



**Continued Finance Committee**

- TAB # 6** 6. 2013 Parade of Homes Charity House – Fee Waiver Request
- TAB # 7** 7. Resolution for the Virginia Retirement System “Phase In” for Fiscal Year 2013\2014
- 8. Continued Budget Discussion

**TUESDAY, APRIL 23<sup>RD</sup>, 2013**

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

- 1. Public Comments
- 2. Operational Updates

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

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

- 1. Public Comments
- 2. Operational Updates

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

**Public Buildings & Welfare                      Members: Cook (CH), Chapman, Smith**

- 1. Public Comments
- TAB # 8** 2. Pinewood Heights Relocation Project – Phase II Update
- TAB # 9** 3. Approval to Place a Fence in the Easement Area along Hayden’s Lane to Extend Outdoor Dining for the Bakery Restaurant
- TAB # 10** 4. Hot Air Balloon Launch Request
- TAB # 11** 5. Discussion on Best Use of Town Property located at the Corner of James / Washington Street
- TAB # 12** 6. Bacon Love Sculpture Proposed Location at Windsor Castle Park

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**\*\*\* Additional Item Not Listed on Committee but will be on Council’s May 7<sup>th</sup> Agenda\*\*\***

- Approval of April Town Council Minutes
- Presentation of Resolution from Delegate Rick Morris for Winning the Prettiest Painted Town
- Public Hearing: Capital Improvement Program

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**\*\*\* Item Not listed on Committee but will require a Special Public Hearing in May due to Advertising Requirements**

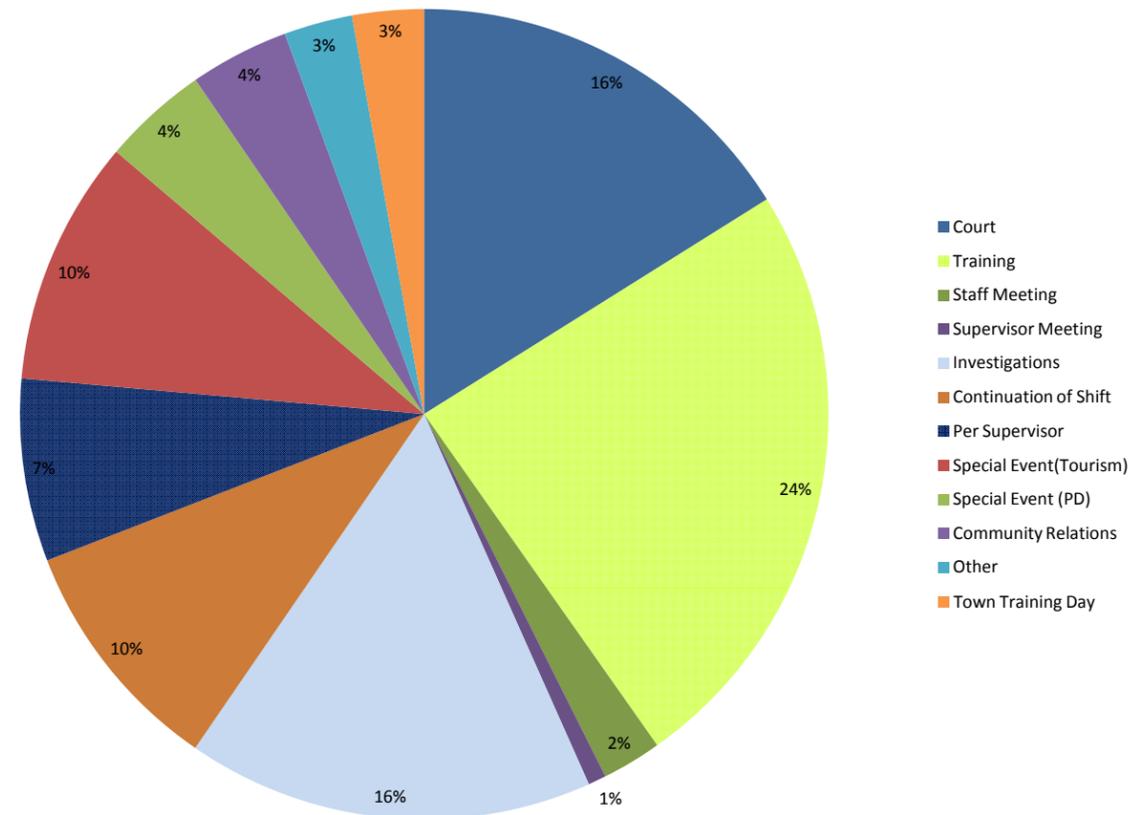
- Public Hearing: Boundary Line Adjustment at Battery Park Road and Great Springs Road

## Snap Shot Report (3rd Quarter) 3rd Quarter -End of Quarter

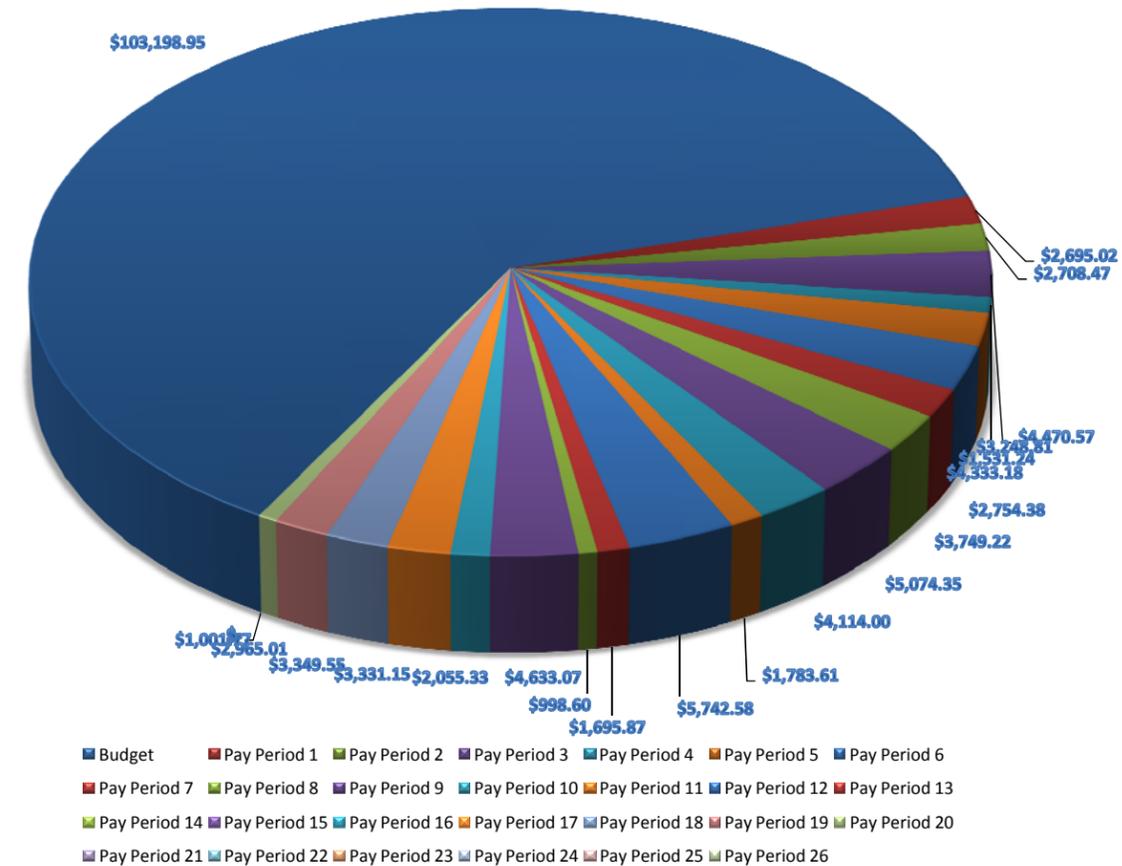
Proposed Expenditure for Quarter \$25,799.73  
 Actual Expenditure for Quarter \$17,335.87  
 Remaining \$8,463.87

Beginning Budget \$103,198.95  
 Remaining Budget \$40,801.10

### Overtime Classification by Percentage



### Overtime Compensation Impact by Pay Period



### OT Hours by Pay Period & Classification (Quarterly)

	Jan 13-Jan 26	Jan 27-Feb 9	Feb 10 - Feb 23	Feb 24 - March 9	March 10 - March 23	March 24 - April 6	
Court	19	11.5	15	14	21.5	8	89
Training	77.5	3	27	31	52	0	190.5
Staff Meeting	3	0	0	2	0	0	5
Supervisor Meeting	0	0	0	2	0	2	4
Investigations	0	20.5	21.5	38	16.5	0	96.5
Continuation of Shift	4	2	16	19	4	1	46
Per Supervisor	0	0	10	0	8.5	6	24.5
Special Event (Tourism)	0	0	0	0	0	0	0
Special Event (PD)	0	0	0	0	0	0	0
Town Training Day	0	0	0	0	0	0	0
Community Relations	0	0	0	0	0	13.5	13.5
Other	0	1	4.5	7	12	0	24.5



703 Thimble Shoals Boulevard, Suite C-2  
Newport News, Virginia 23606  
(757) 599-9800 • Fax (757) 599-3684  
www.daa.com

March 15, 2013

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

Re: Town of Smithfield – ARC Flash Assistance Proposal / Phase 2  
Scope of Work and Fees  
DAA Project Number: HR04103-68P

Dear Mr. Stephenson:

Draper Aden Associates (DAA) is pleased to provide this proposal to the Town of Smithfield for assistance necessary to develop an ARC Flash analysis and rating for ten of the Town's wastewater pumping stations. All work will conform to OSHA and NFPA 70E requirements.

***TASK DESCRIPTION***

In order to develop the ARC Flash rating, the following work will be performed by our subcontractor, Robert G. Dashiell, Jr., P.E., Inc. under our guidance as follows:

- ❖ Provide field investigation for ten Town wastewater pumping station.
- ❖ Contact the local utility company for available fault current at the service locations.
- ❖ Complete an ARC Flash and current study on each facility in accordance with OSHA and NFPA 70E.
- ❖ Provide one line electrical diagrams with fault ratings for each location.
- ❖ Install labels on the electrical and control equipment at the ten stations affixed at locations approved by the Town.
- ❖ Provide a report of our findings, required personal protective equipment requirements, and

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incidents of energy for all locations.

***TASK SCHEDULE***

DAA is prepared to begin work on this scope of services upon notification from the Town of Smithfield to proceed.

***FEE PROPOSAL***

The above-listed work will be provided for the lump sum not-to-exceed fee of **\$35,000**.

***CONTRACT TERMS AND PROVISIONS***

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

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

Sincerely,  
**DRAPER ADEN ASSOCIATES**



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



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

Cc: Andrew M. Snyder, P.E., Draper Aden Associates

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Actual as of 03/31/13	Remaining Budget	% of budget
<b>Revenue</b>						
<b>General Fund revenues</b>						
<b>General Fund revenues</b>						
<b>Real Estate Tax</b>						
Current RE Tax	1,660,000.00	1,659,225.00	1,648,955.00	1,656,921.75	(7,966.75)	100.48%
Delinquent RE Tax	20,000.00	25,000.00	25,000.00	17,128.47	7,871.53	68.51%
Current RE Penalty	6,500.00	6,500.00	8,000.00	6,311.07	1,688.93	78.89%
Delinquent RE Penalty	2,000.00	2,500.00	2,500.00	1,604.71	895.29	64.19%
Current RE Interest	1,000.00	965.00	1,900.00	681.04	1,218.96	35.84%
Delinquent RE Interest	3,400.00	3,600.00	2,800.00	3,218.19	(418.19)	114.94%
<b>Total Real Estate Taxes</b>	<b>1,692,900.00</b>	<b>1,697,790.00</b>	<b>1,689,155.00</b>	<b>1,685,865.23</b>	<b>3,289.77</b>	<b>99.81%</b>
<b>Personal Property Tax</b>						
Current PP Tax	828,000.00	828,000.00	812,000.00	819,872.43	(7,872.43)	100.97%
Delinquent PP Tax	35,000.00	35,000.00	10,000.00	33,170.49	(23,170.49)	331.70%
Current PP Penalty	13,500.00	13,500.00	10,725.00	13,155.56	(2,430.56)	122.66%
Delinquent PP Penalty	6,000.00	6,000.00	3,900.00	5,886.11	(1,986.11)	150.93%
Current PP Interest	650.00	650.00	650.00	749.91	(99.91)	115.37%
Delinquent PP Interest	4,320.00	4,320.00	1,800.00	4,328.59	(2,528.59)	240.48%
<b>Total Personal Property Tax</b>	<b>887,470.00</b>	<b>887,470.00</b>	<b>839,075.00</b>	<b>877,163.09</b>	<b>(38,088.09)</b>	<b>104.54%</b>
<b>Miscellaneous Receipts Over/Short</b>						
	15.00	15.00	15.00	(71.44)	86.44	-476.27%
<b>Total Over/Short</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>(71.44)</b>	<b>86.44</b>	<b>-476.27%</b>
<b>Other Taxes</b>						
Franchise Tax	139,855.00	139,855.00	139,245.00	-	139,245.00	0.00%
Cigarette Tax	130,000.00	130,000.00	130,000.00	104,667.25	25,332.75	80.51%
Transient Occupancy Tax	142,000.00	140,000.00	140,000.00	118,652.71	21,347.29	84.75%
Meals Tax-4%	834,000.00	842,370.00	776,000.00	601,543.29	174,456.71	77.52%
Meals Tax-2%-budgeted at 1%	354,000.00	327,865.00	194,000.00	271,200.51	(77,200.51)	139.79%
Communications Tax	245,000.00	245,000.00	238,000.00	142,922.16	95,077.84	60.05%
Rolling Stock	13.00	13.00	25.00	13.19	11.81	52.76%
Rental Tax	1,300.00	1,300.00	1,300.00	781.59	518.41	60.12%
Sales Tax	243,000.00	243,000.00	275,000.00	175,411.60	99,588.40	63.79%
Consumption Tax	47,500.00	47,000.00	46,000.00	32,066.00	13,934.00	69.71%
Utility Tax	194,500.00	194,000.00	189,500.00	124,614.46	64,885.54	65.76%
<b>Total Other Local Taxes</b>	<b>2,331,168.00</b>	<b>2,310,403.00</b>	<b>2,129,070.00</b>	<b>1,571,872.76</b>	<b>557,197.24</b>	<b>73.83%</b>
<b>Licenses, Permits &amp; Privilege Fees</b>						

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Actual as of 03/31/13	Remaining Budget	% of budget
Business Licenses	330,000.00	348,000.00	311,000.00	174,943.50	136,056.50	56.25%
Business Licenses Penalty	6,420.00	6,400.00	2,000.00	1,679.60	320.40	83.98%
Business Licenses Interest	645.00	640.00	1,500.00	233.24	1,266.76	15.55%
Permits & Other Licenses	13,000.00	11,000.00	7,000.00	9,833.57	(2,833.57)	140.48%
WC Dog Park Registration	2,200.00	2,200.00	1,860.00	1,791.00	69.00	96.29%
Consultant Review Fees	5,000.00	5,000.00	5,000.00	1,350.00	3,650.00	27.00%
Vehicle License Tags	-	6.00	-	6.00	(6.00)	#DIV/0!
Vehicle License	134,000.00	133,500.00	130,000.00	129,865.48	134.52	99.90%
<b>Total Licenses, permits and privilege fees</b>	<b>491,265.00</b>	<b>506,746.00</b>	<b>458,360.00</b>	<b>319,702.39</b>	<b>138,657.61</b>	<b>69.75%</b>
<b>Fines &amp; Costs</b>						
Public Defender Fee	-	-	-	-	-	#DIV/0!
<b>Fines &amp; Costs</b>	<b>57,000.00</b>	<b>57,000.00</b>	<b>57,000.00</b>	<b>42,123.57</b>	<b>14,876.43</b>	<b>73.90%</b>
<b>Total Fines &amp; Forfeitures</b>	<b>57,000.00</b>	<b>57,000.00</b>	<b>57,000.00</b>	<b>42,123.57</b>	<b>14,876.43</b>	<b>73.90%</b>
<b>From Use of Money and Property</b>						
General Fund Interest	6,400.00	6,400.00	8,000.00	4,511.03	3,488.97	56.39%
Beautification Fund Interest	85.00	150.00	15.00	125.30	(110.30)	835.33%
Rentals	15,685.00	20,300.00	9,365.00	16,731.93	(7,366.93)	178.66%
Smithfield Center Rentals	143,000.00	143,000.00	135,000.00	111,637.34	23,362.66	82.69%
Smithfield Center Vendor Programs	4,500.00	4,500.00	3,725.00	4,500.00	(775.00)	120.81%
Windsor Castle Event Rentals	-	-	4,000.00	-	4,000.00	0.00%
Special Events	1,000.00	1,000.00	-	291.00	(291.00)	#DIV/0!
Fingerprinting Fees	1,000.00	1,000.00	-	830.00	(830.00)	#DIV/0!
Sale of Equipment	1,000.00	5.00	1,000.00	5.00	995.00	0.50%
Sale of Land	-	414,172.00	-	414,171.32	(414,171.32)	#DIV/0!
Lease of Land	525.00	525.00	500.00	525.00	(25.00)	105.00%
<b>Total revenue from use of money and property</b>	<b>173,195.00</b>	<b>591,052.00</b>	<b>161,605.00</b>	<b>553,327.92</b>	<b>(391,722.92)</b>	<b>342.40%</b>
<b>Miscellaneous Revenue</b>						
Other Revenue	2,200.00	2,200.00	1,500.00	2,131.39	(631.39)	142.09%
Cash Proffer Revenues	-	1,500.00	-	1,500.00	(1,500.00)	#DIV/0!
Obici Foundation Wellness Grant	12,500.00	20,275.00	47,595.00	20,275.00	27,320.00	42.60%
Virginia Municipal Group Safety Grant	3,861.00	3,861.00	2,000.00	3,861.00	(1,861.00)	193.05%
<b>Total Miscellaneous Revenue</b>	<b>18,561.00</b>	<b>27,836.00</b>	<b>51,095.00</b>	<b>27,767.39</b>	<b>23,327.61</b>	<b>54.34%</b>
<b>From Reserves</b>						
Restricted Reserves-Beautification	-	-	-	-	-	#DIV/0!
Reserves-Pinewood Escrow	14,618.00	14,618.00	-	10,963.50	(10,963.50)	#DIV/0!
From Operating Reserves			474,086.09	-	474,086.09	0.00%

<b>Town of Smithfield</b>						
<b>General Fund Operating Budget</b>						
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Actual as of 03/31/13	Remaining Budget	% of budget
<b>Total From Reserves</b>	14,618.00	14,618.00	474,086.09	10,963.50	463,122.59	2.31%
<b>Intergovernmental Virginia</b>						
Law Enforcement (no change budgeted for 2014)	161,533.00	161,533.00	161,533.00	121,149.00	40,384.00	75.00%
Litter Control Grant	3,765.00	3,765.00	2,609.00	3,765.00	(1,156.00)	144.31%
Police Block Grants-State	1,000.00	795.00	-	792.97	(792.97)	#DIV/0!
Urban Funds-State Match (18%)	-	155,450.00	-	-	-	#DIV/0!
Fire Programs	19,461.00	22,517.00	18,568.00	22,517.00	(3,949.00)	121.27%
VCA Grant	5,000.00	5,000.00	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	8,500.00	8,500.00	25,000.00	-	25,000.00	0.00%
FEMA-VDEM (state portion)	-	15,705.00	-	3,275.23	(3,275.23)	#DIV/0!
Fuel Refund (state)	865.00	6,700.00	7,000.00	6,327.72	672.28	90.40%
<b>Total State Revenue</b>	200,124.00	379,965.00	219,710.00	162,826.92	56,883.08	74.11%
<b>Intergovernmental Federal</b>						
Federal Grants	5,000.00	7,600.00	5,000.00	9,665.02	(4,665.02)	193.30%
Urban Fund Partial Use Allocation (80%)	-	690,900.00	-	-	-	#DIV/0!
FEMA-federal portion	-	69,290.00	-	48,084.56	(48,084.56)	#DIV/0!
Pinewood Heights CDBG Relocation Grant-Phase II	500,194.00	624,720.00	624,720.00	124,526.00	500,194.00	19.93%
Federal Fuel Income	1,000.00	4,000.00	8,300.00	3,527.81	4,772.19	42.50%
<b>Total Federal Revenue</b>	506,194.00	1,396,510.00	638,020.00	185,803.39	452,216.61	29.12%
<b>Other Financing Sources</b>						
<b>Operating Transfers In</b>						
Transfer In for Debt Service	-	-	-	-	-	#DIV/0!
<b>Total Operating Transfers In</b>	-	-	-	-	-	#DIV/0!
<b>Other Financing Sources</b>						
Note Proceeds-HVAC Financing (Smithfield Center)	-	80,175.00	-	80,175.00	(80,175.00)	#DIV/0!
General Obligation Bond-Capital Asset financing (ball fields)	400,000.00	-	-	-	-	#DIV/0!
Insurance Recoveries	-	4,125.00	-	4,124.42	(4,124.42)	#DIV/0!
<b>Total Other Financing Sources</b>	400,000.00	84,300.00	-	84,299.42	(84,299.42)	#DIV/0!
<b>Contributions</b>						
CHIPS Contributions	2,500.00	2,880.00	5,300.00	2,880.00	2,420.00	54.34%
Bike Rack	-	-	-	-	-	-
Public Restroom	-	-	-	-	-	-
Porcine Statues	-	10,540.00	-	10,537.12	(10,537.12)	-
Contribution-Smithfield Foods Donation to PD	-	20,900.00	-	-	-	-
Contribution-Motorcycle Donation	-	5,000.00	-	5,000.00	(5,000.00)	-

