



Immediately following the conclusion of the above meeting:

**Finance**

**Members: Pack (CH), Gregory, Cook**

1. Public Comment
- (forthcoming) 2. October Financial Statements and Graphs
- TAB # 4 3. October Cash Balances / VML Investment Pool Update
- TAB # 5 4. Invoices Over \$10,000 Requiring Council Authorization:
  - a. Kimley Horn Association (Sports Complex) \$18,388.95
  - b. CAS Severn (IBM Server – Approved 10-4-16) \$15,543.00
  - c. Sydnor Hydro (Wellington Pump – Approved 9-6-2016) \$19,875.00
  - d. Hall Automotive (2 Budgeted Dodge Chargers) \$49,950.00
  - e. Natural Playgrounds Company \$43,635.31
- TAB # 6 5. Town Code Revisions Regarding HRUBS Utility Billing Collections
6. Personnel Policies Manual Audit and Proposed Updates

**TUESDAY, NOVEMBER 29<sup>TH</sup>, 2016**

4:00 p.m.

**Parks and Recreation**

**Members: Chapman (CH), Pack, Tynes**

1. Public Comment
- TAB # 7 2. Operational Update – Parks and Recreation Committee Report
- TAB # 8 3. Joseph W. Luter, Jr. Sports Complex
  - a. Conservation Easement – Plat and Deed (forthcoming)
  - b. Purchase of Nutrient Offset Credits
  - c. Post-Public Hearing Discussion: Franchise Agreement / Lease with Smithfield Recreation Association (SRA)
  - d. Update on Architectural Package Post Bid Modifications
  - e. Musco Lighting Purchase Quote Approval

Immediately following the conclusion of the above meeting:

**Public Works**

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

- TAB # 9 1. Public Comment
2. IFB – Landscaping Services Contract Recommendation to Reject all Bids
3. Shared Use Agreement between Smithfield Foods and the Town of Smithfield for Parking Lot

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

**Public Buildings & Welfare**

**Members: Cook (CH), Chapman, Smith**

- |                 |   |
|-----------------|---|
| <b>TAB # 10</b> | 1. Public Comment   |
|                 | 2. Pre-Public Hearing Discussion: Special Use Permit – 327 Main Street      |
|                 | 3. Post-Public Hearing Discussion: Historic Windsor Castle Restoration, LLC |
| <b>TAB # 11</b> | 4. Pinewood Heights Relocation Project – Phase III Update                   |

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**\*\*\* Additional Item Not Listed on Committee but will be on Council's December 6<sup>th</sup>, Agenda\*\*\***

- Approval of November 1<sup>st</sup>, Town Council Meeting Minutes
  - Approval of 2017 Meeting Schedule
  - Appoint a Nominating Committee for the expiring term (1-31-2017) of Ronny Prevatte to the Board of Historic and Architectural Review
-

**POLICE  
COMMITTEE**

Vehicle Configurator			Option / Order Code	UNIT PRICE	Vehicle Configuration 1 ENTER QUANTITY IN YELLOW COLUMN ONLY.		Vehicle Configuration 2 ENTER QUANTITY IN YELLOW COLUMN ONLY.	
Contract Line Item #								
	<b>DPS Contract # E194-75485</b>  <b>Commodity:</b> Mid-Size Fleet 4WD Sport Utility Vehicle (SUV) - Ford Explorer Contract Period: May 20, 2016 through May 19, 2017 <b>eVA Vendor:</b> HALEY FORD SOUTH  <b>NIGP Commodity Code:</b> 07180  This form may be used to order a model with the same options & configuration per row. Please complete additional spreadsheets as needed for models with different configurations/options. Complete the yellow blocks only. Any grayed lines mean the option is not available for the model. <u>Be sure to attach all spreadsheets to your eVA Purchase Order.</u> <b>**The Contract # MUST be shown in the "Contract Number" Field of the eVA PO Line item.</b>							
1	<b>2017 Ford Explorer 4WD, 3.5L Ti-VCT V6 engine, BASE VEHICLE</b> , per the contract base vehicle specifications.		K8B /100A	\$ 26,968.00	1	\$ 26,968.00	\$ -	
4	<b>Additional Delivery Charges</b> -(Note: 50 Miles are included in the base price of each vehicle.) Only enter miles in excess of 50. The spreadsheet will auto calculate the mileage by the qty of vehicles ordered.		N/A	\$ 1.80		\$ -	\$ -	
<b>ADD-ON OPTIONS</b>								
A1	TOWING	Trailer Tow Package	52T	\$ 570.00		\$ -	\$ -	
A2	MANUAL	Service Manuals	HELM	\$ 340.00		\$ -	\$ -	
A3		Daytime Running Lamps Continuous Non Controlled	942	\$ 45.00		\$ -	\$ -	
A4		Reverse Sensing	76R	\$ 275.00	1	\$ 275.00	\$ -	
A5		All Weather Floor Mats	16N	\$ 120.00	1	\$ 120.00	\$ -	
A6		<b>*Delete Crossbars for Roof Rack*</b>		(\$132.00)		\$ -	\$ -	
A7		Blue Jeans	N1	\$ -		\$ -	\$ -	

A8	STANDARD EXTERIOR PAINT OPTIONS	Shadow Black	G1	\$ -	1	\$ -		\$ -
A9		Ingot Silver Metallic	UX	\$ -		\$ -		\$ -
A10		Ruby Red Metallic	RR	\$ 395.00		\$ -		\$ -
A11		Oxford White	YZ	\$ -		\$ -		\$ -
Total Cost for <b>each</b> Base Vehicle plus Mileage & Options					1 ea	\$ 27,363.00	1 ea	#DIV/0!
Column Totals for All Base Vehicle Plus Options					1	\$ 27,363.00	0	\$ -
Grand Total of all vehicles ordered <u>on this spreadsheet</u> : #####								
Enter other Information or Instructions in Yellow Block to the Right. (Do not use this space to order non-contract items)								
this spreadsheet to configure								

Standard Exterior Color:  
MUST CHOOSE ONE!



**Town of Smithfield  
Special Event Application for Permit**

Event Date <small>(don't include setup dates here)</small>	Times <small>(don't include setup or street closure times here)</small>	Proposed Location
January 14, 2017	11 AM – 4 pm	BOB Festival: Field to left of Manor House towards John Graham's house.
January 14, 2017	9 am to 11:30 am	8K Race: Course (see attached map)

<b>Event Name</b>	Smithfield VA BOB Fest & 8K Chilly BOB Roadrace				
<b>Event Organizer (Group Name)</b>	Smithfield VA Events				
<b>Tax Exemption ID Number</b>					
<b>Website</b>	www.SmithfieldVAOysterFest.com				
<b>Event Contacts</b>					
<b>Name</b>	Gina Ippolito	<b>Cell Phone</b>	757-869-0664	<b>Email</b>	gina@smithfieldvaevents.com
<b>Name</b>	Randy Pack	<b>Cell Phone</b>	757-620-7700	<b>Email</b>	randy.pack@smithfieldstation.com

<b>1<sup>st</sup> Time Event</b>	<b>Annual Event- how many times has event taken place?</b>	This is the 3 <sup>rd</sup> year			
<b>Event Category</b> <input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input checked="" type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____					
<b>Description of Event</b>					
Race open to all ages. Party is 21 & up only. Tickets include all you can eat oysters, stew & BBQ. Live Entertainment and Beer, Wine & Bloody Mary's are available for purchase. Two large heated party tents will be set up, and parking for event will be located along the roadsides, in some areas of the "orchard" side and then also some areas of the "kayak field" side. We will not be parking on the newly plowed & seeded section of the orchard field. Will also utilize the normal overflow parking area at the paved parking lot area if needed. VFW will be doing our parking.					
<b>Average Ticket Price</b>	\$30 Race, \$35 Party. Adults only at party, Race is all ages.		<b>Participants will be</b> <input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both		
<b>Expected Attendance</b>	Race 250 – 350. Festival: 1750 (including runners who roll over)		<b>Largest Attendance Number and Year</b>	2015: 1500 Festival attendees. 175 runners.	
<b>What is your plan in the event of bad weather-cancel, reschedule?</b>				rain or shine event, only a major weather event would force event to cancel.	

<b>Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures</b>				<input checked="" type="checkbox"/> Closure
<b>Street Name or Park Area</b>	<b>Closure or Traffic Assist</b>	<b>Date Needed</b>	<b>Times Needed</b>	
See map attached for Race Route	Traffic assist	1/14/2017	8 AM-11 AM	
Jericho Road	Make one way for exit.	1/14/2017	8 AM- 1:30 PM	
<b>Alcohol Service and/or Sales?</b> <input checked="" type="checkbox"/> Alcohol		<b>Having music- live bands or DJ?</b> <input type="checkbox"/> Music		
<b>Date</b>	<b>Times</b>	<b>Date</b>	<b>Times</b>	
1/14/2017	11:00 am to 4:00 pm	1/14/2017	DJ Race 8:30 to 11:00	
		1/14/2017	Band in Tent Noon-4:00	
<b>Police (Fri night security)</b>	1 officer	1/14/2017	10:00 pm to 6:00 am	



**Town of Smithfield  
Special Event Application for Permit**

Police (8K) see race map –	4 officers	1/14/2017	8:30 am to 10:30
Police (EVENT)	3 officers (*2 at event, 1 in Command Center for cash protection.)	1/14/2017	10:30 am to 5:00 pm
Public Works (8K)	2 workers	1/14/2017	9:00 am – 11:00 am
Public Works (EVENT) Town Light Tower	2 workers	1/14/2017 1/11/2017	11:00 am – 6:00 pm remain until 1/18/17

List benefits of your event to the community	List Recipients of Proceeds
Fundraiser for local organizations, ED impact from out of town guests staying in hotels, dining and shopping.	Smithfield Rotary Club & Optimist Club of Isle of Wight, Town's Historic Preservation also benefits \$5 per general admission ticket agreement.

