



August 23rd, 2013

TO: SMITHFIELD TOWN COUNCIL

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

**SUBJECT: AUGUST 2013 COMMITTEE MEETINGS WILL BE HELD AT THE SMITHFIELD
CENTER LOCATED AT 220 NORTH CHURCH STREET, SMITHFIELD, VA**

MONDAY, AUGUST 26th, 2013

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

1. Public Comment
2. Operational Updates
- TAB # 1** 3. Draft Parking Ordinance
4. Establish an Ordinance to Prohibit Loitering and Sleeping on Town Benches
- TAB # 2** 5. Street Closure Request for Parade of Homes – October 5th through October 20th, 2013

Immediately following the conclusion of the above meeting:

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

1. Public Comment
- TAB # 3** 2. HRSD Regionalization Study and Consent Order Update and Proposal from Draper Aden Associates

Immediately following the conclusion of the above meeting:

Finance Members: Pack (CH), Gregory, Cook

1. Public Comment
- TAB # 4** 2. June Bank Statements and Graphs
- TAB # 5** 3. July Bank Statements and Graphs
- TAB # 6** 4. July Cash Balances
- TAB # 7** 5. Invoices Over \$10,000 Requiring Council's Authorization:
 - a. Virginia Retirement System \$ 10,961.37
 - b. Southern Auto Group \$ 71,487.00
(Budgeted Police Vehicles)
 - c. Draper Aden Associates \$ 31,080.00
 - d. Blair Brothers \$ 15,255.00
- TAB # 8** 6. Virginia Retirement System – Hybrid Plan
- TAB # 9** 7. Vehicle Maintenance Contract Renewal
8. Updated Depreciation Schedule (**Forthcoming**)

TUESDAY, AUGUST 27th, 2013

4:00 p.m.

Parks & Recreation

Members: Chapman (CH), Pack, Tynes

- TAB # 10** 1. Public Comment
- TAB # 11** 2. Parks and Recreation Committee Report
- 3. IOW Ruritan Club Proposed Bluebird Project

Immediately following the conclusion of the above meeting:

Public Works

Members: Smith (CH), Cook, Tynes

- TAB # 12** 1. Public Comment
- TAB # 13** 2. Proposal for Pipe Repairs in Waterford Oaks
- TAB # 14** 3. Authorization to Accept Grant Funding from the Virginia Department of Conservation and Recreation for Waterworks Lake Dam
- 4. Recycling Program Update from Staff and AVES

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Cook (CH), Chapman, Smith

- TAB # 15** 1. Public Comment
- 2. Pinewood Heights Phase II Update
- 3. Closed Session – Acquisition/Disposition of Real Property – 315 Main Street

***** Additional Item Not Listed on Committee but will be on Council's September 3rd Agenda*****

- Approval of August 6th Town Council Minutes

DRAFT

AN ORDINANCE AMENDING ARTICLE IV, OF CHAPTER 78 OF THE CODE OF THE TOWN OF SMITHFIELD, VIRGINIA, AS AMENDED, IN ORDER TO REVISE AND AMEND THE REGULATIONS AS TO VEHICLE PARKING

WHEREAS, the Town Council's police committee and the chief of police have reviewed the provisions of the Town Code pertaining to the regulation of vehicle parking and have recommended to Town Council that the certain ordinances should be revised and amended; and,

WHEREAS, the Town Council of the Town of Smithfield deems is to be in the best interest of the citizens of the Town of Smithfield to revise and amend certain of the Town's ordinances as to vehicle parking.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, VIRGINIA:

1. That Article IV, Section 78-131(b) of the Code of the Town of Smithfield, Virginia is repealed and reenacted as follows:

Sec. 78-131. General authority of town manager relative to stopping and parking.

(b) It shall be unlawful for any person to fail, refuse or neglect to observe and comply with any rule or regulation made and promulgated by the town manger pursuant to this section; provided that no such rule or regulation shall be deemed to have been violated unless appropriate and adequate signs, markers or other devises are erected to inform ordinarily observant persons using the street of such rule or regulation, which sign, marker or other device shall be so placed that they may be readily and easily seen by an ordinarily observant person.

2. That Article IV, Section 78-140 of the Code of the Town of Smithfield, Virginia is repealed and reenacted as follows:

Sec. 78-140. Parking and citations generally.

Whenever any motor vehicle without driver is found parked, stopped or standing in violation of any of the restrictions imposed by this Code or other ordinances of this town, the officer finding such vehicle shall take its registration number, make and model of the vehicle and any other information displayed on the vehicle which may identify its user and shall conspicuously affix to such vehicle a parking citation for the driver to answer the charge against him within five days, during the hours and at a place specified in the citation. The officer shall deliver one copy of such citation to the police department.

3. That Article IV, Section 78-141 of the Code of the Town of Smithfield, Virginia is

repealed and reenacted as follows:

Sec. 78-141. – Penalty for parking violations generally.

(a) Unless otherwise provided, any person parking a vehicle in violation of any provision of this article or other ordinance provision of the town or any rule or regulation promulgated pursuant to this article shall, upon conviction thereof, be punished by a fine of not less than \$10.00 nor more than \$20.00 for each offense; however, any such violation may be satisfied, in full, by payment of \$10.00 to the police department within five days of such violation.

(b) All uncontested parking citations paid under this section shall be accounted for by the chief of police. The contest, by any person, of a parking citation shall be certified in writing, upon an appropriate form, to the general district court by the chief of police.

4. That Article IV, of the Code of the Town of Smithfield, Virginia is amended by the adoption of the following provisions:

Sec. 78-135. – Parking prohibited in specified places.

(a) No person shall park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or traffic control device, in any of the following places:

- (1) On a sidewalk or a town right-of-way between the sidewalk and curb.
- (2) In front of a public or private driveway.
- (3) Within an intersection.
- (4) Within 15 feet of a fire hydrant.
- (5) On a crosswalk.
- (6) Within 15 feet of a crosswalk at an intersection.
- (7) Within 20 feet upon the approach to any flashing beacon, stop sign, yield sign or traffic control signal located at the side of a roadway.
- (8) Between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless a different length is indicated by official signs or markings.
- (9) Within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of the entrance when properly posted.
- (10) Alongside or opposite any street excavation or obstruction when such parking would obstruct traffic.
- (11) On the roadway side of any vehicle parked at the edge or curb of a street.
- (12) Upon any bridge or other elevated structure upon a street or highway.
- (13) At any place where official signs or markings prohibit parking.
- (14) On any median.
- (15) In any public or private fire lane. A fire lane parking violation shall be punishable by a fine of \$250.00. All above grad signs posted for fire lanes shall include the following language: PENALTY \$250 FINE.

(b) No person other than a police officer shall move a vehicle into any such prohibited area or away from a curb such distance as is unlawful or start or cause to be started the motor of

any motor vehicle or shift, change or move the levers, brakes, starting device, gears or other mechanism of a parked motor vehicle to a position other than that in which it was left by the owner or driver thereof or attempt to do so.

Sec. 78-145. – Penalty for abuse of parking spaces reserved for exclusive use of person with disabilities.

It shall be unlawful for a vehicle not displaying disabled parking license plates, an organizational removable windshield placard, a permanent removable windshield placard or a temporary removable windshield placard issued under Code of Virginia, §46.2-1241, or DV disabled parking license plates issued under Code of Virginia, §46.2-739(B), by the commissioner of the department of motor vehicles to be parked in a parking space reserved for persons with disabilities that limit or impair their ability to walk or for a person who is not limited or impaired in his ability to walk, to park a vehicle a parking space so designated except when transporting a person with such a disability in the vehicle. Notwithstanding any of the provisions of this section, any person parking a vehicle in violation of parking regulations pertaining to spaces for persons with disabilities shall be punished by a fine of not less than \$100.00 nor more than \$500.00 for each offense; however, any such violation may be satisfied, in full, by payment of \$100.00 to the police department, within five days of such violation. A summons or parking ticket for this offense may be issued by law enforcement officers, volunteers serving in units established pursuant to §46.2-1244, and other uniformed law enforcement department personnel employed by the town to enforce parking regulations without the necessity of a warrant being obtained by the owner of a private parking area.

78-146. – Parking on streets or public parking lots on which time limit is designated by signs.

When any sign is erected on a public street to public parking lot giving notice thereof, no person shall, stop, stand or park a vehicle for longer than the time designated by such signs. For the purpose of this section, “public parking lot” shall mean any parking lot operated by the town.

78-147. – Presumption in prosecution for parking violation.

In any prosecution charging a violation of any provision of this article regulating parking, proof that the vehicle described in the complaint, summons, parking violation notice or warrant was parked in violation of this article, together with proof that the defendant was at the time, the registered owner of the vehicle, shall constitute in evidence a *prima facie* presumption that the registered owner of the vehicle was the person who committed the violation

78-148. – Removal of motor vehicles against which there are outstanding parking violations.

(a) Whenever there is found any motor vehicle parked upon the public streets or highways or public grounds against which there are three (3) or more outstanding, unpaid or otherwise

unsettled parking violation notices, such vehicle may, by towing or otherwise be removed or conveyed to a place designated by the chief of police for the temporary storage of such vehicle. The removal or conveyance of the vehicle shall be by, or under the direction of, an officer or member of the police department, or other authorized agent of the town.

(b) It shall be the duty of the officer or member of the police department, or other authorized agent of the town, removing such motor vehicle or under whose direction such vehicle is removed to inform as soon as practicable the owner of the removed vehicle of the nature and circumstances of the prior unsettled parking violation notices for which or on account of which such vehicle was removed.

(c) The owner of such removed motor vehicle, or other duly authorized person, shall be permitted to reclaim and take possession of the vehicle by payment of the outstanding parking violation notice for which the vehicle was removed and by payment of all reasonable costs incidental to the removal and storage of the vehicle, and the efforts to locate the owner of the vehicle. Should such owner fail or refuse to pay or should such owner be unknown and unascertainable, then any such motor vehicle may be sold in accordance with the procedures set forth in Title 46.2 of the Code of Virginia, 1950, as amended.

Section 78-149. – Exemptions from provision pertaining to private parking lots.

The town manager shall have the authority to regulate parking in any public or private parking lot outside the scope of Section 78-143 of this article for the purpose of enforcing parking regulations for disabled persons and fire lane violations.

5. This ordinance shall become effective immediately upon adoption.

ADOPTED this 3rd day of September, 2013.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD, VIRGINIA

T. Carter Williams, Mayor

Attest:

Lesley G. King, Clerk

PARADE OF HOMES

August 5, 2013

Amy Murrill Musick
Director, Smithfield Center
220 N. Church St.
Smithfield, VA 23430

RE: Parade of Homes

Dear Amy,

The builders are unable to finish the homes so the show could open on September 14th. The new dates for the show are October 5-20,2013. Therefore, Big Homes Shows (an entity of Tidewater Builders Association) has had to reduce it's participation since our Homearama is due to start around this same time. I am modifying the event permit application.

This event is being held in Cypress Creek at Smithfield, Virginia October 5-20,2013. Hours of the show will be Mondays – Saturdays Noon- 8 PM and Sundays noon-6 PM. The Peninsula Housing and Builders Association (PHBA) will now be conducting the preview gala. They will apply for this special event.

Traffic Route/Parking- Visitors will be directed to take Cypress Creek Parkway to St. Andrews where they will enter the main parking area to the left (open field). They will exit from this same location.

Parking is being coordinated by the Kiwanis Club of Smithfield. Handicap Parking will be available.

Existing occupied homes- currently there is one occupied home within the Parade of Homes site that will be fenced in. The homeowner is aware and is cooperating fully. Emergency vehicles will have access to this home.

Department of Police- We will only need the police for traffic assistance on the three weekends it is open. Revised schedule is attached.

Security- This is a sixteen day show. I use private security (Starr Investigations) for front of tent and back gate security.

Exhibit Center- We will not be having an exhibit center.

Tents- We will only have one 20x20 tent to be used for the show entrance.

Fire Department- I will be scheduling a meeting soon with a representative from this office in regards to the emergency access, concessions, and any other concerns they have. Please forward this contact information to me.

Signs- I need information on signage regulations. Do I need a permit from IOW or VDOT for those we put on Routes 10 & 710? The off-site directional signs will be kept between the community and Rt. 10 where it intersects with Rt 710. On-site directional signage will be placed on Cypress Creek Parkway. These directional signs will not be installed prior to October 2nd. We have put a 4x4 sign on Cypress Creek Blvd near Nairn listing the builders for the show. All signage will be removed within 4 days after the close of the show.

Road Closures- We need to close Cypress Creek Parkway from St. Andrews to Nairn completely from Oct. 3rd (20x20 entrance tent installation) and will have reopened by Tuesday, October 22nd. We will close to thru traffic on St. Andrews from Cypress Creek Pkwy to where it meets Cypress Creek Pkwy again for the same period. Cypress Creek Parkway will be closed from St. Andrews (near lot 269) for same period. This is the route for deliveries and emergency vehicles- we have a gate with a security guard in this location.

Permits we will be obtaining- (let me know if I am missing any)

Road Closed

Sign (if needed- please advise)

Electrical- for concessions, and support.

Construction Water Meters- for concessions (cleaning only)

Insurance- we will be providing you with a certificate of liability prior to the event per your instructions in the event permit application.

Equipment- We provide our own dumpster, trash cans, toilets, light towers, golf carts, and cones from various vendors. The developer is providing and installing the fence and gate.

Alcohol- We will have alcohol on site for the Real Estate Agent Day (we open early and serve mimosas and continental breakfast to realtors 9:30 – 11 AM). We will obtain an ABC permit.

Concessions- Bubba N Frank's Restaurant is handling the concessions at this event. He has a trailer that can be left on site and is relatively self contained. I will provide power for him if needed. He is responsible for all permits. He will not sell alcohol.

Music- BHS may have the marching band from Smithfield High School. BHS is not planning on having any bands at this time. If PHBA has any events with music they will let you know.

Ticket prices- \$10 general admission. Discounts and coupons will be available. Please see the attached Fact Sheet for details.

Attendance- Even though we have conducted this type show in other areas for over 30 years, this venue is new. We are expecting a very good attendance but are not concerned about traffic, crowd control etc. Week-ends are our biggest days. This is why we have the extra off-duty officers assisting on these days.

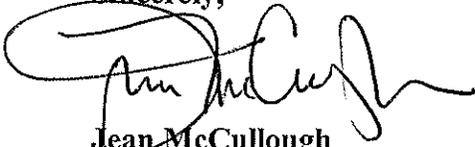
We believe this event will bring tremendous exposure to the town of Smithfield through our advertising campaign that will include, TV, radio and social media. The website for this event is www.paradeofhomesva.com.

Sadler Building Corp. is building the charity house in conjunction with Southern Living's Operation Finally Home. A deserving war veteran has received this home free of a mortgage.

We would like permission to use the logo of Town of Smithfield and the name in regards to this event.

Please contact Teresa Howell, our logistics manager, if you have any questions. She can be reached at 757-439-2069, or www.thowell@tbaonline.org. Thank you for your consideration and assistance.

Sincerely,



Jean McCullough
Big Home Shows
Staff Vice President
Homearama, Home Shows & Special Projects
757-615-5559

Attached: Site Map
Fact Sheet
Police Schedule



Town of Smithfield, Virginia
Special Event Application for Permit

If permission is granted, the undersigned and/or organization will remain responsible for all venue rental fees, equipment rentals, ABC and health department certificates, security, and damage, including potential site reclamation costs such as landscaped site work or sod replacement, or extraordinary cleaning arising from the specified event.

Event Organizer's
Signature

Date 8/5/13

Print Name

JEAN McCULLOUGH

Attach the following documents:

- | |
|---|
| Flyers or any promotional materials about event or organization |
| Map/Layout of Event |



PENINSULA HOUSING & BUILDERS ASSOCIATION

Parade of Homes
Oct. 5-20, 2013



Parking

Cypress Creek

20429
TENT

Show Entrance
Ticket Booth
Will Call

Concessions

EMERGENCY
VEHICLES
ENTER HERE

1

2

3

4

5

6

7

Nairn

Back gate

Cypress Creek Parkway

St. Andrews

Cypress Creek Parkway

Cypress Creek Parade of Homes Builders

Smart Move Builders
Houses 1 & 6

Crocker and Foster Custom Homes
House 3

William S. Wirt Construction Inc.
House 5

Sadler Building Corp.
House 2

Stephen Alexander Homes
House 4

Chesapeake Homes
House 7



X - FENCE LINE
X - ROAD CLOSED

Parade of Homes

Traffic Assistance - *Town of Smithfield*

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

(8/2/13)

Day/Date	Traffic
Saturday 10/5	11:30 AM – 4 PM
Sunday 10/6	11:30 AM – 4 PM
Saturday 10/12	11:30 AM – 4 PM
Sunday 10/13	11:30 AM – 4 PM
Saturday 10/19	11:30 AM – 4 PM
Sunday 10/20	11:30 AM – 4 PM

PARADE OF HOMES 2013

CYPRESS CREEK

October 5 – 20, 2013

What is Parade of Homes? Parade of Homes is a 16-day single-site display of fully furnished and fully landscaped custom showcase homes that demonstrate the latest in home construction, design, furnishings and technological innovations.

It's the 27th anniversary year for Peninsula Home Builders Association's Parade of Homes in South Hampton Roads and the second time it has been hosted in Cypress Creek. The show will feature 7 homes for sale ranging from 2,900 square foot up to over 4,000 square feet. Prices range from the \$400 K's to \$500 K's

When is it? The show is open noon until 8 p.m. every day, except Sundays, from noon until 6 p.m. Ticket sales will stop one hour before closing.

Where is it? The event will be in Cypress Creek in Smithfield, Virginia where the community of Cypress Creek features one of the finest golf courses in the area, but you don't have to be a golfer to appreciate all the luxuries that come from the resort lifestyle of Smithfield's finest country club community. We feature only the best home builders to design and build luxury homes. The area offers many amenities from shopping to parks, museums and historic landmarks. Residents of Cypress Creek very close to the quaint town of Smithfield, with a variety of home styles from the areas finest custom home builders, consumers are sure to find the perfect place to call home.

How much does it cost? **General admission is \$10 for a one-day pass. Active duty and retired military guests and seniors (62 or better) get a \$3 discount Monday-Thursday. Children 12 and under are free. Special offer Tuesday and Wednesday \$5.00 after 5 P.M. Only one discount applies.**

Who is building homes in this event? Builders participating in the show include: John Barnes of Chesapeake Homes, Virginia Beach; James Crocker of L.F. Enterprises LLC, Hampton; Ed Sadler of Sadler Building Corp, Virginia Beach; Danny Exantus & Steve Guerrier of Smart Move Builders, Norfolk; Stephen Quick of Stephen Alexander Homes, Chesapeake; William S. Wirt of Wm S Wirt Construction Inc., Portsmouth.

Feature Homes:

Operation Finally Home, by Sadler Building Corp in partnership with Southern Living. First, it is a builder's association founded charity building homes for America's war wounded veterans. Builders, tradesmen, and building suppliers building homes...what a perfect way to give back to those who have sacrificed a normal life for our freedom! The purpose for Operation Finally Home is to remove the burden of providing shelter, so that the family can overcome the devastating effects of the war, and move forward with their lives, not looking backward, but looking toward the opportunities ahead. This is a hand-up and not a handout. This is a step in the direction of a rewarding future as productive members of their community. This home will go to a wounded veteran or his family. The home is fully paid for by donations. The family will be introduced in the near future.

The Smithfield House, by Stephen Alexander Homes. Working in partnership with the Curator of the Isle of Wight Museum and Isle of Wight Tourism, the house will feature historical and modern Smithfield artifacts that will interest, educate and entertain the home's visitors

The Hampton Roads Magazine Home, by Crocker & Foster Custom Homes, shines the spotlight on one of the area's newest, most dynamic young custom home builders, James Crocker. Come meet the builder and enjoy the many exciting events planned for The Hampton Roads Magazine Home.

Major Events:

- **Preview Party, Friday, October 4 5:00pm – 8:30pm** - gates open at 5:00pm. Tickets are \$25 in advance, \$35 at the door. Tickets may be purchased by calling 757-305-9007 or at PHBA
- **Military Appreciation Day, Tuesday, October 8** - military guests enjoy a 50% discount off general admission with a valid military identification card. FREE hotdogs from noon – 2 pm
- **Real Estate Agent Day**, set for **Wednesday, October 9**, invites area real estate agents to be admitted free all day with a business card and ID. Gates open at 9:30 am and a complimentary Champaign Breakfast is served from 9:30-11 a.m.
- **Mothers Day Out**, gates open early at **10 a.m., Wednesday, October 16**, for Moms with school-age children.
- **Taste of the Region**, Monday October 14, 5:30 – 7:30 pm. Sponsored by *Hampton Roads Magazine*, visitors are invited to sample cuisine from the Region's top chefs and vote on their favorite!

Sponsors:

- **Presenting Sponsor: Monarch Bank & Mortgage**
- **Ticket Sponsor: Vintage Tavern Restaurant**
- **Automobile Sponsor: POMOCO Auto Dealerships**
- **Real Estate Agent Day: TowneBank**
- **Military Appreciation Day: Smithfield Foods**

More information is available at www.paradeofhomesva.com or by calling (757) 305-9013

More Information: Directions, a complete event listing, more information and a discount coupon are available at www.paradeofhomes.va.com



Draper Aden Associates

Engineering • Surveying • Environmental Services

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

August 23, 2013

Mr. Peter M. Stephenson, AICP ICMA – CM
Town Manager
Town of Smithfield
911 South Church Street
Smithfield, Virginia 23431

**RE: Town of Smithfield – Sanitary Sewer Overflow Special Order by Consent Project
Flow Monitoring Data Update - Scope of Work and Fees**

Dear Mr. Stephenson:

Draper Aden Associates (DAA) is pleased to provide this proposal to the Town of Smithfield for efforts associated with updating flow parameters established as a result of the initial Flow Monitoring Program in 2008 as part of the Special Order by Consent (SOBC) project with flow monitoring data recently recorded by the Town through their flow monitoring system.

The flow monitoring data collected in 2008 was necessary to establish flow parameters for inclusion in the development of the Sanitary Sewer Evaluation Study (SSES) and the Flow Evaluation Report. The SSES identified sections of the Town's infrastructure that were susceptible to inflow and infiltration sources and would require additional field services to identify specific defects to be rehabilitated. The Flow Evaluation Report was an analysis of the flow parameters in the system and developed the conditions and characteristics of the Town's collection system for inclusion in a hydraulic model for the Town as well as the region. In order for the flow monitoring data used for these analyses to be sufficient, the SOBC dictated that the collection system's response to a storm with a minimum 1-year recurrence level needed to be recorded. During the flow monitoring program, the data met this minimum requirement and the analyses could continue. As part of the general analysis however, the response to the 1-year storm needed to be extrapolated to a 10-year storm to identify what would be considered as the peak flow for a basin. While this was acceptable to the region for analysis purposes, this extrapolation represented a minimum requirement. Recordation of a storm with a larger recurrence interval (i.e. greater than 1-year) would have required less extrapolation and may result in the determination of more accurate peak flow values. As these peak flows are used for determination of rehabilitation needs and results as well as the collection systems general response and interaction with the regional system, developing the most accurate values possible are in the Town's best interests.

The Town is aware of the value of this data and as a result made the commitment to develop a permanent flow monitoring system. The flow monitoring system has recently collected additional data that would allow the Town to reanalyze and refine the flow parameters that were established during the initial Flow Monitoring Program. In addition, HRSD has recently indicated that all localities will need to provide any revised flow parameters to them by October 1, 2013 for inclusion in the Regional Wet Weather Management Plan. This submission has been identified as the final opportunity for localities to revise their flow parameters prior to completion of this effort, making this a critical deliverable.

TASK DESCRIPTIONS

The purpose of this task is to obtain recent flow monitoring data from the Town's flow monitoring system and utilize that information to determine updated peak flow values for each flow monitoring basin. The proposed work for this task includes the following:

- ❖ Utilize the remote data portal provided to us by the Town to access flow monitoring data collected by the system on a daily basis
- ❖ Organize the flow monitoring data in preparation for data analysis
- ❖ Review the data to confirm appropriate system response and determination of storm recurrence levels that were recorded
- ❖ Utilizing previously determined base sewage flow and dry weather average daily flow, incorporate the more recent data, specifically the system's response to additional storm events, and develop revised influent hydrographs for each basin
- ❖ Develop updated 10-year, 24-hour peak flow values for each flow monitoring basin based on the revised influent hydrographs
- ❖ Compare the updated peak flow values to the original peak flow values and provide the Town with a memorandum summarizing the differences and any potential actions necessary
- ❖ Provide the region with updated peak flow values and revised preliminary peak flow estimates for use in completion of the Regional Wet Weather Management Plan

All work will be conducted in accordance with the Regional Technical Standards (RTS) of the SOBC and any currently applicable revisions.

TASK SCHEDULE

DAA is prepared to begin assistance with this scope of work upon notification from the Town to proceed. DAA is aware of the upcoming October 1, 2013 deadline for flow parameter updates and will account for those deadlines as part of this scope of work and in any recommended courses of action.

FEE PROPOSAL

The above-listed work will be provided for the lump sum not-to-exceed fee of \$22,500.

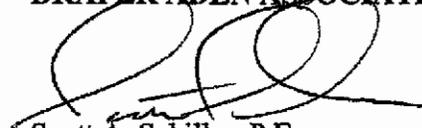
Mr. Peter M. Stephenson, Town Manager
August 23, 2013
Page 3 of 3

CONTRACT TERMS AND PROVISIONS

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

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

Sincerely,
DRAPER-ADEN ASSOCIATES



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



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

cc: Andrew M. Snyder, P.E., DAA

Town of Smithfield					
General Fund Operating Budget					
Description	Amended Budget 2012/2013	Original Budget 2012/2013	Actual as of 06/30/13	Remaining Budget	% of budget
Revenue					
General Fund revenues					
General Fund revenues					
<u>Real Estate Tax</u>					
Current RE Tax	1,659,225.00	1,648,955.00	1,661,431.21	(2,206.21)	100.13%
Delinquent RE Tax	25,000.00	25,000.00	18,570.76	6,429.24	74.28%
Current RE Penalty	6,500.00	8,000.00	6,792.56	(292.56)	104.50%
Delinquent RE Penalty	2,500.00	2,500.00	1,781.26	718.74	71.25%
Current RE Interest	965.00	1,900.00	873.33	91.67	90.50%
Delinquent RE Interest	3,600.00	2,800.00	3,496.49	103.51	97.12%
Total Real Estate Taxes	1,697,790.00	1,689,155.00	1,692,945.61	4,844.39	99.71%
<u>Personal Property Tax</u>					
Current PP Tax	838,000.00	812,000.00	838,361.49	(361.49)	100.04%
Delinquent PP Tax	35,000.00	10,000.00	36,977.14	(1,977.14)	105.65%
Current PP Penalty	13,500.00	10,725.00	14,501.30	(1,001.30)	107.42%
Delinquent PP Penalty	6,000.00	3,900.00	6,605.35	(605.35)	110.09%
Current PP Interest	650.00	650.00	937.97	(287.97)	144.30%
Delinquent PP Interest	4,320.00	1,800.00	4,745.18	(425.18)	109.84%
Total Personal Property Tax	897,470.00	839,075.00	902,128.43	(4,658.43)	100.52%
<u>Miscellaneous Receipts Over/Short</u>					
	15.00	15.00	(74.53)	89.53	-496.87%
Total Over/Short	15.00	15.00	(74.53)	89.53	-496.87%
<u>Other Taxes</u>					
Franchise Tax	119,855.00	139,245.00	116,783.64	3,071.36	97.44%
Cigarette Tax	130,000.00	130,000.00	136,664.85	(6,664.85)	105.13%
Transient Occupancy Tax	140,000.00	140,000.00	144,440.46	(4,440.46)	103.17%
Meals Tax-4%	801,070.00	776,000.00	798,092.74	2,977.26	99.63%
Meals Tax-2%	369,165.00	194,000.00	369,475.29	(310.29)	100.08%
Communications Tax	245,000.00	238,000.00	242,241.07	2,758.93	98.87%
Rolling Stock	13.00	25.00	13.19	(0.19)	101.46%
Rental Tax	1,300.00	1,300.00	781.59	518.41	60.12%
Sales Tax	243,000.00	275,000.00	258,256.79	(15,256.79)	106.28%
Consumption Tax	47,000.00	46,000.00	48,422.97	(1,422.97)	103.03%
Utility Tax	194,000.00	189,500.00	188,139.68	5,860.32	96.98%
Total Other Local Taxes	2,290,403.00	2,129,070.00	2,303,312.27	(12,909.27)	100.56%
<u>Licenses, Permits & Privilege Fees</u>					

Town of Smithfield						
General Fund Operating Budget						
Description	Amended Budget 2012/2013	Original Budget 2012/2013	Actual as of 06/30/13	Remaining Budget	% of budget	
Business Licenses	342,000.00	311,000.00	361,485.88	(19,485.88)	105.70%	
Business Licenses Penalty	6,400.00	2,000.00	3,557.72	2,842.28	55.59%	
Business Licenses Interest	640.00	1,500.00	370.78	269.22	57.93%	
Permits & Other Licenses	11,000.00	7,000.00	13,423.57	(2,423.57)	122.03%	
WC Dog Park Registration	2,200.00	1,860.00	2,403.00	(203.00)	109.23%	
Consultant Review Fees	5,000.00	5,000.00	1,350.00	3,650.00	27.00%	
Vehicle License Tags	6.00	-	9.00	(3.00)	150.00%	
Vehicle License	135,500.00	130,000.00	137,149.34	(1,649.34)	101.22%	
Total Licenses, permits and privilege fees	502,746.00	458,360.00	519,749.29	(17,003.29)	103.38%	
Fines & Costs						
Public Defender Fee	-	-	-	-	-	
Fines & Costs	57,000.00	57,000.00	68,395.87	(11,395.87)	119.99%	
Total Fines & Forfeitures	57,000.00	57,000.00	68,395.87	(11,395.87)	119.99%	
From Use of Money and Property						
General Fund Interest	6,400.00	8,000.00	6,486.84	(86.84)	101.36%	
Beautification Fund Interest	150.00	15.00	166.97	(16.97)	111.31%	
Rentals	20,300.00	9,365.00	19,823.12	476.88	97.65%	
Smithfield Center Rentals	143,000.00	135,000.00	158,652.33	(15,652.33)	110.95%	
Smithfield Center Vendor Programs	4,500.00	3,725.00	4,600.00	(100.00)	102.22%	
Kayak Rentals	-	-	1,044.00	(1,044.00)	#DIV/0!	
Windsor Castle Event Rentals	-	4,000.00	-	-	#DIV/0!	
Special Events	3,200.00	-	3,782.00	(582.00)	118.19%	
Fingerprinting Fees	1,000.00	-	1,040.00	(40.00)	104.00%	
Sale of Equipment	1,891.00	1,000.00	1,891.00	-	100.00%	
Sale of Land	414,172.00	-	414,171.32	0.68	100.00%	
Lease of Land	525.00	500.00	525.00	-	100.00%	
Total revenue from use of money and property	595,138.00	161,605.00	612,182.58	(17,044.58)	102.86%	
Miscellaneous Revenue						
Other Revenue	2,200.00	1,500.00	2,341.39	(141.39)	106.43%	
Cash Proffer Revenues	1,500.00	-	1,500.00	-	100.00%	
Obici Foundation Wellness Grant	37,775.00	47,595.00	32,775.00	5,000.00	86.76%	
Virginia Municipal Group Safety Grant	3,861.00	2,000.00	3,861.00	-	100.00%	
Total Miscellaneous Revenue	45,336.00	51,095.00	40,477.39	4,858.61	89.28%	
From Reserves						
Cash Proffers-reserves	-	-	36,245.45	(36,245.45)	#DIV/0!	
Reserves-Pinewood Escrow	14,618.00	-	14,618.00	-	100.00%	

Town of Smithfield					
General Fund Operating Budget					
Description	Amended Budget 2012/2013	Original Budget 2012/2013	Actual as of 06/30/13	Remaining Budget	% of budget
From Operating Reserves	-	474,086.09	-	-	#DIV/0!
Total From Reserves	14,618.00	474,086.09	50,863.45	(36,245.45)	347.95%
<u>Intergovernmental Virginia</u>					
Law Enforcement (no change budgeted for 2014)	161,533.00	161,533.00	161,532.00	1.00	100.00%
Litter Control Grant	3,765.00	2,609.00	3,765.00	-	100.00%
Police Block Grants-State	795.00	-	4,238.00	(3,443.00)	533.08%
Urban Funds-State Match (18%)	155,450.00	-	105,770.52	49,679.48	68.04%
Fire Programs	22,517.00	18,568.00	26,126.00	(3,609.00)	116.03%
VCA Grant	5,000.00	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	-	25,000.00	-	-	#DIV/0!
FEMA-VDEM (state portion)	15,705.00	-	15,705.63	(0.63)	100.00%
Fuel Refund (state)	6,700.00	7,000.00	6,555.40	144.60	97.84%
Total State Revenue	371,465.00	219,710.00	328,692.55	42,772.45	88.49%
<u>Intergovernmental Federal</u>					
Federal Grants	12,000.00	5,000.00	9,683.10	2,316.90	80.69%
Urban Fund Partial Use Allocation (80%)	690,900.00	-	470,091.19	220,808.81	68.04%
FEMA-federal portion	69,290.00	-	69,289.56	0.44	100.00%
Pinewood Heights CDBG Relocation Grant-Phase II	624,720.00	624,720.00	124,526.00	500,194.00	19.93%
Federal Fuel Income	4,000.00	8,300.00	3,527.81	472.19	88.20%
Total Federal Revenue	1,400,910.00	638,020.00	677,117.66	723,792.34	48.33%
<u>Other Financing Sources</u>					
<u>Operating Transfers In</u>					
Transfer In for Debt Service	-	-	-	-	#DIV/0!
Total Operating Transfers In	-	-	-	-	#DIV/0!
<u>Other Financing Sources</u>					
Note Proceeds-HVAC Financing (Smithfield Center)	80,175.00	-	80,175.00	-	100.00%
General Obligation Bond-Capital Asset financing (ball fields)	-	-	-	-	0.00%
Insurance Recoveries	4,125.00	-	4,124.42	0.58	99.99%
Total Other Financing Sources	84,300.00	-	84,299.42	0.58	100.00%
<u>Contributions</u>					
CHIPS Contributions	2,880.00	5,300.00	2,880.00	-	100.00%
Bike Rack	800.00	-	651.64	148.36	81.46%
Public Restroom	250,000.00	-	410,000.00	(160,000.00)	164.00%
Porcine Statues	10,540.00	-	10,537.12	2.88	99.97%
Contribution-Smithfield Foods Donation to PD	20,900.00	-	20,900.00	-	100.00%

Town of Smithfield					
General Fund Operating Budget					
Description	Amended Budget 2012/2013	Original Budget 2012/2013	Actual as of 06/30/13	Remaining Budget	% of budget
Contribution-Motorcycle Donation	5,000.00		5,000.00	-	100.00%
Ruritan Club Contribution-Ivy Hill Bench	1,568.00	-	1,568.00	-	100.00%
Contributions-Employee Awards	500.00	-	500.00	-	100.00%
Contributions-IOW County (ball fields)	-	-	-	-	#DIV/0!
Contributions-IOW County Port Authority Grants	3,221.00	-	5,559.07	(2,338.07)	172.59%
Farmers Bank-Police Department	24,000.00		24,000.00	-	100.00%
Contributions South Church Street Improvement Project	400,000.00	-	400,000.00	-	100.00%
Total Contributions	719,409.00	5,300.00	881,595.83	(162,186.83)	122.54%
Total General Fund Revenue	8,676,600.00	6,722,491.09	8,161,685.82	514,914.18	94.07%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects					
General Obligation Bond-HVAC Financing	(80,175.00)	-	(80,175.00)	-	
General Obligation Bond-Land Acquisition	-	-	-	-	
Cash Proffer Revenues	(1,500.00)	-	(1,500.00)	-	
Meals Tax (1%) allocated to Special Projects	(369,165.00)	(194,000.00)	(369,475.29)	310.29	
South Church Street Improvement Project-Grants	(846,350.00)	-	(470,091.19)	(376,258.81)	
South Church Street Improvement Project-Contributions	(400,000.00)	-	(400,000.00)	-	
Public Restrooms Contributions	(250,000.00)			(250,000.00)	
Pinewood Heights Reserves	(14,618.00)		(50,863.45)	36,245.45	
Contributions to Ball Fields (IOW)	-			-	
Pinewood Heights Relocation Project -Grant	(624,720.00)	(624,720.00)	124,526.00	(749,246.00)	
Total Non-operating Revenues	(2,506,353.00)	(818,720.00)	(1,167,403.93)	(1,338,949.07)	46.58%
Total General Fund Operating Revenues	6,170,247.00	5,903,771.09	6,994,281.89	-824,034.89	113.35%
General Fund Budget Expenses					
Description	Amended Budget 2012/2013	Original Budget 2012/2013	Actual as of 06/30/13	Remaining Budget	% of budget
GENERAL GOVERNMENT					
Town Council					
Salaries	40,000.00	40,000.00	38,600.00	1,400.00	96.50%
FICA	3,500.00	3,468.00	3,437.13	62.87	98.20%
Employee Wellness/Assistance Plan	1,800.00	1,900.00	1,638.00	162.00	91.00%
Legal Fees	30,000.00	30,000.00	33,908.08	(3,908.08)	113.03%

Town of Smithfield						
General Fund Operating Budget						
Description	Amended Budget 2012/2013	Original Budget 2012/2013	Actual as of 06/30/13	Remaining Budget	% of budget	
Election Expense	-	3,000.00	-	-	-	
Maintenance contracts	-	600.00	128.00	(128.00)	-	
Advertising	30,000.00	30,000.00	25,561.85	4,438.15	85.21%	
Professional Services	750.00	2,500.00	2,937.50	(2,187.50)	391.67%	
Records Management maint & upgrades-scanner & software	3,984.00	3,900.00	4,035.00	(51.00)	101.28%	
Site Plan Review	2,500.00	5,000.00	-	2,500.00	0.00%	
Communications	3,500.00	5,100.00	2,564.49	935.51	73.27%	
Insurance	26,125.00	27,665.00	26,125.00	-	100.00%	
Supplies	20,000.00	20,000.00	17,533.37	2,466.63	87.67%	
Travel & Training	6,000.00	7,000.00	4,523.22	1,476.78	75.39%	
Subscriptions/Memberships	9,000.00	9,000.00	8,382.90	617.10	93.14%	
Council Approved Items	10,000.00	10,000.00	10,208.96	(208.96)	102.09%	
Public Defender Fees	2,000.00	2,000.00	3,240.00	(1,240.00)	162.00%	
Bank Charges	625.00	375.00	482.35	142.65	77.18%	
SpecialProjects	2,500.00	1,000.00	2,304.10	195.90	92.16%	
Smithfield CHIPS program	3,772.00	3,772.00	3,028.06	743.94	80.28%	
Update Town Charter & Code	2,000.00	2,000.00	1,355.00	645.00	67.75%	
Annual Christmas Parade	400.00	325.00	75.11	324.89	18.78%	
Council Approved Hwy	-	(22,270.00)	-	-	-	
Total Town Council	198,456.00	186,335.00	190,068.12	8,387.88	102.00%	
Town Manager						
Salaries	201,022.01	201,022.01	197,351.24	3,670.77	98.17%	
FICA	16,082.00	16,082.00	15,309.24	772.76	95.19%	
VSRS	26,320.00	26,320.00	26,078.76	241.24	99.08%	
Health	34,775.00	34,775.00	34,741.44	33.56	99.90%	
Auto Expense	500.00	500.00	515.50	(15.50)	103.10%	
Maintenance Contracts	1,536.00	1,400.00	1,408.00	128.00	91.67%	
Communications	15,500.00	15,500.00	15,654.68	(154.68)	101.00%	
Insurance	2,773.00	2,725.00	2,772.24	0.76	99.97%	
Supplies	5,500.00	5,500.00	4,253.96	1,246.04	77.34%	
Dues & Subscriptions	2,920.00	2,800.00	3,019.44	(99.44)	103.41%	
Computer & technology expenses	16,000.00	16,000.00	10,989.16	5,010.84	68.68%	
Travel & Training	7,800.00	5,000.00	5,462.52	2,337.48	70.03%	
Other	1,100.00	100.00	55.00	1,045.00	5.00%	
TM Allocated to Hwy	-	(6,450.00)	-	-	#DIV/0!	
Total Town Manager	331,828.01	321,274.01	317,611.18	14,216.83	95.72%	

Town of Smithfield						
General Fund Operating Budget						
Description	Amended Budget 2012/2013	Original Budget 2012/2013	Actual as of 06/30/13	Remaining Budget	% of budget	
Treasurer						
Salaries	248,190.00	248,190.00	240,760.36	7,429.64	97.01%	
FICA	19,860.00	19,860.00	18,701.97	1,158.03	94.17%	
VSRS	30,885.00	30,885.00	30,514.74	370.26	98.80%	
Health	27,725.00	30,650.00	27,713.93	11.07	99.96%	
Audit	23,250.00	23,250.00	23,250.00	-	100.00%	
Depreciation Software	2,700.00	2,700.00	2,700.00	-	100.00%	
Communications	8,080.00	7,800.00	8,350.36	(270.36)	103.35%	
Data Processing	18,000.00	18,000.00	17,737.32	262.68	98.54%	
Service Contracts	22,035.00	17,100.00	22,176.24	(141.24)	100.64%	
Insurance	2,390.00	2,350.00	2,389.36	0.64	99.97%	
Supplies	15,000.00	15,000.00	10,615.59	4,384.41	70.77%	
Dues & Subscriptions	2,300.00	2,300.00	2,204.76	95.24	95.86%	
Credit Card Processing	1,000.00	1,000.00	858.49	141.51	85.85%	
Cigarette Tax Stamps	2,311.00	2,575.00	2,311.20	(0.20)	100.01%	
Travel & Training	1,500.00	1,500.00	104.64	1,395.36	6.98%	
Other	100.00	100.00	62.11	37.89	62.11%	
Treasurer Alloc to Hwy	-	(12,195.00)	-	-	#DIV/0!	
Total Treasurer	425,326.00	411,065.00	410,451.07	14,874.93	96.50%	
PUBLIC SAFETY						
Police Department						
Salaries	1,282,225.00	1,318,996.00	1,245,851.14	36,373.86	97.16%	
FICA	102,580.00	102,800.00	95,458.60	7,121.40	93.06%	
VSRS	145,000.00	151,165.00	143,543.83	1,456.17	99.00%	
Health Insurance	165,675.00	189,610.00	164,674.28	1,000.72	99.40%	
Pre-employ screening/Emp Medical	2,000.00	2,000.00	1,506.00	494.00	75.30%	
Uniforms	24,000.00	34,000.00	24,599.86	(599.86)	102.50%	
Service Contracts	34,500.00	37,000.00	32,262.67	2,237.33	93.51%	
Communications	54,000.00	65,000.00	52,074.62	1,925.38	96.43%	
Computer & Technology Expenses	10,000.00	10,000.00	8,042.07	1,957.93	80.42%	
Insurance	49,465.00	49,000.00	49,461.60	3.40	99.99%	
Ins. - LODA	8,535.00	10,431.08	8,534.52	0.48	99.99%	
Materials & Supplies	30,500.00	30,500.00	20,791.91	9,708.09	68.17%	
Dues & Subscriptions	5,500.00	4,000.00	5,316.83	183.17	96.67%	
Equipment	15,000.00	15,000.00	19,403.53	(4,403.53)	129.36%	
Radio & Equipment repairs	3,500.00	3,500.00	1,447.21	2,052.79	41.35%	
Vehicle Maintenance	50,000.00	40,000.00	49,605.46	394.54	99.21%	
Gas	85,000.00	85,000.00	78,734.77	6,265.23	92.63%	
Tires	7,500.00	7,500.00	5,619.50	1,880.50	74.93%	

Town of Smithfield						
General Fund Operating Budget						
Description	Amended Budget 2012/2013	Original Budget 2012/2013	Actual as of 06/30/13	Remaining Budget	% of budget	
Travel & Training	30,000.00	30,000.00	18,034.71	11,965.29	60.12%	
Special Events	500.00	500.00	347.71	152.29	69.54%	
Police Grants	25,000.00	25,000.00	16,445.37	8,554.63	65.78%	
Investigation expenses	5,000.00	5,000.00	2,876.88	2,123.12	57.54%	
Other	500.00	-	332.94	167.06	66.59%	
Total Police Department	2,135,980.00	2,216,002.08	2,044,966.01	91,013.99	95.74%	
Fire Department						
Fuel Fund & Travel	13,000.00	13,000.00	12,978.46	21.54	99.83%	
State Pass Thru	22,517.00	18,568.00	26,126.00	(3,609.00)	116.03%	
Total Fire Department	35,517.00	31,568.00	39,104.46	-3,587.46	110.10%	
Contributions-Public Safety						
Coast Guard Auxiliary	-	-	-	-	-	
Rescue Squad-Salaries (to County) & shared maintenance	-	-	-	-	-	
E911 Dispatch Center	127,525.00	116,075.00	127,525.00	-	100.00%	
Fire Department Rescue Truck	10,000.00	10,000.00	10,000.00	-	100.00%	
Total Contributions-Public Safety	137,525.00	126,075.00	137,525.00	-	100.00%	
PARKS, RECREATION & CULTURAL						
Smithfield Center						
Salaries	182,000.00	186,200.00	172,807.68	9,192.32	94.95%	
FICA	14,560.00	14,896.00	13,816.54	743.46	94.89%	
VSRS	17,170.00	17,170.00	17,010.94	159.06	99.07%	
Health	24,205.00	24,205.00	23,377.76	827.24	96.58%	
Uniforms	1,200.00	1,200.00	926.55	273.45	77.21%	
Contracted Services	23,000.00	23,000.00	21,582.25	1,417.75	93.84%	
Retail Sales & Use Tax	500.00	500.00	351.41	148.59	70.28%	
Utilities	30,000.00	35,000.00	24,521.78	5,478.22	81.74%	
Communications	21,500.00	21,500.00	17,293.80	4,206.20	80.44%	
Computer & technology expenses	2,500.00	2,500.00	651.96	1,848.04	26.08%	
Insurance	4,585.00	4,535.00	4,582.68	2.32	99.95%	
Kitchen Supplies	4,000.00	4,000.00	1,828.46	2,171.54	45.71%	
Office Supplies/Other Supplies	4,000.00	5,000.00	3,735.98	264.02	93.40%	
Food Service & Beverage Supplies	6,000.00	6,000.00	6,741.79	(741.79)	112.36%	
AV Supplies	1,000.00	1,000.00	445.80	554.20	44.58%	
Repairs & Maintenance	40,000.00	40,000.00	37,063.09	2,936.91	92.66%	
Systems Maintenance (HVAC, AV, Generator)	10,000.00	10,000.00	6,295.30	3,704.70	62.95%	

