



August 24, 2012

TO: SMITHFIELD TOWN COUNCIL

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

**SUBJECT: AUGUST 2012 COMMITTEE MEETINGS WILL BE HELD AT THE SMITHFIELD
CENTER LOCATED AT 220 NORTH CHURCH STREET, SMITHFIELD, VA**

MONDAY, AUGUST 27TH, 2012

4:00 P.M. Police Members: Chapman (CH), Tynes, Gregory

- TAB # 1** 1. Operational Updates
- TAB # 2** 2. Street Closure Request for Homecoming Parade, October 26, 2012 @ 4:00 p.m.
- TAB # 3** 3. Continued Discussion on Town Wide Speed Limit Recommendations
- TAB # 4** 4. Streetlight Survey Request Berryman Court
- TAB # 5** 5. Streetlight Survey Request Fawn Court
- TAB # 6** 6. Overtime Policy for Special Events

Immediately following the conclusion of the above meeting:

Water and Sewer Members: Gregory (CH), Smith, Tynes

- 1. Update from Mr. Andy Snyder and Scott Schiller of Draper Aden Associates on the Sanitary Sewer Overflow Special Order by Consent Project:
 - TAB # 7** a. Budgeted Proposal for Additional Locality/HRSD Coordination and General Special Order by Consent Assistance – Scope of Work and Fees
 - TAB # 8** b. Budgeted Proposal Capacity Assessment/Level of Service Determination Assistance – Scope of Work and Fees
- TAB # 9** 2. Update on Reverse Osmosis Plant by Jack Reed, Operator
- 3. Request From Lewis Construction to Shut-off Water to Riverview Neighborhood, September 26th, 2012
- 4. Continued Discussion on Request from IOW County for Water and Sewer Service for New IOW VRS Facility on Great Springs Road

Immediately following the conclusion of the above meeting:

Finance Members: Pack (CH), Gregory, Cook

- TAB # 10** 1. July Cash Balances
- TAB # 11** 2. Invoices Over \$10,000 Requiring Council Payment Authorization:
 - a. REW Corporation (Budgeted) \$59,217.20
 - b. Draper Aden Associates \$20,628.00

Finance Committee Continued...

- | | | |
|----|--|-------------|
| c. | Clark Nexsen | \$13,937.28 |
| d. | Excel Paving Corporation | \$32,684.00 |
| e. | Excel Paving Corporation | \$57,759.33 |
| f. | Excel Paving Corporation | \$12,132.50 |
| g. | Sungard Public Sector | \$19,335.43 |
| 3. | Real Estate Property Assessment Update | |

TUESDAY, JULY 24TH, 2012

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

- TAB # 12**
1. Operational Updates
 2. Follow-up Discussion on Invoice for Fire Department Truck Repairs from Atlantic Emergency Solutions

Immediately following the conclusion of the above meeting:

Public Works Members: Smith(CH), Cook, Tynes

- TAB # 13**
1. Update on the South Church Street Beautification Project
 2. Renewal of Debris Removal Contracts with Goodrich and Son's and Smithfield Services Inc. for One Additional Year
- TAB # 14**
- TAB # 15**
3. Vehicle Maintenance RFP – Staff Recommendation
 4. Proposal from Blair Brothers Inc to Replace Storm Drain Pipe in Cypress Creek in an Amount not to Exceed \$17,521.00
- TAB # 16**
5. Follow-up Streetlight Request on Battery Park Road from Villas of Smithfield to Royal Farms

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare Members: Cook (CH), Chapman, Smith

- TAB # 17**
1. Windsor Castle Policy – Open to the Public Events Application
 2. Town Council Committee meeting Date Changed to September 17th and 18th due to VML Annual Conference being held September 23rd thru 25th
- TAB # 18**
3. Charter Cable Franchise Agreement Renewal Update
 4. Consultant Services for Community Wellness Initiative
 5. Closed Session – 117 North Church Street RFP

***** Additional Item Not Listed on Committee but will be on Council's September 4th Agenda*****

- Approval of August 7th Town Council Minutes
 - Proclamation for Girl Scouts Participation in the American in Bloom Contest
-



Colonel W. S. (Steve) Flaherty
Superintendent

(804) 674-2000

COMMONWEALTH of VIRGINIA

DEPARTMENT OF STATE POLICE

Lt. Col. Robert B. Northern
Deputy Superintendent

P. O. BOX 27472, RICHMOND, VA 23261-7472

August 14, 2012

Chief Steve G. Bowman
Smithfield Police Department
Post Office Box 246
Smithfield, Virginia 23430

Dear Chief Bowman:

The VCIN staff conducted an audit of your agency's NCIC/VCIN files on July 18, 2012. The results of the audit, as outlined below, were discussed with your terminal agency coordinator.

ADMINISTRATIVE

In compliance with audit requirements.

CRIMINAL HISTORIES

In compliance with audit requirements.

WANTED VEHICLES

Ten (10) of thirty-seven (37) entries were checked.

Ten (10) entries were found to be in compliance with audit requirements

WANTED PERSONS

Ten (10) of ten (10) entries were checked.

Ten (10) entries were found to be in compliance with audit requirements.

Chief Steve G. Bowman
August 14, 2012
Page Two

The assistance, which was received by the State Police audit team from Kristi N. Jenkins and Juanita Abernathy, was greatly appreciated by the audit team. The audit process is more efficient when an agency provides the appropriate personnel to assist the audit team.

We found that your overall VCIN operation was well managed and in good order and you are to be commended for your efforts.

If we can be of further assistance to you, please contact Sergeant Brian R. Best at telephone (804) 674-2148.

Sincerely,

A handwritten signature in black ink, appearing to read 'TWTW', with a long horizontal stroke extending to the right.

Thomas W. Turner, Captain
Criminal Justice Information Services Division

TWT/JLH/rao

cc: Master Trooper Eric A. Bruno



Town of Smithfield

Street Closure/Traffic Assistance Request Form

This form should be submitted to the Town Manager's Office located at 911 South Church Street
Office # (757)365-9505 / Fax # (757)-365-9508/ lgreer@smithfieldva.gov
(Submission of the form does not guarantee approval)

Closure Date (s):

October 26th, 2012

Time: 4:00 p.m. until the conclusion of parade

Location of Street Closure/Traffic Assistance:

Request closure of James Street, Grace Street, Main Street, and North Mason Street

Event/Reason for Closure: Smithfield High School Homecoming Parade

Contact Name: Stenette Byrd, III, Principal of Smithfield High School

Organization: Smithfield High School

Day Phone: 757-357-3108

Day of Event Cell Phone:

Email:

Request received by mail

8-15-2012

Applicant Signature: _____

Date: _____

Town Use Only:

Received By: _____

Date: _____

Approved this _____ day of _____

By: _____

SMITHFIELD HIGH SCHOOL

AUGUST 14, 2012

Mr. Peter Stephenson
771 Ledford Lane
Smithfield, VA 23430

Dear Mr. Stephenson:

It's that time of year again when we began planning for our new school year and upcoming activities for Smithfield High School. As in the past, Smithfield High School has shared with the community by having its Homecoming Parade and other activities.

This letter of request is asking permission to have our annual Homecoming Parade on Friday, October 26, 2012 starting at 4:00 p.m. Our requested parade route is:

- Start at James Street
- Make a right onto Grace Street
- Left onto Main Street
- Left onto Mason Street
- Left onto Grace Street then a right onto James Street (finish).

Thank you for your continued support of the students of Isle of Wight County Schools.

Sincerely,



Stenette Byrd, III, Ed. D.
Principal

SB:gb

Home of the Smithfield Packers

August Committee
7/24/12

Lesley Greer

From: Steven G. Bowman [sbowman@smithfieldva.gov]
Sent: Tuesday, July 24, 2012 10:27 AM
To: Peter Stephenson; Alonzo Howell; Matt Rogers
Cc: Lesley Greer
Subject: RE: Speed Study- Battery Park Road at Wellington Estates

And as a point of clarification, this is a marked 45 mile per hour zone and the stopping distance is for a 45 mile per hour zone as well.

From: Steven G. Bowman
Sent: Tuesday, July 24, 2012 10:17 AM
To: Peter Stephenson; Alonzo Howell; Matthew Rogers
Cc: Lesley Greer (Lgreer@smithfieldva.gov); Steven G. Bowman
Subject: Speed Study- Battery Park Road at Wellington Estates

Pursuant to the direction of the Police Committee, I conducted a speed study on traffic speed at the entrance of Wellington Estates at Battery Park Road this morning (July 24, 2012). The study was conducted between 9:12 a.m. and 9:47 a.m. The sky was clear and the road surface dry. I utilized stationary radar from an unmarked vehicle.

I surveyed 50 vehicles from both eastbound and westbound directions. Target acquisition was initiated eastbound as the vehicles exited the curve in front of Smithfield Christian Church at 18420 Battery Park Road. Westbound target acquisition was achieved approximately 4/10 of a mile east of the entrance of Wellington Estates. All vehicles were tracked to the entrance of Wellington Estates.

Results:

Westbound- High Speed was 57 miles per hour. Low speed was 39 miles per hour. Average Speed was 46.14 miles per hour

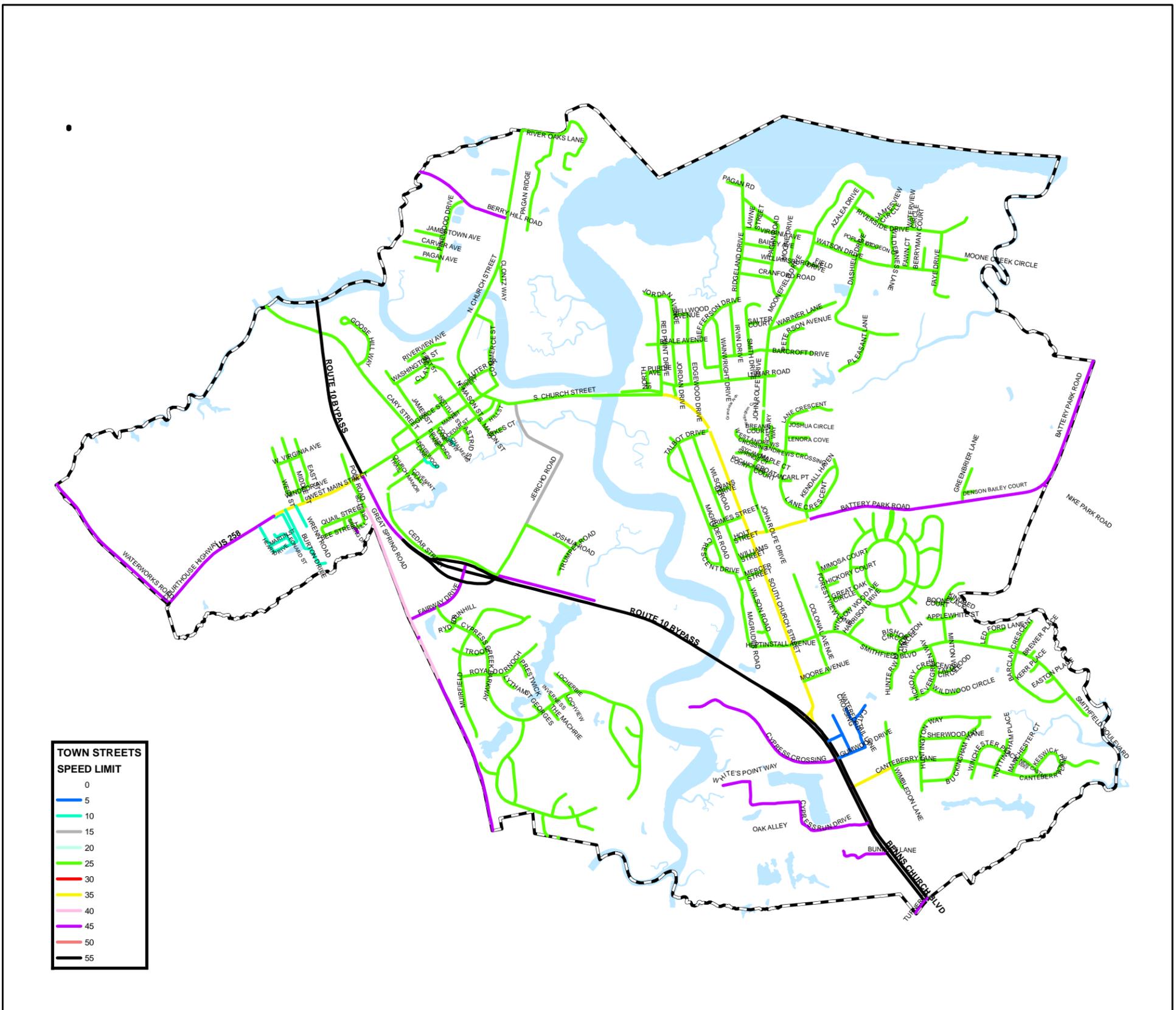
Eastbound- High speed was 51 miles per hour. Low speed was 33 miles per hour. Average speed was 43.82 miles per hour.

For your information, the average stopping distance for an average motor vehicle utilizing the standard 1.5 second reaction time is 195 feet

Town of Smithfield

Speed Limits

(30mph shown as 25mph)



Town of Smithfield Traffic Survey

Location	Posted Speed Limit (mph)	Total Number of Vehicles	Minimum Speed (mph)	Maximum Speed (mph)	Average Speed (mph)	Survey Type
Cary Street & Goosehill Way	30	4283	11	55	34.32	Speed Trailer*
Smithfield Blvd & Hunter Way	30	1756	11	45	27.67	Speed Trailer
900 Blk John Rolfe Drive	30	50	23	32	27	Directed Patrol**
Moonefield Drive @ Beale Park	30	50	23	33	28	Directed Patrol
Watson Drive	30	50	22	42	31	Directed Patrol
1000 Blk Wilson Road	25	555	11	34	17.88	Speed Trailer
300 Blk Canteberry Lane	25	4076	11	48	24.48	Speed Trailer
Wellington Estates	30	50	17	29	23	Directed Patrol
Cypress Creek Pkwy	25	50	20	37	27	Directed Patrol
Cedar Street & Jericho Road	25	305	11	44	21.79	Speed Trailer

* Speed Trailer - Stationary device whereby a computer records speed data for approximately 24 hours

** Directed Patrol - Stationary radar whereby an officer records speed data of approximately 50 vehicles

Memorandum

To: Lt. Matthew Rogers
From: Sgt. W. B. Miller
Date: 8/21/2012
Re: Lighting Survey (Berryman Court)

On 8/21/12, a lighting survey was conducted in the area of the 100 block of Berryman Court. From this survey the following was noted:

- There is an existing street light at the intersection of Watson Drive and Berryman Court.
- There is an existing street light in the cul-de-sac of Berryman Court.
- There is a gap of approximately 250' of darkness between the existing street lights output. The light poles are approximately 350' apart.
- The dwellings on Berryman Court **DO NOT** provide ample lighting for the street on a regular basis. Resident stated that often most house lights on Berryman Court are off due to empty residences, vacations, or residents not utilizing outdoor lighting.

