



October 18, 2012

TO: SMITHFIELD TOWN COUNCIL

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

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

MONDAY, OCTOBER 22, 2012

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

- TAB # 1**
1. Operational Updates
 2. Appoint Town Council Member to Serve on the Crime Prevention Community Program Board
 3. John Rolfe Drive Pavement Striping/ Marking

Immediately following the conclusion of the above meeting:

Water and Sewer Members: Gregory (CH), Smith, Tynes

- TAB # 2**
1. Backflow Prevention Program & Swimming Pool Credit Concerns – Letter From Town Resident Jim Phillips
 2. Smithfield Manor Subdivision Amendment (forthcoming)

Immediately following the conclusion of the above meeting:

Finance Members: Pack (CH), Gregory, Cook

- TAB # 3**
- TAB # 4**
- TAB # 5**
- TAB # 6**
1. August Financial Statements and Graphs
 2. September Financial Statements and Graphs
 3. September Cash Balances
 4. Invoices Over \$10,000 Requiring Council Payment Authorization:
 - a. Draper Aden Associates \$ 30,459.20
 - b. Caldwell Tanks (Budgeted Quarterly Pymt) \$ 24,996.41
 - c. REW Corporation \$ 59,217.20
 - d. REW Corporation \$119,216.00
 5. Exemption of Transient Occupancy Tax
 6. Pay Budgeted Contribution to Western Tidewater Free Clinic
 7. Request to Close Rising Star Account and Open an Escrow Bank Account for Future Capital Improvements at the Reverse Osmosis Plant
- TAB # 7**
- TAB # 8**

TUESDAY, OCTOBER 23RD, 2012

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

1. Operational Updates

Immediately following the conclusion of the above meeting:

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

- TAB # 9**
1. Update on the South Church Street Beautification Project
 2. VDOT Traffic Safety Study for the Intersection of Thomas/Luter and North Church Street
 3. John Rolfe Turn Lane Project Construction Schedule
 4. Update on Storm Drain Repairs in Cypress Creek and Waterford Oaks

Immediately following the conclusion of the above meeting:

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

- TAB # 10**
- TAB # 11**
- TAB # 12**
1. Update of Public Restrooms – 206 Main Street by Lawrence Pitt
 2. Ownership of Porcine Statuary
 3. Pinewood Heights Relocation Project – Phase II Update
 4. VFW – Commemorative Brick Program
 5. Resolution in Support of Passenger Rail Service (Request from Southside Mayors and Chairs)
 6. Closed Session - Disposition of Real Property

***** Additional Item Not Listed on Committee but will be on Council's November 6th Agenda*****

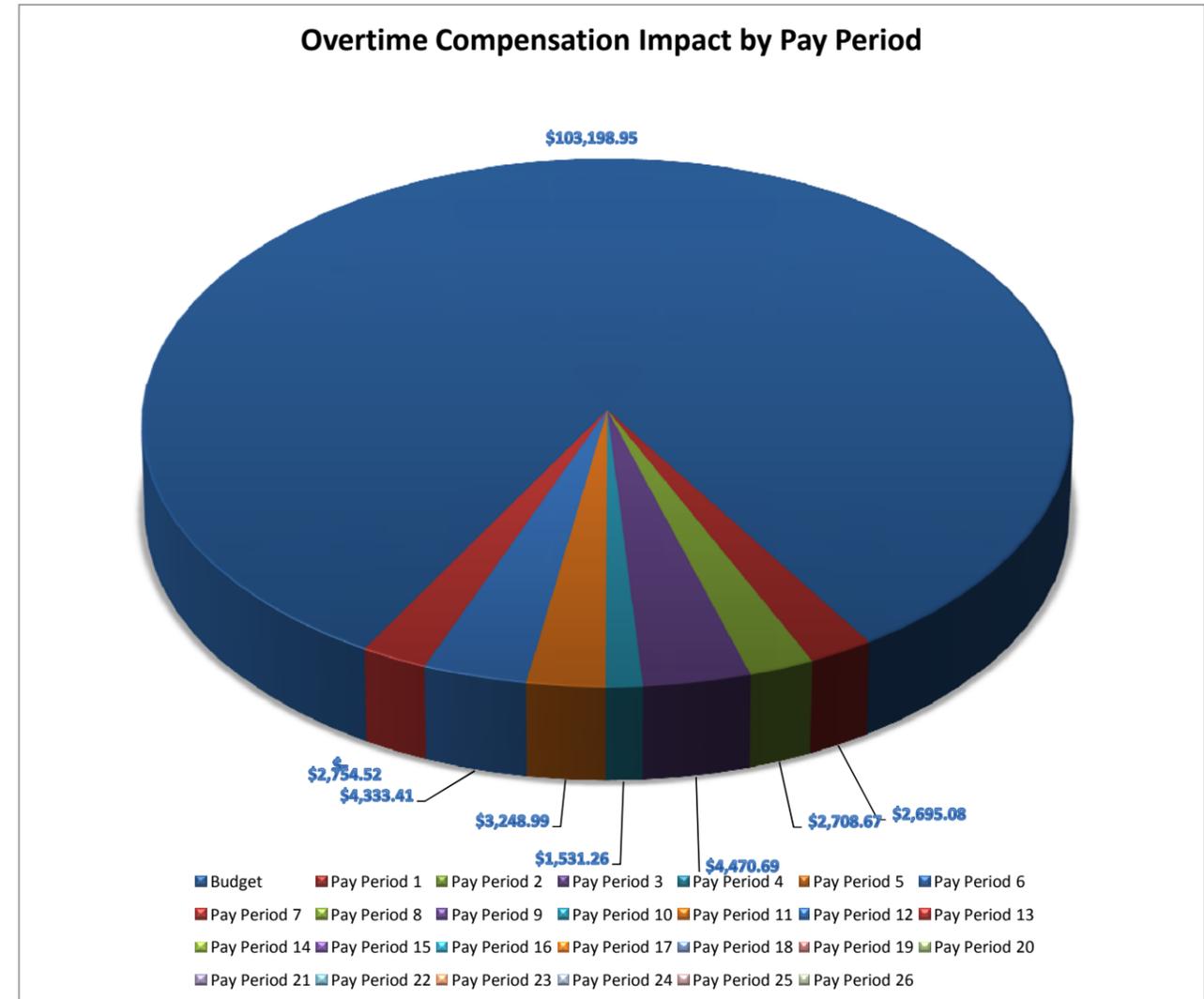
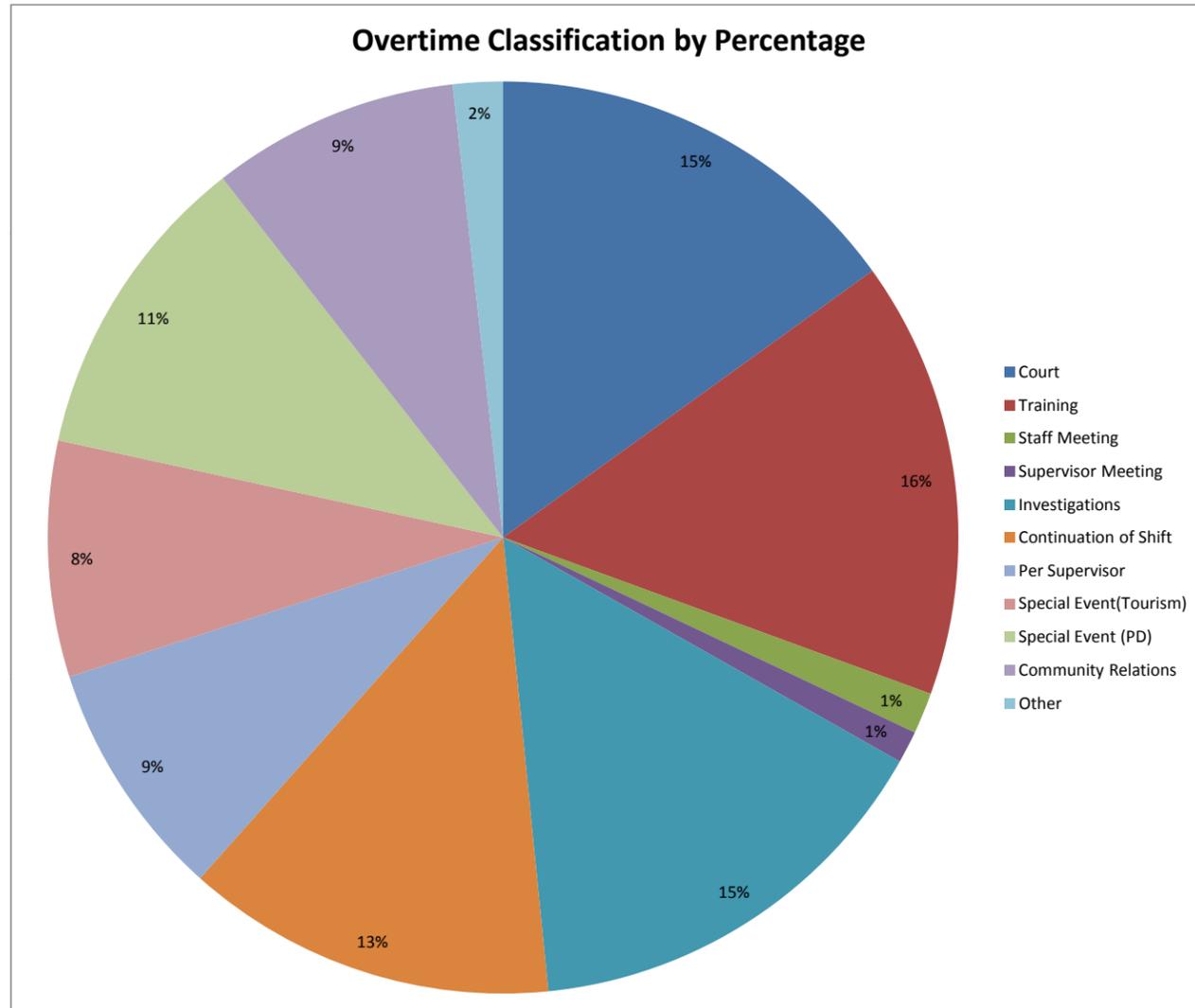
- Approval of October 2nd Town Council Minutes
-

Snap Shot Report (1st Quarter) End of First Quarter

Beginning Budget \$103,198.95

Proposed Expenditure for Quarter \$25,799.73
 Actual Expenditure for Quarter \$21,904.73
 Remaining **\$3,895.01**

Positive balance carried over to next quarter



OT Hours by Pay Period & Classification (Quarterly)

	Jul 1 - Jul 14	Jul 15 - Jul 28	Jul 29 - Aug 11	Aug 12 - Aug 25	Aug 26 - Sept 8	Sept 9 - Sept 22	Sept 23 - Oct 6	Quarter Totals
Court	11.5	16	15	5	22.5	21.5	27.5	119
Training		37	23	14	14	26	8.5	122.5
Staff Meeting		4				7.5	0	11.5
Supervisor Meeting		2	4	2		1	0	9
Investigations	5	6	29	41	27.5	9	3	120.5
Continuation of Shift	8	17	27	12	22	10.5	7.5	104
Per Supervisor		20	8	6		3	30	67
Special Event (Tourism)	55				3		8	66
Special Event (PD)		17				46.5	23.5	87
Community Relations	12.5		54	3			0	69.5
Other		6	5	1	2		0	14

Mr. Peter Stephenson
Town Manager Of Smithfield, VA

Dear Sir,

18 October 2012

The intent of my correspondence is to address what I strongly believe are injustices inflicted upon some citizens by the Town Council when applying the Town Code concerning water usage. Specifically I will address enforcement (or lack thereof) of inspection on backflow prevention devices for lawn sprinkler systems, and forgiving of water fill and disposal of swimming pools versus lawn sprinklers with a separate and measurable meter system .

Backflow prevention inspection is an invention of the EPA and I understand that. But if one is to enforce such a requirement then that requirement must be equitable; such is not the case in Smithfield. Notices were only sent to citizens who had separate meters installed for water credit from HRSD for **non-sewage water disposal** but those who have lawn sprinklers without such meters are able to escape the EPA mandate and continue so today. I was told the Town was TRYING to account for citizens who were skirting the new inspection requirement but still it goes on, and I see no movement from the Town to vigorously correct this oversight. I have made a few recommendations to Mr. Stephenson that I believe will remedy this problem but have not received an answer as to whether any or all were put forth or accepted. One thing is certain; the Council cannot leave a one-sided enforcement in place without resolution. I trust Mr. Stephenson will voice my recommendations to the Town Council and will await feedback on this matter.

My other concern is the disparity concerning the filling/refilling of swimming pools versus those who have automated lawn sprinklers. I refer specifically to Section 82-40 of the Town Code which I propose be amended to include the same privilege to automated lawn sprinklers with a separate meter installed. Both systems dispose of discharged water into the soil and not the sewage system, but of course the swimming pool water is treated with chlorine, or Dupont Oxone, or Cyanuric Acid, or perhaps Algaecide. Lawn sprinklers discharge water received the way it came from the water service. To figure the credit given to a pool owner you have to know the length, width, average depth, multiply these to find the cubic feet then multiply by 7.48 (gal per cubic ft.). A pool 16ftX32ftX5ft (depth) is 2560 cubic feet X7.48=19,149 gallons of water. I do not believe this task is undertaken by anyone in Town especially when the Town Treasurer once stated to the previous Town Council that," it would entail too much trouble figuring the credit for an automated sprinkler system even with a separate metering device;" go figure that out. **The Town cannot persist to claim the importance of water conservation** as its ultimate aim with such a policy in place. Either both parties receive equal credit or no one does. *To do otherwise renders the urgency of calling for water conservation as hollow.*

Cordially,

James Phillips

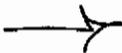
435 Lane Cres

Smithfield, VA

elements to be implemented on a regular basis. Water saving plumbing, as described in the USBC, will be required. Economic incentives will encourage conservation. Annual water loss audits and a leak reduction program will reduce water loss. An education program will help the public to understand the importance of conservation and methods by which conservation can be achieved. Evaluation of the potential for reuse of treated wastewater, especially for industry, will be completed for all new facilities. In addition, a four-tiered approach to reducing water consumption during emergency conditions will protect the town's water supply.

- (2) A combination of the water conservation measures to be implemented under normal conditions and the emergency use restrictions described in this document will reduce finished water demand. Through a combination of new supply sources and water conservation, the town will be able to supply predicted water demands into the future.

(Ord. of 8-7-2007, §§ 1, 2)



Sec. 82-40. Pool fill/refill discount.

The town shall give a credit on the sewer side of utility billing only for filling and/or refilling of pools if the following criteria are met:

- (1) Issuance of a zoning permit must be verified before credit is considered.
- (2) Customer contacts the water and sewer department and gives number of gallons used to fill or refill the pool. This amount will be verified by number of gallons used over the average usage. If verified and approved by water and sewer department credit will be given for the full overage amount.
- (3) One such credit per year per property is allowed.
- (4) If 2,500 gallons or less are used to fill or refill a pool, there will be no adjustment made to the customers bill.

Sec. 82-41. Water leak credit.

The town shall give a credit for water usage during a situation involving a leak at a rate of one half off the average water gallons used over the average of the last three months or based on seasonal usage to be determined by the water and sewer department. The following criteria would have to be met:

- (1) A receipt showing payment for repairs to the piping would need to be submitted.
- (2) One credit per year per property. Any customer requesting more credit than that would go before the water and sewer committee for review.

Sec. 82-42. Customer voluntarily disconnecting water service.

(a) Any customer voluntarily requesting disconnection of water service shall appear and sign disconnect forms when moving or for any other reason.

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 08/31/12	Remaining Budget	% of budget
Revenue				
General Fund revenues				
General Fund revenues				
Real Estate Tax				
Current RE Tax	1,648,955.00	-	1,648,955.00	0.00%
Delinquent RE Tax	25,000.00	2,687.68	22,312.32	10.75%
Current RE Penalty	8,000.00	-	8,000.00	0.00%
Delinquent RE Penalty	2,500.00	333.62	2,166.38	13.34%
Current RE Interest	1,900.00	-	1,900.00	0.00%
Delinquent RE Interest	2,800.00	442.25	2,357.75	15.79%
Total Real Estate Taxes	1,689,155.00	3,463.55	1,685,691.45	0.21%
Personal Property Tax				
Current PP Tax	812,000.00	240,794.89	571,205.11	29.65%
Delinquent PP Tax	10,000.00	12,247.10	(2,247.10)	122.47%
Current PP Penalty	10,725.00	-	10,725.00	0.00%
Delinquent PP Penalty	3,900.00	1,668.11	2,231.89	42.77%
Current PP Interest	650.00	-	650.00	0.00%
Delinquent PP Interest	1,800.00	881.66	918.34	48.98%
Total Personal Property Tax	839,075.00	255,591.76	583,483.24	30.46%
Miscellaneous Receipts Over/Short				
	15.00	(25.26)	40.26	-168.40%
Total Over/Short	15.00	(25.26)	40.26	-168.40%
Other Taxes				
Franchise Tax	139,245.00	-	139,245.00	0.00%
Cigarette Tax	130,000.00	38,681.40	91,318.60	29.75%
Transient Occupancy Tax	140,000.00	42,546.82	97,453.18	30.39%
Meals Tax-4%	776,000.00	159,074.42	616,925.58	20.50%
Meals Tax-2%-budgeted at 1%	194,000.00	50,948.88	143,051.12	26.26%
Communications Tax	238,000.00	-	238,000.00	0.00%
Rolling Stock	25.00	13.19	11.81	52.76%
Rental Tax	1,300.00	405.00	895.00	31.15%
Sales Tax	275,000.00	24,194.51	250,805.49	8.80%
Consumption Tax	46,000.00	4,258.72	41,741.28	9.26%
Utility Tax	189,500.00	16,348.66	173,151.34	8.63%
Total Other Local Taxes	2,129,070.00	336,471.60	1,792,598.40	15.80%
Licenses, Permits & Privilege Fees				
Business Licenses	311,000.00	23,122.93	287,877.07	7.44%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 08/31/12	Remaining Budget	% of budget
Business Licenses Penalty	2,000.00	1,631.95	368.05	81.60%
Business Licenses Interest	1,500.00	137.15	1,362.85	9.14%
Permits & Other License	7,000.00	4,514.12	2,485.88	64.49%
WC Dog Park Registration	1,860.00	170.00	1,690.00	9.14%
Consultant Review Fees	5,000.00	-	5,000.00	0.00%
Vehicle License Tags	-	3.00	(3.00)	#DIV/0!
Vehicle License	130,000.00	1,357.30	128,642.70	1.04%
Total Licenses, permits and privilege fees	458,360.00	30,936.45	427,423.55	6.75%
<u>Fines & Costs</u>				
Public Defender Fee	-	-	-	#DIV/0!
Fines & Costs	57,000.00	10.00	56,990.00	0.02%
Total Fines & Forfeitures	57,000.00	10.00	56,990.00	0.02%
<u>From Use of Money and Property</u>				
General Fund Interest	8,000.00	861.46	7,138.54	10.77%
Beautification Fund Interest	15.00	28.34	(13.34)	188.93%
Rentals	9,365.00	5,535.98	3,829.02	59.11%
Smithfield Center Rentals	135,000.00	32,417.71	102,582.29	24.01%
Smithfield Center Vendor Programs	3,725.00	-	3,725.00	0.00%
Windsor Castle Event Rentals	4,000.00	-	4,000.00	0.00%
Fingerprinting Fees	-	190.00	(190.00)	#DIV/0!
Sale of Equipment	1,000.00	-	1,000.00	0.00%
Lease of Land	500.00	-	500.00	0.00%
Total revenue from use of money and property	161,605.00	39,033.49	122,571.51	24.15%
<u>Miscellaneous Revenue</u>				
Other Revenue	1,500.00	1,291.00	209.00	86.07%
Cash Proffer Revenues	-	-	-	#DIV/0!
Obici Foundation Wellness Grant	47,595.00	3,698.00	43,897.00	7.77%
Virginia Municipal Group Safety Grant	2,000.00	-	2,000.00	0.00%
Total Miscellaneous Revenue	51,095.00	4,989.00	46,106.00	9.76%
<u>From Reserves</u>				
Restricted Reserves-Beautification	-	-	-	#DIV/0!
Reserves-Pinewood Escrow	-	1,218.16	(1,218.16)	#DIV/0!
From Operating Reserves	474,086.09	47,304.35	426,781.74	9.98%
Total From Reserves	474,086.09	48,522.51	425,563.58	10.23%
<u>Intergovernmental Virginia</u>				

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 08/31/12	Remaining Budget	% of budget
Law Enforcement	161,533.00	-	161,533.00	0.00%
Litter Control Grant	2,609.00	-	2,609.00	0.00%
Police Block Grants-State	-	-	-	#DIV/0!
Urban Funds-State Match	-	-	-	#DIV/0!
Fire Programs	18,568.00	3,056.00	15,512.00	16.46%
VCA Grant	5,000.00	-	5,000.00	0.00%
DCA Grant (Dam)	25,000.00	-	25,000.00	0.00%
VDEM	-	-	-	#DIV/0!
Fuel Refund (state)	7,000.00	3,046.06	3,953.94	43.52%
Total State Revenue	219,710.00	6,102.06	213,607.94	2.78%
<u>Intergovernmental Federal</u>				
Federal Grants	5,000.00	5,873.86	(873.86)	117.48%
FEMA	-	-	-	#DIV/0!
Urban Fund Partial Use Allocation	-	-	-	#DIV/0!
Federal Formula	-	-	-	#DIV/0!
Federal Grant-Transportation Enhancement Program	-	-	-	#DIV/0!
Pinewood Heights CDBG Relocation Grant-Phase I	-	-	-	#DIV/0!
Pinewood Heights CDBG Relocation Grant-Phase II-exp booked	624,720.00	-	624,720.00	0.00%
Federal Fuel Income	8,300.00	1,735.30	6,564.70	20.91%
Total Federal Revenue	638,020.00	7,609.16	630,410.84	1.19%
<u>Other Financing Sources</u>				
<u>Operating Transfers In</u>				
Transfer In for Debt Service	-	-	-	#DIV/0!
Total Operating Transfers In	-	-	-	#DIV/0!
<u>Other Financing Sources</u>				
Capital Lease Acquisition	-	-	-	#DIV/0!
General Obligation Bond-Land Acquisition	-	-	-	#DIV/0!
Insurance Recoveries	-	3,330.47	(3,330.47)	#DIV/0!
Total Other Financing Sources	-	3,330.47	(3,330.47)	#DIV/0!
<u>Contributions</u>				
CHIPS Contributions	5,300.00	394.00	4,906.00	7.43%
Smithfield Rotary Club (for PD)	-	-	-	#DIV/0!
Contributions-Employee Awards	-	-	-	#DIV/0!
Contributions-IOW County Port Authority Grants	-	-	-	#DIV/0!
Pinewood Heights Contribution-IOW	-	-	-	#DIV/0!
Contributions South Church Street Improvement Project	-	-	-	#DIV/0!
Total Contributions	5,300.00	394.00	4,906.00	7.43%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 08/31/12	Remaining Budget	% of budget
Total General Fund Revenue	6,722,491.09	736,428.79	5,986,062.30	10.95%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects				
General Obligation Bond-Land Acquisition	-	-	-	
Cash Proffer Revenues	-	-	-	
Meals Tax (1%) allocated to Special Projects	(194,000.00)	(50,948.88)	(143,051.12)	
South Church Street Improvement Project-Grants	-	-	-	
South Church Street Improvement Project-Contributions	-	-	-	
Beautification Reserves		(48,522.51)	48,522.51	
Pinewood Heights Relocation Project -Grant-\$800,000	(624,720.00)	-	(624,720.00)	
Pinewood Heights Relocation Project-Contribution-IOW	-	-		
Total Non-operating Revenues	(818,720.00)	(99,471.39)	(719,248.61)	12.15%
Total General Fund Operating Revenues	5,903,771.09	636,957.40	5,266,813.69	10.79%
General Fund Budget Expenses				
Description	Adopted Budget 2012/2013	Actual as of 08/31/12	Remaining Budget	% of budget
GENERAL GOVERNMENT				
<u>Town Council</u>				
Salaries	40,000.00	7,000.00	33,000.00	17.50%
FICA	3,468.00	628.60	2,839.40	18.13%
Employee Wellness/Assistance Plan	1,900.00	273.00	1,627.00	14.37%
Legal Fees	30,000.00	-	30,000.00	0.00%
Election Expense	3,000.00	-	3,000.00	0.00%
Maintenance contracts	600.00	-	600.00	0.00%
Advertising	30,000.00	(439.90)	30,439.90	-1.47%
Engineering	-	-	-	#DIV/0!
Professional Services	2,500.00	-	2,500.00	0.00%
Records Management maint & upgrades-scanner & software	3,900.00	-	3,900.00	0.00%
Site Plan Review	5,000.00	-	5,000.00	0.00%
Communications	5,100.00	240.19	4,859.81	4.71%
Insurance	27,665.00	6,531.25	21,133.75	23.61%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 08/31/12	Remaining Budget	% of budget
Supplies	20,000.00	10.00	19,990.00	0.05%
Travel & Training	7,000.00	675.00	6,325.00	9.64%
Subscriptions/Memberships	9,000.00	5,299.00	3,701.00	58.88%
Council Approved Items	10,000.00	1,655.98	8,344.02	16.56%
Public Defender Fees	2,000.00	-	2,000.00	0.00%
Bank Charges	375.00	58.00	317.00	15.47%
SpecialProjects	1,000.00	761.78	238.22	76.18%
Smithfield CHIPS program	3,772.00	2,256.00	1,516.00	59.81%
Update Town Charter & Code	2,000.00	-	2,000.00	0.00%
Education /Clerk	-	-	-	#DIV/0!
Annual Christmas Parade	325.00	-	325.00	0.00%
Council Approved Hwy	(22,270.00)	-	(22,270.00)	0.00%
Total Town Council	186,335.00	24,948.90	161,386.10	13.39%
<u>Town Manager</u>				
Salaries	201,022.01	26,868.63	174,153.38	13.37%
FICA	16,082.00	2,263.86	13,818.14	14.08%
VSRS	26,320.00	4,346.46	21,973.54	16.51%
Health	34,775.00	8,693.00	26,082.00	25.00%
Auto Expense	500.00	-	500.00	0.00%
Maintenance Contracts	1,400.00	-	1,400.00	0.00%
Communications	15,500.00	1,254.21	14,245.79	8.09%
Insurance	2,725.00	693.06	2,031.94	25.43%
Supplies	5,500.00	507.02	4,992.98	9.22%
Dues & Subscriptions	2,800.00	1,255.69	1,544.31	44.85%
Computer & technology expenses	16,000.00	278.91	15,721.09	1.74%
Travel & Training	5,000.00	211.30	4,788.70	4.23%
Other	100.00	55.00	45.00	55.00%
TM Allocated to Hwy	(6,450.00)	-	(6,450.00)	0.00%
Total Town Manager	321,274.01	46,427.14	274,846.87	14.45%
<u>Treasurer</u>				
Salaries	248,190.00	33,963.44	214,226.56	13.68%
FICA	19,860.00	2,861.63	16,998.37	14.41%
VSRS	30,885.00	5,100.50	25,784.50	16.51%
Health	30,650.00	6,284.54	24,365.46	20.50%
Audit	23,250.00	3,150.00	20,100.00	13.55%
Depreciation Software	2,700.00	-	2,700.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 08/31/12	Remaining Budget	% of budget
Communications	7,800.00	747.58	7,052.42	9.58%
Data Processing	18,000.00	2,706.61	15,293.39	15.04%
Service Contracts	17,100.00	9,395.55	7,704.45	54.94%
Insurance	2,350.00	597.34	1,752.66	25.42%
Supplies	15,000.00	2,955.32	12,044.68	19.70%
Dues & Subscriptions	2,300.00	419.95	1,880.05	18.26%
Credit Card Processing	1,000.00	117.58	882.42	11.76%
Cigarette Tax Stamps	2,575.00	-	2,575.00	0.00%
Travel & Training	1,500.00	26.33	1,473.67	1.76%
Other	100.00	-	100.00	0.00%
Treasurer Alloc to Hwy	(12,195.00)	-	(12,195.00)	0.00%
Total Treasurer	411,065.00	68,326.37	342,738.63	16.62%
PUBLIC SAFETY				
Police Department				
Salaries	1,318,996.00	187,954.48	1,131,041.52	14.25%
FICA	102,800.00	15,293.78	87,506.22	14.88%
VSRS	151,165.00	24,235.32	126,929.68	16.03%
Health Insurance	189,610.00	41,279.99	148,330.01	21.77%
Pre-employ screening/Emp Medical	2,000.00	-	2,000.00	0.00%
Uniforms	34,000.00	339.60	33,660.40	1.00%
Service Contracts	37,000.00	590.50	36,409.50	1.60%
Communications	65,000.00	4,731.05	60,268.95	7.28%
Computer & Technology Expenses	10,000.00	195.96	9,804.04	1.96%
Insurance	49,000.00	12,365.40	36,634.60	25.24%
Ins. - LODA	10,431.08	-	10,431.08	0.00%
Materials & Supplies	30,500.00	2,850.76	27,649.24	9.35%
Dues & Subscriptions	4,000.00	507.00	3,493.00	12.68%
Equipment	15,000.00	701.00	14,299.00	4.67%
Radio & Equipment repairs	3,500.00	-	3,500.00	0.00%
Vehicle Maintenance	40,000.00	1,581.98	38,418.02	3.95%
Gas	85,000.00	9,350.00	75,650.00	11.00%
Tires	7,500.00	259.00	7,241.00	3.45%
Travel & Training	30,000.00	6,285.80	23,714.20	20.95%
Special Events	500.00	347.71	152.29	69.54%
Crimes Network	-	-	-	#DIV/0!
Police Grants	25,000.00	3,326.23	21,673.77	13.30%
Investigation expenses	5,000.00	-	5,000.00	0.00%
Other	-	-	-	#DIV/0!
Total Police Department	2,216,002.08	312,195.56	1,903,806.52	14.09%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 08/31/12	Remaining Budget	% of budget
<u>Fire Department</u>				
Salaries (Contribution to County)	-	-	-	#DIV/0!
Member Physicals	-	-	-	#DIV/0!
Uniforms	-	-	-	#DIV/0!
Protective Clothing	-	-	-	#DIV/0!
Communications	-	-	-	#DIV/0!
Computer & Technology Expenses	-	-	-	#DIV/0!
Insurance	-	-	-	#DIV/0!
Materials & Supplies	-	-	-	#DIV/0!
Radio Repairs & Maint	-	-	-	#DIV/0!
Truck Operation & Maint.	-	-	-	#DIV/0!
Gas & Tires	-	-	-	#DIV/0!
Maintenance Contracts	-	-	-	#DIV/0!
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
Annual Meeting	-	-	-	#DIV/0!
State Pass Thru	18,568.00	-	18,568.00	0.00%
Total Fire Department	31,568.00	0.00	31,568.00	0.00%
<u>Contributions-Public Safety</u>				
Rescue Squad - Contrib.	-	-	-	#DIV/0!
Rescue Squad-Salaries (to County) & shared maintenance	-	-	-	#DIV/0!
E911 Dispatch Center	116,075.00	33.94	116,041.06	0.03%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
Total Contributions-Public Safety	126,075.00	33.94	126,041.06	0.03%
<u>PARKS, RECREATION & CULTURAL</u>				
<u>Smithfield Center</u>				
Salaries	186,200.00	25,289.51	160,910.49	13.58%
FICA	14,896.00	2,195.69	12,700.31	14.74%
VSRS	17,170.00	2,835.14	14,334.86	16.51%
Health	24,205.00	6,051.18	18,153.82	25.00%
Uniforms	1,200.00	-	1,200.00	0.00%
Contracted Services	23,000.00	8,254.31	14,745.69	35.89%
Retail Sales & Use Tax	500.00	-	500.00	0.00%
Utilities	35,000.00	3,256.67	31,743.33	9.30%
Communications	21,500.00	1,637.62	19,862.38	7.62%
Computer & technology expenses	2,500.00	339.97	2,160.03	13.60%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 08/31/12	Remaining Budget	% of budget
Insurance	4,535.00	1,145.67	3,389.33	25.26%
Kitchen Supplies	4,000.00	495.80	3,504.20	12.40%
Office Supplies/Other Supplies	5,000.00	874.57	4,125.43	17.49%
Food Service & Beverage Supplies	6,000.00	894.57	5,105.43	14.91%
AV Supplies	1,000.00	271.89	728.11	27.19%
Equipment	-	-	-	#DIV/0!
Repairs & Maintenance	40,000.00	7,707.67	32,292.33	19.27%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	-	10,000.00	0.00%
Hurricane Irene Repairs & Maintenance	-	-	-	#DIV/0!
Landscaping	10,000.00	1,272.28	8,727.72	12.72%
Travel & Training	2,000.00	741.09	1,258.91	37.05%
Programming Expenses	1,000.00	-	1,000.00	0.00%
Advertising	20,000.00	2,249.25	17,750.75	11.25%
Refund event deposits	3,500.00	912.50	2,587.50	26.07%
Other	-	-	-	#DIV/0!
Credit card processing expense	3,650.00	948.07	2,701.93	25.97%
Total Smithfield Center	436,856.00	67,373.45	369,482.55	15.42%
<u>Contributions-Parks, Recreation and Cultural</u>				
Farmers Market	3,000.00	-	3,000.00	0.00%
Hampton Roads Partnership	1,960.00	-	1,960.00	0.00%
Isle of Wight Arts League	10,000.00	-	10,000.00	0.00%
Library	36,000.00	-	36,000.00	0.00%
Total Contributions-Park, Recreation and Cultural	50,960.00	-	50,960.00	0.00%
<u>Parks & Recreation</u>				
Fishing Pier	600.00	-	600.00	0.00%
Jersey Park Playground	500.00	-	500.00	0.00%
Pinewood Playground	500.00	-	500.00	0.00%
Clontz Park	1,000.00	210.48	789.52	21.05%
Windsor Castle	85,000.00	3,027.39	81,972.61	3.56%
Community Wellness Initiative	23,727.00	65.00	23,662.00	0.27%
Virginia Healthy Youth Foundation	-	-	-	#DIV/0!
Cypress Creek-No Wake Zone	-	-	-	#DIV/0!
Waterworks Dam (possible \$50,000)	35,000.00	-	35,000.00	0.00%
Fireworks	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	148,327.00	5,302.87	143,024.13	3.58%
COMMUNITY DEVELOPMENT				

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 08/31/12	Remaining Budget	% of budget
Pinewood Heights				
Non-CDBG Contributed Operating Expenses				
<u>Administration</u>				
Precontract/ERR	6,000.00	2,075.05	3,924.95	34.58%
Management Assistance	24,000.00	-	24,000.00	0.00%
Monitoring/Closeout	3,000.00	-	3,000.00	0.00%
<u>Permanent Relocation</u>				
Owner Occupied Households	514,020.00	-	514,020.00	0.00%
Renter Occupied Households	49,400.00	1,218.16	48,181.84	2.47%
Relocation Specialist	15,000.00	-	15,000.00	0.00%
<u>Acquisition Specialist</u>	15,000.00	-	15,000.00	0.00%
<u>Clearance & Demolition</u>	29,000.00	11,950.00	17,050.00	41.21%
<u>Phase II Planning Grant</u>				
		-	-	#DIV/0!
Subtotal Non CDBG	655,420.00	15,243.21	640,176.79	2.33%
CDBG Contributed Operating Expenses				
<u>Permanent Relocation</u>				
Owner Occupied Households		-	-	#DIV/0!
Renter Occupied Households		-	-	#DIV/0!
<u>Clearance & Demolition</u>				
		-	-	#DIV/0!
<u>Phase II Planning Grant</u>				
	-	-	-	#DIV/0!
Subtotal CDBG	-	-	-	#DIV/0!
Total Pinewood Heights Contributions	655,420.00	15,243.21	640,176.79	2.33%
<u>Contributions-Community Development</u>				
APVA Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Chamber of Commerce	6,000.00	-	6,000.00	0.00%
Christian Outreach	6,000.00	-	6,000.00	0.00%
Genieve Shelter	9,000.00	-	9,000.00	0.00%
TRIAD	1,650.00	-	1,650.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 08/31/12	Remaining Budget	% of budget
Tourism Bureau	209,976.00	-	209,976.00	0.00%
Historic Smithfield-20/20 donation	-	-	-	#DIV/0!
Western Tidewater Free Clinic	25,000.00	-	25,000.00	0.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
Total Contributions-Community Development	312,626.00	-	312,626.00	0.00%
PUBLIC WORKS				
Planning, Engineering & Public Works				
Salaries	227,230.00	33,180.54	194,049.46	14.60%
FICA	18,180.00	2,795.69	15,384.31	15.38%
VSRS	33,160.00	4,963.92	28,196.08	14.97%
Health	35,300.00	8,337.03	26,962.97	23.62%
Uniforms	2,000.00	148.88	1,851.12	7.44%
Contractual	8,500.00	1,073.02	7,426.98	12.62%
GIS	-	-	-	#DIV/0!
Recycling-new contract	62,000.00	4,077.50	57,922.50	6.58%
Trash Collection-new contract-2% for CPI	397,000.00	64,398.40	332,601.60	16.22%
Street Lights-any new installs	5,000.00	49.62	4,950.38	0.99%
Communications	20,000.00	1,187.64	18,812.36	5.94%
Safety Meetings	7,500.00	373.25	7,126.75	4.98%
Insurance	7,575.00	1,918.30	5,656.70	25.32%
Materials & Supplies	6,000.00	240.97	5,759.03	4.02%
Repairs & Maintenance	7,000.00	627.79	6,372.21	8.97%
Hurricane Irene Expenses	-	-	-	#DIV/0!
Gas & Tires	10,500.00	864.39	9,635.61	8.23%
Travel & Training	6,000.00	815.24	5,184.76	13.59%
Haydens Lane Maintenance	3,500.00	-	3,500.00	0.00%
Veterans War Memorial	1,000.00	11.87	988.13	1.19%
Streetscape improvements-non capital expenses (web)	-	-	-	#DIV/0!
Litter Control Grant	3,078.00	-	3,078.00	0.00%
Dues & Subscriptions-	2,000.00	532.00	1,468.00	26.60%
Other	1,000.00	61.91	938.09	6.19%
Public Works Alloc to Hwy	(6,500.00)	-	(6,500.00)	0.00%
Total Public Works	857,023.00	125,657.96	731,365.04	14.66%
PUBLIC BUILDINGS				
Public Buildings				
Salaries	20,920.00	2,930.91	17,989.09	14.01%
FICA	1,675.00	273.06	1,401.94	16.30%
Contractual	5,500.00	1,865.78	3,634.22	33.92%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 08/31/12	Remaining Budget	% of budget
Communications	3,750.00	1,986.80	1,763.20	52.98%
Utilities	43,000.00	4,603.40	38,396.60	10.71%
Insurance	2,105.00	495.58	1,609.42	23.54%
Materials & Supplies	2,500.00	1,340.45	1,159.55	53.62%
Repairs & Maintenance	30,000.00	1,646.33	28,353.67	5.49%
Hurricane Irene Expenses	-	-	-	#DIV/0!
Rent Expense-Office Space	4,800.00	800.00	4,000.00	16.67%
Other	1,000.00	-	1,000.00	0.00%
Alloc Costs to Hwy	(13,750.00)	-	(13,750.00)	0.00%
Total Public Buildings	101,500.00	15,942.31	85,557.69	15.71%
OTHER FINANCING USES				
Other Financing Uses				
Transfers to Operating Reserves		-	-	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Pinewood)		48,873.83	(48,873.83)	#DIV/0!
Transfers to Restricted Reserves-S Church Street Project	-	-	-	#DIV/0!
Total Transfers from Reserves	-	48,873.83	(48,873.83)	#DIV/0!
DEBT SERVICE				
Debt Service				
Acquisition of Property-Legal fees		-	-	#DIV/0!
Principal Retirement		-	-	#DIV/0!
Public Buildings-Capital lease generator	-	-	-	#DIV/0!
Public Building Acquisition	19,914.00	-	19,914.00	0.00%
Line of Credit Retirement-interest	5,000.00	731.25	4,268.75	14.63%
Interest and fiscal charges		-	-	#DIV/0!
Public Buildings-Capital lease generator	-	-	-	#DIV/0!
Public Building Acquisition	33,991.00	-	33,991.00	0.00%
Total Debt Service	58,905.00	731.25	58,173.75	1.24%
Total General Fund Expenses	5,913,936.09	731,056.79	5,182,879.30	12.36%
Less Expenses related to capital projects:				
Legal Fees	-	-	-	
Professional Fees	-	-	-	
Pinewood Heights Relocation Project Expenses	(655,420.00)	(15,243.21)	(640,176.79)	
Pinewood Heights Line of Credit Expenses	(5,000.00)	(731.25)	(4,268.75)	
Total Non-operating Expenses	(660,420.00)	(15,974.46)	(644,445.54)	2.42%

Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of	Remaining	% of
Description	2012/2013	08/31/12	Budget	budget
Total General Fund Operating Expenses	5,253,516.09	715,082.33	4,538,433.76	13.61%
Net Operating Reserve (+/-)	650,255.00	(78,124.93)	728,379.93	-12.01%
Net Reserve (+/-)	808,555.00	5,372.00	803,183.00	0.66%

	Adopted Budget 2012/2013	Actual 8/31/2012	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	808,555.00	5,372.00	803,183.00	0.66%
Capital Outlay				
General Fund				
GENERAL GOVERNMENT				
COMMUNITY DEVELOPMENT				
Pinewood Heights Relocation-CIP				
Non CDBG Capital Acquisition				
Owner Occupied Units	(1,830.00)	-	(1,830.00)	0.00%
Renter Occupied Units	(322,305.00)	-	(322,305.00)	0.00%
Vacant Lots	-	-	-	#DIV/0!
Appraisal/Legal	(9,620.00)	-	(9,620.00)	0.00%
Subtotal Non CDBG Capital Acquisition	(333,755.00)	-	(333,755.00)	0.00%
CDBG Capital Acquisition-MY2				
Owner Occupied Units	(352,800.00)	-	(352,800.00)	0.00%
Renter Occupied Units	-	-	-	#DIV/0!
Vacant Lots	-	-	-	#DIV/0!
Subtotal CDBG Capital Acquisition	(352,800.00)	-	(352,800.00)	0.00%
Total Pinewood Heights Relocation CIP	(686,555.00)	-	(686,555.00)	0.00%
PARKS, RECREATION AND CULTURAL				
Smithfield Center-HVAC unit	(24,000.00)	-	(24,000.00)	0.00%
PUBLIC SAFETY				
Police				
Police Vehicles	(88,000.00)	-	(88,000.00)	0.00%
Ipads for vehicles		(5,372.00)		
Copier	(10,000.00)		(10,000.00)	0.00%
Command Vehicle	-	-	-	#DIV/0!
PUBLIC WORKS				
Vehicles and Equipment	-	-	-	#DIV/0!
N/S Church St Streetscape Improvements	-	-	-	#DIV/0!
PUBLIC BUILDINGS				
Generator	-	-	-	#DIV/0!
Office Space Improvements-furniture, security, landscaping	-	-	-	#DIV/0!
Office Space Improvements-contractor (building only)-defer one year	-	-	-	#DIV/0!
Net Capital Outlay	(808,555.00)	(5,372.00)	(808,555.00)	#REF!
Net Reserves (Deficit) after capital outlay	-	(0.00)	(5,372.00)	#REF!

