



August 21, 2020

TO: SMITHFIELD TOWN COUNCIL

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

**SUBJECT: AUGUST 2020 COMMITTEE MEETINGS WILL BE HELD AT THE
SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET,
SMITHFIELD, VA**

MONDAY, AUGUST 24TH, 2020 @ 3:00 p.m.

Public Safety

Members: Rountree (CH), Hall, Haywood

1. Operational Updates
[Alonzo Howell, Chief of Police](#)
- TAB # 1** 2. Certified Crime Prevention Team
[Alonzo Howell, Chief of Police](#)
- TAB # 2** 3. Ordinance to Amend Town Code as it pertains to Assemble Permits
[Michael Stallings, Town Manager](#)

Immediately following the conclusion of the above meeting:

Water and Sewer

Members: Smith (CH), Pack, Rountree

- TAB # 3** 1. Approval of South Church Street Water Tank Logo
[Wayne Griffin, Director of Engineering and Public Works](#)

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Smith, Butler

- TAB # 4** 1. July Cash Balances / VML Investment Pool Update
[Ellen Minga, Town Treasurer](#)
- TAB # 5** 2. Invoices Over \$10,000 Requiring Council Authorization:
 - a. Core & Main - (water meter registers) \$15,400.00
 - b. Draper Aden Associates (2020 Manhole Inspections & Rehab) \$45,165.25

- c. Lewis Construction of VA (Install Sewer Manhole & 2 new laterals) \$14,000.00
- d. Kimley Horn & Associates (Intersection Improvement project) \$29,769.10
- e. Central Square Technologies (annual software & maintenance fee) \$25,697.87

TAB # 6 3. Authorization to make Contribution of CARES Act Funds to the Western Tidewater Free Clinic and Isle of Wight Christian Outreach
[Michael Stallings, Town Manager](#)

TAB # 7 4. Second round of CARES Act Funding: Approval of Contribution of 20% to be used for Isle Rebound Grant Program with Adoption of Certification Resolution
[Michael Stallings, Town Manager](#)

TUESDAY, AUGUST 25TH, 2020 @ 3:00 p.m.

Parks and Recreation

Members: Hall (CH), Butler, Haywood

Cancelled due to lack of items to come before Parks and Recreation

Immediately following the conclusion of the above meeting:

Public Works

Members: Haywood (CH), Smith, Rountree

- 1. Update on Smithfield Lake Dam by Draper Aden Associates
[Wayne Griffin, Director of Engineering and Public Works](#)
- TAB # 8** 2. Bike Path Selection and Reallocation of Funds
[Wayne Griffin, Director of Engineering and Public Works](#)

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Butler (CH), Hall, Pack

- 1. Update on Access Agreement to Wombwell House between the Historical Society and the Town of Smithfield
[William H. Riddick, III, Town Attorney](#)

***** Additional Items Not Listed on Committee but will be on Council's September 1st, Agenda*****

- Town council Meeting Minutes from August 4th, 2020
 - Accreditation Award Presentation for the Police Department
 - PUBLIC HEARING: Zoning Ordinance Amendment – Ground Source Wells
 - PUBLIC HEARING: Zoning Ordinance Amendment – Short-Term Rentals
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**PUBLIC SAFETY
COMMITTEE**



Town of Smithfield

Memorandum

August 20, 2020

TO: Public Safety Committee

FROM: Michael Stallings, Town Manager

SUBJECT: Crime Prevention Community

Attached you will find an overview of the Crime Prevention Community Program as well as our current objectives for the program.

Staff will be on hand to review the program and our current objectives and to discuss how we move the program forward.

Overview of Certified Crime Prevention Community Certification

The certified crime prevention program is a Virginia specific program overseen by the Department of Criminal Justice Services (DCJS) which includes standards and guidelines designed to foster the development of community safety initiatives at the local level. The goal of the program is to recognize and certify localities which have implemented a defined set of community safety and crime prevention strategies. The program encourages localities to implement collaborative community safety plans within a somewhat flexible framework as designed and overseen by DCJS.

The Certified Crime Prevention Community Program provides for the following incentives for the localities which implement the program. Participation gives the community preference in state criminal justice grant application process. The designation can also be used as a marketing tool to promote and attract visitors, and businesses to the locality. Lastly the designation can also be used to seek premium reductions from insurance companies for policyholders living and working within the community.

There are approximately 19 principles with defined and measurable objectives which must be met to achieve the certification. The locality once certified must seek recertification every three years thereafter. The recertification process shows that the community is continuing to meet the guidelines and amending future objectives to continue to evolve with the changing needs of the community. The program is extremely rigorous but is vital to fostering participation with the community and local law enforcement.

Core 1 : SCCP Team

Objectives:

1. SCCP to meet monthly to evaluate, advance development, and implementation of crime prevention programs.
2. Team meetings will include timeline tracking reports that include evaluation and documentation updates reported by members, officers and SME teamed up to develop and implement core and optional elements for certification and recertification.

Core 2: Crime Prevention Specialist:

Objectives:

1. Increase number of number of CPS by one within the next three years.
2. CPS attend one crime prevention training course annually to ensure DCJS training requirements are met.
3. Conduct and document and average of five community presentations, meetings, or activities each month by CPS.
4. Ensure that CPS retain active membership with National Crime Prevention Association, Hampton Roads Crime Prevention Association, Piedmont Regional Crime Prevention Association, and National Town Watch Association.

Core 3: Neighborhood Watch:

Objectives:

1. Increase the number of NW programs by at least one neighborhood each year.
2. Ensure that a liaison officer and/or CPS are in attendance to all neighborhood watch meetings.
3. Ensure that established NW meet four times annually

4. Ensure that SCCP Team meets monthly to advance the development, implementation, and evaluation of NW program.

Core 4: Community Policing

Objectives:

1. To improve community crime control planning services by insuring the availability of a CPS with a minimum of 24 hrs. of CPTED training.
2. Ensure that annually the Town Council endorses the crime control program and enacts the official Resolution of Appointments to the Smithfield Community Crime Prevention Team.
3. Ensure that a CPS, a Zoning Code Technician and elected Town Councilman are appointed to serve on SCCP Team.
4. Annually SCCP Team will review the goals and objectives to ensure that objectives are being met and proofs files and assessed adjustments are made as needed for recertification.

