



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

January 21, 2011

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: JANUARY 2011 COMMITTEE MEETINGS WILL BE HELD AT HAMPTON INN & SUITES LOCATED AT 200 VINCENTS CROSSING, SMITHFIELD, VA**

**MONDAY, JANUARY 24, 2011**

**3:00 p.m. Pre-Committee Training and Distribution of Electronic Readers  
TAB # 1 Review of 2011 – 2012 Draft Strategic Goals**

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

- TAB # 2**
1. Operational Updates
  2. Update on Request to Lower Speed Limit on Huntington Way in the Waterford Oaks Subdivision
  3. CHIP Steering Committee Appointment/Reappointment
  4. Request for Street Closure and/or Traffic Assistance for YMCA - Smithfield Sprint Triathlon for April 2<sup>nd</sup>, 2011.

**Immediately following the conclusion of the above meeting:**

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

- TAB # 3**
1. Accept Proposal from Excel Paving Corporation for South Church Street Waterline Replacements
  2. Review of Proposals from Draper Aden Associates:
    - a. Water and Sewer Master Plan Update
    - b. Design and Construction Standards
    - c. SSO Consent Order MOM Program – Phase 2
- TAB # 4**
- TAB # 5**
- TAB # 6**

**Immediately following the conclusion of the above meeting:**

**Finance Members: Graham (CH), Gregory, Cook**

- TAB # 7**
- TAB # 8**
1. November Financial Statement
  2. Cash Balances

## TOWN MANAGER'S OFFICE

315 Main Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 365-9508  
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**Finance Committee Continued...**

<b>TAB # 9</b>	3.	Invoices Over \$10,000 Requiring Council Consideration:	
	a.	Excel Paving Corporation	\$104,042.33
	b.	English Construction Company	\$ 80,401.69
	c.	Buchart Horn, Inc.	\$ 17,797.09
	d.	Draper Aden Associates	\$ 10,024.00
	e.	US Bank	\$ 58,406.25

**TUESDAY, JANUARY 25, 2011**

**3:00 p.m. Council Work Session – Refuse and Recycling Contracts**

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

1. Operational Updates

**Immediately following the conclusion of the above meeting:**

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

**TAB # 10** 1. Renewal of Landscaping Contract with Clean Cut Image for One Additional Year

**TAB # 11** 2. Renewal of Mowing Contract with Country Landscaping, Inc. for One Additional Year

**TAB # 12** 3. Purchase of New Budgeted Public Works Truck

**TAB # 13** 4. Refuse and Recycling Contract

5. South Church Street Project Updates

**Immediately following the conclusion of the above meeting:**

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

1. Pre Public Hearing Discussion for Input from Town Citizens to Move Town Election Cycle to November

2. Pinewood Heights Updates

**TAB # 14** 3. Smithfield License Plate Proposal

**TAB # 15** 4. Review Proposal received for Town Owned Property at 223 Washington Street

5. Presentations & Review of Proposals submitted for 113 North Church Street

- a. Country Boy's Firehouse Barbeque

- b. Hoses & Whistles

**TAB # 16** 6. The Old Firehouse – BALANCE: Retail, Residential, Restaurant Boundary Line Adjustment Request

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

- Approval of January 4th Town Council Minutes
  - Black History Month Proclamation
  - Presentation by Bob Fry of Western Tidewater Free Clinic – 2010 Summary and Thank you for the Towns Support
  - Recommendation from Nominating Committee to fill the three (3) expiring terms on Planning Commission
  - Recommendation from Nominating Committee to fill the tow (2) expiring terms on Board of Historic and Architectural Review
  - Adoption of Town Council 2011-2012 Strategic Goals (summary from Mike Chandler included in committee agenda packet)
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DRAFT

## Setting the 2011-2012 Smithfield Strategic Agenda

On November 30, 2010, the Smithfield Town Council held a work session for the purpose of identifying the key issues Smithfield will likely face over the next two years.

The work session began with a brief overview and review of Smithfield's past performance with respect to identifying and addressing key strategic issues. With this backdrop as a frame of reference, each Council member was asked to prepare a list of issues, be they problems or opportunities, they felt Smithfield will face and/or need to address during the 2011-2012 timeframe.

Each member of council was asked to share an item from their "issues list" in a round robin format. Each issue was recorded on newsprint by Town Manager, Peter Stephenson. This process of sharing and recording continued until all items were captured on newsprint. The list of issues identified by the membership of the Smithfield Town Council on November 30 is as follows:

### Issues/Topics of Concern

- Continue to market Smithfield as a tourist destination.
- Create a neighborhood based discussion forum for councilmember interaction with town citizens.
- Consider sponsoring a "welcome basket program" for newcomers to Smithfield.
- Refine and expand the town's "green strategy" program.
- Consider a revenue enhancement strategy that dedicates a one cent real estate tax increase (approximately \$100,000) to Windsor Castle Park improvements.
- Initiate a Smithfield wellness/healthy community program.
- Implement landscape improvements along W. Main Street/Rt. 258 corridor, as part of America in Bloom Program.
- Develop/add a playground and restrooms at Windsor Castle Park.

- Explore providing a community swimming pool (removed from list later after discussion)
- Invest in staff/enhance the town's compensation and benefit package in order to reduce/prevent losing employees (public safety as example) to other localities.
- Expand efforts to honor/retain existing businesses by sponsoring a business appreciation week and by honoring hometown businesses with longevity plaques celebrating 5, 10, 20 and 25 years as a Smithfield business.
- Enhance the town's business friendly environment. Promote business retention, expansion and diversification.
- Consider moving the town council election from May to November.
- Develop a Pinewood Heights neighborhood plan that features a timeline for action as well as a financial strategy.
- Continue to support the Smithfield 2020 initiatives.
- Work with community groups to begin planning for desired athletic fields.
- Acquire permanent home (own versus rent) for Smithfield Police Department
- Commit to meeting with the Smithfield Foods executive leadership team twice a year.
- Institute an efficiency review to determine the adequacy/effectiveness of the current alignment of the town staff/personnel.
- Consider sponsoring a town board/town commission appreciation dinner for citizens who serve on Smithfield boards and commissions.
- Develop a plan/strategy (with the help of the College of William and Mary) for utilizing the Windsor Castle historic structures.
- Review/update Smithfield utilities enterprise fund structure and utilities master plan.

After capturing the issues of concern on newsprint, the Council decided to organize the issues using topical headings, with slight modification, the Smithfield Town Council employed with the 2008-2010 strategic agenda. The resulting product is featured below along with a recommended target date of implementation:

## **Draft Smithfield 2011-2012 Strategic Agenda**

### Economic/Business Initiatives

1. Continue to support the Smithfield 2020 initiatives. (Begin January 2011)
2. Continue to market Smithfield as a tourism destination (2011-2012).
3. Sponsor a Smithfield business appreciation week beginning in May 2011 with a council proclamation.
4. Create a recognition program honoring local businesses on their 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, etc. anniversary of being a Smithfield business with a hometown business plaque of appreciation. (Begin in 2011)
5. Commit to meeting with the executive management team at Smithfield Foods every six months for dialogue and the exchange of information beginning in 2011.

### Community Relationships

1. Institute a neighborhood oriented discussion forum that will enable and allow council members to meet and hear from citizens about neighborhood as well as community issues. (Begin in 2011)
2. Study and consider sponsoring a "welcome basket program" that would be shared with people and businesses that are new to Smithfield. (Begin in 2011)
3. Study and consider initiating a Smithfield wellness/healthy community program. (Begin in 2011)

### Community Facilities/Community Enhancements

1. Discuss during the FY12 budget process a revenue enhancement strategy that would dedicate a one cent real estate tax increase (approximately \$100,000) to Windsor Castle Park improvements. (Begin in 2011)
2. Develop a plan/strategy (with the help of the College of William and Mary) for the historic structures located at Windsor Castle Park. (Begin in 2011)
3. Develop a landscape improvements plan along the W. Main Street/Rt. 258 to Route 10 corridor. (Begin in 2011)

4. Develop/add a playground and restrooms at the Windsor Castle Park. (Begin in 2011)
5. Work with community groups to begin planning the mix of athletic fields desired in Smithfield. (Begin in 2011)
6. Institute a safety program for the trail system located at the Windsor Castle park. (Begin in 2011)

#### Fiscal Management and Town Management

1. Refine and expand the town's "green strategy" program including recycling. (Begin in 2011)
2. Examine and refine the town employee compensation and benefit package through peer community comparisons in order to reduce/prevent losing town employees to other localities. (Begin with FY12 budget process)
3. Study and consider the steps involved with moving town council elections from May to November. (Begin in 2011)
4. Develop a plan for future improvements in the Pinewood Heights neighborhood that includes fiscal considerations, including town budget impacts. (Begin in 2011)
5. Institute an efficiency review to determine the adequacy/effectiveness of the current alignment of town staff and personnel. (Begin with FY12 budget)
6. Consider sponsoring an annual town board/town commission appreciation dinner honoring/thanking all citizens who serve on town council appointed commissions and boards for giving of their time and talent on behalf of the town of Smithfield. (Explore/consider the idea in 2011)
7. Update Utility Master Plan and examine adequacy of public utility enterprise funds.

The November 30, 2010 retreat also featured a review and affirmation of the current Smithfield mission statement by the Council. The Council also pledged to review the results of the November 30 work session and, assuming there was a concurrence of opinion, would share the 2011-2012 strategic agenda with the public. The Council also indicated consideration would be given to formally adopting the 2011-2012 strategic agenda at a future Council meeting.

**January 24<sup>th</sup> – Police Committee**

**YMCA – Smithfield Sprint Triathlon**

Mr. Greg Hawkins, Event Coordinator, emailed the Clerk's office to request street closure and/or traffic control assistance for the annual YMCA Sprint Triathlon which is scheduled for Saturday, April 2<sup>nd</sup>, 2011. Beginning at 10:00 a.m.

The route will be the same as last year with portions of the following streets closed: James Street, Grace Street, Cary Street, Main Street, Underwood Lane, and Cedar Street

Mr. Hawkins is coordinating with the Smithfield Police Department, IOW County Sheriff's Office and the IOW Volunteer Rescue Squad.

Participants expected: Approximately 500 Athletes

## Lesley Greer

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**From:** greg [greg@setupevents.com]  
**Sent:** Thursday, January 20, 2011 11:01 AM  
**To:** Lesley Greer  
**Subject:** Triathlon - Saturday April 2, 2011 - 10AM Start  
**Attachments:** RES STREET CLOSURE YMCA TRIATHLON.PDF

Hi Leslie,

I hope this email finds you well. Can you put a request to support the Smithfield Sprint Triathlon on the agenda for the next City Council meeting?

The race is scheduled for Saturday April 2nd, 2011 with a 10AM start.

The courses and logistics are the same as in years past.

Attached is the resolution from last year.

Thank you in advance for your time,

Greg

Greg Hawkins  
Set Up Events  
[greg@setupevents.com](mailto:greg@setupevents.com)  
336-577-2801

**Town of Smithfield****Memo**

TO: SMITHFIELD TOWN COUNCIL, WATER & SEWER COMMITTEE  
FROM: WILLIAM T. HOPKINS, III  
RE: SOUTH CHURCH ST. STREETScape IMPROVEMENTS  
WATERLINE REPLACEMENT

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Please find attached a proposal from Excel Paving Corp. to replace the 6" DI waterline with an 8" C900 water line. The cost estimate to complete the job comes to \$420,188. If Town Council would agree to do the work now then the town will receive a credit of \$36,124 because they will not have to offset the existing waterline. That would also prevent an additive change order from occurring in the amount of \$19,032 which involves additional offsets around the four Charter and Verizon vaults.

Also find attached a proposal from Clark Nexsen for construction administration in the amount of \$36,580 which includes the cost of CTI inspections. The costs are shown on an attached spread sheet.

# EXCEL PAVING CORPORATION

1132 Harmony Road  
Norfolk, Virginia 23502

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

January 11, 2011

Clark Nexson  
6160 Kempsville Circle  
Virginia Beach, VA

Attn: David Bradshaw

Re: South Church Street Streetscape Improvements Waterline Replacement  
**REVISED per Original Road Design-FINAL**

Dear Mr. Bradshaw,

We are pleased to write this quote to cover the site improvements on the above referenced project.

We propose to furnish the necessary labor, material, and equipment to complete these items of work:

## SITE DEMOLITION

1)	Surveying		LS
2)	Remove Concrete Pavement	2,198	SY
3)	Asphalt Removal	2,198	SY
4)	Sawcut Asphalt/Concrete	5,436	LF
5)	Abandon 6" Main		LS
6)	3" Asphalt Patching	2,198	SY
6)	Traffic Control	120	Days

## SITE UTILITIES

### 1) Water

a)	6x6 TS&V	1	EA
b)	8" MJ Bends	2	EA
c)	Connect to Existing Services	42	EA
d)	8x6 Reducer	4	EA
e)	8" C-900	2,271	LF
f)	Offsets	4	EA
g)	8" Gate Valve	7	EA
h)	8x8 tee	4	EA
i)	6" C-900	125	LF
j)	6x6 Tee	1	EA
k)	6" Gate Valve	1	EA
l)	8x8 Cross	1	EA
m)	8x6 Tee	1	EA
n)	Pipe Bedding		LS
o)	Romac Bell Joint Clamps	51	EA

**TOTAL = \$ 408,188.00**

**REMOVE AND REPLACE UNSUITABLE MATERIAL IF NEEDED 600 CY @ \$ 20.00 per cy**

**TOTAL WITH SELECT FILL \$ 420,188.00**

We propose to perform the listed items of work for the lump sum price as listed above.

This quote is based on the subgrade being .1 foot high, compacted and stable. Should any unsuitable material be encountered, Excel Paving Corporation will not be responsible for correcting the condition. However, we will be glad to negotiate prices with you for undercutting and stabilizing any unsuitable areas.

**SCOPE OF SERVICES NARRATIVE  
CHANGE ORDER NO.1  
Smithfield Downtown Revitalization Project  
South Church Street Waterline**

**CONTRACT:**

Professional Engineering Consultant Services between the Town of Smithfield and Clark Nexsen Architecture and Engineering.

All work to be performed in accordance with the terms, limitations and conditions of said contract.

**Construction Phase Services**

Clark Nexsen proposes to provide the following additional services for the South Church Street Waterline which were excluded from the original Scope of Services

Clark Nexsen will provide assistance to the Town of Smithfield during the construction process including review of shop drawings, contractor requests for information (RFI), perform up to ten (4) site visits, and provide a final punchlist for the Town.

After the roadway improvements have been completed and the contractor has provided the marked-up construction record drawings, Clark Nexsen will incorporate the contractor's mark-ups, including contractor provided field survey data, in the design drawings to create a record drawing. The record drawing will be provided to the Town in AutoCAD format. Clark Nexsen will provide three (3) Bond copies of the construction record drawings and one (1) mylar copy of the construction record drawings.

**Construction Inspection Services**

Clark Nexsen will coordinate Construction Inspection Services with our sub-consultant. See attached Construction Inspection Scope of Services.

**Compensation**

The engineer shall be paid in accordance with the referenced contract a total estimated fee of Thirty Six Thousand Five Hundred Eighty Dollars (\$36,580) for the engineering services related to Change Order No. 1 for the design of South Church Street Waterline.

CHANGE ORDER NO. 1:	TOTAL	\$36,580
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**ACCEPTED:**

**TOWN OF SMITHFIELD**

**Clark Nexsen**

BY: \_\_\_\_\_  
Title:  
Town of Smithfield

BY: \_\_\_\_\_  
Title: Principal  
Clark Nexsen

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**FEE PROPOSAL FOR CONSTRUCTION ADMINISTRATION SERVICES  
SMITHFIELD DOWNTOWN REVITALIZATION PROJECT  
SOUTH CHURCH STREET WATERLINE**

CN Comm. No. 3682  
Date: 01/21/2011

**III. Construction Phase Services**

	Project Manager hrs.	Senior Engineer hrs.	Engineer hrs.	Technician hrs.	Total hrs.	Total Cost \$
Shop Drawing Reviews		1	8		9	\$ 750
RFI Reviews and Responses	1	2	8	8	19	\$ 1,490
Monthly Site Visits			15		15	\$ 1,200
As-Built Drawings (Contractor's Mark-up)	1	1	4	16	22	\$ 1,540
Reimbursable (1 Mylar, 3 Bond Plan sets)					0	\$ 110
Construction Inspection (includes 10% sub-consultant markup)		4	35	24	65	\$ 31,490
<b>Total hours</b>						
<b>Rate</b>	\$150.00	\$110.00	\$80.00	\$60.00		
<b>Total fee this task</b>	\$300.00	\$440.00	\$2,800.00	\$1,440.00		\$ 36,580



953 Norfolk Square  
Norfolk, VA 23502  
Tel: (757) 461-0826  
Fax: (757) 461-1436  
Email: rdarnell@cti-consultants.com

January 21, 2011

Clark Nexsen Architecture & Engineering  
6160 Kempsville Circle, Suite 200A  
Norfolk, Virginia 23502

Attention: Mr. Michael Tippin, P.E.

Reference: **South Church Street Waterline Replacement**  
Project Inspector  
Estimate No. P-12-5849-12011R1

Dear Mr. Tippin:

As a pre-qualified SWAM vendor under the DGS Term Contract for Non Professional Construction Services – Contract No. SRM20071009, we are pleased to submit our estimate for furnishing a full-time on-site inspector on the South Church Street Waterline Replacement project. As specified in the DGS Term Contract, we propose that our work will consist of construction services as set forth in the included Scope of Work and supplemented by the Schedule of Rates and attached DGS Contract Terms and Conditions. It would be our intention that our services will be reimbursed with a fee based on unit costs and terms recorded in the Schedule of Rates and on the actual hours recorded by our site representative.

CTI would like to bring special attention to our project approach which includes zero subcontractor effort. All inspections, oversight, QA testing, and reporting will be performed in-house to provide the Town of Smithfield with a single point of contact and complete in-house responsibility for deliverables.

Based on our understanding of the project, we anticipate that our services can be provided for a total cost of **\$28,627.00**. A detailed breakdown of how we calculated this amount can be found on the following pages.

CTI welcomes the opportunity to work as your quality control representatives on this and future projects. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to be "RDarnell", written over a light blue horizontal line.

Randolph L. Darnell  
Regional Sales Manager

Allen Atkinson  
Norfolk Branch Manager

MAR006.LB-20100423

CHANTILLY, VA ■ RICHMOND, VA ■ ROCKVILLE, MD ■ CHARLOTTESVILLE, VA ■ BALTIMORE, MD  
BLACKSBURG, VA ■ NORFOLK, VA ■ WINCHESTER, VA ■ RALEIGH / DURHAM, NC

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Geotechnical Engineering ■ Testing & Inspection ■ Quality Control ■ Environmental Services  
Code Compliance & Specialty Services

**CONTENTS**

Scope of Work

Basis of Fee Estimate

Fee Estimate

Schedule of Rates

**SCOPE OF WORK****1. Project Inspector**

Provide an experienced and qualified Project Inspector to observe and verify compliance of roadwork operations to include sidewalks, curb and gutter, concrete and asphalt paving, and to generally monitor the contractor as detailed below:

The project inspector will provide deliverables including daily inspection reports and other periodic reports as reasonable required by Clark Nexsen and/or the Town of Smithfield as they relate to the following:

- Monitoring construction contractor for compliance with the specifications
- Daily tracking of documentation and other reports applicable to federally funded projects
- Maintaining material notebook documentation
- Reviewing contractor monthly pay vouchers and change orders

It is our understanding that quality control testing is not included in our scope of work and will be performed by the contractor. Our proposal includes quality assurance testing as required under the Locally Administered Project (LAP) Manual to be self-performed by CTI Consultants, a qualified testing agency. This proposal does not include costs for any materials (except as otherwise noted) or traffic systems' testing material certifications or reviews of RFI's or submittals.

Project Inspector services will be overseen by a Project Manager and Registered Engineer.

Materials Laboratory Services including Soil/Aggregate testing will be provided as needed.

**BASIS OF FEE ESTIMATE**

This fee estimate has been based on our review of plans and specifications provided by Clark Nexsen Architecture & Engineering.

