May 18, 2018

TO: **SMITHFIELD TOWN COUNCIL**

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

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

MONDAY, MAY 21ST, 2018 @ 4:00 p.m.

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

1. Public Comment
2. Operational Updates

Immediately following the conclusion of the above meeting:

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

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1. Public Comment

TAB # 1 2. Underground Utility Services Contract Renewal
TAB # 2 3. Sanitary Sewer Rehabilitation Services Contract Renewal
(forthcoming) 4. Utility Agreement between the Town of Smithfield and Isle of Wight County
TAB # 3 5. HRSD – Amendment to Consent Order

Immediately following the conclusion of the above meeting:

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

1. Public Comment
2. Contribution Requests for Fiscal Year 2018/2019
   a. YMCA
3. Update on April Financial Statements and Graphs

TAB # 4	4.	April Cash Balances / VML Investment Pool Update
TAB # 5	5.	Invoices Over $10,000 Requiring Council Authorization:
		a. Windsor Castle Restoration Project $100,000.00
		b. REW Corporation $ 10,250.00
		c. Atlantic Communications, Inc. $ 14,625.94
		d. Isle of Wight General Obligation Bond $ 39,593.60
TAB # 6	6.	Proposed Personnel Policy Amendments
	7.	Pre-Public Hearing Discussion: FY 2018/2019 Proposed Budget
	8.	Closed Session: Contract Negotiations

TUESDAY, May 22nd, 2018 @ 4:00 p.m.

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

	1.	Public Comment
TAB # 7	2.	Operational Update – Committee Report / Park Project Update / 2018 Special Event List
TAB # 8	3.	Park Project Application – QR Code Signs at Windsor Castle Park for the Visually Impaired
TAB # 9	4.	Joseph W. Luter, Jr. Sports Complex - Update from Project Manager Brian Camden
	5.	Windsor Castle Park Tree Clearing

Immediately following the conclusion of the above meeting:

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

	1.	Public Comment
	2.	Operational Updates

Immediately following the conclusion of the above meeting:

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

	1.	Public Comment
TAB # 10	2.	Pre-Public Hearing Discussion: Special Use Permit – 958D John Rolfe Drive – Photography Business
TAB # 11	3.	Pinewood Heights Relocation Project – Phase III and Phase IV Update
TAB # 12	4.	Demolition Services Contract Renewal
TAB # 13	5.	Isle of Wight County Museum Partnership Agreement between the Town of Smithfield and Isle of Wight County
TAB # 14	6.	Windsor Castle Restoration Project Update

***** Additional Item Not Listed on Committee but will be on Council's June 5th, Agenda*****

- Approval of May 1st, 2018 Town Council Meeting Minutes
- Appoint a Nominating Committee to fill the Expiring Term of Christopher Gwaltney (6-30-2018) on the Board of Zoning Appeals
- Accept Deed for 26 Jamestown Avenue as Part of the Pinewood Heights Relocation Project - Phase III

WATER AND SEWER COMMITTEE

TOWN OF SMITHFIELD

"The Ham Capital of the World"

DATE: May 22, 2018

TO: SMITHFIELD TOWN COUNCIL- WATER AND SEWER COMMITTEE

FROM: ASHLEY ROGERS, CHBR
HUMAN RESOURCES DIRECTOR

SUBJECT: UNDERGROUND UTILITY CONTRACT – CONTRACT RENEWAL

Each year the town engages the services of an underground utility contractor for scheduled and emergency repairs/replacement to sanitary sewer and water systems over 6 feet deep. The town does not own the equipment required to perform this type of work. The town has a contract with Lewis Construction for the 2017/2018 fiscal year and the town reserves the right to renew the contract for one additional year. The current contract will expire June 2, 2018.

Staff has been pleased with the work Lewis Construction has performed and recommends that this contract be renewed for an additional year. There will be no changes in contract terms or prices.

TOWN MANAGER'S OFFICE
911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9506
www.smithfieldva.gov • Local Cable Channel 189
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TOWN OF SMITHFIELD

"The Ham Capital of the World"

DATE: MAY 16, 2018

TO: SMITHFIELD TOWN COUNCIL- WATER AND SEWER COMMITTEE

FROM: ASHLEY ROGERS
HUMAN RESOURCES DIRECTOR

SUBJECT: SANITARY SEWER REHABILITATION

Each year the town engages the services of a sanitary sewer rehabilitation contractor to clean and line damaged sewer lines. The town does not own the equipment necessary to perform this type of work. The town had a contract with Tri-State Utilities for the 2017/2018 fiscal year and the town reserves the right to renew the contract for one additional year. The current contract will expire June 2, 2018.

The sanitary sewer rehabilitation contract includes the following type of work:

- Provide labor and equipment to clean and TV sanitary sewer lines prior to lining
- Provide labor and equipment to install CIPP or Ultraliner Liner. The work shall include traffic control and bypassing
- All active laterals shall be reinstated internally using robotic cutters
- Existing lift station cannot be shut down. Bypass will have to be setup upstream of sanitary sewer lines to be lined

Staff has been pleased with their work and recommends that this contract be renewed one additional year. There will be no changes in contract terms or prices.

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Memorandum of Agreement (MOA) between HRSD and Localities

- Original MOA executed in 2014 to memorialize the "hybrid" regionalization approach for meeting the requirements of the Federal Consent Decree and the Virginia Special Order by Consent.
    - HRSD assumed regional responsibility for wet weather capacity in the entire Regional Sanitary Sewer System which was defined to include the localities collection systems as well as the HRSD interceptor system.
    - Relieved localities of responsibility to make wet weather capacity improvements to their systems. Localities only responsible for Maintenance, Operation and Management (MOM) of their collection systems (state Order was amended to only require MOM).
    - HRSD responsibility for wet weather capacity, including all liability for wet weather overflows would commence upon completion of the construction and rehabilitation work identified in the approved Regional Wet Weather Management Plan estimated to be around 2043.
- Amendment is needed due to the adaptive management based integrated plan HRSD submitted to satisfy the requirements of the Federal Consent Decree. Under this plan HRSD will perform priority wet weather work between 2018 and 2030. These five areas will reduce regional wet weather overflow volume by nearly 50 percent with a $200 million investment. At the same time HRSD will implement SWIFT, investing an estimated $1 billion in this important sustainable initiative. In 2028, HRSD has proposed to revisit the regional wet weather capacity needs, validate assumptions used in the RWWMP, gather updated data and develop a final remedial measures plan to address remaining wet weather issues in the region which will be submitted to EPA in 2030. Depending on the extent of that plan, completion of wet weather work will likely extend out beyond 2053.
- Given the extended schedule, HRSD is willing to accept responsibility and liability for all regional wet weather overflows earlier than proposed in the original MOA. The amendment is required to transfer this liability to HRSD upon approval of the integrated plan (2019) as opposed to upon completion of the implementation of the regional wet weather management plan (2053+).
- Terminology in the amendment had to be modified as the regional system will not have been upgraded to convey flows at a specific level of service, the originally envisioned basis for determining whether an overflow was capacity related. The amendment adds a broad definition of a capacity related overflow. HRSD and the localities will jointly investigate suspected capacity overflows and reach a mutual agreement as to the cause and liable entity based upon this definition.

FINANCE

COMMITTEE

CASH BALANCES AS OF APRIL 2018					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,725,768.77	(859,004.43)	(107,172.07)	759,592.27
Water-Debt Service	Farmers Bank	756,470.29	56,784.19	-	813,254.48
Water Capital Escrow (availability fees)	TowneBank	453,796.74	29,920.00	-	483,716.74
Water Treatment Plant Escrow	TowneBank	11,594.44			11,594.44
Water Deposit Account	TowneBank	78,744.18			78,744.18
Water Development Escrow	TowneBank	121,392.08	2,400.00	-	123,792.08
Subtotal Water		3,147,766.50	(769,900.24)	(107,172.07)	2,270,694.19
Sewer	Farmers Bank	386,361.54	(51,459.03)	(215,796.58)	119,105.93
Sewer Development Escrow	TowneBank	380,587.10	2,400.00	-	382,987.10
Sewer Capital Escrow (availability fees)	TowneBank	721,598.39	45,320.00	-	766,918.39
Sewer Compliance	Farmers Bank	2,160,935.57	148,830.51	-	2,309,766.08
Subtotal Sewer		3,649,482.60	145,091.48	(215,796.58)	3,578,777.50
Highway	Farmers Bank	168,384.83	192,965.26	-	361,350.09
General Fund	Farmers Bank	5,083,821.52	1,067,278.23	322,968.65	6,474,068.40
Payroll	Farmers Bank	203,813.06			203,813.06
Money Market-General Fund	TowneBank	2,207.85			2,207.85
Business Super Now-General Fund	Farmers Bank	33,861.99			33,861.99
Money Market-General Fund	Farmers Bank	294,978.13			294,978.13
General Fund Capital Escrow Account	TowneBank	216,780.71	489,553.00		706,333.71
Certificate of Deposit	Farmers Bank	526,894.81			526,894.81
Certificate of Deposit-Police Dept	Farmers Bank	37,002.55			37,002.55
Special Project Account	Farmers Bank	1,118,583.92	(1,088,556.48)		30,027.44
Pinewood Heights Escrow	Farmers Bank	47,347.92			47,347.92
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	175,476.82			175,476.82
Windsor Castle Acct	TowneBank	93,500.00			93,500.00
S. Church Street Account	TowneBank	36,431.25	(36,431.25)	-	-
Subtotal General Fund		7,872,919.28	431,843.50	322,968.65	8,627,731.43
TOTAL ALL FUNDS		14,838,553.21	-	-	14,838,553.21

