

March 20, 2020

TO: SMITHFIELD TOWN COUNCIL

**FROM: SANFORD B. WANNER
INTERIM TOWN MANAGER**

**SUBJECT: MARCH 2020 COMMITTEE MEETINGS WILL BE HELD AT THE
SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET,
SMITHFIELD, VA**

MONDAY, MARCH 23RD, 2020 @ 3:00 p.m.

Public Safety - Cancelled

Members: Tynes (CH), Hall, Haywood

Currently, there are not items for discussion.

Immediately following the conclusion of the above meeting:

Water and Sewer - Cancelled

Members: Smith (CH), Pack, Tynes

Currently, there are no items for discussion.

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Smith, Butler

- TAB 1** 1. January Financial Statements
Ellen Minga, Town Treasurer
- TAB 2** 2. February Cash Balances / VML Investment Pool Update
Ellen Minga, Town Treasurer
- TAB 3** 3. Invoices Over \$10,000 Requiring Council Authorization:
a. Wood Equipment \$24,673.00
- TAB 4** 4. RFP - Comprehensive Plan Selection/Award
John Settle, Director of Planning and Economic Development

- TAB 5** 5. Personnel Manual – Policy Updates
a. Amendment to Sick Leave Policy
b. Addition of Public Health Emergency Leave
c. Discussion Only – Emergency Office Closing
[Ashley Rogers, Director of Human Resources](#)
6. Committee Request and Directives

Immediately following the conclusion of Monday's Town Council Committees there will be a Financial Presentation by Davenport and Company followed by a Town Council Budget Retreat.
(Information will be provided at that time)

TUESDAY, MARCH 24TH, 2020 @ 3:00 p.m.

Parks and Recreation - Cancelled

Members: Hall (CH), Butler, Haywood

Currently, there are no items for discussion.

Immediately following the conclusion of the above meeting:

Public Works

Members: Haywood (CH), Smith, Tynes

- TAB 6** 1. Street Maintenance Proposals from Blair Brothers, Inc. for Carl Point, Lane Crescent/Kendall Haven, Tallwood Circle, Wildwood Circle, and Hickory Crescent.
[Wayne Griffin, Town Engineer](#)
- TAB 7** 2. Additional Street Maintenance Work for previously approved proposal on Canteberry Lane by Blair Brothers, Inc.
[Wayne Griffin, Town Engineer](#)
- TAB 8** 3. Smithfield Lake Dam Update and Alternative Analysis from Amanda Lothes of Draper Aden and Associates
[Wayne Griffin, Town Engineer](#)
- TAB 9** 4. Adoption of Smithfield Lake Dam Emergency Action Plan
[Wayne Griffin, Town Engineer](#)
5. Committee Request and Directives

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare- Cancelled

Members: Butler (CH), Hall, Pack

Currently, there are no items for discussion.

***** Additional Items Not Listed on Committee but will be on Council's April 7th, Agenda*****

- Town Council Meeting Minutes from March 3RD, 2020
- PUBLIC HEARING: Special Use Permit – 235 Main Street

- PUBLIC HEARING: Special Use Permit, Site Plan Amendment & ECO Design Review – 1402B South Church Street
 - PUBLIC HEARING: Special use Permit, Comprehensive plan Amendment and Official Zoning Map Amendment
 - Accept Deeds for 3,4, and 14 Pinewood Drive as part of the Pinewood Heights Relocation Project
 - Appoint of Michael Stallings to the Hampton Roads Planning District Commission
-

**FINANCE
COMMITTEE**

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
Revenue						
<u>GENERAL GOVERNMENT REVENUES</u>						
<u>Real Estate Tax</u>						
Current RE Tax	03-100-311010-0000-30001	2,105,233.00	2,053,648.02	1	51,584.98	98%
Delinquent RE Tax	03-100-311010-0000-30002	5,000.00	18,811.98	1	(13,811.98)	376%
Current RE Penalty	03-100-311060-0000-30005	7,000.00	3,141.49		3,858.51	45%
Delinquent RE Penalty	03-100-311060-0000-30005	700.00	2,153.81		(1,453.81)	308%
Current RE Interest	03-100-311060-0000-30006	500.00	128.21		371.79	26%
Delinquent RE Interest	03-100-311060-0000-30006	1,000.00	3,001.46		(2,001.46)	300%
Total Real Estate Taxes		2,119,433.00	2,080,884.97		38,548.03	98%
<u>Personal Property Tax</u>						
Current PP Tax	03-100-311030-0000-30001	625,000.00	638,438.99	2	(13,438.99)	102%
Delinquent PP Tax	03-100-311030-0000-30002	20,000.00	12,598.01	2	7,401.99	63%
Current PP Penalty	03-100-311060-0000-30005	13,000.00	6,859.46		6,140.54	53%
Delinquent PP Penalty	03-100-311060-0000-30005	12,000.00	6,029.38		5,970.62	50%
Current PP Interest	03-100-311060-0000-30006	700.00	47.87		652.13	7%
Delinquent PP Interest	03-100-311060-0000-30006	800.00	3,295.47		(2,495.47)	412%
Total Personal Property Tax		671,500.00	667,269.18		4,230.82	99%
<u>Public Service Corporations Tax</u>						
Current RE Tax	03-100-311020-0000-30001	29,400.00	35,098.58		(5,698.58)	119%
Current PP Tax	03-100-311020-0000-30001	245.00	186.61		58.39	76%
Total Public Service Tax		29,645.00	35,285.19		(5,640.19)	119%
Miscellaneous Receipts Over/Short	03-100-311060-0000-30007	20.00	(16.39)		36.39	-82%
Total Over/Short		20.00	(16.39)		36.39	-82%
<u>Other Local Taxes</u>						
Franchise Tax	03-100-312040-0000-31203	150,000.00	-		150,000.00	0%
Cigarette Tax	03-100-312080-0000-31204	250,000.00	122,617.32	3	127,382.68	49%
Transient Occupancy Tax	03-100-312101-0000-31205	219,000.00	121,345.03	4	97,654.97	55%
Meals Tax-4.25%	03-100-312110-0000-31211	1,177,731.00	620,420.48	5	557,310.52	53%
Meals Tax-2%	03-100-312110-0000-31212	554,226.00	291,962.58	5	262,263.42	53%
Sales Tax	03-100-312010-0000-30009	360,000.00	134,809.25	6	225,190.75	37%
Consumption Tax	03-100-312020-0000-31202	50,000.00	23,725.82		26,274.18	47%
Utility Tax	03-100-312020-0000-31201	200,000.00	99,029.50		100,970.50	50%
Business Licenses	03-100-312030-0000-31208	395,000.00	24,422.44	7	370,577.56	6%
Business Licenses Penalty	03-100-312030-0000-31209	4,000.00	371.09		3,628.91	9%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
Business Licenses Interest	03-100-312030-0000-31210	225.00	117.63		107.37	52%
Peg Channel Capital Fee	03-100-312040-0000-30054	1,920.00	962.70		957.30	50%
Vehicle License	03-100-312050-0000-32018	241,000.00	183,237.44	8	57,762.56	76%
Total Other Local Taxes		3,603,102.00	1,623,021.28		1,980,080.72	45%
<u>Licenses, Permits & Fees</u>						
Permits & Other Licenses	multiple accounts	20,000.00	9,790.00	9	10,210.00	49%
Inspection Fees-Subdivision	03-100-313030-0000-30030	4,200.00	3,600.00	10	600.00	86%
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	10,000.00	8,220.00		1,780.00	82%
WC Dog Park Registration	03-100-313030-0000-30043	1,000.00	420.00		580.00	42%
Consultant Review Fees	03-100-313030-0000-30028	1,500.00	8,675.00	11	(7,175.00)	578%
Total Licenses, permits and privilege fees		36,700.00	30,705.00		5,995.00	84%
<u>Fines & Costs</u>						
Restitution	03-100-314010-0000-30058	-	-		-	0%
Fines & Costs	03-100-314010-0000-30055	40,000.00	18,980.21	12	21,019.79	47%
Total Fines & Forfeitures		40,000.00	18,980.21		21,019.79	47%
<u>From Use of Money and Property</u>						
General Fund Interest	03-100-315010-0000-31501	65,000.00	43,592.39		21,407.61	67%
Rentals	03-100-315020-0000-30110	72,617.00	51,998.51	13	20,618.49	72%
Smithfield Center Rentals	03-100-315020-0000-30111	180,000.00	125,512.68	14	54,487.32	70%
Windsor Castle Revenue (includes Manor House, Park Impact, Vendor)	need new consolidated account	-	-		-	0%
Smithfield Center Vendor Programs	03-100-315020-0000-30113	3,000.00	1,250.00		1,750.00	42%
WC Manor House Rentals	03-100-315020-0000-30119	15,000.00	-		15,000.00	0%
Sports Complex Rentals	03-100-315020-0000-30120	10,000.00	1,788.52		8,211.48	18%
Park Impact Fees	03-100-315020-0000-30118	20,000.00	8,759.38		11,240.62	44%
Kayak Rentals	03-100-315020-0000-30015	10,000.00	7,691.00	15	2,309.00	77%
Special Events	03-100-315020-0000-30013, 30014	28,000.00	9,868.00		18,132.00	35%
Fingerprinting Fees	03-100-318990-0000-30048	1,500.00	720.00		780.00	48%
Museum Admissions	03-100-315020-0000-30115	9,415.00	5,546.00		3,869.00	59%
Museum Gift Shop Sales	03-100-318990-0000-30016	11,700.00	8,043.78		3,656.22	69%
Museum Programs/Lecture Fees	03-100-318990-0000-30017	1,000.00	396.00		604.00	40%
Sale of Equipment/Buildings	03-100-341020-0000-31405	-	1,664.33		(1,664.33)	100%
Lease of Land	03-100-315020-0000-30017	600.00	600.00		-	100%
Total revenue from use of money and property		427,832.00	267,430.59		160,401.41	63%
<u>Miscellaneous Revenue</u>						
Other Revenue	multiple accounts	1,000.00	415.50		584.50	42%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	-	-		-	
Total Miscellaneous Revenue		1,000.00	415.50		584.50	42%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
<u>From Reserves</u>						
WC Preservation Funds	N/A	38,000.00	52,490.83		(14,490.83)	138%
Appropriated fund balance for budget	N/A	2,240,632.00	(225,545.06)	16	2,466,177.06	-10%
Total From Reserves		2,278,632.00	(173,054.23)		2,451,686.23	-8%
<u>Intergovernmental Virginia</u>						
Law Enforcement	03-100-322010-0000-34011	172,904.00	89,824.00	17	83,080.00	52%
Litter Control Grant	03-100-322010-0000-34010	-	2,727.00		(2,727.00)	100%
Communications Tax	03-100-322010-0000-34008	204,000.00	82,854.12	18	121,145.88	41%
Rolling Stock	03-100-322010-0000-34001	137.00	153.61		(16.61)	112%
Rental Tax	03-100-322010-0000-34002	5,000.00	4,176.17		823.83	84%
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00	240,794.89	19	0.11	100%
Fire Programs	03-100-322010-0000-34012	29,461.00	29,461.00	20	-	100%
VCA Grant	03-100-322010-0000-34005	4,500.00	4,500.00		-	100%
VMG Safety Grant		-	3,031.45		(3,031.45)	100%
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	'03-100-322010-0000-34020	140,265.00	-		140,265.00	0%
Benns Church/Route 258/Route 10 Bypass intersection	'03-100-322010-0000-34020	159,264.00	232.29		159,031.71	0%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	'03-100-322010-0000-34020	40,680.00	-		40,680.00	0%
VMRC Grant-boat ramp	03-100-322010-0000-34025	-	-		-	
Port of VA Grant-boat ramp	not yet assigned	-	-		-	
State Grant-Boat Ramp	not yet assigned	-	-		-	
DCR Grant #71-17	03-100-322010-0000-34015	-	-		-	
DCR Grant #72-17	03-100-322010-0000-34015	-	-		-	
Total State Revenue		997,006.00	457,754.53		539,251.47	46%
<u>Intergovernmental Federal</u>						
Police Federal Grants		-	7,020.00		(7,020.00)	100%
VDEM Grant (federal portion)		-	-		-	
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	03-100-331010-0000-35008	623,400.00	-		623,400.00	0%
Benns Church/Route 258/Route 10 Bypass intersection	03-100-331010-0000-35008	707,840.00	1,032.40		706,807.60	0%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	180,800.00	-		180,800.00	0%
Pinewood Heights CDBG Relocation Grant Phase IV	03-100-331010-0000-35002	1,000,000.00	83,700.00		916,300.00	8%
Total Federal Revenue		2,512,040.00	91,752.40		2,420,287.60	4%
<u>Other Financing Sources</u>						
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	-	-		-	
Insurance Recoveries		-	7,082.22	21	(7,082.22)	100%
Total Other Financing Sources		-	7,082.22		(7,082.22)	100%
<u>Contributions</u>						

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
CHIP Contributions	03-100-318990-0000-31620	13,000.00	710.00		12,290.00	5%
Contributions-Public Safety	03-100-318990-0000-31622	50.00	50.00		-	100%
Contributions-Museum	03-100-318990-0000-31632	93,506.00	718.00		92,788.00	1%
Contribution-Historic Windsor Castle Restoration LLC	03-100-318990-0000-31626	100,000.00	224,496.00		(124,496.00)	224%
Contributions-Public Ball Fields	03-100-318990-0000-31635	80,000.00	30,000.00		50,000.00	38%
Total Contributions		286,556.00	255,974.00		30,582.00	89%
Total General Fund Revenue		13,003,466.00	5,363,484.45		7,639,981.55	41%
GENERAL GOVERNMENT EXPENSES						
<u>Town Council</u>						
Salaries	04-100-411010-0000-41100	42,000.00	24,205.00	22	17,795.00	58%
FICA	04-100-411010-0000-42100	3,276.00	1,883.22		1,392.78	57%
Legal Fees	04-100-411010-0000-43150	50,000.00	21,417.95		28,582.05	43%
Election Expense	04-100-411010-0000-43170	-	-		-	
Maintenance contracts	04-100-411010-0000-43320	1,700.00	2,700.00	26	(1,000.00)	159%
Advertising	04-100-411010-0000-43600	30,000.00	9,094.18		20,905.82	30%
Professional Services	04-100-411010-0000-43152	10,000.00	27,500.00	27	(17,500.00)	275%
Records Management maint & upgrades	04-100-411010-0000-45811	5,000.00	6,428.84		(1,428.84)	129%
Insurance	04-100-411010-0000-45300	18,145.00	13,608.00	24	4,537.00	75%
Supplies	04-100-411010-0000-46001	9,000.00	6,531.07	28	2,468.93	73%
Travel & Training	04-100-411010-0000-45500	8,000.00	5,491.56	29	2,508.44	69%
Subscriptions/Memberships	04-100-411010-0000-45810	11,000.00	9,467.00	25	1,533.00	86%
Council Approved Items	04-100-411010-0000-45804	9,500.00	4,547.91		4,952.09	48%
Public Defender Fees	04-100-411010-0000-43153	3,000.00	-		3,000.00	0%
Update Town Charter & Code	04-100-411010-0000-43151	5,000.00	2,002.00		2,998.00	40%
Total Town Council		205,621.00	134,876.73		70,744.27	66%
<u>Town Manager</u>						
Salaries	04-100-412010-0000-41100	330,421.00	202,976.76	22	127,444.24	61%
Salarie-PT	04-100-412010-0000-41110	17,534.00	-		17,534.00	0%
Salaries-OT	04-100-412010-0000-41120	3,788.00	-		3,788.00	0%
FICA	04-100-412010-0000-42100	28,140.00	11,272.27		16,867.73	40%
VSRS	04-100-412010-0000-42200	20,545.00	8,272.31		12,272.69	40%
Disability	04-100-412010-0000-42210	556.00	207.25		348.75	37%
Health & Other	04-100-412010-0000-42300	59,297.00	25,922.50	23	33,374.50	44%
Pre-Employment Test	04-100-412010-0000-42435	3,500.00	800.00		2,700.00	23%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
Employee Recognition	04-100-412010-0000-42440	15,000.00	-		15,000.00	0%
Auto Expense	04-100-412010-0000-46009	500.00	74.20		425.80	15%
Storm Maintenance	04-100-412010-0000-43106	-	-		-	
Maintenance Contracts	04-100-412010-0000-43320	3,000.00	1,698.40		1,301.60	57%
Communications	04-100-412010-0000-45200	18,000.00	3,784.85		14,215.15	21%
Insurance	04-100-412010-0000-45300	2,394.00	1,797.00	24	597.00	75%
Supplies	04-100-412010-0000-46001	5,000.00	699.58		4,300.42	14%
Dues & Subscriptions	04-100-412010-0000-45810	5,000.00	697.25	25	4,302.75	14%
Computer & technology expenses	04-100-412010-0000-46005	5,000.00	376.23		4,623.77	8%
Travel & Training	04-100-412010-0000-45500	10,000.00	1,220.69		8,779.31	12%
Other	04-100-412010-0000-45804	500.00	106.65		393.35	21%
Capital Expenditures	04-100-412010-0000-48100	-	-		-	
Total Town Manager		528,175.00	259,905.94		268,269.06	49%
<u>Treasurer</u>						
Salaries	04-100-412410-0000-41100	390,589.00	190,633.50	22	199,955.50	49%
Salaries-OT	04-100-412410-0000-41120	5,220.00	-		5,220.00	0%
FICA	04-100-412410-0000-42100	31,668.00	13,926.15		17,741.85	44%
VSRS	04-100-412410-0000-42200	25,031.00	12,375.31		12,655.69	49%
Disability	04-100-412410-0000-42210	517.00	67.38		449.62	13%
Health	04-100-412410-0000-42300	55,788.00	29,467.13	23	26,320.87	53%
Audit	04-100-412410-0000-43120	13,250.00	-		13,250.00	0%
Professional Services	04-100-412410-0000-43152	15,000.00	-		15,000.00	0%
Communications	04-100-412410-0000-45200	11,000.00	6,437.69		4,562.31	59%
Computer & technology expenses	04-100-412410-0000-46005	7,500.00	-		7,500.00	0%
Data Processing	04-100-412410-0000-44100	20,000.00	9,741.10		10,258.90	49%
Service contracts-includes MUNIS	04-100-412410-0000-43320	60,000.00	15,440.29		44,559.71	26%
Insurance	04-100-412410-0000-45300	2,472.00	1,854.00	24	618.00	75%
Supplies	04-100-412410-0000-46001	19,000.00	9,564.11		9,435.89	50%
Dues & Subscriptions	04-100-412410-0000-45810	1,900.00	394.70	25	1,505.30	21%
Credit Card Processing	04-100-412410-0000-46002	600.00	184.54		415.46	31%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,404.00	3,294.00		110.00	97%
Travel & Training	04-100-412410-0000-45500	5,000.00	-		5,000.00	0%
Other	04-100-412410-0000-45804	100.00	-		100.00	0%
Bank Charges	04-100-412410-0000-45813	700.00	421.38		278.62	60%
Capital Expenditures	04-100-412410-0000-48100	66,850.00	57,800.45		9,049.55	86%
Total Treasurer		735,589.00	351,601.73		383,987.27	48%

PUBLIC SAFETY

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
<u>Police Department</u>						
Salaries	04-100-431100-0000-41100	1,301,211.00	861,361.28	22	439,849.72	66%
Salaries OT	04-100-431100-0000-41120	208,224.00	-		208,224.00	0%
Salaries-Selective Enforcement	04-100-431100-0000-41100	4,815.00	-		4,815.00	0%
Salaries-Special Events	04-100-431100-0000-41100	18,905.00	-		18,905.00	0%
FICA	04-100-431100-0000-42100	122,750.00	62,812.40		59,937.60	51%
VSRS	04-100-431100-0000-42200	83,179.00	46,814.66		36,364.34	56%
Disability	04-100-431100-0000-42210	190.00	70.00		120.00	37%
Health Insurance	04-100-431100-0000-42300	232,434.00	124,788.08	23	107,645.92	54%
Uniforms	04-100-431100-0000-46011	24,000.00	13,949.07		10,050.93	58%
Service Contracts	04-100-431100-0000-43320	40,000.00	33,330.30	30	6,669.70	83%
Communications	04-100-431100-0000-45200	50,000.00	22,901.68		27,098.32	46%
Computer & Technology Expenses	04-100-431100-0000-46005	13,000.00	845.10		12,154.90	7%
Insurance	04-100-431100-0000-45300	52,500.00	39,372.00	24	13,128.00	75%
Ins. - LODA	04-100-431100-0000-42410	16,233.00	12,703.86	31	3,529.14	78%
Materials & Supplies	04-100-431100-0000-46001	25,000.00	9,807.45		15,192.55	39%
Dues & Subscriptions	04-100-431100-0000-45810	9,500.00	11,909.74	25	(2,409.74)	125%
Equipment	04-100-431100-0000-46006	43,000.00	15,908.08		27,091.92	37%
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00	736.25		1,263.75	37%
Vehicle Maintenance	04-100-431100-0000-46009	40,000.00	20,557.91		19,442.09	51%
Gas	04-100-431100-0000-46008	41,500.00	21,985.75		19,514.25	53%
Tires	04-100-431100-0000-46016	5,000.00	1,352.00		3,648.00	27%
Travel & Training	04-100-431100-0000-45500	30,000.00	10,927.63		19,072.37	36%
Special Events	04-100-431100-0000-43352	1,000.00	478.29		521.71	48%
Investigation expenses	04-100-431100-0000-44641	3,000.00	211.42		2,788.58	7%
Other	04-100-431100-0000-45804	2,500.00	619.00		1,881.00	25%
Capital Expenditures	04-100-431100-0000-48101	66,000.00	-		66,000.00	0%
Total Police Department		2,436,441.00	1,313,441.95		1,122,999.05	54%
<u>Fire Department</u>						
Annual Contribution	04-100-432300-0000-46008	15,000.00	15,000.00		-	100%
State Pass Thru	04-100-432100-0000-45623	29,461.00	29,461.00	32	-	100%
Total Fire Department		44,461.00	44,461.00		-	100%
<u>Contributions-Public Safety</u>						
E911 Dispatch Center	04-100-432300-0000-45614	237,599.00	28,882.11		208,716.89	12%
Total Contributions-Public Safety		237,599.00	28,882.11		208,716.89	12%
<u>PARKS, RECREATION & CULTURAL</u>						
<u>Parks & Recreation</u>						

