April 20, 2018

TO: **SMITHFIELD TOWN COUNCIL**

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

SUBJECT: **APRIL 2018 COMMITTEE MEETINGS WILL BE HELD AT THE SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET, SMITHFIELD, VA**

MONDAY, APRIL 23RD, 2018 @ 4:00 p.m.

Police **Members: Tynes (CH), Moore**

1. Public Comment
2. Operational Updates

TAB # 1 3. Street Closure Request for Annual Olden Days Festival, June 30th 2018

Immediately following the conclusion of the above meeting:

Water and Sewer **Members: Moore (CH), Tynes, Smith**

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1. Public Comment
2. Operational Updates

Immediately following the conclusion of the above meeting:

Finance **Members: Pack (CH), Cook, Moore**

1. Public Comment

TAB # 2 2. Contribution Requests for Fiscal Year 2018/2019
   a. Western Tidewater Free Clinic
   b. Isle of Wight Christian Outreach
   c. Friends of the Smithfield Library
   d. Smithfield Volunteer Fire Department

(forthcoming) 3. March Financial Statements and Graphs

TAB # 3	4.	March Cash Balances / VML Investment Pool Update	
TAB # 4	5.	Invoices Over $10,000 Requiring Council Authorization:	
		a. Smithfield Volunteer Fire Department	$ 13,000.00
		b. Windsor Castle Restoration Project	$100,000.00
	6.	FY 2018/2019 Budget Presentation	
	7.	Closed Session	

TUESDAY, MARCH 27TH, 2018 @ 4:00 p.m.

4:00 p.m. **Parks and Recreation** **Members: Tynes (CH), Pack**

	1.	Public Comment
TAB # 5	2.	Operational Update – Committee Report / Park Project Update / 2018 Special Event List
TAB # 6	3.	Joseph W. Luter, Jr. Sports Complex - Update from Project Manager Brian Camden
TAB # 7	4.	Film Permit Process

Immediately following the conclusion of the above meeting:

Public Works **Members: Smith (CH), Cook, Tynes**

	1.	Public Comment
TAB # 8	2.	Proposals from Blair Brothers, Inc. to Perform Street Maintenance to All or Portions of Edgewood Drive, Bellwood Drive, Beale Avenue, Fawn Court, Wilderness Lane, and Dashiell Drive

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare **Members: Cook (CH), Smith**

	1.	Public Comment
TAB # 9	2.	Pinewood Heights Relocation Project – Phase III and Phase IV Update
TAB # 10	3.	Windsor Castle Restoration Project Update

***** Additional Item Not Listed on Committee but will be on Council's May 1st Agenda*****

- Approval of April 3rd, 2018 Town Council Meeting Minutes

POLICE

COMMITTEE

Town of Smithfield
Special Event Application for Permit

Event Date	Saturday, June 30, 2018
Event Name	Olden Days Festival
Event Location	Main Street, Smithfield
Event Times (don't include setup times)	10-4

Event Organizer (Group Name)	Smithfield / IOW Tourism				
Contacts					
Name	Connie Chapman	**Cell Phone**	757-902-2164	**Email**	cchapman@iwus.net
Name		**Cell Phone**		**Email**	

Event Category	☒ Festival ☒ Concert ☒ Parade ☐ Run/Walk ☐ Bike Race/Tour ☒ Car Show ☐ Other		
Description of Event		**Tourism Submission**	☒ Yes ☐ No
Festival including kids, bike, pet parade, food, music, vendors, kids activities and car show.			
Contact name and phone number for more information on event			
Name: Connie Chapman		**Phone:** 757-365-1644	
Expected Attendance	4,000	**Website**	www.visitsmithfieldva.com
Average Ticket/Entry Price	$ n/a	**Participants will be**	☐youth ☐ adults ☒ both
Music-DJ/Band?	yes	**Alcohol Sales or Service?**	no
What is your plan in the event of bad weather-cancel, reschedule?			No rain date
Requesting? ☒ road closures ☒ traffic assistance ☐ park trail closures			

List benefits of your event to the community	**List Recipients of Proceeds**
To stimulate our local economy and small businesses and provide a fun event for locals and tourists. Toys for Tots car show to benefit local families at Christmas.	XI Delta / for local charitable organizations
	Toys for Tots
	IOW Tourism

Check any of the following that your event will include.		**Special Event To Do List**	**Complete by:**
☒ Food, Caterer	☒ Food, by Organization	Submit event flyer/promotional material	4 months
☒ Retail Vendors Non-Profit	☒ Retail Vendors For Profit	Street Closures/Park Closures/Traffic Assist goes to Town Council	3 months
☒ Port-a-Potties	☒Tents	Apply for ABC permit (if needed)	6 weeks
☐ Dumpster/Recycle Receptacles	☐ Rentals-Furniture-Tables, Chairs	Contact EMS/Fire (if needed)	4 weeks
☐ Generators/ Light Tower	☐ Staging	Apply for Health Permit	4 weeks
☐ Fencing/Barricades	☒ Golf carts	Apply for Tent Permit (if needed)	4 weeks
☐ Providing Shuttle Service	☒ Bounce Houses	Call Ms Utility (if tenting or fencing site)	4 weeks
☐ Other-List Items Here:		Have walkthrough appointment with the Town • Submit your Certificate of Insurance ($1 million policy) to the Town • Submit your ABC permit	4 weeks

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	*Connie Chapman*	**Date**	Dec. 18, 2017
Print Name	Connie Chapman		

Special Event Checklist			Event Phone #: 449-4861
Date of Event	Sat, Jun 30, 2018	Name of Event	Olden Days
Event Times	10A-4P	Setup Times	
Contact	Connie	Phone #	902-2164

Street Close/Traffic Asst	Area	Times	Town Council Approval Date

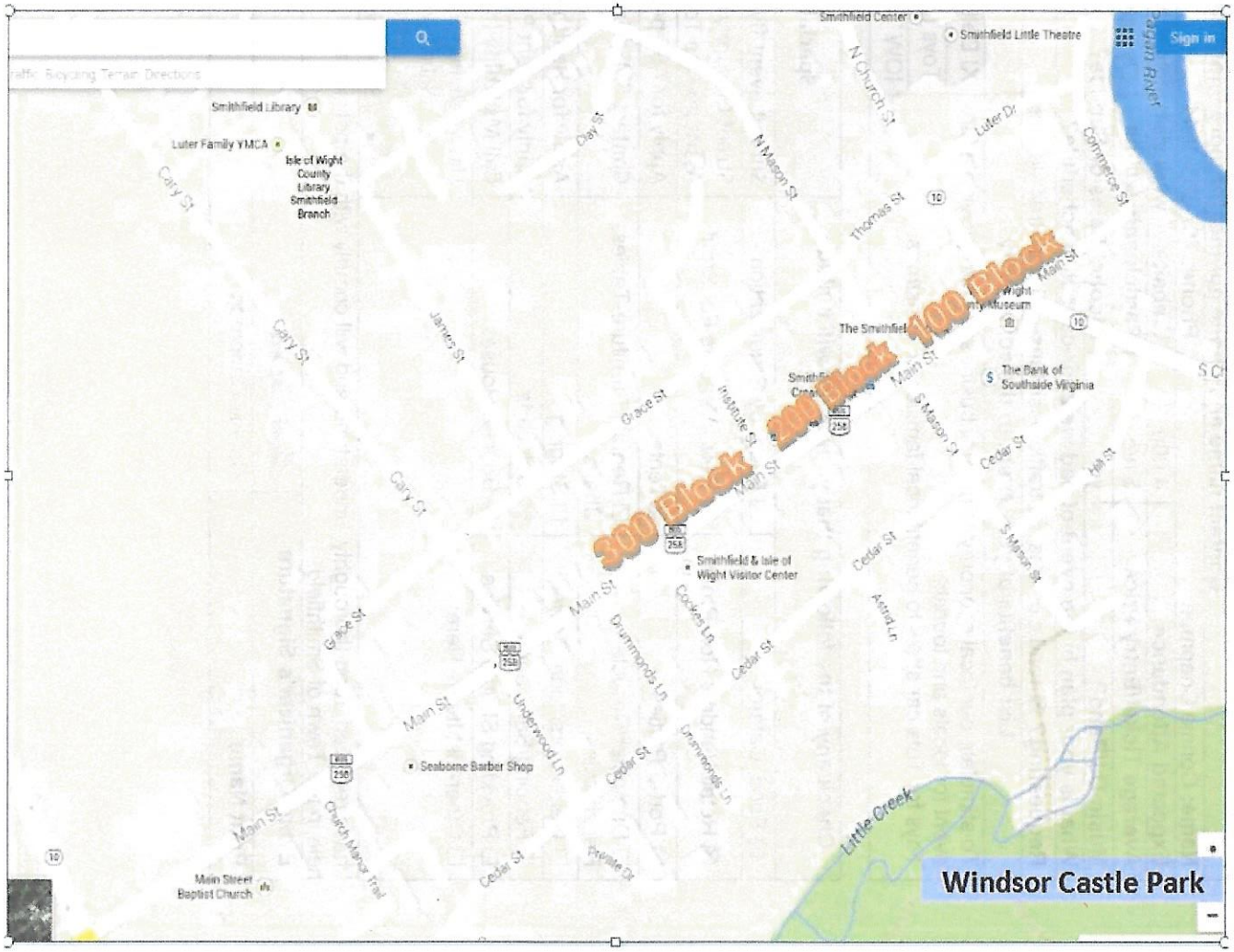
✓	Parking	
X	Grass Cutting	
✓	Trash	PW
✓	Electrical	
X	Water	
X	COI on File	
X	ABC	
✓	Letter to Residents	Tourism
X	Ms Utility	
X	Tent Permit	

PW Staff Lead

No	Area	Times

PD Staff Lead

No	Area	Times



FINANCE

COMMITTEE

FY 2018 / 2019

Contribution Request

Western Tidewater FREE CLINIC
Helping Hands. Health. Hope.

February 22, 2018

Ms. Ellen Minga
Town of Smithfield
P.O. Box 246
Smithfield, VA 23431

Dear Ms. Minga,

On behalf of Western Tidewater Free Clinic (WTFC), we thank the Town Council of Smithfield for supporting the Clinic, and we are especially grateful for the increase in funding over the past few years. We are asking for your continued support to serve the most vulnerable members of our community through our 2018-2019 budget request.

The mission of the Western Tidewater Free Clinic (WTFC) is to provide high-quality, non-emergency health care to the residents of Western Tidewater who cannot otherwise afford it. The Clinic's founding committee envisioned a place where adults who qualified for service based on their income and lack of insurance would be served with respect.

WTFC is the only free clinic within its 1,400 square mile service area. Eligibility requirements include: 1) living in Suffolk, Franklin, Southampton County or Isle of Wight County, 2) living at or below 200% of the Federal Poverty Level, and 3) having no health and/or dental insurance. In actuality, the majority of our patients live at or below 100% of the Federal Poverty Level (family of four = $25,100 annually) and 98% of patients have low or extremely low incomes based on the Median Family Income of our area. Nearly 37% of WTFC's patients are employed but their employers do not offer insurance or the patients cannot afford to purchase it. The waiting list for services has decreased significantly over the past 12 months. The December 2017 waiting list ranged from 85-110 residents providing strong evidence of the continuing unmet need in Western Tidewater. Our shared goal is to improve the health of our citizens and enable them to take care of themselves and their families, keep their jobs and be productive citizens.