Core 5: Community Literature

Objectives:

1. Conduct annual inventory of current literature to determine restocking needs
2. Maintain supply of crime prevention literature
3. Distribute a minimum of 1,000 safety brochures at community events
4. Maintain fully supplied public safety and crime prevention brochure rack available to the public
5. Update, maintain and use Department website to disseminate crime prevention information.
6. Distribute a minimum of six crime information alerts to businesses through Business Watch program annually.
7. Hand out domestic violence safety information packets to 100% of all potential or actual victims of DV

8. Make specific notation in DV reports that DV packet was presented to DV victims

Core 6: Safety Assessment

Objectives:

1. Ensure that at least two officers are trained in basic CPTED for the purpose of conducting security and safety assessments
2. Promote safety and security assessments on Department website, local cable, TV information channel, and Town's bi-annual newsletter.
3. Promote safety and security assessments at NW and BW meetings
4. 100% completion rate for all requested safety and security assessments
5. Ensure that victims of burglary are a safety and security assessment by CPS
6. Ensure that officer trained in CEPTED is retained on interagency code enforcement to review all applicable environmental safety problems

Core 7: Crime Analysis

Objectives:

1. Assess current crime analysis capability and identify areas of improvement
2. Identify appropriate crime analysis training for designated crime analyst personnel
3. Department will implement crime analysis report format available to command staff and community.

Core 8: School Safety

N/A

Core 9: Business Watch

Objectives:

1. Conduct and average of one business security assessment a quarter.
2. Conduct and average of one crime prevention business training session per quarter
3. SCCP Team coordinator will meet quarterly with members of BW to address potential risks and develop training protocols and safeguards
4. Broadcast business fraud and crime alerts on Business Crime Alert System and publish SBW Coalition and business updates per quarter

Core 10: Victim Witness:

Objectives:

1. Provide referred and/or direct services to a minimum of 200 victims or witnesses annually
2. Distribute 300 victim/witness brochures and other literature at public kiosks events and training seminars
3. Maintain IOW Victim/Witness/V-Stop SART and MDT Cooperative Agreements
4. Conduct 100 interviews/meetings with victims of domestic and sexual crime annually
5. Follow up with victims of crime in 90% of cases referred to victim witness program
6. Provide injured victims to the victim/witness program and/or direct assistance with obtaining monetary compensation.

Core 11: Youth Delinquency Prevention

Objectives:

1. Maintain Homework Station one day per week at Jersey Park/Woods Edge Apartment Complex
2. Ensure ,minimum of five tutors and one police officer is present at Homework Station throughout the school term

3. Provide a minimum of two annual recreational scholarship programs in correspondence with eligible after school Homework Station at risk youth

Core 12: Accreditation

Objectives:

1. Maintain all files and records necessary to ensure accreditation
2. Maintain dialogue with citizens to ensure a partnered effort in crime prevention
3. Ensure SPD offices are made aware of requirements for accreditation and their responsibility related to compliance

Optional 1: MOU

Objectives:

1. Chief will attend monthly meeting of HRCOPA to exchange information regarding crime prevention
2. Chief will attend monthly meeting the Towns Police Committee to discuss events and coordinate with additional law enforcement agencies for the purpose of synchronizing mutual aid
3. An officer from SPD will meet monthly with IOW TRIAD to act as liaison between them and law enforcement
4. An officer with SPD will meet monthly with Crime Line to act as liaison

Optional 2: TRIAD/Senior Crime Prevention

Objectives:

1. Ensure officer with SPD serves on IOW TRIAD SALT Council to exchange crime trends affecting seniors
2. Conduct IOWT Conference for seniors
3. Conduct four crime prevention seminars for seniors annually

Optional 3: NNO

Objectives:

1. SCCP will meet during the months of May through September to organize, advertise, and implement, and evaluate NNO event.
2. Beginning in May and ending August a community event campaign to recruit and encourage citizen participation in NNO
3. Beginning in May and ending August officers and SCCP Team will coordinate with NW and BW to encourage participation in NNO.

Optional 4: Crime Line

Objectives:

1. Monthly a detective will serve as coordinator to exchange and validate crime tip information
2. Monthly a detective with outline criminal data for the Wanted List publicized on local cable channels
3. Submit a officer in August for the GHRCL Top Cop Award Panel for consideration as a nominee for Top Cop

Optional 5: Gun Safety

Objectives:

1. Officially endorse National Project Child safe Program on website and local cable channel 6.
2. Commit officer to implement National Child safe Program promotional booth twice a year at town sponsored events
3. Commit officer to implement Child safe Presentations annually for children's groups grades 6-9
4. To make available to the general public Monday through Friday public literature about Project Child Safe

Optional 6: Thin Blue Line Crime Newsletter

Objectives:

1. CPS will quarterly provide analysis of reported crimes of opportunity
2. CPS will forward to STBL editor in March and September a minimum of two crime prevention articles for newsletter
3. Department supervisors will forward to STBL in March and September public safety article
4. SCCP Team will meet quarterly to evaluate STBL content and design

Optional 7: IACET/Interagency Code Enforcement Team

Objectives:

1. Ensure all abandoned or inoperable vehicles and unlawful accumulation of debris are addressed and result in 90% compliance within 90 days
2. Refer code violations to the appropriate department within five days
3. Conduct two code sweeps per month as a proactive approach to enforcement



Town of Smithfield

Memorandum

August 18, 2020

TO: Public Safety Committee
FROM: Michael Stallings, Town Manager
SUBJECT: Assembly Permit Modifications

Attached you will find the section of Town Code that governs assembly permits. There currently is no limit on the number of permits that an individual or group can apply for each year. There is also no fee required for the submittal of an assembly permit.

