

SMITHFIELD TOWN COUNCIL AGENDA
September 6th, 2016 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report
 - a. August Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

- September 5 - Town Administrative Office Closed in Observance of Labor Day
- September 6 - 7:30 p.m. – Town Council Meeting
- September 13 - 6:30 p.m. – Smithfield Planning Commission Meeting
- September 19 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
 - Police Committee
 - Water and Sewer Committee
 - Finance Committee
- September 20 - 3:00 p.m. – Pinewood Heights Management Team Meeting
- September 20 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
 - Parks and Recreation Committee
 - Public Works Committee
 - Public Buildings and Welfare Committee
- September 20 - 6:30 p.m. – Board of Historic and Architectural Review

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

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. Police Committee Chair, Mrs. Denise N. Tynes
- b. Water and Sewer Committee Chair, Vice Mayor Andrew C. Gregory
- c. Finance Committee Chair, Mr. Randy Pack
- d. Public Works Committee Chair, Mr. Michael G. Smith
- e. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

CONSENT AGENDA ITEMS

C1. Motion to Authorize the Town Manager to Purchase Two (2) Budgeted Patrol Vehicles in the amount of \$49,950.00

Police Committee Chair, Mrs. Denise Tynes

C2. Motion to Authorize the Purchase of Budgeted Replacement Pump for Wellington Pump Station

Water and Sewer Committee Chair, Vice Mayor Gregory

C3. Invoices Over \$10,000 Requiring Council Authorization

Finance Committee Chair, Randy Pack

a.	Kimley Horn Associates (Sports Complex)	\$48,980.37
b.	Wester Tidewater Free Clinic	\$38,000.00
c.	Tri-State Utilities	\$51,307.60
Additional Invoice:		
d.	GET Solutions	\$13,540.00
e.	R.K. Chevrolet – Budgeted Police Vehicle	\$36,977.50

TAB # 1

C4. Motion to Approve Renewal of HVAC Contract with Atlantic Constructors

Public Works Committee Chair, Mr. Michael Smith

C5. Motion to Approve License Agreement with Smithfield Foods to Allow Access to the Property for Construction of New Parking Lot **(FORTHCOMING)**

Public Works Committee, Chair, Mr. Michael Smith

C6. Motion to Accept Deed for 21 Jamestown Avenue as Part of the Pinewood Heights Relocation Project

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **502 Grace Street Pierceville Manor House Historic District Maintenance Violation – Appeal**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
2. **Motion to Approve the Town Council Meeting Minutes of August 2nd, 2016**
Mr. William H. Riddick, III, Town Attorney
3. **New Business:**
 - a. **Machinery and Tools Tax – Proposed Change in Valuation Methodology** **TAB # 3**
Ms. Ellen D. Minga, Town Treasurer
 - b. **Appoint a Nominating Committee to fill the Unexpired Term of Jeffrey Yeaw of the Board of Historic and Architectural Review**
T. Carter Williams, Mayor
4. **Old Business:**
5. **Closed Session: Disposition of Real Property and Matters Requiring Advice of Legal Counsel**
6. **Adjournment**

September 2, 2016

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – AUGUST 2016

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings and activities: Safety Committee, Hampton Roads Chief Administrative Officers, Smithfield Kiwanis Club board retreat, National Night Out, Utility Master Plan with Andy Snyder, Sports Complex plan review, VML Insurance Programs board retreat and meeting in Staunton, and Special Events Committee.
- b. Completed search process for new Human Resource Director Position.
- c. Utilized one day total of vacation leave and one day of accrued sick leave this month.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission and Board of Historic and Architectural Review.
- b. Prepared August Town Council Committee Agenda and September Town Council Agenda.
- c. Attended Town Council Committee meetings on August 22nd and 23rd and prepared summary reports from committees.
- d. Attended Planning Commission Work Session of the Comprehensive Plan – Future Land Use Map on August 30th.

TREASURER'S OFFICE:

- a. Continued close out procedures for FY2016 in preparation for annual audit.
- b. Prepared bank reconciliations for July 2016.
- c. Participated in Town Website Training with Barbara Hunter and Robin Hewett in the Treasurer's office on August 15. Training was provided by Tim Bradshaw, CEO of Insercorp.
- d. Met with Peter Stephenson, Sonja Eubank, and Josiah Jendry on August 18 to discuss procurement of alarm/fire extinguisher contract for all town locations.
- e. Participated in Virginia Investment Pool webinar Managing Investments when Cash Flows are Uncertain on August 23.
- f. Participated in COVACARE SB364 webinar on August 23 to explore the possibility of a state sponsored health insurance program that would include local governments.
- g. Spoke with Jay Maynard of MUNIS as well as Eric Morrow and Lawson Headley via conference call on August 26 to discuss progress on MUNIS conversion.
- h. Met with Peter Stephenson, Sonja Eubank, Amy Musick, and Jessie Snead on August 30 to discuss RFP for town wide landscaping contract.
- i. Attended special events meeting requested by Amy Musick at the Smithfield Center on August 31st.

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. 10% line cleaning and inspections performed by Tri State
 - b. Located and repaired sewer line laterals in various locations.
 - c. Completed manhole inspection for Morris Creek pump Basin.
 - d. Sewer back up at 213 Spring Dr. used sewer machine to remove blockage.
 - e. Repaired sewer lateral at 107 Smithfield Blvd.
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Performed the following scheduled maintenance at all pump station

Cleaning of wet-wells
Alarms testing
Sump pump cleaning
Check Valve cleaning and repair
Generator checks / Godwin pump checks
Control Panel / Flow monitor checks
Fence and Grounds inspections
Inspected Structure
Inspect and clean pumps
Level system check
Test limit switches
Bar screen cleaning
Rain gauge cleaning

C.REW has started work on installing bypass pump at Wellington pump station.

D. Morris Creek pump station still on one pump with a bypass pump in place.

E. Installed a rebuilt pump at Lakeside pump station.

F. Replaced fuel filter on generator at Main St pump station.

3. Water line Repairs and Maintenance

- a. Repaired water leak at 13 Riverside Dr
398 Pagan Rd.
507 Pagan Rd
26 Riverside Dr.

- b. Installed and relocated water service for 208 and 210 Azelea 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. All RO Plant backflow prevention devices were tested and were found to be in working order or were scheduled for maintenance.
- d. Plant operators repairs faulty saddle on RO permeate first stage header.
- e. RE Mason Reliability Analyst tested all bearings on major plant equipment and found them to be working properly.
- f. Annual preventative maintenance was performed on RO plant generator.

6. Safety

- a. Monthly truck inspections
- b. All Public Works employees attended PPE and Bloodborne Pathogens 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

PLANNING AND ZONING:

1. Planning Commission – August 9, 2016

- A. Entrance Corridor Overlay District Design Review – 19290 Battery Park Road – Scott Overton, Harvest Fellowship Baptist Church, applicants – Approved.
- B. Comprehensive Plan Review Discussion – Future Land Use Chapter VI, Future Land Use Map – Town of Smithfield – No action taken.

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 Public Boat Ramp Facility – 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 – August 16, 2016

- A. Proposed Exterior Renovation – 308 First Street – Non-Contributing – Claire Lewis, applicant – Approved.
- B. Proposed Exterior Renovation – 119 North Church Street (Contributing), 121 North Church Street (Non-Contributing) – Natasha Huff, Smithfield Winery, applicants – Approved.
- C. Proposed Demolition of Accessory Structure – 111 North Church Street – Contributing – Matt Liberman, Smithfield Foods, Inc., applicants – Tabled for more information.
- D. Proposed Fence – 106 Underwood Lane – Contributing – Josh Korahaes, applicant – Approved.
- E. Education Outreach Subcommittee Discussion – No action taken.

7. Board of Zoning Appeals – August 16, 2016

- No meeting held.

ENGINEERING

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
- C. Lakeview Cove is now under new ownership. All E & S controls have been installed previously by the contractor as per the approved site plans and required by the Town.
- D. Blair Brother's Contr. Contractor regraded roadside ditch on Pagan Road right and left of centerline and cleaned entrance pipes from Baily Avenue to Virginia Avenue. Contractor also installed and performed asphalt repairs at various locations on old South Church Street, Royal Aberdeen, Jericho Road and Pagan Road. Contractor started re-coating crosswalks on North and South Church Street from the Cypress Creek Bridge to Luter Drive.
- 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 15 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**

September 2, 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, AUGUST 22ND, 2016

The Police Committee met Monday, August 22nd, 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 C. Gregory, Vice Mayor. Other Council members present were Mr. Michael Smith, Dr. Milton Cook, and Mr. Randy Pack. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Alonzo Howell, Deputy Police Chief; Mr. William H. Riddick, Town Attorney; and Mr. Jessie Snead, Superintendent of Public Works. Also in attendance was Mr. Rick Bodson. There were two (2) citizens present. The media was represented by Mr. Ryan Kushner of The Smithfield Times.

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

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

1. Authorization to Order Two Budgeted Patrol Vehicles – Deputy Chief Howell stated that the department is requesting authorization to purchase the two budgeted patrol vehicles under state contract pricing for a total of 49,950.00. This cost does not include the police emergency equipment that will need to be added; however that money has been budgeted as well once the town takes possession of the new patrol vehicles. Committee recommends approval of ordering two new patrol vehicles.

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

1. Public Comment – Ms. Linda Gwaltney was present to express her concerns over having to pull past the crosswalk to see traffic coming down Main Street at the corner of

North Mason Street and Main Street. Mrs. Tynes stated that the Police Department will perform a traffic study and bring their recommendation back to the September Police Committee.

2. Operational Updates – Deputy Chief Howell reported the department is moving forward with filling the one remaining vacancy within their department. He also stated that the Police Department had a very successful National Night Out on August 2nd. Kudos to Mr. Kurt Beach for all the hard work in preparing for that event. Deputy Chief Howell also reported that they continue to have had a few crimes of opportunity where unlocked vehicles are still being broke into. He encouraged everyone to please lock their vehicles. He also reported that last Thursday night there was a lot of police activity off of Smithfield Boulevard due to a domestic situation where the homeowner barricaded himself in his home. The incident was resolved peacefully with the help of Isle of Wight County Sheriff's Office and the Virginia State Police. Mrs. Tynes read a letter that was prepared by Mayor Williams commending Deputy Chief Howell for the outstanding organizational skills that he demonstrated during the confrontation and thanked Officer Cook for his skills and fast thinking under extreme circumstances, to calm this very tense situation. Mayor Williams also thanked all of the Smithfield Police Department, Isle of Wight County Sheriff's Office and the Virginia State Police for working together to create a peaceful ending to a very bad situation. Dr. Cook stated for informational purposes some of his employees have mentioned that there were individuals going door to door in the Wellington Estates neighborhood asking to use resident's phones. The thought is that these individuals could be casing the neighborhood. Deputy Chief Howell asked if he knew if any of the incidents had been reported to the Police Department. Dr. Cook replied that he did not think that they were. Mr. Smith stated that he had heard from residents in the Goose Hill Way that several homes are having issues with individuals ringing their doorbells at two and three in the morning. Deputy Chief Howell asked that if they hear anything else to please encourage people to file a report with the Smithfield Police Department.

