



SMITHFIELD TOWN COUNCIL AGENDA
July 7, 2020 at 6:30 p.m.
Held at Smithfield Center, 220 N. Church Street

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. INFORMATIONAL SECTION:

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

D. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|---------|---|---|
| July 7 | - | 6:30 p.m. – Town Council Meeting |
| July 14 | - | 4:00 p.m. – Pinewood Heights Management Team Meeting |
| July 14 | - | 6:30 p.m. – Planning Commission |
| July 21 | - | 6:30 p.m. – Board of Historic and Architectural Review |
| July 27 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive)
Public Safety Committee
Water and Sewer Committee
Finance Committee |
| July 28 | - | 3:00 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.

E. Public Comments:

In accordance with Governor Northam's Executive Orders issued to address the spread of the COVID-19 pandemic, the July 7th, 2020 Town Council Meeting will be limited to in-person public comments. Citizens are encouraged to submit any public comments to the Town Clerk at lking@smithfieldva.gov prior to the meeting so that it may be read into the record. Any required response(s) from the Town will be provided in writing following the meeting.

- **Presentation by Davenport & Company:** Refinancing/Restructuring and Proposed New Utility Capital Needs **TAB # 1**

F. 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.

CONSENT AGENDA ITEMS

- C1. **Motion to Award Contract for the Relining of Well # 8A to A.C. Schultes of Maryland, Inc.**
Water and Sewer Committee Chair, Michael G. Smith
- C2. **Invoices Over \$10,000 Requiring Council Authorization:**
Finance Committee Chair, Mr. Randy Pack
- | | |
|---|----------------|
| a. WACO, Inc, Demolition of Pinewood Heights Acquisitions | \$ 47,780.00 |
| b. DELL Marketing – reimburse by CARES Act | \$ 13,876.78 |
| c. Kimley Horn and Associates – Intersection Improvement project | \$ 16,497.28 |
| <u>Additional Invoice received since Finance Committee</u> | TAB # 2 |
| d. Blair Brothers – (various street paving’s around Town) | \$379,161.56 |
- C3. **Resolution to Renew Line of Credit with TowneBank for the Pinewood Heights Relocation Project** **TAB # 3**
Finance Committee Chair, Mr. Randy Pack
- C4. **Resolution to Renew Line of Credit with Farmers Bank** **TAB # 3**
Finance Committee Chair, Mr. Randy Pack
- C5. **Motion to Amend the Personnel Policy Manual to Establish Juneteenth as a State Holiday**
Finance Committee Chair, Mr. Randy Pack

ACTION SECTION

1. **PUBLIC HEARING: Special Use Permit – 1409 South Church Street** **TAB # 4**
- a. Staff Presentation, John Settle, Director of Planning & Community Development
 - b. Applicant
 - c. Open Public Hearing
 - d. Close Public Hearing
 - e. Consideration by Town Council
2. **Motion to Adopt the Appropriation Resolution for Fiscal Year 2020/2021** **TAB # 5**
Finance Committee Chair, Mr. Randy Pack
3. **Amended and Restated Access Agreement Between the Town of Smithfield and Isle of Wight County Historical Society, Incorporated for the Wombwell House** **TAB # 6**
Public Buildings and Public Welfare, Ms. Valerie Butler

4. **Motion to Accept Nominating Recommendation to fill the Expiring Term on the Board of Zoning Appeals**

Vice Mayor Smith/Mayor Williams

5. **Appoint Nominating Committee to fill Unexpired Term on the Board of Historic and Architectural Review Board**

Mayor Williams

6. **Motion to Approve the Town Council Summary Minutes of June 2nd, and June 22nd, 2020**

William H. Riddick, III, Town Attorney

7. **New Business:**

8. **Old Business:**

9. **Adjournment:**

ACTIVITY REPORTS

July 2, 2020

TO: SMITHFIELD TOWN COUNCIL

**FROM: MICHAEL R. STALLINGS, JR. ICMA-CM
TOWN MANAGER**

SUBJECT: MONTHLY ACTIVITY REPORT – JUNE 2020

TOWN MANAGER

- Participated in weekly Chief Administrative Official conference calls
- Met with business owners to continue discussion of Main Street Closure event June 11
- Attended virtual VLGMA conference June 11 and 12
- Met with Health Department to plan COVID testing June 12
- Attended monthly safety meeting June 17
- Attended Log Leaf Pine Initiative meeting June 18
- Met with Smithfield Volunteer Fire Department Chief June 23
- Attended Chamber of Commerce Board meeting June 25
- Participated in skype meeting with HRSD and Ellen Minga to discuss HRSD billing June 30
- Attended Smithfield 2020 meeting July 1

DIRECTOR OF HUMAN RESOURCES

- Worked with various property claims with VRSA
- Worked with Workers Comp claims as appropriate
- Conduct recruiting efforts for the following positions:
 - Patrol Officer
 - Grounds Maintenance Specialist (2 positions)
 - Museum Curator
- Led monthly Safety meeting on June 17th
- Participated in VRSA webinar for Brining Employees Back to Work Safely on June 3rd

- Participated in VRSA Roundtable discussion regarding challenges of Reopening on June 12th
- Participated in Committee meetings on June 22nd
- Participated in Orientation of New Council Member on June 23rd
- Participated in VRSA sponsored Webinar regarding Supervisors and Safety on June 24th
- Participated in numerous conference calls regarding COVID-19 throughout the month.
- Began work on Emergency Procedures and Infectious Disease Prevention Program pertaining to COVID-19 per new pending regulations from the Department of Labor and Industry.
- Began work on intranet for employees utilizing SharePoint.
- Managed any personnel-related & benefits questions/issues as appropriate
- Participated in all weekly staff meetings

TOWN CLERK'S OFFICE:

- Transcribed and proofed the monthly minutes from Town Council, Planning Commission and Board of Historic and Architectural Review
- Prepared June Town Council Committee Agenda, June Continued Town Council Agenda, and July Town Council Agenda
- Attended Orientation of New Council Member on June 23rd
- Completed review of RFP's for Mowing and Landscaping Services and recommended award to Town Council
- Attended Town Council Committee meeting on June 22nd and prepared summary report.
- Continue to work on organizing town records and deposing of document according to General Schedules of the Library of Virginia.

TREASURER'S OFFICE:

- Prepared FY 2021 Proposed Budget presentation for Town Council public hearing on June 2.
- Participated in utility and tax conversion update conference calls on June 10 & June 19.
- Participated in online Tax Conversion Training on June 18 and June 19.
- Completed April financial statements and prepared May cash balances for June 22 finance committee meeting. Financial statements for May will be forthcoming.
- Participated in SKYPE meeting with Melissa Josey-White and Michael Stallings on June 30 to discuss HRSB billing status with the Town.

PUBLIC WORKS

1. Staff performs the following duties on a monthly basis

- A. Miss Utility marking
- B. Read meters for billing and to transfer property owners
- C. Water cut-offs and cut-ons
- D. Check sewer pump stations daily
- E. Install and repair street signs
- F. Replace and repair broken water meters
- G. Perform maintenance on town-owned buildings

2. Sewer Line Repairs and Maintenance

- A. Located and repaired sewer line laterals in various locations.
- B. Cleaned sewer main line in various areas of the town.
- C. 200 Washington St. installed sewer lateral and town clean out.
- D. Lewis Construction repaired leak on sewer force main 117 S. Church St.

3. Sewer Pump Station Repairs and Maintenance

- A. Weekly and daily checks on all 27 pump stations.
Performed the following scheduled maintenance at all pump station
 - 1. Cleaning of wet-wells
 - 2. Alarms testing
 - 3. Sump pump cleaning
 - 4. Check Valve cleaning and repair
 - 5. Generator checks / Godwin pump checks
 - 6. Control Panel / Flow monitor checks
 - 7. Fence and Grounds inspections
 - 8. Inspected Structure
 - 9. Inspect and clean pumps
 - 10. Level system check
 - 11. Test limit switches
 - 12. Bar screen cleaning
 - 13. Rain gauge cleaning
 - 14. Head pressure reading at 7 pump stations
- B. Lewis Construction replaced 4in stand pipe at Minton Way pump station.
- C. Epps installed a new roof on Morris Creek PS.

4. Water Line Repairs and Maintenance

- A. Lewis Construction installed isolation valve on 6in water main at 517 Main St.
- B. Repaired water leaks at 505 Cranford and 613 Quail St.

5. Well Repairs and Maintenance

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

6. Water Treatment Plant

- A. Operate RO Plant and monitor distribution system.
- B. Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- C. Performed monthly routine tasks including but not limited to:
 - 1. Daily Inspection of RO Plant and grounds.
 - 2. Monthly Tank inspections.
 - 3. Inspect and exercise plant generator monthly.
 - 4. Fill antiscalant day tank.
 - 5. Truck Inspections.
 - 6. Routine service of lime system.
 - 7. Service online fluoride and chlorine analyzers.
 - 8. Calibrate online turbidimeter and pH meter.
 - 9. Check and replace air filters
 - 10. Test Alarms.
- D. Flushed Well 8, flushed Jefferson well got monthly Chlorides on both.
- E. Replaced faulty membranes on Pressure Vessels 3 and 4 on RO Unit.
- F. Replaced Cla-Val diaphragm for Altitude Valve on Church St tank.
- G. Split Fluoride Sample taken to Health Dept.

7. **FOG/ Backflow/ Septic Pump Out Program**

- A. FOG related visits to FSE's to ensure compliance
 - 1. Checking FSE's for HRFOG Certifications and Grease Maintenance Logs to ensure compliance of our ordinances.

2. Returning of normal pump out schedules, with some adjustment as needed.
 - B. Implementing the Backflow and Cross Connection Program to ensure compliance by:
 1. Annual reminders for Backflow Testing sent out with expectation of compliance by July 1, 2020.
 2. (3) Failed device notification sent out for the 2020 year thus far with expectation of repair/replacement within 30 days.
 - C. Maintaining of the Septic Pump Out Program
 1. Septic Tank Pump-Out letters sent out for those due in the 2020 year, with expectation of Compliance within 90 days of the dated letter.
8. **Miscellaneous**
 - A. Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.
 - B. Minor repairs at Town Hall and other town buildings.

