

SMITHFIELD TOWN COUNCIL AGENDA

October 1, 2013 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|------------|---|---|
| October 1 | - | 7:30 p.m. – Town Council Meeting |
| October 3 | - | 2:00 p.m. – Windsor Castle Park Foundation Board – Town Hall |
| October 8 | - | 7:30 p.m. – Smithfield Planning Commission Meeting |
| October 15 | - | 6:30 p.m. – Board of Zoning Appeals |
| October 15 | - | 7:30 p.m. – Board of Historic and Architectural Review |
| October 28 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| October 29 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation Committee
Public Works Committee
Public Buildings and Welfare Committee |

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

C. Public Comments:

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet. 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. Al Casteen, 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 Tynes
- b. Water and Sewer Committee Chair, Vice Mayor Gregory
- c. Finance Committee Chair, Randy Pack
- d. Parks and Recreation Committee Chair, Ms. Connie Chapman
- e. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

CONSENT AGENDA ITEMS

- C1. Resolution for Street Closure Request for Zombie Walk, Saturday, October 19th, 2013**
Police Committee Chair, Denise Tynes **TAB # 1**
- C2. Resolution for Street Closure Request for Smithfield High School Homecoming Parade, Friday, October 25th, 2013**
Police Committee Chair, Denise Tynes **TAB # 2**
- C3. Resolution for Street Closure Request for Night Time Christmas Farmers Market Scheduled for Friday, December 13th, 2013.**
Police Committee Chair, Denise Tynes **TAB # 3**
- C4. Motion to Accept Budgeted Reverse Osmosis Plant Proposal from Kimley-Horn and Associates**
Water and Sewer Committee Chair, Vice Mayor Gregory
- C5. Motion to Approve Contract Renewal of Mechanical, Electrical and Utility Service with REW Corporation for One Additional Year**
Water and Sewer Committee Chair, Vice Mayor Gregory
- C6. Invoices Over \$10,000 Requiring Council's Consideration:**
Finance Committee Chair, Randy Pack
- | | |
|----------------------------------|--------------|
| a. USBank | \$115,723.13 |
| b. Western Tidewater Free Clinic | \$ 33,339.00 |
- C7. Motion to Adopt Personal Property Tax Relief Act (PPTRA) Percentage**
Finance Committee Chair, Mr. Randy Pack **TAB # 4**
- C8. Motion to Approve Dog Agility Equipment to be Placed in the Small Dog Park at Windsor Castle Park**
Parks and Recreation Committee Chair, Connie Chapman
- C9. Motion to Authorize Submittal of Grant Application to the Virginia Foundation for Healthy Youth**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **Additional Invoices received since the September 23rd Finance Committee**
Town Treasurer, Ellen D. Minga **TAB # 5**
 - a. **Isle of Wight – E911 True-up** **\$10,066.06**
 - b. **Isle of Wight – Tourism True-up** **\$25,630.29**
2. **Continued Discussion on Virginia Retirement System – Hybrid Plan and VLDP**
Finance Committee Chair, Mr. Randy Pack
3. **Motion to Approve the Minutes for the Town Council Meeting of September 3rd, 2013**
Town Attorney, William H. Riddick, III
4. **New Business:**
5. **Old Business: Expiration of Windsor Castle RFP Negotiation Period**
Town Manager, Peter M. Stephenson
6. **Closed Session:**
7. **Adjournment**

September 27, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – SEPTEMBER 2013

TOWN MANAGER'S OFFICE:

- a. Jon Flores and I participated in the installation of the new Eco Counter at the Station Bridge entrance to Windsor Castle Park. Counts were monitored manually during first two weeks. Training on remote data access will be held on October 2nd.
- b. Attended the Following: Windsor Castle park Foundation Board meeting, Chamber of Commerce annual dinner meeting along with Mayor Williams, IOW Emergency Communications Center board meeting, Pinewood Heights Management Team, Smithfield 2020, Chesapeake Bay Foundation event along with Bill Hopkins, Hampton Roads Criminal justice Training Academy board meeting along with Chief Bowman and Deputy Chief Howell, Leadership IOW monthly program, and ICMA annual conference held in Boston, Massachusetts.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council and BHAR
- b. Attended Windsor Castle Park Foundation Board meeting, September 5th.
- c. Attended Pinewood Heights Management team meeting on September 10th.
- d. Prepared September Town Council Committee Agenda and October Town Council Agenda
- e. Attended Town Council Committee meetings on September 23rd and 24th and prepared summary reports of the committees.

TREASURER'S OFFICE:

- a. Participated in VML webinar on September 11 with Tracy James, Payroll Clerk, to learn more about the VML alternative for the VLDP program offered by VRS.
- b. Attended board meeting in Richmond on September 13 for the new VML VACO Investment Pool. We elected officers and selected an investment manager and custodian for the pool.

- c. Completed annual cash proffer report and submitted to the Commission on Local Government.
- d. Assisted auditors on site the week of September 16 with annual field work.
- e. Processed the real estate file for billing and sent to the printers (M&W) for mailing. Per M&W, the bills will be mailed no later than September 26.
- f. Prepared bank reconciliations and financial statements for council committee meetings on September 23.
- g. Began the interview process for two open positions in the Treasurer's office (A/P Clerk and PT Tax Clerk).

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 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
1. Sewer Line Repairs and Maintenance:
 - a. Continued work on manhole inspections and air release valves - both 51% complete.
 - b. 213 S. Church had a sewer backup problem on homeowner side - informed them of the problem
 - c. Sewer main stopped up on Quail St. at the manhole - cleaned 300 ft of sewer main line.
 - d. Installed a sewer clean out at 2 Pinewood Dr. - found the main sewer line- clean out raised for future use.
 - e. 6 Pinewood Dr. - sewer main line was backed up - cleaned 600ft of sewer line.
 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
 - Inspected Structure
 - Inspect and clean pumps
 - Level system check
 - Test limit switches

Bar screen cleaning

Rain gauge checks.

- c. REW has completed work on Raising Star Pump Station- replaced old piping inside wet well.
- d. Minton Way Pump Station – found and fixed wiring problem on the pump.
- e. Installed new floats at Bradford Mews Pump Station.

3. Water Line Repairs and Maintenance

- a. Repaired water leaks at the following address :
 - A.89 Barclay Crescent
 - B. Crescent Dr.
 - C. Watson Dr. and Fawn Ct.
- b. Installed new fire hydrant in Jersey Park Apartments.
- c. Replaced water meter at 1607 S. Church St.

4. Well Repairs and Maintenance

- a. All wells except 8A and 10 A (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 once a month.

5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. UPS systems (Battery backups) were replaced and or serviced at Battery Park Rd. tank and in RO plant programmable logic controller (PLC).
- c. Monthly safety meeting was held at plant to demonstrate confined spaces and to practice using air monitors and extraction equipment.
- d. Internal pump tubes were replaced in online fluoride analyzer.
- e. Routine maintenance on plant exhaust fans was performed.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended Confined Space Training.

7. Windsor Castle Park

- a. Cleaned off and repaired walking trails twice per week or as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.

8. Miscellaneous

- a. Grounds crew- trash pick up to keep the Town clean: Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St./258 and Waterworks Rd and other areas.
- b. Minor repairs at Town Hall and Town Buildings.
- c. Cleaned storm drains at Great Springs Rd ,Smithfield Blvd. and Wilson Rd.

PLANNING AND ZONING:

1. Planning Commission – 09/10/13

A. No Meeting Held

2. Rezoning Applications under review

B. None

3. Special Use Permit Applications under review

C. None

4. Subdivision and Site Plans under review

D. None

5. Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase I (95% complete)
- B. Smithfield Manor Townhomes (Formerly Halstead Landing) (75% complete)
- C. Lakeview Cove Condos (75% complete)
- D. Smithfield Foods Test Kitchen (98% complete)
- E. True Value (98% complete)
- F. Main Street Baptist Church (98% complete)

6. Board of Zoning Appeals 09/17/13

E. No Meeting Held

7. Board of Historic & Architectural Review 09/17/13

- A. Proposed Color Change – 207 North Mason Street – Contributing – James C. & Kathleen J. Kline, applicants - Approved.
- B. Proposed Exterior Renovations, Signage – 117 North Church Street – Non-Contributing – Michelle A. Weiss, Smithfield Winery, LLC, applicants - Approved.

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 at this time.
- C. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. Condominiums are under construction at this time.
- C. Blair Bro.'s Contr. repaired sinkholes around drop inlet on Battery Park Rd. near Villa Dr. Contractor repaired sunken section of curb & gutter entering drop inlet located in cul-de-sac of Royal Dornoch. Contractor installed asphalt patches; 4 on Royal Dornoch, 2 on Moore Ave., 2 on Kendall Haven and 1 on Talbot Dr. Contractor also repaired sinkhole around drop inlet on Canteberry Lane near the Skating Rink.

September 27, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, SEPTEMBER 23RD, 2013

The Police Committee met Monday, September 23rd, 2013 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; Mr. Andrew Gregory, Vice Mayor; and Ms. Connie Chapman. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Steve Bowman, Smithfield Police Chief; Ms. Amy Musick, Smithfield Center Director; and Ms. Comarth Saunders, Financial Analyst. Also in attendance were Ms. Robbie Younger, Ms. Cheryl Ketcham of the Farmer's Market and Mr. Jamie Weist of Kimley-Horn and Associates. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Denise N. Tynes called the meeting to order.

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

1. Street Closure Request for the Zombie Walk – Mrs. Tynes reported that this event was to promote Polio awareness. It has the same route as last year. It will be held on Saturday, October 19th. Ms. Chapman asked if we know what time it will be that day. Ms. Musick stated that it is typically done once the businesses are closed so it will be between 5 p.m. and 6 p.m. Mayor Williams asked if this event ends at the Bank of Southside parking lot. Ms. Musick stated that the closure request is for Main Street from its intersection with Grace Street to its intersection with Mason Street so yes that is where the event will end. Mayor Williams asked if the Bank of Southside knows about this event. Ms. Musick stated that she would let Ms. Pasiieczny know that she needs to contact them if she has not already done so. Mr. Pack asked if there would be any police presence for this event. Ms. Musick stated that police assistance would be necessary and the fee has already been discussed with Ms. Pasiieczny. Committee stated that in the past this has been a rolling street closure whereas streets are closed as the Zombie walk moves

down the street. Ms. Musick stated that she would confirm the time of event, which roads would be closed and where the parade would end before the Town Council meeting. Committee recommended approval of street closure request.

2. Street Closure Request for Smithfield High School Homecoming Parade – Vice Mayor Gregory reported that Ms. Jill Gwaltney of Smithfield High School has requested street closure for the Smithfield High School Homecoming parade on Friday, October 25th. This is not a first time event. It has been done for the last six or seven years. It is a great event for the band and they do a great job with Dr. Hill and his music. He does not see any reason not to allow this tradition to continue. Ms. Musick stated that this is a very quick moving parade and normally only last thirty minutes. Committee recommended approval of this street closure request.

3. Street Closure Request for Night Time Christmas Farmers Market Scheduled for December 13th 2013 - Mrs. Tynes reported that this is a first time event. It will be an evening market of Christmas crafts and food along Main Street from 6 p.m. to 10:00 p.m. on December 13th. Mrs. Tynes felt that this was something nice coming to town. Dr. Cook asked if this would replace one of the typical day time Farmers Markets in December or is this in addition to those. Ms. Cheryl Ketcham stated that this would be in addition to the normal Saturday day time Farmer's Market. Mrs. Tynes read the flyer that was handed out advertising the event. There will be live music and one hundred plus vendors. Ms. Musick mentioned that this event would kick off a great holiday weekend followed by the Santa Breakfast, the Smithfield Christmas Parade and Army Band concert, Saturday December 14th. The Town Attorney asked for clarification that they were requesting the 100 and 200 block of Main Street to be closed from 4:00 p.m. to 11:30 p.m. to allow for setup and takedown. Ms. Ketcham stated that was correct. Committee recommended approval of street closure for this first time holiday event.

