January 20, 2012

TO: **SMITHFIELD TOWN COUNCIL**

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

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

MONDAY, JANUARY 23, 2012

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

1. Operational Updates
TAB # 1 2. Follow-up to Streetlight Request – Smith Drive
TAB # 2 3. Request for Street Closure and/or Traffic Assistance for YMCA – Smithfield Sprint Triathlon for Saturday, March 31st, 2012.

Immediately following the conclusion of the above meeting:

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

TAB # 3 1. Award of Water Tank Field Coating and Field Weld Inspections Contract to Quinn Consulting Services, Inc.

Immediately following the conclusion of the above meeting:

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

TAB # 4 1. November Financial Statement
TAB # 5 2. December Cash Balances
TAB # 6 3. Invoices Over $10,000 Requiring Council Payment Authorization:

a.	Sheehy (budgeted police vehicles)	$ 77,645.54
b.	Clark Nexsen	$ 14,684.65
c.	Draper Aden Associates	$ 25,845.55
d.	Excel Paving Corporation	$ 64,979.46
e.	Smithfield Volunteer Fire Department	$ 10,000.00
f.	US Bank (Debt Service Payment)	$ 55,868.75

TUESDAY, JANUARY 24, 2012

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 # 7

1. Earth Day / Recycling Update
2. South Church Street Streetscape Project Update by Richard Hoeflaak

Immediately following the conclusion of the above meeting:

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

TAB # 8

1. Smithfield on the Move Update by Amy Henry

***** Additional Item Not Listed on Committee but will be on Council's February 7th Agenda*****

- Approval of January 3rd Town Council Minutes
- Appoint Nominating Committee for Windsor Castle Park Foundation Board Vacancy

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October 10, 2011

To Whom It May Concern: (Carter Williams)

The residents at the end of Smith Drive are requesting a street light to be put at the cul-de-sac due to vandalism's at 224 Smith Drive and someone trying to get in the home of 225 Smith Drive. Some of the residents have kids and the street is dark and dangerous especially when you are getting in and out of your car at night. The resident at 225 and 224 Smith have special needs children/adults and it takes them longer to get them in and out of the vehicle.

Please help us in this matter to make our neighborhood a safer environment. We are afraid to come home at night in fear of someone waiting for us in the bushes.

Sincerely,

Tonyia Harwell

Tonyia Harwell @ 224 Smith Drive

Paul Douglas @ 229 Smith Drive

Chris Allor @ 222 Smith Drive

Elizabeth Johnson @227 Smith Drive

Elizabeth Johnson

Scott Miller @225 Smith Drive

Scott J Miller

Memorandum

To: Chief Alonzo Howell

From: Sergeant Matthew Rogers

Date: 01/20/2012

Re: Smith Drive Lighting Survey

Attached to the memo are the results of the lighting survey conducted on Smith Drive. The following was observed during the survey:

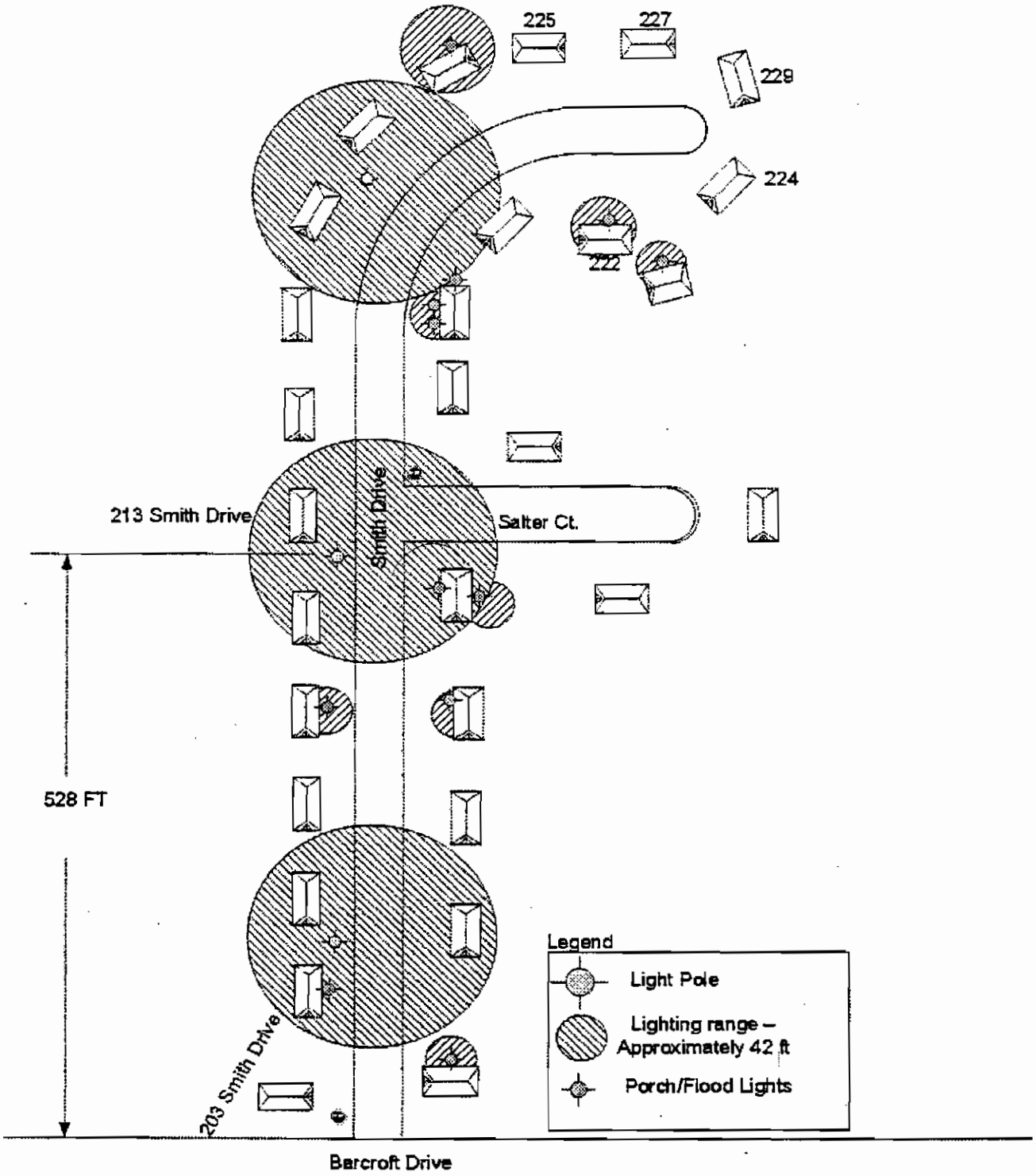
- Three street lights for Smith Drive which is approximately 2/10 of a mile
- Each street light provides approximately 42 feet of lighting
- In the cul-de-sac of Smith Drive the last street light is visible from the residence
- The residence of 222 and 223 Smith Drive has employed exterior lighting that provides ample illumination. 224, 225, 227 and 229 Smith Drive do not employ exterior lighting thus making the cu-de-sac appear darker.

The following are my recommendations:

- There appears to be ample street lighting for Smith Drive
- Suggest residents on Smith Drive to invest in exterior lighting.
- The cul-de-sac of Salter Court, Side Street off Smith Drive, does not receive any light from the streetlight on Smith Drive; suggest implementing a streetlight for that location.
- Suggest consultation with Dominion Power regarding code requirements.

These recommendations are based on my professional opinion of the surveyed location. Not provided are the requirements, if any, by lighting codes of the Town of Smithfield, VDOT and Dominion Power. If any questions please feel free to contact me.

Sgt. Matthew Rogers



Prepared By: Sgt. M. B. Rogers

Drawing not to scale

January 23rd – Police Committee

Mr. Greg Hawkins, Event Coordinator, emailed the Clerk's office to request street closure and/or traffic assistance for the annual YMCA Sprint Triathlon which is scheduled for Saturday, march 3`1st, 2012. The event will begin at 10:00 a.m.

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

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

Participants expected: Approximately 500 Athletes

Town of Smithfield

Memo

TO: Town Council Water and Sewer Committee

FROM: William T. Hopkins, III, Director of Planning, Engineering and Public Works

DATE: January 23, 2012

RE: Water Tank Maintenance Field Weld and Field Coating Inspections

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In response to RFP issued for Water Tank Maintenance Field Weld and Field Coating Inspections the following companies submitted a proposal:

Mumford-Bjorkman Associates
New Castle, DE

Quinn Consulting
Spotsylvania, VA

Dixon Engineering
Lake Odessa, MI

Omnitech, LLC
Breaux Bridge, LA

Staff members along with engineers from Draper Aden Associates interviewed all four companies. All companies were evaluated based on experience of key personnel, management approach, experience of firm and staff assigned to town, availability of key staff, work plan response and schedule as well as experience of firm providing similar services.

Quinn Consulting received the highest scores of all four companies. Quinn has done work for the Town in the past and we were highly satisfied with their work. Quinn also received excellent remarks from all their references. Due to evaluation results, past work experience for the Town and excellent references, staff is recommending this contract to be awarded to Quinn Consulting.

Town of Smithfield

General Fund Operating Budget

Description	Adopted Budget 2011/2012	Actual as of 11/30/11	Remaining Budget	% of budget
Revenue				
General Fund revenues				
Real Estate Tax				
Current RE Tax	1,712,000.00	865,031.91	846,968.09	50.53%
Delinquent RE Tax	25,000.00	13,739.66	11,260.34	54.96%
Current RE Penalty	5,100.00	-	5,100.00	0.00%
Delinquent RE Penalty	2,400.00	1,504.74	895.26	62.70%
Current RE Interest	1,025.00	-	1,025.00	0.00%
Delinquent RE Interest	4,300.00	1,568.40	2,731.60	36.47%
Total Real Estate Taxes	1,749,825.00	881,844.71	867,980.29	50.40%
Personal Property Tax				
Current PP Tax	850,000.00	431,221.67	418,778.33	50.73%
Delinquent PP Tax	50,000.00	1,530.75	48,469.25	3.06%
Current PP Penalty	10,725.00	-	10,725.00	0.00%
Delinquent PP Penalty	3,100.00	1,840.67	1,259.33	59.38%
Current PP Interest	650.00	-	650.00	0.00%
Delinquent PP Interest	5,000.00	1,010.47	3,989.53	20.21%
Total Personal Property Tax	919,475.00	435,603.56	483,871.44	47.38%
Miscellaneous Receipts Over/Short	15.00	4.12	10.88	27.47%
Total Over/Short	15.00	4.12	10.88	27.47%
Other Taxes				
Franchise Tax	137,620.00	-	137,620.00	0.00%
Cigarette Tax	140,000.00	64,393.10	75,606.90	46.00%
Transient Occupancy Tax	130,000.00	87,518.95	42,481.05	67.32%
Meals Tax-4%	776,000.00	337,221.02	438,778.98	43.46%
Meals Tax-1%	194,000.00	84,305.25	109,694.75	43.46%
Communications Tax	258,000.00	57,479.58	200,520.42	22.28%
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	88,340.16	170,659.84	34.11%
Consumption Tax	51,000.00	16,397.59	34,602.41	32.15%
Utility Tax	200,000.00	61,728.26	138,271.74	30.86%
Total Other Local Taxes	2,146,945.00	798,062.53	1,348,882.47	37.17%

