



July 20, 2012

TO: SMITHFIELD TOWN COUNCIL

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

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

MONDAY, JULY 23RD, 2012

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

- TAB # 1** 1. Operational Updates
- TAB # 2** 2. Town Wide Speed Limit Recommendations
- TAB # 3** 3. Possible Road Closure of Washington Street for "National Night Out" on
Tuesday, August 7th, 2012.

Immediately following the conclusion of the above meeting:

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

- TAB # 4** 1. Proposal from Draper Aden Associates for Minton Way Pump Station Sewer
Basin CCTV Inspection Scope of Work and Fees as part of the Sanitary Sewer
Overflow Special Order by Consent Project
- TAB # 5** 2. Proposal from Draper Aden Associates for South Church Street Manhole
Rehabilitation Project Scope of Work and Fees
- TAB # 6** 3. Request From Contractor to Shut Off Water to Connect Waterline at the YMCA
4. 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 # 7** 1. May Financial Statement & Financial Graphs
- TAB # 8** 2. June Cash Balances
- TAB # 9** 3. Invoices Over \$10,000 Requiring Council Payment Authorization:
- a. Clark Nexsen \$ 14,339.44
 - b. Excel Paving Corporation \$316,913.26
 - c. Draper Aden Associates \$ 29,199.16
 - d. Dominion Virginia Power \$390,664.71
 - e. MBF Industries, Inc. \$174,774.56

TUESDAY, JULY 24TH, 2012

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

1. Operational Updates

Immediately following the conclusion of the above meeting:

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

1. South Church Street Update from Staff
2. John Rolfe Turn Lane Update
3. Intersection of Thomas Street/Luter Drive and North Church Street VDOT Safety Study
4. Request from Resident to Remove Ginko Trees at 304 South Church Street
- TAB # 10** 5. Amend Town Code to Include Repeat Offender Fines for Vegetation Violations
- TAB # 11** 6. Vehicle Maintenance RFP – Staff Recommendation

Immediately following the conclusion of the above meeting:

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

- TAB # 12** 1. Accept Proposal from WEBB Contracting for HVAC System at the Smithfield Center
2. Renew Lease Agreement with Trinity United Methodist Church to Use Parking Lot for Public Parking
- TAB # 13** 3. Proposed Public Restrooms located at 206 Main Street
- TAB # 14** 4. Lease Termination Notice – 224 Main Street and Letter From Smithfield 2020
- TAB # 15** 5. Authorization to Submit Second Grant Request to Obici Healthcare Foundation for Smithfield on the Move

***** Additional Item Not Listed on Committee but will be on Council's July 2nd Agenda*****

- Approval of June 25th and July 2nd Town Council Minutes
 - Proclamation for Girl Scouts Participation in the American in Bloom Contest
-

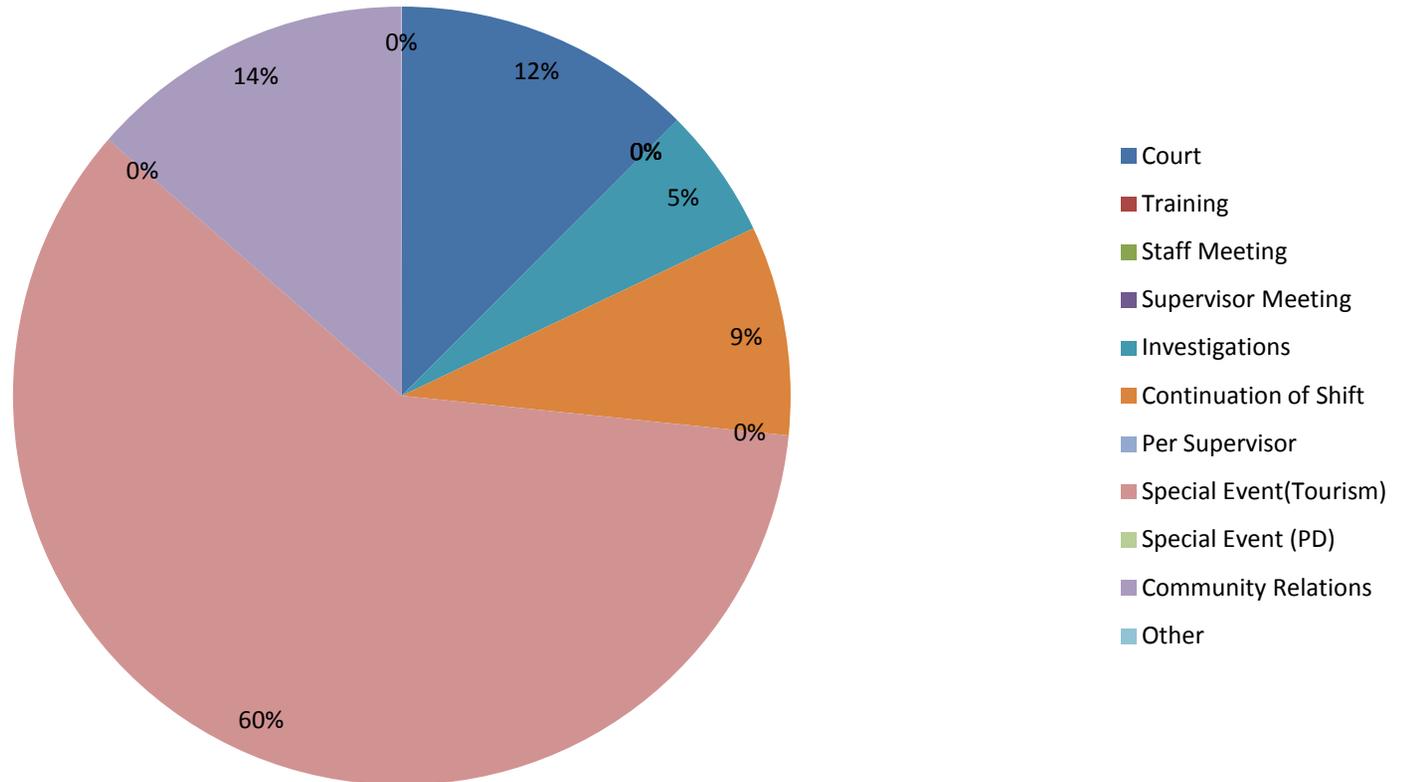
Overtime Graphical Data

Overtime Compensation Impact by Pay Period



- Budget
- Pay Period 1
- Pay Period 2
- Pay Period 3
- Pay Period 4
- Pay Period 5
- Pay Period 6
- Pay Period 7
- Pay Period 8
- Pay Period 9
- Pay Period 10
- Pay Period 11
- Pay Period 12
- Pay Period 13
- Pay Period 14
- Pay Period 15
- Pay Period 16
- Pay Period 17
- Pay Period 18
- Pay Period 19
- Pay Period 20
- Pay Period 21
- Pay Period 22
- Pay Period 23
- Pay Period 24
- Pay Period 25
- Pay Period 26

Overtime Classification by Percentage



*** Graph percentages will change with each pay period and classifications updated.

Town of Smithfield Traffic Survey

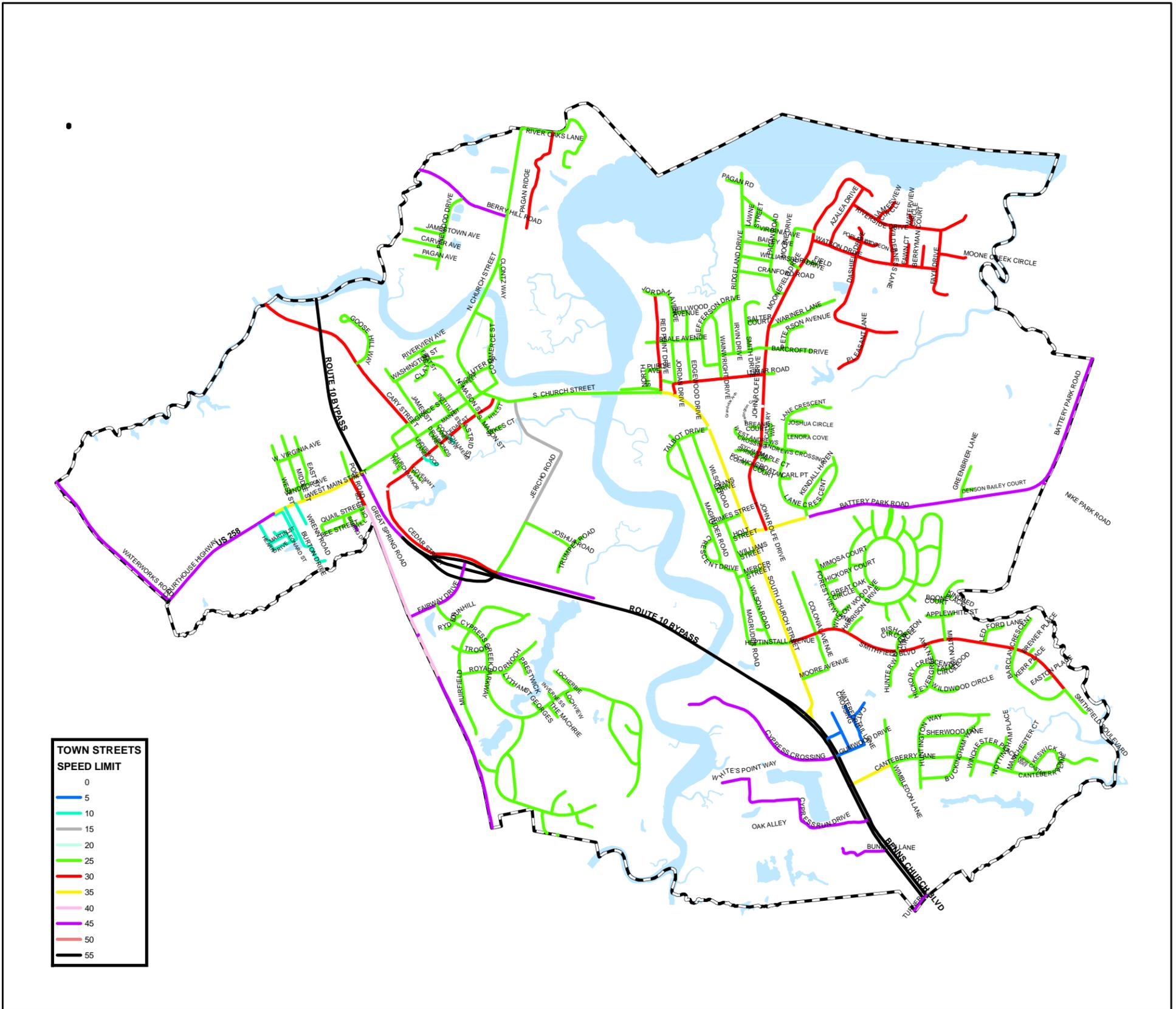
Location	Posted Speed Limit (mph)	Total Number of Vehicles	Minimum Speed (mph)	Maximum Speed (mph)	Average Speed (mph)	Survey Type
Cary Street & Goosehill Way	30	4283	11	55	34.32	Speed Trailer*
Smithfield Blvd & Hunter Way	30	1756	11	45	27.67	Speed Trailer
900 Blk John Rolfe Drive	30	50	23	32	27	Directed 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

Town of Smithfield

Speed Limits





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): August 7, 2012 Time: 4:00 am/pm to 7:00 am/pm

Location of Street Closure/Traffic Assistance:

Washington Street from North Mason to James Street

Event/Reason for Closure:

2012 National Night Out

Contact Name: Lt. Matthew Rogers

Organization: Smithfield Police Department

Day Phone: 757-438-3259 Day of Event Cell Phone: 757-438-3259

Email: mrogers@smithfieldva.gov

Applicant Signature: _____

Date: _____

7/19/12

Town Use Only:

Received By: _____

Date: _____

Approved this _____ day of _____

By: _____



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
SSES Field Services – Minton Way Pump Station Sewer Basin CCTV Inspection Scope of
Work and Fees

Dear Mr. Stephenson:

Draper Aden Associates (DAA) is pleased to provide this proposal to the Town of Smithfield for closed circuit television (CCTV) inspection of sanitary sewers in the Minton Way Pump Station Sewer Basin as a supplemental investigation related to the Sanitary Sewer Evaluation Study (SSES) field services required by the Special Order by Consent.

When the SSES plan was first developed, the Minton Way basin was identified as a significant concern for the Town and was automatically assumed to require extensive rehabilitation work in order to resolve infiltration/inflow problems. The basin is relatively new and since the problems appeared to be a result of poor construction techniques, it was assumed to be more of a systemic problem.

As a result, only smoke testing and manhole inspections (lower cost inspection techniques) were performed on the basin in order to verify our assumption. The results of the manhole inspections in particular (structurally sound manholes with signs of infiltration through wall joints, lower steps and/or lower pipe penetrations) have reinforced our concerns regarding the most likely poor construction techniques used in this basin.

The region went through an analysis called the “Business Rules”, where estimates for rehabilitation work were determined. At the time, basins with higher peak flow issues were estimated to require 70% rehabilitation of the existing infrastructure (which applies to the Minton Way basin). Based on the numbers estimated at the time, the Minton Way basin had an estimated rehabilitation budget of approximately \$3.9 million (second only in value to the James Street/Main Street/Drummonds Lane basin). Although the official method of generating rehabilitation plans has yet to be determined by the region, this estimated level of rehabilitation and the resulting expense, could still be a possibility.

Since the value of this potential rehabilitation work is significant, the purpose of the work included in this proposal is to perform a CCTV inspection of the Minton Way basin to determine if the problem is largely related to the manholes (a problem we have at least confirmed with the manhole inspections) or if the gravity sewers are exhibiting some of the same issues. This work could potentially reduce the amount of rehabilitation work required in the basin, but could also just confirm that there are problems throughout the system which could bring us back to the estimate provided above. The expense of performing this investigation work is relatively minimal when compared to the potential value of the eventual rehabilitation work (based on a fee of \$35,000 for the inspection work, this would represent less than 1% of the estimated rehabilitation budget) and the potential cost savings it may represent in the future.

TASK DESCRIPTION

Under this proposal, the sewer lines in the Minton Way basin would be inspected for an approximate total inspected linear footage of 14,000 LF. It is anticipated that the field portion of this phase of work will take approximately 1 to 2 weeks. Following completion of the field work, the recorded images will be sent to a processing center where the information will be converted into a video and the defects will be identified and coded in a NASSCO PACP format. This processing phase is expected to take 4 weeks. As part of this task, the following work will be performed:

- ❖ Rent and mobilize robotic cameras as necessary to inspect the linear footage identified above;
- ❖ Deployment of the robotic cameras in the field, including minor traffic control measures where necessary;
- ❖ Coordination with the Town of Smithfield during inspection activities to determine other areas that may require cleaning. Due to the short duration of this project, cleaning activities will need to be addressed while the inspection crews are mobilized; and
- ❖ Transfer of recorded images to the processing center for video conversion and defect identification and coding by NASSCO PACP certified engineers.

In addition to the standard procedures noted above, DAA will also perform the following work to provide value-added services to the final inspection product without any additional expense:

- ❖ DAA review of all final video inspection products by a PACP certified engineer in our office to confirm accuracy and conformance with acceptable standards. As opposed to this service being provided as a supplemental professional service following the inspection work, it is being provided as part of the linear footage cost;

- ❖ Management and integration of the collected data (pipe condition, pipe slope, manhole X,Y coordinates) with the Town of Smithfield's GIS database. This will include the ability to link sewer inspection videos and pipe characteristics to the sewer sections in the GIS database for convenient review purposes. This information can be very valuable and can enhance the Town of Smithfield's ability to track system conditions and manage their assets.
- ❖ Integration of the collected data into the condition assessment reports and rehabilitation planning currently taking place for the overall Special Order by Consent Project.

As indicated above, some sewer sections may need to be cleaned in order to properly inspect them. The Town of Smithfield has indicated that they will perform all sewer cleaning activities. Should cleaning services not be available from the Town of Smithfield or if other circumstance should warrant it, DAA will coordinate with Tri-State Utilities under their current annual services contract with the Town of Smithfield, and only after the Town's specific authorization, to perform light cleaning procedures. Light cleaning means up to three passes of the jet nozzle in the section of pipe.

TASK SCHEDULE

DAA is prepared to begin work on this scope of services upon notification from the Town of Smithfield to proceed. As indicated above, we anticipate 1 to 2 weeks of field time for the actual inspection work and approximately 4 weeks for processing time. DAA will coordinate with the Town in order to establish a more detailed project schedule following authorization.

FEE PROPOSAL

The above-listed CCTV inspection work will be provided for a lump sum fee of **\$35,000**. This lump sum fee is based on the inspection of approximately 14,000 linear feet of pipe and a cost per linear foot of \$2.50. The linear footage cost is slightly higher than previous CCTV inspection activities due to the relatively small quantity of pipe to be inspected under this proposal. As indicated above, the Town of Smithfield will be performing all sewer cleaning services, and as a result, no provisions for such have been included in this proposal.

CONTRACT TERMS AND PROVISIONS

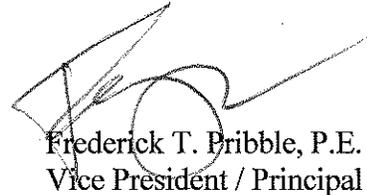
The terms and provisions of our existing Annual Engineering Services Agreement will apply to all project work.

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



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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: South Church Street Manhole Rehabilitation Project
Scope of Work and Fees

Dear Mr. Stephenson:

Draper Aden Associates (DAA) is pleased to provide this proposal to the Town of Smithfield for construction rehabilitation services for the above-referenced project. The purpose of this project is to “insitu” rehabilitate manholes located on South Church Street that have been identified during SSES field investigations and confirmed by Town staff to exhibit significant deterioration problems (MH Nos. PS16-MH-1600 through PS16-MH-1603). This project includes four manholes, which have a total vertical footage of approximately 21.16 feet.

Work associated with this proposal will be performed by D&S Contractors as a subcontractor to DAA and includes the following items:

- 1) A representative from D&S Contractors will conduct a complete site walkover to confirm the condition of the manholes and the proper rehabilitation technique.
- 2) Based on photos available from SSES field investigations, D&S Contractors will rehabilitate these manholes using a 10,000 psi micro silica based mortar (Permacast MS-10,000) with an epoxy coating.
- 3) Rehabilitation work includes reconstruction of benches where necessary. D&S Contractors will be responsible for any bypassing required during bench reconstruction activities.
- 4) D&S Contractors will provide signs, cones and an arrow board for traffic control purposes.
- 5) Work will included all surface preparation, stopping of any active infiltration with either hydraulic cement or chemical grout, confined space entry by certified personnel, application of the mortar mix and epoxy coating by factory trained personnel and one year full labor and material warranty by D&S Contractors.

- 6) This proposal excludes traffic control other than those measures mentioned above; replacement of any frames and covers; step replacement; and any bonding, permitting and taxes.
- 7) Due to traffic concerns in the work area, this work will most likely be performed at night.

Manhole Rehabilitation Services:

Mobilization/Demobilization	\$1,000
Rehabilitate 4 manholes using Permacast with epoxy coating (\$385/VF for 21.16 vertical feet)	\$8,147
Manhole bench reconstruction (\$400/ea for 4 manholes)	\$1,600
<u>D&S Contractors Subtotal</u>	<u>\$10,747</u>
<u>Draper Aden Associates Mark-up and General Coord.</u>	<u>\$1,753</u>
Total Lump Sum Fee	\$12,500

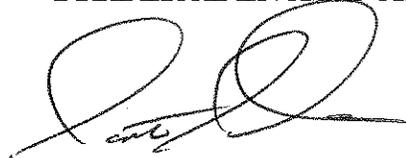
A schedule for completion of this work has not been provided in this proposal due to the traffic implications and the possible need for night time work. Following authorization, the Town of Smithfield will be contacted and a schedule that best fits their needs and represents a minimal disruption to the surrounding area will be determined.

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

5806 Mooretown Road
Williamsburg, VA 23188
757-565-1090 Phone
757-564-9120 Fax



P.O. Drawer BM
Williamsburg, VA 23187
www.hendersoninc.com
2701-004849 "A"

July 18, 2012

Peter Stevenson,
Town Manager of
Smithfield Virginia

Mr. Stevenson,

Henderson Inc. respectfully requests a shut-down of water service to install the waterline offset and tie into service at the Luter Family YMCA.

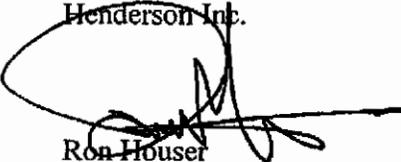
The shut-down would take place Wednesday night July 25, 2012 at 11:00 PM to Thursday Morning July 26, 2012 at 4:30 AM, weather permitting. In case of inclement weather the alternate would be a shut down Thursday July 25th at 11:00 PM to Friday July 27th at 4:30 AM.

Areas effected by this shut-down of water service are: Goosefield Creek, Pinewood, Paul D. Camp College, the Library, the Luter Family YMCA and approximately 15 homes on Cary Street.

Henderson appreciates your attention to this matter and details.

Should you have any questions, please do not hesitate to contact me directly at (757) 298.6303.
Thank you.

Sincerely
Henderson Inc.



Ron Houser
Project Manager

cc: Tom Carnevale – Luter YMAC
Pete Kovalcik – Luter YMCA
Dwight Wolf – Wolf Contractors Inc.
Gerry Schultz – Wolf Contractors Inc.

Town of Smithfield					
General Fund Operating Budget					
Description	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 05/31/12	Remaining Budget	% of budget
Revenue					
General Fund revenues					
General Fund revenues					
Real Estate Tax					
Current RE Tax	1,712,000.00	1,712,000.00	1,720,502.87	(8,502.87)	100.50%
Delinquent RE Tax	35,000.00	25,000.00	35,936.24	(936.24)	102.67%
Current RE Penalty	8,000.00	5,100.00	5,387.87	2,612.13	67.35%
Delinquent RE Penalty	3,500.00	2,400.00	3,770.09	(270.09)	107.72%
Current RE Interest	1,900.00	1,025.00	1,189.10	710.90	62.58%
Delinquent RE Interest	4,000.00	4,300.00	4,546.45	(546.45)	113.66%
Total Real Estate Taxes	1,764,400.00	1,749,825.00	1,771,332.62	(6,932.62)	100.39%
Personal Property Tax					
Current PP Tax	796,000.00	850,000.00	795,696.66	303.34	99.96%
Delinquent PP Tax	10,000.00	50,000.00	7,702.53	2,297.47	77.03%
Current PP Penalty	10,725.00	10,725.00	11,483.81	(758.81)	107.08%
Delinquent PP Penalty	3,900.00	3,100.00	4,911.31	(1,011.31)	125.93%
Current PP Interest	650.00	650.00	718.70	(68.70)	110.57%
Delinquent PP Interest	1,800.00	5,000.00	3,093.97	(1,293.97)	171.89%
Total Personal Property Tax	823,075.00	919,475.00	823,606.98	(531.98)	100.06%
Miscellaneous Receipts Over/Short	15.00	15.00	12.76	2.24	85.07%
Total Over/Short	15.00	15.00	12.76	2.24	85.07%
Other Taxes					
Franchise Tax	137,620.00	137,620.00	131,045.70	6,574.30	95.22%
Cigarette Tax	120,000.00	140,000.00	125,844.50	(5,844.50)	104.87%
Transient Occupancy Tax	140,000.00	130,000.00	139,114.85	885.15	99.37%
Meals Tax-4%	776,000.00	776,000.00	726,471.03	49,528.97	93.62%
Meals Tax-1%	194,000.00	194,000.00	181,617.76	12,382.24	93.62%
Communications Tax	238,000.00	258,000.00	179,927.02	58,072.98	75.60%
Rolling Stock	25.00	25.00	18.20	6.80	72.80%
Rental Tax	1,300.00	1,300.00	1,583.57	(283.57)	121.81%
Sales Tax	275,000.00	259,000.00	254,009.35	20,990.65	92.37%
Consumption Tax	46,000.00	51,000.00	33,783.49	12,216.51	73.44%
Utility Tax	189,500.00	200,000.00	154,869.15	34,630.85	81.73%
Total Other Local Taxes	2,117,445.00	2,146,945.00	1,928,284.62	189,160.38	91.07%
Licenses, Permits & Privilege Fees					
Business Licenses	311,000.00	337,000.00	299,502.88	11,497.12	96.30%
Business Licenses Penalty	2,000.00	1,000.00	5,652.59	(3,652.59)	282.63%

Town of Smithfield					
General Fund Operating Budget					
Description	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 05/31/12	Remaining Budget	% of budget
Business Licenses Interest	1,500.00	800.00	1,245.45	254.55	83.03%
Business License-Application fee	400.00	-	400.00	-	100.00%
Permits & Other License	7,000.00	8,125.00	7,944.87	(944.87)	113.50%
WC Dog Park Registration	1,860.00	1,860.00	1,963.00	(103.00)	105.54%
Inspection Fees	-	-	-	-	#DIV/0!
Bid packages-Contractors	300.00	-	300.00	-	100.00%
Consultant Review Fees	8,500.00	5,000.00	8,709.00	(209.00)	102.46%
Taxi Fees	-	-	-	-	#DIV/0!
Street Lights Installation	-	-	-	-	#DIV/0!
Street Lights Service	-	-	-	-	#DIV/0!
Vehicle License Tags	30.00	-	42.00	(12.00)	140.00%
Vehicle License	130,000.00	130,000.00	130,252.08	(252.08)	100.19%
Total Licenses, permits and privilege fees	462,590.00	483,785.00	456,011.87	6,578.13	98.58%
<u>Fines & Costs</u>					
Development Violation Fine	-	-	-	-	#DIV/0!
Public Defender Fee	-	-	-	-	#DIV/0!
Fines & Costs	57,000.00	71,000.00	46,621.11	10,378.89	81.79%
Total Fines & Forfeitures	57,000.00	71,000.00	46,621.11	10,378.89	81.79%
<u>From Use of Money and Property</u>					
General Fund Interest	10,250.00	14,300.00	8,593.38	1,656.62	83.84%
Beautification Fund Interest	475.00	135.00	539.25	(64.25)	113.53%
Rentals	21,000.00	21,000.00	19,961.38	1,038.62	95.05%
Smithfield Center Rentals	135,000.00	125,000.00	144,040.65	(9,040.65)	106.70%
Smithfield Center Vendor Programs	3,725.00	3,000.00	3,725.00	-	100.00%
Windsor Castle Event Rentals	4,000.00	4,000.00	1,887.50	2,112.50	47.19%
Sale of Equipment	5,150.00	1,000.00	17,220.10	(12,070.10)	334.37%
Sale of Land	159,907.00	-	159,907.00	-	100.00%
Lease of Land	500.00	500.00	500.00	-	100.00%
Total revenue from use of money and property	340,007.00	168,935.00	356,374.26	(16,367.26)	104.81%
<u>Miscellaneous Revenue</u>					
Other Revenue	5,900.00	3,600.00	6,711.59	(811.59)	113.76%
Tourism Bureau-Walking Tours	-	-	-	-	#DIV/0!
Basse's Choice Electric	-	-	-	-	#DIV/0!
Cash Proffer Revenues	3,000.00	-	3,000.00	-	100.00%
Obici Foundation Wellness Grant	15,000.00	-	15,000.00	-	100.00%
Healthy Youth Day Grant	500.00	-	500.00	-	100.00%
Virginia Municipal Group Safety Grant	-	2,000.00	-	-	#DIV/0!