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

1. Public Comment – Ms. Robbie Younger stated that she was the artist and owner of the Painted Garden Gallery at 324 Main Street. Ms. Younger explained that she has been in the three hundred block of Main Street for thirteen years and it has always been a challenge to get shoppers to the three hundred block. Ms. Younger continued to explain that her location at 324 Main Street and the structure at 322 Main Street have no off street parking. She parks behind the old ham shop to leave the spaces in front of her business open for shoppers. She continued to say that she sees other employees that work along Main Street parking in front of her store all day when they really should be parking at other places to leave these spaces open for downtown shoppers. Ms. Younger also explained that the shop next to hers has been vacant for three years because of the parking issues there. She read a letter from Ms. Wiatt the owner of 322 Main Street. It stated that she was requesting reserved parking in front of 322 Main Street. The property is zoned Commercial/Residential and she is finding it very difficult finding a commercial business to bring tourist into the historic district due to there being no driveway or

reserved parking available. Ms. Younger stated that she also had a letter from Ms. Scher-Ivens a former resident of 322 Main Street. The letter stated that she adored the house and the location and when the owner offered to sell her the house the cost outweighed the benefit. No designated parking ended up being a large turn off. On busy days she would have to park at the public parking by the laundry mat and hike her three small children and the groceries up the hill. She feels that having a designated parking spot would help with the sale of that house. Ms. Younger asked for Town Council's help with addressing the parking issues in the three block of Main Street. Possible solutions would be putting up signage to designate reserved parking or designate this area of Main Street with two hour parking limits. Mr. Pack stated that he knows that this is an issue that Mr. Bodson of Smithfield 2020 has addressed internally and he may be a good resource to discuss parking options with. Mayor Williams stated that in the past they have had businesses along Main Street that the owners parked in front of their stores and no matter what was said it would not change them from doing that. The town may want to consider options that prohibit parking in one spot along Main Street all day long. Mrs. Tynes stated that because it is public parking the town cannot restrict this area as no parking but we could consider placing signage to limit parking to one or two hours at a time. Ms. Younger stated that she would be very appreciative for any assistance from the town in this matter. Mrs. Tynes stated that staff would meet with Ms. Younger and Mr. Bodson and Chief Bowman to address parking in the three hundred block of Main Street. Chief Bowman mentioned that they are trying to make sure that Smithfield does not become heavy handed when it comes to regulations. This will increase the number of parking summons when enforced and wanted staff and Town Council to keep that in mind. Ms. Chapman asked if the town has ever considered parking meters. Discussion was held and parking meters have not been considered in the past.

2. Operational Updates - Chief Bowman reported that they are in the process of completing the installation of equipment in the new patrol vehicles. They hope to have them on the road in the next couple of weeks. They continue to work their normal street crimes to keep Smithfield a safe place. He did not have anything significant to report. Ms. Chapman stated that on a whole the town sometimes gets some negative publicity and she wanted to publicly thank Chief Bowman for his assistance in helping with a homeless family that came into the YMCA last week. These gentlemen were accepted over at the Rescue Mission for Men in Newport News and Chief Bowman went above and beyond by providing transportation so that they would have a bed to sleep in that night.

3. Additional Item Discussed: Power at BSV Parking Lot – Mr. Hopkins mentioned that he was told the power receptacles in the parking lot of the Bank of Southside Virginia will be installed within the next seven days.

The meeting adjourned at 4:25 p.m.

September 27, 2013

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, SEPTEMBER 23RD, 2013

The Water & Sewer Committee held a meeting on Monday, September 23rd, 2013 at 4:25 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chair; Mrs. Denise N. Tynes and Mr. Michael G. Smith. Other Council members present were Ms. Connie Chapman, Mr. Randy Pack, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; and Ms. Comarth Saunders, Financial Analyst. Also in attendance was Mr. Jamie Weist of Kimley-Horn and Associates. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Andrew C. Gregory called the meeting to order.

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

1. Budgeted Reverse Osmosis Plant Proposal for Kimley-Horn and Associates, Inc.
– Mr. Weist stated that his firm came out to the town's RO plant a couple of months ago by invitation from Mr. Hopkins to take a look at the town's reverse osmosis system. There were two matters of concern. The first being silica scaling on membranes which has required additional membranes to be operated for the treatment to get enough water out for the town's use. Silica is a natural substance in groundwater. It tends to scale on reverse osmosis membranes. Kimley-Horn and Associates has put together a scope and fee estimate to help the town evaluate this silica scaling issue. This scope would be a method or treatment process to remove the silica scaling so that it does not damage or clog up the membranes. This will also help with making the town's treatment process more efficient. The second phase of the project is to try to eliminate or reduce the amount of concentrate discharge from the treatment plant that goes directly to the Hampton Roads Sanitation District (HRSD) pipe. At this time the town is spending approximately a quarter of a million dollars a year in discharge fees to HRSD. Mr. Weist stated that they have made some preliminary calls to the Department of Environmental Quality (DEQ) and asked them about the possibility of discharging the concentrate into

the creek or the Pagan River. He stated that DEQ replied that they would be open to working with the town and Kimley-Horn and Associates in coming up with a solution to do this. There will be some cost to take the discharge and treat it to a minimal standard and then pump and pipe it to a suitable location to discharge it in the creek or river. Kimley-Horn and Associates feels that the cost to do this would pay for its self over time. Mr. Weist explained that their first task would be to take a look at the permitting process, the treatment requirements, and the cost of discharge requirements to the town. Kimley-Horn and Associates would then make a recommendation to the town based on what it would cost, what our options are and what the town could save over time. Mr. Weist stated that the last piece of this puzzle is the operations of the plant. There were a number of operational things that could be done at the plant to help staff with being more efficient that would also save money over time. Mayor Williams asked if he was correct in remembering that the town had prematurely laid a pipe to discharge into the creek when we first started planning for the reverse osmosis plant. Mr. Hopkins stated that was correct. Mr. Weist stated that he was aware of this and they have spoken with DEQ in this regard. At that time the issue with discharging there was phosphorus concentrate. At this time they believe that there are some cost effective treatment alternatives that can be looked at and put in place to be able to discharge in the creek or river. The location for discharge may not be in the creek behind the plant because they would need to find a suitable flow of water to discharge the concentrate in. The stream or creek must have enough flow to provide enough dilution to make sure the organisms are not harmed. Mr. Weist stated that if it takes a hundred thousand to do the project but you save two hundred thousand dollars a year in discharge fees then that is the types of things that they want to take a look at a little closer. Mr. Hopkins stated that this is a budgeted item. Mayor Williams clarified that Mr. Weist's fees are budgeted however the cost of the project is not budgeted. Mr. Weist stated that the cost to design and build would come back as a recommendation from them for the town to decide if they would like to move forward. If the recommendation that they make does not save the town the two hundred fifty thousand dollars a year then it may not be worth doing. Dr. Cook expressed his concerns over dumping the treated water into a creek that is very fragile in salinity. He would like to see what the overall effects will be on the salinity of Cypress Creek if the town is able to discharge here. Mr. Weist stated that is the reason that DEQ may want the town to pipe the water further down the stream to discharge in a larger pool of water or maybe even all the way to the river. Mr. Weist stated that the town will not be able to completely eliminate the two hundred fifty thousand because the town will still have domestic waste from the plant restroom, for example. This project would require another pump station to pump the concentrate somewhere else. There would be some cost up front. There will also be some permitting cost and ongoing cost once this discharge is permitted into the river or creek for sampling and monitoring. Kimley-Horn and Associates feels that this cost will be much less than the \$250,000.00 that the town is currently paying in HRSD discharge fees. Mr. Pack asked if there was an opportunity to recycle this water for irrigation. Mr. Weist replied because of the concentrate it would kill anything you put it on. Dr. Cook stated that was his next question. What does this water have in it that we are going to be dumping in the creek? Mr. Weist stated that it is the same thing that is coming out of the ground now but in a concentrated form. The Town Attorney stated that there is a huge amount of data on the Pagan River from where

the town and Smithfield Foods used to discharge years ago. This data will give Kimley-Horn lots of data to compare the quality and salinity of the water. Mr. Weist stated that they would not have even considered this if DEQ had told them on the initial call that this could not be done. Kimley-Horn's initial conversation with the gentleman that does the permitting for these types of discharge felt that this was definitely a good alternative and they would be willing to help us evaluate. Mayor Williams asked if was possible to pump it back into the ground. Mr. Weist stated that they have not done a deep well injection of concentrated discharge. He does not know of anyone that has been permitted in Virginia to do this. Vice Mayor Gregory stated that what Mr. Weist is talking about is not brand new technology and wanted to know why the engineers that the town used initially did not consider this when the facility was built. Mr. Hopkins stated that he did not have an answer but continued to explain that originally the plan was to discharge into the creek and then DEQ changed the permit requirement dealing with phosphorus. He stated that he would contact the engineer to ask why it was not considered. Vice Mayor Gregory stated that he feels that this is money well spent if the town can save half of \$250,000.00 over ten years that is \$1.2 million. Committee thanked Mr. Weist and recommends approval of the budgeted proposal.

2. Contract Renewal for Mechanical, Electrical and Utility Services with REW Corporation for One Additional Year - Vice Mayor Gregory asked if staff was satisfied with the work that REW Corporation is doing for the town. Mr. Hopkins stated that they really have been, especially dealing with the antennas, panels at the pump stations and the alarm systems. Mr. Hopkins stated that REW Corporation is nearby so there is always a quick turn around when needed. There will be no change in current contract pricing. The new contract will be effective November 3rd, 2013 through November 2nd, 2014. Committee recommended approval of contract renewal.

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

1. FYI – Temporary Water Shut-Off at Fire Hydrant near the YMCA – Mr. Hopkins reported that there is a fire hydrant on Cary Street across the street from the YMCA that is not usable. It needs to be replaced a new valve will be installed at that time. Mr. Hopkins continued to explain that when the new addition to the YMCA was added to the town's system the same type of water shut-off was done. All work will be done overnight beginning at 11:00 p.m. and back on by 4:30 a.m. The residents that will be affected are Pinewood Heights, Goose Hill Way and the YMCA. Everyone will be notified prior to water being shut-off. The new valve will allow Goose Hill Way to be shut-off in the future without shutting everyone else off.

The meeting adjourned at 4:41 p.m.

September 27, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, SEPTEMBER 23RD, 2013

The Finance Committee held a meeting on Monday, September 23rd, 2013 at 4:41 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were: Mr. Michael G. Smith, Ms. Connie Chapman, Ms. Denise Tynes and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; and Ms. Comarth Saunders, Financial Analyst; The media was represented by Ms. Abby Proch 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'S AGENDA

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

a. USbank (Old Treatment Plant) \$115,723.13

This invoice is the town's General Obligation Bond for our old water treatment plant. Mr. Pack asked if this is paid twice a year. Ms. Minga replied that was correct. Mayor Williams asked if this loan had a good rate for the interest. Ms. Minga stated that this loan was refinanced in 2004 to bring the interest rate down and reduce the terms of the loan. The refinancing also got rid of a restricted escrow account that was associated to this loan. Mayor Williams expressed concern over only \$90,000 being principal and the other \$25,000 being interest. He asked if we should consider refinancing it again. Vice Mayor Gregory stated it is like a mortgage where most of the interest is on the front end. Vice Mayor Gregory stated that the rates are probably not dramatically different from what they were in 2004. The original refinance was prompted because of the term of the loan. Dr. Cook asked if the loan could be paid off with the town's line of credit. Ms. Minga stated that she would pull the loan and see what the penalties are to pay off loan. Committee recommended approval of invoice.

b. Western Tidewater Free Clinic (budgeted contribution) \$ 33,339.00

Mr. Pack stated that this invoice is for the amount the town budgeted as our contribution for FY 2013/2014. Committee recommends approval of invoice.

2. Approve the Personal Property Tax Relief Act (PPTRA) Percentage – Ms. Minga reported that this was kind of a house keeping item. She explained that staff has run a forecasting model based on prior years through the Bright system. The town usually gets preliminary data from Isle of Wight County to get an accurate assessment of what the percentage needs to be. Unfortunately, this year the town will not get the file until at least October 4th after the Town Council date of October 1st. Town Council will need to vote on this without having the actual data from the county. The best she can do is forecast it based on past years. Ms. Minga stated that she used the last two years because personal property went up significantly within the last two years as people started buying vehicles again and the assessment values have gone up. Ms. Minga explained that the town gets a fixed amount from the State every year in the amount of \$240,795.00. This is to supplement the cost of vehicles that qualify that are under \$20,000 at a hundred percent. She explained that if this covers fifty percent of what the taxes are supposed to be then the town would bill the residents for the other fifty percent. Based on past years she would estimate that the Personal Property Tax Relief Act percentage would be fifty percent this year. Mr. Pack asked if we could wait and vote on this next month. Ms. Minga stated that it must be approved at the October meeting because bills have to go out the first of November. Ms. Minga stated that she had run her figures several ways and all years came out between forty nine and fifty percent. Mr. Pack asked what we are recommending to Town Council for approval. Ms. Minga stated that in the past the Town Council has agreed on a specific percentage that staff recommended. The Town Attorney asked what the latest date was to adopt it and still get the bills out on time. Ms. Minga stated that it would need to be adopted by October 8th. Mr. Pack suggested making a motion to adopt a rate equal to the actual data in a relief percentage not to exceed. Ms. Minga stated that they could then come back to the November Town Council meeting and adopt the actual rate once received from the county. Ms. Minga stated that she would have to talk with the Commissioner of Revenue because in the past he will not run their books until the town gives him the percentage that we have adopted.