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget 2012/2013	Balance as of 08/31/12	Remaining Budget	% of budget
Revenue				
Operating Revenues				
Sewer Charges	812,935.00	157,727.44	655,207.56	19.40%
Sewer Compliance Fee	490,425.00	81,593.20	408,831.80	16.64%
VML Safety Grant	-	-	-	#DIV/0!
Miscellaneous Revenue	500.00	593.75	(93.75)	118.75%
Connection fees	23,700.00	7,900.00	15,800.00	33.33%
Total Operating Revenue	1,327,560.00	247,814.39	1,079,745.61	18.67%
Town of Smithfield				
Sewer Fund Budget				
Description	Adopted Budget 2012/2013	Balance as of 08/31/12	Remaining Budget	% of budget
Expenses				
Operating Expenses				
Salaries	263,165.00	38,137.29	225,027.71	14.49%
FICA	21,055.00	3,298.00	17,757.00	15.66%
VSRS	34,605.00	5,391.03	29,213.97	15.58%
Health	42,920.00	10,316.22	32,603.78	24.04%
Uniforms	2,500.00	438.82	2,061.18	17.55%
Audit & Legal Fees	21,625.00	1,575.00	20,050.00	7.28%
HRPDC sewer programs	899.00	-	899.00	0.00%
Maintenance & Repairs	50,000.00	2,343.59	47,656.41	4.69%
Hurricane Irene Expenses	-	-	-	#DIV/0!
VAC Truck Repairs & Maintenance	7,500.00	489.70	7,010.30	6.53%
Data Processing	14,000.00	2,029.94	11,970.06	14.50%
Dues & Subscriptions	150.00	29.00	121.00	19.33%
Utilities	40,000.00	2,558.81	37,441.19	6.40%
SCADA Expenses	3,500.00	502.47	2,997.53	14.36%
Telephone	16,500.00	532.89	15,967.11	3.23%
Insurance	14,700.00	3,717.91	10,982.09	25.29%
Materials & Supplies	46,000.00	2,597.52	43,402.48	5.65%
Truck Operations	14,000.00	709.49	13,290.51	5.07%
Travel & Training	4,000.00	-	4,000.00	0.00%
Contractual	3,250.00	529.40	2,720.60	16.29%
Miscellaneous	600.00	131.91	468.09	21.99%

Bad Debt Expense	2,400.00	-	2,400.00	0.00%
Bank Service Charges	325.00	-	325.00	0.00%
Total Sewer Fund Operating Expenses before D&A Exp.	603,694.00	75,328.99	528,365.01	12.48%
Operating Income before D&A Expense	723,866.00	172,485.40	551,380.60	23.83%
Depreciation & Amort. Exp.	465,000.00	74,957.46	390,042.54	16.12%
Operating Income (Loss)	258,866.00	97,527.94	161,338.06	37.68%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	61,800.00	20,600.00	41,200.00	33.33%
Insurance Reimbursements	-	-	-	#DIV/0!
Contributed Capital-Smithfield Foods Rev Ln	20,690.00	-	20,690.00	0.00%
Interest Revenue	3,250.00	1,084.27	2,165.73	33.36%
Interest Expense	(43,475.00)	-	(43,475.00)	0.00%
Total Nonoperating Revenues (Expenses)	42,265.00	21,684.27	20,580.73	51.31%
Net Income (loss)	301,131.00	119,212.21	181,918.79	39.59%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(61,800.00)	(20,600.00)	(41,200.00)	33.33%
Contributed Capital-Smithfield Foods Rev Ln	(20,690.00)	-	(20,690.00)	0.00%
Compliance Fee	(490,425.00)	(81,593.20)	(408,831.80)	16.64%
Bad Debt Expense	2,400.00	-	2,400.00	0.00%
Depreciation & Amort. Exp.	465,000.00	74,957.46	390,042.54	16.12%
Additional debt service costs-principal expense	(70,550.00)	-	(70,550.00)	0.00%
Total adjustments to CAFR	(176,065.00)	(27,235.74)	(148,829.26)	15.47%
Working adjusted income	125,066.00	91,976.47	33,089.53	73.54%

	Adopted Budget 2012/2013	Actual 8/31/2012	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	125,066.00	91,976.47	33,089.53	73.54%
Sewer SSO Consent Order	(660,000.00)	-	(660,000.00)	0.00%
Construction Standards Update	(4,482.00)	-	(4,482.00)	0.00%
Sewer Master Plan	-	-	-	#DIV/0!
Rubber tire backhoe	-	-	-	#DIV/0!
Hot box for asphalt	-	-	-	#DIV/0!
2 new pumps	-	-	-	#DIV/0!
Sewer Capital Repairs-Drainage project 117 N Church	(100,000.00)	-	(100,000.00)	0.00%
Vehicle/Equipment	(17,500.00)	-	(17,500.00)	0.00%
Net Capital Outlay	(781,982.00)	-	(781,982.00)	0.00%
Net Reserves (Deficit) after capital outlay	(656,916.00)	91,976.47	(748,892.47)	-14.00%
Funding from Development Escrow		-	-	
Reserves from Sewer Capital Escrow Account	100,000.00	-	100,000.00	0.00%
Funding from Sewer Compliance Fee	660,000.00	-	660,000.00	0.00%
Draw from operating reserves	-	-	-	#DIV/0!
Funding from Bond Escrow (released from refinance)		-	-	
Net Cashflow	103,084.00	91,976.47	11,107.53	89.22%

Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2012/2013	Balance as of 08/31/12	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	1,552,204.00	288,112.82	1,264,091.18	18.56%
Debt Service Revenue	403,640.00	67,144.70	336,495.30	16.63%
Miscellaneous	500.00	-	500.00	0.00%
Connection fees	9,900.00	3,300.00	6,600.00	33.33%
Application Fees	5,000.00	1,136.00	3,864.00	22.72%
Total Operating Revenue	1,971,244.00	359,693.52	1,611,550.48	18.25%
Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2012/2013	Balance as of 08/31/12	Remaining Budget	% of budget
Expenses				
Salaries	320,265.00	46,587.37	273,677.63	14.55%
FICA	25,621.00	3,925.30	21,695.70	15.32%
VSRS	42,130.00	6,284.07	35,845.93	14.92%
Health	51,230.00	11,220.85	40,009.15	21.90%
Uniforms	3,000.00	438.00	2,562.00	14.60%
Contractual	18,475.00	2,481.00	15,994.00	13.43%
Legal & Audit	21,625.00	1,575.00	20,050.00	7.28%
Maintenance & Repairs	21,000.00	3,327.92	17,672.08	15.85%
Hurricane Irene Expenses	-	-	-	#DIV/0!
Water Tank Maintenance	100,000.00	-	100,000.00	0.00%
Water Cost-purchased from IOW County	-	-	-	#DIV/0!
Engineering	-	-	-	#DIV/0!
Professional Services	1,000.00	-	1,000.00	0.00%
Regional Water Supply Study	2,421.00	-	2,421.00	0.00%
Data Processing	14,000.00	2,029.94	11,970.06	14.50%
Utilities	10,000.00	75.38	9,924.62	0.75%
Communications	15,045.00	594.55	14,450.45	3.95%
Insurance	16,800.00	7,266.28	9,533.72	43.25%
Materials & Supplies	114,400.00	8,733.87	105,666.13	7.63%
Gas and Tires	12,000.00	1,213.65	10,786.35	10.11%
Fuel-Water Equipment	-	-	-	#DIV/0!
Dues & Subscriptions	800.00	400.00	400.00	50.00%
Bank service charges	325.00	-	325.00	0.00%
Travel and Training	5,500.00	295.00	5,205.00	5.36%
Miscellaneous	9,500.00	2,262.59	7,237.41	23.82%
RO Annual costs	501,217.00	19,021.22	482,195.78	3.80%

Bad debt expense	5,300.00	-	5,300.00	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,311,654.00	117,731.99	1,193,922.01	8.98%
Operating Income before D&A Expense	659,590.00	241,961.53	417,628.47	36.68%
Depreciation & Amortization Expense	348,000.00	56,536.50	291,463.50	16.25%
Operating Income (Loss)	311,590.00	185,425.03	126,164.97	59.51%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees	-	-	-	#DIV/0!
Availability Fees	40,800.00	13,600.00	27,200.00	33.33%
Interest Revenue	5,925.00	980.52	4,944.48	16.55%
Interest Expense	(134,915.00)	(11,160.05)	(123,754.95)	8.27%
Total Nonoperating Revenues (Expenses)	(88,190.00)	3,420.47	(91,610.47)	-3.88%
Net Income (Loss)	223,400.00	188,845.50	34,554.50	84.53%
WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(40,800.00)	(13,600.00)	(27,200.00)	33.33%
Bad Debt Expense	5,300.00	-	5,300.00	0.00%
Debt Service Revenue	(403,640.00)	(67,144.70)	(336,495.30)	16.63%
Depreciation & Amort. Exp.	348,000.00	56,536.50	291,463.50	16.25%
Additional debt service costs-principal expense	(311,725.00)	(223,059.26)	(88,665.74)	71.56%
Total adjustments to CAFR	(402,865.00)	(247,267.46)	(155,597.54)	61.38%
Working adjusted income	(179,465.00)	(58,421.96)	(121,043.04)	32.55%

	Adopted Budget 2012/2013	Actual 8/31/2012	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(179,465.00)	(58,421.96)	(121,043.04)	32.55%
Construction Standards Update	(4,482.00)	-	(4,482.00)	0.00%
Truck	(17,500.00)		(17,500.00)	0.00%
Water Treatment/Fluoride PER	-	-	-	#DIV/0!
Net Capital Outlay	(21,982.00)	-	(21,982.00)	0.00%
Net Reserves (Deficit) after capital outlay	(201,447.00)	(58,421.96)	(143,025.04)	29.00%
Operating Reserves	-	-	-	#DIV/0!
VML/VACO Draw Downs	-	-	-	#DIV/0!
Water Development Escrow	-	-	-	#DIV/0!
Water Capital Escrow	-	-	-	#DIV/0!
Additional financing	-	-	-	#DIV/0!
Debt Service fees applied to debt	335,016.55	193,094.91	141,921.64	57.64%
Net Cashflow	133,569.55	134,672.95	(1,103.40)	100.83%

Town of Smithfield				
Highway Fund				
Description	Adopted Budget 2012/2013	Balance as of 08/31/12	Remaining Budget	% of budget
Revenue				
Interest Income	250.00	67.96	182.04	27.18%
Revenue - Commwlth of VA	986,456.92	-	986,456.92	0.00%
Total Highway Fund Revenue	986,706.92	67.96	986,638.96	0.01%
Town of Smithfield				
Highway Fund				
Description	Adopted Budget 2012/2013	Balance as of 08/31/12	Remaining Budget	% of budget
Expenses				
Salaries	229,800.00	29,205.77	200,594.23	12.71%
FICA	18,384.00	2,460.78	15,923.22	13.39%
VSRS	28,380.00	4,479.71	23,900.29	15.78%
Health	44,035.00	9,651.73	34,383.27	21.92%
Uniforms	2,785.00	560.24	2,224.76	20.12%
Engineering	5,000.00	-	5,000.00	0.00%
Grass	31,400.00	4,873.61	26,526.39	15.52%
Maintenance	358,139.92	14,017.98	344,121.94	3.91%
Asphalt/Paving		3,805.79	(3,805.79)	
Ditching		-	-	
Traffic Control devices		2,196.30	(2,196.30)	
Other (maintenance)		-	-	
Other (lawnmowers, landscaping, etc)		8,015.89	(8,015.89)	
Structures and Bridges		-	-	
Ice and Snow removal		-	-	
Administrative		-	-	
Hurricane Irene Expenses		-	-	#DIV/0!
Street Lights	75,000.00	6,792.56	68,207.44	9.06%
Insurance	18,350.00	4,596.71	13,753.29	25.05%
VAC Truck Repairs	2,500.00	-	2,500.00	0.00%
Gas and Tires	8,000.00	760.84	7,239.16	9.51%
Stormwater (PARS)	-	-	-	#DIV/0!
Stormwater Management Program (town)	-	-	-	#DIV/0!
Stormwater Management Program (regional)	4,286.00	-	4,286.00	0.00%
Joint Cost Allocation	6,500.00	-	6,500.00	0.00%
Overhead Allocation	54,665.00	-	54,665.00	0.00%
Total Highway Fund Expense	887,224.92	77,399.93	809,824.99	8.72%
Net Reserves (+/-)	99,482.00	(77,331.97)	176,813.97	-77.73%

Adopted Budget
2012/2013

Actual
8/31/2012

Remain
Budget

% of
Budget

HIGHWAY

	Adopted Budget 2012/2013	Actual 8/31/2012	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	99,482.00	(77,331.97)	176,813.97	-77.73%
John Rolfe/Battery Park intersection Turn Lane	(95,000.00)	-	(95,000.00)	0.00%
Construction Standards Update	(4,482.00)	-	(4,482.00)	0.00%
Net Capital Outlay	(99,482.00)	-	(99,482.00)	0.00%
Net Reserves (Deficit) after capital outlay	0.00	(77,331.97)	77,331.97	#DIV/0!

Notes: August 2012

GENERAL FUND

Revenues:

Delinquent RE tax

Delinquent personal property tax collections through are representative of supplemental billings for 2011 and prior years as well as delinquent collections. The 2012 real estate bills are scheduled to be mailed at the end of October.

Current PP Tax

In August, the Town receives the state's annual contribution of \$240,794.89 towards personal property tax relief. It will offset the allowable billing to the town's residents which calculated to 54% for this fiscal year.

Delinquent PP Tax

Some of the delinquent PP collections resulted from supplemental billings at the end of FY2012; however, \$8,278.95 resulted from the collection of 2 delinquent business accounts (\$5,278.95 and \$3,000 respectively).

Franchise Tax

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

Cigarette Tax

Cigarette tax is always difficult to project since the stamps are sold to the wholesalers instead of the retailers, but FY2013 has posted collections approximately \$10,000 higher than for the same period in FY2012.

Transient Occupancy

Transient occupancy tax collections started the year with a very strong quarter of \$42,546.82 although down almost \$7000 from July 2011 revenues of \$49,529.27.

Meals Tax

Please note that the meals tax contribution for Pinewood was increased as of July 1; however, the budget was adopted at 1% instead of 2% for that line item and will need to be amended. Also, the meals tax payments in July were for June collections so they were still paid at 5% instead of 6%. The increased payments started in August and have already made an impact.

Communications Tax

There is a 2 month delay in receipt of communications tax from the state. The August payment was accrued in FY2011.

Sales Tax Collections

Sales tax collections are received from IOW County after they receive the local portion from the state, so again there is a delay. The August statements reflect

sales tax collections for July 2012 which are \$1887 higher than July 2011.

Consumption/Utility Tax

As with communications tax and sales tax, there is a delay in receipt of these taxes from DVP, CEC, and Columbia Gas. Revenue represents payments for July 2012 and are collectively \$8,388 higher than the same period last fiscal year.

Business Licenses

Barbara Hunter and staff have focused a lot of time on delinquent business licenses along with the Town Attorney and have collected \$23,123 through August of the new fiscal year. This is a little over \$4,000 higher than August of 2011.

Permits and Other licenses

Include a land disturbing permit of \$1525.27 and a ROW permit of \$1708.85 from VICO Construction for Harvest Fellowship Baptist Church on Battery Park Rd.

Vehicle License Tax

This line item will recognize most of its revenue in November through December when the new PP tax bills are mailed and due as of December 5.

Rents

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.

Smithfield Center Rentals

August revenues (\$12,724) were not as high as July (\$19,693); however, the year to date revenues are still \$2,152 higher than the same period last year.

Other Revenues

This line item is at 86% of budget due to collections of grass cutting reimbursements totaling \$1221. This is unusually high for the town.

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.

From Operating Reserves

Town reserves funded \$47,304 of town expenses through August. Reserves used in July were \$61,917 meaning that \$14,613 of the deficit was recovered in August. Town reserves funded \$90,439 for July and August 2011.

Fire Programs

This is an additional payment from the Department of Fire Programs. I am not sure what the payment represents unless the fire department requested a mini-grant; however, this money will be passed along to the fire department.

Federal Grants

The PD has already received 2 grants this year from traffic safety (\$4438) and local law enforcement (\$1436). Last year's total was \$3369.75 for the year excluding the port security grant (command vehicle).

Federal and State fuel income

Now that the Town has gone to Voyager cards which deduct the gas tax at the pump, these reimbursement revenues will drop off; however, the fuel cost will drop off as well since the tax is not added to the gas price.

Insurance Recoveries

Received \$3,330 from VML for repairs to PW vehicle that hit a deer.

Expenses:

ALL DEPARTMENTS

Health

Represents the July through September payments of health and dental as they are normally paid in advance which brings the expense % to approximately 25%.

Insurance

First quarter VML property/casualty/workers' compensation insurance has been paid and accounts for approximately 25% of budget.

Subscriptions/Memberships

Most annual dues and subscriptions are paid in the first few months of the fiscal year which accounts for the high percentage of expense to date in this line item for most departments.

Town Council

Advertising

Credit balance resulted because of a refund from the Virginian Pilot of \$1520.40 for an ad placed for PD in FY2011.

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.

Smithfield CHIPS

Paid \$2256 to VCE-Isle of Wight County for 4-H Camp for children sponsored by CHIPS.

Treasurer

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) is 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.

Supplies

Includes purchase of 2 replacement computers (\$1517) in the Treasurer's office.

Public Safety

Travel & Training

Includes required annual contribution of \$5122 to the Hampton Roads Criminal Justice Training Academy where new officers can receive the training needed to become certified.

Special Events

\$500 to MAS Modern Marketing for items related to National Night Out for (tattoos and pencils), but received a refund of \$152.29 to offset this expense.

Smithfield Center

Contracted services

Includes \$1500 to Colonialwebb for 1st quarter maintenance contract and \$5977 to Hobart for annual maintenance contract for the kitchen (gas range, convection ovens, gas fryer, steamer, dishwasher). These are budgeted contracts.

Repairs & Maintenance

Includes \$3489 to Stanley Steemer for deep cleaning carpet, tile, grout, and rugs.

Travel & Training

Registration and lodging for IACCA Fall Educational Event-Amy Musick

Refund event deposits

Represents 3 deposit refunds through August.

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.

Parks & Recreation

Clontz Park

Expense made of DVP bill and All Virginia. The DVP is running approximately \$20 higher a month than prior years.

Fireworks

The expense for fireworks was billed by IOW in July and has been paid in full for the year.

Community Development

Pinewood Heights Clearance & Demolition

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. The \$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.

Public Buildings

Contractual

Includes \$1205 to Windsor Fire Extinguisher service for yearly inspection for town's public buildings including town hall, public works, and PD. Also includes

Communications

Includes \$1904 for Fonality annual maintenance of the phone systems.

Materials & Supplies

Over half of the year's budget was expended in this line item as of July. Includes \$875.75 paid to V.R. Edwards Sheet Metal for 6" galv. Posts with 15"x15"x12" pads and holes (6) and 6" posts with no pads (2). Also paid \$366 to CDW Government for anti-virus software for all departments.

No expense in August.

Other Financing Uses

Transfers to Restricted Reserves-Spec Projects

\$48,874 was earmarked as the remainder from meals tax funds collected in July and August that may be applied to Phase II of the Pinewood Heights Relocation Project.

Capital:

Police

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.

SEWER

Revenues

Sewer Charges

This revenue line item is slightly above an equally distributed budget at 19.4% to date. August 2011 revenues were at 17.20%. Consumption is up from last year with usage through August at 45,062,012 gallons compared to 39,810,726 for the same period last year. At the current rate of \$3.50 per 1000, this is equivalent to an \$18,000 increase. Because of the rate differential, however, it is actually \$42,000 higher than August of 2011.

Miscellaneous

Sale of 5 Newport News cleanout boxes to All Virginia for \$593.75 exceeds expected miscellaneous revenue for the full year.

Connection fees

We budgeted 15 connection fees for 2013 and we have collected on five meters through August. Last year was a total of 11 meter connect fees.

Expenses

Health Insurance

As noted in the general fund, the insurance expense line item represents payments for July through September.

Uniforms

Includes some billing adjustments for FY2011, but we have been struggling in the Treasurer's department to get correct billing from CINTAS. We have not paid them since August 24 as we are waiting on feedback from them regarding application of our previous payments.

Dues & Subscriptions

Most dues and subscriptions for all funds are paid at the beginning of the fiscal year.

Insurance

Represents 1st quarter payment to VML for property/casualty and workers' compensation insurance.

Miscellaneous

Includes \$131.91 to IOW County Health Dept for Hepatitis shots and \$70 to Harris Chiropractic Clinic for random alcohol and drug testing, and VDOT physical (1/2 sewer, 1/2 water).

Depreciation and Amortization

This will need to be adjusted once we take action on audit recommendations.

Nonoperating Revenues (Expenses)

Availability fees

As with connect fees, we billed for 15 this fiscal year and have already connected on five.

Interest Revenue

Total cash balances for all sewer accounts are around \$158,000 less than in August of 2011; however, total interest revenue only dropped by \$18.66. Monthly interest should drop off if we have large invoices as expected for the sewer consent order.

WATER

Revenues

Water Charges

Like sewer, water revenue is slightly above an equally distributed budget at 18.56% to date. August 2011 revenues were at 18.38%. Consumption is up from last year with usage through August at 57,074,240 gallons compared to 53,256,900 for the same period last year. At the current rate of \$4.85 per 1000, this is equivalent to an \$18,514 increase. The Gatling Pointe accounts for IOW County skew the accuracy of this calculation and combined with the fact that the rate increased from \$2.55 to \$4.85 per \$1,000 bring the actual increase to \$137,759 over the same period last year.

Connection fees

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

Application fees

Application fees are dependent upon the number of new connects that are processed during a fiscal year for both new and existing construction. Some months are more active than others, but it usually balances out during the year for a total between \$5000 and \$6000. For FY2011, total application fees were \$5,234.

Expenses

Health Insurance

As noted in the general fund, the insurance expense line item represents payments for July through September.

Insurance

Represents 1st quarter payment to VML for property/casualty and workers' compensation insurance. This is running higher than projected 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 necessary in previous years. We estimated premiums during the budget workshops because we did not yet have the actual billing for FY2013.

Dues & Subscriptions

Most dues and subscriptions for all funds are paid at the beginning of the fiscal year. Even though this is a small amount of money, this line item is reflecting a large % of its total budget for the year.

Miscellaneous

1st quarterly payment 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.

Depreciation and Amortization

This will need to be adjusted once we take action on audit recommendations.

Nonoperating Revenues (Expenses)

Availability fees

As with connect fees, we billed for 15 this fiscal year and have already connected on five.

Interest Expense

Represents 1st semi-annual payment of the two VML-VACO loans less accrued interest from year end 2012.

WORKING ADJUSTMENTS TO CAFR

Debt Service Principal

Principal on the two VML-VACO loans is paid only once a year, so interest only will be paid in February leaving the only principal remaining for the year on the old refinanced VRA loan.

HIGHWAY

Health Insurance

As noted in the general fund, the insurance expense line item represents payments for July through September.

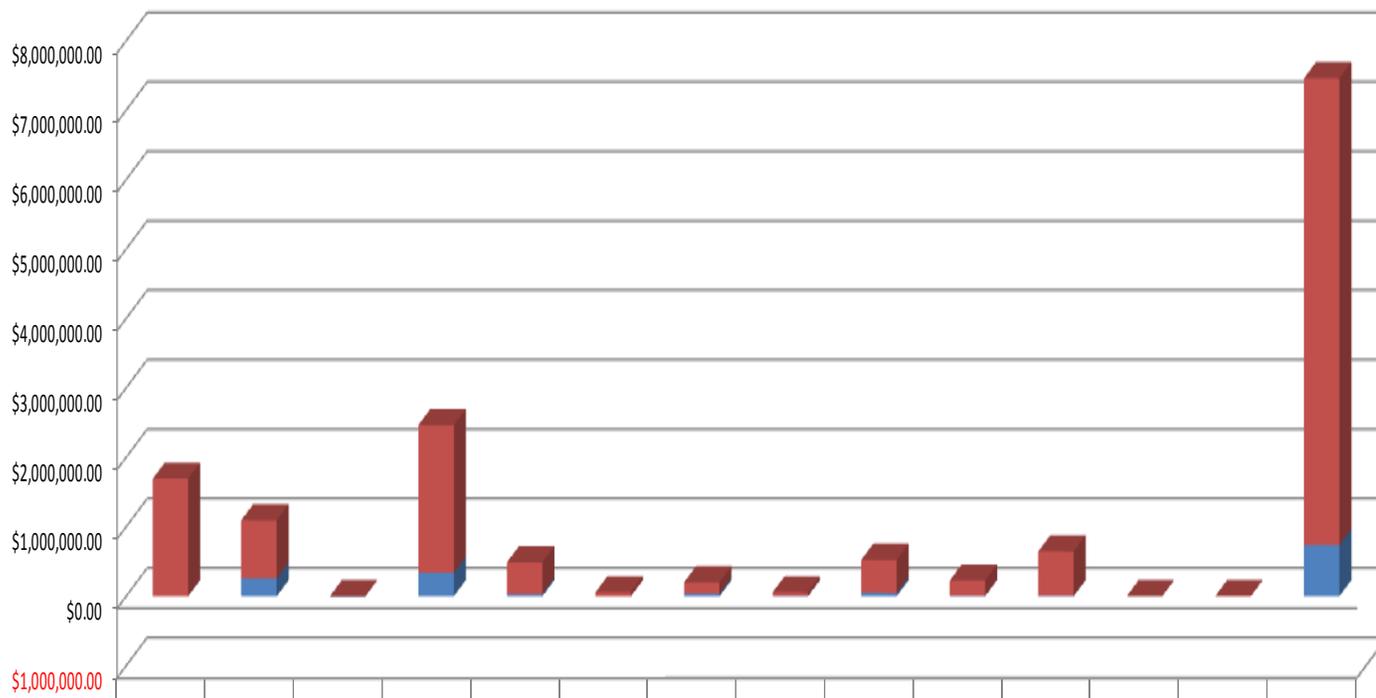
Uniforms

Includes some billing adjustments for FY2011, but we have been struggling in the Treasurer's department to get correct billing from CINTAS. We have not paid them since August 24 as we are waiting on feedback from them regarding application of our previous payments.

Insurance

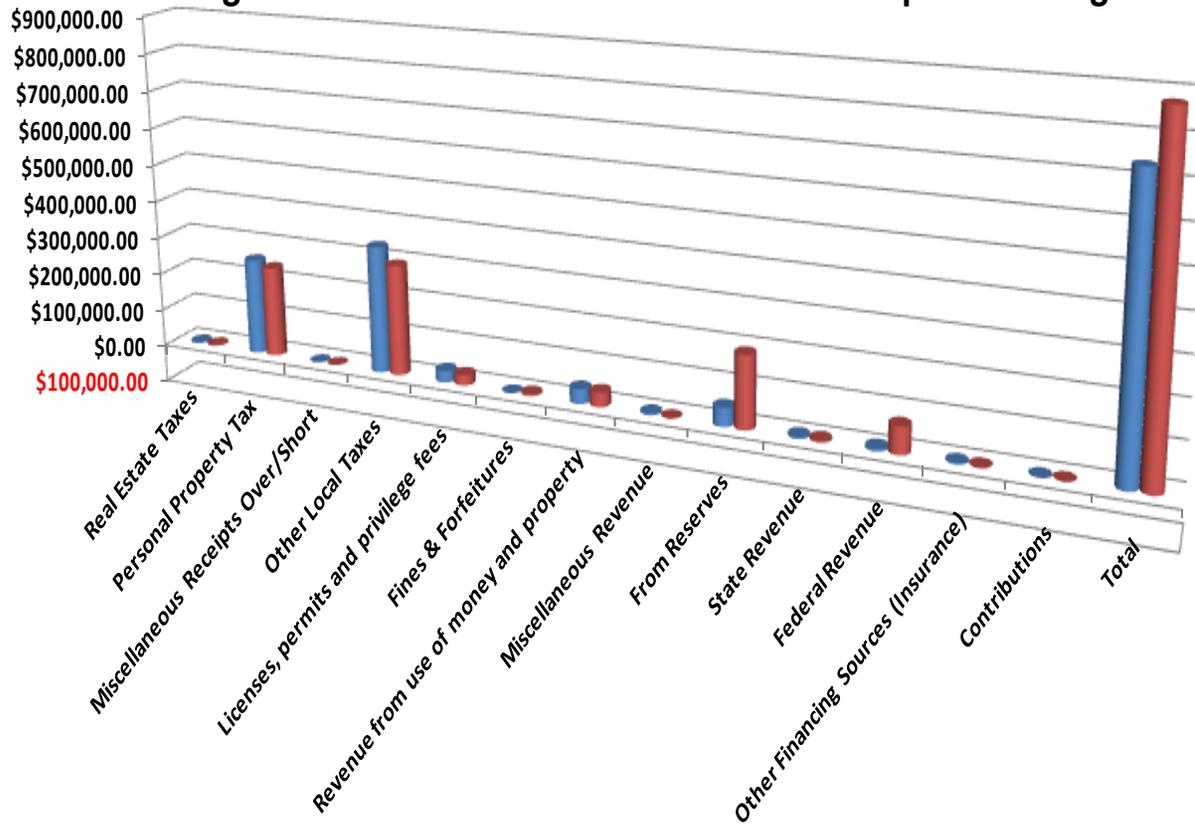
Represents 1st quarter payment to VML for property/casualty and workers' compensation insurance.

