



- TAB # 1** 2. November Cash Balances / VML Investment Pool Update (forthcoming)
- TAB # 2** 3. Invoices Over \$10,000 Requiring Council Authorization:
  - a. Isle of Wight County E911 True-up
- TAB # 3** 4. Personnel Policies Manual Proposed Updates
- 5. Discussion on Isle of Wight County Tourism and E911 True-Up

**TUESDAY, DECEMBER 20<sup>TH</sup>, 2016**

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

- TAB # 4** 1. Public Comment
- TAB # 5** 2. Operational Update – Parks and Recreation Committee Report
- 3. Joseph W. Luter, Jr. Sports Complex
  - a. Change Order # 1 – Reduction in site work contract with RAD Sports
  - b. Franchise Agreement / Lease with Smithfield Recreation Association (SRA)
  - c. Groundbreaking Ceremony – Wednesday, December 28<sup>th</sup> @ 1:00 p.m.

**Immediately following the conclusion of the above meeting:**

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

- TAB # 6** 1. Public Comment
- 2. Recycling and Refuge Contract Renewal
- 3. Waterworks Lake Dam Request for Public Assistance from Hurricane Matthew for Emergency Spillway Repair

**Immediately following the conclusion of the above meeting:**

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

- TAB # 7** 1. Public Comment
- 2. Pinewood Heights Relocation Project – Phase III Update
- 3. Post-Public Hearing Discussion: Historic Windsor Castle Restoration, LLC Franchise Agreement / Lease
- 4. Continued Discussion on the Disposition of the Wombwell House and Outbuildings

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**\*\*\* Additional Item Not Listed on Committee but will be on Council’s January 3<sup>rd</sup>, Agenda\*\*\***

- Approval of December 6<sup>th</sup>, Town Council Meeting Minutes
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**FINANCE  
COMMITTEE**

CASH BALANCES AS OF NOV 2016					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Interco. Balances	Interco./Interdep Balances	ADJUSTED BALANCES
<b>Water</b>	Farmers Bank	933,548.75	(506,427.37)	40,460.51	467,581.89
<b>Water-Debt Service</b>	Farmers Bank	729,846.93	42,988.55	-	772,835.48
<b>Water Capital Escrow (availability fees)</b>	TowneBank	418,882.94	10,880.00	-	429,762.94
<b>Water Treatment Plant Escrow</b>	TowneBank	116,086.12			116,086.12
<b>Water Deposit Account</b>	TowneBank	93,217.09			93,217.09
<b>Water Development Escrow</b>	TowneBank	116,086.12	-	-	116,086.12
<b>Subtotal Water</b>		<b>2,407,667.95</b>	<b>(452,558.82)</b>	<b>40,460.51</b>	<b>1,995,569.64</b>
			-		
<b>Sewer</b>	Farmers Bank	315,551.16	87,462.85	(422,472.03)	(19,458.02)
<b>Sewer Development Escrow</b>	TowneBank	374,184.32	-	-	374,184.32
<b>Sewer Capital Escrow (availability fees)</b>	TowneBank	761,536.52	16,480.00	-	778,016.52
<b>Sewer Compliance</b>	Farmers Bank	1,569,005.09	112,413.14	-	1,681,418.23
<b>Subtotal Sewer</b>		<b>3,020,277.09</b>	<b>216,355.99</b>	<b>(422,472.03)</b>	<b>2,814,161.05</b>
<b>Highway</b>	Farmers Bank	18,001.98	126,395.56	-	144,397.54
<b>General Fund</b>	Farmers Bank	975,389.04	146,084.38	382,011.52	1,503,484.94
<b>Payroll</b>	Farmers Bank	290,730.78			290,730.78
<b>Money Market-General Fund</b>	TowneBank	2,198.50			2,198.50
<b>Business Super Now-General Fund</b>	Farmers Bank	33,336.06			33,336.06
<b>Money Market-General Fund</b>	Farmers Bank	291,231.29			291,231.29
<b>General Fund Capital Escrow Account</b>	TowneBank	215,863.43			215,863.43
<b>Certificate of Deposit</b>	Farmers Bank	526,565.09			526,565.09
<b>Certificate of Deposit-Police Dept</b>	Farmers Bank	36,886.95			36,886.95
<b>Special Project Account</b>	Farmers Bank	3,049,440.36			3,049,440.36
<b>Pinewood Heights Escrow</b>	Farmers Bank	56,063.78			56,063.78
<b>SNAP Account</b>	Farmers Bank	2,294.75			2,294.75
<b>Museum Account</b>	Farmers Bank	145,361.57			145,361.57
<b>Windsor Castle Acct</b>	TowneBank	63,500.00			63,500.00
<b>S. Church Street Account</b>	TowneBank	36,277.11	(36,277.11)	-	-
<b>Subtotal General Fund</b>		<b>5,725,138.71</b>	<b>109,807.27</b>	<b>382,011.52</b>	<b>6,216,957.50</b>
<b>TOTAL ALL FUNDS</b>		<b>11,171,085.73</b>	<b>-</b>	<b>-</b>	<b>11,171,085.73</b>

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



Local Roots, Global Reach

# ISLE OF WIGHT COUNTY, VIRGINIA

**11.29.2016**

**Ellen Minga, Treasurer Town of Smithfield:**

**The County has recalculated the true up invoice for 2015 and 2016. The change in the calculation consisted of incorporated the Virginia Comp Board funding into the allocation which in effect reduced the amount of contribution by the Town of Smithfield.**

**The adjusted 2015 is also attached for your review.**

**Lastly, attached is the E-911 Joint Activity Form (Form 110).**

**Please feel free to contact me should you have any questions or would like additional information.**

**Michael Terry  
Director of Budget & Finance**

**CC: Nancy Mayo, Senior Accountant**

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

Original

**INVOICE**

Local Roots,  
 Global Reach

FY16 E911 TRUE UP  
 168,485.45  
 PRE PMT -79,879.50

Invoice Date	Invoice No.
11/29/2016	1664
Customer Number	
66388	
Invoice Total Due	
\$88,605.95	
Amount Paid	

Due upon receipt

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TOWN OF SMITHFIELD, VIRGINIA  
 P O BOX 246  
 SMITHFIELD, VA 23431

09350182017200001664200088605951

Isle of Wight County, Isle of Wight, VA 23397

Invoice Date 11/29/2016 Customer Number 66388

Description	Quantity	Price	UOM	Original Bill	Adjustment	Paid	Amount Due
E911 TRUE-UP SMITHFIELD	1.00	\$88,605.95	EACH	\$88,605.95	\$0.00	\$0.00	\$88,605.95

Please make checks payable to Isle of Wight County

**Invoice Total:**

**\$88,605.95**

INVOICE DUE UPON RECEIPT



Local Roots,  
Global Reach

**Isle of Wight County**

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

Original

**INVOICE**

FY15 E-911 TRUE UP  
118,672.85  
FY15 COMP BD ADJ

TOWN OF SMITHFIELD, VIRGINIA  
P O BOX 246  
SMITHFIELD, VA 23431

Invoice Date	Invoice No.
11/29/2016	1663
Customer Number	
66388	
Invoice Total Due	
\$- 0	
Amount Paid	

**Due upon receipt**

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09350182017200001663400000000000

Isle of Wight County, Isle of Wight, VA 23397

Invoice Date 11/29/2016 Customer Number 66388

Description	Quantity	Price	UOM	Original Bill	Adjustment	Paid	Amount Due
E911 TRUE-UP SMITHFIELD	1.00	\$0.00	EACH	\$0.00	\$0.00	\$0.00	\$0.00
Please make checks payable to Isle of Wight County					<b>Invoice Total:</b>		<b>\$0.00</b>