3. Continued Discussion on Virginia Retirement System – Hybrid Plan and VLDP -

Mr. Pack mentioned that supplemental information was posted to Council's secure site to compare the Virginia Retirement System's (VRS) Hybrid Plan and the Virginia Municipal Leagues (VML) disability plans. Ms. Minga expressed her concerns about the town being rushed in an irrevocable decision with not a lot of time to evaluate the impact of the decision. She stated that Ms. James (Payroll & Benefits Clerk) and she have attended several seminars and webinars on this topic. The information included in the supplemental posting is what they had extracted from the seminars. Ms. Minga stated that if she had her choice and it was compared apples to apples she would go with VML in a heartbeat. She stated that VML has a good reputation for helping and assisting

you with changes. One of the things that the town will need to look at is how to adjust our sick leave policy. VRS on the other hand says here it is you figure out how to make it work. Ms. Minga went over how the two plans compared. Who is covered? Ms. Minga stated that under the VRS-Hybrid Plan all new employees after January 1st, 2014 and any current employee who wishes to opt into the plan. Under VML all employees are would be covered as the town does not have enough eligible employees to include just the opt ins and new employees. You must have at least 50 employees excluding the police department. Ms. Minga stated that they had thought, until today, that anyone that left a VRS covered position and moved to a new VRS position would enter as a Hybrid. That is not the case. If you are under VRS's Plan 1 or Plan 2 and have not cashed in your retirement you can come into our system as a Plan 1 or Plan 2. You do not have to come in as a Hybrid unless you elect to. Who is excluded? Under both VRS and VML all hazardous duty employees would be excluded. What type of coverage is included? The VRS – Hybrid plan includes short-term disability, long-term disability and long-term care coverage. VML Alternate Disability Plan includes short-term and long-term disability coverage. VRS made it clear that the long-term care coverage was not required to have a comparable policy. How is short-term disability paid? The plans are self-funded under both VRS-Hybrid and VML Alternate. It is paid through the town's payroll. What is the waiting period for short-term disability? There is a waiting period of one year for non-work related disabilities under the VRS- Hybrid Plan. VML has no waiting period and you are eligible from day one. How is long-term disability paid? VRS uses UNUM and VML uses KSPH and Lincoln financial Group to administer their policy. Ms. Minga reported that there was a 1% defined benefit contribution that under VRS the employer no longer pays under long-term disability; however under VML the employer continues to pay. Ms. Minga reported that the program rates are .91 percent of the Hybrid Retirement Plan covered payroll under VRS. Under VML, since we have to use all employees it is \$2.49 per employee per month for short-term disability and \$.49/100 of covered monthly payroll for long-term disability. Ms. Minga stated the period covered by the program rates for both VRS and VML is January 1st, 2014 through June 30th, 2014. At that time the rates will be re-evaluated and set for two years. Ms. Minga stated that at this time the cost to the town for VML Alternate Disability Plan is \$9,035.28 per calendar year and zero under VRS- Hybrid Plan because at this time we have no Hybrid employees. Ms. Minga stated with that said based on cost of the programs VRS is the cheaper way to go. She emphasized that this decision will be irrevocable. If we opt in to VRS we cannot leave and if we opt out we can never go back. Ms. Minga stated that it is not irrevocable with VML; however the town would have to make sure any other provider match the legislation of what a comparable provided would be. VML meets the requirement of the Legislation. Dr. Cook asked why an employee would choose to opt into the VRS-Hybrid Plan. Ms. Minga stated that there are some differences between the plans. She gave an example. She explained that if the town stays with VRS it does not cover everyone. It will only cover the new employees hired under the Hybrid Plan and employees in Plan 1 or Plan 2 that elect to go to the Hybrid Plan. Under the Hybrid Plan you have short-term disability, long-term disability and long-term care. Under Plan 1 and

Plan 2 which is what everyone has now, excluding the police officers, you do not have any short-term disability, you have long-term disability, and you do not have long-term care. Employees would have disability retirement which is an option up to retirement age. There is no disability retirement under the Hybrid Plan. Ms. Minga stated that the main advantage for an employee to opt to go from Plan 1 or Plan 2 to the Hybrid Plan is the way their money is invested. At this time employees have a defined benefit contribution plan. Currently employees are paying up to 2% and the town is paying the rest. The Hybrid Plan will offer a defined benefit and a defined contribution plan. The town would still pay at this time the 2%. It would be divided differently. 1% would be defined benefit and 1% would be defined contribution. The employee's money will be divided between the two benefit plans. Someone that is relatively young and has a lot of years in the system may want to grow their money more and this would be the way to go. Vice Mayor Gregory asked if she could clarify the long-term care piece. Is this something that employees can keep after they retire? Ms. Minga stated that the maximum lifetime benefit for long-term care is \$70,080.00. This maximum is based on the maximum daily benefit of \$96.00 multiplied by 730 days or two years. The coverage ceases when the total benefit pay out reached \$70,080.00 regardless of how long benefits are paid. Ms. Minga stated that it was her understanding that the long-term care was only available up to retirement. Ms. Minga stated that it has come up that employees under VRS's Plan 1 or Plan 2 will not have short-term disability. It will be up to the town on whether they want to provide employees with short-term disability coverage. There are a lot of employees now that have AFLAC through the town. AFLAC has a seven day waiting period for short-term disability just like the Hybrid Plan before benefits would kick in. So there would be some need for some type of sick leave accrual. Ms. Minga stated that this will be an issue that the town will need to address. Mr. Pack asked when Town Council needs to make a decision on this. Ms. Minga stated that it was supposed to be by September 1st but the deadline was extended until November 1st. Mr. Pack suggested sending this item to Town Council for further discussion. In the meantime, Ms. Minga will forward additional information to Council in regards to the proposed plans so they could read over it to make a decision of which plan to go with.

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

1. August Financials and Graphs – Ms. Minga reported that August in much like July as there was not a lot of activity. Ms. Minga did state that based on the audit last week there will be some changes to this year's reports as well as last year's reports. She stated that she was very pleased with the new audit firm this year. It was very intense being a first year audit. Ms. Minga stated that they made some recommendations on some things that we have not done in the past and some of them we have started to discuss with the prior auditors. Ms. Minga explained that the town uses a modified accrual basis for the accounting. The town tries to match things with the year. One of the things is that the town has always accrued anything that is collected in July and

August for personal property and real estate and shows it as current revenue on the statement. One of the things that the town has not accrued in the past was meals tax and transient occupancy. What is collected in July is for the quarter ending for April, May and June, which is prior year. Sales tax is always just accrued for one month because it is based on the month that we got it from the county. Sales tax normally has a two month delay just like the communication tax. Ms. Minga also explained that they will be backing out the July water billing and half the August billing and adding it at the end of the year. These changes will not be made until the end of the year because it will make the statements look odd going forward. If the adjustment was made now the town would only have a half of month of billing for water and sewer. Ms. Minga reported that water consumption really dropped in August. Another item that the auditors mentioned was having an allowance for doubtful accounts. Currently the town does have a doubtful account on the General Fund side with taxes but not for Water and Sewer. This is something that the town should have considered a few years ago. Not all water and sewer accounts are collectible. Especially when the economy dropped a few years back. A lot of people just left the system. Ms. Minga stated that she spent two weeks going through the town's accounts receivable ageing report before the auditors came. She explained that she found a lot of people that had left the system and have now come back under different names. These past balances were able to be rolled over to their present account so they can be collected. She stated that she did a lot of investigation through reverse address lookup, the county's MUNIS system and the Department of Motor Vehicles to find forwarding addresses. There are some that we are not going to be able to find and those will need to be written off. Ms. Minga stated that she had check with surrounding localities to see how they handle write-offs with HRSD. All the localities said the same thing that there are a lot of write-offs in water and sewer. Ms. Minga stated that there are other things to consider as we go forward like whether or not the town wants to charge a deposit or whether we want to hold landlords accountable for the water bills. Vice Mayor Gregory stated that in reviewing the charts there was one thing that did jump out at him on the sewer consumption compared to 2012 cumulative graph. The month of August did not include the cumulative number for July and August. Dr. Cook stated the same thing happened on the water consumption graph. Vice Mayor Gregory stated that it makes the drop look a lot worse than it actually is. Ms. Minga stated that she would make that correction. Dr. Cook asked if we should be concerned over the water and sewer charges already being in the hole compared to last year and budget. Ms. Minga stated that we should always be concerned. She again stated that consumption has dropped; however the water rate was increased effective July 1st and the town has not yet seen the impact of this rate increase. It should level out in the next month or so because the billing with the new rates just went out. Mr. Pack stated that he noticed that August was a high operating expense month compared to 2012. Ms. Minga explained that the biggest part of the increase was due to salaries, August had three pay periods. Ms. Minga thanked Ms. Saunders for putting the financial statements and graphs this month due to her being tied up with the auditors. The Town Attorney stated that most jurisdictions require deposits on water and sewer connection. Mr. Pack asked if the deposits are based

on credit worthiness? Ms. Minga stated that there are actually several ways you can do it. The Treasurer's Office was contacted by a firm last year that will assist the town with evaluating people's credit. The town could have a sliding scale with good credit having a fifty dollar deposit and a person with bad credit a two hundred dollar deposit. Ms. Minga stated that they have discussed it in the office and anything they collect would help; however these people that skip out will rack up a six hundred dollar bill in two billing cycles. They are not placed on the cut-off list until after the second billing cycle. By that time the deposit will not cover what the town has lost. If the town went with requiring deposits for new water connections then a policy needs to be in place on how long the deposit is kept. Different localities do it different ways. Ms. Minga stated that the Water Department does cut-offs every month. Ms. Minga explained that there are residents out there that work the system and intentionally roll accounts over to new names to avoid paying their bill. Mr. Pack asked for Ms. Minga to come up with a policy that she would feel comfortable with to address deposits for water connections. Dr. Cook asked if there was a fee to be reconnected if your water is turned off. Ms. Minga stated that there was a very minimal twenty-five dollar fee. Ms. Chapman stated that Dominion Power has an energy share fund where you can donate a couple of dollars to your bill for that fund. Is this something that the town could consider for water? Ms. Minga explained that town does not have one here but the town is a member through HRSD of the H2O Program. Anybody that gets a water bill from the town gets an envelope in their bill that you can donate to the H2O Program. The money is divided by locality. The locality is then notified twice a year how much has been allocated to their locality. The resident requesting assistance is then directed to the Salvation Army to determine if they meet the requirement for assistance. The town has not done anything independently.

2. August Cash Balances — Ms. Minga stated that she does not have a whole lot to report. Now that audit is over she is working on getting all the intercompany balances paid off between accounts. Ms. Minga stated that even though the revenues are down the town is still holding our own in Water and Sewer Funds. At this time the town continues to look at things with the Water Treatment Plant Escrow. It was decided to hold off on moving that money after the fiscal year. Depending on what they find with the discharge analyst that might be money that is available to go towards this solution with HRSD. Revenues remain very strong for cash balances. - Water = \$158,076.35; Water Debt Service = \$1,158,523.48; Water Capital Escrow Availability Fees = \$289,276.93; Water Treatment Plant Escrow = \$111,178.34; Water Development Escrow = \$76,788.43; **Subtotal Water = \$1,793,843.53.** Sewer = \$(28,266.16); Sewer Development Escrow = \$329,269.08; Sewer Capital Escrow Availability Fees = \$824,320.53; Sewer Compliance = \$298,593.55; **Subtotal Sewer = \$1,423,917.00.** **Highway = \$38,305.53.** General Fund = \$2,666,568.82; Payroll = \$53,881.93; Money Market General Fund Town Bank = \$2,177.14; Business Super NOW-General Fund = \$32,997.10; Money Market General Fund Farmers Bank = \$288,179.54; General Fund Capital Escrow = \$213,767.53; Certificate of Deposit = \$525,708.91; Certificate of Deposit Police Dept = \$36,560.48; Special Project Account (Pinewood) = \$151,622.73; Pinewood Heights Escrow =

**\$26,385.41; SNAP Program = \$557.75; Subtotal General Fund = \$3,998,407.34.
Beautification = \$7,825.54; Money Market Beautification = \$47,665.07; Subtotal
Beautification = \$55,490.61; TOTAL ALL FUNDS = \$7,309,964.01.**

The meeting adjourned at 5:41 p.m.

September 27, 2013

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, SEPTEMBER 24TH, 2013

The Parks and Recreation Committee held a meeting on Tuesday, September 24th, 2013 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; Mrs. Denise Tynes, and Mr. Randy Pack. Other Council members present were: Mr. Andrew C. Gregory, Vice Mayor; Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Musick, Smithfield Center Director; Ms. Terry Rhinier, Smithfield/Isle of Wight Tourism; Ms. Judy Winslow, Director of Tourism; and Mr. William Saunders, Planner/GIS Coordinator. Also in attendance were Mr. Rick Bodson of Smithfield 2020; and Ms. Gina Ippolito, Smithfield on the Move; The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee member, Randy Pack called the meeting to order.