August 2012 YTD General Fund Revenues Compared to Budget



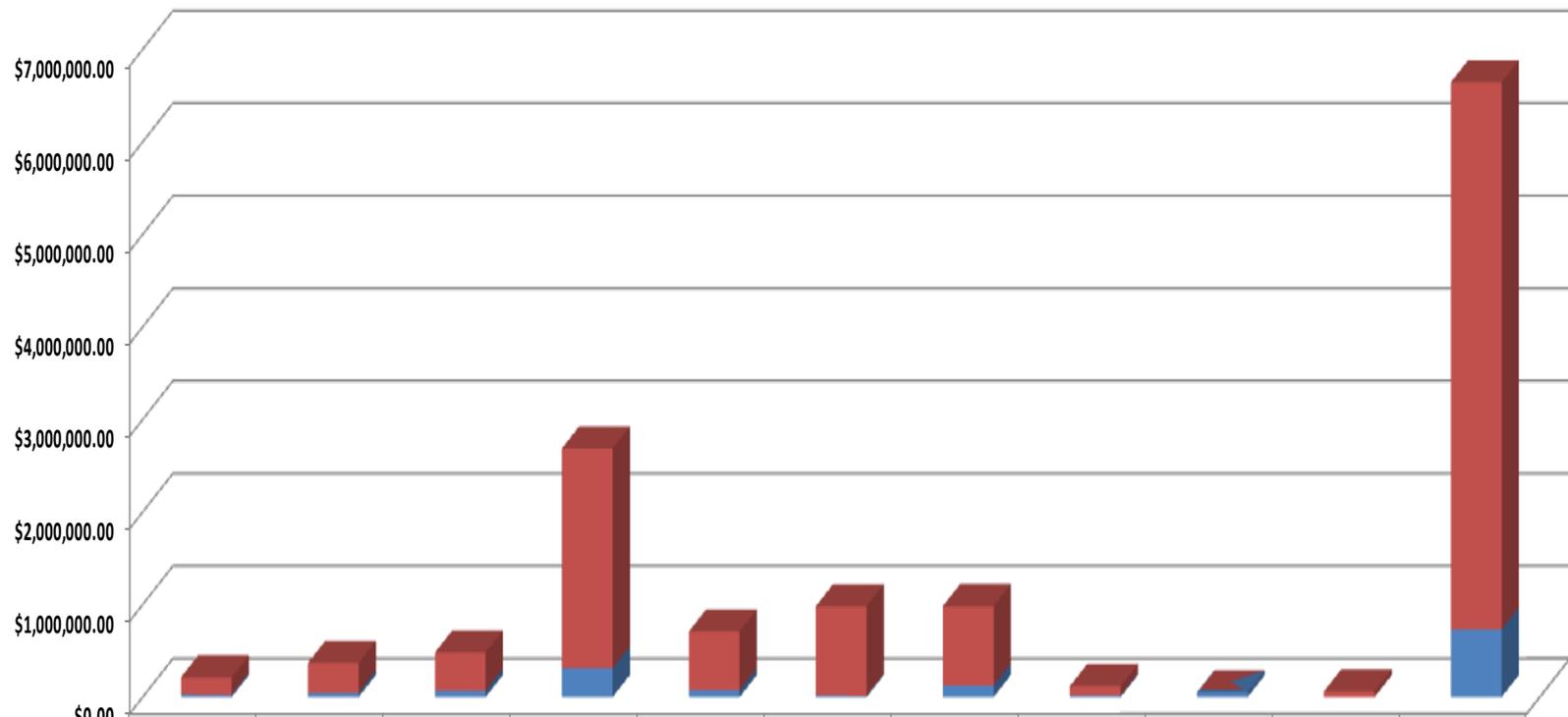
	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Forfeitures	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources	Contributions	Total
■ Budget	\$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
■ Aug 2012 Actual	\$3,464	\$255,592	(\$25)	\$336,472	\$30,936	\$10	\$39,033	\$4,989	\$48,523	\$6,102	\$7,609	\$3,330	\$394	\$736,429

August 2012 YTD General Fund Revenue Compared to August 2011



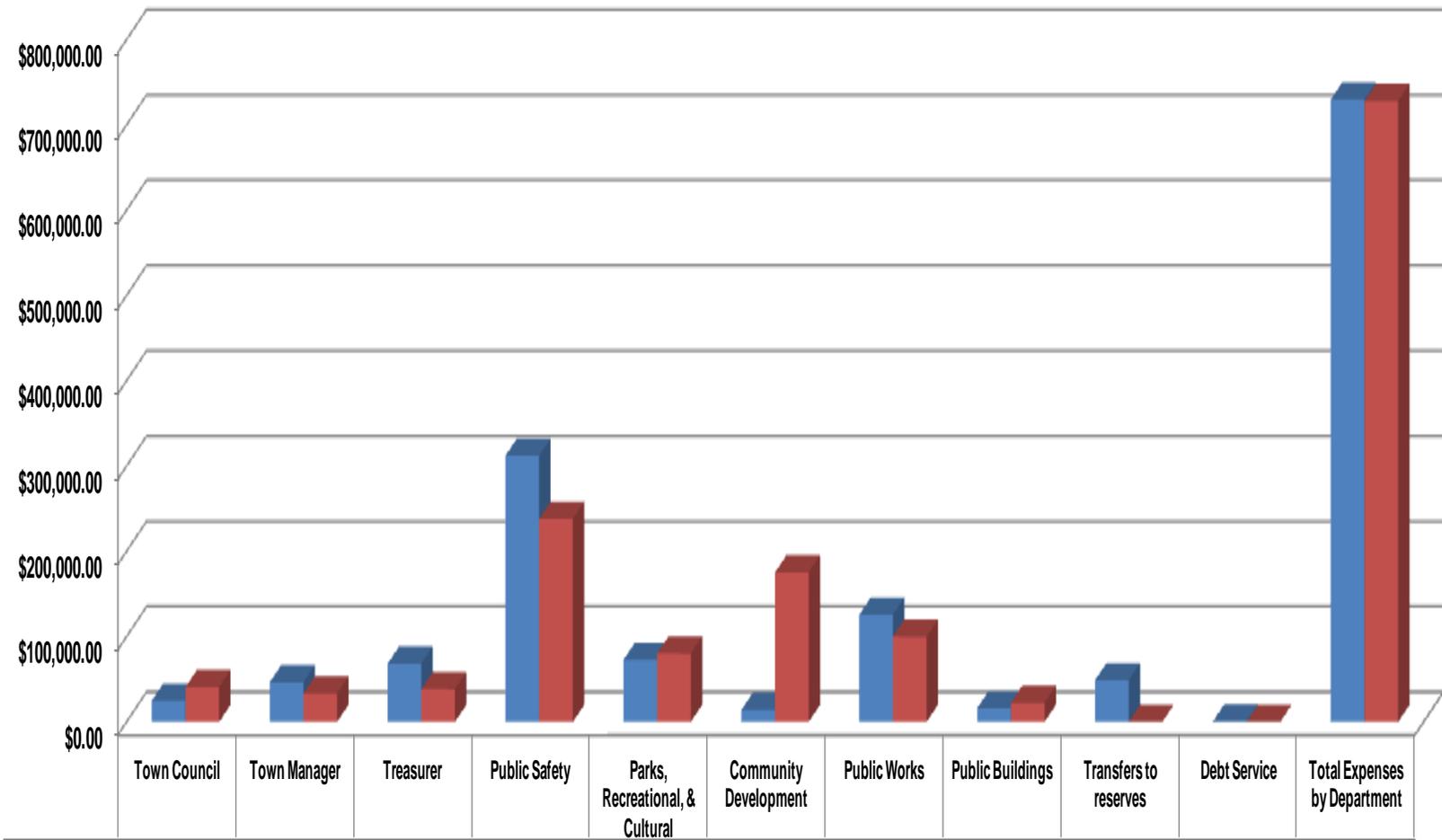
	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Forfeitures	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Aug 2012 Actual	\$3,464	\$255,592	\$(25)	\$336,472	\$30,936	\$10	\$39,033	\$4,989	\$48,523	\$6,102	\$7,609	\$3,330	\$394	\$736,429
■ Aug 2011 Actual	\$2,632	\$240,494	\$2	\$293,317	\$27,551	\$5,021	\$37,925	\$185	\$190,315	\$5,000	\$71,000	\$1,436	\$125	\$875,004

August 2012 YTD General Fund Expenses Compared to Budget



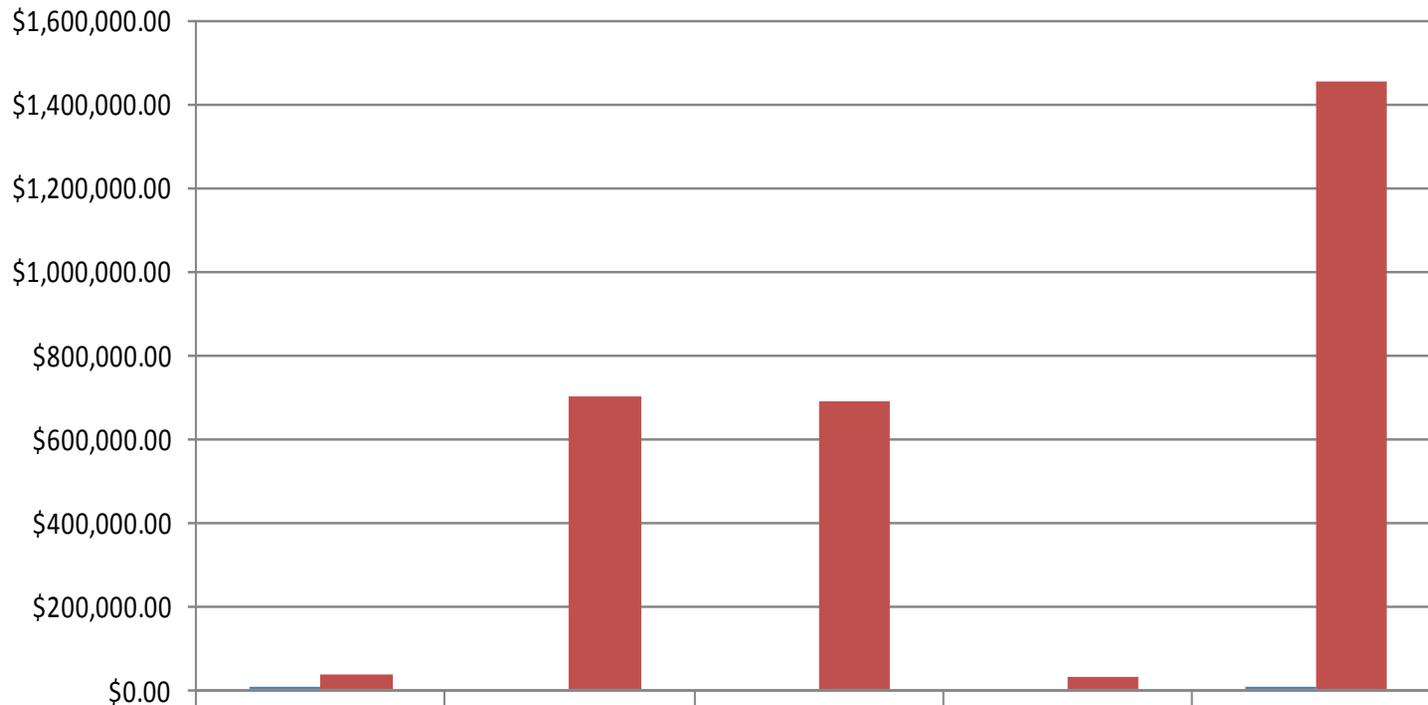
	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to reserves	Debt Service	Total Expenses by Department
Budget	\$186,335	\$321,274	\$411,065	\$2,373,645	\$636,143	\$968,046	\$857,023	\$101,500	\$-	\$58,905	\$5,913,936
Aug 2012 Actual	\$24,949	\$46,427	\$68,326	\$312,230	\$72,676	\$14,025	\$125,658	\$15,942	\$48,874	\$731	\$729,839

August 2012 YTD General Fund Expenses Compared to August 2011



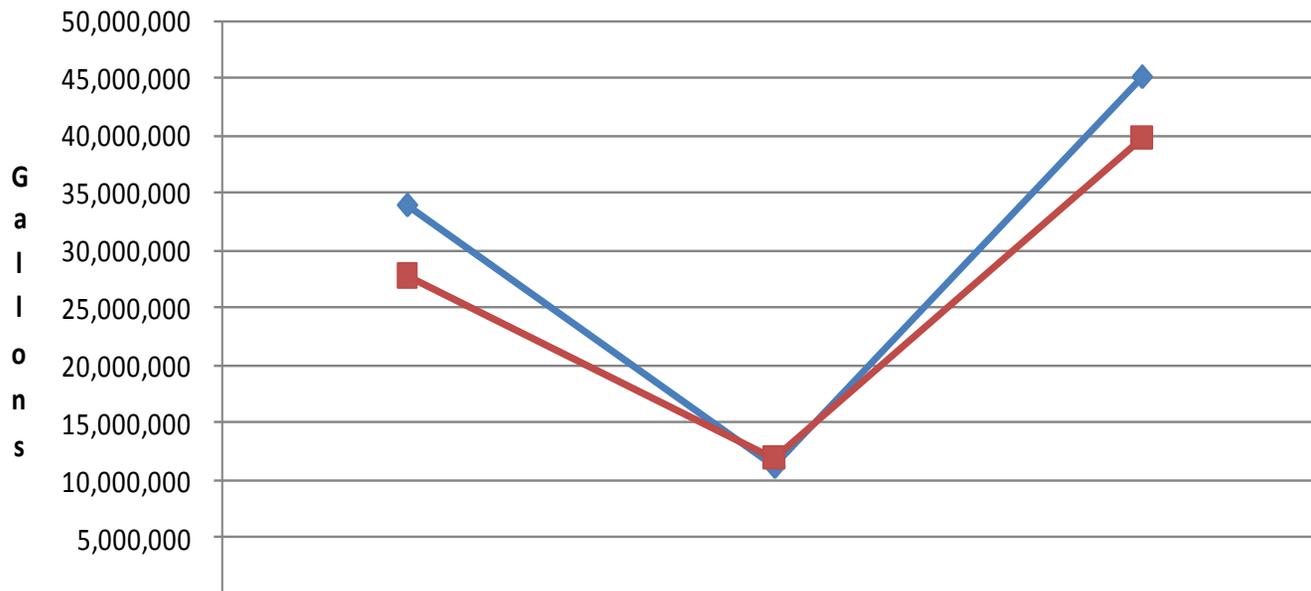
■ Aug 2012 Actual	\$24,949	\$46,427	\$68,326	\$312,230	\$72,676	\$14,025	\$125,658	\$15,942	\$48,874	\$731	\$729,839
■ Aug 2011 Actual	\$40,841	\$33,272	\$38,328	\$238,137	\$80,156	\$175,249	\$99,990	\$22,229	\$-	\$-	\$728,202

Aug YTD Pinewood Heights Expenses MY 1 Phase II



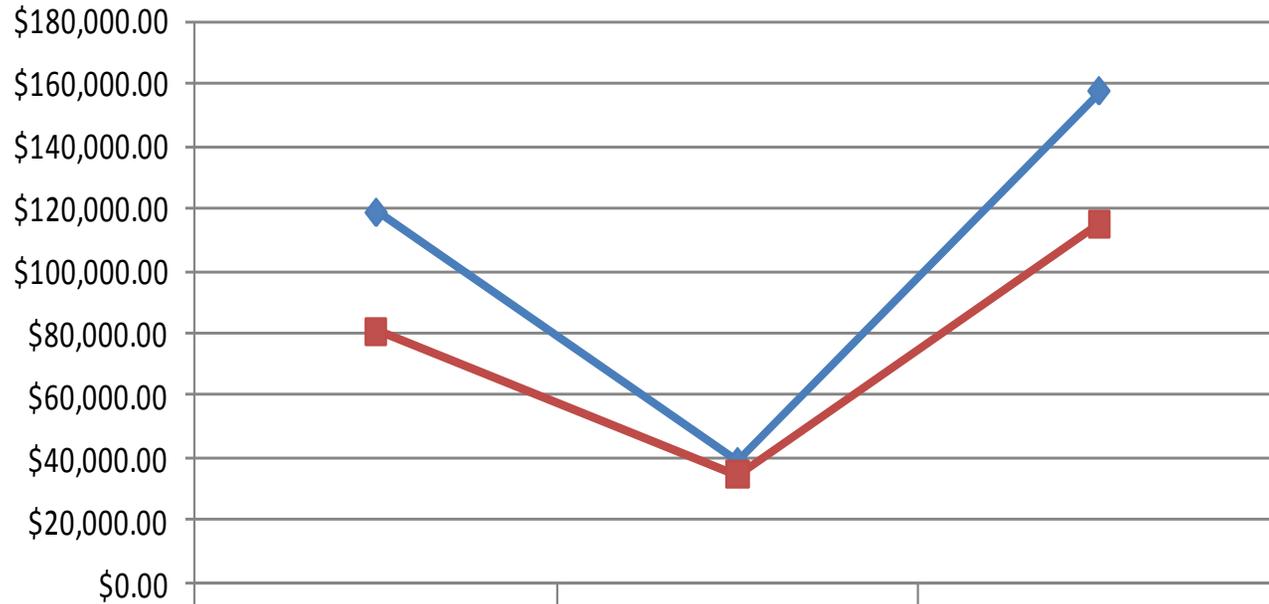
	Administration	Acquisition	Permanent Relocation	Clearance & Demolition	Total YTD MY1 Phase II
■ Aug YTD Actual	\$2,075	\$-	\$-	\$-	\$2,075
■ Budget	\$33,000	\$701,555	\$689,920	\$29,000	\$1,453,475

FY2013 YTD Sewer Consumption Compared to 2012



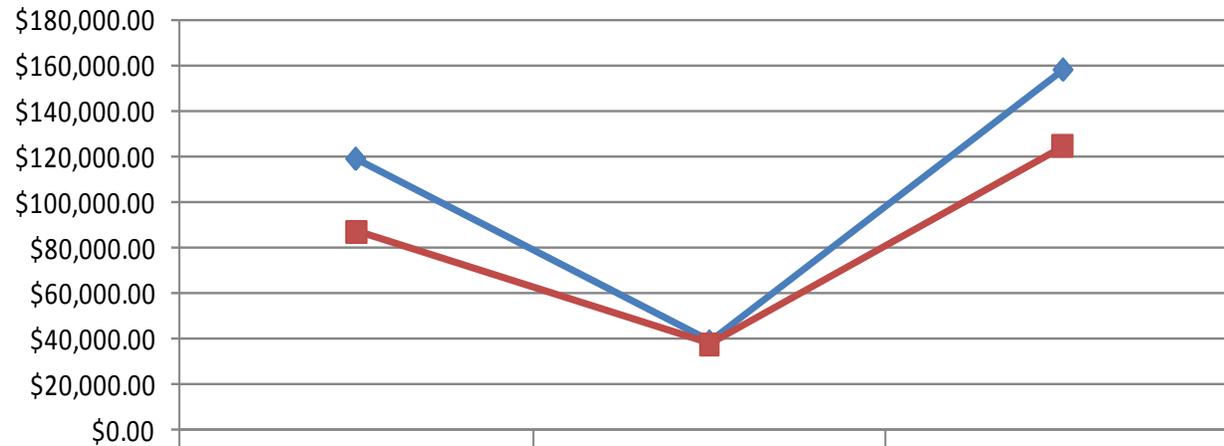
	Jul	Aug	Total
Actual 2013	33,911,769	11,150,243	45,062,012
Actual 2012	27,823,246	11,977,480	39,800,726

FY2013 YTD Sewer Charges Compared to 2012



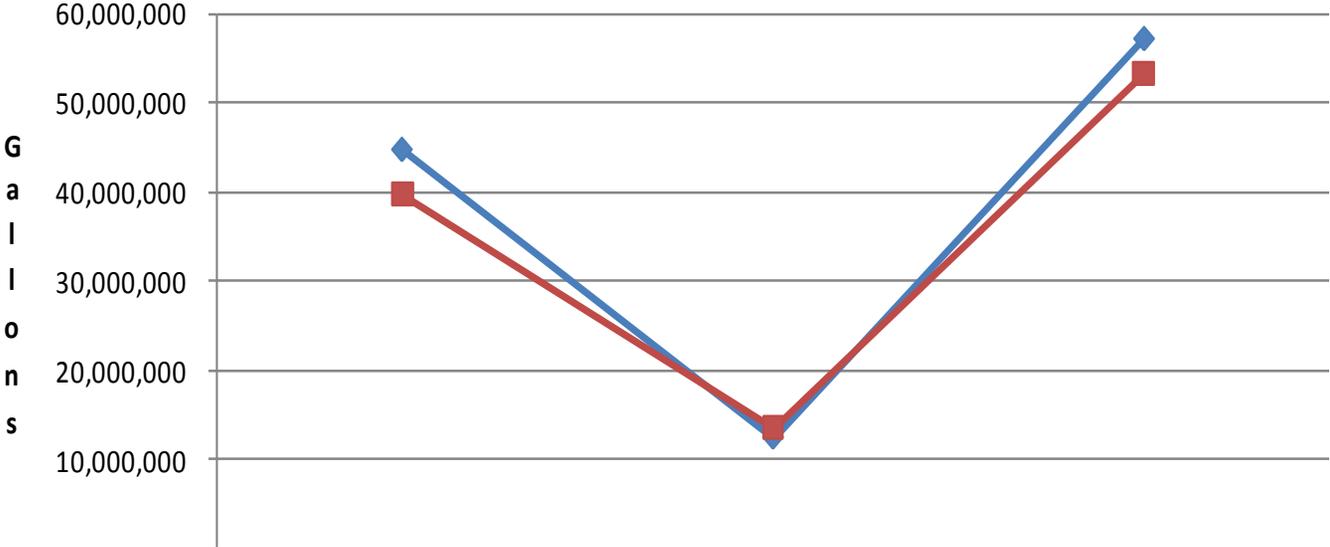
	Jul	Aug	Total
Actual 2013	\$118,797	\$38,930	\$157,727
Actual 2012	\$80,521	\$34,650	\$115,172

Aug YTD Sewer Charges Compared to Pro-Rated Budget



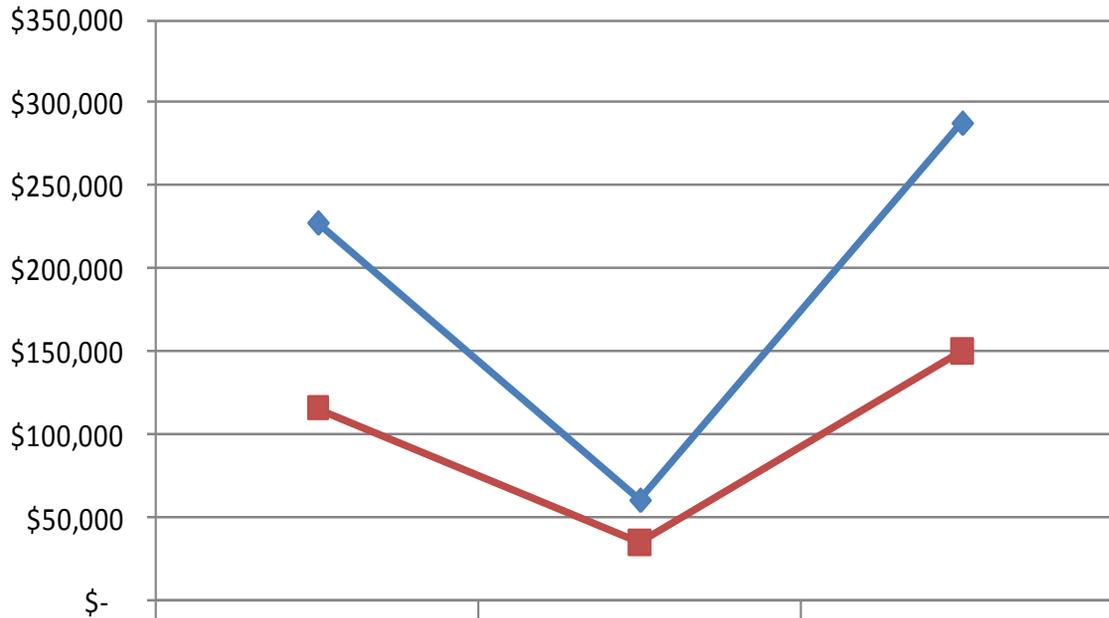
	Jul	Aug	Total
Actual	\$118,797	\$38,930	\$157,727
Pro-rated budget	\$86,949	\$37,416	\$124,365

FY2013 YTD Water Consumption Compared to 2012



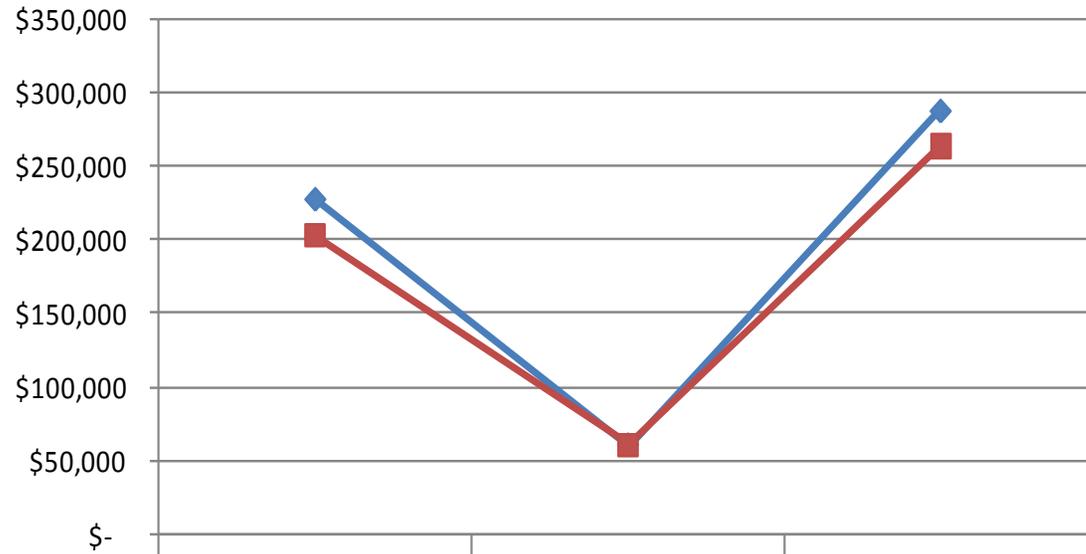
	Jul	Aug	Total
Actual 2013	44,653,181	12,421,059	57,074,240
Actual 2012	39,688,782	13,568,118	53,256,900

FY2013 YTD Water Charges Compared to 2012



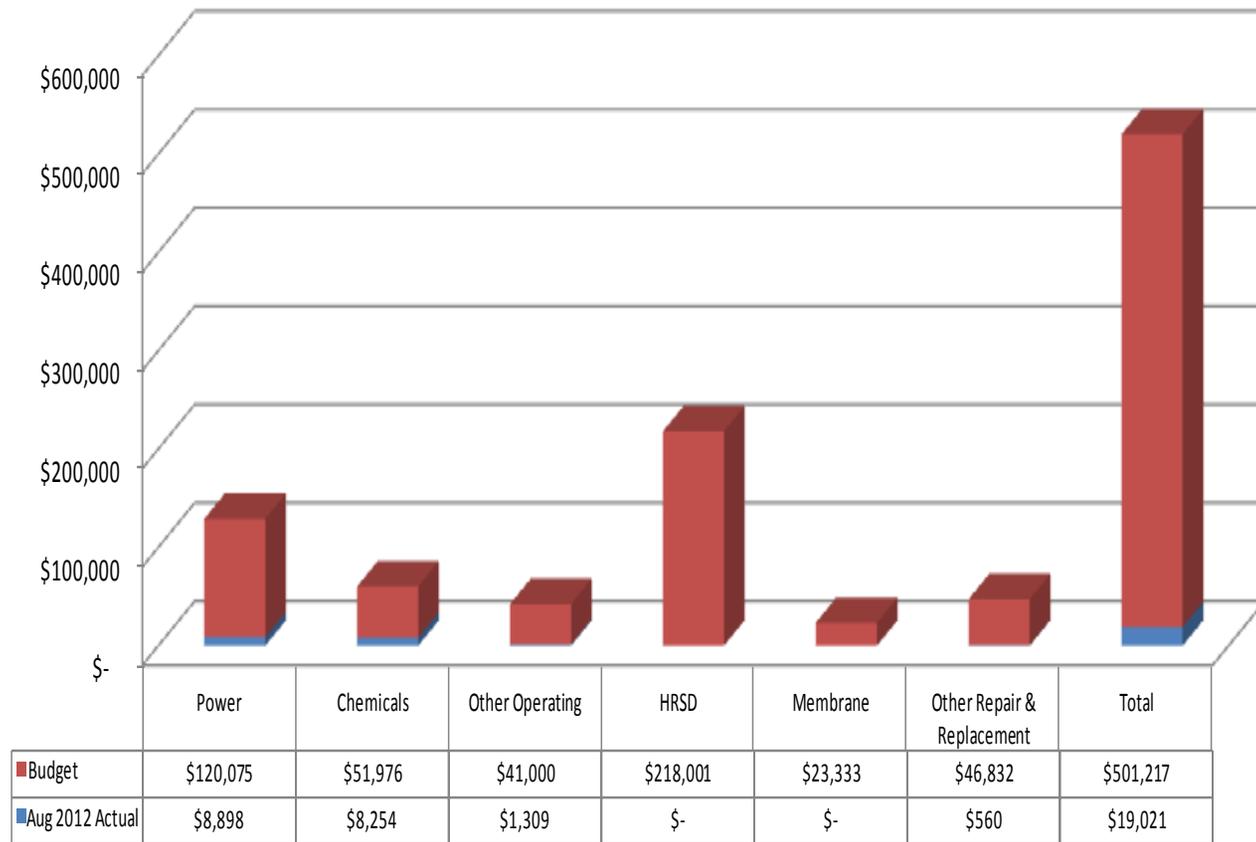
	Jul	Aug	Total
Actual 2013	\$227,860	\$60,252	\$288,113
Actual 2012	\$115,583	\$34,598	\$150,181

Aug YTD Water Charges Compared to Pro-Rated Budget

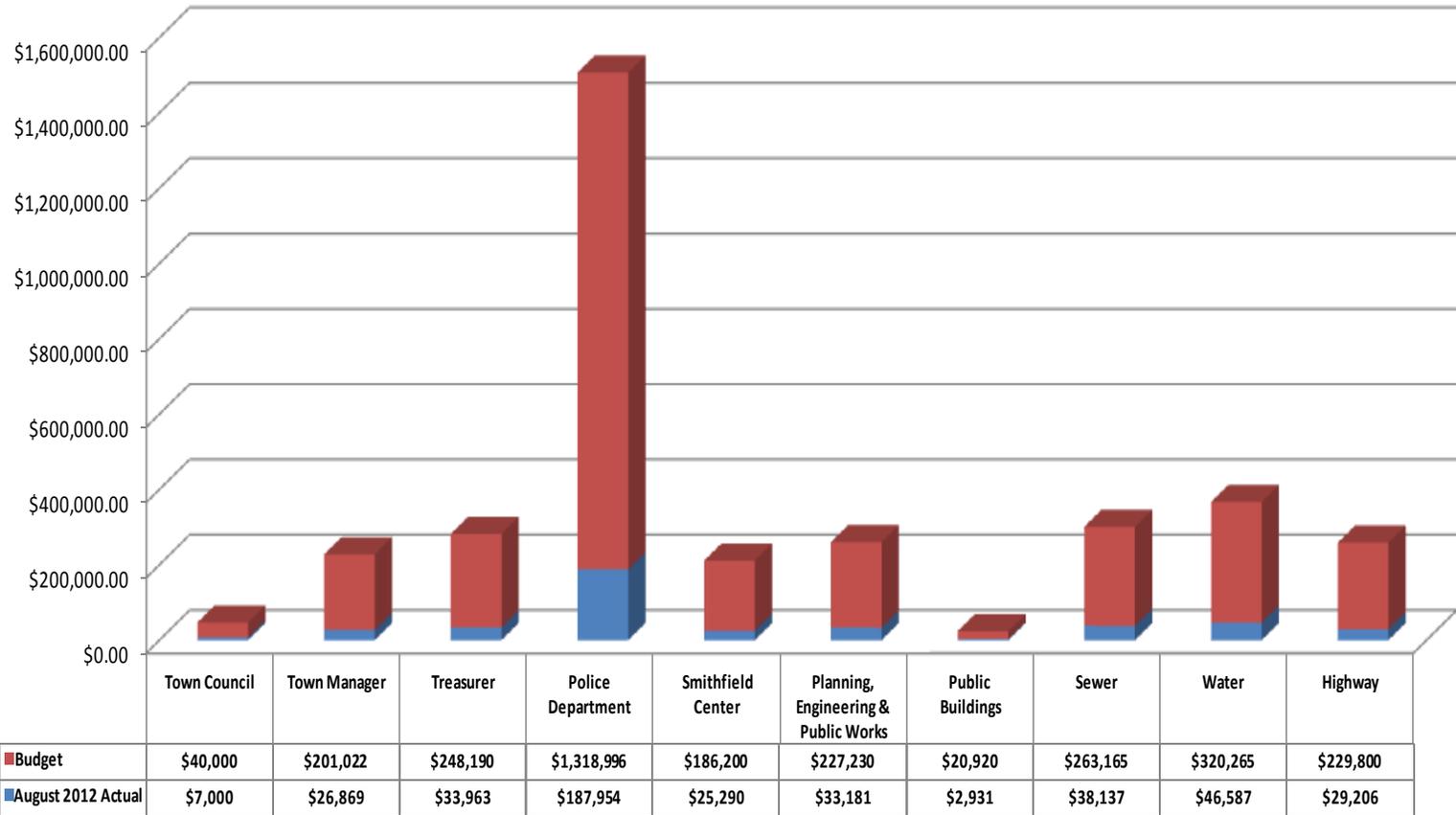


	Jul	Aug	Total
Actual	\$227,860	\$60,252	\$288,113
Pro-rated budget	\$202,662	\$60,664	\$263,326

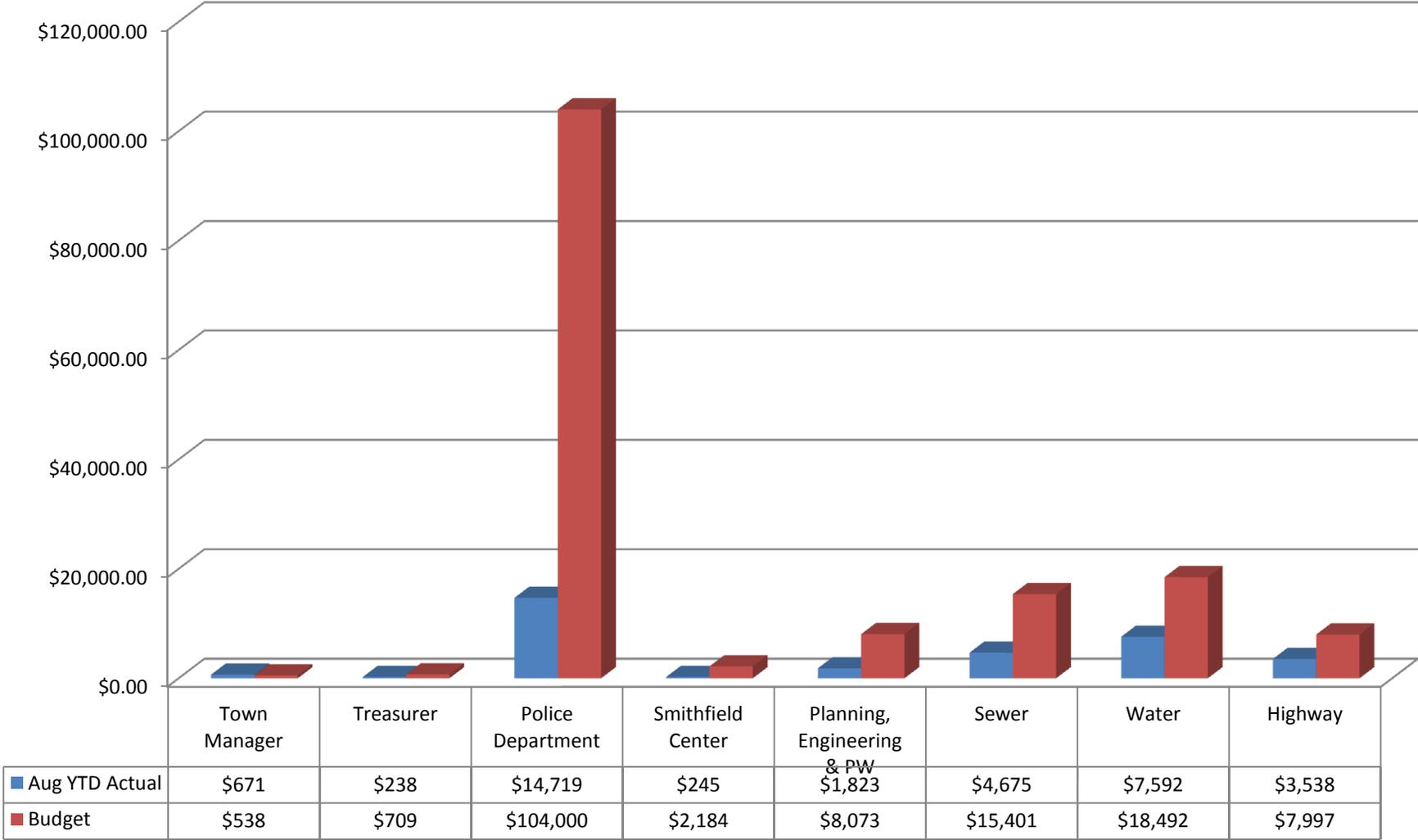
Aug 2012 YTD RO Expenses by Category



August 2012 YTD Salaries to Budget by Department



Aug YTD Overtime Compared to Budget



Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 09/30/12	Remaining Budget	% of budget
Revenue				
General Fund revenues				
General Fund revenues				
Real Estate Tax				
Current RE Tax	1,648,955.00	-	1,648,955.00	0.00%
Delinquent RE Tax	25,000.00	2,923.84	22,076.16	11.70%
Current RE Penalty	8,000.00	-	8,000.00	0.00%
Delinquent RE Penalty	2,500.00	333.62	2,166.38	13.34%
Current RE Interest	1,900.00	-	1,900.00	0.00%
Delinquent RE Interest	2,800.00	442.25	2,357.75	15.79%
Total Real Estate Taxes	1,689,155.00	3,699.71	1,685,455.29	0.22%
Personal Property Tax				
Current PP Tax	812,000.00	240,794.89	571,205.11	29.65%
Delinquent PP Tax	10,000.00	12,532.22	(2,532.22)	125.32%
Current PP Penalty	10,725.00	-	10,725.00	0.00%
Delinquent PP Penalty	3,900.00	1,762.44	2,137.56	45.19%
Current PP Interest	650.00	-	650.00	0.00%
Delinquent PP Interest	1,800.00	905.85	894.15	50.33%
Total Personal Property Tax	839,075.00	255,995.40	583,079.60	30.51%
Miscellaneous Receipts Over/Short				
	15.00	(25.26)	40.26	-168.40%
Total Over/Short	15.00	(25.26)	40.26	-168.40%
Other Taxes				
Franchise Tax	139,245.00	-	139,245.00	0.00%
Cigarette Tax	130,000.00	38,925.20	91,074.80	29.94%
Transient Occupancy Tax	140,000.00	42,546.82	97,453.18	30.39%
Meals Tax-4%	776,000.00	215,660.38	560,339.62	27.79%
Meals Tax-2%-budgeted at 1%	194,000.00	78,659.06	115,340.94	40.55%
Communications Tax	238,000.00	20,468.70	217,531.30	8.60%
Rolling Stock	25.00	13.19	11.81	52.76%
Rental Tax	1,300.00	405.00	895.00	31.15%
Sales Tax	275,000.00	24,194.51	250,805.49	8.80%
Consumption Tax	46,000.00	4,387.08	41,612.92	9.54%
Utility Tax	189,500.00	19,732.12	169,767.88	10.41%
Total Other Local Taxes	2,129,070.00	444,992.06	1,684,077.94	20.90%
Licenses, Permits & Privilege Fees				
Business Licenses	311,000.00	25,248.60	285,751.40	8.12%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 09/30/12	Remaining Budget	% of budget
Business Licenses Penalty	2,000.00	1,631.95	368.05	81.60%
Business Licenses Interest	1,500.00	137.15	1,362.85	9.14%
Permits & Other License	7,000.00	4,994.12	2,005.88	71.34%
WC Dog Park Registration	1,860.00	270.00	1,590.00	14.52%
Consultant Review Fees	5,000.00	300.00	4,700.00	6.00%
Vehicle License Tags	-	3.00	(3.00)	#DIV/0!
Vehicle License	130,000.00	1,577.30	128,422.70	1.21%
Total Licenses, permits and privilege fees	458,360.00	34,162.12	424,197.88	7.45%
<u>Fines & Costs</u>				
Public Defender Fee	-	-	-	#DIV/0!
Fines & Costs	57,000.00	200.35	56,799.65	0.35%
Total Fines & Forfeitures	57,000.00	200.35	56,799.65	0.35%
<u>From Use of Money and Property</u>				
General Fund Interest	8,000.00	1,143.22	6,856.78	14.29%
Beautification Fund Interest	15.00	42.05	(27.05)	280.33%
Note Proceeds-Farmers (HVAC Loan)	-	80,175.00	(80,175.00)	#DIV/0!
Rentals	9,365.00	6,535.98	2,829.02	69.79%
Smithfield Center Rentals	135,000.00	44,249.97	90,750.03	32.78%
Smithfield Center Vendor Programs	3,725.00	-	3,725.00	0.00%
Windsor Castle Event Rentals	4,000.00	-	4,000.00	0.00%
Fingerprinting Fees	-	310.00	(310.00)	#DIV/0!
Sale of Equipment	1,000.00	-	1,000.00	0.00%
Lease of Land	500.00	-	500.00	0.00%
Total revenue from use of money and property	161,605.00	132,456.22	29,148.78	81.96%
<u>Miscellaneous Revenue</u>				
Other Revenue	1,500.00	1,351.00	149.00	90.07%
Cash Proffer Revenues	-	-	-	#DIV/0!
Obici Foundation Wellness Grant	47,595.00	3,698.00	43,897.00	7.77%
Virginia Municipal Group Safety Grant	2,000.00	3,861.00	(1,861.00)	193.05%
Total Miscellaneous Revenue	51,095.00	8,910.00	42,185.00	17.44%
<u>From Reserves</u>				
Restricted Reserves-Beautification	-	-	-	#DIV/0!
Reserves-Pinewood Escrow	-	4,036.32	(4,036.32)	#DIV/0!
From Operating Reserves	474,086.09	284,644.41	189,441.68	60.04%
Total From Reserves	474,086.09	288,680.73	185,405.36	60.89%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 09/30/12	Remaining Budget	% of budget
<u>Intergovernmental Virginia</u>				
Law Enforcement	161,533.00	40,383.00	121,150.00	25.00%
Litter Control Grant	2,609.00	-	2,609.00	0.00%
Police Block Grants-State	-	-	-	#DIV/0!
Urban Funds-State Match	-	-	-	#DIV/0!
Fire Programs	18,568.00	3,056.00	15,512.00	16.46%
VCA Grant	5,000.00	-	5,000.00	0.00%
DCA Grant (Dam)	25,000.00	-	25,000.00	0.00%
VDEM	-	-	-	#DIV/0!
Fuel Refund (state)	7,000.00	3,046.06	3,953.94	43.52%
Total State Revenue	219,710.00	46,485.06	173,224.94	21.16%
<u>Intergovernmental Federal</u>				
Federal Grants	5,000.00	5,873.86	(873.86)	117.48%
FEMA	-	-	-	#DIV/0!
Urban Fund Partial Use Allocation	-	-	-	#DIV/0!
Federal Formula	-	-	-	#DIV/0!
Federal Grant-Transportation Enhancement Program	-	-	-	#DIV/0!
Pinewood Heights CDBG Relocation Grant-Phase I	-	-	-	#DIV/0!
Pinewood Heights CDBG Relocation Grant-Phase II-exp booked	624,720.00	-	624,720.00	0.00%
Federal Fuel Income	8,300.00	1,735.30	6,564.70	20.91%
Total Federal Revenue	638,020.00	7,609.16	630,410.84	1.19%
<u>Other Financing Sources</u>				
<u>Operating Transfers In</u>				
Transfer In for Debt Service	-	-	-	#DIV/0!
Total Operating Transfers In	-	-	-	#DIV/0!
<u>Other Financing Sources</u>				
Capital Lease Acquisition	-	-	-	#DIV/0!
General Obligation Bond-Land Acquisition	-	-	-	#DIV/0!
Insurance Recoveries	-	3,738.62	(3,738.62)	#DIV/0!
Total Other Financing Sources	-	3,738.62	(3,738.62)	#DIV/0!
<u>Contributions</u>				
CHIPS Contributions	5,300.00	394.00	4,906.00	7.43%
Ruritan Club Contribution-Ivy Hill Bench	-	1,568.00	(1,568.00)	#DIV/0!
Contributions-Employee Awards	-	-	-	#DIV/0!
Contributions-IOW County Port Authority Grants	-	-	-	#DIV/0!
Pinewood Heights Contribution-IOW	-	-	-	#DIV/0!