Since opening in 2007, the Clinic has served over 5,000 patients and provided over 130,000 visits to Western Tidewater residents. Our pharmacy program provided over 213,000 30-day supplies of medications with a retail value of $38.5 million.

During the calendar year 2017, Western Tidewater Free Clinic served a record-high 1,647 individuals which reflects an 18% increase over the previous year. Our Clinic provided our patients with a record-high 19,723 on-site visits and provided over $9.2 million in free medications. These figures have come with increased costs in the clinical areas including pharmacy, nursing and dental staffing. We hope that the Smithfield Town Council will support our request for increased funding to help offset some of our increased operating expenses. These visits include primary and specialty medical visits, dental visits, well women visits (PAP smears, breast exams, and education), mental health counseling sessions, vision, physical therapy, pharmacy consults, and eligibility appointments. The Clinic also made many referrals to Sentara Obici Hospital and specialists for consultations, treatments, lab tests, and diagnostic services. Clinic staff and volunteers schedule the referral appointments and always provide follow-up care.

2019 Meade Parkway, Suffolk, Virginia 23434
Phone 757-923-1060 ◐ Fax 757-923-1068
www.WTFreeClinic.org

During 2017, WTFC provided care to 178 residents of Smithfield (zip code 23430) which accounted for 11% of our total patients. These residents received care through 2,138 visits in 2017 and medications valued at approximately $1,012,000. Of these patients, 64 received dental services through 195 visits.

In collaboration with community service providers and funders, the Clinic is able to provide mammograms and follow-up care to almost 400 women who do not have access to these services because they cannot afford them. Mammograms are important for early detection, which is key to reducing mortality rates. In 2017, a total of 127 women from Smithfield received Women's Health services and five patients were diagnosed with cancerous or precancerous conditions and were referred for the appropriate treatments.

We enter into partnerships with all our patients to help them improve their health and their lives through their treatment plans (including medications), education and counseling. None of this would be possible without our dedicated volunteers and staff, or the financial support from local governments, foundations, civic organizations, businesses, faith-based groups and individuals.

The Clinic is staffed by approximately 19.4 Fulltime Equivalent Employees (FTEs) and a volunteer base of over 200 individuals including medical and dental professionals, and many administrative volunteers. The hours donated by volunteers during 2017 was up significantly from the prior year and equates to approximately 4.6 FTEs. Four of WTFC's Board members reside in Smithfield, as well as 22 Clinic volunteers. **Our shared goal is to improve the health of our citizens and enable them to take care of themselves and their families, keep their jobs and be productive citizens by providing a comprehensive health home model of care.**

WTFC's 2018 budget projects operating expenses of $1,851,419 which is a 7% increase over the prior year, a small increase compared to the 18% increase in patient volume. The increase is primarily in staffing that is required to accommodate the significant increase in patient volume while maintaining a high level of care. Funding from the Town of Smithfield will be used for the clinic's operating expenses which include the provision of dental and medical services and supplies.

We are requesting the local municipalities to provide 20% of our operating expenses, which equals approximately $370,000. Each municipality is asked to provide a percentage of the $370,000 according to their percentage of our total patients served. Thus, our request of $40,700 represents 11% of the total funds being requested from the Town of Smithfield in FY2018-19. This amount will provide approximately 400 medical and dental visits for 34 Smithfield residents.

Thank you for your careful consideration of our request. We invite you and all Smithfield Town Council members to visit the Clinic to see first-hand how your funds are making a difference. Please call me at 923-1060, ext. 7001 if you would like to schedule a tour, or if you need additional information.

Sincerely,

Chet M. Hart, MBA
Executive Director

Possible Programs at Smithfield Branch Library

Bright Star Theatre

Frankenstem, STEM, Best for Grades K-5
Dr. Frank N. Stein is one of the world's most famous scientists, but he needs YOUR help to use Science, Technology, Engineering and Math to make his masterpiece come to life! (Cost $495)

Count Mathula, STEM, Best for Grades K-5
This math adventure is meant to help the good Count learn that numbers, math problems and even equations can be fun! The audience helps out as the clumsy Count learns to love math as much as your students. (Cost $495)

Professor Parsnip's Lab of Healthy Living, STEM Health, Best for Grades Pre-K-5
Exciting science experiments help to teach the importance of making healthy life decisions. Students will love the mad-cap scientist, her funny sidekick and the adventures they have along the way! Explore the ins and outs of nutrition, exercise and mental/physical health. (Cost $495)

"One Small Step..." The Real Life Journey To Outer Space, STEM History, Best for grades Pre-K-5
Celebrate the 50th anniversary of humankind landing on the moon! This tale marks the history of flight and space travel from the Wright Brothers at the beaches of Kitty Hawk to the moon and beyond! (Cost $495.00)

Total for Bright Star Theatre Programs: $1,980

StoryWalk. An innovative and delightful way for children – and adults! – to enjoy reading the outdoors at the same time. Laminated pages from a children's book are attached to wooden stakes, which are installed along an outdoor path. (Cost $1,000, for multiple books and stands)

Pizza Pages Book Club. Book club for teen/tweens. Meet once a month to discuss current book selection. The first five people to sign up will receive a free book. Pizza will be provided. (Cost $100 a month)

Total for ten (10) months of book club: $1,000

Mad Science Hampton Roads

Mad Science Activity Booths. We would offer them four times a year on early out Wednesdays.

Chemical vs. Physical Reactions – Get hands-on and discover the difference between a physical and chemical change. Create "snow," change water to "juice," and cook up some bubbling creations! (Cost $150 per hour)

Air Pressure – Explore how powerful air pressure can be! Kids will see a Viking ship rise and see ping pong balls float in the air! They will see how a vacuum jar can make a marshmallow grow and shaving cream explode! (Cost $150 per hour)

Magnets – Explore the magnificent world of magnets! Learn how like poles repel and opposite poles attract. Test items for magnetism and see magnets float! (Cost $150 per hour)

Electricity – Have an electrifying experience learning about currents, conductors, and insulators! Be fascinated by our Plasma Ball, and watch our Mad Scientist demonstrate the amazing properties of electricity using our Tesla Coil! (Cost $150 per hour)

Mad Science Show (During Spring Break)

Spin, Pop Boom – The audience will be amazed when the Mad Scientist is able to defy gravity in this energetic and spectacular special event. Didgeridoo tubes, foaming hands and steaming chemical reactions will introduce children to a world of exciting chemistry. (Cost $350 for 45 minute program, YMCA normally brings campers to our programs during Spring Break)

Total for Mad Science Programs: $950

Early Literacy Training Programs for Teachers and Parents

Learning to read begins *before children* starts school — as a matter of fact, it begins at birth!

- Reading together remains the **single most effective way** to help children become proficient readers.
- Children who enjoy being read to are more likely to want to learn to read themselves.
- Reading together develops vocabulary, comprehension, and general knowledge needed to understand other books and stories when they are older.
- Reading introduces children to "rare" words that they may not hear in everyday conversation.

Based on the proven research of the "Every Child Ready to Read" program developed by the American Library Association and the PLA, these themed, hands-on workshops will highlight the six foundational skills that young children need to develop before they get to kindergarten, so that they will be ready to learn to read once they enter school.

The six skills are:

- **Print Awareness**
- **Print Motivation**
- **Phonological Awareness**
- **Vocabulary**
- **Letter Knowledge**
- **Narrative Skills**

parents and early childhood educators can easily help nurture these skills through incorporating 5 simple practices throughout the daily activities:

TALKING- SINGING - READING - WRITING- PLAYING

Adults will come away with easy, engaging early literacy activities that they can quickly implement in their daily interactions with children to encourage the development of the 6 core early literacy skills.typical themes might consist of the following topics:

FUN WITH LETTERS

FUN WITH MATH AND SCIENCE

FUN WITH VOCABULARY

Cost ($75 per class, meeting once a quarter): $300

Summary of Cost for all Programs

Bright Star Theater Programs - 4 Shows	$1,980
StoryWalk	$1,000
Pizza Pages Book Club – 10 month Program	$1,000
Mad Science Programs – 5 Programs	$950
Early Literacy Training Programs – 4 Training Sessions	$300
Total Cost	$5,230

Smithfield
Volunteer Fire Department, Inc.

1804 S. Church Street • Smithfield, VA 23430-1853 • Phone 757-357-3231

Members of Council,

April 10, 2018

The Smithfield Volunteer Fire Department (SVFD) has recently gone through the budget process with Isle of Wight County. As a part of this process we did in-depth needs assessment of our equipment and response capabilities. This year we had asked for funding on two projects hoping that the County would fully fund one and SVFD would use the Town Aide to Localities Funds (ATL) to fund the other project.

We feel that both of these projects are equally important to the Town and the County. The first is to have the necessary equipment and personal protective equipment (PPE) to adequately and safely respond to water rescue incidents no matter the weather conditions. At this time we cannot safely deploy our hard bottom rescue boat into the James River. Simply put, it is not designed for adverse conditions. We asked for a new inflatable boat with a motor and trailer to be added so we can deploy in adverse conditions. We did not receive funding for either of these items. We also asked for PPE to protect our responders in case they have to enter the water during any type of weather. They agreed to fund that at $12,000.00. This will outfit up to six members of the department with gear. We have also had meeting with Smithfield PD to utilize a joint response to water calls. We are also able to provide initial EMS on the water where the Rescue Squad cannot. At this point it is our plan to use the Town ATL monies to finish funding this project with is about $25000.00.

The second project was a request for a Cub Cadet side by side (utility vehicle) that has both fire fighting capabilities and EMS capabilities. This unit can be used for standbys at Windsor Castle Park for events and for events in the Main Street area that involve large crowds. This vehicle can be equipped with EMS gear for quick response and for transport to the nearest medic unit. It can also get where medic units cannot. This unit comes with a separate insert that has fire fighting capabilities. This insert carries 70 gallons of water and a fire pump that can act as a first response unit to events that a typical fire truck cannot get to. It can also assist on brush fires that are off the road saving significant wear and tear on our brush truck. At this time we do not have a funding source for this project. We feel this is an important asset to our community. We are asking if the Town feels this is an asset as well and would be willing to fund this project.

