



**TUESDAY, DECEMBER 20, 2011**

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

1.      Operational Updates

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

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

- TAB # 6**
1.      Hampton Roads Planning District Commission Great American Cleanup

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

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

- TAB # 7**
1.      Resolution to Commemorate and Support the Bicentennial of the American War of 1812 in Virginia
  2.      Lease of Property at 315 Main Street

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**\*\*\* Additional Item Not Listed on Committee but will be on Council's January 3rd Agenda\*\*\***

- Approval of December 6th Town Council Minutes
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# CERTIFICATE OF APPRECIATION

is proud to present on this 19<sup>TH</sup> day of December 2011 to:

## MARK MARSHALL

For 25 years of service and outstanding contributions.  
Your countless efforts have helped build a strong foundation for the Town of  
Smithfield's continued success.

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DAVID M. HARE  
MAYOR

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DENISE N. TYNES  
TOWN COUNCIL POLICE COMMITTEE



# CERTIFICATE OF APPRECIATION

is proud to present on this 19<sup>TH</sup> day of December 2011 to:

## JIMMIE MINTON

For 23 years of service and outstanding contributions.  
Your countless efforts have helped build a strong foundation for the Town of  
Smithfield's continued success.

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DAVID M. HARE  
MAYOR

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DENISE N. TYNES  
TOWN COUNCIL POLICE COMMITTEE



# CERTIFICATE OF APPRECIATION

is proud to present on this 19<sup>TH</sup> day of December 2011 to:

## JAMES CLARKE

For 13 years of service and outstanding contributions.  
Your countless efforts have helped build a strong foundation for the Town of  
Smithfield's continued success.

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DAVID M. HARE  
MAYOR

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DENISE N. TYNES  
TOWN COUNCIL POLICE COMMITTEE



# CERTIFICATE OF APPRECIATION

is proud to present on this 19<sup>TH</sup> day of December 2011 to:

## RONALD BRYAN

For 7 years of service and outstanding contributions.  
Your countless efforts have helped build a strong foundation for the Town of  
Smithfield's continued success.

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DAVID M. HARE  
MAYOR

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DENISE N. TYNES  
TOWN COUNCIL POLICE COMMITTEE



DATE December 15, 2011

TO SMITHFIELD TOWN COUNCIL- WATER AND SEWER  
COMMITTEE

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

SUBJECT OLD PUBLIC WORKS BUILDING SANITARY SEWER LINE  
117 NORTH CHURCH ST.

There are two storm drain drop inlets in the alley behind the Old Public works Building. They collect the storm water in that area. It has been determined that they connect directly to an existing sanitary sewer line. The sanitary sewer line then goes directly under the building and leads to sanitary sewer line on North Church St. It is considered in violation of the Consent Order when storm water drains into wastewater collection system.

Therefore, after further review it has been determined that the best course of action to take is to disconnect the storm drain from the sanitary sewer line. From there it will be redirected down the alley around the building parallel to the Smithfield Foods engineering building at 111 N. Church St.

The town received four cost estimates to complete the work and the lowest one was from Excel Paving Corporation in the amount of \$32,684.00. This type of work was expected to be used in the approved Consent Order Find & Fix Budget. Staff recommends approval of this proposal.

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>		
<b>Description</b>	<b>2011/2012</b>	<b>10/31/11</b>	<b>Remaining</b>	<b>% of</b>
			<b>Budget</b>	<b>budget</b>
<b>Revenue</b>				
<b>General Fund revenues</b>				
<b><u>Real Estate Tax</u></b>				
Current RE Tax	1,712,000.00	91,489.25	1,620,510.75	5.34%
Delinquent RE Tax	25,000.00	12,397.23	12,602.77	49.59%
Current RE Penalty	5,100.00	-	5,100.00	0.00%
Delinquent RE Penalty	2,400.00	1,350.93	1,049.07	56.29%
Current RE Interest	1,025.00	-	1,025.00	0.00%
Delinquent RE Interest	4,300.00	1,362.47	2,937.53	31.69%
<b>Total Real Estate Taxes</b>	<b>1,749,825.00</b>	<b>106,599.88</b>	<b>1,643,225.12</b>	<b>6.09%</b>
<b><u>Personal Property Tax</u></b>				
Current PP Tax	850,000.00	246,527.52	603,472.48	29.00%
Delinquent PP Tax	50,000.00	489.14	49,510.86	0.98%
Current PP Penalty	10,725.00	-	10,725.00	0.00%
Delinquent PP Penalty	3,100.00	1,431.53	1,668.47	46.18%
Current PP Interest	650.00	-	650.00	0.00%
Delinquent PP Interest	5,000.00	845.21	4,154.79	16.90%
<b>Total Personal Property Tax</b>	<b>919,475.00</b>	<b>249,293.40</b>	<b>670,181.60</b>	<b>27.11%</b>
<b><u>Miscellaneous Receipts Over/Short</u></b>	<b>15.00</b>	<b>3.03</b>	<b>11.97</b>	<b>20.20%</b>
<b>Total Over/Short</b>	<b>15.00</b>	<b>3.03</b>	<b>11.97</b>	<b>20.20%</b>
<b><u>Other Taxes</u></b>				
Franchise Tax	137,620.00	-	137,620.00	0.00%
Cigarette Tax	140,000.00	57,033.10	82,966.90	40.74%
Transient Occupancy Tax	130,000.00	87,518.95	42,481.05	67.32%
Meals Tax-4%	776,000.00	293,917.00	482,083.00	37.88%
Meals Tax-1%	194,000.00	73,479.25	120,520.75	37.88%
Communications Tax	258,000.00	44,951.75	213,048.25	17.42%
Rolling Stock	25.00	18.20	6.80	72.80%
Rental Tax	1,300.00	660.42	639.58	50.80%
Sales Tax	259,000.00	67,198.19	191,801.81	25.95%
Consumption Tax	51,000.00	8,530.11	42,469.89	16.73%
Utility Tax	200,000.00	35,349.38	164,650.62	17.67%
<b>Total Other Local Taxes</b>	<b>2,146,945.00</b>	<b>668,656.35</b>	<b>1,478,288.65</b>	<b>31.14%</b>

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2011/2012</b>	<b>10/31/11</b>	<b>Budget</b>	<b>budget</b>
<b><u>Licenses, Permits &amp; Privilege Fees</u></b>				
Business Licenses	337,000.00	24,346.83	312,653.17	7.22%
Business Licenses Penalty	1,000.00	1,480.84	(480.84)	148.08%
Business Licenses Interest	800.00	663.85	136.15	82.98%
Permits & Other License	8,125.00	3,486.69	4,638.31	42.91%
WC Dog Park Registration	1,860.00	260.00	1,600.00	13.98%
Inspection Fees	-	-	-	#DIV/0!
Bid packages-Contractors	-	300.00	(300.00)	#DIV/0!
Consultant Review Fees	5,000.00	4,761.50	238.50	95.23%
Taxi Fees	-	-	-	#DIV/0!
Street Lights Installation	-	-	-	#DIV/0!
Street Lights Service	-	-	-	#DIV/0!
Vehicle License Tags	-	21.00	(21.00)	#DIV/0!
Vehicle License	130,000.00	1,252.03	128,747.97	0.96%
<b>Total Licenses, permits and privilege fees</b>	<b>483,785.00</b>	<b>36,572.74</b>	<b>447,212.26</b>	<b>7.56%</b>
<b><u>Fines &amp; Costs</u></b>				
Development Violation Fine	-	-	-	#DIV/0!
Public Defender Fee	-	-	-	#DIV/0!
Fines & Costs	71,000.00	13,983.48	57,016.52	19.70%
<b>Total Fines &amp; Forfeitures</b>	<b>71,000.00</b>	<b>13,983.48</b>	<b>57,016.52</b>	<b>19.70%</b>
<b><u>From Use of Money and Property</u></b>				
General Fund Interest	14,300.00	3,634.89	10,665.11	25.42%
Beautification Fund Interest	135.00	255.31	(120.31)	189.12%
Rentals	21,000.00	7,682.31	13,317.69	36.58%
Smithfield Center Rentals	125,000.00	53,573.08	71,426.92	42.86%
Smithfield Center Vendor Programs	3,000.00	325.00	2,675.00	10.83%
Windsor Castle Event Rentals	4,000.00	612.50	3,387.50	15.31%
Sale of Equipment	1,000.00	1,712.50	(712.50)	171.25%
Lease of Land	500.00	-	500.00	0.00%
<b>Total revenue from use of money and property</b>	<b>168,935.00</b>	<b>67,795.59</b>	<b>101,139.41</b>	<b>40.13%</b>
<b><u>Miscellaneous Revenue</u></b>				
Other Revenue	3,600.00	4,825.07	(1,225.07)	134.03%
Tourism Bureau-Walking Tours	-	-	-	#DIV/0!
Basse's Choice Electric	-	-	-	#DIV/0!
Cash Proffer Revenues	-	-	-	#DIV/0!

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2011/2012</b>	<b>10/31/11</b>	<b>Budget</b>	<b>budget</b>
Obici Foundation Wellness Grant	-	-	-	#DIV/0!
Virginia Municipal Group Safety Grant	2,000.00	-	2,000.00	0.00%
<b>Total Miscellaneous Revenue</b>	<b>5,600.00</b>	<b>4,825.07</b>	<b>774.93</b>	<b>86.16%</b>
<b><u>From Reserves</u></b>				
Restricted Reserves-Beautification	596,524.00	279,790.70	316,733.30	46.90%
Police CD	-	-	-	#DIV/0!
From Operating Reserves	-	734,347.80	(734,347.80)	#DIV/0!
<b>Total From Reserves</b>	<b>596,524.00</b>	<b>1,014,138.50</b>	<b>(417,614.50)</b>	<b>170.01%</b>
<b><u>Intergovernmental Virginia</u></b>				
Law Enforcement	161,533.00	40,383.00	121,150.00	25.00%
Litter Control Grant	3,078.00	2,609.00	469.00	84.76%
Police Block Grants-State	10,000.00	-	10,000.00	0.00%
Fire Programs	17,447.00	-	17,447.00	0.00%
VCA Grant	5,000.00	5,000.00	-	100.00%
Fuel Refund (state)	7,000.00	3,723.48	3,276.52	53.19%
Asset Forfeiture	-	-	-	#DIV/0!
<b>Total State Revenue</b>	<b>204,058.00</b>	<b>51,715.48</b>	<b>152,342.52</b>	<b>25.34%</b>
<b><u>Intergovernmental Federal</u></b>				
Federal Grants	1,250.00	2,065.23	(815.23)	165.22%
ARRA Federal Stimulus Regional Share	-	-	-	#DIV/0!
ARRA Federal Stimulus-Police	-	-	-	#DIV/0!
Urban Fund Partial Use Allocation	981,545.00	-	981,545.00	0.00%
Federal Grant-Transportation Enhancement Program	-	-	-	#DIV/0!
Section 8 rentals	-	-	-	#DIV/0!
Pinewood Heights CDBG Relocation Grant	-	71,000.00	(71,000.00)	#DIV/0!
Pinewood Heights Planning Grant	-	-	-	#DIV/0!
Federal Fuel Income	8,300.00	-	8,300.00	0.00%
<b>Total Federal Revenue</b>	<b>991,095.00</b>	<b>73,065.23</b>	<b>918,029.77</b>	<b>7.37%</b>
<b><u>Other Financing Sources</u></b>				
<b><u>Operating Transfers In</u></b>				
Transfer In for Debt Service	-	-	-	#DIV/0!
<b>Total Operating Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b><u>Other Financing Sources</u></b>				

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
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<b>Description</b>	<b>2011/2012</b>	<b>10/31/11</b>	<b>Remaining</b>	<b>% of</b>
			<b>Budget</b>	<b>budget</b>
Line of Credit Proceeds	-	-	-	#DIV/0!
<b>Capital Lease Acquisition</b>	<b>50,000.00</b>	<b>-</b>	<b>50,000.00</b>	<b>0.00%</b>
General Obligation Bond-Land Acquisition	-	-	-	#DIV/0!
Insurance Recoveries	-	1,435.80	(1,435.80)	#DIV/0!
<b>Total Other Financing Sources</b>	<b>50,000.00</b>	<b>1,435.80</b>	<b>48,564.20</b>	<b>2.87%</b>
<b>Contributions</b>				
Contributions-Windsor Castle Park	-		-	#DIV/0!
CHIPS Contributions	5,300.00	250.84	5,049.16	4.73%
Contributions-Employee Awards	-	125.00	(125.00)	#DIV/0!
Contributions-IOW County Port Authority Grants	195,000.00	4,750.86	190,249.14	2.44%
Pinewood Heights Contribution-IOW	165,041.00	12,641.09	152,399.91	7.66%
Contributions South Church Street Improvement Project	400,000.00	-	400,000.00	0.00%
<b>Total Contributions</b>	<b>765,341.00</b>	<b>17,767.79</b>	<b>747,573.21</b>	<b>2.32%</b>
<b>Total General Fund Revenue</b>	<b>8,152,598.00</b>	<b>2,305,852.34</b>	<b>5,846,745.66</b>	<b>28.28%</b>
<b>Less Revenues, Loan Funds, Grants and Contributions related to capital projects</b>				
Line of Credit Proceeds	-	-	-	
<b>General Obligation Bond-Land Acquisition</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Cash Proffer Revenues	-	-	-	
Meals Tax (1%) allocated to Special Projects	(194,000.00)	(73,479.25)	(120,520.75)	
South Church Street Improvement Project-Grants	(981,545.00)	-	(981,545.00)	
South Church Street Improvement Project-Contributions	(400,000.00)	-	(400,000.00)	
Pinewood Heights Relocation Project -Grant-\$800,000	-	(71,000.00)	71,000.00	
Pinewood Heights Relocation Project-Contribution-IOW	(165,041.00)	(12,641.09)	(152,399.91)	
<b>Total Non-operating Revenues</b>	<b>(1,740,586.00)</b>	<b>(157,120.34)</b>	<b>(1,583,465.66)</b>	<b>9.03%</b>
<b>Total General Fund Operating Revenues</b>	<b>6,412,012.00</b>	<b>2,148,732.00</b>	<b>4,263,280.00</b>	<b>33.51%</b>
<b>General Fund Budget Expenses</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2011/2012</b>	<b>10/31/11</b>	<b>Budget</b>	<b>budget</b>