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
Salaries	04-100-471100-0000-41100	205,290.00	109,324.36	22	95,965.64	53%
Salaries-OT	04-100-471100-0000-41120	6,330.00	-		6,330.00	0%
FICA	04-100-471100-0000-42100	16,933.00	7,894.18		9,038.82	47%
VSRS	04-100-471100-0000-42200	13,149.00	7,101.28		6,047.72	54%
Disability	04-100-471100-0000-42210	480.00	156.16		323.84	33%
Health	04-100-471100-0000-42300	54,261.00	20,472.62	23	33,788.38	38%
Uniforms	04-100-471100-0000-46011	3,000.00	1,783.99		1,216.01	59%
Communications	04-100-471100-0000-45200	2,000.00	1,107.47		892.53	55%
insurance	04-100-471100-0000-45300	2,838.00	3,627.00	24	(789.00)	128%
Advertising	04-100-471100-0000-43600	20,500.00	14,177.85	33	6,322.15	69%
Dues & Subscriptions	04-100-471100-0000-45810	2,000.00	121.00	25	1,879.00	6%
Supplies	04-100-471100-0000-46001	8,000.00	5.00		7,995.00	0%
Computer & Technology	04-100-471100-0000-46005	1,000.00	-		1,000.00	0%
Travel & Training	04-100-471100-0000-45500	3,000.00	1,490.29		1,509.71	50%
Other	04-100-471100-0000-45804	500.00	481.00		19.00	96%
Capital Expenditures	04-100-471100-0000-48100	26,000.00	28,571.95		(2,571.95)	110%
Total Parks & Recreation		365,281.00	196,314.15		168,966.85	54%
<u>Smithfield Center</u>						
Salaries	04-100-412100-0000-41100	115,229.00	86,287.78	22	28,941.22	75%
Salaries-Part Time	04-100-412100-0000-41110	39,431.00	-		39,431.00	0%
Salaries-OT	04-100-412100-0000-41120	5,778.00	-		5,778.00	0%
FICA	04-100-412100-0000-42100	12,711.00	6,522.55		6,188.45	51%
VSRS	04-100-412100-0000-42200	7,339.00	4,281.06		3,057.94	58%
Disability	04-100-412100-0000-42210	144.00	53.45		90.55	37%
Health	04-100-412100-0000-42300	22,182.00	14,377.52	23	7,804.48	65%
Contracted Services	04-100-412100-0000-43320	18,000.00	12,915.63	34	5,084.37	72%
Retail Sales & Use Tax	04-100-412100-0000-43100	800.00	195.13		604.87	24%
Utilities	04-100-412100-0000-45100	25,000.00	10,956.58		14,043.42	44%
Communications	04-100-412100-0000-45200	20,000.00	14,944.75	35	5,055.25	75%
Computer & technology expenses	04-100-412100-0000-46005	3,000.00	820.41		2,179.59	27%
Insurance	04-100-412100-0000-45300	2,838.00	3,852.00	24	(1,014.00)	136%
Kitchen Supplies	04-100-412100-0000-44000	3,000.00	1,809.24		1,190.76	60%
Office Supplies/Other Supplies	04-100-412100-0000-46001	4,500.00	1,958.63		2,541.37	44%
Food Service & Beverage Supplies	04-100-412100-0000-44001	6,000.00	3,343.09		2,656.91	56%
AV Supplies	04-100-412100-0000-44002	2,000.00	-		2,000.00	0%
Repairs & Maintenance	04-100-412100-0000-46007	29,000.00	18,803.80	36	10,196.20	65%
Landscaping	04-100-412100-0000-43400	12,000.00	5,234.58		6,765.42	44%
Refund event deposits	04-100-412100-0000-45899	7,000.00	3,550.00		3,450.00	51%
Credit card processing expense	04-100-412100-0000-46002	5,000.00	2,867.47		2,132.53	57%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
Capital Expenditures	04-100-412100-0000-48100	26,000.00	17,883.79		8,116.21	69%
Total Smithfield Center		366,952.00	210,657.46		156,294.54	57%
<u>Contributions-Parks, Recreation and Cultural</u>						
Windsor Castle Restoration	04-100-471200-0000-45653	500,000.00	250,000.00	37	250,000.00	50%
Farmers Market	04-100-432301-0000-45617	3,000.00	3,000.00		-	100%
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	9,000.00	38	-	100%
Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	7,500.00	-		7,500.00	0%
Smithfield CHIP program	04-100-432301-0000-43354	6,000.00	-		6,000.00	0%
Smithfield POP Warner Football		-	-		-	
Friends of the Library	04-100-473100-0000-45605	4,500.00	4,500.00	39	-	100%
Total Contributions-Park, Recreation and Cultural		530,000.00	266,500.00		263,500.00	50%
<u>Windsor Castle Park</u>						
Salaries	04-100-471210-0000-41100	26,071.00	12,394.79	22	13,676.21	48%
Salaries-OT	04-100-471210-0000-41120	1,954.00	-		1,954.00	0%
FICA	04-100-471210-0000-42100	2,242.00	924.44		1,317.56	41%
VSRS	04-100-471210-0000-42200	1,271.00	542.40		728.60	43%
Disability	04-100-471210-0000-42210	205.00	-		205.00	0%
Health	04-100-471210-0000-42300	2,950.00	1,652.53	23	1,297.47	56%
Contracted Services	04-100-471210-0000-43300	7,000.00	3,801.33		3,198.67	54%
Insurance	04-100-471210-0000-45300	9,214.00	6,912.00	24	2,302.00	75%
Grass Cutting	04-100-471210-0000-43105	31,000.00	23,414.74	40	7,585.26	76%
Utilities	04-100-471210-0000-45100	6,000.00	1,368.75		4,631.25	23%
Repairs & Maintenance	04-100-471210-0000-46007	40,000.00	15,675.28		24,324.72	39%
Capital Outlay	04-100-471210-0000-48100	-	25,653.83		(25,653.83)	100%
WC Preservation Fund-Equipment	04-100-471210-0000-46006	38,000.00	26,837.00	41	11,163.00	71%
Total Windsor Castle Park		165,907.00	119,177.09		46,729.91	72%
<u>Windsor Castle Manor House</u>						
Salaries	04-100-471220-0000-41100	17,056.00	-		17,056.00	0%
FICA	04-100-471220-0000-42100	1,365.00	-		1,365.00	0%
VSRS	04-100-471220-0000-42200	1,100.00	-		1,100.00	0%
Disability	04-100-471220-0000-42210	101.00	-		101.00	0%
Health	04-100-471220-0000-42300	6,314.00	-		6,314.00	0%
Insurance	04-100-471220-0000-45300	1,072.00	804.00		268.00	75%
Expenses 1/2 year	04-100-471220-0000-	63,928.00	1,474.78		62,453.22	2%
Total Windsor Castle Manor House		90,936.00	2,278.78		88,657.22	3%
<u>Luter Sports Complex</u>						
Contracted Services	04-100-471300-0000-43300	6,500.00	13,478.08	42	(6,978.08)	207%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
Utilities	04-100-471300-0000-45100	10,000.00	5,014.62		4,985.38	50%
Insurance	04-100-471300-0000-45300	8,000.00	6,000.00	24	2,000.00	75%
Repairs & Maintenance	04-100-471300-0000-46007	40,000.00	17,158.45	43	22,841.55	43%
Equipment	04-100-471300-0000-46006	28,000.00	10,556.09		17,443.91	38%
Supplies-Chemicals	04-100-471300-0000-45413	5,000.00	-		5,000.00	0%
Capital Expenditures	04-100-471300-0000-48100	25,000.00	19,099.25		5,900.75	76%
Total Luter Sports Complex		122,500.00	71,306.49		51,193.51	58%
<u>Museum</u>						
Salaries	04-100-472200-0000-41100	113,585.00	75,821.32	22	37,763.68	67%
Salaries-Part Time	04-100-472200-0000-41110	22,485.00	-		22,485.00	0%
FICA	04-100-472200-0000-42100	10,810.00	5,796.47		5,013.53	54%
VSRS	04-100-472200-0000-42200	7,190.00	4,193.00		2,997.00	58%
Health	04-100-472200-0000-42300	7,185.00	4,190.06	23	2,994.94	58%
Operating expenses						
Contracted services	04-100-472200-0000-43300	3,400.00	1,707.09		1,692.91	50%
Communications	04-100-472200-0000-45200	725.00	304.35		420.65	42%
Computer and Technology	04-100-472200-0000-46005	540.00	-		540.00	0%
Insurance	04-100-472200-0000-45300	2,018.00	1,515.00	24	503.00	75%
Supplies	04-100-472200-0000-46001	7,000.00	4,452.78		2,547.22	64%
Advertisinig	04-100-472200-0000-43600	700.00	365.10		334.90	52%
Travel/Training	04-100-472200-0000-45500	200.00	37.46		162.54	19%
Dues & Subscriptions	04-100-472200-0000-45810	800.00	204.00		596.00	26%
Gift Shop-to be funded by gift shop proceeds						
Gift Shop expenses	04-100-472200-0000-46014	6,000.00	5,082.60	44	917.40	85%
Sales & Use Tax	04-100-472200-0000-43100	775.00	585.55		189.45	76%
Credit card processing fees	04-100-472200-0000-46002	800.00	484.19		315.81	61%
Total Museum		184,213.00	104,738.97		79,474.03	57%
<u>Other Parks & Recreation</u>						
Jersey Park Playground	04-100-471313-0000-43345	-	3,942.00	45	(3,942.00)	
Pinewood Playground	04-100-471314-0000-43346	-	-		-	
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100	2,000.00	4,878.55	46	(2,878.55)	244%
Waterworks Dam	04-100-471350-0000-46007	-	-		-	0%
Waterworks Lake (park area)	04-100-471360-0000-46007	250.00	-		250.00	0%
Haydens Lane Maintenance	04-100-471315-0000-43348	1,000.00	265.84		734.16	27%
Veterans War Memorial	04-100-471316-0000-43349	2,500.00	1,774.38		725.62	71%
Open Spaces	04-100-471500-0000-46007	-	-		-	
Litter Control Grant	04-100-441300-0000-46012	-	-		-	0%
Fireworks	04-100-471390-0000-43344	2,000.00	-		2,000.00	0%
Capital Expenditures-Clontz Park	04-100-471311-0000-48100	-	68,760.29		(68,760.29)	0%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
Total Other Parks & Recreation		7,750.00	79,621.06		(71,871.06)	1027%
COMMUNITY DEVELOPMENT						
Project Expenditures						
Pinewood Heights-Phase II		-	2,200.00		-	100%
Pinewood Heights Phase IV		2,205,807.00	577,401.87	47	1,628,405.13	26%
Capital Expenditures		204,000.00	84,000.00	47	120,000.00	41%
Total Pinewood Heights-All Phases		2,409,807.00	663,601.87		1,748,405.13	28%
Contributions-Community Development						
Old Courthouse Contribution	04-100-472500-0000-45613	4,400.00	-		4,400.00	0%
Chamber of Commerce	04-100-432302-0000-45609	6,000.00	-		6,000.00	0%
Christian Outreach	04-100-432302-0000-45620	12,650.00	-		12,650.00	0%
Genieve Shelter	04-100-432302-0000-45606	7,920.00	-		7,920.00	0%
TRIAD	04-100-432302-0000-45611	1,650.00	-		1,650.00	0%
Tourism Bureau	04-100-432302-0000-45607	273,722.00	-		273,722.00	0%
Western Tidewater Free Clinic	04-100-432302-0000-45632	40,560.00	40,560.00		-	100%
YMCA Projects	04-100-432302-0000-45603	50,000.00	-		50,000.00	0%
Total Contributions-Community Development		396,902.00	40,560.00		356,342.00	10%
PUBLIC WORKS						
Planning, Engineering & Public Works						
Salaries	04-100-441300-0000-41100	252,832.00	116,922.90	22	135,909.10	46%
Salaries-OT	04-100-441300-0000-41120	11,778.00	-		11,778.00	0%
Salaries-Special Events	04-100-441300-0000-41130	7,985.00	-		7,985.00	0%
FICA	04-100-441300-0000-42100	21,812.00	8,774.45		13,037.55	40%
VSRS	04-100-441300-0000-42200	16,587.00	7,596.60		8,990.40	46%
Disability	04-100-441300-0000-42210	2,446.00	1,054.16		1,391.84	43%
Health	04-100-441300-0000-42300	41,850.00	14,918.87	23	26,931.13	36%
Uniforms	04-100-441300-0000-46011	2,500.00	449.27		2,050.73	18%
Storm Maintenance	04-100-441300-0000-43106	-	-		-	
Professional Services	04-100-441300-0000-43152	50,000.00	-		50,000.00	0%
Contractual	04-100-441300-0000-43320	8,125.00	3,737.48		4,387.52	46%
GIS	04-100-441300-0000-43001	800.00	-		800.00	0%
Site Plan Review	04-100-441300-0000-43141	3,000.00	1,455.00		1,545.00	49%
Recycling	04-100-441300-0000-43340	137,090.00	66,400.20		70,689.80	48%
Trash Collection	04-100-441300-0000-43330	224,580.00	110,379.91		114,200.09	49%
Street Lights	04-100-441300-0000-45101	2,500.00	609.05		1,890.95	24%
Communications	04-100-441300-0000-45200	12,000.00	5,740.85		6,259.15	48%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	6,000.00	329.04		5,670.96	5%
Insurance	04-100-441300-0000-45300	8,690.00	6,519.00	24	2,171.00	75%
Materials & Supplies	04-100-441300-0000-46001	6,000.00	1,360.46		4,639.54	23%
Accreditation	04-100-441300-0000-45521	1,250.00	-		1,250.00	0%
Repairs & Maintenance	04-100-441300-0000-46007	9,000.00	5,183.01	48	3,816.99	58%
Gas	04-100-441300-0000-46008	7,500.00	3,107.21		4,392.79	41%
Travel & Training	04-100-441300-0000-45500	6,000.00	595.02		5,404.98	10%
Hampton Roads Planning District Commission	04-100-432302-0000-45621	10,089.00	8,031.00	49	2,058.00	80%
Dues & Subscriptions	04-100-441300-0000-45810	2,700.00	694.00	25	2,006.00	26%
Other	04-100-441300-0000-45804	2,000.00	697.98	50	1,302.02	35%
Capital Expenditures	04-100-441300-0000-48100	2,493,420.00	686,634.74		1,806,785.26	28%
Total Public Works		3,348,534.00	1,051,190.20		2,297,343.80	31%
PUBLIC BUILDINGS						
Public Buildings						
Salaries-Part Time	04-100-443200-0000-41110	41,720.00	16,127.60	22	25,592.40	39%
FICA	04-100-443200-0000-42100	3,340.00	1,238.96		2,101.04	37%
Contractual	04-100-443200-0000-43300	23,500.00	14,780.94	51	8,719.06	63%
Computer & Technology	04-100-443200-0000-46005	-	17,280.55	52		
Communications	04-100-443200-0000-45200	3,000.00	920.62		2,079.38	31%
Utilities	04-100-443200-0000-45100	46,000.00	22,549.84		23,450.16	49%
Insurance	04-100-443200-0000-45300	9,800.00	7,350.00	24	2,450.00	75%
Materials & Supplies	04-100-443200-0000-46001	6,000.00	-		6,000.00	0%
Repairs & Maintenance	04-100-443200-0000-46007	70,867.00	17,294.82		53,572.18	24%
Other	04-100-443200-0000-45804	500.00	80.19		419.81	16%
Capital Expenditures	04-100-443200-0000-48100	60,000.00	-		60,000.00	0%
Capital Expenditures-Building alterations		-	17,625.00		(17,625.00)	
Total Public Buildings		264,727.00	115,248.52		166,759.03	44%
OPERATING/CAPITAL RESERVE (CONTINGENCY)						
Transfers to Operating Reserves-contingency	N/A	50,000.00	-		50,000.00	0%
Transfers to Restricted Reserves-Pinewood	N/A	-	-		-	
Total Transfers To Reserves		50,000.00	-		50,000.00	0%
NON DEPARTMENTAL						
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	27,300.00	-		27,300.00	0%
Total Tax Relief for the Elderly/Veterans		27,300.00	-		27,300.00	0%

**Town of Smithfield
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
DEBT SERVICE						
Debt Service						
Principal Retirement						
Police Evidence Building	04-100-495500-0000-49509	55,270.00	32,043.63		23,226.37	58%
New Debt-Multiple projects	04-100-495500-0000-49512	278,310.00	161,281.86		117,028.14	58%
Note Proceeds-Town Hall Renovations		-	-		-	
Public Safety Radio System	04-100-495500-0000-49518	48,235.00	48,234.01		0.99	100%
3 year Phase in Fire Alarm System	04-100-495500-0000-49516	9,150.00	9,150.00		-	100%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49514	7,182.00	4,756.12		2,425.88	66%
Interest and fiscal charges						
Police Evidence Building	04-100-495500-0000-49510	6,000.00	3,748.28		2,251.72	62%
New Debt-Multiple projects	04-100-495500-0000-49513	77,060.00	46,421.94		30,638.06	60%
Note Proceeds-Town Hall Renovations		-	-		-	
Public Safety Radio System	04-100-495500-0000-49519	3,220.00	3,219.45		0.55	100%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49515	344.00	265.11		78.89	77%
Total Debt Service		484,771.00	309,120.40		175,650.60	64%
Total General Fund Expenses		13,003,466.00	5,363,484.45		7,659,462.10	41%

Notes: January 2020

GENERAL FUND

Revenues:

1	<u>Current/Delinquent RE</u>	2019 real estate collections posted through 1/31/20 total \$2,053,648 (98%). Delinquent collections through the same period total \$18,812 (376%). Delinquent notices have just been mailed after numerous conversion issues. Total
2	<u>Current/Delinquent PP</u>	2019 personal property collections posted through 1/31/20 total \$638,439 (102%). We are still processing supplements and abatements so those totals will change. We have a significant batch of supplements to post since the IOW file used for conversion was cut as of the end of March 2019. We are still working on the supplements at this time. Delinquent personal property collected through the same period totaled \$12,598 (63%) but increased to \$15,856 through 3/20/20.
3	<u>Cigarette Tax</u>	Sold 270,000 cigarette tax stamps through January 2020 compared to 315,000 stamps through January 2019.
4	<u>Transient Occupancy</u>	Transient occupancy tax is collected quarterly. The 1st quarter payment in July 2019 was accrued for the FY2019 financial statements. The quarters collected in October 2019 and January 2020 totaled \$121,345 and are \$4,098 more than prior year collections of \$117,247. This is a 3% increase.
5	<u>Meals Tax</u>	Meals tax receipts represents collections for August 2019 through January 2020. July 2019 collections were accrued for FY2019. Receipts to date are \$46,438 higher than the same period last year.
6	<u>Sales Tax</u>	Sales tax runs 2 months behind from the state. Our portion is sent to IOW County, and they forward it to us often resulting in a 3 month delay. Sales tax revenues on the January statement represent receipts for July through October 2019 and is \$13,398 higher than prior year.
7	<u>Business licenses</u>	Business licenses are due on April 15; however, licenses for delinquent accounts or new businesses are collected throughout the fiscal year. As of Jan 31, we collected \$24,422 in BL taxes of which \$2,016 represents taxes for 2017 and 2018; \$15,727 represents 2019, and \$6679 represents 2020.
8	<u>Vehicle License Tax</u>	VL taxes are billed with personal property and are collected at the same time. Collections through Jan 31, 2020 total \$183,237 (76%). Collected 198,263 through March 20, 2020 (82%). Still have supplements to process.
9	<u>Permits & other licenses</u>	Permits and other licenses are made up of sign permits (\$480), zoning permits (\$5665), yard sale permits (\$360), Demolition permits (\$75), E&S Fees (\$2250), and ROW Easement Permits (\$840) and golf cart permits (\$120).
10	<u>Inspection Fees</u>	Inspection fees are as follows: ABT Custom Homes-\$300-rebuild 207 Gullane-21E-01-404 Eagle Construction of VA LLC-\$300-122 St Andrew-21E-01-274 Eagle Construction of VA LLC-\$300-105 Nairn-Lot 264 Wayne Harbin Builder-\$300-108 Tiger Eye-21E-01-379 Michael J Hipple Builder Inc-\$300-401 Pagan Ridge Willkris Services LLC-\$300-219 Drummonds Lane Hampton Roads Holding Co LLC-\$300-100 Turnberry Eagle Construction -\$300- 21E-01-316 Eagle Construction -\$300- 1306 Cypress Creek LT 413 100 Royal Eagle Construction - \$300-100 Royal Birkdale LT366 Eagle Construction -\$300- 21E-01-337 Lot 37 Eagle Construction -\$300- 21E-01-270 110 St Andrews
11	<u>Review Fees</u>	Review fees are as follows: Gary L Berland-\$150-subdivision plan-22J-02-000A Commercial Development-\$150-Dollar Tree Landscaping - 22J-01-017 RDG Limehouse LC-\$7600-Cypress Investment Holdings-utility plans for 22-01-004 Thomas Sterling-\$400-Special use permit Brown's A.M.E. Church

Kimley Horn-\$150-Miller Oil - 32-10-002a
RDG Limehouse LC-\$150-Cypress Investment Holdings-21-01-084
Gwaltney Properties One-\$75-22-01-040B-201 Battery Park Road

- 12 **Fines & Costs** Fines and costs through January reflect collections through November 2019. Payments received in July and August were accrued for the June 2019 financial statements. Collections are \$5067 higher than prior year.
- 13 **Rentals** Rentals represent payments from town owned properties. Includes SVAE (\$2250/month), When Pigs Fly (\$775/month), and Charter Communications (\$831.93/month). Also received \$25,000 for annual LSC rental from SRA in December.
- 14 **Smithfield Center Rentals** Rents of \$125,513 through January 2020 are \$15,922 more than the same period last year.
- 15 **Kayak Rentals** Since this line item is seasonal, the summer months are very strong for rentals. Revenues ceased by the first of October and will pick up again in the spring of 2020. Collections for Jul through Oct are \$46 higher than FY2019.
- 16 **Reserves-operation reserves** Revenues of \$225,545.06 in excess of expenses of January 31, 2020.
- 17 **Law Enforcement** Received 2 quarters of 599 funds to supplement police department funding.
- 18 **Communications Tax** Communications tax runs 2 months behind, so the total shown is for collections for July through November 2019. We have received \$2439 less prior year.
- 19 **PPTRA Tax** The Town received its annual personal property tax relief contribution from the state.
- 20 **Fire Programs** The Town received pass through grant funds from the state for the Smithfield Fire Department-\$29,461.
- 21 **Insurance Recoveries** VRSA-received \$7082.22 for damage to the Police Evidence Building

Expenses:

All Departments

- 22 **Salaries** Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet been configured on the internal payroll reports. Town Manager salaries includes payout of previous Town Manager Thrower.
- 23 **Health/Dental Insurance** Health insurance premiums are reflected through January (58%). Dental premiums are posted for Jul through Jan (58%).
- 24 **Insurance** 3 quarterly payments (75%) have been made to VML for property casualty/workers' compensation insurance.
- 25 **Dues and Subscriptions** The majority of dues and subscriptions for each department are paid in the first 3 months of the fiscal year, so percentages will run high against budget for the majority of the year.

Town Council

- 26 **Maintenance Contracts** Pitney Bowes-\$1200-Tier 1 Software Service Agreement-10/1/19-9/30/20 postage machine-we had never paid this in the past-was not budgeted
Pitney Bowes-\$1500-leasing charges for quarters ending September and December 2019-postage machine
- 27 **Professional services** The Berkley Group-\$27500-Interim Town Manager charges for through December 2019.
- 28 **Supplies** Includes:
Pitney Bowes-\$2525-refill postage machine
The Supply Room-\$589.75-envelopes-9x12
Pitney Bowes-\$2500-refill postage machine

29	<u>Travel & training</u>	<p>Includes: Bank of America-VML-\$1555-registration VML conference-Williams, Hall, Butler Bank of America-The Hotel Roanoke & Conference Center- (-\$198.28)-refund reservation-Pack Bank of America-Printing Services-\$728.90-Vision statements Mayor Williams-\$78.88-mileage reimbursement July Beth Haywood-\$252.88-mileage-VML conference Oct 2019 Denise N Tynes-\$271.44-mileage VML conference Oct 2019 Valerie Butler-\$252.88-mileage-VML conference Oct 2019 Mayor Williams-\$620.60-mileage reimbursement August through October 2019 Bank of America-\$2010.52-The Hotel Roanoke & Conference Center-Town Council reservations-VML Conference</p>
<u>Police</u>		
30	<u>Service Contracts</u>	<p>Includes: Superior LLC-\$24,474-annual maintenance fee for OSSI and records management system ID Networks-\$4434.00-annual software/hardware maintenance for IDS Criminal Livescan System Axon Enterprises-\$1500-evidence.com storage contract 2020</p>
31	<u>Insurance-LODA</u>	<p>This reflects an annual payment for Line of Duty Act benefits for our certified officers. It is billed through the Virginia Retirement System. The invoice for FY2020 was based on 18 officers at \$705.77 each. This has been paid in full for the year.</p>
<u>Fire Department</u>		
32	<u>State Pass Thru</u>	<p>The Town received the state grant for annual fire funds (\$29,461) and has remitted payment to the Fire Department. An appropriation amendment was adopted to approve the additional funding.</p>
<u>Parks & Recreation</u>		
33	Advertising	<p>Includes: MOSCA Design-\$4665-18 FT lighted Christmas tree Wedding Wire-\$4800-12 months-Featured All Venue Group Hampton Roads Region Mar-Bert-\$2265- (2) 1/2 page ads Vistagraphics-\$1586-WCP and Smithfield Center-Coastal VA Magazine- Bride Fall/Winter Tribune Publishing Company LLC(-\$1503)-refund ck #50794</p>
<u>Smithfield Center</u>		
34	<u>Contracted Services</u>	<p>Includes: Colonial Webb-\$4875-3 quarterly billings EMS Software-\$1557.30-EMS Pro Maintenance; 1 database; 8/1/19-7/31/20 Bay Disposal -\$411.90*6 months=\$2471.40 Bay Disposal-\$453.08*1 month (2 each @ \$226.54) Terminix-\$105x6=\$630, \$100x1=\$100 Citron Hygene-\$139.52x5=\$697.60, \$291.67 for January 2020 Windsor Fire Extinguisher-\$500-backflow inspection 9/10/19 Siemens Industry-\$837.50-test, inspections, and monitoring 2020 Terminix-\$502.08-annual plan fee 2020-reinspection-liquid-service only</p>
35	<u>Communications</u>	<p>Includes 5 monthly charges from Charter for July through February at \$1500.94 each=\$12,007.52 Verizon Wireless-56monthly charges at approximately \$162.07 each = \$973.05 Verizon-13 charges at multiple rates=\$1964.18</p>
36	<u>Repairs & Maintenance</u>	<p>Includes: National Roofing-\$595-put metal strips in bonds. Sealed nail heads over area where leak appeared. Rowe Kleen-EN & Logistics Management LLC-\$3000-prep and paint the deck and the deck pickets Roanoke Engineering-\$750-service call (6 hours) on operable wall</p>

Sherwin Williams-\$713.40-paint for Smithfield Center deck
Rutherford Supply-\$672.61-cleaning/janitorial supplies
Smithfield Glass & Mirror-\$801.23-services & repairs
Rowe Kleen-EN & Logistics Management LLC-\$2200-prep and paint doors and kitchen

Contributions-Parks, Recreation and Cultural

- 37 Windsor Castle Restoration Windsor Castle Park Foundation-\$250,000-Paid as part of \$2M dedicated for the WC restoration project
- 38 Isle of Wight Arts League The town paid its portion of the state grant and applied for the matching funds. The funds were received in October and were paid to the IOW Arts League in November.
- 39 Friends of the Library Town paid annual budgeted amount as requested.

Windsor Castle Park

- 40 Grass Cutting Southern Shores-\$785.79-July shrubs/welcome signs
Southern Shores-\$1175-contract mowing 7/2/19
Southern Shores-\$1175-contract mowing 7/10/19
Southern Shores-\$1175-contract mowing 7/17/19

**Town of Smithfield
Sewer Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
SEWER REVENUES						
Sewer Charges	03-004-342070-0000-31101	677,664.00	344,428.31	1	333,235.69	51%
Sewer Compliance Fee	03-004-342070-0000-31608	393,031.00	189,998.48	1	203,032.52	48%
Miscellaneous Revenue	03-004-342070-0000-31105	500.00	384.30		115.70	77%
Connection fees	03-004-342070-0000-31104	71,100.00	22,960.00	2	48,140.00	32%
Pro-rata Share Fees	03-004-342070-0000-31103	-	-		-	
Insurance Recoveries	03-004-342070-0000-31603	-	24,226.65	3	(24,226.65)	
Availability Fees	03-004-342070-0000-31102	185,400.00	60,160.00	4	125,240.00	32%
Interest Revenue	03-004-342070-0000-31501	9,000.00	7,776.05		1,223.95	86%
Appropriated fund balance for budget		537,735.00	128,541.39	5	409,193.61	24%
Total Sewer Revenue		1,874,430.00	778,475.18		1,095,954.82	42%

Description		2020 Council Approved	Actual 1/31/2020		Variance	Variance %
SEWER EXPENSES						
Salaries	04-004-442070-0000-41100	304,444.00	143,270.40	6	161,173.60	47%
Salaries-OT	04-004-442070-0000-41120	22,168.00	-		22,168.00	0%
FICA	04-004-442070-0000-42100	26,130.00	10,183.77		15,946.23	39%
VSRS	04-004-442070-0000-42200	18,830.00	8,561.89		10,268.11	45%
Health	04-004-442070-0000-42300	57,295.00	20,885.04		36,409.96	36%
Uniforms	04-004-442070-0000-46011	2,500.00	1,237.63		1,262.37	50%
Audit	04-004-442070-0000-43120	6,625.00	-		6,625.00	0%
Legal	04-004-442070-0000-43150	6,000.00	3,691.26		2,308.74	62%
Accreditation	04-004-442070-0000-45521	100.00	-		100.00	0%
HRPDC sewer programs	04-004-442070-0000-43997	835.00	626.25	7	208.75	75%
Professional Fees	04-004-442070-0000-43152	25,000.00	10,352.14	8	14,647.86	41%
Maintenance & Repairs	04-004-442070-0000-46007	95,000.00	22,287.88		72,712.12	23%
Storm Maintenance	04-004-442070-0000-43106	-	-		-	
VAC Truck Repairs & Maintenance	04-004-442070-0000-43107	7,500.00	4,858.72	9	2,641.28	65%
Data Processing	04-004-442070-0000-44100	15,000.00	7,305.83		7,694.17	49%
Dues & Subscriptions	04-004-442070-0000-45810	150.00	157.50		(7.50)	105%
Utilities	04-004-442070-0000-45100	45,000.00	18,628.94		26,371.06	41%
SCADA Expenses	04-004-442070-0000-45204	6,000.00	-		6,000.00	0%
Communications	04-004-442070-0000-45200	12,000.00	5,830.72		6,169.28	49%
Insurance	04-004-442070-0000-45300	15,825.00	11,868.00	10	3,957.00	75%
Materials & Supplies	04-004-442070-0000-45400	50,000.00	30,450.09		19,549.91	61%

**Town of Smithfield
Sewer Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
Pump Replacement & Conditioning	04-004-442070-0000-46015	85,000.00	8,679.00		76,321.00	10%
Truck Operations (fuel)	04-004-442070-0000-46008	9,000.00	3,807.39		5,192.61	42%
Vehicle Maintenance	04-004-442070-0000-46009	2,500.00	2,768.41		(268.41)	111%
Travel & Training	04-004-442070-0000-45500	3,000.00	150.00		2,850.00	5%
Contractual		3,500.00	1,776.65		1,723.35	51%
Bank charges	04-004-442070-0000-45813	-	-		-	
Miscellaneous	04-004-442070-0000-45804	1,200.00	149.64		1,050.36	12%
Depreciation Expense	04-004-442070-0000-49102	375,000.00	208,969.52		166,030.48	56%
Transfers to Operating Reserves		-	-		-	
Debt Service	04-004-442070-0000-49000	106,328.00	104,480.91	11	1,847.09	98%
Capital Expenditures	04-004-442070-0000-47000,47012,47005,47035	572,500.00	147,497.60		425,002.40	26%
Total Sewer Expenditures		1,874,430.00	778,475.18		1,095,954.82	42%