Account Statement

April 2018

Town of Smithfield

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

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

Summary

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

Beginning Cost	Beginning Market Value	Contributions	Withdrawals	Income Earned	Ending Market Value	Ending Cost	Current Month Unrealized G/L
514,650.65	510,660.55	0.00	43.32	618.35	510,078.84	515,225.68	-1,156.74

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
04/01/2018	Income Earned	19.08			9.931264	1.921	
04/13/2018	Withdrawal		43.32		9.924101	4.365	0.00
04/13/2018	Income Earned	284.03			9.924101	28.620	
04/30/2018	Income Earned	315.24			9.908776	31.814	
04/30/2018	Ending Balance			510,078.84	9.908776	51,477.482	

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

Virginia Investment Pool
A Service of VML/VACo Finance

Account Statement

April 2018

Town of Smithfield

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

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

Summary

Average Monthly Yield: 1.88%

		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
04/30/2018	Ending Balance			0.000	

Virginia Investment Pool
A Service of VML/VACo Finance

Daily Rates

April 2018

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Apr-18	0.000049455	1.81%
02-Apr-18	0.000049742	1.82%
03-Apr-18	0.000049601	1.81%
04-Apr-18	0.000049455	1.81%
05-Apr-18	0.000050003	1.83%
06-Apr-18	0.000050337	1.84%
07-Apr-18	0.000050337	1.84%
08-Apr-18	0.000050337	1.84%
09-Apr-18	0.000050551	1.85%
10-Apr-18	0.000050825	1.86%
11-Apr-18	0.000051099	1.87%
12-Apr-18	0.000051099	1.87%
13-Apr-18	0.000051373	1.88%
14-Apr-18	0.000051373	1.88%
15-Apr-18	0.000051373	1.88%
16-Apr-18	0.000051647	1.89%
17-Apr-18	0.000051921	1.90%
18-Apr-18	0.000051921	1.90%
19-Apr-18	0.000051921	1.90%
20-Apr-18	0.000051921	1.90%
21-Apr-18	0.000051921	1.90%
22-Apr-18	0.000051921	1.90%
23-Apr-18	0.000052195	1.91%
24-Apr-18	0.000052195	1.91%
25-Apr-18	0.000052468	1.92%
26-Apr-18	0.000052560	1.92%
27-Apr-18	0.000052742	1.93%
28-Apr-18	0.000052742	1.93%
29-Apr-18	0.000052742	1.93%
30-Apr-18	0.000052715	1.92%

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

INVOICES - OVER $10,000.00 REQUIRING COUNCIL AUTHORIZATION

REW Corporation
3708 Adams Street
Suite E
Portsmouth VA 23703
757-686-0800
License: 2701 033089A

VENDOR # 13291

ACCOUNT # 04-004-442070-0000-47000

DEPT HEAD

TOWN MANAGER

Contract Invoice

Invoice#: 978179-1

Date: 04/19/2018

Billed To: Town of Smithfield
P.O. Box 246
Smithfield VA 23430

Project: Crescent PS - Piping
Crescent PS
Smithfield VA 23431

Due Date: 05/19/2018 **Terms:** Net 30 Days **Order#**

Description	Amount
Invoice	10,250.00

Notes:

This invoice is for labor and materials to demo existing EPC and install new 8" DI EPC per proposal dated 11-6-17. If you have any questions please let me know.

Emergency Pump Connection

Thank you,
Tammy Gregory

Town Council Approved purchase 1-3-18

A service charge of 18 % per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your business and prompt payment!

Non-Taxable Amount:	10,250.00
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	**10,250.00**

Attachment VII-5b

AFFIDAVIT AND WAIVER OF LIENS

The undersigned, **Jon Gregory Dickson, President**, a **Virginia Electrical Contractor** ("Affiant"), is a general contractor, subcontractor, material provider or other entity or person furnishing services, labor and/or materials in the construction or repair of improvements to real estate located at **Smithfield, VA** owned by Town of Smithfield. ("Owner").

Affiant has requested payment in the amount of **$ 10,250.00** (the "Payment"), as set forth in the invoice to which this Affidavit and Waiver of Liens is attached (the "Invoice"). For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Affiant, pursuant to due authority, does hereby:

(1) Warrant to Owner and any lienholder or bond claimant that (a) as of the date of the Invoice, Affiant has paid (or shall, promptly upon Affiant's receipt of the Payment, pay) all amounts then due from Affiant to all persons, firms, associations, corporations, or other entities furnishing labor, materials, equipment or supplies with respect to the construction or repair of improvements upon the real estate identified above pursuant to that contract for the **Provided labor and materials for Piping at Crescent PS** Project between Owner and **R.E.W. Corporation** (the "Agreement"), (b) upon receipt of the Payment, none of such laborers, sub-subcontractors, suppliers, material men, or claimants has any claim, demand or lien against Owner's property (real or personal), facilities or any part thereof and (c) all applicable taxes, fees and benefits relating directly or indirectly to the amounts invoiced in the Invoice have been (or shall, promptly upon Affiant's receipt of the Payment, be) paid in full.

(2) Certify to Owner that Affiant (a) upon receipt of the Payment, has no outstanding claims against Owner, or anyone for whom Owner is responsible, in connection with the services, labor or work performed or materials and equipment supplied by the Affiant or anyone claiming through Affiant, (b) has not and will not exercise or assign any right to perfect a lien against Owner's property, facilities or any part thereof based upon materials or equipment delivered and/or services performed in connection with the amounts invoiced in the Invoice and (c) has the right, power and authority to execute this Affidavit and Waiver of Liens; and

(3) Remise, release, waive, relinquish and forever quitclaim unto Owner, its successors and assigns, all rights that presently exist or hereafter may accrue to Affiant to file any lien or claim of any kind whatsoever against the above stated real estate based on the delivery of materials or equipment and/or the performance of services in connection with the Invoice.

IN WITNESS WHEREOF, this Affidavit and Waiver of Liens is executed this **19th** day of **April, 2018** pursuant to due authority.

R.E.W. Corporation

By: _____
Name: **Jon Gregory Dickson**
Its: **President**

STATE OF **Virginia**,
CITY/COUNTY OF **Portsmouth**:

Subscribed and sworn before me this **19th** day of **April, 2018.**

Tammy M. Gregory
(Notary Public)

My Commission expires: **06/30/2020**
#7229380

3708 Adams Street, Suite E
Portsmouth, Virginia 23703
Ph. 757.686.0800
Fax 757.686.0823

November 6, 2017

Town of Smithfield
Attn: Jessie Snead
911 South Church Street
Smithfield, VA 23431

Project: Crescent EPC

Dear Mr. Snead:

As per your request for pricing, R.E.W. Corporation will provide labor and materials to demo existing EPC and install new 8" DI EPC.

We are pleased to offer this proposal for the lump sum price of:

- **Lump Sum .....$ 10,250.00**

- ***NOTES:***
  - Town to provide bypassing operations and pump truck to draw down and clean Wet Well during new pipe work inside Wet Well

We appreciate the opportunity to provide this information and hope this meets with your approval. If there are any questions, please call. Thank you.

Very truly yours,
R. E. W. Corporation

Steve Bott
Project Manager

ATLANTIC COMMUNICATIONS INC.
4811 MARKET DRIVE

Service Invoice

Date	Invoice #
3/6/2018	110804

Bill To
SMITHFIELD POLICE DEPT. ACCOUNTS PAYABLE P.O. BOX 246 SMITHFIELD, VA 23431

Ship To
SMITHFIELD POLICE DEPT. ACCOUNTS PAYABLE P.O. BOX 246 SMITHFIELD, VA 23431

Vendor #

Account # 04-100-431100-0000-48100

Dept. Head

Town Manager

Terms	P.O. No.	Tech	Account #
Net 30		CMS	11940

Item	Qu...	Description	Rate	Serial Number	Unit Number	Amount
		2017 FORD PI UTILITY - MARKED				
C3100-PIU	2	CODE3 SPEAKER FOR PI UTILITY (PRIMARY SPEAKER)	165.00			330.00
36-2055	2	WESTIN PUSH BUMPER FOR 2016+ PI UTILITY	323.61			647.22
36-6005C2CH	2	WESTIN PUSH BUMPER LIGHT CHANNEL, 2 CHASE LIGHTS	25.00			50.00
CD3766-BW	8	PUSH BUMPER LIGHTS (2 FRONT, 2 SIDES)	76.50			612.00
21TRPL47-TR9	2	21 SERIES LED LIGHTBAR	1,150.00			2,300.00
CC-FDUV-14...	2	TROY CONSOLE FOR PI UTILITY, 14" SPACE W/HOLE COVER APPLICATION	280.00			560.00
AC-ARMMN...	2	FLIP UP ARMREST	101.50			203.00
AC-INBHG	2	DUAL INTERNAL CUPHOLDER, TROY	32.50			65.00
371328	2	3 CIG OUTLET BOX WITH MOUNT FACEPLATES; XCEL, MOTOROLA RADIO, BLANKS	24.00			48.00
CM-UMSH-S...	2	CONSOLE COMPUTER MOUNT COMPUTER DOCK (CUSTOMER PROVIDED)	238.00			476.00
475-1040	2	JOTTO, PARTITION FOR 13+ PI UTILITY	585.00			1,170.00
475-1041	2	JOTTO, LOWER EXTENSION PANEL FOR UDRH PARTITIONS	84.50			169.00
475-0974	2	Replacement Bio-Seat System for Ford PI Utility	1,180.00			2,360.00
475-0309	2	JOTTO VERTICAL WINDOW ARMOR, FORD PI UTILITY	222.30			444.60
475-0191	2	SINGLE AR15 VERTICAL GUN MOUNT FOR RECESS PARTITION	233.42			466.84
3492L6S	2	XCEL, SIREN/LIGHT CONTROLLER	295.00			590.00
CD3766-BW	4	B-PILLAR LIGHTS	76.50			306.00
XT6LBKT	4	BPILLAR BRACKETS	5.23			20.92
		OPTICOM (CUSTOMER PROVIDED)				
M180S-B	4	UNDER MIRROR LIGHTS	82.88			331.52
BSM-BKT-PIU	2	BELOW MIRROR BRACKET FOR CODE3 LIGHTS	27.00			54.00
CD3766-BW	4	UPPER REAR DECK LIGHTS	76.50			306.00
XT6LBKT	4	UPPER REAR DECK BRACKETS	5.23			20.92
HB6PAK-BB	4	6PACK LED (BLUE/BLUE) HB6PAK-BB	62.50			250.00

