	5,000.00						5,000.00	
510	Drywall	12,000.00						12,000.00	
520	Tile/Flooring	5,000.00						5,000.00	
530	Painting	20,000.00						20,000.00	
540	Louvers/Vents	5,000.00						5,000.00	
550	Canopy	12,000.00						12,000.00	
560	Yard Pipe	80,000.00	6,400.00		38,345.33	44,745.33	55.93	35,254.67	2,237.27
570	Interior Pipe	70,000.00		24,476.00	22,061.28	46,537.28	66.48	23,462.72	2,326.86
580	Furnish Pipe/Valves	150,000.00			34,135.51	34,135.51	22.76	115,864.49	1,706.78
590	Gates	60,000.00			21,595.57	21,595.57	35.99	38,404.43	1,079.78
600	Well Pumps	200,000.00						200,000.00	
610	Vertical Pumps	55,000.00						55,000.00	
620	SST Pumps	150,000.00						150,000.00	
630	Horz.Split Pumps	15,000.00						15,000.00	
640	Concentrate Pumps	55,000.00						55,000.00	
650	Chemical Feed System	45,000.00						45,000.00	
660	Lime Feed System	60,000.00						60,000.00	
670	Laboratory Equipment	10,000.00						10,000.00	
680	Casework	10,000.00						10,000.00	

REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14700111

Draw: #00005

Period Ending Date: 1/31/2011 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
690	RO System-Submittals	75,000.00						75,000.00	
695	RO System-Filters	45,000.00						45,000.00	
700	RO System-CIP	60,000.00						60,000.00	
705	RO System-Skid	380,000.00						380,000.00	
710	RO System-I&C	115,000.00						115,000.00	
715	RO System-Mech Services	20,000.00						20,000.00	
720	RO System-I&C Services	35,000.00						35,000.00	
800	Plumbing	65,000.00	3,250.00			3,250.00	5.00	61,750.00	162.50
960	HVAC	190,000.00						190,000.00	
1120	Remove Temporary Electrical								
1125	Demo Temporary Electrical	1,000.00						1,000.00	
1130	Install Site Lighting	4,000.00						4,000.00	
1135	Install New Generator	4,000.00						4,000.00	
1140	Remove Temporary Electrical								
1145	Install Temporary Power	7,000.00	7,000.00			7,000.00	100.00		350.00
1150	Install Temp.Pwr.to Shed/Pmp#8	3,000.00	3,000.00			3,000.00	100.00		150.00
1155	Tie-in Temp.Power to Pump	2,000.00	2,000.00			2,000.00	100.00		100.00
1160	Generator Relocate & Start Up	1,000.00	1,000.00			1,000.00	100.00		50.00
1165	Remove Temporary Electrical								
1170	Install VFD's	140,000.00						140,000.00	
1175	Install Switchboard	57,000.00						57,000.00	
1180	Install Panelboards	9,000.00						9,000.00	
1185	Install Transformers	6,000.00						6,000.00	
1190	Install MCC	51,000.00						51,000.00	
1195	Coordin.Study Safety Switches	22,000.00						22,000.00	
1200	Electrical Rough In/Slab	21,000.00			7,365.84	7,365.84	35.08	13,634.16	368.29
1205	Duct Bank	14,000.00	699.57	1,034.60	7,365.83	9,100.00	65.00	4,900.00	455.00
1210	Rough In Interior Electrical	82,000.00						82,000.00	
1215	Elec.Terminations/Trim Out	20,000.00						20,000.00	
1220	Start Up Facility	5,000.00						5,000.00	
1225	Install Branch Wire	10,000.00						10,000.00	
1230	Install Feeder Wire	48,000.00						48,000.00	
1235	Install Lighting	18,000.00						18,000.00	

REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14700111

Draw: #00005

Period Ending Date: 1/31/2011 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
1240	Electrical								
1245	Install Electrical	2,000.00						2,000.00	
1250	Start Up Pump Station	1,000.00						1,000.00	
1255	Electrical								
1260	Electrical	1,000.00						1,000.00	
1265	Start Up Well Pump	1,000.00						1,000.00	
1330	Generator	200,000.00						200,000.00	
1340	Unit-Overexcavation	18,000.00						18,000.00	
1350	Unit-Conduit/Wire	1,800.00						1,800.00	

Totals		4,119,800.00	531,939.57	90,260.60	141,169.89	763,370.06	18.53	3,356,429.94	38,168.51
--------	--	--------------	------------	-----------	------------	------------	-------	--------------	-----------



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

EMAIL DUPLICATE INVOICE

Deliver To: DIANE CLIFTON
From: Lance Smith
Comments:

Please Contact With Questions:
434-385-6600

Invoice Number	Customer	Page
2041430	80089	1

Please refer to Invoice Number when making payment and remit to: **TOTAL DUE ---> 21131.84**

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	SOUTH CHURCH STREET	9LS	SOUTH CHURCH STREET WTF	01/10/2011	55303
Ordered	Shipped	Item Number	Description	Unit Price	UM	Amount	
320	317	AFR250P16	16 CL250 CL DI FLEX RNG PIPE	49.750	FT	15770.75	
1	1	MJ9LA16	16 MJ C153 90 BEND L/A	401.800	EA	401.80	
6	6	MJ4LA16	16 MJ C153 45 BEND L/A	308.700	EA	1852.20	
1	1	MJTLA16U	16X6 MJ C153 TEE L/A	370.300	EA	370.30	
100	100	AFR350PP	4 CL350 CL DI FLEX RNG PIPE	16.990	FT	1699.00	
1	1	MJ4LAP	4 MJ C153 45 BEND L/A	31.500	EA	31.50	

Invoice Sub-Total 20125.55
Tax 1006.29

TOTAL DUE ---> 21131.84

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 FOB OUR DOCK UNLESS OTHERWISE SPECIFIED ABOVE. COMPLETE TERMS AND CONDITIONS ARE AVAILABLE UPON REQUEST OR CAN BE VIEWED ON THE WEB AT http://wolseleyna.com/terms_conditionsSale.html

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

2054403	80089	1
---------	-------	---

RECEIVED
 2011 JAN 11 PM 10:20

PLEASE REFER TO INVOICE NUMBER WHEN MAKING PAYMENT AND REMIT TO:

Please contact with Questions:
 434-385-6600

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

00010107 01 SP 0.440 01 TR 042 FRIDCR01 000000
 ENGLISH CONSTRUCTION CO INC
 SOUTH CHURCH STREET WTF
 PO BOX P 7000
 LYNCHBURG, VA 24505

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



SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID																					
1938	1938	VAONLY	SOUTH CHURCH STREET	9LS	SOUTH CHURCH STREET WTF	01/04/11	55254																					
24	24	SSLDP16	16 DI MJ WDG REST GLND PK *ONELOK			144.813	EA 3475.51																					
4	4	DR18G4U	6 C900 CL150 PVC GXG 45 ELL			69.092	EA 276.37																					
1	1	DR18GTU	6 PVC CL150 C900 GXGXE TEE			122.728	EA 122.73																					
6	6	DR18G9X	8 PVC CL150 C900 GXG 90 ELL			137.124	EA 822.74																					
7	7	DR18G4X	8 PVC CL150 C900 GXG 45 ELL			131.572	EA 921.00																					
1	1	DR18GYXU	8X6 C900 CL150 PVC GXGXE WYE			182.288	EA 182.25																					
1	1	DR18GTXP	8X4 PVC CL150 C900 GXGXE TEE			207.248	EA 207.25																					
1	1	DR18GTX	8 PVC CL150 C900 GXGXE TEE			217.092	EA 217.09																					
INVOICE SUB-TOTAL							6224.98																					
TAX VIRGINIA STATE ONLY							311.25																					
<table border="1"> <tr> <td>Supl.</td> <td>Initial</td> <td>Date</td> </tr> <tr> <td>Proj. Mgr.</td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;">JAN 11</td> </tr> <tr> <td>TAX</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Code</td> <td colspan="2">Amount</td> </tr> <tr> <td></td> <td colspan="2"></td> </tr> <tr> <td></td> <td colspan="2"></td> </tr> </table>								Supl.	Initial	Date	Proj. Mgr.			JAN 11			TAX	Yes	No	Code	Amount							
Supl.	Initial	Date																										
Proj. Mgr.																												
JAN 11																												
TAX	Yes	No																										
Code	Amount																											
560																												

FERGUSON ENTERPRISES, INC.