Staff would like to add a limit to the number of assembly permits that may be issued to one individual or group in a calendar year. The recommendation is to add a limit of 4 assembly permits per year. This will prevent ongoing and repetitive protests by the same individual or group.

Staff would also like to add a fee to the assembly permit application. The review and approval process does involve staff time from multiple departments as well as staff time during the assemblies from law enforcement. A fee of \$25 per application will help cover some of the staff costs for approval of the permit, but will not be overly expensive as to act as a barrier to those who may not be able to afford a more expensive application fee.

Other recommended changes to this code section help clarify that the number of days given for the Manager to respond are working days and not calendar days.

As previously mentioned, attached you will find a copy of the current Town Code as well as a marked up copy with my recommended changes. New language is underlined and in red.

ARTICLE IV. - PUBLIC ASSEMBLIES

DIVISION 1. - GENERALLY

Sec. 70-161. - Defined.

As used in this article, the term "public assembly" shall mean and include any public address, lecture or discourse or any public meeting, demonstration or other assembly upon any of the streets, sidewalks or public alleys of the town or within any of the parks, municipally operated parking lots or other public property in the town. Such term shall not include a parade conducted in accord with a permit issued under article III of this chapter.

Sec. 70-162. - Erection or placement of structures at site.

No structure of a temporary or permanent nature shall be erected or placed at the site of a public assembly, except upon the written permission of the town manager.

Sec. 70-163. - Violations of article.

Unless otherwise specifically provided, a violation of any provision of this article shall constitute a class 3 misdemeanor.

Secs. 70-164—70-195. - Reserved.

DIVISION 2. - PERMIT

Sec. 70-196. - Required.

It shall be unlawful for any person to organize, conduct or hold, or engage or participate in, a public assembly, unless a permit for such assembly has been obtained from the town manager. No more than 4 assembly permits shall be issued to any individual or group within a calendar year.

Sec. 70-197. - Application generally.

A person seeking a permit required by this division shall file an application with the town manager on forms provided by the town manager. Such application shall be filed not less than five days, nor more than 60 days before the date on which it is proposed to conduct or hold the public assembly. Not more than one assembly may be applied for on an application (This shall not prevent the inclusion of a rain date). Such application shall set forth the following information:

- (1) The name, address and telephone number of the applicant.
- (2) If the public assembly is to be conducted or held for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized heads of such organization.
- (3) The name, address and telephone number of the person who will be in charge of the public assembly and who will be responsible for its conduct.
- (4) The names and addresses of the speakers.

- (5) The date and hours for which the permit is desired.
- (6) The street, sidewalk, public alley, park, parking lot or property where the public assembly will be conducted or held and which portions of the street, park, parking lot or property are proposed to be used therefor.
- (7) The nature and purpose of the public address, lecture, discourse, meeting, demonstration or assembly.
- (8) An estimate of the anticipated attendance.
- (9) If the public assembly is designed to be conducted or held by, on behalf of or for any person other than the applicant, a communication, in writing, from the person proposing to conduct or hold the assembly, authorizing the applicant to apply for the permit on his behalf.
- (10) Any additional information which the town manager shall find reasonably necessary to a fair determination as to whether a permit should be issued.

Sec. 70-198. - Town manager to act on application within five days.

The town manager shall act upon the application for a permit required by this division within five working days after the filing thereof.

Sec. 70-199. - Standards for issuance.

The town manager shall issue a permit applied for under this division when, from a consideration of the application and from such other information as may otherwise be obtained, he finds that:

- (1) The place where it is proposed to conduct or hold the public assembly has not been reserved for another use on the date and hours requested in the application.
- (2) All customary and reasonable rents, fees, charges or deposits, if any, required by the town or any department thereof for the use of the park or place where it is proposed to conduct or hold the public assembly will be paid by the applicant or person conducting or holding the same.
- (3) The conduct of the public assembly will not substantially interrupt the safe and orderly movement of pedestrian and vehicular traffic at or contiguous to the place where the assembly is proposed to be conducted or held.
- (4) The conduct of the public assembly will not require the diversion of so great a number of police officers of the town, to properly police the place where the same is conducted or held and the areas contiguous thereto, as to prevent normal police protection to the remainder of the town.
- (5) The concentration of persons, animals or vehicles at the place where the public assembly is proposed to be conducted or held will not unduly interfere with proper fire and police protection of or ambulance service to areas contiguous to such place.
- (6) The stated purpose of the public assembly is not to incite to violence or crime or the overthrow of the government by force.

- (7) The public assembly is not designed to be conducted or held purely for the private profit of the person conducting or holding the same or for the sole purpose of advertising any product or goods of such person.

(8) The required \$25 assembly permit application fee has been paid.

Sec. 70-200. - Contents.

Each permit issued under this division shall state the following information:

- (1) The date of the public assembly.
- (2) The starting time.
- (3) The termination time.
- (4) The portions of the street, sidewalk, public alley, park, parking lot or other public property where the public assembly may be conducted or held.
- (5) Such other information as the town manager shall find necessary to the enforcement of this article.

Sec. 70-201. - Copy to be sent to certain officials.

Immediately upon the issuance of a permit required by this division, the town manager shall send a copy thereof to the following:

- (1) The mayor.
- (2) The chief of police.
- (3) The fire chief.

Sec. 70-202. - Duties of permittee; permit to be carried on person.

A permittee under this division shall comply with all the permit directions and conditions and with all applicable laws and ordinances. The person conducting or holding the public assembly shall carry the permit upon his person during the conduct of the assembly.

Sec. 70-203. - Not transferable.

No permit issued pursuant to this division shall be transferable or assignable to another person.

Sec. 70-204. - Notice of denial.