Town of Smithfield					
General Fund Operating Budget					
Description	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 05/31/12	Remaining Budget	% of budget
Total Miscellaneous Revenue	24,400.00	5,600.00	25,211.59	(811.59)	103.33%
From Reserves					
Restricted Reserves-Beautification	938,067.20	596,524.00	704,767.99	233,299.21	75.13%
Police CD	-	-	-	-	#DIV/0!
From Operating Reserves	399,079.05	-	-	399,079.05	0.00%
Total From Reserves	1,337,146.25	596,524.00	704,767.99	632,378.26	52.71%
Intergovernmental Virginia					
Law Enforcement	161,533.00	161,533.00	121,149.00	40,384.00	75.00%
Litter Control Grant	2,609.00	3,078.00	2,609.00	-	100.00%
Department of Environmental Quality	4,014.00	-	4,014.27	-	100.01%
Police Block Grants-State	-	10,000.00	-	-	#DIV/0!
Federal Formula-state match	70,463.00	-	70,463.00	-	100.00%
Fire Programs	18,568.00	17,447.00	18,568.00	-	100.00%
VCA Grant	5,000.00	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	-	-	-	-	#DIV/0!
VDEM	2,850.00	-	-	2,850.00	0.00%
Fuel Refund (state)	7,000.00	7,000.00	3,723.48	3,276.52	53.19%
Asset Forfeiture	-	-	-	-	#DIV/0!
Total State Revenue	272,037.00	204,058.00	225,526.75	46,510.52	82.90%
Intergovernmental Federal					
Federal Grants	5,000.00	1,250.00	3,369.75	1,630.25	67.40%
FEMA	10,682.00	-	-	10,682.00	0.00%
Urban Fund Partial Use Allocation	1,184,845.00	981,545.00	-	1,184,845.00	0.00%
Federal Formula	281,852.00	-	281,852.00	-	100.00%
Federal Grant-Transportation Enhancement Program	379,863.00	-	379,863.00	-	100.00%
Pinewood Heights CDBG Relocation Grant-Phase I	71,000.00	-	71,000.00	-	100.00%
Pinewood Heights CDBG Relocation Grant-Phase II-exp booked	-	-	-	-	#DIV/0!
Federal Fuel Income	8,300.00	8,300.00	6,064.54	2,235.46	73.07%
Total Federal Revenue	1,941,542.00	991,095.00	742,149.29	1,199,392.71	38.22%
Other Financing Sources					
Operating Transfers In					
Transfer In for Debt Service	-	-	-	-	#DIV/0!
Total Operating Transfers In	-	-	-	-	#DIV/0!
Other Financing Sources					
Capital Lease Acquisition	-	50,000.00	-	-	#DIV/0!
General Obligation Bond-Land Acquisition	-	-	-	-	#DIV/0!

Town of Smithfield					
General Fund Operating Budget					
	Revised Budget	Adopted Budget	Actual as of	Remaining	% of
Description	2011/2012	2011/2012	05/31/12	Budget	budget
Insurance Recoveries	16,500.00	-	16,342.55	157.45	99.05%
Total Other Financing Sources	16,500.00	50,000.00	16,342.55	157.45	99.05%
Contributions					
CHIPS Contributions	5,300.00	5,300.00	950.84	4,349.16	17.94%
Smithfield Rotary Club (for PD)	-	-	500.00		
Contributions-Employee Awards	375.00	-	375.00	-	100.00%
Contributions-IOW County Port Authority Grants	200,160.00	195,000.00	7,289.30	192,870.70	3.64%
Pinewood Heights Contribution-IOW	165,041.00	165,041.00	12,641.09	152,399.91	7.66%
Contributions South Church Street Improvement Project	625,000.00	400,000.00	225,000.00	400,000.00	36.00%
Total Contributions	995,876.00	765,341.00	246,756.23	749,619.77	24.78%
Total General Fund Revenue	10,152,033.25	8,152,598.00	7,342,998.62	2,809,534.90	72.33%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects					
General Obligation Bond-Land Acquisition	-	-	-	-	
Cash Proffer Revenues	(3,000.00)	-	(3,000.00)	-	
Meals Tax (1%) allocated to Special Projects	(194,000.00)	(194,000.00)	(181,617.76)	(12,382.24)	
South Church Street Improvement Project-Grants	(1,917,023.00)	(981,545.00)	(661,715.00)	(1,255,308.00)	
South Church Street Improvement Project-Contributions	(625,000.00)	(400,000.00)	(225,000.00)	(400,000.00)	
Beautification Reserves	(1,337,146.25)	(596,524.00)	(704,767.99)	(632,378.26)	
Pinewood Heights Relocation Project -Grant-\$800,000	(71,000.00)	-	(71,000.00)	-	
Pinewood Heights Relocation Project-Contribution-IOW	(165,041.00)	(165,041.00)	(12,641.09)	(152,399.91)	
Total Non-operating Revenues	(4,312,210.25)	(2,337,110.00)	(1,859,741.84)	(2,452,468.41)	43.13%
Total General Fund Operating Revenues	5,839,823.00	5,815,488.00	5,483,256.78	357,066.49	93.89%
General Fund Budget Expenses					
	Revised Budget	Adopted Budget	Actual as of	Remaining	% of
Description	2011/2012	2011/2012	05/31/12	Budget	budget
GENERAL GOVERNMENT					
Town Council					
Salaries	40,000.00	42,000.00	35,825.00	4,175.00	89.56%
FICA	3,468.00	3,585.00	3,235.62	232.38	93.30%
Employee Wellness/Assistance Plan	1,900.00	1,900.00	2,188.39	(288.39)	115.18%

Town of Smithfield					
General Fund Operating Budget					
Description	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 05/31/12	Remaining Budget	% of budget
Legal Fees	30,000.00	35,000.00	36,963.87	(6,963.87)	123.21%
Election Expense	3,000.00	3,000.00	1,862.67	1,137.33	62.09%
Maintenance contracts	600.00	600.00	100.00	500.00	16.67%
Advertising	30,000.00	20,000.00	22,039.03	7,960.97	73.46%
Engineering	-	-	-	-	#DIV/0!
Professional Services	6,600.00	1,200.00	8,135.86	(1,535.86)	123.27%
Records Management maint & upgrades-scanner & software	10,470.00	8,600.00	10,469.00	1.00	99.99%
Site Plan Review	5,000.00	5,000.00	3,351.50	1,648.50	67.03%
Communications	4,454.00	3,600.00	2,967.25	1,486.75	66.62%
Insurance	26,345.00	26,345.00	26,345.36	(0.36)	100.00%
Supplies	20,000.00	25,000.00	14,161.22	5,838.78	70.81%
Travel & Training	7,000.00	7,000.00	3,438.74	3,561.26	49.12%
Subscriptions/Memberships	9,000.00	9,000.00	8,147.00	853.00	90.52%
Council Approved Items	10,000.00	10,000.00	6,484.06	3,515.94	64.84%
Public Defender Fees	2,000.00	2,000.00	480.00	1,520.00	24.00%
Bank Charges	375.00	200.00	514.62	(139.62)	137.23%
SpecialProjects -America in Bloom	2,500.00	1,000.00	2,048.76	451.24	81.95%
Smithfield CHIPS program	3,500.00	4,500.00	2,344.00	1,156.00	66.97%
Update Town Charter & Code	1,610.00	1,500.00	1,608.00	2.00	99.88%
Education /Clerk	-	-	-	-	#DIV/0!
Annual Christmas Parade	325.00	300.00	322.91	2.09	99.36%
Council Approved Hwy	(20,595.00)	(20,595.00)	-	(20,595.00)	0.00%
Total Town Council	197,552.00	190,735.00	193,032.86	4,519.14	97.71%
<u>Town Manager</u>					
Salaries	182,935.00	182,935.00	161,968.99	20,966.01	88.54%
FICA	14,640.00	14,640.00	12,684.42	1,955.58	86.64%
VSRS	19,175.00	19,175.00	17,575.64	1,599.36	91.66%
Health	31,250.00	31,250.00	29,545.05	1,704.95	94.54%
Auto Expense	665.00	500.00	665.30	(0.30)	100.05%
Maintenance Contracts	1,275.00	1,200.00	1,165.45	109.55	91.41%
Communications	15,500.00	12,000.00	11,597.11	3,902.89	74.82%
Insurance	2,600.00	2,600.00	2,588.76	11.24	99.57%
Supplies	5,500.00	5,000.00	3,352.00	2,148.00	60.95%
Dues & Subscriptions	2,800.00	2,800.00	2,458.36	341.64	87.80%
Computer & technology expenses	16,000.00	16,000.00	11,403.91	4,596.09	71.27%
Travel & Training	10,000.00	7,000.00	6,272.73	3,727.27	62.73%
Moving expenses-(moving company)	700.00	-	700.00	-	100.00%
Other	100.00	100.00	13.68	86.32	13.68%
TM Allocated to Hwy	(5,715.00)	(5,715.00)	-	(5,715.00)	0.00%

Town of Smithfield						
General Fund Operating Budget						
	Revised Budget	Adopted Budget	Actual as of		Remaining	% of
Description	2011/2012	2011/2012	05/31/12		Budget	budget
Total Town Manager	297,425.00	289,485.00	261,991.40		35,433.60	88.09%
<u>Treasurer</u>						
Salaries	205,185.00	191,185.00	165,125.63		40,059.37	80.48%
FICA	16,415.00	15,300.00	12,931.63		3,483.37	78.78%
VSRS	17,800.00	17,400.00	15,559.12		2,240.88	87.41%
Health	20,420.00	17,700.00	15,288.41		5,131.59	74.87%
Audit	19,450.00	19,450.00	18,650.00		800.00	95.89%
Depreciation Software	2,700.00	1,300.00	2,700.00		-	100.00%
Communications	7,800.00	7,100.00	6,375.43		1,424.57	81.74%
Data Processing	18,000.00	20,000.00	15,321.81		2,678.19	85.12%
Service Contracts	16,210.00	16,000.00	16,027.20		182.80	98.87%
Insurance	2,250.00	2,250.00	2,234.68		15.32	99.32%
Supplies	17,000.00	15,000.00	8,686.99		8,313.01	51.10%
Dues & Subscriptions	2,200.00	2,200.00	1,970.86		229.14	89.58%
Credit Card Processing	1,000.00	1,000.00	1,023.90		(23.90)	102.39%
Cigarette Tax Stamps	2,312.00	2,240.00	2,311.20		0.80	99.97%
Travel & Training	1,000.00	1,000.00	105.80		894.20	10.58%
Other	100.00	200.00	32.83		67.17	32.83%
Treasurer Alloc to Hwy	(10,620.00)	(10,620.00)	-		(10,620.00)	0.00%
Total Treasurer	339,222.00	318,705.00	284,345.49		54,876.51	83.82%
<u>PUBLIC SAFETY</u>						
<u>Police Department</u>						
Salaries	1,295,235.00	1,295,235.00	1,067,171.72		228,063.28	82.39%
FICA	103,620.00	103,620.00	84,152.50		19,467.50	81.21%
VSRS	123,190.00	123,190.00	99,590.19		23,599.81	80.84%
Health Insurance	181,400.00	181,400.00	145,276.03		36,123.97	80.09%
Pre-employ screening/Emp Medical	5,500.00	2,000.00	4,417.80		1,082.20	80.32%
Uniforms	34,000.00	34,000.00	19,981.97		14,018.03	58.77%
Service Contracts	37,000.00	35,000.00	31,209.57		5,790.43	84.35%
Communications	65,000.00	54,000.00	54,447.02		10,552.98	83.76%
Computer & Technology Expenses	10,000.00	10,000.00	5,824.83		4,175.17	58.25%
Insurance	46,735.00	46,735.00	46,730.16		4.84	99.99%
Ins. - LODA	5,150.00	4,400.00	5,145.58		4.42	99.91%
Materials & Supplies-moved accreditation budget to this line	33,500.00	30,500.00	30,693.73		2,806.27	91.62%
Dues & Subscriptions	4,000.00	4,000.00	3,001.00		999.00	75.03%
Equipment	11,000.00	11,000.00	10,889.02		110.98	98.99%
Radio & Equipment repairs	3,500.00	3,500.00	1,037.06		2,462.94	29.63%

Town of Smithfield					
General Fund Operating Budget					
Description	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 05/31/12	Remaining Budget	% of budget
Vehicle Maintenance	45,000.00	35,000.00	40,674.52	4,325.48	90.39%
Hurricane Irene Expenses	780.00	-	778.49	1.51	99.81%
Gas	85,000.00	75,000.00	74,087.47	10,912.53	87.16%
Tires	6,000.00	6,000.00	3,740.63	2,259.37	62.34%
Travel & Training	20,000.00	20,000.00	14,699.35	5,300.65	73.50%
Accreditation	-	3,000.00	-	-	#DIV/0!
Special Events	500.00	-	332.00	168.00	66.40%
Crimes Network	-	10,000.00	-	-	#DIV/0!
Police Grants	25,000.00	25,625.00	9,703.30	15,296.70	38.81%
Investigation expenses	2,500.00	2,500.00	2,265.74	234.26	90.63%
Moving Expenses	3,500.00	3,500.00	3,500.00	-	100.00%
Other	-	-	624.27	(624.27)	#DIV/0!
Total Police Department	2,147,110.00	2,119,205.00	1,759,973.95	387,136.05	81.97%
Fire Department					
Salaries (Contribution to County)	-	30,000.00	-	-	#DIV/0!
Member Physicals	1,000.00	1,000.00	1,072.00	(72.00)	107.20%
Uniforms	-	1,200.00	-	-	#DIV/0!
Protective Clothing	11,200.00	8,000.00	10,794.73	405.27	96.38%
Communications	10,300.00	10,300.00	7,026.47	3,273.53	68.22%
Computer & Technology Expenses	1,000.00	1,000.00	391.45	608.55	39.15%
Insurance	20,183.00	20,183.00	19,667.50	515.50	97.45%
Materials & Supplies	4,000.00	2,000.00	3,576.88	423.12	89.42%
Radio Repairs & Maint	200.00	200.00	115.00	85.00	57.50%
Truck Operation & Maint.	5,000.00	5,000.00	3,877.52	1,122.48	77.55%
Gas & Tires	17,000.00	17,000.00	14,166.43	2,833.57	83.33%
Maintenance Contracts	2,000.00	6,000.00	2,000.00	-	100.00%
Fuel Fund & Travel	13,000.00	13,000.00	12,989.75	10.25	99.92%
Annual Meeting	200.00	200.00	-	200.00	0.00%
State Pass Thru	18,568.00	17,447.00	18,568.00	-	100.00%
Total Fire Department	103,651.00	132,530.00	94,245.73	9,405.27	90.93%
Contributions-Public Safety					
Rescue Squad - Contrib.	75,000.00	75,000.00	56,250.00	18,750.00	75.00%
Rescue Squad-Salaries (to County) & shared maintenance	-	30,000.00	-	-	#DIV/0!
E911 Dispatch Center	116,075.00	52,930.00	13,432.59	102,642.41	11.57%
Fire Department Rescue Truck	10,000.00	10,000.00	10,000.00	-	100.00%
Total Contributions-Public Safety	201,075.00	167,930.00	79,682.59	121,392.41	39.63%

Town of Smithfield						
General Fund Operating Budget						
Description	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 05/31/12	Remaining Budget	% of budget	
PARKS, RECREATION & CULTURAL						
<u>Smithfield Center</u>						
Salaries	181,165.00	181,165.00	153,632.82	27,532.18	84.80%	
FICA	14,495.00	14,495.00	12,408.93	2,086.07	85.61%	
VSRS	12,685.00	12,685.00	11,624.80	1,060.20	91.64%	
Health	22,545.00	22,545.00	20,722.75	1,822.25	91.92%	
Uniforms	1,200.00	1,200.00	556.65	643.35	46.39%	
Contracted Services	17,000.00	13,000.00	14,039.22	2,960.78	82.58%	
Retail Sales & Use Tax	500.00	500.00	296.78	203.22	59.36%	
Utilities	35,000.00	35,000.00	22,487.27	12,512.73	64.25%	
Communications	21,500.00	21,050.00	16,111.23	5,388.77	74.94%	
Computer & technology expenses	2,500.00	2,500.00	475.13	2,024.87	19.01%	
Insurance	4,320.00	4,320.00	4,317.28	2.72	99.94%	
Kitchen Supplies	4,000.00	4,000.00	3,253.21	746.79	81.33%	
Office Supplies/Other Supplies	5,000.00	5,000.00	2,938.40	2,061.60	58.77%	
Food Service & Beverage Supplies	6,000.00	8,000.00	5,415.10	584.90	90.25%	
AV Supplies	1,000.00	1,000.00	184.38	815.62	18.44%	
Equipment	4,200.00	-	4,200.00	-	100.00%	
Repairs & Maintenance	66,000.00	50,000.00	52,688.56	13,311.44	79.83%	
Systems Maintenance (HVAC, AV, Generator)	-	-	-	-	#DIV/0!	
Hurricane Irene Repairs & Maintenance	5,927.00	-	5,926.13	0.87	99.99%	
Landscaping	10,000.00	10,000.00	7,126.17	2,873.83	71.26%	
Travel & Training	2,500.00	2,500.00	1,091.33	1,408.67	43.65%	
Programming Expenses	1,000.00	1,000.00	-	1,000.00	0.00%	
Advertising	23,500.00	23,500.00	17,997.05	5,502.95	76.58%	
Refund event deposits	3,500.00	5,000.00	2,121.81	1,378.19	60.62%	
Other	-	-	-	-	#DIV/0!	
Credit card processing expense	3,650.00	2,500.00	3,303.47	346.53	90.51%	
Total Smithfield Center	449,187.00	420,960.00	362,918.47	86,268.53	80.79%	
<u>Contributions-Parks, Recreation and Cultural</u>						
Farmers Market	3,000.00	3,000.00	3,000.00	-	100.00%	
Hampton Roads Partnership	1,960.00	1,960.00	1,960.00	-	100.00%	
Isle of Wight Arts League	10,000.00	10,000.00	10,000.00	-	100.00%	
Library	36,000.00	36,000.00	18,000.00	18,000.00	50.00%	
Total Contributions-Park, Recreation and Cultural	50,960.00	50,960.00	32,960.00	18,000.00	64.68%	
<u>Parks & Recreation</u>						
Fishing Pier	600.00	600.00	-	600.00	0.00%	

Town of Smithfield						
General Fund Operating Budget						
Description	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 05/31/12	Remaining Budget	% of budget	
Jersey Park Playground	500.00	500.00	1,637.89	(1,137.89)	327.58%	
Pinewood Playground	2,500.00	500.00	2,390.86	109.14	95.63%	
Clontz Park	4,000.00	4,000.00	1,294.77	2,705.23	32.37%	
Windsor Castle	80,000.00	80,000.00	41,300.60	38,699.40	51.63%	
Community Wellness Initiative	45,550.00	-	28,386.85	17,163.15	62.32%	
Virginia Healthy Youth Foundation	500.00	-	419.94	80.06	83.99%	
Cypress Creek-No Wake Zone	324.00	-	324.00	-	100.00%	
Waterworks Dam (possible \$50,000)	4,000.00	4,000.00	-	4,000.00	0.00%	
Fireworks	2,000.00	2,000.00	2,000.00	-	100.00%	
Total Parks & Recreation	139,974.00	91,600.00	77,754.91	62,219.09	55.55%	
COMMUNITY DEVELOPMENT						
Pinewood Heights						
Non-CDBG Contributed Operating Expenses						
Administration						
Precontract/ERR	3,500.00	-	3,307.18	192.82	94.49%	
Management Assistance	4,634.00	-	4,964.79	(330.79)	107.14%	
Monitoring/Closeout	3,000.00	-	802.21	2,197.79	26.74%	
Permanent Relocation						
Owner Occupied Households	98,000.00	-	98,000.00	-	100.00%	
Renter Occupied Households	32,000.00	-	34,437.28	(2,437.28)	107.62%	
Relocation Specialist	-	-	-	-	#DIV/0!	
Acquisition Specialist						
	-	-	-	-	#DIV/0!	
Clearance & Demolition						
	54,508.00	-	36,858.50	17,649.50	67.62%	
Phase II Planning Grant						
		-	-	-	#DIV/0!	
Subtotal Non CDBG	195,642.00	-	178,369.96	17,272.04	91.17%	
CDBG Contributed Operating Expenses						
Permanent Relocation						
Owner Occupied Households		-	-	-	#DIV/0!	
Renter Occupied Households		-	-	-	#DIV/0!	
Clearance & Demolition						
		-	-	-	#DIV/0!	

Town of Smithfield					
General Fund Operating Budget					
Description	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 05/31/12	Remaining Budget	% of budget
Phase II Planning Grant	8,023.00	-	8,022.82	0.18	100.00%
Subtotal CDBG	8,023.00	-	8,022.82	0.18	100.00%
Total Pinewood Heights Contributions	203,665.00	-	186,392.78	17,272.22	91.52%
Contributions-Community Development					
APVA Courthouse Contribution	5,000.00	5,000.00	-	5,000.00	0.00%
Chamber of Commerce	6,000.00	6,000.00	6,000.00	-	100.00%
Christian Outreach	3,000.00	3,000.00	3,000.00	-	100.00%
Genieve Shelter	9,000.00	9,000.00	9,000.00	-	100.00%
TRIAD	1,650.00	1,650.00	-	1,650.00	0.00%
Tourism Bureau	209,976.00	208,112.00	61,128.63	148,847.37	29.11%
Historic Smithfield-20/20 donation	10,000.00	-	10,000.00	-	100.00%
Western Tidewater Free Clinic	20,000.00	20,000.00	20,000.00	-	100.00%
YMCA Projects	50,000.00	50,000.00	50,000.00	-	100.00%
Total Contributions-Community Development	314,626.00	302,762.00	159,128.63	155,497.37	50.58%
PUBLIC WORKS					
Planning, Engineering & Public Works					
Salaries	210,810.00	210,810.00	195,510.96	15,299.04	92.74%
FICA	16,865.00	16,865.00	15,311.22	1,553.78	90.79%
VSRS	21,870.00	21,870.00	19,147.05	2,722.95	87.55%
Health	31,725.00	31,725.00	30,209.84	1,515.16	95.22%
Uniforms	2,000.00	2,000.00	1,435.84	564.16	71.79%
Contractual	10,600.00	8,500.00	8,224.73	2,375.27	77.59%
GIS	3,500.00	3,500.00	1,200.00	2,300.00	34.29%
Recycling-new contract	62,000.00	62,000.00	41,790.04	20,209.96	67.40%
Trash Collection-new contract-2% for CPI	389,000.00	385,000.00	354,645.01	34,354.99	91.17%
Street Lights-any new installs	5,000.00	25,000.00	3,129.55	1,870.45	62.59%
Communications	20,000.00	12,000.00	9,951.65	10,048.35	49.76%
Safety Meetings	1,000.00	1,000.00	625.51	374.49	62.55%
Insurance	7,210.00	7,210.00	7,205.68	4.32	99.94%
Materials & Supplies	6,000.00	6,000.00	5,109.07	890.93	85.15%
Repairs & Maintenance	7,000.00	10,000.00	5,541.32	1,458.68	79.16%
Hurricane Irene Expenses	73,965.00	-	73,961.62	3.38	100.00%
Gas & Tires	10,500.00	8,500.00	8,294.72	2,205.28	79.00%
Travel & Training	6,000.00	6,000.00	3,394.57	2,605.43	56.58%
Haydens Lane Maintenance	3,500.00	3,500.00	237.84	3,262.16	6.80%

Town of Smithfield					
General Fund Operating Budget					
Description	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 05/31/12	Remaining Budget	% of budget
Veterans War Memorial	1,000.00	1,000.00	627.79	372.21	62.78%
Streetscape improvements-non capital expenses (web)	1,200.00	-	1,180.64	19.36	98.39%
Litter Control Grant	3,078.00	3,078.00	899.10	2,178.90	29.21%
Dues & Subscriptions-	2,000.00	2,000.00	1,047.00	953.00	52.35%
Other	1,000.00	1,000.00	2,615.03	(1,615.03)	261.50%
Public Works Alloc to Hwy	(7,700.00)	(7,700.00)	-	(7,700.00)	0.00%
Total Public Works	889,123.00	820,858.00	791,295.78	97,827.22	89.00%
PUBLIC BUILDINGS					
Public Buildings					
Salaries	20,515.00	20,515.00	16,001.56	4,513.44	78.00%
FICA	1,645.00	1,645.00	1,421.25	223.75	86.40%
Contractual	5,500.00	4,000.00	3,862.09	1,637.91	70.22%
Communications	3,750.00	3,750.00	1,605.84	2,144.16	42.82%
Utilities	43,000.00	43,000.00	33,417.32	9,582.68	77.71%
Insurance	2,005.00	2,005.00	2,003.92	1.08	99.95%
Materials & Supplies	2,500.00	2,500.00	4,349.71	(1,849.71)	173.99%
Materials & Supplies-New Buildings-TM	17,000.00	-	15,645.46	1,354.54	92.03%
Materials & Supplies-New Buildings-PD	23,000.00	-	20,634.76	2,365.24	89.72%
Repairs & Maintenance	25,000.00	38,000.00	22,203.20	2,796.80	88.81%
Hurricane Irene Expenses	25.00	-	23.88	1.12	95.52%
Rent Expense-Office Space	31,335.00	34,240.00	30,534.15	800.85	97.44%
Other	1,435.00	1,000.00	1,432.25	2.75	99.81%
Alloc Costs to Hwy	(9,935.00)	(9,935.00)	-	(9,935.00)	0.00%
Total Public Buildings	166,775.00	140,720.00	153,135.39	13,639.61	91.82%
OTHER FINANCING USES					
Other Financing Uses					
Transfers to Operating Reserves	-	107,257.12	579,708.66	(579,708.66)	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	359,041.00	-	-	#DIV/0!
Transfers to Restricted Reserves-S Church Street Project	-	-	-	-	#DIV/0!
Total Transfers from Reserves	-	466,298.12	579,708.66	(579,708.66)	#DIV/0!
DEBT SERVICE					
Debt Service					
Principal Retirement					
Public Buildings-Capital lease generator	-	10,000.00	-	-	#DIV/0!
Public Building Acquisition	18,255.00	18,255.00	-	18,255.00	0.00%
Line of Credit Retirement-interest	-	5,000.00	-	-	#DIV/0!
Interest and fiscal charges				-	#DIV/0!

Town of Smithfield					
General Fund Operating Budget					
Description	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 05/31/12	Remaining Budget	% of budget
Public Buildings-Capital lease generator	-	2,100.00	-	-	#DIV/0!
Public Building Acquisition	34,721.00	34,720.88	17,360.44	17,360.56	50.00%
Total Debt Service	52,976.00	70,075.88	17,360.44	35,615.56	32.77%
Total General Fund Expenses	5,553,321.00	5,582,824.00	5,033,927.08	519,393.92	90.65%
Less Expenses related to capital projects:					
Legal Fees	-	-	-	-	
Professional Fees	-	-	-	-	
Pinewood Heights Relocation Project Expenses	(203,665.00)	-	(186,392.78)	(17,272.22)	
Pinewood Heights Line of Credit Expenses	-	(5,000.00)	-	-	
Total Non-operating Expenses	(203,665.00)	(5,000.00)	(186,392.78)	(17,272.22)	91.52%
Total General Fund Operating Expenses	5,349,656.00	5,577,824.00	4,847,534.30	502,121.70	90.61%
Net Operating Reserve (+/-)	490,167.00	237,664.00	635,722.48	(145,055.21)	129.70%
Net Reserve (+/-)	4,598,712.25	2,569,774.00	2,309,071.54	2,290,140.98	50.21%

	2011/2012 Revised Budget	2011/2012 Adopted Budget	2011/2012 Actual 5/31/2012	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	4,598,712.25	2,569,774.00	2,309,071.54	2,289,640.71	50.21%
Capital Outlay General Fund					
GENERAL GOVERNMENT					
COMMUNITY DEVELOPMENT					
Pinewood Heights Relocation-CIP					
Non CDBG Capital Acquisition					
Owner Occupied Units	(1,935.00)	-	(104.68)	(1,830.32)	5.41%
Renter Occupied Units	(246,265.25)	-	(246,265.25)	-	100.00%
Vacant Lots	(13,000.00)	-	(13,843.86)	843.86	106.49%
Appraisal/Legal	(2,100.00)	-	(2,100.00)	-	100.00%
Subtotal Non CDBG Capital Acquisition	(263,300.25)	-	(262,313.79)	(986.46)	99.63%
CDBG Capital Acquisition-MY2					
Owner Occupied Units	(71,000.00)	-	(71,000.00)	-	100.00%
Renter Occupied Units	-	-	-	-	#DIV/0!
Vacant Lots	-	-	-	-	#DIV/0!
Subtotal CDBG Capital Acquisition	(71,000.00)	-	(71,000.00)	-	100.00%
Total Pinewood Heights Relocation CIP	(334,300.25)	-	(333,313.79)	(986.46)	99.70%
PARKS, RECREATION AND CULTURAL					
Windsor Castle	(20,000.00)	(20,000.00)	-	(20,000.00)	0.00%
Smithfield Center-HVAC unit	-	-	-	-	
PUBLIC SAFETY					
Police					
Police Vehicles	(88,000.00)	(84,000.00)	(95,238.99)	7,238.99	108.23%
Copier					
Command Vehicle	(195,000.00)	-	(19,503.00)	(175,497.00)	10.00%
PUBLIC WORKS					
Vehicles and Equipment	(20,000.00)	(20,000.00)	-	(20,000.00)	0.00%
N/S Church St Streetscape Improvements	(3,510,776.00)	(1,978,069.00)	(1,443,451.99)	(2,067,324.01)	41.11%
PUBLIC BUILDINGS					
Generator	(30,636.00)	(50,000.00)	(30,635.50)	(0.50)	100.00%
Office Space Improvements-furniture, security, landscaping	(60,000.00)	(100,000.00)	(49,853.26)	(10,146.74)	83.09%
Office Space Improvements-contractor (building only)-defer one year	(340,000.00)	(317,705.00)	(337,075.01)	(2,924.99)	99.14%
Net Capital Outlay	(4,598,712.25)	(2,569,774.00)	(2,309,071.54)	(2,289,640.71)	50.21%
Net Reserves (Deficit) after capital outlay	-	-	-	-	#DIV/0!