**1. Project Inspector**

64 days @ 8 hours per day = 512 hours

**2. Project Manager and Engineer (Review and Oversight)**

PM: 13 weeks @ 8 hours per week = 104 hours

RE: 3 months @ 8 hours per month = 24 hours

**3. Materials Testing Laboratory Services:**

Soil Proctor Tests: 2 Standard Proctor Tests

Soil Classification Tests: 2 sets (includes Atterberg Limits, sieve analysis, initial moisture)

**4. Reimbursable Expenses:**

Mileage (no charge)

Cell Phone (no charge)

Air Card – 3 months

Nuclear Badge (no charge)

Vehicle Use (no charge)

**FEE ESTIMATE**

<b>1. Project Inspector:</b>		
512 hours at \$34.00/hour	\$	17,480.00
<b>2. Project Manager and Engineer</b>		
104 hours at \$75.00/hour	\$	7,800.00
24 hours at \$105.00/hour	\$	2,520.00
<b>3. Laboratory Testing</b>		
2 Standard Proctor Tests at \$90.00/ea.	\$	180.00
2 Soil Classification Sets at \$101.00/ea.	\$	202.00
2 Trips for Sample Pick-ups at \$110/ea.	\$	220.00
<b>4. Reimbursable Expenses</b>		
Mileage (no charge)	\$	0.00
Cell Phone (no charge)	\$	0.00
Air Card (3 months at \$75/mo)	\$	225.00
Nuclear Badge (no charge)	\$	0.00
Vehicle Use (no charge)	\$	0.00
<b>TOTAL ESTIMATED FEE:</b>	\$	28,627.00
<b>5. Additional/Optional Overtime Budget:</b>		
128 hours at \$51.00/hour	\$	6,528.00

The fee estimate has been prepared as defined in the Basis of Fee Estimate and includes assumptions made with respect to the construction schedule and construction methods. Since these may vary during construction, the fee estimate can be used only as a general guide to the actual inspection costs. CTI has no control over the overall time spent on the project.

**SCHEDULE OF RATES****1. Personnel**

1.	Concrete Inspector (also qualified in Asphalt & Soils)	\$ 34.00/hour
2.	Project Manager Level 2	\$ 75.00/hour
3.	Clerk of Works/ Project Inspector Level 2	\$ 60.00/hour
4.	Registered Engineer	\$ 105.00/hour

Services performed will be invoiced portal to portal as follows: All services performed over forty (40) hours per week, at night 5 p.m. to 6 a.m. or on Saturdays, Sundays and/or holidays will be invoiced at standard rate times 1.5.

On-site field services are overseen by a Registered Engineer (Licensed in the State of Virginia), by way of visiting the project to provide technical recommendations and attend meetings, billed in accordance with the above rates and terms. For administrative purposes and report preparation, Project Manager and Registered Engineer time will be invoiced based on actual hours recorded to the project.

**2. Materials Tests:**

1.	Compressive strength of concrete cylinders	\$ 8.50/ea.
2.	Reserve cylinders untested	\$ 8.50/ea.
3.	Compressive strength of mortar/grout samples	\$ 14.00/ea.
4.	Concrete masonry unit test (ASTM C140)	\$ 200.00/ea.
5.	Grain size – Sieve analysis (ASTM D422 and D1140 washed)	\$ 50.00/ea.
6.	Atterberg limits (ASTM D4318)	\$ 45.00/ea.
7.	Moisture content (ASTM D2216)	\$ 6.00/ea.
8.	Proctor test (ASTM D698)	\$ 90.00/ea.
9.	Modified Proctor test (ASTM D1557)	\$ 95.00/ea.
10.	Asphalt Density Test (laboratory)	\$ 80.00/ea.
11.	Sample Pickup (weekday)	\$ 110.00/ea.
12.	Sample Pickup (weekend)	\$ 165.00/ea.

January 20, 2011

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

Re: Town of Smithfield – Water and Sewer Master Plan  
Scope of Work and Fees

Dear Mr. Stephenson:

Draper Aden Associates (DAA) is pleased to provide this proposal to the Town of Smithfield for the development of a Water and Sewer Master Plan as requested. The Water and Sewer Master Plan will be an important document for the Town as they move forward with various system improvements and DAA appreciates the opportunity to assist the Town with this task.

#### ***TASK DESCRIPTIONS***

The following tasks will be performed in order to develop an overall Water and Sewer Master Plan for the Town of Smithfield:

##### Task 1 – Data Acquisition and Analysis

In order to properly establish a master plan that represents the Town's water and sewer infrastructure and its needs in the future, data regarding both systems will need to be collected and analyzed. This will include system inventory information, meter readings and billing summaries, a review of other systems that may impact or be affected by these two systems, and regulatory information that could be relevant to the project.

##### Task 2 – Water and Sewer Model Development and Evaluation

The purpose of this task is to assemble complete and functional models for both the water and sewer systems. A portion of the sewer system model for the Town of Smithfield is being completed under a separate project by DAA (Battery Park Road Force Main Model) and terminal connections to the HRSD system have been modeled under the Special Order by Consent Project.

However, in order to properly develop a supportable and effective sewer master plan, some form of a complete Town of Smithfield sewer model will need to be established. Under this task, DAA will assemble the separate hydraulic model portions indicated above and make assumptions as necessary to fill in the current voids with a skeletonized hydraulic model based on readily available GIS data. This sewer model will then be used to evaluate the existing sanitary sewer system as required for development of the sewer master plan. The water model for the Town of Smithfield has been developed by a separate consultant. Also under this task, DAA will request any existing water model information the Town has available and then augment it based on any recent improvements to the system and applicable record drawing information using WaterCAD. Calibration of the two models will then be confirmed based on flow monitoring information from the sewer collection system and flow information from the Town for the water system. These models will then be used to analyze and evaluate various master plan options and recommendations throughout the project.

### Task 3 – Flow Projections

Under this task, information on the water and sewer systems will be used to determine capacity requirements in the future. Land usage and developable property will be analyzed with appropriate flow allotments and peaking factors to determine build-out requirements for the Town of Smithfield water and sewer systems. This information will be used to determine which sections of the Town's systems may require improvements and how critical they may be.

### Task 4 – Existing System Evaluations

The previous tasks have generated the data and information necessary to evaluate the Town of Smithfield's current water and wastewater infrastructure. The purpose of this task is to evaluate the information collected and determine where capacity limitations may exist or where there system improvements may help facilitate that economic development. The Town's existing Comprehensive Plan will be used along with input from Town of Smithfield staff to help determine where growth is anticipated or encouraged. SOBC requirements will also be considered in this task and how various improvements may interact with HRSD or other localities.

### Task 5 – Regulatory Issues and Special Order by Consent (SOBC) Implications

As indicated in Task 4 above, the SOBC will have a significant impact on the Town's Water and Sewer Master Plan. The purpose of this task to identify aspects of both that need to be considered and coordinated in order to make sure the Town is moving forward in their best interests. In addition to SOBC concerns on the sewer system, regulatory concerns and issues with regard to the water system will be reviewed and analyzed.

### Task 6 – Development of Recommendations

The purpose of this task is to develop specific water and sewer system improvements based on information gathered from the previous tasks. System expansions, cost estimates, water supply options and treatment options (as applicable) will be developed under this task. The outcome of

this task will be a list of capital improvement projects per system, prioritized based on the Town's needs. The Town should be aware that this will be an interim capital improvement plan that will need to be coordinated and combined with those improvements identified during the SOBC project. That project will develop a rehabilitation plan based on the sanitary sewer investigation work necessary to meet Regional Technical Standard requirements. The rehabilitation plan is not due to VDEQ until November 26, 2012.

Task 7 – Financial Evaluation

The purpose of this task is to perform a financial evaluation of the capital improvement projects developed under Task 6. This will include a summary of the capital costs, a review of various funding options available to the Town and a cost feasibility analysis to determine how this will impact the Town's debt service, operating costs, and utility rates.

Task 8 – Final Report

The purpose of this task is to develop a final report that will summarize the work performed in the above listed tasks. The report will include information on the data collected, how it was analyzed, the adequacy of the existing infrastructure, the recommended improvements and finally the cost implications. Included in this task is time to present the conclusions of this project to the Town's Water and Sewer Committee or Town Council as necessary. A draft outline for the final report has been attached to this proposal for your reference.

**TASK SCHEDULE**

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

**FEE PROPOSAL**

The above-listed work will be provided for the following lump sum not-to-exceed fee:

Task 1 – Data Acquisition and Analysis	\$ 7,500
Task 2 – Water and Sewer Model Development and Evaluation	\$24,750
Task 3 – Flow Projections	\$15,000
Task 4 – Existing System Evaluations	\$40,000
Task 5 – Regulatory Issues and SOBC Implications	\$ 5,000
Task 6 – Development of Recommendations	\$20,000
Task 7 – Financial Evaluation	\$10,000
Task 8 – Final Report	<u>\$15,000</u>

**Total Lump Sum Not-to-Exceed Fee = \$137,250**

**CONTRACT TERMS AND PROVISIONS**

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

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

Sincerely,

DRAPER ADEN ASSOCIATES

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

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**Town of Smithfield  
Water and Sewer Master Plan**

**Draft Outline**

- Section 1**      **Executive Summary**
- Section 2**      **Introduction and Purpose of Plan**
- Section 3**      **Existing System Descriptions**
- Section 4**      **Regulatory Issues and Special Order by Consent Implications**
- Section 5**      **Future Options**  
A. Comprehensive Plan  
B. Develop Service Areas  
C. Water Supply Options  
D. Treatment Options
- Section 6**      **Flow Projections**  
A. Service Area Statistics  
B. Build-out Projections  
C. Land Usage Analysis  
D. Water Demands  
E. Sewage Flows
- Section 7**      **Existing System Evaluations**  
A. Existing Conditions  
B. Future Conditions  
C. Required Improvements/Upgrades  
D. Estimated Cost
- Section 8**      **Development of Recommendations**  
A. Improvements to Existing System  
B. System Expansions  
C. Cost Estimates  
D. Water Supply Options  
E. Treatment Options  
F. Establish Priorities
- Section 9**      **Financial Evaluation**  
A. Summary of Capital Cost  
B. Funding Options

C. Cost Feasibility Analysis

1. Assumptions
2. Debt Service
3. Operating Cost
4. Impact on Rates

**Section 10**

**Final Recommendations**

- A. Interim Capital Improvement Plan
- B. Long Range Goals
- C. Prioritized Implementation Plan

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January 20, 2011

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

Re: Town of Smithfield – Design and Construction Standards Overview  
Scope of Work and Fees

Dear Mr. Stephenson:

Draper Aden Associates (DAA) is pleased to provide this proposal to the Town of Smithfield for a general review of the Town's current design and construction standards as requested. As the Town moves forward with their MOM Program and other Special Order by Consent initiatives, a thorough review of their existing design and construction standards will be important in order to identify modifications or refinements necessary to meet more stringent regional standards.

### **TASK DESCRIPTIONS**

As part of this project, DAA will perform a thorough review of the Town of Smithfield's current design and construction standards for water and wastewater infrastructure. The review will include the following:

- Meet with Town staff to identify issues or concerns with the existing standards and how effective they have been in meeting the Town's current needs;
- A comparison between the Town's existing standards and the current HRPDC standards and other relevant standards as appropriate;
- A summary of how the Special Order by Consent Project and future requirements will impact the Town's standards;
- Recommendations on revisions and modifications to the standards;
- A technical memorandum summarizing the conclusions and recommendations; and
- A meeting with the Town to discuss the technical memorandum and any appropriate modifications necessary to finalize the effort.

***TASK SCHEDULE***

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

***FEE PROPOSAL***

The above-listed work will be provided for the lump sum not-to-exceed fee of \$16,200.

***CONTRACT TERMS AND PROVISIONS***

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

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

Sincerely,

DRAPER ADEN ASSOCIATES

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

January 20, 2011

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

Re: Town of Smithfield – Sanitary Sewer Overflow Special Order by Consent Project  
MOM Program – Town of Smithfield Full Hydraulic Model – Phase 2  
Scope of Work and Fees

Dear Mr. Stephenson:

Draper Aden Associates (DAA) is pleased to provide this proposal to the Town of Smithfield for the completion of a hydraulic model which will represent the Town of Smithfield's complete sanitary sewer system. This work represents the second phase of model development originally discussed in the proposal dated February 25, 2010 for Phase 2 assistance with the Town of Smithfield's Management, Operation and Maintenance (MOM) Program as required by the Special Order by Consent (SOBC).

#### **TASK DESCRIPTION**

The Town of Smithfield was required to develop a partial hydraulic model for the SOBC (i.e. Locality Hydraulic Model). The purpose of this model was to represent the terminal connections of the Town's collection system where it discharges to the HRSD collection system (i.e. terminal pump stations). As required by the SOBC, only the connection points and the first upstream manholes for each terminal basin were included in this model (work being performed under DAA Job Number HR04103-36). This model will be used as part of the Regional Hydraulic Model and will be an integral part of the Regional Wet Weather Management Program. As such, output from this model will be used to determine how the Town of Smithfield collection system responds to various wet weather events, but will only be able to identify the issue at terminal connections. For the Town to better understand its collection system and in order to verify and correlate issues identified at terminal connections with upstream areas within the Town, a full hydraulic model of the Town's collection system will be a vital component to the Town's overall MOM Program.

As part of MOM Program Phase 2 Assistance (DAA Job Number HR04103-40), DAA is developing the first phase of the full Town of Smithfield hydraulic model. This includes all collection systems tributary to the Battery Park Road Force Main. This section was identified for the first phase as a result of the complexity of the combined force main system in this area and its inclusion of flows from Isle of Wight County and the proposed Mallory Point Pump Station and

subdivision. The second phase of the full Town of Smithfield hydraulic model would account for all other remaining collection systems. Similar to the first phase of the model development, these additional collection systems would be modeled all the way through the entire terminal basin (i.e. all the manholes in the terminal basins will be included as opposed to just the first upstream manhole). The service areas to be included in the model are as follows:

- Barcroft Drive Pump Station
- Church Square Pump Station
- Cypress Pump Station
- Drummonds Lane Pump Station
- Golf Course Pump Station
- James Street Pump Station
- Jersey Park Pump Station
- Jordan Drive Pump Station
- Lakeside Pump Station
- Main Street Pump Station
- Moonefield Drive Pump Station
- Morris Creek Pump Station
- Pinewood Pump Station
- Riverside Drive Pump Station
- Watson Drive Pump Station

In order to develop the second phase of the Town of Smithfield full hydraulic model, the following work will be performed:

- Data Collection – Collection of survey information from lift stations in the above referenced service areas. This would include collecting elevation and location information for all manholes, pump stations and other system features in non-terminal pump station service areas within the Town of Smithfield. Information for terminal pump station service areas was collected under DAA Job Numbers HR04103-17 through HR04103-21. In some instances new infrastructure has been installed in terminal pump station service areas. Where this is the case, additional survey information will be collected from there as well.
- Model Creation and Set Up – Import GIS/field data into the hydraulic model software for creation of the base model, including pumps, force mains, gravity sewers, and background data.
- Model Edit and Population – Review the base model and populate model nodes with dry weather flows, and wet weather parameters, rainfall factors, and groundwater variables.
- Initial Model Run – Perform an initial model run to find and fix validation errors, correct false or missing data, and create a baseline run to begin calibration.
- Model Calibration – Review historical data from monitoring locations and match model results to real-world system performance to confirm accuracy of model.
- Model Completion – Perform a final, calibrated model run to represent the existing conditions of this part of the Town of Smithfield collection system and then combine with

the Battery Park Road Force Main model to create a full Town of Smithfield hydraulic model.

- Letter Report – Prepare a short letter report detailing the process followed and executed to create the finished model, and provide a general statistical overview of the findings.
- Smithfield Review Meeting – Attend a meeting with Town personnel to demonstrate the finished model and field questions or comments on the future use of this model by their staff.

DHI's MIKE Urban software will be used for development of this model to match the Town's Locality Hydraulic Model as required by the SOBC for the Regional Hydraulic Model.

### ***TASK SCHEDULE***

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

### ***FEE PROPOSAL***

The above-listed work will be provided for the lump sum not-to-exceed fee of \$115,000.

### ***CONTRACT TERMS AND PROVISIONS***

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

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

Sincerely,

DRAPER ADEN ASSOCIATES

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

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Proposed Budget 2010/2011	Actual as of 11/30/10	Remaining Budget	% of budget
<b>Revenue</b>				
<b>General Fund revenues</b>				
<b>Real Estate Tax</b>				
Current RE Tax	1,719,810.00	673,790.56	1,046,019.44	39.18%
Delinquent RE Tax	20,000.00	16,560.14	3,439.86	82.80%
Current RE Penalty	4,300.00	-	4,300.00	0.00%
Delinquent RE Penalty	2,200.00	1,455.23	744.77	66.15%
Current RE Interest	550.00	-	550.00	0.00%
Delinquent RE Interest	3,100.00	2,257.72	842.28	72.83%
<b>Total Real Estate Taxes</b>	<b>1,749,960.00</b>	<b>694,063.65</b>	<b>1,055,896.35</b>	<b>39.66%</b>
<b>Personal Property Tax</b>				
Current PP Tax	784,600.00	420,477.34	364,122.66	53.59%
Delinquent PP Tax	11,000.00	22,628.67	(11,628.67)	205.72%
Current PP Penalty	12,000.00	-	12,000.00	0.00%
Delinquent PP Penalty	3,100.00	2,068.16	1,031.84	66.71%
Current PP Interest	750.00	-	750.00	0.00%
Delinquent PP Interest	1,800.00	1,231.22	568.78	68.40%
<b>Total Personal Property Tax</b>	<b>813,250.00</b>	<b>446,405.39</b>	<b>366,844.61</b>	<b>54.89%</b>
<b>Miscellaneous Receipts Over/Short</b>	-	10.55	(10.55)	#DIV/0!
<b>Total Over/Short</b>	-	10.55	(10.55)	#DIV/0!
<b>Other Taxes</b>				
Franchise Tax	119,000.00	-	119,000.00	0.00%
Cigarette Tax	130,000.00	66,918.50	63,081.50	51.48%
Transient Occupancy Tax	128,000.00	62,735.34	65,264.66	49.01%
Meals Tax-4%	772,000.00	340,267.58	431,732.42	44.08%
Meals Tax-1%	193,000.00	85,066.89	107,933.11	44.08%
Communications Tax	240,000.00	64,180.85	175,819.15	26.74%
Rolling Stock	15.00	25.94	(10.94)	172.93%
Rental Tax	1,000.00	810.20	189.80	81.02%
Sales Tax	258,000.00	64,584.37	193,415.63	25.03%
Consumption Tax	51,000.00	16,454.20	34,545.80	32.26%
Utility Tax	195,000.00	69,116.47	125,883.53	35.44%
<b>Total Other Local Taxes</b>	<b>2,087,015.00</b>	<b>770,160.34</b>	<b>1,316,854.66</b>	<b>36.90%</b>
<b>Licenses, Permits &amp; Privilege Fees</b>				
Business Licenses	348,000.00	7,784.63	340,215.37	2.24%
Business Licenses Penalty	1,000.00	154.76	845.24	15.48%
Business Licenses Interest	800.00	97.21	702.79	12.15%
Permits & Other License	11,500.00	4,694.00	6,806.00	40.82%
WC Dog Park Registration-Annual	-	478.00	(478.00)	#DIV/0!
Inspection Fees	10,000.00	-	10,000.00	0.00%
Bldg Facility Specs-Contractors	-	100.00	(100.00)	#DIV/0!
Consultant Review Fees	10,000.00	3,800.00	6,200.00	38.00%
Taxi Fees	-	-	-	#DIV/0!
Street Lights Installation	-	-	-	#DIV/0!
Street Lights Service	-	-	-	#DIV/0!