Phone #	Fax #	E-mail
757-380-8498	757-247-0428	accounting@atlanticcom.net

ATLANTIC COMMUNICATIONS INC.
4811 MARKET DRIVE

Service Invoice

Date	Invoice #
3/6/2018	110804

Bill To
SMITHFIELD POLICE DEPT. ACCOUNTS PAYABLE P.O. BOX 246 SMITHFIELD, VA 23431

Ship To
SMITHFIELD POLICE DEPT. ACCOUNTS PAYABLE P.O. BOX 246 SMITHFIELD, VA 23431

Terms	P.O. No.	Tech	Account #
Net 30		CMS	11940

Item	Qu...	Description	Rate	Serial Number	Unit Number	Amount
HB6PAK-BB	4	REVERSE LIGHT INSERTS	62.50			250.00
CD3766-BW	4	REAR SIDE CARGO WINDOW LIGHTS	76.50			306.00
XT6LBKT	4	REAR SIDE CARGO WINDOW BRACKETS	5.23			20.92
		RADIO (CUSTOMER PROVIDED)				
		CAMERA (CUSTOMER PROVIDED)				
97002	8	FUSE PANEL, ATC 6 POSITION	18.00			144.00
35951	2	BLACK VHF ROD	12.00			24.00
78815	2	CABLE, 3/4 BRASS MOUNT NO CONN	16.00			32.00
71969	2	MINI-UHF CONNECTORS, RG58	5.00			10.00
SHIPPING	2	SHIPPING AND HANDLING	129.00			258.00
INSTALL	2	INSTALLATION	900.00			1,800.00
		WORK COMPLETE AND CARS DELIVERED.				
		EMAILED 3-6-2018				
		EMAILED 5-9-2018				

Total		$14,625.94
Payments/Credits		$0.00
Balance Due		$14,625.94

Phone #	Fax #	E-mail
757-380-8498	757-247-0428	accounting@atlanticcom.net

TID: 54-0736038 THIS INVOICE IS SUBJECT TO A 1.5% PER MONTH LATE PAYMENT CHARGE.
WE ACCEPT CASH/CHECK/EFT/ACH. CREDIT CARD PAYMENTS ARE SUBJECT TO A 3% FEE.

Buildings: Town Manager's Office
Police Department

Isle of Wight, Virginia
General Obligation Capital Improvement Bonds, Series 2008

	Principal	Coupon	Interest	Debt Service	Annual Debt Service	33.19% Principal	Interest	Total
7/1/2009	-		56,665.10	56,665.10	-	-	18,807.15	18,807.15
1/1/2010	-		52,306.25	52,306.25	-	-	17,360.44	17,360.44
6/30/2010	-		-	-	108,971.35	-	-	-
7/1/2010	-		52,306.25	52,306.25	-	-	17,360.44	17,360.44
1/1/2011	-		52,306.25	52,306.25	-	-	17,360.44	17,360.44
6/30/2011	-		-	-	104,612.50	-	-	-
7/1/2011	-		52,306.25	52,306.25	-	-	17,360.44	17,360.44
1/1/2012	-		52,306.25	52,306.25	-	-	17,360.44	17,360.44
6/30/2012	-		-	-	104,612.50	-	-	-
7/1/2012	55,000.00	4.00%	52,306.25	107,306.25	-	18,254.50	17,360.44	35,614.94
1/1/2013	-		51,206.25	51,206.25	-	-	16,995.35	16,995.35
6/30/2013	-		-	-	158,512.50	-	-	-
7/1/2013	60,000.00	4.00%	51,206.25	111,206.25	-	19,914.00	16,995.35	36,909.35
1/1/2014	-		50,006.25	50,006.25	-	-	16,597.07	16,597.07
6/30/2014	-		-	-	161,212.50	-	-	-
7/1/2014	60,000.00	4.00%	50,006.25	110,006.25	-	19,914.00	16,597.07	36,511.07
1/1/2015	-		48,806.25	48,806.25	-	-	16,198.79	16,198.79
6/30/2015	-		-	-	158,812.50	-	-	-
7/1/2015	65,000.00	4.25%	48,806.25	113,806.25	-	21,573.50	16,198.79	37,772.29
1/1/2016	-		47,425.00	47,425.00	-	-	15,740.36	15,740.36
6/30/2016	-		-	-	161,231.25	-	-	-
7/1/2016	65,000.00	4.25%	47,425.00	112,425.00	-	21,573.50	15,740.36	37,313.86
1/1/2017	-		46,043.75	46,043.75	-	-	15,281.92	15,281.92
6/30/2017	-		-	-	158,468.75	-	-	-
7/1/2017	70,000.00	5.00%	46,043.75	116,043.75	-	23,233.00	15,281.92	38,514.92
1/1/2018	-		44,293.75	44,293.75	-	-	14,701.10	14,701.10
6/30/2018	-		-	-	160,337.50	-	-	-
7/1/2018	75,000.00	5.50%	44,293.75	119,293.75	-	24,892.50	14,701.10	39,593.60
1/1/2019	-		42,231.25	42,231.25	-	-	14,016.55	14,016.55

04.100.495500.0000.49502 $ 14,701.10
04.100.495500.0000.49501 24,892.50
00-100-000000-0000-02314 24,892.50
00.100.000000.0000.03900 (24,892.50)

6.2 Sick Leave

(Effective: 07/01/1997; Revised: 07/01/2003, 09/04/2007, 05/03/2011, 06/2014, 06/22/2015, 07/01/2017)

OVERVIEW: It is the intent of the Town to provide employees with paid time off for health related reasons

SCOPE: All regular full-time employees are eligible for sick leave.

Accrual:
Employees will accrue sick leave as follows:

Years of Service	Monthly Accrual Rate	Hours Per Year
0-1	6.0	72
1 +	8.0	96

Sick leave will not be accrued during a period of unpaid leave of absence.

Sick leave shall not be counted as hours worked for the purpose of determining overtime~~,~~.

~~with the exception of hours worked under on call duty and/or during an emergency office closure.~~

Maximum Accrual:
Accrued sick leave is carried over from year to year.

For Plan 1 and Plan 2 VRS employees, sick leave may be carried over with no maximum.

For Hybrid Plan VRS employees, total sick leave carry over may not exceed 480 hours.

Use of sick leave:
Sick leave is to be used specifically for an employee or immediate family member illness or to attend medical or dental appointments. Sick leave should not be used in lieu of vacation.

Employees should notify their supervisor as soon as possible when use of sick leave for medical or dental appointments is being requested. Sick leave will be approved for travel to/from medical or dental appointments and for the actual appointment. Additional considerations may be given on a case by case basis.

~~VRS Hybrid employees may use sick leave for those illnesses that are not covered by Workers Compensation or the short term disability program.~~
Immediate family members are defined as: spouse, parent, guardian, brother, sister, child, father-in-law, mother-in-law, grandparent, grandparent in-law, grandchild, step-~~-~~parent or step-~~-~~child.

The employee may take sick leave and/or time without pay to cover an absence related to an injury not covered under the worker's compensation, however it is strongly encouraged for employees to return to work (full-duty) when deemed appropriate by the attending physician and supervisor.

~~VRS Hybrid employees may not take unpaid leave unless a claim has been denied. All absences due to~~

~~illness or non-work related injury must be reported to the short term disability insurer.~~

Verification:
Verification of illness/appointment from a doctor may be requested for use of sick leave when there is a pattern of absenteeism, if there is an indication that the employee's physical condition is adversely affecting work performance, or for an absence of three (3) or more consecutive days. ~~(see Attendance and Punctuality Policy)~~

Personal Leave:
All full-time personnel are eligible to use sixteen (16) hours of sick leave per year for personal reasons. Personal leave is intended to provide employees paid leave to perform volunteer work or to meet the personal needs of the employee outside of the regular leave provisions.

Personal leave is non-cumulative and must be taken in the fiscal year granted. These days will not be carried over to the next fiscal year, nor are they paid upon separation of employment. Unused personal leave days will remain left in the employee's sick leave balance. Personal leave must be scheduled and approved in advance by the employee's immediate supervisor.

Retirement from Town Employment:
Retiring employees participating in VRS Plans 1 or 2 will receive payment for 25% of their accrued, but unused sick leave balance at the time of retirement up to a maximum of $2,500. Any remaining balance will be forfeited.

