

# SMITHFIELD TOWN COUNCIL AGENDA

November 1<sup>st</sup>, 2016 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



## A. INFORMATIONAL SECTION:

1. Manager's Report
  - a. October Activity Report
  - b. Introduce Smithfield's Top Cop for 2016 & Departmental Promotion

## B. UPCOMING MEETINGS AND ACTIVITIES:

- |                  |   |   |
|------------------|---|---|
| November 1       | - | 7:30 p.m. – Town Council Meeting  |
| November 8       | - | 4:00 p.m. Pinewood Heights Management Team Meeting  |
| November 8       | - | 6:30 p.m. – Smithfield Planning Commission Meeting  |
| November 11      | - | Town Administrative Offices Closed in Observance of Veterans Day  |
| November 15      | - | 6:30 p.m. – Board of Historic and Architectural Review  |
| November 15      | - | 7:30 p.m. – Board of Zoning Appeals   |
| November 23      | - | Town Administrative Offices Close at Noon for the Thanksgiving Holiday  |
| November 24 & 25 | - | Town Administrative Offices Closed for the Thanksgiving Holiday   |
| November 28      | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Police Committee<br>Water and Sewer Committee<br>Finance Committee                                 |
| November 29      | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Parks and Recreation Committee<br>Public Works Committee<br>Public Buildings and Welfare Committee |

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

## C. Public Comments:

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet and include your preferred method of contact. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- A. Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District
- B. Presentation from Isle of Wight County Museum by Jennifer England

## D. Council Comments

**NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT.** Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

**E. Summary of Consent Agenda Items**

- a. Finance Committee Chair, Mr. Randy Pack
- b. Parks and Recreation Committee Chair, Ms. Connie Chapman
- c. Public Works Committee Chair, Mr. Michael Smith
- d. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

**CONSENT AGENDA ITEMS**

**C1. Invoices Over \$10,000 Requiring Council Authorization**

Finance Committee Chair, Randy Pack

a.	LB Water (Pagan Road Waterline Replacement)	\$12,122.39
b.	HD Supply (Pagan road Waterline Replacement)	\$11,195.18
c.	Lewis Construction (Lumar & Wainwright Waterline Replacement)	\$17,425.00
d.	Sydnor Hydro (Morris Creek & Crescent Pump Station)	\$25,300.00
e.	REW Corporation (Replace SCADA Server @ RO Plant)	\$13,926.00
f.	Kimley Horn Associates (Sports Complex)	\$25,356.92
g.	Blair Brothers Inc. (crosswalks in Historic District)	\$29,812.00
h.	IOW County Tourism True-Up	\$98,981.70

**C2. Resolution to Approve Amended Street Closure Request for the Vintage Market that was rescheduled from October 8<sup>th</sup> to November 12<sup>th</sup> due to Inclement Weather**

Parks and Recreation Committee Chair, Ms. Connie Chapman

**TAB # 1**

**C3. Resolution to Approve the Street Closure Request for Smithfield Evening Christmas Market on Saturday, December 10<sup>th</sup> from Noon to 11:00 p.m.**

Parks and Recreation Committee Chair, Ms. Connie Chapman

**TAB # 2**

**C4. Resolution to Approve the Street Closure / Traffic Assistance Request for Annual Smithfield Christmas Parade, Saturday December 17<sup>th</sup> from 8:00 a.m. to 1:00 p.m.**

Parks and Recreation Committee Chair, Ms. Connie Chapman

**TAB # 3**

**C5. Motion to Reject the Bids for the Clontz Park Boat Ramp Construction**

Parks and Recreation Committee Chair, Ms. Connie Chapman

**C6. Resolution to Allocate VDOT Urban Funds to the Route 258/ West Main Street Right Turn Lane at Joseph W. Luter, Jr. Sports Complex, Benns Church Boulevard/South Church Street Intersection Improvement Alternatives Analysis and Conceptual Design, and South Church Street (Segment 3) Design Alternative Analysis for Trail / Sidewalk**

Public Works Committee Chair, Mr. Michael Smith

**(forthcoming)**

**C7. Motion to Reject the Proposals Received for the Wombwell House Relocation**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

## **ACTION SECTION**

1. **PUBLIC HEARING: Franchise Agreement with Smithfield Recreation Association (SRA)**
  - a. Staff Presentation by Town Attorney, William H. Riddick, III **TAB # 4**
  - b. Public Hearing Open
  - c. Public Hearing Closed
  - d. Consideration by Parks and Recreation Committee Chair Ms. Connie Chapman
  
2. **PUBLIC HEARING: Franchise Agreement with Historic Windsor Castle Restoration, LLC**
  - a. Staff Presentation by Town Attorney, William H. Riddick, III **TAB # 5**
  - b. Public Hearing Open
  - c. Public Hearing Closed
  - d. Consideration by Public Buildings and Welfare Committee Chair, Dr. Milton Cook
  
3. **Additional Invoices Requiring Council's Authorization** **TAB # 6**
  - a. Alpha Corporation \$16,508.18
  
4. **Motion to Accept the Nominating Committees Recommendation to fill the unexpired term of effrey Yeaw on the Board of Historic and Architectural Review**  
T. Cater Williams, Mayor
  
5. **Motion to Approve the Town Council Meeting Minutes of October 4<sup>th</sup>, 2016**  
Mr. William H. Riddick, III, Town Attorney
  
6. **New Business:**
  
7. **Old Business:**
  
8. **Closed Session:** Consultation with Legal Counsel as to Actual Litigation
  
9. **Adjournment**

October, 2016

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: MONTHLY ACTIVITY REPORT – OCTOBER 2016**

**TOWN MANAGER'S OFFICE:**

- a. Attended the following meetings and activities: Chamber Leadership Program 2017 planning committee, regional CAO meeting in York County, Smithfield Kiwanis Club Board of Directors, VML Conference in Virginia Beach, Chamber of Commerce business after hours, SHS Homecoming Parade, funeral service for former town employy Toni Jones, HRPDC annual meeting in Chesapeake, various town project bid bid openings and follow up meetings, VML Insurance Programs Investment Committee, HRCJTA (police academy) Executive Committee in Newport News, committee and session meeting at St. Andrews Presbyterian Church in Suffolk.
- b. Took vacation leave on Halloween, October 31<sup>st</sup>.

**HUMAN RESOURCE DIRECTOR**

- a. Attended Employment Law Update in Franklin sponsored by Isle of Wight County Economic Development on October 12<sup>th</sup>, 2016.
- b. Prepared enhanced Performance Management Roll-Out Plan
- c. Developed enhanced hiring documents and forms
- d. Revised Job Descriptions for all town employees

**TOWN CLERK'S OFFICE:**

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission and Board of Historic and Architectural Review.
- b. Attended a FOIA Training Seminar in Chesapeake on October 4<sup>th</sup>.
- c. Prepared October Town Council Committee Agenda and November Town Council Agenda.
- d. Attended Town Council Committee meetings on October 24<sup>th</sup> and 25<sup>th</sup> and prepared summary reports from committees.

- e. Prepared town's Fall Newsletter and sent to printers. It will be delivered to residents the week of October 31<sup>st</sup> thru November 4<sup>th</sup>.
- f. Met with Human Resource Director, Ashley Rogers, to go over job descriptions for our department.

**TREASURER'S OFFICE:**

- a. Participated in status call with Jay Maynard of Munis on October 7.
- b. Attended VML VACO Virginia Investment Pool annual meeting in Richmond on October 14.
- c. Prepared bank reconciliations and financial statements to present cash balances and financial reports to the Town Council at the October 24 finance committee meeting.
- d. Mailed annual real estate tax bills on October 26. The personal property file was completed on October 25 and sent to M&W for processing.
- e. Participated in Webinar Training (System Admin and Security) with Kory Vanderhouten of Munis on October 26 and October 27.
- f. Prepared Census/Insurance Report for SB364 submittal on October 28 for possible state sponsored health plan.
- g. Prepared Unclaimed Property Report for filing on October 31.

**PUBLIC WORKS:**

- Staff performs the following duties on a monthly basis:  
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 9 water samples and have them tested, flush water lines, repair water leaks, repair radio reads after each reading if needed, maintenance on town owned buildings.

1. Sewer Line Repairs and Maintenance:

- a. Located and repaired sewer line laterals in various locations.

2. Sewer Pump Station Repairs and Maintenance:

- a. Weekly and daily checks on all 27 pump stations.
- b. Performed the following scheduled maintenance at all pump station
  - Cleaning of wet-wells
  - Alarms testing
  - Sump pump cleaning
  - Check Valve cleaning and repair
  - Generator checks / Godwin pump checks

- Control Panel / Flow monitor checks
- Fence and Grounds inspections
- Inspected Structure
- Inspect and clean pumps
- Level system check
- Test limit switches
- Bar screen cleaning
- Rain gauge cleaning
- c. Installed new pump at Crescent and Morris Creek pump stations.

### 3. Water line Repairs and Maintenance

- a. Lewis Construction Company installing water service lines on Lumar Rd to house with water line in the backyards and this area is now completed.
- b. Lewis Construction Company installing new water main and service lines on Pagan Rd.
- c. Repaired water leak 420 Smithfield Blvd.

### 4. Well Repairs and Maintenance

- a. All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.

### 5. Water Treatment Plant

- a. Daily lab analysis, monthly sampling and reports for VDH, HRSD, DEQ and RO contractors.
- b. Performed monthly routine tasks including but not limited to:
  1. Daily Inspection of RO Plant and grounds.
  2. Monthly Tank inspections.
  3. Inspect and exercise plant generator monthly.
  4. Fill anti-scalant day tank.
  5. Truck Inspections.
  6. Routine service of lime system.
  7. Service online fluoride and chlorine analyzers.
  8. Calibrate online turbidimeter and pH meter.
  9. Check and replace air filters
  10. Test Alarms.
- c. RO Plant generator coolant leak was repaired and new batteries were installed.
- d. RO Plant staff installed 12 new Toray membranes in RO skid 3<sup>rd</sup> stage.
- e. Operator Dale Wall attended Water Jam in VA Beach earning continuing education credits.
- f. Plant Manager Jack Reed attended Mid-Atlantic Public Works Institute Leadership program Session 3-Finance, Law and Media.

- g. Plant operators repaired leak on RO skid permeate header.

## 6. Safety

- a. Monthly truck inspections
- b. All Public Works employees received annual hearing tests.

## 7. Windsor Castle Park

- a. Cleaned off and repaired walking trails as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. A general inspection of the park is conducted weekly to ensure that all park amenities are in good condition and are not in need of maintenance or repair. This inspection includes walking of the trails to inspect all pedestrian bridges, overlooks, and to identify possible problems with the trails. In addition inspections are made to the kayak launch and fishing pier to identify possible maintenance issues.
- c. Repairs made to trails after being identified during routine inspections.
- d. Installed some of the missing signage and ordered more signs.

## 8. Fog/Backflow Programs

- A. Fog inspections on FSE and monitoring of grease disposal is ongoing with a good level of compliance and cooperation from local businesses.
- B. Equipment (Sludge Judge) was purchased to better monitor the pumping of grease interceptors.
- C. The following locations had FOG inspections conducted this month
  - 1. Tops China
  - 2. Wendy's
  - 3. Cockeyed Roster
  - 4. Jalapenos'
  - 5. Sista's Café
  - 6. Dominoes
  - 7. Pizza Hut
  - 8. Subway
  - 9. Old Bay Seafood
  - 10. Anna's Pizza
  - 11. Hunan Express
- D. Backflow test reports are being submitted by residents and business with a good level of cooperation from the public. Plan review and inspections are conducted on all new commercial structures to ensure they meet town requirements

9. Miscellaneous

- a. Grounds crews cut grass at town-owned property and rights-of-way weekly and empty trash cans on Monday and Friday
- b. Minor repairs at Town Hall and town buildings.
- c. Staff worked the BBB Festival and Homecoming Parade.

**PLANNING AND ZONING:**

1. Planning Commission – October 11, 2016

- A. Entrance Corridor Overlay District Architectural Review - Joseph W. Luter, Jr. Sports Complex – 900 W. Main St. – Town of Smithfield, applicant– Approved.

2. Rezoning Applications under review

- None

3. Special Use Permit Applications under review

- A. Expansion of Commercial Use in a Residential Structure - 327 Main Street (Formerly Olde Worlde Tea Co.) – Cheryl Ketcham, applicant.

4. Subdivision and Site Plans under review

- A. Parking Lot Expansion – 111 North Church St. – Smithfield Co., applicant.
- B. Clontz Park Public Boat Ramp Facility – Clontz Way – Town of Smithfield, applicant.
- C. Recycling Facility – 89 Pagan Road - Bay Disposal, applicant.

5. Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase I (95% complete)
- B. Smithfield Manor Townhomes (95% complete)
- C. Lakeview Cove Condos (75% complete)

6. Board of Historic & Architectural Review – October 18, 2016

- A. Remove Chimneys and Replace Roof – 203 James Street – Contributing – Joyce Felts, applicant – Chimney removal and gray architectural shingle installation were approved.
- B. Detached Signs – 327 Main Street – Contributing – Cheryl Ketcham, applicant – Approved as presented.
- C. Fence – 221 North Church Street – Non-Contributing – James & Lora Mattox, applicant – Approved with the condition that it be stained or sealed within one year of installation.

7. Board of Zoning Appeals – October 18, 2016

- No meeting held.

**ENGINEERING**

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
- C. Lakeview Cove is now under new ownership. All E & S controls have been installed previously by the contractor as per the approved site plans and required by the Town.
- D. Blair Brother's Contr. Contractor regraded roadside ditch on Faye Drive near cul-de-sac. Contractor regraded ditch and cleaned out entrance pipes and cross drain pipe at intersection of Bailey Avenue and Pagan Road. Contractor repaired storm drain sink hole in outfall storm pipe in side yard of 203 Winchester Place. Contractor repaired sinkhole around yard drop inlet, in backyard, of 203 East Street.
- E. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active project: Moody Properties. Also Erosion & Sedimentation control field inspections for single family dwellings were performed at 12 locations throughout the Town and required reports were filed.
- F. Field inspections were held this month involving the Smithfield Lake Dam. Some structural deficiencies were found at the emergency outfall, due to storm damage by Matthew.

- G. Cypress Creek Development; Contractor C. A. Barrs Constr., all work on project has now been completed including the roadway asphalt surface. The project is now under its one year warranty period.

**COMMITTEE  
SUMMARY REPORTS**

October 28, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING  
HELD ON MONDAY, OCTOBER 24<sup>TH</sup>, 2016

The Police Committee met Monday, October 24<sup>th</sup>, 2016 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mrs. Denise Tynes, Chair; and Ms. Connie Chapman. Other Council members present were Mr. Michael Smith, Mr. Randy Pack, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steve Bowman, Smithfield Police Chief; Mr. Jessie Snead, Superintendent of Public Works; Mr. Jack Reed, RO Plant Manager; Mr. Alonzo Howell, Deputy Chief of Police; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Jamie Weist of Kimley Horn Associates; and Mr. Rick Bodson. The media was represented by Mr. Ryan Kushner of The Smithfield Times.

Police Committee Chair, Mrs. Denise Tynes called the meeting to order.

**A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.**

1. Operational Updates – Chief Bowman reported that in regards to personnel they have been going through the promotional process to fill the vacant position of Investigative Lieutenant. Three ranking officers from James City County, Newport News, and Franklin were on the interview panel and the successful applicant will be announced tomorrow. They are also in the process of filling the upcoming vacancy of Police Sergeant once the promoting process has been completed. Chief Bowman stated that he is pleased to announce the Sergeant Araujo was presented the Top Cop Award in Portsmouth this year. He thanked Mrs. Tynes for her attendance at the Top Cop Banquet. Mrs. Tynes asked for Chief Bowman to invite Sergeant Araujo to the next Town Council meeting to be acknowledged as Smithfield's 2016 Top Cop. Chief Bowman also stated that they have been working with Ashley Rogers the town's new Human Resource Director in regards to job descriptions. They are formulating the job descriptions to be able to evaluate job performance for merit base raises in the future.

Chief Bowman reported that recently department responded to a burglary at the Here or There parts store, formerly Council Sales, and the Gimmie Shelter along Main Street. A few nights later there was an attempted burglary at the Ice Cream Parlor and Ann's Dress Shop where two suspects were taken into custody. At this time, it appears that the previous burglaries may be related to these two burglary attempts. The Department is waiting on forensics to come back in these cases.

The meeting adjourned at 4:06 p.m.

October 28, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE  
MEETING HELD ON MONDAY, OCTOBER 24<sup>TH</sup>, 2016

The Water & Sewer Committee held a meeting on Monday, October 24<sup>th</sup>, 2016 at 4:06 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Andrew Gregory, Vice Mayor; Mr. Michael Smith, and Mrs. Denise Tynes. Other Council members present were Dr. Milton Cook, Mr. Randy Pack, Ms. Connie Chapman, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Jack Reed, RO Plant Manager; Mr. Jessie Snead, Superintendent of Public Works; Mr. Wayne Griffin, Town Engineer, and Ms. Judy Winslow, Director of Tourism. Also in Attendance were Mr. Rick Bodson, Ms. Gina Ippolito, and Mr. Jamie Weist of Kimley Horn Associates. The media represented by Mr. Ryan Kushner of The Smithfield Times.

Water and Sewer Committee Chair, Vice Mayor Andrew Gregory, called the meeting to order.

**A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA**

1. Operational Updates – Mr. Jessie Snead reported that the waterline replacement work along Lumar Road is 98% percent complete. Everything is complete with the exception of road repairs.

2. Reverse Osmosis Plan Discharge Alternatives by Jamie Weist of Kimley Horn Associates – Mr. Jamie Weist of Kimley Horn Associates was present to give an update on where the town is with concentrate discharge alternatives. Mr. Weist explained that the original design concept was to discharge concentrate into a nearby creek; however the presence of phosphorus in the raw water prohibits the town from obtaining a discharge permit to the creek. Previously, Kimley Horn performed bio-assay testing of the raw water to determine the applicability of discharging the concentrate to the creek under an

existing Virginia general permit. Based on the result an individual permit is required to discharge. An individual permit requires the town to know the levels in the concentrate. The most notable is phosphorus/phosphate which we know is present. The next step was the need to know if there is a treatment process for the removal of phosphate that will meet the Chesapeake Bay requirement. Mr. Weist stated that the town needs to continue to investigate phosphorus removal methods and if applicable obtain an individual permit to discharge into the creek. Mr. Weist is recommending that they work with AquaCare to conduct bench scale trials of the treatment processes with the goal of establishing design criteria that will apply to a full scale treatment system at Smithfield's Water Treatment Facility. The testing protocol will run for no more than six (6) weeks at a negotiated cost of \$7,500 from \$10,000. The bench scale trials will determine the treatment process required to remove phosphate from the concentrate so it can be discharged into Cypress Creek, determine if the ION Exchange process will be an applicable treatment process for the town; and identify resulting parameters from the pilot testing. The town will be responsible for providing support to the pilot testing program by setting up the pilot unit, installing piping to bring the concentrate to the unit for testing, and collecting daily data such as total flow, pH, and phosphate level pre-and post-ion exchange unit. Mr. Weist stated that he would come once a week to take samples and town staff would be trained to monitor the system the rest of the time. Mr. Reed also reported that town has been working with Avista on the efficiencies of the membranes in the third stage of the scaling process. Approximately a month ago the third stage of the membrane was replaced and staff is hopeful that the new membranes will be more efficient and by the end of November the town will have a 25% reduction in concentrate discharge. Mr. Weist stated that if town moves forward with the pilot testing they should have results by the end of January. At that time they will come back to the town with a recommendation on the discharge of concentrate.

