



September 14, 2012

**TO: SMITHFIELD TOWN COUNCIL**

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

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

**MONDAY, SEPTEMBER 17<sup>TH</sup>, 2012**

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

- TAB # 1**                      1.      Operational Updates
- TAB # 2**                      2.      Street Closure Request for Ruritan Annual Car Show in Conjunction with Town  
and Country Days Saturday, October 13<sup>th</sup>, 2012
- TAB # 3**                      3.      Street Closure/Traffic Assistance for 11<sup>th</sup> Annual Hog Jog Race Saturday,  
October 13<sup>th</sup> 2012
- TAB # 4**                      4.      Street Closure/Traffic Assistance for Zombie Walk for Polio on Saturday, October  
20<sup>th</sup>, 2012
- TAB # 5**                      5.      Update on Overtime Policy for Special Events
- TAB # 5**                      6.      Discussion on Urban Archery Season Permitted Hunting Areas in the Town  
Limits

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

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

- TAB # 6**                      1.      Request From Vico Construction Corporation to Shut-off Water to Connect Water  
to Harvest Fellowship Baptist Church on Battery Park Road, October 15<sup>th</sup>, 2012.
- TAB # 7**                      2.      Update on Overall SSO Consent Order Budget From Draper Aden Associates

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

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

- TAB # 8**                      1.      June Financial Statements and Graphs
- TAB # 9**                      2.      July Financial Statements (Forthcoming)
- TAB # 10**                      3.      August Cash Balances
- TAB # 10**                      4.      Invoices Over \$10,000 Requiring Council Payment Authorization:
  - a.      Blair Brothers, Inc.                                      \$14,352.91
  - b.      Draper Aden Associates                                      (Forthcoming)
- TAB # 11**                      5.      VML Resolution Supporting Restoration Funding For Aid to Localities

**TUESDAY, SEPTEMBER 18<sup>TH</sup>, 2012**

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

1.      Operational Update

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

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

- TAB # 12**      1.      Update on the South Church Street Beautification Project
- TAB # 13**      2.      Renew Mechanical, Electrical and Utility Contract with REW Corporation for One Additional Year
- TAB # 14**      3.      Review of Bids Received and Recommendation for Award – John Rolfe Turn Lane
- TAB # 15**      4.      Follow-up on Trinity Methodist Church Parking Lot

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

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

1.      Closed Session: Review Request for Proposals for 224 Main Street

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**\*\*\* Additional Item Not Listed on Committee but will be on Council's October 2<sup>nd</sup> Agenda\*\*\***

- Approval of September 4<sup>th</sup> Town Council Minutes
  - Presentation by the Isle of Wright Schools in Regards to Launching of New iPads by Mr. Rashard Wright and Mr. Stenette Byrd
-



# Town of Smithfield

## Street Closure/Traffic Assistance Request Form

This form should be submitted to the Town Manager's Office located at 911 South Church Street.  
Submission of the form does not guarantee approval.

Closure Date (s):

Saturday, October 13, 2012

Time: 8:00 a.m. - 4:00 p.m.

Location of Street Closure/Traffic Assistance:

100, 200, and 300 blocks of Main Street from Church Street to Underwood Street.

Event/Reason for Closure: Ruritan Annual Car Show in conjunction with Town & Country Days

Contact Name: Jack York

Organization: Smithfield Ruritan Club

Day Phone: 757-365-9458 Day of Event Cell Phone: 757-291-0978

The Ruritan Club will start parking cars on the 100 block of Main Street working towards the 300 block.  
At 08:00 a.m. if the 200 and/or 300 blocks are not filled, they will be opened back up to public traffic.

We request the town of Smithfield to place two port-o-potties behind the BSV Bank.

Thank you.

  
Applicant Signature:

Town Use Only:

Received By: \_\_\_\_\_

Date:

\_\_\_\_\_



# Town of Smithfield

## Street Closure/Traffic Assistance Request Form

This form should be submitted to the Town Manager's Office located at 911 South Church Street  
Office # (757)365-9505 / Fax # (757)-365-9508/ lgreer@smithfieldva.gov  
(Submission of the form does not guarantee approval)

△ Please let me know if I need to attend the Subcommittee Meeting that this will be discussed @ (This is our 111th year; no significant Δ's)  
Closure Date (s): 10/13/12 from 8:45 AM to 10:45 AM  
(Kids Run from 10:30 - 10:45)

Location of Street Closure/Traffic Assistance: Please reference the attached Race Course Map & typical locations of marshalls\* and police

Event/Reason for Closure: 111th Annual Smithfield Hog Jog 5k Road Race

Contact Name: Kyle Weidlich

Organization: Smithfield Hog Jog

Day Phone: 757 508 1072

Day of Event Cell Phone: 757 508 1072

Email: kweidlich@ctvirginia.com

\* Marshalls one at least 18 years of age and have fluorescent vest & flags

Applicant Signature: Kyle J. Weidlich  
Race Director

Date: 9/12/12

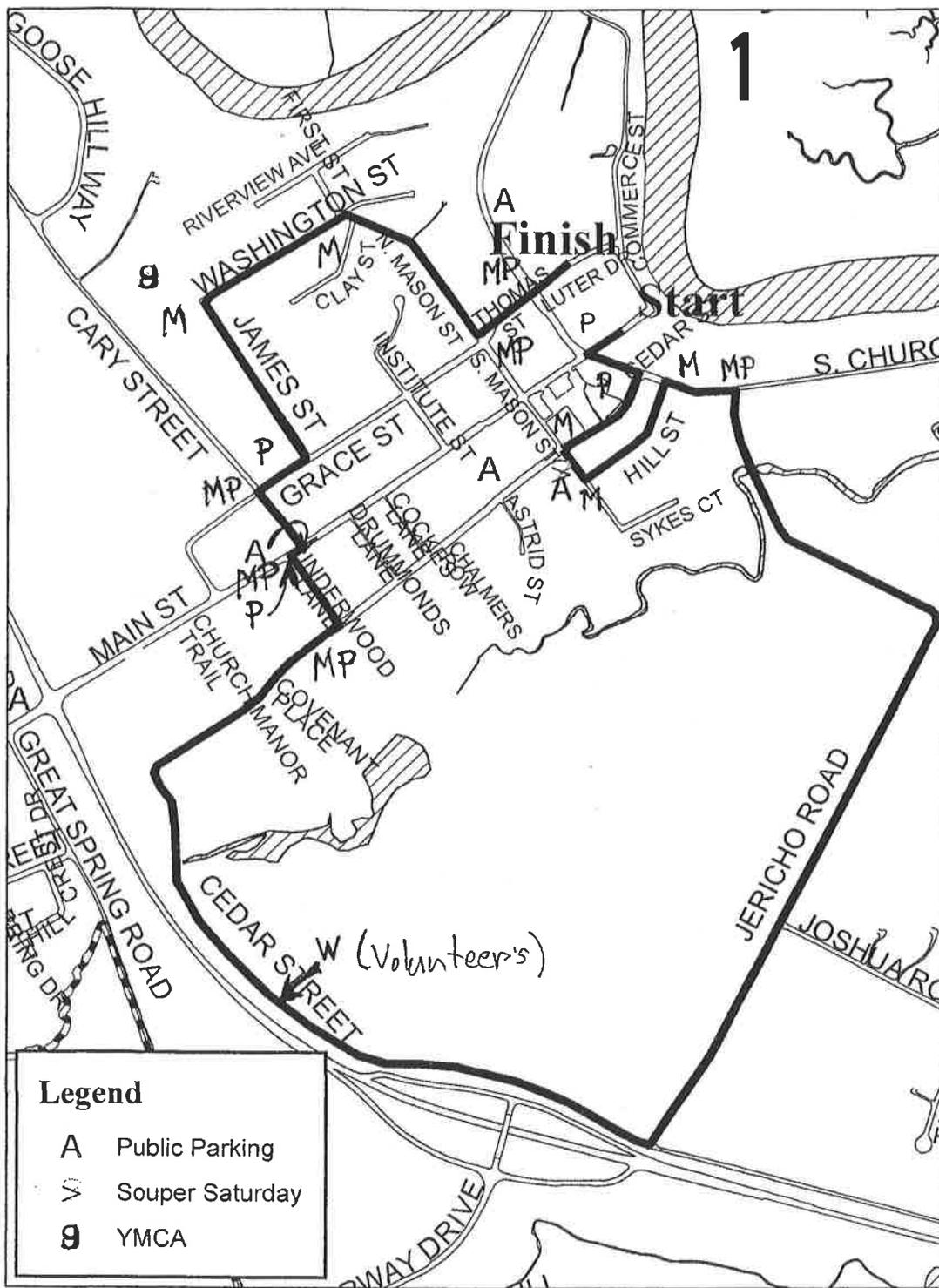
Town Use Only:	
Received By: _____	Date: _____
Approved this _____ day of _____	
By: _____	

cc: Lt. Matt Rogers, Smithfield Police

# HOG JOG 5K

## TOWN OF SMITHFIELD, VA

October 10, 2009



P=Police Officer  
M=Course Marshall  
(Volunteer)  
W=Water Stand

00.00806 0.12 0.18 0.24  
 Kilometers





# Town of Smithfield

## Street Closure/Traffic Assistance Request Form

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Office # (757)365-9505 / Fax # (757)-365-9508 / lgreer@smithfieldva.gov  
(Submission of the form does not guarantee approval)

Closure Date (s): October 20, 2012 (SATURDAY)

Location of Street Closure/Traffic Assistance: MAIN STREET  
FROM GRACE STREET TO CHURCH ST.

Event/Reason for Closure:  
ZOMBIE WALK FOR POLIO

Contact Name:  
ELIZABETH PASIECZNY

Organization:  
SMITHFIELD ROTARY CLUB

Day Phone: (757) 771-4549 Day of Event Cell Phone: SAME

Email:  
CREE8TORWOMAN@gmail.com

Applicant Signature: *Elizabeth Pasieczny*

Date: 9/12/2012

Town Use Only:

Received By: *Lesley Greer*

Date: 9/12/12

Approved this \_\_\_\_\_ day of \_\_\_\_\_

By: \_\_\_\_\_

# Smithfield Police Department

## Extra-Duty Assignments/Events

Date	Event	Officers	Hours	PD Budget	Event Budget
February	Chocolate Lovers	2	6	X	
March	Youth Encounter-Smithfield Baptist	2	4		X
March	Smithfield Sprint Triathlon	6	6	X	
April	Smithfield Wine Festival	5	6		X
April	Surry Prom	1	4		X
April	Windsor Prom	1	3		X
April	Relay for Life Bicycle Tour	1	6	X	
May	Smithfield Prom	1	5		X
May	Mustang Round-up	1	6	X	
June	Olden Days Festival	22	14	X	
June	Kings Fork Prom	2	5		X
June	Reading Carnival-Hardy Elementary	2	2	X	
July	Harbor Fest	2	6	X	
July	4-H Camp	1	40	X	
July	Fireworks	22	4	X	
July	Fred Walls Summer Camp	2	5	X	
August	National Night Out	10	4	X	
September	VA Symphony	2	4	X	
September	Genieve Shelter Walk-a-Thon	2	4	X	
September	National Drug Take-Back Day	2	4	X	
September	Isle of Wight County Fair	6	8	X	
September	Aiken Festival	2	6	X	
October	Educational Fund Foundation	1	5		X
October	Town and Country Day	7	8	X	
October	Hog Jog	8	8	X	
October	Smithfield High School Homecoming Parade	2	4	X	
October	Halloween	22	4	X	
November	Smithfield Country-Que	2	5	X	
December	Christmas Parade	22	8	X	
March-Dec	<i>Smithfield Farmers Market- Covered by Shift Officers</i>				
May-Aug	<i>Friday Night Concert Series - Covered by Shift Officers</i>				

**NOTE: Events highlighted in BLUE are completely town sponsored**



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# TOWN OF SMITHFIELD

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*"The Ham Capital of the World"*

August 31, 2012

TO SMITHFIELD TOWN COUNCIL  
FROM TOWN MANAGER *PETER*  
SUBJECT OLD BUSINESS ITEM – URBAN ARCHERY SEASON PERMITTED  
HUNTING AREAS IN THE TOWN LIMITS

As the Smithfield Urban Archery Season begins tomorrow on September 1<sup>st</sup>, town staff and the Town Attorney have communicated today to clarify precisely where such hunting is allowed within the corporate limits. It has been determined that as adopted it will be allowed only within the C-C Community Conservation and E-C Environmental Conservation zoning districts. Town Planner William Saunders has prepared the attached map showing where urban archery hunting is currently permitted.

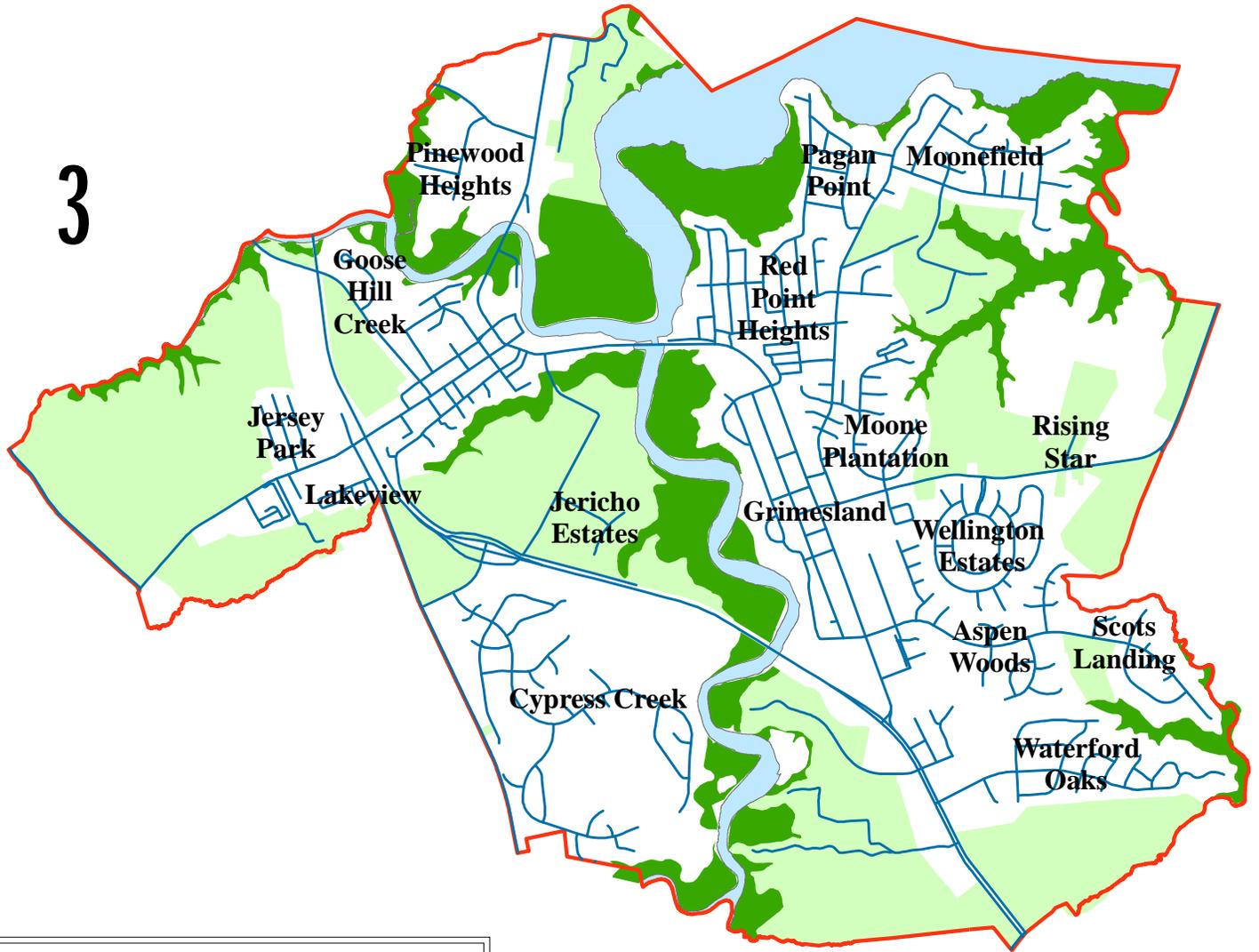
If council intended for urban archery to be permitted throughout the entire town limits, we would have to amend all of the zoning district ordinances that currently do not allow hunting, to make hunting a permitted use. Staff wanted to bring this to your attention in case there was confusion on the matter. We obviously wanted to be clear on what was conveyed to the public. Should you wish to allow town wide urban archery hunting council would need to initiate amendments to the Smithfield Zoning Ordinance. In the meantime the Police Department will be in an education mode with the public.

## 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

# Town of Smithfield Urban Archery Hunting Areas

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## Zoning Districts where Hunting is Allowed

-  C-C Community Conservation
-  E-C Environmental Conservation



AN ORDINANCE TO ESTABLISH AN URBAN ARCHERY SEASON  
IN THE TOWN OF SMITHFIELD

WHEREAS, the Town Council of the Town of Smithfield has determined that the deer population within the town limits has increased significantly; and,

WHEREAS, the increased sized of the deer population may lead to a diseased deer population and has caused significant damage to the properties of the town's citizens; and,

WHEREAS, the large deer population within the town has become a nuisance and a threat to the public safety and general welfare of the town's citizens; and,

WHEREAS, the Town Council has determined that an adoption of an urban archery season in within the town limits would be a prudent and effective measure to reduce the local deer herd.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Smithfield that an Urban Archers season is hereby authorized from September 1, -October 5, 2012 and from January 7- March 30, 2013; and,

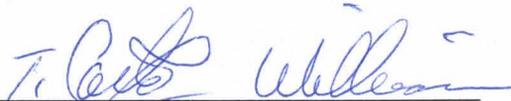
BE IT FURTHER ORDAINED that the Urban Archery season in the Town of Smithfield shall be subject to the following rules, regulations, conditions and guidelines which shall be made available to the public:

- Only **antlerless** deer may be taken.
- Hunters must abide by all applicable sections of the Virginia State Code, Virginia Hunting Regulations, and local ordinances. See local restrictions in the next section below.
- Licenses, bag limits, and tagging requirements for the urban archery season are the same as for the other archery seasons in Virginia. Hunter must purchase an archery license to hunt during any special archery season.
- The urban archery season **does not** open new properties to hunting. It is simply an extension of the archery season when only antlerless deer can be taken. As always, hunters must have landowner permission before hunting.
- Lists of properties available for hunting **are not** maintained by the Virginia Department of Game of Inland Fisheries or local governments. To find available properties, visit with or contact local landowners, hunters, archery clubs, or check stations.
- Hunters must obtain permission to hunt from the landowner. Hunters must also obtain permission to pursue or retrieve deer from neighboring landowners. Due to the small size of parcels and proximity of residences, hunters or the landowner should notify adjacent property owners or tenants, as a courtesy, before hunting.
- Crossbows are defined by law as a type of bow and are therefore legal during urban archery season. However, to use a crossbow during any special archery season, hunters must also purchase a crossbow license.

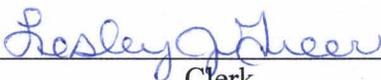
- The season bag limit for deer cannot be exceeded unless bonus deer permits are purchased.
- Most localities participating in the urban archery season also allow archery hunting during other traditional deer seasons; i.e., early archery season, general firearms season, and late archery season (see below). Antlered deer may be taken during these traditional seasons, provided that the locality of interest allows archery hunting during these seasons. Remember that only antlerless deer may be taken during the urban archery season.
- Bucks that drop antlers prior to the conclusion of the urban archery season are considered "antlerless" and may be legally harvested and tagged with an antlerless-only deer tag.
- Deer must be checked by calling 1-866-GOT-GAME, [online](#), or at a [big game check station](#).
- Hunting is restricted to parcels of private property where written permission has been obtained from the landowner.
- Hunting is prohibited on school or church property and within 100 feet thereof.
- Discharge of archery equipment is permitted only for the taking of deer.
- Archery equipment can only be discharged from an elevated tree stand located at least ten (10) feet above the ground.
- Discharge of archery equipment is not permitted within 100 feet of any highway, street, alley, roadway, sidewalk, or designated foot trail.
- Discharge of archery equipment is not permitted within 100 feet of any residence except with written consent of the owner of said residence.
- Arrows may not be shot in a manner that would cause them to strike an unintended target.
- Firearms cannot be used or carried while deer hunting.
- In addition to the urban archery season, archery deer hunting is also allowed during the early archery season, the general firearms deer season, and during the late archery season (i.e., from the first Saturday in October through the first Saturday in January).
- Hunters must abide by all other applicable sections of the Virginia State Code and Virginia Hunting Regulations (including bag limits and tagging/checking requirements).

Adopted this 2<sup>nd</sup> day of July, 2012.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By   
Mayor

ATTEST:

  
Clerk

*Vico Construction Corporation*

P. O. BOX 6186  
CHESAPEAKE, VIRGINIA 23323

(757) 487-3441  
FAX (757) 487-8680

September 12, 2012

City of Smithfield

Attn: Mr. Peter Stephenson Town Manager  
Re: Harvest Fellowship Baptist Church  
Notification of Water Turnoff

Dear Mr. Stephenson,

We request water to be turned off on following dates to cut in an 8x8 tee with valves to service the above referenced project.

Water turnoff date of October 15th with a rain date of October 16th

Water to be turned off between the hours of 12:00 AM and 4:00 AM

Sincerely,



Pat E. Viola  
Vice President

**Sanitary Sewer Consent Order**

**Original Projected Costs** 3,067,230.00

Note: This was the original budget used to calculate the consumption fee which is very close to Draper Aden budget provided below.