Town of Smithfield						
General Fund Operating Budget						
Description	Amended Budget 2012/2013	Original Budget 2012/2013	Actual as of 06/30/13	Remaining Budget	% of budget	
Landscaping	12,000.00	10,000.00	12,876.58	(876.58)	107.30%	
Travel & Training	2,000.00	2,000.00	1,782.45	217.55	89.12%	
Programming Expenses	1,000.00	1,000.00	165.20	834.80	16.52%	
Advertising	20,000.00	20,000.00	15,896.64	4,103.36	79.48%	
Refund event deposits	3,500.00	3,500.00	5,062.50	(1,562.50)	144.64%	
Credit card processing expense	4,500.00	3,650.00	5,060.88	(560.88)	112.46%	
Total Smithfield Center	429,220.00	436,856.00	393,878.02	35,341.98	91.77%	
<u>Contributions-Parks, Recreation and Cultural</u>						
Farmers Market	3,000.00	3,000.00	3,000.00	-	100.00%	
BSV Parking Lot	4,500.00	-	70.22	4,429.78	1.56%	
TUMC Parking Lot	3,310.00	-	3,185.00	125.00	96.22%	
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%	
Windsor Castle Playground	6,000.00	-	6,000.00	-	100.00%	
Library	8,190.00	36,000.00	8,190.00	-	100.00%	
Total Contributions-Park, Recreation and Cultural	36,960.00	50,960.00	32,405.22	4,554.78	87.68%	
<u>Windsor Castle Park</u>						
Salaries	-	-	-	-	-	
FICA	-	-	-	-	-	
VSRS	-	-	-	-	-	
Health	-	-	-	-	-	
Contracted Services	5,000.00	-	4,445.49	554.51	88.91%	
Grass Cutting	30,000.00	-	25,784.90	4,215.10	85.95%	
Professional Services	753.00	-	2,158.00	(1,405.00)	286.59%	
Utilities	5,000.00	-	2,844.41	2,155.59	56.89%	
Supplies	4,000.00	-	9,519.03	(5,519.03)	237.98%	
Computer & Technology	-	-	(120.00)	120.00	-	
Repairs & Maintenance	34,247.00	-	23,824.50	10,422.50	69.57%	
Total Windsor Castle Park	79,000.00	85,000.00	68,456.33	10,543.67	86.65%	
<u>Other Parks & Recreation</u>						
Fishing Pier-	-	600.00	-	-	-	
Jersey Park Playground	500.00	500.00	405.10	94.90	81.02%	
Pinewood Playground	500.00	500.00	-	500.00	0.00%	
Clontz Park	1,600.00	1,000.00	1,590.14	9.86	99.38%	
Community Wellness Initiative	23,727.00	23,727.00	19,451.47	4,275.53	81.98%	
Waterworks Dam	3,100.00	35,000.00	4,107.31	(1,007.31)	132.49%	

Town of Smithfield						
General Fund Operating Budget						
Description	Amended Budget 2012/2013	Original Budget 2012/2013	Actual as of 06/30/13	Remaining Budget	% of budget	
Haydens Lane Maintenance	2,900.00	3,500.00	1,720.29	1,179.71	59.32%	
Cypress Creek No Wake Zone	-	-	1,399.04	(1,399.04)	#DIV/0!	
Veterans War Memorial	1,000.00	1,000.00	2,947.62	(1,947.62)	294.76%	
Porcine statues	-	-	10,537.12	(10,537.12)	#DIV/0!	
Fireworks	2,000.00	2,000.00	2,000.00	-	100.00%	
Total Parks & Recreation	35,327.00	67,827.00	44,158.09	(8,831.09)	125.00%	
COMMUNITY DEVELOPMENT						
Pinewood Heights						
Non-CDBG Contributed Operating Expenses						
Administration						
Precontract/ERR	6,000.00	6,000.00	691.70	5,308.30	11.53%	
Management Assistance	24,000.00	24,000.00	9,918.29	14,081.71	41.33%	
Monitoring/Closeout	3,000.00	3,000.00	210.00	2,790.00	7.00%	
Permanent Relocation						
Owner Occupied Households	143,200.00	514,020.00	36,974.00	106,226.00	25.82%	
Renter Occupied Households	145,117.92	49,400.00	14,617.92	130,500.00	10.07%	
Moving Costs	18,500.00	49,400.00	4,600.00	13,900.00	24.86%	
Relocation Specialist	15,000.00	15,000.00	4,367.29	10,632.71	29.12%	
Acquisition Specialist						
	15,000.00	15,000.00	-	15,000.00	0.00%	
Clearance & Demolition						
	40,950.00	29,000.00	12,872.54	28,077.46	31.43%	
Subtotal Non CDBG						
	410,767.92	704,820.00	84,251.74	326,516.18	20.51%	
CDBG Contributed Operating Expenses						
Permanent Relocation						
Owner Occupied Households	271,920.00	-	41,526.00	230,394.00	15.27%	
Renter Occupied Households	-	-	-	-	-	
Clearance & Demolition						
	-	-	-	-	-	
Subtotal CDBG						
	271,920.00	-	41,526.00	230,394.00	15.27%	
Total Pinewood Heights Contributions						
	682,687.92	704,820.00	125,777.74	556,910.18	18.42%	

Town of Smithfield						
General Fund Operating Budget						
Description	Amended Budget 2012/2013	Original Budget 2012/2013	Actual as of 06/30/13	Remaining Budget	% of budget	
Contributions-Community Development						
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	6,000.00	6,000.00	6,000.00	-	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%	
Tourism Bureau	209,976.00	209,976.00	209,976.00	-	100.00%	
Western Tidewater Free Clinic	25,000.00	25,000.00	25,000.00	-	100.00%	
Economic Incentives	-	-	26,060.00	-	-	
YMCA Projects	50,000.00	50,000.00	50,000.00	-	100.00%	
Total Contributions-Community Development	312,626.00	312,626.00	338,686.00	-	108.34%	
PUBLIC WORKS						
Planning, Engineering & Public Works						
Salaries	227,230.00	227,230.00	221,132.74	6,097.26	97.32%	
FICA	18,180.00	18,180.00	17,244.26	935.74	94.85%	
VSRS	33,160.00	33,160.00	29,933.39	3,226.61	90.27%	
Health	35,300.00	35,300.00	35,672.47	(372.47)	101.06%	
Uniforms	2,000.00	2,000.00	1,629.17	370.83	81.46%	
Contractual	11,600.00	8,500.00	10,804.24	795.76	93.14%	
GIS	400.00	-	400.00	-	100.00%	
Recycling-new contract	53,000.00	62,000.00	53,669.95	(669.95)	101.26%	
Trash Collection-new contract	392,000.00	397,000.00	390,932.18	1,067.82	99.73%	
Street Lights	5,000.00	5,000.00	1,288.94	3,711.06	25.78%	
Communications	15,000.00	20,000.00	13,969.09	1,030.91	93.13%	
Safety Meetings	5,000.00	7,500.00	4,858.48	141.52	97.17%	
Insurance	7,675.00	7,575.00	7,673.20	1.80	99.98%	
Materials & Supplies	6,000.00	6,000.00	3,690.37	2,309.63	61.51%	
Repairs & Maintenance	15,000.00	7,000.00	13,445.95	1,554.05	89.64%	
Gas & Tires	10,500.00	10,500.00	10,652.05	(152.05)	101.45%	
Travel & Training	6,000.00	6,000.00	5,193.08	806.92	86.55%	
Litter Control Grant	3,765.00	3,078.00	3,715.58	49.42	98.69%	
Dues & Subscriptions	2,000.00	2,000.00	2,146.00	(146.00)	107.30%	
Other	1,000.00	1,000.00	721.54	278.46	72.15%	
Public Works Alloc to Hwy	-	(6,500.00)	-	-	-	
Total Public Works	849,810.00	852,523.00	828,772.68	21,037.32	97.52%	
PUBLIC BUILDINGS						

Town of Smithfield						
General Fund Operating Budget						
Description	Amended Budget 2012/2013	Original Budget 2012/2013	Actual as of 06/30/13	Remaining Budget	% of budget	
Public Buildings						
Salaries	20,920.00	20,920.00	18,776.42	2,143.58	89.75%	
FICA	1,675.00	1,675.00	1,640.43	34.57	97.94%	
Contractual	8,904.00	5,500.00	9,217.40	(313.40)	103.52%	
Communications	1,846.00	3,750.00	1,801.67	44.33	97.60%	
Utilities	46,289.00	43,000.00	44,463.96	1,825.04	96.06%	
Insurance	3,061.00	2,105.00	3,061.22	(0.22)	100.01%	
Materials & Supplies	2,500.00	2,500.00	4,446.82	(1,946.82)	177.87%	
Repairs & Maintenance	30,000.00	30,000.00	22,847.42	7,152.58	76.16%	
Rent Expense-Office Space	4,800.00	4,800.00	4,800.00	-	100.00%	
Other	1,000.00	1,000.00	902.43	97.57	90.24%	
Alloc Costs to Hwy	-	(13,750.00)	-	-	-	
Total Public Buildings	120,995.00	101,500.00	111,957.77	9,037.23	92.53%	
OTHER FINANCING USES						
Other Financing Uses						
Transfers to Operating Reserves	773,899.07	-	1,585,286.72	(811,387.65)	204.84%	
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	-	144,462.55	(144,462.55)	-	
Transfers to Restricted Reserves-S Church Street Project	-	-	-	-	-	
Total Transfers To Reserves	773,899.07	-	1,729,749.27	(955,850.20)	223.51%	
DEBT SERVICE						
Debt Service						
Principal Retirement						
Public Building Acquisition	19,914.00	19,914.00	19,914.00	-	100.00%	
HVAC	12,290.00	-	12,299.94	(9.94)	100.08%	
Ball Fields	-	-	-	-	-	
Line of Credit Retirement-interest	6,866.00	5,000.00	6,865.64	0.36	99.99%	
Ball field financing?						
Interest and fiscal charges	-	-	-			
Public Building Acquisition	33,991.00	33,991.00	33,990.70	0.30	100.00%	
HVAC	2,660.00	-	2,485.36	174.64	93.43%	
Ball Fields						
Total Debt Service	75,721.00	58,905.00	75,555.64	165.36	128.27%	
Total General Fund Expenses	6,660,878.00	5,963,336.09	6,889,122.60	-202,184.60	115.52%	
Less Expenses related to capital projects:						
Legal Fees	-	-	-	-		

Town of Smithfield					
General Fund Operating Budget					
Description	Amended Budget 2012/2013	Original Budget 2012/2013	Actual as of 06/30/13	Remaining Budget	% of budget
Professional Fees	-	-	-	-	
Pinewood Heights Relocation Project Expenses	(682,687.92)	(704,820.00)	(125,777.74)	(579,042.26)	
Pinewood Heights Line of Credit Expenses	(6,866.00)	(5,000.00)	(6,865.64)	1,865.64	
Total Non-operating Expenses	(689,553.92)	(709,820.00)	(132,643.38)	(577,176.62)	18.69%
Total General Fund Operating Expenses	5,971,324.08	5,253,516.09	6,756,479.22	(779,361.22)	128.61%
Net Operating Reserve (+/-)	198,922.92	650,255.00	237,802.67	(44,673.67)	36.57%
Net Reserve (+/-)	2,015,722.00	759,155.00	1,272,563.22	717,098.78	167.63%

	Amended Budget 2012/2013	Original Budget 2012/2013	Actual 6/30/2013	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	2,015,722.00	759,155.00	1,272,563.22	(513,408.22)	167.63%
Capital Outlay General Fund					
GENERAL GOVERNMENT					
COMMUNITY DEVELOPMENT					
Pinewood Heights Relocation-CIP					
Non CDBG Capital Acquisition					
Owner Occupied Units	(1,830.00)	(1,830.00)	(593.00)	(1,237.00)	32.40%
Renter Occupied Units	(322,305.00)	(322,305.00)	(164,286.00)	(158,019.00)	50.97%
Vacant Lots	-	-	-	-	-
Appraisal/Legal	(9,620.00)	(9,620.00)	(2,450.00)	(7,170.00)	25.47%
Subtotal Non CDBG Capital Acquisition	(333,755.00)	(333,755.00)	(167,329.00)	(166,426.00)	50.14%
CDBG Capital Acquisition-MY2					
Owner Occupied Units	(352,800.00)	(352,800.00)	(83,000.00)	(269,800.00)	23.53%
Renter Occupied Units	-	-	-	-	-
Vacant Lots	-	-	-	-	-
Subtotal CDBG Capital Acquisition	(352,800.00)	(352,800.00)	(83,000.00)	(269,800.00)	23.53%
Total Pinewood Heights Relocation CIP	(686,555.00)	(686,555.00)	(250,329.00)	(436,226.00)	36.46%
TOWN COUNCIL					
Cable 6 upgrades	(5,727.00)	-	(5,207.00)	(520.00)	90.92%
DOCSTAR server					
TREASURER					
Computer Equipment System upgrades					
AS400 Server					
PARKS, RECREATION AND CULTURAL					
Porcine statues	(10,540.00)		-	(10,540.00)	0.00%
Smithfield Center-HVAC unit	(80,175.00)	(24,000.00)	(80,175.00)	-	100.00%
Smithfield Center upgrades					
Smithfield Center Asphalt Repairs					
Public Park Improvements (Clontz Park, Tot Lots, Waterworks Lake)					
Windsor Castle-Light Tower	(1,800.00)	-	(1,800.00)	-	100.00%
Windsor Castle-Station Bridge	(5,950.00)	-	(5,950.00)	-	100.00%
Windsor Castle Park-outbuildings					
PUBLIC SAFETY					
Police					
Police Vehicles	(88,000.00)	(88,000.00)	(86,269.49)	(1,730.51)	98.03%

	Amended Budget 2012/2013	Original Budget 2012/2013	Actual 6/30/2013	Remain Budget	% of Budget
Ipads for vehicles	(5,392.00)		-	(5,392.00)	0.00%
Copier	-	(10,000.00)		-	-
Donated Opticom	(20,900.00)		(20,900.00)	-	100.00%
Donated motorcycle (\$5000)	(5,000.00)	-	(5,000.00)	-	100.00%
PUBLIC WORKS					
Vehicles and Equipment		-	-	-	-
Work Order System					
PW Security Gate					
GIS/Mapping					
James/Washington Street Improvements					
Pinewood Heights-Stormwater Management					
Public Ball Fields					
John Rolfe Drive-Town matching portion for highway	-		(36,246.45)	36,246.45	-
N/S Church St Streetscape Improvements	(855,683.00)	-	(370,686.28)	(484,996.72)	43.32%
PUBLIC BUILDINGS					
Office Space Improvements-Town Hall		-	-		
Public Restrooms	(250,000.00)	-	(410,000.00)	160,000.00	164.00%
Net Capital Outlay	(2,015,722.00)	(808,555.00)	(1,272,563.22)	(743,158.78)	157.39%
Net Reserves (Deficit) after capital outlay	-	(49,400.00)	0.00	(1,256,567.00)	0.00%

Town of Smithfield

Sewer Fund Budget

	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Balance as of 06/30/13	Remaining Budget	% of budget
Revenue					
Operating Revenues					
Sewer Charges	699,025.00	812,935.00	689,925.41	9,099.59	98.70%
Sewer Compliance Fee	489,559.00	490,425.00	489,704.04	(145.04)	100.03%
Miscellaneous Revenue	630.00	500.00	627.23	2.77	99.56%
Connection fees	31,600.00	23,700.00	44,240.00	(12,640.00)	140.00%
Total Operating Revenue	1,220,814.00	1,327,560.00	1,224,496.68	(3,682.68)	100.30%

Town of Smithfield

Sewer Fund Budget

	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Balance as of 06/30/13	Remaining Budget	% of budget
Expenses					
Operating Expenses					
Salaries	263,165.00	263,165.00	260,664.12	2,500.88	99.05%
FICA	21,055.00	21,055.00	20,182.72	872.28	95.86%
VSRS	34,605.00	34,605.00	32,307.84	2,297.16	93.36%
Health	43,200.00	42,920.00	43,197.40	2.60	99.99%
Uniforms	2,500.00	2,500.00	1,956.61	543.39	78.26%
Audit & Legal Fees	21,625.00	21,625.00	20,883.56	741.44	96.57%
HRPDC sewer programs	872.00	899.00	885.50	(13.50)	101.55%
Maintenance & Repairs	50,000.00	50,000.00	53,247.36	(3,247.36)	106.49%
VAC Truck Repairs & Maintenance	7,500.00	7,500.00	2,398.71	5,101.29	31.98%
Data Processing	14,000.00	14,000.00	13,303.00	697.00	95.02%
Dues & Subscriptions	150.00	150.00	29.00	121.00	19.33%
Utilities	43,500.00	40,000.00	40,362.32	3,137.68	92.79%
SCADA Expenses	6,000.00	3,500.00	23,225.10	(17,225.10)	387.09%
Telephone	12,000.00	16,500.00	10,516.16	1,483.84	87.63%
Insurance	15,370.00	14,700.00	15,366.64	3.36	99.98%
Materials & Supplies	46,000.00	46,000.00	62,739.50	(16,739.50)	136.39%
Truck Operations	14,000.00	14,000.00	10,569.18	3,430.82	75.49%
Travel & Training	4,000.00	4,000.00	3,394.00	606.00	84.85%
Contractual	3,250.00	3,250.00	3,331.62	(81.62)	102.51%
Miscellaneous	600.00	600.00	451.50	148.50	75.25%
Bad Debt Expense	5,000.00	2,400.00	900.85	4,099.15	18.02%
Bank service charges	325.00	325.00	-	325.00	0.00%

Total Sewer Fund Operating Expenses before D&A Exp.	608,717.00	603,694.00	619,912.69	(11,195.69)	101.84%
Operating Income before D&A Expense	612,097.00	723,866.00	604,583.99	7,513.01	98.77%
Depreciation & Amort. Exp.	840,500.00	465,000.00	840,500.00	-	100.00%
Operating Income (Loss)	(228,403.00)	258,866.00	(235,916.01)	7,513.01	103.29%
Nonoperating Revenues (Expenses)					
Pro-rata Share Fees	6,400.00	-	6,400.00	-	100.00%
Availability Fees	82,400.00	61,800.00	115,360.00	(32,960.00)	140.00%
Insurance Reimbursements	7,110.00	-	7,110.00	-	100.00%
Contributed Capital-Smithfield Foods Rev Ln	20,690.00	20,690.00	20,682.26	7.74	99.96%
Interest Revenue	5,000.00	3,250.00	5,973.73	(973.73)	119.47%
Interest Expense	(43,475.00)	(43,475.00)	(43,475.41)	0.41	100.00%
Total Nonoperating Revenues (Expenses)	78,125.00	42,265.00	112,050.58	(33,925.58)	143.42%
Net Income (loss)	(150,278.00)	301,131.00	(123,865.43)	(26,412.57)	82.42%
WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)					
Restricted revenues:					
Pro-rata Share Fees	(6,400.00)	-	(6,400.00)	-	100.00%
Availability Fees	(82,400.00)	(61,800.00)	(115,360.00)	32,960.00	140.00%
Contributed Capital-Smithfield Foods Rev Ln	(20,690.00)	(20,690.00)	(20,682.26)	(7.74)	99.96%
Compliance Fee	(489,559.00)	(490,425.00)	(489,704.04)	145.04	100.03%
Bad Debt Expense	5,000.00	2,400.00	900.85	4,099.15	18.02%
Depreciation & Amort. Exp.	840,500.00	465,000.00	840,500.00	-	100.00%
Additional debt service costs-principal expense	(70,550.00)	(70,550.00)	(70,550.00)	-	100.00%
Total adjustments to CAFR	175,901.00	(176,065.00)	138,704.55	37,196.45	78.85%
Working adjusted income	25,623.00	125,066.00	14,839.12	10,783.88	57.91%

	Proposed Budget 2013/2014	Amended Budget 2012/2013	Adopted Budget 2012/2013	Actual 6/30/2013	Remaining Budget	% of Budget
Sewer Fund						
Working adjusted income	74,672.00	25,623.00	125,066.00	14,839.12	10,783.88	57.91%
Sewer SSO Consent Order	(325,000.00)	(660,000.00)	(660,000.00)	(618,856.19)	(41,143.81)	93.77%
Construction Standards Update	(4,201.00)	(281.00)	(4,482.00)	(280.80)	(0.20)	99.93%
Work Order System	(6,250.00)		-		-	-
716 Smithfield Blvd -6" S.S. lateral complete		(9,186.00)		(9,185.26)	(0.74)	99.99%
Rubber tire backhoe			-	-	-	-
Canteberry Pump Station		(5,321.00)	-	(5,320.73)	(0.27)	99.99%
Light Tower (1/4)		(1,800.00)	-	(1,800.00)	-	100.00%
PW Security Gate	(2,625.00)				-	-
Sewer Capital Repairs	(100,000.00)	(100,000.00)	(100,000.00)	(69,817.30)	(30,182.70)	69.82%
Pump Station Upgrades	(100,000.00)				-	-
Impeller-Wellington Pump Station		(5,410.00)		(5,410.00)	-	100.00%
Truck/Equipment	(10,000.00)	(17,500.00)	(17,500.00)	(14,122.00)	(3,378.00)	80.70%
Net Capital Outlay	(548,076.00)	(799,498.00)	(781,982.00)	(724,792.28)	(74,705.72)	90.66%
Net Reserves (Deficit) after capital outlay	(473,404.00)	(773,875.00)	(656,916.00)	(709,953.16)	(63,921.84)	91.74%
Funding from Development Escrow				-	-	
Reserves from Sewer Capital Escrow Account	200,000.00	100,000.00	100,000.00	43,582.00	56,418.00	43.58%
Funding from Sewer Compliance Fee	325,000.00	660,000.00	660,000.00	588,867.19	71,132.81	89.22%
Draw from operating reserves			-	-	-	
Funding from Bond Escrow (released from refinance)				-	-	
Net Cashflow	51,596.00	(13,875.00)	103,084.00	(77,503.97)	63,628.97	558.59%

Town of Smithfield						
Water Fund Budget						
Description	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Balance as of 06/30/13	Remaining Budget	% of budget	
Revenue						
Operating Revenue						
Water Sales	1,260,059.00	1,552,204.00	1,248,952.94	11,106.06	99.12%	
Debt Service Revenue	403,640.00	403,640.00	403,157.70	482.30	99.88%	
Miscellaneous	1,050.00	500.00	1,047.12	2.88	99.73%	
Connection fees	13,200.00	9,900.00	18,480.00	(5,280.00)	140.00%	
Application Fees	5,000.00	5,000.00	5,869.00	(869.00)	117.38%	
Total Operating Revenue	1,682,949.00	1,971,244.00	1,677,506.76	5,442.24	99.68%	
Town of Smithfield						
Water Fund Budget						
Description	Proposed Budget Revisions 2012/2013	Adopted Budget 2012/2013	Balance as of 06/30/13	Remaining Budget	% of budget	
Expenses						
Salaries	320,265.00	320,265.00	322,140.48	(1,875.48)	100.59%	
FICA	25,621.00	25,621.00	24,942.29	678.71	97.35%	
VSRS	40,000.00	42,130.00	38,800.53	1,199.47	97.00%	
Health	52,230.00	51,230.00	46,314.07	5,915.93	88.67%	
Uniforms	3,100.00	3,000.00	2,892.14	207.86	93.29%	
Contractual	15,000.00	18,475.00	14,501.78	498.22	96.68%	
Legal & Audit	25,000.00	21,625.00	25,222.26	(222.26)	100.89%	
Maintenance & Repairs	21,000.00	21,000.00	22,822.53	(1,822.53)	108.68%	
Water Tank Maintenance	100,000.00	100,000.00	75,461.14	24,538.86	75.46%	
Professional Services	5,000.00	1,000.00	3,704.11	1,295.89	74.08%	
Regional Water Supply Study	2,580.00	2,421.00	2,500.66	79.34	96.92%	
Data Processing	14,000.00	14,000.00	13,303.00	697.00	95.02%	
Utilities	1,500.00	10,000.00	1,315.70	184.30	87.71%	
Communications	15,045.00	15,045.00	10,622.12	4,422.88	70.60%	
Insurance	25,200.00	16,800.00	25,199.65	0.35	100.00%	
Materials & Supplies	114,400.00	114,400.00	25,977.55	88,422.45	22.71%	
Gas and Tires	14,500.00	12,000.00	13,043.89	1,456.11	89.96%	
Dues & Subscriptions	1,000.00	800.00	993.00	7.00	99.30%	
Bank service charges	325.00	325.00	-	325.00	0.00%	
Travel and Training	5,500.00	5,500.00	2,550.80	2,949.20	46.38%	
Miscellaneous	9,500.00	9,500.00	9,159.94	340.06	96.42%	
RO Annual costs	451,053.00	501,217.00	387,915.00	63,138.00	86.00%	
Bad debt expense	7,500.00	5,300.00	1,127.21	6,372.79	15.03%	
Total Water Fund Operating Expenses before D&A Exp.	1,269,319.00	1,311,654.00	1,070,509.85	198,809.15	84.34%	

Operating Income before D&A Expense	413,630.00	659,590.00	606,996.91	(193,366.91)	146.75%			
Depreciation & Amortization Expense	348,000.00	348,000.00	348,000.00	-	100.00%	using budget value at this time		
Operating Income (Loss)	65,630.00	311,590.00	258,996.91	(193,366.91)	394.63%			
Nonoperating Revenues (Expenses)								
Pro-Rata Share Fees	6,400.00	-	6,400.00	-	100.00%			
Availability Fees	54,400.00	40,800.00	76,160.00	(21,760.00)	140.00%			
Interest Revenue	5,925.00	5,925.00	6,428.35	(503.35)	108.50%			
Interest Expense	(134,915.00)	(134,915.00)	(134,913.73)	(1.27)	100.00%			
Total Nonoperating Revenues (Expenses)	(68,190.00)	(88,190.00)	(45,925.38)	(22,264.62)	67.35%			
Net Income (Loss)	(2,560.00)	223,400.00	213,071.53	(215,631.53)	-8323.11%			
WORKING ADJUSTMENTS TO CAFR								
(FOR INTERNAL USE ONLY)								
Restricted revenues:								
Pro-rata Share Fees	(6,400.00)	-	(6,400.00)	-	100.00%			
Availability Fees	(54,400.00)	(40,800.00)	(76,160.00)	21,760.00	140.00%			
Bad Debt Expense	7,500.00	5,300.00	1,127.21	6,372.79	15.03%			
Debt Service Revenue	(403,640.00)	(403,640.00)	(403,157.70)	(482.30)	99.88%			
Depreciation & Amort. Exp.	348,000.00	348,000.00	348,000.00	-	100.00%			
Additional debt service costs-principal expense	(311,725.00)	(311,725.00)	(311,724.93)	(0.07)	100.00%			
Total adjustments to CAFR	(420,665.00)	(402,865.00)	(448,315.42)	27,650.42	106.57%			
Working adjusted income	(423,225.00)	(179,465.00)	(235,243.89)	(187,981.11)	55.58%			

	Proposed Budget 2013/2014	Amended Budget 2012/2013	Adopted Budget 2012/2013	Actual 6/30/2013	Remain Budget	% of Budget
Water Fund						
Net Operating Reserves (Deficit)	(266,899.00)	(423,225.00)	(179,465.00)	(235,243.89)	(187,981.11)	55.58%
Construction Standards Update	(4,201.00)	(281.00)	(4,482.00)	(280.80)	(0.20)	99.93%
Discharge Analysis	(25,000.00)					
Vehicle/Equipment	(10,000.00)	(17,500.00)	(17,500.00)	(14,122.00)	(3,378.00)	80.70%
Work Order System	(6,250.00)					
Public Works Security Gate	(2,625.00)					
RO Security Gate	(10,000.00)					
System Improvements	(50,000.00)					
RO Plant-installation of flow transmitters		(6,200.00)		(6,200.00)	-	100.00%
Light Tower		(1,800.00)	-	(1,800.00)	-	100.00%
Water line replacement (Cypress Creek Bridge)	(110,000.00)		-	-	-	-
Net Capital Outlay	(218,076.00)	(25,781.00)	(21,982.00)	(22,402.80)	(3,378.20)	101.91%
Net Reserves (Deficit) after capital outlay	(484,975.00)	(449,006.00)	(201,447.00)	(257,646.69)	(191,359.31)	127.90%
Operating Reserves			-	-	-	-
Water Development Escrow	25,000.00		-	-	-	-
Water Capital Escrow	160,000.00		-	-	-	-
Debt Service fees applied to debt	331,758.00	335,016.55	335,016.55	335,016.56	(0.01)	100.00%
Net Cashflow	31,783.00	(113,989.45)	133,569.55	77,369.87	(191,359.32)	57.92%

Town of Smithfield					
Highway Fund					
Description	Amended Budget 2012/2013	Original Budget 2012/2013	Balance as of 06/30/13	Remaining Budget	% of budget
Revenue					
Interest Income	250.00	250.00	187.48	62.52	74.99%
Cost Sharing-VDOT-John Rolfe Drive	35,000.00	-	36,246.45	(1,246.45)	103.56%
Insurance Reimbursement	24,002.00	-	24,002.15	(0.15)	100.00%
Revenue - Commwlth of VA	1,003,519.92	986,456.92	1,003,519.92	-	100.00%
Total Highway Fund Revenue	1,062,771.92	986,706.92	1,063,956.00	(1,184.08)	100.11%
Town of Smithfield					
Highway Fund					
Description	Amended Budget 2012/2013	Original Budget 2012/2013	Balance as of 06/30/13	Remaining Budget	% of budget
Expenses					
Salaries	229,800.00	229,800.00	214,905.42	14,894.58	93.52%
FICA	18,384.00	18,384.00	16,639.42	1,744.58	90.51%
VSRS	28,380.00	28,380.00	28,439.56	(59.56)	100.21%
Health	42,000.00	44,035.00	41,765.54	234.46	99.44%
Uniforms	2,785.00	2,785.00	2,255.74	529.26	81.00%
Engineering	-	5,000.00	-	-	-
Grass	31,400.00	31,400.00	26,363.61	5,036.39	83.96%
Maintenance	469,429.92	358,139.92	379,738.23	89,691.69	80.89%
Asphalt/Paving			123,083.76	(123,083.76)	
Ditching			143,411.72	(143,411.72)	
Traffic Control devices			13,686.57	(13,686.57)	
Other (maintenance)			4,027.33	(4,027.33)	
Other (lawnmowers, landscaping, etc)			89,795.31	(89,795.31)	
Structures and Bridges			907.35	(907.35)	
Ice and Snow removal			1,736.12	(1,736.12)	
Administrative			3,090.07	(3,090.07)	
Street Lights	110,000.00	75,000.00	105,885.35	4,114.65	96.26%
Insurance	18,514.00	18,350.00	18,513.41	0.59	100.00%
VAC Truck Repairs	2,500.00	2,500.00	-	2,500.00	0.00%
Gas and Tires	10,000.00	8,000.00	8,700.94	1,299.06	87.01%
Stormwater Management Program (regional)	1,786.00	4,286.00	1,786.00	-	100.00%
Joint Cost Allocation	-	6,500.00	-	-	-
Overhead Allocation	-	54,665.00	-	-	-
Total Highway Fund Expense	964,978.92	887,224.92	844,993.22	119,985.70	87.57%
Net Reserves (+/-)	97,793.00	99,482.00	218,962.78	(121,169.78)	223.90%

	Amended Budget 2012/2013	Original Budget 2012/2013	Actual 6/30/2013	Remain Budget	% of Budget
HIGHWAY					
Net Operating Reserves (Deficit)	97,793.00	99,482.00	218,962.78	(121,169.78)	223.90%
John Rolfe/Battery Park intersection Turn Lane	(75,000.00)	(95,000.00)	(39,851.45)	(35,148.55)	53.14%
Construction Standards Update	(281.00)	(4,482.00)	(280.80)	(0.20)	99.93%
New Truck					
PW Security Gate					
Entrance Corridor Beautification					
Work order system					
Pinewood Stormwater Drainage					
Lanwmower					
Storm Drain Rehab-Cypress Creek	(48,253.00)	-	(48,252.15)	(0.85)	100.00%
Hustler X-One 31KAW/60" (lawnmower)	(7,459.00)	-	(7,459.00)	-	100.00%
Light Tower	(1,800.00)	-	(1,800.00)	-	100.00%
Net Capital Outlay	(132,793.00)	(99,482.00)	(97,643.40)	(35,149.60)	98.15%
Net Reserves (Deficit) after capital outlay	(35,000.00)	0.00	121,319.38	(156,319.38)	-346.63%

Notes: May 2013

GENERAL FUND

Revenues:

Delinquent Real Estate tax

Delinquent personal property tax collections totaled 74.28% of budget for the year which was disappointing. I fully expected to collect 100% of budget. Am waiting on assistance from the Town Attorney to collect on delinquent accounts of at least 3 years. Have one local business that owes \$4153 in outstanding in outstanding RE for 2010-2012.

Personal Property Tax

Total personal property tax exceeded budget by \$4658. This increase was the result of a number of supplements received from IOW after the annual billing file was processed. The increase in PP helped to offset the deficit in RE.

Franchise Tax

Franchise tax was \$3071 below budget for the year. Three out of the five banks located in the Town limits reflected decreases from prior year, one of which was significant (-\$19,641). We do not know what actual amounts will be until we receive Schedule C's from the banks in the spring. We did not receive a Schedule C from the bank that reflected a large decrease so we were unable to adjust the budget accordingly.

Meals Tax

Meals tax ended the year very strong even though it was slightly below revised budget. Even though the tax rate increased by 1% on 7/1/12, the 4% portion increased by \$24,836 over prior year. Of that increase, \$9000 resulted from payments due for a prior period meals tax audit.

Communications Tax

Accruals were made to account for May and June meals tax since there is a 2 month delay on receipts from the state. We ended the year with exactly \$641 more in communications tax revenue than we did in 2012. The middle of the year was tracking higher than prior year so the budget was increased to reflect that change. Unfortunately we experienced a decrease of \$2900 for the last 2 months of the fiscal year as compared to FY2012. I would not have expected that in May and June but the state increased their admin fee deductions from the amount available to be disbursed by \$14,000 for the two months combined and total communications tax was lower by about \$2,000,000 for May.

Sales Tax Collections

Sales tax collections did exceed amended budget by \$15,260 for the year but collections were still \$40,587 lower than prior year. As mentioned in the May notes, we may have to accrue another month per the auditors. During their preliminary work in June they mentioned that most localities accrue 2 months for sales tax but we only accrue one. We have been tracking based on the memo on the check stub from IOW County. We even called the Treasurer's office to confirm the time period they are paying, and they confirmed that the months we have recorded are correct. This was a disappointing year for sales tax with 7 months falling below prior year amounts, especially November which dropped \$24,350 from 2012. I do not receive backup from IOW explaining fluctuations in the numbers.

Consumption/Utility Tax

These taxes are collected from DVP, CEC, and Columbia Gas. Budget was increased as April and May collections tracked higher than prior year, but June fell \$4000 below FY2012 which is really unusual especially considering that June was a relatively hot month. Should have left budget at original value but we did end the year \$3000 higher than last year.

Business Licenses

We collected \$38,600 more in business license tax in FY2013 than in 2012. Of that increase, almost \$3600 was for current year licenses, but the remaining \$35000 was due to the collection of delinquent accounts. Barbara Hunter and Joyce Eaton worked diligently on locating/contacting business owners with outstanding balances due..

Review Fees

Review fees are dependent upon development activity, and we have experienced very little in this fiscal year. Last year we received \$8709 through June but activity included the YMCA, Tractor Supply, Harvest Fellowship, Taste of Smithfield, and Dollar General. We did not lower the budget to allow for additional activity at year end, but we have had no receipts since December.

Fines and Costs

Fines and costs represent payments received from the IOW Clerk of Court. We tracked higher than prior year for most of the year, and we ended the year with \$12,629 more than FY2012.

Rentals

Rentals fell just below budget as we lost one tenant after May rent was paid, leaving a vacancy for June.

Smithfield Center Rentals

I think it is should be noted that the Smithfield Center revenues (which also include events held at Windsor Castle) topped \$158,000 this year. That is \$19000 more than the original budget for the Center and Windsor Castle combined. Great job for Amy and her staff!

Kayak Rentals

Kayaks rentals were a late year venture that were not included in budget, but they appear to be a great success! I believe Amy has extended the rental season into October.

Obici Foundation Wellness Grant

We currently have overlapping grants in this category. We were expecting an additional \$5000 by year end to close out one of the grants, but we did not receive it. We did receive \$10000 in July for a subsequent payment. Gina Ippolito can explain this line item better than I can.

Cash Proffers-reserves

The Town's matching portion of the John Rolfe Drive left turn lane project could not be pulled from state highway funds. In other words, the town could not use state money to match state money, so the town funded its portion from prior year cash proffers that were collected for this purpose.

Police Block Grants-state and federal

Total police block grants were close to budget, but there was a change in the type of grants; ie, more state grants than expected and less federal. Most of the grant funds pass through the state, so I don't always know whether they are actually federal or state until I get the updated reports from the state showing the funding pool.

Urban Funds-state and federal portion

The last draw request of \$569,375 from Urban Funds was received in August. We did not request

all of the budgeted funding because of the reduction in utility charges. If the utility charges are later adjusted, we would need to make another draw request if VDOT will still allow it.

FEMA-state and federal portion

This is money for all project submissions for Hurricane Irene in August 2011. We have now received all funding approved for reimbursement to the Town.

Fuel Refunds-state and federal

The fuel refunds came in slightly below budget. They have now almost completely dropped off since we are using the Voyager cards which eliminates the tax at the pumps. The only tax we are currently paying is for the fuel tank located at the PW site on Cary Street.

Pinewood Heights CDBG Relocation Grant-Phase II

There was only one draw request for FY2013. The remaining funding for Phase II MY1 has been rolled to FY2014.

Public Restrooms

The appraised value of the public restrooms was notably higher than the estimate I was given for budget purposes. Nice restrooms.

Port Authority Grant

The port authority grants pass through IOW County. The PD works directly with the county for these funds. I was not aware that we had an additional grant after the Emergency Mobile Unit was purchased last year.

Expenses:

ALL DEPARTMENTS

Salaries

Note that accrued vacation/sick has not yet been booked to the salary accounts. I have to wait until the end of August to see how much time was used between July 1 and August 31.

Town Council

Legal Fees

Legal fees did exceed amended budget for the year. We did pay \$15,825 to Troutman Sanders for annexation, but \$10,851.50 was reimbursed by escrow funds.

Professional Services

Paid \$2937.50 in June to Bay Design Group for boundary annexation plat.

Site Plan Review

Like review fee revenue, this line item is directly tied to development. There was no activity for FY2013.

Public Defender Fees

We received an invoice for \$1680 for public defender fees from IOW county in June. These invoices are received very sporadically and are difficult to budget.

Treasurer

Supplies

This line item was increased for additional expenses expected to move the Treasurer's office to the

old PD processing room. This expense was delayed until FY2014.

Public Safety

Materials & Supplies/Equipment

The PD ended the year \$9708 under budget in supplies. Some of this excess was used to fund year end purchases of equipment that was needed. Deputy Chief Howell did check with me on this, and it is acceptable to draw from another line item as long as departmentally they remain within budget. There were quite a few line items (gas, training, grants) that were significantly under budget for the year.

Fire Department

State Pass Through

State pass through exceeded budget by \$3609 because we received that additional amount from the state at the end of June. This account is a wash since the amount paid out equals revenues received.

Contributions-Public Safety

E911 Dispatch Center

The Town has paid approximately 50% of the annual budget for E911 dispatching services to IOW County. The remaining amount has been accrued pending receipt of actual true up from the county.

Smithfield Center

Food Service & Beverage Supplies

This line item has a relatively small budget and was slightly over for the year, but the kitchen supply budget was under by \$2100. These accounts are very similar, and it is possible that an expense was coded to the wrong line item. The two together are under budget for the year.

Landscaping

This account is only slightly overbudget. Looks like we may have spent a little more on plants this year as \$1333 was paid to Lancaster Farms in December and \$1523 to Bennetts Creek Nursery in June.

Refund event deposits

Represents 16 deposit refunds through June. This line item is always difficult to budget. In 2012 refunds totaled \$2422 for the entire year.

Credit card processing charges

This line item is running above budget due to the activity on our account. Most of the fees are passed through to the customer, but some are absorbed by the town. The budget was increased this year to reflect actual from last year of \$3600, but we surpassed that total and revised the budget to \$4500. Using the square technology for credit card processing at the kayak launch will also increase this expense.

Contributions-Parks, Rec, & Cultural

Contributions BSV Parking Lot

This budget item was added to reflect the Town's agreement with BSV to make repairs to the bank parking lot that is used for the Farmers Market. In May the Town paid New Horizons and Blair Asphalt LLC a total of \$4915 for asphalt/sealing, but we received a reimbursement check from BSV for \$4845 for shared costs. I believe there is more work to be done on the parking lot.

Windsor Castle Park

Professional Services

This was the first year we tried to estimate expenses by line item for WC instead of one lump sum for the park. Professional services represent lodging for playground consultants and \$1405.60 to Natural Playgrounds for survey work and travel related to the playground.

Supplies

In June, we paid \$4287 for a counter to be used at the park that will track the number of people using the park. This was done in conjunction with the wellness initiative.

Other Parks & Rec

Waterworks Dam

The grant revenue for this project was moved to next fiscal year as well as the offsetting expense. We have incurred some cost this year, however, from Draper Aden, so the budget was adjusted (but not enough).

Cypress Creek No Wake Zone

Paid \$500 to L&L Marine in June for installation of no wake signs and to remove 1 unauthorized sign. Also paid \$891 to Major Sign Co. for the no-wake signs. These were last minute expenses at year end so there was no budget for this line item.

Veterans War Memorial

Spent \$1320 on pansies and snapdragons in December from Lancaster Farms and \$1147 for begonias in June.

Porcine Statues

Per recommendation of the auditors, I moved the donation of the statues to an expense item instead of an asset to be depreciated. The budget shows on the asset side, so the money was appropriated although it is reflected in a different budget category.

Community Development

Pinewood Heights

In FY2013, we acquired one owner occupied and two renter occupied units. All three units were relocated. We were reimbursed for the owner occupied acquisition and a portion of relocation totaling \$124,526. All remaining budgeted funds have been rolled forward to FY2014.

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

Contributions Community Development

Tourism

We paid 3 quarters of budgeted tourism costs during the year. The final quarter (\$52,000) was accrued since we have not yet received the year end true up from IOW County.

Economic Incentives

Per the agreement with Mark Hall upon closing on the old Smithfield Firehouse property, we agreed to an incentive allowance of \$139,300 of which \$26,060 was to be forgiven on the anniversary date of the issuance of a CO. This is a noncash expense.

Public Buildings

Materials & Supplies

Spent \$1080.16 in June to stock the public restrooms with cleaning supplies, toilet paper, soap, etc. The only other large unusual expense item for the year was to VR Edwards Sheet Metal for \$875.75 for six 6" galvanized posts w/ 15"x15"x1/2" pads and holes and two 6" posts with no pads.

Repairs & Maintenance

Fortunately repairs and maintenance for public buildings did fall below budget for the year. In FY2012 this line item was \$28,000 so it does fluctuate depending on the current condition of the town's public buildings (excluding the Smithfield Center or Windsor Castle which are budgeted separately).

Other Financing Uses

Transfers to Operating Reserves

As of the end of June, the Town has revenues that exceed expenses in the amount of \$1,585,287. This is a big turn around from FY2012 when the town had expenses exceeding revenues by \$1,234,243 for the year. This is largely in part because South Church Street was primarily completed in FY2012 (the largest expenses anyway) as well as renovations to the new PD and TM buildings.

Transfers to Restricted Reserves-Pinewood

As of the end of June, the Town has collected \$144,462 more in meals tax revenues than has been spent on Phase II of the project (Town's portion) during this fiscal year. This will be used during FY2014 towards the remaining costs of the project.

Capital:

COMMUNITY DEVELOPMENT

Purchased one owner occupied residence in December and two renter occupied units in January. The CDBG portion of the owner occupied purchase (\$83000) has been reimbursed. There was no additional acquisition activity for the year.

PARKS, RECREATION, AND CULTURAL

Porcine statues

The value of this donation was originally budgeted as a capital asset, but the new auditors have suggested that it would be more appropriately expensed so it has been moved to the operating

side of the financial statement.

PUBLIC SAFETY

Ipads for Vehicles

The ipads were also moved from capital assets to the operating side of the financial statements under police grant expenses. Port authority grant funds were used to pay for the ipads. Even without reallocating the budget expense, the police grant expenses were still under budget for the year.

PUBLIC WORKS

John Rolfe Drive

This project was completely budgeted under highway, but this was a cost sharing project with VDOT and the town was not allowed to use state funds for its portion. We appropriately cash proffer reserves to fund our portion of the expenses, but in doing so, we had to reflect the expense on the books of the general fund instead of highway.

North/South Church St. Streetscape Improvements

Payment on some of the final work of the S Church St Project (tie ins with homeowner properties). We did pay a portion of the Verizon costs totaling \$294,899.35, but at this point the project has been completed under budget and is ready for closeout.