2010 GRAVES MILL RD
FOREST, VA 24551-2657

Please contact with Questions:
434-385-6600

RECEIVED
2011 JAN 11 PM 10:20

2055482	80089	1
---------	-------	---

PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:

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

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

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

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID
1938	1938	VAONLY	SOUTH CHURCH STREET	9LS	SOUTH CHURCH STREET WTF	01/04/11	55254
18	18	SSLDP16	16 DI MJ WDG REST GLND PK *ONELOK			144.813	EA
			INVOICE SUB-TOTAL				2606.63
			TAX VIRGINIA STATE ONLY				130.33
							2606.63
							130.33
							2736.96

TERMS: NET 10TH PROX **ORIGINAL INVOICE** **TOTAL DUE** 2,736.96

All accounts are due and payable per the invoiced terms. All past due amounts are subject to a service charge at the maximum rate allowed by state law plus WARRANTY PROVISIONS. SEE REVERSE SIDE

Delivery Address

ENGLISH CONSTRUCTION COMPANY INC
South Church Street
434-841-7549 Brett
SMITHFIELD, VA

Tindall Corporation

Utilities Division
P.O. Box 1778
Spartanburg, SC 29304
864/576-3230
Fax 864/587-8941

ENGLISH CONSTRUCTION COMPANY INC
ATTN ACCOUNTS PAYABLE
PO BOX P 7000
LYNCHBURG, VA 24505

Invoice

Customer: ENG200
Sales Order: U2002374

Invoice No: CD99003384
Customer PO:

Date: 1/12/11
Ship VIA: Default Ship Via

Quantity	Unit	Item	Structure	Unit Price	Extended	Tax	Total
3	EA	G48-48LB - H-LIP BASE 4FT-DIA 48IN-LL	AR VV* DET1* DE	329.00	987.00	49.35	1,036.35
3	EA	G48-12R - H-RISER 4FT-DIA 12IN-LL	AR VV DET1 DET2	107.00	321.00	16.05	337.05
1	EA	G48-FST - H-FLAT SLAB TOP 4FT-DIA	ARVV	126.00	126.00	6.30	132.30
2	EA	G48-SFST - H-SPECIAL FST 4FT-DIA	DET1 DET2	126.00	252.00	12.60	264.60
2	EA	200B - BOOT 200B CLAMP(2)376 16"DIP		88.00	176.00	8.80	184.80
1	EA	120A - BOOT 120A CLAMP(1)152 8"PVC		44.00	44.00	2.20	46.20
6	RL	PBS-1 - BUTYL 1"DIA.x14'-6"		8.00	48.00	2.40	50.40
2	EA	EBS-6 - BUTYL 1/16"x6"x50'		44.00	88.00	4.40	92.40
1	EA	080M - BOOT 080M CLAMP(1)128 4"-6"		44.00	44.00	2.20	46.20
2	EA	CAST-FRAME - CHARGE-CAST IN FRAME		65.00	130.00	6.50	136.50
1	EA	CHARGE-SPECIAL - CHARGE-SPECIAL		165.00	165.00	8.25	173.25
12	EA	STEP-REMOVAL - REMOVE STEP FROM FG		0.00	0.00	0.00	0.00
1	EA	5325 - DROP-PARTIAL LOAD ORDER		1,315.00	1,315.00	0.00	1,315.00
2	EA	CHARGE-SPECIAL - CHARGE-SPECIAL		152.00	304.00	15.20	319.20

Totals: 4,000.00 134.25 4,134.25

Pay This Amount USD ==> 4,134.25

=====

560

Terms of Pmt: Net 10th Prox
Please reference with your payment: CD99003384

Remit To:
Tindall Corporation
PO Box 60032
Charlotte, NC 28260

INVOICE NUMBER	CUSTOMER	PAGE
2060950	80089	1

RECEIVED

PLEASE REFER TO INVOICE NUMBER WHEN MAKING PAYMENT AND REMIT TO:

Please contact with Questions:
 434-385-6600

2011 JAN -6 PM 10:20

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

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

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

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID
1938	1938	VAONLY	SOUTH CHURCH STREET	9LS	SOUTH CHURCH STREET	12/28/10	55169

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXT. AMOUNT
1		SP-HWSU12	100.160	100.16
10		PLS300C	8.424	84.24
		6" X 1'0 STL SLV W/WC CENTER 1.510 LINK SEAL W/ STL NUT & BOLT SLEEVE IS FOR 4" SS PIPE COLLAR CENTER LINK SEALS ONE TIME **LABEL CONCENTRATE PS**		
		INVOICE SUB-TOTAL		184.40
		TAX VIRGINIA STATE ONLY		9.22



Initial	Date
Jupt.	
Proj. Mgr.	
JAN 06	
TAX Code	Yes No
	Amount

570

FERGUSON ENTERPRISES, INC.

2010 GRAVES MILL RD
FOREST, VA 24551-2657

INVOICE NUMBER	DISK #	PAGE
2062128	80089	1

RECEIVED
2011 JAN -6 PM 10:20

Please contact with Questions
434-385-6600

PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:

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

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

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

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID
1938	1938	VAONLY	BRETT STREET	9LS	SOUTH CHURCH STREET	12/28/10	55169

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT	TAX	TOTAL
1		SP-HW1612WCCNTR		326.38	EA	326.38
14		PLS325C		9.956	EA	139.38
		INVOICE SUB-TOTAL				465.76
		TAX VIRGINIA STATE ONLY				23.29

FERGUSON ENTERPRISES INC

Initial	Date
Supt.	
Proj. Mgr.	

JAN 06

AX	Yes	No
Code	Amount	

570

TERMS: NET 10TH PROX ORIGINAL INVOICE TOTAL DUE 489.05
All accounts are due and payable per the invoiced terms. 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 FOB our dock unless otherwise specified above.
WARRANTY PROVISIONS: SEE REVERSE SIDE A

Town of Smithfield, Virginia
Annual Engineering Services Contract

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

INDEPENDENT PROJECTS	Fee Basis	% Complete	Amount Earned	Previous Amount Billed	Amount Due This Invoice
<i>Consent Order/Locality-HRSD Coordination</i> (HR04103-27)					
Coordination Activities	Lump Sum	65.83%	\$ 98,745.00	\$ 94,350.00	\$4,395.00
<i>Consent Order/SSO MOM Program Phase 2</i> (HR04103-40)					
Program Development Work	Lump Sum	85.90%	\$ 90,195.00	\$ 85,050.00	\$5,145.00
<i>Consent Order / SSES Task 2 Pump Station Inspections</i> (HR04103-44R)					
Field Tasks - Pump Station Inspections	Lump Sum	5.50%	\$ 2,117.50	\$ -	\$2,117.50
<i>Consent Order / SSES Task 5 Manhole Inspections</i> (HR04103-47R)					
Field Tasks - Manhole Inspections	Lump Sum	12.66%	\$ 8,862.00	\$ -	\$8,862.00
<i>Consent Order / SSES Task 7 Office Coordination</i> (HR04103-49R)					
Office Coordination and Management of Field Tasks	Lump Sum	8.80%	\$ 3,379.20	\$ -	\$3,379.20
				TOTALS	\$24,871.20

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

<i>GENERAL REVIEW SERVICES (HR04103-02)</i> Review Tractor Supply Site Plan Submittal	Billing Period 2011	Fee Basis	Rate	Time Charged (Hours)	Fee Earned
<i>Project Labor</i>					
Senior Program Manager	January	Hourly	\$160.00	2	\$320.00
Program Manager	January	Hourly	\$145.00	4.5	\$652.50
				Sub Total	\$972.50

TOTAL = \$972.50

Town of Smithfield, Virginia
Annual Engineering Services Contract

PROJECT BILLING FOR PERIOD BEGINNING JANUARY 1, 2011 TO JANUARY 31, 2010

GENERAL REVIEW SERVICES (HR04103-27) Consent Order / HRSD-Locality Coordination	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
Project Labor							
Coordination Activities	January	Lump Sum	\$150,000.00	65.83%	\$98,745.00	\$94,350.00	\$4,395.00
Project Totals			\$150,000.00	65.83%	\$98,745.00	\$94,350.00	\$4,395.00

TOTAL = \$4,395.00

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

<i>GENERAL REVIEW SERVICES (HR04103-40)</i> Consent Order / MOM Program Development Phase 2	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Program Development Activities	January	Lump Sum	\$105,000.00	85.90%	\$90,195.00	\$85,050.00	\$5,145.00
Project Totals			\$105,000.00	85.90%	\$90,195.00	\$85,050.00	\$5,145.00

TOTAL = \$5,145.00

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

<i>GENERAL REVIEW SERVICES (HR04103-44R)</i> Consent Order / SSES Task 2 Pump Station Inspections	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Field Tasks - Pump Station Inspections	January	Lump Sum	\$38,500.00	5.50%	\$2,117.50	\$0.00	\$2,117.50
Project Totals			\$38,500.00	5.50%	\$2,117.50	\$0.00	\$2,117.50

TOTAL = \$2,117.50

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

<i>GENERAL REVIEW SERVICES (HR04103-47R)</i> Consent Order / SSES Task 5 Manhole Inspections	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Field Tasks - Manhole Inspections	January	Lump Sum	\$70,000.00	12.66%	\$8,862.00	\$0.00	\$8,862.00
Project Totals			\$70,000.00	12.66%	\$8,862.00	\$0.00	\$8,862.00

TOTAL = \$8,862.00

Town of Smithfield, Virginia
Annual Engineering Services Contract

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

<i>GENERAL REVIEW SERVICES (HR04103-49R)</i> Consent Order / SSES Task 7 Office Coordination	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Office Coordination and Management of Field Tasks	January	Lump Sum	\$38,400.00	8.80%	\$3,379.20	\$0.00	\$3,379.20
Project Totals			\$38,400.00	8.80%	\$3,379.20	\$0.00	\$3,379.20

TOTAL = \$3,379.20



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 – January 2011 Invoices
Project Number: HR04103-02, HR04103-27, HR04103-40, HR04103-44R, HR04103-47R, HR04103-49R
Date: February 11, 2011
cc: Bill Hopkins, Scott Schiller

Recent Activities:

1. HR04103-02 – Review of Tractor Supply Site Plan submittal.
2. HR04103-27 – Continued coordination with Smithfield and other Consent Order related parties and provided general Consent Order related assistance.
3. HR04103-40 – Continued to organize the data collected during field survey work in order to create and populate the Battery Park Road Force Main Model, submitted a revised MOM Program to VDEQ for review, and provided general assistance with continued MOM Program development and management.
4. HR04103-44R – Confirmed what information needed to be collected as per the Regional Technical Standard and began to develop detailed checklists necessary for pump station inspection activities.
5. HR04103-47R – Confirmed what information needed to be collected as per the Regional Technical Standard. Began preparation of maps necessary for coordination of manhole inspections and development of a manhole inspection checklist.
6. HR04103-49R – Began coordination of various SSES field service tasks which included development of approximate schedules and discussions with equipment suppliers.