<b>Town of Smithfield</b>						
<b>General Fund Operating Budget</b>						
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Actual as of 03/31/13	Remaining Budget	% of budget
Ruritan Club Contribution-Ivy Hill Bench	-	1,568.00	-	1,568.00	(1,568.00)	#DIV/0!
Contributions-Employee Awards	-	500.00	-	500.00	(500.00)	#DIV/0!
Contributions-IOW County (ball fields)	25,000.00	-	-	-	-	#DIV/0!
Contributions-IOW County Port Authority Grants	-	3,221.00	-	5,559.07	(5,559.07)	#DIV/0!
Farmers Bank-Police Department	-	24,000.00	-	24,000.00	(24,000.00)	#DIV/0!
Contributions South Church Street Improvement Project	-	400,000.00	-	400,000.00	(400,000.00)	#DIV/0!
<b>Total Contributions</b>	<b>27,500.00</b>	<b>468,609.00</b>	<b>5,300.00</b>	<b>450,044.19</b>	<b>(444,744.19)</b>	<b>8491.40%</b>
<b>Total General Fund Revenue</b>	<b>6,800,010.00</b>	<b>8,422,314.00</b>	<b>6,722,491.09</b>	<b>5,971,688.33</b>	<b>750,802.76</b>	<b>88.83%</b>
<b>Less Revenues, Loan Funds, Grants and Contributions related to capital projects</b>						
<b>General Obligation Bond-HVAC Financing</b>	-	(80,175.00)	-	(80,175.00)	80,175.00	
<b>General Obligation Bond-Land Acquisition</b>	(400,000.00)	-	-	-	-	
Cash Proffer Revenues	-	(1,500.00)	-	(1,500.00)	1,500.00	
Meals Tax (1%) allocated to Special Projects	(354,000.00)	(327,865.00)	(194,000.00)	(271,200.51)	77,200.51	
South Church Street Improvement Project-Grants	-	(690,900.00)	-	-	-	
South Church Street Improvement Project-Contributions	-	(400,000.00)	-	(400,000.00)	400,000.00	
Beautification Reserves	-	-	-	(10,963.50)	10,963.50	
Pinewood Heights Relocation Project -Grant-\$800,000	(500,194.00)	(624,720.00)	(624,720.00)	124,526.00	(749,246.00)	
<b>Total Non-operating Revenues</b>	<b>(1,254,194.00)</b>	<b>(2,044,985.00)</b>	<b>(818,720.00)</b>	<b>(559,138.01)</b>	<b>(259,581.99)</b>	<b>68.29%</b>
<b>Total General Fund Operating Revenues</b>	<b>5,545,816.00</b>	<b>6,377,329.00</b>	<b>5,903,771.09</b>	<b>5,412,550.32</b>	<b>491,220.77</b>	<b>91.68%</b>
<b>General Fund Budget Expenses</b>						
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Actual as of 03/31/13	Remaining Budget	% of budget
<b>GENERAL GOVERNMENT</b>						
<b>Town Council</b>						
Salaries	40,000.00	40,000.00	40,000.00	29,110.00	10,890.00	72.78%
FICA	3,500.00	3,500.00	3,468.00	2,599.14	868.86	74.95%
Employee Wellness/Assistance Plan	1,800.00	1,800.00	1,900.00	1,228.50	671.50	64.66%
Legal Fees	32,000.00	30,000.00	30,000.00	21,311.63	8,688.37	71.04%
Election Expense	3,000.00	-	3,000.00	-	3,000.00	0.00%
Maintenance contracts	695.00	-	600.00	-	600.00	0.00%
Advertising	30,000.00	30,000.00	30,000.00	13,068.19	16,931.81	43.56%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Actual as of 03/31/13	Remaining Budget	% of budget
Professional Services	1,500.00	750.00	2,500.00	-	2,500.00	0.00%
Records Management maint & upgrades-scanner & software	8,484.00	3,984.00	3,900.00	995.00	2,905.00	25.51%
Site Plan Review	5,000.00	2,500.00	5,000.00	-	5,000.00	0.00%
Communications	3,500.00	3,500.00	5,100.00	1,759.55	3,340.45	34.50%
Insurance	27,435.00	26,125.00	27,665.00	19,593.75	8,071.25	70.83%
Supplies	20,000.00	20,000.00	20,000.00	12,616.46	7,383.54	63.08%
Travel & Training	6,000.00	6,000.00	7,000.00	4,523.22	2,476.78	64.62%
Subscriptions/Memberships	9,100.00	9,000.00	9,000.00	8,333.00	667.00	92.59%
Council Approved Items	16,000.00	10,000.00	10,000.00	5,419.84	4,580.16	54.20%
Public Defender Fees	2,000.00	2,000.00	2,000.00	1,560.00	440.00	78.00%
Bank Charges	625.00	625.00	375.00	458.35	(83.35)	122.23%
<b>SpecialProjects</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>1,000.00</b>	<b>1,342.43</b>	<b>(342.43)</b>	<b>134.24%</b>
Smithfield CHIPS program	3,772.00	3,772.00	3,772.00	2,566.00	1,206.00	68.03%
Update Town Charter & Code	2,000.00	2,000.00	2,000.00	1,355.00	645.00	67.75%
Annual Christmas Parade	400.00	400.00	325.00	75.11	249.89	23.11%
Council Approved Hwy	-	-	(22,270.00)	-	(22,270.00)	0.00%
<b>Total Town Council</b>	<b>219,311.00</b>	<b>198,456.00</b>	<b>186,335.00</b>	<b>127,915.17</b>	<b>58,419.83</b>	<b>68.65%</b>
<b>Town Manager</b>						
Salaries	216,840.00	201,022.01	201,022.01	143,279.94	57,742.07	71.28%
FICA	17,350.00	16,082.00	16,082.00	11,300.18	4,781.82	70.27%
VSRS	25,100.00	26,320.00	26,320.00	19,559.07	6,760.93	74.31%
<b>Health</b>	<b>37,455.00</b>	<b>34,775.00</b>	<b>34,775.00</b>	<b>28,946.10</b>	<b>5,828.90</b>	<b>83.24%</b>
Auto Expense	500.00	500.00	500.00	-	500.00	0.00%
<b>Maintenance Contracts</b>	<b>1,700.00</b>	<b>1,536.00</b>	<b>1,400.00</b>	<b>1,152.00</b>	<b>248.00</b>	<b>82.29%</b>
Communications	15,500.00	15,500.00	15,500.00	10,250.78	5,249.22	66.13%
Insurance	2,910.00	2,773.00	2,725.00	2,079.18	645.82	76.30%
Supplies	5,500.00	5,500.00	5,500.00	3,243.96	2,256.04	58.98%
Dues & Subscriptions	2,940.00	2,920.00	2,800.00	2,750.59	49.41	98.24%
Computer & technology expenses	16,000.00	10,273.00	16,000.00	5,028.22	10,971.78	31.43%
Travel & Training	7,800.00	7,800.00	5,000.00	3,888.90	1,111.10	77.78%
Other	100.00	1,100.00	100.00	55.00	45.00	55.00%
TM Allocated to Hwy	-	-	(6,450.00)	-	(6,450.00)	0.00%
<b>Total Town Manager</b>	<b>349,695.00</b>	<b>326,101.01</b>	<b>321,274.01</b>	<b>231,533.92</b>	<b>89,740.09</b>	<b>72.07%</b>
<b>Treasurer</b>						
Salaries	258,170.00	248,190.00	248,190.00	175,672.00	72,518.00	70.78%
FICA	20,655.00	19,860.00	19,860.00	13,880.49	5,979.51	69.89%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Actual as of 03/31/13	Remaining Budget	% of budget
VSRS	29,230.00	30,885.00	30,885.00	22,930.15	7,954.85	74.24%
Health	32,840.00	27,725.00	30,650.00	22,637.95	8,012.05	73.86%
Audit	11,500.00	23,250.00	23,250.00	23,250.00	-	100.00%
Depreciation Software	2,700.00	2,700.00	2,700.00	-	2,700.00	0.00%
Communications	8,080.00	8,080.00	7,800.00	5,573.50	2,226.50	71.46%
Data Processing	18,000.00	18,000.00	18,000.00	13,217.35	4,782.65	73.43%
Service Contracts	18,500.00	22,035.00	17,100.00	16,420.62	679.38	96.03%
Insurance	2,510.00	2,390.00	2,350.00	1,792.02	557.98	76.26%
Supplies	15,000.00	15,000.00	15,000.00	9,181.73	5,818.27	61.21%
Dues & Subscriptions	2,300.00	2,300.00	2,300.00	1,995.96	304.04	86.78%
Credit Card Processing	1,000.00	1,000.00	1,000.00	493.60	506.40	49.36%
Cigarette Tax Stamps	2,565.00	2,311.00	2,575.00	2,311.20	263.80	89.76%
Travel & Training	2,000.00	1,500.00	1,500.00	104.64	1,395.36	6.98%
Other	100.00	100.00	100.00	62.11	37.89	62.11%
Treasurer Alloc to Hwy	-	-	(12,195.00)	-	(12,195.00)	0.00%
<b>Total Treasurer</b>	<b>425,150.00</b>	<b>425,326.00</b>	<b>411,065.00</b>	<b>309,523.32</b>	<b>101,541.68</b>	<b>75.30%</b>
<b>PUBLIC SAFETY</b>						
<b>Police Department</b>						
Salaries	1,322,140.00	1,282,225.00	1,318,996.00	909,018.34	409,977.66	68.92%
FICA	105,775.00	102,580.00	102,800.00	70,633.14	32,166.86	68.71%
VSRS	139,100.00	145,000.00	151,165.00	108,119.01	43,045.99	71.52%
Health Insurance	185,950.00	165,675.00	189,610.00	136,922.82	52,687.18	72.21%
Pre-employ screening/Emp Medical	2,000.00	2,000.00	2,000.00	1,030.00	970.00	51.50%
Uniforms	24,000.00	24,000.00	34,000.00	6,773.79	27,226.21	19.92%
Service Contracts	37,000.00	34,500.00	37,000.00	28,905.89	8,094.11	78.12%
Communications	65,000.00	54,000.00	65,000.00	35,173.87	29,826.13	54.11%
Computer & Technology Expenses	10,000.00	10,000.00	10,000.00	4,299.49	5,700.51	42.99%
Insurance	51,935.00	49,465.00	49,000.00	37,096.20	11,903.80	75.71%
Ins. - LODA	10,440.00	8,535.00	10,431.08	8,534.52	1,896.56	81.82%
Materials & Supplies	30,500.00	30,500.00	30,500.00	12,923.18	17,576.82	42.37%
Dues & Subscriptions	6,500.00	5,500.00	4,000.00	5,042.83	(1,042.83)	126.07%
Equipment	15,000.00	15,000.00	15,000.00	7,778.66	7,221.34	51.86%
Radio & Equipment repairs	3,500.00	3,500.00	3,500.00	1,447.21	2,052.79	41.35%
Vehicle Maintenance	50,000.00	50,000.00	40,000.00	32,439.78	7,560.22	81.10%
Gas	85,000.00	85,000.00	85,000.00	54,955.73	30,044.27	64.65%
Tires	7,500.00	7,500.00	7,500.00	1,399.00	6,101.00	18.65%
Travel & Training	27,500.00	30,000.00	30,000.00	14,780.28	15,219.72	49.27%
Special Events	500.00	500.00	500.00	347.71	152.29	69.54%
Police Grants	25,000.00	25,000.00	25,000.00	4,203.52	20,796.48	16.81%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Actual as of 03/31/13	Remaining Budget	% of budget
Investigation expenses	5,000.00	5,000.00	5,000.00	2,876.88	2,123.12	57.54%
Other	500.00	500.00	-	332.94	(332.94)	#DIV/0!
<b>Total Police Department</b>	<b>2,209,840.00</b>	<b>2,135,980.00</b>	<b>2,216,002.08</b>	<b>1,485,034.79</b>	<b>730,967.29</b>	<b>67.01%</b>
<b>Fire Department</b>						
Fuel Fund & Travel	13,000.00	13,000.00	13,000.00	-	13,000.00	0.00%
State Pass Thru	19,461.00	22,517.00	18,568.00	3,056.00	15,512.00	16.46%
<b>Total Fire Department</b>	<b>32,461.00</b>	<b>35,517.00</b>	<b>31,568.00</b>	<b>3,056.00</b>	<b>28,512.00</b>	<b>9.68%</b>
<b>Contributions-Public Safety</b>						
Rescue Squad - Contrib.	-	-	-	-	-	#DIV/0!
Rescue Squad-Salaries (to County) & shared maintenance	-	-	-	-	-	#DIV/0!
E911 Dispatch Center	118,950.00	127,525.00	116,075.00	53,635.39	62,439.61	46.21%
Fire Department Rescue Truck	10,000.00	10,000.00	10,000.00	10,000.00	-	100.00%
<b>Total Contributions-Public Safety</b>	<b>128,950.00</b>	<b>137,525.00</b>	<b>126,075.00</b>	<b>63,635.39</b>	<b>62,439.61</b>	<b>50.47%</b>
<b>PARKS, RECREATION &amp; CULTURAL</b>						
<b>Smithfield Center</b>						
Salaries	186,170.00	182,000.00	186,200.00	122,440.55	63,759.45	65.76%
FICA	14,895.00	14,560.00	14,896.00	9,840.64	5,055.36	66.06%
VSRS	16,365.00	17,170.00	17,170.00	12,758.20	4,411.80	74.31%
Health	20,780.00	24,205.00	24,205.00	20,142.16	4,062.84	83.21%
Uniforms	1,200.00	1,200.00	1,200.00	257.95	942.05	21.50%
Contracted Services	23,000.00	23,000.00	23,000.00	16,788.02	6,211.98	72.99%
Retail Sales & Use Tax	500.00	500.00	500.00	335.42	164.58	67.08%
Utilities	30,000.00	30,000.00	35,000.00	16,123.48	18,876.52	46.07%
Communications	21,500.00	21,500.00	21,500.00	13,054.09	8,445.91	60.72%
Computer & technology expenses	2,500.00	2,500.00	2,500.00	651.96	1,848.04	26.08%
Insurance	4,810.00	4,585.00	4,535.00	3,437.01	1,097.99	75.79%
Kitchen Supplies	4,000.00	4,000.00	4,000.00	1,728.48	2,271.52	43.21%
Office Supplies/Other Supplies	4,000.00	4,000.00	5,000.00	2,412.94	2,587.06	48.26%
Food Service & Beverage Supplies	8,000.00	6,000.00	6,000.00	4,912.46	1,087.54	81.87%
AV Supplies	1,000.00	1,000.00	1,000.00	310.48	689.52	31.05%
Repairs & Maintenance	40,000.00	40,000.00	40,000.00	26,655.74	13,344.26	66.64%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	10,000.00	10,000.00	-	10,000.00	0.00%
Landscaping	12,000.00	12,000.00	10,000.00	8,015.02	1,984.98	80.15%
Travel & Training	2,000.00	2,000.00	2,000.00	1,361.27	638.73	68.06%
Programming Expenses	1,000.00	1,000.00	1,000.00	110.20	889.80	11.02%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Actual as of 03/31/13	Remaining Budget	% of budget
Advertising	20,000.00	20,000.00	20,000.00	14,003.19	5,996.81	70.02%
Refund event deposits	3,500.00	3,500.00	3,500.00	3,512.50	(12.50)	100.36%
Credit card processing expense	4,500.00	4,500.00	3,650.00	3,778.82	(128.82)	103.53%
<b>Total Smithfield Center</b>	<b>431,720.00</b>	<b>429,220.00</b>	<b>436,856.00</b>	<b>282,630.58</b>	<b>154,225.42</b>	<b>64.70%</b>
<b>Contributions-Parks, Recreation and Cultural</b>						
Farmers Market	3,000.00	3,000.00	3,000.00	-	3,000.00	0.00%
Hampton Roads Partnership	1,960.00	1,960.00	1,960.00	-	1,960.00	0.00%
Isle of Wight Arts League	10,000.00	10,000.00	10,000.00	10,000.00	-	100.00%
Windsor Castle Playground		6,000.00	-	6,000.00	(6,000.00)	#DIV/0!
Library	36,000.00	36,000.00	36,000.00	4,803.00	31,197.00	13.34%
Total Contributions-Park, Recreation and Cultural	50,960.00	56,960.00	50,960.00	20,803.00	30,157.00	40.82%
<b>Windsor Castle Park</b>						
Salaries	73,820.00	-	-	-	-	#DIV/0!
FICA	5,910.00	-	-	-	-	#DIV/0!
VSRS	8,505.00	-	-	-	-	#DIV/0!
Health	13,870.00	-	-	-	-	#DIV/0!
Contracted Services	5,000.00	5,000.00	-	3,080.16	(3,080.16)	#DIV/0!
Grass Cutting	30,000.00	30,000.00	-	17,131.30	(17,131.30)	#DIV/0!
Professional Services	1,000.00	753.00	-	752.40	(752.40)	#DIV/0!
Utilities	5,000.00	5,000.00	-	1,845.23	(1,845.23)	#DIV/0!
Supplies	2,500.00	2,500.00	-	297.05	(297.05)	#DIV/0!
Computer & Technology	-	-	-	(120.00)	120.00	#DIV/0!
Repairs & Maintenance	40,000.00	35,747.00	-	13,738.95	(13,738.95)	#DIV/0!
<b>Total Windsor Castle Park</b>	<b>185,605.00</b>	<b>79,000.00</b>	<b>85,000.00</b>	<b>36,725.09</b>	<b>(36,725.09)</b>	<b>43.21%</b>
<b>Other Parks &amp; Recreation</b>						
Fishing Pier-	-	-	600.00	-	600.00	0.00%
Jersey Park Playground	1,000.00	500.00	500.00	405.10	94.90	81.02%
Pinewood Playground	500.00	500.00	500.00	-	500.00	0.00%
Clontz Park	1,000.00	1,000.00	1,000.00	1,000.71	(0.71)	100.07%
Community Wellness Initiative	-	23,727.00	23,727.00	11,997.00	11,730.00	50.56%
Waterworks Dam	17,000.00	17,000.00	35,000.00	2,407.31	32,592.69	6.88%
Haydens Lane Maintenance	3,500.00	3,500.00	3,500.00	1,293.05	2,206.95	36.94%
Veterans War Memorial	1,000.00	1,000.00	1,000.00	202.12	797.88	20.21%
Fireworks	2,000.00	2,000.00	2,000.00	2,000.00	-	100.00%
<b>Total Parks &amp; Recreation</b>	<b>26,000.00</b>	<b>49,227.00</b>	<b>67,827.00</b>	<b>19,305.29</b>	<b>48,521.71</b>	<b>28.46%</b>

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Actual as of 03/31/13	Remaining Budget	% of budget
<b>COMMUNITY DEVELOPMENT</b>						
<b>Pinewood Heights</b>						
<b>Non-CDBG Contributed Operating Expenses</b>						
<b>Administration</b>						
Precontract/ERR	-	6,000.00	6,000.00	540.00	5,460.00	9.00%
Management Assistance	12,000.00	24,000.00	24,000.00	8,662.28	15,337.72	36.09%
Monitoring/Closeout	2,500.00	3,000.00	3,000.00	210.00	2,790.00	7.00%
<b>Permanent Relocation</b>						
Owner Occupied Households	107,826.00	143,200.00	514,020.00	35,374.00	478,646.00	6.88%
Renter Occupied Households	134,155.00	145,117.92	49,400.00	10,963.44	38,436.56	22.19%
Moving Costs	13,900.00	18,500.00	49,400.00	4,600.00		
Relocation Specialist	10,633.00	15,000.00	15,000.00	4,367.29	10,632.71	29.12%
<b>Acquisition Specialist</b>	15,000.00	15,000.00	15,000.00	-	15,000.00	0.00%
<b>Clearance &amp; Demolition</b>	29,000.00	40,950.00	29,000.00	12,073.84	16,926.16	41.63%
-				-	-	#DIV/0!
<b>Subtotal Non CDBG</b>	325,014.00	410,767.92	704,820.00	76,790.85	583,229.15	10.90%
<b>CDBG Contributed Operating Expenses</b>						
<b>Permanent Relocation</b>						
Owner Occupied Households	230,394.00	271,920.00	-	41,526.00	(41,526.00)	#DIV/0!
Renter Occupied Households		-		-	-	#DIV/0!
<b>Clearance &amp; Demolition</b>				-	-	#DIV/0!
-				-	-	#DIV/0!
<b>Subtotal CDBG</b>	230,394.00	271,920.00	-	41,526.00	(41,526.00)	#DIV/0!
<b>Total Pinewood Heights Contributions</b>	555,408.00	682,687.92	704,820.00	118,316.85	541,703.15	16.79%
<b>Contributions-Community Development</b>						
APVA Courthouse Contribution	5,000.00	5,000.00	5,000.00	5,000.00	-	100.00%
Chamber of Commerce	6,000.00	6,000.00	6,000.00	6,000.00	-	100.00%
Christian Outreach	6,000.00	6,000.00	6,000.00	-	6,000.00	0.00%
Genieve Shelter	9,000.00	9,000.00	9,000.00	-	9,000.00	0.00%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Actual as of 03/31/13	Remaining Budget	% of budget
TRIAD	1,650.00	1,650.00	1,650.00	-	1,650.00	0.00%
Tourism Bureau	209,976.00	209,976.00	209,976.00	104,991.59	104,984.41	50.00%
Western Tidewater Free Clinic	25,000.00	25,000.00	25,000.00	25,000.00	-	100.00%
YMCA Projects	50,000.00	50,000.00	50,000.00	50,000.00	-	100.00%
<b>Total Contributions-Community Development</b>	<b>312,626.00</b>	<b>312,626.00</b>	<b>312,626.00</b>	<b>190,991.59</b>	<b>121,634.41</b>	<b>61.09%</b>
<b>PUBLIC WORKS</b>						
<b>Planning, Engineering &amp; Public Works</b>						
Salaries	203,530.00	227,230.00	227,230.00	160,904.98	66,325.02	70.81%
FICA	16,285.00	18,180.00	18,180.00	12,781.99	5,398.01	70.31%
VSRS	24,750.00	33,160.00	33,160.00	22,424.07	10,735.93	67.62%
Health	33,600.00	35,300.00	35,300.00	29,788.62	5,511.38	84.39%
Uniforms	2,000.00	2,000.00	2,000.00	958.50	1,041.50	47.93%
Contractual	9,125.00	11,600.00	8,500.00	8,553.79	(53.79)	100.63%
GIS	1,200.00	400.00	-	400.00	(400.00)	#DIV/0!
Recycling-new contract	212,725.00	53,000.00	62,000.00	34,954.00	27,046.00	56.38%
Trash Collection-new contract	227,555.00	392,000.00	397,000.00	291,540.92	105,459.08	73.44%
Street Lights	5,000.00	5,000.00	5,000.00	957.88	4,042.12	19.16%
Communications	15,000.00	15,000.00	20,000.00	9,763.93	10,236.07	48.82%
Safety Meetings	5,000.00	5,000.00	7,500.00	1,732.60	5,767.40	23.10%
Insurance	8,060.00	7,675.00	7,575.00	5,754.90	1,820.10	75.97%
Materials & Supplies	6,000.00	6,000.00	6,000.00	2,534.70	3,465.30	42.25%
Repairs & Maintenance	9,000.00	15,000.00	7,000.00	11,979.08	(4,979.08)	171.13%
Gas & Tires	10,500.00	10,500.00	10,500.00	6,395.21	4,104.79	60.91%
Travel & Training	6,000.00	6,000.00	6,000.00	3,365.92	2,634.08	56.10%
Litter Control Grant	3,765.00	3,765.00	3,078.00	-	3,078.00	0.00%
Dues & Subscriptions-	2,000.00	2,000.00	2,000.00	1,486.00	514.00	74.30%
Other	1,000.00	1,000.00	1,000.00	447.39	552.61	44.74%
Public Works Alloc to Hwy	-	-	(6,500.00)	-	(6,500.00)	0.00%
<b>Total Public Works</b>	<b>802,095.00</b>	<b>849,810.00</b>	<b>852,523.00</b>	<b>606,724.48</b>	<b>245,798.52</b>	<b>71.17%</b>
<b>PUBLIC BUILDINGS</b>						
<b>Public Buildings</b>						
Salaries	21,235.00	20,920.00	20,920.00	13,601.21	7,318.79	65.02%
FICA	1,700.00	1,675.00	1,675.00	1,193.58	481.42	71.26%
Contractual	7,000.00	7,000.00	5,500.00	7,595.44	(2,095.44)	138.10%
Communications	3,750.00	3,750.00	3,750.00	1,368.31	2,381.69	36.49%
Utilities	47,000.00	47,000.00	43,000.00	31,435.28	11,564.72	73.11%
Insurance	2,465.00	2,350.00	2,105.00	2,347.34	(242.34)	111.51%
Materials & Supplies	3,000.00	2,500.00	2,500.00	1,857.96	642.04	74.32%

Town of Smithfield						
General Fund Operating Budget						
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Actual as of 03/31/13	Remaining Budget	% of budget
Repairs & Maintenance	30,000.00	30,000.00	30,000.00	12,687.57	17,312.43	42.29%
Rent Expense-Office Space	4,800.00	4,800.00	4,800.00	3,600.00	1,200.00	75.00%
Other	1,000.00	1,000.00	1,000.00	839.82	160.18	83.98%
Alloc Costs to Hwy	-	-	(13,750.00)	-	(13,750.00)	0.00%
Total Public Buildings	121,950.00	120,995.00	101,500.00	76,526.51	24,973.49	75.40%
<b>OTHER FINANCING USES</b>						
<b>Other Financing Uses</b>						
Transfers to Operating Reserves				1,794,542.01	(1,794,542.01)	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Pinewood)				49,294.10	(49,294.10)	#DIV/0!
Transfers to Restricted Reserves-S Church Street Project			-	-	-	#DIV/0!
Total Transfers To Reserves	-	-	-	1,843,836.11	(1,843,836.11)	#DIV/0!
<b>DEBT SERVICE</b>						
<b>Debt Service</b>						
<b>Principal Retirement</b>						
Public Building Acquisition	19,914.00	19,914.00	19,914.00	-	19,914.00	0.00%
HVAC	15,300.00	12,290.00	-	8,574.42	(8,574.42)	#DIV/0!
Ball Fields	73,750.00	-	-	-	-	
Line of Credit Retirement-interest	5,000.00	6,866.00	5,000.00	6,865.64	(1,865.64)	137.31%
Ball field financing?						
<b>Interest and fiscal charges</b>						
Public Building Acquisition	33,195.00	33,991.00	33,991.00	16,995.35	16,995.65	50.00%
HVAC	2,370.00	2,660.00	-	1,775.29	(1,775.29)	#DIV/0!
Ball Fields	14,650.00					
Total Debt Service	164,179.00	75,721.00	58,905.00	34,210.70	24,694.30	58.08%
<b>Total General Fund Expenses</b>	<b>6,015,950.00</b>	<b>5,915,151.93</b>	<b>5,963,336.09</b>	<b>5,450,768.79</b>	<b>382,767.30</b>	<b>91.40%</b>
<b>Less Expenses related to capital projects:</b>						
Legal Fees	-	-	-	-	-	
Professional Fees	-	-	-	-	-	
Pinewood Heights Relocation Project Expenses	(555,408.00)	(682,687.92)	(704,820.00)	(118,316.85)	(586,503.15)	
Pinewood Heights Line of Credit Expenses	(5,000.00)	(6,866.00)	(5,000.00)	(6,865.64)	1,865.64	
Total Non-operating Expenses	(560,408.00)	(689,553.92)	(709,820.00)	(125,182.49)	(584,637.51)	17.64%
<b>Total General Fund Operating Expenses</b>	<b>5,455,542.00</b>	<b>5,225,598.01</b>	<b>5,253,516.09</b>	<b>5,325,586.30</b>	<b>(201,870.21)</b>	<b>101.37%</b>
<b>Net Operating Reserve (+/-)</b>	<b>90,274.00</b>	<b>1,151,730.99</b>	<b>650,255.00</b>	<b>86,964.02</b>	<b>693,090.98</b>	<b>13.37%</b>

<b>Town of Smithfield</b>								
<b>General Fund Operating Budget</b>								
	<b>Proposed Budget</b>	<b>Proposed Budget</b>	<b>Adopted Budget</b>	<b>Actual as of</b>		<b>Remaining</b>	<b>% of</b>	
<b>Description</b>	<b>2013/2014</b>	<b>Revisions 2012/2013</b>	<b>2012/2013</b>	<b>03/31/13</b>		<b>Budget</b>	<b>budget</b>	
<b>Net Reserve (+/-)</b>	784,060.00	2,507,162.07	759,155.00	520,919.54		368,035.46	68.62%	

	Projected Budget 2013/2014	Budget Amendments 2012/2013	Adopted Budget 2012/2013	Actual 3/31/2013	Remain Budget	% of Budget
<b>Net Operating Reserves (Deficit)</b>	<b>784,060.00</b>	<b>2,507,162.07</b>	<b>759,155.00</b>	520,919.54	238,235.46	68.62%
<b>Capital Outlay General Fund</b>						
<b>GENERAL GOVERNMENT</b>						
<b>COMMUNITY DEVELOPMENT</b>						
<b>Pinewood Heights Relocation-CIP</b>						
<b>Non CDBG Capital Acquisition</b>						
Owner Occupied Units	(1,237.00)	(1,830.00)	(1,830.00)	(593.00)	(1,237.00)	32.40%
Renter Occupied Units	(158,019.00)	(322,305.00)	(322,305.00)	(164,286.00)	(158,019.00)	50.97%
Vacant Lots	-	-	-	-	-	#DIV/0!
Appraisal/Legal	(7,170.00)	(9,620.00)	(9,620.00)	(2,450.00)	(7,170.00)	25.47%
Subtotal Non CDBG Capital Acquisition	(166,426.00)	(333,755.00)	(333,755.00)	(167,329.00)	(166,426.00)	50.14%
<b>CDBG Capital Acquisition-MY2</b>						
Owner Occupied Units	(269,800.00)	(352,800.00)	(352,800.00)	(83,000.00)	(269,800.00)	23.53%
Renter Occupied Units			-	-	-	#DIV/0!
Vacant Lots			-	-	-	#DIV/0!
Subtotal CDBG Capital Acquisition	(269,800.00)	(352,800.00)	(352,800.00)	(83,000.00)	(269,800.00)	23.53%
<b>Total Pinewood Heights Relocation CIP</b>	<b>(436,226.00)</b>	<b>(686,555.00)</b>	<b>(686,555.00)</b>	<b>(250,329.00)</b>	<b>(436,226.00)</b>	<b>36.46%</b>
<b>TOWN MANAGER</b>						
Cable 6 upgrades	-	(5,727.00)				
<b>TREASURER</b>						
Computer Equipment System upgrades	-					
AS400 Server	(45,000.00)					
<b>PARKS, RECREATION AND CULTURAL</b>						
Porcine statues		(10,540.00)		(10,537.12)		
Smithfield Center-HVAC unit		(80,175.00)	(24,000.00)	(80,175.00)	56,175.00	334.06%
Smithfield Center upgrades	(28,000.00)					
Smithfield Center Asphalt Repairs	(6,000.00)					
Public Park Improvements (Clontz Park, Tot Lots, Waterworks Lake)	(25,000.00)					
Windsor Castle-Light Tower		(1,800.00)	-	(1,800.00)	1,800.00	#DIV/0!
Windsor Castle-Station Bridge		(5,950.00)	-	(5,950.00)	5,950.00	#DIV/0!
Windsor Castle Park-outbuildings	(100,000.00)		-	-	-	#DIV/0!
<b>PUBLIC SAFETY</b>						
<b>Police</b>						
Police Vehicles	(101,700.00)	(88,000.00)	(88,000.00)	(85,949.49)	(2,050.51)	97.67%
Ipads for vehicles		(5,392.00)		(5,392.00)	5,392.00	#DIV/0!