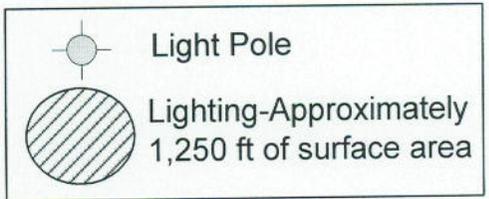
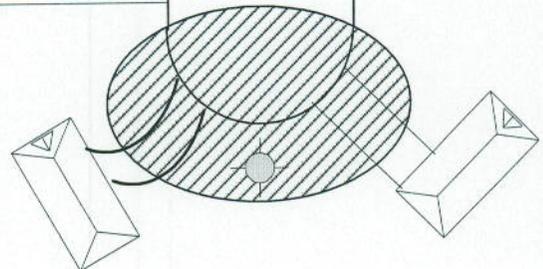
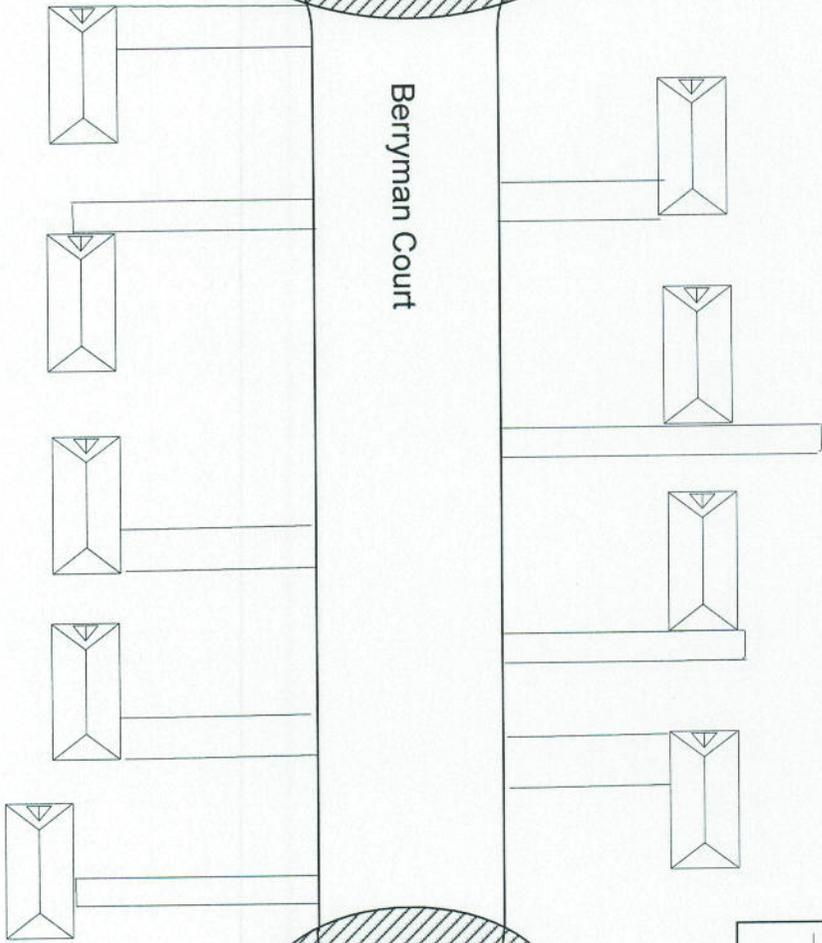
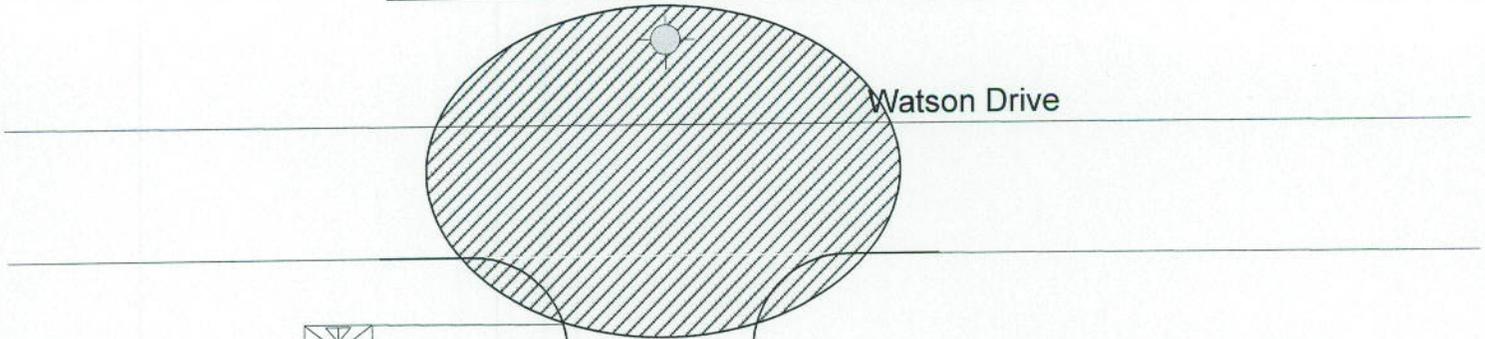
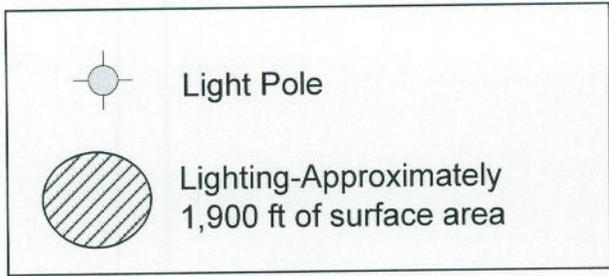
Therefore, please consult the following recommendations:

- Recommend residents utilize exterior lighting on a regular basis.
- Recommend concerned residents install supplemental lighting to include pole lamp in front yard, and motion activated floodlights.
- There appears to be **NO** need for additional lighting on Berryman Court.

The diagram presented will show there is existing coverage provided by street lighting on Berryman Court. If you have any questions please feel free to contact me.

Respectfully,

Sgt. W. B. Miller



Memorandum

To: Lt. Matthew Rogers
From: Sgt. W. B. Miller
Date: 8/21/2012
Re: Lighting Survey (Fawn Court)

On 8/21/12, a lighting survey was conducted in the area of the 100 block of Fawn Court. From this survey the following was noted:

- There are **NO** existing street light on Fawn Court, or near the intersection of Fawn Court and Watson Drive.
- The dwellings on Fawn Court **DO NOT** provide ample lighting for the street.
- The nearest existing street lighting is approximately 100' from the intersection of Fawn Court and Watson Drive and provides **NO** lighting for Fawn Court.

Therefore, please consult the following recommendations:

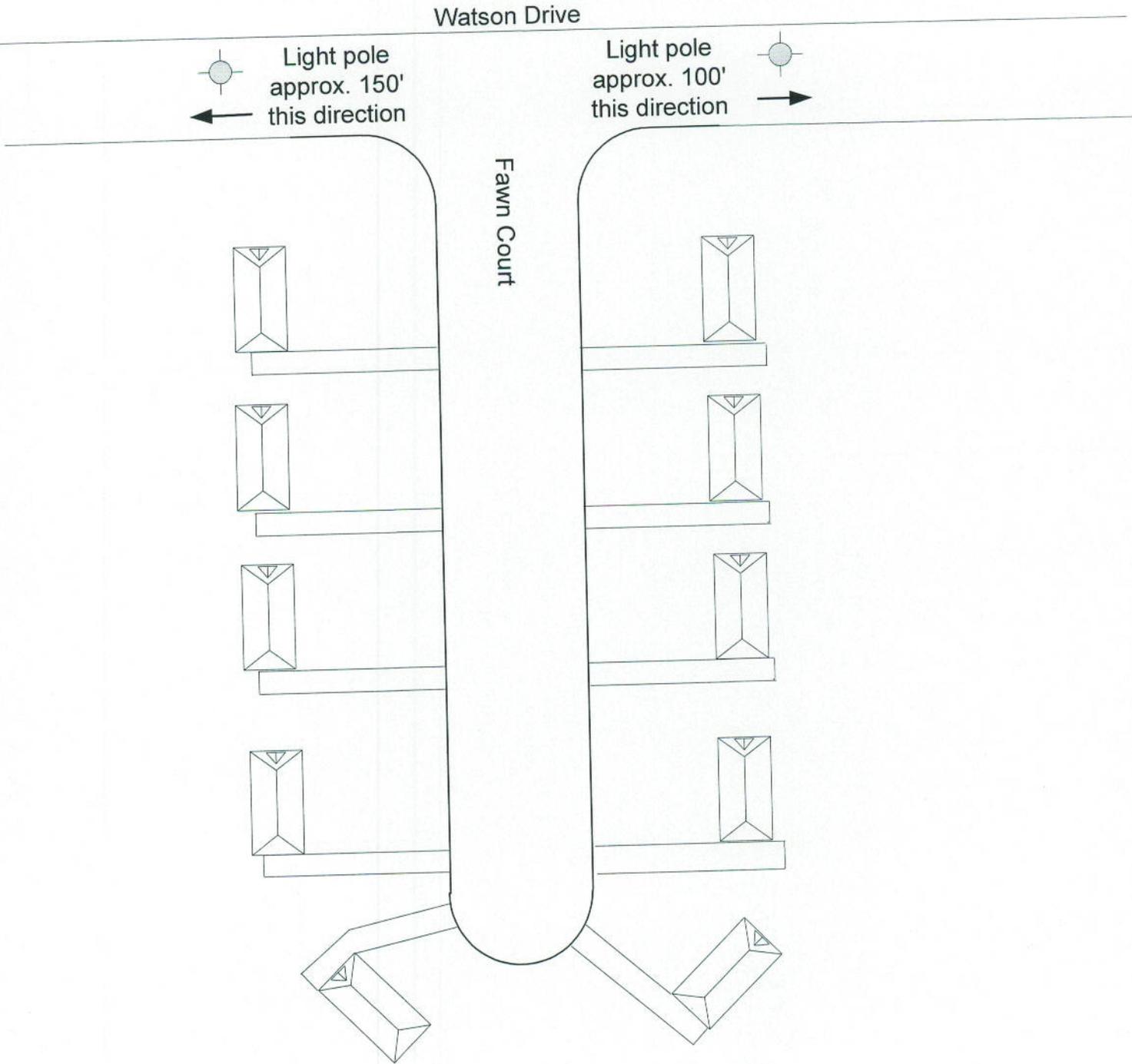
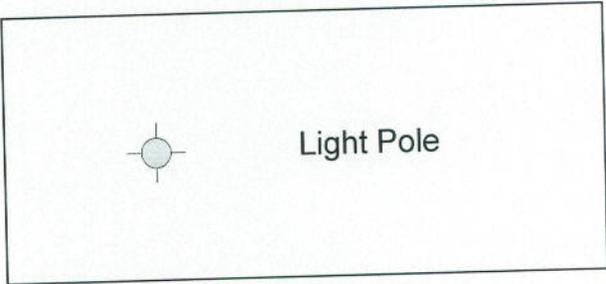
- Implement standard street lighting for the 100 block of Fawn Court, ranging from Watson Drive to the cul-de-sac at the end of Fawn Court. This will provide sufficient lighting for the street.

The diagram presented will show there is no existing coverage provided by street lighting on Fawn Court. If you have any questions please feel free to contact me.

Respectfully,

Sgt. W. B. Miller

No light pole on Fawn Ct or intersection of Fawn Ct and Watson Dr.



Comparison Data for Managing Police Overtime at Annual Public Events and Public Special Events

Smithfield Police Department		Annual Public Events	Public Special Events
Annual Events Overtime Rate	Officers Hourly Rate x 1/2	Sponsored by Municipality	Sponsored by Event Coordinator
Special Events Overtime Rate	Officers Hourly Rate x 1/2	Total Ofc. OT Paid	Total Ofc. OT Paid
Police Annual Overtime Budget	\$100,000	Ofc. OT Paid by PD=3	Ofc. OT Paid by PD=1
		Ofc. OT Paid by City=11	Ofc. OT Paid by Sponsor=13

Law Enforcement Departments	Officer Overtime For Annual Public Events	Officer Overtime For Public Special Events	Managing Ofc. OT Payments
Smithfield Police Department	Overtime Paid by PD	Overtime Paid by PD	Officers Overtime is Paid by PD
Chesapeake Police Department	Overtime Paid by PD	OT Paid by Sponsor	OT Paid by Sponsor to City
Suffolk Police Department	Overtime Paid by PD	OT Paid by Sponsor	OT Paid by Sponsor to City
Franklin Police Department	Overtime Paid by City	OT Paid by Sponsor	OT Paid by Sponsor to City
Poquoson Police Department	Overtime Paid by City	OT Paid by Sponsor	OT Paid by Sponsor to City
York County Sheriff's Office	Overtime Paid by City	OT Paid by Sponsor	OT Paid by Sponsor to City
James City County PD	Overtime Paid by City	OT Paid by Sponsor	OT Paid by Sponsor to City
Williamburg PD	Overtime Paid by City	OT Paid by Sponsor	OT Paid by Sponsor to City
Hampton Police Department	Overtime Paid by City	OT Paid by Sponsor	OT Paid by Sponsor to City
Newport News PD	Overtime Paid by City	OT Paid by Sponsor	OT Paid by Sponsor to City
Virginia Beach PD	Overtime Paid by City	OT Paid by Sponsor	OT Paid by Sponsor to City
Norfolk Police Department	Overtime Paid by City	OT Paid by Sponsor	OT Paid by Sponsor to City
Windsor Police Department	Overtime Paid by City	OT Paid by Sponsor	OT Paid by Sponsor to City
Portsmouth Police Department	Overtime Paid by City	OT Paid by Sponsor	OT Paid by Sponsor to City



Draper Aden Associates

Engineering • Surveying • Environmental Services

703 Thimble Shoals Boulevard, Suite C-2
Newport News, Virginia 23606
(757) 599-9800 • Fax (757) 599-3684
www.daa.com

July 10, 2012

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 – Sanitary Sewer Overflow Special Order by Consent Project
Additional Locality/HRSD Coordination and General Special Order by Consent Assistance
– Scope of Work and Fees

Dear Mr. Stephenson:

Draper Aden Associates (DAA) is pleased to provide this proposal to the Town of Smithfield for additional coordination efforts with HRSD and the other 12 localities involved in the Special Order by Consent (SOBC) and general assistance for the Town of Smithfield related to the SOBC.