The meeting adjourned at 4:16 p.m.

October 28, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING  
HELD ON MONDAY, OCTOBER 24<sup>TH</sup>, 2016

The Finance Committee held a meeting on Monday, October 24<sup>th</sup>, 2016 at 4:16 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were Mr. Michael Smith, Ms. Connie Chapman, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Jessie Snead, Superintendent of Public Works; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in Attendance were Mr. Rick Bodson, and Ms. Gina Ippolito. The media was represented by Mr. Ryan Kushner of The Smithfield Times.

Committee Chair, Mr. Randy Pack called the meeting to order.

**A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL AGENDA**

1. Invoices Over \$10,000 Requiring Council Authorization:

- a. LB Water \$ 12,122.39
- b. HD Supply \$ 11,195.18

Both of the above invoices are for supplies used to replace old waterlines on Pagan Road. At this time all work has been completed by these two contractors and staff recommends approval of invoices. Staff is working on landscaping and road repairs at this time to complete the entire project. Committee recommends payment of invoices.

- c. Lewis Construction \$ 17,425.00

This invoice is for waterline replacement on Lumar Road between Wainwright and Moonefield Drive. All work has been completed and staff is pleased and recommends approval of invoice. Committee recommends payment of invoice.

d. Sydnor Hydro \$ 25,300.00

This invoice is for budgeted replacement pumps at Crescent Pump Station and Morris Creek Pump Station. The purchase of the replacement pump at Crescent Pump Station was approved by Town Council at their March 1, 2016 meeting and the purchase of the replacement pump at Morris Creek was approved by Town Council at their August 2, 2016 meeting. Committee recommends payment of invoice

e. REW Corporation \$ 13,926.00

This invoice from REW Corporation was for an emergency replacement to the town's crashed SCADA Server at the Reverse Osmosis Plant. This was an unanticipated cost and may require a budget amendment.

f. Kimley Horn Associates \$ 25,356.92

This invoice from Kimley Horn Associates is progress billing on services through September 30<sup>th</sup> on the Joseph W. Luter, Jr. Sports Complex. Committee recommends payment of invoice.

g. Blair Brothers Inc. \$ 29,812.00

This invoice is for the re-coating of nine (9) existing stamped crosswalks in Smithfield's historic district. Committee had some concerns that the cost seemed to be on the high side. Mr. Griffin explained that it is a special coating that must be applied to the existing stamp and thermoplastic borders are used to help with quieting traffic as vehicles go over the crosswalk. The Town Manager stated that it was a bit higher than staff had anticipated; however if we want special crosswalks we must maintain them. Committee recommends approval of invoice.

h. IOW County Tourism True-Up \$109,866.20

Ms. Minga stated that she nor did the Town Manager sign off on this invoice as it came in \$10,000 over budget and they felt it was Town Council's decision on whether to pay more than what was budgeted. Mr. Pack asked if we have received the True-up for E911. Ms. Minga stated that she has not and when she contacted the County they stated that they were still working on that invoice. Discussion was held on the amount that the town budgeted and what the actual invoice amount is. Ms. Minga explained that the town should have some discussion from the County when amendments are made, especially when it involves increases because the Town needs documentation for when our auditors come. Committee asked if we could tell what the increase came from. Ms. Winslow stated that it was due to the pay increases that were given at the County this past year. The Town Manager stated that with the new County Administrator on board now the town can make him aware that we need to be included in discussions when amendments are made to their budget. Mr. Pack also asked if Ms. Winslow could help with the communication between the Town and County. Ms. Winslow replied that she would. The Town Attorney stated that if the County decides to make changes midyear then they cannot expect the town(s) to pay something that they did not budget without discussion. The increase can be discussed in the next budget cycle. Mr. Pack suggested

that the Town pay the County what we originally budgeted in the amount of \$99,024.50 and hold the \$10,841.70 that was over budget for further discussion with the County. Mayor Williams suggested that the Town Manager, Ms. Minga, Mr. Pack and himself should meet with County staff to discuss. Ms. Minga stated that she would like to wait until she receives the E-911 True-up before meeting as she anticipates that it will be over budget as well. Committee recommends approval of the original budgeted amount and the overage will come back to committee after staff has met with the County to discuss.

**B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.**

1. September Financial Statements and Graphs – Ms. Minga stated that she did not have much to report as it is still early in the fiscal year. They have no Real Estate and Personal Property coming in at this time except for delinquents. Sale of surplus property has already exceeded budget for this fiscal year through our GovDeals auction site. Ms. Minga reported that Phase III of the Pinewood Heights Relocation Project continues to move at a rapid pace; however the town has decided to slow down a bit to give the dedicated meals tax to this project a chance to catch up. Ms. Minga reported that as far as the Water and Sewer Fund most expenses are in line with where we expect to be.

2. September Cash Balances – Ms. Minga reported that cash balances remain fairly strong as they continue to pay down most of prior year intercompany balances. The General Fund has dropped some; however we did close on the loan with Farmers Bank to help with funding some of the current special projects. Ms. Minga reported that the VML/VACo Investment Pool was up this month from last month. As of September 30<sup>th</sup> the VML/VACo Virginia Investment Pool's Performance and Economic Report shows a total Portfolio Market Value of \$389,844,290.53. The portfolio is well positioned to generate future income with a gross market yield of 0.91 percent versus the benchmark yield of 0.84%. She also explained that at their annual meeting there was a presentation on some new programs that VML/VACo will be rolling out soon for short term investments. Water = \$357,349.25; Water Debt Service = \$739,240.06; Water Capital Escrow Availability Fees = \$483,696.79; Water Treatment Plant Escrow = \$112,239.94; Water Deposit Account = \$95,859.91; Water Development Escrow = \$103,230.19; **Subtotal Water = \$1,891,616.14.** Sewer = \$87,875.86; Sewer Development Escrow = \$361,199.37; Sewer Capital Escrow Availability Fees = \$862,250.54; Sewer Compliance = \$1,598,157.46; **Subtotal Sewer = \$2,909,483.23.** Highway = **\$313,866.58.** General Fund = \$1,526,107.01; Payroll = \$266,832.01; Money Market General Fund Towne Bank

= \$2,197.40; Business Super NOW-General Fund = \$33,309.48; Money Market General Fund Farmers Bank = \$291,085.33; General Fund Capital Escrow = \$215,755.53; Certificate of Deposit = \$526,498.74; Certificate of Deposit Police Dept = \$36,863.72; Special Project Account = \$3,048,421.26; Pinewood Heights Escrow = \$40,985.56; SNAP Program = \$2,294.75; Museum Account = \$137,946.57; Windsor Castle Acct \$50,500.00; **Subtotal General Fund = \$6,178,797.36. TOTAL ALL FUNDS = \$11,293,763.31.**

3. Closed Session : Disposition of Real Property and Matters Requiring Advice of Legal Counsel – The Town Attorney stated that we need a motion to go into closed session for the discussion on disposition of publicly held real property and Consultation with legal counsel as to matters requiring legal advice. The motion was so moved by Mayor Williams and seconded by Vice Mayor Gregory.

*Close Session In at 4:45p.m.*

*Closed Session Out at 6:14 p.m.*

The Town Attorney stated that a motion is needed to come back into open session. The motion was so moved by Ms. Chapman and seconded by Mr. Smith.

The meeting adjourned 6:14 p.m.

October 28, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION  
COMMITTEE MEETING HELD ON TUESDAY, OCTOBER 25<sup>TH</sup>, 2016

The Parks and Recreation Committee held a meeting on Tuesday, October 25<sup>th</sup>, 2016 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; and Mr. Randy Pack. Other Council members present were: Dr. Milton Cook, Mr. Michael Smith and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Ellen Minga, Town Treasurer; Mr. Wayne Griffin, Town Engineer; Mr. William G. Saunders, IV, Planning and Zoning Administrator; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Jamie Weist of Kimley-Horn Associates; Mr. Brian Camden of Alpha Corporation, and Mr. Rick Bodson; Ms. Stephanie Broadwater of Western Tidewater Free Clinic; Cheryl Ketcham, Farmers Market Manager; and Ms. Gina Ippolito. The media was represented by Ryan Kushner and Diana McFarland of The Smithfield Times.

Parks and Recreation Committee Chair, Ms. Connie Chapman called the meeting to order.

**A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON COUNCIL'S AGENDA**

1. Amended Street Closure Request for the Autumn Vintage Market Rescheduled from October 8<sup>th</sup> to November 12<sup>th</sup>, 2016 Due to Inclement Weather – The above mentioned street closure request was approved by Town Council on August 2<sup>nd</sup>, 2016; however due to inclement weather on the original date of the event, October 8<sup>th</sup>, it was rescheduled for Saturday, November 12<sup>th</sup>. There have been no changes from the original applicant other than the date. Committee has no concerns and recommends approval of the rescheduled date.

2. Street Closure Request for Smithfield Evening Christmas Market on Saturday, December 10<sup>th</sup> from Noon to 11:00 p.m. – Ms. Chapman stated that this street closure is

for the town's annual Christmas Evening Market. The street closure will be from noon until 11:00 p.m. on Saturday, December 10<sup>th</sup>. The Christmas Evening market will run from 3:00 p.m. to 10 p.m. Ms. Chapman asked Ms. Ketcham if there were any changes from last year. Ms. Ketcham explained that the event was moved from a Friday evening to a Saturday evening with the hopes that it will not create a traffic nightmare as it did last year. Also, with the event being held on Saturday the market will be able to use the BSV parking lot for some vendors as well. They have also just received permission to use Smithfield High School for parking. Busses will be traveling to and from the event from the school. Committee recommends approval of street closure for the Smithfield Christmas Evening Market on December 10<sup>th</sup>.

3. Street Closure and Traffic Assistance Request for Annual Smithfield Christmas Parade, Saturday, December 17<sup>th</sup> from 8:00 a.m. to 1:00 p.m. - Ms. Chapman stated that this is an annual event with the date of the event being the only change. The parade will be held one week later than in past years on December 17<sup>th</sup> from 10:00 a.m. to 11:30 p.m. Streets will be closed from 8:00 a.m. to 1:00 for parade preparation and cleanup. Committee had no concerns and recommends approval of the street closure/traffic assistance for the Annual Christmas Parade on December 17<sup>th</sup>.

4. Joseph W. Luter, Jr. Sports Complex

a. Pre-Public Hearing Discussion: Franchise Agreement with Smithfield Recreation Association (SRA) – The Town Attorney stated that this public hearing has been advertised in the Smithfield Times. This item is being handled as a Franchise Agreement rather than a lease because it is a long term (20 years) lease and the code defines that it can only be approved after a public hearing is held. SRA is expected to submit a proposal by noon Friday, as required, outlining the purpose and responsibilities that will be included in the Franchise Agreement. This item will be on Town Council's agenda as a public hearing. It will be up to Town Council at that time whether they take any action or not.

b. Clontz Park Boat Ramp Recommendation to Reject Bids - The Town Manager and Mr. Weist reported that the town received only four (4) bids to construct the new public boat ramp and parking at Clontz Park. All the bids received were much higher than anticipated and exceeds the approved state grant budgeted amount of \$219,815.00 for total proposed construction cost. Therefore, staff and the town's consulting engineer are recommending that all bids be rejected. The town has communicated with the Virginia Marine Resources Commission (VMRC) and will be seeking a grant extension past the current completion timeline of May 31, 2017. Mr. Weist stated that this boat ramp was

modeled after a boat ramp in Surry County. Committee asked why the bids were so high. Mr. Weist stated that all the bids included putting in a cofferdam which increased the cost of the project significantly. Mr. Weist suggested reaching out to some smaller contractors to get more favorable numbers next time it is bid out, after re-examining the design.

**B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON COUNCIL'S AGENDA.**

1. Operational Update – Parks and Recreation Committee Report – Ms. Chapman stated that Ms. Musick was not able to be here today; however her monthly committee report was included in the agenda packet. October has been a busy month here at the Center and Windsor Castle. Upcoming events to note include: Hamoween on Monday, October 31<sup>st</sup>; Smithfield 6 Pack 5K along town streets on Sunday, November 6<sup>th</sup>; Veterans Day Ceremony at the Veterans Memorial on Friday, November 11<sup>th</sup>; Autumn Vintage Market along Main Street on Saturday, November 12<sup>th</sup>; Festival of Trees at the Smithfield Center on Saturday, November 19<sup>th</sup>; and Client Appreciation Night at the Smithfield Center on Tuesday, November 19<sup>th</sup>. Ms. Chapman stated that included in the report was pictures of the new natural play area at Windsor Castle Park. The Playscape is complete and will be ready for play by mid-November. Kayak rentals did well this year with a net revenue of \$4,549.00 after staff cost was deducted. The Trail Doctors continue to put in hours of their time at the park. Mr. Senkovich and his wife spent 9.5 hours continuing to work on the Tree of Heaven project. General trail maintenance work also continues with 15.5 hours by Steve Senkovich, Carter Williams and Francois Meunier. The Trail Doc Volunteers will be invited to the town's holiday luncheon to be recognized for all of their efforts throughout the year.

2. Joseph W. Luter, Jr. Sports Complex

a. Memorandum of Understanding (MOU) Between the Town of Smithfield and Isle of Wight County – The Town Manager stated that this item was on last month's agenda but needed some tweaking before approving. The Town Attorney stated he made the revisions as discussed last month and sent it back to the county attorney for review. At this time the town has received anything back. This item is for informational purposes only at this time.

b. Status of Sitework Contract with RAD Sports - The Town Manager stated that at the October 4<sup>th</sup> Town Council meeting a motion was approved to authorize the Town Manager to execute a contract with R.A.D. Sports for the site work on the Joseph

W. Luter Jr. Sports Complex for an amount not to exceed two million, eight hundred and ninety-one thousand (\$2,891,000.00) dollars subject to approval by the Town Attorney. The Town Manager turned it over to Mr. Weist and Mr. Camden to give an update on what has occurred since that time. Mr. Camden reported that 11 bids were received on bid day with R.A.D. Sports being the lowest responsible bidder. They have met with R.A.D. Sports in regards to discussing potential cost reductions from their total base bid that included all bid alternatives that were included in the original bid package. At this time the town has elected to delete alternate two (2) which included all cost associated with installing Premium Infield Mix on the Champion Field. The town has also decided at this time to delete alternate four (4) which included all cost, including subgrade preparation to install Synthetic Turf within the infield of the Challenger Field. The town will not know about the grant funds for the challenger field until February of next year. If the grant for the challenger field is approved it can be added back at that time. Some of the other items that were discussed to help reduce cost were as follows: installing Sprigging in lieu of Sod; VDOT items include all roadway work within the VDOT right of way, specifically the entrance apron, pavement markings, signage, culvert pipe and inlet, and sidewalk; remove fence bottom rails and install tension wire; eliminate bituminous concrete pavement on access drive; reduce depth of dugouts; eliminate Pony League Field including all site amenities, fencing and dug-outs. Contractor to fine grade area and seed; change fence terminal post from 6" to 4" in diameter. Discussion was that all invoices from the contractor shall be submitted to the town by the 15<sup>th</sup> of each month for approval and processing. Mr. Camden stated that the Contract and Notice to Proceed will be issued to R.A.D. Sports. On Wednesday, October 26<sup>th</sup>. Mr. Pack asked if the items that are being taken out were to be added back would we be able to get them at the same cost. Mr. Camden stated that once an item has been pulled there is no guarantee that it will come back in at the same price. Committee thanked Mr. Camden and Mr. Weist for the update.

c. Review of Bids Received for Architectural Package – The Town Manager reported that the Town received four (4) bids on October 6<sup>th</sup> for the architectural package at the sports complex and the low bidder was David A. Nice Builders. He, Mr. Camden and Mr. Weist have met with the architect and the apparent low bidder to see if there is an opportunity to reduce the overall cost. All the bids received were much higher than anticipated. Some reductions have been made but they have not been significant enough to recommend award of this contract. If we cannot get the price down enough the town may need to look at redesign of the structure. Mr. Camden did state that if the town makes material changes then it would not be necessary to rebid the project; however if the size of the structure changed it would need to be redone. The bricks and the roof are the big ticket items in the project. The small concession stand came in very close to the architects estimated cost. Mr. Weist mentioned that he would like to give the low bidder the opportunity to bring down their cost. Mr. Pack stated that this project has the potential to make a big economic impact for the town and does not want to put up a cinder block building that every ball facility has. He stated that we need to keep in mind

that we may need to look at other funding sources to get this state of the art facility. Mr. Camden stated that at this time it is too early to reject the architect bids and they will continue to work with the low bidder on cost reductions. If the town is set on reducing the construction by \$200,000 then we will most likely need to look at design change. At this time this item is for informational purposes only and Mr. Weist and Mr. Camden will bring it back with a recommendation next month.

The meeting adjourned at 4:50 p.m.

October 28, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE  
MEETING HELD ON TUESDAY, OCTOBER 25<sup>TH</sup> 2016

The Public Works Committee held a meeting on Tuesday, October 25<sup>th</sup>, 2016 at 4:50 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael Smith, Chair; and Dr. Milton Cook. Other Council members present were: Ms. Connie Chapman, Mr. Randy Pack and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Ellen Minga, Town Treasurer; Mr. William G. Saunders, IV, Planning and Zoning Administrator; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Jamie Weist, Mr. Carroll Collins and Mr. Andrew Farthing of Kimley-Horn Associates; Mr. Rick Bodson, Ms. Stephe Broadwater, Ms. Gina Ippolito, and Ms. Terry Mulherin. The media was represented by Mr. Ryan Kushner, and Mrs. Diana McFarland of The Smithfield Times.

Public Works Committee Chair, Mr. Michael G. Smith, called the meeting to order.

**A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA.**

1. VDOT Urban Fund Allocation – Proposed Projects – The Town Manger reported that this item came to you last month in regards to the town working with VDOT staff to get these dormant funds programmed toward active projects. At this time the town has approximately \$2.2 million to use or the funds will be returned to the new ‘State of Good Repair’ program. Below are three projects that staff is recommending to allocate these funds to.

a. Route 258/West Main Street right Turn Lane at Joseph W. Luter, Jr. Sports Complex - The Town Manager stated that the required right-turn lane at the Sports Complex is eligible for these VDOT Urban Funds. Mr. Andrew Farthing of Kimley Horn Associates was present and went over their scope of work for this project.