PROVIDED BY DRAPER ADEN				
Fiscal Year	FY Budget	FY Contingencies	FY Total	FY Total (Rounded)
2008	427,230.00	-	427,230.00	430,000.00
2009	530,315.00	132,579.00	662,894.00	660,000.00
2010	678,800.00	-	678,800.00	680,000.00
2011	412,300.00	103,075.00	515,375.00	600,000.00
2012	309,144.00	77,286.00	386,430.00	400,000.00
2013	192,124.00	48,031.00	240,155.00	300,000.00
<b>Total</b>	<b>\$ 2,549,913.00</b>	<b>\$ 360,971.00</b>	<b>\$ 2,910,884.00</b>	<b>\$ 3,070,000.00</b>

Breakdown of budget:	Per Draper Aden	
	Budget	Actual thru 5/12
Find & Fix	670,000.00	186,132.00
Consent order study and analysis task costs	2,430,000.00	1,878,913.00
Total Budget (rounded)	\$ 3,100,000.00	2,065,045.00
		28,292.30 June expenses
Total to date per Draper Aden		<b>2,093,337.30</b>

Spent per year per Town records:

	Total
FY2008	484,106.60
FY2009	412,063.41
FY2010	217,695.00
FY2011	491,783.26
FY2012	585,648.65

	2,191,296.92	
Vac Truck	(109,197.48)	not included in Draper Aden cumulative costs
	<b>2,082,099.44</b>	

Variance between town and Draper Aden **\$ 11,237.86**

Note: Draper Aden is showing \$11,000 more in expense than my records show to date. I need to meet with Andy and Scott again to go over each expense that I have detailed and compare to their records. I expect the difference is that I have included an expense as general maintenance that they have included as part of the consent order for find and fix.

Town of Smithfield  
 Consent Order Study and Analysis Required Task List and Financial Summary  
 (September 2012 Update)

**ESTIMATED YEARLY BUDGETS FOR CONSENT ORDER STUDY AND ANALYSIS WORK**

Fiscal Year	FY Task Budget	FY Contingencies	FY Total	FY Total (Rounded)
FY2008	\$427,230.00	\$0.00	\$427,230.00	\$430,000.00
FY2009	\$530,315.00	\$132,579.00	\$662,894.00	\$660,000.00
FY2010	\$678,800.00	\$0.00	\$678,800.00	\$680,000.00
FY2011	\$412,300.00	\$103,075.00	\$515,375.00	\$600,000.00
FY2012	\$309,144.00	\$77,286.00	\$386,430.00	\$400,000.00
FY2013	\$192,124.00	\$48,031.00	\$240,155.00	\$300,000.00
<b>Total</b>	<b>\$2,549,913.00</b>	<b>\$360,971.00</b>	<b>\$2,910,884.00</b>	<b>\$3,070,000.00</b>

Total Estimated Consent Order Study and Analysis Budget (Rounded) = \$3,100,000.00  
 Total Estimated Find & Fix Program Budget = \$670,000.00  
 Total Estimated Budget Excluding Find & Fix Program = \$2,430,000.00

Total Estimated Find & Fix Program Budget = \$670,000.00  
 Total Estimated Find & Fix Project Costs to Date = \$186,132.00  
 Total Find & Fix Program Budget Remaining = \$483,868.00

Total Estimated Budget for Consent Order Study and Analysis Excluding Find & Fix Program = \$2,430,000.00  
 Total Consent Order Study and Analysis Task Cost to Date = \$1,878,913.00  
 Total Consent Order Study and Analysis (excluding Find & Fix Program) Budget Remaining = \$551,087.00

**Notes:**

1. "FY Total (Rounded)" values are those that were presented in 2009 to the Water and Sewer Committee
2. No contingency was provided in the FY2008 budget because the budget forecast was originally established that year
3. FY2010 originally included a budget contingency, but those funds were used for the purchase of the vac truck.
4. Find & Fix Program costs to date are estimated since values for the CB rerouting and Main Street Basin sewer replacement were not readily available. Both projects were assumed to be \$30,000 each.
5. It is our understanding that the Main Street Pump Station Collection System Rehabilitation work was handled through an annual maintenance budget and not the Find & Fix Program budget. As a result that fee was not included in the analysis to determine the remaining Find & Fix Program budget above.
6. "Total Consent Order Study and Analysis Task Cost to Date" includes a proposed future task entitled "Regional Consolidation Study Assistance" which was budgeted for FY13 but has not been submitted or authorized yet.

Town of Smithfield  
Overall Task List and Financial Summary  
(May 2012 Update)

**CONSENT ORDER STUDY AND ANALYSIS REQUIRED TASKS**

Task Descriptions	Total Task Amount	Invoiced Through March 2012	Percent Complete
HR04103-15 - Flow Monitoring Services	\$416,413.00	\$416,413.00	100.00%
HR04103-17 - Data Collection, Field Activities	\$35,000.00	\$35,000.00	100.00%
HR04103-18 - Data Collection, Office Activities	\$10,700.00	\$10,700.00	100.00%
HR04103-19 - Data Preparation	\$12,000.00	\$12,000.00	100.00%
HR04103-20 - Data Editing	\$17,400.00	\$17,400.00	100.00%
HR04103-21 - Data Submission and Coordination	\$8,400.00	\$8,400.00	100.00%
HR04103-22 - SSES Plan Development	\$49,000.00	\$49,000.00	100.00%
HR04103-23 - MOM Program Development	\$35,000.00	\$35,000.00	100.00%
HR04103-25 - Flow Evaluation Report	\$100,000.00	\$100,000.00	100.00%
HR04103-26 - Annual Report Development	\$25,000.00	\$16,000.00	64.00%
HR04103-27 - Locality/HRSD Coordination	\$150,000.00	\$150,000.00	100.00%
HR04103-32 - Crescent Drive Manhole Rehabilitation	\$113,632.00	\$113,632.00	100.00%
HR04103-35 - SSES Field Services - Phase 1 CCTV	\$70,000.00	\$70,000.00	100.00%
HR04103-36 - Model Development	\$35,000.00	\$35,000.00	100.00%
HR04103-40 - MOM Program Phase 2	\$105,000.00	\$105,000.00	100.00%
HR04103-43R - SSES Task 1 - Record Review	\$15,700.00	\$6,625.00	42.20%
HR04103-44R - SSES Task 2 - Pump Station Inspections <sup>1</sup>	\$38,500.00	\$34,650.00	90.00%
HR04103-45R - SSES Task 3 - Force Main Field Inspections	\$18,000.00	\$18,000.00	100.00%
HR04103-46 - SSES Task 4 - Smoke Testing	\$24,000.00	\$23,328.00	97.20%
HR04103-47R - SSES Task 5 - Manhole Inspections	\$70,000.00	\$70,000.00	100.00%
HR04103-48 - SSES Task 6 - Pump Run Time Analysis	\$13,400.00	\$11,336.00	84.60%
HR04103-49R - SSES Task 7 - Office Coordination and Management of Field Tasks	\$38,400.00	\$38,400.00	100.00%
HR04103-50R - SSES Task 8 - Data Analysis and Condition Assessment Documentation	\$67,000.00	\$66,732.00	99.60%
HR04103-57RI - Private Property I/I Abatement Program Assistance	\$25,000.00	\$10,875.00	43.50%
HR04103-58R - SSES Field Services - Phase 2 CCTV Inspection	\$120,000.00	\$105,120.00	87.60%
HR04103-59RI - General Regional Hydraulic Model Development Assistance	\$30,000.00	\$29,580.00	98.60%
HR04103-60RI - Rehabilitation Plan	\$175,000.00	\$43,575.00	24.90%
Additional Locality/HRSD Coordination and General SOBC Assistance	\$80,000.00	N/A	N/A
Capacity Assessment/Level of Service Determination Assistance	\$35,000.00	N/A	N/A
Regional Consolidation Study Assistance	\$25,000.00	N/A	N/A
Minton Way Basin CCTV Inspection	\$35,000.00	N/A	N/A
South Church Street Manhole Rehabilitation	\$12,500.00	N/A	N/A
<b>Subtotal for Consent Order Study and Analysis Required Tasks =</b>	<b>\$2,005,045.00</b>	<b>\$1,631,766.00</b>	<b>81.38%</b>

**OTHER TASKS**

Task Descriptions	Total Task Amount
HR04103-41 - Main Street Pump Station Collection System Rehabilitation	\$26,945.00
HR04103-61RI - MOM Program Full Hydraulic Model - Phase 2	\$115,000.00
Additional Flow Monitoring Equipment Installation	\$450,000.00
Rehabilitation Program Management	\$150,000.00
Crescent Drive Pump Station Basin Odor Control Improvements (O&M not included)	\$200,000.00
<b>Subtotal for Consent Order Related Tasks =</b>	<b>\$941,945.00</b>
HR04103-16 - Bradford Mews Force Main Analysis	\$26,735.00
HR04103-51R - Water Model Update	\$14,750.00
HR04103-52R - Design and Construction Standards Update	\$16,200.00
HR04103R-53 - Pump Station Beam Ratings	\$5,000.00
HR04103-54R - Water Tank RFP Assistance	\$9,900.00
HR04103-56R - ARC Flash Assistance Phase 1	\$2,000.00
Smithfield Lake Dam Conditional Operation and Maintenance Application	\$3,500.00
Smithfield Lake Dam Alternatives Assessment and Alteration Permit Assistance	\$60,000.00
Arc Flash - Remaining Phases	\$70,000.00
Water and Sewer Master Plan	\$112,500.00
<b>Subtotal for Miscellaneous Tasks =</b>	<b>\$320,585.00</b>
<b>Total for Other Tasks =</b>	<b>\$1,262,530.00</b>
<b>Total for All Tasks =</b>	<b>\$3,267,575.00</b>

**Note:**

1. Invoicing associated with HR04103-44R was only billed to 90% since work was complete and the entire budget was not required.

Town of Smithfield  
 Consent Order Study and Analysis Required Task List and Financial Summary  
 (September 2012 Update)

**TASK SUMMARY**

Task Descriptions	Total Task Amount	Invoiced Through July 2012	Percent Complete
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HR04103-17 - Data Collection, Field Activities	\$35,000.00	\$35,000.00	100.00%
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HR04103-27 - Locality/HRSD Coordination	\$150,000.00	\$150,000.00	100.00%
HR04103-32 - Crescent Drive Manhole Rehabilitation	\$113,632.00	\$113,632.00	100.00%
HR04103-35 - SSES Field Services - Phase 1 CCTV	\$70,000.00	\$70,000.00	100.00%
HR04103-36 - Model Development	\$35,000.00	\$35,000.00	100.00%
HR04103-40 - MOM Program Phase 2	\$105,000.00	\$105,000.00	100.00%
HR04103-43R - SSES Task 1 - Record Review	\$15,700.00	\$12,685.60	80.80%
HR04103-44R - SSES Task 2 - Pump Station Inspections	\$38,500.00	\$34,650.00	90.00%
HR04103-45R - SSES Task 3 - Force Main Field Inspections	\$18,000.00	\$18,000.00	100.00%
HR04103-46 - SSES Task 4 - Smoke Testing	\$24,000.00	\$24,000.00	100.00%
HR04103-47R - SSES Task 5 - Manhole Inspections	\$70,000.00	\$70,000.00	100.00%
HR04103-48 - SSES Task 6 - Pump Run Time Analysis	\$13,400.00	\$13,400.00	100.00%
HR04103-49R - SSES Task 7 - Office Coordination and Management of Field Tasks	\$38,400.00	\$38,400.00	100.00%
HR04103-50R - SSES Task 8 - Data Analysis and Condition Assessment Documentation	\$67,000.00	\$67,000.00	100.00%
HR04103-57RI - Private Property I/I Abatement Program Assistance	\$25,000.00	\$10,875.00	43.50%
HR04103-58R - SSES Field Services - Phase 2 CCTV Inspection	\$120,000.00	\$120,000.00	100.00%
HR04103-59RI - General Regional Hydraulic Model Development Assistance	\$30,000.00	\$30,000.00	100.00%
HR04103-60RI - Rehabilitation Plan	\$175,000.00	\$94,850.00	54.20%
Additional Locality/HRSD Coordination and General SOBC Assistance	\$80,000.00	\$0.00	0.00%
Capacity Assessment/Level of Service Determination Assistance	\$35,000.00	\$0.00	0.00%
Minton Way Basin CCTV Inspection	\$35,000.00	\$0.00	0.00%
South Church Street Manhole Rehabilitation	\$12,500.00	\$0.00	0.00%
Regional Consolidation Study Assistance (Proposed Future Task)	\$25,000.00	N/A	N/A
<b>Subtotal for Consent Order Study and Analysis Required Tasks =</b>	<b>\$2,005,045.00</b>	<b>\$1,707,405.60</b>	<b>85.16%</b>

**Note:**

- Invoicing associated with HR04103-44R was only billed to 90% since work was complete and the entire budget was not required.

<b>Town of Smithfield</b>					
<b>General Fund Operating Budget</b>					
Description	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 06/30/12	Remaining Budget	% of budget
<b>Revenue</b>					
<b>General Fund revenues</b>					
<b>General Fund revenues</b>					
<b>Real Estate Tax</b>					
Current RE Tax	1,712,000.00	1,712,000.00	1,721,330.92	(9,330.92)	100.55%
Delinquent RE Tax	35,000.00	25,000.00	37,636.08	(2,636.08)	107.53%
Current RE Penalty	8,000.00	5,100.00	5,524.22	2,475.78	69.05%
Delinquent RE Penalty	3,500.00	2,400.00	3,940.07	(440.07)	112.57%
Current RE Interest	1,900.00	1,025.00	1,269.69	630.31	66.83%
Delinquent RE Interest	4,000.00	4,300.00	5,115.90	(1,115.90)	127.90%
<b>Total Real Estate Taxes</b>	<b>1,764,400.00</b>	<b>1,749,825.00</b>	<b>1,774,816.88</b>	<b>(10,416.88)</b>	<b>100.59%</b>
<b>Personal Property Tax</b>					
Current PP Tax	796,000.00	850,000.00	795,941.31	58.69	99.99%
Delinquent PP Tax	10,000.00	50,000.00	9,484.38	515.62	94.84%
Current PP Penalty	10,725.00	10,725.00	11,983.30	(1,258.30)	111.73%
Delinquent PP Penalty	3,900.00	3,100.00	5,062.27	(1,162.27)	129.80%
Current PP Interest	650.00	650.00	808.97	(158.97)	124.46%
Delinquent PP Interest	1,800.00	5,000.00	3,186.57	(1,386.57)	177.03%
<b>Total Personal Property Tax</b>	<b>823,075.00</b>	<b>919,475.00</b>	<b>826,466.80</b>	<b>(3,391.80)</b>	<b>100.41%</b>
<b>Miscellaneous Receipts Over/Short</b>	<b>15.00</b>	<b>15.00</b>	<b>12.54</b>	<b>2.46</b>	<b>83.60%</b>
<b>Total Over/Short</b>	<b>15.00</b>	<b>15.00</b>	<b>12.54</b>	<b>2.46</b>	<b>83.60%</b>
<b>Other Taxes</b>					
Franchise Tax	137,620.00	137,620.00	131,045.70	6,574.30	95.22%
Cigarette Tax	120,000.00	140,000.00	143,582.10	(23,582.10)	119.65%
Transient Occupancy Tax	140,000.00	130,000.00	139,114.85	885.15	99.37%
Meals Tax-4%	776,000.00	776,000.00	773,256.77	2,743.23	99.65%
Meals Tax-1%	194,000.00	194,000.00	193,314.19	685.81	99.65%
Communications Tax	238,000.00	258,000.00	241,600.25	(3,600.25)	101.51%
Rolling Stock	25.00	25.00	18.20	6.80	72.80%
Rental Tax	1,300.00	1,300.00	1,765.96	(465.96)	135.84%
Sales Tax	275,000.00	259,000.00	298,844.08	(23,844.08)	108.67%
Consumption Tax	46,000.00	51,000.00	44,365.73	1,634.27	96.45%
Utility Tax	189,500.00	200,000.00	185,173.95	4,326.05	97.72%
<b>Total Other Local Taxes</b>	<b>2,117,445.00</b>	<b>2,146,945.00</b>	<b>2,152,081.78</b>	<b>(34,636.78)</b>	<b>101.64%</b>
<b>Licenses, Permits &amp; Privilege Fees</b>					
Business Licenses	311,000.00	337,000.00	322,889.34	(11,889.34)	103.82%

<b>Town of Smithfield</b>						
<b>General Fund Operating Budget</b>						
	<b>Revised Budget</b>	<b>Adopted Budget</b>	<b>Actual as of</b>		<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2011/2012</b>	<b>2011/2012</b>	<b>06/30/12</b>		<b>Budget</b>	<b>budget</b>
<b>Business Licenses Penalty</b>	2,000.00	1,000.00	7,142.89		(5,142.89)	357.14%
Business Licenses Interest	1,500.00	800.00	1,393.65		106.35	92.91%
Business License-Application fee	400.00	-	400.00		-	100.00%
Permits & Other License	7,000.00	8,125.00	8,574.87		(1,574.87)	122.50%
WC Dog Park Registration	1,860.00	1,860.00	2,118.00		(258.00)	113.87%
Inspection Fees	-	-	-		-	#DIV/0!
Bid packages-Contractors	300.00	-	300.00		-	100.00%
Consultant Review Fees	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	-	42.00		(12.00)	140.00%
Vehicle License	130,000.00	130,000.00	132,373.33		(2,373.33)	101.83%
<b>Total Licenses, permits and privilege fees</b>	462,590.00	483,785.00	483,943.08		(21,353.08)	104.62%
<b><u>Fines &amp; Costs</u></b>						
Development Violation Fine	-	-	-		-	#DIV/0!
Public Defender Fee	-	-	-		-	#DIV/0!
<b>Fines &amp; Costs</b>	57,000.00	71,000.00	55,766.68		1,233.32	97.84%
<b>Total Fines &amp; Forfeitures</b>	57,000.00	71,000.00	55,766.68		1,233.32	97.84%
<b><u>From Use of Money and Property</u></b>						
General Fund Interest	10,250.00	14,300.00	9,187.57		1,062.43	89.63%
Beautification Fund Interest	475.00	135.00	552.95		(77.95)	116.41%
Rentals	21,000.00	21,000.00	20,498.18		501.82	97.61%
<b>Smithfield Center Rentals</b>	135,000.00	125,000.00	156,615.59		(21,615.59)	116.01%
Smithfield Center Vendor Programs	3,725.00	3,000.00	4,465.00		(740.00)	119.87%
Windsor Castle Event Rentals	4,000.00	4,000.00	1,887.50		2,112.50	47.19%
Fingerprinting Fees	-	-	140.00		(140.00)	#DIV/0!
<b>Sale of Equipment</b>	5,150.00	1,000.00	17,220.10		(12,070.10)	334.37%
Sale of Land	159,907.00	-	159,907.00		-	100.00%
Lease of Land	500.00	500.00	500.00		-	100.00%
<b>Total revenue from use of money and property</b>	340,007.00	168,935.00	370,973.89		(30,966.89)	109.11%
<b><u>Miscellaneous Revenue</u></b>						
Other Revenue	5,900.00	3,600.00	7,023.69		(1,123.69)	119.05%
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	15,000.00	-	15,000.00		-	100.00%

<b>Town of Smithfield</b>					
<b>General Fund Operating Budget</b>					
<b>Description</b>	<b>Revised Budget 2011/2012</b>	<b>Adopted Budget 2011/2012</b>	<b>Actual as of 06/30/12</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Healthy Youth Day Grant	500.00	-	500.00	-	100.00%
Virginia Municipal Group Safety Grant	-	2,000.00	-	-	#DIV/0!
<b>Total Miscellaneous Revenue</b>	<b>24,400.00</b>	<b>5,600.00</b>	<b>25,523.69</b>	<b>(1,123.69)</b>	<b>104.61%</b>
<b>From Reserves</b>					
Restricted Reserves-Beautification	938,067.20	596,524.00	1,234,242.80	(296,175.60)	131.57%
Police CD	-	-	-	-	#DIV/0!
<b>From Operating Reserves</b>	<b>399,079.05</b>	<b>-</b>	<b>151,871.50</b>	<b>247,207.55</b>	<b>38.06%</b>
<b>Total From Reserves</b>	<b>1,337,146.25</b>	<b>596,524.00</b>	<b>1,386,114.30</b>	<b>(48,968.05)</b>	<b>103.66%</b>
<b>Intergovernmental Virginia</b>					
Law Enforcement	161,533.00	161,533.00	161,532.00	1.00	100.00%
Litter Control Grant	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	-	70,463.00	-	100.00%
Urban Funds-State Match	-	-	7,675.83	(7,675.83)	#DIV/0!
Fire Programs	18,568.00	17,447.00	18,568.00	-	100.00%
VCA Grant	5,000.00	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	-	-	-	-	#DIV/0!
<b>VDEM</b>	<b>2,850.00</b>	<b>-</b>	<b>-</b>	<b>2,850.00</b>	<b>0.00%</b>
Fuel Refund (state)	7,000.00	7,000.00	7,757.94	(757.94)	110.83%
Asset Forfeiture	-	-	-	-	#DIV/0!
<b>Total State Revenue</b>	<b>272,037.00</b>	<b>204,058.00</b>	<b>277,620.04</b>	<b>(5,582.77)</b>	<b>102.05%</b>
<b>Intergovernmental Federal</b>					
Federal Grants	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	376,077.91	808,767.09	31.74%
Federal Formula	281,852.00	-	281,852.00	-	100.00%
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 booked	-	-	-	-	#DIV/0!
Federal Fuel Income	8,300.00	8,300.00	6,064.54	2,235.46	73.07%
<b>Total Federal Revenue</b>	<b>1,941,542.00</b>	<b>991,095.00</b>	<b>1,118,227.20</b>	<b>823,314.80</b>	<b>57.59%</b>
<b>Other Financing Sources</b>					
<b>Operating Transfers In</b>					
Transfer In for Debt Service	-	-	-	-	#DIV/0!
<b>Total Operating Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>

