

SMITHFIELD TOWN COUNCIL AGENDA

July 5th, 2016 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



Swearing in of Re-Elected Town Council Members will be at 7:30 p.m. and a New Picture of Town Council will be taken

A. INFORMATIONAL SECTION:

1. Election of Mayor and Vice Mayor Positions
2. Manager's Report
 - a. June Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|---------|---|---|
| July 4 | - | Town Administrative Office Closed in Observance of Independence Day |
| July 5 | - | 7:30 p.m. – Town Council Meeting |
| July 12 | - | 4:00 p.m. Pinewood Heights Management Team Meeting |
| July 12 | - | 6:30 p.m. – Smithfield Planning Commission Meeting |
| July 19 | - | 6:30 p.m. – Board of Historic and Architectural Review |
| July 25 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| July 26 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation Committee
Public Works Committee
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. Proclamation –Supporting National Night Out **TAB # 1**
- C. Presentation by IOW TRIAD and S.A.L.T. Council

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, Randy Pack
- b. Parks and Recreation Committee Chair, Ms. Connie Chapman
- c. 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.	Blair Brothers, Inc.	\$136,669.00
b.	Kimley Horn Associates	\$ 23,976.74
c.	J and B Hartigan	\$ 23,116.08

C2. Motion to Adopt Appropriation Resolution to Carry Forward Funds and Restricted Funds Appropriated in Fiscal Year 2015/2016 **TAB # 2**

Finance Committee Chair, Randy Pack

C3. Motion to Adopt Appropriation Resolution for Funds for Fiscal Year 2016/2017, Effective July 1st 2016 **TAB # 3**

Finance Committee Chair, Randy Pack

C4. Motion to Amend the Town's Pay and Classification Plan **TAB # 4**

Finance Committee Chair, Randy Pack

C5. Motion to Approve the Rate Increase for the Smithfield Center Venue

Parks and Recreation Committee Chair, Ms. Connie Chapman

C6. Motion to Authorize the Town Manager to Advertise a Request for Proposals (RFP) for the Relocation of the Wombwell House **TAB # 5**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

C7. Motion to Accept Deed for 110 and 111 Carver Avenue as part of Phase II of the Pinewood Heights Relocation Project and 38 Jamestown Avenue as Phase III of the Pinewood Heights Relocation Project

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

C8. Motion to Approve Amendment to the Town Manager's Annual Employment Contract

T. Carter Williams, Mayor

ACTION SECTION

1. Motion to Authorize the Town Treasurer to Obtain Loan Financing

Finance Committee Chair, Mr. Randy Pack

Town Treasurer, Ms. Ellen Minga

2. **Motion to Approve the Town Council Meeting Minutes of June 7th, and June 27th, 2016**
Mr. William H. Riddick, III, Town Attorney
3. **New Business:**
4. **Old Business:**
 - a. **Follow up on Budgeted Increases to Meals and Transient Occupancy Taxes**
Town Attorney, William H. Riddick, III
5. **Closed Session: Disposition of Real Property**
6. **Adjournment**

July 1, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – JUNE 2016

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings and activities: Regional CAO meeting in Williamsburg, VML Insurance Programs board meeting in Glen Allen, Smithfield Kiwanis Club board meeting, Chamber of Commerce State 9of the County breakfast, VLGMA summer conference in Virginia Beach- one day only, HRPDC board meeting in Chesapeake, Joseph W. Luter, Jr. Sports Complex preliminary review team meeting and several other development related meetings with planning staff.
- b. Drafted new contract with Bay Disposal and Recycling for FY'17, effective July 1st.
- c. Submitted annual ICMA-CM credentialing professional development report. May next step is to have council, supervisory staff and community leaders complete a multi-rater assessment of me prior to May 1st.
- d. Initiated a soft launch of the new town website. It will continue to be refined.
- e. Prepared job description and employment announcement for the new Human Resource Director position.

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 State of the County Breakfast at the Smithfield Center on June 7th.
- c. Worked with Elizabeth Boehringer (VDHCD) and Michael Dodson (CPP) for compliance review of Pinewood Heights Phase II MY2 on June 23.
- d. Prepared June Town Council Committee Agenda and July Town Council Agenda.

- a. Attended Town Council Committee meetings on June 27th and 28th and prepared summary reports from committees.
- b. Attended Continued Town Council meeting on June 27th.

TREASURER'S OFFICE:

- a. Prepared 2016 Amended Budget and 2017 Proposed Budget presentations for Town Council public hearings on June 7.
- b. Took vacation from June 8 through June 10.
- c. Met with Cindi Hechinger of PNC Bank on June 14 to discuss loan management for the two refinanced loans with VML-VACO.
- d. Worked with Elizabeth Boehringer (VDHCD) and Michael Dodson (CPP) for compliance review of Pinewood Heights Phase II MY2 on June 23.
- e. Prepared May cash balances and financial reports for June 27 finance committee meeting.
- f. Worked on Chart of Accounts for MUNIS conversion throughout the month.
- g. Processed supplemental personal property tax bills for years 2013 through 2015.
- h. Processed credit balance refund checks to remove abatement credits/overpayments from the town's books as of June 30.

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. Sewer line cleaning on various pump station basins.
 - b. Located and repaired sewer cleanouts in the Red Point area.
 - c. Performed repairs on various pump station basins that were found when Draper Aden completed sewer main line inspections.
 - d. Sewer air release valve inspection's completed for 3 months.
 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

3. Water line Repairs and Maintenance

- a. Repaired water leak at 223 Washington St., 505 Virginia Ave. and 6 Field Dr.

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. Plant Manager Jack Reed attended the spring symposium and incoming board meeting for the Southeast Desalting Association where he was assigned to co-chair the technology transfer committee.
- d. Plant operators repaired faulty flow meter on well 10 pre-lube system.
- e. RO plant staff painted ballards at plant and at emergency wells.
- f. Operators repaired coolant leak on RO plant generator.

6. Safety

- a. Monthly truck inspections
- b. All Public Works employees attended Ergonomics/Lifting safety training

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 prepared for and worked Olden Days Festival

PLANNING AND ZONING:

1. Planning Commission – June 14, 2016

- A. Preliminary and Final Site Plan Review – Smithfield Foods Southern Parking Lot Expansion – Jarrod Katzer, WPL Site Design, applicants – Approved contingent upon storm water management comments being adequately addressed administratively.
- B. Zoning Ordinance Amendment Review – Chesapeake Bay Preservation Overlay District Ordinance – Town of Smithfield, applicant – Public Hearing to be set for July Planning Commission meeting.

2. Rezoning Applications under review

- None

3. Special Use Permit Applications under review

- None

4. Subdivision and Site Plans under review

- A. Parking Lot Expansion – 111 North Church St. – Smithfield Co., applicant.
- B. Clontz Park Boat Ramp – Clontz Way – Town of Smithfield, 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 – June 21, 2016

- A. Proposed Fence – 121 South Church Street – Landmark – Tim Mitchem, applicant - Approved.
- B. Proposed Attached Garage – 229 South Mason Street – Contributing – Kelvin and Kimberly Norman, applicants - Approved.

- C. Proposed Fence with Arbor – 390 South Church Street – Contributing – Theresa V. Adams, applicant - Approved.
- D. Proposed Demolition of Primary Structure – 220 South Church Street – Contributing – Mike Willard, applicant – Denied as presented.
- E. Proposed Home Addition – 132 Sykes Court – Non-Contributing – Billy Birdsong, applicant - Approved.
- F. Education Outreach Subcommittee Discussion – No action taken.

7. Board of Zoning Appeals – June 21, 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. installed 2 inch asphalt overlay on Goose Hill Way and Red Point Drive. Contractor raised existing storm drain inlet 6 inches and installed new grate also on Red Point Drive. Contractor installed concrete curb and reflective “stick” delineators at entrance to Royal Farms on Battery Park Road. Contractor repaired roadway potholes at water valve on South Church Street, at intersection of Talbot Drive and South Church Street and at various locations on Main 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 11 locations throughout the Town and required reports were filed.
- F. Field inspections were held this month involving the Smithfield Lake Dam. No major structural deficiencies were found at this time.
- 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**

July 1, 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, JUNE 27TH, 2016

The Police Committee met Monday, June 27th, 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; Ms. Connie Chapman, and Mr. Andrew Gregory, Vice Mayor. Other Council members present were Mr. Michael Smith, Dr. Milton Cook, Mr. Randy Pack and Mr. 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 G. Bowman, Smithfield Police Chief; Mr. William H. Riddick, Town Attorney; and Mr. Wayne Griffin, Town Engineer. Also in attendance was Mr. Rick Bodson. There were approximately six (6) citizens present. The media was represented by Matt Leonard 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 Olden Days this past weekend was very successful with no incidents from a police standpoint. He also reported that the rash of car thefts in the downtown area seems to have knocked off in the last couple of weeks due to identifying some juveniles that they feel are responsible for the thefts. Chief Bowman reported that effective July 1st Virginia enacted a law that prohibits individuals subject to domestic violence or protective orders from possessing firearms. The law allows the Police Department to take possession of the firearms at the scene of a domestic violence incident. The law also prohibits anyone subject to a domestic violence protective order from purchasing or transporting a firearm while the order is in effect. At this time they are working on coming up with a policy to implement this new law. The surrendered firearms will be stored by the Police Department until the owner is able to get the guns back. This item will come back to committee once a policy has been established. The Town Manager mentioned that an invoice has been added to

the agenda for approval. The invoice is from J and B Hartigan for reimbursement of the retainage fee for the Police Evidence Storage Building now that the project has been completed. Mrs. Tynes thanked Chief Bowman for the tour of the new Police Evidence Storage Building prior to committees today. She mentioned that she would like to see the Police Department submit an entry for the Virginia Municipal League's Public Safety Achievement Award for 2016. Chief Bowman stated that he would get with staff to submit an entry. He also stated that according to new statistics Smithfield is number eighteen for the safest places to live in the Commonwealth of Virginia. This is up from last year due to the recent rash of thefts in town. Committee thanked Chief Bowman for the update.

The meeting adjourned at 4:09 p.m.

July 1, 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, JUNE 27TH, 2016

The Water & Sewer Committee held a meeting on Monday, June 27th, 2016 at 4:09 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, 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; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Steve Bowman, Smithfield Police Chief; and Mr. Wayne Griffin, Town Engineer. Also in Attendance was Mr. Rick Bodson. There were approximately six (6) citizens present. The media was represented by Matt Leonard of "The Smithfield Times".