	Projected Budget 2013/2014	Budget Amendments 2012/2013	Adopted Budget 2012/2013	Actual 3/31/2013	Remain Budget	% of Budget
Copier	(10,000.00)	-	(10,000.00)		(10,000.00)	0.00%
Donated Opticom		(20,900.00)				
Donated motorcycle (\$5000)		(5,000.00)	-	(5,000.00)	5,000.00	#DIV/0!
<b>PUBLIC WORKS</b>						
Vehicles and Equipment	(5,000.00)		-	-	-	#DIV/0!
Work Order System	(6,250.00)					
PW Security Gate	(2,625.00)					
GIS/Mapping	(12,000.00)					
James/Washington Street Improvements	(5,000.00)					
Pinewood Heights-Stormwater Management	(75,000.00)					
Public Ball Fields						
N/S Church St Streetscape Improvements		(855,683.00)	-	(75,786.93)	75,786.93	#DIV/0!
<b>PUBLIC BUILDINGS</b>						
Office Space Improvements-Town Hall	(7,000.00)		-	-	-	#DIV/0!
Office Space Improvements-contractor (building only)-defer one year			-	-	-	#DIV/0!
Net Capital Outlay	(864,801.00)	(1,765,722.00)	(808,555.00)	(520,919.54)	(298,172.58)	64.43%
Net Reserves (Deficit) after capital outlay	(80,741.00)	741,440.07	(49,400.00)	-	(59,937.12)	0.00%

Town of Smithfield						
Sewer Fund Budget						
	Proposed Budget	Proposed Budget	Adopted Budget	Balance as of	Remaining	% of
	2013/2014	Revisions 2012/2013	2012/2013	03/31/13	Budget	budget
<b>Revenue</b>						
<b>Operating Revenues</b>						
Sewer Charges	696,700.00	696,700.00	812,935.00	553,055.17	259,879.83	68.03%
Sewer Compliance Fee	490,425.00	490,425.00	490,425.00	383,294.92	107,130.08	78.16%
Miscellaneous Revenue	500.00	630.00	500.00	627.23	(127.23)	125.45%
Connection fees	31,600.00	31,600.00	23,700.00	31,600.00	(7,900.00)	133.33%
<b>Total Operating Revenue</b>	<b>1,219,225.00</b>	<b>1,219,355.00</b>	<b>1,327,560.00</b>	<b>968,577.32</b>	<b>358,982.68</b>	<b>72.96%</b>
<b>Town of Smithfield</b>						
<b>Sewer Fund Budget</b>						
	Proposed Budget	Proposed Budget	Adopted Budget	Balance as of	Remaining	% of
Description	2013/2014	Revisions 2012/2013	2012/2013	03/31/13	Budget	budget
<b>Expenses</b>						
<b>Operating Expenses</b>						
Salaries	226,640.00	263,165.00	263,165.00	189,547.50	73,617.50	72.03%
FICA	18,132.00	21,055.00	21,055.00	14,910.93	6,144.07	70.82%
VSRS	26,215.00	34,605.00	34,605.00	24,286.38	10,318.62	70.18%
Health	38,750.00	43,200.00	42,920.00	35,918.87	7,001.13	83.69%
Uniforms	3,750.00	3,750.00	2,500.00	1,514.61	985.39	60.58%
Audit & Legal Fees	21,625.00	21,625.00	21,625.00	17,318.56	4,306.44	80.09%
HRPDC sewer programs	872.00	872.00	899.00	449.50	449.50	50.00%
Maintenance & Repairs	50,000.00	50,000.00	50,000.00	43,195.63	6,804.37	86.39%
VAC Truck Repairs & Maintenance	7,500.00	7,500.00	7,500.00	998.98	6,501.02	13.32%
Data Processing	14,000.00	14,000.00	14,000.00	9,913.00	4,087.00	70.81%
Dues & Subscriptions	150.00	150.00	150.00	29.00	121.00	19.33%
Utilities	40,000.00	40,000.00	40,000.00	26,801.24	13,198.76	67.00%
SCADA Expenses	3,500.00	3,500.00	3,500.00	2,261.47	1,238.53	64.61%
Telephone	12,000.00	12,000.00	16,500.00	6,816.17	9,683.83	41.31%
Insurance	16,140.00	15,370.00	14,700.00	11,648.73	3,051.27	79.24%
Materials & Supplies	46,000.00	46,000.00	46,000.00	16,114.56	29,885.44	35.03%
Truck Operations	14,000.00	14,000.00	14,000.00	7,460.38	6,539.62	53.29%
Travel & Training	4,000.00	4,000.00	4,000.00	-	4,000.00	0.00%
Contractual	3,250.00	3,250.00	3,250.00	2,697.62	552.38	83.00%
Miscellaneous	600.00	600.00	600.00	451.50	148.50	75.25%
Bad Debt Expense	5,000.00	5,000.00	2,400.00	-	2,400.00	0.00%
Bank service charges	325.00	325.00	325.00	-	325.00	0.00%

<b>Total Sewer Fund Operating Expenses before D&amp;A Exp.</b>	552,449.00	603,967.00	603,694.00	412,334.63	191,359.37	68.30%
<b>Operating Income before D&amp;A Expense</b>	666,776.00	615,388.00	723,866.00	556,242.69	167,623.31	76.84%
<b>Depreciation &amp; Amort. Exp.</b>	465,000.00	465,000.00	465,000.00	337,308.57	127,691.43	72.54%
<b>Operating Income (Loss)</b>	201,776.00	150,388.00	258,866.00	218,934.12	39,931.88	84.57%
<b>Nonoperating Revenues (Expenses)</b>						
Pro-rata Share Fees	-	6,400.00	-	6,400.00	(6,400.00)	#DIV/0!
Availability Fees	82,400.00	82,400.00	61,800.00	82,400.00	(20,600.00)	133.33%
Insurance Reimbursements	-	7,110.00	-	7,110.00	(7,110.00)	#DIV/0!
Contributed Capital-Smithfield Foods Rev Ln	21,733.00	20,690.00	20,690.00	-	20,690.00	0.00%
Interest Revenue	3,250.00	5,000.00	3,250.00	4,695.81	(1,445.81)	144.49%
Interest Expense	(39,351.00)	(43,475.00)	(43,475.00)	(44,250.42)	775.42	101.78%
<b>Total Nonoperating Revenues (Expenses)</b>	68,032.00	78,125.00	42,265.00	56,355.39	(14,090.39)	133.34%
<b>Net Income (loss)</b>	269,808.00	228,513.00	301,131.00	275,289.51	25,841.49	91.42%
<b>WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)</b>						
Restricted revenues:						
Pro-rata Share Fees	-	(6,400.00)	-	(6,400.00)	6,400.00	#DIV/0!
Availability Fees	(82,400.00)	(82,400.00)	(61,800.00)	(82,400.00)	20,600.00	133.33%
Contributed Capital-Smithfield Foods Rev Ln	(21,733.00)	(20,690.00)	(20,690.00)	-	(20,690.00)	0.00%
Compliance Fee	(490,425.00)	(490,425.00)	(490,425.00)	(383,294.92)	(107,130.08)	78.16%
Bad Debt Expense	5,000.00	5,000.00	2,400.00	-	2,400.00	0.00%
Depreciation & Amort. Exp.	465,000.00	465,000.00	465,000.00	337,308.57	127,691.43	72.54%
Additional debt service costs-principal expense	(74,700.00)	(70,550.00)	(70,550.00)	(70,550.00)	-	100.00%
<b>Total adjustments to CAFR</b>	(199,258.00)	(200,465.00)	(176,065.00)	(205,336.35)	29,271.35	116.63%
<b>Working adjusted income</b>	70,550.00	28,048.00	125,066.00	69,953.16	55,112.84	55.93%

	Proposed Budget 2013/2014	Amended Budget 2012/2013	Adopted Budget 2012/2013	Actual 3/31/2013	Remaining Budget	% of Budget
<b>Sewer Fund</b>						
<b>Working adjusted income</b>	<b>70,550.00</b>	<b>28,048.00</b>	<b>125,066.00</b>	<b>69,953.16</b>	55,112.84	55.93%
Sewer SSO Consent Order	(325,000.00)	(660,000.00)	(660,000.00)	(473,181.07)	(186,818.93)	71.69%
Construction Standards Update	(4,201.00)	(281.00)	(4,482.00)	(280.80)	(4,201.20)	6.27%
Work Order System	(6,250.00)		-		-	#DIV/0!
Water/Sewer Master Plan	(56,250.00)					
716 Smithfield Blvd -6" S.S. lateral complete		(9,186.00)		(9,185.26)	-	#DIV/0!
Rubber tire backhoe			-	-	-	#DIV/0!
Canteberry Pump Station		(5,321.00)	-	(5,320.73)	5,320.73	#DIV/0!
Light Tower (1/4)		(1,800.00)	-	(1,800.00)	1,800.00	#DIV/0!
PW Security Gate	(2,625.00)					
Sewer Capital Repairs	(100,000.00)	(100,000.00)	(100,000.00)	(9,200.00)	(90,800.00)	9.20%
Pump Station Upgrades	(100,000.00)					
Impeller-Wellington Pump Station		(5,410.00)		(5,410.00)		#DIV/0!
Truck/Equipment	(10,000.00)	(17,500.00)	(17,500.00)	-	(17,500.00)	0.00%
<b>Net Capital Outlay</b>	<b>(604,326.00)</b>	<b>(799,498.00)</b>	<b>(781,982.00)</b>	<b>(504,377.86)</b>	<b>(292,199.40)</b>	<b>64.50%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(533,776.00)</b>	<b>(771,450.00)</b>	<b>(656,916.00)</b>	<b>(434,424.70)</b>	<b>(237,086.56)</b>	<b>66.13%</b>
Funding from Development Escrow				-	-	
Reserves from Sewer Capital Escrow Account		100,000.00	100,000.00	-	100,000.00	0.00%
Funding from Sewer Compliance Fee	325,000.00	660,000.00	660,000.00	473,181.07	186,818.93	71.69%
Draw from operating reserves			-	-	-	#DIV/0!
Funding from Bond Escrow (released from refinance)				-	-	
<b>Net Cashflow</b>	<b>(208,776.00)</b>	<b>(11,450.00)</b>	<b>103,084.00</b>	<b>38,756.37</b>	<b>49,732.37</b>	<b>37.60%</b>

Town of Smithfield						
Water Fund Budget						
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Balance as of 03/31/13	Remaining Budget	% of budget
<b>Revenue</b>						
<b>Operating Revenue</b>						
Water Sales	1,260,059.00	1,260,059.00	1,552,204.00	1,024,545.78	527,658.22	66.01%
Debt Service Revenue	403,640.00	403,640.00	403,640.00	315,111.10	88,528.90	78.07%
Miscellaneous	500.00	500.00	500.00	1,047.12	(547.12)	209.42%
Connection fees	13,200.00	13,200.00	9,900.00	13,200.00	(3,300.00)	133.33%
Application Fees	5,000.00	5,000.00	5,000.00	4,185.00	815.00	83.70%
<b>Total Operating Revenue</b>	<b>1,682,399.00</b>	<b>1,682,399.00</b>	<b>1,971,244.00</b>	<b>1,358,089.00</b>	<b>613,155.00</b>	<b>68.90%</b>
<b>Town of Smithfield</b>						
<b>Water Fund Budget</b>						
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Balance as of 03/31/13	Remaining Budget	% of budget
<b>Expenses</b>						
Salaries	343,480.00	320,265.00	320,265.00	234,717.31	85,547.69	73.29%
FICA	27,480.00	25,621.00	25,621.00	18,464.26	7,156.74	72.07%
VSRS	38,010.00	40,000.00	42,130.00	29,074.44	13,055.56	69.01%
Health	49,735.00	52,230.00	51,230.00	38,492.31	12,737.69	75.14%
Uniforms	3,000.00	3,000.00	3,000.00	2,019.04	980.96	67.30%
Contractual	15,000.00	15,000.00	18,475.00	11,464.78	7,010.22	62.06%
Legal & Audit	25,000.00	25,000.00	21,625.00	19,612.06	2,012.94	90.69%
Maintenance & Repairs	21,000.00	21,000.00	21,000.00	14,130.13	6,869.87	67.29%
Water Tank Maintenance	100,000.00	100,000.00	100,000.00	49,992.82	50,007.18	49.99%
Water Cost-purchased from IOW County	-	-	-	-	-	#DIV/0!
Engineering	-	-	-	-	-	#DIV/0!
Professional Services	1,000.00	5,000.00	1,000.00	3,304.09	(2,304.09)	330.41%
Regional Water Supply Study	2,580.00	2,580.00	2,421.00	1,210.66	1,210.34	50.01%
Data Processing	14,000.00	14,000.00	14,000.00	9,913.00	4,087.00	70.81%
Utilities	1,500.00	1,500.00	10,000.00	848.19	9,151.81	8.48%
Communications	15,045.00	15,045.00	15,045.00	6,835.86	8,209.14	45.44%
Insurance	25,200.00	25,200.00	16,800.00	19,221.86	(2,421.86)	114.42%
Materials & Supplies	114,400.00	114,400.00	114,400.00	31,233.18	83,166.82	27.30%
Gas and Tires	14,500.00	14,500.00	12,000.00	9,238.22	2,761.78	76.99%
Dues & Subscriptions	1,000.00	1,000.00	800.00	698.00	102.00	87.25%
Bank service charges	325.00	325.00	325.00	-	325.00	0.00%
Travel and Training	5,500.00	5,500.00	5,500.00	780.07	4,719.93	14.18%
Miscellaneous	9,500.00	9,500.00	9,500.00	9,159.94	340.06	96.42%
RO Annual costs	520,837.00	501,217.00	501,217.00	242,607.06	258,609.94	48.40%
Bad debt expense	7,500.00	7,500.00	5,300.00	-	5,300.00	0.00%

Total Water Fund Operating Expenses before D&A Exp.	1,355,592.00	1,319,383.00	1,311,654.00	753,017.28	558,636.72	57.41%
Operating Income before D&A Expense	326,807.00	363,016.00	659,590.00	605,071.72	54,518.28	91.73%
Depreciation & Amortization Expense	348,000.00	348,000.00	348,000.00	254,414.25	93,585.75	73.11%
Operating Income (Loss)	(21,193.00)	15,016.00	311,590.00	350,657.47	(39,067.47)	112.54%
Nonoperating Revenues (Expenses)						
Pro-Rata Share Fees	-	6,400.00	-	6,400.00	(6,400.00)	#DIV/0!
Availability Fees	54,400.00	54,400.00	40,800.00	54,400.00	(13,600.00)	133.33%
Interest Revenue	5,925.00	5,925.00	5,925.00	4,755.75	1,169.25	80.27%
Interest Expense	(123,720.00)	(134,915.00)	(134,915.00)	(83,402.30)	(51,512.70)	61.82%
Total Nonoperating Revenues (Expenses)	(63,395.00)	(68,190.00)	(88,190.00)	(17,846.55)	(70,343.45)	20.24%
Net Income (Loss)	(84,588.00)	(53,174.00)	223,400.00	332,810.92	(109,410.92)	148.98%
<b>WORKING ADJUSTMENTS TO CAFR</b>						
(FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees	-	(6,400.00)	-	(6,400.00)	6,400.00	#DIV/0!
Availability Fees	(54,400.00)	(54,400.00)	(40,800.00)	(54,400.00)	13,600.00	133.33%
Bad Debt Expense	7,500.00	7,500.00	5,300.00	-	5,300.00	0.00%
Debt Service Revenue	(403,640.00)	(403,640.00)	(403,640.00)	(315,111.10)	(88,528.90)	78.07%
Depreciation & Amort. Exp.	348,000.00	348,000.00	348,000.00	254,414.25	93,585.75	73.11%
Additional debt service costs-principal expense	(322,275.00)	(311,725.00)	(311,725.00)	(311,724.93)	(0.07)	100.00%
Total adjustments to CAFR	(424,815.00)	(420,665.00)	(402,865.00)	(433,221.78)	30,356.78	107.54%
Working adjusted income	(509,403.00)	(473,839.00)	(179,465.00)	(100,410.86)	(79,054.14)	55.95%

	Proposed Budget 2013/2014	Amended Budget 2012/2013	Adopted Budget 2012/2013	Actual 3/31/2013	Remain Budget	% of Budget
<b>Water Fund</b>						
<b>Net Operating Reserves (Deficit)</b>	<b>(509,403.00)</b>	<b>(473,839.00)</b>	<b>(179,465.00)</b>	(100,410.86)	(79,054.14)	55.95%
Construction Standards Update	(4,201.00)	(281.00)	(4,482.00)	(280.80)	(4,201.20)	6.27%
Water and Sewer Master Plan	(56,250.00)					
Vehicle/Equipment	(10,000.00)	(17,500.00)	(17,500.00)		(17,500.00)	0.00%
Work Order System	(6,250.00)					
Public Works Security Gate	(2,625.00)					
RO Security Gate	(10,000.00)					
System Improvements	(50,000.00)					
RO Plant-installation of flow transmitters		(6,200.00)		(6,200.00)		
Light Tower		(1,800.00)	-	(1,800.00)	1,800.00	#DIV/0!
Water line replacement (Cypress Creek Bridge)	(110,000.00)		-	-	-	#DIV/0!
<b>Net Capital Outlay</b>	<b>(249,326.00)</b>	<b>(25,781.00)</b>	<b>(21,982.00)</b>	<b>(8,280.80)</b>	<b>(19,901.20)</b>	<b>37.67%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(758,729.00)</b>	<b>(499,620.00)</b>	<b>(201,447.00)</b>	<b>(108,691.66)</b>	<b>(98,955.34)</b>	<b>53.96%</b>
Operating Reserves			-	-	-	#DIV/0!
Water Development Escrow			-	-	-	#DIV/0!
Water Capital Escrow			-	-	-	#DIV/0!
Debt Service fees applied to debt	331,758.00	335,016.55	335,016.55	335,016.56	(0.01)	100.00%
<b>Net Cashflow</b>	<b>(426,971.00)</b>	<b>(164,603.45)</b>	<b>133,569.55</b>	<b>226,324.90</b>	<b>(98,955.35)</b>	<b>169.44%</b>

Town of Smithfield							4/19/2013
Highway Fund							
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Balance as of 03/31/13	Remaining Budget	% of budget	
<b>Revenue</b>							
Interest Income	250.00	250.00	250.00	160.26	89.74	64.10%	
Revenue Sharing-VDOT	-	35,000.00	-	-			
Insurance Reimbursement	-	24,002.00	-	24,002.15	(24,002.15)	#DIV/0!	
Revenue - Commwlth of VA	1,003,519.92	1,003,519.92	986,456.92	752,639.94	233,816.98	76.30%	
<b>Total Highway Fund Revenue</b>	<b>1,003,769.92</b>	<b>1,062,771.92</b>	<b>986,706.92</b>	<b>776,802.35</b>	<b>209,904.57</b>	<b>78.73%</b>	
<b>Town of Smithfield</b>							
<b>Highway Fund</b>							
Description	Proposed Budget 2013/2014	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Balance as of 03/31/13	Remaining Budget	% of budget	
<b>Expenses</b>							
Salaries	238,165.00	229,800.00	229,800.00	155,945.98	73,854.02	67.86%	
FICA	19,055.00	18,384.00	18,384.00	12,267.64	6,116.36	66.73%	
VSRS	29,060.00	28,380.00	28,380.00	21,201.48	7,178.52	74.71%	
Health	45,290.00	42,000.00	44,035.00	34,718.64	9,316.36	78.84%	
Uniforms	3,100.00	2,785.00	2,785.00	2,041.53	743.47	73.30%	
Engineering	-	-	5,000.00	-	5,000.00	0.00%	
Grass	31,400.00	31,400.00	31,400.00	16,163.61	15,236.39	51.48%	
Maintenance	359,147.92	469,429.92	358,139.92	184,618.61	173,521.31	51.55%	
Asphalt/Paving				15,794.86	(15,794.86)		
Ditching				88,982.31	(88,982.31)		
Traffic Control devices				8,544.52	(8,544.52)		
Other (maintenance)				3,870.63	(3,870.63)		
Other (lawnmowers, landscaping, etc)				62,372.71	(62,372.71)		
Structures and Bridges				907.35	(907.35)		
Ice and Snow removal				1,736.12	(1,736.12)		
Administrative				2,410.11	(2,410.11)		
Street Lights	110,000.00	110,000.00	75,000.00	71,020.09	3,979.91	94.69%	
Insurance	19,440.00	18,514.00	18,350.00	13,874.51	4,475.49	75.61%	
VAC Truck Repairs	2,500.00	2,500.00	2,500.00	-	2,500.00	0.00%	
Gas and Tires	10,000.00	10,000.00	8,000.00	6,137.86	1,862.14	76.72%	
Stormwater Management Program (regional)	1,786.00	1,786.00	4,286.00	893.00	3,393.00	20.84%	
Joint Cost Allocation	-	-	6,500.00	-	6,500.00	0.00%	
Overhead Allocation	-	-	54,665.00	-	54,665.00	0.00%	
<b>Total Highway Fund Expense</b>	<b>868,943.92</b>	<b>964,978.92</b>	<b>887,224.92</b>	<b>518,882.95</b>	<b>368,341.97</b>	<b>58.48%</b>	
<b>Net Reserves (+/-)</b>	<b>134,826.00</b>	<b>97,793.00</b>	<b>99,482.00</b>	<b>257,919.40</b>	<b>(158,437.40)</b>	<b>259.26%</b>	

Proposed Budget 2013/2014	Amended Budget 2012/2013	Adopted Budget 2012/2013	Actual 3/31/2013	Remain Budget	% of Budget
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**HIGHWAY**

<b>Net Operating Reserves (Deficit)</b>	<b>134,826.00</b>	<b>97,793.00</b>	<b>99,482.00</b>	257,919.40	(158,437.40)	259.26%
John Rolfe/Battery Park intersection Turn Lane		(75,000.00)	(95,000.00)	(73,094.58)	(21,905.42)	76.94%
Construction Standards Update	(4,201.00)	(281.00)	(4,482.00)	(280.80)	(4,201.20)	6.27%
New Truck	(8,750.00)					
PW Security Gate	(2,625.00)					
Entrance Corridor Beautification	(5,000.00)					
Work order system	(6,250.00)					
Pinewood Stormwater Drainage	(100,000.00)					
Lanwmower	(8,000.00)					
Storm Drain Rehab-Cypress Creek		(48,253.00)	-	(48,252.15)	48,252.15	#DIV/0!
Hustler X-One 31KAW/60"		(7,459.00)	-	(7,459.00)	7,459.00	#DIV/0!
Light Tower		(1,800.00)	-	(1,800.00)	1,800.00	#DIV/0!
<b>Net Capital Outlay</b>	<b>(134,826.00)</b>	<b>(132,793.00)</b>	<b>(99,482.00)</b>	<b>(130,886.53)</b>	<b>31,404.53</b>	<b>131.57%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>0.00</b>	<b>(35,000.00)</b>	<b>0.00</b>	<b>127,032.87</b>	<b>(127,032.87)</b>	<b>#DIV/0!</b>

Cash Proffer money on John Rolfe Drive  
Adjusted 2013

<b>35,000.00</b>
0.00

**Notes: March 2013**

**GENERAL FUND**

**Revenues:**

**Real Estate**

Real estate collections posted through April 18 total \$1,659,469 (100.6%) of budget. Total 2012 RE not collected is at 1.8% of total billing.

**Delinquent RE tax**

Delinquent personal property tax collections through April 18 total \$17,168 (68.67%). Includes 2 business accounts that if collected would meet budget for the year. Have given the Town Attorney a list of all delinquent accounts with at least 3 years outstanding for collection letters.

**Current PP Tax**

Personal property taxes posted through March 15 total \$822,660 (113%). We did collect the one large business account that was delinquent, and we mailed out supplements totaling \$21,000 that are due by May 1. Usually some portion end up being abated, but this is still a significant total.

**Delinquent PP Tax**

Delinquent personal property posted through April 18 total \$34,316 which significantly exceeds budget. Were able to collect on large business account that had delinquent balances back to 2010 totaling \$13171. This account still short paid by \$947 and we have notified them that they are still in arrears. Also sent out supplements for years 2008 through 2011 totaling \$2724.

**Franchise Tax**

As in previous years, franchise tax will not be collected until the last quarter of the fiscal year.

**Transient Occupancy**

Transient occupancy tax is running \$3835 higher than the same period last fiscal year. We have one quarter remaining and should end the year either at budget or slightly above.

**Meals Tax**

Meals tax is tracking slightly above budget. The 4% portion is totaling \$17,559 higher than March of 2012. Will keep a close eye on this as I have projected it to exceed original budget revenues for the final quarter of the year. Budget is prepared by looking at each individual business, what they have paid to date, and what they should pay by year end if they remain consistent.

**Communications Tax**

There is a 2 month delay in receipt of communications tax from the state. The March statements reflect collection of communications tax through January 2013.

**Sales Tax Collections**

Sales tax collections are received from IOW County after they receive the local portion from the state. The March statements reflect sales tax collections for July through February which is still significantly lower than last fiscal year (-\$33,150). In FY2012, the November sales tax was \$45,439 compared to \$21,086 for FY2013 and December was down \$5682 as well. January collections were up \$1699 over prior year, but February was level with 2012 reflecting an increase of only \$274.

**Consumption/Utility Tax**

These taxes are collected from DVP, CEC, and Columbia Gas. Revenues in the March statements represent collections for July through February. Consumption/utility tax have been relatively flat over the past few years. To date, utility tax is \$3894 higher than the same time last year and consumption tax is \$1,621 higher.

**Business Licenses**

Business licenses were due on April 15th so the bulk have been received. As of April 18, \$262,693 has been posted, but the clerks are still processing mail, so this line item will increase. Delinquent notices will be sent out the first of May. We have received approximately \$40,000 more through March 2013 than we did in 2014.

**Permits and Other Licenses**

This line item has already exceeded budget for the year mainly because of a ROW permit (\$1708.85) and a land disturbance permit (\$1525.27) from VICO Construcion for Harvest Fellowship Baptist Mission Improvements. In February, we also had a ROW permit from Isle of Wight County for the new rescue squad building totaling \$752.64.

**Review Fees**

Review fees are dependent upon development activity, and we have experienced very little in this fiscal year. Last year we received \$8709 through March but activity included the YMCA, Tractor Supply, Harvest Fellowship, Taste of Smithfield, and Dollar General.

**Vehicle License Tax**

Collections through April 18 total \$132,832 which almost matches 2012 total receipts of \$132,373. We are currently processing a large batch of supplements, however, so there should be some additional revenue in this line item before year end.

**Fines and Costs**

Fines and costs represent payments received from the IOW Clerk of Court for July through February and are tracking consistently with 2012 totaling only \$1053 more than prior year. Last year totaled \$55,767 so we should be close to budget if we continue running slightly higher.

**General Fund Interest**

General fund interest is running lower than budget projections due to drops in the interest rates on the few CD's that we have as well as low cash reserves prior to January. As we all know interest rates are extremely low, and even after completing the RFP, we can expect that they will remain so for some time. Once our cash reserves start to build back up, we will need to consider alternative investments. (I also need to finish the investment policy upon completing the 2014 budget).

**Rentals**

Rent is running higher than budgeted with the addition of the sublet of the old TM office and back collections of utility costs from Smithfield Foods on the Basse's Choice building. This has dropped off now that the Town has sold several of its rental sites. We should end the year with total rents of approximately \$20,000.

**Windsor Castle Rentals**

Per Amy, Windsor Castle events rentals are being included with the Smithfield Center rentals since clients can then write one check for multiple site rentals. Per her request, we will blend the budget for WC rentals in with the Smithfield Center rentals.

**Sale of Land**

Reflects the sale of 220 and 224 Main Street and 117 N Church Street.

**Other Revenues**

This line item is at 142% of budget due to collections of grass cutting reimbursements totaling \$1321. This is unusually high for the town.

**Cash Proffers**

Received cash proffers of \$1500 for 428 Ginger Loop at the Villas.

**From Reserves-Pinewood Escrow**

This money was set aside in Phase I to pay the 42 month rent and utility supplement required for market rate renters.

**Urban Funds**

I am working on a large draw request for S Church Street which will utilize the urban funds shown as amended budget. Once this is finalized I will book the accrual showing the revenue for FY2013.

**Fire Programs**

This is an additional payment from the Department of Fire Programs that they included with last fiscal year. We were unaware of the supplement, however, and did not receive it until July 2012 so it will be included in our financials for this fiscal year. The 2013 funds totaling \$19,461 were deposited in the Town's general fund account on 3/19/13.

**DCA Grant (Dam)**

We were approved for partial funding of our original grant request. No money has been received to date.

**FEMA-state and federal portion**

This is money received on the small project submissions for Hurricane Irene in August 2011. We have received approval for payment of the large debris clean up project, and we did receive a portion in March. I still have not heard back from Nealia Dabney at VDEM in regards to the remaining payment that was supposedly approved in December.

**Federal Grants**

The PD has already received 3 grants this year from traffic safety (\$6163) and local law enforcement (\$1436). Last year's total was \$3369.75 for the year excluding the port security grant (command vehicle).

**Pinewood Heights CDBG Relocation Grant-Phase II**

The first draw down reimbursement for Phase II MY 1 has been received.

**Note Proceeds-Farmers Bank**

Note proceeds from the Farmers Bank for the SC HVAC loan. This was approved after the start of the new fiscal year, so it was not budgeted. We originally budgeted for capital maintenance of the SC HVAC system over a period of years, so that expense line item is included in the amended budget.

**Insurance Recoveries**

Received \$3,739 from VML for repairs to PW vehicle that hit a deer and \$386 from Mid Century Insurance Co for damage to a street light pole.