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input type="checkbox"/> Food, by Organization	
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	
<input type="checkbox"/> Port-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input type="checkbox"/> Golf carts/ATVs	
<input type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents	2 large, misc smaller	60 x 180 and 60 x 300 will require permit due to size	
Staging	1 inside main tent	20 x 24	
<input type="checkbox"/> Allowing pets NO	<input type="checkbox"/> Fireworks NO	<input type="checkbox"/> Providing Shuttle Service YES after the event to local hotels/neighborhoods	

<b>Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)</b>	
Policy Number	Will provide at a later date
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 special events held in the Town of Smithfield.

<b>Event Organizer's Signature</b>	Gina Ippolito	<b>Date</b>	10/17/2014
<b>Print Name</b>	Gina Ippolito		



**WATER AND SEWER  
COMMITTEE**

DATE NOVEMBER 28, 2016

TO SMITHFIELD TOWN COUNCIL – WATER AND SEWER COMMITTEE

FROM SONJA EUBANK  
PLANNING, ENGINEERING, & PUBLIC WORKS

SUBJECT WATER TANK MAINTENANCE CONTRACT – RECOMMENDATION TO  
REJECT BIDS

In response to Caldwell Tanks, our previous tank maintenance contractor, going out of the tank maintenance business, the town issued an Invitation for Bid for a new tank maintenance contract. We received one bid from Utility Services in the amount of \$561,638 for an eight year contract.

Town staff met with Jamie Weist with Kimley – Horn to discuss alternative options to a long term maintenance contract since we only received one bid and this process has not always been favorable for the town. The majority of agencies in Hampton Roads do not have an annual tank maintenance contract. They perform full tank rehabilitation by competitive bidding one at a time and budget through the Capital Improvement Plan. Periodic inspections are done through an independent inspection firm or through the engineering services contract to determine schedule for tank rehabilitation.

Due to previous issues with both annual maintenance contracts, staff recommends rejecting bid from Utility Services and performing full tank rehabilitation by competitive bidding as needed for each tank.

**FINANCE  
COMMITTEE**

CASH BALANCES AS OF OCT 2016					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Interco. Balances	Interco./Interdep Balances	ADJUSTED BALANCES
<b>Water</b>	Farmers Bank	811,514.67	(411,007.91)	40,460.51	440,967.27
<b>Water-Debt Service</b>	Farmers Bank	729,547.73	31,471.37	-	761,019.10
<b>Water Capital Escrow (availability fees)</b>	TowneBank	475,657.64	8,160.00	-	483,817.64
<b>Water Treatment Plant Escrow</b>	TowneBank	112,268.46			112,268.46
<b>Water Deposit Account</b>	TowneBank	100,347.30			100,347.30
<b>Water Development Escrow</b>	TowneBank	116,057.58	-	-	116,057.58
<b>Subtotal Water</b>		<b>2,345,393.38</b>	<b>(371,376.54)</b>	<b>40,460.51</b>	<b>2,014,477.35</b>
			-		
<b>Sewer</b>	Farmers Bank	334,872.08	40,393.01	(422,472.03)	(47,206.94)
<b>Sewer Development Escrow</b>	TowneBank	374,092.32	-	-	374,092.32
<b>Sewer Capital Escrow (availability fees)</b>	TowneBank	790,768.19	12,360.00	-	803,128.19
<b>Sewer Compliance</b>	Farmers Bank	1,568,746.71	82,420.70	-	1,651,167.41
<b>Subtotal Sewer</b>		<b>3,068,479.30</b>	<b>135,173.71</b>	<b>(422,472.03)</b>	<b>2,781,180.98</b>
<b>Highway</b>	Farmers Bank	107,247.03	156,698.06	-	263,945.09
<b>General Fund</b>	Farmers Bank	887,398.93	115,763.75	382,011.52	1,385,174.20
<b>Payroll</b>	Farmers Bank	147,819.72			147,819.72
<b>Money Market-General Fund</b>	TowneBank	2,197.96			2,197.96
<b>Business Super Now-General Fund</b>	Farmers Bank	33,322.98			33,322.98
<b>Money Market-General Fund</b>	Farmers Bank	291,157.10			291,157.10
<b>General Fund Capital Escrow Account</b>	TowneBank	215,810.36			215,810.36
<b>Certificate of Deposit</b>	Farmers Bank	526,498.74			526,498.74
<b>Certificate of Deposit-Police Dept</b>	Farmers Bank	36,863.72			36,863.72
<b>Special Project Account</b>	Farmers Bank	3,048,939.12			3,048,939.12
<b>Pinewood Heights Escrow</b>	Farmers Bank	58,462.90			58,462.90
<b>SNAP Account</b>	Farmers Bank	2,294.75			2,294.75
<b>Museum Account</b>	Farmers Bank	141,348.10			141,348.10
<b>Windsor Castle Acct</b>	TowneBank	50,500.00			50,500.00
<b>S. Church Street Account</b>	TowneBank	36,268.19	(36,258.98)	-	9.21
<b>Subtotal General Fund</b>		<b>5,478,882.57</b>	<b>79,504.77</b>	<b>382,011.52</b>	<b>5,940,398.86</b>
<b>TOTAL ALL FUNDS</b>		<b>11,000,002.28</b>	<b>-</b>	<b>-</b>	<b>11,000,002.28</b>

REGIONS BANK  
1900 5TH AVE N - 25TH FL  
BIRMINGHAM AL 35203

ADMINISTRATOR:	AMANDA WESLEY 205-264-5394
INVESTMENT OFFICER	
RELATIONSHIP MANAGER	
ACCOUNT NUMBER	9246002035

TOWN OF SMITHFIELD, VA  
ATTN: ELLEN D. MINGA, TREASURER  
310 INSTITUTE STREET  
PO BOX 246  
SMITHFIELD VA 23431

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IF YOU HAVE QUESTIONS CONCERNING THIS STATEMENT, PLEASE CONTACT  
YOUR ACCOUNT ADMINISTRATOR.

REGIONS BANK  
VACO/VML VIRGINIA INVESTMENT  
POOL, TOWN OF SMITHFIELD,  
VIRGINIA PARTICIPANT  
ACCOUNT

# ACCOUNT STATEMENT

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Statement Period 10/01/2016 through 10/31/2016  
Account Number 9246002035

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# ACCOUNT STATEMENT

Statement Period  
Account Number

10/01/2016 through 10/31/2016  
9246002035

## Balance Sheet

	AS OF 10/01/2016		AS OF 10/31/2016	
	COST VALUE	MARKET VALUE	COST VALUE	MARKET VALUE
<b>A S S E T S</b>				
CASH	0.00	0.00	0.00	0.00
<b>TOTAL CASH &amp; RECEIVABLES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
CIF/CTF FUNDS-BALANCED	505,932.25	511,317.88	506,330.72	510,896.86
<b>TOTAL CIF/CTF FUNDS-BALANCED</b>	<b>505,932.25</b>	<b>511,317.88</b>	<b>506,330.72</b>	<b>510,896.86</b>
<b>TOTAL HOLDINGS</b>	<b>505,932.25</b>	<b>511,317.88</b>	<b>506,330.72</b>	<b>510,896.86</b>
<b>TOTAL ASSETS</b>	<b>505,932.25</b>	<b>511,317.88</b>	<b>506,330.72</b>	<b>510,896.86</b>
<b>L I A B I L I T I E S</b>				
<b>TOTAL LIABILITIES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL NET ASSET VALUE</b>	<b>505,932.25</b>	<b>511,317.88</b>	<b>506,330.72</b>	<b>510,896.86</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>505,932.25</b>	<b>511,317.88</b>	<b>506,330.72</b>	<b>510,896.86</b>

REGIONS BANK  
VACO/VML VIRGINIA INVESTMENT  
POOL, TOWN OF SMITHFIELD,  
VIRGINIA PARTICIPANT  
ACCOUNT

## ACCOUNT STATEMENT

Page 2

Statement Period 10/01/2016 through 10/31/2016  
Account Number 9246002035

### Summary Of Fund

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<b>MARKET VALUE AS OF 10/01/2016</b>		<b>511,317.88</b>
CTF DISTRIBUTIONS	440.37	
REALIZED GAIN OR LOSS	0.00	
UNREALIZED GAIN OR LOSS	819.49-	
ADMINISTRATIVE EXPENSES	41.90-	
<b>TOTAL MARKET VALUE AS OF 10/31/2016</b>		<b>510,896.86</b>

# ACCOUNT STATEMENT

Statement Period 10/01/2016 through 10/31/2016  
Account Number 9246002035

## Asset Summary As Of 10/31/2016

DESCRIPTION	MARKET VALUE	COST	% OF PORT
CIF/CTF FUNDS-BALANCED	510,896.86	506,330.72	100
TOTAL INVESTMENTS	510,896.86	506,330.72	
CASH	0.00		
DUE FROM BROKER	0.00		
DUE TO BROKER	0.00		
TOTAL MARKET VALUE	510,896.86		

