

September 23, 2011

TO: SMITHFIELD TOWN COUNCIL

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

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

MONDAY, SEPTEMBER 26, 2011

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

1. Operational Updates
2. Update on Deer Population and Hunting in Smithfield
3. Prohibition of Through Truck Traffic in Historic District

Immediately following the conclusion of the above meeting:

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

- TAB # 1**
1. Accept Proposals from Draper Aden for Budgeted Sewer Consent Order Work:
 - a. General Regional Hydraulic Model Development Assistance - Scope of Work and Fees
 - b. Rehabilitation Plan – Scope of Work and Fees
- TAB # 2**
2. Revisions to Draper Aden Associates Annual Engineering Contract

Immediately following the conclusion of the above meeting:

Finance Members: Graham (CH), Gregory, Cook

- TAB # 3**
- TAB # 4**
- TAB # 5**
1. June Financial Statement (July Forthcoming)
 2. August Cash Balances
 3. Invoices Over \$10,000 Requiring Council Payment Authorization:
 - a. Blue Ridge Rescue Suppliers (Fire Dept) \$ 10,204.87
 - b. Excel Paving (South Church Street Streetscape) \$ 76,218.60
 - c. Excel Paving (Waterline Replacement) \$ 29,798.15
 - d. Draper Aden Associates \$ 24,898.45
 - e. English Construction Company \$150,452.28
 - f. R.E.W. Corporation \$123,408.44
 - g. Carter Machinery Company, Inc \$192,000.00
 - h. Buchart Horn, Inc. \$ 23,213.06
 - i. Clark Nexsen (Current Invoices) \$ 10,281.16
 - j. Clark Nexsen (Memo and Past Invoices) \$ 38,618.70
 - k. Smithfield Services, Inc.(Hurricane Irene) \$ 42,065.00
 - l. Goodrich & Sons (Hurricane Irene) \$ 31,055.00
 - m. J.R. Wills & Sons, Inc. (Town Manager's Office) \$ 38,762.17
 - n. J.R. Wills & Sons, Inc. (Police Building) \$ 50,364.62
 4. Tax Relief of Personal Property

TUESDAY, SEPTEMBER 27, 2011

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

1. Operational Updates

Immediately following the conclusion of the above meeting:

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

- TAB # 6**
1. Renewal of Mechanical, Electrical and Utility Contract with REW Corporation for one additional year.
 2. Hurricane Irene Clean Up Summary

Immediately following the conclusion of the above meeting:

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

- TAB # 7** 1. Pre-Public Hearing Discussion: Rezoning of 911 South Church Street
TAB # 8 2. Pre-Public Hearing Discussion: Moving Town Election Cycle to November
TAB # 9 3. Smithfield on the Move Strategic Plan – Wellness Program
TAB # 10 4. Pinewood Heights Relocation Project – Phase II Pre-Contract Activities
TAB # 11 5. 911/913 South Church Street Building Renovations Update
TAB # 12 6. Two (2) Tier Rental Structure for the Smithfield Center
TAB # 13 7. State Guidelines for Council Member Travel
TAB # 14 8. Isle of Wight/Smithfield Tourism and Smithfield 2020's Public Art Project - Proposed Porcine Statuary

***** Additional Item Not Listed on Committee but will be on Council's October 5th Agenda*****

- Approval of September 6th Town Council Minutes
 - Recommendation of new Windsor Castle Foundation Board Member
-



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

September 1, 2011

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

Re: Town of Smithfield – Sanitary Sewer Overflow Special Order by Consent Project
General Regional Hydraulic Model Development Assistance – Scope of Work and Fees

Dear Mr. Stephenson:

Draper Aden Associates (DAA) is pleased to provide this proposal to the Town of Smithfield for general assistance with the development of the Regional Hydraulic Model as required by the Special Order by Consent.

The Town of Smithfield has already developed their locality portion of the Regional Hydraulic Model and provided it to HRSD and their consultants. The purpose of the work included in this proposal is to assist the Town with calibration procedures, long term simulations, and other data requests from HRSD that may be necessary for final completion of the Regional Hydraulic Model and establishment of the Regional Wet Weather Management Program.

TASK DESCRIPTION

The following sets forth the proposed project tasks to be provided by Draper Aden Associates. All work will be conducted in accordance with the Regional Technical Standards (RTS) of the **Special Order by Consent**.

The proposed work for this task includes the following:

- ❖ Attendance at Model User Group (MUG) meetings and other coordination meetings on the Town's behalf as necessary for development of the Regional Hydraulic Model;
- ❖ Provide meeting minutes to Town of Smithfield for meetings when Town personnel are not able to attend;
- ❖ Review information requests received from HRSD and/or their consultants pertaining to development of the Regional Hydraulic Model and provide the necessary information on the Town's behalf;
- ❖ Coordinate with HRSD during Regional Hydraulic Model calibration procedures and review results or proposed modifications provided by HRSD; and
- ❖ Coordinate with HRSD on long term simulation runs of the Regional Hydraulic Model as

it relates to 2030 population projections and its eventual implications with regard to the Regional Wet Weather Management Program.

TASK SCHEDULE

All work related to this proposal will be performed in accordance with the overall schedule of the Special Order by Consent.

FEE PROPOSAL

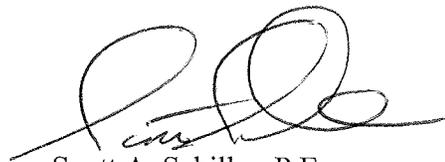
The above-listed work will be provided for the lump sum not-to-exceed fee of **\$30,000**.

CONTRACT TERMS AND PROVISIONS

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

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

Sincerely,
DRAPER ADEN ASSOCIATES



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



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

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



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September 1, 2011

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

Re: Town of Smithfield – Sanitary Sewer Overflow Special Order by Consent Project
Rehabilitation Plan – Scope of Work and Fees

Dear Mr. Stephenson:

Draper Aden Associates is pleased to provide this proposal to the Town of Smithfield for development of a Rehabilitation Plan as required by the Special Order by Consent.

The Rehabilitation Plan will address deficiencies identified in the SSES Basins; system wide improvements including control of inflow and infiltration (I/I) sources; and improvements needed to ensure sustainability of the regional sanitary sewer system and protect water quality, human health, and the environment. Rehabilitation shall be considered the repair or replacement of existing sewer assets to restore or improve the performance of the regional sanitary sewer system. Correction of capacity deficiencies in the Town's collection system up to the terminal pump station will be addressed in the Rehabilitation Plan.

The Rehabilitation Plan will also account for the Town of Smithfield's portion of the Private Property I/I Program and its interaction with HRSD as well as the Rehabilitation Guidelines, Standards and Tools Business Rules that have been developed in a collaborative effort with the region. The purpose of the Rehabilitation Plan Business Rules is to further establish the expectations for the Town and HRSD Rehabilitation Plans.

TASK DESCRIPTION

The following sets forth the proposed project task to be provided by Draper Aden Associates. All work will be conducted in accordance with the Regional Technical Standards of the Special Order by Consent.

The proposed work for this task includes the following:

- ❖ Analyze various factors to be accounted for in the development of the Rehabilitation Plan. Factors to be considered include, but are not limited to the following:
 - Location, cause and frequency of SSOs

- Structural condition of assets
 - Hydraulic capacity of existing assets versus capacity needs (level of service requirement)
 - I/I reduction potential
 - Criticality of the pump station, sewer basin, or sewer
 - Technical feasibility of rehabilitation
 - Durability and useful life of various remedies
 - Economic feasibility of rehabilitation
 - Affordability of the Rehabilitation Plan in relation to the implementation schedule
-
- ❖ Determine the preferred approach for rehabilitation of sewer infrastructure where necessary and estimate the percent I/I that can be removed from the system as a result of the improvements.
 - ❖ Methods for determining the percentage of the sewer infrastructure in each SSES Basin to be rehabilitated will be in accordance with the Rehabilitation Guidelines, Standards and Tools Business Rules.
 - ❖ A cost and feasibility analysis will be performed in order to determine the time commitment necessary to accomplish the rehabilitation work necessary to meet the Town's peak flow commitment.
 - ❖ Rehabilitation work in each SSES Basin and throughout the Town will be prioritized based on guidelines provided in the Regional Technical Standard. Prioritization will focus on the most severe defects and areas with the majority of SSO occurrences.
 - ❖ The Rehabilitation Plan will include a rehabilitation alternatives evaluation which will compare the different methods for rehabilitating infrastructure versus replacement of the infrastructure.
 - ❖ Rehabilitation activities to take place on private property will be coordinated with HRSDs Private Property I/I Abatement Program and aspects of that program will be included in the Town's Rehabilitation Plan.
 - ❖ The Rehabilitation Plan will summarize the specific measures that will be taken to reduce SSOs, the cost associated with the proposed rehabilitation, and the planned timeframe for rehabilitation activities.
 - ❖ Work to be performed in the Rehabilitation Plan will be coordinated with efforts related to the development of the Regional Wet Weather Management Plan.

TASK SCHEDULE

Based on the Special Order by Consent schedule, the Rehabilitation Plan needs to be completed by November 26, 2012. Work to be performed under this task will also need to meet interim schedules established through the Rehabilitation Guidelines, Standards and Tools Business Rules and the Private Property I/I Abatement Program.

FEE PROPOSAL

The above-listed work will be provided for the lump sum not-to-exceed fee of **\$175,000**.

CONTRACT TERMS AND PROVISIONS

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

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

Sincerely,
DRAPER ADEN ASSOCIATES



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



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

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

THIS AMENDMENT to that certain Professional Engineering Consulting Services Term Contract dated January 6, 2009 by and between the **TOWN OF SMITHFIELD**, a Virginia Municipal Corporation, hereinafter referred to as “Town”, and **DRAPER ADEN ASSOCIATES**, hereinafter referred to as “Engineer”.

WITNESSETH:

WHEREAS, the Town issued a Request for Proposals for Engineering Services to which Engineer was the most responsive party; and,

WHEREAS, the parties entered into an agreement for engineering services entitled Professional Engineering Consulting Services Term Contract dated January 6, 2009 (“the Agreement”); and,

WHEREAS, the Town’s Request for Proposals provided that “The initial contract period will be for one year, upon aware of the Smithfield Town Council The contract may be renewable for three consecutive periods of one year each thereafter.”; and,

WHEREAS, Section 3. Term of Agreement of the Agreement provides in part that “The initial term of this Agreement shall be from the date of the Agreement, January 2009 through January 2010. Upon expiration of the initial term of the Agreement shall automatically be renewable for and additional two-year period unless terminated by either party by written notice to the other.”; and,

WHEREAS, the parties hereto have determined that the aforesaid provisions of Section 3. Term of Agreement were erroneous and not in conformity with the provisions of the Request for Proposals; and,

WHEREAS the parties desire to amend the Agreement to bring Section 3. Term of Agreement into conformity with the provisions of the Request for Proposals.

NOW THEREFORE, in consideration of these premises and other good and valuable consideration, the parties agree as follows:

1. The Agreement is hereby amended by revision of the first paragraph of Section 3. Term of Agreement as follows:

Section 3. Term of Agreement

The services shall commence upon conveyance of a fully executed AGREEMENT to the ENGINEER. The initial term of this AGREEMENT shall be from the date of the AGREEMENT, January 2009

through January 2010. Upon expiration of the initial term this AGREEMENT shall be renewable for three consecutive periods of one year each.

2. All other terms and conditions of the AGREEMENT shall remain in full force and effect.

In Witness Whereof, the parties hereto have executed and sealed this Amendment this _____ day of October, 2011. Peter M. Stephenson, Town Manager executes this agreement on behalf of the Town of Smithfield pursuant to a resolution of the Town Council of the Town of Smithfield adopted on October 5, 2011.

TOWN OF SMITHFIELD

By: _____
Peter M. Stephenson, Town Manager

Attest:

Town Clerk

Approved as to form:

By: _____
William H. Riddick, III, Town Attorney

DRAPER ADEN ASSOCIATES

By: _____

Attest:

Secretary

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 06/30/11	Remaining Budget	% of budget
Revenue						
General Fund revenues						
Real Estate Tax						
Current RE Tax	1,712,000.00	1,712,000.00	1,719,810.00	1,703,196.85	8,803.15	99.49%
Delinquent RE Tax	25,000.00	25,000.00	20,000.00	26,665.54	(1,665.54)	106.66%
Current RE Penalty	5,100.00	5,100.00	4,300.00	4,042.98	1,057.02	79.27%
Delinquent RE Penalty	2,400.00	2,400.00	2,200.00	2,607.90	(207.90)	108.66%
Current RE Interest	1,025.00	1,025.00	550.00	791.64	233.36	77.23%
Delinquent RE Interest	4,300.00	4,300.00	3,100.00	4,803.65	(503.65)	111.71%
Total Real Estate Taxes	1,749,825.00	1,749,825.00	1,749,960.00	1,742,108.56	7,716.44	99.56%
Personal Property Tax						
Current PP Tax	850,000.00	850,000.00	784,600.00	862,491.72	(12,491.72)	101.47%
Delinquent PP Tax	50,000.00	50,000.00	11,000.00	50,927.19	(927.19)	101.85%
Current PP Penalty	10,725.00	10,725.00	12,000.00	12,619.43	(1,894.43)	117.66%
Delinquent PP Penalty	3,100.00	3,100.00	3,100.00	6,710.89	(3,610.89)	216.48%
Current PP Interest	650.00	650.00	750.00	888.15	(238.15)	136.64%
Delinquent PP Interest	5,000.00	5,000.00	1,800.00	5,461.61	(461.61)	109.23%
Total Personal Property Tax	919,475.00	919,475.00	813,250.00	939,098.99	(19,623.99)	102.13%
Miscellaneous Receipts Over/Short	15.00	15.00	-	(16.07)	31.07	-107.13%
Total Over/Short	15.00	15.00	-	(16.07)	31.07	-107.13%
Other Taxes						
Franchise Tax	137,620.00	137,620.00	119,000.00	143,231.50	(5,611.50)	104.08%
Cigarette Tax	140,000.00	130,000.00	130,000.00	132,698.50	(2,698.50)	102.08%
Transient Occupancy Tax	130,000.00	128,000.00	128,000.00	127,484.07	515.93	99.60%
Meals Tax-4%	776,000.00	776,000.00	772,000.00	771,611.55	4,388.45	99.43%
Meals Tax-1%	194,000.00	194,000.00	193,000.00	192,902.89	1,097.11	99.43%
Communications Tax	258,000.00	258,000.00	240,000.00	246,609.46	11,390.54	95.59%
Rolling Stock	25.00	25.00	15.00	25.94	(0.94)	103.76%
Rental Tax	1,300.00	1,300.00	1,000.00	1,231.75	68.25	94.75%
Sales Tax	259,000.00	258,000.00	258,000.00	263,812.85	(5,812.85)	102.25%
Consumption Tax	51,000.00	51,000.00	51,000.00	49,595.25	1,404.75	97.25%
Utility Tax	200,000.00	200,000.00	195,000.00	200,161.49	(161.49)	100.08%
Total Other Local Taxes	2,146,945.00	2,133,945.00	2,087,015.00	2,129,365.25	4,579.75	99.79%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 06/30/11	Remaining Budget	% of budget
<u>Licenses, Permits & Privilege Fees</u>						
Business Licenses	337,000.00	337,000.00	348,000.00	280,272.38	56,727.62	83.17%
Business Licenses Penalty	1,000.00	1,000.00	1,000.00	4,626.64	(3,626.64)	462.66%
Business Licenses Interest	800.00	800.00	800.00	381.32	418.68	47.67%
Permits & Other License	8,125.00	8,125.00	11,500.00	5,529.47	2,595.53	68.06%
WC Dog Park Registration	1,860.00	1,200.00	-	1,370.00	(170.00)	114.17%
Inspection Fees	-	-	10,000.00	-	-	0.00%
Bldg Facility Specs-Contractors	-	100.00	-	100.00	-	100.00%
Consultant Review Fees	5,000.00	7,500.00	10,000.00	10,066.05	(2,566.05)	134.21%
Taxi Fees	-	-	-	-	-	0.00%
Street Lights Installation	-	-	-	-	-	0.00%
Street Lights Service	-	-	-	-	-	0.00%
Vehicle License Tags	-	25.00	-	30.00	(5.00)	120.00%
Vehicle License	130,000.00	130,000.00	114,000.00	139,053.15	(9,053.15)	106.96%
Total Licenses, permits and privilege fees	483,785.00	485,750.00	495,300.00	441,429.01	44,320.99	90.88%
<u>Fines & Costs</u>						
Development Violation Fine	-	-	-	-	-	0.00%
Public Defender Fee	-	-	-	-	-	0.00%
Fines & Costs	71,000.00	71,000.00	63,000.00	68,017.32	2,982.68	95.80%
Total Fines & Forfeitures	71,000.00	71,000.00	63,000.00	68,017.32	2,982.68	95.80%
<u>From Use of Money and Property</u>						
General Fund Interest	14,300.00	17,500.00	17,500.00	17,898.30	(398.30)	102.28%
Beautification Fund Interest	135.00	760.00	3,700.00	759.24	0.76	99.90%
Pinewood Heights-tenant rentals	-	936.00	2,000.00	936.00	-	100.00%
Rentals	21,000.00	21,000.00	21,000.00	20,286.39	713.61	96.60%
Smithfield Center Rentals	125,000.00	114,000.00	110,000.00	124,843.08	(10,843.08)	109.51%
Smithfield Center Vendor Programs	3,000.00	3,500.00	6,000.00	4,503.75	(1,003.75)	128.68%
Windsor Castle Event Rentals	4,000.00	4,000.00	-	3,000.00	1,000.00	75.00%
Sale of Real Estate	-	60,000.00	170,000.00	-	60,000.00	0.00%
Sale of Equipment	1,000.00	3,500.00	1,000.00	3,401.00	99.00	97.17%
Lease of Land	500.00	500.00	500.00	500.00	-	100.00%
Total revenue from use of money and property	168,935.00	225,696.00	331,700.00	176,127.76	49,568.24	78.04%
<u>Miscellaneous Revenue</u>						
Other Revenue	3,600.00	3,600.00	5,000.00	1,794.48	1,805.52	49.85%
Tourism Bureau-Walking Tours	-	-	-	-	-	0.00%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 06/30/11	Remaining Budget	% of budget
Total Operating Transfers In	-	-	-	-	-	0.00%
Other Financing Sources						
Line of Credit Proceeds	-	-	500,000.00	-	-	0.00%
Capital Lease Acquisition	50,000.00	-	-	-	-	0.00%
General Obligation Bond-Land Acquisition	-	934,345.00	554,000.00	638,907.50	295,437.50	68.38%
Insurance Recoveries	-	10,580.00	-	9,218.95	1,361.05	87.14%
Total Other Financing Sources	50,000.00	944,925.00	1,054,000.00	648,126.45	296,798.55	68.59%
Contributions						
Contributions-Windsor Castle Park	-	138,120.23	-	88,120.23	50,000.00	63.80%
CHIPS Contributions	5,300.00	5,300.00	5,300.00	4,999.55	300.45	94.33%
Contributions-Employee Awards	-	600.00	-	725.00	(125.00)	120.83%
Contributions-IOW County Port Authority Grants	195,000.00	5,160.00	-	4,750.86	409.14	92.07%
Pinewood Heights Contribution-IOW	165,041.00	130,120.00	227,760.00	130,120.20	(0.20)	100.00%
Contributions South Church Street Improvement Project	400,000.00	225,000.00	875,000.00	-	225,000.00	0.00%
Total Contributions	765,341.00	504,300.23	1,108,060.00	228,715.84	275,584.39	45.35%
Total General Fund Revenue	8,152,598.00	9,681,184.23	10,433,671.00	7,801,310.03	1,879,874.20	80.58%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects						
Line of Credit Proceeds	-	-	(500,000.00)	-	-	
General Obligation Bond-Land Acquisition	-	(934,345.00)	(554,000.00)	(638,907.50)	(295,437.50)	
Pinewood Rentals	-	(6,272.00)	(217,670.00)	(6,272.00)	-	
Cash Proffer Revenues	-	-	-	-	-	
Meals Tax (1%) allocated to Special Projects	(194,000.00)	(194,000.00)	(193,000.00)	(192,902.89)	(1,097.11)	
South Church Street Improvement Project-Grants	(981,545.00)	(1,382,060.00)	(1,880,000.00)	(506,461.65)	(875,598.35)	
South Church Street Improvement Project-Contributions	(400,000.00)	(225,000.00)	(875,000.00)	-	(225,000.00)	
Pinewood Heights Relocation Project -Grant-\$800,000	-	(625,000.00)	(400,000.00)	(529,000.00)	(71,000.00)	
Pinewood Heights Relocation Project-Contribution-IOW	(165,041.00)	(130,120.00)	(227,760.00)	(130,120.20)	0.20	
Sale of Real Estate	-	(60,000.00)	(170,000.00)	-	(60,000.00)	
Total Non-operating Revenues	(1,740,586.00)	(3,556,797.00)	(5,017,430.00)	(2,003,664.24)	(1,528,132.76)	56.33%
Total General Fund Operating Revenues	6,412,012.00	6,124,387.23	5,416,241.00	5,797,645.79	351,741.44	94.66%
General Fund Budget Expenses						

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 06/30/11	Remaining Budget	% of budget
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 06/30/11	Remaining Budget	% of budget
GENERAL GOVERNMENT						
<u>Town Council</u>						
Salaries	42,000.00	42,000.00	55,000.00	39,065.00	2,935.00	93.01%
FICA	3,585.00	3,585.00	4,400.00	3,386.76	198.24	94.47%
Employee Wellness/Assistance Plan	1,900.00	1,900.00	-	1,816.16	83.84	95.59%
Legal Fees	35,000.00	35,000.00	40,000.00	26,878.65	8,121.35	76.80%
Election Expense	3,000.00	-	-	-	-	0.00%
Maintenance contracts-Bradshaw-Kimbrel	600.00	600.00	600.00	600.00	-	100.00%
Advertising	20,000.00	20,000.00	18,000.00	30,092.56	(10,092.56)	150.46%
Engineering	-	-	-	-	-	0.00%
Professional Services	1,200.00	7,000.00	1,200.00	11,332.70	(4,332.70)	161.90%
Records Management maint & upgrades-scanner & software?	8,600.00	3,000.00	3,900.00	2,989.00	11.00	99.63%
Site Plan Review	5,000.00	7,500.00	7,500.00	6,800.50	699.50	90.67%
Communications	3,600.00	3,600.00	5,300.00	3,258.92	341.08	90.53%
Insurance	26,345.00	25,000.00	25,000.00	24,977.00	23.00	99.91%
Supplies	25,000.00	25,000.00	25,000.00	18,121.46	6,878.54	72.49%
Travel & Training	7,000.00	7,000.00	7,000.00	4,564.90	2,435.10	65.21%
Subscriptions/Memberships	9,000.00	8,100.00	12,000.00	8,082.00	18.00	99.78%
Council Approved Items	10,000.00	16,000.00	10,000.00	15,799.11	200.89	98.74%
Public Defender Fees	2,000.00	2,000.00	4,000.00	1,958.00	42.00	97.90%
Bank Charges	200.00	200.00	200.00	354.73	(154.73)	177.37%
SpecialProjects	1,000.00	1,000.00	1,000.00	2,420.45	(1,420.45)	242.05%
Smithfield CHIPS program	4,500.00	4,500.00	9,660.00	3,304.00	1,196.00	73.42%
Update Town Charter & Code	1,500.00	2,170.00	500.00	2,054.00	116.00	94.65%
Education /Clerk	-	-	-	-	-	0.00%
Annual Christmas Parade	300.00	300.00	300.00	303.49	(3.49)	101.16%
Council Approved Hwy	(20,595.00)	(23,540.00)	(22,200.00)	(23,982.56)	442.56	101.88%
Total Town Council	190,735.00	191,915.00	208,360.00	184,176.83	7,738.17	95.97%
<u>Town Manager</u>						
Salaries	182,935.00	181,800.00	181,800.00	181,925.32	(125.32)	100.07%
FICA	14,640.00	14,550.00	14,550.00	13,813.42	736.58	94.94%
VSRS	19,175.00	18,800.00	19,490.00	18,797.48	2.52	99.99%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 06/30/11	Remaining Budget	% of budget
Health	31,250.00	30,620.00	31,715.00	30,619.22	0.78	100.00%
Auto Expense	500.00	500.00	500.00	238.22	261.78	47.64%
Maintenance Contracts	1,200.00	1,200.00	1,032.00	1,155.84	44.16	96.32%
Communications	12,000.00	12,000.00	12,000.00	11,182.68	817.32	93.19%
Insurance	2,600.00	2,500.00	2,500.00	2,420.59	79.41	96.82%
Supplies	5,000.00	5,000.00	6,000.00	5,358.19	(358.19)	107.16%
Dues & Subscriptions	2,800.00	2,800.00	1,600.00	2,791.13	8.87	99.68%
Computer & technology expenses	16,000.00	16,000.00	10,000.00	14,497.49	1,502.51	90.61%
Travel & Training	7,000.00	7,000.00	5,000.00	6,958.62	41.38	99.41%
Employee Education	-	-	-	-	-	0.00%
Other	100.00	100.00	-	81.57	18.43	81.57%
TM Allocated to Hwy	(5,715.00)	(7,390.00)	(4,610.00)	(6,141.92)	(1,248.08)	83.11%
Total Town Manager	289,485.00	285,480.00	281,577.00	283,697.85	1,782.15	99.38%
Treasurer						
Salaries	191,185.00	184,500.00	187,350.00	180,423.59	4,076.41	97.79%
FICA	15,300.00	14,800.00	15,000.00	13,787.63	1,012.37	93.16%
VSRS	17,400.00	18,210.00	20,745.00	18,200.95	9.05	99.95%
Health	17,700.00	21,925.00	29,350.00	21,921.37	3.63	99.98%
Audit	19,450.00	18,200.00	18,200.00	18,200.00	-	100.00%
Depreciation Software	1,300.00	1,300.00	1,300.00	1,300.00	-	100.00%
Communications	7,100.00	7,100.00	7,100.00	6,834.22	265.78	96.26%
Data Processing	20,000.00	18,000.00	19,000.00	17,189.97	810.03	95.50%
Service Contracts	16,000.00	15,650.00	15,550.00	15,626.20	23.80	99.85%
Insurance	2,250.00	2,100.00	2,100.00	2,099.63	0.37	99.98%
Supplies	15,000.00	13,000.00	15,000.00	10,464.16	2,535.84	80.49%
Dues & Subscriptions	2,200.00	2,200.00	2,200.00	2,182.00	18.00	99.18%
Credit Card Processing	1,000.00	1,000.00	1,400.00	707.97	292.03	70.80%
Cigarette Tax Stamps	2,240.00	2,100.00	3,800.00	2,089.80	10.20	99.51%
Travel & Training	1,000.00	1,000.00	1,000.00	414.80	585.20	41.48%
Other	200.00	200.00	200.00	33.91	166.09	16.96%
Treasurer Alloc to Hwy	(10,620.00)	(11,610.00)	(10,290.00)	(10,603.37)	(1,006.63)	91.33%
Total Treasurer	318,705.00	309,675.00	329,005.00	300,872.83	8,802.17	97.16%
PUBLIC SAFETY						
Police Department						
Salaries	1,295,235.00	1,260,150.00	1,260,150.00	1,278,009.88	(17,859.88)	101.42%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 06/30/11	Remaining Budget	% of budget
FICA	103,620.00	100,815.00	100,815.00	96,629.68	4,185.32	95.85%
VSRS	123,190.00	120,095.00	125,580.00	119,084.73	1,010.27	99.16%
Health Insurance	181,400.00	173,400.00	178,430.00	172,610.63	789.37	99.54%
Pre-employ screening/Emp Medical	2,000.00	3,000.00	1,000.00	3,492.54	(492.54)	116.42%
Uniforms	34,000.00	25,500.00	25,500.00	16,196.83	9,303.17	63.52%
Service Contracts	35,000.00	34,400.00	34,400.00	32,967.12	1,432.88	95.83%
Communications	54,000.00	54,000.00	50,000.00	53,958.87	41.13	99.92%
Computer & Technology Expenses	10,000.00	45,000.00	35,000.00	45,030.84	(30.84)	100.07%
Insurance	46,735.00	45,650.00	45,650.00	45,682.80	(32.80)	100.07%
Ins. - LODA	4,400.00	-	-	-	-	0.00%
Materials & Supplies	30,500.00	37,000.00	27,000.00	30,456.15	6,543.85	82.31%
Dues & Subscriptions	4,000.00	4,000.00	4,000.00	3,445.75	554.25	86.14%
Equipment	11,000.00	11,000.00	14,000.00	10,297.51	702.49	93.61%
Radio & Equipment repairs	3,500.00	3,500.00	3,500.00	1,904.58	1,595.42	54.42%
Vehicle Maintenance	35,000.00	35,000.00	32,400.00	38,611.06	(3,611.06)	110.32%
Gas	75,000.00	75,000.00	75,000.00	79,062.27	(4,062.27)	105.42%
Tires	6,000.00	6,000.00	5,000.00	5,730.39	269.61	95.51%
Travel & Training	20,000.00	20,000.00	18,900.00	21,593.46	(1,593.46)	107.97%
Accreditation	3,000.00	-	-	-	-	0.00%
Special Events-move to supplies	-	-	-	-	-	0.00%
Crimes Network	10,000.00	10,000.00	10,000.00	4,974.27	5,025.73	49.74%
Police Grants	25,625.00	25,625.00	25,625.00	-	25,625.00	0.00%
Local Law Enforcement Block Grant	-	-	-	-	-	0.00%
Investigation expenses	2,500.00	2,500.00	-	2,471.77	28.23	98.87%
VML Grant	-	-	-	-	-	0.00%
Community Traffic Safety Grant	-	-	-	-	-	0.00%
Federal Byrne Justice Assistance Grant	-	-	-	-	-	0.00%
Radar Grant Expenses	-	-	-	4,103.00	(4,103.00)	0.00%
Block Grant-Alco Sensors	-	-	-	604.00	(604.00)	0.00%
Comprehensive Traffic Safety Grant	-	-	-	-	-	0.00%
Port Safety Grant	-	-	-	5,185.84	(5,185.84)	0.00%
VA Dept of Health Grant	-	1,000.00	-	990.80	9.20	99.08%
Employee Education	-	-	-	-	-	0.00%
Moving Expenses	3,500.00	-	-	-	-	0.00%
Other	-	300.00	-	315.00	(15.00)	105.00%
Total Police Department	2,119,205.00	2,092,935.00	2,071,950.00	2,073,409.77	19,525.23	99.07%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 06/30/11	Remaining Budget	% of budget
Fire Department						
Salaries (Contribution to County)	30,000.00	30,000.00	30,000.00	-	30,000.00	0.00%
Member Physicals	1,000.00	1,320.00	1,000.00	1,320.00	-	100.00%
Uniforms	1,200.00	1,200.00	1,200.00	613.71	586.29	51.14%
Protective Clothing	8,000.00	8,000.00	8,000.00	6,010.41	1,989.59	75.13%
Communications	10,300.00	10,300.00	10,300.00	9,047.98	1,252.02	87.84%
Computer & Technology Expenses	1,000.00	1,680.00	1,680.00	(773.88)	2,453.88	-46.06%
Insurance	20,183.00	18,950.00	20,183.00	25,590.23	(6,640.23)	135.04%
Materials & Supplies	2,000.00	2,000.00	2,600.00	1,103.20	896.80	55.16%
Radio Repairs & Maint	200.00	200.00	500.00	420.00	(220.00)	210.00%
Truck Operation & Maint.	5,000.00	5,500.00	5,000.00	5,436.56	63.44	98.85%
Gas & Tires	17,000.00	17,000.00	17,000.00	15,225.05	1,774.95	89.56%
Maintenance Contracts	6,000.00	6,000.00	6,000.00	6,000.00	-	100.00%
Fuel Fund & Travel	13,000.00	13,000.00	13,000.00	12,978.00	22.00	99.83%
Annual Meeting	200.00	200.00	200.00	-	200.00	0.00%
State Pass Thru	17,447.00	17,447.00	17,447.00	18,260.00	(813.00)	104.66%
Total Fire Department	132,530.00	132,797.00	134,110.00	101,231.26	31,565.74	76.23%
Contributions-Public Safety						
Rescue Squad - Contrib.	75,000.00	75,000.00	75,000.00	75,000.00	-	100.00%
Rescue Squad-Salaries (to County) & shared maintenance	30,000.00	30,000.00	30,000.00	30,000.00	-	100.00%
E911 Dispatch Center	52,930.00	61,470.00	61,470.00	61,470.00	-	100.00%
Fire Department Rescue Truck	10,000.00	10,000.00	10,000.00	10,000.00	-	100.00%
Total Contributions-Public Safety	167,930.00	176,470.00	176,470.00	176,470.00	-	100.00%
PARKS, RECREATION & CULTURAL						
Smithfield Center						
Salaries	181,165.00	181,675.00	181,675.00	177,610.04	4,064.96	97.76%
FICA	14,495.00	14,534.00	14,534.00	13,758.80	775.20	94.67%
VSRS	12,685.00	12,450.00	13,020.00	12,433.08	16.92	99.86%
Health	22,545.00	22,200.00	22,970.00	22,196.04	3.96	99.98%
Uniforms	1,200.00	1,200.00	1,200.00	1,107.80	92.20	92.32%
Contracted Services	13,000.00	12,600.00	12,600.00	12,763.72	(163.72)	101.30%
Professional Services	-	-	-	3,150.00	(3,150.00)	100.00%
Retail Sales & Use Tax	500.00	500.00	500.00	346.92	153.08	69.38%
Utilities	35,000.00	35,000.00	38,000.00	31,600.45	3,399.55	90.29%
Communications	21,050.00	21,050.00	21,050.00	18,925.17	2,124.83	89.91%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 06/30/11	Remaining Budget	% of budget
Computer & technology expenses	2,500.00	2,500.00	2,500.00	2,221.60	278.40	88.86%
Insurance	4,320.00	4,500.00	4,500.00	4,464.22	35.78	99.20%
Kitchen Supplies	4,000.00	4,000.00	4,000.00	4,265.20	(265.20)	106.63%
Office Supplies/Other Supplies	5,000.00	5,000.00	5,000.00	4,428.31	571.69	88.57%
Food Service & Beverage Supplies	8,000.00	8,000.00	8,000.00	8,925.45	(925.45)	111.57%
AV Supplies	1,000.00	1,000.00	500.00	6,865.68	(5,865.68)	686.57%
Repairs & Maintenance	50,000.00	78,000.00	40,000.00	69,272.56	8,727.44	88.81%
Landscaping	10,000.00	10,000.00	10,000.00	8,510.44	1,489.56	85.10%
Travel & Training	2,500.00	2,500.00	2,500.00	2,834.43	(334.43)	113.38%
Programming Expenses	1,000.00	1,000.00	1,000.00	998.45	1.55	99.85%
Advertising	23,500.00	28,000.00	23,500.00	26,090.93	1,909.07	93.18%
Refund event deposits	5,000.00	5,000.00	5,000.00	3,113.76	1,886.24	62.28%
Other	-	-	-	-	-	0.00%
Credit card processing expense	2,500.00	2,500.00	2,000.00	2,765.74	(265.74)	110.63%
Total Smithfield Center	420,960.00	453,209.00	414,049.00	438,648.79	14,560.21	96.79%
<u>Contributions-Parks, Recreation and Cultural</u>						
Farmers Market	3,000.00	3,000.00	3,000.00	3,000.00	-	100.00%
Hampton Roads Partnership	1,960.00	1,960.00	1,960.00	1,960.00	-	100.00%
Isle of Wight Arts League	10,000.00	10,000.00	10,000.00	10,000.00	-	100.00%
Library	36,000.00	36,000.00	36,000.00	36,000.00	-	100.00%
Total Contributions-Park, Recreation and Cultural	50,960.00	50,960.00	50,960.00	50,960.00	-	100.00%
<u>Parks & Recreation</u>						
Fishing Pier	600.00	600.00	600.00	105.90	494.10	17.65%
Jersey Park Playground	500.00	500.00	500.00	500.00	-	100.00%
Pinewood Playground	500.00	500.00	500.00	500.00	-	100.00%
Clontz Park	4,000.00	3,500.00	3,500.00	3,137.90	362.10	89.65%
Ivy Hill Cemetery	-	-	-	1,350.00	(1,350.00)	#DIV/0!
Windsor Castle	80,000.00	168,500.00	60,000.00	162,779.68	5,720.32	96.61%
Waterworks Dam	4,000.00	500.00	-	500.00	-	100.00%
Fireworks	2,000.00	2,000.00	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	91,600.00	176,100.00	67,100.00	170,873.48	5,226.52	97.03%
COMMUNITY DEVELOPMENT						
Pinewood Heights						
Non-CDBG Contributed Operating Expenses						