Retiring employees participating in the VRS Hybrid plan will receive payment for 100% of their accrued, but unused sick leave balance at the time of retirement up to a maximum of $2,500.

Sick Leave Sharing
Employees are encouraged to save as much sick leave as possible for emergencies, illnesses and/or injuries or other unexpected situations; however the Town of Smithfield recognizes that employees may have a family emergency or a personal crisis resulting in the need for time off in excess of their sick leave balance. To address this need, all eligible employees will be allowed to donate sick leave from their unused sick leave balance to colleagues in a verifiable need. Participation is strictly voluntary. ~~The purpose of this policy is to establish guidelines and procedures for transferring sick leave to employees who experience an extended absence from work due to illness or injury. Employees are encouraged to save as much sick leave as possible for emergencies, illnesses and/or injuries or other unexpected situations. Every employee should seek to accrue a minimum of 200 sick hours.~~

~~This leave sharing program is established to help alleviate the financial hardship effects of extended absences without pay. This program allows an employee to donate some of their accrued sick time off to a bank of time to be used by another employee who has a verifiable need.~~

To be eligible to request sick leave donation from the sick leave bank, an employee must have one (1) year of full time employment. Employees who donate sick leave must also be employed with the Town of Smithfield full-time, for a minimum of one (1) year.

Leave sharing is available for employees who are in a "leave without pay" status and have an FMLA qualifying event, which precludes them from working. ~~The employee does not need to meet FMLA service requirements in order to utilize the program.~~ Employees who wish to participate in the program

must complete a Leave Sharing Program Request Form. In addition, the request form must be accompanied by verifiable written evidence of need. The Town Manager in conjunction with the Human Resources department will verify that the employee's request meets the participation requirement as indicated in the Coverage section below.

Coverage

- Leave sharing hours will be granted only for a serious illness to an employee, or a member of an employee's immediate family who has a serious illness which requires the employee's care, preventing the employee from performing their job duties for five (5) or more consecutive workdays. Requests for less than five (5) days will be considered by the Town Manager on a case by case basis.
- Leave is used exclusively for a medical condition of an employee or an employee's immediate family member, as defined under The Family Medical Leave Act (FMLA).
- The employee's or family member's health care practitioner, as defined under FMLA, must document the condition resulting in the leave prior to approval of the leave transfer from the bank of time to the employee.
- Employee must exhaust all available and accrued paid leave, including sick, annual, compensatory time or any other leave before requesting and approval of leave sharing.
- Employee must not be receiving any other form of compensation including, but not limited to social security disability benefits, short term disability benefits, long term disability benefits or compensation through the Virginia Retirement System.
- Recipients shall continue to accrue service in accordance with the provisions of the other appropriate policies and guidelines.
- Recipients must not have been disciplined for abuse of sick leave or excessive absences within the past twelve (12) months.
- Recipients must have contributed to the program prior to utilizing the leave sharing bank.

Parameters for Leave Sharing Program

- Leave sharing transfers will be donated to a bank of time that can be used for all qualifying employees rather than for a specific employee.
- Employees with one or more years of service may participate as a donor.
- Employees may donate in four~~eight~~ (4~~8~~) hour increments, up to forty (40) hours or fifty percent (50%) of their current sick leave balance, whichever is less, ~~of sick leave at~~ at one time.
- ~~Employees donating time must have accrued sick leave in excess of forty (40) hours in order to be eligible to donate leave.~~
- Hours will be donated on a one for one basis, regardless of pay or salary, to be paid at the recipient's rate of pay.
- Sick leave hours may not be donated retroactively.
- Donors must complete a Leave Donation Form. If the donor terminates employment, retires, dies or has an insufficient leave balance to meet the eligibility criteria, all responsibility to donate this leave is voided.
- Donated leave will cover only the recipient's normal salary/wages. Employees using donated leave will be fully responsible for their cost share of all benefits, unless otherwise provided by law or these policies.
- The decision to donate sick leave to the bank should be a choice made freely by each employee. Any person attempting to unduly influence another employee to donate leave or directly solicit leave donation either for themselves or other employees shall be subject to disciplinary action,

up to and including termination and any prior agreement made to donate leave under these conditions shall be voided.

- ~~Employees who receive leave under this program are expected to participate as a donor during the course of their employment with the town.~~

Exclusions

- Leave sharing will not be approved for the following instances: elective or cosmetic surgery, unless required as a result of injury or disease; or retroactively to dates prior to request or approval.
- Leave sharing will not be approved when the illness or injury results from any of the following: engagement in a criminal act; self-inflicted intentional injury; or working for another employer.

Limitations

- Employees may receive a maximum of eighty (80) hours of donated leave per pay period.
- The maximum number of hours an employee may be granted/receive during a rolling twelve (12) month period is four hundred eighty (480) hours and is calculated using the employee's regular scheduled weekly hours.

PARKS AND RECREATION COMMITTEE

Parks and Recreation Operation Update

May 2018

Park Facilities Event Listing			
Day	**Date**	**Event Type**	**Location**
Mon	Apr 23	Committee Meetings	Smithfield Center
		Hokie Banquet	Smithfield Center
Tue	Apr 24	Committee Meetings	Smithfield Center
		Business Meeting	Smithfield Center
		Crimeline	Smithfield Center
Wed	Apr 25	Police Department Training	Smithfield Center
		Town Department Staff Meeting	Smithfield Center
Thu	Apr 26	IWA 5K	WC Trails
Fri	Apr 27	State Plates Film Shoot	Downtown
Sat	Apr 28	Windsor Prom	Smithfield Center
		Birthday Celebration	Smithfield Center
Mon	Apr 30	Town Manager Interviews	Smithfield Center
Tue	May 1	Elections	Smithfield Center
		WCFB Meeting	Smithfield Center
		Town Council	Smithfield Center
Wed	May 2	Business Meeting	Smithfield Center
		SVAE Check Giveaway	Smithfield Center
Thu	May 3	Business Meeting	Smithfield Center
Sat	May 5	Optimist Club 5K	Windsor Castle
		Wedding & Reception	Smithfield Center
		Wedding Ceremony	Haydens Lane
Mon	May 7	TRIAD Conference	Smithfield Center
Tue	May 8	Tourism Breakfast	Smithfield Center
		Pinewood Heights Management Meeting	Smithfield Center
		Council Budget Worksession	Smithfield Center
		Planning Commission	Smithfield Center
Wed	May 9	County Employee Service Awards Luncheon	Smithfield Center
		WC Restoration Committee	Smithfield Center
Sat	May 12	Roaming Yoga	Windsor Castle
		Wedding Reception	Smithfield Center
Tue	May 15	Schoolhouse Committee	Smithfield Center
		Tourism –Fam Fest Meeting	Smithfield Center
		Crimeline Meeting	Smithfield Center
		BHAR	Smithfield Center
Wed	May 16	Senior Fish Fry	Smithfield Center
Thu	May 17	County Employee Health Fair	Smithfield Center
Sat	May 19	Smithfield Prom	Smithfield Center
Sun	May 20	Wedding & Reception	Smithfield Center
Upcoming Special Events			
Sat	May 26	Pedal for the Pig Bike Event	Windsor Castle
Mon	May 28	Memorial Day Service	Veterans Memorial
Sat	Jun 2	Clean the Bay Day	Windsor Castle/Clontz
		MS Bike Ride	Windsor Castle
Tue	Jun 5	State of the County Breakfast	Smithfield Center
Wed	Jun 6	Community Garden Grand Opening	Windsor Castle
Sat	Jun 9	Cardboard Regatta	Windsor Castle
		Roaming Yoga	Windsor Castle
Tue	Jun 12	Elections	Smithfield Center