Town of Smithfield					
General Fund Operating Budget					
Description	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 06/30/12	Remaining Budget	% of budget
<b>Other Financing Sources</b>					
Capital Lease Acquisition	-	50,000.00	-	-	#DIV/0!
General Obligation Bond-Land Acquisition	-	-	-	-	#DIV/0!
Insurance Recoveries	16,500.00	-	34,017.55	(17,517.55)	206.17%
<b>Total Other Financing Sources</b>	16,500.00	50,000.00	34,017.55	(17,517.55)	206.17%
<b>Contributions</b>					
CHIPS Contributions	5,300.00	5,300.00	950.84	4,349.16	17.94%
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	189,517.70	10,642.30	94.68%
Pinewood Heights Contribution-IOW	165,041.00	165,041.00	165,041.00	-	100.00%
Contributions South Church Street Improvement Project	625,000.00	400,000.00	225,000.00	400,000.00	36.00%
<b>Total Contributions</b>	<b>995,876.00</b>	<b>765,341.00</b>	<b>581,384.54</b>	<b>414,991.46</b>	<b>58.38%</b>
<b>Total General Fund Revenue</b>	<b>10,152,033.25</b>	<b>8,152,598.00</b>	<b>9,086,948.97</b>	<b>1,065,584.55</b>	<b>89.51%</b>
<b>Less Revenues, Loan Funds, Grants and Contributions related to capital projects</b>					
<b>General Obligation Bond-Land Acquisition</b>	-	-	-	-	-
Cash Proffer Revenues	(3,000.00)	-	(3,000.00)	-	-
Meals Tax (1%) allocated to Special Projects	(194,000.00)	(194,000.00)	(193,314.19)	(685.81)	-
South Church Street Improvement Project-Grants	(1,917,023.00)	(981,545.00)	(1,037,792.91)	(879,230.09)	-
South Church Street Improvement Project-Contributions	(625,000.00)	(400,000.00)	(225,000.00)	(400,000.00)	-
Beautification Reserves	(1,337,146.25)	(596,524.00)	(1,386,114.30)	48,968.05	-
Pinewood Heights Relocation Project -Grant-\$800,000	(71,000.00)	-	(71,000.00)	-	-
Pinewood Heights Relocation Project-Contribution-IOW	(165,041.00)	(165,041.00)	(165,041.00)	-	-
<b>Total Non-operating Revenues</b>	<b>(4,312,210.25)</b>	<b>(2,337,110.00)</b>	<b>(3,081,262.40)</b>	<b>(1,230,947.85)</b>	<b>71.45%</b>
<b>Total General Fund Operating Revenues</b>	<b>5,839,823.00</b>	<b>5,815,488.00</b>	<b>6,005,686.57</b>	<b>-165,363.30</b>	<b>102.84%</b>
<b>General Fund Budget Expenses</b>					
Description	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 06/30/12	Remaining Budget	% of budget
<b>GENERAL GOVERNMENT</b>					

<b>Town of Smithfield</b>					
<b>General Fund Operating Budget</b>					
<b>Description</b>	<b>Revised Budget 2011/2012</b>	<b>Adopted Budget 2011/2012</b>	<b>Actual as of 06/30/12</b>	<b>Remaining Budget</b>	<b>% of budget</b>
<b><u>Town Council</u></b>					
Salaries	40,000.00	42,000.00	38,935.00	1,065.00	97.34%
FICA	3,468.00	3,585.00	3,514.90	(46.90)	101.35%
Employee Wellness/Assistance Plan	1,900.00	1,900.00	2,335.57	(435.57)	122.92%
Legal Fees	30,000.00	35,000.00	27,789.49	2,210.51	92.63%
Election Expense	3,000.00	3,000.00	2,545.95	454.05	84.87%
Maintenance contracts	600.00	600.00	100.00	500.00	16.67%
Advertising	30,000.00	20,000.00	28,873.05	1,126.95	96.24%
Engineering	-	-	(3,612.70)	3,612.70	#DIV/0!
Professional Services	6,600.00	1,200.00	6,587.56	12.44	99.81%
Records Management maint & upgrades-scanner & software	10,470.00	8,600.00	10,469.00	1.00	99.99%
Site Plan Review	5,000.00	5,000.00	3,551.50	1,448.50	71.03%
Communications	4,454.00	3,600.00	3,487.16	966.84	78.29%
Insurance	26,345.00	26,345.00	26,345.36	(0.36)	100.00%
Supplies	20,000.00	25,000.00	15,925.84	4,074.16	79.63%
Travel & Training	7,000.00	7,000.00	4,528.74	2,471.26	64.70%
Subscriptions/Memberships	9,000.00	9,000.00	8,661.85	338.15	96.24%
Council Approved Items	10,000.00	10,000.00	8,206.12	1,793.88	82.06%
Public Defender Fees	2,000.00	2,000.00	480.00	1,520.00	24.00%
Bank Charges	375.00	200.00	770.16	(395.16)	205.38%
SpecialProjects -America in Bloom	2,500.00	1,000.00	4,142.18	(1,642.18)	165.69%
Smithfield CHIPS program	3,500.00	4,500.00	2,344.00	1,156.00	66.97%
Update Town Charter & Code	1,610.00	1,500.00	1,608.00	2.00	99.88%
Education /Clerk	-	-	-	-	#DIV/0!
Annual Christmas Parade	325.00	300.00	322.91	2.09	99.36%
Council Approved Hwy	(20,595.00)	(20,595.00)	-	(20,595.00)	0.00%
<b>Total Town Council</b>	<b>197,552.00</b>	<b>190,735.00</b>	<b>197,911.64</b>	<b>(359.64)</b>	<b>100.18%</b>
<b><u>Town Manager</u></b>					
Salaries	182,935.00	182,935.00	188,310.47	(5,375.47)	102.94%
FICA	14,640.00	14,640.00	14,230.85	409.15	97.21%
VSRS	19,175.00	19,175.00	19,193.43	(18.43)	100.10%
Health	31,250.00	31,250.00	32,230.97	(980.97)	103.14%
Auto Expense	665.00	500.00	674.29	(9.29)	101.40%
Maintenance Contracts	1,275.00	1,200.00	1,165.45	109.55	91.41%
Communications	15,500.00	12,000.00	14,281.40	1,218.60	92.14%
Insurance	2,600.00	2,600.00	2,588.76	11.24	99.57%
Supplies	5,500.00	5,000.00	4,632.61	867.39	84.23%
Dues & Subscriptions	2,800.00	2,800.00	2,678.31	121.69	95.65%

<b>Town of Smithfield</b>						
<b>General Fund Operating Budget</b>						
<b>Description</b>	<b>Revised Budget 2011/2012</b>	<b>Adopted Budget 2011/2012</b>	<b>Actual as of 06/30/12</b>	<b>Remaining Budget</b>	<b>% of budget</b>	
Computer & technology expenses	16,000.00	16,000.00	13,145.11	2,854.89	82.16%	
Travel & Training	10,000.00	7,000.00	7,554.91	2,445.09	75.55%	
Moving expenses-(moving company)	700.00	-	700.00	-	100.00%	
Other	100.00	100.00	130.34	(30.34)	130.34%	
TM Allocated to Hwy	(5,715.00)	(5,715.00)	-	(5,715.00)	0.00%	
<b>Total Town Manager</b>	<b>297,425.00</b>	<b>289,485.00</b>	<b>301,516.90</b>	<b>(4,091.90)</b>	<b>101.38%</b>	
<b>Treasurer</b>						
Salaries	205,185.00	191,185.00	196,724.37	8,460.63	95.88%	
FICA	16,415.00	15,300.00	14,929.43	1,485.57	90.95%	
VSRS	17,800.00	17,400.00	17,014.20	785.80	95.59%	
Health	20,420.00	17,700.00	17,221.03	3,198.97	84.33%	
Audit	19,450.00	19,450.00	18,650.00	800.00	95.89%	
Depreciation Software	2,700.00	1,300.00	2,700.00	-	100.00%	
Communications	7,800.00	7,100.00	7,533.81	266.19	96.59%	
Data Processing	18,000.00	20,000.00	17,273.23	726.77	95.96%	
Service Contracts	16,210.00	16,000.00	16,205.20	4.80	99.97%	
Insurance	2,250.00	2,250.00	2,234.68	15.32	99.32%	
Supplies	17,000.00	15,000.00	10,129.93	6,870.07	59.59%	
Dues & Subscriptions	2,200.00	2,200.00	2,039.76	160.24	92.72%	
Credit Card Processing	1,000.00	1,000.00	905.48	94.52	90.55%	
Cigarette Tax Stamps	2,312.00	2,240.00	2,311.20	0.80	99.97%	
Travel & Training	1,000.00	1,000.00	105.80	894.20	10.58%	
Other	100.00	200.00	40.71	59.29	40.71%	
Treasurer Alloc to Hwy	(10,620.00)	(10,620.00)	-	(10,620.00)	0.00%	
<b>Total Treasurer</b>	<b>339,222.00</b>	<b>318,705.00</b>	<b>326,018.83</b>	<b>13,203.17</b>	<b>96.11%</b>	
<b>PUBLIC SAFETY</b>						
<b>Police Department</b>						
Salaries	1,295,235.00	1,295,235.00	1,214,425.84	80,809.16	93.76%	
FICA	103,620.00	103,620.00	94,069.28	9,550.72	90.78%	
VSRS	123,190.00	123,190.00	108,249.22	14,940.78	87.87%	
Health Insurance	181,400.00	181,400.00	156,622.85	24,777.15	86.34%	
Pre-employ screening/Emp Medical	5,500.00	2,000.00	6,186.80	(686.80)	112.49%	
Uniforms	34,000.00	34,000.00	30,931.26	3,068.74	90.97%	
Service Contracts	37,000.00	35,000.00	33,578.49	3,421.51	90.75%	
Communications	65,000.00	54,000.00	62,254.46	2,745.54	95.78%	
Computer & Technology Expenses	10,000.00	10,000.00	9,667.43	332.57	96.67%	
Insurance	46,735.00	46,735.00	46,730.16	4.84	99.99%	

<b>Town of Smithfield</b>					
<b>General Fund Operating Budget</b>					
<b>Description</b>	<b>Revised Budget 2011/2012</b>	<b>Adopted Budget 2011/2012</b>	<b>Actual as of 06/30/12</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Ins. - LODA	5,150.00	4,400.00	5,145.58	4.42	99.91%
Materials & Supplies-moved accreditation budget to this line	33,500.00	30,500.00	32,165.16	1,334.84	96.02%
Dues & Subscriptions	4,000.00	4,000.00	3,303.00	697.00	82.58%
<b>Equipment</b>	<b>11,000.00</b>	<b>11,000.00</b>	<b>12,403.91</b>	<b>(1,403.91)</b>	<b>112.76%</b>
Radio & Equipment repairs	3,500.00	3,500.00	1,037.06	2,462.94	29.63%
<b>Vehicle Maintenance</b>	<b>45,000.00</b>	<b>35,000.00</b>	<b>49,228.13</b>	<b>(4,228.13)</b>	<b>109.40%</b>
Hurricane Irene Expenses	780.00	-	778.49	1.51	99.81%
Gas	85,000.00	75,000.00	78,767.86	6,232.14	92.67%
Tires	6,000.00	6,000.00	6,601.79	(601.79)	110.03%
Travel & Training	20,000.00	20,000.00	15,163.52	4,836.48	75.82%
Accreditation	-	3,000.00	-	-	#DIV/0!
Special Events	500.00	-	484.29	15.71	96.86%
Crimes Network	-	10,000.00	-	-	#DIV/0!
Police Grants	25,000.00	25,625.00	3,271.00	21,729.00	13.08%
Investigation expenses	2,500.00	2,500.00	2,265.74	234.26	90.63%
Moving Expenses	3,500.00	3,500.00	3,500.00	-	100.00%
Other	-	-	624.27	(624.27)	#DIV/0!
<b>Total Police Department</b>	<b>2,147,110.00</b>	<b>2,119,205.00</b>	<b>1,977,455.59</b>	<b>169,654.41</b>	<b>92.10%</b>
<b>Fire Department</b>					
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	8,007.81	2,292.19	77.75%
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	19,504.86	(2,504.86)	114.73%
Maintenance Contracts	2,000.00	6,000.00	2,000.00	-	100.00%
Fuel Fund & Travel	13,000.00	13,000.00	12,989.75	10.25	99.92%
Annual Meeting	200.00	200.00	-	200.00	0.00%
State Pass Thru	18,568.00	17,447.00	18,568.00	-	100.00%
<b>Total Fire Department</b>	<b>103,651.00</b>	<b>132,530.00</b>	<b>100,565.50</b>	<b>3,085.50</b>	<b>97.02%</b>
<b>Contributions-Public Safety</b>					

<b>Town of Smithfield</b>					
<b>General Fund Operating Budget</b>					
<b>Description</b>	<b>Revised Budget 2011/2012</b>	<b>Adopted Budget 2011/2012</b>	<b>Actual as of 06/30/12</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Rescue Squad - Contrib.	75,000.00	75,000.00	75,000.00	-	100.00%
Rescue Squad-Salaries (to County) & shared maintenance	-	30,000.00	-	-	#DIV/0!
<b>E911 Dispatch Center</b>	<b>116,075.00</b>	<b>52,930.00</b>	<b>116,075.00</b>	<b>-</b>	<b>100.00%</b>
Fire Department Rescue Truck	10,000.00	10,000.00	10,000.00	-	100.00%
<b>Total Contributions-Public Safety</b>	<b>201,075.00</b>	<b>167,930.00</b>	<b>201,075.00</b>	<b>-</b>	<b>100.00%</b>
<b><u>PARKS, RECREATION &amp; CULTURAL</u></b>					
<b><u>Smithfield Center</u></b>					
Salaries	181,165.00	181,165.00	178,717.15	2,447.85	98.65%
FICA	14,495.00	14,495.00	14,083.03	411.97	97.16%
VSRS	12,685.00	12,685.00	12,681.60	3.40	99.97%
Health	22,545.00	22,545.00	22,660.20	(115.20)	100.51%
Uniforms	1,200.00	1,200.00	1,025.70	174.30	85.48%
Contracted Services	17,000.00	13,000.00	17,998.85	(998.85)	105.88%
Retail Sales & Use Tax	500.00	500.00	389.69	110.31	77.94%
<b>Utilities</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>29,308.37</b>	<b>5,691.63</b>	<b>83.74%</b>
Communications	21,500.00	21,050.00	17,752.19	3,747.81	82.57%
Computer & technology expenses	2,500.00	2,500.00	540.09	1,959.91	21.60%
Insurance	4,320.00	4,320.00	4,317.28	2.72	99.94%
Kitchen Supplies	4,000.00	4,000.00	3,379.56	620.44	84.49%
Office Supplies/Other Supplies	5,000.00	5,000.00	3,714.87	1,285.13	74.30%
Food Service & Beverage Supplies	6,000.00	8,000.00	6,624.23	(624.23)	110.40%
AV Supplies	1,000.00	1,000.00	603.52	396.48	60.35%
Equipment	4,200.00	-	4,200.00	-	100.00%
<b>Repairs &amp; Maintenance</b>	<b>66,000.00</b>	<b>50,000.00</b>	<b>57,413.49</b>	<b>8,586.51</b>	<b>86.99%</b>
Systems Maintenance (HVAC, AV, Generator)	-	-	-	-	#DIV/0!
Hurricane Irene Repairs & Maintenance	5,927.00	-	5,926.13	0.87	99.99%
Landscaping	10,000.00	10,000.00	11,115.61	(1,115.61)	111.16%
Travel & Training	2,500.00	2,500.00	1,256.61	1,243.39	50.26%
Programming Expenses	1,000.00	1,000.00	361.53	638.47	36.15%
<b>Advertising</b>	<b>23,500.00</b>	<b>23,500.00</b>	<b>18,888.05</b>	<b>4,611.95</b>	<b>80.37%</b>
Refund event deposits	3,500.00	5,000.00	2,421.81	1,078.19	69.19%
Other	-	-	-	-	#DIV/0!
Credit card processing expense	3,650.00	2,500.00	3,679.27	(29.27)	100.80%
<b>Total Smithfield Center</b>	<b>449,187.00</b>	<b>420,960.00</b>	<b>419,058.83</b>	<b>30,128.17</b>	<b>93.29%</b>
<b><u>Contributions-Parks, Recreation and Cultural</u></b>					
Farmers Market	3,000.00	3,000.00	3,000.00	-	100.00%
Hampton Roads Partnership	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	-	100.00%

<b>Town of Smithfield</b>					
<b>General Fund Operating Budget</b>					
<b>Description</b>	<b>Revised Budget 2011/2012</b>	<b>Adopted Budget 2011/2012</b>	<b>Actual as of 06/30/12</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Library	36,000.00	36,000.00	36,000.00	-	100.00%
Total Contributions-Park, Recreation and Cultural	50,960.00	50,960.00	50,960.00	-	100.00%
<b><u>Parks &amp; Recreation</u></b>					
Fishing Pier	600.00	600.00	-	600.00	0.00%
Jersey Park Playground	500.00	500.00	1,637.89	(1,137.89)	327.58%
Pinewood Playground	2,500.00	500.00	2,390.86	109.14	95.63%
Clontz Park	4,000.00	4,000.00	3,278.80	721.20	81.97%
Windsor Castle	80,000.00	80,000.00	61,707.45	18,292.55	77.13%
Community Wellness Initiative	45,550.00	-	38,441.76	7,108.24	84.39%
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)	4,000.00	4,000.00	1,750.00	2,250.00	43.75%
Fireworks	2,000.00	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	139,974.00	91,600.00	111,950.70	28,023.30	79.98%
<b>COMMUNITY DEVELOPMENT</b>					
<b>Pinewood Heights</b>					
<b>Non-CDBG Contributed Operating Expenses</b>					
<b><u>Administration</u></b>					
Precontract/ERR	3,500.00	-	3,307.18	192.82	94.49%
Management Assistance	1,761.00	-	6,663.77	(4,902.77)	378.41%
Monitoring/Closeout	1,000.00	-	802.21	197.79	80.22%
<b><u>Permanent Relocation</u></b>					
Owner Occupied Households	98,000.00	-	98,000.00	-	100.00%
Renter Occupied Households	36,873.00	-	36,873.60	(0.60)	100.00%
Relocation Specialist	-	-	-	-	#DIV/0!
<b><u>Acquisition Specialist</u></b>					
	-	-	-	-	#DIV/0!
<b><u>Clearance &amp; Demolition</u></b>					
	54,508.00	-	42,658.50	11,849.50	78.26%
<b><u>Phase II Planning Grant</u></b>					
		-	-	-	#DIV/0!
<b>Subtotal Non CDBG</b>	195,642.00	-	188,305.26	7,336.74	96.25%
<b>CDBG Contributed Operating Expenses</b>					
<b><u>Permanent Relocation</u></b>					

<b>Town of Smithfield</b>					
<b>General Fund Operating Budget</b>					
<b>Description</b>	<b>Revised Budget 2011/2012</b>	<b>Adopted Budget 2011/2012</b>	<b>Actual as of 06/30/12</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Owner Occupied Households		-	-	-	#DIV/0!
Renter Occupied Households		-	-	-	#DIV/0!
<b>Clearance &amp; Demolition</b>		-	-	-	#DIV/0!
<b>Phase II Planning Grant</b>	8,023.00	-	8,022.82	0.18	100.00%
<b>Subtotal CDBG</b>	<b>8,023.00</b>	-	8,022.82	0.18	100.00%
<b>Total Pinewood Heights Contributions</b>	<b>203,665.00</b>	-	<b>196,328.08</b>	<b>7,336.92</b>	<b>96.40%</b>
<b>Contributions-Community Development</b>					
APVA Courthouse Contribution	5,000.00	5,000.00	5,000.00	-	100.00%
Chamber of Commerce	6,000.00	6,000.00	6,000.00	-	100.00%
Christian Outreach	3,000.00	3,000.00	3,000.00	-	100.00%
Genieve Shelter	9,000.00	9,000.00	9,000.00	-	100.00%
TRIAD	1,650.00	1,650.00	1,650.00	-	100.00%
<b>Tourism Bureau</b>	<b>209,976.00</b>	<b>208,112.00</b>	<b>209,976.00</b>	-	<b>100.00%</b>
Historic Smithfield-20/20 donation	10,000.00	-	10,000.00	-	100.00%
Western Tidewater Free Clinic	20,000.00	20,000.00	20,000.00	-	100.00%
YMCA Projects	50,000.00	50,000.00	50,000.00	-	100.00%
<b>Total Contributions-Community Development</b>	<b>314,626.00</b>	<b>302,762.00</b>	<b>314,626.00</b>	-	<b>100.00%</b>
<b>PUBLIC WORKS</b>					
<b>Planning, Engineering &amp; Public Works</b>					
Salaries	210,810.00	210,810.00	224,792.05	(13,982.05)	106.63%
FICA	16,865.00	16,865.00	17,209.99	(344.99)	102.05%
VSRS	21,870.00	21,870.00	21,024.41	845.59	96.13%
Health	31,725.00	31,725.00	33,202.51	(1,477.51)	104.66%
Uniforms	2,000.00	2,000.00	1,807.73	192.27	90.39%
Contractual	10,600.00	8,500.00	8,941.30	1,658.70	84.35%
GIS	3,500.00	3,500.00	1,200.00	2,300.00	34.29%
Recycling-new contract	62,000.00	62,000.00	50,689.04	11,310.96	81.76%
Trash Collection-new contract-2% for CPI	389,000.00	385,000.00	386,425.93	2,574.07	99.34%
Street Lights-any new installs	5,000.00	25,000.00	3,361.72	1,638.28	67.23%
Communications	20,000.00	12,000.00	12,834.07	7,165.93	64.17%
Safety Meetings	1,000.00	1,000.00	814.19	185.81	81.42%
Insurance	7,210.00	7,210.00	7,205.68	4.32	99.94%
Materials & Supplies	6,000.00	6,000.00	6,478.37	(478.37)	107.97%