Town of Smithfield

General Fund Operating Budget

Description	Adopted Budget 2011/2012	Actual as of 11/30/11	Remaining Budget	% of budget
Licenses, Permits & Privilege Fees				
Business Licenses	337,000.00	25,242.43	311,757.57	7.49%
Business Licenses Penalty	1,000.00	1,505.44	(505.44)	150.54%
Business Licenses Interest	800.00	668.67	131.33	83.58%
Permits & Other License	8,125.00	3,966.69	4,158.31	48.82%
WC Dog Park Registration	1,860.00	342.00	1,518.00	18.39%
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	-	30.00	(30.00)	#DIV/0!
Vehicle License	130,000.00	56,499.96	73,500.04	43.46%
Total Licenses, permits and privilege fees	483,785.00	93,316.69	390,468.31	19.29%
Fines & Costs				
Development Violation Fine	-	-	-	#DIV/0!
Public Defender Fee	-	-	-	#DIV/0!
Fines & Costs	71,000.00	23,616.69	47,383.31	33.26%
Total Fines & Forfeitures	71,000.00	23,616.69	47,383.31	33.26%
From Use of Money and Property				
General Fund Interest	14,300.00	4,444.16	9,855.84	31.08%
Beautification Fund Interest	135.00	317.55	(182.55)	235.22%
Rentals	21,000.00	8,939.05	12,060.95	42.57%
Smithfield Center Rentals	125,000.00	70,993.53	54,006.47	56.79%
Smithfield Center Vendor Programs	3,000.00	425.00	2,575.00	14.17%
Windsor Castle Event Rentals	4,000.00	850.00	3,150.00	21.25%
Sale of Equipment	1,000.00	2,625.01	(1,625.01)	262.50%
Lease of Land	500.00	-	500.00	0.00%
Total revenue from use of money and property	168,935.00	88,594.30	80,340.70	52.44%
Miscellaneous Revenue				
Other Revenue	3,600.00	4,920.07	(1,320.07)	136.67%
Tourism Bureau-Walking Tours	-	-	-	#DIV/0!
Basse's Choice Electric	-	-	-	#DIV/0!
Cash Proffer Revenues	-	3,000.00	(3,000.00)	#DIV/0!

Town of Smithfield

General Fund Operating Budget

Description	Adopted Budget 2011/2012	Actual as of 11/30/11	Remaining Budget	% of budget
Obici Foundation Wellness Grant	-	-	-	#DIV/0!
Virginia Municipal Group Safety Grant	2,000.00	-	2,000.00	0.00%
Total Miscellaneous Revenue	5,600.00	7,920.07	(2,320.07)	141.43%
From Reserves				
Restricted Reserves-Beautification	596,524.00	458,342.47	138,181.53	76.84%
Police CD	-	-	-	#DIV/0!
From Operating Reserves	-	-	-	#DIV/0!
Total From Reserves	596,524.00	458,342.47	138,181.53	76.84%
Intergovernmental Virginia				
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!
Total State Revenue	204,058.00	51,715.48	152,342.52	25.34%
Intergovernmental Federal				
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%
Total Federal Revenue	991,095.00	73,065.23	918,029.77	7.37%
Other Financing Sources				
Operating Transfers In				
Transfer In for Debt Service	-	-	-	#DIV/0!
Total Operating Transfers In	-	-	-	0.00%
Other Financing Sources				

Town of Smithfield

General Fund Operating Budget

Description	Adopted Budget 2011/2012	Actual as of 11/30/11	Remaining Budget	% of budget
Line of Credit Proceeds	-	-	-	#DIV/0!
Capital Lease Acquisition	50,000.00	-	50,000.00	0.00%
General Obligation Bond-Land Acquisition	-	-	-	#DIV/0!
Insurance Recoveries	-	1,695.36	(1,695.36)	#DIV/0!
Total Other Financing Sources	50,000.00	1,695.36	48,304.64	3.39%
Contributions				
Contributions-Windsor Castle Park	-		-	#DIV/0!
CHIPS Contributions	5,300.00	250.84	5,049.16	4.73%
Contributions-Employee Awards	-	375.00	(375.00)	#DIV/0!
Contributions-IOW County Port Authority Grants	195,000.00	9,501.72	185,498.28	4.87%
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%
Total Contributions	765,341.00	22,768.65	742,572.35	2.97%
Total General Fund Revenue	8,152,598.00	2,936,549.86	5,216,048.14	36.02%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects				
Line of Credit Proceeds	-	-	-	
General Obligation Bond-Land Acquisition	-	-	-	
Cash Proffer Revenues	-	(3,000.00)	3,000.00	
Meals Tax (1%) allocated to Special Projects	(194,000.00)	(84,305.25)	(109,694.75)	
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)	
Total Non-operating Revenues	(1,740,586.00)	(170,946.34)	(1,569,639.66)	9.82%
Total General Fund Operating Revenues	6,412,012.00	2,765,603.52	3,646,408.48	43.13%

General Fund Budget
Expenses

Description	Adopted Budget 2011/2012	Actual as of 11/30/11	Remaining Budget	% of budget

Town of Smithfield

General Fund Operating Budget

Description	Adopted Budget 2011/2012	Actual as of 11/30/11	Remaining Budget	% of budget
GENERAL GOVERNMENT				
Town Council				
Salaries	42,000.00	17,040.00	24,960.00	40.57%
FICA	3,585.00	1,545.53	2,039.47	43.11%
Employee Wellness/Assistance Plan	1,900.00	760.90	1,139.10	40.05%
Legal Fees	35,000.00	8,883.37	26,116.63	25.38%
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	6,093.53	13,906.47	30.47%
Engineering	-	-	-	#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	1,954.00	3,046.00	39.08%
Communications	3,600.00	1,244.07	2,355.93	34.56%
Insurance	26,345.00	13,172.68	13,172.32	50.00%
Supplies	25,000.00	4,561.38	20,438.62	18.25%
Travel & Training	7,000.00	2,553.94	4,446.06	36.48%
Subscriptions/Memberships	9,000.00	8,082.00	918.00	89.80%
Council Approved Items	10,000.00	3,816.02	6,183.98	38.16%
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	15.70	984.30	1.57%
Smithfield CHIPS program	4,500.00	2,034.00	2,466.00	45.20%
Update Town Charter & Code	1,500.00	1,108.00	392.00	73.87%
Education /Clerk	-	-	-	#DIV/0!
Annual Christmas Parade	300.00	-	300.00	0.00%
Council Approved Hwy	(20,595.00)	-	(20,595.00)	0.00%
Total Town Council	190,735.00	84,832.08	105,902.92	44.48%
Town Manager				
Salaries	182,935.00	68,571.46	114,363.54	37.48%
FICA	14,640.00	5,299.05	9,340.95	36.20%
VSRS	19,175.00	6,391.14	12,783.86	33.33%
Health	31,250.00	16,115.48	15,134.52	51.57%
Auto Expense	500.00	509.61	(9.61)	101.92%
Maintenance Contracts	1,200.00	423.80	776.20	35.32%
Communications	12,000.00	4,754.97	7,245.03	39.62%

Town of Smithfield

General Fund Operating Budget

Description	Adopted Budget 2011/2012	Actual as of 11/30/11	Remaining Budget	% of budget
Insurance	2,600.00	1,294.38	1,305.62	49.78%
Supplies	5,000.00	1,444.19	3,555.81	28.88%
Dues & Subscriptions	2,800.00	2,248.46	551.54	80.30%
Computer & technology expenses	16,000.00	1,300.55	14,699.45	8.13%
Travel & Training	7,000.00	3,644.55	3,355.45	52.07%
Other	100.00	3.68	96.32	3.68%
TM Allocated to Hwy	(5,715.00)	-	(5,715.00)	0.00%
Total Town Manager	289,485.00	112,001.32	177,483.68	38.69%
Treasurer				
Salaries	191,185.00	68,318.35	122,866.65	35.73%
FICA	15,300.00	5,279.49	10,020.51	34.51%
VSRS	17,400.00	5,253.33	12,146.67	30.19%
Health	17,700.00	8,808.55	8,891.45	49.77%
Audit	19,450.00	18,250.00	1,200.00	93.83%
Depreciation Software	1,300.00	-	1,300.00	0.00%
Communications	7,100.00	2,861.60	4,238.40	40.30%
Data Processing	20,000.00	6,576.21	13,423.79	32.88%
Service Contracts	16,000.00	9,631.10	6,368.90	60.19%
Insurance	2,250.00	1,117.34	1,132.66	49.66%
Supplies	15,000.00	2,626.30	12,373.70	17.51%
Dues & Subscriptions	2,200.00	1,492.16	707.84	67.83%
Credit Card Processing	1,000.00	326.38	673.62	32.64%
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%
Total Treasurer	318,705.00	130,546.93	188,158.07	40.96%
PUBLIC SAFETY				
Police Department				
Salaries	1,295,235.00	470,251.16	824,983.84	36.31%
FICA	103,620.00	36,817.87	66,802.13	35.53%
VSRS	123,190.00	40,316.23	82,873.77	32.73%
Health Insurance	181,400.00	88,074.37	93,325.63	48.55%
Pre-employ screening/Emp Medical	2,000.00	823.00	1,177.00	41.15%
Uniforms	34,000.00	8,454.28	25,545.72	24.87%

Town of Smithfield

General Fund Operating Budget

Description	Adopted Budget 2011/2012	Actual as of 11/30/11	Remaining Budget	% of budget
Service Contracts	35,000.00	25,145.14	9,854.86	71.84%
Communications	54,000.00	22,456.91	31,543.09	41.59%
Computer & Technology Expenses	10,000.00	3,170.07	6,829.93	31.70%
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	9,617.00	20,883.00	31.53%
Dues & Subscriptions	4,000.00	1,494.00	2,506.00	37.35%
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	24,488.09	10,511.91	69.97%
Hurricane Irene Expenses	-	778.49	(778.49)	#DIV/0!
Gas	75,000.00	30,739.83	44,260.17	40.99%
Tires	6,000.00	2,679.76	3,320.24	44.66%
Travel & Training	20,000.00	11,229.02	8,770.98	56.15%
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	-	106.01	(106.01)	#DIV/0!
Total Police Department	2,119,205.00	810,827.93	1,308,377.07	38.26%
Fire Department				
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	10,696.73	(2,696.73)	133.71%
Communications	10,300.00	3,069.61	7,230.39	29.80%
Computer & Technology Expenses	1,000.00	109.95	890.05	11.00%
Insurance	20,183.00	-	20,183.00	0.00%
Materials & Supplies	2,000.00	1,839.11	160.89	91.96%
Radio Repairs & Maint	200.00	-	200.00	0.00%
Truck Operation & Maint.	5,000.00	3,735.05	1,264.95	74.70%
Gas & Tires	17,000.00	6,789.60	10,210.40	39.94%
Maintenance Contracts	6,000.00	2,000.00	4,000.00	33.33%
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%