Respectfully,

President SVFD

(ATL Funds)

Mid-Atlantic Rescue Systems, Inc.
11 Byte Court
Frederick, MD 21702-2805
Ph.301-682-9681
Fx. 208-460-8648

Estimate

Date	Estimate #
2/23/2018	18-3940

Name / Address
Smithfield Vol. Fire Dept. - VA 1804 S. Church St. Smithfield, VA 23430

Project

Item	Description	Qty	Cost	Total
2000DSTT	Double Transport Trailer for (2) 1660 Connector Boats. -Dual Axle -Brakes -Elec winch to lower upper rack -Spare tire and mount -Available in red	1	10,111.00	10,111.00
GCD	Galvanized Coating option double trailer	1	1,200.00	1,200.00
430RS	14'2" Inflatable 8 person 40hp max. with seat, storage bag, repair kit, 2 paddles, and foot pump.	1	3,510.00	3,510.00
IRIG	Complete instillation, rigging, and testing of inflatable boat	1	486.00	486.00
SCUPPERS	Scuppers for Inflatables	1	255.00	255.00
M30MH 4 STR	Mercury 30hp, 4 str, manual start, tiller steering, Short Shaft	1	5,092.00	5,092.00
782619-011171	11" Prop Guard - Orange 25 -35 Hp	1	161.95	161.95
MILE2	Delivery charge per loaded mile - from Athens, AL	920	2.50	2,300.00

We look forward to working with you

Subtotal	$23,115.95
Sales Tax (0.00)	$0.00
Total	$23,115.95

3% convenience fee added for Credit Card use.

boat
EVINRUDE
MERCURY

Request For Funding

Invoice Number

76721

Quote

Cub Cadet Outlet of Yorktown
5761 Geo. Wash. Mem. Hwy.
Yorktown, VA 23692

(757) 874-7220 Fax(757) 819-4966

Invoice Date: 1/11/2018
PO Number:
Sold By: STEVE
Terms: Net 30
Tag Number:

Bill To

Smithfield Volunteer Fire Department, Charlie Kempto
1804 S. Church Street
Smithfield, VA 23430
(757) 342-9428

Ship To Quote

Customer ID: 16234
Contact:
E-Mail: kemptonc@smithfieldVFD.com

Part Number	Description	Unit Price	Qty	Extended
37AM48GD010	4x4 EFI RED Volunteer 31 HP, 747cc,	$10,800.00	1.00	$10,800 00
39A70055100	GRAB HANDLE CX CREW VOL	$40.49	1.00	$40.49
39A70056100	SIDE MIRROR KIT	$59 96	1 00	$59.96
39B-101-100	Horn Kit	$134.99	1.00	$134.99
39A-200-100	WINDSHIELD-UV ACRY	$299.00	1.00	$299.00
39A-203-100	Rear View Mirror	$122.00	1.00	$122.00
	Part Location - Green Rack			
39A-206-100	HOOD RACK	$392.00	1 00	$392 00
39B-209-100	HARNESS ACSRY 4X4	$264.33	1.00	$264.33
	Part Location - Green Rack			
39A-234-100	REVERSE BACK UP AL	$134.99	1.00	$134 99
39A-239-100	Turn, Hazard, Work & Brake Lights	$456.00	1.00	$456.00
39A70004100	CANOPY-POLY UV	$379.00	1.00	$379.00
	Part Location - Green Rack			
39A70015100	4000lb Warn Winch	$605.00	1.00	$605.00
	Part Location - Green Rack			
39A70018100	BAR KIT-BUSS	$47 24	1.00	$47.24
	Part Location - EF5			
39A70022100	LIGHT BAR	$367.00	1.00	$367 00
	Part Location - Green Rack			
39B70012100	SPEEDOMETER AND FU	$242.00	1.00	$242.00
	Part Location - Green Rack			
MTS-102	MTS-102 MedLite Transport Unit	$3,200.00	1.00	$3,200.00
FDH-203-9	Fire LiteTransport Deluxe 70gal	$6,750.00	1.00	$6,750.00

CUB CADET OUTLET PURCHASING POLICY!!!
No refunds or returns on any Serialized items, Electrical parts or special orders.
All other returns must not be used or damaged in any way and in the original packaging. Returned items will be charged a 20% restocking fee and must be accompanied by the original receipt.

Date Printed 1/12/2018
Time Printed 11:10 16AM

Customer Signature

Date

Part Number	Description	Unit Price	Qty	Extended

All quotes are good for 30 days from invoice date.
A $39 diagnostic charge is required up front for all repairs.

Sub Total:	$24,294.00
FREIGHT CHARGES.	$450.00
Total:	$24,744.00
Balance Due:	$24,744.00

CUB CADET OUTLET PURCHASING POLICY!!!
No refunds or returns on any Serialized items. Electrical parts or special orders.
All other returns must not be used or damaged in any way and in the original packaging. Returned items will be charged a 20% restocking fee and must be accompanied by the original receipt.

Date Printed: 1/12/2018
Time Printed: 11:10:16AM

Customer Signature

Date

can-am
MEDLITE
TRANSPORT

VOLUNTEER

CASH BALANCES AS OF MARCH 2018						
			Current Year	Prior Year		
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED	
		BALANCE	Balances	Balances	BALANCES	
Water	Farmers Bank	1,461,908.79	(652,997.07)	(107,172.07)	701,739.65	
Water-Debt Service	Farmers Bank	755,383.78	38,690.89	-	794,074.67	
Water Capital Escrow (availability fees)	TowneBank	453,681.13	16,320.00	-	470,001.13	
Water Treatment Plant Escrow	TowneBank	11,591.49			11,591.49	
Water Deposit Account	TowneBank	78,467.67			78,467.67	
Water Development Escrow	TowneBank	121,361.15	2,400.00	-	123,761.15	
Subtotal Water		2,882,394.01	(595,586.18)	(107,172.07)	2,179,635.76	
Sewer	Farmers Bank	389,272.69	(105,333.11)	(215,796.58)	68,143.00	
Sewer Development Escrow	TowneBank	380,490.14	2,400.00	-	382,890.14	
Sewer Capital Escrow (availability fees)	TowneBank	721,414.55	24,720.00	-	746,134.55	
Sewer Compliance	Farmers Bank	2,160,580.41	101,706.40	-	2,262,286.81	
Subtotal Sewer		3,651,757.79	23,493.29	(215,796.58)	3,459,454.50	
Highway	Farmers Bank	174,138.96	219,673.49	-	393,812.45	
General Fund	Farmers Bank	5,014,056.12	987,844.85	322,968.65	6,324,869.62	
Payroll	Farmers Bank	191,489.27			191,489.27	
Money Market-General Fund	TowneBank	2,207.29			2,207.29	
Business Super Now-General Fund	Farmers Bank	33,816.31			33,816.31	
Money Market-General Fund	Farmers Bank	294,909.05			294,909.05	
General Fund Capital Escrow Account	TowneBank	216,725.48	489,553.00		706,278.48	
Certificate of Deposit	Farmers Bank	526,894.81			526,894.81	
Certificate of Deposit-Police Dept	Farmers Bank	37,002.55			37,002.55	
Special Project Account	Farmers Bank	1,118,400.03	(1,088,556.48)		29,843.55	
Pinewood Heights Escrow	Farmers Bank	49,051.57			49,051.57	
SNAP Account	Farmers Bank	2,218.75			2,218.75	
Museum Account	Farmers Bank	173,857.79			173,857.79	
Windsor Castle Acct	TowneBank	93,500.00			93,500.00	
S. Church Street Account	TowneBank	36,421.97	(36,421.97)	-	-	close out not yet completed
Subtotal General Fund		7,790,550.99	352,419.40	322,968.65	8,465,939.04	
TOTAL ALL FUNDS		14,498,841.75	-	-	14,498,841.75	

Virginia Investment Pool
A Service of VML/VACo Finance

Account Statement

March 2018

Town of Smithfield

P.O. Box 246
Smithfield, VA 23431
U.S.A.

VIP 1-3 Year High Quality Bond Fund
VA-01-0009-0001

Summary

VA-01-0009-0001 **General**

Beginning Cost	Beginning Market Value	Contributions	Withdrawals	Income Earned	Ending Market Value	Ending Cost	Current Month Unrealized G/L
514,089.55	509,798.56	0.00	39.12	600.22	510,660.55	514,650.65	300.89

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
03/15/2018	Withdrawal		39.12		9.926914	3.941	0.00
03/15/2018	Income Earned	294.94			9.926914	29.711	
03/30/2018	Income Earned	305.28			9.931264	30.739	
03/31/2018	Ending Balance			510,660.55	9.931264	51,419.492	

Email: clientservices@virginiainvestmentpool.org Tel: 1-855-249-8588 Fax: 1-855-249-8619 www.virginiainvestmentpool.org

Virginia Investment Pool
A Service of VML/VACo Finance

Account Statement

March 2018

Town of Smithfield

P.O. Box 246
Smithfield, VA 23431
U.S.A.

VIP Stable NAV Liquidity Pool
VA-01-0009-5001

Summary

Average Monthly Yield: 1.68%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
VA-01-0009-5001	Liquid General	0.00	0.00	0.00	0.00	0.00	0.00

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
03/31/2018	Ending Balance			0.000	

Virginia Investment Pool
A Service of VML/VACo Finance

Daily Rates

March 2018

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Mar-18	0.000043541	1.59%
02-Mar-18	0.000043963	1.61%
03-Mar-18	0.000043963	1.60%
04-Mar-18	0.000043963	1.60%
05-Mar-18	0.000043862	1.60%
06-Mar-18	0.000043835	1.60%
07-Mar-18	0.000043863	1.60%
08-Mar-18	0.000044107	1.61%
09-Mar-18	0.000044301	1.62%
10-Mar-18	0.000044301	1.62%
11-Mar-18	0.000044301	1.62%
12-Mar-18	0.000044249	1.62%
13-Mar-18	0.000044249	1.62%
14-Mar-18	0.000044523	1.63%
15-Mar-18	0.000045071	1.65%
16-Mar-18	0.000045619	1.67%
17-Mar-18	0.000045619	1.67%
18-Mar-18	0.000045619	1.67%
19-Mar-18	0.000045619	1.67%
20-Mar-18	0.000045893	1.68%
21-Mar-18	0.000045893	1.68%
22-Mar-18	0.000047767	1.74%
23-Mar-18	0.000048048	1.75%
24-Mar-18	0.000048048	1.75%
25-Mar-18	0.000048048	1.75%
26-Mar-18	0.000048166	1.76%
27-Mar-18	0.000048633	1.78%
28-Mar-18	0.000048633	1.78%
29-Mar-18	0.000048907	1.79%
30-Mar-18	0.000049455	1.81%
31-Mar-18	0.000049455	1.81%

Email: clientservices@virginiainvestmentpool.org Tel: 1-855-249-8588 Fax: 1-855-249-8619 www.virginiainvestmentpool.org

INVOICES - OVER $10,000.00 REQUIRING COUNCIL AUTHORIZATION

Smithfield
Volunteer Fire Department, Inc.

1804 S. Church Street • Smithfield, VA 23430-1853 • Phone 757-357-3231

To: Ellen Minga, Treasurer

From: H. Jerry Hackney

Date: 28 March, 2018

Re: Fuel Funds

VENDOR # _____

ACCOUNT # 4-100-32100-9000

DEPT HEAD _____

TOWN MANAGER DMS

Ellen,

The Smithfield VFD is requesting that the town release the funds from the "Fuel Travel Fund" in the amount of $13, 000.00 and forward the check to the department at your earliest convenience. These funds will then be distributed by our treasurer to our members in good standing based on their individual responses for the calendar year 2017.