PUBLIC BUILDINGS

Public Restrooms

As stated above with contribution revenues, the actual appraised value of the bathrooms was higher than the budgeted estimate.

SEWER

Revenues

Sewer Charges

Consumption at year end was 4,077,008 gallons lower than prior year. Cumulative usage through June 2013 was 194,386,925 compared to 198,463,933 for 2012. At the current rate of \$3.50 per 1000 gallons, this is equivalent to a \$14,270 decrease in revenue. Because of the rate increase, total revenues increased from prior year by \$69,916. Also included in this line item are sewer billings to IOW County at the rate of \$1.50 per connection. For the year that total billing was \$9121.50.

Connection fees

We increased the budget for connection fees for 2013 to account for 20 meters, but we have collected on 28 meters through June. Last year we had a total of 11 meter connect fees. This increase offsets the shortfall in sewer charges.

Expenses

Salaries

As explained in general fund notes, the year end accrual for vacation and sick leave has not yet been booked as I have to wait 60 days from fiscal year end to calculate this expense.

Maintenance and repairs

This line item ended the year \$3247 over budget as many repairs were made that did not meet the threshold for capitalization.

There were numerous substantial expenses throughout the year, but in June we paid \$4423 to the Blair Brothers. This expense was for asphalt patching work at Main St. and the Ice Cream Parlor after repairs were made. Additional expenses throughout the year are listed below:

October included 2 impellers (Moore Creek pump station-\$2214 and Main St pump station-\$3207). These are expensed instead of capitalized since the individual cost is below the \$5000 capital threshold adopted by the Town. Also included \$2096 to REW for the Moonefield Level XMTR replacement and to troubleshoot the Main Street Bubbler. November included \$3456.04 to Excel Paving for adding structure beside old Firestation in alley. December included 2 1/4 HP motor compressors for pump stations from Grainger (\$1540) and asphalt patching at several locations that was divided between sewer, water, and highway. January included \$1189 to Dave's service center for sewer portion of stock items and multiple truck repairs. Total expenses for February totaled \$2234.73 with the largest expense of \$784.88 to Smithfield Auto Parts for oil, starter for James St. Bypass pump, antifreeze, etc. In March, paid Gately \$2470.62 to reprogram radios and \$3755.73 for a 6.25" impeller. The largest expense in April was \$905 to Blair Brothers for asphalt patch behind the old fire station. In May we paid REW \$2324 to remove existing Retro-Pack controller and convert 5 pump stations to float only operations.

SCADA

In May we paid REW \$4013 to remove and replace existing antenna, cable, and mast at 3 pump station sites and \$3496 to replace remote repeater radio modern damaged by electrical storm on 4/19/13. In June we paid REW \$9832 to remove and replace existing antenna, cable, and mast at 6 more pump stations.

Materials & Supplies

While it looks like this account exploded at the end of the year, the overage is due to the year end adjustment made to inventory of \$30,569. When inventory decreases, the offset is made against materials and supplies. This is very difficult to estimate especially with our old work order/inventory system. Hopefully with the new system going forward, we will be better able to identify inventory values throughout the year.

Bad Debt Expense

Bad debt expense is a non-cash adjustment to write off uncollectable accounts. I spent a week reviewing the accounts receivable ageing report for June 30. I identified 15 accounts that were delinquent but the customer was now active in our system at a new address. Those account balances have been transferred. I also researched address changes for numerous delinquent accounts no longer on the system. These address changes will be shared with HRSD who spearheads the collection efforts. At this point, I did not want to write off these accounts until I was sure all efforts to collect were exhausted.

Depreciation and Amortization

Depreciation is the last account to be updated since we were waiting for all invoices to be accrued for June. The fixed assets and depreciation schedules will be updated next week. Until then, we have used the budgeted expense for the current statements.

Nonoperating Revenues (Expenses)

Availability fees

As with connect fees, we adjusted for 20 meters this fiscal year and collected on 28 by year end.

WATER

Revenues

Water Charges

Like sewer, the water budget has been adjusted to reflect actual consumption. Usage is down with consumption in June at 247,266,148 compared to 256,982,334 for the same period last year. At the current rate of \$4.85 per 1000, this is equivalent to a \$47,124 decrease. Gatling Pointe accounts for IOW County skew the accuracy of this calculation, although Gatling Pointe usage alone did drop 3,848,000 from the same period last year which equates to a drop of \$23,050 based on the current blended rate of \$5.99 per 1000 gallons. Because of the rate increase, total revenues actually increased \$363,422 even with the decrease in consumption.

Connection fees

As with sewer, we amended the budget for 20 connection fees for 2013 and we have collected on 28 meters through May. Last year was a total of 12 meter connect fees for water (1 more than sewer).

Expenses

Salaries

As explained in general fund notes, the year end accrual for vacation and sick leave has not yet been booked as I have to wait 60 days from fiscal year end to calculate this expense.

Water Tank Maintenance

Per our contract, Caldwell bills us on a quarterly basis, but this line item is only reflecting 3 quarters for the year. This is because there was not a 7/1/12 invoice due to discussions last year regarding the intended start date of the contract. We were invoiced in April 2012 and paid that invoice in July 2012 as intended 1st quarter of the contract for FY2013. The auditors at Dixon Hughes Goodman still accrued the cost for FY2012 because the invoice had an April 2012 date. Consequently, we are only reflecting 3 quarters in FY2013.

Materials & Supplies

Unlike sewer, the water inventory actually increased for the year, so the offset was a decrease in materials in supplies by \$22,824. Also, purchases were down from previous years.

RO Annual Costs

Total RO expenses for the year did come in under budget as detailed on the financial graph. We did spend 97% of budget for HRSD costs but were only at 76% for power, 66% for chemicals, and 57% for other operating. The only area in which we exceeded expected costs was other repair and maint which was 129% of budget.

Bad Debt Expense

As with sewer, this noncash adjustment was made at year end and was lower than budgeted based upon review of outstanding accounts and additional collection efforts.

Depreciation and Amortization

As explained in sewer depreciation above, this amount will be finalized next week when fixed assets are updated.

Nonoperating Revenues (Expenses)

Availability fees

As with connect fees, we adjusted for 20 this fiscal year and collected on 28 through June.

HIGHWAY

Expenses

Salaries

As explained under salaries for the general fund, accrued vacation has not yet been booked for the year.

Maintenance

Maintenance came in under budget by \$89,600 as scheduled work was carried forward into July and August. These funds will be spent in FY2014.

Highway Capital

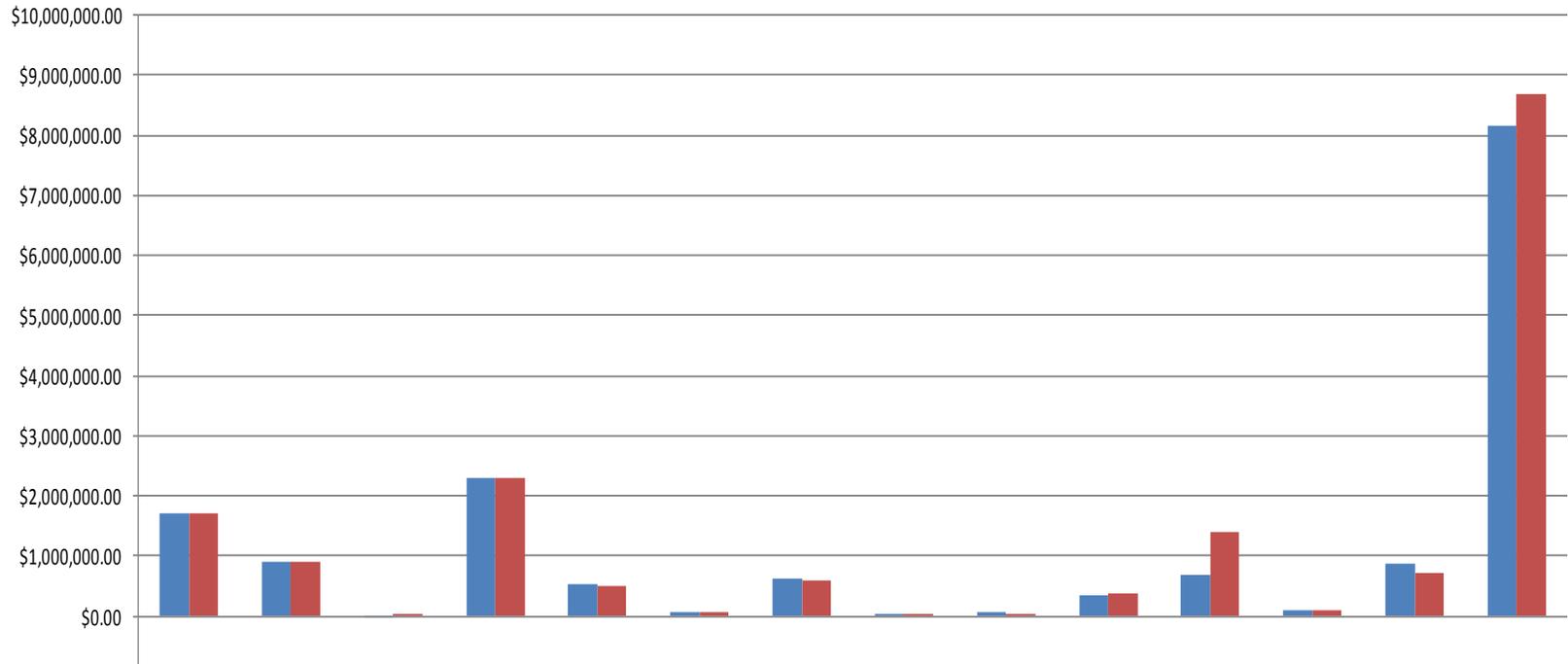
John Rolfe Drive

The turn lane has been completed. The town's portion of construction was paid from cash proffers and moved to the general fund.

JUNE 2013

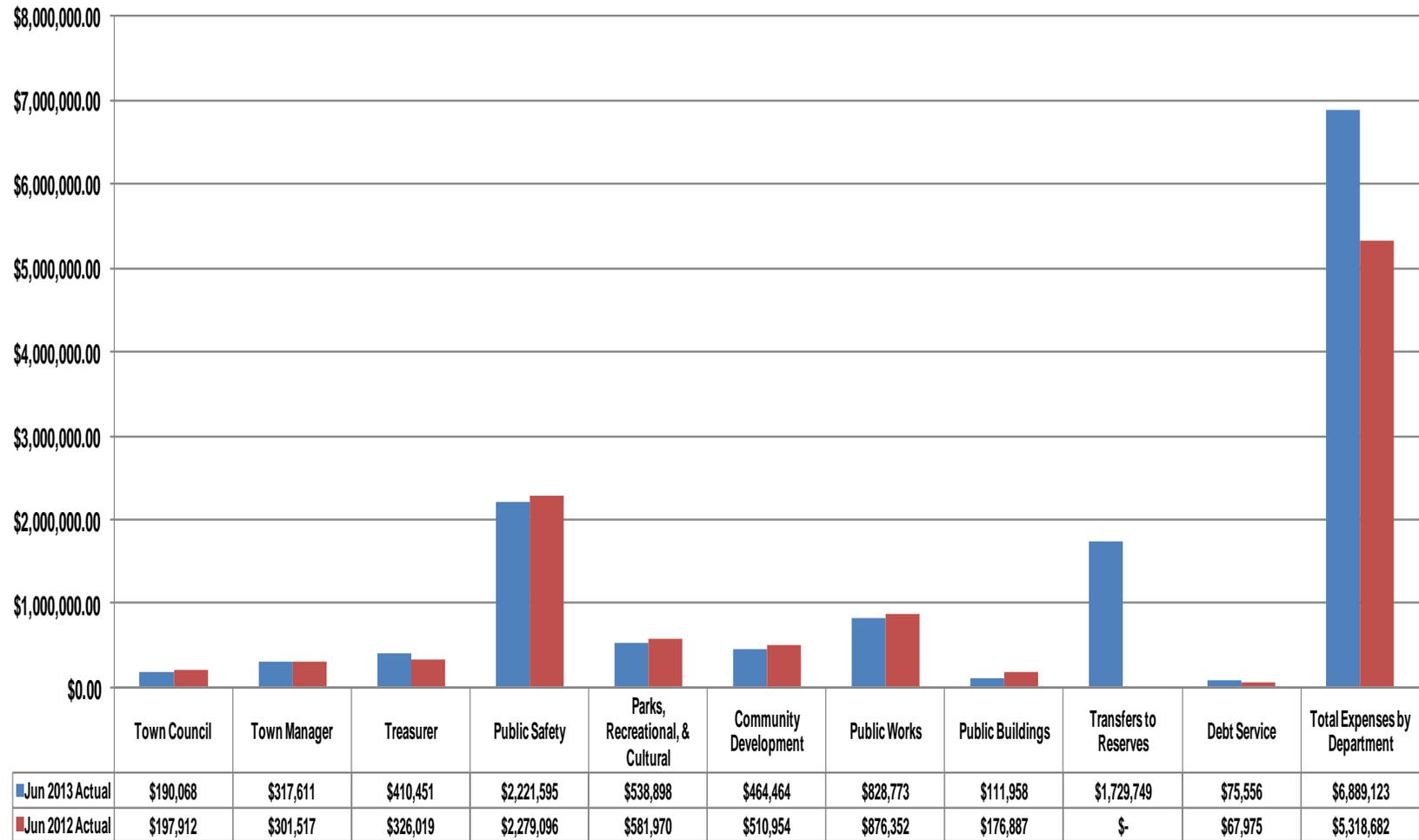
FINANCIAL GRAPHS

June 2013 YTD General Fund Revenues Compared to Budget

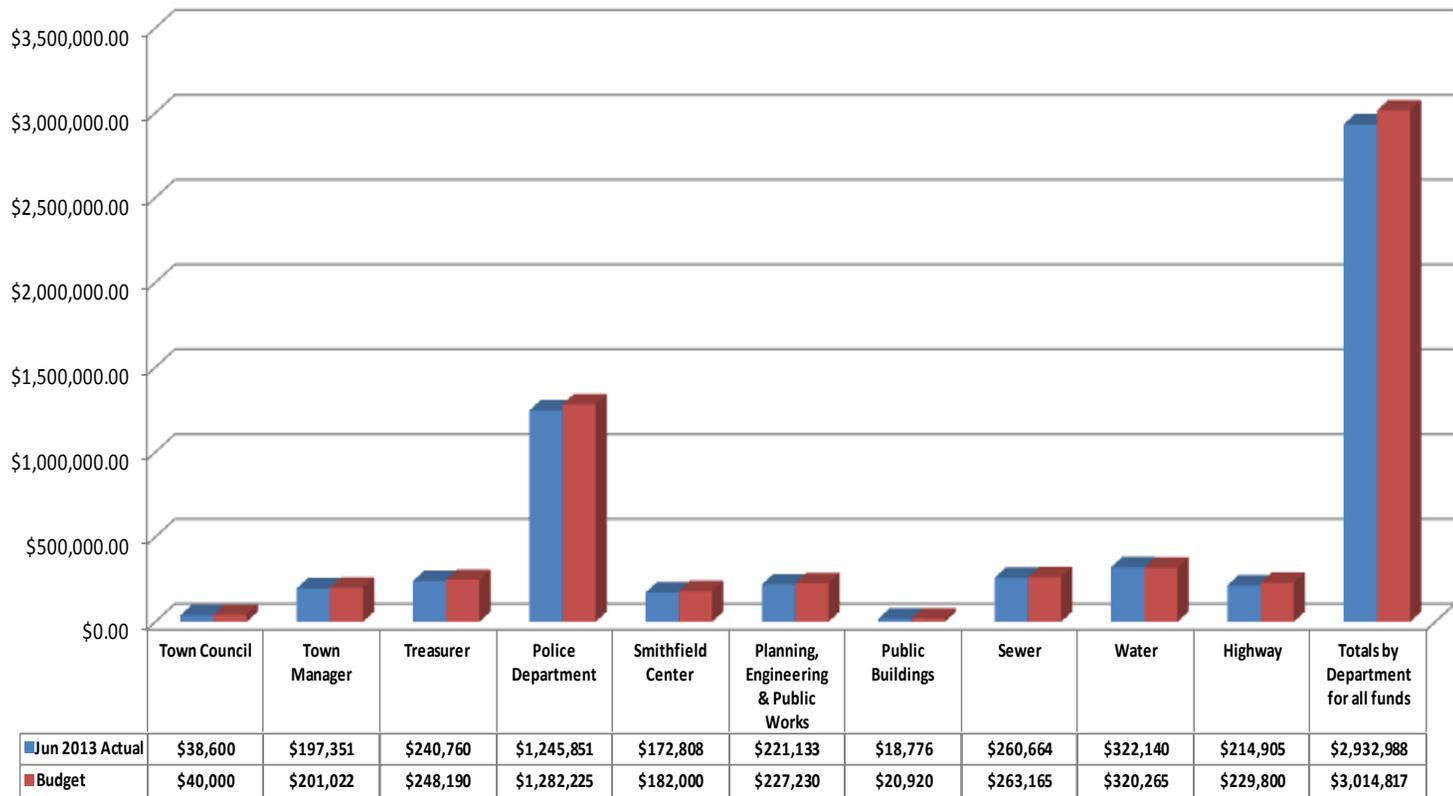


	Real Estate Taxes	Personal Property Tax	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Jun 2013 Actual	\$1,692,946	\$902,128	\$(75)	\$2,303,312	\$519,749	\$68,396	\$612,182	\$40,477	\$50,863	\$328,692	\$677,118	\$84,299	\$881,596	\$8,161,683
■ Budget	\$1,697,790	\$897,470	\$15	\$2,290,403	\$502,746	\$57,000	\$595,138	\$45,336	\$14,618	\$371,465	\$1,400,910	\$84,300	\$719,409	\$8,676,600

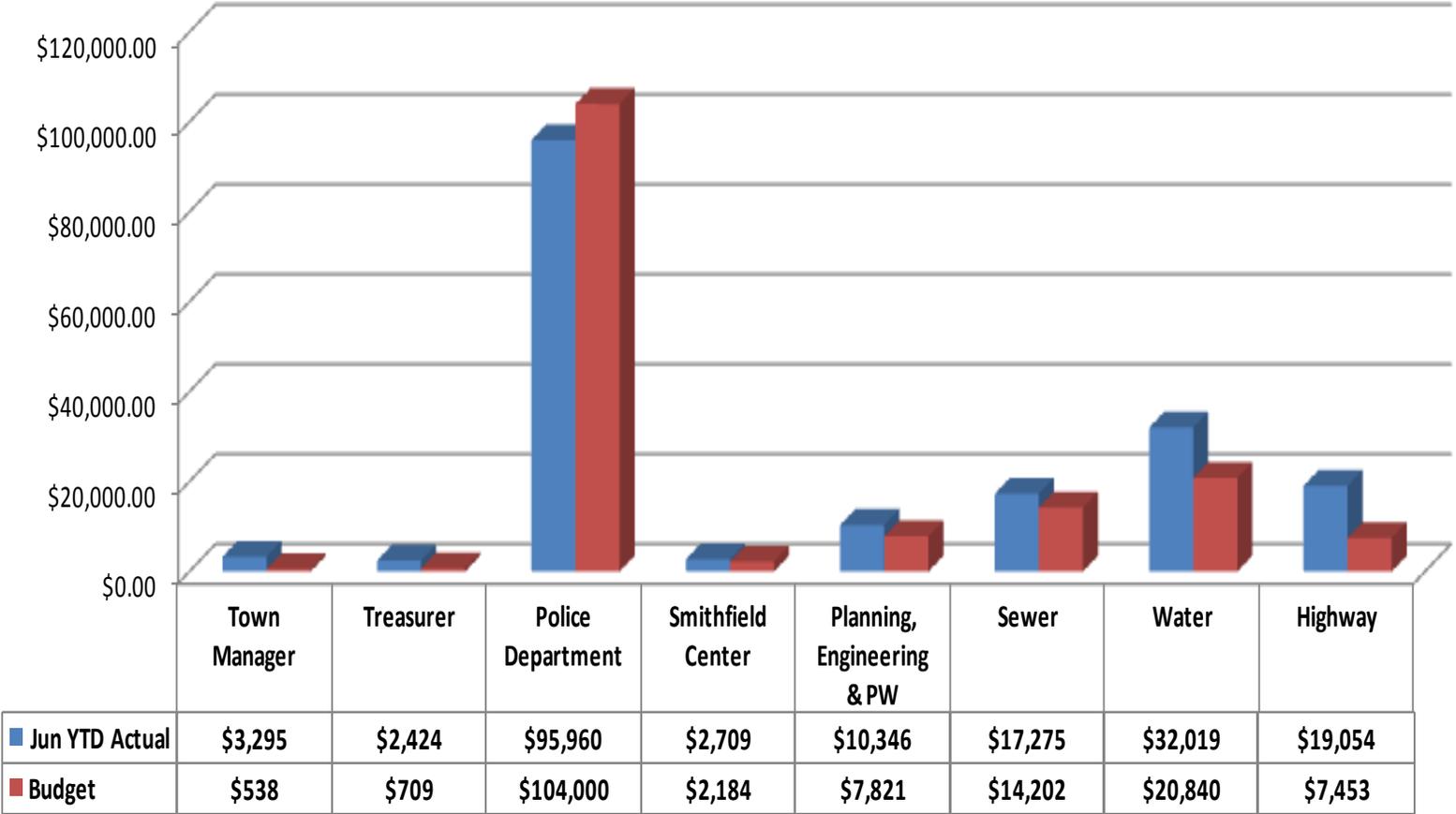
June 2013 YTD General Fund Operating Expenses Compared to June 2012



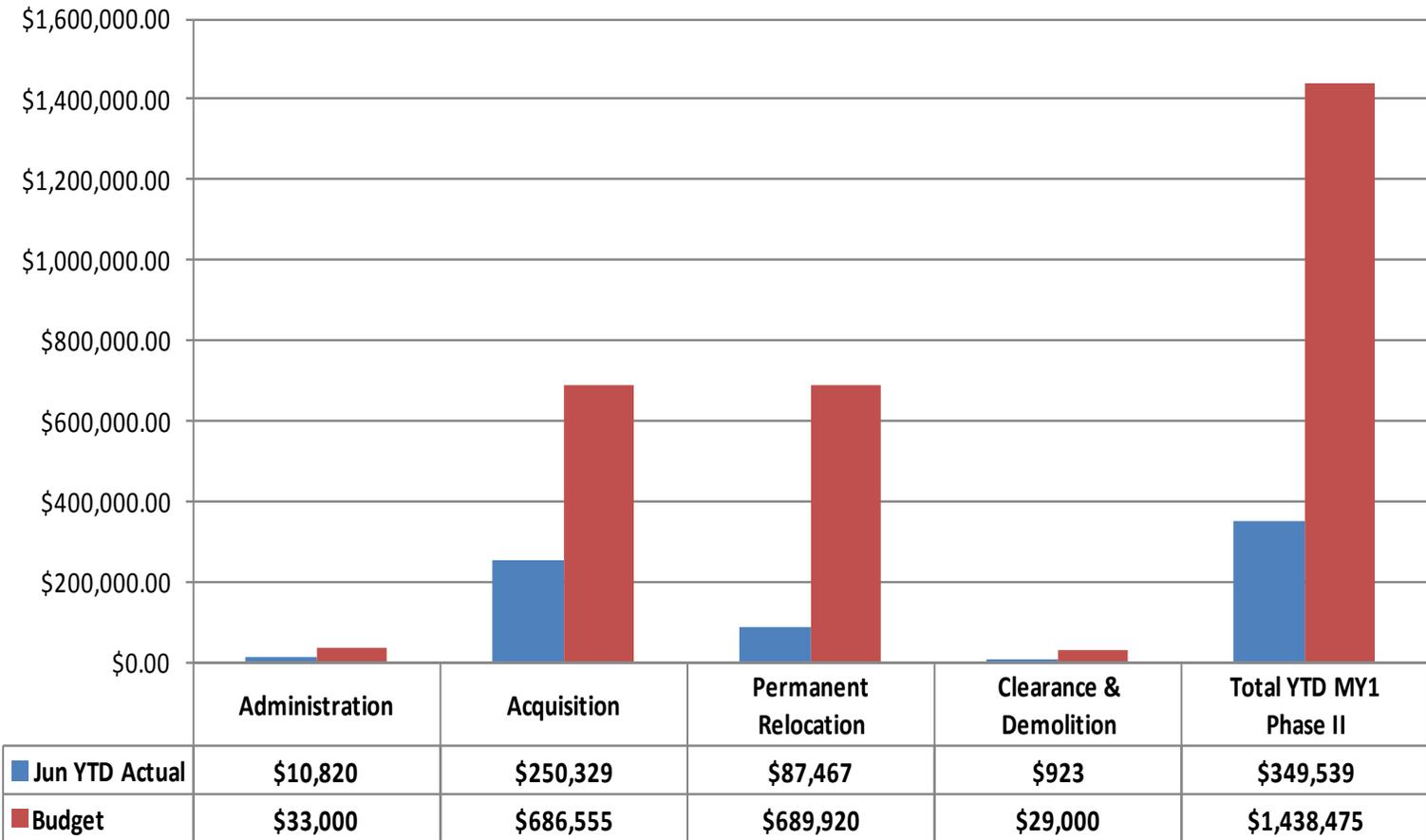
June 2013 YTD Salaries to Budget by Department



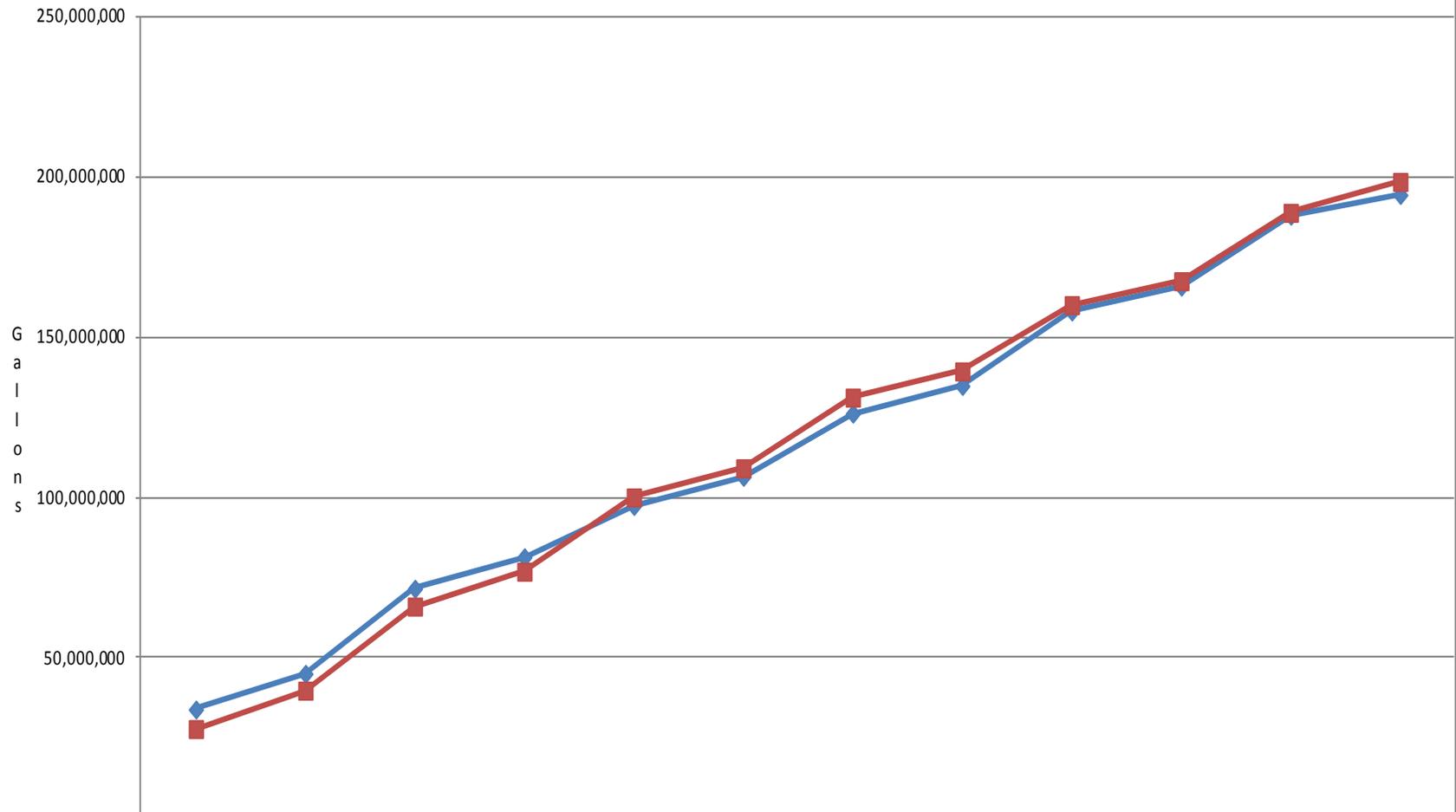
June YTD Overtime Compared to Budget



June YTD Pinewood Heights Expenses MY 1 Phase II

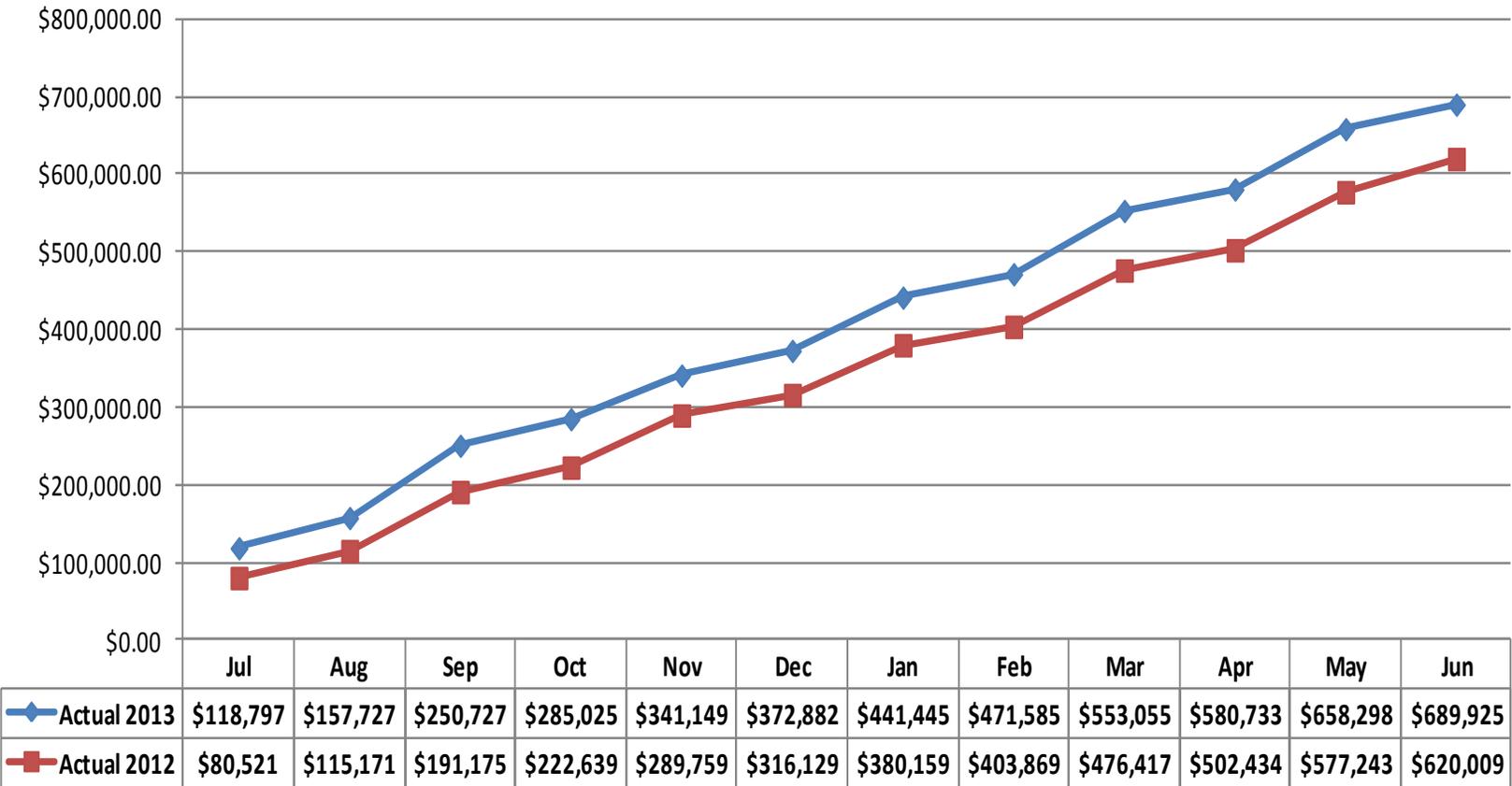


June 2013 YTD Sewer Consumption Compared to 2012-Cumulative

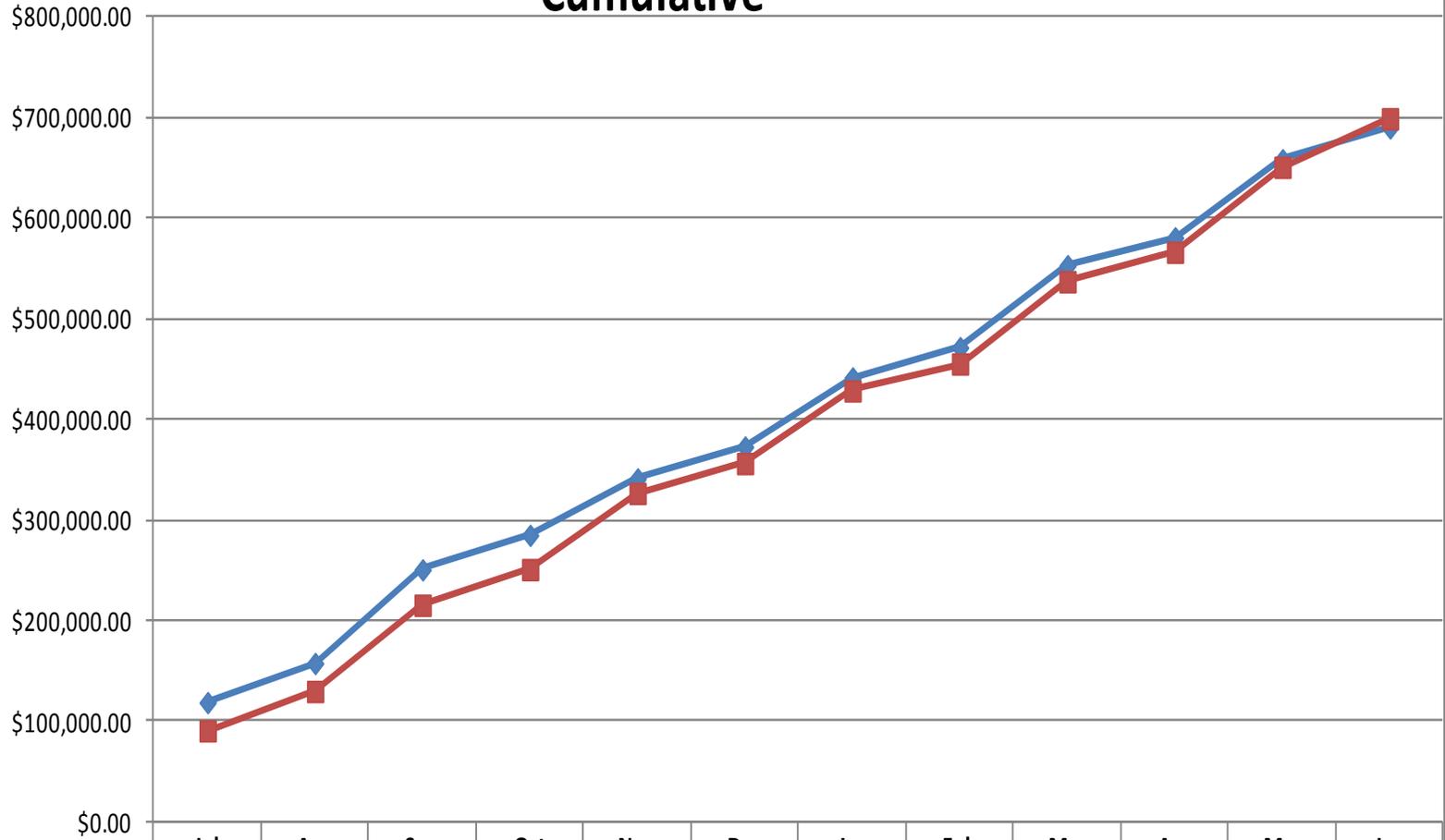


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2013	33,911,769	45,062,012	71,593,279	81,409,491	97,395,860	106,483,452	126,184,592	134,820,907	158,036,732	165,808,355	187,913,876	194,386,925
Actual 2012	27,823,246	39,800,726	66,015,985	76,887,610	100,046,367	109,153,641	131,185,269	139,374,388	160,052,488	167,499,468	188,827,259	198,463,933

June 2013 YTD Sewer Charges Compared to 2012-Cumulative

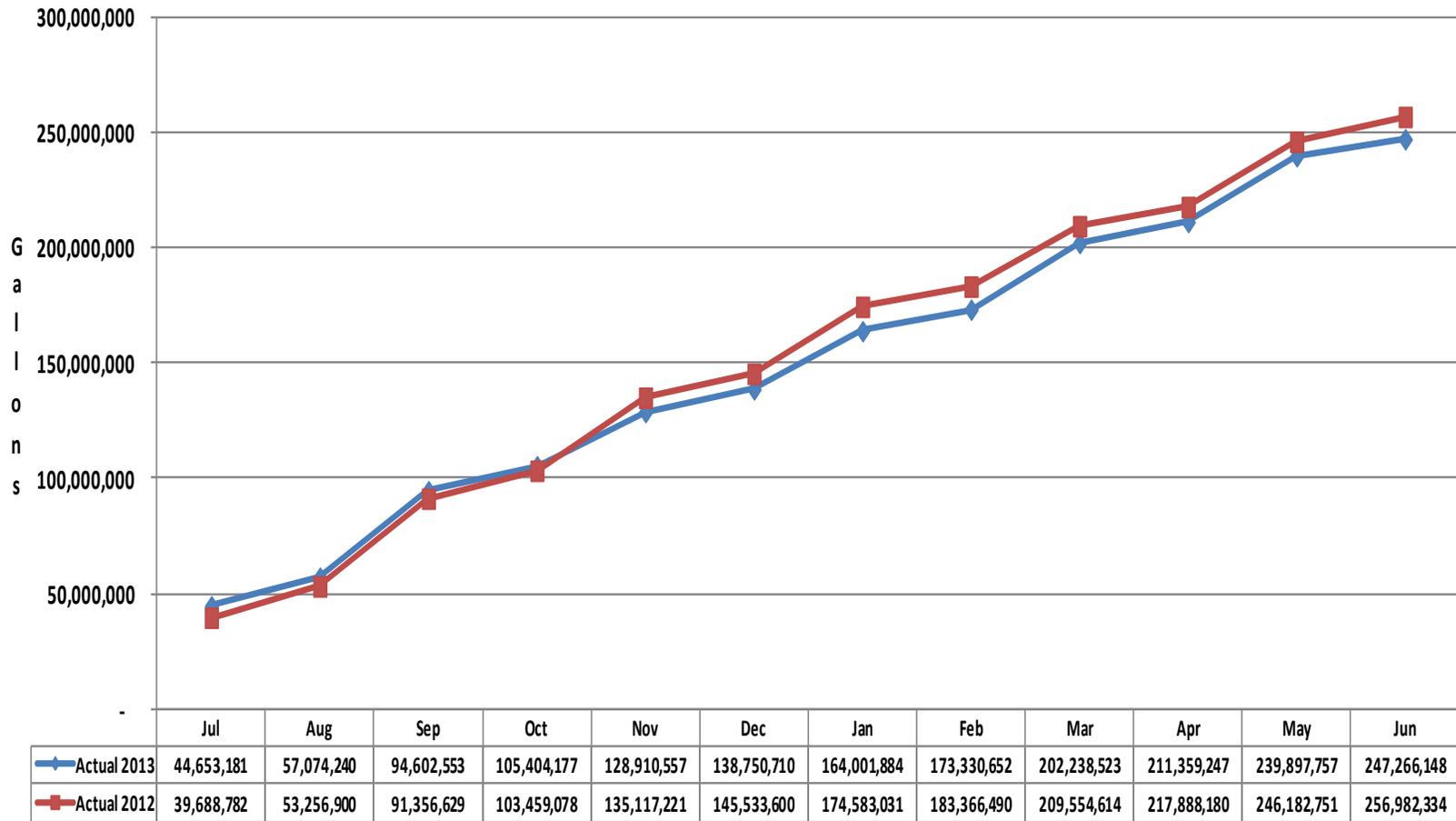


June 2013 Sewer Charges Compared to Pro-Rated Budget- Cumulative

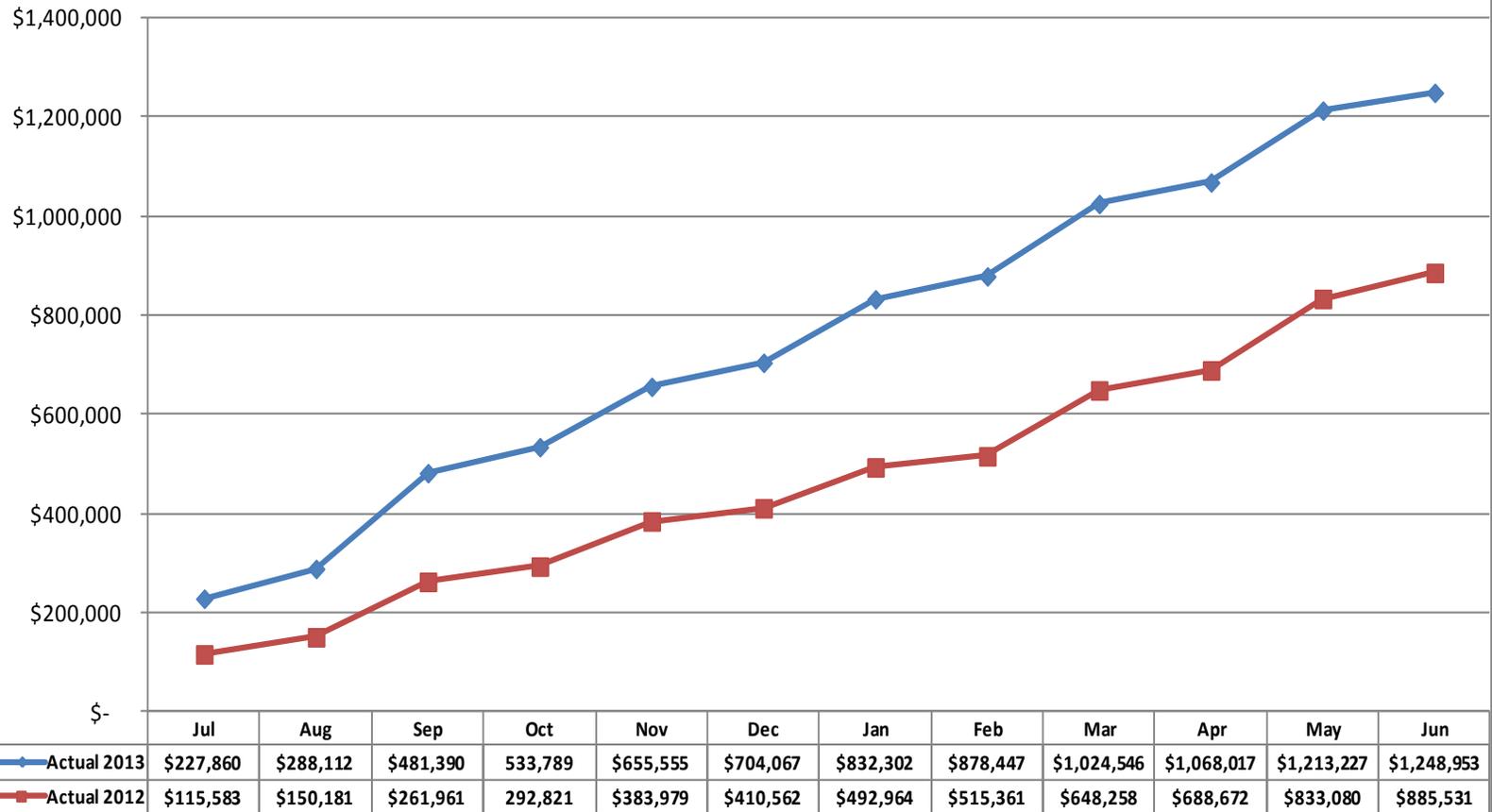


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$118,797	\$157,727	\$250,727	\$285,025	\$341,149	\$372,882	\$441,445	\$471,585	\$553,055	\$580,733	\$658,298	\$689,925
Pro-rated budget	\$90,784	\$129,849	\$215,539	\$251,013	\$326,687	\$356,417	\$428,607	\$455,339	\$537,133	\$566,466	\$650,809	\$699,025

