



December 14, 2018

TO: SMITHFIELD TOWN COUNCIL

**FROM: BRIAN S. THROWER
TOWN MANAGER**

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

MONDAY, DECEMBER 17TH, 2018 @ 3:00 p.m.

Police

Members: Tynes (CH), Hall, Haywood

1. Public Comment
2. Operational Updates

Immediately following the conclusion of the above meeting:

Water and Sewer

Members: Smith (CH), Pack, Tynes

1. Public Comment

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Smith, Butler

1. Public Comment
- TAB # 1** 2. Presentation of Annual Audit from Mr. Adam Duncan of Robinson, Farmer, Cox Associates
- TAB # 2** 3. November Cash Balances / VML Investment Pool Update
- TAB # 3** 4. Invoices Over \$10,000 Requiring Council Authorization:
 - a. IOW County – ½ of FY 2018/2019 E911 Budget \$ 68,821.50
 - b. IOW County – ½ of FY 2018/2019 Tourism Budget \$127,749.50
 - c. Xylem (portable bypass pump) \$ 17,819.34

TUESDAY, DECEMBER 18TH, 2018 @ 3:00 p.m.

Parks and Recreation

Members: Hall (CH), Butler, Haywood

- TAB # 4**
1. Public Comment
 2. Operational Update – Committee Report / Park Project Update / 2019 Open to the Public Event Schedule

Immediately following the conclusion of the above meeting:

Public Works

Members: Haywood (CH), Smith, Tynes

1. Public Comment
2. Local Impacts on China Recycling Issues from Bay Disposal & Recycling

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Butler (CH), Hall, Pack

- TAB # 5**
- TAB # 6**
1. Public Comment
 2. Request to Change the Start Time of Town Council Meetings
 3. Update on Proposed Town Hall Renovations

***** Additional Items Not Listed on Committee but will be on Council's January 8th, Agenda*****

- Public Hearing: Special Use Permit – Carver Avenue
 - Public Hearing: Zoning Ordinance Amendment – Article 3.R - Entrance Corridor Overlay District
 - Approval of December 4th, 2018 Town Council Meeting Minutes
 - Appoint / Reappointment of Expiring Terms on Planning Commission and Board of Historic and Architectural Review
-

**FINANCE
COMMITTEE**

ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

Communication with Those Charged with Governance

Honorable Members of the Town Council
Town of Smithfield, Virginia

We have audited the financial statements of the governmental activities, the business-type activities and each major fund of Town of Smithfield, Virginia for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 5, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Town of Smithfield, Virginia are described in Note 1 to the financial statements. As described in Note 17 to the financial statements, Town of Smithfield, Virginia changed accounting policies related to other postemployment benefits by adopting Statement of Governmental Accounting Standards (GASB Statement) Nos. 75 *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* and 85 *Omnibus 2017*. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the Statement of Net Position. We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Town's financial statements were:

Management's estimate of the depreciable lives of capital assets is based on historical experience and industry standards. We evaluated the key factors and assumptions used to develop the estimate of depreciable lives of capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimates related to the net OPEB liability and net pension asset/liability reporting is based on industry standards and those used by the third-party actuary.

Management's estimate of the allowance for uncollectible property tax revenue is based on historical experience and standard methods of computing the allowance. We evaluated the key factors and assumptions used to develop the estimate of allowance for uncollectible property tax revenue in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 30, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis and the schedules related to pension funding, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI. Our responsibility with respect to the budgetary comparison information, which also supplements the basic financial statements, is to evaluate the presentation of the schedules in relation to the financial statements as a whole and to report on whether it is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Matters: (Continued)

We were engaged to report on the supporting schedules which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the statistical information which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of Town Council and management of Town of Smithfield, Virginia and is not intended to be, and should not be, used by anyone other than these specified parties.