Notes: January 2020

SEWER

Revenues

- | | | |
|---|--|---|
| 1 | <u>1) Sewer Charges/Sewer Compliance</u> | Sewer revenues including the sewer compliance fee billed for July and 1/2 of August were accrued on the June 2019 financial statements. The current revenue includes 1/2 of the August billing through the January billing. Sewer charges through January are \$36,173 higher than prior year, and sewer compliance fees are \$2374 higher. |
| 2 | <u>Connection Fees</u> | The town posted \$22,960 in connection fees through January 2020. This represents 12 connections at \$1580 each (5/8" meters) and 1 connection at \$4000 (1" meter). |
| 3 | <u>Insurance Recoveries</u> | VSRS-\$24,226.65 for damage at Crescent Pump Station due to lightning strike. |
| 4 | <u>Availability fees</u> | We received 12 through January 2020 at \$4,120 each and 1 for \$10,720 for a total of \$60,160. |
| 5 | <u>Appropriated Fund Balance</u> | Fund balance applied to cover expenditures through the month of January 2020 equaled \$128,541.39. |

Expenses

- | | | |
|----|-----------------------------------|--|
| 6 | <u>Salaries and payroll taxes</u> | Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet been configured on the internal payroll reports. |
| 7 | <u>HRPDC Sewer Programs</u> | Represents 3 quarterly payments to HRPDC-75% |
| 8 | <u>Professional Fees</u> | Draper Aden-\$7489.64-professional services through 8/31/19-sewer model analysis of the proposed Mallory Scott Farm Development.
Draper Aden-\$2825-finalized 2018 HRSD database updates |
| 9 | <u>Vac Truck Maintenance</u> | Numerous invoices for VAC Truck repairs this fiscal year split between sewer (75%) and highway (25%).
Larger invoices are:
Preachers Tire Service-\$755.25-4 12x16.5 power king tires mounted
Atlantic Machinery-\$928.32-driveline, power band, new gauge press, and bolt 12pt fine thread
Tracy Barrett Repair Service-\$510-removed broken bolt from engine hub. Replaced the drive belt on hydraulic pump.
Tracy Barrett Repair Service-\$1285.71-changed engine oil and filters on truck engine and pony motor, replaced 2 sensor valves |
| 10 | <u>Insurance</u> | Represents payment of 3 quarters to VML for property/casualty and workers' comp insurance-75%. |
| 11 | <u>Debt Service</u> | Interest of \$2720.13 was paid in July for the old sewer treatment plant. Of that amount, \$2266.78 was accrued in FY2019 and reversed from FY2020. Principal of \$102,090 for the entire year was also paid in July. Interest of \$1937.45 was paid in January. 100% of debt service has been paid for the year; however, accruals |

**Town of Smithfield
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
WATER REVENUES						
Water Sales	03-005-342060-0000-31101	1,411,037.00	767,074.74	1	643,962.26	54%
Debt Service Revenue	03-005-342060-0000-31109	251,055.00	121,008.50	1	130,046.50	48%
Miscellaneous	03-005-342060-0000-31105	5,000.00	2,601.78	2	2,398.22	52%
Connection fees	03-005-342060-0000-31104	29,700.00	9,120.00	3	20,580.00	31%
Application Fees	03-005-342060-0000-31106	9,720.00	5,670.00		4,050.00	58%
Pro-Rata Share Fees	03-005-342060-0000-31103	-	-		-	
Availability Fees	03-005-342060-0000-31102	122,400.00	40,300.00	4	82,100.00	33%
Interest Revenue	03-005-342060-0000-31501	20,000.00	24,491.38		(4,491.38)	122%
Contributions from IOW		87,500.00	-		87,500.00	0%
Appropriated fund balance for budget		487,499.00	373,419.51	5	114,079.49	77%
Total Water Revenues		2,423,911.00	1,343,685.91		1,080,225.09	55%

Description		2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
WATER EXPENSES						
Salaries	04-005-442060-0000-41100	422,828.00	228,557.44	6	194,270.56	54%
Salaries-OT	04-005-442060-0000-41120	65,622.00	-		65,622.00	0%
FICA	04-005-442060-0000-42100	39,080.00	16,360.30		22,719.70	42%
VSRS	04-005-442060-0000-42200	26,470.00	12,979.91		13,490.09	49%
Health	04-005-442060-0000-42300	79,525.00	35,317.06		44,207.94	44%
Uniforms	04-005-442060-0000-46011	2,500.00	1,573.24		926.76	63%
Contractual	04-005-442060-0000-43320	13,500.00	7,223.25	7	6,276.75	54%
Audit	04-005-442060-0000-43120	6,625.00	-		6,625.00	0%
Legal	04-005-442060-0000-43150	6,400.00	3,691.26		2,708.74	58%
Storm Maintenance	04-005-442060-0000-43106	-	-		-	
Accreditation	04-005-442060-0000-45521	100.00	-		100.00	0%
Maintenance & Repairs	04-005-442060-0000-46007	20,000.00	2,601.48		17,398.52	13%
Water Tank Maintenance	04-005-442060-0000-43006	10,000.00	-		10,000.00	0%
Professional Services	04-005-442060-0000-43152	25,000.00	3,643.36		21,356.64	15%
Regional Water Supply Study	04-005-442060-0000-43998	4,000.00	2,944.50	8	1,055.50	74%
Data Processing	04-005-442060-0000-44100	15,000.00	7,305.83		7,694.17	49%
Utilities	04-005-442060-0000-45100	2,500.00	727.06		1,772.94	29%
Communications	04-005-442060-0000-45200	11,500.00	5,610.32		5,889.68	49%
Insurance	04-005-442060-0000-45300	31,130.00	23,349.00	9	7,781.00	75%
Materials & Supplies	04-005-442060-0000-45400	80,000.00	36,725.25		43,274.75	46%
Truck Operations	04-005-442060-0000-46008	16,000.00	6,073.88		9,926.12	38%
Vehicle Maintenance	04-005-442060-0000-46009	3,000.00	2,078.62		921.38	69%
Contribution-Well Nests	04-005-442060-0000-45656	-	143,478.57	10	(143,478.57)	100%

**Town of Smithfield
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
Dues & Subscriptions	04-005-442060-0000-45810	1,200.00	1,062.48	11	137.52	89%
Bank service charges-credit card fees	04-005-442060-0000-45813	1,200.00	1,042.94		157.06	87%
Travel and Training	04-005-442060-0000-45500	5,000.00	2,267.84		2,732.16	45%
Miscellaneous	04-005-442060-0000-45804	15,000.00	7,019.45	12	7,980.55	47%
RO Annual costs						
Power	04-005-442061-0000-45100	104,000.00	57,075.68		46,924.32	55%
Contract Services	04-005-442061-0000-43300	-	2,822.00		(2,822.00)	100%
Chemicals	04-005-442061-0000-45413	65,000.00	45,464.79		19,535.21	70%
HRSD	04-005-442061-0000-45102	280,300.00	159,807.99		120,492.01	57%
Supplies	04-005-442061-0000-45400	25,000.00	15,275.48		9,724.52	61%
Communication	04-005-442061-0000-45200	9,200.00	4,857.91		4,342.09	53%
Travel and training	04-005-442061-0000-45500	4,000.00	407.55		3,592.45	10%
Dues & Subscriptions	04-005-442061-0000-45810	500.00	1,257.00		(757.00)	251%
RO Server	04-005-442061-0000-46005	10,000.00	-		10,000.00	0%
Maintenance and Repairs	04-005-442061-0000-46007	66,500.00	19,510.20		46,989.80	29%
Vehicle Maintenance	04-005-442061-0000-46009	-	2,440.68		(2,440.68)	100%
Depreciation Expense	04-005-442061-0000-49102	380,000.00	202,754.74		177,245.26	53%
Transfers to Operating Reserves		-	-		-	
Debt Service	04-005-442060-0000-49000	288,731.00	262,218.85	13	26,512.15	91%
Capital Expenditures		287,500.00	18,160.00		269,340.00	6%
Total Water Expenditures		2,423,911.00	1,343,685.91		1,080,225.09	55%

Notes: January 2020

WATER

Revenues

1	<u>Water Charges/Debt Service Revenue</u>	Water revenues including the water debt service fee billed for July and 1/2 of August were accrued on the June 2019 financial statements. The current revenue includes 1/2 of the August billing through the January billing. Water charges through January are \$88,313 higher than prior year and debt service is \$1915 higher.
2	<u>Miscellaneous</u>	Through January we sold 6 water meters (\$325 each=\$1950), meter parts (\$58.09), and received one payment for contractor damage on a residential work site (\$593.69).
3	<u>Connection Fees</u>	The town posted \$9,120 in connection fees through January 2020. This represents 12 connections at \$660 each (5/8" meters) and 1 connection at \$1200 (1" meter).
4	<u>Availability Fees</u>	We received 12 at \$2720 each and 1 at \$7,660 for a total of \$40,300.
5	<u>Appropriated Fund Balance</u>	Fund balance applied to cover expenditures through January 2020 equaled \$373,419.51.

Expenses

6	<u>Salaries and payroll taxes</u>	Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet been configured on the internal payroll reports.
7	<u>Contractual</u>	Core & Main-\$5320-annual Neptune hardware support contract-meter readers Core & Main-\$1290-annual Neptune software support contract-meter readers Tracker Software-\$613.25-Pubworks Annual Support and Maintenance-2020
8	<u>HRPDC Regional Water Supply</u>	Represents 3 quarterly payments to HRPDC-74%.
9	<u>Insurance</u>	Represents payment of 3 quarters to VML for property/casualty and workers' comp insurance-75%.
10	<u>Contribution-Well Nests</u>	Smithfield Foods-\$143,478.57 for the Town's allocated portion of the well nests located by the TM office. This was not a budgeted item.
11	<u>Dues & Subscriptions</u>	The majority of dues are paid at the beginning of the fiscal year, so percentages will run high for the majority of the year.
12	<u>Miscellaneous</u>	Includes VDH-Waterworks- \$9,159.75 for 4 quarters-This is billed annually and is based on the number of water customers in the town's system. The rate for this billing is \$2.95 per connection. We have paid 3 of 4 quarterly payments=\$6,869.81.
13	<u>Debt Service</u>	Paid interest of \$13,782.05 in July 2019 for the two PNC loans (old treatment plant and RO plant) and the water portion of the \$5M note

**Town of Smithfield
Highway Fund**

Description		2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
HIGHWAY REVENUES						
Interest Income	03-204-341200-0000-31501	250.00	93.81		156.19	38%
Revenue - Commwlth of VA	03-204-341200-0000-34060	1,243,925.00	623,622.74	1	620,302.26	50%
Total Highway Fund Revenue		1,244,175.00	623,716.55		620,458.45	50%

**Town of Smithfield
Highway Fund**

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Notes	Variance	Variance %
HIGHWAY EXPENSES						
Salaries	04-204-441200-0000-41100	263,294.00	148,380.50	2	114,913.50	56%
Salaries-OT	04-204-441200-0000-41120	17,595.00	-		17,595.00	0%
FICA	04-204-441200-0000-42100	22,472.00	10,965.75		11,506.25	49%
VSRS	04-204-441200-0000-42200	17,830.00	9,377.26		8,452.74	53%
Health	04-204-441200-0000-42300	44,318.00	25,995.38		18,322.62	59%
Uniforms	04-204-441200-0000-46011	3,500.00	1,643.36		1,856.64	47%
Professional services	04-204-441200-0000-43152	-	2,696.25	3	(2,696.25)	100%
Grass	04-204-441200-0000-43105	20,000.00	7,875.36	4	12,124.64	39%
Maintenance	04-204-441200-0000-43104	697,252.00	122,369.38		574,882.62	18%
Street Lights	04-204-441200-0000-45101	117,000.00	58,237.13		58,762.87	50%
Insurance	04-204-441200-0000-45300	10,572.00	7,929.00	5	2,643.00	75%
VAC Truck Repairs	04-204-441200-0000-43107	2,500.00	1,848.25	6	651.75	74%
Truck Operations	04-204-441200-0000-46008	12,000.00	3,943.19		8,056.81	33%
Vehicle Maintenance	04-204-441200-0000-46009	-	4,410.80	7	(4,410.80)	100%
Stormwater Management Program (regional)	04-204-441200-0000-43999	3,342.00	2,368.50	8	973.50	71%
Capital Expenditures	04-204-441200-0000-48100	12,500.00	-		12,500.00	0%
Total Highway Fund Expense		1,244,175.00	408,040.11		836,134.89	33%

Notes: January 2020

HIGHWAY

Revenues

- 1 Revenue-Commonwealth of Virginia We received the 1st 2 quarterly payments from the state. The payments will net \$3,320.48 more than budgeted for the fiscal year.

Expenses

- 2 Salaries Salaries have been decreased by accrued payroll for FY2019 that was reversed as of July. OT salaries have not yet been configured on the internal payroll reports.
- 3 Professional Services Canada Land Surveying-\$100.00-copies
Canada Land Surveying-\$500.00-207 Winchester Place-research and locate rear iron pins to verify location of a leaning tree
Kimley-Horn-\$517.88-Professional services through 8/31/19-East Street Ditch Project
Kimley-Horn-\$916.87-Professional services through 7/31/19-East Street Ditch Project
Draper Aden-\$661.50-not in file-Fran is checking
- 4 Grass Cutting Southern Shores-\$300-contract mowing Battery Park Rd-7/1/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 7/09/19
Southern Shores-\$441.78-contract mowing Route 258 7/15/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 7/22/19
Southern Shores-\$300-contract mowing Battery Park Rd-7/29/19
Southern Shores-\$441.78-contract mowing Route 258 8/12/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 8/13/19
Southern Shores-\$300-contract mowing Battery Park Rd-9/4/19
Southern Shores-\$441.78-contract mowing Route 258 9/4/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 9/5/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 9/18/19
Southern Shores-\$300-contract mowing Battery Park Rd-10/2/19
Southern Shores-\$441.78-contract mowing Route 258 10/2/19
Southern Shores-\$441.78-contract mowing Route 258 10/15/19
Southern Shores-\$744.41-contract mowing Benns Church Blvd & Canterbury Lane 10/15/19
- 5 Insurance Represents payment of 3 quarters to VML for property/casualty and workers' comp insurance-75%.
- 6 VAC Truck Repairs Includes: (25% highway expenses reflected, additional 75% in sewer)
Tracy Barrett-\$104.99-remove/replace exhaust manifold and replace gasket and bolts
Preachers Tire-\$251.75-mount 4 power king tires
Atlantic Machinery-\$309.44-Driveline SLP, power band, new gauge press, bolts, freight
Tracy Barrett-\$170-removed broken bolt from engine hub, replaced drive belt on hydraulic pump, installed new hub and pto shaft
Atlantic Machinery-\$98.15-filter cartridge, filter element, hyd. Pump cartridge
Beamon & Johnson-\$104.80-hydraulic oil, blower motor, cabin air filter, tire gauge
Tracy Barrett-\$428.57-serviced engine, changed oil and filters on truck engine and pony motor, replaced air filter, hydraulic filters
Dash Medical-\$257.22-black nitrile exam gloves
- 7 Vehicle Maintenance This expense has always been lumped with fuel in the highway fund as part of truck operations. It will now be shown separately to accurately reflect fuel and maintenance expenses.
- 8 Stormwater Management Program Represents 3 quarterly payments to HRPDC-71%.

CAPITAL PROJECTS ALL FUNDS FY 2020

Description	MUNIS ACCOUNT NUMBER	2020 Council Approved	Actual 1/31/2020	Variance	Variance %
GENERAL FUND					
TREASURER					
MUNIS Conversion including Content Manager	04-100-412410-0000-48100	66,850.00	57,800.45	9,049.55	86.46% Tyler Technologies
POLICE DEPARTMENT					
Police Vehicles	04-100-431100-0000-48100	66,000.00	-	66,000.00	0.00%
PARKS, RECREATION & CULTURAL					
Parks & Rec					
Vehicle-F150	04-100-471100-0000-48100	26,000.00	28,571.95	(2,571.95)	109.89% Colonial Ford-Ford F250
Smithfield Center					
LVT Flooring in Suites	04-100-412100-0000-48100	26,000.00	17,883.79	8,116.21	68.78% Mannington Commercial (\$10,998.79), York River Flooring (\$6885)
Windsor Castle	04-100-471210-0000-48100	-	25,653.83	(25,653.83)	100.00% John Deere-tractor with front end loader and fork lift
Luter Sports Complex					
Maintenance building	04-100-471300-0000-48100	25,000.00	-	25,000.00	0.00%
Luter Sports Complex	04-100-471300-0000-48100	-	19,099.25	(19,099.25)	100.00% Kimley-Horn-services rendered through August 2019
Clontz Park Boat Ramp	04-00-471311-0000-48100	-	68,760.29	(68,760.29)	100.00% Docks of the Bay-\$52404 and Kimley Horn-\$16,356
COMMUNITY DEVELOPMENT					
Pinewood Heights Phase IV					
Land purchases-Phase IV	04-100-432315-0000-48100	204,000.00	84,000.00	120,000.00	41.18% 5, 9, 11, 13, 15 & 16 Pinewood, 44 Carver
PUBLIC WORKS					
Waterworks Dam					
	04-100-471350-0000-48100	315,000.00	4,648.51	310,351.49	1.48% Draper Aden-\$661.50-Smithfield Lake Dam O&M Conditional Certificate Renewal Services-through 11/30/19 Draper Aden-\$2542.01-Smithfield Lake Dam O&M Conditional Certificate Renewal Services-through 12/31/19 Draper Aden-\$1445-Performed literature review of materials related to the dam and reviewed impact of WW Road on hazard class.
Urban Fund Projects					
Right Turn lane-Joseph W Luter Sports Complex	04-100-441300-0000-48100	1,055,120.00	666,012.90	389,107.10	63.12% Blair Brothers-\$635,158.76; Kimley Horn-\$30,854.14 for services through 9/30/19
Benns Church/Route 258/Route 10 Bypass Intersection	04-100-441300-0000-48100	884,800.00	15,373.83	869,426.17	1.74% Kimley-Horn services through 9/30/19, VDOT oversight
Smithfield to Nike Park Trail Segment 3 Alt Analysis	04-100-441300-0000-48100	226,000.00	599.50	225,400.50	0.27% VDOT oversight
Vehicle -spread with WTR,SWR, HWY	04-100-441300-0000-48100	12,500.00	-	12,500.00	0.00%
PUBLIC BUILDINGS					
Parking Lot Capital Repairs	04-100-443200-0000-48100	60,000.00	-	60,000.00	0.00%
Town Hall Building Alterations	04-100-443200-0000-48100	-	17,625.00	(17,625.00)	100.00% Kimley-Horn -\$17625 for services through 10/31/19
TOTAL GENERAL FUND		2,967,270.00	1,006,029.30	1,961,240.70	33.90%
SEWER FUND					
MOM Flow Plan Review	04-004-442070-0000-47000	50,000.00	-	50,000.00	0.00%
MOA Flow Monitoring	04-004-442070-0000-47000	75,000.00	-	75,000.00	0.00%
ARC Flash Analysis (16 Pump Stations)	04-004-442070-0000-47000	35,000.00	-	35,000.00	0.00%
Sanitary Sewer Inspections (TV the lines)	04-004-442070-0000-47000	75,000.00	-	75,000.00	0.00%
Manhole inspections & rehab	04-004-442070-0000-47000	75,000.00	25 10,811.25	64,188.75	14.42% Draper Aden-services through 8/31/19

Sewer Capital Repairs (find & fix)	04-004-442070-0000-47012	100,000.00	34,382.00	65,618.00	34.38%	REW-\$9825-program logic controllers at Golf Course PS Lewis Construction-\$24,557-16" gate valve installed-Wellington
Terminal Bypass Pump Installation	04-004-442070-0000-47012	150,000.00	102,304.35	47,695.65	68.20%	Xylem-\$4674.80-trailer for by-pass pump REW-\$26,820-Lakeside Pump Station Bypass Pump install REW-\$2238.75-flanged expansion joints for pump install Xylem-\$68570.80-Dri-Prime HL80M Critically Silenced Pump
PW Vehicle	04-004-442070-0000-47005	12,500.00	-	12,500.00	0.00%	
TOTAL SEWER FUND		572,500.00	147,497.60	425,002.40	25.76%	
WATER FUND						
PW Vehicle	04-005-442060-0000-47005	12,500.00	-	12,500.00	0.00%	
Hydrants and Tie-Ins	04-005-442060-0000-47012	30,000.00	-	30,000.00	0.00%	
RO-Concentrate and Blend Control Valves	04-005-442061-0000-47012	40,000.00	-	40,000.00	0.00%	
RO-Automatic Flush Valves-Wells 10 & 8A	04-005-442061-0000-47012	30,000.00	18,160.00	11,840.00	60.53%	Lewis Construction-\$18,160-flushing valves-RO
RO BMP Project	04-005-442061-0000-47012	175,000.00	-	175,000.00	0.00%	
TOTAL WATER FUND		287,500.00	18,160.00	269,340.00	6.32%	
HIGHWAY FUND						
PW Vehicle	04-204-441200-0000-48100	12,500.00	-	12,500.00	0.00%	
TOTAL HIGHWAY FUND		12,500.00	-	12,500.00	0.00%	

CASH BALANCES AS OF FEBRUARY 29, 2020					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	CURRENT YR INTERCO BALANCES	PRIOR YR INTERCO BALANCES	ADJUSTED BALANCES
Water	Farmers Bank	1,643,653.79	(651,285.64)	-	992,368.15
Water-Debt Service	Farmers Bank	769,141.56	41,016.37	-	810,157.93
Water Capital Escrow (availability fees)	TowneBank	608,637.11	40,300.00	-	648,937.11
Water Treatment Plant Escrow	TowneBank	11,648.20			11,648.20
Water Deposit Account	TowneBank	96,375.67	(3,052.00)	-	93,323.67
Water Development Escrow	TowneBank	162,046.74	-	-	162,046.74
Subtotal Water		3,291,503.07	(573,021.27)	-	2,718,481.80
Sewer	Farmers Bank	295,502.30	(74,996.48)	-	220,505.82
Sewer Development Escrow	TowneBank	427,261.95	-	-	427,261.95
Sewer Capital Escrow (availability fees)	TowneBank	1,083,669.08	60,160.00	-	1,143,829.08
Sewer Compliance	Farmers Bank	2,239,348.49	64,625.30		2,303,973.79
Subtotal Sewer		4,045,781.82	49,788.82	-	4,095,570.64
Highway	Farmers Bank	61,927.55	325,009.17	-	386,936.72
General Fund	Farmers Bank	4,901,187.78	198,223.28		5,099,411.06
Payroll	Farmers Bank	217,610.70			217,610.70
Money Market-General Fund	TowneBank	38,810.71			38,810.71
Business Super Now-General Fund	Farmers Bank	35,086.12			35,086.12
General Fund Capital Escrow Account	TowneBank	217,787.85			217,787.85
Certificate of Deposit-Police Dept-24 month	Farmers Bank	37,187.97			37,187.97
Special Project Account	Farmers Bank	957,761.40	-		957,761.40
Pinewood Heights Escrow	Farmers Bank	44,866.04			44,866.04
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	216,478.91			216,478.91
Windsor Castle Acct	TowneBank	40,412.17			40,412.17
Subtotal General Fund		6,709,408.40	198,223.28	-	6,907,631.68
TOTAL ALL FUNDS		14,108,620.84	-	-	14,108,620.84

VIP Investment Pool	VML VACO Finance	Ending Market Value		\$ 544,404.95
---------------------	------------------	---------------------	--	---------------



Account Statement

February 2020

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

VIP 1-3 Year High Quality Bond Fund VA-01-0009-0001

Summary

VA-01-0009-0001	GENERAL				
Beginning Market Value	Contributions	Withdrawals	Income Earned	Current Month Unrealized G/L	Ending Market Value
540,155.40	0.00	50.22	970.01	3,329.76	544,404.95

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
02/01/2020	Income Earned	65.32			10.110631	6.461	
02/14/2020	Withdrawal		50.22		10.090957	4.977	0.00
02/14/2020	Income Earned	497.42			10.090957	49.294	
02/28/2020	Income Earned	407.27			10.172882	40.035	
02/29/2020	Ending Balance			544,404.95	10.172882	53,515.312	



Account Statement

February 2020

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

VIP Stable NAV Liquidity Pool VA-01-0009-5001

Summary

Average Monthly Yield: 1.73%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
VA-01-0009-5001 LIQUID GENERAL	0.00	0.00	0.00	0.00	0.00	0.00

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
02/29/2020	Ending Balance			0.000	



Daily Rates

February 2020

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Feb-20	0.000047680	1.75%
02-Feb-20	0.000047680	1.75%
03-Feb-20	0.000047680	1.75%
04-Feb-20	0.000047680	1.75%
05-Feb-20	0.000047680	1.75%
06-Feb-20	0.000047680	1.75%
07-Feb-20	0.000047407	1.74%
08-Feb-20	0.000047407	1.74%
09-Feb-20	0.000047407	1.74%
10-Feb-20	0.000047407	1.74%
11-Feb-20	0.000047407	1.74%
12-Feb-20	0.000047407	1.74%
13-Feb-20	0.000047407	1.74%
14-Feb-20	0.000047134	1.73%
15-Feb-20	0.000047134	1.73%
16-Feb-20	0.000047134	1.73%
17-Feb-20	0.000047134	1.73%
18-Feb-20	0.000047134	1.73%
19-Feb-20	0.000047134	1.73%
20-Feb-20	0.000047134	1.73%
21-Feb-20	0.000047134	1.73%
22-Feb-20	0.000047134	1.73%
23-Feb-20	0.000047134	1.73%
24-Feb-20	0.000047134	1.73%
25-Feb-20	0.000047134	1.73%
26-Feb-20	0.000047134	1.73%
27-Feb-20	0.000047134	1.73%
28-Feb-20	0.000046861	1.72%
29-Feb-20	0.000046861	1.72%

**Invoices over \$10,000
Request to Approve**

Wood Equipment Service Co.

Sales Invoice

10540 Northlake Park Drive, Ashland, VA 23005

Phone: 804.798.8844 Fax: 804.798.7610

Invoice #:460499

Invoice Date: 2/27/2020

Packing Slip #: 354713

Shipped from WOOD EQUIPMENT

Entered By: ACCT

Acct #: 2247 Bill To: TOWN OF SMITHFIELD P. O. BOX 246 SMITHFIELD, VA 23430 United States	Ship To: TOWN OF SMITHFIELD 293 CARY ST SMITHFIELD, VA 23431 United States			
Tracking # 5236315265				
Order Date 1/24/2020	Terms of Sale NET 30 DAYS	Purchase Order PW-2016	Release#	Shipment Method FED X GROUND

Line	Qty	Item Number	Description	Invoiced	UOM	Unit Price	UOM	Item Total
1	1.00	52801-001-7	S4MXP1500EC 15 hp 230 volt 3 phase 134 GPM @ 74 TDH PLEASE HAVE IMPELLER TRIMMED TO DESIGN CONDITION sn: 10640509	1.00	EA	\$7,596.00	EA	\$7,596.00
2	1.00	51466-108-7	HYDROMATIC HPGH500M3-2, 5HP 3/60/230, 6.25" IMPELLER sn: 10639010	1.00	EA	\$5,085.00	EA	\$5,085.00
3	1.00	51511-108-7	HYDROMATIC HPGF500M3-4, 5HP 3/60/230, 10.13" IMPELLER 35' CORD PLEASE TRIM IMPELLER TO 8.25" sn: 10639009	1.00	EA	\$5,996.00	EA	\$5,996.00
4	1.00	51511-108-7	HYDROMATIC HPGF500M3-4, 5HP 3/60/230, 10.13" IMPELLER 35' CORD sn: 10639008	1.00	EA	\$5,996.00	EA	\$5,996.00

SubTotal	\$24,673.00
Freight	\$0.00
Min. Order Fee	\$0.00
Tax	\$0.00
Total	\$24,673.00

VENDOR # _____

ACCOUNT # _____

DEPT HEAD _____

TOWN MANAGER _____



TOWN OF SMITHFIELD

Tuesday, March 3rd, 2020

Memorandum to the File

Re: Comprehensive Plan Update Proposals Selection

This memorandum supplements my previous memorandum to the file, dated Monday, February 10th, 2020 (see Exhibit A).