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Proposed Budget 2010/2011	Actual as of 11/30/10	Remaining Budget	% of budget
Vehicle License Tags	-	9.00	(9.00)	#DIV/0!
Vehicle License	114,000.00	58,775.71	55,224.29	51.56%
<b>Total Licenses, permits and privilege fees</b>	<b>495,300.00</b>	<b>75,893.31</b>	<b>419,406.69</b>	<b>15.32%</b>
<b><u>Fines &amp; Costs</u></b>				
Development Violation Fine	-	-	-	#DIV/0!
Public Defender Fee	-	-	-	#DIV/0!
<b>Fines &amp; Costs</b>	<b>63,000.00</b>	<b>21,171.51</b>	<b>41,828.49</b>	<b>33.61%</b>
<b>Total Fines &amp; Forfeitures</b>	<b>63,000.00</b>	<b>21,171.51</b>	<b>41,828.49</b>	<b>33.61%</b>
<b><u>From Use of Money and Property</u></b>				
General Fund Interest	17,500.00	5,231.49	12,268.51	29.89%
Beautification Fund Interest	3,700.00	318.10	3,381.90	8.60%
Pinewood Heights-tenant rentals	2,000.00	585.00	1,415.00	29.25%
Rentals	21,000.00	8,241.05	12,758.95	39.24%
Smithfield Center Rentals	110,000.00	41,725.60	68,274.40	37.93%
Smithfield Center Vendor Programs	6,000.00	278.75	5,721.25	4.65%
Windsor Castle Event Rentals	-	2,250.00	(2,250.00)	#DIV/0!
Sale of Real Estate	170,000.00	-	170,000.00	0.00%
Sale of Equipment	1,000.00	218.00	782.00	21.80%
Lease of Land	500.00	-	500.00	0.00%
<b>Total revenue from use of money and property</b>	<b>331,700.00</b>	<b>58,847.99</b>	<b>272,852.01</b>	<b>17.74%</b>
<b><u>Miscellaneous Revenue</u></b>				
Other Revenue	5,000.00	484.00	4,516.00	9.68%
Tourism Bureau-Walking Tours	-	-	-	#DIV/0!
Basse's Choice Electric	-	-	-	#DIV/0!
Cash Proffer Revenues	-	-	-	#DIV/0!
Virginia Municipal Group Safety Grant	1,000.00	2,000.00	(1,000.00)	200.00%
<b>Total Miscellaneous Revenue</b>	<b>6,000.00</b>	<b>2,484.00</b>	<b>3,516.00</b>	<b>41.40%</b>
<b><u>From Reserves</u></b>				
Restricted Reserves-Beautification	-	-	-	#DIV/0!
Police CD	1,200.00	-	1,200.00	0.00%
<b>From Operating Reserves</b>	<b>107,624.00</b>	<b>241,667.16</b>	<b>(134,043.16)</b>	<b>224.55%</b>
<b>Total From Reserves</b>	<b>108,824.00</b>	<b>241,667.16</b>	<b>(132,843.16)</b>	<b>222.07%</b>
<b><u>Intergovernmental Virginia</u></b>				
Law Enforcement	167,400.00	41,853.00	125,547.00	25.00%
Litter Control Grant	2,669.00	3,078.00	(409.00)	115.32%
Police Block Grants-State	5,500.00	5,358.42	141.58	97.43%
Department of Health Grant	-	990.80	(990.80)	#DIV/0!
Fire Programs	17,447.00	-	17,447.00	0.00%
VCA Grant	5,000.00	5,000.00	-	100.00%
Fuel Refund (state)	7,500.00	-	7,500.00	0.00%
Asset Forfeiture	-	-	-	#DIV/0!
<b>Total State Revenue</b>	<b>205,516.00</b>	<b>56,280.22</b>	<b>149,235.78</b>	<b>27.38%</b>
<b><u>Intergovernmental Federal</u></b>				
Federal Grants	15,000.00	-	15,000.00	0.00%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Proposed Budget 2010/2011	Actual as of 11/30/10	Remaining Budget	% of budget
ARRA Federal Stimulus Regional Share	160,000.00	-	160,000.00	0.00%
Urban Fund Partial Use Allocation	1,000,000.00	-	1,000,000.00	0.00%
Federal Grant-Transportation Enhancement Program	720,000.00	-	720,000.00	0.00%
Section 8 rentals	215,670.00	3,407.00	212,263.00	1.58%
Pinewood Heights CDBG Relocation Grant	400,000.00	-	400,000.00	0.00%
Federal Fuel Income	8,000.00	2,084.32	5,915.68	26.05%
<b>Total Federal Revenue</b>	<b>2,518,670.00</b>	<b>5,491.32</b>	<b>2,513,178.68</b>	<b>0.22%</b>
<b>Other Financing Sources</b>				
<b>Operating Transfers In</b>				
Transfer In for Debt Service	-	-	-	#DIV/0!
<b>Total Operating Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Other Financing Sources</b>				
Line of Credit Proceeds	500,000.00	-	500,000.00	0.00%
Loan Proceeds-Building Acquisition	554,000.00	-	554,000.00	0.00%
Insurance Recoveries	-	2,582.69	(2,582.69)	#DIV/0!
<b>Total Other Financing Sources</b>	<b>1,054,000.00</b>	<b>2,582.69</b>	<b>1,051,417.31</b>	<b>0.25%</b>
<b>Contributions</b>				
Contributions-Windsor Castle Park	-	88,120.23	(88,120.23)	#DIV/0!
CHIPS Contributions	5,300.00	100.00	5,200.00	1.89%
Contributions-Employee Awards	-	500.00	(500.00)	#DIV/0!
Pinewood Heights Contribution-IOW	227,760.00	-	227,760.00	0.00%
Contributions South Church Street Improvement Project	875,000.00	-	875,000.00	0.00%
<b>Total Contributions</b>	<b>1,108,060.00</b>	<b>88,720.23</b>	<b>1,019,339.77</b>	<b>8.01%</b>
<b>Total General Fund Revenue</b>	<b>10,541,295.00</b>	<b>2,463,778.36</b>	<b>8,077,516.64</b>	<b>23.37%</b>
<b>Less Revenues, Loan Funds, Grants and Contributions related</b>				
<b>to capital projects</b>				
Line of Credit Proceeds	(500,000.00)	-	(500,000.00)	
Pinewood Rentals	(217,670.00)	(3,992.00)	(213,678.00)	
Cash Proffer Revenues	-	-	-	
Meals Tax (1%) allocated to Special Projects	(193,000.00)	(85,066.89)	(107,933.11)	
South Church Street Improvement Project-Grants	(1,880,000.00)	-	(1,880,000.00)	
South Church Street Improvement Project-Contributions	(875,000.00)	-	(875,000.00)	
Pinewood Heights Relocation Project -Grant-\$800,000	(400,000.00)	-	(400,000.00)	
Pinewood Heights Relocation Project-Contribution-IOW	(227,760.00)	-	(227,760.00)	
Sale of Real Estate	(170,000.00)	-	(170,000.00)	
<b>Total Non-operating Revenues</b>	<b>(4,463,430.00)</b>	<b>(89,058.89)</b>	<b>(4,374,371.11)</b>	<b>2.00%</b>
<b>Total General Fund Operating Revenues</b>	<b>6,077,865.00</b>	<b>2,374,719.47</b>	<b>3,703,145.53</b>	<b>39.07%</b>
<b>General Fund Budget Expenses</b>				
Description	Proposed Budget 2010/2011	Actual as of 11/30/10	Remaining Budget	% of budget

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Proposed Budget 2010/2011	Actual as of 11/30/10	Remaining Budget	% of budget
<b>GENERAL GOVERNMENT</b>				
<b>Town Council</b>				
Salaries	55,000.00	16,350.00	38,650.00	29.73%
FICA	4,400.00	1,353.81	3,046.19	30.77%
Employee Wellness/Assistance Plan	-	760.90	(760.90)	#DIV/0!
Legal Fees	40,000.00	7,936.87	32,063.13	19.84%
Election Expense	-	-	-	#DIV/0!
Maintenance contracts-Bradshaw-Kimbrel	600.00	250.00	350.00	41.67%
Advertising	18,000.00	5,056.66	12,943.34	28.09%
Engineering	-	-	-	#DIV/0!
Professional Services	1,200.00	-	1,200.00	0.00%
Records Management maint & upgrades	3,900.00	-	3,900.00	0.00%
Site Plan Review	7,500.00	580.00	6,920.00	7.73%
Communications	5,300.00	1,110.32	4,189.68	20.95%
Insurance	25,000.00	12,488.50	12,511.50	49.95%
Supplies	25,000.00	8,647.50	16,352.50	34.59%
Travel & Training	7,000.00	2,905.70	4,094.30	41.51%
Subscriptions/Memberships	12,000.00	5,107.00	6,893.00	42.56%
Council Approved Items	10,000.00	3,326.29	6,673.71	33.26%
Public Defender Fees	4,000.00	158.00	3,842.00	3.95%
Bank Charges	200.00	15.00	185.00	7.50%
Special Projects	1,000.00	595.05	404.95	59.51%
Smithfield CHIPS program	9,660.00	2,864.00	6,796.00	29.65%
Update Town Charter & Code	500.00	1,298.00	(798.00)	259.60%
Annual Christmas Parade	300.00	31.96	268.04	10.65%
Council Approved Hwy	(22,200.00)	-	(22,200.00)	0.00%
<b>Total Town Council</b>	<b>208,360.00</b>	<b>70,835.56</b>	<b>137,524.44</b>	<b>34.00%</b>
<b>Town Manager</b>				
Salaries	181,800.00	67,523.72	114,276.28	37.14%
FICA	14,550.00	5,203.66	9,346.34	35.76%
VSRS	19,490.00	7,832.28	11,657.72	40.19%
Health	31,715.00	15,309.61	16,405.39	48.27%
Auto Expense	500.00	40.00	460.00	8.00%
Maintenance Contracts	1,032.00	481.60	550.40	46.67%
Communications	12,000.00	3,863.16	8,136.84	32.19%
Insurance	2,500.00	1,212.91	1,287.09	48.52%
Supplies	6,000.00	1,048.55	4,951.45	17.48%
Dues & Subscriptions	1,600.00	1,507.13	92.87	94.20%
Computer & technology expenses	10,000.00	8,845.24	1,154.76	88.45%
Travel & Training	5,000.00	1,159.85	3,840.15	23.20%
Other	-	35.14	(35.14)	#DIV/0!
TM Allocated to Hwy	(4,610.00)	-	(4,610.00)	0.00%
<b>Total Town Manager</b>	<b>281,577.00</b>	<b>114,062.85</b>	<b>167,514.15</b>	<b>40.51%</b>
<b>Treasurer</b>				
Salaries	187,350.00	71,495.56	115,854.44	38.16%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Proposed Budget 2010/2011	Actual as of 11/30/10	Remaining Budget	% of budget
FICA	15,000.00	5,509.74	9,490.26	36.73%
VSRS	20,745.00	8,255.13	12,489.87	39.79%
<b>Health</b>	<b>29,350.00</b>	<b>13,192.66</b>	<b>16,157.34</b>	<b>44.95%</b>
Audit	18,200.00	15,750.00	2,450.00	86.54%
Depreciation Software	1,300.00	-	1,300.00	0.00%
Communications	7,100.00	2,164.39	4,935.61	30.48%
Data Processing	19,000.00	7,179.65	11,820.35	37.79%
<b>Service Contracts</b>	<b>15,550.00</b>	<b>9,260.10</b>	<b>6,289.90</b>	<b>59.55%</b>
<b>Insurance</b>	<b>2,100.00</b>	<b>1,052.51</b>	<b>1,047.49</b>	<b>50.12%</b>
Supplies	15,000.00	5,388.97	9,611.03	35.93%
<b>Dues &amp; Subscriptions</b>	<b>2,200.00</b>	<b>1,159.80</b>	<b>1,040.20</b>	<b>52.72%</b>
Credit Card Processing	1,400.00	323.73	1,076.27	23.12%
Cigarette Tax Stamps	3,800.00	-	3,800.00	0.00%
Travel & Training	1,000.00	41.80	958.20	4.18%
Other	200.00	11.91	188.09	5.96%
Treasurer Alloc to Hwy	(10,290.00)	-	(10,290.00)	0.00%
<b>Total Treasurer</b>	<b>329,005.00</b>	<b>140,785.95</b>	<b>188,219.05</b>	<b>42.79%</b>
<b>PUBLIC SAFETY</b>				
<b>Police Department</b>				
Salaries	1,260,150.00	495,339.32	764,810.68	39.31%
FICA	100,815.00	38,131.49	62,683.51	37.82%
VSRS	125,580.00	49,975.66	75,604.34	39.80%
<b>Health Insurance</b>	<b>178,430.00</b>	<b>86,573.75</b>	<b>91,856.25</b>	<b>48.52%</b>
Pre-employ screening/Emp Medical	1,000.00	27.00	973.00	2.70%
Uniforms	25,500.00	5,782.22	19,717.78	22.68%
<b>Service Contracts</b>	<b>34,400.00</b>	<b>25,190.59</b>	<b>9,209.41</b>	<b>73.23%</b>
Communications	50,000.00	18,062.32	31,937.68	36.12%
<b>Computer &amp; Technology Expenses-licenses</b>	<b>35,000.00</b>	<b>36,199.99</b>	<b>(1,199.99)</b>	<b>103.43%</b>
<b>Insurance</b>	<b>45,650.00</b>	<b>23,185.14</b>	<b>22,464.86</b>	<b>50.79%</b>
Materials & Supplies	27,000.00	11,079.63	15,920.37	41.04%
Dues & Subscriptions	4,000.00	1,720.00	2,280.00	43.00%
Equipment -tactical vests	14,000.00	2,276.75	11,723.25	16.26%
Radio & Equipment repairs	3,500.00	1,419.58	2,080.42	40.56%
Vehicle Maintenance	32,400.00	12,841.06	19,558.94	39.63%
Gas	75,000.00	21,740.74	53,259.26	28.99%
Tires	5,000.00	2,221.44	2,778.56	44.43%
Travel & Training	18,900.00	8,376.53	10,523.47	44.32%
Special Events	-	84.48	(84.48)	#DIV/0!
Crimes Network	10,000.00	-	10,000.00	0.00%
Police Grants	25,625.00	-	25,625.00	0.00%
Local Law Enforcement Block Grant	-	-	-	#DIV/0!
<b>Investigation expenses</b>	<b>-</b>	<b>2,471.77</b>	<b>(2,471.77)</b>	<b>#DIV/0!</b>
VML Grant	-	-	-	#DIV/0!
Community Traffic Safety Grant	-	-	-	#DIV/0!
Federal Byrne Justice Assistance Grant	-	-	-	#DIV/0!
Radar Grant Expenses	-	-	-	#DIV/0!
Block Grant-Alco Sensors	-	-	-	#DIV/0!
Comprehensive Traffic Safety Grant	-	-	-	#DIV/0!

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Proposed Budget 2010/2011	Actual as of 11/30/10	Remaining Budget	% of budget
Police Technology Grant	-	-	-	#DIV/0!
VA Dept of Health Grant	-	990.80	(990.80)	#DIV/0!
Employee Education	-	-	-	#DIV/0!
Fire/Moving Expenses	-	-	-	#DIV/0!
Other	-	-	-	#DIV/0!
<b>Total Police Department</b>	<b>2,071,950.00</b>	<b>843,690.26</b>	<b>1,228,259.74</b>	<b>40.72%</b>
<b>Fire Department</b>				
Salaries (Contribution to County)	30,000.00	-	30,000.00	0.00%
Member Physicals	1,000.00	876.00	124.00	87.60%
Uniforms	1,200.00	55.88	1,144.12	4.66%
Protective Clothing	8,000.00	-	8,000.00	0.00%
Communications	10,300.00	3,097.44	7,202.56	30.07%
Computer & Technology Expenses	1,680.00	(773.88)	2,453.88	-46.06%
Insurance	20,183.00	18,948.00	1,235.00	93.88%
Materials & Supplies	2,600.00	-	2,600.00	0.00%
Radio Repairs & Maint	500.00	-	500.00	0.00%
Truck Operation & Maint.	5,000.00	4,318.62	681.38	86.37%
Gas & Tires	17,000.00	4,163.09	12,836.91	24.49%
Maintenance Contracts	6,000.00	2,000.00	4,000.00	33.33%
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
Annual Meeting	200.00	-	200.00	0.00%
State Pass Thru	17,447.00	-	17,447.00	0.00%
<b>Total Fire Department</b>	<b>134,110.00</b>	<b>32,685.15</b>	<b>101,424.85</b>	<b>24.37%</b>
<b>Contributions-Public Safety</b>				
Rescue Squad - Contrib.	75,000.00	37,500.00	37,500.00	50.00%
Rescue Squad-Salaries (to County) & shared maintenance	30,000.00	-	30,000.00	0.00%
E911 Dispatch Center	61,470.00	3,135.52	58,334.48	5.10%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
<b>Total Contributions-Public Safety</b>	<b>176,470.00</b>	<b>40,635.52</b>	<b>135,834.48</b>	<b>23.03%</b>
<b>PARKS, RECREATION &amp; CULTURAL</b>				
<b>Smithfield Center</b>				
Salaries	181,675.00	68,086.64	113,588.36	37.48%
FICA	14,534.00	5,234.08	9,299.92	36.01%
VSRS	13,020.00	5,180.45	7,839.55	39.79%
Health	22,970.00	11,098.02	11,871.98	48.32%
Uniforms	1,200.00	361.70	838.30	30.14%
Contracted Services	12,600.00	3,998.57	8,601.43	31.73%
Retail Sales & Use Tax	500.00	49.58	450.42	9.92%
Utilities	38,000.00	8,405.59	29,594.41	22.12%
Communications	21,050.00	6,751.73	14,298.27	32.07%
Computer & technology expenses	2,500.00	-	2,500.00	0.00%
Insurance	4,500.00	2,257.32	2,242.68	50.16%
Kitchen Supplies	4,000.00	2,625.49	1,374.51	65.64%
Office Supplies/Other Supplies	5,000.00	2,204.98	2,795.02	44.10%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Proposed Budget 2010/2011	Actual as of 11/30/10	Remaining Budget	% of budget
Food Service & Beverage Supplies	8,000.00	1,939.67	6,060.33	24.25%
AV Supplies	500.00	75.76	424.24	15.15%
<b>Repairs &amp; Maintenance</b>	<b>40,000.00</b>	<b>19,238.08</b>	<b>20,761.92</b>	<b>48.10%</b>
Landscaping	10,000.00	4,147.13	5,852.87	41.47%
Travel & Training	2,500.00	1,381.58	1,118.42	55.26%
Programming Expenses	1,000.00	-	1,000.00	0.00%
<b>Advertising</b>	<b>23,500.00</b>	<b>15,070.04</b>	<b>8,429.96</b>	<b>64.13%</b>
Refund event deposits	5,000.00	1,100.00	3,900.00	22.00%
Other	-	-	-	#DIV/0!
Credit card processing expense	2,000.00	948.86	1,051.14	47.44%
<b>Total Smithfield Center</b>	<b>414,049.00</b>	<b>160,155.27</b>	<b>253,893.73</b>	<b>38.68%</b>
<b>Contributions-Parks, Recreation and Cultural</b>				
Farmers Market	3,000.00	3,000.00	-	100.00%
Hampton Roads Partnership	1,960.00	1,960.00	-	100.00%
Isle of Wight Arts League	10,000.00	10,000.00	-	100.00%
Library	36,000.00	18,000.00	18,000.00	50.00%
<b>Total Contributions-Park, Recreation and Cultural</b>	<b>50,960.00</b>	<b>32,960.00</b>	<b>18,000.00</b>	<b>64.68%</b>
<b>Parks &amp; Recreation</b>				
Fishing Pier	600.00	-	600.00	0.00%
Jersey Park Playground	500.00	-	500.00	0.00%
Pinewood Playground	500.00	-	500.00	0.00%
Clontz Park	3,500.00	516.80	2,983.20	14.77%
<b>Windsor Castle</b>	<b>60,000.00</b>	<b>124,773.37</b>	<b>(64,773.37)</b>	<b>207.96%</b>
Waterworks Dam	-	500.00	(500.00)	#DIV/0!
Fireworks	2,000.00	-	2,000.00	0.00%
<b>Total Parks &amp; Recreation</b>	<b>67,100.00</b>	<b>125,790.17</b>	<b>(58,690.17)</b>	<b>187.47%</b>
<b>COMMUNITY DEVELOPMENT</b>				
<b>Pinewood Heights</b>				
<b>Non-CDBG Contributed Operating Expenses</b>				
<b>Administration</b>				
Precontract/ERR	-	-	-	#DIV/0!
Management Assistance	10,000.00	4,083.59	5,916.41	40.84%
Monitoring/Closeout	2,000.00	-	2,000.00	0.00%
<b>Permanent Relocation</b>				
Owner Occupied Households	-	2,600.00	(2,600.00)	#DIV/0!
Renter Occupied Households	254,920.00	65,879.76	189,040.24	25.84%
Relocation Specialist	15,070.30	-	15,070.30	0.00%
<b>Acquisition Specialist</b>	<b>4,000.00</b>	<b>-</b>	<b>4,000.00</b>	<b>0.00%</b>
<b>Clearance &amp; Demolition</b>	<b>106,800.00</b>	<b>85.92</b>	<b>106,714.08</b>	<b>0.08%</b>
<b>Subtotal Non CDBG</b>	<b>392,790.30</b>	<b>72,649.27</b>	<b>320,141.03</b>	<b>18.50%</b>