Robinson, Farmer, Cox Associates

Charlottesville, Virginia
November 30, 2018

CASH BALANCES AS OF NOVEMBER 30, 2018					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,024,182.62	(266,523.68)	-	757,658.94
Water-Debt Service	Farmers Bank	705,417.45	14,569.86	-	719,987.31
Water Capital Escrow (availability fees)	TowneBank	543,347.28	5,440.00	-	548,787.28
Water Treatment Plant Escrow	TowneBank	11,614.75			11,614.75
Water Deposit Account	TowneBank	90,039.93			90,039.93
Water Development Escrow	TowneBank	128,807.09	2,400.00	-	131,207.09
Subtotal Water		2,503,409.12	(244,113.82)	-	2,259,295.30
Sewer	Farmers Bank	472,088.34	(16,856.81)	(285,270.23)	169,961.30
Sewer Development Escrow	TowneBank	390,861.87	2,400.00	-	393,261.87
Sewer Capital Escrow (availability fees)	TowneBank	865,262.06	8,240.00	-	873,502.06
Sewer Compliance	Farmers Bank	2,396,649.08	23,111.39	-	2,419,760.47
Subtotal Sewer		4,124,861.35	16,894.58	(285,270.23)	3,856,485.70
Highway	Farmers Bank	257,472.84	296,812.55	-	554,285.39
General Fund	Farmers Bank	4,041,253.38	529,410.17	285,270.23	4,855,933.78
Payroll	Farmers Bank	169,051.24			169,051.24
Money Market-General Fund	TowneBank	27,435.01			27,435.01
Business Super Now-General Fund	Farmers Bank	34,239.59			34,239.59
Money Market-General Fund	Farmers Bank	295,497.36			295,497.36
General Fund Capital Escrow Account	TowneBank	217,162.34	489,553.00		706,715.34
Certificate of Deposit	Farmers Bank	527,092.60			527,092.60
Certificate of Deposit-Police Dept	Farmers Bank	37,072.04			37,072.04
Special Project Account	Farmers Bank	1,119,896.53	(1,088,556.48)		31,340.05
Pinewood Heights Escrow	Farmers Bank	61,171.17			61,171.17
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	190,108.16			190,108.16
Windsor Castle Acct	TowneBank	97,278.00			97,278.00
Subtotal General Fund		6,819,476.17	(69,593.31)	285,270.23	7,035,153.09
TOTAL ALL FUNDS		13,705,219.48	(0.00)	-	13,705,219.48



Account Statement

November 2018

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
513,888.89	0.00	47.96	962.28	648.33	515,451.54

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
11/15/2018	Withdrawal		47.96		9.897068	4.846	0.00
11/15/2018	Income Earned	480.52			9.897068	48.552	
11/30/2018	Income Earned	481.76			9.905445	48.636	
11/30/2018	Ending Balance			515,451.54	9.905445	52,037.192	



Account Statement

November 2018

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

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

Summary

Average Monthly Yield: 2.36%

	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
11/30/2018	Ending Balance			0.000	



Daily Rates

November 2018

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Nov-18	0.000063975	2.34%
02-Nov-18	0.000064249	2.35%
03-Nov-18	0.000064249	2.35%
04-Nov-18	0.000064249	2.35%
05-Nov-18	0.000064523	2.36%
06-Nov-18	0.000064523	2.36%
07-Nov-18	0.000064249	2.35%
08-Nov-18	0.000064249	2.35%
09-Nov-18	0.000064523	2.36%
10-Nov-18	0.000064523	2.36%
11-Nov-18	0.000064523	2.36%
12-Nov-18	0.000064523	2.36%
13-Nov-18	0.000064523	2.36%
14-Nov-18	0.000064523	2.36%
15-Nov-18	0.000064523	2.36%
16-Nov-18	0.000064797	2.37%
17-Nov-18	0.000064797	2.37%
18-Nov-18	0.000064797	2.37%
19-Nov-18	0.000064797	2.37%
20-Nov-18	0.000064797	2.37%
21-Nov-18	0.000064797	2.37%
22-Nov-18	0.000064797	2.37%
23-Nov-18	0.000064797	2.37%
24-Nov-18	0.000064797	2.37%
25-Nov-18	0.000064797	2.37%
26-Nov-18	0.000065071	2.38%
27-Nov-18	0.000065071	2.38%
28-Nov-18	0.000065071	2.38%
29-Nov-18	0.000065345	2.39%
30-Nov-18	0.000065619	2.40%

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

SUGGESTED VENDOR <u>Isle of Wight County</u>			OFFICE USE ONLY	
REQUESTED BY			DATE ORDERED	
DATE REQUESTED <u>12.13.18</u>		DATE WANTED		ORDER NO.
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	<u>1/2 of 2019 E911 budget</u>			<u>68821.50</u>
	<u>04-100-432300-0000-45614</u>			

REQUISITIONER
RETAIN YELLOW COPY

APPROVED _____

TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD

12922

Co 1
Gen Fund

SUGGESTED VENDOR <u>Isle of Wight County</u>			OFFICE USE ONLY	
REQUESTED BY			DATE ORDERED	
DATE REQUESTED <u>12.13.18</u>		DATE WANTED		ORDER NO.
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	<u>1/2 of 2019 Tourism budget</u>			<u>127749.50</u>
	<u>04.100.432302.0000.45607</u>			