On Wednesday, February 19th, 2020 and Monday, February 24th, 2020, Town staff interviewed representatives of Summit Design & Engineering Services, PLLC and Benchmark CMR, Inc., respectively. During both interviews, Town staff members present were Michael Coburn, Isle of Wight County Purchasing Agent, Wayne Griffin, Town Engineer, and myself.

Following the conclusion of the interview process, Town staff determined that Summit Design & Engineering Services, PLLC was the most suitable candidate considered. This decision was reached following a thorough evaluation of the candidates' proposals within the context of the Town's evaluation criteria, which encompassed experience and qualifications, references and samples of previous work, innovation, and cost and cost containment. With all of this in mind, the candidate was selected due to the following factors:

- (1) The samples of works previously completed by the candidate consisted exclusively of comprehensive plan updates in Virginia jurisdictions that were the most similar to Smithfield.
- (2) Although the candidate's submitted cost estimate exceeds the \$50,000 budgeted for this project (by an insignificant amount), Town staff believe that the cost estimate is the most realistic to the costs that this project will incur.
- (3) The candidate indicates that the project can be completed in thirteen months with only five staff members, which, when compared to the other candidates, is a much shorter period of time, and involves fewer staff members.
- (4) The candidate has completed work for the Town previously, and is therefore already familiar to Town staff, members of the public, etc.

John Settle
Community Development & Planning Director

Exhibits:

- (A) Memorandum, Settle to File, 2020-02-10
- (B) RFP #19-009 Cover Sheet
- (C) Floricane, LLC Proposal Summary Sheet
- (D) The Berkley Group, LLC Proposal Summary Sheet
- (E) EPR, PC Proposal Summary Sheet
- (F) Hill Studio, PC Proposal Summary Sheet
- (G) Benchmark CMR, Inc. Proposal Summary Sheet
- (H) Summit Design & Engineering Services, PLLC Proposal Summary Sheet

COMMUNITY DEVELOPMENT & PLANNING DEPARTMENT

310 Institute St, PO Box 246 / Smithfield, VA 23431 / 1-(757)-365-4200 / Fax 1-(757)-357-9933

www.smithfieldva.gov



TOWN OF SMITHFIELD

EXHIBIT A

Monday, February 10th, 2020

Memorandum to the File

Re: Comprehensive Plan Update Proposals Shortlist

On Thursday, January 9th, 2020, Michael Coburn, Isle of Wight County Purchasing Agent, provided me with six (6) proposals that he had received in response to the Town's Wednesday, December 4th, 2019 request for proposals (see Exhibit A), the deadline for which was on Wednesday, January 8th, 2020. The proposals received originated from the following entities:

- (1) Floricane, LLC
- (2) The Berkley Group, LLC
- (3) EPR, PC
- (4) Hill Studio, PC
- (5) Benchmark CMR, Inc.
- (6) Summit Design & Engineering Services, PLLC

Floricane, LLC was removed from consideration as it was apparent in the proposal that it had never completed a comprehensive plan update, or failed to mention whether or not it had. Additionally, it failed to provide a cost estimate for the second phase of the project.

The Berkley Group, LLC and EPR, PC were removed from consideration because their estimated costs (\$104,066 and \$71,414, respectively) were significantly higher than the \$50,000 budgeted for this project.

Hill Studio, PC was removed from consideration owing to my lack of familiarity with their subconsultant. Their reliance on a partnership with their subconsultant caused me to believe that they were in need of additional support to fulfill the requirements of the RFP. Ultimately, this reliance caused me to lack confidence in their experience and qualifications, especially in comparison to the two (2) remaining entities.

Benchmark CMR, Inc. and Summit Design & Engineering Services, PLLC, have been advanced to a short list for interviewing and consideration because both entities:

- (a) Have ample experience in comprehensive plan updates for towns inside and outside of Virginia.
- (b) Either stay within the \$50,000 budgeted for this project, or exceed it by an insignificant amount.
- (c) Do not indicate a reliance on or partnership with a subconsultant unfamiliar to me.
- (d) Have either completed work for the Town previously, or have completed work for nearby jurisdictions.


John Settle
Community Development & Planning Director

Exhibits:

- (A) RFP #19-009 Cover Sheet
- (B) Floricane, LLC Proposal Summary Sheet
- (C) The Berkley Group, LLC Proposal Summary Sheet
- (D) EPR, PC Proposal Summary Sheet
- (E) Hill Studio, PC Proposal Summary Sheet
- (F) Benchmark CMR, Inc. Proposal Summary Sheet
- (G) Summit Design & Engineering Services, PLLC Proposal Summary Sheet



TOWN OF SMITHFIELD

"The Ham Capital of the World"

REQUEST FOR PROPOSALS

RFP #19-009

December 4, 2019

Town of Smithfield

310 Institute St

Smithfield, VA 23430

<https://www.smithfieldva.gov/>

Comprehensive Plan Update and Overhaul

Sealed Proposals, subject to the conditions and instructions contained herein, will be received at the above office until the time and date shown below (local prevailing time), for furnishing the items or services described in the proposal.

Scope of Work: To provide professional planning services in order to complete a major update of the Town of Smithfield's Comprehensive Plan.

Proposal Due: January 8, 2020, at 5:00 PM

Contract Officer:

Michael Coburn, Purchasing Agent, mcoburn@isleofwightus.net

****AN ELECTRONIC RESPONSE IS REQUIRED****

The Purchasing Agent, Michael Coburn, is the sole contact official for the Town of Smithfield with respect to this RFP. All questions and/or comments should be directed to him at this email address: mcoburn@isleofwightus.net. The respondents to this RFP shall not contact, either directly or indirectly, any other employee or agent of the Town regarding this RFP. Any such unauthorized contact may disqualify the bidder from the procurement.

Company Name: _____

Address: _____

City / State / Zip: _____

Telephone: _____

FAX No.: _____

E-mail: _____

Print Name: _____

Title: _____

Signature: _____

Date: _____

DEPT. OF PLANNING, ENGINEERING, AND PUBLIC WORKS

310 Institute Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 357-9933
www.smithfieldva.gov • Local Cable Channel 6

SMITHFIELD COMPREHENSIVE PLAN UPDATE & OVERHAUL: **FLORICANE, LLC**

EXPERIENCE & QUALIFICATIONS:

Florican, LLC has never completed a comprehensive plan update. Their work ranges in scope from small-scale plans for larger Virginia localities to large-scale plans for other private entities. Their staff includes professionals such as planners, architects, and economic developers. In total, three staff members are offered, the most notable being Ebony Walden and Shelli Brady. Both were involved in several of the Cities of Charlottesville and Richmond's comprehensive plan updates, respectively. It is important to note that all three staff members appear to operate their own independent companies, but are connected through Florican, LLC.

REFERENCES & SAMPLES:

Florican, LLC offers the Starr Hill Community Vision & Small Area Plan, James City County Social Services Department Strategic Plan, and Newport News Human Services Department Strategic Plan as samples. References for these and other projects include the following individuals:

Yolunda Harrell
New Hill Dev. Corp. Executive Director
1-(434)-465-9164

Rebecca Vinroot
James City Co. Social Services Dir.
1-(757)-259-3100

Veneria Thomas
Newport News Human Services Director
1-(757)-926-6300

Ellen Robertson
Richmond City Council
1-(804)-646-2778

Alan Archer
Assistant City Manager of Newport News
1-(757)-926-8411

INNOVATION:

Florican, LLC offers two staff members who have a background in large-scale comprehensive planning in larger Virginia localities.

COST & COST CONTAINMENT:

Florican, LLC indicates that this project will be completed in two phases spanning twelve to eighteen months. They estimate that the cost of the first phase (concluding at the end of the first six-to-eight months) will be \$57,000. No cost estimate for the remaining phase of the project has been provided.

SMITHFIELD COMPREHENSIVE PLAN UPDATE & OVERHAUL: **BERKLEY GROUP**

EXPERIENCE & QUALIFICATIONS:

The Berkley Group's current and previous work shows ample experience in working with small towns and cities. They have demonstrated their ability to execute comprehensive planning projects and even show equal competency in ordinance revisions- this is best demonstrated by their ongoing work with Farmville, a town comparable to Smithfield in size. They offer six staff members comprised almost exclusively of planners of highly specialized areas of expertise, nearly all of whom show impressive past experience working for local governments throughout Virginia.

REFERENCES & SAMPLES:

Berkley Group offers the Middleburg Comprehensive Plan, the Martinsburg Comprehensive Plan, Harrisonburg Bicycle & Pedestrian Plan, Farmville Comprehensive Plan, and Farmville Zoning & Subdivision Ordinances as samples. References for these projects are:

William Moore
Middleburg Town Planner
1-(540)-687-5152
townplanner@middleburgva.gov

Tom Hartman
Harrisonburg Public Works Director
1-(540)-434-5928
tom.hartman@harrisonburgva.gov

Kimberly Petrucci
Martinsburg City Engineer/Planning Dir.
1-(304)-264-2131
kpetrucci@cityofmartinsburg.org

Scott Davis
Farmville Interim Town Manager
1-(434)-392-5686

INNOVATION:

Berkley Group proposes a rounded balance of input from both the general public as well as the decision-makers. Through surveys and public input sessions, to work sessions with both the Planning Commission and the Town Council, their process appears to incorporate natural yet systematic community engagement.

COST & COST CONTAINMENT:

Berkley Group indicates that this project will be completed over the course of an eighteen month period. They estimate that the overall cost of the project will be \$104,066.

SMITHFIELD COMPREHENSIVE PLAN UPDATE & OVERHAUL: EPR, PC

EXPERIENCE & QUALIFICATIONS:

It is not clear at this time as to whether or not EPR, PC has never completed a comprehensive plan update as a company. The samples noted indicate that the past work of their staff ranges in scope from comprehensive plan updates for small Virginia cities and counties of varying sizes, to large scale projects for larger Virginia cities. Their staff includes professionals such as planners, architects, landscape architects, academics, civil engineers, transportation planners, and urban designers. In total, six staff members are offered, the most pertinent to Smithfield being Todd Gordon, who took part in the Town's previous comprehensive plan update. At the time, he was working for The Cox Company.

REFERENCES & SAMPLES:

EPR, PC offers the Hopewell Comprehensive Plan, Amelia County Comprehensive Plan, Harrisonburg Bicycle & Pedestrian Plan, James City County Comprehensive Plan Update, Chesterfield County Comprehensive Plan Update, Norfolk Zoning Ordinance Rewrite, and Winchester Comprehensive Plan as samples- all of which were undertaken by members of their staff while working for either the Berkley Group or Renaissance Planning Group. References for these projects are:

Tim Youmans
Winchester Planning Director
tyoumans@ci.winchester.va.us

George Homewood
Norfolk Planning Director
george.homewood@norfolk.gov

Tevya Griffin
Hopewell Development Director

David Whitaker
Amelia Co. Community Dev. Director

Tammy Rosario
James City County Senior Planner
1-(757)-253-6685
trosario@james-city.va.us

Kirk Turner
Chesterfield Co. Planning Director
1-(804)-748-1081

James Baker
Harrisonburg Public Works Director

INNOVATION:

EPR, PC, proposes to implement a tremendous volume of transparency throughout this project, ranging in nature from several public meetings to a project website, available to the public throughout the duration of the project.

COST & COST CONTAINMENT:

EPR, PC indicates that this project will be completed in two phases spanning eighteen months. They estimate an overall project cost of \$71,414.

SMITHFIELD COMPREHENSIVE PLAN UPDATE & OVERHAUL: HILL STUDIO

EXPERIENCE & QUALIFICATIONS:

Hill Studio has completed over a dozen comprehensive plans in Virginia. Their work includes small towns and rural counties. Some examples of these localities include Brunswick County, Mecklenburg County, the Town of South Boston, Mathews County, the Town of Abingdon, and the Town of Rocky Mount. Their staff includes professionals such as planners, landscape architects, historic preservation specialists, and architects. In total, eight staff members are offered, the most notable being David Plunkett Hill, ASLA. It is important to note that two staff members are from Arnett Muldrow, a partnering firm.

REFERENCES & SAMPLES:

Hill Studio offers the Brunswick County, Mecklenburg County, and Town of South Boston comprehensive plans as samples. References for these projects include the following individuals:

Charlette Woolridge
Brunswick County Administrator
1-(434)-848-0424
cwoolridge@brunswickco.com

George Morrison
Brunswick County Planning Director
1-(434)-848-0882
gmorrison@brunswickco.com

Robert Hendrick
Mecklenburg Co. Zoning Admin.
1-(434)-738-6191
robert.hendrick@mecklenburgva.com

Ted Daniel
South Boston Town Manager (Ret.)
ted744@verizon.net

Tom Raab
South Boston Town Manager
1-(434)-575-4222
traab@southbostonva.us

Hope Cole
South Boston Zoning Administrator
1-(434)-575-4241
hcole@southbostonva.us

INNOVATION:

Hill Studio offers staff with backgrounds that are relevant to Smithfield, such as historic preservation and landscape architecture. Additionally, they showcase their work with the Town of South Boston, a town comparable to Smithfield.

COST & COST CONTAINMENT:

Hill Studio indicates that they are willing to work within the established budget of \$50,000.

SMITHFIELD COMPREHENSIVE PLAN UPDATE & OVERHAUL: **BENCHMARK**

EXPERIENCE & QUALIFICATIONS:

Benchmark has completed eight comprehensive plan updates within the last two years. The samples noted indicate that their recent clients are typically small towns. Their staff includes professionals such as planners, economic developers, cartographers, environmentalists, historic preservationists, transportation planners, and urban designers. In total, eight staff members are offered, all of which have extensive backgrounds in highly specialized planning and planning-related disciplines.

REFERENCES & SAMPLES:

Benchmark offers a series of samples, many of which are from jurisdictions located outside of Virginia. They offer the Alleghany County/City of Covington Joint Comprehensive Plan and the City of Suffolk Downtown Master Plan as Virginia samples. References for these projects are:

Jon Lanford
Alleghany County Manager
1-(540)-863-6600
jlanford@co.alleghany.va.us

Claire Jones
Suffolk Comprehensive Planner
1-(757)-514-4060
cljones@suffolkva.us

Although Benchmark notes numerous projects with towns in North Carolina, none of these towns appear to be comparable to Smithfield in both size and circumstances.

INNOVATION:

Benchmark offers a large number of dedicated senior staff members, and boasts a lengthy list of projects completed recently (within the last two years). This suggests that they are likely to stay on track with their deadlines, and generally consistent with the steps outlined in their phasing plan.

COST & COST CONTAINMENT:

Benchmark indicates that this project will be completed in six phases spanning fourteen months. They estimate that they will remain within the project's desired budget of \$50,000, but acknowledge that there is a chance that they may exceed this figure.

EXHIBIT H

SMITHFIELD COMPREHENSIVE PLAN UPDATE & OVERHAUL: **SUMMIT DESIGN**

EXPERIENCE & QUALIFICATIONS:

Summit Design showcases their ability and enthusiasm for comprehensive planning throughout their proposal. The samples presented are exclusively comprehensive planning projects, indicative of the firm's focus on comprehensive planning in small cities and towns. They propose five dedicated staff members, comprised of planners, cartographers, urban designers, and civil engineers. All of the staff members proposed by Summit Design feature diverse backgrounds, ranging from interior design to local government experience throughout Virginia.

REFERENCES & SAMPLES:

Summit Design offers the Danville Comprehensive Plan, the Richlands Comprehensive Plan, the Irvington Comprehensive Plan, and the Front Royal Comprehensive Plan as samples. References for these projects are:

Earl Reynolds
Danville Deputy City Manager
1-(434)-799-5100
earl.reynolds@danvilleva.gov

Bob Hardesty
Irvington Town Administrator
1-(804)-438-6230
info@irvingtonva.org

Timothy Taylor
Richlands Town Manager
1-(276)-964-2566
ttaylor@richlands-va.gov

Jeremy Camp
Front Royal Planning Director
1-(540)-631-2787
jcamp@frontroyalva.com

INNOVATION:

Summit Design proposes, and appears to put much emphasis upon, ample community involvement. In their phasing plan, they propose at least three meetings or settings in which the public is invited to provide their input, in addition to suggesting the formation of a steering committee to assist in guiding Smithfield's comprehensive planning process.

COST & COST CONTAINMENT:

Summit Design indicates that this project will be completed over the course of a thirteen month period. They estimate that the overall cost of the project may reach \$54,500.

6.2 Sick Leave

(Effective: 07/01/1997; Revised: 07/01/2003, 09/04/2007, 05/03/2011, 06/2014, 06/22/2015, 07/01/2017, DATE)

OVERVIEW: It is the intent of the Town to provide employees with paid time off for health related reasons.

SCOPE: All regular full-time employees are eligible for sick leave accrual.

Accrual:

Employees will accrue sick leave as follows:

Years of Service	Monthly Accrual Rate	Hours Per Year
0-1	6.0	72
1 +	8.0	96

An employee must have worked or been on paid leave for the entire pay period in order to accrue sick leave. Sick leave accrues at the end of the day on the last day of the pay period. During months when an employee receives a third (3rd) paycheck, sick leave will not accrue on the last day of the pay period for the third (3rd) pay.

Sick leave shall not be counted as hours worked for the purpose of determining overtime, with the exception of hours worked under on call duty and/or during an emergency office closure.

Maximum Accrual:

For Plan 1 and Plan 2 VRS employees, sick leave can be carried over with no maximum.

For Hybrid Plan VRS employees, total sick leave carry over may not exceed 480 hours.

Use of sick leave:

Sick leave is to be used specifically for an employee or immediate family member illness or health related appointment. Immediate family members as it pertains to this policy are defined as: spouse, parent, guardian, siblings or step-siblings, child, father-in-law, mother-in-law, grandparent, grandparent in-law, grandchild, step parent, step child.

It is understood that the utilization of sick leave for illness, injury, or medical/dental appointment in the immediate family is based on the requirement that the employee is important and necessary for the proper care and attendance of the ill person. It is also understood that the utilization of sick leave for medical/dental appointments of the employee or immediate family should be for travel to/from the appointment and the appointment itself only. Every effort should be made to schedule appointments around work hours.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence.

Any employee incurring an illness or injury as a result of his or her misconduct, a violation of this Personnel

Policy, or a violation of any City, State, or Federal Law, shall not be extended sick leave pay in excess of his or her accumulated sick leave.

Notification:

All employees (except sworn Police personnel), in the event of sickness or injury, shall notify their supervisor or department head thirty (30) minutes prior to the start of their shift. Sworn Police personnel shall notify their supervisor or department head one (1) hour prior to the start of their shift. This same contact must be made on each additional day of absence (see Attendance & Punctuality Policy). A failure to notify of sick leave absence, as required, may subject the employee to loss of sick leave eligibility.

Verification:

A Department Head shall record all sick leave absences. If an employee is absent for more than three (3) consecutive days due to illness or injury, a physician's statement must be provided verifying the need for leave, including its beginning and ending (or expected ending) date. Such verification may be requested for other sick leave absences and may be required as a condition to receiving sick leave benefits. A physician's statement may also be required for any absences of three consecutive days or less when the department head reasonably suspects a pattern of sick leave abuse. An employee's sick leave may be denied if the employee fails to comply with requests for verification of the need for sick leave or if the verification provided is inadequate.

Abuse

Employees who misrepresent the need to use sick leave are subject to disciplinary action per Personnel Policy 3.13 (Corrective Action).

Retirement from Town Employment:

Retiring employees participating in VRS Plans 1 or 2 will receive payment for 25% of their accrued, but unused sick leave balance at the time of retirement up to a maximum of \$2,500. Any remaining balance will be forfeited.

Retiring employees participating in the VRS Hybrid plan will receive payment for 100% of their accrued, but unused sick leave balance at the time of retirement up to a maximum of \$2,500.

Sick Leave Sharing

The purpose of this policy is to establish guidelines and procedures for transferring sick leave to employees who experience an extended absence from work due to illness or injury. Employees are encouraged to save as much sick leave as possible for emergencies, illnesses and/or injuries or other unexpected situations.

This leave sharing program is established to help alleviate the financial hardship effects of extended absences without pay. This program allows an employee to donate some of their accrued sick time off to a bank of time to be used by another employee who has a verifiable need.

Leave sharing is available for employees who are in a "leave without pay" status and have an FMLA qualifying event, which precludes them from working. The employee does not need to meet FMLA service requirements in order to utilize the program. Employees who wish to participate in the program must complete a Leave Sharing Program Request Form. In addition, the request form must be accompanied by verifiable written evidence of need. The Town Manager in conjunction with the Human Resources department will verify that the employee's request meets the participation requirement as

indicated in the Coverage section below.

Coverage

- Leave sharing hours will be granted only for a serious illness to an employee, or a member of an employee's immediate family who has a serious illness which requires the employee's care, **or has a leave that is covered under the Public Health Emergency Policy**, preventing the employee from performing their job duties for five (5) or more consecutive workdays. Requests for less than five (5) days will be considered by the Town Manager on a case by case basis.
- Leave is used exclusively for a medical condition of an employee or an employee's immediate family member, as defined under The Family Medical Leave Act (FMLA) **or that qualifies for the Public Health Emergency Policy.**
- The employee's or family member's health care practitioner, as defined under FMLA, must document the condition resulting in the leave prior to approval of the leave transfer from the bank of time to the employee.
- Employee must exhaust all available and accrued paid leave, including sick, annual, compensatory time, **Public Health Emergency Leave**, or any other leave before requesting and approval of leave sharing.
- Employee must not be receiving any other form of compensation including, but not limited to social security disability benefits, short term disability benefits, long term disability benefits or compensation through the Virginia Retirement System.
- Recipients shall continue to accrue service in accordance with the provisions of the other appropriate policies and guidelines.
- Recipients will not accrue sick or vacation time while receiving leave sharing donations.
- Recipients must not have been disciplined for abuse of sick leave or excessive absences within the past twelve (12) months.

Parameters for Leave Sharing Program

- Leave sharing transfers will be donated to a bank of time that can be used for all qualifying employees rather than for a specific employee.
- Employees with one or more years of service may participate as a donor.
- Employees may donate in eight (8) hour increments, up to forty (40) hours of sick leave at one time.
- Employees donating sick leave must have accrued sick leave in excess of forty (40) hours in order to be eligible to donate leave. **An employee may not deplete their sick leave balance to below 40 hours.**
- Hours will be donated on a one for one basis, regardless of pay or salary, to be paid at the recipient's rate of pay.
- Sick leave hours may not **be donated by a separating employee.**
- Donors must complete a Leave Donation Form. If the donor terminates employment, retires, dies or has an insufficient leave balance to meet the eligibility criteria, all **responsibility of the Town** to donate this leave is voided.
- Donated leave will cover only the recipient's normal salary/wages. Employees using donated leave will be fully responsible for their cost share of all benefits, unless otherwise provided by law or these policies.
- The decision to donate sick leave to the bank should be a choice made freely by each employee. Any person attempting to unduly influence another employee to donate leave or directly solicit leave donation either for themselves or other employees shall be subject to disciplinary action,

up to and including termination and any prior agreement made to donate leave under these conditions shall be voided.

Exclusions

- Leave sharing will not be approved for the following instances: elective or cosmetic surgery, unless required as a result of injury or disease; or retroactively to dates prior to request or approval.
- Leave sharing will not be approved when the illness or injury results from any of the following: engagement in a criminal act; self-inflicted intentional injury; or working for another employer.

Limitations

- Employees may receive a maximum of eighty (80) hours of donated leave per pay period.
- Employees with less than one (1) year of service may not receive more than 80 hours of donated leave.
- The maximum number of hours an employee may be granted/receive during a twelve (12) month period is four hundred eighty (480) hours and is calculated using the employee's regular scheduled weekly hours.

6.8 Public Health Emergency Leave

(Effective:)

OVERVIEW: This policy provides paid leave to employees under certain circumstances due to a declared Public Health Emergency.

SCOPE: This policy applies to all regular full-time and part-time employees.

The Town of Smithfield recognizes that in the event of a public health emergency, employees may be asked to or required to remain away from the workplace to care for the medical needs of self and/or immediate family members due to symptoms of and/or a diagnosis of the disease identified in the public health emergency, required quarantine without the ability to telework, and/or other purposes allowed by the Town Manager identified in the public health emergency for the purpose of infectious disease control. The Town Manager will determine based on emergency declarations and/or other public health emergency guidance when public health emergency leave may be granted, for what time period, and for what purposes related to the public health emergency.

The Town may grant, without the requirement of repayment, up to eighty (80) hours of public health emergency paid leave for regular full-time employees. The Town may grant, without the requirement of repayment, regular part-time employees public health emergency paid leave in the amount of the employee's regularly scheduled part-time work hours up to a maximum two-week period, but should not exceed forty (40) hours. Temporary employees are not eligible for this leave. Employees are responsible for requesting public health emergency leave, if available, through their Department Head, and for providing any required documentation including medical documentation, requested to the Human Resources Department.

Once granted public health emergency leave has been exhausted, should an employee be asked to or required to remain away from the workplace, the employee's sick, annual, or any other available leave, if any, will be utilized to cover his/her absence. Once the employee has exhausted all available paid leave, he/she may make a request under the Leave Sharing portion of the Sick Leave Policy (Policy 6.2) if he/she is eligible for such. Should the employee not be eligible for leave sharing and/or have exhausted all paid leave, the employee may be placed on leave without pay, pending eligibility and/or approval for such in accordance with policy.

During a public health emergency, particularly an infectious disease outbreak, it is critical that employees do not report to work while they are ill or experiencing symptoms and for at least 24 hours (or whatever time specified following last experience of symptoms) or identified by the Centers for Disease Control (CDC) associated with the public health emergency/infectious disease. Employees who report to work ill will be sent home in accordance with the CDC's health guidelines.

If an employee is sick or showing symptoms of being ill, it may become necessary to request information from the employee and/or the employee's health care provider or that of the employee's immediate family member. In general, the request for medical information would be for the purpose of confirming the employee's need to be absent, to show whether and how an absence relates to the public health emergency/infectious disease, and to know when it is appropriate for the employee to return to work. As always, we expect and appreciate the cooperation of employees when medical information is sought.

7.2 Emergency Office Closing

(Effective: 07/01/1997; Revised: 07/01/2003, 03/03/2011, 07/01/2017)

OVERVIEW: This policy identifies the circumstances under which the Town government would close or amend its scheduled business hours due to an emergency.

SCOPE: This policy applies to all departments within the Town Government.

Conditions Warranting Office Closings:

At times, emergencies such as severe weather, fires, power failures or flooding can disrupt business operations. In extreme cases, these circumstances may require the closing or altering the business hours of the work facility.

Decision and Notification of Office Closings:

The Town Manager retains the authority to close Town government offices and all public buildings or to curtail or adjust work schedules in response to emergency, unsafe or unsanitary work conditions.

Employees will be notified by their department head or Town Manager if the closing decision is made during working hours. Employees are advised to check the town web site or contact their immediate supervisor for notice of anticipated closings for offices which have not yet opened for the day.

Employees Required to Work During an Office Closing:

When Town Government offices are closed due to an emergency, only essential personnel are expected to report to work. Essential employees are designated as such by the Town Manager. Essential employees include Chief of Police, sworn Police personnel, some Public Works employees, and Superintendent of Public Works. Other employees may also be required to work, as directed by the Town Manager.

Compensation:

When the Town offices are closed, full time and regular part time employees who do not have to report to work will be compensated for their regularly scheduled work hours.