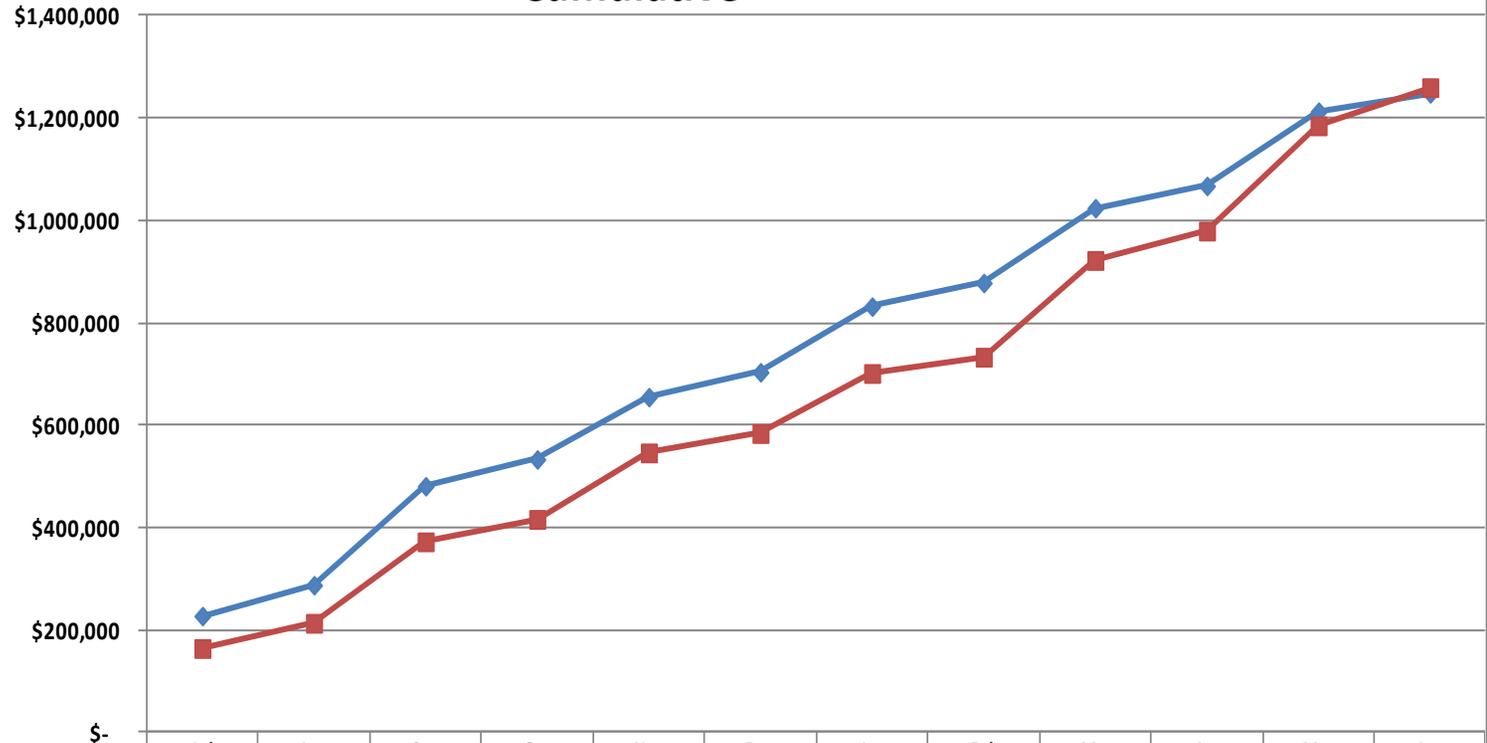
June 2013 YTD Water Consumption Compared to 2012-Cumulative



June 2013 YTD Water Charges Compared to 2012-Cumulative

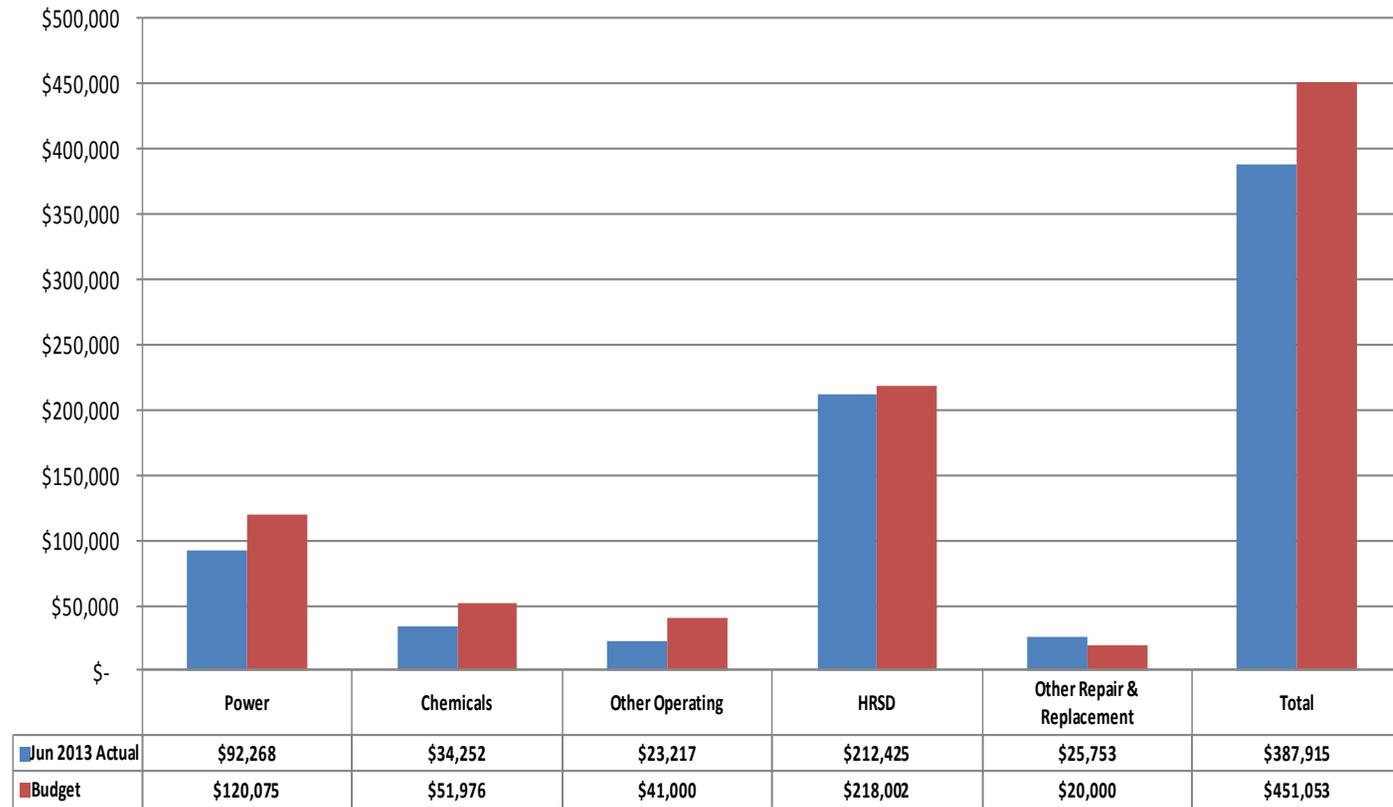


June 2013 YTD Water Charges Compared to Pro-Rated Budget- Cumulative

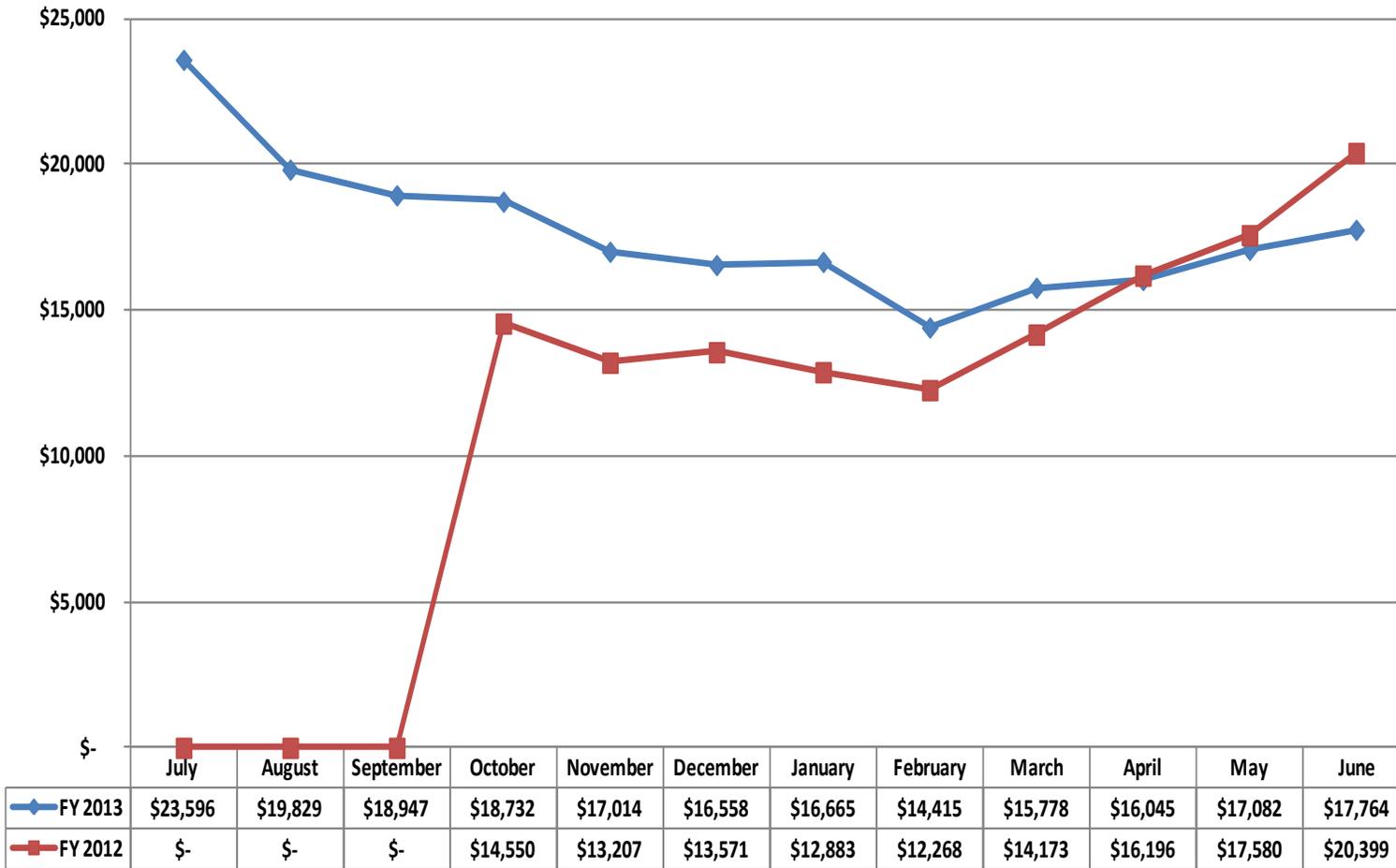


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$227,860	\$288,112	\$481,390	533,789	\$655,555	\$704,067	\$832,302	\$878,447	\$1,024,546	\$1,068,017	\$1,213,227	\$1,248,953
Pro-rated budget	\$164,518	\$213,764	\$372,870	416,796	\$546,547	\$584,384	\$701,673	\$733,553	\$922,454	\$979,979	\$1,185,491	\$1,260,059

June 2013 YTD RO Expenses by Category



HRSD EXPENSES FOR RO PLANT FY2013 AND FY2012



Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 07/31/13	Remaining Budget	% of budget
Revenue				
General Fund revenues				
General Fund revenues				
<u>Real Estate Tax</u>				
Current RE Tax	1,660,000.00	-	1,660,000.00	0.00%
Delinquent RE Tax	20,000.00	1,050.27	18,949.73	5.25%
Current RE Penalty	6,500.00	-	6,500.00	0.00%
Delinquent RE Penalty	2,000.00	106.67	1,893.33	5.33%
Current RE Interest	1,000.00	-	1,000.00	0.00%
Delinquent RE Interest	3,400.00	74.72	3,325.28	2.20%
Total Real Estate Taxes	1,692,900.00	1,231.66	1,691,668.34	0.07%
<u>Personal Property Tax</u>				
Current PP Tax	838,000.00	-	838,000.00	0.00%
Delinquent PP Tax	35,000.00	3,196.41	31,803.59	9.13%
Current PP Penalty	13,500.00	-	13,500.00	0.00%
Delinquent PP Penalty	6,000.00	770.58	5,229.42	12.84%
Current PP Interest	650.00	-	650.00	0.00%
Delinquent PP Interest	4,320.00	379.09	3,940.91	8.78%
Total Personal Property Tax	897,470.00	4,346.08	893,123.92	0.48%
<u>Miscellaneous Receipts Over/Short</u>	15.00	(2.24)	17.24	-14.93%
Total Over/Short	15.00	(2.24)	17.24	-14.93%
<u>Other Taxes</u>				
Franchise Tax	119,855.00	-	119,855.00	0.00%
Cigarette Tax	130,000.00	7,143.80	122,856.20	5.50%
Transient Occupancy Tax	142,000.00	33,336.95	108,663.05	23.48%
Meals Tax-4%	794,270.00	114,369.01	679,900.99	14.40%
Meals Tax-2%	397,135.00	57,184.50	339,950.50	14.40%
Communications Tax	245,000.00	-	245,000.00	0.00%
Rolling Stock	13.00	-	13.00	0.00%
Rental Tax	1,300.00	-	1,300.00	0.00%
Sales Tax	243,000.00	-	243,000.00	0.00%
Consumption Tax	47,500.00	-	47,500.00	0.00%
Utility Tax	194,500.00	-	194,500.00	0.00%
Total Other Local Taxes	2,314,573.00	212,034.26	2,102,538.74	9.16%
<u>Licenses, Permits & Privilege Fees</u>				
Business Licenses	330,000.00	20,592.54	309,407.46	6.24%
Business Licenses Penalty	6,420.00	1,823.01	4,596.99	28.40%
Business Licenses Interest	645.00	1,087.06	(442.06)	168.54%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 07/31/13	Remaining Budget	% of budget
Permits & Other Licenses	13,000.00	655.00	12,345.00	5.04%
WC Dog Park Registration	2,200.00	132.00	2,068.00	6.00%
Consultant Review Fees	5,000.00	-	5,000.00	0.00%
Vehicle License Tags	-	3.00	(3.00)	#DIV/0!
Vehicle License	135,500.00	1,501.03	133,998.97	1.11%
Total Licenses, permits and privilege fees	492,765.00	25,793.64	466,971.36	5.23%
<u>Fines & Costs</u>				
Public Defender Fee	-	-	-	#DIV/0!
Fines & Costs	57,000.00	-	57,000.00	0.00%
Total Fines & Forfeitures	57,000.00	-	57,000.00	0.00%
<u>From Use of Money and Property</u>				
General Fund Interest	6,400.00	510.66	5,889.34	7.98%
Beautification Fund Interest	85.00	14.20	70.80	16.71%
Rentals	15,685.00	696.73	14,988.27	4.44%
Smithfield Center Rentals	143,000.00	12,094.22	130,905.78	8.46%
Smithfield Center Vendor Programs	4,500.00	-	4,500.00	0.00%
Kayak Rentals	-	2,498.25	(2,498.25)	#DIV/0!
Special Events	1,000.00	410.00	590.00	41.00%
Fingerprinting Fees	1,000.00	90.00	910.00	9.00%
Sale of Equipment	1,000.00	43.00	957.00	4.30%
Lease of Land	525.00	-	525.00	0.00%
Total revenue from use of money and property	173,195.00	16,357.06	156,837.94	9.44%
<u>Miscellaneous Revenue</u>				
Other Revenue	2,200.00	97.00	2,103.00	4.41%
Cash Proffer Revenues	-	-	-	#DIV/0!
Obici Foundation Wellness Grant	12,500.00	10,000.00	2,500.00	80.00%
Virginia Municipal Group Safety Grant	3,861.00	-	3,861.00	0.00%
Total Miscellaneous Revenue	18,561.00	10,097.00	8,464.00	54.40%
<u>From Reserves</u>				
Restricted Reserves-Beautification	-	-	-	#DIV/0!
Reserves-Pinewood Escrow	14,618.00	1,218.16	13,399.84	8.33%
From Operating Reserves	529,075.00	168,691.94	360,383.06	31.88%
Total From Reserves	543,693.00	169,910.10	373,782.90	31.25%
<u>Intergovernmental Virginia</u>				
Law Enforcement (no change budgeted for 2014)	161,533.00	-	161,533.00	0.00%
Litter Control Grant	3,765.00	-	3,765.00	0.00%
Police Block Grants-State	1,000.00	-	1,000.00	0.00%
Fire Programs	19,461.00	-	19,461.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 07/31/13	Remaining Budget	% of budget
VCA Grant	5,000.00		5,000.00	0.00%
DCA Grant (Dam)	17,000.00		17,000.00	0.00%
FEMA-VDEM (state portion)	-		-	#DIV/0!
Fuel Refund (state)	865.00	12.32	852.68	1.42%
Total State Revenue	208,624.00	12.32	208,611.68	0.01%
<u>Intergovernmental Federal</u>				
Federal Grants	5,000.00	1,190.00	3,810.00	23.80%
Urban Fund Partial Use Allocation (80%)	-		-	#DIV/0!
FEMA-federal portion	-		-	#DIV/0!
Pinewood Heights CDBG Relocation Grant-Phase II	500,194.00		500,194.00	0.00%
Federal Fuel Income	1,000.00		1,000.00	0.00%
Total Federal Revenue	506,194.00	1,190.00	505,004.00	0.24%
<u>Other Financing Sources</u>				
<u>Operating Transfers In</u>				
Transfer In for Debt Service	-	-	-	#DIV/0!
Total Operating Transfers In	-	-	-	#DIV/0!
<u>Other Financing Sources</u>				
Note Proceeds-HVAC Financing (Smithfield Center)	-		-	#DIV/0!
General Obligation Bond-Capital Asset financing (ball fields)	400,000.00		400,000.00	0.00%
Insurance Recoveries	-		-	#DIV/0!
Total Other Financing Sources	400,000.00	-	400,000.00	0.00%
<u>Contributions</u>				
CHIPS Contributions	2,500.00		2,500.00	0.00%
Bike Rack	-		-	#DIV/0!
Public Restroom	-		-	#DIV/0!
Porcine Statues	-		-	#DIV/0!
Contribution-Smithfield Foods Donation to PD	-		-	#DIV/0!
Contribution-Motorcycle Donation	-		-	#DIV/0!
Ruritan Club Contribution-Ivy Hill Bench	-		-	#DIV/0!
Contributions-Employee Awards	-		-	#DIV/0!
Contributions-IOW County (ball fields)	25,000.00		25,000.00	0.00%
Contributions-IOW County Port Authority Grants	-		-	#DIV/0!
Farmers Bank-Police Department	-		-	#DIV/0!
Contributions South Church Street Improvement Project	-		-	#DIV/0!
Total Contributions	27,500.00	-	27,500.00	0.00%
Total General Fund Revenue	7,332,490.00	440,969.88	6,891,520.12	6.01%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 07/31/13	Remaining Budget	% of budget
Less Revenues, Loan Funds, Grants and Contributions related to capital projects				
General Obligation Bond-HVAC Financing	-	-	-	
General Obligation Bond-Land Acquisition	(400,000.00)	-	(400,000.00)	
Cash Proffer Revenues	-	-	-	
Meals Tax (2%) allocated to Special Projects	(397,135.00)	(57,184.50)	(339,950.50)	
Pinewood Heights Reserves	(14,618.00)	(169,910.10)	155,292.10	
Contributions to Ball Fields (IOW)	(25,000.00)		(25,000.00)	
Pinewood Heights Relocation Project -Grant	(500,194.00)	-	(500,194.00)	
Total Non-operating Revenues	(1,336,947.00)	(227,094.60)	(1,109,852.40)	16.99%
Total General Fund Operating Revenues	5,995,543.00	213,875.28	5,781,667.72	3.57%
General Fund Budget Expenses				
Description	Adopted Budget 2013/2014	Actual as of 07/31/13	Remaining Budget	% of budget
GENERAL GOVERNMENT				
Town Council				
Salaries	40,000.00	2,750.00	37,250.00	6.88%
FICA	3,500.00	242.83	3,257.17	6.94%
Employee Wellness/Assistance Plan	1,800.00	136.50	1,663.50	7.58%
Legal Fees	32,000.00	-	32,000.00	0.00%
Election Expense	3,000.00	-	3,000.00	-
Maintenance contracts	695.00	-	695.00	-
Advertising	30,000.00	-	30,000.00	0.00%
Professional Services	1,500.00	-	1,500.00	0.00%
Records Management maint & upgrades-scanner & software	8,484.00	-	8,484.00	0.00%
Site Plan Review	5,000.00	-	5,000.00	0.00%
Communications	3,500.00	-	3,500.00	0.00%
Insurance	27,435.00	6,657.50	20,777.50	24.27%
Supplies	20,000.00	62.18	19,937.82	0.31%
Travel & Training	6,000.00	2,035.00	3,965.00	33.92%
Subscriptions/Memberships	9,100.00	8,108.00	992.00	89.10%
Council Approved Items	16,000.00	-	16,000.00	0.00%
Public Defender Fees	2,000.00	-	2,000.00	0.00%
Bank Charges	625.00	-	625.00	0.00%
SpecialProjects	2,500.00	-	2,500.00	0.00%
Smithfield CHIPS program	3,772.00	2,830.00	942.00	75.03%
Update Town Charter & Code	2,000.00	-	2,000.00	0.00%
Annual Christmas Parade	400.00	-	400.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 07/31/13	Remaining Budget	% of budget
Council Approved Hwy	-	-	-	-
Total Town Council	219,311.00	22,822.01	196,488.99	10.41%
<u>Town Manager</u>				
Salaries	216,840.00	17,576.76	199,263.24	8.11%
FICA	17,350.00	1,298.24	16,051.76	7.48%
VSRS	25,100.00	2,070.22	23,029.78	8.25%
Health	37,455.00	6,084.38	31,370.62	16.24%
Auto Expense	500.00	-	500.00	0.00%
Maintenance Contracts	1,700.00	-	1,700.00	0.00%
Communications	15,500.00	-	15,500.00	0.00%
Insurance	2,910.00	671.93	2,238.07	23.09%
Supplies	5,500.00	19.00	5,481.00	0.35%
Dues & Subscriptions	2,940.00	1,313.78	1,626.22	44.69%
Computer & technology expenses	16,000.00	-	16,000.00	0.00%
Travel & Training	7,800.00	405.00	7,395.00	5.19%
Other	100.00	-	100.00	0.00%
TM Allocated to Hwy	-	-	-	#DIV/0!
Total Town Manager	349,695.00	29,439.31	320,255.69	8.42%
<u>Treasurer</u>				
Salaries	258,170.00	20,883.63	237,286.37	8.09%
FICA	20,655.00	1,542.48	19,112.52	7.47%
VSRS	29,230.00	2,411.79	26,818.21	8.25%
Health	32,840.00	5,361.64	27,478.36	16.33%
Audit	11,500.00	-	11,500.00	0.00%
Depreciation Software	2,700.00	-	2,700.00	0.00%
Communications	8,080.00	115.77	7,964.23	1.43%
Data Processing	18,000.00	1,247.40	16,752.60	6.93%
Service Contracts	18,500.00	4,457.62	14,042.38	24.10%
Insurance	2,510.00	579.57	1,930.43	23.09%
Supplies	15,000.00	472.18	14,527.82	3.15%
Dues & Subscriptions	2,300.00	700.00	1,600.00	30.43%
Credit Card Processing	1,000.00	82.43	917.57	8.24%
Cigarette Tax Stamps	2,565.00	-	2,565.00	0.00%
Travel & Training	2,000.00	-	2,000.00	0.00%
Other	100.00	-	100.00	0.00%
Treasurer Alloc to Hwy	-	-	-	#DIV/0!
Total Treasurer	425,150.00	37,854.51	387,295.49	8.90%
PUBLIC SAFETY				

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 07/31/13	Remaining Budget	% of budget
<u>Police Department</u>				
Salaries	1,322,140.00	117,017.56	1,205,122.44	8.85%
FICA	105,775.00	8,631.30	97,143.70	8.16%
VSRS	139,100.00	11,366.12	127,733.88	8.17%
Health Insurance	185,950.00	29,103.87	156,846.13	15.65%
Pre-employ screening/Emp Medical	2,000.00	-	2,000.00	0.00%
Uniforms	24,000.00	88.48	23,911.52	0.37%
Service Contracts	37,000.00	590.50	36,409.50	1.60%
Communications	65,000.00	-	65,000.00	0.00%
Computer & Technology Expenses	10,000.00	-	10,000.00	0.00%
Insurance	51,935.00	11,992.04	39,942.96	23.09%
Ins. - LODA	10,962.00	-	10,962.00	0.00%
Materials & Supplies	30,500.00	600.79	29,899.21	1.97%
Dues & Subscriptions	6,500.00	305.00	6,195.00	4.69%
Equipment	15,000.00	-	15,000.00	0.00%
Radio & Equipment repairs	3,500.00	151.00	3,349.00	4.31%
Vehicle Maintenance	50,000.00	-	50,000.00	0.00%
Gas	85,000.00	3,120.04	81,879.96	3.67%
Tires	7,500.00	-	7,500.00	0.00%
Travel & Training	27,500.00	-	27,500.00	0.00%
Special Events	500.00	-	500.00	0.00%
Police Grants	24,478.00	-	24,478.00	0.00%
Investigation expenses	5,000.00	-	5,000.00	0.00%
Other	500.00	-	500.00	0.00%
Total Police Department	2,209,840.00	182,966.70	2,026,873.30	8.28%
<u>Fire Department</u>				
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
State Pass Thru	19,461.00	-	19,461.00	0.00%
Total Fire Department	32,461.00	-	32,461.00	0.00%
<u>Contributions-Public Safety</u>				
Coast Guard Auxiliary	250.00	-	250.00	0.00%
Rescue Squad-shared maintenance	-	-	-	#DIV/0!
E911 Dispatch Center	118,950.00	-	118,950.00	0.00%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
Total Contributions-Public Safety	129,200.00	-	129,200.00	0.00%
<u>PARKS, RECREATION & CULTURAL</u>				
<u>Smithfield Center</u>				
Salaries	186,170.00	17,891.04	168,278.96	9.61%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 07/31/13	Remaining Budget	% of budget
FICA	14,895.00	1,406.61	13,488.39	9.44%
VSRS	16,365.00	1,350.38	15,014.62	8.25%
Health	20,780.00	3,354.44	17,425.56	16.14%
Uniforms	1,200.00	-	1,200.00	0.00%
Contracted Services	23,000.00	3,050.08	19,949.92	13.26%
Retail Sales & Use Tax	500.00	78.54	421.46	15.71%
Utilities	30,000.00	-	30,000.00	0.00%
Communications	21,500.00	276.34	21,223.66	1.29%
Computer & technology expenses	2,500.00	-	2,500.00	0.00%
Insurance	4,810.00	1,110.65	3,699.35	23.09%
Kitchen Supplies	4,000.00	-	4,000.00	0.00%
Office Supplies/Other Supplies	4,000.00	130.00	3,870.00	3.25%
Food Service & Beverage Supplies	8,000.00	-	8,000.00	0.00%
AV Supplies	1,000.00	-	1,000.00	0.00%
Repairs & Maintenance	40,000.00	335.75	39,664.25	0.84%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	-	10,000.00	0.00%
Landscaping	12,000.00	-	12,000.00	0.00%
Travel & Training	2,000.00	-	2,000.00	0.00%
Programming Expenses	1,000.00	-	1,000.00	0.00%
Advertising	20,000.00	1,315.00	18,685.00	6.58%
Refund event deposits	3,500.00	200.00	3,300.00	5.71%
Credit card processing expense	4,500.00	673.30	3,826.70	14.96%
Total Smithfield Center	431,720.00	31,172.13	400,547.87	7.22%
<u>Contributions-Parks, Recreation and Cultural</u>				
Farmers Market	3,000.00	-	3,000.00	0.00%
BSV Parking Lot	-	-	-	#DIV/0!
TUMC Parking Lot	1,500.00	125.00	1,375.00	8.33%
Hampton Roads Partnership	1,960.00	-	1,960.00	0.00%
Isle of Wight Arts League	10,000.00	5,000.00	5,000.00	50.00%
Library	10,000.00	-	10,000.00	0.00%
Total Contributions-Park, Recreation and Cultural	26,460.00	5,125.00	21,335.00	19.37%
<u>Windsor Castle Park</u>				
Salaries	73,820.00	6,176.10	67,643.90	8.37%
FICA	5,910.00	456.17	5,453.83	7.72%
VSRS	8,505.00	715.62	7,789.38	8.41%
Health	13,870.00	2,078.70	11,791.30	14.99%
Contracted Services	5,000.00	-	5,000.00	0.00%
Grass Cutting	30,000.00	-	30,000.00	0.00%
Professional Services	1,000.00	444.27	555.73	44.43%
Utilities	5,000.00	-	5,000.00	0.00%
Supplies	2,500.00	-	2,500.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 07/31/13	Remaining Budget	% of budget
Repairs & Maintenance	40,000.00	-	40,000.00	0.00%
Total Windsor Castle Park	185,605.00	9,870.86	175,734.14	5.32%
<u>Other Parks & Recreation</u>				
Fishing Pier-	-	-	-	-
Jersey Park Playground	1,000.00	-	1,000.00	0.00%
Pinewood Playground	500.00	-	500.00	0.00%
Clontz Park	1,600.00	-	1,600.00	0.00%
Community Wellness Initiative	35,000.00	65.00	34,935.00	0.19%
Waterworks Dam	34,000.00	-	34,000.00	0.00%
Haydens Lane Maintenance	2,900.00	-	2,900.00	0.00%
Veterans War Memorial	1,000.00	-	1,000.00	0.00%
Fireworks	2,000.00	-	2,000.00	0.00%
Total Parks & Recreation	78,000.00	65.00	77,935.00	0.08%
COMMUNITY DEVELOPMENT				
Pinewood Heights				
Non-CDBG Contributed Operating Expenses				
<u>Administration</u>				
Precontract/ERR	-	-	-	#DIV/0!
Management Assistance	12,000.00	-	12,000.00	0.00%
Monitoring/Closeout	2,500.00	-	2,500.00	0.00%
<u>Permanent Relocation</u>				
Owner Occupied Households	107,826.00	-	107,826.00	0.00%
Renter Occupied Households	134,155.00	1,218.16	132,936.84	0.91%
Moving Costs	13,900.00	-	13,900.00	0.00%
Relocation Specialist	10,633.00	-	10,633.00	0.00%
<u>Acquisition Specialist</u>				
	15,000.00	-	15,000.00	0.00%
<u>Clearance & Demolition</u>				
	29,000.00	-	29,000.00	0.00%
Subtotal Non CDBG				
	325,014.00	1,218.16	323,795.84	0.37%
CDBG Contributed Operating Expenses				
<u>Permanent Relocation</u>				
Owner Occupied Households	230,394.00	-	230,394.00	0.00%
Renter Occupied Households		-	-	-

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 07/31/13	Remaining Budget	% of budget
Clearance & Demolition	-	-	-	#DIV/0!
-		-	-	#DIV/0!
Subtotal CDBG	230,394.00	-	230,394.00	0.00%
Total Pinewood Heights Contributions	555,408.00	1,218.16	554,189.84	0.22%
Contributions-Community Development				
APVA Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Chamber of Commerce	6,000.00	6,000.00	-	100.00%
Christian Outreach	14,000.00	-	14,000.00	0.00%
Genieve Shelter	9,000.00	-	9,000.00	0.00%
TRIAD	1,650.00	-	1,650.00	0.00%
Tourism Bureau	209,976.00	-	209,976.00	0.00%
Western Tidewater Free Clinic	33,339.00	-	33,339.00	0.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
Total Contributions-Community Development	328,965.00	6,000.00	322,965.00	1.82%
PUBLIC WORKS				
Planning, Engineering & Public Works				
Salaries	203,530.00	17,420.95	186,109.05	8.56%
FICA	16,285.00	1,286.73	14,998.27	7.90%
VSRS	24,750.00	2,093.48	22,656.52	8.46%
Health	33,600.00	5,413.97	28,186.03	16.11%
Uniforms	2,000.00	-	2,000.00	0.00%
Contractual	9,125.00	407.07	8,717.93	4.46%
GIS	1,200.00	-	1,200.00	0.00%
Recycling-new contract	212,725.00	18,138.18	194,586.82	8.53%
Trash Collection-new contract	227,555.00	239.40	227,315.60	0.11%
Street Lights	5,000.00	-	5,000.00	0.00%
Communications	15,000.00	-	15,000.00	0.00%
Safety Meetings	5,000.00	-	5,000.00	0.00%
Insurance	8,060.00	1,861.09	6,198.91	23.09%
Materials & Supplies	6,000.00	78.39	5,921.61	1.31%
Repairs & Maintenance	9,000.00	-	9,000.00	0.00%
Gas & Tires	10,500.00	227.15	10,272.85	2.16%
Travel & Training	6,000.00	-	6,000.00	0.00%
Litter Control Grant	3,765.00	-	3,765.00	0.00%
Dues & Subscriptions	2,000.00	-	2,000.00	0.00%
Other	1,000.00	-	1,000.00	0.00%
Public Works Alloc to Hwy	-	-	-	-
Total Public Works	802,095.00	47,166.41	754,928.59	5.88%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 07/31/13	Remaining Budget	% of budget
PUBLIC BUILDINGS				
Public Buildings				
Salaries	21,235.00	1,651.43	19,583.57	7.78%
FICA	1,700.00	145.84	1,554.16	8.58%
Contractual	7,000.00	3,065.18	3,934.82	43.79%
Communications	3,750.00	-	3,750.00	0.00%
Utilities	47,000.00	-	47,000.00	0.00%
Insurance	3,176.00	733.35	2,442.65	23.09%
Materials & Supplies	3,000.00	-	3,000.00	0.00%
Materials & Supplies-Police Department	-	120.00	(120.00)	#DIV/0!
Materials & Supplies-Public Works	-	80.00	(80.00)	#DIV/0!
Repairs & Maintenance	29,289.00	2,410.96	26,878.04	8.23%
Rent Expense-Office Space	4,800.00	400.00	4,400.00	8.33%
Other	1,000.00	-	1,000.00	0.00%
Alloc Costs to Hwy	-	-	-	-
Total Public Buildings	121,950.00	8,606.76	113,343.24	7.06%
OTHER FINANCING USES				
Other Financing Uses				
Transfers to Operating Reserves	-	-	-	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	57,184.50	(57,184.50)	-
Transfers to Restricted Reserves-S Church Street Project	-	-	-	-
Total Transfers To Reserves	-	57,184.50	(57,184.50)	#DIV/0!
DEBT SERVICE				
Debt Service				
Principal Retirement				
Public Building Acquisition	19,914.00	-	19,914.00	0.00%
HVAC	15,300.00	1,244.88	14,055.12	8.14%
Ball Fields	73,750.00	-	73,750.00	-
Line of Credit Retirement-interest	5,000.00	-	5,000.00	0.00%
Ball field financing?				
Interest and fiscal charges				
Public Building Acquisition	33,195.00	-	33,195.00	0.00%
HVAC	2,370.00	233.65	2,136.35	9.86%
Ball Fields	14,650.00	-	14,650.00	0.00%
Total Debt Service	164,179.00	1,478.53	162,700.47	0.90%
Total General Fund Expenses	6,060,039.00	440,969.88	5,619,069.12	7.28%
Less Expenses related to capital projects:				

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 07/31/13	Remaining Budget	% of budget
Legal Fees	-	-	-	
Professional Fees	-	-	-	
Pinewood Heights Relocation Project Expenses	(555,408.00)	(1,218.16)	(554,189.84)	
Pinewood Heights Line of Credit Expenses	(5,000.00)	-	(5,000.00)	
Total Non-operating Expenses	(560,408.00)	(1,218.16)	(559,189.84)	0.22%
Total General Fund Operating Expenses	5,499,631.00	439,751.72	5,059,879.28	8.00%
Net Operating Reserve (+/-)	495,912.00	(225,876.44)	721,788.44	-45.55%
Net Reserve (+/-)	1,272,451.00	-	1,272,451.00	0.00%

	Adopted Budget 2013/2014	Actual 7/31/2013	Remain Budget	% of Budget			
Net Operating Reserves (Deficit)	1,272,451.00	-	1,272,451.00	0.00%			
Capital Outlay General Fund							
GENERAL GOVERNMENT							
COMMUNITY DEVELOPMENT							
Pinewood Heights Relocation-CIP							
Non CDBG Capital Acquisition							
Owner Occupied Units	(1,237.00)		(1,237.00)	0.00%			
Renter Occupied Units	(158,019.00)		(158,019.00)	0.00%			
Vacant Lots	-		-	-			
Appraisal/Legal	(7,170.00)		(7,170.00)	0.00%			
Subtotal Non CDBG Capital Acquisition	(166,426.00)	-	(166,426.00)	0.00%			
CDBG Capital Acquisition-MY2							
Owner Occupied Units	(269,800.00)		(269,800.00)	0.00%			
Renter Occupied Units		-	-	-			
Vacant Lots		-	-	-			
Subtotal CDBG Capital Acquisition	(269,800.00)	-	(269,800.00)	0.00%			
Total Pinewood Heights Relocation CIP	(436,226.00)	-	(436,226.00)	0.00%			
TOWN COUNCIL							
Cable 6 upgrades	-	-	-	#DIV/0!			
DOCSTAR server	(7,650.00)		(7,650.00)	0.00%			
TREASURER							
Computer Equipment System upgrades							
AS400 Server	(45,000.00)		(45,000.00)	0.00%			
PARKS, RECREATION AND CULTURAL							
Porcine statues			-	#DIV/0!			
Smithfield Center-HVAC unit			-	#DIV/0!			
Smithfield Center upgrades	(28,000.00)		(28,000.00)	0.00%			
Smithfield Center Asphalt Repairs	(6,000.00)		(6,000.00)	0.00%			
Public Park Improvements (Clontz Park, Tot Lots, Waterworks Lake)	(25,000.00)		(25,000.00)	0.00%			
Windsor Castle-Light Tower			-	#DIV/0!			
Windsor Castle-Station Bridge			-	#DIV/0!			
Windsor Castle Park-outbuildings	(100,000.00)		(100,000.00)	0.00%			
PUBLIC SAFETY							
Police							
Police Vehicles	(101,700.00)		(101,700.00)	0.00%			
Ipads for vehicles			-	#DIV/0!			

	Adopted Budget 2013/2014	Actual 7/31/2013	Remain Budget	% of Budget			
Copier	(10,000.00)		(10,000.00)	-			
Donated Opticom			-	#DIV/0!			
Donated motorcycle (\$5000)			-	#DIV/0!			
PUBLIC WORKS							
Vehicles and Equipment	(5,000.00)		(5,000.00)	0.00%			
Work Order System	(6,250.00)		(6,250.00)	0.00%			
PW Security Gate	(2,625.00)		(2,625.00)	0.00%			
GIS/Mapping	(12,000.00)		(12,000.00)	0.00%			
James/Washington Street Improvements	(5,000.00)		(5,000.00)	0.00%			
Pinewood Heights-Stormwater Management	(75,000.00)		(75,000.00)	0.00%			
Public Ball Fields	(400,000.00)		(400,000.00)	0.00%			
N/S Church St Streetscape Improvements			-	#DIV/0!			
PUBLIC BUILDINGS							
Office Space Improvements-Town Hall	(7,000.00)		(7,000.00)	0.00%			
Public Restrooms			-	#DIV/0!			
Net Capital Outlay	(1,272,451.00)	-	(1,272,451.00)	0.00%			
Net Reserves (Deficit) after capital outlay	-	-	-	-			

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget	Balance as of	Remaining	% of
	2013/2014	07/31/13	Budget	budget
Revenue				
Operating Revenues				
Sewer Charges	699,025.00	83,143.15	615,881.85	11.89%
Sewer Compliance Fee	489,559.00	56,849.70	432,709.30	11.61%
Miscellaneous Revenue	500.00	-	500.00	0.00%
Connection fees	31,600.00	-	31,600.00	0.00%
Total Operating Revenue	1,220,684.00	139,992.85	1,080,691.15	11.47%
Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget	Balance as of	Remaining	% of
Description	2013/2014	07/31/13	Budget	budget
Expenses				
Operating Expenses				
Salaries	226,915.00	18,681.02	208,233.98	8.23%
FICA	18,155.00	1,379.80	16,775.20	7.60%
VSRS	26,245.00	2,243.68	24,001.32	8.55%
Health	38,750.00	6,540.44	32,209.56	16.88%
Uniforms	2,500.00	-	2,500.00	0.00%
Audit & Legal Fees	14,750.00	-	14,750.00	0.00%
HRPDC sewer programs	872.00	-	872.00	0.00%
Maintenance & Repairs	50,000.00	474.50	49,525.50	0.95%
VAC Truck Repairs & Maintenance	7,500.00	-	7,500.00	0.00%
Data Processing	14,000.00	935.56	13,064.44	6.68%
Dues & Subscriptions	150.00	-	150.00	0.00%
Utilities	43,500.00	-	43,500.00	0.00%
SCADA Expenses	6,000.00	-	6,000.00	0.00%
Telephone	12,000.00	30.05	11,969.95	0.25%
Insurance	16,140.00	3,726.80	12,413.20	23.09%
Materials & Supplies	46,000.00	97.64	45,902.36	0.21%
Truck Operations	14,000.00	243.58	13,756.42	1.74%
Travel & Training	4,000.00	-	4,000.00	0.00%
Contractual	3,250.00	-	3,250.00	0.00%
Miscellaneous	600.00	-	600.00	0.00%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%
Bank service charges	325.00	-	325.00	0.00%

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget 2013/2014	Balance as of 07/31/13	Remaining Budget	% of budget
Total Sewer Fund Operating Expenses before D&A Exp.	550,652.00	34,353.07	516,298.93	6.24%
Operating Income before D&A Expense	670,032.00	105,639.78	564,392.22	15.77%
Depreciation & Amort. Exp.	772,720.00	64,393.00	708,327.00	8.33%
Operating Income (Loss)	(102,688.00)	41,246.78	(143,934.78)	-40.17%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	82,400.00	-	82,400.00	0.00%
Insurance Reimbursements	-	-	-	#DIV/0!
Contributed Capital-Smithfield Foods Rev Ln	21,733.00	-	21,733.00	0.00%
Interest Revenue	3,250.00	386.88	2,863.12	11.90%
Interest Expense	(39,351.00)	-	(39,351.00)	0.00%
Total Nonoperating Revenues (Expenses)	68,032.00	386.88	67,645.12	0.57%
Net Income (loss)	(34,656.00)	41,633.66	(76,289.66)	-120.13%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(82,400.00)	-	(82,400.00)	0.00%
Contributed Capital-Smithfield Foods Rev Ln	(21,733.00)	-	(21,733.00)	0.00%
Compliance Fee	(489,559.00)	(56,849.70)	(432,709.30)	11.61%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%
Depreciation & Amort. Exp.	772,720.00	64,393.00	708,327.00	8.33%
Additional debt service costs-principal expense	(74,700.00)	-	(74,700.00)	0.00%
Total adjustments to CAFR	109,328.00	7,543.30	101,784.70	6.90%
Working adjusted income	74,672.00	49,176.96	25,495.04	65.86%

	Adopted Budget 2013/2014	Actual 6/30/2013	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	74,672.00	49,176.96	25,495.04	65.86%
Sewer SSO Consent Order	(325,000.00)		(325,000.00)	0.00%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
Work Order System	(6,250.00)		(6,250.00)	-
716 Smithfield Blvd -6" S.S. lateral complete			-	#DIV/0!
Rubber tire backhoe			-	-
Canteberry Pump Station			-	#DIV/0!
Light Tower (1/4)			-	#DIV/0!
PW Security Gate	(2,625.00)		(2,625.00)	-
Sewer Capital Repairs	(100,000.00)		(100,000.00)	0.00%
Pump Station Upgrades	(100,000.00)		(100,000.00)	-
Impeller-Wellington Pump Station			-	#DIV/0!
Truck/Equipment	(10,000.00)		(10,000.00)	0.00%
Net Capital Outlay	(548,076.00)	-	(548,076.00)	0.00%
Net Reserves (Deficit) after capital outlay	(473,404.00)	49,176.96	(522,580.96)	-10.39%
Funding from Development Escrow	0	-	-	
Reserves from Sewer Capital Escrow Account	200,000.00	-	200,000.00	0.00%
Funding from Sewer Compliance Fee	325,000.00		325,000.00	0.00%
Draw from operating reserves		-	-	
Funding from Bond Escrow (released from refinance)		-	-	
Net Cashflow	51,596.00	49,176.96	2,419.04	95.31%

Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 07/31/13	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	1,453,834.00	162,142.40	1,291,691.60	11.15%
Debt Service Revenue	187,896.00	46,590.20	141,305.80	24.80%
Miscellaneous	500.00	1,097.60	(597.60)	219.52%
Connection fees	13,200.00	-	13,200.00	0.00%
Application Fees	5,000.00	543.00	4,457.00	10.86%
Total Operating Revenue	1,660,430.00	210,373.20	1,450,056.80	12.67%
Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 07/31/13	Remaining Budget	% of budget
Expenses				
Salaries	348,720.00	27,981.78	320,738.22	8.02%
FICA	27,900.00	2,066.76	25,833.24	7.41%
VSRS	38,530.00	3,157.51	35,372.49	8.19%
Health	49,735.00	8,184.23	41,550.77	16.46%
Uniforms	3,255.00	-	3,255.00	0.00%
Contractual	15,000.00	-	15,000.00	0.00%
Legal & Audit	20,000.00	-	20,000.00	0.00%
Maintenance & Repairs	21,000.00	278.04	20,721.96	1.32%
Water Tank Maintenance	100,000.00	-	100,000.00	0.00%
Professional Services	1,000.00	-	1,000.00	0.00%
Regional Water Supply Study	2,580.00	-	2,580.00	0.00%
Data Processing	14,000.00	935.56	13,064.44	6.68%
Utilities	1,500.00	-	1,500.00	0.00%
Communications	15,045.00	-	15,045.00	0.00%
Insurance	25,200.00	5,818.79	19,381.21	23.09%
Materials & Supplies	114,400.00	1,615.64	112,784.36	1.41%
Gas and Tires	14,500.00	364.85	14,135.15	2.52%
Dues & Subscriptions	1,000.00	-	1,000.00	0.00%
Bank service charges	325.00	-	325.00	0.00%
Travel and Training	5,500.00	-	5,500.00	0.00%
Miscellaneous	9,500.00	-	9,500.00	0.00%
RO Annual costs	470,673.00	2,550.00	468,123.00	0.54%
Bad debt expense	7,500.00	-	7,500.00	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,306,863.00	52,953.16	1,253,909.84	4.05%

**Town of Smithfield
Water Fund Budget**

Description	Adopted Budget 2013/2014	Balance as of 07/31/13	Remaining Budget	% of budget
Operating Income before D&A Expense	353,567.00	157,420.04	196,146.96	44.52%
Depreciation & Amortization Expense	365,000.00	30,417.00	334,583.00	8.33%
Operating Income (Loss)	(11,433.00)	127,003.04	(138,436.04)	-1110.85%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees	-	-	-	#DIV/0!
Availability Fees	54,400.00	-	54,400.00	0.00%
Interest Revenue	5,925.00	580.71	5,344.29	9.80%
Interest Expense	(123,720.00)	(62,004.19)	(61,715.81)	50.12%
Total Nonoperating Revenues (Expenses)	(63,395.00)	(61,423.48)	(1,971.52)	96.89%
Net Income (Loss)	(74,828.00)	65,579.56	(140,407.56)	-87.64%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(54,400.00)	-	(54,400.00)	0.00%
Bad Debt Expense	7,500.00	-	7,500.00	0.00%
Debt Service Revenue	(187,896.00)	(46,590.20)	(141,305.80)	24.80%
Depreciation & Amort. Exp.	365,000.00	30,417.00	334,583.00	8.33%
Additional debt service costs-principal expense	(322,275.00)	-	(322,275.00)	0.00%
Total adjustments to CAFR	(192,071.00)	(16,173.20)	(175,897.80)	8.42%
Working adjusted income	(266,899.00)	49,406.36	(316,305.36)	-18.51%

	Adopted Budget 2013/2014	Actual 7/31/2013	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(266,899.00)	49,406.36	(316,305.36)	-18.51%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
Discharge Analysis	(25,000.00)			
Vehicle/Equipment	(10,000.00)		(10,000.00)	0.00%
Work Order System	(6,250.00)			
Public Works Security Gate	(2,625.00)			
RO Security Gate	(10,000.00)			
System Improvements	(50,000.00)			
RO Plant-installation of flow transmitters			-	#DIV/0!
Light Tower			-	#DIV/0!
Water line replacement (Cypress Creek Bridge)	(110,000.00)	-	(110,000.00)	-
Net Capital Outlay	(218,076.00)	-	(124,201.00)	0.00%
Net Reserves (Deficit) after capital outlay	(484,975.00)	49,406.36	(440,506.36)	-10.19%
Operating Reserves		-	-	-
Water Development Escrow	25,000.00	-	25,000.00	-
Water Capital Escrow	160,000.00	-	160,000.00	-
Debt Service fees applied to debt	331,758.00		331,758.00	0.00%
Net Cashflow	31,783.00	49,406.36	76,251.64	155.45%

Town of Smithfield				
Highway Fund				
Description	Adopted Budget 2013/2014	Balance as of 07/31/13	Remaining Budget	% of budget
Revenue				
Interest Income	250.00	24.52	225.48	9.81%
Revenue Sharing-VDOT	-	-	-	#DIV/0!
Insurance Reimbursement	-	-	-	#DIV/0!
Revenue - Commwlth of VA	1,003,519.92	-	1,003,519.92	0.00%
Total Highway Fund Revenue	1,003,769.92	24.52	1,003,745.40	0.00%
Town of Smithfield				
Highway Fund				
Description	Adopted Budget 2013/2014	Balance as of 07/31/13	Remaining Budget	% of budget
Expenses				
Salaries	248,065.00	20,926.41	227,138.59	8.44%
FICA	19,845.00	1,545.64	18,299.36	7.79%
VSRS	29,090.00	2,283.78	26,806.22	7.85%
Health	45,290.00	6,903.66	38,386.34	15.24%
Uniforms	3,100.00	-	3,100.00	0.00%
Engineering	-	-	-	-
Grass	31,400.00	-	31,400.00	0.00%
Maintenance	348,427.92	315.14	(315.14)	0.09%
Asphalt/Paving			-	
Ditching			-	
Traffic Control devices		37.10	(37.10)	
Other (maintenance)			-	
Other (lawnmowers, landscaping, etc)		278.04	(278.04)	
Structures and Bridges			-	
Ice and Snow removal			-	
Administrative			-	
Street Lights	110,000.00	-	110,000.00	0.00%
Insurance	19,440.00	4,488.78	14,951.22	23.09%
VAC Truck Repairs	2,500.00	-	2,500.00	0.00%
Gas and Tires	10,000.00	272.86	9,727.14	2.73%
Stormwater Management Program (regional)	1,786.00	-	1,786.00	0.00%
Joint Cost Allocation	-	-	-	-
Overhead Allocation	-	-	-	-
Total Highway Fund Expense	868,943.92	36,736.27	832,207.65	4.23%
Net Reserves (+/-)	134,826.00	(36,711.75)	171,537.75	-27.23%

HIGHWAY

Adopted Budget 2013/2014	Actual 6/30/2013	Remain Budget	% of Budget
-----------------------------	---------------------	------------------	----------------

	Adopted Budget 2013/2014	Actual 6/30/2013	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	134,826.00	(36,711.75)	171,537.75	-27.23%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
New Truck	(8,750.00)		(8,750.00)	0.00%
PW Security Gate	(2,625.00)		(2,625.00)	0.00%
Entrance Corridor Beautification	(5,000.00)		(5,000.00)	0.00%
Work order system	(6,250.00)		(6,250.00)	0.00%
Pinewood Stormwater Drainage	(100,000.00)		(100,000.00)	0.00%
Lanwmower	(8,000.00)		(8,000.00)	0.00%
Net Capital Outlay	(134,826.00)	-	(134,826.00)	0.00%
Net Reserves (Deficit) after capital outlay	0.00	(36,711.75)	36,711.75	

Notes: July 2013

GENERAL FUND

Revenues:

Transient Occupancy

The transient occupancy tax received during July 2013 was \$33,336.95 compared to July 2012 revenue of \$42,546.82, which is a significant decrease from last year of \$9,209.87.