The designated right-turn lane along westbound US258 (Courthouse Highway/West Main Street) will be used to accommodate vehicles accessing the proposed Joseph W. Luter, Jr. Sports Complex. The proposed turn lane will consist of a 200 linear foot storage length and a 100 linear foot taper length. The proposed improvements will also consist of approximately 550 linear feet of curb and gutter along the improvements along the turn-lane and connecting to the existing curb and gutter along the north side of US 258 and approximately 1,000 linear of sidewalk improvements connecting the Sports Complex to Westside Elementary School, also along the north side of US 258. Kimley Horn Associates will provide design, environmental compliance, construction Document preparation, utility coordination, and construction phase services. VDOT has given permission to start the site work at the Sports Complex with the understanding that the turn lane will be constructed. Committee asked how long it will take to construct the right-turn lane. Mr. Andrew Farthing replied it could take as long as six to nine months to go from Design to construction if VDOT goes 90 days between each review phase it could be longer. Mr. Weist stated that they would work with VDOT to help keep the project moving. Committee recommends approval of allocating Urban Funds to this project.

b. Benns Church Boulevard/South Church Street Intersection Improvement Alternatives and Conceptual Design - Mr. Carroll Collins of Kimley Horn Associates was present to explain that the Town of Smithfield has asked them to conduct an evaluation of improvement alternatives for the South Church Street/Benns Church Boulevard intersection as a proposed project of VDOT Urban Funds. VDOT has a significant amount of residual right-of-way in the vicinity of this intersection that was originally planned to accommodate an interchange. However, internal conversations with the town and intersection operations suggest volumes through the intersection today and in the immediate future do not warrant a grade separated intersection/interchange at this location. It is also believed the residual right-of-way may not be enough area to adequately accommodate an interchange designed to current VDOT and/or Federal Highway Administration standards. Due to these factors and in response to the local development market, the town would prefer this right-of-way property be acquired/secured from VDOT for potential economic development opportunities. This proposal includes the time required to conduct due diligence for assessing the willingness of VDOT to sell existing residual right-of-way to the town and the removal or re-designation of limited access line boundaries within the project study area. At the end of this task the town will come away with a preferred concept. Dr. Cook mentioned that, if he remembers correctly, when the Fire Department was being built the town was

interested in additional land from VDOT and at that time VDOT had no interest in selling. The Town Manager stated that was correct; however since that time staff has met with VDOT representatives a few times and they are willing to entertain this concept. Committee recommends approval of allocating Urban Funds to this project.

c. South Church Street (Segment3) Design Alternatives Analysis for Trail/Sidewalk - Mr. Andrew Farthing of Kimley Horn Associates was present to explain that they are serving as the engineering consultant for Isle of Wight County on the Smithfield to Nike Park Trail Project. This project has been broken down into three (3) segments, with Segment one (1) and Segment two (2) having been designed to a 100% design level. As part of the contract Segment three (3) which connects Battery Park Road to Downtown Smithfield, generally along South Church Street or within neighborhoods directly adjacent to South Church Street. The town desires with this proposal to perform an alternative analysis that further evaluates three (3) of the five (5) alternatives previously developed as a proposed project of VDOT Urban Funds. The alternative analysis performed by Kimley Horn Associates will provide the Town with additional information on three (3) alternatives of Segment 3. Kimely Horn Associates will use the previously completed alternatives that were developed and provide additional exhibits at a much smaller scale in order to better provide a display of the proposed improvements and better approximate impacts to properties and preferred design option. Aerial photograph and available GIS information will be utilized to determine approximate impacts to right-of-way. They will also look at cost for curb and gutter and stormwater management in each alternative analysis. The Town Attorney asked if Task 104 was required and if not could it be removed. Mr. Farthing replied that it was not required. Mr. Farthing stated, again, that the proposal would include evaluating all three (3) routes as viable options. Committee recommends approval of allocating VDOT Urban Funds to further evaluate this project.

The Town Manager stated that a Resolution to allocate these dormant VDOT Urban Funds to the proposed projects listed above will need to be approved by Town Council at their November 1, 2016 meeting.

Meeting adjourned at 5:28 p.m.

October 28, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE  
COMMITTEE MEETING HELD ON TUESDAY, OCTOBER 25<sup>TH</sup>, 2016

The Public Buildings and Welfare Committee held a meeting on Tuesday, October 25<sup>th</sup>, 2016 at 5:28 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Mr. Michael Smith, and Ms. Connie Chapman. Other Council members in attendance were Mr. Randy Pack and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Ellen Minga, Town Treasurer; and Ms. Judy Winslow, Director of Tourism. Also in Attendance was Ms. Terry Mulherin. The media was represented by Ms. Diana McFarland of The Smithfield Times.

Public Buildings and Welfare Committee Chair, Dr. Milton Cook called the meeting to order.

**A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON COUNCIL'S AGENDA.**

1. RFP – Wombwell House – Recommendation to Reject Proposals – The Town Manager reported that the town did receive two (2) proposals in response to the Request for Proposals (RFP) for the relocation of the Dr. Jordan Wombwell house located at 888 West Main Street. The primary purpose of the RFP was for the relocation and reuse of the house by others at the offeror's sole expense. Unfortunately, neither proposal received satisfactorily addressed this purpose. One of the proposals was for the smokehouse only and did not address the house at all. The second proposal was to have the house relocated but with a request that the town bear the expense to move it into the county. This item has been tabled since these two proposals were received as we have been solely focused on bidding out the work for the sports complex. At this time the house is not slowing down the progress of the overall project. The Town Manager stated

neither proposal received was responsive to the intent of the RFP, therefore staff recommends that they both be rejected by Town Council at their November 1<sup>st</sup> meeting.

2. Windsor Castle Restoration Update and Pre-Public Hearing Discussion: Franchise Agreement with Historic Windsor Castle Restoration, LLC. The Town Attorney stated that a public hearing has been advertised in the Smithfield Times for the town to execute a Franchise Agreement with Historic Windsor Castle Restoration, LLC which is made up of the Windsor Castle Foundation and Smithfield Foods. The Franchise Agreement would give Historic Windsor Castle Restoration, LLC the exclusive right and privilege to lease the property that the historic buildings sit on and make improvements in accordance to the Virginia Department of Historic Resources. The proposed term of the lease would be 30 years and can only be approved after a public hearing is held. An LLC is designed to make possible preservation tax credits and make approved Virginia Department of Historic Resources improvements. The public hearing is to consider any bids received. At this time the town only anticipated one bid but we could receive more. A copy of the draft lease will be included in Town Council's November 1<sup>st</sup> agenda packet. The Town Attorney stated that Town Council is not required to take action on this item after the public hearing.

**B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON COUNCIL'S AGENDA.**

1. Pinewood Heights Relocation Project Phase III Update – The Town Manager reported that Mr. Dodson of Community Planning Partner's monthly report was included in the packet for Phase III. He stated that the project continues to move forward he did not have anything else to report at this time. The next Pinewood Heights Management Team meeting will be held on November 8<sup>th</sup> @ 4:00 at the Smithfield Center.

Meeting adjourned at 5:50 p.m.

# ACTIVITY REPORTS

**SMITHFIELD POLICE DEPARTMENT  
MANAGER'S REPORT  
October 2016**

**Committees and Projects:**

09/26 Law Enforcement Work Dog Association training – Welcome – Center – Deputy Chief Howell

09/29 Law Enforcement Work Dog Association training – Banquet – Center – Deputy Chief Howell

09/30 Alpha Kappa Alpha meet and greet – Main Street Baptist – Deputy Chief Howell

10/04 Town Council – Center – Chief Bowman

10/08 Domestic Violence Awareness Conference – Suffolk – Kurt Beach

10/11 TRIAD mtg – IOW Courthouse – Sgt. Miller, Kurt Beach

10/11 Isle of Wight County Social Services – Domestic Violence – IOW – Kurt Beach

10/12 Department Head – Center – Deputy Chief Howell

10/13 Police Officer Interviews – PD – Deputy Chief Howell, Lt. Rogers, Sgt. Miller

10/15 VASAP Board mtg and dinner - Chesapeake – Sgt. Jones

10/18 Crime Line mtg – Center – Deputy Chief Howell, Annette Crocker

10/17 – 19 Virginia Regional Crime Prevention Training Forum – Fredericksburg – Kurt Beach

10/17 – 20 Annual Accreditation Conference – Lynchburg – Kristi Jenkins

10/20 Lieutenant Promotional Process, testing and writing exercise – Sgt. Araojo, Sgt. Meier

10/21 Isle of Wight County Bar Association mtg – Smfd Station – Chief Bowman

10/22 TOP COP dinner – Portsmouth – Chief Bowman, Deputy Chief Howell, Lt. Rogers, Sgt. Araojo, Annette Crocker

10/24 Lieutenant Panel Interviews – PD – Sgt. Araojo, Sgt. Meier

10/24 Police Committee – Chief Bowman, Deputy Chief Howell

10/25 Lieutenant announcement made – PD – Sgt. Araojo became Investigative Lt.

10/26 Department Head – Chief Bowman, Deputy Chief Howell

**Training**

10/03 – 07 1<sup>st</sup> Line Supervisor School – Richmond – Sgt. Meier (40 hrs.)

10/17 – 19 Virginia Regional Crime Prevention Training Forum – Fredericksburg – Kurt Beach (24 hrs.)

10/17 – 20 Annual Accreditation Conference – Lynchburg – Kristi Jenkins – (34 hrs.)

10/24 Intox Recert – Virginia Beach – Officer Phillips (4 hrs.)

10/25 Intox Recert – Virginia Beach – Officer Johnson (4 hrs.)

10/25 Intox Recert – Virginia Beach – Officer Cook, Officer Wright (4 hrs.)

10/26 Intox Recert – Virginia Beach – Sgt. Araojo, Sgt. Brady – (4 hrs.)

## **In-House Training**

10/04 ERT Training – Lt. Rogers, Sgt. Araojo, Sgt. Jones, Officer Adams, Officer Johnson, Officer Powell, Officer Phillips

## **Honor Guard Utilization**

10/06 Senior Health Center Day – Center – Sgt. Jones, Officer Johnson, Officer Wright

## **Motorcycle Utilization**

10/08 Hog Jog – Windsor Castle Park – Sgt. Jones

## **Bicycle Utilization**

10/08 Hog Jog – Windsor Castle Park – Sgt. Araojo, Officer Powell

## **Community Relations**

09/22 Ride Along – Jessica Milby – Officer Bancroft

09/30 – 10/31 School Zone – Westside Elementary – Sgt. Jones, Officer Bancroft, Sgt. Miller, Officer Wright, Officer Adams, Officer Phillips, Officer Powell, Officer Johnson, Officer Cook, Sgt. Araojo, Officer Washington, Lt. Rogers

09/29 Special Assignment – Bacon, Bourbon and Beach Music – Windsor Castle Park – Officer Phillips

09/30 Special Assignment – Bacon, Bourbon and Beach Music – Windsor Castle Park – Sgt. Brady

10/01 Special Assignment – Bacon, Bourbon and Beach Music – Windsor Castle Park – Lt. Rogers, Sgt. Jones, Sgt. Araojo, Officer Adams, Officer Gutierrez, Officer Johnson Officer R. Howell

10/05 Security Check – Westside Elementary – Chief Bowman

10/05 Homework Station – Jersey Park/Woods Edge Apts. – Officer Bancroft

10/06 Protest – Smithfield Packing – Lt. Rogers, Sgt. Jones, Officer Cook, Officer Powell, Officer Washington, Officer Bancroft

10/08 Hog Jog – Windsor Castle Park – Lt. Rogers, Sgt. Meier, Sgt. Araojo, Sgt. Jones, Officer Powell, Officer Adams, Officer Seamster, Officer Washington, Officer Wright

10/12 Homework Station – Jersey Park/Woods Edge Apts – Officer Washington

10/14 Smithfield Homecoming Parade – Downtown Smfd – Lt. Rogers, Sgt. Meier, Sgt. Brady, Sgt. Jones, Officer Powell, Officer Cook, Officer Washington, Officer Bancroft

10/15 Security – IOW Schools Gala – Center – Chief Bowman, Sgt. Araojo

10/17 Interview by Student for school project – PD – Officer Phillips

10/21 PD Tour – Smithfield Baptist Kindergarten – Sgt. Jones, Officer Powell

10/22 Drug Take Back – PD – Officer Phillips, Officer R. Howell

10/22 Smithfield Century Tour Bike Event – Officer Washington

10/23 Pig Protest – Sgt. Miller  
 10/26 Neighborhood Watch – Covenant Place Apts – Sgt. Miller  
 10/26 Superhero Project – Carrollton Elementary 3<sup>rd</sup> grades – Chief Bowman  
 10/28 Fall Festival/Trunk or Treat – Smfd Children’s Center – Sgt. Miller, Officer R. Howell  
 10/31 Halloween – Downtown – Deputy Chief Howell, Lt. Rogers, Sgt. Meier, Sgt. Araojo, Sgt. Jones, Officer Washington, Officer R. Howell, Officer Cook, Officer Powell, Officer Adams, Officer Phillips, Officer Bancroft, Officer Johnson, Officer Gutierrez

**Investigations:**

**Case#:** Multiple  
**Location:** 100-400 Blk Main St  
**Offense:** Commercial Burglary  
**Disposition:** Pending/Clear by Arrest

Between the dates of 10/13/16 and 10/17/16 there were three commercial burglaries. The businesses were Here or There, Gimmie Shelter, and Ann’s of Smithfield. The suspects broke into all three of these businesses from the rear of the business. The first two they entered and were looking for cash. After they broke the window for the third (Ann’s of Smithfield) the alarm went off. Officers responded to the scene and found two males at the window. The males led the officers on a foot pursuit. The officers caught one of the suspects and charged him with burglary. The second suspect got away. He then came up to the Police Department two hours later to pick up his phone from the first suspect. He was at that time charged with burglary as well. We believe that all three of these burglaries were committed by the same individuals. Evidence was collected at the scenes that suggest they are connected. We are currently awaiting lab analysis of the evidence to charge the individuals with the other two burglaries.

**Case#:** 2016-00840  
**Location:** 903 S Church St. (Smithfield Lawn Service)  
**Offense:** Stolen Vehicle  
**Disposition:** Cleared by Arrest

On 10/19/16 officers responded to the Smithfield Lawn Service for a stolen vehicle report. The suspect had stolen a vehicle in Middlesex County and had crashed it in Gloucester County. He then stole another vehicle from Gloucester and brought it to Smithfield where he stole a truck from Smithfield Lawn Service. He drove that truck to Middlesex County and was captured there. He was charged with the vehicle thefts.

Smithfield Center - October 2016 Report

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venue	Town Services
10/1/2016	Center	MH	Williams and Wooten Reception	Williams and Wooten Wedding & Reception	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$1,300.00	
10/1/2016	Town Sites	OTS	Smithfield Station	Smithfield Station Parking Assist	Smithfield	Recurring Event	B.) Resident-Fri, Sat, Sun	0.00%		\$405.00
10/1/2016	WCP	Riverfront	Smithfield VA Events	Bacon Fest		Returning Client	Resident-Saturday	0.00%	\$375.00	\$3,524.50
10/2/2016	Center	MHSu	Petrie and Veith Wedding and Reception	Petrie and Veith Wedding and Reception	Portsmouth	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$2,054.00	
10/3/2016	WCP	Riverfront	Fit in Your Health	Tabata Group Exercise Class		Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%		
10/4/2016	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
10/4/2016	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
10/5/2016	Center	MHSu	Isle of Wight Commission on Aging	Set Senior Health Fair	Carrollton	Returning Client	Resident -Weekday	0.00%		
10/6/2016	Center	MHSu	Isle of Wight Commission on Aging	Senior Health Fair	Carrollton	Returning Client	Resident -Weekday	0.00%	\$50.00	
10/7/2016	Center	MHSu	Watts and Blythe Reception	Watts and Blythe Reception	Courtland	Word of Mouth	A.) Standard-Fri, Sat, Sun	50.00%	\$1,150.00	
10/8/2016	Center	MHSu	Joyner and Cavanagh Reception	Joyner and Cavanagh Reception	Williamsburg	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$2,305.44	
10/8/2016	WCP	Riverfront	Hemmingsen-Byerly Wedding	Hemmingsen-Byerly Wedding	Newport News	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$400.00	
10/9/2016	Center	MHSu	Hoffman and O'Malley Wedding and Reception	Hoffman and O'Malley Wedding and Reception	Hampton	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$2,096.80	
10/11/2016	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
10/12/2016	Center	MH	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
10/13/2016	Center	A&B	Town of Smithfield	Town Flu Shots	Smithfield	Town Event	h.) Town	100.00%		
10/14/2016	Center	MHSu	Isle of Wight Public Schools Education Foundation	IOW Schools Set	Smithfield	Returning Client	Resident-Saturday	100.00%		
10/15/2016	Center	MHSu	Isle of Wight Public Schools Education Foundation	IOW Schools Gala	Smithfield	Returning Client	Resident-Saturday	0.00%	\$2,000.00	
10/16/2016	Center	MHSu	Cox and Wagner Wedding and Reception	Cox and Wagner Wedding and Reception	Virginia Beach	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$1,954.76	
10/18/2016	Center	A&B	Town of Smithfield	BHAR	Smithfield	Town Event	h.) Town	100.00%		
10/18/2016	Center	C&D	Town of Smithfield	Crime Line Meeting	Smithfield	Town Event	h.) Town	100.00%		
10/18/2016	Center	C&D	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
10/21/2016	Center	MHSu	Sanford-Hardy Wedding & Reception	Sanford-Hardy Wedding & Reception	Chesapeake	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$2,605.44	
10/22/2016	Center	MHSu	Stacy & Ellington Wedding & Reception	Stacy & Ellington Wedding & Reception	Newport News	Web-Center Website	(none)	0.00%	\$2,136.20	
10/22/2016	WCP	Riverfront	Campbell and Taylor Wedding	Campbell and Taylor Wedding	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$300.00	
10/23/2016	Center	MHSu	Michalski and Brinkley Reception	Michalski and Brinkley Reception	Portsmouth	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$1,975.00	
10/24/2016	Center	A&B	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
10/28/2016	Center	MH	Seretis-Moshenek Wedding & Reception	Seretis-Moshenek Rehearsal	Carrollton	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$1,200.00	
10/29/2016	Center	MHSu	Seretis-Moshenek Wedding & Reception	Seretis-Moshenek Wedding & Reception	Carrollton	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$1,685.00	

\$23,587.64 \$3,929.50

Deposit Totals for October 2016:  
 Smithfield Center Venues - \$13,825.64  
 Town Services - \$3,929.50