If the town manager disapproves an application for a permit under this division, he shall mail to the applicant, within three working days after the date upon which the application was filed, a notice of his action, stating the reasons for his denial of the permit.

Sec. 70-205. - Appeal from denial.

If the town manager denies a permit applied for under this division, the applicant shall have the right, within ten days after the notice of denial given pursuant to section 70-204, to appeal the decision of the town manager to the town council. Such appeal shall be considered by the council at its next regular meeting to be held after notice of appeal is given, in writing, by the applicant.

Any person desiring to appeal from the decision rendered by the council on the appeal from the decision of the town manager shall have the right to appeal the same to the circuit court of the county, provided notice of appeal is given within ten days after the decision of the council, in writing, is given to such person.

Sec. 70-206. - Alternate permit.

The town manager, in denying an application for a permit required by this division, shall be empowered to authorize the conduct of the public assembly on a date, at a time or at a place different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within one day after notice of the action of the town manager, file a written notice of acceptance with the town manager. An alternate permit shall conform to the requirements of and shall have the effect of a permit required by this division.

Sec. 70-207. - Revocation.

The town manager shall have the authority to revoke a permit issued under this division upon a violation of the standards for issuance set forth in section 70-199.

Secs. 70-208—70-219. - Reserved.

**WATER AND SEWER
COMMITTEE**



Town of Smithfield

Memorandum

August 20, 2020

TO: Water and Sewer Committee

FROM: Michael Stallings, Town Manager

SUBJECT: Water Tank Logo

As you know the adopted FY21 budget includes funding for maintenance on the South Church Street water tank. Included in this project is painting the tank. Staff has worked with Tourism and are proposing the attached logo be painted on the water tank.

We are looking for Council's concurrence so that we may include this in the bid documents when they are sent out.



**FINANCE
COMMITTEE**

CASH BALANCES AS OF JULY 31, 2020

ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	CURRENT YR INTERCO BALANCES	PRIOR YR INTERCO BALANCES	ADJUSTED BALANCES	PRIOR MONTH ADJUSTED BALANCES	NET CHANGE +/-
Water	Farmers Bank	1,785,911.78	(107,960.49)	(821,306.46)	856,644.83	956,871.33	(100,226.50)
Water-Debt Service	Farmers Bank	637,099.51	12,929.44	36,699.50	686,728.45	896,579.52	(209,851.07)
Water Capital Escrow (availability fees)	TowneBank	632,834.73	13,600.00	2,720.00	649,154.73	635,501.13	13,653.60
Water Treatment Plant Escrow	TowneBank	11,649.28			11,649.28	11,649.08	0.20
Water Deposit Account	TowneBank	100,052.72	-	(1,764.00)	98,288.72	95,762.56	2,526.16
Water Development Escrow	TowneBank	164,515.33	-	2,400.00	166,915.33	166,901.40	13.93
Subtotal Water		\$ 3,332,063.35	\$ (81,431.05)	\$ (781,250.96)	\$ 2,469,381.34	\$ 2,763,265.02	\$ (293,883.68)
Sewer	Farmers Bank	313,501.49	40,413.72	(141,147.48)	212,767.73	335,173.64	(122,405.91)
Sewer Development Escrow	TowneBank	429,842.17	-	2,400.00	432,242.17	432,205.76	36.41
Sewer Capital Escrow (availability fees)	TowneBank	1,164,902.35	20,600.00	4,120.00	1,189,622.35	1,168,923.69	20,698.66
Sewer Compliance	Farmers Bank	2,327,767.08	20,417.33	57,870.83	2,406,055.24	2,387,798.00	18,257.24
Subtotal Sewer		\$ 4,236,013.09	\$ 81,431.05	\$ (76,756.65)	\$ 4,240,687.49	\$ 4,324,101.09	\$ (83,413.60)
Highway	Farmers Bank	\$ 181,518.47	\$ -	\$ 140,171.71	\$ 321,690.18	\$ 447,542.94	\$ (125,852.76)
General Fund	Farmers Bank	4,790,654.02	-	717,835.90	5,508,489.92	5,684,217.67	(175,727.75)
Payroll	Farmers Bank	46,852.86			46,852.86	20,004.06	26,848.80
Money Market-General Fund	TowneBank	38,827.04			38,827.04	38,823.75	3.29
Business Super Now-General Fund	Farmers Bank	35,137.11			35,137.11	35,129.76	7.35
General Fund Capital Escrow Account	TowneBank	217,879.50			217,879.50	217,861.05	18.45
Certificate of Deposit-Police Dept-24 month	Farmers Bank	37,187.97			37,187.97	37,187.97	-
Special Project Account	Farmers Bank	578,514.86	-		578,514.86	958,401.99	(379,887.13)
Pinewood Heights Escrow	Farmers Bank	53,239.82			53,239.82	56,119.42	(2,879.60)
SNAP Account	Farmers Bank	2,218.75			2,218.75	2,218.75	-
Museum Account	Farmers Bank	216,767.91			216,767.91	216,771.15	(3.24)
Windsor Castle Acct	TowneBank	12,537.17			12,537.17	12,537.17	-
Subtotal General Fund		\$ 6,029,817.01	\$ -	\$ 717,835.90	\$ 6,747,652.91	\$ 7,279,272.74	\$ (531,619.83)
TOTAL ALL FUNDS		\$ 13,779,411.92	\$ -	\$ -	\$ 13,779,411.92	\$ 14,814,181.79	\$ (1,034,769.87)

VIP Investment Pool	VML VACO Finance	Ending Market Value		\$ 553,222.46	\$ 552,621.24	\$ 601.22
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Account Statement

July 2020

Town of Smithfield

P.O. Box 246
Smithfield, VA 23431

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

Summary

VA-01-0009-0001	GENERAL				
Beginning Market Value	Contributions	Withdrawals	Income Earned	Current Month Unrealized G/L	Ending Market Value
552,621.24	0.00	49.79	753.78	-102.77	553,222.46