Town of Smithfield

Sewer Fund Budget

	Budget	Adopted Budget	Balance as of	Remaining	% of
	Revisions 2011/2012	2011/2012	05/31/12	Budget	budget
Revenue					
Operating Revenues					
Sewer Charges	612,000.00	669,500.00	577,242.88	34,757.12	94.32%
Sewer Compliance Fee	488,255.00	488,255.00	462,884.50	25,370.50	94.80%
VML Safety Grant	2,000.00	-	2,000.00	-	100.00%
Miscellaneous Revenue	500.00	500.00	313.34	186.66	62.67%
Connection fees	30,790.00	31,600.00	22,890.00	7,900.00	74.34%
Total Operating Revenue	1,133,545.00	1,189,855.00	1,065,330.72	68,214.28	93.98%

Town of Smithfield

Sewer Fund Budget

	Budget	Adopted Budget	Balance as of	Remaining	% of
Description	Revisions 2011/2012	2011/2012	05/31/12	Budget	budget
Expenses					
Operating Expenses					
Salaries	259,150.00	259,150.00	229,209.85	29,940.15	88.45%
FICA	20,735.00	20,735.00	17,950.31	2,784.69	86.57%
VSRS	25,915.00	25,915.00	23,125.10	2,789.90	89.23%
Health	44,210.00	40,315.00	34,468.84	9,741.16	77.97%
Uniforms	2,500.00	2,500.00	1,683.31	816.69	67.33%
Audit & Legal Fees	20,000.00	23,000.00	15,784.44	4,215.56	78.92%
HRPDC sewer programs	899.00	1,006.00	674.25	224.75	75.00%
Maintenance & Repairs	50,000.00	70,000.00	43,654.69	6,345.31	87.31%
Hurricane Irene Expenses	4,185.00	-	4,184.66	0.34	99.99%
VAC Truck Repairs & Maintenance	5,250.00	5,250.00	4,803.98	446.02	91.50%
Data Processing	14,000.00	17,500.00	11,491.37	2,508.63	82.08%
Dues & Subscriptions	150.00	50.00	129.00	21.00	86.00%
Utilities	40,000.00	40,000.00	29,805.56	10,194.44	74.51%
SCADA Expenses	3,500.00	3,000.00	2,906.01	593.99	83.03%
Telephone	16,500.00	16,500.00	10,110.16	6,389.84	61.27%
Insurance	14,000.00	14,000.00	13,980.44	19.56	99.86%
Materials & Supplies	46,000.00	46,000.00	19,542.51	26,457.49	42.48%
Truck Operations	14,000.00	12,000.00	9,724.42	4,275.58	69.46%
Travel & Training	4,000.00	4,000.00	-	4,000.00	0.00%
Contractual	2,000.00	2,000.00	1,761.82	238.18	88.09%
Miscellaneous	600.00	600.00	239.46	360.54	39.91%

Bad Debt Expense	2,400.00	2,400.00	-	2,400.00	0.00%
Bank Service Charges	325.00	325.00	325.00	-	100.00%
Total Sewer Fund Operating Expenses before D&A Exp.	590,319.00	606,246.00	475,555.18	114,763.82	80.56%
Operating Income before D&A Expense	543,226.00	583,609.00	589,775.54	(46,549.54)	108.57%
Depreciation & Amort. Exp.	448,620.00	448,620.00	376,496.89	72,123.11	83.92%
Operating Income (Loss)	94,606.00	134,989.00	213,278.65	(118,672.65)	225.44%
Nonoperating Revenues (Expenses)					
Pro-rata Share Fees	4,000.00	-	4,000.00	-	100.00%
Availability Fees	78,900.00	82,400.00	58,300.00	20,600.00	73.89%
Insurance Reimbursements	2,438.00	-	-	2,438.00	0.00%
Contributed Capital-Smithfield Foods Rev Ln	19,700.00	19,700.00	-	19,700.00	0.00%
Interest Revenue	6,500.00	3,250.00	5,828.15	671.85	89.66%
Interest Expense	(46,515.00)	(46,515.00)	(35,061.05)	(11,453.95)	75.38%
Total Nonoperating Revenues (Expenses)	65,023.00	58,835.00	33,067.10	31,955.90	50.85%
Net Income (loss)	159,629.00	193,824.00	246,345.75	(86,716.75)	154.32%
WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)					
Restricted revenues:					
Pro-rata Share Fees	(4,000.00)	-	(4,000.00)	-	100.00%
Availability Fees	(78,900.00)	(82,400.00)	(58,300.00)	(20,600.00)	73.89%
Contributed Capital-Smithfield Foods Rev Ln	(19,700.00)	(19,700.00)	-	(19,700.00)	0.00%
Compliance Fee	(488,255.00)	(488,255.00)	(462,884.50)	(25,370.50)	94.80%
Bad Debt Expense	2,400.00	2,400.00	-	2,400.00	0.00%
Depreciation & Amort. Exp.	448,620.00	448,620.00	376,496.89	72,123.11	83.92%
Additional debt service costs-principal expense	(70,550.00)	(70,550.00)	(70,550.00)	-	100.00%
Total adjustments to CAFR	(210,385.00)	(209,885.00)	(219,237.61)	8,852.61	104.21%
Working adjusted income	(50,756.00)	(16,061.00)	27,108.14	(77,864.14)	-53.41%

	Budget Revisions 2011/2012	2011/2012 Adopted Budget	2011/2012 Actual 5/31/2012	Remaining Budget	% of Budget
Sewer Fund					
Working adjusted income	(50,756.00)	(16,061.00)	27,108.14	(77,864.14)	-53.41%
Sewer SSO Consent Order	(663,000.00)	(833,000.00)	(500,016.45)	(162,983.55)	75.42%
Construction Standards Update	(918.00)	-	(1,528.20)	610.20	166.47%
Sewer Master Plan	-	(56,250.00)	-	-	#DIV/0!
Rubber tire backhoe	-	(9,000.00)	-	-	#DIV/0!
Hot box for asphalt	-	(4,500.00)	-	-	#DIV/0!
2 new pumps	(13,000.00)	-	(5,156.93)	(7,843.07)	39.67%
Sewer Capital Repairs	(100,000.00)	(100,000.00)	-	(100,000.00)	0.00%
Vehicle/Equipment	(15,000.00)	(15,000.00)	-	(15,000.00)	0.00%
Net Capital Outlay	(791,918.00)	(1,017,750.00)	(506,701.58)	(285,216.42)	63.98%
Net Reserves (Deficit) after capital outlay	(842,674.00)	(1,033,811.00)	(479,593.44)	(363,080.56)	56.91%
Funding from Development Escrow	-	-	-	-	-
Reserves from Sewer Capital Escrow Account	282,039.00	-	-	-	0.00%
Funding from Sewer Compliance Fee	458,012.00	833,000.00	423,457.75	34,554.25	92.46%
Draw from operating reserves	102,623.00	274,331.00	-	102,623.00	0.00%
Funding from Bond Escrow (released from refinance)	-	-	-	-	-
Net Cashflow	-	73,520.00	(56,135.69)	(225,903.31)	#DIV/0!

Town of Smithfield						
Water Fund Budget						
	Budget	Adopted budget	Balance as of	Remaining	% of	
Description	Revisions 2011/2012	2011/2012	05/31/12	Budget	budget	
Revenue						
Operating Revenue						
Water Sales	860,630.00	817,850.00	833,080.28	27,549.72	96.80%	
Debt Service Revenue	403,640.00	401,000.00	382,043.50	21,596.50	94.65%	
Miscellaneous	800.00	500.00	778.34	21.66	97.29%	
Connection fees	11,280.00	13,200.00	7,980.00	3,300.00	70.74%	
Application Fees	5,000.00	5,000.00	4,590.00	410.00	91.80%	
Total Operating Revenue	1,281,350.00	1,237,550.00	1,228,472.12	52,877.88	95.87%	
Town of Smithfield						
Water Fund Budget						
	Budget	Adopted budget	Balance as of	Remaining	% of	
Description	Revisions 2011/2012	2011/2012	05/31/12	Budget	budget	
Expenses						
Salaries	291,300.00	291,300.00	253,786.00	37,514.00	87.12%	
FICA	23,304.00	23,304.00	19,874.96	3,429.04	85.29%	
VSRS	29,245.00	29,245.00	28,226.02	1,018.98	96.52%	
Health	43,000.00	43,000.00	34,655.53	8,344.47	80.59%	
Uniforms	3,000.00	3,000.00	1,863.80	1,136.20	62.13%	
Contractual	16,075.00	11,000.00	12,578.72	3,496.28	78.25%	
Legal & Audit	21,000.00	23,000.00	16,975.44	4,024.56	80.84%	
Maintenance & Repairs	21,000.00	21,000.00	13,554.17	7,445.83	64.54%	
Hurricane Irene Expenses	1,625.00	-	1,624.82	0.18	99.99%	
Water Tank Maintenance	100,000.00	100,000.00	-	100,000.00	0.00%	
Water Cost-purchased from IOW County	-	-	-	-	#DIV/0!	
Engineering	-	-	-	-	#DIV/0!	
Professional Services	1,000.00	1,000.00	550.44	449.56	55.04%	
Regional Water Supply Study	2,421.00	2,586.00	1,815.75	605.25	75.00%	
Data Processing	14,000.00	16,000.00	11,491.37	2,508.63	82.08%	
Utilities	10,000.00	65,000.00	8,836.55	1,163.45	88.37%	
Communications	15,045.00	12,300.00	12,668.53	2,376.47	84.20%	
Insurance	16,000.00	16,000.00	15,919.80	80.20	99.50%	
Materials & Supplies	114,400.00	114,400.00	83,972.27	30,427.73	73.40%	
Gas and Tires	12,000.00	12,000.00	10,767.09	1,232.91	89.73%	
Fuel-Water Equipment	-	-	-	-	#DIV/0!	
Dues & Subscriptions	800.00	800.00	529.00	271.00	66.13%	
Bank service charges	355.00	450.00	355.00	-	100.00%	
Travel and Training	5,500.00	5,500.00	964.00	4,536.00	17.53%	
Miscellaneous	6,500.00	6,200.00	4,853.23	1,646.77	74.67%	
RO Annual costs	419,593.00	419,593.00	211,951.82	207,641.18	50.51%	

Bad debt expense	5,300.00	5,300.00	-	5,300.00	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,172,463.00	1,221,978.00	747,814.31	424,648.69	63.78%
Operating Income before D&A Expense	108,887.00	15,572.00	480,657.81	(371,770.81)	441.43%
Depreciation & Amortization Expense	330,000.00	309,400.00	144,430.00	185,570.00	43.77%
Operating Income (Loss)	(221,113.00)	(293,828.00)	336,227.81	(557,340.81)	-152.06%
Nonoperating Revenues (Expenses)					
Pro-Rata Share Fees	4,000.00	-	4,000.00	-	100.00%
Availability Fees	53,480.00	54,400.00	39,880.00	13,600.00	74.57%
Interest Revenue	9,000.00	5,925.00	7,614.49	1,385.51	84.61%
Interest Expense	(142,553.33)	(121,700.00)	(84,407.86)	(58,145.47)	59.21%
Total Nonoperating Revenues (Expenses)	(76,073.33)	(61,375.00)	(32,913.37)	(43,159.96)	43.27%
Net Income (Loss)	(297,186.33)	(355,203.00)	303,314.44	(600,500.77)	-102.06%
WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)					
Restricted revenues:					
Pro-rata Share Fees	(4,000.00)	-	(4,000.00)	-	100.00%
Availability Fees	(53,480.00)	(54,400.00)	(39,880.00)	(13,600.00)	74.57%
Bad Debt Expense	5,300.00	5,300.00	-	5,300.00	0.00%
Debt Service Revenue	(403,640.00)	(401,000.00)	(382,043.50)	(21,596.50)	94.65%
Depreciation & Amort. Exp.	330,000.00	309,400.00	144,430.00	185,570.00	43.77%
Additional debt service costs-principal expense	(231,980.00)	(159,450.00)	(192,159.79)	(39,820.21)	82.83%
Total adjustments to CAFR	(357,800.00)	(300,150.00)	(473,653.29)	115,853.29	132.38%
Working adjusted income	(654,986.33)	(655,353.00)	(170,338.85)	(484,647.48)	26.01%

	Budget	2011/2012 Adopted	2011/2012 Actual	Remain Budget	% of Budget
	Revisions 2011/2012	Budget	5/31/2012		
Water Fund					
Net Operating Reserves (Deficit)	(654,986.33)	(655,353.00)	(170,338.85)	(484,647.48)	26.01%
Water Master Plan	(14,027.00)	(56,250.00)	(10,325.00)	(3,702.00)	73.61%
Construction Standards Update	(918.00)		(1,528.20)	610.20	166.47%
S Church Street Improvements	(212,989.00)	-	(193,099.04)	(19,889.96)	90.66%
Rubber Tire Backhoe	-	(9,000.00)	-	-	#DIV/0!
Hot box for asphalt	-	(4,500.00)	-	-	#DIV/0!
Water loop at Smithfield Plaza-exchange for N Church St repairs	(8,500.00)	(8,500.00)	(6,452.85)	(2,047.15)	75.92%
Truck	-	(15,000.00)	-	-	#DIV/0!
Water Treatment/Fluoride PER	(1,078,500.00)	(1,172,000.00)	(1,037,466.64)	(41,033.36)	96.20%
Net Capital Outlay	(1,314,934.00)	(1,265,250.00)	(1,248,871.73)	(66,062.27)	94.98%
Net Reserves (Deficit) after capital outlay	(1,969,920.33)	(1,920,603.00)	(1,419,210.58)	(550,709.75)	72.04%
Operating Reserves	-	486,914.00	-	-	#DIV/0!
VML/VACO Draw Downs	-	270,000.00	-	-	#DIV/0!
Water Development Escrow	177,451.00	224,000.00	112,079.00	65,372.00	63.16%
Water Capital Escrow	730,242.31	1,035,000.00	636,205.67	94,036.64	87.12%
Additional financing	765,000.00	765,000.00	456,360.00	308,640.00	59.65%
Debt Service fees applied to debt	297,227.02	259,275.00	242,574.11	54,652.91	81.61%
Net Cashflow	0.00	1,119,586.00	28,008.20	(28,008.20)	#DIV/0!

**Town of Smithfield
Highway Fund**

7/19/2012

Description	Budget Revisions 2011/2012	Adopted Budget 2011/2012	Balance as of 05/31/12	Remaining Budget	% of budget
Revenue					
Interest Income	250.00	250.00	144.45	105.55	57.78%
Revenue - Commwlth of VA	986,456.92	951,304.96	739,932.69	246,524.23	75.01%
Total Highway Fund Revenue	986,706.92	951,554.96	740,077.14	246,629.78	75.00%

**Town of Smithfield
Highway Fund**

Description	Proposed Budget Revisions 2011/2012	Adopted Budget 2011/2012	Balance as of 05/31/12	Remaining Budget	% of budget
Expenses					
Salaries	195,450.00	195,450.00	184,315.82	11,134.18	94.30%
FICA	15,640.00	15,640.00	14,434.48	1,205.52	92.29%
VSRS	20,590.00	20,590.00	17,503.22	3,086.78	85.01%
Health	34,785.00	34,785.00	33,405.46	1,379.54	96.03%
Uniforms	2,785.00	2,785.00	1,353.61	1,431.39	48.60%
Engineering	5,000.00	1,000.00	4,960.00	40.00	99.20%
Grass	31,400.00	31,400.00	21,980.00	9,420.00	70.00%
Maintenance	378,095.02	204,274.96	351,654.16	26,440.86	93.01%
Asphalt/Paving	-	-	179,580.54	(179,580.54)	
Ditching	-	-	91,355.16	(91,355.16)	
Traffic Control devices	-	-	10,222.14	(10,222.14)	
Other (maintenance)	-	-	3,071.40	(3,071.40)	
Other (lawnmowers, landscaping, etc)	-	-	65,623.28	(65,623.28)	
Structures and Bridges	-	-	-	-	
Ice and Snow removal	-	-	702.12	(702.12)	
Administrative	-	-	1,099.52	(1,099.52)	
Hurricane Irene Expenses	1,150.00	-	1,150.29	(0.29)	100.03%
Street Lights	75,000.00	75,000.00	67,870.30	7,129.70	90.49%
Insurance	17,475.00	17,475.00	17,470.92	4.08	99.98%
VAC Truck Repairs	2,250.00	2,250.00	2,062.57	187.43	91.67%
Gas and Tires	8,000.00	6,000.00	7,819.75	180.25	97.75%
Stormwater (PARS)	1,340.00	1,340.00	-	1,340.00	0.00%
Stormwater Management Program (town)	-	2,500.00	-	-	#DIV/0!
Stormwater Management Program (regional)	4,286.00	2,500.00	3,214.50	1,071.50	75.00%
Joint Cost Allocation	7,700.00	7,700.00	-	7,700.00	0.00%
Overhead Allocation	46,865.00	46,865.00	-	46,865.00	0.00%
Total Highway Fund Expense	847,811.02	667,554.96	729,195.08	118,615.94	86.01%
Net Reserves (+/-)	138,895.90	284,000.00	10,882.06	128,013.84	7.83%

	Budget Revisions 2011/2012	2011/2012 Adopted Budget	2011/2012 Actual 5/31/2012	Remain Budget	% of Budget
HIGHWAY					
Net Operating Reserves (Deficit)	138,895.90	284,000.00	10,882.06	128,013.84	7.83%
John Rolfe/Battery Park intersection Turn Lane		(95,000.00)	(1,666.50)	1,666.50	#DIV/0!
9' Landscaper body for existing truck	(5,790.00)	-	(5,790.00)	-	100.00%
North & South Church Street Beautification	(270,000.00)	(144,000.00)	(10,650.02)	(259,349.98)	3.94%
Construction Standards Update	(918.00)	-	(1,528.20)	610.20	166.47%
Rubber tire backhoe	-	(27,000.00)		-	#DIV/0!
Hot box for asphalt	-	(18,000.00)		-	#DIV/0!
Net Capital Outlay	(276,708.00)	(284,000.00)	(19,634.72)	(257,073.28)	7.10%
Net Reserves (Deficit) after capital outlay	(137,812.10)	-	(8,752.66)	(129,059.44)	0.063511549
net carryforward 2012	137,812.10		137,812.10		
Balance remaining	0.00		129,059.44		

Notes to financial statements: May 2012

GENERAL FUND

Revenues

Current Real Estate Taxes

As of June 30, 2012, real estate postings totaled \$1,721,850 which puts us over the budget by \$9,850. A large delinquent account completed its repayment schedule for real estate before fiscal year end (as expected).

Delinquent Real Estate Taxes

Delinquent real estate taxes of \$37636 have been posted through June 30. This total exceeds the amended budget by \$2636.

Personal Property Taxes

Personal property postings as of June 30 totaled \$797,772 which exceeds the amended budget by \$1772. The business that completed its real estate repayment is now behind in repayment of personal property tax and still owes the town \$11,346.

Delinquent Personal Property Taxes

Delinquent collections totaled \$9,355 as of June 30 which was slightly below the amended budget of \$10,000.

Franchise Tax

Franchise tax paid by the local banks are not paid until the last quarter of fiscal year 2012. As of June 14, 2012, we had received \$131,045.70 which represents all banks in the Town. This is less than the \$137,620 expected per the submitted Schedule C's. Bank of Southside submitted an amended Schedule C with its payment showing a reduction of almost \$5000. Bank of America did not submit a Schedule C so their payment was estimated based on 2011 but actually decreased by \$3000. Bank of America submitted their Schedule C and payment to IOW County. IOW County forwarded the check to us, but we had to get the county treasurer to endorse it over to the Town.

Cigarette Tax

Cigarette tax collections as of June 30, 2012 totaled \$143,582 indicating that the original budget would have been more accurate. The last 2 months of the fiscal year were unusually high, with receipts of \$25,160. This revenue is very difficult to project because sales of the cigarette stamps are made to wholesalers in bulk. In FY2011, cigarette tax revenue was \$132,698 compared to \$118,331 in FY2010.

Communications Tax

Communications tax received from the state to date reflects only July through March 2012. To date, we have collected \$220,418.62 (payments through May) which should put us in line with amended budget.

Sales Tax

As of June 30, we have posted \$275,081 in sales tax which reflects payments through May. We will exceed the amended budget by possibly \$20,000 and substantially exceed FY2011 tax of \$263,812. This is largely due to one month's receipt of \$45000 compared to normal receipts between \$20,000 and \$23,000.

Consumption Tax/Utility Tax

As with communications tax, there is a delay between the accounting period and receipt of payment. The May financial statements represent consumption/utility taxes through April 2012.

Business License Tax

Business license tax was due on April 15th; and collections through June 30 total \$322,589 which exceeds the amended budget by \$11,589 but is still \$14,411 below original projections. Warrants have been served on remaining delinquent businesses, but the Treasurer's office has not yet been notified of a court date. An additional \$11,759 was collected in July after warrants were served in June, but these collections will be reflected in FY2013. Looking at the total penalty on business licenses for the year of \$7,143, a substantial number of business owners were late on payment of the annual license tax.

Fines and costs

This revenue is received from the IOW County Clerk's office. Revenues to date represent payment for July through April. Collections are \$11,808 lower than for the same period last year but are in line with amended budget.

Smithfield Center Rentals

Smithfield Center Rentals have been very strong this year. As Amy predicted, the Smithfield Center will break \$150,000 in rentals for the first time since the building opened. Last year was right at \$125,000.

Sale of Equipment

Sales of used/retired equipment through May include a gas powered buffer, rotary blade, pump hoists, power washer, 2 projectors, bullet heater, a cresco warmer, a service, revolver, generator, 3 Crown Vics, and a 125K caterpillar generator. This line has significantly exceeded amended budget.

Sale of Land

Even though the town did not receive cash to equal this sale (because of incentives that were offered), this line item reflects the value of the sale.

Restricted Reserves-Beautification

Prior year donations to the South Church Street Project were used to pay \$704,767.99 of current charges (Excel/Clark Nexsen). All ARRA, Transportation Enhancement, and Fed Formula monies have been exhausted.

Local Law Enforcement

The final quarterly payment was received in June and will reflect in next month's financial statements.

Fed Formula/Enhancement/Urban Fund Partial Use Allocation

Still have not received the final draw request for federal formula money totaling \$180,218; however, the grant revenue has been booked as a receivable since it has been earned. All funding resources have now been exhausted with the exception of some private funding, highway funding, and urban funds.

VDEM/FEMA

These line items were added to the budget to offset Hurricane Irene expenses after insurance reimbursement. These revenues are based on the approved schedules submitted to FEMA. If not received by fiscal year end, they will be accrued.

Insurance Recoveries

This line item is not budgeted unless events during the fiscal year deem it necessary. For FY2012,

the Town has experienced police vehicle and public works vehicle damages as well as reimbursement from VML for damages resulting from Hurricane Irene. We recently had a 2011 Crown Vic declared as totaled and received \$17,675 from VML in June for application against the replacement cost of a new vehicle.

Contributions-CHIPS

For the past 2 fiscal years, IOW County has contributed over \$4000 to CHIPS that has been used to fund 4H expenses. This year we did not receive a contribution from the County.

Contributions-IOW County Port Authority Grants

The bulk of this contribution is for reimbursement of the command module. This vehicle has been transferred to the Town and payment is pending. Invoices are dated for June and prior so payment will be accrued as well as grant reimbursement from the County.

Contributions-IOW County Pinewood

The Town still has not received the final payment from IOW in the amount of \$152,399.91 to complete their commitment of \$750,000 for Phase I of the Pinewood Project. I received word from Beverly Walkup on July 16 that she will follow up on payment.

Contributions-South Church Street Project

All grant money has been received with the exception of the final \$400,000 from Mr. Luter. This final contribution has been rolled forward to FY2013.

Expenses

All Departments

Health Insurance

Health Insurance reflects payments for July through May 2012 for medical and dental.

Insurance

VML Property and Casualty Insurance has been paid through 4 quarters. All departments are exactly on budget.

Town Council

Legal Fees

Billings for legal fees are usually a month behind, so current charges only reflect billings through April. Additional \$15000 was added in April for payment to Hunton & Williams for GO bond that was closed out with land acquisition in 2011 which is why this line item is over budget.

Election Expense

Paid \$2545.95 for May elections as of June 30. Also, I spoke to the Assistant Registrar (Vicki) at IOW County, and I was incorrect in thinking that the Town would have some costs for the state/national elections. This will not be the case unless the town changes its Council elections to November. Vicki was not sure how that cost would be pro-rated between town and county in that case, but since Windsor is getting ready to make the change, she said they would soon be figuring that out. Bottom line: the \$3000 budgeted for next year can be used elsewhere as needed.

Professional Services

In August, the Town paid Bay Environmental \$3646.96 for a Category 1 Site Characterization Report for

117 N. Church Street and \$890.60 for well closure at the same address. In September, we paid Bay Environmental an additional \$1,450.00 for Phase I Environmental Site Assessment. We received notice from the VA Petroleum Storage Tank Fund that the Town would be reimbursed for \$4014.27 of these costs. As of April, all expected reimbursements have been received.

Special Projects

This line item will be overbudget because of expenditures related to American in Bloom. To date the account is only slightly over budget at \$2856; however, there are still a few invoices to be processed.

Town Manager

Travel & Training

Expenses for travel to Milwaukee, WI; Chicago, IL; and Glen Allen, VA (VML). Also includes travel expenses for Jon Flores to Chicago, IL. This line item was increased for additional approved travel after original budget was adopted. Through June 30, total expense for this line item was \$7466 after receiving a reimbursement from VML of \$863.57; however, there are still some expenses pending.

Treasurer

Audit

Audit fees have been expended for the entire fiscal year.

Depreciation Software

Annual renewal of depreciation software was paid in March. This expense increased to \$2700 because we asked for an additional user license, so the new financial analyst will be able to access the system.

Service Contracts

The total for this line item as of June 30 was \$16205.20 which is in line with modified budget.

Cigarette Tax Stamps

Cigarette tax stamps were paid in April. The cost of these stamps continues to rise between 7 and 8% per year.

Police Department

LODA-Insurance

This is paid to the Treasurer of Virginia in accordance with the Line of Duty Act. Originally, the Town had planned to seek coverage for this with VML insurance, but because we already had an identified officer who may be eligible for benefits now, we had to remain with VRS although we knew would be more expensive. At the time of budget, we did not have an estimate from VRS for the cost, so we used the projected number from VML. The LODA fund had previously been funded by the state but the cost has now been shifted to the localities. The fund provides death benefits to the families of police officers or fire fighters and health benefits to those injured or disabled. The cost is \$233.89 per FT employee.

Equipment

As of June 30, this line item is slightly over budget at \$11,528.26.

Vehicle Maintenance

Numerous charges with different vendors as discussed throughout the year. As of June 30, this line item reflects total costs of \$45,187 which is just above the amended budget of \$45,000.

There are probably some invoices for June work that have not yet been received, however, and those will have to be accrued for year end.

Fire Department

Total expenses for the Fire Department through June 30 equal \$100,080 leaving \$3570 remaining in the current year's budget. Per Jerry Hackney, arrangements have been made for a separate gas account for next fiscal year. Also, Verizon is in the process of removing the fire department's cell phone billing from the Town's account.

Contributions-Public Safety

Rescue Squad

The final quarterly payment was approved at the June continued meeting and payment has been made in full to the rescue squad for FY2012.

E911 true up

We have been transferring the E911 portion of the communications tax to the county on a monthly basis, however, we decided to wait until receiving the year end true up before paying the balance of the Town's obligation for this shared expense. The June statements will show an accrual of the remaining budgeted balance, and we will wait on the year end true up for any adjustments.

Smithfield Center

Food Service & Beverage Supplies

The budget for this line item was cut at Amy's request. Expenses for this line item through June 30 total \$6060 pending any additional invoices not yet received for June 30.