<b>Town of Smithfield</b>					
<b>General Fund Operating Budget</b>					
<b>Description</b>	<b>Revised Budget 2011/2012</b>	<b>Adopted Budget 2011/2012</b>	<b>Actual as of 06/30/12</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Repairs & Maintenance	7,000.00	10,000.00	5,753.86	1,246.14	82.20%
Hurricane Irene Expenses	73,965.00	-	73,961.62	3.38	100.00%
Gas & Tires	10,500.00	8,500.00	8,928.58	1,571.42	85.03%
Travel & Training	6,000.00	6,000.00	2,894.08	3,105.92	48.23%
Haydens Lane Maintenance	3,500.00	3,500.00	475.48	3,024.52	13.59%
Veterans War Memorial	1,000.00	1,000.00	751.57	248.43	75.16%
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	2,501.15	576.85	81.26%
Dues & Subscriptions-	2,000.00	2,000.00	1,272.00	728.00	63.60%
Other	1,000.00	1,000.00	2,646.05	(1,646.05)	264.61%
Public Works Alloc to Hwy	(7,700.00)	(7,700.00)	-	(7,700.00)	0.00%
<b>Total Public Works</b>	<b>889,123.00</b>	<b>820,858.00</b>	<b>876,352.02</b>	<b>12,770.98</b>	<b>98.56%</b>
<b>PUBLIC BUILDINGS</b>					
<b>Public Buildings</b>					
Salaries	20,515.00	20,515.00	18,135.08	2,379.92	88.40%
FICA	1,645.00	1,645.00	1,603.01	41.99	97.45%
Contractual	5,500.00	4,000.00	4,564.58	935.42	82.99%
Communications	3,750.00	3,750.00	1,778.86	1,971.14	47.44%
Utilities	43,000.00	43,000.00	41,968.47	1,031.53	97.60%
Insurance	2,005.00	2,005.00	2,003.92	1.08	99.95%
Materials & Supplies	2,500.00	2,500.00	5,394.12	(2,894.12)	215.76%
Materials & Supplies-New Buildings-TM	17,000.00	-	16,579.60	420.40	97.53%
Materials & Supplies-New Buildings-PD	23,000.00	-	22,719.51	280.49	98.78%
Repairs & Maintenance	25,000.00	38,000.00	28,908.69	(3,908.69)	115.63%
Hurricane Irene Expenses	25.00	-	23.88	1.12	95.52%
Rent Expense-Office Space	31,335.00	34,240.00	30,934.15	400.85	98.72%
Other	1,435.00	1,000.00	2,272.64	(837.64)	158.37%
Alloc Costs to Hwy	(9,935.00)	(9,935.00)	-	(9,935.00)	0.00%
<b>Total Public Buildings</b>	<b>166,775.00</b>	<b>140,720.00</b>	<b>176,886.51</b>	<b>(10,111.51)</b>	<b>106.06%</b>
<b>OTHER FINANCING USES</b>					
<b>Other Financing Uses</b>					
Transfers to Operating Reserves	-	107,257.12	-	-	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	359,041.00	-	-	#DIV/0!
Transfers to Restricted Reserves-S Church Street Project	-	-	-	-	#DIV/0!
<b>Total Transfers from Reserves</b>	<b>-</b>	<b>466,298.12</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>DEBT SERVICE</b>					

<b>Town of Smithfield</b>					
<b>General Fund Operating Budget</b>					
Description	Revised Budget 2011/2012	Adopted Budget 2011/2012	Actual as of 06/30/12	Remaining Budget	% of budget
<b>Debt Service</b>					
<b>Acquisition of Property-Legal fees</b>	-	-	15,000.00	(15,000.00)	#DIV/0!
<b>Principal Retirement</b>					
Public Buildings-Capital lease generator	-	10,000.00	-	-	#DIV/0!
Public Building Acquisition	18,255.00	18,255.00	18,254.50	0.50	100.00%
<b>Line of Credit Retirement-interest</b>	-	5,000.00	-	-	#DIV/0!
<b>Interest and fiscal charges</b>					
Public Buildings-Capital lease generator	-	2,100.00	-	-	#DIV/0!
Public Building Acquisition	34,721.00	34,720.88	34,720.88	0.12	100.00%
Total Debt Service	52,976.00	70,075.88	67,975.38	0.62	128.31%
<b>Total General Fund Expenses</b>	5,553,321.00	5,582,824.00	5,318,680.98	249,640.02	95.77%
<b>Less Expenses related to capital projects:</b>					
Legal Fees	-	-	-	-	
Professional Fees	-	-	-	-	
Pinewood Heights Relocation Project Expenses	(203,665.00)	-	(196,328.08)	(7,336.92)	
Pinewood Heights Line of Credit Expenses	-	(5,000.00)	-	-	
Total Non-operating Expenses	(203,665.00)	(5,000.00)	(196,328.08)	(7,336.92)	96.40%
<b>Total General Fund Operating Expenses</b>	5,349,656.00	5,577,824.00	5,122,352.90	242,303.10	95.75%
<b>Net Operating Reserve (+/-)</b>	490,167.00	237,664.00	883,333.67	(407,666.40)	180.21%
<b>Net Reserve (+/-)</b>	4,598,712.25	2,569,774.00	3,768,267.99	815,944.53	81.94%

	2011/2012 Revised Budget	2011/2012 Adopted Budget	2011/2012 Actual 6/30/2012	Remain Budget	% of Budget
<b>Net Operating Reserves (Deficit)</b>	<b>4,598,712.25</b>	<b>2,569,774.00</b>	3,768,267.99	830,444.26	81.94%
<b>Capital Outlay General Fund</b>					
<b>GENERAL GOVERNMENT</b>					
<b>COMMUNITY DEVELOPMENT</b>					
<b>Pinewood Heights Relocation-CIP</b>					
<b>Non CDBG Capital Acquisition</b>					
Owner Occupied Units	(1,935.00)	-	(104.68)	(1,830.32)	5.41%
Renter Occupied Units	(246,265.25)	-	(246,265.25)	-	100.00%
Vacant Lots	(13,000.00)	-	(13,928.86)	928.86	107.15%
Appraisal/Legal	(2,100.00)	-	(2,100.00)	-	100.00%
Subtotal Non CDBG Capital Acquisition	(263,300.25)	-	(262,398.79)	(901.46)	99.66%
<b>CDBG Capital Acquisition-MY2</b>					
Owner Occupied Units	(71,000.00)	-	(71,000.00)	-	100.00%
Renter Occupied Units	-	-	-	-	#DIV/0!
Vacant Lots	-	-	-	-	#DIV/0!
Subtotal CDBG Capital Acquisition	<b>(71,000.00)</b>	-	<b>(71,000.00)</b>	-	100.00%
<b>Total Pinewood Heights Relocation CIP</b>	<b>(334,300.25)</b>	-	<b>(333,398.79)</b>	(901.46)	99.73%
<b>PARKS, RECREATION AND CULTURAL</b>					
Windsor Castle	(20,000.00)	(20,000.00)	-	(20,000.00)	0.00%
Smithfield Center-HVAC unit	-	-	-	-	
<b>PUBLIC SAFETY</b>					
<b>Police</b>					
Police Vehicles	(88,000.00)	(84,000.00)	(121,808.01)	33,808.01	138.42%
Copier					
Command Vehicle	(195,000.00)	-	(183,239.80)	(11,760.20)	93.97%
<b>PUBLIC WORKS</b>					
Vehicles and Equipment	(20,000.00)	(20,000.00)	(19,238.68)	(761.32)	96.19%
N/S Church St Streetscape Improvements	(3,510,776.00)	(1,978,069.00)	(2,685,504.94)	(825,271.06)	76.49%
<b>PUBLIC BUILDINGS</b>					
Generator	(37,779.50)	(50,000.00)	(37,779.00)	(0.50)	100.00%
Office Space Improvements-furniture, security, landscaping	(60,000.00)	(100,000.00)	(57,367.26)	(2,632.74)	95.61%
Office Space Improvements-contractor (building only)-defer one year	(332,856.50)	(317,705.00)	(329,931.51)	(2,924.99)	99.12%
<b>Net Capital Outlay</b>	<b>(4,598,712.25)</b>	<b>(2,569,774.00)</b>	<b>(3,768,267.99)</b>	<b>(830,444.26)</b>	81.94%
<b>Net Reserves (Deficit) after capital outlay</b>	-	-	-	0.00	#DIV/0!

**Town of Smithfield**

**Sewer Fund Budget**

	<b>Budget</b>	<b>Adopted Budget</b>	<b>Balance as of</b>	<b>Remaining</b>	<b>% of</b>
	<b>Revisions 2011/2012</b>	<b>2011/2012</b>	<b>06/30/12</b>	<b>Budget</b>	<b>budget</b>
<b>Revenue</b>					
<b>Operating Revenues</b>					
Sewer Charges	612,000.00	669,500.00	620,008.70	(8,008.70)	101.31%
Sewer Compliance Fee	488,255.00	488,255.00	487,724.56	530.44	99.89%
VML Safety Grant	2,000.00	-	2,000.00	-	100.00%
Miscellaneous Revenue	500.00	500.00	313.34	186.66	62.67%
Connection fees	30,790.00	31,600.00	22,890.00	7,900.00	74.34%
<b>Total Operating Revenue</b>	<b>1,133,545.00</b>	<b>1,189,855.00</b>	<b>1,132,936.60</b>	<b>608.40</b>	<b>99.95%</b>

**Town of Smithfield**

**Sewer Fund Budget**

	<b>Budget</b>	<b>Adopted Budget</b>	<b>Balance as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>Revisions 2011/2012</b>	<b>2011/2012</b>	<b>06/30/12</b>	<b>Budget</b>	<b>budget</b>
<b>Expenses</b>					
<b>Operating Expenses</b>					
Salaries	259,150.00	259,150.00	260,459.52	(1,309.52)	100.51%
FICA	20,735.00	20,735.00	20,219.09	515.91	97.51%
VSRS	25,915.00	25,915.00	25,256.16	658.84	97.46%
Health	44,210.00	40,315.00	37,585.10	6,624.90	85.01%
Uniforms	2,500.00	2,500.00	2,276.45	223.55	91.06%
Audit & Legal Fees	20,000.00	23,000.00	17,404.13	2,595.87	87.02%
HRPDC sewer programs	899.00	1,006.00	899.00	-	100.00%
Maintenance & Repairs	50,000.00	70,000.00	45,635.93	4,364.07	91.27%
Hurricane Irene Expenses	4,185.00	-	4,184.66	0.34	99.99%
VAC Truck Repairs & Maintenance	5,250.00	5,250.00	5,249.51	0.49	99.99%
Data Processing	14,000.00	17,500.00	12,601.58	1,398.42	90.01%
Dues & Subscriptions	150.00	50.00	129.00	21.00	86.00%
Utilities	40,000.00	40,000.00	38,055.64	1,944.36	95.14%
SCADA Expenses	3,500.00	3,000.00	3,157.23	342.77	90.21%
Telephone	16,500.00	16,500.00	11,378.88	5,121.12	68.96%
Insurance	14,000.00	14,000.00	13,980.44	19.56	99.86%
Materials & Supplies	46,000.00	46,000.00	42,946.37	3,053.63	93.36%
Truck Operations	14,000.00	12,000.00	13,010.29	989.71	92.93%
Travel & Training	4,000.00	4,000.00	2,450.85	1,549.15	61.27%
Contractual	2,000.00	2,000.00	214.99	1,785.01	10.75%
Miscellaneous	600.00	600.00	239.46	360.54	39.91%

Bad Debt Expense	2,400.00	2,400.00	4,126.92	(1,726.92)	171.96%
Bank Service Charges	325.00	325.00	328.37	(3.37)	101.04%
<b>Total Sewer Fund Operating Expenses before D&amp;A Exp.</b>	590,319.00	606,246.00	561,789.57	28,529.43	95.17%
<b>Operating Income before D&amp;A Expense</b>	543,226.00	583,609.00	571,147.03	(27,921.03)	105.14%
<b>Depreciation &amp; Amort. Exp.</b>	448,620.00	448,620.00	314,119.46	134,500.54	70.02%
<b>Operating Income (Loss)</b>	94,606.00	134,989.00	257,027.57	(162,421.57)	271.68%
<b>Nonoperating Revenues (Expenses)</b>					
Pro-rata Share Fees	4,000.00	-	4,000.00	-	100.00%
Availability Fees	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	19,700.00	19,700.00	19,685.68	14.32	99.93%
Interest Revenue	6,500.00	3,250.00	6,310.14	189.86	97.08%
Interest Expense	(46,515.00)	(46,515.00)	(46,511.16)	(3.84)	99.99%
<b>Total Nonoperating Revenues (Expenses)</b>	65,023.00	58,835.00	41,784.66	23,238.34	64.26%
<b>Net Income (loss)</b>	159,629.00	193,824.00	298,812.23	(139,183.23)	187.19%
<b>WORKING ADJUSTMENTS TO CAFR</b> (FOR INTERNAL USE ONLY)					
Restricted revenues:					
Pro-rata Share Fees	(4,000.00)	-	(4,000.00)	-	100.00%
Availability Fees	(78,900.00)	(82,400.00)	(58,300.00)	(20,600.00)	73.89%
Contributed Capital-Smithfield Foods Rev Ln	(19,700.00)	(19,700.00)	(19,685.68)	(14.32)	99.93%
Compliance Fee	(488,255.00)	(488,255.00)	(487,724.56)	(530.44)	99.89%
Bad Debt Expense	2,400.00	2,400.00	4,126.92	(1,726.92)	171.96%
Depreciation & Amort. Exp.	448,620.00	448,620.00	314,119.46	134,500.54	70.02%
Additional debt service costs-principal expense	(70,550.00)	(70,550.00)	(70,550.00)	-	100.00%
<b>Total adjustments to CAFR</b>	(210,385.00)	(209,885.00)	(322,013.86)	111,628.86	153.06%
<b>Working adjusted income</b>	(50,756.00)	(16,061.00)	(23,201.63)	(27,554.37)	45.71%

	Budget Revisions 2011/2012	2011/2012 Adopted Budget	2011/2012 Actual 6/30/2012	Remaining Budget	% of Budget
<b>Sewer Fund</b>					
<b>Working adjusted income</b>	<b>(50,756.00)</b>	<b>(16,061.00)</b>	<b>(23,201.63)</b>	(27,554.37)	45.71%
Sewer SSO Consent Order	(663,000.00)	(833,000.00)	(587,648.65)	(75,351.35)	88.63%
Construction Standards Update	(918.00)	-	(1,798.20)	880.20	195.88%
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-only one purchased	(13,000.00)	-	(5,156.93)	(7,843.07)	39.67%
Sewer Capital Repairs-Drainage project 117 N Church	(100,000.00)	(100,000.00)	(37,845.00)	(62,155.00)	37.85%
Vehicle/Equipment	(15,000.00)	(15,000.00)	(14,491.45)	(508.55)	96.61%
<b>Net Capital Outlay</b>	<b>(791,918.00)</b>	<b>(1,017,750.00)</b>	<b>(646,940.23)</b>	<b>(144,977.77)</b>	<b>81.69%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(842,674.00)</b>	<b>(1,033,811.00)</b>	<b>(670,141.86)</b>	<b>(172,532.14)</b>	<b>79.53%</b>
Funding from Development Escrow			-	-	
Reserves from Sewer Capital Escrow Account	282,039.00		32,684.00	(32,684.00)	11.59%
Funding from Sewer Compliance Fee	458,012.00	833,000.00	516,250.95	(58,238.95)	112.72%
Draw from operating reserves	102,623.00	274,331.00	121,206.91	(18,583.91)	118.11%
Funding from Bond Escrow (released from refinance)			-	-	
<b>Net Cashflow</b>	<b>-</b>	<b>73,520.00</b>	<b>0.00</b>	<b>(282,039.00)</b>	<b>#DIV/0!</b>

Town of Smithfield					
Water Fund Budget					
	Budget	Adopted budget	Balance as of	Remaining	% of
Description	Revisions 2011/2012	2011/2012	06/30/12	Budget	budget
<b>Revenue</b>					
<b>Operating Revenue</b>					
Water Sales	860,630.00	817,850.00	885,531.32	(24,901.32)	102.89%
Debt Service Revenue	403,640.00	401,000.00	402,791.00	849.00	99.79%
Miscellaneous	800.00	500.00	778.34	21.66	97.29%
Connection fees	11,280.00	13,200.00	8,640.00	2,640.00	76.60%
Application Fees	5,000.00	5,000.00	5,234.00	(234.00)	104.68%
<b>Total Operating Revenue</b>	<b>1,281,350.00</b>	<b>1,237,550.00</b>	<b>1,302,974.66</b>	<b>-21,624.66</b>	<b>101.69%</b>
<b>Town of Smithfield</b>					
<b>Water Fund Budget</b>					
	Budget	Adopted budget	Balance as of	Remaining	% of
Description	Revisions 2011/2012	2011/2012	06/30/12	Budget	budget
<b>Expenses</b>					
Salaries	291,300.00	291,300.00	288,556.83	2,743.17	99.06%
FICA	23,304.00	23,304.00	22,288.06	1,015.94	95.64%
VSRS	29,245.00	29,245.00	30,875.18	(1,630.18)	105.57%
Health	43,000.00	43,000.00	37,708.55	5,291.45	87.69%
Uniforms	3,000.00	3,000.00	2,417.17	582.83	80.57%
Contractual	16,075.00	11,000.00	11,702.75	4,372.25	72.80%
Legal & Audit	21,000.00	23,000.00	18,770.13	2,229.87	89.38%
Maintenance & Repairs	21,000.00	21,000.00	19,656.93	1,343.07	93.60%
Hurricane Irene Expenses	1,625.00	-	1,624.82	0.18	99.99%
Water Tank Maintenance	100,000.00	100,000.00	26,253.71	73,746.29	26.25%
Water Cost-purchased from IOW County	-	-	-	-	#DIV/0!
Engineering	-	-	-	-	#DIV/0!
Professional Services	1,000.00	1,000.00	550.44	449.56	55.04%
Regional Water Supply Study	2,421.00	2,586.00	2,421.00	-	100.00%
Data Processing	14,000.00	16,000.00	12,601.58	1,398.42	90.01%
Utilities	10,000.00	65,000.00	9,016.66	983.34	90.17%
Communications	15,045.00	12,300.00	14,096.80	948.20	93.70%
Insurance	16,000.00	16,000.00	15,919.80	80.20	99.50%
Materials & Supplies	114,400.00	114,400.00	148,774.50	(34,374.50)	130.05%
Gas and Tires	12,000.00	12,000.00	14,377.79	(2,377.79)	119.81%
Fuel-Water Equipment	-	-	-	-	#DIV/0!
Dues & Subscriptions	800.00	800.00	824.00	(24.00)	103.00%
Bank service charges	355.00	450.00	358.37	(3.37)	100.95%
Travel and Training	5,500.00	5,500.00	3,046.75	2,453.25	55.40%
Miscellaneous	6,500.00	6,200.00	6,384.07	115.93	98.22%
RO Annual costs	419,593.00	419,593.00	308,298.24	111,294.76	73.48%

Bad debt expense	5,300.00	5,300.00	6,745.16	(1,445.16)	127.27%		
Total Water Fund Operating Expenses before D&A Exp.	1,172,463.00	1,221,978.00	1,003,269.29	169,193.71	85.57%		
Operating Income before D&A Expense	108,887.00	15,572.00	299,705.37	(190,818.37)	275.24%		
Depreciation & Amortization Expense	330,000.00	309,400.00	557,724.66	(227,724.66)	169.01%		
Operating Income (Loss)	(221,113.00)	(293,828.00)	(258,019.29)	36,906.29	116.69%		
Nonoperating Revenues (Expenses)							
Pro-Rata Share Fees	4,000.00	-	4,000.00	-	100.00%		
Availability Fees	53,480.00	54,400.00	42,600.00	10,880.00	79.66%		
Interest Revenue	9,000.00	5,925.00	8,139.23	860.77	90.44%		
Interest Expense	(142,553.33)	(121,700.00)	(142,553.33)	-	100.00%		
Total Nonoperating Revenues (Expenses)	(76,073.33)	(61,375.00)	(87,814.10)	11,740.77	115.43%		
Net Income (Loss)	(297,186.33)	(355,203.00)	(345,833.39)	48,647.06	116.37%		
<b>WORKING ADJUSTMENTS TO CAFR</b>							
(FOR INTERNAL USE ONLY)							
Restricted revenues:							
Pro-rata Share Fees	(4,000.00)	-	(4,000.00)	-	100.00%		
Availability Fees	(53,480.00)	(54,400.00)	(42,600.00)	(10,880.00)	79.66%		
Bad Debt Expense	5,300.00	5,300.00	6,745.16	(1,445.16)	127.27%		
Debt Service Revenue	(403,640.00)	(401,000.00)	(402,791.00)	(849.00)	99.79%		
Depreciation & Amort. Exp.	330,000.00	309,400.00	557,724.66	(227,724.66)	169.01%		
Additional debt service costs-principal expense	(231,980.00)	(159,450.00)	(192,159.79)	(39,820.21)	82.83%		
Total adjustments to CAFR	(357,800.00)	(300,150.00)	(77,080.97)	(280,719.03)	21.54%		
Working adjusted income	(654,986.33)	(655,353.00)	(422,914.36)	(232,071.97)	64.57%		