## October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						4:00 PM Williams and Wooten Wedding & Reception
2	3	4	5	6	7	8
3:00 PM Petrie and Veith Wedding and Reception	Painting Projects	5:30 PM WCFB Meeting 6:00 PM Kitchen Inventory 7:30 PM Town Council	1:00 PM Set Senior Health Fair	9:00 AM Senior Health Fair	5:00 PM Watts and Blythe Reception	Melissa Off Town and Country Day 5:00 PM Joyner and Cavanagh Reception
9	10	11	12	13	14	15
Melissa Off 3:30 PM Hoffman and O'Malley Wedding and Reception	Columbus Day-Closed	6:30 PM Planning Commission	2:00 PM Staff Meeting	Carpet Cleaning 9:00 AM Town Flu Shots	11:00 AM IOW Schools Set	6:00 PM IOW Schools Gala
16	17	18	19	20	21	22
4:30 PM Cox and Wagner Wedding and Reception	Amy Off	Amy Off 9:00 AM Schoolhouse Committee 12:00 PM Crime Line Meeting 7:30 PM BHAR			5:00 PM Sanford-Hardy Wedding & Reception	4:30 PM Stacy & Ellington Wedding & Reception
23	24	25	26	27	28	29
4:00 PM Michalski and Brinkley Reception	Amy-IACCA 4:00 PM Committee Meetings	Amy-IACCA 4:00 PM Committee Meetings	Amy-IACCA 2:00 PM Staff Meeting	Courtney Off Amy-IACCA	Courtney Off Amy-IACCA 6:00 PM Seretis-Moshenek Rehearsal	Courtney Off 4:30 PM Seretis-Moshenek Wedding & Reception

October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31					
Courtney Off	Halloween Courtney Off					

## **Smithfield/Isle of Wight Tourism Activity Report –OCTOBER 2016**

- Director attended Smithfield Town Council Meeting 10/4/16.
- Smithfield Farmer's Markets held 10/1,8,15,22,29/16. Farmer's Markets were open each Saturday through October from 9 a.m. to noon. November will feature two specialty Farmer's Markets and the Vintage Market on 11/12.
- SVAE's Bacon, Bourbon & Beach Music Fest was held 10/1/16. Sold out event. Excellent execution and no follow up issues. Over 3,000 attendees. Clean-up continued the week after the festival.
- Parade of Homes in Founders Point 10/1/16 – 10/16/16. Successful event!
- Bloggers Group from Food Blogs hosted 10/4/16 for FAM Tour.
- Christmas In Smithfield event meetings held 10/5/16; 10/17/16; 10/18/16.
- IOW County Safety Fair 10/6/16.
- Agenda Review meeting 10/6/16.
- Vintage Market meeting 10/7/16. Vintage Market postponed due to Hurricane Mathew until 11/12/16. Hog Jog and Court Days held 10/8/16.
- VML-VA Beach Convention Center SVAE power point completed and presented by Gina Ippolito 10/10/16.
- CVTA (Coastal Virginia Tourism Alliance) meeting 10/11/16. Also got to tour the new Hilton Hotel THE MAIN, in Norfolk.
- Historic Saint Luke's Church Board Marketing Meeting 10/11/16. Full Board meeting 10/12/16. Governance & Nominating Committee 10/19/16 and 10/28/16.
- Tour Guide interviews 10/12/16 and 10/17/16. Two candidates selected. Offers pending.
- Met with Diana McFarland, Smithfield Times 10/13/16 with Cheryl Ketcham, Markets Manager and Don Robertson, Asst. County Administrator.
- Souper Saturday 10/15/16.

- Aiken & Friends Music Fest 2017 event meeting held 10/17/16.
- IOWC Lunch & Learn 10/18/16.
- SVAE meeting 10/19/16.
- Burlap Trail Regional Meeting held 10/20/16.
- IOWC Earthquake Drill held 10/20/16.
- Entercom Networks advertising meeting for Christmas radio ads 10/20/16 and 10/26/16.
- Civil War Trails meeting-Suffolk 10/21/16.
- Met with IOW Parks & Rec about logistics for moving the Spring Vintage Market to the IOW Fairgrounds 10/21/16.
- Chamber Century Bike Tour 10/22/16.
- Windsor Castle Park-Park Lovers Party planning meeting 10/26/16.
- Chamber Student Leadership Institute held 10/27/16. Economic Development, Town Planning and Local Government is the focus. Participating: Andrew Gregory, William Saunders, Michael Stallings, Richard Rudnicki, Tom Elder, Rex Alphin, Randy Keaton. Tourism Director is co-facilitator of program.
- Facebook Training meeting 10/28/16.
- East Coast Gateway Welcome Center Demo Day held 10/28/16. IOW County Museum 40<sup>th</sup> Anniversary!
- County Staff Meeting 10/24/16.
- Attended Council Committees 10/24-25/16.
- Smithfield Staff Meeting 10/12/16 and 10/26/16.
- Tourism Facebook postings and tweets throughout month. Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.

Upcoming Events: See [www.VisitSmithfieldVa.com](http://www.VisitSmithfieldVa.com) for more details!

## ZONING PERMITS SEPTEMBER 2016

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6658	SINGLE FAMILY DWELLING	CYPRESS CREEK	112 GLENEAGLES	HHHUNT HOMES GARRETT
6659	FENCE	HISTORIC DISTRICT	106 UNDERWOOD LANE	ROSENBAUM FENCE COMPANY KORAHAES
6660	SIGN PERMIT	MASON MARTIAL ARTS	1402A S. CHURCH STREET	MASON
6661	SINGLE FAMILY DWELLING	CYPRESS CREEK	104 ROYAL PORTRUSH	AUVIL
6662	DEMOLISH PRIMARY RESIDENCE	HISTORIC DISTRICT	222 ASTRID STREET	NDS SERVICES, LLC. THOMAS
6663	CANOPY ROOF	SMITHFIELD PACKING	501 N. CHURCH STREET	C. W. BRINKLEY INC. SMITHFIELD PACKING
6664	SINGLE FAMILY DWELLING	CYPRESS CREEK	1024 CYPRESS CREEK PKWY.	HHHUNT HOMES GARRETT

RESOLUTION  
STREET CLOSURE FOR AUTMNM VINTAGE MARKET

WHEREAS, the Smithfield Farmers Market has proposed that an autumn vintage market event be held on Saturday, November 12, 2016 from 9:00 a.m. until 2:00 p.m. and has requested that certain streets within the Town be closed during the event; and,

WHEREAS, the Town Council desires to support and cooperate with the Smithfield Farmers Market by closing off certain of the town's streets in order to allow a safe and convenient environment for the farmers market events.

NOW, THEREFORE, BE IT RESOLVED that on Saturday, November 12, 2016, the following streets or portions of streets shall be closed from 6:00 a.m. until 3:00 p.m.: Main Street from its intersection with North and South Church Streets to its intersection with Underwood Lane; and,

BE IT FURTHER RESOLVED, that said street closures shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 1<sup>st</sup> day of November, 2016.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
T. Carter Williams, Mayor

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

RESOLUTION  
STREET CLOSURE FOR FARMERS MARKET

WHEREAS, the Smithfield Farmers Market has proposed that a farmers market event be held in the afternoon and evening on Saturday, December 10, 2016 from 3:00 p.m. until 10:00 p.m. and has requested that certain streets within the Town be closed during the event; and,

WHEREAS, the Town Council desires to support and cooperate with the Smithfield Farmers Market by closing off certain of the town's streets in order to allow a safe and convenient environment for the farmers market event.

NOW, THEREFORE, BE IT RESOLVED that on Saturday, December 10, 2016, the following streets or portions of streets shall be closed from 12:00 p.m. until 11:00 p.m.: Main Street from its intersection with North and South Church Streets to its intersection with Underwood Lane; and,

BE IT FURTHER RESOLVED, that said street closures shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 1<sup>st</sup> day of November, 2016.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
T. Carter Williams, Mayor

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

## **RESOLUTION**

### **STREET CLOSURE FOR CHRISTMAS PARADE ROUTE**

WHEREAS, the Smithfield-Isle of Wight Tourism, Convention and Visitors Bureau has proposed to hold the Genuine Smithfield Christmas Parade on Saturday, December 17, 2016 at 10:00 a.m.; and,

WHEREAS it appears to the Town Council that the annual Christmas Parade is an event that is enjoyed by both the participants in the parade and the spectators; and that the parade contributes to the holiday atmosphere in the Town without working undue hardship on the residents and businesses along the parade route; and,

WHEREAS, the Town Council desires to cooperate with the organizers of the Christmas Parade by closing off certain of the town's streets in order to allow a safe and convenient parade route and environment for the Christmas Parade.

NOW, THEREFORE, be it resolved that on Saturday, December 17, 2016, the following streets or portions of streets shall be closed from 8:00 a.m. until the conclusion of the Christmas parade: Cedar Street from its intersection with S. Church Street to Underwood Lane, Underwood Lane and S. Mason Street from its intersection with Main Street to its intersection with Cedar Street; Main Street from its intersection with Underwood Lane to its intersection with S. Church Street, Grace Street from its intersection with N. Mason Street to its intersection with James Street, N. Mason Street from its intersection with Grace Street to its intersection with Main Street.

BE IT FURTHER RESOLVED, that said street closure shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police which may include the closing of James Street and Washington Street for an additional period prior to the parade for line-up purposes and which may include the prohibition of parking on James Street, Washington Street, Grace Street, N. Mason Street between Main Street and Grace Street, and Main Street between Institute Street and Mason Street.

Adopted this 1<sup>st</sup> day of November, 2016.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

ATTEST:

By \_\_\_\_\_  
T. Carter Williams, Mayor

\_\_\_\_\_  
Lesley G. King, Clerk

NOTICE OF PUBLIC HEARING  
TOWN COUNCIL OF THE TOWN OF SMITHFIELD  
AND INVITATION TO BID

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will hold a public hearing at the regular meeting of the Town Council in the council chambers in the Town Hall, , on Tuesday, November 1, 2016, at 7:30 p.m. to consider the adoption of the following ordinance:

AN ORDINANCE TO EXECUTE A FRANCHISE AGREEMENT WITH SMITHFIELD RECREATION ASSOCIATION INC. GRANTING THE EXCLUSIVE RIGHT AND PRIVILEGE TO LEASE CERTAIN PROPERTY OWNED BY THE TOWN OF SMITHFIELD AND PRESCRIBING THE TERMS AND CONDITIONS AND RESTRICTION PERTAINING TO SUCH GRANT.

The public is hereby invited to submit bids in writing for the franchise, right, privilege and lease proposed to be granted by this ordinance. The proposed term shall be a grant of 20 years. All bids must be in writing and must be submitted not later than 12:00 noon on October 28, 2016 to the Town Manager at his offices located at 911 S. Church Street, Smithfield, Virginia 23430.

Any person desiring to be heard in favor of or in opposition to or to express his or her views with respect to the aforesaid Ordinance may appear at the hearing and be heard. The full text of the Ordinance is available for inspection in the Town Manager's offices, 911 S. Church Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD, VIRGINIA

By: Lesley G. King, Clerk

Publish: October 19 and 26, 2016



10/27/2016

Chris Kennedy  
Smithfield Recreation Association  
600 Moonefield Dr. Smithfield, Va. 23430

Town Council of the Town of Smithfield  
C/O Peter Stephenson, Town Manager  
911 South Church St.  
Smithfield, Va. 23430

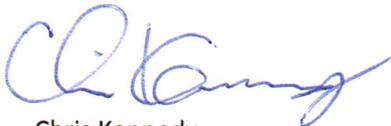
Re: Bid for Franchise Agreement

**Dear Members of the Town Council,**

Smithfield Recreation Association is requesting to enter into a franchise agreement with the Town of Smithfield to lease and operate the future baseball and softball fields. There has been a number of years spent in joint effort between the Town and SRA to build this new complex. SRA has owned and operated the current fields in Smithfield for over 40 years. We believe our association has the knowledge and the background in what it takes to successfully operate and maintain the fields and facilities. We also believe we are the only entity in Smithfield that has that experience and knowledge to make this Public-Private venture successful.

SRA has also committed a portion of the proceeds from the sale of Beale Park to the construction costs of the new complex. To be able to follow through with this commitment we will need the ability to enter into a lease with the Town to maintain and operate the newly built fields. Without this we would have to continue to operate the current fields at Beale Park to provide baseball and softball to our members.

Sincerely,



Chris Kennedy  
President  
Smithfield Recreation Association

AN ORDINANCE TO EXECUTE A FRANCHISE AGREEMENT WITH \_\_\_\_\_ GRANTING THE EXCLUSIVE RIGHT AND PRIVILEGE TO LEASE CERTAIN PROPERTY OWNED BY THE TOWN OF SMITHFIELD AND PRESCRIBING THE TERMS AND CONDITIONS AND RESTRICTION PERTAINING TO SUCH GRANT.

WHEREAS, the Town Council has held a public hearing on Tuesday, November 1, 2016, at 7:30 p.m pursuant to the provisions of Section 15.2-2100 et seq. of the Code of Virginia and has received bids pursuant to the notice to bid which was published in the Smithfield Times on October 19 and 16, 2016; and,

WHEREAS, the Town Council has received the bides and determined that \_\_\_\_\_ is the most responsive and responsible bidder; and,

WHEREAS, the Town Council has determined that is in the best interests of the citizens of the Town of Smithfield to grant a franchise unto \_\_\_\_\_ for the exclusive right and privilege to lease certain property owned by the Town of Smithfield to be used and operated as a recreational sports facility.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Smithfield that a franchise is hereby granted unto \_\_\_\_\_ for the exclusive right and privilege to lease certain property owned by the Town of Smithfield to be used and operated as a recreational sports facility and the Town Manager is hereby authorized to enter into a lease agreement for a period of \_\_\_\_\_ years and shall be in in a form approved by the Town Attorney.

This ordnance shall be effective immediately upon adoption.

Adopted: \_\_\_\_\_, 2016

TOWN COUNCIL OF  
THE TOWN OF SMITHFIELD

By: \_\_\_\_\_  
T. Carter Williams, Mayor

Attest:

\_\_\_\_\_  
Lesley G. King, Clerk

NOTICE OF PUBLIC HEARING  
TOWN COUNCIL OF THE TOWN OF SMITHFIELD  
AND INVITATION TO BID

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will hold a public hearing at the regular meeting of the Town Council in the council chambers in the Town Hall, , on Tuesday, November 1, 2016, at 7:30 p.m. to consider the adoption of the following ordinance:

AN ORDINANCE TO EXECUTE A FRANCHISE AGREEMENT WITH HISTORIC WINDSOR CASTLE RESTORATION, LLC. GRANTING THE EXCLUSIVE RIGHT AND PRIVILEGE TO LEASE CERTAIN PROPERTY OWNED BY THE TOWN OF SMITHFIELD AND PRESCRIBING THE TERMS AND CONDITIONS AND RESTRICTION PERTAINING TO SUCH GRANT.

The public is hereby invited to submit bids in writing for the franchise, right, privilege and lease proposed to be granted by this ordinance. The proposed term shall be a grant of 30 years. All bids must be in writing and must be submitted not later than 12:00 noon on October 28, 2016 to the Town Manager at his offices located at 911 S. Church Street, Smithfield, Virginia 23430.

Any person desiring to be heard in favor of or in opposition to or to express his or her views with respect to the aforesaid Ordinance may appear at the hearing and be heard. The full text of the Ordinance is available for inspection in the Town Manager's offices, 911 S. Church Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD, VIRGINIA

By: Lesley G. King, Clerk

Publish: October 19 and 26, 2016



# ***Historic Windsor Castle Restoration, LLC***

***353 Main St.  
Smithfield, Virginia 23430***

October 25, 2016

Town Council of the Town of Smithfield  
c/o Peter M. Stephenson, Town Manager  
911 South Church Street  
Smithfield, VA 23430

Re: Bid to lease certain property owned by Town of Smithfield

Dear member of the Smithfield Town Council,

Windsor Castle Restoration, LLC would like to enter into a franchise agreement with the Town of Smithfield on November 1, 2016 to lease certain property owned by the Town of Smithfield in order to oversee the restoration of the historic structures and to receive historic tax credits available when preserving historic structures through the Virginia Department of Historic Resources. These tax credits will provide further benefit to the project of restoring the historic structure.

Windsor Castle Restoration, LLC is a partnership that was created between Windsor Castle Park Foundation and Smithfield Foods to oversee the restoration in the historic easement of Windsor Castle Park.

The lease agreement between Town of Smithfield and Windsor Castle Restoration, LLC will be \$1.00 per year for a 30 year term.

Sincerely,

Windsor Castle Restoration, LLC  
Managing Member

AN ORDINANCE TO EXECUTE A FRANCHISE AGREEMENT WITH \_\_\_\_\_ GRANTING THE EXCLUSIVE RIGHT AND PRIVILEGE TO LEASE CERTAIN PROPERTY OWNED BY THE TOWN OF SMITHFIELD AND PRESCRIBING THE TERMS AND CONDITIONS AND RESTRICTION PERTAINING TO SUCH GRANT.

WHEREAS, the Town Council has held a public hearing on Tuesday, November 1, 2016, at 7:30 p.m. pursuant to the provisions of Section 15.2-2100 et seq. of the Code of Virginia and has received bids pursuant to the notice to bid which was published in the Smithfield Times on October 19 and 16, 2016; and,

WHEREAS, the Town Council has received the bides and determined that \_\_\_\_\_ is the most responsive and responsible bidder; and,

WHEREAS, the Town Council has determined that is in the best interests of the citizens of the Town of Smithfield to grant a franchise unto \_\_\_\_\_ for the exclusive right and privilege to lease certain property owned by the Town of Smithfield to be used and operated as a public park facility.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Smithfield that a franchise is hereby granted unto \_\_\_\_\_ for the exclusive right and privilege to lease certain property owned by the Town of Smithfield to be used and operated as a public park facility and the Town Manager is hereby authorized to enter into a lease agreement for a period of 30 years and shall be in in a form approved by the Town Attorney.

This ordnance shall be effective immediately upon adoption.

Adopted: \_\_\_\_\_, 2016

TOWN COUNCIL OF  
THE TOWN OF SMITHFIELD

By: \_\_\_\_\_  
T. Carter Williams, Mayor

Attest:

\_\_\_\_\_  
Lesley G. King, Clerk

## COMMERCIAL LEASE

THIS COMMERCIAL LEASE, (hereinafter referred to as the "Lease"), is made as of this \_\_\_ day of \_\_\_\_\_, 2016, by and between the **TOWN OF SMITHFIELD**, Virginia, ("Landlord"), and **HISTORIC WINDSOR CASTLE RESTORATION, LLC**, a Virginia limited liability company ("Tenant").