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
07/15/2020	Withdrawal		49.79		10.259045	4.853	0.00
07/15/2020	Income Earned	382.16			10.259045	37.251	
07/31/2020	Income Earned	371.62			10.263785	36.207	
07/31/2020	Ending Balance			553,222.46	10.263785	53,900.433	



Account Statement

July 2020

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

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

Summary

Average Monthly Yield: 0.33%

	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
07/31/2020	Ending Balance			0.000	



Daily Rates

July 2020

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Jul-20	0.000010522	0.39%
02-Jul-20	0.000010249	0.38%
03-Jul-20	0.000010249	0.38%
04-Jul-20	0.000010249	0.38%
05-Jul-20	0.000010249	0.38%
06-Jul-20	0.000010249	0.38%
07-Jul-20	0.000009975	0.37%
08-Jul-20	0.000009702	0.36%
09-Jul-20	0.000009429	0.35%
10-Jul-20	0.000009429	0.35%
11-Jul-20	0.000009429	0.35%
12-Jul-20	0.000009429	0.35%
13-Jul-20	0.000008883	0.33%
14-Jul-20	0.000009156	0.34%
15-Jul-20	0.000009156	0.34%
16-Jul-20	0.000009156	0.34%
17-Jul-20	0.000008883	0.33%
18-Jul-20	0.000008883	0.33%
19-Jul-20	0.000008883	0.33%
20-Jul-20	0.000008883	0.33%
21-Jul-20	0.000008609	0.32%
22-Jul-20	0.000008336	0.31%
23-Jul-20	0.000008336	0.31%
24-Jul-20	0.000008063	0.30%
25-Jul-20	0.000008063	0.30%
26-Jul-20	0.000008063	0.30%
27-Jul-20	0.000008063	0.30%
28-Jul-20	0.000008063	0.30%
29-Jul-20	0.000008063	0.30%
30-Jul-20	0.000008336	0.31%
31-Jul-20	0.000008336	0.31%

**Invoices over \$10,000
Request to Approve**



INVOICE

Invoice # M805260
 Invoice Date 8/11/20
 Account # 095205
 Sales Rep MARTINSBURG HOUSE
 Phone # 304-263-6986
 Branch # 514 Martinsburg, WV
 Total Amount Due \$15,400.00

1830 Craig Park Court
 St. Louis, MO 63146

Remit To:
 CORE & MAIN LP
 PO BOX 28330
 ST LOUIS, MO 63146

391 1 MB 0.439 E0383X I0644 D6482206115 S2 P7605045 0001:0001



Shipped to:
 STOCK #209 CHESAPEAKE
 293 Cary Street
 PO BOX 246
 SMITHFIELD, VA



TOWN OF SMITHFIELD
 PO BOX 246
 SMITHFIELD VA 23431-0246

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
8/06/20	8/10/20	PW-21-03				BW	M805260

Product Code	Description	Quantity			Price	UM	Extended Price
		Ordered	Shipped	B/O			
4405RPWG11SG89	5/8 REGISTER PROCODER R9001 USG W/6' ANT RPW2G11SG89 DELIVERED PRICE FOR 70 SHIPPED AT ONE TIME DON'T CHARGE FREIGHT	70	70		220.00000	EA	15,400.00

Visit coreandmain.com
 for a current W-9 form



Online
 ADVANTAGE

- Pay Online
- Paperless Billing
- Invoice Reprints
- Signed Delivery Receipts

Remit payment to the address shown on this invoice or access your account in Online Advantage to pay online.

Freight	Delivery	Handling	Restock	Misc.	Subtotal:	15,400.00
					Other:	0.00
					Tax:	0.00
					Invoice Total:	\$15,400.00

Terms: NET 30

Ordered By: JEFF SMITH

This transaction is governed by and subject to CORE & MAIN's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>.



Draper Aden Associates

Engineering • Surveying • Environmental Services

Invoice

Mail Remittance to:
2206 South Main Street
Blacksburg, Virginia 24060

Jessie Snead
Town of Smithfield, VA
Town Treasurer
P.O. Box 246
Smithfield, VA 23431

July 31, 2020
Project No: 20020992-010602
Invoice No: 2020070318
P.O. #: PW-20-28

Invoice Total \$45,165.25

Project 20020992-010602 Town of Smithfield - 2020 Manhole Inspection and Rehabilitation

Professional Services through July 31, 2020

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
01 - Level 1 Manhole Inspections	5,000.00	7.72	386.00	250.00	136.00
02 - Manhole Rehabilitation Activities	53,000.00	80.9618	42,909.75	0.00	42,909.75
03 - Project Management	5,000.00	100.00	5,000.00	2,880.50	2,119.50
Total Fee	63,000.00		48,295.75	3,130.50	45,165.25
Total Fee					45,165.25
Total this Invoice					\$45,165.25

Billings to Date

	Current	Prior	Total
Fee	45,165.25	3,130.50	48,295.75
Totals	45,165.25	3,130.50	48,295.75

**Lewis
Construction
Of**  **Virginia Inc.
986-2273**

7716 Quaker Drive
Suffolk, VA 23437

Voice: 757-986-2273 Fax: 757-986-3536

LCOVSuffolk@aol.com

INVOICE

Invoice Number: 0620-1072.206

Invoice Date: Jun 24, 2020

Page: 1

Bill To:
Town of Smithfield P O B0x 246 Smithfield, VA 23431

Ship to:
Install new Precast SMH and 2 new laterals PW2025 Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Jessie	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			7/9/20

Quantity	Item	Description	Unit Price	Amount
1.00		PW2025 Install new SMH and 2 new laterals 1 precast Sewer manhole 2 sewer lateral 1 @ 4" and 1 @ 6" 1 offset water service 1 road patch	14,000.00	14,000.00
Subtotal				14,000.00
Sales Tax				
Total Invoice Amount				14,000.00
Payment/Credit Applied				
TOTAL				14,000.00

Check/Credit Memo No:

A finance charge of 1.5% per month(18% annual) on past due invoices.