If you have any questions or concerns, please feel free to contact me at 757-416-2840

Respectfully,

Jerry

H. Jerry Hackney, Fire Chief

PARKS AND RECREATION COMMITTEE

Parks and Recreation Operation Update

April 2018

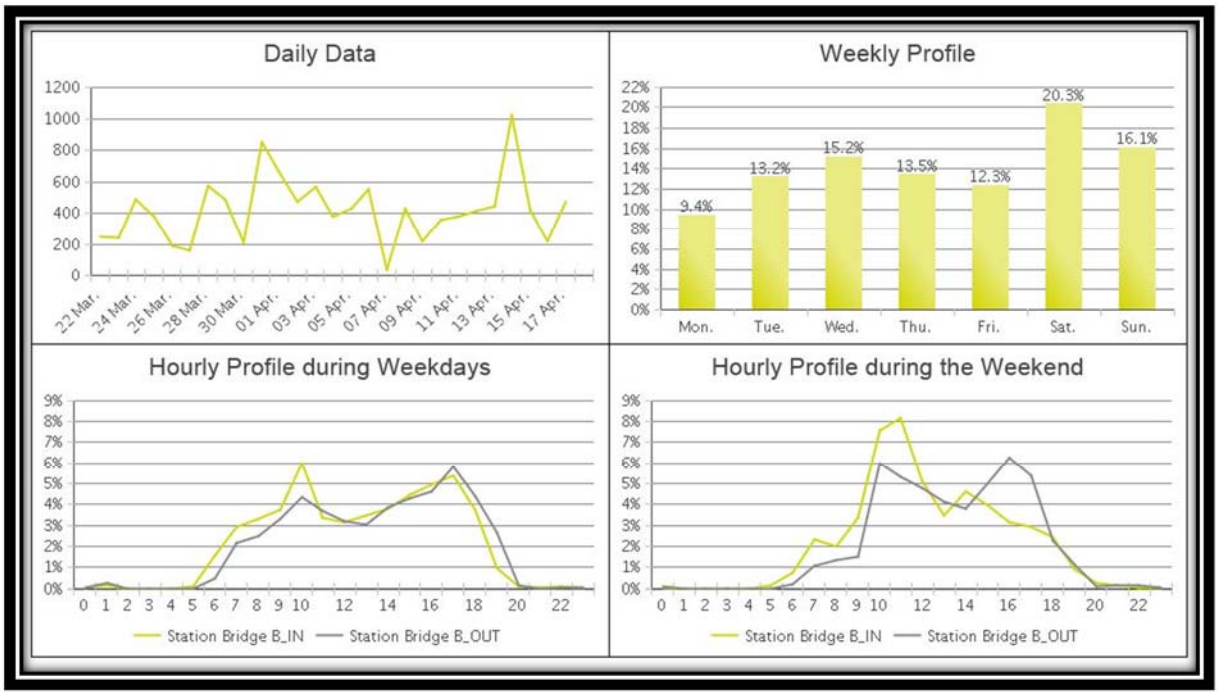
Park Facilities Event Listing			
Day	**Date**	**Event Type**	**Location**
Mon	Mar 26	Committee Meetings	Smithfield Center
Tue	Mar 27	Schoolhouse Meeting	Smithfield Center
		Committee Meetings	Smithfield Center
Wed	Mar 28	Department Staff Meeting	Smithfield Center
Thu	Mar 29	Tourism SSR Meeting	Smithfield Center
Sat	Mar 31	Wedding & Reception	Smithfield Center
Tue	Apr 3	WCFB Meeting	Smithfield Center
		Town Council	Smithfield Center
Thu	Apr 5	Town Council Candidate Forum	Smithfield Center
Sat	Apr 7	YMCA Triathlon	Downtown
		Birthday Celebration	Smithfield Center
Tue	Apr 10	Special Town Council Meeting	Smithfield Center
Wed	Apr 11	Department Staff Meeting	Smithfield Center
		WC Restoration Committee	Smithfield Center
Thu	Apr 12	Wild Turkey Federation Banquet	Smithfield Center
Sat	Apr 14	Wine Festival	Windsor Castle
		Roaming Yoga	Windsor Castle
		Delta Debutante Ball	Smithfield Center
Mon	Apr 16	Smithfield Youth Wrestling Banquet	Smithfield Center
Tue	Apr 17	Business Meeting	Smithfield Center
		Schoolhouse Meeting	Smithfield Center
		BHAR	Smithfield Center
Wed	Apr 18	Filming by CBN	Windsor Castle
Thu	Apr 19	Smithfield Womens Club	Smithfield Center
Fri	Apr 20	Kiwanis Southeast Conference	Smithfield Center
Sat	Apr 21	Wedding & Reception	Smithfield Center
Sun	Apr 22	Baby Shower	Smithfield Center
		Smithfield 6 Pack 6 K	Downtown
Upcoming Special Events			
Thu	Apr 26	IWA 5K	Windsor Castle
Fri	Apr 27	State Plates Film Shoot	Downtown
Sat	Apr 28	Windsor Prom	Smithfield Center
Sun	Apr 29	Main Street Mile	Main Street
Tue	May 1	Town Council Elections	Smithfield Center
Mon	May 7	TRIAD Conference	Smithfield Center
Sat	May 12	Roaming Yoga	Windsor Castle
Sat	May 19	Cardboard Regatta	Windsor Castle
Sat	May 19	Smithfield Prom	Smithfield Center
Sat	May 26	Smithfield Challenge Bike Event	Windsor Castle
Mon	May 28	Memorial Day Service	Veterans Memorial

Parks and Recreation Operation Update

April 2018

Windsor Castle Park
Manor House Restoration Project
Update of project will be given during Public Buildings Committee.
Kayak Rentals
Will open for the 5th season on Saturday, May 5th
Kayak Rentals
Yoga Class will be done once a month at Windsor Castle through September.

Eco Counter Data from Smithfield Station Bridge (moved here January 2018)			
Daily Average: 421		Busiest Day of the Week: Saturday	
Busiest Days	Saturday, April 14 (1,020)	Saturday, March 31 (851)	Sunday, April 01 (662)



Trail Doc Projects and Hours	
Trail Docs have earned over **61** Volunteer Hour since January 2018.	
Projects completed	Trail repair and maintenance
	Dry wells and drainage ditches cleaned
	Drainage ditch repair
	Tree of Heaven Inspection
	Stilt Grass eradication
	Painting signs

Parks and Recreation Operation Update

April 2018

Joe Luter Jr. Sports Complex
Update of project by Brian Camden.

Clontz Park Boat Ramp
Silt fencing and construction entrance installed.

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date Street Closures	Times Location Type of Event Attendance	Event Name	PD Required $46 per hour per officer	PW Required $30 per hour per staff (2 req)
			APRIL	
4/7/2018	10 A-2:30 P	**YMCA Triathlon**	1 Sat 9 AM-2 PM YMCA Entrance	FYI Only
	Town Streets	Virginia-Maryland -Greg Hawkins	1 Sat 9 AM-2 PM Grace/Cary	
Traffic Assist	Race	336-577-2801	1 Sat 9AM-2PM James/Grace	
	500	greg.hawkins@vtsmts.com	1 Sat 9 AM-2 PMCary/Main/Underwood	
	Resolution	Traffic assist 10am - 1:30pm / Cary Street 10am - 1:30pm	1 Sat 9 AM-2 PM Underwood/Cedar	
4/14/2018	11 A-5 P	**Wine Fest**	1 Fri 10 PM-6 AM Overnight	4 PW 10 AM-6 PM
	WC Riverfront	Smithfield VA Events-Gina Ippolito	1 Sat 8 AM-1 PM Jericho Road Closure	1 light tower, deliver on Wed
Jericho Road	Festival	869-0664	1 Sat 10 AM-6 PM Command Center	all trash cans, deliver on Wed
	3500 p	gina@smithfieldvaevents.com	2 Sat 10 AM-6 PM Event Patrol	clean fishing pier, by Tue
	Resolution	Jericho Road - one way traffic - 8am - 1pm	2 Sat 10:30 AM-6 PM Money Drops	
		Park Trail Closure 10 AM-5 PM		
4/14/2018	9 A-9 P	**Smithfield Station Parking Lot Assist**	1 Sat 10 AM-4 PM Station Parking Lot	
	Station Parking Lot	Smithfield Station -Randy Pack	1 Sat 4 PM-7 PM Station Bar	
	Officer Request	620-7700		
		randy.pack@smithfieldstation.com		
4/22/2018	3 P-5 P	**Smithfield 6 Pack 6K Beer Run**	4 Sun 3 PM-5 PM	cones, road barriers
	Main Street	Cristin Emerick		
Main Street	Race	849-8948		
	300 p	wharfhillbrewingco@gmail.com		
4/26/2018	8 AM-12 PM	**IWA 5 K**		
	Main Street	Jill Edwards		
WC Trails	Race	804-874-6197		
	130 p	jilledwards@iwacademy.com		
4/28/2018	8 P-12 P Smithfield Center Prom 200 p	**Windsor Prom**	1 7:30 PM-11:30 PM	
4/29/2018	9 AM-11 AM	**Main Street Mile**	4 9 AM-11 AM	put up No Parking Signs on Friday
	Main Street	Cristin Emerick		cones, road barriers for PD to use
Main Street	Race	849-8948		Sunday
	200 P	wharfhillbrewingco@gmail.com		
			MAY	
5/5/2018	8 A-12 P	**Optimist 5K**		no staff
	WC Courtyard	Mike Murphy		4 trash cans and liners
	Race	757-660-7151		
	300 p	memurph1126@gmail.com		
		CANCELLED for 2018		
5/7/2018	Mon 8 A-2 P Smithfield Center Senior Community 350 p	**TRIAD**	1 Mon 7 AM-10 AM Parking Assist	
5/11/2018	8 P-12 P enter Gala 300 p	**WCFB Park Lovers Party**	1 Fri 5:30 PM-10:30 PM	

CANCELLED for 2018

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date Street Closures	Times Location Type of Event Attendance	Event Name	PD Required $46 per hour per officer	PW Required $30 per hour per staff (2 req)
5/19/2018	8 P-12 P Smithfield Center Prom 350 p	**Smithfield Prom**	2 Sat 6 PM-11:30 PM	
5/19/2018	8 A-2 P	**Cardboard Regatta**	2 boat patrol	
	WC Kayak Launch			
	Boat Event			
	300 p			
5/26/2018	8 A-2 P	**Smithfield Challenge**	2 Sat 7:30 AM-8:30 AM Main/Underwood	
	WC/Town Streets	Sharon Bochman	1 Sat 7:30 AM-8:30 AM Grace/Cary	
Traffic Assist	Bike Race	bochman@cox.net		
	300 p			
5/28/2018	11 A-12 P	**Memorial Day Service**	1 Mon 10:30 AM-11:30 AM	No staff
	Veterans Memorial			grass cut by Wed
Traffic Assist	Community			
	150 p			
			JUNE	
6/1/2018	8 P-12 P Smithfield Center Prom 350 p	**Kings Fork Prom**	2 Fri 6:30 PM-12:30 AM	
6/2/2018	7 A-11 A	**Clean the Bay Day**		
	WC/Clontz	WCFB -Kelly Davis		
	Community Cleanup			
	20 p	kellyb413@hotmail.com		
6/2/2018	9 A-5 P	**Multiple Sclerosis Bike Event**	1 Sat 7:30 AM-8:30 AM Mason/Main	No staff
	WC Courtyard & Street	MS Group-Karla McCarraher	1 Sat 7:30 AM-8:30 AM Cary & Grace	(group handles own trash)
Traffic Assist	Bike Race	757-319-4253	1 Sat 9 PM-5 AM Overnight at WC	
	1000 p	Karla.McCarraher@nmss.org	1 Sun 10:45 AM-2 PM Cary/Grace	
			1 Sun 10:45 AM-2 PM Mason/Main	
6/30/2018	9 A-5 P	**Olden Days and Car Show**	# (determined by PD)	# (determined by PW)
	Main Street	Connie Chapman		
Main Street	Festival	902-2164		
Restrooms	4000 p	cchapman@isleofwightus.net		
	Resolution	Friday - Main Street from Church to Institute from 5pm - 9pm / Saturday - Main Street from Church to Underwood and all of Mason St. from 7am - 5pm		
			JULY	
7/3/2018	9 P-9:30 P	**Town Fireworks**	# (determined by PD)	
	Town Streets			
Station Bridge	Community			
	1000 p			
7/3/2018	5 P-9 P	**Fireworks-Station Parking Lot Assist**	1 5 PM-9 PM	
	Station Parking Lot	Smithfield Station-Randy Pack		
	Officer Request	620-7700		
		randy.pack@smithfieldstation.com		
			AUGUST	
8/7/2018	5 P-7 P Smithfield Center Community 500 p	**National Night Out** Night Out Committee-Kurt Beach 449-4849 kbeach@smithfieldva.gov		
			SEPTEMBER	
9/8/2018		**Safe House Half Marathon**	?	
	downtown	Kristi Wells		
Downtown	Race			
	500 p	kristi@safehouseproject.org		