### WITNESSETH:

In consideration of the mutual promises contained herein, and of other consideration, the Landlord and Tenant do hereby covenant and agree as follows:

1. **Premises** (hereinafter called the "Premises"). Landlord hereby leases and demises unto Tenant, and Tenant hereby takes and leases from Landlord, that certain property, together with the improvements thereon, described on the attached Exhibit A and known commonly as 301 Jericho Road, Smithfield, VA 23430.

2. **Term.** The term of this lease shall be for a period of Thirty Years (30) years, commencing on the \_\_\_ day of \_\_\_\_\_, 2016, and ending on the \_\_\_ day of \_\_\_\_\_, 2046 (the "Term").

3. **Purpose.** The Premises shall be used for the purpose of operating a public park with appurtenant facilities and such other lawful purposes as may be approved in writing by the Landlord.

4. **Rent.**

(a) Tenant shall pay base rent to the Landlord for the Premises for the first year of the lease in the amount of \$\_\_\_\_\_ annually, and payable on the \_\_\_ day of \_\_\_\_\_ during each and every year of this lease. It is understood and agreed that this is intended to be a "Triple Net" lease with Lessee paying for all maintenance, real estate taxes, if any, and casualty insurance so that the Lessor receives said monthly rent without offset or deduction. (This property is not subject to taxation).

5. **Payments by Tenant.** In addition to the base rent, Tenant shall pay to the parties respectively entitled thereto all taxes, impositions, insurance premiums, operating charges, maintenance charges, construction costs (except as set forth herein), capital repairs and improvements (except as set forth herein), utilities and any other charges, costs and expenses which arise or may be contemplated under any provisions of this Lease, involving or related to the Premises during the term hereof. All such charges, costs and expenses shall constitute additional rent, and upon failure of Tenant to pay any of such costs, charges or expenses, Landlord shall have the same rights and remedies as otherwise provided in this Lease for the failure of Tenant to pay rent. It is the intention of the parties hereto that this Lease shall not be terminable for any reason by the Tenant, and that Tenant shall in no event be entitled to abatement of or reduction in rent

payable under this Lease, except as herein expressly provided. Any present or future law to the contrary shall not alter this agreement of the parties.

6. **Tenant's Personal Property Taxes.** Tenant shall pay before delinquency, as additional rent, all taxes levied or assessed on Tenant's fixtures, equipment and personal property in and on the Premises, whether or not affixed to the real property.

7. **Tenant's Repairs.** Tenant covenants that it will, at all times during the term and at its own cost and expense, keep the Premises and all buildings and structures thereon, including, any heating system and air conditioning system, toilets, pipes, plumbing, wires and conduits, electric lines, windows, fixtures, equipment, gutter, downspouts, walls, roofs, all glass windows and doors, signs, and any and all components or parts of the Premises, in a good and safe condition of repair and in good working order (making such renewals and replacements as may be necessary).

8. **Landlord's Repairs and Right of Entry.** Upon not less than twenty four (24) hours prior notice, except in the event of emergencies, Landlord, its agents, employees and contractors, shall have the right, from time to time, to enter and use insofar as may be necessary the Premises for the purpose of making repairs, accompanied by a Tenant representative. Tenant shall not be entitled to any reduction in rent or to any claim for damages by reason of any inconvenience, annoyance, and/or injury to business arising out of any repairs made by Landlord pursuant to this Section.

9. **Tenant's Care of Building, Land, etc.** Tenant covenants and agrees that it will, at all times during the term hereof, keep the Premises, including sidewalks, paths and bridges clean and free from obstruction, rubbish, dirt, snow and ice. Tenant shall place all trash, rubbish and garbage in a proper closed receptacle and shall pay all costs incident to the removal thereof. Tenant covenants that it will, at its own expense, take such steps as shall be necessary to keep the Premises free of termites, roaches, rodents, insects and other pests and that it will save Landlord harmless from any damage caused thereby. Notwithstanding anything to the contrary, Tenant shall take premises "as is" and will be responsible for all maintenance of the Premises, as well as any signs. Tenant may assign the responsibility for maintenance and repair to a third party with the prior written consent of Landlord.

10. **Miscellaneous Covenants of Tenant.** Tenant covenants that: i) it will comply with all Federal, State and/or municipal laws, ordinances and regulations relating to its business and activities conducted upon the Premises; ii) it will promptly pay for all electricity, gas, water and other utilities consumed on, and all sewage disposal charges assessed against, the Premises; iii) it will not use, or permit to be used, the Premises for any illegal or immoral purpose; iv) it will not, without the prior written consent of Landlord (which shall not be unreasonably withheld), cause or allow any advertising sign to be erected, installed, painted, displayed or maintained on the exterior of the building of which the Premises constitute a part; v) it will keep all signs installed (with the consent of Landlord) on the exterior of the buildings of which the Premises constitute a part, freshly painted, in good repair and operating condition at all times; vi) it will not erect any sign, display or other advertisement not expressly approved by the Landlord and the Historic Landmarks Commission; vii) it will not without the prior written consent of Landlord: (a) make any

improvements to the Premises, and (b) hold a fire, bankruptcy, going-out-of-business or auction sale; and viii) it will permit Landlord or its representatives (a) to enter the Premises during the term of this lease during normal business hours to inspect the premises and otherwise ensure compliance with the terms of this Lease.

11. **Damage by Vandals or Other Third Parties.** If the doors, window frames, glass, or any part of the Premises are damaged by persons breaking, or attempting to break, into the Premises, or by vandals, Tenant covenants to repair immediately at its own expense, any and all such damage. If any portion of the Premises is damaged by Tenant or any third party, including, without limitation, guests, clients or invitees of the Tenant, Tenant covenants to repair such damages immediately at its own expense.

12. **Tenant's Failure to Comply.** Tenant agrees that if it fails to perform any obligation required by this Lease, Landlord, in addition to other remedies provided by law and/or this Lease, may correct (or have corrected) the default at the cost and expense of Tenant.

13. **Fire Hazard.** Tenant covenants that, without the prior written consent of Landlord, it will not do anything which will increase the rate of fire insurance on the building of which the Premises constitutes a part, and that if such consent is given, Tenant will pay Landlord the amount of the increase in the cost of such insurance, as and when the premiums become due.

14. **Condition on Termination.** Tenant covenants that it will upon the expiration or earlier termination of this Lease, (a) deliver up to Landlord, peaceably and quietly, the Premises in the same good condition they are now in or shall hereafter be placed, ordinary wear and tear and damage by casualty within the coverage of a standard fire insurance policy with extended coverage, excepted, and (b) subject to Section 18, remove its fixtures or required equipment and furnishings from the Premises (unless it is then in default hereunder in which event it will not be permitted to effect such removal, or unless removal of the trade fixture will damage any portion of the Premises) and to repair promptly any damage caused by such removal.

15. **Rehabilitation.** The Tenant shall rehabilitate the Premises (the "Rehabilitation") in a manner that qualifies for the historic rehabilitation tax credit allowed for qualified rehabilitation expenditures incurred in connection with the "certified rehabilitation" of a "certified historic structure" pursuant to Section 58.1-339.2 of the Code of Virginia (1950), as amended from time to time, or any corresponding provision or provisions of prior or succeeding law (the "Historic Rehabilitation Tax Credit Program"). All rehabilitation work shall be set forth in writing and submitted by Tenant for approval by Landlord (the "Plans and Specifications"). Tenant shall comply with all applicable laws, ordinances, rules, building codes and regulations that may apply to the Rehabilitation, including without limitation, all requirements of the United States Department of Interior with respect to the Premises. The Tenant shall complete the rehabilitation of the Property on or before           , 201  , subject to extension upon on the agreement of the Landlord and the Tenant. The Tenant shall keep the Landlord informed as to the progress of rehabilitation and shall notify the Landlord, in writing, of any material change in the projected completion date as soon as practicable.

The Tenant shall be deemed to have completed the Rehabilitation upon achievement of all of the following and delivery to the Landlord of evidence of achievement thereof, in form and substance reasonably acceptable to the Landlord:

- (a) delivery to the Landlord of a certification of completion, signed by the Rehabilitation design and inspecting architect, certifying that the Rehabilitation has been fully completed in accordance with the Plans and Specifications;
- (b) issuance of unqualified permanent certificates of occupancy (or certificates of occupancy which contain conditions or qualifications which are consented to in writing by the Landlord) for the Rehabilitation;
- (c) a cost certification from a licensed CPA certifying that the expenses of the Rehabilitation meet the requirements of the Historic Rehabilitation Tax Credit Program and are eligible for the historic tax credits;
- (d) evidence that the improvements otherwise have been constructed substantially in accordance with the Plans and Specifications and that there are no mechanic's or materialmen's liens outstanding or that may arise in connection with the Rehabilitation.

16. **Tax Attributes/Landlord Cooperation.** Landlord expressly waives and relinquishes in favor of the Tenant any rights to claim the benefit of or to use any federal or state investment or historic tax credits or depreciation benefits that are currently or may become, available during the Term as a result of the Rehabilitation or any equipment, furniture or fixtures installed by the Tenant on the Premises whether or not such items become a part of the realty, and the Landlord agrees to execute and deliver to the Tenant any election form required to evidence the Tenant's right to claim investment or historic tax credits or depreciation benefits on improvements made or property installed by the Tenant and agrees to support Tenant's application for historic tax credits and provide such additional documentation and sign such additional forms or documents as Tenant may reasonably request.

17. **Alterations.** Tenant shall not make any exterior or structural alterations to the Premises without Landlord's prior written approval in its sole discretion. Tenant may make interior, non-structural alterations and improvements to the Premises after Tenant has obtained Landlord's prior written approval of the plans and specifications of the work to be performed and has satisfied Landlord's requirements for bonding, insurance and other contractor requirements. All alterations and improvements shall be performed in a first-class manner and comply with all applicable laws and building codes. In no event shall Tenant make any change to the Premises that alters the character of the Premises, lessens the value of the Premises, violates any laws or other legal requirements or the provisions of any mortgage on the Premises or otherwise causes a recapture of any historic tax credits.

18. **Improvements to Become Landlord's.** Tenant agrees that all additions and other improvements presently installed in the Premises or installed by Tenant, including, without limitation, all electric wiring, electric fixtures, light fixtures, air conditioning systems, screens, doors, awnings, awning frames, canopies, stove/oven hoods, pylons, floor coverings, and anything

installed as part of the Rehabilitation shall immediately become the property of Landlord, and shall not be removed by Tenant at the expiration or earlier termination of this Lease, unless Tenant is requested to do so by Landlord, in which event Tenant agrees to do so and to repair promptly any damage caused by any such removal.

19. **Tenant's Liability Insurance.**

(a) Tenant agrees that it shall defend, indemnify and hold harmless Landlord from and against any and all manner of claims, demands, actions, suits, costs, losses and expenses, liability, damages, settlements and claims for damages, debts, liens, charges (including reasonable attorney's fees and the cost of defending any claim, action or suit), whether for bodily injury, sickness, disease, death, property damage or otherwise, arising from the use and occupancy of the Premises or the operation of Tenant's business thereon; provided, however, that this clause shall not apply to injury or damage caused by Landlord's own willful act or omission, negligence or Landlord's failure to make any repair (which Landlord has herein agreed to make) within a reasonable time after Tenant's written notice of the need therefore. It is agreed that the above hold harmless and indemnification includes, but is not limited to, any liability of Landlord arising from any leakage, seepage or contamination from aboveground or underground tanks, lines and appurtenant facilities. Tenant will, at all times commencing on the date of delivery of possession of the Premises to Tenant, at its own cost and expense, carry with a company or companies, satisfactory to Landlord, public liability insurance (in form and amounts of coverage reasonably satisfactory to Landlord) on the Premises, with limits of not less than One Million Dollars (\$1,000,000.00) for injury or death to one person and Two Million Dollars (\$2,000,000.00) for injury or death to more than one person, and property damage of Five Hundred Thousand Dollars (\$500,000.00) for each accident, which insurance shall be written or endorsed so as to protect Landlord and Tenant, as their respective interests may appear. Every policy or policies shall contain a provision insuring Tenant against all liability which Tenant might have under the foregoing indemnity provision. Tenant covenants that certificates of all such insurance policies shall be delivered to Landlord promptly without demand. Such policy shall also contain a provision that it may not be terminated without thirty (30) days paid written notice to Landlord. If Tenant fails to provide such insurance, Landlord may, but shall not be required to, obtain such insurance and collect the cost thereof as a part of the rent herein reserved. Landlord shall have the right to increase the amount of minimum coverages required hereunder upon ninety (90) days written notice to Tenant.

(b) Tenant and all those claiming by, through or under Tenant, shall store their property in, and shall occupy and use the Premises solely at their own risk, and Tenant and all those claiming by, through or under Tenant hereby release Landlord, to the full extent permitted by law, from all claims of every kind, including loss of life, personal or bodily injury, damage to merchandise, equipment, fixtures or other property, or damage to business or for business interruption, arising directly or indirectly, out of or from or on account of Tenant's occupancy and use, or resulting from any present or future condition or state of repair thereof. Landlord shall not be responsible or liable at any time to Tenant, or to those claiming by, through or under Tenant, for any loss of life, bodily or personal injury or damage to property or business, or for business interruption, that may be occasioned by the acts, omissions or negligence of any other persons. Landlord shall not be responsible at any time for any defects, latent or otherwise in the Premises or any of the equipment, machinery, utilities, appliances or apparatus therein, nor shall Landlord be responsible or liable at

any time for loss of life, or injury or damage to any person or to any property or business of Tenant, or those claiming by, through or under Tenant, or any other person caused by or resulting from the bursting, breaking, leak running, seeping, overflowing or backing up of water, steam, gas, petroleum products of any kind, sewage, snow or ice from or in any part of the Premises or caused by or resulting from acts of God or the elements, or resulting from any defect or negligence in the occupancy, construction, operation or use of the building or improvements in the Premises and the equipment, fixtures., machinery, appliance or apparatus thereon, unless caused by Landlord's own negligence.

20. **Fire Insurance.** Tenant covenants that it will keep the Premises insured against damage by fire and other hazard with "all risk" coverage in an amount not less than one hundred percent (100%) of the replacement cost thereof.

21. **Mechanic's Liens.** Tenant shall not permit any mechanic's, materialman's or similar lien to stand against any portion of the Premises for any labor performed or material furnished in connection with any work performed or caused to be performed by Tenant. If any such lien is filed against the Premises, Tenant shall discharge such lien by paying the amount secured thereby or providing a bond within twenty (20) days after it was filed and if Tenant fails to do so Landlord may discharge the lien without inquiring into the validity thereof and Tenant shall promptly reimburse Landlord for any amount so expended.

22. **Damage By Fire or Other Casualty.** In the event the Premises, or any part thereof, shall be damaged by fire or other casualty during the term, Tenant agrees that it will restore the Premises with reasonable dispatch, to substantially the same condition they were in prior to such damage and Tenant shall be entitled to receive insurance proceeds covering such casualty, for purposes of making restoration, and if the Premises are rendered wholly or partially untenable as a result of such damage, the minimum rental payable hereunder shall be equitably abated (according to the loss of use) during the period intervening between the date of such damage and the date the Premises are restored.

23. **Condemnation.** In the event that *the whole* of the Premises are taken by the exercise of powers of eminent domain (or sold to the holder of such power, pursuant to a threatened taking) this Lease shall terminate as of the date of such taking. In the event *any material portion* of the Premises is taken by the exercise of the power of eminent domain (or sold to the holder of such power pursuant to a threatened taking), this Lease may, at the option of the Landlord or Tenant be terminated by written notice given to the other within sixty (60) days after such taking or sale occurs. If this Lease is not so terminated, Landlord covenants that it will at its own expense, promptly after the lapse of said sixty (60) days, repair such damage and do such work as may be required to repair and rebuild the Premises as nearly as may be to the condition it was in immediately prior to such taking; provided, however, that whether or not this Lease is so terminated, the minimum rental payable hereunder shall be equitably abated, (according to the loss of use) from the date of such taking. Tenant shall have no right in or to the proceeds of any award made in any such condemnation.

24. **No Representations by Landlord.** Tenant agrees that Landlord has not made any representation, express or implied, with respect to Federal, State or municipal laws or ordinances

applicable to the Premises or the property of which the Premises constitute a part (including, without limitation, laws or ordinances relating to Zoning or fire walls), and Tenant shall not have the right to terminate this Lease, nor shall it be entitled to any abatement of rent payable hereunder or any claim for damages, in the event the Premises cannot be used by Tenant, in whole or in part, for the purpose for which Tenant intends to use the same.

25. **Assignment and Subletting.** Tenant covenants that it will not assign this Lease, or sublet or permit any other person to occupy part or all of the Premises, without Landlord's prior written consent. The sale or encumbrance of a majority or a controlling amount of Tenant's ownership interests (whether in one transaction or as the result of more than one transaction) shall be deemed an assignment of this Lease. If, at any time during the term, Landlord has knowledge that a person, firm or corporation other than Tenant is in possession of the Premises without the written consent of Landlord, Landlord may, at its option, at any time thereafter, by written notice to Tenant, accept and treat such person, firm or corporation in possession as the assignee or sublessee of Tenant, in which event both Tenant and such assignee or sublessee shall be obligated to observe and perform all the covenants, conditions and provisions herein contained binding upon Tenant provided; however, that nothing herein shall affect Landlord's other remedies for Tenant's default by wrongful assignment or subletting.

26. **Waiver of Subrogation.** All fire insurance, extended coverage, and policies relating to other casualties, carried by any party to this Lease covering the Premises and/or the contents thereof, shall expressly waive any right of subrogation on the part of the insurer against any other party to this Lease which right, is hereby expressly waived to the extent that such waiver is not prohibited by or violative of any such policy or does not otherwise cause a loss or reduction of coverage. The parties to this Lease agree that their policies will include such waiver clause or endorsement so long as the same shall be obtainable without extra cost, or if extra cost shall be charged therefore, so long as the party or parties in whose favor such waiver clause or endorsement runs pays such extra cost. If extra cost shall be chargeable therefore, each party shall advise the others of the amount of the extra cost, and the other party or parties, at its or their election, may pay the same, but shall not be obligated so to do.