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

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

1. Operational Updates – The Town Manager reported that Smithfield Foods has issued an Invitation for Bids (IFB) for the construction of the two observation well nest sites required by the Virginia Department of Environmental Quality (VDEQ) for the town's groundwater withdrawal permit. He explained that as long as a contract is awarded by August 1st the town will have met our requirement. The construction of the observation well nest in Southampton County will be done first. The location of the observation well nest here in town will be next to the Town Manager's Office and should begin sometime next spring. The Town Manager mentioned that the updated modeling for the utility master planning for the town is almost done; however the projection demands for the growth areas at Turner Drive and West Main Street are at 20 percent and 40 percent complete. He stated that when they get closer to be complete he will invite Mr.

Snyder of Draper Aden to come to committee to give an update. Dr. Cook asked if staff was able to identify the cause of the sewer overflow at Magruder Road and Mercer Street. The Town Manager replied that the cause was grease backup. Mrs. Tynes stated that she has witnessed in her neighborhood individuals pouring their grease into the drains and asked if information could be included in the town's newsletter to educate people not to do this. The Town Manager stated that we have included in in the newsletter in the past and the town does have a Fats, Oils, and Grease (FOG) program that is enforced by staff for commercial establishments. Staff will continue to look for ways to educate residents.

The meeting adjourned at 4:18 p.m.

July 1, 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, JUNE 27TH, 2016

The Finance Committee held a meeting on Monday, June 27th, 2016 at 4:18 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 Ms. Connie Chapman, Mr. Michael Smith, Mrs. Denise Tynes, 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. Steve G. Bowman, Smithfield Police Chief; and Mr. Wayne Griffin, Town Engineer. Also in attendance was Mr. Rick Bodson. There were approximately six (6) citizens present. The media was represented by Matt Leonard of "The Smithfield Times".

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

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

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

a. IOW General Obligation Bond - \$ 37,313.86

Ms. Minga stated that this bond is for the purchase of the Town Manager's Office and the Smithfield Police Department from Isle of Wight County. Ms. Minga mentioned that we can refinance the town's portion of the bond in 2018 without penalty. Committee recommended approval of payment.

2. Renewal of Farmers Bank Line of Credit - Ms. Minga reported that the town has an established line of credit with Farmers Bank that has not been utilized in the last couple of years; however she would like to have the line of credit renewed so that the

Town has access to operating funds if necessary. This line of credit is for \$1,000,000.00. Committee recommends approval of renewing the Town's line of credit with Farmers Bank.

3. Additional Item Discussed: Adoption of 2016/2017 Budget – Mr. Pack clarified that the proposed budget that is up for adoption at tonight's Continued Town Council meeting shows no increases in taxes with the exception of vehicle tags going from \$18 to \$33. The budget shows a 5% salary increase for all employees, and some departmental reductions. Mrs. Tynes suggested revisiting the salary portion of the budget and concentrate on a tiered structure for salary increase. Dr. Cook agreed that unless the raises are done on a tiered basis the higher paid positions benefit the most from the 5% increase. He feels that it is not too late to change the budget and that the town should take care of the lower paid positions so they do not lose money with the increase in health insurance. This would also allow all departments to be fully funded rather than line items reduced within departmental budgets. Mr. Pack stated that the Smithfield Center is the biggest department that he reduced. He explained that Ms. Musick does a very good job at managing the Smithfield Center and he feels the cuts that he has recommended will not hurt the center. Chief Bowman explained that he feels confident that the Police Department will be able to manage with the cuts that Mr. Pack has suggested in his department. Vice Mayor Gregory expressed his concerns over picking who gets raises and who does not without doing it based on merit. The merit system should have been addressed in April not during this short timeframe when we are trying to pass the budget. Vice Mayor Gregory stated that he likes the budget the way it is. It is not perfect but it works for this year. Mr. Pack agreed that town staff will work toward a merit system for next year. Mayor Williams stated that he would still like to see the .25% increase in Meals Tax and 1% increase to Transient Occupancy Tax. Mr. Smith stated that he would also like to see the tax increases that were discussed in the budget work session. He explained that the Transient Occupancy Tax would only affect visitors to the town and the .25% Meals Tax increase is very minimal and would only affect visitors and people that choose to eat out. Ms. Chapman stated that she feels the town should raise the Meals Tax and Transient Occupancy Tax and remove the fee to increase vehicle tags. This would take some of the burden off the citizens of the town. Mr. Smith also expressed concern about cutting back on contributions to organizations that provide a service to our citizens. Vice Mayor Gregory stated that if he had to pick between Meals Tax and Transient Occupancy Tax he would pick lodging. With the new sports complex coming lodging will continue to increase for visitors wanting to stay near the complex. He stated that he does not believe in never raising taxes; however he does believe that this Council takes everything in consideration before raising taxes.

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

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

a. Blair Brothers, Inc. \$136,669.00

These invoices from Blair Brothers, Inc. will provide equipment, labor, and materials to complete street overlays on Goose Hill Way and Red Point Drive. Mr. Griffin stated that Highway Funds will be used to fund this work. Committee recommends payment of invoice.

b. Kimley-Horn Associates \$ 23,976.74

These invoices from Kimley-Horn Associates are for various project in town. The first invoice in the amount of \$2,175.00 is for continued work at the Water Treatment Plant in regards to discharging into Cypress Creek. The second invoice in the amount of \$3,800 is for the Clontz Park Boat Ramp. These funds will be reimbursed to the town through the grant. The third invoice in the amount of \$8,566.74 is for the Goose Hill Drainage study. Dr. Cook expressed his concern on the cost to have this drainage study done. The Town Manager agreed that it was higher than anticipated. The fourth invoice in the amount of \$9,435.00 is for the Joseph W. Luter, Jr. Sports Complex. Committee recommended approval of invoices.

c. J and B Hartigan \$23,117.14

This invoice from J and B Haritgan is for the reimbursement of retainage fees now that the Police Evidence Storage project has been completed. Staff is pleased with all work that has been performed. There will be one additional invoice once the new motors on the rollup doors have been installed. Committee recommends approval of invoice.

2. Determination of Loan Financing - Ms. Minga stated that she had received financing quotes for loans in the amount of \$5,000,000.00 from Farmers Bank and Towne Bank last April. She stated that the town needs to make the decision soon before these quotes are no longer good. Farmers Bank gave a total of four quotes. Two of the quotes had fees and two were without fees. Both banks gave quotes based on fixed loans. Ms. Minga stated that bank fees were higher with Farmers Bank; however their interest rates were lower. Ms. Minga stated that staff's recommendation is Option 1 or Option 2 with Farmers Bank. Committee asked if the quarter percent fee on Option 1 and 2 were negotiable? Ms. Minga stated that she always feels there is room to negotiate; however

suggested that committee decide which bank they would like her to negotiate with based on the quotes provided. Committee stated that they need to decide whether they want to pay the loan off as fast as they can or the most cost efficient as we can. After much discussion Committee decided to go with Option 1 from Farmers Bank with a low 2% interest rate. Ms. Minga will negotiate with Farmers Bank to see if the quarter percent fee can be reduced. Since the Finance Committee was held the Town Treasurer has received additional information in regards to loan financing from both banks. This item will be on the Action Section of the agenda for further discussion.

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

1. May Financial Statements and Graphs – Ms. Minga mentioned that we are getting close to the end of the fiscal year; however it will be another couple of months before all items prior to June 30th come in. Financials are still looking strong. This is not a reassessment year so real estate revenues will be similar to last year. Rentals at the Smithfield Center remain very strong. Ms. Minga stated that a few large surplus items have been sold on GovDeals so the town has exceeded what was anticipated for this line item. She also mentioned that a closeout compliance review was done on Phase II of the Pinewood Heights Relocation project last week. The General Fund continues to look good. She explained that she will have final numbers on the Evidence Storage Building next month. Ms. Minga explained that the funds for the Chevy Tahoe and the new police motorcycle will be rolled over to fiscal year 2016\2017. In regards to the Sewer Fund consumption is running close to last year. There are a few adjustments that will need to be made due to the new radio reads the Public Works Department are now utilizing. There are some areas such as Pinewood Heights and Gatling Pointe where the new radio reads cannot be used. Staff plans to change out the smaller meter that goes to Gatling Pointe so the radio reads will work; however the larger meter will remain in place for now. Ms. Tynes asked if Phase III of the Pinewood Heights Relocation Project is moving faster than previous phases. Ms. Minga stated that it is and the town may need to slow the project down a bit.

2. May Cash Balances– Ms. Minga reported that cash balances look very strong. Sewer Fund is getting stronger but it is taking a while to pay down past debt. The VML/VACo Investment Pool is down a little bit this month. Mr. Pack stated that these funds are essentially rainy day funds. Water = \$340,263.65; Water Debt Service = \$934,405.68; Water Capital Escrow Availability Fees = \$458,763.11; Water Treatment Plant Escrow = \$112,127.75; Water Deposit Account = \$108,210.10; Water

Development Escrow = \$100,729.20; **Subtotal Water = \$2,054,449.49.** Sewer = \$(3,685.53); Sewer Development Escrow = \$358,440.55; Sewer Capital Escrow Availability Fees = \$864,214.27; Sewer Compliance = \$1,495,673.66; **Subtotal Sewer = \$2,714,642.94.** **Highway = \$243,597.95.** General Fund = \$2,964,045.99; Payroll = \$245,931.98; Money Market General Fund Town Bank = \$2,195.21; Business Super NOW-General Fund = \$33,256.38; Money Market General Fund Farmers Bank = \$290,791.24; General Fund Capital Escrow = \$215,539.88; Certificate of Deposit = \$526,432.40; Certificate of Deposit Police Dept = \$36,840.51; Special Project Account = \$2,546,582.12; Pinewood Heights Escrow = \$48,650.57; SNAP Program = \$2,264.75; Museum Account = \$124,718.28; Windsor Castle Acct \$50,500.00; **Subtotal General Fund = \$7,087,749.31. TOTAL ALL FUNDS = \$12,100,489.70.**

The meeting adjourned 5:38 p.m.

July 1, 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, JUNE 28TH, 2016

The Parks and Recreation Committee held a meeting on Tuesday, June 28th, 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 and Mr. Randy Pack. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Amy Musick, Smithfield Center Director; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Ms. Jamie Oliver of Isle of Wight County; and Mr. Rick Bodson. The media was represented by Matt Leonard of The Smithfield Times.

Parks and Recreation Committee Member, Mr. Randy Pack called the meeting to order.