Town of Smithfield

General Fund Operating Budget

Description	Adopted Budget 2011/2012	Actual as of 11/30/11	Remaining Budget	% of budget
Annual Meeting	200.00	-	200.00	0.00%
State Pass Thru	17,447.00	-	17,447.00	0.00%
Total Fire Department	132,530.00	29,312.05	103,217.95	22.12%
Contributions-Public Safety				
Rescue Squad - Contrib.	75,000.00	18,750.00	56,250.00	25.00%
Rescue Squad-Salaries (to County) & shared maintenance	30,000.00	-	30,000.00	0.00%
E911 Dispatch Center	52,930.00	3,721.50	49,208.50	7.03%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
Total Contributions-Public Safety	167,930.00	22,471.50	145,458.50	13.38%
PARKS, RECREATION & CULTURAL				
Smithfield Center				
Salaries	181,165.00	67,648.71	113,516.29	37.34%
FICA	14,495.00	5,442.54	9,052.46	37.55%
VSRS	12,685.00	4,227.20	8,457.80	33.32%
Health	22,545.00	11,271.18	11,273.82	49.99%
Uniforms	1,200.00	556.65	643.35	46.39%
Contracted Services	13,000.00	7,007.12	5,992.88	53.90%
Retail Sales & Use Tax	500.00	57.08	442.92	11.42%
Utilities	35,000.00	10,561.35	24,438.65	30.18%
Communications	21,050.00	6,752.87	14,297.13	32.08%
Computer & technology expenses	2,500.00	(497.37)	2,997.37	-19.89%
Insurance	4,320.00	2,158.64	2,161.36	49.97%
Kitchen Supplies	4,000.00	2,501.31	1,498.69	62.53%
Office Supplies/Other Supplies	5,000.00	1,455.61	3,544.39	29.11%
Food Service & Beverage Supplies	8,000.00	2,293.88	5,706.12	28.67%
AV Supplies	1,000.00	184.38	815.62	18.44%
Equipment	-	4,200.00	(4,200.00)	#DIV/0!
Repairs & Maintenance	50,000.00	28,744.58	21,255.42	57.49%
Hurricane Irene Repairs & Maintenance	-	5,926.13	(5,926.13)	#DIV/0!
Landscaping	10,000.00	4,628.37	5,371.63	46.28%
Travel & Training	2,500.00	793.61	1,706.39	31.74%
Programming Expenses	1,000.00	-	1,000.00	0.00%
Advertising	23,500.00	15,651.05	7,848.95	66.60%
Refund event deposits	5,000.00	924.31	4,075.69	18.49%
Other	-	-	-	#DIV/0!

Town of Smithfield

General Fund Operating Budget

Description	Adopted Budget 2011/2012	Actual as of 11/30/11	Remaining Budget	% of budget
Credit card processing expense	2,500.00	1,554.94	945.06	62.20%
Total Smithfield Center	420,960.00	184,044.14	236,915.86	43.72%
Contributions-Parks, Recreation and Cultural				
Farmers Market	3,000.00	3,000.00	-	100.00%
Hampton Roads Partnership	1,960.00	1,960.00	-	100.00%
Isle of Wight Arts League	10,000.00	10,000.00	-	100.00%
Library	36,000.00	18,000.00	18,000.00	50.00%
Total Contributions-Park, Recreation and Cultural	50,960.00	32,960.00	18,000.00	64.68%
Parks & Recreation				
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	658.48	3,341.52	16.46%
Windsor Castle	80,000.00	16,715.96	63,284.04	20.89%
Community Wellness Initiative	-	6,492.24	(6,492.24)	#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	26,570.84	65,029.16	29.01%
COMMUNITY DEVELOPMENT				
Pinewood Heights				
Non-CDBG Contributed Operating Expenses				
Administration				
Precontract/ERR	-	-	-	#DIV/0!
Management Assistance	-	4,633.64	(4,633.64)	#DIV/0!
Monitoring/Closeout	-	-	-	#DIV/0!
Permanent Relocation				
Owner Occupied Households	-	98,000.00	(98,000.00)	#DIV/0!
Renter Occupied Households	-	7,967.12	(7,967.12)	#DIV/0!
Relocation Specialist	-	-	-	#DIV/0!
Acquisition Specialist	-	-	-	#DIV/0!

Town of Smithfield

General Fund Operating Budget

Description	Adopted Budget 2011/2012	Actual as of 11/30/11	Remaining Budget	% of budget
Clearance & Demolition	-	24,357.50	(24,357.50)	#DIV/0!
Phase II Planning Grant	-	-	-	#DIV/0!
Subtotal Non CDBG	-	134,958.26	(134,958.26)	#DIV/0!
CDBG Contributed Operating Expenses				
Permanent Relocation				
Owner Occupied Households	-	-	-	#DIV/0!
Renter Occupied Households	-	-	-	#DIV/0!
Clearance & Demolition	-	-	-	#DIV/0!
Phase II Planning Grant	-	8,022.82	(8,022.82)	#DIV/0!
Subtotal CDBG	-	8,022.82	(8,022.82)	#DIV/0!
Total Pinewood Heights Contributions	-	142,981.08	(142,981.08)	#DIV/0!
Contributions-Community Development				
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%
Tourism Bureau	208,112.00	59,728.35	148,383.65	28.70%
Western Tidewater Free Clinic	20,000.00	20,000.00	-	100.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
Total Contributions-Community Development	302,762.00	97,728.35	205,033.65	32.28%
PUBLIC WORKS				
Planning, Engineering & Public Works				
Salaries	210,810.00	81,360.91	129,449.09	38.59%
FICA	16,865.00	6,287.39	10,577.61	37.28%
VSRS	21,870.00	6,290.89	15,579.11	28.76%
Health	31,725.00	16,210.39	15,514.61	51.10%
Uniforms	2,000.00	542.70	1,457.30	27.14%

Town of Smithfield

General Fund Operating Budget

Description	Adopted Budget 2011/2012	Actual as of 11/30/11	Remaining Budget	% of budget
Contractual	8,500.00	2,153.92	6,346.08	25.34%
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	161,285.07	223,714.93	41.89%
Street Lights	25,000.00	2,563.69	22,436.31	10.25%
Communications	12,000.00	4,103.98	7,896.02	34.20%
Safety Meetings	1,000.00	157.15	842.85	15.72%
Insurance	7,210.00	3,602.84	3,607.16	49.97%
Materials & Supplies	6,000.00	1,606.87	4,393.13	26.78%
Repairs & Maintenance	10,000.00	2,152.47	7,847.53	21.52%
Hurricane Irene Expenses	-	73,961.62	(73,961.62)	#DIV/0!
Gas & Tires	8,500.00	2,739.16	5,760.84	32.23%
Travel & Training	6,000.00	1,030.26	4,969.74	17.17%
Haydens Lane Maintenance	3,500.00	90.00	3,410.00	2.57%
Veterans War Memorial	1,000.00	208.00	792.00	20.80%
Streetscape improvements-non capital expenses (web)	-	-	-	#DIV/0!
Litter Control Grant	3,078.00	-	3,078.00	0.00%
Dues & Subscriptions-	2,000.00	638.00	1,362.00	31.90%
Other	1,000.00	211.19	788.81	21.12%
Public Works Alloc to Hwy	(7,700.00)	-	(7,700.00)	0.00%
Total Public Works	820,858.00	380,295.08	440,562.92	46.33%
PUBLIC BUILDINGS				
Public Buildings				
Salaries	20,515.00	6,854.40	13,660.60	33.41%
FICA	1,645.00	612.74	1,032.26	37.25%
Contractual	4,000.00	1,238.00	2,762.00	30.95%
Communications	3,750.00	1,275.55	2,474.45	34.01%
Utilities	43,000.00	15,556.94	27,443.06	36.18%
Insurance	2,005.00	1,001.96	1,003.04	49.97%
Materials & Supplies	2,500.00	1,209.08	1,290.92	48.36%
Supplies-New Buildings-TM	-	3,361.60	(3,361.60)	#DIV/0!
Repairs & Maintenance	38,000.00	19,833.44	18,166.56	52.19%
Hurricane Irene Expenses	-	23.88	(23.88)	#DIV/0!
Rent Expense-Office Space	34,240.00	28,534.15	5,705.85	83.34%
Other	1,000.00	632.25	367.75	63.23%
Alloc Costs to Hwy	(9,935.00)	-	(9,935.00)	0.00%
Total Public Buildings	140,720.00	80,133.99	60,586.01	56.95%

Town of Smithfield

General Fund Operating Budget

Description	Adopted Budget 2011/2012	Actual as of 11/30/11	Remaining Budget	% of budget
OTHER FINANCING USES				
Other Financing Uses				
Transfers to Operating Reserves	-	11,416.02	(11,416.02)	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	-	-	#DIV/0!
Transfers to Restricted Reserves-S Church Street Project	-	-	-	#DIV/0!
Total Transfers from Reserves	-	11,416.02	(11,416.02)	#DIV/0!
DEBT SERVICE				
Debt Service				
Principal Retirement				
Public Buildings-Capital lease generator	10,000.00	-	10,000.00	0.00%
Public Building Acquisition	18,255.00	-	18,255.00	0.00%
Line of Credit Retirement-interest	5,000.00	-	5,000.00	0.00%
Interest and fiscal charges			-	#DIV/0!
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%
Total General Fund Expenses	5,116,525.88	2,146,121.31	2,970,404.57	41.94%
Less Expenses related to capital projects:				
Legal Fees	-	-	-	
Professional Fees	-	-	-	
Pinewood Heights Relocation Project Expenses	-	(142,981.08)	142,981.08	
Pinewood Heights Line of Credit Expenses	(5,000.00)	-	(5,000.00)	
Total Non-operating Expenses	(5,000.00)	(142,981.08)	137,981.08	2859.62%
Total General Fund Operating Expenses	5,111,525.88	2,003,140.23	3,108,385.65	39.19%
Net Operating Reserve (+/-)	1,300,486.12	762,463.29	538,022.83	58.63%
Net Reserve (+/-)	3,036,072.12	790,428.55	2,245,643.57	26.03%