The meeting adjourned at 4:14 p.m.

September 2, 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, AUGUST 22ND, 2016

The Water & Sewer Committee held a meeting on Monday, August 22nd, 2016 at 4:14 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, and Mr. Randy Pack. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Jessie Snead, Superintendent of Public Works; Also in Attendance was Mr. Rick Bodson. There were two (2) citizens present. The media was represented by Mr. Ryan Kushner of The Smithfield Times.

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

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

1. Authorization to Purchase Budgeted Replacement Pump at Wellington Pump Station – Mr. Snead stated that there are two (2) pumps at the Wellington Pump Station and one of the pumps, which is almost 17 years old, needs to be replaced as the motor and pump are failing. Once a pump has been ordered it typically takes four to six months to get the new pump. A bypass pump that is located outside the pump station will go on line if necessary until the new pump is installed. The Manufacturer states that these pumps normally last approximately eight years, so town staff does an excellent job maintaining all the pumps in town to get this much life out of one pump. Committee recommends purchase of replacement pump.

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

1. Public Comment – Ms. Linda Gwaltney was present to voice her concerns over the policy to charge landlords with multiple rental units a water deposit at each location. She feels that this policy does not take in consideration landlords that have been here for many years and have consistently paid their bill on time. Ms. Gwaltney also expressed concern over it taking so long to get water deposit back once the utility bill has been placed in the renter's name. During this time there are two water deposits being held for the same house. Ms. Minga explained that in the beginning there were some issues that had to be worked out with HRSD that delayed refunds of water deposits but she is hopeful that all of these issues have been resolved and refunds should happen in a timelier manner. Vice Mayor Gregory stated that in his opinion he was not in favor of deviating away from the policy that has been established and make exceptions. If the town decided to make exceptions where would you draw the line and how much more work are we adding that could require additional staffing. Ms. Gwaltney stated that she understands the process; however she wanted to voice her concerns in regards to the process for water deposits.

2. Operational Updates – Mr. Snead reported beginning September 1st Lewis Construction of Virginia will be doing service line upgrades along Lumar Road. Currently, the meters are located in the back of the houses and the upgrades will bring the water meters to the front of the houses. This project should take approximately three weeks. Once the upgrades have been completed along Lumar Road Lewis Construction of Virginia will move to Pagan Road. A sketch was handed out showing what work needs to be done. Work along Pagan Road will need to be done in phases. The first phase will start in the back portion of Pagan Road and work to the front. There have been a lot of complaints of sediment due to the age of the pipes whenever there is an interruption in water service. Hopefully, once all the two inch pipes are replaced and water blow offs are installed this will get rid of the sediment that was coming from the aged pipes. The Town Manager stated that the waterline work along the 100 and 200 block of Main Street will be a winter project. Discussions will be held prior to work being done to figure out how to do the work with the least amount of interruption to the businesses and residents in that area.

3. FYI – Town's Representative on Isle of Wight County Water Task Force – This item was placed on the agenda to let everyone know that Water and Sewer Chair, Vice Mayor Gregory, will be the town's representative on the Isle of Wight Water Task Force.

The meeting adjourned at 4:40 p.m.

September 2, 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, AUGUST 22ND, 2016

The Finance Committee held a meeting on Monday, August 22nd, 2016 at 4:40 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, and Mrs. Denise Tynes. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; and Mr. William H. Riddick, III, Town Attorney. Also in Attendance was Mr. Rick Bodson. There was one (1) citizen present. The media was represented by Mr. Ryan Kushner of The Smithfield Times.

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

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

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

a. Kimley-Horn Associates (Sports Complex) \$ 48,980.37

Most of this invoice from Kimley Horn Associates is for architectural design, on-site well/sewer design, stormwater management design and site plan work for the Joseph W. Luter, Jr. Sports Complex. Committee recommends approval of invoice.

b. Western Tidewater Free Clinic \$ 38,000.00

Ms. Minga stated that the Western Tidewater Free Clinic has requested their 2017 annual budgeted contribution of \$38,000. Committee recommends approval of disbursement of annual contribution.

c. Tri-State Utilities \$ 51,307.60

This invoice from Tri-State Utilities is for the town's Sanitary Sewer Rehabilitation Contract from June 1st, 2016 to July 27th 2016. Committee recommends approval of contract.

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

1. DRAFT June Financial Statements and Graphs –

Revenues:

Ms. Minga reported that there was one big revenue item that will need to be added to the draft Financial Statements. This item is the value of the Clontz Park donation from Smithfield Foods. Ms. Minga also reported that Real Estate and Personal Property will still have some adjustments due to some final accruals. She mentioned that there were a lot of credit balance refunds this year due to the work of intern, Tyler Jones. Cigarette Tax exceeded budget during May and June. Meals Tax also exceeded budget and Sales Tax is up with one bill still remaining. Rentals for the Smithfield Center ended the year very strong and the General Fund interest ended very strong due to the VML/VACo Investment Pool account. Fines, Transient Occupancy Tax and Fees were down from last year this time. Ms. Minga also explained that the town did not finalize the loan for the sports complex last fiscal year so that shorted the town some in revenues.

Expenses:

Ms. Minga reported that every department came in under budget. The E911 and Tourism have been accrued but the town will not know that amount until we receive final True-ups from Isle of Wight County. Ms. Minga reported that Water and Sewer revenues are a little bit lower than we had hoped. Usage from Gatling Pointe went down \$14,000. Staff at this point is not really sure why. The smaller meter going to Gatling Point was recently changed out; however the large meter was not. It appears that the large meter is the one that is off the most. Ms. Minga stated that salaries for Water and Sewer will not be finalized until the end of August. At this time we have \$104,000 to carry forward for Highway Fund.

2. July Cash Balances – Ms. Minga reported that cash balances continue to be strong. She mentioned that VML/VACo is looking at expanding their services to offer some new types of accounts. She will update committee in October once they have their next meeting in September. Water = \$302,924.67; Water Debt Service = \$708,951.62; Water Capital Escrow Availability Fees = \$472,579.76; Water Treatment Plant Escrow = \$112,181.99; Water Deposit Account = \$105,796.93; Water Development Escrow = \$103,177.92; **Subtotal Water = \$1,805,612.89.** Sewer = (\$52,552.12); Sewer Development Escrow = \$361,013.93; Sewer Capital Escrow Availability Fees = \$875,754.33; Sewer Compliance = \$1,558,105.38; **Subtotal Sewer = \$2,742,321.52.** **Highway = \$157,095.58.** General Fund = \$2,357,540.61; Payroll = \$268,399.62; Money Market General Fund Town Bank = \$2,196.27; Business Super NOW-General Fund = \$33,282.92; Money Market General Fund Farmers Bank = \$290,937.05; General Fund

Capital Escrow = \$215,644.14; Certificate of Deposit = \$526,432.40; Certificate of Deposit Police Dept = \$36,840.51; Special Project Account = \$2,547,433.46; Pinewood Heights Escrow = \$44,818.66; SNAP Program = \$2,269.75; Museum Account = \$133,933.57; Windsor Castle Acct \$50,500.00; **Subtotal General Fund = \$6,510,228.96. TOTAL ALL FUNDS = \$11,215,258.95.**

3. Additional Item Discussed: Property Lease / Grant Opportunities for Joseph W. Luter Jr. Sport Complex – Mr. Bodson was present to update committee in regards to some grant opportunities for the new sports complex. He explained that the town has a better chance at receiving grant funds if the funds are requested from a non-profit organization. It would also be looked at more favorable if the funds were requested to be used for a challenger field. At this time we are proposing the smaller Mustang Field be used as the challenger field. In order to complete the grant application the town would need to show proof that the land is being leased to Smithfield Recreation Association (SRA). The Town Attorney suggested that the lease could be for approximately twenty years with a termination clause provision. Mr. Bodson stated that he is working with Mr. Chris Kennedy of SRA and Jamie Weist of Kimley-Horn Associates to get the specs needs to be included in the grant application. The Town Attorney stated that he will check to see if the lease agreement needs to be advertised as a public hearing. After committees it was determined that the lease agreement would be placed on the October Town Council agenda as a public hearing.

The meeting adjourned 5:07 p.m.

September 2, 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, AUGUST 23RD, 2016

The Parks and Recreation Committee held a meeting on Tuesday, August 23rd, 2016 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; and Mr. Randy Pack. Other Council members present were: Mr. Michael G. Smith, and Dr. Milton Cook. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; and Mr. Wayne Griffin, Town Engineer. Also in attendance were Mr. Rick Bodson, Ms. Florine Moore, Ms. Betty Clark, Mr. and Mrs. Mark Gay. There were two (2) additional citizens present. The media was represented by Mr. Ryan Kushner of The Smithfield Times.

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

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

1. Operational Update – Ms. Chapman gave a brief update from the operations report included in the packet. Since last month the Smithfield Center has been very busy with lots of events from National Night Out to weddings, receptions and meetings. Upcoming events to note include the Summer Concert Series here at the Smithfield Center on September 2nd, Aiken Fest on Saturday, September 24th, at the Little Theater, and Bacon Fest on Saturday, October 1st at Windsor Castle Riverfront. Projects completed this month at the center included pressure washing outside surfaces of the facility. Upcoming projects at the center include starting to research flooring options for the bathrooms, painting concrete at the front entrance and awning supports, and ordering

new seating for the hallway so people attending meetings with breakout sessions will have places to lounge. Ms. Chapman also mentioned that the natural Play Team arrives the week of August 29th to begin work. The playscape should be ready for play by early November. As far as the Manor House restoration project the Virginia Department of Historic Resources is reviewing plans for tax credits. The LLC that will manage the project has been formed and includes Windsor Castle Foundation Board, Smithfield Foods, and the Town of Smithfield. An operating agreement is being drafted and will be discussed by all the parties very soon. Kayak rentals continue to be strong. The Windsor Castle Park Trails Doctors continue to put in a lot of time on the Tree of Heaven eradication and general trail maintenance. Upcoming project at the park includes Japanese Stilt Grass eradication. The Clontz Park Boat ramp grant contract with Virginia Marine Resource Commission and the Town of Smithfield was signed the week of August 8th. Final plans for the boat ramp are being reviewed by staff and will be ready to put out to bid before Labor Day. The Joseph W. Luter, Jr. Sport Complex had a 90% plan and review meeting on Friday, August 19th. Plans will be finalized and ready to put out to bid before Labor Day. A Memorandum of Understanding (MOU) with Isle of Wight is being finalized, and a lease with SRA will soon be drafted.

The meeting adjourned at 4:04 p.m.

September 2, 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, AUGUST 23RD, 2016

The Public Works Committee held a meeting on Tuesday, August 23rd, 2016 at 4:04 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; and Dr. Milton Cook. Other Council members present were: Mr. Randy Pack, and Ms. Connie Chapman. 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; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson, Ms. Florine Moore, Ms. Betty Clark, Ms. Gina Ippolito, and Mr. and Mrs. Mark Gay. There were two (2) additional citizens. The media was represented by Mr. Ryan Kushner of The Smithfield Times.