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

1. Proposed Rate Increase for the Smithfield Center Venue - Ms. Musick stated that the proposed rate increases are as follows: Standard rates are proposed to be increased from \$1,800 to \$2,800 for Friday, Saturday or Sunday events and the standard rate is proposed to be increased from \$600 to \$800 for weekdays of Monday through Thursday. The resident rate which applies to those individuals or groups who have an address within Isle of Wight County is proposed to be increased from \$1,400 to \$2,000 for Friday, Saturday, or Sunday events. There is no increase proposed to increase the residential rate for Monday through Thursday events. For weddings, the bride or groom must reside in Isle of Wight County and the bride or groom must complete the rental contract. Ms. Musick explained that annual events on the books as of July 1st, 2016 will continue to be priced at the 2014 Fee Structure through 2018. Annual Events in 2019 and beyond will be subject to the current adopted fee structure. Committee asked that the rate structure be

revisited each year. Committee recommended approval of proposed rate increases for the Smithfield Center Venue.

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

1. Operational Update – Ms. Musick reported that June has been a busy month at all their venues. The Smithfield Center has been very busy during the weeks as well as the weekends. There were two bike events this past month that were very successful and they plan to return next year. Ms. Musick mentioned that Olden Days Festival had great weather and was very well attended. Ms. Musick mentioned the following upcoming events: Fireworks display on July 3rd; a 5K by One Body Fitness on July 16th; and Blood, Sweat, and Bacon Bike Event on July 24th. Ms. Musick reported that kayak rentals are going well and kayak rentals will now be open on Mondays and Fridays by reservation of two or more individuals. During these times individual rentals will be done as well. Staff is working on flyers to let everyone know. Ms. Musick explained that due to bad weather the Windsor Castle Community Day was cancelled on May 21st; however all projects that were planned for that day have now been completed. Ms. Musick also mentioned that the Eco Counter data was included in the packet. Dr. Cook asked if the bike events stage at Windsor Castle and then go out into the county. Ms. Musick stated that was correct. Dr. Cook asked if the garden project that was discussed last month was ever done. Ms. Musick stated that it has not been done and will most likely be next year before anything is planted. Committee thanked Ms. Musick for the update.

2. Additional Item Discussed: Olden Days Name - Mrs. Tynes expressed concern that several individuals have spoken to her about being offended by the name of Olden Days. Mrs. Tynes stated that some of the concerns came from out of towners that saw people dressed in attire from the revolutionary times. Mrs. Tynes asked if it was possible to consider changing the name of the Olden Days event. Ms. Winslow stated that the name of Olden Days is branded to the event and if the name was changed it would most likely hurt the overall event; however she would take it to their committee for discussion. Ms. Winslow stated that Olden Days used to be more about the olden days but today it is more like a street festival. Mrs. Tynes suggested diversifying the event by adding more participation from the minority community. Ms. Winslow thanked Mrs. Tynes for bringing these concerns to her attention.

The meeting adjourned at 4:16 p.m.

July 1, 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, JUNE 28TH, 2016

The Public Works Committee held a meeting on Tuesday, June 28th, 2016 at 4:16 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; Dr. Milton Cook and Mrs. Denise Tynes. Other Council members present 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 G. Saunders, IV, Planning and Zoning Administrator; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Ms. Jamie Oliver of Isle of Wight County; and Mr. Rick Bodson. There were two (2) citizens present. The media was represented by Matt Leonard of The Smithfield Times.

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

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

1. Bike Trail / Sidewalk Project Updates by Jamie Oliver of Isle of Wight County – Ms. Jamie Oliver of Isle of Wight County was present to give an update on the two bike/sidewalk projects located within the Town of Smithfield. She explained that Isle of Wight County did receive two grants in 2015 to help with funding Phase I and II of the Nike Park bike/sidewalk project. There will also be some funding available from VDOT's Urban Fund for Phase III once the town officially closes out the South Church Street streetscape project. Ms. Oliver stated that the project continues to be fully permitted; however construction of Phase I and II are on hold at this time until all right-of-ways can be obtained. Once they have been obtained the project is ready to move forward. Ms. Oliver state that the second sidewalk project is at the intersection of Route 258 and Main Street. It starts at the schoolhouse museum and continues southwest

towards Route 10 and connects with the existing sidewalk in front of Powerhouse Equipment. It also includes a portion of Great Springs Road. This project will be grant funded over a four year period. She stated that the town has already met their obligation in the amount of \$100,000.00 to help with the design of the sidewalk. Committee thanked Ms. Oliver for the update.

The meeting adjourned at 4:24 p.m.

July 1, 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, JUNE 28TH, 2016

The Public Buildings and Welfare Committee held a meeting on Tuesday, June 28th, 2016 at 4:24 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, and Dr. Milton Cook. Other Council members in attendance were Mr. Randy Pack, Mrs. Denise Tynes, 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; Mr. William G. Saunders, IV, Planning and Zoning Administrator; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Ms. Jamie Oliver of Isle of Wight County; and Mr. Rick Bodson. There were two (2) citizens present. The media was represented by Matt Leonard 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 THE COUNCIL'S AGENDA.

1. RFP – Relocation of Wombwell House – The Town Manager explained that staff has prepared a request for proposals (RFP) for the purchase, relocation and rehabilitation of the Wombwell House located at 888 West Main Street. At this time all the ballfields have worked around the house and outbuildings, however as the town moves toward design of the parking lots and indoor facility we need the land to be clear. The Town Manager stated that the project architect and engineer have looked at the house and stated that it is old but unless there was some real connection to the town it is not an asset to the overall project. If anything it will become a liability with the number of kids that will be at the ballfields. The Town Manager stated that the RFP is to see if anyone is interested in moving it. Mr. Pack stated that he would like to see a timeframe attached to the RFP for when the house needs to be removed by. He would also like for the potential buyer to show that they have the funds to complete the move and rehabilitation. Mayor Williams stated that none of the outbuildings are significant with the exception of maybe the dairy kitchen and the smokehouse. Committee agreed that these two buildings could be added

to the RFP if the buyer wanted them as well. The Town Manager stated that they have not found anything that indicates that there is a grave located on the property. Committee expressed concern that they do not want the house to be moved to town and then sit there with no work done to it. The Town Attorney stated that the Board of Historic and Architectural Review would have to approve it if it were to be moved into the historic district. The Board of Historic and Architectural Review would be able to put conditions on it at that time. Committee asked for staff to make the recommended changes and they would review it again at the July 5th Town Council meeting.

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

1. Pinewood Heights Relocation Project Update – Phase II and Phase III –The Town Manager reported that Mr. Dodson of Community Planning Partner's monthly report was included in the packet for both Phase II and III. He stated that Thursday is the last day of Phase II. Ms. Boehringer of DHCD was here last week to perform a final audit of the Phase II files. All properties in Phase II were acquired with the exception of 44 Carver Avenue. This property owner stopped all communication with the town and also stopped paying their existing mortgage. Eventually, the town may be able to acquire this property from the bank and include it in a later phase. The Town Manager stated that the town is continuing to work on getting utilities disconnected and permits to demolish units that were acquired in Phase II. The Town Manager reported that, as far as, Phase III 36 Jamestown Avenue and 38 Jamestown Avenue have already closed and the next ones to close will be 23 Jamestown Avenue and 27A & B Jamestown Avenue. Mr. Edwards continues to work on getting the appraisals as Phase III continues to move at a faster pace than prior phases. Staff has talked to Mr. Dodson in regards to slowing the project down a bit once the above mentioned properties have closed so that the town can see where we stand with meals tax and the line of credit that has been designated for this relocation project. The town has two years to complete Phase III. Dr. Cook expressed his concerns about demolishing houses as soon as possible once the town has acquired them to deter criminal activity.

Meeting adjourned at 4:38 p.m.

ACTIVITY REPORTS

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

Committees and Projects:

06/02 Review of contracts for fleet maintenance vendors – Town Hall – Sgt. Jones
06/07 Town Council – Center – Chief Bowman, Deputy Chief Howell, Lt. Rogers, Sgt. Miller, Kristi Jenkins
06/08 Hampton Roads Association of Chiefs of Police – Suffolk PD – Deputy Chief Howell
06/08 Department Head – Chief Bowman, Deputy Chief Howell
06/09 Interviewing two contactors for fleet maintenance vendors – Town Hall – Sgt. Jones
06/14 TRIAD mtg – IOW Courthouse – Sgt. Miller, Kurt Beach
06/17 Isle of Wight County Bar Association mtg – Smfd Station – Chief Bowman
06/21 Crime Line – Center – Chief Bowman, Deputy Chief Howell, Sgt. Meier, Kurt Beach, Annette Crocker
06/22 Department Head – Chief Bowman, Lt. Rogers
06/23 C.H.I.P. mtg – Sgt. Miller, Kurt Beach
06/27 Police Committee mtg – Center – Chief Bowman, Deputy Chief Howell
06/27 Finance Committee mtg – Center – Chief Bowman
06/27 Continued Town Council mtg – Center – Chief Bowman

Training

06/06 – 06/10 Patrol Officer/Detective – HRCJTA – Officer Powell (40 hrs.)
06/20 Patrol Techniques Practical – HRCJTA – Sgt. Araojo (taught) (8 hrs.)
06/21 Patrol Techniques Practical – HRCJTA – Officer Adams (taught) (8 hrs.)
06/23 Patrol Techniques Practical – HRCJTA – Officer Powell (taught) (8 hrs.)
06/24 Patrol Techniques Practical – HRCJTA – Sgt. Miller (taught) (8 hrs.)

In-House Training

06/07 ERT Training – Lt. Rogers, Sgt. Araojo, Officer Adams, Officer Powell, Officer Phillips, Officer Wooley, Officer Johnson (6 hrs.)
06/15 Radar Recert (teaching) – PD – Sgt. Miller (8 hrs.)
06/16 VCIN Recert – IOW – Officer Seamster, Office Powell (4 hrs.); Kristi Jenkins (taught)
06/15 Color Guard training – PD – Sgt. Meier, Officer Johnson, Officer Bancroft, Officer R. Howell (1 hr.)