REGIONS BANK  
VACO/VML VIRGINIA INVESTMENT  
POOL, TOWN OF SMITHFIELD,  
VIRGINIA PARTICIPANT  
ACCOUNT

## ACCOUNT STATEMENT

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Statement Period  
Account Number

10/01/2016 through 10/31/2016  
9246002035

### Asset Detail As Of 10/31/2016

UNITS/BOOK VALUE	DESCRIPTION	MARKET VALUE	COST	% OF PORT
CIF/CTF FUNDS-BALANCED				
50,588.876	CUSIP # CF5400035 VIRGINIA INVESTMENT POOL	510,896.86	506,330.72	100
		510,896.86	506,330.72	100
	TOTAL INVESTMENTS	510,896.86		
	CASH	0.00		
	DUE FROM BROKER	0.00		
	DUE TO BROKER	0.00		
	NET ASSETS	510,896.86		
	TOTAL MARKET VALUE	510,896.86		

# ACCOUNT STATEMENT

Statement Period 10/01/2016 through 10/31/2016  
Account Number 9246002035

## Summary Of Earnings

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### INCOME EARNED

CTF DISTRIBUTIONS	440.37		
<b>TOTAL INCOME EARNED</b>		<b>440.37</b>	
<b>TOTAL INCREASES IN FUND VALUE</b>			<b>440.37</b>

### FEES AND OTHER EXPENSES

ADMINISTRATIVE EXPENSES	41.90		
<b>TOTAL FEES AND OTHER EXPENSES</b>		<b>41.90</b>	

UNREALIZED LOSS IN THE PERIOD		819.49	
<b>TOTAL DECREASES IN FUND VALUE</b>			<b>861.39</b>
NET CHANGE IN NET ASSET VALUE			421.02 -

# ACCOUNT STATEMENT

Statement Period  
Account Number

10/01/2016 through 10/31/2016  
9246002035

## Chronological Schedule Of Transactions

DATE	DESCRIPTION	CASH	COST
10/01/2016	BEGINNING BALANCE	0.00	505,932.25
10/03/2016	DISTRIBUTION FROM 50,549.45 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 09/30/2016 CUSIP # CF5400035	219.13	0.00
10/03/2016	PURCHASED 219.13 SHS MORGAN STANLEY GOVERNMENT ADVISORY #8342 ON 10/03/2016 AT 1.00 CUSIP # 61747C608	219.13-	219.13
10/04/2016	PURCHASED 21.663 UNITS VIRGINIA INVESTMENT POOL ON 10/04/2016 AT 10.1152 INCOME REINVESTMENT CUSIP # CF5400035	219.13-	219.13
10/04/2016	SOLD 219.13 SHS MORGAN STANLEY GOVERNMENT ADVISORY #8342 ON 10/04/2016 AT 1.00 CUSIP # 61747C608	219.13	219.13-
10/17/2016	FEE TO VML/VACO FINANCE PARTICIPANT FEE FOR MONTH ENDING 09/30/2016	41.90-	0.00
10/17/2016	DISTRIBUTION FROM 50,571.11 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 10/15/2016 CUSIP # CF5400035	221.24	0.00
10/18/2016	PURCHASED 17.765 UNITS VIRGINIA INVESTMENT POOL ON 10/18/2016 AT 10.0953 INCOME REINVESTMENT CUSIP # CF5400035	179.34-	179.34
10/31/2016	ENDING BALANCE	0.00	506,330.72

REGIONS BANK  
VACO/VML VIRGINIA INVESTMENT  
POOL, TOWN OF SMITHFIELD,  
VIRGINIA PARTICIPANT  
ACCOUNT

## ACCOUNT STATEMENT

---

Statement Period  
Account Number

10/01/2016 through 10/31/2016  
9246002035

### IMPORTANT INFORMATION FOR REGIONS CORPORATE TRUST CUSTOMERS:

INVESTMENT, INSURANCE AND ANNUITY PRODUCTS: ARE NOT FDIC INSURED, ARE NOT A DEPOSIT, ARE NOT BANK GUARANTEED, ARE NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY, MAY GO DOWN IN VALUE, AND ARE NOT A CONDITION OF ANY BANKING ACTIVITY.

FOR MORE DETAILED INFORMATION REGARDING FEES, PLEASE CONSULT THE FUND PROSPECTUS OR CONTACT YOUR ADMINISTRATOR.

### IMPORTANT DISCLOSURE INFORMATION FOR ALL FLORIDA ACCOUNTS:

AN ACTION FOR BREACH OF TRUST BASED ON MATTERS DISCLOSED IN A TRUST ACCOUNTING OR OTHER WRITTEN REPORT OF THE TRUSTEE MAY BE SUBJECT TO A SIX MONTH STATUTE OF LIMITATIONS FROM THE RECEIPT OF THE TRUST ACCOUNTING OR OTHER WRITTEN REPORT. IF YOU HAVE QUESTIONS, PLEASE CONSULT YOUR ATTORNEY.

### REGIONS PRIVATE WEALTH MANAGEMENT TRADES

REGIONS PRIVATE WEALTH MANAGEMENT PERFORMS TRADE REQUESTS AS AN ACCOMODATION ONLY. REGIONS PRIVATE WEALTH MANAGEMENT ALLOWS THE USE OF ELECTRONIC COMMUNICATION(I.E., FAX, EMAIL, INSTANT MESSAGE, TEXT, ETC.) OR VOICEMAIL BY ANY CUSTOMER TO REQUEST, AUTHORIZE OR EFFECT THE PURCHASE OR SALE OF SECURITIES. WE DO NOT GUARANTEE THAT ANY SUCH REQUEST WILL BE TIMELY PROCESSED. ACCOUNT ORDERS REQUESTED VIA E-COMMUNICATION OR VOICEMAIL WILL NOT BE HONORED UNTIL VERBAL CONFIRMATION OF THE REQUEST HAS BEEN COMPLETED VIA CALL BACK FROM A PRIVATE WEALTH MANAGEMENT ASSOCIATE TO THE PRIVATE WEALTH MANAGEMENT CLIENT WHO SENT THE INITIAL COMMUNICATION.

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

# Kimley»Horn

Invoice for Professional Services

TOWN OF SMITHFIELD  
 ATTN: LESLEY KING  
 310 INSTITUTE STREET  
 SMITHFIELD, VA 23430

Invoice No: 8536531  
 Invoice Date: Oct 31, 2016  
 Invoice Amount: \$18,388.95  
 Project No: 116499011.3  
 Project Name: JOE LUTER SPORTS COMPLEX  
 Project Manager: WEIST, JAMIE

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

Client Reference:

For Services Rendered through Oct 31, 2016

Federal Tax Id: 56-0885615

### COST PLUS MAX

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
ARCHITECTURAL & ENGINEERING DESIGN	42,000.00	33,863.64	24,465.55	9,398.09
EXPENSES	0.00	933.29	617.43	315.86
JOINT PERMIT APPLICATION	6,500.00	2,455.00	2,455.00	0.00
LIGHTING PLAN	1,500.00	342.50	342.50	0.00
MEETINGS AND COORDINATION	6,000.00	5,937.50	5,937.50	0.00
ON-SITE WELL/SEWER DESIGN	8,500.00	8,465.00	8,465.00	0.00
PLANTING AND IRRIGATION	1,500.00	1,500.00	1,500.00	0.00
POST APPLICATION ASSIST	4,000.00	0.00	0.00	0.00
PRELIM 35% SITE PLAN	13,500.00	13,397.50	13,397.50	0.00
RETAINING WALL SPECS	2,500.00	652.50	652.50	0.00
SITE PLANS	105,000.00	104,617.50	95,942.50	8,675.00
SW MANAGEMENT DESIGN	12,000.00	11,390.00	11,390.00	0.00
TRIP GEN/TURN WARRANT	12,500.00	8,050.00	8,050.00	0.00
<b>Subtotal</b>	<b>215,500.00</b>	<b>191,604.43</b>	<b>173,215.48</b>	<b>18,388.95</b>
<b>Total COST PLUS MAX</b>				<b>18,388.95</b>

**Total Invoice: \$18,388.95**

Vendor # \_\_\_\_\_

Account # \_\_\_\_\_

Dept. Head \_\_\_\_\_

Town Manager                     *PKS*

TOWN OF SMITHFIELD  
 ATTN: LESLEY KING  
 310 INSTITUTE STREET  
 SMITHFIELD, VA 23430

Invoice No: 8536531  
 Invoice Date: Oct 31, 2016  
 Project No: 116499011.3  
 Project Name: JOE LUTER SPORTS  
 COMPLEX  
 Project Manager: WEIST, JAMIE

**COST PLUS MAX**

Task	Description	Hrs/Qty	Rate	Current Amount Due
SITE PLANS	PROFESSIONAL	10.0	115.00	1,150.00
		1.0	130.00	130.00
		17.0	145.00	2,465.00
	SENIOR PROFESSIONAL	2.0	200.00	400.00
		18.5	225.00	4,162.50
	SUPPORT STAFF	2.5	90.00	225.00
1.5		95.00	142.50	
<b>TOTAL SITE PLANS</b>		<b>52.5</b>		<b>8,675.00</b>
ARCHITECTURAL DESIGN	SUBCONSULTANTS			9,398.09
<b>TOTAL ARCHITECTURAL DESIGN</b>				<b>9,398.09</b>
EXPENSES	OTHER EXPENSES			69.00
	PRINTING			143.00
	TRAVEL - OTHER			2.88
	MILEAGE ON PERSONAL VEHICLES	187.0	0.54	100.98
<b>TOTAL EXPENSES</b>		<b>187.0</b>		<b>315.86</b>
<b>TOTAL LABOR AND EXPENSE DETAIL</b>				<b>18,388.95</b>