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 06/30/11	Remaining Budget	% of budget
<u>Administration</u>						
Precontract/ERR		-	-	-	-	0.00%
Management Assistance		10,000.00	10,000.00	11,637.90	(1,637.90)	116.38%
Monitoring/Closeout		2,000.00	2,000.00	-	2,000.00	0.00%
<u>Permanent Relocation</u>						
Owner Occupied Households		132,892.50	-	99,100.00	33,792.50	74.57%
Renter Occupied Households		514,245.00	254,920.00	78,614.00	435,631.00	15.29%
Relocation Specialist		15,848.83	15,070.30	-	15,848.83	0.00%
<u>Acquisition Specialist</u>						
		4,000.00	4,000.00	-	4,000.00	0.00%
<u>Clearance & Demolition</u>						
		126,470.75	106,800.00	23,769.37	102,701.38	18.79%
<u>Phase II Planning Grant</u>						
	-	3,000.00	-	1,670.00	1,330.00	55.67%
Subtotal Non CDBG	-	808,457.08	392,790.30	214,791.27	593,665.81	26.57%
<u>CDBG Contributed Operating Expenses</u>						
<u>Permanent Relocation</u>						
Owner Occupied Households		-	150,700.00	-	-	0.00%
Renter Occupied Households		-	-	-	-	0.00%
<u>Clearance & Demolition</u>						
	-	-	20,300.00	-	-	0.00%
<u>Phase II Planning Grant</u>						
	-	25,000.00	-	25,000.00	-	100.00%
Subtotal CDBG	-	25,000.00	171,000.00	25,000.00	-	100.00%
Total Pinewood Heights Contributions	-	833,457.08	563,790.30	239,791.27	593,665.81	28.77%
<u>Contributions-Community Development</u>						
APVA Courthouse Contribution	5,000.00	5,000.00	5,000.00	5,000.00	-	100.00%
Chamber of Commerce	6,000.00	6,000.00	6,000.00	6,000.00	-	100.00%
Christian Outreach	3,000.00	3,000.00	3,000.00	3,000.00	-	100.00%
Genieve Shelter	9,000.00	9,000.00	9,000.00	9,000.00	-	100.00%
TRIAD	1,650.00	1,650.00	1,650.00	1,650.00	-	100.00%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 06/30/11	Remaining Budget	% of budget
Tourism Bureau	208,112.00	208,112.00	208,112.00	208,112.00	-	100.00%
Historic Smithfield	-	10,000.00	-	10,000.00	-	100.00%
Western Tidewater Free Clinic	20,000.00	15,000.00	15,000.00	15,000.00	-	100.00%
YMCA Projects	50,000.00	50,000.00	50,000.00	50,000.00	-	100.00%
Total Contributions-Community Development	302,762.00	307,762.00	297,762.00	307,762.00	-	100.00%
PUBLIC WORKS						
Planning, Engineering & Public Works						
Salaries	210,810.00	186,000.00	183,125.00	187,952.02	(1,952.02)	101.05%
FICA	16,865.00	14,900.00	14,650.00	14,340.62	559.38	96.25%
VSRS	21,870.00	19,100.00	24,125.00	19,052.46	47.54	99.75%
Health	31,725.00	28,450.00	28,450.00	28,053.71	396.29	98.61%
Uniforms	2,000.00	2,300.00	2,000.00	2,846.14	(546.14)	123.75%
Contractual	8,500.00	8,500.00	12,000.00	8,454.32	45.68	99.46%
GIS	3,500.00	3,500.00	3,500.00	-	3,500.00	0.00%
Recycling	62,000.00	62,000.00	55,920.00	62,414.15	(414.15)	100.67%
Trash Collection	385,000.00	376,500.00	375,000.00	376,147.68	352.32	99.91%
Street Lights	25,000.00	25,000.00	25,000.00	1,957.04	23,042.96	7.83%
Communications	12,000.00	12,000.00	12,000.00	11,569.30	430.70	96.41%
Safety Meetings	1,000.00	750.00	750.00	681.87	68.13	90.92%
Insurance	7,210.00	7,400.00	6,450.00	7,396.77	3.23	99.96%
Materials & Supplies	6,000.00	6,000.00	8,000.00	5,011.34	988.66	83.52%
Repairs & Maintenance	10,000.00	10,000.00	6,000.00	6,492.69	3,507.31	64.93%
Gas & Tires	8,500.00	8,500.00	10,000.00	8,751.58	(251.58)	102.96%
Travel & Training	6,000.00	6,000.00	6,000.00	7,666.63	(1,666.63)	127.78%
Haydens Lane Maintenance	3,500.00	500.00	500.00	637.37	(137.37)	127.47%
Veterans War Memorial	1,000.00	1,000.00	1,500.00	901.28	98.72	90.13%
Streetscape improvements-non capital expenses (web)	-	163.00	-	162.09	0.91	99.44%
Litter Control Grant	3,078.00	3,078.00	3,384.00	3,384.00	(306.00)	109.94%
Dues & Subscriptions-	2,000.00	2,000.00	1,000.00	1,885.27	114.73	94.26%
Other	1,000.00	1,000.00	1,000.00	551.76	448.24	55.18%
Public Works Alloc to Hwy	(7,700.00)	(7,450.00)	(5,855.00)	(5,409.63)	(2,040.37)	72.61%
Total Public Works	820,858.00	777,191.00	774,499.00	750,900.46	26,290.54	96.62%
PUBLIC BUILDINGS						
Public Buildings						
Salaries	20,515.00	19,000.00	22,115.00	18,152.77	847.23	95.54%
FICA	1,645.00	1,520.00	1,770.00	1,555.30	(35.30)	102.32%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 06/30/11	Remaining Budget	% of budget
Contractual	4,000.00	4,000.00	4,000.00	3,427.48	572.52	85.69%
Communications	3,750.00	3,750.00	1,200.00	3,534.94	215.06	94.27%
Utilities	43,000.00	43,000.00	43,000.00	37,140.80	5,859.20	86.37%
Insurance	2,005.00	1,950.00	1,950.00	1,948.45	1.55	99.92%
Materials & Supplies	2,500.00	2,500.00	2,500.00	4,169.62	(1,669.62)	166.78%
Repairs & Maintenance	38,000.00	38,000.00	45,000.00	24,908.96	13,091.04	65.55%
Rent Expense-Office Space	34,240.00	68,015.00	68,015.00	68,089.81	(74.81)	100.11%
Other	1,000.00	500.00	1,600.00	975.05	(475.05)	195.01%
Alloc Costs to Hwy	(9,935.00)	(6,555.00)	(7,415.00)	(6,340.66)	(214.34)	96.73%
Total Public Buildings	140,720.00	175,680.00	183,735.00	157,562.52	18,117.48	89.69%
OTHER FINANCING USES						
Other Financing Uses						
Transfers to Operating Reserves	-	-	0.00	60,135.47	(60,135.47)	0.00%
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	-	0.00	-	-	0.00%
Transfers to Restricted Reserves-S Church Street Project	-	-	0.00	-	-	0.00%
Total Transfers from Reserves	0.00	0.00	0.00	60,135.47	(60,135.47)	0.00%
DEBT SERVICE						
Debt Service						
Principal Retirement						
Smithfield Center-Capital lease generator	-	4,850.00	4,850.00	4,829.55	20.45	99.58%
Public Buildings-Capital lease generator	10,000.00	1,419.00	1,419.00	1,415.68	3.32	99.77%
Public Building Acquisition	18,255.00	-	97,300.00	-	-	0.00%
Line of Credit Retirement-interest	5,000.00	5,000.00	505,500.00	3,843.91	1,156.09	76.88%
Interest and fiscal charges						
Smithfield Center-Capital lease generator	-	1,030.00	52.00	1,028.79	1.21	99.88%
Public Buildings-Capital lease generator	2,100.00	36.00	36.00	35.04	0.96	97.33%
Public Building Acquisition	34,720.88	55,668.31	36,010.00	52,804.68	2,863.63	94.86%
Total Debt Service	70,075.88	68,003.31	645,167.00	63,957.65	4,045.66	94.05%
Total General Fund Expenses	5,116,525.88	6,031,634.39	6,198,534.30	5,360,450.18	671,184.21	88.87%
Less Expenses related to capital projects:						
Legal Fees	-	-	-	-	-	-
Professional Fees	-	-	-	-	-	-
Pinewood Heights Relocation Project Expenses	-	(833,457.08)	(563,790.30)	(239,791.27)	(593,665.81)	

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2011/2012	Proposed Budget Revisions 2010/2011	Proposed Budget 2010/2011	Actual as of 06/30/11	Remaining Budget	% of budget
Pinewood Heights Line of Credit Expenses	(5,000.00)	(5,000.00)	(505,500.00)	(3,843.91)	(1,156.09)	
Total Non-operating Expenses	(5,000.00)	(838,457.08)	(1,069,290.30)	(243,635.18)	(594,821.90)	29.06%
Total General Fund Operating Expenses	5,111,525.88	5,193,177.31	5,129,244.00	5,116,815.00	76,362.31	98.53%
Net Operating Reserve (+/-)	1,300,486.12	931,209.92	286,997.00	680,830.79	275,379.13	73.11%
Net Reserve (+/-)	3,036,072.12	3,649,549.84	4,235,136.70	2,440,859.85	1,208,689.99	66.88%

	2011/2012 Proposed Budget	2010/2011 Proposed Amended Budget	2010/2011 Adopted Budget	2010/2011 Actual 6/30/2011	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	3,036,072.12	3,649,549.84	4,235,136.70	2,440,859.85	1,208,689.99	66.88%
Capital Outlay General Fund						
GENERAL GOVERNMENT						
COMMUNITY DEVELOPMENT						
Pinewood Heights Relocation-CIP						
Non CDBG Capital Acquisition						
Owner Occupied Units		-	-	-	-	
Renter Occupied Units		(288,100.00)	(244,433.84)	(286,338.97)	(1,761.03)	99.39%
Vacant Lots	-	(15,000.00)	(15,000.00)	-	(15,000.00)	0.00%
Appraisal/Legal		(12,494.68)	(19,410.95)	(6,250.00)	(6,244.68)	50.02%
Subtotal Non CDBG Capital Acquisition	-	(315,594.68)	(278,844.79)	(292,588.97)	(23,005.71)	92.71%
CDBG Capital Acquisition-MY2						
Owner Occupied Units		(71,000.00)	(71,658.00)	-	(71,000.00)	0.00%
Renter Occupied Units		(381,000.00)	(183,256.67)	(381,000.00)	-	100.00%
Vacant Lots	-	-	-	-	-	0.00%
Subtotal CDBG Capital Acquisition	-	(452,000.00)	(254,914.67)	(381,000.00)	(71,000.00)	84.29%
Total Pinewood Heights Relocation CIP	-	(767,594.68)	(533,759.46)	(673,588.97)	(94,005.71)	87.75%
			-	-	-	
Total Pinewood Heights Relocation CIP		(767,594.68)	(533,759.46)	(673,588.97)	(94,005.71)	87.75%
PARKS, RECREATION AND CULTURAL						
Windsor Castle	(20,000.00)	(50,000.00)	(50,000.00)	(49,840.00)	(160.00)	99.68%
Smithfield Center (operations)						
Windsor Woodworking				(8,826.30)	8,826.30	0.00%
Install chandelier				(16,100.00)	16,100.00	0.00%
Chairs/seating				(39,213.30)	39,213.30	0.00%
Upgrades-Tile or carpet	-	(112,000.00)	(112,000.00)	(84,536.00)	(27,464.00)	75.48%
Waterworks Dam	-	(10,000.00)	-	(7,701.73)	(2,298.27)	77.02%
PUBLIC SAFETY						

Town of Smithfield						
Sewer Fund Budget						
	Proposed Budget	Proposed Budget	Adopted Budget	Balance as of	Remaining	% of
	2011/2012	Revisions	2010/2011	06/30/11	Budget	budget
		2010/2011				
Revenue						
Operating Revenues						
Sewer Charges	669,500.00	669,500.00	633,000.00	675,086.59	(5,586.59)	100.83%
Sewer Compliance Fee	488,255.00	487,507.00	404,500.00	487,700.42	(193.42)	100.04%
Miscellaneous Revenue	500.00	500.00	500.00	-	500.00	0.00%
Connection fees	31,600.00	34,860.00	39,500.00	35,700.00	(840.00)	102.41%
Total Operating Revenue	1,189,855.00	1,192,367.00	1,077,500.00	1,198,487.01	(6,120.01)	100.51%
Town of Smithfield						
Sewer Fund Budget						
	Proposed Budget	Proposed Budget	Adopted Budget	Balance as of	Remaining	% of
Description	2011/2012	Revisions	2010/2011	06/30/11	Budget	budget
		2010/2011				
Expenses						
Operating Expenses						
Salaries	259,150.00	284,100.00	279,900.00	287,164.08	(3,064.08)	101.08%
FICA	20,735.00	22,730.00	22,500.00	22,333.68	396.32	98.26%
VSRS	25,915.00	25,855.00	26,660.00	25,854.41	0.59	100.00%
Health	40,315.00	44,210.00	48,270.00	44,205.34	4.66	99.99%
Uniforms	2,500.00	3,500.00	2,900.00	4,265.91	(765.91)	121.88%
Audit & Legal Fees	23,000.00	23,000.00	23,000.00	17,546.44	5,453.56	76.29%
Engineering			-	-	-	
HRPDC-FOG	524.00	524.00	-	523.79	0.21	99.96%
HRPDC sewer programs	482.00	482.00	482.00	482.00	-	100.00%
Maintenance & Repairs	70,000.00	50,000.00	45,000.00	47,295.91	2,704.09	94.59%
Professional services				2,212.50	(2,212.50)	100.00%
Beam Maintenance	-	5,000.00	-	5,000.00	-	100.00%
VAC Truck Repairs & Maintenance	5,250.00	-	-	-	-	
Data Processing	17,500.00	16,000.00	16,000.00	12,892.50	3,107.50	80.58%
Dues & Subscriptions	50.00	50.00	50.00	53.17	(3.17)	106.34%
Utilities	40,000.00	40,000.00	44,500.00	35,170.74	4,829.26	87.93%
SCADA Expenses	3,000.00	3,000.00	3,000.00	2,063.42	936.58	68.78%
Telephone	16,500.00	16,500.00	20,000.00	14,456.25	2,043.75	87.61%
Insurance	14,000.00	15,300.00	15,250.00	15,298.62	1.38	99.99%
Materials & Supplies	46,000.00	(22,000.00)	41,000.00	(24,156.55)	2,156.55	109.80%
Truck Operations	12,000.00	12,000.00	12,000.00	13,629.47	(1,629.47)	113.58%
Fuel-Sewer Equipment			-	-	-	

Travel & Training	4,000.00	3,000.00	3,000.00	3,527.50	(527.50)	117.58%
Contractual	2,000.00	2,000.00	1,600.00	2,006.75	(6.75)	100.34%
Miscellaneous	600.00	2,700.00	-	5,677.31	(2,977.31)	210.27%
Bad Debt Expense	2,400.00	2,400.00	4,000.00	2,392.60	7.40	99.69%
Bank Service Charges	325.00	325.00	350.00	325.00	-	100.00%
Total Sewer Fund Operating Expenses before D&A Exp.	606,246.00	550,676.00	609,462.00	540,220.84	10,455.16	98.10%
Operating Income before D&A Expense	583,609.00	641,691.00	468,038.00	658,266.17	(16,575.17)	102.58%
Depreciation & Amort. Exp.	448,620.00	422,000.00	420,975.00	316,487.74	105,512.26	0.75
Operating Income (Loss)	134,989.00	219,691.00	47,063.00	341,778.43	(122,087.43)	1.56
Nonoperating Revenues (Expenses)						
Pro-rata Share Fees	-	-	-	-	-	
Availability Fees	82,400.00	89,060.00	103,000.00	91,540.00	(2,480.00)	102.78%
Insurance Reimbursements				-	-	
VDEM Reimbursements				-	-	
Contributed Capital-Smithfield Foods Rev Ln	19,700.00	18,740.00	18,740.00	18,737.11	2.89	99.98%
Contributed Capital-St. Andrews Pump Station	-	-	-	-	-	
Interest Revenue	3,250.00	6,500.00	12,000.00	6,627.73	(127.73)	101.97%
Interest Expense	(46,515.00)	(49,305.00)	(49,305.00)	(49,303.05)	(1.95)	100.00%
Total Nonoperating Revenues (Expenses)	58,835.00	64,995.00	84,435.00	67,601.79	(2,606.79)	104.01%
Net Income (loss)	193,824.00	284,686.00	131,498.00	409,380.22	(124,694.22)	143.80%
WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees	-	-	-	-	-	
Availability Fees	(82,400.00)	(89,060.00)	(103,000.00)	(91,540.00)	2,480.00	102.78%
Contributed Capital-Smithfield Foods Rev Ln	(19,700.00)	(18,740.00)	(18,740.00)	(18,737.11)	(2.89)	99.98%
Compliance Fee	(488,255.00)	(487,507.00)	(404,500.00)	(487,700.42)	193.42	100.04%
Bad Debt Expense	2,400.00	2,400.00	4,000.00	2,392.60	7.40	#DIV/0!
Depreciation & Amort. Exp.	448,620.00	422,000.00	420,975.00	316,487.74	105,512.26	75.00%
Additional debt service costs-principal expense	(70,550.00)	(66,400.00)	(66,400.00)	(66,400.00)	-	100.00%
Total adjustments to CAFR	(209,885.00)	(237,307.00)	(167,665.00)	(345,497.19)	108,190.19	145.59%
Working adjusted income	(16,061.00)	47,379.00	(36,167.00)	63,883.03	(16,504.03)	134.83%

	2011/2012 Proposed Budget	2010/2011 Proposed Amended Budget	2010/2011 Projected Budget	2010/2011 Actual 6/30/2011	Remaining Budget	% of Budget
Sewer Fund						
Working adjusted income	(16,061.00)	47,379.00	(36,167.00)	63,883.03	(16,504.03)	134.83%
Sewer SSO Consent Order	(833,000.00)	(500,550.00)	(600,000.00)	(346,157.03)	(154,392.97)	69.16%
SCADA-Water Tank (75%)		(36,000.00)		(36,428.75)	428.75	101.19%
Sewer Master Plan	(56,250.00)				-	
Main Street Pump Station		(29,305.00)	-	(29,304.00)	(1.00)	100.00%
Rubber tire backhoe	(9,000.00)	-	-	-	-	
Hot box for asphalt	(4,500.00)				-	
Manhole inspections/repairs-gravity sewer repairs	(100,000.00)				-	
VAC Truck		(109,200.00)	-	(109,197.48)	(2.52)	100.00%
Vehicle/Equipment	(15,000.00)	(20,000.00)	(20,000.00)	(13,763.50)	(6,236.50)	68.82%
Net Capital Outlay	(1,017,750.00)	(695,055.00)	(620,000.00)	(534,850.76)	(160,204.24)	76.95%
Net Reserves (Deficit) after capital outlay	(1,033,811.00)	(647,676.00)	(656,167.00)	(470,967.73)	(176,708.27)	72.72%
Funding from Development Escrow			-	-	-	
Reserves from Sewer Capital Escrow Account		160,062.81	251,667.00	196,491.56	(36,428.75)	122.76%
Funding from Sewer Compliance Fee	833,000.00	449,687.19	404,500.00	275,916.70	173,770.49	61.36%
Draw from operating reserves	274,331.00	1,926.00			1,926.00	0.00%
Funding from Bond Escrow (released from refinance)			-	-	-	
Net Cashflow	73,520.00	(36,000.00)	-	1,440.53	(37,440.53)	-4.00%

Town of Smithfield						
Water Fund Budget						
	Proposed Budget	Proposed Budget	Adopted Budget			
	2011/2012	Revisions	2010/2011	Balance as of		
Description		2010/2011		06/30/11	Remaining	% of
					Budget	budget
Revenue						
Operating Revenue						
Water Sales	817,850.00	780,000.00	763,000.00	812,738.68	(32,738.68)	104.20%
Debt Service Revenue	401,000.00	401,000.00	401,000.00	403,716.24	(2,716.24)	100.68%
Miscellaneous	500.00	2,500.00	-	2,499.00	1.00	99.96%
Connection fees	13,200.00	13,220.00	16,500.00	13,100.00	120.00	99.09%
Application Fees	5,000.00	5,000.00	5,000.00	5,059.00	(59.00)	101.18%
Total Operating Revenue	1,237,550.00	1,201,720.00	1,185,500.00	1,237,112.92	-35,392.92	102.95%
Town of Smithfield						
Water Fund Budget						
	Proposed Budget	Proposed Budget	Proposed Budget	Balance as of	Remaining	% of
	2011/2012	Revisions	2010/2011	06/30/11	Budget	budget
Expenses						
Salaries	291,300.00	261,500.00	261,500.00	263,774.19	(2,274.19)	100.87%
FICA	23,304.00	20,950.00	20,950.00	20,343.84	606.16	97.11%
VSRS	29,245.00	23,800.00	24,485.00	23,776.07	23.93	99.90%
Health	43,000.00	35,300.00	39,010.00	35,258.45	41.55	99.88%
Uniforms	3,000.00	3,200.00	2,800.00	3,912.46	(712.46)	122.26%
Contractual	11,000.00	7,000.00	6,000.00	7,451.87	(451.87)	106.46%
Legal & Audit	23,000.00	23,000.00	23,000.00	20,576.44	2,423.56	89.46%
Maintenance & Repairs	21,000.00	21,000.00	21,000.00	10,628.94	10,371.06	50.61%
Water Tank Maintenance	100,000.00	9,900.00	26,000.00	8,642.70	1,257.30	87.30%
Water Cost-purchased from IOW County	-	-	-	-	-	#DIV/0!
Engineering	-	-	-	-	-	
Professional Services	1,000.00	15,250.00	1,000.00	17,310.50	(2,060.50)	113.51%
Regional Water Supply Study	2,586.00	2,586.00	2,586.00	2,586.00	-	100.00%
Data Processing	16,000.00	16,000.00	16,000.00	12,892.50	3,107.50	80.58%
Utilities	65,000.00	65,000.00	40,000.00	69,626.06	(4,626.06)	107.12%
Communications	12,300.00	12,300.00	12,300.00	11,567.08	732.92	94.04%
Insurance	16,000.00	14,555.00	14,520.00	14,555.09	(0.09)	100.00%
Materials & Supplies	114,400.00	73,885.00	152,300.00	26,786.39	47,098.61	36.25%
Gas and Tires	12,000.00	12,000.00	12,000.00	12,415.15	(415.15)	103.46%
Fuel-Water Equipment				-	-	
Dues & Subscriptions	800.00	800.00	500.00	682.16	117.84	85.27%
Bank service charges	450.00	450.00	350.00	396.78	53.22	88.17%
Travel and Training	5,500.00	3,000.00	3,000.00	5,035.74	(2,035.74)	167.86%
Miscellaneous	6,200.00	6,100.00	6,000.00	6,873.00	(773.00)	112.67%

RO Annual costs	419,593.00	-	-	-	-	-
Bad debt expense	5,300.00	5,300.00	7,200.00	5,270.19	29.81	99.44%
Total Water Fund Operating Expenses before D&A Exp.	1,221,978.00	632,876.00	692,501.00	580,361.60	52,514.40	91.70%
Operating Income before D&A Expense	15,572.00	568,844.00	492,999.00	656,751.32	(87,907.32)	115.45%
Depreciation & Amortization Expense	309,400.00	158,615.00	154,305.00	129,717.44	28,897.56	81.78%
Operating Income (Loss)	(293,828.00)	410,229.00	338,694.00	527,033.88	(116,804.88)	128.47%
Nonoperating Revenues (Expenses)						
Availability Fees	54,400.00	60,000.00	68,000.00	62,220.00	(2,220.00)	103.70%
Interest Revenue	5,925.00	10,735.00	17,500.00	11,133.28	(398.28)	103.71%
Insurance Recoveries-VML	-	-	-	-	-	
Interest Expense	(121,700.00)	(127,300.00)	(127,300.00)	(127,289.88)	(10.12)	99.99%
Transfer for debt cost to general fund	-	-	-	-	-	
Total Nonoperating Revenues (Expenses)	(61,375.00)	(56,565.00)	(41,800.00)	(53,936.60)	(2,628.40)	95.35%
Net Income (Loss)	(355,203.00)	353,664.00	296,894.00	473,097.28	(119,433.28)	133.77%
WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees	-	-	-	-	-	
Availability Fees	(54,400.00)	(60,000.00)	(68,000.00)	(62,220.00)	2,220.00	103.70%
Bad Debt Expense	5,300.00	5,300.00	7,200.00	5,270.19	29.81	99.44%
Debt Service Revenue	(401,000.00)	(401,000.00)	(401,000.00)	(403,716.24)	2,716.24	100.68%
Depreciation & Amort. Exp.	309,400.00	158,615.00	154,305.00	129,717.44	28,897.56	81.78%
Additional debt service costs-principal expense	(159,450.00)	(153,600.00)	(153,600.00)	(153,600.00)	-	100.00%
Total adjustments to CAFR	(300,150.00)	(450,685.00)	(461,095.00)	(484,548.61)	33,863.61	107.51%
Working adjusted income	(655,353.00)	(97,021.00)	(164,201.00)	(11,451.33)	(85,569.67)	11.80%

	2011/2012	2010/2011	2010/2011	2010/2011	Remain	% of
	Proposed	Proposed Amended	Adopted Budget	Actual	Budget	Budget
	Budget	Budget		6/30/2011		
Water Fund						
Net Operating Reserves (Deficit)	(655,353.00)	(97,021.00)	(164,201.00)	(11,451.33)	(85,569.67)	11.80%
Water Line Replacement		(408,200.00)	-	(274,493.96)	(133,706.04)	67.24%
SCADA-Water Tank (25%)		(12,000.00)		(12,142.92)	142.92	101.19%
Water Master Plan	(56,250.00)				-	
Water system improvements		-	(100,000.00)	-	-	
Rubber Tire Backhoe	(9,000.00)			-	-	
Hot box for asphalt	(4,500.00)		-	-	-	
Water loop at Smithfield Plaza	(8,500.00)		-	-	-	
Truck	(15,000.00)				-	
Water Treatment/Fluoride PER	(1,172,000.00)	(3,200,000.00)	(2,500,000.00)	(3,283,936.66)	83,936.66	102.62%
Net Capital Outlay	(1,265,250.00)	(3,620,200.00)	(2,600,000.00)	(3,570,573.54)	(49,626.46)	98.63%
Net Reserves (Deficit) after capital outlay	(1,920,603.00)	(3,717,221.00)	(2,764,201.00)	(3,582,024.87)	(135,196.13)	98.95%
Operating Reserves	486,914.00		7,009.00	-	-	
VML/VACO Draw Downs	270,000.00	2,500,000.00	2,500,000.00	2,770,370.50	(270,370.50)	110.81%
Water Development Escrow	224,000.00			154,159.44	(154,159.44)	
Water Capital Escrow	1,035,000.00	-	-	552,357.63	(552,357.63)	
Possible financing-need to increase interest and show principal	765,000.00	408,200.00			408,200.00	0.00%
Debt Service fees applied to debt	259,275.00	259,087.50	257,192.00	257,191.67	1,895.83	99.27%
Net Cashflow	1,119,586.00	(549,933.50)	-	152,054.37	(701,987.87)	-27.65%

2011/2012
Proposed
Budget

2010/2011
Proposed Amended
Budget

2010/2011
Projected Budget

2010/2011
Actual
6/30/2011

Remain
Budget

% of
Budget

HIGHWAY

	2011/2012 Proposed Budget	2010/2011 Proposed Amended Budget	2010/2011 Projected Budget	2010/2011 Actual 6/30/2011	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	284,000.00	-	249,000.00	143,896.53	(143,896.53)	#DIV/0!
John Rolfe/Battery Park intersection Turn Lane	(95,000.00)	-	(50,000.00)	(5,976.00)	5,976.00	11.95%
North & South Church Street Beautification	(144,000.00)	-	(144,000.00)	-	-	0.00%
Rubber tire backhoe	(27,000.00)				-	
Hot box for asphalt	(18,000.00)				-	
	-	-		-	-	
Storm Drain Improvements			(50,000.00)			0.00%
	-	-		-	-	
Gateway Improvements			(5,000.00)			0.00%
	(284,000.00)	-	(249,000.00)	(5,976.00)	5,976.00	#DIV/0!
Net Capital Outlay						
	-	-	0.00	137,920.53	(137,920.53)	#DIV/0!
Net Reserves (Deficit) after capital outlay						
				27,292.66		
net carryforward 2011				165,213.19		

Notes to financial statements: June 2011

GENERAL FUND

Revenues

Current Real Estate Tax

Collections of 2010 RE posted through 6/30/11 totaled \$1,703,197 leaving us \$8,803 below revised budget. Still no payments received on 2 large outstanding accounts which would have put us over budget. One of the 2 accounts is a current business. The other is a developer. The owner of the business account has contacted Peter several times with promises of payment, but to date, no payments have been received. Normally, we do not allow a business to obtain a business license if taxes are not current, but we made an exception in this case because of implied payment arrangements.

Current Personal Property Tax

Collections of 2010 PP posted through 6/30/11 totaled \$862,492 which exceed original and revised budget projections. A large supplemental billing due in June boosted collections above budget.

Delinquent Personal Property Tax

Collections of delinquent PP were very strong in FY2011. We collected \$50,927 for the year which well exceeds the \$17,675 collected last year and can be attributed to outsourcing the printing/mailing of annual tax notices.

Franchise Tax

Actual exceeded budget in FY2011 because Bank of America increased \$5599 over previous year. We did not received their Schedule C this year so we did not anticipate the increase. Among the remaining banks located in the town, there were also increases and decreases but we received notification in time to revise the budget accordingly.

Meals Tax

Although meals tax was strong, the total for the year more closely matched the original budget than the revised. The difference resulted from the closing of 2 businesses in the last quarter of the year. One closed in June and had minimal meals tax fo the month. The other paid no meals tax for the last quarter but has made arrangements to pay what is owed in FY2012 at the rate of \$500 per month. We received the first payment on 8/29/11.

Communications Tax

Communications tax is very difficult to budget because the state manipulates the amount available for distribution each month. For example in June, the state deducted \$87,500 from communications tax available for distribution and labled it adjustment. In April, a similar adjustment of \$1,411,039 was made. The remaining funds are then split among the localities on a % basis. There is also a time lag of 2 months before we receive the tax revenue and associated reports. Payments received dropped off significantly in the second half of the year. Based on the first 6 payments received, we were on target for \$259,000 for the year.

Sales Tax

Sales tax is remitted to the Town from the County after they receive it from the state. Although we exceeded budget projections in this category, we actually ended with almost the same revenue as that

received in FY2010 (\$263,029). The interesting difference between the 2 years, however, is that receipts were stronger in the first half of 2010 than during the 2nd half. FY2011 was the exact opposite with lower revenues in the first half of the year and larger ones for the 2nd half.

Business License Permits

Renewals were due April 15, 2011. As of June 30, 2011, collections of \$280,272 were \$56,728 below budget. From July 1 through September 19, the Treasurer's office collected an additional \$19,572 of delinquent business licenses which still would have left us \$37,156 below projections. Warrants were issued and 2 employees of the Treasurer's office did go to court for judgements against several businesses. The amounts were not significant, however, and we have concluded that the closing of several businesses (Simpson's, restaurants, etc), reduction in gross receipts for some existing businesses, and a decline in construction have all contributed to the decrease in BL revenue.

Vehicle License Fees

Collections of VL tax through June 30 exceed revised budget by \$9053. Once the decals were eliminated and the VL fee was added to the tax bill, it became collectible for delinquent years whereas in the past it was not. Revenues for 2011 exceeded 2010 in this category by \$23,000 validating that the change has been successful for the Town.

Fines & Costs

Collections for fines was \$2,983 below revised budget but still well over the original budget of \$63,000. For the months February through April, average revenues were \$6370 per month. For May and June, the average dropped to \$4729 per month. We still ended the year slightly above 2010 revenue of \$66,519.

Smithfield Center Rentals

I think it is worth pointing out that the Smithfield Center had a very good year with revenues for 2011 exceeding those for 2010 by \$11,800. Revenues also exceeded revised budget by \$10,843.

Sale of Real Estate

Budgeted for anticipated sale of property on North Church Street. Property has not yet been sold. This item will need to be rolled forward to 2012 budget.

Restricted Reserves-Beautification

This line items represents contributions/grants for the South Church Street project from a prior year. Some of these funds were used for the South Church Street project until reimbursement from VDOT is received. Also, \$1350 was paid to Ivy Hill Cemetery out of beautification funds.

From Police CD

The Police Department generally pulls interest from its CD funds once a year to fund scholarship(s) for teenagers/young adults in the community through the CHIPS program. This was not done in FY2011.

Police Block Grants State/Federal Grants

All of the grants received by the police department for FY2011 were federal grants, not state grants. Total grant funds were still at expected budget but had to be reallocated from state to federal.

Urban Fund Partial Use Allocation

This money was previously designated for widening of S. Church Street but has been redirected to the South Church Street Enhancement project. No funds were drawn in FY2011 but will be rolled into FY2012.

Federal Grant-Transportation Enhancement Program

Federal grant funds were awarded for the South Church Street Enhancement project. Once stimulus funds

were used, enhancement funds were next to be applied. A draw down request of \$466,623 has been prepared with \$340,041 applicable to FY2011.

Pinewood Heights CDBG Relocation Grant

We received payment on the 2nd draw down request on MY2 of \$171,658 in May leaving only \$71,000 to be drawn on the project for the last owner occupied property. This acquisition was not completed until July 2011, so the funds will be rolled forward into 2012.

General Obligation Bond-Land Acquisition

THIS LINE ITEM IS STILL UNDER REVIEW! Even the auditors are unclear as to how to record the Town's purchase of property from IOW County since the General Obligation Bond did not close until September 2011, and we did not actually receive cash proceeds from the transaction. They are discussing it with Jimmy Haggard who is the partner in charge of our audit.

Contributions-Windsor Castle Park

This originally unbudgeted item originated at the request of Mr. Luter who asked that the Town accept a donation for additional work done at the park. The Town in turn paid the remainder of invoices associated with the work. Additional money was added for possible statue, but that donation was not made during FY2011. Maybe 2012? I have not heard any recent updates on the status of the statue.

Contributions-IOW County Port Authority Grants

As with the command vehicle budgeted for 2012, this grant will flow through IOW County as a contribution to the Town. No actual cash was received during fiscal year 2011; however, revenue was accrued at year end for funds that have been expended. To date, \$4750 of expenses have been identified with this grant.

Contributions-S Church Street Improvement Project

This line item represented additional contributions expected from private sources, namely Historic Smithfield (\$75,000) and property owner pledges (\$150,000). None were received in 2011.

Expenses

Town Council

Advertising

Even though we increased the budget, we will still be over budget in this category. As of June 30 we spent \$30,092 in advertising. This line item was discussed at the June finance committee meeting. The Town agreed to special advertisements for the S. Church Street Construction in addition to several RFP's and employment advertisements that all hit in the last 2 months of the fiscal year.

Professional Services

This line item included \$4500 to Bay Environmental for Phase II Environmental Site Assessment, 117 N. Church Street and \$3612.70 to Clark Nexsen for Smithfield Drainage Project at 117 N. Church St. Also included \$750 to Michael Chandler for annual council goal setting session, \$925 to Canada Land Surveying for site verification and plat of new property on S Church as well as topographical survey on N. Church Street. Another \$750 was paid to Stephen Edwards for appraisal of 220 Main St. Reimbursed Robert Redlin \$500 for professional fees incurred at N. Church Street.

Special Projects

The majority of this line item was spent on porta potties for Olden Days (\$1267.67). Also spent \$650 for 2010 Top Cops Dinner. Also included several small invoices.

Public Safety-Police Department

Police Salaries

Salaries for PD totaled \$1,244,495 in 2010. For 2011, the total was \$1,278,009 an increase of \$33,514 and over budget by \$17,860. Analysis of this account shows that a portion of the overage resulted from resignation of 2 officers who were paid out the balance of vacation and sick leave (\$4466). Also a part time employee was budgeted for 200 hours and worked more than double that amount for an increase of \$2715. At year end an accrual must be made for vacation used from 7/1 through 8/15 of the NEXT fiscal year because it is considered current. The vacation accrual increased \$8,953 from 2010. The balance resulted from a slight increase of overtime over budget (\$1726).

Vehicle Maintenance

This line item was over budget for the year by \$3611. Vehicle maintenance varies depending on age of the operating fleet and accidents that may occur during the fiscal year. In FY2011 replaced transmission on 2005 Crown Vic (\$2255.00) and a 2006 Crown Vic (\$2941.30). Also, the 3 new Also, the 3 new vehicles ordered for FY2011 did not arrive until June.

Gas

Through May 2011, charges for fuel only totaled \$61,395. Assumed budget of \$75,000 would still be adequate to cover FY2011 costs. Invoices totaling \$16,679 for S. W. Rawls in June, however, put us \$4,000 over budget.

Travel & Training

Budget was increased to reflect actual training costs expected. As of June 30, total expense totaled \$21,493 which still puts this line item above the amended budget. The PD did come in under budget on several other line items like Crimes Network and Radio & Equipment Repairs.

Police Grants

Police grants are budgeted as a lump sum (federal and state) and then detailed by line item according to expense. Total budgeted expense was \$25,000 with actual of \$9,892.84. Most of these costs were offset with grant revenue.

Public Safety-Fire Department

Salaries (Contribution to County)

The Town's payment for this budget item has been put on hold pending further discussion. It was not accrued for FY2011.