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Proposed Budget 2010/2011	Actual as of 11/30/10	Remaining Budget	% of budget
<b>CDBG Contributed Operating Expenses</b>				
<b>Permanent Relocation</b>				
Owner Occupied Households	150,700.00	-	150,700.00	0.00%
Renter Occupied Households	-	-	-	#DIV/0!
<b>Clearance &amp; Demolition</b>				
	20,300.00	-	20,300.00	0.00%
<b>Subtotal CDBG</b>				
	171,000.00	-	171,000.00	0.00%
<b>Total Pinewood Heights Contributions</b>				
	563,790.30	72,649.27	491,141.03	12.89%
<b>Contributions-Community Development</b>				
APVA Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Chamber of Commerce	6,000.00	-	6,000.00	0.00%
Christian Outreach	3,000.00	3,000.00	0.00	100.00%
Genieve Shelter	9,000.00	9,000.00	0.00	100.00%
TRIAD	1,650.00	-	1,650.00	0.00%
Tourism Bureau	208,112.00	83,450.44	124,661.56	40.10%
Historic Smithfield	-	10,000.00	(10,000.00)	#DIV/0!
Western Tidewater Free Clinic	15,000.00	-	15,000.00	0.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
<b>Total Contributions-Community Development</b>				
	297,762.00	105,450.44	192,311.56	35.41%
<b>PUBLIC WORKS</b>				
<b>Planning, Engineering &amp; Public Works</b>				
Salaries	183,125.00	72,036.85	111,088.15	39.34%
FICA	14,650.00	5,551.45	9,098.55	37.89%
VRS	24,125.00	7,935.07	16,189.93	32.89%
<b>Health</b>	<b>28,450.00</b>	<b>14,026.87</b>	<b>14,423.13</b>	<b>49.30%</b>
Uniforms	2,000.00	844.01	1,155.99	42.20%
Contractual	12,000.00	3,056.24	8,943.76	25.47%
GIS	3,500.00	-	3,500.00	0.00%
Recycling	55,920.00	13,053.06	42,866.94	23.34%
Trash Collection	375,000.00	155,348.30	219,651.70	41.43%
Street Lights	25,000.00	2,735.29	22,264.71	10.94%
Communications	12,000.00	3,900.57	8,099.43	32.50%
Safety Meetings	750.00	174.52	575.48	23.27%
<b>Insurance</b>	<b>6,450.00</b>	<b>3,246.73</b>	<b>3,203.27</b>	<b>50.34%</b>
Materials & Supplies	8,000.00	1,989.57	6,010.43	24.87%
<b>Repairs &amp; Maintenance</b>	<b>6,000.00</b>	<b>4,659.05</b>	<b>1,340.95</b>	<b>77.65%</b>
Gas & Tires	10,000.00	1,943.57	8,056.43	19.44%
Travel & Training	6,000.00	1,686.52	4,313.48	28.11%
Haydens Lane Maintenance	500.00	50.95	449.05	10.19%
Veterans War Memorial	1,500.00	344.80	1,155.20	22.99%
Litter Control Grant	3,384.00	883.50	2,500.50	26.11%
<b>Dues &amp; Subscriptions-</b>	<b>1,000.00</b>	<b>685.60</b>	<b>314.40</b>	<b>68.56%</b>
Other	1,000.00	193.43	806.57	19.34%
Public Works Alloc to Hwy	(5,855.00)	-	(5,855.00)	0.00%
<b>Total Public Works</b>				
	774,499.00	294,345.95	480,153.05	38.00%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Proposed Budget 2010/2011	Actual as of 11/30/10	Remaining Budget	% of budget
<b>PUBLIC BUILDINGS</b>				
<b>Public Buildings</b>				
Salaries	22,115.00	7,745.99	14,369.01	35.03%
FICA	1,770.00	634.26	1,135.74	35.83%
Contractual	4,000.00	1,236.88	2,763.12	30.92%
Communications	1,200.00	1,952.05	(752.05)	162.67%
Utilities	43,000.00	11,061.76	31,938.24	25.73%
Insurance	1,950.00	979.33	970.67	50.22%
Materials & Supplies	2,500.00	1,453.21	1,046.79	58.13%
Repairs & Maintenance	45,000.00	15,474.00	29,526.00	34.39%
Rent Expense-Office Space	68,015.00	28,142.00	39,873.00	41.38%
Other	1,600.00	380.95	1,219.05	23.81%
Alloc Costs to Hwy	(7,415.00)	-	(7,415.00)	0.00%
<b>Total Public Buildings</b>	<b>183,735.00</b>	<b>69,060.43</b>	<b>114,674.57</b>	<b>37.59%</b>
<b>OTHER FINANCING USES</b>				
<b>Other Financing Uses</b>				
Transfers to Operating Reserves	0.00	-	0.00	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Pinewood)	0.00	-	0.00	#DIV/0!
Transfers to Restricted Reserves-S Church Street Project	755,000.00	-	755,000.00	0.00%
<b>Total Transfers from Reserves</b>	<b>755,000.00</b>	<b>-</b>	<b>755,000.00</b>	<b>0.00%</b>
<b>DEBT SERVICE</b>				
<b>Debt Service</b>				
<b>Principal Retirement</b>				
Smithfield Center-Capital lease generator	4,850.00	4,829.55	20.45	99.58%
Public Buildings-Capital lease generator	1,419.00	1,415.68	3.32	99.77%
Public Building Acquisition	97,300.00	-	97,300.00	0.00%
<b>Line of Credit Retirement-interest</b>	<b>505,500.00</b>	<b>1,531.80</b>	<b>503,968.20</b>	<b>0.30%</b>
<b>Interest and fiscal charges</b>				
Smithfield Center-Capital lease generator	52.00	52.40	(0.40)	100.77%
Public Buildings-Capital lease generator	36.00	35.04	0.96	97.33%
Public Building Acquisition	36,010.00	-	36,010.00	0.00%
<b>Total Debt Service</b>	<b>645,167.00</b>	<b>7,864.47</b>	<b>637,302.53</b>	<b>1.22%</b>
<b>Total General Fund Expenses</b>	<b>6,953,534.30</b>	<b>2,110,971.29</b>	<b>4,842,563.01</b>	<b>30.36%</b>
<b>Less Expenses related to capital projects:</b>				
Legal Fees	-	-	0.00	
Professional Fees	-	-	0.00	
Pinewood Heights Relocation Project Expenses	(563,790.30)	(72,649.27)	(491,141.03)	
Pinewood Heights Line of Credit Expenses	(505,500.00)	(1,531.80)	(503,968.20)	
<b>Total Non-operating Expenses</b>	<b>(1,069,290.30)</b>	<b>(74,181.07)</b>	<b>(995,109.23)</b>	<b>6.94%</b>
<b>Total General Fund Operating Expenses</b>	<b>5,884,244.00</b>	<b>2,036,790.22</b>	<b>3,847,453.78</b>	<b>34.61%</b>
<b>Net Operating Reserve (+/-)</b>	<b>193,621.00</b>	<b>337,929.25</b>	<b>(144,308.25)</b>	<b>174.53%</b>

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Proposed Budget 2010/2011	Actual as of 11/30/10	Remaining Budget	% of budget
<b>Net Reserve (+/-)</b>	3,587,760.70	352,807.07	3,234,953.63	9.83%

	2010/2011 Proposed Budget	2009/2010 Actual 11/30/2010	Remain Budget	% of Budget
<b>Net Operating Reserves (Deficit)</b>	3,587,760.70	352,807.07	3,234,953.63	9.83%
<b>Capital Outlay General Fund</b>				
<b>COMMUNITY DEVELOPMENT</b>				
<b>Pinewood Heights Relocation-CIP</b>				
<b>Non CDBG Capital Acquisition</b>				
Owner Occupied Units	-	-	-	#DIV/0!
Renter Occupied Units	(244,433.84)	(58,775.45)	(185,658.39)	24.05%
Vacant Lots	(15,000.00)	-	(15,000.00)	0.00%
Appraisal/Legal	(19,410.95)	(2,150.00)	(17,260.95)	11.08%
Subtotal Non CDBG Capital Acquisition	(278,844.79)	(60,925.45)	(217,919.34)	21.85%
<b>CDBG Capital Acquisition</b>				
Owner Occupied Units	(71,658.00)	(71,079.00)	(579.00)	99.19%
Renter Occupied Units	(183,256.67)	(305,431.07)	122,174.40	166.67%
Vacant Lots	-	-	-	#DIV/0!
Subtotal CDBG Capital Acquisition	(254,914.67)	(376,510.07)	121,595.40	147.70%
<b>Total Pinewood Heights Relocation CIP</b>	<b>(533,759.46)</b>	<b>(437,435.52)</b>	<b>(96,323.94)</b>	<b>81.95%</b>
<b>CDBG CAPITAL ACQUISTION MY2</b>	-	-	-	#DIV/0!
<b>Total Pinewood Heights Relocation CIP</b>	<b>(533,759.46)</b>	<b>(437,435.52)</b>	<b>(96,323.94)</b>	<b>81.95%</b>
<b>PARKS, RECREATION AND CULTURAL</b>				
<b>Windsor Castle</b>	(50,000.00)	-	(50,000.00)	0.00%
<b>Smithfield Center (operations)</b>				
<b>AV Upgrades</b>		(1,279.00)		
Install chandelier		(2,500.00)		
Upgrades-Tile or carpet	(150,000.00)	(44,265.00)	(105,735.00)	29.51%
<b>PUBLIC SAFETY</b>				
<b>Police</b>				
Police Vehicles	(84,000.00)	-	(84,000.00)	0.00%
<b>PUBLIC WORKS</b>				
Vehicles and Equipment	(20,000.00)	-	(20,000.00)	0.00%
N/S Church St Streetscape Improvements	(2,000,000.00)	(11,003.00)	(1,988,997.00)	0.55%
<b>PUBLIC BUILDINGS</b>				
<b>New roof on maintenance building</b>	-	(6,500.00)		
Office Space Improvements/Municipal Building	(750,000.00)	-	(750,000.00)	0.00%
<b>Net Capital Outlay</b>	<b>(3,587,759.46)</b>	<b>(502,982.52)</b>	<b>(3,095,055.94)</b>	<b>14.02%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>1.24</b>	<b>(150,175.45)</b>	<b>139,897.69</b>	<b>-12110923.38%</b>
Net adjusted cashflow	1.24	(150,175.45)	139,897.69	-12110923.38%
Draw from Line of Credit	-	150,175.45	(150,175.45)	#DIV/0!
Draw from Police CD	1,200.00	-	1,200.00	0.00%
Excess contributions for S Church in year 2011	(755,000.00)	-	(755,000.00)	0.00%
<b>Net cashflow</b>	<b>(753,798.76)</b>	<b>(0.00)</b>	<b>(753,798.76)</b>	<b>0.00%</b>

<b>Town of Smithfield</b>				
<b>Sewer Fund Budget</b>				
	Proposed Budget 2010/2011	Balance as of 11/30/10	Remaining Budget	% of budget
<b>Revenue</b>				
<b>Operating Revenues</b>				
Sewer Charges	633,000.00	372,997.74	260,002.26	58.93%
Sewer Compliance Fee	404,500.00	218,921.87	185,578.13	54.12%
Miscellaneous Revenue	500.00	-	500.00	0.00%
Connection fees	39,500.00	12,640.00	26,860.00	32.00%
<b>Total Operating Revenue</b>	<b>1,077,500.00</b>	<b>604,559.61</b>	<b>472,940.39</b>	<b>56.11%</b>
<b>Town of Smithfield</b>				
<b>Sewer Fund Budget</b>				
Description	Proposed Budget 2010/2011	Balance as of 11/30/10	Remaining Budget	% of budget
<b>Expenses</b>				
<b>Operating Expenses</b>				
Salaries	279,900.00	106,966.55	172,933.45	38.22%
FICA	22,500.00	8,243.29	14,256.71	36.64%
VRSRS	26,660.00	10,436.70	16,223.30	39.15%
<b>Health</b>	<b>48,270.00</b>	<b>21,718.72</b>	<b>26,551.28</b>	<b>44.90%</b>
Uniforms	2,900.00	1,253.26	1,646.74	43.22%
Audit & Legal Fees	23,000.00	10,273.44	12,726.56	44.67%
HRPDC-FOG	-	261.90	(261.90)	#DIV/0!
HRPDC sewer programs	482.00	241.00	241.00	50.00%
Maintenance & Repairs	45,000.00	5,047.76	39,952.24	11.22%
Data Processing	16,000.00	5,384.74	10,615.26	33.65%
Dues & Subscriptions	50.00	-	50.00	0.00%
Utilities	44,500.00	10,074.22	34,425.78	22.64%
SCADA Expenses	3,000.00	411.97	2,588.03	13.73%
Telephone	20,000.00	5,369.11	14,630.89	26.85%
<b>Insurance</b>	<b>15,250.00</b>	<b>7,730.86</b>	<b>7,519.14</b>	<b>50.69%</b>
Materials & Supplies	41,000.00	11,295.51	29,704.49	27.55%
Truck Operations	12,000.00	2,885.99	9,114.01	24.05%
Travel & Training	3,000.00	1,269.42	1,730.58	42.31%
<b>Contractual</b>	<b>1,600.00</b>	<b>881.15</b>	<b>718.85</b>	<b>55.07%</b>
Miscellaneous	-	2,146.25	(2,146.25)	#DIV/0!
Bad Debt Expense	4,000.00	-	4,000.00	0.00%
Bank Service Charges	350.00	-	350.00	0.00%
<b>Total Sewer Fund Operating Expenses before D&amp;A Exp.</b>	<b>609,462.00</b>	<b>211,891.84</b>	<b>397,570.16</b>	<b>34.77%</b>
<b>Operating Income before D&amp;A Expense</b>	<b>468,038.00</b>	<b>392,667.77</b>	<b>75,370.23</b>	<b>83.90%</b>
<b>Depreciation &amp; Amort. Exp.</b>	<b>420,975.00</b>	<b>0.00</b>	<b>420,975.00</b>	<b>0.00%</b>
<b>Operating Income (Loss)</b>	<b>47,063.00</b>	<b>392,667.77</b>	<b>(345,604.77)</b>	<b>834.34%</b>

<b>Nonoperating Revenues (Expenses)</b>				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	103,000.00	32,960.00	70,040.00	32.00%
Contributed Capital-Smithfield Foods Rev Ln	18,740.00	-	18,740.00	0.00%
Interest Revenue	12,000.00	2,881.81	9,118.19	24.02%
Interest Expense	(49,305.00)	(25,841.30)	(23,663.70)	52.01%
<b>Total Nonoperating Revenues (Expenses)</b>	<b>84,435.00</b>	<b>10,200.51</b>	<b>74,234.49</b>	<b>12.08%</b>
<b>Net Income (loss)</b>	<b>131,498.00</b>	<b>402,868.28</b>	<b>(271,370.28)</b>	<b>306.37%</b>
<b>WORKING ADJUSTMENTS TO CAFR</b>				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(103,000.00)	(32,960.00)	(70,040.00)	32.00%
Contributed Capital-Smithfield Foods Rev Ln	(18,740.00)	-	(18,740.00)	0.00%
Compliance Fee	(404,500.00)	(218,921.87)	(185,578.13)	54.12%
Bad Debt Expense	4,000.00	-	4,000.00	0.00%
Depreciation & Amort. Exp.	420,975.00	-	420,975.00	0.00%
Additional debt service costs-principal expense	(66,400.00)	(66,400.00)	-	100.00%
<b>Total adjustments to CAFR</b>	<b>(167,665.00)</b>	<b>(318,281.87)</b>	<b>150,616.87</b>	<b>189.83%</b>
<b>Working adjusted income</b>	<b>(36,167.00)</b>	<b>84,586.41</b>	<b>(120,753.41)</b>	<b>-233.88%</b>

	2010/2011 Proposed Budget	2009/2010 Actual 11/30/2010	Remain Budget	% of Budget
<b>Sewer Fund</b>				
<b>Working adjusted income</b>	<b>(36,167.00)</b>	<b>84,586.41</b>	<b>(120,753.41)</b>	<b>-233.88%</b>
Sewer SSO Consent Order	(600,000.00)	(57,038.26)	(542,961.74)	9.51%
Main Street Pump Station	-	(29,304.00)		#DIV/0!
VAC Truck	-	(109,197.48)	109,197.48	#DIV/0!
Vehicle/Equipment	(20,000.00)	-	(20,000.00)	0.00%
<b>Net Capital Outlay</b>	<b>(620,000.00)</b>	<b>(195,539.74)</b>	<b>(453,764.26)</b>	<b>31.54%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(656,167.00)</b>	<b>(110,953.33)</b>	<b>(574,517.67)</b>	<b>#REF!</b>
Funding from Development Escrow	-	-	-	#DIV/0!
Reserves from Sewer Capital Escrow Account	251,667.00	126,057.48	125,609.52	50.09%
Funding from Sewer Compliance Fee	404,500.00	39,632.50	364,867.50	9.80%
Draw from operating reserves		-	-	#DIV/0!
Funding from Bond Escrow (released from refinance)	-	-	-	#DIV/0!
<b>Net Cashflow</b>	<b>-</b>	<b>54,736.65</b>	<b>(84,040.65)</b>	<b>#DIV/0!</b>

<b>Town of Smithfield</b>				
<b>Water Fund Budget</b>				
	<b>Proposed Budget</b>	<b>Balance as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2010/2011</b>	<b>11/30/10</b>	<b>Budget</b>	<b>budget</b>
<b>Revenue</b>				
<b>Operating Revenue</b>				
Water Sales	763,000.00	439,149.58	323,850.42	57.56%
Debt Service Revenue	401,000.00	175,224.24	225,775.76	43.70%
Miscellaneous	-	500.00	(500.00)	#DIV/0!
Connection fees	16,500.00	4,620.00	11,880.00	28.00%
Application Fees	5,000.00	2,233.00	2,767.00	44.66%
<b>Total Operating Revenue</b>	<b>1,185,500.00</b>	<b>621,726.82</b>	<b>563,773.18</b>	<b>52.44%</b>
<b>Town of Smithfield</b>				
<b>Water Fund Budget</b>				
	<b>Proposed Budget</b>	<b>Balance as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2010/2011</b>	<b>11/30/10</b>	<b>Budget</b>	<b>budget</b>
<b>Expenses</b>				
Salaries	261,500.00	97,423.74	164,076.26	37.26%
FICA	20,950.00	7,507.88	13,442.12	35.84%
VSRS	24,485.00	9,570.72	14,914.28	39.09%
<b>Health</b>	<b>39,010.00</b>	<b>17,245.27</b>	<b>21,764.73</b>	<b>44.21%</b>
Uniforms	2,800.00	1,141.46	1,658.54	40.77%
Contractual	6,000.00	4,860.00	1,140.00	81.00%
Legal & Audit	23,000.00	11,273.44	11,726.56	49.01%
Maintenance & Repairs	21,000.00	5,840.95	15,159.05	27.81%
Water Tank Maintenance	26,000.00	-	26,000.00	0.00%
<b>Professional Services</b>	<b>1,000.00</b>	<b>948.00</b>	<b>52.00</b>	<b>94.80%</b>
Regional Water Supply Study	2,586.00	1,293.00	1,293.00	50.00%
Data Processing	16,000.00	5,384.74	10,615.26	33.65%
Utilities	40,000.00	17,698.59	22,301.41	44.25%
Communications	12,300.00	3,953.59	8,346.41	32.14%
<b>Insurance</b>	<b>14,520.00</b>	<b>7,328.37</b>	<b>7,191.63</b>	<b>50.47%</b>
Materials & Supplies	152,300.00	64,978.54	87,321.46	42.66%
Gas and Tires	12,000.00	2,628.52	9,371.48	21.90%
Dues & Subscriptions	500.00	513.00	(13.00)	102.60%
Bank service charges	350.00	11.78	338.22	3.37%
Travel and Training	3,000.00	1,225.02	1,774.98	40.83%
Miscellaneous	6,000.00	3,134.13	2,865.87	52.24%
Bad debt expense	7,200.00	-	7,200.00	0.00%
<b>Total Water Fund Operating</b>	<b>692,501.00</b>	<b>263,960.74</b>	<b>428,540.26</b>	<b>38.12%</b>
Expenses before D&A Exp.				
<b>Operating Income before D&amp;A Expense</b>	<b>492,999.00</b>	<b>357,766.08</b>	<b>135,232.92</b>	<b>72.57%</b>
Depreciation & Amortization Expense	154,305.00	-	154,305.00	0.00%
<b>Operating Income (Loss)</b>	<b>338,694.00</b>	<b>357,766.08</b>	<b>(19,072.08)</b>	<b>105.63%</b>
<b>Nonoperating Revenues (Expenses)</b>				

Availability Fees	68,000.00	19,040.00	48,960.00	28.00%
Pro-Rata Share Fees	-	-	-	#DIV/0!
Interest Revenue	17,500.00	4,561.54	12,938.46	26.07%
Insurance Recoveries-VML	-	749.39	(749.39)	#DIV/0!
Interest Expense	(127,300.00)	(65,933.08)	(61,366.92)	51.79%
<b>Total Nonoperating Revenues (Expenses)</b>	<b>(41,800.00)</b>	<b>(41,582.15)</b>	<b>(217.85)</b>	<b>99.48%</b>
<b>Net Income (Loss)</b>	<b>296,894.00</b>	<b>316,183.93</b>	<b>(19,289.93)</b>	<b>106.50%</b>
<b>WORKING ADJUSTMENTS TO CAFR</b>				
<b>(FOR INTERNAL USE ONLY)</b>				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(68,000.00)	(19,040.00)	(48,960.00)	28.00%
Bad Debt Expense	7,200.00	-	7,200.00	0.00%
Debt Service Revenue	(401,000.00)	(175,224.24)	(225,775.76)	43.70%
Cash Proffers-Water Storage Tank	-	-	-	#DIV/0!
Depreciation & Amort. Exp.	154,305.00	-	154,305.00	0.00%
Additional debt service costs-principal expense	(153,600.00)	(153,600.00)	-	100.00%
<b>Total adjustments to CAFR</b>	<b>(461,095.00)</b>	<b>(347,864.24)</b>	<b>(113,230.76)</b>	<b>75.44%</b>
<b>Working adjusted income</b>	<b>(164,201.00)</b>	<b>(31,680.31)</b>	<b>(132,520.69)</b>	<b>19.29%</b>