INVOICE DUE UPON RECEIPT

**Isle of Wight County  
E911 True Up Summary**

	<u>FY02-03</u>	<u>FY03-04</u>	<u>FY04-05</u>	<u>FY05-06</u>	<u>FY06-07</u>	<u>FY07-08</u>	<u>FY08-09</u>	<u>FY09-10</u>	<u>FY10-11</u>	<u>FY11-12</u>	<u>FY12-13</u>	<u>FY13-14</u>	<u>FY14-15</u>	<u>FY15-16</u>
<b>Revenues:</b>														
E911 Collections	\$ 532,267.47	\$ 518,950.48	\$ 516,185.76	\$ 531,942.42	\$ 264,207.92	\$ -	\$ -							
Miscellaneous				2,935.97									939.40	
E911 Wireless Grant					53,835.51	124,187.22	100,903.00	71,156.98	84,100.57	92,934.92	84,109.18	93,033.37	96,918.23	94,169.61
PSAP Grant						22,128.35	26,271.00	-	150,000.00				15,417.54	176,121.07
RAD Emergency Program													5,000.00	5,000.00
Compensation Board													-	130,147.00
Prior Year E911 Grant Funds					8,584.90	-				1,098.00				
County Portion of Communications Tax					262,248.04	611,581.84	555,663.52	557,980.11	555,218.08	543,934.03	545,376.83	536,097.33	531,413.27	515,681.20
T/W Portion of Communications Tax					2,710.96	5,269.19	5,129.09	4,450.41	4,794.24	4,914.14	4,542.29	4,436.15	4,396.62	4,365.48
T/S Portion of Communications Tax					9,613.71	18,685.57	18,188.35	15,764.90	16,127.35	17,425.88	16,107.27	15,730.89	15,591.45	15,480.94
<b>Total Revenue</b>	<b>\$ 532,267.47</b>	<b>\$ 518,950.48</b>	<b>\$ 516,185.76</b>	<b>\$ 534,878.39</b>	<b>\$ 601,201.04</b>	<b>\$ 781,852.17</b>	<b>\$ 708,154.96</b>	<b>\$ 649,352.40</b>	<b>\$ 810,240.24</b>	<b>\$ 660,306.97</b>	<b>\$ 650,135.57</b>	<b>\$ 649,297.74</b>	<b>\$ 669,676.51</b>	<b>\$ 940,965.30</b>
<b>Operating Expenditures:</b>														
Salaries & Wages	\$ 202,157.40	\$ 230,702.64	\$ 309,601.79	\$ 254,739.61	\$ 399,118.12	\$ 439,544.80	\$ 384,389.52	405,566.98	410,876.06	435,315.81	432,328.81	465,206.35	581,861.49	636,334.52
Part-Time Salaries	8,057.41	28,322.50	1,723.00	13,861.08	41,356.32	16,963.65	143,918.79	113,767.86	54,116.17	46,707.60	79,214.43	30,507.25	23,162.64	23,927.30
Overtime	21,682.74	28,311.15	28,950.66	33,153.14	17,795.57	14,799.35	11,749.96	10,099.89	15,228.87	26,796.68	11,013.62	42,045.42	64,395.19	55,245.46
Fringe Benefits	48,813.90	63,189.70	85,512.66	75,031.58	142,867.97	136,087.67	157,461.73	162,610.52	173,728.41	191,444.70	218,452.60	245,721.56	314,939.45	312,908.02
Equipment Repairs & Maint	11,678.28	12,232.23	45,051.91	43,539.84	62,243.60	48,284.57	81,835.60	114,044.63	154,670.94	120,083.34	141,507.05	141,628.89	126,235.01	123,558.21
Utilities													6,506.32	6,437.91
Professional Services								1,400.00	1,097.99				21,329.10	15,093.77
Advertising	144.50	-	-	-	-	-	-	-	-	-	-	-	-	-
Postage	31.81	28.15	93.12	259.07	17.23	35.41	98.85	19.78	4.29	7.96	2.28	5.00	17.28	
Telephone	680.17	862.98	849.86	850.21	1,267.64	2,733.55	6,378.43	9,177.78	5,193.86	6,243.30	461.31	221.23	8,173.79	8,218.20
Office Supplies	2,474.03	2,536.65	3,001.65	2,689.44	2,631.51	2,861.26	2,127.36	2,307.04	2,088.34	2,442.29	3,351.61	3,820.08	3,206.66	2,904.73
Motor Fuel, Repairs	194.15	172.10	163.77	187.79	182.48	182.05	8.27	-	-	-	-	-	-	-
Clothing	-	1,754.50	625.00	499.00	-	2,101.50	1,355.19	-	-	-	1,311.82	-	-	1,699.06
Dues & Subscriptions	753.85	1,536.74	1,321.90	1,297.07	1,111.45	1,491.00	1,251.00	440.00	454.41	777.40	856.00	856.00	856.00	856.00
Furniture & Fixtures	-	-	-	-	-	-	-	-	-	-	-	-	-	2,720.00
Operating Expenses	-	-	113,768.28	32,373.79	29,332.06	51,285.92	35,413.56	37,678.93	41,223.03	42,345.72	42,233.56	42,425.82	39,803.84	38,712.78
Travel & Training	5,609.62	9,208.45	8,746.65	8,236.74	12,934.62	11,914.28	5,444.15	4,641.11	3,265.00	4,523.39	5,002.92	8,554.04	10,066.90	184,288.32
Equipment	79,637.93	141,699.19	49,331.76	5,797.02	15,837.43	132,976.97	125,389.34	4,329.10	150,703.98	68,212.25	29,997.19	28,493.40	22,917.54	
GIS Operations	20,000.00	4,400.00	12,981.15	2,500.00	-	-	-	-	-	-	-	-	-	-
Rental / Principal Lease Pymts	112,817.71	82,874.44	71,471.22	89,315.39	81,706.08	61,827.20	56,383.99	29,128.94	20,882.06	20,495.60	20,391.60	20,377.13	40,948.67	41,904.03
Interest Lease Pymts	-	7,158.83	14,982.97	12,934.57	8,543.88	4,117.03	1,926.89	57.61	-	-	-	-	-	-
Capital Outlay													10,670.09	
Technology													76,141.00	72,264.00
Risk Management													4,738.00	5,070.00
<b>Total Operating</b>	<b>514,733.50</b>	<b>614,990.25</b>	<b>748,177.35</b>	<b>577,265.34</b>	<b>816,945.96</b>	<b>927,206.21</b>	<b>1,015,132.63</b>	<b>895,270.17</b>	<b>1,033,533.43</b>	<b>965,396.04</b>	<b>986,124.80</b>	<b>1,029,862.17</b>	<b>1,355,968.97</b>	<b>1,532,142.31</b>
Transfer to Reserve for Capital	100,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 614,733.50</b>	<b>\$ 614,990.25</b>	<b>\$ 748,177.35</b>	<b>\$ 577,265.34</b>	<b>\$ 816,945.96</b>	<b>\$ 927,206.21</b>	<b>\$ 1,015,132.63</b>	<b>\$ 895,270.17</b>	<b>\$ 1,033,533.43</b>	<b>\$ 965,396.04</b>	<b>\$ 986,124.80</b>	<b>\$ 1,029,862.17</b>	<b>\$ 1,355,968.97</b>	<b>\$ 1,532,142.31</b>
<b>Net Operating / (Deficit)</b>	<b>\$ (82,466.03)</b>	<b>\$ (96,039.77)</b>	<b>\$ (231,991.59)</b>	<b>\$ (42,386.95)</b>	<b>\$ (215,744.92)</b>	<b>\$ (145,354.04)</b>	<b>(308,977.67)</b>	<b>(245,917.77)</b>	<b>(223,293.19)</b>	<b>(305,089.07)</b>	<b>(335,989.23)</b>	<b>(380,564.43)</b>	<b>(686,292.46)</b>	<b>(591,177.01)</b>
<b>Adjustments for Sharing Calculation:</b>														
100% County Funded Expenditures	64,157.00	145,241.76	9,297.35	2,279.45	-	-	-	-	-	-	-	-	-	-
Costs associated with Redundant Center					1,370.94	73,944.16	84,868.00	32,741.00						
<b>Net Operating / (Deficit) to be Shared</b>	<b>\$ (18,309.03)</b>	<b>\$ 49,201.99</b>	<b>\$ (222,694.24)</b>	<b>\$ (40,107.50)</b>	<b>\$ (214,373.98)</b>	<b>\$ (71,409.88)</b>	<b>\$ (224,109.67)</b>	<b>\$ (213,176.77)</b>	<b>\$ (223,293.19)</b>	<b>\$ (305,089.07)</b>	<b>\$ (335,989.23)</b>	<b>\$ (380,564.43)</b>	<b>\$ (686,292.46)</b>	<b>\$ (591,177.01)</b>
County Portion (63%)	\$ (12,267.05)	\$ -	\$ (149,205.14)	\$ (28,872.03)	\$ (143,630.57)	\$ (47,844.62)	(150,153.48)	(142,828.44)	(149,606.44)	(204,409.68)	(225,112.78)	(254,978.17)	(432,364.25)	(372,441.52)
Town of Smithfield Portion (28.5%)	(4,577.26)	-	(55,673.56)	(10,026.88)	(53,593.50)	(17,852.46)	(56,027.41)	(53,294.19)	(55,823.30)	(76,272.27)	(83,997.31)	(95,141.11)	(195,593.35)	(168,485.45)
Town of Windsor Portion (8.5%)	(1,464.72)	-	(17,815.54)	(3,208.60)	(17,149.92)	(5,712.79)	(17,928.77)	(17,054.14)	(17,863.46)	(24,407.13)	(26,879.14)	(30,445.15)	(58,334.86)	(50,250.05)
<b>Total Shared Expenses</b>	<b>\$ (18,309.03)</b>	<b>\$ -</b>	<b>\$ (222,694.24)</b>	<b>\$ (40,107.50)</b>	<b>\$ (214,373.98)</b>	<b>\$ (71,409.88)</b>	<b>\$ (224,109.67)</b>	<b>\$ (213,176.77)</b>	<b>\$ (223,293.19)</b>	<b>\$ (305,089.08)</b>	<b>\$ (335,989.23)</b>	<b>\$ (380,564.43)</b>	<b>\$ (686,292.46)</b>	<b>\$ (591,177.01)</b>

COUNTY OF ISLE OF WIGHT  
 JOINT ACTIVITY/ELEMENT FORM  
 FOR THE YEAR ENDED JUNE 30, 2016

(REV 07-13)  
 11/28/16 2046  
 07:43 PM FORM 110

/Element: E-911  
 Prepared by: Isle of Wight County Budget & Finance  
 Telephone: -

**PART A: CONTRIBUTIONS TO THE JOINT ACTIVITY/ELEMENT**

Report the contributions made to this activity by your government ("Fiscal Agent") and other local governments participating in this activity.