COMMUNITY DEVELOPMENT & PLANNING

1. Planning Commission – June 9th, 2020
 - A. *Public Hearing* Special Use Permit, Site Plan Amendment & Entrance Corridor Overlay (ECO) Design Review Applications – 1409 S Church St
 - B. *Discussion Item: Smithfield Zoning Ordinance (SZO) Section 2.U Text Amentment
 - C. *Discussion Item: SZO Articles 3.L, 3.R & 10 Text Amendment
2. Special Use Permit Applications under review
 - A. 13458 Bennis Church Blvd – Miller Oil Co., Inc., Applicant
 - B. 1409 S Church St – Robert & Ann Little, Applicants
3. Subdivision and Site Plans under review

- A. Surry Hydraulic Improvements & Interceptor Force Main – Kenneth Turner, Applicant
- 4. Subdivision and Commercial Sites Under Construction and Inspection
 - A. Church Square, Phase I
 - B. Cypress Creek Phase VI
 - C. Cypress Creek Phase VII B&C
 - D. Dollar Tree, 1291 Benns Church Blvd
 - E. 600 Cypress Creek Pkwy
 - F. 803 S Church St
- 5. Board of Historic & Architectural Review – June 16th, 2020
 - A. Assorted Exterior Changes – 352 S Church St – Landmark
 - B. Roof Change – 319 Main St – Non-Contributing
 - C. Assorted Exterior Changes – 349 Main St – Landmark
- 6. Board of Zoning Appeals – June 16th, 2020 (Canceled)

ENGINEERING

- 1. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
- 2. Blair Brother's Contr., Contractor made several asphalt repairs on the following streets, Waterworks Road and Azalea Drive.
- 3. Erosion & Sedimentation control field inspections for single family dwellings were performed at 26 locations throughout the Town and required reports were filed.
- 4. Smithfield Lake Dam; field inspections continue to be held this month involving the Smithfield Lake Dam. No structural deficiencies were noted this month on the Dam site. We have now submitted to DCR our application for Certificate of O & M renewal and have received approval for another two years.
- 5. Scoping meetings have been held with VDOT representatives involving the Urban funding projects.
 - a. UPC: 110507 Install right turn lane adjacent to Westside Elementary School – on US 258 – Main Street. Blair Brothers Contr. has completed installation of sanitary sewer laterals as noted on approved site plans. All

required testing of the sanitary sewer system has been performed and approved. A walk thru of the project was completed and a punch list compiled which was forwarded to the contractor.

- b. UPC: 110508 Bennis Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. After further review and discussion, it has been determined that the best utilization of the remaining funds allocated to this project would be to improve the existing left turn lanes and the existing right turn lane, followed by a mill and overlay of the intersection. Documents have been completed, signed and forwarded to VDOT in reference to this project. The engineer Kimley – Horn has begun the design of the project.
 - c. UPC: 110509 Smithfield to Nike Trail Park – Segment 3 – Alternative Analysis. A public meeting was held, and several options were discussed and were under review. It has been decided that the South Church Street alternative route will be the route utilized for the segment 3 Bike Trail extension. Kimley – Horn is now continuing their engineering study along with details of the exact location that the trail will encompass.
6. Met with a representative from VDOT to discuss the reconstruction of Grace Street. We are looking at relocating / replacing the sanitary sewer and water systems in this roadway area prior to VDOT project.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
JUNE 2020**

Committees and Projects:

06/03 Department Head meeting – teleconference
06/08 NAACP meeting - teleconference
06/10 Department Head meeting – teleconference
06/17 Department Head meeting – teleconference
06/24 Department Head meeting - teleconference

Training

06/14 VCIN recert – online – Sgt. Miller; Officer Norton
06/17 Intox EC/IR II recert – online – Officer Cooper; Sgt. Phillips; Sgt. Powell
06/30 VCIN recert – online – Sgt. Phillips

Community Relations

Criminal Investigations

06/20 Peaceful Protest – Isle of Wight Courthouse
06/22 COVID Testing – Luter Sports Complex
06/27 Peaceful Protest – Town of Smithfield

Criminal Investigations Division

IBR#: 2020-00353
Offense: Accidental discharge of a firearm
Location: 112 Main Street
Date: 6/11/2020

Officers responded to the rear parking lot of the Smithfield Inn on Main St. in reference to a self-inflicted shooting. On scene the victim and two witnesses/friends were identified. The victim was preparing to sell a firearm to one of the witnesses. He believed the weapon to be unloaded, in an attempt to demonstrate how to field-strip the weapon, the victim discharged a round left in the chamber which struck his lower leg. The witnesses corroborated his account of the incident. The injury was not life threatening and no criminal charges have been filed. Closed by EXCEPTION.

IBR# 2020-00355
Offense: Narcotics/weapons violation
Location: Route 10 bypass/Berry Hill Rd.
Date: 06/13/2020

An officer conducted a traffic stop on a vehicle for a status violation. The officer started a DUI investigation and when the driver exited his vehicle, the officer detected an odor of marijuana coming from the vehicle and observed suspected marijuana inside the driver's wallet when he produced his operator's license. A subsequent search of the vehicle was completed. A concealed loaded weapon was located between the driver's seat and the center console. Two baggies of suspected crack cocaine and a digital scale were also seized. The driver was placed in custody and charged with multiple narcotics offenses, concealed weapon and several traffic offenses. Close by ARREST.

IBR#: 2020-00364
Offense: Shoot into an occupied dwelling
Location: Hillcrest Drive
Date: 06/18/2020

Officers responded to a residence on Hillcrest in reference to home damage. The resident reported she found a bullet hole in her top living room window. The resident heard a gunshot the previous evening at about 2200 hrs. but did not realize her home was damaged. Upon checking bullet trajectory, the officer located a bullet embedded in the kitchen wall. At the time of the incident, a witness observed a blue vehicle quickly leaving the area but could not confirm the gunfire came from the same vehicle. No suspect information was obtained, and the blue vehicle was not identified. Close INACTIVE.

Parks and Recreation Operation Update

June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		7:00 PM - 10:00 PM SC A&B 7:00 PM Town Council				
7	8	9	10	11	12	13
		6:00 PM - 8:00 PM SC A&B 6:00 PM Planning Commission		7:00 AM - 5:00 PM SC MH 7:00 AM Smithfield North Plant Orientation		9:00 AM - 10:30 AM WC Kayak Launch 9:00 AM Yoga
14	15	16	17	18	19	20
		7:00 AM - 5:00 PM SC MH 7:00 AM Smithfield North Plant Orientation 6:00 PM - 8:30 PM SC A&B 6:30 PM BHAR		7:00 AM - 5:00 PM SC MH 7:00 AM Smithfield North Plant Orientation	Juneteenth	
21	22	23	24	25	26	27
Father's Day 9:00 AM - 6:00 PM LSC Field 1 9:00 AM Nations Tournament	10:00 AM - 2:00 PM LSC All 10:00 AM Health Dept COVID Testing 4:00 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings 5:00 PM - 7:00 PM SC A&B 5:00 PM Continued Council Meeting	5:00 AM - 7:00 PM SC MH 5:00 AM Elections 3:00 PM - 5:00 PM SC C&D 3:00 PM New Council Orientation	3:45 PM - 5:00 PM SC MH 3:45 PM SVAE Meeting 6:00 PM - 8:00 PM LSC Field 1 6:00 PM Delmarva Aces	7:00 AM - 5:00 PM SC MH 7:00 AM Smithfield North Plant Orientation 12:00 PM - 2:00 PM SC C&D 12:00 PM Public Works Meeting		9:00 AM - 10:30 AM WC Kayak Launch 9:00 AM Yoga 9:00 AM - 1:00 PM LSC Field 3 9:00 AM Nations Tournament 9:00 AM - 6:00 PM LSC Field 1, LSC Field 2, LSC Field 4 9:00 AM Nations Tournament
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30				
9:00 AM - 6:00 PM LSC Field 1, LSC Field 2, LSC Field 3, LSC Field 4 9:00 AM Nations Tournament	7:00 AM - 5:00 PM SC MH 7:00 AM Smithfield North Plant Orientation	9:30 AM - 12:30 PM SC A&B 10:00 AM Interviews				

Special Events

Number of Special Events for Month	0	Staffing Hours by Police and Public Works for the Month	0
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Parks and Recreation Operation Update

June 2020

Park Stats and Revenues

Smithfield Center							
Number of Events for month	15	Discounted Events for Month	9	Sales Totals for Month	\$1600	Total Event Attendance for month	1600
Revenue Totals for month based on <u>9</u> Events (includes deposits & final payments)		\$ 4980		Notes: Events continue to reschedule or cancel throughout the summer due to fears guest count and travel may continue to be restricted			



Smithfield Center Wedding Reception

Windsor Castle Manor House Events							
Number of Events for Month	0	Discounted Events for Month	\$ 0	Sales Totals for Month	0	Total Event Attendance	0
Deposit Totals for month based on <u>2</u> Events (includes deposits & final payments)		\$ 1200		Notes: The Manor House is proving to be an ideal location for small group events and the outdoor grounds. Inquiries are received daily for this venue and we are starting to book fall 2020 and summer 2021 events.			