27. **Default and Remedies.** In the event (i) Tenant fails to pay any installment of rent or any other amount within ten (10) days of its due date, or (ii) Tenant defaults in the performance of any of the other covenants or conditions of this Lease for a period of thirty (30) days after written notice, or (iii) Tenant goes into bankruptcy or into receivership, or makes a general assignment for the benefit of its creditors, or (iv) the Premises are deserted or abandoned for a period of ten (10) days or more (each of such events a "Default"), Landlord, without notice to Tenant in any instance (except where expressly provided for below) may do any one or more of the following: (i) relet the Premises, (ii) reenter the Premises, without terminating this Lease, and remove all persons and property from the Premises, by any suitable action or proceeding at law, or without judicial process if Landlord so elects, without being liable for any prosecution therefor or damages therefrom, and repossess and enjoy the Premises; (iii) elect to terminate this Lease upon not less than ten (10) days written notice to Tenant, at which time the term of this Lease shall expire, but with Tenant's liability under all of the provisions of this Lease to continue; or (iv) exercise any other legal or equitable rights or remedies available to Landlord, including those additional rights set forth in this Lease. In the event of a Default, and in addition to any rent due,

Tenant shall be liable to Landlord for all costs incurred by Landlord in pursuit of its remedies under this Lease and the performance of all other obligations of Tenant accruing under this Lease and in renting the Premises to others from time to time. In exercising any of the above remedies, Landlord may remove Tenant's property from the Premises and store the same at Tenant's expense without resort to legal process and without Landlord being deemed guilty of trespass or becoming liable for any loss or damage occasioned thereby, and Landlord may also sell such property at public or private sale, with the proceeds being applied to costs of sale and storage (including reasonable attorney's fees) and amounts owed to Landlord under this Lease. Tenant waives any rights to re-enter the Premises and any rights of redemption.

All remedies of Landlord shall be cumulative. Acceptance by Landlord of delinquent rent after Default shall not cure such Default nor entitle Tenant to possession of the Premises.

Tenant agrees to pay all costs incurred by Landlord on account of Tenant's default hereunder including, but not limited to, collection costs, court costs, and reasonable attorney's fees. In the event of a payment default by Tenant, the term "reasonable attorney's fees" shall mean twenty-five percent (25%) of the total amount past due and owing at the time of such default or the actual attorney's fees as incurred by Landlord with regard to such default, whichever is greater, and the imposition of the appropriate remedy hereunder, including any attorney's fees anticipated by Landlord in the collection of same. In the event of a default by Tenant for a reason other than payment, the term "reasonable attorney's fees" shall mean not less than the actual attorney's fees as incurred by Landlord with regard to such default and the imposition of the appropriate remedy hereunder, including any attorney's fees anticipated by Landlord in the collection of same.

28. **Estoppel Certificate.** Within ten (10) days after written request of Landlord, Tenant shall certify by a duly executed and acknowledged written instrument to any mortgagee or purchaser, or proposed mortgagee or proposed purchaser, or any other person, firm or corporation specified by Landlord, as to the validity in force and effect of this Lease, as to the existence of any default on the part of any party thereunder, as to the existence of any offsets, counterclaims, or defenses thereto on the part of Tenant, and as to any other matters as may be reasonably requested by Landlord, all without charge and as frequently as Landlord deems necessary. Tenant's failure or refusal to deliver such statement within such time shall be conclusive upon Tenant (i) that this Lease is in full force and effect, without modification except as may be represented by Landlord, (ii) that there are no uncured defaults in Landlord's performance or obligations hereunder, and (iii) that not more than one month's installment of minimum rent has been paid in advance of the due date.

29. **Notices.** Any notice herein provided for to be given to Landlord shall be deemed to be given if and when posted in United States registered or certified mail, postage prepaid, or standard overnight delivery addressed to Landlord, Attn: Town Manager, P.O. Box 246, Smithfield, VA 23431, with copy to Landlord's attorney, William H. Riddick III, Esq., Riddick Babineau, PC, 353 Main Street, P.O. Box 190, Smithfield, VA 23431, and any notice herein provided for to be given to Tenant shall be deemed to be given if and when posted in United States registered or certified mail, or standard overnight delivery addressed to Tenant at the Premises.

30. **Quiet Enjoyment.** Subject to the terms, covenants and conditions set forth in this Lease, and further subject to any ground lease, mortgage or deed of trust to which this Lease is or shall be subordinate, Landlord covenants that Tenant shall have and enjoy quiet and peaceable possession of the Premises during the term hereof.

31. **Memorandum of Lease.** The parties hereto agree that a memorandum of lease, of even date herewith, describing the Premises, setting forth the term and referring to this Lease, shall, at the request of either party, be promptly executed and recorded (at the cost of the requesting party). This Lease may not be recorded.

32. **Entire Agreement.** This Lease contains the entire agreement between the parties hereto, and it cannot be altered or modified in any way except in writing signed by the parties hereto.

33. **No Waivers.** Any failure of either party hereto to insist upon strict observance of any covenant, provision or condition of this Lease in any one or more instances shall not constitute or be deemed a waiver, at the time or thereafter, of such or any other covenant, provision or condition of this Lease.

34. **Pronouns.** Every pronoun used in this Lease shall be construed to be of such number and gender as the context shall require.

35. **Marginal Headings.** The headings appearing on the margin of this Lease are intended only for convenience of reference, and are not to be considered in construing this instrument.

36. **Successors and Assigns.** This Lease and all the terms, covenants, conditions and provisions herein contained, shall be binding upon and shall inure to the benefit of the parties hereto and their respective personal representatives, heirs, successors and (if and when assigned in accordance with the provisions hereof) assigns.

37. **Waiver of Jury Trial.** Landlord and Tenant hereby mutually waive any and all rights which either party may have to request a jury trial in any proceeding at law or in equity in any court of competent jurisdiction.

38. **No Broker.** Tenant warrants and represents that no agent, broker or finder was involved on its behalf in negotiating or consummating this Lease, and agrees to indemnify Landlord against any claims made by an agent, broker or finder. Tenant agrees further to indemnify and hold Landlord harmless from any and all claims for brokerage commissions arising out of any communications or negotiations between Tenant and any broker regarding the Premises or the consummation of this Lease.

39. **Submission of Lease.** This Lease does not constitute an offer to lease, and Landlord and Tenant shall not be bound by this Lease until it is executed and unconditionally delivered by both parties. This Lease may be executed in counterparts.

40. **Tenant Authority.** Each person executing this Lease on behalf of Tenant warrants that Tenant is a validly existing limited liability company qualified to do business under the laws of the state in which the Premises are located, that such limited liability company has the full right and authority to enter into this Lease and that each person signing this Lease on behalf of the Tenant has been duly authorized by to execute and deliver this Lease on behalf of the Tenant and that no other signatures are necessary.

41. **Choice of Law; Venue.** This Lease shall be governed and construed by the laws of the Commonwealth of Virginia and any action or suit arising therefrom or related thereto shall be resolved in the courts of Isle of Wight County, Virginia.

**[This space intentionally left blank;  
Signature Page Follows]**

DRAFT

IN WITNESS WHEREOF the Landlord and Tenant hereto have caused this Lease to be executed in their names below.

**LANDLORD:**

TOWN OF SMITHFIELD

By: \_\_\_\_\_  
Peter M. Stephenson, Manager

COMMONWEALTH OF VIRGINIA  
CITY/COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_, 2016, by Peter M. Stephenson, Manager, TOWN OF SMITHFIELD on behalf of the town.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_  
My Registration No.: \_\_\_\_\_

**TENANT:**

HISTORIC WINDSOR CASTLE RESTORATION, LLC

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

COMMONWEALTH OF VIRGINIA  
CITY/COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this this \_\_\_\_ day of \_\_\_\_, 2016, by \_\_\_\_\_ [NAME], \_\_\_\_\_ [TITLE] of HISTORIC WINDSOR CASTLE RESTORATION, LLC on behalf of the company.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_  
My Registration No.: \_\_\_\_\_

**EXHIBIT A**

Legal Description of Premises

DRAFT

**INVOICES - OVER \$10,000.00  
REQUIRING COUNCIL  
AUTHORIZATION**



21351 Ridgetop Circle, Suite 200  
 Dulles, VA 20166  
 Phone: 703.450.0800  
 Fax: 703.450.0043

**INVOICE**

To: VA DGS  
 Town of Smithfield  
 PO Box 246  
 911 South Church Street  
 Smithfield, VA 23431  
 Attn: Peter Stephenson  
[pstephenson@smithfieldva.gov](mailto:pstephenson@smithfieldva.gov)

**17-May-16**

Alpha Project Number: **F580-040**  
 Alpha Invoice Number: **F580-040-013**

Services Rendered Through: **4/29/2016**

**On-Call PM Services - Smithfield Police Storage**

	<u>Current Hours</u>	<u>Current Rate</u>	<u>Current Billable</u>	<u>Total Hours</u>	<u>Total Billable</u>
<b>Labor: Police Evidence / Storage</b>					
PM, Level 2 - Brian Camden	21.0	\$113.00	\$2,373.00	244.0	\$27,572.00
PM, Level 1 - Cas Allen		\$92.00	\$0.00	167.0	\$15,364.00
PM, Level 1 -Joe Gilbert	62.0	\$92.00	\$5,704.00	342.0	\$31,464.00
<b>Sub Total Labor</b>	<b>83.0</b>		<b>\$8,077.00</b>	<b>753.0</b>	<b>\$74,400.00</b>

<b>Reimbursable ODCs</b>	<u>Current</u>	<u>Prior</u>	<u>Total</u>
Mileage	\$668.52	\$2,611.59	\$3,280.11
<b>Sub Total ODCs</b>	<b>\$668.52</b>	<b>\$2,611.59</b>	<b>\$3,280.11</b>

Please Remit this Amount: **\$8,745.52**

Wiring Instructions:  
 Beneficiary: Alpha Corporation  
 Bank: SunTrust Bank  
 Bank address: 8330 Boone Blvd,  
 Suite 700  
 Vienna VA 22182 USA  
 SWIFT Code: SNTRUS3A  
 Routing: 061000104  
 Account No: 0000702307785  
 Payments should be made in US Dollars

Certified By: *Kimberly Morgan*  
 Kimberly Morgan, Project Accountant

Previously Billed:	\$68,934.59	Billed-To-Date:	\$77,680.11
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# ALPHA CORPORATION

## Employee Timesheet

Employee: **BRIAN CAMDEN**

Employee ID: **935**

Account	Charge Description	Saturday 03/26	Sunday 03/27	Monday 03/28	Tuesday 03/29	Wednesday 03/30	Thursday 03/31	Friday 04/01	Total
F580-040	SMITHFIELD POLICE STORAGE	0.00	0.00	4.00	2.00	0.00	0.00	0.00	6.00

Notes:

/28/2016 Site inspection, submit monthly report, attend meeting: - 4 hours

/29/2016 contractor coordination - 2 hour

Regular	0.00	0.00	4.00	2.00	0.00	0.00	0.00	0.00	6.00
Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	4.00	2.00	0.00	0.00	0.00	0.00	6.00

Signature: \_\_\_\_\_

By signing this timesheet you are certifying that hours were incurred on the charge

Approval: \_\_\_\_\_

and day specified in accordance with company policies and procedures.

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# ALPHA CORPORATION

## Employee Timesheet

Employee: **BRIAN CAMDEN**

Employee ID: **935**

Account	Charge Description	Saturday 04/02	Sunday 04/03	Monday 04/04	Tuesday 04/05	Wednesday 04/06	Thursday 04/07	Friday 04/08	Total
F580-040	SMITHFIELD POLICE STORAGE	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00

Notes: /7/2016 Smithfield meeting with Peter for Joe Luter sports complex. - 2 hours

Regular	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>

Signature: \_\_\_\_\_  
 By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures.

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# ALPHA CORPORATION

## Employee Timesheet

Employee: BRIAN CAMDEN

Employee ID: 935

Account	Charge Description	Saturday 04/09	Sunday 04/10	Monday 04/11	Tuesday 04/12	Wednesday 04/13	Thursday 04/14	Friday 04/15	Total
F580-040	SMITHFIELD POLICE STORAGE	0.00	0.00	0.00	1.00	1.00	1.00	0.00	3.00

**Notes:**

/12/2016 Door breaching, color coordination, electrical submittal review, 1 hour

/13/2016 Sports Complex geotechnical submissions - 1 hour

/14/2016 coordination - 1 hour

Regular	0.00	0.00	0.00	0.00	1.00	1.00	1.00	0.00	3.00
Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>3.00</b>

Signature: \_\_\_\_\_

Approval: \_\_\_\_\_

By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures.

Date: \_\_\_\_\_

Date: \_\_\_\_\_





# ALPHA CORPORATION

## Employee Timesheet

Employee: BRIAN CAMDEN

Employee ID: 935

Account	Charge Description	Saturday 04/23	Sunday 04/24	Monday 04/25	Tuesday 04/26	Wednesday 04/27	Thursday 04/28	Friday 04/29	Total
F580-040	SMITHFIELD POLICE STORAGE	0.00	0.00	3.00	1.00	0.00	0.00	0.00	4.00

Notes:

/25/2016 site visit and attendance at Committee meeting - 3 hours

/26/2016 substantial completion inspection - 1 hour

Regular	0.00	0.00	3.00	1.00	0.00	0.00	0.00	0.00	4.00
Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	3.00	1.00	0.00	0.00	0.00	0.00	4.00

Signature: \_\_\_\_\_

By signing this timesheet you are certifying that hours were incurred on the charge

Approval: \_\_\_\_\_

and day specified in accordance with company policies and procedures.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# ALPHA CORPORATION WEEKLY TIMESHEET

MONTH OF: **April 2016**  
 Week 2 of 2

Period Ending

MONTH	DAY	YEAR
4	01	2016

EMPLOYEE ID NUMBER	940
EMPLOYEE NAME	Joseph Gilbert

ALPHA Project No.	ALPHA TASK	Type	Date							TOTAL HRS/Miles	WORK DESCRIPTION				
			SAT 26-Mar	SUN 27-Mar	MON 28-Mar	TUE 29-Mar	WED 30-Mar	THU 31-Mar	FRI 1-Apr						
F580	030	LABOR MILES			4.0	5.0	3.0	2.0	3.0	6.0	3.0	5.0	13.0	221.0	Grays Creek Marina on-site
F580	030	LABOR MILES				2.0	5.0	2.0		1.0			7.0	10.0	Grays Creek Marina Permanent Cores
F580	030	LABOR MILES									1.0		1.0		Surry County Visitor Center
F580	030	LABOR MILES													Surry County Main Bldg
F580	030	LABOR MILES													Surry County O&M Manuals/Warranty
F580	030	LABOR MILES													Grays Creek Marina Punchlist Review
F580	040	LABOR MILES			4.0	6.0	3.0	6.0	3.0	3.0	3.0	5.0	13.0	220.0	Smithfield Police Evid Storage - on-site
F580	030	LABOR MILES											6.0		Surry County Main Asbestos Bldg
5000 OH	NF-2 (Note 2)	LABOR MILES						12						12.0	Truck Inspect/Repairs
2004	000	Subtotal Job end OH hours			8.0		8.0	8.0	8.0	8.0	8.0	8.0	40.0		PTO
4110	000														HOLIDAY
4180	000														BEREAVEMENT
Total Hours for the Week			-	-	8.0	-	8.0	-	8.0	-	8.0	-	40.0	-	
Total Job Miles			0	0	111	0	114	0	12	0	120	0	106	463.0	
Alpha OH & Training Miles			0	0	0	0	0	0	12	0	0	0	0	12.0	
Commuter/Personal Mileage					13		13		13		13		13	65.0	

Employee Signature: Joseph Gilbert Date: 4/4/16

Client's Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client's Printed Name and Title: \_\_\_\_\_

Note (1)-Regular Hours Must Total 40 for the Week before Overtime is Greater Than 0 (zero)  
 Note (2)-Describe Activity related to Overtime/Training Charges

Truck Start Mileage	80245
Truck End Mileage	80785
For Acctg. Use Only	
Entered By:	
Date	

# ALPHA CORPORATION WEEKLY TIMESHEET

MONTH OF: **April 2016**  
 Week 2 of 2

MONTH	DAY	YEAR
4	08	2016

EMPLOYEE ID NUMBER	EMPLOYEE NAME
940	Joseph Gilbert

ALPHA Project No.	ALPHA TASK	Type	SAT 2-Apr		SUN 3-Apr		MON 4-Apr		TUE 5-Apr		WED 6-Apr		THU 7-Apr		FRI 8-Apr		TOTAL		WORK DESCRIPTION Upc & Activity	
			Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT		
F580	030	LABOR MILES					5.0											19.0	258.0	Grays Creek Marina on-site
F580	030	LABOR MILES																6.0	10.0	Grays Creek Marina Parking Lot
F580	030	LABOR MILES																-	-	Surry County Visitor Center
F580	030	LABOR MILES																-	-	Surry County Main Bldg
F580	030	LABOR MILES																-	-	Surry County O&M Manuals/Warranty
F580	030	LABOR MILES																-	-	Grays Creek Marina Punchlist Review
F580	040	LABOR MILES					3.0		2.0		3.0		2.0		2.0			12.0	228.0	Smithfield Police Evid Storage - on-site
F580	090	LABOR MILES																3.0	20.0	Smithfield Joe Lutter Sports Complex
5005	NF-2 (Note 2)	LABOR MILES																-	-	
Subtotal Job and OH hours							8.0		8.0		8.0		8.0		8.0			40.0	-	
2004	000																	-	-	PTO
4110	000																	-	-	HOLIDAY
4180	000																	-	-	BEREAVEMENT
<b>Total Hours for the Week</b>			-	-	-	-	8.0	-	8.0	-	8.0	-	8.0	-	8.0	-	40.0	-		
<b>Total Job Miles</b>			0	0	0	100	0	98	0	105	0	103	0	110	0			516.0	-	
<b>Alpha OH &amp; Training Miles</b>			0	0	0	0	0	0	0	0	0	0	0	0	0			-	-	
<b>Commuter/Personal Mileage</b>						13		13		13		13		13				65.0	581	

Employee Signature: \_\_\_\_\_ Date: **4/11/16**

Client's Approval-Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client's Printed Name and Title: \_\_\_\_\_

Note (1)-Regular Hours Must Total 40 for the Week before Overtime is Greater Than 0 (zero)  
 Note (2)-Descriptive Activity related to Overtime/Training Charges

80785	Truck Start Mileage
81366	Truck End Mileage
	For Accounting Use Only
	Entered By: _____
	Date _____

# ALPHA CORPORATION WEEKLY TIMESHEET

MONTH OF: **April 2016**  
 Week 2 of 2

MONTH	DAY	YEAR
4	15	2015

EMPLOYEE ID NUMBER	940
EMPLOYEE NAME	Joseph Gilbert

ALPHA Project No.	ALPHA TASK	Type	Date					TOTAL HRS/Miles	WORK DESCRIPTION		
			SAT 9-Apr	SUN 10-Apr	MON 11-Apr	TUE 12-Apr	WED 13-Apr			THU 14-Apr	FRI 15-Apr
F580	030	LABOR			4.0			4.0	13.0	Gray's Creek Marina on-site	
		MILES			59			64	55		
F580	030	LABOR			1.0			2.0	2.0	Gray's Creek Marina Parking Lot	
		MILES			10			10	10		
F580	030	LABOR								Surry County Visitor Center	
		MILES									
F580	030	LABOR								Surry County Main Bldg	
		MILES									
F580	030	LABOR								Surry County O&M Manuals/Warranty	
		MILES									
F580	030	LABOR								Gray's Creek Marina Punchlist Review	
		MILES									
F580	040	LABOR			2.0		6.0	2.0	3.0	Smithfield Police Evid Storage - on-site	
		MILES			40		55	45	45		
F580	080	LABOR			1.0		2.0		1.0	Smithfield Joe Luter Sports Complex	
		MILES			10		20		10		
5005	NF-2 (Note 2)	LABOR									
		MILES									
	OH Training	LABOR							4.0		
		MILES									
2004	000									PTO	
4110	000									HOLIDAY	
4180	000									BEREAVEMENT	
<b>Total Hours for the Week</b>			-	-	8.0	-	8.0	-	8.0	40.0	
<b>Total Job Miles</b>			0	0	119	75	119	110	130	553.0	
<b>Alpha OH &amp; Training Miles</b>			0	0	0	0	0	0	0	-	
<b>Commuter/Personal Mileage</b>											