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

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

1. Renewal of HVAC Contract – The Town Manager stated that included in the packet was a memo from staff recommending a one year renewal with Atlantic Constructors. Staff has been pleased with their work and response time when called. There will be no changes in contract terms. Mr. Smith asked if they can do anything to address the noise of the HVAC at the Smithfield Center. The Town Manager stated that he will ask them to take another look at the system. Committee recommends approval.

2. Additional Item Discussed – Smithfield Foods Parking Lot Expansion – The Town Attorney, the Town Manager and Mr. Saunders met in regards to the Smithfield Foods parking lot expansion. The Town Attorney explained that a license agreement will need to be on the Town Council's September 6th agenda as a temporary easement to allow access to property to begin construction. There also needs to be a Declaration of Covenants and Easement that will allow the BMP Maintenance Agreement to be

amended to say that Smithfield Foods will be responsible for any BMP maintenance issues. Lastly, a long term perpetual shared use agreement between the Town of Smithfield and Smithfield Foods, to include the first parking lot expansion and the new parking lot. This agreement will require a public hearing at Council's October meeting. Committee asked where the materials for the new parking lot would be stored during construction. Mr. Saunders stated that it was his understanding that the material for the construction would be placed in the furthest parking lot from the Smithfield Little Theater. Mr. Saunders explained that they were supposed to break ground in June; however due to stormwater management regulations it was delayed. Ms. Chapman stated that as a member of the Smithfield Little Theater she wanted to make sure that the current President is aware of the upcoming project and is kept in the loop about what is going on. Dr. Cook expressed concern that construction this time of year will affect parking for the Smithfield Little Theater and suggested that Smithfield Foods could open up their parking garage on Luter Drive for overflow parking if needed during construction of new parking lot. The project is expected to take approximately six (6) months and will begin as soon as all documents are approved by all parties.

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

1. Street Maintenance Updates – Mr. Griffin reported that Blair Brothers is currently repainting the crosswalks downtown. The crosswalks at the intersection of Main Street and Church Street will require police assistance for traffic flow so that work has been scheduled for Monday, August 29th. A separate crew from Blair Brothers will be here next week as well to put down thermo plastic stripes on each side of the crosswalk to quiet traffic that is going over them. Mr. Griffin also reported that in the past the town has used a product called Slurry Seal to extend the life of streets in between pavings; however Blair Brothers has a new product called Liquid Road that they would like to test here in town. The test area will help determine how long the new product will hold up before paving is needed. The plan is to do a section of Canteberry Lane because it has a fairly good amount of traffic flow every day. They plan to do this work mid-September. All supplies will be donated by Blair Brothers with the town only paying for the labor to do the work. Mr. Griffin stated that Blair Brothers continues to fix, as needed, broken curbs and gutters and pot holes. Mr. Pack asked that when VDOT starts planning the work on the Cypress Creek Bridge to keep in mind that one lane of traffic will need to be kept open at all times for the businesses and residents in that area. At this time the Cypress Creek Bridge work is planned for 2018.

The meeting adjourned at 4:22 p.m.

September 2, 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, AUGUST 23RD, 2016

The Public Buildings and Welfare Committee held a meeting on Tuesday, August 23rd, 2016 at 4:22 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Mr. Michael G. Smith and Ms. Connie Chapman. Other Council member in attendance was Mr. Randy Pack. 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 Mr. Rick Bodson, Ms. Florine Moore, Ms. Betty Clark, Ms. Gina Ippolito, and Mr. and Mrs. Mark Gay. There were two (2) additional citizens. The media was represented by Mr. Ryan Kushner 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. Pinewood Heights Relocation Project Phase III Update – The Town Manager reported that Mr. Dodson of Community Planning Partner's monthly report was included in the packet for Phase III. He stated that Phase II has now been closed out. As a housekeeping item, for Phase III, 21 Jamestown Avenue will be on Council's agenda for acceptance of the Deed. Committee held some discussion on the property at 44 Carver Avenue that opted out of receiving benefits from the grant project. The Town Manager stated that this property may eventually be available to acquire through the foreclosing bank.
2. 502 Grace Street Pierceville Manor House – Historic District Maintenance Violation – Appeal - Dr. Cook stated that this item is a continuation from last month. Mr. Jones, as the property owner's representative, will be invited to attend Town Council's

September meeting to make his case on why they feel the Board of Historic and Architectural Review (BHAR) was wrong in denying their request to donate the dilapidated Pierceville Home and ½ acre of land in lieu of making the necessary repairs to stabilize the structure. At that time Town Council has the authority to make a decision to agree or disagree with the BHAR's recommendation. The Town Attorney stated that if an agreement cannot be negotiated then this matter will go through the extended process of the court system because Mr. Jones stated at last month's committee that their intent is to follow through with demolition. The Town Attorney explained that to do this the house must be put on the market for one year at a reasonable offer. At this time the property owner has not placed the property on the market at a reasonable offer. It is Town Council's decision as to whether they want to obligate town funds to place a lien on this property to start with and this can only be done if the property owner agrees. Otherwise, the town has no right to go on private property to make repairs.

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

1. Public Comment - Mark Gay, of 110 Goose Hill Way, was present on behalf of Preserve Smithfield to address their concerns on the demolition by neglect of the Pierceville property. He stated that they feel they have a win win situation in the making and it could be very profitable to the town in approximately five years. At this time they are seeking grants through their 501c3 status as well as additional private donations to not only purchase the Pierceville Manor House but the entire 58 acres. Mr. Gay stated that, in the meantime, the deterioration of the Pierceville property continues and would request that the town place a lien on the property to moth ball the structures. Preserve Smithfield will pay the town back once they get the funds to do so. Committee thanked Mr. Gay for his comments. Mr. John Burnham of 1888 Maple Grove Lane and Director of Preserve Smithfield was also present and knows the demolition by neglect for the Pierceville Property has been on that table for a long time. He also pointed out that Preserve Smithfield will soon be in a very good position to buy the property. Mr. Burnham stated that he recommends the town put a lien on the property to moth ball the property until Preserve Smithfield can pay it back

2. Additional Item Discussed – Update Old Taste Freezer – Mr. Saunders stated that he has no update to give other than Isle of Wight County does not have any leverage to require work to be done because the construction permit has closed. As long as the building remains secure and does not impose a safety hazard there is nothing the town can do.

Meeting adjourned at 4:51 p.m.

ACTIVITY REPORTS

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

Committees and Projects:

07/25 Police Committee – Chief Bowman, Deputy Chief Howell
07/29 Meeting with Delegate Rick Morris – Smfd Station – Chief Bowman
08/02 Town Council – Center – Chief Bowman
08/02 Torch Run mtg – Newport News PD – Officer R. Howell
08/03 Meeting with Martha Russ discussion of Paul D. Camp campus in Smfd – Chief Bowman
08/03 Swearing in of Officer Gutierrez and Officer Washington – PD – Chief Bowman, Lt. Rogers, Sgt. Meier, Sgt. Jones, Officer Adams, Officer Phillips, Officer Powell, Annette Crocker, Kurt Beach
08/03 Department Head – Chief Bowman, Lt. Rogers
08/04 Regional Tactical mtg – Crater Criminal Justice Regional Training Academy – Sgt. Araojo
08/08 Officer Gutierrez starts – PD
08/16 Crime Line mtg – Center – Sgt. Meier, Annette Crocker
08/17 Department Head – Center – Deputy Chief Howell
08/21 Officer Washington starts – PD
08/22 Police Committee – Center – Deputy Chief Howell
08/23 Promotional Panel Interviews – Franklin PD – Lt. Rogers
08/23 Victim Witness mtg – IOW Courthouse – Kurt Beach
08/23 Interoperability Communication Sub-Committee mtg – Chesapeake – Deputy Chief Howell
0825 MADD Awards Ceremony – Virginia Beach – Officer Adams, Officer Wooley
08/30 Western Tidewater Mental Health mtg – PD – Chief Bowman, Lt. Rogers, Sgt. Meier
08/31 Department Head – Center – Chief Bowman
08/31 Smithfield Events re Bacon Bourbon and Beach music mtg – Smithfield Plaza – Kurt Beach
08/31 C.H.I.P. mtg with Smithfield Women's Club – Jersey Park/Woods Edge Apts. – Kurt Beach

Training

08/18 Federal Constitutional Law Review and Update – HRCJTA – Officer Bancroft, Officer Powell (8 hrs.)
08/22 – 26 Supervisors Workshop – HRCJTA – Kristi Jenkins
08/24 E.R.T. Creeds Virginia – Virginia Beach facility – Lt. Rogers, Sgt. Araojo, Sgt. Jones, Officer Adams, Officer Powell, officer Phillips, Officer Johnson, Officer Wooley, Officer Gutierrez, Officer Washington

In-House Training

Motorcycle Utilization

Honor Guard Utilization

- 08/02 National Night Out – Center – Sgt. Meier, Officer Bancroft, Officer Wright, Officer Johnson
- 08/10 Honor Guard Training – Sgt. Jones, Sgt. Meier, Officer Johnson, Officer Bancroft, Officer Wright
- 08/16 Honor Guard Training – Sgt. Jones, Sgt. Meier, Officer Johnson, Officer Bancroft, Officer Wright
- 08/24 Honor Guard Training – Sgt. Meier, Sgt. Jones, Officer Bancroft, Officer Wright, Officer Johnson, Officer Wooley
- 08/25 MADD ceremony – Virginia Beach – Sgt. Jones, Sgt. Meier, Officer Bancroft, Officer R. Howell, Officer Johnson, Officer Wright

Bicycle Utilization

Boat Utilization

- 07/22 Supervisors Boat Training – Pagan – Deputy Chief Howell, Sgt. Meier, Sgt. Brady, Officer R. Howell
- 08/04 Search for possible person in water – JRB – Officer Powell, Officer R. Howell

Community Relations

- 07/21 Passed out National Night Out flyers – Jersey Park Apts. – Officer Wright
- 07/22 Passed out National Night Out flyers – Jersey Park Aps. – Officer Wright
- 07/27 C.H.I.P. Presentation – Sentara Careplex – Kurt Beach
- 07/31 Church service – Mount Zion Word and Faith Ministries - Officer R. Howell
- 08/02 National Night Out – Center – Chief Bowman, Lt. Rogers, Sgt. Araojo, Sgt. Jones, Sgt. Meier, Officer Bancroft, Officer Wright, Officer Johnson, Officer Powell, Officer Adams, Sgt. Miller, Officer Phillips, Kurt Beach, Annette Crocker, Stephanie Pack, Lorrie Porter
- 08/06 Farmers Market – Smfd – Officer Wright
- 08/08 YMCA summer camp – Smfd – Officer Adams
- 08/09 Handing out 7-11 coupons for free slurpees – Jersey Park/Woods Edge Apts – Sgt. Miller
- 08/13 Farmers Market – Smfd – Sgt. Araojo
- 08/15 Special Olympics mtg – Suffolk – Officer R. Howell
- 08/16 Helping unload food truck – Jersey Park Apts. – Officer Adams
- 08/19 YMCA basketball camp – Smfd – Officer Powell
- 08/27 Farmers Market – Smfd – Sgt. Araojo

Investigations:

Case#: 2016-00680
Location: 312 Hunter Way
Offense: Domestic Violence
Disposition: Cleared by Arrest

On 8/18/16 officers responded to a 911 hang-up that turned out to be a domestic disturbance. When officers arrived on scene the family was attempting to escape the home and officers assisted them in getting out of the home. The suspect came out of the home with a gun and when he saw the officers he retreated into the home. The suspect was taken into custody without incident and was charged with Assault on a family member, Assault on law enforcement, prevent call to 911, brandishing a firearm, and reckless endangerment of a child. He is currently at Western Tidewater Regional Jail with no bond.