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2011/2012</b>	<b>10/31/11</b>	<b>Budget</b>	<b>budget</b>
<b>GENERAL GOVERNMENT</b>				
<b><u>Town Council</u></b>				
Salaries	42,000.00	13,505.00	28,495.00	32.15%
FICA	3,585.00	1,224.91	2,360.09	34.17%
Employee Wellness/Assistance Plan	1,900.00	613.72	1,286.28	32.30%
Legal Fees	35,000.00	6,480.00	28,520.00	18.51%
Election Expense	3,000.00	-	3,000.00	0.00%
Maintenance contracts-Bradshaw-Kimbrel	600.00	100.00	500.00	16.67%
Advertising	20,000.00	3,146.60	16,853.40	15.73%
Engineering	-	5,161.00	(5,161.00)	#DIV/0!
Professional Services	1,200.00	5,987.56	(4,787.56)	498.96%
Records Management maint & upgrades-scanner & software	8,600.00	5,590.00	3,010.00	65.00%
Site Plan Review	5,000.00	1,341.50	3,658.50	26.83%
Communications	3,600.00	968.33	2,631.67	26.90%
Insurance	26,345.00	13,172.68	13,172.32	50.00%
Supplies	25,000.00	4,284.52	20,715.48	17.14%
Travel & Training	7,000.00	1,305.00	5,695.00	18.64%
Subscriptions/Memberships	9,000.00	7,812.00	1,188.00	86.80%
Council Approved Items	10,000.00	1,381.97	8,618.03	13.82%
Public Defender Fees	2,000.00	240.00	1,760.00	12.00%
Bank Charges	200.00	49.40	150.60	24.70%
SpecialProjects	1,000.00	5.70	994.30	0.57%
Smithfield CHIPS program	4,500.00	2,034.00	2,466.00	45.20%
Update Town Charter & Code	1,500.00	-	1,500.00	0.00%
Education /Clerk	-	-	-	#DIV/0!
Annual Christmas Parade	300.00	-	300.00	0.00%
Council Approved Hwy	(20,595.00)	-	(20,595.00)	0.00%
<b>Total Town Council</b>	<b>190,735.00</b>	<b>74,403.89</b>	<b>116,331.11</b>	<b>39.01%</b>
<b><u>Town Manager</u></b>				
Salaries	182,935.00	54,296.05	128,638.95	29.68%
FICA	14,640.00	4,239.71	10,400.29	28.96%
VSRS	19,175.00	6,391.14	12,783.86	33.33%
Health	31,250.00	13,429.57	17,820.43	42.97%
Auto Expense	500.00	-	500.00	0.00%
Maintenance Contracts	1,200.00	317.85	882.15	26.49%
Communications	12,000.00	3,475.04	8,524.96	28.96%

<b>Town of Smithfield</b>				
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	<b>Adopted Budget</b>	<b>Actual as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2011/2012</b>	<b>10/31/11</b>	<b>Budget</b>	<b>budget</b>
Insurance	2,600.00	1,294.38	1,305.62	49.78%
Supplies	5,000.00	1,187.68	3,812.32	23.75%
Dues & Subscriptions	2,800.00	2,008.59	791.41	71.74%
Computer & technology expenses	16,000.00	1,250.56	14,749.44	7.82%
Travel & Training	7,000.00	2,053.09	4,946.91	29.33%
Other	100.00	-	100.00	0.00%
TM Allocated to Hwy	(5,715.00)	-	(5,715.00)	0.00%
<b>Total Town Manager</b>	<b>289,485.00</b>	<b>89,943.66</b>	<b>199,541.34</b>	<b>31.07%</b>
<b><u>Treasurer</u></b>				
Salaries	191,185.00	53,681.32	137,503.68	28.08%
FICA	15,300.00	4,191.71	11,108.29	27.40%
VSRS	17,400.00	5,253.33	12,146.67	30.19%
Health	17,700.00	7,340.46	10,359.54	41.47%
Audit	19,450.00	6,250.00	13,200.00	32.13%
Depreciation Software	1,300.00	-	1,300.00	0.00%
Communications	7,100.00	2,181.88	4,918.12	30.73%
Data Processing	20,000.00	5,252.25	14,747.75	26.26%
Service Contracts	16,000.00	8,976.55	7,023.45	56.10%
Insurance	2,250.00	1,117.34	1,132.66	49.66%
Supplies	15,000.00	2,209.01	12,790.99	14.73%
Dues & Subscriptions	2,200.00	889.85	1,310.15	40.45%
Credit Card Processing	1,000.00	193.04	806.96	19.30%
Cigarette Tax Stamps	2,240.00	-	2,240.00	0.00%
Travel & Training	1,000.00	6.12	993.88	0.61%
Other	200.00	-	200.00	0.00%
Treasurer Alloc to Hwy	(10,620.00)	-	(10,620.00)	0.00%
<b>Total Treasurer</b>	<b>318,705.00</b>	<b>97,542.86</b>	<b>221,162.14</b>	<b>30.61%</b>
<b><u>PUBLIC SAFETY</u></b>				
<b><u>Police Department</u></b>				
Salaries	1,295,235.00	373,118.27	922,116.73	28.81%
FICA	103,620.00	29,723.84	73,896.16	28.69%
VSRS	123,190.00	40,316.23	82,873.77	32.73%
Health Insurance	181,400.00	73,501.53	107,898.47	40.52%
Pre-employ screening/Emp Medical	2,000.00	823.00	1,177.00	41.15%
Uniforms	34,000.00	7,493.59	26,506.41	22.04%

<b>Town of Smithfield</b>				
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<b>Description</b>	<b>2011/2012</b>	<b>10/31/11</b>	<b>Budget</b>	<b>budget</b>
Service Contracts	35,000.00	19,010.54	15,989.46	54.32%
Communications	54,000.00	17,947.92	36,052.08	33.24%
Computer & Technology Expenses	10,000.00	2,736.56	7,263.44	27.37%
Insurance	46,735.00	23,365.08	23,369.92	49.99%
Ins. - LODA	4,400.00	5,145.58	(745.58)	116.95%
Materials & Supplies	30,500.00	8,930.21	21,569.79	29.28%
Dues & Subscriptions	4,000.00	1,436.00	2,564.00	35.90%
Equipment	11,000.00	940.58	10,059.42	8.55%
Radio & Equipment repairs	3,500.00	-	3,500.00	0.00%
Vehicle Maintenance	35,000.00	12,821.18	22,178.82	36.63%
Hurricane Irene Expenses	-	778.49	(778.49)	#DIV/0!
Gas	75,000.00	24,218.25	50,781.75	32.29%
Tires	6,000.00	2,103.76	3,896.24	35.06%
Travel & Training	20,000.00	7,732.65	12,267.35	38.66%
Accreditation	3,000.00	-	3,000.00	0.00%
Special Events-move to supplies	-	332.00	(332.00)	#DIV/0!
Crimes Network	10,000.00	-	10,000.00	0.00%
Police Grants	25,625.00	3,903.46	21,721.54	15.23%
Investigation expenses	2,500.00	500.00	2,000.00	20.00%
Moving Expenses	3,500.00	-	3,500.00	0.00%
Other	-	79.01	(79.01)	#DIV/0!
<b>Total Police Department</b>	<b>2,119,205.00</b>	<b>656,957.73</b>	<b>1,462,247.27</b>	<b>31.00%</b>
<b>Fire Department</b>				
Salaries (Contribution to County)	30,000.00	-	30,000.00	0.00%
Member Physicals	1,000.00	1,072.00	(72.00)	107.20%
Uniforms	1,200.00	-	1,200.00	0.00%
Protective Clothing	8,000.00	10,377.77	(2,377.77)	129.72%
Communications	10,300.00	2,425.27	7,874.73	23.55%
Computer & Technology Expenses	1,000.00	100.00	900.00	10.00%
Insurance	20,183.00	-	20,183.00	0.00%
Materials & Supplies	2,000.00	1,076.46	923.54	53.82%
Radio Repairs & Maint	200.00	-	200.00	0.00%
Truck Operation & Maint.	5,000.00	2,539.06	2,460.94	50.78%
Gas & Tires	17,000.00	3,155.33	13,844.67	18.56%
Maintenance Contracts	6,000.00	-	6,000.00	0.00%
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2011/2012</b>	<b>10/31/11</b>	<b>Budget</b>	<b>budget</b>
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>132,530.00</b>	<b>20,745.89</b>	<b>111,784.11</b>	<b>15.65%</b>
<b><u>Contributions-Public Safety</u></b>				
Rescue Squad - Contrib.	75,000.00	-	75,000.00	0.00%
Rescue Squad-Salaries (to County) & shared maintenance	30,000.00	-	30,000.00	0.00%
E911 Dispatch Center	52,930.00	3,687.67	49,242.33	6.97%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
<b>Total Contributions-Public Safety</b>	<b>167,930.00</b>	<b>3,687.67</b>	<b>164,242.33</b>	<b>2.20%</b>
<b><u>PARKS, RECREATION &amp; CULTURAL</u></b>				
<b><u>Smithfield Center</u></b>				
Salaries	181,165.00	53,453.00	127,712.00	29.51%
FICA	14,495.00	4,361.15	10,133.85	30.09%
VSRS	12,685.00	4,227.20	8,457.80	33.32%
Health	22,545.00	9,392.65	13,152.35	41.66%
Uniforms	1,200.00	329.00	871.00	27.42%
Contracted Services	13,000.00	6,459.81	6,540.19	49.69%
Retail Sales & Use Tax	500.00	57.08	442.92	11.42%
Utilities	35,000.00	8,669.84	26,330.16	24.77%
Communications	21,050.00	5,635.32	15,414.68	26.77%
Computer & technology expenses	2,500.00	(507.36)	3,007.36	-20.29%
Insurance	4,320.00	2,158.64	2,161.36	49.97%
Kitchen Supplies	4,000.00	1,799.69	2,200.31	44.99%
Office Supplies/Other Supplies	5,000.00	1,370.57	3,629.43	27.41%
Food Service & Beverage Supplies	8,000.00	1,783.93	6,216.07	22.30%
AV Supplies	1,000.00	-	1,000.00	0.00%
Equipment	-	4,200.00	(4,200.00)	#DIV/0!
Repairs & Maintenance	50,000.00	23,689.08	26,310.92	47.38%
Hurricane Irene Repairs & Maintenance	-	3,425.13	(3,425.13)	#DIV/0!
Landscaping	10,000.00	5,892.68	4,107.32	58.93%
Travel & Training	2,500.00	635.00	1,865.00	25.40%
Programming Expenses	1,000.00	-	1,000.00	0.00%
Advertising	23,500.00	10,593.25	12,906.75	45.08%
Refund event deposits	5,000.00	924.31	4,075.69	18.49%
Other	-	-	-	#DIV/0!

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2011/2012</b>	<b>10/31/11</b>	<b>Budget</b>	<b>budget</b>
Credit card processing expense	2,500.00	1,077.24	1,422.76	43.09%
<b>Total Smithfield Center</b>	<b>420,960.00</b>	<b>149,627.21</b>	<b>271,332.79</b>	<b>35.54%</b>
<b><u>Contributions-Parks, Recreation and Cultural</u></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	9,000.00	27,000.00	25.00%
Total Contributions-Park, Recreation and Cultural	50,960.00	23,960.00	27,000.00	47.02%
<b><u>Parks &amp; Recreation</u></b>				
Fishing Pier	600.00	-	600.00	0.00%
Jersey Park Playground	500.00	-	500.00	0.00%
Pinewood Playground	500.00	2,380.16	(1,880.16)	476.03%
Clontz Park	4,000.00	489.98	3,510.02	12.25%
Windsor Castle	80,000.00	15,366.37	64,633.63	19.21%
Community Wellness Initiative	-	4,512.24	(4,512.24)	#DIV/0!
Cypress Creek-No Wake Zone	-	324.00	(324.00)	#DIV/0!
Waterworks Dam	4,000.00	-	4,000.00	0.00%
Fireworks	2,000.00	-	2,000.00	0.00%
Total Parks & Recreation	91,600.00	23,072.75	68,527.25	25.19%
<b>COMMUNITY DEVELOPMENT</b>				
<b>Pinewood Heights</b>				
<b>Non-CDBG Contributed Operating Expenses</b>				
<b><u>Administration</u></b>				
Precontract/ERR	-	-	-	#DIV/0!
Management Assistance	-	2,904.80	(2,904.80)	#DIV/0!
Monitoring/Closeout	-	-	-	#DIV/0!
<b><u>Permanent Relocation</u></b>				
Owner Occupied Households	-	98,000.00	(98,000.00)	#DIV/0!
Renter Occupied Households	-	6,748.96	(6,748.96)	#DIV/0!
Relocation Specialist	-	-	-	#DIV/0!
<b><u>Acquisition Specialist</u></b>				
	-	-	-	#DIV/0!

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Adopted Budget 2011/2012	Actual as of 10/31/11	Remaining Budget	% of budget
<b><u>Clearance &amp; Demolition</u></b>	-	24,250.50	(24,250.50)	#DIV/0!
<b><u>Phase II Planning Grant</u></b>	-	-	-	#DIV/0!
<b>Subtotal Non CDBG</b>	-	131,904.26	(131,904.26)	#DIV/0!
<b>CDBG Contributed Operating Expenses</b>				
<b><u>Permanent Relocation</u></b>				
Owner Occupied Households	-	-	-	#DIV/0!
Renter Occupied Households	-	-	-	#DIV/0!
<b><u>Clearance &amp; Demolition</u></b>	-	-	-	#DIV/0!
<b><u>Phase II Planning Grant</u></b>	-	5,261.12	(5,261.12)	#DIV/0!
<b>Subtotal CDBG</b>	-	5,261.12	(5,261.12)	#DIV/0!
<b>Total Pinewood Heights Contributions</b>	-	137,165.38	(137,165.38)	#DIV/0!
<b><u>Contributions-Community Development</u></b>				
APVA Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Chamber of Commerce	6,000.00	6,000.00	-	100.00%
Christian Outreach	3,000.00	3,000.00	-	100.00%
Genieve Shelter	9,000.00	9,000.00	-	100.00%
TRIAD	1,650.00	-	1,650.00	0.00%
<b>Tourism Bureau</b>	208,112.00	7,660.85	200,451.15	3.68%
Western Tidewater Free Clinic	20,000.00	-	20,000.00	0.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
<b>Total Contributions-Community Development</b>	302,762.00	25,660.85	277,101.15	8.48%
<b><u>PUBLIC WORKS</u></b>				
<b>Planning, Engineering &amp; Public Works</b>				
Salaries	210,810.00	66,323.31	144,486.69	31.46%
FICA	16,865.00	5,178.86	11,686.14	30.71%
VSRS	21,870.00	6,290.89	15,579.11	28.76%
<b>Health</b>	31,725.00	13,379.76	18,345.24	42.17%
Uniforms	2,000.00	289.54	1,710.46	14.48%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2011/2012</b>	<b>10/31/11</b>	<b>Budget</b>	<b>budget</b>
Contractual	8,500.00	1,800.20	6,699.80	21.18%
GIS	3,500.00	-	3,500.00	0.00%
Recycling	62,000.00	13,098.58	48,901.42	21.13%
Trash Collection	385,000.00	129,425.44	255,574.56	33.62%
Street Lights	25,000.00	2,485.08	22,514.92	9.94%
Communications	12,000.00	3,138.98	8,861.02	26.16%
Safety Meetings	1,000.00	88.95	911.05	8.90%
<b>Insurance</b>	<b>7,210.00</b>	<b>3,602.84</b>	<b>3,607.16</b>	<b>49.97%</b>
Materials & Supplies	6,000.00	710.02	5,289.98	11.83%
Repairs & Maintenance	10,000.00	1,502.98	8,497.02	15.03%
<b>Hurricane Irene Expenses</b>	<b>-</b>	<b>73,961.62</b>	<b>(73,961.62)</b>	<b>#DIV/0!</b>
Gas & Tires	8,500.00	2,807.42	5,692.58	33.03%
Travel & Training	6,000.00	829.73	5,170.27	13.83%
Haydens Lane Maintenance	3,500.00	-	3,500.00	0.00%
Veterans War Memorial	1,000.00	156.00	844.00	15.60%
Streetscape improvements-non capital expenses (web)	-	-	-	#DIV/0!
Litter Control Grant	3,078.00	-	3,078.00	0.00%
Dues & Subscriptions-	2,000.00	433.00	1,567.00	21.65%
Other	1,000.00	42.69	957.31	4.27%
Public Works Alloc to Hwy	(7,700.00)	-	(7,700.00)	0.00%
<b>Total Public Works</b>	<b>820,858.00</b>	<b>325,545.89</b>	<b>495,312.11</b>	<b>39.66%</b>
<b>PUBLIC BUILDINGS</b>				
<b>Public Buildings</b>				
Salaries	20,515.00	5,470.04	15,044.96	26.66%
FICA	1,645.00	498.33	1,146.67	30.29%
Contractual	4,000.00	1,100.29	2,899.71	27.51%
Communications	3,750.00	1,198.75	2,551.25	31.97%
Utilities	43,000.00	12,661.91	30,338.09	29.45%
<b>Insurance</b>	<b>2,005.00</b>	<b>1,001.96</b>	<b>1,003.04</b>	<b>49.97%</b>
Materials & Supplies	2,500.00	871.54	1,628.46	34.86%
Supplies-New Buildings-TM	-	1,695.00	(1,695.00)	#DIV/0!
<b>Repairs &amp; Maintenance</b>	<b>38,000.00</b>	<b>18,296.76</b>	<b>19,703.24</b>	<b>48.15%</b>
Hurricane Irene Expenses	-	23.88	(23.88)	#DIV/0!
<b>Rent Expense-Office Space</b>	<b>34,240.00</b>	<b>22,827.32</b>	<b>11,412.68</b>	<b>66.67%</b>
Other	1,000.00	16.00	984.00	1.60%
Alloc Costs to Hwy	(9,935.00)	-	(9,935.00)	0.00%
<b>Total Public Buildings</b>	<b>140,720.00</b>	<b>65,661.78</b>	<b>75,058.22</b>	<b>46.66%</b>