Motorcycle Utilization

Bicycle Utilization

06/24 Olden Days Concert – Smfd – Sgt. Jones, Officer Powell

Boat Utilization

06/10 Boat Training for Supervisors – Sgt. Meier, Lt. Rogers, Sgt. Jones, Sgt. Araojo, Sgt. Brady, Deputy Chief Howell (6 hrs.)
06/15 Security/safety zone for Navy helicopter – James River – Officer Powell, Officer Wooley, Officer R. Howell
06/17 Boat Training for Supervisors – Deputy Chief Howell, Officer R. Howell, Sgt. Brady, Sgt. Meier (4 hrs.)
06/24 Boat Training – Pagan River – Deputy Chief Howell, Sgt. Brady, Officer R. Howell (4 hrs.)
06/25 Raft Race – Pagan River – Sgt. Meier, Officer Phillips

Community Relations

06/01 School Zone – Westside Elementary – Officer Adams, Sgt. Miller, Officer Johnson, Officer Wright, Officer R. Howell, Officer Powell, Officer Wooley, Officer Bancroft
06/01 Safety/Stranger Danger/Social Media – YMCA afterschool care – Hardy Elementary – Officer Wooley
06/02 Senior Award Program – Smfd High School – C.H.I.P. – Kurt Beach
06/03 Grave beautification day – YMCA – Windsor Castle Park – Officer Wooley
06/03 Westside Elementary Safety Patrol Tour – PD – Sgt. Miller
06/03 King Fork High School prom – Center – Officer R. Howell
06/03 Isle of Wight Academy graduation – Annette Crocker
06/04 Police Officer testing – Main Street Baptist – Annette Crocker
06/04 Security – Windsor Castle Park – Sgt. Jones
06/04 MS bike ride – Smfd – Officer R. Howell, Officer Wooley
06/05 Speaking with a child – Jersey Park Apts. – Officer R. Howell
06/05 MS bike ride – Smfd – Officer R. Howell, Officer Wooley
06/06 Deescalating conflict resolutions – Staff mtg YMCA – Officer Phillips
06/09 Self-Protection – YMCA – Sgt. Araojo
06/10 Field Day – Westside Elementary – Sgt. Miller
06/10 – 11 Relay for Life – Isle of Wight Academy – Sgt. Miller
06/15 Reading Carnival – Hardy Elementary – Lt. Valdez, Officer Johnson
06/15 Field Day – Smithfield Middle School – Chief Bowman
06/16 Grand Opening – Americare Plus – Carrollton – Kurt Beach
06/17 Security Assessment – Christmas Store – Kurt Beach
06/18 Graduation – Smithfield High School – Chief Bowman
06/20 National Night Out mtg – Main Street Baptist – Kurt Beach
06/20 National Night Out mtg – Ice Cream Parlor – Kurt Beach
06/20 National Night Out mtg – Visitors Center – Kurt Beach
06/21 National Night Out mtg – Center – Kurt Beach

06/21 Neighborhood Watch mtg – Villas of Smithfield – Officer Wooley, Kurt Beach
06/21 Olden Days mtg – Tourism Office – Lt. Rogers
06/22 Surry Power Plant tour – Surry – Officer Wooley
06/24 – 25 Olden Days – Smfd – PD
06/28 Bullying/Stranger Danger/Internet safety – Fred Walls Camp – Smfd Baptist – Kurt Beach
06/30 Emergency Plans, Identifying first responders, water and boat safety – Fred Walls Camp – Smfd Baptist – Officer Wright, Officer Powell
06/27 – 07/01 4-H Camp – Wakefield – Sgt. Miller

Investigations:

Case#: 2016-00455
Location: 1282 Benn's Church Blvd (Farm Fresh)
Offense: Larceny of Lottery Winnings
Disposition: Cleared By Arrest

On June 8, 2016 offices responded to the Farm Fresh grocery store in reference to a larceny. Upon arrival investigators spoke with the stores loss prevention officer. He stated he had been contacted by the VA State Lottery Commission in reference to a fraudulent cashing of a \$40 lottery ticket at that location. The ticket had been cashed at the Farm Fresh on May 26, 2016. This came to the Lottery Commissions attention after the ticket holder attempted to cash in his winnings, at which time he was advised the ticket was already paid out and voided. Investigators reviewed the stress video footage and observed an employee manually entering numbers into the lottery machine and then retrieving money from the register. Upon interviewing the employee, he advised he did manually enter the winning ticket code and collected the \$40. The suspect did not reveal how he came about obtaining the winning tickets code. The suspect was charged with larceny of Lottery Winnings and was subsequently taken into custody. Cleared by Arrest.

Case#: 2016-00459
Location: 400 Block South Church Street
Offense: Felony Elude from Police
Disposition: Arrest/ Warrants Obtained

On June 9, 2016 at approximately 1:40am officers observed two motorcycles riding tandem traveling at 45 mph in the 25 mph zone in the 400 block of South Church Street. The officer immediately attempted to stop the motorcycles for speeding and upon activating his emergency equipment, observed both motorcycles increase speed and pass the vehicle directly in front of them. The officer acknowledged the pursuit and followed the motorcycles as they continued south on South Church Street towards Benn's Church Blvd. As the motorcycles approached Smithfield Blvd/Hepinstall area one of them turned off and the other continued straight. The officer, in an effort to avoid the residential area continued on South Church following one of the motorcycles as it turned right onto Route 10 heading towards Fairway Drive. The pursuit was ultimately called off due to the speed of the motorcyclist on Route 10. However as the pursuit was terminated a call was received to dispatch advising the second motorcycle was seen in the area of Good Shepard Church located on Smithfield Blvd. Officers quickly responded to the

area and found an unaccompanied motorcycle that matched the description of one of the bikes being pursued. While canvassing the area the motorcyclist was found within the wood line and was taken into custody without further incident. This subject was charged with felony elude and was transported to the Western Tidewater Regional Jail. Approximately 6 hours later a call was received from the grounds crew at the Smithfield Packing Plant, advising they have found what appeared to be wreckage from a motorcycle and an employee i.d. as well as a firearm located in the ditch between the two facilities on Berryhill Road. These items were recovered by investigators and from them we were able to obtain the identity of the second motorcyclist. Charges for Felony Elude have been obtained on the second motorcyclist. Arrest made/ warrant obtained.

Case#: 2015-00635 (update)
Location: 603 West Main, 7-11 Store
Offense: Robbery
Disposition: Arrest Made / Trial Pending

On August 9, 2015 the 7-11 store was robbed at gunpoint. The suspect entered the store brandishing a firearm and demanded money from the clerk. As the suspect exited the store he fired a round into the ceiling. A witness to the crime has come forward and identified Mr. DeShawn Lyons as the suspect. Based off this information, warrants were obtained on LYONS for the robbery. Mr. Lyons has been served on the warrants for robbery and is incarcerated and awaiting trial.

June 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			3:00 PM - 11:00 PM MH 3:00 PM IOW Schools Retirement Banquet	12:00 PM - 9:00 PM MH 3:00 PM Norris and Venoit Reception	1:00 PM - 1:00 AM MHSu 7:00 PM Kings Fork Prom	8:00 AM - 6:00 PM Courtyard 8:00 AM MS 150 Bike Ride 2:00 PM - 1:00 AM MHSu 5:00 PM Adkins and Case Wedding and Reception
5	6	7	8	9	10	11
8:00 AM - 6:00 PM Courtyard 8:00 AM MS 150 Bike Ride		6:00 AM - 11:00 AM MH 8:00 AM State of the County Breakfast 5:00 PM - 6:30 PM C&D 5:30 PM WCFB Meeting 7:00 PM - 9:30 PM A&B 7:30 PM Town Council	1:30 PM - 4:00 PM C&D 2:00 PM Staff Meeting 2:00 PM - 10:00 PM MH 6:00 PM Lions District Meeting	Set Saturday Event	Center Staff Retreat	Calvin Off 1:00 PM - 11:30 PM MHSu 5:30 PM Roscof-Ardary Wedding and Reception
12	13	14	15	16	17	18
10:00 AM - 5:00 PM Riverfront 3:00 PM Vinck and Hockman Wedding 12:00 PM - 10:00 PM MHSu 3:30 PM Vinck and Hockman Reception	9:00 AM - 2:30 PM MH 10:00 AM VDOT PE Meeting	6:00 PM - 8:00 PM A&B 6:30 PM Planning Commission	9:00 AM - 2:30 PM MH 12:00 PM Women's Connect T2 Panel	9:00 AM - 2:30 PM C&D 10:00 AM VDOT Operations Staff Meeting 10:00 AM - 9:00 PM MH 6:00 PM Flavors of Isle of Wight	8:00 AM - 7:00 PM MHSu 12:00 PM VA State Bee Keepers' Association Meeting	Calvin Off Melissa Off 7:00 AM - 8:00 PM MHSu 8:00 AM VA State Bee Keepers' Association Meeting
19	20	21	22	23	24	25
Father's Day Lisa Off Melissa Off 12:30 PM - 10:30 PM MHSu 4:30 PM Morefield and Hileman Wedding and Reception	Lisa Off	Amy in at 10 AM Lisa Off 8:30 AM - 10:00 AM A&B 9:00 AM Schoolhouse Committee 9:00 AM - 4:00 PM C&D 10:00 AM Amec Foster Wheeler Job Fair 11:30 AM - 1:00 PM A&B 12:00 PM Crime Line Meeting 6:00 PM - 8:30 PM A&B 7:30 PM BHAR	Lisa Off 11:30 AM - 7:30 PM MHSu 5:30 PM Francis-Bland Set-Up 2:00 PM - 4:00 PM Deck 2:00 PM Staff Meeting	Lisa Off 9:00 AM - 10:00 PM MHSu 3:00 PM Francis-Bland Wedding and Reception	Lisa Off 5:00 PM - 12:00 AM Main Street 5:00 PM Olden Days	Lisa Off Center Not Avail until 5 PM or after 6:00 AM - 5:00 PM Main Street 6:00 AM Olden Days 11:00 AM - 11:00 PM MHSu 5:00 PM Arnett and Howton Reception

June 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30		
<p>Lisa Off 11:00 AM - 8:00 PM MH 2:30 PM Worrell-Bentley Reception</p>	<p>Amy Off Courtney Off 12:30 PM - 3:00 PM C&D 1:00 PM WCFB Meeting 3:30 PM - 6:30 PM C&D 4:00 PM Committee Meetings 5:30 PM - 7:00 PM A&B 6:00 PM TC Continued Meeting</p>	<p>Amy Off Lisa Off 3:30 PM - 6:30 PM C&D 4:00 PM Committee Meetings</p>	<p>Amy Off</p>	<p>Amy Off 10:00 AM - 6:00 PM MHSu 10:00 AM Brewer-Williams Set-Up</p>		