Repairs & Maintenance

Budget was raised to \$66,000 to accommodate expenses for the remainder of the year. Charges through June 30 total \$56,318 which does exceed the original budget but is \$10,000 below the amended projection. Invoices for the remainder of June and July (for June charges) have not all been received/processed so the balance may still increase before the books are closed.

Contributions-Parks, Recreation and Cultural

Library

Payments for the library were suspended, so we have only paid out half of the 2012 budget.

Parks & Recreation

Jersey Park Playground

Paid \$1570.25 to Hardwood Mulch Corporation. Did not anticipate this cost. Planned to offset with some of remaining funds for Clontz Park (approximately \$800 left)

Pinewood Playground

Paid Brown's Lawn & Tractor \$2208 for hardwood mulch.

Community Development

Pinewood Heights

Remaining costs for Pinewood for FY2012 will reflect demolition and some professional fees (Community Planning Partners). Three duplexes were approved for payment at the

July Town Council meeting but we are holding payment for 2 until the demolition is complete.

Contributions-Community Development

Triad

We recently received the payment request for Triad. It will be paid in July and accrued for June.

Tourism

The town received a true up refund from FY2011 of \$25,516.74 that we were not expecting. Since we were not aware of it during the audit process (and DHG no longer audits IOW County as well as the Town), we were unable to offset it against last year's expense; therefore, the 2012 expense should be significantly lowered. We are not making additional payments until we receive the year end true up for 2012, but as with the E911 line item, we will accrue the remaining expense in June until such time as a payment request is approved.

Public Works

Other

Includes \$1500 paid to Kessler Lawn and Trees for elm tree removal on Livengood property on S Church St by new parking lot at Smithfield Station.

Public Buildings

Materials & Supplies

No large invoices. Total to date is \$5433.21 which exceeds budget by \$2900. We have talked about this internally as public buildings maintenance is a line item that is used by multiple departments. Will have the financial analyst track this expense in FY2013 by department and discuss with all involved to see if this account is being properly handled.

Materials & Supplies-New TM Building

See list of expenses as follows: These will be taken out of the \$100,000 line item for furniture/security that is currently shown under PB capita.

Hearn Furniture-\$1695 for conference table

Scotty's Signs-\$1185 ADA interior sign panels

Budget Blinds-\$481.60 for new blinds in offices

CCI Lawn & Landscaping-\$903.75 Phase I of landscaping enhancements

Goodrich & Sons-\$1100 to take down trees and clear fence line

New Horizons-\$2200 for building work per contract (not sure what that is-may need to be moved)

Womble Generator-\$5800 to move former PD generator to TM office and install

J. R. Wills-\$331.43-install flood lights at rear of building

J. R. Wills-\$1650.79-furnish/install gas regulator, replace doors on rear of building

Lowe's-\$124.64

Bank of America-\$173.25

Southern Shores-\$934.14

The balance of this account through June 30 is \$16,579.60.

Materials & Supplies-New PD Building

Again, see list below: These items will be charged against \$100,000 line item for furniture/security under PB capital

Brown's Lawn & Tractor-\$200 trenching water line for PD
 Budget Blinds-\$951.30 for new blinds in office
 CCI Lawn & Landscaping-\$2711.25 Phase I of landscaping enhancements
 Network Data Systems-\$3025.05
 New Horizons-\$2200 for building work per contract (not sure what that is-may need to be moved)
 V. R. Edwards-\$3954.46-fabricate and install benches and one table
 Fonality-\$1451.68 for 4 Polycome 550 and P/S configuration plus annual support/software agreement for PD phones
 Smithfield Services-\$1320 for topsoil
 The Blair Brothers-\$2678.34 for asphalt patching in parking lot
 Imagine Art Studios-\$245 for framing
 Coggin Electrical-\$1710-flag pole lights, mug shot lights, circuit for copier, ups power
 Beta Systems of VA-\$187.68
 Southern Shores-\$2084.75
 The balance of this account through June 30 is \$22,719.51

Other Financing Uses

Transfers to Operating Reserves

Revenues exceeded expenses by \$579,708.66 as of the end of May. This total includes "accrued" revenues such as the remaining fed formula money that has not been received. Also, there are significant year end entries that will be accrued in June (such as E911 & Tourism) so this number is likely to decrease substantially on the June 30 statements.

Capital Expenses

Parks, Recreation, and Cultural

Windsor Castle

\$20,000 was budgeted for this line item but there have been no expenses to date.

Police

Police Vehicles

2 new Dodge Chargers and a Ford Explorer were purchased for the PD as part of their budgeted items. Council approved the purchase of a new police vehicle totaling \$23,198 which was not budgeted. The insurance reimbursement check will offset all but \$5,523 of the initial cost; however, there will be additional charges to change out equipment.

Command Vehicle

Partial cash outlay for this vehicle (to be reimbursed from IOW). Remainder will be paid in July but accrued for June fiscal year end.

Public Works

Vehicle

This vehicle has been delivered, and payment will reflect in the June statements.

Public Buildings

Office space improvements-furniture/security

The capital items to date are:
VSC Fire & Security-\$6064 for Labor/Fire alarm equipment - new PD
Simplexgrinnel-\$5267.64 for moving the old alarm/detection system for TM office
Simplexgrinnel-\$1445.66 for installation of new alarm/detection system in new TM office
Network Data Systems-\$7700.83 to install 27 CAT5e drops to locations furnished by server area, wall mount racks, 2 24 port CAT5e patch panels in the PD. Also 12 additional network drops in large meeting room and in-processing room at the PD.
Signal Engineering-\$8,007.89-installation of cameras and provide/install for access cables/lcd/ evidence room-use all existing cameras & dvr's.
The Blair Brothers-\$8624.00
Gately Communication-\$12743.24-radio cable & connectors for antenna on PD building, ground wire, mast, and rack for radios in server room, prep doors for access control points, etc
Signal Engineering-\$7514.00-access control points
The total expense for this account through June 30 is \$57367.26.

SEWER FUND

Revenues

Connection fees

Even though the budget was lowered, connection fees only totaled \$22,890 for the year. There were no collection fees for June. This was significantly lower than the \$35,700 collected in FY2011. Last year we had 16 of the 5/8" meters connected and and 2 large commercial connections (1" and 1 1/2"). This year we only had 9 of the 5/8" meters connected and 2 large commercial connections (1" and 1 1/2"). The 1 1/2" meter (Taste of Smfd-\$14,900) accounted for 26% of total receipts. Lakeside Properties with 6 of the 5/8" connections (\$24,720) accounted for 42%.

Expenses

VAC Truck Repairs & Maintenance

The VAC truck expense is split between sewer (70%) and highway (30%).
Total expense for the year (in the sewer fund) is \$5249.

Insurance

All four quarters have been paid to VML for property and casualty insurance.

Bad Debt Expense

Bad debt expense is calculated and booked in June based on review of the ageing report and determination of accounts to be written off.

Nonoperating Revenues (Expenses)

Availability Fees

As with connection fees, this revenue was lower than even the reduced budget with a total of \$58,300 for the year. There were no availability fees collected in June. This was significantly lower than the \$91,540 collected in FY2011. Collections are based on the type of meters installed as detailed under connection fees above.

Insurance Reimbursements

This line item reflects damage expenses from Hurricane Irene that were reimbursed by VML. This revenue will be reflected in the June statements.

Contributed Capital-Smithfield Foods

This item will be booked as a receivable from Smithfield Foods as of June 30 for payment of the Virginia Revolving Loan during fiscal year 2012. Usually we receive payment during the summer months for this reimbursable expense.

Capital Expenses

Sewer Capital Repairs

This line item was left in the budget but will not be spent this fiscal year because of the drop in consumption leading to lower revenues than originally anticipated.

Vehicles

As stated under capital for Public Works, the new vehicle has been delivered and payment will be reflected in June.

WATER FUND

Revenues

Connection fees

The connection fees for water generally correspond to those for sewer although we did have one extra 5/8" connection (and associated availability fee) for water in FY2012 as compared to sewer. Total collection fees of \$8460 is still below the amended budget of \$11280.

Expenses

Water tank maintenance

Since the contract was not approved until the end of the fiscal year, only one quarterly payment will be reflected in FY2012. Total for the year is \$24,9977.

Insurance

All 4 quarters have been paid to VML for property/casualty insurance.

Bad Debt Expense

As with sewer, bad debt expense will be calculated and booked in June after review of the year end ageing report.

Nonoperating Revenues (Expenses)

Availability fees

Per explanation of connection fees above, availability fees totaled \$42600 which is \$10,880 less than the amended budget and \$19,620 less than FY2011.

Interest Expense

Semi-annual payment on the VML-VACO bond was due in July. Most of the interest expense was accrued on the June 2011 financial statements with the balance reflected in July which is why the % expensed year to date is so low. This line item also includes the semi-annual payment (\$4981.53) for the VRA loan. Interest for the additional VML-VACO bond was added to amended budget. Final expense will not be shown until year end accruals are booked.

Capital Expenses

S. Church Street Improvements

The full contract draws to Excel Paving were completed as of May 31, 2012. The only remaining costs would be outstanding engineering costs (\$13,094 paid in June) from Clark Nexsen. There is almost \$7,000 remaining at fiscal year end.

Water Treatment (RO) Plant

Additional \$35,925 was paid in June to Xylem, Inc. to finish off equipment payments for the RO plant. Also, there was a remaining invoice to Afton Pumps for \$7316.20 to complete a retainer from prior year. This will put the RO plant over budget by approximately \$2200 but there are savings in other capital line items which should offset the overage.

HIGHWAY

Revenues

Revenues-Commonwealth of VA

The final quarterly payment of \$246,644.23 was received in June.

Expenses

Engineering

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

Insurance

All 4 quarters of VML Property/Casualty have been paid to complete this expense for the fiscal year.

VAC Truck repairs

VAC Truck repairs are split between sewer (70%) and highway (30%) as the truck is used for both purposes. See Sewer note for detail of expenses to date.

Gas and Tires

This line item is running high for highway based on the monthly allocation of fuel charges which is calculated by how hours worked are spread for the public utilities crew.

Capital Expenses

John Rolfe Drive Turn Lane

This line item was rolled forward to FY2013 which was necessary considering the cost allocated to sidewalk construction on S Church Street.

Sidewalks for S Church Street

This was originally budgeted at \$144000 but actual is close to \$270,000. Billings for this line item have started with \$10,650 recorded in May. Most of this expense will either be paid or accrued for fiscal year end.

NET CARRYFORWARD FOR 2012

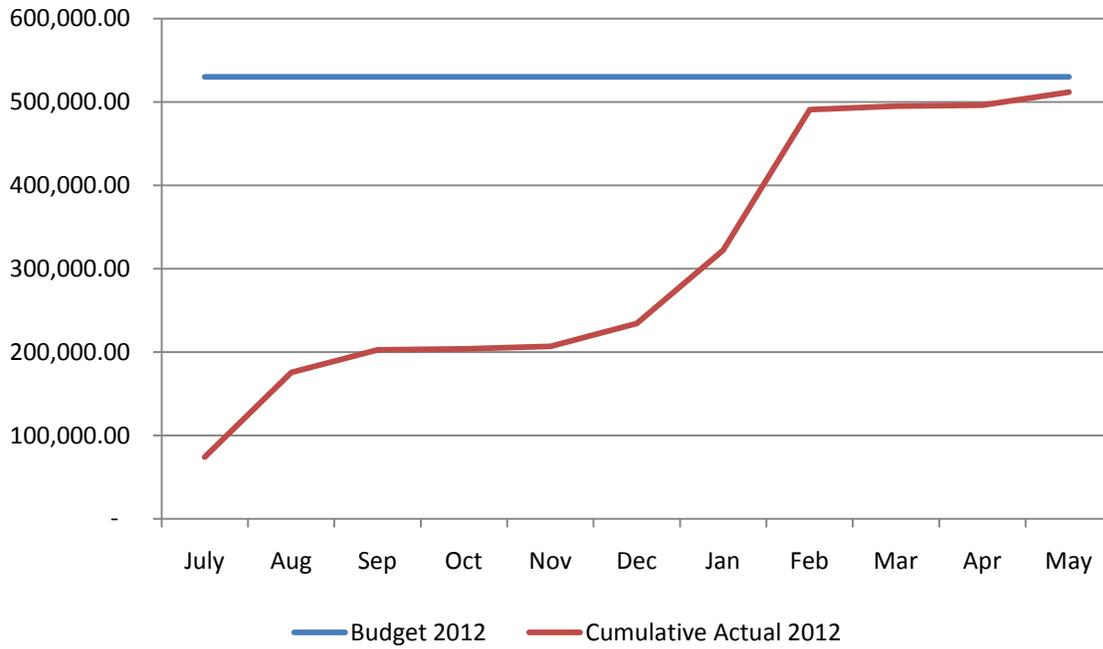
Net carryforward for 2011 was \$137,812.10. I had previously reported \$165,213.19 as the carryforward assuming that VDOT would have reduced allowable expenditures for 2010 by their revenue sharing contribution for John Rolfe Drive totaling \$34,400.71.

They did not reduce allowable expenditures, however, so the carryforward was reduced accordingly.

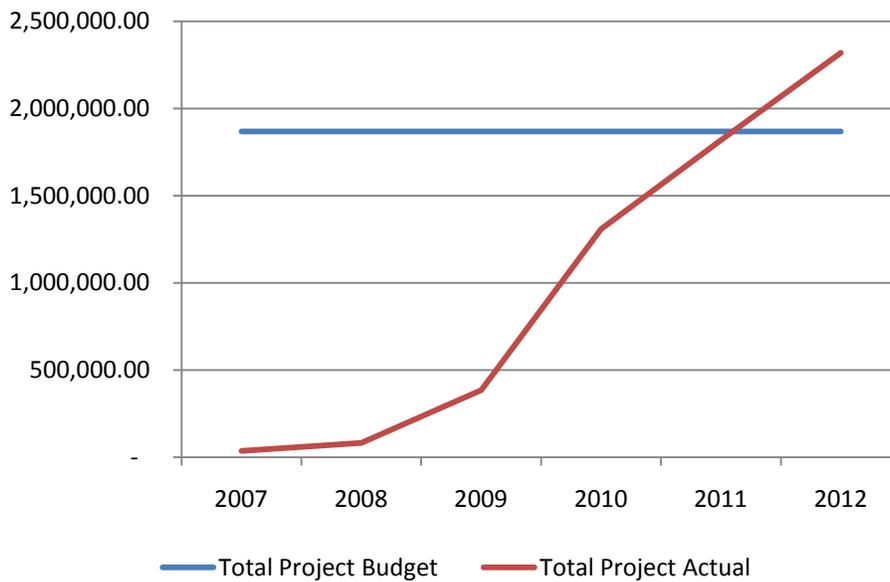
MAY 2012 FINANCIAL GRAPHS

It was brought to my attention last month that some members of Town Council would benefit from financial graphs to supplement the monthly statements. The graphs would be used to highlight large projects, water/sewer trends in consumption and revenue, and any other areas of interest (such as overtime) that may arise throughout the fiscal year. Following is a sample of several graphs as they apply to FY2012 through month ended May 31, 2012. Any feedback you have would be most appreciated.

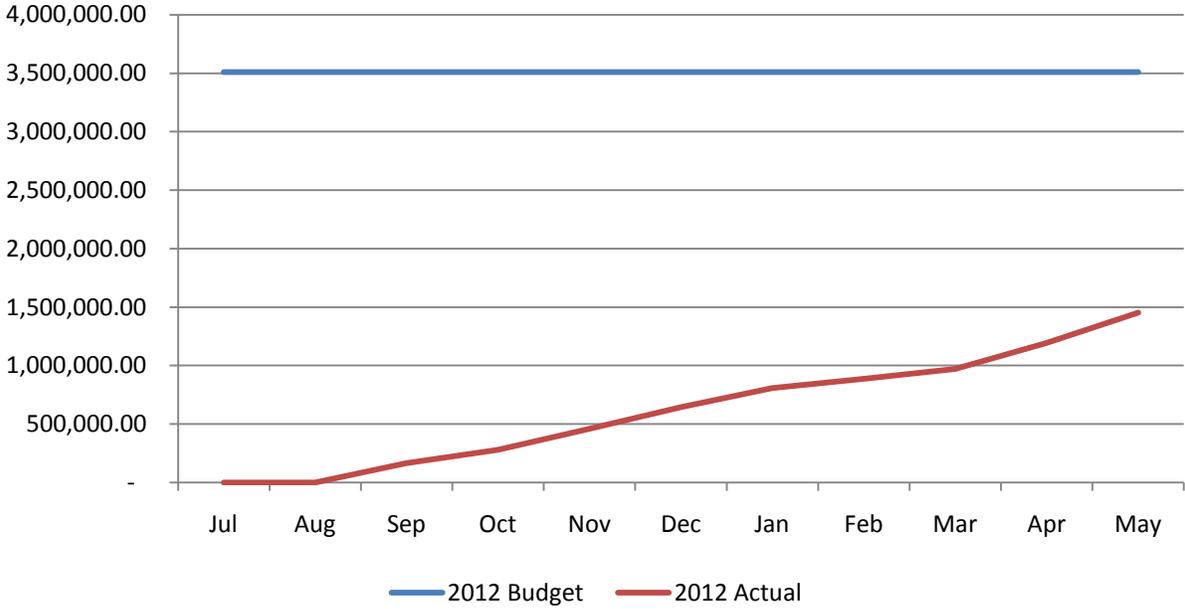
2012 Pinewood Phase I MY2 Cumulative Expenses



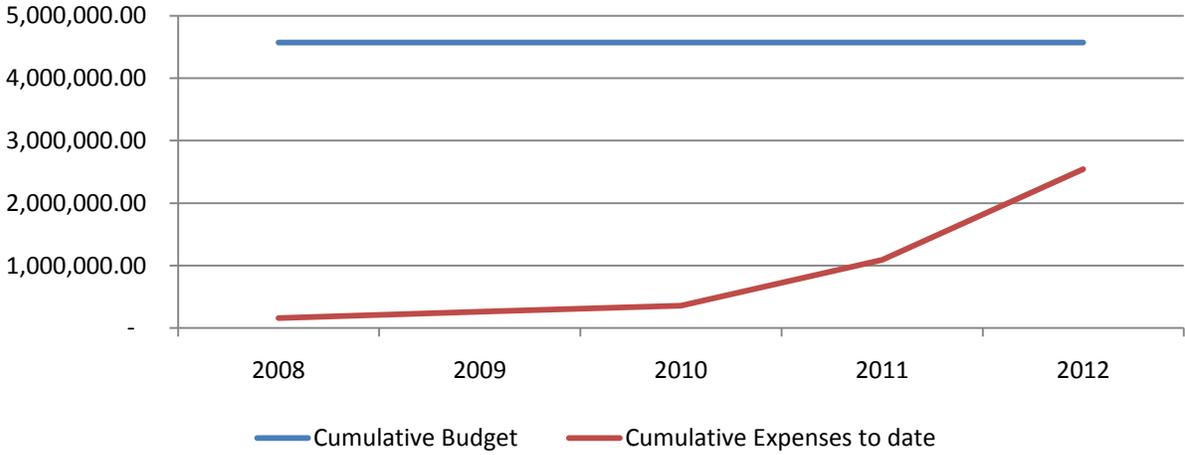
Total Project Costs-Phase I Pinewood Heights-MY1 & MY2



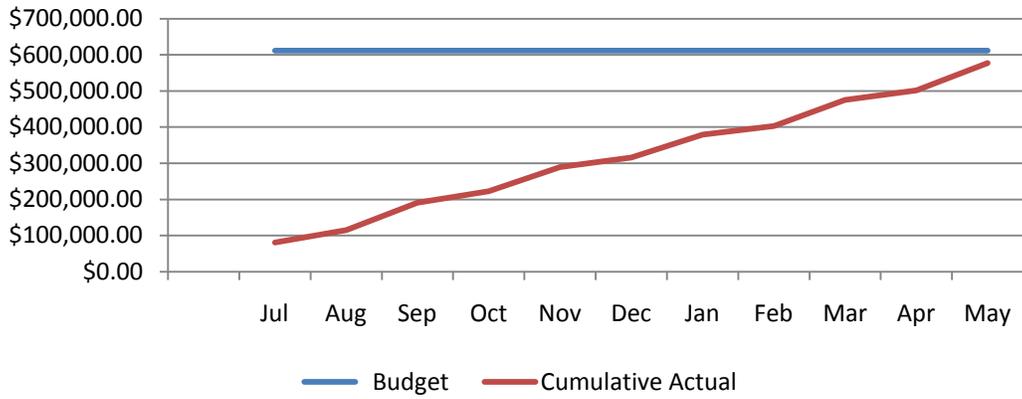
South Church Street Project -2012 Expenses to Budget



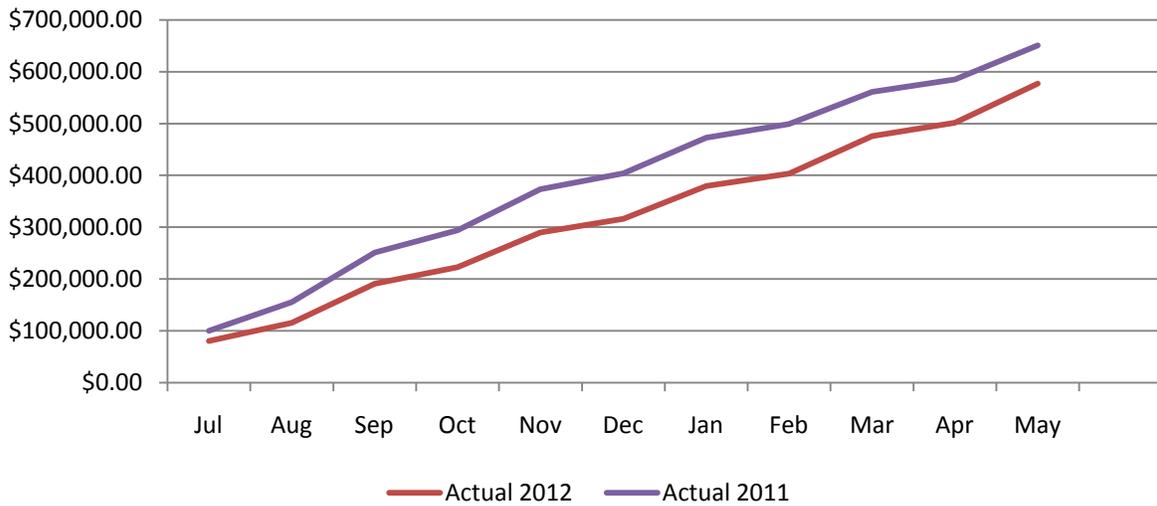
South Church Street Cumulative Expenses to Total Budget

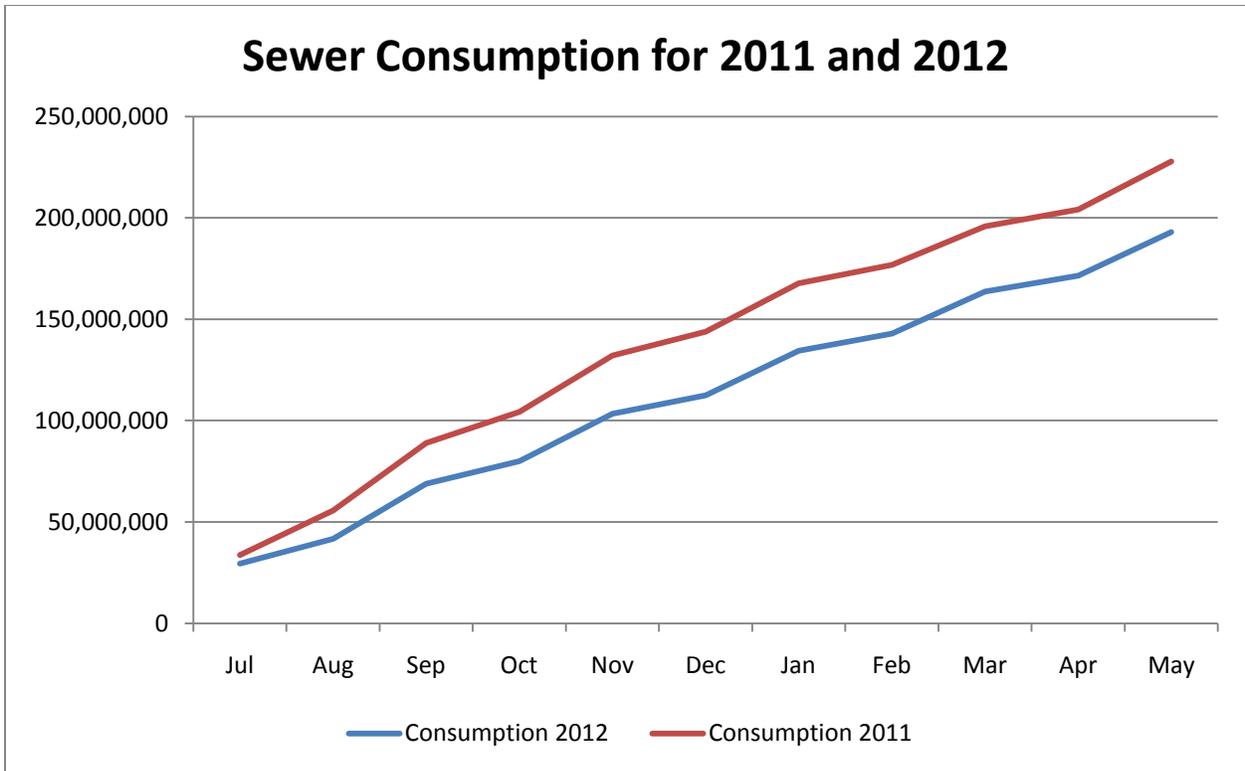


2012 Cumulative Sewer Billings

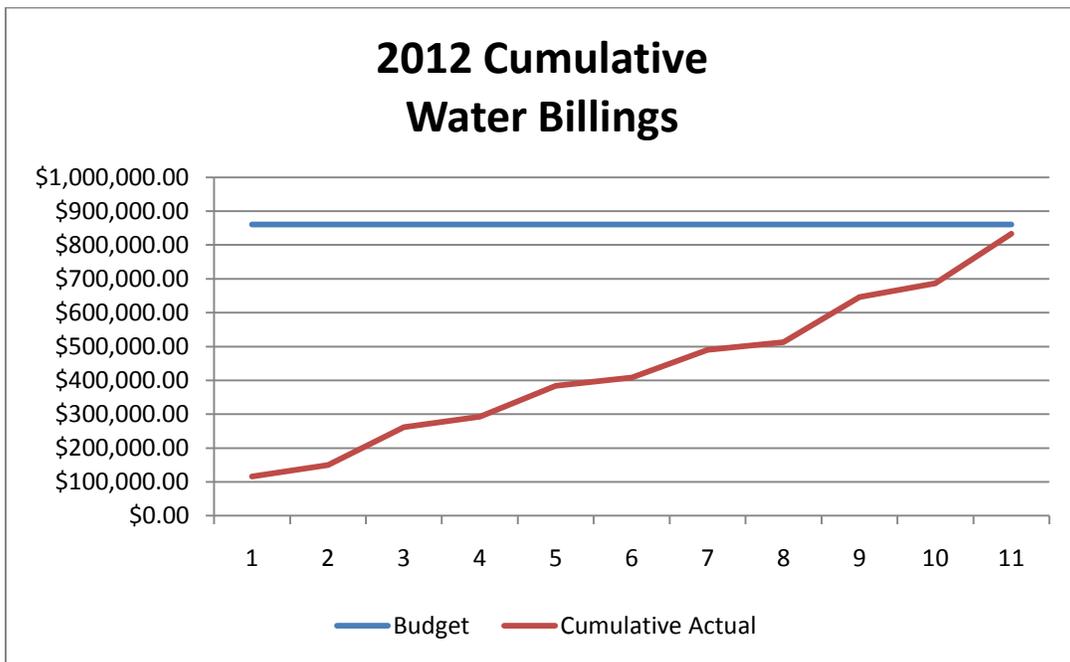


Sewer Billings for 2011 and 2012

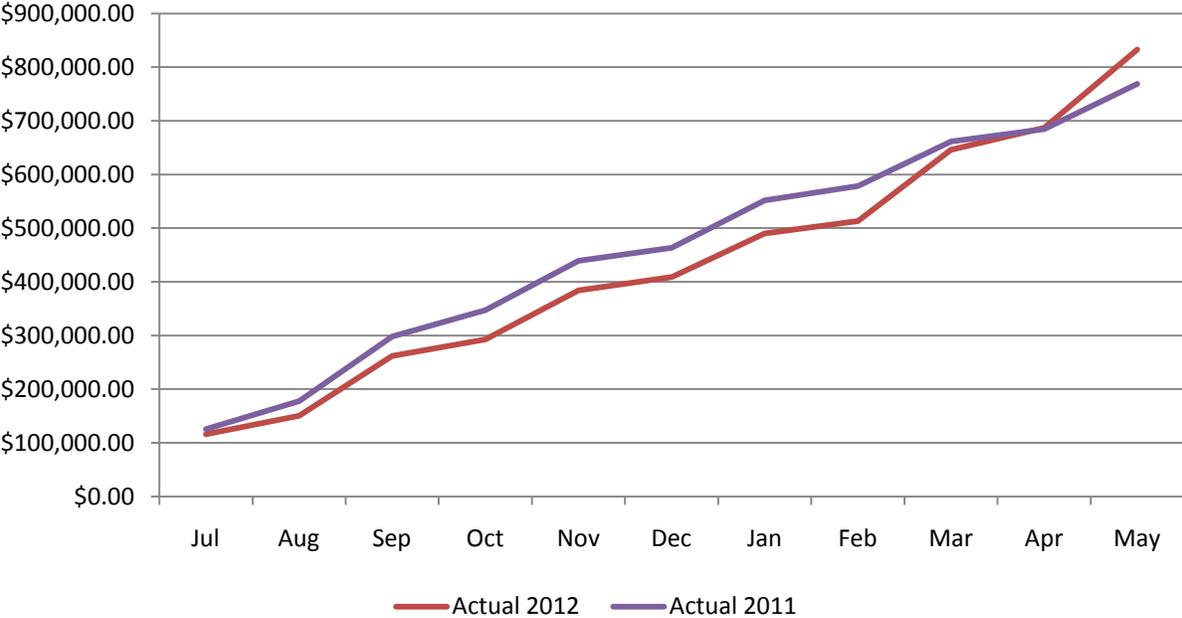




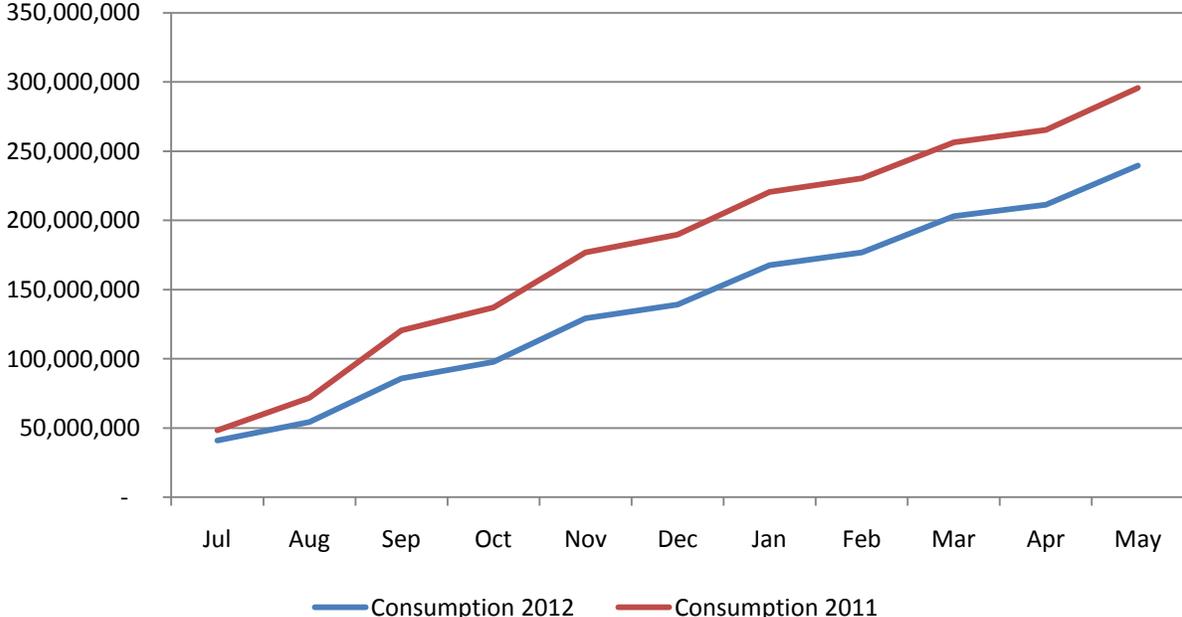
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Water Billings for 2011 and 2012