REQUISITIONER
RETAIN YELLOW COPY

APPROVED _____
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD [Signature]



Sold by:

Invoice

Branch 009
 1190 Harmony Road
 Norfolk, VA 23502
 Tel: 757-490-1300
 Fax: 757-459-4856

Remit to: Xylem Dewatering Solutions, Inc. ✓
 28611 Network Place
 Chicago, IL 60673-1286
 Phone: 856-467-3636

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 Town of Smithfield
 PO Box 246
 Smithfield, VA 23431-0246

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 1190 Harmony Rd
 Norfolk, VA 23502

Cust. No.	Invoice Date	Invoice No.
00013106	11-21-2018	400867543

Page 1 of 1

Customer PO	Ordered By	Contract Date	Date Shipped	Sale Contract #	Sales Representative	Order Taken By	Payment Terms	
PW-19-08	Mr. Jeff Smith	10-31-2018	11-21-2018	209019931	Sam Bagnall	Sam Bagnall	Net 30	
ITEM	DESCRIPTION			QTY ORDERED	QTY SHIPPED	QTY B/O'd	SELL PRICE	EXTENDED SELL
PEHLMA030C000	Dri-Prime HL80M Motor Adapter Pumpend • Cast Iron Construction • 4" Flange Suction & 3" Flange Discharge • Solids handling to 1" • Dry Running Oil Bath Mechanical Seal S/N: <u>18647674-2</u> E-Code: <u>157390</u>			1	1	0		
AD040040CMF1A0	4" Male Cam & Groove x 4" 150# Flange Adapter			1	1	0		
AD030030CMF1A0	3" Male Cam & Groove x 3" 150# Flange Adapter			1	1	0		
DZONE02PICKUP	Delivery Zone 2 - Pickup Truck			1	1	0		
							VENDOR #	
							ACCOUNT #	04-004-442070-0000-47012
							DEPT HEAD	
							TOWN MANAGER	

ALL PAST DUE INVOICES ARE SUBJECT TO 1 1/2% PER MONTH SERVICE CHARGE

Merchandise	Labor	Shipping	Misc. Charges	Taxes
\$ 17,819.34	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Important Information: Due to fraud attempts any communication for changes of bank account details have to be confirmed by a call-back with your respective Xylem contact person.

Total Invoice \$ 17,819.34

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 7:00 AM - 6:00 PM SC MHSu 7:00 AM Antique Show
2 7:00 AM - 6:00 PM SC MHSu 7:00 AM Antique Show	3 9:00 AM - 3:00 PM SC MH 12:00 PM Smithfield Women's Connect	4 6:00 AM - 12:00 PM SC MH 8:30 AM Workforce Breakfast 5:00 PM - 7:00 PM SC C&D 5:30 PM WCFB Meeting 7:00 PM - 9:00 PM SC A&B 7:30 PM Town Council	5 7:00 AM - 10:00 AM SC MH 7:00 AM Set Center Christmas Tree 12:30 PM - 10:30 PM SC MH 5:30 PM VFW Party 2:00 PM - 3:00 PM SC C&D 2:00 PM Staff Meeting	6 10:00 AM - 2:00 PM SC MHSu 10:00 AM Set Town Training & Party	7 8:00 AM - 2:30 PM SC MH 9:00 AM Town Training & Party 3:00 PM - 5:00 PM SC MHSu 3:00 PM Santa Breakfast Set	8 Evening - MH Avail 2 PM-10 PM 6:00 AM - 11:00 AM SC MHSu 8:00 AM Santa Breakfast 7:00 AM - 12:00 PM Town Streets 7:00 AM Christmas Parade 2:00 PM - 10:00 PM SC MHSu 7:00 PM Military Band Concert
9 12:00 PM - 12:00 AM SC MH 5:00 PM Taglis Birthday Party	10 10:00 AM - 12:00 PM SC MH 10:00 AM SetKwanis Toy Store Set	11 7:00 AM - 6:00 PM SC MH 8:00 AM Kwanis Toy Store 6:00 PM - 8:00 PM SC A&B 6:30 PM Planning Commission	12 1:00 PM - 5:00 PM SC MHSu 1:00 PM Set Senior Christmas Party 5:30 PM - 6:30 PM SC Deck 5:30 PM WC Restoration Committee	13 7:00 AM - 2:00 PM SC MHSu 10:00 AM Senior Christmas Party 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	14 2:00 PM - 12:00 AM SC MHSu 7:00 PM Surry County Holiday Party 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	15 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show
16 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	17 3:00 PM - 5:00 PM SC C&D 3:00 PM Committee Meetings	18 8:30 AM - 3:00 PM SC MH 11:00 AM IOW County Holiday Party 11:30 AM - 1:00 PM SC C&D 12:00 PM Crime Line Meeting 3:00 PM - 5:00 PM SC C&D 3:00 PM Committee Meetings 7:00 PM - 8:30 PM SC A&B 7:30 PM BHAR	19 12:00 PM - 8:00 PM SC MHSu 12:00 PM Lewis and McNair Set	20 2:00 PM - 12:00 AM SC MHSu 6:00 PM Lewis and McNair Wedding and Reception	21 2:00 PM - 10:00 PM SC MHSu 2:00 PM Syphertt and Berry Set	22 7:00 AM - 1:00 PM OTS 7:00 AM COP Turkey Giveaway 12:00 PM - 10:00 PM SC MHSu 3:00 PM Syphertt and Berry Wedding and Reception
23	24 Christmas Eve - Closed	25 Christmas Day - Closed	26	27 1:00 PM - 12:00 AM SC MHSu 7:00 PM Delta Holiday Party	28 10:00 AM - 11:00 PM SC MHSu 5:00 PM White and Peebles Wedding and Reception	29
30	31 Town Holiday - Closed - New Year's Eve - Sat Rate					

