

Finance Committee continued....

- TAB # 8** 4. Amend the Towns Pay and Classification Plan
- TAB # 9** 5. ICMA Amendment to the Administrative Services Agreement
- 6. Final discussion – FYI 2012/2013 Budget

TUESDAY, JUNE 26TH, 2012

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

- 1. Operational Updates

Immediately following the conclusion of the above meeting:

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

- TAB # 10** 1. South Church Street Update with Richard Hoeflaak of Excel Paving
- 2. Update on Parking Restrictions along South Mason Street
- 3. Update on Streetlight Proposal from Dominion Virginia Power to Install Streetlights along Battery Park Road from Smithfield Villas to Royal Farms
- TAB # 11** 4. Review of RFP for Vehicle Maintenance Services and Information on New Vehicle Maintenance Program

Immediately following the conclusion of the above meeting:

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

- 1. Closed Session – Disposition of Real Property

***** Additional Item Not Listed on Committee but will be on Council's July 2nd Agenda*****

- Approval of June 5th Town Council Minutes
 - Proclamation in Support of "National Night Out" on August 7th
 - Motion to Accept Deed for Lot 112 in the Pinewood Heights Relocation Project
 - Motion to Approve Recommendation from Nominating Committee to Fill the Expiring Term of Clem Batten to the Board of Zoning Appeals
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To: Chief Bowman
From: LTC. A. Howell
Date: June 19, 2012
Re: Police Vehicle replacement cost

2012 Dodge Charger	\$23198 (2012 Charger \$24305)
Graphic design	\$750
Installation and Equipment cost	\$2736.70
Total	\$26684.70
VML Check	<u>-\$17675</u>
Balance Needed	\$9009.70

Dear Bill:

At yesterday's Police Committee, I was tasked with studying existing 30 mile per hour speed limit zones within the Town as to the safety factor and legality of said areas.

I must admit that I have been perplexed for many years as to the assignment of a 30 mile per hour zone to any roadway as this is not a commonly assigned limit in other towns and cities. In fact, almost all zones I have encountered end in "5" such as 25, 35, etc.

I have taken the liberty to research the Code of Virginia and have located two pertinent sections. The first is:

§ 46.2-874. Maximum speed limit in business and residence districts.

The maximum speed shall be 25 miles per hour on highways in business or residence districts, except on interstate or other limited access highways with divided roadways or nonlimited access highways having four or more lanes and all state primary highways. The speed limit on all nonlimited access highways having four or more lanes and all state primary highways shall remain as indicated by signs posted prior to July 1, 2005, unless changed as provided by law.

The second is 46.2-100 "Definitions"

Residence Districts means the territory contiguous to a highway, not comprising a business district, where 75 percent or more of the property abutting such highway, on either side of the highway, for a distance of 300 feet or more along the highway consists of land improved for dwelling purposes, or is occupied by dwellings, or consists of land or buildings in use for business purposes, or consists of territory zoned residential or territory in residential subdivisions created under Chapter 22 (§ 15.2-2200 et seq.) of Title 15.2.

I am of the belief that a number of streets currently marked as 30 mile per hour zones are actually in "residence districts" such as Lumar Road Moonefield Drive, John Rolfe Drive, Cary Street, Smithfield Boulevard and maybe some others.

I respectfully request your legal interpretation as Town Attorney so that I may be in an informed position to respond to Council's inquiry.

Thanks,

Steve

Steve

46.2-874 would seem to indicate that the appropriate speed limit in Moonefield would be 25 mph except for the last sentence which provides that speeds posted prior to July 1, 2005 shall remain the

same. I am certain that Moonefield Drive was posted as 30 mph long before that. The only debate would be as to whether Moonefield Drive is a "state primary highway". There is no definition of that term in 46.2-100. I would venture to guess that Moonefield Drive was 30 mph even before it was annexed by the town and that was a very long time ago, predating you or me.

46.2-875 provides that the maximum speed on other highways within the town is 35 mph. I think by any analysis Moonefield Drive would meet the definition of a residence district.

Then we get back to the whole issue of the town's charter. Sec. 7 of the Charter grants unto the town the power to "regulate the operation and speed of all cars, motorcyles, etc. upon the street and highways within the town". Technically the streets within the town are not state highways but rather the town's streets or highways as the town owns and maintains them.

So, all that being said, my advice is that the 30 mph speed limit on Moonefield Drive (are there others? I believe that Cedar Street may be 30 mph) can stay as is if council chooses. Any new streets within residence districts should be posted at 25 mph and all other streets should be posted at 35.

Thanks,

Bill

Overtime Policy

Effective Date: July 1, 2012

Purpose: To establish the Smithfield Police Department's Overtime Policy.

The use of overtime pay should be an exception to the work schedule. An employee should only be required to work overtime on an occasional basis to meet unforeseen emergencies or situations that will be described below. **Overtime pay is not intended to be utilized as a vehicle to supplement base salaries.**

DEFINITIONS:

Emergency Call Outs – these are instances in which an off-duty employee is called out in an emergency requiring immediate attention.

Emergency Shift Continuations – these are instances in which an on-duty employee must extend his/her tour of duty beyond the normal schedule in an unanticipated emergency requiring immediate attention.

On-Call – these are instances in which an employee is designated by a supervisor to be available to report for duty during off-duty hours and is required to provide information as to where they may be contacted. Employees shall not consume alcohol while in an on-call status. Employees that are on-call where their liberty is not restricted (i.e. must remain at the Police Department or a specific location) are not subject to overtime pay compensation.

Special Assignment - these are instances where the Department has been requested by the Town Council or the Town Manager to provide police assistance for special events that require a law enforcement presence to maintain order and public safety.

Overtime Pay - monetary compensation of a non-exempt law enforcement officer at a pay rate of one and one half times his/her normally hourly rate for any time worked in excess of forty hours per work cycle. Non-exempt sworn employees of the Smithfield Police Department shall be all law enforcement officers except the Chief and Deputy Chief.

Implementation:

All overtime shall be approved by the appropriate supervisor and subsequently reviewed by the Deputy Chief. While it is understood that the Treasurer's

Department maintains the official financial records for the Town, the Department will maintain a continuous record of overtime expenditures. This will be accomplished by calculating each officer's overtime request/authorization by his/her overtime rate of pay. The total expended will be tallied on a bi-weekly basis by the Chief's secretary. The Chief will receive a report outlining both the amount expended as well as the percentage of overtime expended compared to the actual budgeted amount for overtime in the approved operating budget.

Reports to Town Council:

The Chief or his designee will, on a monthly basis, report to the Police Committee the current status of the overtime expenditures as well as the justification for the overtime authorization.

Suspension of Overtime Pay Program:

It is understood that this policy is more liberal than that required by the Fair Labor Standards Act and is designed to provide equality in compensation practice for all Town employees. It is further understood that there are a finite amount of funds available to fund this overtime pay program. Should the funds that are expended, in the judgment of the Town Manager or Town Council exceed those that are anticipated without sufficient justification, the overtime pay policy may revert to that allowed by the FLSA.

To: Lesley Greer
From: Lt. Col. Howell
Re: Police Committee Agenda / Urban Archery
Date: June 20, 2012

Here are the restrictions suggested for the Town for the urban archery. They are the same as those from Pulaski.

- No hunting on Town property.
- Hunters must carry written permission from individual property owners to hunt.
- Agreement must be made between the participant and the landowner in reference to field dress.
- No person may discharge a bow within 100 yards of any dwelling, building, street, sidewalk, alley, roadway, public land or public place within Town limits. Bows may be discharged within 100 yards of any dwelling only with the written permission of the landowner to be carried by the hunter as noted above.
- No person shall discharge a bow from, over or across any street, sidewalk, alley, roadway, or public land or public place within Town limits or toward any building or dwelling in such a manner that an arrow may strike it.
- Except for target shooting, archery equipment can only be discharged from an elevated stand with a minimum height of twelve (12) feet.
- Hunters must dispose of deer carcasses appropriately. Carcasses should be double bagged and will be taken by the local landfills.
- No person shall hunt deer within the Town by use of dog or dogs.
- In addition to the Urban Archery Season, archery deer hunting is also allowed during the early archery season, the general firearms deer season (as set by the Department of Game and Inland Fisheries) and during the late archery season (i.e., from the first Saturday in October through the first Sunday in January).

Town of Smithfield							
General Fund Operating Budget							
Description	Proposed Budget 2012/2013 with PD at all OT	Proposed Budget 2012/2013	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 04/30/12	Remaining Budget	% of budget
Revenue							
General Fund revenues							
Real Estate Tax							
Current RE Tax	1,648,955.00	1,648,955.00	1,712,000.00	1,712,000.00	1,712,507.52	(507.52)	100.03%
Delinquent RE Tax	25,000.00	25,000.00	35,000.00	25,000.00	34,023.57	976.43	97.21%
Current RE Penalty	8,000.00	8,000.00	8,000.00	5,100.00	4,584.69	3,415.31	57.31%
Delinquent RE Penalty	2,500.00	2,500.00	3,500.00	2,400.00	3,578.72	(78.72)	102.25%
Current RE Interest	1,900.00	1,900.00	1,900.00	1,025.00	827.24	1,072.76	43.54%
Delinquent RE Interest	2,800.00	2,800.00	4,000.00	4,300.00	4,029.51	(29.51)	100.74%
Total Real Estate Taxes	1,689,155.00	1,689,155.00	1,764,400.00	1,749,825.00	1,759,551.25	4,848.75	99.73%
Personal Property Tax							
Current PP Tax	812,000.00	812,000.00	796,000.00	850,000.00	788,678.55	7,321.45	99.08%
Delinquent PP Tax	10,000.00	10,000.00	10,000.00	50,000.00	3,927.33	6,072.67	39.27%
Current PP Penalty	10,725.00	10,725.00	10,725.00	10,725.00	10,980.78	(255.78)	102.38%
Delinquent PP Penalty	3,900.00	3,900.00	3,900.00	3,100.00	4,621.56	(721.56)	118.50%
Current PP Interest	650.00	650.00	650.00	650.00	590.49	59.51	90.84%
Delinquent PP Interest	1,800.00	1,800.00	1,800.00	5,000.00	2,852.77	(1,052.77)	158.49%
Total Personal Property Tax	839,075.00	839,075.00	823,075.00	919,475.00	811,651.48	11,423.52	98.61%
Miscellaneous Receipts Over/Short	15.00	15.00	15.00	15.00	9.09	5.91	60.60%
Total Over/Short	15.00	15.00	15.00	15.00	9.09	5.91	60.60%
Other Taxes							
Franchise Tax	139,245.00	139,245.00	137,620.00	137,620.00	-	137,620.00	0.00%
Cigarette Tax	130,000.00	130,000.00	120,000.00	140,000.00	115,006.90	4,993.10	95.84%
Transient Occupancy Tax	140,000.00	140,000.00	140,000.00	130,000.00	139,114.85	885.15	99.37%
Meals Tax-4%	776,000.00	776,000.00	776,000.00	776,000.00	679,328.64	96,671.36	87.54%
Meals Tax-1%	194,000.00	194,000.00	194,000.00	194,000.00	169,832.16	24,167.84	87.54%
Communications Tax	238,000.00	238,000.00	238,000.00	258,000.00	158,835.94	79,164.06	66.74%
Rolling Stock	25.00	25.00	25.00	25.00	18.20	6.80	72.80%
Rental Tax	1,300.00	1,300.00	1,300.00	1,300.00	1,583.57	(283.57)	121.81%
Sales Tax	275,000.00	275,000.00	275,000.00	259,000.00	208,561.56	66,438.44	75.84%
Consumption Tax	46,000.00	46,000.00	46,000.00	51,000.00	31,326.96	14,673.04	68.10%
Utility Tax	189,500.00	189,500.00	189,500.00	200,000.00	144,069.50	45,430.50	76.03%
Total Other Local Taxes	2,129,070.00	2,129,070.00	2,117,445.00	2,146,945.00	1,647,678.28	469,766.72	77.81%
Licenses, Permits & Privilege Fees							
Business Licenses	311,000.00	311,000.00	311,000.00	337,000.00	265,317.47	45,682.53	85.31%
Business Licenses Penalty	2,000.00	2,000.00	2,000.00	1,000.00	2,919.34	(919.34)	145.97%

Town of Smithfield							
General Fund Operating Budget							
Description	Proposed Budget 2012/2013 with PD at all OT	Proposed Budget 2012/2013	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 04/30/12	Remaining Budget	% of budget
Business Licenses Interest	1,500.00	1,500.00	1,500.00	800.00	1,245.45	254.55	83.03%
Business License-Application fee	-	-	400.00	-	400.00	-	100.00%
Permits & Other License	7,000.00	7,000.00	7,000.00	8,125.00	6,874.68	125.32	98.21%
WC Dog Park Registration	1,860.00	1,860.00	1,860.00	1,860.00	1,803.00	57.00	96.94%
Inspection Fees	-	-	-	-	-	-	#DIV/0!
Bid packages-Contractors	-	-	300.00	-	300.00	-	100.00%
Consultant Review Fees	5,000.00	5,000.00	8,500.00	5,000.00	8,709.00	(209.00)	102.46%
Taxi Fees	-	-	-	-	-	-	#DIV/0!
Street Lights Installation	-	-	-	-	-	-	#DIV/0!
Street Lights Service	-	-	-	-	-	-	#DIV/0!
Vehicle License Tags	-	-	30.00	-	36.00	(6.00)	120.00%
Vehicle License	130,000.00	130,000.00	130,000.00	130,000.00	125,425.66	4,574.34	96.48%
Total Licenses, permits and privilege fees	458,360.00	458,360.00	462,590.00	483,785.00	413,030.60	49,559.40	89.29%
<u>Fines & Costs</u>							
Development Violation Fine	-	-	-	-	-	-	#DIV/0!
Public Defender Fee	-	-	-	-	-	-	#DIV/0!
Fines & Costs	57,000.00	57,000.00	57,000.00	71,000.00	41,080.16	15,919.84	72.07%
Total Fines & Forfeitures	57,000.00	57,000.00	57,000.00	71,000.00	41,080.16	15,919.84	72.07%
<u>From Use of Money and Property</u>							
General Fund Interest	8,000.00	8,000.00	10,250.00	14,300.00	7,768.44	2,481.56	75.79%
Beautification Fund Interest	15.00	15.00	475.00	135.00	516.74	(41.74)	108.79%
Rentals	9,365.00	9,365.00	21,000.00	21,000.00	18,032.45	2,967.55	85.87%
Smithfield Center Rentals	135,000.00	135,000.00	135,000.00	125,000.00	128,171.76	6,828.24	94.94%
Smithfield Center Vendor Programs	3,725.00	3,725.00	3,725.00	3,000.00	3,725.00	-	100.00%
Windsor Castle Event Rentals	4,000.00	4,000.00	4,000.00	4,000.00	1,887.50	2,112.50	47.19%
Sale of Equipment	1,000.00	1,000.00	5,150.00	1,000.00	17,173.10	(12,023.10)	333.46%
Sale of Land	-	-	159,907.00	-	159,907.00	-	100.00%
Lease of Land	500.00	500.00	500.00	500.00	500.00	-	100.00%
Total revenue from use of money and property	161,605.00	161,605.00	340,007.00	168,935.00	337,681.99	2,325.01	99.32%
<u>Miscellaneous Revenue</u>							
Other Revenue	1,500.00	1,500.00	5,900.00	3,600.00	6,606.59	(706.59)	111.98%
Tourism Bureau-Walking Tours	-	-	-	-	-	-	#DIV/0!
Basse's Choice Electric	-	-	-	-	-	-	#DIV/0!
Cash Proffer Revenues	-	-	3,000.00	-	3,000.00	-	100.00%
Obici Foundation Wellness Grant	47,595.00	47,595.00	15,000.00	-	15,000.00	-	100.00%
Healthy Youth Day Grant	-	-	500.00	-	500.00	-	100.00%
Virginia Municipal Group Safety Grant	2,000.00	2,000.00	-	2,000.00	-	-	#DIV/0!

Town of Smithfield							
General Fund Operating Budget							
Description	Proposed Budget 2012/2013 with PD at all OT	Proposed Budget 2012/2013	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 04/30/12	Remaining Budget	% of budget
Total Miscellaneous Revenue	51,095.00	51,095.00	24,400.00	5,600.00	25,106.59	(706.59)	102.90%
From Reserves							
Restricted Reserves-Beautification	-	-	938,067.20	596,524.00	642,230.22	295,836.98	68.46%
Police CD	-	-	-	-	-	-	#DIV/0!
From Operating Reserves	474,086.09	430,086.09	399,079.05	-	-	399,079.05	0.00%
Total From Reserves	474,086.09	430,086.09	1,337,146.25	596,524.00	642,230.22	694,916.03	48.03%
Intergovernmental Virginia							
Law Enforcement	161,533.00	161,533.00	161,533.00	161,533.00	121,149.00	40,384.00	75.00%
Litter Control Grant	2,609.00	2,609.00	2,609.00	3,078.00	2,609.00	-	100.00%
Department of Environmental Quality	-	-	4,014.00	-	4,014.27	-	100.01%
Police Block Grants-State	-	-	-	10,000.00	-	-	#DIV/0!
Federal Formula-state match	-	-	70,463.00	-	34,419.44	36,043.56	48.85%
Fire Programs	18,568.00	18,568.00	18,568.00	17,447.00	18,568.00	-	100.00%
VCA Grant	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	25,000.00	25,000.00	-	-	-	-	#DIV/0!
VDEM	-	-	2,850.00	-	-	2,850.00	0.00%
Fuel Refund (state)	7,000.00	7,000.00	7,000.00	7,000.00	3,723.48	3,276.52	53.19%
Asset Forfeiture	-	-	-	-	-	-	#DIV/0!
Total State Revenue	219,710.00	219,710.00	272,037.00	204,058.00	189,483.19	82,554.08	69.65%
Intergovernmental Federal							
Federal Grants	5,000.00	5,000.00	5,000.00	1,250.00	3,369.75	1,630.25	67.40%
FEMA	-	-	10,682.00	-	-	10,682.00	0.00%
Urban Fund Partial Use Allocation	-	-	1,184,845.00	981,545.00	-	1,184,845.00	0.00%
Federal Formula	-	-	281,852.00	-	137,677.75	144,174.25	48.85%
Federal Grant-Transportation Enhancement Program	-	-	379,863.00	-	379,863.00	-	100.00%
Pinewood Heights CDBG Relocation Grant-Phase I	-	-	71,000.00	-	71,000.00	-	100.00%
Pinewood Heights CDBG Relocation Grant-Phase II-exp t	624,720.00	624,720.00	-	-	-	-	#DIV/0!
Federal Fuel Income	8,300.00	8,300.00	8,300.00	8,300.00	4,075.97	4,224.03	49.11%
Total Federal Revenue	638,020.00	638,020.00	1,941,542.00	991,095.00	595,986.47	1,345,555.53	30.70%
Other Financing Sources							
Operating Transfers In							
Transfer In for Debt Service	-	-	-	-	-	-	#DIV/0!
Total Operating Transfers In	-	-	-	-	-	-	#DIV/0!
Other Financing Sources							
Capital Lease Acquisition	-	-	-	50,000.00	-	-	#DIV/0!
General Obligation Bond-Land Acquisition	-	-	-	-	-	-	#DIV/0!

Town of Smithfield							
General Fund Operating Budget							
Description	Proposed Budget 2012/2013 with PD at all OT	Proposed Budget 2012/2013	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 04/30/12	Remaining Budget	% of budget
Insurance Recoveries	-	-	16,500.00	-	16,342.55	157.45	99.05%
Total Other Financing Sources	-	-	16,500.00	50,000.00	16,342.55	157.45	99.05%
Contributions							
CHIPS Contributions	5,300.00	5,300.00	5,300.00	5,300.00	750.84	4,549.16	14.17%
Smithfield Rotary Club (for PD)	-	-	-	-	500.00	-	-
Contributions-Employee Awards	-	-	375.00	-	375.00	-	100.00%
Contributions-IOW County Port Authority Grants	-	-	200,160.00	195,000.00	7,289.30	192,870.70	3.64%
Pinewood Heights Contribution-IOW	-	-	165,041.00	165,041.00	12,641.09	152,399.91	7.66%
Contributions South Church Street Improvement Project	-	-	625,000.00	400,000.00	-	625,000.00	0.00%
Total Contributions	5,300.00	5,300.00	995,876.00	765,341.00	21,556.23	974,819.77	2.16%
Total General Fund Revenue	6,722,491.09	6,678,491.09	10,152,033.25	8,152,598.00	6,501,388.10	3,651,145.42	64.04%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects							
General Obligation Bond-Land Acquisition	-	-	-	-	-	-	-
Cash Proffer Revenues	-	-	(3,000.00)	-	(3,000.00)	-	-
Meals Tax (1%) allocated to Special Projects	(194,000.00)	(194,000.00)	(194,000.00)	(194,000.00)	(169,832.16)	(24,167.84)	-
South Church Street Improvement Project-Grants	-	-	(1,917,023.00)	(981,545.00)	(517,540.75)	(1,399,482.25)	-
South Church Street Improvement Project-Contributions	-	-	(625,000.00)	(400,000.00)	-	(625,000.00)	-
Beautification Reserves	-	-	(1,337,146.25)	(596,524.00)	(642,230.22)	(694,916.03)	-
Pinewood Heights Relocation Project -Grant-\$800,000	(624,720.00)	(624,720.00)	(71,000.00)	-	(71,000.00)	-	-
Pinewood Heights Relocation Project-Contribution-IOW	-	-	(165,041.00)	(165,041.00)	(12,641.09)	(152,399.91)	-
Total Non-operating Revenues	(818,720.00)	(818,720.00)	(4,312,210.25)	(2,337,110.00)	(1,416,244.22)	(2,895,966.03)	32.84%
Total General Fund Operating Revenues	5,903,771.09	5,859,771.09	5,839,823.00	5,815,488.00	5,085,143.88	755,179.39	87.08%
General Fund Budget Expenses							
Description	Proposed Budget 2012/2013 with PD at all OT	Proposed Budget 2012/2013	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 04/30/12	Remaining Budget	% of budget
GENERAL GOVERNMENT							
Town Council							
Salaries	40,000.00	40,000.00	40,000.00	42,000.00	32,475.00	7,525.00	81.19%
FICA	3,468.00	3,468.00	3,468.00	3,585.00	2,934.77	533.23	84.62%
Employee Wellness/Assistance Plan	1,900.00	1,900.00	1,900.00	1,900.00	2,188.39	(288.39)	115.18%