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



INVOICE

INVOICE NUMBER

35430

# SYDNOR HYDRO...INC.

P.O. BOX 27186 RICHMOND, VIRGINIA 23261  
PHONE 804-643-2725 FAX 804-788-9058

www.sydnorhydro.com  
sydnor@sydnorhydro.com

*Please* PAY BY INVOICE

SHIPPING ADDRESS  
★ 2111 MAGNOLIA STREET, RICHMOND, VA 23223

INVOICE TO  
**69569**  
**TOWN OF SMITHFIELD**  
**PO BOX 246**  
**SMITHFIELD VA 23431**

SHIPPED TO  
**TOWN OF SMITHFIELD**  
**310 INSTITUTE STREET**  
**SMITHFIELD VA 23431**

INVOICE DATE	YOUR ORDER NUMBER	OUR JOB NUMBER	TERRITORY	TAX EXEMPTION CERTIFICATION NUMBER
10/31/16		89491-8	11	ST12
DATE SHIPPED OR COMPLETED	F.O.B.	VIA	TERMS	
			NET 30	
QTY.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	TOTAL AMOUNT
	WELLINGTON PUMP STATION			
	1 - FAIRBANKS MORSE D5434WD SUBMERSIBLE RUN-DRY PUMP, 25HP, 1200RPM, 460V/3PH/60HZ, TO REPLACE SERIAL #328539		\$19,875.00	
			Town Council Purchase	Approved 9-6-16
	<b>VENDOR #</b> _____			
	<b>ACCOUNT #</b> 4-004-42070-7015			
	<b>DEPT HEAD</b> <i>AS</i>			
	<b>TOWN MANAGER</b> <i>1-11-16</i>			
	<b>TOTAL BILLING</b>			\$19,875.00

ACCOUNTS NOT PAID IN FULL IN 30 DAYS ARE SUBJECT TO A FINANCE CHARGE OF 1 1/2% OF THE UNPAID BALANCE AT THE END OF THE MONTH WHICH IS AN ANNUAL RATE OF 18% PER YEAR.

# Hall Automotive - Fleet Team

*Capital*  
**Invoice**

**More Cars. Great People.**

(a MileOne company)

3757 Bonney Road

Virginia Beach, VA 23452

Phone 757.498.2303 Fax 757.498.2310

**DATE:**

10/31/2016

**Invoice #**

F356681

**Bill To:**

Town of Smithfield

Colonel Howell

**Ship To:**

Town of Smithfield

Colonel Howell

913 S Church St.

Smithfield, VA 23430

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
Fleet	TBD	TBD	Hall Automotive	Smithfield	Net, 30 Plus 2%/mo for late

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
2016 Dodge Charger PPV 5.7L V8 VIN: 2C3CDXAT1GH356681      Stk#: 21F356681 Mileage: <i>52</i>	2	\$ 24,975.00	\$49,950.00
VIN: 2C3CDXAT3GH356682      Stk#: 21F356682 Mileage: <i>42</i>			
<b>SUPPLIER #</b> _____ <b>ACCOUNT #</b> <i>4100-3100-8100</i> <b>DEPT HEAD</b> <i>[Signature]</i> <b>TOWN MANAGER</b> <i>[Signature]</i>			
Received in good order by: (sign)			
Printed Name:			
Date Received:			
			<b>TOTAL</b> \$49,950.00

Make all checks to HALL AUTOMOTIVE

If you have any questions, contact Jake Clarke, Fleet Sales, 757.498.2303, [jake.clarke@hallauto.com](mailto:jake.clarke@hallauto.com)

**THANK YOU FOR YOUR BUSINESS!**



85 Warren Street  
 Concord, NH 03301  
 888-290-8405  
 www.NaturalPlaygrounds.com

Sale Number	3013
Sale Date	8/12/16

**Billing Info:** Customer # WHC1993

Sue Ivy  
 Windsor Castle Park  
 301 Jericho Road  
 Smithfield VA 23430

**Shipping Info:**

Sue Ivy  
 Windsor Castle Park  
 301 Jericho Road  
 Smithfield VA 23430

Qty	Description	Add On And Price	Item Price	Line Price
1	Construction Benchmark 98%		\$40,144.49	\$40,144.49

Total:  
 \$ 43,635.31

Pymt. Type	Details	Amt. Applied	Sub Total
			\$40,144.49
			Discount
			Tax
			Shipping & Handling
			Rush Fee

*All Sales final, NO RETURNS, refunds or exchanges.  
 \*\*Payment Due Upon Receipt\*\*  
 One time 5% late fee can incur and Compounding Interest of 18% Apr.  
 for non payment of invoices.*

Order Total	\$40,144.49
Payments	

**Amount Due** \$40,144.49



85 Warren Street  
 Concord, NH 03301  
 888-290-8405  
 www.NaturalPlaygrounds.com

Sale Number	3014
Sale Date	8/12/16

**Billing Info:** Customer # WHC1993

Sue Ivy  
 Windsor Castle Park  
 301 Jericho Road  
 Smithfield VA 23430

**Shipping Info:**

Sue Ivy  
 Windsor Castle Park  
 301 Jericho Road  
 Smithfield VA 23430

Qty	Description	Add On And Price	Item Price	Line Price
1	Construction Benchmark walk-through & 100%		\$3,490.82	\$3,490.82

Pymt. Type	Details	Amt. Applied	Sub Total	
			\$3,490.82	
			Discount	
			Tax	
			Shipping & Handling	
			Rush Fee	

*All Sales final, NO RETURNS, refunds or exchanges.  
 \*\*Payment Due Upon Receipt\*\*  
 One time 5% late fee can incur and Compounding Interest of 18% Apr.  
 for non payment of invoices.*

Order Total	\$3,490.82
Payments	

**Amount Due** \$3,490.82

## **Human Resources Policy Review**

A thorough review of all policies in the current Policy Manual is underway. The policies below are presented for approval. Below each policy is a brief explanation of changes or additions.

### **Equal Employment Opportunity & Anti-Harassment Policy (Approved by ELP Assist)**

This policy combines the current Equal Employment Statement and Unlawful Discrimination and Harassment Policy. Substantial changes include:

- Updated language to reflect regulatory changes. Specifically included the following categories as “protected”: Gender identity, gender expression, sexual orientation, ancestry, ethnicity, citizenship, service in the uniformed services, veteran status, and genetic information
- Harassment-Free Workplace provides an expanded definition of harassment and provides examples. The Sexual Harassment portion is more detailed and provides examples.
- There are separate sections that discuss the ADA, ADAAA and Religious Accommodations. These sections do not exist in either current policy, but it is recommended that they be added.
- Sections specifically referencing GINA, Equal Pay Act of 1963 and Lily Ledbetter Fair Pay Act are omitted. It is not common to reference these specific Acts as they are in this policy. Typically implications of these acts are listed in other ways (such as compensation plan and EEO Policies).
- The sentence that allows employees to choose to not participate in an investigation is deleted. Employees should be required to participate in any investigation to which they are a party (complainant, witness, offender, etc.) and they are required to be truthful. The current policy is written as though it were a criminal investigation.

### **Social Media – Acceptable Use (Approved by VML)**

This is a newly created policy to address the emerging presence of social media in our lives. This policy provides a set of guidelines for appropriate conduct online. Highlights are as follows:

- Employees may not post or display comments about co-workers, leadership or the Town that are vulgar, obscene, threatening, harassment, or a violation of our policies on discrimination and harassment.
- Employees are personally responsible for what they post online
- Employees should refrain from speaking on behalf of the Town when not authorized to do so

### **Town of Smithfield Code of Conduct (formerly Standards of Conduct) (Approved by ELP Assist)**

This policy appeared to be a number of policies rolled up into one. It makes sense to clearly establish expectations of conduct for Town employees and separately address the other standards addressed in the current policy, some of which needed a bit more substance in order to be effective. The revised Code:

- Addresses Basic Expectations of conduct, including the Core Values
- Details examples of unacceptable conduct
- Discusses how to report violations of the Code of Conduct as well as consequences for violations.

- The appropriate work attire portion can remain, but should be separated out (no change is necessary)

### **Attendance and Punctuality**

This is currently a small portion of the Standards of Conduct Policy. Given that attendance is THE basic expectation of the job, clearer parameters should be set. This will provide employees a clear guideline of what is and what is not acceptable and provide leaders with a guideline on how/when to deal with attendance problems. Specifics include:

- Notification to the employee's supervisor is required within 30 minutes of the start of their shift (1 hour for Police Department) if they are going to be unexpectedly absent, arrive late or need to leave early. Employees are expected to speak with their supervisor directly or leave a message.
- More than three (3) instances of unexpected time off in a six month period is generally defined as excessive.
- Employees will be required to provide a release from their physician if they are absent due to illness for three or more consecutive days.
- If an employee fails to show up to work or call, it will be considered job abandonment.