Computer & Technology Expenses

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

Insurance

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

July. There were several additional invoices that were paid in April, one of which was over \$5000. Spoke with Fire personnel (Mickey Stallings) regarding this invoice and costs going forward. Since the department came in under budget for the year (even disregarding the \$30,000 budgeted for salaries), we did not request reimbursement on this line item.

State Pass Thru

State fire funds were received by the town on July 1 in the amount of \$18,260. The check was cut in July to transfer these funds to the fire department. The expense was accrued for FY2011 as was the revenue side associated with this transaction.

Contributions-Public Safety

E911 Dispatch Center

We still do not have the year end true-up from IOW County for this line item. I have been told that they hope to have the calculation complete by September 23. Currently, the balance of the budget was accrued for audit purposes, but an adjustment will probably be made once the final numbers are received.

Smithfield Center

Professional Services

\$150,000 was originally budgeted as capital for renovations to the Smithfield Center. Not all of the renovations qualified as capital, however, so \$38,000 was moved to maintenance. In the end, some of the changes originally thought to be maintenance really did not fit into the maintenance category (such as professional services and AV supplies) If you add the overages in professional services and AV supplies, all but \$300 is offset by the balance remaining in repairs & maintenance. \$3150 represents payment to Acoustical Design for evaluation/recommendations regarding Center's acoustics.

AV Supplies

Purchased projectors, podium, etc. as part of the Center's renovation project.

Repairs & Maintenance

This line item was increased by \$38000 to move some of the rehab expense from capital to operations (i.e. items under \$5000). As of June 30, \$69,272 was spent in this category. The remaining balance offsets items in professional services and AV supplies. Capital outlay is still significantly over budget however.

Parks, Recreation and Cultural

Ivy Hill Cemetery

\$1350 was paid out of the beautification fund to Sewah Studios for a historical marker.

Windsor Castle Park

The original budget for Windsor Castle Park was increased to account for donation of maintenance funds by Mr. Luter. Also added additional \$20,000 to account for maintenance costs that were higher than anticipated. We are discovering that maintenance for the park is costly particularly in the aftermath of significant weather events although we did come in \$5700 under revised budget.

Community Development

Pinewood Heights

This budget has been a moving target. Included some for Phase I MY1 and some for Phase 1 MY2. Originally did not budget for Section 8 values that are allowed under the contract but then were told that we should budget for those resulting in the higher budget value. Final determination during MY2 audit was that Section 8 did not have to be included in the Town's budget and therefore will not be shown going forward. The town will be given credit for the value based on number provided by IOW.

Contributions-Community Development

Tourism Bureau

As with E911, we are waiting on IOW County for final year end true up. The balance for the year was accrued, but adjustments may be forthcoming.

Public Works

Salaries

Salaries for PW, Water, Sewer, and Highway are cumulatively \$12,279 over budget. The reason that all four line items show an overage is because salaries for the public utilities employees are allocated among these departments. Like PD, there was an increase in the vacation used accrual of \$2400. There was also a new employee whose salary was \$0.72 per hour higher than budgeted resulting in an increase of \$1497.60. The balance, however, was overtime that was not anticipated. Overtime is budgeted based on activity for the prior 12 months.

Street Lights

Budget is usually made to accommodate installation of street lights that are not eligible for highway reimbursement. None were made in FY2011.

Travel & Training

As of June 30, \$7666 was expended for this account (\$1525 in June). June expenses included \$440 for Red Cross first aid training, \$550 for Virginia Recreation and Park Society (Will Council), and \$238 for Mixed Use Development training (William Saunders).

Public Buildings

Materials & Supplies

This has always been a very small budget line item. Included \$1175 in June for Major Sign Co. for "No Wake" signs for lack of a better category to put them in.

Repairs & Maintenance

This line item varies from year to year and is difficult to anticipate. In FY2010, this line item totaled \$34793. We did cut the budget from \$45000, but we were fortunate to come in below the revised estimate.

Other Financing Uses

Transfers to Operating Reserves

As of June 30, when all grant funding and special escrow funding has been considered, the Town has \$60,135 of excess funds that may be moved to operating reserves.

Capital Expenses

PARKS, RECREATION AND CULTURAL

Smithfield Center upgrades

Originally, \$150,000 was budgeted for SC renovations. Of that total \$38,000 was moved to repairs and maintenance for items that did not qualify as capital improvements leaving \$112,000 for this line item. \$148,675.60 was spent in capital almost leaving us at the original budget without the items that were moved. Still have not had time with audit to compare notes with Amy as to how the project escalated.

PUBLIC WORKS

N/S Church St Streetscape Improvements

Ongoing progress billings. Ended the year with \$730,358 of progress billings. A draw request has been prepared for reimbursement from VDOT for federal enhancement funding.

PUBLIC BUILDINGS

Office Space Acquisition

As with the general obligation bond proceeds, this item is still under review by auditors. Do not have complete documentation on the general obligation bond.

SEWER FUND

Revenues

Sewer Charges

Sewer billings through June 30 show \$675,086 which is \$5,586 over budget. Consumption was up almost 12,000,000 gallons over FY2010.

Expenses

Salaries

Salaries are over budget in Public Works, Water, Sewer, and Highway (which are the departments that reflect time worked for public utilities staff in addition to other administrative personnel). See Public Works explanation above.

Professional Services

1/2 of June invoice from Draper Aden for water model update.

Materials & Supplies

Materials and supplies ended the year with a credit due to the inventory adjustment. Auditors have stated that the inventory adjustment for both water and sewer is material, and they may have to spot check the inventory counts as part of the audit process. This is still under review. According to the auditors, it is better that the inventory was previously understated than overstated.

Miscellaneous Includes \$2000 to Joyce James for costs incurred in locating her sewer line for sewer lateral connection. The line was not where she was originally told it would be. Also includes \$3,121.80 to Excel Paving for repair work at Dawson Moody's residence.

Depreciation and Amortization Actual less than budget due to slow progress of large projects (not yet closed).

Capital Expenses

Sewer Consent Order Ended the year \$154,393 below projected budget. Based on progress billings.

WATER FUND

Revenues

Water Charges Water billings through June 30 show \$812,739 which is \$32,738 over budget and \$110,844 over FY2010. As with sewer, consumption was up over FY2010, however, most of the increase was attributable to IOW County's increased rate.

Expenses

Salaries Salaries over budget for public works, water, sewer, and highway. See Public Works explanation above.

Maintenance & Repairs This item came in under budget by more than \$10,000 for the year. Most of the maintenance that was done in FY2011 fell under capital outlay.

Professional Services September reflected \$948 payment to Clark Nexsen for a water tank inspection report. In December an additional \$14,150 was paid to Clark Nexsen for review of the water tank inspection report and budget estimates for repairs. In June \$2212.50 was paid to Draper Aden for 1/2 of water module costs.

Utilities Virginia Power invoice for June was \$11,066 which is much higher than normal. Previous month (which was also high) was \$7234. The invoice for electricity at the RO site increased from \$4283.44 in May to \$8,542.81 in June. Not sure if this will continue.

Materials & Supplies As with sewer, materials and supplies was adjusted for actual inventory count. The adjustment was material and will probably result in a spot check of inventory count by the auditors.

Travel & Training As of June 30, water travel had total charges of \$5035 which is almost \$2,036 over budget. \$1074.98 expensed in May for meals and lodging for 3 people in Roanoke for April 4 through April 6. \$1095 expensed in August for Joe Pinner-Waterworks License Training in Blacksburg. All other charges were small.

Depreciation and Amortization

Depreciation less than budgeted based on progress of capital projects.

Capital Expenses

Water Line Replacement

Progress billings of \$274,000 have been made. The remainder will be completed in FY2012. Will have to amend 2012 budget.

Water Treatment (RO) Plant

Exceeded expected progress billings for FY2011 by almost \$84,000. Total capital outlay is still within budget because the water line replacement was not completed.

HIGHWAY

Expenses

Salaries

Salaries over budget for public works, water, sewer, and highway. See Public Works explanation above.

Engineering

Includes invoices of \$3620 and \$896.50 to Draper Aden for Smithfield Blvd. Survey.

Street Lights

Street light expense has increased based on billing change (additional lights discovered by DVP that had not been previously included).

Capital Expenses

John Rolfe Drive

This project will be rolled forward to 2012.

South Church Street Beautification project-sidewalks

The project has not yet progressed to this point. This expense will also be rolled to FY2012.

NET CARRYFORWARD FOR 2011

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

CASH BALANCES AS OF AUGUST 31, 2011						
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	DATE RECONCILED	Current Month INTERCO. TRANSFERS	Year end Interco. Transfers	ADJUSTED BALANCES
Water	Farmers Bank	875,735.61	09/16/11	(272,233.50)	(207,735.40)	395,766.71
Water-Debt Service	Farmers Bank	1,187,365.06	09/16/11	67,680.19		1,255,045.25
Water Capital Escrow (availability fees)	TowneBank	1,422,712.83	09/16/11	2,720.00		1,425,432.83
Water Development Escrow	TowneBank	177,531.16	09/16/11		(107,610.44)	69,920.72
Water General Obligation Funds	US Bank-market val	-	09/16/11			-
Subtotal Water		3,663,344.66		(201,833.31)	(315,345.84)	3,146,165.51
Sewer	Farmers Bank	312,816.50	09/16/11	115,990.84	(320,001.51)	108,805.83
Sewer Development Escrow	TowneBank	315,878.87	09/16/11	-		315,878.87
Sewer Capital Escrow (availability fees)	TowneBank	639,955.68	09/16/11	4,120.00		644,075.68
Sewer Compliance	Farmers Bank	478,454.28	09/16/11	81,722.47		560,176.75
Subtotal Sewer		1,747,105.33		201,833.31	(320,001.51)	1,628,937.13
Highway	Farmers Bank	123,426.85	09/16/11	-	(11,296.00)	112,130.85
General Fund	Farmers Bank	163,350.57	09/16/11	-	646,643.35	809,993.92
Payroll	Farmers Bank	157,273.74	09/16/11			157,273.74
Money Market-General Fund	TowneBank	223,879.34	09/16/11			223,879.34
Business Super Now-General Fund	Farmers Bank	32,834.89	09/16/11	-		32,834.89
Money Market-General Fund	Farmers Bank	634,532.49	09/16/11			634,532.49
General Fund Capital Escrow Account	TowneBank	50,509.85	09/16/11	-		50,509.85
Certificate of Deposit	Farmers Bank	524,512.37	09/16/11	(500,000.00)		24,512.37
Certificate of Deposit-Police Dept	Farmers Bank	35,978.44	09/16/11			35,978.44
Special Project Account (Pinewood)	Farmers Bank	52,144.15	09/16/11	-	-	52,144.15
Pinewood Heights Escrow	Farmers Bank	55,855.73	09/16/11			55,855.73
S. Church Street Account	TowneBank	526,540.70	09/16/11	500,000.00		1,026,540.70
Subtotal General Fund		2,457,412.27		-	646,643.35	3,104,055.62
Beautification Fund	Farmers Bank	7,794.25	09/16/11			7,794.25
Money Market-Beautification	Farmers Bank	297,076.83	09/16/11			297,076.83
Subtotal Beautification		304,871.08				304,871.08
Rising Star CDBG	Farmers Bank	63.49	09/16/11			63.49
TOTAL ALL FUNDS		8,296,223.68		-	-	8,296,223.68

Blue Ridge Rescue Suppliers

1273 Colonial Fort Drive
Montvale, VA 24122

Invoice

Date	Invoice #
8/29/2011	25193

Bill To
Smithfield Vol. Fire Dept. P.O. Box 117 Smithfield, VA 23431

Ship To
Smithfield Vol. Fire Dept. 310 Institute Street Smithfield, VA 23431 Attn: Jason Stallings

P.O. Number	Terms	Due Date	Rep
Verbal	Net 30	9/28/2011	DR

Quantity	Item Code	Description	Price Each	Amount
5	LTO-34I2	Bunker Coat per Quote # 1028VSMIH Please add options this order and make permanent spec changes: Change color on comfort chin strap from white to black Change color on the wristlet loops to black Chest Back Sleeve Name: 40 20 31.5 K. WALTERS 36 20 30 C. CRITZER 46 22 33 T. LINDSEY 38 22 33.5 Z. GRIFFEY 44 22 34 J. HACKNEY	1,115.15	5,575.75
5	LTO-34I2	Bunker Pants per Quote # 0028VSMIH Spec ID VSMIH00052 with optional Sewn on knee pads in place of removable knee pads With options this order: Class 2 Spider harness model G Spider harness opening Waist Hips Rise Inseam Suspenders M/F 36 40 32 30 short K. WALTERS 34 38 30 28 short C. CRITZER 44 46 32 33 long T. LINDSEY 33 36 30 31 regular Z. GRIFFEY 40 42 28 33 regular J. HACKNEY	918.785	4,593.93
1	Shipping Charge	Shipping Charge	35.19	35.19

VENDOR # 2351
ACCOUNT # 4-100-32100-2811
DEPT HEAD [Signature]
TOWN MANAGER [Signature]

SEP - 7 2011

Total	\$10,204.87
--------------	--------------------

Phone #	Fax #	E-mail	Web Site
(866) 411 9745	540-947-5700	d.rice@brrs.net	www.brrs.net

CLARK • NEXSEN
Architecture & Engineering

September 16, 2011

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

Explanation of Amount Certified

Application No: 9
Application Date: 09/12/2011
Period To: 09/07/2011

EN03-300-108, C502, UPC95571/93722

Contract Date: 11/04/2010

Invoice No: 7752

The items within the "Change Order Summary" have not been approved. This amount has been removed from all line items and does not affect the "Current Payment Due". Line Item 34 (DI-3BB, L=6') has a value of "2" reported in the column "Previously Reported" – this value should be reported in the column of "For Month" – this does not change Current Payment Due. Line Item 44 (Demolition) should have a "Previously Reported" value of 0.55 based on Pay App 8 – this does not change Current Payment Due.

The amount certified was adjusted as shown below:

Contract Sum to Date..... \$2,593,555.5
Total Completed and Stored to Date..... \$862,646.50
Total Earned Less Retainage..... \$862,646.50
Current Payment Due..... \$76,218.60

VENDOR # EXCEL
ACCOUNT # 100-41300-8100
DEPT HEAD M. T. J.

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.: 9
APPLICATION DATE: 9/12/2011
PERIOD TO: 9/7/2011

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

JOB #: 1189

EN03-300-108, C502, UPC95571/93722

ARCHITECT:

CONTRACT DATE: 11/4/2010

CONTRACT FOR:

INVOICE NO: 7752

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner	TOTAL	\$ 13,772.38	\$ -
Approved this Month			
Date Approved		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTALS		\$ 13,772.38	\$ -
Net Change by Change Orders		\$ 13,772.38	

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..... \$ 13,772.38
(Line 1± 2)

Contract Sum To Date..... \$ 2,607,327.88

Total Completed and Stored To Date..... \$ 868,904.89
(Column G)

Retainage:

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

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

Total Retainage..... \$ -

Total Earned Less Retainage..... \$ 868,904.89
(Line 4 less Line 5 Total)

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

Less Previous Payments..... \$ 787,180.09
(Line 6 from prior Certificate)

Current Payment Due..... \$ 76,218.60

Balance to Finish Including Retainage..... \$ 1,738,422.99
(Line 3 less Line 6)

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

CONTRACTOR: Excel Paving Corporation

By: _____

Date: 9-13-11

State of Virginia
City of Norfolk
Subscribed and sworn to before me this
13th day of September, 2011
NOTARY PUBLIC:
Signed: Carolina Pauline Gunter
My Commission Expires: December 31, 2012

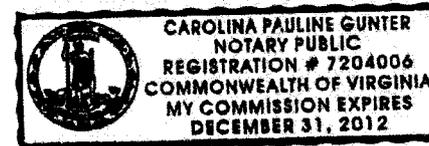
ARCHITECT'S CERTIFICATE FOR PAYMENT

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

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

By: _____

Date: _____



CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

pg of

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

PROJECT SOUTH CHURCH STREET STREETScape IMPROV. PHASE V SMITHFIELD, VA	APPLICATION: <u>9</u> INVOICE NO.: <u>7752</u>
EN03-300-108, C502, UPC95571/93722	ESTIMATE FOR PERIOD ENDING: 8/7/2011 thru 9/7/2011
SUBCONTRACTOR: EXCEL PAVING CORP.	SUBCONTRACTOR'S ADDRESS CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502

ITEM NO.	LINE ITEM DESCRIPTION	FROM SCHEDULE OF PRICES					TOTAL QUANTITIES REQUESTED				UNIT PRICES				ARRA	ENHANCE	URBAN	TOWN
		SCHEDULED	SCHEDULED	PREVIOUSLY	FOR	TOTAL TO	SCHEDULED	TOTAL	TOTAL DUE	TOTAL DUE	ARRA Funding Breakdown	ENHANCE Funding Breakdown	URBAN Funding Breakdown	TOWN Funding Breakdown				
		UNIT	QUANTITY	REPORTED	MONTH	DATE	UNIT PRICE	CONTRACT	THIS PERIOD	TO DATE								
	General Items																	
1	Mobilization	LS	1.00	0.74	0.05	0.79	\$176,500.00	\$ 176,500.00	\$ 8,825.00	\$139,435.00	\$ 58,245.00	\$ 72,365.00						
2	Construction Surveying	LS	1.00	0.45	0.05	0.50	\$ 12,000.00	\$ 12,000.00	\$ 600.00	\$ 6,000.00		\$ 5,400.00						
3	SM-9.5 A Surface Course	TN	840.00	0.00	0.00	0.00	\$ 94.00	\$ 78,960.00	\$ -	\$ -								
4	IM-19.0 Intermediate Course	TN	1,000.00	0.00	21.28	21.28	\$ 96.00	\$ 96,000.00	\$ 2,042.88	\$ 2,042.88		\$ 2,042.88						
5	BM-25 Base Course	TN	1,000.00	0.00	206.38	206.38	\$ 96.00	\$ 96,000.00	\$ 19,812.48	\$ 19,812.48		\$ 19,812.48						
6	Aggregate Material Size 21-A	TN	3,400.00	1,281.15	130.92	1412.07	\$ 27.00	\$ 91,800.00	\$ 3,534.84	\$ 38,125.89	\$ 6,403.86	\$ 28,187.19						
7	Combination 4" Curb and Gutter	LF	4,600.00	351.00	266.00	617.00	\$ 29.00	\$ 133,400.00	\$ 7,714.00	\$ 17,893.00		\$ 17,893.00						
8	4" Curb	LF	450.00	219.00	27.00	248.00	\$ 22.80	\$ 10,260.00	\$ 615.60	\$ 5,608.80		\$ 5,608.80						
9	VDOT Std CG-2	LF	110.00	0.00	0.00	0.00	\$ 23.00	\$ 2,530.00	\$ -	\$ -								
10	VDOT Std CG-6	LF	160.00	0.00	0.00	0.00	\$ 29.00	\$ 4,640.00	\$ -	\$ -								
11	3' Valley Gutter	LF	500.00	314.00	34.50	348.50	\$ 27.50	\$ 13,750.00	\$ 948.75	\$ 9,583.75		\$ 9,583.75						
12	Residential Drive	SY	350.00	14.00	47.80	61.80	\$ 99.50	\$ 34,825.00	\$ 4,756.10	\$ 6,149.10		\$ 6,149.10						
13	Commercial Drive	SY	200.00	0.00	0.00	0.00	\$ 152.00	\$ 30,400.00	\$ -	\$ -								
14	Stamped Asphalt Crosswalk	SY	500.00	0.00	0.00	0.00	\$ 66.00	\$ 33,000.00	\$ -	\$ -								
15	Reset Existing Pavers	SY	250.00	0.00	0.00	0.00	\$ 117.50	\$ 29,375.00	\$ -	\$ -								
16	Paver Sidewalk	SY	2,100.00	0.00	0.00	0.00	\$ 94.65	\$ 198,765.00	\$ -	\$ -								
17	Unit Paver Accessible Ramp	SY	50.00	0.00	0.00	0.00	\$ 175.00	\$ 8,750.00	\$ -	\$ -								
18	Replace Existing Brick Wall with like, kind, height, and length	VSF	1,600.00	100.00	170.00	270.00	\$ 30.00	\$ 48,000.00	\$ 5,100.00	\$ 8,100.00		\$ 8,100.00						
19	Regular Excavation	CY	3,200.00	891.00	216.00	1107.00	\$ 35.00	\$ 112,000.00	\$ 7,560.00	\$ 38,745.00	\$ 11,340.00	\$ 27,405.00						
20	Select Fill	CY	1,000.00	292.00	0.00	292.00	\$ 16.00	\$ 16,000.00	\$ -	\$ 4,672.00		\$ 4,672.00						
21	4" Topsoil Class A	AC	1.00	0.14	0.00	0.14	\$ 17,850.00	\$ 17,850.00	\$ -	\$ 2,499.00		\$ 2,499.00						
22	12" Storm Drainage Pipe	LF	165.00	0.00	0.00	0.00	105.00	\$ 17,325.00	\$ -	\$ -								
23	15" Storm Drainage Pipe	LF	1,430.00	715.00	0.00	715.00	105.00	\$ 150,150.00	\$ -	\$ 75,075.00	\$ 13,440.00	\$ 61,635.00						
24	18" Storm Drainage	LF	270.00	222.00	0.00	222.00	108.00	\$ 29,160.00	\$ -	\$ 23,976.00	\$ 23,976.00							
25	21" Storm Drain	LF	530.00	0.00	0.00	0.00	\$ 138.00	\$ 73,140.00	\$ -	\$ -								
26	24" Storm Drain	LF	655.00	513.00	0.00	513.00	\$ 139.00	\$ 91,045.00	\$ -	\$ 71,307.00		\$ 71,307.00						
27	DI-1	EA	5.00	2.00	0.00	2.00	\$ 3,735.00	\$ 18,675.00	\$ -	\$ 7,470.00		\$ 7,470.00						
28	MH-1	EA	9.00	6.00	0.00	6.00	\$ 3,718.00	\$ 33,462.00	\$ -	\$ 22,308.00		\$ 22,308.00						
29	DI 3-B L=4'	EA	4.00	2.00	0.50	2.50	\$ 2,940.00	\$ 11,760.00	\$ 1,470.00	\$ 7,350.00	\$ 2,940.00	\$ 4,410.00						
30	DI-3B L=6'	EA	7.00	3.00	0.00	3.00	\$ 2,952.00	\$ 20,664.00	\$ -	\$ 8,856.00		\$ 8,856.00						
31	DI 3-b L=8'	EA	2.00	1.00	0.00	1.00	\$ 3,206.00	\$ 6,412.00	\$ -	\$ 3,206.00		\$ 3,206.00						
32	DI-3C L=6'	EA	2.00	2.00	0.00	2.00	\$ 2,892.00	\$ 5,784.00	\$ -	\$ 5,784.00		\$ 5,784.00						
33	DI-3BB L=4'	EA	2.00	3.00	0.00	3.00	4,251.00	\$ 8,502.00	\$ -	\$ 12,753.00		\$ 12,753.00						
34	DI-3BB L=6'	EA	8.00	2.00	0.00	2.00	4,314.00	\$ 34,512.00	\$ -	\$ 8,628.00		\$ 8,628.00						
35	DI-3CC L=6'	EA	1.00	0.00	0.00	0.00	\$ 5,217.00	\$ 5,217.00	\$ -	\$ -								
36	18" Flared End Section	EA	1.00	1.00	0.00	1.00	\$ 1,957.00	\$ 1,957.00	\$ -	\$ 1,957.00	\$ 1,957.00							
37	Select Fill For Trench	CY	1,700.00	382.00	0.00	382.00	\$ 16.00	\$ 27,200.00	\$ -	\$ 6,112.00	\$ 4,928.00	\$ 1,184.00						
38	Adjust Rim to Finished Grade	EA	7.00	0.00	0.00	0.00	\$ 800.00	\$ 5,600.00	\$ -	\$ -								
39	Timber Bulkhead Modification	LS	1.00	1.00	0.00	1.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ 7,500.00		\$ 7,500.00						
40	Temporary Filter Barrier	LF	1,100.00	1,556.00	0.00	1,556.00	\$ 2.00	\$ 2,200.00	\$ -	\$ 3,112.00	\$ 720.00	\$ 2,392.00						
41	Tree Fence	LF	450.00	813.00	0.00	813.00	\$ 7.50	\$ 3,375.00	\$ -	\$ 6,097.50	\$ 1,072.50	\$ 5,025.00						
42	Inlet Protection	LF	29.00	4.00	0.00	4.00	100.00	\$ 2,900.00	\$ -	\$ 400.00		\$ 400.00						
43	Construction Entrance	LS	1.00	0.00	0.00	0.00	2,900.00	\$ 2,900.00	\$ -	\$ -								

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

pg of

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

PROJECT SOUTH CHURCH STREET STREETScape IMPROV. PHASE V SMITHFIELD, VA	APPLICATION: INVOICE NO.: <u>9</u> 7752
EN03-300-108, C502, UPC95571/93722	ESTIMATE FOR PERIOD ENDING: 8/7/2011 thru 8/7/2011
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
ITEM NO:	LINE ITEM DESCRIPTION	SCHEDULED UNIT	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE	Funding Breakdown	Funding Breakdown	Funding Breakdown	Funding Breakdown
88	Addendum 6x6 Reducer	EA	1.00	0.00	0.00	0.00	\$ 476.00	\$ 476.00	\$ -	\$ -				
89	Addendum DI-3A	EA	2.00	0.00	0.00	0.00	\$ 4,861.00	\$ 9,722.00	\$ -	\$ -				
TOTALS														
ADDITIONAL WORK														
90	CO# 1 - PCO #1 - Additional Tree Removal	LS	1.00	1.00	0.00	1.00	\$ 6,258.39	\$ 6,258.39	\$ -	\$ 6,258.39				
91	PCO #4 - Sewer Line at Dawson Moodys	LS	1.00	1.00	0.00	1.00	\$ 3,121.00	\$ 3,121.00	\$ -	\$ 3,121.00		\$ 3,121.00		
92	PCO #4 - Sewer Line at Dawson Moodys	LS	-1.00	-1.00	0.00	-1.00	\$ 3,121.00	\$ (3,121.00)	\$ -	\$ (3,121.00)		\$ (3,121.00)		
93	PCO #6 - Install larger Junction Box	LS	1.00	0.00	0.00	0.00	\$ 7,513.99	\$ 7,513.99	\$ -	\$ -				
TOTALS:														
							\$2,593,555.50	\$76,218.60	\$862,646.50	\$ 167,364.21	\$ 673,240.50	\$ -	\$143,808.75	

CLARK • NEXSEN
Architecture & Engineering

September 16, 2011

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

Explanation of Amount Certified

Application No: 5
Application Date: 09/12/2011
Period To: 09/07/2011

Job No: 1189

Contract Date: 11/04/2010

Invoice No: 7752A

The Project Title has to be changed from "South Church Street Streetscape Improv. Phase V" to "South Church Street Waterline Replacement" this error does not impact the current payment due.

The amount certified is as shown below:

Total Completed and Stored to Date..... \$310,107.64
Subtract Previous Payments..... \$280,309.49
Current Payment Due..... \$29,798.15

VENDOR # Evesa
ACCOUNT # 005-42060-7100
DEPT HEAD W. J. K
TOWN MANAGER Phils

APPLICATION AND CERTIFICATE FOR PAYMENT

SUBMITTED TO: THE TOWN OF SMITHFIELD
P O BOX 248
SMITHFIELD VA 23430

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

APPLICATION NO.: 5
APPLICATION DATE: 9/12/2011
PERIOD TO: 9/7/2011

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

JOB #: 1189

NEW WATERLINE CHANGE ORDER

ARCHITECT:

CONTRACT DATE: 11/4/2010

CONTRACT FOR:

INVOICE NO: 7752A

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

ORIGINAL CONTRACT SUM \$ 408,188.00

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

Contract Sum To Date..... \$ 408,188.00

Total Completed and Stored To Date..... \$ 310,107.64
(Column G)

Retainage:

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

0% of Stored Material \$ -
(Column F)

Total Retainage..... \$ -

Total Earned Less Retainage..... \$ 310,107.64
(Line 4 less Line 5 Total)

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

Less Previous Payments..... \$ 280,309.49
(Line 6 from prior Certificate)

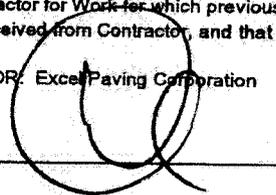
Current Payment Due..... \$ 29,798.15

Balance to Finish Including Retainage..... \$ 98,080.36
(Line 3 less Line 6)

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

CONTRACTOR: Excel Paving Corporation

By:



Date:

9-13-11

State of Virginia
City of Norfolk
Subscribed and sworn to before me this
13th day of September, 2011
NOTARY PUBLIC:
Signed: Carolina Pauline Gunter
My Commission Expires: December 31, 2012

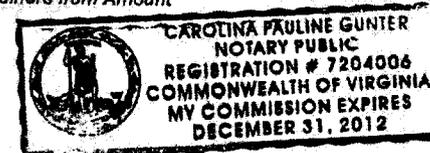
ARCHITECT'S CERTIFICATE FOR PAYMENT

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

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

By:

Date:



CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

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

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

APPLICATION: 5
INVOICE NO.: 7752A

New Waterline Change Order

ESTIMATE FOR PERIOD ENDING:
5/7/2011 thru 8/6/2011

SUBCONTRACTOR:

EXCEL PAVING CORP.

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

FROM SCHEDULE OF PRICES			TOTAL QUANTITIES REQUESTED				UNIT PRICES			
ITEM NO:	LINE ITEM DESCRIPTION	SCHEDULED UNIT	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE
	General Items									
1	Furnish and Install New Waterline	LS	1.00	0.77	0.05	0.82	\$ 272,955.00	\$ 272,955.00	\$ 13,647.75	\$ 223,823.10
2	Construction Surveying	LS	1.00	0.85	0.10	0.95	\$ 3,000.00	\$ 3,000.00	\$ 300.00	\$ 2,850.00
3	Traffic Control	HR	1,200.00	860.00	80.00	940.00	\$ 12.00	\$ 14,400.00	\$ 960.00	\$ 11,280.00
4	Concrete Removal	LS	1.00	0.80	0.00	0.80	\$ 14,198.00	\$ 14,198.00	\$ -	\$ 11,358.40
5	IM/BM Placement	TN	581.00	126.64	101.50	228.14	\$ 121.00	\$ 70,301.00	\$ 12,281.50	\$ 27,604.94
6	Aggregate Material Size 21-A	TN	878.00	829.60	71.30	900.90	\$ 28.00	\$ 24,584.00	\$ 1,996.40	\$ 25,225.20
7	Sawcutting Curb/Asphalt	LF	5,000.00	4,202.00	350.00	4552.00	\$ 1.75	\$ 8,750.00	\$ 612.50	\$ 7,966.00
TOTALS								\$408,188.00	\$29,798.15	\$310,107.64

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

pg of

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

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

APPLICATION: 5
INVOICE NO.: 7752A

New Waterline Change Order

ESTIMATE FOR PERIOD ENDING:
8/7/2011 thru 9/7/2011

SUBCONTRACTOR:

EXCEL PAVING CORP.

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

FROM SCHEDULE OF PRICES			TOTAL QUANTITIES REQUESTED				UNIT PRICES			
ITEM NO:	LINE ITEM DESCRIPTION	SCHEDULED UNIT	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE
	<u>General Items</u>									
1	Furnish and Install New Waterline	LS	1.00	0.77	0.05	0.82	\$ 272,955.00	\$ 272,955.00	\$ 13,647.75	\$ 223,823.10
2	Construction Surveying	LS	1.00	0.85	0.10	0.95	\$ 3,000.00	\$ 3,000.00	\$ 300.00	\$ 2,850.00
3	Traffic Control	HR	1,200.00	860.00	80.00	940.00	\$ 12.00	\$ 14,400.00	\$ 960.00	\$ 11,280.00
4	Concrete Removal	LS	1.00	0.80	0.00	0.80	\$ 14,198.00	\$ 14,198.00	\$ -	\$ 11,358.40
5	IM/BM Placement	TN	581.00	126.64	101.50	228.14	\$ 121.00	\$ 70,301.00	\$ 12,281.50	\$ 27,604.94
6	Aggregate Material Size 21-A	TN	878.00	829.60	71.30	900.90	\$ 28.00	\$ 24,584.00	\$ 1,996.40	\$ 25,225.20
7	Sawcutting Curb/Asphalt	LF	5,000.00	4,202.00	350.00	4552.00	\$ 1.75	\$ 8,750.00	\$ 612.50	\$ 7,966.00
TOTALS								\$408,188.00	\$29,798.15	\$310,107.64

Town of Smithfield, Virginia
Annual Engineering Services Contract

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

INDEPENDENT PROJECTS	Fee Basis	% Complete	Amount Earned	Previous Amount Billed	Amount Due This Invoice
<i>Consent Order/Locality-HRSD Coordination</i> (HR04103-27)					
Coordination Activities	Lump Sum	92.60%	\$ 138,900.00	\$ 133,800.00	\$5,100.00
<i>Consent Order/SSES Task 2 Pump Station Inspections</i> (HR04103-44R)					
Pump Station Inspections	Lump Sum	25.20%	\$ 9,702.00	\$ 7,931.00	\$1,771.00
<i>Consent Order / SSES Task 3 Force Main Field Inspections</i> (HR04103-45R)					
Field Inspections	Lump Sum	100.00%	\$ 18,000.00	\$ 13,374.00	\$4,626.00
<i>Consent Order / SSES Task 6 Pump Station Run Analysis</i> (HR04103-48R)					
Analysis of Run Time Data	Lump Sum	61.00%	\$ 8,174.00	\$ 6,432.00	\$1,742.00
<i>Consent Order / SSES Task 7 Office Coordination</i> (HR04103-49R)					
Office Coordination and Management of Field Tasks	Lump Sum	94.60%	\$ 36,326.40	\$ 35,443.20	\$883.20
<i>Consent Order / SSES Task 8 Data Analysis and Condition</i> (HR04103-50R)					
Data Analysis	Lump Sum	18.40%	\$ 12,328.00	\$ 8,844.00	\$3,484.00

Town of Smithfield, Virginia
Annual Engineering Services Contract

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

Water Model Update (HR04103-51R)					
Water Model Update	Lump Sum	95.10%	\$ 14,027.25	\$ 7,522.50	\$6,504.75
				TOTALS	\$24,898.45

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

<i>GENERAL REVIEW SERVICES (HR04103-02)</i> Dollar General Site Plan Submittal	Billing Period 2011	Fee Basis	Rate	Time Charged (Hours)	Fee Earned
<i>Project Labor</i>					
Technical Principal	August	Hourly	\$175.00	4.5	\$787.50
Sub Total					\$787.50

TOTAL = \$787.50

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

<i>GENERAL REVIEW SERVICES (HR04103-27)</i> Consent Order / HRSD-Locality Coordination	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Coordination Activities	August	Lump Sum	\$150,000.00	92.60%	\$138,900.00	\$133,800.00	\$5,100.00
Project Totals			\$150,000.00	92.60%	\$138,900.00	\$133,800.00	\$5,100.00

TOTAL = \$5,100.00

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

GENERAL REVIEW SERVICES (HR04103-44R) Consent Order / SSES Task 2 Pump Station Inspections	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
Project Labor							
Field Tasks - Pump Station Inspections	August	Lump Sum	\$38,500.00	25.20%	\$9,702.00	\$7,931.00	\$1,771.00
Project Totals			\$38,500.00	25.20%	\$9,702.00	\$7,931.00	\$1,771.00

TOTAL = \$1,771.00

Town of Smithfield, Virginia
Annual Engineering Services Contract

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

GENERAL REVIEW SERVICES (HR04103-45R)	Billing Period	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
Consent Order / SSES Task 3 Force Main Field Inspections	(2011)						
Project Labor							
Field Tasks	August	Lump Sum	\$18,000.00	100.00%	\$18,000.00	\$13,374.00	\$4,626.00
Project Totals			\$18,000.00	100.00%	\$18,000.00	\$13,374.00	\$4,626.00

TOTAL = \$4,626.00

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

<i>GENERAL REVIEW SERVICES (HR04103-48R)</i> Consent Order / SSES Task 6 Pump Run Time Analysis	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Analysis of Run Time Data	August	Lump Sum	\$13,400.00	61.00%	\$8,174.00	\$6,432.00	\$1,742.00
Project Totals			\$13,400.00	61.00%	\$8,174.00	\$6,432.00	\$1,742.00

TOTAL = \$1,742.00



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

GENERAL REVIEW SERVICES (HR04103-49R) Consent Order / SSES Task 7 Office Coordination	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
Project Labor							
Office Coordination and Management of Field Tasks	August	Lump Sum	\$38,400.00	94.60%	\$36,326.40	\$35,443.20	\$883.20
Project Totals			\$38,400.00	94.60%	\$36,326.40	\$35,443.20	\$883.20

TOTAL = \$883.20

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

<i>GENERAL REVIEW SERVICES (HR04103-50R)</i> Consent Order / SSES Task 8 Data Analysis and Condition	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Data Analysis	August	Lump Sum	\$67,000.00	18.40%	\$12,328.00	\$8,844.00	\$3,484.00
Project Totals			\$67,000.00	18.40%	\$12,328.00	\$8,844.00	\$3,484.00

TOTAL = \$3,484.00

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

GENERAL REVIEW SERVICES (HR04103-51R) Water Model Update	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
Project Labor							
Water Model Update	August	Lump Sum	\$14,750.00	95.10%	\$14,027.25	\$7,522.50	\$6,504.75
Project Totals			\$14,750.00	95.10%	\$14,027.25	\$7,522.50	\$6,504.75

TOTAL = \$6,504.75



Draper Aden Associates

Engineering • Surveying • Environmental Services

Progress Report

To: Ms. Sonja Pruitt
Company: Town of Smithfield
From: Andy Snyder
Project Name: Annual Engineering Services Contract – August 2011 Invoices
Project Number: HR04103-02, HR04103-27, HR04103-44R, HR04103-45R, HR04103-48R, HR04103-49R, HR04103-50R, HR04103-51R
Date: September 14, 2011
cc: Bill Hopkins, Scott Schiller

Recent Activities:

1. HR04103-02 – Review of the Dollar General Site Plan submittal.
2. HR04103-27 – Continued coordination with the Town of Smithfield and other Consent Order related parties, attended Capacity Team meetings, provided general Consent Order related assistance and continued to assist the Town with miscellaneous information requests.
3. HR04103-44R – Continued to plan and prepare for the pump station inspection process and develop a list of information for the Town of Smithfield to help coordinate the activities.
4. HR04103-45R – Completed the force main inspection process and developed force main maps for the Town of Smithfield.
5. HR04103-48R – Continued analysis of pump run time data that has been submitted to date.
6. HR04103-49R – Continued the coordination of various SSES field service tasks and data quality control procedures.
7. HR04103-50R – Continued to organize the data collected throughout the SSES field service tasks and generate condition assessment reports.
8. HR04103-51R – Incorporated demand and operational information into the water model and ran various scenarios to determine the anticipated water system response to the new RO Plant. Provided an e-mail to the Town of Smithfield identifying draft conclusions of the analysis; specifically areas of low and high pressure throughout the system.