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event Attendance	Event Name	PD Required $46 per hour per officer	PW Required $30 per hour per staff (2 req)
Street Closures				
9/29/2018	9 AM-2 PM	**Vintage Market**	4 Sat 6 AM-3 PM Main Closed & Patrol	4 PW Sat 6 AM-3 PM
	Main Street 100-300	Farmers Market-Cheryl Ketcham		
Main Street	Market	375-3031		
Restrooms	500 p	cketcham@isleofwightus.net		
	Resolution	Main Street from Church to Underwood - 6am - 4:30pm		
OCTOBER				
TBD	4:00 PM	**Smithfield Homecoming Parade**	# (determined by PD)	
	Main Street	Smithfield High-Jill Gwaltney		
Main Street	Parade	371-3918		
	100 p	jillgwaltney@gmail.com		
	Resolution	Rolling closure - Cary St. to Grace to Mason to Main starting at 4pm		
10/6/2018	11 A-9 P	**Bacon (BBB) Festival**	1 Thu 10 PM-6 AM Overnight 1 Fri 10 PM-6 AM Overnight 1 Sat 8 AM-1 PM Jericho Road Closure 1 Sat 10 AM-6 PM Command Center 2 Sat 10 AM-6 PM Event Patrol 2 Sat 10:30 AM-6 PM Money Drops	4 PW 10 AM-6 PM 1 light tower, deliver on Wed all trash cans, deliver on Wed clean fishing pier, by Tue
	WC Riverfront	Smitfield Events-Gina Ippilito		
Jericho Road	Festival	869-0664		
	3500 P	gina@smithfieldvaevents.com		
	Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm		
10/6/2018	10 A-7 P	**Smithfield Station Parking/Bar Assist**	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
	Station Parking Lot	Smithfield Station Parking Lot Assist		
	Officer Request	Randy Pack		
		randy.pack@smithfieldstation.com		
10/13/2018	8 A-11 A	**Hog Jog**	No. (determined by PD)	*FYI Only*
	Town Streets	IOW COP -Barbara Stafford		
Traffic Assist	5K Race	757-647-4061		
	1000 p	dbstaff@charter.net		
	Resolution	closure of 5K course route - 8:45am - 10:45am		
10/20/2018	6 PM-10 PM Smithfield Center Fundraiser 200 P	**IOW Schools Gala**	1 Sat 5:30 PM-10:30 PM	
10/20/2018	9 AM-5 PM	**Smithfield Century Tour Bike Event**	1 Sat 7:30 AM-8:30 AM Main/Underwood (report to WC Riverfront to meet Andy) 1 Sat 12 PM-2 PM Event Patrol	No staff 4 trash cans and liners
	WC Riverfront	Chamber-Andy Cripps		
Traffic Assist	Bike Race	357-3502		
	100 p	acripps@theisle.org		
10/27/2018	3 PM-9 PM	**Horsepower on Main Street**	1 Sat 2 PM-9 PM Main Closed & Patrol	2 PW Sat 1:30 PM-9 PM
	Main Street	Team Shelby - Justin Emanul		
Main Street	Car Show	876-9160		
Restrooms	100 cars	teamshelbyva@gmail.com		
	Resolution			
10/31/2018	5 P-8 P	**Hamoween**	# (determined by PD)	*FYI Only*
	Main Street			
Main Street	Community			
Restrooms	2000 p			
NOVEMBER				
11/11/2018	11 AM-12 PM	**Veterans Day Ceremony**	1 Sat 10:30 AM-11:30 AM	*FYI Only*
	Vet Mem	VFW		
Traffic Assist	Community			
	150 p			

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date Street Closures	Times Location Type of Event Attendance	Event Name	PD Required $46 per hour per officer	PW Required $30 per hour per staff (2 req)
11/17/2018	6 PM-9 PM	**Christmas Evening Market**	4 Fri 3 PM-11 PM Event Patrol	6 PW Fri 3 PM-11 PM
	Main Street	Farmers Market-Chery Ketcham		
Main Street	Market	375-3031		
Restrooms	5000 p	cketcham@isleofwightus.net		
	Resolution	Main Street from Church to Underwood - 3pm - 11pm		
11/30/2018	5:30 P-6:30 P	**Tree Lighting Ceremony**	1 Fri 5 PM-6:30 PM	*Service order for assistance in putting up tree on 11/27/17*
	Times Gazebo			
Traffic Assist	Community			
	200 p			
			DECEMBER	
12/1/2018	Sat, Sun Smithfield Center Trade Show & Home Tours 500 p	**Antique Show**	*FYI Only*	
12/8/2018	8 A-10 A Smithfield Center Community 400 p	**Breakfast with Santa**	*FYI Only*	*FYI Only*
12/8/2018	10:30 A-12 P	**Christmas Parade**	# (determined by PD)	# (determined by PW)
	Main Street	Tourism-Connie Chapman		
Town Streets	Parade	902-2164		
Restrooms	3000 p	cchapman@isleofwightus.net		
	Resolution	closure of parade route - 8am until parade end		

Town of Smithfield Park Projects Listing

Completed	Project Name	Location	Applicant Name	Notes	App Submitted	TC Approved
	Install Lions Club Time Capsule	Windsor Castle	Lions Club/Leo Club-Terry Castengay	4/13/18 spoke to Terry about type of brick being used and the brick mason he has selected 2/22/2018 submitted application to install a Lions Club Time Capsule In June 2018 which will be enclosed by a brick pedestal	2/22/2018	
	A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team		1/25/2017	
	Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7th Graders, Boy Scout Troop 7	1/22/18 Milkweed planting done on Fri, Jan 26th	10/18/2017	11/7/2017
	Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School	4/17/18 ready to do an open house on the garden the second week of May 3/1/18 I have a group of students going this Friday to install the gate and lock. Next Friday with a different group, we will till the soil and get everything prepped for planting. On Friday March 16th, again with a different	3/1/2016	4/1/2016
	Oyster Restoration	Windsor Castle	Windsor High School, Orignally -Kelly Davis, Chesapeake Bay Foundation	11/1/17 Windsor High School Biology Class is taking over project from Kelly Davis but still working on behalf of Chesapeake Bay Foundation	6/10/2015	7/1/2015
2018	Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class	10/24/17 TC Committees determined that since this project would part of the downtown landscape in the hsitroci district then the applicant must get approval from BHAR	10/25/2017	BHAR
2018	Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout	7/8/17 Making 2 benches that encircle the trees in the same style as the existing benches at the Playscape, Will construct benches off site and assemble on site.	7/8/2017	8/1/2017
2017	Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout			
2016	Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy			
2016	Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622			
2016	Bike Path Repairs	Windsor Castle Bike Path	Jacob Thomas, Eagle Scout			
2015	Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist			
2015	Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36			
2016	Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist	fishing line weight for recycling for wcp was 15ozs. for the year 2017		
2014	Tree Identification	Windsor Castle	Girl Scout Troop 622			

295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368

April 20, 2018

Mr. Peter Stephenson, Town Manager
TOWN OF SMITHFIELD
911 South Church Street
Smithfield, VA. 23430

JOSEPH W. LUTER JR. SPORTS COMPLEX - PROJECT UPDATE NO 14

Dear Mr. Stephenson,

The following is our project report on the construction activities occurring on the Joseph W. Luter Jr., Sports Complex during the month of April 2018.

RAD Sports Inc:

RAD Sports remobilized into the site in early April and commenced finalizing the punch list items and correcting/repairing numerous areas of failed or inadequate erosion and sediment (E&S) controls. As you may remember, on Friday, March 23, William Saunders conducted a site review of various erosion and sediment controls that had either failed, were in the process of failing, or may not have been installed as required. We are pleased to report that RAD has now corrected all of the E&S deficiencies previously noted and is monitoring their stability and condition after every storm event.

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Virginia Beach, VA 23452
Ph. 757.533.9368

RAD Sports has also committed to re-fertilizing and re-seeding all grassy areas to insure a strong stand of new grass. This effort will not include the sports playing fields which have a specialized seed mix and appears to be growing adequately.

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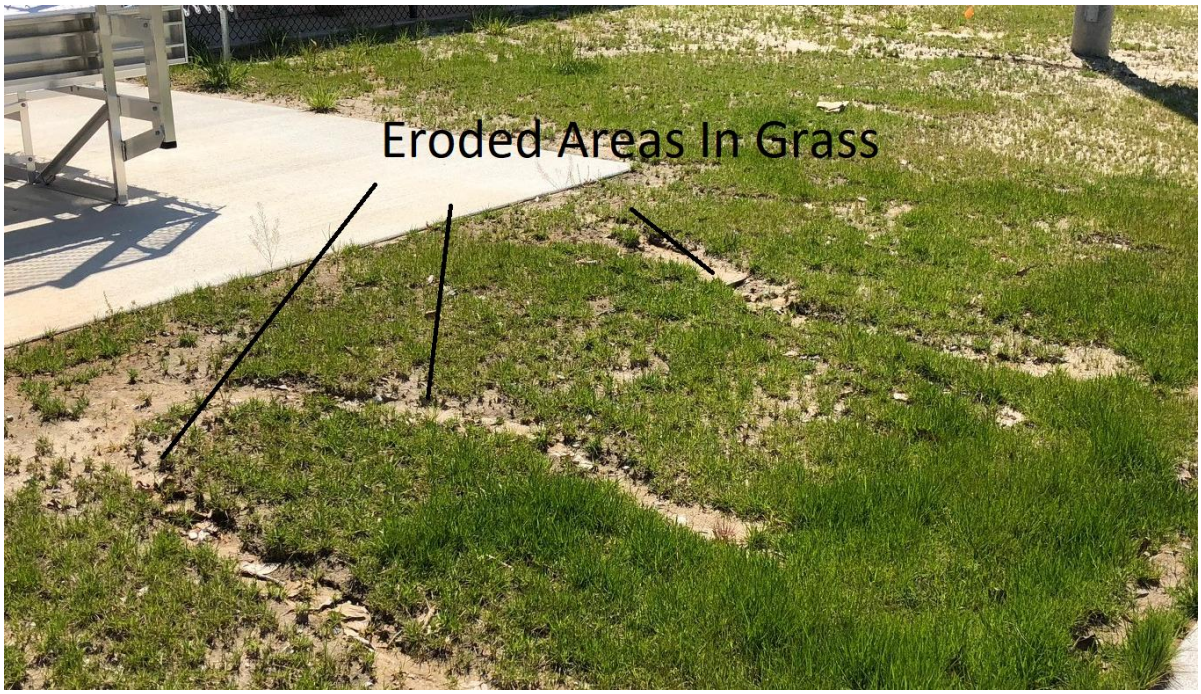
Virginia Beach, VA 23452
Ph. 757.533.9368