**Farmers Bank Contribution to PD**

Contribution from Farmers Bank for outstanding investigative work by the Smithfield PD regarding the recent robbery at the Smithfield branch.

**South Church Street Contributions**

Received the final private donation for the South Church Street project which had been budgeted for last fiscal year.

**Expenses:**

**ALL DEPARTMENTS**

**Health Insurance**

Have paid July through April premiums representing 10 months of the fiscal year.

## **Town Council**

### Public Defender Fees

We are occasionally billed by the IOW General District Court for public defender fees. This line item is very difficult to budget as it is sporadic. Last year we were billed \$480.00 for the year.

### Special Projects

\$450 paid to America In Bloom to register Judy Winslow and Gina Ippolito for the AIB dinner and awards. Also paid \$205 to All Virginia for porta-potties for Olden Days and \$106.78 for food (Ringos, Smithfield Ice Cream Parlor) for Olden Days. In September, we paid \$580.65 to All Virginia for porta-potties at Windsor Castle for the scheduled VA Symphony event.

## **Town Manager**

### Maintenance Contract

Canon Solutions (copier) at \$128 per month. Slightly higher than budgeted.

## **Treasurer**

### Audit fees

Final billing from DHG reflects total contract cost for the year. There should be no additional charges for FY2013.

### Depreciation Software

The fixed asset software is web based and we are charged annually for this service. Payment was made in April.

### Service Contracts

One half of the annual maintenance contract for BAI (\$4813) and all of the annual on-line payments contract (also with BAI-\$3750) was due as of the first month in the fiscal year. These are budgeted items; however, I did not receive notice from BAI that the on-line payments contract was increasing from \$3413 to \$3750. The second half of the BAI annual maintenance contract (\$4813) was paid in December which accounts for the majority of the budget for this fiscal year. Fortunately the quarterly maintenance fee from IBM decreased by \$116 so total costs for the year should be only \$85 over budget. BAI has now sent a bill for maintenance fees due by June 30. In the past the bill was due July 1 and would be included in the next year's budget. Because of this change, we will have to pay 3 semi-annual payments in 2013. Otherwise, the auditors will pick it up as a missed accrual because of the due date.

### Cigarette Tax Stamps

Made one purchase of cigarette tax stamps for the year. There should be no additional expense for this line item in FY2013.

## **Public Safety**

### Service Contracts

Includes required annual maintenance fee to Sungard Public Sector Inc for \$19,335.43 which is almost \$1000 higher than last year's cost. Also includes \$4434 to ID Networks for annual software and hardware maintenance on the IDS Criminal Livescan System

### Insurance-LODA

This is an additional insurance premium as required by the Line of Duty Act. We actually came in significantly under budget this year because some of the vacant positions in the PD had not been filled at the time that VRS requested a billing census. We alerted them

to the fact that additional officers would be hired, but they informed us that they only bill based on actual number of officers at a certain point in time. There will be no supplemental billing during the year for the additional officers.

Dues & Subscriptions

Paid \$1286 in February to PowerDMS, Inc. for annual Policy subscription and client license. This is a new subscription that I have not seen in the past and was not included in budget. It has been added for next year.

Vehicle Maintenance

This line item was tracking under budget until March. We paid Dave's Service Center \$7023.52 in March for multiple invoices in February. The largest was for \$2,321.57 for tires, alignment, two shifter bushing, oil pressure switch, doller adapter, right front fender, and right front door and bumper on 1999 Ford Super Duty.

**Fire Department**

Fuel Fund & Travel

We have not yet received a request from the fire department for fuel fund reimbursement based on the # of calls for the year. Last year this payment was made in early April.

State Pass Through

State pass through funds of \$19,461 were deposited in the Town's general fund on 3/19/13. A check will be processed to transfer the funds to the Fire Department.

**Contributions-Public Safety**

E911 Dispatch Center

The Town has paid approximately 50% of the annual budget for E911 dispatching services to IOW County. We did make an additional quarterly payment in March, so the true up at year end won't be so large.

Fire Department Rescue Truck

This budgeted payment was made to the fire department in March 2013.

**Smithfield Center**

Food Service & Beverage Supplies

This line item has a relatively small budget and there have been no large items posted to date; mostly Tidewater Coffe and spring water. Charges through April 5 total \$5298 so there is only a small portion of the budget left.

Landscaping

This line item normally consists of the Center's monthly portion of the Southern Shores contract (\$829.49). There was a purchase from Lancaster Farmers in December, however, totalling \$1333 for pansies. There were no charges in January and only \$427.87 in February for Southern Shores (reduced charge for January services). March reflected the usual contract charge of \$829.49.

Refund event deposits

Represents 12 deposit refunds through March.

Credit card processing charges

This line item is running above budget due to the activity on our account. Most of the fees are passed through to the customer, but some are absorbed by the town. The budget was increased this year to reflect actual from last year of \$3600. Based on year-to-date charges I expect to exceed budget for

this line item. Depending on the number of transactions in the next few months, I expect this expense to hit \$4500 by year end.

### **Contributions-Parks, Rec, & Cultural**

#### Farmers Market

We have not yet received a request from the Farmers Market for this year's funding.

#### Hampton Roads Partnership

This will be paid in April.

### **Windsor Castle Park**

The park has been separated into its own department. Because it is such a large recreational area that requires a lot of manhours and maintenance, we wanted to track the actual cost to the Town for future planning purposes.

### **Community Development**

#### Pinewood Heights

The Town has a contract with Community Planning Partners for Phase II of the Pinewood Project. Monthly invoices will be charged to the budgeted line items as they occur. When market rate renters are relocated, the Town has to supplement their rent for 42 months. The total cost of this assistance for Phase I was moved to the Pinewood Escrow account and disbursements are made each month from that account. The full expense for this assistance was included in the cost of Phase I for reporting purposes, but the actual expense is booked each month as some renters do fall off the map. We had one renter relocate without a forwarding address, so we are currently holding that money in escrow until such time as she either resurfaces within the 42 months or the money reverts back to the Town. Through December we paid moving costs for 3 residents in Phase II for a total cost of \$4600 and relocation costs for 1 homeowner totaling \$76,900. A portion of that expense (\$41,526) has been reimbursed with CDBG funds. There has been no relocation activity since December.

\$11,950 was for demolition related to Phase I not Phase II, but the work was not completed by June 30 so it had to be expensed in FY2013. This expense was included in the total costs for Phase I previously presented to the council in the analysis of costs to date.

### **Contributions Community Development**

#### Christian Outreach

#### Genieve Shelter

#### TRIAD

Annual budgeted contributions have not yet been made for Christian Outreach, the Genieve Shelter, or Isle of Wight Triad. Christian Outreach and Genieve Shelter will be paid in April. TRIAD activity is coming up soon so I expect to receive a request for that payment as well.

#### Tourism

We did pay another quarter towards tourism in April, so year end true up won't be as large for this cost sharing account as well.

### **Public Works**

#### Repairs & Maintenance

Includes \$3637.92 to Dave's Service Center for repairs made to PW vehicle after it hit a deer. This money has been reimbursed by VML and is shown in revenue under insurance

recoveries. Also, includes \$880.00 to Goodrich and Sons to take down trees off of Cedar Street between parking lots. In November we paid \$850 to AVES for driveway repairs in the River Oaks neighborhood and \$310 to the Blair Brothers for 6 bumper blocks in the Trinity United Methodist Church parking lot. In December we paid \$2500 to New Horizons for work in the Trinity United Methodist Church Public Parking area. January expenses were small. I am projecting this line item to be approximately \$6000 over budget for the year (which is basically a combination of the vehicle repairs and the Trinity parking lot work that do not usually hit this account). There were no charges for February and only \$1.51 in March.

## **Public Buildings**

### Contractual

Includes \$1205 to Windsor Fire Extinguisher service for yearly inspection of the town's public buildings including town hall, public works, and PD. This expense was charged to PB maintenance last year, but contractual is the more appropriate line item. Also includes \$1058 to SimplexGrinnell for intrusion monitoring at Town Hall and the Town Manager's office. Again, this was charged to repairs and maintenance but is now being more appropriately charged to contractual. Also moved \$1904 for Fidelity (annual maintenance of the phone system) from the communication line item. Budget will be adjusted accordingly.

## **Other Financing Uses**

### Transfers to Operating Reserves

As of the end of March, the Town has collected \$1,843,836 more in revenues than expenses. This total is \$1,513,802 more than reserves as of March 2012 namely because large project expenditures have dropped off (S Church Street, building renovations) and we received a \$400,000 private donation. Pinewood is gearing up now, however, and through March we have collected \$49,294 more in meals tax than has been spent. We are trying to pace the project based on CDBG eligible costs and meals tax collected.

## **Debt Service**

### HVAC-Principal & Interest

This represents payments to Farmers Bank for the loan that was secured to replace HVAC equipment at the Smithfield Center. This loan was not originally budgeted.

### Line of Credit Retirement-interest

This line item represents interest paid to the Farmers Bank for line of credit money drawn prior to supplement cash shortfalls before tax season. The line was paid off in January.

## **Capital:**

## **COMMUNITY DEVELOPMENT**

Purchased one owner occupied residence in December and two renter occupied units in January. The CDBG portion of the owner occupied purchase (\$83000) has been reimbursed.

## **PARKS RECREATION AND CULTURAL**

### **Town Open Spaces**

Donated porcine statues to be added to fixed assets.

### **Smithfield Center**

HVAC unit

Originally budgeted for replacement to be done in phases but later decided to finance and replace the entire HVAC system this fiscal year. Will need to amend the budget.

### **Windsor Castle**

Light Tower-Xylem

\$7200 item split 4 ways between WC, HWY, WA, SW.

Station Bridge

Hodges & Hodges-inspection & maintenance of station bridge at Windsor Castle Park (need more detail of work done to determine if this is actually capital maintenance).

Playground

\$6000 was paid to Windsor Castle Park Foundation for start up costs for playground. May need to move this expense to contributions.

### **Police**

Police Vehicles

All 3 budgeted police vehicles have now been purchased except for some of the equipment needed for the vehicles.

Ipads

This expense represents a group of ipads to be used in the police vehicles. Was not budgeted but was included in last year's grant for the command vehicle and should be reimbursed through that grant.

Donated Motorcycle

Motorcycle donated by Portsmouth Sheriff's Department.

### **Public Works**

Excel Paving

Payment on some of the final work of the projects (tie ins with homeowner properties).

### **SEWER**

#### **Revenues**

#### **Sewer Charges**

This revenue line item is well below 75% which would represent 9 months of the fiscal year if budget were allocated evenly. March 2012 revenues were at 77.85% which was above budget because new rates went into effect as of January 1, 2012 and were first reflected on the March billing. Consumption is down from last year with usage through March at 158,036,732 gallons compared to 160,052,488 for the same period last year. At the current rate of \$3.50 per 1000, this is equivalent to a \$7,055 decrease but because of the rate change, revenues increased by \$76,638.

#### **Miscellaneous**

Sale of 5 Newport News cleanout boxes to All Virginia for \$593.75 exceeds expected miscellaneous revenue for the full year. In March collected \$33.48 from FCC Environmental LLC for PFP oil proc req tier.

**Connection fees**

We budgeted 15 connection fees for 2013 and we have collected on 20 meters through March. Last year we had a total of 11 meter connect fees.

**Expenses**

Health

Premiums for health and dental paid for July through April (10 months).

Audit and legal fees

Progress billings for audit fees are normally done in the first half of the fiscal year, but the final audit bill for FY2012 was paid in February. Remaining charges will only reflect the sewer allocation of legal expenses for the year. Should end the year within budget.

Maintenance and repairs

October included 2 impellers (Moore Creek pump station-\$2214 and Main St pump station-\$3207). These are expensed instead of capitalized since the individual cost is below the \$5000 capital threshold adopted by the Town. Also included \$2096 to REW for the Moonefield Level XMTR replacement and to troubleshoot the Main Street Bubbler. November included \$3456.04 to Excel Paving for adding structure beside old Firestation in alley. December included 2 1/4 HP motor compressors for pump stations from Grainger (\$1540) and asphalt patching at several locations that was divided between sewer, water, and highway. January included \$1189 to Dave's service center for sewer portion of stock items and multiple truck repairs. Total expenses for February totaled \$2234.73 with the largest expense of \$784.88 to Smithfield Auto Parts for oil, starter for James St. Bypass pump, antifreeze, etc. In March, paid Gately \$2470.62 to reprogram radios and \$3755.73 for a 6.25" impeller.

Contractual

Includes a portion of 12 month renewal of SEMS Technologies software (inventory system) for \$1250. This is a budgeted item and is now paid in full for the fiscal year. Remaining charges are monthly VUPS charges (MISS Utility tickets) which generally average less than \$150 per month.

**Depreciation and Amortization**

I will be working on the adjustments to the fixed asset system next week. I will have revised numbers before budget is finalized.

**Nonoperating Revenues (Expenses)**

Pro-Rata Share Fees

Received development pro-rata share fees for 8 lots - Lakeside Properties LLC (5) and Smithfield Manor (3).

Availability fees

As with connect fees, we billed for 15 this fiscal year and have already collected availability fees for 20.

Insurance reimbursement

Reimbursement from VML for damage to SCADA antenna (lightning).

Contributed Capital-Smithfield Foods

This will be billed to Smithfield Foods after payment of the VRA (revolving loan) debt service in May. Foods reimburses us for this cost on an annual basis, and it is shown as a contribution.

Interest Expense

Includes the both semi-annual interest payments on the previously refinanced loan on the old sewer treatment plant (VRA loan). Once previous year end interest is reversed and 2013 year end is accrued, this line item will be on budget (not over budget as it is currently showing).

**WORKING ADJUSTMENTS TO CAFR**

Debt Service Principal

Principal on the VRA loan is paid only once a year, so interest only will be paid in March.

**Sewer Capital**

Sewer Consent Order

Billings from Draper Aden and contractors have picked up as we've progressed farther into the project. We have been significantly below budget in prior years and expected that eventually costs would catch up as we took action on findings. We are on budget for this fiscal year.

716 Smithfield Blvd.

6" lateral repair work will come out of the sewer capital repairs budget of \$100,000.

Canteberry Pump Station

**Paid \$5321 to Wood Equipment**

Light Tower

\$7200 item split 4 ways between WC, HWY, WA, SW.

Sewer Capital repairs

Lewis Construction-find and fix-labor & equipment to include trench shoring to repair 8" clay sewer 10' depth, remove & replace existing 6" water main for shoring.

Impeller

Purchased for Wellington Pump Station. Will have to come off of capital repairs budget of \$100,000.

**WATER**

**Revenues**

Water Charges

Like sewer, water revenue is below average budget for 9 months which would be 75%. March 2012 revenues were at 75% of budget. Consumption is down from last year with usage through March at 202,238,523 gallons compared to 209,554,614 for the same period last year. At the current rate of \$4.85 per 1000, this is equivalent to a \$35,493 decrease. The Gatling Pointe accounts for IOW County skew the accuracy of this calculation, however, Gatling Pointe usage alone did drop 4,547,001 from the same period last year which equates to a drop of \$27,236 based on the current blended rate of \$5.99 per 1000 gallons. Because of the rate increase, total revenues actually increased \$376,288 even with the decrease in consumption.

Miscellaneous

Includes purchase of 2 meter boxes and 2 line setters from contractors and the sale of scrap metal. March includes revenue of \$33.48 from FCC Environmental LLC for PFP oil proc req. tier and \$100 from LR Hill Customer Bldr for 2 water boxes.

Connection fees

As with sewer, we budgeted 15 connection fees for 2013 and we have collected on 20 meters through March. Last year was a total of 12 meter connect fees for water (1 more than sewer).

**Expenses**

Audit and legal fees

Progress billings for audit fees are normally done in the first half of the fiscal year, but the final audit bill for FY2012 was paid in February. Remaining charges will only reflect the water allocation of legal expenses for the year. We did pay \$1593.50 in attorney's fees in February and \$700 in March for water related meetings and discussions with DEQ over the Town's withdrawal permit.

Professional Services

Paid \$1351.75 to Arthur Russnow, CPG for professional hydrogeologic services-prepare for and attend VADEQ Central Office related to the GWWP Issuance and "conditions" on 1/10/13. Also paid \$1952.34 to Buchart Horn for DEQ related services.

Insurance

Represents 3 quarterly payments to VML for property/casualty and workers' compensation insurance. Final payment for the year was made on April 5 for a total of \$25,199.65. This line item ran over budget because of an endorsement adjustment of \$1288.49 for the RO plant and an elevation in the 2013 water premium allocation arising from insurance coverage for the RO plant that was not included in previous years. We estimated premiums during the budget workshops because we did not yet have the actual billing for FY2013.

Miscellaneous

Includes all 4 quarterly payments to VDH-Waterworks Technical Assistance Fund. This is billed annually and is based on the number of water customers in the town's system. The rate for this billing increased significantly from \$2.05 per connection last year to \$2.95 this year. The increase was budgeted.

**Depreciation and Amortization**

This number will be adjusted after the fixed asset system has been updated per audit recommendations.

**Nonoperating Revenues (Expenses)**

Pro-Rata Share Fees

Received development pro-rata share fees for 8 lots - Lakeside Properties LLC (5) and Smithfield Manor (3).

Availability fees

As with connect fees, we billed for 15 this fiscal year and have already collected on 20 through March.

Interest Expense

Represents both semi-annual payments of the two VML-VACO loans less accrued interest from year end 2012 and both payments of the VRA loan. This number appears low because so much interest is accrued for the first payments at prior year end. Adjustments will be made in June to accrue for next fiscal year's portion of the payment which will bring the expense in line with budget.

**WORKING ADJUSTMENTS TO CAFR**

Debt Service Principal

Includes principal on the old VRA loan (water portion ) and principal on the two VML-VACO loans for the RO plant and waterline improvements. There will be no additional principal payments for the year.

**Water Capital**

RO Plant

REW Corporation-Labor & installation of key numbers in flow transmitters-will modify budget to take this expense from operating costs budgeted for the RO plant.

Light Tower \$7200 item split 4 ways between WC, HWY, WA, SW.

**HIGHWAY**

**Revenues**

Insurance Reimbursement Reimbursement for storm water damage caused by flooding on 8/25/12.

**Expenses**

Health Medical and dental premiums paid for 10 months (through April).

Street Light Expense Now that S Church Street street lights have been added to the Town's account, street light expense has increased by about \$1500 per month. We will be well over for the year and will therefore have to reduce maintenance.

**Highway Capital**

John Rolfe Drive Turn Lane Project has been completed. Town's portion will be funded from cash proffer reserves as we cannot use state highway money as leverage on a revenue sharing project.

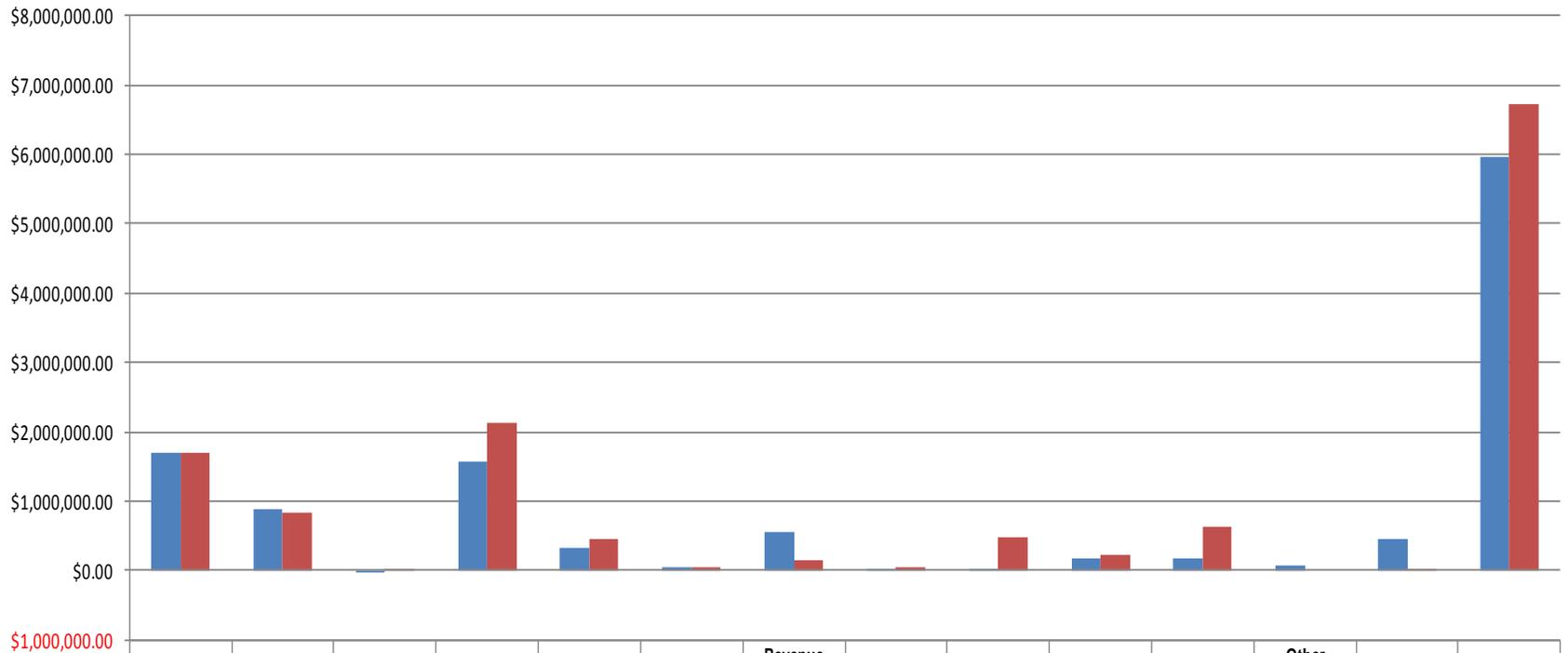
Storm Drain Rehab-Cypress Creek Repairs performed by Lewis Construction-storm related which is offset by the \$24,000 insurance reimbursement from VML.

Hustler X-One 31KAW/60" Zero turn mower purchased from Farmers Service.

Light Tower \$7200 item split 4 ways between WC, HWY, WA, SW.

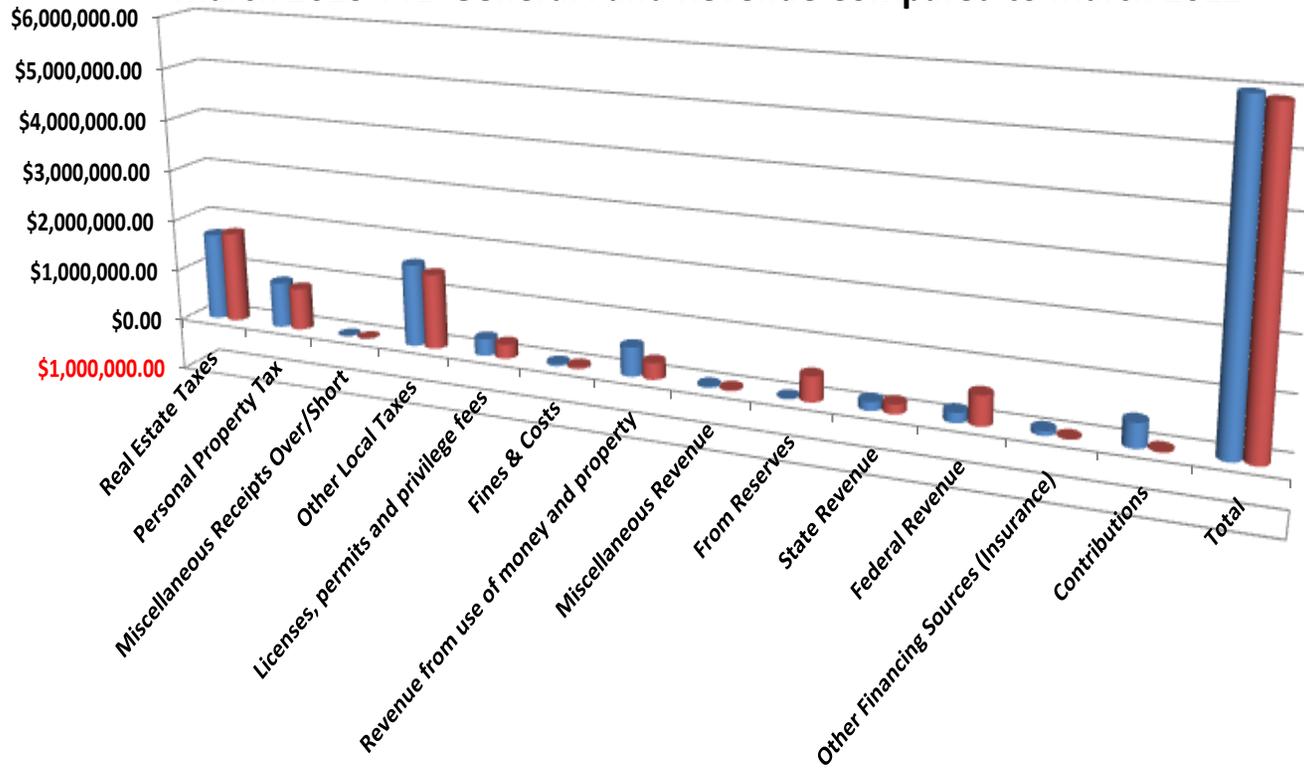
# MARCH 2013 FINANCIAL GRAPHS

## March 2013 YTD General Fund Revenues Compared to Budget



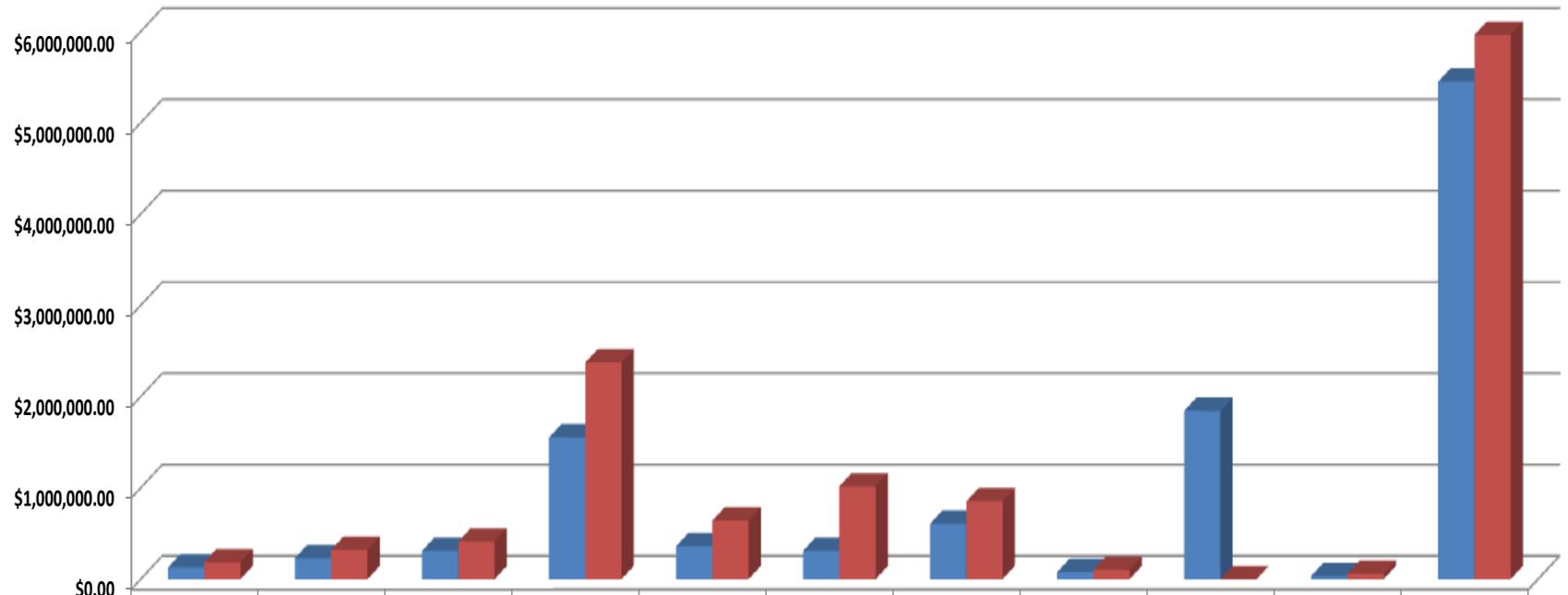
	Real Estate Taxes	Personal Property Tax	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Mar 2013 Actual	\$1,685,865	\$877,163	\$(71)	\$1,571,873	\$319,702	\$42,124	\$553,328	\$27,767	\$10,964	\$162,827	\$185,803	\$84,299	\$450,044	\$5,971,688
■ Budget	\$1,689,155	\$839,075	\$15	\$2,129,070	\$458,360	\$57,000	\$161,605	\$51,095	\$474,086	\$219,710	\$638,020	\$-	\$5,300	\$6,722,491