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 09/30/12	Remaining Budget	% of budget
Contributions South Church Street Improvement Project	-	-	-	#DIV/0!
Total Contributions	5,300.00	1,962.00	3,338.00	37.02%
Total General Fund Revenue	6,722,491.09	1,228,866.17	5,493,624.92	18.28%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects				
General Obligation Bond-Land Acquisition	-	-	-	
Cash Proffer Revenues	-	-	-	
Meals Tax (1%) allocated to Special Projects	(194,000.00)	(78,659.06)	(115,340.94)	
South Church Street Improvement Project-Grants	-	-	-	
South Church Street Improvement Project-Contributions	-	-	-	
Beautification Reserves		(288,680.73)	288,680.73	
Pinewood Heights Relocation Project -Grant-\$800,000	(624,720.00)	-	(624,720.00)	
Pinewood Heights Relocation Project-Contribution-IOW	-	-		
Total Non-operating Revenues	(818,720.00)	(367,339.79)	(451,380.21)	44.87%
Total General Fund Operating Revenues	5,903,771.09	861,526.38	5,042,244.71	14.59%
General Fund Budget Expenses				
Description	Adopted Budget 2012/2013	Actual as of 09/30/12	Remaining Budget	% of budget
GENERAL GOVERNMENT				
Town Council				
Salaries	40,000.00	10,170.00	29,830.00	25.43%
FICA	3,468.00	913.28	2,554.72	26.33%
Employee Wellness/Assistance Plan	1,900.00	409.50	1,490.50	21.55%
Legal Fees	30,000.00	5,065.00	24,935.00	16.88%
Election Expense	3,000.00	-	3,000.00	0.00%
Maintenance contracts	600.00	-	600.00	0.00%
Advertising	30,000.00	1,874.08	28,125.92	6.25%
Engineering	-	-	-	#DIV/0!
Professional Services	2,500.00	-	2,500.00	0.00%
Records Management maint & upgrades-scanner & software	3,900.00	-	3,900.00	0.00%
Site Plan Review	5,000.00	-	5,000.00	0.00%
Communications	5,100.00	473.11	4,626.89	9.28%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 09/30/12	Remaining Budget	% of budget
Insurance	27,665.00	6,531.25	21,133.75	23.61%
Supplies	20,000.00	1,005.00	18,995.00	5.03%
Travel & Training	7,000.00	1,080.20	5,919.80	15.43%
Subscriptions/Memberships	9,000.00	5,369.00	3,631.00	59.66%
Council Approved Items	10,000.00	1,939.96	8,060.04	19.40%
Public Defender Fees	2,000.00	-	2,000.00	0.00%
Bank Charges	375.00	66.00	309.00	17.60%
SpecialProjects	1,000.00	1,342.43	(342.43)	134.24%
Smithfield CHIPS program	3,772.00	2,256.00	1,516.00	59.81%
Update Town Charter & Code	2,000.00	-	2,000.00	0.00%
Education /Clerk	-	-	-	#DIV/0!
Annual Christmas Parade	325.00	-	325.00	0.00%
Council Approved Hwy	(22,270.00)	-	(22,270.00)	0.00%
Total Town Council	186,335.00	38,494.81	147,840.19	20.66%
<u>Town Manager</u>				
Salaries	201,022.01	42,647.85	158,374.16	21.22%
FICA	16,082.00	3,447.40	12,634.60	21.44%
VSRS	26,320.00	6,519.69	19,800.31	24.77%
Health	34,775.00	11,590.67	23,184.33	33.33%
Auto Expense	500.00	-	500.00	0.00%
Maintenance Contracts	1,400.00	-	1,400.00	0.00%
Communications	15,500.00	2,514.57	12,985.43	16.22%
Insurance	2,725.00	693.06	2,031.94	25.43%
Supplies	5,500.00	2,195.34	3,304.66	39.92%
Dues & Subscriptions	2,800.00	1,390.69	1,409.31	49.67%
Computer & technology expenses	16,000.00	960.26	15,039.74	6.00%
Travel & Training	5,000.00	597.72	4,402.28	11.95%
Other	100.00	55.00	45.00	55.00%
TM Allocated to Hwy	(6,450.00)	-	(6,450.00)	0.00%
Total Town Manager	321,274.01	72,612.25	248,661.76	22.60%
<u>Treasurer</u>				
Salaries	248,190.00	52,432.29	195,757.71	21.13%
FICA	19,860.00	4,238.31	15,621.69	21.34%
VSRS	30,885.00	7,650.75	23,234.25	24.77%
Health	30,650.00	8,379.39	22,270.61	27.34%
Audit	23,250.00	5,650.00	17,600.00	24.30%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 09/30/12	Remaining Budget	% of budget
Depreciation Software	2,700.00	-	2,700.00	0.00%
Communications	7,800.00	1,265.50	6,534.50	16.22%
Data Processing	18,000.00	2,993.19	15,006.81	16.63%
Service Contracts	17,100.00	9,573.55	7,526.45	55.99%
Insurance	2,350.00	597.34	1,752.66	25.42%
Supplies	15,000.00	3,048.45	11,951.55	20.32%
Dues & Subscriptions	2,300.00	1,022.26	1,277.74	44.45%
Credit Card Processing	1,000.00	230.97	769.03	23.10%
Cigarette Tax Stamps	2,575.00	-	2,575.00	0.00%
Travel & Training	1,500.00	26.33	1,473.67	1.76%
Other	100.00	-	100.00	0.00%
Treasurer Alloc to Hwy	(12,195.00)	-	(12,195.00)	0.00%
Total Treasurer	411,065.00	97,108.33	313,956.67	23.62%
PUBLIC SAFETY				
Police Department				
Salaries	1,318,996.00	286,609.35	1,032,386.65	21.73%
FICA	102,800.00	22,558.23	80,241.77	21.94%
VSRS	151,165.00	36,281.57	114,883.43	24.00%
Health Insurance	189,610.00	54,734.47	134,875.53	28.87%
Pre-employ screening/Emp Medical	2,000.00	-	2,000.00	0.00%
Uniforms	34,000.00	1,092.04	32,907.96	3.21%
Service Contracts	37,000.00	21,045.43	15,954.57	56.88%
Communications	65,000.00	8,842.47	56,157.53	13.60%
Computer & Technology Expenses	10,000.00	2,679.67	7,320.33	26.80%
Insurance	49,000.00	12,365.40	36,634.60	25.24%
Ins. - LODA	10,431.08	8,534.52	1,896.56	81.82%
Materials & Supplies	30,500.00	5,152.84	25,347.16	16.89%
Dues & Subscriptions	4,000.00	597.00	3,403.00	14.93%
Equipment	15,000.00	4,218.02	10,781.98	28.12%
Radio & Equipment repairs	3,500.00	-	3,500.00	0.00%
Vehicle Maintenance	40,000.00	3,975.49	36,024.51	9.94%
Gas	85,000.00	16,704.15	68,295.85	19.65%
Tires	7,500.00	259.00	7,241.00	3.45%
Travel & Training	30,000.00	6,785.11	23,214.89	22.62%
Special Events	500.00	347.71	152.29	69.54%
Crimes Network	-	-	-	#DIV/0!
Police Grants	25,000.00	3,718.33	21,281.67	14.87%
Investigation expenses	5,000.00	866.88	4,133.12	17.34%
Other	-	10.00	(10.00)	#DIV/0!

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 09/30/12	Remaining Budget	% of budget
Total Police Department	2,216,002.08	497,377.68	1,718,624.40	22.44%
<u>Fire Department</u>				
Salaries (Contribution to County)	-	-	-	#DIV/0!
Member Physicals	-	-	-	#DIV/0!
Uniforms	-	-	-	#DIV/0!
Protective Clothing	-	-	-	#DIV/0!
Communications	-	-	-	#DIV/0!
Computer & Technology Expenses	-	-	-	#DIV/0!
Insurance	-	-	-	#DIV/0!
Materials & Supplies	-	-	-	#DIV/0!
Radio Repairs & Maint	-	-	-	#DIV/0!
Truck Operation & Maint.	-	-	-	#DIV/0!
Gas & Tires	-	-	-	#DIV/0!
Maintenance Contracts	-	-	-	#DIV/0!
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
Annual Meeting	-	-	-	#DIV/0!
State Pass Thru	18,568.00	-	18,568.00	0.00%
Total Fire Department	31,568.00	0.00	31,568.00	0.00%
<u>Contributions-Public Safety</u>				
Rescue Squad - Contrib.	-	-	-	#DIV/0!
Rescue Squad-Salaries (to County) & shared maintenance	-	-	-	#DIV/0!
E911 Dispatch Center	116,075.00	1,690.91	114,384.09	1.46%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
Total Contributions-Public Safety	126,075.00	1,690.91	124,384.09	1.34%
<u>PARKS, RECREATION & CULTURAL</u>				
<u>Smithfield Center</u>				
Salaries	186,200.00	38,615.30	147,584.70	20.74%
FICA	14,896.00	3,207.42	11,688.58	21.53%
VSRS	17,170.00	4,252.72	12,917.28	24.77%
Health	24,205.00	8,068.24	16,136.76	33.33%
Uniforms	1,200.00	-	1,200.00	0.00%
Contracted Services	23,000.00	8,907.03	14,092.97	38.73%
Retail Sales & Use Tax	500.00	-	500.00	0.00%
Utilities	35,000.00	6,012.44	28,987.56	17.18%
Communications	21,500.00	2,872.99	18,627.01	13.36%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 09/30/12	Remaining Budget	% of budget
Computer & technology expenses	2,500.00	351.96	2,148.04	14.08%
Insurance	4,535.00	1,145.67	3,389.33	25.26%
Kitchen Supplies	4,000.00	907.92	3,092.08	22.70%
Office Supplies/Other Supplies	5,000.00	665.02	4,334.98	13.30%
Food Service & Beverage Supplies	6,000.00	1,074.07	4,925.93	17.90%
AV Supplies	1,000.00	271.89	728.11	27.19%
Equipment	-	-	-	#DIV/0!
Repairs & Maintenance	40,000.00	12,715.23	27,284.77	31.79%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	-	10,000.00	0.00%
Hurricane Irene Repairs & Maintenance	-	-	-	#DIV/0!
Landscaping	10,000.00	2,101.77	7,898.23	21.02%
Travel & Training	2,000.00	1,236.79	763.21	61.84%
Programming Expenses	1,000.00	-	1,000.00	0.00%
Advertising	20,000.00	7,190.75	12,809.25	35.95%
Refund event deposits	3,500.00	1,312.50	2,187.50	37.50%
Other	-	-	-	#DIV/0!
Credit card processing expense	3,650.00	1,387.69	2,262.31	38.02%
Total Smithfield Center	436,856.00	102,297.40	334,558.60	23.42%
<u>Contributions-Parks, Recreation and Cultural</u>				
Farmers Market	3,000.00	-	3,000.00	0.00%
Hampton Roads Partnership	1,960.00	-	1,960.00	0.00%
Isle of Wight Arts League	10,000.00	-	10,000.00	0.00%
Library	36,000.00	-	36,000.00	0.00%
Total Contributions-Park, Recreation and Cultural	50,960.00	-	50,960.00	0.00%
<u>Parks & Recreation</u>				
Fishing Pier	600.00	-	600.00	0.00%
Jersey Park Playground	500.00	-	500.00	0.00%
Pinewood Playground	500.00	-	500.00	0.00%
Clontz Park	1,000.00	281.24	718.76	28.12%
Windsor Castle	85,000.00	9,584.19	75,415.81	11.28%
Community Wellness Initiative	23,727.00	65.00	23,662.00	0.27%
Virginia Healthy Youth Foundation	-	-	-	#DIV/0!
Cypress Creek-No Wake Zone	-	-	-	#DIV/0!
Waterworks Dam (possible \$50,000)	35,000.00	1,750.00	33,250.00	5.00%
Fireworks	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	148,327.00	13,680.43	134,646.57	9.22%

Town of Smithfield					
General Fund Operating Budget					
Description	Adopted Budget 2012/2013	Actual as of 09/30/12	Remaining Budget	% of budget	
COMMUNITY DEVELOPMENT					
Pinewood Heights					
Non-CDBG Contributed Operating Expenses					
Administration					
Precontract/ERR	6,000.00	3,948.82	2,051.18	65.81%	
Management Assistance	24,000.00	-	24,000.00	0.00%	
Monitoring/Closeout	3,000.00	-	3,000.00	0.00%	
Permanent Relocation					
Owner Occupied Households	514,020.00	-	514,020.00	0.00%	
Renter Occupied Households	49,400.00	4,036.32	45,363.68	8.17%	
Relocation Specialist	15,000.00	-	15,000.00	0.00%	
Acquisition Specialist	15,000.00	-	15,000.00	0.00%	
Clearance & Demolition	29,000.00	11,950.00	17,050.00	41.21%	
Phase II Planning Grant		-	-	#DIV/0!	
Subtotal Non CDBG	655,420.00	19,935.14	635,484.86	3.04%	
CDBG Contributed Operating Expenses					
Permanent Relocation					
Owner Occupied Households		-	-	#DIV/0!	
Renter Occupied Households		-	-	#DIV/0!	
Clearance & Demolition		-	-	#DIV/0!	
Phase II Planning Grant	-	-	-	#DIV/0!	
Subtotal CDBG	-	-	-	#DIV/0!	
Total Pinewood Heights Contributions	655,420.00	19,935.14	635,484.86	3.04%	
Contributions-Community Development					
APVA Courthouse Contribution	5,000.00	-	5,000.00	0.00%	
Chamber of Commerce	6,000.00	-	6,000.00	0.00%	
Christian Outreach	6,000.00	-	6,000.00	0.00%	
Genieve Shelter	9,000.00	-	9,000.00	0.00%	

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 09/30/12	Remaining Budget	% of budget
TRIAD	1,650.00	-	1,650.00	0.00%
Tourism Bureau	209,976.00	-	209,976.00	0.00%
Historic Smithfield-20/20 donation	-	-	-	#DIV/0!
Western Tidewater Free Clinic	25,000.00	-	25,000.00	0.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
Total Contributions-Community Development	312,626.00	-	312,626.00	0.00%
PUBLIC WORKS				
Planning, Engineering & Public Works				
Salaries	227,230.00	50,789.04	176,440.96	22.35%
FICA	18,180.00	4,105.47	14,074.53	22.58%
VSRS	33,160.00	7,468.48	25,691.52	22.52%
Health	35,300.00	11,505.68	23,794.32	32.59%
Uniforms	2,000.00	148.88	1,851.12	7.44%
Contractual	8,500.00	1,940.87	6,559.13	22.83%
GIS	-	400.00	(400.00)	#DIV/0!
Recycling-new contract	62,000.00	8,155.00	53,845.00	13.15%
Trash Collection-new contract-2% for CPI	397,000.00	96,489.62	300,510.38	24.30%
Street Lights-any new installs	5,000.00	121.09	4,878.91	2.42%
Communications	20,000.00	2,471.72	17,528.28	12.36%
Safety Meetings	7,500.00	499.24	7,000.76	6.66%
Insurance	7,575.00	1,918.30	5,656.70	25.32%
Materials & Supplies	6,000.00	521.86	5,478.14	8.70%
Repairs & Maintenance	7,000.00	6,111.41	888.59	87.31%
Hurricane Irene Expenses	-	-	-	#DIV/0!
Gas & Tires	10,500.00	1,880.91	8,619.09	17.91%
Travel & Training	6,000.00	1,241.89	4,758.11	20.70%
Haydens Lane Maintenance	3,500.00	-	3,500.00	0.00%
Veterans War Memorial	1,000.00	23.74	976.26	2.37%
Streetscape improvements-non capital expenses (web)	-	-	-	#DIV/0!
Litter Control Grant	3,078.00	-	3,078.00	0.00%
Dues & Subscriptions-	2,000.00	776.00	1,224.00	38.80%
Other	1,000.00	116.91	883.09	11.69%
Public Works Alloc to Hwy	(6,500.00)	-	(6,500.00)	0.00%
Total Public Works	857,023.00	196,686.11	660,336.89	22.95%
PUBLIC BUILDINGS				
Public Buildings				
Salaries	20,920.00	4,404.03	16,515.97	21.05%
FICA	1,675.00	405.37	1,269.63	24.20%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 09/30/12	Remaining Budget	% of budget
Contractual	5,500.00	2,071.44	3,428.56	37.66%
Communications	3,750.00	2,069.55	1,680.45	55.19%
Utilities	43,000.00	8,317.26	34,682.74	19.34%
Insurance	2,105.00	495.58	1,609.42	23.54%
Materials & Supplies	2,500.00	1,436.81	1,063.19	57.47%
Repairs & Maintenance	30,000.00	2,296.09	27,703.91	7.65%
Hurricane Irene Expenses	-	-	-	#DIV/0!
Rent Expense-Office Space	4,800.00	800.00	4,000.00	16.67%
Other	1,000.00	142.88	857.12	14.29%
Alloc Costs to Hwy	(13,750.00)	-	(13,750.00)	0.00%
Total Public Buildings	101,500.00	22,439.01	79,060.99	22.11%
OTHER FINANCING USES				
Other Financing Uses				
Transfers to Operating Reserves		-	-	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Pinewood)		74,710.24	(74,710.24)	#DIV/0!
Transfers to Restricted Reserves-S Church Street Project	-	-	-	#DIV/0!
Total Transfers from Reserves	-	74,710.24	(74,710.24)	#DIV/0!
DEBT SERVICE				
Debt Service				
Principal Retirement				
Public Building Acquisition	19,914.00	1,238.01	18,675.99	6.22%
Line of Credit Retirement-interest	5,000.00	1,950.00	3,050.00	39.00%
Interest and fiscal charges				
Public Building Acquisition	33,991.00	240.52	33,750.48	0.71%
Total Debt Service	58,905.00	3,428.53	55,476.47	5.82%
Total General Fund Expenses	5,913,936.09	1,140,460.84	4,773,475.25	19.28%
Less Expenses related to capital projects:				
Legal Fees	-	-	-	
Professional Fees	-	-	-	
Pinewood Heights Relocation Project Expenses	(655,420.00)	(19,935.14)	(635,484.86)	
Pinewood Heights Line of Credit Expenses	(5,000.00)	(1,950.00)	(3,050.00)	
Total Non-operating Expenses	(660,420.00)	(21,885.14)	(638,534.86)	3.31%
Total General Fund Operating Expenses	5,253,516.09	1,118,575.70	4,134,940.39	21.29%

Town of Smithfield							
General Fund Operating Budget							
	Adopted Budget	Actual as of		Remaining	% of		
Description	2012/2013	09/30/12		Budget	budget		
Net Operating Reserve (+/-)	650,255.00	(257,049.32)		907,304.32	-39.53%		
Net Reserve (+/-)	808,555.00	88,405.33		720,149.67	10.93%		

	Adopted Budget 2012/2013	Actual 9/30/2012	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	808,555.00	88,405.33	720,149.67	10.93%
Capital Outlay General Fund				
GENERAL GOVERNMENT				
COMMUNITY DEVELOPMENT				
Pinewood Heights Relocation-CIP				
Non CDBG Capital Acquisition				
Owner Occupied Units	(1,830.00)	-	(1,830.00)	0.00%
Renter Occupied Units	(322,305.00)	-	(322,305.00)	0.00%
Vacant Lots	-	-	-	#DIV/0!
Appraisal/Legal	(9,620.00)	-	(9,620.00)	0.00%
Subtotal Non CDBG Capital Acquisition	(333,755.00)	-	(333,755.00)	0.00%
CDBG Capital Acquisition-MY2				
Owner Occupied Units	(352,800.00)	-	(352,800.00)	0.00%
Renter Occupied Units	-	-	-	#DIV/0!
Vacant Lots	-	-	-	#DIV/0!
Subtotal CDBG Capital Acquisition	(352,800.00)	-	(352,800.00)	0.00%
Total Pinewood Heights Relocation CIP	(686,555.00)	-	(686,555.00)	0.00%
PARKS, RECREATION AND CULTURAL				
Smithfield Center-HVAC unit	(24,000.00)	-	(24,000.00)	0.00%
Windsor Castle-Light Tower	-	(1,800.00)	1,800.00	#DIV/0!
PUBLIC SAFETY				
Police				
Police Vehicles	(88,000.00)	(23,474.00)	(64,526.00)	26.68%
Ipads for vehicles		(5,372.00)	5,372.00	#DIV/0!
Copier	(10,000.00)		(10,000.00)	0.00%
Command Vehicle	-	-	-	#DIV/0!
PUBLIC WORKS				
Vehicles and Equipment	-	-	-	#DIV/0!
N/S Church St Streetscape Improvements	-	(57,759.33)	57,759.33	#DIV/0!
PUBLIC BUILDINGS				
Generator	-	-	-	#DIV/0!
Office Space Improvements-furniture, security, landscaping	-	-	-	#DIV/0!
Office Space Improvements-contractor (building only)-defer one year	-	-	-	#DIV/0!
Net Capital Outlay	(808,555.00)	(88,405.33)	(720,149.67)	#REF!

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget 2012/2013	Balance as of 09/30/12	Remaining Budget	% of budget
Revenue				
Operating Revenues				
Sewer Charges	812,935.00	250,727.21	562,207.79	30.84%
Sewer Compliance Fee	490,425.00	138,322.20	352,102.80	28.20%
VML Safety Grant	-	-	-	#DIV/0!
Miscellaneous Revenue	500.00	593.75	(93.75)	118.75%
Connection fees	23,700.00	7,900.00	15,800.00	33.33%
Total Operating Revenue	1,327,560.00	397,543.16	930,016.84	29.95%
Town of Smithfield				
Sewer Fund Budget				
Description	Adopted Budget 2012/2013	Balance as of 09/30/12	Remaining Budget	% of budget
Expenses				
Operating Expenses				
Salaries	263,165.00	57,836.11	205,328.89	21.98%
FICA	21,055.00	4,675.12	16,379.88	22.20%
VSRS	34,605.00	8,148.98	26,456.02	23.55%
Health	42,920.00	13,907.57	29,012.43	32.40%
Uniforms	2,500.00	438.82	2,061.18	17.55%
Audit & Legal Fees	21,625.00	3,862.43	17,762.57	17.86%
HRPDC sewer programs	899.00	224.75	674.25	25.00%
Maintenance & Repairs	50,000.00	12,545.06	37,454.94	25.09%
Hurricane Irene Expenses	-	-	-	#DIV/0!
VAC Truck Repairs & Maintenance	7,500.00	489.70	7,010.30	6.53%
Data Processing	14,000.00	2,029.94	11,970.06	14.50%
Dues & Subscriptions	150.00	29.00	121.00	19.33%
Utilities	40,000.00	5,363.51	34,636.49	13.41%
SCADA Expenses	3,500.00	753.73	2,746.27	21.54%
Telephone	16,500.00	1,321.50	15,178.50	8.01%
Insurance	14,700.00	3,717.91	10,982.09	25.29%
Materials & Supplies	46,000.00	3,257.86	42,742.14	7.08%
Truck Operations	14,000.00	2,141.89	11,858.11	15.30%
Travel & Training	4,000.00	-	4,000.00	0.00%
Contractual	3,250.00	682.70	2,567.30	21.01%
Miscellaneous	600.00	131.91	468.09	21.99%

Bad Debt Expense	2,400.00	-	2,400.00	0.00%
Bank Service Charges	325.00	-	325.00	0.00%
Total Sewer Fund Operating Expenses before D&A Exp.	603,694.00	121,558.49	482,135.51	20.14%
Operating Income before D&A Expense	723,866.00	275,984.67	447,881.33	38.13%
Depreciation & Amort. Exp.	465,000.00	112,436.19	352,563.81	24.18%
Operating Income (Loss)	258,866.00	163,548.48	95,317.52	63.18%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	61,800.00	20,600.00	41,200.00	33.33%
Insurance Reimbursements	-	-	-	#DIV/0!
Contributed Capital-Smithfield Foods Rev Ln	20,690.00	-	20,690.00	0.00%
Interest Revenue	3,250.00	1,563.89	1,686.11	48.12%
Interest Expense	(43,475.00)	-	(43,475.00)	0.00%
Total Nonoperating Revenues (Expenses)	42,265.00	22,163.89	20,101.11	52.44%
Net Income (loss)	301,131.00	185,712.37	115,418.63	61.67%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(61,800.00)	(20,600.00)	(41,200.00)	33.33%
Contributed Capital-Smithfield Foods Rev Ln	(20,690.00)	-	(20,690.00)	0.00%
Compliance Fee	(490,425.00)	(138,322.20)	(352,102.80)	28.20%
Bad Debt Expense	2,400.00	-	2,400.00	0.00%
Depreciation & Amort. Exp.	465,000.00	112,436.19	352,563.81	24.18%
Additional debt service costs-principal expense	(70,550.00)	-	(70,550.00)	0.00%
Total adjustments to CAFR	(176,065.00)	(46,486.01)	(129,578.99)	26.40%
Working adjusted income	125,066.00	139,226.36	(14,160.36)	111.32%

	Adopted Budget 2012/2013	Actual 9/30/2012	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	125,066.00	139,226.36	(14,160.36)	111.32%
Sewer SSO Consent Order	(660,000.00)	-	(660,000.00)	0.00%
Construction Standards Update	(4,482.00)	(280.80)	(4,201.20)	6.27%
Sewer Master Plan	-	-	-	#DIV/0!
Rubber tire backhoe	-	-	-	#DIV/0!
Hot box for asphalt	-	-	-	#DIV/0!
Light Tower (1/4)	-	(1,800.00)	1,800.00	#DIV/0!
Sewer Capital Repairs-Drainage project 117 N Church	(100,000.00)	-	(100,000.00)	0.00%
Vehicle/Equipment	(17,500.00)	-	(17,500.00)	0.00%
Net Capital Outlay	(781,982.00)	(2,080.80)	(779,901.20)	0.27%
Net Reserves (Deficit) after capital outlay	(656,916.00)	137,145.56	(794,061.56)	-20.88%
Funding from Development Escrow	-	-	-	
Reserves from Sewer Capital Escrow Account	100,000.00	-	100,000.00	0.00%
Funding from Sewer Compliance Fee	660,000.00	-	660,000.00	0.00%
Draw from operating reserves	-	-	-	#DIV/0!
Funding from Bond Escrow (released from refinance)	-	-	-	
Net Cashflow	103,084.00	137,145.56	(34,061.56)	133.04%

Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2012/2013	Balance as of 09/30/12	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	1,552,204.00	481,514.46	1,070,689.54	31.02%
Debt Service Revenue	403,640.00	113,541.90	290,098.10	28.13%
Miscellaneous	500.00	-	500.00	0.00%
Connection fees	9,900.00	3,300.00	6,600.00	33.33%
Application Fees	5,000.00	1,556.00	3,444.00	31.12%
Total Operating Revenue	1,971,244.00	599,912.36	1,371,331.64	30.43%
Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2012/2013	Balance as of 09/30/12	Remaining Budget	% of budget
Expenses				
Salaries	320,265.00	71,483.24	248,781.76	22.32%
FICA	25,621.00	5,778.28	19,842.72	22.55%
VSRS	42,130.00	9,598.45	32,531.55	22.78%
Health	51,230.00	15,084.87	36,145.13	29.45%
Uniforms	3,000.00	438.00	2,562.00	14.60%
Contractual	18,475.00	2,481.00	15,994.00	13.43%
Legal & Audit	21,625.00	3,862.43	17,762.57	17.86%
Maintenance & Repairs	21,000.00	4,402.77	16,597.23	20.97%
Hurricane Irene Expenses	-	-	-	#DIV/0!
Water Tank Maintenance	100,000.00	-	100,000.00	0.00%
Water Cost-purchased from IOW County	-	-	-	#DIV/0!
Engineering	-	-	-	#DIV/0!
Professional Services	1,000.00	-	1,000.00	0.00%
Regional Water Supply Study	2,421.00	605.33	1,815.67	25.00%
Data Processing	14,000.00	2,029.94	11,970.06	14.50%
Utilities	10,000.00	127.30	9,872.70	1.27%
Communications	15,045.00	1,441.22	13,603.78	9.58%
Insurance	16,800.00	7,266.28	9,533.72	43.25%
Materials & Supplies	114,400.00	10,346.21	104,053.79	9.04%
Gas and Tires	12,000.00	2,647.29	9,352.71	22.06%
Fuel-Water Equipment	-	-	-	#DIV/0!
Dues & Subscriptions	800.00	400.00	400.00	50.00%
Bank service charges	325.00	-	325.00	0.00%
Travel and Training	5,500.00	570.00	4,930.00	10.36%
Miscellaneous	9,500.00	2,262.59	7,237.41	23.82%
RO Annual costs	501,217.00	53,668.74	447,548.26	10.71%

Bad debt expense	5,300.00	-	5,300.00	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,311,654.00	194,493.94	1,117,160.06	14.83%
Operating Income before D&A Expense	659,590.00	405,418.42	254,171.58	61.47%
Depreciation & Amortization Expense	348,000.00	84,804.75	263,195.25	24.37%
Operating Income (Loss)	311,590.00	320,613.67	(9,023.67)	102.90%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees	-	-	-	#DIV/0!
Availability Fees	40,800.00	13,600.00	27,200.00	33.33%
Interest Revenue	5,925.00	1,481.81	4,443.19	25.01%
Interest Expense	(134,915.00)	(11,160.05)	(123,754.95)	8.27%
Total Nonoperating Revenues (Expenses)	(88,190.00)	3,921.76	(92,111.76)	-4.45%
Net Income (Loss)	223,400.00	324,535.43	(101,135.43)	145.27%
WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(40,800.00)	(13,600.00)	(27,200.00)	33.33%
Bad Debt Expense	5,300.00	-	5,300.00	0.00%
Debt Service Revenue	(403,640.00)	(113,541.90)	(290,098.10)	28.13%
Depreciation & Amort. Exp.	348,000.00	84,804.75	263,195.25	24.37%
Additional debt service costs-principal expense	(311,725.00)	(223,059.26)	(88,665.74)	71.56%
Total adjustments to CAFR	(402,865.00)	(265,396.41)	(137,468.59)	65.88%
Working adjusted income	(179,465.00)	59,139.02	(238,604.02)	-32.95%

	Adopted Budget 2012/2013	Actual 9/30/2012	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(179,465.00)	59,139.02	(238,604.02)	-32.95%
Construction Standards Update	(4,482.00)	(280.80)	(4,201.20)	6.27%
Truck	(17,500.00)		(17,500.00)	0.00%
Light Tower	-	(1,800.00)	1,800.00	
Water Treatment/Fluoride PER	-	-	-	#DIV/0!
Net Capital Outlay	(21,982.00)	(2,080.80)	(19,901.20)	9.47%
Net Reserves (Deficit) after capital outlay	(201,447.00)	57,058.22	(258,505.22)	-28.32%
Operating Reserves	-	-	-	#DIV/0!
VML/VACO Draw Downs	-	-	-	#DIV/0!
Water Development Escrow	-	-	-	#DIV/0!
Water Capital Escrow	-	-	-	#DIV/0!
Additional financing	-	-	-	#DIV/0!
Debt Service fees applied to debt	335,016.55	193,094.91	141,921.64	57.64%
Net Cashflow	133,569.55	250,153.13	(116,583.58)	187.28%

Town of Smithfield				
Highway Fund				
Description	Adopted Budget 2012/2013	Balance as of 09/30/12	Remaining Budget	% of budget
Revenue				
Interest Income	250.00	89.13	160.87	35.65%
Revenue - Commwlth of VA	986,456.92	250,879.98	735,576.94	25.43%
Total Highway Fund Revenue	986,706.92	250,969.11	735,737.81	25.44%
Town of Smithfield				
Highway Fund				
Description	Adopted Budget 2012/2013	Balance as of 09/30/12	Remaining Budget	% of budget
Expenses				
Salaries	229,800.00	45,378.75	184,421.25	19.75%
FICA	18,384.00	3,668.15	14,715.85	19.95%
VSRS	28,380.00	6,725.30	21,654.70	23.70%
Health	44,035.00	13,201.49	30,833.51	29.98%
Uniforms	2,785.00	560.24	2,224.76	20.12%
Engineering	5,000.00	-	5,000.00	0.00%
Grass	31,400.00	9,583.61	21,816.39	30.52%
Maintenance	358,139.92	24,257.41	333,882.51	6.77%
Asphalt/Paving		3,835.79	(3,835.79)	
Ditching		-	-	
Traffic Control devices		3,982.32	(3,982.32)	
Other (maintenance)		-	-	
Other (lawnmowers, landscaping, etc)		16,192.80	(16,192.80)	
Structures and Bridges		-	-	
Ice and Snow removal		80.00	(80.00)	
Administrative		166.50	(166.50)	
Hurricane Irene Expenses		-	-	#DIV/0!
Street Lights	75,000.00	13,484.87	61,515.13	17.98%
Insurance	18,350.00	4,596.71	13,753.29	25.05%
VAC Truck Repairs	2,500.00	-	2,500.00	0.00%
Gas and Tires	8,000.00	1,680.55	6,319.45	21.01%
Stormwater (PARS)	-	-	-	#DIV/0!
Stormwater Management Program (town)	-	-	-	#DIV/0!
Stormwater Management Program (regional)	4,286.00	446.50	3,839.50	10.42%
Joint Cost Allocation	6,500.00	-	6,500.00	0.00%
Overhead Allocation	54,665.00	-	54,665.00	0.00%
Total Highway Fund Expense	887,224.92	123,583.58	763,641.34	13.93%
Net Reserves (+/-)	99,482.00	127,385.53	(27,903.53)	128.05%

	Adopted Budget 2012/2013	Actual 9/30/2012	Remain Budget	% of Budget
HIGHWAY				
Net Operating Reserves (Deficit)	99,482.00	127,385.53	(27,903.53)	128.05%
John Rolfe/Battery Park intersection Turn Lane	(95,000.00)		(95,000.00)	0.00%
Construction Standards Update	(4,482.00)	(280.80)	(4,201.20)	6.27%
Hustler X-One 31KAW/60"	-	(7,459.00)	7,459.00	#DIV/0!
Light Tower	-	(1,800.00)	1,800.00	#DIV/0!
Net Capital Outlay	(99,482.00)	(9,539.80)	(89,942.20)	9.59%
Net Reserves (Deficit) after capital outlay	0.00	117,845.73	(117,845.73)	#DIV/0!

Notes: September 2012

GENERAL FUND

Revenues:

Delinquent RE tax

Delinquent personal property tax collections through are representative of supplemental billings for 2011 and prior years as well as delinquent collections. The 2012 real estate bills are scheduled to be mailed at the end of October.

Current PP Tax

In August, the Town received the state's annual contribution of \$240,794.89 towards personal property tax relief. It will offset the allowable billing to the town's residents which calculated to 54% for this fiscal year.

Delinquent PP Tax

Some of the delinquent PP collections resulted from supplemental billings at the end of FY2012; however, \$8,278.95 resulted from the collection of 2 delinquent business accounts (\$5,278.95 and \$3,000 respectively). Audit confirmations on delinquent accounts also inspired some taxpayers to make payment.

Franchise Tax

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

Cigarette Tax

Cigarette tax is always difficult to project since the stamps are sold to the wholesalers instead of the retailers. In August collections were \$10,000 higher than for the same period in FY2012. In September, however, cumulative collections are \$3618 less than last year.