Upcoming Special Events and Park Programming			
Day	Date	Event	Location
Thu	Jan 3	Chamber Legislative Breakfast	Smithfield Center
Sat	Jan 19	BOB Fest	Windsor Castle Park
Sun	Jan 20	MLK Program	Smithfield Center

Parks and Recreation Operation Update

December 2018

Windsor Castle Park Updates

Trail Doctor Projects and Hours			
476 Volunteer Hours Earned since January 2018			
Projects completed			
<i>Trail Repair and Maintenance</i>			
Dry wells and Drainage Ditches Cleaned			
Tree of Heaven Inspection			
Stilt Grass Eradication			
Painting Signs			
Pruning and Weeding			
People Counter Data: Windsor Castle Smithfield Station Bridge (moved here January 2018)			
Daily Average: 220		Busiest Day of the Week: Sunday	
Busiest Days	Sunday, Nov 25 (524)	Sunday, Nov 18 (511)	Saturday, Nov 17 (393)

Luter Sports Complex Updates

- Sewer line repair by RAD Sports is near completion.
- Turn Lane Bids were received on December 4th.

Clontz Park Boat Ramp Updates

- Proposed Progress Schedule
- Parking lot construction Underway
 - Marine construction equipment mobilization: January 7-11, 2019
 - Demo boardwalk for access: January 14-18, 2019
 - Install jetties and cofferdam: January 21-25, 2019
 - Grade to elevation and pour concrete ramp: January 28-February 8, 2019
 - Drive pilings and install gangway down to floating docks: February 11-22, 2019
 - Removal of cofferdam and demobilization: February 25-March 1, 2019

Parks and Recreation Operation Update

December 2018

Park Projects			
Completed	Project Name	Location	Applicant Name
	Interpretative Signage for Windsor Castle Park	Windsor Castle Park	Master Naturalist
	Purple Mailbox	Windsor Castle Main Parking Area	Relay for Life-Pam Jordan
	Planting of Flower Beds at Playscape	Windsor Castle Playscape	Girl Scout Troop 1404 -Wendy Reagle
	QR Coded Signs for the Visually Impaired	Windsor Castle	Matthew Lemon, troop 36
2018	Install Lions Club Time Capsule	Windsor Castle	Lions Club/Leo Club-Terry Castengay
2018	A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team
2018	Oyster Restoration	Windsor Castle	Windsor High School, Orignally -Kelly Davis, Chesapeake Bay Foundation
2018	Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7 th Graders, Boy Scout Troop 7
2018	Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School
2018	Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class
2018	Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout
2017	Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout
2016	Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy
2016	Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622

Parks and Recreation Operation Update

December 2018

2016	Bike Path Repairs	Windsor Castle Bike Path	Jacob Thomas, Eagle Scout
2015	Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist
2015	Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36
2016	Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist
2014	Tree Identification	Windsor Castle	Girl Scout Troop 622