	2010/2011 Proposed Budget	2009/2010 Actual 11/30/2010	Remain Budget	% of Budget
<b>Water Fund</b>				
<b>Net Operating Reserves (Deficit)</b>	<b>(164,201.00)</b>	<b>(31,680.31)</b>	<b>(132,520.69)</b>	<b>19.29%</b>
<b>Water Line Replacement</b>	<b>-</b>	<b>(6,573.00)</b>	<b>6,573.00</b>	<b>#DIV/0!</b>
Water system improvements	(100,000.00)	-	(100,000.00)	0.00%
Casing & Water Main-Cypress Crossing		-	-	#DIV/0!
Workorder Software-SEMS Technologies	-	-	-	#DIV/0!
Wells and Water Tower Control upgrades	-	-	-	#DIV/0!
Water Treatment/Fluoride PER	(2,500,000.00)	(326,812.84)	(2,173,187.16)	13.07%
<b>Net Capital Outlay</b>	<b>(2,600,000.00)</b>	<b>(333,385.84)</b>	<b>(2,266,614.16)</b>	<b>12.82%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(2,764,201.00)</b>	<b>(365,066.15)</b>	<b>(2,399,134.85)</b>	<b>14.04%</b>
Reserves from Water Capital Escrow Account	7,009.00	16,537.00	(9,528.00)	235.94%
VML/VACO Draw Downs	2,500,000.00	288,135.00	2,211,865.00	11.53%
Cash proffers used for water storage tank	-	-	-	#DIV/0!
Debt Service fees applied to debt	257,192.00	200,681.25	56,510.75	78.03%
<b>Net Cashflow</b>	<b>-</b>	<b>140,287.10</b>	<b>(140,287.10)</b>	<b>#DIV/0!</b>

<b>Highway Fund</b>				
<b>Description</b>	<b>Proposed Budget 2010/2011</b>	<b>Balance as of 11/30/10</b>	<b>Remaining Budget</b>	<b>% of budget</b>
<b>Revenue</b>				
Interest Income	300.00	70.41	229.59	23.47%
Revenue - Commwlth of VA	917,824.92	237,826.24	679,998.68	25.91%
<b>Total Highway Fund Revenue</b>	<b>918,124.92</b>	<b>237,896.65</b>	<b>680,228.27</b>	<b>25.91%</b>
<b>Town of Smithfield Highway Fund</b>				
<b>Description</b>	<b>Proposed Budget 2010/2011</b>	<b>Balance as of 11/30/10</b>	<b>Remaining Budget</b>	<b>% of budget</b>
<b>Expenses</b>				
Salaries	158,600.00	61,446.34	97,153.66	38.74%
FICA	12,700.00	4,735.31	7,964.69	37.29%
VSRS	17,390.00	6,926.27	10,463.73	39.83%
Health	<b>32,240.00</b>	<b>15,195.41</b>	<b>17,044.59</b>	<b>47.13%</b>
Uniforms	1,500.00	719.93	780.07	48.00%
Engineering	10,000.00	16.68	9,983.32	0.17%
Grass	31,095.00	15,465.00	15,630.00	49.73%
Maintenance	245,179.92	65,221.54	179,958.38	26.60%
Asphalt/Paving		13,565.94	(13,565.94)	
Ditching		25,567.57	(25,567.57)	
Traffic Control devices		9,713.60	(9,713.60)	
Other (lawnmowers, landscaping, etc)		15,861.13	(15,861.13)	
Structures and Bridges		-	-	
Ice and Snow removal		-	-	
Administrative		513.30	(513.30)	
Street Lights	82,800.00	23,506.85	59,293.15	28.39%
Insurance	16,250.00	8,224.33	8,025.67	50.61%
Gas and Tires	6,000.00	1,657.84	4,342.16	27.63%
Stormwater (PARS)	-	892.86	(892.86)	#DIV/0!
Stormwater Management Program (town)	2,500.00	1,250.00	1,250.00	50.00%
Stormwater Management Program (regional)	2,500.00	1,250.00	1,250.00	50.00%
Joint Cost Allocation	5,855.00	-	5,855.00	0.00%
Overhead Allocation	44,515.00	-	44,515.00	0.00%
<b>Total Highway Fund Expense</b>	<b>669,124.92</b>	<b>206,508.36</b>	<b>462,616.56</b>	<b>30.86%</b>
<b>Net Reserves (+/-)</b>	<b>249,000.00</b>	<b>31,388.29</b>	<b>217,611.71</b>	<b>12.61%</b>

	2010/2011 Proposed Budget	2009/2010 Actual 11/30/2010	Remain Budget	% of Budget
<b>HIGHWAY</b>				
<b>Net Operating Reserves (Deficit)</b>	<b>249,000.00</b>	<b>31,388.29</b>	<b>217,611.71</b>	<b>12.61%</b>
John Rolfe/Battery Park intersection Turn Lane	(50,000.00)	-	(50,000.00)	0.00%
North & South Church Street Beautification	(144,000.00)	-	(144,000.00)	0.00%
Storm Drain Improvements	(50,000.00)	-	(50,000.00)	0.00%
Gateway Improvements	(5,000.00)	-	(5,000.00)	0.00%
<b>Net Capital Outlay</b>	<b>(249,000.00)</b>	<b>-</b>	<b>(249,000.00)</b>	<b>0.00%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>0.00</b>	<b>31,388.29</b>	<b>(31,388.29)</b>	<b>#DIV/0!</b>
<b>net carryforward 2010</b>		<b>27,292.66</b>		
		<b>58,680.95</b>		

Notes to financial statements: November 30, 2010

**GENERAL FUND**

**Revenues**

Current Real Estate Tax

Collections of 2010 RE posted through 1/17/11 total \$1,672,900.73 which leaves us approximately \$47,000 below budget. This is typical for this point in the year prior to collections generated from delinquent notices.

Current Personal Property Tax

Collections of 2010 PP posted through 1/17/11 total \$820,262.16 which is already over budget projections. Last year's PP assessments dropped and we accordingly budgeted for flat revenues in FY2011 because we did not have new assessment information at the time of budget. Actually PP assessments for this year increased by 14%.

Franchise Tax

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

Communications Tax

The state has only remitted tax for July through September which is the reason for the low percentage of revenue collected in this category. Receipts are \$6,566 higher than July through September of FY2010.

Sales Tax

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

Consumption/Utility Tax

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

Business License Permits

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

Inspection Fees

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

Vehicle License Fees

Collections of VL tax through January 17, 2011 total \$114,929.86 which is just above

Fines and Costs

budget.

Fines represent collections from Isle of Wight County through October 2010. Collections are slightly higher than the \$19,029.99 booked for the same period in FY2010.

General Fund/Beautification Interest

While general fund interest is reflecting a low percentage of budget at this time, the remaining quarterly CD payments should bring it in line with original projections. Interest for the beautification fund, however, is significantly lower than budgeted and will have to be corrected with a budget amendment. Interest earned on the MM account last year was between \$280 and \$325 per month while this fiscal year, it has not exceeded \$63.

From Operating Reserves

This total reflects the cash reserves necessary to fund expenses through November 2010. The largest portion of tax collections will be reflected in the December statements and will reflect more accurately the Town's financial position.

Line of Credit Proceeds

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

Contributions-Windsor Castle Park

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

Expenses

**All Departments**

Insurance

The Insurance line item for all departments (except the fire dept) represents the 1st two quarterly payments to VML for property/casualty and workers' compensation insurance. Half of the annual cost is recorded at this time even though we are not quite 1/2 of the way through the fiscal year. The first quarterly payment is due in July at the start of the fiscal year. The second quarterly payment is due October 1, so payment is usually made at the end of September.

Health

Health for all departments represents payments for July through December coverage, thus each department is already reflecting expense of approximately 48% of annual budget. The insurance payments are due on the 1st, so they are usually paid in advance.

Dues and Subscriptions

Most dues and subscriptions renew at the beginning of the fiscal year. It is not uncommon for 90% of the annual budget to be expensed by August or September for this line item.

Town Council

Update Town Charter & Code

Charges for 86 supplement pages. Looks like this account was just underbudgeted.

Town Manager

Computer & technology expenses

This category includes several large purchases from CDW Government, Inc. including an HP SB 6000 and 22" wide monitor (\$1,315.94), license agreement plan for 2 blackberry servers (\$1,449.41), an HP DL120 G6 server with 3 year maintenance contract (\$2,010.27) and SONICWALL GTWY SEC PRO (\$2,175.00). Need to discuss this line item in more detail during the next budget process in regards to what items are charged to this line item and which items should be allocated to departmental expenses.

Town Treasurer

Audit

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

Service Contracts

Nov. ytd expenses represent 1/2 of the annual maintenance contract for the BAI software (\$4167) and the full year contract for the online tax payment processing software (\$3250). The remainder of the balance are monthly maintenance fees on all of the printers in the Treasurer's office.

Public Safety-Police Department

Service (Maintenance) Contracts

Payment was made in August for the annual contract for OSSI in the amount of \$15,885.99. This covers records management and the mobile units. Also, \$4434.00 was paid in November to ID Networks for livescan annual maintenance.

Computer & Technology Expenses-licenses

In November paid \$35,780.00 to Sunguard for OSSI license fees. This was originally budgeted to be split between FY2010 and FY2011. A budget amendment was made in FY2010 to increase this line item by \$8000 but charges were never incurred during the

last fiscal year.

Investigation Expenses

Unbudgeted costs of police narcotics undercover work during the summer.

**Public Safety-Fire Department**

Member Physicals

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

Insurance

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

Truck Operation & Maint.

Several invoices totaling \$1,691.33 to Blue Ridge Rescue Supplies for parking brake light, alkaline LED orange, 2 light kits including charger and adapter. Remaining invoices include \$512 to Safeware Inc. for alarm settings and \$1,245.42 to Smithfield Auto Parts for various repairs.

**Smithfield Center**

Kitchen Supplies

Expense is made up of 2 invoices from US Foodservice totaling \$2,168.67. Also includes \$456.82 from candy concepts for the candy/snack station. Budget will be tight for remainder of year.

Repairs & Maintenance

Includes several large bills to SimplexGrinnel for maintenance not covered under the maintenance contract such as \$2315.34 for service on wet sprinkler, \$381.51 for service on other panel fire alarm system, \$986.74 for service again on wet sprinkler, and \$395.76 to replace the batteries in 2 pendants. Also includes Stanley Steemer carpet cleaning for \$1653.95, Burwell Bay Innovations for \$1250.00 for a hardshell podium, and \$1421.07 to REW for work done on transfer switch after fire. The REW work was submitted as an insurance claim and \$421.07 was reimbursed by VML with \$1000 serving as the Town's deductible.

Advertising

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

**Parts & Recreation**

Windsor Castle

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

**Contributions-Community Development**

Tourism Bureau

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

Historic Smithfield

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

**Public Works-Planning, Engineering, & Public Works**

Repairs & Maintenance

Includes \$3471.93 paid in October for truck repairs to units 11b, 12, and 19b and tires.

**Public Buildings**

Communications

Includes a charge to American Express to the Fonority Team for annual software and support agreement for 21-40 users for \$1,456.00. This expense was only \$779.72 in FY2010. Also, the FY2010 budget had to be amended to reflect this software contract. Final budget for FY2010 was \$2500. FY2011 will have to be amended as well.

Materials & Supplies

No large items. In November did spend \$400.77 on fescue and \$340 on pansies around public buildings.

**Debt Service**

Principal & Interest Retirement for Leased Generators

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

**Capital Expenses**

Smithfield Center-AV Upgrades/Chandelier installation

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

Public Buildings-New roof on maintenance building

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

**SEWER FUND**

**Revenues**

Sewer Charges

Sewer charges continue to be approximately 18% higher than the same time last year. Consumption is always difficult to budget as it does tend to vary based on weather conditions.

Sewer Compliance Fee

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

**Expenses**

Health

Health insurance premium represents payments for July through December coverage, thus this line item is already reflecting expense of approximately 44% of annual budget.

Insurance

Insurance expense reflects the 1st two quarterly payments to VML for property/casualty and workers' compensation insurance.

Contractual

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

Interest Expense

Except for the Revolving Loan costs that are reimbursed by Smithfield Foods, the sewer fund only has one outstanding loan (old sewer treatment plant) on its books. Payments are made in September and March, so 50% of the interest was paid for the fiscal year as of September 30.

**Working Adjustments to CAFR**

Additional debt service costs-principal expense

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

**Capital Expenses**

Main Street Pump Station

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

Capital-VAC Truck

This expense is part of the total budgeted expense for Sewer Consent Order. It will be broken out in the budget revision at year end. Sewer Capital Escrow money was used to fund the expense.

**WATER FUND**

**Revenues**

Water Charges

Consumption is approximately 19% higher than during the same period last fiscal year.

**Expenses**

Health

Health insurance premium represents payments for July through December coverage, thus this line item is already reflecting expense of approximately 44% of annual budget.

Contractual

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

Legal & Audit

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

Professional Services

September reflects \$948 payment to Clark Nexsen for a water tank inspection report.

Insurance

Insurance expense reflects the 1st two quarterly payments to VML for property/ casualty and workers' compensation insurance.

**Non-operating revenues and expenses**

Interest Expense

Includes interest paid on VML/VACO loan for RO plant/water storage tank. This loan is paid in July and January, so 1/2 of interest has been paid.

**Working Adjustments to CAFR**

Additional debt service costs-principal expense

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

**Capital Expenses**

Waterline Replacement

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

**HIGHWAY**

Health

Health insurance premium represents payments for July through December coverage, thus this line item is already reflecting expense of approximately 47% of annual budget.

Insurance

Insurance expense reflects the 1st two quarterly payments to VML for property/ casualty and workers' compensation insurance.

Stormwater (PARS)

This was an unbudgeted expense that was added by the Hampton Roads Planning Commission District this fiscal year. It was not included in the preliminary budget that HRPDC provided us in the spring to plan our annual budget. The total for the year will be \$1785,71.

CASH BALANCES AS OF DECEMBER 31, 2010

ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	DATE RECONCILED	Current Month INTERCO. TRANSFERS	Year end Interco. Transfers	ADJUSTED BALANCES
Water	Farmers Bank	788,268.74	01/13/11	(258,424.77)	-	529,843.97
Water-Debt Service	Farmers Bank	1,002,572.60	01/13/11	38,161.23	-	1,040,733.83
Water Capital Escrow (availability fees)	TowneBank	1,146,935.97	01/06/11	2,720.00	-	1,149,655.97
Water Development Escrow	TowneBank	223,362.19	01/06/11	-	-	223,362.19
Water General Obligation Funds	US Bank-market val	2,373,959.02	01/13/11	-	-	2,373,959.02
Subtotal Water		5,535,098.52		(217,543.54)	-	5,317,554.98
Sewer	Farmers Bank	212,353.00	01/13/11	(81,752.35)	(199,387.42)	(68,786.77)
Sewer Bond Escrow	TowneBank	175,862.98	01/04/11	-	-	175,862.98
Sewer Development Escrow	TowneBank	314,829.14	01/04/11	-	-	314,829.14
Sewer Capital Escrow (availability fees)	TowneBank	649,607.23	01/06/11	4,120.00	-	653,727.23
Sewer Compliance	Farmers Bank	408,092.16	01/14/11	46,327.72	-	454,419.88
Subtotal Sewer		1,760,744.51		(31,304.63)	(199,387.42)	1,530,052.46
Highway	Farmers Bank	33,764.35	01/13/11	200,893.25	-	234,657.60
General Fund	Farmers Bank	2,455,022.52	01/14/11	47,954.92	199,387.42	2,702,364.86
Payroll	Farmers Bank	29,036.67	01/13/11	-	-	29,036.67
Money Market-General Fund	TowneBank	223,135.34	01/04/11	-	-	223,135.34
Money Market-General Fund	Farmers Bank	32,781.14	01/13/11	-	-	32,781.14
General Fund Capital Escrow Account	TowneBank	50,341.99	01/04/11	-	-	50,341.99
Certificate of Deposit	Farmers Bank	1,151,101.13	01/14/11	(500,000.00)	-	651,101.13
Certificate of Deposit-Police Dept	Farmers Bank	35,445.57	01/14/11	-	-	35,445.57
Special Project Account (Pinewood)	Farmers Bank	29,540.61	01/14/11	-	-	29,540.61
Pinewood Heights Escrow	Farmers Bank	27,096.19	01/14/11	-	-	27,096.19
S. Church Street Account	TowneBank	624,366.11	01/13/11	500,000.00	-	1,124,366.11
Subtotal General Fund		4,657,867.27		47,954.92	199,387.42	4,905,209.61
Money Market-Beautification	Farmers Bank	7,783.90	01/13/11	-	-	7,783.90
Money Market-Beautification	Farmers Bank	298,099.74	01/13/11	-	-	298,099.74
Subtotal Beautification		305,883.64		-	-	305,883.64
Rising Star CDBG	Farmers Bank	63.49	01/14/11	-	-	63.49

TOTAL ALL FUNDS 12,293,421.78 0.00 - 12,293,421.78

TOWN OF SMITHFIELD

REQUISITION

TAB # 9

SUGGESTED VENDOR			Evel Paving Corp.			OFFICE USE ONLY	
REQUESTED BY			DATE REQUESTED		DATE WANTED	DATE ORDERED	
ORDER NO.							
QUANTITY	DESCRIPTION				BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	S. Church St. Improvements						104,042.33
	4-100-41300-8100						

REQUISITIONER  
RETAIN YELLOW COPY

APPROVED

*[Signature]*  
TOWN MANAGER

*[Signature]*  
SIGNATURE - DEPARTMENT HEAD

# CLARK • NEXSEN

Architecture & Engineering

January 14, 2011

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

## Explanation of Amount Certified

Application No: 1  
Application Date: 01/07/2011  
Period To: 12/31/2010

EN03-108, C502, UPC95571/93722

Contract Date: 11/04/2010

Invoice No: 7321

The change order for the tree removal has not yet been approved.

The amount certified was adjusted as shown below:

Original Invoice Total Completed Amount..	\$121,860.98
Minus Tree Removal Change Order.....	\$6,258.39
Revised Total Completed and Stored to Date...	\$115,602.59
Total Retainage.....	\$11,560.26
Current Payment Due.....	\$104,042.33



**APPLICATION AND CERTIFICATE FOR PAYMENT**

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

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

APPLICATION NO.: 1  
 APPLICATION DATE: 1/7/2011  
 PERIOD TO: 12/31/2010

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

JOB #: 1189  
 ARCHITECT:

END03-300-108, C502, UPC95571/93722

CONTRACT DATE: 11/4/2010

INVOICE NO: 7321

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

ORIGINAL CONTRACT SUM \$ 2,593,555.50

Net Change by Change Orders To..... \$ 6,258.39

(Line 1+2) Contract Sum To Date..... \$ 2,599,813.89

Total Completed and Stored To Date..... \$ 121,860.98

(Column G) Retainage:

10% of Completed Work \$ 12,186.10

(Columns D + E) 10% of Stored Material \$ -

(Column F) Total Retainage..... \$ 12,186.10

Total Earned Less Retainage..... \$ 109,674.88

(Line 4 less Line 5 Total) Less Owner Direct Pymt by Purchase Ord.. \$ -

Less Previous Payments..... \$ -

(Line 6 from prior Certificate) Current Payment Due..... \$ 109,674.88

Balance to Finish Including Retainage..... \$ 2,490,139.01

(Line 3 less Line 6)

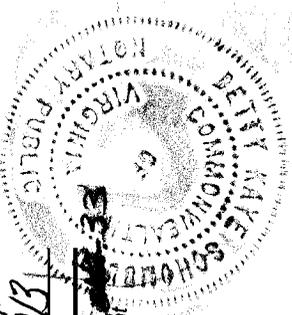
The undersigned Subcontractor certifies that to the best of the Subcontractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Subcontractor for Work for which previous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

CONTRACTOR: Excel Paving Corporation

By: Jesse W. Thompson Jr. Date: 1-9-11

State of Virginia  
 City of Norfolk  
 Subscribed and sworn to before me this 7 day of January, 2011

NOTARY PUBLIC: Betty Kaye Thompson  
 Signed: Betty Kaye Thompson #33348  
 My Commission Expires: July 31, 2013



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED: \$ 109,674.88  
 (Attach explanation if amount certified differs from Amount applied for.)