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

1. Approval of Dog Park Agility Equipment - Ms. Musick asked for Ms. Chapman to talk about the dog agility course proposed as an Eagle Scout project. Ms. Chapman stated that in July a young man approached the Windsor Castle Park Foundation Board in regards to an Eagle Scout project. He asked if he could build some agility equipment to be placed in the small dog park at Windsor Castle Park. The Foundation Board thought that it was a wonderful idea. At this time the young man is requesting that the small dog park be closed this Saturday to allow the equipment to be installed in the park. Some of the pieces of equipment require some concrete to be poured and will need to set overnight to dry. Dr. Cook asked what the rules were about small dogs being allowed in the big dog park. Ms. Musick stated that this was something that is left up to the discretion of the owner of the dogs. The access code for both parks are the same. Ms. Chapman asked if the large dogs were banned from using the small dog park. Ms. Musick stated that there is no rule that says that large dogs are not allowed in the small dog park. Mr. Pack asked if anyone has seen the plans for the dog park agility course. Ms. Musick stated that the Windsor Castle Foundation Board has seen the plans and approved of the request. Ms.

Ippolito stated that the scout is working with Ms. Paula Cole and Ms. Patty Allen of Pawsitive Attitude, LLC to construction the agility equipment. Ms. Ippolito stated that the scout was also doing a design for agility equipment in the large dog park but at this time only has the funding to do the small dog park. The hope is that the large dog park could be done by another Eagle Scout in the future. Mr. Pack mentioned that Saturday is probably one of the biggest days for usage at the dog park and was wondering if it would be possibly to do it on a day through the week. Ms. Musick stated that he is in school so Saturday was the best day. Ms. Chapman stated that if the town has an e-mail of all the permitted users then we could notify them that the small dog park will be closed this Saturday. Mr. Hopkins stated that the town does have a list of users but all may not have listed an e-mail. Ms. Musick mentioned that she would be putting signage up tomorrow letting people know of the closure coming up. Ms. Chapman asked if it could be place on the town website as well. Mr. Pack suggested putting on the sign that they could take their dog for a walk on a leash through the park. Committee agreed to pass this request but asked that in the future items come to committee before dates have been set especially if portions of the park are being closed. Mr. Hopkins asked who would be responsible for maintaining the equipment once it has been installed. The consensus was that the town would be responsible for the maintenance once installed. Committee recommended approval of the small dog park agility equipment.

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

1. Parks and Recreation Committee Report – Ms. Musick reported that there are a lot of open to the public events coming up. The Parade of Homes gets started next weekend. Also coming up are Aiken Fest at the Windsor Castle River Front on October 5th and two walk/race events for the Genieve Shelter 5k on October 5th and Walk for Diabetes on October 6th. The following weekend, October 12th, will be very busy for Town and Country Days. There are several smaller events that take place on town sites that day such as the Hog Jog, Ruritan Car Show, and Smithfield Recreation's Country Que. Ms. Musick reported that the Smithfield Center has been very busy this month and will continue to be busy for the month of October. Windsor Castle Park has been equally as busy. There were two weddings and receptions out there for the month of September. Both weddings had great weather and went very well. The Natural Playground Company has provided a draft site plan which has been placed in the conference room at Town Hall for viewing. It has all of the fitness and play elements on it. Revisions have been made and were sent to Mr. Ron King of the Natural Playground Company. Final plans will come back to the town soon. Ms. Musick mentioned that included in the committee report was highlights from the Windsor Castle Park Foundation Board meeting. Ms. Musick reported that the Eco counter was installed at the park. It has produced great results with 1,400 people entering the park at the Smithfield Station entrance in one week. It will be moved around periodically at the different entrances of the park. Ms. Musick reported that on the programming side the kayak rentals continue to do well. They are currently in the extended season that runs through Sunday, October 13th. There were two night time paddles in the month of September. The first night time paddle generated \$330.00 and the second generated \$310.00. Ms. Musick stated that staff

continues to work on developing standard signage to be used at the park before putting up any additional signage. This also includes the markers for the trails. Mr. Hopkins stated that he will be meeting with Mr. Rusty Chase to discuss location of markers and access in case of an emergency. The plan is to use the new GPS system; however they have to wait until the leaves are off the trees to map out the trails. Mr. Pack asked if the town has in place a procedure if a jogger along the back of the trail has a medical emergency. Mayor Williams stated that is the purpose of the markers. Mr. Pack asked if the town has a way to get to that individual. Staff has an ATV that can pick someone and bring them out for medical assistance if necessary. Mr. Hopkins stated that he will be discussing this with Mr. Chase as well. Mr. Hopkins stated that staff continues to work on getting a quote for culvert work to be done along the trails.

2. Additional Item Discussed: Dog Park Usage - Mrs. Tynes stated that she has a concern from a citizen in regards to dog park usage. She explained that a citizen had taken their dog to the park and there were other dogs there that were not registered by the town. Her concern was that these dogs that have not been registered with the town may not be up to date with their vaccinations therefore putting her dog at risk if attacked. The citizen wanted to know who monitors the dog park for unregistered dogs. Mr. Hopkins stated that owners of registered dogs receive a code to access the dog parks; however that does not prevent people from sharing the code with other dog owners that have not registered with the town. The dog park is pretty much only monitored for maintenance of the park with usage based on the honor system. Ms. Chapman stated that unless the town issued dog tags to be placed on collars and the gate is monitored she does not know what the solution would be to this problem. She asked if anyone has any ideas to please let her know. Vice Mayor Gregory asked if town staff could e-mail new access codes to registered dog park users monthly. Ms. Chapman stated that staff could but that does not stop people from sharing the new code. The concern is not that they are not paying the registration cost to use the park but the town has no documentation to say these dogs are properly vaccinated. Dr. Cook asked if vaccination records are required when registering through the town? Ms. Musick stated that is part of the registration process. Ms. Chapman asked what kind of waiver does dog park user sign when getting a dog permit. Ms. Musick stated that she does not think there is a waiver but you do sign that your dog is up to date on their vaccinations and a copy of that is shown to the clerk when getting the permit. Ms. Chapman asked if her dog was attacked by another dog at the park could the town be held responsible. Ms. Musick stated that the dog park is used at your own risk and the town would not be responsible. Ms. Chapman asked how many dogs are registered with the town. Staff present did not know but would find out through the treasurer's office. Ms. Chapman asked for Mrs. Tynes to let her neighbor know that the town continues to look at ways to monitor dog park usage and if she has any ideas please let town staff know.

3. Revised Windsor Castle Park Foundation Board Bylaws - Ms. Musick stated that new draft Windsor Castle Park Foundation Board bylaws were included in a supplemental posting today. Ms. Chapman asked if anyone had any questions about the revised bylaws. The Town Attorney stated that with the revised bylaws the Town Council will be dissolving the existing Windsor Castle Park Foundation Board. The town

will not have any influence over the board other than it is town property and they would need to get the town's approval for improvements that they wish to make at the park. The existing Foundation Board will be essentially a fundraising group and that is it. Ms. Chapman stated that they really appoint their own members now they just come to the town for it to be blessed. The town will no longer do that. Mrs. Tynes expressed concern over the change in the bylaws to become a separate entity so that the Foundation Board can have a 501c(3) status. She asked for clarification that the town would still have control over what happens at the park. In addition to the elected Foundation Board the Chair of the Smithfield Town Council's Parks and Recreation Committee and a member of town staff assigned by the Town Manager would serve as ex-officio, non-voting members. The Town Attorney stated that he really does not have anything to do with the Foundation Board because the revised bylaws make them completely independent. The town has nothing to do with the Foundation Board. Mrs. Tynes asked what the Town Attorney recommends as our legal advisor. The Town Attorney stated that it is fine but he wanted to make sure that with these new bylaws the Town Council is aware that they will have nothing to do with the Foundation Board in the future. The Foundation Board will no longer be a town function. Town Council will no longer appoint people to serve on that Board; however the town still owns the real estate so the Foundation Board will not be able to do anything at Windsor Castle Park without Town Council's approval. Once these new bylaws have been adopted by the Windsor Castle Foundation Board the Town Council will need to repeal the existing structure. Ms. Chapman stated that the new revised bylaws are necessary in order for the Foundation Board to become a standalone 501c(3) fundraising organization. Dr. Cook asked a hypothetical question that, as a safety net, if ten years down the road this foundation is doing something that the Town Council disapproves of we can say you can do nothing in Windsor Castle Park. You can raise all the money you want but you are not going to do anything in the park. The Town Attorney stated that was correct. Ms. Chapman stated that the intent of the Foundation will be a committee that works with the town even though they are separate to raise money for a particular item in the park. The Town Attorney stated that the only thing that you had before that you will no longer have is the ability to elect who the members are. Any changes or alternations to the park property must be approved by Town Council. Mrs. Tynes asked if the Foundation Board decides to stop raising money for the park and go somewhere else what happens to the funds that were raised for the park. The Town Attorney stated that in the application for the 501c(3) status there has to be provisions for the disposition of funds at the time that it terminates so that is addressed in the application. The Foundation Board could branch out and do other things along with raising money for Windsor Castle Park. The Town Clerk asked if this item needed to go to Town Council as a motion to approve the revised bylaws. The Town Attorney stated that once the revised bylaws have been adopted by the Foundation Board it will go before Town Council to dissolve the existing Windsor Castle Foundation Board that was originally created by Town Council. This item will be placed on November's Town Council agenda.

4. Smithfield 2020 Branding Initiative – Mr. Bodson reminded committee that the branding initiative was all about economic activity. We want to have a brand identified with the historic district to draw people downtown to the product. Smithfield 2020 has

asked a citizens committee and a merchants committee what the good things are about the downtown area. Ms. Winslow then turned the information over to her creative team and they have come up with a visual to capture that brand. Ms. Winslow stated that she wanted to share with committee what she had learned through the process. When Smithfield 2020 went through this process with the various focus groups we learned that a logo and a tagline are not a brand. People do not make travel or business decisions based on a logo or tagline. A brand is our reputation and how we manage that reputation is very important. Part of the whole process was narrowing their focus and figuring out what the town's primary lure is. Ms. Winslow stated that she only had two sets of packets that reveal the town's branding initiative. The branding will not be revealed to the public until Town and Country Days, October 12th. Ms. Winslow stated that what committee is looking at is what the creative team has come up with. Ms. Winslow explained how they came up with the branding. A brand must hit you in an emotional place. People are looking for an experience not something that they can look at. Ms. Winslow mentioned the phases that the two different focus group came up with that made them think of Smithfield. She stated that the one word that both groups came up with several times was "Safe". Ms. Winslow summarized the research in saying that the quote that makes us unique is Smithfield is the real deal. If you walk down our Main Street there are only two entities that are not locally owned and they are the two banks. The Town of Smithfield is an absolute authentic experience. When Smithfield 2020 thought about being an authentic small southern town where you are greeted on the street they came up with being genuine. Ms. Winslow explained that if you look at the "S" one of the words that came up repeatedly was charming. So the creative team came up with something that could actually be utilized and looks like a charm. The red heart is a reference to the Virginia is for lover's brand, which is the most successful brand ever. The shape of the "s" and the blue around it is in reference to the river and the end of the "s" is shaped like a pig's tail. That is a charming nod to the ham industry. They are using vibrant contemporary font. If you notice the word Smithfield is in a very traditional font. The town's tagline will be Savor Our Small-Town Southern Charm. This branding initiative will be rolled out to the public on October 12th. There will be a booth set up in front of the Smithfield Inn. And we will be handing out bumper stickers and 1752 ham biscuits. A new set of banners will be displayed once the branding initiative has been revealed at Town and Country Days. Mr. Bodson stated that Smithfield 2020 would like Town Council's help in advertising the new branding on October 12th by wearing the t-shirts that Ms. Winslow was handing out. Ms. Chapman asked if this would replace Ham, Hospitality, and Heart? Mr. Bodson stated that this branding would complement it. Ham, Hospitality and Heart is tourism's branding and marketing initiative for Isle of Wight County. Mrs. Tynes thanked Mr. Bodson and Mrs. Winslow for the t-shirts and stated that on behalf of Mayor Williams and Vice Mayor Gregory they would proudly wear their t-shirts October 12th at the VML conference in Arlington Virginia. Ms. Winslow stated that the intent of the branding initiative is to have everything in the historic district be branded. Mr. Bodson stated that there are three constituents that they are going after with this branding initiative. One is the traditional visitor that tourism draws today. The second constituents are the day shoppers from the Hampton Roads area. The third demographic that they are going after with the brand are the merchants in the historic district. Mr. Bodson stated that no tax payer dollars were spent on this

branding initiative. Committee thanked Mr. Bodson and Ms. Winslow for their presentation.