Business Licenses

July 2013 collections are \$20,592.54, which is a 60% increase compared to July 2012 collections of \$12,991.65. In the first month of the fiscal year, the business license interest for July 2013 has exceeded the budgeted amount by \$442.06.

Special Events

Special Events revenue is starting out strong for July 2013. Based on budget, we have received 41%, which is \$410.00 of the \$1,000.00 budgeted.

Obici Foundation Wellness Grant

During July 2013, received \$10,000 of the \$12,500 budgeted for this year.

Reserves-Pinewood Escrow

The Pinewood Escrow reserves funds were used to pay rental supplement in the amount of \$1218.16.

From Operating Reserves

\$165,082.94 was pulled from operating reserves to fund deficit in July.

Expenses:

ALL DEPARTMENTS

Health Insurance

Represents the July and August payments of health and dental as they are normally paid in advance which brings the expense % to a little over 16%.

Insurance

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

Subscriptions/Memberships

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

Town Council

Travel and Training

This month's amount includes charges for October 2013 VML Conference.

Smithfield CHIPS program

Paid \$2,830.00 to VCE-Isle of Wight County for 4-H Camp for children sponsored by CHIPS.

Treasurer

Service Contracts

Included in this line item was \$3,750.00, which was paid to BAI for the annual on-line payments contract

Contributions-Parks, Rec. & Cultural

Isle of Wight Arts League

\$5,000.00 was paid for the Local Government Challenge Grant.

Windsor Castle Park

Lodging cost at Smithfield Station for consultant who is working on WC playground plans.

Contributions Community Development

Chamber of Commerce

Annual budgeted contribution to Isle of Wight/Smithfield/Windsor

SEWER

Expenses

Health Insurance

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

Insurance

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

WATER

Revenues

Miscellaneous

Included is the Sale of scrap metal for \$1,097.60. The miscellaneous revenue has exceeded the budgeted amount by \$597.60.

Expenses

Health Insurance

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

Insurance

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

Nonoperating Revenues (Expenses)

Interest Expense

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

HIGHWAY

Expenses

Health Insurance

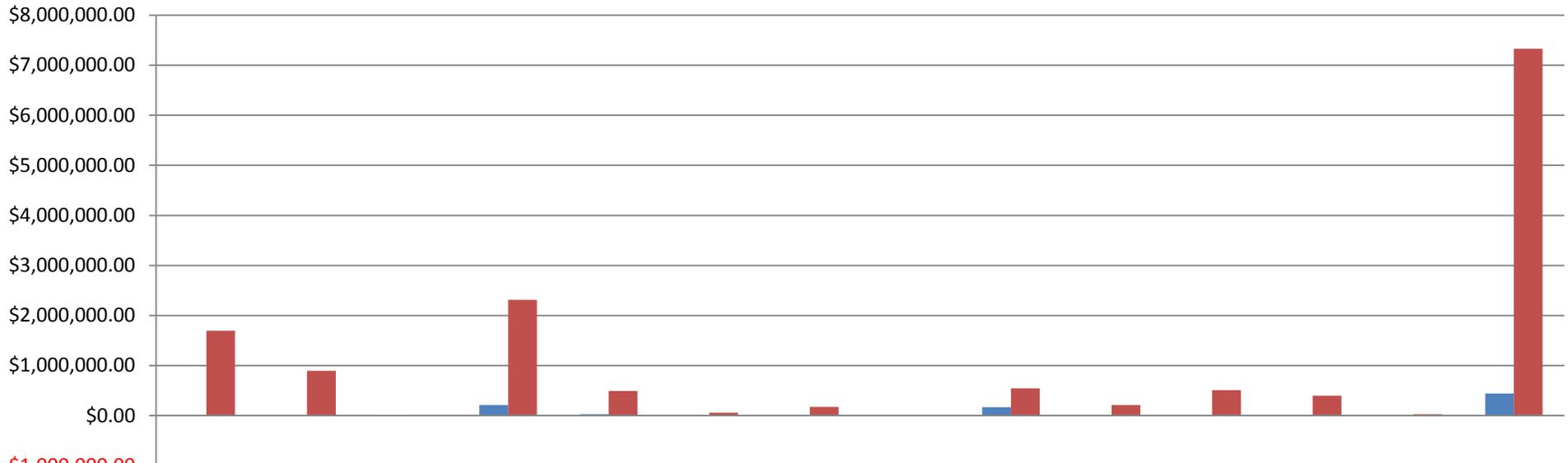
As noted in the general fund, the insurance expense line item represents payments for July and August.

Insurance

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

JULY 2013 FINANCIAL GRAPHS

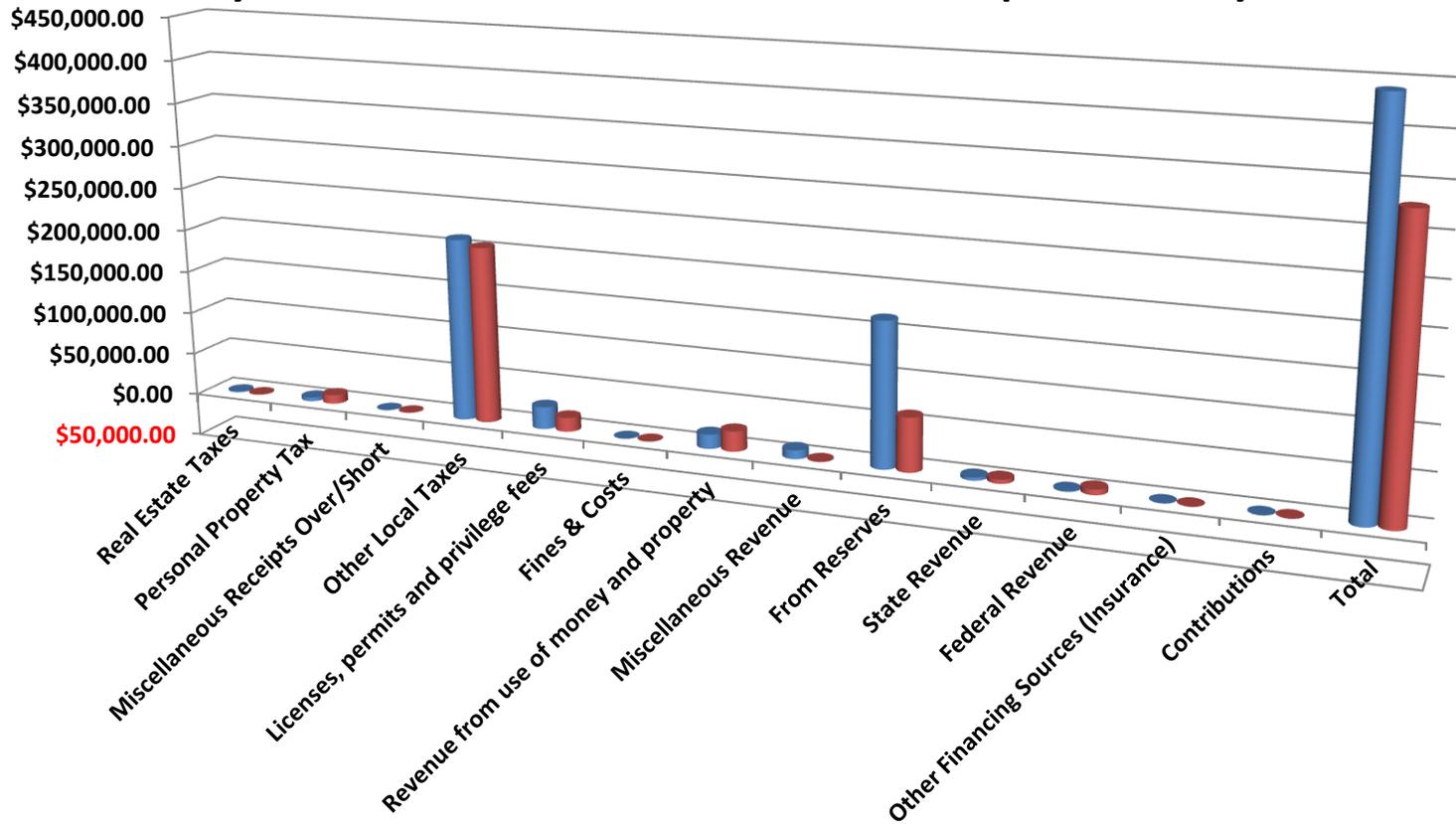
July 2013 YTD General Fund Revenues Compared to Budget



\$1,000,000.00

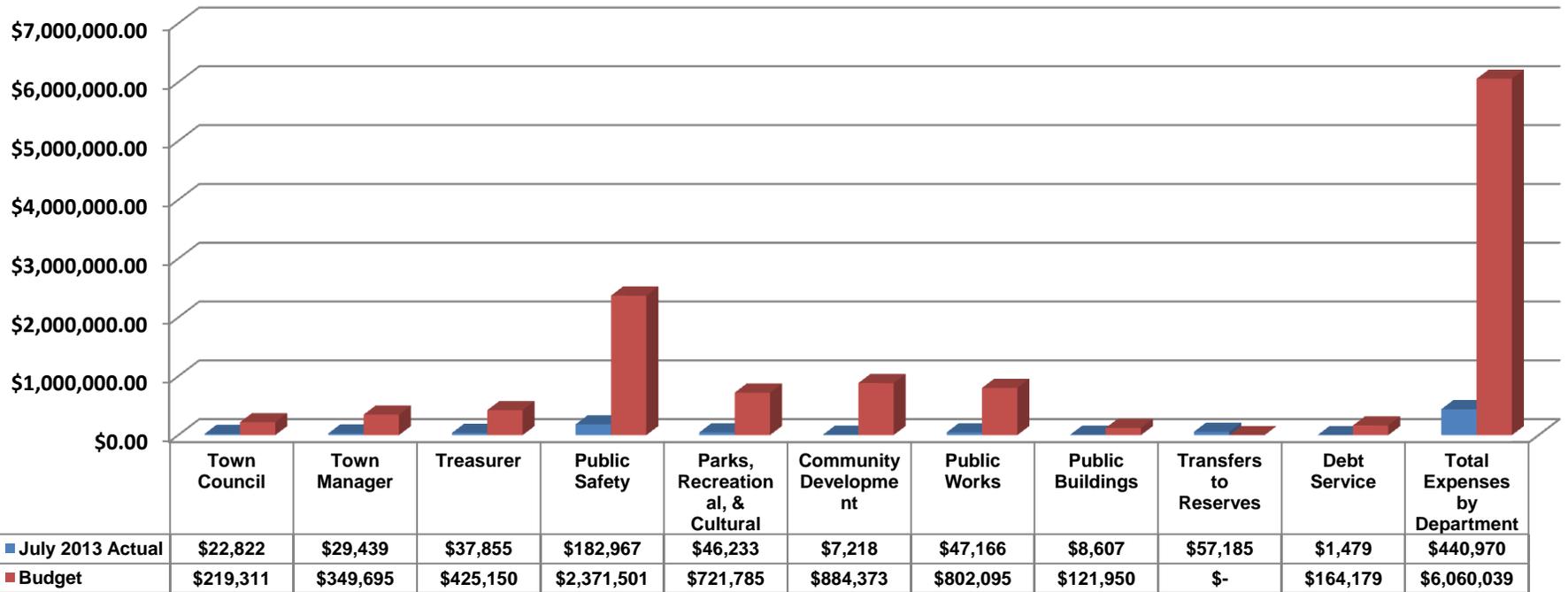
	Real Estate Taxes	Personal Property Tax	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Ball Fields)	Contributions	Total
■ July 2013 Actual	\$1,232	\$4,346	\$(2)	\$212,034	\$25,794	\$-	\$16,357	\$10,097	\$166,301	\$3,621	\$1,190	\$-	\$-	\$440,970
■ Budget	\$1,692,90	\$897,470	\$15	\$2,314,57	\$492,765	\$57,000	\$173,195	\$18,561	\$543,693	\$208,624	\$506,194	\$400,000	\$27,500	\$7,332,49

July 2013 YTD General Fund Revenue Compared to July 2012

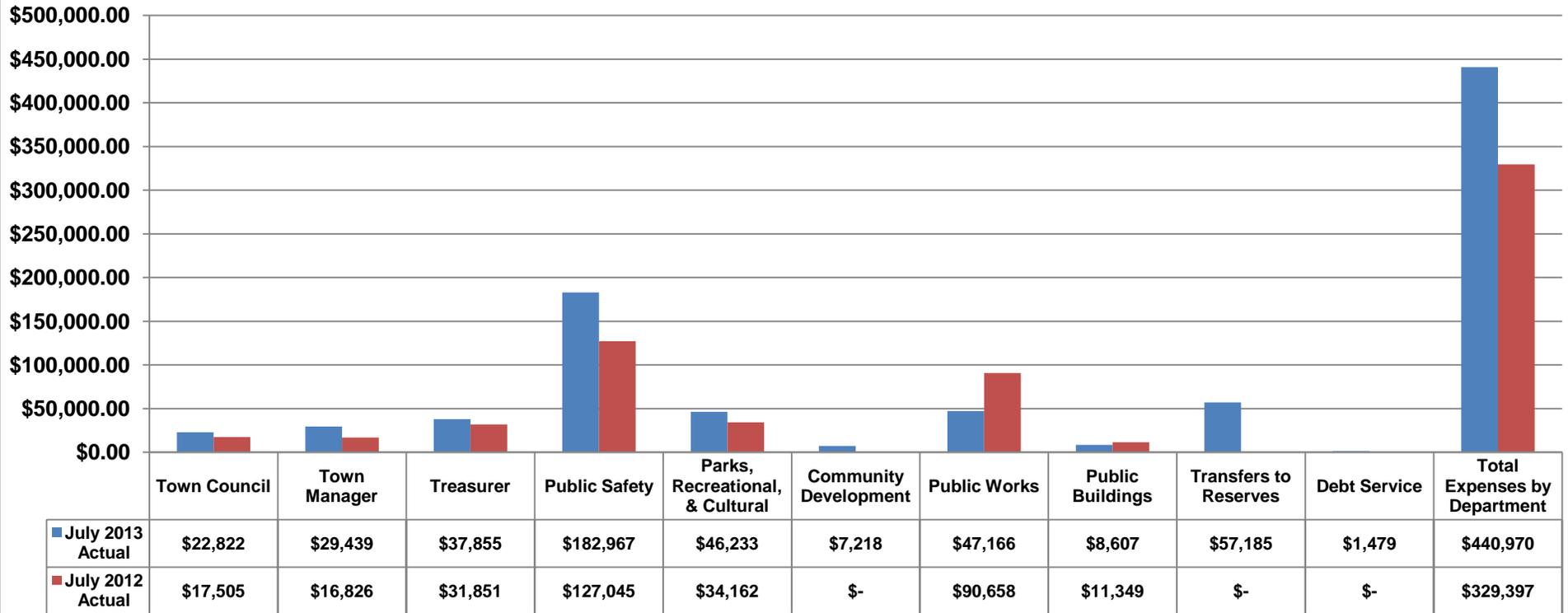


	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ July 2013 Actual	\$1,232	\$4,346	\$(2)	\$212,034	\$25,794	\$-	\$16,357	\$10,097	\$166,301	\$3,621	\$1,190	\$-	\$-	\$440,970
■ July 2012 Actual	\$785	\$10,341	\$(26)	\$204,999	\$16,244	\$-	\$23,375	\$917	\$61,917	\$4,670	\$6,173	\$-	\$-	\$329,397

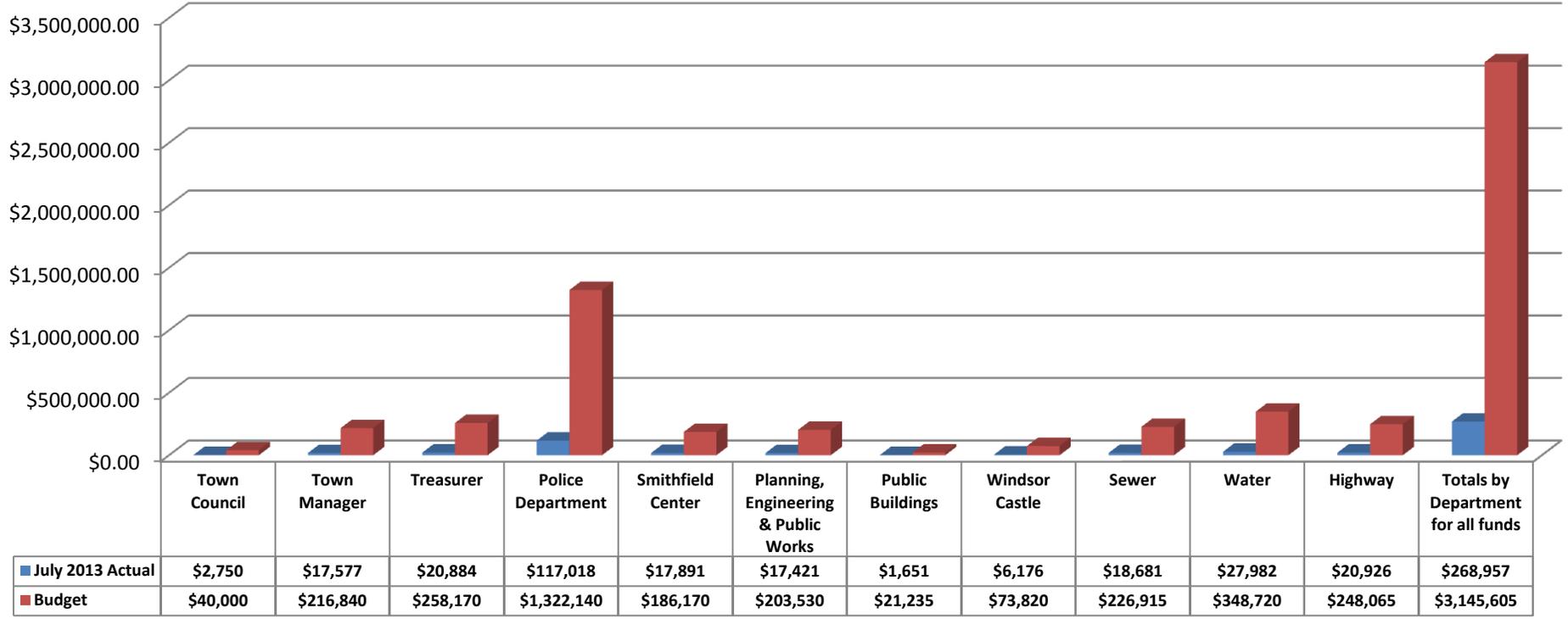
July 2013 YTD General Fund Operating Expenses Compared to Budget



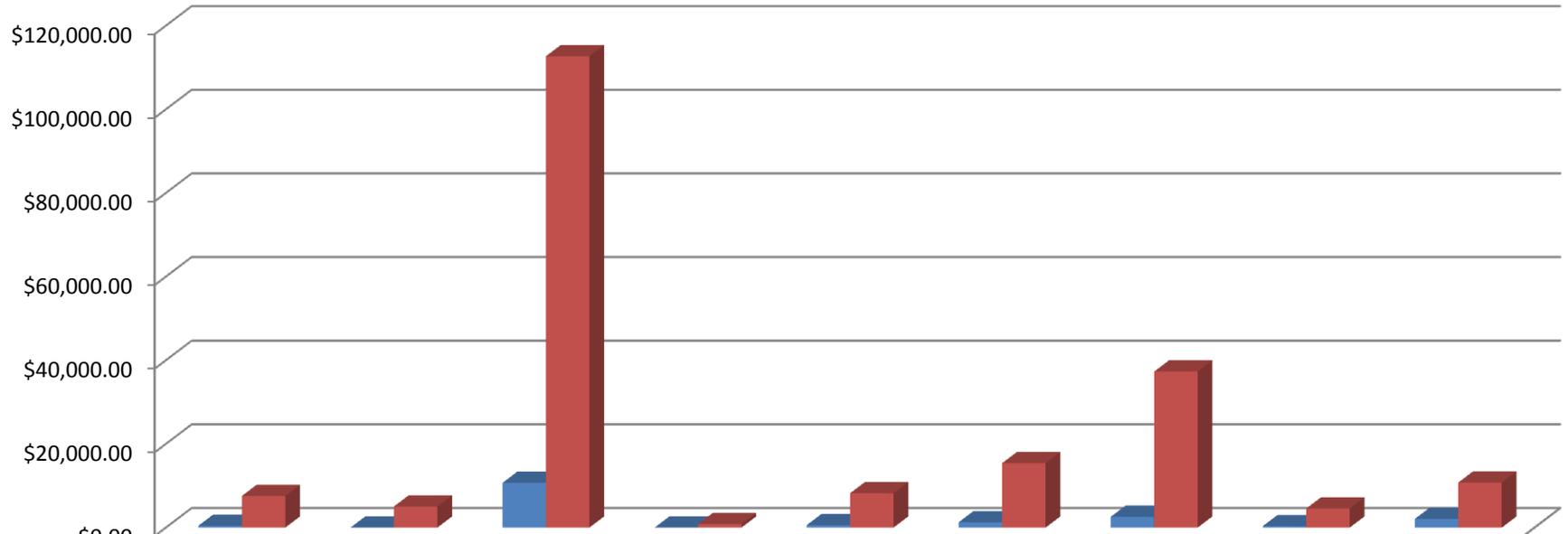
July 2013 YTD General Fund Operating Expenses Compared to July 2012



July 2013 YTD Salaries to Budget by Department

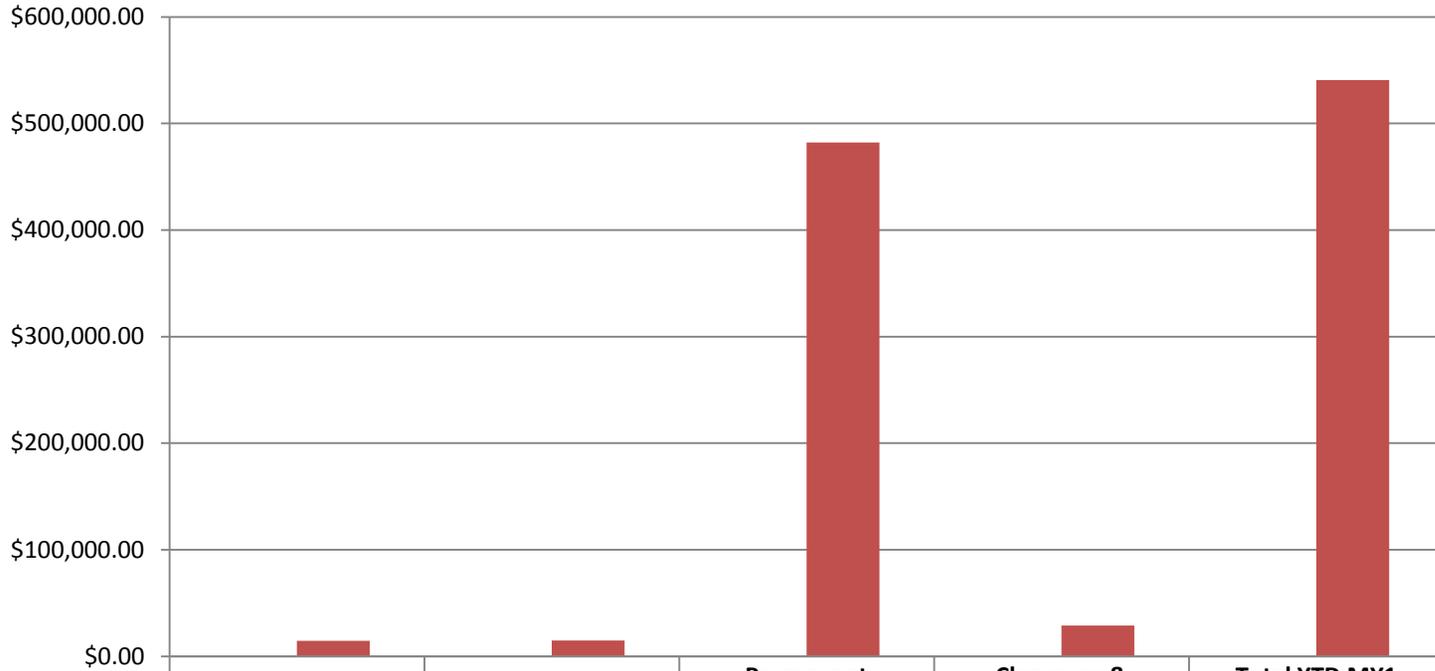


July YTD Overtime Compared to Budget



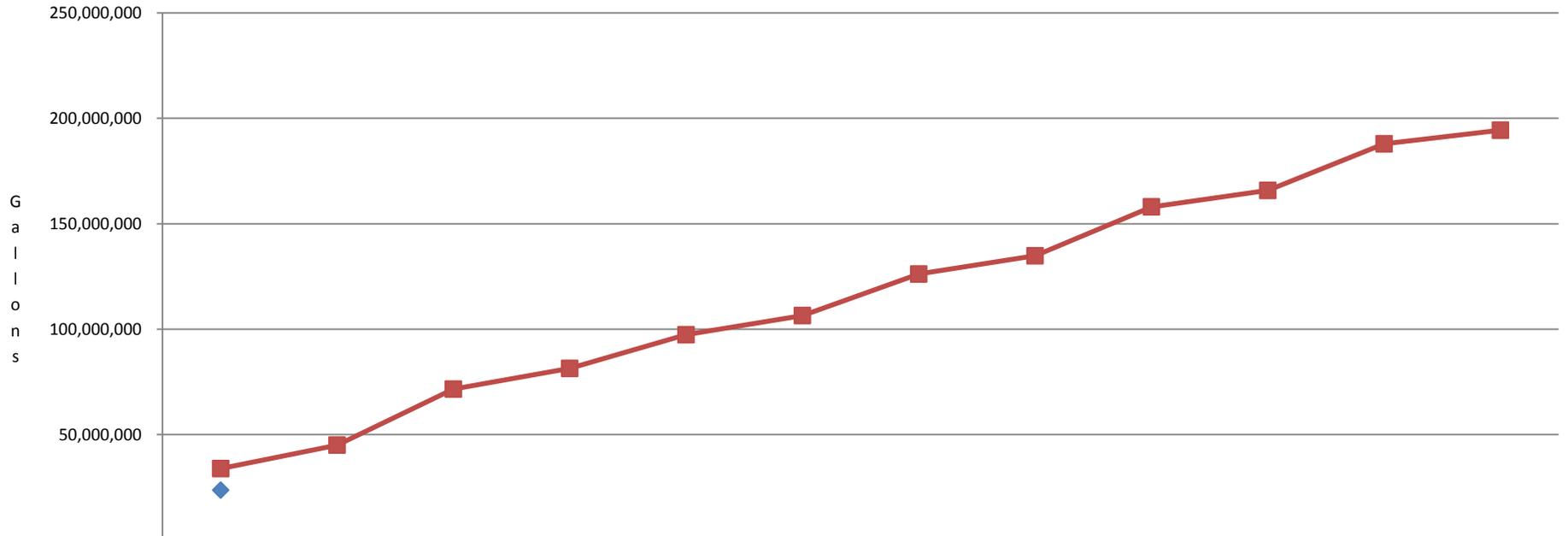
	Town Manager	Treasurer	Police Department	Smithfield Center	Planning, Engineering & PW	Sewer	Water	Windsor Castle	Highway
July YTD Actual	\$445	\$-	\$10,703	\$-	\$580	\$1,283	\$2,582	\$358	\$2,088
Budget	\$7,562	\$5,044	\$112,710	\$838	\$8,216	\$15,414	\$37,319	\$4,575	\$10,789

July YTD Pinewood Heights Expenses MY 1 Phase II



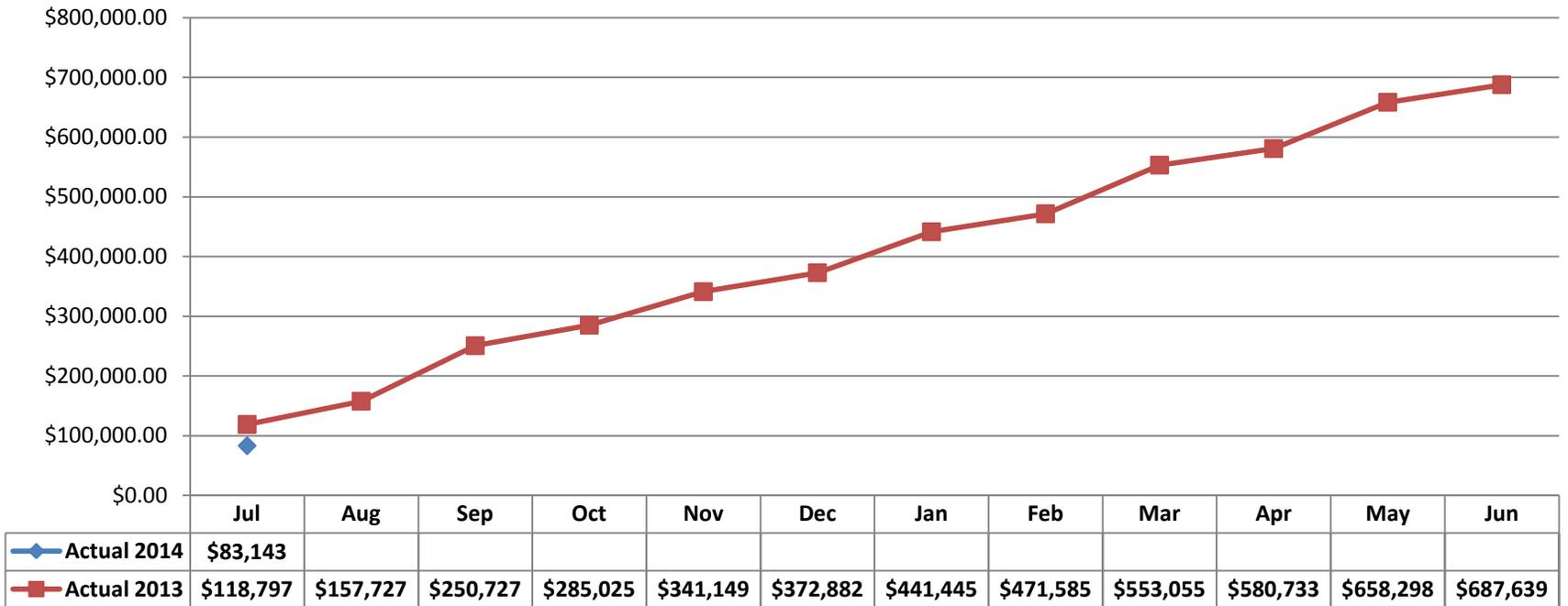
	Administration	Acquisition	Permanent Relocation	Clearance & Demolition	Total YTD MY1 Phase II
July YTD Actual					\$-
Budget	\$14,500	\$15,000	\$482,290	\$29,000	\$540,790

July 2013 YTD Sewer Consumption Compared to 2013-Cumulative

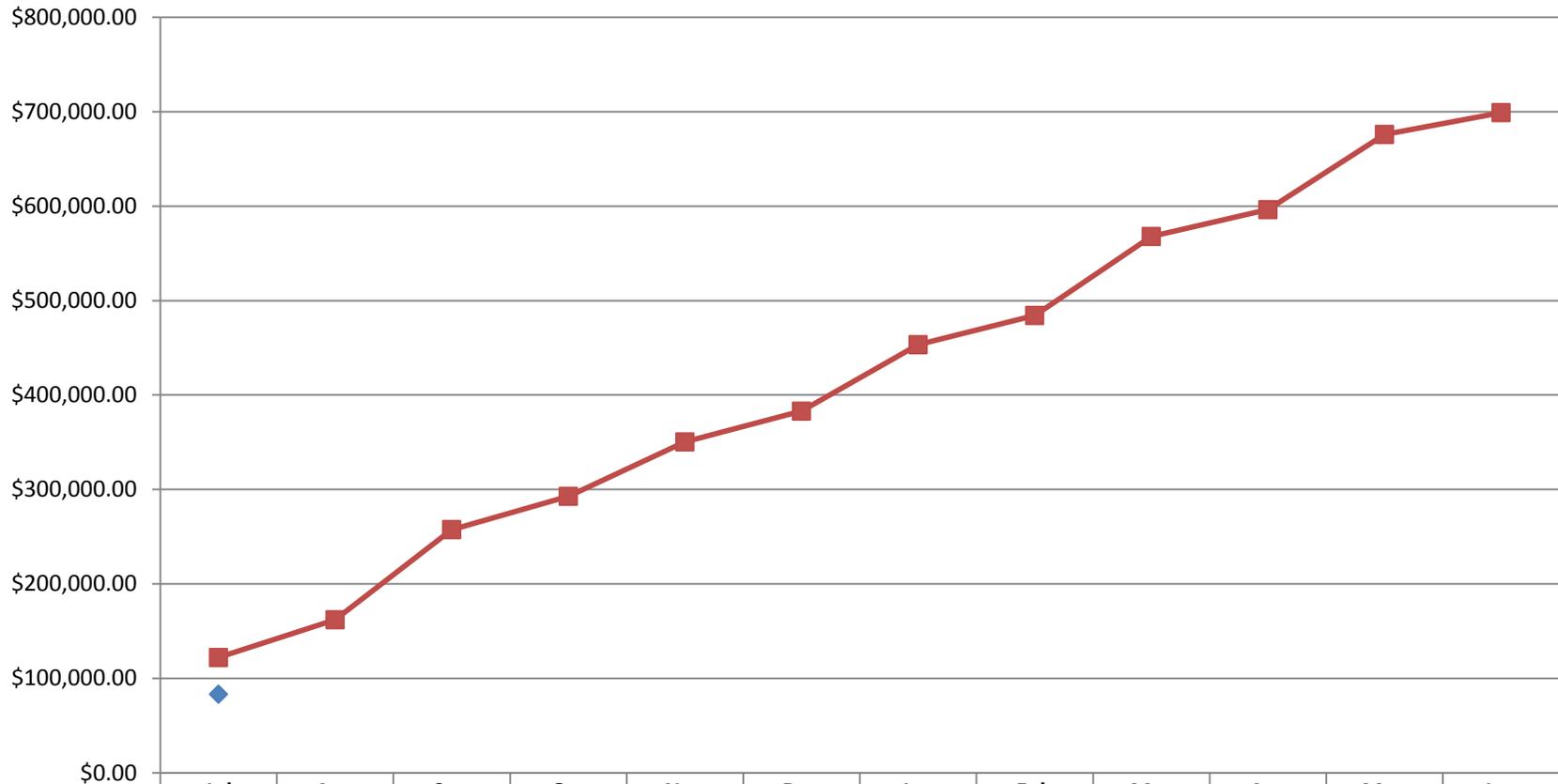


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	23,711,729											
Actual 2013	33,911,769	45,062,012	71,593,279	81,409,491	97,395,860	106,483,452	126,184,592	134,820,907	158,036,732	165,808,355	187,913,876	194,386,925

July 2013 YTD Sewer Charges Compared to 2013-Cumulative

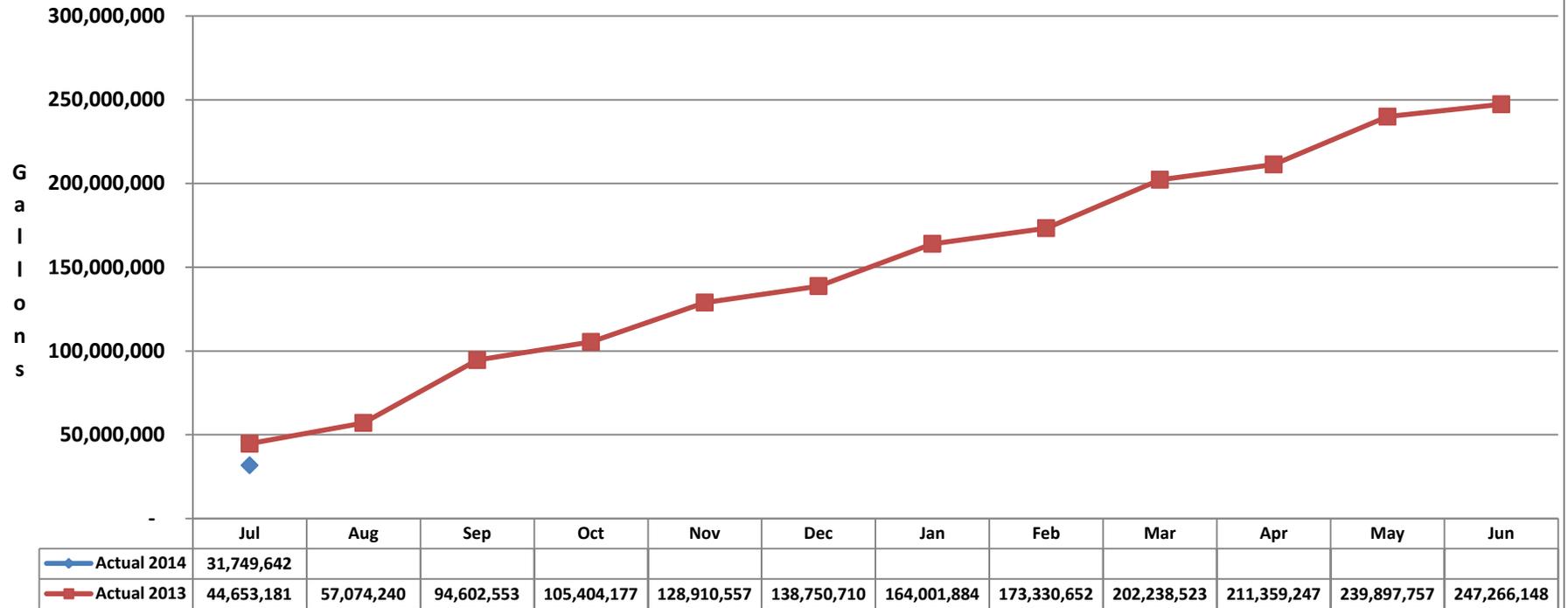


July 2013 Sewer Charges Compared to Pro-Rated Budget- Cumulative

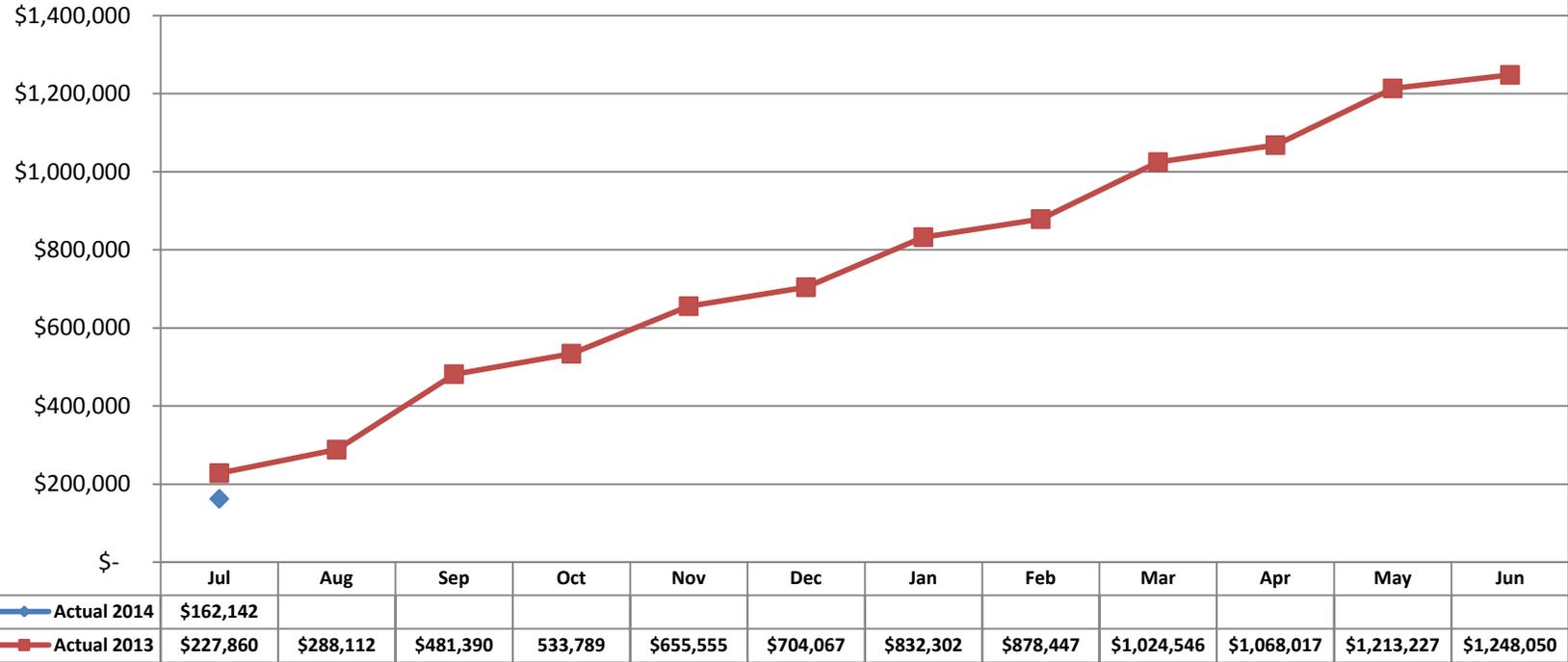


Actual	\$83,143											
Pro-rated budget	\$121,976	\$161,949	\$257,438	\$292,655	\$350,281	\$382,863	\$453,261	\$484,208	\$567,857	\$596,275	\$675,916	\$699,025