	Budget	2011/2012 Adopted	2011/2012 Actual	Remain Budget	% of Budget
	Revisions 2011/2012	Budget	6/30/2012		
<b>Water Fund</b>					
<b>Net Operating Reserves (Deficit)</b>	<b>(654,986.33)</b>	<b>(655,353.00)</b>	(422,914.36)	(232,071.97)	64.57%
Water Master Plan	(14,027.00)	(56,250.00)	(14,750.00)	723.00	105.15%
Construction Standards Update	(918.00)		(1,798.20)	880.20	195.88%
S Church Street Improvements	(212,989.00)	-	(205,902.04)	(7,086.96)	96.67%
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	-	(15,000.00)	-	-	#DIV/0!
Water Treatment/Fluoride PER	(1,078,500.00)	(1,172,000.00)	(1,084,052.69)	5,552.69	100.51%
<b>Net Capital Outlay</b>	<b>(1,314,934.00)</b>	<b>(1,265,250.00)</b>	<b>(1,312,955.78)</b>	<b>(1,978.22)</b>	99.85%
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(1,969,920.33)</b>	<b>(1,920,603.00)</b>	<b>(1,735,870.14)</b>	<b>(234,050.19)</b>	88.12%
Operating Reserves	308,640.00	486,914.00	232,460.81	76,179.19	75.32%
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	637,743.31	92,499.00	87.33%
Additional financing	456,360.00	765,000.00	456,360.00	-	100.00%
Debt Service fees applied to debt	297,227.02	259,275.00	297,227.02	-	100.00%
<b>Net Cashflow</b>	<b>0.00</b>	<b>1,119,586.00</b>	<b>-</b>	<b>(0.00)</b>	<b>#DIV/0!</b>

**Town of Smithfield  
Highway Fund**

9/14/2012

Description	Budget Revisions 2011/2012	Adopted Budget 2011/2012	Balance as of 06/30/12	Remaining Budget	% of budget
<b>Revenue</b>					
Interest Income	250.00	250.00	161.96	88.04	64.78%
Revenue - Commwlth of VA	986,456.92	951,304.96	986,576.92	(120.00)	100.01%
<b>Total Highway Fund Revenue</b>	<b>986,706.92</b>	<b>951,554.96</b>	<b>986,738.88</b>	<b>(31.96)</b>	<b>100.00%</b>

**Town of Smithfield  
Highway Fund**

Description	Proposed Budget Revisions 2011/2012	Adopted Budget 2011/2012	Balance as of 06/30/12	Remaining Budget	% of budget
<b>Expenses</b>					
Salaries	195,450.00	195,450.00	216,062.57	(20,612.57)	110.55%
FICA	15,640.00	15,640.00	16,347.11	(707.11)	104.52%
VSRS	20,590.00	20,590.00	19,167.92	1,422.08	93.09%
Health	34,785.00	34,785.00	36,903.94	(2,118.94)	106.09%
Uniforms	2,785.00	2,785.00	2,082.76	702.24	74.78%
Engineering	5,000.00	1,000.00	4,960.00	40.00	99.20%
Grass	31,400.00	31,400.00	30,235.00	1,165.00	96.29%
<b>Maintenance</b>	<b>364,065.02</b>	<b>204,274.96</b>	<b>409,475.11</b>	<b>(45,410.09)</b>	<b>112.47%</b>
Asphalt/Paving	-	-	189,867.43	(189,867.43)	
Ditching	-	-	123,443.18	(123,443.18)	
Traffic Control devices	-	-	11,353.24	(11,353.24)	
Other (maintenance)	-	-	3,071.40	(3,071.40)	
Other (lawnmowers, landscaping, etc)	-	-	79,197.43	(79,197.43)	
Structures and Bridges	-	-	-	-	
Ice and Snow removal	-	-	1,446.57	(1,446.57)	
Administrative	-	-	1,079.52	(1,079.52)	
Hurricane Irene Expenses	1,150.00	-	1,150.29	(0.29)	100.03%
<b>Street Lights</b>	<b>89,030.00</b>	<b>75,000.00</b>	<b>88,655.52</b>	<b>374.48</b>	<b>99.58%</b>
Insurance	17,475.00	17,475.00	17,470.92	4.08	99.98%
VAC Truck Repairs	2,250.00	2,250.00	2,062.57	187.43	91.67%
Gas and Tires	8,000.00	6,000.00	10,512.14	(2,512.14)	131.40%
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	2,500.00	4,286.00	-	100.00%
Joint Cost Allocation	7,700.00	7,700.00	-	7,700.00	0.00%
Overhead Allocation	46,865.00	46,865.00	-	46,865.00	0.00%
<b>Total Highway Fund Expense</b>	<b>847,811.02</b>	<b>667,554.96</b>	<b>859,371.85</b>	<b>(11,560.83)</b>	<b>101.36%</b>
<b>Net Reserves (+/-)</b>	<b>138,895.90</b>	<b>284,000.00</b>	<b>127,367.03</b>	<b>11,528.87</b>	<b>91.70%</b>

	Budget Revisions 2011/2012	2011/2012 Adopted Budget	2011/2012 Actual 6/30/2012	Remain Budget	% of Budget
<b>HIGHWAY</b>					
<b>Net Operating Reserves (Deficit)</b>	<b>138,895.90</b>	<b>284,000.00</b>	127,367.03	11,528.87	91.70%
John Rolfe/Battery Park intersection Turn Lane	-	(95,000.00)	(1,666.50)	1,666.50	#DIV/0!
9' Landscaper body for existing truck	(5,790.00)	-	<b>(5,790.00)</b>	-	100.00%
North & South Church Street Beautification	(270,000.00)	(144,000.00)	(272,656.12)	2,656.12	100.98%
Construction Standards Update	(918.00)	-	<b>(1,798.20)</b>	880.20	195.88%
Rubber tire backhoe	-	(27,000.00)		-	#DIV/0!
Hot box for asphalt	-	(18,000.00)		-	#DIV/0!
<b>Net Capital Outlay</b>	<b>(276,708.00)</b>	<b>(284,000.00)</b>	<b>(281,910.82)</b>	<b>5,202.82</b>	<b>101.88%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(137,812.10)</b>	<b>-</b>	<b>(154,543.79)</b>	<b>16,731.69</b>	<b>1.121409441</b>
<b>net carryforward 2012</b>	<b>137,812.10</b>		<b>137,812.10</b>		
Balance remaining	0.00		<b>(16,731.69)</b>		

**Notes to financial statements: June 2012**

**GENERAL FUND**

**Revenues**

Current Real Estate Taxes

Real estate postings for the year exceeded budget by \$9,330.82 leaving a delinquent balance of \$22,522.94 or 1.31% of total billings.

Delinquent Real Estate Taxes

Delinquent real estate taxes of \$37636.08 have been posted through June 30. This total exceeds the amended budget by \$2,636.08

Personal Property Taxes

Personal property postings as of June 30 totaled \$795,941.31 which falls below the amended budget by only \$58.72. This line item would have been over budget; however, one delinquent business account (for both current year and prior year) did not meet its obligation on its scheduled payment plan and still owes the town \$11,516.74. I will be working with the Town Attorney to follow up on this.

Delinquent Personal Property Taxes

Delinquent collections totaled \$9,355 as of June 30 which was slightly below the amended budget of \$10,000. This line item would have been approximately \$15000 if the delinquent business cited above had met its scheduled payment obligations.

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 had 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 ask the county treasurer to endorse it to the Town. We have had this problem with Bank of America for the last 2 years and have been unable to identify the proper contact person to correct it.

Cigarette Tax

Cigarette tax collections as of June 30, 2012 totaled \$143,582.10 indicating that the original budget would have been more accurate. The last 2 months of the fiscal year were unusually high, with receipts of \$25,160. This revenue is very difficult to project because sales of the cigarette stamps are made to wholesalers in bulk. In FY2011, cigarette tax revenue was \$132,698 compared to \$118,331 in FY2010.

Meals Tax

Meals tax came in slightly under budget but collections were at 99.65% which is very close for such a large revenue item. Meals tax has remained consistent with the FY2012 collections exceeding FY2011 by only \$2,056.

Communications Tax

Communications tax received from the state was \$10,000 lower in the first 9 months of FY2012 as compared to FY2011, so the budget was lowered for the remainder of the year.

The final 3 months were higher than projected based on April through June of 2011, however, so we ended the year \$3600 above the amended budget although still significantly lower than the original projection.

Sales Tax

As of year end, we posted \$298,844 in sales tax which exceeded the amended budget by \$23,844 and substantially exceeded FY2011 tax of \$263,812. This is largely due to one month's receipt of \$45000 (November 2011) compared to normal receipts on average between \$20,000 and \$23,000.

Consumption Tax/Utility Tax

Consumption and utility taxes both came in slightly below amended budget at 96.45% and 97.72% respectively. Budgets for both revenues were reduced in the amended budget, but final numbers were lower still. A mild winter likely contributed to the decrease as this line item has been consistent over the past few years.

Business License Tax

Business license tax was due on April 15th; and collections through June 30 total \$322,889 which exceeds the amended budget by \$11,889 but is still \$14,111 below original projections. Total penalty on business licenses for the year of \$7,143 indicates that a substantial number business owners paid the annual license tax late. While this revenue item has decreased over the years due mainly due a decline in construction, FY2012 did exceed 2011 by \$42,617 which is encouraging.

Fines and costs

This revenue is received from the IOW County Clerk's office. Receipts for the year were \$12,250.64 less than FY2011 but only slightly below the amended budget.

Smithfield Center Rentals

The Smithfield Center had a great year! As Amy predicted, the Center did break \$150,000 in rentals for the first time since the building opened. Last year revenue totaled \$124,843 for this line item.

Sale of Equipment

Sales of used/retired equipment through June 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.

Restricted Reserves-Beautification

Prior year donations to the South Church Street Project were used to pay \$1,234,242.80 of current charges (Excel/Clark Nexsen). All private money has been used with the exception of the final \$400,000 contribution expected from Mr. Luter.

From Operating Reserves

Reserves of \$151,871.50 were used to balance the budget for fiscal year 2012. Considering that the town has not received the final \$400,000 from Mr. Luter for the S Church Street project and had to front the money, this is better than we expected. We had anticipated a budget shortfall of \$399,079.05.

Fed Formula/Enhancement/Urban Fund Partial Use Allocation

The final draw request for federal formula money was received in July, but the revenue was accrued on the June 30, 2012 statement as a receivable since the qualified expenditures

occurred before year end. Urban funds are to be used last for the project after all private money has been exhausted, and as of year end, an urban funds of \$383,753.74 have been applied to the project (but not yet reimbursed).

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. Since we have not received any time line from FEMA or VDEM on possible reimbursement, accruals were not made for these reimbursements. Will discuss with auditors during their field work.

Federal Transportation Enhancement Grant

The remainder of federal transportation grant revenues were posted in FY2012. The first portion of the total \$720,000 was recognized in FY2011.

Pinewood Heights Relocation Grant-CDBG

This \$71,000 was the final draw reimbursement from the state for Phase I of the Pinewood Heights Relocation Project.

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. A 2011 Crown Vic was declared totaled, and we were reimbursed \$17,675 from VML in June for application against the replacement cost of a new vehicle.

Contributions-CHIPS

For the past 2 fiscal years, IOW County has contributed over \$4000 to CHIPS that has been used to fund 4H expenses. This year we did not receive a contribution from the County.

Contributions-IOW County Port Authority Grants

The bulk of this contribution is for reimbursement of the command module. Payment for this vehicle has been made and there are only a few remaining equipment items to complete the grant allowance. A reimbursement request will be made by the PD to IOW County. This revenue was accrued as a receivable to offset 2012 expenses.

Contributions-IOW County Pinewood

The Town still has not received the final payment from IOW in the amount of \$152,399.91 to complete their commitment of \$750,000 for Phase I of the Pinewood Project. I received word from Beverly Walkup on July 16 that she would follow up, but to date no payment has been made. I also contacted Beverly Walkup again on September 11, but she has not responded back. This may be an item for the next intergovernmental meeting.

Contributions-South Church Street Project

All grant money has been received with the exception of the final \$400,000 from Mr. Luter. This final contribution has been rolled forward to FY2013.

**Expenses**

**Town Council**

Special Projects

This line item is over budget because of expenses related to the America in Bloom.

Council Approved Highway

Normally, at year end an overhead allocation is made from the general fund to the highway fund to spread some of TC, TM, TR, and PW expenses to the highway fund for departmental time spent on highway projects, bookkeeping, etc. This year, because highway expenditures came in over budget, I did not make the allocation because the general fund would have had to fund its own reimbursement since the only source of income the highway fund has is state grant funds.

**Town Manager**

Salaries

Salaries for Town Manager did come in \$5375 over budget which is very unusual for this department. Part of the reason was additional vacation cash out that Council allowed the Town Manager to take at year end, but there was also significant overtime for the IT Network Administrator and the Town Clerk compared to previous year. Jon's OT was 62.5 hours compared to 10 in 2011. Most of this can probably be attributed to moves by the TM, PD, and the fire department. Also, The Town Clerk had 99.5 hours of OT for FY2012 compared to almost none (2.5 hours) in prior year. Some of this OT was probably related to the move and trying to catch up on records management since they have been short one part time position for several years.

TM allocated to Highway

As with Council Approved Highway explanation above, I did not make the annual overhead allocation because Highway expenses ran over budget for the year. Any additional expense allocation would have to be funded by the general fund, so in effect the general fund would be billing itself.

**Treasurer**

Salaries

Salaries for the Treasurer's department came in below amended budget because of rearrangement of office personnel after the AP clerk left in January. Even though a financial analyst was hired in April, accounting for the budget increase, we delayed filling a part-time position after a current employee took the vacant AP position. After that transition did not work out, a new AP clerk was not hired until mid-May at which time all positions were filled.

Health

The new AP clerk decline insurance coverage leaving the department with excess budget over actual for the year.

Supplies

The supplies budget was increased in anticipation of some additional furniture and supplies costs upon moving the Treasurer's office to the back of the building. That did not take place during FY2012 and will be moved to FY2013.

Treasurer Allocated to Highway

See explanations above for Town Council Approved Highway and TM Allocated to Highway.

## **Police Department**

### Salaries/FICA/VRS/Insurance

The PD experienced a significant shift in personnel when 6 officers (including the Chief) and 2 members of office staff left to work for the IOW Sheriff's department. Five of these employees left as of December 31, 2011 and the others followed shortly. A new chief was not hired until March 2012. The additional vacancies were gradually filled, many by younger officers with less experience at a lower pay scale than those who had left. We expected that salaries would be lower than budgeted; however, but because of the payouts of vacation, comp time, sick leave, etc for those leaving, we were reluctant to reduce the budget for the current year. The position vacancies and salary differentials also impacted the town's VRS contribution and insurance contributions for the year with both falling significantly below budget.

### Equipment

As of June 30, this line item is slightly over budget at \$12,403.91 after posting credit card entries for May and June (paid in July and August). The PD was under budget in other line items for the year which compensates for the overage in equipment.

### Vehicle Maintenance

Numerous charges with different vendors as discussed throughout the year. As of June 30, this line item reflects total costs of \$49,228.13 which is above the amended budget of \$45,000. Budget was increased \$10,000 over the original projection, but the increase was still not enough to cover maintenance for the year. Expenses of \$8,876.47 were posted in June alone for vehicle maintenance. Last year's total was \$38,611.06 which is \$10,617.07 less than FY2012. Hopefully, this cost will go down now that the Town has bid out these services.

## **Fire Department**

Total expenses for the Fire Department through June 30 equaled \$100,565.50 leaving \$3,085.50 remaining in the budget. The Town is no longer paying operational costs for the fire department.

## **Contributions-Public Safety**

### E911 true up

We still have not received a year end true up for E911 costs, so an accrual was made to equal the current year's budget.

## **Smithfield Center**

### Note:

Actual expenses for FY2012 came in just below the original budget; however, there would have been significant variances in some line items such as maintenance if the budget had not been amended. Some line items came in under budget that were not expected to do so such as labor, utilities, communications, and advertising.

### Utilities

The utilities budget was not modified at year end; however, total costs were lower than in FY2011 which was \$31,644.23. Expectations were that utility costs would rise, but fortunately that was not the case. I believe there was a period of time when some of the HVAC units were out of service which may have contributed to savings.

Repairs & Maintenance

Budget was raised to \$66,000 to accommodate expenses for the remainder of the year. Charges through June 30 total \$57,413 which does exceed the original budget but is \$8,586 below the amended projection. With the installation of new HVAC units in FY2013, hopefully this cost will come down significantly.

Advertising

Advertising is a line item that has gone over budget in past years, but Amy was diligent in keeping this expense down during FY2012. Total expense for advertising in FY2011 was \$26,091 compared to \$18,888 for 2012.

**Contributions-Parks, Recreation and Cultural**

Library

Payments for the library were suspended, so we have only paid out half of the 2012 budget. The remaining \$18,000 was accrued as an expense pending Town Council's decision on when to release these funds.

**Parks & Recreation**

Fishing Pier

We have budgeted for this line item every year, but we never reflect any expense. I believe it is budgeted for some type of state license that the PD was checking on before their staff transition. I will touch base with Peter and Alonzo regarding this item.

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 (approximately \$800 left)

Windsor Castle

We are still learning how to budget for the Park as it is a new type of department for the Town. Although we were notably under budget by over \$18,000 for the year, we actually increased the budget by \$5,000 for next year as requested by Public Works to adequately address maintenance issues.

Community Wellness Initiative

Although this item is under budget, some of the budget is made up of "in kind" costs from the town such as town manager time for supervision and review.

Waterworks Dam

Expenses through June 30 represent engineering costs from Draper Aden of \$1750.00

**Community Development**

Pinewood Heights

Demolition on 2 duplexes was not completed until after June 30, so the associated cost will be reflected in FY2013. Phase I is technically finished, but there are a few loose ends to tie up. The overage in management assistance reflects Community Planning costs as we moved forward into Phase II. Total actual did not exceed budget for the year however.

## Contributions-Community Development

### Tourism

As with the E911 line item, we have not received a year end true up from IOW County for shared tourism costs. An expense accrual was made to equal budget, but I really don't know what the year end costs for this are yet. I have contacted Nancy Mayo with IOW Budget and Finance to see when I might have those numbers, but I don't have an answer yet.

## Public Works

### Salaries/FICA

Salaries for PW ended the year \$13,982.05 over budget. There were several reasons and they will correlate to salary variances for water, sewer, and highway. First, for all PW employees, OT was significantly higher (2212.56 hours) than was budgeted based on prior years (894 hrs. Most of this was due to the RO plant operations where the new operator totaled 428.92 hours of OT and the 2nd waterworks operator totaled 433.62 (although some of his was for on call problems with the pump stations or waterline leaks). Jeff Smith's (Sr. Maint Tech) time is allocated 25% to each fund based on his versatility and involvement with so many Town projects as they arise. His overtime for the year totaled 394.70 hours compared to 137 hours budgeted based on prior year. Robert Jordan retired in August of 2011, and his salary was allocated 50% water/50% sewer. He was replaced by 2 laborers whose time was allocated 90% highway and 10% general fund. No overtime was budgeted for the Town Planner (William Saunders) based on 2011 actual, however, he had 29 hours for the year. Many other employees with time allocated to general fund had small amounts of OT that added up. Overtime has never been an issue with the PW department in the past. Generally, the PW department is not affected since most of the OT has been applicable to water and sewer for on-call emergency repairs. This year, however, there were so many employees with OT and even though many may have only 10% of their time allocated to general fund (PW), these amounts added up. Some of the overage is also affected by the year end vacation accrual that is based on how much vacation time is used between July 1 and August 15 each year. I have to estimate that figure during budget, but it is booked at year end as part of current salary even though the time is used in the next fiscal year. For public works employees that total was \$15,964.81 for FY2012 of which \$3840.41 was allocated to General fund. This compares to \$13,749.73 for FY2011.

### Health

This overage is due to a change in allocation for the laborers that replaced Robert Jordan's position. Whereas all of Robert's salary and benefits were distributed 50% water/50% sewer, salaries and benefits for the laborers are 90% highway, 10% general. The 10% allocation of their insurance benefit accounts for the overage in PW.

### Recycling

Recycling was budgeted based on an estimated number of pickups which included. At certain stop levels, the rate would increase. We did not reach the level of stops expected in FY2012, so we ended the year \$11,310.96 under budget.

### Communications

This budget was increased due to year to date actual as of March 2012. Upon further evaluation of this account, it was discovered that some of the communications expenses charged to PW

should have been allocated to water and sewer. Adjustments were made, and the total for the year came in just above the original budget.

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 Works allocation to highway

As explained above, the highway overhead allocation was not made for FY2012 because highway expenses were over budget for the year and could not absorb additional general fund expenses.

**Public Buildings**

Materials & Supplies

No large invoices. Total for year is \$5394.12 which exceeds budget by \$2894.12. We have talked about this internally as public buildings maintenance is a line item that is used by multiple departments. Will have the financial analyst track this expense in FY2013 by department and discuss with all involved to see if this account is being properly handled.

Repairs & Maintenance

This account posted expenses of \$6,203.15 for June which is just over 21% of the total for the year. Included \$1033.50 to Harrison Mechanical for service work at the PD for A/C check, frozen lines (cleared drain line), and replacement of fan motor capacitor. Also included \$1551.27 to Southern Shores for some final landscaping in front of the TM and PD offices. Paid SimplexGrinnel \$1027.27 in June for phone line repairs at Town Hall (no dial tone).