5. Aiken Fest Windsor Castle Trail Closure & Smithfield Recreation Country Que Windsor Castle Trail Closure – It was determined just prior to the committee meeting that trail closures for these events were not necessary. Ms. Chapman asked Ms. Proch if it was possible to put a small notice in the paper advertising trail closures when necessary. Ms. Proch did not see where that would be a problem. She stated that if it did not go in the community calendar the paper could always do a block advertisement.

6. Butterfly Garden by the Girl Scouts - Ms. Musick stated that the Girl Scouts have requested to put in a butterfly garden at Windsor Castle Park to the right of the main parking area. She stated that she had met with Mr. Hopkins and irrigation for that area would be easy. The Girl Scouts would take care of the design and installation. They would also maintain it for the first year. After the first year the maintenance would become the town's responsibility. Ms. Musick stated that the Girl Scouts had also talked about using a rain barrel for irrigation of the garden. Ms. Ippolito stated that the Girl Scouts did present this idea to the Windsor Castle Park Foundation Board at their last meeting. She explained that the Girls Scouts plan is to do some bulb planting this fall and perennial planting in the spring. They have not designed the garden yet because they wanted to get approval to do it first with the condition that they work with staff on site development. Ms. Chapman stated that this garden is also being done in memory of Rhonda Ralph who passed away last October. Ms. Ippolito stated the plaque would reference her memory and impact on children in the community. Mr. Pack stated that he has nothing against the Girl Scouts but expressed concern that this is the second project that committee is being asked to approve without seeing what the project will look like. Mr. Pack stated that he does not know what a butterfly garden is. Ms. Ippolito stated that the butterfly garden also came up in the planning process of the natural playground. The Natural Playground Company has placed the butterfly garden to right of the main parking lot across from the dedication wall. It would be a landscaped flower bed with flowers that attract butterflies. Ms. Chapman stated that in the future committee would like to see written proposal/presentation of what is being proposed at the park. Ms. Musick agreed that there needs to be a structure and she would create a form to be completed that would have pertinent information on it about the project being requested. Mr. Pack stated that coming before Town Council would also be a great learning curve for the Girl Scouts and Boy Scouts to see how local government works. Committee agreed to have the Girls Scouts come next month with their design plan of proposed butterfly garden. Mr. Hopkins stated that staff will also meet with them to discuss irrigation and maintenance of the garden.

The meeting adjourned at 5:06 p.m.

September 27, 2013

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, SEPTEMBER 24TH, 2013

The Public Works Committee held a meeting on Tuesday, September 24th, 2013 at 5:06 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise Tynes, and Dr. Milton Cook. Other Council members present were: Mr. Andrew C. Gregory, Vice Mayor; Mr. Randy Pack and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; and Mr. William Saunders, Planner/GIS Coordinator. Also in attendance was Ms. Gina Ippolito of Smithfield on the Move. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Member, Mrs. Denise Tynes called the meeting to order.

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

1. Operational Update – Mr. Hopkins stated that Committee Chair Smith called him prior to this meeting to ask him to pass along some information from a resident. He explained that Mr. Richard Turner had a serious sanitary sewer problem at his townhouse on Commerce Street. Staff has been working diligently the last several months to help assist this resident in determining where the problem was and how to resolve it. Town staff was limited to what they could do because the problem was not on town property but they were able to help with some guidance. Mr. Turner approached Mr. Smith and wanted to make sure that Town Council was aware that he was extremely pleased with the town's staff. They were very professional and down to earth. They went above and beyond to assist him. Mr. Hopkins also reported that staff continues to work on our Public Works Accreditation. At this time we are approximately sixty percent complete. Accreditation must be completed by February 2015. Mr. Hopkins also reported that the town received a \$4,000 safety grant from Virginia Municipal League (VML). This grant will be used to assist with the installation of a security gate at the reverse osmosis water treatment facility.

The meeting adjourned at 5:10 p.m.

September 27, 2013

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, SEPTEMBER 24TH, 2013.

The Public Buildings and Welfare Committee held a meeting on Tuesday, September 24th, 2013 at 5:10 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Other Council members present were: Mr. Andrew C. Gregory, Vice Mayor; Mr. Randy Pack, Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; and Mr. William G. Saunders, Planner/GIS Coordinator. Also in attendance was Ms. Gina Ippolito of Smithfield on the Move. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chairman, Dr. Milton Cook called the meeting to order. Mayor Williams, Vice Mayor Gregory and Mr. Pack were appointed to sit on this committee to make a quorum.

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

1. Smithfield on the Move Update and Submittal of Next Round of Grant Funding - Ms. Ippolito stated that it is really not an update like she gave committee last time with the pretty graphs. That update will come at the end of November. This update is to let committee know where we are with some upcoming grant funding. The first grant application was made two years ago to the Virginia Foundation for Healthy Youth. This was before the Smithfield on the Move wellness strategic plan was adopted by Town Council. The Virginia Foundation for Healthy Youth is state funded for the prevention of childhood obesity. This grant is a two year grant for up to \$70,000. Ms. Ippolito stated that unlike the Obici Foundation Grant which is very program oriented the purpose of the Virginia Foundation for Healthy Youth is very much infrastructure for your advisory board. They are looking for policy and cultural changes and/or education for the advocates in the community that are helping with the wellness initiative. Ms. Ippolito stated that this application is due October 15th and she does not have the application for

committee to review. The Town Manager is very informed on it and supports the application. The plan is to request approximately \$25,000 the first year and approximately \$20,000 the second year. Ms. Ippolito stated that they have about sixteen people on the advisory committee however only eight to twelve show up on a regular basis due to their schedules. They are looking at expanding this group and giving them some training. There are a lot of opportunities in the Hampton Roads area. The State will also be doing a conference next January which would fall into this grant cycle. It is the State's conference on obesity and the health of the Commonwealth of Virginia. This grant will pay for things like this. The advisory committee is also looking at expanding their group and creating two subcommittees. One would be focused on low income families. The SNAP program has been implemented at the Farmers Market through the Obici Foundation Grant and it is not be utilized as much as it was anticipated so this group that focuses on low income families could reach out to find out why. Is it a transportation issue or some other issue. Our low income families have a higher demographic rate of obesity. This grant will better prepare us for applying for program oriented grants. In year two the plan is to revisit the strategic plan and make any necessary changes. This grant would allow them a chance to look into developing joint usage agreements whether this is with a church or the community room at Jersey Park. The agreement would provide locations to implement a programs. This grant will not pay for the program that will be operated in that room but it will pay to figure out liability issues and how to overcome those. Ms. Ippolito stated that just because the application is submitted does not mean the town has to accept the grant funds in January. Dr. Cook asked for Ms. Ippolito to forward the completed application to Town Council once it has been submitted for them to review. Committee recommended approval of grant application to the Virginia Foundation for Healthy Youth.

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

1. Pinewood Heights Phase II Update - Mr. Saunders reported that the town owns one more unit next to where the duplex was demolished. There are some issues with 44 Carver that have to be resolved in federal court before the town can move forward with that property. Offers are being made to the next units in line. He stated that in a four to six month period the town may possibly have another three units ready for demolition. Dr. Cook asked if he was reading the minutes correctly that the town does not have to acquire all properties in multi-year 1 before moving to multi-year 2. Staff stated that was correct. The town is only required to relocate and make offers. Because the town is working between multi-year 1 and multi-year 2 there is a little more flexibility than the town first thought.

2. Exemption Process to Allow Camping on Public Property - Dr. Cook stated that he had concerns in regards to the recent ordinance that was passed in regards to no loitering or encamping in public parks. He referred to when Vice Mayor Gregory asked at the Town Council meeting about the Boy Scouts being allowed to camp there and the Town Attorney replied that the town could always grant an exemption to allow. Since

the meeting he stated that he was told unless the ordinance has written into it given the town permission to grant an exemption that cannot be done. The Town Attorney stated that he thinks this is something that will never occur but if the town wants the ordinance to include that language we can amend the ordinance. Dr. Cook stated that if we are going to have an ordinance why not have it amended so the language is correct to deal with things that could come up in the future. The Town Attorney stated that the town does not even allow people in the park after dusk. The Town Attorney stated that he could amend the ordinance to say except as may otherwise be permitted by the Town Manager. A lengthy discussion was held on whether the recent loitering ordinance should be amended. Dr. Cook asked how events that are held after dark there now such as weddings and concerts are permitted. The Town Attorney stated that they are granted permission by the rules and regulations. Dr. Cook stated that he was not in favor of unintended restrictions in the ordinance. The Town Attorney stated that there is nothing in the recent loitering ordinance that was adopted that was not there before it was adopted except the fact the police department now have something to deal effectively with loiterers. Loitering is people abusing public places. Mr. Pack asked if the Boy Scouts came to the Town Manager tomorrow and asked to camp at Windsor Castle Park what would the procedure be. The Town Attorney stated that based on our discussion today the town would probably say that it is not allowed because we have an ordinance that precludes it. If that is not what you want to do then he would suggest Tuesday night at the Town Council meeting to amend the ordinance to include the permission language. The Town Attorney stated that Dr. Cook was right when he said that there was a distinction between an ordinance and a rule. A rule can be deviated from but an ordinance cannot unless you give yourself permission to deviate from the ordinance. Dr. Cook asked if the Town Attorney thinks this will not be an issue. The Town Attorney stated that with Dr. Cook's concerns we should amend the ordinance at the next town council meeting. The ordinance would say that you shall not do any of these things except as may be otherwise permitted by written notice from the Town Manager. Mayor Williams stated it may be better worded by the discretion of the Town Manager. The Town Attorney stated that Town Council would then need to give the Town Manager some guidance about overnight stays in the park. The Town Attorney stated that Town Council needs to think about the long term policy about after dark events if they open it up to the Boy Scouts. At this time the town has a policy that says it is not allowed. Dr. Cook expressed his concerns that violation of the loitering ordinance is a class 1 misdemeanor. The Town Attorney stated that punishment is entirely up to the judge. The Town Attorney continued to say that that any violation of the Town Code is a class 1 misdemeanor unless otherwise specified. Dr. Cook stated that he was not aware of that. After continued discussion it was decided that this ordinance would not go back to Town Council for amendments at this time.

Meeting Adjourned at 5:45 p.m.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
September 2013**

Committees and Projects:

09/03 Town Council – Center – Chief Bowman
09/04 Department Head – Center – Chief Bowman
09/09 ECC meeting – Chief Bowman, Deputy Chief Howell
09/10 TRIAD meeting – IofW Courthouse – Sgt. B. Miller, Kurt Beach
09/11 Retirement Function – Potomac River Fisheries Commission – Colonial Beach,
VA – Chief Bowman
09/16 No Thru Trucks meeting – Town Hall – Deputy Chief Howell
09/17 Crime Line meeting – Center – Sgt. C. Meier, Annette Crocker
09/17 Town and Country Days/Aiken Fest Event meeting – Town Hall – Chief
Bowman, Deputy Chief Howell
09/17 C.H.I.P. Meeting – PD – Officer J. Adams, Annette Crocker
09/18 Discuss Town Contracts meeting – Center – Kristi Jenkins
09/18 Department Head – Center – Chief Bowman
09/19 HRCJTA Board of Directors meeting – Newport News – Chief Bowman, Deputy
Chief Howell
09/20 Smithfield Crime Prevention Team meeting – Kurt Beach
09/23 Police Committee meeting – Center – Chief Bowman
09/25 Smithfield Crime Prevention – subcommittee committee mtg – PD – Lt. Rogers,
Kurt Beach

Training

09/04 – 06 Tac Ops East – Tyson's Corner, VA – Lt. Valdez, Sergeant Araojo (24 hrs.)
09/06 Intox Recert – Richmond – Sgt. Miller (4 hrs.)
09/09 – 11 DUI Detection and SFST 2013 – York/Poquoson Sheriff's Office – Officer E.
Phillips (24 hrs.)
09/09 – 13 General Instructor School – Hampton Roads Criminal Justice Training Academy
(HRCJTA) – Officer N. Anderson, Officer S. Johnson (40 hrs.)
09/18 – 20 48th Annual State Crime Clinic Training Conference – Norfolk – Officer C.
Seamster, Kurt Beach (24 hrs.)
09/23 – 27 Basic Homicide Investigation Course – Portsmouth PD – Sgt. C. Meier, Officer E.
Phillips (40 hrs.)
09/23 – 10/02 Dispatch School – HRCJTA – Amanda Weihe (40 hrs)
09/25 Intervening at the Crossroads – Child Abuse and Juvenile Justice – Hampton –
Officer N. Anderson (8 hrs.)
09/30 – 12/05 FBI, NA – Quantico, VA – Lt. M. Rogers
09/30 – 10/02 Dispatch School – HRCJTA – Amanda Weihe

In-House Training:

09/11 VCIN Recert – PD – Annette Crocker (4 hrs.)
09/20 Boat Training – PD – Sgt. Meier, Sgt. Miller, Officer Anderson, Officer Hill,
Officer Anderson, Officer Phillips, Officer Powell
09/24 ERT Training – Windsor Castle Park – Lt. Rogers, Sgt. Araojo, FTO Powell, FTO
Seamster, FTO Hill (1 hr)
09/25 Motorcycle Training – Smfd – Sgt. Jones

Community Relations

08/26 Pop Warner Football – Smithfield High School – Sgt. Jones
08/29 Car Seat Installation – PD – Officer Seamster
08/29 Playing basketball with the kids – Church Manor – Officer Wright
09/25 Homework Station – Jersey Park Apartments – Officer Bancroft

Investigations:

Case#: 2013-00813
Location: 200 Block Washington Street
Offense: Possession of “spice”, Possession of Firearm by Felon
Disposition: Cleared by arrest

On 08/25/2013 officers while on routine patrol came into contact with two occupants sitting in a vehicle on Washington Avenue during the early hours of the morning (4:15 am). The officers observed the vehicle along the roadway and as the officers approached the vehicle pulled off and drove to the end of First Street, made a U-turn then came back to its original location near 202 Washington and then pulled into the driveway. The officers noticed as the vehicle was traveling down First Street, the headlights were never turned on. The officers initiated a traffic stop with the vehicle as it pulled into the driveway near 202 Washington. Contact was made with the two occupants and both were identified. During this initial contact officers observed a noticeable scent coming from the vehicle, similar to that of burning marijuana. Officers asked the occupants if there was any marijuana in the vehicle and were advised there was none. However the officer standing and making observations from the passenger’s side of the vehicle noticed a small plastic container containing a green leafy substance in the lap of the passenger. Both occupants were asked to exit the vehicle so a more thorough search could be conducted. During this time officers observed a small “roach” of what appeared to be a marijuana cigarette in the door handle area of the driver’s door. They also observed a black firearm, walther ppk 380 caliber, on the floor board at the feet of the passenger. Both subjects were detained briefly and the passenger was identified as being a convicted felon. The passenger was subsequently taken into for the possession of the firearm and the driver was issued a summons for the suspected “spice” drug. Case is cleared by arrest.

Case#: 2013-00893
Location: 1510 S. Church Street
Offense: Grand Larceny
Disposition: Pending

On 09/16/2013 officers responded to Council Sales and Service located at 1510 S. Church Street in reference to a breaking and entering that occurred overnight. Upon arrival officers spoke with the business employees that stated when they arrived for work at approximately 7:00am, they noticed a window on the front of the business had been partially broken out. Upon further investigation they noticed two chainsaws had been removed from within the business. The employees were also able to identify two riding lawn mowers that were removed from the side of the business as well. Officers were able to see where a trailer was pushed to the rear of the business to allow access for the riding lawnmowers to be removed. There is no video surveillance within or around the business. Investigators were able to recover blood from an apparent injury sustained by one of the suspects during the breaking of the businesses window; this evidence was collected and will be sent to the state lab for analysis.

This case is pending.

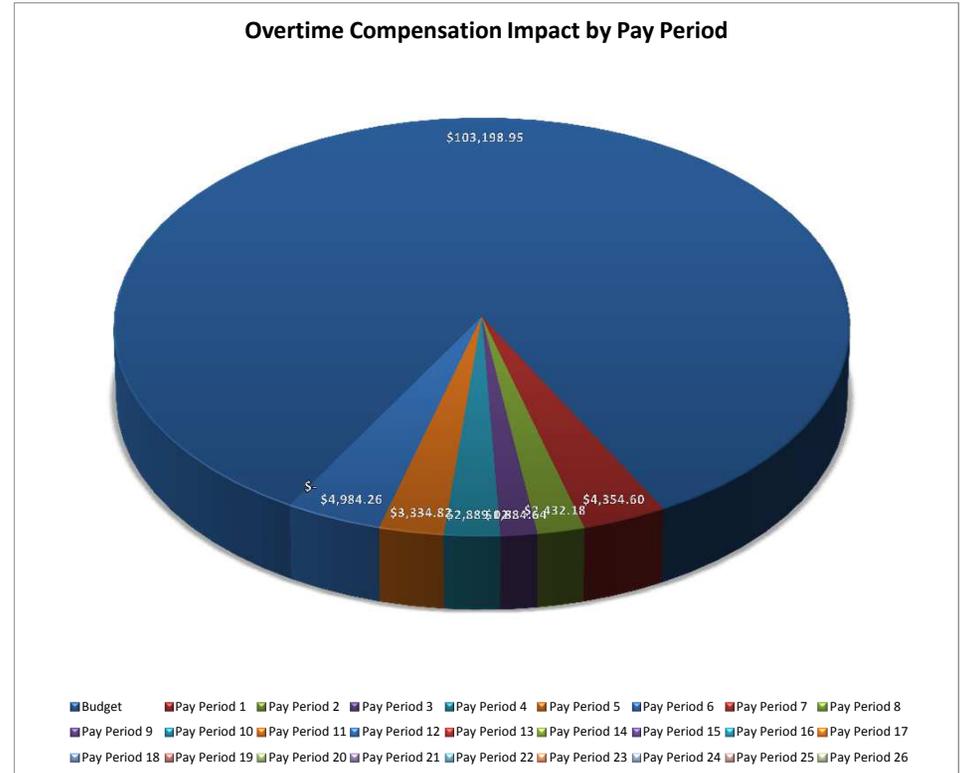
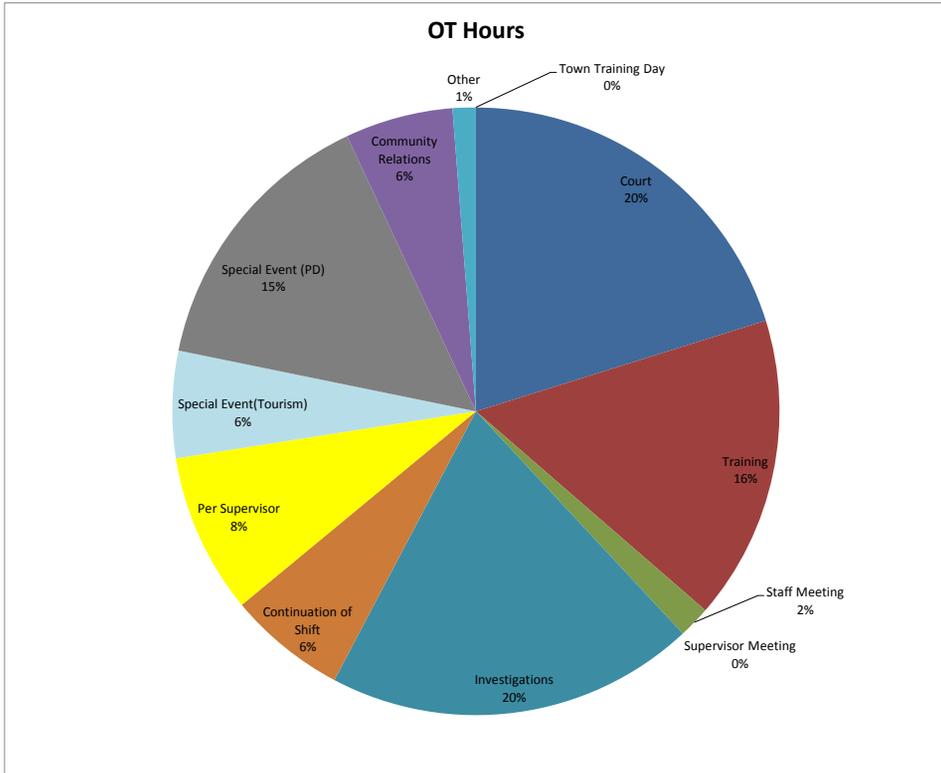
Case#: 2013-00896
Location: 200 Block Smith Drive
Offense: Fraud, Narcotic Violations
Disposition: Cleared by Arrest

On 09/16/2013 the Smithfield Police Department Investigations Unit, obtained a search warrant for the residence at 212 Smith Drive as well as three accompanying arrest warrants for the residents for fraud. The house at 212 Smith Drive had received numerous citizen complaints. These complaints were substantial and warranted a surveillance unit from the police department to document the activity described by the neighbors. This activity included large amounts of vehicle traffic, stop and go traffic and obvious hand to hand transactions with the occupants of the vehicles that frequented the residence. Investigations were able to verify this activity and identify it as what is consistent with narcotics trafficking. While gathering intelligence on the residence, renters, occupants, etc. it became apparent that a utilities fraud was being committed by two of the known residents of the house. Warrants were obtained and the execution of both the search and arrest warrants was conducted. During the search three people were taken into custody, two for fraud and one for non-related outstanding warrants. Also during the search a small baggie of suspected cocaine was recovered from the master bedroom. Investigators were also able to show where one of the occupants had attempted to flush at least three baggies of suspected cocaine down the toilet as the officers entered the residence. This case is cleared by arrest.

Snap Shot Report (1st Quarter)

Proposed Expenditure for Quarter \$25,799.73
 Actual Expenditure for Quarter \$20,128.72
 Remaining \$5,671.02

Beginning Budget \$103,198.95
 Remaining Budget \$83,070.24



OT Hours by Pay Period & Classification (Quarterly)

	June 30- July 13	July 14 - July 27	July 28- Aug 10	Aug 11- Aug 24	Aug 25- Sept 7	Sept 7 - Sept 21		Quarter Totals
Court	42.5	13.5	8	23.5	29	15	0	131.5
Training	29	11.5	0	28.5	16	20.5	0	105.5
Staff Meeting	11	0	0	0	0	0	0	11
Supervisor Meeting	0	0	0	0	0	0	0	0
Investigations	13	23	17	17	19.5	38.5	0	128
Continuation of Shift	13	3	4.5	11.5	7.5	1.5	0	41
Per Supervisor	0	0	0	0	27.5	28	0	55.5
Special Event (Tourism)	37	0	0	0	0	0	0	37
Special Event (PD)	30.5	0	3	15.5	0	47.5	0	96.5
Community Relations	0	25	12.5	0	0	0	0	37.5
Other	0	0	0	0	5	3	0	8

Provided support services to IOWSO for the IOW County Fair

Reporting Period: 9/1/2013 thru 9/26/2013

Total Deposits for September 2013 - \$13,938.44

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Payment	9/5/2013	SC1724		Electronic Transfer	Virginia Department of Conservation and Recreation	DCR Conference	2232		400.00
Payment	9/16/2013	SC1700	Check	1817761	Relay for Life	Relay Survivors Banquet	2099		150.00
Payment	9/18/2013	SC1718	Check	326802	Isle of Wight Schools	Teacher of the Year Banquet	2252		200.00
Payment	9/26/2013	SC1683	Check	2140100	Smithfield Packing	Quarterly Update	1922		400.00
								Total	1,150.00
Deposit	9/3/2013		Check	1168	Ruth and Bright Reception	Ruth and Bright Reception	2051		500.00
Deposit	9/4/2013		Master Card	MC	Miskiel-Pothier Wedding & Reception	Miskiel-Pothier Wedding & Reception	2102		730.60
Deposit	9/4/2013		Visa	Visa	Thompson and Pittman Wedding and Reception	Thompson and Pittman Wedding and Reception	2106		425.00
Deposit	9/4/2013		Visa	Visa	Weller-Watters Wedding & Reception	Weller-Watters Wedding & Reception	2397		500.00
Deposit	9/5/2013		Master Card	Master Card	Bowles and Little Reception	Bowles and Little Reception	2400		600.00
Deposit	9/5/2013		Master Card	Mater Card	Robinson-Lusk Reception	Robinson-Lusk Reception	2398		500.00
Deposit	9/6/2013		Visa	Visa	Huff and Taylor Wedding and Reception	Huff and Taylor Wedding and Reception	2240		800.00
Deposit	9/6/2013		Master Card	Master Card	Rockwell and Platteel Reception	Rockwell and Platteel Reception	2399		400.00
Deposit	9/6/2013		Check	8805	McDonald and Moring Wedding and Reception	McDonald and Moring Wedding and Reception	2080		700.00
Deposit	9/6/2013		Visa	Visa	Hathaway-Sachs Reception	Hathaway-Sachs Reception	2403		500.00
Deposit	9/9/2013		Money Order	MO	Andria Tyler	Andria Tyler 21st Birthday Party	2168		500.00
Deposit	9/11/2013		Check	4410	Steiger-Melms Reception	Steiger-Melms Reception	1894		500.00
Deposit	9/13/2013		Visa	Visa	Lamb and Malcott Wedding and Reception	Lamb and Malcott Wedding and Reception	2407		425.00
Deposit	9/13/2013		Visa	Visa	Healey and Kilian Wedding and Reception	Healey and Kilian Wedding and Reception	2251		425.00
Deposit	9/17/2013		Check	1020	Proffit-Culpepper Wedding & Reception	Proffit-Culpepper Reception	2154		180.00
Deposit	9/17/2013		Visa	Visa	Dottie Harris	Harris 50th Anniversary	2412		400.00
Deposit	9/17/2013		Visa	Visa	Markland and Wallace Wedding and Reception	Markland and Wallace Wedding and Reception	2413		600.00
Deposit	9/17/2013		Visa	Visa	Miskiel-Pothier Wedding & Reception	Miskiel-Pothier Wedding & Reception	2102		150.00
Deposit	9/19/2013		American Express	Amex	Seay and Dolan Wedding and Reception	Seay and Dolan Wedding and Reception	2414		425.00
Deposit	9/19/2013		Visa	Visa	Turner and Gills Wedding and Reception	Turner and Gills Wedding and Reception	2364		100.00
Deposit	9/21/2013		Visa	Visa	Cahoon-Jones Wedding	Cahoon-Jones Wedding	2418		212.50