2019 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
JANUARY				
1/19/2019	9 A-5 P	BOB Festival	1 Thu 10 PM-6 AM Overnight	4 PW Sat 10 AM-6 PM
	WC Riverfront	Smithfield VA Events-Gina Ippolito	1 Fri 10 PM-6 AM Overnight	1 light tower, deliver on Monday
	8K & Festival	869-0664	2 Sat 7:30 AM-9:30 AM 8K Race	all trash cans, deliver on Tuesday
Traffic Assist	2000 p	gina@smithfieldvaevents.com	1 Sat 8AM - 1PM Jericho Road Closure	
	Resolution	Jericho Road - one way traffic - 8am - 1pm / Traffic	2 Sat 8 AM-5 PM Event Patrol	
			2 Sat 10 AM-5 PM Event Patrol	
1/19/2019	9 A-9 P	Smithfield Station Parking Lot Assist	1 Sat 10 AM-4 PM Station Parking Lot	
	Station Parking Lot	Smithfield Station -Randy Pack	1 Sat 4 PM-7 PM Station Bar	
	Officer Request	620-7700		
		randy.pack@smithfieldstation.com		
1/20/2019	2p-5 p	MLK Program		
	Smithfield Center			
	Community			
	250 p			
FEBRUARY				
2/10/2019	3 P-6:30 P	Sweetheart Banquet		
	Smithfield Center			
	Fundraiser			
	200 p			
2/16/2019	7 P-11 P	CASA Gala	1 Sat 6:30 PM-11:30 PM	
	Smithfield Center			
	Fundraiser			
	250 p			
2/24/2019	2 p-4 P	Black History Month Program		
	Smithfield Center			
	Community			
	100 p			
MARCH				
3/9/2019	5:30 P-9:30 P	IOW Academy Gala	(using IOW Sheriff's deputy	
	Smithfield Center			
	Fundraiser			
	350 p			
3/16/2019	10:30 A-1 P	St Patricks Day Parade	# (determined by PD)	# (determined by PW)
	Main Street	Tourism-Connie Chapman		
	Parade	902-2164		
Town Streets	3000 p	cchapman@isleofwightus.net		
Restrooms	Resolution	closure of parade route - 8am until parade end		
3/23/2019	9 AM-2 PM	Women's Club Flea Market		
	Smithfield Center	Connie Chapman		
	Flea Market			
	500 p			
APRIL				
4/6/2019	10 A-2:30 P	YMCA Triathlon	1 Sat 9 AM-2 PM YMCA Entrance	FYI Only
	Town Streets	Virginia-Maryland -Greg Hawkins	1 Sat 9 AM-2 PM Grace/Cary	
	Race	336-577-2801	1 Sat 9AM-2PM James/Grace	
Traffic Assist	500	greg.hawkins@vtmts.com	1 Sat 9 AM-2 PM Cary/Main/Underwood	
	Resolution	Traffic assist 10am - 1:30pm / Cary Street 10am - 1:30pm	1 Sat 9 AM-2 PM Underwood/Cedar	
4/13/2019	11 A-5 P	Wine Fest	1 Fri 10 PM-6 AM Overnight	4 PW 10 AM-6 PM
	WC Riverfront	Smithfield VA Events-Gina Ippolito	1 Sat 8 AM-1 PM Jericho Road Closure	1 light tower, deliver on Wed
	Festival	869-0664	1 Sat 10 AM-6 PM Command Center	all trash cans, deliver on Wed
Jericho Road	3500 p	gina@smithfieldvaevents.com	2 Sat 10 AM-6 PM Event Patrol	clean fishing pier, by Tue
	Resolution	Jericho Road - one way traffic - 8am - 1pm	2 Sat 10:30 AM-6 PM Money Drops	
		Park Trail Closure 10 AM-5 PM		
4/13/2019	9 A-9 P	Smithfield Station Parking Lot Assist	1 Sat 10 AM-4 PM Station Parking Lot	
	Station Parking Lot	Smithfield Station -Randy Pack	1 Sat 4 PM-7 PM Station Bar	
	Officer Request	620-7700		
		randy.pack@smithfieldstation.com		
Not scheduled	3 P-5 P	Smithfield 6 Pack 6K Beer Run	4 Sun 3 PM-5 PM	cones, road barriers
	Main Street	Cristin Emerick		
Main Street	Race	849-8948		
	300 p	wharhillbrewingco@gmail.com		