### **Travel Expense Reimbursement**

This policy is fine as written with one exception. The current version provides detailed dollar amounts allowable per meal. It is recommended that this be replaced with a statement that is consistent with Virginia State GSA guidelines. The recommended change would read:

#### ***Meals***

***While traveling on authorized out of town business, reimbursement is permitted for a maximum of three meals per day. The per diem amount allowable is the consistent with the current Virginia State GSA guidelines. Alcoholic beverages will not be reimbursed. Employees are required to submit receipts for meals that accompany the travel reimbursement request, even if charged to a Town credit card.***

***If travel includes less than three (3) meals per day, that allowable per diem amount, including tip, will be consistent with the applicable meal per the current Virginia State GSA guidelines. Meals in excess of per diem amounts will be reimbursed only in exceptional situations and depending on cost variations in other metropolitan areas. All exceptions must be approved by the Town Manager.***

# Equal Employment Opportunity & Anti-Harassment Policy

## 1.1 Equal Employment Opportunity

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

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

### Complaint Procedure

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

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

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

## 1.2 Harassment-Free Workplace

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

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

### **Harassment**

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

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

### **Sexual Harassment**

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

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

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

- Written form, such as cartoons, posters, notes, calendars, letters, text messages, e-mail.

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

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

### **Complaint Procedure**

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

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

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

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

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

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

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

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

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

#### **1.4 Religious Accommodation**

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

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

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

## **Social Media – Acceptable Use**

Just as the internet has changed our world forever, social media has changed the way people communicate. The Town views social media and networking sites as powerful tools to strengthen our brand and to further your personal reputations as subject matter experts.

Social media can take many different forms, including internet forums, blogs & microblogs, online profiles, wikis, podcasts, pictures and video, email, instant messaging, music-sharing, and voice over IP, to name just a few. Examples of social media applications are LinkedIn, Facebook, MySpace, Wikipedia, YouTube, Twitter, Yelp, Flickr, Second Life, Yahoo groups, Wordpress, ZoomInfo – the list is endless.

When you are participating in social networking, you are representing both yourselves personally and The Town. It is not our intention to restrict your ability to have an online presence and to mandate what you can and cannot say. We believe social networking is a very valuable tool and continue to advocate the responsible involvement of all Town employees in this space. While we encourage this online collaboration, we would like to provide you with a company policy and set of guidelines for appropriate online conduct and to avoid the misuse of this communication medium.

Employees are forbidden from using social networks to post or display comments about co-workers, leadership or the Town that are vulgar, obscene, threatening, harassing, or a violation of our policies on discrimination or harassment.

Additionally, employees may not use social media networks to disclose confidential information about clients, customers, vendors or other business partners. When appropriate, Employees should disclose their relationship with the Town in their online posts and refrain from speaking on behalf of the Town when not authorized. This includes providing references or referrals for other employees or non-employees based on a work relationship that exists due to employment within the organization.

Employees should keep in mind that they are personally responsible for what they post online and be mindful that what they say will be available publicly for a long time.

Social media use is subject to the same workplace policies employees must follow in other situations, including, but not limited to the Town's policies regarding harassment, discrimination, defamation, confidentiality and general internet and computer use. Nothing in this policy should be construed as preventing employees from exercising their rights under the National Labor Relations Act.

# Town of Smithfield Code of Conduct

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

## Basic Expectations

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

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

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

## Conduct

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

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

- Committing attacks (verbal or physical) leveled at others which are personal, irrelevant, or go beyond the bounds of reasonable and/or professional comments. Examples of such include offensive remarks meant to harm someone's reputation or remarks that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by the law or the Town.
- Theft or inappropriate removal or possession of any property belonging to another employee, customer or the Town.
- Acts of anger, abusive treatment of others, outbursts and other behaviors outlined in the Town's Violence in the Workplace.
- Using inappropriate language or making inappropriate comments, such as using slurs, name-calling, profanity or other offensive language, making sarcastic, rude, cynical, abusive, threatening, belittling, degrading, misleading, false, fraudulent, harmful statements to or about an employee or anyone associated with the Town.
- Committing any form of harassment or discrimination in violation of the Town's policy on Equal Employment Opportunity & Anti-Harassment.

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

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

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

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

# **Attendance and Punctuality**

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

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

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

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

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

## ***Attendance Guidelines***

When an employee takes excessive time off, or is frequently late to work or leaves early, the Town cannot meet its goals. Therefore, regular reliable attendance is an essential function of all jobs within the organization. If an employee is absent, late or leaves early, the supervisor will track these situations and determine if the time off has been excessive or if there is any notable pattern of absenteeism. As a guide, more than three (3) instances of unexpected time off in a six month period is generally excessive.

In addition, for any late arrival, absence or early departure, employees may be asked to provide documentation for your need for the time off and for any that exceeds three consecutive calendar days. Employees must provide the documentation of the need for time off. Employees who are out of the office due to an illness for three or more consecutive days must provide a certificate from their physician stating that the employee is fit to return to duty. Failure to provide the required documentation is considered misconduct, and may result in disciplinary action, up to and including termination.

## ***Job Abandonment***

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

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

**PARKS AND RECREATION  
COMMITTEE**

**Parks and Recreation Operation Update**

**November 2016**

<b>Park Facilities Event Listing</b>			
<b>Day</b>	<b>Date</b>	<b>Event Type</b>	<b>Location</b>
Mon	Oct 24	Committee Meetings	Smithfield Center
Tue	Oct 25	Committee Meetings	Smithfield Center
Wed	Oct 26	Department Head Staff Meeting	Smithfield Center
Fri	Oct 28	Rehearsal Dinner	Smithfield Center
Sat	Oct 29	Wedding & Reception	Smithfield Center
Mon	Oct 31	Hamoween	Downtown Smithfield
Tue	Nov 1	Business Meeting	Smithfield Center
		WCFB Meeting	Smithfield Center
		Town Council	Smithfield Center
Wed	Nov 2	Business Meeting	Smithfield Center
Thu	Nov 3	Wedding Reception	Smithfield Center
Fri	Nov 4	Rushmere Fire Banquet	Smithfield Center
Sat	Nov 5	Wedding Reception	Smithfield Center
Sun	Nov 6	Wharf Hill Run	Town Streets
Tue	Nov 8	Elections	Smithfield Center
		Pinewood Heights Meeting	Smithfield Center
		Planning Commission	Smithfield Center
Thu	Nov 9	Wedding Reception	Smithfield Center
Fri	Nov 11	Veterans Day Service	Veterans Memorial
Sat	Nov 12	Autumn Vintage Market	Main Street
		Wedding Reception	Smithfield Center
Sun	Nov 13	Wedding & Reception	Smithfield Center
Mon	Nov 14	Luter Sports Complex Pre Construction Meeting	Smithfield Center
Tue	Nov 15	Schoolhouse Committee Meeting	Smithfield Center
		Crimeline Meeting	Smithfield Center
		BZA/BHAR Meeting	Smithfield Center
Wed	Nov 16	Diabetes Symposium	Smithfield Center
Thu	Nov 17	Smithfield Women's Club Meeting	Smithfield Center
		Healthcare Enrollment Meeting	Smithfield Center
Sat	Nov 19	Festival of Trees	Smithfield Center
		Playscape Grand Opening	Windsor Castle Park
Mon	Nov 21	Wedding Reception	Smithfield Center
Sat	Nov 26	Wedding & Reception	Smithfield Center
<b>Upcoming Events to Notes</b>			
Tue	Nov 29	Client Appreciation Night	Smithfield Center
Fri	Dec 2	Antique Show through Sunday, December 4 <sup>th</sup>	Smithfield Center
Fri	Dec 2	Women's Club Tree Lighting	Times Gazebo
Sat	Dec 10	Santa Breakfast	Smithfield Center
Sat	Dec 10	Christmas Farmers Market	Main Street
Sat	Dec 17	Christmas Parade	Main Street

Parks and Recreation Operation Update

November 2016

Windsor Castle Park

Playground Project

Grand Opening held Saturday, November 19<sup>th</sup>.



# Parks and Recreation Operation Update

November 2016



**Parks and Recreation Operation Update**

**November 2016**

<b>Windsor Castle Park Trail Doctors</b>		
<b>Projects</b>	<b>Hours</b>	<b>Doctors on Call</b>
Tree of Heaven	19	Steve Senkovich assisted by spouse
The Trail Doc Volunteers will be invited to our Town Holiday Luncheon and will be reconized for all of their efforts throughout the year.		

<b>Manor House Restoration Project</b>
Construction Committee and Operations has been established and a press release issued on Tuesday, November 15 <sup>th</sup> .