Reporting Period: 9/1/2013 thru 9/26/2013

Total Deposits for September 2013 - \$13,938.44

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	9/23/2013		Master Card	MC	Young and Purdy Wedding and Reception	Young and Purdy Wedding and Reception	2268		834.00
Deposit	9/23/2013		Visa	Visa	Lean and Webb Wedding and Reception	Lean and Webb Wedding and Reception	2172		1,075.60
Deposit	9/24/2013		Visa	Visa	Scott and Smith Wedding and Reception	Scott and Smith Wedding and Reception	1952		56.36
Deposit	9/24/2013		Visa	Visa	Scott and Smith Wedding and Reception	Scott and Smith Wedding and Reception	1952		24.38
Deposit	9/26/2013		Check	2529581	Denise Tynes	Retirement Banquet	2415		400.00
Deposit	9/26/2013		Visa	Visa	Apple Tree Learning Center	Employee Training	2417		400.00
								Total	12,363.44
								Grand Total	-13,513.44

September 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Sat Rate Helen Off Herbert Off Ford Anniversary Party MHSu 250	Sat Rate-Labor Day Helen Off	Helen Off Town Council A&B 20	Helen Off	Helen Off Chamber Annual Meeting Haydens 60 Dominion Safety Meeting MHSu 210	Helen Off	Wilson and East Wedding and Reception MHSu 140
8	9	10	11	12	13	14
Amber's Bridal Shower C&D 40		Pinewood Heights Meeting C&D 15	DCR Conference MH 50	IOW Fair Huff and Taylor Rehearsal Deck 25 Playground Plans Viewing A&B 10	IOW Fair Harris and Jones Wedding and Reception MHSu 125	IOW Fair Helen Off Evening Ruth and Bright Reception MH 145
15	16	17	18	19	20	21
IOW Fair Huff and Taylor Wedding and Reception MHSu 150		BHA&R A&B 12 Center Staff Meeting A&B 9 Crimeline C&D 20 Schoolhouse Meeting C&D 20	Staff Meeting C&D 12 Town Contractors Meeting C&D 8	Smithfield Kiwanis Installation Dinner MH 60 Smithfield Women's Club B,C&D 80	Wedding on Sunday at WC McDonald and Moring Rehearsal Deck 20	Wedding on Sunday at WC McDonald and Moring Wedding and Reception MHSu 125
22	23	24	25	26	27	28
Proffit-Culpepper Reception MHSu 80	Committee Meetings C&D 12	Calvin Off Committee Meetings C&D 20	Amy Off Package Foods Group Reception MH 50	Miskiel-Pothier Setup MHSu 10	Courtney Off Melissa Off Miskiel-Pothier Wedding & Reception MHSu 150	Calvin Off Courtney Off Melissa Off Steiger-Melms Reception MH 110
29	30					
Calvin Off Courtney Off Melissa Off	Courtney Off Melissa Off					

Smithfield Center Discounts - September 2013

Booking Date	Event Name	Room Code	Discount Percent
9/1/2013	Ford Anniversary Party	MHSu	0.00%
9/3/2013	Town Council	A&B	100.00%
9/4/2013	Staff Meeting	C&D	100.00%
9/4/2013	Dominion Safety Meeting Setup	MHSu	0.00%
9/5/2013	Chamber Annual Meeting	Haydens	0.00%
9/5/2013	Dominion Safety Meeting	MHSu	0.00%
9/7/2013	Wilson and East Wedding and Reception	MHSu	0.00%
9/7/2013	Thompson and Pittman Wedding and Reception	Riverfront	0.00%
9/8/2013	Amber's Bridal Shower	C&D	0.00%
9/10/2013	Pinewood Heights Meeting	C&D	100.00%
9/11/2013	DCR Conference	MH	0.00%
9/12/2013	Playground Plans Viewing	A&B	100.00%
9/12/2013	Huff and Taylor Rehearsal	Deck	0.00%
9/13/2013	Harris and Jones Wedding and Reception	MHSu	0.00%
9/13/2013	Healey and Kilian Set-up	Riverfront	0.00%
9/14/2013	Ruth and Bright Reception	MH	0.00%
9/14/2013	Healey and Kilian Wedding and Reception	Riverfront	0.00%
9/15/2013	Huff and Taylor Wedding and Reception	MHSu	0.00%
9/17/2013	BHA&R	A&B	100.00%
9/17/2013	Center Staff Meeting	A&B	100.00%
9/17/2013	Schoolhouse Meeting	C&D	100.00%
9/17/2013	Crimeline	C&D	100.00%
9/18/2013	Staff Meeting	C&D	100.00%
9/18/2013	Town Contractors Meeting	C&D	100.00%
9/18/2013	Smithfield High School Cross Country Races	Courtyard	0.00%
9/19/2013	Smithfield Women's Club	B	50.00%
9/19/2013	Smithfield Women's Club	C&D	50.00%
9/19/2013	Smithfield Kiwanis Installation Dinner	MH	50.00%
9/20/2013	McDonald and Moring Rehearsal	Deck	100.00%
9/21/2013	McDonald and Moring Wedding and Reception	MHSu	0.00%
9/22/2013	Proffit-Culpepper Reception	MHSu	10.00%
9/22/2013	Proffit-Culpepper Wedding	Riverfront	10.00%
9/23/2013	Committee Meetings	C&D	100.00%
9/24/2013	Committee Meetings	C&D	100.00%
9/25/2013	Package Foods Group Reception	MH	0.00%
9/26/2013	Miskiel-Pothier Setup	MHSu	20.00%
9/27/2013	Miskiel-Pothier Wedding & Reception	MHSu	20.00%
9/28/2013	Steiger-Melms Reception	MH	0.00%
	100% discount	13	
	50% discount	2	
	20% discount	1	
	10% discount	1	

Smithfield/Isle of Wight Tourism Activity Report – September 2013

- Director attended the Isle of Wight Board of Supervisors Meeting 9/19/13.
- Director attended Smithfield Town Council Meeting 9/3/13.
- Attended CVTA Value of Tourism Committee meeting 9/3/13.
- Attended Smithfield Community Crime Prevention Task Force meetings 9/3/13 and 9/6/13 and 9/20/13.
- Held monthly Tourism Staff Meeting 9/9/13. All FT staff in attendance.
- Smithfield 2020 Meeting 9/4/13. Smithfield 2020 Executive Committee meeting held 9/25/13. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org
- Met with potential new restaurant prospect 9/4/13.
- Farmers Markets held 9/7/13, 9/14/13, 9/21/13 and 9/28/13. FABULOUS attendance numbers! Great season!!!! The Farmers Market is open every Saturday until the end of October and for specialty markets in November and December. Market started accepting SNAP on 6/22/13.
- Serving as Chair for the HSL Board Search Committee for the new Executive Director for Historic Saint Luke's Church. Spent day with selected candidate 9/5/13. Candidate unable to take job and informed on 9/23/13. Additional interviews held 9/26/13. Search Committee meetings held 9/4/13, 9/17/13 9/20/13.
- Attended Risk Management Committee meeting 9/5/13.
- Attended Open Mic night for Aiken & Friends Music Fest 9/5/13 at Victorian Station and at Cozzy's on 9/10/13. Winners selected to perform in this year's fest on 10/5/13.
- Branding Team meeting held 9/9/13 to discuss roll-out of new branding materials.
- Judged art contest for Western Tidewater Regional Jail 9/9/13.

- Gave opening speech for the DCR Water Trails Conference held in Smithfield (24 rooms at the Hampton Inn and meeting at the Smithfield Center)
- Worked the Isle of Wight County Fair 9/12-15/13. Very successful Fair! Great weather and attendance! Set up Welcome Tent 9/11/13 and attended Seafood Fest.
- Attended Webinar “Visitor Information Centers & Services in the Digital Ag” 9/13/13.
- Asked to serve on the VA-1 Programming Committee for the 2013 VA-1 Tourism Summit Conference (to take place in Hampton 11/13) hosted by Virginia Tourism/VACVB/VHTA. Meeting held in Richmond 9/24/13.
- Schoolhouse Museum Board Meeting 9/17/12.
- Special Event Committee meeting 9/17/13 (Town & Country Day & Aikenfest).
- Attended Coastal Virginia Tourism Alliance full monthly meeting 9/18/13.
- Attended 2014 Smithfield Wine & Brew Fest meeting 9/18/13.
- Attended County Wellness Committee 9/19/13. County will be doing free FLU shots, a wellness fair and will have a HOG JOG team!
- Hosted City of Hopewell Economic Development Team with Bill Hopkins, Rick Bodson, Amy Musick and Lisa Perry 9/23/13.
- Attended Farewell reception for retiring County Administrator, Doug Caskey 9/24/13.
- Met with Joan Baker with the Fort Monroe Authority 9/25/13.
- Filmed the COUNTY BEAT with Don Robertson 9/25/13.
- Attended Historic Smithfield Board meeting 9/25/13.
- Sesquicentennial Meeting held 9/26/13. Plans for Battle of Smithfield event and teaching materials presented.
- Attended Smithfield Foods statue dedication 9/30/13.
- Staff attended County Staff Meeting 9/23/13
- Attended Council Committee meetings 9/23/13 and 9/24/13.

- Staff attended Smithfield Staff Meeting 9/4/13, 9/18/13.
- Tourism Facebook postings 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.visitsmithfieldisleofwight.com for more details!

ZONING PERMITS AUGUST 2013

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6269	4 SHEDS ON SKIDS	MOONEFIELD ESTATES	202 MOONEFIELD DRIVE	MARK A. THOMPSON
6270	10' X 16' SHED	SOUTH CHURCH STREET	1212 SOUTH CHURCH STREET	MO CANADA
6271	6' TALL PRIVACY FENCE	MOONE PLANTATION	169 LANE CRESCENT	GREG BAILEY
6272	SIGN PERMIT	LANA AFFEMANN PERFORMANCE HORSES	18403 CYPRESS CROSSING	LANA AFFEMANN KAREN WILLIAMS
6273	6' TALL PRIVACY FENCE	COLONIAL ACRES	1602 COLONIAL AVENUE	GRACE HAMLIN
6274	REPLACE ROOF STRUCTURE AND RENOVATE	HISTORIC DISTRICT	402 GRACE STREET	ISLE OF WIGHT COUNTY T. CARTER WILLIAMS CHRISTIAN OUTREACH
6275	SIGN PERMIT	CHRISTIAN OUTREACH	402 GRACE STREET	CHRISTIAN OUTREACH T. CARTER WILLIAMS
6276	3' TALL FENCE	HISTORIC DISTRICT FARMERS MARKET	115 MAIN STREET	BANK OF SOUTHSIDE VIRGINIA WILLIAM T. HOPKINS
6277	SCREENED PORCH	MOONE PLANTATION	317 CALVERY WAY	STURDEVANT CONSTRUCTION MR. AND MRS. HUFFAKER
6278	12' X 24' STORAGE SHED	PAGAN POINT	502 CRANFORD	COLONIAL BARNS INC. HENRY MCBURNEY
6279	6' TALL FENCE DUMPSTER ENCLOSURE	RED POINT HEIGHTS	100 WAINWRIGHT DRIVE	CLIFF CLIFTON SMITHFIELD BAPTIST CHURCH
6280	16' X 16' GAZEBO	MOONEFIELD ESTATES	213 MOONEFIELD DRIVE	ULTIMATE HARDSCAPES WILLIAM PETERSON
6281	34' X 15' INGROUND POOL	WELLINGTON ESTATES	224 WELLINGTON CIRCLE	THE POOL GUYZ ALLISON
6282	12' DIAMETER GAZEBO 14' X 14' PERGOLA	CYPRESS CREEK	408 MUIRFIELD	PARADISE AQUATICS CLARK

RESOLUTION

STREET CLOSURE FOR ZOMBIE WALK

WHEREAS, the Smithfield Rotary Club and other organizers have proposed to hold “Zombie Walk” event on Saturday October 19, 2013 to promote polio awareness; and,

WHEREAS, the event will provide entertainment and recreation to visitors and to the citizens of the Town without working undue hardship on the residents; and,

WHEREAS, the Town Council desires to cooperate with the organizers of the proposed event by closing off certain of the Town’s streets in order to allow a safe and convenient environment for the proposed “Zombie Walk”.