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Adopted Budget 2011/2012	Actual as of 10/31/11	Remaining Budget	% of budget
<b>OTHER FINANCING USES</b>				
<b>Other Financing Uses</b>				
Transfers to Operating Reserves	-	-	-	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	-	-	#DIV/0!
Transfers to Restricted Reserves-S Church Street Project	-	-	-	#DIV/0!
<b>Total Transfers from Reserves</b>	-	-	-	#DIV/0!
<b>DEBT SERVICE</b>				
<b>Debt Service</b>				
<b>Principal Retirement</b>				
Public Buildings-Capital lease generator	10,000.00	-	10,000.00	0.00%
Public Building Acquisition	18,255.00	-	18,255.00	0.00%
<b>Line of Credit Retirement-interest</b>	5,000.00	-	5,000.00	0.00%
<b>Interest and fiscal charges</b>				
Public Buildings-Capital lease generator	2,100.00	-	2,100.00	0.00%
Public Building Acquisition	34,720.88	-	34,720.88	0.00%
Total Debt Service	70,075.88	-	70,075.88	0.00%
<b>Total General Fund Expenses</b>				
	5,116,525.88	1,693,975.56	3,422,550.32	33.11%
<b>Less Expenses related to capital projects:</b>				
Legal Fees	-	-	-	
Professional Fees	-	-	-	
Pinewood Heights Relocation Project Expenses	-	(137,165.38)	137,165.38	
Pinewood Heights Line of Credit Expenses	(5,000.00)	-	(5,000.00)	
Total Non-operating Expenses	(5,000.00)	(137,165.38)	132,165.38	2743.31%
<b>Total General Fund Operating Expenses</b>				
	5,111,525.88	1,556,810.18	3,554,715.70	30.46%
<b>Net Operating Reserve (+/-)</b>				
	1,300,486.12	591,921.82	708,564.30	45.52%
<b>Net Reserve (+/-)</b>				
	3,036,072.12	611,876.78	2,424,195.34	20.15%

	2011/2012 Adopted Budget	2011/2012 Actual 10/31/2011	Remain Budget	% of Budget
<b>Net Operating Reserves (Deficit)</b>	<b>3,036,072.12</b>	611,876.78	2,424,195.34	20.15%
<b>Capital Outlay General Fund</b>				
<b>GENERAL GOVERNMENT</b>				
<b>COMMUNITY DEVELOPMENT</b>				
<b>Pinewood Heights Relocation-CIP</b>				
<b>Non CDBG Capital Acquisition</b>				
Owner Occupied Units		(104.68)	104.68	
Renter Occupied Units		-	-	#DIV/0!
Vacant Lots	-	-	-	#DIV/0!
Appraisal/Legal		(750.00)	750.00	#DIV/0!
Subtotal Non CDBG Capital Acquisition	-	(854.68)	854.68	#DIV/0!
			-	
<b>CDBG Capital Acquisition-MY2</b>				
Owner Occupied Units	-	(71,000.00)	71,000.00	#DIV/0!
Renter Occupied Units		-	-	#DIV/0!
Vacant Lots	-	-	-	#DIV/0!
Subtotal CDBG Capital Acquisition	-	(71,000.00)	71,000.00	#DIV/0!
<b>Total Pinewood Heights Relocation CIP</b>	-	(71,854.68)	71,854.68	#DIV/0!
			-	
<b>Total Pinewood Heights Relocation CIP</b>		(71,854.68)	71,854.68	#DIV/0!
<b>PARKS, RECREATION AND CULTURAL</b>				
Windsor Castle	(20,000.00)	-	(20,000.00)	0.00%
<b>PUBLIC SAFETY</b>				
Police				
Police Vehicles	(112,000.00)	-	(112,000.00)	0.00%
<b>PUBLIC WORKS</b>				
Vehicles and Equipment	(20,000.00)	-	(20,000.00)	0.00%
N/S Church St Streetscape Improvements	(1,978,069.00)	(280,907.20)	(1,697,161.80)	14.20%



Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget	Balance as of	Remaining	% of
	2011/2012	10/31/11	Budget	budget
<b>Revenue</b>				
<b>Operating Revenues</b>				
Sewer Charges	669,500.00	222,639.31	446,860.69	33.25%
Sewer Compliance Fee	488,255.00	162,486.34	325,768.66	33.28%
VML Safety Grant	-	2,000.00	(2,000.00)	#DIV/0!
Miscellaneous Revenue	500.00	-	500.00	0.00%
Connection fees	31,600.00	3,830.00	27,770.00	12.12%
<b>Total Operating Revenue</b>	<b>1,189,855.00</b>	<b>390,955.65</b>	<b>798,899.35</b>	<b>32.86%</b>
<b>Town of Smithfield</b>				
<b>Sewer Fund Budget</b>				
	Adopted Budget	Balance as of	Remaining	% of
Description	2011/2012	10/31/11	Budget	budget
<b>Expenses</b>				
<b>Operating Expenses</b>				
Salaries	259,150.00	88,354.95	170,795.05	34.09%
FICA	20,735.00	6,899.20	13,835.80	33.27%
VSRS	25,915.00	9,132.86	16,782.14	35.24%
Health	40,315.00	15,700.66	24,614.34	38.94%
Uniforms	2,500.00	385.72	2,114.28	15.43%
Audit & Legal Fees	23,000.00	5,678.00	17,322.00	24.69%
Engineering	-	-	-	#DIV/0!
HRPDC-FOG	524.00	449.50	74.50	85.78%
HRPDC sewer programs	482.00	-	482.00	0.00%
Maintenance & Repairs	70,000.00	8,740.34	61,259.66	12.49%
Hurricane Irene Expenses	-	4,184.66	(4,184.66)	#DIV/0!
Professional services	-	-	-	#DIV/0!
Beam Maintenance	-	-	-	#DIV/0!
VAC Truck Repairs & Maintenance	5,250.00	1,287.84	3,962.16	24.53%
Data Processing	17,500.00	3,939.20	13,560.80	22.51%
Dues & Subscriptions	50.00	29.00	21.00	58.00%
Utilities	40,000.00	9,330.12	30,669.88	23.33%
SCADA Expenses	3,000.00	811.49	2,188.51	27.05%
Telephone	16,500.00	3,806.83	12,693.17	23.07%
Insurance	14,000.00	6,990.22	7,009.78	49.93%
Materials & Supplies	46,000.00	4,173.23	41,826.77	9.07%

Truck Operations	12,000.00	3,740.00	8,260.00	31.17%
Fuel-Sewer Equipment		-	-	#DIV/0!
Travel & Training	4,000.00	-	4,000.00	0.00%
<b>Contractual</b>	<b>2,000.00</b>	<b>845.45</b>	<b>1,154.55</b>	<b>42.27%</b>
Miscellaneous	600.00	-	600.00	0.00%
Bad Debt Expense	2,400.00	-	2,400.00	0.00%
Bank Service Charges	325.00	-	325.00	0.00%
<b>Total Sewer Fund Operating Expenses before D&amp;A Exp.</b>	<b>606,246.00</b>	<b>174,479.27</b>	<b>431,766.73</b>	<b>28.78%</b>
<b>Operating Income before D&amp;A Expense</b>	<b>583,609.00</b>	<b>216,476.38</b>	<b>367,132.62</b>	<b>37.09%</b>
<b>Depreciation &amp; Amort. Exp.</b>	<b>448,620.00</b>	<b>136,907.96</b>	<b>311,712.04</b>	<b>30.52%</b>
<b>Operating Income (Loss)</b>	<b>134,989.00</b>	<b>79,568.42</b>	<b>55,420.58</b>	<b>58.94%</b>
<b>Nonoperating Revenues (Expenses)</b>				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	82,400.00	10,440.00	71,960.00	12.67%
Insurance Reimbursements		-	-	#DIV/0!
VDEM Reimbursements		-	-	#DIV/0!
Contributed Capital-Smithfield Foods Rev Ln	19,700.00	-	19,700.00	0.00%
Interest Revenue	3,250.00	2,182.78	1,067.22	67.16%
Interest Expense	(46,515.00)	(24,321.60)	(22,193.40)	52.29%
<b>Total Nonoperating Revenues (Expenses)</b>	<b>58,835.00</b>	<b>(11,698.82)</b>	<b>70,533.82</b>	<b>-19.88%</b>
<b>Net Income (loss)</b>	<b>193,824.00</b>	<b>67,869.60</b>	<b>125,954.40</b>	<b>35.02%</b>
<b>WORKING ADJUSTMENTS TO CAFR</b>				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(82,400.00)	(10,440.00)	(71,960.00)	12.67%
Contributed Capital-Smithfield Foods Rev Ln	(19,700.00)	-	(19,700.00)	0.00%
Compliance Fee	(488,255.00)	(162,486.34)	(325,768.66)	33.28%
Bad Debt Expense	2,400.00	-	2,400.00	0.00%
Depreciation & Amort. Exp.	448,620.00	136,907.96	311,712.04	30.52%
<b>Additional debt service costs-principal expense</b>	<b>(70,550.00)</b>	<b>(70,550.00)</b>	<b>-</b>	<b>100.00%</b>
<b>Total adjustments to CAFR</b>	<b>(209,885.00)</b>	<b>(106,568.38)</b>	<b>(103,316.62)</b>	<b>50.77%</b>
<b>Working adjusted income</b>	<b>(16,061.00)</b>	<b>(38,698.78)</b>	<b>22,637.78</b>	<b>240.95%</b>

	2011/2012 Adopted Budget	2011/2012 Actual 10/31/2011	Remaining Budget	% of Budget
<b>Sewer Fund</b>				
<b>Working adjusted income</b>	<b>(16,061.00)</b>	<b>(38,698.78)</b>	22,637.78	240.95%
Sewer SSO Consent Order	(833,000.00)	(162,652.05)	(670,347.95)	19.53%
Sewer Master Plan	(56,250.00)		(56,250.00)	0.00%
Rubber tire backhoe	(9,000.00)	-	(9,000.00)	0.00%
Hot box for asphalt	(4,500.00)		(4,500.00)	0.00%
Manhole inspections/repairs-gravity sewer repairs	(100,000.00)		(100,000.00)	0.00%
Vehicle/Equipment	(15,000.00)	-	(15,000.00)	0.00%
<b>Net Capital Outlay</b>	<b>(1,017,750.00)</b>	<b>(162,652.05)</b>	<b>(855,097.95)</b>	<b>15.98%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(1,033,811.00)</b>	<b>(201,350.83)</b>	<b>(832,460.17)</b>	<b>19.48%</b>
Funding from Development Escrow		-	-	
Reserves from Sewer Capital Escrow Account		-	-	#DIV/0!
Funding from Sewer Compliance Fee	833,000.00	160,993.95	672,006.05	19.33%
Draw from operating reserves	274,331.00	-	274,331.00	0.00%
Funding from Bond Escrow (released from refinance)		-	-	
<b>Net Cashflow</b>	<b>73,520.00</b>	<b>(40,356.88)</b>	<b>113,876.88</b>	<b>-54.89%</b>

Town of Smithfield				
Water Fund Budget				
	Adopted budget	Balance as of	Remaining	% of
Description	2011/2012	10/31/11	Budget	budget
<b>Revenue</b>				
<b>Operating Revenue</b>				
Water Sales	817,850.00	292,994.29	524,855.71	35.82%
Debt Service Revenue	401,000.00	134,521.00	266,479.00	33.55%
Miscellaneous	500.00	50.00	450.00	10.00%
Connection fees	13,200.00	1,360.00	11,840.00	10.30%
Application Fees	5,000.00	2,122.00	2,878.00	42.44%
<b>Total Operating Revenue</b>	<b>1,237,550.00</b>	<b>431,047.29</b>	<b>806,502.71</b>	<b>34.83%</b>
<b>Town of Smithfield</b>				
<b>Water Fund Budget</b>				
	Adopted budget	Balance as of	Remaining	% of
Description	2011/2012	10/31/11	Budget	budget
<b>Expenses</b>				
Salaries	291,300.00	85,995.03	205,304.97	29.52%
FICA	23,304.00	6,714.93	16,589.07	28.81%
VSRS	29,245.00	9,714.02	19,530.98	33.22%
Health	43,000.00	15,074.72	27,925.28	35.06%
Uniforms	3,000.00	375.41	2,624.59	12.51%
Contractual	11,000.00	8,885.00	2,115.00	80.77%
Legal & Audit	23,000.00	5,874.00	17,126.00	25.54%
Maintenance & Repairs	21,000.00	5,498.47	15,501.53	26.18%
Hurricane Irene Expenses	-	1,624.82	(1,624.82)	#DIV/0!
Water Tank Maintenance	100,000.00	-	100,000.00	0.00%
Water Cost-purchased from IOW County	-	-	-	#DIV/0!
Engineering	-	-	-	#DIV/0!
Professional Services	1,000.00	-	1,000.00	0.00%
Regional Water Supply Study	2,586.00	1,210.50	1,375.50	46.81%
Data Processing	16,000.00	3,939.20	12,060.80	24.62%
Utilities	65,000.00	22,781.16	42,218.84	35.05%
Communications	12,300.00	6,238.64	6,061.36	50.72%
Insurance	16,000.00	7,959.90	8,040.10	49.75%
Materials & Supplies	114,400.00	8,011.86	106,388.14	7.00%
Gas and Tires	12,000.00	3,640.10	8,359.90	30.33%
Fuel-Water Equipment	-	-	-	#DIV/0!
Dues & Subscriptions	800.00	429.00	371.00	53.63%
Bank service charges	450.00	30.00	420.00	6.67%
Travel and Training	5,500.00	199.00	5,301.00	3.62%