Upcoming Tasks:

1. HR04103-02 – Site plan review will be conducted on an as needed basis.
2. HR04103-27 – Attend meetings and coordinate with Town/other localities as necessary.
3. HR04103-44R – Provide information request to the Town of Smithfield, make final preparations for the inspections and conduct the pump station inspections.
4. HR04103-45R – Task is complete.
5. HR04103-48R – Continue analysis of pump run time data as it is submitted monthly by the Town of Smithfield.
6. HR04103-49R – Continue coordination of all SSES field services.
7. HR04103-50R – Continue analysis of the data collected during the SSES field service tasks and to develop condition assessment report documentation.
8. HR04103-51R – Revise the model based on comments from the Town of Smithfield and confirm the model results.

\\Hmp-files\projects\HR04\100\HR04103\HR04103-02\WORK\Billing File\2011 Invoice Files\August 2011\August 2011 Progress Report 9-14-11.doc

11828 Fishing Point Drive, Suite 110 • Newport News, VA • 23686 • (757) 599-9000 • Fax: (757) 599-3681 • www.daa.com

Blacksburg • Charlottesville • Richmond

Scope Changes:

1. None

Budget Status/Percent Complete

1. HR04103-02 – Time and materials task. All work is being done within expected budgetary limits.
2. HR04103-27 – 92.60%
3. HR04103-44R – 25.20%
4. HR04103-45R – 100.00%
5. HR04103-48R – 61.00%
6. HR04103-49R – 94.60%
7. HR04103-50R – 18.40%
8. HR04103-51R – 95.10%

Schedule Status/Deliverable Status

1. HR04103-02 – On schedule.
2. HR04103-27 – On-going task for duration of Consent Order Project.
3. HR04103-44R – On schedule based on VDEQ deadlines.
4. HR04103-45R – Completed on schedule.
5. HR04103-48R – On schedule based on VDEQ deadlines.
5. HR04103-49R – On schedule based on VDEQ deadlines.
6. HR04103-50R – On schedule based on VDEQ deadlines.
7. HR04103-51R – On schedule.

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

1. None

Issues you should be aware of/ any other issues:

1. None

REQUEST FOR PAYMENT

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

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

Invoice: 14700811
 Draw: #00012
 Invoice date: 8/29/2011
 Period ending date: 8/31/2011

Contract For:

Request for payment:

Original contract amount	\$4,119,800.00	
Approved changes	-\$1,323,626.00	
Revised contract amount		\$2,796,174.00
Contract completed to date		\$2,630,024.00
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$131,501.02	
Total completed less retainage		\$2,498,522.98
Less previous requests	\$2,348,070.70	
Current request for payment		\$150,452.28
Current billing		\$158,370.82
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$7,918.54	
Current amount due		\$150,452.28
Remaining contract to bill	\$297,651.02	

Project: 1470
 South Church Street WTF

Contract date: 7/22/2010

Engineer/Architect Approval:	
Engineer/Architect: By: <u><i>David Kaye</i></u>	
Date: <u>7/22/11</u>	
Owner Approval:	
Owner: _____	By: _____
Date: _____	_____

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

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

CONTRACTOR:

State Of Virginia

City/County Of Lynchburg

By: *[Signature]*

Subscribed and sworn to before me this 29th day of August, 2011

Date: 8/29/11

Notary Public
 My commission expires:

Carolyn S. Shelton
July 31, 2012

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

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

Project: 1470 / South Church Street WTF

Invoice: 14700811

Draw: #00012

Period Ending Date: 8/31/2011 Detail Page 2 of 5 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
10	Mobilization	201,000.00	180,900.00			180,900.00	90.00	20,100.00	9,045.00
20	Bond	30,000.00	30,000.00			30,000.00	100.00		1,500.00
30	License/Insurance	15,000.00	15,000.00			15,000.00	100.00		750.00
40	General Conditions	300,000.00	231,000.00	21,000.00		252,000.00	84.00	48,000.00	12,600.00
50	Temporary Work	30,000.00	27,000.00			27,000.00	90.00	3,000.00	1,350.00
60	Demo	20,000.00	20,000.00			20,000.00	100.00		1,000.00
70	Silt Fence	5,000.00	5,000.00			5,000.00	100.00		250.00
80	Site Cut/Fill	15,000.00	15,000.00			15,000.00	100.00		750.00
90	Strip/Replace Topsoil	10,000.00	10,000.00			10,000.00	100.00		500.00
100	Gravel Drive	40,000.00	40,000.00			40,000.00	100.00		2,000.00
110	Bioretention	25,000.00	18,750.00	6,250.00		25,000.00	100.00		1,250.00
120	E & S Measures	7,500.00	7,500.00			7,500.00	100.00		375.00
130	Clearing	7,500.00	7,500.00			7,500.00	100.00		375.00
140	Asphalt Base Stone	40,000.00	36,000.00	4,000.00		40,000.00	100.00		2,000.00
150	Restoration	10,000.00	9,000.00	1,000.00		10,000.00	100.00		500.00
170	Retaining Wall	15,000.00	15,000.00			15,000.00	100.00		750.00
180	Fence	10,000.00	10,000.00			10,000.00	100.00		500.00
190	Paving	50,000.00						50,000.00	
200	Concentrate Pump Station Slab	10,000.00	10,000.00			10,000.00	100.00		500.00
205	Concentrate Walls	15,000.00	15,000.00			15,000.00	100.00		750.00
210	Concentrate Top	10,000.00	10,000.00			10,000.00	100.00		500.00
215	Clearwell Slabs	20,000.00	20,000.00			20,000.00	100.00		1,000.00
220	Clearwell Walls	50,000.00	50,000.00			50,000.00	100.00		2,500.00
225	Clearwell Top	20,000.00	20,000.00			20,000.00	100.00		1,000.00
230	Tunnel Footing	10,000.00	10,000.00			10,000.00	100.00		500.00
235	Tunnel Walls	20,000.00	20,000.00			20,000.00	100.00		1,000.00
240	Tunnel Top	20,000.00	20,000.00			20,000.00	100.00		1,000.00
245	Lime Pit	10,000.00	10,000.00			10,000.00	100.00		500.00
250	Building Footings	15,000.00	15,000.00			15,000.00	100.00		750.00
255	Pads and Pipes Supports	15,000.00	15,000.00			15,000.00	100.00		750.02
260	Generator Pad	5,000.00	5,000.00			5,000.00	100.00		250.00
265	Concrete Rake per Detail D/S5	5,000.00	5,000.00			5,000.00	100.00		250.00
270	Building Slab	25,000.00	23,750.00			23,750.00	95.00	1,250.00	1,187.50

REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14700811

Draw: #00012

Period Ending Date: 8/31/2011 Detail Page 3 of 5 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
310	Bldg.-Split Face	5,000.00	5,000.00			5,000.00	100.00		250.00
315	Bldg.-Brick & Precast	35,000.00	35,000.00			35,000.00	100.00		1,750.00
320	Bldg.-CMU	80,000.00	80,000.00			80,000.00	100.00		4,000.00
325	Pump Sta.-Split Face	5,000.00	5,000.00			5,000.00	100.00		250.00
330	Pump Sta.-Brick	7,500.00	7,500.00			7,500.00	100.00		375.00
335	Pump Sta.-CMU	7,500.00	7,500.00			7,500.00	100.00		375.00
420	Miscellaneous Metals	40,000.00	40,000.00			40,000.00	100.00		1,999.80
430	Rough Carpentry	5,000.00	5,000.00			5,000.00	100.00		250.00
440	Trusses	20,000.00	20,000.00			20,000.00	100.00		1,000.00
450	FRP Fabrications	10,000.00	10,000.00			10,000.00	100.00		500.00
460	Fluid Air Barrier	20,000.00	20,000.00			20,000.00	100.00		1,000.00
470	Caulking	5,000.00	5,000.00			5,000.00	100.00		250.00
480	Doors/Frames/Hardware	30,000.00	30,000.00			30,000.00	100.00		1,500.00
490	Overhead Door	15,000.00	15,000.00			15,000.00	100.00		750.00
500	Windows/Glazing	5,000.00	5,000.00			5,000.00	100.00		250.00
510	Drywall	8,000.00	8,000.00			8,000.00	100.00		400.00
515	Metal Framing	4,000.00	4,000.00			4,000.00	100.00		200.00
520	Tile/Flooring	5,000.00	5,000.00			5,000.00	100.00		250.00
530	Painting-Treatment Bldg.	18,000.00	16,200.00	1,800.00		18,000.00	100.00		900.00
535	Painting-Concentrate Pump Sta.	2,000.00	400.00	1,600.00		2,000.00	100.00		100.00
540	Louvers/Vents	5,000.00	5,000.00			5,000.00	100.00		250.00
550	Canopy	12,000.00	12,000.00			12,000.00	100.00		600.00
560	Yard Pipe	80,000.00	80,000.00			80,000.00	100.00		4,000.00
570	Interior Pipe	70,000.00	70,000.00			70,000.00	100.00		3,500.00
580	Furnish Pipe/Valves	150,000.00	150,000.00			150,000.00	100.00		7,500.00
590	Gates	60,000.00	60,000.00			60,000.00	100.00		3,000.00
600	Well Pumps	170,000.00	170,000.00			170,000.00	100.00		8,500.00
601	Extend Well #10 Casing	3,000.00	3,000.00			3,000.00	100.00		150.00
602	Install Well #10 Pump	12,000.00	12,000.00			12,000.00	100.00		600.00
603	Install Well #8 Pump	15,000.00						15,000.00	
610	Vertical Pumps	55,000.00	55,000.00			55,000.00	100.00		2,750.00
620	SST Pumps	150,000.00	150,000.00			150,000.00	100.00		7,500.00
630	Horz. Split Pumps	15,000.00	13,500.00	1,500.00		15,000.00	100.00		750.00

REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14700811

Draw: #00012

Period Ending Date: 8/31/2011 Detail Page 4 of 5 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
640	Concentrate Pumps	55,000.00		55,000.00		55,000.00	100.00		2,750.00
650	Chemical Feed System	45,000.00	40,500.00	4,500.00		45,000.00	100.00		2,250.00
660	Lime Feed System	60,000.00	57,000.00	3,000.00		60,000.00	100.00		3,000.00
670	Laboratory Equipment	10,000.00	10,000.00			10,000.00	100.00		500.00
680	Casework	10,000.00	10,000.00			10,000.00	100.00		500.00
690	RO System-Submittals	75,000.00	75,000.00			75,000.00	100.00		3,750.00
695	RO System-Filters	45,000.00	45,000.00			45,000.00	100.00		2,250.00
700	RO System-CIP	60,000.00	60,000.00			60,000.00	100.00		3,000.00
705	RO System-Skid	380,000.00	380,000.00			380,000.00	100.00		19,000.00
710	RO System-I&C	115,000.00	115,000.00			115,000.00	100.00		5,750.00
715	RO System-Mech Services	20,000.00	20,000.00			20,000.00	100.00		1,000.00
720	RO System-I&C Services	35,000.00	35,000.00			35,000.00	100.00		1,750.00
790	Plumbing								
800	U.G. Plumbing	40,000.00	40,000.00			40,000.00	100.00		2,000.00
810	A.G. Plumbing	10,000.00	10,000.00			10,000.00	100.00		500.00
820	Fixtures	15,000.00	15,000.00			15,000.00	100.00		750.00
950	HVAC								
960	DMC Unit	25,000.00	21,000.00	4,000.00		25,000.00	100.00		1,250.00
970	Electric Heaters	25,000.00	22,500.00	2,500.00		25,000.00	100.00		1,250.00
980	Mini Split System	10,000.00	9,000.00	1,000.00		10,000.00	100.00		500.00
990	Aaon Unit	50,000.00	49,763.00	237.00		50,000.00	100.00		2,500.00
1000	Fans	30,000.00	13,818.00	16,182.00		30,000.00	100.00		1,500.00
1010	Duct	35,000.00	28,000.00	7,000.00		35,000.00	100.00		1,750.00
1020	Controls	10,000.00		10,000.00		10,000.00	100.00		500.00
1030	TABS	5,000.00						5,000.00	
1120	Electrical Site Work								
1125	Demo Temporary Electrical	1,000.00						1,000.00	
1130	Install Site Lighting	4,000.00	3,000.00			3,000.00	75.00	1,000.00	150.00
1135	Install New Generator	4,000.00	3,600.00	400.00		4,000.00	100.00		200.00
1140	Elec.Equip. Demo & Relocation								
1145	Install Temporary Power	7,000.00	7,000.00			7,000.00	100.00		350.00
1150	Install Temp.Pwr.to Shed/Pmp#8	3,000.00	3,000.00			3,000.00	100.00		150.00
1155	Tie-in Temp.Power to Pump	2,000.00	2,000.00			2,000.00	100.00		100.00

REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF

Invoice: 14700811

Draw: #00012

Period Ending Date: 8/31/2011 Detail Page 5 of 5 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1160	Generator Relocate & Start Up	1,000.00	1,000.00			1,000.00	100.00		50.00
1165	Elec. Treatment Building								
1170	Install VFD's	140,000.00	140,000.00			140,000.00	100.00		7,000.00
1175	Install Switchboard	57,000.00	57,000.00			57,000.00	100.00		2,850.00
1180	Install Panelboards	9,000.00	9,000.00			9,000.00	100.00		450.00
1185	Install Transformers	6,000.00	6,000.00			6,000.00	100.00		300.00
1190	Install MCC	51,000.00	51,000.00			51,000.00	100.00		2,550.00
1195	Coordin. Study Safety Switches	22,000.00	22,000.00			22,000.00	100.00		1,100.00
1200	Electrical Rough In/Slab	21,000.00	21,000.00			21,000.00	100.00		1,050.00
1205	Duct Bank	14,000.00	14,000.00			14,000.00	100.00		700.00
1210	Rough In Interior Electrical	82,000.00	73,800.00	8,200.00		82,000.00	100.00		4,100.00
1215	Elec. Terminations/Trim Out	20,000.00	18,000.00	2,000.00		20,000.00	100.00		1,000.00
1220	Start Up Facility	5,000.00		5,000.00		5,000.00	100.00		250.00
1225	Install Branch Wire	10,000.00	9,000.00	1,000.00		10,000.00	100.00		500.00
1230	Install Feeder Wire	48,000.00	48,000.00			48,000.00	100.00		2,400.00
1235	Install Lighting	18,000.00	18,000.00			18,000.00	100.00		900.00
1240	Elec. Centrate Pump Station								
1245	Install Electrical	2,000.00	1,400.00	600.00		2,000.00	100.00		100.00
1250	Start Up Pump Station	1,000.00		1,000.00		1,000.00	100.00		50.00
1255	Electrical Tie-in #8 Well								
1260	Electrical	1,000.00						1,000.00	
1265	Start Up Well Pump	1,000.00						1,000.00	
1330	Generator	200,000.00	200,000.00			200,000.00	100.00		10,000.00
1340	Unit-Overexcavation	18,000.00						18,000.00	
1350	Unit-Conduit/Wire	1,800.00						1,800.00	
1400	CHANGE ORDER NO. 1								
1405	Lintel Change	2,233.00	2,233.00			2,233.00	100.00		111.65
1410	Owner Direct Purchase	-1,337,673.00	-1,337,673.00			-1,337,673.00	100.00		-66,883.65
1415	Form Liner Deletion	-1,360.00	-1,360.00			-1,360.00	100.00		-68.00
1420	Addn. Drinking Fountrn./Mop Sink	5,342.00	5,342.00			5,342.00	100.00		267.10
1425	Understrength Conc. Test. Credit	-1,147.00	-1,147.00			-1,147.00	100.00		-57.35
1430	New Clearwell Ladders	6,929.00	6,929.00			6,929.00	100.00		346.45
1435	Addnl. Pipe 16" DI Connection	2,050.00	2,050.00			2,050.00	100.00		102.50
Totals		2,796,174.00	2,471,255.00	158,769.00		2,630,024.00	94.06	166,150.00	131,501.02

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

Contract Invoice

Invoice#: 821-10-10-1
Date: 09/09/2011

Billed To: Town of Smithfield
P.O. Box 246
Smithfield VA 23430

Project: Rescale incorrect Flow Reading
James St., Moores Creek
Wellington, Waterford Oaks
Canterberry VA

Due Date: 10/09/2011

Terms: Net 30 Days

Order#

Description	Amount
Invoice Labor to rescale 5 incorrect flow readings.	368.00

Notes:

Total Invoices:
\$ 123,408.44

VENDOR # _____
ACCOUNT # 004-42070-7017
DEPT HEAD W.T.T.
TOWN MANAGER PLS

A service charge of 18 % per annum will be charged on all amounts
overdue on regular statement dates.

Thank you for your business and prompt payment!

Non-Taxable Amount:	368.00
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	368.00

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

Contract Invoice

Invoice#: 821-10-6-1
Date: 09/09/2011

Billed To: Town of Smithfield
P.O. Box 246
Smithfield VA 23430

Project: Disconnect Phase Wiring SCADA
Smithfield VA 23431

Due Date: 10/09/2011

Terms: Net 30 Days

Order#

Description	Amount
Invoice Labor and material to disconnect wiring at Scada.	3,244.50

Notes:

VENDOR # _____
ACCOUNT # 004-42070-7017
DEPT HEAD W. T. H
TOWN MANAGER PKS

A service charge of 18 % per annum will be charged on all amounts
overdue on regular statement dates.

Thank you for your business and prompt payment!

Non-Taxable Amount:	3,244.50
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	3,244.50

Saver

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

Contract Invoice

Invoice#: 821-10-7-1
Date: 09/08/2011

Billed To: Town of Smithfield
P.O. Box 246
Smithfield VA 23430

Project: Scada Sys upgrade/Sewer Ph1
Smithfield VA 23431

Due Date: 10/08/2011

Terms: Net 30 Days

Order#

Description	Amount
Invoice Labor and material to remove old radio systems, install remote RTU and connect to existing antennas. 80% complete.	117,900.00

Notes:

VENDOR # _____
ACCOUNT # 004-42070-7017
DEPT HEAD W.T.11
TOWN MANAGER PLS

A service charge of 18 % per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your business and prompt payment!

Non-Taxable Amount:	117,900.00
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	117,900.00

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

Contract Invoice

Invoice#: 821-10-12-1
Date: 09/09/2011

Billed To: Town of Smithfield
P.O. Box 246
Smithfield VA 23430

Project: Repair to Main Well

Due Date: 10/09/2011

Terms: Net 30 Days

Order#

Description	Amount
Invoice Labor and material to repair main well.	1,175.00

Notes:

VENDOR # _____
ACCOUNT # 005-42060-304
LEPT HEAD W.F.H.
TOWN MANAGER PHS

*A service charge of 18 % per annum will be charged on all amounts
overdue on regular statement dates.*

Thank you for your business and prompt payment!

Non-Taxable Amount:	1,175.00
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	1,175.00

SP

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

Contract Invoice

Invoice#: 821-10-14-1
Date: 09/09/2011

Billed To: Town of Smithfield
P.O. Box 246
Smithfield VA 23430

Project: Install Outlet 302 Main St

Due Date: 10/09/2011

Terms: Net 30 Days

Order#

Description	Amount
Invoice Labor and material for outlet @ 302 Main Street.	720.94

Notes: UNRESOLVED ISSUE FROM WHEN WE RENTED
THIS OFFICE SPACE. PS

PB

VENDOR # _____
ACCOUNT # 43200-6007
DEPT HEAD W.F.T.
TOWN MANAGER FMS

A service charge of 18 % per annum will be charged on all amounts
overdue on regular statement dates.

Thank you for your business and prompt payment!

Non-Taxable Amount:	720.94
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	720.94

Carter**Carter Machinery Company, Inc.**Remit To: Carter Machinery Company, Inc.
P.O. Box 751053
Charlotte, NC 28275-1053Inquiries: P.O. Box 3096, Salem, VA 24153-0618
800.768.4200**INVOICE**

07261517

← Please reference this number on remittance.

SOLD TO:TOWN OF SMITHFIELD
310 INSTITUTE ST
PO BOX 246
SMITHFIELD, VA 23431-0246**SHIP TO:**SOUTH CHURCH ST. WTP
1802-D SOUTH CHURCH ST.
SMITHFIELD, VA 23430

DOC TYPE	INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		STORE	DIV	SALESMAN	TERMS	PAGE
MINV	07261517	09-14-11	078532		SMITHFIELD WTP		21	E	133	2	1
PSQ/MQ NO.		PC		LC	MG	SHIP VIA			INV SEQ NO		
S40546					10				354654		
MAKE	MODEL	PIN/SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH ID NO			
AA	C32 PGAG	JSJ01006				5		10-269SD			
QUANTITY	ITEM	NR	DESCRIPTION			UNIT PRICE	EXTENSION				

CUSTOMER CONTACT: PETER M. STEPHENSON

EQUIPMENT SALE

CAT MODEL C32 PGAG

ENGINES-OTHERS

1.0 ID NO: 10-269SD SERIAL NO: JSJ01006 192000.00

PIN: *CAT00C32CJSJ01006*

REF: 336-7602 GENERAL ARRANGEMENT

1.0 (1) CATERPILLAR C32 1000KW SOUND ATTENUATED
 1.0 ENCLOSED DIESEL GENERATOR SET PER OUR QUOTE
 1.0 C62510-3 WITH NOTES AND CONTRACT SPECS/DRAWINGS
 1.0

NET DUE 30 DAYS 10/14/11

TURNER/DUNN

APPROVAL # 10-2428

EQUIPMENT SHIPPED 6/30/11

VENDOR # _____

ACCOUNT # _____

DEPT HEAD W.T.H.TOWN MANAGER Phyllis

SEP 19 2011

THANK YOU FOR YOUR BUSINESSCarter makes no warranty, express or implied, as to any matter except as provided in its separate statement of "Warranties and Disclaimers" reprinted on the reverse side hereof or available online at www.CarterMachinery.com/notices.

MACHINE AND RENTAL INVOICES ARE DUE UPON RECEIPT, UNLESS OTHERWISE STATED. PARTS AND SERVICE INVOICES ARE DUE ON OR BEFORE 10th OF MONTH FOLLOWING DATE OF PURCHASE. ANY ACCOUNT NOT PAID BY 30th OF MONTH FOLLOWING PURCHASE WILL BE PAST DUE AND A FINANCE CHARGE WILL BE COMPUTED BY A SINGLE PERIODIC RATE OF 2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 24%.

PAY THIS AMOUNT	192000.00
AMOUNT CREDITED	

View Invoices & Statements online @
www.CarterMachinery.com



System Invoice # 77956	Invoice Date 08/09/2011
----------------------------------	-----------------------------------

Invoice

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

Re: Waterworks Fluoride Compliance 75870-04

For Professional Services Rendered through: 7/30/2011

System Invoice # : 77956
Project Invoice Number : 38
Org / Project : 007 75870-04 **

Amount Due This Invoice	\$23,213.06
--------------------------------	--------------------

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

Please include System Invoice Number 77956 on your payment and return a copy of this page with payment.

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

Summary Invoice

Invoice #: 77956
Project Invoice #: 38

Project : 75870-04 ** Smithfield / Fluoride Compliance

Fee Type: Lump Sum 1 1

AL Construction

Authorized Fee: 244,348.00

72.5000%

Total Fee Earned:

177,152.30

Less Previous Invoices:

153,939.24

Current Billing Amount:

23,213.06

Total This Invoice:

23,213.06



August 16, 2011

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

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

**RE: Town of Smithfield Waterworks - Fluoride Compliance
Progress Report No. 38**

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

Dear Mr. Stephenson:

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

I. Contract Status

A. No change this period.

II. Invoicing Status

A. **RO Facility Completion**

Design Phase:

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

Bidding Phase:

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

Construction Phase:

Invoicing this Period	\$ 23,213.06
Previous Invoicing	<u>\$ 153,939.24</u>
Total Invoicing to Date	\$ 177,152.30
Authorized Fee	<u>\$ 252,099.00</u>
Fee Remaining	\$ 74,946.70

B. Miscellaneous Services

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

III. Progress During the Period

- A. Reviewed submittals and O&M manuals.
- B. Responded to Requests for Information.
- C. Coordinated between the Town and the Contractor.
- D. Attended and prepared minutes for a progress meeting.
- E. Provided one-half time construction inspection services through CTI.

IV. Problems

- A. None at this time.

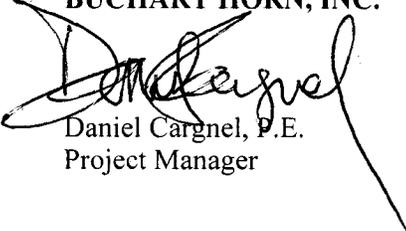
V. Projected Progress for Next Period

- A. Continue reviewing O&M manuals.
- B. Continue responding to Requests for Information.
- C. Continue to coordinate between the Town and the Contractor.
- D. Assist with start-up and training.
- E. Attend and prepare minutes for a progress meeting.
- F. Provide one-half time construction inspection services through CTI.

VI. Outstanding Responsibilities of the Owner

- A. None at this time.

Very truly yours,
BUCHART HORN, INC.



Daniel Cargnel, P.E.
Project Manager

cc: Project File

* Current Invoice



Invoice

August 31, 2011
Invoice No: 46341

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

Project Manager David Bradshaw
Principal David Bradshaw

Project 3144 South Church Street Streetscape Improvements Phase V and VI (IDQ 3152)

Professional Services for the Period through August 31, 2011

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
90% Design	71,070.00	100.00	71,070.00	71,070.00	0.00
Final Design	37,800.00	100.00	37,800.00	37,800.00	0.00
Construction Phase Services	22,330.00	71.966	16,070.01	14,514.50	1,555.51
Plan Printing	1,373.00	100.00	1,373.00	1,373.00	0.00
Document Printing (Plain Letter Paper)	135.00	100.00	135.00	135.00	0.00
Utility Test Holes	4,950.00	100.00	4,950.00	4,950.00	0.00
Field Survey Verification	5,000.00	100.00	5,000.00	5,000.00	0.00
Meetings with VDOT (3)	2,040.00	100.00	2,040.00	2,040.00	0.00
Meetings with Smithfield (3)	1,740.00	100.00	1,740.00	1,740.00	0.00
Meetings w/Franchise Utility Owners(2)	1,280.00	100.00	1,280.00	1,280.00	0.00
Change Order #1	19,145.00	95.0013	18,188.00	18,188.00	0.00
Change Order #2	3,935.00	100.00	3,935.00	3,935.00	0.00
Change Order #3	4,740.00	100.00	4,740.00	4,740.00	0.00
Total Fee	175,538.00		168,321.01	166,765.50	1,555.51
	Subtotal				1,555.51

Invoice Total: **\$1,555.51**

Outstanding Invoices

Number	Date	Balance
45931	6/30/2011	1,116.50
Total		1,116.50

VENDOR # _____
ACCOUNT # 100-41300-8100
DEPT HEAD W.T. 71
YOUR MANAGER PMS

Clark Nexsen - Deborah A. Gill



Current Invoice



Invoice

August 31, 2011
Invoice No: 46343

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

Project Manager Michael Tippin
Principal David Bradshaw

Project 3682 South Church Street Waterline Replacment (IDQ 3152)

Professional Services for the Period through August 31, 2011

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
Study	3,940.00	100.00	3,940.00	3,940.00	0.00
60% Design	21,910.00	100.00	21,910.00	21,910.00	0.00
100% Design	9,940.00	100.00	9,940.00	9,940.00	0.00
Final Design	4,340.00	100.00	4,340.00	4,340.00	0.00
Direct Costs	1,100.00	100.00	1,100.00	1,100.00	0.00
Additional Services	7,000.00	35.00	2,450.00	2,450.00	0.00
Change Order #1	36,580.00	25.00	9,145.00	5,487.00	3,658.00
Total Fee	84,810.00		52,825.00	49,167.00	3,658.00
	Subtotal				3,658.00

Invoice Total: **\$3,658.00**

Outstanding Invoices

Number	Date	Balance
45934	6/30/2011	1,829.00
Total		1,829.00

VENDOR # _____
ACCOUNT # 005-42060-7100
DEPT HEAD W.T.J.
TOWN MANAGER PLS

Clark Nexsen - Deborah A. Gill

dagill

Current Invoice



Invoice

8/31/2011 (Revised 9/19/11)

Invoice No: 46347

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 August 31, 2011

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
CA - Office	194,034.00	46%	89,256.91	84,902.75	4,354.16
Total Fee	194,034.00		89,256.91	84,902.75	4,354.16
	Subtotal				4,354.16
			Invoice Total:		\$4,354.16

VENDOR # _____
ACCOUNT # 100-41300-8100
DEPT HEAD W.E.K.
TOWN MANAGER _____

Clark Nexsen - Deborah A. Gill

CLARK • NEXSEN
Architecture & Engineering

Current Invoice

Invoice

August 31, 2011
 Invoice No: 46350
FINAL INVOICE

Sonja Pruitt
 Town of Smithfield
 315 Main Street
 P.O. Box 246
 Smithfield, VA 23431

Project Manager Michael Tippin
 Principal David Bradshaw

Project 3907 Smithfield Drainage Project at 117 North Church Street, Smithfield, VA (IDQ 3152)
Professional Services for the Period through August 31, 2011

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
70% Design	3,612.70	100.00	3,612.70	3,612.70	0.00
100% Design	1,548.30	100.00	1,548.30	1,083.81	464.49
Total Fee	5,161.00		5,161.00	4,696.51	464.49
	Subtotal				464.49
			Invoice Total:		\$464.49

Outstanding Invoices

Number	Date	Balance
45945	6/30/2011	3,612.70
Total		3,612.70

Clark Nexsen - Deborah A. Gill

dagill

VENDOR # _____
 ACCOUNT # 100-41300-3000
 DEPT HEAD W.T. 2/
 TOWN MANAGER Hills

CLARK • NEXSEN

Architecture & Engineering

Current Invoice

Invoice

August 31, 2011

Invoice No: 46349

FINAL INVOICE

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

Project Manager Michael Tippin
Principal David Bradshaw

Project 3813 John Rolfe Drive Technical Specifications, Smithfield, VA

Professional Services for the Period through August 31, 2011

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
CA - Office	4,980.00	100.00	4,980.00	4,731.00	249.00
Total Fee	4,980.00		4,980.00	4,731.00	249.00
	Subtotal				249.00
			Invoice Total:		\$249.00

Clark Nexsen - Deborah A. Gill

dagill

VENDOR # _____

ACCOUNT # 100-41300-3000

DEPT HEAD W.T.B.

TOWN MANAGER PLG

Memo

TO: Town Council Finance Committee
FROM: William T. Hopkins, III, Director of Planning, Engineering and Public Works
DATE: September 23, 2011
RE: Clark Nexsen Invoices

Attached are five invoices dated June 30, 2011 or before from Clark Nexsen. Clark Nexsen states these invoices were mailed to staff but we have no record of receiving. I have contacted Clark Nexsen and asked them to send all future invoices to Sonja Pruitt instead of to several different staff members.

After reviewing the outstanding invoices, these should have been included on the July committee agenda.

Past Invoice



Invoice

5/31/2011 (Revised 9/19/11)
Invoice No: 45834

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 May 31, 2011

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
CA - Office	194,034.00	29%	56,820.69	22,372.12	34,448.57
Total Fee	194,034.00		56,820.69	22,372.12	34,448.57
	Subtotal				34,448.57
			Invoice Total:		\$34,448.57
			Less Previous Payment on 7/8/11:		-\$13,145.03
			Final Invoice Total:		21,303.54

VENDOR # Clark Nexsen
~~41300-8100~~
ACCOUNT # 41300-8100
DEPT HEAD W. Z. Z.
TOWN MANAGER DAZILL

Clark Nexsen - Deborah A. Gill

dazill

41300-8100

Past Invoice



Invoice

6/30/2011 (Revised 9/19/11)
Invoice No: 45951

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, 2011

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
CA - Office	194,034.00	35%	67,577.65	56,820.69	10,756.96
Total Fee	194,034.00		67,577.65	56,820.69	10,756.96
	Subtotal				10,756.96
			Invoice Total:		\$10,756.96

VENDOR # Clark Nexsen
ACCOUNT # 41300-8100
DEPT HEAD W.T. JL
TOWN MANAGER PAJL

Clark Nexsen - Deborah A. Gill

41300-8100

CLARK • NEXSEN
Architecture & Engineering

Past Invoice

Invoice

June 30, 2011
 Invoice No: 45945

Mr. William Hopkins III
 Town of Smithfield
 315 Main Street
 P.O. Box 246
 Smithfield, VA 23431

Project Manager Michael Tippin
 Principal David Bradshaw

Project 3907 Smithfield Drainage Project at 117 North Church Street, Smithfield, VA (IDQ 3152)
Professional Services for the Period through June 30, 2011

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
70% Design	3,612.70	100.00	3,612.70	0.00	3,612.70
100% Design	1,548.30	0.00	0.00	0.00	0.00
Total Fee	5,161.00		3,612.70	0.00	3,612.70
	Subtotal				3,612.70
			Invoice Total:		\$3,612.70

cc: Town of Smithfield
 Ellen Minga
 310 Institute Drive
 P.O. Box 246
 Smithfield, VA 23431

VENDOR # Clark Nexsen
 ACCOUNT # 41300-3000
 DEPT HEAD W.T.H.
 TOWN MANAGER PLS

Clark Nexsen - Deborah A. Gill

dagill

41300-3000

Past Invoice

CLARK • NEXSEN

Architecture & Engineering

Invoice

June 30, 2011

Invoice No: 45931

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

Project Manager David Bradshaw
Principal David Bradshaw

Project 3144 South Church Street Streetscape Improvements Phase V and VI (IDQ 3152)
Professional Services for the Period through June 30, 2011

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
90% Design	71,070.00	100.00	71,070.00	71,070.00	0.00
Final Design	37,800.00	100.00	37,800.00	37,800.00	0.00
Construction Phase Services	22,330.00	60.00	13,398.00	12,281.50	1,116.50
Plan Printing	1,373.00	100.00	1,373.00	1,373.00	0.00
Document Printing (Plain Letter Paper)	135.00	100.00	135.00	135.00	0.00
Utility Test Holes	4,950.00	100.00	4,950.00	4,950.00	0.00
Field Survey Verification	5,000.00	100.00	5,000.00	5,000.00	0.00
Meetings with VDOT (3)	2,040.00	100.00	2,040.00	2,040.00	0.00
Meetings with Smithfield (3)	1,740.00	100.00	1,740.00	1,740.00	0.00
Meetings w/Franchise Utility Owners(2)	1,280.00	100.00	1,280.00	1,280.00	0.00
Change Order #1	19,145.00	95.0013	18,188.00	18,188.00	0.00
Change Order #2	3,935.00	100.00	3,935.00	3,935.00	0.00
Change Order #3	4,740.00	100.00	4,740.00	4,740.00	0.00
Total Fee	175,538.00		165,649.00	164,532.50	1,116.50
	Subtotal				1,116.50
			Invoice Total:		\$1,116.50

Outstanding Invoices

Number	Date	Balance
45699	5/31/2011	1,116.50
Total		1,116.50

cc: Town of Smithfield
Ellen Minga
310 Institute Drive
P.O. Box 246
Smithfield, VA 23431

VENDOR # Clark Nexsen
ACCOUNT # 41300-8100
DEPT HEAD W. J. J.
TOWN MANAGER Phill

6160 Kempsville Circle, Suite 200A, Norfolk, Virginia 23502 757/455-5800 Fax 757/455-5638 <http://www.clarknexsen.com>
A Professional Corporation Offices in Norfolk, Richmond, Roanoke, Washington, D.C., Charlotte and Raleigh

41300-8100

CLARK • NEXSEN

Architecture & Engineering

Past Invoice

Invoice

June 30, 2011

Invoice No: 45934

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

Project Manager Michael Tippin
Principal David Bradshaw

Project 3682 South Church Street Waterline Replacement (IDQ 3152)

Professional Services for the Period through June 30, 2011

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
Study	3,940.00	100.00	3,940.00	3,940.00	0.00
60% Design	21,910.00	100.00	21,910.00	21,910.00	0.00
100% Design	9,940.00	100.00	9,940.00	9,940.00	0.00
Final Design	4,340.00	100.00	4,340.00	4,340.00	0.00
Direct Costs	1,100.00	100.00	1,100.00	1,100.00	0.00
Additional Services	7,000.00	35.00	2,450.00	2,450.00	0.00
Change Order #1	36,580.00	15.00	5,487.00	3,658.00	1,829.00
Total Fee	84,810.00		49,167.00	47,338.00	1,829.00
	Subtotal				1,829.00
			Invoice Total:		\$1,829.00

Outstanding Invoices

Number	Date	Balance
45703	5/31/2011	1,862.98
Total		1,862.98

cc: Town of Smithfield
Ellen Minga
310 Institute Drive
P.O. Box 246
Smithfield, VA 23431

VENDOR # Clark Nexsen
ACCOUNT # 005-42060-7100
DEPT HEAD W.T.H.
TOWN MANAGER DAGILL

Clark Nexsen - Deborah A. Gill

Dagill

6160 Kempsville Circle, Suite 200A, Norfolk, Virginia 23502 757/455-5800 Fax 757/455-5638 <http://www.clarknexsen.com>
A Professional Corporation Offices in Norfolk, Richmond, Roanoke, Washington, D.C., Charlotte and Raleigh

065-42060-7100

Smithfield Services Inc.
 15064 Foursquare Rd.
 Smithfield, VA 23430

Invoice

Date	Invoice #
9/17/2011	2786

Bill To
Town of Smithfield

Terms	P.O. No.	Due Date
Net 30		10/17/2011

Date	Description	Qty	Rate	Amount
9/17/2011	Hurricane Irene - Debris Removal		42,065.00	42,065.00

VENDOR # _____
 ACCOUNT # Hurricane Irene
 DEPT HEAD W. J. R.
 TOWN MANAGER Full

Thank you for your business.