Case#: 2016-00690
Location: 910 Smithfield Blvd
Offense: Burglary
Disposition: Cleared by Arrest

On 8/22/16 officers responded to 910 Smithfield Blvd for a burglary. When officers arrived on scene they spoke with the victim who stated someone had broken into his home through the back door and stole some jewelry and two guns. Gloucester Sheriff's Office had 25 similar burglaries, had already developed a suspect and were tracking his phone. He was found to be in the area during the times of the burglary. He and his girlfriend were arrested the next day. A third subject has also been arrested. 30 pounds of jewelry were recovered belonging to victims in six different jurisdictions.

Case#: 2016-000708
Location: 199 Windsor Ave
Offense: PWID Cocaine
Disposition: Cleared by Arrest

On 8/28/16 investigators served a narcotics search warrant at 199 Windsor Ave after doing numerous undercover buys from the home. A search of the home found crack cocaine, morphine, oxycodone, and marijuana. 3 individuals were arrested from the search warrant.

Smithfield Center - August 2016 - Monthly Report

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
8/2/2016	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
8/2/2016	Center	MH	Town of Smithfield	National Night Out	Smithfield	Town Event	h.) Town	100.00%		
8/3/2016	Center	A&B	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
8/3/2016	Center	C&D	Smithfield Foods Executive Office a	Smithfield Foods Intern Rehearsal	Smithfield	Returning Client	C.) Standard-Weekday	0.00%		
8/3/2016	Center	MH	Marian Aiden	Margaret's Birthday	Smithfield	Word of Mouth	D.) Resident -Weekday	0.00%	\$400.00	
8/4/2016	Center	C&D	Smithfield Foods Executive Office a	Smithfield Foods Intern Presentation	Smithfield	Returning Client	C.) Standard-Weekday	0.00%	\$200.00	
8/5/2016	Center	MH	Depew and Gibson Reception	Depew and Gibson Reception	Carrollton	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$1,200.00	
8/6/2016	Center	MH	Edwards 50th Anniversary	Edwards 50th Anniversary	Smithfield	Word of Mouth	Resident-Saturday	0.00%	\$1,000.00	
8/6/2016	Outdoor	Haydens	Clapp-Organski Reception	Clapp-Organski Reception	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$100.00	
8/7/2016	Center	MHSu	Phillips-Davenport	Phillips-Davenport Reception	Pembroke	Web-Center Website	A.) Standard-Fri, Sat, Sun	0.00%	\$1,850.00	
8/9/2016	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
8/9/2016	Center	MH	Peanut, Soil and Water Conservation	Peanut, Soil and Water Conservation Dinner	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
8/10/2016	Center	C&D	Town of Smithfield	Crime Line Meeting	Smithfield	Town Event	h.) Town	100.00%		
8/15/2016	Center	MH	Farm Bureau Insurance Company	Farm Bureau Dinner	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
8/16/2016	Center	A&B	Town of Smithfield	BHAR	Smithfield	Town Event	h.) Town	100.00%		
8/16/2016	Center	C&D	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
8/17/2016	Center	A&B	VDOT-Local Assistance Division	VDOT Application Workshop	Richmond	Returning Client	C.) Standard-Weekday	0.00%	\$200.00	
8/18/2016	Center	C&D	Froelich Retirement Ceremony	Froelich Retirement Ceremony	Suffolk	Word of Mouth	C.) Standard-Weekday	0.00%	\$200.00	
8/18/2016	Center	MH	Personal Touch Home Health and Hospice	Celebration of Life Service	Newport News	Word of Mouth	C.) Standard-Weekday	0.00%	\$569.60	
8/18/2016	WCP	Riverfront	Andrew Gregory	Edward Jones End of Summer Picnic	Smithfield	Word of Mouth	D.) Resident -Weekday	0.00%		
8/19/2016	Center	MH	Swimpson, Gaynor and Hudson Family Reunion	Swimpson, Gaynor and Hudson Family Reunion	Bowie	Web-Center Website	A.) Standard-Fri, Sat, Sun	0.00%	\$1,912.00	
8/20/2016	Center	MHSu	Thompson-Thacker Wedding & Reception	Thompson-Thacker Wedding & Reception	Portsmouth	Web-Center Website	A.) Standard-Fri, Sat, Sun	0.00%	\$1,821.20	
8/22/2016	Center	A&B	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
8/23/2016	Center	MHSu	Smithfield Foods Executive Offices	Smithfield Town Hall Set	Smithfield	Recurring Event	D.) Resident -Weekday	20.00%		
8/24/2016	Center	MHSu	Smithfield Foods Executive Offices	Smithfield Town Hall Meeting	Smithfield	Recurring Event	D.) Resident -Weekday	20.00%	\$800.00	
8/25/2016	Center	MH	Bunch-Heisler Wedding & Reception	Bunch-Heisler Reception	Hampton	Word of Mouth	C.) Standard-Weekday	0.00%	\$900.00	
8/25/2016	WCP	Riverfront	Bunch-Heisler Wedding & Reception	Bunch-Heisler Wedding	Hampton	Word of Mouth	C.) Standard-Weekday	0.00%		
8/26/2016	Center	C&D	Tourism Isle of Wight - Smithfield	Town of Clarksville Meeting	Smithfield	Town Event	h.) Town	100.00%		
8/30/2016	Center	MH	Smithfield Foods Corporate	Smithfield Next	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
8/30/2016	Center	Suites	Town of Smithfield	Town Comp Plan Meeting	Smithfield	Town Event	h.) Town	100.00%		

Venue Deposits for August 2016 - \$16,231.64

\$12,352.80

Town Services Deposits for August 2016 - \$1,616.28

August 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Backflow work	National Night Out MH 400 Town Council A&B 20	Margaret's Birthday MH 80 Smithfield Foods Intern Rehearsal C&D 10 Staff Meeting A&B 20	Smithfield Foods Intern Presentation C&D 45	Depew and Gibson Reception MH 75	Lisa Off Clapp-Organski Reception Haydens 50 Edwards 50th Anniversary MH 150
7	8	9	10	11	12	13
Phillips-Davenport Reception MHSu 115		Peanut, Soil and Water Conservation Dinner MH 150 Planning Commission A&B 20	Crime Line Meeting C&D 20			
14	15	16	17	18	19	20
	Herbert Off Farm Bureau Dinner MH 200	BHAR A&B 20 Crime Line Meeting C&D 10 Schoolhouse Committee C&D 10	VDOT Application Workshop A&B 50	Celebration of Life Service MH 80 Froelich Retirement Ceremony C&D 50	Swimpson, Gaynor and Hudson Family Reunion MH 100	Thompson-Thacker Wedding & Reception MHSu 105
21	22	23	24	25	26	27
	Amy Off Herbert Off Committee Meetings A&B 20	Amy Off Herbert Off Committee Meetings A&B 20	Amy Off Herbert Off Smithfield Town Hall Meeting MHSu 400	Amy Off Herbert Off Bunch-Heisler Reception MH 140	Amy Off Herbert Off Town of Clarksville Meeting C&D 15	Amy Off Herbert Off
28	29	30	31			
Amy Off Herbert Off		Smithfield Next MH 100 Town Comp Plan Meeting Suites 100	Staff Meeting Deck 20			

Smithfield/Isle of Wight Tourism Activity Report –AUGUST 2016

- Director attended Smithfield Town Council Meeting 8/2/16.
- Director attended BOS meeting held 8/18/16.
- Smithfield Farmer's Markets held 8/6,13,20,27/16. Farmer's Markets will be open each Saturday through October from 9 a.m. to noon. Wednesday Farmer's Markets were held in Carrollton throughout the month.
- 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!
- Held Farmer's Market Assistant interviews 8/2/16. Excellent candidate hired! Started this month!
- Hosted Senate Candidate Marty Williams for a Smithfield FAM Tour 8/4/16.
- Attended new SMART GOAL evaluation training for the County 8/5/16. New evaluation process will start this FY. Met with staff to create SMART GOALS for Fy17 on 8/30/16. All evaluations turned in to HR on 9/1/16.
- Christmas in Smithfield Event meetings held 8/5/16, 8/10/16, 8/22/16 and 8/23/16.
- Burlap Trail FAM Tour-Surry & Sussex Counties 8/8/16.
- Historic St. Luke's Marketing Committee 8/9/16. Historic St. Luke's Board Meeting 8/10/16.
- Docent Staff Meeting 8/10/16.
- Met with Virginia Opera Company about a possible partnership 8/11/16.
- Aiken & Friends Music Fest meeting 8/12/16 and 8/31/16.
- Tourism Staff Meeting 8/15/16.
- New Town website training session 8/15/16.

- Smithfield VA Events meeting 8/17/16. BBB Fest coming October 1st! In the process of selecting benefitting organizations for future fests.
- County Wellness Council meeting 8/18/16.
- Parade of Homes Dusty Boots event at Founders Point 8/20/16.
- Beverly Walkup Retirement Celebration 8/23/16.
- Hosted Public Officials from Clarksville and Mecklenburg County 8/25-27.16, They were exploring ways to develop their Tourism program and attended several local special events-The Farmer's Market and the Summer Concert Series concert. They group stayed at the Hampton Inn & Suites, dined at Smithfield Station, the Smithfield Inn and Taste of Smithfield and met at the Smithfield Station and Smithfield Center. Numerous town and tourism staff members participated as well as representation from Smithfield VA Events.
- Staff attended County Lunch & Learn 8/25/16.
- Sandy Wanner's (ICA)Farewell Reception held 8/25/16.
- Special Event meeting held with Main Street Merchants facilitated by Rick Bodson of Smithfield 2020 on 8/29/16. Excellent meeting!
- Met with WAVY –TV about the Hampton Roads Show 8/29/16.
- Met with Cynthia Bashton of BIKE VA about Smithfield being the HOST Community for an event for 1500 in June of 2018 on 8/30/16.
- Attended the Town COMP PLAN mapping session on 8/30/16.
- Porta-Potty meeting held 8/31/16 to consider putting out an RFP for all County events and needs.
- Special Event Committee meeting held 8/31/16.
- Attended Council Committees 8/22-23/16.
- Smithfield Staff Meeting 8/3/16, 8/17/16 and 8/31/16.
- County Staff Meeting 8/4/16, 8/22/16.