Upcoming Tasks:

1. HR04103-02 – Site plan review will be conducted on an as needed basis.
2. HR04103-27 – Attend meetings and coordinate with Town/other localities as necessary.
3. HR04103-40 – Wait for VDEQ comments on the revised MOM Program and provide them with any other information necessary for approval, continue to assist the Town with the development of their MOM Program, complete preparation of data for inclusion in the model and perform a final field check of information where necessary.
4. HR04103-44R – Complete development of detailed pump station inspection checklists and schedule a kick-off meeting with the Town to discuss the schedule for the work and any coordination issues.
5. HR04103-47R – Attend a kick-off meeting with the Town to discuss the work to be performed, an approximate schedule for completing the inspections and any coordination issues. Finalize mapping updates and begin manhole inspections.
6. HR04103-49R – Continue coordination of all SSES field services.

\\Hmp-files\projects\HR04\100\HR04103\HR04103-02\WORK\Billing File\2011 Invoice Files\January 2011 Progress Report 2-9-11.doc

11828 Fishing Point Drive, Suite 118 • Newport News, VA • 23606 • (757) 599-9800 • Fax: (757) 599-3684 • www.daa.com

Blacksburg • Charlottesville • Richmond

Scope Changes:

1. None

Budget Status/Percent Complete

1. HR04103-02 – Time and materials task. All work is being done within expected budgetary limits.
2. HR04103-27 – 65.83%
3. HR04103-40 – 85.90%
4. HR04103-44R – 5.50%
5. HR04103-47R – 12.66%
6. HR04103-49R – 8.80%

Schedule Status/Deliverable Status

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

February 14, 2011

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

Explanation of Amount Certified

Application No: 1A
Application Date: 02/07/2011
Period To: 02/06/2011

Job No: 1189

Contract Date: 11/04/2010

Invoice No: 7429-A

The Project Title has to be changed from "South Church Street Streetscape Improv. Phase V" to "South Church street Waterline Replacement". Line Item 7 needs to be revised from "Combination 4" Curb and Gutter" to "Sawcut Asphalt / Concrete"

The amount certified was adjusted as shown below:

Original Total Completed and Stored to Date.....	\$32,085.15
Total Retainage.....	\$3,208.52
Current Payment Due.....	\$28,876.63

VENDOR # _____
ACCOUNT # 005 - 42060 - 7100
DEPT HEAD W. T. Hughes, III
TOWN MANAGER _____

APPLICATION AND CERTIFICATE FOR PAYMENT

Page 1 of 2

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

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

PROJECT: SOUTH CHURCH STREET
STREETSCAPE IMPROV.
PHASE V
SMITHFIELD, VA
1189

APPLICATION NO.: 1-A
APPLICATION DATE: 2/7/2011
PERIOD TO: 2/6/2011
NEW WATERLINE CHANGE ORDER
CONTRACT DATE: 11/4/2010
INVOICE NO: 7429-A

ARCHITECT:
Revise to "South
Church Street
Waterline
Replacement"

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, attached.
ORIGINAL CONTRACT SUM \$ 408,188.00

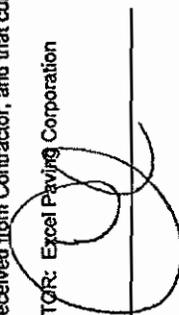
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner	TOTAL \$ -	\$ -
Approved this Month		
Date Approved	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
Net Change by Change Orders	TOTALS \$ -	\$ -

Net Change by Change Orders To..... \$ -
(Line 1+2)
Contract Sum To Date..... \$ 408,188.00
Total Completed and Stored To Date..... \$ 32,085.15
(Column G)
Retainage:

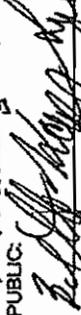
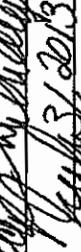
10% of Completed Work \$ 3,208.52
(Columns D + E)
10% of Stored Material \$ -
(Column F)
Total Retainage..... \$ 3,208.52
Total Earned Less Retainage..... \$ 28,876.63
(Line 4 less Line 5 Total)
Less Owner Direct Pymt by Purchase Ord.. \$ -
Less Previous Payments..... \$ -
(Line 6 from prior Certificates)
Current Payment Due..... \$ 28,876.63
Balance to Finish Including Retainage..... \$ 379,311.37
(Line 3 less Line 8)

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: 2/7/11

State of Virginia
City of Norfolk
Subscribed and sworn to before me this day of February, 2011
NOTARY PUBLIC:

Signed:  #303028
My Commission Expires:  2/27/2013



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: \$28,876.63
(Attach explanation if amount certified differs from Amount applied for.)

ARCHITECT:

By:  Date: 2/14/11
MIKE TIPPIN

February 14, 2011

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

VENDOR # _____
 ACCOUNT # 100-41300-8100
 DEPT HEAD K.T. [Signature], PE
 TOWN MANAGER _____

Explanation of Amount Certified

Application No: 2
 Application Date: 02/07/2011
 Period To: 02/06/2011

EN03-300-108, C502, UPC95571/93722

Contract Date: 11/04/2010

Invoice No: 7429

The change order for the tree removal has not been approved. The amount of the change order has been removed from all line items. In addition, the previous invoice (#7321) was included with this current invoice. The amount of the previous invoice has been removed from this current invoice to arrive at the "Amount Certified" of \$62,377.71.

The amount certified was adjusted as shown below:

Original Total Completed and Stored to Date.....	\$191,169.55
Minus Tree Removal Change Order.....	\$6,258.39
Revised Total Completed and Stored to Date.....	\$184,911.16
Total Retainage.....	\$18,491.12
Subtract Previous Payment.....	\$104,042.33
Current Payment Due.....	\$62,377.71

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
 1189

APPLICATION NO.: 2
 APPLICATION DATE: 2/7/2011
 PERIOD TO: 2/6/2011

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

JOB #: 1189

ARCHITECT: Norfolk, Virginia 23502

EN03-300-108, C502, UPC9557193722

CONTRACT DATE: 11/4/2010

INVOICE NO: 7429

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	\$ 6,256.99	\$ -
Approved this Month		
Date Approved		
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
TOTALS	\$ 6,256.99	\$ -
Net Change by Change Orders	\$ 6,256.99	\$ -

ORIGINAL CONTRACT SUM \$ 2,593,555.50

Net Change by Change Orders To..... \$ ~~6,256.99~~ (NOT APPROVED)

(Line 1+2) Contract Sum To Date..... \$ 2,599,812.59 2,593,555.50

Total Completed and Stored To Date..... \$ 494,466.55 184,991.16 (Column G) Retainage:

10% of Completed Work \$ 49,446.66 18,491.12 (Columns D + E)

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

Total Retainage..... \$ 49,446.66 18,491.12

Total Earned Less Retainage..... \$ 445,019.89 166,500.04 (Line 4 less Line 5 Total)

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

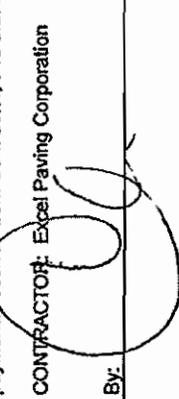
Less Previous Payments..... \$ - 104,042.33 (Line 6 from prior Certificate)

Current Payment Due..... \$ 445,019.89 602,377.71

Balance to Finish Including Retainage..... \$ 2,427,761.30 (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: 2/7/11