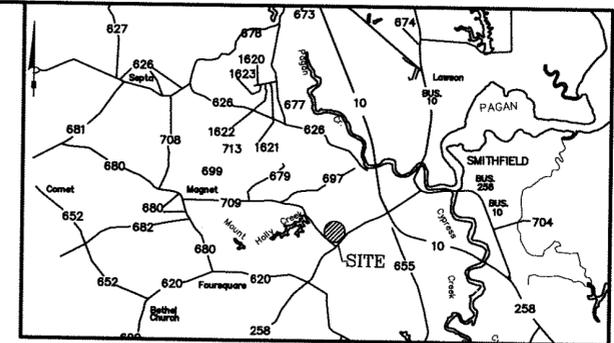
**Joseph Luter Jr Sports Complex**

<b>Sports Complex Project</b>	
November 14th	Pre Construction Meeting held with RAD Sports, some equipment will be on site before Thanksgiving

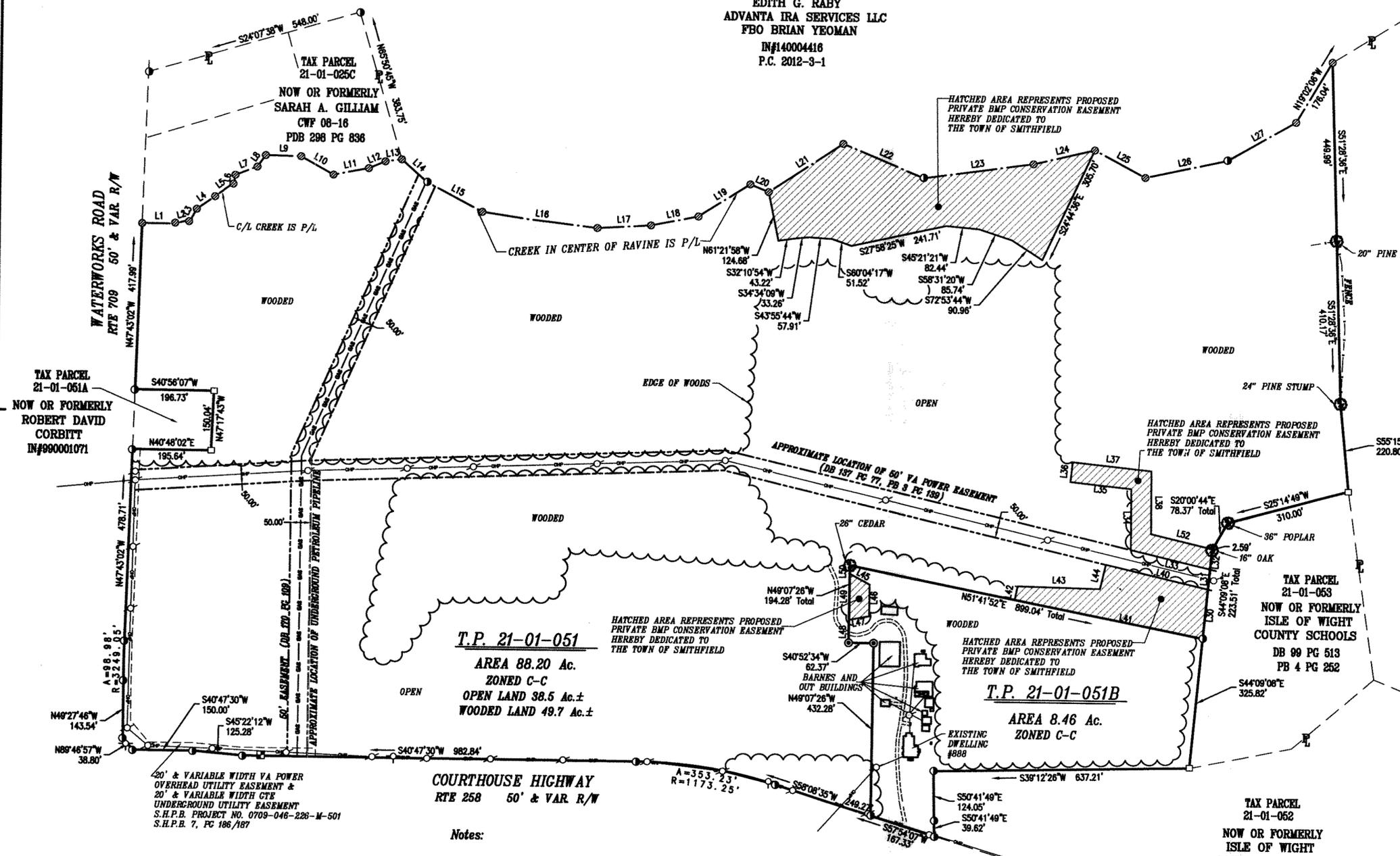
**Joseph W. Luter, Jr.**  
**Sports Complex**



TAX PARCEL  
21-01-025  
NOW OR FORMERLY  
EDITH G. RABY  
ADVANTA IRA SERVICES LLC  
FBO BRIAN YEOMAN  
IN#140004416  
P.C. 2012-3-1



SITE MAP  
NOT TO SCALE



LINE TABLE

LINE	BEARING	DISTANCE
L1	N40°26'14"E	83.59'
L2	N2°41'13"E	39.58'
L3	N21°42'15"W	29.99'
L4	N04°58'22"E	55.73'
L5	N04°19'10"E	59.14'
L6	N40°51'02"W	19.97'
L7	N19°15'04"E	58.54'
L8	N14°38'29"W	35.99'
L9	N41°49'40"E	88.19'
L10	N69°47'46"E	93.06'
L11	N29°12'06"E	89.59'
L12	N17°18'43"E	44.97'
L13	N33°15'37"E	41.18'
L14	N82°18'36"E	85.78'
L15	N68°21'10"E	156.41'
L16	N47°52'30"E	290.51'
L17	N37°03'08"E	133.83'
L18	N29°09'45"E	120.14'
L19	N07°52'07"E	152.88'
L20	N63°14'22"E	49.80'
L21	N06°33'59"E	222.35'
L22	N63°11'39"E	218.94'
L23	N32°31'06"E	276.02'
L24	N28°56'38"E	156.84'
L25	N68°45'04"E	143.55'
L26	N28°00'13"E	209.06'
L27	N10°12'08"E	196.31'
L30	S44°09'08"E	125.12'
L31	S44°09'08"E	50.45'
L32	S44°09'08"E	47.94'
L33	S53°30'54"W	203.31'
L34	N49°42'53"W	151.41'
L35	S46°33'34"W	152.86'
L36	N43°26'26"W	50.00'
L37	N46°33'34"E	197.47'
L38	S49°42'53"E	156.80'
L40	N53°30'54"E	261.83'
L41	S51°41'52"W	478.94'
L42	N38°18'08"W	35.00'
L43	N41°48'11"E	205.56'
L44	N36°29'06"W	62.48'
L45	N68°47'50"E	56.59'
L46	S49°07'28"E	78.47'
L47	S29°38'34"W	50.98'
L48	S49°07'28"E	57.78'
L49	S49°07'28"E	115.90'
L50	S49°07'28"E	20.80'
L52	N53°30'54"E	158.04'

TAX PARCEL  
21-01-056  
NOW OR FORMERLY  
WILLIAM LONDON GILCHRIST  
MARIO BURRELL  
TRACEY BURRELL  
IN#150004379

TAX PARCEL  
21-01-053  
NOW OR FORMERLY  
ISLE OF WIGHT  
COUNTY SCHOOLS  
DB 99 PG 513  
PB 4 PG 252

T.P. 21-01-051  
AREA 88.20 Ac.  
ZONED C-C  
OPEN LAND 38.5 Ac.±  
WOODED LAND 49.7 Ac.±

T.P. 21-01-051B  
AREA 8.46 Ac.  
ZONED C-C

EASEMENT PLAT  
FOR  
TOWN OF SMITHFIELD  
LOCATED ON COURTHOUSE HIGHWAY &  
WATERWORKS ROAD  
TOWN OF SMITHFIELD  
ISLE OF WIGHT COUNTY, VIRGINIA  
SCALE 1" = 200' NOVEMBER 2, 2016



- Notes:
- 1) The Easement Shown Herein is in Conjunction with the Construction of the Joseph W. Luder, Jr Sports Complex on Tax parcel 21-01-051. The BMPs Have Been Approved by Isle of Wight County for Stormwater Management Purposes and is Based on DEQ Specification No. 2.
  - 2) No Major Land Disturbance Shall Occur Within the Conserved Open Space Area During or After Construction.
  - 3) The Goal of Establishing Conserved Open Space is to Protect a Vegetated Area For Treating Stormwater Runoff. Any Future Modifications to the Site Should Take Existing Conditions into Consideration.

REFERENCE - IN#160000282, P.C. 2-10-4,  
S.H.P.B. 7 PGS 186/187

- LEGEND:
- - DENOTES IRON PIN OR PIPE FOUND
  - ⊙ - DENOTES IRON PIN SET
  - OHP- - DENOTES OVERHEAD POWER
  - ⊗ - DENOTES POINT IN BRANCH
  - - DENOTES MONUMENT FOUND
  - ⊕ - DENOTES POWER POLE
  - ⊞ - DENOTES WATER METER/VALVE
  - ⊕ - DENOTES FIRE HYDRANT

THIS SURVEY HAS BEEN COMPLETED WITHOUT THE BENEFIT OF A TITLE SEARCH. THEREFORE, THIS SURVEY IS SUBJECT TO ANY EASEMENT OF RECORD, LAND TRANSACTIONS AND OTHER PERTINENT FACTS WHICH A TITLE SEARCH MIGHT DISCLOSE.

THE PROPERTY SHOWN ON THIS PLAT APPEARS TO BE LOCATED IN ZONE "X/AE" AS SHOWN ON THE FLOOD INSURANCE RATE MAP, COMMUNITY-PANEL NUMBER 510081 0135 E, DATED 12-02-2015.

**CANADA LAND & MARINE SURVEYING**

1212 S. Church Street Smithfield, VA 23430  
PHONE : 757-357-2911  
DRAWN BY: ECC JOB #S16-277-SM

**AGREEMENT FOR PURCHASE AND SALE  
OF NUTRIENT OFFSET CREDITS**

THIS AGREEMENT FOR PURCHASE AND SALE OF NUTRIENTS OFFSET CREDITS (this "Agreement") is dated this 26th day of October, 2016, by and between Joy P. Massie and James P. Massie, Jr. Irrevocable Trust u/a December 21, 2012, Paul A. Layton and Alexander G. B. Massie, Trustees ("Seller") and, Town of Smithfield, ("Purchaser").

**RECITALS**

A. Seller has established the Shaefer Nutrient Bank, (the "Bank") on approximately 58.2 acres located in Goochland County, Virginia in accordance with applicable statues and regulations of the Virginia Department of Environmental Quality ("DEQ") and the Virginia Department of Conservation and Recreation ("DCR").