Town of Smithfield							
General Fund Operating Budget							
Description	Proposed Budget 2012/2013 with PD at all OT	Proposed Budget 2012/2013	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 04/30/12	Remaining Budget	% of budget
Legal Fees	30,000.00	30,000.00	30,000.00	35,000.00	35,688.87	(5,688.87)	118.96%
Election Expense	3,000.00	3,000.00	3,000.00	3,000.00	-	3,000.00	0.00%
Maintenance contracts	600.00	600.00	600.00	600.00	100.00	500.00	16.67%
Advertising	30,000.00	30,000.00	30,000.00	20,000.00	22,039.03	7,960.97	73.46%
Engineering	-	-	-	-	-	-	#DIV/0!
Professional Services	2,500.00	2,500.00	6,600.00	1,200.00	8,135.86	(1,535.86)	123.27%
Records Management maint & upgrades-scanner & softw	3,900.00	3,900.00	10,470.00	8,600.00	10,469.00	1.00	99.99%
Site Plan Review	5,000.00	5,000.00	5,000.00	5,000.00	2,951.50	2,048.50	59.03%
Communications	5,100.00	5,100.00	4,454.00	3,600.00	2,891.78	1,562.22	64.93%
Insurance	27,665.00	27,665.00	26,345.00	26,345.00	26,345.36	(0.36)	100.00%
Supplies	20,000.00	20,000.00	20,000.00	25,000.00	14,161.22	5,838.78	70.81%
Travel & Training	7,000.00	7,000.00	7,000.00	7,000.00	2,568.44	4,431.56	36.69%
Subscriptions/Memberships	9,000.00	9,000.00	9,000.00	9,000.00	8,147.00	853.00	90.52%
Council Approved Items	10,000.00	10,000.00	10,000.00	10,000.00	5,943.79	4,056.21	59.44%
Public Defender Fees	2,000.00	2,000.00	2,000.00	2,000.00	480.00	1,520.00	24.00%
Bank Charges	375.00	375.00	375.00	200.00	514.62	(139.62)	137.23%
SpecialProjects -America in Bloom	1,000.00	1,000.00	2,500.00	1,000.00	1,778.26	721.74	71.13%
Smithfield CHIPS program	3,772.00	3,772.00	3,500.00	4,500.00	2,344.00	1,156.00	66.97%
Update Town Charter & Code	2,000.00	2,000.00	1,610.00	1,500.00	1,608.00	2.00	99.88%
Education /Clerk	-	-	-	-	-	-	#DIV/0!
Annual Christmas Parade	325.00	325.00	325.00	300.00	322.91	2.09	99.36%
Council Approved Hwy	(22,270.00)	(22,270.00)	(20,595.00)	(20,595.00)	-	(20,595.00)	0.00%
Total Town Council	186,335.00	186,335.00	197,552.00	190,735.00	184,087.80	13,464.20	93.18%
Town Manager							
Salaries	201,022.01	201,022.01	182,935.00	182,935.00	147,776.88	35,158.12	80.78%
FICA	16,082.00	16,082.00	14,640.00	14,640.00	11,637.79	3,002.21	79.49%
VSRS	26,320.00	26,320.00	19,175.00	19,175.00	14,380.07	4,794.93	74.99%
Health	34,775.00	34,775.00	31,250.00	31,250.00	26,859.14	4,390.86	85.95%
Auto Expense	500.00	500.00	665.00	500.00	665.30	(0.30)	100.05%
Maintenance Contracts	1,400.00	1,400.00	1,275.00	1,200.00	1,165.45	109.55	91.41%
Communications	15,500.00	15,500.00	15,500.00	12,000.00	10,244.71	5,255.29	66.09%
Insurance	2,725.00	2,725.00	2,600.00	2,600.00	2,588.76	11.24	99.57%
Supplies	5,500.00	5,500.00	5,500.00	5,000.00	3,341.09	2,158.91	60.75%
Dues & Subscriptions	2,800.00	2,800.00	2,800.00	2,800.00	2,963.36	(163.36)	105.83%
Computer & technology expenses	16,000.00	16,000.00	16,000.00	16,000.00	10,726.13	5,273.87	67.04%
Travel & Training	5,000.00	5,000.00	10,000.00	7,000.00	7,136.30	2,863.70	71.36%
Moving expenses-(moving company)	-	-	700.00	-	700.00	-	100.00%
Other	100.00	100.00	100.00	100.00	13.68	86.32	13.68%
TM Allocated to Hwy	(6,450.00)	(6,450.00)	(5,715.00)	(5,715.00)	-	(5,715.00)	0.00%

Town of Smithfield							
General Fund Operating Budget							
Description	Proposed Budget 2012/2013 with PD at all OT	Proposed Budget 2012/2013	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 04/30/12	Remaining Budget	% of budget
Total Town Manager	321,274.01	321,274.01	297,425.00	289,485.00	240,198.66	57,226.34	80.76%
<u>Treasurer</u>							
Salaries	248,190.00	248,190.00	205,185.00	191,185.00	147,178.18	58,006.82	71.73%
FICA	19,860.00	19,860.00	16,415.00	15,300.00	11,590.64	4,824.36	70.61%
VSRS	30,885.00	30,885.00	17,800.00	17,400.00	11,982.40	5,817.60	67.32%
Health	30,650.00	30,650.00	20,420.00	17,700.00	13,355.79	7,064.21	65.41%
Audit	23,250.00	23,250.00	19,450.00	19,450.00	18,650.00	800.00	95.89%
Depreciation Software	2,700.00	2,700.00	2,700.00	1,300.00	2,700.00	-	100.00%
Communications	7,800.00	7,800.00	7,800.00	7,100.00	5,337.14	2,462.86	68.42%
Data Processing	18,000.00	18,000.00	18,000.00	20,000.00	13,971.04	4,028.96	77.62%
Service Contracts	17,100.00	17,100.00	16,210.00	16,000.00	15,849.20	360.80	97.77%
Insurance	2,350.00	2,350.00	2,250.00	2,250.00	2,234.68	15.32	99.32%
Supplies	15,000.00	15,000.00	17,000.00	15,000.00	7,432.07	9,567.93	43.72%
Dues & Subscriptions	2,300.00	2,300.00	2,200.00	2,200.00	1,950.91	249.09	88.68%
Credit Card Processing	1,000.00	1,000.00	1,000.00	1,000.00	970.85	29.15	97.09%
Cigarette Tax Stamps	2,575.00	2,575.00	2,312.00	2,240.00	2,311.20	0.80	99.97%
Travel & Training	1,500.00	1,500.00	1,000.00	1,000.00	105.80	894.20	10.58%
Other	100.00	100.00	100.00	200.00	32.83	67.17	32.83%
Treasurer Alloc to Hwy	(12,195.00)	(12,195.00)	(10,620.00)	(10,620.00)	-	(10,620.00)	0.00%
Total Treasurer	411,065.00	411,065.00	339,222.00	318,705.00	255,652.73	83,569.27	75.36%
<u>PUBLIC SAFETY</u>							
<u>Police Department</u>							
Salaries	1,318,996.00	1,284,996.00	1,295,235.00	1,295,235.00	981,151.22	314,083.78	75.75%
FICA	102,800.00	102,800.00	103,620.00	103,620.00	77,723.65	25,896.35	75.01%
VSRS	151,165.00	151,165.00	123,190.00	123,190.00	84,192.61	38,997.39	68.34%
Health Insurance	189,610.00	189,610.00	181,400.00	181,400.00	134,041.39	47,358.61	73.89%
Pre-employ screening/Emp Medical	2,000.00	2,000.00	5,500.00	2,000.00	3,747.00	1,753.00	68.13%
Uniforms	34,000.00	34,000.00	34,000.00	34,000.00	18,761.18	15,238.82	55.18%
Service Contracts	37,000.00	37,000.00	37,000.00	35,000.00	31,209.57	5,790.43	84.35%
Communications	65,000.00	65,000.00	65,000.00	54,000.00	50,213.29	14,786.71	77.25%
Computer & Technology Expenses	10,000.00	10,000.00	10,000.00	10,000.00	3,907.57	6,092.43	39.08%
Insurance	49,000.00	49,000.00	46,735.00	46,735.00	46,730.16	4.84	99.99%
Ins. - LODA	10,431.08	10,431.08	5,150.00	4,400.00	5,145.58	4.42	99.91%
Materials & Supplies-moved accreditation budget to this li	30,500.00	30,500.00	33,500.00	30,500.00	28,262.26	5,237.74	84.36%
Dues & Subscriptions	4,000.00	4,000.00	4,000.00	4,000.00	2,413.00	1,587.00	60.33%
Equipment	15,000.00	15,000.00	11,000.00	11,000.00	8,852.37	2,147.63	80.48%
Radio & Equipment repairs	3,500.00	3,500.00	3,500.00	3,500.00	137.06	3,362.94	3.92%

Town of Smithfield							
General Fund Operating Budget							
Description	Proposed Budget 2012/2013 with PD at all OT	Proposed Budget 2012/2013	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 04/30/12	Remaining Budget	% of budget
Vehicle Maintenance	40,000.00	40,000.00	45,000.00	35,000.00	39,847.97	5,152.03	88.55%
Hurricane Irene Expenses	-	-	780.00	-	778.49	1.51	99.81%
Gas	85,000.00	85,000.00	85,000.00	75,000.00	58,963.49	26,036.51	69.37%
Tires	7,500.00	7,500.00	6,000.00	6,000.00	3,191.26	2,808.74	53.19%
Travel & Training	30,000.00	30,000.00	20,000.00	20,000.00	14,349.35	5,650.65	71.75%
Accreditation	-	-	-	3,000.00	-	-	#DIV/0!
Special Events	500.00	500.00	500.00	-	332.00	168.00	66.40%
Crimes Network	-	-	-	10,000.00	-	-	#DIV/0!
Police Grants	25,000.00	25,000.00	25,000.00	25,625.00	9,703.30	15,296.70	38.81%
Investigation expenses	5,000.00	5,000.00	2,500.00	2,500.00	765.74	1,734.26	30.63%
Moving Expenses	-	-	3,500.00	3,500.00	3,500.00	-	100.00%
Other	-	-	-	-	624.27	(624.27)	#DIV/0!
Total Police Department	2,216,002.08	2,182,002.08	2,147,110.00	2,119,205.00	1,608,543.78	538,566.22	74.92%
Fire Department							
Salaries (Contribution to County)	-	-	-	30,000.00	-	-	#DIV/0!
Member Physicals	-	-	1,000.00	1,000.00	1,072.00	(72.00)	107.20%
Uniforms	-	-	-	1,200.00	-	-	#DIV/0!
Protective Clothing	-	-	11,200.00	8,000.00	10,794.73	405.27	96.38%
Communications	-	-	10,300.00	10,300.00	6,018.77	4,281.23	58.43%
Computer & Technology Expenses	-	-	1,000.00	1,000.00	391.45	608.55	39.15%
Insurance	-	-	20,183.00	20,183.00	19,667.50	515.50	97.45%
Materials & Supplies	-	-	4,000.00	2,000.00	3,576.88	423.12	89.42%
Radio Repairs & Maint	-	-	200.00	200.00	115.00	85.00	57.50%
Truck Operation & Maint.	-	-	5,000.00	5,000.00	3,877.52	1,122.48	77.55%
Gas & Tires	-	-	17,000.00	17,000.00	25,001.81	(8,001.81)	147.07%
Maintenance Contracts	-	-	2,000.00	6,000.00	2,000.00	-	100.00%
Fuel Fund & Travel	13,000.00	13,000.00	13,000.00	13,000.00	-	13,000.00	0.00%
Annual Meeting	-	-	200.00	200.00	-	200.00	0.00%
State Pass Thru	18,568.00	18,568.00	18,568.00	17,447.00	18,568.00	-	100.00%
Total Fire Department	31,568.00	31,568.00	103,651.00	132,530.00	91,083.66	12,567.34	87.88%
Contributions-Public Safety							
Rescue Squad - Contrib.	-	-	75,000.00	75,000.00	37,500.00	37,500.00	50.00%
Rescue Squad-Salaries (to County) & shared maintenanc	-	-	-	30,000.00	-	-	#DIV/0!
E911 Dispatch Center	116,075.00	116,075.00	116,075.00	52,930.00	10,783.35	105,291.65	9.29%
Fire Department Rescue Truck	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-	100.00%
Total Contributions-Public Safety	126,075.00	126,075.00	201,075.00	167,930.00	58,283.35	142,791.65	28.99%

Town of Smithfield							
General Fund Operating Budget							
Description	Proposed Budget 2012/2013 with PD at all OT	Proposed Budget 2012/2013	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 04/30/12	Remaining Budget	% of budget
PARKS, RECREATION & CULTURAL							
<u>Smithfield Center</u>							
Salaries	186,200.00	186,200.00	181,165.00	181,165.00	139,411.74	41,753.26	76.95%
FICA	14,896.00	14,896.00	14,495.00	14,495.00	11,306.26	3,188.74	78.00%
VSRS	17,170.00	17,170.00	12,685.00	12,685.00	9,511.20	3,173.80	74.98%
Health	24,205.00	24,205.00	22,545.00	22,545.00	18,844.22	3,700.78	83.58%
Uniforms	1,200.00	1,200.00	1,200.00	1,200.00	556.65	643.35	46.39%
Contracted Services	23,000.00	23,000.00	17,000.00	13,000.00	14,039.22	2,960.78	82.58%
Retail Sales & Use Tax	500.00	500.00	500.00	500.00	296.78	203.22	59.36%
Utilities	35,000.00	35,000.00	35,000.00	35,000.00	22,487.27	12,512.73	64.25%
Communications	21,500.00	21,500.00	21,500.00	21,050.00	14,563.23	6,936.77	67.74%
Computer & technology expenses	2,500.00	2,500.00	2,500.00	2,500.00	475.13	2,024.87	19.01%
Insurance	4,535.00	4,535.00	4,320.00	4,320.00	4,317.28	2.72	99.94%
Kitchen Supplies	4,000.00	4,000.00	4,000.00	4,000.00	3,253.21	746.79	81.33%
Office Supplies/Other Supplies	5,000.00	5,000.00	5,000.00	5,000.00	2,928.86	2,071.14	58.58%
Food Service & Beverage Supplies	6,000.00	6,000.00	6,000.00	8,000.00	5,162.74	837.26	86.05%
AV Supplies	1,000.00	1,000.00	1,000.00	1,000.00	184.38	815.62	18.44%
Equipment	-	-	4,200.00	-	4,200.00	-	100.00%
Repairs & Maintenance	40,000.00	40,000.00	66,000.00	50,000.00	51,861.41	14,138.59	78.58%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	10,000.00	-	-	-	-	#DIV/0!
Hurricane Irene Repairs & Maintenance	-	-	5,927.00	-	5,926.13	0.87	99.99%
Landscaping	10,000.00	10,000.00	10,000.00	10,000.00	6,698.37	3,301.63	66.98%
Travel & Training	2,000.00	2,000.00	2,500.00	2,500.00	1,091.33	1,408.67	43.65%
Programming Expenses	1,000.00	1,000.00	1,000.00	1,000.00	-	1,000.00	0.00%
Advertising	20,000.00	20,000.00	23,500.00	23,500.00	17,997.05	5,502.95	76.58%
Refund event deposits	3,500.00	3,500.00	3,500.00	5,000.00	2,121.81	1,378.19	60.62%
Other	-	-	-	-	-	-	#DIV/0!
Credit card processing expense	3,650.00	3,650.00	3,650.00	2,500.00	3,099.38	550.62	84.91%
Total Smithfield Center	436,856.00	436,856.00	449,187.00	420,960.00	340,333.65	108,853.35	75.77%
<u>Contributions-Parks, Recreation and Cultural</u>							
Farmers Market	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	-	100.00%
Hampton Roads Partnership	1,960.00	1,960.00	1,960.00	1,960.00	1,960.00	-	100.00%
Isle of Wight Arts League	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-	100.00%
Library	36,000.00	36,000.00	36,000.00	36,000.00	18,000.00	18,000.00	50.00%
Total Contributions-Park, Recreation and Cultural	50,960.00	50,960.00	50,960.00	50,960.00	32,960.00	18,000.00	64.68%
<u>Parks & Recreation</u>							
Fishing Pier	600.00	600.00	600.00	600.00	-	600.00	0.00%

Town of Smithfield							
General Fund Operating Budget							
Description	Proposed Budget 2012/2013 with PD at all OT	Proposed Budget 2012/2013	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 04/30/12	Remaining Budget	% of budget
Jersey Park Playground	500.00	500.00	500.00	500.00	1,637.89	(1,137.89)	327.58%
Pinewood Playground	500.00	500.00	2,500.00	500.00	2,380.16	119.84	95.21%
Clontz Park	1,000.00	1,000.00	4,000.00	4,000.00	1,188.67	2,811.33	29.72%
Windsor Castle	85,000.00	85,000.00	80,000.00	80,000.00	36,635.59	43,364.41	45.79%
Community Wellness Initiative	23,727.00	23,727.00	45,550.00	-	25,240.97	20,309.03	55.41%
Virginia Healthy Youth Foundation	-	-	500.00	-	419.94	80.06	83.99%
Cypress Creek-No Wake Zone	-	-	324.00	-	324.00	-	100.00%
Waterworks Dam (possible \$50,000)	35,000.00	35,000.00	4,000.00	4,000.00	-	4,000.00	0.00%
Fireworks	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	148,327.00	148,327.00	139,974.00	91,600.00	69,827.22	70,146.78	49.89%
COMMUNITY DEVELOPMENT							
Pinewood Heights							
Non-CDBG Contributed Operating Expenses							
Administration							
Precontract/ERR	6,000.00	6,000.00	3,500.00	-	2,688.71	811.29	76.82%
Management Assistance	24,000.00	24,000.00	4,634.00	-	4,964.79	(330.79)	107.14%
Monitoring/Closeout	3,000.00	3,000.00	3,000.00	-	802.21	2,197.79	26.74%
Permanent Relocation							
Owner Occupied Households	514,020.00	514,020.00	98,000.00	-	98,000.00	-	100.00%
Renter Occupied Households	49,400.00	49,400.00	32,000.00	-	33,219.12	(1,219.12)	103.81%
Relocation Specialist	15,000.00	15,000.00	-	-	-	-	#DIV/0!
Acquisition Specialist							
	15,000.00	15,000.00	-	-	-	-	#DIV/0!
Clearance & Demolition							
	29,000.00	29,000.00	54,508.00	-	36,858.50	17,649.50	67.62%
Phase II Planning Grant							
				-	-	-	#DIV/0!
Subtotal Non CDBG	655,420.00	655,420.00	195,642.00	-	176,533.33	19,108.67	90.23%
CDBG Contributed Operating Expenses							
Permanent Relocation							
Owner Occupied Households				-	-	-	#DIV/0!
Renter Occupied Households				-	-	-	#DIV/0!
Clearance & Demolition							
				-	-	-	#DIV/0!

Town of Smithfield							
General Fund Operating Budget							
Description	Proposed Budget 2012/2013 with PD at all OT	Proposed Budget 2012/2013	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 04/30/12	Remaining Budget	% of budget
Phase II Planning Grant	-	-	8,023.00	-	8,022.82	0.18	100.00%
Subtotal CDBG	-	-	8,023.00	-	8,022.82	0.18	100.00%
Total Pinewood Heights Contributions	655,420.00	655,420.00	203,665.00	-	184,556.15	19,108.85	90.62%
Contributions-Community Development							
APVA Courthouse Contribution	5,000.00	5,000.00	5,000.00	5,000.00	-	5,000.00	0.00%
Chamber of Commerce	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	-	100.00%
Christian Outreach	6,000.00	6,000.00	3,000.00	3,000.00	3,000.00	-	100.00%
Genieve Shelter	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	-	100.00%
TRIAD	1,650.00	1,650.00	1,650.00	1,650.00	-	1,650.00	0.00%
Tourism Bureau	209,976.00	209,976.00	209,976.00	208,112.00	61,128.63	148,847.37	29.11%
Historic Smithfield-20/20 donation	-	-	10,000.00	-	10,000.00	-	100.00%
Western Tidewater Free Clinic	25,000.00	25,000.00	20,000.00	20,000.00	20,000.00	-	100.00%
YMCA Projects	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	-	100.00%
Total Contributions-Community Development	312,626.00	312,626.00	314,626.00	302,762.00	159,128.63	155,497.37	50.58%
PUBLIC WORKS							
Planning, Engineering & Public Works							
Salaries	227,230.00	227,230.00	210,810.00	210,810.00	179,241.34	31,568.66	85.03%
FICA	18,180.00	18,180.00	16,865.00	16,865.00	14,115.68	2,749.32	83.70%
VSRS	33,160.00	33,160.00	21,870.00	21,870.00	15,794.03	6,075.97	72.22%
Health	35,300.00	35,300.00	31,725.00	31,725.00	27,550.33	4,174.67	86.84%
Uniforms	2,000.00	2,000.00	2,000.00	2,000.00	1,307.80	692.20	65.39%
Contractual	8,500.00	8,500.00	10,600.00	8,500.00	7,872.91	2,727.09	74.27%
GIS	-	-	3,500.00	3,500.00	1,200.00	2,300.00	34.29%
Recycling-new contract	62,000.00	62,000.00	62,000.00	62,000.00	37,712.54	24,287.46	60.83%
Trash Collection-new contract-2% for CPI	397,000.00	397,000.00	389,000.00	385,000.00	320,553.41	68,446.59	82.40%
Street Lights-any new installs	5,000.00	5,000.00	5,000.00	25,000.00	3,129.55	1,870.45	62.59%
Communications	20,000.00	20,000.00	20,000.00	12,000.00	9,360.25	10,639.75	46.80%
Safety Meetings	7,500.00	7,500.00	1,000.00	1,000.00	537.51	462.49	53.75%
Insurance	7,575.00	7,575.00	7,210.00	7,210.00	7,205.68	4.32	99.94%
Materials & Supplies	6,000.00	6,000.00	6,000.00	6,000.00	4,940.40	1,059.60	82.34%
Repairs & Maintenance	7,000.00	7,000.00	7,000.00	10,000.00	3,192.10	3,807.90	45.60%
Hurricane Irene Expenses	-	-	73,965.00	-	73,961.62	3.38	100.00%
Gas & Tires	10,500.00	10,500.00	10,500.00	8,500.00	8,215.24	2,284.76	78.24%
Travel & Training	6,000.00	6,000.00	6,000.00	6,000.00	2,293.20	3,706.80	38.22%
Haydens Lane Maintenance	3,500.00	3,500.00	3,500.00	3,500.00	237.84	3,262.16	6.80%

Town of Smithfield							
General Fund Operating Budget							
Description	Proposed Budget 2012/2013 with PD at all OT	Proposed Budget 2012/2013	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 04/30/12	Remaining Budget	% of budget
Veterans War Memorial	1,000.00	1,000.00	1,000.00	1,000.00	592.61	407.39	59.26%
Streetscape improvements-non capital expenses (web)	-	-	1,200.00	-	1,180.64	19.36	98.39%
Litter Control Grant	3,078.00	3,078.00	3,078.00	3,078.00	2.10	3,075.90	0.07%
Dues & Subscriptions-	2,000.00	2,000.00	2,000.00	2,000.00	1,018.00	982.00	50.90%
Other	1,000.00	1,000.00	1,000.00	1,000.00	2,110.03	(1,110.03)	211.00%
Public Works Alloc to Hwy	(6,500.00)	(6,500.00)	(7,700.00)	(7,700.00)	-	(7,700.00)	0.00%
Total Public Works	857,023.00	857,023.00	889,123.00	820,858.00	723,324.81	165,798.19	81.35%
PUBLIC BUILDINGS							
Public Buildings							
Salaries	20,920.00	20,920.00	20,515.00	20,515.00	14,622.16	5,892.84	71.28%
FICA	1,675.00	1,675.00	1,645.00	1,645.00	1,297.39	347.61	78.87%
Contractual	5,500.00	5,500.00	5,500.00	4,000.00	3,596.83	1,903.17	65.40%
Communications	3,750.00	3,750.00	3,750.00	3,750.00	1,434.36	2,315.64	38.25%
Utilities	43,000.00	43,000.00	43,000.00	43,000.00	33,412.54	9,587.46	77.70%
Insurance	2,105.00	2,105.00	2,005.00	2,005.00	2,003.92	1.08	99.95%
Materials & Supplies	2,500.00	2,500.00	2,500.00	2,500.00	4,349.71	(1,849.71)	173.99%
Materials & Supplies-New Buildings-TM	-	-	17,000.00	-	15,622.36	1,377.64	91.90%
Materials & Supplies-New Buildings-PD	-	-	23,000.00	-	20,634.76	2,365.24	89.72%
Repairs & Maintenance	30,000.00	30,000.00	25,000.00	38,000.00	20,162.77	4,837.23	80.65%
Hurricane Irene Expenses	-	-	25.00	-	23.88	1.12	95.52%
Rent Expense-Office Space	4,800.00	4,800.00	31,335.00	34,240.00	30,534.15	800.85	97.44%
Other	1,000.00	1,000.00	1,435.00	1,000.00	1,432.25	2.75	99.81%
Alloc Costs to Hwy	(13,750.00)	(13,750.00)	(9,935.00)	(9,935.00)	-	(9,935.00)	0.00%
Total Public Buildings	101,500.00	101,500.00	166,775.00	140,720.00	149,127.08	17,647.92	89.42%
OTHER FINANCING USES							
Other Financing Uses							
Transfers to Operating Reserves			-	107,257.12	351,531.50	(351,531.50)	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Pinewood)			-	359,041.00	-	-	#DIV/0!
Transfers to Restricted Reserves-S Church Street Proj	-	-	-	-	-	-	#DIV/0!
Total Transfers from Reserves	-	-	-	466,298.12	351,531.50	(351,531.50)	#DIV/0!
DEBT SERVICE							
Debt Service							
Principal Retirement							
Public Buildings-Capital lease generator	-	-	-	10,000.00	-	-	#DIV/0!
Public Building Acquisition	19,914.00	19,914.00	18,255.00	18,255.00	-	18,255.00	0.00%
Line of Credit Retirement-interest	5,000.00	5,000.00	-	5,000.00	-	-	#DIV/0!
Interest and fiscal charges						-	#DIV/0!