Essential non-exempt employees who work during emergencies will be credited with compensatory leave or paid overtime for actual hours worked when the Town Manager has declared an emergency office closure.

Absence or Late Arrival to Work:

An employee arriving late to work due to weather related transportation difficulties may be excused by his/her Department Head if the employee calls in and notifies the appropriate supervisor prior to their scheduled start time.

If an employee does not report to work, and the office is not officially closed, the employee must charge the missed hours to annual or compensatory leave.

**PUBLIC WORKS
COMMITTEE**



----- Proposal -----

Proposal No.
3899

The Blair Bros., Inc.

P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
3/3/2020
Project Name/Location
Carl Point

Description	Total
<p>We propose to furnish all labor, materials and equipment to accomplish the following:</p> <ol style="list-style-type: none"> 1. Edge mill an average of 6'-0" wide. The milling thickness shall taper from 2" at the gutter pan to 0" approximately 6'-0" from the gutter pan. 2. Millings shall be cleaned up and hauled off-site (millings shall become property of The Blair Bros., Inc.) 3. Install sewer/water risers where needed. 4. Overlay approximately 1,213 square yards with approximately 134 tons of IM19.0 asphalt at an average of 2". 5. We shall provide traffic control as needed. <p>LIQUID ASPHALT CLAUSE: This quote/clause must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$482.50 per ton; this is based off of the VDOT liquid asphalt index. At the time of installation, the liquid asphalt will be adjusted per ton to reflect the current VDOT liquid asphalt index.</p> <p>Total Proposed Sum:</p>	24,260.00

Thank you for the opportunity to quote, we appreciate your business.	Total: \$24,260.00
--	---------------------------

<p>Payment Terms and Conditions: This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.</p>	<p>Authorized Signature: </p> <p style="font-size: small; text-align: center;">Note: This proposal may be withdrawn by us if not accepted within 30 days</p>
--	---

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____



----- Proposal -----

Proposal No.

3903

The Blair Bros., Inc.

P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435

Phone: (757) 538-1696 Fax: (757) 538-0714

SWAM Certification Number: 664748



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
3/3/2020
Project Name/Location
Lane Cres./Kendal Haven

Description	Total
<p>We propose to furnish all labor, materials and equipment to accomplish the following:</p> <ol style="list-style-type: none"> 1. Edge mill an average of 6'-0" wide. The milling thickness shall taper from 2" at the gutter pan to 0" approximately 6'-0" from the gutter pan. 2. Millings shall be cleaned up and hauled off-site (millings shall become property of The Blair Bros., Inc.) 3. Install sewer/water risers where needed. 4. Overlay approximately 4,945 square yards with approximately 545 tons of IM19.0 asphalt at an average of 2". 5. We shall provide traffic control as needed. <p>LIQUID ASPHALT CLAUSE: This quote/clause must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$482.50 per ton; this is based off of the VDOT liquid asphalt index. At the time of installation, the liquid asphalt will be adjusted per ton to reflect the current VDOT liquid asphalt index.</p> <p>Total Proposed Sum:</p> <p>Note(s) 1. Work starts at 124 Lane Crescent to cul de sac. Then Kendall Haven from Lane Crescent to 425.</p>	68,670.00

Thank you for the opportunity to quote, we appreciate your business.	Total: \$68,670.00
<p>Payment Terms and Conditions: This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.</p>	<p>Authorized Signature: </p> <p style="font-size: small; text-align: center;">Note: This proposal may be withdrawn by us if not accepted within 30 days.</p>

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____



----- Proposal -----

The Blair Bros., Inc.

P.O. Box 5413
 1 Blair Brothers Rd.
 Suffolk, VA 23435
 Phone: (757) 538-1696 Fax: (757) 538-0714
 SWAM Certification Number: 664748

Proposal No.
3900



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
3/3/2020
Project Name/Location
Tallwood Circle

Description	Total
<p>We propose to furnish all labor, materials and equipment to accomplish the following:</p> <ol style="list-style-type: none"> 1. Edge mill an average of 6'-0" wide. The milling thickness shall taper from 2" at the gutter pan to 0" approximately 6'-0" from the gutter pan. 2. Millings shall be cleaned up and hauled off-site (millings shall become property of The Blair Bros., Inc.) 3. Install sewer/water risers where needed. 4. Overlay approximately 1,656 square yards with approximately 183 tons of IM19.0 asphalt at an average of 2". 5. We shall provide traffic control as needed. <p>LIQUID ASPHALT CLAUSE: This quote/clause must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$482.50 per ton; this is based off of the VDOT liquid asphalt index. At the time of installation, the liquid asphalt will be adjusted per ton to reflect the current VDOT liquid asphalt index.</p> <p>Total Proposed Sum:</p>	28,595.00

Thank you for the opportunity to quote, we appreciate your business.	Total: \$28,595.00
--	---------------------------

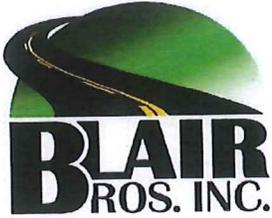
Payment Terms and Conditions:
 This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature:

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

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____



----- Proposal -----

Proposal No.
3901

The Blair Bros., Inc.

P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
3/3/2020
Project Name/Location
Wildwood Circle

Description	Total
<p>We propose to furnish all labor, materials and equipment to accomplish the following:</p> <ol style="list-style-type: none"> 1. Edge mill an average of 6'-0" wide. The milling thickness shall taper from 2" at the gutter pan to 0" approximately 6'-0" from the gutter pan. 2. Millings shall be cleaned up and hauled off-site (millings shall become property of The Blair Bros., Inc.) 3. Install sewer/water risers where needed. 4. Overlay approximately 2,502 square yards with approximately 276 tons of IM19.0 asphalt at an average of 2". 5. We shall provide traffic control as needed. <p>LIQUID ASPHALT CLAUSE: This quote/clause must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$482.50 per ton; this is based off of the VDOT liquid asphalt index. At the time of installation, the liquid asphalt will be adjusted per ton to reflect the current VDOT liquid asphalt index.</p> <p>Total Proposed Sum:</p>	43,840.00

Thank you for the opportunity to quote, we appreciate your business.	Total: \$43,840.00
--	---------------------------

<p>Payment Terms and Conditions: This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.</p>	<p>Authorized Signature: </p> <p style="font-size: small; text-align: center;">Note: This proposal may be withdrawn by us if not accepted within 30 days.</p>
--	---

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____



----- Proposal -----

Proposal No.

3902

The Blair Bros., Inc.

P.O. Box 5413

1 Blair Brothers Rd.

Suffolk, VA 23435

Phone: (757) 538-1696 Fax: (757) 538-0714

SWAM Certification Number: 664748



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
3/3/2020
Project Name/Location
Hickory Crescent

Description	Total
<p>We propose to furnish all labor, materials and equipment to accomplish the following:</p> <ol style="list-style-type: none"> 1. Edge mill an average of 6'-0" wide. The milling thickness shall taper from 2" at the gutter pan to 0" approximately 6'-0" from the gutter pan. 2. Millings shall be cleaned up and hauled off-site (millings shall become property of The Blair Bros., Inc.) 3. Install sewer/water risers where needed. 4. Overlay approximately 2,872 square yards with approximately 316 tons of IM19.0 asphalt at an average of 2". 5. We shall provide traffic control as needed. <p>LIQUID ASPHALT CLAUSE: This quote/clause must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$482.50 per ton; this is based off of the VDOT liquid asphalt index. At the time of installation, the liquid asphalt will be adjusted per ton to reflect the current VDOT liquid asphalt index.</p> <p>Total Proposed Sum:</p>	49,490.00

Thank you for the opportunity to quote, we appreciate your business.	Total: \$49,490.00
--	---------------------------

Payment Terms and Conditions:
 This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature:

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

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____



----- Proposal -----

Proposal No.
3156

The Blair Bros., Inc.

P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
4/16/2019
Project Name/Location
Canteberry Ln - Mill/Pave

Description	Total
<p>We propose to provide equipment, labor and materials to accomplish the following:</p> <ol style="list-style-type: none"> 1. Mill an area approximately 9,480 square yards at an average depth of 2". 2. Haul millings offsite and dispose of. Millings shall become property of The Blair Bros. Inc.,. 3. Clean milled area and tack to ensure proper bond with new asphalt. 4. Install 2" of IM19.0 asphalt in same area and compact accordingly. 5. Re-stripe in existing fashion using traffic grade paint. <p>Total for above scope:</p> <p>Add Alternate: - Option to pave to Rte 10 with above scope adds approximately 335 square yards milling and paving including traffic control.</p> <p>Total for Add Alternate: \$6,800.00</p> <p>Notes: 2. The Blair Bros. Inc., is not responsible for any soft or unsuitable subgrade that may exist. If any areas present themselves, repairs will be on a time and material bases. Pricing shall be determined prior to any extra repairs. 3. Current liquid A/C index is \$492.00 per liquid ton. Price shall be adjusted as per current index when asphalt is installed.</p>	<p align="right">145,606.56</p> <p align="right">Approved ↑ 5-7-2019</p>

Thank you for the opportunity to quote, we appreciate your business.

Payment Terms and Conditions:
This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms. Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature: _____

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

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: 5/8/19

Signature: _____



703 Thimble Shoals Blvd., Suite C-2
Newport News, Virginia 23606
757.599.9800
www.daa.com

March 16, 2020

Wayne Griffin
Town of Smithfield
310 Institute Street
Smithfield, VA 23430

**RE: Proposal for Engineering Services
Smithfield Lake Dam Alternatives Analysis
Draper Aden Associates Project No. P1907523-010602**

Mr. Griffin:

On behalf of Draper Aden Associates (DAA), thank you for allowing us the opportunity to present our proposal for professional engineering services to the Town of Smithfield (Town).

I. PROJECT DESCRIPTION

Smithfield Lake Dam is located in the Town of Smithfield and Isle of Wight County. The dam impounds Mount Holly Creek to create Smithfield Lake. The dam is approximately 7,000 feet upstream from the confluence of Mount Holly Creek with the Pagan River. The principal spillway of Smithfield Lake Dam is a 6.8-foot by 9-foot, corrugated-metal, arch pipe. The auxiliary spillway is a similarly sized, 6.5-foot by 9-foot, corrugated-metal, arch pipe. Waterworks Road (Route 709) traverses the top of dam.

Smithfield Lake Dam is classified as a "Significant Hazard" impounding structure. Smithfield Lake Dam is not capable of passing the 100-year event without overtopping, and the Virginia Impounding Structure Regulations (Regulations) require that "Significant Hazard" impounding structures pass the 0.5-Probable Maximum Flood (0.5-PMF).

Due to limitations in the dam's present features compared to the requirements of the Regulations, feasible alternatives to increase the spillway capacity of the Smithfield Lake Dam are judged to be limited to overtopping protection for the embankment. In addition, a means of draining the reservoir would also be required by the Regulations as part of a rehabilitation project. Armoring of the embankment is necessary to prevent overtopping flows from causing scour damage to the embankment in a manner that could result in uncontrolled release of the reservoir. Available methods of armoring embankments to allow for overtopping consist of either articulated concrete blocks (ACBs) or roller-compacted concrete (RCC). The choice between the two armoring methods is dependent on several factors including cost.

The Town has also expressed interest in assessing an abandonment alternative that would include draining the reservoir. Because the existing reservoir is used for recreation (not part of a public water

supply or stormwater best management practice/TMDL program), it is reasonable to consider an alternative that removes the embankment from being a regulated impounding structure due to the rehabilitation and lifetime maintenance and regulatory compliance costs. Abandonment could be achieved by adding a culvert at the original stream bed elevation or by removing all or a portion of the embankment to restore the stream channel and removing the roadway in this area.

Given that there is an interest in either rehabilitating or abandoning the dam and that each of these alternatives represent a sizeable commitment in capital cost, an Alternatives Analysis is recommended to evaluate the conceptual-level design and construction costs of these alternatives. Each alternative is associated with different design and construction efforts. Identifying each alternative's feasibility and construction costs at a conceptual level will provide the information necessary for the Town to identify their preferred alternative.

II. SCOPE OF SERVICES

DAA, in collaboration with Gannet Fleming (GF), will perform engineering services to evaluate the alternatives identified below. Consideration of each alternative will be presented in a memorandum or letter report and will include a conceptual-level estimate of the engineer's opinion of probable construction cost as well as the engineering design cost. The engineer's opinion of probable construction cost will be based on tabulated construction cost information obtained from similar recently completed projects and/or published heavy civil construction cost data sources such as RS Means. The engineering design cost will be expressed as a percentage of the construction cost. Alternatives to be considered are described in more detail below.

❖ Task 1 – Evaluate Dam Rehabilitation to Increase Conveyance Capacity

The hydrologic watershed model developed in 2018 will be used to evaluate alternatives to increase the hydraulic capacity of Smithfield Lake Dam. Due to the presence of Waterworks Road and the lack of a traditional overflow spillway to safely convey flood flows away from the embankment, several common alternatives for increasing spillway capacity are judged to be not feasible for Smithfield Lake Dam. Armoring the Smithfield Lake Dam embankment to withstand overtopping flows is a feasible alternative for increasing spillway capacity.

Armoring with articulated concrete blocks (ACBs) appear to be the most cost-effective alternative for this site and is the only option for overtopping protection to be considered in this evaluation. This rehabilitation concept would armor the embankment slope with ACBs while maintaining the current roadway alignment and section. In addition, the existing Smithfield Lake Dam does not have a reservoir drain. The Virginia DCR Division of Dam Safety (Dam Safety) will require a permanent means of draining the reservoir to be included in any rehabilitation effort. A typical low-level outlet tower and gated conduit through the base of the dam will be considered for Smithfield Lake Dam.

Engineering judgement will be used as needed to prepare the embankment armoring and reservoir drain options. This analysis does not include an assessment of embankment stability. If the Town elects to proceed with rehabilitation, a field subsurface exploration and associated laboratory

testing program will be necessary to support an assessment of the condition of the existing dam embankment during the preliminary design phase.

❖ **Task 2 – Evaluate Uncontrolled Culvert to Abandon Dam**

Constructing an uncontrolled culvert at the original streambed elevation is the first alternative considered for removing the roadway embankment from regulation as a dam. The roadway alignment and section would be maintained, and the existing culverts would be abandoned or removed. Recent survey, state terrain data, and available historic topographic maps and aerial imagery will be reviewed. The culvert will be sized to have sufficient capacity to comply with the Virginia Department of Transportation (VDOT) design standards.

❖ **Task 3 – Evaluate Embankment and Road Removal to Abandon Dam**

Rather than installing a culvert through the dam embankment, the dam could also be abandoned by constructing a trapezoidal breach channel through the embankment with sufficient hydraulic capacity to satisfy state regulatory requirements and terminating Waterworks Road on either side of the existing dam embankment with cul-de-sacs or at appropriate, nearby intersections. The breach will be sized and means to terminate the roadway will be considered. A preliminary assessment of the traffic impacts will be prepared. An evaluation of using a culvert versus a breach is recommended to identify the requirements and expectations of Dam Safety, VDOT, and Virginia Department of Environmental Quality.

❖ **Task 4 – Evaluate Lakebed Restoration**

Abandonment of the dam would also involve restoration of the dry lakebed as well as environmental permitting. Conceptual options for lakebed restoration include: the “no action” alternative of letting the stream form its own channel and allowing the lakebed to stabilize naturally (if acceptable to regulatory agencies); seeding and planting to stabilize the lakebed; and design and construction of a stable channel through the old reservoir in addition to seeding and planting the lakebed. Permitting requirements will be evaluated for each option.

Engineering judgement will be used as needed to prepare the lake restoration options. This analysis does not include bathymetric survey, subsurface investigation, or an assessment of embankment or lakebed stability. If the Town elects to proceed with abandonment, a bathymetric survey, sediment sampling, and field subsurface exploration and associated laboratory testing program will be necessary to support an assessment of the condition of the existing dam embankment and lakebed during the preliminary design phase.

III. Deliverables

As described above, the findings from each task will be summarized in a technical memorandum. The memorandum will include a discussion of each alternative considered, development of the construction cost estimates, engineering design costs, and anticipated environmental permitting requirements. The Town will be able to compare the rehabilitation and abandonment alternatives and identify their preferred option. The memorandum will not include detailed drawings or exhibits to illustrate each alternative. The memorandum will be provided in electronic PDF format via e-mail.

IV. FEES

Below is a summary of the fee breakdown by task:

❖ Task 1 Evaluate Dam Rehabilitation.....	\$11,600
❖ Task 2 Evaluate Culvert Installation.....	\$17,800
❖ Task 3 Evaluate Embankment and Road Removal.....	\$10,000
❖ Task 4 Evaluate Lakebed Restoration	\$15,700
Total Fee.....	\$55,100

The services listed above will be billed on a lump sum basis.

V. Schedule

The draft memorandum will be submitted within four (4) months of receipt of notice to proceed. A final version of the memorandum will be provided within 30 calendar days following receipt of edits or comments from the Town.

VI. ASSUMPTIONS

- ❖ It is assumed that the Town will provide written review comments on the draft memoranda within forty-five (45) days of its receipt.
- ❖ Review by or meetings with DCR, VDOT, or DEQ representatives is not included in this proposal.
- ❖ Field survey, site visits, subsurface exploration, environmental impacts investigations and meetings are not included in this proposal. These services are appropriate and necessary during the subsequent design phase for the selected alternative.
- ❖ Proposed abandonment alternatives assume site conformity with proposed options.

VII. ADDITIONAL SERVICES

If necessary or requested, we can provide supplemental services in addition to those outlined above. Any additional services will be discussed with Town staff and an additional scope of work and fee will be provided in writing.

VIII. CONTRACT TERMS AND PROVISIONS

The terms and provisions of our existing agreement for professional services dated December 5, 2017 will apply to all project work. On behalf of Draper Aden Associates, thank you for giving us the opportunity to provide our proposal. We trust that the information provided herein adequately responds to your request. If this proposal meets your approval, please sign the Authorization to Proceed below and return it to us. Please keep a copy of the proposal for your records. If you have any questions regarding this proposal or desire additional information, please do not hesitate to contact us at your convenience. We look forward to working with you on this project.

Sincerely,

DRAPER ADEN ASSOCIATES



Amanda Lothes, P.E.
Project Manager



Adrianna Dimperio, P.E.
Utilities Division Manager

AUTHORIZATION TO PROCEED
Smithfield Lake Dam Alternatives Analysis
Draper Aden Associates Project No. P1907523-010602

I/We agree and accept Draper Aden Associates' proposal to provide the above described services. We understand the Scope of Services as provided herein and agree to the fees estimated for these services. We further acknowledge that Draper Aden Associates will provide a proposal for any change in the Scope of Services described herein and that a signed agreement to provide those additional services will be executed prior to any work being performed.

Printed Name

Title

Signature

Date

ISLE OF WIGHT COUNTY, VIRGINIA

Smithfield Lake Dam

EMERGENCY ACTION PLAN

DCR Division of Dam Safety Inventory No.: 093014 (Legacy 09315)

KEY TO QUICK TABS

RED = Notification Flow Charts

ORANGE = Dam Break Inundation Maps

YELLOW = Unusual/Emergency Event Forms

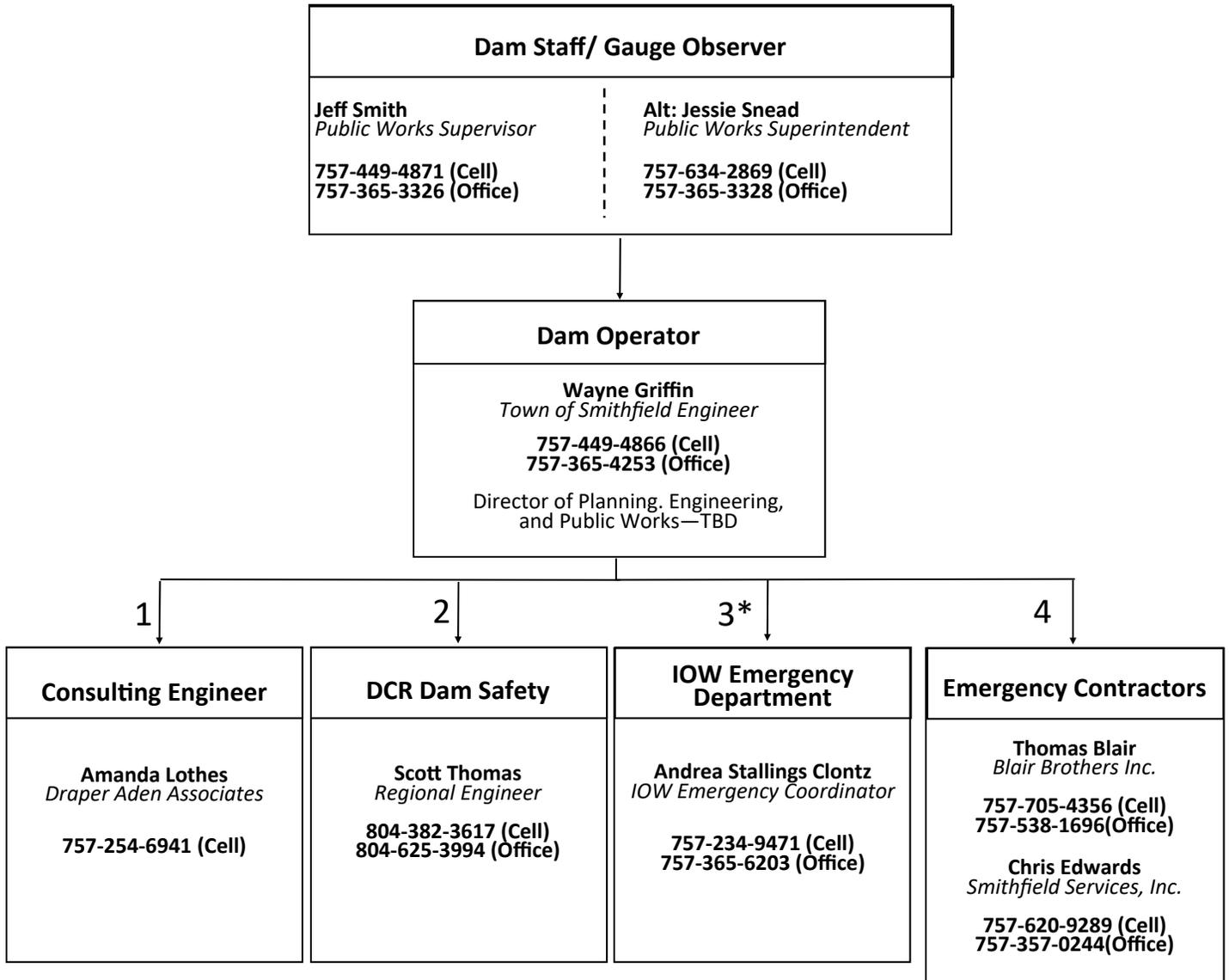
TABLE OF CONTENTS

I.	NOTIFICATION FLOWCHARTS	1
II.	STATEMENT OF PURPOSE	2
III.	PROJECT DESCRIPTION	3
IV.	EMERGENCY DETECTION, EVALUATION, AND CLASSIFICATION	5
	A. Event Detection	5
	B. Emergency Level Evaluation and Classification	5
V.	GENERAL RESPONSIBILITIES UNDER THE EAP	7
	A. Impounding Structure Owner Responsibilities	7
	i. Dam Observer	7
	ii. Dam Operator	7
	B. Responsibility for Notification	8
	i. Dam Observer	8
	ii. Dam Operator	8
	iii. Isle of Wight Emergency Coordinator	8
	C. Responsibility for Evacuation	8
	D. Responsibility for Termination and Follow-Up	9
	E. EAP Coordinator Responsibility	9
VI.	PREPAREDNESS	10
	A. EAP Process Overview	10
	B. EAP Annual Review	10
	C. EAP Drill	11
	D. Revisions	11
VII.	INUNDATION MAPS	13
VIII.	APPENDICES	14
	A. Training, Exercising, Updating and Posting the EAP	14
	i. Record of Revisions and Updates Made to EAP	14
	ii. Record of Plan Holders	15
	iii. Standard Form(s)	16
	B. Unusual or Emergency Events	18
	i. Record of Unusual or Emergency Events	18
	ii. Standard Form(s)	19

I. NOTIFICATION FLOWCHARTS

FAILURE STAGE 1

Non-failure emergency, unusual event, slowly developing



*The Isle of Wight Emergency Management Coordinator should be informed if it is determined that the conditions may develop into a worse condition that may require emergency actions.

NOTES:

- CALL ORDER DENOTED BY 1,2,3. ect
- APPLICABLE METHODS FOR NOTIFICATION INCLUDE TELEPHONE AND RADIO DISPATCH
- FLIP PAGE FOR PRESCRIBED MESSAGE

"THIS IS THE DAM OPERATOR FOR THE SMITHFIELD LAKE DAM ON WATERWORKS ROAD.

THE DAM IS EXPERIENCING FAILURE STAGE 1, AND THE CONDITION IS CONSIDERED A NON-EMERGENCY AT THIS TIME. WE ARE COORDINATING WITH OUR ENGINEER AND THE DCR DIVISION OF DAM SAFETY.

[DESCRIBE THE SITUATION]

WE ARE MONITORING THE SITUATION IN CASE CONDITIONS CHANGE TO AN EMERGENCY CONDITION.

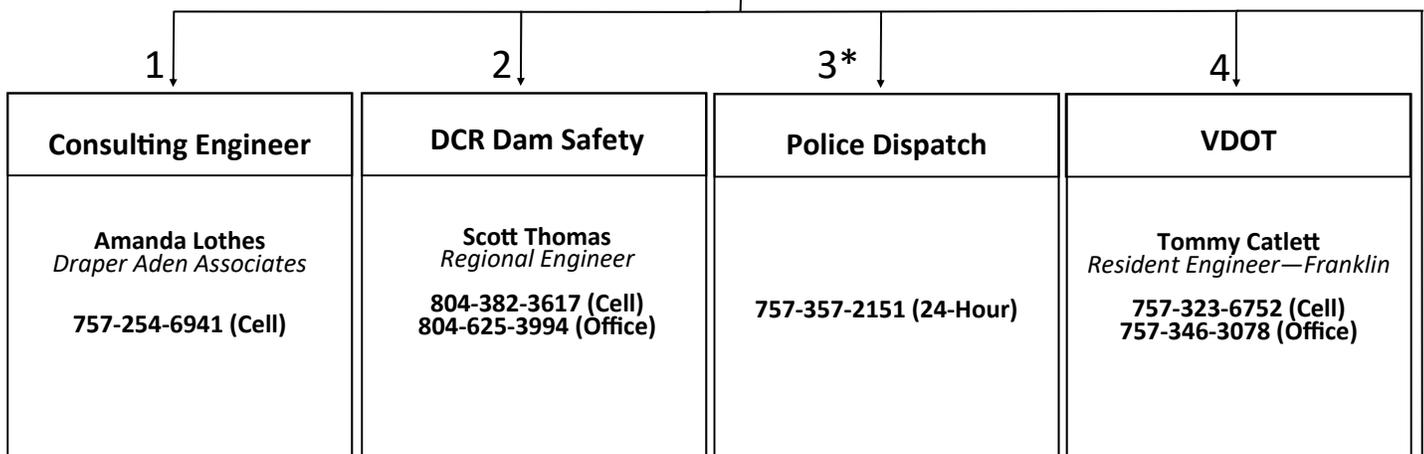
PLEASE REVIEW THE EMERGENCY ACTION PLAN FOR THE RAW WATER STORAGE FACILITY DAM."