Total	\$42,065.00
--------------	--------------------

Customer will be responsible for any collection legal fees. 2% late fee will added to unpaid balances. \$25 Returned check fee

		Hours	Rate	Total
28-Aug	Excavator	7	85	\$595.00
	Tractor Trailer,	5	85	\$425.00
	Labor	7	30	\$210.00
30-Aug	Lg Excavator	6	100	\$600.00
	Backhoe	1	75	\$75.00
	Tractor Trailer	6	85	\$510.00
	Tandem Dump Truck	6	55	\$330.00
	Chainsaw and Operator	10	55	\$550.00
	Labor	3	30	\$90.00
31-Aug	Excavator	3	85	\$255.00
	New Holland Tractor	6.5	50	\$325.00
	Tractor Trailer	3	85	\$255.00
	Chainsaw and Operator	16	55	\$880.00
6-Sep	Excavator	13	85	\$1,105.00
	Tractor Trailer	12	85	\$1,020.00
	Tri-axle Dump Truck(#3)	12	65	\$780.00
	Tri-axle Dump Truck(#5)	12	65	\$780.00
	Tandem DumpTruck	12	55	\$660.00
	Labor	4	30	\$120.00
7-Sep	Excavator	13	85	\$1,105.00
	Tractor Trailer	13	85	\$1,105.00
	Tri-axle Dump Truck(#3)	13	65	\$845.00
	Tri-axle Dump Truck(#5)	13	65	\$845.00
	Tandem DumpTruck	13	55	\$715.00
	Labor	4.5	30	\$135.00
8-Sep	Excavator	13	85	\$1,105.00
	Tractor Trailer	13	85	\$1,105.00
	Tri-axle Dump Truck(#3)	13	65	\$845.00
	Tri-axle Dump Truck(#5)		65	\$0.00
	Tandem DumpTruck	13	55	\$715.00
	Labor	8	30	\$240.00
9-Sep	Excavator	1	85	\$85.00
	Excavator - Overtime	12	100	\$1,200.00
	Tractor Trailer	13	85	\$1,105.00
	Tri-axle Dump Truck(#3)	13	65	\$845.00
	Tri-axle Dump Truck(#5)		65	\$0.00
	Tandem DumpTruck	13	55	\$715.00
	Labor	16	30	\$480.00

10-Sep	Excavator		85	\$0.00
	Excavator - Overtime	12.5	100	\$1,250.00
	Tractor Trailer	12.5	85	\$1,062.50
	Tri-axle Dump Truck(#3)	12.5	65	\$812.50
	Tri-axle Dump Truck(#5)		65	\$0.00
	Tandem DumpTruck	12.5	55	\$687.50
	Labor	4.5	30	\$135.00
	Labor - Overtime	11.5	45	\$517.50
12-Sep	Excavator	13	85	\$1,105.00
	Tractor Trailer	13	85	\$1,105.00
	Tri-axle Dump Truck(#3)	13	65	\$845.00
	Tri-axle Dump Truck(#5)		65	\$0.00
	Tandem DumpTruck	13	55	\$715.00
	Labor	9	30	\$270.00
13-Sep	Excavator	13	85	\$1,105.00
	Tractor Trailer	2	85	\$170.00
	Tri-axle Dump Truck(#3)	13	65	\$845.00
	Tri-axle Dump Truck(#5)	13	65	\$845.00
	Tandem DumpTruck	13	55	\$715.00
	Labor	13	30	\$390.00
14-Sep	Excavator	9.5	85	\$807.50
	Tractor Trailer		85	\$0.00
	Tri-axle Dump Truck(#3)	9.5	65	\$617.50
	Tri-axle Dump Truck(#5)	9.5	65	\$617.50
	Tandem DumpTruck	9.5	55	\$522.50
	Labor	8.5	30	\$255.00
15-Sep	Excavator	9	85	\$765.00
	Tractor Trailer		85	\$0.00
	Tri-axle Dump Truck(#3)	9	65	\$585.00
	Tri-axle Dump Truck(#5)	9	65	\$585.00
	Tandem DumpTruck	7.5	55	\$412.50
	Tandem - Overtime	1.5	70	\$105.00
	Labor		30	\$0.00
16-Sep	Excavator	3	85	\$255.00
	Excavator - Overtime	2	100	\$200.00
	Tractor Trailer		85	\$0.00
	Tri-axle Dump Truck(#3)	4.5	65	\$292.50
	Tri-axle - Overtime	0.5	80	\$40.00
	Tri-axle Dump Truck(#5)	5	65	\$325.00
	Tandem DumpTruck		55	\$0.00

Tandem - Overtime	5	70	\$350.00
Labor		30	\$0.00

TOTAL \$42,065.00

TOWN OF SMITHFIELD

REQUISITION

SUGGESTED VENDOR			<u>Godrich + Sons</u>			OFFICE USE ONLY	
REQUESTED BY			DATE REQUESTED		DATE WANTED	DATE ORDERED	
ORDER NO.							
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE			
	Debris Cleanup			31,055			
	Hurricane Irene						

REQUISITIONER
RETAIN YELLOW COPY

APPROVED PKS
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD

1. The first part of the report is devoted to a general survey of the situation in the country.

2. In the second part, the author discusses the economic development of the country and the role of the state in this process.

3. The third part of the report is devoted to a detailed analysis of the agricultural sector and the measures taken to improve it.

4. In the fourth part, the author discusses the social and cultural development of the country and the role of the state in this process.

5. The fifth part of the report is devoted to a detailed analysis of the industrial sector and the measures taken to improve it.

6. In the sixth part, the author discusses the foreign relations of the country and the role of the state in this process.

7. The seventh part of the report is devoted to a detailed analysis of the financial and monetary situation in the country.

8. In the eighth part, the author discusses the scientific and technical development of the country and the role of the state in this process.

9. The ninth part of the report is devoted to a detailed analysis of the health and medical services in the country.

10. In the tenth part, the author discusses the education system in the country and the measures taken to improve it.

11. The eleventh part of the report is devoted to a detailed analysis of the housing and urban planning in the country.

12. In the twelfth part, the author discusses the environmental protection and the measures taken to improve it.

13. The thirteenth part of the report is devoted to a detailed analysis of the labor market and the measures taken to improve it.

14. In the fourteenth part, the author discusses the social security system in the country and the measures taken to improve it.

15. The fifteenth part of the report is devoted to a detailed analysis of the international relations of the country.

TOWN OF SMITHFIELD

REQUISITION

SUGGESTED VENDOR _____ _____			OFFICE USE ONLY	
			DATE ORDERED	
REQUESTED BY	DATE REQUESTED	DATE WANTED	ORDER NO.	
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE

REQUISITIONER
RETAIN YELLOW COPY

APPROVED _____
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD



— INVOICE —



GOODRICH & SONS TREE AND BACKHOE SERVICE

6177 MILL SWAMP RD., IVOR, VIRGINIA 23866

LES GOODRICH, Owner
(757) 357-4786

BOBBY GOODRICH, Owner
(757) 650-8661

To Town OF Smithfield Date 9 17 20 11
 Street P.O. Box 246
 City Smithfield State/Zip Va 23431
 Terms: _____ Invoice No. _____

QUANTITY	DESCRIPTION	PRICE	TOTAL
	Cut and clean trees out of trail at Windsor Castle		
	Truck, trailer, steer loader, chain saw and pole saw		
9 hrs	Tue 8-30-11	150.00	1,350.00
10 hrs	wed 8-31-11	150.00	1,500.00
	2 men		
TOTAL MATERIAL			
LABOR			2,850.00
TAX			
TOTAL			2,850.00

Thank You

J.R. Wills & Sons, Inc.

1236 Kings Fork Rd.
 Suffolk, Virginia 23434
 757-539-3252 fax 757-539-8862

Invoice No. 230-04M

INVOICE

Customer

Name Town of Smithfield
 Address 315 Main Street, P.O. Box 246
 City Smithfield State VA ZIP 23431

Date 9/22/2011
 Order No. _____
 Rep _____
 FOB _____

Qty	Description	Unit Price	TOTAL
1	Managers Office Building 913D South Church Street Smithfield, VA Pay Request #4		\$38,762.17
	VENDOR # _____		
	ACCOUNT # _____		
	DEPT HEAD _____		
	TOWN MANAGER <u>PKS</u>		

Payment Details

- Cash
- Check
- Credit Card

Name _____
 CC # _____
 Expires _____

Taxes _____

\$38,762.17

PAYMENT DUE UPON RECEIPT

Town of Smithfield		PAY REQUEST #4			
Managers Office Building		9/22/2011			
913 D Church St. Smithfield, Va					
CATEGORY	Budget Values	Previous	This Period	To Date	Balance
PROJECT MANAGER @ \$45/HR	\$ 4,050.00	\$ 3,600.00	\$ 450.00	\$ 4,050.00	\$ -
SITE SUPERINTENT @ \$35/HR	\$ 7,525.00	\$ 4,830.00	\$ 2,100.00	\$ 6,930.00	\$ 595.00
MISC LABOR @ \$18/HR	\$ 1,800.00	\$ 504.00	\$ 990.00	\$ 1,494.00	\$ 306.00
PORTABLE TOILETS	\$ 375.00	\$ 80.77	\$ -	\$ 80.77	\$ 294.23
TELEPHONE	\$ 150.00	\$ 102.56	\$ -	\$ 102.56	\$ 47.44
DUMPSTER	\$ 2,225.00		\$ -	\$ -	\$ 2,225.00
FINAL CLEANING	\$ 1,200.00		\$ -	\$ -	\$ 1,200.00
DEMOLITION - BUILDING	\$ 6,888.00	\$ 6,888.00	\$ -	\$ 6,888.00	\$ -
CAST-IN-PLACE CONCRETE	\$ 600.00		\$ -	\$ -	\$ 600.00
UNIT MASONRY (BRICK) & DEMO	\$ 1,200.00	\$ 1,050.00	\$ -	\$ 1,050.00	\$ 150.00
MISC METAL	\$ 200.00		\$ -	\$ -	\$ 200.00
ROUGH CARPENTRY	\$ 14,928.00	\$ 12,482.00	\$ 2,446.00	\$ 14,928.00	\$ -
MISC. BUILDING MATERIALS	\$ 900.00		\$ 61.12	\$ 61.12	\$ 838.88
FRAMING LUMBER/ PLYWOOD	in rough carpentry				
MISC CARPENTRY	\$ 1,500.00		\$ -	\$ -	\$ 1,500.00
FINISH CARPENTRY	in rough carpentry				
MILLWORK	\$ 1,100.00	\$ 402.15	\$ -	\$ 402.15	\$ 697.85
CASEWORK	\$ 5,560.00		\$ 5,440.00	\$ 5,440.00	\$ 120.00
C ALUMINUM STOREFRONT	\$ 5,075.00		\$ 5,075.00	\$ 5,075.00	\$ -
ROOFING	\$ 8,300.00	\$ 8,300.00	\$ -	\$ 8,300.00	\$ -
GUTTERS & DOWNSPOUTS	\$ 2,600.00	\$ 2,600.00	\$ -	\$ 2,600.00	\$ -
VINYL SIDING & CORNICE	\$ 6,472.00	\$ 6,472.00	\$ -	\$ 6,472.00	\$ -
JOINT SEALANTS	\$ 500.00		\$ -	\$ -	\$ 500.00
INTERIOR DOOR JAMBS / EXTERIOR	\$ 450.00	\$ 374.69	\$ -	\$ 374.69	\$ 75.31
HARDWARE	\$ 600.00		\$ -	\$ -	\$ 600.00
WINDOWS	in siding				
GYPSUM	in rough carpentry				
ACOUSTIC TILE	in rough carpentry				
C VCT / BASE	in Carpet				
C CARPET	\$ 5,860.00		\$ 5,860.00	\$ 5,860.00	\$ -
PAINTING	\$ 5,295.00		\$ 4,455.00	\$ 4,455.00	\$ 840.00
FIRE EXTINGUISHER & CABINET	\$ 350.00		\$ -	\$ -	\$ 350.00
PLUMBING	\$ 3,200.00	\$ 1,935.00	\$ 1,265.00	\$ 3,200.00	\$ -
HVAC	\$ 10,940.00	\$ 6,000.00	\$ 4,940.00	\$ 10,940.00	\$ -
FIRE ALARM / SECURITY SYSTEM	by owner				
ELECTRICAL	\$ 11,500.00	\$ 10,950.00	\$ 550.00	\$ 11,500.00	\$ -
C CONDUIT FOR NEW ELEC SERVICE	\$ 906.29	\$ 906.29	\$ -	\$ 906.29	\$ -
GENERATOR				\$ -	\$ -
ENGINEERING IF REQUIRED	\$ 2,500.00			\$ -	\$ 2,500.00
BUILDING PERMIT	\$ 500.00	\$ 263.98	\$ -	\$ 263.98	\$ 236.02
C Skylights	\$ 1,386.00		\$ 1,386.00	\$ 1,386.00	\$ -
C New Door at Mechanical Room	\$ 100.00		\$ 97.50	\$ 97.50	\$ 2.50
C Add 4 Receptacles	\$ 430.00		\$ 430.00	\$ 430.00	\$ -
C Demo & Repair @ Termite Damage	\$ 575.00		\$ 575.00	\$ 575.00	\$ -
C Add GFI Receptacles	\$ 196.50		\$ 196.50	\$ 196.50	\$ -
SUBTOTAL:	\$ 117,936.79	\$ 67,741.44	\$ 36,317.12		
OVERHEAD	\$ 8,255.58		\$ 2,542.20		
SUBTOTAL:	\$ 126,192.37		\$ 38,859.32		
PROFIT	\$ 6,309.62		\$ 1,942.97		
TOTAL:	\$ 132,501.98		\$ 40,802.28		
LESS RETAIN AGE			\$ 2,040.11		
TOTAL DUE THIS REQUEST			\$ 38,762.17		

IVOR FURNITURE COMPANY, INC.

35669 GENERAL MAHONE BLVD.
P.O. BOX 259
IVOR, VA 23866
(757) 859-6231

A 18078

BUYER <u>J.R. Willis + Sons Inc.</u>		ACCT. NO.	
STREET <u>1236 Kings Fork Rd</u>		DEL. DATE	EFFECTIVE DATE OF CONTRACT <u>9-21-11</u>
CITY & STATE <u>Suffolk, VA</u>		ZIP <u>23434</u>	C.O.D. APPROVED
HOME PHONE <u>539-3252</u>	BUSINESS PHONE	CASH	CHARGE
DELIVERY ADDRESS <u>Town Managers Office Building - Smithfield</u>		CREDIT	OLD
		NEW	ADDIT.
		SALESPERSON	NO.
		JOINT	IND.
		SALESPERSON	NO.

✓	QTY.	STOCK NUMBER	FACTORY	ITEM	FINISH, COVER, COLOR	UNIT PRICE	TOTAL
		<u>12 x 135</u>	<u>Shaw</u>	<u>Carson Harbor II CARPET - nylon</u>	<u>color: 14200 Pebble</u>		<u>3200⁹⁵</u>
	<u>10</u>	<u>Buyer VG 22</u>		<u>Asrock VET Tile</u>			<u>780</u>

The undersigned Buyer (whether one or more) purchases the goods ("Goods") and services described above from Seller, subject to the terms and conditions hereof. Buyer agrees to pay Seller the Total of Payments by installments in the number and amounts, and by the due dates, specified herein.
SPECIAL ORDER MERCHANDISE IS NOT SUBJECT TO EITHER CANCELLATION OR RETURN.

MERCHANDISE TOTAL	<u>3980⁹⁵</u>
SALES TAX	<u>199⁰⁵</u>
LABOR (NON-TAXABLE)	<u>1000⁰⁰</u>
CASH PRICE	<u>5860⁰⁰</u>
-DOWNPAYMENT	
CASH PRICE LESS DOWNPAYMENT	
PREVIOUS BALANCE	
AMOUNT FINANCED	

Customer's Initials _____

ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate. %	FINANCE CHARGE The dollar amount the credit will cost you. \$	Amount Financed The amount of credit provided to you or on your behalf. \$	Total of Payments The amount you will have paid after you have made all payments as scheduled. \$	Total Sale Price The total cost of your purchase on credit including your downpayment of \$ \$
---	--	---	--	---

Your Payment Schedule will be:

SECURITY: Certain household items are the security for this transaction.
LATE CHARGE: If a payment is more that 7 days late you may be charged 5% of such payment.
PREPAYMENT: If you pay off early, you may be entitled to a refund of part of the finance charge.
See your contract document for any additional information about nonpayment, default, any required repayment in full before the scheduled date, and prepayment refunds and penalties.

Important Warranty Information: SELLER MAKES NO EXPRESS WARRANTY, AND UNLESS BUYER PURCHASES A SERVICE CONTRACT FROM SELLER AT THE TIME OF THE SALE OF THE GOODS OR WITHIN 90 DAYS THEREAFTER, SELLER MAKES NO IMPLIED WARRANTY, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IN CONNECTION WITH THE SALE OF ANY GOODS. To the extent permitted by law, Seller disclaims liability for consequential and incidental loss or damage arising from any sale.

This contract embodies the entire agreement and understanding of the parties with respect to the subject matter contained herein and may not be altered without the written consent of Seller and Buyer.

The Additional Provisions set forth on the reverse side constitute a part of this contract. This contract is not binding until signed by Seller.

This contract is not binding upon Seller until after approval of Buyer's credit.

SELLER (CREDITOR)
IVOR FURNITURE COMPANY, INC.

BUYER: ✓ _____ (SEAL) BY: _____ TITLE

BUYER: ✓ _____ (SEAL) WITNESS: _____

Coggin Electrical Specialists, Inc.

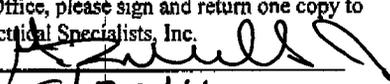
1210 New Design Road
Dendron, VA 23839

Estimate

Date	Estimate #
8/18/2011	E-11-081-E

Name / Address
J. R. Wills & Sons 1236 Kings Fork Road Suffolk, VA 23434

Project
Smithfield Police - T...

Description	Qty	Cost	Class	Total
Smithfield Town Manager's Office				
Materials - Contract - Wire, boxes, receptacles and covers	1	50.00	Smithfield	50.00
Contract Labor - Add 4 each receptacles that were requested throughout office	4	95.00	Smithfield	380.00
Upon acceptance of additional work at the Town Managers Office, please sign and return one copy to Coggin Electrical Specialists, Inc. Signature:  Date: <u>8/22/11</u>				
			Total	\$430.00

Phone #	Fax #
757-267-2619	757-267-0119

Creative Cabinets, Inc.

929 Business Park Drive
Chesapeake, VA 23320
(757) 366-5474 (757) 366-5473 Fax
crecab1@verizon.net

INVOICE DATE: 08/29/11
INVOICE # CC082911CM

SOLD TO: J.R. WILLS & SONS, INC.

JOB: SMITHFIELD CITY MANAGER'S OFFICE

PROVIDE & INSTALL CASEWORK:

FRONT DESK & BREAKROOM	\$5,280.00
PLUS 4' PLAM PASS-THRU TOP	160.00

DUE AT THIS TIME	\$5,440.00
------------------	------------

CONTINUATION SHEET

OUR JOB: 85880 SMITHFIELD CITY COMPLEX, 913 CHURCH ST., SMITHFIELD, VA

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for the line items may apply.

APPLICATION NUMBER: 01
 APPLICATION DATE: 08/17/11
 PERIOD TO: 08/30/11
 ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G	H	I		
ITEM #	DESCRIPTION OF WORK	----- WORK COMPLETED ---			MATERIALS PRESENTLY STORED NOT (D or E)	COMPLETE & STORED TO DATE (D+E+F)	BALANCE			RETAINAGE
		SCHEDULED VALUE	PREVIOUS APPLICATION (D+E)	THIS PERIOD			% TO FINISH (C-G)	% (I/G)		
001	EVIDENCE BLDG.	1,984	0	0	0	0	.0	1,984	.0	0
002	MANAGER'S OFFICE	4,455	0	0	0	0	.0	4,455	.0	0
003	POLICE STATION	8,921	0	5,353	0	5,353	60.0	3,568	.0	0
004	POLICE STATION EXT FACADE	1,165	0	0	0	0	.0	1,165	.0	0
GRAND TOTAL		16,525.00		5,352.60		5,352.60		11,172.40	.0	.00

CONTINUATION SHEET

85880 SMITHFIELD CITY COMPLEX, 913 CHURCH ST., SMITHFIELD, VA

ATION AND CERTIFICATE FOR PAYMENT, containing
 factor's signed Certification is attached.
 abulations below, amounts are stated to the nearest dollar.
 e Column I on Contracts where variable retainage for the line items may apply.

APPLICATION NUMBER: 02
 APPLICATION DATE: 09/15/11
 PERIOD TO: 09/30/11
 ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G	H	I	
ITEM #	DESCRIPTION OF WORK	----- WORK COMPLETED -----			MATERIALS PRESENTLY STORED NOT(D or E)	COMPLETE & STORED TO DATE (D+E+F)	BALANCE		RETAINAGE
		SCHEDULED VALUE	PREVIOUS APPLICATION (D+E)	THIS PERIOD			% (G/C)	% (I/G)	
001	EVIDENCE BLDG.	1,984	0	1,964	0	1,964	99.0	20 .0	0
002	MANAGER'S OFFICE	4,455	0	4,455	0	4,455	100.0	0 .0	0
003	POLICE STATION	8,921	5,353	3,568	0	8,921	100.0	0 .0	0
004	POLICE STATION EXT FACADE	1,165	0	1,165	0	1,165	100.0	0 .0	0
005	CO#01-EXT WALLS POLICE STATION	945	0	945	0	945	100.0	0 .0	0
GRAND TOTAL		17,470.00	5,352.60	12,097.56	.00	17,450.16		19.84 .0	.00

Town of Smithfield Remodeling & Renovation Services			SCHEDULE OF VALUES						
APPLICATION NO. 3			Newsome Air Conditioning Co., Inc.				JR WILLS & SONS		
DATE & PERIOD TO: 09-25-11			Smithfield Townhall - Police						
A	B	C	D	E	F	G	H	I	
ITEM NO	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMP PRIOR PD	WORK COMP THIS PD	MATERIALS STORED	TOTAL COMPLETE	%	BALANCE TO FINISH	RETAINAGE
PLUMBING 813									
Bldg 1	FIXTURES MATERIAL	\$ 525.00	\$ -	\$ 525.00	\$ -	\$ 525.00	100%	\$ -	\$ 52.50
	FIXTURES LABOR	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ 400.00	100%	\$ -	\$ 40.00
2	INSULATION	\$ 450.00	\$ 950.00	\$ -	\$ -	\$ 950.00	211%	\$ (500.00)	\$ 95.00
3	PERMIT	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ 150.00	100%	\$ -	\$ 15.00
4	PIPING MATERIAL	\$ 1,155.00	\$ 1,100.00	\$ 55.00	\$ -	\$ 1,155.00	100%	\$ -	\$ 115.50
	PIPING LABOR	\$ 770.00	\$ 675.00	\$ 95.00	\$ -	\$ 770.00	100%	\$ -	\$ 77.00
	SUBTOTAL- ORIGINAL CONTRACT	\$ 3,450.00	\$ 2,675.00	\$ 1,075.00	\$ -	\$ 3,950.00	114%	\$ (500.00)	\$ 395.00
813D									
Bldg 5	FIXTURES MATERIAL	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ 400.00	100%	\$ -	\$ 40.00
	FIXTURES LABOR	\$ 450.00	\$ -	\$ 450.00	\$ -	\$ 450.00	100%	\$ -	\$ 45.00
6	INSULATION	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ 250.00	100%	\$ -	\$ 25.00
7	PERMIT	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ 150.00	100%	\$ -	\$ 15.00
8	PIPING MATERIAL	\$ 1,170.00	\$ 1,000.00	\$ 170.00	\$ -	\$ 1,170.00	100%	\$ -	\$ 117.00
	PIPING LABOR	\$ 780.00	\$ 535.00	\$ 245.00	\$ -	\$ 780.00	100%	\$ -	\$ 78.00
	SUBTOTAL- ORIGINAL CONTRACT	\$ 3,200.00	\$ 1,935.00	\$ 1,265.00	\$ -	\$ 3,200.00	100%	\$ -	\$ 320.00
C/O	SPRINKLER HEAD	\$ 2,618.88	\$ 2,618.88	\$ -	\$ -	\$ 2,618.88	100%	\$ -	\$ 261.89
C/O	PUMP	\$ 449.22	\$ 449.22	\$ -	\$ -	\$ 449.22	100%	\$ -	\$ 44.92
C/O		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
	SUBTOTAL- CHANGE ORDERS	\$ 3,068.08	\$ 3,068.08	\$ -	\$ -	\$ 3,068.08	100%	\$ -	\$ 306.81
	TOTAL- PLUMBING	\$ 6,715.08	\$ 7,878.08	\$ 2,340.00	\$ -	\$ 10,215.08	105%	\$ (500.00)	\$ 1,021.81
HVAC 813									
Bldg 9	MATERIAL	\$ 5,400.00	\$ 4,800.00	\$ 600.00	\$ -	\$ 5,400.00	100%	\$ -	\$ 540.00
10	LABOR	\$ 4,500.00	\$ 3,900.00	\$ 600.00	\$ -	\$ 4,500.00	100%	\$ -	\$ 450.00
11	PERMIT	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ 100.00	100%	\$ -	\$ 10.00
	SUBTOTAL- ORIGINAL CONTRACT	\$ 10,000.00	\$ 8,800.00	\$ 1,200.00	\$ -	\$ 10,000.00	100%	\$ -	\$ 1,000.00
813D									
Bldg 12	EQUIPMENT	\$ 4,000.00	\$ 2,400.00	\$ 1,600.00	\$ -	\$ 4,000.00	100%	\$ -	\$ 400.00
13	MATERIAL	\$ 2,490.00	\$ 1,200.00	\$ 1,290.00	\$ -	\$ 2,490.00	100%	\$ -	\$ 249.00
14	LABOR	\$ 3,450.00	\$ 1,400.00	\$ 2,050.00	\$ -	\$ 3,450.00	100%	\$ -	\$ 345.00
15	PERMIT	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	100%	\$ -	\$ 100.00
	SUBTOTAL- ORIGINAL CONTRACT	\$ 10,940.00	\$ 6,000.00	\$ 4,940.00	\$ -	\$ 10,940.00	100%	\$ -	\$ 1,094.00
C/O		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
C/O		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
C/O		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
	SUBTOTAL- CHANGE ORDERS	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
	TOTAL- HVAC	\$ 20,940.00	\$ 14,800.00	\$ 6,140.00	\$ -	\$ 20,940.00	100%	\$ -	\$ 2,094.00
	TOTAL PLUMBING & HVAC	\$ 30,655.08	\$ 22,678.08	\$ 8,480.00	\$ -	\$ 31,155.08	102%	\$ (500.00)	\$ 1,667.76

CONTINUATION PAGE

PROJECT: RTA384
Smithfield Police Precinct and Town Hall

APPLICATION #: 7
DATE OF APPLICATION: 09/16/2011
PERIOD THRU: 09/16/2011
PROJECT #s: RTA384

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D		E AMOUNT THIS PERIOD	F STORED MATERIALS (NOT IN D OR E)	G		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			COMPLETED WORK				TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)		
			AMOUNT PREVIOUS PERIODS							
1	913 - Demo	\$7,572.00	\$7,572.00		\$0.00	\$0.00	\$7,572.00	100%	\$0.00	
2	913 - New Work	\$17,450.00	\$17,101.00		\$349.00	\$0.00	\$17,450.00	100%	\$0.00	
3	913D - Demo	\$6,888.00	\$6,888.00		\$0.00	\$0.00	\$6,888.00	100%	\$0.00	
4	913D - New Work	\$9,532.00	\$9,341.36		\$190.64	\$0.00	\$9,532.00	100%	\$0.00	
5	913 - New Work Materials	\$8,952.00	\$8,952.00		\$0.00	\$0.00	\$8,952.00	100%	\$0.00	
6	913D New Work Materials	\$5,396.00	\$5,396.00		\$0.00	\$0.00	\$5,396.00	100%	\$0.00	
7	CO#001 Labor	\$1,868.00	\$1,868.00		\$0.00	\$0.00	\$1,868.00	100%	\$0.00	
8	CO#001 New Work Materials	\$859.00	\$859.00		\$0.00	\$0.00	\$859.00	100%	\$0.00	
9	Co#002 deduct Materials furnishe	(\$1,726.20)	(\$1,726.20)		\$0.00	\$0.00	(\$1,726.20)	100%	\$0.00	
10	CO#003 Relocate Wall	\$740.00	\$740.00		\$0.00	\$0.00	\$740.00	100%	\$0.00	
11	CO#004	\$3,047.00	\$3,047.00		\$0.00	\$0.00	\$3,047.00	100%	\$0.00	
12	CO#005	\$400.00	\$400.00		\$0.00	\$0.00	\$400.00	100%	\$0.00	
13	CO#006	\$575.00	\$575.00		\$0.00	\$0.00	\$575.00	100%	\$0.00	
TOTALS		\$61,552.80	\$61,013.16		\$539.64		\$61,552.80	100%	\$0.00	

CONTINUATION PAGE

PROJECT: RTA384

APPLICATION #: 6

Smithfield Police Precinct and Town Hall

DATE OF APPLICATION: 08/31/2011

Payment Application containing Contractor's signature is attached.

PERIOD THRU: 08/31/2011

PROJECT #s: RTA384

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D		E	F	G		H	I
			COMPLETED WORK		AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS							
1	913 - Demo	\$7,572.00	\$7,572.00	\$0.00	\$0.00	\$7,572.00	100%	\$0.00		
2	913 - New Work	\$17,450.00	\$13,960.00	\$3,141.00	\$0.00	\$17,101.00	98%	\$349.00		
3	913D - Demo	\$6,888.00	\$6,888.00	\$0.00	\$0.00	\$6,888.00	100%	\$0.00		
4	913D - New Work	\$9,532.00	\$7,625.60	\$1,715.76	\$0.00	\$9,341.36	98%	\$190.64		
5	913 - New Work Materials	\$8,952.00	\$8,056.80	\$895.20	\$0.00	\$8,952.00	100%	\$0.00		
6	913D New Work Materials	\$5,396.00	\$4,856.40	\$539.60	\$0.00	\$5,396.00	100%	\$0.00		
7	CO#001 Labor	\$1,868.00	\$1,868.00	\$0.00	\$0.00	\$1,868.00	100%	\$0.00		
8	CO#001 New Work Materials	\$859.00	\$859.00	\$0.00	\$0.00	\$859.00	100%	\$0.00		
9	Co#002 deduct Materials furnishe	(\$1,726.20)	(\$1,726.20)	\$0.00	\$0.00	(\$1,726.20)	100%	\$0.00		
10	CO#003 Relocate Wall	\$740.00	\$740.00	\$0.00	\$0.00	\$740.00	100%	\$0.00		
11	CO#004	\$3,047.00	\$2,742.30	\$304.70	\$0.00	\$3,047.00	100%	\$0.00		
12	CO#005	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00	100%	\$0.00		
13	CO#006	\$575.00	\$0.00	\$575.00	\$0.00	\$575.00	100%	\$0.00		
TOTALS		\$61,552.80	\$53,441.90	\$7,571.26		\$61,013.16	99%	\$539.64		

The following information outlines the terms and conditions related to the Labor Warranty that is supplied by Solar Lighting of Virginia, Inc. At the time of your installation, you will be provided with a printed copy of this information.

LABOR WARRANTY

1. **Installation.** Solar Lighting of Virginia, Inc. will install the specified product(s) in a workmanlike manner, in compliance with the product manufacturer's specifications, and in compliance with applicable law and regulations of the United States and local governments.

2. **Scope.** For the term of this warranty, Solar Lighting of Virginia, Inc will provide any repairs as required due to deficiency in workmanship during the specified time period. This labor warranty does not include labor to replace any failed product(s) that is outside of the original manufacturer's product warranty. This warranty is subject to the terms, conditions, limitations, and exclusions stipulated herein. This warranty is separate from any product warranty from the original product manufacturer.

Leak Proof Warranty

During the term of this warranty, Solar Lighting of Virginia, Inc will repair any leak caused by a defect in the workmanship of Solar Lighting of Virginia, Inc. Any repairs, alterations, or adjustment to installed products performed by others will remove Solar Lighting of Virginia, Inc from responsibility for the leak.

3. **Term of Warranty.** The term of this warranty shall commence with the installation date and shall terminate as follows:

SunTunnel Tubular Skylights - 10 years from installation date

SunRise Solar Attic Fan - 10 years from installation date

VELUX Conventional Skylights - 10 years from installation date

VELUX Blinds & Shades - 5 years from installation date

VELUX Solar Hot Water Systems - 5 years from installation date

SolarGard Window Film - 5 years from installation date

LeafDefier Gutter Protection Systems - 5 years from installation date

4. **Place of Service.** Repairs will be performed at the place of installation.

5. **Exclusions.** The following conditions are excluded from service under this warranty:

- Preventive maintenance that is defined as maintenance performed for the purpose of preventing a malfunction.

- Repair of damage or malfunction of listed equipment resulting from Acts of God, abuse, accident, or other cause other than normal usage including but not limited to unauthorized repairs.
- Repair or any work performed to installed products by others is not covered by this warranty. Repair of damage caused by others is not covered.

6. Limitation. THIS WARRANTY SHALL BE IN LIEU OF THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND ANY OTHER WARRANTIES, EXPRESS OR IMPLIED. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION IN THE FACE HEREOF.

7. Damages. This warranty excludes all indirect and consequential damages.

8. Assignment/Transferability. This warranty shall not be assigned by either party without the prior written consent of the other party. This warranty shall be binding and shall inure to the benefit of the parties hereto; their personal representative and any assignees which may have been permitted with written consent. Purchaser may transfer this to a future property owner. Purchaser must notify Solar Lighting of Virginia, Inc in writing within 60 days of the transfer.

9. Notice. All notices and other communications hereunder shall be in writing to the parties at the locations noted herein.

10. Arbitration. Solar Lighting of Virginia, Inc and Purchaser agree that any dispute resulting from the installation shall be submitted to binding arbitration and conducted according to the Rules of the American Arbitration Association.

11. Entire Agreement. This warranty represents and expresses the entire agreement and understanding between the parties with reference to the subject matter hereof. There is no other understanding, agreement, representation or warranty, express or implied, statutory or otherwise, in any way limiting, extending, defining or relating to the provisions hereof. This warranty may not be modified except by a duly executed writing on behalf of both parties hereto.