Line No.	Participants	Amount of Contributions	Contribution Percentage
1.00	Isle of Wight County	\$ 372,442	63.00%
Other Participating Local Governments:			
1.10	1) Town of Smithfield	168,485	28.50%
1.11	2) Town of Windsor	50,250	8.50%
1.12	3) -	-	0.00%
1.13	4) -	-	0.00%
1.14	5) -	-	0.00%
1.15	6) -	-	0.00%
1.16	7) -	-	0.00%
1.17	8) -	-	0.00%
1.18	9) -	-	0.00%
1.19	0) -	-	0.00%
1.99	Total contributions	\$ 591,177	100.00%

LEGEND	FORM 100
TYPE OF JOINT ACTIVITY	LINE
Jail or Adult Detention	3.32
Juvenile Detention or Group Home	3.32
E-911 or Emergency Dispatch	3.50
Landfills or Solid Waste Disposal	4.20
Community Service Board	5.20
Social Services	5.32
Parks and Recreation	6.10
Library	6.30
Vocational Schools	9.10

**PART B: SOURCES OF FUNDS FOR THE JOINT ACTIVITY/ELEMENT**

Apply Percentages from Part A for Each Participating Government to Determine Each Locality's Portion of Sources for This Joint Activity.

Line No.	Report Below the Total Amounts Received from these Sources for this Joint Activity	TOTALS	Fiscal Agent	Participating Government #1	Participating Government #2	Participating Government #3	Participating Government #4	Participating Government #5	Participating Government #6	Participating Government #7	Participating Government #8	Participating Government #9	Participating Government #10
2.00	Percentages From Part A		63.00%	28.50%	8.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2.10	State Categorical Aid and State Shared Expenses	\$ 400,438	\$ 252,276	\$ 114,125	\$ 34,037	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.20	Pass-through Federal Categorical Aid	-	-	-	-	-	-	-	-	-	-	-	-
2.30	Direct Federal Categorical Aid	-	-	-	-	-	-	-	-	-	-	-	-
2.40	Charges for Services	-	-	-	-	-	-	-	-	-	-	-	-
2.50	Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
2.60	Miscellaneous	5,000	3,150	1,425	425	-	-	-	-	-	-	-	-
2.99	Total	\$ 405,438	\$ 255,426	\$ 115,550	\$ 34,462	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Note to Participating Governments:

Post Line 2.10 to Form 100, Column K.  
 Post Line 2.20 to Form 100, Column LP.  
 Post Line 2.30 to Form 100, Column LD.  
 Post Line 2.40 to Form 100, Column M.

Post Line 2.50 to Form 200, Line 5.10.  
 Post Line 2.60 to Form 200, Line 7.30.  
 Post Line 2.99 to Form 050 - Revenues.

COUNTY OF ISLE OF WIGHT  
 JOINT ACTIVITY ELEMENT FORM  
 FOR THE YEAR ENDED JUNE 30, 2016

(REV 07-13)  
 11/28/16 2046  
 07.43 PM FORM 110

Element: E-911  
 Prepared by: Isle of Wight County Budget & Finance  
 Telephone: -

**PART C: DISTRIBUTION OF NET EXPENDITURES FOR THE ACTIVITY TO PARTICIPATING GOVERNMENTS**

Apply Percentages from Part A for Each Participating Government to Determine Each Locality's Portion of Expenditures for This Joint Activity.

Line No.	Report Below the Total Expenditures for This Joint Activity	TOTALS	Fiscal Agent	Participating Government #1	Participating Government #2	Participating Government #3	Participating Government #4	Participating Government #5	Participating Government #6	Participating Government #7	Participating Government #8	Participating Government #9	Participating Government #10
4.00	Percentages From Part A		63.00%	28.50%	8.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4.10	Total Expenditures (INCLUDE CAPITAL OUTLAYS; EXCLUDE CAPITAL PROJECTS AND EXCLUDE DEBT SERVICE)	\$ 1,532,142	\$ 965,250	\$ 436,660	\$ 130,232	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4.20	Less Recovered Costs	-	-	-	-	-	-	-	-	-	-	-	-
4.30	Less Contributions From Part A	591,177	372,442	168,485	50,250	-	-	-	-	-	-	-	-
4.99	Joint Activity Allocated Expenditures (Line 4.10 minus Line 4.20 and Line 4.30.)	\$ 940,965	\$ 592,808	\$ 268,175	\$ 79,982	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Note to Participating Governments:  
 Post Line 4.99 to Form 100, Column C and to  
 Form 050 - Expenditures

Refer to UFRM Section 4.4 for  
 instructions for preparing this form.

## TOWN EMPLOYEES' MISSION STATEMENT

The Town of Smithfield was founded in 1752 to provide quality services to the citizens. Our mission is to enhance the value of life in the Town of Smithfield by working cooperatively with the community for the purpose of promoting public health, safety, order, prosperity and other services that are unique to this township. We strive to maintain the highest quality of services and to meet the present and future needs of the community.

## EMPLOYEES' CORE VALUES *(Adopted 9/2007)*

*Integrity*

*Accountability*

*Honesty*

*Trust*

*Customer Service*

*Positive Attitude*

*Community Partnership*

*Respect*

*Dedication*

*Commitment*

*Teamwork*

*Loyalty*

## TOWN OF SMITHFIELD, VIRGINIA PERSONNEL POLICIES MANUAL

### Section 1.0 – Diversity and Inclusion

#### 1.1 Equal Employment Opportunity

(Effective 07/01/1997; Revised: 05/03/2011, 01/26/2017)

**Overview:** This policy identifies the Town’s commitment to providing equal employment and advancement opportunities and to providing a non-discriminatory work environment.

**Scope:** This policy applies to all individuals working for and within the Town of Smithfield Government.

The Town of Smithfield is dedicated to the principles of equal opportunity in any term, condition or privilege of employment and is committed to complying with all applicable federal, state and local fair employment practice laws. The Town strictly prohibits and does not tolerate discrimination against applicants, employees, vendors, customers, clients or any other covered person because of age, race, color, gender, gender identity, gender expression, sexual orientation, religion, national origin, ancestry, ethnicity, physical or mental disability, citizenship, service in the uniformed services, veteran status, genetic information or any other classes or characteristics protected by federal, state or local law.

Employees, other workers and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment including, but not limited to hiring, training, promotion, discipline, compensation, benefits, transfers, and termination of employment.

#### **Complaint Procedure**

Employees who believe they have been subject to any conduct, or have witnessed any conduct that violates this policy are encouraged to report the incident promptly to their supervisor, any other supervisor, their Department head, the Human Resources Director, or the Town Manager. Supervisors who receive complaints or who observe discriminatory conduct should immediately inform the Human Resources Director so that appropriate action can be initiated.

The Town’s Human Resources department in conjunction with the Town Manager will determine the appropriate course of action for all complaints alleging violation of this policy, which may include investigation, corrective action, or alternative procedures. All investigations will be conducted impartially and as promptly and confidentially as possible without consequence to the employee experiencing or reporting the conduct. Employees are expected to cooperate fully, provide truthful information and, as may be appropriate depending on the nature of the investigation, maintain confidentiality. The Town will keep information regarding complaints and the terms of the resolution in as confidential of a manner as possible. If a violation of this policy is established, the Town will take appropriate corrective action, up to and including termination of employment. If the complaint is of a criminal nature, the appropriate authorities may be contacted.

The Town expressly prohibits any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of discrimination of any kind, pursuing any discrimination claim or cooperating in related investigations.

## 1.2 Harassment-Free Workplace

(Effective 07/01/1997; Revised: 05/03/2011, 06/2014, 01/26/2017)

**Overview:** The Town is committed to providing a work environment that is free from discrimination and unlawful harassment. This policy defines harassment, including sexual harassment, and describes the procedure for reporting such behavior.