Other

Payment of real estate tax to IOW County for Pinewood properties where tax was not included in the settlement statements, and \$800 to Canada Land Surveying for boundary line adjustment plat at 220 Main Street.

Allocated costs to highway

Again, highway was not charged overhead from the general fund for FY2012 because it was already over budget in its expenses.

**Debt Service**

Acquisition of property-legal fees

This represents the \$15000 invoice from Hunton & Williams for the bond costs related to the land purchase from IOW County in FY2011. The land purchase was capitalized and amortized in FY2011. This invoice was paid in February 2012-almost a year later. Per auditors, we will charge this to bond closing costs and amortize.

**Capital Expenses**

**Parks, Recreation, and Cultural**

Windsor Castle

\$20,000 was budgeted for this line item but there were no expenses for the year.

**Police**

Police Vehicles

2 new Dodge Chargers and a Ford Explorer were purchased for the PD as part of their budgeted items. Council approved the purchase of a new police vehicle totaling \$23,198 which was not budgeted. The insurance reimbursement check will offset all but \$5,523 of the initial cost but will be shown in revenue as insurance proceeds. Also, there were additional charges to change out equipment from the old vehicle to the new one.

Command Vehicle

Partial cash outlay for this vehicle (to be reimbursed from IOW). A small amount of the total budget remains and will be utilized next fiscal year to complete the equipment needs for the vehicle.

**Public Works**

S Church Street

The majority of the project has been completed. Based on the budgeted project costs to date, there is approximately \$881,949.71 of outstanding work to be completed in FY2013.

**SEWER FUND**

**Revenues**

Sewer Charges

Even though consumption dropped in FY2012 and we had to amend the budget downward, there was enough of an increase during the last quarter of the year to exceed budget by \$8,008.70.

Connection fees

Even though the budget was lowered, connection fees only totaled \$22,890 for the year. There were no collection fees for June. This was significantly lower than the \$35,700 collected in FY2011. Last year we had 16 of the 5/8" meters connected and 2 large commercial connections (1" and 1 1/2"). This year we only had 9 of the 5/8" meters connected and 2 large commercial connections (1" and 1 1/2"). The 1 1/2" meter (Taste of Smfd-\$14,900) accounted for 26% of total receipts. Lakeside Properties with 6 of the 5/8" connections (\$24,720) accounted for 42%.

**Expenses**

Salaries/Health

Sewer was fortunate (unlike general fund and highway) not to exceed budget for salaries by more than \$1309.52 for the year. As with the other funds, there were many employees over budget for overtime and vacation leave accrual; however, the retirement of Robert Jordan early in the fiscal year gave the sewer (and water) fund a budget buffer since the salaries of the 2 laborers who were hired to replace him were not reallocated to highway and general fund as they should have been to offset actual. This buffer also applied to health insurance since Robert was still receiving insurance benefits as a regular part-time employee. VSRS was not affected as he was considered a retiree and no longer qualified for pension contributions from the Town.

Maintenance and repairs

Maintenance and repair costs were reduced from the original projection and still fell \$4364.07 below amended budget. Last year's total was \$47,295.51 which is in line with FY2012. Cost in this line item vary from year to year depending on the type of repairs done, but most of the repair work in FY2011 and 2012 was capitalized.

<u>Telephone</u>	Telephone charges dropped \$3,077.37 from FY2011. This decrease has been expected for several years once the SCADA system was upgraded.
<u>Materials and Supplies</u>	Materials and supplies are hard to budget because they are adjusted at year end based on the final inventory count. If the inventory value goes down from prior year, then materials and supplies costs go up. Likewise, if the inventory value goes up, then materials and supplies costs go down to recognize that purchases have not yet been utilized.
<u>Bad Debt Expense</u>	Bad debt expense is calculated and booked in June based on review of the ageing report and determination of accounts to be written off. This year's write offs were more than the prior few years, but most of the write offs involved people that have moved off the system and were not cut off for delinquent bills during the time period when HRSD was transitioning its software and we had numerous problems with billing. We could not even do cut offs for approximately six months because people had not received bills and payments had not been applied to their accounts in the HRSD system.
<b><u>Depreciation and Amortization</u></b>	Depreciation and amortization is projected based on current fixed assets and projected capital projects completed during the fiscal year. This year, we did not complete as many of the SSO tasks as I had anticipated and we held off on sewer capital repairs because of the drop in revenues due to a decrease in consumption.
<b><u>Nonoperating Revenues (Expenses)</u></b>	
<u>Availability Fees</u>	As with connection fees, this revenue was lower than even the reduced budget with a total of \$58,300 for the year. There were no availability fees collected in June. This was significantly lower than the \$91,540 collected in FY2011. Collections are based on the type of meters installed as detailed under connection fees above.
<u>Insurance reimbursements</u>	This line item was budgeted for expenses relating to Hurricane Irene. Once the Town's deductible was applied, the VML reimbursement was applied to the general fund expenses.
<b>Capital Expenses</b>	
<u>Sewer Consent Order</u>	As every year so far, this budget is based on projected tasks and possible find and fix during the year. We came in \$75,351.35 under budget for the year, and this excess budget will be rolled forward to FY2013.
<u>Sewer Capital Repairs</u>	This line item was left in the budget but was not expected to be spent in 2012 because a drop in consumption resulted in lower operating revenues than originally anticipated. An unexpected drainage issue at 117 N Church Street required attention; however, so we did utilize a small portion of the budget to address this repair.
<u>Sewer Pumps</u>	The amended budget included \$13000 for 2 new sewer pumps, but we only purchased one that was capitalized (\$5000 and over).

## WATER FUND

### Revenues

#### Water Sales

Unlike sewer, water did end the year exceeding the original and amended budgets. This was partly because of the increase to the blended water rate for IOW County from \$3.90 to \$5.99 per 1,000 gallons. Also, because the water fund has the IOW (Gatling Pointe) accounts which are billed at a higher rate because the debt service fee is blended into the charge, they have an additional source of revenue that the sewer fund does not have. Sewer only receives \$1.50 per household in Gatling Pointe which results in a little over \$9000 per year. The water fund also has some water only customers who are not on the town's sewer system.

#### Connection fees

The connection fees for water generally correspond to those for sewer although we did have one extra 5/8" connection (and associated availability fee) for water in FY2012 as compared to sewer. Total collection fees of \$8460 is still below the amended budget of \$11280.

### Expenses

#### Salaries/Health

The water fund was the only fund out of PW, SW, WA, and HWY that did not exceed budget in salaries and ironically it had the highest overtime when taking into consideration the RO plant. The reason this fund did not exceed budget was because of Robert Jordan's retirement which was allocated 50% to water. The 2 laborers that replaced him were charged to HWY and PW.

#### VSRS

New laborer was erroneously charged to water for VSRS when he should have been allocated between highway and PW. This will be corrected and reimbursed.

#### Water tank maintenance

Since the contract was not approved until the end of the fiscal year, only one quarterly payment was reflected in FY2012. Total for the year is \$24,9977.

#### Materials and Supplies

This line item did exceed budget significantly by \$34,374.50. Last year, this account had a large deficit balance because of the inventory count which included items that had never been counted before. This year, the inventory balance went down significantly meaning that items were used and had to be charged against materials and supplies to adjust the inventory accordingly. This has become a very difficult line item to budget. We are hoping that once a new inventory system is in place, the system will be much more accurate and give a perpetual balance throughout the year to prevent year end surprises.

#### RO Expenses

RO expenses did come in lower than the projected budget supplied by Bucharth Horn. This is mainly because HRSD charges were lower than projected (at the beginning of plant utilization) and part of the budget includes expenses for capital replacements expected approximately 8 to 10 years out. I recommend that a new bank account be opened to deposit remaining budget at year end to accumulate cash reserves for the planned capital replacements.

#### Bad Debt Expense

As with sewer, bad debt expense was calculated after review of the year end ageing report. Total write offs exceeded budget as explained above under the sewer bad debt expense.

Depreciation and Amortization

This is a non cash expense, but it did come in significantly over budget once the RO plant was closed to the fixed asset system as well as the waterline replacement. Budget was based on the rate of infrastructure depreciation, but we ended up breaking down the components of the plant such as pumps, motors, laboratory equipment, land improvements, etc. and many had an accelerated depreciation when compared to infrastructure.

**Nonoperating Revenues (Expenses)**

Availability fees

Per explanation of connection fees above, availability fees totaled \$42600 which is \$10,880 less than the amended budget and \$19,620 less than FY2011.

**Capital Expenses**

S. Church Street Improvements

The full contract draws to Excel Paving were completed as of May 31, 2012. The only remaining costs would be outstanding engineering costs (\$13,094 paid in June) from Clark Nexsen. There is almost \$7,000 remaining at fiscal year end.

N Church Street repairs

Originally, we budgeted \$8500 for a water loop at Smithfield Plaza, but instead we used this line item for unexpected N Church Street repairs.

Water Treatment (RO) Plant

Additional \$35,925 was paid in June to Xylem, Inc. to finish off equipment payments for the RO plant. Also, there was a remaining invoice to Afton Pumps for \$7316.20 to complete a retainer from prior year. This put the RO plant over budget by \$5552.69 as we had reduced the budget not realizing the Afton Pumps invoices was outstanding.

**HIGHWAY**

**Expenses**

Salaries/FICA/Insurance

As explained in detail under PW salaries, the PW, SW, WA, HWY personnel experienced significant overtime as well as reclassification of new hires to replace Robert Jordan. The 2 new laborers that replaced Robert were charged 90% highway/10% PW which led to salaries being over budget in highway since the budget was not adjusted as it should have been. Insurance was also impacted as they did receive medical/dental benefits from the town.

Maintenance

Maintenance is over budget, but we had planned for that knowing that we had a carryforward of \$137,812 from prior year that had to be spent.

Street Lights

Street light expense went up \$9654.60 from FY2011. Street lights that apparently had been overlooked by DVP were added to the billing towards the end of 2011, so this was the first full year of increased billings.

Joint Cost/Overhead Allocation

This allocation was not done in 2012 as explained in the general fund notes. Since the Highway fund exceed budget by \$16,731.69, the allocation would have given the highway fund an even larger deficit which would have to be covered by the general fund.

**Capital Expenses**

John Rolf 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. A small amount of engineering costs was incurred for the year.

9' Landscape body for existing truck

This item was agreed upon by the Town Engineer and the Public Works Superintendent. It was purchased from Wilbar and installed on a previously purchased vehicle.

Sidewalks for S Church Street

This was originally budgeted at \$144000 but actual was \$272,656.12. Billings for this portion of S Church Street were completed by fiscal year end.

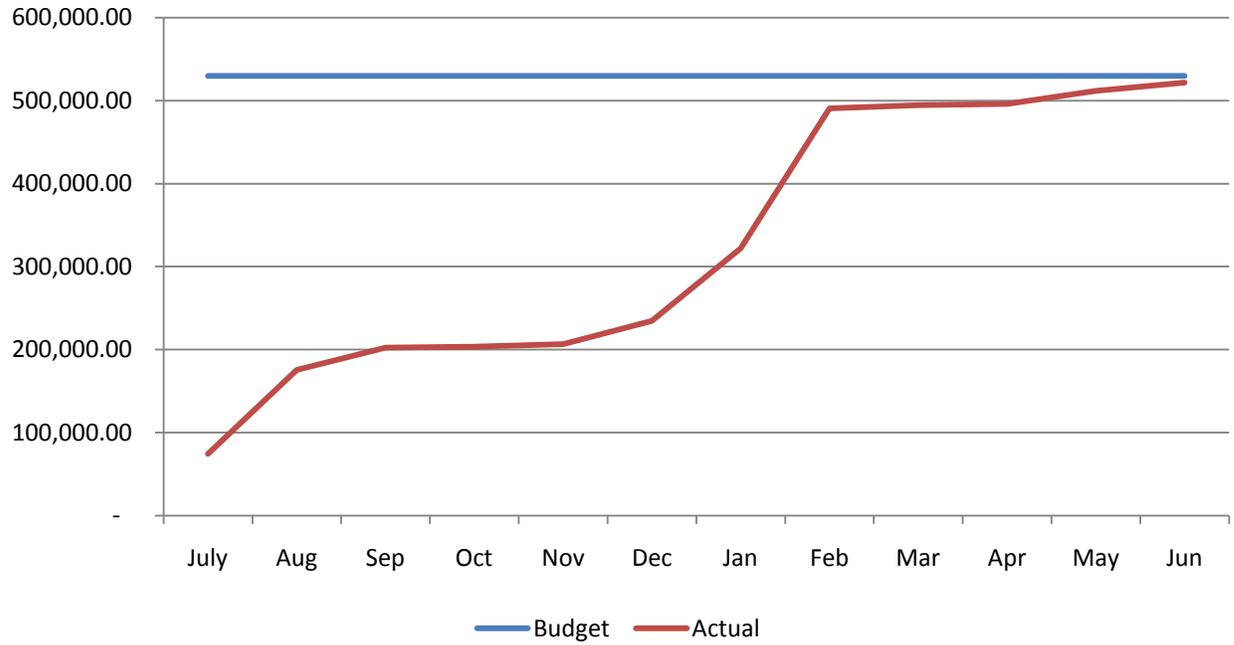
**NET CARRYFORWARD FOR 2012**

Net carryforward for 2011 was \$137,812.10. This was fully expended in FY2012.

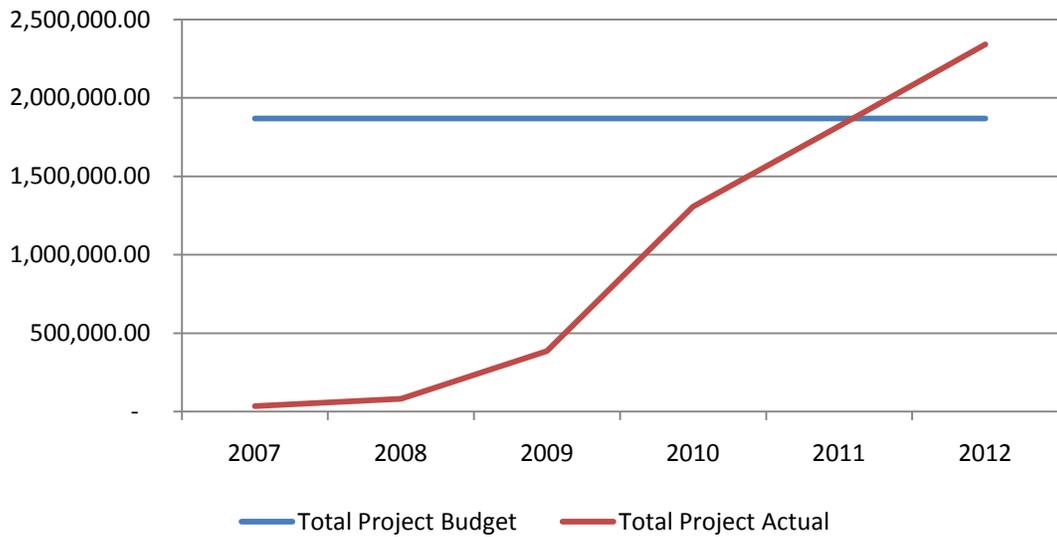
## **JUNE 2012 FINANCIAL GRAPHS**

The graphs that were presented with the May financial statements have been updated for year end June 30, 2012. We will be incorporating additional graphs into the 2013 financial statements and hope to provide more detail and include a larger scope of line items that warrant close scrutiny. Thanks for your patience as we works towards providing you with as much information as we can to give you a complete, accurate, and timely assessment of the Town's financial status.

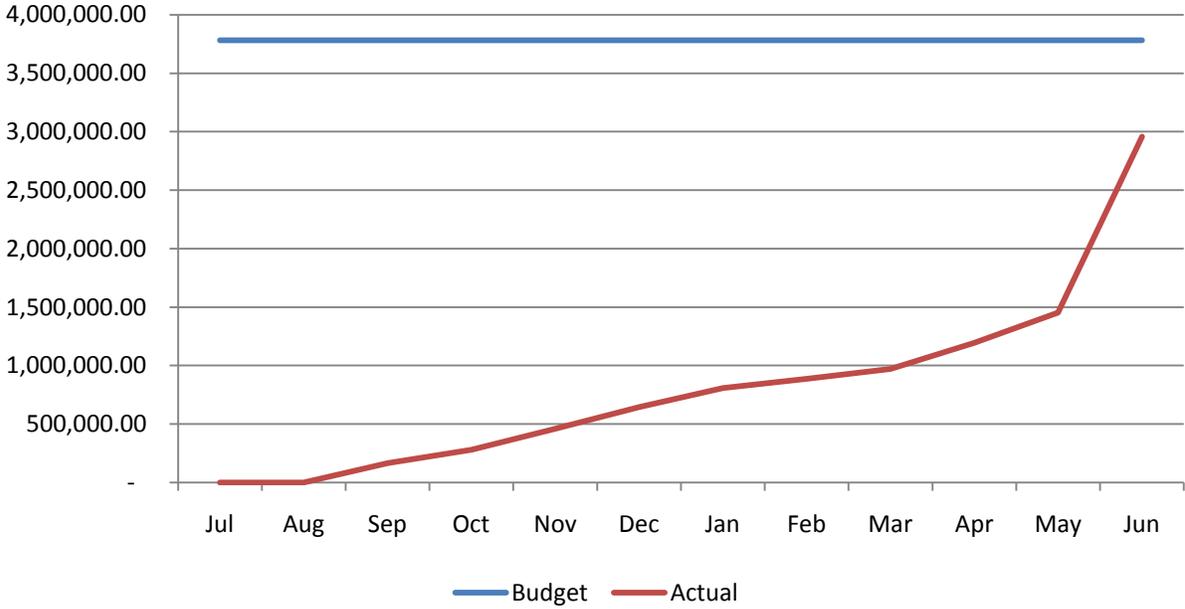
## 2012 Pinewood Phase I MY2 Cumulative Expenses



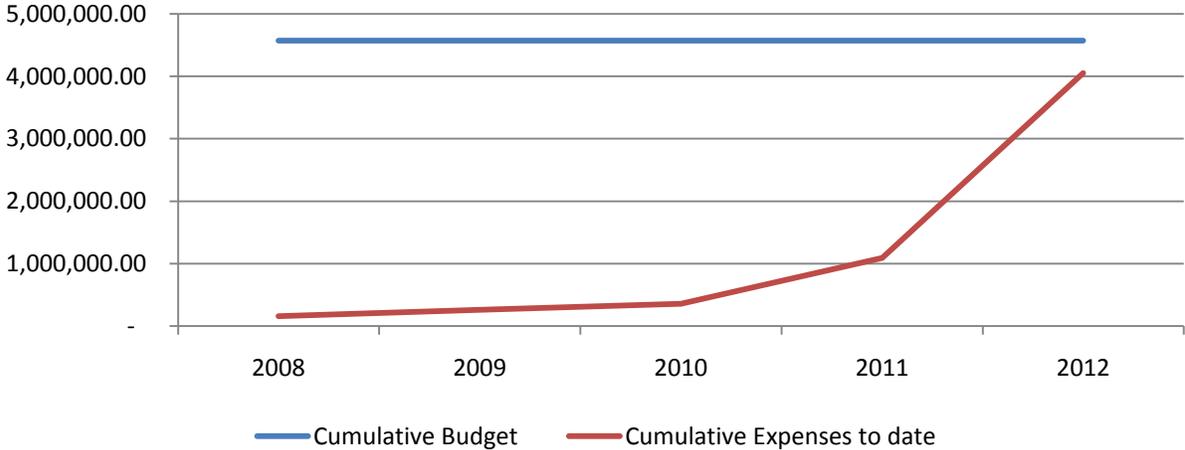
## Total Project Costs-Phase I Pinewood Heights-MY1 & MY2



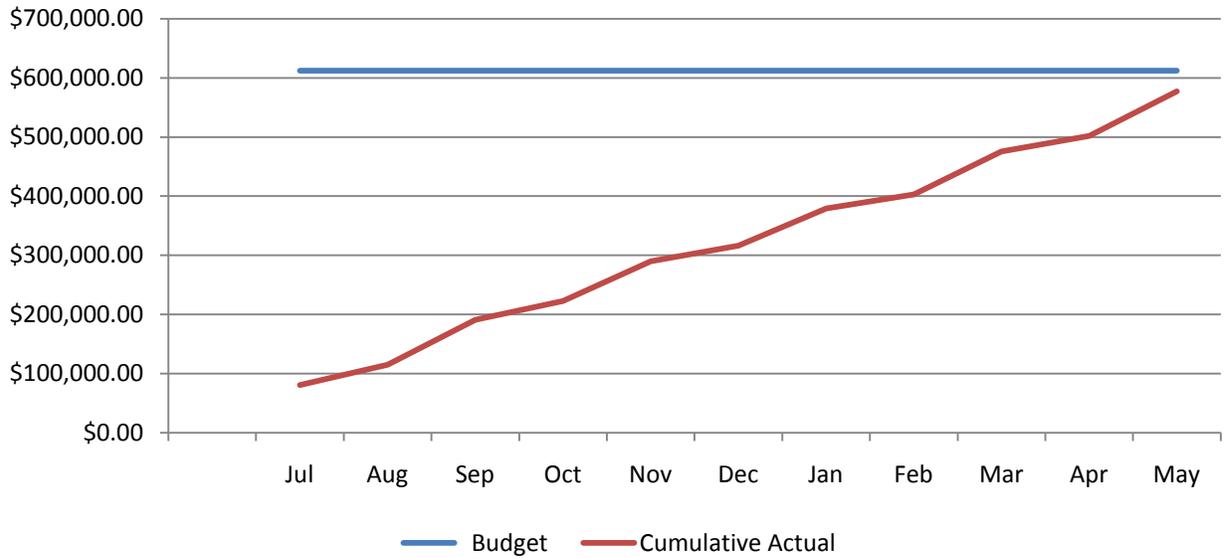
### South Church Street Project -2012 Expenses to Budget for General Fund & Highway