	2011/2012 Adopted Budget	2011/2012 Actual 11/30/2011	Remain Budget	% of Budget	
Net Operating Reserves (Deficit)	**3,036,072.12**	790,428.55	2,245,643.57	26.03%	
Capital Outlay					
General Fund					
GENERAL GOVERNMENT					
COMMUNITY DEVELOPMENT					
Pinewood Heights Relocation-CIP					
Non CDBG Capital Acquisition					
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 Acquistion	-	(854.68)	854.68	#DIV/0!	
			-		
CDBG Capital Acquisition-MY2					
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!	
Total Pinewood Heights Relocation CIP	**-**	**(71,854.68)**	71,854.68	#DIV/0!	
		-			
Total Pinewood Heights Relocation CIP		(71,854.68)	71,854.68	#DIV/0!	
PARKS, RECREATION AND CULTURAL					
Windsor Castle	(20,000.00)	-	(20,000.00)	0.00%	
PUBLIC SAFETY					
Police					
Police Vehicles	**(84,000.00)**	**-**	(84,000.00)	0.00%	
PUBLIC WORKS					
Vehicles and Equipment	(20,000.00)	-	(20,000.00)	0.00%	amended for sally port
N/S Church St Streetscape Improvements	(1,978,069.00)	(459,458.97)	(1,518,610.03)	23.23%	

	2011/2012 Adopted Budget	2011/2012 Actual 11/30/2011	Remain Budget	% of Budget	
PUBLIC BUILDINGS					
Generator	(50,000.00)	(21,190.75)	(28,809.25)	42.38%	
Office Space Improvements-furniture, security, etc.	(100,000.00)		(100,000.00)	0.00%	
Office Space Improvements-contractor (building only)	(317,705.00)	(237,924.15)	(79,780.85)	74.89%	amended for sally port
Net Capital Outlay	(2,569,774.00)	(790,428.55)	(1,779,345.45)	30.76%	
Net Reserves (Deficit) after capital outlay	466,298.12	-	466,298.12	0.00%	
	-	-	-		
Net adjusted cashflow	466,298.12	-	466,298.12	0.00%	
Operating reserves					
Draw from Line of Credit	-	-	-		
Draw from Police CD	-	-	-		
Excess contributions for S Church in year 2011	-	-	-		
Financing for municipal building	-		-		
Net adjusted cashflow (Pinewood-meals tax & county contribution)	(359,041.00)	-	(359,041.00)		
Net cashflow	107,257.12	-	107,257.12	100.00%	

Town of Smithfield

Sewer Fund Budget

	Adopted Budget 2011/2012	Balance as of 11/30/11	Remaining Budget	% of budget		
Revenue						
Operating Revenues						
Sewer Charges	669,500.00	289,758.95	379,741.05	43.28%		42%
Sewer Compliance Fee	488,255.00	219,094.64	269,160.36	44.87%		
VML Safety Grant	-	2,000.00	(2,000.00)	#DIV/0!		
Miscellaneous Revenue	500.00	47.00	453.00	9.40%		
Connection fees	31,600.00	3,830.00	27,770.00	12.12%		
Total Operating Revenue	1,189,855.00	514,730.59	675,124.41	43.26%		

Town of Smithfield

Sewer Fund Budget

Description	Adopted Budget 2011/2012	Balance as of 11/30/11	Remaining Budget	% of budget		
Expenses						
Operating Expenses						
Salaries	259,150.00	112,428.11	146,721.89	43.38%		
FICA	20,735.00	8,688.20	12,046.80	41.90%		
VSRS	25,915.00	9,132.86	16,782.14	35.24%		
Health	40,315.00	18,963.56	21,351.44	47.04%		
Uniforms	2,500.00	749.92	1,750.08	30.00%		
Audit & Legal Fees	23,000.00	12,351.69	10,648.31	53.70%		
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	11,366.33	58,633.67	16.24%		
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	1,996.34	3,253.66	38.03%		
Data Processing	17,500.00	4,932.17	12,567.83	28.18%		
Dues & Subscriptions	50.00	29.00	21.00	58.00%		
Utilities	40,000.00	12,134.62	27,865.38	30.34%		
SCADA Expenses	3,000.00	1,062.67	1,937.33	35.42%		
Telephone	16,500.00	4,902.23	11,597.77	29.71%		
Insurance	14,000.00	6,990.22	7,009.78	49.93%		
Materials & Supplies	46,000.00	6,391.58	39,608.42	13.89%		

Truck Operations	12,000.00	3,785.10		8,214.90	31.54%		
Fuel-Sewer Equipment		-		-	#DIV/0!		
Travel & Training	4,000.00	-		4,000.00	0.00%		
Contractual	2,000.00	993.50		1,006.50	49.68%		
Miscellaneous	600.00	152.50		447.50	25.42%		
Bad Debt Expense	2,400.00	-		2,400.00	0.00%		
Bank Service Charges	325.00	-		325.00	0.00%		
Total Sewer Fund Operating	606,246.00	221,684.76		384,561.24	36.57%		
Expenses before D&A Exp.							
Operating Income before D&A	583,609.00	293,045.83		290,563.17	50.21%		
Expense							
Depreciation & Amort. Exp.	448,620.00	171,134.95		277,485.05	38.15%		
Operating Income (Loss)	134,989.00	121,910.88		13,078.12	90.31%		
Nonoperating Revenues (Expenses)							
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	2,709.55		540.45	83.37%		
Interest Expense	(46,515.00)	(12,160.80)		(34,354.20)	26.14%		
Total Nonoperating Revenues (Expenses)	58,835.00	988.75		57,846.25	1.68%		
Net Income (loss)	193,824.00	122,899.63		70,924.37	63.41%		
WORKING ADJUSTMENTS TO CAFR							
(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)	(219,094.64)		(269,160.36)	44.87%		
Bad Debt Expense	2,400.00	-		2,400.00	0.00%		
Depreciation & Amort. Exp.	448,620.00	171,134.95		277,485.05	38.15%		
Additional debt service costs-principal expense	(70,550.00)	(70,550.00)		-	100.00%		
Total adjustments to CAFR	(209,885.00)	(128,949.69)		(80,935.31)	61.44%		
Working adjusted income	(16,061.00)	(6,050.06)		(10,010.94)	37.67%		

Sewer Fund

	2011/2012 Adopted Budget	2011/2012 Actual 11/30/2011	Remaining Budget	% of Budget
Working adjusted income	**(16,061.00)**	**(6,050.06)**	(10,010.94)	37.67%
Sewer SSO Consent Order	(833,000.00)	(209,807.25)	(623,192.75)	25.19%
Construction Standards Update	-	(918.00)	918.00	#DIV/0!
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%
Net Capital Outlay	(1,017,750.00)	(210,725.25)	(807,024.75)	20.71%
Net Reserves (Deficit) after capital outlay	(1,033,811.00)	(216,775.31)	(817,035.69)	20.97%
Funding from Development Escrow		-	-	
Reserves from Sewer Capital Escrow Account		-	-	#DIV/0!
Funding from Sewer Compliance Fee	**833,000.00**	202,988.15	630,011.85	24.37%
Draw from operating reserves	**274,331.00**	-	274,331.00	0.00%
Funding from Bond Escrow (released from refinance)		-	-	
Net Cashflow	**73,520.00**	(13,787.16)	87,307.16	-18.75%

Town of Smithfield

Water Fund Budget

Description	Adopted budget 2011/2012	Balance as of 11/30/11	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	817,850.00	384,151.81	433,698.19	46.97%
Debt Service Revenue	401,000.00	180,927.85	220,072.15	45.12%
Miscellaneous	500.00	512.00	(12.00)	102.40%
Connection fees	13,200.00	1,360.00	11,840.00	10.30%
Application Fees	5,000.00	2,374.00	2,626.00	47.48%
Total Operating Revenue	1,237,550.00	569,325.66	668,224.34	46.00%

Town of Smithfield

Water Fund Budget

Description	Adopted budget 2011/2012	Balance as of 11/30/11	Remaining Budget	% of budget
Expenses				
Salaries	291,300.00	109,769.83	181,530.17	37.68%
FICA	23,304.00	8,482.77	14,821.23	36.40%
VSRS	29,245.00	9,714.02	19,530.98	33.22%
Health	43,000.00	18,654.14	24,345.86	43.38%
Uniforms	3,000.00	732.19	2,267.81	24.41%
Contractual	11,000.00	8,892.82	2,107.18	80.84%
Legal & Audit	23,000.00	12,627.69	10,372.31	54.90%
Maintenance & Repairs	21,000.00	5,553.41	15,446.59	26.44%
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	1,273.19	(273.19)	127.32%
Regional Water Supply Study	2,586.00	1,210.50	1,375.50	46.81%
Data Processing	16,000.00	4,932.17	11,067.83	30.83%
Utilities	65,000.00	22,878.22	42,121.78	35.20%
Communications	12,300.00	7,395.97	4,904.03	60.13%
Insurance	16,000.00	7,959.90	8,040.10	49.75%
Materials & Supplies	114,400.00	12,114.31	102,285.69	10.59%
Gas and Tires	12,000.00	3,695.60	8,304.40	30.80%
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	3,199.72		3,000.28	51.61%
RO Annual costs	419,593.00	29,284.10		390,308.90	6.98%
Bad debt expense	5,300.00	-		5,300.00	0.00%
Total Water Fund Operating	1,221,978.00	270,653.37		951,324.63	22.15%
Expenses before D&A Exp.					
Operating Income before D&A Expense	15,572.00	298,672.29		(283,100.29)	1918.01%
Depreciation & Amortization Expense	309,400.00	65,650.00		243,750.00	21.22%
Operating Income (Loss)	(293,828.00)	233,022.29		(526,850.29)	-79.31%
Nonoperating Revenues (Expenses)					
Availability Fees	54,400.00	7,080.00		47,320.00	13.01%
Interest Revenue	5,925.00	4,240.32		1,684.68	71.57%
Interest Expense	(121,700.00)	(12,225.13)		(109,474.87)	10.05%
Total Nonoperating Revenues (Expenses)	(61,375.00)	(904.81)		(60,470.19)	1.47%
Net Income (Loss)	(355,203.00)	232,117.48		(587,320.48)	-65.35%
WORKING ADJUSTMENTS TO CAFR					
(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)	(180,927.85)		(220,072.15)	45.12%
Depreciation & Amort. Exp.	309,400.00	65,650.00		243,750.00	21.22%
Additional debt service costs-principal expense	(159,450.00)	(159,450.00)		-	100.00%
Total adjustments to CAFR	(300,150.00)	(281,807.85)		(18,342.15)	93.89%
Working adjusted income	(655,353.00)	(49,690.37)		(605,662.63)	7.58%