**Scope:** This policy applies to all individuals working for and within the Town of Smithfield Government.

The Town of Smithfield does not tolerate any type of harassment in the workplace. Such conduct interferes with our Employees' ability to perform their jobs and is inconsistent with the Town's philosophy of trust and mutual respect. To this end, the Town strives to provide a work environment free of discrimination, harassment and/or intimidation in compliance with all federal, state and local laws.

Compliance with this policy is the responsibility of each Town employee, vendor, constituent or any other person doing business with or on behalf of the Town. All employees must avoid any behavior or conduct that could reasonably be interpreted as a violation of this policy. Furthermore, all Town employees are held to the same standard of conduct when dealing with non-Town employees in the workplace or in any business interaction involving or related to the Town.

### Harassment

Harassment is defined as any unwelcome and inappropriate conduct directed toward any individual(s) or groups(s) based upon their membership in a protected group, including race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, other protected classification under federal, state or local law.

To be considered harassment, such conduct must be unwelcome, and offensive, annoying, intimidating, or have the effect of creating a hostile working relationship or environment that unreasonably interferes with an Employee's performance or adversely affects an individual's employment opportunities. It may be exhibited in either an overt or subtle manner and can be verbal, non-verbal, or physical in nature. This type of harassment includes, but is not limited to epithets, slurs, derogatory comments, unwelcomed comments or jokes, negative stereotyping, or intimidating acts that are based on an individual's protected status, written or graphic material (e.g. posters, cartoons, drawings, signs) circulated within or posted within the workplace that is derogatory or hostile toward an individual because of his or her protected status ; and/or physical conduct, threats against, and/or intimidation of an individual because of their protected status. Examples include, but are not limited to blocking a person's normal movement, restraining, touching, making offensive gestures, or otherwise interfering with the work of another individual. All such harassment is prohibited.

**Sexual Harassment**

The Town expressly prohibits sexual harassment based on someone's sex or gender. Sexual harassment includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender) as well as any unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when any of the following is true:

- Submission to the advance, requests or conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive work environment.

All employees are expected to conduct themselves in a professional businesslike manner at all times. Inappropriate sexual conduct that could offend another person, whether male or female, which could lead to a claim of sexual harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit communications whether in:

- Written form, such as cartoons, posters, notes, calendars, letters, text messages, e-mail.
- Verbal form, such as derogatory statements, slurs, sexual-related comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about other's sex life, or unwanted requests for dates, sexual advances or favors.
- Physical gestures and other unwelcome nonverbal behavior such as touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.
- Visual form such as displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual gestures.

The list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated. Harassment is prohibited at both the workplace and at Town-sponsored events.

**Complaint Procedure**

Employees who believe they have been subjected to any conduct or have witnessed any conduct that violates the Town's Harassment-Free Workplace policy are encouraged to report the incident promptly to their supervisor, any other supervisor or Department head, the Town Manager or the Human Resources Director. Supervisors or Department heads who receive a complaint or who observe harassing conduct should immediately inform the Town Manager or the Human Resources Director so that appropriate action can be initiated. Employees' complaints should be as detailed as possible, including the names of all individuals involved and any witnesses.

The Town's Human Resources department in conjunction with the Town Manager will determine the appropriate course of action for all complaints alleging violation of this policy, which may include investigation, corrective action, or alternative procedures. If an investigation is warranted, it will be conducted impartially and as promptly and confidentially as possible. Employees are expected to cooperate fully, provide truthful information and, as may be appropriate depending on the nature of the investigation, maintain confidentiality. If a violation of this policy is established, the Town will take appropriate corrective action, up to and including termination of employment.

The Town expressly prohibits any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of discrimination of any kind, pursuing any discrimination claim or cooperating in related investigations.

### **1.3 Americans with Disabilities Act (ADA) & Amendments Act (ADAAA)**

(Effective 07/01/1997; Revised: 05/03/2011, 06/2014, 01/26/2017)

**Objective:** This policy describes the Town's compliance with the ADA and ADAAA and how individuals may request an accommodation due to disability.

**Scope:** This policy applies to all Town employees as well as all applicants for employment.

The Town of Smithfield will provide reasonable accommodation to disabled employees, in accordance with the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act (ADAAA) and all applicable state and local regulations, if the accommodation would allow the individual to perform the essential functions of the job, is reasonable, and doing so would not create undue hardship.

Accommodations may also be available to an applicant for part-time or full-time employment if the applicant requests a reasonable accommodation, the applicant is otherwise qualified for the position sought, and the accommodation is needed for successful completion of the application process.

Employees or applicants who need accommodation because of a disability are responsible for requesting accommodation and should contact the Human Resources department. Any medical information obtained in connection with a request for reasonable accommodation will be kept confidential, except as necessary for determining whether an accommodation is possible.

The Town makes determinations about disability accommodations on a case-by-case basis considering various factors and based on individual assessment in each situation. The Town is not required to make the specific accommodation requested and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Town's operations.

The town expressly prohibits any form of discipline, intimidation or retaliation against any individual for requesting an accommodation in good faith. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should immediately report it to the Human Resources Director.

### **1.4 Religious Accommodation**

(Effective: 01/26/2017)

**Objective:** This policy describes the Town's compliance in accommodating those individuals with sincerely held religious beliefs.

**Scope:** This policy applies to all Town employees as well as all applicants for employment.

The Town respects the religious beliefs and practices, including non-belief, of all employees and applicants. Consistent with this commitment, the Town will, upon request, provide reasonable accommodations for sincerely held religious beliefs if the accommodation would resolve a conflict between religious beliefs or practices of the employee or applicant and a work requirement, unless doing so would create a hardship on the Town's operations.

The Town makes determinations about religious accommodations on a case-by-case basis considering various factors and based on individual assessment in each situation.

The town expressly prohibits any form of discipline, intimidation or retaliation against any individual for requesting an accommodation in good faith. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should immediately report it to the Human Resources Director.

## Section 2.0 – Employment

### 2.1 TYPES OF EMPLOYMENT

(Effective: 07/01/1997; Revised 07/01/2003, 07/05/2005, 05/03/2011, 01/26/2017)

**OVERVIEW:** This policy identifies and defines the different categories of employment for positions within the Town of Smithfield government. By defining the types of employment categories, the Town intends to help employees understand their employment status and benefit eligibility. These categories do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Town, subject to Smithfield adopted grievance procedures.

**SCOPE:** This policy applies to all persons employed by the Town, regardless of employment status.

Our workforce is made up of individuals hired directly by the Town and may include individuals employed by vendors, staffing firms or other providers of flexible staffing arrangements. For purposes of wage administration, eligibility for overtime pay or participation in employee benefits, the Town classifies its workers as regular or temporary; full-time or part-time; and exempt or non-exempt.

The Human Resources department is responsible for classifying all Company workers according to the categories defined below and will determine the appropriate classifications at the time that positions are created, when there are changes to the duties of a position, or when there are changes in applicable regulations. The classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the Town.

#### DEFINITIONS:

**Exempt Employees:** A classification indicating that an employee is paid a fixed salary, which meets the applicable minimum for their position, and is not eligible for overtime pay, regardless of the number of hours worked during the workweek. Depending on the specific duties of their position, exempt employees may be classified as such by the executive, professional, administrative, computer professional, outside sales, or highly compensated exemptions, or any other exemption allowed by applicable federal or state wage and hour regulations.

**Non-exempt Employees:** A classification indicating that the employee is paid an hourly rate of pay, at or above the applicable minimum wage, for each hour worked and is eligible for overtime pay at a rate of one and one-half (1 ½) times their regular rate of pay for all hours worked over forty (40) in one workweek, or as otherwise indicated by applicable state or local regulations. Non-exempt employees must have permission from their direct supervisor before working hours that are subject to the payment of overtime.

The Town has established the following categories for both exempt and non-exempt employees:

**Regular, Full-Time:** An individual employed directly with the Town who is normally scheduled to work at least thirty-five (35) hours per week for an undefined period of employment, however, most regular, full-time employees are scheduled to work at least forty (40) hours per week. Generally, these

employees are eligible for the full group benefits package, subject to the terms, conditions and limitations of each benefits program.

**Regular, Part-Time:** An individual employed directly with the Town who is normally scheduled to work less than thirty-five (35) hours in a workweek. While part-time employees do receive all legally mandated benefits such as worker's compensation and Social Security, they are generally ineligible for the Town's group benefit package. Individual benefit programs may be offered to part time employees as dictated by the terms, conditions and limitations of each program. Health insurance benefits will be offered to regular part-time employees who consistently work 30 hours or more in a workweek.

**Temporary:** Individuals who are hired to temporarily supplement the workforce or to assist in the completion of a specific task/project who are temporarily scheduled to work less than the Town's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary workers are not eligible for Town benefits unless specifically stated otherwise in Town policy or deemed eligible according to plan documents.