Town of Smithfield							
General Fund Operating Budget							
Description	Proposed Budget 2012/2013 with PD at all OT	Proposed Budget 2012/2013	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 04/30/12	Remaining Budget	% of budget
Public Buildings-Capital lease generator	-	-	-	2,100.00	-	-	#DIV/0!
Public Building Acquisition	33,991.00	33,991.00	34,721.00	34,720.88	17,360.44	17,360.56	50.00%
Total Debt Service	58,905.00	58,905.00	52,976.00	70,075.88	17,360.44	35,615.56	32.77%
Total General Fund Expenses	5,913,936.09	5,879,936.09	5,553,321.00	5,582,824.00	4,465,999.46	1,087,321.54	80.42%
Less Expenses related to capital projects:							
Legal Fees	-	-	-	-	-	-	
Professional Fees	-	-	-	-	-	-	
Pinewood Heights Relocation Project Expenses	(655,420.00)	(655,420.00)	(203,665.00)	-	(184,556.15)	(19,108.85)	
Pinewood Heights Line of Credit Expenses	(5,000.00)	(5,000.00)	-	(5,000.00)	-	-	
Total Non-operating Expenses	(660,420.00)	(660,420.00)	(203,665.00)	(5,000.00)	(184,556.15)	(19,108.85)	90.62%
Total General Fund Operating Expenses	5,253,516.09	5,219,516.09	5,349,656.00	5,577,824.00	4,281,443.31	1,068,212.69	80.03%
Net Operating Reserve (+/-)	650,255.00	640,255.00	490,167.00	237,664.00	803,700.57	(313,033.30)	163.96%
Net Reserve (+/-)	808,555.00	798,555.00	4,598,712.25	2,569,774.00	2,035,388.64	2,563,823.88	44.26%

	Proposed Budget 2012/2013 with PD at all OT	2012/2013 Proposed Budget	2011/2012 Revised Budget	2011/2012 Adopted Budget	2011/2012 Actual 4/30/2012	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	808,555.00	798,555.00	4,598,712.25	2,569,774.00	2,035,388.64	2,563,323.61	44.26%
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)	(1,935.00)	-	(104.68)	(1,830.32)	5.41%
Renter Occupied Units	(322,305.00)	(322,305.00)	(246,265.25)	-	(246,265.25)	-	100.00%
Vacant Lots	-	-	(13,000.00)	-	-	(13,000.00)	0.00%
Appraisal/Legal	(9,620.00)	(9,620.00)	(2,100.00)	-	(2,100.00)	-	100.00%
Subtotal Non CDBG Capital Acquisition	(333,755.00)	(333,755.00)	(263,300.25)	-	(248,469.93)	(14,830.32)	94.37%
CDBG Capital Acquisition-MY2							
Owner Occupied Units	(352,800.00)	(352,800.00)	(71,000.00)	-	(71,000.00)	-	100.00%
Renter Occupied Units	-	-	-	-	-	-	#DIV/0!
Vacant Lots	-	-	-	-	-	-	#DIV/0!
Subtotal CDBG Capital Acquisition	(352,800.00)	(352,800.00)	(71,000.00)	-	(71,000.00)	-	100.00%
Total Pinewood Heights Relocation CIP	(686,555.00)	(686,555.00)	(334,300.25)	-	(319,469.93)	(14,830.32)	95.56%
PARKS, RECREATION AND CULTURAL							
Windsor Castle	-	-	(20,000.00)	(20,000.00)	-	(20,000.00)	0.00%
Smithfield Center-HVAC unit	(24,000.00)	(24,000.00)	-	-	-	-	
PUBLIC SAFETY							
Police							
Police Vehicles	(88,000.00)	(88,000.00)	(88,000.00)	(84,000.00)	(84,661.53)	(3,338.47)	96.21%
Copier	(10,000.00)					-	
Command Vehicle	-	-	(195,000.00)	-	(19,503.00)	(175,497.00)	10.00%
PUBLIC WORKS							
Vehicles and Equipment	-	-	(20,000.00)	(20,000.00)	-	(20,000.00)	0.00%
N/S Church St Streetscape Improvements	-	-	(3,510,776.00)	(1,978,069.00)	(1,194,190.41)	(2,316,585.59)	34.01%
PUBLIC BUILDINGS							
Generator	-	-	(30,636.00)	(50,000.00)	(30,635.50)	(0.50)	100.00%
Office Space Improvements-furniture, security, landscaping	-	-	(60,000.00)	(100,000.00)	(49,853.26)	(10,146.74)	83.09%
Office Space Improvements-contractor (building only)-defer one year	-	-	(340,000.00)	(317,705.00)	(337,075.01)	(2,924.99)	99.14%
Net Capital Outlay	(808,555.00)	(798,555.00)	(4,598,712.25)	(2,569,774.00)	(2,035,388.64)	(2,563,323.61)	44.26%
Net Reserves (Deficit) after capital outlay	-	-	-	-	(0.00)	-	#DIV/0!

Town of Smithfield

Sewer Fund Budget

	Proposed Budget 2012/2013	Budget Revisions 2011/2012	Adopted Budget 2011/2012	Balance as of 04/30/12	Remaining Budget	% of budget
Revenue						
Operating Revenues						
Sewer Charges	812,935.00	612,000.00	669,500.00	502,434.30	109,565.70	82.10%
Sewer Compliance Fee	490,425.00	488,255.00	488,255.00	406,276.20	81,978.80	83.21%
VML Safety Grant	-	2,000.00	-	2,000.00	-	100.00%
Miscellaneous Revenue	500.00	500.00	500.00	313.34	186.66	62.67%
Connection fees	23,700.00	30,790.00	31,600.00	22,890.00	7,900.00	74.34%
Total Operating Revenue	1,327,560.00	1,133,545.00	1,189,855.00	933,913.84	199,631.16	82.39%

Town of Smithfield

Sewer Fund Budget

	Proposed Budget 2012/2013	Proposed Budget Revisions 2011/2012	Adopted Budget 2011/2012	Balance as of 04/30/12	Remaining Budget	% of budget
Expenses						
Operating Expenses						
Salaries	263,165.00	259,150.00	259,150.00	203,321.08	55,828.92	78.46%
FICA	21,055.00	20,735.00	20,735.00	16,012.03	4,722.97	77.22%
VSRS	34,605.00	25,915.00	25,915.00	18,913.74	7,001.26	72.98%
Health	42,920.00	44,210.00	40,315.00	31,396.76	12,813.24	71.02%
Uniforms	2,500.00	2,500.00	2,500.00	1,483.50	1,016.50	59.34%
Audit & Legal Fees	21,625.00	20,000.00	23,000.00	15,321.94	4,678.06	76.61%
Engineering	-	-	-	-	-	#DIV/0!
HRPDC sewer programs	899.00	899.00	1,006.00	674.25	224.75	75.00%
Maintenance & Repairs	50,000.00	50,000.00	70,000.00	35,736.17	14,263.83	71.47%
Hurricane Irene Expenses	-	4,185.00	-	4,184.66	0.34	99.99%
Professional services	-	-	-	-	-	#DIV/0!
Beam Maintenance	-	-	-	-	-	#DIV/0!
VAC Truck Repairs & Maintenance	7,500.00	5,250.00	5,250.00	4,803.98	446.02	91.50%
Data Processing	14,000.00	14,000.00	17,500.00	10,478.29	3,521.71	74.84%
Dues & Subscriptions	150.00	150.00	50.00	129.00	21.00	86.00%
Utilities	40,000.00	40,000.00	40,000.00	29,621.68	10,378.32	74.05%
SCADA Expenses	3,500.00	3,500.00	3,000.00	2,403.57	1,096.43	68.67%
Telephone	16,500.00	16,500.00	16,500.00	9,575.42	6,924.58	58.03%
Insurance	14,700.00	14,000.00	14,000.00	13,980.44	19.56	99.86%
Materials & Supplies	46,000.00	46,000.00	46,000.00	18,966.04	27,033.96	41.23%
Truck Operations	14,000.00	14,000.00	12,000.00	9,318.89	4,681.11	66.56%

Travel & Training	4,000.00	4,000.00	4,000.00	-	4,000.00	0.00%
Contractual	3,250.00	2,000.00	2,000.00	1,661.82	338.18	83.09%
Miscellaneous	600.00	600.00	600.00	239.46	360.54	39.91%
Bad Debt Expense	2,400.00	2,400.00	2,400.00	-	2,400.00	0.00%
Bank Service Charges	325.00	325.00	325.00	325.00	-	100.00%
Total Sewer Fund Operating Expenses before D&A Exp.	603,694.00	590,319.00	606,246.00	428,547.72	161,771.28	72.60%
Operating Income before D&A Expense	723,866.00	543,226.00	583,609.00	505,366.12	37,859.88	93.03%
Depreciation & Amort. Exp.	465,000.00	448,620.00	448,620.00	342,269.90	106,350.10	76.29%
Operating Income (Loss)	258,866.00	94,606.00	134,989.00	163,096.22	(68,490.22)	172.40%
Nonoperating Revenues (Expenses)						
Pro-rata Share Fees	-	4,000.00	-	4,000.00	-	100.00%
Availability Fees	61,800.00	78,900.00	82,400.00	58,300.00	20,600.00	73.89%
Insurance Reimbursements	-	2,438.00	-	-	2,438.00	0.00%
Contributed Capital-Smithfield Foods Rev Ln	20,690.00	19,700.00	19,700.00	-	19,700.00	0.00%
Interest Revenue	3,250.00	6,500.00	3,250.00	5,314.60	1,185.40	81.76%
Interest Expense	(43,475.00)	(46,515.00)	(46,515.00)	(35,061.02)	(11,453.98)	75.38%
Total Nonoperating Revenues (Expenses)	42,265.00	65,023.00	58,835.00	32,553.58	32,469.42	50.06%
Net Income (loss)	301,131.00	159,629.00	193,824.00	195,649.80	(36,020.80)	122.57%
WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees	-	(4,000.00)	-	(4,000.00)	-	100.00%
Availability Fees	(61,800.00)	(78,900.00)	(82,400.00)	(58,300.00)	(20,600.00)	73.89%
Contributed Capital-Smithfield Foods Rev Ln	(20,690.00)	(19,700.00)	(19,700.00)	-	(19,700.00)	0.00%
Compliance Fee	(490,425.00)	(488,255.00)	(488,255.00)	(406,276.20)	(81,978.80)	83.21%
Bad Debt Expense	2,400.00	2,400.00	2,400.00	-	2,400.00	0.00%
Depreciation & Amort. Exp.	465,000.00	448,620.00	448,620.00	342,269.90	106,350.10	76.29%
Additional debt service costs-principal expense	(70,550.00)	(70,550.00)	(70,550.00)	(70,550.00)	-	100.00%
Total adjustments to CAFR	(176,065.00)	(210,385.00)	(209,885.00)	(196,856.30)	(13,528.70)	93.57%
Working adjusted income	125,066.00	(50,756.00)	(16,061.00)	(1,206.50)	(49,549.50)	2.38%

	Proposed Budget 2012/2013	Budget Revisions 2011/2012	2011/2012 Adopted Budget	2011/2012 Actual 4/30/2012	Remaining Budget	% of Budget
Sewer Fund						
Working adjusted income	125,066.00	(50,756.00)	(16,061.00)	(1,206.50)	(49,549.50)	2.38%
Sewer SSO Consent Order	(660,000.00)	(663,000.00)	(833,000.00)	(456,716.45)	(206,283.55)	68.89%
Construction Standards Update	(4,482.00)	(918.00)	-	(918.00)	-	100.00%
Sewer Master Plan	-	-	(56,250.00)	-	-	#DIV/0!
Rubber tire backhoe	-	-	(9,000.00)	-	-	#DIV/0!
Hot box for asphalt	-	-	(4,500.00)	-	-	#DIV/0!
2 new pumps	-	(13,000.00)	-	(5,156.93)	(7,843.07)	39.67%
Sewer Capital Repairs	(100,000.00)	(100,000.00)	(100,000.00)	-	(100,000.00)	0.00%
Vehicle/Equipment	(17,500.00)	(15,000.00)	(15,000.00)	-	(15,000.00)	0.00%
Net Capital Outlay	(781,982.00)	(791,918.00)	(1,017,750.00)	(462,791.38)	(329,126.62)	58.44%
Net Reserves (Deficit) after capital outlay	(656,916.00)	(842,674.00)	(1,033,811.00)	(463,997.88)	(378,676.12)	55.06%
Funding from Development Escrow	-	-	-	-	-	-
Reserves from Sewer Capital Escrow Account	100,000.00	482,039.00	-	-	-	0.00%
Funding from Sewer Compliance Fee	660,000.00	258,012.00	833,000.00	380,157.75	(122,145.75)	147.34%
Draw from operating reserves	-	102,623.00	274,331.00	-	102,623.00	0.00%
Funding from Bond Escrow (released from refinance)	-	-	-	-	-	-
Net Cashflow	103,084.00	-	73,520.00	(83,840.13)	(398,198.87)	#DIV/0!

Town of Smithfield						
Water Fund Budget						
Description	Proposed Budget 2012/2013	Budget Revisions 2011/2012	Adopted budget 2011/2012	Balance as of 04/30/12	Remaining Budget	% of budget
Revenue						
Operating Revenue						
Water Sales	1,552,204.00	860,630.00	817,850.00	688,672.32	171,957.68	80.02%
Debt Service Revenue	403,640.00	403,640.00	401,000.00	335,742.80	67,897.20	83.18%
Miscellaneous	500.00	800.00	500.00	778.34	21.66	97.29%
Connection fees	9,900.00	11,280.00	13,200.00	7,980.00	3,300.00	70.74%
Application Fees	5,000.00	5,000.00	5,000.00	4,142.00	858.00	82.84%
Total Operating Revenue	1,971,244.00	1,281,350.00	1,237,550.00	1,037,315.46	244,034.54	80.95%
Town of Smithfield						
Water Fund Budget						
Description	Proposed Budget 2012/2013	Proposed Budget Revisions 2011/2012	Adopted budget 2011/2012	Balance as of 04/30/12	Remaining Budget	% of budget
Expenses						
Salaries	320,265.00	291,300.00	291,300.00	239,301.83	51,998.17	82.15%
FICA	25,621.00	23,304.00	23,304.00	18,845.60	4,458.40	80.87%
VSRS	42,130.00	29,245.00	29,245.00	22,978.40	6,266.60	78.57%
Health	51,230.00	43,000.00	43,000.00	31,646.69	11,353.31	73.60%
Uniforms	3,000.00	3,000.00	3,000.00	1,746.02	1,253.98	58.20%
Contractual	18,475.00	16,075.00	11,000.00	12,478.72	3,596.28	77.63%
Legal & Audit	21,625.00	21,000.00	23,000.00	16,612.94	4,387.06	79.11%
Maintenance & Repairs	21,000.00	21,000.00	21,000.00	13,447.76	7,552.24	64.04%
Hurricane Irene Expenses	-	1,625.00	-	1,624.82	0.18	99.99%
Water Tank Maintenance	100,000.00	100,000.00	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	1,000.00	550.44	449.56	55.04%
Regional Water Supply Study	2,421.00	2,421.00	2,586.00	1,815.75	605.25	75.00%
Data Processing	14,000.00	14,000.00	16,000.00	10,478.29	3,521.71	74.84%
Utilities	10,000.00	10,000.00	65,000.00	8,836.55	1,163.45	88.37%
Communications	15,045.00	15,045.00	12,300.00	11,556.29	3,488.71	76.81%
Insurance	16,800.00	16,000.00	16,000.00	15,919.80	80.20	99.50%
Materials & Supplies	114,400.00	114,400.00	114,400.00	83,316.19	31,083.81	72.83%
Gas and Tires	12,000.00	12,000.00	12,000.00	10,968.01	1,031.99	91.40%
Fuel-Water Equipment	-	-	-	-	-	#DIV/0!
Dues & Subscriptions	800.00	800.00	800.00	529.00	271.00	66.13%
Bank service charges	325.00	355.00	450.00	355.00	-	100.00%
Travel and Training	5,500.00	5,500.00	5,500.00	964.00	4,536.00	17.53%
Miscellaneous	9,500.00	6,500.00	6,200.00	4,853.23	1,646.77	74.67%
RO Annual costs	501,217.00	419,593.00	419,593.00	204,493.50	215,099.50	48.74%

Bad debt expense	5,300.00	5,300.00	5,300.00	-	5,300.00	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,311,654.00	1,172,463.00	1,221,978.00	713,318.83	459,144.17	60.84%
Operating Income before D&A Expense	659,590.00	108,887.00	15,572.00	323,996.63	(215,109.63)	297.55%
Depreciation & Amortization Expense	348,000.00	330,000.00	309,400.00	131,300.00	198,700.00	39.79%
Operating Income (Loss)	311,590.00	(221,113.00)	(293,828.00)	192,696.63	(413,809.63)	-87.15%
Nonoperating Revenues (Expenses)						
Pro-Rata Share Fees	-	4,000.00	-	4,000.00	-	100.00%
Availability Fees	40,800.00	53,480.00	54,400.00	39,880.00	13,600.00	74.57%
Interest Revenue	5,925.00	9,000.00	5,925.00	7,066.58	1,933.42	78.52%
Interest Expense	(134,915.00)	(142,553.33)	(121,700.00)	(84,407.86)	(58,145.47)	59.21%
Total Nonoperating Revenues (Expenses)	(88,190.00)	(76,073.33)	(61,375.00)	(33,461.28)	(42,612.05)	43.99%
Net Income (Loss)	223,400.00	(297,186.33)	(355,203.00)	159,235.35	(456,421.68)	-53.58%
WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees	-	(4,000.00)	-	(4,000.00)	-	100.00%
Availability Fees	(40,800.00)	(53,480.00)	(54,400.00)	(39,880.00)	(13,600.00)	74.57%
Bad Debt Expense	5,300.00	5,300.00	5,300.00	-	5,300.00	0.00%
Debt Service Revenue	(403,640.00)	(403,640.00)	(401,000.00)	(335,742.80)	(67,897.20)	83.18%
Depreciation & Amort. Exp.	348,000.00	330,000.00	309,400.00	131,300.00	198,700.00	39.79%
Additional debt service costs-principal expense	(311,725.00)	(231,980.00)	(159,450.00)	(192,159.79)	(39,820.21)	82.83%
Total adjustments to CAFR	(402,865.00)	(357,800.00)	(300,150.00)	(440,482.59)	82,682.59	123.11%
Working adjusted income	(179,465.00)	(654,986.33)	(655,353.00)	(281,247.24)	(373,739.09)	42.94%

	Proposed Budget 2012/2013	Budget Revisions 2011/2012	2011/2012 Adopted Budget	2011/2012 Actual 4/30/2012	Remain Budget	% of Budget
Water Fund						
Net Operating Reserves (Deficit)	(179,465.00)	(654,986.33)	(655,353.00)	(281,247.24)	(373,739.09)	42.94%
Water Master Plan	-	(14,027.00)	(56,250.00)	(10,325.00)	(3,702.00)	73.61%
Construction Standards Update	(4,482.00)	(918.00)		(918.00)	-	100.00%
S Church Street Improvements		(212,989.00)	-	(151,172.68)	(61,816.32)	70.98%
Rubber Tire Backhoe	-	-	(9,000.00)	-	-	#DIV/0!
Hot box for asphalt	-	-	(4,500.00)	-	-	#DIV/0!
Water loop at Smithfield Plaza-exchange for N Church St repairs		(8,500.00)	(8,500.00)	(6,452.85)	(2,047.15)	75.92%
Truck	(17,500.00)	-	(15,000.00)		-	#DIV/0!
Water Treatment/Fluoride PER	-	(1,078,500.00)	(1,172,000.00)	(1,037,466.64)	(41,033.36)	96.20%
Net Capital Outlay	(21,982.00)	(1,314,934.00)	(1,265,250.00)	(1,206,335.17)	(108,598.83)	91.74%
Net Reserves (Deficit) after capital outlay	(201,447.00)	(1,969,920.33)	(1,920,603.00)	(1,487,582.41)	(482,337.92)	75.51%
Operating Reserves	-	-	486,914.00	-	-	#DIV/0!
VML/VACO Draw Downs	-	-	270,000.00	-	-	#DIV/0!
Water Development Escrow	-	177,451.00	224,000.00	112,079.00	65,372.00	63.16%
Water Capital Escrow	-	730,242.31	1,035,000.00	594,279.31	135,963.00	81.38%
Additional financing	-	765,000.00	765,000.00	456,360.00	308,640.00	59.65%
Debt Service fees applied to debt	335,016.55	297,227.02	259,275.00	242,574.11	54,652.91	81.61%
Net Cashflow	133,569.55	0.00	1,119,586.00	(82,289.99)	82,289.99	#DIV/0!