August 18, 2020

Wayne Griffin
Town of Smithfield
310 Institute Street
Smithfield, VA 23397

**RE: *Benns Church Blvd. at S. Church St. Intersection Improvements
Progress Report and Invoice, No. 116499020-0720***

Dear Mr. Griffin,

The following is a list of items completed through July 2020 by Kimley-Horn with regards to the Benns Church Blvd. at S. Church St. Intersection Improvements

- 30% Design Plans, Drainage Narrative & OPC Submittal

The invoice for services provided through August 2020 is attached. We look forward to your prompt payment. If you need any further information regarding this project, please do not hesitate to call me directly at 757-548-7320.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Andrew P. Farthing".

Andrew P. Farthing, P.E.

Project Manager

TOWN OF SMITHFIELD
 ATTN: WAYNE GRIFFIN
 310 INSTITUTE STREET
 SMITHFIELD, VA 23430

Invoice No: 17187001
 Invoice Date: Jul 31, 2020
 Invoice Amount: \$29,769.10
 Project No: 116499020.3
 Project Name: CHURCH ST INTERSECTION
 Project Manager: WYNN, KEVIN

Please send payments to:
 KIMLEY-HORN AND ASSOCIATES, INC.
 P.O. BOX 75557
 BALTIMORE, MD 21275-5557

Client Reference:
 TASK ORDER 7

For Services Rendered through Jul 31, 2020

Federal Tax Id: 56-0885615

COST PLUS MAX

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
ENVIRONMENTAL COMPLIANCE WITH NEPA	11,971.24	2,621.15	2,621.15	0.00
PRELIMINARY 30% DESIGN DRAWINGS	30,957.24	30,957.24	11,776.11	19,181.13
100% DESIGN DRAWINGS	24,741.41	0.00	0.00	0.00
CONSTRUCTION DOCUMENTS	10,321.57	0.00	0.00	0.00
DRAINAGE DESIGN AND STORMWATER MANAGEMENT	15,935.65	10,587.97	0.00	10,587.97
UTILITY COORDINATION	402.89	402.89	402.89	0.00
TOPOGRAPHIC SURVEY	25,785.00	25,785.00	25,785.00	0.00
GEOTECHNICAL INVESTIGATION	7,290.00	0.00	0.00	0.00
EXPENSES	2,338.00	0.00	0.00	0.00
Subtotal	129,743.00	70,354.25	40,585.15	29,769.10
Total COST PLUS MAX				29,769.10

Total Invoice: \$29,769.10

TOWN OF SMITHFIELD
 ATTN: WAYNE GRIFFIN
 310 INSTITUTE STREET
 SMITHFIELD, VA 23430

Invoice No: 17187001
 Invoice Date: Jul 31, 2020
 Project No: 116499020.3
 Project Name: CHURCH ST INTERSECTION
 Project Manager: WYNN, KEVIN

COST PLUS MAX

Task	Description	Hrs/Qty	Rate	Current Amount Due
PRELIMINARY 30% DESIGN DRAWINGS	ADMINISTRATIVE SUPPORT	0.5	89.54	44.77
	ANALYST	82.5	97.37	8,033.03
	REGISTERED PROFESSIONAL	56.0	152.80	8,556.80
	SENIOR PROFESSIONAL	12.0	212.21	2,546.53
TOTAL PRELIMINARY 30% DESIGN DRAWINGS		151.0		19,181.13
DRAINAGE DESIGN AND STORMWATER MANAGEMENT	ADMINISTRATIVE SUPPORT	0.5	89.54	44.77
	REGISTERED PROFESSIONAL	69.0	152.80	10,543.20
TOTAL DRAINAGE DESIGN AND STORMWATER MANAGEMENT		69.5		10,587.97
TOTAL LABOR AND EXPENSE DETAIL				29,769.10

This page is for informational purposes only. Please pay amount shown on cover page.



Invoice

Invoice No 284366	Date 7/2/2020	Page 1 of 3
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Superior, LLC, a CentralSquare Company
 1000 Business Center Drive
 Lake Mary, FL 32746

Billing Inquiries: Accounts.Receivable@centralsquare.com

Bill To

Smithfield Police Department, VA
 Attn Kristi Kincaid
 PO Box 246
 310 Institute St.
 SMITHFIELD VA 23431
 United States

Ship To

Smithfield Police Department, VA
 913 S Church St. A
 SMITHFIELD VA 23430
 United States

Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
5182LG	SMITHFIELD POLICE DEPARTMENT, VA		USD	Net 30	8/1/2020

	Description	Units	Rate	Extended
Contract No. DW01-232				
1	ONESolution RMS Map Display & Pin Mapping License - Annual Maintenance Fee OSSI RMS Map Display and Pin Mapping License Maintenance: Start:8/1/2020, End: 7/31/2021	1	\$48.37	\$48.37
Contract No. DW01-234				
2	ONESolution MCT Client-Digital Dispatch - Annual Maintenance Fee OSSI - Mobile Client Software Maintenance: Start:8/1/2020, End: 7/31/2021	5	\$286.21	\$1,431.05
3	ONESolution MCT Client License for Message Switch - Annual Maintenance Fee OSSI Client License for Message Switch Maintenance: Start:8/1/2020, End: 7/31/2021	5	\$81.28	\$406.40
4	ONESolution Mobile Server Software - Annual Maintenance Fee OSSI Base Mobile Server Software Client Maintenance: Start:8/1/2020, End: 7/31/2021	1	\$3,365.93	\$3,365.93
5	ONESolution MCT Client-MAPS - Annual Maintenance Fee OSSI Mobile Client Maps Maintenance: Start:8/1/2020, End: 7/31/2021	5	\$53.92	\$269.60
Contract No. 5182-Main				
6	ONESolution Records Management System - Annual Maintenance Fee OSSI Client Base Records Management System Maintenance: Start:8/1/2020, End: 7/31/2021	1	\$5,249.00	\$5,249.00
7	ONESolution Property & Evidence - Annual Maintenance Fee OSSI Property and Evidence Module Maintenance: Start:8/1/2020, End: 7/31/2021	1	\$1,211.65	\$1,211.65
8	ONESolution Parking Ticket Administration - Annual Maintenance Fee OSSI Parking Ticket Administration Module Maintenance: Start:8/1/2020, End: 7/31/2021	1	\$1,480.66	\$1,480.66