Miscellaneous	6,200.00	3,047.22	3,152.78	49.15%
RO Annual costs	419,593.00	19,302.20	400,290.80	4.60%
Bad debt expense	5,300.00	-	5,300.00	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,221,978.00	216,545.18	1,005,432.82	17.72%
Operating Income before D&A Expense	15,572.00	214,502.11	(198,930.11)	1377.49%
Depreciation & Amortization Expense	309,400.00	52,520.00	256,880.00	16.97%
Operating Income (Loss)	(293,828.00)	161,982.11	(455,810.11)	-55.13%
Nonoperating Revenues (Expenses)				
Availability Fees	54,400.00	7,080.00	47,320.00	13.01%
Interest Revenue	5,925.00	3,567.96	2,357.04	60.22%
Interest Expense	(121,700.00)	(12,225.13)	(109,474.87)	10.05%
Total Nonoperating Revenues (Expenses)	(61,375.00)	(1,577.17)	(59,797.83)	2.57%
Net Income (Loss)	(355,203.00)	160,404.94	(515,607.94)	-45.16%
<b>WORKING ADJUSTMENTS TO CAFR</b>				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(54,400.00)	(7,080.00)	(47,320.00)	13.01%
Bad Debt Expense	5,300.00	-	5,300.00	0.00%
Debt Service Revenue	(401,000.00)	(134,521.00)	(266,479.00)	33.55%
Depreciation & Amort. Exp.	309,400.00	52,520.00	256,880.00	16.97%
Additional debt service costs-principal expense	(159,450.00)	(159,450.00)	-	100.00%
Total adjustments to CAFR	(300,150.00)	(248,531.00)	(51,619.00)	82.80%
Working adjusted income	(655,353.00)	(88,126.06)	(567,226.94)	13.45%

	2011/2012 Adopted Budget	2011/2012 Actual 10/31/2011	Remain Budget	% of Budget
<b>Water Fund</b>				
<b>Net Operating Reserves (Deficit)</b>	<b>(655,353.00)</b>	(88,126.06)	(567,226.94)	13.45%
Water Master Plan	(56,250.00)	(3,097.50)	(53,152.50)	5.51%
<b>S Church Street Improvements</b>	<b>-</b>	<b>(84,044.68)</b>	<b>84,044.68</b>	<b>#DIV/0!</b>
Rubber Tire Backhoe	(9,000.00)	-	(9,000.00)	0.00%
Hot box for asphalt	(4,500.00)	-	(4,500.00)	0.00%
Water loop at Smithfield Plaza	(8,500.00)	-	(8,500.00)	0.00%
Truck	(15,000.00)		(15,000.00)	0.00%
Water Treatment/Fluoride PER	(1,172,000.00)	(654,150.71)	(517,849.29)	55.81%
<b>Net Capital Outlay</b>	<b>(1,265,250.00)</b>	<b>(741,292.89)</b>	<b>(523,957.11)</b>	<b>58.59%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(1,920,603.00)</b>	<b>(829,418.95)</b>	<b>(1,091,184.05)</b>	<b>43.19%</b>
Operating Reserves	486,914.00	-	486,914.00	0.00%
VML/VACO Draw Downs	270,000.00	-	270,000.00	0.00%
Water Development Escrow	224,000.00	-	224,000.00	0.00%
Water Capital Escrow	1,035,000.00	288,707.88	746,292.12	27.89%
Additional financing	765,000.00	541,655.12	223,344.88	70.80%
Debt Service fees applied to debt	259,275.00	155,243.60	104,031.40	59.88%
<b>Net Cashflow</b>	<b>1,119,586.00</b>	<b>156,187.65</b>	<b>963,398.35</b>	<b>13.95%</b>

<b>Town of Smithfield</b>				
<b>Highway Fund</b>				
	<b>Adopted Budget</b>	<b>Balance as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2011/2012</b>	<b>10/31/11</b>	<b>Budget</b>	<b>budget</b>
<b>Revenue</b>				
Interest Income	250.00	68.45	181.55	27.38%
Revenue - Commwlth of VA	951,304.96	246,644.23	704,660.73	25.93%
<b>Total Highway Fund Revenue</b>	<b>951,554.96</b>	<b>246,712.68</b>	<b>704,842.28</b>	<b>25.93%</b>
<b>Town of Smithfield</b>				
<b>Highway Fund</b>				
	<b>Adopted Budget</b>	<b>Balance as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2011/2012</b>	<b>10/31/11</b>	<b>Budget</b>	<b>budget</b>
<b>Expenses</b>				
Salaries	195,450.00	56,014.26	139,435.74	28.66%
FICA	15,640.00	4,373.88	11,266.12	27.97%
VSRS	20,590.00	5,894.54	14,695.46	28.63%
Health	34,785.00	14,489.69	20,295.31	41.65%
Uniforms	2,785.00	244.53	2,540.47	8.78%
Engineering	1,000.00	4,420.00	(3,420.00)	442.00%
Grass	31,400.00	12,560.00	18,840.00	40.00%
Maintenance	204,274.96	68,868.43	135,406.53	33.71%
Asphalt/Paving	-	11,327.98	(11,327.98)	
Ditching	-	26,261.85	(26,261.85)	
Traffic Control devices	-	5,225.29	(5,225.29)	
Other (maintenance)	-	2,038.94	(2,038.94)	
Other (lawnmowers, landscaping, etc)	-	23,834.36	(23,834.36)	
Structures and Bridges	-	-	-	
Ice and Snow removal	-	48.74	(48.74)	
Administrative	-	131.27	(131.27)	
Hurricane Irene Expenses	-	1,057.85	(1,057.85)	#DIV/0!
Street Lights	75,000.00	21,111.12	53,888.88	28.15%
Insurance	17,475.00	8,735.46	8,739.54	49.99%
VAC Truck Repairs	2,250.00	-	2,250.00	0.00%
Gas and Tires	6,000.00	2,371.04	3,628.96	39.52%
Stormwater (PARS)	1,340.00	-	1,340.00	0.00%
Stormwater Management Program (town)	2,500.00	-	2,500.00	0.00%
Stormwater Management Program (regional)	2,500.00	2,143.00	357.00	85.72%
Joint Cost Allocation	7,700.00	-	7,700.00	0.00%
Overhead Allocation	46,865.00	-	46,865.00	0.00%
<b>Total Highway Fund Expense</b>	<b>667,554.96</b>	<b>202,283.80</b>	<b>465,271.16</b>	<b>30.30%</b>
<b>Net Reserves (+/-)</b>	<b>284,000.00</b>	<b>44,428.88</b>	<b>239,571.12</b>	<b>15.64%</b>

2011/2012  
Adopted  
Budget

2011/2012  
Actual  
10/31/2011

Remain  
Budget

% of  
Budget

**HIGHWAY**

	2011/2012 Adopted Budget	2011/2012 Actual 10/31/2011	Remain Budget	% of Budget
<b>Net Operating Reserves (Deficit)</b>	<b>284,000.00</b>	44,428.88	239,571.12	15.64%
John Rolfe/Battery Park intersection Turn Lane	(95,000.00)	(249.00)	(94,751.00)	0.26%
North & South Church Street Beautification	(144,000.00)	-	(144,000.00)	0.00%
Rubber tire backhoe	(27,000.00)		(27,000.00)	0.00%
Hot box for asphalt	(18,000.00)		(18,000.00)	0.00%
	(284,000.00)	(249.00)	(283,751.00)	0.09%
<b>Net Capital Outlay</b>				
	-	44,179.88	(44,179.88)	#DIV/0!
<b>Net Reserves (Deficit) after capital outlay</b>				
net carryforward 2012		<u>165,213.19</u>		
Balance remaining		<u>209,393.07</u>		

**Notes to financial statements: October 2011**

**GENERAL FUND**

**Revenues**

Current Real Estate Taxes

2011 real estate taxes collected in October total \$91,489.25. As of December 13, collections total \$1,017,520 and there is still a large amount of mail that is currently being posted.

Personal Property Taxex

2011 personal property was not mailed until November 1. We have already received the annual state tax relief payment of \$240,794.89. The remainder of 2011 collections resulted from prepayments or credit balances that were applied against current personal property tax charges.

Franchise Tax

Franchise tax paid by the local banks will not be paid until the last quarter of fiscal year 2012.

Transient Occupancy Tax

Transient occupancy has started the year strong. The first quarter exceeded FY2011 by \$22,203. Revenues for the second quarter were also stronger than last year, but only slightly, at \$37,990 compared to \$35.409 for last year.

Communications Tax

Communications tax received from the state to date reflects only July and August 2011.

Sales Tax

The Town's share of sales tax received from IOW County represents July, August, and September. Payments for the first quarter are \$2614 higher than 1st quarter 2011.

Consumption Tax/Utility Tax

As with communications tax and sales tax, there is a delay between the accounting period and receipt of payment. The October financial statements represent consumption/utility taxes through August 2011 with a partial payment for September.

Business License Tax

Business license tax is not due until April 15th; however, the Treasurer's office worked hard in the first quarter to collect on delinquent accounts.

Consultant Review Fees

This revenue reflects reimbursement for site plan reviews for Tractor Supply, the YMCA, Lakeview Cove and Harvest Fellowship.

Vehicle Licenses

Vehicle license tax was mailed as part of the personal property tax bills on November 1. Collections through 12/13 total \$88,863.68.

Fines and costs

This revenue is received from the IOW County Clerk's office. Revenues to date represent payment for July through September. Collections are \$1806.56 lower than for the same period last year.

Beautification Interest

Beautification interest is higher than anticipated because we have not yet utilized those funds for S. Church

Street. They will be used very soon, however, so this interest will drop off significantly.

Sale of Equipment

Sales of used/retired equipment through October include a gas powered buffer, rotary blade, pump hoists, power washer, and 2 projectors.

Other Revenue

Includes \$2603 in restitution from a former employee dating back several years. We had assumed we would not be receiving this money as the person has been unemployed since leaving the Town.

Restricted Reserves-Beautification

Prior year donations to the South Church Street Project were used to pay \$279,790.70 of current charges (Excel/Clark Nexsen) until reimbursement is received from VDOT. A reimbursement request has been submitted for \$635,330.

From Operating Reserves

At the end of October, Town expenses exceeded revenues by \$734,348. This is not unusual at the beginning of the fiscal year before annual real estate and personal property taxes are processed. In October 2010, reserves funded an operating deficit of \$827,390.

Urban Fund Partial Use Allocation

These funds are available for the S Church Street project; however, they will be the last funding source to be accessed. ARRA funding of \$165,329 was reimbursed in FY2011 and Enhancement Funds of \$638,375.80 have been accumulated to date. This leaves \$81,624 of available Enhancement Funds, which will be added to FY2012 as a budget amendment. (We originally thought all Enhancement Funds would be used in FY2011 so they were not included in the FY2012 budget). At that point the Town will access Fed Formula Funds totaling \$352,315 (with state match). We were not aware of this funding resource until August 2011 when Bryant Porter from VDOT gave us an update on funding requirements for the project.

Pinewood Heights CDBG Relocation Grant

The last homeowner acquisition was completed for Phase I MY2 of the Pinewood Heights Project. These funds have now been reimbursed by CDBG. Originally, this item was not budgeted because we thought the acquisition would occur before fiscal year end 2011.

Capital Lease Acquisition

This was budgeted for a generator for the new Police Department. A downpayment has been made to Womble Generator, so this item may be fully expensed in FY2012 instead of utilizing a capital lease.

**Expenses**

**All Departments**

Health Insurance

Health Insurance reflects payments for July through November 2011 (approximately 42%).

Insurance

Two of four quarterly payments have been made to VML for property/casualty and workers' comp insurance accounting for 50% of annual budget.

Dues & Subscriptions

The majority of dues and subscriptions are paid during the first quarter of the new fiscal year, so it is not unusual to see this line item reflect 80% or more of the annual budget.

**Town Council**

Engineering

Although there was no budget for this line item, the Town paid Clark Nexsen \$1083.81 in August for work on the Smithfield Drainage Project at 117 N. Church St. An additional \$4077.19 was paid on this project in October for a past due invoice that was overlooked from June (\$3612.70) and a current invoice of \$464.49.

Professional Services

In August, the Town paid Bay Environmental \$3646.94 for a Category 1 Site Characterization Report for 117 N. Church Street and \$890.60 for well closure at the same address. In September, we paid Bay Environmental an additional \$1,450.00 for Phase I Environmental Site Assessment. We have received notice from the VA Petroleum Storage Tank Fund that the Town will be reimbursed for \$4014.30 of these costs, but we have not yet received payment.

Records Management

Purchase of a budgeted scanner and one year maintenance.

Smithfield CHIPS Program

Paid \$1984 in August for 4-H Camp which is the largest expense of the year.

**Treasurer**

Service Contracts

One half of the annual maintenance contract for BAI (\$4375) and all of the annual on-line payments contract (also with BAI-\$3413) is due as of the first month in the fiscal year. These are budgeted items.

**Police Department**

Pre-employment Screening

Polygraph exams for 2 applicants, testing materials from IPMA, and physical from Sentara Obici.

Service Contracts

Includes annual maintenance contract with Sunguard for \$18,371.39 for OSSI system. This is a budgeted expense.

LODA-Insurance

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

Vehicle Maintenance

Numerous charges with different vendors. Includes \$1489 to Hampton Roads Harley Davidson for motorcycle maintenance. Also includes \$2098 to Dave's Service Center for ABS control unit, ignition coil, oil/lube on 2006 Crown Vic. Paid \$1800 to Pomoco for AB tank on 2011 Dodge Charger and \$2119 to Cofer for general HTS on Ford Explorer. Also paid \$995 to Joe's Auto Repair for brake pads, rotor, swaybar links for 2006 Crown Vic, and \$793 to Knox for repairs to a 2005 Crown Vic.

Travel & Training

Paid \$4680 in August to HRCJTA/City of Hampton. This is an annual payment for the training academy where new officers are certified.

**Fire Department**

The Fire Department and Isle of Wight County have been put on notice as to the Town's intent to limit spending to the \$60,000 budgeted for Fire and Rescue Salaries.

Protective Clothing

Per the Fire Department's request the town paid \$10,204.87 to Blue Ridge Rescue Supply for protective clothing. The Town has requested reimbursement for this expense from IOW County.

Insurance

The Town has paid this invoice, but it was moved to Accounts Receivable with the expectation that IOW would reimburse the Town. Since the request was deferred by the board, I am not sure if this cost will be refunded (therefore, I did not yet move the protective clothing cost to AR).

**Smithfield Center**

Contracted Services

Includes \$1866 paid twice to ColonialWebb for 1st & 2nd quarters of annual maintenance contract. Also includes \$895 paid to Dean Evans & Associates for annual software maintenance.