The original coordination and general assistance proposal, dated November 24, 2008, attempted to account for the entire duration of the SOBC (till November 26, 2013) through attendance at all monthly Locality Coordination Meetings and 36 Capacity Team Meetings in addition to other general coordination efforts. As the Town is aware, DAA's involvement and attendance at many of the SOBC meetings became more extensive as the region analyzed and developed what was called the "Business Rules" approach to development of each locality's rehabilitation plan as well as some of the more recent proposals submitted to the region by Brown and Caldwell and HRSD (Minor Revision No. 2, regionalization, etc.). As a result of the ever changing SOBC requirements and the information that was being provided at these meetings, the Town and DAA recognized the value of having a presence at the Capacity Team Meetings on a weekly basis. Due to the added frequency of our attendance at these weekly meetings, we reached the end of the previous proposal's budget quicker than expected.

The purpose of this proposal is to account for additional coordination efforts, general assistance, and attendance at Capacity Team Meetings as the region continues to determine the final direction for the SOBC.

TASK DESCRIPTION

The following sets forth the proposed project service tasks to be provided by Draper Aden Associates. The proposed work for this task includes the following:

- Continued attendance at Capacity Team Meetings held by HRSD on behalf of the Town of Smithfield when deemed necessary based on current SOBC schedule and complexity of associated tasks. Capacity Team Meetings are held once a week and it has been assumed that DAA will attend each week.
- Continued attendance at all Locality Coordination Meetings held by HRSD on behalf of the Town of Smithfield. Locality Coordination Meetings have not been held for a number of months and have simply been replaced by Capacity Team Meetings. The intent of this proposal is to cover meetings on a weekly basis regardless of the region's designation of the meeting.
- Continued general coordination with the Town of Smithfield, HRSD and the 12 other localities related to SOBC tasks and regional consistency.
- Continued technical collaborations with other localities and engineers pertaining to SOBC work products. The intent behind technical collaborations is to share information in the hopes of improving the work product and becoming more efficient. This should hopefully lead to saving engineering time and money in the long term.

TASK SCHEDULE

As mentioned above, the path the region takes to finalize the SOBC process has still not been determined. As a result, there is no specific meeting frequency or overall project duration that can be referenced in this proposal. Based on meeting requirements and general coordination efforts to date, we anticipate that the work covered by this proposal should account for 12 to 18 months of meeting attendance and general coordination efforts. As more specific SOBC schedule information is determined by the region, DAA will provide updates to the Town on the status of work provided under this proposal.

FEE PROPOSAL

The above-listed work will be provided for a lump sum fee of **\$80,000**.

CONTRACT TERMS AND PROVISIONS

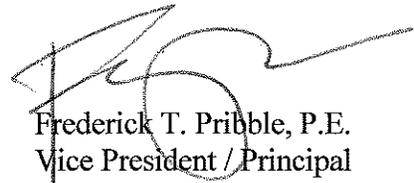
The terms and provisions of our existing Annual Engineering Services Agreement will apply to all project work.

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



Scott A. Schiller, P.E.
Utilities Team Leader



Frederick T. Pribble, P.E.
Vice President / Principal

Cc: Andrew M. Snyder, P.E., DAA

703 Thimble Shoals Boulevard, Suite C-2
Newport News, Virginia 23606
(757) 599-9800 • Fax (757) 599-3684
www.daa.com

July 11, 2012

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 – Sanitary Sewer Overflow Special Order by Consent Project
Capacity Assessment/Level of Service Determination Assistance – Scope of Work and Fees

Dear Mr. Stephenson:

Draper Aden Associates (DAA) is pleased to provide this proposal to the Town of Smithfield for development and documentation of the Capacity Assessment required as a result of Minor Revision No. 1 to the Special Order by Consent (SOBC) and to assist with the Level of Service Determination process required due to the region's on-going development of the Regional Wet Weather Management Program.

As a result of Minor Revision No. 1 to the SOBC, all localities are required to perform a capacity assessment on their wastewater infrastructure to estimate the performance of the regional system under conditions of interest. Per the revision, hydrologic modeling, engineering calculations, and/or hydraulic modeling shall be used to assess their system's capacity based on baseline dry weather flow, 2-year peak flow recurrence, 5-year peak flow recurrence and 10-year peak flow recurrence. These assessments are to be performed using existing conditions and 2030 population projections. This proposal will account for two separate capacity assessments based on the above listed requirements. One assessment will be based on October 2011 boundary conditions provided by HRSD and a second assessment will be based on May 2012 boundary conditions. The term "boundary condition" accounts for system characteristics and hydraulic responses at the connection point between the locality system and the regional system. Assessments must be performed on both sets of conditions for consistency purposes, regional coordination issues, and by the direction of DEQ.

In addition, as a result of regional discussions taking place regarding the schedule for development of rehabilitation plans and the Regional Wet Weather Management Program, it was determined that the region's determination of a level of service needs to take place in conjunction with each localities' rehabilitation planning. As a result, preliminary peak flow commitment numbers will need to be developed by each locality and provided to HRSD prior to completion of their rehabilitation planning for inclusion into the initial stages of development for the Regional

Wet Weather Management Program. The preliminary peak flow commitments will be utilized by the region to determine the impact of these flow reductions on the overall region's ability to reach a certain level of service. HRSD will provide comments back to each locality based on the level of service determination process and may request revised peak flow commitment numbers which the locality would then need to account for in their rehabilitation planning. Although this iterative process seems complicated, it will alleviate the need to develop three different rehabilitation plans to account for the three levels of service that have initially been proposed.

TASK DESCRIPTION

The following sets forth the proposed project service task to be provided by Draper Aden Associates. All work will be conducted in accordance with the Regional Technical Standards (RTS) of the Special Order by Consent and Minor Revision No. 1.

The proposed work for this task includes the following:

- ❖ Perform a capacity assessment of the Town's wastewater infrastructure based on October 2011 boundary conditions provided by HRSD and document the process.
- ❖ Notify DEQ and HRSD that the capacity assessment has been completed.
- ❖ Review the May 2012 boundary conditions and perform a second capacity assessment on the Town's wastewater infrastructure.
- ❖ Document the process and notify HRSD and DEQ of the required results.
- ❖ Utilizing information collected during the SSES field services and initial rehabilitation planning analyses, determine preliminary peak flow commitment numbers for each SSES basin and provide them to HRSD for inclusion in the development of the Regional Wet Weather Management Program. Preliminary peak flow commitment numbers refers to the approximate amount of inflow and infiltration that can be removed from the SSES basins as a result of rehabilitation work.
- ❖ Coordinate with HRSD during the region's determination of a level of service.
- ❖ Review any peak flow commitment modifications requested by HRSD and provide our recommendations to the Town for proceeding with these numbers in the rehabilitation planning process.

TASK SCHEDULE

Based on the Special Order by Consent schedule and recent information provided by HRSD and the region, the initial Capacity Assessment (based on October 2011 boundary conditions) must be complete by July 31, 2012 with the subsequent re-analysis of the Town's capacity (based on May 2012 boundary conditions) to be completed in and around October 2012. The schedule for level of service determination is still being decided by the region. Once more information is available, DAA will provide the Town with an updated schedule for this task.

FEE PROPOSAL

The above-listed work will be provided for the lump sum not-to-exceed fee of **\$35,000**.

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



Scott A. Schiller, P.E.
Utilities Team Leader



Frederick T. Pribble, P.E.
Vice President / Principal

Cc: Andrew M. Snyder, P.E., DAA



Class A General & Utility Contractor
Contractor # 2705 054563A
Quality Since 1988

7716 Quaker Drive
Suffolk, VA 23437
Phone 757-986-2273
Fax 757-986-3536

Email: LCOVSuffolk@aol.com

To Impacted Resident:

Lewis Construction of VA will be doing utility maintenance in your area. This construction will cause an interruption of your water service. This work is scheduled for September 26, 2012 and rain date of September 27, 2012 occurring between the hours of 9 am and 3 pm. We apologize for any inconvenience this may cause you.

If you have any questions, please feel free to call the office at 986-2273 or the job foreman can provide you with his business card.

Thank you.

Shut-off will affect the following areas:

- Riverview Neighborhood Including Approx 60 homes

Mason Street

James Street

First Street

Clay Street

Washington Street

CASH BALANCES AS OF JULY 31, 2012						
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	DATE RECONCILED	Current Month INTERCO. TRANSFERS	Year end Interco. Transfers	ADJUSTED BALANCES
Water	Farmers Bank	424,712.21	08/13/12	(137,516.66)	(191,330.75)	95,864.80
Water-Debt Service	Farmers Bank	1,039,416.21	08/13/12	28,080.30		1,067,496.51
Water Capital Escrow (availability fees)	TowneBank	210,784.13	08/10/12	-		210,784.13
Water Development Escrow	TowneBank	70,043.50	08/10/12	-	-	70,043.50
Subtotal Water		1,744,956.05		(109,436.36)	(191,330.75)	1,444,188.94
Sewer	Farmers Bank	231,314.55	08/10/12	75,395.17	(310,449.57)	(3,739.85)
Sewer Development Escrow	TowneBank	321,331.05	08/10/12	-		321,331.05
Sewer Capital Escrow (availability fees)	TowneBank	701,279.79	08/10/12	-		701,279.79
Sewer Compliance	Farmers Bank	400,686.96	08/10/12	34,041.19		434,728.15
Subtotal Sewer		1,654,612.35		109,436.36	(310,449.57)	1,453,599.14
Highway	Farmers Bank	180,340.81	08/10/12	-	(149,436.92)	30,903.89
General Fund	Farmers Bank	1,090,606.72	08/13/12	-	651,217.24	1,741,823.96
Payroll	Farmers Bank	36,588.17	08/10/12			36,588.17
Money Market-General Fund	TowneBank	2,166.86	08/10/12			2,166.86
Business Super Now-General Fund	Farmers Bank	32,909.14	08/10/12	-		32,909.14
Money Market-General Fund	Farmers Bank	286,667.84	08/13/12			286,667.84
General Fund Capital Escrow Account	TowneBank	50,741.78	08/10/12	-		50,741.78
Certificate of Deposit	Farmers Bank	525,140.97	08/13/12	-		525,140.97
Certificate of Deposit-Police Dept	Farmers Bank	36,377.93	08/13/12			36,377.93
Special Project Account (Pinewood)	Farmers Bank	19,866.52	08/10/12	-	-	19,866.52
Pinewood Heights Escrow	Farmers Bank	43,390.44	08/10/12			43,390.44
S. Church Street Account	TowneBank	68,519.38	08/10/12	-		68,519.38
Subtotal General Fund		2,192,975.75		-	651,217.24	2,844,192.99
Beautification Fund	Farmers Bank	7,808.56	08/10/12			7,808.56
Money Market-Beautification	Farmers Bank	60,987.65	08/10/12			60,987.65
		68,796.21				68,796.21
Rising Star CDBG	Farmers Bank	63.49	08/13/12			63.49
TOTAL ALL FUNDS		5,841,744.66		-	-	5,841,744.66

DATE: August 22, 2012
TO: Smithfield Town Council – Finance Committee
FROM: William T. Hopkins, III
RE: Flow Monitoring Upgrades

Please see the attached application for payment from REW Electrical for Flow Monitoring Upgrades. These upgrades are required as part of the Sanitary Sewer Consent Order and the full proposal was approved at the May 1, 2012 Town Council meeting. This is a budgeted item.

REW Corporation
3708 Adams Street
Suite E
Portsmouth VA 23703
757-886-0800

License: 2701 033089A

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

Progress Billing

Application: 1 - PO#3109-798

Period: 08/02/2012

Owner: Town of Smithfield
P.O. Box 246
Smithfield VA 23431

Job Location: Flow Monitoring Upgrades/Network
P.O. Box 246
Smithfield VA 23431

VENDOR # _____
ACCOUNT # 004-4200-217
DEPT HEAD J.T.H.
TOWN MANAGER Plus

Application For Payment On Contract

Original Contract.....	148,043.00
Net Change by Change Orders.....	0.00
Contract Sum to Date.....	148,043.00
Total Complete to Date.....	59,217.20
Total Retained.....	0.00
Total Earned Less Retained.....	59,217.20
Less Previous Billings.....	0.00
Current Payment Due.....	59,217.20
Balance on Contract.....	88,825.80

Contractor's Certification of Work

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

Contractor: REW Corporation

By: [Signature]
Jon Gregory Dickson, Vice President

Date: 8.3.12

State of Virginia County of Portsmouth

Subscribed and sworn to before me this 3 day of August 2012

Notary Public: [Signature]
Sarah Catherine Diaz Registration # 317580

My Commission expires: July 31, 2015

Terms: Invoices are due and payable 30 days from the date of invoice. All overdue amounts will be charged a service charge of 18% per annum. Please make checks payable to: REW Corporation

Thank you for your prompt payment.