2019 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
Not scheduled	9 A-12 P WC	IWA 5 K Jill Edwards		
WC Trails	Race 130 p	804-874-6197 jilledwards@iwacademy.com		
4/27/2019	8 P-12 P Smithfield Center Prom 200 p	Windsor Prom	using IOW Resource Officer	
Not scheduled	9 AM-11 AM Main Street	Main Street Mile Cristin Emerick	2 9 AM-11 AM, report at 8:30 AM	2 on Friday to put up No Parking Signs on Friday-charge for hours
Main Street	Race 200 P	849-8948 wharhillbrewingco@gmail.com		2 on Sunday 8:30 A-10:30 A put out cones, road barriers
MAY				
5/6/2019	Mon 8 A-2 P Smithfield Center Senior Community	TRIAD	1 Mon 7 AM-10 AM Parking Assist	
5/18/2019	8 P-12 P Smithfield Center Prom 350 p	Smithfield Prom	2 Sat 6:30 PM-11:30 PM	
5/25/2019	8 A-2 P WC/Town Streets	Pedal for the Pig Sharon Bochman	2 Sat 7:45 AM-9:15 AM Main/Underwood 1 Sat 7:45AM-9:15 AM 258/Route 10	
Traffic Assist	Bike Race 300 p	bochman@cox.net		
5/27/2019	11 A-12 P Veterans Memorial Community 150 p	Memorial Day Service	1 Mon 10:30 AM-11:30 AM	No staff grass cut by Wed
Traffic Assist				
JUNE				
6/7/2019	8 P-12 P Smithfield Center Prom 350 p	Kings Fork Prom	2 Fri 6:30 PM-12:30 AM	
6/1/2019	7 A-11 A WC/Clontz Community Cleanup 20 p	Clean the Bay Day WCFB -Kelly Davis		
		kellyb413@hotmail.com		
6/1/2019 - 6/2/2019	Two Days WC Courtyard & Street	Multiple Sclerosis Bike Event Deborah Richards	1 Sat 7:30 AM-8:30 AM Mason/Main 1 Sat 7:30 AM-8:30 AM Cary & Grace 1 Sat 9 PM-5 AM Overnight at WC 1 Sun 10:45 AM-2 PM Cary/Grace 1 Sun 10:45 AM-2 PM Mason/Main	No staff (group handles own trash)
Traffic Assist	Bike Race 1000 p	804-591-3034 deborah.richards@nmss.org		
Not scheduled	8 A-2 P WC Kayak Launch Boat Event 300 p	Cardboard Regatta Nicolas Manfred 812-2153	2 9:30 A-12 P boat patrol near Windsor Castle Kayak Launch	
JULY				
7/3/2019	9 P-9:30 P Town Streets Community 1000 p	Town Fireworks	# (determined by PD)	
Station Bridge				
7/3/2019	5 P-9 P Station Parking Lot Officer Request	Fireworks-Station Parking Lot Assist Smithfield Station-Randy Pack	1 5 PM-9 PM 620-7700 randy.pack@smithfieldstation.com	
AUGUST				
Not scheduled	Smfd Station Festival 500 p	Boardwalk Party and Art Show Connie Chapman	1 Friday night 6 PM-9:30 PM	
Downtown		cchapman@isleofwightus.net		