Manor House Grounds wedding reception

Parks and Recreation Operation Update June 2020

Park Stats and Revenues

Luter Sports Complex

Sales Totals for Month	\$ 1850	Attendance for Month	16,500	Hours of Use for Month	45
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Clontz Park



Kayak Rentals

Total Sales for Season	\$ 3455
Most popular rental item	Tandem Kayaks
June 2019 Sales	\$ 2590

Park Projects & Work Orders

Windsor Castle Trail Doctor Hours for this Month	73	Types of Projects	<ul style="list-style-type: none"> Trail Repair Butterfly Garden Landscaping Install cemetery fencing
Special Projects & Work Order Hours for this Month	20	Types of Project & Work Orders	<ul style="list-style-type: none"> Bridge board repairs at Windsor Castle



BEFORE



AFTER

Smithfield/Isle of Wight Tourism Activity Report –JUNE 2020

- TEAMS County staff meeting 6/1, 6/22.
- Salty Southern Route ZOOM meeting 6/2/20 and 6/29/20.
- Town Council 6/2/20
- County Agenda Review TEAMS meeting 6/4
- Weekly FTE Tourism Staff Meetings by ZOOM 6/4,11,18,25/20
- Town Staff Meeting by Conf. Call 6/3,10,17,24/20
- Smithfield 2020 – 6/3/20 CANCELLED
- VTC (Virginia Tourism) ZOOM meetings 6/1,8,15,22/29 and 6/4,11,18,25/20
- Coastal Virginia Tourism Alliance Meeting via ZOOM 6/9/20 and 6/12/20.
- Farmer's Markets downtown at BSV Bank location 6/6, 13, 20, 27/20with all social distancing and VDACS regulations in place. Port-a-potties still on site until the end of June. Hand washing and hand sanitizing stations set up. Lots of signage with COVID-19 reminders. Popular vendors had X's for line spacing. No consumption of food on-site. Limit of 24 vendors with preference given to Farm Product vendors for adequate spacing during Phase 1. Facemasks highly encouraged. All staff and vendors must wear facemasks on site. Mid-Week Carrollton Market will begin in July in a different location.
- ABA Zoom meeting 6/11/20
- DDA (Destination Development Association) Webinar ***Top 5 Marketing Priorities Right NOW*** 6/17/20
- GoToWebinar - The Ugly, The Bad and The Good: Using Data to Determine Travelers' Next Steps, presented by ADARA 6/18/20.
- VRLTA (Virginia Restaurant, Lodging & Travel Association) Membership Conference Call 6/19/20.

- VADMO (VA Association of DMO's) Member Virtual Happy Hour 6/22/20. VADMO Symposium postponed until August 30-September 2 in Suffolk, VA.
- New Council Member Orientation 6/23/20.
- WanderLOVE Grant meeting 6/23/20. Applying for \$5,000 grant from VTC for marketing.
- HOG JOG/SOUPER SATURDAY meeting with Smithfield Foods, COP 6/24/20.
- Smithfield VA Events meeting 6/24/20.
- Events & Promotions Meeting with staff 6/24/20
- Tourism website monthly SEO meeting 6/25/20.
- Historic St. Luke's Church and Museum Board meeting 6/25/20.
- North Suffolk Rotary Speaking engagement 6/26/20.
- Marketing meeting with staff 6/26/20.
- VISITOR CENTER open throughout Month with abbreviated hours (10-4 Monday – Saturday and noon – 4 on Sunday) with many new protocols in place. Sneeze Guard installed at front desk, new brochure distribution system in place, elimination of touch points for both front desk and restrooms, increased sanitation and hygiene, masks worn by all staff when public in the building, increased public restroom cleaning. Paper towels added to restroom (instead of blower fan). Touchless faucets and soap dispensers installed.
- Tourism website monthly SEO meeting 5/29/20.
- Events and Promotion Meeting with GMODS 5/30/20.
- Much of the later balance of the month was spent dealing with the affects of COVID-19 on tourism stakeholders and promotion on social media. Please see www.GenuineSmithfieldVa.com for further info or Visit Smithfield Va on Facebook.
- Tourism Facebook postings and tweets throughout month. Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter features all events of interest to tourists.

ZONING PERMITS MAY 2020

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
7268	SHED		636 WESTMINSTER REACH	AMY HOMMELL
7269	SIGN		600 POLE ROAD	KEVIN JONES
7270	FENCE		1201 LAKEVIEW COVE	MAURICE JACKSON
7271	POOL		1609 MAGRUDER ROAD	JEEMIAH LUKKES
7272	DECK		501 LAKEVIEW COVE	NICHOLAS CRUMPLER
7273	FENCE		204 GREAT SPRINGS ROAD	ROSENBAUM FENCE/JOSH KORAHAE
7274	PATIO		106 GLENEAGLES	LEONARD KRZYWICKI
7275	FENCE		404 LAKEVIEW COVE	TERYKA ELLSWORTH
7276	SHED		101 WILDERNESS LANE	ALLEN WILLIAMS
7277	PARKING PAD, PATIO, POOL		507 MOONEFIELD DRIVE	MICHAEL STUART
7278	FENCE		732 WEST ANDREWS CROSSING	BETHANY GURECKI
7279	FENCE		205 JEFFERSON DRIVE	DAVID RICE
7280	FENCE		1800 SOUTH CHUCH STREET	SMITHFIELD ASSEMBLY OF GOD
7281	FENCE		7 POPLAR COURT	LAURA MOOREFIELD
7282	PORCH		400 SOUTHAMPTON COURT	CHELSEA KULP
7283	DECK		729 WEST ANDREWS CROSSING	WILLIAM MILLER
7284	SIGN		301 & 302 JERICO ROAD	TOWN OF SMITHFIELD

**COMMITTEE
SUMMARY REPORTS**

July 2, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: THE PUBLIC SAFETY COMMITTEE MEETING - CANCELLED

The Public Safety Committee scheduled for Monday, June 22, 2020 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia was cancelled due to lack of items.

July 2, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, June 22nd, 2020.

The Water & Sewer Committee held a meeting on Monday, June 22nd, 2020 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending were Mr. Michael Smith, Vice Mayor; and Mr. Randy Pack. Council members also in attendance were Ms. Valerie C. Butler, Mr. Wayne Hall, Ms. Beth Haywood and T. Carter Williams, Mayor. Staff members in attendance were Mr. Michael R. Stallings, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. Jessie Snead, Superintendent of Public Works; Mr. Wayne Griffin, Town Engineer; Ms. Ashley Rogers, Director of Human Resources; and Ms. Amy Novak, Director of Parks and Recreation. Newly Elected Councilmember Renee Rountree. There was no media represented.

Water and Sewer Committee Chair, Mr. Michael Smith, called the meeting to order.

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

1. Contract Award for Relining of Well # 8A to A.C. Schultes of Maryland, Inc. – Back in 2008 the Town was having some debris problems with Well # 8A that was blocking up the membranes and the cartridge filters in the RO Plant. Mr. Snead stated that at that time he received a price to make the necessary repairs; however, Town Council elected to only do minimal repairs to get the Well # 8A back online. They were aware at that time that there was a potential that the method of repair may not work long term. Eventually, the repairs failed and Well # 8A was taken back offline. The Town has received letters from the Virginia Department of Health (VDH) and the Department of Environmental Quality (DEQ) asking when well #8A will be brought back into compliance and put back online for use. The Interim Town Manager asked that staff put out an IFB for a cost to make the necessary repairs. The Town received two (2) bids as follows: A.C. Schultes of Maryland, Inc. in the amount of \$379,170; and Sydnor Hydro for \$613,000. Due to the significant difference in the cost of the project, A.C. Schultes of Maryland's bid was carefully evaluated for responsibility and responsiveness. All references offered very positive comments; therefore, staff recommends awarding this contract to A.C. Schultes of Maryland, Inc. All work will be completed in accordance with VHD and DEQ regulations. Discussion was held on the difference of the bid amounts. Mr. Snead stated that A.C.

Schultes has done some work on Well # 8A in the past and may have an advantage to the condition of the Well. Mayor Williams asked where the funds will come from to fund this project. Mr. Snead stated that it would be funded through the Town's Water Escrow Fund. Committee recommending sending this item to Town council for consideration at their July 7th meeting.

Meeting adjourned at 3:03 p.m.

July 2, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, JUNE 22ND, 2020

The Finance Committee met on Monday, June 22nd, 2020 at 3:03 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members in attendance were Mr. Randy Pack, Chair; Ms. Valerie Butler, and Mr. Michael Smith, Vice Mayor. Other Council members present were Ms. Beth Haywood, Ms. Beth Haywood and T. Carter Williams, Mayor. Staff members present were Mr. Michael R. Stallings, Jr., Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Director of Engineering and Public Works; Mr. Jessie Snead, Superintendent of Public Works; Ms. Ashley Rogers, Director of Human Resources; and Ms. Amy Novak, Director of Parks and Recreation. Also in attendance was newly elected Town Council member Renee Rountree. There was no media represented.

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

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

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

a. WACO, Inc. - \$ 47,780.00

This invoice from WACO, Inc. is for the abatement and demolition of houses acquired by the Town in the Pinewood Heights neighborhood as part of the ongoing relocation project. Committee recommends sending invoice to Town Council for consideration at their July 7th meeting.

b. Dell Marketing

\$ 13,876.78

This invoice from Dell Marketing is for laptops that will be reimbursed to the Town by the CARES Act funding. Committee recommends sending invoice to Town Council for consideration at their July 7th meeting.

c. Kimley Horn and Associates

\$ 16,497.28

This invoice from Kimley Horn and Associates is for the Benn's Church Boulevard at South Church Street Intersection improvement project for topographic surveying services. Committee asked if staff was satisfied with the work completed. Mr. Griffin stated that staff was satisfied and that the funds for this work will come from VDOT funds that have been allocated for this project. Committee recommends sending invoice to Town Council for consideration at their July 7th meeting

2. Virginia Retirement System – Enhanced Hazardous Duty Benefits – The Town Manager stated that included in your agenda packet is a resolution that is required by Virginia Retirement Systems (VRS) for the Town to opt into increased retirement benefits for the law enforcement officers. It has been factored into your proposed budget for next year. It is an irrevocable decision so once you decide to do it you cannot go backwards. The Town Manager explained that currently the non-hazardous duty rate is 1.70 % and this would increase hazardous duty positions to 1.85%. This item will be on the continued Town Council meeting tonight for approval behind the FY 2020/2021 budget adoption. The Town Manager stated that not all agencies elect to offer this benefit so it can be used as a retention tool. Committee recommends consideration of resolution at their continued meeting later this evening.

3. Resolution to Renew Line of Credit with TowneBank for the Pinewood Heights Relocation Project - Committee stated that the town's line of credit with TowneBank is up for renewal. This line of credit was established for the Pinewood Heights Relocation project. The line of credit is in the amount of \$500,000. Committee recommended sending this item to Town Council for consideration.

4. Resolution to Renew Line of Credit with Farmers Bank - The Town Manager stated that the town's line of credit with Farmers Bank is up for renewal. This line of credit was established to pay operating expenses, if needed. The line of credit is in the amount of \$1,000,000. Committee recommended sending this item to Town Council for consideration.