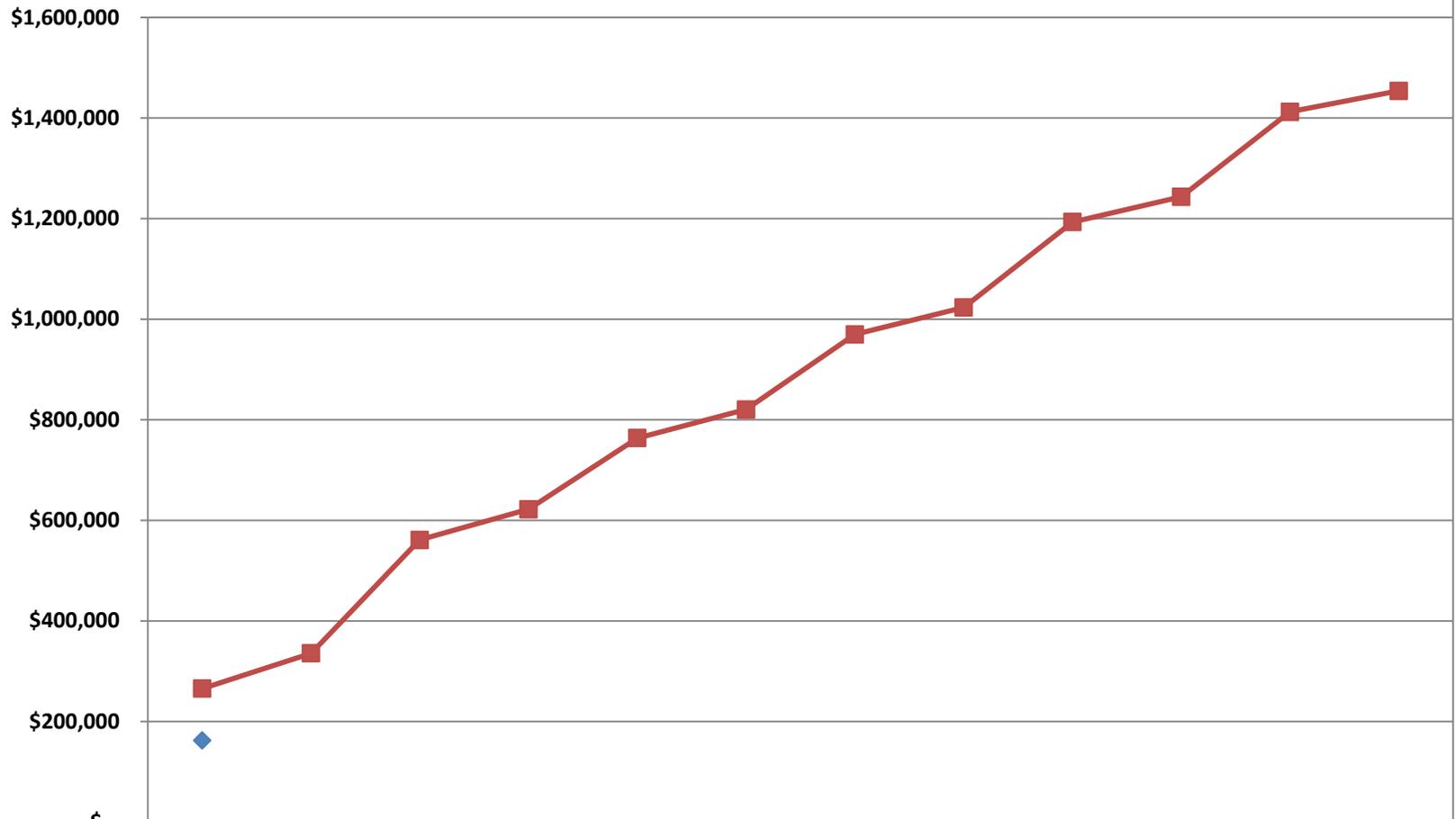
July 2013 YTD Water Consumption Compared to 2013-Cumulative



July 2013 YTD Water Charges Compared to 2013-Cumulative

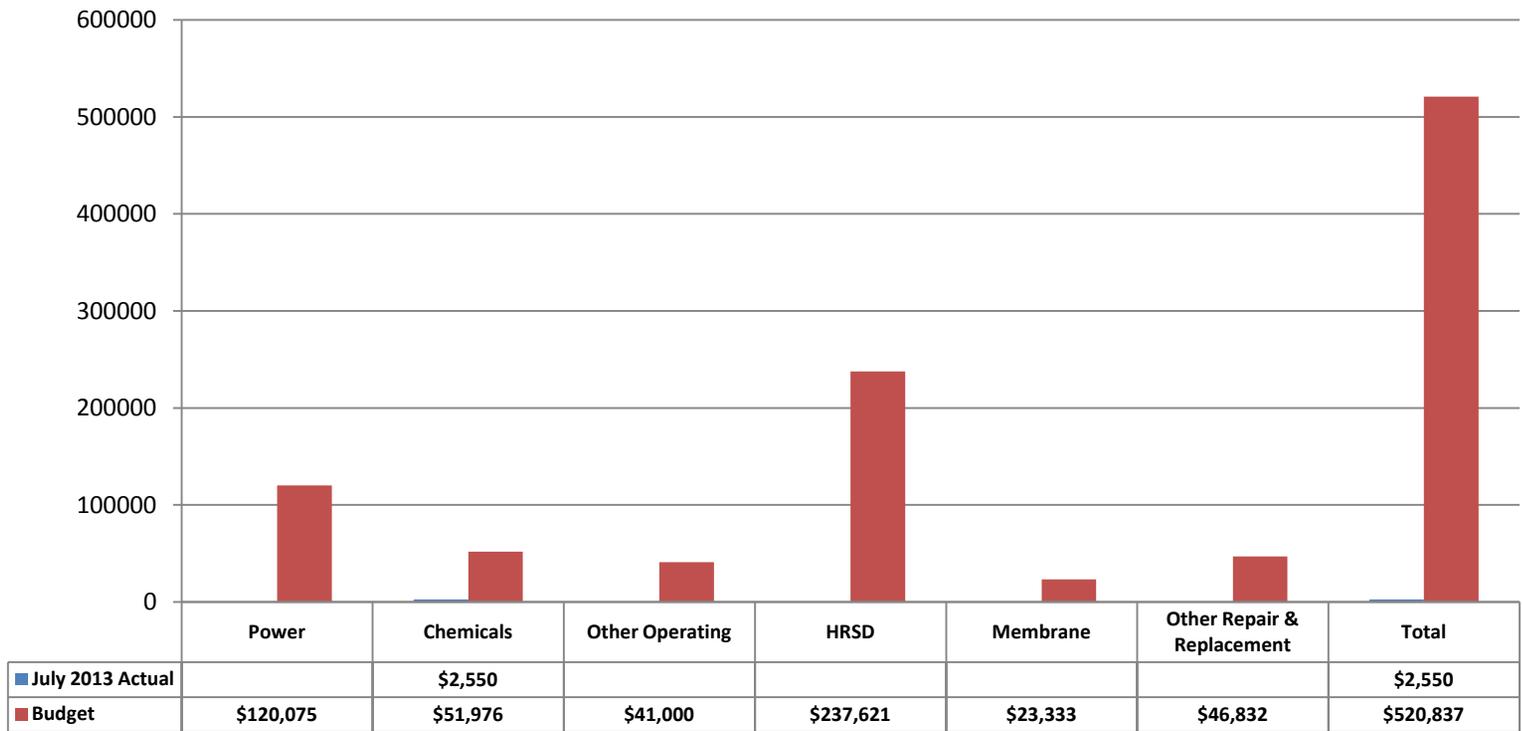


July 2013 YTD Water Charges Compared to Pro-Rated Budget- Cumulative

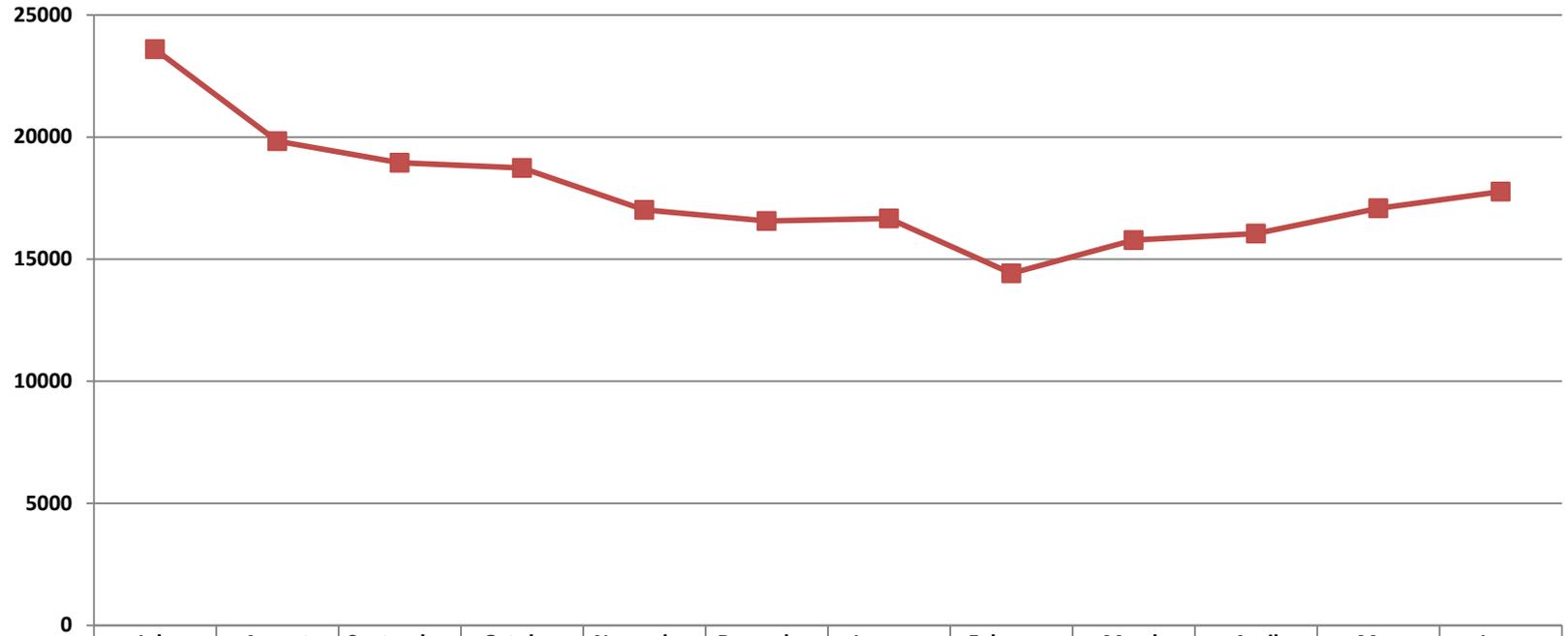


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$162,142											
Pro-rated budget	\$265,431	\$335,618	\$560,764	621,803	\$763,647	\$820,158	\$969,536	\$1,023,290	\$1,193,208	\$1,243,229	\$1,412,223	\$1,453,834

July 2013 YTD RO Expenses by Category



HRSD EXPENSES FOR RO PLANT FY2014 AND FY2013



	July	August	September	October	November	December	January	February	March	April	May	June
— FY 2014												
— FY 2013	\$23,596	\$19,829	\$18,947	\$18,732	\$17,014	\$16,558	\$16,665	\$14,415	\$15,778	\$16,045	\$17,082	\$17,764

CASH BALANCES AS OF JULY 2013					
			Current Month	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	787,242.55	(145,040.29)	(512,074.78)	130,127.48
Water-Debt Service	Farmers Bank	1,095,250.85	26,942.69	-	1,122,193.54
Water Capital Escrow (availability fees)	TowneBank	283,767.38	2,720.00	-	286,487.38
Water Treatment Plant Escrow	TowneBank	111,178.34	-	-	111,178.34
Water Development Escrow	TowneBank	76,769.50	-	-	76,769.50
Subtotal Water		2,354,208.62	(115,377.60)	(512,074.78)	1,726,756.24
Sewer	Farmers Bank	309,230.90	10,288.23	(380,411.59)	(60,892.46)
Sewer Development Escrow	TowneBank	329,187.90	-	-	329,187.90
Sewer Capital Escrow (availability fees)	TowneBank	815,879.97	4,120.00	-	819,999.97
Sewer Compliance	Farmers Bank	275,358.90	32,499.99	-	307,858.89
Subtotal Sewer		1,729,657.67	46,908.22	(380,411.59)	1,396,154.30
Highway	Farmers Bank	10,027.05	-	196,116.23	206,143.28
General Fund	Farmers Bank	1,432,297.73	11,284.88	608,038.02	2,051,620.63
Payroll	Farmers Bank	175,618.35			175,618.35
Money Market-General Fund	TowneBank	2,176.60			2,176.60
Business Super Now-General Fund	Farmers Bank	32,990.21	-		32,990.21
Money Market-General Fund	Farmers Bank	288,081.67			288,081.67
General Fund Capital Escrow Account	TowneBank	213,714.83	-		213,714.83
Certificate of Deposit	Farmers Bank	525,635.03	-		525,635.03
Certificate of Deposit-Police Dept	Farmers Bank	36,523.66			36,523.66
Special Project Account (Pinewood)	Farmers Bank	19,906.79	57,184.50	144,462.47	221,553.76
Pinewood Heights Escrow	Farmers Bank	27,598.78			27,598.78
S. Church Street Account	TowneBank	42,655.12	-	(42,643.55)	11.57
Subtotal General Fund		2,797,198.77	68,469.38	709,856.94	3,575,525.09
Beautification Fund	Farmers Bank	7,824.21			7,824.21
Money Market-Beautification	Farmers Bank	61,139.00		(13,486.80)	47,652.20
Subtotal Beautification		68,963.21		(13,486.80)	55,476.41
TOTAL ALL FUNDS		6,960,055.32	-	0.00	6,960,055.32



Line of Duty Act Fund

Invoice

TRACY JAMES
 PAYROLL/HR MANAGER, TOWN OF
 SMITHFIELD
 P.O. BOX 246
 SMITHFIELD, VA 23430

Invoice #: 14-55310
 Date: 8/6/2013
 Date Due: 9/9/2013
 ER Number: 55310

Billing covers participation in the Line of Duty Act Fund for the period of July 1, 2013 to June 30, 2014 as provided by Item 268 of the 2013 Appropriation Act (Chapter 806, 2013 Acts of Assembly).

****PAYMENT DUE 30 DAYS FROM INVOICE DATE****

Participation Year/Fiscal Year	Personnel Type (Paid)	Rate	Total
Paid	21	\$ 521.97	\$10,961.37
Volunteer		\$ 130.49	\$.00
Grand Total	21		\$10,961.37

AMOUNT DUE: \$10,961.37

Payments by check should be made payable to Treasurer of Virginia-VRS, Control Section, and mailed to:

Virginia Retirement System
 Control Section
 P.O. Box 361
 Richmond, VA 23218-0361

If you are a VRS employer, please **DO NOT REMIT LODA FUND PAYMENTS WITH YOUR MONTHLY CONTRIBUTIONS**. Please indicate the LODA account number, 742, on any method of payment you submit, check, wire or IAT, and attach a copy of this invoice to your payment.

This invoice reflects personnel that you reported to VRS earlier this year and captures the number at a specific point in time. Interim additions or deletions are not required for LODA Fund billing purposes. **ALTERED PAYMENTS OR PAYMENTS FOR AMOUNTS OTHER THAN THE AMOUNT YOU ARE BILLED WILL NOT BE ACCEPTED**. Failure to submit payment within 60 days of invoice date may result in the State Comptroller withholding amounts from any funds otherwise distributable to your agency/locality to remit for LODA Fund premium contributions. (See Item 268 (B) (3) (e), 2013 Appropriation Act; Chapter 806, 2013 Acts of Assembly).

CUST #: FF3133

Southern

SOUTHERN Dodge-Chrysler-Jeep-Ram

at Norfolk Airport

2747 N. Military Hwy.

Norfolk, VA 23518

(757) 855-2277

STOCK NO.

FF3133

DATE OF SALE 08/15/2013

UTO GROUP
Driving Southern Style

PURCHASER'S NAME TOWN OF SMITHFIELD
(PRINT OR TYPE)

HOME ADDRESS PO BOX 246

CO/PURCHASER NAME
(PRINT OR TYPE)

CITY, STATE, ZIP SMITHFIELD VA 23431

PLEASE ENTER MY ORDER FOR THE FOLLOWING:

COUNTY E-MAIL ADDRESS NO@NO.COM

NEW USED DEMO 129276

HOME PHONE BUS. PHONE

YEAR 2013 MAKE DODGE MODEL CHARGER TYPE/DOORS SD COLOR PW7 Bright White

MILEAGE 5 VIN 2C3CDXAT4DH721771 IN SERVICE DATE

PRICE INCLUDING FREIGHT, HANDLING & DELIVERY TOTAL PURCHASE PRICE 23829.00

VA. TITLE TAX N/A

BASE CASH PRICE: 23829.00

DEALER'S BUSINESS LICENSE TAX N/A

Purchaser's On-Line Systems FILING FEE N/A

PROCESSING FEE XXXX489.00

LICENSE & TITLE FEE N/A

LVR FEE N/A

LICENSE FEE TITLE FEE N/A

TOTAL DELIVERED PRICE 23829.00

SUBMITTED WITH ORDER (1) N/A

ALLOWANCE FOR USED CAR TRADE-IN AS APPRAISED N/A

*LESS BALANCE OWING TO -

(PURCHASER RESPONSIBLE FOR PAYOFF ACCURACY) APPROXIMATELY N/A

FOR "AS IS" SALE ONLY: I UNDERSTAND THAT THIS VEHICLE IS BEING SOLD "AS IS" WITH ALL FAULTS AND IS NOT COVERED BY ANY DEALER WARRANTY. I UNDERSTAND THAT THE DEALER IS NOT REQUIRED TO MAKE ANY REPAIRS AFTER I BUY THIS VEHICLE. I WILL HAVE TO PAY FOR ANY REPAIRS THIS VEHICLE WILL NEED. (SEE #15 ON REVERSE SIDE)

EQUITY ON TRADE-IN (2) N/A

ADDITIONAL DOWN PAYMENT ON DELIVERY (3) N/A

DATE SIGNATURE (4) N/A

DESCRIPTION OF TRADE-IN TOTAL DOWN PAYMENT (1+2+3+4) N/A

YEAR MAKE MODEL COLOR TYPE/DOORS EXTENDED SERVICE CONTRACT N/A

MILEAGE VIN TAG NO. INCLUDING TAX OF N/A N/A

SALESPERSON FLEET BALANCE DUE ON DELIVERY 23829.00

The front and back of this buyer's order, along with other documents signed by Purchaser(s) in connection with this order, comprise the entire agreement between the parties affecting this purchase. No oral agreements or understandings shall be binding. Purchaser(s) acknowledges that he/she has been given the opportunity to review all documents prior to signing them and that he/she has not signed any documents in blank. By executing this Order, Purchaser(s) acknowledges he/she has read all of its terms and has received a fully completed copy. Purchaser(s) certifies he/she is 18 years of age or older. Until made effective, this order is not binding and Purchaser(s) may cancel and recover deposit.

NO LIABILITY INSURANCE INCLUDED UNLESS SPECIFICALLY INDICATED

SECURITY AGREEMENT: Purchaser hereby grants Seller, its successors and assigns, a security interest in the motor vehicle, equipment and accessories to be purchased pursuant to this agreement, and such security interest shall remain in effect until all sums due hereunder have been paid in full.

IF YOU ARE FINANCING THIS VEHICLE PLEASE READ THIS NOTICE. YOU ARE PROPOSING TO ENTER INTO A RETAIL INSTALLMENT SALES CONTRACT WITH THE DEALER. PART OF YOUR CONTRACT INVOLVES FINANCING THE PURCHASE OF YOUR VEHICLE. IF YOU ARE FINANCING THIS VEHICLE AND THE DEALER INTENDS TO TRANSFER YOUR FINANCING TO A FINANCE PROVIDER SUCH AS A BANK, CREDIT UNION OR OTHER LENDER, YOUR VEHICLE PURCHASE DEPENDS ON THE FINANCE PROVIDER'S APPROVAL OF YOUR PROPOSED RETAIL INSTALLMENT SALES CONTRACT. IF YOUR RETAIL INSTALLMENT SALES CONTRACT IS APPROVED WITHOUT A CHANGE THAT INCREASES THE COST OR RISK TO YOU OR THE DEALER, YOUR PURCHASE CANNOT BE CANCELLED. IF YOUR RETAIL INSTALLMENT SALES CONTRACT IS NOT APPROVED THE DEALER WILL NOTIFY YOU VERBALLY OR IN WRITING. YOU CAN THEN DECIDE TO PAY FOR THE VEHICLE IN SOME OTHER WAY OR YOU OR THE DEALER CAN CANCEL YOUR PURCHASE. IF THE SALE IS CANCELLED, YOU NEED TO RETURN THE VEHICLE TO THE DEALER WITHIN 24 HOURS OF VERBAL OR WRITTEN NOTICE IN THE SAME CONDITION IT WAS GIVEN TO YOU, EXCEPT FOR NORMAL WEAR AND TEAR. ANY DOWN PAYMENT OR TRADE-IN YOU GAVE THE DEALER WILL BE RETURNED TO YOU. IF YOU DO NOT RETURN THE VEHICLE WITHIN 24 HOURS OF VERBAL OR WRITTEN NOTICE OF CANCELLATION, THE DEALER MAY LOCATE THE VEHICLE AND TAKE IT BACK WITHOUT FURTHER NOTICE TO YOU AS LONG AS THE DEALER FOLLOWS THE LAW AND DOES NOT CAUSE A BREACH OF THE PEACE WHEN TAKING THE VEHICLE BACK. IF THE DEALER DOES NOT RETURN YOUR DOWN PAYMENT AND ANY TRADE-IN WHEN THE DEALER GETS THE VEHICLE BACK IN THE SAME CONDITION IT WAS GIVEN TO YOU, EXCEPT FOR NORMAL WEAR AND TEAR, THE DEALER MAY BE LIABLE TO YOU UNDER THE VIRGINIA CONSUMER PROTECTION ACT.

IF YOU ARE LEASING THIS VEHICLE, THE SAME PROCEDURES, RIGHTS, AND OBLIGATIONS APPLICABLE TO TRANSACTIONS INVOLVING A RETAIL INSTALLMENT SALES CONTRACT STATED ABOVE APPLY TO THIS LEASE TRANSACTION.

Approved BR
Dealer or Authorized Representative

Signed (1) [Signature]
Purchaser

This Order is not valid unless signed and accepted by the Dealer or his authorized representative.

(2) [Signature]
Purchaser

Date: 08/15/2013

CUST #: FF3077



SOUTHERN Dodge-Chrysler-Jeep-Ram at Norfolk Airport 2747 N. Military Hwy. Norfolk, VA 23518 (757) 855-2277

STOCK NO. FF3077

DATE OF SALE 08/15/2013

PURCHASER'S NAME TOWN OF SMITHFIELD (PRINT OR TYPE) CO/PURCHASER NAME (PRINT OR TYPE)

HOME ADDRESS PO BOX 246 CITY, STATE, ZIP SMITHFIELD VA 23431 E-MAIL ADDRESS NO@NO.COM

PLEASE ENTER MY ORDER FOR THE FOLLOWING:

NEW USED DEMO 129274

YEAR 2013 MAKE DODGE MODEL CHARGER TYPE/DOORS SD COLOR PW7 Bright White MILEAGE 5 VIN 2C3CDXAT8DH717738 IN SERVICE DATE

Table with columns for PRICE, TOTAL PURCHASE PRICE, VA. TITLE TAX, DEALER'S BUSINESS LICENSE TAX, BASE CASH PRICE, PROCESSING FEE, LICENSE & TITLE FEE, LVR FEE, LICENSE FEE, TITLE FEE, TOTAL DELIVERED PRICE, SUBMITTED WITH ORDER, ALLOWANCE FOR USED CAR TRADE-IN AS APPRAISED, PURCHASER RESPONSIBLE FOR PAYOFF ACCURACY, APPROXIMATELY

FOR "AS IS" SALE ONLY: I UNDERSTAND THAT THIS VEHICLE IS BEING SOLD "AS IS" WITH ALL FAULTS AND IS NOT COVERED BY ANY DEALER WARRANTY. I UNDERSTAND THAT THE DEALER IS NOT REQUIRED TO MAKE ANY REPAIRS AFTER I BUY THIS VEHICLE. I WILL HAVE TO PAY FOR ANY REPAIRS THIS VEHICLE WILL NEED. (SEE #15 ON REVERSE SIDE)

DATE SIGNATURE DESCRIPTION OF TRADE-IN YEAR MAKE MODEL COLOR TYPE/DOORS MILEAGE VIN TAG NO. SALES PERSON FLEET

Table with columns for EQUITY ON TRADE-IN, ADDITIONAL DOWN PAYMENT ON DELIVERY, TOTAL DOWN PAYMENT, EXTENDED SERVICE CONTRACT INCLUDING TAX OF, BALANCE DUE ON DELIVERY

The front and back of this buyer's order, along with other documents signed by Purchaser(s) in connection with this order, comprise the entire agreement between the parties affecting this purchase. No oral agreements or understandings shall be binding. Purchaser(s) acknowledges that he/she has been given the opportunity to review all documents prior to signing them and that he/she has not signed any documents in blank. By executing this Order, Purchaser(s) acknowledges he/she has read all of its terms and has received a fully completed copy. Purchaser(s) certifies he/she is 18 years of age or older. Until made effective, this order is not binding and Purchaser(s) may cancel and recover deposit.

NO LIABILITY INSURANCE INCLUDED UNLESS SPECIFICALLY INDICATED

SECURITY AGREEMENT: Purchaser hereby grants Seller, its successors and assigns, a security interest in the motor vehicle, equipment and accessories to be purchased pursuant to this agreement, and such security interest shall remain in effect until all sums due hereunder have been paid in full.

IF YOU ARE FINANCING THIS VEHICLE PLEASE READ THIS NOTICE. YOU ARE PROPOSING TO ENTER INTO A RETAIL INSTALLMENT SALES CONTRACT WITH THE DEALER. PART OF YOUR CONTRACT INVOLVES FINANCING THE PURCHASE OF YOUR VEHICLE. IF YOU ARE FINANCING THIS VEHICLE AND THE DEALER INTENDS TO TRANSFER YOUR FINANCING TO A FINANCE PROVIDER SUCH AS A BANK, CREDIT UNION OR OTHER LENDER, YOUR VEHICLE PURCHASE DEPENDS ON THE FINANCE PROVIDER'S APPROVAL OF YOUR PROPOSED RETAIL INSTALLMENT SALES CONTRACT. IF YOUR RETAIL INSTALLMENT SALES CONTRACT IS APPROVED WITHOUT A CHANGE THAT INCREASES THE COST OR RISK TO YOU OR THE DEALER, YOUR PURCHASE CANNOT BE CANCELLED. IF YOUR RETAIL INSTALLMENT SALES CONTRACT IS NOT APPROVED THE DEALER WILL NOTIFY YOU VERBALLY OR IN WRITING. YOU CAN THEN DECIDE TO PAY FOR THE VEHICLE IN SOME OTHER WAY OR YOU OR THE DEALER CAN CANCEL YOUR PURCHASE. IF THE SALE IS CANCELLED, YOU NEED TO RETURN THE VEHICLE TO THE DEALER WITHIN 24 HOURS OF VERBAL OR WRITTEN NOTICE IN THE SAME CONDITION IT WAS GIVEN TO YOU, EXCEPT FOR NORMAL WEAR AND TEAR. ANY DOWN PAYMENT OR TRADE-IN YOU GAVE THE DEALER WILL BE RETURNED TO YOU. IF YOU DO NOT RETURN THE VEHICLE WITHIN 24 HOURS OF VERBAL OR WRITTEN NOTICE OF CANCELLATION, THE DEALER MAY LOCATE THE VEHICLE AND TAKE IT BACK WITHOUT FURTHER NOTICE TO YOU AS LONG AS THE DEALER FOLLOWS THE LAW AND DOES NOT CAUSE A BREACH OF THE PEACE WHEN TAKING THE VEHICLE BACK. IF THE DEALER DOES NOT RETURN YOUR DOWN PAYMENT AND ANY TRADE-IN WHEN THE DEALER GETS THE VEHICLE BACK IN THE SAME CONDITION IT WAS GIVEN TO YOU, EXCEPT FOR NORMAL WEAR AND TEAR, THE DEALER MAY BE LIABLE TO YOU UNDER THE VIRGINIA CONSUMER PROTECTION ACT.

IF YOU ARE LEASING THIS VEHICLE, THE SAME PROCEDURES, RIGHTS, AND OBLIGATIONS APPLICABLE TO TRANSACTIONS INVOLVING A RETAIL INSTALLMENT SALES CONTRACT STATED ABOVE APPLY TO THIS LEASE TRANSACTION.

Approved [Signature] Dealer or Authorized Representative

Signed (1) [Signature] Purchaser (2) Purchaser

This Order is not valid unless signed and accepted by the Dealer or his authorized representative. Date: 08/15/2013

CUST #: FF3079



SOUTHERN Dodge-Chrysler-Jeep-Ram at Norfolk Airport 2747 N. Military Hwy. Norfolk, VA 23518 (757) 855-2277

STOCK NO. FF3079

DATE OF SALE 08/15/2013

PURCHASER'S NAME TOWN OF SMITHFIELD (PRINT OR TYPE)

HOME ADDRESS PO BOX 246

CO/PURCHASER NAME (PRINT OR TYPE)

CITY, STATE, ZIP SMITHFIELD VA 23431

PLEASE ENTER MY ORDER FOR THE FOLLOWING:

NEW USED DEMO 129275

COUNTY

E-MAIL ADDRESS NO@NO.COM

HOME PHONE BUS. PHONE

YEAR 2013 MAKE DODGE MODEL CHARGER TYPE/DOORS SD COLOR PW7 Bright White

MILEAGE 5 VIN 2C3CDXATXDH717739 IN SERVICE DATE

PRICE INCLUDING FREIGHT, HANDLING & DELIVERY TOTAL PURCHASE PRICE 23829.00

VA. TITLE TAX N/A

BASE CASH PRICE: 23829.00

DEALER'S BUSINESS LICENSE TAX N/A

Purchaser's On-Line Systems FILING FEE N/A

PROCESSING FEE XXXXXXXX

LICENSE & TITLE FEE N/A

LVR FEE N/A

LICENSE FEE TITLE FEE N/A

TOTAL DELIVERED PRICE 23829.00

SUBMITTED WITH ORDER (1) N/A

ALLOWANCE FOR USED CAR TRADE-IN AS APPRAISED N/A

*LESS BALANCE OWING TO -

(PURCHASER RESPONSIBLE FOR) APPROXIMATELY N/A

FOR "AS IS" SALE ONLY: I UNDERSTAND THAT THIS VEHICLE IS BEING SOLD "AS IS" WITH ALL FAULTS AND IS NOT COVERED BY ANY DEALER WARRANTY. I UNDERSTAND THAT THE DEALER IS NOT REQUIRED TO MAKE ANY REPAIRS AFTER I BUY THIS VEHICLE. I WILL HAVE TO PAY FOR ANY REPAIRS THIS VEHICLE WILL NEED. (SEE #15 ON REVERSE SIDE)

EQUITY ON TRADE-IN (2) N/A

ADDITIONAL DOWN PAYMENT ON DELIVERY (3) N/A

(4) N/A

DATE SIGNATURE

TOTAL DOWN PAYMENT (1+2+3+4) N/A

DESCRIPTION OF TRADE-IN

YEAR MAKE MODEL COLOR TYPE/DOORS

EXTENDED SERVICE CONTRACT N/A

MILEAGE VIN TAG NO.

INCLUDING

TAX OF N/A

SALESPERSON FLEET

BALANCE DUE ON DELIVERY

23829.00

The front and back of this buyer's order, along with other documents signed by Purchaser(s) in connection with this order, comprise the entire agreement between the parties affecting this purchase. No oral agreements or understandings shall be binding. Purchaser(s) acknowledges that he/she has been given the opportunity to review all documents prior to signing them and that he/she has not signed any documents in blank. By executing this Order, Purchaser(s) acknowledges he/she has read all of its terms and has received a fully completed copy. Purchaser(s) certifies he/she is 18 years of age or older. Until made effective, this order is not binding and Purchaser(s) may cancel and recover deposit.

NO LIABILITY INSURANCE INCLUDED UNLESS SPECIFICALLY INDICATED

SECURITY AGREEMENT: Purchaser hereby grants Seller, its successors and assigns, a security interest in the motor vehicle, equipment and accessories to be purchased pursuant to this agreement, and such security interest shall remain in effect until all sums due hereunder have been paid in full.

IF YOU ARE FINANCING THIS VEHICLE PLEASE READ THIS NOTICE. YOU ARE PROPOSING TO ENTER INTO A RETAIL INSTALLMENT SALES CONTRACT WITH THE DEALER. PART OF YOUR CONTRACT INVOLVES FINANCING THE PURCHASE OF YOUR VEHICLE. IF YOU ARE FINANCING THIS VEHICLE AND THE DEALER INTENDS TO TRANSFER YOUR FINANCING TO A FINANCE PROVIDER SUCH AS A BANK, CREDIT UNION OR OTHER LENDER, YOUR VEHICLE PURCHASE DEPENDS ON THE FINANCE PROVIDER'S APPROVAL OF YOUR PROPOSED RETAIL INSTALLMENT SALES CONTRACT. IF YOUR RETAIL INSTALLMENT SALES CONTRACT IS APPROVED WITHOUT A CHANGE THAT INCREASES THE COST OR RISK TO YOU OR THE DEALER, YOUR PURCHASE CANNOT BE CANCELLED. IF YOUR RETAIL INSTALLMENT SALES CONTRACT IS NOT APPROVED THE DEALER WILL NOTIFY YOU VERBALLY OR IN WRITING. YOU CAN THEN DECIDE TO PAY FOR THE VEHICLE IN SOME OTHER WAY OR YOU OR THE DEALER CAN CANCEL YOUR PURCHASE. IF THE SALE IS CANCELLED, YOU NEED TO RETURN THE VEHICLE TO THE DEALER WITHIN 24 HOURS OF VERBAL OR WRITTEN NOTICE IN THE SAME CONDITION IT WAS GIVEN TO YOU, EXCEPT FOR NORMAL WEAR AND TEAR. ANY DOWN PAYMENT OR TRADE-IN YOU GAVE THE DEALER WILL BE RETURNED TO YOU. IF YOU DO NOT RETURN THE VEHICLE WITHIN 24 HOURS OF VERBAL OR WRITTEN NOTICE OF CANCELLATION, THE DEALER MAY LOCATE THE VEHICLE AND TAKE IT BACK WITHOUT FURTHER NOTICE TO YOU AS LONG AS THE DEALER FOLLOWS THE LAW AND DOES NOT CAUSE A BREACH OF THE PEACE WHEN TAKING THE VEHICLE BACK. IF THE DEALER DOES NOT RETURN YOUR DOWN PAYMENT AND ANY TRADE-IN WHEN THE DEALER GETS THE VEHICLE BACK IN THE SAME CONDITION IT WAS GIVEN TO YOU, EXCEPT FOR NORMAL WEAR AND TEAR, THE DEALER MAY BE LIABLE TO YOU UNDER THE VIRGINIA CONSUMER PROTECTION ACT.

IF YOU ARE LEASING THIS VEHICLE, THE SAME PROCEDURES, RIGHTS, AND OBLIGATIONS APPLICABLE TO TRANSACTIONS INVOLVING A RETAIL INSTALLMENT SALES CONTRACT STATED ABOVE APPLY TO THIS LEASE TRANSACTION.

Approved [Signature] Dealer or Authorized Representative

Signed (1) [Signature] Purchaser

This Order is not valid unless signed and accepted by the Dealer or his authorized representative.

(2) Purchaser

Date:

Progress Report

To: Ms. Sonja Eubank
Company: Town of Smithfield
From: Andy Snyder
Project Name: Annual Engineering Services Contract – July 2013 Invoices
Project Number: HR04103-02, HR04103-60RI, HR04103-61RI, HR04103-66RI, HR04103-67RI
Date: August 15, 2013
cc: Bill Hopkins, Scott Schiller

Recent Activities:

1. HR04103-02 – Attended four (4) Regionalization Study Workshop Meetings at the Town's request and one additional meeting with HDR to review the draft report. The workshop dates were 12/7/12, 2/22/13, 4/19/13 and 6/28/13. The meeting with HDR was on 7/18/13. Time spent on this task included attendance at the actual workshops and meetings along with a minimal amount of preparation and follow-up time with the Town and the region. The purpose of the workshops was to provide the Town and other localities an opportunity to participate in the development of the study and to monitor the progress. This allowed the Town to comment and critique the process and stay informed with regard to study developments.
2. HR04103-60RI – Continued development of sections of the rehabilitation plan in anticipation of the upcoming completion of the Regionalization Study. Sections under development are related to rehabilitation techniques, prioritization methods and I/I reduction estimates.
3. HR04103-61RI – Began to import the field data into the model and update the model as required.
4. HR04103-66RI – Continued development of a memorandum to summarize the capacity assessment.
5. HR04103-67RI – Attended two capacity team meetings and assisted the Town with general regional coordination efforts pertaining to the Consent Order process.

Upcoming Tasks:

1. HR04103-02 – Will only provide additional Regionalization Study assistance at the Town's request.
2. HR04103-60RI – Continue development of the rehabilitation plan in preparation for the results of the Regionalization Study expected this summer.
3. HR04103-61RI – Complete and calibrate the full hydraulic model.
4. HR04103-66RI – Complete memorandum summarizing the second capacity assessment evaluation and submit the results to the Town and DEQ.
5. HR04103-67RI – Attend upcoming capacity team meetings and assist the Town with general regional coordination efforts.

Scope Changes:

1. N/A

Budget Status/Percent Complete

1. HR04103-02 – Time & Materials Task
2. HR04103-60RI – 71.76%
3. HR04103-61RI – 98.56%
4. HR04103-66RI – 96.55%
5. HR04103-67RI – 80.05%

Schedule Status/Deliverable Status

1. HR04103-02 – Time & Materials Task where work is only performed at the Town's request.
2. HR04103-60RI – On schedule based on VDEQ deadlines.
3. HR04103-61RI – On schedule based on VDEQ deadlines.
4. HR04103-66RI – On schedule based on VDEQ deadlines.
5. HR04103-67RI – On schedule based on VDEQ deadlines.

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

1. None

Issues you should be aware of/ any other issues:

1. None

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning July 1, 2013 to July 31, 2013

INDEPENDENT PROJECTS	Fee Basis	% Complete	Amount Earned	Previous Amount Billed	Amount Due This Invoice
<i>Consent Order/SSO General Rehabilitation Plan (HR04103-60RI)</i>					
Plan Development	Lump Sum	71.76%	\$125,580.00	\$119,087.50	\$6,492.50
<i>Consent Order/SSO MOM Program Full Hydraulic Model Phase 2 (HR04103-61RI)</i>					
Model Development	Lump Sum	98.56%	\$113,344.00	\$112,389.50	\$954.50
<i>Consent Order / Capacity Assessment (HR04103-66RI)</i>					
Level of Service Determination	Lump Sum	96.55%	\$33,792.50	\$33,288.50	\$504.00
<i>Smithfield Lake Dam / Alternative Assessment Phase (HR04103-68RI)</i>					
Updated Hydrologic Model	Lump Sum	90.00%	\$15,300.00	\$1,700.00	\$13,600.00
<i>Consent Order / Additional Locality-HRSD Coordination (HR04103-67RI)</i>					
Locality/HRSD Coordination	Lump Sum	80.05%	\$ 64,040.00	\$ 58,456.00	\$5,584.00
				TOTALS	\$31,080.00

VENDOR # _____
ACCOUNT # 004-4200-2017 → 17,480
Smithfield Lake Dam → 13,600
DEPT HEAD W. J. J.
TOWN MANAGER FRS



Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning July 1, 2013 to July 31, 2013

<i>GENERAL REVIEW SERVICES (HR04103-02)</i> Regionalization Meetings	Billing Period 2013	Fee Basis	Rate	Time Charged (Hours)	Fee Earned
<i>Project Labor</i>					
Program Manager II	July	Hourly	\$175.00	7	\$1,225.00
Sr Program Manager	July	Hourly	\$190.00	12	\$2,280.00
Design Engineer	July	Hourly	\$110.00	4	\$440.00
Sub Total					\$3,945.00

TOTAL = \$3,945.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning July 1, 2013 to July 31, 2013

<i>GENERAL REVIEW SERVICES (HR04103-60RI)</i> Consent Order / SSO Rehabilitation Plan	Billing Period (2013)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Plan Development	July	Lump Sum	\$175,000.00	71.76%	\$125,580.00	\$119,087.50	\$6,492.50
Project Totals			\$175,000.00	71.76%	\$125,580.00	\$119,087.50	\$6,492.50

TOTAL = \$6,492.50

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning July 1, 2013 to July 31, 2013

<i>GENERAL REVIEW SERVICES (HR04103-61RI)</i> Consent Order / SSO MOM Program Full Hydraulic Model Phase 2	Billing Period (2013)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Plan Development	July	Lump Sum	\$115,000.00	98.56%	\$113,344.00	\$112,389.50	\$954.50
Project Totals			\$115,000.00	98.56%	\$113,344.00	\$112,389.50	\$954.50

TOTAL = \$954.50

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning July 1, 2013 to July 31, 2013

<i>GENERAL REVIEW SERVICES (HR04103-66RI)</i> Consent Order / Capacity Assessment	Billing Period (2013)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Level of Service Determination	July	Lump Sum	\$35,000.00	96.55%	\$33,792.50	\$33,288.50	\$504.00
Project Totals			\$35,000.00	96.55%	\$33,792.50	\$33,288.50	\$504.00

TOTAL = \$504.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning July 1, 2013 to July 31, 2013

<i>GENERAL REVIEW SERVICES (HR04103-68RI)</i> Smithfield Lake Dam / Alternative Assessment Phase	Billing Period (2013)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
Project Labor							
Updated Hydrologic Model	July	Lump Sum	\$17,000.00	90.00%	\$15,300.00	\$1,700.00	\$13,600.00
Project Totals			\$17,000.00	90.00%	\$15,300.00	\$1,700.00	\$13,600.00

TOTAL = \$13,600.00



Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning July 1, 2013 to July 31, 2013

<i>GENERAL REVIEW SERVICES (HR04103-67RJ)</i> Consent Order / Additional Locality-HRSD Coordination	Billing Period (2013)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Locality - HRSD Coordination	July	Lump Sum	\$80,000.00	80.05%	\$64,040.00	\$58,456.00	\$5,584.00
Project Totals			\$80,000.00	80.05%	\$64,040.00	\$58,456.00	\$5,584.00

TOTAL = \$5,584.00



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

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		8/21/2013	10778

Bill To:

Project:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Church Street

Item	Qty	Description	Rate	Amount
Contract		Streetprint completed as per proposal number 10334	15,255.00	15,255.00

VENDOR # _____
ACCOUNT # _____
DEPT HEAD W. T. ZJ
TOWN MANAGER FMS

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$15,255.00

All charges during the month are due and payable by the 15th 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 in time. As no claim made in maturity will be allowed.



VRS HYBRID Eligibility

Eligible Members

Members covered by the Hybrid Retirement Plan include those whose initial membership date is on or after January 1, 2014:

- State employees*
- School division employees
- Political subdivision employees*
- Judges appointed or elected to an original term on or after January 1, 2014
- Members in VRS Plan 1 or Plan 2 who elect to opt into the plan during the election window held January 1 through April 30, 2014

Non-Eligible Members

*Some members will not be eligible to participate in the Hybrid Retirement Plan:

- State Police Officers' Retirement System (SPORS) members
- Virginia Law Officers' Retirement System (VaLORS) members
- Political subdivision members who are covered by enhanced benefits for hazardous duty employees
- New members who are eligible for the Optional Retirement Plan for Higher Education (ORPHE) must elect the ORPHE plan or the VRS Hybrid Retirement Plan. If these members have prior service under VRS Plan 1 or Plan 2, they are not eligible to elect the hybrid and will select Plan 1, Plan 2 or ORPHE.

VRS Plan 1 and Plan 2 members remain in their respective plans unless they elect to opt out of their plan and into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014. The hybrid plan's effective date for VRS Plan 1 and Plan 2 members who opt in is July 1, 2014. If *deferred members return to work during the election window, they may opt into the hybrid plan.*

You are a deferred member if you have left covered employment but have not withdrawn your funds and have service credit in VRS or an account balance in a Virginia optional retirement plan.