- 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



August 2016 Report

J.L. England, Museum Director

Notable/Thank You

- Volunteer hours: 106
- We launched a new Facebook page for the World's Oldest Ham. Posts on this site are, generally speaking, a re-posting of those from the ham's Twitter account.
- Isle of Wight County Public Works has worked diligently to finish up our dome repairs, sand and paint two other large areas with water damage and paint the ceiling. When you visit, don't forget to look up. It looks amazing. The museum was closed on Wednesday, Aug. 31, to safely facilitate the painting of the ceiling.



- Aug. 4. 3rd Congressional District Nominee Marty Williams, his wife Kathy and campaign manager Marcus Calabrese visited for tour.



- On Aug. 18, Dr. Bernard Means, director of the Virtual Curation Laboratory at Virginia Commonwealth University, paid another visit to us at the museum for a more detailed scan of the world's oldest ham and a few other items in our collection.



- We decorated our Macy's-style window with an Edwardian theme.

Museum Stats and Updates

- Visitation: 692
- Special Events
 - July 26 through Aug. 17. **National Coloring Book Day.** Coloring and coloring books have always been popular with children, but over the past few years, adult coloring has become a huge trend because it is a fun way to relieve stress. National Coloring Book Day is Aug. 2, but our interactive station runs just a bit longer. Stop by to create your own artwork. The Blackwater Regional Library's Library 2 Go Bookmobile was onsite on Aug. 2 and Aug. 8 to participate. Many guests and visitors.



- Aug. 6. **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. 4 guests.
- Aug. 13. **Walking Tour Along Church Street.** Join us as we stroll down Church Street to explore the history of this fascinating area. 4 guests.
- Groups/tours
 - Aug. 2. 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.
 - Aug. 9. Western Tidewater Community Services Board, Suffolk. 11 guests.
 - Aug. 18. Smithfield YMCA Day Camp. 28 students.

- Gift Shop

- New pig magnets



- Exhibit Update

- 40 Objects.
 - The exhibit book's first draft is complete. We are in edit mode.
 - The exhibit structure will be constructed by Isle of Wight County Public Works.
- Between Two Rivers. This exhibit will be placed behind the Blackwater exhibit. We await delivery of the exhibit's centerpiece.

Windsor Castle

- No updates

Financials

• Gift Shop Sales (including tax):	\$753.95
• Donations:	\$888.00
• Program/Lecture Fees:	\$150.00
Total Monthly Deposit:	\$1,791.95

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 Hammy Birthday, National Coloring Book Day and our annual Pan Ham contest. **If you missed our broadcasts, they are available for viewing on our Facebook page.**
- **Facebook:** Isle of Wight County Museum & Historic Sites: 1,626 likes. Daily posts.
- **Facebook:** World's Oldest Ham: 34 likes. Semi-weekly posts.
- **Twitter.** @WorldsOldestHam. The world's oldest ham has his own account. 36 followers.
- **Foursquare/Swarm.** We monitor Foursquare for visitor check-ins. 7.3/10 rating.
- On Sept. 15, museum staff attended Insercorp's training on updating pages on the new town website: www.smithfieldva.gov.
- **TripAdvisor Review.** Aug. 21 by LSNS2652: *Worth a visit. The museum is interesting for its Civil War, Native American and Colonial history. It was great fun to look through the vintage Sears & Roebuck catalogue in the general store display. It's worth dropping in...*
- **TripAdvisor Review.** Aug. 20 by Paul_from_VA: *Small but interesting. Good insights into this area's history. A museum that doesn't take all day to see the exhibits. Only "down side" was seeing some articles from our youth (e.g. rollerskates, electric coffee pot) on display in a museum! Current events have become ancient history! But a fun visit for an hour or so.*
- **TripAdvisor Review.** Aug. 26 by Kristyn R: *Great historical visit!: Fascinating museum! We were on a family history hunt and found some excellent references among the history of the area. Nice little shop too! The pigs everywhere are adorable.*

Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications about our walking tours and special events
- Aug. 1. Smithfield and Isle of Wight Tourism. Blog post: <http://bit.ly/2au14X1>
- Aug. 3. *Smithfield Times*. Article: County tacks another event onto "Souper" day
- Aug. 14. *Virginian-Pilot*. Article: Take a late summer trip to a world capital — right here in Virginia: http://pilotonline.com/life/travel/take-a-late-summer-trip-to-a-world-capital-right/article_004a2fad-968f-517a-93cb-e191cad52b78.html
- Aug. 17. *Smithfield Times*. Letter to the editor from Albert Burckard offering kudos to museum staff for marketing and promotion
- Aug. 19: *Food 52 Blog*. Article: 54 Weird, Wacky, Wonderful American Food Destinations Worth Pulling Over For - https://food52.com/blog/17699-54-weird-wacky-wonderful-american-food-destinations-worth-pulling-over-for?utm_campaign=Social&utm_medium=SocialMarketing&utm_source=Facebook
- Aug. 20. *Daily Press*. Article: 25 things to do around the Peninsula before summer ends - <http://www.dailypress.com/entertainment/thisweekend/dp-fea-peninsula-bucket-list-20160820-story.html>
- Aug. 21. *Daily Press*. Feedback. Responses to August 20 article

Outreach Lectures

- None

Boykin's Tavern

- Staff moved items around for several upcoming Isle of Wight County special events. No issues to report.

Meetings

- Aug. 3, 17 and 31. Town of Smithfield staff meetings.

Trainings/Safety

- Aug. 3. Safety Committee.

From Our Website and Social Media



Aug. 8 tweet from @Worldsoldestham:

I have escaped! #adventures #detailsat11



Aug. 8 Facebook post from Isle of Wight County Museum and Historic Sites:

These photos were developed and printed in January 1968. Looks like they might be from a July 4 parade or homecoming - even though this reindeer (which bears a striking resemblance to Tow Mater) was a participant.



Aug. 16 Facebook post from Isle of Wight County Museum and Historic Sites:

The purpose of art is washing the dust of daily life off our souls.

--Pablo Picasso



Aug. 18 Facebook post from Isle of Wight County Museum and Historic Sites:

In honor of Bad Poetry Day, we have penned:
The world's oldest ham
Garners interest via social media.
Haven't yet booked your trip to visit?
Use a travel site like Expedia.

And this from a volunteer:
Come to the museum to look through our box of sand.
Maybe you'll find a shark's tooth in your hand.

And this from another volunteer:
Museums are great.
They sometimes have cake.
And when you walk into one,
Mistakes you'll find none.



Aug. 22 Facebook post from Isle of Wight County Museum and Historic Sites:

Are you a member of our fan club?
This 1921 model is a recent donation.



Aug. 26 Facebook post from World's Oldest Ham:

The view from my case. Prompting the question...does a ham dream in black and white?
#dream #feelingphilosophical

ZONING PERMITS JULY 2016

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6637	POOL	SCOTTS LANDING	824 EASTON PLACE	VINCENT GLASER ENTERPRISES
6638	ROOF OVER PATIO	MOONE PLANTATION	2 CARL POINT	NEWBY JOE GAITA CONTRACTING
6639	FENCE	PAGAN POINT	504 PAGAN POINT	HANRAHAN ROSENBAUM FENCE
6640	SIGN	M & J VAPE CAFÉ	1921 S. CHURCH ST.	SURANI ALIANZA CONTRACTING
6641	SINGLE FAMILY DWELLING	CYPRESS CREEK	129 ST. ANDREWS	HHHUNT HOMES
6642	SHED	WELLINGTON ESTATES	312 GRANDVILLE ARCH	KLINGER
6643	FENCE	MOONEFIELD	210 AZALEA DRIVE	HUBER
6644	SIGN	SEW PERSONNAL	1402 S. CHURCH ST.	BAHAM
6645	POOL	RED POINT HEIGHTS	15 PETERSON AVE.	HARDWICK
6646	SINGLE FAMILY DWELLING	CYPRESS CREEK	130 ST. ANDREWS	HHHUNT HOMES
6647	ATTACHED SINGLE FAMILY	CHURCH SQUARE	113 ST. JAMES AVE.	ATLANTIC HOMES
6648	ATTACHED SINGLE FAMILY	CHURCH SQUARE	115 ST. JAMES AVE.	ATLANTIC HOMES
6649	DECK	WELLINGTON ESTATES	608 WESTMINSTER REACH	MISSEL OUTBACK CONSTRUCTION
6650	SINGLE FAMILY DWELLING	CYPRESS CREEK	1204 CYPRESS CREEK PKWY.	HHHUNT HOMES
6651	FENCE	SMITHFIELD FOODS	501 & 601 N. CHURCH ST.	SMITHFIELD FOODS CHESAPEAKE FENCE
6652	POOL	MOONE PLANTATION	124 LENORA COVE	WOMBLE

FYI ITEMS



402 Grace Street
Smithfield, Virginia 23430
Telephone (757) 356-9267

P. O. Box 253
Smithfield, Virginia 23431
Email: info@iowcop.org

August 1, 2016

Town of Smithfield
P.O. Box 246
Smithfield, Virginia 23431

Greetings:

On behalf of the Isle of Wight Christian Outreach Program I would like to thank the Town of Smithfield for their generous donation of \$14,000 for the COP food program.

Our food program distributes food to approximately 675 individuals each month. Each client receives a bag of staples (canned goods/dry goods), 4-5 pounds of meat, fresh fruits & vegetables, and bread and sweets. In addition, your financial gift helps sustain our other programs: Furniture donations; Emergency Assistance, Dental Assistance, Medical transportation, Home repair, and Early Childhood Literacy program. Your gift will enable us to continue to help meet the needs of the poor, the sick, and the needy in Isle of Wight County.

The Town of Smithfield is helping meet the needs of those less fortunate in Smithfield and throughout Isle of Wight – thank you!