### March 2013 YTD General Fund Revenue Compared to March 2012



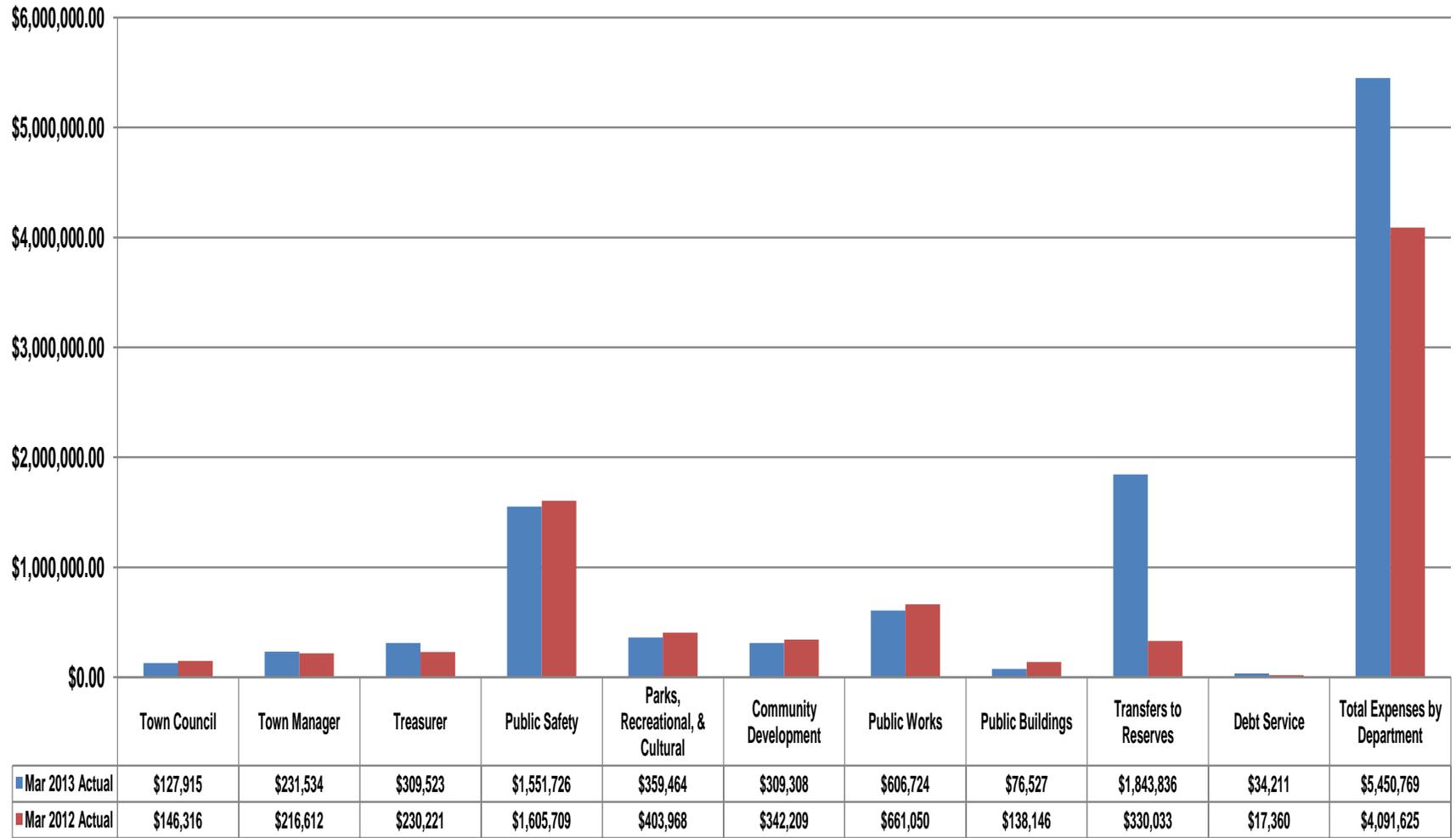
	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Mar 2013 Actual	\$1,685,865	\$877,163	\$(71)	\$1,571,873	\$319,702	\$42,124	\$553,328	\$27,767	\$10,964	\$162,827	\$185,803	\$84,299	\$450,044	\$5,971,688
■ Mar 2012 Actual	\$1,750,907	\$808,397	\$9	\$1,437,765	\$272,071	\$41,070	\$315,405	\$24,360	\$474,136	\$179,122	\$556,013	\$5,811	\$21,056	\$5,886,123

## March 2013 YTD General Fund Operating Expenses Compared to Budget

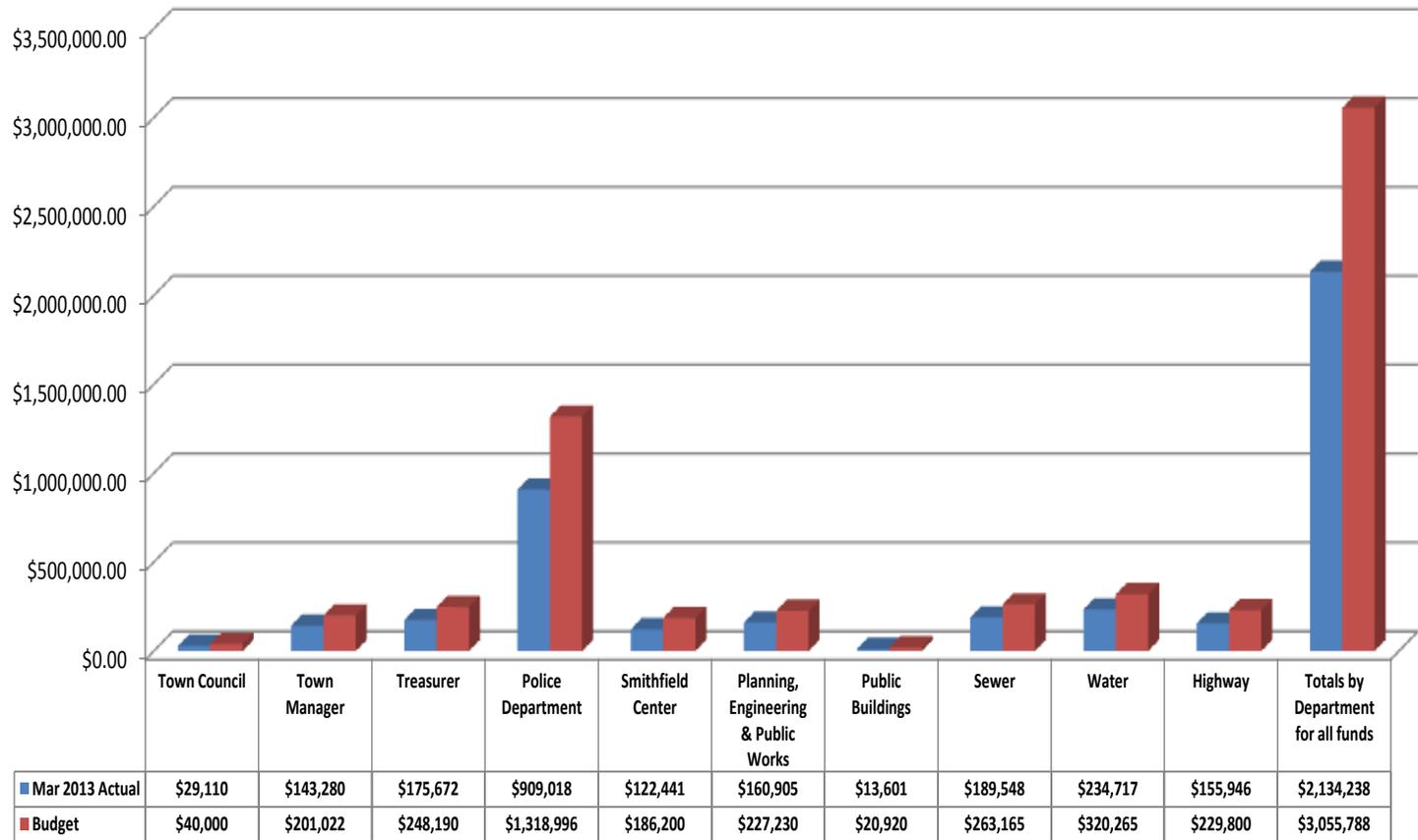


	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Debt Service	Total Expenses by Department
■ Mar 2013 Actual	\$127,915	\$231,534	\$309,523	\$1,551,726	\$359,464	\$309,308	\$606,724	\$76,527	\$1,843,836	\$34,211	\$5,450,769
■ Budget	\$186,335	\$321,274	\$411,065	\$2,373,645	\$640,643	\$1,017,446	\$852,523	\$101,500	\$-	\$58,905	\$5,963,336

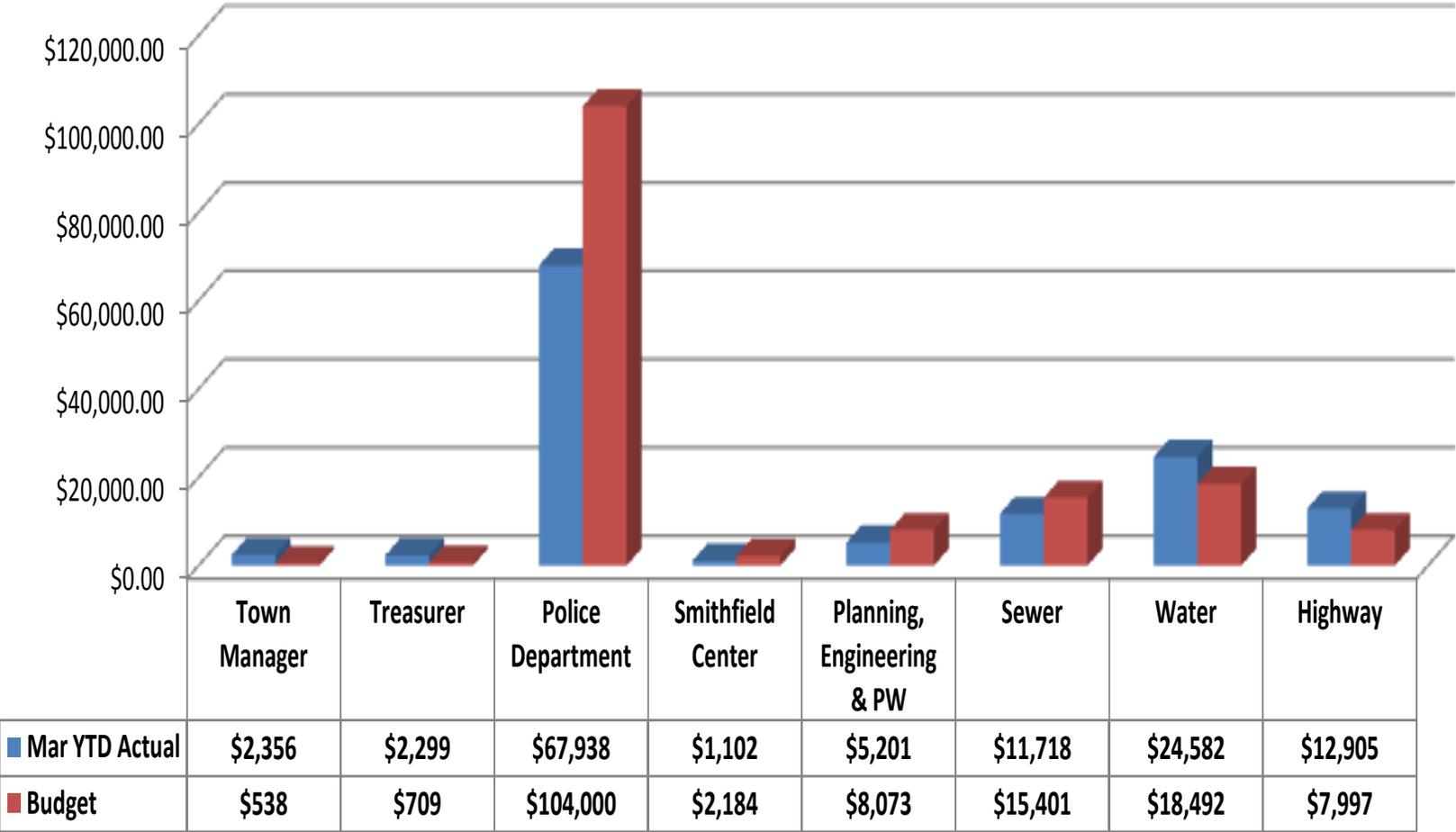
## March 2013 YTD General Fund Operating Expenses Compared to March 2012



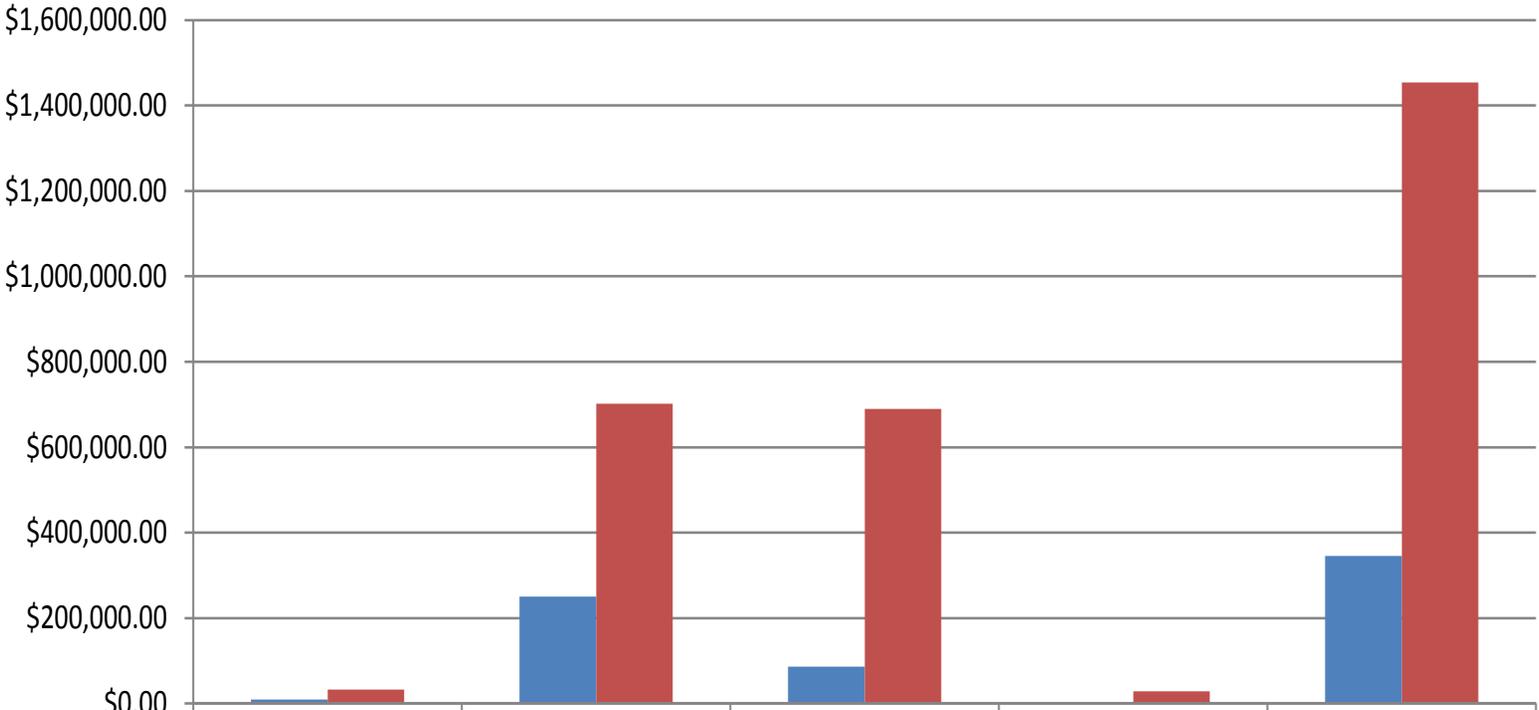
### March 2013 YTD Salaries to Budget by Department



# MAR YTD Overtime Compared to Budget

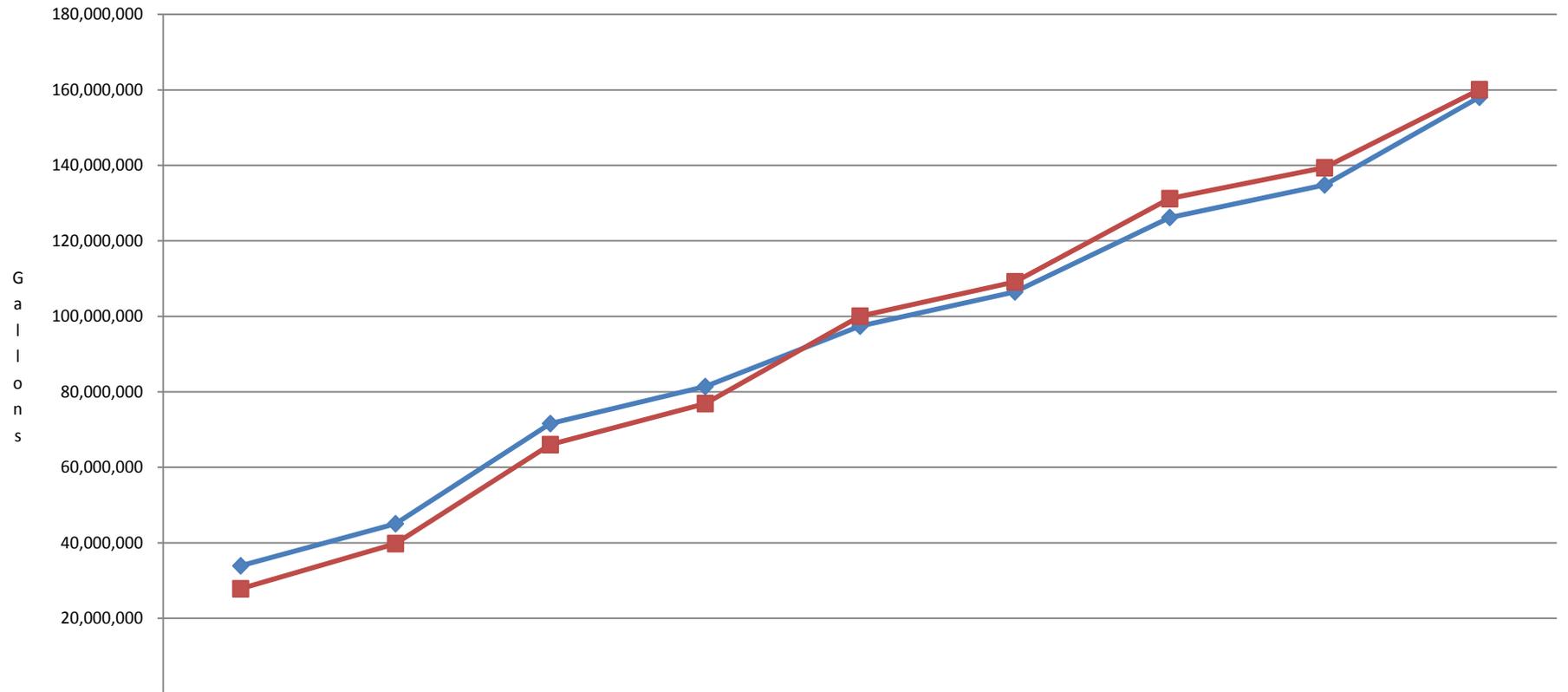


# March YTD Pinewood Heights Expenses MY 1 Phase II



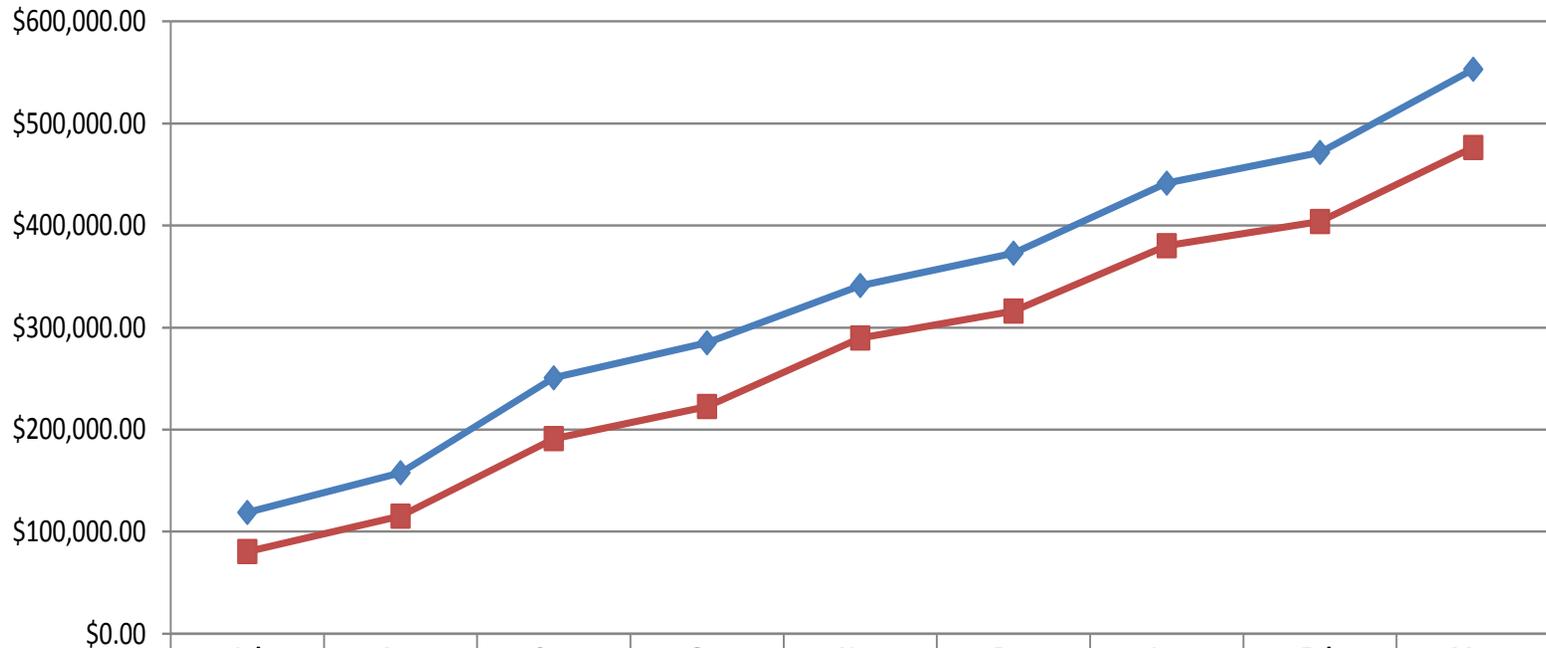
	Administration	Acquisition	Permanent Relocation	Clearance & Demolition	Total YTD MY1 Phase II
<b>Mar YTD Actual</b>	\$9,412	\$250,329	\$85,867	\$124	\$345,733
<b>Budget</b>	\$33,000	\$701,555	\$689,920	\$29,000	\$1,453,475

## MAR 2013 YTD Sewer Consumption Compared to 2012-Cumulative



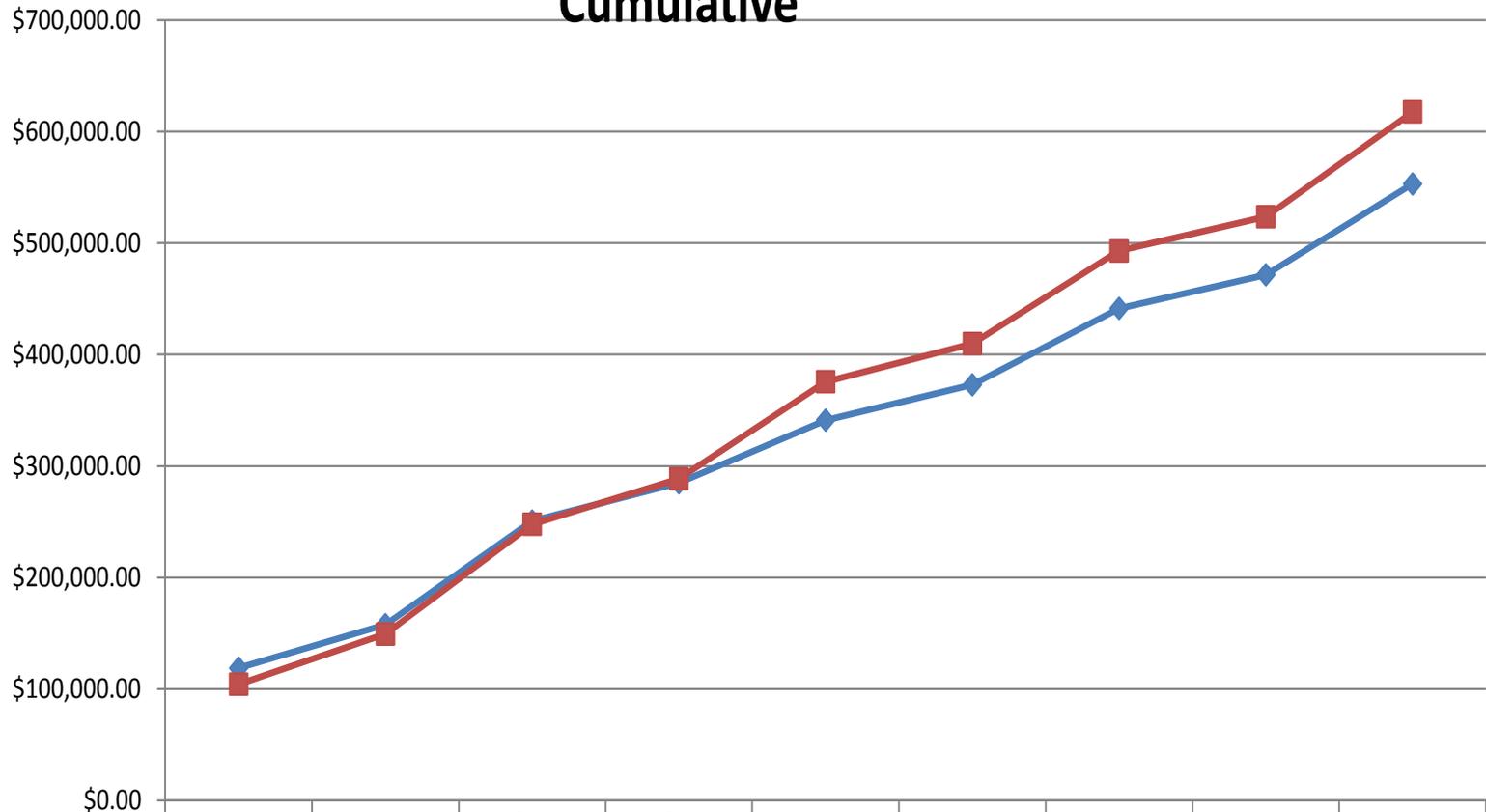
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Actual 2013	33,911,769	45,062,012	71,593,279	81,409,491	97,395,860	106,483,452	126,184,592	134,820,907	158,036,732
Actual 2012	27,823,246	39,800,726	66,015,985	76,887,610	100,046,367	109,153,641	131,185,269	139,374,388	160,052,488