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED: \$ 2,377,711.30

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

ARCHITECT:  Date: 2/14/11

By: Mike TIPTON



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

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

APPLICATION:
INVOICE NO.: 7429

ESTIMATE FOR PERIOD ENDING: 1/1/2011 thru 2/6/2011

SUBCONTRACTOR'S ADDRESS/CONTACT:
1132 HARMONY ROAD
NORFOLK, VA 23502

ITEM NO.	FROM SCHEDULE OF PRICES LINE ITEM DESCRIPTION	SCHEDULED QUANTITY	TOTAL QUANTITIES REQUESTED PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	UNIT PRICES			TOTAL DUE TO DATE	ARRA Funding Breakdown	URBAN Funding Breakdown	ENHANCE Funding Breakdown
							TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE				
1	General Items												
2	Mobilization	1.00	0.33	0.07	0.40	\$176,500.00	\$176,500.00	\$12,355.00	\$70,600.00	\$58,245.00	\$12,355.00		
3	Construction Surveying	1.00	0.15	0.00	0.15	\$12,000.00	\$12,000.00	\$-	\$1,800.00	\$-	\$1,800.00		
4	SM-9.5 A Surface Course	840.00	0.00	0.00	0.00	\$94.00	\$94.00	\$-	\$-	\$-	\$-		
5	11M-19.0 Intermediate Course	1,000.00	0.00	0.00	0.00	\$96.00	\$96,000.00	\$-	\$-	\$-	\$-		
6	BM-25 Base Course	1,000.00	0.00	0.00	0.00	\$96.00	\$96,000.00	\$-	\$-	\$-	\$-		
7	Aggregate Material Size 21-A	3,400.00	25.12	212.06	237.18	\$27.00	\$91,800.00	\$5,725.62	\$6,403.86	\$6,403.86	\$-		
8	Combination 4" Curb and Gutter	4,600.00	0.00	0.00	0.00	\$29.00	\$133,400.00	\$-	\$-	\$-	\$-		
9	4" Curb	450.00	0.00	0.00	0.00	\$22.80	\$10,260.00	\$-	\$-	\$-	\$-		
10	VDOT Std CG-2	110.00	0.00	0.00	0.00	\$23.00	\$2,530.00	\$-	\$-	\$-	\$-		
11	VDOT Std CG-6	160.00	0.00	0.00	0.00	\$29.00	\$4,640.00	\$-	\$-	\$-	\$-		
12	3' Valley Gutter	500.00	0.00	0.00	0.00	\$27.50	\$13,750.00	\$-	\$-	\$-	\$-		
13	Residential Drive	350.00	0.00	0.00	0.00	\$99.50	\$34,825.00	\$-	\$-	\$-	\$-		
14	Commercial Drive	200.00	0.00	0.00	0.00	\$152.00	\$30,400.00	\$-	\$-	\$-	\$-		
15	Stamped Asphalt Crosswalk	500.00	0.00	0.00	0.00	\$66.00	\$33,000.00	\$-	\$-	\$-	\$-		
16	Reset Existing Pavers	250.00	0.00	0.00	0.00	\$117.50	\$29,375.00	\$-	\$-	\$-	\$-		
17	Paver Sidewalk	2,100.00	0.00	0.00	0.00	\$94.65	\$198,765.00	\$-	\$-	\$-	\$-		
18	Unit Paver Accessible Ramp	50.00	0.00	0.00	0.00	\$175.00	\$8,750.00	\$-	\$-	\$-	\$-		
19	Replace Existing Brick Well with like, kind, height, and length	1,600.00	0.00	0.00	0.00	\$30.00	\$48,000.00	\$-	\$-	\$-	\$-		
20	Regular Excavation	3,200.00	0.00	324.00	324.00	\$35.00	\$112,000.00	\$11,340.00	\$11,340.00	\$11,340.00	\$-		
21	Select Fill	1,000.00	0.00	0.00	0.00	\$16.00	\$16,000.00	\$-	\$-	\$-	\$-		
22	4" Topsoil Class A	1.00	0.00	0.00	0.00	\$17,850.00	\$17,850.00	\$-	\$-	\$-	\$-		
23	12" Storm Drainage Pipe	165.00	0.00	0.00	0.00	\$105.00	\$17,325.00	\$-	\$-	\$-	\$-		
24	15" Storm Drainage Pipe	1,430.00	0.00	128.00	128.00	\$105.00	\$150,150.00	\$13,440.00	\$13,440.00	\$13,440.00	\$-		
25	18" Storm Drainage	270.00	188.00	16.00	204.00	\$108.00	\$29,160.00	\$1,728.00	\$22,032.00	\$22,032.00	\$-		
26	21" Storm Drain	530.00	0.00	0.00	0.00	\$138.00	\$73,140.00	\$-	\$-	\$-	\$-		
27	24" Storm Drain	655.00	0.00	0.00	0.00	\$139.00	\$91,045.00	\$-	\$-	\$-	\$-		
28	DI-1	5.00	0.00	0.00	0.00	\$3,735.00	\$18,675.00	\$-	\$-	\$-	\$-		
29	MH-1	9.00	0.00	0.00	0.00	\$3,716.00	\$33,462.00	\$-	\$-	\$-	\$-		
30	DI-3-B L=4'	4.00	1.00	0.00	1.00	\$2,940.00	\$11,760.00	\$-	\$2,940.00	\$2,940.00	\$-		
31	DI-3-B L=8'	7.00	0.00	0.00	0.00	\$2,952.00	\$20,664.00	\$-	\$-	\$-	\$-		
32	DI-3-C L=6'	2.00	0.00	0.00	0.00	\$3,206.00	\$6,412.00	\$-	\$-	\$-	\$-		
33	DI-3-BB L=4'	2.00	0.00	0.00	0.00	\$2,892.00	\$5,784.00	\$-	\$-	\$-	\$-		
34	DI-3-BB L=6'	8.00	0.00	0.00	0.00	\$4,251.00	\$34,008.00	\$-	\$-	\$-	\$-		
35	DI-3-CC L=6'	1.00	0.00	0.00	0.00	\$5,217.00	\$5,217.00	\$-	\$-	\$-	\$-		
36	18" Flared End Section	1.00	1.00	0.00	1.00	\$1,957.00	\$1,957.00	\$4,288.00	\$1,957.00	\$1,957.00	\$-		
37	Select Fill For Trenches	1,700.00	40.00	268.00	308.00	\$16.00	\$27,200.00	\$27,200.00	\$4,928.00	\$4,928.00	\$-		
38	Adjust Rim to Finished Grade	7.00	0.00	0.00	0.00	\$800.00	\$5,600.00	\$-	\$-	\$-	\$-		
39	Timber Bulkhead Modification	1.00	0.00	0.00	0.00	\$7,500.00	\$7,500.00	\$-	\$-	\$-	\$-		
40	Temporary Filter Barrier	1,100.00	360.00	0.00	360.00	\$2.00	\$2,200.00	\$-	\$720.00	\$720.00	\$-		
41	Tree Fence	450.00	143.00	0.00	143.00	\$7.50	\$3,375.00	\$-	\$1,072.50	\$1,072.50	\$-		
42	Inlet Protection	29.00	0.00	0.00	0.00	\$100.00	\$2,900.00	\$-	\$-	\$-	\$-		
43	Construction Entrance	1.00	0.00	0.00	0.00	\$2,900.00	\$2,900.00	\$-	\$-	\$-	\$-		