2019 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
8/6/2019	5 P-7 P Smithfield Center Community 500 p	National Night Out Night Out Committee-Kurt Beach 449-4849 kbeach@smithfieldva.gov		
SEPTEMBER				
Not scheduled	9 A-2 P	Ruritan Car Show		
Main Street	Car Show 100 p			
9/21/2019	7 AM-5 PM Smithfield Center Community 200 P	Victory Over Diabetes		
9/28/2019	9 AM-4 PM Main Street 100-300 Market 500 p Resolution	Vintage Market Farmers Market-Cheryl Ketcham 375-3031 cketcham@isleofwightus.net Main Street from Church to Underwood - 6am - 4:30pm	4 Sat 6 AM-6 PM Main Closed & Patrol	4 PW Sat 6 AM-6 PM
Main Street				
Restrooms				
OCTOBER				
TBD	4:00 PM Main Street Parade 100 p Resolution	Smithfield Homecoming Parade Smithfield High-Jill Gwaltney 371-3918 jillgwaltney@gmail.com Rolling closure - Cary St. to Grace to Mason to Main starting at 4pm	# (determined by PD)	
Main Street				
10/5/2019	11 A-9 P WC Riverfront Festival 3500 P Resolution	Bacon (BBB) Festival Smitfield Events-Gina Ippilito 869-0664 gina@smithfieldvaevents.com Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm	1 Thu 10 PM-6 AM Overnight 1 Fri 10 PM-6 AM Overnight 1 Sat 8 AM-1 PM Jericho Road Closure 1 Sat 10 AM-6 PM Command Center 4 Sat 10 AM-6 PM Event Patrol 2 Sat 10:30 AM-6 PM Money Drops	4 PW 10 AM-6 PM 1 light tower, deliver on Wed all trash cans, deliver on Wed clean fishing pier, by Tue
Jericho Road				
10/5/2019	10 A-7 P Station Parking Lot Officer Request	Smithfield Station Parking/Bar Assist Smithfield Station Parking Lot Assist Randy Pack randy.pack@smithfieldstation.com	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
10/12/2019	8 A-11 A Town Streets 5K Race 1000 p Resolution	Hog Jog IOW COP -Barbara Stafford 757-647-4061 dbstaff@charter.net closure of 5K course route - 8:45am - 10:45am	No. (determined by PD)	<i>FYI Only</i>
Traffic Assist				
10/19/2019	6 PM-10 PM Smithfield Center Fundraiser 200 P	IOW Schools Gala	1 Sat 5:30 PM-10:30 PM	
10/26/2019	WC and Traffic Assist on Town Streets Race 500 p	Safe House Half Marathon Kristi Wells kristi@safehouseproject.org	?	<i>FYI Only</i>
Downtown				
Not scheduled	3 PM-9 PM	Horsepower on Main Street Team Shelby - Justin Emanul 876-9160 teamshelbyva@gmail.com	1 Sat 2 PM-9 PM Main Closed & Patrol	2 PW Sat 1:30 PM-9 PM
Main Street	Car Show			
Restrooms	100 cars			
	Resolution			
10/31/2019	5 P-8 P Main Street Community 2000 p	Halloween Safe Trick or Treat street close Main, Grace, Institute	# (determined by PD)	<i>FYI Only</i>
Main Street				
Restrooms				

2019 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
NOVEMBER				
Not scheduled	10 A-1 P WC Trails	IOW Schools 65 Roses 6K IOW Schools-Holly Goetz 582-1191 hgoetz@iwcs.k12.va.us		
	200 P			
11/11/2019	11 AM-12 PM Vet Mem Community 150 p	Veterans Day Ceremony VFW	1 Sat 10:30 AM-11:30 AM	<i>FYI Only</i>
11/16/2019	350 p 8 P-12 P Smithfield Center Gala 300 p	WCFB Park Lovers Party	1 Fri 5:30 PM-10:30 PM	
11/23/2019	6 PM-9 PM Main Street Market 5000 p Resolution	Holiday Evening Market Meredith Marchant 375-3031 cketcham@isleofwightus.net Main Street from Church to Underwood - 3pm - 11pm	4 Sat 3 PM-11 PM Event Patrol	6 PW Fri 3 PM-11 PM
DECEMBER				
12/6/2019	Sat, Sun Smithfield Center Trade Show & Home Tours	Antique Show	<i>FYI Only</i>	
12/6/2019	5:30 P-6:30 P Times Gazebo Community 200 p	Tree Lighting Ceremony & Light Up Main	4 Fri 5 PM-6:30 PM	<i>Service order for assistance in putting up tree on 11/27/17</i> cones
12/14/2019	500 p 8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa	<i>FYI Only</i>	<i>FYI Only</i>
12/14/2019	10:30 A-12 P Main Street Parade 3000 p Resolution	Christmas Parade Tourism-Connie Chapman 902-2164 cchapman@isleofwightus.net closure of parade route - 8am until parade end	# (determined by PD)	# (determined by PW)
Not scheduled	10:30 A-12 P SC Concert 400 P	Christmas Concert John Edwards editor@smithfieldtimes.com		
12/26/2019	7 P-11 P Smithfield Center Fundraiser 200 P	Delta Holiday Dance	1 6:30 PM-11:30 PM Event Patrol	

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

December 14, 2018

TO: Town of Smithfield Public Buildings and Welfare Committee

FROM: Brian S. Thrower, Town Manager *BST*

SUBJECT: Town Council Meetings – Request to Change Time

As you are aware, you currently hold your regular meetings at 7:30 p.m. In order to start and finish meetings earlier, I am recommending you change your meeting time to 6:30 p.m. on those evenings.

Recommendation

I recommend you approve holding your regular Town Council meetings at 6:30 p.m.

Attachments

Town Code Section 2-71. Date and Place of Regular Meetings; Special Meetings.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189

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Sec. 2-71. - Date and place of regular meetings; special meetings.

The town council shall hold its regular meetings in the council chamber on the first Tuesday of every month. The council may be convened at any time upon the call of the mayor or any three councilmembers. No business shall be transacted at a called meeting, except that for which it was called, unless the council is unanimous.