VRS HYBRID Plan Provisions

Defined Benefit Vesting Vesting is the minimum length of service members need to qualify for a future retirement benefit. Employees are vested under the defined benefit component of the Hybrid Retirement Plan when they reach five years of service credit. Plan 1 or Plan 2 employees with at least five years of service credit who opt into the Hybrid Retirement Plan will stay vested in the defined benefit component.

Defined Contribution Vesting Vesting is the minimum length of service members need to be eligible to withdraw contributions from the DC component. Vesting is based on a member's length of participation in the plan. Upon retirement or leaving covered employment, members are eligible to withdraw a percentage of employer contributions.

- After two years, members are 50 percent vested and may withdraw 50 percent of employer DC contributions.
- After three years, members are 75 percent vested and may withdraw 75 percent of employer DC contributions.
- After four or more years, members are 100 percent vested and may withdraw 100 percent of employer DC contributions.

Average Final Compensation Average final creditable compensation is the average of a member's 60 consecutive months of highest compensation as a covered employee. It is used in the retirement formula in the defined benefit component of the plan.

Average Final Compensation Example

60 consecutive months of highest creditable compensation	\$210,000
Divided by five years (60 months)	÷ 5
Average final compensation	\$42,000

Service Retirement Multiplier A retirement multiplier is a factor that determines how much of a member's average final compensation will be used to calculate the defined benefit component of the member's retirement benefit. A hybrid member's retirement multiplier is 1.0 percent.

Disability Coverage Eligible political subdivision and school division members will participate in the Virginia Local Disability Program ([VLDP](#)) unless their local governing body elects to opt out and provide an employer-paid comparable plan for members. State employees in the hybrid plan will participate in the Virginia Sickness and Disability Program ([VSDP](#)).

Service Credit Service credit includes active service. You earn service credit for each month you are employed in a covered position. It also may include credit for prior service you may have purchased or additional service credit you were granted. Your total service credit is one of the factors used to

determine your eligibility for retirement and calculate your retirement benefit. It also counts toward eligibility for the health insurance credit in retirement.

Purchase of Prior Service

Members may be able to purchase service from previous public employment, active duty military service, an eligible period of leave or VRS refunded service as credit in the defined benefit component of their retirement plan. Prior service credit counts toward vesting and eligibility for retirement, and may increase a member's future benefit or allow the member to qualify for retirement at an earlier date. Prior service credit also counts toward eligibility for the health insurance credit, if offered by an employer. Only active members are eligible to purchase prior service. Members are not eligible to purchase prior service if they are employed in a non-covered position such as a wage position, they are a deferred member or they are receiving a VRS retirement benefit.

Unreduced Retirement Eligibility

Under the defined benefit component of the plan, members become eligible for an unreduced retirement benefit when they reach their normal Social Security retirement age and have at least 60 months of service credit, or when the member's age and service equal 90. Example: Age 60 with 30 years of service credit.

Reduced Retirement Eligibility

Under the defined benefit component of the plan, members may retire with a reduced benefit as early as age 60 with at least 60 months of service credit.

Cost-of-Living Adjustment (COLA) in Retirement

Under the defined benefit component of the plan, the Cost of Living Adjustment (COLA) matches the first 2 percent increase in the CPI-U and half of any additional 2 percent increase, for a maximum COLA of 3 percent.

Eligibility

For members who retire with an unreduced benefit or with a reduced benefit with at least 20 years of service credit, the COLA will go into effect on July 1 after one full calendar year from their retirement date.

For members who retire with a reduced benefit with less than 20 years of service credit, the COLA will go into effect on July 1 after one calendar year following their unreduced retirement eligibility date.

Exceptions to COLA Effective Dates

The COLA is effective July 1 following one full calendar year (January 1 to December 31) for members in any of the following circumstances:

- The member is within five years of qualifying for an unreduced retirement benefit as of January 1, 2013.
- The member retires directly from short-term or long-term disability under the Virginia Sickness and Disability Program (VSDP).

- The member is involuntarily separated from employment for causes other than job performance or misconduct and is eligible to retire under the Workforce Transition Act or the Transitional Benefits Program.
- The member dies in service and his or her survivor or beneficiary is eligible for a monthly death-in-service benefit. The COLA will go into effect on July 1 following one full calendar year (January 1 to December 31) from the date the monthly benefit begins.

Contributions

The Hybrid Retirement Plan is funded through mandatory and voluntary contributions made by the employee and employer to both the defined benefit and the defined contribution components of the plan.

Defined Benefit Component

Both the employee and the employer make contributions to fund the defined benefit component of the Hybrid Retirement Plan. Employees contribute 4 percent of their *creditable compensation*

Compensation is your salary reported to VRS by your employer. It does not include payments for overtime, temporary employment, extra duties or other additional payments.

Close

. The total employer contribution amount is actuarially determined. The actual amount contributed by the employer to the defined benefit component of the plan will be the actuarially determined amount, less any employer contributions to the defined contribution component of the plan.

Defined Contribution Component

The employee and employer are required to make a 1 percent contribution to the defined contribution component of the plan. The employee may voluntarily contribute up to an additional 4 percent in 0.5 percent increments. An employer must match the first 1 percent of the voluntary contribution with a corresponding contribution of 1 percent of the employee's creditable compensation. Each of the employee's additional 0.5 percent increases will be matched by the employer with a 0.25 percent contribution. Employees can increase or decrease their voluntary contributions on a quarterly basis. With the mandatory and voluntary components of the defined contributions, an employee can contribute a maximum of 5 percent with a 3.5 percent match from the employer.

The contributions for the defined contribution component of the plan are divided between two accounts. The mandatory 1 percent contribution made by the employer and employee, plus any

employer match to the employee’s member-paid voluntary contributions, are contained in the Hybrid 401(a) Cash Match Plan account. The hybrid plan’s defined contribution vesting schedule only applies to the employer contributions in the Hybrid 401(a) Cash Match Plan account. The employee’s member-paid voluntary contributions are contained in the Hybrid 457 Deferred Compensation Plan account.

Employer Blended Contribution Rate

Employers pay one, common blended employer retirement contribution rate for Plan 1, Plan 2 and the Hybrid Retirement Plan. Blended rates will be established at the beginning of each two-year (biennium) budget cycle, which will provide employers the needed elements for their budget planning, regardless of the matching contributions required by the fluctuating employee contributions. The blended contribution rates do not cover employer contributions for ancillary programs such as the [Virginia Local Disability Program \(VLDP\)](#), the [Virginia Sickness and Disability Program \(VSDP\)](#), [Group Life Insurance](#) and the [Health Insurance Credit](#). Below is a chart detailing the employer and employee contribution amounts.

Defined Benefit (DB) Plan Contributions		
	Employee	Employer
Mandatory Contribution	4%	Actuarially determined amount, less employer DC contributions
Defined Contribution (DC) Plan Contributions		
	Employee	Employer
Mandatory Contribution	1%	1%
Voluntary Contribution	Up to 4% additional contribution	1% match on the employee’s first 1% + .25% match for each additional .50%
Maximum DC Plan Contributions	5%	3.5%
Total Maximum Contributions (DB & DC)	9%	Actuarial Rate

Virginia Local Disability Program

For Political Subdivision and School Employees in the VRS Hybrid Plan

Recent legislation created the Virginia Local Disability Program (VLDP), a disability benefit for political subdivision and school division employees who will be covered under the VRS Hybrid Retirement Plan effective January 1, 2014. The Hybrid Retirement Plan will apply to most new employees hired on or after January 1, 2014 and current employees who opt to switch to the [Hybrid Retirement Plan](#).

Coverage for your employees is automatic under VLDP unless your governing body elects to opt out by September 1, 2013 and provides a comparable employer-paid program. The comparable program does not require you to provide long-term care coverage even though this coverage is included in VLDP. The decision to participate or opt out is irrevocable. Please note that the current [VRS Disability Retirement](#) will not be available to Hybrid Retirement Plan participants.

Opt-Out Resolution Package

- VRS mailed an opt-out resolution packet to primary administrative contacts on February 15.
- Employers that wish to opt out must send VRS a signed opt-out resolution by September 1, 2013.
- Employers can submit a request by September 1 to extend the resolution deadline to November 1. Your primary administrative authority should email or mail (P.O. Box 2500, Richmond, Va. 23218-2500) extension requests to [ZaeAnne Sferra](#), employer coverage coordinator.
- Political subdivisions and schools in the same locality will participate or opt out separately.
- You only need to submit a resolution if you are opting out of the program.
- Schools that decide to opt out will submit one resolution for all employees (teachers and non-administrative employees).

Exemptions

- Hazardous duty employees covered under enhanced benefits are exempt and will continue to be covered under VRS Disability Retirement.
- State employees eligible for the Hybrid Retirement Program will be covered under the Virginia Sickness and Disability Program.

Program Features

VLDP focuses on assisting employees with their recovery and helping them make a safe return to their full work duties, if possible. The [Virginia Local Disability Program Employer Manual](#) provides program details for employers. The program provides:

- Income protection if an employee can't work because of a non-work related or work-related illness, injury or other condition, such as surgery, pregnancy, complications from pregnancy or a catastrophic or major chronic condition

- Short-term and long-term disability coverage.

Program Rates beginning January 1, 2014 through June 30, 2014

- **Teachers:** 0.39 percent of Hybrid Retirement Plan covered payroll
- **Political Subdivisions:** 0.91 percent of Hybrid Retirement Plan covered payroll

Schools will pay the teacher rate for teachers and the political subdivision rate for non-administrative employees. New rates will be set each biennium.



TOWN OF SMITHFIELD

"The Ham Capital of the World"

August 23, 2013

TO SMITHFIELD TOWN COUNCIL
FROM TOWN MANAGER *PETER*
SUBJECT VEHICLE MAINTENANCE CONTRACT RENEWAL

This item is essentially a matter of procurement thus I chose to place it on Finance Committee, however both Police and Public Works Committees are touched by it so everyone's input is welcome! As you will remember from last year in effort to achieve higher quality control, easier expense tracking per vehicle and more favorable pricing the town issued a request for proposals for vehicle maintenance from a single vendor.

As a result of the RFP process, council awarded a contract to Dave's Service Center. This initial contract was for one year, ending August 31, 2013. However the contract states "The period of service to be for one (1) year with the option to renew for up to four (4) years." Staff has been very pleased with the new contractual arrangement for vehicle maintenance this past year and we recommend that council authorize a one year renewal of this contract.

Thereafter we would further recommend that staff be authorized to prepare a new RFP early next summer for the same, in order to allow Dave's and our many other vehicle maintenance vendors here in the community an opportunity once again to submit proposals for council's consideration.

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

Parks and Recreation Committee Report

August 2013

Past Events (since last committee meeting)

Day	Date	Event Type	Private / Public	Location	Event Notes
Sun	Jul 28 th	Wedding	Private	Smithfield Center	
Sat	Aug 3 rd	Wedding	Private	Smithfield Center	
Sat	Aug 10 th	Wedding	Private	Smithfield Center	
		Wedding Ceremony	Private	Windsor Castle Riverfront	
Sat	Aug 15 th	Wedding	Private	Smithfield Center	
Sat	Aug 17 th	Birthday Party	Private	Smithfield Center	
Sat	Aug 24 th	Wedding	Private	Smithfield Center	

Upcoming Events

Day	Date	Event Type	Private / Public	Location	Event Notes	
Sat	Aug 31 st	Wedding	Private	Smithfield Center		
Sun	Sep 1 st	Anniversary	Private	Smithfield Center		
Thu	Sep 5 th	Chamber Annual Meeting	Private	Haydens Lane	1 st time this site has been used for a meeting like this	
Sat	Sep 7 th	Wedding	Private	Smithfield Center		
		Wedding	Private	Windsor Castle		
Sun	Sep 8 th	Bridal Shower	Private	Smithfield Center		
Fri	Sep 13 th	Wedding	Private	Smithfield Center		
Sat	Sep 14 th	Wedding	Private	Smithfield Center		
		Wedding	Private	Windsor Castle		
Sun	Sep 15 th	Wedding	Private	Smithfield Center		
Sat	Sep 21 st	Wedding	Private	Smithfield Center		
Sun	Sep 22 nd	Wedding	Private	Windsor Castle & Center		
Open to Public Events						
Sat	Oct 5 th	Genieve Shelter 5 K	Public	Windsor Castle Courtyard		
		Aiken Fest	Public	Windsor Castle Riverfront		
Sat	Oct 12 th	Town & Country Day				
		Hog Jog	Public	Town Streets		
		Ruritan Car Show	Public	Main Street	Town Service Fees Apply	
		Smithfield Rec Country Que	Public	Windsor Castle Riverfront	Town Service Fees Apply	

Parks and Recreation Committee Report

August 2013

Event Facilities

Smithfield Center

The Center has been booked at least one day each weekend since July Committee Meetings. September and October weekends are very busy for the Smithfield Center.

Clontz Park

No events at this site since July Committee Meetings.

Windsor Castle

We had a wedding Ceremony at Windsor Castle in the Manor House yard on Saturday, August 10th. It rained throughout the entire ceremony and the couple was married under umbrellas.

September and October weekends will be very busy at this site.

The Windsor Castle Foundation Board Playground Campaign Task Force met on August 25th to decide on the campaign direction. The task force has also met with tourism to discuss campaign promotional materials.

Programming

Kayak Rentals

June 1-9, 2013	\$ 208.00
June 14-16, 2013	\$ 342.00
June 21-23, 2013	\$ 468.60
June 28-30, 2013	\$ 177.95
July 3-7, 2013	\$ 849.76
July 12-14, 2013	\$ 283.96
July 19-21, 2013	\$ 424.06
July 26-28, 2013	\$ 683.82
Aug 2- 4, 2013	\$ 762.55
Aug 9-11, 2013	\$ 594.85
Aug 16-18, 2013	\$ 365.71
Revenue to Date	= \$ 5161.26
Kayak Staff Hours Paid to Date	= \$ 2434.00
Net	= \$ 2727.26

The success of the kayaks has led us to extend the kayak season past Labor Day weekend. We will continue kayak rentals through Town and Country Day weekend, October 13th. The same two staffers hired for the summer season are willing to work through the extended season.

Parks and Recreation Committee Report

August 2013

Hours for extended season, which begins Sat, Sep 7th will be Saturday and Sunday 9 AM-6 PM.

Only one night time paddle of the two scheduled for August took place. Weather was rainy and cloudy for the Aug 17th paddle so we were forced to cancel it.

We have two night paddles scheduled for September-Sat, Sep 7th and Sat, Sep 14th.

The tandem (2 person kayak) has been extremely popular and I would like to add a second one to our inventory for next season.

Special Events-Open to the Public

We did not have any special events take place since July Committee Meeting.

Old Business

1. Windsor Castle Road Names-The two roads inside the park need naming for 911 purposes as well as calling in work tickets for electrical service and beyond. Below are some suggestions. I would like to request that Council vote on the names so town staff can proceed with this project.
 - a. The road that leads to the main parking area, by the dog park
 - i. Dog Park Lane
 - ii. Courtyard Lane
 - iii. Danny Smith Lane
 - b. The road that leads to the kayak launch
 - i. Kayak Lane
 - ii. Harry Dashiell Lane

Isle of Wight Ruritan Club
P.O. Box 123
Isle of Wight, VA 23397

William T. Hopkins, III
Director of Planning
Town of Smithfield
309 Institute Street
P.O. Box 246
Smithfield, VA 23431

Dear Mr. Hopkins,

I want to thank you again for taking time to meet with me concerning our proposed bluebird project at Windsor Castle Park. Pursuant to our discussion and your direction, I offer the following information concerning our proposal.

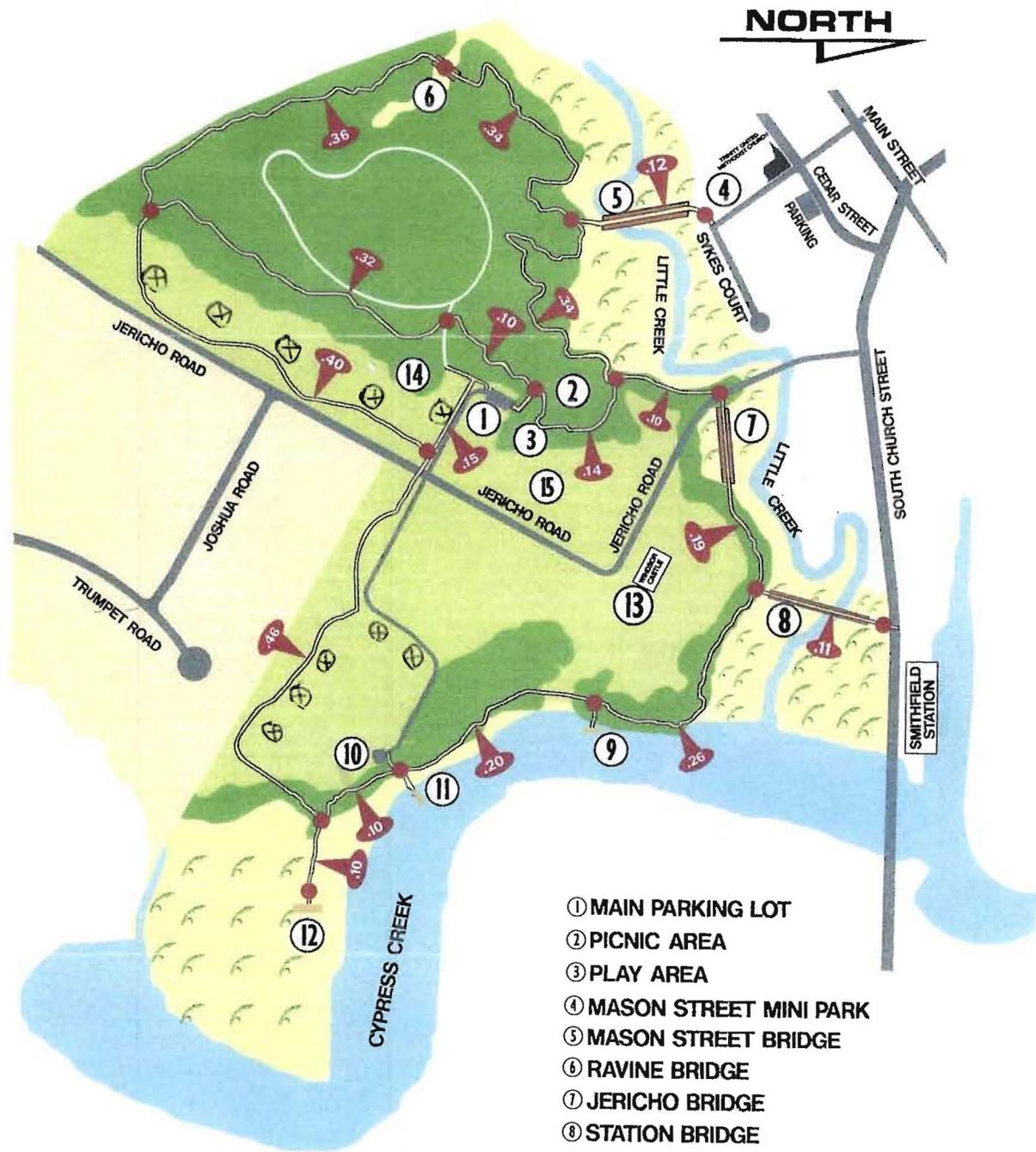
- The organization behind this proposal is the Isle of Wight Ruritan Club located directly across from the county courthouse on route 258. More specifically, the project is being done by the Environmental Committee, one of many committees in the club.
- The Environmental Committee is chaired by Mr. Mitchell Norman, a retired supervisor and former employee of the Virginia Department of Game and Inland Fisheries. Mr. Norman started building, installing, and monitoring bluebird houses in Isle of Wight in 2003. There are currently 84 bluebird houses being monitored.
- The committee is proposing to build and install 10 bluebird houses at Windsor Castle Park. All of the houses will be constructed and installed by Environmental Committee members at no cost to the town of Smithfield. The houses will be constructed in strict accordance with Virginia Bluebird Society (VBS) requirements, which can be found on their website at: http://www.virginiabluebirds.org/wp-content/uploads/2012/12/BB_Box_Plans_12-11-2012.pdf
- All houses installed by the Isle of Wight Ruritan Environmental Committee will be monitored and maintained by committee members. This includes any repairs necessary to maintain VBS standards and will be done on a yearly basis. Additionally, to facilitate park maintenance for any boxes installed in areas that require mowing, maintenance of the bird boxes will include suppression of grasses immediately around the base of the box support using standard herbicides.
- Mounting of the bluebird boxes will also be done in accordance with VBS standards as shown on their website at: http://www.virginiabluebirds.org/wp-content/uploads/2012/12/BB_Guards_12-11-2012.pdf

I hope this answers any and all questions you may have related to this project. Should you need additional information please do not hesitate to call me at the number I provided you. Thanks again for giving this your consideration. We think the boxes will a nice addition to the park.

Respectfully,
Robert Hayes



Windsor Castle Park



- YOUR LOCATION
- DISTANCE BETWEEN
- WALKING/HIKING TRAIL
- BIKE PATH
- BRIDGE

- ① MAIN PARKING LOT
- ② PICNIC AREA
- ③ PLAY AREA
- ④ MASON STREET MINI PARK
- ⑤ MASON STREET BRIDGE
- ⑥ RAVINE BRIDGE
- ⑦ JERICO BRIDGE
- ⑧ STATION BRIDGE
- ⑨ FISHING PIER
- ⑩ KAYAK LAUNCH PARKING
- ⑪ KAYAK LAUNCH
- ⑫ OVERLOOK
- ⑬ WINDSOR CASTLE
- ⑭ DOG PARK
- ⑮ ORCHARD

PROPOSED BLUEBIRD BOX SITES

Lewis Construction Of WATER SEWER DRAIN Virginia Inc.

Quotation

7716 Quaker Drive
Suffolk, VA 23437
Phone 757-986-2273
Fax 757-986-3536

Class A General & Utility Contractor
Contractor # 2705 054563A
Quality Since 1988

Email: LCOVSuffolk@aol.com

TO: SMITHFIELD PUBLIC WORKS

REVISED

ATTN: WAYNE GRIFFIN

Quote Date: 8/22/13

Quote for: 202 - 204 NOTTINGHAM PL.
SMITHFIELD, VA.
STORM DRAIN: REPLACEMENT

Quantity	Unit	Description	Unit Material	Unit Labor	Total
1		REMOVE EXIST'G WOOD FENCE			1800 -
210	FT.	REMOVE EXIST'G 18" HOPE			3600 -
221	FT.	INSTALL NEW 18" HD HOPE		w/ 6" 57 STONE BEDDING	8523 ²
36	CY	SELECT FILL TO TOP OF PIPE			1080 -
36	CY	SPONS HAUL OFF			792 -
1		RE-INSTALL EXIST'G WOOD FENCE TO INCLUDE QUIKEREGE POSTS			3600 -
ESTIMATE					\$ 19395. ⁵⁰

Quotation valid for 30 days, after 30 days, price in materials could possibly change.

Quotation prepared by: SYZ

This is a quotation on the goods named, subject to the conditions noted below:

* NOTE: WILL PERFORM THIS WORK @ TIME & MATERIAL AS-WELL
@ 225 - /HR + MATERIALS
NEW WOOD FOR FENCE NOT INCLUDED

To accept this quote, please sign and return:

_____ Date _____

Peter Stephenson

From: Peter G. DAlema [pdalema@VirginiaResources.org]
Sent: Tuesday, July 30, 2013 11:26 AM
To: Peter Stephenson
Subject: DSFP-30-13 Smithfield Lake Dam Funding
Attachments: DCR Grant Award Letter 6_27_2013.pdf; Smithfield Lake Dam .pdf

Mr. Stephenson:

The Town of Smithfield has been selected to receive grant funding in an amount up to \$4,000 from the Dam Safety, Flood Prevention and Protection Assistance Fund related to the Smithfield Lake Dam. Attached please find the grant award letter from the Department of Conservation and Recreation and the form of grant agreement with Virginia Resources Authority, as Administrator of the Dam Safety, Flood Prevention and Protection Assistance Fund. Please follow the steps included in the grant award letter to ensure disbursement of the grant, which includes signing and returning page 7 of the attached grant agreement to me at your earliest convenience.

Please let me know if you have any questions about the grant agreement once you have had a chance to review it.

Thank you,
Peter

Peter D'Alema
Director of Program Management
(804) 644-3100 *main office*
(804) 616-3446 *direct dial*
(804) 644-3109 *fax*
pdalema@virginiareources.org



1111 East Main Street | Suite 1920 | Richmond, VA 23219



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

600 East Main Street, 24th Floor
Richmond, Virginia 23219
(804) 786-6124

June 27, 2013

Dear Grant Recipient:

Congratulations on your selection to receive grant funding from the Dam Safety, Flood Prevention and Protection Assistance Fund. Your next step is to confirm your continued interest in receiving the grant. For your convenience, we have included the following step by step checklist to assist you in the grant award process. Please follow these steps to ensure your grant is disbursed according to your award.

- Step 1-Please review the attached agreement and sign Page 7.
- Step 2-Please return Page 7 of the attached agreement to:

Peter D'Alema
Virginia Resources Authority
1111 E. Main Street, Suite 1920
Richmond, VA 23219

Please note that VRA will return the executed signature page to you via e-mail unless otherwise requested.

- Step 3- After completion of the project for which grant funds have been awarded, obtain approval of the project from your DCR Regional Dam Safety Engineer for dam safety projects or DCR Floodplain Manager for floodplain projects. Prior to submittal for reimbursement, please check with your DCR Regional Dam Safety Engineer or DCR Floodplain Manager to determine if the project has been approved.
- Step 4-Submit the following items to:

Jacqueline Hall
DCR Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, VA 23219

- Exhibit D-Form of Requisition (found in Grant Agreement)
 - Certificate of Consulting Engineer (found in Grant Agreement)
- State Parks • Nonpoint Pollution Prevention • Outdoor Recreation Planning
Natural Heritage • Dam Safety and Floodplain Management • Land Conservation*

- Paid Invoices relating to the items for which payment is requested
- You will be notified if any additional information is needed to process your disbursement request.

Please note that the following projects are eligible for up to 50% reimbursement, not to exceed the grant award, and must be completed within 12 months of the signature of the agreement. Should you anticipate that this timeframe will cause difficulty, please contact Amanda Pennington at 804-786-0113, an extension may be available.

1. Dam Safety

The purpose of this category is to provide assistance to dam owners to bring their dams into compliance with the minimum required safety standards per the Dam Safety Act (§ 10.1-604 et seq. of the Code of Virginia) and the Virginia Impounding Structure Regulations (4VAC50-20-10 et seq.).

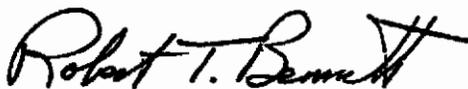
- Eligible applicants include local governments and private entities.
- Eligible projects include:
 - **Dam Break Inundation Zone Analysis, Mapping and Digitization**
 - **Emergency Action Plan Development**
 - **Incremental Damage Analysis**
 - **Engineering for Dam Repairs**

2. Flood Prevention and Protection

- Eligible applicants are limited to local governments.
- Eligible projects include:
 - **Locality Flood Warning and Response Systems such as Reverse 911 and IFLOWS.**
 - **Improvements to Locality Floodplain Programs to participate in Community Rating System**
 - **Locality Floodplain Information and Educational Programs**

If you should have questions or need assistance at any time during this process, please do not hesitate to contact Amanda Pennington at 804-786-0113, or by e-mail at Amanda.Pennington@dcr.virginia.gov.

Sincerely,



Robert T. Bennett, PE, RA, CFM
Director
Division of Dam Safety and Floodplain Management

GRANT AGREEMENT

Between

VIRGINIA RESOURCES AUTHORITY,

**as Administrator of the
Dam Safety, Flood Prevention and Protection Assistance Fund**

And

TOWN OF SMITHFIELD, VIRGINIA

Department of Conservation and Recreation

DSFP-30-13

TABLE OF CONTENTS

	ARTICLE I	
<u>DEFINITIONS</u>		Page 1
	ARTICLE II	
<u>SCOPE OF SERVICES</u>		Page 2
	ARTICLE III	
<u>TIME OF PERFORMANCE</u>		Page 2
	ARTICLE IV	
<u>GRANT FUNDS</u>		Page 3
Section 4.1. Amount of Grant		Page 3
Section 4.2 Application of Grant Funds		Page 3
Section 4.3. Agreement to Accomplish Project		Page 3
	ARTICLE V	
<u>GENERAL PROVISIONS</u>		
Section 5.1. Indemnification		Page 3
Section 5.2. Disclaimer		Page 4
Section 5.3. Termination		Page 4
Section 5.4. Integration and Modification		Page 4
Section 5.5. Collateral Agreements		Page 4
Section 5.6. Non-Discrimination		Page 4
Section 5.7. Applicable Laws		Page 5
Section 5.8. Severability		Page 5
Section 5.9. Contingent Fee Warranty		Page 5
Section 5.10. Conflict of Interest		Page 5
Section 5.11. Records Availability		Page 5
Section 5.12. Ownership of Documents		Page 5
Section 5.13. Notices		Page 5
	ARTICLE VI	
<u>COUNTERPARTS</u>		Page 6
	EXHIBITS	
Exhibit A. Grant Authorization		
Exhibit B. Project Description		
Exhibit C. Project Budget		
Exhibit D. Form of Requisition		

GRANT AGREEMENT

THIS GRANT AGREEMENT is made as of this first day of August, 2013 between the **VIRGINIA RESOURCES AUTHORITY**, a public body corporate and a political subdivision of the Commonwealth of Virginia (the "Authority"), as administrator of the **DAM SAFETY, FLOOD PREVENTION AND PROTECTION ASSISTANCE FUND**, and the **TOWN OF SMITHFIELD, VIRGINIA**, a local government (the "Grantee").

Pursuant to Article 1.2, Chapter 6, Title 10.1 of the Code of Virginia of 1950, as amended (the "Act"), the General Assembly created a fund known as the "Dam Safety, Flood Prevention and Protection Assistance Fund" (the "Fund"). In conjunction with the Department of Conservation and Recreation (the "Department"), the Authority administers and manages the Fund. Following consultation with the Authority, the Department from time to time directs loans and grants from the Fund and authorizes the Authority to disburse monies to local governments and private entities in Virginia to fund the costs of flood prevention or protection projects all within the meaning of the Act.

The Grantee has requested a grant from the Fund and such grant has been approved by the Department, as evidenced by Exhibit A to this Agreement. The Grantee will use the grant monies from the Fund to finance that portion of the Project Costs not being paid from other sources as set forth in the Project Budget.

ARTICLE I

DEFINITIONS

The capitalized terms contained in this Agreement shall have the meanings set forth below unless the context requires otherwise and any capitalized terms not otherwise defined herein shall have the meaning assigned to such terms in the Act:

"Act" means Article 1.2, Chapter 6, Title 10.1 of the Code of Virginia of 1950, as amended.

"Agreement" means this Grant Agreement between the Authority, as Administrator of the Fund, and the Grantee, together with any amendments or supplements hereto.

"Authority" means the Virginia Resources Authority, a public body corporate and a political subdivision of the Commonwealth of Virginia.

"Authorized Representative" means any member, official or employee of the Grantee authorized by resolution, ordinance or other official act of the governing body of the Grantee to perform the act or sign the document in question.

"Consulting Engineer" means the project engineer, meeting all applicable standards of the Virginia Impounding Structures Regulations, 4 VAC 50-20 et seq., as amended, designated by the Grantee to oversee the work with respect to the Project.

“Department” means the Department of Conservation and Recreation.

“Fund” means the Dam Safety, Flood Prevention and Protection Assistance Fund.

“Grantee” means the TOWN OF SMITHFIELD, VIRGINIA, a local government.

“Project” means the particular project described in Exhibit B to this Agreement to be undertaken and completed by the Grantee with, among other monies, the grant funds, with such changes thereto as may be approved in writing by the Authority and the Department.

“Project Budget” means the budget for the Project, a copy of which is attached to this Agreement as Exhibit C, with such changes therein as may be approved in writing by the Authority and the Department.

“Project Costs” means the costs described in the Project Budget and such other costs permitted by the Act as may be approved in writing by the Department, provided such costs are included in the definition of “cost” set forth in Section 10.1-603.16 of the Act.

“Project Description” means the description of the Project to be undertaken using the grant funds made available by this Agreement, a copy of which is attached to this Agreement as Exhibit B, with such changes therein as may be approved in writing by the Authority and the Department.

ARTICLE II

SCOPE OF SERVICES

The Grantee shall provide the services and work as set forth in the Project Description (Exhibit B) of this Agreement. All work shall be performed according to sound construction, engineering and architectural principles and commonly accepted safety standards and shall be in compliance with the requirements of the Virginia Impounding Structure Regulations (4VAC50-20).

ARTICLE III

TIME OF PERFORMANCE

The Grantee's work on the Project shall be completed, and evidence of completion presented and a request for disbursement of grant funds made to the Department, within twelve months of the execution of this Agreement. Unless an extension is granted pursuant to Section 4.3 below, this Agreement shall terminate without notice and the Authority shall have no obligation to disburse funds hereunder, if Grantee fails to complete the Project within the applicable timeframe and provide satisfactory evidence of same to the Authority and the Department.

ARTICLE IV

GRANT FUNDS

Section 4.1. Amount of Grant. The Grantee shall be reimbursed grant funds for the payment of Project Costs, in an amount not to exceed 50% of the demonstrated total cost of the Project or \$4,000.00, whichever is lesser, for the purposes set forth in the Project Description. Disbursement of grant funds will be in accordance with payment provisions set forth in Section 4.2.

Section 4.2. Application of Grant Funds. The Grantee agrees to apply the grant funds solely and exclusively to the reimbursement of the Grantee for payment of Project Costs. The Authority, at the direction of the Department, shall disburse grant funds from the Fund to the Grantee upon receipt by the Authority and the Department of the following:

(a) A requisition approved by the Department (upon which the Authority shall rely), signed by the Authorized Representative and containing all receipts, vouchers, statements, invoices or other evidence of the actual payment of Project Costs, along with a certification by the Consulting Engineer in the form set forth in **Exhibit D** to this Agreement, and all other information required by, and otherwise being in the form of, **Exhibit D** to this Agreement;

(b) An engineering analysis and report developed by the Grantee's Consulting Engineer and approved by the Department as meeting all standards of the Virginia Impounding Structure Regulations (4 VAC50-20).

Upon receipt of each such requisition and accompanying engineering analysis and report, the Authority shall disburse the grant funds hereunder to the Grantee in accordance with such requisition to the extent approved by the Department. The Department shall have no obligation to approve any requisition, and the Authority shall have no obligation to disburse any such grant funds, if the Grantee is not in compliance with any of the terms of this Agreement.

Section 4.3. Agreement to Accomplish Project. The Grantee agrees to cause the Project to be completed as described in **Exhibit B** and in accordance with plans and specifications prepared by the Grantee's Consulting Engineer and approved by the appropriate regulatory agencies. The Grantee shall complete the Project by the date set forth in Article III unless approval for a later completion date is given by the Virginia Soil and Water Conservation Board and the Department.

ARTICLE V

GENERAL PROVISIONS

Section 5.1. Indemnification. To the extent permitted by law, the Grantee shall indemnify and hold harmless the Authority, the Department, the Fund, and when applicable, its employees and designated representatives, from any and all claims, suits, actions, liabilities and costs of any kind, caused by or arising out of the performance by the Grantee of its obligations under this Agreement.

Nothing contained herein shall be deemed an express or implied waiver of the sovereign immunity of the Commonwealth.

Section 5.2. Disclaimer. Nothing in this Agreement shall be construed as authority for either party to make commitments that will bind the other party beyond the covenants contained herein.

Section 5.3. Termination.

(a) The Authority may amend, modify or terminate this Agreement for any reason upon thirty (30) days written notice to the Grantee. The Grantee shall not be paid for any services rendered or expenses incurred for which funding is not authorized by any action affecting the authority of the grant from the Fund.

(b) If any written or oral representation, warranty or other statement furnished or made by or on behalf of the Grantee to the Department or the Authority in connection with this Agreement or the Grantee's application for a grant from the Fund is false or misleading in any material respect, the Authority shall have the right immediately to terminate this Agreement.

(c) In the event of a breach by the Grantee of this Agreement, including the Department receiving notice that the Project is not proceeding in accordance with the Project Description, the Authority shall have the right to cease any further disbursements to the Grantee until such breach is cured. In addition, the Authority may give written notice to the Grantee specifying the manner in which this Agreement has been breached and providing the Grantee thirty (30) days within which to cure the breach. If such a notice of breach is given and the Grantee has not substantially corrected the breach within 30 days of receipt of such written notice, the Authority shall have the right forthwith to terminate this Agreement.

(d) In the event of a termination of this Agreement in accordance with paragraphs (b) or (c) of this Section 5.3, the Authority, at the direction of the Department, may require the Grantee to repay all grant proceeds disbursed hereunder.

Section 5.4. Integration and Modification. This Agreement constitutes the entire Agreement between the Grantee and the Authority with respect to the grant. No alteration, amendment or modification in the provisions of this Agreement shall be effective unless reduced to writing, signed by both the parties and attached hereto.

Section 5.5. Collateral Agreements. Where there exists any inconsistency between this Agreement and other provisions of collateral contractual agreements that are made a part of this Agreement by reference or otherwise, the provisions of this Agreement shall control.

Section 5.6. Non-Discrimination. In the performance of this Agreement, the Grantee warrants that it will not discriminate against any employee, or other person, on account of race, color, sex, religious creed, ancestry, age, national origin, other non job related factors or any basis prohibited by law. To the extent required by law and upon request of the Department and the Authority, the Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The Grantee shall, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that such Grantee is an equal opportunity employer; however notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Agreement.

The Grantee shall include the provisions of the foregoing paragraphs of this section in every contract, subcontract or purchase order of over ten thousand dollars, so that such provisions will be binding upon each contractor, subcontractor or vendor.

Section 5.7. Applicable Laws. This Agreement shall be governed by the applicable laws of the Commonwealth of Virginia.

Section 5.8. Severability. Each paragraph and provision of this Agreement is severable from the entire Agreement; and if any provision is declared invalid, the remaining provisions shall nevertheless remain in effect, at the option of the Authority.

Section 5.9. Contingent Fee Warranty. The Grantee warrants that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon the award or making of this Agreement. For breach of the foregoing warranty, the Authority shall have the right to terminate this Agreement without liability, or, in its discretion, to deduct from the agreed fee, payment or consideration, or otherwise recover the full amount of said prohibited fee, commission, percentage, brokerage fee, gift, or contingent fee.

Section 5.10. Conflict of Interest. The Grantee warrants that it has fully complied with the Virginia Conflict of Interest Act.

Section 5.11. Records Availability. The Grantee agrees to maintain complete and accurate books and records of the Project Costs, and further, to retain all books, records, and other documents relative to this Agreement for five (5) years after final disbursement of grant proceeds, or until audited by the Commonwealth of Virginia, whichever is later. The Authority, the Department, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period. Additionally, the Authority, the Department, and/or its representatives shall have the right of access to worksites for the purpose of ensuring that the provisions of this Agreement are properly carried out and enforced.

Section 5.12. Ownership of Documents. Upon the request of the Authority or the Department, the Grantee shall provide copies of any reports, studies, photographs, negatives, or other documents prepared by the Grantee in the performance of its obligations under this Agreement.

Section 5.13. Notices. Unless otherwise provided for herein, all notices, approvals, consents, correspondence and other communications under this Agreement shall be in writing and shall be deemed delivered to the following:

Fund: Virginia Resources Authority, as Administrator
of the Dam Safety, Flood Prevention

and Protection Assistance Fund
1111 East Main Street, Suite 1920
Richmond, Virginia 23219
Attention: Executive Director

Authority: Virginia Resources Authority
1111 East Main Street, Suite 1920
Richmond, Virginia 23219
Attention: Executive Director

Department: Department of Conservation and Recreation
203 Governor Street, Suite 206
Richmond, Virginia 23219
Attention: Division Director, Dam Safety & Floodplain Management

Grantee: TOWN OF SMITHFIELD, VIRGINIA
310 Institute St.
Smithfield, VA 23431
Attention: Peter M. Stephenson, Town Manager

A duplicate copy of each notice, approval, consent, correspondence or other communications shall be given to each of the other parties named.

ARTICLE VI

COUNTERPARTS

This Agreement may be executed in any number of Counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

WITNESS the following signatures, all duly authorized.

**VIRGINIA RESOURCES AUTHORITY, AS
ADMINISTRATOR OF THE DAM SAFETY,
FLOOD PREVENTION AND PROTECTION
ASSISTANCE FUND**

By: _____
Suzanne S. Long
Executive Director

TOWN OF SMITHFIELD, VIRGINIA

By: _____

Name: _____

Title: _____

DSFP-30-13

Exhibit A

GRANT AUTHORIZATION

Copy of the Virginia Soil and Water Conservation Board's grant approval motion is attached.

EXHIBIT A

**Virginia Soil and Water Conservation Board
Thursday, June 6, 2013, 9:30 a.m.
House Room D, General Assembly Building
Richmond, Virginia**

Motion for the Board to approve 2013 Dam Safety, Flood Prevention and Protection Assistance Fund grant projects and funding allocations.

In accordance with its responsibilities pursuant to §10.1-603.16 et seq.(Article 1.2) of the Code of Virginia, the Virginia Soil and Water Conservation Board (Board) approves the projects for funding from the Dam Safety, Flood Prevention and Protection Assistance Fund (DSFPPAF) in the amounts specified in the attached spreadsheet. In addition to other terms and conditions as specified in the 2013 DSFPPAF Grant Manual, the Grant Agreement, and as will be determined by the Virginia Resources Authority (VRA), this approval is conditioned upon the following:

1. All grants are made on a reimbursement basis and will be governed by a Grant Agreement developed in consultation with the Virginia Resources Authority. All applicants will be given a period of 90 days to enter into a Grant Agreement following the Agreement being sent. The Department of Conservation and Recreation (Department) is authorized to further extend this date in its discretion and following consultation with VRA.
2. All grant agreements will require that projects be completed within 12 months of the date of execution of the Agreement. Upon receipt of a written request for a project extension with a specified completion date by the Grantee to the Department with a copy to VRA, the Department is authorized to consider such request and may amend the terms of the Agreement and allow a specified extension upon the Department's and the Authority's written approval.
3. In the event that any of the above applicants fail to execute a Grant Agreement with VRA within 90 days of such an Agreement being sent to the applicant, the Department, in consultation with VRA, is authorized to distribute grant funds not utilized by that applicant, among other approved Grantees who did not receive the total amounts of their requests.
4. Special Grant Agreements for Rainbow Forest dam, Lake Jackson Dam, and Upper North River #10 (Todd Lake dam) will be disbursed by VRA after the funds are received by the Department and transferred to VRA pursuant to Item 360 F of Chapter 3 of the 2012 Virginia Acts of Assembly Special Session 1, and other Agreement terms have been satisfied.

The Department is authorized to communicate this approval to the Virginia Resources Authority (VRA) so that VRA's review of applications may proceed. The Department is also authorized to take any action necessary to proceed with the closing and administration of grants subsequent to VRA's approval of the application.

Motion made by:

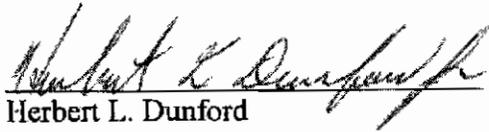
Mr. Stephen Lohr

Motion seconded by:

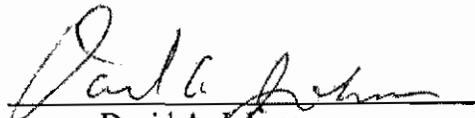
Mr. Richard Street

Action:

Motion carried unanimously.