Town of Smithfield							6/20/2012
Highway Fund							
Description	Proposed Budget 2012/2013	Budget Revisions 2011/2012	Adopted Budget 2011/2012	Balance as of 04/30/12	Remaining Budget	% of budget	
Revenue							
Interest Income	250.00	250.00	250.00	135.43	114.57	54.17%	
Revenue - Commwlth of VA	986,456.92	986,456.92	951,304.96	739,932.69	246,524.23	75.01%	
Total Highway Fund Revenue	986,706.92	986,706.92	951,554.96	740,068.12	246,638.80	75.00%	
Town of Smithfield							
Highway Fund							
Description	Proposed Budget 2012/2013	Proposed Budget Revisions 2011/2012	Adopted Budget 2011/2012	Balance as of 04/30/12	Remaining Budget	% of budget	
Expenses							
Salaries	229,800.00	195,450.00	195,450.00	167,843.26	27,606.74	85.88%	
FICA	18,384.00	15,640.00	15,640.00	13,218.06	2,421.94	84.51%	
VSRS	28,380.00	20,590.00	20,590.00	14,427.65	6,162.35	70.07%	
Health	44,035.00	34,785.00	34,785.00	30,127.83	4,657.17	86.61%	
Uniforms	2,785.00	2,785.00	2,785.00	1,224.64	1,560.36	43.97%	
Engineering	5,000.00	5,000.00	1,000.00	4,960.00	40.00	99.20%	
Grass	31,400.00	31,400.00	31,400.00	20,410.00	10,990.00	65.00%	
Maintenance	358,139.92	378,095.02	204,274.96	342,903.28	35,191.74	90.69%	
Asphalt/Paving		-	-	177,376.92	(177,376.92)		
Ditching		-	-	87,746.35	(87,746.35)		
Traffic Control devices		-	-	9,498.06	(9,498.06)		
Other (maintenance)		-	-	2,621.40	(2,621.40)		
Other (lawnmowers, landscaping, etc)		-	-	63,858.91	(63,858.91)		
Structures and Bridges		-	-	-	-		
Ice and Snow removal		-	-	702.12	(702.12)		
Administrative		-	-	1,099.52	(1,099.52)		
Hurricane Irene Expenses		1,150.00	-	1,150.29	(0.29)	100.03%	
Street Lights	75,000.00	75,000.00	75,000.00	67,496.12	7,503.88	89.99%	
Insurance	18,350.00	17,475.00	17,475.00	17,470.92	4.08	99.98%	
VAC Truck Repairs	2,500.00	2,250.00	2,250.00	2,058.85	191.15	91.50%	
Gas and Tires	8,000.00	8,000.00	6,000.00	7,692.83	307.17	96.16%	
Stormwater (PARS)	-	1,340.00	1,340.00	-	1,340.00	0.00%	
Stormwater Management Program (town)	-	-	2,500.00	-	-	#DIV/0!	
Stormwater Management Program (regional)	4,286.00	4,286.00	2,500.00	3,214.50	1,071.50	75.00%	
Joint Cost Allocation	6,500.00	7,700.00	7,700.00	-	7,700.00	0.00%	
Overhead Allocation	54,665.00	46,865.00	46,865.00	-	46,865.00	0.00%	
Total Highway Fund Expense	887,224.92	847,811.02	667,554.96	694,198.23	153,612.79	81.88%	
Net Reserves (+/-)	99,482.00	138,895.90	284,000.00	45,869.89	93,026.01	33.02%	

Proposed Budget 2012/2013	Budget Revisions 2011/2012	2011/2012 Adopted Budget	2011/2012 Actual 4/30/2012	Remain Budget	% of Budget
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HIGHWAY

Net Operating Reserves (Deficit)	99,482.00	138,895.90	284,000.00	45,869.89	93,026.01	33.02%
John Rolfe/Battery Park intersection Turn Lane	(95,000.00)		(95,000.00)	(1,666.50)	1,666.50	#DIV/0!
9' Landscaper body for existing truck		(5,790.00)	-	(5,790.00)	-	100.00%
North & South Church Street Beautification		(270,000.00)	(144,000.00)	-	(270,000.00)	0.00%
Construction Standards Update	(4,482.00)	(918.00)	-	(918.00)	-	100.00%
Rubber tire backhoe		-	(27,000.00)		-	#DIV/0!
Hot box for asphalt		-	(18,000.00)		-	#DIV/0!
Net Capital Outlay	(99,482.00)	(276,708.00)	(284,000.00)	(8,374.50)	(268,333.50)	3.03%
Net Reserves (Deficit) after capital outlay	0.00	(137,812.10)	-	37,495.39	(175,307.49)	-0.272076182
net carryforward 2012		137,812.10		137,812.10		
Balance remaining		0.00		175,307.49		

Notes to financial statements: April 2012

GENERAL FUND

Revenues

Current Real Estate Taxes

As of June 14, 2012, real estate postings totaled \$1,720,471.14 which puts us over the projected budget. A large delinquent account completed its repayment schedule for real estate before fiscal year end (as expected).

Delinquent Real Estate Taxes

Delinquent real estate taxes of \$35,936.24 have been posted through May 20. This total exceeds the amended budget by 934.24.

Personal Property Taxes

Personal property postings as of June 14 totaled \$796,563.48. This accounts for 100% of the amended budget. I am still pursuing several business delinquencies including the same business that was on a repayment schedule for real estate. The business completed its real estate repayment and is now working on personal property. They are approximately one month off schedule, however, and will not complete their obligation by June 30 as agreed upon.

Delinquent Personal Property Taxes

This account balance ran low in 2012 and was adjusted accordingly. Part of the reduction was caused by a debit to the account of \$4242 for a refund generated by an abatement from IOW County on a previously paid account. As of June, 2012, delinquent collections total \$8891.30. If the large delinquent account noted above in the current personal property explanation explanations makes its June payment, then this line item will meet its amended budget projection.

Franchise Tax

Franchise tax paid by the local banks are not paid until the last quarter of fiscal year 2012. As of June 14, 2012, we have received \$131,045.70 which represents all banks in the Town. This is less than the \$137,620 expected per the submitted Schedule C's. Bank of Southside submitted an amended Schedule C with its payment showing a reduction of almost \$5000. Bank of America did not submit a Schedule C so their payment was estimated based on 2011 but actually decreased by \$3000. Bank of America submitted their Schedule C and payment to IOW County. IOW County forwarded the check to us, but we had to get the county treasurer to endorse it over to the Town.

Cigarette Tax

To offset the decrease in franchise tax, cigarette tax has actually exceeded projections somewhat. As of June 14, 2012, collections for this line item total \$126,088.30 which is \$6000 higher than the amended budget.

Communications Tax

Communications tax received from the state to date reflects only July through February 2012. As of June 14, we have collected \$200,338.80 (payments through April) which should put us in line with amended budget.

Sales Tax

As of June 14, we have posted \$254,009.35 in sales tax which reflects payments through April. Again,

we should be in line with amended budget, possibly exceeding it.

Consumption Tax/Utility Tax

As with communications tax, there is a delay between the accounting period and receipt of payment. The April financial statements represent consumption/utility taxes through March 2012 with one February payment for Columbia gas. The largest tax receipts in this category come from DVP.

Business License Tax

Business license tax was due on April 15th; and collections through June 14 total \$312,880.70 which at least meets amended budget. Collection efforts are still ongoing with delinquent business owners.

Vehicle Licenses

Vehicle license tax was mailed as part of the personal property tax bills on November 1. Collections through 6/14/12 totaled \$131,294.49 which is slightly above budget.

Fines and costs

This revenue is received from the IOW County Clerk's office. Revenues to date represent payment for July through April. Collections are \$11,808 lower than for the same period last year but are in line with amended budget.

Smithfield Center Rentals

Smithfield Center Rentals have been very strong this year. Amy stated at the June 13 staff meeting that she thinks she may reach \$150,000 in revenues for this year. Revenues of \$144,040 have been posted through June 14.

Sale of Equipment

Sales of used/retired equipment through April include a gas powered buffer, rotary blade, pump hoists, power washer, 2 projectors, bullet heater, a cresco warmer, a service, revolver, generator, 3 Crown Vics, and a 125K caterpillar generator. This line has significantly exceeded amended budget.

Sale of Land

Even though the town did not receive cash to equal this sale (because of incentives that were offered), this line item reflects the value of the sale.

Restricted Reserves-Beautification

Prior year donations to the South Church Street Project were used to pay \$642,230.22 of current charges (Excel/Clark Nexsen). All ARRA, Transportation Enhancement, and Fed Formula monies have been exhausted.

Department of Environmental Quality-State grant

These funds were awarded to offset some of the Town's costs to Bay Environmental for site work performed at 117 N. Church Street. See expense explanation for TC professional services below.

Fed Formula/Enhancement/Urban Fund Partial Use Allocation

These funds are available for the S Church Street project; however, Urban funds will be the last funding source to be accessed. ARRA funding of \$165,329 was reimbursed in FY2011 and Enhancement Funds of \$720,000 have been accumulated to date which exhausts this funding source. A portion of this revenue will be shown as a FY2012 budget amendment. In February, the Town was reimbursed for \$509,538 of the total \$720,000. We originally thought all Enhancement Funds would be reimbursed in FY2011, but that was not the case. Only \$340,137 was expensed last year and was accrued as a receivable. The Town has also submitted draw down requests for federal formula money totaling \$172,097.19

(with state match). This was reimbursed in March. Final draw request for fed formula money was made in June.

VDEM/FEMA

These line items were added to the budget to offset Hurricane Irene expenses after insurance reimbursement. These revenues are based on the approved schedules submitted to FEMA. If not received by fiscal year end, they will be accrued.

Federal Fuel Income

Often the federal government is very slow in turning this money around, but requests are made quarterly for this reimbursement of fuels tax. As of June 14, we have received \$6,064.54 for 3 quarters.

Insurance Recoveries

This line item is not budgeted unless events during the fiscal year deem it necessary. For FY2012, the Town has experienced police vehicle and public works vehicle damages as well as reimbursement from VML for damages resulting from Hurricane Irene. We recently had a 2011 Crown Vic declared as totaled, so we will be receiving another \$17,000 in this line item.

Contributions-CHIPS

For the past 2 fiscal years, IOW County has contributed over \$4000 to CHIPS that has been used to fund 4H expenses. The contribution for 2010 was paid in April 2010; however the contribution for 2011 was paid in December 2010. We have not received a contribution for 2012.

Contributions-IOW County Port Authority Grants

The bulk of this contribution is for reimbursement of the command module. Per previous updates from the Police Department, the town was expecting to receive the command module before fiscal year end. Recent events indicate that this item may have to be rolled over to FY2013.

Contributions-South Church Street Project

All grant money has been received with the exception of the final \$400,000 from Mr. Luter. I have been informed that his last contribution will not be paid until the project has been completed which will roll it into FY2013.

Expenses

All Departments

Health Insurance

Health Insurance reflects payments for July through May 2012 for medical and dental.

Insurance

VML Property and Casualty Insurance has been paid through 4 quarters. All departments are exactly on budget.

Town Council

Legal Fees

Billings for legal fees are usually a month behind, so current charges only reflect billings through March. Additional \$15000 was added in April for payment to Hunton & Williams for GO bond that was closed out with land acquisition in 2011. Need to speak with auditors about this entry.

Advertising Expenses posted through June 14 total \$23,148 with bills still outstanding to be processed with next AP batch. We should be on target with amended budget. This fiscal year included significant advertising for S Church street related issues, employment, and public hearings.

Professional Services In August, the Town paid Bay Environmental \$3646.96 for a Category 1 Site Characterization Report for 117 N. Church Street and \$890.60 for well closure at the same address. In September, we paid Bay Environmental an additional \$1,450.00 for Phase I Environmental Site Assessment. We received notice from the VA Petroleum Storage Tank Fund that the Town would be reimbursed for \$4014.27 of these costs. As of April, all expected reimbursements have been received.

Records Management Software Upgrade and Scanner Budget was increased for this line item to reflect a one time storage license fee of \$1890 to expand the capabilities of the system. Also included purchase of a scanner as well as annual maintenance costs.

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

Town Manager

Dues and Subscriptions A credit of \$505 was refunded for this line item in May which will bring it under budget for the year.

Travel & Training Expenses for travel to Milwaukee, WI; Chicago, IL; and Glen Allen, VA (VML). Also includes travel expenses for Jon Flores to Chicago, IL. This line item was increased for additional approved travel after original budget was adopted. Through June 14, total expense for this line item was \$6625.60 after receiving a reimbursement from VML of \$863.57.

Treasurer

Audit Audit fees have been expended for the entire fiscal year.

Depreciation Software Annual renewal of depreciation software was paid in March. This expense increased to \$2700 because we asked for an additional user license, so the new financial analyst will be able to access the system.

Service Contracts Both halves of the annual maintenance contract for BAI (\$8750) and all of the annual on-line payments contract (also with BAI-\$3413) have now been paid. These are budgeted items.

Cigarette Tax Stamps Cigarette tax stamps were paid in April. The cost of these stamps continues to rise between 7 and 8% per year.

Police Department

LODA-Insurance This is paid to the Treasurer of Virginia in accordance with the Line of Duty Act. Originally, the Town had planned to seek coverage for this with VML insurance, but because we already had an identified officer who may be eligible for benefits now, we had to remain with VRS although we knew would

be more expensive. At the time of budget, we did not have an estimate from VRS for the cost, so we used the projected number from VML. The LODA fund had previously been funded by the state but the cost has now been shifted to the localities. The fund provides death benefits to the families of police officers or fire fighters and health benefits to those injured or disabled. The cost is \$233.89 per FT employee.

Materials & Supplies

Payments for this line item through June 14 is \$31,441.13 leaving only \$2058 for the remainder of the year.

Vehicle Maintenance

Numerous charges with different vendors. Includes \$1489 to Hampton Roads Harley Davidson for motorcycle maintenance. Also includes \$2098 to Dave's Service Center for ABS control unit, ignition coil, oil/lube on 2006 Crown Vic. Paid \$1800 to Pomoco for AB tank on 2011 Dodge Charger and \$2119 to Cofer for general HTS on Ford Explorer. Also paid \$995 to Joe's Auto Repair for brake pads, rotor, swaybar links for 2006 Crown Vic, and \$793 to Knox for repairs to a 2005 Crown Vic. In November paid \$5850.44 to Dave's Service Center for numerous repairs including \$3118.27 for lighting control module, and rear end on a 2005 Crown Vic. In December paid \$1178.44 to Import Car Service for replacing front/rear brake pads and rotors on 2007 Dodge Charger. January charges included \$1883.51 to Dave's Service Center for fuel pump replacement on 1998 Crown Vic and rear bumper repairs/paint on 2011 Dodge Charger. Expenses through June 14 totals \$43,587.58 so we are likely to exceed amended budget as well before all invoices are paid for year end.

Fire Department

Total expenses for the Fire Department through June 14 equal \$94,245.73 leaving \$9405.27 remaining in the current year's budget. Per Jerry Hackney, arrangements have been made for a separate gas account for next fiscal year. Also, he is supposed to coordinate with Jon Flores to move their cell phones to their own account as well.

Contributions-Public Safety

Rescue Squad

As of June 14, 2012, we have paid three quarters to the rescue squad. We owe one final quarter for fiscal year 2012.

E911 true up

We have been transferring the E911 portion of the communications tax to the county on a monthly basis, however, we decided to wait until receiving the year end true up before paying the balance of the Town's obligation for this shared expense.

Smithfield Center

Food Service & Beverage Supplies

The budget for this line item was cut at Amy's request. Expenses for this line item through June 14 total \$5573.10.

Equipment

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

Repairs & Maintenance

There are numerous small repair invoices; however, there are several large ones that are detailed as follows: All Star Glass-\$1110 for 1" black cell-tech 550, Jessica Casper-\$2005 for 2 pieces of artwork, ColonialWebb-\$1178.50 to relocate trane tracker front-end interface, Hobart-\$1187.65 for repairs to refrigerator; Interiors by Decorating Den-\$1197 to re-upholster 5 benches, ColonialWebb-\$2382.91 for heat reclaim valve, Smithfield Lawn Service-\$4393.20 for cost to replace drip system in plant beds; Windsor Woodworking-\$4980-cost on media cabinets; Bank of America (Lowe's)-\$846.70 for 19 Cu Ft refrigerator, and \$1247 to National Roofing for replacement of one 4" drain with one 4" drop-in drain. In December paid \$4205.27 to ColonialWebb for replacement of heat exchanger. Also paid \$1826.34 to American Express for Kreuger International for 6 new 60" round tables. Note: As of 5/20/12 \$51,861.41 of the original \$50,000 budget has been spent. In January paid ColonialWebb another \$4205.27 to replace a second heat exchanger. We also paid SimplexGrinnell \$3,857.23 for service work on the panel fire alarm system that was not covered by the service agreement. There was little activity in Feb. or March. Budget was raised to \$66,000 to accommodate expenses for the remainder of the year. Charges through June 14 total \$52,764.49 which does exceed the original budget but is well below the amended projection. Invoices for the remainder of June and July (for June charges) have not all been received/processed so I am reluctant to lower the budget for this line item.

Contributions-Parks, Recreation and Cultural

Library

Payments for the library were suspended, so we have only paid out half of the 2012 budget.

Parks & Recreation

Jersey Park Playground

Paid \$1570.25 to Hardwood Mulch Corporation. Did not anticipate this cost. Planned to offset with some of remaining funds for Clontz Park.

Pinewood Playground

Paid Brown's Lawn & Tractor \$2208 for hardwood mulch.

Community Development

Pinewood Heights

Remaining costs for Pinewood for FY2012 will reflect demolition, purchase of vacant lot, and some professional fees (Community Planning Partners).

Contributions-Community Development

Triad

We have not yet received a request for payment of 2012 TRIAD funds.

Tourism

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

Public Works

Other

Includes \$1500 paid to Kessler Lawn and Trees for elm tree removal on Livengood property on S Church St by new parking lot at Smithfield Station.

Public Buildings

Materials & Supplies

No large invoices. \$285 paid to Windsor Fire Extinguisher (2 invoices for \$120 and \$165 to check fire extinguishers; \$199 to HSBC Business for 30" Industrial Pedestal Fan; \$171.30 to Grainger for 40 W Lamp. No invoices greater than \$200 through December. In January, paid \$561.39 to Lowe's for various items including schedule 40 pvc, conduit, ceiling panel, adj head emergency light. Also paid \$682.24 to Costco for 20 folding chairs and 5 6' tables. Only a few items charged totaling \$321.70 in February. Only \$718.76 (mostly to Lowe's) was charged from March through June 14, but the year t to date total \$4617.15 which exceeds budget by \$2117.15.

Materials & Supplies-New TM Building

See list of expenses as follows: These will be taken out of the \$100,000 line item for furniture/security that is currently shown under PB capita.
Hearn Furniture-\$1695 for conference table
Scotty's Signs-\$1185 ADA interior sign panels
Budget Blinds-\$481.60 for new blinds in offices
CCI Lawn & Landscaping-\$903.75 Phase I of landscaping enhancements
Goodrich & Sons-\$1100 to take down trees and clear fence line
New Horizons-\$2200 for building work per contract (not sure what that is-may need to be moved)
Womble Generator-\$5800 to move former PD generator to TM office and install
J. R. Wills-\$331.43-install flood lights at rear of building
J. R. Wills-\$1650.79-furnish/install gas regulator, replace doors on rear of building
Lowe's-\$101.54
Bank of America-\$173.25
The balance of this account through June 14 is \$16,579.60.

Materials & Supplies-New PD Building

Again, see list below: These items will be charged against \$100,000 line item for furniture/security under PB capital
Brown's Lawn & Tractor-\$200 trenching water line for PD
Budget Blinds-\$951.30 for new blinds in office
CCI Lawn & Landscaping-\$2711.25 Phase I of landscaping enhancements
Network Data Systems-\$3025.05
New Horizons-\$2200 for building work per contract (not sure what that is-may need to be moved)
V. R. Edwards-\$3954.46-fabricate and install benches and one table
Fonality-\$1451.68 for 4 Polycome 550 and P/S configuration plus annual support/software agreement for PD phones
Smithfield Services-\$1320 for topsoil
The Blair Brothers-\$2678.34 for asphalt patching in parking lot
Imagine Art Studios-\$245 for framing
Coggin Electrical-\$1710-flag pole lights, mug shot lights, circuit for copier, ups power
Beta Systems of VA-\$187.68

Rent Expense-Office Space

Rent was budgeted through December 2011, therefore, the largest portion of the budget was spent by mid year. The Town did continue its lease with Smithfield Foods, so a budget amendment was made to account for that additional expense.

Other

Real estate tax bills for two rental buildings (Basse's Choice & Bakery) and a surveying charge (\$800).

Other Financing Uses

Transfers to Operating Reserves

Revenues exceeded expenses by \$351,531.50 as of the end of April. This total will diminish as the year continues since revenues are significantly lower in the final quarter.

Capital Expenses

Community Development

Vacant Lots

One vacant lot was purchased in Phase I MY2. This acquisition was completed in May and will be reflected in the May statements.

Parks, Recreation, and Cultural

Windsor Castle

\$20,000 was budgeted for this line item but there have been no expenses to date.

Police

Police Vehicles

2 new Dodge Chargers and a Ford Explorer were purchased for the PD as part of their budgeted items. There are still some outstanding invoices for equipment installs which will bring this line item to approximately \$5000 over budget.

Command Vehicle

Partial cash outlay for this vehicle (to be reimbursed from IOW). Not sure if remainder will be expensed in FY2012.

Public Works

Vehicle

Per Jessie Snead, the new vehicle should be in this week (ending June 22).

Public Buildings

Office space improvements-furniture/security

The capital items to date are:
VSC Fire & Security-\$6064 for Labor/Fire alarm equipment - new PD
Simplexgrinnel-\$5267.64 for moving the old alarm/detection system for TM office
Simplexgrinnel-\$1445.66 for installation of new alarm/detection system in new TM office
Network Data Systems-\$7700.83 to install 27 CAT5e drops to locations furnished by server area, wall mount racks, 2 24 port CAT5e patch panels in the PD. Also 12 additional

network drops in large meeting room and in-processing room at the PD.
Signal Engineering-\$8,007.89-installation of cameras and provide/install for access cables/lcd/
evidence room-use all existing cameras & dvr's.
The Blair Brothers-\$8624.00
Gately Communication-\$12743.24-radio cable & connectors for antenna on PD building,
ground wire, mast, and rack for radios in server room, prep doors for access control
points, etc

Office space improvements-contractor

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

SEWER FUND

Revenues

VML Safety Grant

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

Expenses

VAC Truck Repairs & Maintenance

Paid \$2330.54 to Atlantic Machinery for handgun assembly, 4" Kanaflex Hose, power clamp, couplers, and single 8" to double 4" reducer weldment. There are also several small invoices as well. In January, paid \$2995 for a 10.125 TR Set Chain Cutter Set. The VAC truck expense is split between sewer (70%) and highway (30%).

Insurance

All four quarters have been paid to VML for property and casualty insurance.

Nonoperating Revenues (Expenses)

Contributed Capital-Smithfield Foods

This item will be booked as a receivable from Smithfield Foods as of June 30 for payment of the Virginia Revolving Loan during fiscal year 2012. Usually we receive payment during the summer months for this reimbursable expense.

Working Adjustments to CAFR

Additional debt service costs-principal expense

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

Capital Expenses

Sewer Capital Repairs

This line item was left in the budget but will probably not be spent this fiscal year because of the drop in consumption leading to lower revenues than originally anticipated.

Vehicles

As stated under capital for Public Works, the new vehicle should be in by the end of the week ending June 22.

WATER FUND

Expenses

Utilities

Most of the DVP costs are now allocated to the RO Plant. While this line item appears high for year to date, the monthly costs have dropped off significantly since January and should fall within the amended budget amount.