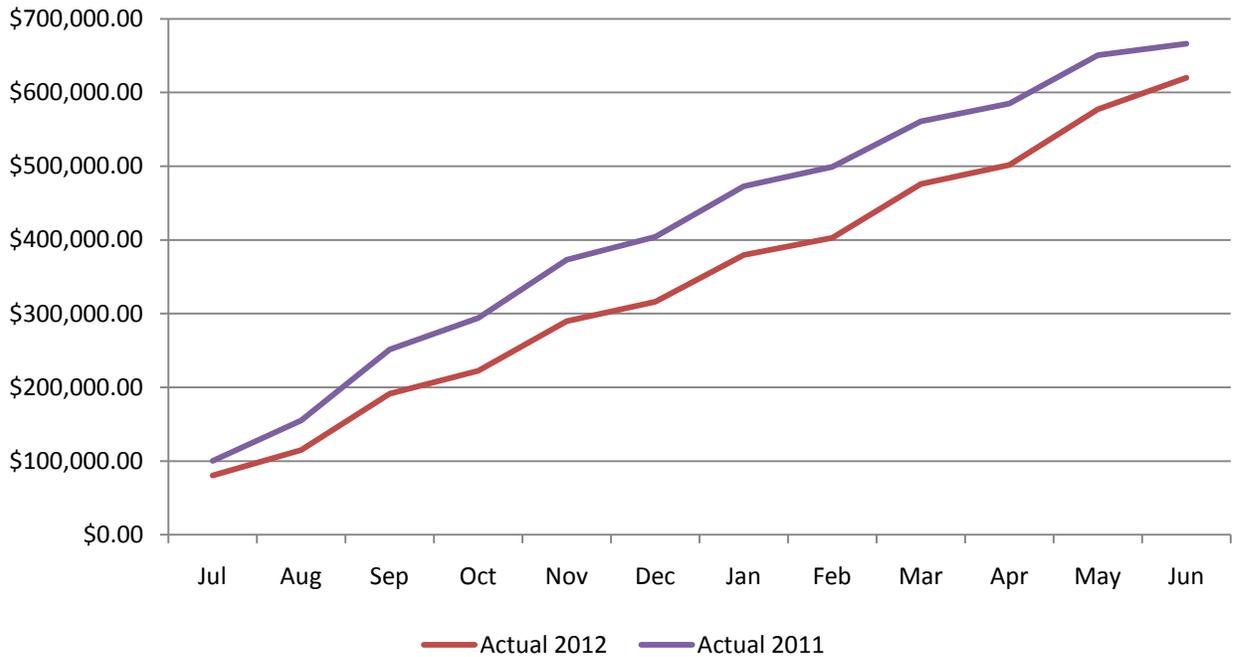
### South Church Street Cumulative Expenses to Total Budget



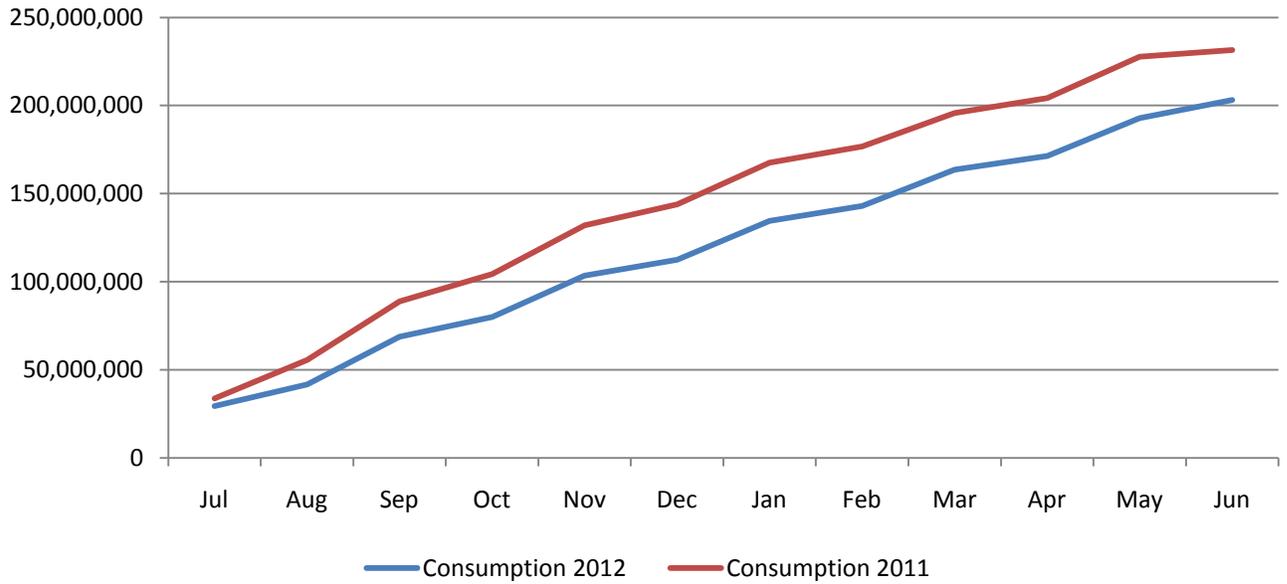
## 2012 Cumulative Sewer Billings



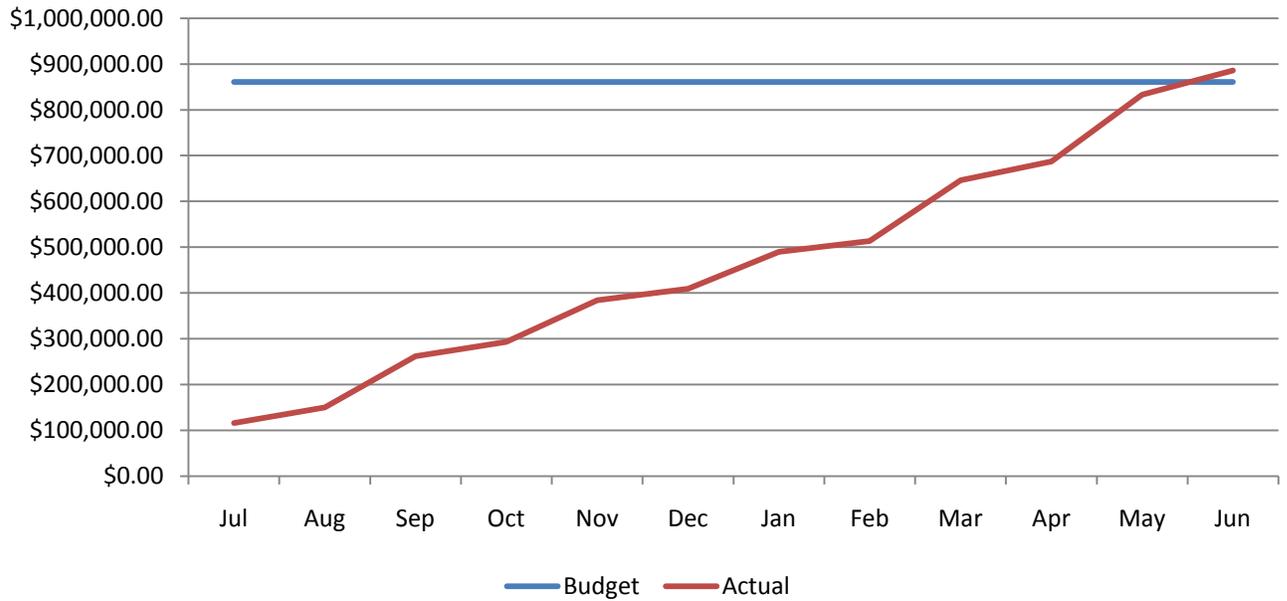
## Sewer Billings for 2011 and 2012



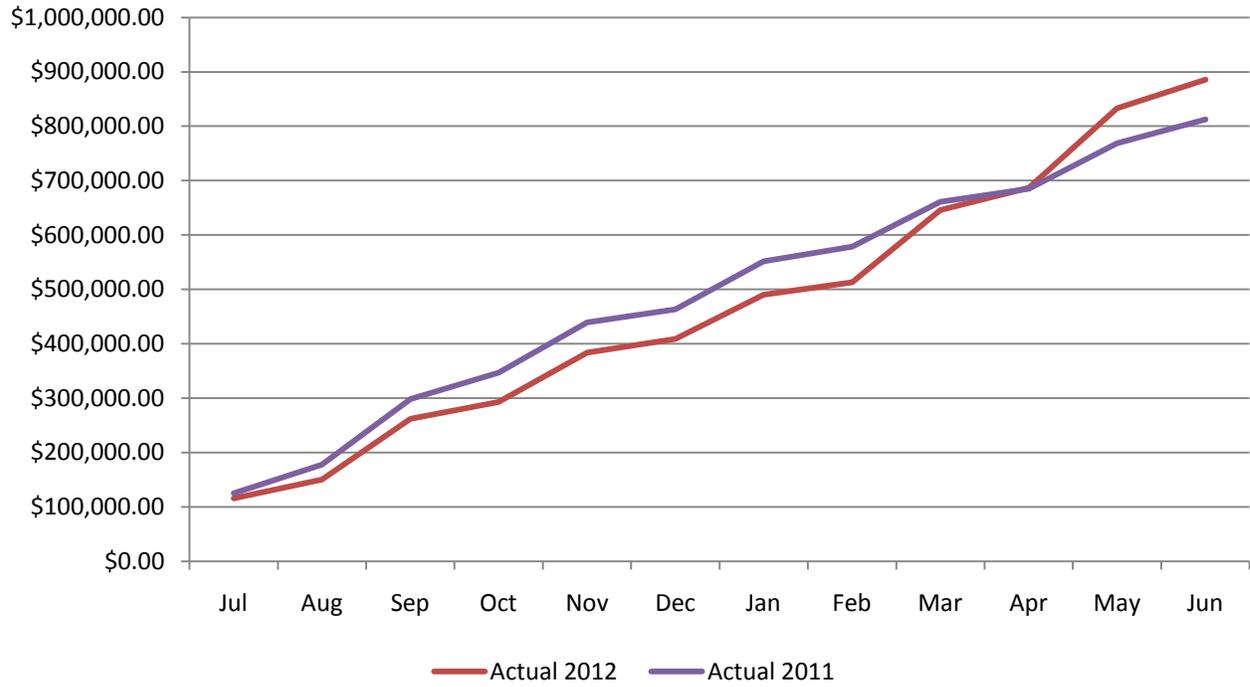
## Sewer Consumption for 2011 and 2012



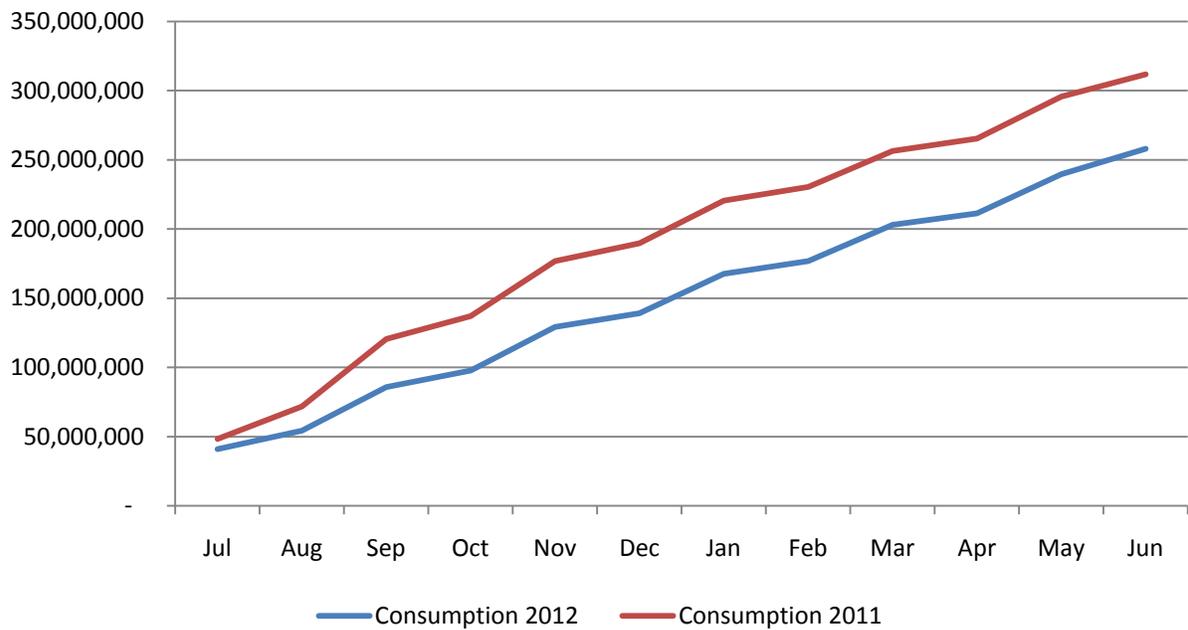
## 2012 Cumulative Water Billings



## Water Billings for 2011 and 2012



## Water Consumption for 2011 and 2012



CASH BALANCES AS OF AUGUST 31, 2012						
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	DATE RECONCILED	Current Month INTERCO. TRANSFERS	Year end Interc. Transfers	ADJUSTED BALANCES
<b>Water</b>	Farmers Bank	742,326.13	09/12/12	(344,220.37)	(191,330.75)	206,775.01
<b>Water-Debt Service</b>	Farmers Bank	1,245,529.52	09/12/12	66,857.07		1,312,386.59
<b>Water Capital Escrow (availability fees)</b>	TowneBank	209,338.29	09/12/12	13,600.00		222,938.29
<b>Water Development Escrow</b>	TowneBank	70,073.17	09/11/12	-	-	70,073.17
<b>Subtotal Water</b>		2,267,267.11		(263,763.30)	(191,330.75)	1,812,173.06
<b>Sewer</b>	Farmers Bank	193,634.75	09/12/12	161,958.65	(310,449.57)	45,143.83
<b>Sewer Development Escrow</b>	TowneBank	321,467.16	09/12/12	-		321,467.16
<b>Sewer Capital Escrow (availability fees)</b>	TowneBank	701,576.84	09/11/12	20,600.00		722,176.84
<b>Sewer Compliance</b>	Farmers Bank	372,460.40	09/11/12	81,204.65		453,665.05
<b>Subtotal Sewer</b>		1,589,139.15		263,763.30	(310,449.57)	1,542,452.88
<b>Highway</b>	Farmers Bank	145,277.56	09/11/12	-	(149,436.92)	(4,159.36)
<b>General Fund</b>	Farmers Bank	608,617.49	09/10/12	-	651,217.24	1,259,834.73
<b>Payroll</b>	Farmers Bank	41,893.76	09/12/12			41,893.76
<b>Money Market-General Fund</b>	TowneBank	2,617.78	09/11/12			2,617.78
<b>Business Super Now-General Fund</b>	Farmers Bank	32,916.02	09/11/12	-		32,916.02
<b>Money Market-General Fund</b>	Farmers Bank	286,789.58	09/10/12			286,789.58
<b>General Fund Capital Escrow Account</b>	TowneBank	50,763.27	09/11/12	-		50,763.27
<b>Certificate of Deposit</b>	Farmers Bank	525,352.22	09/12/12	-		525,352.22
<b>Certificate of Deposit-Police Dept</b>	Farmers Bank	36,414.61	09/12/12			36,414.61
<b>Special Project Account (Pinewood)</b>	Farmers Bank	19,869.94	09/11/12	-	-	19,869.94
<b>Pinewood Heights Escrow</b>	Farmers Bank	40,961.38	09/11/12			40,961.38
<b>S. Church Street Account</b>	TowneBank	68,548.40	09/11/12	-		68,548.40
<b>Subtotal General Fund</b>		1,714,744.45		-	651,217.24	2,365,961.69
<b>Beautification Fund</b>	Farmers Bank	7,809.89	09/11/12			7,809.89
<b>Money Market-Beautification</b>	Farmers Bank	61,000.49	09/11/12			61,000.49
		68,810.38				68,810.38
<b>Rising Star CDBG</b>	Farmers Bank	63.49	09/12/12			63.49
<b>TOTAL ALL FUNDS</b>		5,785,302.14		(0.00)	-	5,785,302.14



# The Blair Bros., Inc.

P.O. Box 5413  
Suffolk, VA 23435  
(757) 538-1696 Fax: (757) 538-0714  
www.blairbros.com  
SWaM Cert #: 664748

## Invoice

Date	Invoice #
8/27/2012	10182

### Bill To:

Town of Smithfield  
P O Box 246  
Smithfield VA 23431

### Ship To:

Asphalt patching crew  
Attn: Wayne Griffin

P.O. No.	Terms
	NET 30 DAYS

Item	Qty	Description	Rate	Amount
Contract	15	Hours asphalt patching crew various locations - install patches on Battery Park Rd. and Church St., 2 at Grace and Institute, 2 on Cary St., 4 on Brewer Place, 1 on Hill St. and dig out, patch back, re-streetprint and coat.	253.25	3,798.75
Contract	14.07	Tons of SM9.5A	69.00	970.83

\$11,083.33  
Hwy

VENDOR # \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_  
DEPT HEAD W. Griffin  
TOWN MANAGER PAUS

Total Invoices  
\$14,352.91

\$3,269.58  
P.W.

THANK YOU FOR YOUR BUSINESS

**Invoice Total:** \$4,769.58

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.





# The Blair Bros., Inc.

P.O. Box 5413  
Suffolk, VA 23435  
(757) 538-1696 Fax: (757) 538-0714  
www.blairbros.com  
SWaM Cert #: 664748

## Invoice

Date	Invoice #
8/27/2012	10179

**Bill To:**

Town of Smithfield  
P O Box 246  
Smithfield VA 23431

**Ship To:**

Ditch Cleaning Crew  
Attn: Wayne Griffin

SEP 10 2012

P.O. No.	Terms
	NET 30 DAYS

Item	Qty	Description	Rate	Amount
Contract	3.5	Hours ditch cleaning crew - Clean out ditch at 823 to 825 Smithfield Blvd., clean out pipe and clip shoulder	253.25	886.38
Contract	5	Hours ditch cleaning crew - Place rip rap on slope and around pipe on Waterworks Rd.	253.25	1,266.25
Contract	8.84	Tons rip rap for Waterworks Rd.	42.00	371.28

VENDOR # \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_  
DEPT HEAD W. A. Griffin  
TOWN MANAGER W. A. Griffin

**THANK YOU FOR YOUR BUSINESS**

**Invoice Total: \$2,523.91**

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.





# The Blair Bros., Inc.

P.O. Box 5413  
Suffolk, VA 23435  
(757) 538-1696 Fax: (757) 538-0714  
www.blairbros.com  
SWaM Cert #: 664748

# Invoice

Date	Invoice #
8/27/2012	10180

**Bill To:**

Town of Smithfield  
P O Box 246  
Smithfield VA 23431

**Ship To:**

Ditch cleaning and concrete repair crew  
Attn: Wayne Griffin

P.O. No.	Terms
	NET 30 DAYS

Item	Qty	Description	Rate	Amount
Contract	15.75	Hours ditch cleaning and concrete repair crew - Reconstruct rip rap at flared end section of pipe, install four check dams, install four tons of clay in low areas and install jute mesh, cut out and patch back areas on Redpoint Rd. #101, 201, 207, 308. Clean pipes and DI, cut shoulder back at house #316. Fill wash out on John Rolfe and Randall. Repair leaking manholes at Cypress Creek.	253.25	3,988.69
<p>VENDOR # _____</p> <p>ACCOUNT # _____</p> <p>DEPT HEAD <i>W. D. [Signature]</i></p> <p>TOWN MANAGER <i>[Signature]</i></p>				

**THANK YOU FOR YOUR BUSINESS**

**Invoice Total:**

**\$3,988.69**

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.

We Accept



Convenience fee added



# The Blair Bros., Inc.

P.O. Box 5413  
Suffolk, VA 23435  
(757) 538-1696 Fax: (757) 538-0714  
www.blairbros.com  
SWaM Cert #: 664748

## Invoice

Date	Invoice #
8/27/2012	10181

Bill To:

Town of Smithfield  
P O Box 246  
Smithfield VA 23431

Ship To:

Pipe repair crew  
Attn: Wayne Griffin

P.O. No.	Terms
	NET 30 DAYS

Item	Qty	Description	Rate	Amount
Contract	10.5	Hours pipe repair crew - Waterworks Rd. sawcut asphalt and remove, install 9.8 tons of rip rap, 2 tons of 21A's and fabric. Patch back shoulder with asphalt.	253.25	2,659.13
Contract	9.8	Tons rip rap for Waterworks Rd.	42.00	411.60
<p>VENDOR # _____</p> <p>ACCOUNT # _____</p> <p>DEPT HEAD <i>W. R. Griffin</i></p> <p>TOWN MANAGER <i>W. R. Griffin</i></p>				

**THANK YOU FOR YOUR BUSINESS**

**Invoice Total: \$3,070.73**

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed



**Peter Stephenson**

---

**From:** Denise Tynes [dtynesmfd@aol.com]  
**Sent:** Thursday, September 06, 2012 7:56 PM  
**To:** Peter Stephenson; Lesley Greer  
**Subject:** Fwd: Letters, resolutions on ending "Local Aid to the Commonwealth"  
**Attachments:** ATLLettertoGovernor2012.doc; ATT00001.htm; ATLDraftResolution2012.doc; ATT00002.htm

Peter,  
VML would like all localities to send the attachment out. It was discussed at the Legislative Committee meeting today. Thanks! DNT

Sent from my iPhone

Begin forwarded message:

**From:** "Terry, Joni" <JTerry@VML.ORG>  
**Date:** September 6, 2012 2:55:41 PM EDT  
**Subject:** Letters, resolutions on ending "Local Aid to the Commonwealth"

**TO:** VML Legislative Committee Members  
**FROM:** Neal Menkes, VML staff

At today's Legislative Committee meeting, the members asked to receive information on VML's initiative encouraging localities to adopt resolutions and send letters to Gov. McDonnell and their state legislators asking for an end to the "Local Aid to the Commonwealth" program. Here is the body of the email and attachments sent last week to our managers and liaisons on this topic:

After three consecutive years of state budget surpluses, it is time for the state to quit forcing local governments to shoulder so many of the state's responsibilities.