Smithfield Center - Monthly Report June 2016

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
6/1/2016	Center	MH	Isle of Wight Schools	IOW Schools Retirement Banquet	Smithfield	Recurring Event	D.) Resident -Weekday	50.00%	\$200.00	
6/2/2016	Center	MH	Norris and Venoit Reception	Norris and Venoit Reception	Portsmouth	Word of Mouth	C.) Standard-Weekday	0.00%	\$550.00	
6/3/2016	Center	MHSu	King's Fork High School	Kings Fork Prom	Suffolk	Returning Client	Non Profit	0.00%	\$1,844.00	\$270.00
6/4/2016	Center	MHSu	Adkins and Case Wedding and Reception	Adkins and Case Wedding and Reception	Newport News	Word of Mouth	Nonresident-Saturday	0.00%	\$2,304.00	
6/4/2016	WCP	Courtyard	Multiple Sclerosis	MS 150 Bike Ride	Virginia Beach	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%		\$978.75
6/7/2016	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
6/7/2016	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
6/7/2016	Center	MH	Isle of Wight Chamber of Commerce	State of the County Breakfast	Smithfield	Returning Client	C.) Standard-Weekday	0.00%	\$400.00	
6/8/2016	Center	C&D	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
6/8/2016	Center	MH	Smithfield Lions Club	Lions District Meeting	Suffolk	Returning Client	Half Off (50% off)	50.00%	\$100.00	
6/11/2016	Center	MHSu	Roscopf-Ardary Wedding and Reception	Roscopf-Ardary Wedding and Reception	Newport News	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$2,504.20	
6/12/2016	Center	MHSu	Vinck and Hockman Reception	Vinck and Hockman Reception	Chesapeake	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$2,255.60	
6/12/2016	WCP	Riverfront	Vinck and Hockman Reception	Vinck and Hockman Wedding	Chesapeake	Word of Mouth	A.) Standard-Fri, Sat, Sun	10.00%		
6/13/2016	Center	MH	VDOT	VDOT PE Meeting	Suffolk	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
6/14/2016	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
6/15/2016	Center	MH	Smithfield Foods Corporate	Women's Connect T2 Panel	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
6/16/2016	Center	C&D	VDOT	VDOT Operations Staff Meeting	Suffolk	Returning Client	C.) Standard-Weekday	0.00%	\$200.00	
6/16/2016	Center	MH	Isle of Wight Chamber of Commerce	Flavors of Isle of Wight	Smithfield	Returning Client	C.) Standard-Weekday	0.00%	\$400.00	
6/17/2016	Center	MHSu	Nansemond Bee Keeper's Association	VA State Bee Keepers' Association Meeting	Smithfield	Word of Mouth	Multiday	0.00%	\$2,527.20	
6/19/2016	Center	MHSu	Morefield and Hileman Wedding and Reception	Morefield and Hileman Wedding and Reception	Suffolk	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$2,041.68	
6/21/2016	Center	A&B	Town of Smithfield	BHAR	Smithfield	Town Event	h.) Town	100.00%		
6/21/2016	Center	A&B	Town of Smithfield	Crime Line Meeting	Smithfield	Town Event	h.) Town	100.00%		
6/21/2016	Center	A&B	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
6/21/2016	Center	C&D	Amec Foster Wheeler	Amec Foster Wheeler Job Fair	Woodstock	Word of Mouth	C.) Standard-Weekday	0.00%	\$200.00	
6/22/2016	Center	MHSu	Francis-Bland Wedding and Reception	Francis-Bland Set-Up	Hampton	Word of Mouth	C.) Standard-Weekday	20.00%	\$1,599.33	
6/23/2016	Center	MHSu	Francis-Bland Wedding and Reception	Francis-Bland Wedding and Reception	Hampton	Word of Mouth	C.) Standard-Weekday	0.00%		
6/25/2016	Center	MHSu	Arnett and Howton Reception	Arnett and Howton Reception	Portsmouth	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$2,513.04	
6/26/2016	Center	MH	Worrell-Bentley Reception	Worrell-Bentley Reception	Reston	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$1,835.00	
6/27/2016	Center	A&B	Town of Smithfield	TC Continued Meeting	Smithfield	Town Event	h.) Town	100.00%		
6/27/2016	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
6/27/2016	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
6/30/2016	Center	MHSu	Brewer-Williams Reception	Brewer-Williams Set-Up	Hampton	Word of Mouth	B.) Resident-Fri, Sat, Sun	20.00%		

\$22,274.05 \$1,248.75

Deposit Totals for June 2016
 \$28,821.88 Venue Rental Deposits
 \$1,953.75 Town Services Deposits

Smithfield/Isle of Wight Tourism Activity Report –JUNE 2016

- Director attended Smithfield Town Council Meeting 6/7/16 and 6/27/16.
- BOS meeting held 6/9/16.
- Smithfield 2020 meeting 6/1/16. Comp Plan Discussion held.
- ISLE JAM Concert Series marketing meeting held 6/3/16.
- St. Luke's Marketing Committee meeting held 6/3/16.
- MS Bike Tour 6/4-5/16.
- Smithfield Farmer's Markets 6/4,11,18,25/16. Farmer's Markets will be open each Saturday through October from 9 a.m. to noon.
- Held "live" HAM CAM tourism minute on the web. Museum will be broadcasting a Museum Minute on every Tuesday at 12:05 p.m. and Tourism will be broadcasting a Tourism Minute on every Thursday at 12:05 p.m. to highlight something special going on!
- Toured 6 candidates for new County Administrator position 6/6-7/16.
- Historic Smithfield board meeting 6/6/16.
- State of the County Chamber Breakfast 6/7/16. Worked on video and program for this event.
- Historic Saint Luke's Board meeting 6/8/16.
- Washington Times travel writer 6/10/16.
- Worked with Producers for "Public Affairs" movie throughout the month. Movie filmed in IOW for 4 days 6/26-30/16. Found locations and assisted with housing of stars and staff, and logistics.
- BURLAP TRAIL trial tour of Smithfield & IOW County for adjoining localities 6/14/16.
- Tourism Monthly Staff Meeting 6/15/16.

- Met with Suffolk to advise regarding alcohol tourism projects 6/15/16.
- Worked with Chamber on new Town/County map throughout month.
- Met with IOW Fair Committee Chair regarding Fair marketing 6/16/16.
- Attended Flavors of IOW Chamber event 6/16/17. Excellent event at Smithfield Center.
- VA State Beekeepers Convention in Smithfield 6/17-19/16.
- Meeting with Aikenfest Music Festival committee 6/20/16. Planning underway for 2016 festival.
- Chamber Student Leadership Institute selection meeting 6/21/16.
- Olden Days logistics meeting with Smithfield P.D. and Public Works staff 6/21/16. Olden Days held 6/24-25/16. Excellent event. Good turnout with @ 10,000 attending.
- Windsor Castle Park “Park Lovers Party Debriefing meeting 6/23/16.
- VA Association of Chamber Executives conference in Smithfield 6/23-24/16. Director was speaker for event and display table set up.
- ISLE JAM Scotty McCreery Concert held 6/25/16. Excellent event!
- Attended 7-11 Grand Opening in Carrollton 6/28/16.
- Attended Gwaltney Mansion auction 6/28/16.
- Attended Historic Saint Luke’s Business After Hours/FAM Tour 6/28/16.
- Hosted Coastal Virginia Tourism Alliance meeting at Wharf Hill Brewing Company 6/29/16.
- Nominating Committee meeting 6/30/16.
- Attended Council Committees 5/28/16.
- Smithfield Staff Meeting 6/8/16 and 6/22/16.
- County Staff Meeting 6/13/16.

- 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.
- Weekly individual meetings with staff to address concerns and review projects.

Upcoming Events: See www.VisitSmithfieldVa.com for more details!



Town of Smithfield
Isle of Wight County Museum



June 2016 Report

J.L. England, Museum Director

Notable/Thank You

- Volunteer hours: 89. Now that school is out for the summer, the museum has a handful of high school and college students working in various areas at the museum.



Ashley Harris



Alexandra Neikirk

- On June 2, Isle of Wight County Museum staff met with Isle of Wight County Schools' Coordinator of K12 Social Studies and World Languages to assist with curriculum development for 2016-2017 and supply information and guidance regarding local history. IOWCS uploaded several museum packages, reference materials and documents to their intranet to assist teachers with planning.
- Blackwater Regional Library's *Library 2 Go Bookmobile* came to the museum on June 11 for a pop-up session. They will visit again on July 9 in conjunction with our annual Hammy Birthday party event.
- Dominion Generation contributed \$5,000 to the museum for the *Going to the Country Store: Life 100 Years Ago* educational program. The museum will use this funding to take the program to students in Isle of Wight County and Surry Public Schools during the 2016-2017 school year.
- Virginia Delegate Rick Morris visited the museum on June 16.



- Staff evaluations were completed.

Museum Stats and Updates

- Visitation: 735
- Special Events
 - June 4. Battle of Smithfield Walking Tour. Meet a Union soldier at the museum for a lecture and a walk down Church Street as he details his experiences in this battle. 8 visitors.
 - June 11. Walking Tour Along Church Street. Join us as we stroll down Church Street to explore the history of this fascinating area. 10 visitors.

- June 12. Swigs and Swine. We'll begin at the Isle of Wight County Museum where Curator Tracey Neikirk will showcase Smithfield's ham history as well as the in-residence world's oldest ham. Afterwards, we'll stroll to Wharf Hill Brewing Company, 25 Main Street, for a flight of beer expertly paired with the perfect pork. It will be a superlative adventure full of flavors that compliment and linger...the perfect recipe for your very own hog heaven. Cost is \$25 per person. Event rescheduled for early 2017.



- June 25. During Smithfield's Olden Days, learn about World War II with the Old Dominion Squadron of the Airmen's Preservation Society. 79 visitors.



- Groups/tours

- June 14. Burlap Trail, FAM tour with Smithfield/Isle of Wight Tourism. 10 visitors.
- June 14. Smithfield Foods hosted an afternoon training seminar called *The Smithfield Experience* for some of its staff – both local and out-of-state. Museum staff gave a guided tour of the museum and downtown area. 28 guests.
- June 18. Nansemond Chapter of the Archaeological Society of Virginia. 18 visitors.



- June 20. Noble Care, Suffolk. 9 visitors.



- June 30. Boy Scouts, Norfolk. 8 visitors.

- Gift Shop
 - On June 30, a complete inventory was sent to the town treasurer.
- Exhibit Update
 - 40 Objects. We are proceeding with the writing and design of the exhibit as well as the catalog.
 - Between Two Rivers. This exhibit will be placed behind the Blackwater exhibit. We await delivery of the exhibit's centerpiece.
 - Fort Huger. New copy for the fort's signage was sent to Smithfield and Isle of Wight County Tourism. They will design and install the signage during the new fiscal year.

Windsor Castle

- No updates

Financials

- Gift Shop Sales (including tax): \$559.63.00
- Donations: \$1,021.00
- Program/Lecture Fees: \$5,250.00
- **Total Monthly Deposit: \$6,830.63**

June 30 ends our fiscal year. FY 2015-2016 financials:

- Gross Gift Shop Sales (including tax): \$9,767.00
- Donations: \$10,519.00
- Program/Lecture Fees: \$6,913.00
- **Total: \$27,199.00**

Social Media/Online Presence

- Visit our website at www.historicisleofwight or www.hamcamva.com.