Transient Occupancy

Transient occupancy tax collections started the year with a very strong quarter of \$42,546.82 although down almost \$7000 from July 2011 revenues of \$49,529.27.

Meals Tax

Please note that the meals tax contribution for Pinewood was increased as of July 1; however, the budget was adopted at 1% instead of 2% for that line item and will need to be amended. Also, the meals tax payments in July were for June collections so they were still paid at 5% instead of 6%. The increased payments started in August and have already made an impact.

Communications Tax

There is a 2 month delay in receipt of communications tax from the state. The September statements reflect collection of the July 2012 communications tax.

Sales Tax Collections

Sales tax collections are received from IOW County after they receive the local portion from the state, so again there is a delay. The August statements reflect sales tax collections for July 2012 which are \$1887 higher than July 2011.

Consumption/Utility Tax

As with communications tax and sales tax, there is a delay in receipt of these taxes from DVP, CEC, and Columbia Gas. Revenue represents payments for July 2012 and part of August (Columbia Gas and CEC received, but DVP was not posted until October).

Business Licenses

Barbara Hunter and staff have focused a lot of time on delinquent business licenses along with the Town Attorney and have collected \$25,249 through September of the new fiscal year. This is a little over \$5,165 higher than September of 2011. Court dates have also been set for the first of November for several delinquent businesses.

Permits and Other licenses

Include a land disturbing permit of \$1525.27 and a ROW permit of \$1708.85 from VICO Construction for Harvest Fellowship Baptist Church on Battery Park Rd.

Vehicle License Tax

This line item will recognize most of its revenue in November through December when the new PP tax bills are mailed and due as of December 5.

Fines and Costs

The Town received \$180 on 9/5/12 for August; however in October we received \$8,830.93 for July and August. Not sure why the payment was delayed, but as of next month, we should be more in line with prior years.

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 will need a budget amendment as well.

Rents

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.

Smithfield Center Rentals

YTD revenues are very consistent with 2011 with September 2012 reflecting an increase of \$434 over September 2011.

Other Revenues

This line item is at 90% of budget due to collections of grass cutting reimbursements totaling \$1221. This is unusually high for the town.

VML Safety Grant

The Town received a VML safety grant of \$3,861 which ultimately may be spread across several funds. Budget was based on FY2012 actual.

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.

From Operating Reserves

Town reserves funded \$284,644.41 of town expenses through September. Reserves used for September 2011 were \$503,777, so the deficit to date is \$219,133 lower than the same period last fiscal year. Once the tax bills are circulated, this number should drop for the next few months.

Fire Programs

This is an additional payment from the Department of Fire Programs. I am not sure what the payment represents unless the fire department requested a mini-grant; however, this money will be passed along to the fire department.

Federal Grants

The PD has already received 2 grants this year from traffic safety (\$4438) and local law enforcement (\$1436). Last year's total was \$3369.75 for the year excluding the port security grant (command vehicle).

Federal and State fuel income

Now that the Town has gone to Voyager cards which deduct the gas tax at the pump, these reimbursement revenues will drop off; however, the fuel cost will drop off as well since the tax is not added to the gas price.

Insurance Recoveries

Received \$3,739 from VML for repairs to PW vehicle that hit a deer.

Contributions

The Smithfield Ruritan Club donated \$1568 to the Town for a bench at Ivy Hill Cemetery in honor of Bill Johnston.

Expenses:

ALL DEPARTMENTS

Health

Represents the July through October payments of health and dental as they are normally paid in advance which brings the expense % to approximately 33%.

Subscriptions/Memberships

Most annual dues and subscriptions are paid in the first few months of the fiscal year which accounts for the high percentage of expense to date in

this line item for most departments.

Town Council

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.

Smithfield CHIPS

Paid \$2256 to VCE-Isle of Wight County for 4-H Camp for children sponsored by CHIPS.

Town Manager

Supplies

Includes \$1338 to Hearn Furniture for a sleeper sofa and desk.

Treasurer

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) is 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.

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.

Insurance-LODA

This is the 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.

Special Events

\$500 to MAS Modern Marketing for items related to National Night Out for (tattoos and pencils), but received a refund of \$152.29 to offset this expense.

Smithfield Center

Contracted services

Includes \$1500 to Colonialwebb for 1st quarter maintenance contract and \$5977 to Hobart for annual maintenance contract for the kitchen (gas range, convection ovens, gas fryer, steamer, dishwasher). These are budgeted contracts.

Repairs & Maintenance

Includes \$3489 to Stanley Steemer for deep cleaning carpet, tile, grout, and rugs. Also purchased a Tuscan Colonade Arch for \$1499.00

Travel & Training

Registration and lodging for IACCA Fall Educational Event-Amy Musick

Advertising

Includes \$2500 to the Wedding Wire and \$1841.50 to the Tidewater News. Advertising varies based on the upcoming events. Amy does a good job of keeping this line item within budget for the year.

Refund event deposits

Represents 4 deposit refunds through September.

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.

Parks & Recreation

Clontz Park

Expense made of DVP bill and All Virginia. The DVP is running approximately \$20 higher a month than prior years.

Fireworks

The expense for fireworks was billed by IOW in July and has been paid in full for the year.

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.

The \$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.

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.

Public Buildings

Contractual

Includes \$1205 to Windsor Fire Extinguisher service for yearly inspection for town's public buildings including town hall, public works, and PD. Also includes Orkin and All Virginia services.

Communications

Includes \$1904 for Fonality annual maintenance of the phone systems.

Materials & Supplies

Over half of the year's budget was expended in this line item as of July. Includes \$875.75 paid to V.R. Edwards Sheet Metal for 6" galv. Posts with 15"x15"x12" pads and holes (6) and 6" posts with no pads (2). Also paid \$366 to CDW Government for anti-virus software for all departments. No expense in August and only \$96.36 charged in September for janitorial supplies. Comarth is preparing a spreadsheet to track these costs by department.

Other Financing Uses

Transfers to Restricted Reserves-Spec Projects

\$74,710 was earmarked as the remainder from meals tax funds collected from July through September that may be applied to Phase II of the Pinewood Heights Relocation Project.

Debt Service

Line of Credit Retirement-interest

This line item represents interest paid to the Farmers Bank for line of credit money drawn down. I expect to repay the draw down in November once the tax revenues generate the cash to do so.

Capital:

Parks, Rec, and Cultural

Windsor Castle

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

Police

Police Vehicle

3 new police vehicles have been ordered, but only one has been received and paid for as of the end of September.

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.

Public Works

S Church Street

This represents a progress payment to Excel. The project is wrapping up with the majority of remaining costs related to utilities.

SEWER

Revenues

Sewer Charges

This revenue line item is slightly above an equally distributed budget at 30.84% to date. September 2011 revenues were at 28.55%. Consumption is up from last year with usage through September at 71,593,279 gallons compared to 66,015,985 for the same period last year. At the current rate of \$3.50 per 1000, this is equivalent to a \$19,520 increase. Because of the rate differential, however, it is actually \$59,552 higher than September of 2011.

Miscellaneous

Sale of 5 Newport News cleanout boxes to All Virginia for \$593.75 exceeds expected miscellaneous revenue for the full year.

Connection fees

We budgeted 15 connection fees for 2013 and we have collected on five meters through August. There were no connection fees collected in September. Last year was a total of 11 meter connect fees.

Expenses

Health Insurance

As noted in the general fund, the insurance expense line item represents payments for July through October.

Insurance

Represents 1st quarter payment to VML for property/casualty and workers' compensation insurance.

Depreciation and Amortization

This will need to be adjusted once we take action on audit recommendations.

Nonoperating Revenues (Expenses)

Availability fees

As with connect fees, we billed for 15 this fiscal year and have already connected on five.

Interest Revenue

Total cash balances for all sewer accounts are around \$136,000 less than in September of 2011; however, total interest revenue only dropped by \$71.60. Monthly interest should drop off if we have large invoices as expected for the sewer consent order.

Capital

Light Tower

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

WATER

Revenues

Water Charges

Like sewer, water revenue is slightly above an equally distributed budget at 31.02% to date. September 2012 revenues were at 32.05% of budget. Consumption is up from last year with usage through September at 94,395,939 gallons compared to 91,356,329 for the same period last year. At the current rate of \$4.85 per 1000, this is equivalent to a \$14,742 increase. The Gatling Pointe accounts for IOW County skew the accuracy of this calculation and combined with the fact that the rate increased from \$2.55 to \$4.85 per \$1,000 bring the actual increase to \$219,280 over the same period last year.

Connection fees

As with sewer, we budgeted 15 connection fees for 2013 and we have collected on five meters through August. There were no September connections. Last year was a total of 12

meter connect fees for water (1 more than sewer).

Application fees

Application fees are dependent upon the number of new connects that are processed during a fiscal year for both new and existing construction. Some months are more active than others, but it usually balances out during the year for a total between \$5000 and \$6000. For FY2011, total application fees were \$5,234.

Expenses

Health Insurance

As noted in the general fund, the insurance expense line item represents payments for July through October.

Insurance

Represents 1st quarter payment to VML for property/casualty and workers' compensation insurance. This is running higher than projected 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 necessary in previous years. We estimated premiums during the budget workshops because we did not yet have the actual billing for FY2013.

Dues & Subscriptions

Most dues and subscriptions for all funds are paid at the beginning of the fiscal year. Even though this is a small amount of money, this line item is reflecting a large % of its total budget for the year.

Depreciation and Amortization

This will need to be adjusted once we take action on audit recommendations.

Nonoperating Revenues (Expenses)

Availability fees

As with connect fees, we billed for 15 this fiscal year and have already connected on five.

Interest Expense

Represents 1st semi-annual payment of the two VML-VACO loans less accrued interest from year end 2012.

WORKING ADJUSTMENTS TO CAFR

Debt Service Principal

Principal on the two VML-VACO loans is paid only once a year, so interest only will be paid in February leaving the only principal remaining for the year on the old refinanced VRA loan.

HIGHWAY

Revenues

Revenue-Commonwealth of VA Received 1st quarter state grant funds for highway maintenance.

Expenses

Health Insurance As noted in the general fund, the insurance expense line item represents payments for July through September.

Grass Cutting Grass cutting is seasonal and is running at the same % as September 2011.

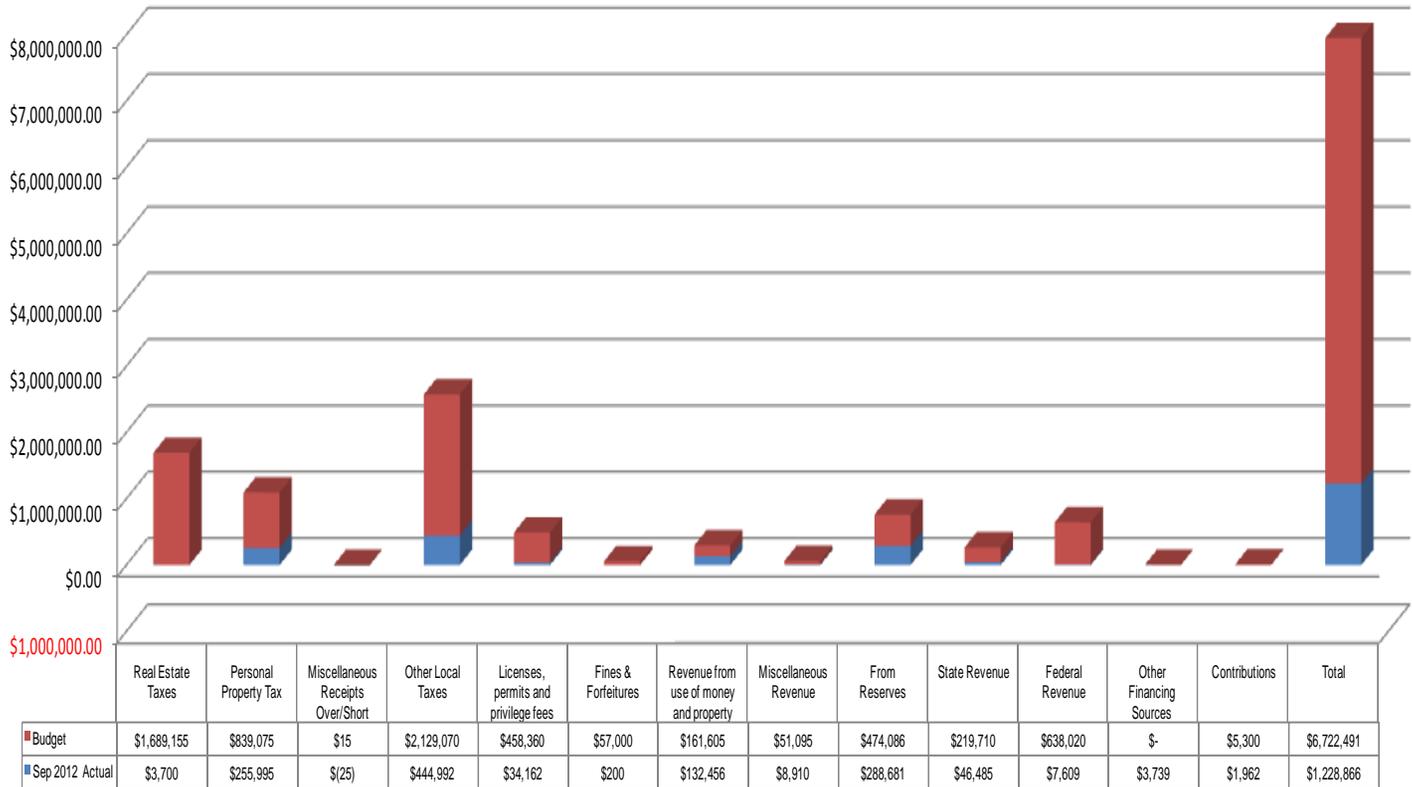
Insurance Represents 1st quarter payment to VML for property/casualty and workers' compensation insurance.

Capital

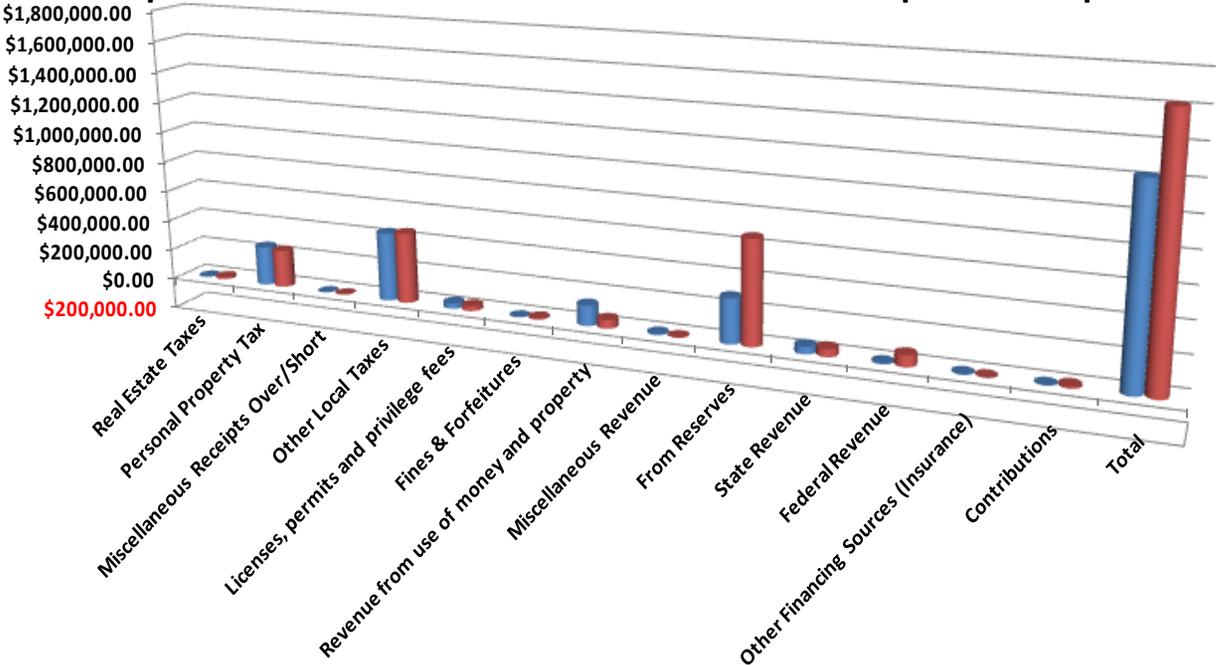
Hustler X-One 31KAW/60" Zero turn mower purchased from Farmers Service.

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

September 2012 YTD General Fund Revenues Compared to Budget

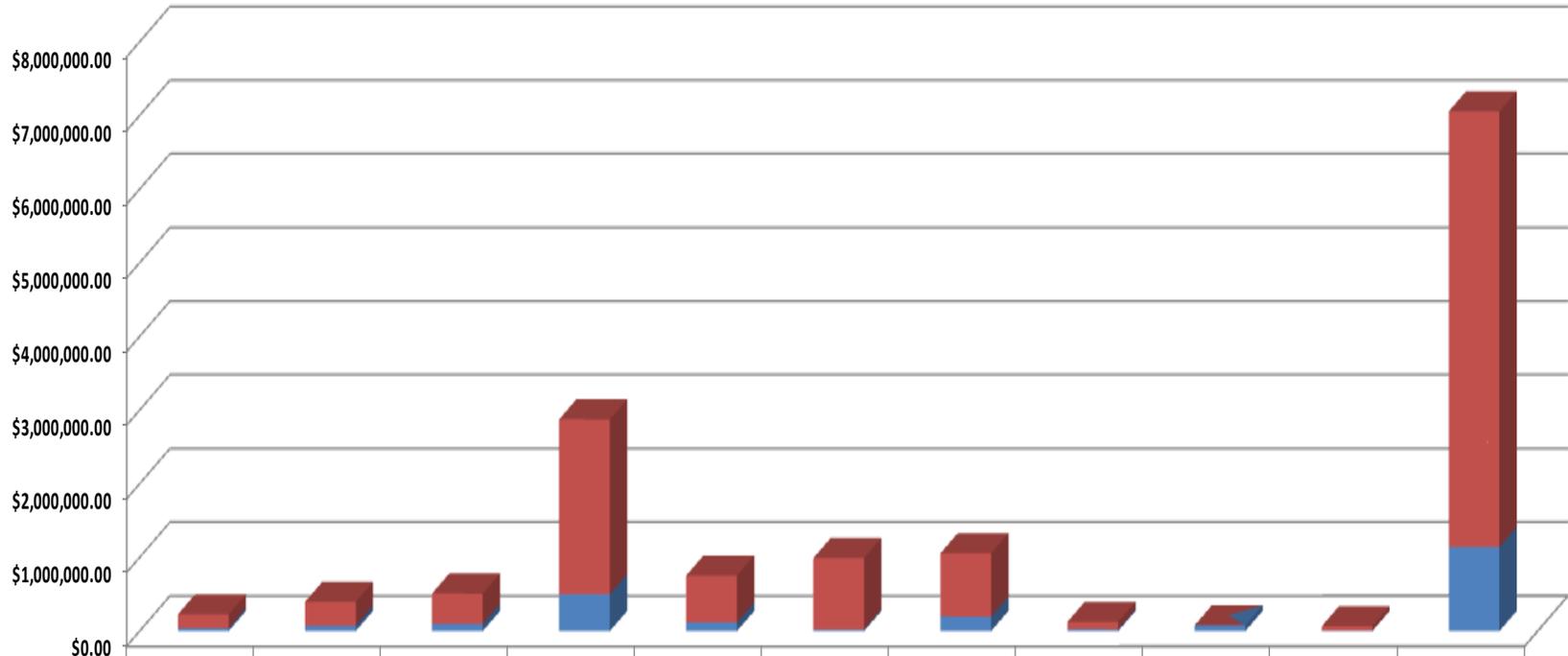


September 2012 YTD General Fund Revenue Compared to September 2011



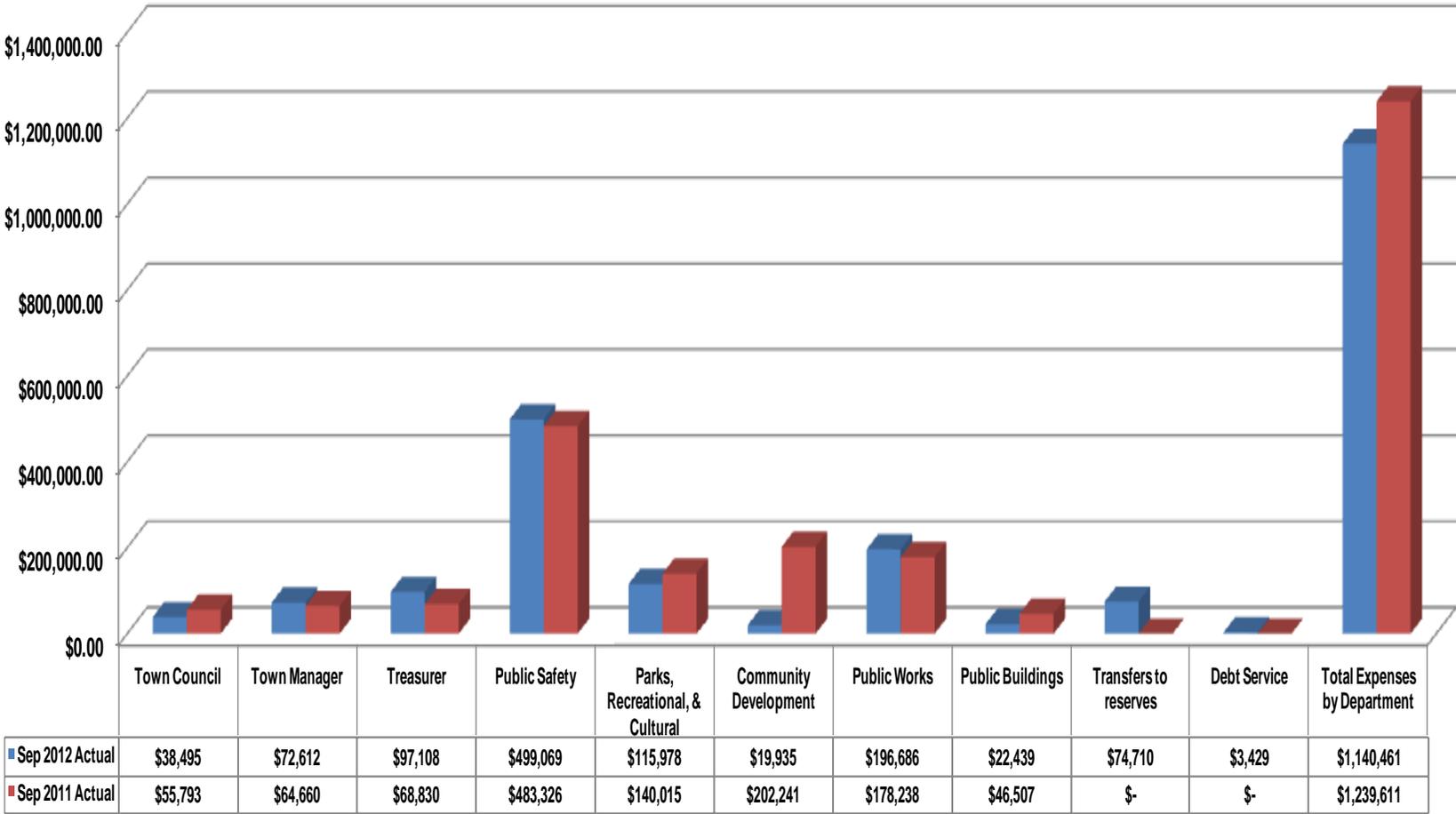
	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Forfeitures	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Sep 2012 Actual	\$3,700	\$255,995	\$(25)	\$444,992	\$34,162	\$200	\$132,456	\$8,910	\$288,681	\$46,485	\$7,609	\$3,739	\$1,962	\$1,228,866
■ Sep 2011 Actual	\$14,021	\$243,995	\$4	\$458,211	\$31,805	\$9,630	\$55,271	\$2,142	\$668,262	\$49,774	\$73,065	\$1,436	\$12,766	\$1,620,383

September 2012 YTD General Fund Operating Expenses Compared to Budget

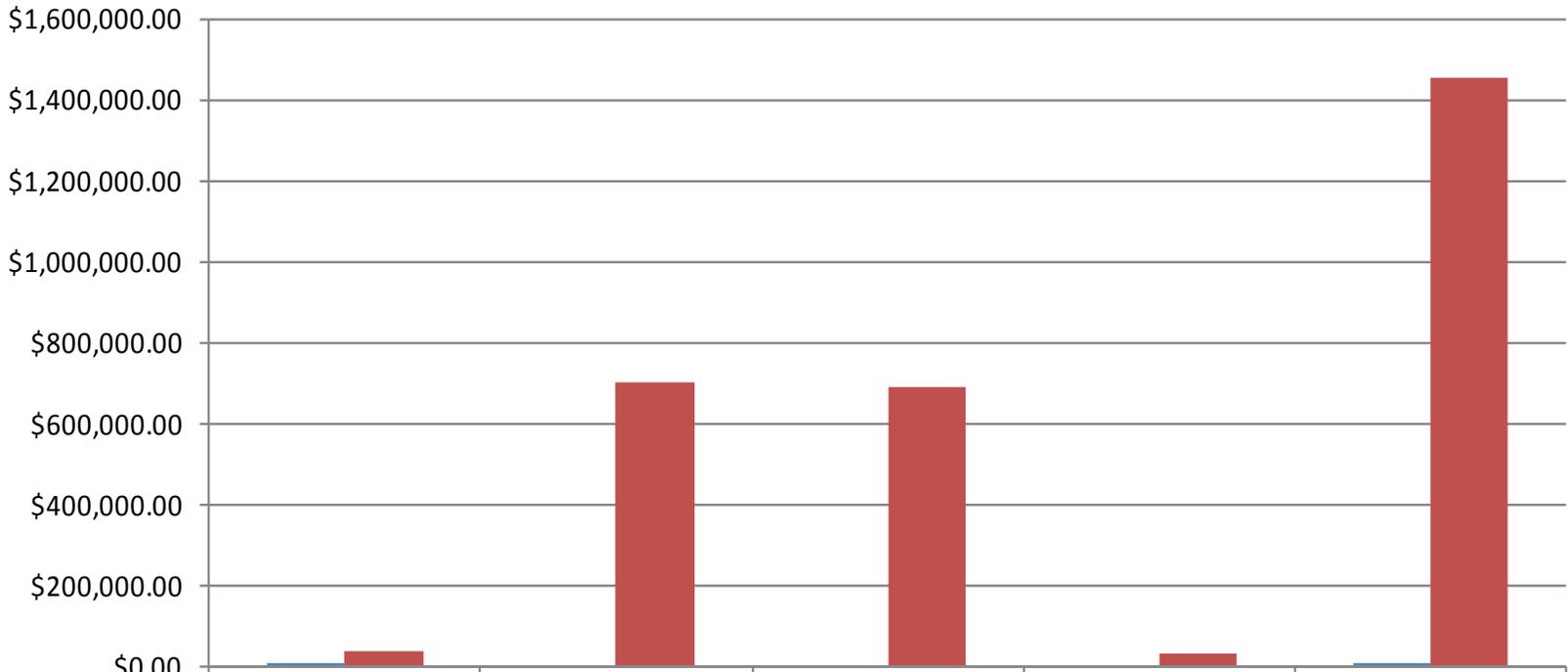


	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to reserves	Debt Service	Total Expenses by Department
Budget	\$186,335	\$321,274	\$411,065	\$2,373,645	\$636,143	\$968,046	\$857,023	\$101,500	\$-	\$58,905	\$5,913,936
Sep 2012 Actual	\$38,495	\$72,612	\$97,108	\$499,069	\$115,978	\$19,935	\$196,686	\$22,439	\$74,710	\$3,429	\$1,140,461

September 2012 YTD General Fund Operating Expenses Compared to September 2011

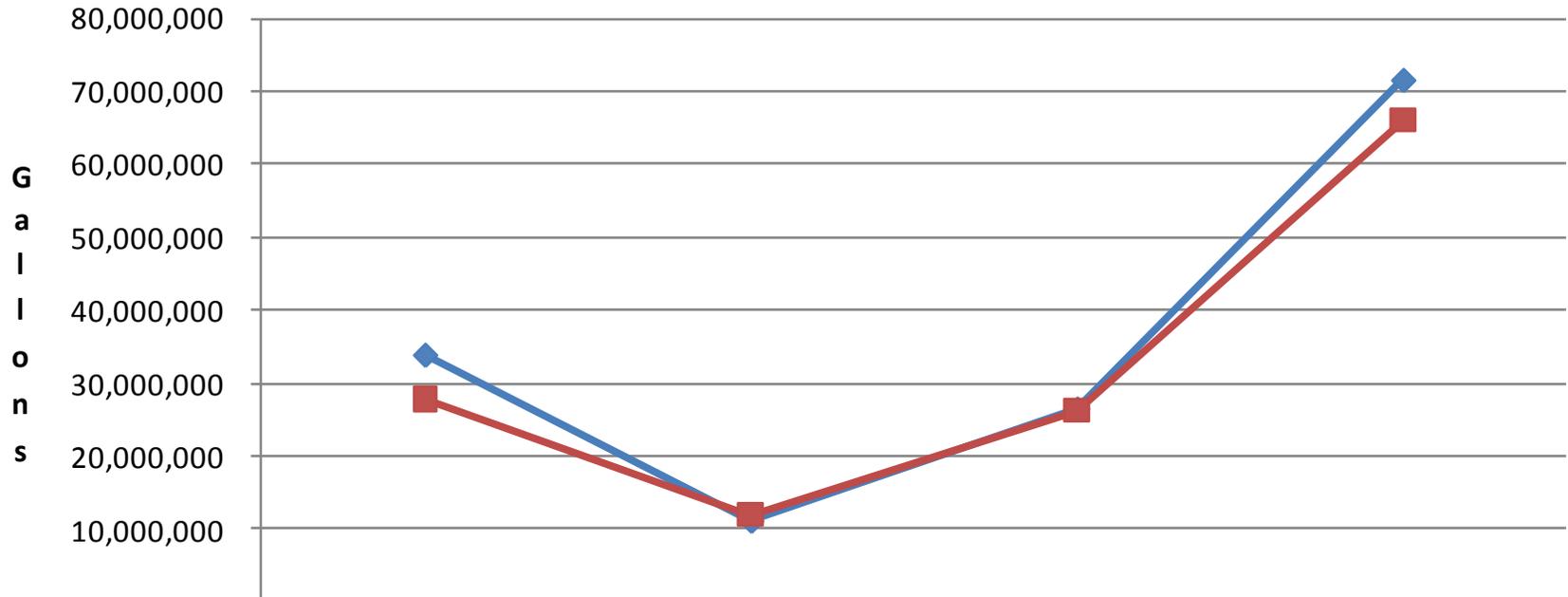


Sep YTD Pinewood Heights Expenses MY 1 Phase II



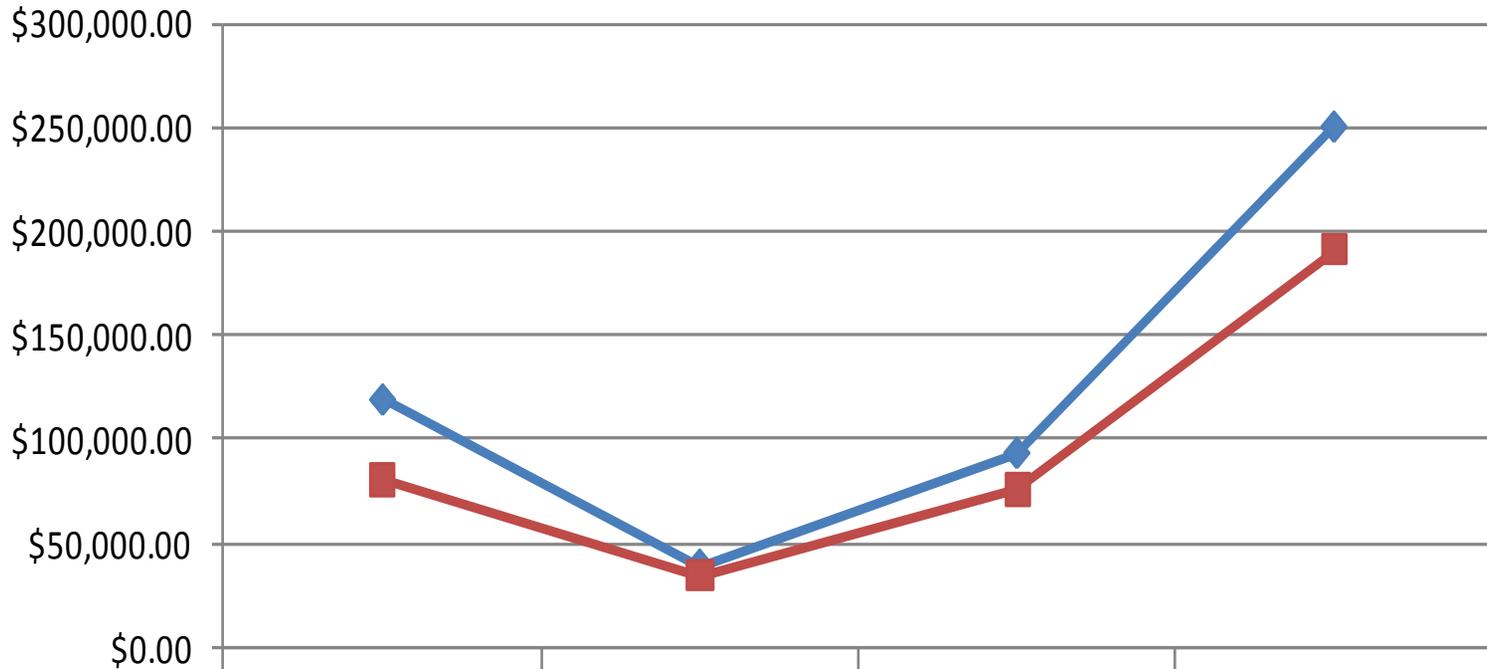
	Administration	Acquisition	Permanent Relocation	Clearance & Demolition	Total YTD MY1 Phase II
■ Aug YTD Actual	\$3,949	\$-	\$-	\$-	\$3,949
■ Budget	\$33,000	\$701,555	\$689,920	\$29,000	\$1,453,475

FY2013 YTD Sewer Consumption Compared to 2012



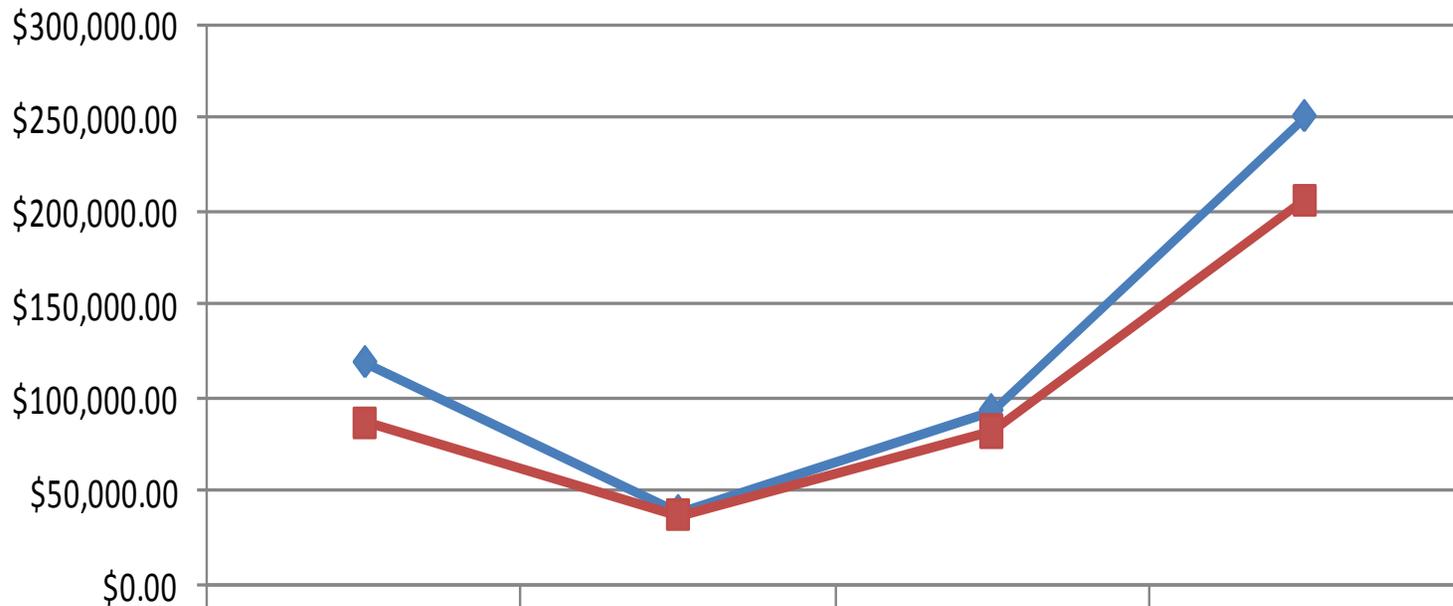
	Jul	Aug	Sep	Total
Actual 2013	33,911,769	11,150,243	26,531,267	71,593,279
Actual 2012	27,823,246	11,977,480	26,215,259	66,015,985