SARAH CATHERINE DIAZ
NOTARY PUBLIC
REGISTRATION # 317580
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES
JULY 31, 2015

PROGRESS BILLING

Application: 1

Period: 08/02/2012

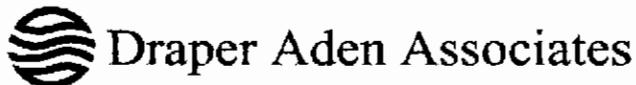
Schedule of Work Completed

Description of Work	Scheduled	Changes	Contract	Previous	Current Comp.	Stored Mat.	Total Comp.	%	Balance	Retained
Flow Monitoring Upgr	148,043.00		148,043.00		59,217.20		59,217.20	40.00	88,825.80	
Totals:	148,043.00		148,043.00		59,217.20		59,217.20	40.00	88,825.80	

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning July 1, 2012 to July 31, 2012

INDEPENDENT PROJECTS	Fee Basis	% Complete	Amount Earned	Previous Amount Billed	Amount Due This Invoice
<i>Consent Order / SSES Task 1 Record Review</i> (HR04103-43R)					
	Lump Sum	80.80%	\$12,685.60	\$11,775.00	\$910.60
<i>Design and Construction Standards Update</i> (HR04103-52R)					
	Lump Sum	38.50%	\$6,237.00	\$5,394.60	\$842.40
<i>Consent Order/SSO General Rehabilitation Plan</i> (HR04103-60RI)					
	Lump Sum	54.20%	\$ 94,850.00	\$ 87,500.00	\$7,350.00
<i>Consent Order/SSO MOM Program Full Hydraulic Model Phase 2</i> (HR04103-61RI)					
	Lump Sum	37.10%	\$ 42,665.00	\$ 32,890.00	\$9,775.00
<i>Smithfield Lake Dam Conditional O & M Application</i> (HR04103-63G)					
	Lump Sum	100.00%	\$3,500.00	\$1,750.00	\$1,750.00
				TOTALS	\$20,628.00

VENDOR # _____
ACCOUNT # 41300 - 3000 → 2592.40
004 - 42000 - 7017 → 1835.60
DEPT HEAD W. T. T.
TOWN MANAGER Hills



Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning July 1, 2012 to July 31, 2012

<i>GENERAL REVIEW SERVICES (HR04103-43R)</i> Consent Order / SSES Task 1 Record Review	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Record Review	July	Lump Sum	\$15,700.00	80.80%	\$12,685.60	\$11,775.00	\$910.60
Project Totals			\$15,700.00	80.80%	\$12,685.60	\$11,775.00	\$910.60

TOTAL = \$910.60

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning July 1, 2012 to July 31, 2012

<i>GENERAL REVIEW SERVICES (HR04103-52R)</i> Design and Construction Standards Update	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Design and Construction Standards Update	July	Lump Sum	\$16,200.00	38.50%	\$6,237.00	\$5,394.60	\$842.40
Project Totals			\$16,200.00	38.50%	\$6,237.00	\$5,394.60	\$842.40

TOTAL = \$842.40

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning July 1, 2012 to July 31, 2012

<i>GENERAL REVIEW SERVICES (HR04103-60R1)</i> Consent Order / SSO Rehabilitation Plan	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Plan Development	July	Lump Sum	\$175,000.00	54.20%	\$94,850.00	\$87,500.00	\$7,350.00
Project Totals			\$175,000.00	54.20%	\$94,850.00	\$87,500.00	\$7,350.00

TOTAL = \$7,350.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning July 1, 2012 to July 31, 2012

<i>GENERAL REVIEW SERVICES (HR04103-61RI)</i> Consent Order / SSO MOM Program Full Hydraulic Model Phase 2	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Plan Development	July	Lump Sum	\$115,000.00	37.10%	\$42,665.00	\$32,890.00	\$9,775.00
Project Totals			\$115,000.00	37.10%	\$42,665.00	\$32,890.00	\$9,775.00

TOTAL = \$9,775.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning July 1, 2012 to July 31, 2012

<i>GENERAL REVIEW SERVICES (HR04103-63G)</i> Smithfield Lake Dam Conditional Operations and Maintenance Application	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Geotechnical/Permitting Services	July	Lump Sum	\$3,500.00	100.00%	\$3,500.00	\$1,750.00	\$1,750.00
Project Totals			\$3,500.00	100.00%	\$3,500.00	\$1,750.00	\$1,750.00

TOTAL = \$1,750.00



Draper Aden Associates

Engineering • Surveying • Environmental Services

Progress Report

To: Ms. Sonja Eubank
Company: Town of Smithfield
From: Andy Snyder
Project Name: Annual Engineering Services Contract – June 2012 Invoices
Project Number: HR04103-43R, HR04103-52R, HR04103-60RI, HR04103-61RI,
HR04103-63G
Date: August 15, 2012
cc: Bill Hopkins, Scott Schiller

Recent Activities:

1. HR04103-43R – Continued to review background information as it pertains to the anticipated rehabilitation planning process.
2. HR04103-52R – Reviewed design and construction standards examples that had been provided to the Town previously in preparation of discussing the items with the Town at an upcoming meeting.
3. HR04103-60RI – Continued work related to the development of the Town's Rehabilitation Plan, including evaluations of condition assessment information and coordination as required to assist the Town with regional decisions associated with rehabilitation planning.
4. HR04103-61RI – Continued field survey work and the logging of collected information into a GIS database for eventual incorporation into the Town's full hydraulic model.
5. HR04103-63G – Completed the professional engineer's inspection and provided a summary to the Town for processing through DCR.

Upcoming Tasks:

1. HR04103-43R – Review the requested work order system information provided by the Town and incorporate it into the Rehabilitation Plan.
2. HR04103-52R – Meet with Town to discuss initial comments related to the examples that were provided.
3. HR04103-60RI – Continue to perform work related to development of the Rehabilitation Plan and assist the Town with regional decisions and amendments.
4. HR04103-61RI – Continue field survey work and GIS data entry for eventual incorporation into the Town's full hydraulic model.
5. HR04103-63G – Task is complete.

Scope Changes:

1. N/A

Budget Status/Percent Complete

1. HR04103-43R – 80.80%
2. HR04103-52R – 38.50%

\\Hmp-files\projects\HR04\100\HR04103\HR04103-02\WORK\Billing File\2012 Invoice Files\July 2012 Invoices\July 2012 Progress Report 08-15-12.doc

11020 Fishing Point Drive, Suite 110 • Newport News, VA • 23606 • (757) 592-2880 • Fax: (757) 592-3604 • www.daa.com

Blacksburg • Charlottesville • Richmond

Ms. Sonja Eubank

August 15, 2012

Page 2

3. HR04103-60RI – 54.20%
4. HR04103-61RI – 37.10%
5. HR04103-63G – 100%

Schedule Status/Deliverable Status

1. HR04103-43R – On schedule based on VDEQ deadlines.
2. HR04103-52R – On schedule.
3. HR04103-60RI – On schedule based on VDEQ deadlines.
4. HR04103-61RI – On schedule.
5. HR04103-63G – Task is complete.

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

1. None

Issues you should be aware of/ any other issues:

1. None



Invoice

July 31, 2012
 Invoice No: 48654

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

VENDOR # _____
 ACCOUNT # 100-41300-8100
 DEPT HEAD M.T.P.
 TOWN MANAGER PLS

Project Manager Michael Tippin
 Principal David Bradshaw

Project 3683 South Church Street Construction Inspection Services (IDQ 3152)
Professional Services for the Period of July 1, 2012 through July 31, 2012

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
CA - Office	160,375.00	100%	160,375.00	160,375.00	0.00
Overtime Budget	33,659.00	90%	30,214.68	16,277.40	13,937.28
Total Fee	194,034.00		190,589.68	176,652.40	13,937.28
	Subtotal				13,937.28
			Invoice Total:		\$13,937.28

Clark Nexsen - Deborah A. Gill

Invoice



CTI CONSULTANTS, INC.
13500 EAST BOUNDARY ROAD
MIDLOTHIAN, VA 23112
(804) 622-8630

David Bradshaw
Clark - Nexsen
6160 Kempsville Circle
Suite 200 A
Norfolk, VA 23502

June 30, 2012
Project No: 0012-00594
Invoice No: 0004907

Project 0012-00594 SOUTH CHURCH STREET STREETScape, PHASE V
Professional Services from June 01, 2012 to June 30, 2012

Phase	INSP	Overtime Budget	
Fee			12,670.25
Total this Phase			\$12,670.25
Total this Invoice			\$12,670.25

Outstanding Invoices

Number	Date	Balance
0004302	4/30/2012	5,253.05
0004705	5/31/2012	11,638.00
Total		16,891.05

Total Now Due \$29,561.30

1090
\$ 13,937.28

CONSULTANT LIABILITY	
PLEASE VERIFY	
<input type="checkbox"/>	FEE IN CONT.
<input type="checkbox"/>	REIMB. EXP.
<input type="checkbox"/>	OK TO PAY
<input checked="" type="checkbox"/>	1 ACCOUNTING 11/27
<input type="checkbox"/>	2 TTW
<input type="checkbox"/>	3 DRB
<input type="checkbox"/>	4 MT
<input type="checkbox"/>	5
<input type="checkbox"/>	6 LMM
<input type="checkbox"/>	CONT. FILE CONSULT
<input type="checkbox"/>	REIMB. 3108'S
<input type="checkbox"/>	FILE

EXCEL PAVING CORPORATION

Please Get
w/ me Richard

1132 Harmony Road
Norfolk, VA 23502

Telephone (757) 466-1855
Fax (757) 466-5122

Date: 05/02/2012
Billed To: TOWN OF SMITHFIELD
315 MAIN STREET
P O BOX 246
SMITHFIELD VA 23431

Invoice#: 1189-DT4 Job# 1189
Project: SOUTH CHURCH ST STREETSCAPES
113-117 N. Church Street
SMITHFIELD VA

Due Date: 05/04/2012

Terms: 30DY

Order#

Description	Contract Value	Percentage/Units	Amount
Pay Application 1 - April			
Drainage Installation - Base Bid			28,484.00
VDOT DI-1			
12" C-900			
Sawcutting			
Pavement Removal			
Cut to Haul to City yard			
Select Fill			
8" Stone Placement			
2" SM -12.5 Placement			
Connection to Roof Drains			

Alternate Bid- Vdot Standard MH-1

VENDOR # _____
ACCOUNT # 004-42000-7017
DEPT HEAD [Signature]
TOWN MANAGER PLS

4,220.00

NOTE: Falls under Sewer SSO Consent Order
"Find and Fix" Budget
This was a combined sanitary/storm sewer that
had to be separated.

Excel Paving Corp. now accepts credit card payments.

PS

Thank you for your prompt payment!

Non-Taxable Amount:	32,684.00
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	32,684.00

[Handwritten notes]

APPLICATION AND CERTIFICATE FOR PAYMENT

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

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

APPLICATION NO.: 2
APPLICATION DATE: 7/2/2012
PERIOD TO: 6/30/2012

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

JOB #: 1189

EN03-300-108, C502, UPC95571/93722

ARCHITECT:

CONTRACT DATE:

CONTRACT FOR:

INVOICE NO: 1189-2F

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

ORIGINAL CONTRACT SUM \$ 231,037.32

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

Contract Sum To Date..... \$ 231,037.32

Total Completed and Stored To Date..... \$ 231,037.32
(Column G)

Retainage:

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

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

Total Retainage..... \$ -

Total Earned Less Retainage..... \$ 231,037.32
(Line 4 less Line 5 Total)

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

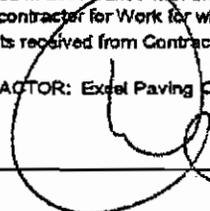
Less Previous Payments..... \$ 173,277.99
(Line 6 from prior Certificate)

Current Payment Due..... \$ 57,759.33

Balance to Finish Including Retainage..... \$ -
(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: 7/3/12

State of Virginia
City of Norfolk
Subscribed and sworn to before me this 3 day of July, 2012.

NOTARY PUBLIC:  Melissa A. Mathews - Notary Public
Commission ID: 7176314
My Commission Expires 10/31/2012

Signed: Melissa A. Mathews

My Commission Expires: 10/31/12

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

ARCHITECT:

By:

Date:

VENDOR # _____
 ACCOUNT # 41300-8100
 DEPT HEAD W. J. J.
 TOWN MANAGER PLS

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

2 pg of

2

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

PROJECT SOUTH CHURCH STREET STREETScape IMPROV. PHASE V SMITHFIELD, VA	APPLICATION: <u>2</u> INVOICE NO.:
EN03-300-108, C502, UPC95571/93722	ESTIMATE FOR PERIOD ENDING: <u>6/30/2012</u>
SUBCONTRACTOR: EXCEL PAVING CORP.	SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502

FROM SCHEDULE OF PRICES				TOTAL QUANTITIES REQUESTED			UNIT PRICES			
ITEM NO.:	LINE ITEM DESCRIPTION	SCHEDULED UNIT	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE
1	<u>General Items</u> Furnish and Install (5) 4" Conduit by pouring per proposal	LS	1.00	0.75	0.25	1.00	\$231,037.32	\$ 231,037.32	\$ 57,759.33	\$231,037.32
Totals:							\$ 231,037.32	\$ 57,759.33	\$231,037.32	

DATE AUGUST 24, 2012

TO SMITHFIELD TOWN COUNCIL
FINANCE AND PUBLIC WORKS COMMITTEES

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

SUBJECT CHANGE ORDER/CONDUIT CROSSING – SOUTH CHURCH
STREET PROJECT

The purchase and installation of 13 conduit crossings in amount of \$54,073.00 on South Church Street was recently approved by Town Council. During construction, it was determined by Dominion Virginia Power that 3 additional conduit crossings were necessary to bury additional overhead power lines crossing the street. The cost of the additional conduit crossings is \$12,132.50 and staff was informed of this prior to the work being performed. Due to this additional cost, a change order was sent to the town by Excel Paving. Please see attached application for payment.