As you may remember, several Committee Members previously expressed concerns about small channels and crevasses appearing in the grassy areas throughout the site. RAD Sports has been addressing and correcting these conditions during the past month, please see the following pictures:



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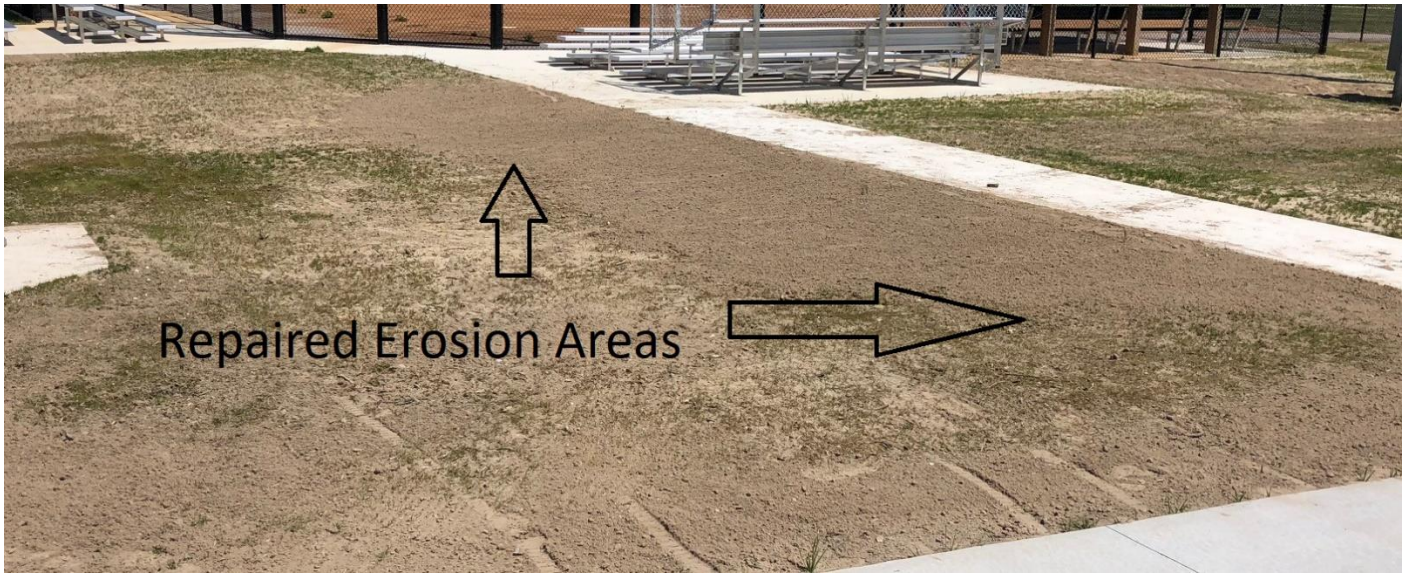

RAD Sports is coordinating with the Town staff and VDOT to install the new storm drain line under Route 258 from the sports complex. The work is scheduled to be completed between May 7 to May 11 and VDOT requires the work to be performed between the hours of 9am to 3pm. We are coordinating with the contractor, VDOT and staff to schedule a preconstruction conference prior to starting work.

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Virginia Beach, VA 23452
Ph. 757.533.9368

As I mentioned during the last Committee meeting, I had hoped to report that the asphalt paving operation was completed, or at least underway. Unfortunately, the new storm drain under Route 258, the erosion repairs and punch list work has taken longer than RAD Sports expected, and now Blair Brothers is scheduled to mobilize into the site and start subgrade proof rolling the stone subgrade on May 14 in preparation of asphalt installation.

Financial Update for RAD Sports:

There have been no new change orders issued for the past 5-months.

Original Contract Amount:	$2,578,800.00
C.O. (#1 credit)	(101,633.68)
C. O. #2 -Electrical Panel	10,980.00
C.O. #3- Asphalt Driveway	27,850.00
C.O. #4- Lights at Entrance Sign	3,860.00
C.O #5- Increase Well Pump	4,290.00
C.O. #6- Roadway Undercut	9,855.00
C. O.#7 Add Asphalt to Parking Lots	192,564.50
C.O. #8 Change gravel sidewalk to concrete	9,952.50
C. O #9 Add 6-Large Bleachers	19,475.10
Current Contract Amount with Change Orders:	$2,755,993.42

A.R. Chesson Construction.

As we mentioned in last month's report, A. R. Chesson has completed all the punch list work at the Concession Building, but they still haven't finished one of the masonry capitals on the entrance wall, see below:

The latest update on this work is the brick plant made the special shaped bricks on Tuesday, 4/17, and is scheduled to arrive on site today, 4/20 for installation next week.

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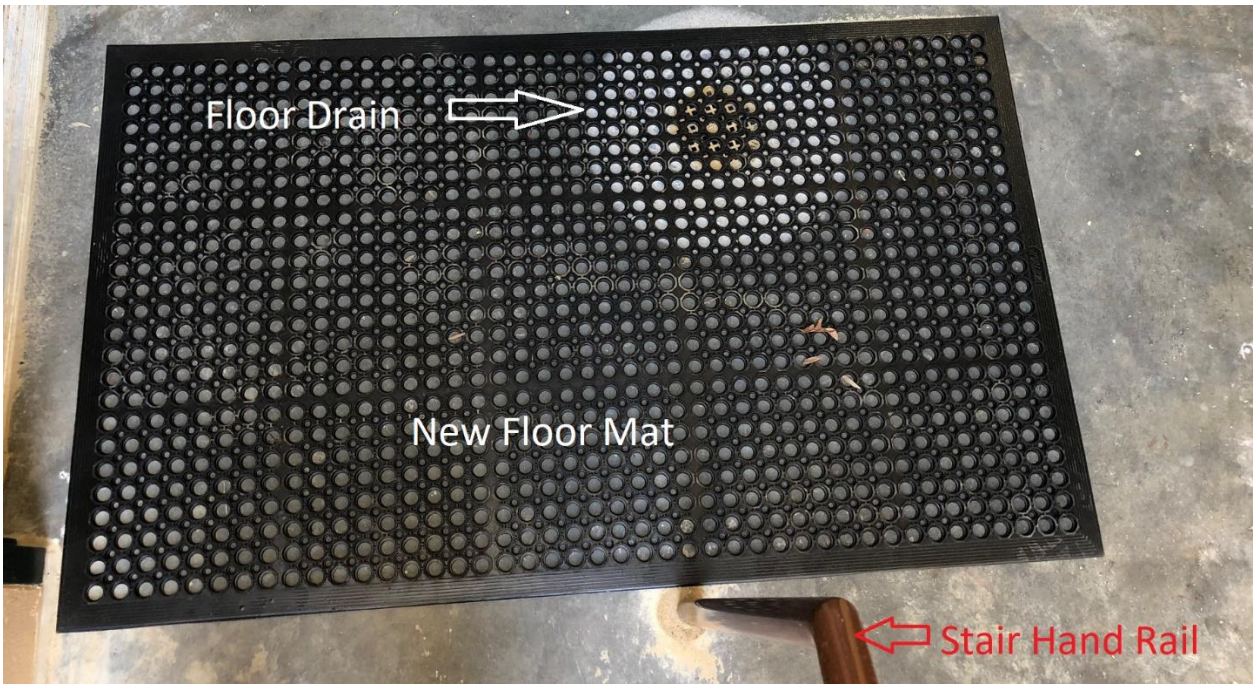
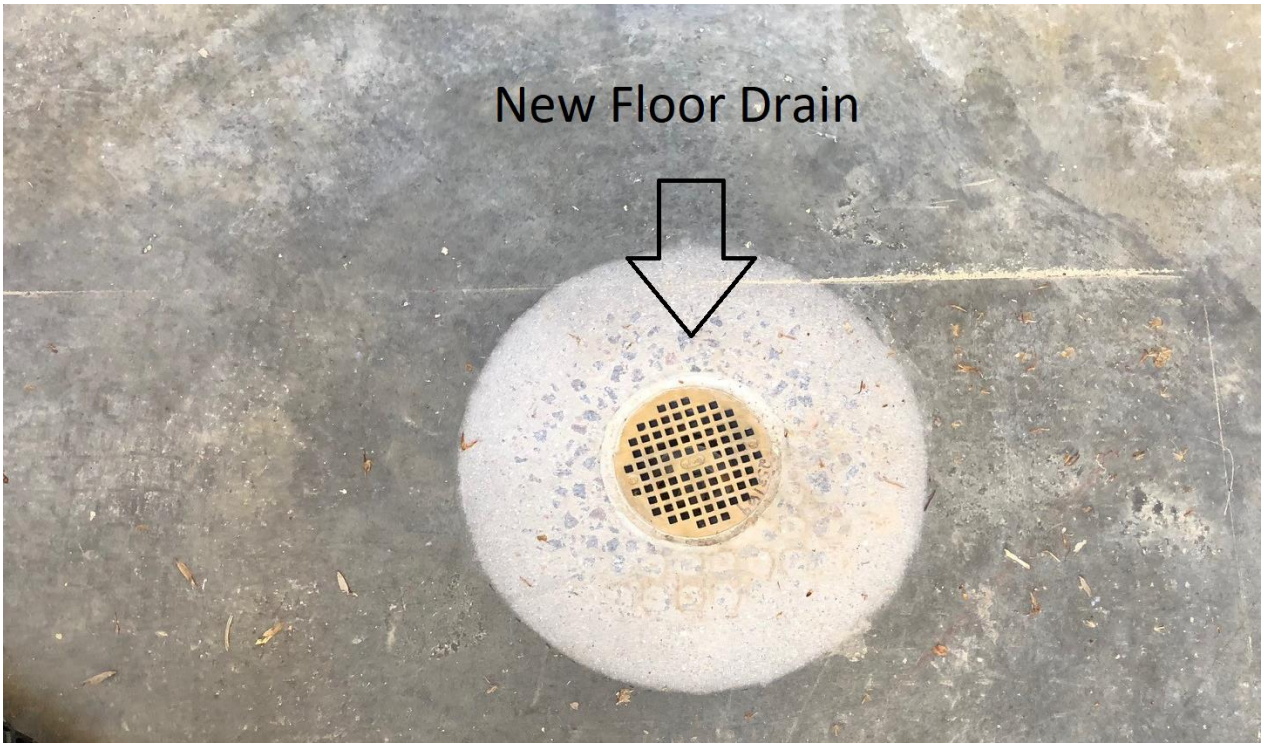
Virginia Beach, VA 23452
Ph. 757.533.9368

The new floor drain at the exterior stair's landing in the Concession building has been installed along with the special floor mat. However, the roof rain diverter has not yet been installed and we are waiting on an update from the contractor on when it is scheduled. These improvements should adequately alleviate the wet floor condition at the bottom of the stairs.