FY2013 YTD Sewer Charges Compared to 2012



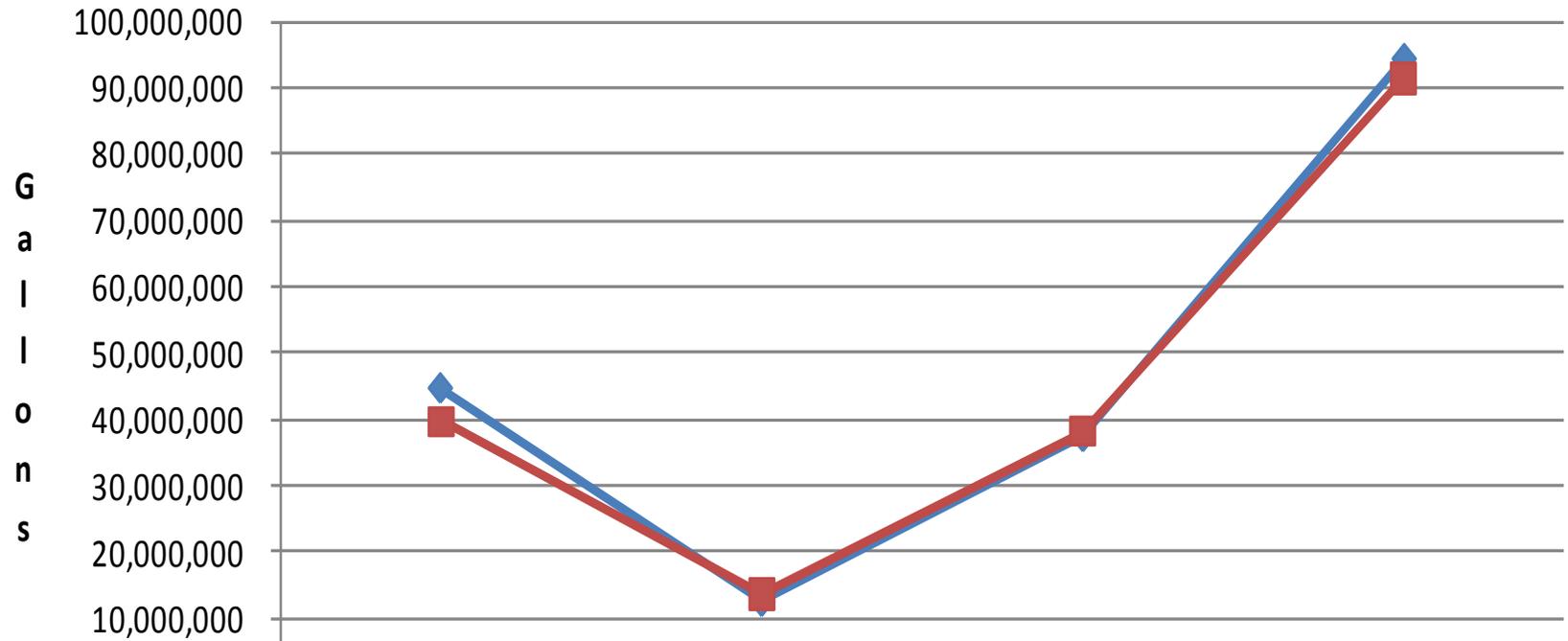
	Jul	Aug	Sep	Total
Actual 2013	\$118,797	\$38,930	\$93,000	\$250,727
Actual 2012	\$80,521	\$34,650	\$76,004	\$191,175

Sep YTD Sewer Charges Compared to Pro-Rated Budget



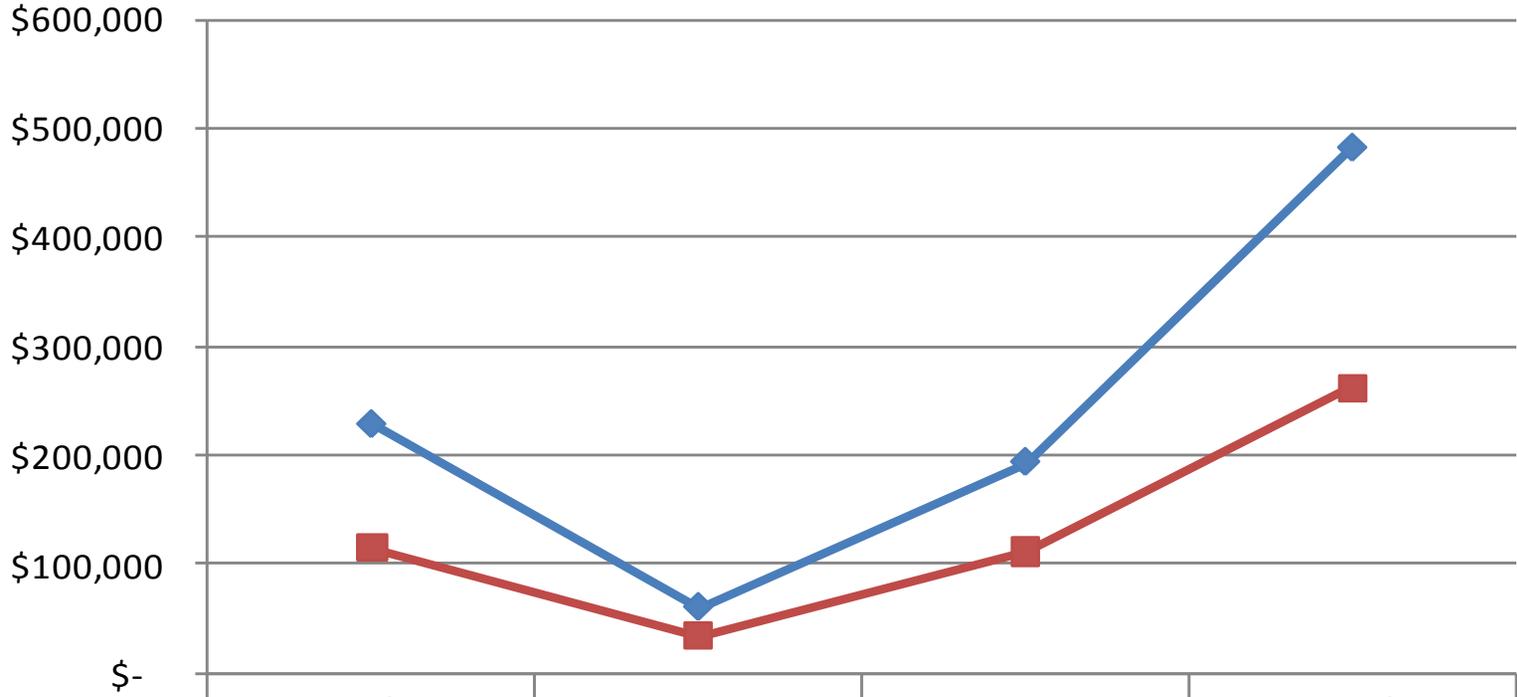
	Jul	Aug	Sep	Total
Actual	\$118,797	\$38,930	\$93,000	\$250,727
Pro-rated budget	\$86,949	\$37,416	\$82,070	\$206,435

FY2013 YTD Water Consumption Compared to 2012



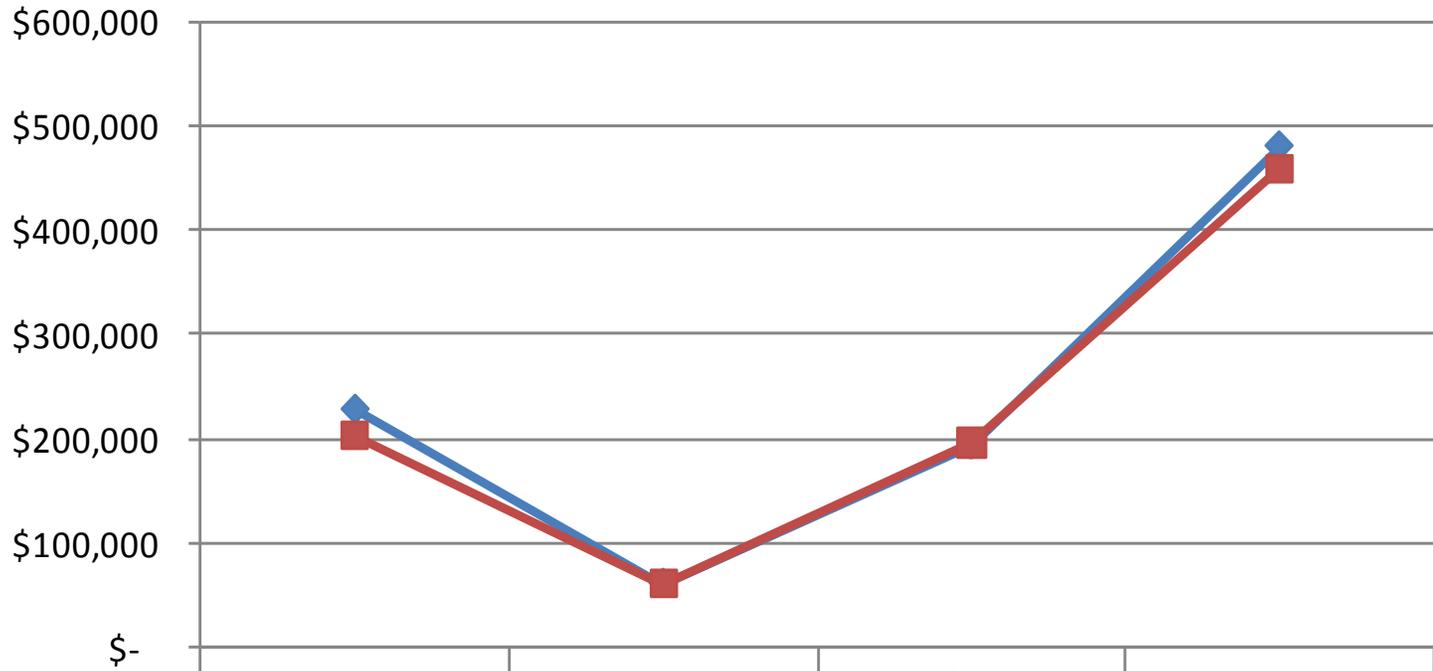
	Jul	Aug	Sep	Total
Actual 2013	44,653,181	12,421,059	37,321,699	94,395,939
Actual 2012	39,688,782	13,568,118	38,099,729	91,356,629

FY2013 YTD Water Charges Compared to 2012



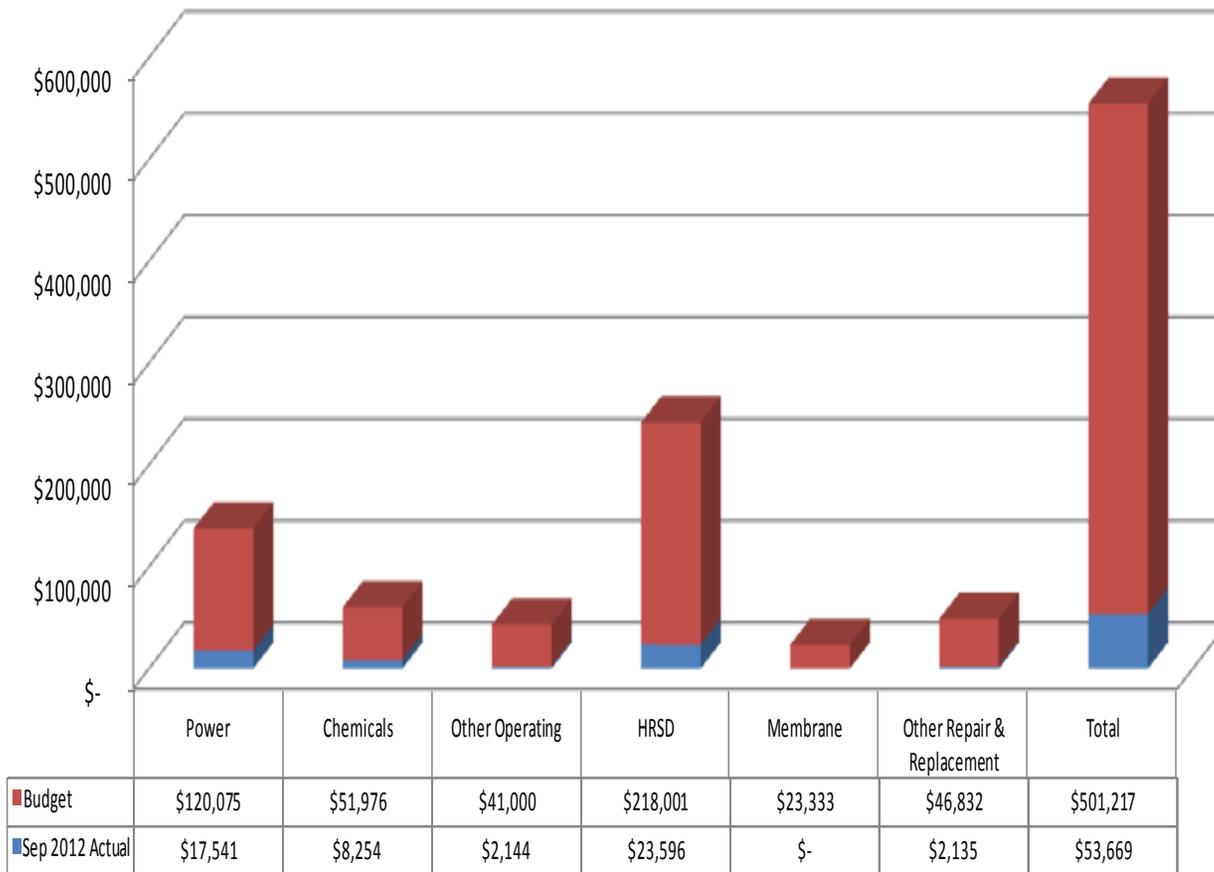
	Jul	Aug	Sep	Total
Actual 2013	\$227,860	\$60,252	\$193,278	\$481,391
Actual 2012	\$115,583	\$34,598	\$111,780	\$261,961

Sep YTD Water Charges Compared to Pro-Rated Budget

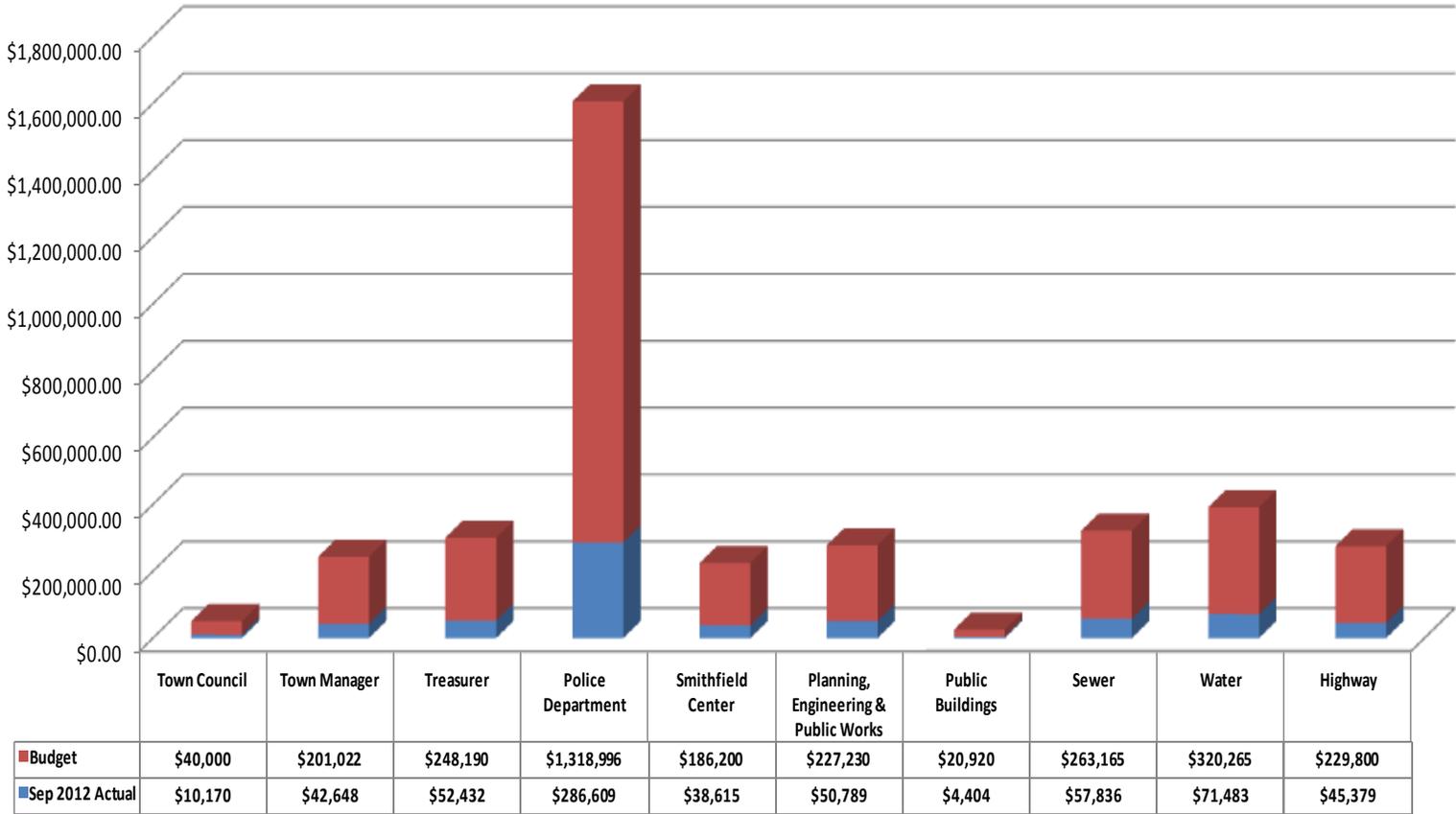


	Jul	Aug	Sep	Total
Actual	\$227,860	\$60,252	\$193,278	\$481,391
Pro-rated budget	\$202,662	\$60,664	\$195,994	\$459,320

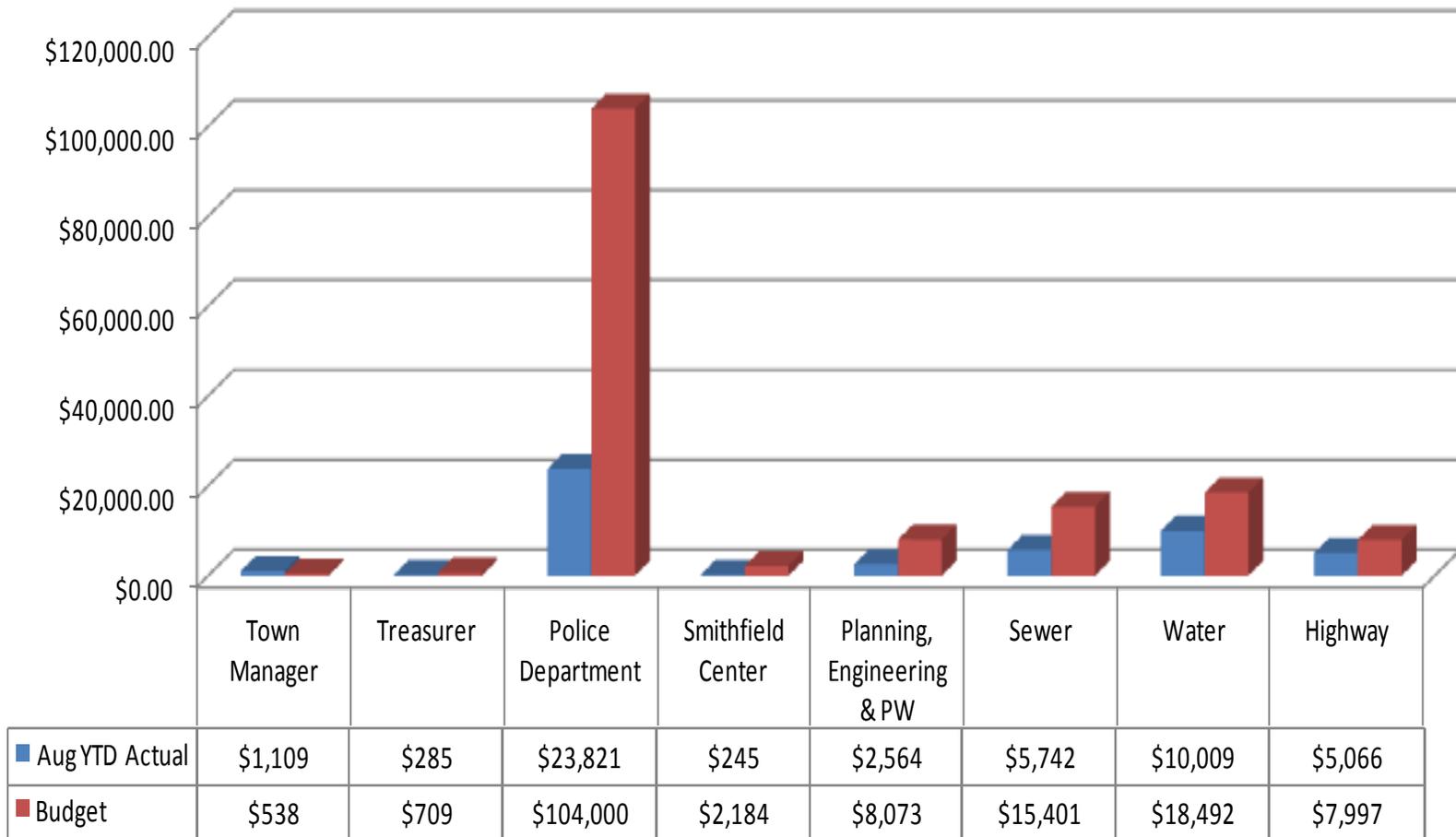
Sep 2012 YTD RO Expenses by Category



September 2012 YTD Salaries to Budget by Department



SEP YTD Overtime Compared to Budget



CASH BALANCES AS OF SEPTEMBER 30, 2012						
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	DATE RECONCILED	Current Month INTERCO. TRANSFERS	Year end Interco. Transfers	ADJUSTED BALANCES
Water	Farmers Bank	509,789.71	10/12/12	(100,897.72)	(191,330.75)	217,561.24
Water-Debt Service	Farmers Bank	1,312,644.71	10/12/12	24,217.94		1,336,862.65
Water Capital Escrow (availability fees)	TowneBank	202,103.58	10/12/12	-		202,103.58
Water Development Escrow	TowneBank	70,099.98	10/12/12	-	-	70,099.98
Subtotal Water		2,094,637.98		(76,679.78)	(191,330.75)	1,826,627.45
Sewer	Farmers Bank	317,950.88	10/12/12	47,265.76	(310,449.57)	54,767.07
Sewer Development Escrow	TowneBank	321,590.15	10/12/12	-		321,590.15
Sewer Capital Escrow (availability fees)	TowneBank	701,845.25	10/12/12	-		701,845.25
Sewer Compliance	Farmers Bank	343,780.79	10/12/12	29,414.02		373,194.81
Subtotal Sewer		1,685,167.07		76,679.78	(310,449.57)	1,451,397.28
Highway	Farmers Bank	105,814.06	10/11/12	-	(149,436.92)	(43,622.86)
General Fund	Farmers Bank	542,349.47	10/12/12	-	651,217.24	1,193,566.71
Payroll	Farmers Bank	44,805.47	10/12/12			44,805.47
Money Market-General Fund	TowneBank	2,168.61	10/12/12			2,168.61
Business Super Now-General Fund	Farmers Bank	32,922.68	10/12/12	-		32,922.68
Money Market-General Fund	Farmers Bank	286,911.37	10/12/12			286,911.37
General Fund Capital Escrow Account	TowneBank	50,782.69	10/12/12	-		50,782.69
Certificate of Deposit	Farmers Bank	525,352.22	10/15/12	-		525,352.22
Certificate of Deposit-Police Dept	Farmers Bank	36,414.61	10/15/12			36,414.61
Special Project Account (Pinewood)	Farmers Bank	19,873.25	10/12/12	-	-	19,873.25
Pinewood Heights Escrow	Farmers Bank	39,750.04	10/12/12			39,750.04
S. Church Street Account	TowneBank	42,498.27	10/12/12	-		42,498.27
Subtotal General Fund		1,623,828.68		-	651,217.24	2,275,045.92
Beautification Fund	Farmers Bank	7,811.17	10/12/12			7,811.17
Money Market-Beautification	Farmers Bank	61,012.92	10/12/12			61,012.92
		68,824.09				68,824.09
Rising Star CDBG	Farmers Bank	63.49	10/15/12			63.49
TOTAL ALL FUNDS		5,578,335.37		-	-	5,578,335.37

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning September 1, 2012 to September 30, 2012

INDEPENDENT PROJECTS	Fee Basis	% Complete	Amount Earned	Previous Amount Billed	Amount Due This Invoice
<i>Consent Order / SSES Task 1 Record Review</i> (HR04103-43R) Record Review	Lump Sum	100.00%	\$15,700.00	\$14,035.80	\$1,664.20
	<i>Consent Order/SSO Private Property I/I Abatement Program</i> (HR04103-57RI) Program Assistance				
	Lump Sum	78.70%	\$ 19,675.00	\$ 19,375.00	\$300.00
<i>Consent Order/SSO MOM Program Full Hydraulic Model Phase 2</i> (HR04103-61RI) Model Development	<i>Consent Order/SSO MOM Program Full Hydraulic Model Phase 2</i> (HR04103-61RI) Model Development				
	Lump Sum	55.50%	\$ 63,825.00	\$ 49,795.00	\$14,030.00
<i>Consent Order / SSES Minton Way Pump Station Basin</i> (HR04103-65RI) CCTV Inspection Services	<i>Consent Order / SSES Minton Way Pump Station Basin</i> (HR04103-65RI) CCTV Inspection Services				
	Lump Sum	53.50%	\$18,725.00	\$7,350.00	\$11,375.00
<i>Consent Order / Capacity Assessment</i> (HR04103-66RI) Level of Service Determination	<i>Consent Order / Capacity Assessment</i> (HR04103-66RI) Level of Service Determination				
	Lump Sum	2.20%	\$770.00	\$0.00	\$770.00
<i>Consent Order / Additional Locality-HRSD Coordination</i> (HR04103-67RI) Locality/HRSD Coordination	<i>Consent Order / Additional Locality-HRSD Coordination</i> (HR04103-67RI) Locality/HRSD Coordination				
	Lump Sum	2.90%	\$2,320.00	\$0.00	\$2,320.00
				TOTALS	\$30,459.20

VENDOR # _____



Draper Aden Associates

ACCOUNT # _____

DEPT HEAD W.T.A.

TOWN MANAGER PMS

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning September 1, 2012 to September 30, 2012

<i>GENERAL REVIEW SERVICES (HR04103-43R)</i> Consent Order / SSES Task 1 Record Review	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Record Review	September	Lump Sum	\$15,700.00	100.00%	\$15,700.00	\$14,035.80	\$1,664.20
Project Totals			\$15,700.00	100.00%	\$15,700.00	\$14,035.80	\$1,664.20

TOTAL = \$1,664.20

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning September 1, 2012 to September 30, 2012

<i>GENERAL REVIEW SERVICES (HR04103-57RI)</i> Private Property I/I Abatement Program	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Program Assistance	September	Lump Sum	\$25,000.00	78.70%	\$19,675.00	\$19,375.00	\$300.00
Project Totals			\$25,000.00	78.70%	\$19,675.00	\$19,375.00	\$300.00

TOTAL = \$300.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning September 1, 2012 to September 30, 2012

<i>GENERAL REVIEW SERVICES (HR04103-61RI)</i> Consent Order / SSO MOM Program Full Hydraulic Model Phase 2	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Plan Development	September	Lump Sum	\$115,000.00	55.50%	\$63,825.00	\$49,795.00	\$14,030.00
Project Totals			\$115,000.00	55.50%	\$63,825.00	\$49,795.00	\$14,030.00

TOTAL = \$14,030.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning September 1, 2012 to September 30, 2012

<i>GENERAL REVIEW SERVICES (HR04103-65RI)</i> Consent Order / SSES Minton Way Pump Station Basin	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
CCTV Inspection Services	September	Lump Sum	\$35,000.00	53.50%	\$18,725.00	\$7,350.00	\$11,375.00
Project Totals			\$35,000.00	53.50%	\$18,725.00	\$7,350.00	\$11,375.00

TOTAL = \$11,375.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning September 1, 2012 to September 30, 2012

<i>GENERAL REVIEW SERVICES (HR04103-66RI)</i> Consent Order / Capacity Assessment	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Level of Service Determination	September	Lump Sum	\$35,000.00	2.20%	\$770.00	\$0.00	\$770.00
Project Totals			\$35,000.00	2.20%	\$770.00	\$0.00	\$770.00

TOTAL = \$770.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning September 1, 2012 to September 30, 2012

<i>GENERAL REVIEW SERVICES (HR04103-67RI)</i> Consent Order / Additional Locality-HRSD Coordination	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Locality - HRSD Coordination	September	Lump Sum	\$80,000.00	2.90%	\$2,320.00	\$0.00	\$2,320.00
Project Totals			\$80,000.00	2.90%	\$2,320.00	\$0.00	\$2,320.00

TOTAL = \$2,320.00



Draper Aden Associates

Engineering • Surveying • Environmental Services

Progress Report

To: Ms. Lesley Greer
Company: Town of Smithfield
From: Andy Snyder
Project Name: Annual Engineering Services Contract – September 2012 Invoices
Project Number: HR04103-43R, HR04103-57RI, HR04103-61RI, HR04103-65RI, HR04103-66RI, HR04103-67RI
Date: October 15, 2012
cc: Bill Hopkins, Sonja Eubank, Scott Schiller

Recent Activities:

1. HR04103-43R – Completed the review of background information as it pertains to the anticipated rehabilitation planning process.
2. HR04103-57RI – Continued coordination with HRSD and their consultant regarding the recently supplied geodatabase information.
3. HR04103-61RI – Continued field survey work and the logging of collected information into a GIS database for eventual incorporation into the Town's full hydraulic model.
4. HR04103-65RI – Performed the field CCTV investigation work and submitted the collected information for defect coding.
5. HR04103-66RI – Coordinated with HRSD and their consultants regarding the initial capacity assessment performed on the Town's infrastructure. Assisted the Town with regional discussions and decisions pertaining to a regional level of service determination.
6. HR04103-67RI – Attended capacity team meetings and assisted the Town with general regional coordination efforts.

Upcoming Tasks:

1. HR04103-43R – Task is complete.
2. HR04103-57RI – Attend future Private Property I/I Abatement Program meetings and coordinate with the region as necessary.
3. HR04103-61RI – Continue field survey work and GIS data entry for eventual incorporation into the Town's full hydraulic model.
4. HR04103-65RI – Review coding information once available and summarize identified defects as necessary for incorporation into the Rehabilitation Plan.
5. HR04103-66RI – Assist the Town as necessary with requests pertaining to previous and upcoming capacity assessments. Coordinate with the region as necessary with regard to level of service determination.
6. HR04103-67RI – Attend upcoming capacity team meetings and assist the Town with general regional coordination efforts.

Scope Changes:

1. N/A

Budget Status/Percent Complete

1. HR04103-43R – 100.00%
2. HR04103-57RI – 78.70%
3. HR04103-61RI – 55.50%
4. HR04103-65RI – 53.50%
5. HR04103-66RI – 2.20%
6. HR04103-67RI – 2.90%

Schedule Status/Deliverable Status

1. HR04103-43R – Task is complete.
2. HR04103-57RI – On schedule based on VDEQ deadlines.
3. HR04103-61RI – On schedule.
4. HR04103-65RI – On schedule.
5. HR04103-66RI – On schedule based on VDEQ deadlines.
6. HR04103-67RI – On schedule based on VDEQ deadlines.

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

1. None

Issues you should be aware of/ any other issues:

1. None



Invoice Date 10/2/2012
 Invoice Number 100091
 Service Order Number 0000109

INVOICE - SERVICE

S WO7649
O TOWN OF SMITHFIELD
L PO BOX 246
D
T SMITHFIELD VA 23431
O

J
O TOWN OF SMITHFIELD
B
S
I
T
E

NET DUE \$6,510.43

SLS #	TERMS	PURCHASE ORDER
100	NET 30	
DESCRIPTION		
QUARTERLY INVOICE		
70,000 GALLON DE 100'HWL		
CARY STREET ELEVATED TANK		

VENDOR # _____
ACCOUNT # _____
DEPT HEAD M.T. 21
TOWN MANAGER PLS

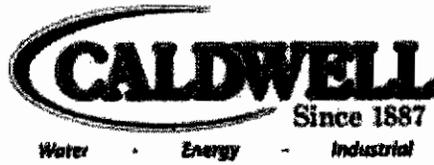
Total =
 \$24,996.41

TOTAL	PAYMENT	NET DUE
\$6,510.43		\$6,510.43

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 10/2/2012
 Invoice Number 100092
 Service Order Number 0000110

INVOICE - SERVICE

S WO7650
O TOWN OF SMITHFIELD
L PO BOX 246
D
T SMITHFIELD VA 23431
O

J
O TOWN OF SMITHFIELD
B
S
I
T
E

NET DUE \$8,105.64

SLS #	TERMS	PURCHASE ORDER
100	NET 30	

DESCRIPTION

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

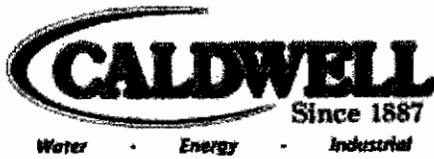
VENDOR # _____
 ACCOUNT # _____
 DEPT HEAD W.F.H.
 TOWN MANAGER PLS

TOTAL	PAYMENT	NET DUE
\$8,105.64		\$8,105.64

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 10/2/2012
Invoice Number 100093
Service Order Number 0000111

INVOICE - SERVICE

SOLD TO WO7651 TOWN OF SMITHFIELD PO BOX 246 SMITHFIELD VA 23431
JOB SITE TOWN OF SMITHFIELD

NET DUE \$7,652.58

SLS #	TERMS	PURCHASE ORDER
100	NET 30	

DESCRIPTION

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

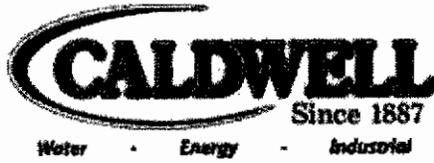
VENDOR # _____
ACCOUNT # _____
DEPT HEAD W. Z. H.
TOWN MANAGER PLS

TOTAL	PAYMENT	NET DUE
\$7,652.58		\$7,652.58

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 10/2/2012
 Invoice Number 100094
 Service Order Number 0000112

INVOICE - SERVICE

S WO7652
O TOWN OF SMITHFIELD
L PO BOX 246
D
T SMITHFIELD VA 23431
O

J
O TOWN OF SMITHFIELD
B
S
I
T
E

NET DUE \$2,727.76

SLS #	TERMS	PURCHASE ORDER
100	NET 30	

DESCRIPTION

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

VENDOR # _____
 ACCOUNT # _____
 DEPT HEAD W.T. 76
 TOWN MANAGER FRS

TOTAL	PAYMENT	NET DUE
\$2,727.76		\$2,727.76

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

SMITHFIELD, VA REHAB ACTIVITIES

Legend:

Green = Change in specification or clarification needed.

Yellow = Not scheduled in Year 1 (Propose to move to initial rehab)

WILSON ROAD TANK (150,000 GALLON LEG TANK) WO-7650

Ladders/Handrails:

- Remove existing interior wet ladder and install a new ladder with new notched rail safe-t-climb.
- Remove existing riser ladder and install a new ladder with new notched rail safe-t-climb.
- Remove existing revolving ladder and install new ladder and cable type notched rail safety device.
- Install 14'-0" diameter roof handrail to enclose new roof vent. Extend handrail down to enclose roof manhole. See bullet 5 under Appurtenances.
- Remove existing balcony handrail and replace with new. Install a new swing gate at new ladder step opening in roof handrail Balcony handrail
- Remove existing tower ladder and install new ladder.
- Reinstall Replace existing tower ladder safety device & install new notched rail extension kit.
- Reinstall existing ladder gate on tower ladder.
- Install 1" holes in balcony in areas showing signs of water ponding.

Welding:

- Seal weld interior lap joint between roof plate and dollar plate.
- Seal weld existing bolt holes on interior in a circular pattern.
- Seal weld the interior curb project/roof plate joint.
- Seal weld exterior lap joint between roof plate and dollar plate.
- Seal weld existing bolt holes on exterior in a circular pattern.

Overflow:

- Remove existing internal overflow pipe.
- Weld a cover plate over hole in riser base plate.
- Install a new weir box & 6" overflow pipe to grade along tank exterior column.
- Install a 6" Series-35 elastometric check valve and screen on overflow discharge.
- Install a concrete splash pad at overflow discharge.
- Install a proper overflow drainage system to avoid drainage in to adjacent street drainage ditches.

Appurtenances:

- Remove and replace existing riser grate.
- Replace gasket for oval riser manhole.
- Replace (4) single obstruction lights on balcony handrail.
- Remove existing finial ball and install a freeze resistant roof vent.
- Replace existing roof manhole cover with AWWA compliant cover. Remove existing roof manhole, seal weld a plate to cover hole and install a new 24" hinged roof manhole inside the new roof handrail to eliminate extra handrail.
- Install a flanged ventilation manhole 180 degrees from hinged manhole within roof handrail.
- Remove existing water level indicator and seal all resulting holes.
- Install 24" hinged riser manhole 120 degrees from existing manhole.

Communication Equipment:

- Relocate (3) roof antennas to new mounts on new roof handrail.
- Relocate antennas away from ladder and to eliminate trip hazards.

Coatings:

- Clean/coat exterior and interior work damages.
- Pressure wash (4000 psi) tank interior.
- Disinfect interior per AWWA Method #2-Spray Method.
- Repair grout on riser foundation and all column foundations.

Additional Notes:

- Year 5 include complete interior/exterior blast and paint activities.
- No washout between year 1 & 5. A washout should be made in year 3 to stay on the 2 year cleaning cycle.

SMITHFIELD, VA REHAB ACTIVITIES

Legend:

Green = Change in specification or clarification needed.

Yellow = Not scheduled in Year 1 (Propose to move to initial rehab)

SOUTH CHURCH STREET TANK (400,000 GALLON PEDESHERE) WO-7651

Ladders/Handrails:

- Remove existing interior wet ladder and install a new ladder with notched rail safe-t-climb.
- Remove existing base cone ladder and install a new ladder with notched rail safe-t-climb cable system and extension kit
- Remove existing pedestal ladder and install a new ladder and notched rail safe-t-climb cable system and extension kit
- Remove upper platform handrail and install new handrail.
- Remove existing access tube ladder and install a new ladder and notched rail safe-t-climb cable system and extension kit. **Install a pipe extension kit holder in access tube to hold removable extension kit.**
- Install an 18'-0" roof handrail to enclose roof vent and manholes.

Welding:

- Seal weld all interior roof lap joints.
- Seal weld at all erection angles, roof couplings and joints.

Overflow:

- **Replace overflow screen.**

Appurtenances:

- Remove existing cathodic protection system and install new.
- **Remove cathodic control box, hanging lugs and conduit from tank. Plate holes and seal weld inside and out.**
- **Install a lug and lock on access tube manhole to secure manhole cover.**
- **Replace gasket in access tube tank manhole.**
- **Remove existing roof vent and install a new freeze resistant roof vent.**
- **Remove damage screen at access tube vent. Seal weld a plate over the remaining gap to eliminate vent.**
- **Replace base cone double doors and door jamb.**

Communication Equipment:

- Relocate cables through platform penetrations and away from walking/climbing areas.
- Seal exterior cable penetrations.
- Relocate antennas to new mounts on new roof handrail.