Water Consumption for 2011 and 2012



CASH BALANCES AS OF JUNE 30, 2012						
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	DATE RECONCILED	Current Month INTERCO. TRANSFERS	Year end Interco. Transfers	ADJUSTED BALANCES
Water	Farmers Bank	494,101.10	07/17/12	(146,683.04)	-	347,418.06
Water-Debt Service	Farmers Bank	1,451,243.57	07/16/12	37,575.96		1,488,819.53
Water Capital Escrow (availability fees)	TowneBank	207,969.10	07/17/12	2,720.00		210,689.10
Water Development Escrow	TowneBank	70,012.89	07/16/12	-	-	70,012.89
Subtotal Water		2,223,326.66		(106,387.08)	-	2,116,939.58
Sewer	Farmers Bank	216,003.68	07/16/12	60,597.23	(170,001.51)	106,599.40
Sewer Development Escrow	TowneBank	321,190.61	07/16/12	-		321,190.61
Sewer Capital Escrow (availability fees)	TowneBank	700,973.29	07/16/12	-		700,973.29
Sewer Compliance	Farmers Bank	391,123.15	07/16/12	45,789.85		436,913.00
Subtotal Sewer		1,629,290.73		106,387.08	(170,001.51)	1,565,676.30
Highway	Farmers Bank	236,100.94	07/16/12	127,345.55	-	363,446.49
General Fund	Farmers Bank	1,575,607.57	06/08/12	(127,345.55)	170,001.51	1,618,263.53
Payroll	Farmers Bank	48,356.96	07/16/12			48,356.96
Money Market-General Fund	TowneBank	2,165.91	07/16/12			2,165.91
Business Super Now-General Fund	Farmers Bank	32,902.26	07/16/12	-		32,902.26
Money Market-General Fund	Farmers Bank	286,550.08	07/16/12			286,550.08
General Fund Capital Escrow Account	TowneBank	50,719.60	07/16/12	-		50,719.60
Certificate of Deposit	Farmers Bank	525,140.97	07/16/12	(387,000.00)		138,140.97
Certificate of Deposit-Police Dept	Farmers Bank	36,377.93	07/16/12			36,377.93
Special Project Account (Pinewood)	Farmers Bank	19,863.10	07/16/12	-	-	19,863.10
Pinewood Heights Escrow	Farmers Bank	43,596.98	07/16/12			43,596.98
S. Church Street Account	TowneBank	68,489.43	07/16/12	387,000.00		455,489.43
Subtotal General Fund		2,689,770.79		(127,345.55)	170,001.51	2,732,426.75
Beautification Fund	Farmers Bank	7,807.23	07/16/12			7,807.23
Money Market-Beautification	Farmers Bank	60,974.81	07/16/12			60,974.81
		68,782.04				68,782.04
Rising Star CDBG	Farmers Bank	63.49	07/16/12			63.49
TOTAL ALL FUNDS		6,847,334.65		-	-	6,847,334.65

CLARK • NEXSEN
Architecture & Engineering

Invoice

June 30, 2012
 Invoice No: 48495

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

Project Manager Michael Tippin
 Principal David Bradshaw

Project 3683 South Church Street Construction Inspection Services (IDQ 3152)
Professional Services for the Period through June 30, 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	48%	16,277.40	3,475.60	12,801.80
Total Fee	194,034.00		176,652.40	163,850.60	12,801.80
	Subtotal				12,801.80
			Invoice Total:		\$12,801.80

VENDOR # _____
 ACCOUNT # 100-41300-8100
 DEPT HEAD 20.7.25
 TOWN MANAGER PHS

Clark Nexsen - Deborah A. Gill

daguil

Invoice



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

COPY

DAVID BRADSHAW
 Clark - Nexsen
 6160 KEMPSVILLE CIRCLE
 SUITE 200 A
 NORFOLK, VA 23502

May 31, 2012
 Project No: 0012-00594
 Invoice No: 0004705

Project 0012-00594 SOUTH CHURCH STREET STREETScape, PHASE V
Professional Services from May 01, 2012 to May 31, 2012

Phase	INSP	Overtime Budget	Fee
			11,638.00
Total this Phase			\$11,638.00
Total this Invoice			\$11,638.00

Outstanding Invoices

Number	Date	Balance
0004209	3/31/2012	1,349.32
0004212	3/31/2012	4,880.90
0004302	4/30/2012	5,253.05
Total		11,483.27

Total Now Due \$23,121.27

X10%
12,801.80

*OK B PAY
 MT 6/19/12*

CONSULTANT LIABILITY	
PLEASE VERIFY	
<input type="checkbox"/>	FEE IN CONT.
<input type="checkbox"/>	REIMB. EXP.
<input type="checkbox"/>	OK TO PAY
1	ACCOUNTING ✓ 6/14
2	TTW ✓
3	DAB ✓
4	MT ✓
5	
6	LMM
CONT. FILE CONSULT	
COMM. NO. 31683	
PHASE: 700	

Billing for 12-594 Smithfield Streetscapes from May 1, 2012 -May 31, 2012

Event #	Event	Hours this Period	Total Contract Value	Total Billed to Date	Total this Billing
1	Project Inspector	0	81,600.00	81,600.00	0.00
2	Project Manager/Engineer	34.5	47,760.00	47,760.00	0.00
3	Laboratory Testing	0	15,385.00	15,385.00	0.00
4	Reimbursible Expenses	N/A	1,050.00	1,050.00	0.00
5	Waterline CO#1	172	28,627.00	28,626.99	0.00
6	Overtime Budget	0	30,600.00	3,159.43	11,638.00
Totals			205,022.00	177,581.42	11,638.00

Total Left on Contract
0.00
0.00
0.00
0.00
0.01
15,802.57
15,802.58

July 10, 2012

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

Pay Application 19 for the South Church Street Streetscape Project.

Explanation of Amount Certified

Application No: 19
Application Date: 7/2/2012
Period To: 6/30/2012

EN03-300-108, C502, UPC95571/93722

Contract Date: 11/04/2010

Invoice No: 1189-19

The amount certified was adjusted as shown below:

Contract Sum to Date.....	\$2,593,555.50
Total Completed and Stored to Date.....	\$2,512,228.17
Total Earned Less Retainage.....	\$2,512,228.17
Current Payment Due.....	\$316,913.26

VENDOR # Excel
ACCOUNT # 41300-8100
DEPT HEAD M.T. J.
TOWN MANAGER Phel

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.: 19
APPLICATION DATE: 7/2/2012
PERIOD TO: 6/30/2012

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

JOB #: 1189
ARCHITECT:

EN03-300-108, C502, UPC95571/93722
CONTRACT DATE: 11/4/2010

CONTRACT FOR:

INVOICE NO: 1189-19

CONTRACTOR'S APPLICATION FOR PAYMENT

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

ORIGINAL CONTRACT SUM	\$ 2,593,555.50
Net Change by Change Orders To..... (Line 1 ± 2)	\$ -
Contract Sum To Date.....	\$ 2,593,555.50
Total Completed and Stored To Date..... (Column G)	\$ 2,512,228.17
Retainage:	
0% of Completed Work (Columns D + E)	\$ -
10% of Stored Material (Column F)	\$ -
Total Retainage.....	\$ -
Total Earned Less Retainage..... (Line 4 less Line 5 Total)	\$ 2,512,228.17
Less Owner Direct Pymt by Purchase Ord..	\$ -
Less Previous Payments..... (Line 8 from prior Certificate)	\$ 2,195,314.91
Current Payment Due.....	\$ 316,913.26
Balance to Finish Including Retainage..... (Line 3 less Line 6)	\$ 81,327.33

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL		\$ -	\$ -
Approved this Month			
	Date Approved		
CO #3		\$ -	\$ -
CO #4		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTALS		\$ -	\$ -
Net Change by Change Orders		\$ -	\$ -

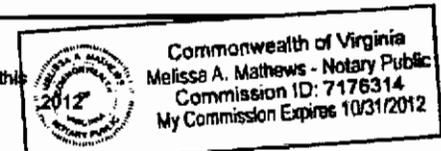
The undersigned Subcontractor certifies that to the best of the Subcontractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Subcontractor for Work for which previous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



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 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: \$316,913.26
(Attach explanation if amount certified differs from Amount applied for.)

ARCHITECT: Clark Nexsen

By: _____ Date: July 10, 2012

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

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

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

APPLICATION: 19
INVOICE NO.:

EN03-300-106, C502, UPC96571/A3722

ESTIMATE FOR PERIOD ENDING:
6/1/2012 thru 6/30/2012

SUBCONTRACTOR:
EXCEL PAVING CORP.

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

ITEM NO.	FROM SCHEDULE OF PRICES		TOTAL QUANTITIES REQUESTED			UNIT PRICES				ARRA	ENHANCE	URBAN	TOWN	FED FORM	HIGHWAY	Totals	
	LINE ITEM DESCRIPTION	EDU. UNIT	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE	Funding Breakdown						
General Items																	
1	Mobilization	LS	1.00	1.00	0.00	1.00	\$ 176,500.00	\$ 176,500.00	\$ -	\$ 176,500.00	\$ 58,245.00	\$ -	\$ 54,765.26		\$ 63,489.74	\$ -	\$ 176,500.00
2	Construction Surveying	LS	1.00	1.00	0.00	1.00	\$ 12,000.00	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00		\$ -	\$ -	\$ 12,000.00
3	SM-9.5 A Surface Course	TN	840.00	605.76	441.09	1046.85	\$ 94.00	\$ 78,960.00	\$ 41,462.46	\$ 98,403.90	\$ -	\$ -	\$ 56,941.44		\$ 41,462.46	\$ 98,403.90	
4	IM-19.0 Intermediate Course	TN	1,000.00	170.19	0.00	170.19	\$ 98.00	\$ 96,000.00	\$ -	\$ 16,338.24	\$ -	\$ -	\$ 16,338.24		\$ -	\$ 16,338.24	
5	BM-25 Base Course	TN	1,000.00	1,067.71	205.16	1292.87	\$ 98.00	\$ 96,000.00	\$ 19,695.36	\$ 124,115.52	\$ -	\$ -	\$ 104,420.18		\$ 19,695.36	\$ 124,115.52	
6	Aggregate Material Size 21-A Combination 4" Curb and Gutter	TF	3,400.00	3,185.39	25.59	3210.98	\$ 27.00	\$ 91,600.00	\$ 690.93	\$ 88,696.48	\$ 6,403.66	\$ 74,017.26	\$ 5,584.41		\$ 690.93	\$ 88,696.46	
7	4" Curb	LF	4,800.00	4,199.00	10.00	4209.00	\$ 29.00	\$ 133,400.00	\$ 290.00	\$ 122,061.00	\$ -	\$ 90,277.00	\$ 31,494.00		\$ 290.00	\$ 122,061.00	
8	VDOT Std CG-2	LF	450.00	657.00	0.00	657.00	\$ 22.80	\$ 10,280.00	\$ -	\$ 14,979.60	\$ -	\$ 14,979.60	\$ -		\$ -	\$ 14,979.60	
9	VDOT Std CG-5	LF	110.00	191.00	0.00	191.00	\$ 23.00	\$ 2,530.00	\$ -	\$ 4,393.00	\$ -	\$ 2,645.00	\$ 1,748.00		\$ -	\$ 4,393.00	
10	3" Valley Gutter	LF	160.00	190.00	0.00	190.00	\$ 29.00	\$ 4,840.00	\$ -	\$ 5,510.00	\$ -	\$ 5,510.00	\$ -		\$ -	\$ 5,510.00	
11	Residential Drive	SY	500.00	680.50	3.00	683.50	\$ 27.50	\$ 13,750.00	\$ 82.50	\$ 18,796.25	\$ -	\$ 18,713.75	\$ -		\$ 82.50	\$ 18,796.25	
12	Commercial Drive	SY	350.00	753.34	15.88	769.22	\$ 99.60	\$ 34,825.00	\$ 1,580.06	\$ 76,637.39	\$ -	\$ 33,366.33	\$ 6,119.25		\$ 37,051.81	\$ 78,537.39	
13	Stamped Asphalt Crosswalk	SY	200.00	272.54	0.00	272.54	\$ 152.00	\$ 30,400.00	\$ -	\$ 41,420.00	\$ -	\$ -	\$ 25,678.82		\$ 13,747.26	\$ 41,420.00	
14	Replace Existing Brick Wall with like, kind, height, and length	VSF	500.00	206.00	344.00	550.00	\$ 66.00	\$ 33,000.00	\$ 22,704.00	\$ 36,300.00	\$ -	\$ -	\$ -		\$ -	\$ 36,300.00	
15	Regular Excavation	CY	250.00	88.00	0.00	88.00	\$ 117.50	\$ 29,375.00	\$ -	\$ 7,890.00	\$ -	\$ -	\$ -		\$ -	\$ 7,890.00	
16	Paver Placement	SY	2,100.00	807.00	1,527.00	2334.00	\$ 64.65	\$ 135,765.00	\$ 98,720.55	\$ 150,893.10	\$ -	\$ -	\$ -		\$ -	\$ 150,893.10	
16A	Medals for Pavers	SY	2,100.00	2,293.90	57.20	2351.10	\$ 30.00	\$ 63,000.00	\$ 1,716.00	\$ 70,533.00	\$ -	\$ -	\$ -		\$ -	\$ 70,533.00	
17	Unit Paver Accessible Ramp	SY	50.00	0.00	43.00	43.00	\$ 175.00	\$ 6,750.00	\$ 7,525.00	\$ 7,525.00	\$ -	\$ -	\$ -		\$ -	\$ 7,525.00	
18	Regular Excavation	CY	1,600.00	707.00	550.00	1257.00	\$ 30.00	\$ 48,000.00	\$ 18,500.00	\$ 37,710.00	\$ -	\$ 21,210.00	\$ -		\$ -	\$ 18,500.00	
19	Select Fill	CY	3,200.00	3,596.00	24.00	3620.00	\$ 35.00	\$ 112,000.00	\$ 840.00	\$ 126,700.00	\$ 11,340.00	\$ 120.00	\$ 13,440.00		\$ 100,960.00	\$ 840.00	
20	4" Topsoil Class A	AC	1.00	0.24	0.18	1.00	\$ 17,850.00	\$ 17,850.00	\$ 13,566.00	\$ -	\$ -	\$ 2,489.00	\$ 1,785.00		\$ -	\$ 8,032.00	
21	12" Storm Drainage Pipe	LF	165.00	210.00	0.00	210.00	\$ 105.00	\$ 17,325.00	\$ -	\$ 22,050.00	\$ -	\$ 22,050.00	\$ -		\$ -	\$ 22,050.00	
22	18" Storm Drainage Pipe	LF	1,430.00	1,141.00	0.00	1141.00	\$ 105.00	\$ 150,150.00	\$ -	\$ 119,805.00	\$ 13,440.00	\$ 76,707.00	\$ -		\$ 29,658.00	\$ 119,805.00	
23	21" Storm Drain	LF	270.00	222.00	0.00	222.00	\$ 108.00	\$ 29,160.00	\$ -	\$ 23,976.00	\$ 23,976.00	\$ -	\$ -		\$ -	\$ 23,976.00	
24	24" Storm Drain	LF	530.00	567.00	0.00	567.00	\$ 138.00	\$ 73,140.00	\$ -	\$ 81,006.00	\$ -	\$ 81,006.00	\$ -		\$ -	\$ 81,006.00	
25	DI-1	EA	655.00	690.00	0.00	690.00	\$ 139.00	\$ 91,045.00	\$ -	\$ 87,570.00	\$ -	\$ 87,570.00	\$ -		\$ -	\$ 87,570.00	
26	DI-1	EA	5.00	8.00	0.00	8.00	\$ 3,735.00	\$ 18,675.00	\$ -	\$ 22,410.00	\$ -	\$ 22,410.00	\$ -		\$ -	\$ 22,410.00	
27	DI-1	EA	9.00	8.00	0.00	8.00	\$ 3,718.00	\$ 33,462.00	\$ -	\$ 29,744.00	\$ -	\$ 29,744.00	\$ -		\$ -	\$ 29,744.00	
28	DI-3-B L=4'	EA	4.00	3.00	0.00	3.00	\$ 2,940.00	\$ 11,760.00	\$ -	\$ 8,820.00	\$ 2,940.00	\$ 4,410.00	\$ 1,470.00		\$ -	\$ 8,820.00	
29	DI-3-B L=6'	EA	7.00	8.00	0.00	8.00	\$ 2,952.00	\$ 20,684.00	\$ -	\$ 17,712.00	\$ -	\$ 17,712.00	\$ -		\$ -	\$ 17,712.00	
30	DI-3-B L=8'	EA	2.00	1.00	0.00	1.00	\$ 3,206.00	\$ 8,412.00	\$ -	\$ 3,206.00	\$ -	\$ 3,206.00	\$ -		\$ -	\$ 3,206.00	
31	DI-3-C L=6'	EA	2.00	2.00	0.00	2.00	\$ 2,862.00	\$ 5,784.00	\$ -	\$ 5,784.00	\$ -	\$ 5,784.00	\$ -		\$ -	\$ 5,784.00	
32	DI-3-BB L=4'	EA	2.00	3.00	0.00	3.00	\$ 4,251.00	\$ 8,502.00	\$ -	\$ 12,753.00	\$ -	\$ 12,753.00	\$ -		\$ -	\$ 12,753.00	
33	DI-3-BB L=6'	EA	8.00	10.00	0.00	10.00	\$ 4,314.00	\$ 34,512.00	\$ -	\$ 43,140.00	\$ -	\$ 43,140.00	\$ -		\$ -	\$ 43,140.00	
34	DI-3-CC L=6'	EA	1.00	1.00	0.00	1.00	\$ 5,217.00	\$ 5,217.00	\$ -	\$ 5,217.00	\$ -	\$ 5,217.00	\$ -		\$ -	\$ 5,217.00	
35	18" Flared End Section	EA	1.00	1.00	0.00	1.00	\$ 1,957.00	\$ 1,957.00	\$ -	\$ 1,957.00	\$ 1,957.00	\$ -	\$ -		\$ -	\$ 1,957.00	
36	Select Fill For Trenches	CY	1,700.00	1,267.00	0.00	1267.00	\$ 16.00	\$ 27,200.00	\$ -	\$ 20,272.00	\$ 4,928.00	\$ 15,344.00	\$ -		\$ -	\$ 20,272.00	
37	Adjust Firm to Finished Grade	EA	7.00	7.00	0.00	7.00	\$ 800.00	\$ 5,600.00	\$ -	\$ 5,600.00	\$ -	\$ 1,800.00	\$ 4,000.00		\$ -	\$ 5,600.00	
38	Timber Bulbhead Modification	LS	1.00	1.00	0.00	1.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -		\$ -	\$ 7,500.00	
39	Temporary Filter Barrier	LF	1,100.00	1,556.00	0.00	1556.00	\$ 2.00	\$ 2,200.00	\$ -	\$ 3,112.00	\$ 720.00	\$ 2,392.00	\$ -		\$ -	\$ 3,112.00	
40	Tree Fence	LF	450.00	813.00	0.00	813.00	\$ 7.50	\$ 3,375.00	\$ -	\$ 6,097.50	\$ 1,072.50	\$ 5,025.00	\$ -		\$ -	\$ 6,097.50	
41	Inlet Protection	LF	29.00	29.00	0.00	29.00	\$ 100.00	\$ 2,900.00	\$ -	\$ 2,900.00	\$ -	\$ 2,900.00	\$ -		\$ -	\$ 2,900.00	
42	Construction Entrance	LS	1.00	1.00	0.00	1.00	\$ 2,900.00	\$ 2,900.00	\$ -	\$ 2,900.00	\$ -	\$ 2,900.00	\$ -		\$ -	\$ 2,900.00	

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

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

PROJECT: SOUTH CHURCH STREET STREETSCAPE IMPROV. PHASE V SMITHFIELD, VA	APPLICATION: INVOICE NO.: 19
ESTIMATE FOR PERIOD ENDING: 6/1/2012 thru 6/30/2012	
EN03-300-106, C502, UPC95671/9377?	
SUBCONTRACTOR: EXCEL PAVING CORP.	SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23602