Kitchen Supplies

This line item is made up of two charges from US Foodservice for \$563.24 (ice caddy caster) and \$981.09 (dry sink, pre-rinse faucet, swing faucet, rack). There were also 2 charges to Bank of America for \$52.49 (4 slice toaster) and \$202.87 (2 picnic caddies, 2 solar 50 LED string clear lights, Atlanta Fixtures & Sales (no receipt)). This is a low budget line item, so they have only a small amount left for the remainder of the year.

Equipment

Purchased a scissor lift for the Center. The total cost was under the capitalization limit, so it will be expensed. We discussed a capital lease but because the expense itself was not capitalizable, we decided to pay for the equipment in full.

Repairs & Maintenance

There are numerous small repair invoices; however, there are several large ones that are detailed as follows: All Star Glass-\$1110 for 1" black cell-tech 550, Jessica Casper-\$2005 for 2 pieces of artwork, ColonialWebb-\$1178.50 to relocate trane tracker front-end interface, Hobart-\$1187.65 for repairs to refrigerator; Interiors by Decorating Den-\$1197 to re-upholster 5 benches, ColonialWebb-\$2382.91 for heat reclaim valve, Smithfield Lawn Service-\$2196.60 for 1/2 of cost to replace drip system in plant

beds; Windsor Woodworking-\$2490-downpayment of 1/2 cost on media cabinets; Bank of America (Lowe's)-\$846.70 for 19 Cu Ft refrigerator

Hurricane Irene Expenses:

These expenses are for roof repairs and carpet cleaning. Invoices have been submitted to FEMA and forwarded to VML for review/reimbursement.

Landscaping

Paid CCI \$1,225 in September to remove juniper in all designated areas. Also paid Smithfield Lawn Service \$2,196.60 in October as the other 1/2 of the cost to replace drip system in plant beds.

Advertising

Invoices paid to many different vendors including Mar-Bert Associates (\$1070), Mywedding.com (\$900), Vista Graphics (\$580), RMM (\$1600), and Tidewater Parent (\$517.50). Also, paid \$1466.25 to IOW for 1/2 of cost for ad with Leisure Publishing Co. (walking tour/meeting planner).

**Parks & Recreation**

Pinewood Playground

Paid Brown's Lawn & Tractor Service \$2,208 for hardwood mulch (delivery and install)

Community Wellness Initiative

Expenses to date for consultant hours. The Town received \$22,775 from the Obici grant at the end of FY2011 to be used towards funding of this cost.

**Community Development**

Pinewood Heights

Pinewood Heights will be handled as a budget amendment. During the budget planning phase for FY2012, we did not know how much would be remaining at the end of FY2011, and we did not want to inflate the 2012 budget.

**Contributions-Community Development**

Tourism

The town received a true up refund from FY2011 of \$25,516.74 that we were not expecting. Since we were not aware of it during the audit process (and DHG no longer audits IOW County as well as the Town), we were unable to offset it against last year's expense; therefore, the 2012 expense will be significantly lowered.

**Public Works**

Hurricane Irene Expenses

Gas and supplies for Hurricane Irene. Some of this will not be reimbursed, as FEMA does not give direct reimbursement for fuel. They will allow reimbursement only for fuel actually used during the event.

**Public Buildings**

Repairs & Maintenance

Includes \$5,267.64 for labor (\$3868.15) and materials (\$1399.49) to relocate fire/security system for

315 Main Street. May need to move this to a separate line item to track new building operating expenses.

Rent Expense-Office Space

Rent will only be paid through December 2011, therefore, 67% of the budget has already been expensed.

**Capital Expenses**

**Community Development**

CDBG Owner Acquisition

The Town closed on the last owner occupied unit in the MY2 portion of Phase I. This expense has been reimbursed by CDBG.

Public Buildings

Office space improvements-contractor

Substantial completion of the new TM and PD offices by JR Wills and Sons.

**SEWER FUND**

**Revenues**

VML Safety Grant

Received \$2000 for safety grant related to ARC flash.

**Expenses**

Health Insurance

This expense represents payment for the months of July through November.

HRPDC FOG/Sewer Programs

The budget figures given to us from HRPDC do not appear to be broken down into specific categories as in FY2011. The total waste water programs budget is shown as \$899 of which the 1st two quarterly payments are \$449.50. I assume the FOG program is included in this cost.

Insurance

Two of four quarterly payments have been made to VML for property/casualty and workers' comp insurance accounting for 50% of annual budget.

Contractual

Represents \$450.45 payment to VUPS, and \$395 to Specter Instruments.

**Nonoperating Revenues (Expenses)**

Interest Revenue

Interest revenue is already at 67% of budget. This revenue is higher than anticipated because payments on the sewer consent order have not been as large as expected to this point leaving us with higher cash balances in the escrow than anticipated.

Interest Expense

This expense is made up of semi-annual interest paid on VRA loan. Final payment for the fiscal year

is due by April 1.

### **Working Adjustments to CAFR**

Additional debt service costs-principal expense

Principal for the VRA loan is due once a year with the fall payment, so principal reflects 100% of budget.

### **WATER FUND**

#### **Expenses**

Health Insurance

This expense represents payment for the months of July through November.

Contractual

Paid \$5055 to HD Supply Waterworks in August for annual maintenance contract on handhelds and software. This is a budgeted item.

Regional Water Supply

2 quarterly payments of \$605.25 total \$1210.50 for 47% of budget.

Communications

Includes \$2,155.00 invoice from Charter Communications for billing at the RO plant that apparently had not been paid for 3 months. Address was incorrect on bill.

Insurance

Two of four quarterly payments have been made to VML for property/casualty and workers' comp insurance accounting for 50% of annual budget.

Dues and Subscriptions

As with the general fund, most dues and subscriptions are paid in the first few months of the fiscal year.

Miscellaneous

Includes 2 quarterly payments to the Office of Drinking Water of \$ 1505.21 each for a total of \$3010.42. This cost is based on the number of customers in the Town's utility system.

#### **Nonoperating Revenues (Expenses)**

Interest Revenue

As with sewer, interest revenue is higher than anticipated because of cash flow related to the RO plant. So far, start up costs have not been significant and final construction costs have not yet been paid.

Interest Expense

Semi-annual payment on the VML-VACO bond was due in July. Most of the interest expense was accrued on the June 2011 financial statements with the balance reflected in July which is why the % expensed year to date is so low. This line item also includes the semi-annual payment (\$4981.53) for the VRA loan. Accrual at year end will bring this account to budget.

## **Working Adjustments to CAFR**

### Debt Service-principal

This was the principal portion of the VML-VACO bond, all of which is reflected in July and the VRA loan, all of which is due by October 1. Principal has been paid in full for the fiscal year with only interest payments remaining.

### **Capital Expenses**

#### S. Church Street Improvements

Expense for water line replacement on South Church Street. Originally budgeted all of this expense for FY2011, but the project was not completed.

## **HIGHWAY**

### **Expenses**

#### Health Insurance

This expense represents payment for the months of July through November. (42%).

#### Engineering

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

#### Grass Cutting

Grass cutting is seasonal, so the % is higher at the beginning of the fiscal year, will drop off during the winter months, and pick back up in the spring.

#### Insurance

Two of four quarterly payments have been made to VML for property/casualty and workers' comp insurance accounting for 50% of annual budget.

#### Stormwater Management Program (town)

#### Stormwater Management Program (regional)

Again, as with sewer, HRPDC is only showing one category for Regional Storm Water Programs in the amount of \$4,286 for the year. All of the Town's budgeted Highway HRPDC expenses (based on last year's billings) total \$6,340. Possibly we are going to be billed less than FY2011.

### **Capital Expenses**

### **NET CARRYFORWARD FOR 2012**

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

CASH BALANCES AS OF NOVEMBER 30, 2011						
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	DATE RECONCILED	Current Month INTERCO. TRANSFERS	Year end Interco. Transfers	ADJUSTED BALANCES
<b>Water</b>	Farmers Bank	<b>511,722.21</b>	12/13/11	(90,823.91)	-	420,898.30
<b>Water-Debt Service</b>	Farmers Bank	<b>1,321,259.48</b>	12/13/11	23,854.26		1,345,113.74
<b>Water Capital Escrow (availability fees)</b>	TowneBank	<b>563,477.61</b>	12/07/11	-		563,477.61
<b>Water Development Escrow</b>	TowneBank	<b>177,752.60</b>	12/05/11	-	-	177,752.60
<b>Subtotal Water</b>		<b>2,574,211.90</b>		<b>(66,969.65)</b>	<b>-</b>	<b>2,507,242.25</b>
<b>Sewer</b>	Farmers Bank	<b>340,876.90</b>	12/13/11	38,284.57	(320,001.51)	59,159.96
<b>Sewer Development Escrow</b>	TowneBank	<b>316,272.88</b>	12/05/11	-		316,272.88
<b>Sewer Capital Escrow (availability fees)</b>	TowneBank	<b>651,198.31</b>	12/05/11	-		651,198.31
<b>Sewer Compliance</b>	Farmers Bank	436,327.96	12/13/11	28,685.08		465,013.04
<b>Subtotal Sewer</b>		<b>1,744,676.05</b>		<b>66,969.65</b>	<b>(320,001.51)</b>	<b>1,491,644.19</b>
<b>Highway</b>	Farmers Bank	<b>52,081.84</b>	12/13/11	128,323.85	-	180,405.69
<b>General Fund</b>	Farmers Bank	<b>849,517.25</b>	12/12/11	(128,323.85)	320,001.51	1,041,194.91
<b>Payroll</b>	Farmers Bank	<b>31,070.82</b>	12/12/11			31,070.82
<b>Money Market-General Fund</b>	TowneBank	<b>124,125.71</b>	12/07/11			124,125.71
<b>Business Super Now-General Fund</b>	Farmers Bank	<b>32,855.04</b>	12/13/11	-		32,855.04
<b>Money Market-General Fund</b>	Farmers Bank	<b>285,638.72</b>	12/05/11			285,638.72
<b>General Fund Capital Escrow Account</b>	TowneBank	<b>50,572.85</b>	12/05/11	-		50,572.85
<b>Certificate of Deposit</b>	Farmers Bank	<b>524,723.34</b>	12/13/11	(500,000.00)		24,723.34
<b>Certificate of Deposit-Police Dept</b>	Farmers Bank	<b>36,159.81</b>	12/13/11			36,159.81
<b>Special Project Account (Pinewood)</b>	Farmers Bank	<b>40,215.10</b>	12/13/11	-	-	40,215.10
<b>Pinewood Heights Escrow</b>	Farmers Bank	<b>51,853.14</b>	12/13/11			51,853.14
<b>S. Church Street Account</b>	TowneBank	<b>65,842.04</b>	12/07/11	500,000.00		565,842.04
<b>Subtotal General Fund</b>		<b>2,092,573.82</b>		<b>(128,323.85)</b>	<b>320,001.51</b>	<b>2,284,251.48</b>
<b>Beautification Fund</b>	Farmers Bank	<b>7,798.13</b>	12/13/11			7,798.13
<b>Money Market-Beautification</b>	Farmers Bank	<b>297,261.71</b>	12/13/11			297,261.71
<b>Subtotal Beautification</b>		<b>305,059.84</b>				<b>305,059.84</b>
<b>Rising Star CDBG</b>	Farmers Bank	<b>71,063.49</b>	12/13/11			71,063.49
<b>TOTAL ALL FUNDS</b>		<b>6,839,666.94</b>		<b>0.00</b>	<b>-</b>	<b>6,839,666.94</b>



PENINSULA METROPOLITAN YMCA  
41 Old Oyster Point Road, Suite C  
Newport News, VA 23602

FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

VENDOR # 2011  
ACCOUNT # 4-100-32300-5603  
DEPT HEAD [Signature]  
TOWN MANAGER PLS

June 28, 2011

Town Of Smithfield  
P. O. Box 246  
310 Institute Street  
Smithfield, VA 23431

Your commitment to the YMCA and to the Luter Capital Campaign helps us provide the quality facilities and programs needed in our community. This is a reminder of your pledge installment.\* Should you have any questions regarding your pledge, please contact me at (757) 223-7925 x202.

Since 1896, the Peninsula Metropolitan YMCA has contributed to the lives of countless boys, girls, men and women of all ages, races, religions and economic backgrounds. With your help we will continue to strengthen our community.

Sincerely,  
Sandy Young

\*Please note: You may pay your pledge by credit card, check, cash or automatic monthly bank withdrawals. The Peninsula Metropolitan YMCA will convert payments made by personal check into one-time Electronic Funds Transfer Payments.

----- Cut here -----



Please return this portion with your payment.  
PENINSULA METROPOLITAN YMCA  
41 Old Oyster Point Road, Suite C  
Newport News, VA 23602  
ATTN: Contributions July 2011

**Thank you for making our community a healthier and happier place to live!**

Pledge Payment for Luter Capital Campaign 2010:

Total Pledge Amount: \$500,000.00  
Pledge Balance: \$500,000.00

Contributor# 720038-00

**This Installment Amount: \$50000.00**

Town Of Smithfield  
P. O. Box 246  
310 Institute Street  
Smithfield, VA 23431

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

Project Manager Michael Tippin  
 Principal David Bradshaw

Project 3682 South Church Street Waterline Replacment (IDQ 3152)  
**Professional Services for the Period through November 30, 2011**

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
Study	3,940.00	100.00	3,940.00	3,940.00	0.00
60% Design	21,910.00	100.00	21,910.00	21,910.00	0.00
100% Design	9,940.00	100.00	9,940.00	9,940.00	0.00
Final Design	4,340.00	100.00	4,340.00	4,340.00	0.00
Direct Costs	1,100.00	100.00	1,100.00	1,100.00	0.00
Additional Services	7,000.00	35.00	2,450.00	2,450.00	0.00
Change Order #1	36,580.00	45.00	16,461.00	12,803.00	3,658.00
Total Fee	84,810.00		60,141.00	56,483.00	3,658.00
	<b>Subtotal</b>				<b>3,658.00</b>
			<b>Invoice Total:</b>		<b>\$3,658.00</b>

**Outstanding Invoices**

Number	Date	Balance
46718	10/31/2011	1,829.00
<b>Total</b>		<b>1,829.00</b>

Clark Nexsen - Deborah A. Gill

*dagell*

VENDOR # \_\_\_\_\_  
 ACCOUNT # 005 - 42000 - 7100  
 DEPT HEAD M.T.H.  
 TOWN MANAGER PLS

# CLARK • NEXSEN

Architecture & Engineering

# Invoice

November 30, 2011  
Invoice No: 46981

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

Project Manager Michael Tippin  
Principal David Bradshaw  
Project 3683 South Church Street Construction Inspection Services (IDQ 3152)  
**Professional Services for the Period through November 30, 2011**

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
CA - Office	194,034.00	64%	124,443.25	112,518.12	11,925.13
Total Fee	194,034.00		124,443.25	112,518.12	11,925.13
	<b>Subtotal</b>				<b>11,925.13</b>
			<b>Invoice Total:</b>		<b>\$11,925.13</b>

### Outstanding Invoices

Number	Date	Balance
46719	10/31/2011	11,620.44
<b>Total</b>		<b>11,620.44</b>

Clark Nexsen - Deborah A. Gill

*dagill*

VENDOR # \_\_\_\_\_

ACCOUNT # 065-100-4130-8100

DEPT HEAD W.F.H.