5. Personnel Manual Amendment – Establishment of Juneteenth as a State Holiday- According to the Governor's Executive Order Number Sixty-Six he has declared June 19 (Juneteenth) a permanent state holiday for all executive branch agencies and institutions of higher education. Discussion was held on whether the Governor has the authority to make this a permanent state holiday. Once adopted this holiday will officially be added to the state holiday schedule in the Town's personnel manual. Committee recommends sending this item to Town Council for consideration at their July 7th meeting.

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

1. April Financial Statements – Ms. Minga was not present, so financials were included in the electronic posting for information purposes only at this time.

2. May Cash Balances / VML Investment Pool Update — Water = \$841,860.38; Water Debt Service = \$864,725.69; Water Capital Escrow Availability Fees = \$653,410.21; Water Treatment Plant Escrow = \$11,648.88; Water Deposit Account = \$101,511.25; Water Development Escrow = \$166,887.03; **Subtotal Water = \$2,640,043.44.** Sewer = \$269,187.04; Sewer Development Escrow = \$432,168.20 Sewer Capital Escrow Availability Fees = \$1,168,821.92; Sewer Compliance = \$2,348,414.82; **Subtotal Sewer = \$4,218,591.98 Highway = \$491,061.99** General Fund = \$5,240,352.34; Payroll = \$149,686.50; Money Market General Fund Towne Bank = \$38,820.36; Business Super NOW-General Fund = \$35,122.65; General Fund Capital Escrow = \$217,842.00; Certificate of Deposit Police Dept (24 months) = \$37,187.97; Special Project Account = \$958,244.43; Pinewood Heights Escrow = \$58,998.73; SNAP Program = \$2,218.75; Museum Account = \$216,775.52; Windsor Castle Acct = \$40,412.17; **Subtotal General Fund = \$6,995,661.42. TOTAL ALL FUNDS = \$14,345,358.83**

VIP Investment Pool = \$552,315.38

Meeting Adjourned @ 3:14 p.m.

July 2, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: THE PARKS AND RECREATIONAL COMMITTEE MEETING - CANCELLED

The Parks and Recreational Committee scheduled for Tuesday, June 23rd, 2020 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia was cancelled due to lack of items.

July 2, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON MONDAY, June 22nd, 2020

The Public Works Committee held a meeting on Monday, June 22nd, 2020 at 3:14 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Ms. Beth Haywood, Chair; and Mr. Michael Smith, Vice Mayor. Other Council members present were Mr. Wayne Hall, Ms. Valerie Butler, Mr. Randy Pack and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Michael R. Stallings, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Novak, Director of Parks and Recreation; Mr. Wayne Griffin, Director of Engineering and Public Works; Mr. Jessie Snead, Superintendent of Public Works; and Ms. Ashley Rogers, Director of Human Resources. Also, in attendance was newly elected Town Council member Ms. Renee Rountree. There was no media represented.

Public Works Committee Chair, Ms. Beth Haywood, called the meeting to order.

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

1. Award Contract for Mowing Services in the Town of Smithfield to Escape 2 Eden Landscaping, LLC – Each year the Town engages the services of mowing contractors to supplement the capabilities of public works staff and equipment. The Town's current contract will expire on June 30th, 2020; therefore, the Town issued a Request for Proposals (RFP) for mowing services and received six proposals. The evaluation committee thoroughly reviewed all proposals based on the criteria in the RFP and interviews were conducted with four of the six contractors. After careful consideration, it was determined that Escape 2 Eden Landscaping, LLC best fits the Town's needs; therefore, staff recommends awarding the mowing contract to Escape 2 Eden Landscaping, LLC for an annual price of \$20,536.16. This cost is based on 16 cuts which is twice a month. The number of cuts will also be determined by the weather. Committee

recommends sending this item to Town Council for consideration at their July 7th meeting.

2. Award Contract for Landscaping Services in the Town of Smithfield to Escape 2 Eden Landscaping, LLC – The current contract for landscaping services in the Town will expire on June 30th, 2020; therefore, the Town issued a Request for Proposals (RFP) for Landscaping Services. In response to the Town’s RFP we received two proposals. The evaluation committee reviewed both proposals based on the criteria in the RFP. Interviews were conducted to make sure no additional work had been added and the cost was based solely on what was asked for in the RFP. After consideration it was determined that Escape 2 Eden Landscaping, LLC best fits the Town’s needs. Staff recommends awarding the Landscaping Contract to Escape 2 Eden for an annual price of \$28,886.28. Committee recommends sending this item to Town Council for consideration at their July 7th meeting.

Meeting adjourned at 3:23 p.m.

July 2, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON MONDAY, JUNE 22ND, 2020

The Public Buildings and Welfare Committee held a meeting on Monday, June 22nd, 2020 at 3:23 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members in attendance were Ms. Valerie Butler, Chair; Mr. Randy Pack, and Mr. Wayne Hall. Other Council members present were Mr. Michael Smith, Vice Mayor; Ms. Beth Haywood, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Michael R. Stallings, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Novak, Director of Parks and Recreation; Ms. Ashley Rogers, Director of Human Resources; Mr. Wayne Griffin, Director of Engineering and Public Works; and Mr. Jessie Snead, Superintendent of Public Works;. Also, in attendance was newly elected Town Council member Ms. Renee Rountree. There was no media represented.

Public Buildings and Welfare Committee Chair, Ms. Valerie Butler, called the meeting to order.

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

1. Consideration of Access Agreement Extension with the Isle of Wight Historical Society (IWCHS) for the Wombwell House – The Town Attorney stated that in November of last year the IWCHS asked the Town to give them time to do their due diligence on this property; however the access agreement expires on July 31st, 2020. The President of the IWCHS has requested an extension because most of their membership is older and they have been reluctant to do a lot outside because of COVID-19. Since they have not been able to get as far along as they intended to, they would like an additional six months to decide if they will be able to use the house or not. Mayor Williams stated that they are still very interested in the house. Mr. Pack expressed his concerns about giving them another six months to decide if they want to use the house or not. He stated that tournaments are starting to ramp up at the new sports complex and we have an eye sore sitting there vacant. Ms. Butler stated that she has a tendency to agree with Mr. Pack because this item has been on the agenda for a very long time; however, she is willing to give them one six-month extension. At the end of January 2021 if IWCHS is not ready to move forward then Town Council needs to make a decision about this property. This item will be placed under the Action Section of the Town Council meeting on July 7th for consideration.

The meeting adjourned at 3:30 p.m.

Plan of Finance Discussion Materials Refinancing/Restructuring and Proposed New Utility Capital Needs

Town of Smithfield, Virginia



DRAFT WORKING PAPERS
For Discussion Purposes Only

July 7, 2020

Overview



- Davenport & Company LLC (“Davenport”), as Financial Advisor to the Town of Smithfield (the “Town”) has worked with Town Staff to develop a Two-Part Plan of Finance as follows:

Part 1: \$5,580,000 Refinancing

- Refinancing for debt service savings in the General Fund; and
- Permanent financing the upcoming balloon payment due in FY 2023 in the Utility Fund.

Part 2: \$1,650,000 Interim Financing

- Interim Financing for planned Utility capital improvement needs.

Approach



- Davenport and Town Staff developed a Request for Proposals (“RFP”) for both objectives, which was distributed to local, regional, and national banks.

- The Town received 9 responses from the following banks:
 - Branch Banking & Trust (now Truist Bank);
 - Capital One Public Funding;
 - Farmers Bank;
 - First Internet Bank;
 - JPMorgan Chase Bank
 - Key Government Finance;
 - Sterling National Bank;
 - TowneBank; and
 - Zions Bank.

Results



- Davenport is pleased to report that we received highly favorable results for Parts 1 and 2.

- In summary we recommend the following:
 - Proceeding with Chase Bank for Part 1; and
 - Proceeding with Farmers Bank for Part 2.

- The preliminary results and rationale for our recommendation can be found on the following pages.

Part 1 | General Fund | Refinancing for Debt Service Savings



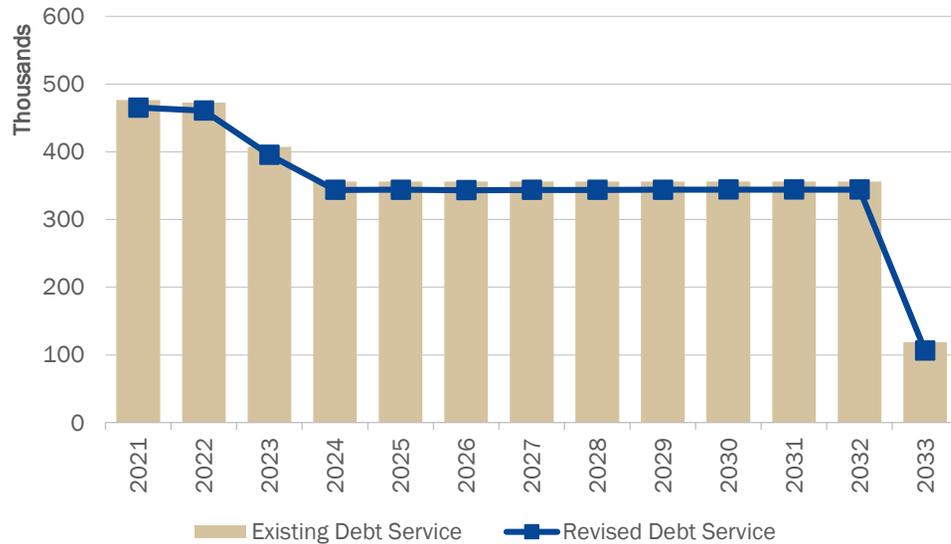
- The 2017 loan has a current interest rate of 1.90% (with an interest rate reset in FY 2027).
- The Town can take advantage of historically low interest rates and economies of scale by refinancing the 2017 Loan.
- The recommended \$3,917,000 refinancing would have an interest rate of 1.181%* based on the same final maturity. This rate is fixed to final maturity.
 - Chase Bank’s proposed interest rates are indicative and can be locked in at any time by the Town.