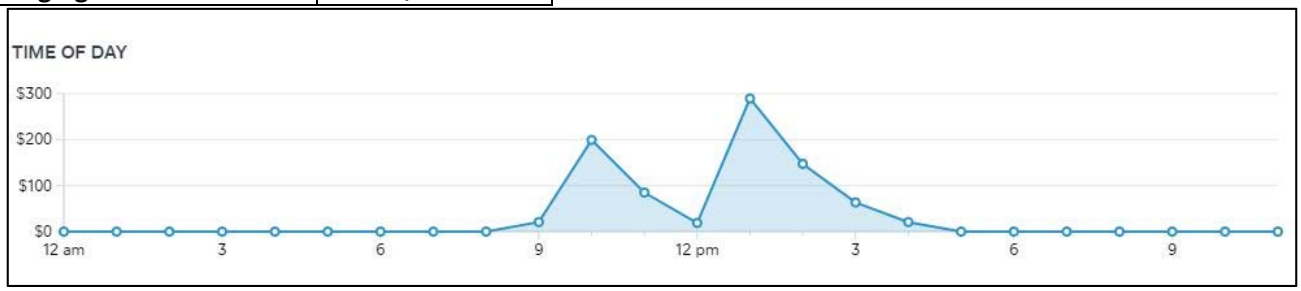
Parks and Recreation Operation Update

May 2018

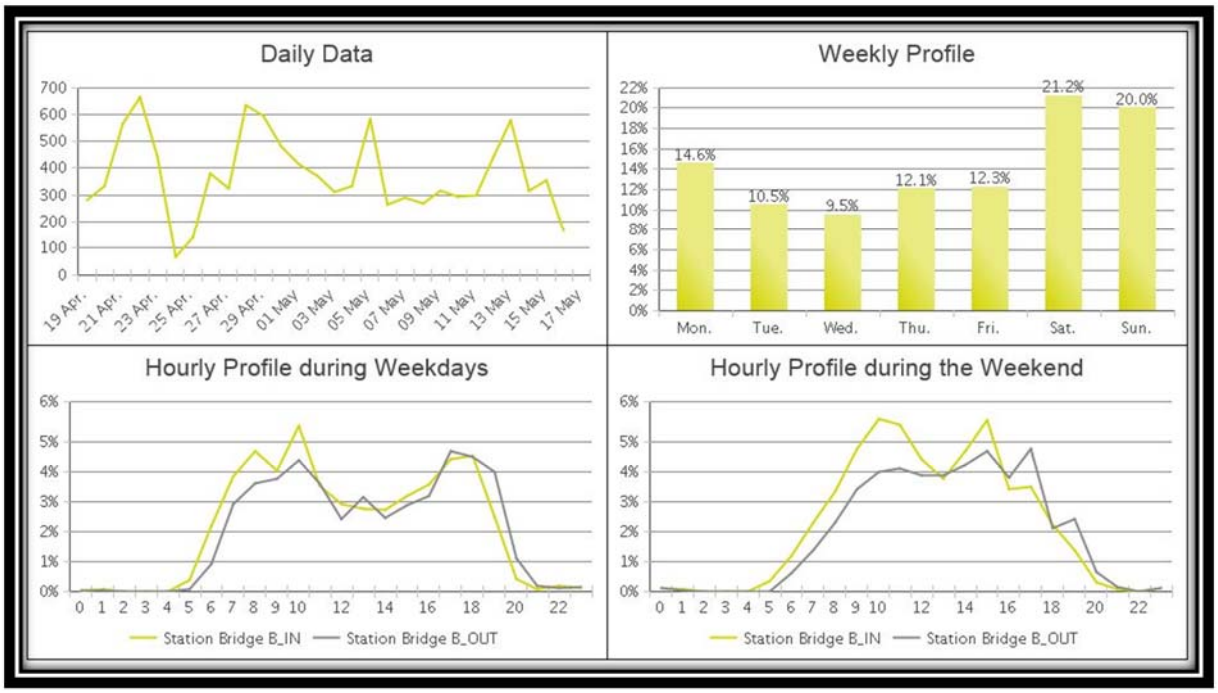
Thu	Jun 14	Flavors of Isle of Wight	Smithfield Center
Fri	Jun 29	Olden Days Concert	Times Gazebo
Sat	Jun 30	Olden Days Festival	Downtown

Windsor Castle Park
Manor House Restoration Project
Update of project will be given during Public Buildings Committee.

Kayak Rentals	
Net as of 5/13/2018	**$ 815**
Staffing Hours	**$ 400**
Net after Staffing Hours	**$ 415**
Averaging Per Weekend	**$ 407**



Eco Counter Data from Smithfield Station Bridge (moved here January 2018)			
Daily Average: 375		Busiest Day of the Week: Saturday	
Busiest Days	Sunday, April 22 (663)	Saturday, April 28 (633)	Sunday, April 29 (596)



Parks and Recreation Operation Update

May 2018

Trail Doc Projects and Hours	
Trail Docs have earned over **93** Volunteer Hour since January 2018.	
Projects completed	Trail repair and maintenance
	Dry wells and drainage ditches cleaned
	Drainage ditch repair
	Tree of Heaven Inspection
	Stilt Grass eradication
	Painting signs

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

Clontz Park Boat Ramp
An invitation to Bid was issued on 5/3/18.
An non-mandatory pre construction meeting was held at Clontz Park on 5/10/18. Three companies attended.
Bids are due 6/7/18/.

Town of Smithfield Park Projects Listing

Completed	Project Name	Location	Applicant Name	Notes	App Submitted	TC Approved
	QR Coded Signs for the Visually Impaired	Windsor Castle	Matthew Lemon, troop 36	4/24/18 QR Code Signs at Windsor Castle that visually impaired people can use to learn about the wildlife and plant life at the park	4/24/2018	
	Install Lions Club Time Capsule	Windsor Castle	Lions Club/Leo Club-Terry Castengay	4/13/18 spoke to Terry about type of brick being used and the brick mason he has selected 2/22/2018 submitted application to install a Lions Club Time Capsule In June 2018 which will be enclosed by a brick pedestal	2/22/2018	4/3/2018
	A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team	5/16/18 put up the signs on Monday 5/21 and have our expo at the park on Tuesday 5/22 from 5:30 - 7:00 1/19/18 Our students would like to use laser printers to construct wood signs to be placed along the walking trail at Windsor Castle Park. These signs would have information about	1/25/2017	4/3/2018
2018	Oyster Restoration	Windsor Castle	Windsor High School, Orignally -Kelly Davis, Chesapeake Bay Foundation	11/1/17 Windsor High School Biology Class is taking over project from Kelly Davis but still working on behalf of Chesapeake Bay Foundation	6/10/2015	7/1/2015
2018	Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7th Graders, Boy Scout Troop 7	1/22/18 Milkweed planting done on Fri, Jan 26th	10/18/2017	11/7/2017
2018	Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School	4/17/18 ready to do an open house on the garden the second week of May 3/1/18 I have a group of students going this Friday to install the gate and lock. Next Friday with a different group, we will till the soil and get everything prepped for planting. On Friday March 16th, again with a different	3/1/2016	4/1/2016
2018	Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class	10/24/17 TC Committees determined that since this project would part of the downtown landscape in the hsitroci district then the applicant must get approval from BHAR	10/25/2017	BHAR
2018	Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout	7/8/17 Making 2 benches that encircle the trees in the same style as the existing benches at the Playscape, Will construct benches off site and assemble on site.	7/8/2017	8/1/2017
2017	Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout			
2016	Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy			
2016	Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622			
2016	Bike Path Repairs	Windsor Castle Bike Path	Jacob Thomas, Eagle Scout			
2015	Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist			
2015	Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36			
2016	Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist	fishing line weight for recycling for wcp was 15ozs. for the year 2017		
2014	Tree Identification	Windsor Castle	Girl Scout Troop 622			

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

Event Date Street Closures	Times Location Type of Event Attendance	Event Name	PD Required $46 per hour per officer	PW Required $30 per hour per staff (2 req)
		MAY		
5/26/2018	8 A-2 P	**Pedal for the Pig**	2 Sat 7:45 AM-9:15 AM Main/Underwood	
	WC/Town Streets	Sharon Bochman	1 Sat 7:45AM-9:15 AM 258/Route 10	
Traffic Assist	Bike Race	bochman@cox.net		
	300 p			
		Fri setup-afternoon		
		Sat setup starts at 6 AM		
		Music 7:30 Am-2:30 PM, 1 tent 30x60		
5/28/2018	11 A-12 P	**Memorial Day Service**	1 Mon 10:30 AM-11:30 AM	No staff
	Veterans Memorial			grass cut by Wed
Traffic Assist	Community			
	150 p			
		JUNE		
6/1/2018	8 P-12 P Smithfield Center Prom 350 p	**Kings Fork Prom**	2 Fri 6:30 PM-12:30 AM	
6/2/2018	7 A-11 A	**Clean the Bay Day**		
	WC/Clontz	WCFB -Kelly Davis		
	Community Cleanup			
	20 p	kellyb413@hotmail.com		
6/2/2018	9 A-5 P	**Multiple Sclerosis Bike Event**	1 Sat 7:30 AM-8:30 AM Mason/Main	No staff
	WC Courtyard & Street	Deborah Richards	1 Sat 7:30 AM-8:30 AM Cary & Grace	(group handles own trash)
Traffic Assist	Bike Race	804-591-3034	1 Sat 9 PM-5 AM Overnight at WC	
	1000 p	deborah.richards@nmss.org	1 Sun 10:45 AM-2 PM Cary/Grace	
			1 Sun 10:45 AM-2 PM Mason/Main	
6/9/2018	8 A-2 P	**Cardboard Regatta**	2 9:30 A-12 P	
reschedule	WC Kayak Launch	Nicolas Manfred 812-2153	boat patrol near Windsor Castle Kayak Launch	
	Boat Event			
	300 p			
6/30/2018	9 A-5 P	**Olden Days and Car Show**	# (determined by PD)	# (determined by PW)
	Main Street	Connie Chapman		
Main Street	Festival	902-2164		
Restrooms	4000 p	cchapman@isleofwightus.net		
	Resolution	Friday - Main Street from Church to Institute from 5pm - 9pm / Saturday - Main Street from Church to Underwood and all of Mason St. from 7am - 5pm		
		JULY		
7/3/2018	9 P-9:30 P	**Town Fireworks**	# (determined by PD)	
	Town Streets			
Station Bridge	Community			
	1000 p			
7/3/2018	5 P-9 P	**Fireworks-Station Parking Lot Assist**	1 5 PM-9 PM	
	Station Parking Lot	Smithfield Station-Randy Pack		
	Officer Request	620-7700		
		randy.pack@smithfieldstation.com		
		AUGUST		
8/7/2018	5 P-7 P Smithfield Center Community 500 p	**National Night Out** Night Out Committee-Kurt Beach 449-4849 kbeach@smithfieldva.gov		
		SEPTEMBER		
9/8/2018		**Safe House Half Marathon**	?	
	downtown	Kristi Wells		
Downtown	Race			
	500 p	kristi@safehouseproject.org		