Solar Lighting of Virginia, Inc

534 Edwards Court

Newport News, VA 23608

(757) 898-7979

(757) 898-7999 (fax)

www.VAdaylight.com

A	B	C	D	E	F	G	
ITEM #	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED PREVIOUS	THIS PERIOD	MATERIALS STORED	TOTAL COMPLETED	BALANCE TO FINISH
Smithfield Police Building							
1	Mobilization/Permits	\$250.00	\$250.00			\$250.00	\$0.00
2	Demo					\$0.00	\$0.00
2a	Labor	\$1,250.00	\$1,250.00			\$1,250.00	\$0.00
3	Rough In					\$0.00	\$0.00
3a	Labor	\$3,500.00	\$3,500.00			\$3,500.00	\$0.00
3b	Materials	\$1,500.00	\$1,500.00			\$1,500.00	\$0.00
4	Trim out					\$0.00	\$0.00
4a	Labor	\$500.00	\$500.00			\$500.00	\$0.00
4b	Materials	\$150.00	\$150.00			\$150.00	\$0.00
5	Lighting					\$0.00	\$0.00
5a	Labor	\$650.00	\$650.00			\$650.00	\$0.00
5b	Materials	\$2,500.00	\$2,500.00			\$2,500.00	\$0.00
						\$0.00	\$0.00
Smithfield Town Managers Office							
1	Mobilization/Permits	\$250.00	\$250.00			\$250.00	\$0.00
2	Demo					\$0.00	\$0.00
2a	Labor	\$1,400.00	\$1,400.00			\$1,400.00	\$0.00
3	Rough In					\$0.00	\$0.00
3a	Labor	\$3,600.00	\$3,600.00			\$3,600.00	\$0.00
3b	Materials	\$1,600.00	\$1,600.00			\$1,600.00	\$0.00
4	Trim out					\$0.00	\$0.00
4a	Labor	\$700.00	\$450.00	\$250.00		\$700.00	\$0.00
4b	Materials	\$350.00	\$350.00			\$350.00	\$0.00
5	Lighting					\$0.00	\$0.00
5a	Labor	\$900.00	\$600.00	\$300.00		\$900.00	\$0.00
5b	Materials	\$2,700.00	\$2,700.00			\$2,700.00	\$0.00

	Change Orders					\$0.00	\$0.00
RFC # 1	Option A - Provide approx 175 ft trenching for new underground feed to new Town Managers office (conduit to be provided by Va Dam Power)	\$906.29	\$906.29			\$906.29	\$0.00
RFC # 2	Furnish and install a wall back fixture	\$475.27		\$475.27		\$475.27	\$0.00
RFC # 3	Smith Police - Add 2 quad receptacles at Communications Rack	\$217.50		\$217.50		\$217.50	\$0.00
RFC # 4	Town Manager - Add 4 receptacles through-out office	\$430.00		\$430.00		\$430.00	\$0.00
RFC # 5	Smith Police - Add 3 receptacles to back room	\$400.00		\$400.00		\$400.00	\$0.00
RFC # 6	Power to Sally Port	\$410.00		\$410.00		\$410.00	\$0.00
RFC # 7	Smithfield Police - Relocate a GFI to the bathroom & move bathroom receptacle to existing GFI Location	\$95.00		\$95.00		\$95.00	\$0.00
RFC # 8	Town Manager - Add 3 GFI Receptacles - 1 in each bathroom & 1 in the breakroom	\$196.50		\$196.50		\$196.50	\$0.00
RFC # 9	Smithfield Police - Remove the 3-way switch in the hallway wire 3 light fixtures on same fixtures on same circuits to be on 24 hours with no switch - This will divide the hallway from the main foyer- they are now on existing 3-way switch	\$272.50		\$272.50		\$272.50	\$0.00
						\$0.00	\$0.00
	Original Contract - \$ 21,800.00	\$25,203.06	\$22,156.29	\$3,046.77	\$0.00	\$25,203.06	\$0.00

2011 14:54 1/3/25/0119

COURTIN ELECTRIC

1 HOL 376 3

Coggin Electrical Specialists, Inc.

1210 New Design Road
Dendron, VA 23839

Estimate

Date	Estimate #
9/13/2011	E-11-081-I

Name / Address
J. R. Wills & Sons 1236 Kings Fork Road Suffolk, VA 23434

Project
Smithfield Police - T...

Description	Qty	Cost	Class	Total
Smithfield Town Manager's Office - RFC # 8				
Materials - Contract - 3 each - GFI Receptacles	3	18.00	Smithfield	54.00
Contract Labor - Install 3 GFI Receptacles - 1 in each bathroom and 1 in the breakroom	1.5	95.00	Smithfield	142.50
Upon acceptance of additional work at the Town Managers Office, please sign and return one copy to Coggin Electrical Specialists, Inc. Signature: _____ Date: _____				

This document is for estimating purposes only. Add'l charges may be incurred. VOID after 30 days.

Total

\$196.50

Phone #	Fax #
757-267-2619	757-267-0119

R. T. Atkison Building Corp.
701 Court Street, Suite 100
Portsmouth, Virginia 23704
757-399-2485, Fax- 757-399-2562

August 31, 2011

To: Gess Wills
J R Wills & Sons

Re: Police Precinct
913 Church Street
Smithfield, VA

Change Order #006

Town Hall

Remove **GWB** at front entrance on interior left side to corner and right side one stud, remove insulation and damaged studs. Replace studs and insulation. Install new **GWB**, mud, tape and sand to receive finish.

Clean up and remove all debris from scope of work.

Materials, labor, equipment and taxes included. Exclude all work not listed above.

Exclude paint or caulking.

Total \$ 575.00

****Payment to be made Bi-weekly****

Respectfully submitted,

Richard T Atkison

Richard T Atkison
President



Consolidated Statement

Primary Account: 9900 012991 8 Statement Date: 08/25/11 Page: 5 of 5

Mail Payments to: **LOWE'S**
P.O. BOX 530954
ATLANTA, GA 30353-0954 C

J R WILLS & SONS INC
Account : 9900 012991 8
Store/City: 1126 / SUFFOLK, VA
Buyer: RAPP VAL

Date of Sale: 08/09/11
Invoice: 901846
P.O. / JOB: CITYMNGEROFFICESM 7030

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000009252	36"INT LAUAN DR UT RH FJ/	1.00	EA	77.00	77.00
0000000000061389	PB HALL/CLOSET TYLO	1.00	EA	8.47	8.47
0000000000063346	HM 1/2 - 13 X 4 CARRIAGE	6.00	EA	1.16	6.96
Subtotal: 92.43		Tax: 4.62		Balance Due: 97.05	

Mail Payments to: **LOWE'S**
P.O. BOX 530954
ATLANTA, GA 30353-0954

J R WILLS & SONS INC
Account : 9900 012991 8
Store/City: FRANKLIN, VA
Buyer: WENDE CLAYTON

Date of Sale: 08/19/11
Invoice: 902404
P.O. / JOB: VDOT 7030

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000005200	YELLOW/BLACK BOOT SIZE 12K	2.00	PR	23.97	47.94
Subtotal: 47.94		Tax: 2.40		Balance Due: 50.34	

Commercial SERVICES

True Value

2

SMITHFIELD TRUE VALUE HOME CENTER
1409 SOUTH CHURCH STREET
P.O. BOX 383
SMITHFIELD, VA 23430
PHONE: (757) 357-3705

PAGE NO 1

J R WILLS & SONS INC
1236 KINGS FORK ROAD
SUFFOLK VA 23434

CUST # 501
TERMS: 0000% STATEMENT
P.O. # TOWN MAN OFF

INV # 079237
DATE : 8/31/11
CLERK: DW
TERM # 554

REF. # PO # TOWN MAN OFFICE
DUE DATE: 9/30/11

TIME :11:36

* INVOICE *

QUANTITY	UM	ITEM	DESCRIPTION	SUB PRICE	PRICE/PER	EXTENSION
1	EA	561019	ALM ADJ Flue Stop		8.99 /EA	8.99

True Value

** AMOUNT CHARGED TO ACCOUNT **

9.44	TAXABLE	8.99
	NON-TAXABLE	0.00
	SUB-TOTAL	8.99
	TAX AMOUNT	0.45
	TOTAL INVOICE	9.44

Val S. Reynolds
(2. ANYONE ELSE MU)

RECEIVED BY

True Value

2

SMITHFIELD TRUE VALUE HOME CENTER
1409 SOUTH CHURCH STREET
P.O. BOX 383
SMITHFIELD, VA 23430
PHONE: (757) 357-3705

PAGE NO. 1

J R WILLS & SONS INC
1236 KINGS FORK ROAD
SUFFOLK VA 23434

CUST # 501
TERMS: 0000% STATEMENT
P.O. # TOWN MANA OF
REF. # PD # TOWN MANA OFFICE
DUE DATE: 9/30/11

INV # 078844
DATE: 8/19/11
CLERK: DM
TERM # 554

TIME: 1:06

* INVOICE *

QUANTITY	UM	ITEM	DESCRIPTION	SUB PRICE	PRICE/PER	EXTENSION
EA 152564		10 OZ	HD LIQ Nails		2.79 /EA	2.79
EA 520978		14PK	3/8x1.5x9 WD Shims		2.49 /EA	2.49
EA 429340		26OZ	BLU Windex Cleaner		2.99 /EA	2.99

True Value

** AMOUNT CHARGED TO ACCOUNT **

8.68	TAXABLE	8.27
	NON-TAXABLE	0.00
	SUB-TOTAL	8.27
	TAX AMOUNT	0.41
	TOTAL INVOICE	8.68

Val H. Pappas
RECEIVED BY (JOHN WILLS)

C

SAUNDERS SUPPLY COMPANY, INC.
 P O BOX 2278, 5881 GODWIN BLVD., SUFFOLK, VA 23432

Pulled: _____ Checked: _____ Del: _____
 (757) 255-4531 Peninsula (757) 877-1166
 Visit www.SaundersSupplyCompanyInc.com
 Fax (757) 255-0122

Cust No	Job No	Purchase Order	Reference	Terms	Clerk	Date	Time
97481			PO # MANAGERS OFF	NET 10TH PROX	WB	8/29/11	12:08

Sold To:
 J R WILLS & SON
 1236 KINGS FORK RD
 SUFFOLK VA 23434
 () 539-3252

Ship To:

RESL#: 539-8862
 SLSPR: JF JOE FOUGEROUSSE
 TAX : 001 VIRGINIA
 TERM#558
 DOC# 344794
 DUPLICATE
 * INVOICE *

 ORDR 294264

LN#	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
1									
2	2		EA	NORCO	NORCO 'D' 2852 FRENCH VAN SCREEN		2	21.50 /EA	43.00
3									
4									
5					DUE NORCO				
6					7/28 HERE / SHELF				

** AMOUNT CHARGED TO STORE ACCOUNT ** 45.15 TAXABLE 43.00
 NON-TAXABLE 0.00
 SUBTOTAL 43.00

TAX AMOUNT 2.15
 TOTAL AMOUNT 45.15

Val R...
 Received By

J.R. Wills & Sons, Inc.

1236 Kings Fork Rd.
 Suffolk, Virginia 23434
 757-539-3252 fax 757-539-8862

Invoice No. 230-04P

INVOICE

Customer

Name Town of Smithfield
 Address 315 Main Street, P.O. Box 246
 City Smithfield State VA ZIP 23431

Date 9/22/2011
 Order No. _____
 Rep _____
 FOB _____

Qty	Description	Unit Price	TOTAL
1	Police Building Renovation 913 South Church Street Smithfield, VA Pay Request #4		\$50,364.62
<p>VENDOR # _____</p> <p>ACCOUNT # _____</p> <p>DEPT HEAD _____</p> <p>TOWN MANAGER <u>Wills</u></p>			

Payment Details

- Cash
- Check
- Credit Card

Name _____
 CC # _____
 Expires _____

Taxes _____

\$50,364.62

PAYMENT DUE UPON RECEIPT

Town of Smithfield		PAY REQUEST #4					
Police Building Renovation		9/22/2011					
913 Church St. Smithfield, Va.							
	CATEGORY	Budget Values	Previous	This Period	To Date	Balance	
	PROJECT MANAGER @ \$45/HR	\$ 4,050.00	\$ 3,600.00	\$ 450.00	\$ 4,050.00	\$ -	
	SITE SUPERINTENDENT @ \$35/HR	\$ 7,525.00	\$ 6,580.00	\$ 490.00	\$ 7,070.00	\$ 455.00	
	MISC LABOR @ \$18/HR	\$ 1,800.00	\$ 1,224.00	\$ 306.00	\$ 1,530.00	\$ 270.00	
	PORTABLE TOILETS	\$ 375.00	\$ 114.57	\$ 163.54	\$ 278.11	\$ 96.89	
	TELEPHONE	\$ 150.00	\$ 51.28	\$ 51.28	\$ 102.56	\$ 47.44	
	DUMPSTER	\$ 2,225.00		\$ -	\$ -	\$ 2,225.00	
	FINAL CLEANING	\$ 2,200.00		\$ -	\$ -	\$ 2,200.00	
	DEMOLITION - BUILDING	\$ 8,572.00	\$ 8,572.00	\$ -	\$ 8,572.00	\$ -	
C	CAST-IN-PLACE CONCRETE	n/a					
	UNIT MASONRY (CMU)	\$ 5,100.00	\$ 5,100.00	\$ -	\$ 5,100.00	\$ -	
C	MISC METAL / FOLDING WALL	n/a					
	ROUGH CARPENTRY	\$ 26,402.00	\$ 22,016.80	\$ 4,385.20	\$ 26,402.00	\$ -	
C	WALL IN PLACE OF FOLDING PARTITION	\$ 2,727.00	\$ 2,727.00	\$ -	\$ 2,727.00	\$ -	
	MISC. BUILDING MATERIALS	\$ 1,200.00	\$ 441.81	\$ 65.42	\$ 507.23	\$ 692.77	
	FRAMING LUMBER/ PLYWOOD	in rough carpentry					
	MISC CARPENTRY	\$ 2,000.00		\$ -	\$ -	\$ 2,000.00	
	FINISH CARPENTRY	in rough carpentry					
	MILLWORK	\$ 400.00		\$ -	\$ -	\$ 400.00	
C	CASEWORK	\$ 3,410.00		\$ 3,410.00	\$ 3,410.00	\$ -	
	ROOFING	\$ 22,140.00	\$ 22,140.00	\$ -	\$ 22,140.00	\$ -	
C	ADD ROOF VENTS	\$ 480.00	\$ 480.00	\$ -	\$ 480.00	\$ -	
	GUTTERS & DOWNSPOUTS	\$ 3,600.00	\$ 3,600.00	\$ -	\$ 3,600.00	\$ -	
	JOINT SEALANTS	\$ 750.00	\$ 104.33	\$ -	\$ 104.33	\$ 645.67	
	VINYL SIDING	\$ 7,710.00	\$ 7,710.00	\$ -	\$ 7,710.00	\$ -	
	HM DOORS/FRAMES	\$ 8,625.00	\$ 7,980.00	\$ -	\$ 7,980.00	\$ 645.00	
	WOOD DOORS	in hm doors / frames					
	HARDWARE	in hm doors / frames					
	WINDOWS	in BR glass					
C	BR GLASS	\$ 14,666.00	\$ 2,825.00	\$ 11,300.00	\$ 14,125.00	\$ 541.00	
	BR FRAMES	\$ 3,800.00	\$ 2,866.50	\$ -	\$ 2,866.50	\$ 933.50	
C	PASS DRAWER	in BR glass					
C	INTERCOM	in BR glass					
C	OPERABLE PARTITION	n/a					
	EFIS / PLASTER	\$ 7,460.00	\$ 6,950.00	\$ -	\$ 6,950.00	\$ 510.00	
	METAL FRAMING	in rough carpentry					
	GYPSUM	in rough carpentry					
	ACOUSTIC TILE	in rough carpentry					
C	VCT / BASE & DEMO	in Carpet					
C	CARPET	\$ 6,500.00		\$ 5,790.00	\$ 5,790.00	\$ 710.00	
	PAINTING	\$ 10,550.00		\$ 10,086.00	\$ 10,086.00	\$ 464.00	
	PLUMBING	\$ 3,450.00	\$ 2,875.00	\$ 575.00	\$ 3,450.00	\$ -	
C	SPRINKLER @ HOLDING CELL	\$ 2,615.86	\$ 2,615.86	\$ -	\$ 2,615.86	\$ -	
C	REPLACE CIRCULATING PUMP	\$ 449.22	\$ 449.22	\$ -	\$ 449.22	\$ -	
	HVAC	\$ 10,000.00	\$ 8,800.00	\$ 1,200.00	\$ 10,000.00	\$ -	
	FIRE EXTINGUISHER & CABINET	\$ 1,250.00		\$ -	\$ -	\$ 1,250.00	
	FIRE ALARM / SECURITY SYSTEM	by owner					
	ELECTRICAL	\$ 10,300.00	\$ 10,050.00	\$ 250.00	\$ 10,300.00	\$ -	
C	Add Exterior Wall Pack Light	\$ 475.27		\$ 475.27	\$ 475.27	\$ -	
C	Add Masonry Front of Building	\$ 3,340.00	\$ 3,340.00	\$ -	\$ 3,340.00	\$ -	
C	Front Lobby remove wallpaper/Paint	\$ 600.00	\$ 400.00	\$ 200.00	\$ 600.00	\$ -	
C	Infill Doorway at side of building	\$ 450.00	\$ 450.00	\$ -	\$ 450.00	\$ -	
C	Mtl framing and drywall at front windows	\$ 2,047.00	\$ 2,047.00	\$ -	\$ 2,047.00	\$ -	
C	Relocate wall at hall & move door	\$ 740.00	\$ 740.00	\$ -	\$ 740.00	\$ -	
C	Add 2 Quad Receptacles Communication	\$ 217.50		\$ 217.50	\$ 217.50	\$ -	
C	Add 3 Receptacles Back Office	\$ 400.00		\$ 400.00	\$ 400.00	\$ -	
C	HVAC Repairs to Existing Equipment	\$ 5,305.00		\$ 5,305.00	\$ 5,305.00	\$ -	
C	Paint Exterior of Building	\$ 945.00		\$ 945.00	\$ 945.00	\$ -	
C	Repair Existing EFIS	\$ 755.00		\$ 755.00	\$ 755.00	\$ -	
C	Move GFI Receptacles	\$ 95.00		\$ 95.00	\$ 95.00	\$ -	
C	Rework switches to control Hall	\$ 272.50		\$ 272.50	\$ 272.50	\$ -	
	GENERATOR						
	ENGINEERING IF REQUIRED	\$ 2,500.00		\$ -	\$ -	\$ 2,500.00	
	BUILDING PERMIT	\$ 1,100.00	\$ 844.15	\$ -	\$ 844.15	\$ 255.85	
	SUBTOTAL:	\$ 201,724.35		\$ 47,187.71			
	OVERHEAD	\$ 14,120.70		\$ 3,303.14			
	SUBTOTAL:	\$ 215,845.05		\$ 50,490.85			
	PROFIT	\$ 10,792.25		\$ 2,524.54			
	TOTAL:	\$ 226,637.31		\$ 53,015.39			
	LESS RETAINAGE			\$ 2,650.77			
	TOTAL DUE THIS REQUEST			\$ 50,364.62			

IVOR FURNITURE COMPANY, INC.

35569 GENERAL MAHONE BLVD.
P.O. BOX 259
IVOR, VA 23866
(757) 859-6231

A 18079

ACCT. NO.	
-----------	--

BUYER J.R. Wills & Sons, Inc.

STREET <u>1236 Kings Fork Rd</u>		DEL. DATE	EFFECTIVE DATE OF CONTRACT <u>9-21-11</u>
CITY & STATE <u>Suffolk, VA</u>		C.O.D.	APPROVED
HOME PHONE <u>539-3252</u>		ZIP <u>23434</u>	
BUSINESS PHONE	CASH	CHARGE	CREDIT
			OLD
			NEW
			ADDIT.
DELIVERY ADDRESS <u>Smithfield Police Department</u>		SALESPERSON	NO.
		SALESPERSON	NO.

QTY.	STOCK NUMBER	FACTORY	ITEM	FINISH, COVER, COLOR	UNIT PRICE	TOTAL
			<u>168 sq yd Shaw Camden Harbor Nylon Carpet</u>	<u>color: 14400 Marble</u>		<u>3130</u>
<u>8</u>			<u>Bonus Schosonite #63 Burnt Umber</u>			<u>565²⁴</u>
<u>1</u>			<u>Box V789 Tile Rom Sail call repairs</u>			

The undersigned Buyer (whether one or more) purchases the goods ("Goods") and services described above from Seller, subject to the terms and conditions hereof. Buyer agrees to pay Seller the Total of Payments by installments in the number and amounts, and by the due dates, specified herein.

SPECIAL ORDER MERCHANDISE IS NOT SUBJECT TO EITHER CANCELLATION OR RETURN.

Customer's Initials _____

MERCHANDISE TOTAL	<u>3695²⁴</u>
SALES TAX	<u>184⁷⁶</u>
LABOR (NON-TAXABLE)	<u>190⁰⁰</u>
CASH PRICE	<u>5790⁰⁰</u>
-DOWNPAYMENT	
CASH PRICE LESS DOWNPAYMENT	
PREVIOUS BALANCE	
AMOUNT FINANCED	

ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate. %	FINANCE CHARGE The dollar amount the credit will cost you. \$	Amount Financed The amount of credit provided to you or on your behalf. \$	Total of Payments The amount you will have paid after you have made all payments as scheduled. \$	Total Sale Price The total cost of your purchase on credit including your downpayment of \$
---	--	---	--	--

Your Payment Schedule will be:

SECURITY: Certain household items are the security for this transaction.

LATE CHARGE: If a payment is more than 7 days late you may be charged 5% of such payment.

PREPAYMENT: If you pay off early, you may be entitled to a refund of part of the finance charge.

See your contract document for any additional information about nonpayment, default, any required repayment in full before the scheduled date, and prepayment refunds and penalties.

Important Warranty Information: SELLER MAKES NO EXPRESS WARRANTY, AND UNLESS BUYER PURCHASES A SERVICE CONTRACT FROM SELLER AT THE TIME OF THE SALE OF THE GOODS OR WITHIN 90 DAYS THEREAFTER, SELLER MAKES NO IMPLIED WARRANTY, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IN CONNECTION WITH THE SALE OF ANY GOODS. To the extent permitted by law, Seller disclaims liability for consequential and incidental loss or damage arising from any sale.

This contract embodies the entire agreement and understanding of the parties with respect to the subject matter contained herein and may not be altered without the written consent of Seller and Buyer.

The Additional Provisions set forth on the reverse side constitute a part of this contract. This contract is not binding until signed by Seller.

This contract is not binding upon Seller until after approval of Buyer's credit.

SELLER (CREDITOR)
IVOR FURNITURE COMPANY, INC.

BUYER: ✓ _____ (SEAL) BY: _____ TITLE _____

BUYER: ✓ _____ (SEAL) WITNESS: _____

Consumer Credit **Installment Sale Contract**



APPLICATION FOR PAYMENT

Date 9/13/2011 No. _____

Period _____ 1 To _____

Contractor:

JR WILLS & SONS INC. GENERAL CONTRACTORS

1236 KINGS FORK RD

SUFFOLK, VA. 23434

Project POLICE STATION

Location 913 S. CHURCH SMITHFIELD, VA.

Subcontract or Purchase Order # _____

Payment Request Due Date 10/15/2011

Master Order # 1

Account # _____

RECORD

Original Contract Amount \$ 11,300.00

Change Orders or Extras: _____

GC#/BINSWANGER # ADD/(DEDUCT)
\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ 11,300.00

NO DISCOUNT ON CONTRACTS

Please Mail Check To:

Binswanger Glass

PO Box 171173

Memphis, TN 38120

Rev 12.16.98 JMS

Work completed/materials stored and payment:

100% MATERIALS AND LABOR

Total Previous Applications: \$ -

Amount this Application Period \$ 11,300.00

Total Applications to Date \$ 11,300.00

Less Retention (%) \$ 1,130.00

Total Applications for Payment \$ 10,170.00

Less Previous Payments

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

Total Previous Payments \$ -

Net Amount This Request \$ 10,170.00

BINSWANGER GLASS

By RAY LEWIS III
(RAY LEWIS III - BRANCH MGR.)

Newsome

Air Conditioning Co., Inc.
Mechanical Contractors

August 29, 2011

Proposal Smithfield Police

Additional work needed for existing HVAC equipment

- Unit #4 damaged condenser fan motor; wiring needs to be replaced
- Blown fuses unit #4
- Mitsubishi ductless split #1; bad condensate pump and low Freon charge
- Mitsubishi ductless split #2 bad condensate pump and low Freon charge
- Replace four damaged T-stats with new electronic programmable T-stats.

Total cost materials and labor: \$ 5,305.00

Town of Smithfield Remodeling & Renovation Services APPLICATION NO. 3 DATE & PERIOD TO: 09-25-11			SCHEDULE OF VALUES Newsome Air Conditioning Co., Inc. JOB # 30048 Smithfield Townhall - Police				JR WILLS & SONS		
A	B	C	D	E	F	G	H	I	
ITEM NO	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMP PRIOR PD	WORK COMP THIS PD	MATERIALS STORED	TOTAL COMPLETE	%	BALANCE TO FINISH	RETAINAGE
Bldg	PLUMBING 813								
1	FIXTURES MATERIAL	\$ 525.00	\$ -	\$ 525.00	\$ -	\$ 525.00	100%	\$ -	\$ 52.50
2	FIXTURES LABOR	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ 400.00	100%	\$ -	\$ 40.00
3	INSULATION	\$ 450.00	\$ 950.00	\$ (500.00)	\$ -	\$ 950.00	211%	\$ (500.00)	\$ 95.00
4	PERMIT	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ 150.00	100%	\$ -	\$ 15.00
	PIPING MATERIAL	\$ 1,155.00	\$ 1,100.00	\$ 55.00	\$ -	\$ 1,155.00	100%	\$ -	\$ 115.50
	PIPING LABOR	\$ 770.00	\$ 875.00	\$ 95.00	\$ -	\$ 770.00	100%	\$ -	\$ 77.00
	SUBTOTAL - ORIGINAL CONTRACT	\$ 3,450.00	\$ 2,875.00	\$ 1,075.00	\$ -	\$ 3,950.00	114%	\$ (500.00)	\$ 395.00
Bldg	813D								
5	FIXTURES MATERIAL	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ 400.00	100%	\$ -	\$ 40.00
6	FIXTURES LABOR	\$ 450.00	\$ -	\$ 450.00	\$ -	\$ 450.00	100%	\$ -	\$ 45.00
7	INSULATION	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ 250.00	100%	\$ -	\$ 25.00
8	PERMIT	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ 150.00	100%	\$ -	\$ 15.00
	PIPING MATERIAL	\$ 1,170.00	\$ 1,000.00	\$ 170.00	\$ -	\$ 1,170.00	100%	\$ -	\$ 117.00
	PIPING LABOR	\$ 780.00	\$ 835.00	\$ 245.00	\$ -	\$ 780.00	100%	\$ -	\$ 78.00
	SUBTOTAL - ORIGINAL CONTRACT	\$ 3,200.00	\$ 1,935.00	\$ 1,385.00	\$ -	\$ 3,200.00	100%	\$ -	\$ 320.00
C/O	SPRINKLER HEAD	\$ 2,815.88	\$ 2,815.88	\$ -	\$ -	\$ 2,815.88	100%	\$ -	\$ 281.59
C/O	PUMP	\$ 449.22	\$ 449.22	\$ -	\$ -	\$ 449.22	100%	\$ -	\$ 44.92
	SUBTOTAL - CHANGE ORDERS	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
	TOTAL - PLUMBING	\$ 3,055.08	\$ 3,055.08	\$ -	\$ -	\$ 3,055.08	100%	\$ -	\$ 305.51
	TOTAL PLUMBING	\$ 6,715.08	\$ 7,875.08	\$ 2,340.00	\$ -	\$ 10,215.08	105%	\$ (500.00)	\$ 1,021.51
Bldg	HVAC 813								
9	MATERIAL	\$ 5,400.00	\$ 4,800.00	\$ 600.00	\$ -	\$ 5,400.00	100%	\$ -	\$ 540.00
10	LABOR	\$ 4,600.00	\$ 3,900.00	\$ 600.00	\$ -	\$ 4,600.00	100%	\$ -	\$ 450.00
11	PERMIT	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ 100.00	100%	\$ -	\$ 10.00
	SUBTOTAL - ORIGINAL CONTRACT	\$ 10,000.00	\$ 8,800.00	\$ 1,200.00	\$ -	\$ 10,000.00	100%	\$ -	\$ 1,000.00
Bldg	813D								
12	EQUIPMENT	\$ 4,000.00	\$ 2,400.00	\$ 1,600.00	\$ -	\$ 4,000.00	100%	\$ -	\$ 400.00
13	MATERIAL	\$ 2,490.00	\$ 1,200.00	\$ 1,290.00	\$ -	\$ 2,490.00	100%	\$ -	\$ 249.00
14	LABOR	\$ 3,450.00	\$ 1,400.00	\$ 2,050.00	\$ -	\$ 3,450.00	100%	\$ -	\$ 345.00
15	PERMIT	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	100%	\$ -	\$ 100.00
	SUBTOTAL - ORIGINAL CONTRACT	\$ 10,940.00	\$ 6,000.00	\$ 4,940.00	\$ -	\$ 10,940.00	100%	\$ -	\$ 1,094.00
C/O		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
C/O		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
C/O		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
	SUBTOTAL - CHANGE ORDERS	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
	TOTAL - HVAC	\$ 20,940.00	\$ 14,800.00	\$ 6,140.00	\$ -	\$ 20,940.00	100%	\$ -	\$ 2,094.00
	TOTAL PLUMBING & HVAC	\$ 30,655.08	\$ 22,675.08	\$ 8,480.00	\$ -	\$ 31,155.08	102%	\$ (500.00)	\$ 1,557.75

PROJECT: RTA384

Smithfield Police Precinct and Town Hall

APPLICATION #:

6

DATE OF APPLICATION:

08/31/2011

PERIOD THRU:

08/31/2011

PROJECT #s:

RTA384

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD		% COMP. (G / C)			
1	913 - Demo	\$7,572.00	\$7,572.00	\$0.00	\$0.00	\$7,572.00	100%	\$0.00	
2	913 - New Work	\$17,450.00	\$13,960.00	\$3,141.00	\$0.00	\$17,101.00	98%	\$349.00	
3	913D - Demo	\$6,888.00	\$6,888.00	\$0.00	\$0.00	\$6,888.00	100%	\$0.00	
4	913D - New Work	\$9,532.00	\$7,625.60	\$1,715.76	\$0.00	\$9,341.36	98%	\$190.64	
5	913 - New Work Materials	\$8,952.00	\$8,056.80	\$895.20	\$0.00	\$8,952.00	100%	\$0.00	
6	913D New Work Materials	\$5,396.00	\$4,856.40	\$539.60	\$0.00	\$5,396.00	100%	\$0.00	
7	CO#001 Labor	\$1,868.00	\$1,868.00	\$0.00	\$0.00	\$1,868.00	100%	\$0.00	
8	CO#001 New Work Materials	\$859.00	\$859.00	\$0.00	\$0.00	\$859.00	100%	\$0.00	
9	Co#002 deduct Materials furnishe	(\$1,726.20)	(\$1,726.20)	\$0.00	\$0.00	(\$1,726.20)	100%	\$0.00	
10	CO#003 Relocate Wall	\$740.00	\$740.00	\$0.00	\$0.00	\$740.00	100%	\$0.00	
11	CO#004	\$3,047.00	\$2,742.30	\$304.70	\$0.00	\$3,047.00	100%	\$0.00	
12	CO#005	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00	100%	\$0.00	
13	CO#006	\$575.00	\$0.00	\$575.00	\$0.00	\$575.00	100%	\$0.00	
TOTALS		\$61,552.80	\$53,441.90	\$7,571.26		\$61,013.16	99%	\$539.64	

CONTINUATION PAGE

PROJECT: RTA384

Smithfield Police Precinct and Town Hall

APPLICATION #: 7

DATE OF APPLICATION: 09/16/2011

PERIOD THRU: 09/16/2011

PROJECT #s: RTA384

Payment Application containing Contractor's signature is attached.

P.2

TO: 5398862

SEP-16-2011 02:14P FROM: R T ATKINSON BUILDING 757-399-2562

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD		% COMP. (G / C)			
1	913 - Demo	\$7,572.00	\$7,572.00	\$0.00	\$0.00	\$7,572.00	100%	\$0.00	
2	913 - New Work	\$17,450.00	\$17,101.00	\$349.00	\$0.00	\$17,450.00	100%	\$0.00	
3	913D - Demo	\$6,888.00	\$6,888.00	\$0.00	\$0.00	\$6,888.00	100%	\$0.00	
4	913D - New Work	\$9,532.00	\$9,341.36	\$190.64	\$0.00	\$9,532.00	100%	\$0.00	
5	913 - New Work Materials	\$8,952.00	\$8,952.00	\$0.00	\$0.00	\$8,952.00	100%	\$0.00	
6	913D New Work Materials	\$5,396.00	\$5,396.00	\$0.00	\$0.00	\$5,396.00	100%	\$0.00	
7	CO#001 Labor	\$1,868.00	\$1,868.00	\$0.00	\$0.00	\$1,868.00	100%	\$0.00	
8	CO#001 New Work Materials	\$859.00	\$859.00	\$0.00	\$0.00	\$859.00	100%	\$0.00	
9	Co#002 deduct Materials furnishe	(\$1,726.20)	(\$1,726.20)	\$0.00	\$0.00	(\$1,726.20)	100%	\$0.00	
913 10	CO#003 Relocate Wall Relocate wall	\$740.00	\$740.00	\$0.00	\$0.00	\$740.00	100%	\$0.00	
913 11	CO#004 Police Front wall	\$3,047.00	\$3,047.00	\$0.00	\$0.00	\$3,047.00	100%	\$0.00	
913 12	CO#005 Remove wall covering	\$400.00	\$400.00	\$0.00	\$0.00	\$400.00	100%	\$0.00	
13	CO#006 Police Bld	\$575.00	\$575.00	\$0.00	\$0.00	\$575.00	100%	\$0.00	
TOTALS		\$61,552.80	\$61,013.16	\$539.64		\$61,552.80	100%	\$0.00	

From: Va Exterior Insulation Finish Sys
1431 Air Rail Ave.
Virginia Beach, VA 23455

RECEIVED
AUG 25 2011

BY: _____

To: J R Wills & Sons
1236 Kings Fork RD
Suffolk, Va 23434

Smithfield Police Building

Date: August 23, 2011
Payment request #: 5051500001
Invoice ID: 1
Period covered: August 25, 2011

Statement of Contract Amount:

Original Contract Amount		\$6,950.00
Net Change by Change Orders		1,205.00
Current Contract Amount		8,155.00

Statement of Billing:

Total Completed to Date	100.00 %	8,155.00
Additional Charges/Deductions		0.00
Taxes		0.00
Retainage		0.00
Total Billed Less Retainage		8,155.00
Less Previous Billings		0.00
TOTAL AMOUNT DUE THIS INVOICE		\$8,155.00

CERTIFICATE OF THE SUBCONTRACTOR:

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereto) between the undersigned and EIFS relating to the above referenced project.

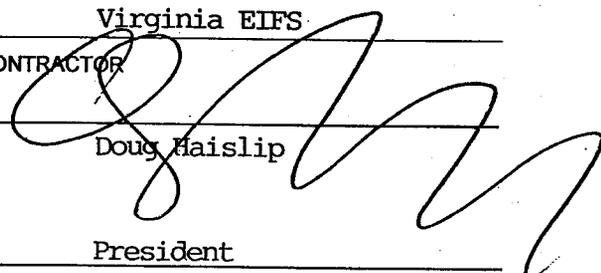
I also certify that payments less applicable retention, have been made through the period covered by previous payments received from the contractor, to (1) all my subcontractors (sub-subcontractors) and (2) for all materials and labor used in or in connection with the performance of this contract. I further certify I have complied with Federal, State and local tax laws, including Social Security laws and unemployment laws insofar as applicable to the performance of this Contract.

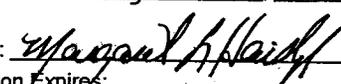
Furthermore, in consideration of the payments received, and upon receipt of the amount of this request, the undersigned does hereby waive, release and relinquish all claim or right of lien which the undersigned may now have upon the premises above described except for claims or right of lien for contract and/or change order work performed to extent that payment is being retained or will subsequently become due.