TOWN MANAGER \_\_\_\_\_

*PLS*

6160 Kempsville Circle, Suite 200A, Norfolk, Virginia 23502 757/455-5800 Fax 757/455-5838 <http://www.clarknexsen.com>  
A Professional Corporation Offices in Norfolk, Richmond, Roanoke, Washington, D.C., Charlotte and Raleigh

# J.R. Wills & Sons, Inc.

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

Invoice No. 230-06P

## INVOICE

### Customer

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

Date 11/29/2011  
 Order No. \_\_\_\_\_  
 Rep \_\_\_\_\_  
 FOB \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
	Police Building Renovation 913 South Church Street Smithfield, VA		
1	Retainage - Pay Request #1		\$2,337.92
1	Retainage - Pay Request #2		\$2,725.16
1	Retainage - Pay Request #3		\$2,281.50
1	Retainage - Pay Request #4		\$2,650.77
1	Retainage - Pay Request #5		\$194.43
1	Retainage - Pay Request #6		\$1,555.41
VENDOR # _____			
ACCOUNT # _____			
DEPT HEAD <u>W.R. [Signature]</u>			
TOWN MANAGER <u>[Signature]</u>			
Taxes _____			
			<b>\$11,745.19</b>

### Payment Details

- Cash
- Check
- Credit Card

Name \_\_\_\_\_  
 CC # \_\_\_\_\_  
 Expires \_\_\_\_\_

PAYMENT DUE UPON RECEIPT



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

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 1, 2011 TO NOVEMBER 30, 2011*

INDEPENDENT PROJECTS	Fee Basis	% Complete	Amount Earned	Previous Amount Billed	Amount Due This Invoice
<i>Consent Order/SSO Annual Report Development (HR04103-26)</i>					
Report Activities	Lump Sum	64.00%	\$ 16,000.00	\$ 15,600.00	\$400.00
<i>Consent Order/Locality-HRSD Coordination (HR04103-27)</i>					
Coordination Activities	Lump Sum	97.20%	\$ 145,800.00	\$ 143,700.00	\$2,100.00
<i>Consent Order / SSES Task 1 Record Review (HR04103-43R)</i>					
Record Review	Lump Sum	42.20%	\$ 6,625.40	\$ 4,725.70	\$1,899.70
<i>Consent Order / SSES Task 2 Pump Station Inspections (HR04103-44R)</i>					
Pump Station Inspections	Lump Sum	78.00%	\$ 30,030.00	\$ 14,245.00	\$15,785.00
<i>Consent Order / SSES Task 5 Manhole Inspections (HR04103-47R)</i>					
Field Tasks - Manhole Inspections	Lump Sum	100.00%	\$ 70,000.00	\$ 68,320.00	\$1,680.00
<i>Consent Order / SSES Task 6 Pump Station Run Analysis (HR04103-48R)</i>					
Analysis of Run Time Data	Lump Sum	84.60%	\$ 11,336.40	\$ 10,385.00	\$951.40

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

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 1, 2011 TO NOVEMBER 30, 2011*

<i>Consent Order / SSES Task 8 Data Analysis and Condition</i> (HR04103-50R)					
Data Analysis	Lump Sum	52.10%	\$ 34,907.00	\$ 25,460.00	\$9,447.00
<i>Consent Order/SSO Private Property I/I Abatement Program</i> (HR04103-57RI)					
Program Assistance	Lump Sum	28.60%	\$ 7,150.00	\$ 3,625.00	\$3,525.00
<i>Consent Order/ SSO Field Services Phase 2 CCTV</i> (HR04103-58R)					
Field Services	Lump Sum	59.00%	\$ 70,800.00	\$ 50,400.00	\$20,400.00
<i>Consent Order/SSO General Regional Hydraulic Model</i> (HR04103-59RI)					
Model Development	Lump Sum	26.00%	\$ 7,800.00	\$ 4,590.00	\$3,210.00
				<b>TOTALS</b>	<b>\$59,660.60</b>

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

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 1, 2011 TO NOVEMBER 30, 2011*

<i>GENERAL REVIEW SERVICES (HR04103-02)</i> YMCA Parking Lot Addition Site Plan Review	<b>Billing Period</b> 2011	<b>Fee Basis</b>	<b>Rate</b>	<b>Time Charged (Hours)</b>	<b>Fee Earned</b>
<b><i>Project Labor</i></b>					
Technical Principal	November	Hourly	\$175.00	1.5	\$262.50
				Sub Total	\$262.50

*TOTAL = \$262.50*

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

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 1, 2011 TO NOVEMBER 30, 2011*

<i>GENERAL REVIEW SERVICES (HR04103-26)</i> Consent Order / Annual Report Development	<b>Billing Period</b> 2011	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b><i>Project Labor</i></b>							
Report Activities	November	Lump Sum	\$25,000.00	64.00%	\$16,000.00	\$15,600.00	\$400.00
Project Totals			\$25,000.00	64.00%	\$16,000.00	\$15,600.00	\$400.00

*TOTAL = \$400.00*

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

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 1, 2011 TO NOVEMBER 30, 2011*

<i>GENERAL REVIEW SERVICES (HR04103-27)</i> Consent Order / HRSD-Locality Coordination	Billing Period (2011)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<b><i>Project Labor</i></b>							
Coordination Activities	November	Lump Sum	\$150,000.00	97.20%	\$145,800.00	\$143,700.00	\$2,100.00
Project Totals			\$150,000.00	97.20%	\$145,800.00	\$143,700.00	\$2,100.00

*TOTAL = \$2,100.00*

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

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 1, 2011 TO NOVEMBER 30, 2011*

<i>GENERAL REVIEW SERVICES (HR04103-43R)</i> Consent Order / SSES Task 1 Record Review	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b><i>Project Labor</i></b>							
Record Review	November	Lump Sum	\$15,700.00	42.20%	\$6,625.40	\$4,725.70	\$1,899.70
Project Totals			\$15,700.00	42.20%	\$6,625.40	\$4,725.70	\$1,899.70

**TOTAL = \$1,899.70**

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

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 1, 2011 TO NOVEMBER 30, 2011*

<i>GENERAL REVIEW SERVICES (HR04103-44R)</i> Consent Order / SSES Task 2 Pump Station Inspections	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b><i>Project Labor</i></b>							
Field Tasks - Pump Station Inspections	November	Lump Sum	\$38,500.00	78.00%	\$30,030.00	\$14,245.00	\$15,785.00
Project Totals			\$38,500.00	78.00%	\$30,030.00	\$14,245.00	\$15,785.00

**TOTAL = \$15,785.00**

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

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 1, 2011 TO NOVEMBER 30, 2011*

<i>GENERAL REVIEW SERVICES (HR04103-47R)</i> Consent Order / SSES Task 5 Manhole Inspections	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b><i>Project Labor</i></b>							
Field Tasks - Manhole Inspections	November	Lump Sum	\$70,000.00	100.00%	\$70,000.00	\$68,320.00	\$1,680.00
Project Totals			\$70,000.00	100.00%	\$70,000.00	\$68,320.00	\$1,680.00

*TOTAL = \$1,680.00*

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

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 1, 2011 TO NOVEMBER 30, 2011*

<i>GENERAL REVIEW SERVICES (HR04103-48R)</i> Consent Order / SSES Task 6 Pump Run Time Analysis	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b><i>Project Labor</i></b>							
Analysis of Run Time Data	November	Lump Sum	\$13,400.00	84.60%	\$11,336.40	\$10,385.00	\$951.40
Project Totals			\$13,400.00	84.60%	\$11,336.40	\$10,385.00	\$951.40

*TOTAL = \$951.40*

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

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 1, 2011 TO NOVEMBER 30, 2011*

<i>GENERAL REVIEW SERVICES (HR04103-50R)</i> Consent Order / SSES Task 8 Data Analysis and Condition	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b><i>Project Labor</i></b>							
Data Analysis	November	Lump Sum	\$67,000.00	52.10%	\$34,907.00	\$25,460.00	\$9,447.00
Project Totals			\$67,000.00	52.10%	\$34,907.00	\$25,460.00	\$9,447.00

*TOTAL = \$9,447.00*

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

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 1, 2011 TO NOVEMBER 30, 2011*

<i>GENERAL REVIEW SERVICES (HR04103-57RI)</i> Private Property I/I Abatement Program	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b><i>Project Labor</i></b>							
Program Assistance	November	Lump Sum	\$25,000.00	28.60%	\$7,150.00	\$3,625.00	\$3,525.00
Project Totals			\$25,000.00	28.60%	\$7,150.00	\$3,625.00	\$3,525.00

*TOTAL = \$3,525.00*

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

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 1, 2011 TO NOVEMBER 30, 2011*

<i>GENERAL REVIEW SERVICES (HR04103-58R)</i> Field Services Phase 2 CCTV	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b><i>Project Labor</i></b>							
Field Services	November	Lump Sum	\$120,000.00	59.00%	\$70,800.00	\$50,400.00	\$20,400.00
Project Totals			\$120,000.00	59.00%	\$70,800.00	\$50,400.00	\$20,400.00

*TOTAL = \$20,400.00*

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

*PROJECT BILLING FOR PERIOD BEGINNING NOVEMBER 1, 2011 TO NOVEMBER 30, 2011*

<i>GENERAL REVIEW SERVICES (HR04103-59RI)</i> Consent Order / SSO General Regional Hydraulic Model	<b>Billing Period</b> (2011)	<b>Fee Basis</b>	<b>Fee</b>	<b>% Complete</b>	<b>Amount Earned</b>	<b>Prior Invoice Amount</b>	<b>Amount Due</b>
<b><i>Project Labor</i></b>							
Model Development	November	Lump Sum	\$30,000.00	26.00%	\$7,800.00	\$4,590.00	\$3,210.00
Project Totals			\$30,000.00	26.00%	\$7,800.00	\$4,590.00	\$3,210.00

*TOTAL = \$3,210.00*



# Draper Aden Associates

Engineering • Surveying • Environmental Services

## Progress Report

---

**To:** Ms. Sonja Pruitt  
**Company:** Town of Smithfield  
**From:** Andy Snyder  
**Project Name:** Annual Engineering Services Contract – November 2011 Invoices  
**Project Number:** HR04103-02, HR04103-26, HR04103-27, HR04103-43R, HR04103-44R, HR04103-47R, HR04103-48R, HR04103-50R, HR04103-57RI, HR04103-58R, HR04103-59RI  
**Date:** December 12, 2011  
**cc:** Bill Hopkins, Scott Schiller

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### Recent Activities:

1. HR04103-02 – Review of the YMCA Parking Addition Site Plan submittal.
2. HR04103-26 – Completed development of the Annual Report for Fiscal Year 2011.
3. HR04103-27 – Continued coordination with the Town of Smithfield and other Consent Order related parties, attended Capacity Team and Locality meetings, provided general Consent Order related assistance and continued to assist the Town with miscellaneous information requests.
4. HR04103-43R – Continued to develop an approach for collecting record related information from the Town of Smithfield and how to apply it to the rehabilitation planning work.
5. HR04103-44R – Performed field inspection of pump stations and began to log collected information into a database for condition assessment purposes.
6. HR04103-47R – Completed quality control review of manhole inspection data and logged all collected information into a database for condition assessment purposes.
7. HR04103-48R – Continued analysis of pump run time data that has been submitted to date.
8. HR04103-50R – Continued to organize the data collected throughout the SSES field service tasks and generate condition assessment reports.
9. HR04103-57RI – Continued to assist the Town with development of their Private Property I/I Abatement Program.
10. HR04103-58R – Completed field work associated with the second phase of CCTV inspections as required for the Special Order by Consent.
11. HR04103-59RI – Attended a model user group meeting and continued to assist the Town with regional hydraulic model development.

### Upcoming Tasks:

1. HR04103-02 – Site plan review will be conducted on an as needed basis.
2. HR04103-26 – Next Annual Report will not be due until November 2012.
3. HR04103-27 – Attend meetings and coordinate with Town/other localities as necessary.
4. HR04103-43R – Schedule meeting with Town to discuss SEMS data availability.
5. HR04103-44R – Complete the logging of collected information into a database.
6. HR04103-47R – Task is complete.

\\Hmp-files\projects\HR04\100\HR04103\HR04103-02\WORK\Billing File\2011 Invoice Files\November 2011\November 2011 Progress Report 12-12-11.doc

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Blacksburg • Charlottesville • Richmond

7. HR04103-48R – Complete the analysis of pump run time data submitted by the Town of Smithfield.
8. HR04103-50R – Continue analysis of the data collected during the SSES field service tasks and to develop condition assessment report documentation.
9. HR04103-57RI – Continue to assist the Town with development of their Private Property I/I program.
10. HR04103-58R – Complete the coding of defects identified during the CCTV field inspections and perform a quality control review of the data.
11. HR04103-59RI – Attend model user group meetings as necessary and continue to assist the Town with regional hydraulic model development.

**Scope Changes:**

1. None

**Budget Status/Percent Complete**

1. HR04103-02 – Time and materials task. All work is being done within expected budgetary limits.
2. HR04103-26 – 64.00%
3. HR04103-27 – 97.20%
4. HR04103-43R – 42.20%
5. HR04103-44R – 78.00%
6. HR04103-47R – 100.00%
7. HR04103-48R – 84.60%
8. HR04103-50R – 52.10%
9. HR04103-57RI – 28.60%
10. HR04103-58R – 59.00%
11. HR04103-59RI – 26.00%

**Schedule Status/Deliverable Status**

1. HR04103-02 – On schedule.
2. HR04103-26 – On schedule based on VDEQ deadlines.
3. HR04103-27 – On-going task for duration of Consent Order Project.
4. HR04103-43R – On schedule based on VDEQ deadlines.
5. HR04103-44R – On schedule based on VDEQ deadlines.
6. HR04103-47R – Task is complete.
7. HR04103-48R – On schedule based on VDEQ deadlines.
8. HR04103-50R – On schedule based on VDEQ deadlines.
9. HR04103-57RI – On schedule based on VDEQ deadlines.
10. HR04103-58R – On schedule based on VDEQ deadlines.
11. HR04103-59RI – 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

**CLARK • NEXSEN**  
*Architecture & Engineering*

December 12, 2011

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

Explanation of Amount Certified

Application No: 12  
Application Date: 12/09/2011  
Period To: 12/02/2011

EN03-300-108, C502, UPC95571/93722

Contract Date: 11/04/2010

Invoice No: 6719

The items within the "Change Order Summary" have not been approved. This amount has been removed from all line items.