ITEM NO	LINE ITEM DESCRIPTION	ED UNIT	TOTAL QUANTITIES REQUESTED				UNIT PRICES				ARRA	ENHANCE	URBAN	TOWN	FED FORM	HIGHWAY	Totals
			SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE	Funding Breakdown						
44	Demolition	LS	1.00	1.32	0.00	1.32	\$106,639.00	\$ 106,639.00	\$ -	\$ 140,763.48	\$ 15,960.64	\$ -	\$ 80,602.84		\$ 64,000.00	\$ -	\$ 140,763.48
45	4" Solid Double Yellow Line	LF	2,360.00	570.00	1,703.00	2,273.00	\$ 0.80	\$ 1,888.00	\$ 1,362.40	\$ 1,818.40			\$ 456.00		\$ -	\$ 1,362.40	\$ 1,818.40
46	6" Solid White Lane Line	LF	270.00	403.00	0.00	403.00	\$ 0.50	\$ 135.00	\$ -	\$ 201.50			\$ 201.50		\$ -	\$ -	\$ 201.50
47	4" White Mini Strip Line	LF	310.00	20.00	0.00	20.00	\$ 0.50	\$ 155.00	\$ -	\$ 10.00			\$ 10.00		\$ -	\$ -	\$ 10.00
48	4" Solid White Parking Stripes	LF	300.00	99.00	0.00	99.00	\$ 0.50	\$ 150.00	\$ -	\$ 49.50			\$ 49.50		\$ -	\$ -	\$ 49.50
49	34" Solid White Stop Bar	LF	65.00	61.00	0.00	61.00	\$ 2.50	\$ 212.50	\$ -	\$ 152.50			\$ 152.50		\$ -	\$ -	\$ 152.50
50	Single Arrow	EA	3.00	3.00	0.00	3.00	\$ 47.00	\$ 141.00	\$ -	\$ 141.00			\$ 141.00		\$ -	\$ -	\$ 141.00
51	Double Arrow	EA	4.00	1.00	0.00	1.00	\$ 80.00	\$ 320.00	\$ -	\$ 80.00			\$ 80.00		\$ -	\$ -	\$ 80.00
52	Only	EA	1.00	0.00	1.00	1.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00			\$ -		\$ 100.00	\$ -	\$ 100.00
53	Handicap Parking Symbol	EA	1.00	0.00	0.00	0.00	\$ 60.00	\$ 60.00	\$ -	\$ -			\$ -		\$ -	\$ -	\$ -
54	Handicap Parking Sign	EA	2.00	0.00	0.00	0.00	\$ 135.00	\$ 270.00	\$ -	\$ -			\$ -		\$ -	\$ -	\$ -
55	Stop Sign	EA	1.00	0.00	1.00	1.00	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00			\$ -		\$ -	\$ 160.00	\$ 160.00
56	Attach Stop Sign to Existing Route Sign	EA	1.00	0.00	1.00	1.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00			\$ -		\$ -	\$ 125.00	\$ 125.00
57	Relocate Sign	EA	4.00	0.00	1.00	1.00	\$ 100.00	\$ 400.00	\$ 100.00	\$ 100.00			\$ -		\$ -	\$ 100.00	\$ 100.00
58	Maintenance of Traffic	LS	1.00	1.00	0.00	1.00	\$ 75,000.00	\$ 75,000.00	\$ -	\$ 75,000.00	\$ 17,250.00	\$ -	\$ 3,750.00		\$ 54,000.00	\$ -	\$ 75,000.00
59	Ginkgo Biloba	EA	3.00	0.00	9.00	9.00	\$ 550.00	\$ 1,650.00	\$ 4,950.00	\$ 4,950.00			\$ -		\$ -	\$ 4,950.00	\$ 4,950.00
60	Crape Myrtle	EA	20.00	0.00	26.00	26.00	\$ 220.00	\$ 4,400.00	\$ 5,720.00	\$ 5,720.00			\$ -		\$ -	\$ 5,720.00	\$ 5,720.00
61	Chaste Tree	EA	24.00	0.00	28.00	28.00	\$ 220.00	\$ 5,280.00	\$ 6,160.00	\$ 6,160.00			\$ -		\$ -	\$ 6,160.00	\$ 6,160.00
62	Sdm	EA	3.00	0.00	0.00	0.00	\$ 330.00	\$ 990.00	\$ -	\$ -			\$ -		\$ -	\$ -	\$ -
63	Autumn Embers Azalea	EA	49.00	0.00	49.00	49.00	\$ 38.00	\$ 1,862.00	\$ 1,862.00	\$ 1,862.00			\$ -		\$ -	\$ 1,862.00	\$ 1,862.00
64	Blushing Bride Hydrangea	EA	10.00	0.00	10.00	10.00	\$ 28.00	\$ 280.00	\$ 280.00	\$ 280.00			\$ -		\$ -	\$ 280.00	\$ 280.00
65	Soft Touch Holly	EA	31.00	0.00	31.00	31.00	\$ 27.00	\$ 837.00	\$ 837.00	\$ 837.00			\$ -		\$ -	\$ 837.00	\$ 837.00
66	Indian Hawthorne	EA	42.00	0.00	42.00	42.00	\$ 27.00	\$ 1,134.00	\$ 1,134.00	\$ 1,134.00			\$ -		\$ -	\$ 1,134.00	\$ 1,134.00
67	Ground Cover/ Perennials	SY	720.00	33.00	1,250.00	1283.00	\$ 56.00	\$ 39,600.00	\$ 68,750.00	\$ 70,565.00			\$ -		\$ 1,815.00	\$ 68,750.00	\$ 70,565.00
68	Soeding	SY	5,000.00	750.00	0.00	750.00	\$ 3.50	\$ 17,500.00	\$ -	\$ 2,625.00			\$ -		\$ 2,625.00	\$ -	\$ 2,625.00
69	6" Waterline	LF	370.00	50.00	0.00	50.00	\$ 40.00	\$ 14,800.00	\$ -	\$ 2,000.00			\$ -		\$ 2,000.00	\$ -	\$ 2,000.00
70	Fire Hydrant Assembly	EA	5.00	5.00	0.00	5.00	\$ 4,474.00	\$ 22,370.00	\$ -	\$ 22,370.00	\$ 4,470.00	\$ -	\$ -		\$ 17,900.00	\$ -	\$ 22,370.00
71	60" Sewer MH	EA	2.00	0.00	0.00	0.00	\$ 6,440.00	\$ 12,880.00	\$ -	\$ -			\$ -		\$ -	\$ -	\$ -
72	34" Water Service	EA	8.00	0.00	0.00	0.00	\$ 1,874.00	\$ 14,992.00	\$ -	\$ -			\$ -		\$ -	\$ -	\$ -
73	Horizontal Offset	EA	1.00	0.00	0.00	0.00	\$ 4,758.00	\$ 4,758.00	\$ -	\$ -			\$ -		\$ -	\$ -	\$ -
74	Vertical Offset	EA	3.00	1.00	0.00	1.00	\$ 4,626.00	\$ 13,878.00	\$ -	\$ 4,626.00	\$ 2,626.00	\$ 2,000.00	\$ -		\$ -	\$ 4,626.00	\$ 4,626.00
75	4" Valve and Box	EA	1.00	0.00	0.00	0.00	\$ 880.00	\$ 880.00	\$ -	\$ -			\$ -		\$ -	\$ -	\$ -
76	6" Valve and Box	EA	6.00	5.00	0.00	5.00	\$ 932.00	\$ 5,592.00	\$ -	\$ 4,660.00			\$ -		\$ -	\$ 4,660.00	\$ 4,660.00
77	8" Valve and Box	EA	1.00	0.00	0.00	0.00	\$ 1,454.00	\$ 1,454.00	\$ -	\$ -			\$ -		\$ -	\$ -	\$ -
78	Kicker Joint	EA	2.00	2.00	0.00	2.00	\$ 903.00	\$ 1,806.00	\$ -	\$ 1,806.00			\$ -		\$ -	\$ 1,806.00	\$ 1,806.00
79	6x6 Tee	EA	3.00	1.00	0.00	1.00	\$ 530.00	\$ 1,590.00	\$ -	\$ 530.00			\$ -		\$ -	\$ 530.00	\$ 530.00
80	8" Sewer	LF	100.00	0.00	0.00	0.00	\$ 220.00	\$ 22,000.00	\$ -	\$ -			\$ -		\$ -	\$ -	\$ -
81	4" Schedule 80 Pvc with puffers	LF	32,000.00	28,359.00	0.00	28,359.00	\$ 6.25	\$ 200,000.00	\$ -	\$ 177,243.75			\$ -		\$ -	\$ 177,243.75	\$ 177,243.75
82	Light Pole Foundations	EA	45.00	20.00	0.00	20.00	\$ 682.00	\$ 30,690.00	\$ -	\$ 13,640.00			\$ -		\$ -	\$ 13,640.00	\$ 13,640.00
83	4" Schedule 80 pvc (Street Lighting)	LF	4,920.00	4,630.00	0.00	4,630.00	\$ 18.80	\$ 82,656.00	\$ -	\$ 77,784.00			\$ -		\$ -	\$ 77,784.00	\$ 77,784.00
84	Splice Box	EA	45.00	60.00	0.00	60.00	\$ 525.00	\$ 31,500.00	\$ -	\$ 31,500.00			\$ -		\$ -	\$ 31,500.00	\$ 31,500.00
85	Utility Vault	EA	6.00	5.00	0.00	5.00	\$ 10,500.00	\$ 63,000.00	\$ -	\$ 52,500.00			\$ -		\$ -	\$ 52,500.00	\$ 52,500.00
86	Addendum 8" water line	LF	30.00	30.00	0.00	30.00	\$ 65.00	\$ 1,950.00	\$ -	\$ 1,950.00			\$ -		\$ -	\$ 1,950.00	\$ 1,950.00
87	Addendum 6x6 Tee	EA	1.00	1.00	0.00	1.00	\$ 903.00	\$ 903.00	\$ -	\$ 903.00			\$ -		\$ -	\$ 903.00	\$ 903.00

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

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

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

APPLICATION: 19
INVOICE NO.:

EN03-300-106, C502, UPC86671/83722

ESTIMATE FOR PERIOD ENDING
6/1/2012 thru 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				ARRA	ENHANCE	URBAN	TOWN	FED FORM	HIGHWAY	Totals
ITEM NO	LINE ITEM DESCRIPTION	EDU UNF	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE	Funding Breakdown						
88	Addendum B-6 Reducer	EA	1.00	1.00	0.00	1.00	\$ 476.00	\$ 476.00	\$ -	\$ 476.00		\$ -	\$ 476.00				\$ 476.00
89	Addendum D1-3A	EA	2.00	3.00	0.00	3.00	\$ 4,861.00	\$ 9,722.00	\$ -	\$ 14,583.00		\$ -	\$ 14,583.00				\$ 14,583.00
TOTALS								\$2,593,555.50	\$316,913.26	\$2,512,228.17	\$ 165,329.00	\$ 719,859.94	\$ 427,215.92	\$ 352,667.75	\$ 352,195.00	\$ 494,960.56	\$2,512,228.17
ADDITIONAL WORK																	
		LS	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -							\$ -
		LS	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -							\$ -
		LS	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -							\$ -
		LS	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -							\$ -
TOTALS:								\$2,593,555.50	\$316,913.26	\$2,512,228.17	\$ 165,329.00	\$ 719,859.94	\$ 427,215.92	\$ 352,667.75	\$ 352,195.00	\$ 494,960.56	\$2,512,228.17

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning June 1, 2012 to June 30, 2012

GENERAL ENGINEERING REVIEW SERVICES	Fee Basis	% Complete	Amount Earned	Previous Amount Billed	Amount Due This Invoice
McDonald's Site Plan Submittal	Hourly	N/A	\$600.00	\$400.00	\$200.00
VENDOR # <u>41300-3000 → 200°</u>					
ACCOUNT # <u>005-42060-3000 → 706.86</u>					
DEPT HEAD <u>1617-21</u>					
TOWN MANAGER <u>Pls</u>					

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning June 1, 2012 to June 30, 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	75.00%	\$11,775.00	\$11,005.70	\$769.30
<i>Consent Order / SSES Task 8 Data Analysis and Condition</i> (HR04103-50R)					
	Lump Sum	100.00%	\$ 67,000.00	\$ 66,732.00	\$268.00
<i>Water Tank RFP Assistance</i> (HR04103-54R)					
	Lump Sum	100.00%	\$9,900.00	\$9,193.14	\$706.86
<i>Consent Order/SSO General Rehabilitation Plan</i> (HR04103-60RI)					
	Lump Sum	50.00%	\$ 87,500.00	\$ 75,425.00	\$12,075.00
<i>Consent Order/SSO MOM Program Full Hydraulic Model Phase 2</i> (HR04103-61RI)					
	Lump Sum	28.60%	\$ 32,890.00	\$ 17,710.00	\$15,180.00
				TOTALS	\$29,199.16

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning June 1, 2012 to June 30, 2012

<i>GENERAL REVIEW SERVICES (HR04103-02)</i> McDonald's Parking Lot Addition Site Plan Review	Billing Period 2012	Fee Basis	Rate	Time Charged (Hours)	Fee Earned
<i>Project Labor</i>					
Technical Principal	June	Hourly	\$200.00	1	\$200.00
				Sub Total	\$200.00

TOTAL = \$200.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning June 1, 2012 to June 30, 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	June	Lump Sum	\$15,700.00	75.00%	\$11,775.00	\$11,005.70	\$769.30
Project Totals			\$15,700.00	75.00%	\$11,775.00	\$11,005.70	\$769.30

TOTAL = \$769.30

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning June 1, 2012 to June 30, 2012

<i>GENERAL REVIEW SERVICES (HR04103-50R)</i> Consent Order / SSES Task 8 Data Analysis and Condition	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Data Analysis	June	Lump Sum	\$67,000.00	100.00%	\$67,000.00	\$66,732.00	\$268.00
Project Totals			\$67,000.00	100.00%	\$67,000.00	\$66,732.00	\$268.00

TOTAL = \$268.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning June 1, 2012 to June 30, 2012

<i>GENERAL REVIEW SERVICES (HR04103-54R)</i> Water Tank RFP Assistance	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Development of Contractor RFP Package	June	Lump Sum	\$9,900.00	100.00%	\$9,900.00	\$9,193.14	\$706.86
Project Totals			\$9,900.00	100.00%	\$9,900.00	\$9,193.14	\$706.86

TOTAL = \$706.86

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning June 1, 2012 to June 30, 2012

<i>GENERAL REVIEW SERVICES (HR04103-60RI)</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	June	Lump Sum	\$175,000.00	50.00%	\$87,500.00	\$75,425.00	\$12,075.00
Project Totals			\$175,000.00	50.00%	\$87,500.00	\$75,425.00	\$12,075.00

TOTAL = \$12,075.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning June 1, 2012 to June 30, 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	June	Lump Sum	\$115,000.00	28.60%	\$32,890.00	\$17,710.00	\$15,180.00
Project Totals			\$115,000.00	28.60%	\$32,890.00	\$17,710.00	\$15,180.00

TOTAL = \$15,180.00



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: HR04103-02, HR04103-43R, HR04103-50R, HR04103-54R, HR04103-60RI, HR04103-61RI
Date: July 11, 2012
cc: Bill Hopkins, Scott Schiller

Recent Activities:

1. HR04103-02 – Review of the McDonald's Site Plan submittal.
2. HR04103-43R – Continued to review background information as it pertains to the anticipated rehabilitation planning process.
3. HR04103-50R – Completed development of condition assessment documentation utilizing available information.
4. HR04103-54R – Closed out internal project documentation.
5. 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.
6. HR04103-61RI – Continued field survey work and began to log collected information into a GIS database for eventual incorporation into the Town's full hydraulic model.

Upcoming Tasks:

1. HR04103-02 – Site plan review will be conducted on an as needed basis.
2. HR04103-43R – Review the requested work order system information provided by the Town and incorporate it into the Rehabilitation Plan.
3. HR04103-50R – Task is complete. Any remaining information collected as a result of additional field work will be incorporated into the condition assessment documents through the Rehabilitation Plan task.
4. HR04103-54R – Task is complete.
5. HR04103-60RI – Continue to perform work related to development of the Rehabilitation Plan and assist the Town with regional decisions and amendments.
6. HR04103-61RI – Continue field survey work and GIS data entry for eventual incorporation into the Town's full hydraulic model.

Scope Changes:

1. N/A

Budget Status/Percent Complete

1. HR04103-02 – Time and materials task. All work is being done within expected budgetary limits.
2. HR04103-43R – 75.00%
3. HR04103-50R – 100.00%
4. HR04103-54R – 100.00%
5. HR04103-60RI – 50.00%
6. HR04103-61RI – 28.60%

Schedule Status/Deliverable Status

1. HR04103-02 – On schedule.
2. HR04103-43R – On schedule based on VDEQ deadlines.
3. HR04103-50R – Task is complete.
4. HR04103-54R – Task is complete.
5. HR04103-60RI – On schedule based on VDEQ deadlines.
6. HR04103-61RI – On schedule.

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

1. None

Issues you should be aware of/ any other issues:

1. None

Jun 25, 2012

Customer Bill



Dominion®

TOWN OF SMITHFIELD

Billing and Payment Summary

Account # 5290739399

Due Date: Jul 30, 2012

Total Amount Due: \$ 113,170.68

To avoid a Late Payment Charge of 1.5% please pay by Jul 30, 2012.

Previous Amount Due: \$ 0.00
Payments as of Jun 25: \$ 0.00

Explanation of Bill Detail

Customer Service 1-866-DOM-HELP (1-866-366-4357)

Table with 2 columns: Description and Amount. Rows include Previous Balance (0.00), Payment Received (0.00), Balance Forward (0.00), Non-Service Billing (113,170.68), Total Current Charges (113,170.68), and Total Account Balance (113,170.68).

Visit us at www.dom.com.

Important Customer Information from Dominion Virginia Power

Work Request No. 7436470

Power Co. Tax ID - 54-0418825

Work/Equipment/Rental Location
S CHURCH ST SMITHFIELD, VA 23430

Work/Equipment/Rental Description
**MASTEC STREETLIGHT TURNKEY.*SMITHFIELD DOWNTOWN REVITALIZATION PROJECT - S. CHURCH STREET STREETScape IMPROVEMENTS - PHASE 1 SMITHFIELD - CN COMM
ISSION NUMBER: 3144 STREET LIGHTING

Project Contact Information
FOR ANY QUESTIONS, PLEASE CONTACT PATRICIA L TONGEL
PHONE: (757) 255-3005
WORK REQUESTED BY BILL HOPKINS

If you have any questions, please call us between 8 a.m. and 5 p.m. Monday - Friday

Help EnergyShare - add \$1,2,5,10,20,25 or 35 to your payment or mail a separate check payable to EnergyShare to PO Box 94717, Richmond, VA 23220-1717

Handwritten notes: ACCOUNT # 4-100-41300-8100, DEPT HEAD, TOWN MANAGER, PLS

Mailed on Jun 26, 2012

Please detach and return this payment coupon with your check made payable to Dominion Virginia Power. Please see reverse side for mailing address change instructions.

Payment Coupon

Bill Date Jun 25 12

Please Pay by 07/30
\$ 113,170.68

Amount Enclosed

Empty box for amount enclosed

Account No. 5290739399

055158 1 AT 0.371 T#000139
TOWN OF SMITHFIELD
310 INSTITUTE ST
SMITHFIELD VA 23430-1114

Send Payment to:

DOMINION VIRGINIA POWER
P O BOX 26543
RICHMOND VA 23290-0001



888

5290739399 2011317068 2011317068 91

Jun 21, 2012

Customer Bill



TOWN OF SMITHFIELD

Billing and Payment Summary

Account # 8045492603 Due Date: Jul 26, 2012

Total Amount Due: \$ 277,494.03

To avoid a Late Payment Charge of 1.5% please pay by Jul 26, 2012.

Previous Amount Due: \$ 0.00
Payments as of Jun 21: \$ 0.00

Explanation of Bill Detail

Customer Service 1-866-DOM-HELP (1-866-366-4357)

Previous Balance	0.00
Payment Received	0.00
Balance Forward	0.00
Non-Service Billing	277,494.03
Total Current Charges	277,494.03
Total Account Balance	277,494.03

Visit us at www.dom.com.

Important Customer Information from Dominion Virginia Power

Work Request No. 7232823

Power Co. Tax ID - 54-0418825

Work/Equipment/Rental Location
S CHURCH ST SMITHFIELD, VA 23430

Work/Equipment/Rental Description
*MIKE AUGER ONLY**MASTEC DRILL/TRENCH**SMITHFIELD DOWNTOWN REVITALIZATION PROJ
ECT - S. CHURCH STREET STREETScape IMPROVEMENTS - PHASE V (TOWN OF SMITHFIELD
- CN COMMISSION NUMBER: 3144

Project Contact Information
FOR ANY QUESTIONS, PLEASE CONTACT WILLIAM SLEASMAN
PHONE: (757) 393-3980
WORK REQUESTED BY BILL HOPKINS

If you have any questions, please call us between 8 a.m. and 5 p.m. Monday - Friday.

Help EnergyShare - add \$1,2,5,10,20,25 or 35 to your payment or mail a separate check payable to EnergyShare to PO Box 91717, Richmond, VA 23230-1717.

VENDOR # _____

ACCOUNT # 4 100 . 41300 . 8100

DEPT HEAD M.T.H.

TOWN MANAGER PLS

Mailed on Jun 22, 2012

Please detach and return this payment coupon with your check made payable to Dominion Virginia Power. Please see reverse side for mailing address change instructions.

Payment Coupon

Bill Date Jun 21 12

Please Pay by 07/26
\$ 277,494.03

Amount Enclosed

[Empty box for amount enclosed]

Account No. 8045492603

044840 1 AT 0.371 T#000147
TOWN OF SMITHFIELD
PETER M. STEPHENSON
PO BOX 246
SMITHFIELD VA 23431-0246

Send Payment to:

DOMINION VIRGINIA POWER
P O BOX 26543
RICHMOND VA 23290-0001



888 8045492603 5027749403 5027749403 91

MBF Industries, Inc.

210 Tech Dr., Sanford, Fl. 32771
www.MBFINDUSTRIES.com

Phone: 407-323-9414
Fax: 407-330-2068



INVOICE

BILL TO:
Smithfield Police Dept.
1613 S. Church Street
Smithfield, VA 23430

DATE: June 15, 2012
INVOICE #: 1251 TINT
TERMS: DUE UPON RECEIPT

CONTACT: Sgt. Patrick Araojo
EMAIL: paraojo@smithfieldva.gov

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COST</u>
1	Window tint	\$ 130.00
	TOTAL:	<u>\$ 130.00</u>

TOTAL DUE THIS INVOICE: \$130.00
=====

PLEASE REMIT TO: MBF INDUSTRIES INC.
210 TECH DRIVE
SANFORD, FL 32771

DEALERS LICENSE #: VI/1002854/1
MOTOR VEHICLE REPAIR #: MV54046

THANK YOU!

VENDOR # _____
ACCOUNT # 4-100-31100-8100
DEPT HEAD A. Howell
TOWN MANAGER PLS

MBF Industries, Inc.

210 Tech Dr., Sanford, Fl. 32771
www.MBFINDUSTRIES.com

Phone: 407-323-9414
Fax: 407-330-2068



INVOICE

BILL TO:
Smithfield Police Dept.
1613 S. Church Street
Smithfield, VA 23430

DATE: February 24, 2012
INVOICE #: 1251 UPGRADES
TERMS: DUE UPON RECEIPT

CONTACT: Sgt. Robert M. Fox
EMAIL: rfox@smithfieldva.gov

REFERENCE: P.O #SPD237-171-001 Dated 6/20/2011

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COST</u>
1	Samsung SVR-470-DVR W/Installation	\$ 813.00
2	Wall mounts for 42" and 19" TV's	\$ 125.00

	TOTAL:	<u>\$ 938.00</u>

TOTAL DUE THIS INVOICE: \$ 938.00

=====

PLEASE REMIT TO: MBF INDUSTRIES INC.
210 TECH DRIVE
SANFORD, FL 32771

DEALERS LICENSE #: VI/1002854/1
MOTOR VEHICLE REPAIR #: MV54046

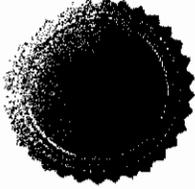
THANK YOU!

VENDOR # _____
ACCOUNT # 4-100-31100-8100
DEPT HEAD A. Howell
TOWN MANAGER PLS

MBF Industries, Inc.

210 Tech Dr., Sanford, Fl. 32771
www.MBFINDUSTRIES.com

Phone: 407-323-9414
Fax: 407-330-2068



INVOICE

BILL TO:
Smithfield Police Dept.
1613 S. Church Street
Smithfield, VA 23430

DATE: February 24, 2012
INVOICE #: 1251 UPGRADES
TERMS: DUE UPON RECEIPT

CONTACT: Sgt. Robert M. Fox
EMAIL: rfox@smithfieldva.gov

REFERENCE: P.O. #SPD237-171-001 Dated 6/20/2011
P.O. #SPD237-201-001 Dated 7/20/2011
P.O. #SPD237-162-001 Dated 6/11/2011

ITEM	DESCRIPTION	COST
1	Samsung SVR-470-DVR W/Installation	\$ 813.00
2	Wall mounts for 42" and 19" TV's	\$ 125.00
3	Quotation Dated 6/11/2011	\$18,565.00

	TOTAL:	<u>\$19,503.00</u>

TOTAL DUE THIS INVOICE: \$19,503.00
=====

PLEASE REMIT TO: MBF INDUSTRIES INC.
210 TECH DRIVE
SANFORD, FL 32771

DEALERS LICENSE #: VI/1002854/1
MOTOR VEHICLE REPAIR #: MV54046

THANK YOU!

VENDOR # _____
ACCOUNT # 4-100-31100-8100
DEPT HEAD A. Howell
TOWN MANAGER PLS

MBF Industries, Inc.

210 Tech Dr., Sanford, Fl. 32771
www.MBFINDUSTRIES.com

Phone: 407-323-9414
Fax: 407-330-2068



INVOICE

BILL TO:
Smithfield Police Dept.
1613 S. Church Street
Smithfield, VA 23430

DATE: June 27, 2012
INVOICE #: 1251
TERMS: NET 30 DAYS

CONTACT: Sgt. Robert M. Fox
EMAIL: rfox@smithfieldva.gov

REFERENCE: P.O. #20110427A Dated 4/27/2011

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COST</u>
1	Mobile Command Vehicle	\$154,203.56
	TOTAL:	<u>\$154,203.56</u>

TOTAL DUE THIS INVOICE: \$154,203.56
=====

PLEASE REMIT TO: MBF INDUSTRIES INC.
210 TECH DRIVE
SANFORD, FL 32771

DEALERS LICENSE #: VI/1002854/1
MOTOR VEHICLE REPAIR #: MV54046

THANK YOU!

VENDOR # _____
ACCOUNT # 4-100-31100-8100
DEPT HEAD A. Howell
TOWN MANAGER PLS

Sec. 86-1. - Violations of chapter generally.

- (a) Unless otherwise specifically provided, a violation of any provision of this chapter shall constitute a class 3 misdemeanor. *In the case of subsequent violations not arising from the same set of facts within twelve months of an initial violation, a civil penalty shall be imposed on the property owner, whether the subsequent violation is remedied by the owner or his agent or the Town or their agent. The first subsequent violation within twelve months of the initial violation shall garner a civil penalty of \$100.00; the second, a civil penalty of \$150.00; the third and all additional subsequent violations within twelve months of the initial violation shall garner a civil penalty of \$200.00 each. Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of violations result in civil penalties that exceed a total of \$3,000.00 in a twelve month period. These penalties shall be in addition to any service fees or administrative fees that result from the resolution of the violations and shall be collected in the same manner as fixed by state law for the collection of taxes and shall be subject to the same penalties for delinquency, costs and fees.*
- (b) No person shall cause a nuisance, as described in this section or in Code of Virginia, § 15.2-900 or 15.2-1115, in any place whatever within the corporate limits of the town, nor suffer any nuisance to remain in any house or lot occupied or owned by him. Everything shall be deemed a nuisance, within the meaning of this section, which is offensive or prejudicial to the health of any citizen and which is not specifically proscribed by the provisions of this Code.

(Code 1982, § 20-1)

Sec. 86-2. - Maximum height of weeds, grass.

It shall be unlawful for any owner, lessee or occupant, or the agent, representative or employee of any owner, lessee or occupant, having control of any parcel of land within the town, whether developed or undeveloped or subdivided or not subdivided, to allow, permit or maintain any growth of weeds, grass or other natural growth thereon which exceeds an average of 14 inches from the general level of the ground. Bona fide agricultural land, wooded parcels of land and marshland are exempt from this section.

(Code 1982, § 20-2)

Sec. 86-3. - Clearance between sidewalk or street and overhanging shrubs or trees.

It shall be unlawful for any owner, lessee or occupant, or the agent, representative or employee of any owner, lessee or occupant, having control of any parcel of land in the town to allow or permit any part of any shrub or tree to overhang any sidewalk at

a height of less than eight feet or overhang any street or alley at a height of less than 14 feet.

(Code 1982, § 20-3)

Cross reference— Streets, sidewalks and other public places, ch. 70.

Sec. 86-4. - Notice to correct violation of section 86-2 or 86-3.

- (a) When any condition exists on any lot or parcel of land in violation of [section 86-2](#) or [86-3](#), the town manager shall give written notice to the owner, lessee or occupant of such lot or parcel, or to his agent, employee or representative having charge or control of such lot or parcel, requiring the abatement and removal of the weeds, grass, natural growths or overhanging trees or shrubs existing upon such lot or parcel within seven days. The weeds, grass, natural growths or overhanging trees and shrubs shall be cut and removed within seven days from the date of such notice.
- (b) In cases where there is no owner, lessee or occupant or agent or representative of such owner, lessee or occupant within the town, the notice provided for in subsection (a) of this section may be served by mailing the same to the owner at the address shown on the town real estate tax records.

(Code 1982, § 20-4)

State law reference— Authority to town to require cutting of weeds and grass, Code of Virginia, §§ 15.2-901, 15.2-1115.

Sec. 86-5. - Charges constitute lien.

Every charge authorized by this chapter with which the owner of any property shall have been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in Code of Virginia, §§ 58.1-3940 et seq. and 58.1-3965 et seq. The town may waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

State law reference— Similar provisions, Code of Virginia, § 15.2-901.

Sec. 86-6. - Correction by town of violation of section 86-2 or 86-3.

If a notice given pursuant to [section 86-4](#) is not complied with within the specified time, the town manager may have the weeds, grass, natural growths or overhanging trees or shrubs referred to in the notice cut and removed. The expense of such work

shall be charged to the property and billed to the owner of the property. If the charge is not paid within ten days, the amount due shall be collected in the same manner as fixed by state law for the collection of taxes and shall be subject to the same penalties for delinquency, costs and fees.

(Code 1982, § 20-5)

State law reference— *Authority for above section, Code of Virginia, §§ 15.2-901, 15.2-1115.*

Repeat offenses

[prev](#) | [next](#)

§ 15.2-901. Locality may provide for removal or disposal of trash, cutting of grass and weeds; penalty in certain counties; penalty.

A. Any locality may, by ordinance, provide that:

1. The owners of property therein shall, at such time or times as the governing body may prescribe, remove therefrom any and all trash, garbage, refuse, litter and other substances which might endanger the health or safety of other residents of such locality; or may, whenever the governing body deems it necessary, after reasonable notice, have such trash, garbage, refuse, litter and other like substances which might endanger the health of other residents of the locality, removed by its own agents or employees, in which event the cost or expenses thereof shall be chargeable to and paid by the owners of such property and may be collected by the locality as taxes are collected;

2. Trash, garbage, refuse, litter and other debris shall be disposed of in personally owned or privately owned receptacles that are provided for such use and for the use of the persons disposing of such matter or in authorized facilities provided for such purpose and in no other manner not authorized by law;

3. The owners of vacant developed or undeveloped property therein, including such property upon which buildings or other improvements are located, shall cut the grass, weeds and other foreign growth on such property or any part thereof at such time or times as the governing body shall prescribe; or may, whenever the governing body deems it necessary, after reasonable notice as determined by the locality, have such grass, weeds or other foreign growth cut by its agents or employees, in which event the cost and expenses thereof shall be chargeable to and paid by the owner of such property and may be collected by the locality as taxes are collected. In the County of James City, the Cities of Colonial Heights, Newport News, Williamsburg, and Winchester, and in a locality within Planning District 8, an ordinance adopted pursuant to this subdivision may also apply to owners of occupied property therein. No such ordinance adopted by any county shall have any force and effect within the corporate limits of any town. No such ordinance adopted by any county having a density of population of less than 500 per square mile shall have any force or effect except within the boundaries of platted subdivisions or any other areas zoned for residential, business, commercial or industrial use.