Coatings:

- Clean/coat exterior and interior work damages.
- Pressure wash (4000 psi) tank interior.
- Disinfect interior per AWWA Method #2-Spray Method.

Additional Notes:

- Year 4 includes interior/exterior blast and painting activities.

SMITHFIELD, VA REHAB ACTIVITIES

Legend:

Green = Change in specification or clarification needed.

Yellow = Not scheduled in Year 1 (Propose to move to initial rehab)

CARY STREET TANK (70,000 GALLON LEG TANK) WO-7649

Ladders/Handrails:

- Remove existing interior wet ladder and install a new ladder with new notched rail safe-t-climb.
- Remove existing roof rungs and install new ladder and safety device.
- Remove existing roof grab rail and install 14'-0" diameter roof handrail. Install a swing gate at handrail entrance.
- Remove existing tower/shell ladder and install new ladder.
- **Reinstall** **Replace** existing tower ladder cable safety device. **Notched rail, to match other tanks and interior ladder.**
- Reinstall existing ladder gate on tower ladder.

Welding:

- Install rigging couplings in roof and seal weld inside and out.
- Groove weld all interior roof butt joints.
- Seal weld a plate along interior roof to shell connection interface.

Overflow:

- Install a new weir box & overflow pipe to grade along tank exterior column.
- **Install a screen on overflow discharge.**
- **Install a concrete splash pad at overflow discharge.**

Appurtenances:

- **Install a freeze resistant roof vent.**

Communication Equipment:

- Install cable supports for existing cables. Relocate communication equipment and coordinate with service provider.

Coatings:

- Clean/coat exterior and interior work damages.
- Caulk interior roof weld seams
- Pressure wash (4000 psi) tank interior.
- Disinfect interior per AWWA Method #2-Spray Method.

Additional Notes:

- Year 3 include complete interior/exterior blast and paint activities.

REW Corporation
3708 Adams Street
Suite E
Portsmouth VA 23703
757-686-0800

License: 2701 033089A

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

Progress Billing

Application: 2 - PO#3109-798

Period: 09/20/2012

Owner: Town of Smithfield
P.O. Box 246
Smithfield VA 23431

Job Location: Flow Monitoring Upgrades/Netwo
P.O. Box 246
Smithfield VA 23431

Application For Payment On Contract

Original Contract.....	148,043.00
Net Change by Change Orders.....	0.00
Contract Sum to Date.....	148,043.00
Total Complete to Date.....	118,434.40
Total Retained.....	0.00
Total Earned Less Retained.....	118,434.40
Less Previous Billings.....	59,217.20
Current Payment Due.....	59,217.20
Balance on Contract.....	29,608.60

Contractor's Certification of Work

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

Contractor: REW Corporation

By: *Torri W. Leiker* Date: 9.21.12
Torri W. Leiker, Secretary

State of Virginia County of Portsmouth

Subscribed and sworn to before me this 21 day of September 2012

Notary Public: *Sarah Catherine Diaz*
Sarah Catherine Diaz Registration # 317580

My Commission expires: July 31, 2015

Terms: Invoices are due and payable 30 days from the date of invoice. ~~Vendor's accounts will be charged a service charge of 18% per annum. Please make checks payable to: REW Corporation~~

Thank you for your prompt payment.

VENDOR # _____
ACCOUNT # 004-42070-7017
DEPT HEAD W.T.A.
TOWN MANAGER Phils

SARAH CATHERINE DIAZ
NOTARY PUBLIC
REGISTRATION # 317580
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES
JULY 31, 2015

PROGRESS BILLING

Application: 2

Period: 09/20/2012

Schedule of Work Completed

Description of Work	Scheduled	Changes	Contract	Previous	Current Comp.	Stored Mat.	Total Comp.	%	Balance	Retained
Flow Monitoring Upgr	148,043.00		148,043.00	59,217.20	59,217.20		118,434.40	80.00	29,608.60	
Totals:	148,043.00		148,043.00	59,217.20	59,217.20		118,434.40	80.00	29,608.60	

REW Corporation
3708 Adams Street
Suite E
Portsmouth VA 23703
757-686-0800
License: 2701 033089A

Contract Invoice

Invoice#: 982-11-6-1
Date: 09/24/2012

Billed To: Town of Smithfield
P.O. Box 246
Smithfield VA 23430

Project: PH II RADIOS
P.O. Box 246
Smithfield VA 23431

Due Date: 10/24/2012

Terms: Net 30 Days

Order#

Description	Amount
Progress Billing #1	119,216.00
Completed installation and wiring of new radios, commission new radio system, adjust antennas, ground antennas at the following pump stations: Rising Star Pump Station Remote RTU, Ledford Pump Station Remote RTU, Scotss Landing Pump Station Remote RTU, Smithfield Blvd. Pump Station Remote RTU, Bradford Mews Pump Station Remote RTU, & Drumonds Lane Pump Station Remote RTU and connected them to the new system at the Water Treatment Plant per Jessie Snead.	
Total Contract Amount:	\$158,953.69
Less Previous Billings:	0
Total Due this Billing 75%	119,216.00
Remaining Balance:	\$ 39,739.69

Notes:

VENDOR # _____
ACCOUNT # _____
DEPT HEAD W.T.J.
TOWN MANAGER Phls

A service charge of 18 % per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your business and prompt payment!

Non-Taxable Amount:	119,216.00
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	119,216.00

[Handwritten initials]

To: All Town Council Members
Peter M. Stephenson, Town Manager
William H. Riddick, III, Town Attorney

From: Ellen Minga, Treasurer

Subject: Transient Occupancy Tax

Date: October 15, 2012

Last month a question was raised in my office regarding exemptions for transient occupancy tax, specifically for government officials (federal, state, or local) who may be visiting our Town. Like many localities in the Commonwealth, the Town of Smithfield's adopted ordinance for transient occupancy tax does not list exemptions. Other localities are more specific with most exempting hospitals, nursing clinics, convalescent homes, or other extended care facilities. Some list exemptions for federal, state or city governments (their own) while a few also extend the exemptions to all local government agencies. Examples of exemptions from Front Royal, Alexandria, and the Town of Blacksburg are included for your review. The ordinances for our surrounding localities of Suffolk, Norfolk, and Isle of Wight County do not list exemptions. Virginia Beach and Chesapeake allow exemptions for federal, state, and *their* city employees. Williamsburg exempts hospitals and extended care facilities. Since this question is likely to surface again, I wanted to bring this to your attention to determine whether you are satisfied with the ordinance as it stands or would like to make changes. A full copy of the Town's Code Sections 74-151 through 74-163 are included for your review.

Town of Smithfield

Smithfield, Virginia, Code of Ordinances >> PART II - CODE >> Chapter 74 - TAXATION >> ARTICLE VI. - TRANSIENT OCCUPANCY TAX >>

ARTICLE VI. - TRANSIENT OCCUPANCY TAX Sec. 74-151. - Levy of tax.Sec. 74-152. - Payment and collection of tax.Sec. 74-153. - Collections in trust for town.Sec. 74-154. - Reports and remittances.Sec. 74-155. - Commission.Sec. 74-156. - Penalty and interest.Sec. 74-157. - Procedure when tax not reported or collected.Sec. 74-158. - Preservation of records.Sec. 74-159. - Duty of person going out of business.Sec. 74-160. - Advertising payment or absorption of tax prohibited.Sec. 74-161. - Enforcement.Sec. 74-162. - Violations.Sec. 74-163. - Regulations.Secs. 74-164—74-200. - Reserved.**Sec. 74-151. - Levy of tax.** 

In addition to all other taxes and fees of any kind now or hereafter imposed by law, a tax is hereby imposed and levied on hotels, motels, boardinghouses, travel campgrounds and other facilities offering guestrooms rented out for continuous occupancy of fewer than 90 consecutive days, at the rate of five percent of the amount of the charge for the occupancy of any room or space occupied. The tax imposed hereunder shall not apply to rooms or spaces rented and continuously occupied by the same individual or same group of individuals for 90 days or more.

*(Ord. of 6-6-2000(2), § 1; Ord. of 8-2-2011(1), § 1)***Sec. 74-152. - Payment and collection of tax.** 

The tax required by this article shall be collected by the business or person offering the room or space for occupancy and paid by the person occupying the room or space at the time the charge for occupancy becomes due and payable, whether payment is to be made in cash or on credit by means of a credit card or otherwise. The business or person collecting the tax shall add the tax to the amount charged for the occupancy of the room or space and shall pay the taxes collected to the town as provided in this article.

*(Ord. of 6-6-2000(2), § 1)***Sec. 74-153. - Collections in trust for town.** 

All amounts collected by the business or person offering the room or space for occupancy as taxes under this article shall be deemed to be held in trust by the business or person collecting them until remitted to the town as provided by this article.

*(Ord. of 6-6-2000(2), § 1)***Sec. 74-154. - Reports and remittances.** 

The treasurer shall require all prospective businesses or persons offering rooms or space for occupancy in the town to register for collection of the tax imposed by this article. Every business or person offering the room or space for occupancy shall make a report to the town for each calendar quarter, showing the amount of charges collected for meals and the amount of tax required to be collected. The quarterly reports shall be made on forms prescribed by the treasurer and shall be signed by an employee of the business or the person offering the room or space for occupancy. The report shall be delivered to the treasurer on or before the 20th day of the calendar month following the quarter being reported. Each report shall be accompanied by a remittance of the amount of tax due, made payable to the town.

*(Ord. of 6-6-2000(2), § 1)***Sec. 74-155. - Commission.** 

For the purpose of compensating businesses or persons offering rooms or space for occupancy for the collection of the tax imposed by this article, all businesses or persons offering rooms or space for occupancy shall be allowed a commission for such service in the amount of three percent of the amount of the tax due and accounted for in the form of a deduction from the tax remitted on their quarterly return provided the amount due is not delinquent at the time of payment.

(Ord. of 6-6-2000(2), § 1)

Sec. 74-156. - Penalty and interest.

If any person whose duty it is to do so shall fail or refuse to make the report or remit the tax required by this article within the time and in the amount required, there shall be added to the tax by the treasurer a penalty in the amount of ten percent of the tax, and interest thereon at the rate of ten percent per annum, which shall be computed upon the tax and penalty from the date such were due and payable.

(Ord. of 6-6-2000(2), § 1)

Sec. 74-157. - Procedure when tax not reported or collected.

If any person whose duty it is to do so shall fail or refuse to collect the tax imposed under this article and make timely report and remittance thereof, the treasurer shall proceed in such manner as is practicable to obtain facts and information on which to base an estimate of the tax due. As soon as the treasurer has procured whatever facts and information may be obtainable, upon which to base the assessment of any tax payable by any person who has failed to collect, report or remit such tax, the treasurer shall proceed to determine and assess against such person the tax, penalty and interest provided in this article and shall notify the person, by registered mail sent to his last known address, of the amount of such tax, penalty and interest. The total amount thereof shall be payable ten days after the date such notice is sent.

(Ord. of 6-6-2000(2), § 1)

Sec. 74-158. - Preservation of records.

It shall be the duty of every person liable for collection and remittance of the taxes imposed by this article to preserve for a period of five years, records showing all purchases taxable under this article, the amount charged the purchaser for each such purchase, the date thereof, the taxes collected thereon and the amount of tax required to be collected by this article. The treasurer shall be authorized to examine such records at reasonable times and without unreasonable interference with the business of such person, for the purpose of administering and enforcing the provisions of this article and to make transcripts of all or any parts thereof.

(Ord. of 6-6-2000(2), § 1; Ord. of 11-2-2010(2), § 1)

Sec. 74-159. - Duty of person going out of business.

Whenever any person required to collect and remit to the town any tax imposed by this article shall cease to operate or otherwise dispose of his business, the tax shall immediately become due and payable; and the person shall immediately make to the treasurer a report and remittance thereof.

(Ord. of 6-6-2000(2), § 1)

Sec. 74-160. - Advertising payment or absorption of tax prohibited.

No business or person offering rooms or space for occupancy shall advertise or hold out to the public in any manner, directly or indirectly, that all or any part of a tax imposed under this article will be paid or absorbed by the business or person offering rooms or space for occupancy or anyone else, or that the business or person offering rooms or space for occupancy or anyone else will relieve any purchaser of the payment of all or any part of the tax.

(Ord. of 6-6-2000(2), § 1)

Sec. 74-161. - Enforcement.

- (a) It shall be the duty of the treasurer to ascertain every seller in the town liable for the collection of the tax imposed by this article, who fails, refuses or neglects to collect such tax or to make the reports and remittances required by this article. The treasurer may have issued a summons for such person, and this summons may be served upon such person by any town police officer in the manner provided by law; and the treasurer may seek a conviction or other civil remedy, including injunction, against such person.
- (b) If the person occupying any room or space applicable to taxation pursuant to this article refuses to pay the tax imposed by this article, the business or person offering rooms or space for occupancy may call upon the police department for assistance; and the investigating officer may, when probable cause exists, issue the purchaser a summons returnable to the general district court as provided by law.

(Ord. of 6-6-2000(2), § 1)

Sec. 74-162. - Violations.

- (a) It shall be unlawful and constitute a misdemeanor for any person to violate any of the provisions of this article. Except as otherwise provided in this section, any conviction or violation of any of the provisions of this article shall be punishable by a fine of not less than \$10.00 nor more than \$500.00, or imprisonment for up to 30 days, or both. Each day any such violation of the provisions of this article shall continue constitutes a separate offense.
- (b) Any corporate, partnership or limited liability company officer who willfully fails to pay, collect, or truthfully account for and pay over the food and beverage tax or willfully attempts in any manner to evade or defeat such tax or the payment thereof, shall, in addition to other penalties

provided by law, be liable for a penalty of the amount of the tax evaded or not paid, collected, or accounted for and paid over, to be assessed and collected in the same manner as such taxes are assessed and collected.

- (c) The term "corporate, partnership or limited liability company officer" as used in this section means an officer or employee of a corporation, or a member, or employee of a partnership or member, manager or employee of a limited liability company who, as such officer, employee, member or manager, is under a duty to perform on behalf of the corporation, partnership or limited liability company the act in respect of which the violation occurs and who:
- (1) Had actual knowledge of the failure or attempt as set forth in this section; and
 - (2) Had authority to prevent such failure or attempt.
- (d) Any corporate or partnership officer, or any other person required to collect, account for and pay over the food and beverage tax, who willfully fails to collect or truthfully account for and pay over such tax, and any such officer or person who willfully evades or attempts to evade any such tax or the payment thereof, shall, in addition to any other penalties provided by law, be guilty of a class 1 misdemeanor.

(Ord. of 6-6-2000(2), § 1)

State law reference— Similar provisions, Code of Virginia, § 58.1-3907.

Sec. 74-163. - Regulations.

The treasurer may issue regulations for the administration and enforcement of this article not in conflict with this article.

(Ord. of 6-6-2000(2), § 1)

Secs. 74-164—74-200. - Reserved.

FOOTNOTE(S):

⁽⁴⁷⁾ *Cross reference— Peddlers and solicitors, ch. 54. [\(Back\)](#)*



**TRANSIENT LODGING TAX
(GUIDELINES FOR EXEMPT RENTALS)**

The following rentals may be exempt from ~~the~~ **Transient Lodging Tax**.

1. Rentals for a room in which the same individual stays for over 90 consecutive days.
2. Rentals paid directly by the federal, state, or city government (i.e. the payment is made through a government credit card, direct billing or payment voucher).

Exempt Federal Government Credit Cards:

Card Type	Prefixes	Sixth Digit
VISA	4486, 4614, 4716 only	0, 6, 7, 8, or 9 only
Mastercard	5565, 5568 only	0, 6, 7, 8, or 9 only

3. Rentals paid by foreign diplomats - The individual must present a tax exemption card issued by U.S. State Department, which includes the picture and name of the person claiming the exemption and indicates that the bearer is entitled to exemption from "hotel room tax".
4. Rentals paid by full time students attending a school, college or university located within Alexandria city limits.

To support tax exempt rentals, copies of the following documentation must be maintained:

Rentals over 90 Days: copy of invoice

Government Employee: copy of voucher check, government invoice, or receipt that contains pertinent information supporting direct government payment of rentals (credit card account number must be retained for payments made by federal government credit cards)

Foreign Diplomat: copy of tax exemption card (both sides) and invoice

Full time student: copy of student ID and invoice

Please contact the Tax Audit, Research & Analysis Unit at 703.746.3903 if you have any questions.

Chapter 75 FINANCE AND TAXATION.

75-42 MOTEL EXCISE TAX FOR TRANSIENTS - EXEMPTIONS

The following shall not be subject to the motel excise tax for transients imposed under this Article:

- A. Transient occupancy taxes imposed under Virginia Code Sections 58.1-3819 and 58.1-3820.
- B. Tips paid by the transient.
- C. Meals or other services not related to the rental of rooms or space furnished by the motel.
- D. Lodging furnished by public or private schools to their students or employees.
- E. ~~Lodging and/or space purchased by federal, state or local government agencies, or by the officers or employees thereof while on official business.~~
- F. Lodging furnished by a hospital, nursing clinic, convalescent home, nursing home, home for the aged, infirm or handicapped or other extended care facility to patients or residents thereof.
- G. Lodging furnished by a nonprofit charitable or civic organization to the elderly, infirm, handicapped or needy persons.
- H. Sales taxes on lodging and/or space furnished to transients.
- I. Lodging furnished by day-care or other child care facilities for children under the care of such facility.
- J. Any other lodging and/or space furnished to transients which is exempted from taxation under the provisions of Virginia Code Section 58.1-3840.

Blacksburg, Virginia, Code of Ordinances >> - CODE >> Chapter 22 - TAXATION >> ARTICLE V. - TRANSIENT LODGING TAX >>

ARTICLE V. - TRANSIENT LODGING TAXSection 22-500. - Transient lodging tax imposed; amount.Section 22-501. - Collection from transients.Section 22-502. - Report of collection and remittance of tax.Section 22-503. - Exceptions for governmental employees on official business.Section 22-504. - Exceptions for transients at places of lodging at public institutions.Section 22-505. - Cessation of business; tax due immediately.**Section 22-500. - Transient lodging tax imposed; amount.**

There is hereby levied and imposed on each transient obtaining lodging or the use of space at any hotel, a tax equal to seven (7) percent of the total amount paid for such lodging or the use of space by or for any such transient.

*(Ord. No. 1360, § 20, 4-27-04; Ord. No. 1380, § 13, 4-26-05)**State law reference— Code of Virginia, §§ 58.1-3840. 58.1-3819.***Section 22-501. - Collection from transients.**

The transient lodging tax shall be collected by the hotel from the transient or from the person paying for the room rental, at the time payment for the room rental is made. The taxes required to be collected under this article shall be deemed to be held in trust until they are remitted to the director of finance.

Section 22-502. - Report of collection and remittance of tax.

- (a) The director shall prescribe a transient lodging tax collection return form, which shall show the amount of lodging, charges collected and the tax required to be collected. The form shall contain an appropriate signature block and shall call for such other information as the director may require.
- (b) Every person collecting the transient lodging tax shall complete a transient lodging tax collection return and submit it and the remittance of the tax to the director on or before the twentieth day of each month. Each return shall cover the amount of tax due and collected during the preceding month.
- (c) Every collector shall be allowed two (2) percent of the amount of the tax due and accounted for in the form of a deduction on his or her monthly return, provided the amount due is not delinquent at the time of payment.

*(Ord. No. 1517, § 1, 4-28-09)***Section 22-503. - Exceptions for governmental employees on official business.**

~~No tax shall be payable hereunder with respect to any payment for lodging or the use of space paid by or for any federal, Virginia, or Blacksburg official or employee when on official business.~~

Section 22-504. - Exceptions for transients at places of lodging at public institutions.

With respect to those places of lodging at public institutions whose operating costs are financed by legislative appropriations, no tax shall be payable hereunder with respect to any payment for lodging or the use of space paid by or for:

- (1) Any person obtaining lodging at such places in connection with or as a part of any bona fide educational conference or program arranged by such public institution; or
- (2) Any person who is an invited guest of the public institution where such payment was made by said public institution.

Section 22-505. - Cessation of business; tax due immediately.

Whenever any person required to collect and pay to the town a tax imposed by this article shall cease to operate, go out of business, or otherwise dispose of his business, any tax then payable to the town shall become immediately due and payable, and such person shall immediately make a report and pay the tax due to the director of finance.



September 10, 2012

Ms. Ellen Minga
Treasurer
Town of Smithfield
P.O. Box 246
Smithfield, VA 23431

Dear Ms. Minga,

On behalf of Western Tidewater Free Clinic (WTFC), I thank the Town of Smithfield and the Town Council for supporting the Clinic again this fiscal year. I am writing to request the annual contribution as approved in the FY2012-13 budget.

As always, we invite you, the Town staff, and all members of the City Council to visit the Clinic to see first-hand how your funds are making a difference.

Please contact me at 923-1060, ext. 7001 if you would like to schedule a tour or if additional information is needed. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Miriam A. Beiler".

Miriam A. Beiler, MBA
Executive Director



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

1700 NORTH MAIN STREET
SUFFOLK, VIRGINIA 23434

Gregory A. Whirley
Commissioner

October 18, 2012

MEMORANDUM

TO: Mr. Jason Fowler

FROM: Mr. Robert A. Weber III, P.E, PTOE *RAW*

SUBJECT: Intersection Safety/Signal Study
Intersection of Church St. and Luter Drive /Thomas Street
Town of Smithfield

Per a request from the Town Engineer, Traffic Engineering has completed studies to determine whether additional traffic safety measures should be implemented at the subject intersection. The intersection was recently streetscaped by VDOT forces and there have been complaints of poor sight distance since the work was completed.

As part of this review, traffic counts were performed, the crash history was researched, sight distance measurements were taken, and a traffic signal warrant analysis was performed.

Location

The subject intersection is in an urban location. Church Street is Virginia Route 10 Business, a cardinal north/south State Primary Highway classified as an Urban Collector. The eastbound approach is Thomas Street, Virginia 258 Alternate, a cardinal east/west State Primary Highway also classified as an Urban Collector. The westbound approach is Luter Drive, a local street under the jurisdiction of the Town of Smithfield.

Traffic Signal Warrant Analysis

A warrant analysis was performed based on criteria set forth in the *Manual on Uniform Traffic Control Devices* (MUTCD) 2009 edition. These criteria consist of eight (8) volume, safety and delay warrants of which one or more must be met before a signal can be considered. Of the eight warrants, none were met at this location.

Based on our evaluation and traffic volume data collected, this intersection does not justify signalization at this time. See attached report for more details.

Sight Distance

Traffic Engineering conducted a sight distance review for both side streets at this location. Sight distance to the north is adequate in all cases – all sight distance observations to follow are concerned with sight distance to the south of the intersection, toward downtown Smithfield.

Driver sight distance is restricted at the intersection of Thomas and Luter Streets and Church Street by buildings, parked vehicles and street side vegetation. The sight distance from the stop bar for Thomas Street is 49 feet, and from Luter Street (no painted stop bar) is 81 feet. Per the 2011 AASHTO *A Policy on Geometric Design of Highways and Streets* (the Green Book) the recommended sight distance for a speed limit of 25 mph is 280 feet. Sight distance for EB traffic can be marginally improved if the vehicle “creeps” forward over the stop bar and unmarked crosswalk after coming to a complete stop, but not significantly enough to approach the AASHTO required sight distance. Sight distance for motorists exiting Luter Drive also cannot be improved when vehicles are parked in the space closest to Luter Drive.

Other Factors

While visiting the site, right-turning traffic from Thomas on to Church Street was observed making the turn wide and crossing the centerline on Church Street. This appeared to be due to the limited space and tight tolerances for this movement.

During this review we observed that the centerline of Thomas Street is offset to allow dedicated left- and right-turn lanes onto Church Street. Because of the current configuration of the intersection, left-turning vehicles' visibility is blocked by right turning vehicles and must wait for right-turning traffic to clear before completing their movement. Further, traffic volumes on Thomas Street are not heavy enough to warrant separate turn lanes.

Luter Drive has 32 feet of travel way and has no pavement markings (center line or stop bar).

Recommendations

To improve sight distance, Traffic Engineering recommends that the tall bushes that are currently planted closest to the intersection on both sides of Church Street be removed. They may be replaced with a low-growing plant that will not block sight lines. The District Environmental department can provide further guidance on appropriate plants. We further recommend the elimination of the first parking space on each side of the street so that parked vehicles will not obstruct sight distance.

In terms of pavement markings, Traffic Engineering recommends that there be only one inbound and outbound lane of equal width on Thomas Street. This will have the two-fold effect of increasing sight distance for left-turning traffic and provide sufficient width for right-turning traffic to complete the maneuver without encroaching on the opposing lane of Church Street. Additionally, we would recommend that Luter Street have centerline markings and a stop line installed near the intersection.

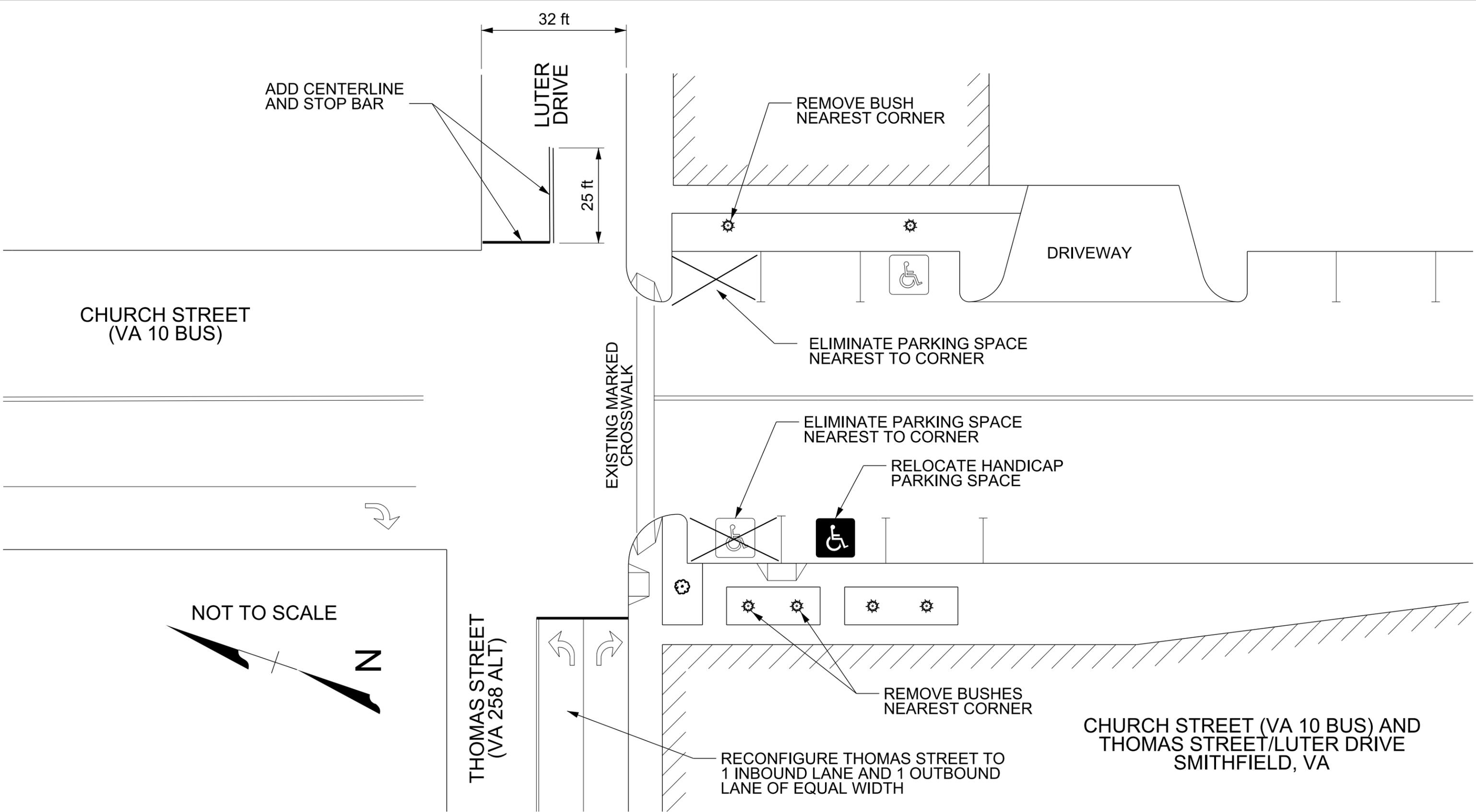
An analysis of an all-way stop condition was requested along with this study, and such an analysis was performed in accordance with Section 2B.07 of the MUTCD. According to this

section, main street volumes (Church Street) must equal or exceed 300 vehicles per hour for any eight hours of a day. At the same time, side street approaches (Thomas Street/Luter Drive) must exceed 200 vehicles per hour for the same 8 hours with a side street delay of at least 30 seconds per vehicle during the peak hour.

The side street volumes do not approach 200 vehicles per hour for any hour of the day. Given that sight distance can be improved without sacrificing operational efficiency by employing other measures as outlined in this report, an all-way stop condition is not recommended for this location.

See attached drawing for more details.

The engineering data collected was compiled by F. M. Prescott and Keith Aston, Engineering Technicians. Should you need further information regarding this matter, please contact this office.



Weber, Robert. (VDOT)

From: Fowler, Jason C., PE (VDOT)
Sent: Thursday, July 19, 2012 6:58 AM
To: Weber, Robert. (VDOT); Lomax, Joe E (VDOT); Haynam, Timothy K, PE (VDOT)
Subject: N. Church St., Thomas St. & Luter Drive Intersection

All,
I have met onsite and looked at this intersection. There appears to be a sight distance problem. The recent enhancement project added on street parking at the intersection. It appears the parking is too close to the intersection. The police are very concerned. Could someone please determine if VDOT will do the safety study for the town. One option I see is to remove the parking close to the intersection and even add a third stop sign.
Thanks.
Jason

Jason C. Fowler, P.E.
Land Development Program Manager

From: Wayne Griffin [<mailto:wgriffin@smithfieldva.gov>]
Sent: Wednesday, July 18, 2012 5:17 PM
To: Fowler, Jason C., PE (VDOT)
Cc: T. Carter Williams; Stephenson, Peter. (VDOT); Steven G. Bowman; Alonzo Howell; William Hopkins; Michael Tippin
Subject: N. Church St., Thomas St. & Luter Drive Intersection

Jason:

In regards to our meeting on site this afternoon, the Town is requesting that VDOT formally review the intersection and perform a safety study of this area. As we discussed there appears to be a sight distance issue involving the parking areas along Church Street when you have approached the intersection from either Thomas Street or Luter Drive. Would a traffic signal be warranted? We would appreciate any comments and recommendations which you may find in this review.

Sincerely,

Wayne A. Griffin
Town Engineer
Planning, Engineering and Public Works
Phone: 757-365-4253
Fax: 757-357-9933

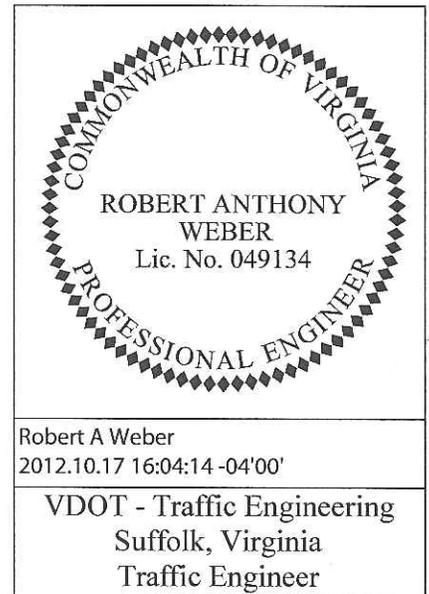
VDOT Traffic Signal Study

Eastern Region Traffic Engineering

For the intersection of Church Street and Thomas Street/ Luter Drive in the Town of Smithfield in Isle of Wight County

Date: 10/17/2012

Origin and Nature of Request: This study is part of an intersection review for the above named intersection.



An engineering study is required to determine the need for a traffic control signal at a particular location. The *Manual of Uniform Traffic Control Devices* (MUTCD) is published by the Federal Highway Administration and is nationally recognized and adopted by all fifty states as the standard for conducting these engineering studies. Traffic volumes, crash history, operating conditions and physical characteristics are collected and compared to the warrants or "conditions" found in the MUTCD. In addition to the previously noted items, an operational analysis should be performed to evaluate the intersection function, both signalized and unsignalized. Traffic signal control should not be installed unless an engineering study indicates that installing a traffic control signal will improve the overall safety and/or operations of the intersection. This document provides a summary of the findings of the traffic signal study conducted for the above-noted intersection.

Study Results and Recommendation: The results of the signal study at this intersection are that none of the eight signal warrants required for signal installation are satisfied.

A signal is recommended for this location.
 is not recommended for this location.

List of Attachments: Turning movement counts and Signal Warrant analysis

Eastern Region Traffic Engineering

Heading Second Line

Heading Third Line

Signal Warrants - Summary

Major Street Approaches

Eastbound: Church

Number of Lanes: 2

Approach Speed: 25

Total Approach Volume: 2,083

Westbound: Church

Number of Lanes: 1

Approach Speed: 25

Total Approach Volume: 2,307

Minor Street Approaches

Northbound: Thomas

Number of Lanes: 2

Total Approach Volume: 1,090

Southbound: Luter

Number of Lanes: 1

Total Approach Volume: 319

Warrant Summary (Urban values apply.)

Warrant 1 - Eight Hour Vehicular Volumes **Not Satisfied**

Warrant 1A - Minimum Vehicular Volume **Not Satisfied**

Required volumes reached for 0 hours, 8 are needed

Warrant 1B - Interruption of Continuous Traffic **Not Satisfied**

Required volumes reached for 0 hours, 8 are needed

Warrant 1 A&B - Combination of Warrants **Not Satisfied**

Required volumes reached for 0 hours, 8 are needed

Warrant 2 - Four Hour Volumes **Not Satisfied**

Number of hours (0) volumes exceed minimum < minimum required (4).

Warrant 3 - Peak Hour **Not Satisfied**

Warrant 3A - Peak Hour Delay **Not Satisfied**

Total approach volumes and delays on minor street do not exceed minimums for any hour.

Warrant 3B - Peak Hour Volumes **Not Satisfied**

Volumes do not exceed minimums for any hour.

Warrant 4 - Pedestrian Volumes **Not Satisfied**

Required 4 Hr pedestrian volume reached for 0 hour(s) and the single hour volume for 0 hour(s)

Warrant 5 - School Crossing **Not Satisfied**

Number of gaps > .0 seconds (0) exceeds the number of minutes in the crossing period (0).

Warrant 6 - Coordinated Signal System **Not Satisfied**

No adjacent coordinated signals are present

Warrant 7 - Crash Experience **Not Satisfied**

Number of accidents (0) is less than minimum (5). Volume minimums are not met.

Warrant 8 - Roadway Network **Not Satisfied**

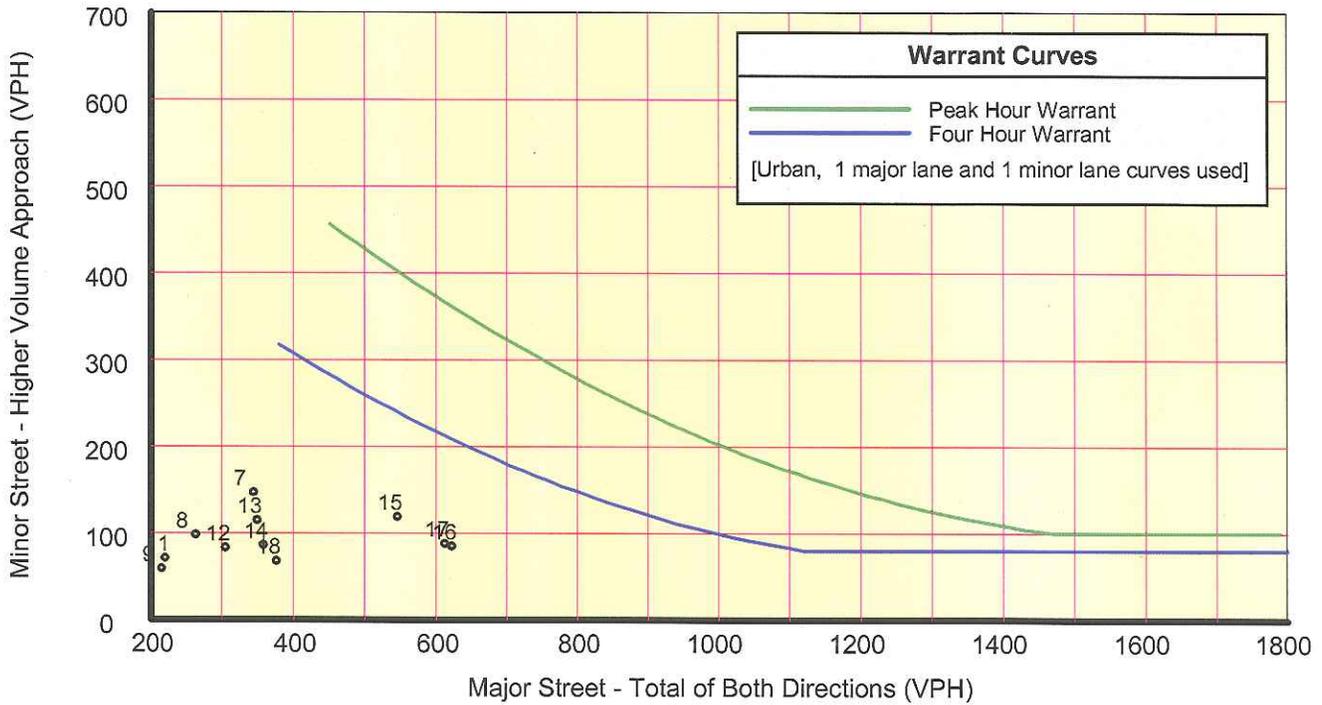
Major Route conditions not met. No volume requirement met.