## MAR 2013 YTD Sewer Charges Compared to 2012- Cumulative



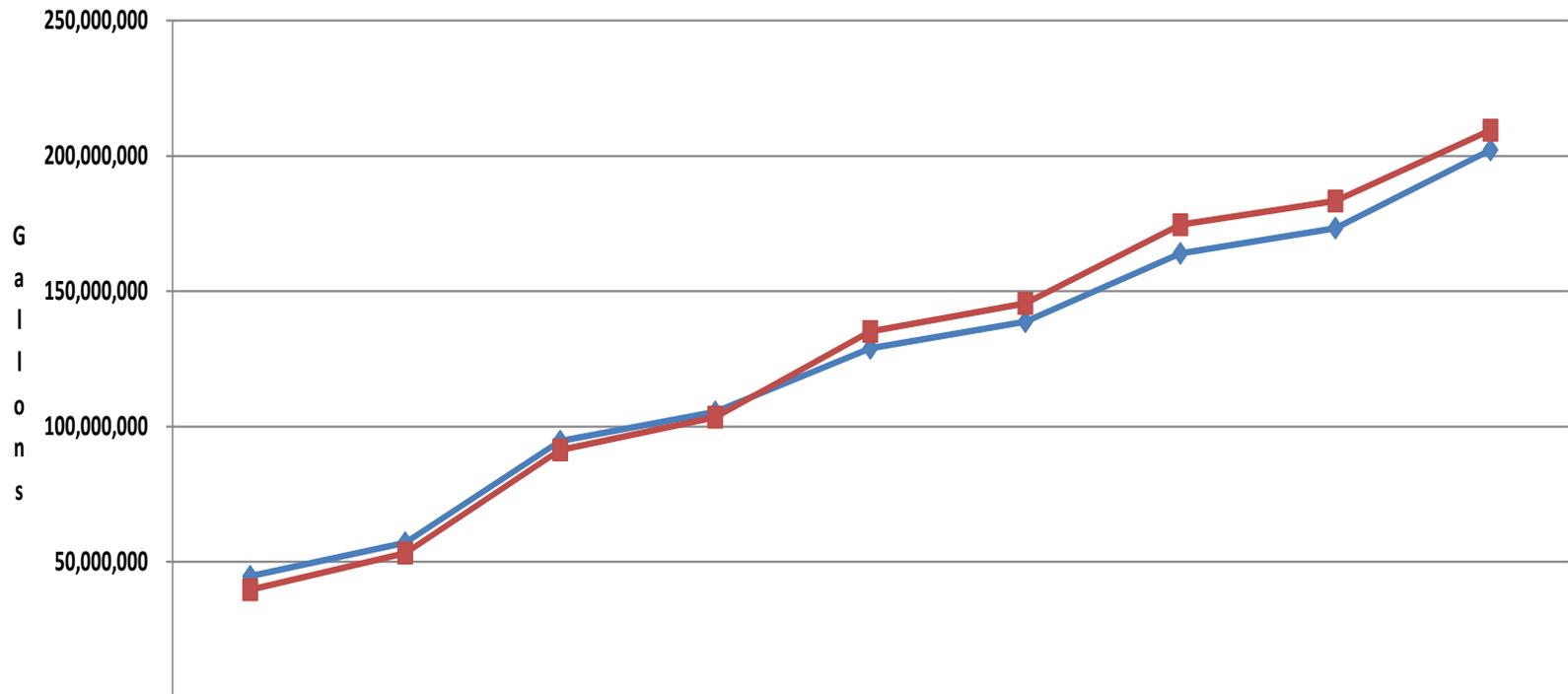
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Actual 2013	\$118,797	\$157,727	\$250,727	\$285,025	\$341,149	\$372,882	\$441,445	\$471,585	\$553,055
Actual 2012	\$80,521	\$115,171	\$191,175	\$222,639	\$289,759	\$316,129	\$380,159	\$403,869	\$476,417

## MAR 2013 Sewer Charges Compared to Pro-Rated Budget- Cumulative



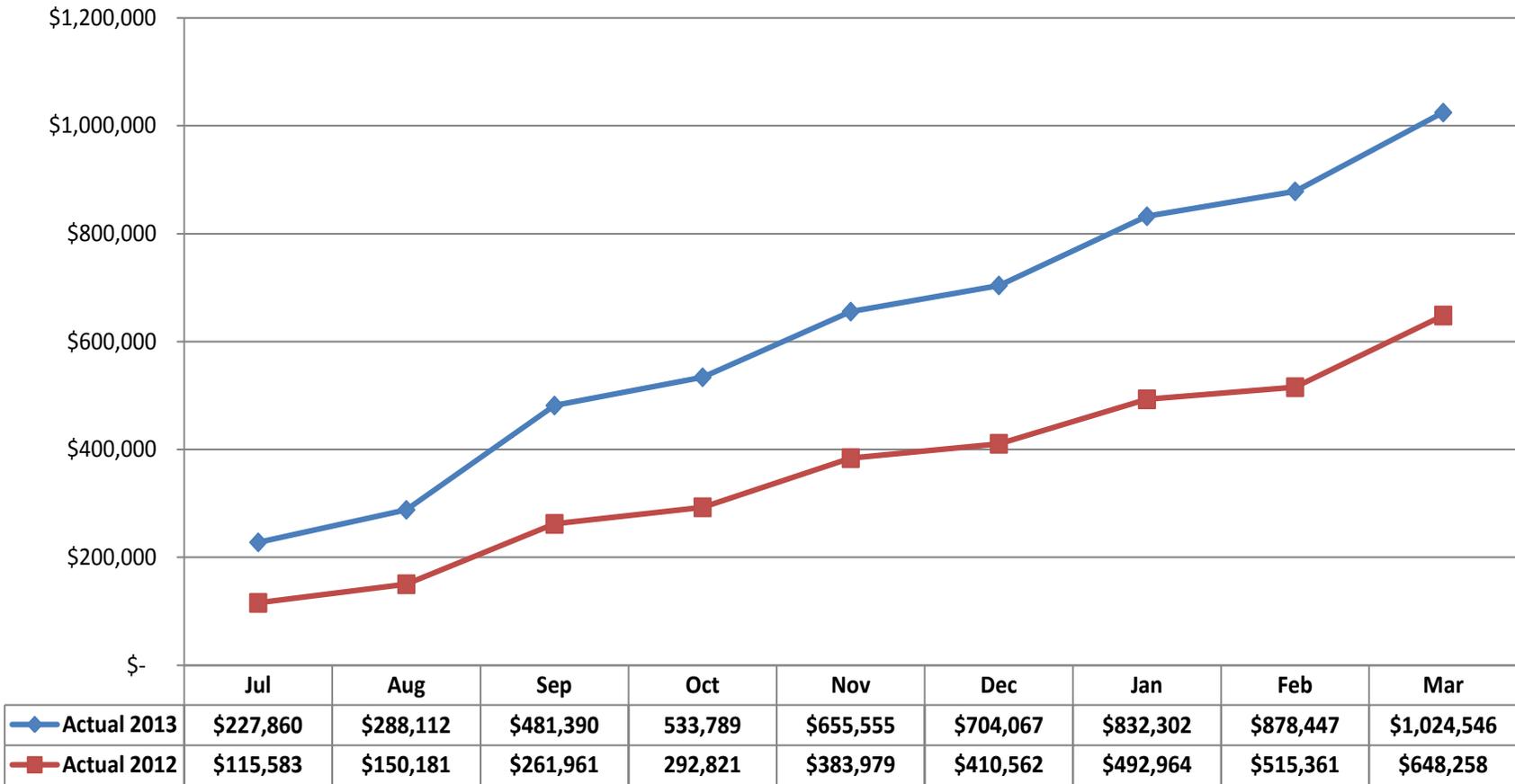
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Actual	\$118,797	\$157,727	\$250,727	\$285,025	\$341,149	\$372,882	\$441,445	\$471,585	\$553,055
Pro-rated budget	\$104,408	\$149,337	\$247,887	\$288,685	\$375,716	\$409,908	\$492,932	\$523,676	\$617,746

## MAR 2013 YTD Water Consumption Compared to 2012-Cumulative

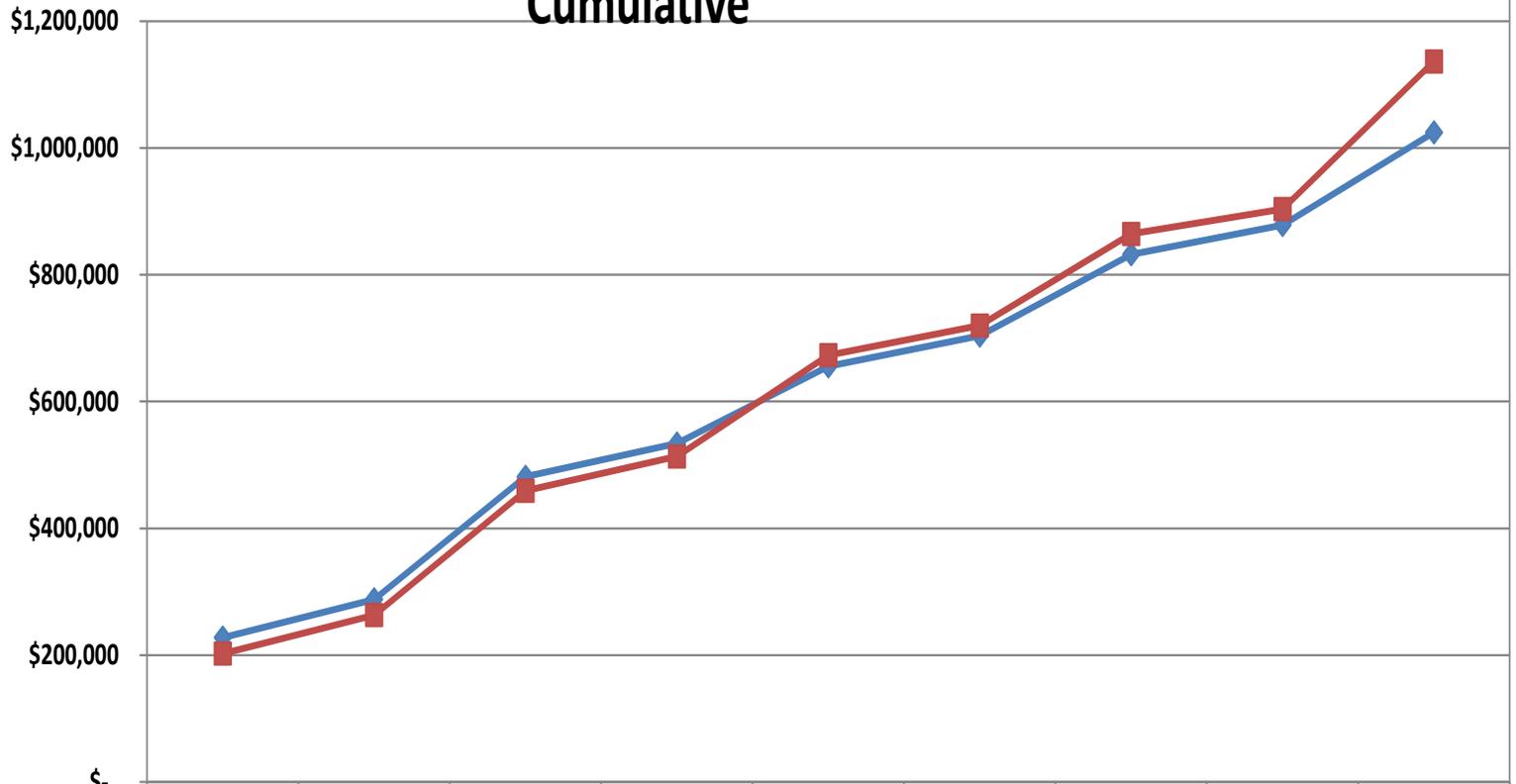


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Actual 2013	44,653,181	57,074,240	94,602,553	105,404,177	128,910,557	138,750,710	164,001,884	173,330,652	202,238,523
Actual 2012	39,688,782	53,256,900	91,356,629	103,459,078	135,117,221	145,533,600	174,583,031	183,366,490	209,554,614

## MAR 2013 YTD Water Charges Compared to 2012-Cumulative

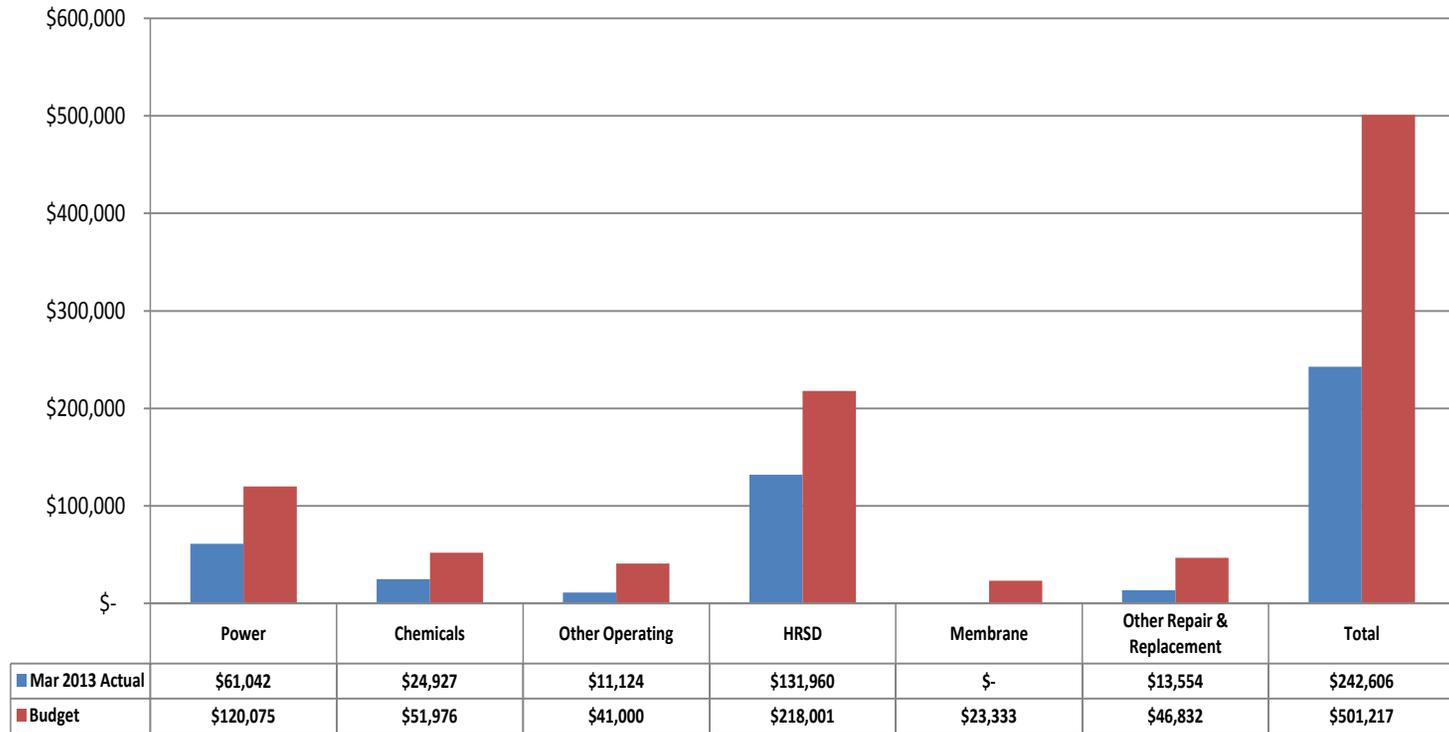


## MAR 2013 YTD Water Charges Compared to Pro-Rated Budget- Cumulative

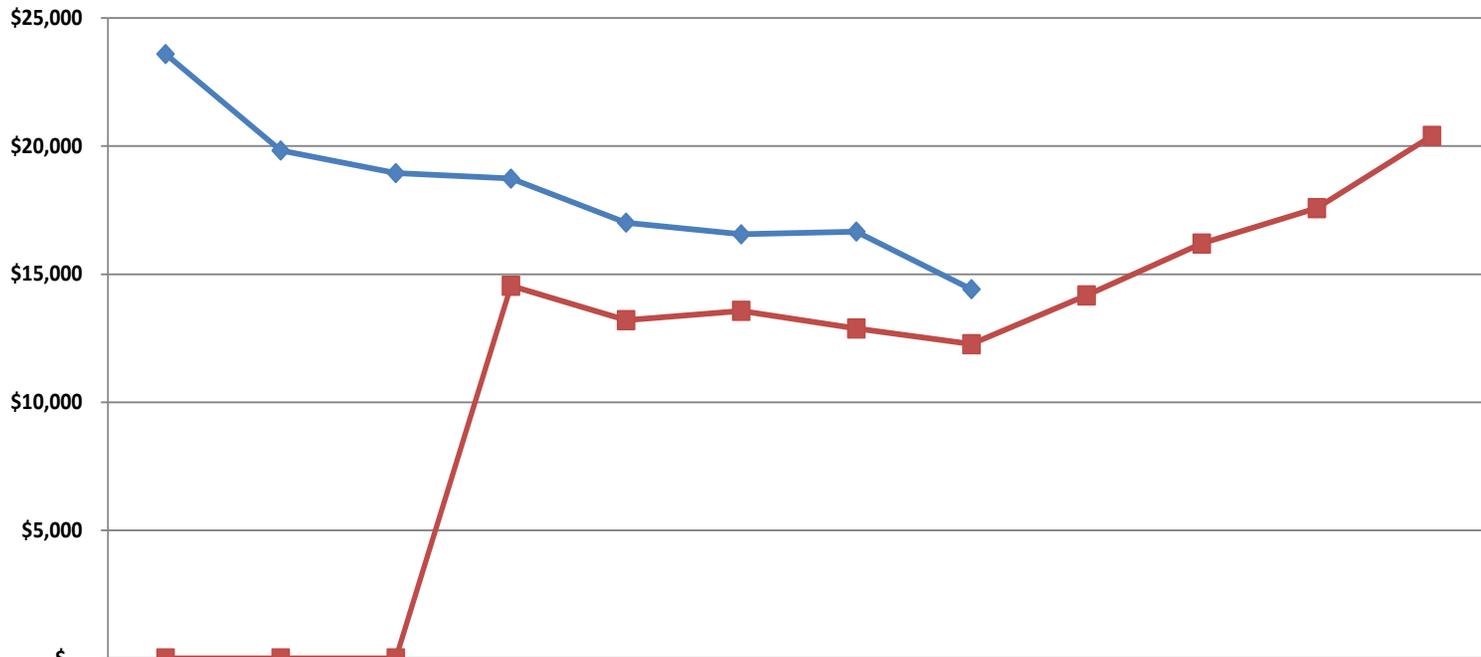


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
◆ Actual	\$227,860	\$288,112	\$481,390	533,789	\$655,555	\$704,067	\$832,302	\$878,447	\$1,024,546
■ Pro-rated budget	\$202,662	\$263,326	\$459,320	513,430	\$673,264	\$719,873	\$864,355	\$903,626	\$1,136,326

## MAR 2013 YTD RO Expenses by Category



## HRSD EXPENSES FOR RO PLANT FY2013 AND FY2012



	July	August	September	October	November	December	January	February	March	April	May	June
FY 2013	\$23,596	\$19,829	\$18,947	\$18,732	\$17,014	\$16,558	\$16,665	\$14,415				
FY 2012	\$-	\$-	\$-	\$14,550	\$13,207	\$13,571	\$12,883	\$12,268	\$14,173	\$16,196	\$17,580	\$20,399

CASH BALANCES AS OF MARCH 2013					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Month INTERCO. TRANSFERS	Year end Interco. Transfers	ADJUSTED BALANCES
<b>Water</b>	Farmers Bank	726,354.12	(478,368.89)	(205,048.58)	42,936.65
<b>Water-Debt Service</b>	Farmers Bank	1,379,785.92	65,162.10		1,444,948.02
<b>Water Capital Escrow (availability fees)</b>	TowneBank	253,530.43	10,880.00		264,410.43
<b>Water Treatment Plant Escrow</b>	TowneBank	111,069.95	-		111,069.95
<b>Water Development Escrow</b>	TowneBank	74,278.28	2,400.00	-	76,678.28
<b>Subtotal Water</b>		<b>2,545,018.70</b>	<b>(399,926.79)</b>	<b>(205,048.58)</b>	<b>1,940,043.33</b>
<b>Sewer</b>	Farmers Bank	255,164.01	(18,990.81)	(325,174.54)	(89,001.34)
<b>Sewer Development Escrow</b>	TowneBank	326,395.35	2,400.00		328,795.35
<b>Sewer Capital Escrow (availability fees)</b>	TowneBank	769,619.00	16,480.00		786,099.00
<b>Sewer Compliance</b>	Farmers Bank	138,527.49	79,254.80		217,782.29
<b>Subtotal Sewer</b>		<b>1,489,705.85</b>	<b>79,143.99</b>	<b>(325,174.54)</b>	<b>1,243,675.30</b>
<b>Highway</b>	Farmers Bank	58,672.00	67,893.78	-	126,565.78
<b>General Fund</b>	Farmers Bank	2,170,689.51	128,363.02	530,223.12	2,829,275.65
<b>Payroll</b>	Farmers Bank	51,661.96			51,661.96
<b>Money Market-General Fund</b>	TowneBank	2,174.01			2,174.01
<b>Business Super Now-General Fund</b>	Farmers Bank	32,963.09	-		32,963.09
<b>Money Market-General Fund</b>	Farmers Bank	287,621.99			287,621.99
<b>General Fund Capital Escrow Account</b>	TowneBank	213,459.70	-		213,459.70
<b>Certificate of Deposit</b>	Farmers Bank	525,563.57	-		525,563.57
<b>Certificate of Deposit-Police Dept</b>	Farmers Bank	36,488.07			36,488.07
<b>Special Project Account (Pinewood)</b>	Farmers Bank	19,893.33	124,526.00	-	144,419.33
<b>Pinewood Heights Escrow</b>	Farmers Bank	32,450.67			32,450.67
<b>S. Church Street Account</b>	TowneBank	42,604.20	-		42,604.20
<b>Subtotal General Fund</b>		<b>3,415,570.10</b>	<b>252,889.02</b>	<b>530,223.12</b>	<b>4,198,682.24</b>
<b>Beautification Fund</b>	Farmers Bank	7,818.97			7,818.97
<b>Money Market-Beautification</b>	Farmers Bank	61,088.37			61,088.37
		68,907.34			68,907.34
		-			-

<b>TOTAL ALL FUNDS</b>		<b>7,577,873.99</b>	<b>(0.00)</b>	<b>-</b>	<b>7,577,873.99</b>
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Invoice Date 4/1/2013  
 Invoice Number 100386  
 Service Order Number 0000406

**INVOICE - SERVICE**

WO7649  
 S O L D T O TOWN OF SMITHFIELD  
 PO BOX 246  
 SMITHFIELD VA 23431  
 J O B S I T E TOWN OF SMITHFIELD

**NET DUE \$6,633.34**

SLS #	TERMS	PURCHASE ORDER
100	NET 30	

**DESCRIPTION**

QUARTERLY INVOICE  
 70,000 GALLON DE 100'HWL  
 CARY STREET ELEVATED TANK

VENDOR # 555  
 ACCOUNT # 4-005-42000-3006  
 DEPT HEAD \_\_\_\_\_  
 TOWN MANAGER Phs

Total =  
 \$25,468.32

TOTAL	PAYMENT	NET DUE
\$6,633.34		\$6,633.34

CUSTOMER COPY

THANK YOU FOR YOUR BUSINESS!

4000 TOWER ROAD, LOUISVILLE KY 40219 / P O BOX 35770, LOUISVILLE KY 40232 / (502) 964-3361 / (502) 966-8732 FAX



Invoice Date 4/1/2013  
 Invoice Number 100387  
 Service Order Number 0000407

**INVOICE - SERVICE**

S O L D  T O	WO7650 TOWN OF SMITHFIELD PO BOX 246  SMITHFIELD VA 23431	J O B S I T E	TOWN OF SMITHFIELD
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**NET DUE \$8,258.67**

SLS #	TERMS	PURCHASE ORDER
100	NET 30	

**DESCRIPTION**

QUARTELY INVOICE  
 WILSON ROAD TANK  
 150,000 GASLLON 130' HWL

TOTAL	PAYMENT	NET DUE
\$8,258.67		\$8,258.67

CUSTOMER COPY

THANK YOU FOR YOUR BUSINESS!

4000 TOWER ROAD, LOUISVILLE KY 40219 / P O BOX 35770, LOUISVILLE KY 40232 / (502) 964-3361 / (502) 966-8732 FAX



Invoice Date 4/1/2013  
 Invoice Number 100388  
 Service Order Number 0000408

**INVOICE - SERVICE**

S O L D T O	WO7651 TOWN OF SMITHFIELD PO BOX 246 SMITHFIELD VA 23431	J O B S I T E	TOWN OF SMITHFIELD
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**NET DUE \$7,797.05**

SLS #	TERMS	PURCHASE ORDER
100	NET 30	

**DESCRIPTION**

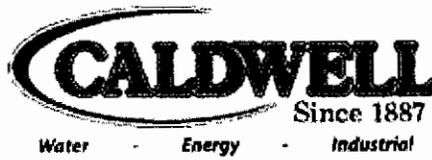
QUARTERLY INVOICE  
 CHURCH STREET TANK  
 400,000 GALLON 123'HWL PED

TOTAL	PAYMENT	NET DUE
\$7,797.05		\$7,797.05

CUSTOMER COPY

THANK YOU FOR YOUR BUSINESS!

4000 TOWER ROAD, LOUISVILLE KY 40219 / P O BOX 35770, LOUISVILLE KY 40232 / (502) 964-3361 / (502) 966-8732 FAX



Invoice Date 4/1/2013  
 Invoice Number 100389  
 Service Order Number 0000409

**INVOICE - SERVICE**

S O L D T O	WO7652 TOWN OF SMITHFIELD PO BOX 246  SMITHFIELD VA 23431	J O B S I T E	TOWN OF SMITHFIELD
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**NET DUE \$2,779.26**

SLS #	TERMS	PURCHASE ORDER
100	NET 30	

**DESCRIPTION**

QUARTERLY INVOICE  
 BATTERY PARK ROAD TANK  
 500,000 GALLON 151'HWL PED

TOTAL	PAYMENT	NET DUE
\$2,779.26		\$2,779.26

CUSTOMER COPY

THANK YOU FOR YOUR BUSINESS!