Sincerely,

Barbara Stafford

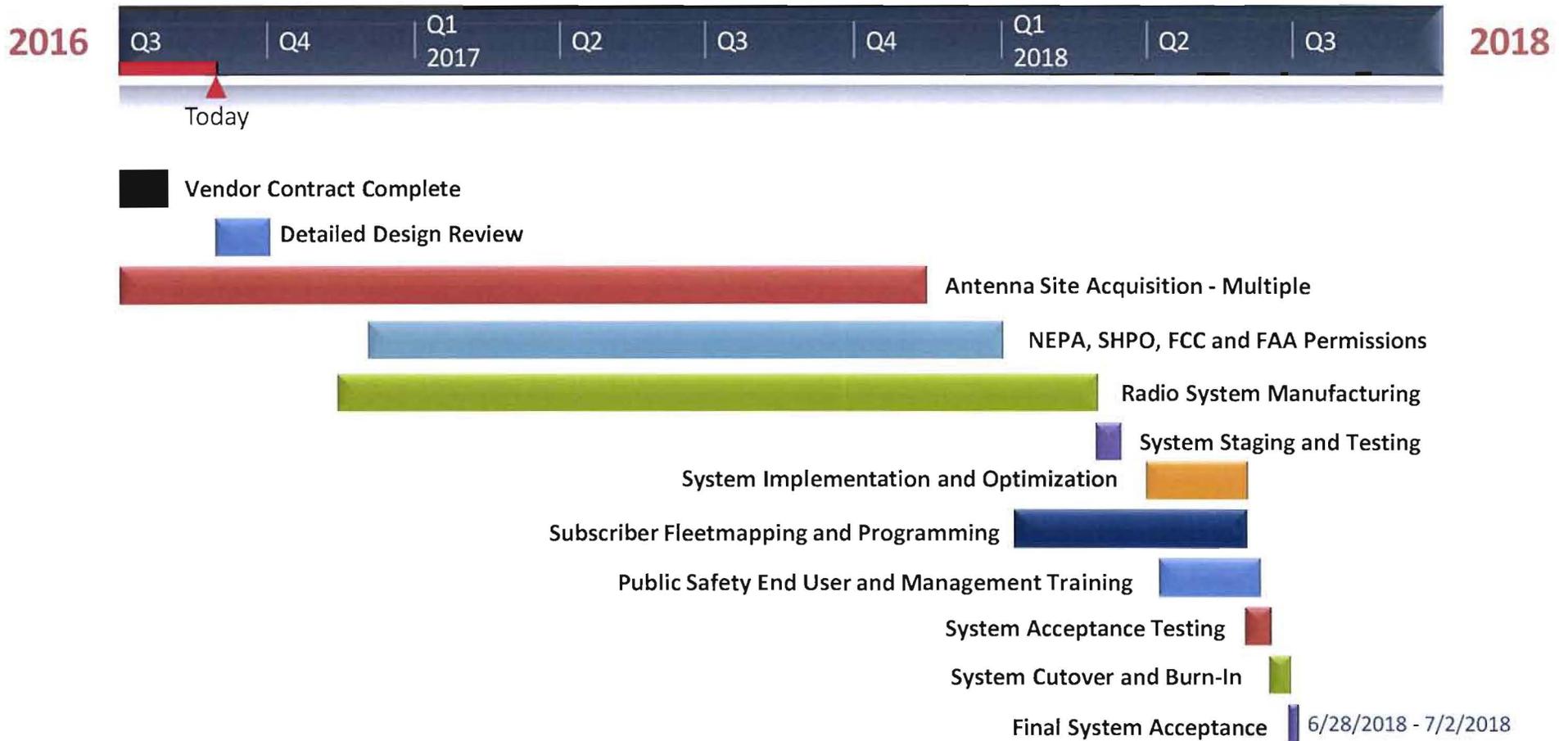
Barbara Stafford, President
Isle of Wight Christian Outreach Program

Isle of Wight: Public Safety Radio System Implementation

Isle of Wight has approved the plan for partnering with the City of Suffolk on a Project 25 standard radio platform the next steps are:

- Agreement with City of Suffolk: months 1-2 - COMPLETE
- Vendor Design Review – to review plans prior to system order: months 1-2
- Antenna Site Acquisition – continue to investigate and secure property for the radio system. This includes investigation of antenna sites, designs and construction: months 1-18
- NEPA, SHPO, FCC and FAA – Permissions required to construct towers part of Site Acquisition process: months 3-18
- Radio System Manufacturing: months 4-16
- System Staging and Factory Testing: months 12 -16
- System Installation and Optimization: months 10-18
- Subscriber Fleetmapping and Programming: months 8-18
- Public Safety End User and Administrator Training: months 14-23
- System Coverage Testing: months 21-23
- System Acceptance Testing: months 19-23
- System Cutover and Performance Period: months 19-24
- Final System Acceptance: month 24
- Isle of Wight community benefits from new radio system: month 24+

IOW Current and Future Tasks





TO: Virginia Municipal League Members
FROM: Kim Bobo, Executive Director, Virginia Interfaith Center for Public Policy
RE: Expanding Health Coverage Resolution

Virginia is one of the states that has not yet accepted federal Medicaid dollars to address its health care coverage gap. As a result, more than 400,000 Virginians are being denied comprehensive, affordable health care coverage. In addition, the state is missing out on as much as \$6.2 million per day. Accepting federal Medicaid dollars would bring needed revenue and new jobs to municipalities throughout Virginia.

In 2014, the Virginia Municipal League adopted a policy position urging the General Assembly to draw down federal Medicaid dollars to provide comprehensive health care coverage to Virginia's residents. Unfortunately, the health care crisis in Virginia is only getting worse.

The 2017 General Assembly offers another opportunity for Virginia to significantly broaden health care access by drawing down federal Medicaid dollars. As local leaders, you know Virginian families who desperately need the financial stability and well-being that comprehensive health care coverage offers to them. You also know the challenges many hospitals face due to the burden of those without health insurance needing uncompensated care in their emergency rooms and inpatient units when people become very ill, as well as the difficulties communities face in providing health care to those with behavioral health needs, prisoners, and children in schools.

Thus, we are asking you to pass a resolution calling upon the General Assembly to close Virginia's health care coverage gap by drawing down federal Medicaid dollars. And, we ask you to please send us a copy of the resolution, so the Virginia Interfaith Center for Public Policy can publicize a growing list of cities, towns and counties that want the General Assembly to take action. Even if you passed a local resolution a few years ago, we ask you to do so again.

Attached is a sample resolution and information about the number of people who fall in the coverage gap in your local area, which you can use to "customize" your resolution.

If you need someone to speak to your city, town or county council, please call Karen Cameron, our health care policy director, at 804-514-862, or email her at Karen@vaconsumervoices.org and she will help you find an expert.

Thank you for your help in closing Virginia's health care coverage gap.

Virginia Interfaith Center for Public Policy, 1716 E. Franklin Street, Richmond, VA 23223
www.virginiainterfaithcenter.org 804-643-2474



**RESOLUTION OF _____, VIRGINIA
TO REQUEST THAT THE GENERAL ASSEMBLY AND GOVERNOR OF VIRGINIA
ACCEPT FEDERAL MEDICAID FUNDING AND IMPLEMENT THE FULL EXPANSION OF HEALTH INSURANCE
COVERAGE AS PROVIDED BY THE AFFORDABLE CARE ACT**

WHEREAS, the City/Town Council/Board of Supervisors of _____, Virginia, represents all of the citizens of _____, Virginia; and

WHEREAS, _____ people in our City/County do not have health insurance coverage and would be eligible if Virginia accepted federal Medicaid funding to expand coverage; and

WHEREAS, Virginia's Medicaid program has very restrictive eligibility criteria that currently excludes approximately 400,000 low-income Virginians from receiving comprehensive, affordable health insurance coverage to provide for personal well being and financial stability; and

WHEREAS, expanding Medicaid or creating a state solution to use federal Medicaid funding would be good for Virginia's economy - bringing \$6.2 million per day to the Commonwealth, resulting in billions of dollars to support the health care industry, jobs, and Virginia's overall economy, and dwarfing future projected costs to Virginia. The Department of Medical Assistance Services estimates that Virginia would see a net savings of \$265 million through state fiscal year 2022, with the state match being more than offset by savings in health care for prisoners, community mental health, indigent care, and other state funded health care services.

WHEREAS, expanding health care coverage would help Virginia's families by reducing debt (an estimate of \$600-\$1,000 for each individual who gained Medicaid coverage) and reducing personal bankruptcies by 8 percent (for a 10-percentage point increase in Medicaid eligibility).

NOW, THEREFORE, BE IT RESOLVED that the City/Town Council/Board of Supervisors of _____, Virginia, calls upon the General Assembly and the Governor of the Commonwealth of Virginia to fully accept Federal Medicaid funds and expand insurance coverage pursuant to the Affordable Care Act during the next regular session of the General Assembly.

UPDATED: Number of People Who Could Gain Health Insurance Through Closing the Coverage Gap by Locality

Locality	Could Gain Coverage*	Locality	Could Gain Coverage*
Accomack County	2,000	Essex County	510
Albemarle County	3,100	Fairfax City	660
Alexandria City	5,000	Fairfax County	28,900
Alleghany County	540	Falls Church City	130
Amelia County	520	Fauquier County	1,500
Amherst County	1,200	Floyd County	670
Appomattox County	610	Fluvanna County	660
Arlington County	5,500	Franklin City	460
Augusta County	2,300	Franklin County	2,300
Bath County	190	Frederick County	2,700
Bedford County	2,200	Fredericksburg City	1,200
Bland County	220	Galax City	460
Botetourt County	720	Giles County	640
Bristol City	870	Gloucester County	1,100
Brunswick County	770	Goochland County	300
Buchanan County	1,200	Grayson County	800
Buckingham County	780	Greene County	760
Buena Vista City	320	Greensville County	390
Campbell County	2,200	Halifax County	1,600
Caroline County	1,000	Hampton City	5,300
Carroll County	1,700	Hanover County	1,800
Charles City County	300	Harrisonburg City	4,200
Charlotte County	670	Henrico County	10,500
Charlottesville City	3,000	Henry County	2,800
Chesapeake City	6,400	Highland County	130
Chesterfield County	8,400	Hopewell City	1,100
Clarke County	320	Isle of Wight County	1,100
Colonial Heights City	590	James City County	1,700
Covington City	290	King and Queen County	300
Craig County	190	King George County	540
Culpeper County	1,700	King William County	490
Cumberland County	540	Lancaster County	320
Danville City	2,200	Lee County	1,300
Dickenson County	700	Lexington City	220
Dinwiddie County	1,000	Loudoun County	5,200
Emporia City	360	Louisa County	1,300

Locality	Could Gain Coverage*	Locality	Could Gain Coverage*
Lunenburg County	670	Rappahannock County	260
Lynchburg City	3,700	Richmond City	14,800
Madison County	540	Richmond County	390
Manassas City	2,200	Roanoke City	6,000
Manassas Park City	920	Roanoke County	2,100
Martinsville City	720	Rockbridge County	840
Mathews County	260	Rockingham County	2,800
Mecklenburg County	1,500	Russell County	1,300
Middlesex County	310	Salem City	840
Montgomery County	5,500	Scott County	980
Nelson County	630	Shenandoah County	1,700
New Kent County	440	Smyth County	1,400
Newport News City	7,100	Southampton County	640
Norfolk City	11,000	Spotsylvania County	3,700
Northampton County	710	Stafford County	2,700
Northumberland County	450	Staunton City	980
Norton City	220	Suffolk City	2,400
Nottoway County	690	Surry County	280
Orange County	1,200	Sussex County	430
Page County	1,000	Tazewell County	2,000
Patrick County	930	Virginia Beach City	11,500
Petersburg City	1,800	Warren County	1,400
Pittsylvania County	2,500	Washington County	2,100
Poquoson City	190	Waynesboro City	910
Portsmouth City	3,900	Westmoreland County	810
Powhatan County	570	Williamsburg City	450
Prince Edward County	1,100	Winchester City	1,800
Prince George County	940	Wise County	1,900
Prince William County	11,500	Wythe County	1,200
Pulaski County	1,200	York County	1,200
Radford City	920		

*Uninsured nonelderly adults up to 138 percent FPL residing in localities, some may not meet all eligibility criteria

Source: TCI analysis of SAHIE data, 2014

Updated: May 23, 2016

A LEGISLATIVE REQUEST
FROM LETS OPEN DOORS



TO ALL HAMPTON ROADS CITIES AND COUNTIES

FOR SUBMISSION IN THEIR
LEGISLATIVE PACKAGE

and

LEGISLATIVE ACTION
BY THE
VIRGINIA GENERAL ASSEMBLY
2017 SESSION

Submitted August 4, 2016

LETS OPEN DOORS

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Hampton Roads
Parkinsons
Vietnam Veterans of
America Ch. 969
Disabled American
Veterans Ch. 20
Healthcare Partner TBA



August 3, 2016

Dear Chairs and Members of All Hampton Roads County Supervisors:

Lets Open Doors thanks you as members of the Hampton Roads Planning District Commission (HRPDC) for your continuing commitment and actions in furthering accommodation of our population with disabilities, civilian and veteran, persons with age related problems, and parents with small children.