ARCHITECT: Mike Tappin Date: 1/14/11



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

pg 3 of 4

PROJECT SOUTH CHURCH STREET STREETSCAPE IMPROV. PHASE V SMITHFIELD, VA		APPLICATION: INVOICE NO.: 7321		ESTIMATE FOR PERIOD ENDING: 12/11/2010 thru 12/31/2010									
SUBCONTRACTOR: EXCEL PAVING CORP.		SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502											
FROM SCHEDULE OF PRICES		TOTAL QUANTITIES REQUESTED		UNIT PRICES		ARRA		URBAN		ENHANCE			
ITEM NO.	LINE ITEM DESCRIPTION	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE	Funding	Breakdown	Funding	Breakdown
44	Demolition	1.00	0.00	0.00	0.15	\$ 106,639.00	\$ 106,639.00	\$ 15,995.85	\$ 15,995.85				
45	4" Solid Double Yellow Line	2,360.00	0.00	0.00	0.00	\$ 0.80	\$ 1,888.00	\$ -	\$ -				
46	6" Solid White Lane Line	270.00	0.00	0.00	0.00	\$ 0.50	\$ 135.00	\$ -	\$ -				
47	4" White Mini Skip Line	310.00	0.00	0.00	0.00	\$ 0.50	\$ 155.00	\$ -	\$ -				
48	4" Solid White Parking Stripe	300.00	0.00	0.00	0.00	\$ 0.50	\$ 150.00	\$ -	\$ -				
49	24" Solid White Stop Bar	85.00	0.00	0.00	0.00	\$ 2.50	\$ 212.50	\$ -	\$ -				
50	Single Arrow	3.00	0.00	0.00	0.00	\$ 47.00	\$ 141.00	\$ -	\$ -				
51	Double Arrow	4.00	0.00	0.00	0.00	\$ 80.00	\$ 320.00	\$ -	\$ -				
52	Only	1.00	0.00	0.00	0.00	\$ 100.00	\$ 100.00	\$ -	\$ -				
53	Handicap Parking Symbol	1.00	0.00	0.00	0.00	\$ 60.00	\$ 60.00	\$ -	\$ -				
54	Handicap Parking Sign	2.00	0.00	0.00	0.00	\$ 135.00	\$ 270.00	\$ -	\$ -				
55	Stop Sign	1.00	0.00	0.00	0.00	\$ 160.00	\$ 160.00	\$ -	\$ -				
56	Attach Stop Sign to Existing Route Sign	1.00	0.00	0.00	0.00	\$ 125.00	\$ 125.00	\$ -	\$ -				
57	Relocate Sign	4.00	0.00	0.00	0.00	\$ 100.00	\$ 400.00	\$ -	\$ -				
58	Maintenance of Traffic	1.00	0.00	0.15	0.15	\$ 75,000.00	\$ 75,000.00	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00
59	Ginko Bilboa	3.00	0.00	0.00	0.00	\$ 550.00	\$ 1,650.00	\$ -	\$ -				
60	Crape Myrtle	20.00	0.00	0.00	0.00	\$ 220.00	\$ 4,400.00	\$ -	\$ -				
61	Chaste Tree	24.00	0.00	0.00	0.00	\$ 330.00	\$ 990.00	\$ -	\$ -				
62	Elm	3.00	0.00	0.00	0.00	\$ 38.00	\$ 1,134.00	\$ -	\$ -				
63	Autumn Embers Azalea	49.00	0.00	0.00	0.00	\$ 28.00	\$ 1,368.00	\$ -	\$ -				
64	Blushing Bride Hydrangea	10.00	0.00	0.00	0.00	\$ 27.00	\$ 270.00	\$ -	\$ -				
65	Soft Touch Holly	31.00	0.00	0.00	0.00	\$ 87.00	\$ 2,697.00	\$ -	\$ -				
66	Indian Hawthorne	42.00	0.00	0.00	0.00	\$ 1,134.00	\$ 47,628.00	\$ -	\$ -				
67	Ground Cover/ Perennials	720.00	0.00	0.00	0.00	\$ 55.00	\$ 39,600.00	\$ -	\$ -				
68	Sodding	5,000.00	0.00	0.00	0.00	\$ 3.50	\$ 17,500.00	\$ -	\$ -				
69	6" Waterline	370.00	0.00	0.00	0.00	\$ 40.00	\$ 14,800.00	\$ -	\$ -				
70	Fire Hydrant Assembly	5.00	0.00	0.00	0.00	\$ 4,474.00	\$ 22,370.00	\$ -	\$ -				
71	60" Sewer MH	2.00	0.00	0.00	0.00	\$ 6,440.00	\$ 12,880.00	\$ -	\$ -				
72	3/4" Water Service	8.00	0.00	0.00	0.00	\$ 1,874.00	\$ 14,992.00	\$ -	\$ -				
73	Horizontal Offset	1.00	0.00	0.00	0.00	\$ 4,758.00	\$ 4,758.00	\$ -	\$ -				
74	Vertical Offset	3.00	0.00	0.00	0.00	\$ 4,626.00	\$ 13,878.00	\$ -	\$ -				
75	4" Valve and Box	1.00	0.00	0.00	0.00	\$ 880.00	\$ 880.00	\$ -	\$ -				
76	6" Valve and Box	6.00	0.00	0.00	0.00	\$ 932.00	\$ 5,592.00	\$ -	\$ -				
77	8" Valve and Box	1.00	0.00	0.00	0.00	\$ 1,454.00	\$ 1,454.00	\$ -	\$ -				
78	Kicker Joint	2.00	0.00	0.00	0.00	\$ 903.00	\$ 1,806.00	\$ -	\$ -				
79	6x6 Tee	3.00	0.00	0.00	0.00	\$ 530.00	\$ 1,590.00	\$ -	\$ -				
80	8" Sewer	100.00	0.00	0.00	0.00	\$ 220.00	\$ 22,000.00	\$ -	\$ -				
81	4" Schedule 80 Pvc with pullwire	32,000.00	0.00	0.00	0.00	\$ 6.25	\$ 200,000.00	\$ -	\$ -				
82	Light Pole Foundations	45.00	0.00	0.00	0.00	\$ 682.00	\$ 30,690.00	\$ -	\$ -				
83	4" Schedule 80 pvc (Street Lighting)	4,920.00	0.00	0.00	0.00	\$ 16.80	\$ 82,656.00	\$ -	\$ -				
84	Splice Box	45.00	0.00	0.00	0.00	\$ 525.00	\$ 23,625.00	\$ -	\$ -				
85	Utility Vault	6.00	0.00	0.00	0.00	\$ 10,500.00	\$ 63,000.00	\$ -	\$ -				
86	Addendum 8" water line	30.00	0.00	0.00	0.00	\$ 65.00	\$ 1,950.00	\$ -	\$ -				
87	Addendum 8x6 Tee	1.00	0.00	0.00	0.00	\$ 903.00	\$ 903.00	\$ -	\$ -				

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

pg 4 of 4

PROJECT SOUTH CHURCH STREET STREETSCAPE IMPROV. PHASE V SMITHFIELD, VA		APPLICATION: INVOICE NO.: 7321		ESTIMATE FOR PERIOD ENDING: 12/31/2010 thru 12/31/2010											
EN03-300-108, C502, UPC95571/93722		SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502		SUBCONTRACTOR: EXCEL PAVING CORP.											
ITEM NO:	FROM SCHEDULE OF PRICES		TOTAL QUANTITIES REQUESTED			UNIT PRICES			ARRA		URBAN		ENHANCE		
	LINE ITEM DESCRIPTION	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE	Funding	Breakdown	Funding	Breakdown	Funding	Breakdown
88	Addendum 8x6 Reducer	1.00	0.00	0.00	0.00	\$ 476.00	\$ 476.00	\$ -	\$ -						
89	Addendum DI-3A	2.00	0.00	0.00	0.00	\$ 4,861.00	\$ 9,722.00	\$ -	\$ -						
TOTALS							\$2,593,555.50	\$115,602.59	\$115,602.59	\$113,802.59	\$ 1,800.00	\$ 1,800.00	\$ -	\$ -	\$ -
ADDITIONAL WORK CO# 1-Additional tree removal		LS	1.00	0.00	1.00	\$ 6,258.39	\$ 6,258.39	\$ -	\$ 6,258.39	\$ 6,258.39					
			0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -						
			0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -						
			0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -						
			0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -						
							\$2,599,813.89	\$115,602.59	\$121,860.98	\$120,060.98	\$ 1,800.00	\$ 1,800.00	\$ -	\$ -	\$ -

**REQUEST FOR PAYMENT**

From: ENGLISH CONSTRUCTION COMPANY, INC. To: TOWN OF SMITHFIELD, VA  
 P. O. BOX P-7000 P. O. BOX 246  
 LYNCHBURG, VIRGINIA 24505 SMITHFIELD, VA 23431

Invoice: 14701210  
 Draw: #00004  
 Invoice date: 1/5/2011  
 Period ending date: 12/31/2010

Contract For:

**Request for payment:**  
 Original contract amount \$4,119,800.00  
 Approved changes \$0.00  
 Revised contract amount \$4,119,800.00  
 Contract completed to date \$644,239.02  
 Add-ons to date \$0.00  
 Taxes to date \$0.00  
 Less retainage \$32,211.96  
 Total completed less retainage \$531,625.37  
 Less previous requests \$80,401.69  
 Current request for payment \$84,633.37

Project: 1470 South Church Street WTF  
 Contract date: 7/22/2010

<b>Engineer/Architect Approval</b>	
Engineer/Architect: <u>James Reynolds</u>	By: _____
Date: <u>1/11/11</u>	_____
<b>Owner Approval:</b>	
Owner: _____	By: _____
Date: _____	_____

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

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

CONTRACTOR:

By: [Signature] State Of Virginia City/County Of Lynchburg  
 Date: 1/30/11 Subscribed and sworn to before me this 5th day of January, 2011  
 VENDOR # 005-42060-102 My commission expires: July 31, 2011  
 ACCOUNT # \_\_\_\_\_ Notary Public  
 DEPT HEAD [Signature] CAROLYN S. SHELTON  
 TOWN MANAGER [Signature] REGISTRATION # 110814  
 COMMONWEALTH OF VIRGINIA  
 MY COMMISSION EXPIRES  
 JULY 31, 2013

# REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF      Invoice: 14701210      Draw: #00004      Period Ending Date: 12/31/2010      Detail Page 2 of 5 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
10	Mobilization	201,000.00	180,900.00			180,900.00	90.00	20,100.00	9,045.00
20	Bond	30,000.00	30,000.00			30,000.00	100.00		1,500.00
30	License/Insurance	15,000.00	15,000.00			15,000.00	100.00		750.00
40	General Conditions	300,000.00	63,000.00	21,000.00		84,000.00	28.00	216,000.00	4,200.00
50	Temporary Work	30,000.00	27,000.00			27,000.00	90.00	3,000.00	1,350.00
60	Demo	20,000.00	20,000.00			20,000.00	100.00		1,000.00
70	Silt Fence	5,000.00	5,000.00			5,000.00	100.00		250.00
80	Site Cut/Fill	15,000.00	8,400.00			8,400.00	56.00	6,600.00	420.00
90	Strip/Replace Topsoil	10,000.00	5,000.00			5,000.00	50.00	5,000.00	250.00
100	Gravel Drive	40,000.00						40,000.00	
110	Bioretention	25,000.00						25,000.00	
120	E & S Measures	7,500.00	7,500.00			7,500.00	100.00		375.00
130	Clearing	7,500.00	7,500.00			7,500.00	100.00		375.00
140	Asphalt Base Stone	40,000.00						40,000.00	
150	Restoration	10,000.00						10,000.00	
170	Retaining Wall	15,000.00						15,000.00	
180	Fence	10,000.00						10,000.00	
190	Paving	50,000.00						50,000.00	
200	Concentrate Pump Station Slab	10,000.00	10,000.00			10,000.00	100.00		500.00
205	Concentrate Walls	15,000.00	15,000.00			15,000.00	100.00		750.00
210	Concentrate Top	10,000.00		10,000.00		10,000.00	100.00		500.00
215	Cleanwell Slabs	20,000.00	20,000.00			20,000.00	100.00		1,000.00
220	Cleanwell Walls	50,000.00	50,000.00			50,000.00	100.00		2,500.00
225	Cleanwell Top	20,000.00						20,000.00	
230	Tunnel Footing	10,000.00		7,500.00		7,500.00	75.00	2,500.00	375.00
235	Tunnel Walls	20,000.00						20,000.00	
240	Tunnel Top	20,000.00						20,000.00	
245	Lime Pit	10,000.00		5,000.00		5,000.00	50.00	5,000.00	250.00
250	Building Footings	15,000.00						15,000.00	
255	Pads and Pipes Supports	15,000.00						15,000.00	
260	Generator Pad	5,000.00						5,000.00	
265	Concrete Rake per Detail D/S5	5,000.00						5,000.00	
270	Building Slab	25,000.00						25,000.00	

# REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF      Invoice: 14701210      Draw: #00004      Period Ending Date: 12/31/2010      Detail Page 3 of 5 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
310	Bldg.-Split Face	5,000.00						5,000.00	
315	Bldg.-Brick & Precast	35,000.00						35,000.00	
320	Bldg.-CMU	80,000.00						80,000.00	
325	Pump Sta.-Split Face	5,000.00						5,000.00	
330	Pump Sta.-Brick	7,500.00						7,500.00	
335	Pump Sta.-CMU	7,500.00						7,500.00	
420	Miscellaneous Metals	40,000.00		790.00	9,101.75	9,891.75	24.73	30,108.25	494.59
430	Rough Carpentry	5,000.00						5,000.00	
440	Trusses	20,000.00						20,000.00	
450	FRP Fabrications	10,000.00			1,198.78	1,198.78	11.99	8,801.22	59.94
460	Fluid Air Barrier	20,000.00						20,000.00	
470	Caulking	5,000.00						5,000.00	
480	Doors/Frames/Hardware	30,000.00						30,000.00	
490	Overhead Door	15,000.00						15,000.00	
500	Windows/Glazing	5,000.00						5,000.00	
510	Drywall	12,000.00						12,000.00	
520	Tile/Flooring	5,000.00						5,000.00	
530	Painting	20,000.00						20,000.00	
540	Louvers/Vents	5,000.00						5,000.00	
550	Canopy	12,000.00						12,000.00	
560	Yard Pipe	80,000.00			3,806.05	10,206.05	12.76	69,793.95	510.31
570	Interior Pipe	70,000.00			27,730.12	27,730.12	39.61	42,269.88	1,386.50
580	Furnish Pipe/Valves	150,000.00			34,135.51	34,135.51	22.76	115,864.49	1,706.78
590	Gates	60,000.00			21,595.57	21,595.57	35.99	38,404.43	1,079.78
600	Well Pumps	200,000.00	6,400.00					200,000.00	
610	Vertical Pumps	55,000.00						55,000.00	
620	SST Pumps	150,000.00						150,000.00	
630	Horz.Split Pumps	15,000.00						15,000.00	
640	Concentrate Pumps	55,000.00						55,000.00	
650	Chemical Feed System	45,000.00						45,000.00	
660	Lime Feed System	60,000.00						60,000.00	
670	Laboratory Equipment	10,000.00						10,000.00	
680	Casework	10,000.00						10,000.00	

# REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF      Invoice: 14701210      Draw: #00004      Period Ending Date: 12/31/2010      Detail Page 4 of 5 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
690	RO System-Submittals	75,000.00						75,000.00	
695	RO System-Filters	45,000.00						45,000.00	
700	RO System-CIP	60,000.00						60,000.00	
705	RO System-Skid	380,000.00						380,000.00	
710	RO System-I&C	115,000.00						115,000.00	
715	RO System-Mech Services	20,000.00						20,000.00	
720	RO System-I&C Services	35,000.00						35,000.00	
800	Plumbing	65,000.00		3,250.00		3,250.00	5.00	61,750.00	162.50
960	HVAC	190,000.00						190,000.00	
1120	Electrical Site Work								
1125	Demo Temporary Electrical	1,000.00						1,000.00	
1130	Install Site Lighting	4,000.00						4,000.00	
1135	Install New Generator	4,000.00						4,000.00	
1140	Elec Equip Demo & Relocation								
1145	Install Temporary Power	7,000.00	7,000.00			7,000.00	100.00		350.00
1150	Install Temp.Pwr.to Shed/Pmp#8	3,000.00	3,000.00			3,000.00	100.00		150.00
1155	Tie-in Temp.Power to Pump	2,000.00	2,000.00			2,000.00	100.00		100.00
1160	Generator Relocate & Start Up	1,000.00	1,000.00			1,000.00	100.00		50.00
1165	Elec Treatment Building								
1170	Install VFD's	140,000.00						140,000.00	
1175	Install Switchboard	57,000.00						57,000.00	
1180	Install Panelboards	9,000.00						9,000.00	
1185	Install Transformers	6,000.00						6,000.00	
1190	Install MCC	51,000.00						51,000.00	
1195	Coordin.Study Safety Switches	22,000.00						22,000.00	
1200	Electrical Rough In/Slab	21,000.00						21,000.00	
1205	Duct Bank	14,000.00						13,634.16	368.29
1210	Rough In Interior Electrical	82,000.00						82,000.00	
1215	Elec.Terminations/Trim Out	20,000.00						20,000.00	
1220	Start Up Facility	5,000.00		699.57	7,365.84	7,365.84	35.08		
1225	Install Branch Wire	10,000.00			7,365.83	8,065.40	57.61	5,934.60	403.27
1230	Install Feeder Wire	48,000.00						48,000.00	
1235	Install Lighting	18,000.00						18,000.00	

# REQUEST FOR PAYMENT DETAIL

Project: 1470 / South Church Street WTF      Invoice: 14701210      Draw: #00004      Period Ending Date: 12/31/2010      Detail Page 5 of 5 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1240	<b>Elec Central Pump Station</b>								
1245	Install Electrical	2,000.00						2,000.00	
1250	Start Up Pump Station	1,000.00						1,000.00	
1255	<b>Electrical Tie-in #8 Well</b>								
1260	Electrical	1,000.00						1,000.00	
1265	Start Up Well Pump	1,000.00						1,000.00	
1330	Generator	200,000.00						200,000.00	
1340	Unit-Overexcavation	18,000.00						18,000.00	
1350	Unit-Conduit/Wire	1,800.00						1,800.00	
<b>Totals</b>		4,119,800.00	483,700.00	48,239.57	112,299.45	644,239.02	15.64	3,475,560.98	32,211.96

# PAYMENT APPLICATION

TO: English Construction Co., Inc.  
 616 Church St  
 Lynchburg, VA 24505  
 Attn: Ryan Ginger

PROJECT 10-1568  
 South Church Street WTF, Smithfield, VA

FROM: PMWI  
 45 Durdaff Street  
 Carbondale, PA 184071801

ARCHITECT: misc metals

APPLICATION # 1  
 PERIOD THRU: 12/20/2010  
 PROJECT #s: 1470-PO-08  
 DATE OF CONTRACT: 09/18/2010

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

## CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below. Continuation Page is attached.

- 1. CONTRACT AMOUNT \$26,652.00
- 2. SUM OF ALL CHANGE ORDERS \$0.00
- 3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2) \$26,652.00
- 4. TOTAL COMPLETED AND STORED (Column G on Continuation Page) \$1,434.00
- 5. RETAINAGE:
  - a. 0.00% of Completed Work (Columns D + E on Continuation Page) \$0.00
  - b. 0.00% of Material Stored (Column F on Continuation Page) \$0.00
 Total Retainage (Line 5a + 5b or Column I on Continuation Page) \$0.00
- 6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total) \$1,434.00
- 7. LESS PREVIOUS PAYMENT APPLICATIONS \$0.00
- 8. PAYMENT DUE \$1,434.00
- 9. BALANCE TO COMPLETION (Line 3 minus Line 6) \$25,218.00

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET CHANGES</b>	<b>\$0.00</b>	<b>\$0.00</b>

PAYMENT APPLICATION

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: PMWI  
 By: Paul Morgan Date: 12-20-10

State of: Pennsylvania  
 County of: Lackawanna  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
 Notary Public: \_\_\_\_\_  
 My Commission Expires: 6/28/12

## ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT \_\_\_\_\_  
 (If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT: \_\_\_\_\_  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

420

**CONTINUATION PAGE**

PROJECT: 10-1568 APPLICATION #: 1  
 South Church Street WTF, Smithfield, VA DATE OF APPLICATION: 12/20/2010  
 Payment Application containing Contractor's signature is attached. PERIOD THRU: 12/20/2010  
 PROJECT #s: 1470-PO-08

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		E AMOUNT THIS PERIOD	F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)	H % COMP. (G / C)	I BALANCE TO COMPLETION (C-G)	I RETAINAGE (if Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD						
B-015	4 Stainless steel 6" pipe supports type #5 on PD-1 (dwgs #P2, P9)	\$1,246.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,246.00	
B-016	One Stainless steel 4" pipe support type #5 on PD-1 (dwgs #P2, P9)	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$350.00	
B-017	One Stainless steel 8" pipe support type #5 on PD-1 (dwgs #P2, P9)	\$506.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$506.00	
B-018	One Stainless steel 8" pipe support type #5 on PD-1 height = 3'-0"	\$497.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$497.00	
B-019	One Stainless steel 8" pipe support type #6 on PD-2 (dwg #P4)	\$441.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$441.00	
C	Concentrate Pump Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
C-020	2 Galvanized steel type L4 Lintels (dwgs. #A-1, S-8, M-3)	\$110.00	\$0.00	\$0.00	\$110.00	\$0.00	\$110.00	100%	\$0.00	
C-021	One Galvanized steel type L6 Lintel (dwgs. #A-1, S-2)	\$224.00	\$0.00	\$0.00	\$224.00	\$0.00	\$224.00	100%	\$0.00	
C-022	9 Stainless steel manhole/ladder rung w/ Slip-hot coating (dwg. #P-	\$1,100.00	\$0.00	\$0.00	\$1,100.00	\$0.00	\$1,100.00	100%	\$0.00	
<b>TOTALS</b>		\$26,652.00	\$0.00	\$0.00	\$1,434.00	\$0.00	\$1,434.00	5%	\$25,218.00	

CONTINUATION PAGE

420



2018 GRAVES HILL RD  
FOREST, VA 24551-2657

2041355-

Please contact with Questions:  
434-385-6600

RECEIVED  
2010 DEC -6 AM 8:31

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

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

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

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

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID
75	75	VAONLY	SOUTH CHURCH STREET	9LS	SOUTH CHURCH STREET WTF	11/30/10	54849

1	1	RTF2P	4 TIDEFLEX B/FLOW CHK VLV			395.000	EA	395.00
			INVOICE SUB-TOTAL					395.00
			TAX VIRGINIA STATE ONLY					19.75



Initial	Date
<i>[Signature]</i>	12-9-2010
Proj. Mgr.	