Gas & Tires

This line item is running high for water and highway. May have to re-evaluate split between public works, sewer, water, and highway for remainder of year.

Insurance

All 4 quarters have been paid to VML for property/casualty insurance.

Nonoperating Revenues (Expenses)

Interest Expense

Semi-annual payment on the VML-VACO bond was due in July. Most of the interest expense was accrued on the June 2011 financial statements with the balance reflected in July which is why the % expensed year to date is so low. This line item also includes the semi-annual payment (\$4981.53) for the VRA loan. Interest for the additional VML-VACO bond was added to amended budget. Final expense will not be shown until year end accruals are booked.

Working Adjustments to CAFR

Debt Service-principal

This was the principal portion of the VML-VACO bond, all of which is reflected in July and the VRA loan, all of which is due by October 1. This was adjusted as with interest to recognize the additional VML-VACO loan that was not closed until August 2011.

Capital Expenses

S. Church Street Improvements

Expense for water line replacement on South Church Street. Originally budgeted all of this expense for FY2011, but the project was not completed. Did not realize until preparing March statements that original cost for the project did not include significant engineering fees. Had to revise budget to reflect actual remainder of project. Additional costs will be funded from water capital escrow.

Water Treatment (RO) Plant

Additional \$35,925 was paid in June to Xylem, Inc. to finish off equipment payments for the RO plant. There is a small amount remaining to finish off some fencing around the plant.

HIGHWAY

Expenses

Engineering

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

Insurance

All 4 quarters of VML Property/Casualty have been paid to complete this expense for the fiscal year.

VAC Truck repairs

VAC Truck repairs are split between sewer (70%) and highway (30%) as the truck is used for both purposes. See Sewer note for detail of expenses to date.

Gas and Tires

This line item is running high for water and highway. May have to re-evaluate split between public works, sewer, water, and highway for remainder of year.

Capital Expenses

John Rolfe Drive Turn Lane

This line item was rolled forward to FY2013 which was necessary considering the cost allocated to sidewalk construction on S Church Street.

Sidewalks for S Church Street

This was originally budgeted at \$144,000 but actual is close to \$270,000. Billings for this line item have started and should be reflected on May's financial statements.

NET CARRYFORWARD FOR 2012

Net carryforward for 2011 was \$137,812.10. I had previously reported \$165,213.19 as the carryforward assuming that VDOT would have reduced allowable expenditures for 2010 by their revenue sharing contribution for John Rolfe Drive totaling \$34,400.71. They did not reduce allowable expenditures, however, so the carryforward was reduced accordingly.

CASH BALANCES AS OF MAY 31, 2012						
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	DATE RECONCILED	Current Month INTERCO. TRANSFERS	Year end Interco. Transfers	ADJUSTED BALANCES
Water	Farmers Bank	695,642.01	06/08/12	(333,790.40)	-	361,851.61
Water-Debt Service	Farmers Bank	1,381,620.75	06/07/12	69,330.63		1,450,951.38
Water Capital Escrow (availability fees)	TowneBank	242,453.55	06/06/12	21,760.00		264,213.55
Water Development Escrow	TowneBank	65,985.87	06/08/12	4,000.00	-	69,985.87
Subtotal Water		2,385,702.18		(238,699.77)	-	2,147,002.41
Sewer	Farmers Bank	196,788.78	06/07/12	117,193.49	(220,001.51)	93,980.76
Sewer Development Escrow	TowneBank	317,064.92	06/08/12	4,000.00		321,064.92
Sewer Capital Escrow (availability fees)	TowneBank	667,748.24	06/08/12	32,960.00		700,708.24
Sewer Compliance	Farmers Bank	326,855.04	06/07/12	84,546.28		411,401.32
Subtotal Sewer		1,508,456.98		238,699.77	(220,001.51)	1,527,155.24
Highway	Farmers Bank	37,832.68	06/06/12	147,131.37	-	184,964.05
General Fund	Farmers Bank	1,965,104.26	06/08/12	(327,350.08)	220,001.51	1,857,755.69
Payroll	Farmers Bank	46,437.34	06/06/12			46,437.34
Money Market-General Fund	TowneBank	2,165.05	06/08/12			2,165.05
Business Super Now-General Fund	Farmers Bank	32,895.60	06/07/12	-		32,895.60
Money Market-General Fund	Farmers Bank	286,428.45	06/08/12			286,428.45
General Fund Capital Escrow Account	TowneBank	50,699.51	06/08/12	-		50,699.51
Certificate of Deposit	Farmers Bank	525,140.97	06/08/12	-		525,140.97
Certificate of Deposit-Police Dept	Farmers Bank	36,377.93	06/08/12			36,377.93
Special Project Account (Pinewood)	Farmers Bank	19,859.79	06/07/12	-	-	19,859.79
Pinewood Heights Escrow	Farmers Bank	45,811.87	06/07/12			45,811.87
S. Church Street Account	TowneBank	68,462.30	06/08/12	180,218.71		248,681.01
Subtotal General Fund		3,079,383.07		(147,131.37)	220,001.51	3,152,253.21
Beautification Fund	Farmers Bank	7,805.95	06/08/12			7,805.95
Money Market-Beautification	Farmers Bank	60,962.39	06/07/12			60,962.39
		68,768.34				68,768.34
Rising Star CDBG	Farmers Bank	63.49	06/08/12			63.49
TOTAL ALL FUNDS		7,080,206.74		-	-	7,080,206.74

TOWN OF SMITHFIELD

REQUISITION

001

SUGGESTED VENDOR <u>Town of Wight County</u>			OFFICE USE ONLY	
REQUESTED BY			DATE ORDERED	
DATE REQUESTED <u>6.14.12</u>		DATE WANTED	ORDER NO.	
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	<u>GO Bond Principal</u>			<u>18254.50</u>
	<u>GO Bond Interest</u>			<u>17360.44</u>
	<u>Total</u>			<u>35614.94</u>

REQUISITIONER
RETAIN YELLOW COPY

APPROVED _____
TOWN MANAGER

[Signature]
SIGNATURE - DEPARTMENT HEAD

Isle of Wight, Virginia
General Obligation Capital Improvement Bonds, Series 2008

	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Principal	Interest	Total
7/1/2009	-	-	56,865.10	56,865.10	-	-	18,807.15	18,807.15
1/1/2010	-	-	52,306.25	52,306.25	-	-	17,360.44	17,360.44
6/30/2010	-	-	-	-	108,971.35	-	-	-
7/1/2010	-	-	52,306.25	52,306.25	-	-	17,360.44	17,360.44
1/1/2011	-	-	52,306.25	52,306.25	-	-	17,360.44	17,360.44
6/30/2011	-	-	-	-	104,612.50	-	-	-
7/1/2011	-	-	52,306.25	52,306.25	-	17,360.44	17,360.44	17,360.44
1/1/2012	-	-	52,306.25	52,306.25	-	17,360.44	17,360.44	17,360.44
6/30/2012	-	-	-	-	104,612.50	-	-	-
7/1/2012	55,000.00	4.00%	52,306.25	107,306.25	-	18,234.50	17,360.44	35,614.94
1/1/2013	-	-	51,206.25	51,206.25	-	-	16,995.35	16,995.35
6/30/2013	-	-	-	-	158,512.50	-	-	-
7/1/2013	60,000.00	4.00%	51,206.25	111,206.25	-	19,914.00	16,995.35	36,909.35
1/1/2014	-	-	50,006.25	50,006.25	-	-	16,597.07	16,597.07
6/30/2014	-	-	-	-	161,212.50	-	-	-
7/1/2014	60,000.00	4.00%	50,006.25	110,006.25	-	19,914.00	16,597.07	36,511.07
1/1/2015	-	-	48,806.25	48,806.25	-	-	16,198.79	16,198.79
6/30/2015	-	-	-	-	158,812.50	-	-	-
7/1/2015	65,000.00	4.25%	48,806.25	113,806.25	-	21,573.30	16,198.79	37,772.29
1/1/2016	-	-	47,425.00	47,425.00	-	-	15,740.36	15,740.36
6/30/2016	-	-	-	-	161,231.25	-	-	-
7/1/2016	65,000.00	4.25%	47,425.00	112,425.00	-	21,573.30	15,740.36	37,313.86
1/1/2017	-	-	46,043.75	46,043.75	-	-	15,281.92	15,281.92
6/30/2017	-	-	-	-	158,468.75	-	-	-
7/1/2017	70,000.00	5.00%	46,043.75	116,043.75	-	23,233.00	15,281.92	38,514.92
1/1/2018	-	-	44,293.75	44,293.75	-	-	14,701.10	14,701.10
6/30/2018	-	-	-	-	160,337.30	-	-	-
7/1/2018	75,000.00	5.50%	44,293.75	119,293.75	-	24,892.50	14,701.10	39,593.60
1/1/2019	-	-	42,231.25	42,231.25	-	-	14,016.55	14,016.55
6/30/2019	-	-	-	-	161,525.00	-	-	-
7/1/2019	80,000.00	5.50%	42,231.25	122,231.25	-	26,552.00	14,016.55	40,568.55
1/1/2020	-	-	40,031.25	40,031.25	-	-	13,286.37	13,286.37
6/30/2020	-	-	-	-	162,262.50	-	-	-
7/1/2020	85,000.00	5.50%	40,031.25	125,031.25	-	28,211.50	13,286.37	41,497.87
1/1/2021	-	-	37,693.75	37,693.75	-	-	12,510.56	12,510.56
6/30/2021	-	-	-	-	162,725.00	-	-	-
7/1/2021	90,000.00	5.50%	37,693.75	127,693.75	-	29,871.00	12,510.56	42,381.56
1/1/2022	-	-	35,218.75	35,218.75	-	-	11,689.10	11,689.10
6/30/2022	-	-	-	-	162,912.30	-	-	-
7/1/2022	95,000.00	5.25%	35,218.75	130,218.75	-	31,530.50	11,689.10	43,219.60
1/1/2023	-	-	32,725.00	32,725.00	-	-	10,861.43	10,861.43
6/30/2023	-	-	-	-	162,943.75	-	-	-
7/1/2023	100,000.00	5.38%	32,725.00	132,725.00	-	33,190.00	10,861.43	44,051.43
1/1/2024	-	-	30,037.50	30,037.50	-	-	9,969.45	9,969.45
6/30/2024	-	-	-	-	162,762.50	-	-	-
7/1/2024	105,000.00	6.00%	30,037.50	135,037.50	-	34,849.50	9,969.45	44,818.95
1/1/2025	-	-	26,887.50	26,887.50	-	-	8,923.96	8,923.96
6/30/2025	-	-	-	-	161,925.00	-	-	-
7/1/2025	110,000.00	6.00%	26,887.50	136,887.50	-	36,509.00	8,923.96	45,432.96
1/1/2026	-	-	23,587.50	23,587.50	-	-	7,828.69	7,828.69
6/30/2026	-	-	-	-	160,475.00	-	-	-
7/1/2026	115,000.00	6.00%	23,587.50	138,587.50	-	38,168.50	7,828.69	45,997.19
1/1/2027	-	-	20,137.50	20,137.50	-	-	6,683.64	6,683.64
6/30/2027	-	-	-	-	158,725.00	-	-	-
7/1/2027	125,000.00	6.00%	20,137.50	145,137.50	-	41,487.50	6,683.64	48,171.14
1/1/2028	-	-	16,387.50	16,387.50	-	-	5,439.01	5,439.01
6/30/2028	-	-	-	-	161,525.00	-	-	-
7/1/2028	130,000.00	5.75%	16,387.50	146,387.50	-	43,147.00	5,439.01	48,586.01
1/1/2029	-	-	12,650.00	12,650.00	-	-	4,198.54	4,198.54
6/30/2029	-	-	-	-	159,037.50	-	-	-
7/1/2029	140,000.00	5.75%	12,650.00	152,650.00	-	46,466.00	4,198.54	50,664.54
1/1/2030	-	-	8,625.00	8,625.00	-	-	2,862.64	2,862.64
6/30/2030	-	-	-	-	161,275.00	-	-	-
7/1/2030	145,000.00	5.75%	8,625.00	153,625.00	-	48,125.50	2,862.64	50,988.14
1/1/2031	-	-	4,456.25	4,456.25	-	-	1,479.03	1,479.03
6/30/2031	-	-	-	-	158,081.25	-	-	-
7/1/2031	155,000.00	5.75%	4,456.25	159,456.25	-	51,444.50	1,479.03	52,923.53
6/30/2032	-	-	-	-	159,456.25	-	-	-
TOTAL	1,925,000.00		1,607,402.60	3,532,402.60	3,532,402.60	638,907.50	533,496.92	1,172,404.42

Interest Until Call Date	328,016
Total Interest over 20 years	533,497
Total Principal Purchase Price Cost	1,925,000
Total Purchase Allocation %	638,908
Total Cost to the County to the Call Date	966,923
Total Cost to the County over 20 years	1,172,404

VENDOR # EXCEL
ACCOUNT # 100-41300-8100
DEPT HEAD W. J. A.
TOWN MANAGER PHS

June 8, 2012

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

Pay Application 18 for the South Church Street Streetscape Project.

Note: Current payment due on Application and Certificate for Payment does not match the Total Due This Period on the Contractor's Monthly Estimate For Payment worksheet. This is due to the \$990 overpayment made on pay app 17. Line items 7, 12, and 16A on Pay App 17 were over charged.

Explanation of Amount Certified

Application No: 18
Application Date: 6/6/2012
Period To: 5/30/2012

EN03-300-108, C502, UPC95571/93722

Contract Date: 11/04/2010
Invoice No: 1189-18

The amount certified was adjusted as shown below:

Contract Sum to Date.....	\$2,593,555.50
Total Completed and Stored to Date.....	\$2,195,314.91
Total Earned Less Retainage.....	\$2,195,314.91
Current Payment Due.....	\$205,330.67

APPLICATION AND CERTIFICATE FOR PAYMENT

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

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

APPLICATION NO.: 18
APPLICATION DATE: 6/6/2012
PERIOD TO: 5/30/2012

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

JOB #: 1189

EN03-300-108, C502, UPC8557 1/93722

ARCHITECT:

CONTRACT DATE: 11/4/2010

CONTRACT FOR:

INVOICE NO: 1189-18

CONTRACTOR'S APPLICATION FOR PAYMENT

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

ORIGINAL CONTRACT SUM \$ 2,593,555.50

Net Change by Change Orders To..... \$ -
(Line 1 ± 2)

Contract Sum To Date..... \$ 2,593,555.50

Total Completed and Stored To Date..... \$ 2,185,314.91
(Column G)

Retainage:

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

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

Total Retainage..... \$ -

Total Earned Less Retainage..... \$ 2,195,314.91
(Line 4 less Line 5 Total)

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

Less Previous Payments..... \$ 1,969,984.24
(Line 6 from prior Certificate)

Current Payment Due..... \$ 205,330.67

Balance to Finish Including Retainage..... \$ 396,240.59
(Line 3 less Line 6)

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

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

CONTRACTOR: Excel Paving Corporation

By: 

Date: 6/10/12

State of Virginia
City of Norfolk
Subscribed and sworn to before me this
8th day of June, 2012
NOTARY PUBLIC:
Signed: 
My Commission Expires: 01/31/2015

BEVERLY S. ROSE
NOTARY PUBLIC
REG. #7093070
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES JAN. 31, 2015

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED: \$205,330.67
(Attach explanation if amount certified differs from Amount applied for.)
ARCHITECT: Clark Nexsen

By: 

Date: June 8, 2012

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

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

PROJECT: SOUTH CHURCH STREET STREETSCAPE IMPROV. PHASE V SMITHFIELD, VA	APPLICATION: 18 INVOICE NO.:
ENCS-300-108, C502, UPC95571/93722	ESTIMATE FOR PERIOD ENDING: 5/1/2012 thru 5/31/2012
SUBCONTRACTOR: EXCEL PAVING CORP.	SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502

FROM SCHEDULE OF PRICES		TOTAL QUANTITIES REQUESTED				UNIT PRICES				ARRA	ENHANCE	URBAN	TOWN	FED FORM	HIGHWAY	Totals
ITEM NO	LINE ITEM DESCRIPTION	EDS SCHEDULED UNIT	PREVIOUSLY REPORTED QUANTITY	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE	Funding Breakdown						
44	Demolition	LS	1.00	1.32	0.00	1.32	\$ 106,639.00	\$ -	\$ 140,763.48	\$ 15,960.64	\$ -	\$ 60,802.84	\$ -	\$ 64,000.00	\$ -	\$ 140,763.48
45	4" Solid Double Yellow Line	LF	2,360.00	0.00	570.00	570.00	\$ 0.80	\$ 456.00	\$ 456.00	\$ -	\$ -	\$ 456.00	\$ -	\$ -	\$ -	\$ 456.00
46	6" Solid White Lane Line	LF	270.00	0.00	403.00	403.00	\$ 0.50	\$ 201.50	\$ 201.50	\$ -	\$ -	\$ 201.50	\$ -	\$ -	\$ -	\$ 201.50
47	4" White Mill Strip Line	LF	310.00	0.00	20.00	20.00	\$ 0.50	\$ 10.00	\$ 10.00	\$ -	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ 10.00
48	4" Solid White Parking Stripe	LF	300.00	0.00	99.00	99.00	\$ 0.50	\$ 49.50	\$ 49.50	\$ -	\$ -	\$ 49.50	\$ -	\$ -	\$ -	\$ 49.50
49	24" Solid White Stop Bar	LF	65.00	0.00	61.00	61.00	\$ 2.50	\$ 152.50	\$ 152.50	\$ -	\$ -	\$ 152.50	\$ -	\$ -	\$ -	\$ 152.50
50	Single Arrow	EA	3.00	0.00	3.00	3.00	\$ 47.00	\$ 141.00	\$ 141.00	\$ -	\$ -	\$ 141.00	\$ -	\$ -	\$ -	\$ 141.00
51	Double Arrow	EA	4.00	0.00	1.00	1.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ -	\$ -	\$ 80.00	\$ -	\$ -	\$ -	\$ 80.00
52	Only	EA	1.00	0.00	0.00	0.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53	Handicap Parking Symbol	EA	1.00	0.00	0.00	0.00	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Handicap Parking Sign	EA	2.00	0.00	0.00	0.00	\$ 135.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	Stop Sign	EA	1.00	0.00	0.00	0.00	\$ 160.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56	Attach Stop Sign to Existing	EA	1.00	0.00	0.00	0.00	\$ 125.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57	Relocate Sign	EA	4.00	0.00	0.00	0.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58	Maintenance of Traffic	LS	1.00	1.00	0.00	1.00	\$ 75,000.00	\$ -	\$ 75,000.00	\$ 17,250.00	\$ -	\$ 3,750.00	\$ -	\$ 54,000.00	\$ -	\$ 75,000.00
59	Ginkgo Biloba	EA	3.00	0.00	0.00	0.00	\$ 550.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60	Crape Myrtle	EA	20.00	0.00	0.00	0.00	\$ 220.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61	Charlie Tree	EA	24.00	0.00	0.00	0.00	\$ 220.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62	Elm	EA	3.00	0.00	0.00	0.00	\$ 330.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63	Autumn Embers Azalea	EA	49.00	0.00	0.00	0.00	\$ 38.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
64	Blushing Bride Hydrangea	EA	10.00	0.00	0.00	0.00	\$ 28.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
65	Shell Touch Holly	EA	31.00	0.00	0.00	0.00	\$ 27.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
66	Indian Hawthorne	EA	42.00	0.00	0.00	0.00	\$ 27.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67	Ground Cover/ Perennials	SY	720.00	33.00	0.00	33.00	\$ 55.00	\$ 39,600.00	\$ -	\$ 1,815.00	\$ -	\$ -	\$ -	\$ 1,815.00	\$ -	\$ 1,815.00
68	Seeding	SY	5,000.00	750.00	0.00	750.00	\$ 3.50	\$ 17,500.00	\$ -	\$ 2,625.00	\$ -	\$ -	\$ -	\$ 2,625.00	\$ -	\$ 2,625.00
69	8" Waterline	LF	370.00	50.00	0.00	50.00	\$ 40.00	\$ 14,800.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
70	Fire Hydrant Assembly	EA	5.00	5.00	0.00	5.00	\$ 4,474.00	\$ 22,370.00	\$ -	\$ 22,370.00	\$ 4,470.00	\$ -	\$ -	\$ 17,900.00	\$ -	\$ 22,370.00
71	80" Sewer MH	EA	2.00	0.00	0.00	0.00	\$ 6,440.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	34" Water Service	EA	8.00	0.00	0.00	0.00	\$ 1,874.00	\$ 14,992.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
73	Horizontal Offset	EA	1.00	0.00	0.00	0.00	\$ 4,758.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74	Vertical Offset	EA	3.00	1.00	0.00	1.00	\$ 4,628.00	\$ 13,878.00	\$ -	\$ 4,628.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 4,628.00
75	4" Valve and Box	EA	1.00	0.00	0.00	0.00	\$ 880.00	\$ 880.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
76	6" Valve and Box	EA	8.00	3.00	0.00	5.00	\$ 932.00	\$ 5,892.00	\$ -	\$ 4,698.00	\$ -	\$ 4,660.00	\$ -	\$ -	\$ -	\$ 4,660.00
77	8" Valve and Box	EA	1.00	0.00	0.00	0.00	\$ 1,454.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
78	Kicker Joint	EA	2.00	2.00	0.00	2.00	\$ 903.00	\$ 1,806.00	\$ -	\$ 1,806.00	\$ -	\$ 1,806.00	\$ -	\$ -	\$ -	\$ 1,806.00
79	80" Tee	EA	3.00	1.00	0.00	1.00	\$ 530.00	\$ 1,590.00	\$ -	\$ 530.00	\$ -	\$ 530.00	\$ -	\$ -	\$ -	\$ 530.00
80	8" Sewer	LF	100.00	0.00	0.00	0.00	\$ 220.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
81	4" Schedule 80 Pvc with pullrings	LF	32,000.00	28,358.00	0.00	28,358.00	\$ 6.25	\$ 200,000.00	\$ -	\$ 177,243.75	\$ -	\$ -	\$ -	\$ 177,243.75	\$ -	\$ 177,243.75
82	Light Pole Foundations	EA	45.00	20.00	0.00	20.00	\$ 682.00	\$ 30,890.00	\$ -	\$ 13,640.00	\$ -	\$ -	\$ -	\$ 13,640.00	\$ -	\$ 13,640.00
83	4" Schedule 80 pvc (Street Lighting)	LF	4,920.00	4,530.00	0.00	4,530.00	\$ 18.80	\$ 82,856.00	\$ -	\$ 77,784.00	\$ -	\$ -	\$ -	\$ 77,784.00	\$ -	\$ 77,784.00
84	Police Box	EA	45.00	60.00	0.00	60.00	\$ 525.00	\$ 23,625.00	\$ -	\$ 31,500.00	\$ -	\$ -	\$ -	\$ 31,500.00	\$ -	\$ 31,500.00
85	Utility Vault	EA	6.00	5.00	0.00	5.00	\$ 10,500.00	\$ 63,000.00	\$ -	\$ 52,500.00	\$ -	\$ -	\$ -	\$ 52,500.00	\$ -	\$ 52,500.00
86	Addendum 8" water line	LF	30.00	30.00	0.00	30.00	\$ 65.00	\$ 1,950.00	\$ -	\$ 1,950.00	\$ -	\$ 1,950.00	\$ -	\$ -	\$ -	\$ 1,950.00
87	Addendum 80" Tee	EA	1.00	1.00	0.00	1.00	\$ 903.00	\$ 903.00	\$ -	\$ 903.00	\$ -	\$ 903.00	\$ -	\$ -	\$ -	\$ 903.00