APPLICATION AND CERTIFICATE FOR PAYMENT

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

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

APPLICATION NO.: 2
APPLICATION DATE: 8/24/2012
PERIOD TO: 6/30/2012

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

JOB #: 1189

EN03-300-106, C602, UPC9557 1/83722

ARCHITECT:

CONTRACT DATE: 11/4/2010

CONTRACT FOR:

INVOICE NO: 1189-C2

VENDOR # _____
ACCOUNT # 100-41300-8100
DEPT HEAD W. J.
TOWN MANAGER PLS

CONTRACTOR'S APPLICATION FOR PAYMENT

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

ORIGINAL CONTRACT SUM	\$ 54,073.00
Net Change by Change Orders To..... (Line 1 ± 2)	\$ 12,132.50
Contract Sum To Date.....	\$ 66,205.50
Total Completed and Stored To Date..... (Column G)	\$ 66,205.50
Retainage:	
0% of Completed Work (Column D + E)	\$ -
10% of Stored Material (Column F)	\$ -
Total Retainage.....	\$ -
Total Earned Less Retainage..... (Line 4 less Line 5 Total)	\$ 66,205.50
Less Owner Direct Pymt by Purchase Ord..	\$ -
Less Previous Payments..... (Line 6 from prior Certificate)	\$ 54,073.00
Current Payment Due.....	\$ 12,132.50
Balance to Finish including Retainage..... (Line 3 less Line 6)	\$ -

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL		\$ -	\$ -
Approved this Month			
	Date Approved		
1C	4/3/2012	\$ 12,132.50	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTALS		\$ 12,132.50	\$ -
Net Change by Change Orders		\$ 12,132.50	\$ -

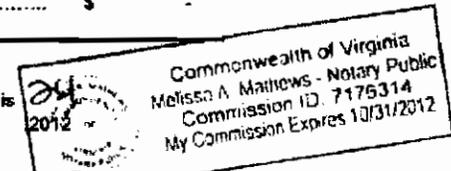
The undersigned Subcontractor certifies that to the best of the Subcontractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Subcontractor for Work for which previous 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: 8/24/12

State of Virginia
City of Norfolk
Subscribed and sworn to before me this 24 day of August 2012
NOTARY PUBLIC
Signed: Melissa Matthews
My Commission Expires: 10/31/12



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data 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: \$ -
(Attach explanation if amount certified differs from Amount applied for.)
ARCHITECT:

By: _____ Date: _____

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

2 pg of

2

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

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

APPLICATION: _____
INVOICE NO.: 2

EN03-300-106, C502, UPC95571/93722

ESTIMATE FOR PERIOD ENDING: 6/30/2012

SUBCONTRACTOR:
EXCEL PAVING CORP.

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

FROM SCHEDULE OF PRICES			TOTAL QUANTITIES REQUESTED				UNIT PRICES			
ITEM NO:	LINE ITEM DESCRIPTION	SCHEDULED UNIT	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE
	GENERAL ITEMS									
1	Furnish and Install 4" Conduit	LS	1.00	1.00	0.00	1.00	\$ 54,073.00	\$ 54,073.00	\$ -	\$ 54,073.00
	CHANGE ORDERS									
2	Additional Conduit Crossing (3) CO10	LS	1.00	0.00	1.00	1.00	\$ 12,132.50	\$ 12,132.50	\$ 12,132.50	\$ 12,132.50
Totals:							\$ 66,205.50	\$ 12,132.50	\$ 66,205.50	

SUNGARD' PUBLIC SECTOR

1000 Business Center Drive
 Lake Mary, FL 32746
 800-727-8088
 www.sungardps.com

Invoice

Company LG	Document No 53625	Date 30/Jul/2012	Page 1 of 2
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VENDOR # _____
ACCOUNT # _____
DEPT HEAD _____
TOWN MANAGER PMS

Bill To: SMITHFIELD POLICE DEPARTMENT, VA
 310 INSTITUTE STREET
 PO BOX 246
 SMITHFIELD, VA 23431
 United States
 Attn: Jimmie Minton

Ship To: SMITHFIELD POLICE DEPARTMENT, VA
 310 INSTITUTE STREET
 PO BOX 246
 SMITHFIELD, VA 23431
 United States
 Attn: Jimmie Minton

Customer Grp/No.	Customer Name	Customer PO Number	Currency	Terms	Due Date
1	5182LG	SMITHFIELD POLICE DEPARTMENT, V	USD	NET30	29/Aug/2012

No	SKU Code/Description/Comments	Units	Rate	Extended
Contract No. 091540				
10	OSSI MCT Client for Digital Dispatch Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	3.00	159.20	477.60
11	OSSI Mobile Client Maps Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	2.00	32.00	64.00
Contract No. 100104				
12	OSSI State Livescan Interface Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	1.00	1,360.00	1,360.00
Contract No. 101066				
13	OSSI MCT Client for Digital Dispatch Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	14.00	159.20	2,228.80
14	OSSI Mobile Client Maps Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	14.00	32.00	448.00
15	OSSI CAD Resource Monitor Display License with Maps Client Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	3.00	180.00	540.00
16	OSSI Additional RMS Workstation License Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	10.00	240.00	2,400.00
17	OSSI Accident Wizard Workstation License Client Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	7.00	24.00	168.00
Contract No. 5182-Main				
1	OSSI Client Base Records Management System Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	1.00	3,949.92	3,949.92
2	OSSI Property and Evidence Module Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	1.00	912.08	912.08
3	OSSI Parking Ticket Administration Module Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	1.00	1,113.84	1,113.84
4	OSSI Mugshot Capture Station Software Only	1.00	1,519.44	1,519.44

SUNGARD PUBLIC SECTOR

1000 Business Center Drive
 Lake Mary, FL 32746
 800-727-8088
 www.sungardps.com

Invoice

Company	Document No	Date	Page
LG	53625	30/Jul/2012	2 of 2

Bill To: SMITHFIELD POLICE DEPARTMENT, VA
 310 INSTITUTE STREET
 PO BOX 246
 SMITHFIELD, VA 23431
 United States
 Attn: Jimmie Minton

Ship To: SMITHFIELD POLICE DEPARTMENT, VA
 310 INSTITUTE STREET
 PO BOX 246
 SMITHFIELD, VA 23431
 United States
 Attn: Jimmie Minton

Customer Grp/No.	Customer Name	Customer PO Number	Currency	Terms	Due Date
1 6182LG	SMITHFIELD POLICE DEPARTMENT, V		USD	NET30	29/Aug/2012

No	SKU Code/Description/Comments	Units	Rate	Extended
Maintenance Start: 01/Aug/2012, End: 31/Jul/2013				
Contract No. DW01-232				
9	OSSI RMS Map Display and Pin Mapping License Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	1.00	36.40	36.40
Contract No. DW01-234				
5	OSSI Client License for Message Switch Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	5.00	61.15	305.75
6	OSSI Base Mobile Server Software Client Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	1.00	2,532.40	2,532.40
7	OSSI Mobile Client Maps Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	5.00	40.56	202.80
8	OSSI - Mobile Client Software Maintenance Start: 01/Aug/2012, End: 31/Jul/2013	5.00	215.28	1,076.40

Page Total **4,163.75**

Remit Payment To: SunGard Public Sector Inc.
 Bank of America
 12709 Collection Center Drive
 Chicago, IL 60693

Subtotal	19,335.43
Sales Tax	0.00
Invoice Total	19,335.43
Payment Received	0.00
Balance Due	19,335.43

PSA Reference Number:

Peter Stephenson

From: Jerry Hackney [jerome.hackney@gmail.com]
Sent: Monday, July 23, 2012 10:02 AM
To: carter williams
Cc: Peter Stephenson
Subject: Invoice for repairs to engine 52

Carter and Peter,

Mr. Casteen has asked me to call and inform you both that he will be dropping off a copy of the invoice for the repairs to engine 52 today.

The county has paid half of this invoice already and is asking if the town will pick up the remainder.

Any assistance that the town is willing to provide will be greatly appreciated. If you have any questions please do not hesitate to give me a call.

Respectfully,

Jerry

Sent from Jerry Hackney's iPad.

j.hackney@brrs.net

Blue Ridge Rescue Suppliers



Atlantic Emergency Solutions
 Richmond Service Center
 13051 Redwater Drive
 Chester, VA 23836
 804-751-0911
<http://www.atlanticemergency.com>

Invoice R0R2763-AR0P

Service Advisor: Deanna Fritch
 Started: 08/16/11 10:34 AM
 Completed: 06/27/12 11:44 AM
 Priority: 5

Repair Order R0R2763-A

R504 Version MPK2.71.010

Bill-to Customer: 17272 Smithfield Vol Fire Dept 1804 South Church Street Smithfield, VA 23430-1853	<p style="text-align: center;">Vehicle</p> 2006 Pierce Enforcer Color #10 White VIN 4P1CE01A26A005796 Mileage In: 3312 Out: 3312 Tag Number Plate No. In-Service Engine Engine, Cummins Isl 400 Hp, 1200 T Coverage Build Date Comments
--	---

Job No.	17211	Hydraulic Generator Hours	0.00	Radio Number	E-52
Engine Hours	0.00	PTO Generator Hours	0.00	Customer Vehic	
Pump Hours	0.00	Diesel Generator Hours	0.00	Manufacture Jo	17211
Aerial Hours	0.00			--unused--	

Task	Opcode	Description	Part or Technician	Qty	Pay Type	Unit Price	Price	
							Task Discount:	0.00
							Task Total:	0.00
2	0100	A/C not cooling						
	Complaint	A/C not cooling						
	Cause	Pulled vacuum and checked system - found drier and h-block bad						
	Correction	Recovered freon - replaced drier and h-block - pulled vacuum - recharged system - checked for leaks - unit still not cooling in front area - found heater valve leaking - replaced heater valve - unit cooling in all areas - checked ok						
	0100	Labor Charge	280	5	R0P	\$98.00	\$490.00	
		DRIER FOR RED DOT CONDENSOR		1	R0P	\$76.81	\$76.81	

Smithfield Vol Fire Dept
 1804 South Church Street
 Smithfield, VA 23430-1853

Atlantic Emergency Solutions
 Richmond Service Center
 13051 Redwater Drive
 Chester, VA 23836
 804-751-0911
<http://www.atlanticemergency.com>
 Vehicle: 4P1CE01A26A005796
 2006 Pierce Enforcer

Invoice R0R2763-AR0P

Service Advisor: Deanna Fritch
 Started: 08/16/11 10:34 AM
 Completed: 06/27/12 11:44 AM
 Priority: 5

Task	Opcode	Description	Part or Technician	Qty	Pay Type	Unit Price	Price
		VALVE, EXPANSION		1	R0P	\$41.72	\$41.72
		Richmond Shipping Handling	41608	1	R0P	\$46.41	\$46.41
		VALVE, WATER, HEATER		1	R0P	\$38.20	\$38.20
Task Discount:							0.00
Task Total:							693.14

Task	Opcode	Description	Part or Technician	Qty	Pay Type	Unit Price	Price	
4	0100	While checking unit over for state inspection found num						
		Complaint	While checking unit over for state inspection found numerous lights out					
		Cause	Several DOT lights out					
		Correction	Repaired and replaced lights to pass state inspection					
	0100	Labor Charge	102	2	R0P	\$98.00	\$196.00	
		LIGHT,TRUCK-LITE RED		4	R0P	\$27.35	\$109.40	
		LIGHT,TRUCK-LITE AMBER LED		3	R0P	\$31.61	\$94.83	
		STEPWELL LAMP & UTILITY, #906, CLEAR		1	R0P	\$17.47	\$17.47	
Task Discount:							0.00	
Task Total:							417.70	

Task	Opcode	Description	Part or Technician	Qty	Pay Type	Unit Price	Price	
6		STATE INS Annual State Inspection						
		Complaint	Annual State Inspection					
		Cause	Required by the state of Virginia					
		Correction	Performed Annual State Inspection					
	STATE INS	Labor Charge		280	R0P	\$0.00	\$0.00	
		STATE INSPECTION	41607	1	R0P	\$51.00	\$51.00	
Task Discount:							0.00	
Task Total:							51.00	

Task	Opcode	Description	Part or Technician	Qty	Pay Type	Unit Price	Price	
7	0100	Tak 4 issues						
		Complaint	Tak 4 issues					
		Cause	Per customer request remove Tak 4 and install front axle					
		Correction	Sent unit to Pierce for removal of Tak 4 and installation of front axle - new tires required due to change weight rating \$1256 cost of tires - customer to pay \$628) - customer to pay for one way transportation at a cost of \$1,819.87					

Smithfield Vol Fire Dept
 1804 South Church Street
 Smithfield, VA 23430-1853

Atlantic Emergency Solutions
 Richmond Service Center
 13051 Redwater Drive
 Chester, VA 23836
 804-751-0911
<http://www.atlanticemergency.com>

Invoice R0R2763-AR0P

Service Advisor: Deanna Fritch
 Started: 08/16/11 10:34 AM
 Completed: 06/27/12 11:44 AM
 Priority: 5

Vehicle: 4P1CE01A26A005796
 2006 Pierce Enforcer

Task	Opcode	Description	Part or Technician	Qty	Pay Type	Unit Price	Price	
	0100	Labor Charge	1000	0	R0P	\$0.00	\$0.00	
		Unit to Pierce to remove and replace front axle on unit	41607	1	R0P	\$19,734.00	\$19,734.00	
		Tires	41607	1	R0P	\$628.00	\$628.00	
		One way trip to Pierce	41607	1	R0P	\$1,819.87	\$1,819.87	
							Task Discount:	-4,112.00
							Task Total:	18,069.87

Shop Supplies / HAZMAT Disposal

Shop Supplies / HAZMAT Disposal	41609	1	R0P	\$68.60	\$68.60
---------------------------------	-------	---	-----	---------	---------

Handwritten: \$10K paid by County 7/19/12
 by unknown vste.
 [Scribbled signature]

REMIT TO: Atlantic Emergency Solutions, Attn: Accounts Receivable, 12351 Randolph Ridge Lane, Manassas VA 20109

Repairs properly completed and checked by:

<p>Customer Signature</p>	<p>The Factory Warranty constitutes all of the warranties with respect to the sale of this item/items. Unless a separate written document showing the terms of any dealer warranty or service contract is furnished by the dealer to the purchaser, the seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this item/items. <input type="checkbox"/> Terms: NET 30 DAYS <input type="checkbox"/> No Returns on Non Stock Parts or Equipment. Restocking Fee of 25% and related shipping charges. 18% (1.5% Monthly) APR Late Fee applies to past due balances</p>	Labor:	\$686.00
		Parts:	\$16,051.43
		Misc:	\$2,562.88
		Discounts:	-\$4,112.00
		Subtotal:	\$19,300.31
		Sales Tax:	\$0.00
Total:	\$19,300.31		

30 ins.