DEC 06

TAX	Yes	No
Code	Amount	
15-003741	919.75	

560

**FELKER FABRICATION**  
 A DIVISION OF FELKER BROTHERS CORPORATION  
 22 North Chestnut Avenue • Marshfield, Wisconsin 54449  
 Telephone (715) 384-3121 • Fax (715) 387-6837  
 www.felkerbrothers.com  
**ISO 9001 CERTIFIED**

**FELKER BROTHERS CORPORATION**  
 Box 684083  
 MILWAUKEE, WI 53268-4083

ORIGINAL INVOICE

ORDER TYPE/CLASS 1 /100

ENGLISH CONSTRUCTION CO., INC.  
 615 CHURCH ST  
 LYNCHBURG  
 VA  
 245041303

W C ENGLISH  
 SOUTH CHURCH STREET  
 C/O WATER TREATMENT PLANT  
 SMITHFIELD  
 VA USA 23430

INVOICE NO.	132506-00	PAGE NO.	2
INVOICE DATE	12/06/10		
CUST. NO.	240480		
CUST. P.O. NO.	1470-P014		

NC	ORDER DATE	TERRITORY	SHIPPING ORDER	ROUTING	FOB DEST-	FRT	PREPAID
/10	9/27/10	170100	265963	LMB			
00	1.00	EA	AM-7851-0014	4"-WALL-PENT	466.2836		466.28
00	1.00	EA	AM-7851-0015	4"-WALL-PENT	390.3840		390.38
00	1.00	EA	AM-7851-0016	4"-WALL-PENT	358.5538		358.55
					Sub Total		5448.73

Job 1470  
 Supt. [Signature] Initial Date 12-16-2010  
 Proj. Mgr. [Signature]

570

DEC 09 2010

Tax	STR	DIV	CODE	AMOUNT
	15-0011	M		5748.73

prices are Felker Brothers Corporation ("Seller") prices for the described goods and/or services with all the terms of sale contained on the face and reverse side of this invoice. Buyer agrees to hold Seller harmless for any and all claims or damages of any kind, including but not limited to, (i) Seller's Exclusive Warranty (Paragraph 6 on reverse) and (ii) Seller's Exclusion of Consequential Damages (Paragraph 9 on reverse). If Buyer desires Seller to assume some of these limited or disclaimed matters and risks, Seller will, upon request of Buyer, accept such additional exposure. Buyer certifies that these goods were produced in compliance with all applicable requirements of sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and that the goods are the property of the United States Department of Labor issued under section 14 thereof. **THANK YOU FOR YOUR BUSINESS. ALL SALES ARE SUBJECT TO THE TERMS AND CONDITIONS OF SALE. YOUR ACCEPTANCE OF SHIPMENT CONSTITUTES ACCEPTANCE OF THE TERMS AND CONDITIONS APPEARING ON THE REVERSE SIDES OF THIS FORM AND ON ANY ATTACHMENTS HERETO. THESE LIMIT OUR LIABILITY.**

5448.73

570



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**FELKER BROTHERS CORPORATION**  
 Box 684083  
 MILWAUKEE, WI 53268-4083

RECEIVED

2010 DEC 10 AM 11:31

ORDER TYPE/CLASS 1 /100

INVOICE NO.	132506-00
INVOICE DATE	12/06/10
CUST. NO.	240480
CUST. P.O. NO.	1470-PO14

S W C ENGLISH  
 SOUTH CHURCH STREET  
 C/O WATER TREATMENT PLANT  
 SMITHFIELD USA  
 VA 23430

ENGLISH CONSTRUCTION CO., INC.  
 1615 CHURCH ST  
 LYNCHBURG  
 VA 245041303

FOB DEST- FRT PREPAID

QTY	UNIT	DATE	TERRITORY	SHIPING ORDER NUMBER	DESCRIPTION	PRICE
1/10		9/27/10	170100	265963 LME		
.00	EA	1.00		AM-7851-0002	Shipping-Mfld (deat)	219.95
.00	EA	1.00		AM-7851-0003	Shipping-Mfld (deat-c)	219.95-
.00	EA	1.00		AM-7851-0004	Material surcharge-fab (lumpsm)	574.06
.00	EA	1.00		AM-7851-0011	8"-WALL-PENT	768.81
.00	EA	1.00		AM-7851-0012	8"-WALL-PENT	768.81
.00	EA	1.00		AM-7851-0013	10"-WALL-PENT	1175.15
.00	EA	1.00			6"-WALL-PIPE	320.22
.00	EA	1.00			6"-WALL-PIPE	320.22
.00	EA	1.00			4"-WALL-PENT	306.25

\*\*\* Continued \*\*\*

These prices are Felker Brothers Corporation ("Seller") prices for the described goods and/or services with all the terms of sale contained on the face and reverse side of this invoice and are enforceable against the Buyer, including, but not limited to, (i) Seller's Exclusive Warranty (Paragraph 6 on reverse) and (ii) Seller's Exclusion of Consequential Damages, Disclaimers of Liabilities (Paragraph 9 on reverse), if Buyer desires Seller to assume some of these limited or disclaimed matters and risks, Seller will, upon request of Buyer, and this offer to reflect higher sales prices which reflect such additional exposure.

I hereby certify that these goods were produced in compliance with all applicable requirements of sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and regulations and orders of the United States Department of Labor issued under section 14 thereof. **"THANK YOU FOR YOUR BUSINESS. ALL SALES ARE SUBJECT TO THESE TERMS AND CONDITIONS OF SALE. YOUR ACCEPTANCE OF SHIPMENT CONSTITUTES ACCEPTANCE OF THE TERMS AND CONDITIONS APPEARING ON THE FACE AND REVERSE SIDES OF THIS FORM AND ON ANY ATTACHMENTS HERETO. THESE LIMIT OUR LIABILITY."**

570

036 HAJOCA RICHMOND  
 3000 COFER ROAD  
 RICHMOND VA 23224-7106  
 804-231-5790 Fax 804-230-4212

**\*\* INVOICE \*\***  
**(Reprint)**

INVOICE DATE	INVOICE NUMBER
12/14/10	S009928513.001
REMIT TO:	PAGE NO.
HAIJCCA CORPORATION PO BOX 7777-W947Q PHILADELPHIA PA 19175-0001	1

BILL TO:  
 ENGLISH CONSTRUCTION CO INC  
 PO BOX P-7000  
 LYNCHBURG, VA 24505

SHIP TO:  
 ENGLISH CONSTRUCTION CO INC  
 SOUTH CHURCH ST WTC  
 SMITHFIELD, VA 23431

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	LOGS ONCE RELEASE NUMBER	TRUCK	ORDERED BY
036-294391	1470		N	BRETT STREET
SALES PERSON	OFFICE	SHIP DATE	ORDER DATE	
Jesse Coseboom	Jesse Coseboom	12/14/10	11/29/10	
DESCRIPTION	ORDER QTY	SHIP QTY	NET UNIT PRICE	EXTENSION
8 FAH08Z IMP C110 DI FLNG ACC PACK W/ 1/8 RR GSKT & HEX BOLTS & NUTS	50ea	50ea	8.625ea	431.25
10 FAH10Z IMP C110 DI FLNG ACC PACK W/ 1/8 RR GSKT & HEX BOLTS & NUTS	30ea	30ea	17.250ea	517.50
6 FAH06Z IMP C110 DI FLNG ACC PACK W/ 1/8 RR GSKT & HEX BOLTS & NUTS	30ea	30ea	8.338ea	250.13
12 FAH12Z IMP C110 DI FLNG ACC PACK W/ 1/8 RR GSKT & HEX BOLTS & NUTS	50ea	50ea	19.263ea	963.13
7/8X41/2 A193 B7 STUD	24ea	24ea	2.941ea	70.59
12 STUD BOLT				
6 150 1/8 RED RUB RING GSKT	6ea	6ea	1.456ea	8.73
3/4X33/4 304SS HEX BOLT W/HVY NUT	48ea	48ea	4.235ea	203.29
8 150 1/8 RED RUB RING GSKT	4ea	4ea	2.289ea	9.16
3/4X4 304SS HEX BOLT W/HVY NUT	32ea	32ea	4.235ea	135.53
10 150 1/8 RED RUB RING GSKT	3ea	3ea	3.378ea	10.13
7/8X41/2 304SS HEX BOLT	36ea	36ea	6.271ea	225.74
16 150 1/8 RED RUB RING GSKT	2ea	2ea	12.050ea	24.10
1X51/2 304SS HEX BOLT W/HVY NUT	32ea	32ea	9.153ea	292.89
8 150 1/8 RED RUB RING GSKT	50ea	50ea	2.289ea	114.44
6 150 1/8 RED RUB RING GSKT	30ea	30ea	1.456ea	43.67
10 150 1/8 RED RUB RING GSKT	30ea	30ea	3.378ea	101.33
12 150 1/8 RED RUB RING GSKT	50ea	50ea	4.911ea	245.56
WE STOCK BLK AND GALV ANGLE, CHANNEL & MORE!				
BY ACCEPTING THE PRODUCT DESCRIBED ON THIS INVOICE YOU HEREBY AGREE TO THE TERMS AND CONDITIONS ON OUR SHIPPING TICKET AND CREDIT APPLICATION AND SUCH TERMS AND CONDITIONS ARE INCORPORATED HEREIN BY THIS REFERENCE. IF YOU ARE UNWILLING OR UNABLE TO ACCEPT SAID TERMS, RETURN THE PRODUCT IMMEDIATELY IN NEW CONDITION.				
			Subtotal	3647.17
			S&H CHGS	5.00
			Sales Tax	182.36
			Amount Due	3834.53

\*\* Reprint \*\* Reprint \*\* Reprint \*\*

570

# FERGUSON ENTERPRISES, INC.

2010 GRAVES MILL RD  
FOREST, VA 24551-2657

INVOICE NUMBER	CUSTOMER	PAGE
2056699	80089	1

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

2010 DEC 27 AM 8:30

Please contact with Questions:  
434-385-6600

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

00010802 01 SP 0.440 01 TR 046 FRIDCW01 000000  
ENGLISH CONSTRUCTION CO INC  
SOUTH CHURCH STREET WTF  
PO BOX P 7000  
LYNCHBURG, VA 24505

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



SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID
1938	1938	VAONLY	SOUTH CHURCH STREET	GMM	SOUTH CHURCH STREET	12/21/10	55097
1		1	SP-HWS1212WCCNTR		**PIPE TRENCH FUTURE** 12"X1'0 WALL SLV W/WC CNTR FOR 8" DUCTILE COLLAR CENTER	209.670	EA 209.67
18	18	PLS400C			3.625 LINK SEAL W/ STL NUT & BOLT	14.133	EA 254.39
					**PIPE TRENCH CONCRETE**		
1		1	SP-HWS1012WCCNTR		10" X 1'0 STEEL WALL SLV W/COL CNTR **FOR 6" C900 PVC PIPE** COLLAR CENTER	178.330	EA 178.33
7	7	PLS400C			3.625 LINK SEAL W/ STL NUT & BOLT	14.133	EA 98.93
					**6" CONCRETE FLOOR**		
1		1	SP-HWS1006WCCNTR		10" X 0'6" STL SLV W/WC IN CNTR **FOR 6" C900 PIPE** COLLAR CENTER	149.900	EA 149.90
7	7	PLS400C			3.625 LINK SEAL W/ STL NUT & BOLT	14.133	EA 98.93
					**8" CONCRETE FLOOR**		
1		1	SP-HWS1206WCCNTR		12" X 0'6" STL SLV W/WC IN CNTR **FOR 8" C900 PIPE** COLLAR CENTER	175.130	EA 175.13
9	9	PLS400C	1470		3.625 LINK SEAL W/ STL NUT & BOLT	14.133	EA 127.20
					REFERENCE QUOTE# Q0112307		
					INVOICE SUB-TOTAL		1292.48
					TAX VIRGINIA STATE ONLY		64.61
					NET 10TH PROX		1,357.12

*Jan*  
1-3-2011  
15-001000 1,357.12

570

**FW: Email Order# 2051261**

Chris.Morgan@Ferguson.com [Chris.Morgan@Ferguson.com]

Sent: Wednesday, December 22, 2010 1:07 PM

To: Brett Street

**Order Confirmation # 2051261**

**FERGUSON ENTERPRISES INC #1938**

2799 W 3RD STREET  
FARMVILLE, VA 23901-2657

Phone : 434-391-3415  
Fax : 434-391-3562

Order No...: 2051261

Order Date: 11/09/10

Writer.....: LS

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

Req Date: 12/31/10

Ship Via..:

Terms.....: NET 10TH PROX

Ship To...: SMITHFIELD WWTP  
C/O ENGLISH CONST  
1802 D SOUTH CHURC  
SMITHFIELD, VA 2342

Cust PO#...: SOUTH CHURCH STREET

Job Name.: SOUTH CHURCH STR

Item	Description	Quantity	Net Price	UM	Total
SP-C50A-01U	6 CLA VAL 50-01 ANGLE PRESS RELIEF	1	2951.520	EA	2951.52

Net Total: 2951.52  
Tax: 147.58  
Total: 3099.10

**WARRANTY PROVISIONS**

The purchaser's sole and exclusive warranty is that provided by the manufacturer, if any. Seller makes no express or implied warranties. SELLER DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL SELLER BE LIABLE FOR ANY INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING DIRECTLY OR INDIRECTLY FROM THE OPERATION OR USE OF THE PRODUCT. SELLER'S LIABILITY, IF ANY, SHALL BE LIMITED TO THE NET SALES PRICE RECEIVED BY SELLER. Complete Terms and Conditions are available upon request or can be viewed on the web at [http://wolselcyna.com/terms\\_conditionsSale.html](http://wolselcyna.com/terms_conditionsSale.html).

580

# FERGUSON ENTERPRISES, INC.

2010 GRAVES MILL RD  
FOREST, VA 24551-2657

INVOICE NUMBER	ORDER NUMBER	PAGE
2054808	80089	1

RECEIVED

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

Please contact with Questions:  
434-385-6600

2010 DEC 17 AM 10:00

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

00010693 01 SP 0.440 01 TR 046 FRIDCT01 000000  
ENGLISH CONSTRUCTION CO INC  
SOUTH CHURCH STREET WTF  
PO BOX P 7000  
LYNCHBURG, VA 24505

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



SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID
1938	1938	VAONLY	SOUTH CHURCH STREET	9LS	SOUTH CHURCH STREET WTF	12/13/10	55003

QUANTITY	SHIP	WHSE	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EA	TOTAL	
2			RFCA501069106110	*CVR* FCA501-6.91 ANCR PINS FE EP	270.000	EA	540.00	
6			RFCA501090608110	*CVR* FCA501-9.06 ANCR PINS FE EP	342.000	EA	2052.00	
7			RFCA501114010110	*CVR* FCA501-11.40 ANCR PINS FE E	568.160	EA	3977.12	
2			RRC5011740164010	*CVR* RC501-17.40 X 16.40 FE EPOXY	1152.000	EA	2304.00	
2			R50109060906510	*CVR* 501-9.06 X 9.06 X 5 FE EPOXY	215.555	EA	431.11	
1			R50106910691510	*CVR* 501-6.91 X 6.91 X 5 FE EPOXY	242.140	EA	242.14	
6			RGRAPDIP	4 GRIP RNG ACCY PK F/ D1/C900	35.598	EA	213.59	
4			RGRAPDIU	6 GRIP RNG ACCY PK F/ D1/C900	41.382	EA	165.53	
4			RGRAPDIX	8 GRIP RNG ACCY PK F/ D1/C900	58.998	EA	235.99	
INVOICE SUB-TOTAL								10161.48
TAX VIRGINIA STATE ONLY								508.09

## FERGUSON ENTERPRISES, INC.

Intial	Date
<i>[Signature]</i>	12-22-2010
Auth.	
Print Name	

DEC 20

TAX	Yes	No
Job	Amount	

15-0013M1 10,669.57

590



# Fontaine USA INC.

Fontaine USA, Inc.  
 3 Executive Park Drive  
 Bedford, NH 03110-6918  
 Phone No : 603-626-6680  
 Fax No : 603-626-6689

INVOICE	
No.	5102149
Date	2010/12/22

Billing Address
SHERWOOD-LOGAN & ASSOCIATES INC. 2140 RENARD COURT ANNAPOLIS, MD 21401

Delivery Address
ENGLISH CONSTRUCTION CO. ATTN: BRETT STREET (PH. 434-841-7549) C/O SOUTH CHURCH STREET WTP 1802 D. SOUTH CHURCH ST. SMITHFIELD, VA 23431

References	
Your Order No.: 1470-PQ-13	Our Project No.: 5102149
Project Name: SOUTH CHURCH ST.-SMITHFIELD	Delivery Note No.:
	Shipping Date : 12/23/2010

DESCRIPTION	QTY	PRICE	TOTAL VALUE
204-48X48-B-CW-20-AWWA GATE/STEM KIT/OPERATOR (402952 & 402957)	2	5,463.00	10,926.00

**PLEASE REMIT TO :**  
 Fontaine USA, Inc.  
 Client ID: 800299  
 PO Box 983122  
 Boston, MA 02298-3122

AGENT HAS A RESALE CERTIFICATE

PAYMENT TERMS
NET 30

Currency: US DOLLARS

TOTAL	10,926.00 \$
SALES TAX	0.00 \$
<b>TOTAL PAYABLE</b>	<b>10,926.00 \$</b>

590



January 12, 2010

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

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

**RE: Town of Smithfield Waterworks - Fluoride Compliance  
Progress Report No. 31**

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

Dear Mr. Stephenson:

This Progress Report describes services performed during the month of December 2010.

I. Contract Status

A. No change this period.

II. Invoicing Status

A. **RO Facility Completion**

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

Bidding Phase:	
Invoicing this Period	\$ 7,908.60
Previous Invoicing	<u>\$ 5,272.40</u>
Total Invoicing to Date	\$ 13,181.00
Authorized Fee	<u>\$ 13,181.00</u>
Fee Remaining	\$ 0.00

Construction Phase:	
Invoicing this Period	\$ 17,797.09
Previous Invoicing	<u>\$ 36,652.20</u>
Total Invoicing to Date	\$ 54,449.29
Authorized Fee	<u>\$ 252,099.00</u>
Fee Remaining	\$ 197,646.71

**B. Miscellaneous Services**

Invoicing this Period	\$ 0.00
Previous Invoicing	\$ 1,466.61
Total Invoicing to Date	\$ 1,466.61
Authorized Fee	\$ 1,500.00
Fee Remaining	\$ 33.39

**III. Progress During the Period**

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

**IV. Problems**

- A. None at this time.

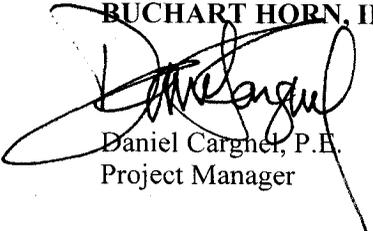
**V. Projected Progress for Next Period**

- A. Continue reviewing submittals.
- B. Continue responding to Requests for Information.
- C. Continue to coordinate between the Town and the Contractor.
- D. Attend and prepare minutes for a progress meeting.
- E. Provide one-half time construction inspection services through CTI.