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

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

PROJECT: SOUTH CHURCH STREET STREETScape IMPROV. PHASE V SMITHFIELD, VA	APPLICATION: <u>18</u> INVOICE NO.:
ENCS-306-106, C502, UPC95571/83722	ESTIMATE FOR PERIOD ENDING: 5/1/2012 thru 5/30/2012
SUBCONTRACTOR: EXCEL PAVING CORP.	SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502

FROM SCHEDULE OF PRICES			TOTAL QUANTITIES REQUESTED			UNIT PRICES				ARRA	ENHANCE	URBAN	TOWN	FED FORM	HIGHWAY	Totals	
ITEM NO	LINE ITEM DESCRIPTION	EQ. UNIT	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE	Funding Breakdown						
88	Addendum 2nd Reducer	EA	1.00	1.00	0.00	1.00	\$ 476.00	\$ 476.00	\$ -	\$ 476.00		\$ -	\$ 476.00			\$ 476.00	
89	Addendum 01-3A	EA	2.00	3.00	0.00	3.00	\$ 4,861.00	\$ 9,722.00	\$ -	\$ 14,583.00		\$ -	\$ 14,583.00			\$ 14,583.00	
TOTALS:								\$2,693,555.50	\$206,320.67	\$2,195,314.91	\$ 165,329.00	\$ 730,509.94	\$ 427,215.92	\$ 352,667.75	\$ 352,195.00	\$ 167,397.30	\$2,195,314.91
ADDITIONAL WORK																	
		LS	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -						\$ -	
		LS	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -						\$ -	
		LS	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -						\$ -	
		LS	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -						\$ -	
TOTALS:								\$2,693,555.50	\$206,320.67	\$2,195,314.91	\$ 165,329.00	\$ 730,509.94	\$ 427,215.92	\$ 352,667.75	\$ 352,195.00	\$ 167,397.30	\$2,195,314.91

APPLICATION AND CERTIFICATE FOR PAYMENT

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

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

APPLICATION NO.: 1
APPLICATION DATE: 6/6/2012
PERIOD TO: 5/31/2012

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

JOB #: 1189

EN03-300-108, C502, UPC8557/193722

ARCHITECT:

CONTRACT DATE:

CONTRACT FOR:

DRAINAGE INSTALLATION

INVOICE NO: 1189-1F

CONTRACTOR'S APPLICATION FOR PAYMENT

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

ORIGINAL CONTRACT SUM	\$ 231,037.32
Net Change by Change Orders To..... (Line 1 ± 2)	\$ -
Contract Sum To Date.....	\$ 231,037.32
Total Completed and Stored To Date..... (Column G)	\$ 173,277.99
Retainage:	
0% of Completed Work (Columns D + E)	\$ -
10% of Stored Material (Column F)	\$ -
Total Retainage.....	\$ -
Total Earned Less Retainage..... (Line 4 less Line 5 Total)	\$ 173,277.99
Less Owner Direct Pymt by Purchase Ord..	\$ -
Less Previous Payments..... (Line 6 from prior Certificate)	\$ -
Current Payment Due.....	\$ 173,277.99
Balance to Finish Including Retainage..... (Line 3 less Line 6)	\$ 57,759.33

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL		\$ -	\$ -
Approved this Month			
Date Approved		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTALS		\$ -	\$ -
Net Change by Change Orders		\$ -	\$ -

VENDOR # _____
ACCOUNT # 100-41300-8100
DEPT HEAD W.F.D.
TOWN MANAGER PLS

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

CONTRACTOR: Excel Paving Corporation

By: [Signature]

Date: 6/14/12

State of Virginia
City of Norfolk
Subscribed and sworn to before me this
15th day of JUNE, 2012
NOTARY PUBLIC:
Signed: [Signature]
My Commission Expires: 01/31/2015

BEVERLY S. ROSE
 NOTARY PUBLIC
 REG. #7069070
 COMMONWEALTH OF VIRGINIA
 MY COMMISSION EXPIRES JAN. 31, 2015

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED: \$ _____
(Attach explanation if amount certified differs from Amount applied for.)
ARCHITECT:

By: _____ Date: _____

CONTRACTOR'S MONTHLY ESTIMATE FOR PAYMENT

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

PROJECT SOUTH CHURCH STREET STREETSCAPE IMPROV. PHASE V SMITHFIELD, VA	APPLICATION: INVOICE NO.: _____ 1 _____
EN03-300-108, C502, UPC95571/93722	ESTIMATE FOR PERIOD ENDING: 5/31/2012
SUBCONTRACTOR: EXCEL PAVING CORP.	SUBCONTRACTOR'S ADDRESS/CONTACT: 1132 HARMONY ROAD NORFOLK, VA 23502

FROM SCHEDULE OF PRICES			TOTAL QUANTITIES REQUESTED				UNIT PRICES			
ITEM NO:	LINE ITEM DESCRIPTION	SCHEDULED UNIT	SCHEDULED QUANTITY	PREVIOUSLY REPORTED	FOR MONTH	TOTAL TO DATE	SCHEDULED UNIT PRICE	TOTAL CONTRACT	TOTAL DUE THIS PERIOD	TOTAL DUE TO DATE
1	General Items Furnish and Install (5) 4" Conduit by pouring per proposal	LS	1.00	0.00	0.75	0.75	\$231,037.32	\$ 231,037.32	\$173,277.99	\$173,277.99
Totals:								\$ 231,037.32	\$173,277.99	\$173,277.99

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning May 1, 2012 to May 31, 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	70.10%	\$11,005.70	\$8,022.70	\$2,983.00
<i>Consent Order / SSES Task 4 Smoke Testing</i> (HR04103-46) Field Tasks - Smoke Testing					
	Lump Sum	100.00%	\$24,000.00	\$23,328.00	\$672.00
<i>Consent Order/ SSO Field Services Phase 2 CCTV</i> (HR04103-58R) Field Services					
	Lump Sum	100.00%	\$ 120,000.00	\$ 117,744.00	\$2,256.00
<i>Consent Order/SSO General Regional Hydraulic Model</i> (HR04103-59RI) Model Development					
	Lump Sum	100.00%	\$30,000.00	\$29,580.00	\$420.00
<i>Consent Order/SSO General Rehabilitation Plan</i> (HR04103-60RI) Plan Development					
	Lump Sum	43.10%	\$ 75,425.00	\$ 55,702.50	\$19,722.50
<i>Consent Order/SSO MOM Program Full Hydraulic Model Phase 2</i> (HR04103-61RI) Model Development					
	Lump Sum	15.40%	\$17,710.00	\$7,475.00	\$10,235.00



Draper Aden Associates

VENDOR # 100-41300-3000-1750⁰⁰
ACCOUNT # 004-42070-7077-236,288.50
DEPT HEAD M. T. T.
TOWN MANAGER PLS

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning May 1, 2012 to May 31, 2012

<i>Smithfield Lake Dam Conditional O & M Application</i> (HR04103-63G) Geotechnical/Permitting Services					
	Lump Sum	50.00%	\$1,750.00	\$0.00	\$1,750.00
				TOTALS	\$38,038.50

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning May 1, 2012 to May 31, 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	May	Lump Sum	\$15,700.00	70.10%	\$11,005.70	\$8,022.70	\$2,983.00
Project Totals			\$15,700.00	70.10%	\$11,005.70	\$8,022.70	\$2,983.00

TOTAL = \$2,983.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning May 1, 2012 to May 31, 2012

<i>GENERAL REVIEW SERVICES (HR04103-46)</i> Consent Order / SSES Task 4 Smoke Testing	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Field Tasks - Smoke Testing	May	Lump Sum	\$24,000.00	100.00%	\$24,000.00	\$23,328.00	\$672.00
Project Totals			\$24,000.00	100.00%	\$24,000.00	\$23,328.00	\$672.00

TOTAL = \$672.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning May 1, 2012 to May 31, 2012

<i>GENERAL REVIEW SERVICES (HR04103-58R)</i> Field Services Phase 2 CCTV	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Field Services	May	Lump Sum	\$120,000.00	100.00%	\$120,000.00	\$117,744.00	\$2,256.00
Project Totals			\$120,000.00	100.00%	\$120,000.00	\$117,744.00	\$2,256.00

TOTAL = \$2,256.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning May 1, 2012 to May 31, 2012

<i>GENERAL REVIEW SERVICES (HR04103-59RI)</i> Consent Order / SSO General Regional Hydraulic Model	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Model Development	May	Lump Sum	\$30,000.00	100.00%	\$30,000.00	\$29,580.00	\$420.00
Project Totals			\$30,000.00	100.00%	\$30,000.00	\$29,580.00	\$420.00

TOTAL = \$420.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning May 1, 2012 to May 31, 2012

<i>GENERAL REVIEW SERVICES (HR04103-60RI)</i> Consent Order / SSO Rehabilitation Plan	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Plan Development	May	Lump Sum	\$175,000.00	43.10%	\$75,425.00	\$55,702.50	\$19,722.50
Project Totals			\$175,000.00	43.10%	\$75,425.00	\$55,702.50	\$19,722.50

TOTAL = \$19,722.50

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning May 1, 2012 to May 31, 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	May	Lump Sum	\$115,000.00	15.40%	\$17,710.00	\$7,475.00	\$10,235.00
Project Totals			\$115,000.00	15.40%	\$17,710.00	\$7,475.00	\$10,235.00

TOTAL = \$10,235.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning May 1, 2012 to May 31, 2012

<i>GENERAL REVIEW SERVICES (HR04103-63G)</i> Smithfield Lake Dam Conditional Operations and Maintenance Application	Billing Period (2012)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Geotechnical/Permitting Services	May	Lump Sum	\$3,500.00	50.00%	\$1,750.00	\$0.00	\$1,750.00
Project Totals			\$3,500.00	50.00%	\$1,750.00	\$0.00	\$1,750.00

TOTAL = \$1,750.00



Draper Aden Associates

Engineering • Surveying • Environmental Services

Progress Report

To: Ms. Sonja Eubank
Company: Town of Smithfield
From: Andy Snyder
Project Name: Annual Engineering Services Contract – May 2012 Invoices
Project Number: HR04103-43R, HR04103-46, HR04103-58R, HR04103-59R1, HR04103-60R1, HR04103-61R1, HR04103-63G
Date: June 15, 2012
cc: Bill Hopkins, Scott Schiller

Recent Activities:

1. HR04103-43R – Reviewed background information as it pertains to the anticipated rehabilitation planning process and requested work order system information from the Town for further review.
2. HR04103-46 – Completed development of smoke testing summary maps and pictures.
3. HR04103-58R – Completed a review the data collected during the CCTV field work activities and performed all QA/QC checks.
4. HR04103-59R1 – Completed development of the Town's portion of the regional hydraulic model in preparation for the upcoming capacity assessment.
5. HR04103-60R1 – Continued work related to the development of the Town's Rehabilitation Plan, including evaluations of condition assessment information and coordination as required to assist the Town with regional decisions associated with rehabilitation planning.
6. HR04103-61R1 – Completed development of maps required to perform field survey work and began field survey work.
7. HR04103-63G – Discussed the compliance status of Smithfield Lake Dam with DCR and our general approach for obtaining a Conditional Operation and Maintenance Certificate for the Town

Upcoming Tasks:

1. HR04103-43R – Review the information provided by the Town and incorporate it into the Rehabilitation Plan.
2. HR04103-46 – Task is complete.
3. HR04103-58R – Task is complete.
4. HR04103-59R1 – Task is complete.
5. HR04103-60R1 – Continue to perform work related to development of the Rehabilitation Plan and assist the Town with regional decisions and amendments.
6. HR04103-61R1 – Continue field survey work and organize data for eventual incorporation into the Town's full hydraulic model.
7. HR04103-63G – Provide a letter of intent to DCR to document our approach and perform a visual inspection of the impoundment.

Scope Changes:

1. N/A

Budget Status/Percent Complete

1. HR04103-43R – 70.10%
2. HR04103-46 – 100.00%
3. HR04103-58R – 100.00%
4. HR04103-59RI – 100.00%
5. HR04103-60RI – 43.10%
6. HR04103-61RI – 15.40%
7. HR04103-63G – 50.00%

Schedule Status/Deliverable Status

1. HR04103-43R – On schedule based on VDEQ deadlines.
2. HR04103-46 – Task is complete.
3. HR04103-58R – Task is complete.
4. HR04103-59RI – Task is complete.
5. HR04103-60RI – On schedule based on VDEQ deadlines.
6. HR04103-61RI – On schedule.
7. HR04103-63G – On schedule.

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

1. None

Issues you should be aware of/ any other issues:

1. None

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

Contract Invoice

Invoice#: 821-10-9-1

Date: 06/07/2012

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

Project: Install DVP Meter Bases
South Church Street
Streetscape Improvements

Due Date: 07/07/2012

Terms: Net 30 Days

Order#

Description	Amount
Invoice# 821-10-9-1 Labor and materials for the installation of DVP Meter Bases.	72,037.00

Notes:

VENDOR # _____
ACCOUNT # _____
DEPT HEAD W.S.P.
TOWN MANAGER PLS

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:	72,037.00
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	72,037.00

D



Invoice Date 4/2/2012
 Invoice Number ML00118
 Service Order ML00118

Invoice Reprint

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

J
 O
 B TOWN OF SMITHFIELD
 S CARY STREET ELEVATED TANK
 I 70,000 GALLON DE
 T SMITHFIELD, VA 23430
 E

NET DUE \$6,510.50

Tech	SLS #	Terms	Purchase Order
	100	NET 30	

Item Id	Units	Quantity	Unit Price	Extension
QUARTERLY INVOICE	Each	1.00	6,510.50	6,510.50
70,000 GALLON DE 100'HWL				
CARY STREET ELEVATED TANK				

TOTAL
 \$24,996.41

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

Total	Payments	NET DUE
6,510.50	.00	6,510.50

THANK YOU FOR YOUR BUSINESS!



Invoice Date 4/27/2012

Invoice Number ML00118CM

Service Order ML00118CM

Invoice Reprint

<< CREDIT MEMO >>

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

J
O
B TOWN OF SMITHFIELD
S CARY STREET ELEVATED TANK
I 70,000 GALLON DE
T SMITHFIELD, VA 23430
E

CREDIT DUE \$.07

Tech	SLS #	Terms	Purchase Order
	100	NET 30	

Item Id	Units	Quantity	Unit Price	Extension
	Each	1.00	.07	.07

Total	Refunds	CREDIT DUE
.07	.00	.07

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

Customer Copy



Invoice Date 4/2/2012
 Invoice Number ML00119
 Service Order ML00119

Invoice Reprint

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

J
 O
 B TOWN OF SMITHFIELD
 S WILSON ROAD TANK
 I 150,000 GALLON 130'HWL
 T SMITHFIELD, VA 23430
 E

NET DUE \$8,105.75

Tech	SLS #	Terms	Purchase Order
	100	NET 30	

Item Id	Units	Quantity	Unit Price	Extension
QUARTELY INVOICE	Each	1.00	8,105.75	8,105.75
WILSON ROAD TANK				
150,000 GASLLON 130' HWL				

Total	Payments	NET DUE
8,105.75	.00	8,105.75

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

Customer Copy



Invoice Date 4/27/2012

Invoice Number ML00119CM

Service Order ML00119CM

Invoice Reprint

<< CREDIT MEMO >>

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

J
O
B TOWN OF SMITHFIELD
S WILSON ROAD TANK
I 150,000 GALLON 130'HWL
T SMITHFIELD, VA 23430
E

CREDIT DUE \$.11

Tech	SLS #	Terms	Purchase Order
	100	NET 30	

Item Id	Units	Quantity	Unit Price	Extension
	Each	1.00	.11	.11

Total	Refunds	CREDIT DUE
.11	.00	.11

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

Customer Copy



Invoice Date 4/2/2012

Invoice Number ML00120

Service Order ML00120

Invoice Reprint

S
O WO7651
L TOWN OF SMITHFIELD
D PO BOX 246
SMITHFIELD, VA 23431
T
O

J
O
B TOWN OF SMITHFIELD
S CHURCH STREET TANK
I 400,000 GALLON 123'HWL PED
T SMITHFIELD, VA 23430
E

NET DUE \$7,652.75

Tech	SLS #	Terms	Purchase Order
	100	NET 30	

Item Id	Units	Quantity	Unit Price	Extension
QUARTERLY INVOICE	Each	1.00	7,652.75	7,652.75
CHURCH STREET TANK				
400,000 GALLON 123'HWL PED				

Total	Payments	NET DUE
7,652.75	.00	7,652.75

THANK YOU FOR YOUR BUSINESS!



Invoice Date 4/27/2012

Invoice Number ML00120CM

Service Order ML00120CM

Invoice Reprint

<< CREDIT MEMO >>

S
O WO7651
L TOWN OF SMITHFIELD
D PO BOX 246
SMITHFIELD, VA 23431
T
O

J
O
B TOWN OF SMITHFIELD
S CHURCH STREET TANK
I 400,000 GALLON 123'HWL PED
T SMITHFIELD, VA 23430
E

CREDIT DUE \$.17

Tech	SLS #	Terms	Purchase Order
	100	NET 30	

Item Id	Units	Quantity	Unit Price	Extension
	Each	1.00	.17	.17

Total	Refunds	CREDIT DUE
.17	.00	.17

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

Customer Copy



Invoice Date 4/2/2012

Invoice Number ML00121

Service Order ML00121

Invoice Reprint

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

J
O
B TOWN OF SMITHFIELD
S BATTERY PARK ROAD
I 500,000 GALLON 151' HWL PED
T SMITHFIELD, VA 23430
E

NET DUE \$6,510.50

Tech	SLS #	Terms	Purchase Order
	100	NET 30	

Item Id	Units	Quantity	Unit Price	Extension
QUARTERLY INVOICE	Each	1.00	6,510.50	6,510.50
BATTERY PARK ROAD TANK				
500,000 GALLON 151'HWL PED				

Total	Payments	NET DUE
6,510.50	.00	6,510.50

THANK YOU FOR YOUR BUSINESS!



Invoice Date 4/27/2012

Invoice Number ML00121CM

Service Order ML00121CM

Invoice Reprint

<< CREDIT MEMO >>

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

J
O
B TOWN OF SMITHFIELD
S BATTERY PARK ROAD
I 500,000 GALLON 151' HWL PED
T SMITHFIELD, VA 23430
E

CREDIT DUE \$3,782.74

Tech	SLS #	Terms	Purchase Order
	100	NET 30	

Item Id	Units	Quantity	Unit Price	Extension
	Each	1.00	3,782.74	3,782.74

Total	Refunds	CREDIT DUE
3,782.74	.00	3,782.74

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
Customer Copy

Lesley Greer

From: Lesley Greer
Sent: Thursday, June 21, 2012 11:40 AM
To: Lesley Greer
Subject: FW: Proposed Changes from Caldwell

From: Andy Odorzynski <aodorzynski@caldwelltanks.com>
Date: June 20, 2012 10:53:12 AM EDT
To: Peter Stephenson <Pstephenson@smithfieldva.gov>
Cc: "Jason St. Clair" <jstclair@caldwelltanks.com>, Philip Bassett <pbassett@caldwelltanks.com>
Subject: RE: Proposed Changes from Caldwell

After speaking with our engineering department (who is currently working on engineering the drawings) and our project manager I think we will be working the engineering aspect from now until the first week of July. We will then have about 3 weeks worth of steel parts fabrication and mobilize to the site around the first week of August. Please understand that projection is very fluid. As we get closer and actually move through these tasks, it could move up a little or back a little. Jason St. Clair will stay in touch with you to let you know how we are progressing as things get closer. You also have both Phil and myself at your disposal if you need any support or information from Caldwell. It's a balancing act getting everything there and ready to go in sequence, but we do it every day. We will do our best to keep you informed and let you know how we are progressing so that you can plan accordingly.

Thanks,

Andy

From: Peter Stephenson [<mailto:Pstephenson@smithfieldva.gov>]
Sent: Wednesday, June 20, 2012 9:50 AM
To: Andy Odorzynski
Subject: Re: Proposed Changes from Caldwell

Andy,
Thanks, do you know when work is scheduled?
Peter

Sent from my iPhone

On Jun 20, 2012, at 9:47 AM, "Andy Odorzynski" <aodorzynski@caldwelltanks.com> wrote:

My Stephenson:

Please review the attached document detailing the scope of work we would proposed for the 3 tanks in need of work. I would be happy to walk through any of these items over the phone if you need further clarification or would like to discuss them. I believe all the changes proposed stand only to benefit the Town of Smithfield. The Battery Park tank is not listed on the attached because it is scheduled to receive only an inspection, that has not changed.

Thank you

Andy Odorzynski, P.C.S.

Administration Manager, Tank Asset Preservation

Caldwell Tanks, Inc.

SSPC Certified Protective Coating Specialist

NACE Certified Coating Inspector - Level 3 # 12813

aodorzynski@caldwelltanks.com

Office: (502)964-3361 ext. 224

<SMITHFIELD REHAB CHANGES.docx>

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.

All Virginia Environmental Solutions

P.O. Box 953
 Smithfield, VA 23431
 (757) 357-9997

Invoice

Number: 35306
 Date: 29-May-2012
 P.O. Number:

BILL TO 215

Town of Smithfield
 PO Box 246
 Attn: Ellen Minga
 Smithfield, VA 23431

JOB SITE 4677

Pinewood Heights Phase 1
 91 & 92 Pagan Ave **DEMOLITION**
 MY2 Development Project
 Smithfield, VA

Last Payment Date Unpaid Balance Due: ~~02,000.00~~
 29-May-2012 Late Charge: \$0.00

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
21-May-2012 =>	25-May-2012	1	Flat Rate Per occurrence	1	\$5,800.00	<input type="checkbox"/>	\$5,800.00 PS

Subtotal NonTaxed: \$5,800.00
 Current Invoice Total: \$5,800.00
Please Pay: \$7,800.00

Payment Terms: Net 14

5,800
 5,800
 350
 5,800

17,750.00
**TOTAL -
 AVES**

YOUR BUSINESS IS APPRECIATED.
 WE NOW ACCEPT M/C & VISA VIA PHONE.