**Appointed Positions: \***

1. Treasurer: The Council shall appoint a Treasurer who shall hold office at the pleasure of the Council and shall serve under the direction and supervision of the Town Manager. The position of the Treasurer may be filled by the Town Manager.
2. Chief of Police: The Chief of Police shall be appointed by the Town Manager, subject to confirmation by the Council, and shall serve at the pleasure of the Town Manager.
3. Clerk of Council: The clerk shall be appointed by Council for a term of two years, coincident with that of the Council. The position of treasurer and clerk may be filled by the same person, and may be filled by the town manager.

\*Per Sect. 29(b1) of the Town Charter and Sect. 46 - 1 of Town Code.

**Contractual Employment:** A position created by contract.

## 2.2 Recruitment and Selection

(Effective 07/01/1997; Revised: 07/01/2003, 05/03/2011, 01/26/2017)

**OVERVIEW:** This policy describes the rules governing the recruitment and applicant selection for vacant positions.

**SCOPE:** This policy applies to all Town Government vacancies.

The Town seeks to employ the best qualified individuals in all areas of our operation, and therefore, base our employment decisions on the individual's qualifications. We welcome and value diversity within our applicant pool and are committed to extending employment, transfer, promotion, compensation, and training opportunities to the best qualified individuals regardless of age, color, race, gender, religion, national origin, ethnicity, gender identity, gender expression, sexual orientation, physical or mental disability, citizenship or any other class recognized by state or local law or any other characteristics protected under applicable federal, state or local law.

The Town Manager in conjunction with the Human Resources department is responsible for determining vacancies and filling those vacancies with qualified personnel. All positions will have a job description approved by the Town Manager and the Human Resources department. All recruitment and selection activities will be based upon the duties and requirements identified in the position's job description.

The Town Manager must authorize filling a vacant position prior to initiating any recruitment.

### **Recruitment:**

Vacancies and new positions will normally be advertised by public notice, with current Town employees and the general public eligible to apply.

The extent of recruitment and advertising will be guided by the Town's commitment to obtaining a sufficient pool of diverse, well qualified applicants. Positions will be posted for a minimum of 5 working days. Recruitment closing dates will be specified for each position in all vacancy announcements and advertisements.

When it is determined jointly by the Department Director, Human Resources department, and the Town Manager that a sufficient number of Town employees meet the qualifications of the vacant position, recruitment may be limited to current Town Employees only. "Employee Only" vacancies must be posted throughout Town facilities to provide employees opportunity to apply.

### **Application Process:**

Persons seeking to apply for employment with the Town must complete a Town employment application.

Applications will only be accepted for positions that have been posted for recruitment. Applications must be received by the close of business on the specified closing date. The Town will grant any reasonable request for accommodation through the completion of the application process.

### **Selection:**

The Human Resources department shall review all applications for employment to determine whether the applicant meets the minimum qualifications for the position. In addition, as is consistent with the requirements of Va. Code 15.2-1509, an honorably discharged veteran's military service shall be taken into consideration during the selection process, provided that such veteran meets all of the knowledge, skill and ability requirements for the position. Additional consideration shall also be given to veterans who have a service connected disability rating fixed by the United States Veterans Administration. For purposes of this section, "veteran" shall mean any person who has received an honorable discharge and has (1) provided more than 180 consecutive days of full-time active duty service in the armed forces of the United States or reserve components thereof, including the National Guard or (2) has a service-connected disability rating fixed by the United States Veterans Administration.

When appropriate, examinations may be used which may be written or oral or a combination thereof. Such examinations shall relate to the duties and responsibilities of the positions for which the applicant is being examined.

**Employment Offers:**

Offers of employment and discussion of compensation shall be initiated by the Town Manager's Office and shall be documented in writing.

To ensure that individuals working for the Town are well qualified and to ensure the Company maintains a safe and productive work environment, all offers of employment are contingent upon successful completion of a pre-employment background check. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Town. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the American with Disabilities Act, and state and federal privacy antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in the background check would lead the Town to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment (exceptions may be applicable for positions within the Smithfield Police Department)

Additional checks such as a drug screen, driving record or credit report may be made on applicants for a particular job category if appropriate and job related.

The Town reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Positions for which an employee's health/well-being is directly related to job performance, or the health, safety and welfare of the employees, residents or the general public may require satisfactory completion of a pre-employment medical examination.

For these positions, job offers are contingent upon the satisfactory results of a medical examination. Positions which require medical examinations will be identified as such in all position announcements and advertisements.

The medical examination will be requested after a job offer is extended and before the employee begins work. The medical examination will be performed at the Town's expense. Information about the employee's medical condition or history will be kept separate from other employee information and maintained confidentially.

Some positions may require the satisfactory completion of a polygraph test when the security, safety or welfare of employees, property or consumers is immediately affected by the responsibilities of the job.

For these positions, job offers are contingent upon the successful review of the polygraph test. Positions requiring polygraph tests will be identified as such in all position announcements and advertisements.

**Appointments:**

Some positions require appointment of an employee rather than selection through the traditional recruitment process. These positions include:

- **The Chief of Police:** who is appointed by the Town Manager, subject to confirmation by the Council. The Chief of Police serves at the pleasure of the Town Manager.
- **The Treasurer:** who is appointed by the Smithfield Town Council, serves at the pleasure of the Council and under the direction of the Town Manager.
- **Clerk of Council:** The clerk shall be appointed by Council for a term of two years, coincident with that of the Council. The position of treasurer and clerk may be filled by the same person, and may be filled by the town manager.

## 2.3 Employment of Relatives and Personal Relationships

(Effective 07/01/1997; Revised 07/01/2003, 01/26/2016)

**OVERVIEW:** This policy establishes the conditions under which close relatives and those with personal relationships can be employed for the Town of Smithfield.

**SCOPE:** This policy is applicable to all employees of the Town.

The Town wants to ensure that employment practices do not create situations such as conflicts of interest or favoritism or the appearance thereof. This extends to practices that involve hiring, promotion and transfer. Close relatives, partners, those in dating relationships or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as spouse, domestic partner, father, mother, mother-in-law, father-in-law, grandparent, child, son/daughter-in-law, aunt, uncle, nephew, niece, sibling, sibling-in-law, step relatives, cousins and domestic partner relatives.

Close relatives of persons currently employed by Smithfield can only be hired/transferred in the same division or Department when:

1. The employee does not participate in the decision to hire/transfer the close relative.
2. The employee exercises no control over the employment of activities of his/her close relative; or
3. The employee and his/her close relative are not in the same line of authority within the organization.

If an employee begins a dating relationship or becomes relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform the Human Resources department and their supervisor of the relationship. In these instances, the individuals concerned will decide who is to be transferred (if a position is available) or separated. If the decision is not made within thirty (30) calendar days, the Town will make that decision.

The Town reserves the right to apply this policy to situations where there is a conflict or potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved.

This policy shall apply without regard to gender, sexual orientation, gender identity, gender expression, or seniority of the participants in a relationship of the kind described. If violation of this policy is established, the Town will take appropriate action up to and including termination of employment.

## **2.4 Probationary Period**

(Effective 07/01/1997; Revised 07/01/2003, 05/03/2011, 01/26/2017)

**OVERVIEW:** This policy describes the purpose of and defines the parameters around the probationary period.

**SCOPE:** This policy applies to all employees newly hired into regular full and part-time positions.

All new full-time and part-time employees shall serve a 6 (six) month probationary period (18 months for Police Officers). During this period the employee must show that he or she is capable of and willing to perform the job satisfactorily. At the end of the probationary period the employee will be evaluated to determine satisfactory performance. If satisfactory performance is attained the employee will be entitled to all the benefits of non-probationary status including utilization of the grievance procedure.

In establishing a probationary period, the Town does not change in any way the employment-at-will status that applies to its employment relationship with all employees at all times during their employment.

### **Benefits:**

Probationary employees are eligible for those benefits which are required by law, such as worker's compensation insurance and social security. They may also be eligible for other Town provided benefits, subject to the terms and conditions of each benefits program.

### **Probationary Period and Movement to New Positions:**

An employee in their probationary period is not eligible to transfer or apply for another position within the Town government until he/she has successfully completed the probationary period. The Town Manager reserves the right to waive this requirement in extenuating circumstances.

## 2.5 Secondary Employment

(Effective 07/01/1997; Revised 07/01/2003, 01/26/2017)

**OVERVIEW:** This policy identifies the conditions under which a Town employee may maintain a secondary job outside of his/her primary Town government job.

**SCOPE:** This policy applies to all regular full and part time employees.

Secondary employment is defined as employment in a capacity other than the employee's primary Town job. Town employees shall not engage in secondary employment which may be determined or perceived as being a conflict of interest with his/her Town job's work and responsibilities.

Town employees may not receive any income or material gain from individuals outside the Town for materials, or services resulting from the scope of their regular Town job.