4000 TOWER ROAD, LOUISVILLE KY 40219 / P O BOX 35770, LOUISVILLE KY 40232 / (502) 964-3361 / (502) 966-8732 FAX

**Lewis  
Construction  
Of [REDACTED]  
Virginia Inc.  
986-2273**

7716 Quaker Drive  
Suffolk, VA 23437

Voice: 757-986-2273 Fax: 757-986-3536

LCOVSuffolk@aol.com

# INVOICE

Invoice Number: 0413-1072

Invoice Date: Apr 11, 2013

Page: 1

<b>Bill To:</b>
Town of Smithfield P O B O x 246 Smithfield, VA 23431

<b>Ship to:</b>
Public Restroom Main Street Smithfield, VA 23431

<b>Customer ID</b> Smithfield	<b>Customer PO</b> Per Jessie	<b>Payment Terms</b> Net 15 Days	
<b>Sales Rep ID</b>	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b> 4/26/13

Quantity	Item	Description	Unit Price	Amount
1.00		Doghouse SMH & repair main complete	17,560.00	17,560.00
		<i>find &amp; fix (sewer)</i>		
		VENDOR # <u>284</u>		
		ACCOUNT # <u>4-004-48070-</u>		
		DEPT HEAD _____		
		TOWN MANAGER <u>PLS</u>		

*Accounted for by  
Suzie*

Check/Credit Memo No:

Subtotal	17,560.00
Sales Tax	
Total Invoice Amount	17,560.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>17,560.00</b>

**Municipality:** Peter Stephenson  
Town of Smithfield  
P.O. Box 246  
Smithfield, VA 23431

<b>Invoice #:</b>	8189
<b>Invoice Date:</b>	4/1/2013
<b>Due Date:</b>	5/1/2013

Project ID	Interest Rate		Outstanding Balance	Principal Due	Interest Due		Payment Due
	Loan Rate	Admin Rate			Loan Interest	Admin Fee Interest	
C-515141-01	5.000%	0.000%	66,871.95	10,468.80	1,671.78		12,140.58
<b>Subtotals:</b>			66,871.95	10,468.80	1,671.78		12,140.58
<b>Grand Total Amount Due:</b>							<b>\$12,140.58</b>

**Note: If payment in full is not received within 10 days of the due date, an additional late payment penalty will be assessed in an amount equal to 5% of the payment due.**

Payment should be made payable to Virginia Resources Authority on or before the due date as follows:

**WIRE/ACH INSTRUCTIONS:**

Bank: BB&T  
ABA # 051404260  
Acct: 5132949311  
Ref: VRA Water Facilities Account

**MAILING INSTRUCTIONS:**

Virginia Resources Authority  
P.O. Box 7429  
Merrifield, VA 22116-7429

Please call Jon McCubbin at (804) 616-3451 should you have any questions about your payment.

**VENDOR #** \_\_\_\_\_  
**ACCOUNT #** \_\_\_\_\_  
**DEPT HEAD** \_\_\_\_\_  
**TOWN MANAGER** \_\_\_\_\_

# SADLER

BUILDING CORPORATION

April 15, 2013

**Mr. Peter Stephenson**  
**Town Manager**  
911 S. Church St.  
Smithfield, VA 23430

**Dear Mr. Stephenson,**

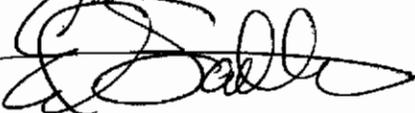
**It is my privilege to have been selected by Peninsula Housing and Builders Association to build a Charity House to benefit a military veteran (or their surviving spouse and minor children) through the Southern Living's Operation "Finally Home" House for the 2013 Parade of Homes. The Parade of Homes will be held at Cypress Creek in Smithfield in September.**

**We want to give the locality an opportunity to participate in this worthwhile cause by waiving the zoning, building license, and tap fees. When the Parade of Homes houses are sold, it will generate taxable income for Smithfield, as well as other income from the show itself.**

**I am enclosing information on this Charity give you a better understanding of the purpose of building this special house.**

**Your help would be greatly appreciated by the charity and myself.**

**Sincerely,**



**Ed Sadler**  
**President**  
**Sadler Homes**

**enclosure**



## **Operation FINALLY HOME**

1659 State Highway 46 West, Ste 115-606

New Braunfels, Texas 78132

[www.operationfinallyhome.org](http://www.operationfinallyhome.org)

### **100% Mortgage Free Homes for our Wounded Heroes**

Bay Area Builders Association (BABA), a division of Greater Houston Builders Association, was holding an emergency meeting of the Board of Directors back in late Winter of 2005. A local family friend had approached Dan Wallrath, then President of BABA, regarding assistance in remodeling the home of the parents of Steven Schulz, LCpl, USMC. Steven was returning from Iraq in a wheelchair and their home was not accessible. No one in that meeting realized the impact of the decision that was about to be made. That day Operation FINALLY HOME was born, as the Directors unanimously agreed to remodel the Schulz home free of charge.

Shortly following the decision to remodel the Schulz home it was realized that a name needed to be created for the charity and it became BABA Support Our Troops, Inc. with the mission to complete one project each year for the family of a severely wounded veteran from the War on Terror. A 501(c)(3) was approved and the organization was off and running.

A new home was built in each year of 2006, 2007, 2008, and 2009. Word was spreading about the builder's organization that was building homes for veterans, and BABA Support Our Troops won a Newman's Own Award. Then NAHB invited the organization to be part of the opening ceremonies of the 2010 IBS in Las Vegas. During 2009 the organization began to dream about the possibilities of spreading this beyond Houston, even beyond Texas. The IBS invitation might open the door to such dreams becoming a reality! The Board of Directors realized that if that were possible a new name would need to be adopted that could be universally accepted. Operation Finally Home (OFH) was to be the new name, and following the 2010 IBS ceremonies the requests began to pour in from around the country from other builders associations. CNN heard about what was happening and Dan Wallrath, the President of Operation Finally Home, was nominated as a CNN Hero of the Week and he won three times out of the 52 weeks to become a finalist for 2010 CNN Hero. This brought on more interest and the organization began to spread across Texas and into 10 other states across America.

In 2011 the pace was up from one home a year to 12 homes a year, and now it is up to 20 homes a year. Operation Finally Home has completed through March 29, 2013, 31 homes; with 12 currently under construction; and 14 in planning or permitting for a total of 57 projects.

This organization is unique in several ways:

First, it is a builder's association founded charity building homes for America's war wounded veterans. Builders, tradesmen, and building suppliers building homes...what a perfect way to give back to those who have sacrificed a normal life for our freedom!

Second, no applications are accepted, but rather the recipients are sought out through connections with military care givers and case workers, so that no one is rejected!

“Love, not time heals all wounds”



## **Operation FINALLY HOME**

1659 State Highway 46 West, Ste 115-606

New Braunfels, Texas 78132

[www.operationfinallyhome.org](http://www.operationfinallyhome.org)

Third, the homes are 100% mortgage free. It is felt that these homes were paid for in-full, on the battlefield! When the family moves into the home they are handed a clear title.

Fourth, the first year of taxes and insurance are paid by Operation Finally Home.

Fifth, the family is under no obligation to promote or support Operation Finally Home in any way.

Sixth, Operation Finally Home forever considers each family to be part of the Operation Finally Home family, and continues to provide support and encouragement, as long the family is willing.

Seventh, family counseling is provided as requested or needed to help them deal with the issues they face as a result of the injuries, so they can move forward.

The purpose for Operation Finally Home is to remove the burden of providing shelter, so that the family can overcome the devastating effects of the war, and move forward with their lives, not looking backward, but looking toward the opportunities ahead. This is a hand-up and not a handout. This is a step in the direction of a rewarding future as productive members of their community.

Operation Finally Home also partners with other organizations to provide counseling, activities, scholarships for the children of the veterans, etc. OFH remains vigilant in its pursuit of better opportunities for the families of our severely wounded veterans. Nothing that can be done will ever be enough to repay the debt owed to our veterans.

In 2010 the dream of 100 homes per year was mentioned as a long-term goal for Operation Finally Home. It sounds much less like a dream today, and more like a very real possibility. Great things have been accomplished, but by far the best is yet to come.

Please contact me if you have any questions:

Lee Kirgan, Director of Construction  
110 Friendswood Circle  
Fairfield, TX 75840  
903-644-1788 cellular - any time

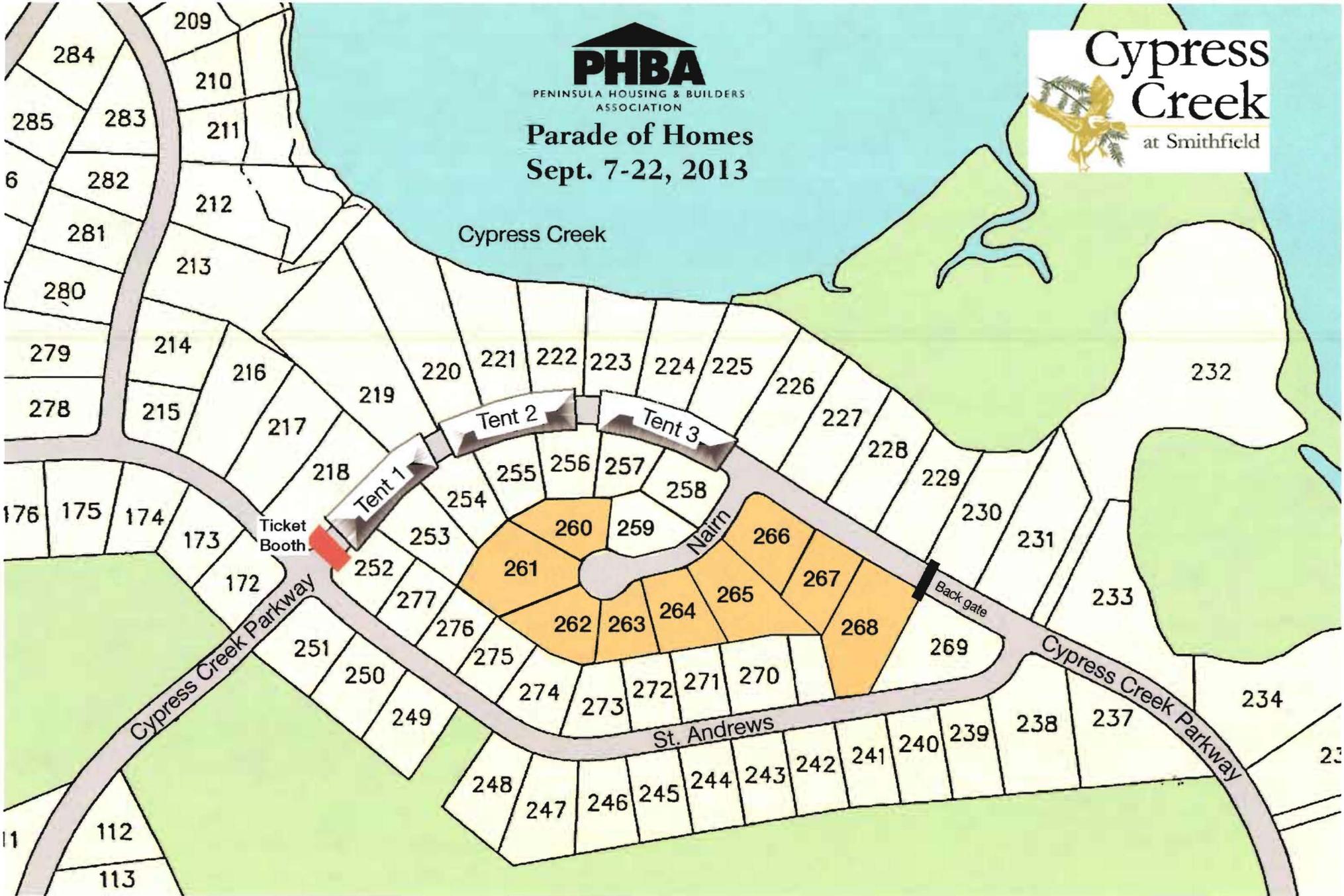
Corporate Address:  
Operation Finally Home  
1659 State Hwy 46 West, Ste 115-606  
New Braunfels, TX 78132

“Love, not time heals all wounds”



PENINSULA HOUSING & BUILDERS ASSOCIATION

# Parade of Homes Sept. 7-22, 2013



## 2013 PARADE OF HOMES

### BUILDERS PARTICIPATING

As of 3/27/13

<b>Garnett Construction LLC</b>	<b>Lot 265</b>
<b>L F Enterprises LLC</b>	<b>Lot 262</b>
<b>Sadler Building Corp.</b>	<b>Lot 261</b>
<b>Smart Move Builders</b>	<b>Lot 266</b>
<b>Stephen Alexander Homes</b>	<b>Lot 263</b>
<b>Chesapeake Homes</b>	<b>Lot 267</b>
<b>William S. Wirt Construction Inc.</b>	<b>Lot 264</b>

## **2013 Parade of Homes Builder Meetings/Event Schedule**

*(as of 3/27/13)*

All are mandatory for builders

Show Dates- September 7- 22, 2013

Show Hours- Mondays – Saturdays, Noon – 8 PM & Sundays- Noon – 6 PM

(ticket sales end one hour prior to close of show)

### **April**

11	Thursday	Builder/Developer Meeting	2:00 PM C.C. Club House
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### **May**

9	Thursday	Builder/Developer Meeting	2:00 PM C.C. Club House
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### **June**

13	Thursday	Builder Marketing Meeting (lunch provided)	11:30 AM C.C. Club House
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### **July**

11	Thursday	Builder/Developer/Committee Meeting	2:00 PM C.C. Club House
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### **August**

22	Thursday	Builders/Committee/Sponsors Picnic (lunch provided)	12:00 Noon C.C. Club House
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### **September**

4	Wednesday	Judging	8:00 AM – 5 PM
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6	Friday	Preview Gala	6:00 – 8:30 PM (gates open at 5:30)
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9	Monday	Military Appreciation Day	All Day
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11	Wednesday	Realtor Day Beverages/Pastries served 9:30-11 AM	9:30 AM – 8:00 PM Early Opening
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16	Monday	Taste of _____	5:30 – 7:00 PM
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18	Wednesday	Mothers Day Out	10:00 AM Early Opening
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22	Sunday	Last Day of Show	
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23	Monday	Furniture Sales (tentative)	Noon – 6:00 PM
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P.O. Box 2500, Richmond, Virginia 23218-2500  
Toll free: 1-888-VARETTR (827-3847)  
Web site: [www.varetire.org](http://www.varetire.org)  
E-mail: [vrs@varetirc.org](mailto:vrs@varetirc.org)

March 22, 2013

Employer Code: 55310

Dear Employer,

Last spring, you elected to phase in the 5 percent member contribution for Plan 1 and Plan 2 employees hired before July 1, 2012 to comply with actions taken by the 2012 General Assembly.

For fiscal year 2013, your governing body elected a **1%** percent member contribution for your Plan 1 and Plan 2 employees. Using the enclosed resolution, your local governing body must elect to increase the member contribution by at least 1 percent for fiscal year 2014, as required by Virginia Code. Or, you may elect to increase it by more than 1 percent up to the full 5 percent. In addition, you must certify in the resolution that employees will receive an offsetting salary increase effective July 1, 2013.

Please send the formal signed resolution to VRS **no later than July 10, 2013** (Attn: Susan Keith, P.O. Box 2500, Richmond, VA 23218-2500).

Chapter 822 of the 2012 Acts of Assembly requires all Plan 1 and Plan 2 school division and political subdivision employees to begin paying the 5 percent member contribution effective July 1, 2012. The statute allows employers to phase in the member contribution for employees hired before July 1, 2012. The full 5 percent phase-in must be complete by July 1, 2016. Phase-in increases must be in whole percentages of at least 1 percent of creditable compensation per year, with required offsetting salary increases.

If you have any questions about the information in this packet, contact ZaeAnne Sferra, employer coverage coordinator, at [zsferra@varetire.org](mailto:zsferra@varetire.org) or (804) 775-3514.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert P. Schultze'.

Robert Schultze  
VRS Director

(Enclosure)

# Member Contributions by Salary Reduction for Counties, Cities, Towns, and Other Political Subdivisions

(In accordance with Chapter 822 of the 2012 Acts of Assembly (SB497))

## Resolution

WHEREAS, the \_\_\_\_\_ [Political Subdivision Name] \_\_\_\_\_ [employer code] employees who are Virginia Retirement System members who commence or recommence employment on or after July 1, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis upon commencing or recommencing employment; and

WHEREAS, the \_\_\_\_\_ [Political Subdivision Name] employees who are Virginia Retirement System members and in service on June 30, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis no later than July 1, 2016; and

WHEREAS, such employees in service on June 30, 2012, shall contribute a minimum of an additional one percent of their creditable compensation beginning on each July 1 of 2012, 2013, 2014, 2015, and 2016, or until the employees' contributions equal five percent of creditable compensation; and

WHEREAS, the \_\_\_\_\_ [Political Subdivision Name] may elect to require such employees in service on June 30, 2012, to contribute more than an additional one percent each year, in whole percentages, until the employees' contributions equal five percent of creditable compensation; and

WHEREAS, the second enactment clause of Chapter 822 of the 2012 Acts of Assembly (SB497) requires an increase in total creditable compensation, effective July 1, 2013, to each such employee in service on June 30, 2013, to offset the cost of the member contributions, such increase in total creditable compensation to be equal to the percentage increase of the member contribution paid by such pursuant to this resolution (For example, if the member contribution paid by the employee increases from two to three percent pursuant to this resolution, the employee must receive a one percent increase in creditable compensation.)

BE IT THEREFORE RESOLVED, that the \_\_\_\_\_ [Political Subdivision Name] does hereby certify to the Virginia Retirement System Board of Trustees that it shall effect the implementation of the member contribution requirements of Chapter 822 of the 2012 Acts of Assembly (SB497) according to the following schedule for the fiscal year beginning July 1, 2013:

PLAN 1	Percent
Employer Paid Member Contribution	%
Employee Paid Member Contribution	%
Total	5%

PLAN 2	Percent
Employer Paid Member Contribution	%
Employee Paid Member Contribution	%
Total	5%

(Note: Each column must add up to 5 percent.); and

BE IT FURTHER RESOLVED, that such contributions, although designated as member contributions, are to be made by the \_\_\_\_\_ [Political Subdivision Name] in lieu of member contributions; and

BE IT FURTHER RESOLVED, that pick up member contributions shall be paid from the same source of funds as used in paying the wages to affected employees; and

BE IT FURTHER RESOLVED, that member contributions made by the \_\_\_\_\_ [Political Subdivision Name] under the pick up arrangement shall be treated for all purposes other than income taxation, including but not limited to VRS benefits, in the same manner and to the same extent as member contributions made prior to the pick up arrangement; and

BE IT FURTHER RESOLVED, that nothing herein shall be construed so as to permit or extend an option to VRS members to receive the pick up contributions made by the \_\_\_\_\_ [Political Subdivision Name] directly instead of having them paid to VRS; and

BE IT FURTHER RESOLVED, that notwithstanding any contractual or other provisions, the wages of each member of VRS who is an employee of the \_\_\_\_\_ [Political Subdivision Name] shall be reduced by the amount of member contributions picked up by the \_\_\_\_\_ [Political Subdivision Name] on behalf of such employee pursuant to the foregoing resolutions; and

BE IT FURTHER RESOLVED, that in accordance with the Appropriation Act, no salary increases that were provided solely to offset the cost of required member contributions to the Virginia Retirement System under § 51.1-144 of the Code of Virginia will be used to certify that the salary increases required by the Appropriations Act have been provided.

NOW, THEREFORE, the officers are hereby authorized and directed in the name of the \_\_\_\_\_ [Political Subdivision Name] to carry out the provisions of this resolution, and said officers are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the \_\_\_\_\_ [Political Subdivision Name] for this purpose.

\_\_\_\_\_  
Governing Body Chairman

**CERTIFICATE**

I, \_\_\_\_\_, [Title, e.g. Clerk, Secretary] of the \_\_\_\_\_ [Political Subdivision Name], certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the \_\_\_\_\_ [Political Subdivision Name] held at \_\_\_\_\_, Virginia at \_\_\_\_\_ o'clock on \_\_\_\_\_, 2013. Given under my hand and seal of the \_\_\_\_\_ [Political Subdivision Name] this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Clerk

**This resolution must be passed prior to July 1, 2013 and received by VRS no later than July 10, 2013.**

# PROJECT STATUS MAP

Pinewood Heights Phase II Redevelopment Project  
Multi-Year 1  
Town of Smithfield, Virginia

## LEGEND

--- PHASE II BOUNDARY

### STATUS:

- PRELIM ACQ LETTER SENT/RECEIVED
- APPRAISAL COMPLETE
- OFFER TO PURCHASE ACCEPTED
- OFFER TO PURCHASE DECLINED
- RELOCATION COMPLETE
- DEMOLITION IN PROGRESS
- PROPERTIES TO BE ACQUIRED IN MY2
- O OWNER OCCUPIED
- R RENTER OCCUPIED
- 8 SECTION 8 TENANT



April, 2013

COMMUNITY PLANNING PARTNERS, INC.

## MONTHLY PROGRESS REPORT FOR APRIL 2013

Locality: Town of Smithfield Contract #: 11-10 MY1  
Project Name: Pinewood Heights Phase II Contract Completion Date: 03/20/2014

Prepared by: Michael Paul Dodson, CFM  
Date: 04/15/2013

### FINANCIALS

CDBG Contract Amount: \$624,720 Leverage Amount: \$826,755  
CDBG Amount Expended: \$124,526 Leverage Amount Expended: \$149,763

### CUMULATIVE CONSTRUCTION PROGRESS {INSERT PROJECT SPECIFIC PRODUCTS HERE}

### ADMINISTRATIVE ACTIVITY

**Management Plan:** Is project on schedule as shown in PMP?  Yes  No If no, update will be furnished by: \_\_\_\_/\_\_\_\_/\_\_\_\_

**When was the last Management Team meeting?** 01/08/2013 (03/12/2013 cancelled) Next meeting? 05/14/2013

**Budget:** Is project proceeding within the approved budget?  Yes  No If no, revision will be furnished by: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Technical Assistance Required?**  Yes  No If yes, in what area(s)?

**Status:** Project activities that will occur in the next 30 days include completing the demolition of 41/42 Carver. The utility disconnection has (VA Power, Town Water lines, Verizon, etc.) as occurred as of April 1st. Offers for the purchase of 44/45 Carver Street have been accepted by the owners and relocation activities are in full force at this time. A relocation option has been identified for the Coston family (45 Carver) with the construction of new home on land in Isle of Wight County and a renovated home in the Town of Smithfield has been identified as a relocation option for the Elliot family (44 Carver).

**Are problems anticipated?** None other than facilitating the acquisition and relocation of current and future owner-occupied households.

**Other comments:** None.

**Project Specific Products:**

**Owner-Occupied Acquisition** (Goal=6)

Owner Occupied Homes

1) 41 Carver      2) 44 Carver      3) 45 Carver      4) 46 Carver      5) 47 Carver      6) 51 Carver

Preliminary Acquisition Letters Sent 3

1) 41 Carver      2) 44 Carver      3) 45 Carver

Appraisals Completed 3

1) 41 Carver      2) 44 Carver      3) 45 Carver

Review Appraisals Completed 3

1) 41 Carver      2) 44 Carver      3) 45 Carver

Offer to Purchase Letters Sent 3

1) 41 Carver      2) 44 Carver      3) 45 Carver

Offers Accepted 1

1) 41 Carver      2) 44 Carver      3) 45 Carver

Properties Closed On 1

1) 41 Carver

**Tenant-Occupied Acquisition** (Goal=4)

Tenant Occupied Homes

1) 42 Carver      2) 43 Carver      3) 48 Carver      4) 40 Carver

Preliminary Acquisition Letters Sent 2

1) 42 Carver      2) 43 Carver

Appraisals Completed 2

1) 42 Carver      2) 43 Carver

Review Appraisals Completed 2

1) 42 Carver      2) 43 Carver

Offer to Purchase Letters Sent 2

1) 42 Carver      2) 43 Carver

Offers Accepted 2

1) 42 Carver      2) 43 Carver

Properties Closed On 2

1) 42 Carver      2) 43 Carver

**Owner-Occupied Relocation** (Goal=6)

Owner Occupied Homes

1) 41 Carver      2) 44 Carver      3) 45 Carver      4) 46 Carver      5) 47 Carver      6) 51 Carver

Household Surveys Completed 3

1) 41 Carver      2) 44 Carver      3) 45 Carver

Income Verifications Completed 3

1) 41 Carver      2) 44 Carver      3) 45 Carver

Eligibility of Relocation Letters Sent 1  
1) 41 Carver      2) 44 Carver      3) 45 Carver

Comparable Units Found and Inspected 1  
1) 41 Carver      2) 44 Carver      3) 45 Carver

Households Relocated 1  
1) 41 Carver

**Market-Rate, Renter-Occupied Relocation** (Goal=2)

Market-Rate Occupied Homes  
1) 48 Carver      2) 40 Carver

Household Surveys Completed 0

Income Verifications Completed 0

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

**Section 8, Renter-Occupied Relocation** (Goal=2)

Section 8 Occupied Homes  
1) 42 Carver      2) 43 Carver

Household Surveys Completed 2  
1) 42 Carver      2) 43 Carver

Income Verifications Completed 2  
1) 42 Carver      2) 43 Carver

Eligibility of Relocation Letters Sent 2  
1) 42 Carver      2) 43 Carver

Comparable Units Found and Inspected 2  
1) 42 Carver      2) 43 Carver

Households Relocated 2  
1) 42 Carver      2) 43 Carver

**Demolition** (Goal=10)

Units to be Demolished  
1) 40 Carver      2) 41 Carver      3) 42 Carver      4) 43 Carver      5) 44 Carver      6) 45 Carver  
7) 46 Carver      8) 47 Carver      9) 48 Carver      10) 51 Carver

Units that have been Demolished 0

**STAFF REPORT FOR  
TOWN COUNCIL**

**May 7, 2013**

**Applicant Name & Address**

Carolyn Burke  
Smithfield Gourmet Bakery  
218 Main Street  
Smithfield, VA 23430

**Property Location & Description**

Haydens Lane;  
The northeast corner of Hayden's  
Lane

**Statistical Data**

Property Classification

No designation

Current Zoning

D, Downtown District

**Surrounding Land Uses/Zoning**

Adjacent parcels are zoned  
D, Downtown District

**Staff Comments**

The applicant received an easement from town council for a roughly 17ft. x 80ft. area in the northeast corner of Hayden's Lane in order to extend the dining area outside of the bakery restaurant. She desires to fence in the area and add pavers, mulch beds and landscape plants to the area. The proposed fencing will be 3ft. tall, metal and will be made in a style that matches the wrought iron fencing that currently exists at each end of Haydens Lane.

Information is enclosed pertaining to all facets of this project in order to provide council with an overall picture of what is proposed; however, only the fencing fell under the purview of BHAR review. The BHAR approved the fence at their April 16, 2013 meeting and in the interest of time, the pavers and landscaping were approved administratively prior to that meeting.

Please refer to the enclosed materials for additional information about the proposal.

If you have any questions about this project, please contact William Saunders at 757-365-4266.



# TOWN OF SMITHFIELD

302 Main Street, P. O. Box 246, Smithfield, VA 23431  
(757) 365-4200 - Fax (757) 357-9933

## BOARD OF HISTORIC AND ARCHITECTURAL REVIEW (BHAR) APPLICATION

Date of Application 04-01-13 Date of Meeting 04-16-13

In accordance with Article 3.M of the Zoning Ordinance, this application must be completed and all materials (Ten (10) copies each of completed application and additional materials) as requested below must be submitted to the town at least 21 days before the regularly scheduled BHAR meeting. If any new materials are submitted at the meeting, then the BHAR may table the application. The BHAR meets the 3rd Tuesday of the month (unless otherwise noted) at 7:30 pm in conference rooms A&B at the Smithfield Center, 220 North Church Street.

As of May 4, 2004, all applications approved by the BHAR shall begin construction, installation, etc. within one (1) year from the date of approval and shall be completed within two (2) years from the date of BHAR approval. If these two conditions are not met, then the application becomes null and void, and the applicant shall reapply to the BHAR. The applicant's, or their representative's, presence is requested at the meeting.