General Fund | Preliminary Cash Flow Results

Chase Proposal (7-Year Call) | Match Maturity / Level Savings



REVISED General Fund Debt Service



Cash Flow Impact to the General Fund

Fiscal Year	Existing Debt Service	Revised Debt Service	Cash Flow Difference
Total	\$4,679,464	\$4,523,712	\$ 155,752
2021	476,407	465,273	11,133
2022	472,849	460,794	12,055
2023	407,195	395,555	11,640
2024	356,064	343,804	12,260
2025	356,064	344,137	11,927
2026	356,064	343,435	12,629
2027	356,064	343,691	12,373
2028	356,064	343,900	12,164
2029	356,064	344,062	12,002
2030	356,064	344,176	11,887
2031	356,063	344,243	11,820
2032	356,063	344,263	11,800
2033	118,441	106,379	12,062

- The \$3,917,000 Refinancing assumes Chase Bank’s 7-year call option interest rate of 1.181% and a 12-Year final maturity.
 - Note: our initial planning estimate was 2.50%.
- Total estimated debt service savings of \$155,752 with NPV Savings of 3.73%.
- Interest rate risk associated with interest rate resets/balloon amortization no longer exists.
- The refinancing of the 2017 Loan does not extend the final maturity.

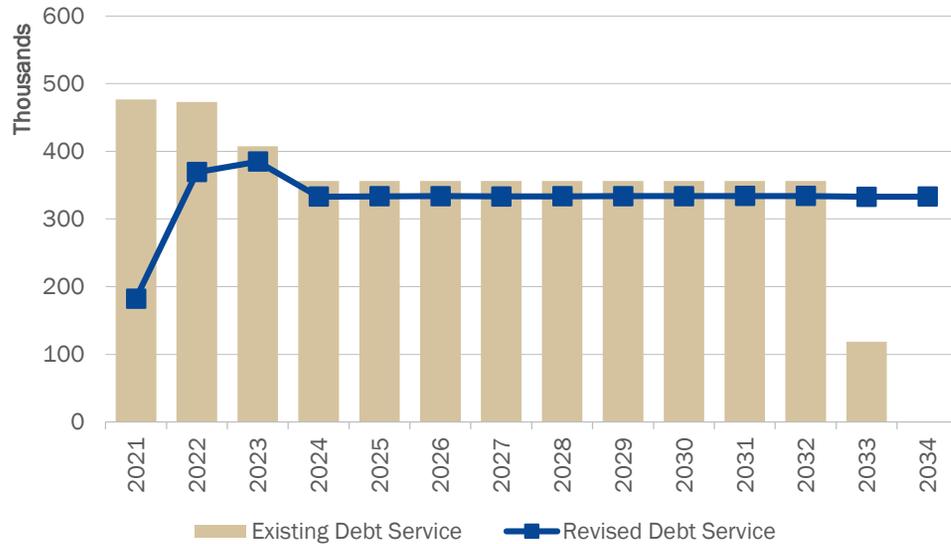
General Fund | Preliminary Cash Flow Results

Chase Proposal (7-Year Call) | Up-Front Savings/Extended Loans by One Year



- Additionally for your consideration, Chase Bank has provided this alternative structure for the Town.

REVISED General Fund Debt Service



Cash Flow Impact to the General Fund

Fiscal Year	Existing Debt Service	Revised Debt Service	Cash Flow Difference
Total	\$4,679,464	\$4,604,183	\$ 75,281
2021	476,407	182,270	294,136
2022	472,849	369,156	103,693
2023	407,195	384,715	22,480
2024	356,064	333,038	23,026
2025	356,064	333,454	22,609
2026	356,064	333,810	22,254
2027	356,064	333,129	22,935
2028	356,064	333,405	22,659
2029	356,064	333,626	22,438
2030	356,064	333,804	22,260
2031	356,063	333,933	22,131
2032	356,063	334,013	22,051
2033	118,441	332,803	(214,362)
2034	-	333,027	(333,027)

- The \$3,917,000 Refinancing assumes Chase Bank’s 7-year call option interest rate of 1.225% and a 13-Year final maturity.
 - Note: our initial planning estimate was 2.50%.
- Total estimated debt service savings of \$75,281 with NPV Savings of 3.46%.
- Interest rate risk associated with interest rate resets/balloon amortization no longer exists.
- The refinancing of the 2017 Loan extends the final maturity by 1 year.

Part 1 | Utility Fund | Permanently Financing FY 2023 Balloon



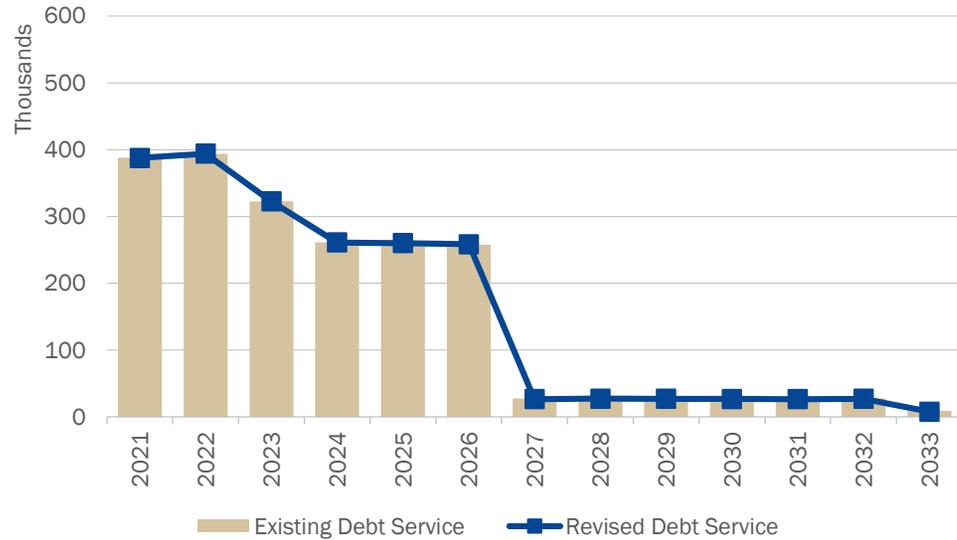
- The Utility funds has a balloon payment in FY 2023.
- Interest rates are at 60-year historic lows.
- The Town can take advantage of historically low interest rates and economies of scale, by locking in a permanent interest rate on the 2015B Loan, which currently has a balloon payment in FY 2023.
- The 2015B Loan has a current interest rate of 1.65%.
- The \$1,663,000 recommended permanent financing would be 1.181%* based on the same final maturity. This rate is fixed to final maturity.
- In addition, the Utility Fund benefits from a portion of the refinancing of the 2017 Loan.



Utility Fund | Preliminary Cash Flow Results

Chase Proposal (7-Year Call) | Match Maturity / Level Savings

REVISED Utility Fund Debt Service



Cash Flow Impact to the Utility Fund

Fiscal Year	Existing Debt Service	Revised Debt Service	Cash Flow Difference
Total	\$2,060,548	\$2,054,560	\$ 5,988
2021	387,983	387,599	384
2022	393,538	393,903	(365)
2023	322,499	322,555	(56)
2024	261,379	261,163	216
2025	259,666	260,186	(520)
2026	257,921	258,513	(593)
2027	28,040	26,866	1,174
2028	28,040	27,565	475
2029	28,040	27,258	782
2030	28,040	26,951	1,089
2031	28,040	26,644	1,396
2032	28,040	27,331	709
2033	9,327	8,028	1,299

- The \$1,663,000 Refinancing assumes Chase Bank’s 7-year call option interest rate of 1.181% and a 12-Year final maturity.
 - Note: our initial planning estimate was 2.50%.
- Total estimated debt service savings of \$5,988 with NPV Savings of 0.66%.
- Interest rate risk associated with interest rate resets/balloon amortization no longer exists.
- The refinancing does not extend the final maturities.

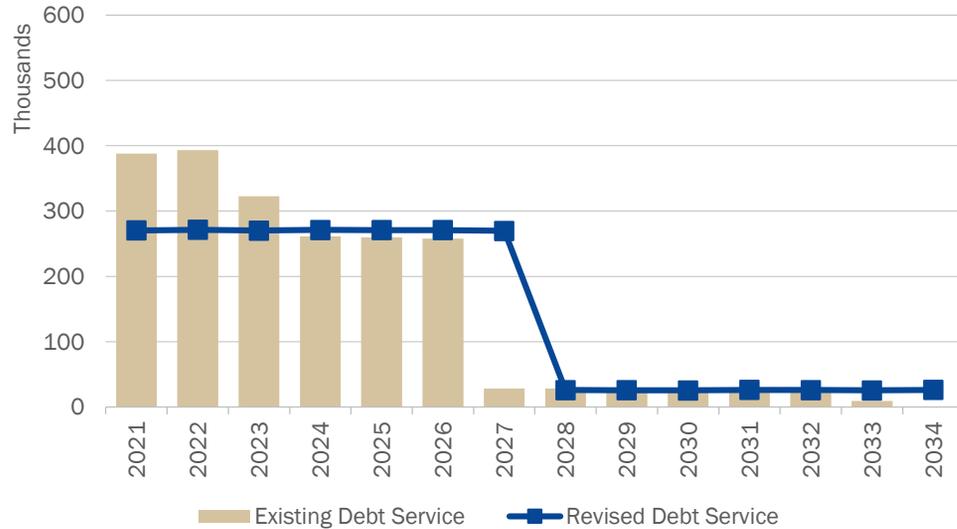


Utility Fund | Preliminary Cash Flow Results

Chase Proposal (7-Year Call) | Up-Front Savings/Extended Loans by One Year

- Additionally for your consideration, Chase Bank has provided this alternative structure for the Town.