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

PROJECT SOUTH CHURCH STREET STREETScape IMPROV. PHASE V SMITHFIELD, VA		APPLICATION: INVOICE NO.: 2 7429		ESTIMATE FOR PERIOD ENDING: 1/1/2011 thru 2/8/2011									
EN03-300-108, C502, UPC9557/193722		SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502		SUBCONTRACTOR:									
EXCEL PAVING CORP.													
ITEM NO.	FROM SCHEDULE OF PRICES LINE ITEM DESCRIPTION	SCHEDULED QUANTITY	SCHEDULED UNIT	TOTAL QUANTITIES REQUESTED			UNIT PRICES			TOTAL DUE TO DATE	ARRA Funding Breakdown	URBAN Funding Breakdown	ENHANCE Funding Breakdown
				PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD				
44	Demolition	1.00	LS	0.15	0.05	0.20	\$106,639.00	\$106,639.00	\$5,331.95	\$21,327.80	\$15,985.85	\$5,331.95	
45	4" Solid Double Yellow Line	2,360.00	LF	0.00	0.00	0.00	\$0.80	\$1,888.00	\$-	\$-	\$-	\$-	
46	6" Solid White Lane Line	270.00	LF	0.00	0.00	0.00	\$0.50	\$135.00	\$-	\$-	\$-	\$-	
47	4" White Mini Skip Line	310.00	LF	0.00	0.00	0.00	\$0.50	\$155.00	\$-	\$-	\$-	\$-	
48	4" Solid White Parking Stripe	300.00	LF	0.00	0.00	0.00	\$0.50	\$150.00	\$-	\$-	\$-	\$-	
49	24" Solid White Stop Bar	85.00	LF	0.00	0.00	0.00	\$2.50	\$212.50	\$-	\$-	\$-	\$-	
50	Single Arrow	3.00	EA	0.00	0.00	0.00	\$47.00	\$141.00	\$-	\$-	\$-	\$-	
51	Double Arrow	4.00	EA	0.00	0.00	0.00	\$80.00	\$320.00	\$-	\$-	\$-	\$-	
52	Only	1.00	EA	0.00	0.00	0.00	\$100.00	\$100.00	\$-	\$-	\$-	\$-	
53	Handicap Parking Symbol	1.00	EA	0.00	0.00	0.00	\$60.00	\$60.00	\$-	\$-	\$-	\$-	
54	Handicap Parking Sign	2.00	EA	0.00	0.00	0.00	\$135.00	\$270.00	\$-	\$-	\$-	\$-	
55	Stop Sign	1.00	EA	0.00	0.00	0.00	\$160.00	\$160.00	\$-	\$-	\$-	\$-	
56	Attach Stop Sign to Existing Route Sign	1.00	EA	0.00	0.00	0.00	\$125.00	\$125.00	\$-	\$-	\$-	\$-	
57	Relocate Sign	4.00	EA	0.00	0.00	0.00	\$100.00	\$400.00	\$6,000.00	\$17,250.00	\$17,250.00	\$-	
58	Maintenance of Traffic	1.00	LS	0.15	0.08	0.23	\$75,000.00	\$75,000.00	\$-	\$-	\$-	\$-	
59	Ginko Bilboa	3.00	EA	0.00	0.00	0.00	\$550.00	\$1,650.00	\$-	\$-	\$-	\$-	
60	Crape Myrtle	20.00	EA	0.00	0.00	0.00	\$220.00	\$4,400.00	\$-	\$-	\$-	\$-	
61	Chaste Tree	24.00	EA	0.00	0.00	0.00	\$220.00	\$5,280.00	\$-	\$-	\$-	\$-	
62	Elm	3.00	EA	0.00	0.00	0.00	\$330.00	\$990.00	\$-	\$-	\$-	\$-	
63	Autumn Embers Azalea	49.00	EA	0.00	0.00	0.00	\$38.00	\$1,862.00	\$-	\$-	\$-	\$-	
64	Blushing Bride Hydrangea	10.00	EA	0.00	0.00	0.00	\$28.00	\$280.00	\$-	\$-	\$-	\$-	
65	Soft Touch Holly	31.00	EA	0.00	0.00	0.00	\$27.00	\$837.00	\$-	\$-	\$-	\$-	
66	Indian Hawthorne	42.00	EA	0.00	0.00	0.00	\$55.00	\$2,310.00	\$-	\$-	\$-	\$-	
67	Ground Cover Perennials	720.00	SY	0.00	0.00	0.00	\$3.50	\$2,520.00	\$-	\$-	\$-	\$-	
68	Sodding	5,000.00	SY	0.00	0.00	0.00	\$40.00	\$200,000.00	\$-	\$-	\$-	\$-	
69	6" Waterline	370.00	LF	0.00	0.00	0.00	\$4.474.00	\$1,655,398.00	\$4,474.00	\$4,474.00	\$4,474.00	\$-	
70	Fire Hydrant Assembly	5.00	EA	0.00	1.00	1.00	\$6,440.00	\$6,440.00	\$-	\$-	\$-	\$-	
71	60" Sewer MH	2.00	EA	0.00	0.00	0.00	\$1,874.00	\$3,748.00	\$-	\$-	\$-	\$-	
72	3/4" Water Service	8.00	EA	0.00	0.00	0.00	\$4,758.00	\$38,064.00	\$-	\$-	\$-	\$-	
73	Horizontal Offset	1.00	EA	0.00	0.00	0.00	\$4,626.00	\$4,626.00	\$-	\$-	\$-	\$-	
74	Vertical Offset	3.00	EA	0.00	1.00	1.00	\$880.00	\$880.00	\$-	\$-	\$-	\$-	
75	4" Waive and Box	1.00	EA	0.00	0.00	0.00	\$932.00	\$932.00	\$-	\$-	\$-	\$-	
76	6" Waive and Box	6.00	EA	0.00	0.00	0.00	\$1,454.00	\$8,724.00	\$-	\$-	\$-	\$-	
77	8" Waive and Box	1.00	EA	0.00	0.00	0.00	\$903.00	\$903.00	\$-	\$-	\$-	\$-	
78	Kicker Joint	2.00	EA	0.00	0.00	0.00	\$530.00	\$1,060.00	\$-	\$-	\$-	\$-	
79	6x6 Tee	3.00	EA	0.00	0.00	0.00	\$220.00	\$660.00	\$-	\$-	\$-	\$-	
80	8" Sewer	100.00	LF	0.00	0.00	0.00	\$6.25	\$625.00	\$-	\$-	\$-	\$-	
81	4" Schedule 80 Pvc with pullwire	32,000.00	LF	0.00	0.00	0.00	\$682.00	\$21,824,000.00	\$-	\$-	\$-	\$-	
82	Light Pole Foundations	45.00	EA	0.00	0.00	0.00	\$16.80	\$756.00	\$-	\$-	\$-	\$-	
83	4" Schedule 80 pvc (Street Lighting)	4,920.00	LF	0.00	0.00	0.00	\$10,500.00	\$51,480,000.00	\$-	\$-	\$-	\$-	
84	Splice Box	45.00	EA	0.00	0.00	0.00	\$65.00	\$2,925.00	\$-	\$-	\$-	\$-	
85	Utility Vault	6.00	EA	0.00	0.00	0.00	\$903.00	\$5,418.00	\$-	\$-	\$-	\$-	
86	Addendum 8" water line	30.00	LF	0.00	0.00	0.00	\$1,950.00	\$58,500.00	\$-	\$-	\$-	\$-	
87	Addendum 8x6 Tee	1.00	EA	0.00	0.00	0.00	\$903.00	\$903.00	\$-	\$-	\$-	\$-	

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

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

APPLICATION:
INVOICE NO.:

2
7429

EN03-300-108, C502, UPC95571/93722

ESTIMATE FOR PERIOD ENDING:

1/1/2011 thru 2/6/2011

SUBCONTRACTOR:

SUBCONTRACTOR'S ADDRESS/CONTACT:
1132 HARMONY ROAD
NORFOLK, VA 23502

EXCEL PAVING CORP.

ITEM NO.	FROM SCHEDULE OF PRICES		TOTAL QUANTITIES REQUESTED				UNIT PRICES				ARRA		URBAN		ENHANCE	
	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	
88	Addendum 8x6 Reducer	EA	1.00	0.00	0.00	0.00	\$ 476.00	\$ 476.00	\$ -	\$ -	\$ -					
89	Addendum DI-3A	EA	2.00	0.00	0.00	0.00	\$ 4,861.00	\$ 9,722.00	\$ -	\$ -	\$ -					
TOTALS							\$2,593,555.50	\$69,308.57	\$184,911.16	\$165,420.21	\$19,486.95					
ADDITIONAL WORK																
	CO# 1-Additional tree removal	LS	1.00	1.00	0.00	0.00	\$ 6,258.39	\$ 6,258.39	\$ -	\$ 6,258.39	\$ -					
			0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -					
			0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -					
TOTALS:							\$2,599,813.89	\$69,308.57	\$191,169.55	\$165,420.21	\$19,486.95					

Smithfield Volunteer Fire Department, Inc.

P.O. Box 117

Smithfield, Va. 23431

Phone 357-3231



15 February 2011

TO: Ellen Minga
Treasurer, Town of Smithfield

FROM: Michael R Stallings, Deputy Chief
Smithfield Volunteer Fire Department

SUBJECT: 2010 Run Funds

A handwritten signature in black ink, appearing to read "Michael R Stallings". The signature is written in a cursive style and is positioned to the right of the "FROM:" field.

I request funds in the amount of \$12,978.00 be forwarded to the department from the Fuel Fund and Travel budget line item. The funds will be distributed to our members in good standing by our treasured Robert Little Jr. based on their individual responses in the calendar year 2010.

I can be contacted Cell number 757 435 2115 if you have any questions.

Copy to: Chief Jason Stallings
President Jason Edwards

DATE FEBRUARY 11, 2011
TO SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE
FROM WILLIAM T. HOPKINS, III
DIR. OF PLANNING, ENGINEERING, & PUBLIC WORKS
SUBJECT STREET MAINTENANCE CONTRACT

Each year the town engages the services of a street maintenance contractor. The town had a contract with The Blair Brothers for the 2010/2011 fiscal year and the town reserves the right to renew the contract for three additional years. The current contract will expire April 7, 2011.

The street maintenance contract includes the following type of work:

Sidewalk Repairs and traffic controls as required.

Clearing and grading roadway and outfall ditches which include seeding and erosion & sedimentation controls, i.e. silt fence, straw bales, etc. Traffic controls as required.

Road Repairs and patching which includes traffic controls.

Road Overlay with 1 ½ to 2 inches of SM2-9.5 A asphalt. Traffic controls as required.

Staff has been pleased with their work and therefore we are recommending that this contract be extended one additional year.

TO SMITHFIELD TOWN COUNCIL

FROM WILLIAM T HOPKINS, III
DIRECTOR OF PLANNING, ENGINEERING AND PUBLIC WORKS

SUBJECT GRASS MAINTENANCE

As requested, staff has put together some facts and figures for the grass maintenance work currently performed by our Public Works staff and our contractor. Attached to this memo is a list of current sites that our staff cuts on a regular basis. Also included in this spreadsheet is a list of other duties that our grass cutting crew assists with regularly. We currently have 4 men in the grass cutting crew whose current workload is not limited to grass cutting. Two of the men are also certified commercial pesticide applicators and certified flagger's.

We contract out the following right of way grass areas:

Rte 258 (From Waterworks Road to Farmers Service)

Battery Park Rd. (From bottom area near Smithfield Christian Church to new town limits)

Turner Drive (From Rte 10/Benns Church Blvd. to first field entrance on right – shoulder areas)

Rte 10 (From Turner Drive to South Church Street – median and shoulder areas)

Rte 10 Bypass (From South Church Street to first guardrail – median and shoulder areas)

Canteberry Lane (From Rte 10 to Huntington Way – median and shoulder areas)

The 2010/2011 contract was awarded to Country Landscaping at a cost of \$1540 per cut which is paid out of highway fund. Country Landscaping has requested an increase of \$60 per cut for the 2011/2012 fiscal year. I did speak with owner of company and he has agreed to charge per actual cut only with no guarantee of two cuttings per month. Due to liability issues for the town, I recommend that we continue to contract out the right of way areas listed above and to renew the contract for \$1600 per cut with Country Landscaping.