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

Event Date	Times Location Type of Event Attendance	Event Name	PD Required $46 per hour per officer	PW Required $30 per hour per staff (2 req)
Street Closures				
9/29/2018	9 AM-2 PM	**Vintage Market**	4 Sat 6 AM-3 PM Main Closed & Patrol	4 PW Sat 6 AM-3 PM
	Main Street 100-300	Farmers Market-Cheryl Ketcham		
Main Street	Market	375-3031		
Restrooms	500 p	cketcham@isleofwightus.net		
	Resolution	Main Street from Church to Underwood - 6am - 4:30pm		
OCTOBER				
TBD	4:00 PM	**Smithfield Homecoming Parade**	# (determined by PD)	
	Main Street	Smithfield High-Jill Gwaltney		
Main Street	Parade	371-3918		
	100 p	jillgwaltney@gmail.com		
	Resolution	Rolling closure - Cary St. to Grace to Mason to Main starting at 4pm		
10/6/2018	11 A-9 P	**Bacon (BBB) Festival**	1 Thu 10 PM-6 AM Overnight	4 PW 10 AM-6 PM
	WC Riverfront	Smitfield Events-Gina Ippilito	1 Fri 10 PM-6 AM Overnight	1 light tower, deliver on Wed
Jericho Road	Festival	869-0664	1 Sat 8 AM-1 PM Jericho Road Closure	all trash cans, deliver on Wed
	3500 P	gina@smithfieldvaevents.com	1 Sat 10 AM-6 PM Command Center	clean fishing pier, by Tue
	Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm	2 Sat 10 AM-6 PM Event Patrol 2 Sat 10:30 AM-6 PM Money Drops	
10/6/2018	10 A-7 P	**Smithfield Station Parking/Bar Assist**	1 Sat 10 AM-4 PM Station Parking Lot	
	Station Parking Lot	Smithfield Station Parking Lot Assist	1 Sat 4 PM-7 PM Station Bar	
	Officer Request	Randy Pack		
		randy.pack@smithfieldstation.com		
10/13/2018	8 A-11 A	**Hog Jog**	No. (determined by PD)	*FYI Only*
	Town Streets	IOW COP -Barbara Stafford		
Traffic Assist	5K Race	757-647-4061		
	1000 p	dbstaff@charter.net		
	Resolution	closure of 5K course route - 8:45am - 10:45am		
10/20/2018	6 PM-10 PM Smithfield Center Fundraiser 200 P	**IOW Schools Gala**	1 Sat 5:30 PM-10:30 PM	
10/27/2018	3 PM-9 PM	**Horsepower on Main Street**	1 Sat 2 PM-9 PM Main Closed & Patrol	2 PW Sat 1:30 PM-9 PM
	Main Street	Team Shelby - Justin Emanul		
Main Street	Car Show	876-9160		
Restrooms	100 cars	teamshelbyva@gmail.com		
	Resolution			
10/31/2018	5 P-8 P	**Hamoween**	# (determined by PD)	*FYI Only*
	Main Street			
Main Street	Community			
Restrooms	2000 p			
NOVEMBER				
11/11/2018	11 AM-12 PM	**Veterans Day Ceremony**	1 Sat 10:30 AM-11:30 AM	*FYI Only*
	Vet Mem	VFW		
Traffic Assist	Community			
	150 p			
11/17/2018	6 PM-9 PM	**Christmas Evening Market**	4 Fri 3 PM-11 PM Event Patrol	6 PW Fri 3 PM-11 PM
	Main Street	Farmers Market-Chery Ketcham		
Main Street	Market	375-3031		
Restrooms	5000 p	cketcham@isleofwightus.net		
	Resolution	Main Street from Church to Underwood - 3pm - 11pm		

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

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

Windsor Castle Park
Smithfield, Virginia
Park Project Application

In order to better serve our community, recognized non-profits, educational, community and service organizations, as well as, local government agencies, churches and charitable groups, organizations wanting to complete a project on the town property Windsor Castle Park will have to complete an application process.
This application will be presented for review to the Town Council Parks and Recreation Committee. The project must receive approval by the Parks & Recreation Committee in order to be completed.

Park Project Name	QR Code Signs
Proposed Park and Location in Park	Olney Walking trail @ WCP
Individual/Group Name	Matthew Lemon Troop 36
Website	
Mailing Address	12488 Windjammer Ct, Smithfield, VA

Contacts

Name	Douglas lemon	**Cell Phone**	757	**Email**	dmlemon@yahoo.com
Name	Katie Lemon	**Cell Phone**	757-899-2946	**Email**	lemon2@hotmail.com

Project Description

Puttings Signs/Posts along the trail that include QR codes so the visually impaired may enjoy it as well

Proposed date of installation		**Number of estimated hours to complete project**
May/June 2018		36 hours
If group project participants include youth (under 18), what is the age range?	**How long will individual/group be willing to maintain this project? (ex. months, year)**	**Number of individuals participating in project**
11-18	10+ years	6+

List Benefits of your project to the park and community (add lines if necessary):

New Signs, connection to deeper learning, access for the impaired

Material Item	**Estimated Cost**	**Estimated future Maintenance Cost for this item**

Windsor Castle Park
Smithfield, Virginia
Park Project Application

Plastic	$ 170	0
Lumber	$ 200	>50
Hardware	$ 25	>10
	$	

Maintenance of Project:

The town asks that all applicants consider how long they will be able to maintain the proposed project, and if and when the applicant is no longer able to do so, then the applicant is asked to consider the following:

1. Asking another person/group to take over maintenance.
2. If unable to find a group to take over maintenance, then the applicant is responsible for removing the item from the park.

Please state your plan for this process below:

Lions club has agreed to take over maintenance

Does the group hold a certificate of insurance?

Policy Number	
Name of Insurance Liability Carrier	
Insurance Company Address	
Insurance Company Phone Number	

I have received, read thoroughly, understand and will comply with the policies and procedures governing Windsor Castle Park Projects.

Print Name of Project Manager (must be 18 years or older to submit application)	Kathryne Lemon
Date Application Completed	4/24/18

Attach the following documents:

Promotional materials about organization or project
Project site map that shows a sketch of project and desired location in park

Project approval will be verified by a letter from the Town of Smithfield. Any restrictions or special guidelines listed in the approval letter must be adhered to in order to complete the project.

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

May 18, 2018

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

JOSEPH W. LUTER JR. SPORTS COMPLEX - PROJECT UPDATE NO 15

Dear Mr. Stephenson,

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

RAD Sports Construction: Site Work:

RAD Sports has stayed on the project site all month correcting punch-list issues, fine grading topsoil, fine grading stone sub-base material in the parking lots, installing the new storm drain crossover on Courthouse Highway and laying asphalt.

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

Blair Brothers Paving company mobilized into the site on Monday, May 14 and started to fine grade the parking lots. RAD notified the geotechnical inspector to conduct proof roll inspections of the existing subgrade material prior to fine grading the stone. The proof roll operation was also witnessed by myself and Jesse Snead, and most of the areas tested were satisfactory.

Unfortunately, the asphalt installation was suspended due to rainy weather and is now scheduled to re-commence next Wednesday, May 23 if the site has dried out sufficiently.

As noted above, all areas of the existing stone subgrade material passed inspection except for one area along the entrance road. Upon further examination it was also determined that the stone subgrade material did not extend far enough to the edge of the designed pavement, and that additional stone would have to be added.

RAD Sports has subcontracted the new storm drain pipe crossover under Courthouse Highway to Lewis Construction Company, who started work on Monday morning, May 9. This operation was executed in phases, required one lane of traffic to be closed each day and was completed on schedule.

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

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A concealed condition was discovered during the road excavation for the new storm pipe. As shown in the picture above, there was approximately 15” of existing asphalt under the roadway, and VDOT required the same amount/thickness of asphalt to be reinstalled within the roadway. The contractor only had 8” of asphalt in his bid and may be submitting a change order for the additional asphalt.

With the final installation of the sidewalks and landscaping, a small drainage issue was noted in front of the masonry entrance wall on the east side of the entrance drive. It appears that when the masonry walls were shifted northward back into the site to make room for the new turn lane, a portion of the sidewalk elevations adjacent to the walls were not adjusted accordingly to allow for positive drainage away from the planting area in front of the walls. The remedy for the condition is fairly simple and straightforward and Jessie Snead and I reviewed it with RAD’s superintendent who will implement the corrective action without cost to the Town, see attached picture.

The contractor for the Concession Building, A. R. Chesson Construction, has delivered the last two bronze statues and they are currently stored inside the building. Also, Chesson repaired the damaged drywall ceiling in the food service area of the building.

At this time, the County has still not issued a Certificate of Occupancy for the building due to the Town not certifying their acceptance of the building.

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Ph. 757.533.9368

Conclusion:

RAD Sports has been very diligent in correcting punch list items and making general preparations for asphalt installation. As I reported last month, they are also re-seeding the entire site, except for the athletic fields in an effort to insure the establishment of a strong stand of new grass. I had hoped to report this month that all of the asphalt had been installed but the rainy Spring weather has temporarily thwarted the contractor's efforts.