IW
1. Paying now \$19,300 for 4th qtr support.

2. IW paying now \$25,000 for 1/2 of the 1st qtr support.

- Done to facilitate a smooth transition from the very gracious support of SVFD by the Town for so many years without negatively impacting SVFD.

Thru 19.3) per
25
44.3
+ 10 trk
54.3

DATE AUGUST 27, 2012

TO SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE

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

SUBJECT DEBRIS REMOVAL CONTRACT

Each year the town engages the services of a debris removal contractor. The town does not have the personnel to properly maintain the BMP (Best Management Practices) ponds and outfall ditch system. The town had a contract with Goodrich and Son's and Smithfield Services for the 2011/2012 fiscal year and the town reserves the right to renew the contract for two additional years.

The debris removal contract includes the following:

- Contractor shall be immediately available after a hurricane or other disasters and shall be available within 24 hours after a minor storm.
- Work will be conducted after storms and as required for normal improvements to storm drainage areas
- Contractor shall be responsible for disposal of debris
- Work shall consist of clearing and removing storm generated debris as directed by the Town of Smithfield. Operations includes multiple, scheduled passes of each site, location and right-of-way
- Contractor shall provide equipment, operators and laborers for debris removal operations

Both Goodrich and Son's and Smithfield Services current contract pricing will remain the same. Staff has been pleased with the work of both companies and we are recommending that both contracts be renewed for an additional year.



TOWN OF SMITHFIELD

"The Ham Capital of the World"

August 24, 2012

TO SMITHFIELD TOWN COUNCIL
FROM TOWN MANAGER *PETER*
SUBJECT VEHICLE MAINTENANCE CONTRACT REQUEST FOR PROPOSALS -
FINAL STAFF RECOMMENDATION

Last month, based on initial information received from the Virginia Department of General Services (VDGS) regarding their Vehicle Management Control Center (VMCC) program and a review of recent invoices paid by the town to local vendors for services performed against more favorable VMCC pricing, staff recommended not accepting the one proposal received from Dave's Service Center. However at the time of the council meeting, staff was still awaiting additional VMCC pricing data to compare directly against the proposal so I recommended that this item be tabled and sent back to committee.

Further I wanted to have the opportunity under the published RFP terms to interview the respondent (Dave's) and participate in competitive negotiations. Earlier this week I met with co-owner Vicky Brown and service manager Dennis Bandy to discuss their proposal and state contract pricing available to the town. We had a very good discussion and it has led me to a clear conclusion and recommendation for council.

In summary, I recommend that council authorize me to enter into a one year contract with Dave's Service Center for general vehicle maintenance services for our fleet, excluding the purchase of tires – which we will buy directly from another vendor under state contract pricing but not as part of the VMCC program.

The VMCC program offers convenience, record keeping, reliable pricing and a watchful eye for its members, however there is an associated monthly fee per vehicle in the program. Dave's pricing, as negotiated, in all areas will be equal to or more favorable than the VMCC program with the exception of tires, and there will be no monthly fee. Dave's has agreed to essentially perform the same level of record keeping per vehicle as under the VMCC program, and we will receive a more favorable parts discount. Lastly, we will have the desired quality control by having the one vendor responsible for the fleet maintenance, especially for the police patrol cars. Items such as Public Works truck oil changes will continue to be performed by town staff.

Should you have any questions, please let me know. I wish to thank VDGS for their cooperation in providing staff the requested comparison data, which is confidential.

TOWN MANAGER'S OFFICE

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

August 21, 2012

MEMO

SUBJECT: Storm Drain Pipe Replacement
Cypress Creek

Please find attached a proposal from Blair Brothers Inc. involving the replacement of a section of damaged storm drain pipe located in the Cypress Creek subdivision. I was notified that there was a severe sinkhole beside a drop inlet at 103–105 Turnberry in Cypress Creek. After investigating the reason for the sink hole it was found that the outfall pipe leaving the drop inlet was damaged and ground storm water was entering the outside of the pipe. The pipe is approx. 15 feet in the ground therefore the excavation will be approx. 16 to 17 feet deep. Trench boxes will be required do to the depth, the excavated material will be required to temporarily hauled off site and brought back do to residential conditions. We are attempting to disturb the least amount of property as possible. Underground utilities will also be a contributing factor involving this work.

Wayne Griffin
Town Engineer



Proposal

THE BLAIR BROS., INC.

P.O. BOX 5413
SUFFOLK, VIRGINIA 23435
Phone: (757) 538-1696 FAX: (757) 538-0714

www.theblairbros.com

SWaM certification number 664748



TO Town Of Smithfield Attn: Wayne Griffin 310 Institute Street Smithfield VA 23430	PHONE 757-365-4253	DATE 8/13/2012
	JOB NAME / LOCATION Cypress Creek	
	FAX #	JOB PHONE

We hereby submit specifications and estimates for:

We propose to supply labor, material and equipment to remove crushed 48" diameter HDPE pipe at manhole and replace with 24' of new re-enforced concrete pipe. This includes a large concrete collar connection to existing HDPE pipe at new connection. Excavation depth is approximately 15', will be using a digging box. All utilities will be marked and avoided. Repair existitng leaks and weepholes in the manhole. All excavation material will be hauled off, due to worksite being near homes and landscaped yards. Finished with topsoil, seed, fertilizer and straw.

- Pipe: \$2,500.00
- Bedding Stone: \$ 500.00
- Labor: \$5,421.00
- Trucking & Materials: \$3,900.00
- Equipment: \$5,200.00

Not to exceed price: \$17,521.00

This proposal was prepared by Thomas Blair

~~We Propose~~ hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: Seventeen Thousand Five Hundred Twenty One and 00/100 Dollars dollars (\$ 17,521.00).

Payment to be made as follows:

This Proposal, when accepted, confirms the agreement between the Customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved by both parties. If full payment is not made within thirty days of the date of invoice or upon previously agreed date, as per terms above, then a late charge of 2% per month will be placed on the balance outstanding. The Customer agrees to pay service charges and the cost of collection, including attorney's fees.

Authorized Signature Thomas W. Blair

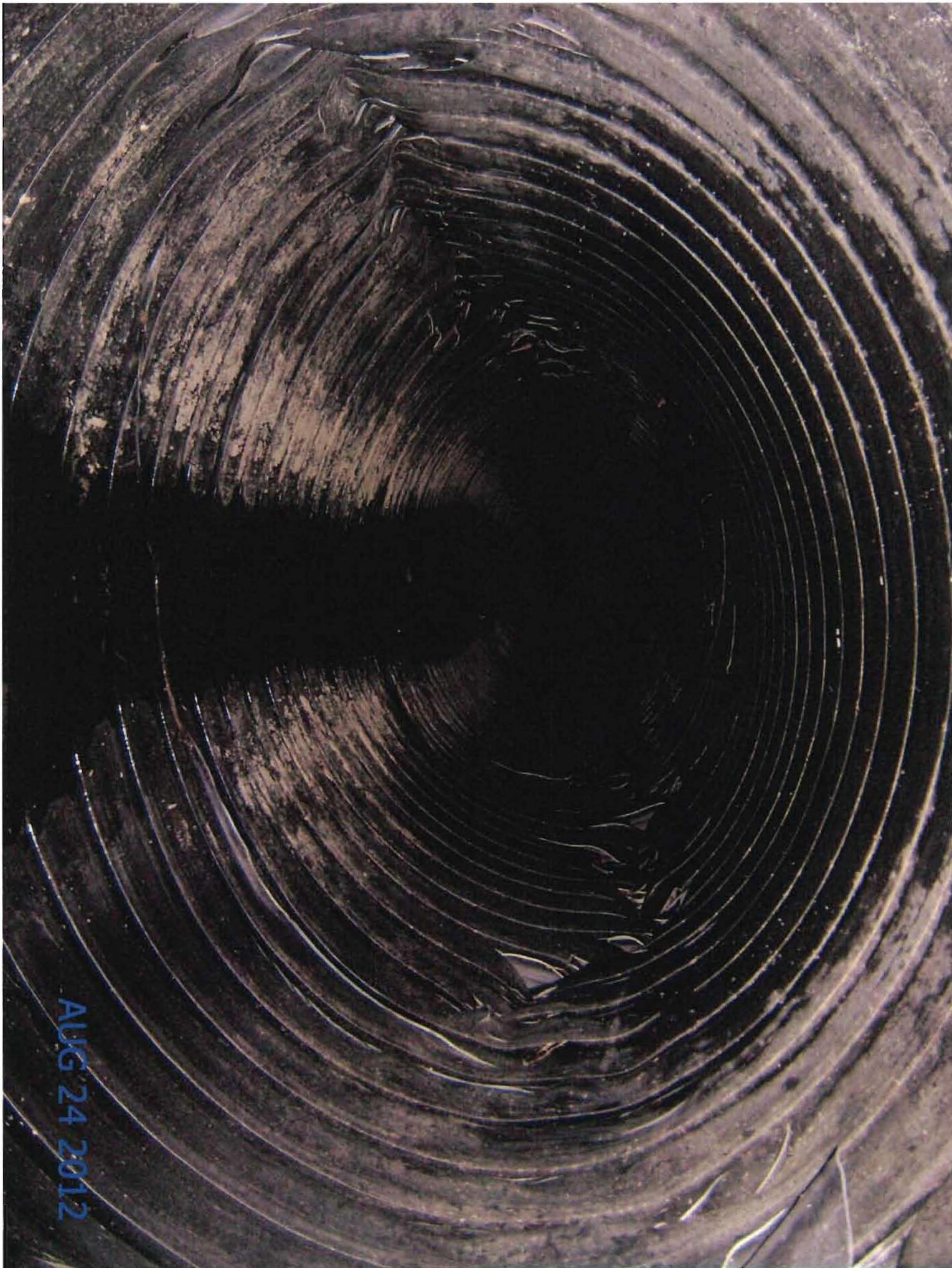
Note: This proposal may be withdrawn by us if not accepted within 30 days.

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

Signature _____

Date of Acceptance: _____

Signature _____



AUG 24 2012

DATE AUGUST 23, 2012

TO SMITHFIELD TOWN COUNCIL – PUBLIC WORKS

FROM WAYNE A. GRIFFIN
 TOWN ENGINEER

SUBJECT: BATTERY PARK ROAD STREETLIGHT PROPOSAL
 DOMINION VIRGINIA POWER

Attached please find a proposal from Dominion Virginia Power for the installation of 16 streetlights along Battery Park Road from S. Church Street to the Villas subdivision. The streetlights will be the Traditional Colonial style fixture. The spacing of the light poles will be approximately 100 feet apart. A copy of the site plan noting the streetlight locations is available at my office and will be brought to the committee meeting.

August 22nd 2012

Mr. Wayne Griffin
Town Engineer
City of Smithfield
Planning, Engineering & Public Works
Smithfield, VA 23430

Subject: Streetlight Work Request # 7463349
DSC File # M12-621

Location: Battery Park Rd

Install: (16) 150W HPSV

Dear Mr. Griffin:

Dominion Virginia Power has completed the engineering study for the subject street lighting request. The installation charge to the City for the project is \$46,156.45. The lead time for ordering the materials is approximately 60 days from the time the payment is authorized.

If payment or authorization, permits, easements or any other requirement necessary to begin the work is not received within ninety (90) days the installation charge is subject to revision. Upon completion of this work, the streetlights will be billed in accordance with the applicable rate.

In order to proceed with ordering of the materials, Dominion Virginia Power requires payment or written authorization for "payment upon completion". Other prerequisites for this installation may be shown on the attached drawing. The prerequisites as noted on the sketch must be completed just prior to the construction of the project.

We expect to have the lights installed within 30 days after all the requirements for service have been met and the material has been received from the manufacturer. This date will vary slightly due to inclement weather. When making payment for these lights, please include a copy of this letter.

If I can be of further assistance, please contact me at 255-3050.

Sincerely,



Joel R. Rivera
Customer Projects Designer II
Chuckatuck Office
Fax: 757-255-3132

Traditional Colonial

Traditional Colonial

The Traditional Colonial style luminaire is frequently used for urban streetscape and pedestrian lighting applications, as well as for lighting parking areas, where greater vertical illuminance is desired and off site light trespass is not a factor.

- Decorative cast aluminum housing with a matte black paint finish.
- Vertical base down lamping with clear refractive acrylic panels with a [Type III](#) distribution.
- High pressure sodium lamping in 70, 100, and 150 watts.

[Order Now](#)



[Larger View](#)

- [Availability](#)
- [Specification](#)
- [Distribution](#)

Lamp Type	HPS	HPS	HPS
Nominal Lamp Watts	70	100	150
Nomial/Mean Lamp Lumens	5,000	8,000	14,000
Finish Color	Matte Black	Matte Black	Matte Black
Initial Lamp Lumens	6,500	9,500	16,000

Application for Open to the Public Events at Windsor Castle Park

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 Open to the Public Events will have to complete an application process to hold an event at the Windsor Castle Park event sites. This application will be presented for review at the next regularly scheduled Windsor Castle Foundation Board. Many factors for public events have to be taken into consideration such as impact to the park property and park users, frequencies of other planned events, type of event and organization's ability to quickly repair/reclaim site in the event of damage. Open to the public events are different in nature from private events such as a wedding. A Foundation Member or Staff at the Smithfield Center may contact you if additional information is requested. Please allow time in your event-planning schedule for the review/approval process. Most applications should be reviewed within 30 day of receipt, but there is the potential for additional information to be requested, which might extend the approval process timeline. Public events normally will also require security, required state and local permits (food, ABC, etc) and restroom rentals.