		2011/2012 Adopted Budget		2011/2012 Actual 11/30/2011		Remain Budget		% of Budget
Water Fund								
Net Operating Reserves (Deficit)		**(655,353.00)**		(49,690.37)		(605,662.63)		7.58%
Water Master Plan		(56,250.00)		(3,820.25)		(52,429.75)		6.79%
Construction Standards Update				(918.00)		918.00		#DIV/0!
S Church Street Improvements		-		(85,873.68)		85,873.68		#DIV/0!
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)		(689,300.71)		(482,699.29)		58.81%
Net Capital Outlay		(1,265,250.00)		(779,912.64)		(485,337.36)		61.64%
Net Reserves (Deficit) after capital outlay		**(1,920,603.00)**		(829,603.01)		(1,090,999.99)		43.19%
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		471,023.68		293,976.32		61.57%
Debt Service fees applied to debt		259,275.00		155,243.60		104,031.40		59.88%
Net Cashflow		1,119,586.00		85,372.15		1,034,213.85		7.63%

1/19/2012

Town of Smithfield

Highway Fund

Description	Adopted Budget 2011/2012	Balance as of 11/30/11	Remaining Budget	% of budget
Revenue				
Interest Income	250.00	85.50	164.50	34.20%
Revenue - Commwlth of VA	951,304.96	246,644.23	704,660.73	25.93%
Total Highway Fund Revenue	951,554.96	246,729.73	704,825.23	25.93%

Town of Smithfield

Highway Fund

Description	Adopted Budget 2011/2012	Balance as of 11/30/11	Remaining Budget	% of budget
Expenses				
Salaries	195,450.00	71,099.59	124,350.41	36.38%
FICA	15,640.00	5,494.42	10,145.58	35.13%
VSRS	20,590.00	5,894.54	14,695.46	28.63%
Health	34,785.00	17,916.68	16,868.32	51.51%
Uniforms	2,785.00	474.25	2,310.75	17.03%
Engineering	1,000.00	4,420.00	(3,420.00)	442.00%
Grass	31,400.00	15,700.00	15,700.00	50.00%
Maintenance	204,274.96	243,214.78	(38,939.82)	119.06%
Asphalt/Paving	-	159,503.73	(159,503.73)	
Ditching	-	37,890.58	(37,890.58)	
Traffic Control devices	-	5,992.98	(5,992.98)	
Other (maintenance)	-	2,363.27	(2,363.27)	
Other (lawnmowers, landscaping, etc)	-	37,123.89	(37,123.89)	
Structures and Bridges	-	-	-	
Ice and Snow removal	-	48.74	(48.74)	
Administrative	-	291.59	(291.59)	
Hurricane Irene Expenses	-	1,057.85	(1,057.85)	#DIV/0!
Street Lights	75,000.00	28,205.08	46,794.92	37.61%
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	2,393.70	3,606.30	39.90%
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%
Total Highway Fund Expense	667,554.96	406,749.35	260,805.61	60.93%
Net Reserves (+/-)	**284,000.00**	**(160,019.62)**	**444,019.62**	-56.34%

HIGHWAY

	2011/2012 Adopted Budget	2011/2012 Actual 11/30/2011	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	**284,000.00**	(160,019.62)	444,019.62	-56.34%
John Rolfe/Battery Park intersection Turn Lane	(95,000.00)	(249.00)	(94,751.00)	0.26%
9' Landscaper body for existing truck	-	**(5,790.00)**	5,790.00	
North & South Church Street Beautification	(144,000.00)	-	(144,000.00)	0.00%
Construction Standards Update	-	**(918.00)**	918.00	#DIV/0!
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)	(6,957.00)	(277,043.00)	2.45%
Net Capital Outlay				
	-	(166,976.62)	166,976.62	#DIV/0!
Net Reserves (Deficit) after capital outlay				
net carryforward 2012		**165,213.19**		
Balance remaining		(1,763.43)		

Notes to financial statements: November 2011

GENERAL FUND

Revenues

Current Real Estate Taxes	As of January 9, 2012, real estate postings totaled $1,641,035 which is 96% of budget. Delinquent notices will be processed in January.
Personal Property Taxes	Personal property postings as of January 9, 2012 totaled $758,490. This accounts for 89% of budget which is typical prior to the mailing of delinquent notices. Like real estate, delinquent personal property notices will be processed in January.
Delinquent Personal Property Taxes	This account balance is low because of refunds that were made on prior year tax payments per abatement notices received from IOW County. Collections for delinquent accounts will pick up once delinquent notices are generated.
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 through September 2011.
Sales Tax	The Town's share of sales tax received from IOW County represents July through October. Payments for the first four months are level with 2010 with an increase of only $290.35.
Consumption Tax/Utility Tax	As with communications tax and sales tax, there is a delay between the accounting period and receipt of payment. The November financial statements represent consumption/utility taxes through October 2011.
Business License Tax	Business license tax is not due until April 15th; so the majority of collections for this fiscal year represent revenues on delinquent accounts due in FY2011.
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 1/9 totaled $110,742.
Fines and costs	This revenue is received from the IOW County Clerk's office. Revenues to date represent payment

for July through November. Collections are $6,192 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. We have started to use these funds, however, as we still await reimbursement on requested funds from VDOT.
Sale of Equipment	Sales of used/retired equipment through October include a gas powered buffer, rotary blade, pump hoists, power washer, 2 projectors, bullet heater, and cresco warmer.
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.
Cash Proffers	Received proffers on 2 parcels in the Villas subdivision. Cash proffers are not budgeted unless they are received during the year (budget amendment) since they are a voluntary payment from developers.
Restricted Reserves-Beautification	Prior year donations to the South Church Street Project were used to pay $458,342.47 of current charges (Excel/Clark Nexsen) until reimbursement is received from VDOT. A reimbursement request has been submitted for $635,330.
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 amendement. (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. Payment was made directly to Womble Generator, so this item has been expensed in FY2012 as a capital purchase instead of a capital lease. A budget amendment will be made to eliminate the costs associated with the lease.
Contributions-South Church Street Project	Still expecting final contribution from Mr. Luter as well as private donations that were forwarded to Historic Smithfield.

Expenses

All Departments

Health Insurance	Health Insurance reflects payments for July through December 2011 (approximately 50%).
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

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.
Update Town Charter & Code	Payment to Municipal Code Corporation for 56 supplement pages and 4 ordinances on the web.

Town Manager

Auto Expense	The Town van is kept at the Smithfield Center, but maintenance for the van has always been charged to the Town Manager's office. This has been a low cost expense item over the years, as not a great deal of maintenance has been necessary. In November, the Town paid Dave's Service Center $509.61 to replace 4 tires and valve stems.
Travel & Training	Expenses for travel to Milwaukee, WI; Chicago, IL; and Glen Allen, VA (VML). Also includes travel expensese for Jon Flores to Chicago, IL.

Treasurer

Audit	Since the audit is conducted in September, the majority of audit fees are billed in the second quarter of the fiscal year.
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

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. In November paid $5850.44 to Dave's Service Center for numerous repairs including $3118.27 for for lighting control module,and rear end on a 2005 Crown Vic and $4450.15 to Gatley Communications. The Gately Communications bill is in question because of numerous credits on the invoice. I am waiting to hear back from their Accounting Office, so there may be adjustments next month.
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. Also in November, paid $2663.96 for travel to conferences in Lynchburg (Howell, Minton, Jenkins, Clarke) and Chicago (Minton, Clarke, Fox, Evans)

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. Per Mr. Casteen this request was on the agenda for IOW Board meeting on January 5; however, per Mr. Casteen no action was taken on this item at that time.
Insurance	The Town has paid this invoice, but it was moved to Accounts Receivable with the expectation that IOW would reimburse the Town.
Materials & Supplies	Various invoices from The Supply Room, Smithfield Auto Parts, Farmers Service, and Blue Ridge Rescue Suppliers. The fire department will have to operate within its allotted budget. Sometimes they

	choose to exceed budget in one line item and spent less in another. At this point, I am mainly looking at the budget as a whole until we receive a determination from IOW. If the county does not reimburse us for the Protective Clothing and Insurance invoices, then we will have exceeded the $60,000 maximum (for both fire and rescue) by $7,729.55 as of November 2011.
Truck operations and maintenance	Includes bill in August for $2,319.96 to Dave's Service Center to install engine cooler, fuel filter, and EGR cooler bypass on 2005 Ford F250.
Contributions-Public Safety	
Rescue Squad	We have only contributed one quarter to the rescue for this fiscal year. Not sure about funding for the remainder of the year.
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 several charges from US Foodservice for $563.24 (ice caddy caster), $981.09 (dry sink, pre-rinse faucet, swing faucet, rack) and $224.62 (kitchen utensils). There were also charges to Bank of America for $52.49 (4 slice toaster), $202.87 (2 picnic caddies, 2 solar 50 LED string clear lights, Atlanta Fixtures & Sales (no receipt)), $272.40 (kitchen utensils, glass globes), $6.30 (cups), and $198.30 (50 deluxe card stands).
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-$4393.20 for 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, and $1247 to National Roofing for replacement of one 4" drain with one 4" drop-in drain. Amy is estimating that this account could possible exceed budget by $10,000 in FY2012.
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 removed Smithfield Lawn Service payment of $2,196.60 in October as 1/2 of the cost to replace drip system in plant beds. This

	expense was added to repairs and maintenance where the other 1/2 of the cost was originally charged.
Advertising	Invoices paid to many different vendors including Mar-Bert Associates ($1070), Mywedding.com ($900), Vista Graphics ($580), RMM ($2399.75), Tidewater Parent ($517.50), Pilot Direct ($1272.86), The Virginian-Pilot ($2,158.74), and The Jewish News ($565). 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	
Materials & Supplies	No large invoices. $295 paid to Windsor Fire Extinguisher; $199 to HSBC Business for 30" Industrial Pedestal Fan; $171.30 to Grainger for 40 W Lamp.
Materials & Supplies-New TM Building	$1695 to Hearn's Furniture for conference table;$1185 to Scotty's Signs for ADA signs and digitally printed and flat cut vinyl graphics on glass entrance door; and $481.60 to Budget Blinds for new blinds in the TM offices.

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 was budgeted through December 2011, therefore, 83% of the budget was expensed as of November. Since the Town will be continuing the lease agreement with Smithfield Foods, a budget amendment will have to be made to account for that additional expense.
Other	Real estate tax bills for two rental buildings (Basse's Choice & Bakery).

Other Financing Uses

Transfers to Operating Reserves	Revenues exceeded expenses by $11,416.02 as of the end of November. The operating deficit shown in prior months started to reverse itself as expected with the large cash inflows associated with the annual tax billings.

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 December.
Audit & Legal Fees	As with the general fund, the majorityof audit fees are paid in the 2nd quarter of the fiscal year.
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 $598.50 payment to VUPS, and $395 to Specter Instruments.

Nonoperating Revenues (Expenses)

Interest Revenue	Interest revenue is already at 83.37% 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 and then year end accrued interest is added as of June 30.