FAILURE STAGE 2

Potential dam failure situation or minor flooding anticipated

Dam/Staff Gauge Observer	
Jeff Smith <i>Public Works Supervisor</i> 757-449-4871 (Cell) 757-365-3326 (Office)	Alt: Jessie Snead <i>Public Works Superintendent</i> 757-634-2869 (Cell) 757-365-3328 (Office)

Dam Operator
Wayne Griffin <i>Town of Smithfield Engineer</i> 757-449-4866 (Cell) 757-365-4253 (Office) <i>Director of Planning, Engineering and Public Works— TDB</i>



- NOTES:
- CALL ORDER DENOTED BY 1,2,3 ect
 - APPLICABLE METHODS FOR NOTIFICATION INCLUDE TELEPHONE AND RADIO DISPATCH
 - FLIP PAGE FOR PRESCRIBED MESSAGE
 - *REMIND TO SEND IWALERT OF ROAD CLOSURE

IOW Emergency Department
Andrea Stallings Clontz <i>IOW Emergency Coordinator</i> 757-234-9471 (Cell) 757-365-6203(Office)

Emergency Contractors
Thomas Blair <i>Blair Brothers Inc.</i> 757-705-4356 (Cell) 757-538-1696 (Office) Chris Edwards <i>Smithfield Services, Inc.</i> 757-620-9289 (Cell)

Smithfield Town Mgr.
Michael R. Stallings Jr. <i>Town Manager</i> 757-365-9505

5

"THIS IS THE DAM OPERATOR FOR THE SMITH-FIELD LAKE DAM.

WE HAVE AN EMERGENCY AT THE DAM, LOCATED ALONG WATERWORKS ROAD, ABOUT 0.7 MILES NORTH OF THE INTERSECTION OF COURTHOUSE HIGHWAY.

WE ARE IMPLEMENTING PREDETERMINED ACTIONS TO RESPOND TO A RAPIDLY DEVELOPING SITUATION THAT COULD RESULT IN DAM FAILURE.

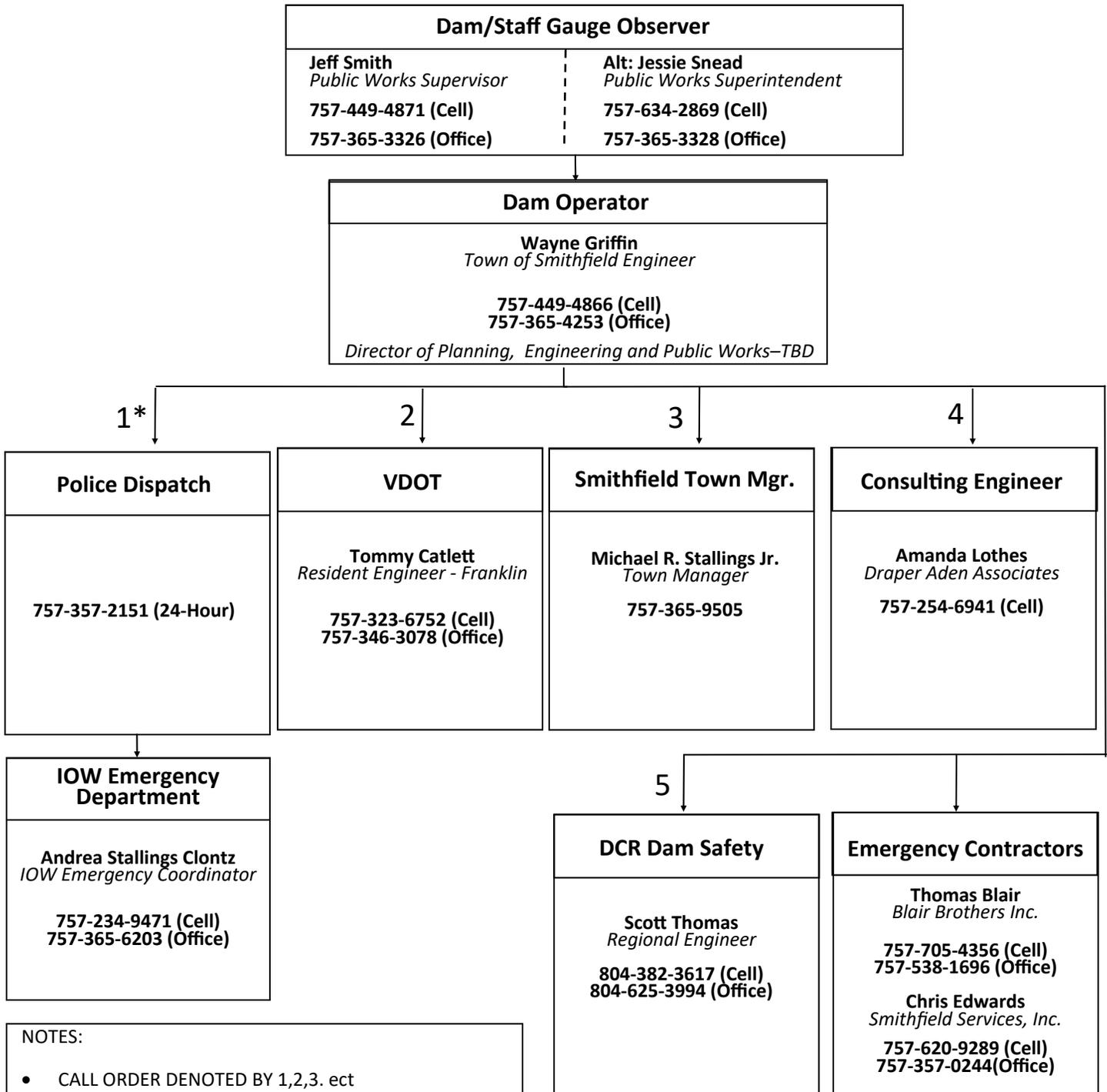
PLEASE PREPARE TO CLOSE WATERWORKS ROAD AND MONITOR CONDITIONS AT THE STATE ROUTE 626 BRIDGE OVER MOUNT HOLLY CREEK.

WE HAVE ACTIVATED THE EMERGENCY ACTION PLAN FOR THIS DAM AND ARE CURRENTLY EXPERIENCING FAILURE STAGE 2.

PLEASE REFERENCE YOUR COPY OF THE EMERGENCY ACTION PLAN (EAP), AND ADVISE ME ON WHAT I CAN DO TO HELP."

FAILURE STAGE 3

Urgent - Dam failure imminent or in progress, Flash Flooding



NOTES:

- CALL ORDER DENOTED BY 1,2,3. ect
- APPLICABLE METHODS FOR NOTIFICATION INCLUDE TELEPHONE AND RADIO DISPATCH
- FLIP PAGE FOR PRESCRIBED MESSAGE
- *REMIND TO SEND IWAALERT OF ROAD CLOSURE

"THIS IS AN EMERGENCY. THIS IS THE DAM OPERATOR FOR THE SMITHFIELD LAKE DAM.

THE DAM IS LOCATED ALONG WATERWORKS ROAD, ABOUT 0.7 MILES NORTH OF THE INTERSECTION OF COURTHOUSE HIGHWAY, AND IS FAILING.

WATERWORKS ROAD MUST BE CLOSED IMMEDIATELY, AND CONDITIONS MUST BE MONITORED AT THE STATE ROUTE 626 BRIDGE OVER MOUNT HOLLY CREEK.

REPEAT, SMITHFIELD LAKE DAM IS FAILING; CLOSE WATERWORKS ROAD.

WE HAVE ACTIVATED THE EMERGENCY ACTION PLAN FOR THIS DAM AND ARE CURRENTLY EXPERIENCING FAILURE STAGE 3.

PLEASE REFERENCE YOUR COPY OF THE EMERGENCY ACTION PLAN (EAP), AND ADVISE ME ON WHAT I CAN DO TO HELP."

II. STATEMENT OF PURPOSE

This Emergency Action Plan (EAP) defines responsibilities and provides procedures designed to reduce the risk of human life loss and injury and minimize property damage during an unusual or emergency event at the Smithfield Lake Dam located in Isle of Wight County, Virginia.

III. PROJECT DESCRIPTION

Name of Dam: Smithfield Lake Dam

Inventory Number: 093014 (Legacy 09315)

County: Isle of Wight

Owner: Town of Smithfield

Hazard Classification: Significant

Type of Dam: Earth

Purpose: Recreation

Drainage Areas (square miles): 2.4

Type of Watershed: Rural

Normal Pool Elevation: 15

Maximum Capacity (Acre Ft.): 539

Type of Spillway: CMP Arch Culverts

Top of Dam Elevation: 23

Length of Dam: Approximately 300 feet

Smithfield Lake Dam is located on the western outskirts of the Town of Smithfield. The dam impounds Mount Holly Creek approximately 1.5 miles upstream from the confluence of Mount Holly Creek with the Pagan River. The structure is an earthen embankment, over which runs Waterworks Road (Route 709). Two culverts direct flow through the dam, and beneath the roadway. The primary spillway culvert is located at the north end of the dam and the auxiliary spillway culvert is located at the south end. A staff gauge is located immediately upstream of the auxiliary spillway inlet, and the total depth in the auxiliary spillway before overtopping is approximately 6.5 feet.

During a storm and/or breach event, inundation related to the embankment could impact Waterworks Road and the State Route 626 Bridge over Mount Holly Creek; as well as the banks of Smithfield Lake reservoir, Mount Holly Creek, Blair Creek, Pagan River, and unnamed tributaries to Mount Holly Creek and Blair Creek. There are no occupied structures impacted within the modeled inundation zones, however select docks/boathouses were impacted by the 50-year storm or greater.

Waterworks Road, which crosses the dam, would be impacted by any breach event, and overtopped by 4 inches of flow, at its lowest point, during a 100-year event. The State Route 626 Bridge over Mount Holly Creek; which is the only roadway impacted downstream of the dam, and located approximately 1.3 miles downstream; would be overtopped by the probable maximum flood (PMF) with and without breach and the 0.5-PMF breach event. The 0.5-PMF non-breach event and the 100-year breach event models resulted in water levels approximately equal to the bridge deck.

Detailed information on the analyses conducted to model the anticipated flood impacts are contained within the Dam Break Inundation Zone (DBIZ) Report produced by Gannett Fleming, dated August, 2018. Inundation maps, which illustrate the anticipated impacts of various flood events, are contained in Section VIII (Orange Tab). Figures 1 and 2, obtained from the DBIZ Report, depict Smithfield Lake Dam, Smithfield Lake, and the surrounding area.

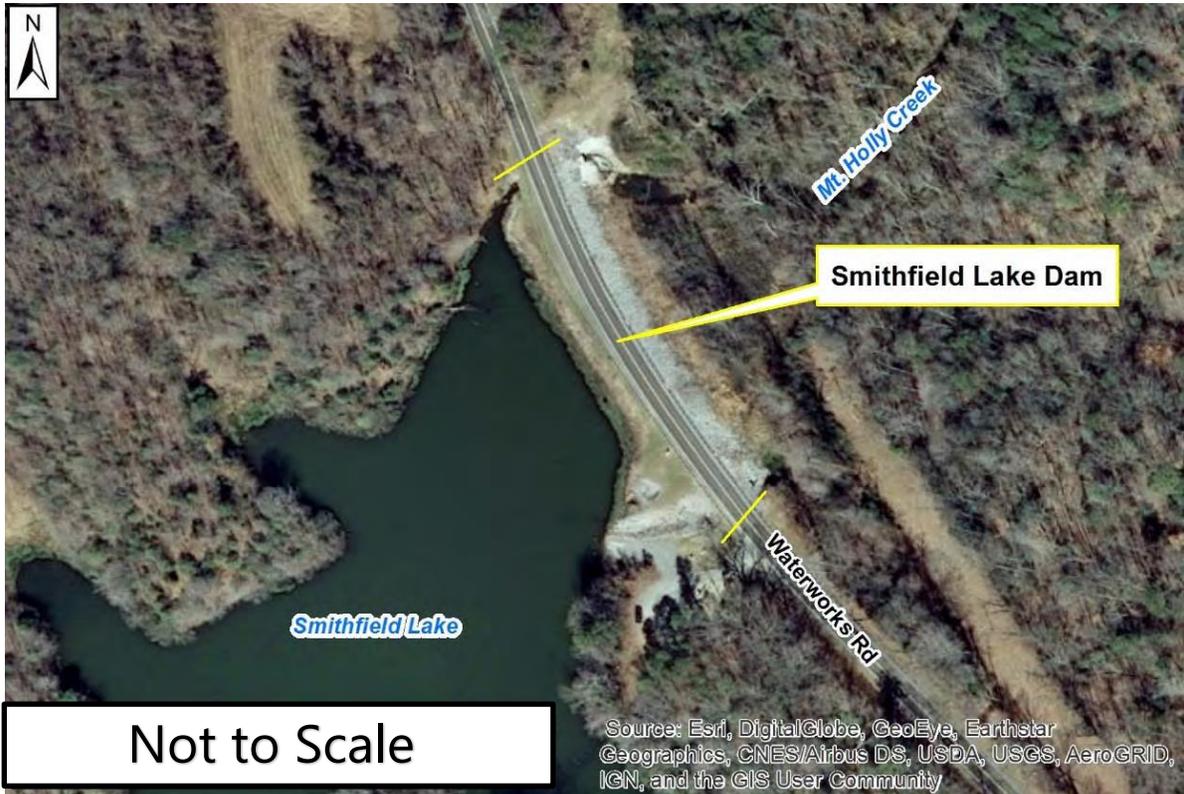


Figure 1. Aerial Photograph of Smithfield Lake Dam

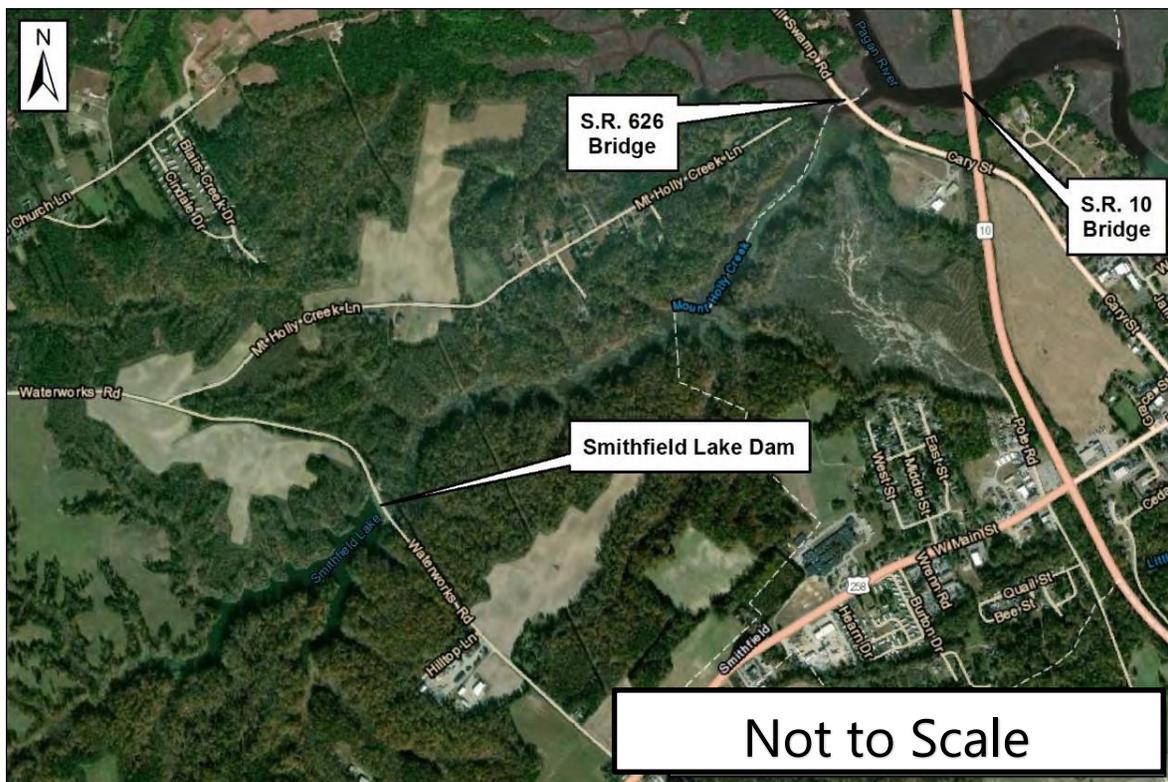


Figure 2. Aerial Photograph of Smithfield Lake Dam and Surrounding Area (ESRI World Imagery & World Transportation)

IV. EMERGENCY DETECTION, EVALUATION, AND CLASSIFICATION

A. Event Detection

This section describes the detection of an unusual or emergency event and provides information to assist the dam observer in determining the appropriate failure condition for the event.

Unusual or emergency events may be detected by:

- Observations at or near the dam by the dam owner, government personnel (local, state, or federal), visitors to the dam, or the public.
- Heavy Rainfall (approximate rate of 1 inch per hour or greater)
- Earthquakes felt or reported in the vicinity of the dam.
- High sustained winds.
- Forewarning of conditions, which may cause an unusual event or emergency event at the dam. For example, a severe weather or flash flood forecast.

B. Emergency Level Evaluation and Classification

After an unusual or emergency event is detected or reported, The Town of Smithfield's Dam Observer is responsible for classifying the event into one of the following three Failure Stages:

Failure Stage 1, Non-failure emergency, unusual event, slowly developing:

This situation should be used when an abnormal condition has developed that has not yet threatened the operation or structural integrity of the dam, but possibly could if it continues to develop or if the reservoir level continues to rise. The following rainfall thresholds should be used for initiation of stage 1 EAP activities:

Inches per 6 hrs	Inches per 12 hrs	Inches per 24 hrs	Note
3.75	4.50	5.50	10-year rain, approx. 3 feet of flow at staff gauge & primary culvert submerged

The Owner's Engineer shall be contacted to evaluate the situation and recommend actions to be taken. Under this failure stage dam observation should be completed at a minimum of every 8 hours, unless alternate observation schedule is recommended by the Owner's Engineer. The condition of the dam should be closely monitored, especially during storm events, to detect any development of a potential or imminent dam failure situation.

The Department of Conservation and Recreation (DCR) Division of Dam Safety shall be contacted and advised of the situation. If applicable and time permits, The Town of Smithfield should submit an alteration permit application to the DCR Division of Dam Safety for approval. The Isle of Wight Emergency Management Coordinator should be informed if it is determined that the conditions may require emergency actions.

Failure Stage 2, Potential dam failure situation or minor flooding anticipated:

This situation could lead to dam failure, flow over the dam, or flash flooding downstream, but there is not an immediate threat of water flow over the dam or dam failure. The following rainfall thresholds should be used for initiation of stage 2 EAP activities:

Inches per 6 hrs	Inches per 12 hrs	Inches per 24 hrs	Note
4.50	5.50	6.75	25-year rain, 4 feet of flow at staff gauge

The Owner’s Engineer shall be contacted to evaluate the situation and recommend actions to be taken. The DCR Division of Dam Safety shall be notified of this emergency situation and provided with updates as the situation evolves. The Dam Observer shall monitor the condition of the dam on an hourly basis and report the status of the situation.

The Isle of Wight Emergency Management Coordinator must be advised of the Stage and prepare to coordinate/execute closure of Waterworks Road and The State Route 626 Bridge over Mount Holly Creek, if necessary.

If remedial repairs are necessary, the Emergency Contractor should be alerted and if time permits The Town of Smithfield should submit an alteration permit application to the DCR’s Division of Dam Safety prior to initiating remedial repairs. If remedial action is needed to save the dam from failure, DCR Dam Safety’s approval is not needed, and remedial repairs may begin as soon as practicable.

Failure Stage 3, Urgent - Dam failure imminent or in progress, Flash Flooding:

This is an extremely urgent situation, when a dam failure is occurring or failure is imminent and cannot be prevented. This situation is also applicable when flow over the dam is occurring, or believed to occur in the near future. The following rainfall thresholds should be used for initiation of stage 3 EAP activities:

Inches per 6 hrs	Inches per 12 hrs	Inches per 24 hrs	Note
6.25	7.50	9.00	100-year rain, auxiliary culvert submerged

Continuous observation from a safe location should be instituted at the dam and Route 626 Bridge. The Dam Operator must contact The Isle of Wight Emergency Management Coordinator and Smithfield Police Department to close Waterworks Road and monitor or close The State Route 626 Bridge over Mount Holly Creek.

v. GENERAL RESPONSIBILITIES UNDER THE EAP

A. Impounding Structure Owner Responsibilities

i. Dam Observer

Inspect the dam periodically per the Operation and Maintenance (O&M) plan, as well as during periods of abnormal stress, such as heavy rainfall (approximate rate of 1 inch per hour or greater), sustained high winds, or earthquake. Furthermore, ensure that regular maintenance of the dam is completed in accordance with the O&M plan.

As soon as an emergency event is observed or reported, if safe and to practical extent, the observer shall perform an inspection the dam, and immediately determine the Failure Stage. If safe and possible, the designated observer should inspect the full length of the upstream slope, crest, downstream toe, and downstream slope.

After the observer determines a failure stage, begin notification processes in accordance with the appropriate flowchart:

Stage 3: Urgent - Dam failure imminent or in progress, Flash Flooding

Stage 2: Potential dam failure situation or minor flooding anticipated

Stage 1: Non-failure emergency, unusual event, slowly developing

Additionally, the observer will be responsible for participating in annual drills and completing the Unusual or Emergency Event Log and Emergency Situation Report, contained in Section IX, B, ii of this plan. Note the time of changing conditions. Document the situation with photographs and video, if possible.

ii. Dam Operator

The operator shall act as the representative of the Dam Owner, The Town of Smithfield, and ensure that all entities, jurisdictions, and agencies that have responsibilities outlined herein are in possession of an up-to-date EAP. Per the Virginia Impounding Structure Regulations, two copies must also be provided to the Virginia Department of Emergency Management in Richmond.

Coordinate the completion of annual EAP drills. Per the Virginia Impounding Structure Regulations, a drill should include a meeting with the law enforcement and emergency services responsible for road closure to review the EAP and ensure understanding of the actions required during an emergency. Additionally, a drill should be utilized to verify telephone numbers and other means of communication along with the owner's response. Coordinate any updates to the EAP resulting from the annual drill.

Support the Dam Observer, where necessary or requested, to address unusual or emergency situations. When applicable, direct Contractor to implement remedial actions that may delay, moderate, or prevent the failure of the dam.

B. Responsibility for Notification

If any agency receives a call regarding observations of an unusual or emergency event at the dam, they should immediately contact the Dam Operator or Observer, if Operator cannot be reached.

i. Dam Observer

Based on the Failure Stage, the Dam Observer should begin the notification processes in accordance with the appropriate flowchart (RED tab).

To assist with clear and concise communication in an emergency, prescribed messages are provided on the back.

ii. Dam Operator

Following the initial communication of the emergency condition to DCR the operator should ensure that condition updates are provided to the DCR Regional Engineer. When applicable, the Dam Operator shall submit an alteration permit to DCR Division of Dam Safety for approval. Where practicable, the permit application should be submitted prior to the repair.

When conditions require repair to the dam, the Owner/Operator shall contact the emergency contractor to complete repairs.

Additionally, the owner/operator will be responsible for communicating the termination of the emergency situation.

iii. Isle of Wight Emergency Coordinator

Coordinate with local law enforcement and emergency services to close roadways and monitor conditions at the State Route 626 Bridge over Mount Holly Creek. When deemed necessary by the emergency coordinator, notices to the public shall be issued regarding the conditions.

Please note that during a Stage 3 emergency, the Dam Operator places a call directly to local law enforcement. When the condition is assessed at Stage 1 or 2, the Emergency Coordinator initiates communication with law enforcement.

C. Responsibility for Evacuation

There are no occupied structures impacted within the modeled inundation zones.

D. Responsibility for Termination and Follow-Up

Whenever the EAP has been activated, an emergency level has been declared, all EAP actions have been completed, and the emergency is over, the EAP operations must eventually be terminated and follow-up procedures completed.

The Dam Operator is responsible for terminating EAP operations and relaying this decision to the relevant parties based on the failure stage established. It is then the responsibility of each person to notify the same group of contacts that were notified during the original event notification process to inform those people that the event has been terminated.

Prior to termination of a Failure Stage 1 event, that has not caused actual dam failure, the DCR Division of Dam Safety and the Owner's Engineer should inspect the dam to determine whether any damage has occurred that could potentially result in loss of life, injury, or property damage. If it is determined that conditions do not pose a threat to people or property, the Dam Operator will be advised to terminate EAP operations as described above.

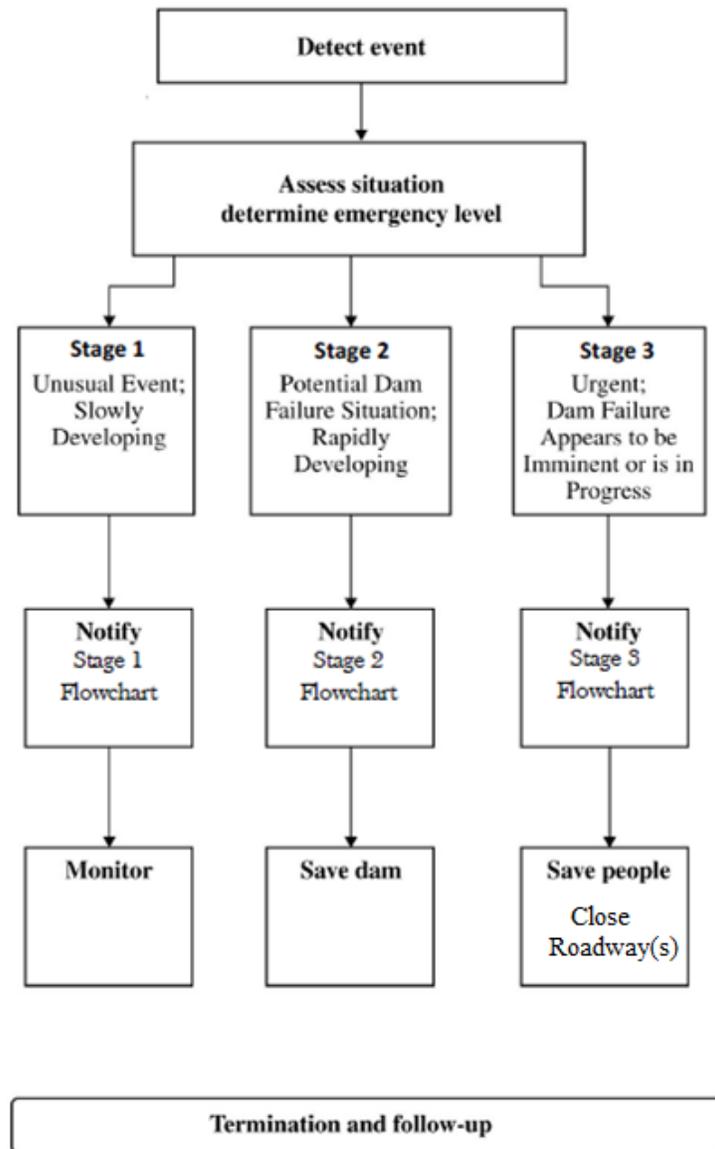
The Dam Operator should complete the Dam Safety Emergency Situation Report, contained in Section IX, B, ii of this plan, to document the emergency event and all actions that were taken. The Dam Owner shall submit a copy of the completed report to the DCR Division of Dam Safety and their engineer.

E. EAP Coordinator Responsibility

The Dam Operator will act as the EAP Coordinator, and provide leadership to assure the EAP is reviewed and updated annually. An accurate record of EAP holders shall be maintained by the Operator and copies of the revised EAP shall be distributed to all who received copies of the original EAP.