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Virginia Beach, VA 23452
Ph. 757.533.9368

Financial Update for A. R. Chesson:

No change orders were issued last month.

Original Contract Amount:	$637,100.00
Change Orders #1 (Credit)	(477.86)
Change Order #2	5,674.37
Change Order #3	1,921.48
Change Order #4 Add Statues	7,536.37
Change Order #5 Signage	3,118.54
Change Order #6 Various Items	4,778.15
Current Contract Amount with Change Orders:	$659,651.05

Conclusion:

With the warmer weather and the site drying out sufficiently to address the punch list items, we are pleased with the amount of progress RAD Sports has made. We note that they have also repaired all of the deficient erosion and control issues noted in our earlier report and the site appears to be "greening" sufficiently with the spring weather. We also noted that most of the trees planted last year are now budding and we recommend the engineer and Town Staff inspect all of the landscaping to identify any planting that may have perished during the winter months.

Please let me know if you have any questions or comments.

Respectfully submitted,

B V Camden

Program Manager

Filming Permit
Town of Smithfield, VA

Department of Tourism
319 Main Street
Smithfield, Virginia 23430
Phone: (757) 357-5182
jwinslow@iwus.net

The Town of Smithfield welcomes those seeking to film on location in "Genuine Smithfield"!

The Department of Tourism Office will:

♦ Serve as the central point of contact for film production requests and activities

♦ Serve as liaison between film companies and Town/County departments and provide assistance with production throughout the shooting schedule

♦ Coordinate and/or assist with location requests and conduct meetings between film production companies and Town/County departments

♦ Coordinate the film production permit process

♦ Inform the Town and County organization and the public of all film production activities

♦ If any Town or County Buildings are to be utilized, assign staff to be on-site at all times during filming

♦ Receive and verify information from departments for employee and/or equipment support of film projects for billing purposes

To ensure that town services are available and that staff are properly prepared to provide any necessary assistance, we require that this film application be completed a **minimum of 10 days prior to any permitted activity. While applications will be accepted within 10 days of activity, we cannot guarantee any staff availabilities or requested street closures.** The Town's permit process is designed to manage all location filming on public property, as well as filming activity on private land, which may have an impact on public property, or the use of public amenities. This includes (but is not limited to) activities that:

• Interrupt or impede traffic on town streets

• Interrupt or impede pedestrians on sidewalks

• Require wires or cables running across or over sidewalks or town streets

• Require the use of generators, tripods, dollies, booms or other equipment on sidewalks or streets

• Impact on public use of, or access to public parking areas, community facilities and parks
We recommend that those interested in filming in Smithfield schedule a pre-meeting prior to making an application. To set up a pre-meeting, or for more information about this process, please contact Judy Winslow at (757) 357-5182 or jwinslow@iwus.net.

COSTS:

- Film Application Processing Fee: $25 (Payment for the review and processing of your application. Payment shall be made to the Town of Smithfield through the Smithfield Center.)
- Film Permit: $50 (After your application has been processed and your film project is approved, this fee covers the issue of your permit and guidance in navigating Town and County departments to address any other potential requirements. Payments shall be made to the Town of Smithfield through the Smithfield Center.)
- Additional costs may/will be incurred for reserved parking, street and sidewalk closures and security at the standard town Special Event Rate. If Town or County buildings are utilized, a staff member must be paid by the production company to accompany the production company during filming.

LIABILITY INSURANCE: Commercial general liability insurance in the amount of $1 million is necessary for all shoots on Town or County property. The Town of Smithfield and Isle of Wight County must be named as the certificate holder and as additional insured. The insurance certificate must be received by us BEFORE your permit will be issued. It may be submitted by email to jwinslow@iwus.net or by mail to the film liaison listed on this form.

PRIMARY CONTACT INFORMATION – This person will be the main production company point of contact for the Town:

Name:_____
Company:_____
Position:_____
Email:_____
Phone: _____Alternate Phone_____
Address:_____
City: _____State _____ZIP_____

OTHERS AUTHORIZED AS A CONTACT FOR THE TOWN

Alternate #1
Name:_____
Company:_____
Position:_____
Email:_____
Phone:_____

Alternate #2

Name:_____

Company:_____

Position: _____

Email:_____

Phone:_____

ECONOMIC IMPACT FOR THE TOWN OF SMITHFIELD

Will you have any hotel overnight stays for this project in Smithfield?: Yes No

How many room nights? _____

What is the room rate budgeted? _____

Estimated value of meals/catering purchased in Smithfield:

$_____

Estimated value of services purchased in Smithfield (can include talent, production support, etc.):

$_____

Estimated value of venue rental in Smithfield:

$_____

Other expenses (please explain):

Total value of all local Smithfield expenses listed above: $ _____

Does your film, show or video promote a visit to Smithfield or enhance the positive image of Smithfield? Yes No

If yes, please explain: _____

_____

_____

Will your finished piece identify Smithfield in words on the screen? Yes No In audio? Yes No

Have you contacted the Virginia Film Office? Yes No

Have you received support from the Virginia Film Office? Yes No

(The Virginia Film Office website is a great resource for production services)

LOCATION	DATE	TIMES (Start/End)	EQUIPMENT, PERSONNEL AND/OR SPECIAL CONDITIONS

Location(s) of Shoot – Please provide exact street locations.

*Include any information, but not limited to, cranes; wetting down street; smoke pots/special effects; street, parking lot or sidewalk closures; scaffolding, platforms, dolly tracks)

PRODUCTION DETAILS
Type of Production: (Please circle)

Feature Film
T.V. Series/T.V. Movie/Pilot
T.V. Commercial
Video
Corporate/Industrial
Documentary/Educational

Story Content (story line, description of shoot):

_____

_____

_____

_____

Equipment (camera booms, lighting, any mobile equipment):

_____

_____

_____

_____

_____

Will any outdoor lighting, loud noises, or extended hours be required? Please list below.

_____

_____

_____

Will any parking areas (streetside or lots) be needed for your production team? If so, please list below.

_____

_____

_____

_____

_____

Total Number of Cast and Crew:

_____

Social Media handles/Facebook:

_____

_____

Website:

_____

STREET CLOSINGS

Any street closings will require Town of Smithfield police officers for traffic control, which will incur fees. Please list the purpose for why you need the street closed (such as for a shot, for parking, staging, etc), and for how long they will be needed. Any officers hired must be paid the day of activities.

Date(s): Location(s):

_____

_____

_____

_____

_____

SIDEWALK CLOSINGS

Any sidewalk closures will require the use of Public Works staff, which may incur a fee for the service. Please list the purpose for the sidewalk closures, and how long they will be necessary.

Date(s): Location(s):

_____

_____

_____

_____

_____

Have all adjacent property owners been notified? YES NO

B-Roll Policy: There is no permit required to film b-roll or photography from public areas as long as you do not affect pedestrians or traffic in any way. If you need to clear people or traffic from your shot, a permit and possibly police assistance is required. A permit may also be required based on the action in your scene and the amount of time and space you need in any public Town/County area. Please double check with local liaisons. EVEN IF A PERMIT IS NOT REQUIRED, IT IS GOOD FOR THEM TO BE INFORMED ABOUT FILMING ACTIVITY IN CASE THEIR OFFICE GETS CALLS.

LICENSE AGREEMENT

The parties to this Agreement are the Licensor (Town of Smithfield) and Licensee

(_____)

In consideration of the Licensee's promise herein, Licensor hereby gives permission to the Licensee to use Licensor's property described as follows (refer to the shooting schedule provided by the Licensor) for approximately _____ days. Filming is estimated to begin on _____ and end on _____.

Licensee promises to comply with and abide by the following:

1. This permission is given to the Licensee as an accommodation.
2. Licensee agrees to indemnify, save, defend, and hold harmless the Licensor, its officers, agents, and employees from and against any and all claims, demands, causes of action, complaints, suits, losses, damage, costs (including without limitation, court costs, attorneys' fee and related expenses), injuries and/or liabilities of every kind and nature in any manner arising or resulting from the activities and operations to be performed by Licensee pursuant to this Agreement.
3. Licensee shall obtain commercial general liability insurance at minimum limits of $1 million per occurrence, and shall maintain Workers' Compensation and Employers' Liability insurance at Virginia statutory limits. Depending on Licensee's intended use of public rights-of-way, certain other insurance and/or bonds may be required. Such insurance and/or bonds shall be kept in force through the life of this agreement. All policies will contain an endorsement providing that written notice be given to the Licensor at least (10) calendar days prior to cancellation or reduction of coverage. The commercial general liability insurance policy shall be endorsed to name the Licensor as an additional insured. SUCH CERTIFICATES OF INSURANCE AN/OR BONDS SHALL BE FILED WITH THE LICENSOR PRIOR TO COMMENCEMENT OF ANY ACTIVITY UNDER THIS AGREEMENT.

4. In the event Licensee causes damage to Town/County property, the Licensee shall promptly make and pay for the necessary repairs. At the discretion of the Licensor, if repairs are not initiated and completed within a reasonable length of time, the Licensor shall make the repairs and bill the Licensee for all costs plus a 10% administrative fee. Licensee agrees to pay such a bill within ten (10) days of receipt thereof.
5. The Smithfield Police Department shall determine the number and kinds of public safety personnel necessary for the protection of the general public at Licensee's location within the Town. The costs of required services shall be the responsibility of the Licensee.
6. Licensee shall abide by all existing laws of the United States Government, the State of Virginia and the Town of Smithfield.
7. Licensor agrees that all rights of any kind in and to all photographs, and/or sound/film recordings made by the Licensee on or about film location(s) shall be and remain vested in Licensee and its affiliates such that these recordings may be used in any medium throughout the world, with or without copyright, in perpetuity.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

TOWN OF SMITHFIELD (LICENSOR)

By_____
Town Manager

_____
Date

(LICENSEE)

By_____
Authorized Agent

_____
Printed Name of Authorized Agent

_____
Title of Authorized Agent

APPROVED AS TO FORM:

_____
Town Attorney

_____
Date

_____
Name of Film Company

_____
Date Submitted

PUBLIC WORKS

COMMITTEE

---- Proposal ----

Proposal No.
1949

The Blair Bros., Inc.
P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748

Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
4/19/2018
Project Name/Location
Edgewood Drive

Description	Total
Provide equipment, labor, and materials to accomplish the following. Area includes from Bellwood to Beale. 1. Edge mill along driveways and at tie-ins. 2. Install risers as needed. 3. Overlay approximately 1,570 square yards with 2" of IM19.	
Total for above stated work:	30,140.00

Thank you for the opportunity to quote, we appreciate your business.

Total: $30,140.00

Payment Terms and Conditions:
This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance oustanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature: _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____

---- Proposal ----

Proposal No.
1950

The Blair Bros., Inc.
P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748

Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
4/19/2018
Project Name/Location
Bellwood Drive

Description	Total
Provide equipment, labor, and materials to accomplish the following. Area includes from Jordan to Edgewood. 1. Edge mill along driveways and at tie-ins. 2. Install risers as needed. 3. Overlay approximately 780 square yards with 2" of IM19. Total for above stated work:	19,090.00

Thank you for the opportunity to quote, we appreciate your business.