Invoice

Invoice No 284366	Date 7/2/2020	Page 2 of 3
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Superior, LLC, a CentralSquare Company
 1000 Business Center Drive
 Lake Mary, FL 32746

Billing Inquiries: Accounts.Receivable@centralsquare.com

Bill To

Smithfield Police Department, VA
 Attn Kristi Kincaid
 PO Box 246
 310 Institute St.
 SMITHFIELD VA 23431
 United States

Ship To

Smithfield Police Department, VA
 913 S Church St. A
 SMITHFIELD VA 23430
 United States

Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
5182LG	SMITHFIELD POLICE DEPARTMENT, VA		USD	Net 30	8/1/2020

	Description	Units	Rate	Extended
9	ONESolution Mugshot Capture Station Software - Annual Maintenance Fee OSSI Mugshot Capture Station Software Only Maintenance: Start:8/1/2020, End: 7/31/2021	1	\$2,019.78	\$2,019.78
Contract No. 100104				
10	ONESolution State Livescan Interface - Annual Maintenance Fee OSSI State Livescan Interface Maintenance: Start:8/1/2020, End: 7/31/2021	1	\$1,807.00	\$1,807.00
Contract No. 91540				
11	ONESolution MCT Client-Digital Dispatch - Annual Maintenance Fee OSSI MCT Client for Digital Dispatch Maintenance: Start:8/1/2020, End: 7/31/2021	3	\$211.58	\$634.74
12	ONESolution MCT Client-MAPS - Annual Maintenance Fee OSSI Mobile Client Maps Maintenance: Start:8/1/2020, End: 7/31/2021	2	\$42.53	\$85.06
Contract No. 101066				
13	ONESolution MCT Client-Digital Dispatch - Annual Maintenance Fee OSSI MCT Client for Digital Dispatch Maintenance: Start:8/1/2020, End: 7/31/2021	14	\$211.61	\$2,962.54
14	ONESolution MCT Client-MAPS - Annual Maintenance Fee OSSI Mobile Client Maps Maintenance: Start:8/1/2020, End: 7/31/2021	14	\$42.54	\$595.56
15	ONESolution CAD Resource Monitor Display License With Maps - Annual Maintenance Fee OSSI CAD Resource Monitor Display License with Maps Client Maintenance: Start:8/1/2020, End: 7/31/2021	3	\$239.21	\$717.63
16	ONESolution RMS Workstation - Annual Maintenance Fee OSSI Additional RMS Workstation License Maintenance: Start:8/1/2020, End: 7/31/2021	10	\$318.96	\$3,189.60

Invoice



Superior, LLC, a CentralSquare Company
1000 Business Center Drive
Lake Mary, FL 32746

Billing Inquiries: Accounts.Receivable@centralsquare.com

Invoice No	Date	Page
284366	7/2/2020	3 of 3

Bill To

Smithfield Police Department, VA
Attn Kristi Kincaid
PO Box 246
310 Institute St.
SMITHFIELD VA 23431
United States

Ship To

Smithfield Police Department, VA
913 S Church St. A
SMITHFIELD VA 23430
United States

Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
5182LG	SMITHFIELD POLICE DEPARTMENT, VA		USD	Net 30	8/1/2020

	Description	Units	Rate	Extended
17	ONESolution Accident Wizard - Annual Maintenance Fee OSSI Accident Wizard Workstation License Client Maintenance: Start:8/1/2020, End: 7/31/2021	7	\$31.90	\$223.30

**Please include invoice number(s) on your remittance advice,
made payable to Superior, LLC**
ACH:
Routing Number 121000358
Account Number 1416612641
E-mail payment details to: Accounts.Receivable@CentralSquare.com

Check:
12709 Collection Center Drive
Chicago, IL 60693

Subtotal	\$25,697.87
Tax	\$0.00
Invoice Total	\$25,697.87
Payments Applied	\$0.00
Balance Due	\$25,697.87



Town of Smithfield

Memorandum

August 17, 2020

TO: Finance Committee
FROM: Michael Stallings, Town Manager
SUBJECT: CARES Act Funds - Contributions

As you are aware, the Town has an allocation of CARES Act Funds to be used to help us respond to the COVID pandemic. One possible use for these funds is to make contributions to organizations that are assisting our citizens that have been impacted by COVID. The Town routinely makes contributions to two organizations that fulfil this role. These organizations are the Western Tidewater Free Clinic and the Christian Outreach Program.

Both organizations requested additional funding in our FY 21 budget that we were unable to provide. Council has expressed some interest in providing the additional funding through the CARES Act funding. This would result in a contribution to the Western Tidewater Free Clinic of \$5,240 and a contribution to the Christian Outreach Program of \$12,350.

Recommended Action

I recommend that Town Council authorize a contribution of \$5,240 to the Western Tidewater Free Clinic and a contribution to the Christian Outreach Program of \$12,350 to help them provide support to individuals impacted by COVID-19.



Town of Smithfield

Memorandum

August 17, 2020

TO: Finance Committee

FROM: Michael Stallings, Town Manager

SUBJECT: CARES Act Funding and Isle Rebound Grant Program

As you are aware, Isle of Wight County will be receiving a second round of CARES Act funding in the amount of \$3.2 Million dollars. The Town of Smithfield's portion of these funds is \$736,445.