Date: 8/23/11

Virginia EIFS
SUBCONTRACTOR

Subscribed and sworn before me this 23 day of
August, 2011

BY: 
Doug Haislip

Notary Public: 

TITLE: President

My Commission Expires: _____

MARGARET L. HAISLIP
Notary Public
Commonwealth of Virginia
Reg. #188681
My Commission Expires March 31, 2015

<u>Contract</u>	<u>Description</u>	<u>Scheduled Value</u>	<u>Contract Changes</u>	<u>Revised Contract</u>	<u>Previous Work to Date</u>	<u>Work to Date</u>	<u>Total Work To Date</u>	<u>Pct. Comp</u>	<u>Retainage Billed Balance</u>	<u>Balance To Bill</u>
50.515	Smithfield Police Bldg									
1	EIFS System-Material	2,294.00		2,294.00		2,294.00	2,294.00	100.00		
2	EIFS System-Labor	4,656.00		4,656.00		4,656.00	4,656.00	100.00		
3	CO1-Infill Doorway		450.00	450.00		450.00	450.00	100.00		
4	CO2-Repair EIFS		755.00	755.00		755.00	755.00	100.00		
	Contract Total	6,950.00*	1,205.00*	8,155.00*	.00*	8,155.00*	8,155.00*	100.00	.00*	.00*

CONTINUATION SHEET

OUR JOB: 85880 SMITHFIELD CITY COMPLEX, 913 CHURCH ST., SMITHFIELD, VA

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NUMBER: 01
 APPLICATION DATE: 08/17/11
 PERIOD TO: 08/30/11
 ARCHITECT'S PROJECT NO:

In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for the line items may apply.

A	B	C	D	E	F	G	H	I	
ITEM #	DESCRIPTION OF WORK	----- WORK COMPLETED ---			MATERIALS PRESENTLY STORED NOT (D or E)	COMPLETE & STORED TO DATE (D+E+F)	BALANCE		RETAINAGE
		SCHEDULED VALUE	PREVIOUS APPLICATION (D+E)	THIS PERIOD (D+E)			TO FINISH (C-G)	(I/G)	
001	EVIDENCE BLDG.	1,984	0	0	0	0	.0	1,984 .0	0
002	MANAGER'S OFFICE	4,455	0	0	0	0	.0	4,455 .0	0
003	POLICE STATION	8,921	0	5,353	0	5,353	60.0	3,568 .0	0
004	POLICE STATION EXT FACADE	1,165	0	0	0	0	.0	1,165 .0	0
GRAND TOTAL		16,525.00		5,352.60		5,352.60		11,172.40 .0	.00

CONTINUATION SHEET

85880 SMITHFIELD CITY COMPLEX, 913 CHURCH ST., SMITHFIELD, VA

STATEMENT AND CERTIFICATE FOR PAYMENT, containing
 Contractor's signed Certification is attached.
 Tabulations below, amounts are stated to the nearest dollar.
 See Column I on Contracts where variable retainage for the line items may apply.

APPLICATION NUMBER: 02
 APPLICATION DATE: 09/15/11
 PERIOD TO: 09/30/11
 ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G	H	I		
ITEM #	DESCRIPTION OF WORK	---- WORK COMPLETED ---			MATERIALS PRESENTLY STORED NOT(D or E)	COMPLETE & STORED TO DATE (D+E+F)	BALANCE		RETAINAGE	
		SCHEDULED VALUE	PREVIOUS APPLICATION (D+E)	THIS PERIOD			% (G/C)	TO FINISH (C-G)		% (I/G)
001	EVIDENCE BLDG.	1,964	0	1,964	0	1,964	99.0	20	.0	0
002	MANAGER'S OFFICE	4,455	0	4,455	0	4,455	100.0	0	.0	0
003	POLICE STATION	8,921	5,353	3,568	0	8,921	100.0	0	.0	0
004	POLICE STATION EXT FACADE	1,165	0	1,165	0	1,165	100.0	0	.0	0
005	CO#01-EXT WALLS POLICE STATION	945	0	945	0	945	100.0	0	.0	0
GRAND TOTAL		17,470.00	5,352.60	12,097.56	.00	17,450.16		19.84	.00	.00

Creative Cabinets, Inc.

929 Business Park Drive
Chesapeake, VA 23320
(757) 366-5474 (757) 366-5473 Fax
crecab1@verizon.net

INVOICE DATE: 08/29/11
INVOICE # CC082911PS

SOLD TO: J.R. WILLS & SONS, INC.

JOB: SMITHFIELD POLICE STATION

PROVIDE & INSTALL:
53.5' PLAM TOPS, x24 STEEL BRACKETS

DUE AT THIS TIME \$3,410.00

A	B	C	D	E	F	G	
ITEM #	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED PREVIOUS	THIS PERIOD	MATERIALS STORED	TOTAL COMPLETED	BALANCE TO FINISH
Smithfield Police Building							
1	Mobilization/Permits	\$250.00	\$250.00			\$250.00	\$0.00
2	Demo					\$0.00	\$0.00
2a	Labor	\$1,250.00	\$1,250.00			\$1,250.00	\$0.00
3	Rough In					\$0.00	\$0.00
3a	Labor	\$3,500.00	\$3,500.00			\$3,500.00	\$0.00
3b	Materials	\$1,500.00	\$1,500.00			\$1,500.00	\$0.00
4	Trim out					\$0.00	\$0.00
4a	Labor	\$500.00	250	\$500.00 250		\$500.00	\$0.00
4b	Materials	\$150.00	\$150.00			\$150.00	\$0.00
5	Lighting					\$0.00	\$0.00
5a	Labor	\$650.00	\$650.00			\$650.00	\$0.00
5b	Materials	\$2,500.00	\$2,500.00			\$2,500.00	\$0.00
						\$0.00	\$0.00
Smithfield Town Managers Office							
1	Mobilization/Permits	\$250.00	\$250.00			\$250.00	\$0.00
2	Demo					\$0.00	\$0.00
2a	Labor	\$1,400.00	\$1,400.00			\$1,400.00	\$0.00
3	Rough In					\$0.00	\$0.00
3a	Labor	\$3,600.00	\$3,600.00			\$3,600.00	\$0.00
3b	Materials	\$1,600.00	\$1,600.00			\$1,600.00	\$0.00
4	Trim out					\$0.00	\$0.00
4a	Labor	\$700.00	\$450.00	\$250.00		\$700.00	\$0.00
4b	Materials	\$350.00	\$350.00			\$350.00	\$0.00
5	Lighting					\$0.00	\$0.00
5a	Labor	\$900.00	\$600.00	\$300.00		\$900.00	\$0.00
5b	Materials	\$2,700.00	\$2,700.00			\$2,700.00	\$0.00

COGGIN ELECTRICAL

COGGIN ELECTRICAL

	Change Orders					\$0.00	\$0.00
RFC # 1	Option A - Provide approx 175 ft trenching for new underground feed to new Town Managers office (conduit to be provided by Va Dom Power)	\$906.29	\$906.29			\$906.29	\$0.00
RFC # 2	Furnish and install a wall back fixture	\$475.27		\$475.27		\$475.27	\$0.00
RFC # 3	Smith Police - Add 2 quad receptacles at Communications Rack	\$217.50		\$217.50		\$217.50	\$0.00
RFC # 4	Town Manager - Add 4 receptacles through-out office	\$430.00		\$430.00		\$430.00	\$0.00
RFC # 5	Smith Police - Add 3 receptacles to back room	\$400.00		\$400.00		\$400.00	\$0.00
RFC # 6	Power to Sally Port	\$410.00		\$410.00		\$410.00	410.00
RFC # 7	Smithfield Police - Relocate a GFI to the bathroom & mover bathroom receptacle to existing GFI Location	\$95.00		\$95.00		\$95.00	\$0.00
RFC # 8	Town Manager - Add 3 GFI Receptacles - 1 in each bathroom & 1 in the breakroom	\$196.50		\$196.50		\$196.50	\$0.00
RFC # 9	Smithfield Police - Remove the 3-way switch in the hallway wire 3 light fixtures on same fixtures on same circuits to be on 24 hours with no switch - This will divide the hallway from the main foyer- they are now on existing 3-way switch	\$272.50		\$272.50		\$272.50	\$0.00
						\$0.00	\$0.00
	Original Contract - \$ 21,800.00	\$25,203.06	\$22,156.29	\$2,046.77	\$0.00	\$25,203.06	\$0.00

Coggin Electrical Specialists, Inc.

1210 New Design Road
Dendron, VA 23839

Estimate

Date	Estimate #
8/18/2011	E-11-081-F

Name / Address
J. R. Wills & Sons 1236 Kings Fork Road Suffolk, VA 23434

Project
Smithfield Police - T...

Description	Qty	Cost	Class	Total
Smithfield Police Station				
Materials - Contract - Wire, boxes, receptacles, covers & breakers	1	75.00	Smithfield	75.00
Contract Labor - Installation to add 2 Quad receptacles in the Police Station Communications Rack	1.5	95.00	Smithfield	142.50
Upon acceptance of additional work at the Smithfield Police Station, please sign and return one copy to Coggin Electrical Specialists, Inc. Signature: _____ Date: _____				
This document is for estimating purposes only. Add'l charges may be incurred. VOID after 30 days.			Total	\$217.50

Phone #	Fax #
757-267-2619	757-267-0119

Coggin Electrical Specialists, Inc.

1210 New Design Road

Dendron, VA 23839

Estimate

Date	Estimate #
8/18/2011	E-11-081-G

Name / Address
J. R. Wills & Soas 1236 Kings Fork Road Suffolk, VA 23434

Project
Smithfield Police - T...

Description	Qty	Cost	Class	Total
Smithfield Police Station				
Materials - Contract - Wire, Wiremold Boxes, Channel, Receptacles and Covers	1	115.00	Smithfield	115.00
Contract Labor - Installation to add 3 receptacles in the back room at the Smithfield Police Station	3	95.00	Smithfield	285.00
Upon acceptance of additional work at the Smithfield Police Station, please sign and return one copy to Coggin Electrical Specialists, Inc. Signature: _____ Date: _____				

This document is for estimating purposes only. Add'l charges may be incurred. VOID after 30 days.

Total

\$400.00

Phone #	Fax #
757-267-2619	757-267-0119

Coggin Electrical Specialists, Inc.

1210 New Design Road
Dendron, VA 23839

Estimate

Date	Estimate #
9/13/2011	F-11-081-H

Name / Address
J. R. Wills & Sons 1236 Kings Fork Road Suffolk, VA 23434

Project
Smithfield Police - T...

Description	Qty	Cost	Class	Total
<p>Smithfield Police Station - RFC # 7</p> <p>Contract Labor - Relocate a GFI to the Bathroom and move bathroom receptacle to existing GFI location at the Smithfield Police Station</p> <p>Upon acceptance of additional work at the Smithfield Police Station, please sign and return one copy to Coggin Electrical Specialists, Inc. Signature: _____ Date: _____</p>	1	95.00	Smithfield	95.00
<p>This document is for estimating purposes only. Add'l charges may be incurred. VOID after 30 days.</p>				<p>Total 95.00</p>

Phone #	Fax #
757-267-2619	757-267-0119

Coggin Electrical Specialists, Inc.

1210 New Design Road
Dendron, VA 23839

Estimate

Date	Estimate #
9/13/2011	E-11-081-J

Name / Address
J. R. Wills & Sons 1236 Kings Fork Road Suffolk, VA 23434

Project
Smithfield Police - T...

Description	Qty	Cost	Class	Total
Smithfield Police Station - RFC # 9				
Materials - Contract - Wire, Blank cover and Miscellaneous materials	1	35.00	Smithfield	35.00
Contract Labor - Remove the 3 way switch in the hallway - re-wire the three (3) hallway light fixtures to be on same circuit to be on 24 hours a day with no switch at the Smithfield Police Station. This will divide the Hallway from the Main Foyer - that are now on existing 3-way switches	2.5	95.00	Smithfield	237.50
Upon acceptance of additional work at the Smithfield Police Station, please sign and return one copy to Coggin Electrical Specialists, Inc. Signature: _____ Date: _____				

This document is for estimating purposes only. Add'l charges may be incurred. VOID after 30 days.

Total

\$272.50

Phone #	Fax #
757-267-2619	757-267-0119

All Virginia Environmental Solutions

P.O. Box 953
Smithfield, VA 23431
(757) 357-9997

RECEIVED
AUG 17 2011

Invoice

Number: 30122 / 230
Date: 13-Aug-2011

BY: _____ P.O. Number: _____

7025

BILL TO 359
JR Wills
1236 Kings Fork Road
Suffolk, VA 23434

JOB SITE 4732
~~Smithfield, VA~~
913 S. Church Street
Smithfield, VA

Last Payment Date: 05-Jul-2011 Unpaid Balance Due: \$80.77
Late Charge: \$2.00

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
17-Jul-2011 =>	13-Aug-2011	28	COED PJ w/o Sink Per 28-day billing cycle, in arrears	1	\$70.89	<input checked="" type="checkbox"/>	\$70.89
17-Jul-2011 =>	13-Aug-2011	1	Environmental Fee Flat rate charge	1	\$3.00	<input type="checkbox"/>	\$3.00
13-Aug-2011 =>	13-Aug-2011	1	Fuel Recovery Fee 4.5	1	\$3.33	<input type="checkbox"/>	\$3.33

Rate Description
5 Virginia Sales Tax

Subtotal NonTaxed: \$6.33
Subtotal Taxable Rental: \$70.89
Rental Tax: ~~\$2.55~~
Current Invoice Total: \$82.77
Please Pay: \$163.54

Payment Terms: Net 14

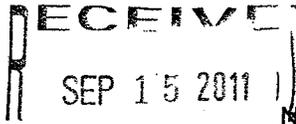
PAID
8-17-11
\$ 82.77
CK # 36482

YOUR BUSINESS IS APPRECIATED.
WE NOW ACCEPT MC & VISA VIA PHONE.

A finance charge computed by a periodic rate of 2% per month, 24% annual rate, will be added to all accounts not paid within the 28 day billing cycle. Min.

All Virginia Environmental Solutions

P.O. Box 953
Smithfield, VA 23431
(757) 357-9997



Invoice

Number: 30556 / 230

Date: 10-Sep-2011

BY: _____

P.O. Number:

BILL TO	359
JR Wills	
1236 Kings Fork Road	
Suffolk, VA 23434	

JOB SITE	4732

913 S. Church Street	
Smithfield, VA	7025

Last Payment Date:

18-Aug-2011

Job Number:

Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
14-Aug-2011 =>	10-Sep-2011	28	COED PJ w/o Sink Per 28-day billing cycle, in arrears	1	\$70.89	<input checked="" type="checkbox"/>	\$70.89
14-Aug-2011 =>	10-Sep-2011	1	Environmental Fee Flat rate charge	1	\$3.00	<input type="checkbox"/>	\$3.00
10-Sep-2011 =>	10-Sep-2011	1	Fuel Recovery Fee 4.5	1	\$3.33	<input type="checkbox"/>	\$3.33

Rate Description
5 Virginia Sales Tax

Subtotal NonTaxed: \$6.33
Subtotal Taxable Rental: \$70.89
Rental Tax: \$3.55

Current Invoice Total: \$80.77

Please Pay: \$80.77

Payment Terms: Net 14

YOUR BUSINESS IS APPRECIATED.
WE NOW ACCEPT M/C & VISA VIA PHONE.

A finance charge computed by a periodic rate of 2% per month, 24% annual rate, will be added to all accounts not paid within the 28 day billing cycle. Min.

PAGE: 1

STATEMENT

CLOSING DATE: 9/31/11
DUE DATE : 9/30/11
ACCT: 501

True Value.

J R WILLS & SONS INC
1236 KINGS FORK ROAD
SUFFOLK VA 23434

RECEIVED
SEP 20 2011

BY: _____

DATE	REFERENCE NO.	ST	CR	DESCRIPTION	DEBIT	CREDIT
				PREV. BALANCE	225.97	
8/ 3/11	78372	1	E	PO # SMFD POLICE	11.32	
8/11/11	78593	1	E	PO # SMFD POLICE DEPT	24.13	
8/16/11	78739	1	E	PO # SMITHFIELD P.D.	4.81	
8/19/11	78844	1	E	PO # TOWN MANA OFFICE	8.68	
8/28/11	C62008	1	P	PAYMENT THANK YOU		225.97
8/31/11	79237	1	E	PO # TOWN MAN OFFICE	9.44	
				NEW BALANCE	58.38	
<i>True Value</i>						
083111	230			_____		\$ 40.26
7030				_____		\$ 18.12

TERMS: 0000% STATEMENT
0000% 00DAY

True Value.

2

SMITHFIELD TRUE VALUE HOME CENTER
1409 SOUTH CHURCH STREET
P.O. BOX 383
SMITHFIELD, VA 23430
PHONE: (757) 357-3705

PAGE NO 1

J.R. WILLS & SONS INC
1236 KINGS FORK ROAD
SUFFOLK VA 23434

CUST # 501
TERMS: 0000% STATEMENT
P.O. # SMFD POLICE

INV # 070372
DATE: 8/03/11
CLERK: KS
TERM # 554

REF. # PO # SMFD POLICE
DUE DATE: 9/30/11

TIME: 1:55

* INVOICE *

QTY PRICE

QTY	PRICE	DESCRIPTION	UNIT PRICE	TOTAL
EA 60388		12PKRED Mech Shop Towel	4.99 /EA	4.99
True Value				
** AMOUNT CHARGED TO ACCOUNT **			11.32 TAXABLE	10.78

NON-TAXABLE	0.00
SUB-TOTAL	10.78
TAX AMOUNT	0.54
TOTAL INVOICE	11.32

Val Rapp

(VAL RAPP)

RECEIVED BY

True Value

2

SMITHFIELD TRUE VALUE HOME CENTER
- 1409 SOUTH CHURCH STREET
P.O. BOX 383
SMITHFIELD, VA 23430
PHONE: (757) 357-3705

PAGE NO 1

J R WILLS & SONS INC
1236 KINGS FORK ROAD
SUFFOLK VA 23434

CUST # 501
TERMS: 8000% STATEMENT
P.O. # SMFD POLICE
REF. # PO # SMFD POLICE DEPT
DUE DATE: 9/30/11

INV # 070593
DATE: 8/11/11
CLERK: RD
TERM # 554

TIME: 9:27

* INVOICE *

EA	DESCRIPTION	PRICE	EXTENSION
EA 906195	30 SEC OUTDR CLEANER	14.99 /EA	14.99
EA 330754	16OZ VOC GoofOffRemover	7.99 /EA	7.99

True Value

** AMOUNT CHARGED TO ACCOUNT **	24.13 TAXABLE	22.98
	NON-TAXABLE	0.00
	SUB-TOTAL	22.98
	TAX AMOUNT	1.15
	TOTAL INVOICE	24.13

Val N. Rapp
(VAL RAPP)

RECEIVED BY

True Value

2

SMITHFIELD TRUE VALUE HOME CENTER
1409 SOUTH CHURCH STREET
P.O. BOX 383
SMITHFIELD, VA 23430
PHONE: (757) 357-3705

PAGE NO. 1

J. R. WILLS & SONS INC
1236 KINGS FORK ROAD
SUFFOLK VA 23434

CUST # 501
TERMS: 0000 STATEMENT
P.O. # SMITHFIELD P

INV # 878739
DATE: 8/16/11
CLERK: DM
TERM # 554

REF. # PO # SMITHFIELD P.D.
DUE DATE: 9/30/11

TIME: 1:50

* INVOICE *

QUANTITY	ITEM	DESCRIPTION	SUB. PRICE	EXTENSION
2	EA 871111	10.10Z WHT LTX Caulk	2.29 /EA	4.58

True Value

** AMOUNT CHARGED TO ACCOUNT **

4.81 TAXABLE	4.58
NON-TAXABLE	0.00
SUB-TOTAL	4.58
TAX AMOUNT	0.23
TOTAL INVOICE	4.81

Val S. Rep...

RECEIVED BY

(1) PO IS JOB NAME

WINDSOR HARDWARE & SUPPLY COMPANY
 5 JOYNER AVE.
 WINDSOR, VA. 23487

PAGE NO 1

PHONE: (757) 242-6123

Cust No	Job No	Purchase Order	Reference	Terms	Clerk	Date	Time
5156		SMFIELD	PO # SMFIELD	NET 10TH	JULIE	8/25/11	3:59

Sold To:
 J. R. WILLS & SONS
 1236 KINGS FORK RD.
 SUFFOLK VA 23434
 (757) 539-3252

Ship To:

DUE DATE: 9/10/11
 TERMS: 553
 DOC# 140199
 DUPLICATE
 * INVOICE *

 TAX : 001 VA SALES TAX

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	UNITS	PRICE/PER	EXTENSION
1	4		EA	217018	10.108 CLR 5111 Caulk	4	5.99 /EA	23.96

** AMOUNT CHARGED TO STORE ACCOUNT **
 25.16 TAXABLE 23.96
 NON-TAXABLE 0.00
 (J.R. WILLS JR.) SUBTOTAL 23.96

TAX AMOUNT 1.20
 TOTAL AMOUNT 25.16

J. R. Wills Jr.
 Received By

Memo

TO: Smithfield Town Council – Water and Sewer Committee
FROM: William T. Hopkins, III
DATE: September 26, 2011
RE: Mechanical, Electrical and Utility Services Contract

The Town of Smithfield has a contract with R.E.W. Corporation for the 2010/2011 fiscal year to perform mechanical, electrical and utility services with the right to renew for three additional years. The mechanical, electrical and utility services contract includes the following type of work:

- Replace check valves, valves and piping as well as repair or replace force mains.
- Replace or repair any electrical components in pump stations as well as trouble shoot any control problems at pump stations.
- Ability to rebuild package pump stations and wet well/dry well pump stations from the ground up.

There will be no changes to the current contract pricing. The new contract term will be effective November 3, 2011 through November 2, 2012.

Staff has been extremely pleased with the level of service provided by R.E.W. Corporation and therefore we are recommending that this contract be extended one more year.

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
CHANGE IN ZONING CLASSIFICATION

Notice is hereby given pursuant to Sections 15.2-2204 of the Code of Virginia, (1950), as amended, that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Wednesday, October 5, 2011 at 7:30 p.m. to consider the application of the Town of Smithfield, owner, for an amendment to the current zoning ordinance to change the zoning classification of certain property from Residential Office District (R-O) to Highway Retail Commercial District (HR-C).

The property which is the subject of this application has the address of 911 S. Church Street. It is identified as Tax Map Parcels 21A-01-497 and contains 0.352 +/- acre. The parcel is located on the east side of South Church Street approximately 700 feet south of its intersection with Talbot Drive. The parcel's current zoning designation is Residential Office District (R-O). The proposed general usage of the property is for an addition to adjacent parcels currently zoned Highway Retail Commercial District (HR-C) upon which are located the new police station and administrative offices for the Town of Smithfield. The Future Land Use designation for the subject property as set forth in the Town's Comprehensive Plan is Retail/Commercial.

Copies of the current Zoning Ordinance for the Town of Smithfield, Virginia, and all amendments thereto, are on file and may be examined in the of the Department of Planning, Engineering, & Public Works, 310 Institute Street, Smithfield, Virginia.

Any person desiring to be heard in favor of, in opposition to, or to express his or her views with respect to the aforesaid application for a change in zoning classification may appear and be heard.

TOWN OF SMITHFIELD

By: Lesley Greer, Clerk

Publish: September 21 and 28, 2011

**STAFF REPORT TO THE
TOWN COUNCIL**

October 5, 2011

REZONING APPLICATION

Rezoning Application Number	REZ # 11-01
Applicant Name & Address	Town of Smithfield 310 Institute Street P. O. Box 246 Smithfield, VA 23430
Current Property Owners	Town of Smithfield 310 Institute Street P. O. Box 246 Smithfield, VA 23430
Property Location & Description	911 S. Church St.; East of S. Church St. approximately 700 feet south of its intersection with Talbot Dr. (TPIN# 21A-01-497)
Statistical Data (See Conceptual Plan)	
Current Zoning	Residential Office (R-O)
Proposed Rezoning	Highway Retail Commercial (HR-C)
Total Acreage	±.352 acre parcel
Tax Map No.	21A-01-497
Existing Use	Residential
Proposed Use	Public
Surrounding Land Uses/Zoning	Highway Retail Commercial (HR-C), Suburban Residential (R-O), Residential Office (R-O)
Site Access	The site is an existing redevelopment site, which has established entrances
Comprehensive Plan Designation	The adopted future land use plan map designates the land for Retail / Commercial. The proposed zoning is compatible with the future land use plan map.

Project Overview

The applicants propose to rezone the ±.352 acre parcel (21A-01-497) currently owned by the Town of Smithfield from Residential Office (R-O) District to Highway Retail Commercial (HR-C) District.

The town has acquired four adjacent parcels, which house three structures, one residential and two commercial. The subject parcel, Lot 497, is currently zoned Residential Office (R-O) and houses a residential property that is slated for demolition. The other three parcels are currently zoned Highway Retail Commercial (HR-C) and house two commercial properties, which are to be converted into the new Town Manager's Office and Police Station. The plan is to vacate the interior lot lines in order to combine the four lots into one for the public use. The rezoning of the subject parcel will provide all of the lots to be combined with zoning that is consistent and appropriate for the proposed use.

At their September 13, 2011 meeting, the Smithfield Planning Commission recommended this rezoning for approval by Town Council with no conditions.

Staff Comments

Strengths of the Application:

- Public Use is a by-right activity in the Highway Retail Commercial (HR-C) District.
- The proposal is compatible with the Comprehensive Plan's Future Land Use Map.

Weaknesses of the Application:

- The proposed public buildings are in a potential location for retail / commercial uses.

Should you have any questions, please contact William Saunders at (757) 365-4266.

PB 13 PG 248

LOT 23
T.P. 22I-01-023
MARYETTE M. BARNES
WB 9 PG 6
DB 359 PG 800
PB 13 PG 337-340

LOT 22
T.P. 22I-01-022
JULIAN EVANS
SUZANNE EANES EVANS
INSTR.#070006710
PB 13 PG 337-340

REFERENCE - DB 420 PG 601, INSTR.#970003486,
INSTR.#970003487, INSTR.#110001091, PB 13 PG 210

- LEGEND:**
- - DENOTES IRON PIN FOUND
 - ⊥ - DENOTES ADJOINING PROPERTY LINE
 - - DENOTES COMPUTED POINT
 - OHP- - DENOTES OVERHEAD POWER
 - - DENOTES CONCRETE MONUMENT FOUND
 - ⊗ - DENOTES POWER POLE
 - ⊠ - DENOTES WATER METER
 - ⊗ - DENOTES LIGHT POLE
 - x - DENOTES FENCE
 - ⊙ - DENOTES SEWER CLEANOUT

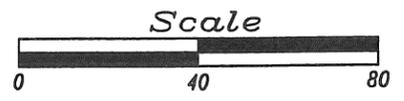
THIS IS TO CERTIFY THAT ON APRIL 13, 2011, I SURVEYED THE PROPERTY SHOWN ON THIS PLAT, SHOWING THE TITLE LINES AND PHYSICAL IMPROVEMENTS. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN.

Mr Canada
EDWARD C. "MO" CANADA, III L.S.

T.P. 21A-01-496
KIPP GILLETTE JONES
LARRY EUGENE JONES
WB 50 PG 401

T.P. 21A-01-500
BAILEY ENTERPRISES
INCORPORATED
INSTR.#970003485
P.C. 2-45-3

PHYSICAL SURVEY
SHOWING PROPERTY OF
TOWN OF SMITHFIELD
LOCATED ON SOUTH CHURCH STREET
TOWN OF SMITHFIELD
ISLE OF WIGHT COUNTY, VIRGINIA
SCALE 1"=40' APRIL 13, 2011



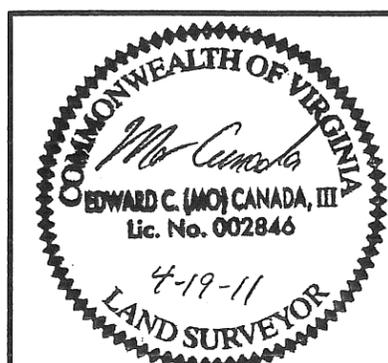
← TO MAIN STREET

SOUTH CHURCH STREET
RTE 10 BUSINESS 50' R/W

TO BENNS CHURCH →

THIS SURVEY IS SUBJECT TO ANY EASEMENT OF RECORD AND OTHER PERTINENT FACTS WHICH A TITLE SEARCH MIGHT DISCLOSE.

THE PROPERTY SHOWN ON THIS PLAT APPEARS TO BE LOCATED IN ZONE "X" AS SHOWN ON THE FLOOD INSURANCE RATE MAP, COMMUNITY-PANEL NUMBER 510081 0155 D, DATED SEPT. 4, 2002.



1212 S. Church Street Smithfield, VA 23430
PHONE : 757-357-2911 FAX : 757-357-9230
DRAWN BY: ECC JOB #S11-66-SM

**NOTICE OF PUBLIC HEARING
SMITHFIELD TOWN COUNCIL**

The Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council in the council chambers in the Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia on Wednesday, October 5, 2011 at 7:30 p.m. to solicit input from citizens on a proposal to change the future elections for Town Council members from May to November so as to coincide with the general elections. All interested citizens are urged to attend and be heard.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley Greer, Clerk

Publish: September 21 and 28, 2011



healthy choices + active lifestyle
strong community

**Draft
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

Lesley Greer

From: Brian Reagan [breagan@cpartnersinc.com]
Sent: Monday, July 25, 2011 12:22 PM
To: Peter Stephenson
Cc: Lesley Greer
Subject: Items to be Adopted by Council
Attachments: SMF - Phase2 - Anti-Displacement Plan.doc; SMF - Phase2 - Fair Housing Cert.doc; SMF - Phase2 - Local Business and Emp Plan.doc; SMF - Phase2 - Non-discrimination policy.doc; SMF - Phase2 - Sec504 Grievance policy.doc

Peter,

Not sure if the following items are able to make it into this week's packet to Council for their upcoming meeting.

(save for Sept. T.C. Committee) PS

What I have attached are five items that need to be adopted by Council in order to continue the momentum of the Phase II grant. These include:

- 1) Anti-Displacement Plan
- 2) Fair Housing Certification
- 3) Local Business and Employment Plan
- 4) Non-Discrimination Policy
- 5) Section 504 Grievance Policy

As I'm sure you're aware, all items **MUST** be adopted by Council in order to proceed with the grant. The quicker these items can get done, the quicker the Town can get under contract after the contract negotiation meeting with DHCD.

If this can get on the agenda, I will also send the three ads that need to be published in the paper. These are:

- 1) Local Business and Employment Plan (to be in Smithfield Times on 8/3/11)
 - 2) Women and Minority Business Plan (to be in Daily Press on 8/3/11)
 - 3) Section 504 Handicapped Notice (to be in Smithfield Times on 8/3/11)
- > Will advertise 10-12-11*

Sorry this is a ton of info, but it must get done. If Council can approve the attached documents, please let me know and I'll forward the ads to Lesley for publication. Thanks again and again!!!

Brian P. Reagan, AICP | Planner | Community Planning Partners, Inc. | 2201 W. Broad St., Ste. 204 | Richmond, VA 23220

Tel: 804-204-1022 | Fax: 804-204-1024 | e-mail: breagan@cpartnersinc.com | website: <http://www.cpartnersinc.com>

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**RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN
PINWOOD HEIGHTS PHASE II REDEVELOPMENT PROJECT
TOWN OF SMITHFIELD, VIRGINIA**

The Town of Smithfield will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate income dwelling unit as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended. All replacement housing will be provided within three (3) years of the commencement of the demolition or conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the Town will make public and advise the state that it is undertaking such an activity and will submit to the state, in writing, information that identifies:

- (1) A description of the proposed assisted activity as detailed in the CIG application;
- (2) The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
- (3) A time schedule for the commencement and completion of the demolition or conversion;
- (4) The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
- (5) The source of funding and a time schedule for the provision of replacement dwelling units;
- (6) The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy; and
- (7) Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low- and moderate-income households in Smithfield.

The Town of Smithfield will provide relocation assistance to each low/moderate-income household displaced by the demolition of housing or by the direct result of assisted activities. Such assistance shall be that provided under Section 104 (d) of the Housing and Community Development Act of 1974, as amended, or the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

The Town of Smithfield's FY 2011 project includes the following activities:

Property Acquisition

- *Property Acquisition of Owner-Occupied Housing*

Nine (9) owner-occupied units will be appraised and review appraised to determine Fair Market Value of the individual properties and the properties acquired fee simple in accordance with DHCD and URA requirements.

- *Property Acquisition of Investor-Owned Housing*

Seven (7) investor-owned units will be appraised and review appraised to determine Fair Market Value of the individual properties and the properties acquired fee simple in accordance with DHCD and URA requirements.

- *Property Acquisition of Vacant Lots*

Two (2) vacant lots will be appraised and review appraised to determine Fair Market Value of the individual properties and the properties acquired fee simple in accordance with DHCD and URA requirements.

Residential Relocation

- *Owner Relocation Assistance*

Nine (9) owner-occupied households will be provided permanent relocation assistance consisting of replacement housing payments and moving expense payments.

- *Rental Relocation Assistance*

Seven (7) tenant-occupied households will be provided permanent relocation assistance consisting of monthly rental assistance and moving expense payments.

Demolition

- *Demolition of Housing Units*

Sixteen (16) substandard units including eight (8) duplex structures will be demolished and cleared.

The activities as planned will result in the displacement of 9 owner-occupied households and 7 tenant-occupied households, which will be provided relocation assistance and moving expenses to mitigate any potential difficulties associated with their moving. The Town of Smithfield will work with the grant management staff, project area residents, and the Department of Housing and Community Development to ensure that any changes in project activities do not cause additional displacement from or conversion of occupiable structures.

In all cases, an occupiable structure will be defined as a dwelling that meets local building codes or a dwelling that can be rehabilitated to meet code for \$25,000 or less.

TOWN OF SMITHFIELD

David M. Hare, Mayor

Date

ATTEST:

Clerk of Council

**FAIR HOUSING CERTIFICATION
PINWOOD HEIGHTS PHASE II REDEVELOPMENT PROJECT
TOWN OF SMITHFIELD, VIRGINIA**

Compliance with Title VIII of the Civil Rights Act of 1968

WHEREAS, the Town of Smithfield has been offered and intends to accept Federal funds authorized under the Housing and Community Development Act of 1974, as amended; and

WHEREAS, recipients of funding under the Act are required to take action to affirmatively further fair housing;

NOW THEREFORE, the Town of Smithfield agrees to take at least one action to affirmatively further fair housing each grant year, during the life of its project funded with Community Development Block Grant funds. The action taken will be selected from a list provided by the Virginia Department of Housing and Community Development.

TOWN OF SMITHFIELD

David M. Hare, Mayor

Date

ATTEST:

Clerk of Council

**LOCAL BUSINESS AND EMPLOYMENT PLAN
PINWOOD HEIGHTS PHASE II REDEVELOPMENT PROJECT
TOWN OF SMITHFIELD, VIRGINIA**

- (1) The Town of Smithfield designates as its Local Business and Employment Project Area the boundaries of Isle of Wight County, Virginia.
- (2) The Town of Smithfield, its contractors, and designated third parties shall, in utilizing Community Improvement Grant (CIG) funds, utilize businesses and lower income residents of the Project Area in carrying out all activities, to the greatest extent feasible.
- (3) In awarding contracts for work and for procurement of materials, equipment, or services for the Pinewood Heights Phase II Redevelopment Project using Community Improvement Grant funds, the Town, its contractors, and designated third parties shall take the following steps to utilize businesses which are located in or owned in substantial part by persons residing in the Project Area:
 - (a) The Town of Smithfield shall ascertain what work and procurements are likely to take place through the use of the CIG funds.
 - (b) The Town of Smithfield shall ascertain through various and appropriate sources including advertisement in the *Smithfield Times* the business concerns within the Project Area which are likely to provide materials, equipment, and services which will be utilized in the activities funded through the CIG.
 - (c) The identified business concerns shall be apprised of opportunities to submit bids, quotes, or proposals for work or procurement contracts which utilize CIG funds.
 - (d) To the greatest extent feasible, the identified businesses and any other Project Area business concerns shall be utilized in activities which are funded with the CIG funds.
- (4) In the utilization of trainees or employees for activities funded through the CIG, the Town of Smithfield, its contractors and designated third parties shall take the following steps to utilize low income persons residing in the Project Area:
 - (a) The Town of Smithfield in consultation with its contractors, including design professionals, shall ascertain the types and number of positions for both trainees and employees who are likely to be utilized during the CIG funded project.

- (b) The Town of Smithfield shall advertise through the following source: the *Smithfield Times*, the availability of such positions with information on how to apply.
 - (c) The Town of Smithfield, its contractors and designated third parties shall be required to maintain a record of inquiries and applications of Project Area residents who respond to the advertisements and shall maintain a record of the status of such inquiries and applications.
 - (d) To the greatest extent feasible, the Town of Smithfield, its contractors and designated third parties shall utilize lower income Project Area residents in filling training and employment positions necessary for implementing activities funded with CIG funds.
- (5) In order to ascertain substantial compliance with the above affirmative actions and Section 3 of the Housing and Community Development Act of 1968, the Town of Smithfield shall keep and require to be kept by contractors and designated third parties, listings of all persons employed and all procurements made through the implementation of activities funded by the CIG. Such listings shall be completed and shall be verified by site visits and interviews, cross-checking of payroll reports and invoices, and through audits if necessary.