Employee Signature \_\_\_\_\_ Date **4/18/16**  
 Joseph Gilbert

Client's Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

Client's Printed Name and Title \_\_\_\_\_

Note (1)-Regular Hours Must Total 40 for the Week before Overtime is Greater Than 0 (zero)  
 Note (2)-Dedible Activity related to Overhead/Training Charges

Truck Start Mileage	81366
Truck End Mileage	81919
For Accounting, Use Only	
Entered By:	Date

# ALPHA CORPORATION WEEKLY TIMESHEET

MONTH OF: **April 2016**  
 Week 2 of 2

Period Ending

MONTH	DAY	YEAR
4	22	2016

EMPLOYEE ID NUMBER	EMPLOYEE NAME
940	Joseph Gilbert

ALPHA Project No.	ALPHA TASK	Type	Date							TOTAL HRS/Miles	Reg	OT	WORK DESCRIPTION				
			SAT 16-Apr	SUN 17-Apr	MON 18-Apr	TUE 19-Apr	WED 20-Apr	THU 21-Apr	FRI 22-Apr								
F580	030	LABOR			4.0										10.0	-	Grays Creek Marina on-site
F580	030	LABOR			1.0										3.0	-	Grays Creek Marina Parking Lot
F580	030	LABOR			10										8.0	-	Portsmouth Blvd
T527	230	LABOR														-	UPC 18591 Act 616
T532	050	LABOR													8.0	-	Indian River Rd Review
F580	030	LABOR														-	Surry County O&M Manuals/Warranty
F580	030	LABOR														-	Grays Creek Marina Punchlist Review
F580	030	LABOR														-	Smithfield Police Evid Storage - on-site
F580	030	LABOR														-	Smithfield Joe Luter Sports Complex
5000	NI-2 (Note 2)	LABOR														-	
5005	NI-2 (Note 2)	LABOR														-	
OH Training																-	
Subtotal Job and OH hours					8.0		8.0		8.0		8.0		8.0		40.0	-	
2004	000															-	PTO
4110	000															-	HOLIDAY
4180	000															-	BEREAVEMENT
Total Hours for the Week					8.0		8.0		8.0		8.0		8.0		40.0	-	Truck Vin #:
Total Job Miles					119		108		118		0		0		345.0	-	Total Miles
Alpha OH & Training Miles					0		0		0		0		0		-	-	Total Odometer Miles
Commuter/Personal Mileage					13		13		13		13		13		65.0	-	Truck Start Mileage

Employee Signature: \_\_\_\_\_ Date: **4/25/16**  
 Client's Approval-Signature: **Joseph Gilbert** Date: \_\_\_\_\_  
 Client's Printed Name and Title: \_\_\_\_\_

Truck End Mileage: **82329**  
 For Accounting, Use Only:  
 Entered By: \_\_\_\_\_ Date: \_\_\_\_\_

Note (1)-Regular Hours Must Total 40 for the Week before Overtime is Greater Than 0 (Zero)  
 Note (2)-Describe Activity related to Overhead/Training Charges

# ALPHA CORPORATION WEEKLY TIMESHEET

MONTH OF: **April 2016**  
 Week 2 of 2

Period Ending

MONTH	DAY	YEAR
4	29	2016

EMPLOYEE ID NUMBER	940
EMPLOYEE NAME	Joseph Gilbert

ALPHA Project No.	ALPHA TASK	Type	Date							TOTAL HRS/Miles	WORK DESCRIPTION
			SAT 23-Apr	SUN 24-Apr	MON 25-Apr	TUE 28-Apr	WED 27-Apr	THU 28-Apr	FRI 29-Apr		
F580	030	LABOR			5.0	6.0	3.0	4.0	4.0	22.0	Grays Creek Marina on-site
F580	030	LABOR			5.0	6.0	3.0	4.0	4.0	22.0	Grays Creek Marina on-site
F580	030	LABOR						2.0	2.0	6.0	Grays Creek Marina Signage
T527	230	LABOR						10	10	30.0	Portsmouth Blvd UPC 18591 Act 616
T532	050	LABOR								-	Indian River Rd Review
F580	030	LABOR								-	Surry County O&M Manuals/Warranty
F580	030	LABOR								-	Grays Creek Marina Punchlist Review
F580	040	LABOR			3.0	2.0	3.0	2.0	2.0	12.0	Smithfield Police Evid Storage - on-site
5000	NF-2 (Note 2)	LABOR			50	50	40	50	40	230.0	Smithfield Joe Luter Sports Complex
5005	NF-2 (Note 2)	LABOR								-	
OH Training										-	
Subtotal Job and OH hours					8.0	8.0	8.0	8.0	8.0	40.0	
2004	000									-	PTO
4110	000									-	HOLIDAY
4160	000									-	BEREAVEMENT
Total Hours for the Week			-	-	8.0	8.0	8.0	8.0	8.0	40.0	
Total Job Miles			0	0	104	114	103	117	103	541.0	
Alpha OH & Training Miles			0	0	0	0	0	0	0	-	
Commuter/Personal Mileage					13	13	13	13	13	65.0	

Employee Signature \_\_\_\_\_ Date 4/29/16  
 Client's Approval Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Client's Printed Name and Title \_\_\_\_\_

Note (1)-Regular Hours Must Total 40 for the Week before Overtime is Greater Than 0 (zero)  
 Note (2)-Describe Activity related to Overtime/Training Charges

82329	Truck End Mileage
82935	Truck Start Mileage
	For Acctg. Use Only
Entered By: _____	Date _____

Employee: CAMDEN, BRIAN V. (935)  
 Expense Report Number: ER00013946

Authorization Number:  
 Expense Report Type: Direct Expense Reports  
 Description: smithfield  
 Expense Class: Norfolk Both Expense Class

Purpose: meet with Peter Stephenson

ALPHA CORPORATION  
 Expense Report Detail



Printed: May 13, 2016 10:59 AM

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Revision: 0  
 Correction No: 0  
 Expense Report Status: Processed  
 Expense Report Date: May 9 2016  
 From: Apr 7, 2016  
 To: Apr 7, 2016

First Day of Trip: Y  
 Last Day of Trip: Y

Expense ID: 1  
 Category: GRNDRANS  
 Type: MILES-D54  
 Description: MILES-D54 / Apr 7, 2016

Payment Method: EP  
 Currency: USD  
 Expense Date: Apr 7, 2016  
 Amount: 48.60  
 Tax Rate 1 Amount: 0.00  
 Tax Rate 2 Amount: 0.00  
 Provider:  
 Unallowable Explanation:  
 Comments:

First Day of Trip: No  
 Last Day of Trip: No  
 Rate Per Miles: 0.54  
 Number of Miles: 90.0  
 Starting Miles: 0.0  
 Ending Miles: 0.0  
 Start Date: Apr 7, 2016  
 End Date: Apr 7, 2016

Charge Type	Type	Allocation %	Account	Stx	Dept/TransCd	Expense Reference	Amount(USD)
Mileage Reimbursement-Direct	Under Ceiling	100	F580-040	43	07		48.60

Employee: CAMDEN, BRIAN V. (935)  
Expense Report Number: ER00013952

Authorization Number:  
Expense Report Type: Direct Expense Reports  
Description: Smithfield Police Committee  
Expense Class: Norfolk Both Expense Class

Purpose: Police Committee Meeting

# ALPHA CORPORATION

## Expense Report Detail



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Revision: 0  
Correction No: 0  
Expense Report Status: Processed  
Expense Report Date: May 9, 2016  
From: Apr 25, 2016  
To: Apr 25, 2016

Printed: May 13, 2016 10:56 AM

First Day of Trip: Y  
Last Day of Trip: Y

Expense ID: 1  
Category: GRNDTRANS  
Type: MILES-D54  
Description: MILES-D54 / Apr 25, 2016

Payment Method: EP  
Currency: USD  
Expense Date: Apr 25, 2016  
Amount: 48.60  
Tax Rate 1 Amount: 0.00  
Tax Rate 2 Amount: 0.00  
Provider:  
Unallowable Explanation:  
Comments:

First Day of Trip: No  
Last Day of Trip: No  
Rate Per Miles: 0.54  
Number of Miles: 90.0  
Starting Miles: 0.0  
Ending Miles: 0.0  
Start Date: Apr 25, 2016  
End Date: Apr 25, 2016

Charge Type	Type	Allocation %	Account	Sfx	Dept/TransCd	Expense Reference	Amount(USD)
Mileage Reimbursement-Direct	Under Ceiling	100	F580-040	43	07		48.60



21351 Ridgetop Circle, Suite 200  
 Dulles, VA 20166  
 Phone: 703.450.0800  
 Fax: 703.450.0043

**INVOICE**

To: VA DGS  
 Town of Smithfield  
 PO Box 246  
 911 South Church Street  
 Smithfield, VA 23431  
 Attn: Peter Stephenson  
[pstephenson@smithfieldva.gov](mailto:pstephenson@smithfieldva.gov)

**9-Jul-16**

Alpha Project Number: **F580-040**  
 Alpha Invoice Number: **F580-040-014**

Services Rendered Through: **6/24/2016**

**On-Call PM Services - Smithfield Police Storage**

	<u>Current Hours</u>	<u>Current Rate</u>	<u>Current Billable</u>	<u>Total Hours</u>	<u>Total Billable</u>
<b>Labor: Police Evidence / Storage</b>					
PM, Level 2 - Brian Camden	20.0	\$113.00	\$2,260.00	264.0	\$29,832.00
PM, Level 1 - Cas Allen	-	\$92.00	\$0.00	167.0	\$15,364.00
PM, Level 1 -Joe Gilbert	57.0	\$92.00	\$5,244.00	399.0	\$36,708.00
<b>Sub Total Labor</b>	<b>77.0</b>		<b>\$7,504.00</b>	<b>830.0</b>	<b>\$81,904.00</b>

<b>Reimbursable ODCs</b>	<u>Current</u>	<u>Prior</u>	<u>Total</u>
Mileage	\$258.66	\$3,280.11	\$3,538.77
<b>Sub Total ODCs</b>	<b>\$258.66</b>	<b>\$3,280.11</b>	<b>\$3,538.77</b>

Please Remit this Amount: **\$7,762.66**

Certified By: *Gloryvee Proctor*  
 Gloryvee Proctor, Project Accountant

Wiring Instructions:  
 Beneficiary: Alpha Corporation  
 Bank: SunTrust Bank  
 Bank address: 8330 Boone Blvd,  
 Suite 700  
 Vienna VA 22182 USA  
 SWIFT Code: SNTRUS3A  
 Routing: 061000104  
 Account No: 0000702307785  
 Payments should be made in US Dollars

Previously Billed:	\$77,680.11	Billed-To-Date:	\$85,442.77
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ALPHA CORPORATION  
Employee Timesheet



Employee: CAMDEN, BRIAN V.  
Employee ID: 935  
Class: Salary Exempt  
Printed: Jun 8, 2016 10:10 AM

Revision: 1  
Schedule: Bi-Weekly pay weekly  
Period Ending: May 6, 2016  
Page: 1 of 1

Line No	Account Pay Type	Charge Description	Sat 4/30	Sun 5/1	Mon 5/2	Tue 5/3	Wed 5/4	Thu 5/5	Fri 5/6	Line Totals
1	F580-090 RS	JOE LUTER SPORTS COMPLEX			2.0	6.0	1.0	1.0	1.0	11.0
2	F580-070 RS	NEW KENT COUNTY PM SVS					1.0			1.0
3	F580-030 RS	ON CALL PM SVC. SURRY CO.			2.0	3.0	3.0	6.0	1.0	15.0
4	F580-040 RS	SMITHFIELD POLICE STORAGE			1.0	1.0				2.0
5	RS	Field Overhead Labor - VB					1.0			1.0
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
		<b>Total Regular Hours:</b>			5.0	10.0	6.0	7.0	2.0	30.0
		<b>Total Overtime Hours:</b>								
		<b>Total Hours:</b>			5.0	10.0	6.0	7.0	2.0	30.0

Signature: CAMDEN, BRIAN V.  
Date: May 9, 2016

By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures

Approval: VAUGHN, MARK A.  
Date: May 11, 2016

ALPHA CORPORATION  
Employee Timesheet



Know more.  
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Employee: CAMDEN, BRIAN V.  
Employee ID: 935  
Class: Salary Exempt  
Printed: Jun 8, 2016 10:11 AM

Revision: 2  
Schedule: Bi-Weekly pay weekly  
Period Ending: May 13, 2016  
Page: 1 of 1

Line No	Account Pay Type	Charge Description	Sat 5/7	Sun 5/8	Mon 5/9	Tue 5/10	Wed 5/11	Thu 5/12	Fri 5/13	Line Totals
1	F580-090 RS	JOE LUTER SPORTS COMPLEX			3.0	1.0	0.0	1.0		5.0
2	F580-070 RS	NEW KENT COUNTY PM SVS			4.0	2.0	2.0	8.0	2.0	18.0
3	F580-030 RS	ON CALL PM SVC. SURRY CO.			1.0	1.0	2.0			4.0
4	F580-040 RS	SMITHFIELD POLICE STORAGE				1.0		1.0		2.0
5	8516-008 RS	VA Beach Annual CEI							1.0	1.0
6	5010-VB2 RS	Field BD Labor - VB								
7										
8										
9										
10										
11										
12										
13										
14										
15										
Total Regular Hours:					8.0	5.0	4.0	10.0	3.0	30.0
Total Overtime Hours:										
Total Hours:					8.0	5.0	4.0	10.0	3.0	30.0

Signature: CAMDEN, BRIAN V. Date: May 13, 2016

By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures

Approval: VAUGHN, MARK A. Date: May 13, 2016

ALPHA CORPORATION  
Employee Timesheet

Employee: CAMDEN, BRIAN V.  
Employee ID: 935  
Class: Salary Exempt  
Printed: Jun 30, 2016 3:42 PM

Company  
Logo Here

Revision: 5  
Schedule: Bi-Weekly pay weekly  
Period Ending: May 27, 2016  
Page: 1 of 1

Line No	Project	Pay Type	Charge Description	Sat 5/21	Sun 5/22	Mon 5/23	Tue 5/24	Wed 5/25	Thu 5/26	Fri 5/27	Line Totals
1	PLC	RS	ON CALL PM SVC. SURRY CO.			2.0	2.0	2.0	2.0	4.0	12.0
2		RS	NEW KENT COUNTY PM SVS				4.0		1.0		5.0
3		RS	SMITHFIELD POLICE STORAGE			6.0	1.0	1.0			8.0
4		RS	Overhead VA Beach			1.0	2.0				3.0
5		RS	Paid Time Off						2.0		2.0
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
<b>Total Regular Hours:</b>						9.0	9.0	3.0	5.0	4.0	30.0
<b>Total Overtime Hours:</b>											
<b>Total Hours:</b>						9.0	9.0	3.0	5.0	4.0	30.0

Signature: CAMDEN, BRIAN V. (935) Date: May 31, 2016 5:45:55 PM

By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures

Approval: VAUGHN, MARK A. (848) Date: Jun 1, 2016 8:51:47 AM

ALPHA CORPORATION  
Employee Timesheet

Revision: 3  
Schedule: Bi-Weekly pay weekly  
Period Ending: Jun 3, 2016  
Page: 1 of 1

Company  
Logo Here

Employee: CAMDEN, BRIAN V.  
Employee ID: 935  
Class: Salary Exempt  
Printed: Jun 30, 2016 3:43 PM

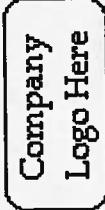
Line No	Project	Pay Type	Charge Description	Sat 5/28	Sun 5/29	Mon 5/30	Tue 5/31	Wed 6/1	Thu 6/2	Fri 6/3	Line Totals
1	10F580.000.070.00 BC	RS	NEW KENT COUNTY PM SVS				8.0	2.0	6.0	1.0	17.0
2	10F580.000.030.00 B1	RS	ON CALL PM SVC. SURRY CO.								
3	10F580.000.040.00 BC	RS	SMITHFIELD POLICE STORAGE					2.0			2.0
4	FRINGE.HOL	RS	Holiday			8.0					8.0
5	OVERHD.005	RS	Overhead VA Beach				1.0			2.0	3.0
6	10F580.000.090.00 BC	RS	JOE LUTER SPORTS COMPLEX								
7											
8											
9											
10											
11											
12											
13											
14											
15											
			Total Regular Hours:			8.0	9.0	2.0	8.0	3.0	30.0
			Total Overtime Hours:								
			Total Hours:			8.0	9.0	2.0	8.0	3.0	30.0

Signature: CAMDEN, BRIAN V. (935) Date: Jun 3, 2016 2:57:28 PM

By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures

Approval: VAUGHN, MARK A. (848) Date: Jun 6, 2016 9:04:05 AM

ALPHA CORPORATION  
Employee Timesheet



Employee: CAMDEN, BRIAN V.  
Employee ID: 935  
Class: Salary Exempt  
Printed: Jun 30, 2016 3:44 PM

Revision: 3  
Schedule: Bi-Weekly pay weekly  
Period Ending: Jun 10, 2016  
Page: 1 of 1

Line No	Project	Pay Type	Charge Description	Sat 6/4	Sun 6/5	Mon 6/6	Tue 6/7	Wed 6/8	Thu 6/9	Fri 6/10	Line Totals
1	10F580.000.090.00 BC	RS	JOE LUTER SPORTS COMPLEX			1.0	5.0	1.0			7.0
2	10F580.000.070.00 BC	RS	NEW KENT COUNTY PM SVS			2.0	3.0	1.0	2.0	2.0	10.0
3	10F580.000.030.00 B1	RS	ON CALL PM SVC. SURRY CO.			1.0					1.0
4	10F580.000.040.00 BC	RS	SMITHFIELD POLICE STORAGE			1.0	1.0	1.0	1.0	2.0	6.0
5	OVERHD.005	RS	Overhead VA Beach								
6	FRINGE.PTO	RS	Paid Time Off					1.0	3.0	2.0	6.0
7											
8											
9											
10											
11											
12											
13											
14											
15											
Total Regular Hours:						5.0	9.0	4.0	6.0	6.0	30.0
Total Overtime Hours:											
Total Hours:						5.0	9.0	4.0	6.0	6.0	30.0