I, CAROLYN BURKE, am seeking BHAR approval for the following (check all that apply)  
(print name)  
which is located at HAYDEN'S LANE

**New Single Family Residence** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey – also see NOTES 1 & 2, below)

**New Commercial Structure** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/ survey – also see NOTES 1 & 2, below)

**Addition to existing building** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey) (The addition will be \_\_\_\_\_ sq. ft.)

**Accessory structure** (i.e., shed, detached garage, etc.) <sup>FENCE</sup> Accessory Structure Height 3 ft.  
(submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey)

**Siding Change** (submit siding sample)  
existing siding: \_\_\_\_\_ proposed siding: \_\_\_\_\_

**NOTE:** The BHAR strongly encourages cement siding (i.e., "hardi-plank") as a more suitable alternative to vinyl siding.

**Roof Change** (submit shingle sample)  
existing roof: \_\_\_\_\_ proposed roof: \_\_\_\_\_

**NOTE:** The BHAR strongly encourages that if you choose architectural shingles, choose at least 30-year architectural shingles.

**Color Change** (submit color samples)  
existing colors: \_\_\_\_\_ proposed colors: \_\_\_\_\_

**Sign** (submit colored drawing (drawn to scale) with dimensions, plat/survey with sign location noted – Also refer to Article 10 of the Zoning Ordinance for sign regulations (i.e., max. height, max. size, etc.)

**Window change** (submit window details)  
existing window type: \_\_\_\_\_ proposed window type: \_\_\_\_\_

1. Applicant/Property Owner Name CAROLYN BURKE  
Address: 218 Main St Phone: 757 886-7571  
Smithfield VA 23431 Fax: \_\_\_\_\_

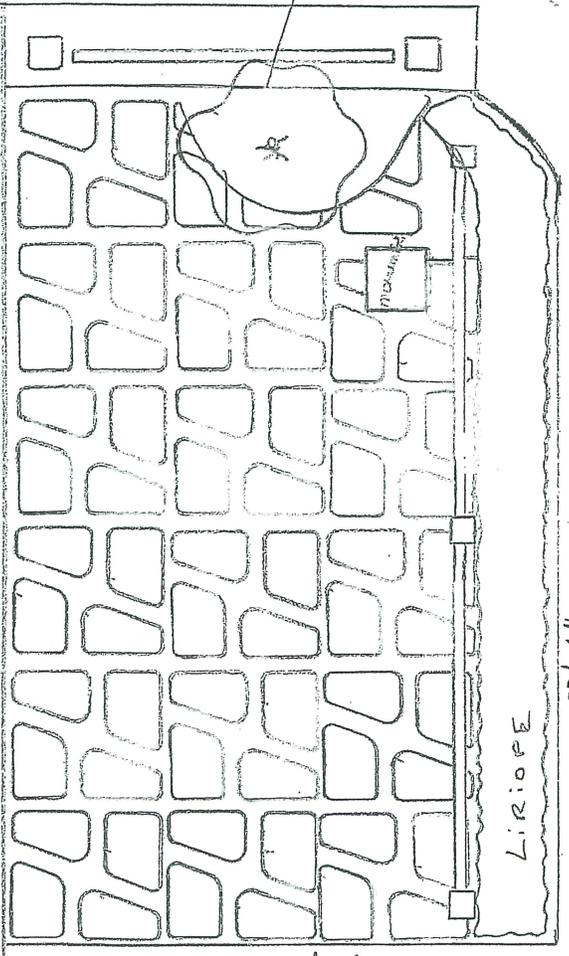
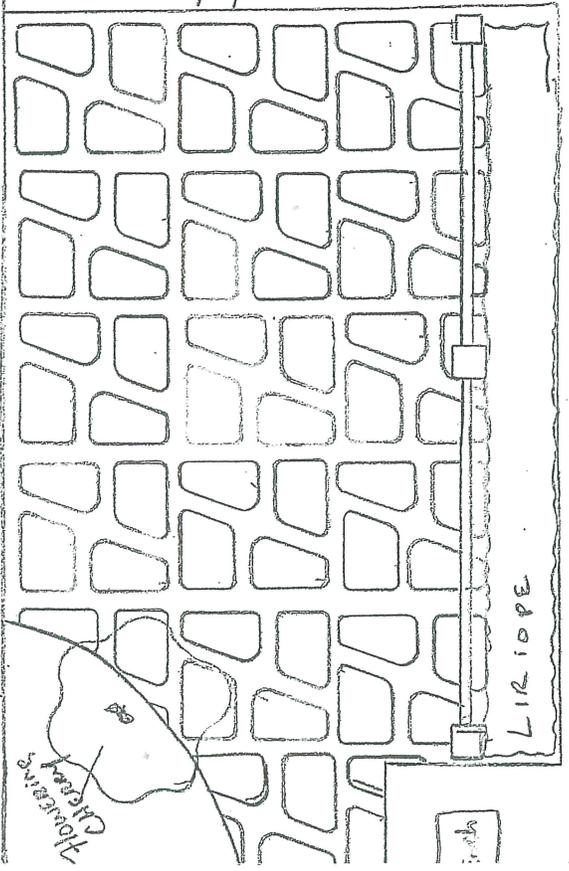
### DECLARATION OF CONSENT:

By signing below, the property owner/applicant/agent consents to entry upon the subject property by public officers, employees, and agents of the Town of Smithfield to view the site for purposes of processing, evaluating or deciding this application.

Name: (signature) Carolyn Burke  
Name: (printed or typed) CAROLYN BURKE

Cafe  
Kitchen  
Electric  
Cafe

Building



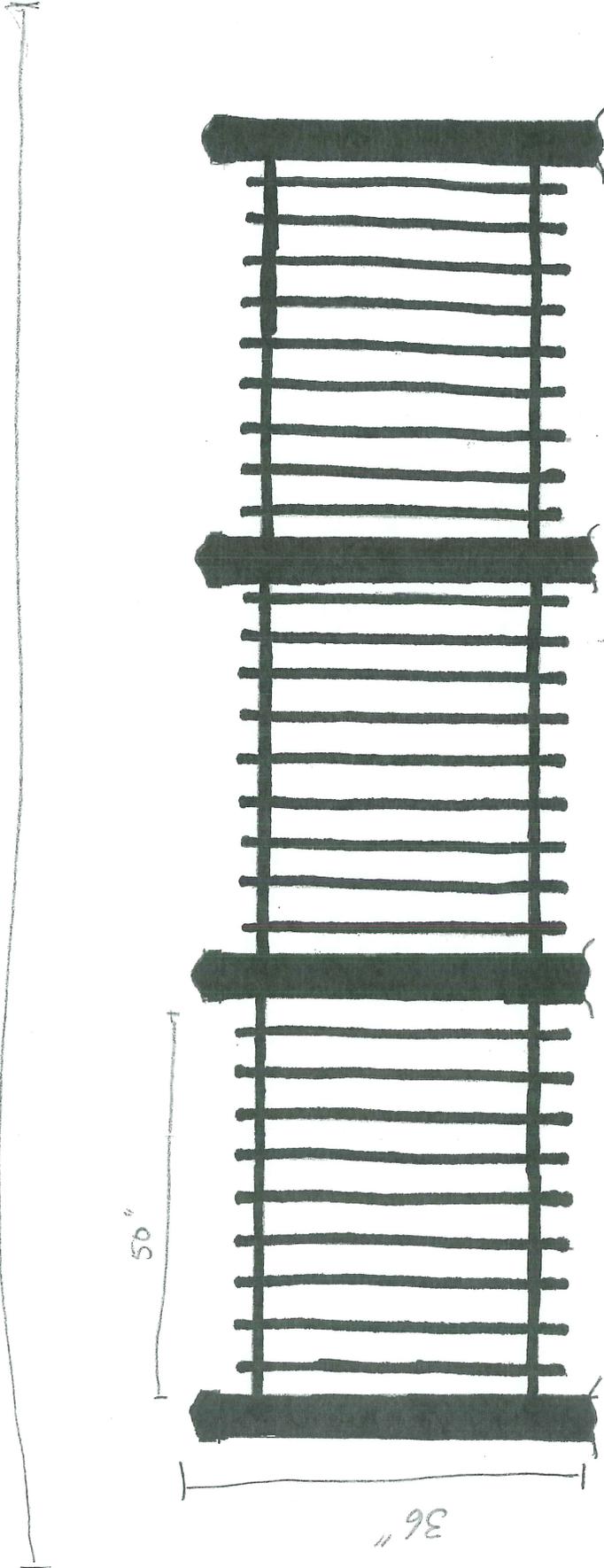
Drawing by *Joseph Hall*  
 2/19/2013  
 Country  
 Landscape, Inc.

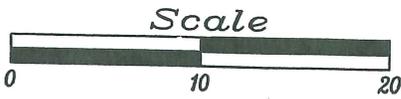
FENCE DRAWING  
FOR SMITHFIELD  
BAKERY & CAFE  
BY JOSEPH V. MALLOTT  
COUNTRY  
LANDSCAPING  
INC.

21' 8"

\* NOTE

FENCE WILL MIRROR IMAGE EXISTING  
FENCE AT BOTH ENDS OF HAYDEN LANE.





PROPOSED INGRESS/  
EGRESS EASEMENT ALONG  
EXISTING SIDEWALK

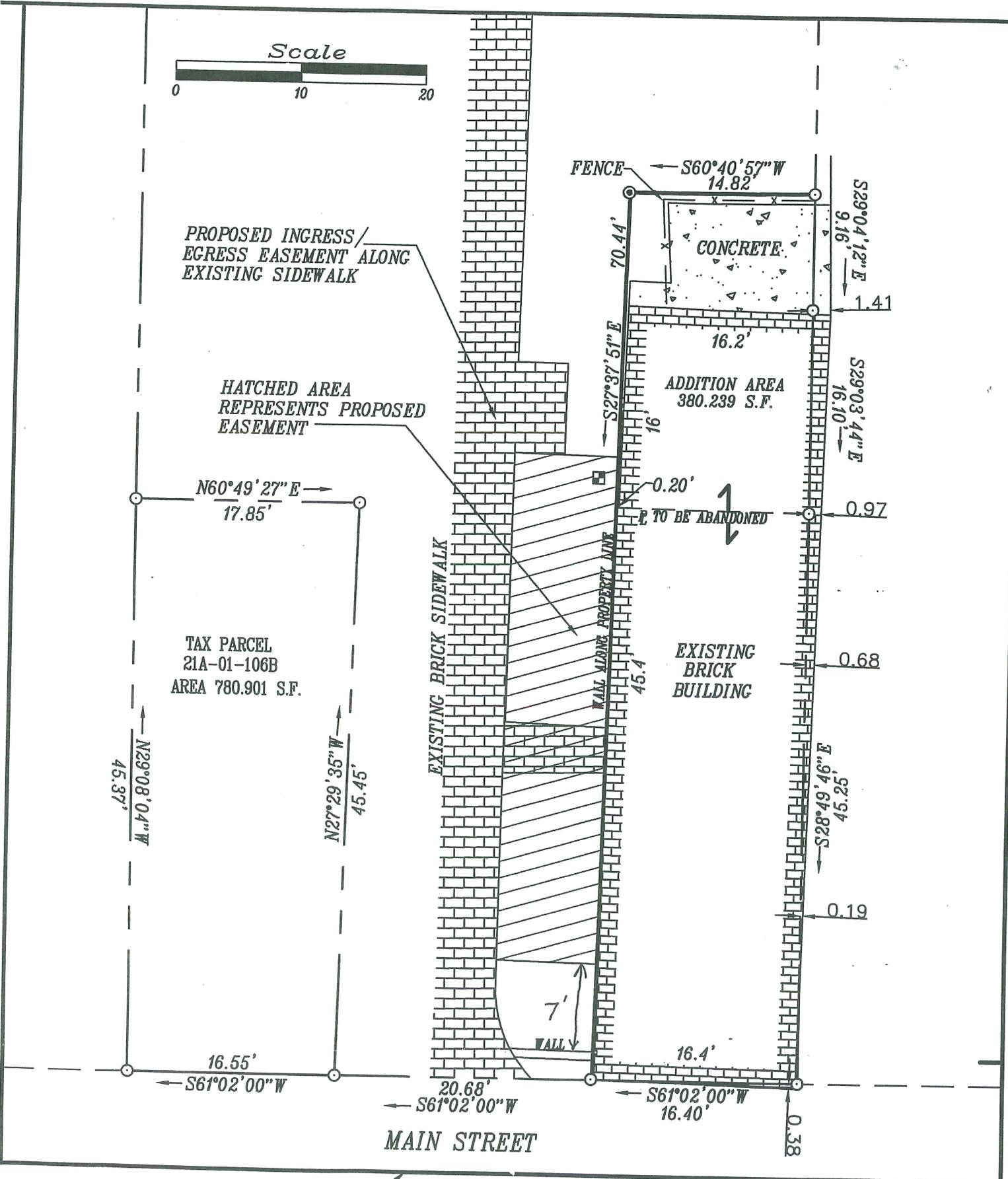
HATCHED AREA  
REPRESENTS PROPOSED  
EASEMENT

TAX PARCEL  
21A-01-106B  
AREA 780.901 S.F.

ADDITION AREA  
380.239 S.F.

EXISTING  
BRICK  
BUILDING

MAIN STREET

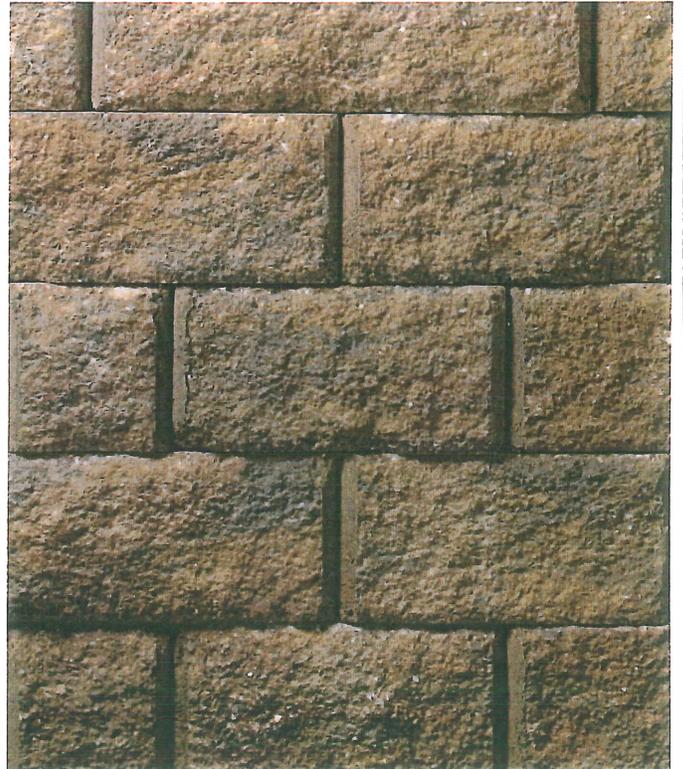




EPICSTONE



BLUE RIDGE



SHENANDOAH

## Lesley King

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**From:** Amy Musick  
**Sent:** Thursday, April 18, 2013 11:53 AM  
**To:** Mark Hall; Lesley King  
**Cc:** Winslow, Judy  
**Subject:** Re: Letter for Peter Stephenson,

Okay. Let's have him present to Council Committee next Tuesday, Apr 23rd. His email below will be in the Council packet and I will include the note of how he is hoping to add Windsor Castle and Clontz Park to his launch sites.

Sent from my iPhone

On Apr 18, 2013, at 11:41 AM, "Mark Hall" <[markhall@hallwood-usa.com](mailto:markhall@hallwood-usa.com)> wrote:

> Amy, I think Mark wants to get town approval ASAP. This (below) is the draft letter I received from Mark for his proposal. Judy and I were a little puzzled as to how to proceed.

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>

> What do you think? -MH

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>

> -----Original Message-----

> From: Balloon [<mailto:virginiaballoons@gmail.com>]  
> Sent: Tuesday, April 16, 2013 10:36 AM  
> To: [brian.pack@smithfieldstation.com](mailto:brian.pack@smithfieldstation.com); [markhall@hallwood-usa.com](mailto:markhall@hallwood-usa.com)  
> Subject: Letter for Peter Stephenson,

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> To; Peter Stephenson,

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>

> Town Manager

> Smithfield, Virginia

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> Enclosed is a outline that jumps

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> around a little but may help you to review subject of Ballooning in Smithfield Virginia. I have had several conversations with Smithfield town people concerning the idea of meeting some of our Hot Air Balloon customers in the downtown Smithfield area.

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> I feel the town of Smithfield has the Lifestyle, Shops & Lodging to enhance our already exciting Balloon experience.

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> Its for this reason we would like to request permission to meet our clients in two of your downtown Smithfield locations.

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>  
> We would also like to fly out of your parks and possibly the old Ham field behind the tourist office.  
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>  
>  
> Our request would allow us to test Fly our Sunrise charters in Smithfield with our Passengers and use some of your downtown parking area.  
>  
>  
>  
> We would meet our passengers on main street In front of the "Taste of Smithfield store." where we would park the Balloons trucks around 6:30 to 7am.  
>  
>  
>  
> Our Balloon Adventures ends daily about 2 -3 hours after sunrise or 9-10 am very close to the time the shops open.  
>  
>  
>  
> Following a Balloon Adventures we always toast a 200 year traditional champagne with both champagne & apple cider and eat bakery goods.  
>  
>  
>  
> We plan to serve Smithfield Ham biscuits during the week that we will buy locally.  
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>  
> We would also like to meet  
>  
> our passengers in the public parking area across from "Smithfield Station."  
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>  
> As we plan to direct our guest in the future to Smithfield Station for lodging and start to bring our Balloon group in for the Sunday brunch in the future.  
>  
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>  
> Then again we toast the flight to Champagne & cider and the group breaks up an enjoys a great breakfast.  
>  
>  
>  
> Afternoon Charters would be limited in Smithfield. These flights will be flown in Surry, Williamsburg, Chesapeake & Virginia Beach.  
>  
>  
>  
> Due too the limited parking for our Balloon trucks & trailers at that time of the day in Smithfield.  
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>

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>

> Prior to our Balloon Charters we plan to call your local police dispatcher to advise them of our flight in the Smithfield area.

>

> Over the years we have found this really helps to eliminate confusion as we start flying in a new areas.

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>

>

> One of the things we like to do is shoot TV productions.

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> We are involved in several local and national shows including "Shipping Wars" is now planning to shoot a episode with our ride Balloon arriving in a few weeks.

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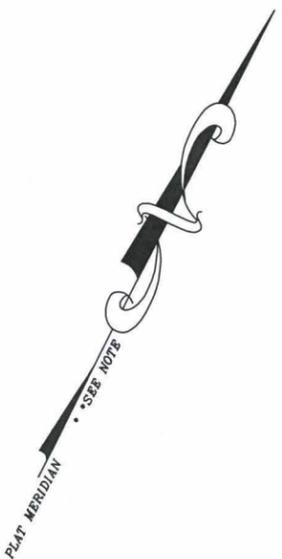
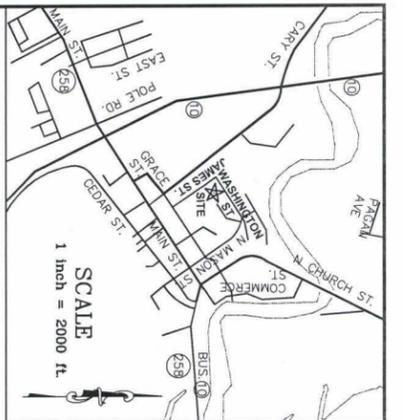
> I may have to cancel the Shipping Wars pick up later this week because they are behind in shooting our episode and we are in need of the new Balloon.

>

>

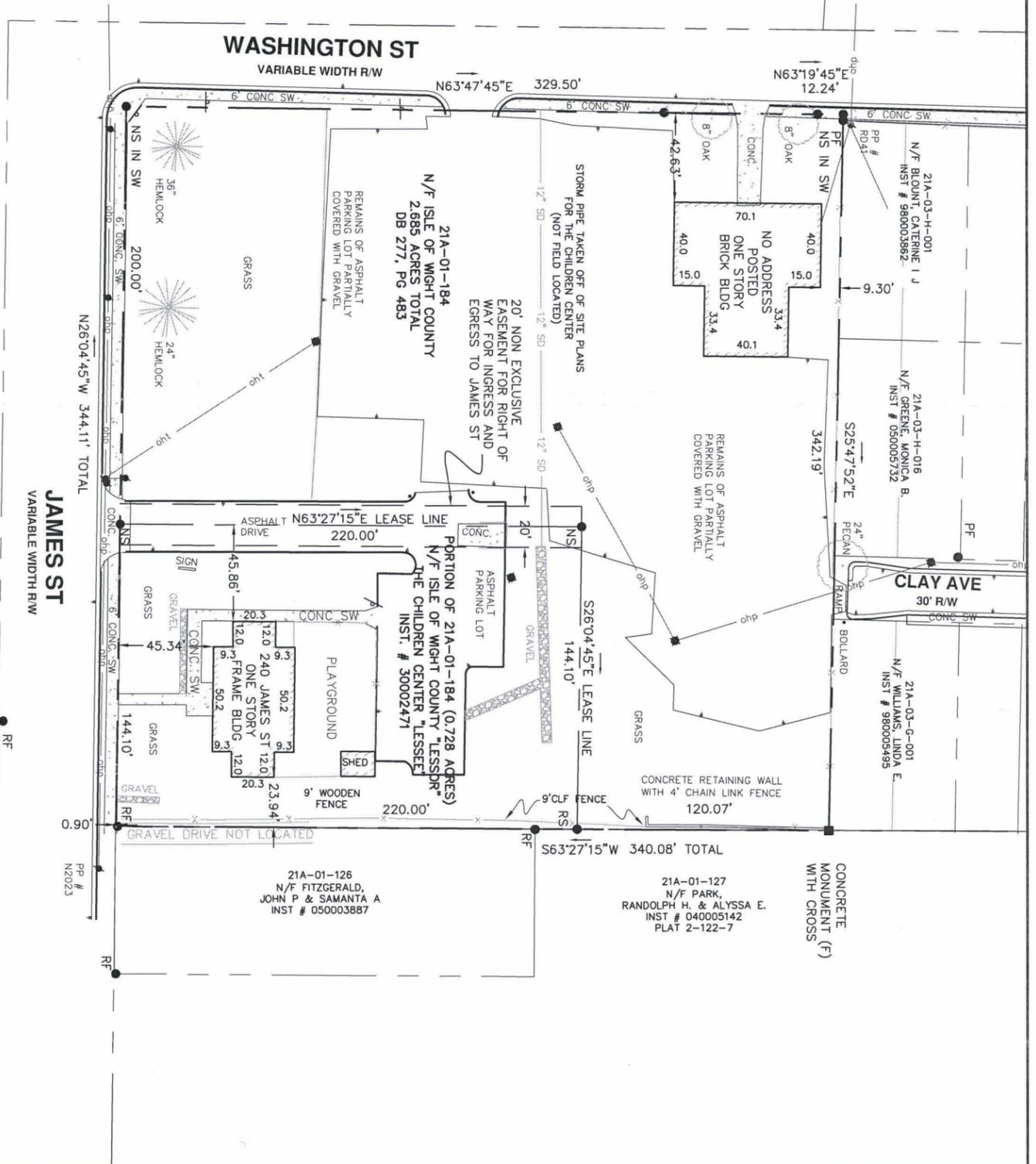
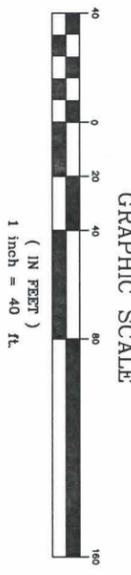
> <image.jpeg>

> <Untitled attachment 00199.txt>



LEGEND:	
	GAS LINE
	OVERHEAD POWER
	UNDERGROUND POWER
	SANITARY SEWER
	STORM DRAIN
	WATERLINE
	UNDERGROUND TELEPHONE
	PROPERTY LINE
	EXISTING BUILDING
	STORM DROP INLET
	STORM MAN HOLE
	SANITARY MANHOLE
	PROPERTY CORNER (F)
	PROPERTY CORNER (S)
	SURVEY MONUMENT
	TELEPHONE PEDESTAL
	GAS VALVE
	WATER VALVE
	FIRE HYDRANT
	WATER METER
	ELECTRIC MANHOLE
	LIGHT POLE
	POWER POLE
	DECIDUOUS TREE
	CONIFEROUS TREE

**\*\* SOURCE PLAT INFORMATION:**  
 THE MERIDIAN FOR THIS PLAT OF SURVEY IS BASED UPON A PLAT OF SURVEY ENTITLED "PLAT OF PROPERTY OF SMITHFIELD ELEMENTARY AND TOWN OF SMITHFIELD, VIRGINIA FOR ISLE OF WIGHT COUNTY SCHOOLS" BY R. KENNETH WEIKS ENGINEERS OF NORFOLK, VIRGINIA, RECORDED IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE COUNTY OF ISLE OF WIGHT, VIRGINIA ON AUGUST 18, 1965.



**NOTES:**

1. THIS BOUNDARY SURVEY IS BASED ON AN ACTUAL FIELD SURVEY PERFORMED BY DRAPER ADEN ASSOCIATES ON 1-30-07.
2. THE PROPERTY LINES SHOWN ARE BASED ON FOUND MONUMENTATION AND THE BEARINGS DIFFER SLIGHTLY FROM THE RECORD PLAT.
3. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT AND ALL EASEMENTS AND ENCUMBRANCES THAT MIGHT BE DISCLOSED IN A TITLE REPORT MAY NOT BE SHOWN. NO TITLE REPORT WAS FURNISHED.
4. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A SUBSURFACE UTILITY LOCATION AND ALL UTILITIES MAY NOT BE SHOWN. THE UTILITIES SHOWN ARE BASED ON ABOVE GROUND PHYSICAL STRUCTURES OBSERVED IN THE FIELD AND SITE PLANS OF THE CHILDREN DEVELOPMENTS CENTER BY COPELAND ENGINEERING CONSULTANTS PC DATED 9-10-01. UTILITIES SHOWN MAY NOT BE ACCURATE.
5. NO EVIDENCE OF UNDERGROUND STRUCTURES SUCH AS FOOTER, FOUNDATIONS, TANKS, ETC. WERE OBSERVED NO FURTHER INVESTIGATION HAS BEEN CONDUCTED.
6. NO EVIDENCE OF A CEMETERY OR BURIAL GROUNDS WERE OBSERVED AND NO FURTHER INVESTIGATION HAS BEEN CONDUCTED.

**SURVEYOR'S CERTIFICATE**

THIS IS TO CERTIFY THAT ON 01/30/07 I MADE AN ACCURATE FIELD SURVEY OF THE PREMISES SHOWN HEREON, THAT ALL IMPROVEMENTS AND EASEMENTS KNOWN OR VISIBLE ARE SHOWN HEREON, THAT THERE ARE NO ENCROACHMENTS BY IMPROVEMENTS EITHER FROM ADJOINING PREMISES OR FROM SUBJECT PREMISES UPON ADJOINING OTHER THAN THOSE SHOWN HEREON.



DESIGNED BY: NHJ DRAWN BY: NHJ CHECKED BY: WGW SCALE: 1" = 40' DATE: JANUARY 31, 2007 PROJECT NUMBER: HR04103-08S	PLAT SHOWING EXISTING CONDITIONS ON TAX PARCEL # 21A-001-184 <b>240 JAMES ST</b> TOWN OF SMITHFIELD, ISLE OF WIGHT COUNTY, VIRGINIA	<b>Draper Aden Associates</b> Engineering ♦ Surveying ♦ Environmental Services Hampton Roads, VA 11828 Fishing Point Drive, Suite 118 Newport News, VA. 23606 757-599-9800 Fax: 757-599-3684 www.daa.com	Blacksburg, VA Richmond, VA Charlottesville, VA
	REVISIONS		