B. Every charge authorized by this section with which the owner of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in Articles 3 (§ [58.1-3940](#) et seq.) and 4 (§ [58.1-3965](#) et seq.) of Chapter 39 of Title 58.1. A locality may waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

C. The governing body of any locality may by ordinance provide that violations of this section shall be subject to a civil penalty, not to exceed \$50 for the first violation, or violations arising from the same set of operative facts. The civil penalty for subsequent violations not arising from the same set of operative facts within 12 months of the first violation shall not exceed \$200. Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of \$3,000 in a 12-month period.

D. Except as provided in this subsection, adoption of an ordinance pursuant to subsection C shall be in lieu of criminal penalties and shall preclude prosecution of such violation as a misdemeanor. The governing body of any locality may, however, by ordinance provide that such violations shall be a Class 3 misdemeanor in the event three civil penalties have previously been imposed on the same defendant for the same or similar violation, not arising from the same set of operative facts, within a 24-month period. Classifying such subsequent violations as criminal offenses shall preclude the imposition of civil penalties for the same violation.

(Code 1950, § 15-14; 1962, cc. 400, 623, § 15.1-11; 1964, c. 31; 1968, c. 423; 1974, c. 655; 1978, c. 533; 1983, cc. 192, 390; 1990, c. 177; 1992, c. 649; 1994, c. [167](#); 1997, c. [587](#); 1999, c. [174](#); 2000, c. [740](#); 2001, c. [750](#); 2003, c. [829](#); 2006, c. [275](#); 2009, c. [446](#); 2010, cc. [161](#), [403](#), [641](#); 2011, cc. [542](#), [695](#).)

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TOWN OF SMITHFIELD

"The Ham Capital of the World"

July 20, 2012

TO SMITHFIELD TOWN COUNCIL
FROM TOWN MANAGER *PETER*
SUBJECT VEHICLE MAINTENANCE REQUEST FOR PROPOSALS

The deadline for submittal of proposals to perform vehicle periodic routine maintenance, repairs services and emergency towing services was June 4, 2012 and the town received only one proposal – from Dave's Service Center, Inc. This proposal was shared with council at committee level last month.

We also attached information last month on the Virginia Department of General Services state motor fuel and vehicle management control center (VMCC) programs. Presently there are three Smithfield based automobile repair centers that are certified under this state contract – Dave's, Cofer's and Brown's.

We have proceeded to sign up for the state motor fuel program and we received additional information regarding the vehicle management control center. Treasurer Minga, Chief Bowman and I believe this state maintenance program will offer savings to the town and provide valuable data for tracking our fleet maintenance. Thus staff recommends that the one proposal received under the advertised RFP be rejected and that the town enroll in the VMCC program.

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

	Colonial Webb	Warwick Plumbing and Heating Corp	Rick Thomason Heating & Air Conditioning
Contact	Greg Womble	Kelly Crampton	Mark Flanary
	513-6634	879-6669	595-2200
Address	740 Bluecrab Road	11048 Warwick Boulevard	P O Box 6478
	Newport News, VA 23606	Newport News, VA 23601	Newport News, VA 23606
Email	greg.womble@colonialwebb.com	krcampton@wphcorp.com	mark@rickthomason.com
Received by	01-Jun-12	01-Jun-12	
Maintenance Contract Includes:			
Service and maintain the mechanical systems consisting of the following components:			
RTU-1 Trane YFD211C3HGGA 17.5 T	Yes	Yes	
RTU-2 Trane YFD150C3HCGA 12.5 T	Yes	Yes	
RTU-3 Trane YCD150C3HCGA 12.5 T	Yes	Yes	
RTU-4 Trane YCD300B3HGGA 25T	Yes	Yes	
RTU-5 Trane YCD300B3HGGA 25T	Yes	Yes	
12 Exhaust Fans PENN DX08, 10, 11, 16 0.5	Yes	Yes	
Boiler System	N/A	YES we can maintain, we can get you the fee to do so	
Scheduled Inspections-2 Annual and 2 Operational-Total of 4	Yes	Yes	
Coil Cleaning-Once a Year	Yes	YES	
4 Air Filter Changes	Yes	Yes	
Belt Replacement at initial inspection and as needed thereafter	Yes	YES	
Repair and replace failed or worn components to maintain system in peak operation condition. Labor and material cost included. Does not include parts listed below.	Yes	Yes	
Emergency & Trouble Call Coverage-Covers cost of emergency service labor and materials and you will receive top priority trouble call response during peak heating and cooling periods.	Yes	Yes	
Refrigerant will be included.	Yes	Yes	
Service documentation-Document all scheduled and unscheduled service work showing the time, date, name of service tech, equipment identification and brief description of work.	Yes	Yes	
Annual meeting to evaluate and make modifications to maintenance program.	Yes	Yes	
Monitoring utility bills and provide follow-up savings reports	Yes	YES -Warwick has numerous engineers who are LEED certified and we will review your energy consumption etc with them.	
Does not include:			
Repairs or replacement of items not normally mechanically maintainable such as but not limited to:			
ductwork	Not included	Not included	
boiler shell and tubes	N/A	N/A	
cabinets	Not included	Not included	
boiler refractory material	N/A	N/A	
heat exchangers	Included	INCLUDED	
main power service	Not included	Not included	
electrical wiring	Yes	Not included	
pipng	Not included	Not included	
tube bundles	Not included	Not included	
valve bodies	Not included	Not included	
coils	Not included	Not included	
structural supports	Not included	Not included	
oil storage tanks	N/A	Not included	
casings	N/A	Not included	
fixtures	N/A	Not included	
grillage	Not included	Not included	
tower fill	N/A	Not included	
registers	Not included	Not included	
diffusers	Not included	Not included	
Recording or Portable Instruments, Gauges, Thermometers	Not included	Not included	
Contract Cancellation Terms:			

This agreement shall be extended automatically from year-to-year and is subject to cancellation by either party at the end of any one year period by giving 30 days notice in writing in advance to the other party.	Yes	We would always like a 30 day notice but if at any time Smithfield Center is not happy with Warwicks performance and we cannot rectify it we will gladly let you out of your Maintenance contract.	
Cost (per year)	\$7,000	\$6,902	\$14,195
Notes	(will decrease over 10 years with installation of each new unit-total \$64,515)	total over 10 years \$69,020	total over 10 years \$141,950
New Unit Installation over 10 Years			
RTU 1	\$ 14,890.00	\$ 18,000.00	\$ 20,376.00
RTU 5	\$ 18,316.00	\$ 26,500.00	\$ 41,494.00
RTU 4	\$ 18,316.00	\$ 26,500.00	\$ 41,494.00
RTU 3	\$ 12,772.00	\$ 17,000.00	\$ 16,315.00
RTU 2	\$ 12,772.00	\$ 17,000.00	\$ 16,315.00
Upgrade to higher EER	\$ 5,000.00		
Cost (total)	\$ 82,066.00	\$ 105,000.00	\$ 135,994.00
Notes			
or			
New Unit Installation in same year, paid over time			
Cost (total)	\$ 75,175.00	\$ 101,200.00	
Price per year over 8 years	\$ 10,739.00	\$ 14,457.00	
Notes			
Questions:			
What SEER are the units being installed?	12.5 ton units = 12.1 EER	YCD211F3 11.8 EER equals approximately 14.1 SEER -	
	17.5 ton unit = 11.8 EER	YCD150F3 11.0 EER equals approximately 12.75 SEER	
	25 ton units = 10.6 EER	YCD300F3 10.0 EER equals approximately 11.2 SEER	
		We priced replacements up the same as you have now. If you would like them all high efficiency please let us know so we can provide the additional pricing	
What brand name of unit is being installed?	American Standard	TRANE	
Warranty info-type of length of each?	10 years	1 year mfg warranty and under full coverage PM it is basicly still covered under waranty after year 1	
Does this include a new thermostat control? What type? Any additional cost?	Proposed package includes new BAS zone sensors and web-enabled controls	YES, same type as now, no extra charge	
How will you address the costant air noise heard in Suites C&D?	Investigating now under existing contract	Lining the ductwork to make it quieter and or doing an air balance to dsitribute the air to the registers better	
Any Additional Costs?	NONE	NONE	Replace Returns
			\$ 3,965.00
			Install new Thermostat Control
			\$ 5,715.00

Lawrence Pitt
3305 Sawyer Way
Toano, Virginia 23168

July 16, 2012

Mr. William Saunders
Town Planner
Town of Smithfield
310 Institute Street
P. O. Box 246
Smithfield, VA 23431

Re: 206 Main Street

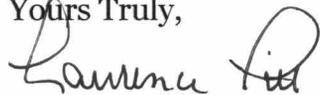
Dear Mr. Saunders:

One issue that has plagued tourism in the downtown area of Smithfield for years is the lack of public restrooms. Mr. Larry Pope, CEO of Smithfield Foods, Inc. is deeply concerned with the well being of Smithfield and recognizes this inadequacy. He proposes to purchase the property at 206 Main Street to construct public restrooms and dedicate the facility to the Town of Smithfield.

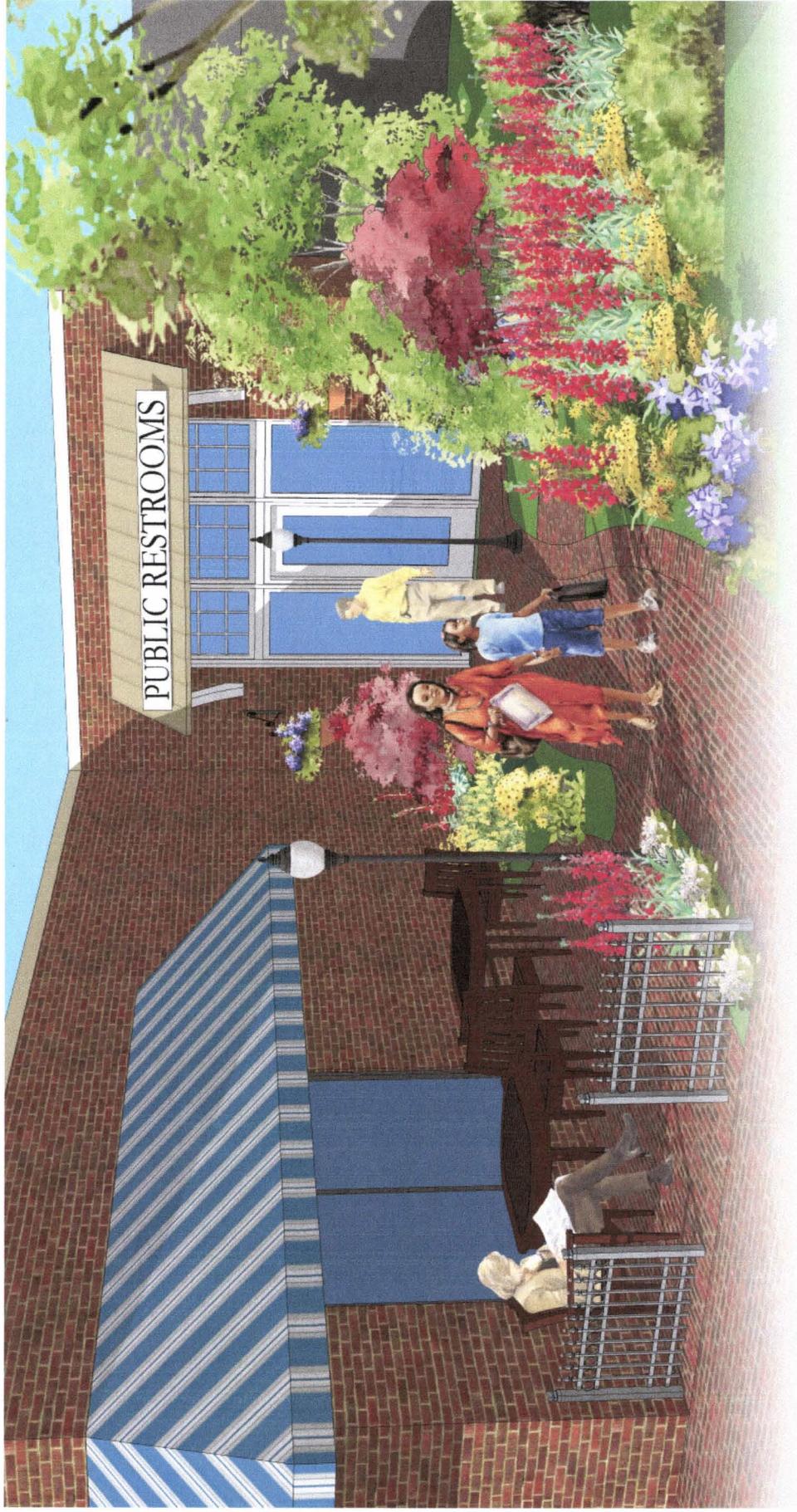
In order to move forward with the project I am requesting agreement from the Town to accept the donation of the property along with the improvements of the restrooms. I would appreciate you placing me on the appropriate committee agenda as soon as possible to allow me the opportunity to formally present this request.

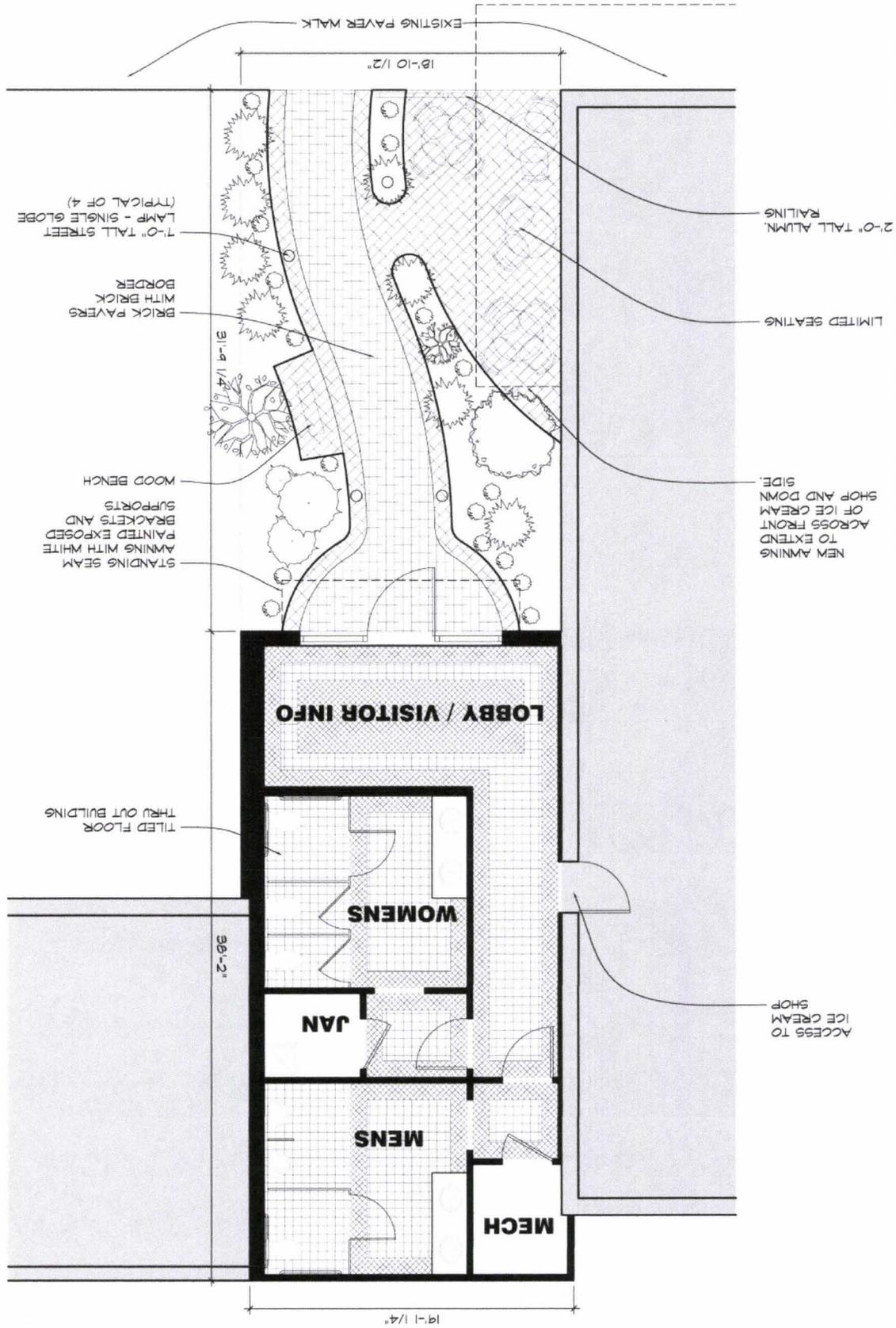
Attached are proposed renderings of the planned facility and building layout. Should you require additional information prior to the earliest meeting please let me know.

Yours Truly,



Lawrence Pitt
Project Manager





SMITHFIELD PUBLIC RESTROOMS



(757) 357-8166 tel
(757) 357-8165 fax
joelweaver@smithfield.com

111 Commerce Street
Smithfield, VA 23430

July 10, 2012

TOWN OF SMITHFIELD
Attn: Peter M. Stephenson, Town Manager
P.O. Box 246
Smithfield, VA 23431

Re: LEASE TERMINATION NOTICE

Dear Mr. Stephenson:

With reference to that certain lease dated June 4, 2002 between Town of Smithfield and Smithfield Packing Company (formerly Gwaltney of Smithfield, LTD) of property located at 224 Main Street in Smithfield, Virginia (the "Lease"), please accept this notice that Smithfield Packing Company has elected to terminate the Lease effective as of September 10, 2012 – sixty days after the date of this Notice.

Please let us know if you desire to take possession back prior to that date so that we can arrange for transfer of utilities and keys.

Thank you.

Sincerely,


Joel T. Weaver
Corporate Counsel

cc: William Riddick, Esq. (via electronic mail)

Peter Stephenson
Town Manager
Town of Smithfield

Dear Mr. Stephenson,

Members of Smithfield 2020 have worked with property owners and businesses on Main Street to encourage façade improvements, more uniform hours of operation and other business and property initiatives aimed at the overall improvement of the Historic District business environment.

We are aware that there is a sentiment among some Town Council members that the town should not be in the real estate business, and that there is an interest in selling the two small town-owned properties flanking Hayden's Lane.

Smithfield 2020 encourages the Council to consider the potential negative effects of the town selling its modest commercial holdings.

During the past four decades, through difficult times as well as good, the town's ownership of the two Hayden's Lane property has ensured that the buildings were occupied by retail businesses and were thus adding value to the overall business climate on Main Street.

One of the most persistent problems every Main Street environment encounters is the variety of opinions and attitudes of property owners as to how property might be used as well as hours of operation of businesses on those properties. With the town as a property owner, those concerns are more easily resolved than they might be in some instances of private ownership.

We would ask that the town simply play "devil's advocate" when it considers the sale of commercial properties and ask whether the overall environment on the street will be enhanced by such sale.

Respectfully,

Constance Rhodes
Smithfield 2020 Team Member

To: Peter Stephenson, Town Manager
From: Gina Ippolito, Smithfield on the Move, Advisory Group Member

Subject: Update Smithfield on the Move (SOM)

Date: July 19, 2012

1. Planning year with the Obici Healthcare Foundation ended May 30, 2012. Reports are complete and submitted to Obici. Expended \$41, 473 of the \$45, 550 award amount. Program items and marketing materials developed during the planning year will be distributed to Council Members at July committee meeting.

Attachment: TSRD8_PlanningNarrativeReport

2. During the planning year, both a **Town Strategic Plan for Wellness** and a **Community Needs Assessment** were developed. Also during planning year, overall marketing materials, website, walking groups and 8-week Get Moving, Get Healthy program were accomplished.

**Attachments: Smithfield_On_The_Move_Strategic_Plan
SOM_Community_Needs_Assessment_Report**

3. There currently exists a group of dedicated community leaders that are functioning informally as a Stakeholders Advisory Committee and meet monthly. Most have been on board since the strategic planning process started in July 2011.

4. Status of Grants:

a) SOM made a grant application to the Virginia Foundation for Healthy Youth, but was not awarded.

b) In May, SOM submitted a concept paper for \$80,000 for Obici's Round #11 grant cycle (funds available Nov 1, 2012 thru Oct 30, 2013). SOM has been invited to continue with a full grant application for Round 11 for \$25,000. We also have been strongly advised to submit a concept paper again in December 2012 for Round #12 Funding (funds available June 1, 2013 - May 30, 2014). Obici would prefer we convert to the June funding cycle, instead of the November. In the future we would only make (1) application to Obici each year.

Grant Application is due Aug 10, 2012. Utilizing the goals of the Strategic Plan and results of the needs assessment, the proposal for Obici Round #11 will focus on **Goal #2 - Promote Healthy Choices.**

Round #11 funding requests to Obici would support: 1) Community Garden at Windsor Castle Park 2) Restaurant Healthy Menu Choice program 3) Acceptance of WIC/SNAP at Smithfield Farmers Market. Outline of program in detail is included. Gina Ippolito and Mary Mitchell are working with Peter Stephenson and Ellen Minga and will be preparing grant submission documents.

Attachment: SOM_FY13&OBICI_Outline_July2012_TownCouncil

5. Action Items Needed:

a) July Committee 2012 - Town Council approve use of \$10,000 FY13 budgeted funds and authorize Town Manager to issue an RFP for Wellness Consultant Services. The Advisory Committee's recommendation is that the Town's funds be used to support the "base-operations" of maintaining the initiative. Current and future grant applications will also include requests to support consultant's time associated with the project/programs requested in each grant. Please see attachment; **(SOM_FY12&OBICI_Outline).**

b) Town Council authorizes Town Manger to apply and accept funds if awarded the grant application for Obici's #11 grant cycle for \$25,000.

c) Windsor Castle Park Foundation will be bringing Community Garden site plan to August Committee meeting. In anticipation of receiving grant funds Nov 1, the garden needs to be added to the park's site plan. In early October, once we receive grant award notification, coordination with Public Works will also be required for bringing water to the site in preparation for volunteers to construct garden.

\$25,000 OBICI HEALTHCARE FOUNDATION ROUND 11 GRANT PROPOSAL: (if awarded: Nov 2012 - Oct 2013)		
A.	<u>Consultant (Obici Funded) - Nov 1, 2012 - Oct 30, 2013</u>	\$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.	<u>Community Garden Project Phase 1, Windsor Castle Park</u>	\$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.	<u>Restaurant Healthy Choices Program Phase 1, goal implemented Jan/Feb 2013</u>	\$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.	<u>WIC/SNAP at Farmers Market, goal implemented in March 2013</u>	\$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.	<u>July 2012 - June 2013 - Consultant</u>	\$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	



Strategic Plan 2011-2016

Mission

The mission of *Smithfield on the Move* is to raise awareness of and increase participation in healthy living by all who work, live and play in the Town of Smithfield and Isle of Wight County.



Sponsored by:

&

Introduction to *Smithfield on the Move!*

Smithfield on the Move is a community wellness initiative formed to raise awareness of the benefits of a healthy and active lifestyle for residents and visitors of the Town of Smithfield and Isle of Wight County. Additionally, this initiative will increase opportunities for participants to engage in physical activity and provide educational opportunities as a method of combating conditions associated with obesity and physical inactivity.

Originating through a generous one-year planning grant funded by the Obici Healthcare Foundation, our initial focus is in developing a five-year community wellness plan and then to increase the community's participation in walking and biking activities. *Smithfield on the Move* is actively working with a group of community stakeholders towards implementing a five-year strategic plan to achieve the following goals: **Establish an Organization, Promote Healthy Choices, Support Local Policy and Advocate Initiatives, and Create Connectivity.** Establishing a formal organization will ensure sustainability through structure and leadership. Promoting healthy choices will support marketing of current community wellness programs and establish additional opportunities for physical activity and wellness education. Making policy recommendations and advocating new and established initiatives will provide continued support to our local municipalities. Creating Connectivity by improving physical infrastructures and collaborations among organizations further develops sustainability, reduces repetitive programming, and maximizes the use of resources available. These four broad-range goals are meant to provide guidance for the first five years of *Smithfield on the Move*. As the specific needs of the community change and are more fully determined through a community needs assessment, the focus of these goals may adjust accordingly, making this a fluid and workable plan.

Moving forward, we anticipate *Smithfield on the Move* to act as a “wellness umbrella” within the community. The outline of this strategic plan demonstrates a commitment to uniting likeminded individuals and organizations, making the best use of the resources available to meet the goals set forth. Once adopted, an ongoing board will oversee the strategic plan implementation. Forming tactical teams for each strategic goal comprised of community stakeholders and local field experts will foster successful achievement of the stated objectives. The future of *Smithfield on the Move* beyond one to five years relies on the successful implementation of this initial strategic plan.

Three-Phased Implementation

Creating a three-phase timeline for the individuals working to implement the goals and objectives established in this strategic plan will foster success. Phase one will be accomplished in the first two years of the program, phase two will take place during the third and fourth years, and phase three will occur during the fifth year.

Phase one will include the bulk of foundational work necessary to establish the sustainability of this initiative. Phase two will maintain and further develop program, policy, promotional and connectivity goals as well as provide for initial review of evaluation results. By phase three most of the objectives should be established. The remaining time will focus on finalizing any remaining goals and objectives and maintaining established programs and initiatives. During this time, careful review of community feedback and program evaluations will enable us to plan for the next five years of *Smithfield on the Move*.

Strategic Goals

Strategic Goal 1.) Establish an Organization Establishing a formal organization with leadership and structure will ensure the sustainability of the *Smithfield on the Move* Community Wellness Initiative.

Objectives	Key Success Measures	Projected Phase For Completion
1.1 Establish <i>Smithfield on the Move</i> as a 501c3.	501c3 is established.	Phase One
1.2 Establish a Board of seven to eleven members to provide ongoing guidance and direction for wellness initiative.	Board established.	Phase One
1.3 Create tactical teams comprised of stakeholders and field experts representing each goal to follow through on objectives.	Teams established.	Phase One
1.4 Continue to seek funding to accomplish the goals of <i>Smithfield on the Move</i> . (to support program activities, marketing, staffing, etc...)	a. # of additional funding sources sought. b. Special event planned and created to provide funds for <i>Smithfield on the Move</i> .	a. Phase One b. Phase Two
1.5 Develop a community needs assessment.	Complete a community needs assessment.	Phase One
1.6 Utilizing guidelines from leading organizations in the realm of health & wellness, establish a set of standards defining “wellness communities and organizations.”	Adoption of standards for wellness organization.	Phase Two

Strategic Goal 2.) Promote Healthy Choices Promoting Healthy Choices will support the marketing and promotion of all wellness related activities that our community offers. In addition, initiatives will be established to increase the engagement of physical activity and provide educational opportunities that teach youth and adults how to make positive lifestyle changes.

Objectives	Key Success Measures	Projected Phase For Completion
2.1 Market & promote existing community wellness programs, special events, etc... a. Create informational toolkit to utilize throughout the community. b. Create and distribute maps of current walking and biking routes.	a. # of toolkits distributed to the community. b. # of walking and biking route maps distributed to the community.	Phase One
2.2 Promote community and home garden initiatives a. “How to” workshops b. Register home gardens through website	a. # of people attending “How to” workshops b. # of community/home gardens registered on website	Phase Two
2.3 Promote use of the <i>Smithfield on the Move</i> toolkit to local employers for use within employee wellness programs	Track utilization of toolkits among existing and new employee wellness programs	Phase Two
2.4 Education & Awareness a. Establish website b. Identify & establish opportunities for nutrition education	a. Website established b. # of nutrition education opportunities established	Phase One
2.5 Create walking and biking programs for adults and youth.	# of individuals participating in walking and biking programs.	Phase One

2.6 Create Wellness Ambassador Program to support phased initiatives.	# of volunteers participating in Ambassador program	Phase Two
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Strategic Goal 3.) Support Local Policy and Advocate Initiatives Making policy recommendations and advocating new and established initiatives is imperative to support our local municipalities' infrastructure and continued efforts to improve the overall wellness of community residents and visitors.

Objectives	Key Success Measures	Projected Phase For Completion
3.1 Research and identify new and established policies and initiatives that we will support.	Adopted list of policies and initiatives we want to support.	Phase One
3.2 Improve promotional branding opportunities. a. Identify types and locations for signs, banners, etc. b. Locate funding sources for signs, banners, etc.	a. # of additional branding opportunities added b. # of funding sources secured to support branding expenses.	Phase Two
3.3 Educate the community about local policies and initiatives to foster community support.	a. # of website and Facebook contacts established. b. # of special events attended with <i>Smithfield on the Move</i> informational table or booth.	Phase Two

Strategic Goal 4.) Create Connectivity Creating connectivity is a two-part objective. Physical connectivity will focus efforts in improving infrastructures that foster a more walkable/bikeable community. Connectivity among organizations will focus on improving collaborations, coordinating efforts and uniting common goals in order to maximize our resources to reach those who live, work and play in Smithfield/Isle of Wight County.