B. The Bank has obtained all necessary permits and taken all necessary actions to create nutrient reductions such that the Bank has nutrient offsets transferable to those entities requiring offsets in accordance with the Chesapeake Bay Watershed Nutrient Credit Exchange Program, DCR's Stormwater Offset Program, and the Virginia Soil and Water Conservation Board's Guidance Document and Stormwater Nonpoint Nutrient Offsets approved on July 23, 2009, to those regulated entities qualifying for nutrient offsets.

C. Purchaser desires to purchase from Seller and Seller desires to sell to Purchaser nutrient offsets measured in pounds of nitrogen or phosphorus (one pound of nitrogen or phosphorus equals one nitrogen or phosphorus nutrient offset credit, as the case may be), pursuant to the terms and conditions set forth herein.

## AGREEMENT

In consideration of the purchase price paid by Purchaser to Seller, and other good and valuable consideration, the receipt and sufficient of which are hereby acknowledged, the parties agree as follows:

1. Agreement to Sell and Purchase. Seller shall sell to Purchaser or its assigns, and Purchaser or its assignees shall purchase from Seller 1.99 (nitrogen and/or phosphorus) nutrient offset credits (the "Credits"). Seller acknowledges and agrees that, notwithstanding the payment of the Purchase Price (as defined below) contemporaneously with the execution and delivery of this Agreement, Purchaser may be purchasing the Credits for use on future projects, and the Credits purchased herein shall be conveyed by Bill of Sale to Purchaser, its successors or assigns in accordance with Section 3 herein, when and as Purchaser directs from time to time in writing to Seller.

Upon payment of the Purchase Price, Purchaser shall have such rights as permitted by law to re-convey all or a portion of its interest in the Credits to its successors in interest or assignees for use on future projects, and Seller consents to such re-conveyances and agrees to cooperate with and assist Purchaser in the documentation of such re-conveyances, including delivery of notices of such re-conveyances to the DEQ, DCR and any other governing agency with jurisdiction over the transfer of nutrient offsets.

2. Purchase Price. The purchase price for the Credits shall be \$12,250.00 per lb. [of nitrogen and/or phosphorus] for each Credit for a total Purchase Price of \$24,377.50 for the Credits. The Purchase Price shall be paid in collected funds on the date of execution of this Agreement by both parties. Upon payment of the Purchase Price in full, neither Purchaser, nor

its successors, nor assigns shall be liable for the payment of any other consideration or fee to Seller in connection with the conveyance or assignment and/or re-conveyance of the Credits.

3. Delivery of Credits. Upon payment of the Purchase Price, Seller shall deliver to Purchaser, its successors, or assignees the following documents to evidence the conveyance of the Credits:

(a) An affidavit in substantially the same form as Exhibit A attached hereto, with the project number filled in, and which shall also be delivered to the DEQ and, if appropriate, DCR, by Seller.

(b) A Bill of Sale for the Credits in substantially the same form as Exhibit B attached hereto.

Seller acknowledges and agrees that Purchaser may request the conveyance of up to the total amount of Credits purchased by Purchaser in one or more transactions to satisfy the requirements of one or more permits issued by the DEQ, DCR and/or any other governing agency all in accordance with the provisions of this Agreement.

4. Representations, Warranties and Covenants. Seller hereby warrants, represents to and covenants with Purchaser as follows:

(a) The matters set forth in Recitals A and B above; provided, however, Seller makes no warranty or representation with respect to the eligibility of the Credits sold hereunder to satisfy the permit requirements of any DEQ, DCR or other permittee.

(b) Seller has a sufficient number of credits in the Bank to consummate the transactions contemplated herein.

(c) Seller shall follow and comply with all the requirements for maintenance of the Bank as required by the DEQ, DCR and any other agency having jurisdiction over the Bank.

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(d) To the best of Seller's knowledge, there is no pending or threatened action or proceeding affecting Seller before any court, governmental agency or arbitrator that would adversely affect Seller's ability to comply with its obligations hereunder.

(e) Seller shall be solely responsible, at its sole cost and expense, for compliance with the requirements of with all federal, state and local statues, regulations and other requirements applicable to the operation, management and maintenance of the Bank (collectively the Bank Regulatory Requirements").

(f) That the execution and delivery of this Agreement on behalf of Seller has been duly authorized and such execution and delivery shall constitute the valid and binding agreement with Seller and is enforceable in accordance with its terms.

All of Seller's representations, warranties and covenants herein shall survive the sale of Credits under this Agreement and the delivery of the Bill of Sale pursuant to this Agreement for a period of 10 years.

5. Miscellaneous

(a) Notices. Any notice, demand or request which is required or permitted hereunder shall be deemed effective when hand delivered, sent by a receipted overnight delivery service, or mailed, via certified mail, return receipt requested to the following addresses:

**Seller:** Joy P. Massie and James P. Massie, Jr. Irrevocable Trust u/a December 21, 2012, Paul A. Layton and Alexander G. B. Massie, Trustees  
P.O. Box 5035  
Glen Allen, VA. 23058

**Purchaser:** Town of Smithfield  
P.O. Box 246  
Smithfield, VA 23431

The parties may change the address for notices by delivery of a change of address to the other party in accordance with the requirements set forth above.

(b) Brokerage Commission. Seller warrants to Purchaser that it shall pay a 5% brokerage fee to Stadia Development, Inc. ("Broker"); and also a 6% water quality enhancement fee to the permit issuing authority in connection with this transaction.

(c) Entire Agreement; Modification. There are no other agreements or understandings, written or oral, between the parties with regard to the subject matter of this Agreement. This Agreement shall not be modified or amended except by a written document executed by both parties.

(d) Governing Law. The validity, interpretation and enforcement of this Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Virginia, except to the extent that any applicable Federal Law or regulation shall supersede Virginia law in relation to the matter set forth in the Agreement, in which case Federal Law shall apply. Jurisdiction and venue for any litigation brought pursuant to this Agreement shall lie exclusively in the state courts of Goochland County, Virginia or the United States District Court for the Eastern District of Virginia to the express exclusion of any other jurisdiction or venue.

(e) Compliance with Applicable Laws. Both parties shall comply with all applicable federal, state and local laws, rules, regulations and orders in the conduct of their obligations hereunder.

(f) Severability. The provisions of this Agreement shall be deemed severable and, if any terms herein shall be held invalid, illegal or unenforceable, the remainder of this Agreement shall continue to be effective and binding on the parties.

(g) Additional Assurances. Both of the parties agree to execute and deliver any other document or documents that may be requested from time to time by the other party necessary to perform such party's obligations under this Agreement.

(h) Nature of Credits. The sale and conveyance of the Credits pursuant to this Agreement shall not constitute the conveyance or transfer of any right, interest or ownership of real property or the Bank, nor shall such conveyance impose upon Purchaser any obligation, duty or liability arising from or incident to ownership of an interest in real property.

(i) Assignability. Purchaser may assign its rights and obligations hereunder to any person or entity. Seller shall not assign its obligations hereunder except in connection with a sale or transfer of the real estate on which the Bank is located, without prior written consent of Purchaser, which may not be unreasonably withheld by Purchaser.

(j) Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original, and all of which shall together constitute one and the same Agreement.

WITNESS the following authorized signatures:

SELLER: Joy P. Massie and James P. Massie, Jr. Irrevocable Trust u/a December 21, 2012, Paul A. Layton and Alexander G. B. Massie, Trustees

By: Paul A. Layton - Trustee  
Paul A. Layton, Trustee

By: Alexander G. B. Massie - Trustee  
Alexander G. B. Massie, Trustee

PURCHASER: Town of Smithfield

By: Peter M. Stephenson Peter M. Stephenson  
Its: Town Manager

EXHIBIT A

AFFIDAVIT OF NUTRIENT CREDITS

I, Paul A. Layton and Alexander G.B. Massie, certify that I am now, and at all times mentioned herein have been, a Trustees for Joy P. Massie and James P. Massie, Jr. Irrevocable Trust u/a December 21, 2012 (the "Irrevocable Trust"), which is the owner of the Shaefer Nutrient Bank located in Goochland County, Virginia, and as such I hereby certify the following:

1) Pursuant to that certain Acquisition and Sale Agreement dated October 26, 2016, ("The Agreement"), between Irrevocable Trust (as Seller) and Town of Smithfield, ("Acquirer"), the Irrevocable Trust, for the benefit of the Acquirer, agree to sell 1.99 pounds of phosphorus offsets and retire 8.93 pounds of nitrogen (representing the ratio of nitrogen offsets to the phosphorus offsets at the offset generating facility) offsets to Acquircr;

2) The Irrevocable Trust and the Acquirer, as of the date hereof, have closed the transaction contemplated by the Agreement and the Company has sold to Acquirer phosphorus offsets and retired 8.93 pounds of nitrogen (representing the ratio of nitrogen offsets to the phosphorus offsets at the offset generating facility) offsets.

The execution and delivery of this Affidavit has been duly authorized and is not in violation of the Documents of the Irrevocable Trust or any other agreement, document or obligation to which the Irrevocable Trust is bound.

IN WITNESS WHEREOF, I have duly executed this Affidavit as of the 16 day of November, 2016.