VML asks its members to send letters and resolutions to Gov. Bob McDonnell and their General Assembly delegation asking for an end to the "Local Aid to the Commonwealth" program. It is important to act – and to act soon – before state leaders obligate the undesignated portion of the budget surplus.

A draft letter and a draft resolution are attached to this email. Elected officials and chief administrative officers can use these documents to build the momentum needed to abolish local aid to the commonwealth.

Please remember to send a copy of your correspondence to VML as well.

The Aug. 24 issue of VML eNews urged that these actions be taken; we are sending you this email in case you overlooked that article. That issue of eNews also contains an article on Gov. McDonnell's budget presentation to a joint meeting of the money committees earlier this month.

If you have questions about the letter or resolution, please contact Neal Menkes, [nmenkes@vml.org](mailto:nmenkes@vml.org); (804) 523-8523.

Date

Honorable Robert F. McDonnell  
Governor  
Commonwealth of Virginia  
P.O. Box 1475  
Richmond, VA 23218

Dear Governor McDonnell:

Enclosed you will find a resolution from the City Council (Board of Supervisors) of the City (County) of XXXX indicating our concern over the \$50 million reduction in financial assistance to localities for certain state-mandated and state-high priority services. Our elected officials request that you submit a budget amendment in the next legislative session to restore the cut in FY13 and to eliminate it altogether in FY14.

We recognize that state revenues dropped during the Great Recession and that the financial belt had to be tightened. But while the state has enjoyed budget surpluses in each of the last three fiscal years, we have coped with weak real estate revenues that have forced spending reductions and cutbacks in services.

I might add that I am not aware of even one mandate for the state-mandated and state-high priority services identified in the aid to local government reversion program that has been modified or eliminated by the state. Now that another state budget surplus has been achieved, we request that you keep localities in mind and put an end to this practice.

Thank-you so much for your consideration of this matter.

Sincerely,

Mayor (Chair)

cc: State Senator(s)  
House Delegate(s)  
Virginia Municipal League

**Draft model resolution supporting restoration of state funding for aid to localities**

Whereas, state financial assistance for mandated and high priority programs, including public education, health and human services, public safety and constitutional officers, was \$800 million less in FY12 than in FY09 and almost \$500 million less in FY13 than in FY09; and

Whereas, cities and counties must balance their budgets during a time in which future state assistance is unreliable, federal stimulus dollars are depleted, and real estate assessments are either stagnant or in decline; and

Whereas, the Appropriation Act contains \$50 million in across-the-board cuts to cities and counties for FY13 and \$45 million in FY14, under which localities are required to either elect to take reductions in particular state aid programs, or to send the State a check for the amounts determined by the Department of Planning and Budget (“Local Aid to the Commonwealth”); and

Whereas, the reductions are applied to essential services, including law enforcement, jail administration, foster care and child protection services, election administration and social services; and

Whereas, the City (County) of \_\_\_\_\_ does not have the authority to unilaterally decide to discontinue providing services such as election administration or to refuse to house and care for state prisoners in local and regional jails; and

Whereas, the state budget cuts are not accompanied by any reductions in state-imposed mandates, standards and service requirements, nor do they provide any administrative flexibility for local agencies; and

Whereas, the City (County) of \_\_\_\_\_ remitted \$XXX in FY12 and will be required to remit another \$XXX in FY13; and

Whereas, cities and counties will have provided the state with \$270 million by the close of FY13 for this “Local Aid to the Commonwealth” program; and

Whereas, these reductions shift state costs to local taxpayers and artificially increases the amount of state surplus revenue; and

Whereas, state revenues have continued to recover and the state has experienced a budget surplus for the third consecutive year; and

Whereas, revenue collections for the City (County) of \_\_\_\_\_ continue to reflect the struggling housing market; and

Whereas, the state should not shift its share of the costs for mandates and responsibilities to local governments; now, therefore, be it

Resolved, that the City Council (Board of Supervisors) of \_\_\_\_\_ asks Governor Bob McDonnell to submit a budget amendment to the 2013 session of the General Assembly to reverse the \$50 million-a-year reduction for the current year, FY13, and to eliminate the aid to localities reduction in FY14; and further, be it

Resolved, that the members of the General Assembly support a budget amendment to the 2013 session of the General Assembly to reverse the \$50 million-a-year reduction

for the current year, FY13, and to eliminate the aid to localities reduction in the budget for FY14.

**Status of South Church Street Enhancement Project**

<b>Funding Sources:</b>	Amount	Balance	Total
	Received/Spent	outstanding	
ARRA Federal Stimulus Regional Share	165,329.00	-	165,329.00
Federal Transportation Enhancement Grant	720,000.00	-	720,000.00
Town's Required Grant Match (Enhancement-20%)	180,000.00	-	180,000.00
Fed Formula Funds (Federal and State Match)	352,315.00	-	352,315.00
Town's Urban Fund Partial Use Allocation	376,077.91	864,311.47	1,240,389.38
Town's Required Grant Match (Urban Funds-2%)	7,675.83	17,638.24	25,314.07
Highway Funds	272,656.12	-	272,656.12
Joseph W. Luter, III Pledge	600,000.00	400,000.00	1,000,000.00
Smithfield Foods, Inc. Pledge	500,000.00	-	500,000.00
Gwaltney Beautification Fund	250,000.00	-	250,000.00
Historic Smithfield	75,000.00	-	75,000.00
Fund Raisers/Property Owner Pledges	150,000.00	-	150,000.00
<b>Total funding sources</b>	<b>3,649,053.86</b>	<b>1,281,949.71</b>	<b>4,931,003.57</b>

<b>Project Costs to Date:</b>							Balance		
	2008	2009	2010	2011	2012	Total	Remaining	Total	
Landmark Design Group	156,925.87	45,990.70				202,916.57	-	202,916.57	
Canada Land Surveying-exhibit plat showing easement DVP					250.00	250.00	-	250.00	
Treasurer of Virginia-Dept of Transp.-ROW Acq. N Church St					500.00	500.00	-	500.00	
Lewis Construction-Comm. Vault Repairs					8,277.95	8,277.95	-	8,277.95	
Clark Nexsen		60,720.99	92,646.51	82,211.15	140,846.76	376,425.41	17,381.60	393,807.01	
Powell Management			4,250.00	273.00		4,523.00	-	4,523.00	
Excel Paving-Main Contract				639,619.57	1,872,608.60	2,512,228.17	81,327.33	2,593,555.50	
Excel Paving-Installation of Verizon and Charter					147,638.00	147,638.00	-	147,638.00	
Excel Paving-Installation conduit-drainage					231,037.32	231,037.32	-	231,037.32	
Excel Paving-Tree removal & stump grinding (private)					1,250.00	1,250.00	-	1,250.00	
Excel Paving-DVP Conduit					66,205.50	66,205.50	-	66,205.50	
Isle of Wight County (permit)				403.20		403.20	-	403.20	
Dominion Virginia Power				6,186.81	390,664.71	396,851.52	-	396,851.52	
Spivey Safty Services				1,665.00		1,665.00	-	1,665.00	
Replace Driveway for Dawson & Lacey Moody					16,000.00	16,000.00	-	16,000.00	
Verizon Relocation Cost							679,732.00	679,732.00	
Charter Relocation Cost							88,354.00	88,354.00	
REW Electrical Contractor					72,037.00	72,037.00	-	72,037.00	
Virginia Department of Transportation					10,845.22	10,845.22	15,154.78	26,000.00	
	156,925.87	106,711.69	96,896.51	730,358.73	2,958,161.06	4,049,053.86	881,949.71	4,931,003.57	
					(272,656.12)	(272,656.12)		(272,656.12)	
					2,685,504.94	3,776,397.74		4,658,347.45	

Note 1: General Fund

	Actual Remaining	Original Budget
Clark Nexsen:		
Construction inspection remaining	17,381.60	194,034.00
Additional CA services remaining	-	20,120.00
	17,381.60	214,154.00

<b>Project Summary</b>	<b>Total Project</b>	<b>Funding to date</b>	<b>Balance remaining</b>
Total project costs	4,931,003.57	4,049,053.86	881,949.71
Less: ARRA Funding	(165,329.00)	(165,329.00)	-
Less Transportation Enhancement Grant	(720,000.00)	(720,000.00)	-
Less: Town Matching for Enhancement Grant	(180,000.00)	(180,000.00)	-
Less: Federal Formula Grant (State and Federal)	(352,315.00)	(352,315.00)	-
Less: Highway money	(272,656.12)	(272,656.12)	-
Less: Private Money			
Joseph Luter	(1,000,000.00)	(1,000,000.00)	- funded by reserves until reimbursed
Smithfield Foods	(500,000.00)	(500,000.00)	-
Gwaltney Beautification	(250,000.00)	(250,000.00)	-
Historic Smithfield	(75,000.00)	(75,000.00)	-
Fund Raisers/Property Owner Pledges	(150,000.00)	(150,000.00)	-
remainder urban funds (with match)	1,265,703.45	383,753.74	881,949.71
2% urban fund match-Town of Smithfield	25,314.07	7,675.83	17,638.24
98% federal and state	1,240,389.38	376,077.91	864,311.47
	1,265,703.45	383,753.74	881,949.71

# Memo

TO: Smithfield Town Council – Water and Sewer Committee  
FROM: William T. Hopkins, III  
DATE: September 17, 2012  
RE: Mechanical, Electrical and Utility Services Contract

---

The Town of Smithfield has a contract with R.E.W. Corporation for the 2011/2012 fiscal year to perform mechanical, electrical and utility services with the right to renew for two additional years. The mechanical, electrical and utility services contract includes the following type of work:

- Replace check valves, valves and piping as well as repair or replace force mains.
- Replace or repair any electrical components in pump stations as well as trouble shoot any control problems at pump stations.
- Ability to rebuild package pump stations and wet well/dry well pump stations from the ground up.

There will be no changes to the current contract pricing. The new contract term will be effective November 3, 2012 through November 2, 2013.

Staff has been extremely pleased with the level of service provided by R.E.W. Corporation and therefore we are recommending that this contract be extended one more year.

September 12, 2012

MEMO

SUBJECT: John Rolfe Drive Turn Lane  
John Rolfe Drive & Battery Park Road Intersection

On September 7, 2012 we received bids from three contractors interested in the installation of the proposed right turn lane at the intersection of John Rolfe Drive and Battery Park Road. The low bidder was The Blair Bros., Inc. at \$69,489.58. The other contractors were Paxton Contractors Corp., \$96,747.00 and Henry S. Branscome LLC, \$138,304.29. We have submitted to VDOT the requested bidding information for their review and approval. We are requesting that Town Council also review and approve the proposal for the turn lane work.

Wayne Griffin  
Town Engineer

**BID PROPOSAL**  
**(CONSTRUCTION CONTRACT)**

TO: THE TOWN OF SMITHFIELD  
310 Institute Street  
P.O. Box 246  
Smithfield, VA 23430

PROJECT: John Rolfe Drive Turn Lane  
Smithfield, Virginia

In compliance with your Advertisement for Bids and Information for Bidders, the undersigned hereby proposes to furnish the labor, materials, and the equipment, and perform all work for the above-described project in strict accordance with the Specifications and the Drawings, including all addenda thereto, in consideration of the total base bid price set forth in this Bid Proposal. The undersigned further agrees, upon receipt of written notice of award of the Contract within 90 days after the date of opening of bids, that he will execute the Contract in the form stipulated in accordance with his bid as accepted, and will furnish to the Owner a performance bond and a payment bond with good and sufficient surety or sureties, as required by the Specifications, at the time the Contract is executed.

The Bidder agrees that if awarded the Contract, he will commence the work on or before a date to be specified in the written Notice to Proceed and that he will fully complete the work within 90 calendar days thereafter as stipulated in the Specifications. The Bidder further agrees to pay as liquidated damages the sum of \$350 for each consecutive calendar day thereafter as hereinafter provided in the VDOT Road and Bridge Specifications (2007) Section 108.07. The Bidder further acknowledges that the Contract Documents and drawings are understood and are suitable for construction of the Work outlined therein.

The Bidder further declares that no person or persons, firm or corporation, other than the undersigned, is interested in the proposal, as a principal, and that this proposal is made without collusion with any person, firm, corporation, or Town of Smithfield official.

Finally, the undersigned Bidder hereby understands that all excavation for the work contained herein is unclassified and that the cost of removal of each and every kind of material encountered in the work shall be included in the price bid. With the execution of this Bid, the Bidder affirms that there are no circumstances under which it can make any request for extra payment against the Town of Smithfield, Clark Nexsen or Draper Aden Associates should hard material or excess ground water be encountered in the execution of this work by the Bidder. The Bidder covenants that it has not relied upon any information compiled by or available to the Town of Smithfield, Clark Nexsen or Draper Aden Associates and that it has made its own determination of subsurface conditions and the effect of such conditions on the price bid as required by the Technical Specifications.

Escrow Account Procedure Option (Check Applicable Box)

- Yes. We choose to use the Escrow Account Procedure
- No. We choose not to use the Escrow Account Procedure
- Total Bid Price does not qualify for the Escrow Account Procedure

Receipt is hereby acknowledged to Addenda Numbers \_\_\_\_ to \_\_\_\_, inclusive.

The undersigned hereby declares that the Bidder has / has not performed work subject to The President's Executive Order No. 11246.

Respectfully submitted:

Signature *Richard Blair* Richard Blair  
Title CFO  
License No. 2701 010057A  
Name and Address The Blair Bros., Inc.  
P.O. Box 5413, Suffolk, VA 23125

Seal-if BID is by a Corporation

Attest *Richard Blair* Date 9/7/12

BIDDER agrees to perform all work described in the CONTRACT DOCUMENTS for the following Schedule of Prices:

SCHEDULE OF VALUES

PROJECT: John Rolfe Drive Turn Lane  
 Bid Number:

The Blair Bros., Inc.

January, 2011

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE	
				UNIT PRICES IN FIGURES	TOTAL ITEM PRICE IN FIGURES
1	DI-1	1	EA	\$2,701.15	\$2,701.15
2	DI-3CL-12 FT	1	EA	\$3,890.00	\$3,890.00
3	15" RCP	305	LF	\$28.00	\$8,540.00
4	Saw Cut	340	LF	\$1.50	\$510.00
5	Cut	78	CY	\$10.00	\$780.00
6	Select Fill	567	CY	\$15.00	\$8,505.00
7	6" 21-B Sub Base	58	TON	\$28.90	\$1,676.20
8	3" BM-25	45	TON	\$80.50	\$3,622.50
9	2" SM-9.5A	185	TON	\$88.50	\$16,372.50
10	CG-6	275	LF	\$16.41	\$4,512.75
11	CG-9D	54	LF	\$22.22	\$1,199.88
12	CG-2 (Entrance)	52	LF	\$14.09	\$732.68
13	7" Concrete Entrance	96	SY	\$52.52	\$5,041.92
14	Top Soil & Seed	0.12	AC	\$18,000.00	\$2,160.00
15	Silt Fence	275	LF	\$2.00	\$550.00
16	EC-2	550	SY	\$2.00	\$1,100.00
17	Demo Headwall & Rip Rap	1	LS	\$800.00	\$800.00
18	Demo and Remove FES & 70 LF RCP	1	LS	\$800.00	\$800.00
19	Demo 76 SY of Existing Concrete Entrance	1	LS	\$600.00	\$600.00
20	Demo Existing CG-6 curb, Approx. 65 LF	1	LS	\$300.00	\$300.00
21	Divider Line	150	LF	\$5.00	\$75.00
22	Double Yellow Line	350	LF	\$6.00	\$210.00
23	Skip Line	150	LF	\$5.00	\$75.00
24	Stop Bar	30	LF	\$5.00	\$15.00
25	Arrow	2	EA	\$150.00	\$300.00
26	Mobilization	1	LS	\$1,000.00	\$1,000.00
27	Core and Pipe Work in Battery Park Rd.	1	LS	\$3,420.00	\$3,420.00

Total

\$ 69,489.58

SOV-1

1 of 1

*John Blair*

North American Specialty Insurance Company  
Manchester, New Hampshire 03101

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That We, The Blair Brothers, Inc.

of 1 Blair Brothers, Suffolk, VA 23435, as Principal, and North American Specialty Insurance Company, of Manchester, New Hampshire, as Surety, a New Hampshire corporation duly licensed to do business in the State of Virginia are held and firmly bound unto Town of Smithfield, as Obligee, in the penal sum of -Five-Percent-of-Amount-Bid- Dollars (\$ 5%of-Bid-), for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That, whereas the Principal has submitted, or is about to submit, a proposal or a bid to the Obligee on a contract for

John Rolfe Turn Lane - UPC-87273

NOW, THEREFORE, if the aforesaid principal shall be awarded the contract, the said principal will within the period specified therefore, or, if no period be specified, within ten (10) days after the notice of such award into a contract and give bond for the faithful performance of the contract, then this obligation shall be null and void, otherwise the principal and the surety will pay unto the obligee the difference in money between the amount of the bid of said principal and the amount for which the obligee may legally contract with another party to perform the work if the latter amount be in excess of the former; in no event shall the liability hereunder exceed the penal sum hereof.

PROVIDED AND SUBJECT OF THE CONDITION PRECEDENT, that any suits at law or proceedings in equity brought or to brought against the Surety to recover any claim hereunder must be instituted and service had upon the Surety within ninety (90) days after the acceptance of said bid of the Principal by the Obligee.

Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

SIGNED, SEALED AND DATED this 7th day of September, 2012

ADDRESS ALL CORRESPONDENCE TO:

North American Specialty Ins. Co.  
7530 Lucerne Drive  
Islander Park Bldg 2, Suite 110  
Middleburg Heights, OH 44130  
(440) 816-3100

The Blair Brothers, Inc.

Principal  
By: Paul Blair

North American Specialty Insurance Company

By: Dennis K. Strawhand  
Attorney-in-Fact Terri K. Strawhand

NAS SURETY GROUP

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Manchester, New Hampshire, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Schaumburg, Illinois, each does hereby make, constitute and appoint:

MARK C. BUNDY, NANCY R. CHUNTA, TAMMY A. WARD,
WILLIAM E. CRAWLEY and TERRI K. STRAWHAND

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:
FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By Steven P. Anderson, Senior Vice President of Washington International Insurance Company & Senior Vice President of North American Specialty Insurance Company



By David M. Layman, Vice President of Washington International Insurance Company & Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 20th day of June, 2012.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook ss:

On this 20th day of June, 2012, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and David M. Layman, Vice President of Washington International Insurance Company and Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



Donna D. Sklens
Donna D. Sklens, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 14th day of September, 2012.

Jeffrey Goldberg
Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company

**NEW HORIZONS OF VA, INC.**  
 4124 Mockingbird Lane  
 SUFFOLK, VA 23434

PROPOSAL NUMBER: 4324

# PROPOSAL

Tel.(757) 539-7809 Fax.(757) 539-9202

TO Town Of Smithfield Attn: Wayne Griffin PO Box 246 Smithfield VA 23431	PHONE 365-4200	DATE 8/24/2012
	JOB NAME / LOCATION Trinity UMC Public Parking	
	JOB NUMBER	JOB PHONE

We hereby submit specifications and estimates for:

Clean parking lot with power blowers and steel bristle brooms, burn oil spots, apply Sealmaster Coal Tar Asphalt Sealer, restripe lines and parking lot markings in existing configuration and adding (5) parking spaces.

\*\*\* edging to be completed by others.

Upon acceptance--please sign and return one (1) copy.

**We Propose** hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of:  
**Two Thousand Five Hundred and 00/100 Dollars** dollars (\$) **2,500.00**

Payment to be made as follows:

Net Due upon completion. 2% monthly service charge after 30 days.  
 33% collection fee after 60 days.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature Carina B. Ritter

Note: This proposal may be withdrawn by us if not accepted within **30** days.

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

**Wayne Griffin**

**From:** Nora Johnson [njohnson@blairbros.com]

**Sent:** Tuesday, August 28, 2012 1:21 PM

**To:** Wayne Griffin

**Subject:** Trinity United Methodist Church

Wayne,

Thomas asked me to send you a price for to clip, clean and herbicide the parking lot, included we will install six bumper blocks at Trinity United Methodist Church.

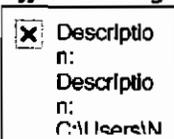
Price: \$891.00

If you need me to send over an official quote, please let me know, I will be happy to do so.

Thank you!

Sincerely,

**Nora Johnson**  
**Office Manager**



P.O. Box 5413, Suffolk, VA 23435  
SWaM Cert #: 664748  
Phone - 757-538-1696  
Fax - 757-538-0714



The Blair Bros., Inc.  
Website: [www.blairbros.com](http://www.blairbros.com)

*\$2,500 seal  
2,891 dip, clean, bumper block  
\$3,391 = TOTAL*