REVISED Utility Fund Debt Service



Cash Flow Impact to the Utility Fund

Fiscal Year	Existing Debt Service	Revised Debt Service	Cash Flow Difference
Total	\$2,060,548	\$2,075,214	\$ (14,666)
2021	387,983	270,392	117,590
2022	393,538	271,276	122,262
2023	322,499	270,142	52,357
2024	261,379	271,130	(9,752)
2025	259,666	270,970	(11,304)
2026	257,921	270,785	(12,864)
2027	28,040	269,557	(241,517)
2028	28,040	26,046	1,994
2029	28,040	25,758	2,282
2030	28,040	25,458	2,582
2031	28,040	26,158	1,882
2032	28,040	25,851	2,188
2033	9,327	25,532	(16,205)
2034	-	26,159	(26,159)

- The \$1,663,000 Refinancing assumes Chase's 7-year call option interest rate of 1.225% and a 13-Year final maturity.
 - Note: our initial planning estimate was 2.50%.
- The new debt structure is levelized, which in turn reduces the pressure on User Rate increases.
 - The structure also allows the Town to layer in funding for new capital needs sooner rather than later and with reduced all-in User Rate increases.
- Interest rate risk associated with interest rate resets/balloon amortization no longer exists.
- The refinancing of the 2015B and 2017 Loans are each extended by one year.



Part 2 | Utility Fund | Interim Financing

- The Enterprise Fund has approximately \$1.6 million of capital improvements over the next several years.
- The Town has not yet determined what portions will be funded from borrowing versus cash funding.
- Davenport recommends an Interim Financing vehicle that provides the Town maximum flexibility to move forward with its capital improvements while minimizing cash flow impact to the Enterprise fund (minimize user rates and charges).
- Farmers Bank provided an excellent option, which is a Line of Credit (“LOC”) with a fixed rate for 2 years of 1.45%.
- The Bank LOC can be prepaid at any time.
- The Town only pays interest on the moneys it borrows, and there is no penalty for unused borrowing.
- Davenport recommends pursuing this approach given its cash flow flexibility and highly competitive interest rate.

Next Steps



- The Town will need to take formal action (authorizing resolutions) to proceed with Parts 1 and 2 and lock in the rates with Chase Bank.
- A public hearing (and publication of notices) for the Interim Financing will be required, but not for the refunding.
- The expected closing for the refunding is flexible, however, can be accomplished in the next 45 days.



Appendix

Interest Rate Trends

Tax-Exempt Interest Rate Trends



20-Bond Index (Since 1980)



20-Bond Index (Since November 2016)



Disclosure



The enclosed information relates to an existing or potential municipal advisor engagement.

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The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		6/19/2020	15595

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Field Dr.

Description	Amount
Provide equipment, labor, and materials to accomplish the following: 1. Edge mill and prep street at an average of 2" 2. Clean and haul millings off site. Millings shall become property of The Blair Bros. Inc., 3. Tack surface prior to overlay to ensure proper bond with new asphalt. 4. Overlay at 2" with IM19.0 asphalt and compact accordingly. Approximately 1,016 square yards.	
Total Contract Price:	21,200.00

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$21,200.00

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.





The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		6/19/2020	15596

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Winchester Place

Description	Amount
Provide equipment, labor, and materials to accomplish the following: 1. Edge mill and prep street to accept an average of 2" asphalt. 2. Clean and haul millings off site. Millings shall become property of The Blair Bros. Inc., 3. Tack surface prior to overlay to ensure proper bond with new asphalt. 4. Overlay with 2" of IM19.0 asphalt and compact accordingly. Approximately 4,328 square yards.	
Total Contract Price:	64,450.00

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$64,450.00

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.





The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		6/23/2020	15597

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Canteberry

Description	Amount
Provide equipment, labor and materials to accomplish the following: 1. Mill an area approximately 9,480 square yards at an average depth of 2". 2. Haul millings offsite and dispose of. Millings shall become property of The Blair Bros. Inc., 3. Clean milled area and tack to ensure proper bond with new asphalt. 4. Install 2" of IM19.0 asphalt in same area and compact accordingly. 5. Re-stripe in existing fashion using traffic grade paint.	
Total Contract Price:	145,606.56
Add Alternate: - Option to pave to Rte 10 with above scope adds approximately 335 square yards milling and paving including traffic control.	6,800.00

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$152,406.56

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.



Convenience fee added



The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		6/17/2020	15598

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Lake Cres./Kendal Haven

Description	Amount
<p>Furnish all labor, materials and equipment to accomplish the following:</p> <ol style="list-style-type: none"> 1. Edge mill an average of 6'-0" wide. The milling thickness shall taper from 2" at the gutter pan to 0" approximately 6'-0" from the gutter pan. 2. Millings shall be cleaned up and hauled off-site (millings shall become property of The Blair Bros., Inc.) 3. Install sewer/water risers where needed. 4. Overlay approximately 4,945 square yards with approximately 545 tons of IM19.0 asphalt at an average of 2". 5. We shall provide traffic control as needed. <p>Total Contract Price:</p>	68,670.00

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$68,670.00

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.





The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		6/17/2020	15599

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Wildwood Circle

Description	Amount
<p>Furnish all labor, materials and equipment to accomplish the following:</p> <ol style="list-style-type: none"> 1. Edge mill an average of 6'-0" wide. The milling thickness shall taper from 2" at the gutter pan to 0" approximately 6'-0" from the gutter pan. 2. Millings shall be cleaned up and hauled off-site (millings shall become property of The Blair Bros., Inc.) 3. Install sewer/water risers where needed. 4. Overlay approximately 2,502 square yards with approximately 276 tons of IM19.0 asphalt at an average of 2". 5. We shall provide traffic control as needed. <p>Total Contract Sum:</p>	43,840.00

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$43,840.00

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.





The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		6/17/2020	15600

Bill To:

Project:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Tallwood Circle

Description	Amount
<p>Furnish all labor, materials and equipment to accomplish the following:</p> <ol style="list-style-type: none"> 1. Edge mill an average of 6'-0" wide. The milling thickness shall taper from 2" at the gutter pan to 0" approximately 6'-0" from the gutter pan. 2. Millings shall be cleaned up and hauled off-site (millings shall become property of The Blair Bros., Inc.) 3. Install sewer/water risers where needed. 4. Overlay approximately 1,656 square yards with approximately 183 tons of IM19.0 asphalt at an average of 2". 5. We shall provide traffic control as needed. <p>Total Contract Price:</p>	28,595.00

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$28,595.00

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.



RESOLUTION

WHEREAS, the Town has established banking relationships with both TowneBank and Farmers Bank; and,

WHEREAS, the Town Council has established credit line facilities with TowneBank in connection with the Pinewood Height redevelopment project and with Farmers Bank for general purposes; and,

WHEREAS, the Town Council finds it necessary and in the best interest of the town to renew its credit lines with Town Bank and Farmers Bank.

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Smithfield that the Town's mayor, Town's Treasurer, Town Manager and Town Attorney are authorized and directed to execute such documents as may be necessary to renew the existing credit line facilities with TowneBank and with Farmers Bank, Windsor, Virginia.

Adopted this 7th day of July, 2020.

TOWN COUNCIL OF THE TOWN OF SMITHFIELD

By: _____
T. Carter Williams, Mayor

Attest:

Lesley G. King, Clerk

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
SPECIAL USE PERMIT

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council at The Smithfield Center, 220 N. Church Street, Smithfield, Virginia, on Tuesday, July 7th, 2020 at 6:30 p.m. to consider the application of Robert and Anne Little, applicants, for a special use permit under the provisions of Article 3.I, Section C.28 of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, in order to approve an SUP for a “waiver of yard requirements, subject to the prohibition of parking in front yards”. Specifically, the applicant is seeking relief from SZO Section 2.P.5 & 13.B., allowing the retention of an accessory building in the front yard, with an encroachment of 16.8’, relief from SZO Section 2.P.12 & 3.I.E.2.b., allowing the retention of an accessory building in the side yard, with an encroachment of 13.8’, and the allowance of the paved walkway from the parking lot to the greenhouse and outdoor display area to cross over an existing lot line in a zoning district in which zero lot line development is not permissible.

The property which is the subject of this special use permit application is located at 1409 S Church St (Tax Map #21A-01-512 and #21A-01-512A). The parcels’ current zoning designation is Highway Retail Commercial (HRC) & Entrance Corridor Overlay (ECO).

Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the Zoning Ordinance of the Town of Smithfield and application for this special use permit are available for inspection in the town offices, 310 Institute Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: June 24th and July 1st, 2020

NOTICE OF PUBLIC HEARING
TOWM COUNCIL OF THE TOWN OF SMITHFIELD
SPECIAL USE PERMIT

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council at The Smithfield Center, 220 N. Church Street, Smithfield, Virginia, on Tuesday, July 7th, 2020 at 6:30 p.m. to consider the application of Robert and Anne Little, applicants, for a special use permit under the provisions of Article 3.I, Section C.30 of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, in order to approve an SUP for a “waiver of parking and loading requirements”- specifically the elimination of the prohibition of front yard parking provision of SZO Section 3.I.C.28.

The property which is the subject of this special use permit application is located at 1409 S Church St (Tax Map #21A-01-512 and #21A-01-512A). The parcels’ current zoning designation is Highway Retail Commercial (HRC) & Entrance Corridor Overlay (ECO).

Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the Zoning Ordinance of the Town of Smithfield and application for this special use permit are available for inspection in the town offices, 310 Institute Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: June 24th and July 1st, 2020

**TOWN COUNCIL STAFF REPORT:
PUBLIC HEARING SUP APPLICATIONS (AFTER-THE-FACT)**

TUESDAY, JULY 7TH, 2020, 6:30 PM

Applicant	Robert & Anne Little 501 Cranford Rd Smithfield, VA 23430
Owner	Ibid.
Property	1409 S Church St TPINs 21A-01-512 & 21A-01-512A 4.44 ac E side S Church St 600' S of S Church St & Mercer St
Zoning	Entrance Corridor Overlay (ECO) & Highway Retail Commercial (HRC)
Adjacent Zoning	Suburban Residential (SR), ECO & HRC

Project Description The applicants have been using the western portion of Lot 512A, S Church St for the display of plant materials during the warmer months for a number of years. They now wish to permanently improve this area for this purpose. Prior to these improvements, the applicants noted that there was an ongoing problem with standing water in this area of their property.