VI. PREPAREDNESS

A. EAP Process Overview



B. EAP Annual Review

The Dam Operator will review and, if needed, update the EAP at least once each year. The EAP annual review will include the following:

- Calling all contacts on the three notification charts in the EAP to verify that the phone numbers and persons in the specified positions are current. The EAP will be revised if any of the contacts have changed.
- Contacting the local law enforcement agency to ask if the person contacted knows where the EAP is kept and if responsibilities described in the EAP are understood.

- Calling the emergency contractors to verify that the phone numbers, addresses, and services are current.
- Testing the Failure Stage 3 Notification Flowchart. The test should be initiated by the Dam Observer/Operator and all agencies/individuals listed in the chart should complete the calls listed as if it were an actual emergency. Each individual should state:

"We are conducting a test of the Failure Stage 3 Notification Flowchart for the Smithfield Lake Dam. Find the Failure Stage 3 Notification Flowchart in your Emergency Action Plan for the dam and, if applicable, complete the phone calls that are your responsibility."

- After the test, each agency/individual should complete the EAP Failure Stage 3 - Test Form, found in Section IX, A, iii of this plan, and return it to the Town of Smithfield.

The EAP annual review may be completed in conjunction with the annual EAP drill.

C. EAP Drill

The Town of Smithfield will facilitate an exercise of the EAP annually. The EAP annual review may be completed in conjunction with the annual EAP drill.

If practicable, attendance should include the Dam Observer, Dam Operator, Isle of Wight Emergency Coordinator, at least one representative of the Town of Smithfield Police Department, and others with key responsibilities listed in the EAP. At the discretion of the Town of Smithfield, other organizations that may be involved with an unusual or emergency event at the dam are encouraged to participate.

The drill should begin with the facilitator (dam operator or designated facilitator) presenting a scenario of an unusual or emergency event at the dam. The scenario will be developed prior to the exercise. Once the scenario has been presented, the participants will discuss the responses and actions that they would take to address and resolve the scenario. The facilitator will control the discussion, ensuring realistic responses and developing the scenario throughout the exercise. The Dam Operator should complete an event log as they would during an actual event.

After the exercise, the EAP should be reviewed and discussed. Mutual aid agreements and other emergency procedures can be discussed. The Dam Operator shall revise the EAP, as necessary.

D. Revisions

The Dam Operator is responsible for updating the EAP document. The EAP document held by the Dam Operator is the master document. Every time revisions are made to the plan, the front page should be replaced and signed by the Dam Operator or Smithfield Town Manager, and the DCR Division of Dam Safety. Each document holder is responsible for revising the

outdated copy of the respective document(s) whenever revisions are received. Outdated pages shall be immediately shredded. When revisions occur, the Dam Operator shall follow the following procedure for updating the EAP document:

- The Dam Operator shall submit the updated sheets along with an updated, signed cover sheet to the DCR Division of Dam Safety for review and approval.
- The DCR Division of Dam Safety will either approve the updates or send the updates back to the Dam Operator with comments. If the updates are returned with comments, the Dam Operator shall make the necessary corrections and resubmit the updated sheets along with an updated, signed cover sheet to the DCR Division of Dam Safety for review and approval.
- Once the updated sheets are approved, the DCR Division of Dam Safety will sign the cover sheet and return it to the Dam Operator.
- The Dam Operator shall update the Record of Revisions and Updates Page.
- The Dam Operator shall make and distribute copies of the updated sheets.
- The Dam Operator shall maintain the plan holder list in Section XI, A, ii of this plan.
- The Dam Operator shall follow-up with all plan holders to confirm receipt of updated pages.

VII. INUNDATION MAPS

Smithfield Lake Dam

Dam Breach Inundation Mapping
Sunny Day Failure, Spillway Design Flood (0.5-PMF)
Nonfailure, Spillway Design Flood (0.5-PMF)
Failure, Probable Maximum Flood Failure

VA # 09315
Owner: Town of Smithfield
Isle of Wight County, Virginia

 Dam Location  Map Panels

 PMF Breach Inundation Extents

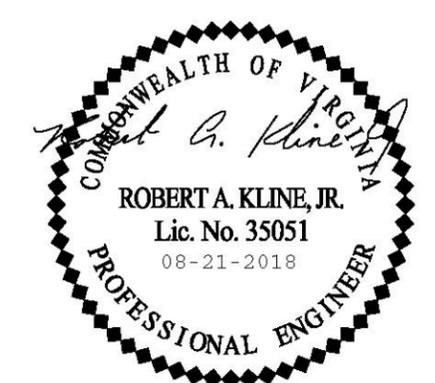
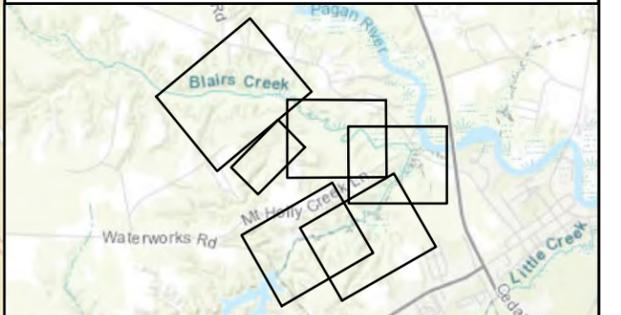
 Miles



SOURCE DATA: STREET MAP IMAGERY MADE AVAILABLE FROM ARCGIS ONLINE FREE WEB MAPPING SERVICE. INUNDATION AREAS AND ELEVATIONS REFERENCED TO NAVD 1988, DELINEATED USING A SURFACE CREATED FROM A 2011 USGS DIGITAL TERRAIN MODEL. HORIZONTAL DATUM IS NAD83 VIRGINIA SOUTH

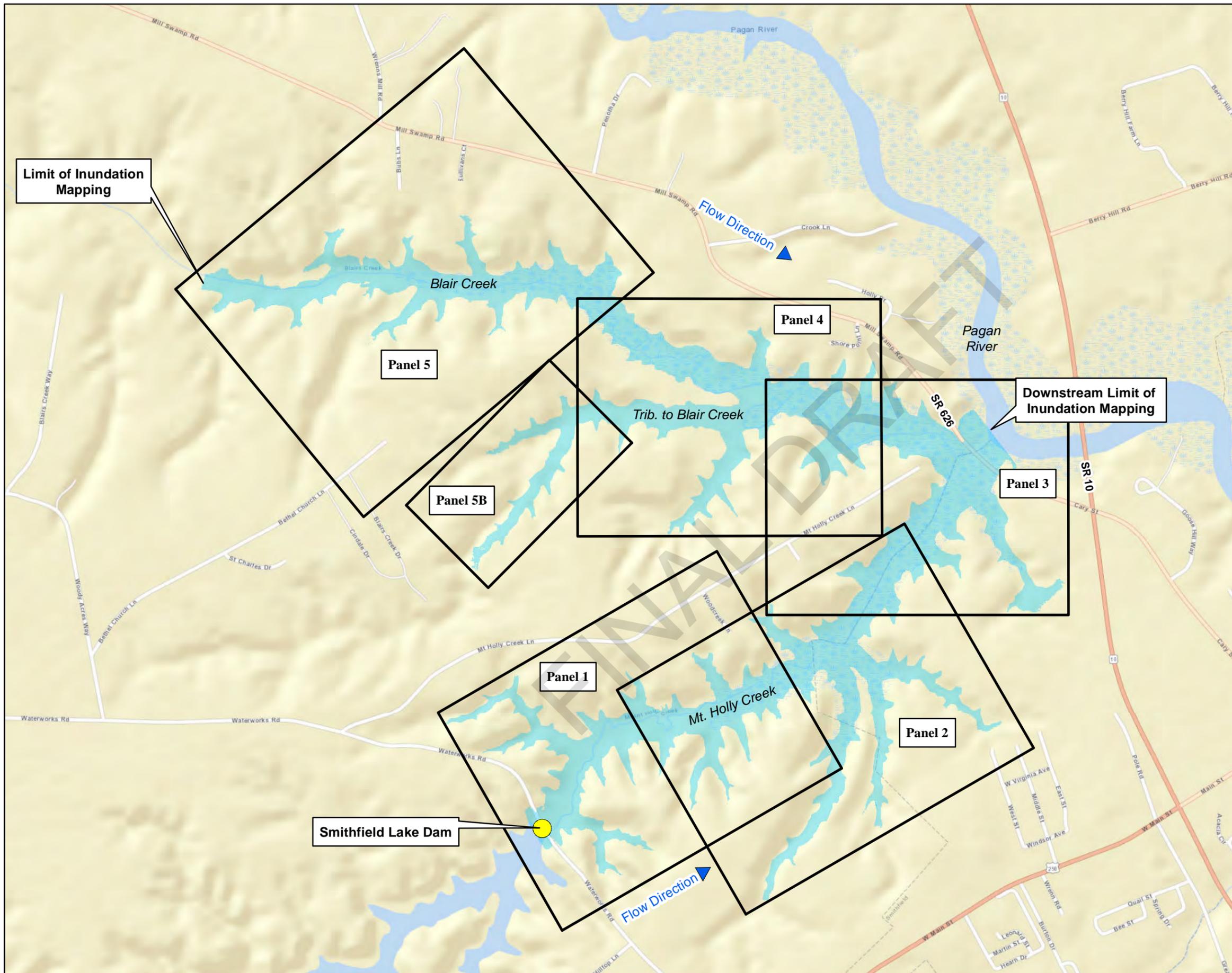
MAP LIMITATIONS: GANNETT FLEMING MAKES NO WARRANTIES OR GUARANTEES REGARDING THE ACCURACY, SUFFICIENCY, OR COMPLETENESS OF INFORMATION PRESENTED ON THIS MAP. MAPPED LIMITS OF FLOODED AREAS AND FLOOD WAVE TIMES OF ARRIVAL AND TIMES TO PEAK ARE APPROXIMATE AND ARE SUBJECT TO CERTAIN ASSUMPTIONS AND GENERALIZATIONS THAT ARE NECESSARY FOR AND INTRINSIC TO THE DAM FAILURE FLOOD WAVE MODELING AND MAPPING PROCESS. MODIFICATIONS TO FLOODPLAIN FEATURES CAN SIGNIFICANTLY ALTER THE INUNDATION LIMITS AND TIMES PRESENTED ON THIS MAP. TIME INTERVALS AND EXTENT OF INUNDATION RESULTING FROM AN ACTUAL DAM FAILURE EVENT MAY DIFFER SUBSTANTIALLY FROM THE INFORMATION PRESENTED ON THIS MAP. IT IS PRUDENT TO ASSUME THAT PERIPHERAL AREAS LOCATED OUTSIDE OF THE DEMARCATED INUNDATION LIMITS COULD ALSO BE SUBJECT TO FLOOD INUNDATION.

NOTES TO MAP USERS:
1. THE INFORMATION CONTAINED IN THIS MAP IS INTENDED FOR USE IN NOTIFICATION OF THE DOWNSTREAM POPULATION AT RISK BY EMERGENCY MANAGEMENT PERSONNEL.
2. FLOOD WAVE TIME OF ARRIVAL AND TIME TO PEAK ARE CALCULATED FROM THE BEGINNING OF THE SMITHFIELD LAKE DAM BREACH FORMATION.



August 2018

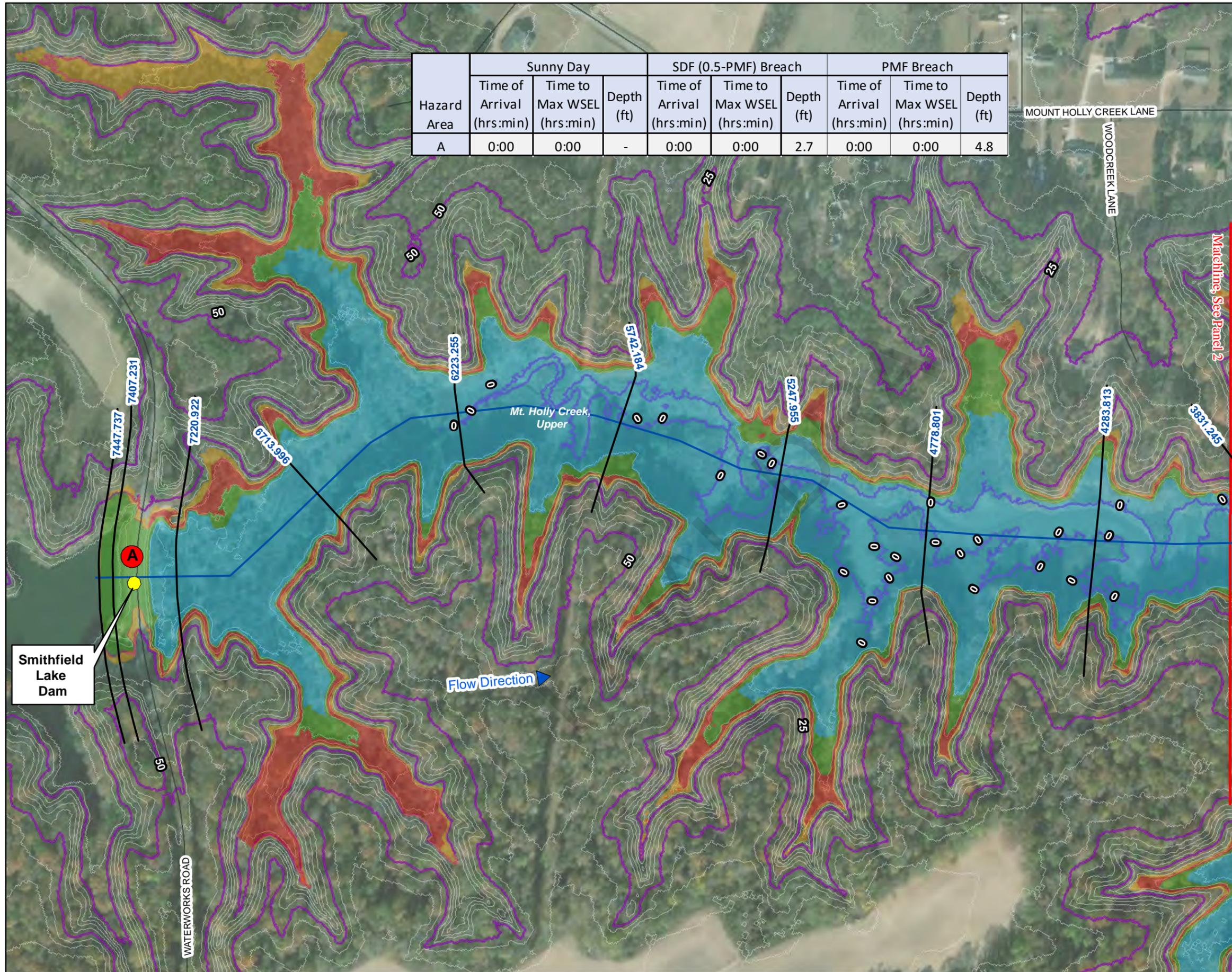
INDEX MAP



Limit of Inundation Mapping

Downstream Limit of Inundation Mapping

Smithfield Lake Dam



Hazard Area	Sunny Day			SDF (0.5-PMF) Breach			PMF Breach		
	Time of Arrival (hrs:min)	Time to Max WSEL (hrs:min)	Depth (ft)	Time of Arrival (hrs:min)	Time to Max WSEL (hrs:min)	Depth (ft)	Time of Arrival (hrs:min)	Time to Max WSEL (hrs:min)	Depth (ft)
A	0:00	0:00	-	0:00	0:00	2.7	0:00	0:00	4.8

Smithfield Lake Dam
Dam Breach Inundation Mapping
 Sunny Day Failure, Spillway Design Flood (0.5-PMF)
 Nonfailure, Spillway Design Flood (0.5-PMF)
 Failure, Probable Maximum Flood Failure
 VA # 09315
 Owner: Town of Smithfield
 Isle of Wight County, Virginia

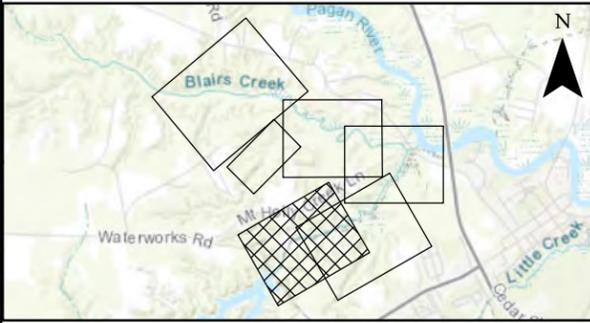
■ Sunny Day Breach ■ PMF Breach
■ SDF (0.5-PMF) Non-Breach
■ SDF (0.5-PMF) Breach

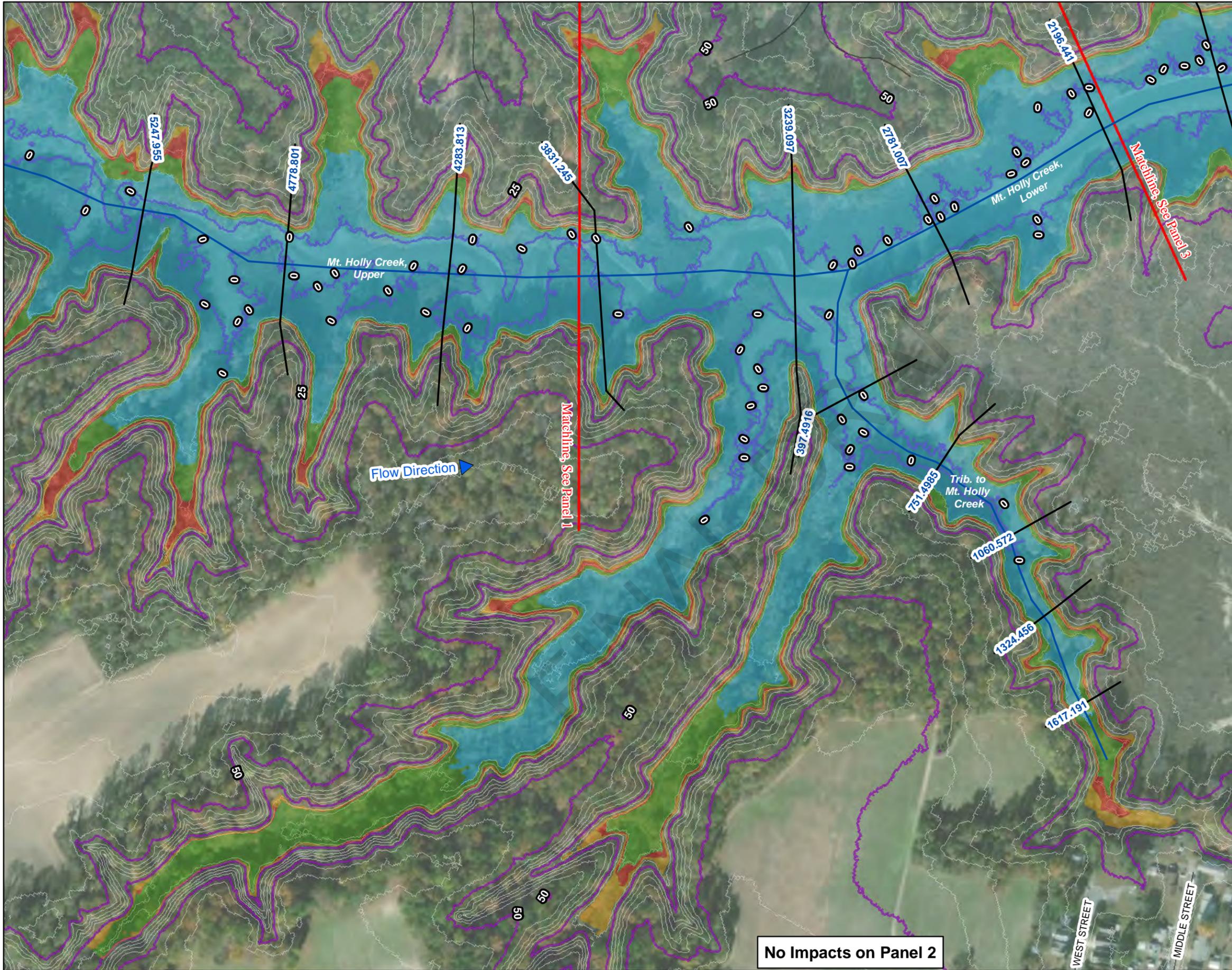
0 155 310 620 Feet
 5-foot contours

SOURCE DATA: AERIAL IMAGERY MADE AVAILABLE FROM ARCGIS ONLINE FREE USGS WEB MAPPING SERVICE. INUNDATION AREAS AND ELEVATIONS REFERENCED TO NAVD 1988, DELINEATED USING A SURFACE CREATED FROM A 2011 USGS DIGITAL TERRAIN MODEL. HORIZONTAL DATUM IS NAD83 VIRGINIA SOUTH.

MAP LIMITATIONS: GANNETT FLEMING MAKES NO WARRANTIES OR GUARANTEES REGARDING THE ACCURACY, SUFFICIENCY, OR COMPLETENESS OF INFORMATION PRESENTED ON THIS MAP. MAPPED LIMITS OF FLOODED AREAS AND FLOOD WAVE TIMES OF ARRIVAL AND TIMES TO PEAK ARE APPROXIMATE AND ARE SUBJECT TO CERTAIN ASSUMPTIONS AND GENERALIZATIONS THAT ARE NECESSARY FOR AND INTRINSIC TO THE DAM FAILURE FLOOD WAVE MODELING AND MAPPING PROCESS. MODIFICATIONS TO FLOODPLAIN FEATURES CAN SIGNIFICANTLY ALTER THE INUNDATION LIMITS AND TIMES PRESENTED ON THIS MAP. TIME INTERVALS AND EXTENT OF INUNDATION RESULTING FROM AN ACTUAL DAM FAILURE EVENT MAY DIFFER SUBSTANTIALLY FROM THE INFORMATION PRESENTED ON THIS MAP. IT IS PRUDENT TO ASSUME THAT PERIPHERAL AREAS LOCATED OUTSIDE OF THE DEMARCATED INUNDATION LIMITS COULD ALSO BE SUBJECT TO FLOOD INUNDATION.

NOTES TO MAP USERS:
 1. THE INFORMATION CONTAINED IN THIS MAP IS INTENDED FOR USE IN NOTIFICATION OF THE DOWNSTREAM POPULATION AT RISK BY EMERGENCY MANAGEMENT PERSONNEL.
 2. FLOOD WAVE TIME OF ARRIVAL AND TIME TO PEAK ARE CALCULATED FROM THE BEGINNING OF THE SMITHFIELD LAKE DAM BREACH FORMATION.





Smithfield Lake Dam
 Dam Breach Inundation Mapping
 Sunny Day Failure, Spillway Design Flood (0.5-PMF)
 Nonfailure, Spillway Design Flood (0.5-PMF)
 Failure, Probable Maximum Flood Failure

VA # 09315
 Owner: Town of Smithfield
 Isle of Wight County, Virginia

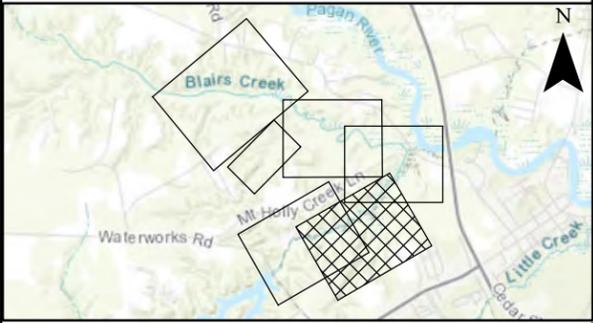
Sunny Day Breach	PMF Breach
SDF (0.5-PMF) Non-Breach	
SDF (0.5-PMF) Breach	

0 150 300 600 Feet
 5-foot contours

SOURCE DATA: AERIAL IMAGERY MADE AVAILABLE FROM ARCGIS ONLINE FREE USGS WEB MAPPING SERVICE. INUNDATION AREAS AND ELEVATIONS REFERENCED TO NAVD 1988, DELINEATED USING A SURFACE CREATED FROM A 2011 USGS DIGITAL TERRAIN MODEL. HORIZONTAL DATUM IS NAD83 VIRGINIA SOUTH.

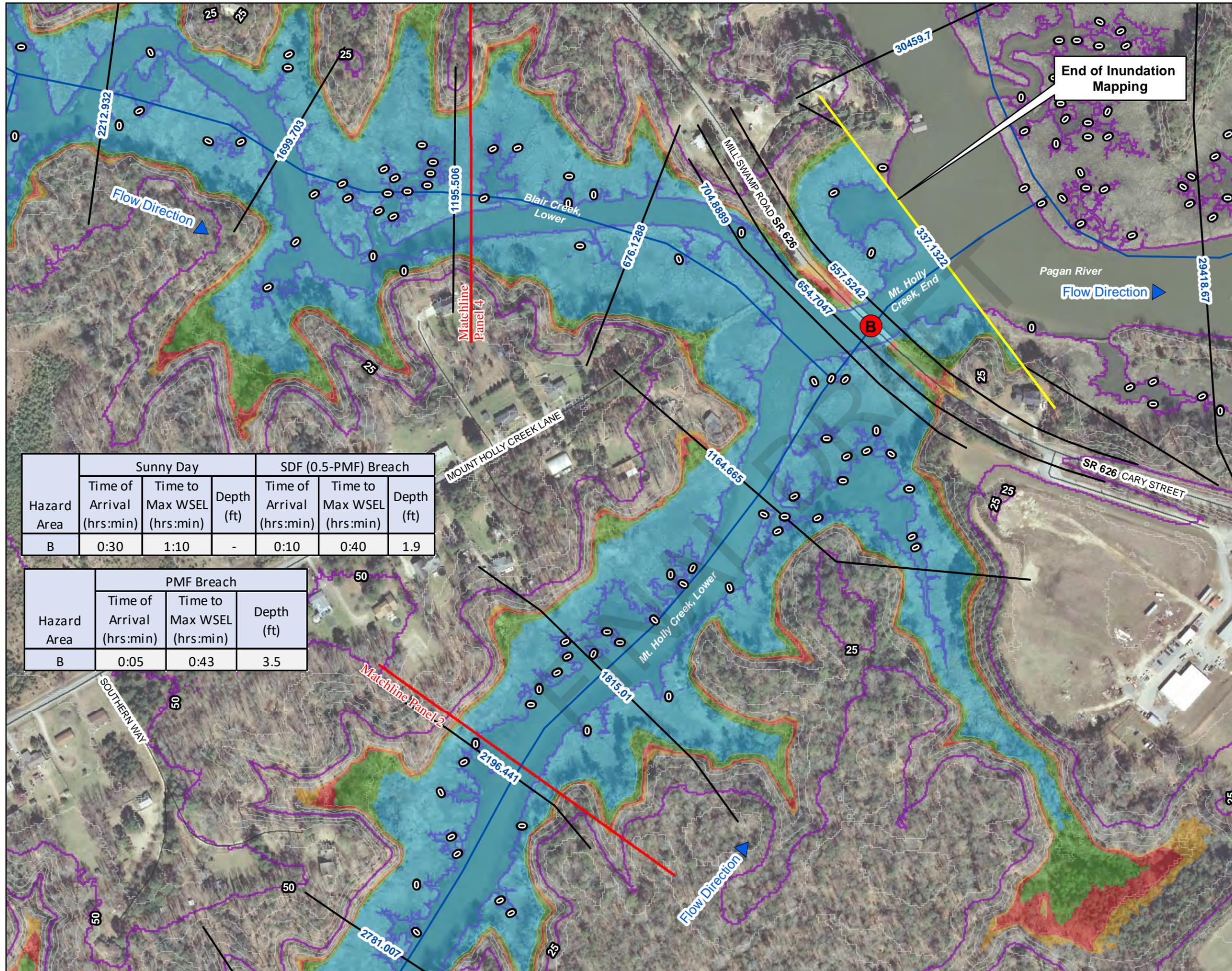
MAP LIMITATIONS: GANNETT FLEMING MAKES NO WARRANTIES OR GUARANTEES REGARDING THE ACCURACY, SUFFICIENCY, OR COMPLETENESS OF INFORMATION PRESENTED ON THIS MAP. MAPPED LIMITS OF FLOODED AREAS AND FLOOD WAVE TIMES OF ARRIVAL AND TIMES TO PEAK ARE APPROXIMATE AND ARE SUBJECT TO CERTAIN ASSUMPTIONS AND GENERALIZATIONS THAT ARE NECESSARY FOR AND INTRINSIC TO THE DAM FAILURE FLOOD WAVE MODELING AND MAPPING PROCESS. MODIFICATIONS TO FLOODPLAIN FEATURES CAN SIGNIFICANTLY ALTER THE INUNDATION LIMITS AND TIMES PRESENTED ON THIS MAP. TIME INTERVALS AND EXTENT OF INUNDATION RESULTING FROM AN ACTUAL DAM FAILURE EVENT MAY DIFFER SUBSTANTIALLY FROM THE INFORMATION PRESENTED ON THIS MAP. IT IS PRUDENT TO ASSUME THAT PERIPHERAL AREAS LOCATED OUTSIDE OF THE DEMARCATED INUNDATION LIMITS COULD ALSO BE SUBJECT TO FLOOD INUNDATION.