Organization Name	
Contact	
Mailing Address	
Phone Number	
E Mail	
Website	

Date of your Event: _____ **Time of your event:** _____

Will you need additional days for set-up/clean up, if so please provide those dates requested in addition to your event date:

Is this a one-time event or planned to be annual/reoccurring? ___ one-time ___ reoccurring

Description of Event:

Purpose of Event:

Average Tickets Price \$ _____

Expected Attendance: _____

Participants will be ___youth ___ adults ___ both

Application for Open to the Public Events at Windsor Castle Park

Please check all that your event will include:

- | | | |
|---|---|--|
| <input type="checkbox"/> Food Vendors | <input type="checkbox"/> Serving Alcohol | <input type="checkbox"/> Port-a-Potties |
| <input type="checkbox"/> Retail Vendors | <input type="checkbox"/> Use of golf carts/ATVs on the site | <input type="checkbox"/> Tents |
| <input type="checkbox"/> Food, Catered | <input type="checkbox"/> Food, by Organization | <input type="checkbox"/> Allowing pets |
| <input type="checkbox"/> Light Tower | <input type="checkbox"/> Generators | <input type="checkbox"/> Access to water |

What is your plan in the event of bad weather?

Recipient of Proceeds:

Is there any impact from your event on any part of the park being open to the public? (Ex: trail closure, fishing pier closure). Please note this will require Town Council approval.

List benefits of your event to the Community:

Will you be able to provide a certificate of insurance for \$1,000,000? yes no

Name of Insurance Liability Carrier: _____

Tax Exemption Number: _____

If permission is granted, the undersigned and/or organization will remain responsible for all venue rental fees, equipment rentals, ABC and health department certificates, security, and damage, including potential site reclamation costs such as landscaped site work or sod replacement, or extraordinary cleaning arising from the specified event.

Client's Signature		Date	
Print Name			

Application Accepted		Date	
Application Denied		Date	
Reason Denied			



TOWN OF SMITHFIELD

"The Ham Capital of the World"

August 24, 2012

TO SMITHFIELD TOWN COUNCIL
FROM TOWN MANAGER *PETER*
SUBJECT CONSULTANT SERVICES FOR COMMUNITY WELLNESS INITIATIVE

Earlier this month council authorized me to proceed to procure consultant services for the second year of our Smithfield on the Move initiative. Our previous consultant, Ms. Amy Henry finished out her work for the first year's planning grant and she now has full time employment with the YMCA in Newport News. She and her husband continue the Pagan River Outfitters vending under a separate annual license agreement with the town on a part-time basis.

I immediately posted the attached small purchase RFQ, as I had done last year to procure Amy's services, on August 8th. This week as of the August 22nd submittal deadline, I received one combined quotation (additionally attached) from two local consultants, Gina Ippolito and Mary Mitchell, to perform the work plan for the upcoming grant project year ahead. Both Gina and Mary have served on our stakeholder's advisory group for Smithfield on the Move, volunteering many hours this past year and a half. They are responsible for much of the success we have had to date with our community wellness initiative and I am pleased that they are interested in facilitating and implementing our grant programs and strategic plan moving forward.

I recommend that council authorizes me to execute an agreement or contract for their combined consultant services for our community wellness initiative, within the parameters of town budgeted and grant funded monies available. Earlier this month, as authorized, I did submit our grant application for the second round of funding from the Obici Healthcare Foundation per the final attachment that you saw last month. Obici staff met with us for the required site visit yesterday and we are confident this \$25,000 grant will be funded effective November 1st. In the meantime, we have town funds budgeted to continue the core development of the wellness initiative and we are in the process of rolling over approximately \$4,000 remaining from the first Obici planning grant to give us a head start on the three initiatives to be undertaken with the second Obici Healthcare Foundation grant.

TOWN MANAGER'S OFFICE

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

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

Posting Date: August 8, 2012

Due Date: August 22, 2012 by 5:00 p.m. at the Town Manager's Office,
315 Main Street, Smithfield, Virginia 23430

Submit: Written, Signed Quotation

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

Purpose:

The Town of Smithfield is seeking a consultant to implement a Community Wellness Plan - Smithfield on the Move. The plan was initiated with a planning grant in 2011/12 from the Obici Healthcare Foundation, and both a Strategic Plan for Wellness and a Community Needs Assessment have been developed. The Town has dedicated partial funding of this initiative for FY13, and is seeking grants to provide additional funding for projects and programs.

Desired Services:

The town is seeking assistance in the form of non-professional services (state code definition) from a qualified individual(s) or firm to work with a community stakeholders group and town staff, appointed and elected officials to implement goals and objectives defined in the Smithfield on the Move Strategic Plan. Work and time involved in performing tasks will vary depending on future town & grant funding availability. More complete details describing the Strategic Plan can be found in the attached document.

The Town of Smithfield will provide funding for providing stability for the core development of initiative for FY13. Future funding for this component is dependent on the Town's budget process each year. Tasks involved in providing stability include (but are not limited to): Seeking, completing, monitoring and reporting of grant applications that support Strategic Plan goals, Management & Recruitment of Advisory Group - including leading monthly meetings, Public Relations, Public Speaking, Volunteer Recruitment, Supervision & Training, Database Management of, Website/Social Media Maintenance.

In addition to the management of the core needs of the initiative, the consultant will be responsible for direct implementation or supervision of programs/projects that are a result of additional funding obtained from grants or other sources.

It is anticipated that funding will be obtained (but not limited to) in 2012/2013 for the following programs: Construction of a Community Garden at Windsor Castle Park, including a community educational and hands-on training for gardening; Development and implementation of a Restaurant Healthy Menu Choices program; and implementation of WIC/SNAP payments at the Farmers Market.

Contract period begins immediately following the September 4, 2012 Town Council meeting and is renewable for extension on an annual basis each year, effective on September 1st.

Expectations:

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

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

The Town of Smithfield will provide the following:

- staff oversight, coordination and grant administration;
- office space and supplies as needed including desktop telephone & computer;
- meeting space and materials (all meetings to be held in Town of Smithfield);
- graphic design work as needed for program marketing materials,
- postage, printing, basic office supplies

Process:

This Request for Quotations is being solicited as a Small Purchase Procedure under the Virginia Public Procurement Act. It is not a formal Request for Proposals or Invitation for Bid. Ten day public posting is required prior to the Town Manager evaluating the responses and making a recommendation of award to the Smithfield Town Council at committee level in late August.

The town has the discretion to award a contract(s) to the service provider/respondent/vendor it feels makes the best proposal. Interviews and/or negotiations are not required. The town also reserves the right to award contracts to multiple respondents/vendors.

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

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

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

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

Quotation Instructions:

The town invites any qualified service provider to respond to this Request for Quotations. Quotations must be valid for thirty (30) days. Quotations must be submitted in writing, signed and marked "confidential". Quotations may be received by facsimile (#757-365-9508), hand delivery (Town Manager's Office, 315 Main Street, Smithfield, VA) or via e-mail to Town Manager Peter Stephenson (pstephenson@smithfieldva.gov). Again the deadline for submission is 5:00 p.m on Wednesday, August 22, 2012.

Quotes must include the following elements:

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

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

Attachments: Smithfield on the Move Strategic Plan

RESPONSE TO REQUEST FOR QUOTATION

FACILITATION & PROGRAM IMPLEMENTATION SERVICES

SMITHFIELD COMMUNITY WELLNESS INITIATIVE

Overview –

Congratulations on completing the first year and important initial phases of a community wellness initiative! The initial phases lay critical groundwork for reaching future goals and objectives. In the following quotation it is understood that the town has designated partial funding for core development and stability of the wellness initiative and that grants will be obtained for various projects/planning that match the goals and objectives outlined in the *Smithfield on the Move* Strategic Wellness Plan for continued success.

Proposed Program Services –

Proposed quotation includes working with community stakeholders and town staff, as well as, appointed and elected officials to implement the Town's *Smithfield on the Move* strategic goals and objectives. The consultant time will include the following areas:

- Seeking, completing, monitoring and reporting of grant applications
- Management and recruitment of *Smithfield on the Move* Advisory group – To include regular communication, meetings, input and collaboration as needed.
 - o Meeting facilitation, summations, work products, reports
- Public relations and marketing of the community wellness initiative
 - o Database management, website, social media, press releases
- Public speaking
- Volunteer recruitment
- Supervision and training of those volunteers and individuals supporting the projects
- Anticipated grant funded program/project management and implementation
 - o Community garden
 - o Restaurant healthy choice program
 - o Farmers Market WIC/SNAP offering
- Other projects and programs per funding availability

Qualifications/Experience of Staff –

Gina Ippolito and Mary Mitchell have both been directly engaged in the *Smithfield on the Move* Initiative since its development. Given their experience and qualifications, they

can respond seamlessly to the needs of the town and the work required for continued success of this initiative.

Gina Ippolito - Involved in the town's wellness initiative as a stakeholder since October 2010 when she wrote the original planning grant for the initiative. Since then, she has participated as a key member of the Smithfield on the Move Advisory Committee, and worked closely with the Town and the previous consultant on meeting identified goals and objectives. Since April of 2012, she also has filled in for various Smithfield on the Move project components due to reduction in hours of past consultant accepting a full-time employment position. Over the summer of 2012, she has wrapped up grant required projects and reports, researched and wrote new grant applications, met with Advisory Group and worked with Town Council on various items that needed attention for continued progress of initiative. (See attached resume)

Mary Mitchell – Has supported the Smithfield wellness initiative from the original planning grant process with program proposal input and as a participant in the wellness strategic planning process. Following the initiation of Smithfield on the Move, she developed and produced a community needs assessment conducting several focus groups, data analysis of community surveys, and culminating a final report which was included in the planning grant. She has been involved throughout the past 18 months in various aspects as a community stakeholder and wellness professional in support of furthering the initiative for a well community. (See attached resume)

Hours/availability –

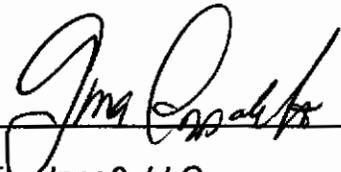
Each consultant is available 10-20 hours per week as programs/projects require to include M-F and periodic evenings/weekends as needed at an hourly consultant fee of \$25.00/hr. It is recognized that total consultant fees may not exceed allocated town and grant funding levels for specified programs/projects, regardless of the hourly rates. Thus, one consultant will maintain combined monthly hours so as not to overrun contract requirements. In the event additional staffing is required for implementation of various project needs, the hourly rates for such work will be determined by the consultant partnership and will range from \$9.00 to \$25.00/hr depending on qualifications and type of work to be performed.

Quotation for consultant fee is valid from August 22, 2012 through August 31, 2013, and services are renewable for an extension on an annual basis each year, effective on September 1st. Program service delivery via multimedia communications (consultant cell phone, computer and transportation) are included within quotation.

This quotation is valid for 30 days as of August 22, 2012.

I certify that the above quotation has been made without collusion or fraud, any payment, loan, subscription, advance, deposit or money, service or anything more than the normal value, present or promised, unless consideration of substantially equal or greater value was exchanged. I/We also certify that I/we are not currently debarred by the Commonwealth of Virginia from submitting quotations or proposals on contracts for the type of material covered by this solicitation, nor am an agent of any person or entity that is currently debarred.

* Please note: Gina Ippolito currently holds a position on the Windsor Castle Park Foundation (WCPF) Board. She will abstain from participation in voting on any situation of interest between the Foundation and Smithfield on the Move.

Signed 
Gina Ippolito, Ippo6, LLC
Date: 8/21/12

Signed 
Mary Mitchell, M.S., CHES
MVM Wellness
Date: 8/21/12

Gina Mullins Ippolito

231 James Street, Smithfield, VA

Gippolito6@aol.com

757-869-0664

SUMMARY OF QUALIFICATIONS

A proven leader in a fast-paced environment with dynamic communication skills. Ability to identify and achieve short and long-term initiatives with creative and effective ideas for strategic planning and organizational management. Experienced in motivation of division leaders - resulting in an empowered team contributing to the overall success of the operation. A self-motivator with a contagious level of energy. Strong background in board and community relationships, strategic planning, capital projects, marketing, grants, customer service, program and event planning. Well defined time management skills in a multidimensional aspect operation. Understand financial management as well as program needs of a customer service based recreation and wellness industry.

PROFESSIONAL EXPERIENCE

Isle of Wight County, Virginia – Recreation Administrator 2006 - 2009

Responsible for county-wide Parks and Recreation Department for approximately 33,000 citizens. Department Head position that reported directly to County Administration. Total of departmental budgets responsible for was 1.5 million. Supervised 15 full time/20-75 seasonal and part-time positions and over 150 volunteers that participate on various county committees and projects.

Farmers Bank - Marketing Director, Windsor, VA 2005 to 2006

Managed all aspects of marketing, public relations and corporate giving for local community bank.

Peninsula Pilots Baseball- Groups Sales/Promotions, Hampton, VA 2005 Season

Increased the group sales of a colligate summer wooden bat league baseball team. Organized appearances at local festivals, publicly spoke at dozens of community organizations, schools and summer reading programs in local libraries. Through improved customer service, greatly enhanced the fan's experience at existing and newly defined group sales areas in the stadium.

Isle of Wight Amateur Athletics/Smithfield Rec Association 2003 to Present

Participated as the driving force in bringing together national organizations, political officials, county offices, landowners, sport facility consultants, architects, developers and local non-profit sporting organizations to provide options for acquiring and operating a financially self-sufficient amateur sporting complex to include multi-use outdoor fields plus indoor training field house and stadium. Created new non-profit organization, IWAASports and acquired donated funding to assist local amateur sporting organizations. Managed and operated, along with Board of Directors, the operations of local baseball and softball nonprofit association that included maintaining a small community complex. Worked with various local sporting organizations and provided support for coaches & parent trainings, fundraising, supported various capital projects for individual sports.

Armed Services YMCA - Director Fort Monroe, VA 1990 -1992

Effectively restructured and managed reorganization of Army based health & wellness YMCA facility that included two gymnasiums, weight room, indoor pool, program areas, fitness program, concessions and outreach programs at various facilities on the peninsula. Supervised 8 full time and 15 part time employees. Prepared, implemented and administrated departments annual budget and solicited additional financial support for specific programs through grants and proposals

Fairfax County Park Authority - Recreation Supervisor, Fairfax, VA 1987-1990

Responsible for complete health & wellness program and management/supervision of a 182-acre park with a 34,000 sq. ft. recreational sport facility and a 24,000 sq ft. multiuse field house that provided a year/round fee-based opportunities for children, adults, families and seniors.