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

Respectfully Submitted,

B V Camden

Brian V. Camden
Program Manager

Pictures attached below:

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

PUBLIC BUILDINGS & WELFARE COMMITTEE

STAFF REPORT TO THE TOWN COUNCIL

SPECIAL USE PERMIT

*****PUBLIC HEARING*****

June 5, 2018

Applicant Name & Address	Takeya Chapman T. L. Chapman Photography 958D John Rolfe Drive Smithfield, VA 23430
Owner Name & Address	Morris Creek Landing Apartments, LP P. O. Box 961009 Ft. Worth, TX 76161
Property Location	958D John Rolfe Drive Tax map # 22I-01-001; +/-1,200 ft. N of Battery Park Rd.
Statistical Data (see plat)	
Current Zoning	MF-R, Multi-Family Residential
Proposed Use	Home occupation (Photography business) within multi-family residence.
Parking Required:	2 spaces as proposed
Parking Provided:	2 spaces as proposed
Surrounding Land Uses/Zoning	A-R, Attached Residential, H-RC, Highway Retail Commercial, I-1, Light Industrial, MF-R, Multi-Family Residential, N-R, Neighborhood Residential
Conformity with Comprehensive Plan	Current future land use plan shows the land as Multi-Family/Retirement

Project Overview

The applicant proposes the establishment of a photography business within her multi-family residence. As all home occupations in the Multi-Family Residential zoning district require Special Use Permits (SUP), the applicant is seeking SUP approval under the provisions of Article 3.F, Sections C.18 and Article 6 of the Zoning Ordinance; specifically seeking: C.18) Home Occupations.

A photography business is an appropriate home occupation use for consideration.

Other considerations: Home occupations should not increase traffic, parking, noise, use intensity, exterior appearance, light, or hazardous material use beyond that of a typical residence.

The applicant does not intend to make use of the residence for photo shoots, but to primarily conduct office and bookkeeping duties there. All photo shoots will be conducted in offsite public or private places.

Find attached the applicant’s business plan and site plan for more information.

Staff Comments

Town staff has deemed the application to be complete and the proposal seems to be within the parameters required by Article 3.H and Article 6 of the Town of Smithfield Zoning Ordinance.

At their May 8, 2018 meeting, the Planning Commission recommended approval of this application with no conditions.

As this is a Special Use Permit application, reasonable conditions may be recommended by the Town Council as deemed necessary to protect the public health, safety and welfare.

Contact William Saunders at 365-4266 or wsaunders@smithfieldva.gov with any questions.

TOWN OF SMITHFIELD

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

APPLICATION FOR:

☒ **Special Use Permit** ☐ **Variance** ☐ **Special Yard Exception**

☐ **Special Sign Exception** ☐ **Other**

Applicant(s) Name: TaKeya Chapman
Address: 958 John Rolfe Dr.
City, State, Zip: Smithfield, Va. 23430
Phone Number(s): (757) 648-0631

Property Owner(s) Name: MORRIS CREEK LANDING APARTMENTS LP
Address: P.O. Box 961009
City, State, Zip: FORT WORTH, TX 76161
Phone Number(s):

Property Address: 958 John Rolfe Dr. Apt D Smithfield, Va. 23430
Tax Map Number(s): 22-I-01-001
Property Description: apartment

Zoning: MF-R Acreage: Application Fee: 150.00
Legal Reference: Deed Book#: Page#:

Proposed Use/Exception: see proposed business plan
AS PER ARTICLE 3.F - MULTI-FAMILY RESIDENTIAL & ARTICLE 6
SECTION C.18 - HOME OCCUPATIONS

Applicant(s) Signature — Date: 4/13/18

Applicant(s) Signature — Date

T.L. Chapman Photography

Business Plan

958 John Rolfe Dr.
Smithfield VA, 23430

p. 757-648-0631

t.l.chapmanphotography@gmail.com

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Executive Summary

T.L. Chapman Photography is a freelance photography service here in Smithfield, VA. Our vision is to build a photography service that will exceed the expectations of our clients in every detail, as we intend to be recognized as a leading freelance photography service here in Smithfield, VA and we intend to achieve this through creativity and delivering high quality work. Even though the industry is filled with intense competition, we are well positioned to penetrate the market by not only giving our clients quality work with reasonable prices but ensuring their convenience always. We are willing to go the extra mile for our clients. Even though we have been established with the sole intention of generating revenue and maximizing profit through our freelance services, we will be offering several services so that our clients have no need of patronizing another brand, thereby enabling us to effectively compete against our competitors. We are willing to invest and have plans in place to ensure that we acquire the best of equipment as well as software. We know how important our customers are and so we are willing to work in ensuring that we retain a high percentage of our customers by giving our loyal customers discounts at periodic intervals and by putting in place strategies that will allow us to retain a high number of these customers to our brand. We will continue to explore better ways to serve our clients. To this effect, we intend to remain updated about any trend in the industry. We intend to build a solid business structure as we understand that the foundation to our success lies in how well we recruit those that are not only professionals but are also committed to our goals and objectives. We intend to craft the right policies that will lay the groundwork for our success as a company. We will ensure that we hire professional, competent and creative individuals when the time comes. We intend to ensure that the environment is conducive enough for our employees and that their skills are updated every now and then to reflect the trends in the industry. T.L. Chapman Photography is owned and run by TaKeya L. Chapman, a graduate of Virginia State University with a bachelor's degree in Mass Communication with a focus in Print and Online Media with over 4 years' experience in photography.

Objectives

- My objective is to become a freelance photographer.

Mission Statement

- My mission is to capture life's most precious moments in high quality.

Keys to Success

- My love for photography
- My perseverance
- My support system (Family)

Description of Business

T.L. Chapman Photography is a photography business. What will make T.L. Chapman Photography unique is the different graphics/ editing that can placed on the pictures for the customer. The company will be competitive and successful due to reasonable prices and the comfortable atmosphere while the customer is being photographed. Some of the best features of the company would be the quick return of photos, the photographer's availability, and the option to meet at any public place to conduct business or business meetings. These features reiterate the company's goal of being sure to give the customer a grate photo while making them very comfortable which ensures that they have a wonderful experience.

Company Ownership/Legal Entity

T.L. Chapman Photography is a sole proprietorship. It is a new independent business owned and operated by TaKeya L. Chapman.

Location

T.L. Chapman Photography will travel to public places to meet customers. For example: Parks, private events, public events, waterfronts, etc.

Hours of Operation

T.L. Chapman Photography will operate during the hours of 9AM-5PM Mon-Fri/ 9AM-3PM Sat/Closed Sun. The hours of operation apply to the time where the photographer will answer the phone to make appointments. If the photographer cannot be reached by phone, the customer can reach them by email. The appointments however will be discussed with the photographer and the customer.

Products and Services

Listed below are the product packages we intend to offer our various clients:

- **Package A**: $125.00 = 2-hour session, includes 16 poses, editing, 1 photo DVD, 1 8x10 print, 2 5x7, 2 4x6, and 4 wallets.
- **Package B**: $95.00 = 2-hour session, includes 12 poses, editing, 1 photo DVD, 1 5x7 print, 2 4x6, and 4 wallets.
- **Package C:** $65.00 = Up to 2 hours, includes 8 poses, editing, Either 1 photo DVD or 1 5x7 print, 1 4x6, and 4 wallets.
- **Package D:** $35.00 = Up to 2 hours, includes 4 poses, editing, email delivery.

Some of the services that we intend to offer our various clients include;

- Fashion Photography
- On-site Photography
- Glamour Shots
- Model Portfolios
- Photo Editing and Digital Editing Services

Payment Options

Businesses now have to deal with customers who have different preferences when it comes to paying for services and our photography business is no different, therefore we have different payment options that will suit our various clients no matter their preference.
The different payment options that we will be offering to our clients include;

- Payment via cash
- Payment via credit card
- Payment via bank transfer

It should be noted that the above payment options were carefully chosen to work smoothly for our customers and for us as well.

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

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, June 5, 2018 at 7:30 p.m. to consider the application of Takeya Chapman, applicant, for a special use permit under the provisions of Article 3.F., and Article 6 of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, in order to approve the use of the premises for a home occupation and in particular for a photography business. The property which is the subject of this special use permit is located at 958 John Rolfe Drive, Apartment D. The property in question is zoned MF-R, Multi-family Residential District.

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

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: May 23 and 30, 2018

Pinewood Heights Relocation Project Updates

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR MAY, 2018

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

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

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	17 of 18	# of homeownership counseling done?	17 of 18
# of homes acquired?	16 of 18	# of housing inspections done?	16 of 18
# of vacant lots acquired?	1 of 2	# of owner-occupied relocations done?	5 of 5
# of demolitions done?	6 of 18	# of market-rate relocations done?	6 of 9
Clearance completed?	6 of 18	# of Section 8 relocations done?	2 of 4

ADMINISTRATIVE ACTIVITY

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

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

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

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

Status: What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring? Appraisals and RA have been competed for all homes. Homes 25 & 26 Jamestown closed 5/3. The offer to sale was made to 22 Jamestown. The purchase offer of the heir property at 37 Jamestown has been accepted by all the heir owners and the home should closed by the end of the month. Owners at 21, 23, 33, 36, and 38 Jamestown have sold their homes and relocated. Rentals families at 25, 27A, 28A, 28B, 31, 32, 34, and 35 Jamestown have relocated. 24 Jamestown has a draft lease and 26 Jamestown had identified a new rental home. Staff will continue targeting the resident 37 Jamestown Avenue for relocation. We are also pushing the Suffolk RHA to begin active relocation for their renters in 22 Jamestown and 27B Jamestown. The 35/36 Jamestown duplex has been boarded and is working through the demolition process. Future demolitions will occur as duplex units become vacant.