We are proposing that all three localities provide 20% of their second round of CARES Act funding to support a second round of business grants. This will leave us with an additional \$589,156 of CARES Act funding.

Attached is a resolution that Council must adopt certifying that we will only use the funds for appropriate purposes and in accordance with the guidelines.

Recommendation

I recommend that Council approve the contribution of 20% from the Town of Smithfield's CARES Act funding to be used for the Isle Rebound Grant Program and that Council adopt the enclosed certification resolution.

**Certification for Receipt of
Coronavirus Relief Fund Payments
By
The Town of Smithfield**

We the undersigned represent the Town of Smithfield, (the Town), and we certify that:

1. We have the authority to request direct payment on behalf of the Town from Isle of Wight County of revenues from the Coronavirus Relief Fund (CRF) pursuant to Section 601 (b) of the Social Security Act, as added by Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (March 27, 2020).
2. We understand that the Commonwealth of Virginia holds Isle of Wight County responsible for ensuring compliance with the documentation requirements required by this certification and that the Town's use of the funds meets the requirements set forth in this certification.
3. We understand that Isle of Wight County will rely on this certification as a material representation in making a direct payment to the locality.
4. The Town's proposed uses of the funds received as direct payment from Isle of Wight County under Section 601 (b) of the Social Security Act will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the locality; and
 - c. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
5. Any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the Town, must be returned to Isle of Wight County no later than December 30, 2020.
6. We understand that the Town will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
7. Funds received as a direct payment from Isle of Wight County pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
8. Any CRF funds expended by the Town in any manner that does not adhere to official federal guidance shall be returned to Isle of Wight County within 30 days of a finding that

the expenditure is disallowed, and that Isle of Wight County is entitled to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.

9. As a condition of receiving the CRF funds, pursuant to this certification, the Town shall retain documentation of all uses of the funds, including but not limiting to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia and/or Isle of Wight County upon request.
10. The Town must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
11. Any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any revenue source.
12. Any CRF funds received pursuant to this certification will not be used for expenditures for which the Town has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

Mayor, Town of Smithfield

Date

Manager, Town of Smithfield

Date

Treasurer, Town of Smithfield

Date

**PUBLIC WORKS
COMMITTEE**



Town of Smithfield

Memorandum

August 20, 2020

TO: Public Works Committee

FROM: Michael Stallings, Town Manager

SUBJECT: Bike Trail

Attached you will find a string of emails. The email from Andrew Farthing with Kimley-Horn lays out two options on proceeding forward with the segment 3 of the Park to Park trail project. Both options require moving funds from the right-of-way and construction phases of the project to the Preliminary Engineering portion to fund the survey and design work. Selecting one of the options and moving the funds is required in order to move forward with the survey work Council has already approved.

Mr. Griffin will be present to give Council an overview of the options and to answer any questions that Council may have regarding the two options.

Michael Stallings

From: Wayne Griffin
Sent: Monday, July 13, 2020 3:01 PM
To: Michael Stallings
Subject: FW: Segment 3 - Smithfield to Nike Park - Coordination with VDOT

Michael:

Good afternoon. In reference to last Fridays call with Bryant Porter, VDOT, please find the resulting options that were discussed. I would like to discuss them further with you, let me know when you might be available.

As always thanks,

Sent from [Mail](#) for Windows 10

Wayne A. Griffin
Director of Public Works & Utilities
Office 757-365-4253
Fax 757-357-9933
wgriffin@smithfieldva.gov

From: [Farthing, Andrew](#)
Sent: Friday, July 10, 2020 2:37 PM
To: [Wayne Griffin](#)
Subject: RE: Segment 3 - Smithfield to Nike Park - Coordination with VDOT

I sent to the wrong Michael Stallings address. Please forward to his new address.

From: Farthing, Andrew
Sent: Friday, July 10, 2020 2:37 PM
To: Wayne Griffin <wgriffin@smithfieldva.gov>; Michael Stallings <mstallings@windsor-va.gov>
Cc: Collins, Carroll <Carroll.Collins@kimley-horn.com>
Subject: Segment 3 - Smithfield to Nike Park - Coordination with VDOT

Wayne,

The following two options were discussed on the phone today for the Segment 3 Nike Park Trail project to move forward, with respect to the available funds remaining on the current UPC (PE, RW, CN).

Option 1 – Move all remaining money to the PE phase and change project to a “study”. Once the study is complete/funds are gone, the project/UPC will be closed. The Town would need to find an alternative funding source to fund the project. Once a grant/smart scale application, rev share, etc was awarded funding, the Town would need to re-engage VDOT on a new “project/UPC” for design moving forward.

Option 2 – VDOT can move money, as requested, from the RW and CN phases of the project into the PE phase. VDOT’s requirement is for a “realistic” funds to remain in the RW and CN phases, based on a PE dollar amount in the \$200,000 range. I am guessing a reasonable expectation would be \$1,000,000 plus in CN based on how Bryant was talking. The Town would need to provide VDOT with a commitment/resolution from Council that the remaining funds required in RW and CN would be provided by the locality.

As discussed, both scenarios end with the same result – get through preliminary design, establish a project budget, scope and impacts to right-of-way and determine a funding source to help the project move forward into detailed design, right-of-way, and construction. The difference is how VDOT and the Town agree to handle the project scoping and project budgets.

Either way, Kimley-Horn could move forward with the survey, 10% design to confirm preferred alternative, and look at moving the project forward into 30% design.

Let me know if you have any questions.

Thanks,
Andrew

Kimley»Horn

Andrew P. Farthing, P.E., ENV SP |

Kimley-Horn | 4525 Main St, Suite 1000, Virginia Beach, VA 23462

Direct: 757-213-8637 | Mobile: 757-641-4697 | Main: 757-213-8600

Celebrating 12 years as one of FORTUNE's 100 Best Companies to Work For