A finance charge computed by a periodic rate of 2.5% per month, 30% annual rate, will be added to all accounts not paid within the 15 day billing

TOWN OF SMITHFIELD

REQUISITION

001

SUGGESTED VENDOR		Isle of Wight Volunteer Rescue Squad			OFFICE USE ONLY	
REQUESTED BY		DATE REQUESTED	DATE WANTED	DATE ORDERED		
		6.20.12		ORDER NO.		
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE		
	4th Quarterly Payment			18750.00		
	4.100.32300.5604					

REQUISITIONER
RETAIN YELLOW COPY

APPROVED _____
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD

DEPARTMENT	POSITION TITLE	FLSA STATUS	PAY GRADE	SALARY RANGE
Town Manager	Office Aide (PT)	Non-Exempt	6	\$24,249 - \$30,918 - \$37,586
	Records Management Assistant (FT and PT)	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Office Manager	Non-Exempt	12	\$32,496 - \$41,433 - \$50,369
	IT Network Administrator	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Town Manager	Exempt	31	\$82,117 - \$104,699 - \$127,281
Treasurer	Clerical Assistant (Tax) (PT and FT)	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Clerical Assistant (Accounts Payable)	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Clerical Assistant (Water/Sewer)	Non-Exempt	9	\$28,072 - \$35,791 - \$43,511
	Bookkeeper	Non-Exempt	10	\$29,475 - \$37,581 - \$45,687
	Payroll/Benefits Clerk	Non-Exempt	10	\$29,475 - \$37,581 - \$45,687
	Financial Analyst	Non-Exempt	19	\$45,726 - \$58,300 - \$70,875
	Deputy Treasurer	Non-Exempt	20	\$48,012 - \$61,215 - \$74,419
Treasurer	Exempt	27	\$67,558 - \$86,136 - \$104,715	
Planning, Engineering and Public Works				
Public Works	Laborer (FT and PT)	Non-Exempt	4	\$21,995 - \$28,043 - \$34,092
	Receptionist/Secretary	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Crew Leader	Non-Exempt	8	\$26,735 - \$34,087 - \$41,439
	Maintenance Technician	Non-Exempt	9	\$28,072 - \$35,791 - \$43,511
	Planning Technician	Non-Exempt	10	\$29,475 - \$37,581 - \$45,687
	Maintenance Technician / Waterworks Operator	Non-Exempt	11	\$30,949 - \$39,460 - \$47,971
	Senior Maintenance Technician	Non-Exempt	11	\$30,949 - \$39,460 - \$47,971
	Senior Maintenance Tech. (Fog Inspector)	Non-Exempt	11	\$30,949 - \$39,460 - \$47,971
	Office Manager	Non-Exempt	12	\$32,496 - \$41,433 - \$50,369
	Maint. Supervisor/Waterworks Operator	Non-Exempt	15	\$37,619 - \$47,964 - \$58,309
	Public Facilities Inspector	Non-Exempt	15	\$37,619 - \$47,964 - \$58,309
	Senior Maintenance Supervisor	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Planner/GIS Coordinator	Non-Exempt	18	\$43,548 - \$55,524 - \$67,500
	Engineer	Exempt	19	\$45,726 - \$58,300 - \$70,875
	Superintendent	Exempt	20	\$48,012 - \$61,215 - \$74,419
Director	Exempt	27	\$67,558 - \$86,136 - \$104,715	
Police	Receptionist/Secretary	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Administrative Assistant	Non-Exempt	9	\$28,072 - \$35,791 - \$43,511
	Office Manager	Non-Exempt	12	\$32,496 - \$41,433 - \$50,369
	Patrol Officer	Non-Exempt	13	\$34,121 - \$43,505 - \$52,888
	Sergeant (Administrative)	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Sergeant (Patrol)	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Sergeant (Investigations)	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Lieutenant (Patrol)	Non-Exempt	20	\$48,012 - \$61,215 - \$74,419
	Lieutenant (Investigations)	Non-Exempt	20	\$48,012 - \$61,215 - \$74,419
	Deputy Chief	Exempt	24	\$58,359 - \$74,408 - \$90,456
	Chief	Exempt	28	\$70,936 - \$90,443 - \$109,950
Conference Center	Event Assistant (PT)	Non-Exempt	3	\$20,948 - \$26,708 - \$32,469
	Assistant Facility Coordinator (PT)	Non-Exempt	4	\$21,995 - \$28,043 - \$34,092
	Clerical Assistant	Non-Exempt	8	\$26,735 - \$34,087 - \$41,439
	Event Coordinator (PT)	Non-Exempt	9	\$28,072 - \$35,791 - \$43,511
	Facility Coordinator	Non-Exempt	11	\$30,949 - \$39,460 - \$47,971
	Director	Exempt	20	\$48,012 - \$61,215 - \$74,419
Janitorial	Janitor	Non-Exempt	2	\$19,950 - \$25,436 - \$30,923
				REVISED Jun-12



May 2012

Important Notice: Change in Trustee for 457 Governmental Deferred Compensation Plan

Dear Plan Sponsor,

As you know, VantageTrust Company, LLC ("VTC"), a wholly-owned subsidiary of ICMA-RC, currently serves as passive-directed trustee for your 457 governmental deferred compensation plan(s). However, as of July 31, 2012, VTC will no longer serve in this capacity. If you desire to continue to use a passive-directed trustee, you will need to select a new passive-directed trustee to serve in this capacity.

To assist plan sponsors seeking a passive-directed trustee, ICMA-RC recently established a relationship with Wilmington Trust Retirement and Institutional Services Company ("Wilmington Trust"), a Delaware-chartered trust company, to provide passive-directed trustee services to our clients. Wilmington Trust is a highly experienced trust company and leader in providing independent passive-directed trustee services.

You may elect to use Wilmington Trust as your plan's successor passive-directed trustee or choose an alternative option to meet your plan's requirements. If you elect Wilmington Trust as your successor passive-directed trustee, there will be no change to how your retirement plan is administered. Please note that Wilmington Trust assesses an annual fee of \$850 per plan.

To select Wilmington Trust to serve as your plan's successor passive-directed trustee, please follow these steps:

1. Complete and return the enclosed *Wilmington Trust Account Application* packet (Attachment 1) using the enclosed *Wilmington Trust Application Instructions*;
2. Execute the enclosed *Amendment to the Administrative Services Agreement(s)* (Attachment 2); and
3. Document the appointment of Wilmington Trust as successor passive-directed trustee by executing the enclosed *Suggested Resolution* (Attachment 3), if required by your legislative body and/or plan administrative committee.

Please return the completed and ***executed original*** documents by mail to:

ICMA-RC
ATTN: New Business Unit
P.O. Box 96220
Washington, DC 20090-6220

If you choose a trustee option other than Wilmington Trust, ICMA-RC will work with you to ensure a smooth transition.

Please note that the selection of a new passive-directed trustee needs to be made no later than July 15, 2012.

If you have any questions regarding the passive-directed trustee change, please contact ICMA-RC's Plan Sponsor Services team at 800-326-7272. We appreciate your continued relationship with ICMA-RC.

Sincerely,

ICMA-RC

Enclosures

AC: 0512-5665

WILMINGTON TRUST APPLICATION INSTRUCTIONS

Below are simple instructions to help you complete the required documents to appoint Wilmington Trust Retirement and Institutional Services Company ("WTRISC") to serve as passive-directed trustee for your plan(s).

Please complete the ***Wilmington Trust Account Application packet*** (Attachment 1) by following these steps:

1. **Review Page 1** - We have pre-filled the Plan Sponsor information section for you. Please review for accuracy, fill in anything missing, and make any necessary changes.
2. **Read Pages 2-7** - Review the terms of the Trust Agreement being entered into between the Plan and WTRISC. The effective date (top of page 2) may be no later than July 31, 2012. If you desire an earlier date, please update accordingly.
3. **Check box (if applicable) and execute Page 8** - Check *Shareholder Communication Act* box (top of page 8), if you want WTRISC to withhold the name, address and share positions(s) from issuing companies. Execute *Employer Section* (bottom of page 8), have someone attest, provide corporate seal and return an executed original copy to ICMA-RC. Upon WTRISC's written acceptance of appointment, WTRISC will execute the agreement and send a copy back to you. However, should you need an original set returned to you, please provide two executed original copies to ICMA-RC.
4. **List Authorized Person(s) Page 9** - Select one box (top of page 9) to assign the appropriate number of individuals that WTRISC may accept and act upon instructions on behalf of the Plan. List each authorized person's name, title, date, and have each person sign in the appropriate box.
5. **Skip Page 10** - ICMA-RC will provide Wilmington Trust with all other applicable documents that are required (as referenced on the Document Requirements checklist).

NOTE: You will need to complete and return the *Wilmington Trust Account Application packet* (Attachment 1) **for each one of your plan(s)** that you wish to appoint WTRISC to serve as passive-directed trustee. WTRISC assesses an annual fee of \$850 per plan. ICMA-RC will invoice the Employer annually and payment will be due within 30 days of the date of the invoice.

Please return the completed and executed original documents to ICMA-RC and keep a copy for your records.

Mail to: ICMA-RC
ATTN: New Business Unit
PO Box 96220
Washington, DC 20090-6220

WILMINGTON TRUST RETIREMENT AND INSTITUTIONAL SERVICES COMPANY

ACCOUNT APPLICATION - PASSIVE TRUSTEE
WTRISC
Plan Sponsor

Plan Name	TOWN OF SMITHFIELD	
Plan Sponsor	TOWN OF SMITHFIELD	
Entity Type	Governmental Entity	
Contact Name/Title	ELLEN D. MINGA, TREASURER	
Address	310 INSTITUTE STREET PO BOX 246	
City, State, Zip	SMITHFIELD, VA 234300246	
Telephone	(757) 365-4200	
Fax	(757) 365-4697	
Email Address		
Plan Trust Tax I.D. (TIN)		
Plan Sponsor EIN	54-6001606	(for nonqualified plans only or plans w/o TINs established)
Plan Year End		
Plan Inception Date	07/08/1991	
Current Trustee	VANTAGETRUST COMPANY, LLC	
Current Custodian		
Plan Type	457(b)	Other
Trust Type	Select One	Other
Participant Directed Plan	Yes (the plan is participant directed)	
Qualified Plan Under ERISA	No	
Qualified Tax Status	No (Taxable)	
Number of Participants	14	
Asset Size	\$219K	

Disclaimer: No representation or warranty is made by Wilmington Trust Retirement and Institutional Services Company that the documents provided hereunder, including without limitation any trust agreement amendment and (as applicable) associated ministerial services agreement are appropriate for a particular plan or employer or that they comply with the requirements of law applicable to any particular plan or employer. Plan sponsors should consult with their legal, tax and other advisors in designing, drafting and/or reviewing the appropriate plan and trust agreements, amendments, and associated agreements and documents and to consider their effect on any existing or contemplated IRS tax qualification letters or determinations as well as compliance with applicable law.

**Wilmington Trust Retirement and Institutional Services Company
2800 North Central Avenue, Suite 900 Phoenix, Arizona 85004 • (602) 955-8373 • (800) 458-9269**

TRUSTEE (or SUCCESSOR TRUSTEE) APPOINTMENT AMENDMENT OF TRUST AGREEMENT

THIS TRUST AGREEMENT ("Agreement") is entered into by and between the employer named on the signature page hereof (the "Employer") and **Wilmington Trust Retirement and Institutional Services Company** ("WTRISC"), as non-discretionary trustee (the "Trustee") for the **TOWN OF SMITHFIELD** (the "Plan") and is entered into as of this **31** day of **July, 2012**.

PRELIMINARY STATEMENTS

WHEREAS, the Trustee is a trust company that is subject to supervision of the United States or a State;

WHEREAS, the Employer is a governmental entity;

WHEREAS, the Employer is adopting or has heretofore adopted the above referenced Plan;

WHEREAS, in connection with the adoption of the Plan, the Employer is entering into or has entered into a trust agreement or a combined plan and trust agreement (the "Trust Agreement");

WHEREAS, the Employer has duly appointed WTRISC as non-discretionary directed trustee or non-discretionary directed successor trustee, as applicable, under the Trust Agreement, and WTRISC is willing to serve as non-discretionary directed trustee or non-discretionary directed successor trustee, as applicable; and

WHEREAS, the Employer is entering (or has entered) into an Administrative Services Agreement with ICMA Retirement Corporation ("Plan Administrator").

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and intending to be legally bound, the Employer and WTRISC hereby mutually agree as follows:

1. The Employer hereby appoints WTRISC as non-discretionary directed trustee or non-discretionary directed successor trustee as applicable, and WTRISC hereby accepts such appointment subject to the terms of this Agreement. The Employer hereby represents and warrants that the Plan is and, during the term of this Agreement, shall remain a "governmental plan" as defined in Section 3(32) of the Employee Retirement Income Security Act of 1974, as amended ("ERISA") and pursuant to Section 4(b) of ERISA is exempt from Title I of ERISA, and the Employer hereby agrees that it shall notify WTRISC immediately if the Plan is or will no longer be exempt therefrom. To the extent applicable, the Employer agrees that it has or shall have in place internal controls commensurate with the risk to ensure compliance with U.S. economic sanctions programs administered by the Departments of Treasury and State, as well as controls (i) sufficient to ensure that funds flowing to Trustee or a third party with custody of Trust assets are not from suspect sources, and (ii) that meet all applicable U.S. anti-money laundering, anti-terrorism finance, and anti-corruption requirements.
2. The Employer and WTRISC agree that the following provisions are added to the Trust Agreement and shall control the interpretation thereof, notwithstanding anything to the contrary now or hereafter contained therein or in any other document governing the Plan:
 - (a) Unless and until otherwise agreed in writing between the Employer and the Trustee, the Trustee shall have no discretionary investment responsibility with respect to the trust fund, it being the intent of the parties that the Trustee be a directed trustee, and such discretionary investment responsibility shall be exercised by the Employer, the Participants, or one or more Investment Managers or other named fiduciary for the Plan (each, an "Instructing Party") (it being agreed that the Trustee shall have no responsibility for conveying investment instructions to any person or entity so long as it does not have custody of Trust assets); and further, the Trustee shall have no obligations or responsibilities with respect to developing a funding policy, any financial control functions (including, without limitation, account reconciliation, money movement or settlement and participant disbursements), participant review for Office of Foreign Asset Control activity, complying with the accounting requirements of the

Plan, the design or monitoring of the participant loan program, ensuring compliance with Section 404(c) of ERISA, if applicable, selecting or monitoring the selection of plan investments. The Employer or its designee agrees to notify the Trustee immediately in the event of any changes regarding plan investments.

- (b) The Trust Agreement shall be construed and enforced against the Trustee according to the laws of the state of the Employer's residence, except that the state law relating to the Trustee's qualifications, performance, authority, duties, rights, protections and indemnities shall for all purposes be the internal laws of the State of Delaware other than its laws respecting choice of law, to the extent not preempted by ERISA, if applicable. The foregoing provisions shall control the interpretation of the Trust Agreement notwithstanding anything to the contrary contained herein or in any other document governing the Plan.
- (c) Administrative Powers. The Trustee shall have the following administrative powers with respect to the Trust, which it may exercise in its sole discretion:
- (i) With advance notice to the Employer, to engage attorneys (who may also serve as counsel for the Employer or the Trustee), accountants and other professional advisors, and, anything contained herein to the contrary notwithstanding, to engage in legal or administrative proceedings as the Trustee deems reasonably required in connection with the administration of the Trust, and to compensate any persons so engaged at such wages, fees, remuneration, consideration or otherwise, and upon such terms and conditions as the Trustee deems reasonable under the circumstances. Unless otherwise noted in this Agreement, such compensation shall be a charge upon the Trust and may be paid from the Trust with prior notice to the Employer and shall in no event be deducted from any compensation payable to the Trustee. (ii) To do all such acts, and exercise all such rights and privileges, although not specifically mentioned, unless specifically prohibited by the Employer or Plan Administrator, which shall be reasonably required in the performance of the Trustee's duties hereunder.
 - (ii) Judicial Settlement. With at least 10 days advance notice to the Employer, the Trustee shall have the right at any time to apply to a court of competent jurisdiction for judicial settlement of its accounts or for determination of any questions of construction which may arise or for instructions. The only necessary party defendant to any such action shall be the Plan Administrator, but the Trustee may, if it so elects, join in as a party defendant any other person or persons. The cost, including attorneys' fees, of any such accounting shall be a charge against the Trust with prior notice to the Employer.
 - (iii) Compensation. The Trustee shall receive compensation for the performance of its services in accordance with its schedule of compensation in effect when such services are rendered. In the event that the Trustee shall be called upon to render any extraordinary services, it shall be entitled to additional compensation in accordance with the schedule of compensation. To the extent not paid by Employer or another person or entity in its stead or on its behalf, such compensation shall constitute a charge against the Trust.
 - (iv) Expenses. Expenses for legal, accounting and all other proper charges and disbursements of the Trustee in connection with the administration of the Trust shall constitute a charge to be paid by the Trust with prior notice to the Employer.
- (d) Designation of Plan Administrator, Authorized Persons and Investment Manager. The Plan Administrator, Authorized Person and Investment Manager may be designated by providing the name and signatures of such person(s) to the Trustee. The Trustee shall be entitled to rely entirely, without having to make further inquiry, and shall not be held liable for any actions taken in assuming, that the identity and duties of such persons so designated are valid until such time as it is otherwise notified in writing. Notice of authorization or removal of the Plan Administrator shall be accompanied by evidence of proper action of the Employer approving such instruction.
- (e) Reliance on Instruction. The Trustee may rely in all respects, without having to make further inquiry, upon instructions appearing to be instructions from any person designated as the Employer, Plan Administrator, Investment Manager or Authorized Person. Instructions given by an Authorized Person in

accordance with this Agreement shall be treated for all purposes hereof as instructions from the party appointing the Authorized Person. The Trustee shall be deemed to have received proper instructions upon receipt of written instruction given to the Trustee in a form and manner required by or acceptable to the Trustee.

- (f) Conflicting Instructions. In the event of any ambiguous or conflicting instructions to, or adverse claims or demands upon, the Trustee, the Trustee shall be entitled, at its option, to refuse to comply with any such instruction, claim or demand as long as such ambiguity or conflict shall continue, and in so refusing the Trustee may elect not to make any payment or other disposition of assets held pursuant to this Agreement. The Trustee shall not be or become liable in any way for its failure or refusal to comply with any such ambiguous or conflicting instructions or adverse claims or demands, and it shall be entitled to continue to so refrain from acting until such ambiguous, conflicting or adverse demands (i) have been resolved and it has been notified in writing thereof or (ii) have finally been determined in a court of competent jurisdiction.
- (g) Reliance on Professional Advisors. The Trustee may consult with a professional advisor who may also be an advisor for the Employer, and the Trustee shall be fully protected in respect of any action taken or suffered by the Trustee in good faith and in accordance with the advice or opinion of such professional advisor.
- (h) Bond. The Trustee shall not be required to give any bond or other security for the faithful performance of the Trustee's duties under this Agreement, except as may be required by Applicable Law.
- (i) Action by Employer. Except as otherwise agreed by Trustee, any action by Employer pursuant to any of the provisions of this Agreement, the Plan, or Applicable Law shall be, (i) in the case of a corporation, partnership or similar organization, evidenced by (1) a resolution of its governing body certified to the Trustee over the signature of its secretary or assistant secretary or other duly authorized agent under seal, if there be one, or (2) by appropriate written authorization of any person or committee to which the governing body had delegated the authority to take such action, and (ii) in the case of a sole proprietorship or any other entity, evidenced by written certification of a duly and legally authorized agent, individual or entity. The Trustee shall not be liable for any actions taken in accordance with any such resolution or other authorization.
- (j) Bankruptcy. Trustee shall have no duty, in the event of the Employer's bankruptcy or insolvency, to take any action until directed to do so by the bankruptcy trustee or a court that has jurisdiction over Plan assets.
- (k) Scope of Trustee's Liability. To the full extent permitted by Applicable Law, the Trustee shall not be liable for assets that are not included in the Trust or for losses of any kind that may result (i) by reason of any action taken by it in accordance with the instructions of the Employer, the Plan Administrator, the Investment Manager, or Authorized Person, (ii) by reason of any failure to act as a result of the absence of, or ambiguity of, instructions, or (iii) by reason of any actions taken by any prior trustee, additional trustee, successor trustee or Appointed Custodian. The Trustee has no duty to perform any actions other than those specified in this Agreement or pursuant to proper instructions.
- (l) General Indemnity. The Employer shall, to the full extent permitted by Applicable Law, indemnify and hold harmless the Trustee and the Trustee's directors, officers, employees, agents and affiliates ("Trustee Indemnitees") from and against any and all damages, losses, costs, judgments, fines, penalties, and expenses (including attorney's fees and disbursements) of any kind or nature (collectively, "Losses") imposed on or incurred by the Trustee Indemnitees, by reason of its or their service pursuant to this Agreement, including any Losses arising out of any threatened, pending or completed claim, action, suit or proceeding, whether civil, criminal, administrative or investigative (including any such action by or in the right of the Employer), except to the extent such Losses were caused by the negligence or willful misconduct of the Trustee or the Trustee Indemnitees. Reasonable expenses incurred in defending any such claim, action, suit or proceeding shall be paid by the Employer in advance of a final disposition of such claim, action, suit, or proceeding, upon presentation of statements therefore by the Trustee, provided that any such expenses that are incurred in the defense of any claim, action, suit or proceeding for which it is finally determined that the Trustee is not entitled to indemnification

pursuant to the foregoing shall be reimbursed promptly by the Trustee to the extent of its non-entitlement.

- (m) Specific Indemnities. In addition to and not in derogation of any other indemnification or hold harmless provisions in this Agreement, the Employer agrees to indemnify and hold the Trustee Indemnitees harmless from and against any liability that it or they may incur because of:
 - (i) The Employer's failure to make any contribution to the Trust or the insufficiency of the Trust to discharge any liabilities under the Plan.
 - (ii) Actions taken or omitted by the Trustee pursuant to any instructions from the Employer, Plan Administrator, Investment Manager or Authorized Person, as the case may be, or actions not taken in the absence of any such instruction.
 - (iii) The application of any part of the Trust by the Trustee in accordance with the instructions of the Employer, Plan Administrator, Investment Manager or Authorized Person.
 - (iv) The failure of an individually directed account or participant loan to satisfy the requirements of the Plan and Applicable Law.
- (n) Waiver. The Trustee shall not, by act, delay, omission or otherwise, be deemed to have waived any right or remedy it may have either under this Agreement or generally, unless such waiver is in writing, signed by the Trustee, and such waiver shall only be effective to the extent expressly therein set forth. A waiver by the Trustee of any right or remedy granted by this Agreement shall not be construed as a bar to, or waiver of, the same or any other such right or remedy which it would otherwise have on any other occasion.
- (o) No Affiliation. The Trustee is not affiliated with the recordkeeper and there is no agency, partnership or joint venture relationship between the Trustee and the recordkeeper.
- (p) Removal or Resignation. The Trustee may be removed by the Employer at any time by written notice to the Trustee and the Trustee may resign at any time by written notice to the Employer; provided that, unless otherwise agreed, the effective date of such removal or resignation shall be greater than sixty (60) days from the date of said written notice. Notice of removal shall be accompanied by evidence of proper action of the Employer approving such removal.
- (q) Successor. The Employer shall appoint a successor trustee to act hereunder within sixty (60) days after notice provided. If within sixty (60) days after such notice the Employer has not designated a successor trustee, which has accepted such appointment, the Trustee may apply to a court of competent jurisdiction for the appointment of a successor trustee or may appoint an employee of Employer as successor trustee in accordance with Applicable Law. Any business entity into which the Trustee may be merged or converted or with which it may be consolidated, or any entity resulting from any merger, conversion or consolidation to which the Trustee shall be a party, or any entity succeeding to all or substantially all of the corporate trust business of the Trustee, shall be the successor of the Trustee hereunder, without the execution or filing of any paper or any further act on the part of any of the parties hereto.
- (r) Powers of Successor. Each successor trustee shall have the powers and duties conferred upon the Trustee in this Agreement and the term "Trustee" as used in this Agreement shall be deemed to include any successor trustee.