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

Owner-Occupied Acquisition *(Goal=5)*

Owner Occupied Homes

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

Preliminary Acquisition Letters Sent 5

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

Appraisals Completed 5

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

Review Appraisals Completed 5

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

Offer to Purchase Letters Sent 5

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

Offers Accepted 5

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

Properties Closed On 5

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

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

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 1

1) 37 Jamestown

Appraisals Completed 1

1) 37 Jamestown

Review Appraisals Completed 1

1) 37 Jamestown

Offer to Purchase Letters Sent 1

1) 37 Jamestown

Offers Accepted 1

1) 37 Jamestown

Properties Closed On 0

Tenant-Occupied Acquisition *(Goal=12)*

Tenant Occupied Homes

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

Preliminary Acquisition Letters Sent 12

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

Appraisals Completed 12

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

Review Appraisals Completed 12

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

Offer to Purchase Letters Sent 12

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

Offers Accepted 11

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

Properties Closed On 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

Owner-Occupied Relocation *(Goal=5)*

Owner Occupied Homes

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

Household Surveys Completed 5

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

Income Verifications Completed 5

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

Eligibility of Relocation Letters Sent 5

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

Comparable Units Found and Inspected 5

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

Households Relocated 5

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

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

Market-Rate Occupied Homes

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

Household Surveys Completed 8

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

Income Verified 8

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

Eligibility of Relocation Letters Sent 8

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

Comparable Units Found and Inspected 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

Households Relocated 6

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

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

Section 8 Occupied Homes

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

Household Surveys Completed 4

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

Income Verifications Completed 4

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

Eligibility of Relocation Letters Sent 4

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

Comparable Units Found and Inspected 3

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

Households Relocated 2

1) 27A Jamestown 2) 32 Jamestown

Demolition *(Goal=18)*

Units to be Demolished

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

Units that have been Demolished 6

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

PROJECT STATUS MAP

Pinewood Heights Phase III Redevelopment Project

Town of Smithfield, Virginia

LEGEND

PHASE III BOUNDARY

STATUS:

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

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

NORTH

50 25 0 50 100 200

GRAPHIC SCALE IN FEET

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

May 13, 2018

TOWN OF SMITHFIELD

"The Ham Capital of the World"

DATE: May 21, 2018

TO: SMITHFIELD TOWN COUNCIL – PUBLIC BUILDINGS & WELFARE

FROM: ASHLEY ROGERS, Ashley R
HUMAN RESOURCES DIRECTOR

SUBJECT: DEMOLITION SERVICES CONTRACT RENEWAL

As part of the Pinewood Heights Redevelopment Project, the town is required to have a Demolition Services Contract in order to demolish the structures in Pinewood Heights. The town has a contract with Waco, Inc. for the 2017/2018 fiscal year and the town reserves the right to renew the contract for three additional years. The current contract will expire June 7, 2018.

Work under this contract also consists of demolition of other structures on an as needed basis. Staff has been pleased with their work and recommends that this contract be renewed one additional year. There will be no changes in contract terms or prices.

TOWN MANAGER'S OFFICE
911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9506
www.smithfieldva.gov • Local Cable Channel 189
Find us on

ISLE OF WIGHT COUNTY MUSEUM
PARTNERSHIP AGREEMENT

THIS PARTNERSHIP AGREEMENT is made and entered into this ___ day of _____, 2018 by and between the Isle of Wight County Board of Supervisors, a body politic of the Commonwealth of Virginia (hereinafter the "Board") and the Smithfield Town Council, a body politic of the Commonwealth of Virginia (hereinafter the "Council"). The Board and Council may hereinafter be referred to individually as a "Party" or jointly as the "Parties".

WITNESSETH:

WHEREAS, the Isle of Wight County Museum (hereinafter the "Museum"), located at 103 Main Street, Smithfield, Virginia, was founded in 1976 for the purpose of preserving the history of Isle of Wight County, Virginia (hereinafter the "County"); and

WHEREAS, the Isle of Wight County Public Recreational Facilities Authority (the "Authority") was charged with the operation and maintenance of the Museum and such obligation was, following the dissolution of the Authority, thereafter taken on by the Board; and

WHEREAS, as a result of significant financial pressures experienced by the County, the entered into a Partnership Agreement, dated June 3, 2014 setting for the terms upon which the Parties agreed to share certain costs associated with the museum; and

WHEREAS, said Partnership Agreement is set to expire on June 30, 2018, the terms of which the Parties have agreed need to be revised to provide for a more equitable distribution of costs.

NOW, THEREFORE, in consideration of the Parties' continuing obligations to preserve the long history of Isle of Wight County, Virginia, for the benefit of all citizens and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the provisions of this Agreement as follows:

SECTION 1 – NATURE OF AGREEMENT

The Parties hereto expressly acknowledge that this Agreement is in the nature of a partnership such that the obligations to operate and maintain the Museum shall be divided in accordance with the terms herein stated for the benefit of all citizens of the County.

SECTION 2 – APPLICABILITY

The Parties hereto expressly acknowledge that this Agreement is applicable only those matters specifically set forth herein and do not extend to unrelated matters.

SECTION 3 – TERM

This Agreement shall commence on July 1, 2018 and shall terminate on June 30, 2021. This Agreement shall automatically renew for additional one (1) year terms unless otherwise terminated by the Parties in accordance with the terms of this Agreement.

SECTION 4 – OBLIGATIONS

Both Parties shall be obligated to provide, on a fiscal year basis, sufficient funds to properly maintain and operate the Museum on a 50/50 basis. This division of costs shall not be applicable for capital improvement costs in excess of $50,000 unless and until the Parties mutually agree to the need for such capital improvements. The Board shall retain ownership of the real property and shall not sell or lease said property without the express written consent of the Council, which shall not be unreasonably withheld. The Board shall retain ownership of all items which have been donated or will hereafter be donated for retention and display at the Museum to the benefit of all citizens of the County. The Board shall not dispose of or transfer ownership of any items that have been, or which may be in the future, donated to the Museum without the express written consent of the Council, which shall not be unreasonably withheld.

SECTION 5 – HOURS OF OPERATION

For purposes of the proper operation of the Museum and in order to make efficient use of the Museum as a public attraction to induce and promote tourism and generate revenue for the benefit of those businesses located within the Town of Smithfield and the ancillary tax benefits therefrom, the Parties agree that the proposed hours of operation of the Museum shall be as follows:

Monday – Saturday:	10:00 a.m. – 4:00 p.m.
Sunday:	12:00 p.m. – 4:00 p.m.

Such hours of operation may be revised by the Council, as it deems appropriate, as part of its financial responsibilities pursuant to this Agreement.

SECTION 6 – NON-ASSIGNABILITY

This Agreement or any part hereof or the administration or performance of any service provided hereunder cannot be assigned or sublet, contracted away or in any manner transferred without the prior written consent and full approval of both Parties.

SECTION 7 – TERMINATION

Either Party may terminate this Agreement, at its sole discretion, following written notice to the other no later than March 1st of each calendar year.

SECTION 8 – ENTIRE AGREEMENT; GOVERNING LAW

This Agreement sets forth the entire agreement and understanding among the Parties relating to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings not specifically set forth herein. This Agreement may not be modified or amended other than by written agreement, fully executed, of the Parties. The Parties agree that this Agreement shall be deemed to have been made in Virginia and that the validity and construction of this Agreement shall be governed by the laws of the Commonwealth of Virginia. Any legal action or proceedings arising out of this Agreement shall be commenced and tried in the Circuit Court of Isle of Wight County.

IN WITNESS WHEREOF, the Parties hereto set their hands and seals:

ISLE OF WIGHT COUNTY **BOARD OF SUPERVISORS**	**TOWN OF SMITHFIELD** **TOWN COUNCIL**
_____	_____
Chairman	Mayor
Approved as to Form:	
_____	_____
County Attorney	Town Attorney

Windsor Castle rehabilitation project update – Public Buildings & Welfare Committee – 5/22/18

Accomplished in the last 30 days

- **Maintenance and storage buildings –** 99% complete; remaining work is painting of exterior and connection to power by Dominion Energy.

- **Manager's Office –** Rehab work complete on interior and 75% complete on exterior. Remaining work is replacement of roof and painting of exterior.

- **Pole barn –** Repairs and pouring of concrete floor are complete. Remaining work is rough-in of electrical and connection by Dominion Energy.

- **Utilities** –Town water line was run up from Jericho Estates to the site for connection to the Manor House, Caretaker's house, pole barn, maintenance building and storage building.

Focus for the next 90 days

- **Utilities –** Complete connections by Dominion to maintenance and storage buildings and pole barn.

- **Maintenance and storage buildings –** Obtain Certificate of Occupancy and then turn over to tenant.

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

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

Current status of key project phases

- **Manor House –** Phase 1 (asbestos removal, moisture mitigation, demolition of wings) complete.
- **Caretaker's house –** Rehab complete and under sub-lease by Smithfield VA Events.
- **Outbuildings –** 4 of 9 complete except for painting. Manager's office rehab underway.
- **Maintenance and storage buildings –** 99% complete, awaiting power hook-up.
- **Site work –** Swales to mitigate storm water behind north outbuildings complete.
- **Utilities –** Buildings are connected to Town water.

Funds availability
- $900,000 of Town's $2 Million commitment has been drawn down; $100,000 draw pending.
- $2.4 Million total funding available; $1.5 Million needs to be raised for the $5 Million core project.

Funds disbursements
- $859,000 (17%) has been spent to date on the core $5 Million project.
- $828,000 (85%) spent to date on Core and Caretaker's house interior projects is tax credit eligible.
- $203,000 is the current under-baseline forecast.

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

Manager's Office – Last Thursday, May 17th – Note foundation and minimum reusable siding.

Repainted outbuildings – Note slight fading of east peanut barn (left) after six months vs. west peanut barn painted with past two weeks.

Stable, with new wooden shingle roof and repainting