(Code 1982, § 2-27)



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

December 14, 2018

TO: Town of Smithfield Public Buildings and Welfare Committee

FROM: Brian S. Thrower, Town Manager *BST*

SUBJECT: Town Hall Renovations

Council Member Beth Haywood requested this item be placed on the agenda for discussion.

Attached is the proposal I received from Kimley-Horn pertaining to the estimated cost of preliminary architectural services for Town Hall renovations associated with moving the Town Manager's Office over to Town Hall, expansion of the Treasurer's Office into the old dispatching office, and other space needs that may be identified during this process.

The estimated cost for these initial architectural services is \$9,300 (see attached Task Order). Additional fees will be incurred for the preparation of construction drawings, bidding and construction phase services, construction observation services, and additional meetings beyond what is described in the outlined tasks. I will be signing this agreement so that Q-Design can commence this work. We will be using the savings from the elimination of the Contracts Manager position in order to pay these architectural expenses.

Attachment

Task Order

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189

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TOWN OF SMITHFIELD TASK ORDER No. 3

December 8, 2018

Project Title: Town Hall Renovations – Feasibility Study

■
Suite 1011818
Rock Landing Or.
Newport News, Virginia
23606

This Task Order is entered into by and between Kimley-Horn and Associates, Inc. (Consultant) and the **Town of Smithfield** (Owner). This Task Order incorporates by reference the Consulting Agreement entered into by the Parties dated November 20, 2017 (the Master Consulting Agreement). The Master Consulting Agreement is hereby amended and supplemented as follows:

Background and Project Description:

The Town of Smithfield would like to relocate the Town Manager's office and staff to the existing Town Hall building on Institute St. Prior to preparing construction documents for renovations to accommodate additional space, a feasibility study is required. Kimley-Horn will subcontract with Q-Design Architects to perform a feasibility study and space needs analysis for the Town. The Scope of Services below further details this analysis and deliverables.

Scope of Services:

Task 1: Project Management

This task includes efforts necessary for project initiation, billing, general coordination with the Owner, and project management.

Kimley-Horn will coordinate with our sub-consultant, Q-Design. This task includes review of information and meeting attendance (up to 2 meetings) with the Town.

Task 2: Feasibility Analysis

Our sub-consultant will prepare a feasibility study that generally consist of the following:

- Conduct interior architectural survey and photography of existing Town Hall
- Draw as-built floor plans
- Develop programmatic requirements with Town staff
- Obtain and review preliminary assessments of existing mechanical, plumbing, electrical and structural systems
- Provide schematic floor plan design
- Conduct one (1) design presentation to include finalized program, existing and proposed floor plans, building system assessment summary, and estimated construction costs for renovation

Deliverables

- Digital PDF of documents described above

ADDITIONAL SERVICES: Should the needs arise; the following services may be negotiated for an additional fee for this project:

- Construction Drawings
- Bidding and Construction Phase services
- Construction Observation Services
- Additional meetings beyond what is described in the tasks above

Project Schedule: The Consultant will commence its services on or as soon as practicable after the date of the execution of this Task Order and receipt of a written Notice to Proceed.

Basis of Compensation

Task No.	Phase Description	Fee	Basis of Compensation
1	Project Management	\$1,500	Lump Sum
2	Feasibility Analysis	\$7,500	Lump Sum
3	Expenses (Estimated)	\$300	Not to Exceed
Total Estimated Fee		\$9,300	

Miscellaneous Provisions

Regulatory matters: Except as otherwise required or provided in the Scope of Services, Consultant will not meet or confer with any member of any federal, state or local regulatory agency concerning the services without obtaining the prior consent of Owner.

IN WITNESS WHEREOF, Owner and Consultant have executed this amendment to the Master Consulting Agreement.

OWNER: The Town of Smithfield

BY: _____
 Brian Thrower, Town Manager

 Date

Address for giving notices:

P.O. Box 246
 Smithfield, VA 23431
 Phone: (757) 365-4200
 Fax: (757) 365-9508

Kimley»Horn

CONSULTANT: KIMLEY-HORN AND ASSOCIATES, INC.

BY:  _____

TITLE: Associate _____

DATE: 12/8/2018

Address for giving notices:

ATTN: Jamie H. Weist, PE

11815 Fountain Way, Suite 300

Newport News, VA 23606

Phone: 757-320-5636

Mobile: 757-650-9624

E-mail: Jamie.weist@kimley-horn.com