NOTES TO MAP USERS:
 1. THE INFORMATION CONTAINED IN THIS MAP IS INTENDED FOR USE IN NOTIFICATION OF THE DOWNSTREAM POPULATION AT RISK BY EMERGENCY MANAGEMENT PERSONNEL.
 2. FLOOD WAVE TIME OF ARRIVAL AND TIME TO PEAK ARE CALCULATED FROM THE BEGINNING OF THE SMITHFIELD LAKE DAM BREACH FORMATION.



COMMONWEALTH OF VIRGINIA
Robert A. Kline, Jr.
 ROBERT A. KLINE, JR.
 Lic. No. 35051
 08-21-2018
 PROFESSIONAL ENGINEER

Gannett Fleming



Smithfield Lake Dam

Dam Breach Inundation Mapping

Sunny Day Failure, Spillway Design Flood (0.5-PMF)
 Nonfailure, Spillway Design Flood (0.5-PMF)
 Failure, Probable Maximum Flood Failure

VA # 09315
 Owner: Town of Smithfield
 Isle of Wight County, Virginia

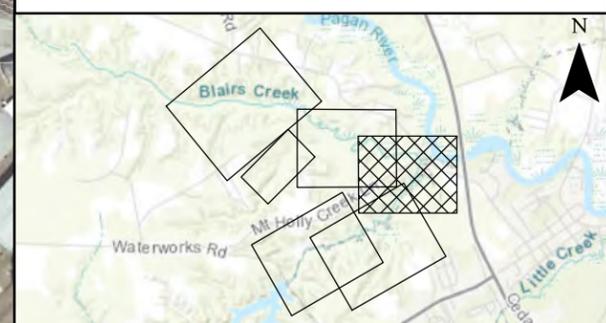
	Sunny Day Breach		PMF Breach
	SDF (0.5-PMF) Non-Breach		
	SDF (0.5-PMF) Breach		

0 150 300 600 Feet
 5-foot contours

SOURCE DATA: AERIAL IMAGERY MADE AVAILABLE FROM ARCGIS ONLINE FREE USGS WEB MAPPING SERVICE. INUNDATION AREAS AND ELEVATIONS REFERENCED TO NAVD 1988, DELINEATED USING A SURFACE CREATED FROM A 2011 USGS DIGITAL TERRAIN MODEL. HORIZONTAL DATUM IS NAD83 VIRGINIA NORTH.

MAP LIMITATIONS: GANNETT FLEMING MAKES NO WARRANTIES OR GUARANTEES REGARDING THE ACCURACY, SUFFICIENCY, OR COMPLETENESS OF INFORMATION PRESENTED ON THIS MAP. MAPPED LIMITS OF FLOODED AREAS AND FLOOD WAVE TIMES OF ARRIVAL AND TIMES TO PEAK ARE APPROXIMATE AND ARE SUBJECT TO CERTAIN ASSUMPTIONS AND GENERALIZATIONS THAT ARE NECESSARY FOR AND INTRINSIC TO THE DAM FAILURE FLOOD WAVE MODELING AND MAPPING PROCESS. MODIFICATIONS TO FLOODPLAIN FEATURES CAN SIGNIFICANTLY ALTER THE INUNDATION LIMITS AND TIMES PRESENTED ON THIS MAP. TIME INTERVALS AND EXTENT OF INUNDATION RESULTING FROM AN ACTUAL DAM FAILURE EVENT MAY DIFFER SUBSTANTIALLY FROM THE INFORMATION PRESENTED ON THIS MAP. IT IS PRUDENT TO ASSUME THAT PERIPHERAL AREAS LOCATED OUTSIDE OF THE DEMARCATED INUNDATION LIMITS COULD ALSO BE SUBJECT TO FLOOD INUNDATION.

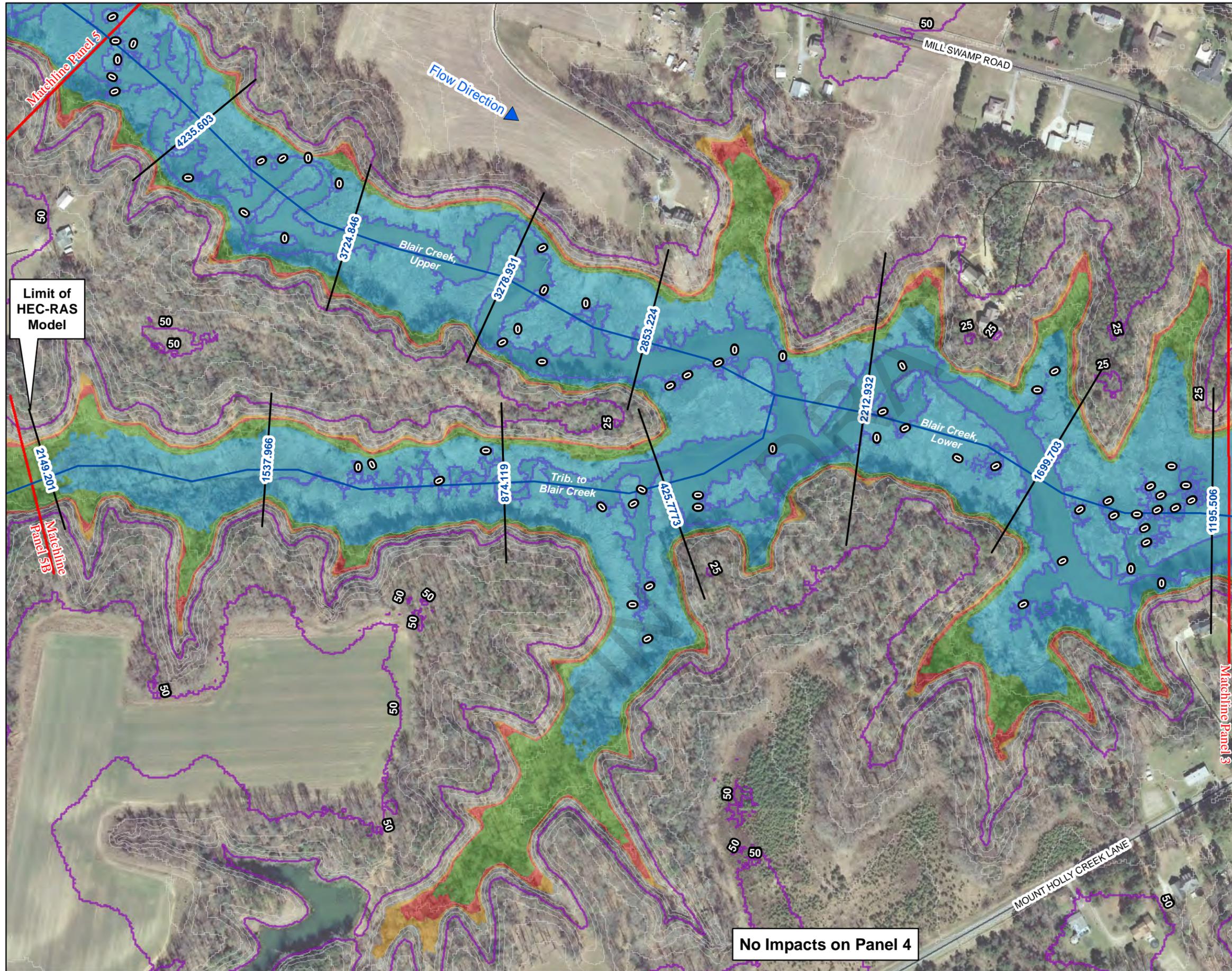
NOTES TO MAP USERS:
 1. THE INFORMATION CONTAINED IN THIS MAP IS INTENDED FOR USE IN NOTIFICATION OF THE DOWNSTREAM POPULATION AT RISK BY EMERGENCY MANAGEMENT PERSONNEL.
 2. FLOOD WAVE TIME OF ARRIVAL AND TIME TO PEAK ARE CALCULATED FROM THE BEGINNING OF THE SMITHFIELD LAKE DAM BREACH FORMATION.



Hazard Area	Sunny Day			SDF (0.5-PMF) Breach		
	Time of Arrival (hrs:min)	Time to Max WSEL (hrs:min)	Depth (ft)	Time of Arrival (hrs:min)	Time to Max WSEL (hrs:min)	Depth (ft)
B	0:30	1:10	-	0:10	0:40	1.9

Hazard Area	PMF Breach		
	Time of Arrival (hrs:min)	Time to Max WSEL (hrs:min)	Depth (ft)
B	0:05	0:43	3.5

COMMONWEALTH OF VIRGINIA
Robert A. Kline, Jr.
 ROBERT A. KLINE, JR.
 Lic. No. 35051
 08-21-2018
 PROFESSIONAL ENGINEER



Smithfield Lake Dam

Dam Breach Inundation Mapping
 Sunny Day Failure, Spillway Design Flood (0.5-PMF)
 Nonfailure, Spillway Design Flood (0.5-PMF)
 Failure, Probable Maximum Flood Failure

VA # 09315
 Owner: Town of Smithfield
 Isle of Wight County, Virginia

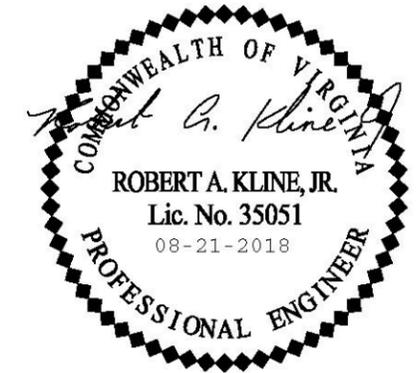
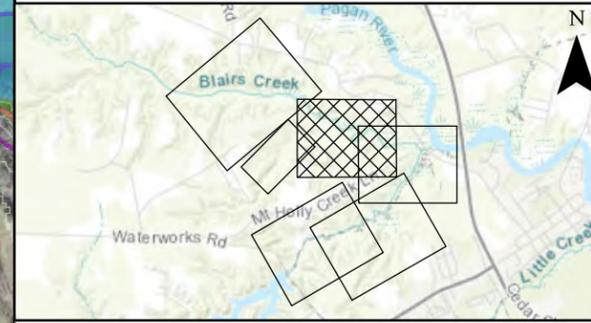
	Sunny Day Breach		PMF Breach
	SDF (0.5-PMF) Non-Breach		
	SDF (0.5-PMF) Breach		

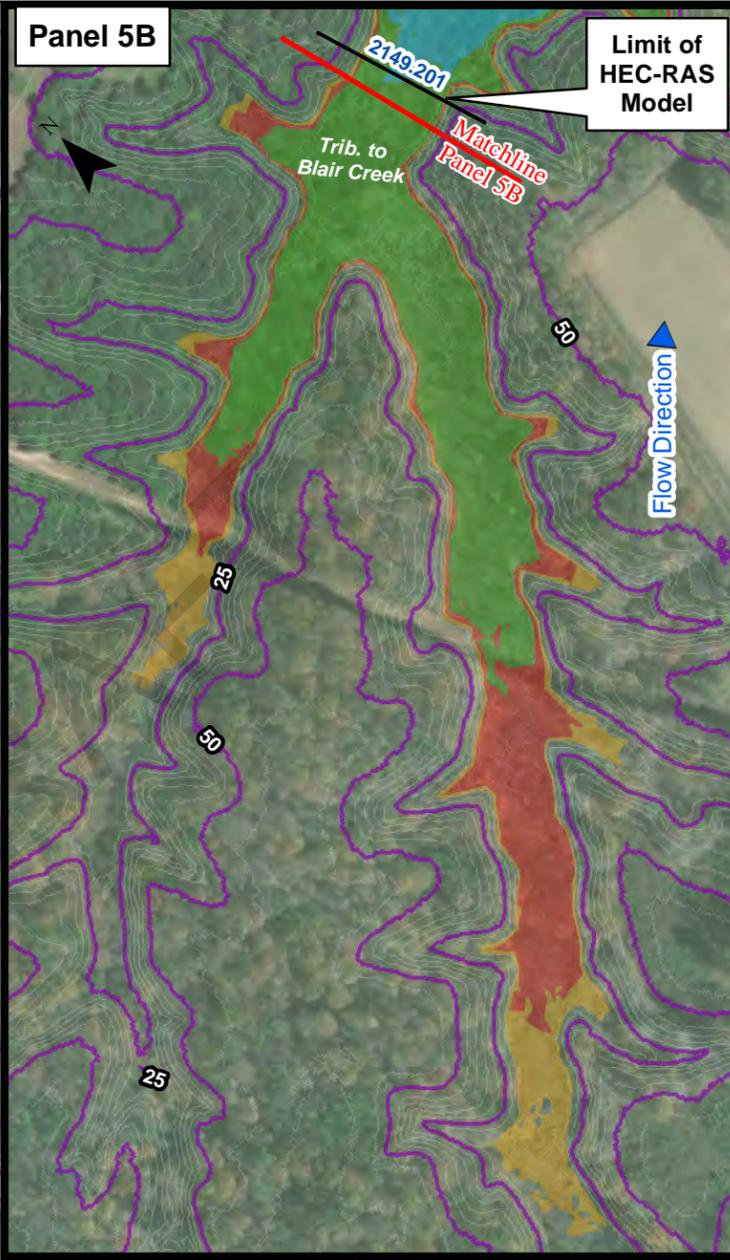
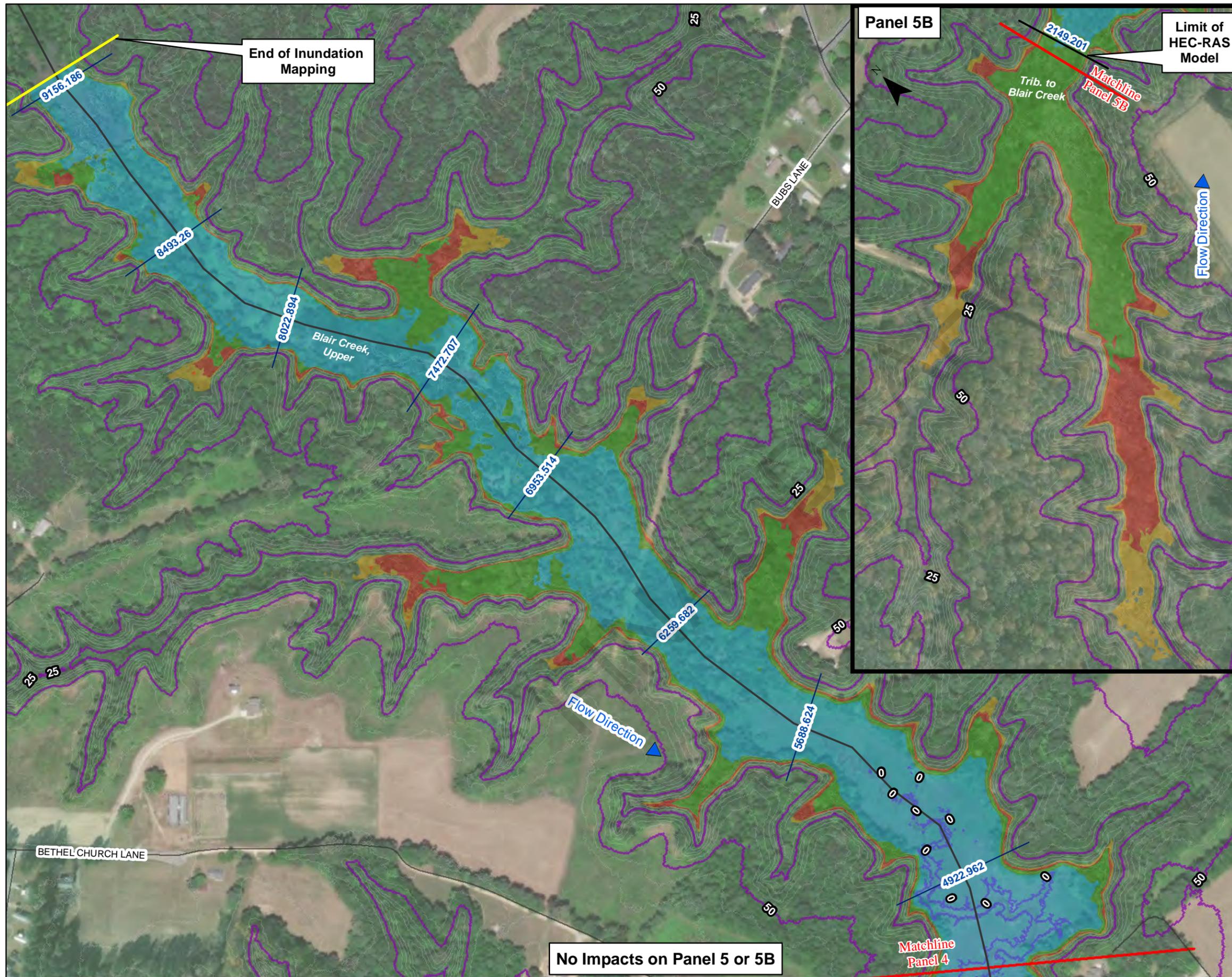
0 150 300 600 Feet
 5-foot contours

SOURCE DATA: AERIAL IMAGERY MADE AVAILABLE FROM ARCGIS ONLINE FREE USGS WEB MAPPING SERVICE. INUNDATION AREAS AND ELEVATIONS REFERENCED TO NAVD 1988, DELINEATED USING A SURFACE CREATED FROM A 2011 USGS DIGITAL TERRAIN MODEL. HORIZONTAL DATUM IS NAD83 VIRGINIA NORTH.

MAP LIMITATIONS: GANNETT FLEMING MAKES NO WARRANTIES OR GUARANTEES REGARDING THE ACCURACY, SUFFICIENCY, OR COMPLETENESS OF INFORMATION PRESENTED ON THIS MAP. MAPPED LIMITS OF FLOODED AREAS AND FLOOD WAVE TIMES OF ARRIVAL AND TIMES TO PEAK ARE APPROXIMATE AND ARE SUBJECT TO CERTAIN ASSUMPTIONS AND GENERALIZATIONS THAT ARE NECESSARY FOR AND INTRINSIC TO THE DAM FAILURE FLOOD WAVE MODELING AND MAPPING PROCESS. MODIFICATIONS TO FLOODPLAIN FEATURES CAN SIGNIFICANTLY ALTER THE INUNDATION LIMITS AND TIMES PRESENTED ON THIS MAP. TIME INTERVALS AND EXTENT OF INUNDATION RESULTING FROM AN ACTUAL DAM FAILURE EVENT MAY DIFFER SUBSTANTIALLY FROM THE INFORMATION PRESENTED ON THIS MAP. IT IS PRUDENT TO ASSUME THAT PERIPHERAL AREAS LOCATED OUTSIDE OF THE DEMARCATED INUNDATION LIMITS COULD ALSO BE SUBJECT TO FLOOD INUNDATION.

NOTES TO MAP USERS:
 1. THE INFORMATION CONTAINED IN THIS MAP IS INTENDED FOR USE IN NOTIFICATION OF THE DOWNSTREAM POPULATION AT RISK BY EMERGENCY MANAGEMENT PERSONNEL.
 2. FLOOD WAVE TIME OF ARRIVAL AND TIME TO PEAK ARE CALCULATED FROM THE BEGINNING OF THE SMITHFIELD LAKE DAM BREACH FORMATION.





Smithfield Lake Dam

Dam Breach Inundation Mapping

Sunny Day Failure, Spillway Design Flood (0.5-PMF)
 Nonfailure, Spillway Design Flood (0.5-PMF)
 Failure, Probable Maximum Flood Failure

VA # 09315
 Owner: Town of Smithfield
 Isle of Wight County, Virginia

Sunny Day Breach	PMF Breach
SDF (0.5-PMF) Non-Breach	
SDF (0.5-PMF) Breach	

0 187.5 375 750 Feet
5-foot contours

SOURCE DATA: AERIAL IMAGERY MADE AVAILABLE FROM ARCGIS ONLINE FREE USGS WEB MAPPING SERVICE. INUNDATION AREAS AND ELEVATIONS REFERENCED TO NAVD 1988, DELINEATED USING A SURFACE CREATED FROM A 2011 USGS DIGITAL TERRAIN MODEL. HORIZONTAL DATUM IS NAD83 VIRGINIA NORTH.

MAP LIMITATIONS: GANNETT FLEMING MAKES NO WARRANTIES OR GUARANTEES REGARDING THE ACCURACY, SUFFICIENCY, OR COMPLETENESS OF INFORMATION PRESENTED ON THIS MAP. MAPPED LIMITS OF FLOODED AREAS AND FLOOD WAVE TIMES OF ARRIVAL AND TIMES TO PEAK ARE APPROXIMATE AND ARE SUBJECT TO CERTAIN ASSUMPTIONS AND GENERALIZATIONS THAT ARE NECESSARY FOR AND INTRINSIC TO THE DAM FAILURE FLOOD WAVE MODELING AND MAPPING PROCESS. MODIFICATIONS TO FLOODPLAIN FEATURES CAN SIGNIFICANTLY ALTER THE INUNDATION LIMITS AND TIMES PRESENTED ON THIS MAP. TIME INTERVALS AND EXTENT OF INUNDATION RESULTING FROM AN ACTUAL DAM FAILURE EVENT MAY DIFFER SUBSTANTIALLY FROM THE INFORMATION PRESENTED ON THIS MAP. IT IS PRUDENT TO ASSUME THAT PERIPHERAL AREAS LOCATED OUTSIDE OF THE DEMARCATED INUNDATION LIMITS COULD ALSO BE SUBJECT TO FLOOD INUNDATION.

NOTES TO MAP USERS:
 1. THE INFORMATION CONTAINED IN THIS MAP IS INTENDED FOR USE IN NOTIFICATION OF THE DOWNSTREAM POPULATION AT RISK BY EMERGENCY MANAGEMENT PERSONNEL.
 2. FLOOD WAVE TIME OF ARRIVAL AND TIME TO PEAK ARE CALCULATED FROM THE BEGINNING OF THE SMITHFIELD LAKE DAM BREACH FORMATION.

August 2018	5 OF 5
-------------	--------

No Impacts on Panel 5 or 5B

VIII. APPENDICES

A. Training, Exercising, Updating and Posting the EAP

i. Record of Revisions and Updates Made to EAP

Revision number	Date	Revisions made	By whom
1	1/16/2020	Changing names	Lothes

ii. Record of Plan Holders

The Dam Operator shall maintain this list of all EAP Holders.

Copy Number	Organization	Person receiving copy (email address)
1	Town of Smithfield Public Works 310 Institute Street Smithfield, Virginia 23430	Wayne Griffin wgriffin@smithfieldva.gov
2	Isle of Wight Emergency Management PO Box 80 Isle of Wight, Virginia 23397	Andrea Stallings Clontz aclontz@isleofwightus.net
3	Draper Aden Associates 703 Thimble Shoals Blvd, Suite C2 Newport News, Virginia 23606	Amanda Lothes, PE alothes@daa.com
4	DCR Division of Dam Safety 600 East Main Street, 24th Floor Richmond, Virginia 23219	Scott J. Thomas, P.E. scott.thomas@dcr.virginia.gov
5	Smithfield Police 913 S Church Street, No. A Smithfield, Virginia 23430	Alonzo Howell ahowell@smithfieldva.gov
6	VDOT – Franklin Residency 23116 Meherrin Road Courtland, Virginia 23837	Tommy Catlett tommy.catlett@vdot.virginia.gov

iii. Standard Form(s)

EAP Failure Stage 3 Test Form

(to be completed during a test of the Failure Stage 3 Notification Flowchart)

Dam name: Smithfield Lake Dam

County: Isle of Wight, Virginia

Date Call Received: _____

Time Call Received: _____

1. Name and Agency of Caller: _____

2. Message received from Caller: _____

3. Complete the phone calls required by your agency on the Failure Stage 3 Notification Flowchart (See *RED Tab*).

4. Read the following message during each call:

"This is _____, we are conducting a test of the Failure Stage 3 Notification Flowchart for the Smithfield Lake Dam. Find the Failure Stage 3 Notification Flowchart and the EAP Stage 3 Test Form in your Emergency Action Plan for the dam and, if applicable, complete the phone calls that are your responsibility."

5. Time that required phone calls were completed: _____

The Following shall be Completed After the Phone Calls

6. Your name: _____ 7. Your agency: _____

8. Were you able to find your agency's copy of the EAP? YES / NO

9. Did you know your responsibilities? YES / NO

10. Were you able to carry them out? YES / NO

REMARKS _____

11. Immediately return this form to:

Wayne Griffin

wgriffin@smithfieldva.gov

12. Make extra copy of this form and return it to EAP Folder for future tests. There should always be an extra copy of this form inside your copy of the EAP.

Contact the Town of Smithfield if additional copies of this form are needed.

B. Unusual or Emergency Events

i. Record of Unusual or Emergency Events

Date	Event Type (i.e. Unusual or Emergency)	By whom

ii. Standard Form(s)

Unusual or Emergency Event Log

(to be completed by Dam Observer/Dam Operator during the emergency)

Dam name: Smithfield Lake Dam

When and how was the event detected? _____

Weather conditions: _____

General description of the emergency situation: _____

Emergency level determination: _____ Made by: _____

Actions and Event Progression

Date	Time	Action/event progression	Taken by

Report prepared by: _____

Date: _____

Dam Emergency Situation Report

(to be completed by Dam Observer/Dam Operator after the emergency)

Dam name: Smithfield Lake Dam

DCR Inventory No.: 093014 (Legacy 09315)

Date: _____ Time: _____

Weather conditions: _____

General description of emergency situation: _____

Area(s) of dam affected: _____

Extent of dam damage: _____

Possible cause(s): _____

Effect on dam's operation: _____

Initial reservoir elevation: _____ Time: _____

Maximum reservoir elevation: _____ Time: _____

Final reservoir elevation: _____ Time: _____

Description of area flooded downstream/damages/injuries/loss of life: _____

Other data and comments: _____

Report prepared by: _____ Date: _____