Prior to accepting employment outside the Town, an employee must receive approval, in writing from the Human Resources department. The employee should inform the Human Resources department of any significant change in the nature or scope of the secondary employment.

An employee who maintains a secondary job outside of the Town is expected to meet the performance standards of his/her Town job. No special treatment will be given to employees who maintain secondary employment.

An employee maintaining two, concurrent Town positions might be considered to be jointly employed under the provisions of the Fair Labor Standards Act. In such cases, employment activities shall require close consideration and conformance with the requirements of that law.

## 2.6 Re-Employment

(Effective 07/01/1997; Revised 01/26/2017)

**OVERVIEW:** This policy defines the relationship between a break in service and a former employee's re-employment with the Town.

**SCOPE:** This policy applies to all former Town employees who are being re-hired into a Town position.

Any employee formerly employed by the Town, who left in good standing, may be considered for open positions for which they are qualified should they apply.

All re-hired employees are subject to the provisions of the Probationary Period.

Other than retirement, re-employed individuals are considered new employees for the purpose of determining fringe benefit eligibility and years of service.

## 2.7 Release of Employee Information, Including References

(Effective 01/26/2017)

**Overview:** The Town maintains strict confidentiality of Employee records. However, operating requirements of the Town do necessitate disclosure of Employee information at times. The purpose of this policy is to outline circumstances in which employee information will be disclosed to external organizations.

**Scope:** This policy applies to all Town employees.

**Garnishments/Levies/Support Orders:** Upon receipt of a properly authorized request to release information or initiate deductions from the employee's pay, the Town will release salary/wage information and begin deductions from pay.

**Lenders/Credit Organizations:** Upon receipt of an authorized request that includes the employee's signature, the Town will release the information. These requests should be sent to a Human Resources or Payroll representative, who will not respond to any telephone requests for information.

**Prospective Employers/Employment References:** All requests for employment references or verification of employment must be directed to the Human Resources department. Employees are not authorized by the Town to disclose any information concerning the employment of any former or current employee. Upon receipt of an authorized request that includes the employee's signature, Human Resources will provide information for reference purposes which will be limited to job title(s) held, dates of employment, earnings at separation, and whether the employee is eligible for rehire with the Town.

**Freedom of Information Act requests:** These requests will be reviewed individually and information provided as required under the Freedom of Information Act.

## 2.8 Separations

(Effective 07/01/1997; Revised 01/26/2017)

**Objective:** This policy identifies the separation from Town employment and the related procedures and conditions for each.

**SCOPE:** This policy applies to all regular full and part time positions.

Separation of employment within the Town can occur for several different reasons:

*Resignation:* Although we hope your employment with the Town will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing,

to facilitate a smooth transition out of the organization. The Town reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the Town may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

*Retirement:* The completion of Town service which is characterized by the receipt of retirement benefits. Retirement benefits are awarded when an employee:

- Meets the age and/or length of service eligibility requirements.
- Acquires a permanent physical or mental disabling condition which prevents the employee from performing his or her job (referred to as disability Retirement).

*Termination:* An employee's involuntary termination from Town service which is typically related to misconduct or unsatisfactory job performance; and which is not the result of layoff. Town employees are employed on an at-will basis, and the Town retains the right to terminate an employee's employment at any time.

*Layoff due to Lack of Work:* The Town attempts to maintain a stable, productive work force. If business/financial conditions change, the Town may reduce its workforce accordingly. The Town will attempt to communicate information about an impending layoff as soon as possible.

*Job Abandonment:* Employees who fail to report to work or contact their supervisor for one (1) workday shall be considered to have abandoned the job without notice, effective at the end of their normal shift. The supervisor shall notify the Human Resources department at the expiration of the work day. Employees who are separated due to job abandonment are ineligible for rehire.

Upon separating from Town service, a terminated employee will receive payment for any accrued, but unused leave.

Under qualifying circumstances, employees will be given the opportunity to extend his/her health insurance policy under COBRA provisions.

## 2.9 Layoff

(Effective: 07/01/1997; Revised 01/26/2017)

**OVERVIEW:** The Town Manager has the right and obligation to manage the workforce to best serve the interests of the Town. Circumstances may require the Town to reduce its workforce. This policy describes the Town's layoff procedures.

**SCOPE:** This policy applies to all regular full and part time positions.

As dictated by the business and operational needs and financial resources of the Town, the Town Manager may reduce the workforce.

### **Written Notification:**

Each employee laid off shall be given written notice. Whenever practical, the notice should be given at least two weeks prior to the effective date. The written notice should include the effective date of the layoff and any other information required by federal or state law.

**Recall of Employees:**

The Human Resources department shall maintain a list of all employees laid off in accordance with this policy. The list will identify the employees' names, position classifications and the department from which they were laid off. The Town will consider employees on the recall list for appropriate job openings. Recall lists will be maintained for one year after the layoff.

**Employee Assistance:**

The Town will make every attempt to assist employees with obtaining other employment, applying for unemployment compensation, and/or coping with the stress of losing gainful employment.

**2.10 Exit Interviews**

(Effective: 07/01/1997; Revised: 01/26/2017)

**OVERVIEW:** In an effort to gain insight into employee perceptions of the work environment and to identify reasons for employee resignations, exit interviews will be conducted on all employees who voluntarily separate their employment with Town.

**SCOPE:** This policy applies to all employees who voluntarily separate from Town employment.

All voluntarily separating employees shall complete an exit interview with the Human Resources department. Information gathered on the employee's perception of benefits, working conditions, pay and other factors of the work environment may be used to identify ways of improving the Town's policies/procedures/practices.

**2.11 Return of Town Property**

(Effective 07/01/1997)

**OVERVIEW:** The Town will make every effort to regain Town property which has been assigned to employees leaving Town employment.

**SCOPE:** This policy applies to all separating Town employees.

**Issue of property/equipment:**

A checklist/employee acknowledgment form will be completed when property/equipment is issued to an employee. The checklist will identify the type and condition of the equipment/property being issued and will require the employee's signature acknowledging responsibility for and receipt of the equipment/property.

**Employee responsibility:**

Each employee must keep issued property/equipment in good working condition and perform assigned preventive maintenance. The Town will replace/repair equipment damaged during work. The employee is responsible for replacing equipment/property that is lost.

**Failure to return property:**

Upon separation from Town service, all issued property/equipment must be returned and

acknowledged as such on the equipment checklist/acknowledgment form. The value of any property/equipment which is not returned will be deducted from the employee's final paycheck.

## 3.0 Workplace Expectations

### 3.1 Town of Smithfield Code of Conduct

(Effective 07/01/1997; Revised 07/01/2003, 05/03/2011, 01/26/2016)

**Objective:** The Town of Smithfield's Code of Conduct sets forth the basic expectations of how Town employees will interact with each other and the Town's vendors, customers, contractors and constituents. Town employees are expected to observe the spirit, and the letter of this Code of Conduct. The Town has developed policies, procedures and expectations that are set forth in this Manual and are incorporated by reference in this Code of Conduct.

**Scope:** This policy applies to all individuals employed by the Town of Smithfield

#### Basic Expectations

It is the responsibility of each Town employee to be honest and truthful in his/her dealings. Employees must observe all applicable laws and regulations applicable to the Town and its constituents. All employees must refrain from illegal, dishonest or unethical conduct.

Specifically, the ethical standards of the Town at all times must involve honesty, integrity, professionalism, customer service, community partnership, teamwork, accountability, trust and positive attitude. Employees must strive at all times for excellence in their performance and conduct, and must comply with the policies and procedures set forth by the Town, both in spirit and in letter.

Employees owe to the Town a duty of good faith and fair dealing. Employees must give the Town their best efforts at all times.

#### Conduct

To ensure a productive working environment for all employees, the Town prohibits offensive, unprofessional and/or disruptive behavior by any employee. Personal conduct, whether verbal or physical, that is unprofessional and/or fails to promote a working environment free from harassment is prohibited. Employees will not be rude or act unprofessionally towards a customer, constituent or anyone in contact with the Town.

Specifically, unacceptable conduct includes, but is not limited to:

- Committing attacks (verbal or physical) leveled at others which are personal, irrelevant, or go beyond the bounds of reasonable and/or professional comments. Examples of such include offensive remarks meant to harm someone's reputation or remarks that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by the law or the Town.
- Theft or inappropriate removal or possession of any property belonging to another employee, customer or the Town.
- Acts of anger, abusive treatment of others, outbursts and other behaviors outlined in the Town's Violence in the Workplace Policy.
- Using inappropriate language or making inappropriate comments, such as using slurs, name-calling, profanity or other offensive language, making sarcastic, rude, cynical, abusive,

threatening, belittling, degrading, misleading, false, fraudulent, harmful statements to or about an employee or anyone associated with the Town.