**VI. Outstanding Responsibilities of the Owner**

- A. None at this time.

Very truly yours,  
**BUCHART HORN, INC.**

  
Daniel Cargnet, P.E.  
Project Manager

cc: Project File



<b>System Invoice #</b> 75648	<b>Invoice Date</b> 01/07/2011
----------------------------------	-----------------------------------

# Invoice

**To:**

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

Re: Waterworks Fluoride Compliance 75870-04

---

For Professional Services Rendered through: 12/25/2010

System Invoice # : 75648  
Project Invoice Number : 31  
Org / Project : 007 75870-04 \*\*

<b>Amount Due This Invoice</b>	<b>\$17,797.09</b>
--------------------------------	--------------------

VENDOR # \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_  
DEPT HEAD P. Stephenson  
TOWN MANAGER PLS

Please include System Invoice Number 75648 on your payment and return a copy of this page with payment.

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



**TOWN OF SMITHFIELD**

**REQUISITION**

SUGGESTED VENDOR <u>Draper Aden Assoc.</u>			OFFICE USE ONLY		
			DATE ORDERED		
REQUESTED BY	DATE REQUESTED	DATE WANTED	ORDER NO.		
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE	
	004-4200-7017			10,024.00	

REQUISITIONER  
RETAIN YELLOW COPY

APPROVED

*[Signature]*

TOWN MANAGER

*[Signature]* 1/20/11  
SIGNATURE - DEPARTMENT HEAD

TOWN OF SMITHFIELD

REQUISITION

SUGGESTED VENDOR		Drape Assoc.		OFFICE USE ONLY
REQUESTED BY	DATE REQUESTED	DATE WANTED	ORDER NO.	DATE ORDERED
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	004-4200-7017			10,024.00

REQUISITIONER APPROVED TOWN MANAGER SIGNATURE - DEPARTMENT HEAD

RETAIN YELLOW COPY

*[Signature]* 1/20/11

**Town of Smithfield, Virginia  
Annual Engineering Services Contract**

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 28, 2010 TO DECEMBER 31, 2010*

INDEPENDENT PROJECTS	Fee Basis	% Complete	Amount Earned	Previous Amount Billed	Amount Due This Invoice
<b>Consent Order/ Locality-HRSD Coordination</b> (HR04103-27)					
Coordination Activities	Lump Sum	62.90%	\$ 94,350.00	\$ 92,400.00	\$ 1,950.00
<b>Consent Order / SSO Model Development</b> (HR04103-36)					
Locality Hydraulic Model	Lump Sum	100.00%	\$ 35,000.00	\$ 32,200.00	\$ 2,800.00
<b>Consent Order / SSO MOM Program Phase 2</b> (HR04103-40)					
Program Development Work	Lump Sum	81.00%	\$ 85,050.00	\$ 80,640.00	\$ 4,410.00
<b>SSES Services / Task 4 Smoke Testing</b> (HR04103-46)					
Smoke Testing	Lump Sum	3.60%	\$ 864.00	\$ -	\$ 864.00
<b>TOTALS</b>					<b>\$10,024.00</b>

**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 28, 2010 TO DECEMBER 31, 2010*

<b>GENERAL REVIEW SERVICES (HR04103-27)</b>	<b>Billing Period</b>	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b>Project Labor</b>							
Consent Order / HRSD-Locality Coordination	(2010)						
	December	Lump Sum	\$150,000.00	62.90%	\$94,350.00	\$92,400.00	\$1,950.00
	Project Totals		\$150,000.00	62.90%	\$94,350.00	\$92,400.00	\$1,950.00

**TOTAL = \$1,950.00**



**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 28, 2010 TO DECEMBER 31, 2010*

<b>GENERAL REVIEW SERVICES (HR04103-36)</b>	<b>Billing Period</b>	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
Consent Order / SSO Model Development Locality Hydraulic Model	(2010)						
<b>Project Labor</b>							
SSO Model Development	December	Lump Sum	\$35,000.00	100.00%	\$35,000.00	\$32,200.00	\$2,800.00
	Project Totals		\$35,000.00	100.00%	\$35,000.00	\$32,200.00	\$2,800.00

**TOTAL = \$2,800.00**



**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 28, 2010 TO DECEMBER 31, 2010*

<b>GENERAL REVIEW SERVICES (HR04103-40)</b>	<b>Billing Period</b>	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b>Project Labor</b>							
Consent Order / MOM Program Development Phase 2	(2010)						
Program Development Activities	December	Lump Sum	\$105,000.00	81.00%	\$85,050.00	\$80,640.00	\$4,410.00
	Project Totals		\$105,000.00	81.00%	\$85,050.00	\$80,640.00	\$4,410.00

**TOTAL = \$4,410.00**



**Town of Smithfield, Virginia**  
**Annual Engineering Services Contract**

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 28, 2010 TO DECEMBER 31, 2010*

<b>GENERAL REVIEW SERVICES (HR04103-46)</b>	<b>Billing Period</b>	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b>Project Labor</b>							
Smoke Testing	December (2010)	Lump Sum	\$24,000.00	3.60%	\$864.00	\$0.00	\$864.00
	Project Totals		\$24,000.00	3.60%	\$864.00	\$0.00	\$864.00

**TOTAL = \$864.00**





# Draper Aden Associates

Engineering • Surveying • Environmental Services

## Progress Report

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**To:** Ms. Sonja Pruitt  
**Company:** Town of Smithfield  
**From:** Andy Snyder  
**Project Name:** Annual Engineering Services Contract – December 2010 Invoices  
**Project Number:** HR04103-27, HR04103-36, HR04103-40, HR04103-46  
**Date:** January 19, 2011  
**cc:** Bill Hopkins, Scott Schiller

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### Recent Activities:

1. HR04103-27 – Continued coordination with Smithfield and other consent order related parties and provided general Consent Order related assistance.
2. HR04103-36 – Completed the Town of Smithfield's locality model as required for by the Special Order by Consent.
3. HR04103-40 – Began organizing the data collected during field survey work in order to create and populate the Battery Park Road Force Main Model, received comments from VDEQ on the Town's MOM Program, and provided general assistance with continued MOM Program development and management.
4. HR04103-46 – Obtained materials necessary to perform smoke testing work in accordance with the SSES Field Services Proposal.

### Upcoming Tasks:

1. HR04103-27 – Attend meetings and coordinate with Town/other localities as necessary.
2. HR04103-36 – This task has been billed at 100% as a result of completing the model and submitting the necessary documentation to VDEQ.
3. HR04103-40 – Revise the MOM Program to account for VDEQ comments, continue to assist the Town with the development of their MOM Program, and continue organizing the data collected from the survey work and preparing it for development of the model.
4. HR04103-46 – Prepare for smoke testing field activities and schedule a kick-off meeting with the Town to discuss the process.

### Scope Changes:

1. None

### Budget Status/Percent Complete

1. HR04103-27 – 62.90%
2. HR04103-36 – 100.00%
3. HR04103-40 – 81.00%
4. HR04103-46 – 3.60% (work for this task is complete and will not be billed at 100%)

Ms. Sonja Pruitt  
January 19, 2010  
Page 2

**Schedule Status/Deliverable Status**

1. HR04103-27 – On-going task for duration of Consent Order Project.
2. HR04103-36 – Completed on schedule based on VDEQ deadlines.
3. HR04103-40 – On schedule based on VDEQ deadlines.
4. HR04103-46 – On schedule based on VDEQ deadlines.

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

1. None

**Issues you should be aware of/ any other issues:**

1. None



Town of Smithfield, Virginia  
Attn: Mr. Peter Stephenson  
PO Box 246  
Smithfield, Virginia 23431

**RE: Virginia Association Of Counties Finance Program Series 2005A**

FOR DEBT SERVICE PAYMENT DUE: 1/20/2011

INTEREST: \$58,406.25

PRINCIPAL:

**TOTAL PAYMENT DUE: \$58,406.25**

PAYMENT INSTRUCTIONS

WIRE INSTRUCTIONS: 1/20/2011  
U.S. Bank N.A. (091000022)  
U.S. Bank Trust N.A. A/C 180121167365  
REF: 790154000  
ATTN: Sandra Leske  
651-495-3793

CHECK INSTRUCTIONS: 1/20/2011  
US Bank  
CM-9705  
PO BOX 70870  
St. Paul, MN 55170-9705  
Reference: Sandra Leske

JAN 20 2011

VENDOR # \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_  
DEPT HEAD eds  
TOWN MANAGER PLS



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# TOWN OF SMITHFIELD

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*"The Ham Capital of the World"*

DATE            JANUARY 6, 2011

TO                SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE

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

SUBJECT        LANDSCAPING CONTRACT

Each year the town engages the services of landscaping contractors to supplement the capabilities of our public works staff and equipment. The Town has a contract with CCI Lawn and Landscape for the 2010/2011 fiscal year and the town reserves the right to renew the contract for an additional year. The current contract expires February 2, 2011.

Staff requested the contractor to provide a cost estimate for fiscal year 2011/2012 landscaping services and they are not requesting any changes as long as work requirements remain the same. The total amount paid per month is \$1235. This amount does not include landscaping services for Windsor Castle. CCI has a separate landscaping contract for that work and contract will expire June 21, 2011.

Staff feels their work was satisfactory and recommends this contract to be extended for one more year.

**Department 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



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# TOWN OF SMITHFIELD

---

*"The Ham Capital of the World"*

DATE           JANUARY 6, 2011

TO             SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE

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

SUBJECT       MOWING CONTRACT RENEWAL

Each year the town engages the services of mowing contractors to supplement the capabilities of our public works staff and equipment. The town has a contract with Country Landscaping for the 2010/2011 fiscal year and the town reserves the right to renew the contract four additional years. The current contract will expire April 11, 2011.

The maintenance operations includes: proper sign layout as per current VDOT specifications, trash pickup, grass cutting, and trimming. The work shall be performed twice a month during the growing season or as directed by Mr. William T. Hopkins, III, the Director of Planning, Engineering & Public Works.

Due to operation costs, Country Landscaping has requested an increase from \$1540 per mowing to \$1600 per mowing. This is a \$60 (3.9 %) per cut increase.

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

**Department of Planning, Engineering, and Public Works**

December 7, 2010

Country Landscaping Inc.  
3347 South Shore Drive  
Smithfield, VA. 23430  
757-390-8519  
State Contractor# 2705-126696

Town of Smithfield  
310 Institute Drive  
Smithfield, VA. 23430

This is a proposal for the 2011 mowing season. The contract is for the time period of April 1, 2011 through November 30, 2011. Mowing will be completed twice a month, with the exception of the side hill on Route 10 bypass. The hill side on the bypass will be hand cut at least once a month.

The cost of the contract per cut will be \$1600.00. The price is a 3.89% increase over the 2010 mowing contract.

Signature *Joseph V. Stahl* 12/14/2010  
President, Country Landscaping Inc.

Signature \_\_\_\_\_  
Town of Smithfield Manager

FI9818

Purchase Information Screen

BF-FI

Deal Number:	75894	15) Service Contract:	
1) Contract Date:	01/18/11	16) Road Hazard Fee:	
2) Fin Inst:	CASH	17) Maintenance Plan:	
3) Stock Number:	ORDER	18) Va Tax:	.0000%
		19) Gross Receipts:	.00000%
4) Cash Price:	\$ 25,740.00	20) Service Tax RT:	.0000%
5) Rebate:		21) Total Tax Amount:	
6) Cash Down:			
7) Deposit:		22) -P A Y M E N T-:	\$25,742.00
8) Tot Trade Net Allo:			
Total Down:			
9) Aftermarket:		Sale Subtotal:	\$ 25,740.00
10) Processing Fee:		Total Financed:	\$ 25,742.00
11) Title Fee:		Finance Charge:	
12) New Tag Fee:	\$ 2.00	Total Other Charges:	
13) Transfer Fee:		Total of Payments:	\$ 25,742.00
14) Electr Filing Fee:		Deferred Price:	
		Unpaid Balance:	\$ 25,742.00

Command:

F1=Help F2=Home F3=Save F4=Cancel

CNGP530

VEHICLE ORDER CONFIRMATION

Dealer: F27061

Page: 2 of 2

2011 F-SERIES SD

Order No: 1000 Priority: 3 Ord FIN: QC418 Order Type: SB Price Level: 150  
Ord PEP: 600A Cust/Flt Name: SMITHFIELD PO Number:

RETAIL

RETAIL

85S TOUGH BED \$450

AUX AUDIO INPUT

96V XL VALUE PKG 595

.CRUISE CONTROL

.AMFM/CD/CLK

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

PRICED DORA NC

DEST AND DELIV 975

TOTAL BASE AND OPTIONS 37385

TOTAL 37385

\*THIS IS NOT AN INVOICE\*

F7=Prev

F3/F12=Veh Ord Menu

F1=Help

F2=Return to Order

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC06651

CNGP530

VEHICLE ORDER CONFIRMATION

Dealer: F27061

Page: 1 of 2

2011 F-SERIES SD

Order No: 1000 Priority: 3 Ord FIN: QC418 Order Type: 5B Price Level: 150  
Ord PEP: 600A Cust/Flt Name: SMITHFIELD PO Number:

		RETAIL	
X2B	F250 4X4 S/C	\$33610	
	142" WHEELBASE		
Z1	OXFORD WHITE		
1	CLTH 40/20/40	100	
S	STEEL		
600A	PREF EQUIP PKG		
	.XL TRIM		
	.TRAILER TOW PKG		
572	.AIR CONDITIONER	NC	
996	.6.2L EFI V8 ENG	NC	
44P	6-SPD AUTOMATIC	NC	
TBK	.LT245 BSW AS 17		
X3E	3.73 ELOCKING	390	
90L	PWR EQUIP GROUP	850	
	JOB #2 BUILD		

17F	XL DECOR PKG	NC
	10000# GVWR PKG	
213	ELECTRONIC SOF	185
	SPARE TIRE/WHL3	NC
52B	BRAKE CONTROLLER	230
	12.5K TRLR HTCH	NC
	TELE TT MIR-PWR	
	JACK	

TOTAL BASE AND OPTIONS	37385
TOTAL	37385

\*THIS IS NOT AN INVOICE\*

\* MORE ORDER INFO NEXT PAGE \*

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8006 - MORE DATA IS AVAILABLE.

QC06651



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

January 21, 2011

TO SMITHFIELD TOWN COUNCIL  
 FROM TOWN MANAGER *PETER*  
 SUBJECT REFUSE AND RECYCLING CONTRACT

I wanted to put together a few facts and figures as background information for the work session next Wednesday afternoon. Presently we have two separate contracts with AVES as outlined below and there has been an expressed desire to meld them into one new contract.

**Refuse Collection Contract**

We are approaching the end of the initial five year contract with expiration on June 30, 2011. This twice per week curbside pick-up will automatically renew for another two years unless the town provides 90 day notice – by April 1<sup>st</sup>.

<u>Number of Stops</u>	<u>Monthly Cost per Stop</u>	<u>Current Annual Expense</u>
2,956	\$10.44 (x12)	\$370,327

Presently we also pay \$3,700 per year for the spring clean up days and after Christmas special collections. Thus our current budget for refuse collection equals \$375,000. Items to note: AVES' cost to purchase and provide our customers the larger automated system cans was factored into the above cost per stop and was to be expensed out over this initial five year contract period. This cost per stop has not increased however. Lastly there is a fuel factor in the contract and the above amount could go up depending on future fuel prices.

**Recycling Collection Contract**

This once per month curbside service began with AVES on March 1, 2010 and this contract runs through April 31, 2013. At that time it will automatically renew for another two years unless the town provides 60 day notice. In this contract the town agreed to pay for this service in 500 stop increments as AVES also purchased and provided our customers with a similar automated system can. Thus although we presently have only 1,508 actual stops the contractual number of stops now equals 2,000 as shown below.

<u>Number of Stops</u>	<u>Monthly Cost per Stop</u>	<u>Current Annual Expense</u>
2,000	\$2.33 (x12)	\$55,920

**TOWN MANAGER'S OFFICE**

Therefore our current recycling budget equals \$56,000. Presently we also pay AVES approximately \$1,000 per year to haul the new roll off recycling container that the town purchased from SPSA and has placed at the corner of James & Washington Streets; and we reimburse AVES for the recycling "waste" and "processing" fees that they are charged by Butler recycling in Franklin where all of our materials are hauled. We are on track for this to average approximately \$9,000 per year.

Thus if we were continue our present recycling arrangement the town will need to add \$10,000 to our overall recycling budget. If we increase the frequency of recycling collection, this number will need to be increased further or renegotiated into a new contract and made part of a flat monthly per stop fee.

With the change from SPSA's former collection to our new arrangement with AVES, the total participation rate for recycling has doubled from approximately 750 stops to 1,500 stops. We also now have the ability for our non-single family residents to drop off recyclables at our roll off container here in town versus having to drive to a county convenience center. All residential recycling activities are voluntary, whereas proper refuse collection/disposal of waste is mandated in our town code. The Commonwealth of Virginia prescribes that each locality is to recycle 25% of its total waste stream. This can include business and industry recycling and is reported through the Hampton Roads Planning District Commission on a regional level.

Lastly, the town has a goal of recycling yard waste, which is presently collected with refuse and land-filled. The current AVES refuse collection contract provides for the collection of 20 bags of yard waste per week (10 per stop) from each house/stop. Since yard waste has been co-mingled with refuse there is no data on how much yard waste material is being generated on average in town. Thus there is no estimate of how much the county could save on landfill tipping fee costs if the town were to begin to recycle yard waste.

### **AVES Proposal**

Staff met again with Mr. Moody of AVES last week to discuss options. Mr. Moody's request was for a new combined five year contract effective July 1, 2011. He proposes to change the frequency of recycling collection from once to twice per month effective July 1<sup>st</sup> – and to keep the refuse collection at twice per week through April 31, 2013 (the original recycling contract expiration date) at no change in the town's current expenses. After April 31, 2013 it is proposed that the fees be renegotiated and that the town modify its overall collection schedule to once per week refuse and once per week recycling through the remainder of the contract term. I expressed concern about our unbudgeted recycling "waste" fees and he expressed willingness to perhaps meet us half way. I have also asked Mr. Moody to provide a total cost estimate should the town wish to move to once per week refuse and once per week recycling effective July 1<sup>st</sup> – and include a provision to allow automated yard waste recycling service to our customers.





VETERANS OF FOREIGN WARS OF THE U.S.  
VFW POST NO. 8545  
P.O. Box 461  
Smithfield, Virginia 23431-0461

January 18, 2011

Mr. Peter Stephenson,  
Office of the Town Manager,  
315 Main Street,  
Smithfield, VA 23430

Dear Mr. Stephenson:

Thank you for the opportunity to submit a proposal for use of the former training building at 223 Washington Street.

The Smithfield of the Veterans of Foreign Wars has long sought a Post home of its own; for twenty-five years, we have met in restaurants, members' homes, the American Legion building and shared the use of the Community Hall in Rescue. We are highly desirous of finding a place in Smithfield proper that offers the Post stability and will facilitate its activities in support of the community. The building on Washington Street could very well offer us a solution. We look forward to the opportunity to have further discussions with you on this matter.

Sincerely yours,

A handwritten signature in cursive script that reads "Eddie R. Rowland".

EDDIE R. ROWLAND  
Post Commander

Attachment: Proposal

VFW Post 8545  
Post Office  
Box 461  
Smithfield, VA 23431-0461  
757-650-7606

## PROPOSAL

The Veterans of Foreign Wars Post 8545 proposes to lease the available portions of the building at 223 Washington Street for the following purposes:

The building would be used as the post home for the Smithfield Veterans of Foreign Wars (142 members); it would be utilized for meetings of the general membership; staff meetings of the Post officers; fund raisers, and special dinners/occasions. Fund raisers include, but are not limited to, dinners (eat in/take out), Saturday morning community breakfasts, sale of specialty items, and yard sales.

In order to make the building sufficient for our purposes, it would be necessary for the Post to invest in the following possible changes/modifications to the premises:

- Strip, clean the floor, and repaint it
- Clean and paint the interior of the building
- Erect temporary walls, as necessary
- Equip a kitchen adequate for the purposes cited above
- Upgrade the existing restroom facilities
- Provide temporary heating in the short term until we have sufficient time to analyze what is necessary for the long term
- Make the necessary electrical and plumbing modifications to accomplish the above
- Insulate and cover the windows on the inside to make the building more energy efficient
- Complete the installation of fluorescent lighting
- Repair the ceiling, and possibly lower the ceiling to make it more energy efficient at some point in the future
- Install interior doors where required

Because of the expense to the Post to accomplish the above, we would seek a long term lease agreement, at least for a period of ten (10) years (with an option to renew thereafter), at one (1) dollar per year plus reasonable utilities.

Contacts: Eddie R. Rowland, Post Commander 650-7606 and Charles White, Post member 620-9407