Eastern Region Traffic Engineering

Heading Second Line

Heading Third Line

Signal Warrants - Summary



Analysis of 8-Hour Volume Warrants:

Hour Begin	Major Total	Higher Minor Vol	Dir	War-1A			War-1B			War-1A&B		
				Major Crit	Minor Crit	Meets?	Major Crit	Minor Crit	Meets?	Major Crit	Minor Crit	Meets?
00:00	0	0	NB	500-No	200-No	---	750-No	100-No	---	600-No	160-No	---
01:00	0	0	NB	500-No	200-No	---	750-No	100-No	---	600-No	160-No	---
02:00	0	0	NB	500-No	200-No	---	750-No	100-No	---	600-No	160-No	---
03:00	0	0	NB	500-No	200-No	---	750-No	100-No	---	600-No	160-No	---
04:00	0	0	NB	500-No	200-No	---	750-No	100-No	---	600-No	160-No	---
05:00	0	0	NB	500-No	200-No	---	750-No	100-No	---	600-No	160-No	---
06:00	0	0	NB	500-No	200-No	---	750-No	100-No	---	600-No	160-No	---
07:00	344	147	NB	500-No	150-No	---	750-No	75-Yes	Minor	600-No	120-Yes	Minor
08:00	263	98	NB	500-No	150-No	---	750-No	75-Yes	Minor	600-No	120-No	---
09:00	215	59	NB	500-No	150-No	---	750-No	75-No	---	600-No	120-No	---
10:00	181	71	NB	500-No	150-No	---	750-No	75-No	---	600-No	120-No	---
11:00	220	71	NB	500-No	150-No	---	750-No	75-No	---	600-No	120-No	---
12:00	305	83	NB	500-No	150-No	---	750-No	75-Yes	Minor	600-No	120-No	---
13:00	349	115	NB	500-No	150-No	---	750-No	75-Yes	Minor	600-No	120-No	---
14:00	358	86	NB	500-No	150-No	---	750-No	75-Yes	Minor	600-No	120-No	---
15:00	545	119	NB	500-Yes	150-No	Major	750-No	75-Yes	Minor	600-No	120-No	---
16:00	622	85	NB	500-Yes	150-No	Major	750-No	75-Yes	Minor	600-Yes	120-No	Major
17:00	612	88	NB	500-Yes	150-No	Major	750-No	75-Yes	Minor	600-Yes	120-No	Major
18:00	376	68	NB	500-No	150-No	---	750-No	75-No	---	600-No	120-No	---
19:00	0	0	NB	500-No	200-No	---	750-No	100-No	---	600-No	160-No	---
20:00	0	0	NB	500-No	200-No	---	750-No	100-No	---	600-No	160-No	---
21:00	0	0	NB	500-No	200-No	---	750-No	100-No	---	600-No	160-No	---
22:00	0	0	NB	500-No	200-No	---	750-No	100-No	---	600-No	160-No	---
23:00	0	0	NB	500-No	200-No	---	750-No	100-No	---	600-No	160-No	---

VDOT

Eastern Region

Traffic Engineering

File Name : church and luterco093-2010
 Site Code : 00000000
 Start Date : 8/23/2012
 Page No : 1

Groups Printed- PV

Start Time	Church St. From North					Luter St. From East					Church St. From South					Thomas St. From West					Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	
07:00 AM	5	41	0	0	46	0	0	0	0	0	7	33	8	0	48	24	5	9	0	38	132
07:15 AM	3	34	0	0	37	1	0	1	0	2	4	24	8	0	36	20	8	14	0	42	117
07:30 AM	5	26	0	0	31	0	0	0	0	0	4	28	8	0	40	17	4	16	0	37	108
07:45 AM	11	30	0	0	41	1	0	0	0	1	8	43	13	0	64	13	5	11	0	29	135
Total	24	131	0	0	155	2	0	1	0	3	23	128	37	0	188	74	22	50	0	146	492
08:00 AM	8	27	2	0	37	0	1	0	0	1	12	33	2	0	47	16	9	6	0	31	116
08:15 AM	3	25	1	0	29	2	1	3	0	6	7	19	12	0	38	6	4	5	0	15	88
08:30 AM	5	18	0	0	23	0	0	0	0	0	4	13	14	0	31	20	1	7	0	28	82
08:45 AM	5	14	1	0	20	0	0	2	0	2	2	12	22	0	36	10	3	8	0	21	79
Total	21	84	4	0	109	2	2	5	0	9	25	77	50	0	152	52	17	26	0	95	365
09:00 AM	2	18	1	0	21	2	1	1	0	4	4	11	11	0	26	17	1	2	0	20	71
09:15 AM	8	19	0	0	27	1	1	3	0	5	1	13	17	0	31	5	1	6	0	12	75
09:30 AM	3	19	2	0	24	0	1	1	0	2	1	7	14	0	22	14	1	2	0	17	65
09:45 AM	3	29	0	0	32	1	0	1	0	2	0	15	14	0	29	7	0	3	0	10	73
Total	16	85	3	0	104	4	3	6	0	13	6	46	56	0	108	43	3	13	0	59	284
10:00 AM	3	13	3	0	19	0	0	0	0	0	3	13	10	0	26	8	2	8	0	18	63
10:15 AM	1	21	0	0	22	3	1	2	0	6	2	18	9	0	29	10	1	5	0	16	73
10:30 AM	2	22	0	0	24	0	0	3	0	3	0	9	12	0	21	18	0	6	0	24	72
10:45 AM	2	14	1	0	17	2	3	1	0	6	0	20	3	0	23	9	0	4	0	13	59
Total	8	70	4	0	82	5	4	6	0	15	5	60	34	0	99	45	3	23	0	71	267
11:00 AM	7	19	0	0	26	1	5	1	0	7	4	9	10	0	23	11	2	4	0	17	73
11:15 AM	5	13	0	0	18	2	0	1	0	3	1	17	7	0	25	10	1	3	0	14	60
11:30 AM	7	17	2	0	26	1	4	9	0	14	6	15	9	0	30	7	2	8	0	17	87
11:45 AM	7	31	0	0	38	2	6	7	0	15	2	16	13	0	31	15	3	5	0	23	107
Total	26	80	2	0	108	6	15	18	0	39	13	57	39	0	109	43	8	20	0	71	327
12:00 PM	8	28	1	0	37	0	6	9	0	15	2	33	7	0	42	10	1	12	0	23	117
12:15 PM	13	26	2	0	41	1	8	6	0	15	5	31	3	0	39	13	4	8	0	25	120
12:30 PM	7	28	2	0	37	1	3	6	0	10	5	24	9	0	38	7	7	3	0	17	102
12:45 PM	4	30	0	0	34	0	2	6	0	8	5	22	6	0	33	6	6	6	0	18	93
Total	32	112	5	0	149	2	19	27	0	48	17	110	25	0	152	36	18	29	0	83	432
01:00 PM	13	29	1	0	43	1	3	1	0	5	8	31	12	0	51	15	11	10	0	36	135
01:15 PM	5	46	1	0	52	2	2	7	0	11	8	32	15	0	55	15	6	8	0	29	147
01:30 PM	4	28	0	0	32	1	4	1	0	6	4	19	9	0	32	10	2	12	0	24	94
01:45 PM	11	30	2	0	43	2	1	5	0	8	5	17	13	0	35	9	3	14	0	26	112
Total	33	133	4	0	170	6	10	14	0	30	25	99	49	0	173	49	22	44	0	115	488
02:00 PM	9	18	3	0	30	1	0	0	0	1	3	28	13	0	44	13	1	4	0	18	93
02:15 PM	7	18	2	0	27	0	0	1	0	1	5	39	11	0	55	9	2	6	0	17	100
02:30 PM	6	21	2	0	29	2	0	1	0	3	3	50	12	0	65	10	3	13	0	26	123
02:45 PM	11	35	1	0	47	1	1	2	0	4	2	46	13	0	61	12	1	12	0	25	137
Total	33	92	8	0	133	4	1	4	0	9	13	163	49	0	225	44	7	35	0	86	453
03:00 PM	11	33	3	0	47	1	1	2	0	4	0	67	17	0	84	14	2	11	0	27	162
03:15 PM	6	28	3	0	37	2	1	2	0	5	6	62	16	0	84	13	0	15	0	28	154
03:30 PM	16	32	6	1	55	0	1	4	0	5	0	57	14	0	71	16	0	19	0	35	166

VDOT

Eastern Region

Traffic Engineering

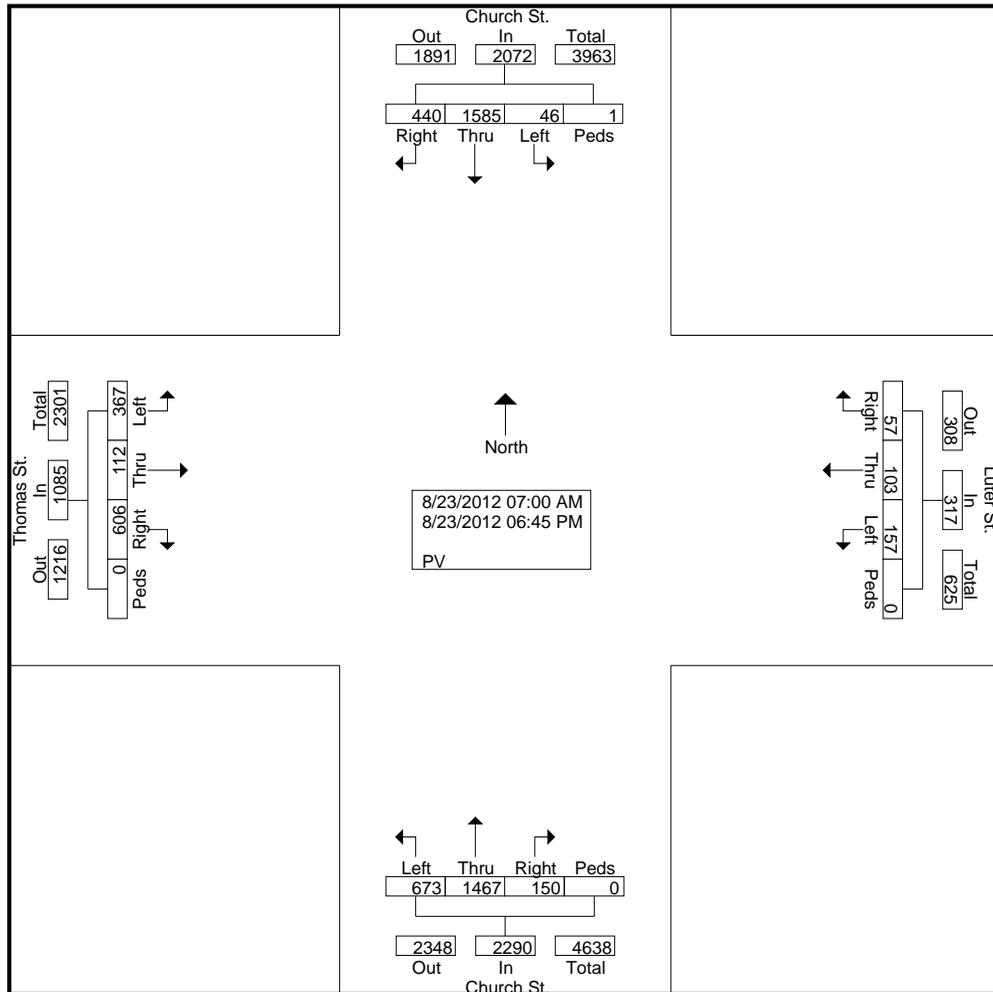
File Name : church and luterco093-2010
 Site Code : 00000000
 Start Date : 8/23/2012
 Page No : 2

Groups Printed- PV

Start Time	Church St. From North					Luter St. From East					Church St. From South					Thomas St. From West					Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	
03:45 PM	23	80	0	0	103	0	2	2	0	4	0	39	20	0	59	9	1	19	0	29	195
Total	56	173	12	1	242	3	5	10	0	18	6	225	67	0	298	52	3	64	0	119	677
04:00 PM	21	80	0	0	101	2	8	4	0	14	2	43	25	0	70	16	2	6	0	24	209
04:15 PM	14	55	0	0	69	0	2	0	0	2	0	53	25	0	78	11	1	2	0	14	163
04:30 PM	21	60	0	0	81	2	6	7	0	15	2	49	26	0	77	14	0	5	0	19	192
04:45 PM	17	54	0	0	71	2	0	6	0	8	0	51	22	0	73	19	0	9	0	28	180
Total	73	249	0	0	322	6	16	17	0	39	4	196	98	0	298	60	3	22	0	85	744
05:00 PM	27	67	1	0	95	7	16	15	0	38	2	43	31	0	76	25	0	5	0	30	239
05:15 PM	47	98	0	0	145	3	6	6	0	15	0	40	27	0	67	14	2	8	0	24	251
05:30 PM	13	41	0	0	54	2	4	12	0	18	3	33	23	0	59	14	1	4	0	19	150
05:45 PM	4	42	3	0	49	2	1	5	0	8	3	45	17	0	65	11	1	2	0	14	136
Total	91	248	4	0	343	14	27	38	0	79	8	161	98	0	267	64	4	19	0	87	776
06:00 PM	8	30	0	0	38	0	1	6	0	7	2	34	28	0	64	15	0	5	0	20	129
06:15 PM	9	30	0	0	39	0	0	1	0	1	1	35	20	0	56	8	2	7	0	17	113
06:30 PM	9	30	0	0	39	2	0	1	0	3	2	39	15	0	56	16	0	4	0	20	118
06:45 PM	1	38	0	0	39	1	0	3	0	4	0	37	8	0	45	5	0	6	0	11	99
Total	27	128	0	0	155	3	1	11	0	15	5	145	71	0	221	44	2	22	0	68	459
Grand Total	440	1585	46	1	2072	57	103	157	0	317	150	1467	673	0	2290	606	112	367	0	1085	5764
Apprch %	21.2	76.5	2.2	0		18	32.5	49.5	0		6.6	64.1	29.4	0		55.9	10.3	33.8	0		
Total %	7.6	27.5	0.8	0	35.9	1	1.8	2.7	0	5.5	2.6	25.5	11.7	0	39.7	10.5	1.9	6.4	0	18.8	

VDOT Eastern Region Traffic Engineering

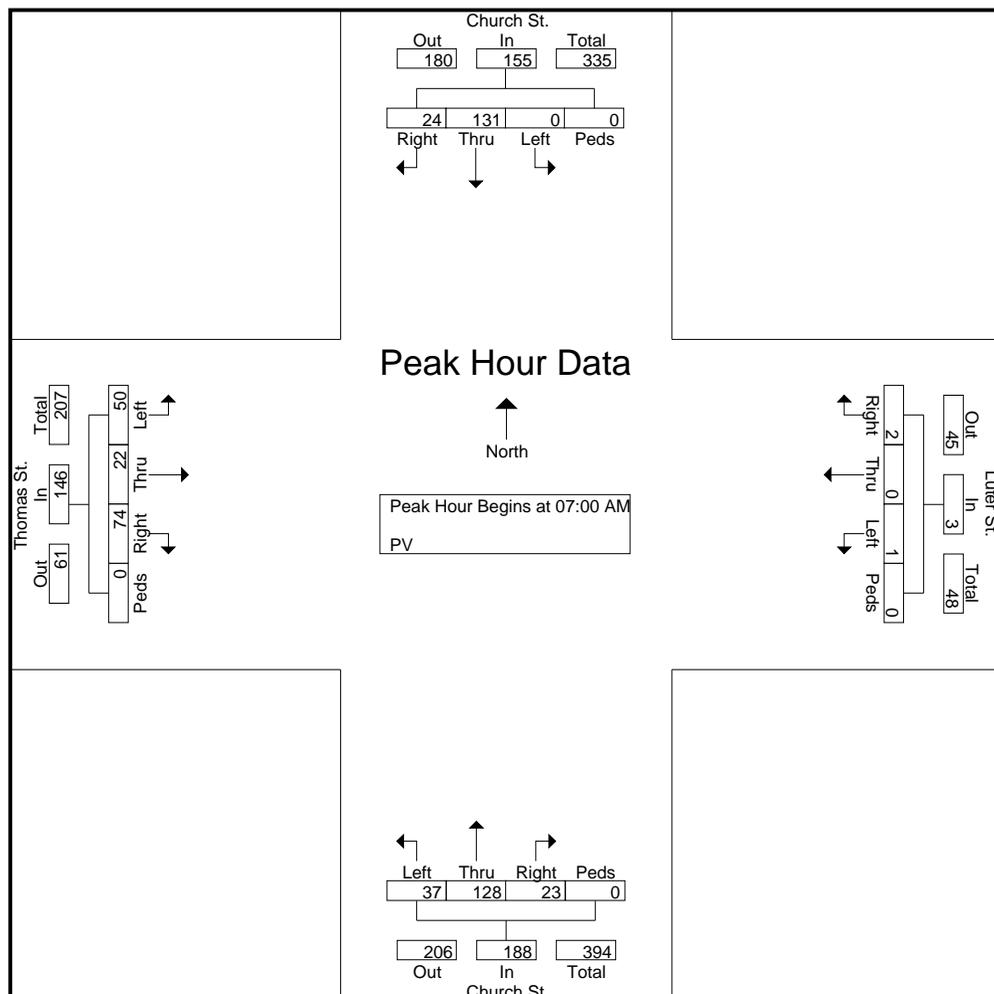
File Name : church and luterco093-2010
 Site Code : 00000000
 Start Date : 8/23/2012
 Page No : 3



VDOT Eastern Region Traffic Engineering

File Name : church and luterco093-2010
 Site Code : 00000000
 Start Date : 8/23/2012
 Page No : 4

Start Time	Church St. From North					Luter St. From East					Church St. From South					Thomas St. From West					Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 07:00 AM																					
07:00 AM	5	41	0	0	46	0	0	0	0	0	7	33	8	0	48	24	5	9	0	38	132
07:15 AM	3	34	0	0	37	1	0	1	0	2	4	24	8	0	36	20	8	14	0	42	117
07:30 AM	5	26	0	0	31	0	0	0	0	0	4	28	8	0	40	17	4	16	0	37	108
07:45 AM	11	30	0	0	41	1	0	0	0	1	8	43	13	0	64	13	5	11	0	29	135
Total Volume	24	131	0	0	155	2	0	1	0	3	23	128	37	0	188	74	22	50	0	146	492
% App. Total	15.5	84.5	0	0		66.7	0	33.3	0		12.2	68.1	19.7	0		50.7	15.1	34.2	0		
PHF	.545	.799	.000	.000	.842	.500	.000	.250	.000	.375	.719	.744	.712	.000	.734	.771	.688	.781	.000	.869	.911

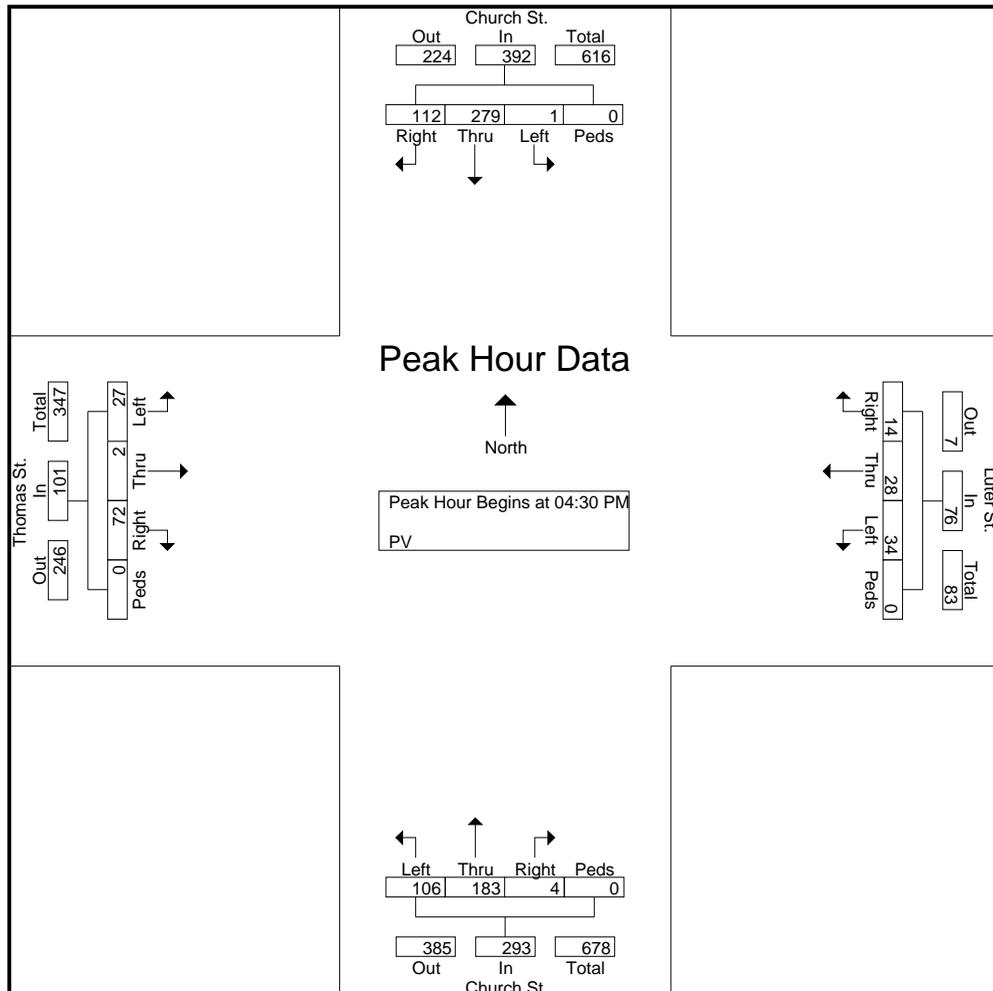


VDOT Eastern Region Traffic Engineering

File Name : church and luterco093-2010
 Site Code : 00000000
 Start Date : 8/23/2012
 Page No : 5

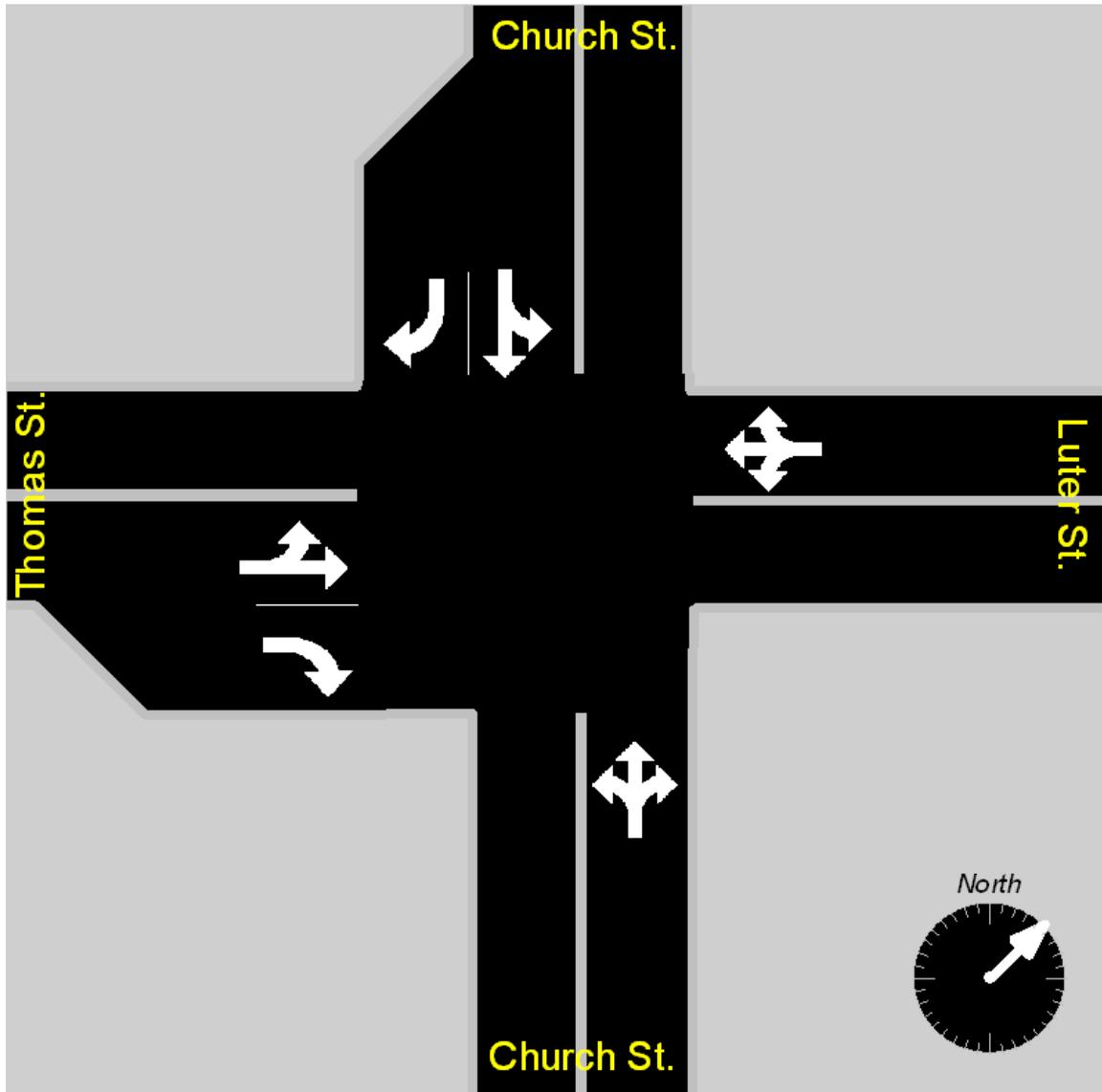
Start Time	Church St. From North					Luter St. From East					Church St. From South					Thomas St. From West					Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	
04:30 PM	21	60	0	0	81	2	6	7	0	15	2	49	26	0	77	14	0	5	0	19	192
04:45 PM	17	54	0	0	71	2	0	6	0	8	0	51	22	0	73	19	0	9	0	28	180
05:00 PM	27	67	1	0	95	7	16	15	0	38	2	43	31	0	76	25	0	5	0	30	239
05:15 PM	47	98	0	0	145	3	6	6	0	15	0	40	27	0	67	14	2	8	0	24	251
Total Volume	112	279	1	0	392	14	28	34	0	76	4	183	106	0	293	72	2	27	0	101	862
% App. Total	28.6	71.2	0.3	0		18.4	36.8	44.7	0		1.4	62.5	36.2	0		71.3	2	26.7	0		
PHF	.596	.712	.250	.000	.676	.500	.438	.567	.000	.500	.500	.897	.855	.000	.951	.720	.250	.750	.000	.842	.859

Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1
 Peak Hour for Entire Intersection Begins at 04:30 PM



VDOT Eastern Region Traffic Engineering

File Name : church and luterco093-2010
Site Code : 00000000
Start Date : 8/23/2012
Page No : 6



MONTHLY PROGRESS REPORT FOR OCTOBER 2012

Locality: Town of Smithfield

Contract #: 11-10 MY1

Prepared by: Brian P. Reagan, AICP

Project Name: Pinewood Heights Phase II Contract Completion Date: 03/ 20/2014

Date: 10/ 31/2012

FINANCIALS

CDBG Contract Amount: \$624,720 Leverage Amount: \$826,755
CDBG Amount Expended: \$0 Leverage Amount Expended: \$0

CUMLATIVE 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? 09/11/2012 Next meeting? 11/13/2012

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 continued consultation regarding the relocation of the owner-occupant of 42 Carver as well as initial consultation with the owner occupants of 44 Carver.

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

Other comments:

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 2

1) 41 Carver 2) 44 Carver

Appraisals Completed 1

1) 41 Carver

Review Appraisals Completed 1

1) 41 Carver

Offer to Purchase Letters Sent 1

1) 41 Carver

Offers Accepted 1

1) 41 Carver

Properties Closed On 0

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 0

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 1

1) 41 Carver

Income Verifications Completed 1

1) 41 Carver

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

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

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
-  PROPERTIES TO BE ACQUIRED IN MY2

-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT



October 11, 2012

COMMUNITY PLANNING PARTNERS, INC.

**PROJECT: Commemorative Brick in Walkway Around Isle of Wight
Veteran's Memorial for VFW Post 8545 Veteran's Relief Fund**

Veterans of Foreign Wars Post 8545-Smithfield proposes creation of a Commemorative Brick fund-raising project wherein the proceeds from the funds raised in the sale of commemorative bricks will be deposited in the Post 8545 Veteran's Relief Fund. These funds can only be used to support veterans and/or their spouses and children upon the approval of the majority of the Post 8545 members.

CRITERIA for Acquiring A Commemorative Brick

The individual veteran must :

1. Be a veteran of one of the U.S.A. military services: Army, Marines, Navy, Air Force, Coastguard
2. Have received no less than a general discharge (present verifying document)
3. Be a resident of Isle of Wight county at time of commemorative brick purchase
- or-
4. Be a current or past member of VFW Post 8545 or American Legion Post 49

Commemorative Brick

Cost of = \$125 each. Bricks must match bricks inside memorial. Therefore VFW Post 8545 will order and see to brick placement.
Order forms can be secured at VFW Post 8545, 223 Washington St.,
Smithfield, VA, or call either 357-6210 or 365-0363

Inscription on Commemorative Brick

Veteran's name.....First name or initial; Middle name or initial, Last name
(max number of letters on a line = 20)
Branch of service.....Army, Marines, Navy, Air Force, Coastguard

Installation of Brick at the Isle of Wight Veteran's Memorial

1. VFW Post 8545 officers will serve as the committee over the project.
2. Placement of the commemorative brick in the walkway outside the actual memorial will be at the sole discretion of the aforementioned officers.
3. Bricks will be placed in the external walkway starting adjacent to the actual memorial and towards the N.Church St. corner until all spaces have been filled. Thereafter, bricks will be placed in the lateral curve of the walkway equally on each side.

North Church Street

Brick Walk Area
for Commemorative Brick
Placement

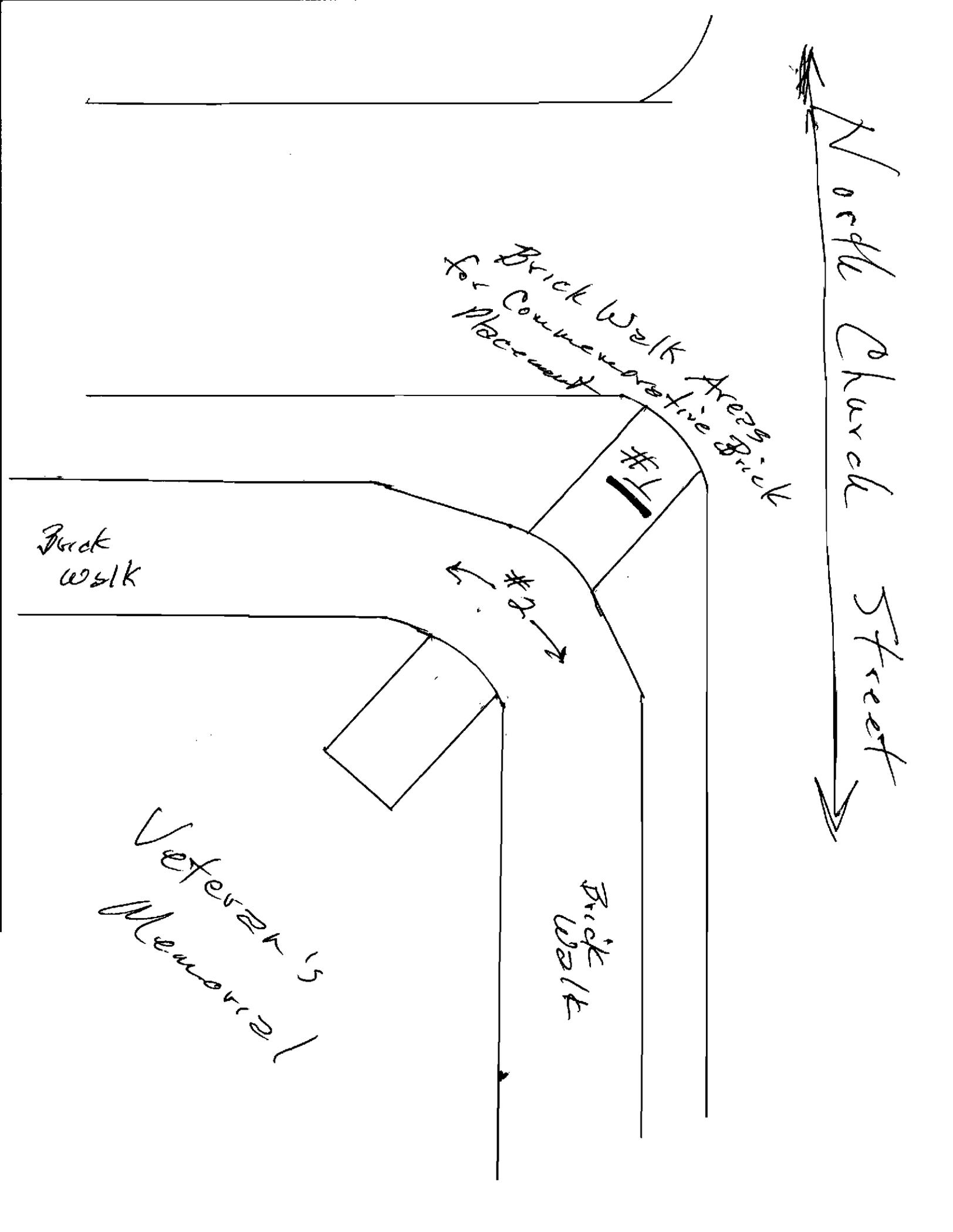
#1

#2

Brick
walk

Brick
walk

Veteran's
Memorial



Alan V. Monette
1 Monette Lane
Smithfield, VA 23430

September 21, 2012

Smithfield Town Council
Town of Smithfield
Smithfield, VA 23430

Dear Council Members,

The Veterans of Foreign Wars Post 8545-Smithfield, brought to my attention the Commemorative Brick project that is being brought to you for approval. I endorse this project as a worthy adjunct to the Isle of Wight Veterans Memorial adjacent to the Smithfield Center.

The proposed project supports the theme of the memorial where, by war from the founding, the names of those on the paver bricks exhibit their dedication to our nation's principles. The statement that describes what service in our United States military encompasses is brought full circle by this project, "...all gave some, some gave all".

Thank you for your consideration of this worthy project that ultimately benefits all veterans and their families.

Very truly yours,

A handwritten signature in black ink that reads "Alan V. Monette". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Alan V. Monette

Resolution in Support of Funding for Virginia's Intercity Passenger Rail Service
-Working Draft-
10.15.12

WHEREAS, Virginia has launched two very successful roundtrip Regional trains connecting directly to the Northeast Passenger Rail Corridor; and

WHEREAS, these Regional trains operate along the Richmond-Washington-Boston, and Lynchburg-Washington-Boston corridors; and

WHEREAS, Virginia and Amtrak will extend a roundtrip Regional train from Richmond to Norfolk on December 12, 2012 which will connect the Virginia Golden Crescent to the Northeast Passenger Rail Corridor; and

WHEREAS, in addition to these two state-sponsored Regional trains, Amtrak operates four additional roundtrip Regional trains. Of the four Regional trains which Amtrak supports, two operate on the Richmond-Washington-Boston corridor, and two more extend from Richmond to Williamsburg and Newport News; and

WHEREAS, by October of 2013, the Commonwealth is federally mandated to assume the operating costs of the four Regional services presently supported by Amtrak; andⁱ

WHEREAS, Virginia and Amtrak operate two bus-rail connectors from Lynchburg to Roanoke, and from Newport News to Norfolk and Virginia Beach; and

WHEREAS, Virginia's Regional train corridors are rated as **two of Amtrak's top five best performing** short trip regional corridors; andⁱⁱ

WHEREAS, ridership on Virginia's Regional trains have grown by **79.21 percent** over the last five years; andⁱⁱⁱ

WHEREAS, the Commonwealth does not currently maintain a dedicated, long-term, and sustain funding source; and

WHEREAS, the six Regional trains and two bus-rail connectors offer **74.59 percent** of Virginians an efficient and reliable mode of transportation; and^{iv}

WHEREAS, Virginia's population density is going to increase by **38 percent** over the next twenty five years; and^v

WHEREAS, Virginia's intercity passenger rail trains provide valuable transportation choices and city to city connectivity; and

WHEREAS, Virginia's regional trains connect **46 higher educational institutions** across the Commonwealth representing **448,078 students**; and^{vi}

WHEREAS, **26 percent** of the millennial generation (ages 16-34) do not possess a driver's license and vehicle miles traveled among the millennial generation have **fallen 23 percent** over the last decade; and^{vii}

WHEREAS, over the next twenty years Virginia's senior population is going to grow by **77 percent**, and^{viii}

WHEREAS, both the millennial generation and Virginia's seniors increasingly prefer transportation alternatives, and are willing to travel by train; and

Reference Notes:

-
- ⁱ The Passenger Rail Investment and Improvement Act of 2008, section 209
- ⁱⁱ Amtrak Fiscal Year 2011 Ridership and Revenue Report
- ⁱⁱⁱ The National Passenger Rail Corporation
- ^{iv} The United States of America 2011 Census Update (www.census.gov)
- ^v Virginia Transportation Research Council, 2035 Socioeconomic and Travel Demand Forecasts for Virginia and Potential Policy Responses, VTrans2035, July 2009
- ^{vi} State Council on Education for Virginia 2011-2012 statistics (www.schev.edu)
- ^{vii} The Chicago Tribune, "America's Generation Y not driven to drive", July 1, 2012
- ^{viii} The United States of America 2011 Census Update and Virginia Division for the Aging 2030 estimate (<http://www.vda.virginia.gov/plans.asp>)
- ^{ix} Virginia Surface Transportation Plan 2035 (http://www.vtrans.org/2035_surface_plan.asp)
- ^x Virginia Performs Database (www.vaperforms.virginia.gov)
- ^{xi} Texas A&M Transportation Institute 2010 Annual Urban Mobility Report
- ^{xii} United States Department of Energy Information, Historical Fuel Prices Report for September 2002-2012
- ^{xiii} Amtrak fares on December 14, 2012 from destinations in Virginia to Washington's Union Station and New York's Penn Station compared to paying the Internal Revenue Service's mileage reimbursement allowance
- ^{xiv} Presentation by Terrie Suit, Secretary of Virginia's Department of Veteran Affairs and Homeland Security (<http://www.education.virginia.gov/Initiatives/HigherEducation/meetingPresentations/6-16-11SuitDAPresentation.pdf>)
- ^{xv} 2035 Virginia Surface Transportation Plan
- ^{xvi} CNBC America's Top States for Business 2012 (<http://www.cnbc.com/id/46413845/>)