The amount certified was adjusted as shown below:

Contract Sum to Date..... \$2,593,555.5  
Total Completed and Stored to Date..... \$1,225,950.48  
Total Earned Less Retainage..... \$1,225,950.48  
Current Payment Due..... \$138,841.42

VENDOR # EXCEL  
ACCOUNT # 100-4130-8100  
DEPT HEAD W.F.H.  
TOWN MANAGER FMS

**APPLICATION AND CERTIFICATE FOR PAYMENT**

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

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

APPLICATION NO.: ~~TT 12~~  
APPLICATION DATE: ~~11/14/2011~~ 12/9/2011  
PERIOD TO: ~~11/17/2011~~ 12/2/2011

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

JOB # 1189  
ARCHITECT:

EN03-300-108, C502, UPC95571/93722

CONTRACT DATE: 11/4/2010

CONTRACT FOR:

INVOICE NO: ~~621474~~ 6719

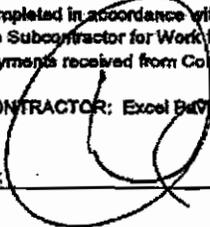
**CONTRACTOR'S APPLICATION FOR PAYMENT**

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL		\$ 36,579.41	\$ -
Approved this Month			
	Date Approved		
CO #3		\$ -	\$ -
CO #4		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTALS		\$ 36,579.41	\$ -
Net Change by Change Orders		\$ 36,579.41	\$ -

Not Approved

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

CONTRACTOR: Excel Paving Corporation

By: 

Date: 12-09-11

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..... ~~\$ - 36,579.41~~ \$ 0.00  
(Line 1 & 2)

Contract Sum To Date..... ~~\$ 2,630,134.91~~ \$ 2,593,555.50

Total Completed and Stored To Date..... ~~\$ 1,292,529.99~~ \$ 1,225,950.48  
(Column G)

Retainage:

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

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

Total Retainage..... \$ -

Total Earned Less Retainage..... ~~\$ 1,292,529.99~~ \$ 1,225,950.48  
(Line 4 less Line 5 Total)

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

Less Previous Payments..... ~~\$ 1,096,489.25~~ \$ 1,087,109.06  
(Line 6 from prior Certificate)

Current Payment Due..... ~~\$ 164,646.45~~ \$ 138,841.42

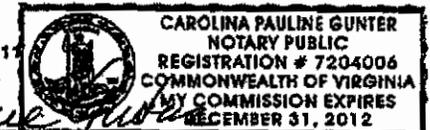
Balance to Finish Including Retainage..... \$ 1,387,605.02  
(Line 3 less Line 6)

State of Virginia  
City of Norfolk  
Subscribed and sworn to before me this  
9th day of December, 2011

NOTARY PUBLIC:

Signed:

My Commission Expires:



*Carolina Pauline Gunter*  
December 3, 2012

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED: \$138,841.42

(Attach explanation if amount certified differs from Amount applied for.)

ARCHITECT: Clark Nexsen

By: 

Date: 12/12/2011

**CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT**

Pg of

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

PROJECT: SOUTH CHURCH STREET STREETScape IMPROV. PHASE V SMITHFIELD, VA	APPLICATION: 12 INVOICE NO.: 6719
EN03-300-108, C502, UPC05571/83722	ESTIMATE FOR PERIOD ENDING: 11/7/2011 thru 12/2/2011
SUBCONTRACTOR: EXCEL PAVING CORP.	SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502

ITEM NO.	LINE ITEM DESCRIPTION	FROM SCHEDULE OF PRICES		TOTAL QUANTITIES REQUESTED			UNIT PRICES				ARRA	ENHANCE	URBAN	TOWN
		SCHEDULED	SCHEDULED	PREVIOUSLY	FOR	TOTAL TO	SCHEDULED	TOTAL	TOTAL DUE	TOTAL DUE	Funding	Funding	Funding	Funding
		UNIT	QUANTITY	REPORTED	MONTH	DATE	UNIT PRICE	CONTRACT	THIS PERIOD	TO DATE	Breakdown	Breakdown	Breakdown	Breakdown
<b>General Items</b>														
1	Mobilization	LS	1.00	0.89	0.11	1.00	\$ 176,500.00	\$ 176,500.00	\$ 18,415.00	\$ 176,500.00	\$ 58,245.00	\$ 119,255.00		
2	Construction Surveying	LS	1.00	0.65	0.05	0.70	\$ 12,000.00	\$ 12,000.00	\$ 800.00	\$ 8,400.00	\$ 8,400.00	\$ 8,400.00		
3	SM-9.5 A Surface Course	TN	840.00	0.00	0.00	0.00	\$ 94.00	\$ 78,960.00	\$ -	\$ -				
4	IM-19.0 Intermediate Course	TN	1,000.00	21.28	0.00	21.28	\$ 96.00	\$ 96,000.00	\$ -	\$ 2,042.88		\$ 2,042.88		
5	BM-25 Base Course	TN	1,000.00	206.38	128.35	335.73	\$ 96.00	\$ 96,000.00	\$ 12,417.60	\$ 32,230.08		\$ 32,230.08		
6	Aggregate Material Size 21-A	TN	3,400.00	1,983.35	178.31	2159.66	\$ 27.00	\$ 91,800.00	\$ 4,760.37	\$ 58,310.82	\$ 6,403.86	\$ 51,906.86		
7	Combination 4" Curb and Gutter	LF	4,600.00	1,409.00	432.00	1841.00	\$ 29.00	\$ 133,400.00	\$ 12,528.00	\$ 53,389.00		\$ 53,389.00		
8	4" Curb	LF	450.00	328.00	85.00	413.00	\$ 22.80	\$ 10,260.00	\$ 1,938.00	\$ 9,416.40		\$ 9,416.40		
8	VDOT Std CG-2	LF	110.00	97.00	0.00	97.00	\$ 23.00	\$ 2,530.00	\$ -	\$ 2,231.00		\$ 2,231.00		
10	VDOT Std CG-6	LF	180.00	144.00	0.00	144.00	\$ 29.00	\$ 4,840.00	\$ -	\$ 4,176.00		\$ 4,176.00		
11	3' Valley Gutter	LF	500.00	422.50	74.00	496.50	\$ 27.50	\$ 13,750.00	\$ 2,035.00	\$ 13,653.75		\$ 13,653.75		
12	Residential Drive	SY	350.00	194.30	68.50	262.80	\$ 99.50	\$ 34,825.00	\$ 8,815.75	\$ 26,148.60		\$ 26,148.60		
13	Commercial Drive	SY	200.00	0.00	0.00	0.00	\$ 152.00	\$ 30,400.00	\$ -	\$ -				
14	Stamped Asphalt Crosswalk	SY	500.00	0.00	0.00	0.00	\$ 66.00	\$ 33,000.00	\$ -	\$ -				
15	Reset Existing Pavers	SY	250.00	0.00	0.00	0.00	\$ 117.50	\$ 29,375.00	\$ -	\$ -				
16	Paver Sidewalk	SY	2,100.00	0.00	0.00	0.00	\$ 94.65	\$ 198,765.00	\$ -	\$ -				
17	Unit Paver Accessible Ramp	SY	50.00	0.00	0.00	0.00	\$ 175.00	\$ 8,750.00	\$ -	\$ -				
18	Replace Existing Brick Wall with like, kind, height, and length	VSF	1,600.00	270.00	0.00	270.00	\$ 30.00	\$ 48,000.00	\$ -	\$ 8,100.00		\$ 8,100.00		
19	Regular Excavation	CY	3,200.00	1,652.00	72.00	1724.00	\$ 35.00	\$ 112,000.00	\$ 2,520.00	\$ 60,340.00	\$ 11,340.00	\$ 49,000.00		
20	Select Fill	CY	1,000.00	302.00	0.00	302.00	\$ 16.00	\$ 16,000.00	\$ -	\$ 4,832.00		\$ 4,832.00		
21	4" Topsoil Class A	AC	1.00	0.14	0.00	0.14	\$ 17,850.00	\$ 17,850.00	\$ -	\$ 2,499.00		\$ 2,499.00		
22	12" Storm Drainage Pipe	LF	185.00	0.00	0.00	0.00	\$ 105.00	\$ 17,325.00	\$ -	\$ -				
23	15" Storm Drainage Pipe	LF	1,430.00	778.00	0.00	778.00	\$ 105.00	\$ 150,150.00	\$ -	\$ 81,890.00	\$ 13,440.00	\$ 68,250.00		
24	18" Storm Drainage	LF	270.00	222.00	0.00	222.00	\$ 108.00	\$ 29,160.00	\$ -	\$ 23,976.00	\$ 23,976.00			
25	21" Storm Drain	LF	530.00	206.00	72.00	278.00	\$ 138.00	\$ 73,140.00	\$ 9,936.00	\$ 38,364.00		\$ 38,364.00		
26	24" Storm Drain	LF	655.00	630.00	0.00	630.00	\$ 139.00	\$ 91,045.00	\$ -	\$ 87,570.00		\$ 87,570.00		
27	DI-1	EA	5.00	2.00	0.00	2.00	\$ 3,735.00	\$ 18,875.00	\$ -	\$ 7,470.00		\$ 7,470.00		
28	MH-1	EA	9.00	6.00	0.00	6.00	\$ 3,718.00	\$ 33,482.00	\$ -	\$ 22,308.00		\$ 22,308.00		
29	DI 3-B L=4'	EA	4.00	2.50	0.00	2.50	\$ 2,940.00	\$ 11,760.00	\$ -	\$ 7,350.00	\$ 2,940.00	\$ 4,410.00		
30	DI-3B L=6'	EA	7.00	3.00	0.00	3.00	\$ 2,952.00	\$ 20,664.00	\$ -	\$ 8,856.00		\$ 8,856.00		
31	DI 3-b L=8'	EA	2.00	1.00	0.00	1.00	\$ 3,208.00	\$ 6,412.00	\$ -	\$ 3,208.00		\$ 3,208.00		
32	DI-3C L=6'	EA	2.00	2.00	0.00	2.00	\$ 2,892.00	\$ 5,784.00	\$ -	\$ 5,784.00		\$ 5,784.00		
33	DI-3BB L=4'	EA	2.00	3.00	0.00	3.00	\$ 4,251.00	\$ 8,502.00	\$ -	\$ 12,753.00		\$ 12,753.00		
34	DI-3BB L=8'	EA	8.00	8.00	0.00	8.00	\$ 4,314.00	\$ 34,512.00	\$ -	\$ 25,884.00		\$ 25,884.00		
36	DI-3CC L=6'	EA	1.00	0.00	0.00	0.00	\$ 5,217.00	\$ 5,217.00	\$ -	\$ -				
36	18" Flared End Section	EA	1.00	1.00	0.00	1.00	\$ 1,957.00	\$ 1,957.00	\$ -	\$ 1,957.00	\$ 1,957.00			
37	Select Fill For Trench	CY	1,700.00	863.00	100.00	963.00	\$ 16.00	\$ 27,200.00	\$ 1,800.00	\$ 15,408.00	\$ 4,828.00	\$ 10,480.00		
38	Adjust Rim to Finished Grade	EA	7.00	0.00	0.00	0.00	\$ 800.00	\$ 5,600.00	\$ -	\$ -				
39	Timber Bulkhead Modification	LS	1.00	1.00	0.00	1.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ 7,500.00		\$ 7,500.00		
40	Temporary Filter Barrier	LF	1,100.00	1,556.00	0.00	1556.00	\$ 2.00	\$ 2,200.00	\$ -	\$ 3,112.00	\$ 720.00	\$ 2,392.00		
41	Tree Fence	LF	450.00	813.00	0.00	813.00	\$ 7.50	\$ 3,378.00	\$ -	\$ 6,097.50	\$ 1,072.50	\$ 5,025.00		
42	Inlet Protection	LF	29.00	4.00	0.00	4.00	\$ 100.00	\$ 2,900.00	\$ -	\$ 400.00		\$ 400.00		
43	Construction Entrance	LS	1.00	1.00	0.00	1.00	\$ 2,900.00	\$ 2,900.00	\$ -	\$ 2,900.00		\$ 2,900.00		

**CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT**

pg of

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

PROJECT: SOUTH CHURCH STREET STREETScape IMPROV. PHASE V SMITHFIELD, VA	APPLICATION: 12 INVOICE NO.: 6719
EN03-300-108, C502, UPC95571/93722	ESTIMATE FOR PERIOD ENDING: 11/7/2011 thru 12/2/2011
SUBCONTRACTOR: EXCEL PAVING CORP.	SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502