In addition to the above contracted areas, we currently have a contract with Brown's Lawn and Tractor Service for \$900 per cut (every 10 days) at Windsor Castle Park. This contract will expire June 25, 2011. We are currently evaluating this contract and our budget to determine if it will be more cost effective and beneficial to hire one additional staff member to maintain the park.

PUBLIC WORKS DEPARTMENT - GRASS MAINTENANCE SCHEDULE

*** WEEKLY GRASS CUTTING AREAS - EACH DAY TAKES 8 HOURS AND 4 MEN**

*** WINTER SEASON - MEN CHECK EACH AREA AND PICK UP TRASH, LEAVES AND TRIM AS NEEDED**

*** OTHER DUTIES AS LISTED BELOW PERFORMED AS NEEDED/NORMALLY ON DAILY BASIS**

SITE AND DAY OF WEEK

MONDAY

Water Works Lake

Lakeside Pump Station

Main Street Pump Station

Wharf Hill

Smithfield Plaza Pump Station

Water Meter and Fire Hydrant
- Turner Dr.

Jordan Pump Station

Jefferson Well

Barcroft Pump Station

Moonefield Pump Station

Watson Pump Station

Battery Park Rd. (Water Meter)

Wellington Pump Station

Rising Star Pump Station

TUESDAY

Clontz Park

Cary Street Right of Way

Cary Street Well

Goose Hill

James St. Pump Station

Grace & Main St. (corner)

Drummonds Lane Pump Station

Cedar Street

Cedar St. (both guardrails)

Wilson Road

Wilson Rd. (water tank and lot)

Crescent Pump Station

Mercer Street Well

Lot on South Church Street

Waterford Oaks Pump Station

Canteberry Pump Station

WEDNESDAY			THURSDAY		
Smithfield Center			Cypress Creek Pump Station		
North Church Street			John Rolfe Drive		
Guard Rail (Pagan River Bridge)			Morris Creek Pump Station		
Rt. 10 and 258 Intersection			Both BMP Ponds - Lane Crescent		
Pinewood Heights			Battery Park Road		
Jersey Park			Public Parking Lots - Main Street		
Jersey Park Well			Windsor Castle		
Jersey Park Pump Station			Riverside Pump Station		
Church Square Pump Station			Jericho Road		
S. Church Street Water Tank					
Smithfield Blvd. Pump Station					
Minton Way Pump Station					
Ledford Lane Pump Station					
Scotts Landing Pump Station					
Police Dept.					
FRIDAY					
Treatment Plant					
Smithfield Station					
Wainwright Drive (Island)					
Ridgeland Drive					
Flower Beds - Main Street					
315 Main Street					
Thomas Street (Island)					
North Mason Street (Island)					
Hayden's Lane					

Town Hall					
OTHER DUTIES					
Leaf removal					
Cut Trees/Limbs					
Sweep sidewalks					
Snow removal					
Debris removal					
Clean stormdrains					
Install street signs					
Traffic control					
Events					
Recycling					
Water and Sewer repairs					
Windsor Castle - trails/dog park/trash/recycling/events					
Assist Tourism Department					
Trash pick up					
Dead animal removal					
Transport materials					
Pesticide spraying					
Outfall ditches - tree debris/brush					
Smithfield Center - provide labor as needed					
Maintain path in marsh to access manhole near Center					



Smithfield Center
Policies & Procedures-Banquets, Weddings, Receptions
Adopted by Town Council Jan 4, 2011

RENTAL TIME:

1. _____ All rentals include a total of 8 consecutive hours. This time includes set-up, event hours and cleanup.
2. _____ Client may add time at a rate of \$50.00 per hour. All hours must be consecutive and must be decided on and paid for during the checklist appointment (2 weeks before the event).
3. _____ **Time cannot be added on the day of the event.** If the event does not end on the time decided on during the checklist appointment, a fee of **\$ 100** per **half hour** will be billed to client.
4. _____ Rental time cannot begin before 10 AM on the day of your event.
5. _____ Two day packages are available to provide extra time for set up. The cost is determined by totaling the cost for renting the space for two days (prices vary depending on day of week) and applying a 20% discount. The first day is to be used for set up exclusively. The furniture set will remain the same for both days. Each day includes 8 hours of rental time and hours **cannot** be transferred from one day to the other.
6. _____ Rentals that fall on designated holidays and holiday weekends will be charged at a Saturday rate.

DEPOSITS, CANCELLATIONS & RESCHEDULING:

7. _____ A deposit of 50% of the total price is required at the time of booking. Reservations are not confirmed and cannot be held until a deposit is received. All events must be paid in full two weeks before the scheduled event date.
8. _____ A security deposit maybe required of any user. This is in addition to the booking deposit. Security deposits are 100% refundable providing all accounts are settled and that no damage to property or equipment have been incurred.
9. _____ The Center does not accept bookings for reoccurring events except for those that reoccur on an annual basis.
10. _____ All cancellations more than 180 days prior to the event date will result in a fee of 50% of the booking deposit. If the event is cancelled less than 180 days prior, the entire deposit becomes non-refundable and non-transferable.
11. _____ Rescheduling of an event requires the client to pay a fee of \$100 and must be done within 5 business days of notifying the Center. Deposits of rescheduled events are non-transferable. Cancellation of a rescheduled event forfeits all payments made.



Smithfield Center
Policies & Procedures-Banquets, Weddings, Receptions
Adopted by Town Council Jan 4, 2011

BUILDING CAPACITIES, FURNITURE SETS & DECORATING:

12. _____ The number of guests and furniture configuration are determining factors in how much space you will need to rent.
13. _____ Clients are required to pay a \$50 set change fee, if major changes are made to the floor plan less than 48 hours before the event.
14. _____ The stage may be removed at an additional fee of \$100.00.
15. _____ Due to limited space, the Smithfield Center **cannot** provide storage.
16. _____ The Smithfield Center **does not** provide linens- this includes tablecloths and napkins.
17. _____ Decorations are permitted with the advanced approval of the center director. Clients are required to remove and appropriately dispose of all decorations immediately following an event unless prior arrangements have been made with the staff.
18. _____ No decorations may be affixed to walls, floors, ceilings or chandeliers.
19. _____ Confetti, including glitter is not permitted for decorating.
20. _____ Candles are permitted as table decorations and must be globed. Open flames are restricted to candles used in ceremonies.
21. _____ Portable dance floors are not allowed.
22. _____ Delivery and pickup schedules for rental equipment must be submitted at your event checklist appointment and approved by the center director.
23. _____ The Smithfield Center does not assemble, disassemble or move items from rental companies.
24. _____ The lobby is designated as business space and the furniture in that space may not be moved but may be used at the discretion of the director. No food or beverage sets are allowed in the lobby.

ALCOHOL POLICIES:

25. _____ All events which serve, sell, distribute or allow BYOB alcohol at the Smithfield Center require a Virginia ABC license. The license must be posted at the event. The Commonwealth of Virginia Alcoholic Beverage Control policies shall be strictly enforced at all times. There are no exceptions to this policy.

WEDDINGS:

26. _____ Booking of the Smithfield Center, as both a ceremony and reception site, will require the rental of the Main Hall plus Suites and the maximum number of guests is 150 people.



Smithfield Center
Policies & Procedures-Banquets, Weddings, Receptions
Adopted by Town Council Jan 4, 2011

27. _____ Rehearsals are scheduled based on availability and **cannot** be scheduled until **two months** prior to the event. The charge for rehearsals that take place **after** regular business hours (Monday – Friday 9 AM to 5 PM) is \$50 per hour.
28. _____ Catering/food is not allowed during rehearsals.
29. _____ The set for your event may not be in place during your rehearsal. Furniture **cannot** be moved during your rehearsal.

USE OF KITCHEN:

30. _____ Rental of this area includes usage of all equipment (including dishes, glassware, silverware etc.); **however, the Smithfield Center does not guarantee numbers of items.**
31. _____ At the end of the event, all dishes must be cleaned and placed back on the correct shelves and the silverware in the correct bins. Also, the counters and equipment must be cleaned and the kitchen floor must be swept and mopped. **All trash must be placed in the dumpster beside the service entrance.**
32. _____ Everyone using the kitchen area is required to follow all public health regulations as prescribed by local and state government. The Smithfield Center is not responsible for the quality of food service provided for private or public events unless provided by the Center staff.
33. _____ Use of deep fryers: Only licensed and insured caterers are permitted to use the deep fryers. There will be a \$50 charge per use for the deep fryer.

EVENTS OPEN to the PUBLIC:

Events open to the public are defined as any event 1.) that is promoted to the general public whether or not an admission fee is charged; and/or 2.) that requires a ticket or admission fee for entry.