- Committing any form of harassment or discrimination in violation of the Town's policy on Equal Employment Opportunity & Anti-Harassment.
- Falsification or alteration of any Town document (including time sheets), or any document completed at the direction of the Town.
- Acts of insubordination: refusing to comply with lawful and reasonable instructions from management or general dereliction of duties.
- Failing to cooperate and/or provide truthful, accurate and complete information during the course of an internal or external investigation and/or revealing the confidentiality of the investigation where such confidentiality may be lawfully required.
- Using the internet, social media venues, electronic devices or other electronic means to violate any policy in this manual.
- Retaliating against any employee who participates in an investigation, engages in legally protected activity that prohibits retaliation and/or who complains in good faith about the behavior or conduct of another employee.
- Negligence or improper conduct leading to the damage of Town owned or customer owned property or defacement of Town property.
- Violations of safety or health rules, common safety practices, and/or contributing to unsanitary, unhealthy, or unsafe conditions.
- Failure to report immediately a personal accident or injury involving work or use of a Town vehicle or equipment.
- Possession of dangerous or unauthorized material such as explosives, firearms or other weapons in the workplace.
- Inappropriate acceptance of gift, gratuity, service or favor from a vendor, applicant, contractor or other persons doing business with the Town.
- Abusing job related influence on transactions involving purchases, contracts or leases for personal gain or the gain of a relative.
- Immoral or indecent conduct on Town property or in the performance of Town work or service.

Of course, this is not an exhaustive list, and individuals should use sound judgement in interacting with others to ensure that all those with whom employees interact enjoy a positive work environment and favorable work experience. Nothing in this policy should prevent employees from exercising their rights under the National Labor Relations Act. Employees should conduct themselves in a manner that supports the spirit and the letter of the Code of Conduct, regardless of whether a specific prohibition is outlined in the Code of Conduct.

Any employee who experiences or observes any conduct or behavior that may violate this Code of Conduct is expected to report such behavior to his direct supervisor, any other supervisor, the Town Manager or the Human Resources Director. No employee will suffer retaliation for reporting such conduct in good faith. No employee is exempt from this policy.

All complaints will be investigated promptly and corrective action taken will be consistent with the Town's Performance Management policy. Violations of the Code of Conduct are considered misconduct and may lead to disciplinary action, up to and including termination of employment.

### 3.4 Attendance and Punctuality

(Effective: 01/26/2016)

**Objective:** The Town's commitment to quality service depends on having adequate staff at all times. Town employees are expected to be a work as scheduled and ready to begin work promptly at the established time for all positions.

**Scope:** This policy applies to all employees of the Town

#### **Unexpected Absences, Late Arrivals or Early Departures**

Unless instructed otherwise by your supervisor, if you going to be absent, late to work, or leave work prior to your scheduled departure time for any reason, you are expected to notify your supervisor as early as possible and, at the latest, within 30 minutes (1 hour for Police Department) of your scheduled arrival time. You are expected to speak with your supervisor directly, or leave a message if your supervisor cannot be reached.

#### **Planned Absence, Late Arrival & Early Departure**

If you are going to be out of work for a planned absence, arrive late or depart early, you are expected to give your supervisor adequate notice prior to the time off. A minimum of 24 hours is requested.

#### **Attendance Guidelines**

When an employee takes excessive time off, or is frequently late to work or leaves early, the Town cannot meet its goals. Therefore, regular reliable attendance is an essential function of all jobs within the organization. If an employee is absent, late or leaves early, the supervisor will track these situations and determine if the time off has been excessive or if there is any notable pattern of absenteeism. As a guide, more than three (3) instances of unexpected time off in a six month period is generally excessive. In addition, for any late arrival, absence or early departure, employees may be asked to provide documentation for your need for the time off and for any that exceeds three consecutive calendar days. Employees must provide the documentation of the need for time off. Employees who are out of the office due to an illness for three or more consecutive days must provide a certificate from their physician stating that the employee is fit to return to duty. Failure to provide the required documentation is considered misconduct, and may result in disciplinary action, up to and including termination.

#### **Job Abandonment**

Any employee who fails to come to work as scheduled, fails to follow the notification procedures, and/or leaves early without notice or permission prior to the end of his or her shift, is considered to have abandoned his or her job, and the Town will assume that the employee has voluntarily resigned. If the employee still desires to return to work, the Town will evaluate the reason for the employee's violation of these procedures and will determine based on the circumstances whether the Town will permit the employee to return to work and/or discipline the employee.

Employees with excessive time off, or those who fail to follow the notification procedures outlined in this policy, may receive disciplinary action, up to and including termination of employment.

**PARKS AND RECREATION  
COMMITTEE**

## Parks and Recreation Operation Update

December 2016

Park Facilities Event Listing			
Day	Date	Event Type	Location
Mon	Nov 28	Committee Meetings	Smithfield Center
Tue	Nov 29	Committee Meetings	Smithfield Center
		Smithfield Center Client Appreciation Night	Smithfield Center
Wed-Sun	Nov 30-Dec 3	Antique Show	Smithfield Center
Fri	Dec 2	Women's Club Tree Lighting	Times Square
Mon	Dec 5	Kiwanis Toy Store	Smithfield Center
		Business Meeting	Smithfield Center
Tue	Dec 6	Kiwanis Toy Store	Smithfield Center
		WCFB Meeting	Smithfield Center
		Town Council	Smithfield Center
Wed	Dec 7	Town Staff Meeting	Smithfield Center
Fri	Dec 9	Town Holiday Party	Smithfield Center
Sat	Dec 10	Santa Breakfast	Smithfield Center
		Christmas Evening Market	Main Street
Sun	Dec 11	Wedding & Reception	Smithfield Center
Tue	Dec 13	EPA Grant Workshop	Smithfield Center
		Isle of Wight County Holiday Party	Smithfield Center
		Planning Commission	Smithfield Center
Wed	Dec 14	Senior Christmas Party	Smithfield Center
Thu	Dec 15	VFW Holiday Party	Smithfield Center
Fri	Dec 16	Newport News Shipyard Holiday Party	Smithfield Center
Sat	Dec 17	Christmas Parade	Main Street
		Wedding Reception	Smithfield Center
Sun	Dec 18	Christian Outreach Ham Giveaway	IOW Christian Outreach
Upcoming Events to Notes			
Thu	Jan 5	Chamber Legislative Breakfast	Smithfield Center
Sat	Jan 14	BOB Fest	Windsor Castle Park
Sun	Jan 15	MLK Banquet	Smithfield Center
Wed	Jan 18	Public Meeting on Utility Work on Main Street	Smithfield Center
Thu	Jan 26	Town Training Day	Smithfield Center

Windsor Castle Park
<b>Windsor Castle Park Trail Doctors</b>
Five of the Trail Doctor Volunteers were presented certificates at the Town Christmas Luncheon on Friday, December 9 <sup>th</sup> for putting in 30 or more hours in the last year. Steve Senkovich lead the pack in hours by volunteering for over 300 hours.
<b>Manor House Restoration Project</b>
<ul style="list-style-type: none"> <li>• Windsor Castle Construction Committee is meeting monthly to discuss contracts, money spent etc.</li> <li>• The Virginian Pilot ran an online article about the project on December 14<sup>th</sup>.</li> <li>• The WCFB has been busy at work with ornament sales and planning the next Park Lover's Party which will be Friday, May 13<sup>th</sup>.</li> </ul>

Joseph Luter Jr Sports Complex
Construction fencing is in place and schedule completion date of the complex is summer of 2017.

**I. CHANGE ORDER**

No. 1

DATE OF ISSUANCE 13 Dec 2016 EFFECTIVE DATE 21 Dec 2016

OWNER Town of Smithfield  
 CONTRACTOR RAD Sports  
 Contract Joseph W. Luter, Jr. Sports Complex  
 PROJECT Site Civil Bid Package  
 OWNER'S Contract No. IFB #16-09 ENGINEER'S Contract No. 116499011  
 ENGINEER Kimley-Horn and Associates, Inc.

You are directed to make the following changes in the Contract Documents:

Description: All sewer line extension work, commercial entrance work, and associated utility and turn lane work will be performed under a separate contract and removed from your contract. Your contract will be modified to cover the installation of a construction entrance, and the replacement of the cross culvert downstream from the soccer field discharge point, across Rte. 258, utilizing appropriate flagging operations.