- (s) Notices. Except as the parties may otherwise agree in writing, all notices, reports, accounts and other communications from the Trustee to the Employer, the Plan Administrator, the Investment Manager(s) or any Authorized Person shall be in writing and deemed to have been duly given as of the first date on which the Trustee transmits or otherwise makes the communication available. Except as the parties may otherwise agree in writing, all instructions, notices, objections and other communications to the Trustee shall be in writing and shall be deemed to have been given when received by the Trustee at its office below:

Wilmington Trust Retirement and Institutional Services Company
P.O. Box 52129
Phoenix, AZ 85072-2129
Attn: Vice President – Client Services

Or, if by overnight mail:

Wilmington Trust Retirement and Institutional Services Company
2800 North Central Avenue, Suite 900
Phoenix, AZ 85004
Attn: Vice President – Client Services

- (t) Inspections/Audits. To the extent that the Trust Agreement provides that the Trustee's records and statements are to be open for inspection and audit by the Employer, the Employer shall exercise such right with reasonable prior written notice to the Trustee, and except as required by applicable law, any such audit rights shall be exercised by the Employer not more frequently than annually.
- (u) Force Majeure. The Trustee shall have no liability for any losses arising out of delays in performing the services which it renders under this Agreement when such delays result from events beyond its control, including without limitation, interruption of the business of the Trustee due to acts of God, acts of governmental authority, acts of war, terrorism, riots, civil commotions, insurrections, labor difficulties (including, but not limited to, strikes and other work slippages due to slow-downs), unauthorized access to its systems that may breach its reasonable protection against such access, or any action of any courier or utility, mechanical or other malfunction, or electronic interruption.
- (v) Entire Agreement. This Agreement, including all Appendices hereto, the Account Application, and the Authorized Persons List, contains the entire understanding between the parties relating to the subject matter hereof, and supersedes all prior agreements or understandings between the parties relating to the subject matter hereof, whether written or oral, express or implied.
3. Except as amended and modified hereby, the terms and provisions of the Trust Agreement are hereby ratified, approved and confirmed.
4. Services to be Performed by Plan Administrator. The Employer has (or will) delegate to the Plan Administrator the sole responsibility to perform certain ministerial and administrative services set forth in the Administrative Services Agreement between the Employer and the Plan Administrator, and the Employer hereby instructs Trustee that Trustee shall relinquish any responsibility for the performance of said duties that it would otherwise have pursuant to the Trust Agreement as set forth below:
- (a) Receive contributions directly from the Employer or its Plan Committee;
 - (b) Make distributions at the Employer's directions, in accordance with the terms of the Plan and the Trust Agreement;
 - (c) Perform the accounting for all assets including cash, as well as contributions, loans and withdrawals and the allocation of credited interest and allocate all income, gains and losses;
 - (d) Remit fees for services rendered to the Plan as directed by the Employer, subject to the prohibited transactions provisions of ERISA, if applicable;

- (e) Render reports to the Employer and the Trustee with respect to assets held as required or reasonably requested (e.g., SOC-1 or similar reports);
- (f) Perform tax reporting and withholding in compliance with applicable Federal and State law in connection with payments to participants or beneficiaries and in accordance with instructions and directions provided by the Employer;
- (g) Collect or cause to be collected all income, distributions, and proceeds relating to Plan assets and to invest the same and all contributions as directed by the Employer or another Instructing Party;
- (h) Process or cause to be processed dividends, including reinvestment and/or payment, if applicable; and
- (i) Forward or cause to be forwarded to the Employer all applicable proxies, corporate actions and other notices relating to the Plan assets, which the Employer shall process.

[Remainder of page intentionally left blank]

Shareholder Communication Act

WTRISC is required to provide the name, address and share position(s) of the beneficial holder of securities to the issuing company unless the beneficial holder objects in writing to the provision of such information. Unless you check the box provided below, WTRISC will provide such information to the issuing company for all securities held in the account today and in the future.

Employer requests that Wilmington Trust Retirement and Institutional Services Company withhold providing its name, address and share positions(s) to issuing companies.

IN WITNESS WHEREOF, the Employer and Trustee have executed this Amendment as of the date first written above.

Agreed To By:

TRUSTEE:
WILMINGTON TRUST RETIREMENT AND INSTITUTIONAL SERVICES COMPANY

BY: _____

NAME: _____

TITLE: _____

EMPLOYER:
TOWN OF SMITHFIELD

BY: _____

NAME: _____

TITLE: _____

ATTEST: _____

NAME: _____

TITLE: _____

[Corporate Seal]

AUTHORIZED PERSON LIST

In accordance with the provisions of the Amendment of Trust entered into by and between **Wilmington Trust Retirement and Institutional Services Company** ("WTRISC"), and **TOWN OF SMITHFIELD**, as plan sponsor for the **TOWN OF SMITHFIELD** (the "Plan"), WTRISC may accept and act upon instructions on behalf of the Plan received from:

(Please select one):

- Any **one** of the individuals
- By **each and every one** of the individuals
- By **Insert Number of Individuals, if applicable** of the individuals shown below:

By: _____ Name: _____ Title: _____ Date: _____	By: _____ Name: _____ Title: _____ Date: _____
By: _____ Name: _____ Title: _____ Date: _____	By: _____ Name: _____ Title: _____ Date: _____
By: _____ Name: _____ Title: _____ Date: _____	By: _____ Name: _____ Title: _____ Date: _____

Wilmington Trust Retirement and Institutional Services Company
 2800 North Central Avenue, Suite 900 Phoenix, Arizona 85004 · (602) 955-8373 · (800) 458-9269

Document Requirements

WTRISC serves as Non-discretionary Passive Trustee

- WTRISC Account Application (please complete)
- WTRISC Appointment/Trust Amendment (please complete and execute)
- WTRISC Authorized Person List (please complete and execute)

*Please return executed original documents and keep a copy for your records

- Most current Asset Statement
- IRS Determination Letter (if applicable)
- Copy of executed Plan and Trust Document (If prototype, copy of executed Adoption Agreement is also required)

- USA PATRIOT Act Customer Identification Program requirements (applicable to plans not subject to Title I of ERISA)

In order to help the government fight the funding of terrorism and money laundering activities, law requires all financial institutions to obtain, verify and record certain information that identifies each person or institution that opens a new account. We may request certain information and documentation. The documentation is standard, and in some circumstances we may be required to ask for additional information.

- IRS Form W-9
- Proof of Entity Status (i.e., copy of Certified Articles of Incorporation, Government Issued Business License, Secretary of State Filing, Certificate of Good Standing (issued within the last 6 months), Partnership Agreement, etc.)

Wilmington Trust Retirement and Institutional Services Company
2800 North Central Avenue, Suite 900 Phoenix, Arizona 85004 • (602) 955-8373 • (800) 458-9269

**AMENDMENT
TO THE
Administrative Services Agreement(s)
for Plan Number(s)**

Attachment 2

This Amendment to the Administrative Services Agreement(s) ("Agreement(s)") for Plan number(s) 303532 (the "Plans") is entered by and between TOWN OF SMITHFIELD ("Employer") and ICMA Retirement Corporation ("ICMA-RC"), effective as of the date of execution by the Employer below ("Execution Date").

WHEREAS, the Employer sponsors the Plans on behalf of its eligible employees and retirees;

WHEREAS, the Employer entered the Agreement(s) to engage ICMA-RC to provide administrative services and investments for the Plan under the terms specified in the Agreement(s);

WHEREAS, the parties wish to amend the Agreement(s) to acknowledge that the Employer has appointed Wilmington Trust Retirement and Institutional Services Company (WTRISC) as non-discretionary directed trustee or non-discretionary directed successor trustee, as applicable, under the Plan; and

WHEREAS, Section 11(a) of the Agreement provides that the Agreement(s) may be amended pursuant to a written instrument signed by the parties.

NOW, THEREFORE, Employer and ICMA-RC agree to the following terms to be added to the Agreement(s):

1. Employer has appointed WTRISC as non-discretionary directed trustee or non-discretionary directed successor trustee, as applicable, under the Plan, and WTRISC is willing to serve as non-discretionary directed trustee or non-discretionary directed successor trustee, as applicable;
2. ICMA-RC and Employer acknowledge and agree that ICMA-RC will continue to have the sole responsibility to provide administrative services for the Plan under the terms specified in the Agreement(s), and that WTRISC shall not have any responsibility for the performance of said services; and
3. WTRISC's fee for providing such trustee services is an annual fee of \$850 per plan. ICMA-RC will invoice the Employer annually, and payment will be due within 30 days of the date of the invoice.

In all other respects, the Agreement(s) is hereby ratified and affirmed.

IN WITNESS WHEREOF, Employer has caused this Amendment to be executed by its duly authorized officer this _____ day of _____, 2012.

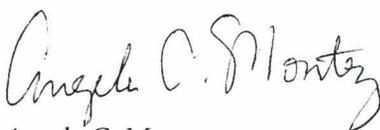
EMPLOYER

By:

Print Name:

Title:

INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION
RETIREMENT CORPORATION

By 
Angela C. Montez
Assistant Corporate Secretary

SUGGESTED RESOLUTION FOR APPOINTMENT OF WILMINGTON TRUST RETIREMENT AND INSTITUTIONAL SERVICES COMPANY AS SUCCESSOR TRUSTEE

Plan Number 30 _____ Name of Employer: _____ State: _____

Title of Plan Coordinator: _____

Resolution of the above named Employer ("Employer"):

WHEREAS, the Employer has established and maintains a Deferred Compensation Plan and Trust to provide retirement income and other deferred benefits to the eligible Employees of the Employer and the Employees' Beneficiaries in accordance with the provisions of Section 457 of the Internal Revenue Code of 1986, as amended (the "Plan");

WHEREAS, the assets of the Plan are held in trust for the exclusive benefit of Plan participants and their beneficiaries, and shall not be diverted to any other purpose prior to the satisfaction of all liabilities of the Plan;

WHEREAS, the Employer has been notified that Vantage Trust Company, LLC, ("VTC") will resign as passive-directed trustee of the Plan effective July 31, 2012; and

WHEREAS, the Employer desires to appoint Wilmington Trust Retirement and Institutional Services Company ("Wilmington Trust") to serve as successor passive-directed trustee of the Plan, effective as of _____ (effective date may be no later than July 31, 2012).

NOW, THEREFORE, BE IT RESOLVED, that the Employer accepts the resignation of VTC as passive-directed trustee of the Plan.

BE IT FURTHER RESOLVED that the Employer hereby appoints Wilmington Trust to serve as successor passive-directed trustee of the Plan, _____ (effective date may be no later than July 31, 2012).

BE IT FURTHER RESOLVED that the above named Plan Coordinator shall be the coordinator and contact for the Plan to take any and all actions required to implement the foregoing resolution.

I, _____, Clerk of the _____ (City, County, etc.) of _____, do hereby certify that the foregoing resolution, proposed by _____ (Council Member, Trustee, etc.), was duly passed and adopted in the _____ (Council, Board, etc.) of the _____ (City, Council, etc.) of _____ at a meeting thereof assembled the ____ day of _____, 2012, by the following vote:

AYES:

NAYS:

ABSENT:

(Seal)

Clerk of the (City, County, etc.)



TOWN OF SMITHFIELD

"The Ham Capital of the World"

MEMO:

TO: Town Council

SUBJECT: Signage on South Mason Street

In regards to the request for parking restrictions along the portion of Mason Street between Main Street and Cedar Street, staff has made a review of this area and has concluded that the parking restriction signage should be reinstated as prior to the detour installation. Therefore we recommend that (1) a "No Parking from Here To Corner" sign be installed near the Dom. Va. Power pole between the residences of 112 & 116 South Mason Street on the west side and (2) that the east side of Mason Street remain "No Parking This Side" as it now exist.

Respectfully,

Wayne A. Griffin
Town Engineer



TOWN OF SMITHFIELD

"The Ham Capital of the World"

June 19, 2012

TO SMITHFIELD TOWN COUNCIL
FROM TOWN MANAGER *PETER*
SUBJECT VEHICLE MAINTENANCE REQUEST FOR PROPOSALS

The deadline for submittal of proposals to perform vehicle periodic routine maintenance, repairs services and emergency towing services was earlier this month and the town received only one proposal – from Dave's Service Center, Inc. This proposal was responsive to the RFP and Dave's proposed pricing is attached.

Subsequently town staff met with a representative of the Virginia Department of General Services as we are interested in joining the state motor fuel program. In that meeting we were made aware of the state's vehicle management control center program. Information on both of these programs is additionally attached. Presently there are three Smithfield based automobile repair centers that are certified under this state contract – Dave's, Cofer's and Brown's.

We are going to proceed to sign up for the state motor fuel program and we have asked for additional information regarding the vehicle management control center. Of importance is how the state contract labor rates and routine maintenance pricing compares to the one proposal we did receive from Dave's Service Center. Staff will bring this item back to committee once we have received this additional information and contacted references of other localities that participate in the state maintenance program.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 6

11 Ford Explorer

Labor Rate

Front Brake Pads Ceramic	\$69.00	\$72.00
Rear Brake Pads Ceramic	\$66.00	
Rear Brake Pads (Non-Ceramic)	\$30.00	

Total price for front pad job is \$141.00, (With ceramic pads)

Total price for rear pad job is \$138.00, (with ceramic pads) and with regular pads \$102.00

11 Crown Victoria

Front brake pads ceramic	\$39.99
Rear Brake pads ceramic	\$43.95
Rear brake pads	\$27.00

Total price for front pads is \$111.99(Ceramic) and rear is \$115.95(ceramic) and regular pads are \$99.00

07 Dodge Charger

Front Brake Pads (police)	\$89.00
Rear Brake Pads (police)	\$84.00
Police package brakes	

Total price for front pads are \$161.00 and rear pads are \$156.00

08 Dodge Charger

Front Brake pads (police)	\$89.00
Rear Brake Pads (Police)	\$84.00
Police package brakes	

Total price for front is \$161.00 and rear is \$156.00

11 Dodge Charger

Front Brake Pads (Police)	\$89.00
Rear Brake Pads (Police)	\$84.00
Police package brakes	

Total price for front is \$161.00 and rear is \$156.00

05 Ford Crown Victoria

Front Brake Pads Ceramic	\$39.99
Rear Brake Pads Ceramic	\$43.95

Front Brake Pads (Non-Ceramic)	\$32.00
--------------------------------	---------

Total price for front is \$111.99 and rear is \$115.95 for ceramic pads and regular pads for rear is \$104.00.

05 Ford Explorer

Front Brake Pads Ceramic	\$54.00
Rear Brake pads Ceramic	\$41.00
Front Brake Pads (Non-Ceramic)	\$32.00
Rear Brake Pads (Non Ceramic)	\$32.00

Total price for front pads is \$126.00 and rear is 143.00 for ceramic pads and regular pads are \$104.00 for front and rear brake pads.

05 Dodge Caravan

Front Brake Pads Ceramic	\$79.99
Rear Brake Pads Ceramic	\$58.00
Front Brake Pads (Non Ceramic)	\$32.00
Rear Brake Pads (Non Ceramic)	\$38.00

Total price for front and rear ceramic pads are \$151.99 and \$130.00 and with regular pads \$104.00 and \$110.00.

All Towing is \$40.00 in town with the exception of accident tows. First responders will be top priority.

ETA OF 20 MINUTES OR LESS

Tire Prices

225-60-18 Master Craft Touring	\$150.10
215-65-15 Master Craft Strategy	\$85.00
235-55-17 Master Craft Touring	\$149.00

235-50-18 Dunlop Sport	\$179.00
215-60-16 Master Craft Touring	\$109.00
245-60-17 Michelin Energy	\$190.00

Mounting and balance is \$12.00

Tire disposal is \$2.00

Oil Changes

Includes –Top off all fluids, check air filter, tire pressure and grease front end.

Crown Victoria

Oil	\$18.00
Oil Filter	\$4.25
Labor	\$16.00
Total	\$38.25

Dodge Charger

Oil	\$21.00
Oil Filter	\$4.25
Labor	\$16.00
Total	\$41.25

Ford Explorer

Oil	\$18.00
Oil filter	\$4.25
Labor	\$16.00

Total \$38.25

All prices are discounted 15%.

Warranty is 12,000 miles or 12 months.

Town Trucks

Oil changes

Includes –Top off all fluids, check air filter , tire pressure and grease front end.

94 Ford F350, 2002 Ford Ranger

Oil	15.00
Oil Filter	4.25
Labor	16.00

Total \$35.25

99 Ford F250, 99 Ford F350, 00 Ford F250, 02 Ford f250, 03 Ford F150

Oil	18.00
Oil filter	4.25
Labor	16.00

Total \$38.25

1996 Ford F250, 97 Ford F250, 05 Ford f450, 06 Ford F350, 10 Ford F250, 2011 Ford F250,

Oil	21.00
Oil filter	4.25
Labor	16.00

Total \$41.25

Brake Jobs

1994 F350

Front brakes	49.99
Rear brakes	34.99
Labor	72.00 each

1996 Ford F250

Front brake	69.99
Rear brake	32.99
Labor	72.00 each

1997 Ford F250

Front Brake	69.88
Rear brake	32.99
Labor	72.00 each

1999 Ford F250

Front brake	70.00
Rear brake	70.00
Labor	72.00 each

1999 Ford F350

Front brake	70.00
Rear brakes	70.00
Labor	72.00 each

2000 Ford F250

Front brake	70.00
Rear brake	70.00

Labor 72.00 each

2002 Ford F250

Front brake 70.00
Rear brake 70.00
Labor 72.00 each

2002 Ford Ranger

Front brake 62.00
rear brakes 50.00
Labor 72.00 each

2003 Ford F150

Front brakes 75.00
Rear brakes 69.00
Labor 72.00 each

2005 Ford F450

Front brakes 89.00
Rear brakes 89.00
Labor 72.00 each

2006F350, 2010 F250, 2011 Ford F250

Front brake 79.00
Rear brakes 75.00
Labor 72.00 each

STATE MOTOR FUEL PROGRAM

OFFICE OF FLEET MANAGEMENT SERVICES

The Commonwealth of Virginia Department of General Services (DGS) was directed by the General Assembly to procure, through a competitive procurement process, gasoline and diesel fuel for state and local government entities. DGS conducted the procurement process and On August 11, 2010 awarded contracts for bulk gasoline and diesel fuel purchased to fill state and local government owned bulk fuel tanks and a fuel card contract for the purchase of fuel from commercial retail fuel providers. The resulting contracts were combined to form the State Motor Fuel Program and will be managed by the Office of Fleet Management Services (OFMS).

Through aggregating the volume, the resulting contracts were able to reduce the contract differential by an average of 18% for gasoline and 34% for diesel when compared to the current VDOT contracts.

This RFP divided the state into 9 districts, mirroring the VDOT districts. If you previously purchased from VDOT contracts, the structure is the same. Fuel types included within this RFP include Gasoline (87, 89, 93), No. 2 ULSD (Premium and Regular blends) and Bio-Diesel (availability TBD).

All prices under the program are based on OPIS (Oil Price Information Service), a benchmark pricing service for the petroleum industry, plus a contract 'adder'. The OPIS price used is the daily gross closing average price for each product taken from the Wholesale Closing Rack Report.

These contracts will be available for use on **October 6th, 2010**. More information along with pricing and a comparison tool will be available on the OFMS homepage. www.dgs.virginia.gov/fleet

Bulk Fuel –

Bulk fuel includes any transport delivery or tank wagon delivery of motor fuel to an above ground or below ground tank. These contracts were awarded to

Mansfield Oil Company for the Bristol District and James River Solutions for all other districts.

Consignment Fuel –

Due to volatile fuel prices, many agencies and localities are wary of the cost of carrying fuel inventory. Depending on your agency's rate of fuel consumption, you may not want to leave "money in the ground". In the Consigned Fuel Program, the vendor will purchase your existing fuel, make additional deliveries as needed and own the fuel until you transfer it to your vehicles. Since the vendor handles all the accounting, this is a good option for low staffed agencies and localities.

Fuel Cards –

The fuel card program will utilize the Voyager card under Mansfield Oil Company and provides the flexibility to fuel your vehicles at 90% of the gas stations nationwide. Contract prices under this program allow your cardholders to purchase Federal Excise tax-exempt motor fuels at participating retail stations. The card will give your agency the ability to purchase all brands of fuel products, including immediate use items such as motor oil, windshield washer fluid or general repair and oil change. Card purchase limitations can be set by fleet or fuel only.

The Mansfield Oil/Voyager card is a powerful and dependable fleet card with extensive fleet management features. There are numerous online tools available under the program that increases accountability and security, providing you the tools to eliminate theft and fraud.

For Information and Account Setup:

Sandra Bailey

Business Development Coordinator

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STATE MOTOR FUEL PROGRAM

Fuel Card Program

Fuel products are federal and state tax exempt at the transaction level. Local taxes are not exempt.

Program allows for control at the card level as well as the account level. You can customize every card.

A fleet card can be assigned to a driver, a vehicle or an entire organization.

Account set up is free. The cards are issued and replaced at no cost to you. There is no minimum usage required.

Online management tools include: setting up account for purchase alerts:

Sunday purchase
Car wash over \$15.00
of fuelings per day

You can also have Daily and Monthly Transaction Limits, Monthly Spend Limits and Hard/Soft Limits by card or account.

A daily Exception Report is sent via email to the Primary Contact that lists all transactions from the previous day that are out of compliance according to locality policy. It shows the transaction, including driver name, vehicle, location, date and time and what was purchased. This helps reign in excess spending and reduces fraud and waste.

You pay the state contract price per gallon on the day the fuel is pumped, not the retail price, which means you can fuel at any retail station that is convenient. Prices are available daily on our website, www.dgs.virginia.gov/fleet.

Contact:

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VEHICLE MANAGEMENT CONTROL CENTER

(VMCC)

- **Outsource Vehicle Maintenance**
- **Leverage State's Buying Power on Repairs**
- **Roadside Assistance 24/ 7/ 365**
- **Pay one invoice each month- 30 day terms**

Contact: Sandra Bailey

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State Motor Fuel Program/ Vehicle Maintenance Control Center

State Motor Fuel Program

The Voyager Fuel Card can be used at over 90% of gas stations statewide and you pay the state-contracted price, not the retail price. Taxes are taken off at the transaction level and online tools help reign in excess spending.

Vehicle Maintenance Control Center

Preventive Maintenance

When you add odometer prompts to your Voyager cards, the drivers will be required, before they can fuel, to enter the current odometer reading after they enter the vehicle ID. The odometer information is collected for each vehicle and either the driver or fleet manager will receive an email from VMCC when it is time for an oil change, *based on miles driven*. Using the odometer readings to determine the miles driven ensures that vehicles are not over-serviced or under-serviced. This will save you money and keep your fleet at peak performance. VMCC will also keep track of when state inspections are due and send an email reminder.

Repairs

The VMCC will schedule needed repairs at state-approved repair facilities in your area and all costs to you are pass-through with no mark-ups. The VMCC will negotiate the best price for the repair, based on industry standard labor rates and the approved cost for parts. The VMCC will take care of paying the vendor and the fleet manager will receive one bill at the end of the month that will list each repair, p.m., etc. for the month. Payment terms are 30 days.

Roadside Assistance

The VMCC program provides for emergency services 24/7/365. Your driver only needs to call the toll-free number and VMCC customer rep will coordinate all roadside assistance and stay in contact with the driver until help arrives.

All of these services are provided for a fee of \$10 per vehicle per month.

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