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 December.
Contractual	Paid $5055 to HD Supply Waterworks in August for annual maintenance contract on handhelds and software. This is a budgeted item. Also includes payments to James R. Reed of $3830 for water testing.
Legal & Audit	Includes majority of audit fees for the fiscal year.
Professional Services	$1273.19 to Draper Aden for water tank RFP assistance.
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 December. (51%).

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	
9' Landscaper body for existing truck	This purchase will offset some of the net carryforward funds for 2011.
NET CARRYFORWARD FOR 2012	Net carryforward for 2011 was $165,213.19. These funds will be used in FY2012.

CASH BALANCES AS OF DECEMBER 31, 2011						
				Current Month	Year end	
ACCOUNT NAME	BANK NAME	ACCOUNT	DATE	INTERCO.	Interco.	ADJUSTED
		BALANCE	RECONCILED	TRANSFERS	Transfers	BALANCES
Water	Farmers Bank	**582,775.84**	01/13/12	(170,317.70)	-	412,458.14
Water-Debt Service	Farmers Bank	**1,345,396.78**	01/13/12	37,604.86		1,383,001.64
Water Capital Escrow (availability fees)	TowneBank	**353,970.57**	01/09/12	11,040.00		365,010.57
Water Development Escrow	TowneBank	**177,825.66**	01/09/12	-	-	177,825.66
Subtotal Water		2,459,968.85		(121,672.84)	-	2,338,296.01
Sewer	Farmers Bank	**284,552.27**	01/13/12	61,252.22	(270,001.51)	75,802.98
Sewer Development Escrow	TowneBank	**316,402.88**	01/09/12	-		316,402.88
Sewer Capital Escrow (availability fees)	TowneBank	**651,465.98**	01/09/12	14,900.00		666,365.98
Sewer Compliance	Farmers Bank	412,836.45	01/13/12	45,520.62		458,357.07
Subtotal Sewer		1,665,257.58		121,672.84	(270,001.51)	1,516,928.91
Highway	Farmers Bank	**92,735.61**	01/13/12	374,968.08	-	467,703.69
General Fund	Farmers Bank	**1,855,828.46**	01/16/12	(374,968.08)	270,001.51	1,750,861.89
Payroll	Farmers Bank	**35,270.50**	01/09/12			35,270.50
Money Market-General Fund	TowneBank	**124,176.73**	01/09/12			124,176.73
Business Super Now-General Fund	Farmers Bank	**32,861.91**	01/13/12	-		32,861.91
Money Market-General Fund	Farmers Bank	**285,779.58**	12/20/11			285,779.58
General Fund Capital Escrow Account	TowneBank	**50,593.64**	01/09/12	-		50,593.64
Certificate of Deposit	Farmers Bank	**524,723.34**	01/16/12	(500,000.00)		24,723.34
Certificate of Deposit-Police Dept	Farmers Bank	**36,159.81**	01/16/12			36,159.81
Special Project Account (Pinewood)	Farmers Bank	**19,842.61**	01/13/12	-	-	19,842.61
Pinewood Heights Escrow	Farmers Bank	**50,643.88**	01/13/12			50,643.88
S. Church Street Account	TowneBank	**68,542.04**	01/09/12	500,000.00		568,542.04
Subtotal General Fund		3,084,422.50		(374,968.08)	270,001.51	2,979,455.93
Beautification Fund	Farmers Bank	**7,799.45**	01/13/12			7,799.45
Money Market-Beautification	Farmers Bank	**297,324.72**	01/13/12			297,324.72
Subtotal Beautification		305,124.17				305,124.17
Rising Star CDBG	Farmers Bank	**71,063.49**	01/13/12			71,063.49

TOTAL ALL FUNDS	7,678,572.20	(0.00)	-	7,678,572.20

SHEEHY AUTO STORES

www.sheehy.com

641 Johnston - Willis Drive
RICHMOND, VIRGINIA 23235
Phone : 804-419-1363
Fax: 804-378-3685

DEAL # 74598

Sales - Service

DATE 01/09/12
SALESMAN ROBERT M. MCCULLOCH
SALESMAN
STOCK NO. NC11617
PURCHASE ORDER NO.

MUNICIPAL SALES
INVOICE
TOWN OF SMITHFIELD
1613 S. CHURCH STREET
SMITHFIELD VA 23430
703534

CUST. NO. TEL. NO.

NEW OR USED	YEAR MODEL	MAKE OR TRADE NAME	NO. CYL.	MODEL AND BODY TYPE	IDENTIFICATION OR SERIAL NUMBER
N	2011	FORD		CROWN VICTORIA	2FABP7BV0BX175509

UNDER THE VIRGINIA PROMPT PAYMENT ACT, OUR TERMS ARE NET 30 DAYS

ACCESSORIES:

Cash Price		$ 23848.77
Down Payment:		
Cash	$ 23850.77	
Trade-in:	N/A	
Less Pay Off:	(N/A)	
Total Down Payment		23850.77
Unpaid Balance of Cash		$ -2.00
Other Charges:	N/A	
Equipment Install	$ 2.00	
Temp Tags	N/A	
Extended warranty	N/A	
Delivery Fee	N/A	
Service Manual		
	N/A	
Total Other Chgs.		2.00
Amount Financed-Unpaid Balance		$ N/A
Time Price Differential		N/A
Total Of Payments (Time Balance)		$ N/A
Deferred Payment Price		$ 23850.77

Financed By MUNICIPAL
1 Payments Of $ N/A First Payment Due 02/08/12
Pick-up Payment Of $ N/A Due

NO LIABILITY INSURANCE INCLUDED

SHEEHY AUTO STORES HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, RELATING TO THIS MOTOR VEHICLE, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NO PERSON HAS BEEN AUTHORIZED TO MAKE ANY REPRESENTATION OR WARRANTY OR ASSUME ANY LIABILITY ON BEHALF OF SHEEHY AUTO STORES IN CONNECTION WITH THE SALE OF THIS MOTOR VEHICLE.

VENDOR #
ACCOUNT #
DEPT HEAD
TOWN MANAGER PMS

SHEEHY AUTO STORES

www.sheehy.com

641 Johnston - Willis Drive
RICHMOND, VIRGINIA 23235
Phone : 804-419-1363
Fax: 804-378-3685

DEAL # 74601

Sales - Service

DATE 01/09/12
SALESMAN ROBERT M. MCCULLOCH
SALESMAN
STOCK NO. NC11618
PURCHASE ORDER NO.

MUNICIPAL SALES
INVOICE

TOWN OF SMITHFIELD
1613 S. CHURCH STREET
SMITHFIELD VA 23430

CUST. NO. 703534 TEL. NO.

NEW OR USED	YEAR MODEL	MAKE OR TRADE NAME	NO. CYL.	MODEL AND BODY TYPE	IDENTIFICATION OR SERIAL NUMBER
N	2011	FORD		CROWN VICTORIA	2FABP7BV7BX175510

UNDER THE VIRGINIA PROMPT PAYMENT ACT, OUR TERMS ARE NET 30 DAYS

ACCESSORIES:

Cash Price		$ 23848.77
Down Payment:		
Cash	$ 23850.77	
Trade-in:	N/A	
Less Pay Off:	(N/A)	
Total Down Payment		23850.77
Unpaid Balance of Cash		$ -2.00
Other Charges:		
Equipment Install	$ N/A	
Temp Tags	2.00	
Extended warranty	N/A	
Delivery Fee	N/A	
Service Manual	N/A	
	N/A	
Total Other Chgs.		2.00
Amount Financed-Unpaid Balance		$ N/A
Time Price Differential		N/A
Total Of Payments (Time Balance)		$ N/A
Deferred Payment Price		$ 23850.77

Financed By MUNICIPAL
1 Payments Of $ N/A First Payment Due 02/08/12
Pick-up Payment Of $ N/A Due

NO LIABILITY INSURANCE INCLUDED

SHEEHY AUTO STORES HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, RELATING TO THIS MOTOR VEHICLE, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NO PERSON HAS BEEN AUTHORIZED TO MAKE ANY REPRESENTATION OR WARRANTY OR ASSUME ANY LIABILITY ON BEHALF OF SHEEHY AUTO STORES IN CONNECTION WITH THE SALE OF THIS MOTOR VEHICLE.

VENDOR #
ACCOUNT #
DEPT HEAD
TOWN MANAGER

SHEEHY
AUTO STORES

www.sheehy.com

641 Johnston - Willis Drive
RICHMOND, VIRGINIA 23235
Phone : 804-419-1363
Fax: 804-378-3685

DEAL # 74602

Sales - Service

DATE 01/09/12
SALESMAN ROBERT M. MCCULLOCH
SALESMAN
STOCK NO. NT11678
PURCHASE ORDER NO.

MUNICIPAL SALES

INVOICE

TOWN OF SMITHFIELD
1613 S. CHURCH STREET
SMITHFIELD VA 23430

CUST. NO. 703534

TEL. NO.

NEW OR USED	YEAR MODEL	MAKE OR TRADE NAME	NO. CYL.	MODEL AND BODY TYPE	IDENTIFICATION OR SERIAL NUMBER
N	2011	FORD TRUCK		EXPLORER	1FMHK8D82BGA88325

UNDER THE VIRGINIA PROMPT PAYMENT ACT, OUR TERMS ARE NET 30 DAYS

ACCESSORIES:

Cash Price		$ 29942.00
Down Payment:		
Cash	$ 29944.00	
Trade-in:	N/A	
Less Pay Off:	(N/A)	
Total Down Payment		29944.00
Unpaid Balance of Cash		$ -2.00
Other Charges:		
Equipment Install	$ N/A	
Temp Tags	2.00	
Extended warranty	N/A	
Delivery Fee	N/A	
Service Manual	N/A	
	N/A	
Total Other Chgs.		2.00
Amount Financed-Unpaid Balance		$ N/A
Time Price Differential		N/A
Total Of Payments (Time Balance)		$ N/A
Deferred Payment Price		$ 29944.00

Financed By MUNICIPAL
1 Payments Of $ N/A First Payment Due 02/08/12
Pick-up Payment Of $ N/A Due

NO LIABILITY INSURANCE INCLUDED

SHEEHY AUTO STORES HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED RELATING TO THIS MOTOR VEHICLE, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NO PERSON HAS BEEN AUTHORIZED TO MAKE ANY REPRESENTATION OR WARRANTY OR ASSUME ANY LIABILITY ON BEHALF OF SHEEHY AUTO STORES IN CONNECTION WITH THE SALE OF THIS MOTOR VEHICLE.