Total: $19,090.00

Payment Terms and Conditions:
This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance oustanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature: _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____

---- Proposal ----

Proposal No.
1951

The Blair Bros., Inc.
P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748

Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
4/19/2018
Project Name/Location
Beale Avenue

Description	Total
Provide equipment, labor, and materials to accomplish the following. Area includes from dead end to new joint. 1. Edge mill along driveways and at tie-ins. 2. Install risers as needed. 3. Overlay approximately 550 square yards with 2" of IM19. Total for above stated work:	15,140.00

Thank you for the opportunity to quote, we appreciate your business.

Total: $15,140.00

Payment Terms and Conditions:
This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance oustanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature: _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____

---- Proposal ----

Proposal No.
1944

The Blair Bros., Inc.
P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748

Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
4/19/2018
Project Name/Location
Fawn Ct.

Description	Total
Provide equipment, labor, and materials to accomplish the following. Area includes all of Fawn Ct. 1. Edge mill along gutter pan and at tie-ins. 2. Install risers as needed. 3. Overlay approximately 1,960 square yards with 2" of IM19. Total for above stated work:	34,360.00

Thank you for the opportunity to quote, we appreciate your business.

Total: $34,360.00

Payment Terms and Conditions:
This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance oustanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature: _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____

---- Proposal ----

Proposal No.
1945

The Blair Bros., Inc.
P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748

Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
4/19/2018
Project Name/Location
Wilderness Lane

Description	Total
Provide equipment, labor, and materials to accomplish the following. Area includes all of Wilderness Lane. 1. Edge mill along gutter pan and at tie-ins. 2. Install risers as needed. 3. Overlay approximately 3,000 square yards with 2" of IM19. Total for above stated work:	48,440.00

Thank you for the opportunity to quote, we appreciate your business.

Total: $48,440.00

Payment Terms and Conditions:
This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance oustanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature: _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____

---- Proposal ----

Proposal No.
1948

The Blair Bros., Inc.
P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748

Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
4/19/2018
Project Name/Location
Dashiell Drive

Description	Total
Provide equipment, labor, and materials to accomplish the following. Area includes north portion of Dashiell Drive and cul-de-sac. 1. Edge mill along gutter pan and at tie-ins. 2. Install risers as needed. 3. Overlay approximately 2,470 square yards with 2" of IM19. Total for above stated work:	39,540.00

Thank you for the opportunity to quote, we appreciate your business.

Total: $39,540.00

Payment Terms and Conditions:
This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance oustanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature: _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____

PUBLIC BUILDINGS & WELFARE COMMITTEE

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR APRIL, 2018

Locality: Smithfield Town Contract #: 15-10 Prepared by: Michael Paul Dodson
Project Name: Pinewood Heights Phase 3 Date: April 15, 2018

FINANCIALS			
CDBG Contract Amount:	$1,000,000	Local Leverage Amount:	$1,323,335
CDBG Amount Obligated:	$1,000,000	Local Leverage Amount Obligated:	$ 987,500
CDBG Amount Expended:	$ 900,924	Local Leverage Amount Expended:	$ 846,412

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	17 of 18	# of homeownership counseling done?	17 of 18
# of homes acquired?	15 of 18	# of housing inspections done?	15 of 18
# of vacant lots acquired?	1 of 2	# of owner-occupied relocations done?	5 of 5
# of demolitions done?	6 of 18	# of market-rate relocations done?	6 of 9
Clearance completed?	6 of 18	# of Section 8 relocations done?	2 of 4

ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/30/2015 **Date of last Management Team meeting:** 03/13/2018
Date annual Project Area Clean-Up Session done: 11/28/2015

Date annual Fair Housing activity done: 06/30/2017 **TA Site Visit Requested:** _____ **Yes** X **No**

Is project on schedule as shown in timeline? ☒ **Yes** ☐ **No** **If no, update will be uploaded by**: _____/ _____/ _____

Is the project proceeding within budget? ☒ **Yes** ☐ **No** **If no, update will be uploaded by:** _____/ _____/ _____

Status: What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring? Appraisals and RA have been competed for all homes. The offer to sale was accepted for 26 Jamestown and it is moving to a closing along with 25 Jamestown (delayed closing). The purchase offer of the heir property at 37 Jamestown has been accepted by all the heir owners The offer package for the purchase 22 Jamestown has been mailed. Owners at 21, 23, 33, 36, and 38 Jamestown have sold their homes and relocated. Rentals families at 25, 27A, 28A, 28B, 31, 32, 34, and 35 Jamestown have relocated. We are working with four other tenants of their relocation. Staff will continue targeting the residents of 27B and 37 Jamestown Avenue for relocation. We are also pushing the Suffolk RHA to begin active relocation for their renters in 22 Jamestown. The 35/36 Jamestown duplex has been board and is working through the demolition process. Future demolitions will occur as duplex units become vacant.

Are problems anticipated? None **Other comments**: None
Project Specific Products:

Owner-Occupied Acquisition *(Goal=5)*

Owner Occupied Homes

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Preliminary Acquisition Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Review Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offer to Purchase Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offers Accepted 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Properties Closed On 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Heir (Vacant) Acquisition *(Goal=1)*

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 1

1) 37 Jamestown

Appraisals Completed 1

1) 37 Jamestown

Review Appraisals Completed 1

1) 37 Jamestown

Offer to Purchase Letters Sent 1

1) 37 Jamestown

Offers Accepted 1

1) 37 Jamestown

Properties Closed On 0

Tenant-Occupied Acquisition *(Goal=12)*

Tenant Occupied Homes

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown
7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Preliminary Acquisition Letters Sent 12

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown
7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Appraisals Completed 12

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown
7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Review Appraisals Completed 12

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown
7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Offer to Purchase Letters Sent 12

2) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown
7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Offers Accepted 11

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 27A Jamestown 5) 27B Jamestown 6) 28A Jamestown
7) 28B Jamestown 8) 31 Jamestown 9) 32 Jamestown 10) 34 Jamestown 11) 35 Jamestown

Properties Closed On 9

1) 24 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 28A Jamestown 5) 28B Jamestown
6) 31 Jamestown 7) 32 Jamestown 8) 34 Jamestown 9) 35 Jamestown

Owner-Occupied Relocation *(Goal=5)*

Owner Occupied Homes

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Household Surveys Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Income Verifications Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Eligibility of Relocation Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Comparable Units Found and Inspected 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Households Relocated 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Market-Rate, Renter-Occupied Relocation *(Goal=8)*

Market-Rate Occupied Homes

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Household Surveys Completed 8

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Income Verified 8

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Eligibility of Relocation Letters Sent 8

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Comparable Units Found and Inspected 7

1) 24 Jamestown 2) 25 Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown 6) 34 Jamestown
7) 35 Jamestown

Households Relocated 6

1) 25 Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 31Jamestown 5) 34 Jamestown 6) 35 Jamestown

Section 8, Renter-Occupied Relocation *(Goal=4)*

Section 8 Occupied Homes

1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 32 Jamestown

Household Surveys Completed 3

1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Income Verifications Completed 3

1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Eligibility of Relocation Letters Sent 3

1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Comparable Units Found and Inspected 3

1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Households Relocated 2

1) 27A Jamestown 2) 32 Jamestown

Demolition *(Goal=18)*

Units to be Demolished

1) 21 Jamestown 2) 22 Jamestown 3) 23 Jamestown 4) 24 Jamestown 5) 25 Jamestown 6) 26 Jamestown
7) 27A Jamestown 8) 27B Jamestown 9) 28A Jamestown 10) 28B Jamestown11) 31 Jamestown 12) 32 Jamestown
13) 33 Jamestown 14) 34 Jamestown 15) 35 Jamestown 16) 36 Jamestown 17) 37 Jamestown 18) 38 Jamestown

Units that have been Demolished 6

1) 28A Jamestown 2) 28B Jamestown 3) 31 Jamestown 4) 32 Jamestown 5) 33 Jamestown 6) 34 Jamestown

PROJECT STATUS MAP

Pinewood Heights Phase III Redevelopment Project

Town of Smithfield, Virginia

LEGEND

PHASE III BOUNDARY

STATUS:

- PRELIM ACQ LETTER RECEIVED BY OWNER
- APPRAISAL COMPLETE
- OFFER TO PURCHASE ACCEPTED
- ACQUISITION COMPLETE
- RELOCATION IN PROCESS
- RELOCATION COMPLETE
- READY FOR DEMOLITION/DEMO PREP

O OWNER OCCUPIED
R RENTER OCCUPIED
8 SECTION 8 TENANT
V VACANT STRUCTURE

NORTH

50 25 0 50 100 200

GRAPHIC SCALE IN FEET

COMMUNITY PLANNING PARTNERS, INC.
COMMUNITY DEVELOPMENT CONSULTANTS
RICHMOND, VIRGINIA

April 18, 2018

Windsor Castle rehabilitation project update – Public Buildings & Welfare Committee – 4/25/18

Accomplished in the last 30 days

- **Maintenance and storage buildings –** 95% complete; remaining work is installation of overhead doors and painting of exterior. However, Certificate of Occupancy cannot be issued until Dominion runs power to the building; Dominion's current forecast is June 20th.

- **Manager's Office** (small building across from Caretaker's house) **–** Rehab work is underway on the ninth of nine outbuildings. To date: Interior floor has been removed to prep for foundation repairs.

- **Pole barn –** Work underway to prep for concrete floor as the first step of a modest rehab and repair effort to extend the farmyard event site into a covered area.

Focus for the next 90 days

- **Maintenance and storage buildings –** Power and water installations, then turn over to tenant.

- **Outbuildings –** Complete painting of exteriors and repairs to windows on kitchen building.

- **Utilities** – Run Town water line up from Jericho Estates to the site for connection to Manor House, pole barn, maintenance building and storage building.

- **Pole barn –** Complete repairs and upgrades and turn over to Parks & Rec for event rentals.

- **Manor House –** Evaluate the engineering design for HVAC. Begin the rehabilitation of the exterior – roof replacement and dormer repairs. Subsequently, window and porch repairs; stucco removal.

Current status of key project phases

- **Manor House –** Phase 1 (asbestos removal, moisture mitigation, demolition of wings) complete.
- **Caretaker's house –** Rehab complete and under sub-lease by Smithfield VA Events.
- **Outbuildings –** 8 of 9 at 99% complete except for painting. Manager's office rehab underway.
- **Maintenance and storage buildings –** 95% complete, awaiting power and water hook-up.
- **Site work –** Swales to mitigate storm water behind north outbuildings complete.

Funds availability and funds disbursement

- $900,000 of Town's $2 Million commitment has been drawn down.
- $2.5 Million total funding available; $1.5 Million needed to be raised for full $5 Million project.

- $1 Million spent to date, 20% of the current project forecast. $804,000 (79%) is tax credit eligible.
- $183,000 is the current under-project-baseline forecast.

Manager's Office – Note the need to reset the south elevation's brick foundation.

Pole barn as of April 19th – Note shoring at the base of the left wall to divert rain water away from the planned concrete floor.