With the exception of item five (5) below, the applicants have already constructed the following improvements on the premises:

- (1) An approximately forty-six foot by sixty-five foot (46'x65', or approximately 2,990 square foot) paved outdoor display area for plant materials on the premises.
- (2) A subterranean irrigation system to service item one (1) above.
- (3) An approximately eighteen foot by thirty foot (18'x30', or approximately 540 square foot) greenhouse.
- (4) Approximately 128 square feet of walkways to connect the plant display area to the existing parking lot.
- (5) Two (2) forty-two inch (42") tall white-colored vinyl accent fences that will border either corner of the paved outdoor display area closest to S Church St.

Because the applicants' property is located within the Entrance Corridor Overlay (ECO), and entails a number of permanent exterior improvements to a property with a preexisting major site plan approval given by the Planning Commission on Tuesday, December 8th, 2009, the applicants must apply for ECO design review, as well as a site plan amendment.

In order for Town staff to permit certain components of the proposed improvements, the applicants must also apply for a Special Use Permit, specifically for a "waiver of yard requirements . . ." pursuant to Smithfield Zoning Ordinance (SZO) Section 3.I.C.28. The applicants are requesting relief from the following standards of the SZO:

- (a) The retention of the greenhouse's position in a front yard area, which conflicts with SZO Section 2.P.5 & 13.B. Specifically, the applicants propose a 16.8' encroachment into the front yard.
- (b) The retention of the greenhouse's position in a side yard area, which conflicts with SZO Sections 2.P.12 & 3.I.E.2.b. Specifically, the applicants propose a 13.8' encroachment into the side yard.

- (c) The allowance of the paved walkway from the parking lot to the greenhouse and outdoor display area to cross over an existing lot line in a zoning district in which zero lot line development is not permissible.

The language of SZO Section 3.I.C.28 reads (in full):

Waiver of yard requirements, subject to the prohibition of parking in front yards.

A strict application of this language would imply that, as a consequence of receiving an approval for this SUP, the applicant would no longer be able to utilize the near entirety of their parking lot. To avoid an unintended consequence, the applicant is applying for an additional SUP item as a part of this application- specifically for a “waiver of parking and loading requirements” pursuant to SZO Section 3.I.C.30. This waiver is intended to eliminate the prohibition of front yard parking provision of SZO Section 3.I.C.28.

At its Tuesday, June 9th, 2020 meeting, the Planning Commission favorably recommended the applicants’ SUP applications to the Town Council under the condition that they resolve any comments generated on the application by the Isle of Wight County Stormwater Division prior to Town staff’s issuance of a zoning permit.

Additionally, the Planning Commission approved the applicants’ site plan amendment and ECO design review applications contingent on the Town Council’s approval of the SUP applications, and under the same condition noted above.

Recommendation

Town staff recommends approval under the condition that the applicants resolve any comments generated on the site plan by the Isle of Wight County Stormwater Division prior to Town staff’s issuance of a zoning permit.



TOWN OF SMITHFIELD

310 Institute Street, P. O. Box 246 Smithfield, VA 23431
(757) 365-4200 Fax (757) 357-9933

APPLICATION FOR:

- Special Use Permit
- Variance
- Special Yard Exception
- Special Sign Exception
- Other

Applicant(s) Name: Robert Little
 Address: 501 Cranford Rd
 City, State, Zip: Smithfield, VA 23430
 Phone Number(s): 1-(757)-357-2396

Property Owner(s) Name: Robert Little
 Address: 501 Cranford Rd
 City, State, Zip: Smithfield VA 23430
 Phone Number(s): 1-(757)-357-2396

Property Address: 1409 S Church St

Tax Map Number(s): 21A-01-512 & 21A-01-512A

Property Description: 4.4 +/- acres 250' S S Church St & Merwin St

Zoning: ECO & HRC Acreage: 4.4 +/- Application Fee: \$400.00

Legal Reference: Ad, Little's self Deed Book#: 07000459 Page#: 110001923

Proposed Use/Exception: Waiver of Yard Requirements Pursuant to
580 Section 3, I.C. 20
Waiver of Parking & Loading Requirements Pursuant to
580 Section 3, I.C. 30

[Signature]
 Applicant(s) Signature

5-4-20
 Date

 Applicant(s) Signature

 Date

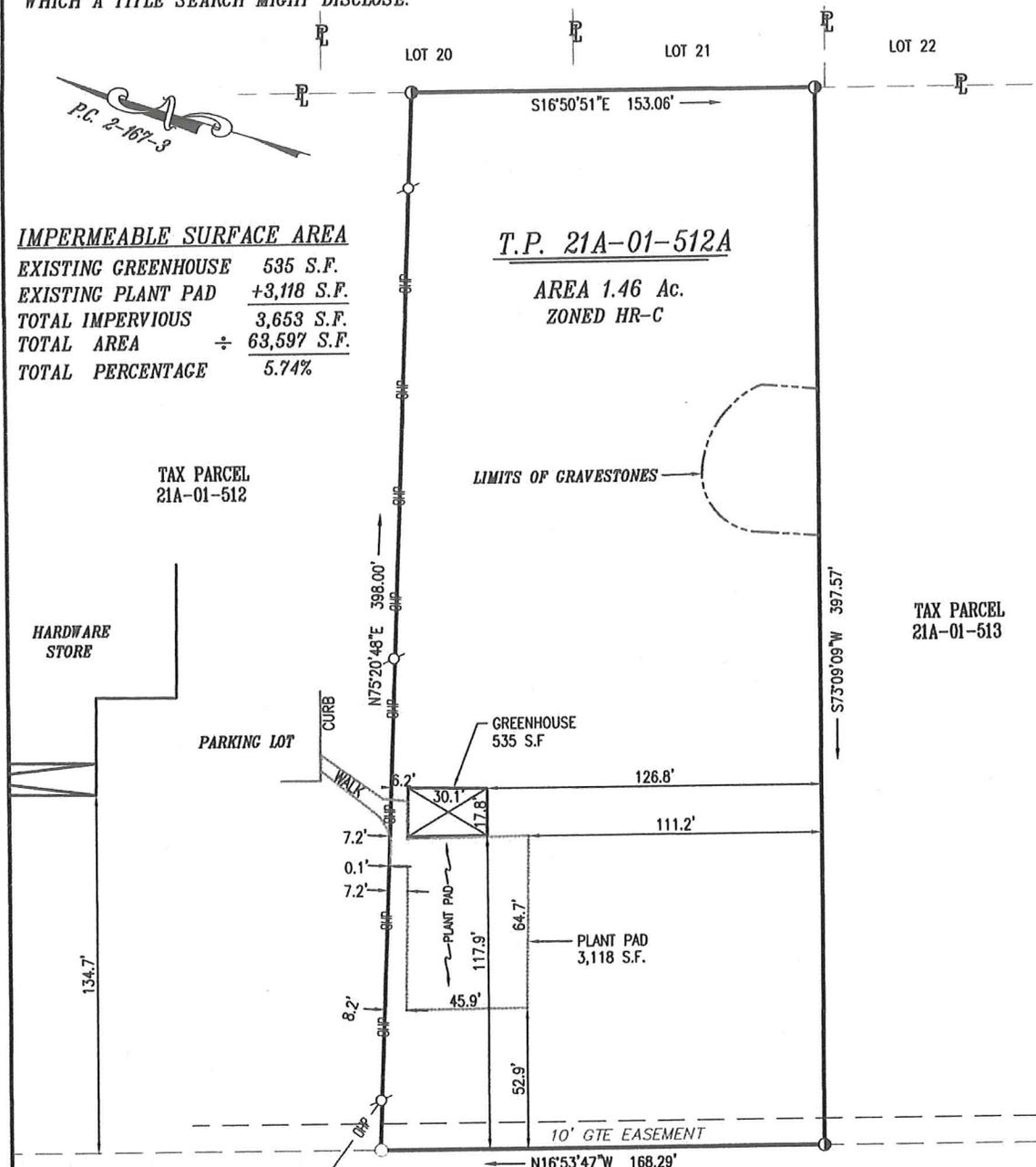
THIS SURVEY HAS BEEN COMPLETED WITHOUT THE BENEFIT OF A TITLE SEARCH. THEREFORE, THIS SURVEY IS SUBJECT TO ANY EASEMENT OF RECORD, LAND TRANSACTIONS AND OTHER PERTINENT FACTS WHICH A TITLE SEARCH MIGHT DISCLOSE.

IMPERMEABLE SURFACE AREA

EXISTING GREENHOUSE	535 S.F.
EXISTING PLANT PAD	+3,118 S.F.
TOTAL IMPERVIOUS	3,653 S.F.
TOTAL AREA	÷ 63,597 S.F.
TOTAL PERCENTAGE	5.74%

T.P. 21A-01-512A

AREA 1.46 Ac.
ZONED HR-C



REFERENCE - P.C. 2-167-3

SOUTH CHURCH STREET
BUSINESS RTE 10 & US 258

EXHIBIT PLAT
FOR
ROBERT J. LITTLE

LOCATED ON SOUTH CHURCH STREET
TOWN OF SMITHFIELD
ISLE OF WIGHT COUNTY, VIRGINIA

SCALE 1" = 50'

APRIL 16, 2020

LEGEND:

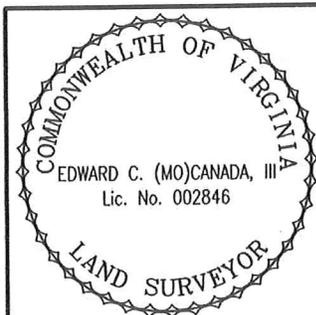
- - DENOTES IRON PIN OR PIPE FOUND
- - DENOTES COMPUTED POINT
- OHP- DENOTES OVERHEAD POWER
- ⊗ - DENOTES POWER POLE