VENDOR #
ACCOUNT #
DEPT HEAD
TOWN MANAGER

CLARK • NEXSEN
Architecture & Engineering

Invoice

December 31, 2011
Invoice No: 47159

Total Invoices:
$ 14,684.65

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 Replacement (IDQ 3152)

Professional Services for the Period through December 31, 2011

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
Study	3,940.00	100.00	3,940.00	3,940.00	0.00
60% Design	21,910.00	100.00	21,910.00	21,910.00	0.00
100% Design	9,940.00	100.00	9,940.00	9,940.00	0.00
Final Design	4,340.00	100.00	4,340.00	4,340.00	0.00
Direct Costs	1,100.00	100.00	1,100.00	1,100.00	0.00
Additional Services	7,000.00	35.00	2,450.00	2,450.00	0.00
Change Order #1	36,580.00	50.00	18,290.00	16,461.00	1,829.00
Total Fee	84,810.00		61,970.00	60,141.00	1,829.00
	Subtotal				**1,829.00**
			Invoice Total:		**$1,829.00**

Outstanding Invoices

Number	Date	Balance
46718	10/31/2011	1,829.00
46980	11/30/2011	3,658.00
Total		**5,487.00**

VENDOR # _____
ACCOUNT # 005-42060-7100
DEPT HEAD W.T.H.
TOWN MANAGER HLS

Clark Nexsen - Deborah A. Gill dagill

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

CLARK • NEXSEN
Architecture & Engineering

Invoice

December 31, 2011
Invoice No: 47165

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

Project Manager Michael Tippin
Principal David Bradshaw

Project 4028 South Church Street Additional CA Services, Smithfield, VA (IDQ 3152)

NTE $20,120.00

Professional Services for the Period through December 31, 2011

Fee	20,120.00			
Percent Complete	38.39%	Total Earned	7,725.00	
		Previous Fee Billing	4,405.00	
		Current Fee Billing	3,320.00	
		Fee		**3,320.00**
			Invoice Total:	**$3,320.00**

Clark Nexsen - Deborah A. Gill dagill

VENDOR # _____
ACCOUNT # 4130-8100
DEPT HEAD M.T.T.
TOWN MANAGER PMS

6160 Kempsville Circle, Suite 200A, Norfolk, Virginia 23502 757/455-5800 Fax 757/455-5638 http://www.clarknexsen.com
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Invoice

December 31, 2011
Invoice No: 47167

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 December 31, 2011

Description	Total Fee	Percent Complete	Total Fee Earned	Prior Fee Earned	Current Fee Earned
CA - Office	194,034.00	69%	133,978.90	124,443.25	9,535.65
Total Fee	194,034.00		133,978.90	124,443.25	9,535.65
	Subtotal				**9,535.65**
				Invoice Total:	**$9,535.65**

Outstanding Invoices

Number	Date	Balance
46981	11/30/2011	11,925.13
Total		**11,925.13**

VENDOR # _____
ACCOUNT # 41300-8100
DEPT HEAD W.T.L
TOWN MANAGER PMS

Clark Nexsen - Deborah A. Gill dagill

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

Town of Smithfield, Virginia

Annual Engineering Services Contract

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

INDEPENDENT PROJECTS	Fee Basis	% Complete	Amount Earned	Previous Amount Billed	Amount Due This Invoice
Consent Order/Locality-HRSD Coordination (HR04103-27)					
Record Review	Lump Sum	97.58%	$ 146,370.00	$ 145,800.00	$570.00
Consent Order / SSES Task 2 Pump Station Inspections (HR04103-44R)					
Pump Station Inspections	Lump Sum	85.61%	$ 32,959.85	$ 30,030.00	$2,929.85
Consent Order / SSES Task 8 Data Analysis and Condition (HR04103-50R)					
Field Services	Lump Sum	64.51%	$ 43,221.70	$ 34,907.00	$8,314.70
Consent Order/SSO General Regional Hydraulic Model (HR04103-59RI)					
Model Development	Lump Sum	72.77%	$ 21,831.00	$ 7,800.00	$14,031.00
				TOTALS	**$25,845.55**

VENDOR # _____

ACCOUNT # 004-42070-7017

DEPT HEAD W.T.B.

TOWN MANAGER PMS

Draper Aden Associates

Town of Smithfield, Virginia

Annual Engineering Services Contract

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

GENERAL REVIEW SERVICES (HR04103-27) Consent Order / HRSD-Locality Coordination	**Billing Period** (2011)	**Fee Basis**	**Fee**	**% Complete**	**Amount Earned**	**Prior Invoice Amount**	**Amount Due**
Project Labor							
Coordination Activities	December	Lump Sum	$150,000.00	97.58%	$146,370.00	$145,800.00	$570.00
	Project Totals		$150,000.00	97.58%	$146,370.00	$145,800.00	$570.00

TOTAL = $570.00

Draper Aden Associates

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

GENERAL REVIEW SERVICES (HR04103-44R) Consent Order / SSES Task 2 Pump Station Inspections	**Billing Period** (2011)	**Fee Basis**	**Fee**	**% Complete**	**Amount Earned**	**Prior Invoice Amount**	**Amount Due**
Project Labor							
Field Tasks - Pump Station Inspections	December	Lump Sum	$38,500.00	85.61%	$32,959.85	$30,030.00	$2,929.85
	Project Totals		$38,500.00	85.61%	$32,959.85	$30,030.00	$2,929.85

TOTAL = $2,929.85

Draper Aden Associates

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

GENERAL REVIEW SERVICES (HR04103-50R) Consent Order / SSES Task 8 Data Analysis and Condition	**Billing Period** (2011)	**Fee Basis**	**Fee**	**% Complete**	**Amount Earned**	**Prior Invoice Amount**	**Amount Due**
Project Labor							
Data Analysis	December	Lump Sum	$67,000.00	64.51%	$43,221.70	$34,907.00	$8,314.70
	Project Totals		$67,000.00	64.51%	$43,221.70	$34,907.00	$8,314.70

TOTAL = $8,314.70

Draper Aden Associates

Town of Smithfield, Virginia

Annual Engineering Services Contract

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

GENERAL REVIEW SERVICES (HR04103-59RI) Consent Order / SSO General Regional Hydraulic Model	**Billing Period** (2011)	**Fee Basis**	**Fee**	**% Complete**	**Amount Earned**	**Prior Invoice Amount**	**Amount Due**
Project Labor							
Model Development	December	Lump Sum	$30,000.00	72.77%	$21,831.00	$7,800.00	$14,031.00
	Project Totals		$30,000.00	72.77%	$21,831.00	$7,800.00	$14,031.00

TOTAL = $14,031.00

Draper Aden Associates

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 – December 2011 Invoices
Project Number:	HR04103-27, HR04103-44R, HR04103-50R, HR04103-59RI
Date:	January 16, 2012
cc:	Bill Hopkins, Scott Schiller

Recent Activities:

1. HR04103-27 – Continued coordination with the Town of Smithfield and other Consent Order related parties, attended Capacity Team and Locality meetings, and provided general Consent Order related assistance.
2. HR04103-44R – Continued the logging of collected information into a database.
3. HR04103-50R – Continued to organize the data collected throughout the SSES field service tasks and generate condition assessment reports for each SSES basin.
4. HR04103-59RI – Attended a model user group meeting and continued to assist the Town with regional hydraulic model development. Continued to work on model revisions required as a result of Minor Revision No. 1.

Upcoming Tasks:

1. HR04103-27 – Attend meetings and coordinate with Town/other localities as necessary.
2. HR04103-44R – Complete the logging of collected information into a database.
3. HR04103-50R – Continue analysis of the data collected during the SSES field service tasks and to develop condition assessment report documentation as required for rehabilitation planning.
4. HR04103-59RI – Attend model user group meetings as necessary and continue to assist the Town with regional hydraulic model development. Complete the model revisions and reporting necessary as a result of Minor Revision No. 1.

Scope Changes:

1. None

Budget Status/Percent Complete

1. HR04103-27 – 97.58%
2. HR04103-44R – 85.61%
3. HR04103-50R – 64.51%
4. HR04103-59RI – 72.77%

Schedule Status/Deliverable Status

1. HR04103-27 – On-going task for duration of Consent Order Project.

11820 Fishing Point Drive, Suite 110 • Newport News, VA • 23606 • (757) 599-9000 • Fax: (757) 599-2604 • www.daa.com
Blacksburg • Charlottesville • Richmond

2. HR04103-44R – On schedule based on VDEQ deadlines.
3. HR04103-50R – On schedule based on VDEQ deadlines.
4. 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

January 10, 2012

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

Explanation of Amount Certified	
Application No:	13
Application Date:	1/10/2012
Period To:	1/01/2012

EN03-300-108, C502, UPC95571/93722

Contract Date:	11/04/2010
Invoice No:	821515

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.....	$1,290929.94
Total Earned Less Retainage.....	$1,290,929.94
Current Payment Due.....	$64,979.46

VENDOR # EXCEL
ACCOUNT # 100-41300-8100
DEPT HEAD M.T.N.
TOWN MANAGER PMS

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.: 13
APPLICATION DATE: 1/10/2012
PERIOD TO: 1/1/2012

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

JOB # : 1189

EN03-300-108, C502, UPC95571/93722

ARCHITECT:

CONTRACT DATE: 11/4/2010

CONTRACT FOR:

INVOICE NO: 821515

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

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..... ~~$ 1,304,702.32~~ $1,290,929.94
(Column G)

Retainage:

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

10% of Stored Material $ -
(Column F)

Total Retainage..... $ -

Total Earned Less Retainage..... ~~$ 1,304,702.32~~ $1,290,929.94
(Line 4 less Line 5 Total)

Less Owner Direct Pymt by Purchase Ord.. $ -

Less Previous Payments..... $ 1,235,330.67
(Line 6 from prior Certificate)

Current Payment Due..... $ 64,979.46

Balance to Finish Including Retainage..... $ 1,325,432.59
(Line 3 less Line 6)

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

CONTRACTOR: Excel Paving Corporation

By: Date:

State of Virginia
City of Norfolk
Subscribed and sworn to before me this 10th day of January, 2012
NOTARY PUBLIC:
Signed: Carolina Pauline Gunter
My Commission Expires: December 31, 2012

CAROLINA PAULINE GUNTER
NOTARY PUBLIC
REGISTRATION # 7204006
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES
DECEMBER 31, 2012

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED: $ $64,979.46
(Attach explanation if amount certified differs from Amount applied for.)

ARCHITECT: Clark Nexsen

By: Date: 1/10/12

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

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

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

EN03-300-108, C502, UPC95571/93722

APPLICATION: 13
INVOICE NO.: 821515

ESTIMATE FOR PERIOD ENDING:
12/3/2011 thru 1/1/2012

SUBCONTRACTOR:
EXCEL PAVING CORP.