- **LIVE at 12:05.** Each Tuesday, we host Periscope/Meekrat-like broadcasts on our Ham Cam. Our segments highlight events at the museum, announcements or artifacts from our collection. Tune in each Tuesday at 12:05 p.m. to see what we're doing: www.hamcamva.com. This month we highlighted National Selfie Day, Pigs You Know, special events and the history of fans. **If you missed our broadcasts, they are available for viewing on our Facebook page.**
- **Facebook:** Isle of Wight County Museum & Historic Sites: 1,579 likes. Daily posts.
- **Ham Cam:** 88 Tweets, 494 Facebook Likes, 3 Google+ shares.
- **Foursquare/Swarm.** We monitor Foursquare for visitor check-ins. 7.3/10 rating.
- **Twitter.** @WorldsOldestHam. The world's oldest ham has his own account. 22 followers.

- Facebook review. June 9 by Mary Kayaselcuk. *Five stars. A sweet little museum with fun programs. Always something new to learn and enjoy about Isle of Wight and of course, pigs. We love this place!*
- TripAdvisor review. June 24 by The_Heritage_Lady of Orlando, Florida. *So much to see and learn! We were greeted by the docent at the museum who was very friendly. She explained so many things about the history of the county. When I told her I had ancestors who lived there in the 1600s she directed me to books that they had in the gift shop that had marriages and genealogical records for the county. How thoughtful! The gift shop was large and had nice gifts. I learned so much about the county. The exhibits were great and so informative. The also have activities for children. The admission fee is only \$2.00! What a value for so much to see!*

Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications about our walking tours and special events
- May/June. *Coastal Virginia Magazine*. Feature listing 101 Fun Things. We received a listing for our history tours.
- June 10. *Daily Press*. Mention in Drag, drinks and SpongeBob | Top 10 things to do this weekend: <http://www.dailypress.com/entertainment/thisweekend/dp-fea-ticket-top-10-0610-20160609-story.html>
- June 10. *Daily Press*. Article: Historic Gwaltney family home up for auction in Smithfield - <http://www.dailypress.com/news/isle-of-wight-county/dp-nws-iw-gwaltney-house-auction-20160610-story.html>
- June 24. *Virginian-Pilot*. Article: Someone soon will walk away as the new owner of the historic Smithfield home that bacon built - http://pilotonline.com/life/home/someone-will-walk-away-as-the-new-owner-of-the/article_a96e6632-6c5d-5c59-a235-e5891463d7a7.html
- June 27. *Daily Press*. Article: Free and cheap fun across the Peninsula to fill your summer calendar - <http://www.dailypress.com/features/dp-fea-free-fun-20160626-story.html>
- June 28. *Virginian-Pilot*. Article: Military couple from Hampton wins auction for historic Gwaltney home in Smithfield - http://pilotonline.com/business/real-estate/military-couple-from-hampton-wins-auction-for-historic-gwaltney-home/article_a90b2a26-cedd-5d47-963a-cdf66ed2b169.html
- June 28. *Daily Press*. Article: Historic Smithfield home auctioned off for \$435,000 - <http://www.dailypress.com/news/isle-of-wight-county/dp-nws-gwaltney-house-auction-day-20160628-story.html>

Outreach Lectures

- June 23. Smithfield Kiwanis. 35 members.

Boykin's Tavern

- No updates

Meetings

- June 6. Carrollton Civic League: D-Day Presentation.
- June 8 and 22. Town staff meetings.

Trainings/Safety

- No updates

From Our Website and Social Media

(Visit our Facebook site for daily posts: Isle of Wight County Museum & Historic Sites)



From June 9. All smiles. Rick Jones of Jacksonville, Florida, and his local friend Albert Burckard came to visit the world's oldest ham today. On their cell phone, they are watching themselves check out the ham live on www.hamcamva.com.



From June 9. Just trying to keep up with the San Francisco Museum of Modern Art. After all, any publicity is good publicity! #awesome <http://nyti.ms/1VrfURR>



World's Oldest Ham @Worldsoldestham · Jun 9

One month until my birthday! Celebrate July 9. Come for the cake. Stay for my winning personality. #hammybirthday



These 20th century tools were recently donated to us from a logging site in Isle of Wight County. On the left is a cant dog, a tool to move logs. On the right is a log grapple which was used to remove jammed logs from a log chipper. Log grapples are always painted blue, and some flecks on this tool are still visible



From June 14. Archaeologist Mohan Naithani is in charge of the digital archaeology laboratory at HNB Garhwal University in Uttarakhand, India. He is pictured here holding a 3D replica of our 1890 peanut. Our peanut is a world traveler!



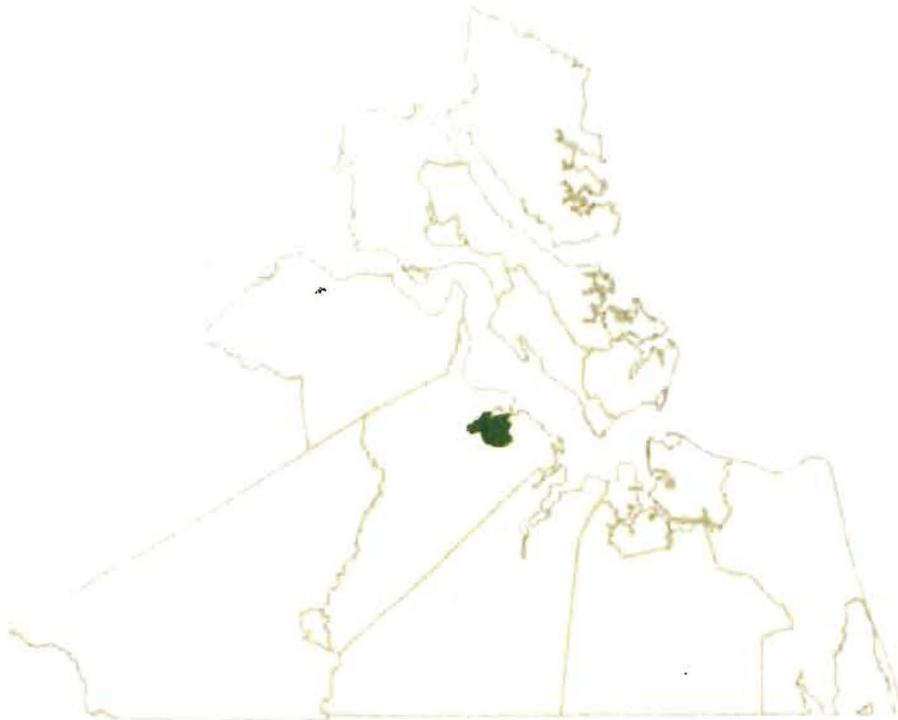
From June 11. Today Navy sailors Nathanael and Jonathan came to visit. They said that they were exploring all things ham-related. We were the perfect place for them to disembark.



From June 20. A young visitor today with his artwork.

FYI ITEMS

Smithfield



Town Council

Mayor T. Carter Williams

Vice Mayor Andrew C. Gregory

Ms. Connie Chapman

Mr. Michael G. Smith

Mr. Milton Cook

Ms. Denise N. Tynes

Mr. Randy Pack

Population (2015) -----	8,220
Area in Square Miles -----	10
Population Density (2015)-----	822.0
Population Growth 2010—2015 -----	1,193
Percent Population Growth 2010-2015 -----	17.0%
Percent Employment Growth 2010-2015-----	Included in Isle of Wight
Employment (2015) -----	Included in Isle of Wight
Unemployment (2015)-----	Included in Isle of Wight
Poverty Rate (2009-2014)-----	13.4%
Taxable Value of Real Estate 2014 (Billions)-----	Included in Isle of Wight
On Time High School Graduation Rate (2015) -----	Included in Isle of Wight
Median Household Income (2009-2014)-----	\$68,807

Isle of Wight

Board of Supervisors

Chair Rex Alphin

Vice Chair Rudolph Jefferson

Mr. Joel C. Acree

Mr. Richard L. Grice

Mr. William McCarty



Population (2015)-----	36,438
Area in Square Miles -----	316
Population Density (2015)-----	115.3
Population Growth 2010—2015-----	1,026
Percent Population Growth 2010-2015 -----	2.9%
Percent Employment Growth 2010-2015-----	6.1%
Employment (2015) -----	10,698
Unemployment (2015) -----	4.6%
Poverty Rate (2009-2014) -----	11.3%
Taxable Value of Real Estate 2014 (Billions) -----	\$4.15
On Time High School Graduation Rate (2015)-----	91.8%
Median Household Income (2009-2014)-----	\$65,910



**PROCLAMATION
SMITHFIELD POLICE DEPARTMENT
NATIONAL NIGHT OUT 2016**

WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug, and violence prevention program on Tuesday, August 2nd, 2016 called "National Night Out"; and

WHEREAS, the "33rd Annual National Night Out" provides a unique opportunity for Smithfield, Virginia to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, Smithfield Community Crime Prevention (S.C.C.P.) Team and the Business and Neighborhood Watch programs play vital roles in assisting the Smithfield Police Department through joint crime, drug and violence prevention efforts in Smithfield and is supporting "National Night Out 2016" locally: and

WHEREAS, it is essential that all citizens of Smithfield, Virginia be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs and violence in Smithfield: and

WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the "National Night Out" program;

NOW, THEREFORE WE, THE SMITHFIELD TOWN COUNCIL MEMBERS, do hereby call upon the citizens of Smithfield to join the Smithfield Police Department, the S.C.C.P. Team, and in supporting the "33rd Annual National Night Out" as "NATIONAL NIGHT OUT" in Smithfield, Virginia.

By: _____

Mayor

Clerk



PRESS RELEASE

Smithfield Police Department
913 South Church Street
Smithfield, VA. 23430
Ph. (757) 357-3247 Fax (757) 357-6551

The Town of Smithfield/ Isle of Wight County will host the National Night Out Against Crime Event at the Smithfield Center located at 220 North Church St. Smithfield, VA. on August 2, 2016 – 5:00 PM to 7:30 PM.

The Smithfield Community Crime Prevention Team, Smithfield Neighborhood Watch, and the Smithfield Police Department are sponsoring this local celebration of the nation-wide Night Out event free to the public, which recognizes the effectiveness of neighborhood and law enforcement cooperation in reducing and preventing crime. It is one of thousands of similar celebrations under the coordination of the National Association of Town Watch.