A multigenerational issue, persons facing obstructive doors face "architectural barriers" and are denied their right of "equal access to goods and services". In spite of laws, entry door barriers on existing older buildings of healthcare, commerce and government remain prevalent in our community.

Lets Open Doors, a volunteer 501 (c)3 organization, presents a low cost solution to complete 100% American Disabilities Act (ADA) and Architectural Barriers Act (ABA) accommodation at entry doors by 2020. This solution brings revenue into the city; fosters training for the trade/small business of installing the necessary ADA hardware; allows tax benefits for building owners and businesses, and significantly improves community life for all.

The solution has the relevancy to be a statewide initiative, the first in the nation. Lets Open Doors requests legislation as described in the enclosed document "REQUEST FOR LEGISLATIVE ACTION BY ALL CITIES AND COUNTIES" be included in their legislative packages for the 2017 Session of the General Assembly.

We continue to meet with members of city councils, boards of supervisors, and staff to address and answer questions regarding manual entry door hardware on existing buildings constructed prior to the (ADA).

Sincerely,

Dr. Gail H. Mottola, President-Executive Director
letsopendoors.net info@letsopendoors.net



LEGISLATIVE PACKAGE ACTION

Compliance of the American with Disability Act (1990) and Architectural Barriers Act (1968) in regards to Existing Door Hardware on buildings constructed prior to the ADA needs Virginia General Assembly legislation to allow cities to pass ordinances to enforce the 2010 Standards set by the American with Disabilities Accessibility Guidelines (ADAAG).

Without the legislation, given the overwhelming number of existing commercial and healthcare facilities in the region that need to improve accessibility, will not accomplish our goal by 2020 in time for the 77% expected increase of Hampton Roads citizens needing accommodation due to medical needs. IRS Disability Tax Credit is available to businesses and property owners.*

The ADA states that the federal guidelines of the ADA are the minimum that should be done. States and localities can enact more stringent laws for their citizens.

The Dillon Rule (1896) local Virginia governments have limited authority, and can pass ordinances only in areas where the General Assembly has granted clear authority,

- The Virginia non-profit 501(c)3 public charity Lets Open Doors requests the Cities and Counties of Hampton Roads to place the following in their legislative package to the 2017 Session of the General Assembly:

The state of Virginia allow its localities, cities and counties to create ordinances to mandate the retrofitting of manual entry door hardware on 100% of Virginia's buildings constructed prior to the American Disability Act (ADA), which have been identified to be an architectural barrier for access (entering) and egress (exiting), creating non-compliance of the laws and therefore, denying the civil rights of the ADA (1990), the ABA (1968), and the latest standards of the ADA Accessible Guidelines (ADAAG) of 2010; this law to be phased in for completion on manual entry doors by 2020. This requirement could be met at the renewal of annual business licenses. Existing buildings include healthcare, commercial and governmental facilities where it is "affordable and readily achievable" to retrofit entry door hardware, but do not include historical buildings.

***Property owners can get Disability Tax Credit up to \$5,000 - \$10,000 per year, and up to \$15,000 deductions carried over to following years after paying \$250.00.
See IRS Disability Tax Credit Form 8826.**



OUR VISION

To honor the Civil Rights of all persons by raising awareness in order to achieve equal access to goods and services in stores, shopping centers, and healthcare facilities. Our goal is to replace all manual, pre 1990 ABA, ADA non-compliant door hardware on all commercial and healthcare buildings in Hampton Roads by 2020.

OUR MISSION

- Raise Awareness among Store Owners, Shopping Center Operators, and Healthcare Providers of the **Benefits** of improving access for multi-generational shoppers and patients, and the **Ease** with which access can be improved.
- Provide informational materials that demonstrate specific **low-cost techniques** for improving access
- Create **partnerships** with individuals, commercial owners, healthcare providers, volunteer groups, and government to create a climate in which assuring equal access is widely understood and valued.

WHY SHOULD YOU CARE?

- As Americans live longer, they are more likely to require some form of physical accommodation.¹ The current lack of Compliance regulation in Hampton Roads means an overwhelming number of buildings in the region will not be accessible for the estimated **77% increase of multi-generational citizens needing accommodation** by 2020 due to medical needs.
- **“Baby Boomers”** have significant buying power. Businesses can gain **revenue and market share** when customers have safer and easier entry at the door.
- LETS OPEN DOORS (LOD) collaborates with Commercial Owners and Healthcare Providers to create events highlighting the properties’ improved access, generating **publicity for the business**.
- **It’s the Law** – “American Disability Act” (ADA) 1990, “Architectural Barriers Act” (ABA) 1968 **Door hardware costs approximately \$140.00 and installs in about an hour!**
- Building Owners who improve their access may be eligible for **tax benefits as they assist their tenants**²

WHAT WE ARE DOING

LETS OPEN DOORS has a number of programs, intended to advise and facilitate commercial and healthcare building owners in improving access in order to be compliant with the ADA and ABA:

“Open Doors = Open Hearts” facilitates hardware changes on entry doors to provide accommodations for persons with disabilities and age-related problems.

Virginia Beach Sheriff’s Office currently offers free Installation to VB businesses!



Installation
Video

“One Person – One Door – One Store” (individual or team volunteers advocate door changes for an honoree, LOD coordinates, assists volunteers and businesses) Gift to honoree, photos, online photos/videos, media at Installation.

Awareness Events - Family activities, entertainment, participation by commercial and healthcare businesses, and mobility demonstrations.

¹ 2010 Virginia Employment Commission report: restrictive access affects 750,000 in Hampton Roads: 252,000 persons with disabilities, 498,000 over 50 years of age.

² Property owner can get Disability Tax Credit up to \$10,000 per year, and \$15,000 deductions carried over to following years after paying \$250.00

LETS OPEN DOORS – IMPROVING ACCESS FOR ALL
A Volunteer (501(c) 3) Organization
WHAT YOU CAN DO



- We need many Individuals and local Civic groups to Speak Out on this issue to promote awareness and influence owners of commercial and healthcare properties and their tenant businesses to provide access
 - The City of Virginia Beach and the Hampton Roads Planning District Commission need to place in their legislative packages for the 2017 General Assembly Session a bill which will allow the localities to pass an ordinance to require pre-1990 buildings with non-ADA compliant door hardware be retrofitted in accordance with the ADA and ABA Standards of 2010.
 - Regional Governments should collaborate to develop a regional accessibility compliance action plan similar to one implemented in Ontario Canada³. A similar initiative in our region would truly increase Virginia Beach's motto "a community for a lifetime" into a "region for a lifetime."

ABOUT US

- LETS OPEN DOORS is a small board and group of volunteers in its third year as a public charity. We were registered as a Virginia non-profit corporation in 2013 and became a 501(c) 3 organization in 2014.
- Our 2015-16 budget is less than \$10,000. Raising awareness of the simple cost-effective retrofitting of door hardware is the primary goal of Lets Open Doors to enable a disabled person to participate in community.
 - **Programs:**
 - "**Open Doors = Open Hearts**" and "**One Person – One Door – One Store**" initiatives seek to change shopping center, individual shop and healthcare doors to be ABA, ADA compliant
 - **Awareness Events and Mailings** inform individuals, groups, media and legislators about the need for Access compliance

- **Let's Open Doors enjoys widespread Public Support:**

Leading Partners

Hampton Roads Ch., American Parkinson Disease Association
Virginia Beach Ch. 20, Disabled American Veterans
Virginia Beach Ch. 969, Vietnam Veterans of America
Senior Advocate

Partners and Recognitions of Support

Hampton Roads Planning District
Commission
Virginia Beach Council of Civic
Organizations
Virginia Beach Sheriff's Office
Virginia Beach Fire Department
Virginia Beach Mayor's Committee for
Persons with Disabilities
Virginia Beach Mayor's Human Rights
Commission
VB Mayor's Commission on Aging
Virginia Beach Task Force on Aging
Tidewater Arts Organization
Tidewater Arts Organization

Faith inclusion Network
Vanguard Landing
Southeastern Virginia Chapter, Alzheimer's
Association
Hook Law Center
Cape Henry Rotary Club



www.letsopendoors.net

³ The Ontario "Compliance Action Plan," requires all businesses to report yearly what they have done for accessibility. Their goal is 100% accessibility by 2025

LETS OPEN DOORS

Questions to Cities Regarding ADA and ABA Compliance

1. Does the City/County require the 2015 International Existing Building Code (IEBC) be followed for Level 1 Alterations, which would include entry door hardware with access and egress obstacles?
2. The State Fire Prevention Code requires unobstructed egress. Given that egress is obstructed in the old entry door hardware, should it be cited by fire inspectors to be changed to ADA and ABA accessible hardware?
3. Does the Dillon Rule of 1896 actually inhibit the City/County from requiring businesses to have accessible entry door hardware?
4. Can the City/County require compliance through the permit issued for Façade Improvement on the existing buildings?
5. What is the percentage of the city's/county's current budget allocated for compliancy with the American Disabilities Act (ADA) and the Architectural Barriers Act (ABA)?
6. What is the percentage of the city's/county's proposed budget allocated for compliancy with the ADA and the ABA?
7. Does the city/county rely only on the International Building Codes (IBC) for guidance involving Level 1 alterations?
8. Does the city/county have any codes or ordinances that directly impact positive stringency in following the ADA, ABA or ADA Accessible Guidelines (ADAAG) of 2010?
9. Has the city/county expanded the United States federal ADA and ABA to make it more stringent that businesses and healthcare existing facilities update their entrances, egresses and paths of travel, according to the 2010 standards set by the Access Board?
10. Has the city/county expanded the state's Code of Virginia, ADA and ABA to implement more specific codes and ordinances to meet the needs of persons with disabilities and those with age-related problems, according to the 2010 standards set by the Access Board? This is a multigenerational issue: has the city considered the need of young families, for example, a parent holding a toddler's hand with one hand, while pushing a stroller with the other hand?
11. Does the city/county require restaurants, banks, existing businesses, healthcare rehabilitation facilities, and offices to verify ADA and ABA compliance in its licensing renewal?
12. Knowing that the doors can injure people, can discourage persons with disabilities and age-related problems, including parents with small children, is the city/county agreeable to implementing changes in the code or in an ordinance to have door hardware changed, according the civil rights of the ADA Section 504 and the ABA of "equal access to goods and services"?
13. If a permit is required, would the city/county require or waive a permit for a limited time for an individual business or shopping center owner to change only the entrance door hardware from a panel type handle, inner square bar with its obstructive flat panel and the door closer to that which is ADA compliant: loop handle, unobstructed push bar and closer, the latter of which can be adjusted to a 90 degree opening with a 5 second delay before closing slowly and tightly?