TOWN OF SMITHFIELD

David M. Hare, Mayor

Date

ATTEST:

Clerk of Council

**NON-DISCRIMINATION POLICY
PINEWOOD HEIGHTS PHASE II REDEVELOPMENT PROJECT
TOWN OF SMITHFIELD, VIRGINIA**

The Town of Smithfield or any employee thereof will not discriminate against an employee or applicant for employment because of race, age, handicap, creed, religion, color, sex, or national origin. Administrative and Personnel officials will take affirmative action to ensure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

TOWN OF SMITHFIELD

David M. Hare, Mayor

Date

ATTEST:

Clerk of Council

**SECTION 504 GRIEVANCE PROCEDURE
PINWOOD HEIGHTS PHASE II REDEVELOPMENT PROJECT
TOWN OF SMITHFIELD, VIRGINIA**

The Town of Smithfield has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by the Department of Housing and Urban Development's (HUD) 24 CFR 8.53(b) implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794). Section 504 states, in part, that "no otherwise qualified handicapped individual...shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance..."

Complaints should be addressed to: Mr. Peter M. Stephenson, Town Manager, Town of Smithfield, 301 Institute Street, Smithfield, Virginia 23431, Telephone (757) 365-4200, who has been designated to coordinate Section 504 compliance efforts.

1. A complaint should be filed in writing or verbally containing the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 30 days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis).
3. An investigation, as may be appropriate, shall follow a filing of a complaint. Peter M. Stephenson, Town Manager, will conduct the investigation. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under 24 CFR 8.53 (b), the Town of Smithfield need not process complaints from applicants for employment or from applicants for admission to housing.
4. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Mr. Peter M. Stephenson, Town Manager, and a copy forwarded to the complainant no later than 30 days after its filing.
5. The Section 504 coordinator shall maintain the files and records of the Town of Smithfield relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 30 days to Mr. Peter M. Stephenson, Town Manager.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the Department of Housing and Urban

Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the Town of Smithfield complies with Section 504 and the HUD regulations.

TOWN OF SMITHFIELD

David M. Hare, Mayor

Date

ATTEST:

Clerk of Council

Peter Stephenson

From: Brian Reagan [breagan@cppartnersinc.com]
Sent: Thursday, September 15, 2011 10:42 AM
To: Peter Stephenson
Cc: Ellen Minga
Subject: Precontract
Attachments: SKMBT_C25311091509110.pdf

Peter,

As you know, the Town is required to complete pre-contract activities (Environmental Review and all those resolutions/ads) prior to DHCD getting under contract with you. Also, you may be aware that typically the locality must wait to be under contract with DHCD before it executes its contract with a consultant.

We here at the office were doing some thinking and realized that all admin funds will be paid for using Town funds and not CDBG funds. With that being said, it is unnecessary for the Town to wait for DHCD's approval before you all sign a contract with us. I have scanned a copy of the pre-contract contract statement for all amounts due up until August 31, 2011 (original will be sent in the mail today). I know I left the contract with you a while ago, so if you could please sign the contract and submit payment, it would be greatly appreciated. I am currently in the works of getting the contract negotiation meeting set with the folks at DHCD.

I know I just e-mailed back and forth with Ellen, but as you may know, Peggy is retiring at the end of the month. The bank will be taking her name off of the firm's letter of credit and putting Craig's (the soon to be CEO / President) name on it. They are insisting that we collect as much as possible in the next 2 weeks to make the transition run more smoothly. If there's anything you can do to expedite the payment it would be extremely appreciated and a ton of pressure off my shoulders! Thanks again!!!

Brian P. Reagan, AICP | Planner | Community Planning Partners, Inc. | 2201 W. Broad St., Ste. 204 | Richmond, VA 23220

Tel: 804-204-1022 | Fax: 804-204-1024 | e-mail: breagan@cppartnersinc.com | website: <http://www.cppartnersinc.com>

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July 18, 2011

Mr. Peter M. Stephenson, AICP, ICMA-CM
Town Manager
Town of Smithfield
P.O. Box 246
Smithfield, Virginia 23431

Re: Contract for Pre-Contract Services – Pinewood Heights Phase II

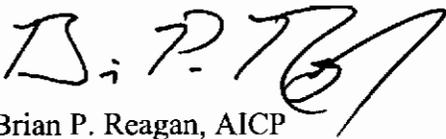
Dear Mr. Stephenson:

Enclosed you will find a contract agreement between the Town of Smithfield, Virginia, and Community Planning Partners, Inc., for professional pre-contract services in preparation of Phase II of the Pinewood Heights Redevelopment Project funded in part under the Virginia Small Cities Community Development Block Grant (CDBG) program.

These pre-contract activities must be completed prior to signing a contract with the Virginia Department of Housing and Community Development (VDHCD) for Phase II of the Pinewood Heights Redevelopment Project. If the enclosed contract meets your approval, your acceptance will constitute a binding contract. Please return one original, executed copy for our files.

We look forward to continuing our working relationship with the Town of Smithfield on this important project.

Respectfully submitted,



Brian P. Reagan, AICP
Planner



COMMUNITY PLANNING PARTNERS, INC.

Community Development • Planning • Economic Development

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**CONTRACT FOR PRE-CONTRACT ASSISTANCE SERVICES
PINWOOD HEIGHTS PHASE II REDEVELOPMENT PROJECT
COMPREHENSIVE COMMUNITY DEVELOPMENT PROJECT**

**BY AND BETWEEN
TOWN OF SMITHFIELD, VIRGINIA**

AND

**COMMUNITY PLANNING PARTNERS, INC., PLANNING CONSULTANTS
RICHMOND, VIRGINIA**

THIS AGREEMENT entered into this 18th day of July, 2011, by and between the Town of Smithfield, hereafter referred to as the "Town"; and Community Planning Partners, Inc., Planning Consultants, a corporation of Richmond, Virginia, hereinafter referred to as the "Consultant."

WHEREAS, the Town desires to engage the Consultant to provide certain pre-contract services in connection with the provision of technical assistance as required by the Town in administrative and environmental matters related to the Town of Smithfield's FY2011 Community Improvement Grant (CIG) for Phase II of the Pinewood Heights Redevelopment Project, to be funded by the Commonwealth of Virginia Department of Housing and Community Development (VDHCD), under the Small Cities Community Development Block Grant Program (CDBG).

WHEREAS, professional assistance by the Consultant will be limited to administrative and environmental services required by the Town prior to the execution of a grant contract between the Town of Smithfield and VDHCD for the 2011 CIG for Phase II of the Pinewood Heights Redevelopment Project, and at such a cost as expressly prior authorized in writing by VDHCD.

NOW THEREFORE, the parties hereto do mutually agree as follows:

SCOPE OF SERVICES

The scope of services to be performed are set forth herein:

I. ADMINISTRATIVE WORK ITEMS

- A. Assist in obtaining prior authorization to incur grant related costs.
- B. Confer with Town officials and other pertinent parties to establish a final program budget for program activities on appropriate VDHCD forms for incorporation into the Town's VDHCD Grant Agreement.
- C. Assist in development of the Project Management Plan including the identification of personnel to implement designated grant responsibilities including general project administration; property acquisition, clearance, and relocation; development of a property



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disposition plan; project bidding; and financial management. The plan will include the projected schedule for project implementation and assurances of sufficient project funding.

- D. Establish an adequate record keeping and overall grant management system.
- E. Prepare as may be required by the Town and for adoption by the Town Council: a Nondiscrimination Policy; Local Business and Employment Plan and related newspaper notices; direction for the compliance with Fair Housing and Equal Opportunity requirements and certifications; Anti-Displacement Plan; Section 504 Handicapped Self-Assessment and Policy Plan and advertisement.
- F. Attend VDHCD contract negotiation meeting and CIG Management Workshop, to assist in coordinating program activities to be funded under the CDBG program.

II. ENVIRONMENTAL REVIEW

- A. Provide technical assistance to the Town in the preparation of an Environmental Review Record as required pursuant to Section 58.11, Environmental Review Procedures for the Community Development Block Grant Program, under Title 24 of the Code of Federal Regulations. The technical assistance described shall in no way be construed to mean the preparation of an Environmental Impact Statement (EIS) as part of the services provided under this agreement.
- B. The Environmental Review Record shall include the following items:
 - 1. Description of each program activity.
 - 2. Response and findings from various State Agencies including the Virginia Department of Historic Resources to assist in determination of program impact.
 - 3. Description of environmental impacts (beneficial and adverse) of project activities and adverse impacts requiring possible modification or alternative action if project is not categorically excluded or exempt.
 - 4. The locality's clearance finding of impact.
 - 5. Copies of the following notice: Combined Notice of Finding of No Significant Impact and Notice of Intent to Request Release of Funds.
 - 6. Submission of Request for Release of Funds.
 - 7. Copies of any pertinent environmental objections received which relate to the program activity.

TIME OF PERFORMANCE

The stated service shall commence July 18, 2011, to incur costs as authorized by VDHCD, and shall be undertaken in an expeditious manner to assure timely completion in consideration of the purpose of this agreement and will be completed to allow the Town to enter into a CDBG contract with VDHCD within ninety (90) days following the date of the contract negotiation meeting.

COMPENSATION AND METHOD OF PAYMENT

Compensation to be paid for all services required by the Town and rendered by the Consultant shall be based on the following hourly rates for personnel who would be engaged in the work:

<u>Personnel</u>	<u>Hourly Rate</u>
Principal	\$120.00
Associate I	\$95.00
Associate II	\$70.00
Associate III	\$60.00
Draftsperson	\$55.00
Secretary	\$48.00

Plus out-of-pocket expenses including subsistence equal to the actual cost of food and lodging; travel equal to the actual cost of a rental car or a charge equal to the Commonwealth's established rate per mile for the use of a personal car; and printing, long distance telephone calls or extraordinary out-of-pocket expenses required for the performance of this contract and authorized by the Town.

For materials, reproduction expenses, etc. obtained under contract or purchase order in accordance with this contract, reimbursement shall be at actual cost.

Community Planning Partners, Inc. hourly billing rates are subject to change per approval by the Town; but this will not impact the "not to exceed" amount for services in accordance with the provisions of this contract to be completed by the Consultant.

The total cost for all the services outlined under the Scope of Services will not exceed **\$10,000** without the specific written authorization of the Town.

This agreement is subject to and incorporates the provisions attached hereto as Attachment to All Non-Construction Contract and Terms and Conditions.

IN WITNESS WHEREOF the Town and the Consultant have executed this addendum as of the date first written above.

COMMUNITY PLANNING PARTNERS, INC. TOWN OF SMITHFIELD, VIRGINIA

BY: Peggy K. Morrison
Peggy K. Morrison
Chief Executive Officer

BY: _____
Peter M. Stephenson
Town Manager

DATE: 7/18/11

DATE: _____

WITNESS: B. P. T. A.

WITNESS: _____

APPENDIX A - TERMS AND CONDITIONS

SUBPART A: GENERAL CONDITIONS

1. Termination of Contract for Cause. If, through any cause, the Consultant shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the Consultant shall violate any of the covenants, agreement, or stipulations of this Contract, the Contracting Agent thereupon has the right to terminate this Contract by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least thirty days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies and reports, prepared by the Consultant under this Contract shall, at the option of the Contracting Agent become its property and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

Notwithstanding the above, the Consultant shall not be relieved of liability to the Contracting Agent for damages sustained by the Contracting Agent by virtue of any breach of the Contract by the Consultant, and the Contracting Agent may withhold any payments to the Consultant for the purpose of setoff until such time as the exact amount of damages due the jurisdiction from the Consultant is determined.

2. Termination for Convenience of Jurisdiction. The Contracting Agent may terminate this Contract any time by a notice in writing to the Consultant. If the Contract is terminated by the Contracting Agent as provided herein, the Consultant will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Consultant covered by this Contract, less payments of compensation previously made; provided, however, that if less than sixty percent of the services covered by this Contract have been performed upon the effective date of such termination, the Consultant shall be reimbursed (in addition to the above payment) for that portion of the services covered by the Contract. If this Contract is terminated due to the fault of the Consultant, Section 1 hereof relative to termination shall apply.
3. Changes. The Contracting Agent may, from time to time, request changes in the scope of the services of the Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of the Consultant's compensation, which are mutually agreed upon by and between the Contracting Agent and the Consultant, shall be incorporated in written amendments to this Contract.
4. Personnel.
 - a. The Consultant represents that he has, or will secure at his own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the jurisdiction.
 - b. All the services required hereunder will be performed by the Consultant or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services.

- c. No person who is serving sentence in a penal or correctional institution shall be employed on work under this Contract.
5. Subcontracting. None of the services covered by this Contract shall be subcontracted without the prior written consent of the Contracting Agent. The Consultant shall be as fully responsible to the Contracting Agent for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.
6. Assignability. The Consultant shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or notation) without the prior written approval of the Contracting Agent: provided, however, that claims for money due or to become due the Consultant from the jurisdiction under this Contract may be assigned by a bank, trust company, or other financial institution, or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Contracting Agent.
7. Interest of Members of the Governing Body. No member of the governing body, and no other officer, employee, or agent of the jurisdiction who exercises any functions or responsibilities in connection with the carrying out of the services to which this Contract pertains, shall have any personal interest, direct or indirect, in this Contract.
8. Interest of Certain Federal and State Officials. No member of or Delegate to the Congress of the United States or the Commonwealth and no Resident Commissioners shall be admitted to any share or part of this Contract or to any benefit to arise herefrom.
9. Findings Confidential. All of the reports, information, data, etc., prepared or assembled by the Consultant under this Contract are confidential; and the Consultant agrees that they shall not be made available to any individual or organization without prior written approval of the Contracting Agent.

APPENDIX B - ATTACHMENT TO ALL NON-CONSTRUCTION CONTRACTS

SUBPART A: EQUAL EMPLOYMENT OPPORTUNITY

1. Executive Order 11246 (Contracts/subcontracts above \$10,000)

- a. During the performance of this contract, the Consultant agrees as follows:
- (1) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
 - (2) The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
 - (3) The Consultant will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Consultant's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - (4) The Consultant will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
 - (5) The Consultant will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
 - (6) In the event of the Consultant's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (7) The Consultant will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Consultant will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a Consultant becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

b. Subcontracts

Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.

SUBPART B: CIVIL RIGHTS ACT OF 1964

No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

SUBPART C: SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED

No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in section 504 of the Rehabilitation Act of 1973 shall also apply to any such program or activity.

SUBPART D: SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 (Applicable to all contracts/subcontracts)

1. The Project Area as established in the Local Business and Employment Plan and as required by Section 3 of the Housing and Urban Development Act of 1968 is designated as the boundaries of the Town of Smithfield and Isle of Wight County, Virginia.
2. The work to be performed under this contract is on a project assisted under a program providing direct financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the project area.

3. The parties to this contract will comply with the provisions of said Section 3 and the procedures for compliance issued pursuant thereto by the Virginia Department of Housing and Community Development set forth in this section to wit:
 - a. The Public Body and the Consultant shall analyze the tasks to be performed under this contract and identify: (1) the opportunities for training and employment of lower income residents of the project area, and (2) contracts for work in connection with the project to be awarded to business concerns which are located in, or owned in substantial part by persons residing in the project area.
 - b. After determining what services can be provided by area residents and/or area businesses:
 - (1) The Consultant will fill all vacant trainee positions to the greatest extent feasible with residents of the project area to the extent such residents are available. And, the Consultant shall fill all employment positions to the greatest extent feasible with residents of the project area to the extent such residents are available and meet the generally accepted qualifications for the position(s) needed to be filled.
 - (2) The Consultant will procure to the greatest extent feasible all materials, equipment and services necessary for the implementation of the project from business concerns located in or substantially owned by residents of the project area to the extent that such items are available, and of comparable quality and cost.
 - c. The Consultant shall not circumvent these Section 3 requirements by:
 - (1) Filling vacant trainee or employment positions in its organization immediately prior to undertaking work on the project; or
 - (2) Entering into procurement contracts immediately prior to undertaking work on the project.
4. The Consultant shall send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice of advising the same of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
5. The Consultant will include this Section in every subcontract for work in connection with this project and will at the direction of the Public Body take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of these provisions. The Consultant will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of Section 3 of the Housing and Urban Development Act of 1968, and will not let any subcontract unless the subcontractor has provided it with a preliminary statement of ability to comply with this Section.
6. Compliance with the provisions of Section 3 and the provisions of this Section shall be a condition of the Federal financial assistance provided to the project, binding upon the Public Body for such assistance. Failure to fulfill these requirements shall subject the Public Body, its Consultants, its subcontractors and its successors to those sanctions specified by the grant agreement or contract through which Federal assistance is provided.

7. The parties to this contract verify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

SUBPART E: RECORDS RETENTION

The Consultant shall maintain financial records, supporting documents, statistical records, and all other records pertinent to this contract during the period of this contract and for five (5) years from the date of final payment; except, if any litigation, claim or audit is started before the expiration of the 5-year period, the records shall be retained until all litigations, claims, or audit findings involving the records have been resolved.

SUBPART F: PROVISIONS REQUIRED BY LAW DEEM INSERTED

The provisions of Article 4 (Ethics in Public Contracting), Chapter 7 of Title 11 of the Code of Virginia, as amended, is hereby incorporated by reference and each and every other provision of law and clause required by law to be inserted herein shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein.

SUBPART G: IMMIGRATION REFORM AND CONTROL ACT OF 1986

The Consultant agrees by signing this contract that he/she does not and will not during the performance of this contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

SUBPART H: ACCESS TO RECORDS

The Public Body, the Department of Housing and Community Development, the Department of Housing and Urban Development, the Department of Labor, the Inspector General, the General Accounting Office, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Consultant which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transcriptions.



TOWN OF SMITHFIELD

"The Ham Capital of the World"

September 23, 2011

TO SMITHFIELD TOWN COUNCIL
FROM TOWN MANAGER *PETER*
SUBJECT 911/913 S. CHURCH STREET BUILDING RENOVATIONS AND
REQUEST TO ACCEPT "EVIDENCE BUILDING" PROPOSAL

J.R. Wills & Sons is nearing completion of our budgeted building renovations and we are poised to finish their scope of work within original budget values: \$228,382.83 for the Smithfield Police Department and \$123,740.04 for our Administration Office. The generator items will be less than budgeted and the exterior "Sally Port" behind the SPD will be covered as a budget transfer from their vehicle capital purchase line item as authorized by council.

The total amount budgeted for the contractor work, furnishings, security, site work, signing, landscaping, etc. is \$389,705. We should be able finish all of these items within this total budget value. However this does not include any work done to the cinder block storage building at the rear of the property, which in its current condition is in disrepair and of very limited usefulness. Last month, I had presented a proposal (attached again) from J.R. Wills & Sons in the total amount of \$54,065.24. I have talked to our project manager since and we believe the work can be accomplished with less of his and the site superintendent's time than is included. This work will require a budget amendment however staff recommends to proceed while the site remains unoccupied. Thus we respectfully request that council authorize acceptance of this additional "Evidence Building" scope of work to properly finish out the renovations on the property.

Please keep in mind where we started in our Capital Improvement Program before amending it last year, planning for a new combined facility here on the V.W. Joyner site between Main and Cedar Streets with an estimated project total of over \$6.5 million. We have been paying an average base rent the past five years of \$66,627 annually to rent office space. The total building renovation work above (including "Evidence Building") represents 6 years, 8 months worth of present value base rent as currently budgeted; whereas we don't have anything to show for the \$333,136 in base rent we have paid out the past five years. The land acquisition bond assumption with the county is a separate budgeted matter that allows for a town balloon payment in 2018 or continued payment of their proportional bond installments through mid-2032.

TOWN MANAGER'S OFFICE

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

Town of Smithfield	EXHIBIT B	
Evidence Building	SCOPE OF WORK	
913 D Church St. Smithfield, Va		
<u>CATEGORY</u>	<u>Budget Values</u>	<u>Alternate</u>
PROJECT MANAGER	\$ 4,500.00	
SITE SUPERINTENT	\$ 4,200.00	
MISC LABOR	\$ 1,200.00	
PORTABLE TOILETS	\$ 125.00	
TELEPHONE	\$ 150.00	
DUMPSTER	\$ 600.00	
FINAL CLEANING	\$ 400.00	
UNIT MASONRY	\$ 6,100.00	
Reuse Gate & Drop Box, New Partition, Move Drying Rack	\$ 11,650.00	
Demolition, Carpentry, Doors, Hardware	\$ 10,067.00	
MISC. BUILDING MATERIALS	\$ 300.00	
MISC CARPENTRY	\$ 500.00	
FINISH CARPENTRY	\$ 500.00	
MILLWORK	\$ 400.00	
JOINT SEALANTS	\$ 250.00	
PAINTING		\$ 1,984.00
PLUMBING	\$ 1,800.00	
HVAC		\$ 5,250.00
ELECTRICAL (includes hooking up A/C)	\$ 3,100.00	
ENGINEERING IF REQUIRED		
BUILDING PERMIT	\$ 500.00	
SUBTOTAL:	\$ 46,342.00	\$ 7,234.00
OVERHEAD	\$ 3,243.94	\$ 506.38
SUBTOTAL:	\$ 49,585.94	\$ 7,740.38
PROFIT	\$ 2,479.30	\$ 387.02
SUBTOTAL:	\$ 52,065.24	\$ 8,127.40
CONTINGENCY	\$ 2,000.00	\$ -
TOTAL:	\$ 54,065.24	\$ -

Smithfield Center Rentals

Price Increases, Two Tier Price Structure and Exclusive Caterer List

A. Price Increase for Center weekend rentals

SMITHFIELD CENTER		
WEEKDAYS	Standard Rates	Residents of Isle of Wight County
Main Hall Plus Suites	\$600	\$600
Main Hall	\$400	\$400
Double Suite	\$200	\$200
Triple Suite	\$300	\$300
Quad Suite	\$400	\$400
FRIDAYS & SUNDAYS		
Main Hall	Current \$ 800 New \$ 1000	Current \$ 600 New \$ 800
Main Hall Plus Suites	Current \$ 1000 New \$ 1200	Current \$ 800 New \$ 1000
SATURDAYS		
Main Hall	Current \$ 1000 New \$ 1200	Current \$ 800 New \$ 1000
Main Hall Plus Suites	Current \$ 1200 New \$ 1400	Current \$ 1000 New \$ 1200

B. Two tier rental structure

<u>1st Tier</u>	<u>2nd Tier</u>
facility fee only	facility fee and \$ 1 per person
Rental of Hall and Furniture	Rental of Hall and Furniture
Use of warming kitchen-sinks, dishwasher, warming oven and fridges	Use of warming kitchen-sinks, dishwasher, warming oven and fridges
	Use of all cooking equipment-convection ovens, gas ovens, griddle, stove top, steamer, and deep fryer
	All dishes-plates, stemware, silverware
	2 extra hours of time-\$ 100 value
Recommendations for this tier- <ul style="list-style-type: none"> Bring or have delivered ready to eat food items use disposable dishes buy or rent chaffers to keep food hot 	<u>For this tier, a client must select a caterer from our Featured Vendor Program.</u> All of the caterers listed with the Center are licensed and insured with health department certifications.

C. Featured Caterer Program

\$ 300-Yearly Program Fee –(assuming at least 3 events catered per year at the Center)

If a caterer works more than 3 events, then a per event charge of \$ 50 will be billed each December and must be paid before enrollment in January.

Requirements:

- Show license, insurance, and health department certifications
- Must have catered at least 4 events within the last 12 months -for each event, show the following- date, event name, type of event, guest count, and number of wait staff
- Provide references from at least 3 events catered within the last 12 months
- Must participate in one of the Center sponsored events:
 - Fall Special Occasion Show-October
 - Client Appreciation Night-April

Benefits:

- Clients that want to use Tier 2 (the whole kitchen and dishes) must select a caterer from this exclusive list. No more than 10 caterers will be listed with the program each year.
- Renewal of listing each January to keep the listing current.
 - Your listing will include: average number of catered events per year, year started business, types of cuisine, starting cost per person, menu types and services offered.
- Our Featured Caterer List is placed in every new client folder. The Featured Caterer List will be a designated page on the Smithfield Center website with a link from our site to the caterer’s site. We have people shop for caterers on our site even if the event is being held at another venue.
- A labeled business card rack and brochure holder which are placed in our front lobby. We make sure the caterers business cards and brochures stay fully stocked.
- Booth at the Fall Special Occasion Show in October each year.
- An invitation to our Client Appreciation Night in March of each year.
- Two hours of additional time (a \$ 100.00 value).

Events that should receive special consideration after new policies are in place:

IOW Rescue Squad	Allow choice of caterer.
Smithfield Fire	Allow choice of caterer.
IOW TRIAD	Allow choice of caterer.
Senior Fish Fry	Have use of full kitchen minus dishes.
Rushmere Fire	Allow choice of caterer.
Santa Breakfast	Have use of full kitchen minus dishes.

Lesley Greer

From: William Riddick [WRiddick@riddickbabineau.com]
Sent: Tuesday, September 20, 2011 11:26 AM
To: Lesley Greer; Peter Stephenson
Subject: FW: travel guidelines
Attachments: 7-1-2011 Volunteer Travel Expense Reimbursement Guidelines.pdf; 7-1-2011 Volunteer Travel Reimbursement Form.xls; 2011-2012 Mtgs & reimbursable expenses.doc

Peter and Leslie

Attached hereto are the travel guidelines for the Va State Bar. These are based on the Comm of Va Travel Regulations. Those are available on line but the attached is a better and more practical example. I think we could use these as a point of discussion.

Bill



Asha B. Holloman, Executive Assistant
Virginia State Bar
707 East Main Street, Suite 1500 | Richmond, Virginia 23219-2800
(804) 775-0551 | Fax (804) 775-0501
www.vsb.org | holloman@vsb.org

The Virginia State Bar is a state agency that protects the public by educating and assisting lawyers to practice ethically and competently, and by disciplining those who violate the Supreme Court's Rules of Professional Conduct, all at no cost to Virginia taxpayers.

VIRGINIA STATE BAR VOLUNTEER TRAVEL EXPENSE REIMBURSEMENT GUIDELINES

The Virginia State Bar (VSB) follows the Commonwealth of Virginia Travel Regulations with certain exceptions. Reasonable and necessary travel expenses incurred by committee members attending committee meetings are reimbursable by the Virginia State Bar. This includes mileage or fares, lodging and certain meal expenses; however, alcoholic beverages and spousal expenses are NOT reimbursable. Committee members are encouraged to minimize travel expenses by reducing overnight stays in connection with committee business. To this end, committee chairs are requested to call meetings at such times and in such places that costs of travel by committee members will be held to a minimum.

Travel reimbursement requests should be filed IMMEDIATELY after a meeting. All vouchers received more than 30 days after the completion of the trip must be approved by the Executive Director. Reimbursement requests received more than thirty days after completion of travel may not be honored.

With reasonable notice, arrangements can be made for a committee to use a VSB meeting room. Meetings at “resort” hotels are usually not allowed and must be cleared in advance by the Executive Committee.

Members attending the VSB Annual Meeting held in June at Virginia Beach are expected to pay their own expenses as a part of their professional responsibility. Hence, expenses of members attending committee meetings scheduled immediately before, after or during the Annual Meeting are NOT REIMBURSABLE. This also applies to committee meetings scheduled immediately before, after or during regular meetings of various voluntary state associations (i.e., VBA, VTLA and VADA) and are considered to be held for the convenience of lawyers attending those association meetings. This policy is in accord with that of the American Bar Association and other state bar associations.

Please refer to the attached sample Travel Expense Reimbursement Voucher for details. Travel Vouchers should be typed or handwritten legibly. Travel expense reimbursement vouchers are available from the bar office (Excel spreadsheet or PDF version via e-mail). Send your email request to: oakley@vsb.org. **Each day's expenses must be itemized separately on the voucher. You must attach appropriate itemized receipts.** Travel reimbursements will not be made from credit card receipts or statements.

VIRGINIA STATE BAR
VOLUNTEER TRAVEL EXPENSE REIMBURSEMENT VOUCHER
Detailed Instructions

The Virginia State Bar (VSB) follows the Commonwealth of Virginia Travel Regulations with certain exceptions. Since the Virginia State Bar operates entirely on its own revenue, and is a non-Executive Branch agency, some flexibility is allowed in our internal guidelines.

The voucher must be presented for payment within thirty (30) days after completion of travel. All expenses must be reasonable and necessary and related to official VSB business.

The following expenses are reimbursable on the travel voucher:

- Mileage:** \$.555/mile for travel by personal automobile (eff. 7/1/2011)
- Transportation:** **ORIGINAL RECEIPTS REQUIRED, PHOTOCOPIES NOT ACCEPTED**; includes necessary train, cab, bus fares. For reimbursement of airline ticket charges, ticket stubs or a hardcopy of the confirmation from an Internet reservation site showing the total cost and confirmed services must be attached to the travel voucher. If you choose to fly to and from a meeting, you will be reimbursed for the most economical means of travel; airfare or mileage, meals, and lodging, whichever is less. Car rental is only allowed in rare cases; contact the VSB Fiscal Office for advance approval.
- Lodging:** **ORIGINAL RECEIPTS REQUIRED, PHOTOCOPIES NOT ACCEPTED**. State travel regulations set the standard lodging rate at \$77 within the state of Virginia. This standard rate may vary for different locations. **Effective 10/1/2010, the standard lodging rate for Richmond city limits is \$114.** State guidelines should be followed when possible; otherwise, reimbursement may be allowed for a higher amount, not to exceed 150% of the state approved rates. Please consult your liaison or the Virginia State Bar Fiscal Office for rates in specific locations. Please note that whenever a staff person has established a negotiated rate for a specific event, this rate overrides the standard rate for that area.
- Telephone:** Personal telephone calls are not a reimbursable expense.
- Parking/Tolls/Tips:** Must be claimed as "Other Expense"; if parking or toll charge exceeds \$10, an original receipt is required. Valet parking is reimbursable only when a special need justifies the expense.

Incidental tips for bellman, transportation, parking and other similar travel related services is limited to \$10 per day.

Meals: Necessary & reasonable; meal reimbursement is normally allowed only when overnight travel is involved. Reimbursement for meal gratuity is limited to 20% for exceptional service. In order to be reimbursed for meals, you must indicate the time of departure and arrival on your voucher. The following amounts are allowed for meal reimbursement, including taxes and gratuity:

Breakfast	\$15
Lunch	\$15
Dinner	\$35

Snacks are not a reimbursable expense.

If you claim reimbursement for another VSB volunteer in addition to yourself, you must list the names(s) of the individual(s) included.

The following information must be included on the travel voucher (refer to numbers on attached sample copy):

1. Agency – Virginia State Bar
2. Social Security #: – enter social security number of traveler – **required**
3. Name & address of traveler, LAST NAME FIRST
4. State employee? – mark the appropriate box
5. Signature of traveler – **required**
6. Date & explanation – refer to information printed on voucher for required information
7. Purpose of travel – in most cases, check “other” and indicate in the space provided which meeting you attended

Note: On the departure or return day of an overnight trip, meal expenses incurred while traveler is en route may be reimbursed, depending on departure, arrival and travel time. Departure and arrival times must be noted in order to be reimbursed for meal expenses.

All other items will be filled in by the Virginia State Bar Fiscal Office. **Mail the original form and original receipts to the State Bar office (707 E. Main Street, Suite 1500, Richmond, VA 23219). FAXES AND EMAILS ARE NOT ACCEPTABLE.**

Please direct your questions to the State Bar Fiscal Office, (804) 775-0526.

SCHEDULED 2011 - 2012 COUNCIL MEETINGS AND REIMBURSABLE EXPENSES

Date, Time, & Location

Reimbursable Expenses

October 21, 2011:

George Washington Hotel
Winchester, VA

Hotel Room: Thursday, October 20, 2011
Single/Double room rate: \$99.00
(plus: currently 10% taxes)

Fri., Oct. 21 - 9:00 a.m.

Mileage (@ \$.555 per mile) or fares

Misc: parking, bellmen, meals, tips, etc.

February 25, 2012:

Omni Richmond
Richmond, VA

Hotel Room: Friday, February 24, 2012
Single/Double room rate: \$133.00
(plus: currently 13% taxes)

Sat., Feb. 25 - 9:00 a.m.

Mileage (@ \$.555 per mile) or fares

Misc: parking, bellmen, meals, tips, etc.

June 14, 2012:

Holiday Inn & Suites North Beach
Virginia Beach, VA

Hotel Room: Wednesday, June 13, 2012
Single/Double room rate: TBD
(plus: currently 13% taxes + \$1.00 per night occupancy)

Thurs., June 14 - 9:00 a.m.

Mileage (@ \$.555 per mile) or fares

Misc: parking, bellmen, meals, tips, etc.

NOTES:

- (1) A reception and dinner will typically be scheduled in conjunction with the Council meeting. At the June meeting, members are on their own following the Council meeting. Expenses incurred in attending the Annual Meeting are not reimbursable.
- (2) Please refer to the Travel Reimbursement Guidelines enclosed. The State Comptroller's office has specific requirements which are detailed in these instructions. You will note that reimbursement requests must be sent to VSB fiscal office immediately following the meeting. Expenses claimed after a three-month period are not reimbursable.
- (3) Although reimbursement is made out of the State Bar fund consisting exclusively of funds derived from bar dues and bar-related activities, vouchers are paid by the State Comptroller whose office requires original receipts. Hence, please be sure to retain hotel bills and fare receipts so that they may accompany your reimbursement request.
- (4) Expenses of spouses or alcoholic beverages are not reimbursable.



healthy choices + active lifestyle
strong community

**Draft
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

Isle of Wight & Smithfield Tourism and Smithfield 2020 Public Art Project – Porcine Statuary

CONCEPT

As part of a broader Tourism branding initiative for Smithfield, a project to place artistically painted porcine statuary in select locations in the Historic District is proposed. Smithfield 2020 has endorsed the initiative and is providing project management support.

PROPOSAL HIGHLIGHTS

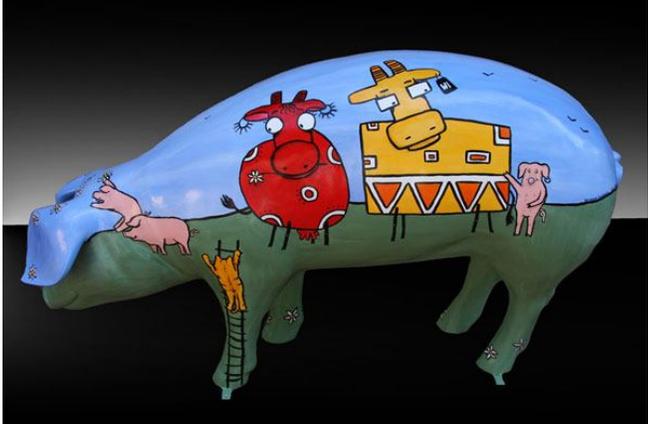
- Six statues constructed of fiberglass and mounted on fixed bases. 52” long, 36” tall.
- Project cost: Estimated at \$5,000, paid through fundraising efforts and sponsorships.
- Locations:
 - Top of Main Street, Little’s Market area
 - 319 Main Street, Visitor & Art Centers
 - Hayden’s Lane
 - Mason Street entrance to Windsor Castle Park
 - 100 Main Street, Chamber of Commerce area
 - Smithfield Station, parking lot side

 - *Town Council feedback to consider gateway location at Rt. 10 & Bus. Rt. 10 under review.*
- Statues painted by local artists selected by a public art review committee.
 - Application, project guidelines and copyright assignment drafts under review.
 - Minimum of four panel members, may increase with one or two young artists.
 - Application requires a two-dimensional drawing for first consideration, then a mock-up using a small paper maché model.

TIMELINE, CONSIDERATIONS, IDENTIFIED ISSUES

- Project plan finalized in August, BHAR approval request in September, Town Council approval in October, artists selected by end of year, statues painted beginning in mid-January and unveiled Spring 2012 (end of S. Church St. beautification project).
- Selected statues are child-friendly, child-durable.
- Selected vendor has public art experience and is a best practice sharing resource.
- Issue resolved: Town need not install, even if in public right of way.
- Issue: Assumption of liability risk confirmed by Town Attorney.
- Issue: Maintenance plan needs to be developed, but planned to fall to the Town.

Images of interest...

<p>The inspiration...</p> <p>The brass hog statue at Smithfield plant on N. Church St</p>	
<p>Unpainted fiberglass statue proposed for public art project.</p> <p>52" long x 36" high x 24" wide</p>	
<p>One example of a whimsically painted hog.</p>	
<p>Another example (different model from the one proposed for this project).</p>	

Proposed locations (4 of 6; Smithfield Station and Little's Market area omitted)	
Visitor Center / Arts Center 319 Main Street	
Chamber of Commerce 100 Main Street	
Hayden's Lane (mid-point / seating area)	
Windsor Castle Park Mason Street entrance	

To: Town Council Members
From: Ellen Minga
Subject: Audit-Fraud Questions
Date: September 22, 2011

As you are all aware, the annual audit is under way. As part of their due diligence, the auditors select several Town Council members to participate in a fraud survey every year. In the past, this survey was done on paper but will now be handled verbally. Several of you will receive phone calls from Victoria Howell of Dixon, Hughes, Goodman for a very brief (5 minutes) discussion on fraud risk for the Town. If you prefer to talk with her in person, she will make arrangements to meet with you at Town Hall in the downstairs conference room. She has not yet determined who will be selected, but she asked that I give you advance notice so you would not be surprised if contacted.

Thanks!