The event is aimed at encouraging residents to be visible and active in their neighborhoods, and to communicate effectively with law enforcement to fight crime. The SCCP Team is inviting active neighbors, those whose blocks may need to be reactivated, and anyone interested in becoming active with their neighbors.

After the Night Out celebration, residents are encouraged to return home, connect with neighbors and turn on their porch lights – to carry the message across the county.

Date: June 21, 2016

CONTACT: Kurt Beach
National Crime Prevention Specialist
(757) 449-4849



Smithfield
National Night Out 2016
Smithfield Center 220 N. Church Street

WHAT: Fun for the whole family! Meet local police, free hot dogs while they last, activities, music, helpful information on safety and more. Tour the Police Command vehicle; check out a police car, boat, bike and motorcycle. See a fire truck and ambulance up close too! Come out and meet your local law enforcement!

WHEN: Tuesday, August 2 from 5:00 to 7:30 p.m.

WHERE: Smithfield Center 220 N. Church Street, Smithfield

WHY: To heighten crime and drug prevention awareness. Generate support for, and participation in, local anti-crime efforts. Strengthen neighborhood spirit and police/community partnerships. Send a message to criminals letting them know neighborhoods are organized and fighting back.

CONTESTS:

1.) Drawing Contest: Kids can enter a drawing (minimum size 8 1/2 x 11) of what they envision a safe community to look like. (Please include some type of Police element, example: Policeman or woman, Police vehicle, Police Badge, Police Dept., etc.) One winner will be selected at the National Night Out Against Crime event and will win a pizza lunch party for themselves and three friends at the Smithfield Police Department in August.

2.) Photo Contest: “Capture the Moment” photo contest for all ages (use your camera or phone) to capture the best National Night Out photo. See more details at the NNO event. Winner receives ice cream sundaes for four people at the Smithfield Ice Cream Parlor.

Smithfield

National Night Out 2016



Smithfield Center

WHAT: Fun for the whole family! Meet local police, free hot dogs while they last, activities, music, helpful information on safety and more. Tour the Police Command vehicle; check out a police car, boat, bike and motorcycle. See a fire truck and ambulance up close too! Come out and meet your local law enforcement!

WHEN: Tuesday, August 4 from 5:00 to 7:30 p.m.

WHERE: Smithfield Center 220 N. Church Street, Smithfield

WHY: To heighten crime and drug prevention awareness. Generate support for, and participation in, local anti-crime efforts. Strengthen neighborhood spirit and police/community partnerships. Send a message to criminals letting them know neighborhoods are organized and fighting back.

CONTEST: Kids can enter a drawing (minimum size 8 1/2 x 11) of what they envision a safe community to look like. (Please include some type of Police element, example: Policeman or woman, Police vehicle, Police Badge, Police Dept., etc.) One winner will be selected at the National Night Out Against Crime event and will win a pizza lunch party for themselves and three friends at the Smithfield Police Department in August.

APPROPRIATION RESOLUTION TO CARRY FORWARD AND RESTRICT FUNDS
APPROPRIATED IN FISCAL YEAR 2015-2016

WHEREAS, the Town Council, in its 2015-2016 appropriation resolution, appropriated funds for certain capital improvements and projects which have not been completed; and,

WHEREAS, funds for these capital improvements have been set aside by the Town Council to insure the completion of these capital improvements; and,

WHEREAS, the Town Council deems it necessary to set aside and restrict these funds appropriated in Fiscal Year 2015-2016 to make certain that appropriated funds are available and to segregate said funds from the general fund:

NOW, THEREFORE, BE IT RESOLVED that the following sums of money appropriated for Fiscal Year 2015-2016 and remaining unspent, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Town are hereby appropriated, set aside and restricted for the completion of certain capital improvement projects, as follows:

GENERAL FUND

Pinewood Heights Relocation Project	\$219,312
Ball fields – professional fees	100,000
Police vehicle	41,715
Police motorcycles	<u>50,000</u>
	\$411,027

WATER FUND

Lumar Road Water Line Repair	<u>\$25,000</u>
	\$25,000

Adopted: July 5, 2016

T. Carter Williams, Mayor

Attest:

Lesley G. King, Clerk

APROPRIATION RESOLUTION
FISCAL YEAR 2016-2017

WHEREAS, in order to provide for the operation of the government of the Town of Smithfield, the Town Council of the Town of Smithfield finds it necessary to appropriate the funds budgeted for fiscal year 2016-2017, beginning July 1, 2016.

NOW, THEREFORE, BE IT RESOLVED that the following sums of money, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Town are hereby appropriated for the corporate purposes and objects of the Town as hereinbelow specified for the fiscal year commencing on the 1st day of July, 2016, and ending on the 30th day of June, 2017:

A. From General Corporate Taxes and Revenue:

Operating expenses:

For general government	\$739,427
For treasurer	519,438
For public safety	2,530,239
For planning, engineering & public works	819,830
For public buildings	154,220
For community development	2,026,800
For parks, recreation & cultural	834,733
For debt service	<u>695,567</u>
Total	\$8,320,254

Capital outlay:

For Treasurer	\$107,525
For public safety	105,000
For planning, engineering & public works	9,375
For public buildings	10,000
For parks, recreation & cultural	5,964,000
For community development	228,000
For road maintenance	<u>1,104,209</u>
Total	\$7,528,109

Restricted reserves:

For restricted reserves	<u>\$489,553</u>
Total	\$489,553

GRAND TOTAL \$16,337,916

Appropriated for the foregoing expenses from the following sources:

Taxes:

Real Estate	\$1,709,200
Personal Property	599,500
Public Service Corporation tax	30,524
Penalties & interest	35,355
Franchise	137,645
Sales	320,000
Utility	190,000
Meals-4.25%	1,112,623
Meals-2%	523,470
Cigarette	150,000
Transient Occupancy	216,000
Consumption	<u>47,000</u>
Total	\$5,071,317

Licenses:

Privilege licenses	367,600
Motor vehicles	<u>136,500</u>
Total	\$504,100

Permits	15,000
Inspections	3,000
Dog park registration fees	2,300
Consultant review fees	3,000
Fines	70,000
Revenue from use of money and property	260,350
Other revenue	6,100
Revenue from Commonwealth of Virginia	674,677
Revenue from Federal Government	<u>953,575</u>
Total	\$1,988,002

Other Financing Sources:

Contributions	97,350
Line of credit proceeds	500,000
Loan proceeds	3,597,725
Escrow reserve- Ball fields	3,025,000
Operating reserves	450,213
Road maintenance	<u>1,104,209</u>
Total	\$8,774,497

Grand Total \$16,337,916

B. From Water and Sewer Revenues

For water operating expenses	\$1,515,825
For sewer operating expenses	649,937
For depreciation & amortization expense- water	370,000
For depreciation & amortization expense- sewer	390,000
For interest expense – water	40,465
For interest expense – sewer	<u>8,602</u>
Grand Total	\$2,974,829

Appropriated for the foregoing expenses from the following sources:

Operating revenue:

Charges for services-water	1,407,750
Charges for services-sewer	681,000
Water Debt Service Revenue	190,652
Sewer Compliance Revenue	498,600
Connection fees-water	16,500
Connection fees-sewer	39,500
Application fees-water	8,654
Miscellaneous – water	1,500
Miscellaneous – sewer	<u>500</u>
Total	\$2,844,656

Non-operating revenue (expenses)

Availability fees-water	68,000
Availability fees-sewer	103,000
Interest revenue-water	6,800
Interest revenue-sewer	<u>4,500</u>
Total	\$182,300

Reserves

From Water Reserves	226,423
To Sewer Reserves	<u>(278,561)</u>
Total	(\$52,127)

Grand Total \$2,974,829

SUMMARY

Appropriated from general corporate taxes and revenue	\$16,337,916
Appropriated from water and sewer revenues & reserves	<u>\$2,974,829</u>
TOTAL:	\$19,312,745

These appropriations shall be effective as of July 1, 2016.

Adopted: July 5, 2016

T. Carter Williams, Mayor

Attest:

Lesley G. King, Clerk

DEPARTMENT	POSITION TITLE	FLSA STATUS	PAY GRADE	SALARY RANGE
Town Manager	Office Aide (PT)	Non-Exempt	6	\$25,462 - \$32,464 - \$39,465
	Records Management Assistant (FT and PT)	Non-Exempt	7	\$26,735 - \$34,087 - \$41,439
	Office Manager	Non-Exempt	12	\$34,121 - \$43,505 - \$52,887
	IT Network Administrator	Non-Exempt	17	\$43,549 - \$55,524 - \$67,500
	Human Resources Director	Exempt	26	\$67,558 - \$86,137 - \$104,714
	Town Manager	Exempt	31	\$86,223 - \$109,934 - \$133,645
Treasurer	Clerical Assistant (Tax) (PT and FT)	Non-Exempt	7	\$26,735 - \$34,087 - \$41,439
	Clerical Assistant (Accounts Payable)	Non-Exempt	7	\$26,735 - \$34,087 - \$41,439
	Receptionist/Secretary	Non-Exempt	7	\$26,735 - \$34,087 - \$41,439
	Clerical Assistant (Water/Sewer)	Non-Exempt	9	\$29,476 - \$37,581 - \$45,687
	Bookkeeper	Non-Exempt	10	\$30,949 - \$39,460 - \$47,970
	Payroll/Benefits Clerk	Non-Exempt	10	\$30,949 - \$39,460 - \$47,970
	Financial Analyst	Non-Exempt	19	\$48,012 - \$61,215 - \$74,419
	Deputy Treasurer	Non-Exempt	20	\$50,413 - \$64,276 - \$78,140
	Treasurer	Exempt	27	\$70,936 - \$90,443 - \$109,951
Planning,	Laborer (FT and PT)	Non-Exempt	4	\$23,095 - \$29,445 - \$35,797
Engineering, & Public Works	Grounds Maintenance Specialist	Non-Exempt	6	\$25,462 - \$32,464 - \$39,465
	Maintenance Helper	Non-Exempt	7	\$26,735 - \$34,087 - \$41,439
	Receptionist/Secretary	Non-Exempt	7	\$26,735 - \$34,087 - \$41,439
	Crew Leader	Non-Exempt	8	\$28,072 - \$35,791 - \$43,511
	Maintenance Technician	Non-Exempt	9	\$29,476 - \$37,581 - \$45,687
	Waterworks Operator Trainee	Non-Exempt	9	\$29,476 - \$37,581 - \$45,687
	Planning Technician	Non-Exempt	10	\$30,949 - \$39,460 - \$47,970
	Waterworks Operator - Level 2	Non-Exempt	11	\$32,496 - \$41,433 - \$50,370
	Mechanic	Non-Exempt	11	\$32,496 - \$41,433 - \$50,370
	Senior Maintenance Tech.	Non-Exempt	11	\$32,496 - \$41,433 - \$50,370
	Compliance Inspector	Non-Exempt	11	\$32,496 - \$41,433 - \$50,370
	Office Manager	Non-Exempt	12	\$34,121 - \$43,505 - \$52,887
	Waterworks Operator Level 1	Non-Exempt	13	\$35,827 - \$45,680 - \$55,532
	Specialist	Non-Exempt	13	\$35,827 - \$45,680 - \$55,532
	Waterworks Lead Operator	Non-Exempt	15	\$39,500 - \$50,362 - \$61,224
	Asst Maintenance Supervisor	Non-Exempt	15	\$39,500 - \$50,362 - \$61,224
	Maintenance Supervisor	Non-Exempt	17	\$43,549 - \$55,524 - \$67,500
	Waterworks Plant Manager	Non-Exempt	17	\$43,549 - \$55,524 - \$67,500
	Assistant Superintendent	Non-Exempt	18	\$45,726 - \$58,300 - \$70,875
	Planning and Zoning Administrator	Non-Exempt	19	\$48,012 - \$61,215 - \$74,419
	Engineer	Non-Exempt	19	\$48,012 - \$61,215 - \$74,419
	Superintendent	Exempt	20	\$50,413 - \$64,276 - \$78,140
	Director	Exempt	27	\$70,936 - \$90,443 - \$109,951
Police	Receptionist/Secretary	Non-Exempt	7	\$26,735 - \$34,087 - \$41,439
	Administrative Assistant	Non-Exempt	9	\$29,476 - \$37,581 - \$45,687
	Office Manager	Non-Exempt	12	\$34,121 - \$43,505 - \$52,887
	Patrol Officer	Non-Exempt	13	\$35,827 - \$45,680 - \$55,532
	/ Crime Prevention Specialist	Non-Exempt	17	\$43,549 - \$55,524 - \$67,500
	Sergeant (Patrol)	Non-Exempt	17	\$43,549 - \$55,524 - \$67,500
	Sergeant (Investigations)	Non-Exempt	17	\$43,549 - \$55,524 - \$67,500
	Lieutenant (Patrol)	Non-Exempt	20	\$50,413 - \$64,276 - \$78,140
	Lieutenant (Investigations)	Non-Exempt	20	\$50,413 - \$64,276 - \$78,140
	Deputy Chief	Exempt	24	\$61,277 - \$78,128 - \$94,979
	Chief	Exempt	28	\$74,483 - \$94,965 - \$115,448
Conference Center	Kayak Rental Clerk	non-Exempt	1	\$19,950 - \$25,436 - \$30,923
	Event Assistant (PT)	Non-Exempt	3	\$21,995 - \$28,043 - \$34,092
	Assistant Facility Coordinator (PT)	Non-Exempt	4	\$23,095 - \$29,445 - \$35,797
	Clerical Assistant	Non-Exempt	8	\$28,072 - \$35,791 - \$43,511
	Event Coordinator (PT)	Non-Exempt	9	\$29,476 - \$37,581 - \$45,687
	Facility Coordinator	Non-Exempt	11	\$32,496 - \$41,433 - \$50,370
	Office Manager	non-Exempt	12	\$34,121 - \$43,505 - \$52,887
	Director of Parks & Recreation	Exempt	21	\$52,933 - \$67,490 - \$82,047
Janitorial	Janitor	Non-Exempt	2	\$20,948 - \$26,708 - \$32,469
Museum	Docent (PT)	Non-Exempt	3	\$21,995 - \$28,043 - \$34,092
	Curator (PT)	Non-Exempt	11	\$32,496 - \$41,433 - \$50,370
	Director	Exempt	20	\$50,413 - \$64,276 - \$78,140
				Revised 6-2016

TOWN OF SMITHFIELD
REQUEST FOR PROPOSALS
RELOCATION OF DR. JORDAN WOMBWELL HOUSE (16-07)

I. PURPOSE:

The Town of Smithfield (hereinafter referred to as “Town”) is requesting proposals for the purchase, relocation and rehabilitation of the Dr. Jordan Wombwell House located at 888 W. Main Street, Smithfield, Virginia.

The town will sell the home only to the successful offeror for \$1 and in an “as-is condition” to be removed from the site and relocated at the offeror’s expense. The town desires to see the structure restored and reused. There is not an option to purchase the land upon which it is currently located. If offeror is interested, outbuildings located on the property may be included at the town’s discretion.

II. BACKGROUND:

The small frame house with a gable roof, dormers and three chimneys was built by Dr. Jordan Wombwell in 1842 on land he bought from John W. Davis. Dr. Wombwell died in 1849 and his will directed that his property be sold after his wife’s death. In 1882 John W. Gray bought the farm. In 1908 it was conveyed to Ezekiel W. Jones who owned the adjoining Glebe tract and other nearby land. Ezekiel W. Jones Jr. was allotted this farm at the division of his father’s property. It was bought by Howard Leslie Little, Sr., of Ruth Jones Pavy in 1948 and called “the Gray Farm” in the deed.

The Town of Smithfield acquired the property in 2016 which will be the home of the Joseph W. Luter Jr. Sports Complex.

III. STATEMENT OF NEEDS:

Proposals shall include a descriptive plan and timeline for the removal and relocation, the intended use for the house, relevant past experience and proof of financial ability to complete the project according to the plan and timeline.

The successful offeror will be required at their sole expense to cover all costs associated with the removal of the structure from its current location to the proposed new location where it will be sited, and to obtain all required licenses, permits and inspections.

The successful offeror shall furnish all labor, materials, permits, right of way authorization, and design/engineering/transportation costs to relocate and reconstruct the structure on the new site.

IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:

A. GENERAL INSTRUCTIONS:

1. RFP Response: In order to be considered for selection, offerors must submit a complete response to this RFP. One (1) original and three (3) copies of each proposal must be submitted. Offerors must clearly label the word "ORIGINAL" on the cover and must clearly label all copies with the word "COPY" on the cover. If your proposal contains proprietary information and you are invoking protection from disclosure under § 2.2-4342F of the Code of Virginia, refer to IV.A.2.f below, and submit one (1) redacted copy of the proposal clearly labeled with words "REDACTED COPY" on the cover. No other distribution of the proposal shall be made by the offeror.
2. PROPOSAL PREPARATION:
 - a. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information required may result in town requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. **Proposals which are substantially incomplete or lack key information may be rejected.** Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
 - c. Proposals shall be organized in the order in which the requirements are presented in the RFP. All pages of the proposal shall be numbered. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact

and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability to satisfy a “must” or “shall” requirement does not automatically remove the Offeror from consideration; however it may seriously affect the overall rating of the offerors’ proposal.

- e. Each copy of the proposal shall be bound or contained in a single volume when practical. All documentation submitted with the proposal should be contained in that single volume.
- f. Ownership of all data, materials, and documentation originated and prepared for the Town pursuant to the RFP shall belong exclusively to the Town and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of proposal. If, after being given reasonable time the offeror refuses to withdraw an entire classification designation, the proposal will be rejected.

3. ORAL PRESENTATION: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. Oral presentations are an option of the Town and may or may not be conducted.

B. SPECIFIC PROPOSAL INSTRUCTIONS: Proposals should be as thorough and detailed as possible so that the Town may properly evaluate your capabilities to provide the required services. **Offerors are required to submit the following items as a complete proposal. Refer to 2C for proposal format.**

- 1. Signature page which includes State Corporation Commission Identification, addenda acknowledgements (if any) and other signature requirements signed and filled out.

2. Specific items (including exception page) or data requested in RFP. *Contractor has ten (10) days from notice of intent to award to provide insurance documentation and W-9 form.*
3. A written narrative statement to include:
 - a. Introduction to company and experience in providing the services described herein.
4. Specific plans for providing the proposed services to include:
 - a. Details of the proposed methodology for relocation and rehabilitation of structure.
 - b. Intended future use of structure.
 - c. Time frame for completion of structure removal.
 - d. Proof of financial ability to complete the project in time frame identified in proposal.

V. EVALUATION AND AWARD CRITERIA:

- A. **EVALUATION CRITERIA:** Proposals shall be evaluated by the Town using the following criteria:
 1. Specific plan or methodology to be used to perform the services (30 points)
 2. Experience and qualifications of offeror. Clear demonstration of knowledge, expertise and financial ability to successfully implement all aspects of the proposal. (30 points)
 3. Intended future use of structure. (20 points)
 4. Project timeframe. (10 points)
 5. RFP contains all required submittals. (10 points)
- B. **AWARD OF CONTRACT:** The town will award the contract on the basis of competitive negotiation with the most qualified contractors consistent with the Virginia Public Procurement Act Section 2.2-4300. Contract awards may be made to more than one offeror if in its sole discretion is deemed to be in the best interest of the Town.

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated. Negotiations shall be conducted with offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the town shall select which offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror.

The Town of Smithfield may cancel the Request for Proposal or reject proposals at any time prior to an award, and it is not required to furnish a statement of reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia 2.2-4395D). Should the Town determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

The Town reserves the right to waive minor non-substantive errors in the proposal, to reject any/or all proposals, to award any contract in whole or in part and award the proposal considered to be in the best interest of the Town. The Town also reserves the right to negotiate with the lowest responsive, responsible offeror should proposal exceed available funds.

VI. CONTRACT TERM:

Contract terms to be agreed upon with successful offeror in a form approved by the Town Attorney.

VII. PRE PROPOSAL CONFERENCE AND SITE VISIT:

A non-mandatory preproposal conference and site visit will be held **Friday, July 15th 2016 at 10:00 a.m.** at the Department of Planning, Engineering and Public Works located at 310 Institute Street, Smithfield, Virginia. The purpose of this conference is to allow potential offerors an opportunity to present questions, obtain clarification relative to any facet of this solicitation and to tour the site.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring a copy of this solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

VIII. DELIVERY INSTRUCTIONS:

Proposals shall be in a sealed envelope marked “Wombwell House RFP #16-07” and delivered no later than **12:00 Noon on Friday, August 5th 2016**, to:

Sonja Eubank
Department of Planning, Engineering and Public Works
310 Institute Street
Smithfield, VA 23430

Any proposals received after the specified time and date will not be considered. All questions should be directed to Sonja Eubank via email at seubank@smithfieldva.gov or 757-365-4272. **Deadline for questions will be Friday, July 29th 2016 at 5:00 p.m.**