RECEIVED



MAY 06 2020

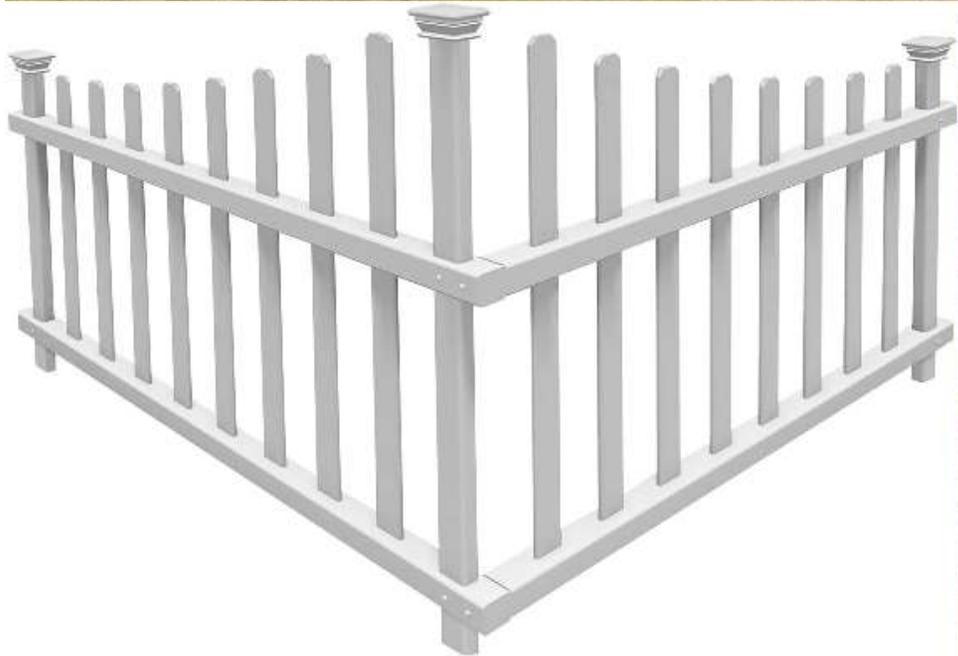
TOWN OF SMITHFIELD



CANADA
LAND & MARINE
SURVEYING

1212 S. Church Street Smithfield, VA 23430
PHONE : 757-357-2911

DRAWN BY: ECC JOB #S20-101-SM



1409 S CHURCH ST (TPINs 21A-01-512 & 21A-01-512A): EXISTING & PROPOSED IMPROVEMENTS

**APPROPRIATION RESOLUTION
FISCAL YEAR 2020-2021**

WHEREAS, in order to provide for the operation of the government of the Town of Smithfield, the Town Council of the Town of Smithfield finds it necessary to appropriate the funds budgeted for fiscal year 2020-2021, beginning July 1, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield that the following sums of money, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Town are hereby appropriated for the corporate purposes and objects of the Town as herein below specified for the fiscal year commencing on the 1st day of July, 2020, and ending on the 30th day of June, 2021:

A. From General Corporate Taxes and Revenue:

Operating Expenses:

General Government	\$ 727,210
Treasurer	713,673
Public Safety	2,952,713
Planning, Engineering & Public Works	964,517
Public Buildings	209,557
Community Development	966,862
Contributions - Parks, recreation & cultural	31,600
Contributions	396,723
Parks, Recreation & Cultural	1,184,465
Debt Service	<u>482,196</u>

Total Operating Expenses \$8,629,516

Non Departmental \$ 48,255

Other Financing Uses

Transfer to Operating Reserves \$ 85,761

Total Other Financing Uses \$ 85,761

Capital Outlay:

Treasurer	\$ 135,720
Planning, Engineering & Public Works	1,032,843
Community Development	<u>60,000</u>
Total Capital Outlay	\$ 1,228,563

Total General Funds Expenses \$ 9,992,095

Road Maintenance Funds \$ 1,247,495

GRAND TOTAL **\$11,239,590**

B. Appropriations for the Foregoing Expenses from the Following General Government Revenue:

General Property Taxes:

Real Estate	\$ 2,163,049
Personal Property	720,000
Public Service Corporation Tax	35,284
Penalties & Interest	<u>28,920</u>
Total General Property Taxes	\$2,947,253

Other Local Taxes

Bank Franchise	\$ 138,000
Sales	321,300
Utility	214,000
Meals-4.25%	1,100,407
Meals-2%	517,838
Business Licenses	338,555
Vehicle Licenses	212,000
Cigarette	218,550
Transient Occupancy	192,100
Peg Channel	1,920
Consumption	<u>51,000</u>
Total Other Local Taxes	\$3,305,670

Permits, Fees & Licenses

Permits	\$ 20,000
Inspection Fees	7,000
Administrative Fees	12,000
Refuse Collection Fee	216,865
Dog Park Registration Fees	795
Consultant Review Fees	<u>3,000</u>

Total Permits, Fees & Licenses \$ 259,660

Fines \$ 43,000

Revenue from Use of Money and Property \$ 422,745

Other Revenue \$ 650

Revenue from Commonwealth Of Virginia \$ 795,271

Revenue from Federal Government \$ 1,098,321

<u>Other Financing Sources:</u>	
Capital Lease Acquisition	\$ 59,280
Contributions	181,604
From Reserve Funds:	
Fund Balance	<u>878,641</u>
Total Other Financing Sources	\$ 1,119,525
Total General Funds Revenues	\$ 9,992,095
<u>Road Maintenance</u>	<u>\$ 1,247,495</u>
GRAND TOTAL	\$ 11,239,590

C. **Appropriations for the Foregoing Expenses from the Following Water and Sewer Revenue**

<u>Operating Revenue</u>	
Charges For Services-Water	\$1,503,725
Charges For Services-Sewer	707,401
Water Debt Service Revenue	256,000
Sewer Compliance Revenue	401,112
Connection Fees-Water	29,700
Connection Fees-Sewer	71,100
Application Fees-Water	<u>10,000</u>
Total Operating Revenue	\$2,979,038
<u>Operating Expenses</u>	
For Water Operating Expenses	\$ 3,654,392
For Sewer Operating Expenses	<u>1,978,825</u>
Total Operating Expenses	\$5,633,217
<u>Non-Operating Revenue (Expenses)</u>	
Availability Fees-Water	122,400
Availability Fees-Sewer	185,400
Interest Revenue-Water	35,000
Interest Revenue-Sewer	11,500
Bond Financing – Water	1,000,000
Bond Financing – Sewer	600,000
From reserves – water	697,567

From reserves – sewer	<u>2,312</u>
Total Non-Operating Revenue (Expenses)	\$2,654,179

D. **Summary**

Appropriated from general corporate taxes and revenue	\$11,239,590
Appropriated from water and sewer revenues & reserves	<u>\$5,633,217</u>
	TOTAL: \$16,872,807

These appropriations shall be effective as of July 1, 2020.

Adopted: July 7, 2020

T. Carter Williams, Mayor

Attest:

Lesley G. King, Clerk

**Amended and Restated Access Agreement Between
the Town of Smithfield and Isle of Wight County
Historical Society, Incorporated**

THIS AMENDED AND RESTATED AGREEMENT is made this 7th day of July, 2020, between the Town of Smithfield, a Virginia municipal corporation (the “Town”) and Isle of Wight County Historical Society, Incorporated, (the “IWCHS”). The IWCHS and Town may hereinafter be referred to jointly as the “Parties” or individually as a “Party”

RECITALS:

The Town is the owner of a certain parcel of land within its corporate boundaries at 888 W. Main Street upon which is located a residential structure known as “the Wombwell House”. The IWCHS has expressed interest in possibly restoring and preserving the structure and ultimately using it as its offices. The Town has no need for the structure but recognizes the benefit to the Parties that will result from the potential restoration and renovation of the structure. The IWCHS has requested that it be given access to the premises for the purpose of inspection in order to develop a feasibility study for a phased plan to rehabilitate the house and initiate fund raising for the project.

The parties previously entered into an access agreement dated November 5, 2019. IWCHS has asked that it be given an extension of time to complete its due diligence.

Now therefore, the IWCHS and Town do hereby reduce the terms of their understanding to writing. Accordingly the parties agree as follows:

1. The Town shall continue to grant unto IWCHS unrestricted access to the Wombwell House for a period beginning with the execution of this agreement and ending January 31, 2021.
2. IWCHS shall at its sole expense takes all those actions necessary to secure the house against weather, vandalism and other unauthorized access, which actions shall include but not be limited to:
 - cover the hole(s) in the roof and close off any missing windows;
 - provide ventilation as needed to preclude the further growth of mold;
 - install and/or change locks on the exterior doors with keys to be provided to the Town;
 - post “No Trespassing” signs on the building.
3. IWCHS, shall at its sole expense clear the house of its contents and dispose of same.
4. IWCHS shall be permitted to locate a dumpster upon the property for the purpose of removing and disposing of the contents of the house at a location approved by the Town.
5. IWCHS shall be permitted to make such studies, evaluations, assessment as it

deems appropriate in its sole discretion and at its sole expense.

6. Town shall continue to insure the premises under its master insurance policy.
7. IWCHS acknowledges that the house is in a severe state of disrepair and may be hazardous to persons entering upon the premises. IWCHS, by these presents, does hold the Town harmless from and shall indemnify the Town against loss from claims of liability for bodily injury or death to any of its officers, members, employees, agents and invitees.
8. IWCHS acknowledges that the property is made available to it in its current and "AS IS" condition and the Town has no obligation to make any repairs or improvements to the house during the term of this agreement.
9. Town shall be responsible for cutting the grass and basic landscape maintenance upon the premises during the term of this agreement.
10. Town shall post "No Trespassing" signs as it deems appropriate upon the premises.
11. IWCHS, shall during the term of this agreement, have access to the areas surrounding the house, but not to include the areas used for the Luter Sports Complex, for the purpose of locating a grave yard believed to be upon the property.
12. At the expiration of the term of this agreement, the parties may choose to enter into a lease or other agreements, the terms of which shall be negotiated at that time.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield and the Officers of the Isle of Wight County Historical Society, Incorporated, that the parties hereto do agree to the establishment of this agreement and memorandum of understanding for access to the Wombwell House upon the terms and condition set forth herein.

The foregoing agreement was duly adopted, accepted and approved by the Town Council at regular meeting held on the 7th day of July, 2020.

TOWN OF SMITHFIELD

By: _____

T. Carter Williams, Mayor

Date: _____

Attest:

Lesley G. King, Clerk

Approved as to form:

Town Attorney

ISLE OF WIGHT COUNTY HISTORICAL SOCIETY, INCORPORATED

By _____ Date: _____
Carolyn Keen, President

By _____
Albert Burckard, Vice President

By _____
A. James Henderson, Treasurer