THE INTERNATIONAL EXISTING BUILDING CODE (2015)

The International Building Code in 2012 determined that the coverage of Existing Buildings needed its own guidelines, ergo, the International Existing Building Code was created.

The 2015 International Existing Building Code does give some support, but appears contradictory and therefore, not definitive enough:

Unsafe Buildings:

“Buildings, structures or equipment that are unsanitary, or that are **deficient due to inadequate means of egress facilities**, inadequate light and ventilation, or that constitute a fire hazard, or in which the structure or individual structural members meet the definition of “Dangerous”, or **that are otherwise dangerous to human life or the public welfare**, or that involve illegal or improper occupancy or **inadequate maintenance shall be deemed unsafe...**”

Chapter 7, Alterations – Level 1.

“This chapter provides the technical requirements for those existing buildings that undergo **Level 1 alterations** as described in Section 503, **which includes replacement or covering of exiting materials, elements, equipment or fixtures using new materials for the same purpose**. This chapter, similar to other chapters of this code, covers all building-related subjects, such as structural, mechanical, plumbing, electrical and **accessibility as well as the fire and life safety issues when the alterations are classified as Level 1**. The purpose of this chapter is to provide detailed requirements and provisions to identify the required improvements in the existing building elements, building spaces and building structural system. This chapter is distinguished from Chapters 8 and 9 by **only involving replacement of building components with new components**. In contrast, Level 2 alterations involve more space reconfiguration and Level 3 alterations involve more extensive space reconfiguration, exceeding 50 percent of the building area.”

However, this section found in Chapter 1 seems to contradict the section above.

Chapter 1: Scope and Administration

[A] 105.2.2 Repairs. Application or notice to the code official is not required for ordinary repairs to structures and items listed in Section 105.2. Such repairs shall NOT include the cutting away of any wall, partition, or portion thereof, the removal or the removal of any structural beam or load-bearing support, or the **removal or change of any required means of egress or rearrangement of parts of a structure affecting the egress requirements...**

RELEVANT LEGISLATION & STANDARDS

“Architectural Barriers Act” 1968 - *“Equal access to goods and services is a **civil right**”*

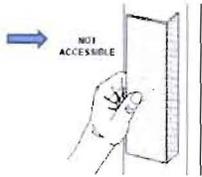
- The act states “It is [an] the ongoing obligation to remove barriers, including the change of door hardware, when “affordable and readily achievable” [about \$140.00 and one hour]

“Americans with Disabilities Act” 1990 – Protects against discrimination based on disability.

- The ADA specifically requires covered employers to provide reasonable accommodations to employees with disabilities, and imposes accessibility requirements on public accommodations.
- The federal guidelines are the minimum that should be done. The states can enact more stringent laws for their citizens.

The ADA Guidelines for Small Businesses (2006) cited panel type door handles as NOT ACCESSIBLE. [Lets Open Doors](#) describes the problem:

Doors with panel type exterior door hardware **require pinching the handle to open the door**, and when fully opened at a 90 degree angle, **a person's hand can be caught** trying to release the handle. This especially happens when trying to maneuver a walker or wheelchair by an individual or by a caregiver pushing a wheelchair. **If the door pressure is too great**, the door swings shut too quickly, **and strikes the person** and/or the adaptive equipment used, thereby, increasing the danger of falling. See ADA Guidelines to Small Businesses, page 8. (2006)



VIRGINIA Fire Prevention Code - Section 1002 Definitions: MEANS OF EGRESS. “A continuous and **unobstructed** path of vertical and horizontal egress travel from any occupied portion of a building or structure to a public way. A means of egress consists of three separate and distinct parts: the exit access, the exit and the exit discharge.” Exit Discharge is defined: “That portion of a means of egress system between the termination of an exit and a public way.”

VIRGINIA Supreme Court Dillon Rule of 1896 - Local governments have limited authority, and can pass ordinances only in areas where the General Assembly has granted clear authority

- The Code of Virginia clearly requires “equal access to goods and services” as the law allows.

The International Existing Building Code Council (IEBC) was established in 2012. Please see its **2015 IEBC Guidelines on access and egress**. [Lets Open Doors](#) describes the problem:



Restricts access and egress for persons of disability

Old hardware impedes egress because of its flat large panel on the square (uncomfortable) inner pushbar, causing a person to have to cross the threshold with the other hand. This can cause loss of balance and a fall. The excessive pressure also increases danger in egress, pressing the door against the person and any equipment being used. Panic can be the result for someone with dementia.

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

G E T Solutions, Inc.
 204 Grayson Road
 Virginia Beach, VA 23462

Phone: 757-518-1703
 Fax: 757-518-1704



Invoice

Invoice Number: 0021947-118

Invoice Date: 8/22/2018

Invoice Due Date: September 21, 2018

Customer P.O.: Mr. Peter Stephenson

Customer Contract

Client:

Town of Smithfield
 P.O. Box 246
 Smithfield, VA 23431

Project:

VB15-178G
 Joe Luter Jr Sports Complex
 Smithfield, Virginia

Quantity	Unit	Description	Unit Price	Extension
6.000	HOUR	Boring Location & Utility Clear	75.00	450.00
1.000	LS	Clearing for Access to Loc.	1,000.00	1,000.00
1.000	LS	Mobilization of Men & Equipment	650.00	650.00
255.000	LF	SPT Borings 0-50'	14.00	3,570.00
16.000	EACH	Temp. Groundwater Wells	300.00	4,800.00
4.000	HOUR	Soil Classification	85.00	340.00
16.000	EACH	Natural Moisture Tests	10.00	160.00
16.000	EACH	#200 Sieve	30.00	480.00
2.000	EACH	Atterberg Limits Test	65.00	130.00
4.000	HOUR	Senior Project Engineer, P.E.	105.00	420.00
16.000	HOUR	Project Engineer	85.00	1,360.00
2.000	HOUR	Clerical	40.00	80.00
2.000	HOUR	Cadd Technician	50.00	100.00
		VENDOR # _____		
		ACCOUNT # _____		
		DEPT HEAD _____		
		TOWN MANAGER _____		

Invoice Total **13,540.00**

It has been our pleasure working with you on this project.



INVOICE

R.K. CHEVROLET FLEET DEPARTMENT

CUSTOMER NAME AND ADDRESS

TOWN OF SMITHFIELD
PLANNING/ENGINEERING & PUBLIC WORKS
310 INSTITUTE ST
SMITHFIELD, VA 23430

SS#

PHONE

YEAR

MAKE

MODEL

NEW / USED

2016

CHEVROLET

TAHOE

F

SERIAL NUMBER / VIN

ODOMETER READING

1GNSKFKC7GR436516

55

SALES MGR.

F & I MGR.

KEY NOS.

SALESMAN

V0236

FLEET

CASH
CASH
CASH

PO. #

EP2406550

DATE

08/26/16

DELIVERY RECEIPT

BY

Sgt. T. JONES

"TOTAL CUSTOMER SATISFACTION IS PRICELESS"

QUESTIONS OR COMMENTS PLEASE CONTACT

**FLEET DEPARTMENT MANAGER
(757) 431-6522**

OVER 30 YEARS OF GUARANTEED SATISFACTION
2661 VIRGINIA BEACH BOULEVARD
VIRGINIA BEACH, VIRGINIA 23452
(757) 486-2222
www.rkchevy.com

N/A
N/A

NO LIABILITY INSURANCE INCLUDED

DEAL NO.	CUSTOMER NO.	STOCK NO.	DATE
202348	F268568	F268568	08/23/2016
DESCRIPTION		ACCT. NO.	SALE
FLEET CARS			-
			-
			-
FLEET TRUCKS			-
			-
			-
DELIVERY FEE			-
			-
*TOTAL NET PRICE			-
SALES TAX		32401	-
LICENSE AND TITLE		32401	-
CLERICAL FEE		90503	-
GROSS RECEIPTS TAX		32501	-
LUXURY TAX		32405	-
TOTAL NET PRICE			36977.50
CASH DOWN PAYMENT		22001	+
CASH ON DELIVERY/MONEY DUE		22015	36977.50 +
			+
			+
TOTAL			36977.50 +

**PLEASE PAY
FROM THIS
INVOICE
PAYMENT DUE
WITHIN 30 DAYS
AFTER DELIVERY**

COUNTY OF ISLE OF WIGHT



OFFICE OF THE COMMISSIONER OF THE REVENUE
Post Office Box 107
Isle of Wight, Virginia 23397
(757) 365-6222

Gerald H. Gwaltney
Commissioner of the Revenue

August 28, 2016

Business Name
Street Address
City, ST Zip

To Whom It May Concern:

This letter is to advise you that as the Commissioner of the Revenue, I am proposing a change in the means of valuing machinery and tools (M&T) effective for tax year 2016. The proposed methodology will apply a forty (40) percent ratio to the original cost of the M&T with no additional depreciation. The forty (40) percent ratio to the original cost will remain in effect as long as the M&T are in place and used according to *Code of Virginia* §58.1-3507.

I am recommending to the Board of Supervisors that the Board adopt a tax rate that will make the change in valuing M&T "revenue neutral". This means that each business currently assessed with M&T will not pay a penny more or a penny less in their M&T taxes.

Prior to October 1, 2016, any citizen may submit written comments about the proposed change to:

Commissioner of the Revenue
P.O. Box 107
Isle of Wight, VA 23397

Sincerely,

Gerald H. Gwaltney
Commissioner of the Revenue



Local Roots, Global Reach

ISLE OF WIGHT COUNTY, VIRGINIA

PRESS RELEASE

SUBJECT: Machinery & Tools Tax Methodology

CONTACT: Don Robertson (757) 365-6202

DATE: August 29, 2016

Based on recent conversations with economic development prospects, the County has determined that, in order to better position itself for future economic development opportunities, a re-examination of its machinery and tools tax methodology is in order. In this regard, the Commissioner of the Revenue is sending a letter (attached) today to the 88 machinery and tools (M&T) tax account holders outlining a proposed change in the means of determining the value of taxable machinery and tools.

As noted in the letter, the proposed methodology will apply a forty percent (40%) ratio to the original cost of the machinery and tools with no additional depreciation. The proposed change will be “revenue neutral” for tax year 2016, so those businesses paying M&T taxes will not pay any more or less in taxes as a result of this adjustment.

Any citizen desiring to comment on the proposed changes should submit those comments in writing to:

Commissioner of the Revenue
P.O. Box 107
Isle of Wight, Virginia 23397.