Signature: CAMDEN, BRIAN V. (935) Date: Jun 14, 2016 4:14:17 PM

By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures

Approval: VAUGHN, MARK A. (848) Date: Jun 14, 2016 4:19:10 PM

ALPHA CORPORATION  
Employee Timesheet

Company  
Logo Here

Employee: CAMDEN, BRIAN V.  
Employee ID: 935  
Class: Salary Exempt  
Printed: Jun 30, 2016 3:44 PM

Revision: 1  
Schedule: Bi-Weekly pay weekly  
Period Ending: Jun 17, 2016  
Page: 1 of 1

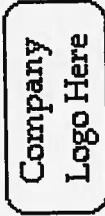
Line No	Project	PLC	Pay Type	Charge Description	Sat 6/11	Sun 6/12	Mon 6/13	Tue 6/14	Wed 6/15	Thu 6/16	Fri 6/17	Line Totals
1	10F580.000.090.00	BC	RS	JOE LUTER SPORTS COMPLEX						1.0	5.0	6.0
2	10F580.000.070.00	BC	RS	NEW KENT COUNTY PM SVS			4.0	1.0				5.0
3	10F580.000.030.00	BC	RS	ON CALL PM SVC. SURRY CO.					5.0		2.0	7.0
4	10F580.000.040.00	BC	RS	SMITHFIELD POLICE STORAGE			1.0			1.0		2.0
5	OVERHD.005	BC	RS	Overhead VA Beach			2.0	2.0		1.0		5.0
6	10F580.000.110.00	BC	RS	TOWN OF WINDSOR PM SVS					1.0	2.0	2.0	5.0
7												
8												
9												
10												
11												
12												
13												
14												
15												
<b>Total Regular Hours:</b>							7.0	3.0	6.0	5.0	9.0	30.0
<b>Total Overtime Hours:</b>												
<b>Total Hours:</b>							7.0	3.0	6.0	5.0	9.0	30.0

Signature: CAMDEN, BRIAN V. (935)  
Date: Jun 21, 2016 10:40:48 AM

By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures

Approval: VAUGHN, MARK A. (948)  
Date: Jun 21, 2016 2:12:08 PM

ALPHA CORPORATION  
Employee Timesheet



Employee: CAMDEN, BRIAN V.  
Employee ID: 935  
Class: Salary Exempt  
Printed: Jun 30, 2016 3:45 PM

Revision: 1  
Schedule: Bi-Weekly pay weekly  
Period Ending: Jun 24, 2016  
Page: 1 of 1

Line No	Project	Pay Type	Charge Description	Sat 6/18	Sun 6/19	Mon 6/20	Tue 6/21	Wed 6/22	Thu 6/23	Fri 6/24	Line Totals
1	10F580.000.090.00 BC	RS	JOE LUTER SPORTS COMPLEX								
2	10F580.000.070.00 BC	RS	NEW KENT COUNTY PM SVS				2.0	8.0	2.0	3.0	15.0
3	10F580.000.030.00 B1	RS	ON CALL PM SVC. SURRY CO.								
4	10F580.000.040.00 BC	RS	SMITHFIELD POLICE STORAGE						1.0		1.0
5	10F580.000.110.00 BC	RS	TOWN OF WINDSOR PM SVS			8.0	2.0				10.0
6	OVERHD.005	RS	Overhead VA Beach				1.0		2.0	1.0	4.0
7											
8											
9											
10											
11											
12											
13											
14											
15											
Total Regular Hours:						8.0	5.0	8.0	5.0	4.0	30.0
Total Overtime Hours:											
Total Hours:						8.0	5.0	8.0	5.0	4.0	30.0

Signature: CAMDEN, BRIAN V. (935)  
Date: Jun 29, 2016 9:23:49 AM

By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures

Approval: VAUGHN, MARK A. (848)  
Date: Jun 29, 2016 9:45:50 AM

**ALPHA CORPORATION WEEKLY TIMESHEET**

MONTH OF: **May 2016**  
 Week 2 of 2

MONTH DAY YEAR  
**5 06 16**

Period Ending

EMPLOYEE ID NUMBER: **940**  
 EMPLOYEE NAME: **Joseph Gilbert**

ALPHA Project No.	ALPHA TASK	Date	SAT 30-Apr		SUN 1-May		MON 2-May		TUE 3-May		WED 4-May		THU 5-May		FRI 6-May		TOTAL	
			Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT
F580	030	LABOR					5.0				2.0		3.0		2.0		12.0	
		MILES					64				59		54		44		221.0	
F580	030	LABOR									2.0		1.0		2.0		5.0	
		MILES											10		10		20.0	
T527	230	LABOR																
		MILES																
T532	050	LABOR																
		MILES																
F580	030	LABOR																
		MILES																
F580	040	LABOR													2.0		2.0	
		MILES													10		10.0	
F580	040	LABOR					3.0			4.0			4.0		2.0		13.0	
		MILES					50			50			50		40		180.0	
5000	NF-2 Overhead (Note 2)	LABOR																
		MILES																
5005	NF-2 OH Training (Note 2)	LABOR																
		MILES																
Subtotal Job and OH hours							8.0			8.0			8.0		8.0		32.0	
2004	000								8								8.0	
4110	000																	
4180	000																	
Total Hours for the Week							8.0		8.0		8.0		8.0		8.0		40.0	
Total Job Miles			0	0	0	114	0	0	0	99	0	114	0	0	104	0	431.0	
Alpha OH & Training Miles			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commuter/Personal Mileage						13	13	13	13	13	13	13	13	13	13	13	65.0	

Employee Signature: **Joseph Gilbert** Date: **5/9/16**

Client's Approval-Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client's Printed Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_

Note (1)-Regular Hours Must Total 40 for the Week before Overtime is Greater Than 0 (zero)  
 Note (2)-Describe Activity related to Overhead/Training Charges

# ALPHA CORPORATION WEEKLY TIMESHEET

MONTH OF: May 2016  
 Week 2 of 2

Period Ending

MONTH	DAY	YEAR
5	13	2016

EMPLOYEE ID NUMBER	940
EMPLOYEE NAME	Joseph Gilbert

ALPHA Project No.	ALPHA TASK	Date	SAT 7-May		SUN 8-May		MON 9-May		TUE 10-May		WED 11-May		THU 12-May		FRI 13-May		TOTAL HRS/Miles		WORK DESCRIPTION UPC & Activity
			Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	
F580	030	LABOR					3.0		3.0		1.0		1.0				8.0	-	Grays Creek Marina on-site
F580	030	MILES					58		56		50		53				217.0	-	Grays Creek Marina on-site
F580	030	LABOR					2.0		1.0		2.0		2.0				7.0	-	Grays Creek Marina Parking
F580	030	MILES					30		10		10		10				60.0	-	Grays Creek Marina Warrantly Items
F580	030	LABOR					3.0		2.0		2.0		2.0				11.0	-	Grays Creek Marina Project Closeout
F580	030	MILES					30		10		10		10				60.0	-	Grays Creek Marina
F580	040	LABOR							2.0		3.0		3.0				11.0	-	Smithfield Police Evid Punctilis/TAB's
F580	040	MILES							50		40		30				120.0	-	Smithfield Police Evid Storage - on-site
F580	040	LABOR															-	-	Smithfield Joe Luter Sports Complex
F580	040	MILES															-	-	
5000	NF-2 Overhead (Note 2)	LABOR															-	-	
5005	NF-2 OH Training (Note 2)	LABOR															-	-	
Subtotal Job and OH hours							8.0		8.0		8.0		8.0			40.0	-	-	(Note 1)
2004	000																-	-	PTO
4110	000																-	-	HOLIDAY
4160	000																-	-	BEREAVEMENT
Total Hours for the Week							8.0		8.0		8.0		8.0			40.0	-	-	Truck Vin #:
Total Job Miles			0	0	0	0	118	0	126	0	110	0	103	0	0	457.0	-	-	
Alpha OH & Training Miles			0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	Total Miles
Commuter/Personal Mileage			0	0	0	0	13	0	13	0	13	0	13	0	13	65.0	-	-	Total Odometer Miles
																	-	-	Truck Start Mileage

Employee Signature Joseph Gilbert Date 5/16/16

Client's Approval-Signature \_\_\_\_\_ Date \_\_\_\_\_

Client's Printed Name and Title \_\_\_\_\_ Date \_\_\_\_\_

Note (1)-Regular Hours Must Total 40 for the Week before Overtime is Greater Than 0 (zero)  
 Note (2)-Describe Activity related to Over-Head/Training Charges

83431  
 Truck End Mileage  
 83953  
 For Acctg. Use Only  
 Entered By: \_\_\_\_\_ Date \_\_\_\_\_

**ALPHA CORPORATION WEEKLY TIMESHEET**

MONTH OF: **May 2016**  
 Week 2 of 2

Period Ending

MONTH	DAY	YEAR
5	20	2016

EMPLOYEE ID NUMBER	940
EMPLOYEE NAME	Joseph Gilbert

ALPHA Project No.	ALPHA TASK	Date	SAT 14-May		SUN 15-May		MON 16-May		TUE 17-May		WED 18-May		THU 19-May		FRI 20-May		TOTAL		WORK DESCRIPTION UPC & Activity
			Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	
F580	030	LABOR					8.0		6.0		3.0		3.0		3.0		23.0		Grays Creek Marina on-site
		MILES						93		53			52				303.0		
F580	030	LABOR																	Grays Creek Marina Parking
		MILES																	
F580	030	LABOR							2.0		3.0		3.0		3.0		11.0		Grays Creek Marina Warrantly Items
		MILES							40		20		30		20		110.0		
F580	030	LABOR																	Grays Creek Marina Project Closeout
		MILES																	
F580	030	LABOR																	Grays Creek Marina
		MILES																	
F580	040	LABOR								2.0		2.0		2.0		6.0			Smithfield Police Evid Punctilist/TAB's
		MILES								20		20		20		70.0			
F580	040	LABOR																	Smithfield Police Evid Storage - on-site
		MILES																	
F-580	040	LABOR																	Smithfield Joe Luter Sports Complex
		MILES																	
5005	NF-2	LABOR																	
		MILES																	
Subtotal Job end OH hours			-	-	-	-	8.0	-	8.0	-	8.0	-	8.0	-	8.0	-	40.0	-	Note (1)
2004	000																		PTO
4110	000																		HOLIDAY
4180	000																		BEREAVEMENT
Total Hours for the Week			-	-	-	-	8.0	-	8.0	-	8.0	-	8.0	-	8.0	-	40.0	-	Truck Vin #:
Alpha OH & Training Miles			0	0	0	0	93	93	93	102	93	102	102	102	102	483.0			
Commuter/Personal Mileage			0	0	0	0	0	0	0	0	0	0	0	0	0	0			Total Miles 548
							13	13	13	13	13	13	13	13	13	65.0			Total Odometer Miles 548

Employee Signature Joseph Gilbert Date 5/23/16

Client's Approval-Signature \_\_\_\_\_ Date \_\_\_\_\_

Client's Printed Name and Title \_\_\_\_\_ Date \_\_\_\_\_

Truck End Mileage 83956

Truck Start Mileage 83504

For Accing. Use Only

Entered By: \_\_\_\_\_ Date \_\_\_\_\_

Note (1)-Regular Hours Must Total 40 for the Week before Overtime is Greater Than 0 (zero)  
 Note (2)-Describe Activity related to Overhead/Training Charges

# ALPHA CORPORATION WEEKLY TIMESHEET

MONTH OF: **May 2016**  
 Week 2 of 2

Period Ending

MONTH	DAY	YEAR
5	27	16

EMPLOYEE ID NUMBER	940
EMPLOYEE NAME	Joseph Gilbert

ALPHA Project No.	ALPHA TASK	Date	SAT 21-May		SUN 22-May		MON 23-May		TUE 24-May		WED 25-May		THU 26-May		FRI 27-May		TOTAL		WORK DESCRIPTION
			Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	
F580	030	LABOR									3.0				3.0			6.0	UPC & Activity
		MILES									65				65			130.0	Grays Creek Marina on-site
F580	030	LABOR							2.0		2.0							6.0	Grays Creek Marina
		MILES							40									40.0	Pier Drawings
F580	030	LABOR									1.0				2.0			5.0	Grays Creek Marina
		MILES									15				50			65.0	Warranty Items
F580	030	LABOR					1.0											1.0	Grays Creek Marina
		MILES					29											29.0	Pick up Drawings
F580	030	LABOR					1.0						4.0		3.0			8.0	Grays Creek Marina
		MILES													10			10.0	Front End Specs
F580	040	LABOR																-	Smithfield Police Evid
		MILES																-	Warranty Items
F580	040	LABOR					1.0											1.0	Smithfield Police Evid
		MILES																-	Storage - Monthly Update
F580	090	LABOR					3.0											3.0	Smithfield Joe Luter
		MILES																-	Sports Complex
5005	NF-2	LABOR																-	
		MILES																-	
Subtotal Job and OH hours			-	-	-	-	6.0	-	4.0	-	6.0	-	6.0	-	8.0	-	30.0	-	Note (1)
2004	000						2		4		2		2					10.0	PTO
4110	000																	-	HOLIDAY
4160	000																	-	BEREAVEMENT
Total Hours for the Week			-	-	-	-	8.0	-	8.0	-	8.0	-	8.0	-	8.0	-	40.0	-	Truck Vin #:
Total Job Miles			0	0	0	0	29	0	0	120	0	0	0	0	125	0	274.0	-	
Alpha OH & Training Miles			0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	Total Miles
Commuter/Personal Mileage							13	13	13	13	13	13	13	13	13	13	65.0	-	Total Odometer Miles
																			339
																			339
																			Truck Start Mileage

Employee Signature: Joseph Gilbert Date: 5/31/16

Client's Approval-Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client's Printed Name and Title: \_\_\_\_\_

Note (1)-Regular Hours Must Total 40 for the Week before Overtime is Greater Than 0 (zero)

Note (2)-Describe Activity related to Overhead/Training Charges

83956	Truck End Mileage
84295	For Acctg. Use Only
Entered By:	Date

**ALPHA CORPORATION WEEKLY TIMESHEET**

MONTH OF: **June 2016**

Week 2 of 2

Period Ending  
 MONTH DAY YEAR  
 6 03 2016

EMPLOYEE ID NUMBER: **940**  
 EMPLOYEE NAME: **Joseph Gilbert**

ALPHA Project No.	ALPHA TASK	Date	SAT 28-May		SUN 29-May		MON 30-May		TUE 31-May		WED 1-Jun		THU 2-Jun		FRI 3-Jun		TOTAL HRS/Miles		WORK DESCRIPTION UPC & Activity
			Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	
F580	030	LABOR							5.0									5.0	Grays Creek Marina on-site
		MILES							63										
F580	030	LABOR							1.0		1.0		2.0					4.0	Grays Creek Marina Pier Drawings
		MILES							20									20.0	
F580	030	LABOR							1.0		1.0				2.0			4.0	Grays Creek Marina Warranty Items
		MILES							20									20.0	
F580	030	LABOR									6.0							6.0	Surry/DVP Cost Estimate
		MILES																	
F580	030	LABOR																	Grays Creek Marina Front End Specs
		MILES																	
F580	040	LABOR													2.0			2.0	Smithfield Police Evid Warrantly Items/DVP issue
		MILES																	
F580	040	LABOR											4.0					4.0	Smithfield Police Evid
		MILES											99					99.0	Final Walk Thru
F580	040	LABOR																	Smithfield Joe Luter Sports Complex
		MILES																	
5005	NF-2 (Note 2)	LABOR																	
		MILES																	
Subtotal Job and OH hours									7.0		8.0		6.0		4.0		25.0	Note (1)	
2004	000									1			2		4		7.0	PTO	
4110	000																8.0	HOLIDAY	
4180	000																	8.0	BEREAVEMENT
Total Hours for the Week									8.0		8.0		8.0		8.0		40.0		Truck Vin #:
Total Job Miles			0	0	0	0	0	0	103	0	0	0	89	0	0	0	202.0		
Alpha OH & Training Miles			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		Total Miles
Commuter/Personal Mileage			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		Total Odometer Miles
																			257
																			257
																			Truck Start Mileage

Employee Signature: **Joseph Gilbert** Date: **6/6/16**

Truck End Mileage: **84295**

Client's Approval-Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client's Printed Name and Title: \_\_\_\_\_

Entered By: \_\_\_\_\_ Date: \_\_\_\_\_

For Accing. Use Only

Note (1)-Regular Hours Must Total 40 for the Week before Overtime is Greater Than 0 (zero)

Note (2)-Describe Activity related to Overhead/Training Charges

**ALPHA CORPORATION WEEKLY TIMESHEET**

MONTH OF: June 2016  
 Week 2 of 2

MONTH DAY YEAR  
 6 10 2016

Period Ending

EMPLOYEE ID NUMBER: 940  
 EMPLOYEE NAME: Joseph Gilbert

ALPHA Project No.	ALPHA TASK	Date	SAT 4-Jun		SUN 5-Jun		MON 6-Jun		TUE 7-Jun		WED 8-Jun		THU 9-Jun		FRI 10-Jun		TOTAL HRS/Miles		WORK DESCRIPTION	
			Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT		
F580	030	LABOR							4.0									4.0	UPC & Activity	
F580	030	MILES							86									86.0	Grays Creek Marina on-site	
F580	030	LABOR																	Grays Creek Marina Pier Drawings	
F580	030	MILES						2.0	2.0								10.0	36.0	Grays Creek Marina Warranty Items	
F580	030	LABOR																	Surry/DVP Cost Estimate	
F580	030	MILES																	Grays Creek Marina Front End Specs	
F580	040	LABOR													1.0		1.0		Smithfield Police Evid Warrant Items/DVP issue	
F580	040	MILES															2.0		Smithfield Police Evid Final Walk Thru	
F580	040	LABOR						2.0											Smithfield Joe Luter Sports Complex	
F580	040	MILES																		
5005	NF-2	LABOR																		
5005	NF-2	MILES																		
Subtotal Job and OH hours								4.0	6.0	2.0	2.0	6.0	2.0	6.0	3.0	5.0	23.0		Note (1) PTO	
Subtotal Job and OH miles																				HOLIDAY
Total Hours for the Week								8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	40.0		BEREAVEMENT	
Total Job Miles									122								122.0		Truck Vin #:	
Alpha OH & Training Miles									0								0		Total Miles	
Commuter/Personal Mileage									0								0		Total Odometer Miles	
																	13		187	
																	13		187	
																			Truck Start Mileage	

Employee Signature: Joseph Gilbert Date: 6/13/16

Client's Approval-Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client's Printed Name and Title: \_\_\_\_\_

Note (1)-Regular Hours Must Total 40 for the Week before Overtime is Greater Than 0 (zero)  
 Note (2)-Describe Activity related to Over-Head/Training Charges