34. _____ Events open to the public which have a guest count of not more than 200 will require a minimum of two off-duty officers from Smithfield Police Department. Events which will have a guest count of more than 200 will require 1 additional off-duty officer for each 100 guests (for example 200-300 guests=3 officers, 300-400 guests=4 officers).
35. _____ Events open to the public will require a certificate of insurance for liability coverage.
36. _____ If a client misrepresents that an event is not open to the public when in fact the event is open to the public as defined above then the Center may void the contract, cancel the event and retain the deposit.



Smithfield Center
Policies & Procedures-Banquets, Weddings, Receptions
Adopted by Town Council Jan 4, 2011

GENERAL POLICIES:

37. _____ Your rental includes a paved parking lot that can provide parking for up to 124 vehicles.
38. _____ The Center Director has the authority to end an event if there is a danger to participants or Center staff or a threatening situation arises during the event.
39. _____ Clients are responsible for missing or damaged equipment. Clients will be billed for actual costs incurred to repair any damages or replace damaged equipment after the event. The Smithfield Center is not responsible for lost or misplaced items belonging to users or caterers.
40. _____ In case of a local disaster, such as extensive hurricane damage, the Smithfield Center will be used as an emergency facility. Every effort will be made to reschedule your event for a later date or a full refund of your deposit will be made upon your request.
41. _____ In consideration for the use of the facilities, the client, on behalf of itself, its guest and invitees, hereby releases the Town of Smithfield from and for all liability, claims and demands on account of injury, loss or damage including property loss or damage, bodily injury, or sickness, that the client or invitees may suffer as a result of such use.



Windsor Castle Park
General Park Use
Policies & Procedures

Adopted by Town Council and Windsor Castle Foundation Board January 2011

RENTAL TIME:

1. _____ The rental time indicated on your contract must be followed accordingly. Additional time for setup and break down must be formally requested prior to the event.

DEPOSITS, CANCELLATIONS & RESCHEDULING:

2. _____ Reservations are not confirmed until a reservation form is completed and returned to the Smithfield Center.
3. _____ A security deposit may be required of any user. Security deposits are 100% refundable providing all accounts are settled and that no damage to property or equipment have been incurred.
4. _____ Windsor Castle does not accept bookings for reoccurring events except for those that reoccur on an annual basis.
5. _____ Rescheduling of an event due to pending inclement weather is allowed up to five business days before your scheduled event date.

RENTAL COMPANIES, CATERING and OTHER VENDORS:

6. _____ Windsor Castle Park **does not provide lighting, tents or furniture for this site.** There is no rain site available in case of inclement weather, so it is strongly recommended that you contract for a tent rental to have shelter.
7. _____ Delivery and pickup schedules for rental equipment must be submitted at your event checklist appointment and approved by park staff.
8. _____ Windsor Castle Park staff does not assemble, disassemble or move items from rental companies.
9. _____ Windsor Castle Park does not provide a kitchen so it is recommended that food items be prepared before arriving to site or with appropriate equipment brought to the site.
10. _____ Events that serve food and are open to the public will require a health permit.
11. _____ DJs, bands and music are allowed but must be kept at an acceptable decibel level so as to not interfere or disturb the residents that live close to the park.
12. _____ Vendors must adhere to the terms of our guidelines and it is the client's responsibility to share these guidelines with them.

DECORATIONS:

13. _____ All decorations must be removed during cleanup.



Windsor Castle Park
General Park Use
Policies & Procedures

Adopted by Town Council and Windsor Castle Foundation Board January 2011

14. _____ Windsor Castle Park will provide a clean site that must be returned to the same condition at the end of the event. Those using the grounds are liable for any damage to the site.

EVENTS OPEN to the PUBLIC:

Events open to the public are defined as any event 1.) that is promoted to the general public whether or not an admission fee is charged; and/or 2.) that requires a ticket or admission fee for entry.

15. _____ Events open to the public which have a guest count of not more than 200 will require a minimum of two off-duty officers from Smithfield Police Department. Events which will have a guest count of more than 200 will require 1 additional off-duty officer for each 100 guests (for example 200-300 guests=3 officers, 300-400 guests=4 officers).
16. _____ Events open to the public will require a certificate of insurance for liability coverage.
17. _____ If a client misrepresents that an event is not open to the public when in fact the event is open to the public as defined above then the Center may void the contract, cancel the event and retain the deposit.

GENERAL POLICIES:

18. _____ Windsor Castle is open to the public from dawn to dusk and public access will be maintained during those times. The park staff will place signage to make park guests aware of your event.
19. _____ Two portable restroom facilities are provided at the site.
20. _____ Trash receptacles and liners will be provided at the site. All trash must be emptied into the designated trash truck at the end of the event.
21. _____ Water is provided at site. If electricity is needed, generator use is permitted at the site.
22. _____ Your rental includes a parking area that can provide parking for up to 300 vehicles. Parking attendants are the responsibility of your party.
23. _____ The park staff does have the authority to end an event if there is a danger to participants or staff that arises during the event.
24. _____ In consideration for being permitted to use the site, the client, on behalf of itself and invitees, hereby releases the Town of Smithfield from and against all liability, claims and demands on account of injury, loss or damage including property loss or damage, bodily injury, or sickness, that the client or invitees may incur as a result of such use.



Windsor Castle Park
Manor Riverfront
Policies & Procedures

Adopted by Town Council and Windsor Castle Foundation in January 2011

RENTAL TIME:

1. _____ Rental includes use of the site from Friday through Monday. Setup and rehearsals can be done on Friday between 9 AM-6 PM and breakdown must be completed by Monday before 1 PM. The time frame for Saturday is setup can begin at 8 AM and **events must end by 10 PM** and cleanup and closing of site must be completed by 11 PM.
2. _____ Rentals for wedding ceremonies only are available and include a six hour time frame.

DEPOSITS, CANCELLATIONS & RESCHEDULING:

3. _____ A deposit of 50% of the total price is required at the time of booking. Reservations are not confirmed and cannot be held until a deposit is received. All events must be paid in full 5 days before the scheduled event date.
4. _____ A security deposit may be required of any user. This is in addition to the booking deposit. Security deposits are 100% refundable providing all accounts are settled and that no damage to property or equipment have been incurred.
5. _____ Windsor Castle does not accept bookings for reoccurring events except for those that reoccur on an annual basis.
6. _____ Cancellations for any reason will result in loss of booking deposit and must be submitted at least five days before the scheduled event date or the remaining balance will be due for the event.
7. _____ Rescheduling of an event due to pending inclement weather is allowed up to five business days before your scheduled event date. Cancellation of a rescheduled event forfeits all payments made.

RENTAL COMPANIES, CATERING and OTHER VENDORS

8. _____ Windsor Castle Park **does not provide lighting, tents or furniture for this site.** There is no rain site available in case of inclement weather, so it is strongly recommended that you contract for a tent rental to have shelter.
9. _____ Delivery and pickup schedules for rental equipment must be submitted at your event checklist appointment and approved by park staff.
10. _____ Windsor Castle Park staff does not assemble, disassemble or move items from rental companies.
11. _____ Windsor Castle Park does not provide a kitchen so it is recommended that food items be prepared before arriving to site or with appropriate equipment brought to the site.
12. _____ Events that serve food and are open to the public will require a health permit.



Windsor Castle Park
Manor Riverfront
Policies & Procedures

Adopted by Town Council and Windsor Castle Foundation in January 2011

13. _____ DJs, bands and music are allowed but must be kept at an acceptable decibel level so as to not interfere or disturb the residents that live close to the park.
14. _____ Vendors must adhere to the terms of our guidelines and it is the client's responsibility to share these guidelines with them.

DECORATIONS

15. _____ All decorations must be removed during cleanup.
16. _____ Windsor Castle Park will provide a clean site that must be returned to the same condition at the end of the event. Those using the grounds are liable for any damage to the site.

WEDDINGS:

17. _____ Rehearsals are allowed during your rental time frame. Rehearsal dinners will require additional rental fees.
18. _____ Artificial flower petals and bird seed are not allowed in the park.

ALCOHOL POLICIES:

19. _____ All events which serve, sell, distribute or allow BYOB alcohol at the Windsor Castle property require an ABC license. The license must be posted at the event. The Commonwealth of Virginia Alcoholic Beverage Control policies shall be strictly enforced at all times. There are no exceptions to this policy.

EVENTS OPEN to the PUBLIC:

Events open to the public are defined as any event 1.) that is promoted to the general public whether or not an admission fee is charged; and/or 2.) that requires a ticket or admission fee for entry.

20. _____ Events open to the public which have a guest count of not more than 200 will require a minimum of two off-duty officers from Smithfield Police Department. Events which will have a guest count of more than 200 will require 1 additional off-duty officer for each 100 guests (for example 200-300 guests=3 officers, 300-400 guests=4 officers).
21. _____ Events open to the public will require a certificate of insurance for liability coverage.
22. _____ If a client misrepresents that an event is not open to the public when in fact the event is open to the public as defined above then the Windsor Castle park staff may void the contract, cancel the event and retain the deposit.