Herbert L. Dunford
Chairman



David A. Johnson
Director

Rec'd Date	Region	Inventory No.#	Dam Name	Hazard Class	Applicant	Contact Name	Address	Phone No. #	Email Address	Project Type	Title of Project	Project Cost	Grant Funds Requested	Grant Award
4/18/2013	Snell(2)	14532	Foundry Lake Dam	Low	Reeds Landing Corporation	Jeff Timmons	3260 Greywails Court Powhatan, VA 23139	804-686-9969	ReedsLandingCorporation@verizon.net	Dam Break Inundation Zone Analysis, Mapping and Digitization		\$15,000.00	\$7,500.00	\$4,000.00
4/23/2013	Snell(2)	04136	Lake Salisbury	High	Lake Salisbury Association	Wickliffe S. Lyne	13303 Tomington Drive Midlothian, VA 23113	804-379-3688	w41146@verizon.net	Dam Break Inundation Zone Analysis, Mapping and Digitization, Emergency Action Plan Development		\$11,000.00	\$5,500.00	\$4,100.00
4/23/2013	Wang(1)	05919	Fox Lake Dam	High	Fox Lake Property Owners Association	Kenneth Cremer, VP	2961-A Hunter Mill Rd. Box 109 Oakton, VA 22124	703-759-2626	Richard.gowan1@cox.net	Engineering for Dam Repairs	Engineering Design for Fox Lake Spillway	\$20,000.00	\$10,000.00	\$4,800.00
4/23/2013	Roberts(4)	14302	Cherystone Dam #1	High	Town of Chatham	Edmund Giles	Post Office Box 370 Chatham, VA 24531	434-432-8153	Edmund.Giles@chathamva.gov	Engineering for Dam Repairs	Preliminary Engineering Report	\$14,750.00	\$7,375.00	\$4,100.00
4/23/2013	Roberts(4)	14303	Cherystone Dam #2A	High	Town of Chatham	Edmund Giles	Post Office Box 370 Chatham, VA 24531	434-432-8153	Edmund.Giles@chathamva.gov	Engineering for Dam Repairs	Preliminary Engineering Report	\$14,750.00	\$7,375.00	\$4,100.00
4/23/2013	Wang(1)	06908	Chantilly Country Club Dam	High	Chantilly, Inc	Michael Meines	Chantilly National Golf & Country Club 14901 Braeddock Road Centreville, VA 20120	703-403-3000	mmaines@chantillynational.com	Dam Break Inundation Zone Analysis, Mapping and Digitization	Chantilly National Golf & Country Club Dam Study	\$80,914.00	\$40,457.00	\$5,000.00
4/23/2013	Pennington(3)	03107	Lake Shalom Dam	Low	Presbytery of the Peaks	John Fedison	Post Office Box 2186 Appomattox, VA 24522	434-352-8031	john2186@comcast.com	Dam Break Inundation Zone Analysis, Mapping and Digitization; Emergency Action Plan Development	Lake Shalom Dam	\$4,000.00	\$2,000.00	\$2,000.00
4/25/2013			Floodplain Mgmt	N/A	County of Amelia	Kent Emerson	16410 Dunn Street Amelia, VA 23002	804-561-3914	kent.emerson@ameliava.com	Locality Flood Warning and Response Systems/Reverse 911 & FLOWS	Public Notification System	\$12,408.00	\$6,203.00	\$4,000.00
4/25/2013	Pennington(3)	80021	Lake I Dam	Low, Special Criteria	City of Suffolk	Craig Ziesemer	1256 Holland Road Suffolk, VA 23434	757-514-7023	cziesemer@suffolkva.us	Engineering for Dam Repairs	Lake I Dam Rehabilitation	\$126,720.00	\$63,360.00	\$5,000.00
4/25/2013	VanLier(5)	01518	Staunton Dam	High	City of Staunton	James Davis, PE	Post Office Box 58 Staunton, VA 24402	540-332-3804	jdavis@ci.staunton.va.us	Engineering for Dam Repairs	Staunton Dam Rehabilitation	\$64,700.00	\$32,350.00	\$5,000.00
5/6/2013	Pennington(3)	68002	Pedlar River Dam	High	City of Lynchburg, Dept of Water Resources	Timothy A. Mitchell	525 Taylor Street Lynchburg, VA 24501	434-455-4260	timothy.mitchel@lynchburgva.gov		Pedlar River Dam	\$161,618.00	\$80,808.00	\$5,000.00
5/6/2013	Pennington(3)	00905	Pedlar River Dam	Low	City of Lynchburg, Dept of Water Resources	Timothy A. Mitchell	525 Taylor Street Lynchburg, VA 24501	434-455-4260	timothy.mitchel@lynchburgva.gov		College Lake Dam	\$334,310.00	\$167,155.00	\$5,000.00
5/6/2013	Wang(1)	06933	Crippen Dam	Significant	Shump Dump, Inc.	Phil Peet	3730 Greentree Lane Dumfries, VA 22026	703-221-8308	peet@footcreekrecycling.com	Dam Break Inundation Zone Analysis, Mapping and Digitization, Emergency Action Plan Development	Inundation Study/Crippen Dam	\$20,000.00	\$10,000.00	\$4,000.00
5/6/2013	Roberts(4)	01930	Elk Garden Lake Dam	High	Elk Garden Club, Inc.	Joseph W. Dehart	2204 Joplin Road Bedford, VA 24523	540-686-4645	JWD5GT@aol.com	Engineering for Dam Repairs	Elk Garden Club, Inc. Dam Upgrade	\$5,988.75	\$2,994.37	\$2,500.00
5/14/2013	VanLier(5)	10928	Knapp Dam	Low	Linda and Peter Knapp	Linda & Peter Knapp	1718 Buck Branch Dr. Troy, VA 22974	434-977-5173	lindaandpeter@comcast.com	Dam Break Inundation Zone Analysis, Mapping and Digitization	Knapp Dam Certification and Repair	\$4,500.00	\$2,750.00	\$2,600.00
5/14/2013	VanLier(5)	10928	Knapp Dam	Low	Linda and Peter Knapp	Linda & Peter Knapp	1718 Buck Branch Dr. Troy, VA 22974	434-977-5173	lindaandpeter@comcast.com	Emergency Action Plan Development	Knapp Dam Certification and Repair	\$1,000.00	\$500.00	\$500.00
5/14/2013	VanLier(5)	10928	Knapp Dam	Low	Linda and Peter Knapp	Linda & Peter Knapp	1718 Buck Branch Dr. Troy, VA 22974	434-977-5173	lindaandpeter@comcast.com	Engineering for Dam Repairs	Knapp Dam Certification and Repair	\$3,000.00	\$1,500.00	\$1,300.00
5/14/2013	Pennington(3)	80011, 80003, 80004	Western Branch Dam/Lake Burnt Mills Dam/Lake Prince Dam	High/High/High	City of Norfolk, Dept of Utilities	Curt Hauger	Post Office Box 1080 Norfolk, VA 23501	757-664-6766	curt.hauger@norfolk.gov	Emergency Action Plan Development	Western Branch Reservoir Dam Safety Modifications	\$236,000.00	\$50,000.00	\$12,000.00
5/14/2013	Snell(2)	04112	Swift Creek Reservoir Dam	High	Chesterfield County Utilities Department	Matthew Easterbrook	8840 Government Center Parkway, PO Box Chesterfield, VA 23832	804-768-7483	mat.easterbrook@chesterfield.gov	Engineering for Dam Repairs	Swift Creek Dam Spillway Repairs (13-0657)	\$32,500.00	\$16,250.00	\$5,000.00

Rec'd Date	Region	Inventory No.#	Dam Name	Hazard Class	Applicant	Contact Name	Address	Phone No. #	Email Address	Project Type	Title of Project	Project Cost	Grant Funds Requested	Grant Award	
20	5/14/2013	Pennington(3)	05308	Coleman Lake Dam	Low	Coleman's Lake Homeowners Association	Thomton L. Carter	11224 Colemans Lake Rd. Ford, VA 23650	804-265-8221	tol@carter@bellsouth.com	Engineering for Dam Repairs	Design of Spillway	\$0,000.00	\$3,250.00	\$3,000.00
21	5/14/2013	VanLier(5)	00341	Clover Dam	Significant	West Leigh Section II Homeowners	Steven Hiss	2390 Kingston Road	434-282-2456	stevanhiss@gmail.com	Dam Break Inundation Zone Analysis, Mapping and Digitization	West Leigh Dam Failure Analysis	\$18,500.00	\$9,250.00	\$3,000.00
22	5/14/2013	VanLier(5)	00341	Clover Dam	Significant	West Leigh Section II Homeowners	Steven Hiss	2390 Kingston Road	434-282-2456	stevanhiss@gmail.com	Engineering for Dam Repairs	West Leigh Dam Failure Analysis	\$8,000.00	\$4,000.00	\$1,300.00
23	5/14/2013	Wang(1)	10706	McGhee Dam	Low	McGhee Land Trust/Dorothy McGhee	Max Mohr	1828 Upshur St NW Washington, DC 20011	202-722-1221	max@mohr.com	Engineering for Dam Repairs	McGhee Dam Modification Design and Subsequent Inspection	\$10,300.00	\$5,150.00	\$4,000.00
24	5/14/2013	Roberts(4)	01921	Lake Vista Dam	Significant	Lake Vista Property Owners Association	Chris Falweil	200 Lake Vista Drive Forest, VA 24551	434-385-7594	chrisfalweil@outlook.com	Engineering for Dam Repairs	Engineering Upgrade the Lake Vista Dam Emergency Spillway	\$12,580.00	\$5,250.00	\$3,800.00
24(A)	5/14/2013	Roberts(4)	01921	Lake Vista Dam	Significant	Lake Vista Property Owners Association	Chris Falweil	200 Lake Vista Drive Forest, VA 24551	434-385-7594	chrisfalweil@outlook.com	Emergency Action Plan Development	EAP Mapping and Documentation for Impacted Properties	\$900.00	\$450.00	\$450.00
25	5/14/2013	Roberts(4)	01933	Greg Lester Dam	Low	Milky Way LLC	Greg H Lester	PO Box 2494 Forest, VA 24551	434-942-7000	gmlaster75@gmail.com	Engineering for Dam Repairs	Greg Lester Dam	\$1,500.00	\$750.00	\$750.00
26	5/14/2013	Roberts(4)	01933	Greg Lester Dam	Low	Milky Way LLC	Greg H Lester	PO Box 2494 Forest, VA 24551	434-942-7000	gmlaster75@gmail.com	Dam Break Inundation Zone Analysis, Mapping and Digitization, Emergency Action Plan Development, Incremental Damage Analysis	Greg Lester Dam	\$25,000.00	\$12,500.00	\$3,500.00
27	5/14/2013	VanLier(5)	07913, 07912, 07914	Twin Lakes Dam		Twin Lakes Owners Association	Jared Templeton	PO Box 128 Quinque, VA 22965	434-985-4450	jltempleton@twinklakesva.org	Dam Break Inundation Zone Analysis, Mapping and Digitization, Emergency Action Plan Development	Inundation Studies and EAP Development of Twin Lakes	\$36,863.00	\$9,831.00	\$4,000.00
28	5/14/2013	VanLier(5)	07913, 07912, 07914	Twin Lakes Dam	High/High/Significant	Twin Lakes Owners Association	Jared Templeton	PO Box 128 Quinque, VA 22965	434-985-4450	jltempleton@twinklakesva.org	Incremental Damage Analysis, Engineering for Dam Repairs	Addendum to 2012 Applications	\$2,600.00	\$1,300.00	\$1,000.00
29	5/14/2013	VanLier(5)	07912	Twin Lakes Dam	High	Twin Lakes Owners Association	Jared Templeton	PO Box 128 Quinque, VA 22965	434-985-4450	jltempleton@twinklakesva.org	Engineering for Dam Repairs	Twin Lakes Dam #2 (Lake Shenandoah) Repair	\$28,010.00	\$14,000.00	\$7,000.00
30	5/14/2013	Pennington(3)	09315	Smithfield Lake Dam	Significant	Town of Smithfield	Peter Stephenson	310 Institute St Smithfield, VA 23431	757-365-4200	pstephenson@smithfieldva.gov	Engineering for Dam Repairs	Spillway Capacity Upgrade Alternatives Assessment Phase 2	\$19,000.00	\$9,500.00	\$4,000.00
31	5/14/2013			Floodplain Mgmt		City of Hampton Department of Public Works	Sabrina Y Jones	22 Lincoln Street 4th Flr., Hampton, VA 23669	757-727-6325	sjones@hampton.gov	Locality Floodplain Information and Educational programs	Hampton Tidal Flood Plan Study and Protection Plan	\$99,800.88	\$49,800.44	\$10,000.00
32	5/14/2013	Pennington(3)	05301	Lake Jordan Dam	Significant	Lake Jordan Owners Association	Marcy Peacock	3901 Western Parkway Ste. 100 Richmond, VA 23233	804-270-1800	mpeacock@comcastbusiness.com	Dam Break Inundation Zone Analysis, Mapping and Digitization, Emergency Action Plan Development	Lake Jordan	\$26,400.00	\$13,200.00	\$4,500.00
33	5/14/2013	Roberts(4)	00503	Clifton Forge Dam	High	Town of Clifton Forge	Bobby Irvine	Town Hall 547 Main Street Clifton Forge, VA 24422	540-863-2500	birvine@cliftonforgeva.gov	Engineering for Dam Repairs	Clifton Forge Dam Structural Stability Analysis and report	\$20,000.00	\$10,000.00	\$4,100.00
34	5/14/2013	SneN(2)		Lake Innsbrook Lake Roopy		Innsbrook Owners Association	Brian Menditto	Highwoods Properties, Inc. 4501 Highwoods Pkwy, Ste 400 Glen Allen, VA 23060	804-290-2169	brian.menditto@highwoods.com	Dam Break Inundation Zone Analysis, Mapping and Digitization, Emergency Action Plan Development	Lake Innsbrook and Lake Roopy Dams	\$28,880.00	\$14,430.00	\$8,000.00
35	5/14/2013	Roberts(4)	01905	Bedford Lake Dam	High	Louis and Catherine Goodwin	Louis and Catherine Goodwin	8804 Big Island Hwy Bedford, VA 24623	540-586-4313		Emergency Action Plan Development		\$10,000.00	\$5,000.00	\$4,100.00
36	5/14/2013	VanLier(5)	10623	Bowlers Dam	Significant	Louisa County Warjer Authority	Pam Baughman	PO Box 9-23 Loudin Lane Louisa, VA 23093	540-967-1122	pbaughman@louisa.org	Engineering for Dam Repairs	Bowlers Mill Dam Preliminary Engineering Report	\$8,500.00	\$8,500.00	\$4,000.00
37	5/14/2013	Roberts(4)				William F. Franck, III	William F. Franck, III	PO Box 58 575 Hobson Road Axton, VA 24064	276-224-5581	wfranck@coindesign.com	Dam Break Inundation Zone Analysis	Initial Dam Break Inundation Zone Analysis	\$2,000.00	\$1,000.00	Not eligible
38	5/14/2013	VanLier(5)	01512	South River Dam	High	Headwaters Soil and Water Conservation District	John Keylor	70 Dick Huff Lane Verona, VA 24482	540-248-0148	johnk@co.watauga.va.us	Engineering for Dam Repairs	Structural Repairs to increase Engineering and Design for the Rehabilitation of Canada Run Dam	\$38,000.00	\$19,000.00	\$5,000.00
39	5/14/2013	Wang(1)	10749	Lakes at Red Rock Dam	High	Lakes at Red Rock Homeowners Association, Inc	Dan Cettlet	PO Box 4061 Leesburg, VA 20177	703-771-1486	dan.cettlet@redrockdam.com	Dam Break Inundation Zone Analysis, Mapping and Digitization, Emergency Action Plan Development, Incremental Damage Analysis	The Lakes at Red Rock Dam	\$15,000.00	\$7,500.00	\$4,100.00

Rec'd Date	Region	Inventory No.#	Dam Name	Hazard Class	Applicant	Contact Name	Address	Phone No. #	Email Address	Project Type	Title of Project	Project Cost	Grant Funds Requested	Grant Award	
40	5/14/2013	Wang(1)	10719	J.T. Hirst Reservoir Dam	Significant	Town of Purcellville	Dale E. Lehnig	221 S. Nursery Avenue Purcellville, VA 20132	540-751-2327	dlehnie@purcellville.gov	Dam Break Inundation Zone Analysis, Mapping and Digitization	J.T. Hirst Reservoir Dam Failure Analysis	\$6,000.00	\$3,000.00	\$3,000.00
41	5/14/2013	Roberts(4)	77002	Spring Valley Lake Dam	High	Spring Valley Lake, LLC	Richard Koch	4134 Lake Drive SW Roanoke, VA 24018	540-400-4319	rkoob215@cox.net	Dam Break Inundation Zone Analysis, Mapping and Digitization, Emergency Action Plan Development	Spring Valley Lake/ Emergency Action Plan/Inundation Zone Map	\$9,700.00	\$4,850.00	\$3,800.00
42	5/14/2013	Wang(1)	17104	Woodstock West End Reservoir Dam	High	Town of Woodstock	Brent Manuel & Angela Clem	135 North Main Street, Woodstock, VA 22684	540-459-3621	brmanuel@townofwoodstock.gov	Engineering for Dam Repairs	Woodstock West End Reservoir Dam Structural Study & Evaluation Phase II	\$17,000.00	\$9,500.00	\$4,100.00
43	5/14/2013	Roberts(4)	15509	Gatewood Dam	High	Town of Pulaski	Craig Quinn	PO Box 680 Pulaski, VA 24301	540-994-8617	cquinn@pulaskitown.org	Dam Break Inundation Zone Analysis, Mapping and Digitization	Dam Break Inundation Zone Analysis, Mapping and Digitization	\$18,000.00	\$8,000.00	\$3,300.00
44	5/14/2013	Roberts(4)	15509	Gatewood Dam	High	Town of Pulaski	Craig Quinn	PO Box 680 Pulaski, VA 24301	540-994-8617	cquinn@pulaskitown.org	Emergency Action Plan Development	Emergency Action Plan Development	\$5,000.00	\$3,000.00	\$1,000.00
45	5/14/2013	Roberts(4)	16509	Gatewood Dam Floodplain Mgmt	High	Town of Pulaski	Craig Quinn	PO Box 960 Pulaski, VA 24301	540-994-8617	cquinn@pulaskitown.org	Locality Flood Warning and Response Systems/Reverse 911 & IFLAWS	Locality Flood Warning and Response System/Reverse 911 & IFLAWS	\$10,000.00	\$5,000.00	\$4,000.00
46	5/14/2013	Snell(2)	12781	Woodhaven Dam	High	Woodhaven Property Owners Association	Jessica E. Kuh	7242 Lakeshore Drive Quantin, VA 23141	804-932-4287	woodhavenshores@gmail.com	Engineering for Dam Repairs	Woodhaven/Kent Lake Spillway Design Engineering	\$50,000.00	\$25,000.00	\$5,000.00
47	5/14/2013			Floodplain Mgmt		Grayson County	Elsaine R. Holston	PO Box 217 Independence, VA 24348	276-773-2471 x110	eholston@graysoncountynv.com	Locality Floodplain Information and Educational programs	Floodplain Awareness	\$18,000.00	\$8,000.00	\$1,000.00
48	5/14/2013	Wang(1)	17918	Hartlake Dam	High	Hartlake Estates Homes Association	Mark Kaskey	PO Box 115 Hartwood, VA 22471	540-752-4872	MarkKaskey@aol.com	Dam Break Inundation Zone Analysis, Mapping and Digitization	Inundation Zone Study for Hartlake Dam #1, Inventory No 17918	\$6,000.00	\$3,000.00	Not eligible
49	5/14/2013	Wang(1)	17918	Hartlake Dam	High	Hartlake Estates Homes Association	Mark Kaskey	PO Box 115 Hartwood, VA 22471	540-752-4872	MarkKaskey@aol.com	Emergency Action Plan Development	Emergency Action Plan Development for Hartlake Dam #1, Inventory No. 17918	\$1,500.00	\$750.00	Not eligible
50	5/14/2013	Wang(1)	17918	Hartlake Dam	High	Hartlake Estates Homes Association	Mark Kaskey	PO Box 115 Hartwood, VA 22471	540-752-4872	MarkKaskey@aol.com	Incremental Damage Analysis	Incremental Damage Analysis for Hartlake Dam #1, Inventory no. 17918	\$4,000.00	\$2,000.00	Not eligible
51	5/14/2013	Snell(2)	09525	Mirror Lakes Dam	Significant	James City Service Authority	Danny W. Poe	119 Tawning Road Williamsburg, VA 23188	757-259-5452	Danny.Poe@jamescitycountynv.gov	Engineering for Dam Repairs	Mirror Lake Dam Alternatives Analysis	\$10,765.00	\$5,362.00	\$1,000.00
52	5/14/2013	Snell(2)	09525	Mirror Lakes Dam	Significant	James City Service Authority	Danny W. Poe	119 Tawning Road Williamsburg, VA 23188	757-259-5452	Danny.Poe@jamescitycountynv.gov	Engineering for Dam Repairs	Mirror Lake Dam Renovation/Alteration Design Services	\$80,380.00	\$28,435.00	\$4,000.00
53	5/14/2013	Snell(2)	12703	Diascund Reservoir Dam	High	Newport News Department of Public Utilities	Scott Dewhirst	700 Town Center Drive, Suite 500 Newport News, VA 23606	757-234-680	sdewhirst@nncva.com	Engineering for Dam Repairs	Diascund Dam Principal Spillway Improvements Design	\$450,000.00	\$220,000.00	\$5,000.00
54	5/14/2013	VanLier(5)	04803	Collins Upper Dam	Low	Harold W. Collins	Harold W. Collins	2113 Cumberland Road Farmville, VA 23901	804-482-9356	hcollins@hrcopstar.com	Dam Break Inundation Zone Analysis, Mapping and Digitization Emergency Action Plan Development	Collins Upper Dam		\$5,000.00	\$3,000.00
55	5/14/2013	Roberts(4)	05106	Laurel Lake Dam	Low	Breaks Interstate Park Commission	Sonja McCowan	PO Box 100 Breaks, VA 24807	276-865-4413	smccowan@breakspark.com	Dam Break Inundation Zone Analysis, Mapping and Digitization	Laurel Lakes Dam Simplified Inundation Mapping Request	\$2,000.00	\$1,000.00	Not eligible
56	5/14/2013	Roberts(4)	05106	Laurel Lake Dam	Low	Breaks Interstate Park Commission	Sonja McCowan	PO Box 100 Breaks, VA 24807	276-865-4413	smccowan@breakspark.com	Emergency Action Plan Development	Laurel Lakes Dam Emergency Action Plan Development	\$1,500.00	\$750.00	\$750.00
57	5/14/2013	Roberts(4)	05106	Laurel Lake Dam	Low	Breaks Interstate Park Commission	Sonja McCowan	PO Box 100 Breaks, VA 24807	276-865-4413	smccowan@breakspark.com	Engineering for Dam Repairs	Laurel Lakes Dam Emergency Drain Valve Replacement	\$9,000.00	\$4,500.00	\$1,800.00
58	5/14/2013	Roberts(4)	05106	Laurel Lake Dam	Low	Breaks Interstate Park Commission	Sonja McCowan	PO Box 100 Breaks, VA 24807	276-865-4413	smccowan@breakspark.com	Engineering for Dam Repairs	Laurel Lakes Dam Engineering Inspection for Re-Certification	\$2,500.00	\$1,250.00	\$1,250.00
58	5/14/2013	Roberts(4)	05106	Laurel Lake Dam	Low	Breaks Interstate Park Commission	Sonja McCowan	PO Box 100 Breaks, VA 24807	276-865-4413	smccowan@breakspark.com	Engineering for Dam Repairs	Laurel Lakes Dam Operation and Maintenance Plan	\$1,000.00	\$500.00	\$500.00

Rec'd Date	Region	Inventory No.#	Dam Name	Hazard Class	Applicant	Contact Name	Address	Phone No. #	Email Address	Project Type	Title of Project	Project Cost	Grant Funds Requested	Grant Award	
60	5/14/2013	Roberts(4)	05106	Laurel Lake Dam	Low	Breaks Interstate Park Commission	Sonja McCowan	PO Box 100 Breaks, VA 24607	276-885-4413	smccowan@breakspark.com	Engineering for Dam Repairs	Laurel Lakes Dam Valve Replacement	\$25,000.00	\$12,500.00	Not eligible
61	5/14/2013	Roberts(4)	02303	Rainbow Forest Dam	High	Rainbow Forest Recreation Association, Inc	Connie Polniak	142 Hunter Trail Troutville, VA 24175	540-977-7110	cpolniak@gmail.com	Engineering for Dam Repairs	Rainbow Forest Dam Rehabilitation- Increasing Spillway Capacity to 90% PMF	\$463,500.00	\$231,706.00	\$231,706.00
62	5/14/2013	Roberts(4)	02303	Rainbow Forest Dam	High	Rainbow Forest Recreation Association, Inc	Connie Polniak	142 Hunter Trail Troutville, VA 24175	540-977-7110	cpolniak@gmail.com	Engineering for Dam Repairs	Final Design Cost	\$72,000.00	\$36,000.00	\$2,800.00
63	5/14/2013	Roberts(4)	02303	Rainbow Forest Dam	High	Rainbow Forest Recreation Association, Inc	Connie Polniak	142 Hunter Trail Troutville, VA 24175	540-977-7110	cpolniak@gmail.com	Engineering for Dam Repairs	Construction oversight and permit preparations	\$16,362.00	\$8,181.00	\$650.00
64	5/14/2013	Roberts(4)	02303	Rainbow Forest Dam	High	Rainbow Forest Recreation Association, Inc	Connie Polniak	142 Hunter Trail Troutville, VA 24175	540-977-7110	cpolniak@gmail.com	Engineering for Dam Repairs	Engineering Dam Repairs	\$21,185.00	\$10,592.50	\$800.00
65	5/15/2013	Snell(2)	09529	Eastern Pond Dam	Low	James City County, Dept. of Dev. Mgmt. Div. of Engineering & Resource Protection	Scott J. Thomas, P.E.	101 Mounts Bay Road PO Box 8784 Williamsburg, VA 23187-8784	757-253-6639	Scott.Thomas@jamescitycountysva.gov	Dam Break Inundation Zone Analysis, Mapping and Digitization	Warhill Sports Complex, Eastern Pond Dam	\$25,900.00	\$12,950.00	\$4,000.00
66	5/15/2013	Roberts(4)	06104	White Oak Creek Dam	Significant	Camp Jacob, Inc.	Daniel Osborne	2723 Camp Jacob Road Chinkwood, VA 24228	276-926-8960	dosborne@campjacob.com	Dam Break Inundation Zone Analysis, Mapping and Digitization	White Oak Creek Inundation Study	\$10,500.00	\$5,250.00	\$3,000.00
67	5/15/2013	Wang(1)	17902, 17813	Potomac Creek Dam # 1: Potomac Creek Dam #2	unknown	Stafford County Dept. of Utilities	Janet Spencer	1300 Courthouse Road PO Box 339 Stafford, VA 22555-0339	540-658-8620	janetspencer@staffordcountysva.gov	Dam Break Inundation Zone Analysis Mapping and Digitization	Inundation Analysis Updates for Dams 1 and 2	\$60,000.00	\$30,000.00	\$8,600.00
68	5/15/2013	Wang(1)	15306	Lake Jackson Dam	Significant	Prince William County Dept. of Public Works	Marc T. Aveni	5 County Complex Court, Suite 170 Prince William, VA	703-792-4064	maveni@pwcountysva.gov	Engineering for Dam Repairs	Lake Jackson Dam Repairs			\$500,000.00
69	5/15/2013	VanLier(5)	06522	Rivanna Woods Dam	Low	Rivanna Wood Property Owners Association	Maria J.K. Everett	PO Box 211 Fork Union, VA 23055	434-842-1273	mevrett@fdh.virginia.gov			\$25,280.00	\$12,830.00	\$4,000.00
70	5/15/2013	VanLier(5)	00919	Sweet Briar Lower Dam	Low	Sweet Briar College	Steven H. Bailey	123 Power Plant Circle Sweet Briar, VA 24585	434-361-8333	sbailey@sbc.edu	Dam Break Inundation Zone Analysis, Mapping and Digitization, Emergency Action Plan Development	Lower Sweet Briar College Dam	\$14,383.00	\$7,197.00	\$3,000.00
71	5/15/2013	Wang(1)	15308	Lake Omisot Dam	High	Omisot Homeowner's Association	Denar Antalo	2729 Omisot Road Woodbridge, VA 22182	703-856-8829	denar@omisot.com	Engineering for Dam Repairs	Omisot Dam	\$10,000.00	\$5,000.00	\$4,100.00
72	5/15/2013	VanLier(5)	01505	Upper North River #10 Todd Lake	High	Headwaters Soil and Water Conservation District	John Kaylor	70 Dick Huff Lane Verona, VA 24482	540-248-0148	jkaylor@hwsdc.virginia.gov	Engineering for Dam Repairs	Todd Lake Dam Rehabilitation	\$400,000.00	\$400,000.00	\$400,000.00
73	5/15/2013	Snell(2)	12712	Patriots Land Pond #1 Dam	Significant	Patriots Landing Management Corporation	Dean Vicent	East West Partners 14700 Village Square Place Midlothian, VA 23112		dvicent@eastnet.com	Dam Break Inundation Zone Analysis, Mapping and Digitization	Patriots Landing Pond 1 Dam Analysis	\$15,300.00	\$7,650.00	\$4,000.00
74	5/15/2013	Wang(1)	17105	Strasburg Dam	Significant	Town of Strasburg- Dept. of Water Treatment	Christopher Ritencou	PO Box 351 174 East King St. Strasburg, VA 22657	540-465-3008	critencou@strasburgva.com	Dam Break Inundation Zone Analysis, Mapping and Digitization, Emergency Action Plan Development	Strasburg Dam, Inventory No 17105	\$50,000.00	\$26,000.00	\$5,000.00
75	5/15/2013	Wang(1)	06117	Clifton Farm Lower Dam	Significant	Clifton Institute M/a International Academy of Preventive Medicine	Feliccia Brooks	6712 Blantyre Road, Warrenton, VA 20187	540-341-3651	fbrooks@cliftoninstitute.org	Dam Break Inundation Zone Analysis, Mapping and Digitization, Emergency Action Plan Development	Inundation Zone Analysis for Lower Pond of Clifton Farm	\$8,000.00	\$4,000.00	\$1,400.00
76	5/15/2013	Wang(1)	06117	Clifton Farm Lower Dam	Significant	Clifton Institute M/a International Academy of Preventive Medicine	Feliccia Brooks	6712 Blantyre Road, Warrenton, VA 20187	540-341-3651	fbrooks@cliftoninstitute.org	Engineering for Dam Repairs	Engineering for Dam Repairs for Lower Pond of Clifton Farm	\$17,060.00	\$8,530.00	\$3,000.00
77	5/15/2013	Wang(1)	06115	Airle Dam	Significant	Kimmaron Corporation	Feliccia Brooks	7078 Airle Road Warrenton, VA 20187	540-222-1063	fbrooks@kcl.com	Dam Break Inundation Zone Analysis, Mapping and Digitization	Inundation Zone Analysis for the Airle Dam Detailed as-built Topographic survey...	\$5,485.00	\$2,742.50	\$1,800.00
78	5/15/2013	Wang(1)	06115	Airle Dam	Significant	Kimmaron Corporation	Feliccia Brooks	7078 Airle Road Warrenton, VA 20187	540-222-1063	fbrooks@kcl.com	Emergency Action Plan Development	Emergency Action Plan Development for Airle Dam	\$8,250.00	\$4,125.00	\$2,500.00
79	5/15/2013			Floodplain Mgmt		Town of Dumfries	Richard West	17755 Main St Dumfries, VA 22029	703-221-3400	rwest@dumfriesva.gov	Locality Floodplain Information and Educational programs	Floodplain Awareness	\$2,000.00	\$1,000.00	\$1,000.00

Rec'd Date	Region	Inventory No.#	Dam Name	Hazard Class	Applicant	Contact Name	Address	Phone No. #	Email Address	Project Type	Title of Project	Project Cost	Grant Funds Requested	Grant Award	
80	5/15/2013	VanLier(5)	08501	Lake Monticello Main Dam	High	Lake Monticello Owners' Association	Catharine Neelley	41 Ashlawn Blvd., Palmyra, VA 22963	434-589-8263	csnelley@lmos.org	Engineering for Dam Repairs	Lake Monticello Main Dam Engineering Studies	\$704,118.75	\$6,808.38	\$4,100.00
81	5/15/2013	VanLier(5)	06510	Lake Monticello Settlement Pond Dam Tuffon Lake Dam	Low	Lake Monticello Owners' Association	Catharine Neelley	41 Ashlawn Blvd., Palmyra, VA 22963	434-589-8263	csnelley@lmos.org	Engineering for Dam Repairs	Lake Monticello Settlement Pond Dam Tuffon Lake Dam Engineering Studies	\$161,831.20	\$2,865.63	\$2,800.00
82	5/15/2013	Snell(2)	08714	Lake Overton's Dam		Three Fountains North Subdivision Civic Association	Richard Flanagan	PO Box 15184 Richmond, VA 23227	804-886-3445	richflanagan@3fountains.com	Emergency Action Plan Development	Phase 3 of Phase 3 Plan of Action in Restoration of Dam	\$130,000.00	\$95,000.00	\$5,000.00
83	5/15/2013	Wang(1)			High	Brookside Communities, LLC	Weston Kennedy	3107 Lake Wesley Court Warrenton, VA 20187	540-5558	weston.kennedy@gmail.com	Dam Break Inundation Zone Analysis, Mapping and Digitization	Lake Ashby Dam Rehabilitation and Inundation Study	\$750,000.00	\$19,000.00	\$2,000.00
84	5/15/2013	Wang(1)			High	Brookside Communities, LLC	Weston Kennedy	3107 Lake Wesley Court Warrenton, VA 20187	540-5558	weston.kennedy@gmail.com	Emergency Action Plan Development	Lake Ashby Dam Rehabilitation and Inundation Study	\$750,000.00	\$6,000.00	\$800.00
85	5/15/2013	Wang(1)			High	Brookside Communities, LLC	Weston Kennedy	3107 Lake Wesley Court Warrenton, VA 20187	540-5558	weston.kennedy@gmail.com	Incremental Damage Analysis	Lake Ashby Dam Rehabilitation and Inundation Study	\$750,000.00	\$3,500.00	\$400.00
86	5/15/2013	Wang(1)			High	Brookside Communities, LLC	Weston Kennedy	3107 Lake Wesley Court Warrenton, VA 20187	540-5558	weston.kennedy@gmail.com	Engineering for Dam Repairs	Lake Ashby Dam Rehabilitation and Inundation Study	\$750,000.00	\$11,000.00	\$1,300.00
87	5/15/2013	Wang(1)			High	Brookside Communities, LLC	Weston Kennedy	3107 Lake Wesley Court Warrenton, VA 20187	540-5558	weston.kennedy@gmail.com	Dam Break Inundation Zone Analysis, Mapping and Digitization	Lake Anne Dam Rehabilitation and Inundation Study	\$600,000.00	\$15,000.00	\$2,200.00
88	5/15/2013	Wang(1)			High	Brookside Communities, LLC	Weston Kennedy	3107 Lake Wesley Court Warrenton, VA 20187	540-5558	weston.kennedy@gmail.com	Emergency Action Plan Development	Lake Anne Dam Rehabilitation and Inundation Study	\$800,000.00	\$4,000.00	\$600.00
89	5/15/2013	Wang(1)			High	Brookside Communities, LLC	Weston Kennedy	3107 Lake Wesley Court Warrenton, VA 20187	540-5558	weston.kennedy@gmail.com	Incremental Damage Analysis	Lake Anne Dam Rehabilitation and Inundation Study	\$600,000.00	\$2,500.00	\$400.00
90		Wang(1)			High	Brookside Communities, LLC	Weston Kennedy	3107 Lake Wesley Court Warrenton, VA 20187	540-5558	weston.kennedy@gmail.com	Engineering for Dam Repairs	Lake Anne Dam Rehabilitation and Inundation Study	\$600,000.00	\$7,500.00	\$1,100.00
91	5/15/2013	VanLier(5)	01519	Coles Run Dam	High	Augusta County Service Authority	Kim Cameron	18 Government Center Lane	540-245-5670	kcameron@augusta.va.us	Engineering for Dam Repairs	Coles run Dam Rehabilitation Project		\$50,000.00	\$5,000.00
92	5/15/2013	VanLier(5)	00301	Beaver Creek Dam	High	Rivanna Water and Sewer Authority	Jennifer Whitaker	695 Moores Creek Lane	434-977-2970	jwhitaker@rivanna.org	Engineering for Dam Repairs	Beaver Creek No. Dam Alternatives Analysis for Spillway Capacity Deficiency	\$155,344.00	\$68,172.00	\$5,000.00
93	5/15/2013	VanLier(5)	07903		Significant	Greene Acres POA	Debbie Baugher	434 Greene Acres Rd. North Standardville, VA 22973	434-890-0226	debbiebaugher27@yahoo.com	Dam Break Inundation Zone Analysis	Greene Acres Dam Engineering	\$7,700.00	\$3,850.00	\$3,850.00
94	5/15/2013	Snell(2)	14505	Upper Byers Lake Dam	H	Upper Byers Lake Owners	Chester Holton	2541 Liberty Hill Road Powhatan, Va 23139	804-586-3812	scholton@imeil.com	Dam Break Inundation Zone analysis Mapping and Digitization	ACER-II Analysis & Submittal Package	\$4,600.00	\$2,300.00	\$2,300.00
95	5/15/2013				Significant	Foxlease Farms LLC	Eric Steiner	33801 Archold Lake Upperville, VA 20184	540-592-3244	esteiner@foxlease.com	Dam Break Inundation Zone Analysis, Mapping and Digitization, Emergency Action Plan	Foxlease	\$80,000.00	\$40,000.00	\$5,000.00
96	5/15/2013				Low	Eric Trump Wine Manufacturing	Trump Winery	100 Grand Cru Drive Charlottesville, VA 22902	434-984-4855	erict@trumpwinery.com		Trump Winery Dam DCR Dam Safety Compliance	\$18,780.00	\$8,380.00	\$4,000.00
97	5/15/2013				Low	Luminaire Technologies	Mark Fendig	8932 Wilson Highway Mouth of Wilson, VA 24363	434-386-5557	mfendig@lumina.net	Engineering for Dam Repairs	Scotts Mill Dam Abutment Renewal	\$50,000.00	\$7,500.00	\$4,000.00
98	5/15/2013				Significant	Timberlake Homeowner Association	Kathy Traylor	303 South Timberlake Dr. Lynchburg, VA 24502	434-237-0072	kt303@verizon.net	Dam Break Inundation Zone Analysis, Mapping and Digitization	Timberlake Dam	\$19,500.00	\$9,750.00	\$4,000.00

Exhibit B

PROJECT DESCRIPTION

The Project shall consist of the development of an engineering analysis and report for Smithfield Lake Dam, to be approved by the Department as meeting all standards of the Virginia Soil and Water Conservation Board's Virginia Impounding Structure Regulations (4VAC50-20).

Exhibit C

PROJECT BUDGET

ACTIVITY	ESTIMATED TOTAL COST	ESTIMATED FUNDING FROM GRANT	ESTIMATED FUNDING FROM OTHER SOURCES (list all other sources and amounts)
Engineering and Analysis Report	\$19,000	\$4,000	\$15,000 (to be paid in full by Dam Owner)

Exhibit D

FORM OF REQUISITION

[Date]

Division Director, Dam Safety & Floodplain Management
Department of Conservation and Recreation
203 Governor Street, Suite 206
Richmond, Virginia 23219

**Re: Dam Safety, Flood Prevention and Protection Assistance Fund
TOWN OF SMITHFIELD, VIRGINIA (DSFP-30-13)**

Dear Division Director:

This requisition, Number ____, is submitted in connection with the Grant Agreement dated as of August 1, 2013 (the "Grant Agreement") between the Virginia Resources Authority, as Administrator of the Dam Safety, Flood Prevention and Protection Assistance Fund (the "Fund"), and the TOWN OF SMITHFIELD, VIRGINIA, a local government (the "Grantee"). Unless otherwise defined in this requisition, all capitalized terms used herein shall have the meaning set forth in Article I of the Grant Agreement. The undersigned Authorized Representative of the Grantee hereby requests disbursement of grant proceeds under the Grant Agreement in the amount of \$_____, for the purposes of reimbursement of the Project Costs associated with the completion of an engineering analysis and report, which is submitted herewith. Additionally enclosed are invoices relating to the items for which payment is requested and a certification by the Consulting Engineer as to the performance of the work and receipt of payment.

The undersigned certifies that (a) the amounts requested by this requisition will be applied solely and exclusively to the reimbursement of the Grantee for the payment, of Project Costs, and (b) any materials, supplies or equipment covered by this requisition are not subject to any lien or security interest or such lien or security interest will be released upon payment of the requisition.

Sincerely,

(Authorized Representative of the Grantee)

**CERTIFICATE OF THE CONSULTING ENGINEER
FORM TO ACCOMPANY REQUEST FOR DISBURSEMENT
(DSFP-30-13)**

This Certificate is being executed and delivered in connection with Requisition dated _____, 20__, submitted by the TOWN OF SMITHFIELD, VIRGINIA (the "Grantee"), pursuant to the Grant Agreement dated as of August 1, 2013 (the "Grant Agreement") between the Virginia Resources Authority, as Administrator of the Dam Safety, Flood Prevention and Protection Assistance Fund, and the Grantee. Capitalized terms used herein shall have the same meanings set forth in Article I of the Grant Agreement referred to in the Requisition.

The undersigned Consulting Engineer for the Grantee hereby certifies to the Virginia Resources Authority, as Administrator of the Dam Safety, Flood Prevention and Protection Assistance Fund, that insofar as the amounts covered by this Requisition include payments for labor, such work was actually performed and payment for such work has been received in full.

Consulting Engineer

Date

Internal Use Only (to be completed by DCR Dam Safety Engineer upon receipt of signed Form of Requisition, signed Certificate of Consulting Engineer, and any additional documents required to provide certification):

The undersigned DCR Dam Safety Engineer certifies that the Project, as described in Exhibit B of the Grant Agreement, has been completed, meets the requirements of the Dam Safety regulations, and is eligible for disbursement.

Total Project Costs submitted by Grantee for reimbursement: \$ _____
Grant Amount authorized by the Grant Agreement: \$4,000.00 or 50% of the Total Project Costs, whichever is lesser

The undersigned DCR Dam Safety Engineer recommends the disbursal of \$ _____ be made to the TOWN OF SMITHFIELD, VIRGINIA.

DCR Dam Safety Engineer

Date

Convenience Center

In an effort to provide opportunities for businesses and residents of apartments to recycle or for those that have an overflow of recycling, the town has placed a recycling dumpster at the corner of James Street and Washington Street.



To Request a 96-Gallon Recycling Cart for Residential Curbside Pick-up Contact:

Town of Smithfield

310 Institute Street - P.O. Box 246
Smithfield, VA 23431
Phone: 757-365-3325
Fax: 757-357-9933
E-mail: apearson@smithfieldva.gov

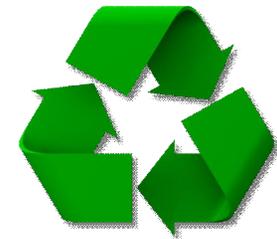
Town of Smithfield

310 Institute Street - P.O. Box 246
Smithfield, VA 23431



Town of Smithfield

Single-Stream Recycling Program



Reduce

Reuse

Recycle

Recyclable Items

What is Single-Stream Recycling?

Single Stream is the new, revolutionary way to recycle. This program allows the customer to mix traditional recyclables together in one container.

NO More Sorting



Please Thoroughly Rinse All Items

- Newspapers, Magazines, Catalogs
- Cardboard (*please break down boxes*) **NO WAX**
- Paperboard (*cereal, tissue, shoe boxes, etc.; please flatten and remove all plastic*)
- Telephone and Soft Cover Books
- Junk Mail and Envelopes (*all types*)
- Paper (*all colors - please remove rubber bands and plastic wrap.*)
- Milk and Juice Cartons
- Plastic bottles (*marked #1 and #2*)
- Soda, Juice, and Water Bottles (*glass or plastic*)
- Food Containers (*marked #1 and #2*)
- Glass Bottles and Jars (*any color*)
- Aluminum (*pie plates, trays, foil, etc.*)
- Metal Cans (*tin, steel, aluminum*)
- Milk Jugs, Bleach, Detergent, and Shampoo Bottles

EXAMPLES OF ITEMS NOT ACCEPTED IN SINGLE STREAM:

- UNMARKED PLASTIC (toys, chairs, laundry baskets, etc.)
- LIGHT BULBS
- FOAM PACKING OR STYRO FOAM
- MOTOR OIL CONTAINERS
- AEROSOL CANS (including paint, household cleaners, hair spray, etc.)
- ELECTRONICS
- NO PLASTIC BAGS
- HAZARDOUS MATERIALS
- NO CARDBOARD CONTAINERS WITH WAX (juice cartons, etc.)

If you have any questions about acceptable items or recycling services contact Moody's/AVES at 357-9997.



MONTHLY PROGRESS REPORT FOR JUNE 2013

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

Prepared by: Michael Paul Dodson, CFM
Date: 08/16/2013

FINANCIALS

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

CUMLATIVE CONSTRUCTION PROGRESS {INSERT PROJECT SPECIFIC PRODUCTS HERE}

ADMINISTRATIVE ACTIVITY

Management Plan: Is project on schedule as shown in PMP? Yes No If no, update will be furnished by: 08/ 30/ 2013

When was the last Management Team meeting? 07/08/2013 Next meeting? 09/10/2013

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

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

Status: The demolition of 41/42 Carver started has been completed (site cleared and graded). 43 Carver has been secured/boarded to prevent any break-ins. Offers for the purchase of 44/45 Carver Street have been accepted by the owners and relocation activities are in full force at this time. The relocation of Coston family (45 Carver) has seen the official notification of benefits and the signing of a contract for a new home. The Coston should be in their new home in 90 days. The relocation option for the Elliot family (44 Carver) is still being pursued in order to find a comparable replacement home. The title reports for 46, 47, and 48 Carver Avenue have been received and the appraisals have been ordered. The inspections for the appraisals will occur on August 26th. Owner application/income information is in the process of being verified. The Town is reviewing the current progress to make adjustments to the project time in the PMP and to request a budget amendment.

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

Other comments: None.

Project Specific Products:

Owner-Occupied Acquisition (Goal=6)

Owner Occupied Homes

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

Preliminary Acquisition Letters Sent 5

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

Appraisals Completed 3

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

Review Appraisals Completed 3

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

Offer to Purchase Letters Sent 3

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

Offers Accepted 3

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

Properties Closed On 1

1) 41 Carver

Tenant-Occupied Acquisition (Goal=4)

Tenant Occupied Homes

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

Preliminary Acquisition Letters Sent 3

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

Appraisals Completed 2

1) 42 Carver 2) 43 Carver

Review Appraisals Completed 2

1) 42 Carver 2) 43 Carver

Offer to Purchase Letters Sent 2

1) 42 Carver 2) 43 Carver

Offers Accepted 2

1) 42 Carver 2) 43 Carver

Properties Closed On 2

1) 42 Carver 2) 43 Carver

Owner-Occupied Relocation (Goal=6)

Owner Occupied Homes

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

Household Surveys Completed 5

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

Income Verifications Completed 4
1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 47 Carver

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

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

Households Relocated 1
1) 41 Carver

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

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

Household Surveys Completed 1
1) 48 Carver

Income Verifications Completed 1
1) 48 Carver

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

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

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

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

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

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

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

Households Relocated 2
1) 42 Carver 2) 43 Carver

Demolition (Goal=10)

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

Units that have been Demolished 2
1) 41 Carver 2) 42 Carver

PROJECT STATUS MAP

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

LEGEND

----- PHASE II BOUNDARY

STATUS:

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



August 2013

COMMUNITY PLANNING PARTNERS, INC.