NOW, THEREFORE, be it resolved that on Saturday, October 19, 2013 the following portion of Main Street shall be closed from 5:25 p.m. until 6:15 p.m.: Main Street from the old “Little’s Supermarket Property” to its intersection with S. Church Street.

BE IT FURTHER RESOLVED, that said street closure shall be temporary and for only such time as may be necessary to assure safe travel of the participants down and along Main Street. Street closure shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 1st day of October, 2013.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

**RESOLUTION
STREET CLOSURE FOR HOMECOMING PARADE ROUTE**

WHEREAS, the Smithfield High School has proposed to hold a Homecoming Parade on Friday, October 25, 2013 at 4:30 p.m.; and,

WHEREAS, the Smithfield High School has requested that certain streets within the Town be closed for the Homecoming parade; and,

WHEREAS, it appears to the Town Council that the brief time during which these streets will be closed for the parade will not work undue hardship on the residents and businesses along the parade route; and,

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

NOW, THEREFORE, be it resolved that on Friday, October 25, 2013, the following streets or portions of streets shall be closed from 4:30 p.m. until the conclusion of the Homecoming parade: all of James Street, Grace Street from its intersection with Main Street to its intersection with N. Mason Street, Main Street from its intersection with Grace Street to its intersection with N. Mason Street; N. Mason Street from its intersection with Main Street to its intersection with Grace Street.

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

Adopted this 1st day of October, 2013.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

RESOLUTION
STREET CLOSURE FOR FARMERS MARKET

WHEREAS, the Smithfield Farmers Market has proposed that a farmers market event be held in the evening on Friday, December 13, 2013 from 6:00 p.m. until 10:00 p.m. and has requested that certain streets within the Town be closed during the event; and,

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

NOW, THEREFORE, BE IT RESOLVED that on Friday, December 13, 2013, the following streets or portions of streets shall be closed from 4:00 p.m. until 11:30 p.m.: Main Street from its intersection with North and South Church Streets to its intersection with Institute Street; and,

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

Adopted this 1st day of October, 2013.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

RESOLUTION TO ESTABLISH TAX RELIEF PERCENTAGE FOR PERSONAL
PROPERTY TAXES

WHEREAS, pursuant to the provisions of Section 74-23. Personal Property Tax Relief, of the Town Code, the Town Council has enacted provisions which require that the Town Council set the rate of tax relief at such a level that it is appropriate to exhaust fully PPTRA relief funds received from the Commonwealth of Virginia; and,

WHEREAS, the Town Council of the Town of Smithfield has reviewed the information provided by the Commonwealth of Virginia as to the proposed amount of relief funds which are likely to be paid to the Town of Smithfield and have determined that the amount to be received are insufficient to fully satisfy the full amount of tax relief that was contemplated by the PPTRA; and,

WHEREAS, the Town Council has determined that the available PPTRA funds may be sufficient to grant tax relief in an amount equal ____% of the tax liability on eligible vehicles under the provisions of Section 74-23 of the Town Code.

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Smithfield that the funds received by the Town from the Commonwealth of Virginia pursuant to the Personal Property Tax Relief Act for personal property tax relief shall be applied to the individual tax bill at a percentage of ____% of the tax liability for eligible vehicles owned by residents of the Town of Smithfield and which are subject to personal property taxation

Adopted this 1st day of October, 2013.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk



Isle of Wight County
 PO Box 80
 Isle of Wight, VA 23397
 757-365-6273

Original

INVOICE

Town of Smithfield portion of
 12-13 E-911 deficit \$83,997.3
 1
 May E-911 (\$49,287.50)

Invoice Date	Invoice No.
09/20/2013	1026
Customer Number	
677	
Invoice Total Due	
\$10,066.06	
Amount Paid	

Due upon receipt

OFFICE

TOWN OF SMITHFIELD
 P O BOX 246
 SMITHFIELD, VA 23431

09350182014900001026400010066066

Isle of Wight County, Isle of Wight, VA 23397

Invoice Date 09/20/2013 Customer Number 677

Description	Quantity	Price	UOM	Original Bill	Adjustment	Paid	Amount Due
E911 TRUE-UP	1.00	\$10,066.06	EACH	\$10,066.06	\$0.00	\$0.00	\$10,066.06

G/L ACCOUNT SUMMARY:

Organization	Object	Project	GL Amount
2400	1133		\$10,066.06

Please make checks payable to Isle of Wight County

Invoice Total:

\$10,066.06

Accrued balance \$ 34,364.17
 Actual True Up (10,066.09)
 Savings \$ 24,298.08

VENDOR # 2922
 ACCOUNT # 0-100-250-0999
 DEPT HEAD ed
 TOWN MANAGER PMS

INVOICE DUE UPON RECEIPT

**ISLE OF WIGHT COUNTY
DEPARTMENT OF BUDGET AND FINANCE**

REQUEST FOR BILLING

Please Bill:

Organization Name: Town of Smithfield

Contact Person: Ellen Minga

Address: _____

City / State: _____ Zip: _____

Phone Number: _____

Fax Number: _____

In the amount of: \$10,066.06

For the following: (please provide specifics)

Town of Smithfield portion of FY 13 E-911 deficit	\$	83,997.31
01.24.13 payment	\$	(49,287.50)
4.10.13 payment	\$	(24,643.75)

Charge Code: <u>E911</u>	Invoice# <u>1026</u>
Customer# <u>679</u>	Batch# <u>143</u>

Credit to Org - Object: _____

Requested By: N. Mayo Date: 09.18.13

Approved By: _____ Date: _____
Michael Terry, Director of Budget and Finance



Isle of Wight County
 PO Box 80
 Isle of Wight, VA 23397
 757-385-6273

Original

INVOICE

FY2013 Tourism True Up

Invoice Date	Invoice No
09/06/2013	1021
Customer Number	
677	
Invoice Total Due	
\$25,630.29	
Amount Paid	

Due upon receipt

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TOWN OF SMITHFIELD
 P O BOX 246
 SMITHFIELD, VA 23431

09350182014900001021500025630294

Isle of Wight County, Isle of Wight, VA 23397

Invoice Date 09/06/2013 Customer Number 677

Description	Quantity	Price	UOM	Original Bill	Adjustment	Paid	Amount Due
IT DATA PROCESSING SERVICES	1.00	\$25,630.29	EACH	\$25,630.29	\$0.00	\$0.00	\$25,630.29

GL ACCOUNT SUMMARY

Organization	Object	Project	GL Amount
1100008	418025		\$25,630.29

Please make checks payable to Isle of Wight County

Invoice Total

\$25,630.29

Accrued balance \$ 52000.83
 Actual True Up (25630.29)
 Savings \$ 26370.54

VENDOR # _____
 ACCOUNT # 0-100-250-0999
 DEPT HEAD ed
 TOWN MANAGER HLS

INVOICE DUE UPON RECEIPT

**ISLE OF WIGHT COUNTY
FISCAL YEAR 2012 - 2013
TOURISM TRUE-UP**

	AMOUNT	
EXPENDITURES		
FY 13 Expenses	\$ 381,265.10	11817000
EXPENSES PAID BY SMITHFIELD	-	
TOTAL EXPEDITURES	<u>\$ 381,265.10</u>	
REVENUES	\$ 105.00	1100006-416810
CHARGES FOR TOURISM (Revenue)	1,973.21	1100006-418020
CHARGES FOR TOURISM (Revenue)	9,262.58	1100008-418039
CHARGES FOR TOURISM (Revenue)	3,699.74	1100008-418039
TOTAL REVENUE	<u>\$ 15,040.53</u>	
NET EXPENDITURES	\$ 366,224.57	
1/2 OF NET EXPENDITURES DUE FROM SMITHFIELD	\$ 183,112.29	
NET REVENUE COLLECTED BY SMITHFIELD NOT SENT TO ISLE OF WIGHT	\$ -	
TOTAL SMITHFIELD TOURISM COSTS	<u>\$ 183,112.29</u>	
TOTAL PAYMENTS RECEIVED FROM SMITHFIELD	\$ 157,482.00	1100008-418025
DUE FROM / (DUE TO) SMITHFIELD	<u>\$ 25,630.29</u>	1100008-418025

ISLE OF WIGHT COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2013 13

	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
110 General Fund							
11817000 Tourism							
11817000 511000		Salaries and Wages					
	153,664.00	0.00	153,664.00	153,661.20	0.00	2.80	100.0%
11817000 512000		Overtime					
	0.00	117.00	117.00	117.00	0.00	0.00	100.0%
11817000 513000		Part-Time Salaries					
	42,538.00	0.00	42,538.00	45,106.63	0.00	-2,568.63	106.0%*
11817000 519000		Compensation					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
11817000 521000		Fica & Medicare Benefits					
	15,009.00	0.00	15,009.00	14,979.18	0.00	29.82	99.8%
11817000 522100		VRS - Retirement Benefits					
	23,664.00	0.00	23,664.00	23,663.76	0.00	0.24	100.0%
11817000 523000		Hospital/Medical Plans					
	26,865.00	0.00	26,865.00	24,374.02	0.00	2,490.98	90.7%
11817000 523100		Dental Insurance Plan					
	1,193.00	-117.00	1,076.00	979.62	0.00	96.38	91.0%
11817000 524000		Group Life Insurance					
	2,028.00	-156.00	1,872.00	1,828.32	0.00	43.68	97.7%
11817000 527100		Worker's Compensation					
	0.00	156.00	156.00	155.33	0.00	0.67	99.6%
11817000 528100		Deferred Comp					
	840.00	0.00	840.00	840.00	0.00	0.00	100.0%
11817000 531700		Professional Services					
	1,000.00	260.00	1,260.00	2,160.00	0.00	-900.00	171.4%*
11817000 533100		Equipment Repairs & Maint					
	300.00	270.00	570.00	451.00	0.00	119.00	79.1%
11817000 536500		Marketing					
	57,350.00	0.00	57,350.00	49,689.26	0.00	7,660.74	86.6%
11817000 551000		Utilities					
	2,650.00	0.00	2,650.00	2,633.93	0.00	16.07	99.4%
11817000 552100		Postage					
	1,900.00	0.00	1,900.00	1,536.33	0.00	363.67	80.9%
11817000 552300		Telephone (Voice and Fax)					
	372.00	0.00	372.00	3,487.91	0.00	-3,115.91	937.6%*
11817000 553040		Property Insurance					
	20.00	235.00	255.00	255.00	0.00	0.00	100.0%
11817000 553050		Motor Vehicle Insurance					
	500.00	13.00	513.00	513.00	0.00	0.00	100.0%

ISLE OF WIGHT COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2013 13

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
11817000 554100	Equipment Rental 2,700.00 650.00	3,350.00	3,348.15	0.00	1.85	99.9%
11817000 554200	Property Rental 26,220.00 0.00	26,220.00	26,480.00	0.00	-260.00	101.0%*
11817000 555010	Travel & Training 5,000.00 -1,080.00	3,920.00	2,388.73	0.00	1,531.27	60.9%
11817000 558060	Operating Expenses 0.00 0.00	0.00	0.00	0.00	0.00	.0%
11817000 558070	Special Events 12,350.00 0.00	12,350.00	10,968.53	0.00	1,381.47	88.8%
11817000 558100	Dues And Subscriptions 1,000.00 115.00	1,115.00	1,115.00	0.00	0.00	100.0%
11817000 560010	Office Supplies 8,500.00 160.00	8,660.00	9,124.05	0.00	-464.05	105.4%*
11817000 560050	Custodial Supplies 100.00 0.00	100.00	94.82	0.00	5.18	94.8%
11817000 560080	Motor Fuel, Lube & Repairs 1,100.00 0.00	1,100.00	1,215.05	0.00	-115.05	110.5%*
11817000 567010	Items for Resale 0.00 0.00	0.00	0.00	0.00	0.00	.0%
11817000 580100	Equipment/Machinery 1,200.00 -623.00	577.00	99.28	0.00	477.72	17.2%
11817000 580300	Vehicles 0.00 0.00	0.00	0.00	0.00	0.00	.0%
TOTAL TOURISM						
	388,063.00	0.00	388,063.00	381,265.10	0.00	6,797.90 98.2%
TOTAL General Fund						
	388,063.00	0.00	388,063.00	381,265.10	0.00	6,797.90 98.2%
TOTAL EXPENSES						
	388,063.00	0.00	388,063.00	381,265.10	0.00	6,797.90
GRAND TOTAL						
	388,063.00	0.00	388,063.00	381,265.10	0.00	6,797.90 98.2%

** END OF REPORT - Generated by Donna Proffitt **

1100008-418025