Gina Mullins Ippolito

231 James Street, Smithfield, VA

Gippolito6@aol.com

757-869-0664

United States Air Force, Youth Program Director Hurlburt Field, Florida 1986- 1987

Administered a comprehensive youth program for the Air Force community. Responsibilities included supervision of staff, program development and community relations.

United States Air Force, College Internship - Reese Air Force Base, Texas 1983 - 1985

Two-year internship that provided exposure to all divisions within Morale, Welfare and Recreation in a military base setting.

ADDITIONAL EXPERIENCE

YIPPO Treats

Seasonal 2008 to present

Owner of home based dog treat business that participates in seasonal local farmers market.

Cypress Creek Realty, Smithfield, VA 2001 - 2004

Gatling Pointe, East West Realty, Smithfield, VA 1996 - 1998

Creatively developed real estate marketing strategy involving slogans, ads and in/house marketing materials for upscale golf course community and marina yacht club subdivision.

Sew What??, Home Based Business, Smithfield, VA 1999 -2000

While a stay at home mother of four small children, owned and managed a highly profitable home/based sewing business.

EDUCATION

Bachelor of Science, University of West Florida, 1986

Leisure Studies/Recreational Management

Attended Texas Tech University 1981-1985

COMMUNITY INVOLVEMENT

Smithfield on the Move Advisory Group, June 2011 to present

Smithfield Wine & Brew Fest Chairman 2010 to present

Windsor Castle Park Foundation, March 2010 to present

President of Isle of Wight Amateur Athletics, 2005 to present

Member Smithfield High School Athletic Booster Club 2011 to present

PTA, Hardy, Westside, Smithfield Middle & High 2006 - present

Participated in IWC Smithfield Tourism Strategic Planning Committee 2006

Isle of Wight/Smithfield/Windsor Chamber of Commerce 2005- 2011

Chairperson Dirt to Diamonds Capital Campaign 2004

Board of Directors Smithfield Recreation Association, 2002 to 2006

Chairperson Family Dance 2002 to 2008

Gatling Pointe Oktoberfest 1996 Chairperson

Organized Mom's Camp Summers Program 1995 to 2000

Organized Ippolito Olympics 1994 to 1998

Chaired Young Married Couples, Our Lady Mt. Carmel Church 1993-1996

Founding Member of Isle of Wight/Smithfield/Windsor YMCA 1992-1998

Program Director Gatling Pointe Garden Club 1993 to 1995

President Mother Group and Baby Sitting Co-op 1993 to 1997

MARY V. MITCHELL

121 S. Church Street ❖ Smithfield, VA 23430
(757)434-3448 ❖ www.mvm-wellness.com ❖ mvmwell@gmail.com

HIGHLIGHTS OF QUALIFICATIONS

- ♦ Over 25 years of health promotion, wellness and fitness, nutrition and tobacco prevention experience.
- ♦ Management/leadership expertise in health education, training, and facilitation, with extensive program planning, implementation and evaluation skills.
- ♦ Exceptional leadership skills with a unique combination of visionary direction and an ability to translate to all audiences.
- ♦ Team builder – garnishes support of stakeholders and technical experts to facilitate effective use of the program planning process.

PROFESSIONAL EXPERIENCE

MVM Wellness

Consulting-Training-Coaching

2009-2012

- ♦ Designed, conducted and analyzed comprehensive wellness needs assessments for both employee and community populations. Reports kick started plans for successful ongoing wellness programs.
- ♦ Key member in developing strategic plans for various employers and organizational entities.
- ♦ Established and launched Virginia Worksite Wellness Collaborative bringing wellness program resources and best practices to Virginia businesses. Increased employers access to effective wellness programs.
 - ♦ Manage monthly wellness meetings/presentations to address key program issues for employers.
- ♦ Lead reviewer and consultant for annual Virginia Business Coalition on Health, Wellness in the Workplace Awards 2011 & 2012. Record entries following committed marketing efforts.
- ♦ Pivotal consultant and co-author in writing three community planning grants for wellness initiatives.
- ♦ Motivating teacher and coach with innovative techniques that successfully has changed behavior.

Langley Air Force Base, Civilian DoD

Air Combat Command Health Promotion Director

2005-2009

- ♦ Director of health promotion for the largest AF command, 15 bases in US, focusing on education, training and wellness intervention programs in fitness, nutrition, and tobacco.
- ♦ Oversaw planning, implementation and evaluation for command-wide resources to include streamlining wellness programs, training, manpower, budget, facilities, supplies and equipment.
- ♦ Subject matter expert on Air Force Fitness Advisory Board and AF Health Promotion Corporate Board.
 - ♦ Established policy, revised and reviewed procedures to ensure mission objectives were met.
 - ♦ Lead expert in establishing comprehensive tobacco prevention and cessation program.
- ♦ Served on selection board for \$23M health promotion contract to support and implement AF-wide wellness program impacting staff at 47 bases throughout the US.
 - ♦ Pivotal input in writing/developing non-personal contract to meet operational requirements.
- ♦ Selected as AF representative to NATO Human Factors & Medicine technical team on “Impact of Lifestyle & Health Status on Military Fitness”. Mapped strategic goals for technical report.
- ♦ Developed health promotion education/training materials, matching curriculum to meet training requirements and provided functional area mentoring assistance for fitness/nutrition/tobacco programs.
 - ♦ Benchmark command orientation for 24 new hires with 2-day training.
 - ♦ Launched first-ever AF centralized training for certifications in wellness coaching and facilitation.
- ♦ Negotiated and managed command-wide tobacco call-line reaching over 4,000 patients. Project ensured no gaps in program due to staff transition and enhanced service modalities.
- ♦ Consulted and conducted team assistance visits to identify problems, substandard issues and staff training to ensure program requirements were met for inspection.
- ♦ Developed/implemented procedures to monitor program effectiveness to maximize outcomes.

Health Promotion Manager/Flight Chief

1999- 2005

- ♦ Managed a comprehensive prevention-based health and wellness program centered on providing readiness training, intervention and delivering primary, secondary and tertiary health education for over 9,000 active duty Air Force and 35,000 beneficiaries.
- ♦ Designed, implemented, evaluated over 12 critical program areas with more than 45 classes per month including nutrition, fitness, weight loss, tobacco cessation and injury prevention.
- ♦ Fiscally managed three separate budgets (over \$95,000) for health promotion, fitness and patient education. Balanced program along with training needs and met goals each year.
- ♦ First in command to integrate disease management education programs with referral system. Incorporated population health concepts and interdisciplinary approach to patient education.
- ♦ Authored and guided base tobacco supplement/policy for smoke-free environment.
- ♦ Chaired Integrated Delivery System, a community action team, in critical 2 year start-up period.
 - ♦ Proactively coordinated team training, community action plan and piloted key spouse program.
 - ♦ Developed Commanders Incident/Fatality Handbook ensuring leadership had concise guide to react to tragedy. Implemented prevention programs for alcohol abuse/suicide.
- ♦ Created/planned/negotiated/executed relocation of wellness center into new premier facility.
 - ♦ Researched/aligned \$159,000 of equipment and furnishings for 5K square foot center.
 - ♦ Increased/enhanced program offerings and services by 42% -- 51,000 more opportunities.
- ♦ Notable program/process improvement in areas of weight management, fitness, disease management, customer service, referrals, patient confidentiality, member tracking system.

Patient Education Coordinator

2002- 2005

- ♦ Spear-headed the coordination of patient education by working with seven clinics, providers and management to optimize efforts, reduce duplication and annual material costs.
- ♦ Prevention advocate - worked closely with clinics to foster standardized prevention education
 - ♦ Drafted/co-authored operating instructions establishing clinic standards for patient education.

Command Fitness Consultant (ACC)

1996- 1998

- ♦ Planned, communicated and provided guidance, training, and implementation methods to 18 ACC bases. Established command policy, procedures and goals for the ACC fitness program
 - ♦ Awarded Command of the year for incorporating innovative fitness programs/policies.
- ♦ Conducted staff assistance visits to ready bases for health services inspection; requested by name to conduct training visits for bases across U.S.
- ♦ Streamlined implementation and training of fitness management software across command.

Fitness Program Manager

1996-1999

- ♦ Managed a fitness evaluation and intervention program for a work force of over 8,500.
- ♦ Developed training course for fitness and nutrition improvement programs. Trained over 500 personnel per year to conduct over 10,000 assessments each year.
- ♦ BETA test site for fitness management software. Interpreted and collected program data results for leadership and base personnel. Excelled in knowledge of software and trained other bases.
- ♦ Designed, developed and implemented a successful wing-wide unit fitness program in preparation for new AF fitness policy. Increased fitness levels from 53% to 72% and received high accolades from command and USAF SG.
 - ♦ Coordinated testing of over 4,500 active duty members of the wing reaching a stringent pass rate of over 77%; an increase of 7% in six months and changed the fitness culture.

**NASA Langley Research Center
Kelsey-Seybold Medical Group, P.A.
Fitness Program Director**

1990-1996

- ♦ Designed, implemented and managed multi-level health and fitness center for over 2,500 NASA employees in cardiac rehabilitation, weight loss, nutrition, safety, and behavior modification including budgeting, supervising and training of staff.
- ♦ Key accomplishments include successful health education and incentive programs, 12-week multi-faceted Health For Life weight loss program, cardiac rehabilitation program, and production of occupational health videos.

EDUCATION/TRAINING/CERTIFICATIONS

Doctoral studies, Urban Health Sciences, Old Dominion University
MS Community Health (Health Promotion emphasis), Old Dominion University
MS Exercise Science and Wellness, Old Dominion University
BS Business (Marketing), University of South Florida



Security Clearance/NATO
Certified Wellness Coach, Circle of Life System
Certified Health Educator- CHES, National Commission for Health Education Credentialing
Certified Health Promotion Director- HPD, Cooper Institute for Aerobic Research
Certified Health Fitness Director- HFD, American College of Sports Medicine
Certified Health Fitness Instructor- HFI, American College of Sports Medicine
Certified Spinning Instructor-Mad Dogg Athletics



Civilian Exemplary Service Award, Chairman of People Helping People, (IDS), 2002
IDS training, FSC Manager Qualification Course, Air University, 2001
Health Promotion Training Course, School of Aerospace Medicine, 2001
Fresh Start Tobacco Cessation Program, American Cancer Society 2000
Installation Fitness Program Manager training, School of Aerospace Medicine, 1996



Community Service:
Board member for Luter YMCA
Smithfield on the Move Wellness Initiative Advisory Group, Smithfield, VA
Board member Preservation Virginia, Isle of Wight County
Vestry board member, Christ Episcopal Church
PTA, Hardy, Westside Elementary School
Girl Scout Council of Colonial Coast

\$25,000 OBICI HEALTHCARE FOUNDATION ROUND 11 GRANT PROPOSAL: (If awarded: Nov 2012 - Oct 2013)		
A	Consultant (Obici Funded) - Nov 1, 2012 - Oct 30, 2013	\$10,000 400 total hours (Obici funded)
Nov 2012 - October 2013 - Consultant (400 annual hours x \$25 hour) Support projects outlined below (360 hours) + (40) hours for filing 6 month and final OBICI reports		
B	Community Garden Project Phase 1, Windsor Castle Park	\$7,000
Construction, Marketing & Development and Kick-off of Community Garden at Windsor Castle Park Goal: Operational by March 2013; 20 plots in use by Oct 2013 Includes development & distribution of educational/training components to increase community knowledge Will need support from Town for water line installation and support from WCPF Volunteers for labor Concept (5) gardening participants donate produce back into the community Will need to determine oversight/management with input from Town, WCPF and Gardening Community Group Future Sustainability - User Fees for garden plots Track # plot users, # educational encounters, produce use, # visits (physical activity), demographics of plot users, quantity of food produced		Funding Breakout \$3,500 Construction \$3,500 Marketing, Education, Startup support 170 of 400 Obici funded consultant hours
C	Restaurant Healthy Choices Program Phase 1, Goal Implemented Jan/Feb 2013	\$5,000
Research & Development - offer and attractively market nutritionally developed menu items on a on-going basis Create program, marketing materials Program Implementation Goal - (5) local restaurants Track monthly # meals ordered that are in the program Future Sustainability - self-supporting. Menus already developed, marketing would occur thru businesses normal marketing avenues. Note: If successful, funding for Phase 2 would require additional funding		Funding Breakout \$5,000 Marketing, Education, Startup support 170 of 400 Obici funded consultant hours
D	WIC/SNAP at Farmers Market, Goal Implemented in March 2013	\$3,000
WIC/Snap Coordinator Positions (\$1500) will be given to Tourism to pay Market Mgr for required paperwork filing Marketing targeting WIC/SNAP demographics: (\$1500) Funds given to Tourism for marketing Future Sustainability: Increase in market revenues would off-set funding position and future marketing needs		Funding Breakout \$1,500 staff costs to manage weekly reports \$1,500 marketing 20 of 400 Obici funded consultant hours
\$10,000 FY13 Town of Smithfield Support (confirmed)		
E	July 2012 - June 2013 - Consultant	\$10,000 400 total hours (Town Funded)
Annual funding for consultant to provided stability for core development of wellness initiative. (400 hours x \$25 per hour) Responsibilities include: <ul style="list-style-type: none"> Seeking and making grant applications to support Strategic Plan goals Management of Advisory Group: Monthly Meetings Public Relations: Attendance at various local events and public speaking (ex: civic organizations) Website/Social Media management Volunteer Recruitment, development & management Database Management of volunteers, participants, businesses * Pending additional grant funding, task/projects, hours will increase * Will directly implement, or supervise any additional projects that are acquired thru grant funds Future Sustainability: Continued annual support thru Town budget		
F	Town supported: installation of water to site for Community Garden	
G	Town supported: minor oversight and use of equipment for volunteer construction of Community Garden	
H	Town supported: approval of site plan for Community Garden at Windsor Castle Park	