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

FROM SCHEDULE OF PRICES				TOTAL QUANTITIES REQUESTED			UNIT PRICES				ARRA	ENHANCE	URBAN	TOWN
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
	General Items													
1	Mobilization	LS	1.00	1.00	0.00	1.00	$ 176,500.00	$ 176,500.00	$ -	$ 176,500.00	$ 58,245.00	$ 118,255.00		
2	Construction Surveying	LS	1.00	0.70	0.00	0.70	$ 12,000.00	$ 12,000.00	$ -	$ 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 Corse	TN	1,000.00	335.73	0.00	335.73	$ 96.00	$ 96,000.00	$ -	$ 32,230.08		$ 32,230.08		
6	Aggregate Material Size 21-A	TN	3,400.00	2,159.66	335.43	2495.09	$ 27.00	$ 91,800.00	$ 9,056.61	$ 87,367.43	$ 6,403.88	$ 60,963.57		
7	Combination 4" Curb and Gutter	LF	4,600.00	1,841.00	610.00	2451.00	$ 29.00	$ 133,400.00	$ 17,690.00	$ 71,079.00		$ 71,079.00		
8	4" Curb	LF	450.00	413.00	198.00	611.00	$ 22.80	$ 10,260.00	$ 4,514.40	$ 13,930.80		$ 13,930.80		
9	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	160.00	144.00	0.00	144.00	$ 29.00	$ 4,640.00	$ -	$ 4,176.00		$ 4,176.00		
11	3' Valley Gutter	LF	500.00	496.50	0.00	496.50	$ 27.50	$ 13,750.00	$ -	$ 13,653.75		$ 13,653.75		
12	Resedential Drive	SY	350.00	262.80	0.00	262.80	$ 99.50	$ 34,825.00	$ -	$ 26,148.60		$ 26,146.60		
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 Accesible 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	1,724.00	264.00	1988.00	$ 35.00	$ 112,000.00	$ 9,240.00	$ 69,580.00	$ 11,340.00	$ 58,240.00		
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	165.00	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	$ -	$ 81,690.00	$ 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	278.00	0.00	278.00	$ 138.00	$ 73,140.00	$ -	$ 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	$ 33,462.00	$ -	$ 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	$ 20,684.00	$ -	$ 8,856.00		$ 8,856.00		
31	DI 3-b L=8'	EA	2.00	1.00	0.00	1.00	$ 3,206.00	$ 6,412.00	$ -	$ 3,206.00		$ 3,206.00		
32	DI-3C L=6'	EA	2.00	2.00	0.00	2.00	$ 2,892.00	$ 5,784.00	$ -	$ 5,784.00		$ 5,784.00		
33	DI-3BB L=4'	EA	2.00	3.00	0.00	3.00	$ 4,251.00	$ 8,502.00	$ -	$ 12,753.00		$ 12,753.00		
34	DI-3BB L=6'	EA	8.00	6.00	0.00	6.00	$ 4,314.00	$ 34,512.00	$ -	$ 25,884.00		$ 25,884.00		
35	DI-3CC L=6'	EA	1.00	0.00	0.00	0.00	$ 5,217.00	$ 5,217.00	$ -	$ -				
36	18" Flared End Section	EA	1.00	1.00	0.00	1.00	$ 1,957.00	$ 1,957.00	$ -	$ 1,957.00	$ 1,957.00			
37	Select Fill For Trenche	CY	1,700.00	963.00	24.00	987.00	$ 16.00	$ 27,200.00	$ 384.00	$ 15,792.00	$ 4,928.00	$ 10,864.00		
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	$ 3,375.00	$ -	$ 6,097.50	$ 1,072.50	$ 5,025.00		
42	Inlet Protection	LF	29.00	4.00	0.00	4.00	$ 100.00	$ 2,900.00	$ -	$ 400.00		$ 400.00		
43	Construction Entrance	LS	1.00	1.00	0.00	1.00	$ 2,900.00	$ 2,900.00	$ -	$ 2,900.00		$ 2,900.00		

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

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

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

APPLICATION: 13
INVOICE NO.: 821515

EN03-300-108, C502, UPC95571/93722

ESTIMATE FOR PERIOD ENDING: 12/3/2011 thru 1/1/2012

SUBCONTRACTOR: EXCEL PAVING CORP.

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

FROM SCHEDULE OF PRICES				TOTAL QUANTITIES REQUESTED			UNIT PRICES				ARRA	ENHANCE	URBAN	TOWN
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
44	Demolition	LS	1.00	0.80	0.05	0.85	$ 106,639.00	$ 106,639.00	$ 5,331.95	$ 90,643.15	$ 15,960.64	$ 74,682.51		
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	$ 60.00	$ 60.00	$ -	$ -				
54	Handicap Parking Sign	EA	2.00	0.00	0.00	0.00	$ 135.00	$ 270.00	$ -	$ -				
55	Stop Sign	EA	1.00	0.00	0.00	0.00	$ 160.00	$ 160.00	$ -	$ -				
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	Maintenece of Traffic	LS	1.00	0.75	0.05	0.80	$ 75,000.00	$ 75,000.00	$ 3,750.00	$ 60,000.00	$ 17,250.00	$ 42,750.00		
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/ Perenials	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	$ 3.50	$ 17,500.00	$ -	$ 2,625.00		$ 2,625.00		
69	6" Waterline	LF	370.00	50.00	0.00	50.00	$ 40.00	$ 14,800.00	$ -	$ 2,000.00		$ 2,000.00		
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	$ 6,440.00	$ 12,880.00	$ -	$ -				
72	3/4" Water Service	EA	8.00	0.00	0.00	0.00	$ 1,874.00	$ 14,992.00	$ -	$ -				
73	Horizantal 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	$ 220.00	$ 22,000.00	$ -	$ -				
81	4" Schedule 80 Pvc with pullwire	LF	32,000.00	20,981.00	2,402.00	23383.00	$ 6.25	$ 200,000.00	$ 15,012.50	$ 146,143.75				$ 146,143.75
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	1950.00	$ 16.80	$ 82,656.00	$ -	$ 32,760.00				$ 32,760.00
84	Splice Box	EA	45.00	4.00	0.00	4.00	$ 525.00	$ 23,625.00	$ -	$ 2,100.00				$ 2,100.00
85	Utility Vault	EA	6.00	5.00	0.00	5.00	$ 10,500.00	$ 63,000.00	$ -	$ 52,500.00				$ 52,500.00
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		
87	Addendum 8x6 Tee	EA	1.00	1.00	0.00	1.00	$ 903.00	$ 903.00	$ -	$ 903.00		$ 903.00		

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

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

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

APPLICATION: 13
INVOICE NO.: 821515

EN03-300-108, C502, UPC95571/93722

ESTIMATE FOR PERIOD ENDING:
12/3/2011 thru 1/1/2012

SUBCONTRACTOR:
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1132 HARMONY ROAD
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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	$ -	$ -				
	TOTALS							$2,593,555.50	$64,979.46	$1,290,929.94	$ 165,329.00	$ 892,097.19	$ -	$ 233,503.75
	ADDITIONAL WORK													
90	CO# 1 - PCO #1 - Additional Tree Removal	LS	1.00	1.00	0.00	1.00	$ 6,258.39	$ 6,258.39	$ -	$ 6,258.39				
91	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	0.00	0.00	$ 9,496.19	$ 9,496.19	$ -	$ -				
93	CO #4 - Conflict with Sewer at Hill St.	LS	1.00	0.00	0.00	0.00	$ 13,310.84	$ 13,310.84	$ -	$ -				
					TOTALS:			$2,630,134.91	$64,979.46	$1,304,702.32	$ 165,329.00	$ 892,097.19	$ -	$ 233,503.75

Not Approved

Smithfield
Volunteer Fire Department, Inc.

P.O. Box 117 Smithfield, Va. 23431 Phone 757-357-3231

28 December, 2011

W. Douglas Caskey, County Administrator/Isle of Wight Co.
Ms. Ellen Minga, Treasurer/ Town of Smithfield
C. Larry Pope, President/CEO Smithfield Foods

All,

On 15 February, 2012 the second instalment on the lease for the Smithfield VFD's Heavy Rescue Unit will be due. We are requesting that your instalment portion be sent to the Smithfield Vol. Fire Dept. by 04 February, 2012 if possible so that timely payment can be made. The individual instalment obligations for each entity are as follows:

Smithfield Foods	$50,000.00
Town of Smithfield	$10,000.00
Isle of Wight Co.	$56,744.21

We again graciously thank you for your continued support. Should you have any questions, please call me at 757.416.2840.

Respectfully Submitted,

Jerry

H. Jerry Hackney
Assistant Chief

DEPT HEAD
TOWN MANAGER PMS

Letters of agreement/resolution attached

usbank.
Five Star Service Guaranteed

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

Phone (757) 365-4200 Fax (757) 365-9508

RE: Virginia Association Of Counties Finance Program Series 2005A

FOR DEBT SERVICE PAYMENT DUE: 1/20/2012

INTEREST: $55,868.75

PRINCIPAL:

TOTAL PAYMENT DUE: $55,868.75

PAYMENT INSTRUCTIONS

WIRE INSTRUCTIONS: **1/20/2012**
U.S. Bank N.A. (091000022)
U.S. Bank Trust N.A. A/C 180121167365
REF: 790154000
ATTN: Sandra Leske
651-495-3793

CHECK INSTRUCTIONS: **1/20/2012**
US Bank
CM-9705
PO BOX 70870
St.Paul, MN 55170-9705
Reference: Sandra Leske

VENDOR # _____
ACCOUNT # _____
DEPT HEAD _____
TOWN MANAGER _____

Town of Smithfield

Memo

TO: Town Council Public Works Committee

FROM: Sonja Pruitt

DATE: 1/24/12

RE: Earth Day/Recycling Update

Gary Gandee, Recycle Committee Chairman and I met with the Green Club at Smithfield High School on 1/10/12 to discuss promoting and educating others on recycling. We plan to meet with Beta, Key, National Honor Society and Leo Clubs as well very soon.

The students and sponsors are very excited and willing to help promote recycling. One of the ideas that came out of meeting was for the town to sponsor an Earth Day Event. We would ask the clubs, Butler Paper, Moody's and other interested groups to come out that day and set up a display/booth to help educate others on recycling.

Earth Day is Sunday, April 22nd however we would like to host the event on Saturday, April 28th at Windsor Castle Park. (Time will be determined after we speak with all clubs and vendors). This will be our "Great American Cleanup Event" as requested by HRPDC.

Gary and I are requesting Town Council's approval for us to host this event. Gary will serve as the main contact person and will take lead in organizing event.

Smithfield on the Move Update
Outline for Committee Meeting

I. Update on current progress of Smithfield on the Move
   a. 6 month grant report completed and submitted in December
   b. Community Needs Assessment - On-going
   c. Riverside space donated for use with Smithfield on the Move through November 2012
   d. Advisory Board – First meeting in New Year - January 10, 2012 at Riverside facility
   e. Virginia Foundation for Healthy Youth Grant Award
   f. YMCA Open House – Market Smithfield on the Move and walking program

II. Objectives for remainder of current grant cycle
   a. Implement adult & youth walking incentive program
   b. Continue meeting with Advisory Board
   c. Continue developing tactical teams to carry out strategic plan objectives
   d. Address timeline in funding through Obici foundation & continue seeking additional funding through other sources