Objectives	Key Success Measures	Projected Phase For Completion
4.1 Identify and categorize existing entities and opportunities that promote wellness in preparation for future collaborations.	a. Establish a list of current community programs on the website and in the <i>Smithfield on the Move</i> toolkit. b. Establish procedure for adding new programs and events to toolkit and website. c. Update progress to other parts of the county.	Phase One
4.2 Partner with existing resources to expand the capacity of infrastructures to foster a more physically active community. a. Bike & Pedestrian committee, Safe Routes to School b. Investigate other infrastructures that may be utilized more for physical activity. (i.e., school tracks)	a. Identified ways to support the Bike and Pedestrian Committee and Safe Routes to School Programs. b. Established relationship with schools to develop formal walking programs utilizing school tracks.	Phase One
4.3 Partner with National & Regional Initiatives a. Captain John Smith Trail b. Align with a National Campaign	a. Assist in the completion of the requirements outlined by trail initiative b. Partner with one national campaign utilizing resources made available	Phase Two

Acknowledgements

Smithfield on the Move acknowledges the following individuals and organizations that are providing support in developing this strategic plan. We greatly appreciate the time and expertise given by the strategic planning team that is establishing a pathway towards fostering a more active and healthy community. As a community, we owe a debt of gratitude to our grant writers, Gina Ippolito and Mary Mitchell. Their dedication to the community and to the health and wellness of others is why we will reap the benefits of these initiatives. Finally, the resources and support provided through the Obici Healthcare Foundation and the Town of Smithfield have made it possible for our community to embark on a journey to better health.

Linda Berling	Luter Family YMCA
Diane Carson	Soteria Christian Center
Jo Anne Copeland	Isle of Wight County Health Department
Leah Dempsey	Isle of Wight County Bike & Pedestrian Committee
Cynthia Edwards	Smithfield Foods
Julian Evans	Town of Smithfield
Mark Furlo	Isle of Wight County Parks and Recreation
Dave Hare	Smithfield Town Council
William Hopkins	Town of Smithfield
Julie Hull	Tidewater Physical Therapy
Gina Ippolito	Windsor Castle Park Foundation
Tracy James	Town of Smithfield
Pete Kovalcik	Luter Family YMCA
Jean Maxwell	Sentara
Ellen Minga	Town of Smithfield
Mary Mitchell	Wellness Consultant
Rev. Perry Moss	Soteria Christian Center
Amy Musick	Town of Smithfield
Renee Rountree	Riverside Health Systems
Dr. Garrett Smith	Smithfield Middle Principal
Peter Stephenson	Town of Smithfield
Robert Styron	Smithfield Foods
Dr. Carl Sweat	Paul D. Camp Community College
Debbie Szalwinski	Tidewater Physical Therapy
Judy Winslow	Smithfield & Isle of Wight Convention & Visitors Bureau



healthy choices + active lifestyle
strong community

Community Wellness Needs Assessment 2011-2012

Smithfield on the Move

Mission

The mission of *Smithfield on the Move* is to raise awareness of and increase participation in healthy living by all who work, live and play in the Town of Smithfield and Isle of Wight County.





Community Wellness Needs Assessment

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Introduction

Smithfield on the Move is a community wellness initiative formed to raise awareness of the benefits of a healthy and active lifestyle for residents and visitors of the Town of Smithfield and Isle of Wight County. This initiative was developed to increase opportunities for members of the community to engage in healthy lifestyle practices as a method of combating conditions associated with obesity and physical inactivity.

In its first year, the initiative focused on the planning process for a sustainable wellness community. To accomplish that, a strategic plan and community needs assessment were launched to ensure that the development of a wellness community and its programs would be effective and targeted to the needs of its members. The depth and breadth of the community needs assessment was designed in the planning phase of a one year grant as a starting point. It was conducted December 2011 – May 2012 in three parts through the efforts of stakeholders with backgrounds in health promotion. Part I includes a review of the community's demographics relating to the health outcomes, rankings and status of its population. Data for this was examined within Isle of Wight County and the Town of Smithfield. Part II of the assessment included a wellness survey to quantify specific healthy lifestyle behavior data and Part III conducted several focus groups to gather qualitative views of a healthy community. The following report covers the cumulative results in summary of the *Smithfield on the Move* community needs assessment.

Health Demographics

The scope of the health demographics included Isle of Wight County and the Town of Smithfield. With Isle of Wight increasingly growing, the population in 2011 was estimated at 37,059, a 21% change from 2000 Census. The population is 23% under 18 years of age and 14% 65 years and older. The County is 66% rural. The racial makeup of the population is White 73%, African American 25% and others (Asian, Hispanic) 2%. The county as a whole has 76% high school graduates, lower than the State of 81.5%, and 17.5% with a bachelor's degree or higher, also lower than the State of 29.5%.

In the Town of Smithfield, Census data (2000) reported there were 6,324 people, 2,438 households, out of which 37% had children under the age of 18 and 1,830 families. The median age was 38 years (older than the average age in the US) and females outnumber males 100 to 82.4. The average household income in Smithfield was \$52,580 and \$65,455 in Isle of Wight County. The racial makeup was 67% White, 31% African American, 0.35% Native American, 0.41% Asian, 0.02% Pacific Islander, 0.22% other races. Hispanic and Latino were 0.93% of the Town's population. Research indicates that there is a greater prevalence of obesity among African Americans (51% greater) and Hispanics (21% greater) when compared to whites and thus important in assessing and targeting prevention efforts in both the County and Smithfield.

The National Behavioral Risk Factor Surveillance Survey reported that Isle of Wight had 30% of their population as overweight or obese, 28% did no exercise in the past 30 days, 78%

had less than five servings per day of fruits and vegetables and 22% smoked in the county.

From the County Health Rankings data, Isle of Wight County was ranked 71 in health behaviors such as smoking, diet, exercise, and alcohol use. Other health outcomes include 12% diabetics, greater than the State at 8%.

According to the Centers for Disease Control and Prevention, the prevalence of obesity in Virginia has increased steadily over the past two decades to a current rate of 25.5%, ranking 16 in the United States. Smithfield and Isle of Wight County are no exception. Given the 30% obesity rate, there is an estimated 2,300 residents in the Town of Smithfield and 10,000 in Isle of Wight County categorized as obese. In addition, the percentage of age-adjusted adults in the county that are physically inactive is 25% compared to the national average of 23%.

The youth are also of concern in the County and the Town of Smithfield. According to the Virginia Foundation for Healthy Youth 2010 Obesity Survey Research Report the Southeast region has the second highest ranking for childhood obesity rates at 24%. Only 4% of our young people eat the recommended nine servings of fruits and vegetables, almost half watch two or more hours of TV, and 33% play video games for two hours or more a day clearly depicting the habits of our youth. With Isle of Wight County having an adult obesity rate of 30%, it lies within the Western Tidewater District which claims number two ranking for diabetes mortality.

Community Wellness Survey

The second portion of the community needs assessment included the completion of a wellness survey that was distributed among the community for input on their wellness practices and rating of a healthy community. During the initial phase, surveys were distributed throughout the county, such as schools, local family events, parks, businesses and chamber events. A mix of those who worked and/or lived within Smithfield and Isle of Wight County was captured in this phase. Twelve percent lived and worked in Smithfield, while another 12% worked in Smithfield but lived out in the County. Six percent lived in Smithfield but worked outside of Isle of Wight and 2% lived outside Isle of Wight and worked within the County. The following table depicts the spread of demographic data from those who completed the survey to date.

Gender	
Males	28%
Females	66%
Age	
Under 18	12%
18-25	6%
26-35	14%
36-45	21%
46-55	22%
55+	25%
Race	
Caucasian	79%

African-American	17%
Hispanic	2%
Other Nationality	2%

The survey polled respondents in the areas of healthy lifestyle practices, whether they were satisfied with their own health and activity and how they would rate the community as healthy. When asked about wellness practices, over 60% reported they performed thirty minutes or more of physical activity 3-5 days or more per week. Participation in recreational activities was performed by 67% versus 33% who did none at all. Interestingly, at least 50% of those who completed the survey did not utilize a park in Smithfield or Isle of Wight County for their activity. Further inquiry will be needed to determine if their activity is truly none at all or within a facility or outside the Town and County. Of those 45% that did utilize a park within the area, 85% participated primarily in walking or running while visiting the park. The second most highly used activity for using the park was for cycling and relaxation/ meditation.

Selecting healthy choices while eating out was practiced only occasionally by 48% of respondents and only 9% *always*. Having access to healthy fresh produce had a positive response for 99% of the survey respondents with options in the area of a local grocery store, farmers market and third, a home or community garden.

Of those who practiced healthy lifestyles (27%) to include physical activity, no tobacco usage, recreational activity and select healthy foods or beverages, only 11% felt that Isle of Wight was a healthy or extremely healthy community. Thirty seven percent of the overall respondents felt the community was healthy or extremely healthy. In essence there is room to grow our healthy community.

Below reports data received from those practicing healthy lifestyles.

Perform physical activity	
6-7 days	18%
3-5 days	46%
1-2 days	27%
None	9%
Utilize a park in Smithfield/IOW	
6-7 days	0.9%
3-5 days	14%
1-2 days	35%
None	50%
Select healthy menu items	
Always	8%
Usually	36%
Occasionally	48%
Never	8%
Tobacco Use	
Yes	9%
No	91%

The survey polled respondents for their satisfaction level of their own physical activity and health. Additional, they were asked how they would rate the community as 'healthy'. Results were analyzed individually as well as compared across all survey questions. When the satisfaction level of their current physical activity, health and the health of the community in

Isle of Wight County were compared, 29% were *somewhat satisfied* or *not satisfied*. Twenty four percent of those that performed activity 3-5 days per week were still *not satisfied* or only *somewhat satisfied* with their current level of health. Thirty one percent of those that performed either none or 1-2 days per week of physical activity (36%), were *not satisfied* or only *somewhat satisfied* with their health.

The below table depicts the data on satisfaction levels with current activity level, health and how they would rate Isle of Wight as a healthy community.

Current level of physical activity	
Extremely satisfied	8%
Satisfied	31%
Somewhat satisfied	32%
Not satisfied	28%
Current level of health	
Extremely satisfied	7%
Satisfied	44%
Somewhat satisfied	36%
Not satisfied	12%
IOW as healthy community	
Extremely healthy	4%
Healthy	37%
Somewhat healthy	54%
Not healthy	12%

Wellness Survey Summary

Phase one of the survey distribution was beneficial in gaining information on physical and recreational activity levels, perceptions of health and exercise, and community views of Isle of Wight as a healthy community. While the overall data did not mirror the population as much as preferred, continued survey distribution should gain more insight from different segments of the population. Adjustments in future community survey questions could also determine more lifestyle behavioral support mechanisms that may be put into place for a sustainable healthy community.

Focus Groups

Part three of the community needs assessment included focus groups from various target areas of the community population. Six groups in all were conducted and included groups of teachers and administrators in the schools throughout the county, employees from local businesses, area college students, business owners and other community organizations. The groups consisted of a broad range of people who either lived or worked in Smithfield and/or Isle of Wight County. The mix included those who lived in Smithfield and worked in Smithfield, worked in Smithfield but lived outside the County, or lived in Smithfield or Isle of Wight County but worked outside the County. Each focus group was held at their location and

asked four questions with regards to their views on a healthy community, our strengths as well as weaknesses. All participants were also asked to complete a demographic needs survey. All names were excluded for privacy purposes on both the questionnaires and within the focus group responses.

Focus Group Results Summary

Once compiled, a summary of the overarching results was analyzed. A positive response came from all of the focus groups that the community's strengths included the physical structures of Winsor Castle Park, Nike Park and the Smithfield Luter YMCA. While these were highlighted by many, one of the weaknesses expressed was the fact that the area did not have enough physical locations for activity (indoor/outdoor recreation facilities) in which all members of the County could access.

Most evident in all the focus group results was the overall problem of accessibility and connectivity of the community. The greatest need among the participants were for walking and biking paths that connect schools, communities, businesses and parks to give members access to physical activity and the opportunity to increase their normal daily activity.

Community participants in the majority of the groups felt there was a need to increase the programs offered in the community and several thought the programs should include children. This would increase the opportunity for families to become active together. Along the same line, the participants were looking for activities that were affordable and/or free. Still other groups stressed the need for healthy food choices as they work and/or live in the community and would like to have more nutritious options while eating out. With any programs or activities the need for communication and marketing to the community is critical. This was an important issue in over half of the groups and various suggestions were made to enhance the communication.

Additional notes were made on the safety of parks and roadways for both walkers and bikers. One suggestion was to include signage (Share the Road) on highly used roads for cyclists. Finally, one group suggested review of the name and logo of *Smithfield on the Move* to align with the goals of the initiative for the county.

Together the information received from all the focus groups gives qualitative input from the community to help align the strategic plan with the needs. This effort also helps support future initiatives with leadership in both Smithfield and Isle of Wight County to develop the infrastructure for a healthy community. In summary, having adequate access and connectivity to physical structures, increased programming, activities and healthy food choices would create the infrastructure and resources to achieve a community and culture of health.

Focus Group Data

The following includes a short summary from the qualitative results from each of the focus groups.

Focus Group 1

Type: School administration, teachers from Carrsville and Windsor (southern part of IOWC)

Location: Windsor High School**Summary – Focus Group 1**

The overarching themes from Focus Group 1 included the concern of the name and logo as a barrier to get response and movement in other parts of the county and the overall accessibility to parks and programs. Accessibility incorporated both the transportation to get to existing places where programs occur, as well as the location or distance of those outlets for physical activity. Finally, the lack of programs available to the community was expressed, but several ideas for programs and locations were suggested. Some of these included group exercise classes (Zumba or yoga) offered for the community at a nominal fee at the high school and the expansion of parks for use by the community in areas like the fairgrounds or walking trails in the southern part of county.

Focus Group 2**Type: School administration, teachers from Smithfield Middle School****Location: Smithfield Middle School****Summary – Focus Group 2**

The collective concerns from Focus Group 2 were connectivity and accessibility. Connectivity among various groups of people, as well as, the physical connectivity is necessary for individuals to be physically active. References to communities in Colorado and on college campuses were given as examples from the group. Also important to this focus group, was the issue of programs being offered for free to the community and that the activities should include children. This would foster not only family activity but encourage children to incorporate a healthy lifestyle.

Focus Group 3**Type: School administration, teachers from Smithfield High School****Location: Smithfield High School****Summary – Focus Group 3**

The recurring themes from Focus Group 3 were accessibility in the form of walking/biking paths that connect the community, facility and equipment access and the availability of affordable events and programs in all parts of the County. To be a successful healthy community the group felt that communication and marketing of programs were a key factor in its design.

Focus Group 4**Type: Employees of Smithfield Foods, Inc****Location: Smithfield Annex, Smithfield, VA****Summary – Focus Group 4**

This group brought several ideas to the initiative with three overall concepts for a healthy community. First, like others, Focus group 4 felt that connectivity was important especially with walking and biking paths that would bring businesses, neighborhoods and parks together. Secondly, having affordable healthy choices offered at restaurants and grocery stores was strongly encouraged as part of a healthy community. Finally, many within the group felt that more group activities should be offered to the community for those who work or live in Smithfield.

Focus Group 5

Type: Students - ITE computer class

Location: Paul D. Camp Community College

Summary – Focus Group 5

The students at Paul D. Camp Community College are concerned with having access to affordable options of places to go. They are happy with the YMCA expansion, but cannot always afford to pay the membership. Pay as you go fitness options appeal more to this group. Also, there is concern about money being spent on new buildings and housing developments rather than schools and additional recreational opportunities.

Focus Group 6

Type: The Isle of Wight Business after Hours Expo

Location: Smithfield Center

Summary – Focus Group 6

During the Isle Business Expo focus group participants shared that accessibility and communication were the two main issues affecting the ability of our community to become healthier. Accessibility to walking and biking paths that lead to stores and parks as well as increased accessibility to locally grown produce are two main issues. The use of social media and consistent entries in the local paper were two suggestions to improve communication. Hoffer Creek Wildlife Preservation in Portsmouth was cited as an example of ongoing activity and their use of social media.

Conclusion and Recommendations

An overview of the total results of the community needs assessment to include the area demographics and health status, wellness survey and focus groups yielded several 'next steps' in moving forward on the *Smithfield on the Move* initiative. Results indicated the focus of the Strategic Plan goals were in line with community needs. **Promoting Healthy Choices** was deemed very important to community groups for both physical activity and healthy food choices. Support of marketing for existing and future community programs is critical and several ideas from the community are being considered in enhancing this goal. **Support of Local Policy and Advocate Initiatives** for walking and biking paths was highlighted throughout the assessment and will help **Create Connectivity** which is a need of the community. Making policy recommendations and advocating for plans is vital to improve the physical infrastructure and lead to more active lifestyles. Finally, collaborations among organizations will further develop the sustainability and maximize all the resources available.

Following the review and approval from stakeholders, the results will be aligned with the strategic plan and adjustments made if needed. As the specific needs of the community change, the specific objectives and implementation of these goals may adjust accordingly, making *Smithfield on the Move* a vibrant healthy and active community.

**OBICI HEALTHCARE FOUNDATION
Planning Narrative Reporting Form**

Organization: Town of Smithfield

Project Name: Community Wellness Initiative

Grant Number: #218

Dates of current reporting period: 12/01/11 to 05/31/12

Progress Report: 6 months Final

Total grant amount: \$45,550	
Current 6 month expenditures:	% spent:
Total expenditures (final report only): \$41,473	Total funds left: \$4077

Mission Area: Access Prevention

Foundation Strategic Priorities:

Improve Access to Basic Healthcare
 Obesity Prevention

Chronic Disease Management
 Insure More People

Instructions:

The report must be returned no later than 30 days after the completion of your reporting period. The answers must be typed, single-spaced and a 12 pt font used. If you have any published material regarding this project (brochures, newspaper articles, etc.) please send us a representative sample.

Using your original project goals and objectives, please update your outputs/activities & outcomes from your proposal's *Data & Outcomes Evaluation Form*. Please describe your progress towards achieving each goal and objective within this six-month reporting period.

Provide an explanation for any variance from your stated goal or expected progress and what action you have taken. Your answers should not be limited by space provided in this form.

GOAL #1: Create a community wellness plan that will raise awareness of the benefits of a healthy and active lifestyle for those who work, live, and play in the Town of Smithfield and Isle of Wight County.

Objective 1: Develop a 5-year sustainable strategic plan for the Town of Smithfield by September 2011 to identify wellness priorities.

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Planning Narrative Reporting Form

Organization: Town of Smithfield

Project Name: Community Wellness Initiative

Grant Number: #218

Outputs/Activities- In fulfilling the first objective we met with twenty stakeholders over the course of eight meetings to develop the strategic plan for the wellness initiative. The *Smithfield on the Move* Strategic Plan 2011-2016 was adopted by Town Council in October 2011. As we continue seeking additional members, the advisory group meets monthly.

Outcomes: By adopting a five-year strategic plan, we reinforce wellness as a priority for the Town of Smithfield, increase our community's awareness of the benefits of a healthy and active lifestyle, and improve the image of Smithfield as an active wellness community.

Variance: The strategic plan was adopted one month later than originally planned due to the planning process beginning later in the summer.

Objective 2: Seek grant funding to hire part-time consultant to assist Town in facilitating strategic plan and implementation of identified program objectives outlined in this proposal.

Outputs/Activities: Upon securing funds from the Obici Healthcare Foundation, an announcement was posted in the Smithfield Times for part-time contract service assistance. At the June 7, 2011 Town Council meeting Amy Henry was hired as the part-time consultant for the community wellness initiative.

Outcomes: Securing a part-time position provides the Town with a dedicated effort to facilitate and provide leadership for formulating and implementing the wellness plan and programs. The Town remains financially committed to keeping a part-time consultant in leadership of this initiative. In March, the Town approved to include \$10,000 for consultant salary as part of the 2012/2013 budget process in case additional funds sought through other grant sources are not secured.

Variance: N/A

Objective 3: Using evidence-based models develop image brand marketing for wellness initiative that includes both printed and internet-based collateral marketing pieces.

Outputs/Activities: *Smithfield on the Move*, Active Lifestyle + Healthy Choices = Strong Community, is the image branding developed with help from Smithfield & Isle of Wight Visitor & Tourism Bureau and the stakeholders. The website www.SmithfieldOnTheMove.com was developed and published. In March the Smithfield on the Move Facebook page was initiated along with the Get Moving & Eat Healthy 8-Week Community Challenge program and supporting print pieces.

Outcomes: 1000 toolkits were printed of which approximately 65% have been distributed. (300+ were distributed to program participants, and remainder at events/various outlets.) The toolkits

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Organization: Town of Smithfield

Project Name: Community Wellness Initiative

Grant Number: #218

included a 12-page information booklet, a tri-fold "Where to Walk & Bike" brochure, and a tri-fold Get Moving & Eat Healthy brochure along with either a water bottle or pedometer. 1000 additional "Where to Walk & Bike" brochures are being distributed through the Smithfield & Isle of Wight Visitor & Tourism Bureau and other local outlets/events such as the Chamber of Commerce, YMCA and various businesses. Approximately 45% of these have been distributed as a stand-alone piece, many to residents and visitors that were seeking information about Windsor Castle Park. Each month the website is increasing its hits, and for the month of May had 452 unique hits.

Variance: N/A

GOAL #2: Increase community's participation in walking and biking activities for all ages as a method of preventing obesity.

Objective 1: Identify current community walk -able/bike- able opportunities, and produce information piece on "Welcome to Walking & Biking".

Outputs/Activities: A variety of current walk-able and bike-able opportunities are identified throughout our community via the website, tool-kits and the "Welcome to Walking & Biking," tri-fold brochures are being distributed through the Smithfield & Isle of Wight Convention and Visitor Bureau, other local outlets, and local events.

Outcomes: Through the website, Facebook and print media we created resources on walking and biking within our community. These resource increase awareness of safe routes available, promote participation, and encourage making physical activity part of daily living. 525 Tool-kits, 450 Where to Bike/Walk brochures have been distributed and five regular walking groups are part of the SOM programs. The website, each month is- increasing the number of hits and in the month of May had 452 unique visitors.

Variance: Although we have yet to hit our target numbers for distribution, resources are established and currently being used to promote healthy living in Isle of Wight County. All information is still available and being distributed to the community. In the future, a participation tracking system needs to be implemented in order to successfully track walking club attendance.

Objective 2: Using other communities evidence-based successes, develop two walking/biking incentive programs that increase participation in these activities over an extended period.

Outputs/Activities: A Community Needs Assessment was completed with the resulting summary attached. The information obtained through the assessment is being used to guide and design programs that meet the needs of our community. Volunteer led groups continue to walk

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OBICI HEALTHCARE FOUNDATION
Planning Narrative Reporting Form

Organization: Town of Smithfield

Project Name: Community Wellness Initiative

Grant Number: #218

within our community. The joint launch of the adult/youth Get Moving & Eat Healthy Community Challenge met with encouraging success. Although it fell short of the projected retention rate, 300+ participants registered for this inaugural program.

Outcomes: As a result of the strategic planning process, we determined the importance of conducting a Community Needs Assessment before implementing any programs. Therefore, the adult program planned for the fall, was delayed and combined with the youth program and was launch jointly in the spring.

Variance: Focusing more time on the Community Needs Assessment while continuing to implement our first program gave us a chance to listen to our community while providing healthy activities. Although we did not meet our original timeline and attendance goals, 300 adults and 31 children participated in the program. Response from the community for the program was positive, and we have had requests to offer it again. It is anticipated that the 8-week program for adult and children will be offered again in the fall of 2012.

Six Month and Final Report Questions

1. Who are your participating agencies and positions held with the agency? The agencies participating in the Smithfield on the Move Community Wellness Initiative are the following:

Isle of Wight County Parks & Recreation
Isle of Wight & Smithfield Convention & Visitors Bureau
Luter Family YMCA
Paul D. Camp Community College
Riverside Health Systems
Smithfield Foods
Tidewater Physical Therapy
Town of Smithfield
Windsor Castle Park Foundation

2. Has the attendance by participating agencies increased or decreased and how much?

Since monthly meetings were established participation averages between six to eight participants.
3. If you use a consultant, what were the benefits or shortfalls? What progress has been made to complete the plan?

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Project Name: Community Wellness Initiative

Grant Number: #218

Using a consultant allowed the Town to move forward with a focused staffing effort, without having to create an internal position. Moving forward, the Town has dedicated funds in the FY13 Budget and plans on seeking additional grant funds to continue a part-time consultant position.

4. Using the timeline developed, have you made adjustments or are you on schedule?

Adjustments to the original timeline were made in part to allow for the development of a community needs assessment. It was decided to combine the adult and youth community challenge to launch in spring 2012. Currently we are on schedule and moving forward to work on initiatives identified in both the community needs assessment and the strategic plan.

5. To what extent is the implementation timeline completed and developed?

As part of the strategic planning process each objective was assigned a phase on the five year timeline. Each phase will require evaluation and adjustment as progress continues on the strategic plan.

6. What resources are needed to implement the plan? Provide list.

- Funds through additional grant resources

- Continued forming of collaborations with Isle of Wight County, Isle of Wight County Schools, local businesses, local Master Garden Clubs, American Diabetes Association and other national organizations

- Firm commitments from Isle of Wight Health Department and Sentara for community outreach and educational purposes

- Collaboration with Isle of Wight Department of Social Services to reach low income and underserved populations

7. Was there an environmental scan, Strengths, Weakness, Asset, Threat (SWAT) analysis, case for support?

Please review the attached summary of the community needs assessment.

8. How will the plan be distributed and used?

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Planning Narrative Reporting Form

Organization: Town of Smithfield

Project Name: Community Wellness Initiative

Grant Number: #218

The Community Needs Assessment will be sent to the Stakeholders for their review and approval and decisions can then be made as to any changes or revisions on the Strategic Plan as needed.

FINAL Report Questions Only

1. What are the most important and/or unexpected outcomes and “lessons learned” from this project?

Several important outcomes from the planning grant initiative include development of the initiative, adoption of a strategic plan, formation of an advisory team of leaders, and launching of concept to the community. Community response has been extremely encouraging, with many offering to volunteer to support the effort and leading various walking/biking groups. There also has been positive support expressed in having a dedicated resource available to provide healthy choice information to the public (toolkit and website).

It became clear in the early stages of developing the advisory team and the strategic planning process that performing a community needs assessment was critical. Performed “in-house”, and outside the original scope of the planning grant, the initial information gathered has been extremely beneficial in identifying the needs of our community. It is the intent to continue to gather community data, both in the survey form and to hold additional focus groups. At some point, when funding permits consideration should be given to having a professional needs assessment performed for a more complete assessment.

As the feedback from the focus groups was analyzed, the importance of communication and planning was identified as important. A wellness plan must have community buy-in and support to be effective, and by incorporating the data from the community into the threads of our strategic plans and future programs, we will be much more effective to responding to our community’s needs. Dedication to marketing the wellness initiative, along with expanding it beyond the town limits were also identified, and need to be incorporated into future plans.

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2. What recommendations would you make to other agencies working in this area or to the Foundation?

For future agencies seeking to begin to plan a wellness initiative, we recommend:

- Better sharing of information between localities to save additional time and money.
- Focus on fewer goals with stronger implementation of each.
- Listen to the needs of the community. Start with a community needs assessment, and then follow with development of strategic goals and objectives.
- Hold off on program development, until you develop your advisory team, perform a need assessment, and have the marketing foundation in place.
- Plan programs according to the need determined by community and that reinforce your goals and objectives identified.

3. Attach final plan or study to report.

Please review the attached Strategic Plan and Community Needs Assessment Summary for the Smithfield on the Move Community Wellness Initiative.

Also included are all developed marketing materials that were supported by the planning grant.

We certify that the information contained in this progress report and all narrative attachments are true and correct to the best of our knowledge. We understand that any willful manipulation of information or data will result in immediate discontinuation of funds from the OBICI Healthcare Foundation.


Signature of Executive Director

Town Manager
Title

6/28/12
Date

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*Please submit all reporting documents by e-mail to Grants Associate at grants@obicihcf.org.
Your report is not considered final until you have received a receipt from OBICI Healthcare*