Windsor Castle Park
Manor Riverfront
Policies & Procedures

Adopted by Town Council and Windsor Castle Foundation in January 2011

GENERAL POLICIES:

23. _____ Windsor Castle is open to the public from dawn to dusk and public access will be maintained during those times. The park staff will place signage to make park guests aware of your private event.
24. _____ Two portable restroom facilities are provided at the site.
25. _____ Trash receptacles, liners and trash truck will be provided at the site. All trash must be emptied into the designated trash truck at the end of the event.
26. _____ Electricity and water are provided at site.
27. _____ Your rental includes a parking area that can provide parking for up to 100 vehicles.
28. _____ The park staff does have the authority to end an event if there is a danger to participants or staff that arises during the event.
29. _____ In consideration for being permitted to use the site, the client, on behalf of itself and invitees, hereby releases the Town of Smithfield from and against all liability, claims and demands on account of injury, loss or damage including property loss or damage, bodily injury, or sickness, that the client or invitees may incur as a result of such use.

Suggested Price Structure for Windsor Castle Park

Resident vs. Non-Resident:

Town of Smithfield residents pay taxes that help support park operations so there needs to be a discounted rate for those individuals as there is for Smithfield Center rentals. To encourage an annual contribution by the county towards operation of the park we will extend the resident rate to all IOW County residents, not just town residents.

The second reason for extending the discount to all residents is determining town residency is difficult when many of the county addresses read Smithfield. And the third reason is that it keeps pricing consistent with the Smithfield Center rates.

	Standard Rate	Resident of Isle of Wight County Rate
Manor Riverfront - Weekend Rental	\$ 850	\$ 750
Manor Riverfront - Wedding Only (4 hour block of time)	\$ 475	\$ 375
General Park Use (area by Main Parking lot, adjacent to the Dog Park)		
50-100 people	\$ 35	\$ 25
100-200 people	\$ 60	\$ 50
200-300 people	\$ 85	\$ 75
300-500 Max	\$ 120	\$ 100
Add electricity	\$ 10	\$ 10

Application for reduced rate of General Park Use fees:

Event must fit the following criteria to be considered for reduced rate (50% off)-

1. Non-profit Organization
2. Open to the Public



Reservations at the Smithfield Center
 220 North Church Street
 Smithfield VA 23430
 United States
 757-356-9939 / Fax 757-365-4819

Confirmation

<u>Group</u>	<u>Reservation:</u>	<u>1471</u>			
Nancy Cowan Relay for Life	Event Name:	Relay for Life Event			
	Status:	Confirmed			
	Phone:	555-5555			
	Event Type:	Community Event			
Bookings / Details			Quantity	Price	Amount

Waiver Application

In order to better serve our community, recognized non-profit, educational, community and service organizations, as well as, local government agencies, churches and charitable groups, operating for the benefit for the Town of Smithfield or Isle of Wight County may be considered for a discount rate or complementary use of the Smithfield Center. This waiver will be presented at the next regularly scheduled Town Committee Meeting. Please plan on having a representative in attendance.

Description of Event: _____

Is event open to general public? Yes or NO Tickets Price \$ _____

Recipient of Proceeds: _____

List benefits to Community: _____

Name of Insurance Liability Carrier: _____

Tax Exemption Number: _____

If waiver is granted, the undersigned and/or organization will remain responsible for all extra equipment rentals, security (if needed), damage or extraordinary cleaning arising from the specified event. Also, if granted waiver, your event is to include and/or advertise the Smithfield Center or Town of Smithfield as a sponsor of the event.

Client's Signature: _____ Date: _____

Town Council and WCF: Waiver Granted _____ Date: _____ Cost to Applicant: \$ _____

Waiver Denied _____ Date: _____ Reason _____

Denied: _____

Friday, May 06, 2011

3:00 PM - 11:00 PM Relay for Life Event (Waiver Pending 3/7/2011) Riverfront

Reserved: 2:00 PM - 12:00 AM

Room Charge: 1

Saturday, May 07, 2011

7:00 AM - 6:00 PM Relay for Life Event (Waiver Pending 3/7/2011) Riverfront

Reserved: 6:00 AM - 7:00 PM

Room Charge: 1 750.00 750.00

Sunday, May 08, 2011

3:00 PM - 11:00 PM Relay for Life Event (Waiver Pending 3/7/2011) Riverfront

Reserved: 2:00 PM - 12:00 AM

Room Charge:

1

Monday, May 09, 2011

3:00 PM - 11:00 PM Relay for Life Event (Waiver Pending 3/7/2011) Riverfront

Reserved: 2:00 PM - 12:00 AM

Room Charge:

1

Subtotal

750.00

Grand Total

750.00

Windsor Castle Manor Riverfront

Adopted by Town Council and Windsor Castle Foundation Board January 2011

RENTAL TIME:

1. _____ Rental includes use of the site from Friday through Monday. Setup and rehearsals can be done on Friday between 9 AM-6 PM and breakdown must be completed by Monday before 1 PM. The time frame for Saturday is setup can begin at 8 AM and events must end by 10 PM and cleanup and closing of site must be completed by 11 PM.
2. _____ Rentals for wedding ceremonies only are available and include a six hour time frame.

DEPOSITS, CANCELLATIONS & RESCHEDULING:

3. _____ A deposit of 50% of the total price is required at the time of booking. Reservations are not confirmed and cannot be held until a deposit is received. All events must be paid in full 5 days before the scheduled event date.
4. _____ A security deposit may be required of any user. This is in addition to the booking deposit. Security deposits are 100% refundable providing all accounts are settled and that no damage to property or equipment have been incurred.
5. _____ Windsor Castle does not accept bookings for reoccurring events except for those that reoccur on an annual basis.
6. _____ Cancellations for any reason will result in loss of booking deposit and must be submitted at least five days before the scheduled event date or the remaining balance will be due for the event.
7. _____ Rescheduling of an event due to pending inclement weather is allowed up to five business days before your scheduled event date. Cancellation of a rescheduled event forfeits all payments made.

RENTAL COMPANIES, CATERING and OTHER VENDORS

8. _____ Windsor Castle Park does not provide lighting, tents or furniture for this site. There is no rain site available in case of inclement weather, so it is strongly recommended that you contract for a tent rental to have shelter.
9. _____ Delivery and pickup schedules for rental equipment must be submitted at your event checklist appointment and approved by park staff.
10. _____ Windsor Castle Park staff does not assemble, disassemble or move items from rental companies.
11. _____ Windsor Castle Park does not provide a kitchen so it is recommended that food items be prepared before arriving to site or with appropriate equipment brought to the site.
12. _____ Events that serve food and are open to the public will require a health permit.
13. _____ DJs, bands and music are allowed but must be kept at an acceptable decibel level so as to not interfere

or disturb the residents that live close to the park.

14. _____ Vendors must adhere to the terms of our guidelines and it is the client's responsibility to share these guidelines with them.

DECORATIONS

15. _____ All decorations must be removed during cleanup.

16. _____ Windsor Castle Park will provide a clean site that must be returned to the same condition at the end of the event. Those using the grounds are liable for any damage to the site.

WEDDINGS:

17. _____ Rehearsals are allowed during your rental time frame. Rehearsal dinners will require additional rental fees.

18. _____ - Artificial flower petals and bird seed are not allowed in the park.

ALCOHOL POLICIES:

19. _____ All events which serve, sell, distribute or allow BYOB alcohol at the Windsor Castle property require an ABC license. The license must be posted at the event. The Commonwealth of Virginia Alcoholic Beverage Control policies shall be strictly enforced at all times. There are no exceptions to this policy.

EVENTS OPEN to the PUBLIC:

Events open to the public are defined as any event 1.) that is promoted to the general public whether or not an admission fee is charged; and/or 2.) that requires a ticket or admission fee for entry.

20. _____ Events open to the public which have a guest count of not more than 200 will require a minimum of two off-duty officers from Smithfield Police Department. Events which will have a guest count of more than 200 will require 1 additional off-duty officer for each 100 guests (for example 200-300 guests=3 officers, 300-400 guests=4 officers).

21. _____ Events open to the public will require a certificate of insurance for liability coverage.

22. _____ If a client misrepresents that an event is not open to the public when in fact the event is open to the public as defined above then the Windsor Castle park staff may void the contract, cancel the event and retain the deposit.

GENERAL POLICIES:

23. _____ Windsor Castle is open to the public from dawn to dusk and public access will be maintained during those times. The park staff will place signage to make park guests aware of your private event.

24. _____ Two portable restroom facilities are provided at the site.

25. _____ Trash receptacles, liners and trash truck will be provided at the site. All trash must be emptied into the designated trash truck at the end of the event.

26. _____ Electricity and water are provided at site.

27. _____ Your rental includes a parking area that can provide parking for up to 100 vehicles.

28. _____ The park staff does have the authority to end an event if there is a danger to participants or staff that arises during the event.

29. _____ In consideration for being permitted to use the site, the client, on behalf of itself and invitees, hereby releases the Town of Smithfield from and against all liability, claims and demands on account of injury, loss or damage including property loss or damage, bodily injury, or sickness, that the client or invitees may incur as a result of such use.

I have received, read thoroughly, understand and will comply with the policies and procedures governing the use of Windsor Castle Park.

Client's
Signature _____ Date _____

Signature on File Statement

Your signature below authorizes the Town of Smithfield to charge the credit card on file for any fees, such as going over set event times or cleaning charges, incurred during an event. An invoice will be issued for any charges incurred and 30 days will be allowed to make payment arrangements. If payment has not been received after 30 days, the credit card on file will be charged.

Credit Card Number _____ Exp _____

Name on Card _____

Billing Address for Card _____

Signature _____ Date _____