ITEM NO:	LINE ITEM DESCRIPTION	FROM SCHEDULE OF PRICES					TOTAL QUANTITIES REQUESTED					UNIT PRICES				ARRA	ENHANCE	URBAN	TOWN
		SCHEDULED	SCHEDULED	PREVIOUSLY	FOR	TOTAL TO	SCHEDULED	TOTAL	TOTAL DUE	TOTAL DUE	ARRA Funding Breakdown	ENHANCE Funding Breakdown	URBAN Funding Breakdown	TOWN Funding Breakdown					
		UNIT	QUANTITY	REPORTED	MONTH	DATE	UNIT PRICE	CONTRACT	THIS PERIOD	TO DATE									
44	Demolition	LS	1.00	0.75	0.05	0.80	\$ 106,639.00	\$ 106,639.00	\$ 5,331.95	\$ 85,311.20	\$ 15,960.64	\$ 69,350.56							
45	4" Solid Double Yellow Line	LF	2,360.00	0.00	0.00	0.00	\$ 0.80	\$ 1,888.00	\$ -	\$ -									
46	6" Solid White Lane Line	LF	270.00	0.00	0.00	0.00	\$ 0.50	\$ 135.00	\$ -	\$ -									
47	4" White Mini Skip Line	LF	310.00	0.00	0.00	0.00	\$ 0.50	\$ 155.00	\$ -	\$ -									
48	4" Solid White Parking Stripe	LF	300.00	0.00	0.00	0.00	\$ 0.50	\$ 150.00	\$ -	\$ -									
49	24" Solid White Stop Bar	LF	85.00	0.00	0.00	0.00	\$ 2.50	\$ 212.50	\$ -	\$ -									
50	Single Arrow	EA	3.00	0.00	0.00	0.00	\$ 47.00	\$ 141.00	\$ -	\$ -									
51	Double Arrow	EA	4.00	0.00	0.00	0.00	\$ 80.00	\$ 320.00	\$ -	\$ -									
52	Only	EA	1.00	0.00	0.00	0.00	\$ 100.00	\$ 100.00	\$ -	\$ -									
53	Handicap Parking Symbol	EA	1.00	0.00	0.00	0.00	\$ 80.00	\$ 80.00	\$ -	\$ -									
54	Handicap Parking Sign	EA	2.00	0.00	0.00	0.00	\$ 135.00	\$ 270.00	\$ -	\$ -									
55	Stop Sign	EA	1.00	0.00	0.00	0.00	\$ 180.00	\$ 180.00	\$ -	\$ -									
56	Attach Stop Sign to Existing Route Sign	EA	1.00	0.00	0.00	0.00	\$ 125.00	\$ 125.00	\$ -	\$ -									
57	Relocate Sign	EA	4.00	0.00	0.00	0.00	\$ 100.00	\$ 400.00	\$ -	\$ -									
58	Maintenance of Traffic	LS	1.00	0.60	0.15	0.75	\$ 75,000.00	\$ 75,000.00	\$ 11,250.00	\$ 58,250.00	\$ 17,250.00	\$ 39,000.00							
59	Ginko Bilboa	EA	3.00	0.00	0.00	0.00	\$ 550.00	\$ 1,650.00	\$ -	\$ -									
60	Crape Myrtle	EA	20.00	0.00	0.00	0.00	\$ 220.00	\$ 4,400.00	\$ -	\$ -									
61	Chaste Tree	EA	24.00	0.00	0.00	0.00	\$ 220.00	\$ 5,280.00	\$ -	\$ -									
62	Elm	EA	3.00	0.00	0.00	0.00	\$ 330.00	\$ 990.00	\$ -	\$ -									
63	Autumn Embers Azalea	EA	49.00	0.00	0.00	0.00	\$ 38.00	\$ 1,862.00	\$ -	\$ -									
64	Blushing Bride Hydrangea	EA	10.00	0.00	0.00	0.00	\$ 28.00	\$ 280.00	\$ -	\$ -									
65	Soft Touch Holly	EA	31.00	0.00	0.00	0.00	\$ 27.00	\$ 837.00	\$ -	\$ -									
66	Indian Hawthorne	EA	42.00	0.00	0.00	0.00	\$ 27.00	\$ 1,134.00	\$ -	\$ -									
67	Ground Cover/ Perennials	SY	720.00	0.00	0.00	0.00	\$ 55.00	\$ 39,600.00	\$ -	\$ -									
68	Sodding	SY	5,000.00	750.00	0.00	750.00	\$ 3.90	\$ 17,500.00	\$ -	\$ 2,525.00		\$ 2,625.00							
69	6" Waterline	LF	370.00	50.00	0.00	50.00	\$ 40.00	\$ 14,800.00	\$ -	\$ 2,000.00		\$ 2,000.00							
70	Fire Hydrant Assembly	EA	5.00	5.00	0.00	5.00	\$ 4,474.00	\$ 22,370.00	\$ -	\$ 22,370.00	\$ 4,470.00	\$ 17,900.00							
71	60" Sewer MH	EA	2.00	0.00	0.00	0.00	\$ 6,441.00	\$ 12,882.00	\$ -	\$ -									
72	3/4" Water Service	EA	8.00	0.00	0.00	0.00	\$ 1,874.00	\$ 14,992.00	\$ -	\$ -									
73	Horizontal Offset	EA	1.00	0.00	0.00	0.00	\$ 4,758.00	\$ 4,758.00	\$ -	\$ -									
74	Vertical Offset	EA	3.00	1.00	0.00	1.00	\$ 4,626.00	\$ 13,878.00	\$ -	\$ 4,626.00	\$ 2,626.00	\$ 2,000.00							
75	4" Valve and Box	EA	1.00	0.00	0.00	0.00	\$ 880.00	\$ 880.00	\$ -	\$ -									
76	6" Valve and Box	EA	6.00	5.00	0.00	5.00	\$ 932.00	\$ 5,592.00	\$ -	\$ 4,660.00		\$ 4,660.00							
77	8" Valve and Box	EA	1.00	0.00	0.00	0.00	\$ 1,454.00	\$ 1,454.00	\$ -	\$ -									
78	Kicker Joint	EA	2.00	1.00	0.00	1.00	\$ 903.00	\$ 1,806.00	\$ -	\$ 903.00		\$ 903.00							
79	6x6 Tee	EA	3.00	1.00	0.00	1.00	\$ 530.00	\$ 1,590.00	\$ -	\$ 530.00		\$ 530.00							
80	8" Sewer	LF	100.00	0.00	0.00	0.00	\$ 22.00	\$ 2,200.00	\$ -	\$ -									
81	4" Schedule 80 Pvc with pullwire	LF	32,000.00	16,710.00	4,271.00	20,981.00	\$ 6.25	\$ 200,000.00	\$ 26,693.75	\$ 131,131.25							\$ 131,131.25		
82	Light Pole Foundations	EA	45.00	0.00	0.00	0.00	\$ 682.00	\$ 30,690.00	\$ -	\$ -									
83	4" Schedule 80 pvc (Street Lighting)	LF	4,920.00	1,950.00	0.00	1,950.00	\$ 16.80	\$ 82,866.00	\$ -	\$ 32,780.00		\$ 32,780.00					\$ 32,780.00		
84	Splice Box	EA	45.00	4.00	0.00	4.00	\$ 525.00	\$ 23,625.00	\$ -	\$ 2,100.00		\$ 2,100.00					\$ 2,100.00		
85	Utility Vault	EA	5.00	3.00	2.00	5.00	\$ 10,500.00	\$ 83,000.00	\$ 21,000.00	\$ 52,500.00		\$ 52,500.00					\$ 52,500.00		
86	Addendum 8" water line	LF	30.00	30.00	0.00	30.00	\$ 65.00	\$ 1,950.00	\$ -	\$ 1,950.00		\$ 1,950.00					\$ 1,950.00		
87	Addendum 6x6 Tee	EA	1.00	1.00	0.00	1.00	\$ 903.00	\$ 903.00	\$ -	\$ 903.00		\$ 903.00					\$ 903.00		

**CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT**

pg of

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

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

APPLICATION: 12  
INVOICE NO.: 6719

EN03-300-108, C502, UPC95571/83722

ESTIMATE FOR PERIOD ENDING:  
11/7/2011 thru 12/2/2011

SUBCONTRACTOR:  
EXCEL PAVING CORP.

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

FROM SCHEDULE OF PRICES		TOTAL QUANTITIES REQUESTED					UNIT PRICES				ARRA	ENHANCE	URBAN	TOWN
ITEM NO.	LINE ITEM DESCRIPTION	SCHEDULED UNIT	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE	Funding Breakdown	Funding Breakdown	Funding Breakdown	Funding Breakdown
88	Addendum 8x6 Reducer	EA	1.00	1.00	0.00	1.00	\$ 476.00	\$ 476.00	\$ -	\$ 476.00		\$ 476.00		
89	Addendum DI-3A	EA	2.00	0.00	0.00	0.00	\$ 4,861.00	\$ 9,722.00	\$ -	\$ -				
<b>TOTALS</b>								<b>\$2,593,555.50</b>	<b>\$138,841.42</b>	<b>\$1,225,950.48</b>	<b>\$ 165,329.00</b>	<b>\$ 842,130.23</b>	<b>\$ -</b>	<b>\$ 218,491.25</b>
<b>ADDITIONAL WORK</b>														
90	CO# 1 - PCO #1 - Additional Tree Removal	LS	1.00	1.00	0.00	1.00	\$ 6,258.39	\$ 6,258.39	\$ -	\$ 6,258.39				
91	CO #2 - Install larger Junction Box	LS	1.00	1.00	0.00	1.00	\$ 7,513.99	\$ 7,513.99	\$ -	\$ 7,513.99				
92	CO #3 - AT & T Conflict Structure & Pipe Revision	LS	1.00	0.00	1.00	1.00	\$ 9,496.19	\$ 9,496.19	\$ 9,496.19	\$ 9,496.19				
93	CO #4 - Conflict with Sewer at Hill St.	LS	1.00	0.00	1.00	1.00	\$ 13,310.84	\$ 13,310.84	\$ 13,310.84	\$ 13,310.84				
<b>TOTALS:</b>								<b>\$2,630,134.91</b>	<b>\$161,648.45</b>	<b>\$1,262,529.89</b>	<b>\$ 165,329.00</b>	<b>\$ 842,130.23</b>	<b>\$ -</b>	<b>\$ 218,491.25</b>

NOT APPROVED



December 7, 2011

Mr. Peter Stephenson AICP  
Town Manager, Town of Smithfield  
315 Main Street  
Smithfield, VA 23431

Dear Mr. Stephenson:

This October, the Hampton Roads region, through the Hampton Roads Planning District Commission's local government environmental education partnership, HR Green, was selected by Keep America Beautiful as a national kickoff location for the annual Great American Cleanup™, which marks the beginning of spring cleanup, beautification and recycling events in over 32,000 communities across the country and mobilizes over 3 million volunteers. Through a partnership with Keep Virginia Beautiful and our strong local community improvement programs, I am sure you will recognize this as a unique opportunity for every municipality in our region to participate in a meaningful way.

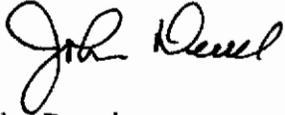
HR Green and Keep Virginia Beautiful invites your Town to propose one or more public projects that would benefit from a one half day surge of volunteer labor on either Friday, April 27th or Saturday, April 28th or both days. The projects would be initiated, organized and guided by your Town's staff or a qualified nonprofit organization that you would like to work with. Projects should be visible to many people in your community and be "transformational" in that there is a significant before and after change to the appearance of the area being targeted. Projects should be designed to involve 50 or more volunteers. Examples of projects include large scale litter cleanups, illegal dump removals, gateway beautifications, spruce up of public parks and facilities (exterior painting, landscaping, cleaning of play equipment), special recycling collection events, and graffiti removal. It is our hope that your Town will have a project that will help energize your community and offer a way for you to supplement your everyday work force at a time when resources are very limited.

Teams of volunteers will be recruited from locally based military commands, corporations and citizen groups. Members of local planning teams, volunteers and members of the Honorary Board will be invited to our "One Clean Nation, One Clean Region" celebratory rally on Friday evening, April 27th, at the proposed site of Town Point Park in Norfolk, to be hosted by Keep Virginia Beautiful, corporate sponsors and community leaders.

We hope you and your staff can join our effort for this important event which will bring national exposure for our region. We are proud to be the host of such a prestigious national kickoff event and our goal is to make Hampton Roads the benchmark for years to come.

Your Town's HR Green representative will contact you by December 30th to confirming your valued participation as a Host Project Kickoff Location, 2011. If you don't yet have a project confirmed, you may indicate your interest by this deadline and follow up with more details by the end of January 2012.

Sincerely,

A handwritten signature in black ink that reads "John Deuel". The signature is written in a cursive style with a large, stylized "J" and "D".

John Deuel  
Chairman - HR Green

Copy: Michael G. Baum, Executive Director - Keep Virginia Beautiful

/jcc

# COMMONWEALTH OF VIRGINIA



The Honorable M. Kirkland Cox, *Chairman*  
Sixty-Sixth House District

The Honorable Stephen H. Martin, *Vice Chairman*  
Eleventh Senatorial District

## Virginia Commission on the Bicentennial of the War of 1812

October 25, 2011

The Honorable David Hare  
Mayor, Town of Smithfield  
P. O. Box 246  
Smithfield, VA 23431

Dear Mayor Hare:

It is my pleasure, as Chairman of the Virginia Commission on the Bicentennial of the American War of 1812, to announce the commemoration of the bicentennial in the Commonwealth and to invite your locality to participate in and support the bicentennial programs and activities. I am joined on the Commission by other members of the Virginia House of Delegates, the Senate of Virginia, and accomplished citizens who have a deep interest in the War of 1812 and a commitment to commemorating the bicentennial. Our legislative Commission is ably assisted in its work by a Citizen Advisory Council, whose members include educators, historians, and representatives of the military and historical and heritage societies.

On January 11, 2012, the Commission, in collaboration with the Richmond Symphony, will launch the bicentennial of the War of 1812 with a Symphonic Tribute at CentreStage in Richmond. Other signature events include:

- OpSail 2012 Virginia, June 1-12, 2011
- Chesapeake Bay Tour in 2013
- Legacy Symposium, June 2014
- Commemoration of the Burning of the White House and Occupation of Alexandria, August 2014
- Memorial Honoring Fort Meigs and Recognition of Contributions of African Americans in the War of 1812, June 2015

From 2011 through 2015, the Commission will dedicate historical highway markers for certain sites on the newly created Virginia War of 1812 Heritage Trail. A copy of our commemorative brochure is enclosed. In addition, the Commission is requesting local governing bodies to pass a resolution in support of the bicentennial. A sample resolution is enclosed for your perusal and use. Many other activities, including a documentary, book, and a War of 1812 in Virginia exhibit, are in production. All bicentennial programs and activities are designed to promote historical literacy and scholarly research, showcase accurately Virginia's role in and vast contributions to "*The Forgotten War: America's Second War of Independence*," and educate Virginians concerning the significance of the war to democratic principles, contemporary national policies, homeland security, and diplomacy.

Further, I encourage you to plan local programs and activities in which your residents can participate to mark the bicentennial, and to your events with the Commission in order that we may publicize them on our website at <<http://va1812bicentennial.dls.virginia.gov/>>. We hope that we can count on you to join us in celebrating and remembering this very important historic event in the life of the Commonwealth and our nation. For more information concerning Virginia's bicentennial commemoration of the War of 1812, please contact our staff, Mrs. Brenda H. Edwards, at the Division of Legislative Services in Richmond, (804) 786-3591 or [bedwards@dls.virginia.gov](mailto:bedwards@dls.virginia.gov).

Sincerely,

A handwritten signature in black ink that reads "M. Kirkland Cox". The signature is written in a cursive, flowing style.

M. Kirkland Cox  
Chairman

Enclosures

cc: The Honorable Stephen H. Martin  
The Honorable Christopher K. Peace

**A RESOLUTION No.**

**To commemorate and support the Bicentennial of the American War of 1812 in Virginia**

WHEREAS, the American War of 1812 was fought between the United States and Britain from June 18, 1812, through February 18, 1815, in Virginia and Maryland, along the Canadian border, along the western frontier, along the Gulf Coast, and through naval engagements in the Great Lakes and the Atlantic and Pacific Oceans; and

WHEREAS, the strategic location of the Chesapeake Bay near the nation's capitol made it a prime target for the British, and the coast of Virginia figured prominently in the Atlantic theatre of operations; and

WHEREAS, there were some 73 armed encounters with the British that took place in Virginia during the war, and Virginians actively fought in Maryland, Virginia, and Ohio and in naval engagements; and

WHEREAS, an estimated 70,000 Virginians served during the American War of 1812; and

WHEREAS, the American War of 1812 helped forge a national identity among the American states and laid the groundwork for a national system of homeland defense and a professional military within the United States; and

WHEREAS, the bicentennial of the American War of 1812 provides an opportunity for all Americans to commemorate the independence for which our forefathers so bravely fought; and

WHEREAS, the 2009 Virginia General Assembly established the Virginia Bicentennial of the American War of 1812 Commission to lead the Commonwealth's commemoration of the bicentennial of America's Forgotten War, the Second War of Independence, and localities throughout the State have been requested to commemorate the bicentennial locally with appropriate activities and to participate in the several signature events and other numerous programs and activities have been planned for the Commonwealth;

NOW, THEREFORE, BE IT RESOLVED BY THE [Council/Board of Supervisors] of the [City/County/Town of \_\_\_\_\_] THAT

The [Council/Board of Supervisors] of the [City/County/Town of \_\_\_\_\_] commemorates the bicentennial of the American War of 1812 in Virginia, and will endeavor to support the commemoration through locally developed activities and participation in statewide bicentennial events and programs;

BE IT RESOLVED FURTHER THAT the [Council/Board of Supervisors] of the [City/County/Town of \_\_\_\_\_] hereby notifies the Virginia Bicentennial of the American War of 1812 Commission of its agreement to execute local activities and to participate in statewide events and programs to commemorate the bicentennial of the American War of 1812 in Virginia.

ADOPTED this [day] day of [month/year].

**A COPY ATTEST**

\_\_\_\_\_  
[name] [title]