Reason for Change Order: Owner requested

Attachments: Updated Site Civil Plan Set Dated 11/22/2016

CHANGE IN CONTRACT PRICE:
Original Contract Price \$ <u>2,578,800.00</u>
Net Increase (Decrease) from previous Change Orders No. _____ to _____: \$ <u>N/A</u>
Contract Price prior to this Change Order: \$ <u>2,578,800.00</u>
Net (decrease) of this Change Order: \$ <u>(101,633.68)</u>
Contract Price with all approved Change Orders: \$ <u>2,477,166.32</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Final Completion: <u>300</u> (Days or dates)
Net change from previous Change Orders No. _____ to No. _____ Final Completion: <u>N/A</u> (Days)
Contract Times prior to this Change Order: Final Completion: <u>300</u> (Days or dates)
Net increase (decrease) of this Change Order: Final Completion: _____ (Days)
Contract Times with all approved Change Orders: Final Completion: _____ (Days or dates)

RECOMMENDED:

By: [Signature]  
ENGINEER(Authorized Signature)

Date: 12/13/16

APPROVED:

By: \_\_\_\_\_  
OWNER(Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
CONTRACTOR(Authorized Signature)

Date: \_\_\_\_\_

August 26, 2016

109 - 1

Joseph W. Luter, Jr. Sports Complex  
 September 29, 2016  
 Town of Smithfield  
 IFB 16-09



# R.A.D. Corp

171 VFW Drive  
Rockland, MA 02370  
Ph: 781-871-4400  
Fx: 781-878-1161

# Proposed Change Order

Order#: 16954-01  
Order Date: 12/12/2016

To: Town of Smithfield  
P.O Box 246  
Smithfield VA 23431

Project: 16954  
Joseph W. Luter, Jr Sports Com  
Courthouse Highway  
Smithfield VA 23431

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Ordered By: 50 James Doherty

Customer Order: 16954

Specifications Attached

Description of Work	Amount
Remove 1037"lf 8" sewer line & MHs : : : : :	-101,633.68

### Notes

Attn: Greg and Jamie

Here is my PCO #1 to delete all sewer line extension work in roadway as shown on updated project plans 11-22-16 .

Attached is my Backup information

All sewer line work within project will remain in project design and be installed as per project plans and specifications

Please advise if there is anything additional you need .

Thank you

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

**-101,633.68**

The original Contract Sum was .....	2,578,800.00
Net change by previous Change Orders .....	0.00
The Contract Sum prior to this Change Order .....	2,578,800.00
The Contract Sum will be changed by this Change Order .....	-101,633.68
The new Contract Sum including this Change Order will be .....	2,477,166.32
The Contract Time will be changed by .....	0 Days

Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor: R.A.D. Corp

James P. Doherty

Date: 12-12-16

Change Order  
Continued...

Order: 16954-01  
Date: 12/12/2016

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Description of Work	Amount
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James P. Doherty

<u>Item Number</u>	<u>Description</u>	<u>Quantity</u>	<u>UM</u>	<u>Unit Bid Price</u>	<u>Total Bid Price</u>	<u>Unit Total</u>	
<b>Drainage/Sewer</b>							
<b>8" PVC Pipe</b>							
	Drainage Crew	1,040	LF	\$21.42	\$22,276.80	\$84,021.80	
	3/4" Crushed Stone	300	Ton	\$27.95	\$8,385.00		
	PVC - 8"	1,040	LF	\$10.25	\$10,660.00		
	Trench Box	2	Week	\$1,200.00	\$2,400.00		
	Flagmen (2)	128	HR	\$40.00	\$5,120.00		
	F&I Bit Conc 6" Binder	208	Ton	\$120.00	\$24,960.00		
	Mill and Overlay 1.5" (Sub)	73	Ton	\$140.00	\$10,220.00		
<b>4' Dia SMH</b>							
	Drainage Crew	3	EA	\$1,721.22	\$5,163.66		
	3/4" Crushed Stone	6	Ton	\$27.95	\$167.70		
	4' Dia Manhole w/Frame	3	EA	\$1,296.25	\$3,888.75		
<b>Sub Total Price</b>						\$93,241.91	
<b>OH&amp;P (9%)</b>						\$8,391.77	
<b>Total Price</b>						<u>\$101,633.68</u>	

**PUBLIC WORKS  
COMMITTEE**

# Memo

TO: Smithfield Town Council, Public Works Committee  
FROM: Sonja Eubank, Department of Planning, Engineering and Public Works  
DATE: December 20, 2016  
RE: Recycling and Refuse Collection Service – New RFP/Commercial Services

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The current contract with Bay Disposal and Recycling will expire on June 30, 2017 and we are required to issue a new Request for Proposals (RFP). The current contract provides curbside recycling and refuse collection for businesses and/or churches that were grandfathered in as of 2006 or that generate the approximate amount of refuse/recycling as a normal household. The cost of providing commercial services is approximately \$13,548 per year and we would like Council's direction on whether they wish to continue providing these commercial services in the new contract terms. I also checked with Emmett Moore with Bay Disposal and Recycling and to his knowledge, we are the only municipality that covers the entire costs of all refuse and recycling services for commercial, residential and non-profit organizations.

In order to have ample time to issue the RFP, allow companies time to respond, evaluate proposals, hold oral presentations and negotiations, as well as for budget preparation, I need to issue the RFP in January 2017.

**PUBLIC BUILDINGS & WELFARE  
COMMITTEE**

# **Pinewood Heights Relocation Project Updates**

## PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR DECEMBER 2016

Locality: Smithfield Town

Contract #: 15-10

Prepared by: Michael Paul Dodson

Project Name: Pinewood Heights Phase 3

Date: December 15, 2016

FINANCIALS			
CDBG Contract Amount:	\$ <u>1,000,000</u>	Local Leverage Amount:	\$ <u>1,323,335</u>
CDBG Amount Obligated:	\$ <u>801,000</u>	Local Leverage Amount Obligated:	\$ <u>815,000</u>
CDBG Amount Expended:	\$ <u>387,500</u>	Local Leverage Amount Expended:	\$ <u>549,656</u>

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>16</u> of <u>18</u>	# of homeownership counseling done?	<u>17</u> of <u>18</u>
# of homes acquired?	<u>6</u> of <u>18</u>	# of housing inspections done?	<u>14</u> of <u>18</u>
# of vacant lots acquired?	<u>0</u> of <u>2</u>	# of owner-occupied relocations done?	<u>5</u> of <u>5</u>
# of demolitions done?	<u>0</u> of <u>18</u>	# of market-rate relocations done?	<u>5</u> of <u>9</u>
Clearance completed?	<u>0</u> of <u>18</u>	# of Section 8 relocations done?	<u>2</u> of <u>4</u>

### ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/ 30/ 2015

Date of last Management Team meeting: 09/ 12/ 2016

Date annual Project Area Clean-Up Session done: 11/ 28/ 2015

Date annual Fair Housing activity done: 06/ 30/ 2016

TA Site Visit Requested:  Yes  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?  
 Notice to Purchase and Relocation First notice letters sent to resident/owners of 21, 22, 23, 24, 25, 26, 27A, 28A, 28B, 31, 32, 33, 34, 35, 36, 37, and 38 Jamestown. Appraisals and RA have been completed for 21, 23, 25, 26, 27A, 27B, 28A, 28B, 31, 32, 33, 34, 35, 36, 37, 38, and one vacant lot. Applications have been received and being processed for residents at 21, 23, 24, 25, 26, 27A, 27B, 28A, 28B, 31, 32, 33, 34, 35, 36, 37, and 38 Jamestown Avenue. Seventeen residents have provided, and been qualified for relocation, with 14 providing their income forms. Owners at 21, 23, 33, 36, and 38 Jamestown have sold their homes and relocated. Rentals at 25, 27A, 28A, 28B, 31, 32, and 34 Jamestown have relocated. We are working with five other tenants of their relocation. The Town is working to acquire rental units as they are vacated and keys are returned to landlords. The Town hopes to close on 28A/28B unit in early January; The Town will not acquire rental units until both sides have been vacated.

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 4

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 0

Offers Accepted 0

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 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

Appraisals Completed 10

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

Review Appraisals Completed 10

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

Offer to Purchase Letters Sent 5

1) 27A Jamestown 2) 27B Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown

Offers Accepted 5

1) 27A Jamestown 2) 27B Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown

Properties Closed On 1

1) 31 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 7

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

Eligibility of Relocation Letters Sent 7

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

Comparable Units Found and Inspected 6

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

Households Relocated 5

- 1) 25 Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 31 Jamestown 5) 34 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 Jamestown 11) 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 0

No Management Meeting in December – November minutes uploaded into CAMS under separate item

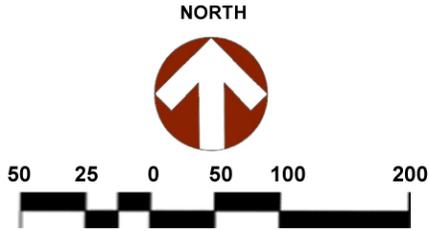
# PROJECT STATUS MAP

## 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
-  RELOCATION IN PROCESS
-  RELOCATION COMPLETE
-  READY FOR DEMOLITION/DEMO PREP
-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT
-  VACANT STRUCTURE



GRAPHIC SCALE IN FEET

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

DECEMBER 2016