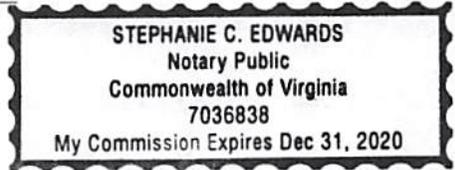
By: Paul A. Layton - Trustee  
Paul A. Layton, Trustee

COMMONWEALTH OF VIRGINIA,  
City/County of Henrico, to-wit:

Sworn to and subscribed before me this 16<sup>th</sup> day of November, 2016, the undersigned Notary Public for and in the jurisdiction aforesaid, by Paul A. Layton, Trustee for Joy P. Massie and James P. Massie, Jr. Irrevocable Trust u/a December 21, 2012.

Stephanie C. Edwards  
Notary Public

My commission expires: 12/31/2020  
Registration No.: 7036838



IN WITNESS WHEREOF, I have duly executed this Affidavit as of the 16 day of November, 2016.

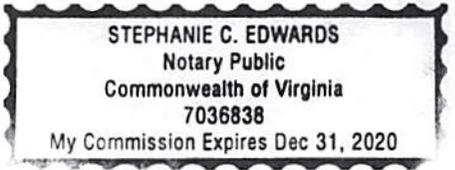
By: Alexander G. B. Massie - Trustee  
Alexander G. B. Massie, Trustee

COMMONWEALTH OF VIRGINIA,  
City/County of Henrico, to-wit:

Sworn to and subscribed before me this 16<sup>th</sup> day of November, 2016, the undersigned Notary Public for and in the jurisdiction aforesaid, Alexander G. B. Massie, Trustee for Joy P. Massie and James P. Massie, Jr. Irrevocable Trust u/a December 21, 2012.

Stephanie C. Edwards  
Notary Public

My Commission expires: 12/31/2020  
Registration No.: 7036838



STEPHANIE C. EDWARDS  
Notary Public  
Commonwealth of Virginia  
7038838  
My Commission Expires Dec 31, 2020

STEPHANIE C. EDWARDS  
Notary Public  
Commonwealth of Virginia  
7038838  
My Commission Expires Dec 31, 2020

Acquirer: Town of Smithfield

Name of Project: Smithfield Sports Complex

HUC Code: 02080206

Phosphorus offsets: 1.99

Nitrogen offsets: 8.93

EX/HIBIT B

BILL OF SALE

THIS BILL OF SALE is made as of the 16 day of November, 2016, by Joy P. Massie and James P. Massie, Jr. Irrevocable Trust u/a December 21, 2012, Paul A. Layton, Trustee and Alexander G. B. Massie, Trustee, ("Seller") and Town of Smithfield, ("Purchaser").

Seller and Purchaser have entered into that certain Agreement for Purchase and Sale of Nutrient Offset Credits dated October 26, 2016 (the "Purchase Agreement"), the terms of which are incorporated herein by reference and made a part hereof, with respect to the sale by Seller and the purchase by Purchaser of nutrient offset credits generated by Seller's Shaefer Nutrient Bank located in Goochland County, Virginia.

In consideration of the payment of the Purchase Price \$24,377.50 and (as defined in the Purchase Agreement) and other good and valuable consideration, the receipt and sufficiency of which are mutually acknowledged, Seller hereby sells, transfers, assigns, conveys, delivers, and sets over to Purchaser, its successors or assigns the following nutrient offset credits (as defined in the Purchase Agreement):

Phosphorus: 1.99 lbs. and

Nitrogen: 8.93 lbs.

Project: Smithfield Sports Complex

VSMP Permit #: Pending

WITNESS the following authorized signature:

By: Paul A. Layton - Trustee  
Paul A. Layton, Trustee

By: Alexander G. B. Massie - Trustee  
Alexander G. B. Massie, Trustee



Smithfield Joseph W Luter Jr Sports Complex  
Smithfield, VA  
Date: October 27, 2016

NATIONAL JOINT POWERS ALLIANCE  
Master Project: 170558  
Contract Number: 082114-msl  
Expiration: 09/16/2018 (Renewable annually)  
Category: Facility & MRO  
Sub-Category: Athletic Field

**Quotation Price – Turnkey (Preliminary Scope of Work attached on page 3)**

Musco's Light Structure Green™ as described below and delivered to the job site and installed by:

<b>Baseball Fields:</b>	<b>\$400,000.00</b>
<b>Adder for bonding (not included in pricing above):</b>	<b>\$3,676.00</b>

*Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential.*

**Equipment Description**

Light Structure Green™ System delivered to your site in Five Easy Pieces™

**Equipment – (2) Softball Field and (3) Baseball Fields per the Musco Design #166035C.**

- (20) Pre-cast concrete bases
- (20) Galvanized steel poles
- UL Listed remote electrical component enclosures
- Pole length wire harness
- (106) Factory-aimed and assembled luminaires

Also Includes:

- Energy savings of more than 50% over a standard lighting system
- 50% less spill and glare light than Musco's prior industry leading technology
- Musco Constant 25™ product assurance and warranty program that eliminates 100% of your maintenance costs for 25 years, including labor and materials
- Guaranteed constant light level for 25 years:
  - Diamond Fields – Infield-50fc, Outfield-30fc
- 1 group re-lamp at the end of the lamps' rated life, 5000 hours
- Control Link® Control & Monitoring System for flexible control and solid management of your lighting system
- Lighting Contactors sized for 480 Volt 3 phase

*Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential.*

***Payment Terms to be determined between Musco Credit department and purchasing entity***

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Email or fax a copy of the Purchase Order to Musco Sports Lighting:

Musco Sports Lighting, LLC  
Att: Amber Schulte  
Fax: 800-374-6402  
Email: amber.schulte@musco.com

**All purchase orders and/or Musco PA's should note the following:**

**NJPA Purchase**

**Master Project # 170558**

**Contract #: 082114-MSL**

**Musco Project #166035**

Delivery to the job site from the time of order, submittal approval, and confirmation of order details including voltage and phase, pole locations is approximately 4-6 weeks. Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.

***Notes***

---

Quote is based on:

- Shipment of entire project together to one location
- Field sizes as shown on Musco Design #166035C
- Structural code and wind speed = 2012 IBC, 115 MPH
- Confirmation of pole locations prior to production

Thank you for considering Musco for your sports-lighting needs. Please contact me with any questions.

**Joe Forche**

Virginia Sales Representative  
Musco Sports Lighting, LLC  
Phone: 804-385-8950  
E-mail: joe.forche@musco.com

**SMITHFIELD**  
**Baseball/Softball**  
**Basic Scope of Work**  
**Turnkey**

**Owner/Contractor Responsibilities:**

1. Complete access to the site for construction using standard 2 wheel drive rubber tire equipment.
2. Locate existing underground utilities and irrigation systems and verify all pole locations per Musco supplied layout.
3. Pay for extra costs associated with foundation excavation in non-standard soils (rock, caliche, high water table, collapsing holes, etc.). Standard soils are defined as soils that can be excavated using standard earth auguring equipment.
4. All power company fees and schedules

**Musco Responsibilities:**

1. Provide required poles, controls, fixtures, and foundations.
2. Provide layout and locating of pole locations and aiming diagram.
3. Provide Project Management as required.
4. VA certified foundation designs if required.

**Subcontractor Responsibilities:**

1. Provide equipment and materials to off load equipment at jobsite per scheduled delivery.
2. Provide storage containers for material as necessary and waste disposal.
3. Provide adequate security to protect Musco delivered products from theft, vandalism or damage during the installation.
4. Provide required permits. (Permit Fees may or may not be necessary.)
5. Provide electrical design for Musco to review prior to installation. (Only if Required)
6. Provide materials and equipment to install electrical service panels as required or necessary. 480v
7. Provide materials and install Musco CMC cabinet and provide 120v control circuit
8. Provide materials and equipment to install all underground conduit, wiring, pull boxes etc. and terminate wiring as required per electrical design.
9. Install conduit with specified wire to proposed scoreboard locations at each field
10. Confirm the existing underground utilities and irrigation systems have been located and are clearly marked so as to avoid damage from construction equipment. Repair any such damage during construction.
11. Provide materials and equipment to install (30) LSS foundations as specified on Layout.
12. Remove spoils to owner designated location at jobsite.
13. Provide materials and equipment to assemble (160) LSG fixtures and terminate all necessary wiring.
14. Provide equipment and materials to assemble and erect (30) LSS Poles.
15. Provide equipment and materials to install the new Lighting Contactor Cabinet and terminate all necessary wiring.
16. Contractor will commission Control Link by contacting Control Link Central at (877-347-3319) and going through the following steps:
17. Check all Zones to make sure they work in both auto and manual mode.
18. 1 hour comprehensive burn of all lights on each zone.
19. Set base line for the DAS (Diagnostic Acquisition System)
20. Keep all heavy equipment off of playing fields when possible. Repair damage to grounds which exceeds that which would be expected. Indentations caused by heavy equipment traveling over dry ground would be an example of expected damage.
21. Provide startup and aiming as required to provide complete and operating sports lighting system.

**PUBLIC WORKS  
COMMITTEE**

DATE NOVEMBER 28, 2016  
TO SMITHFIELD TOWN COUNCIL – PUBLIC WORKS COMMITTEE  
FROM SONJA EUBANK  
PLANNING, ENGINEERING, & PUBLIC WORKS  
SUBJECT LANDSCAPING SERVICES CONTRACT – RECOMMENDATION TO  
REJECT BIDS

Our current contract and all options to renew for Landscaping Services expire on March 31, 2017; therefore we were required to issue a new Invitation for Bid (IFB). In response to the IFB we received 3 bids as follows:

Lawrence Landscaping Portsmouth, VA	\$3360/month
Smithfield Lawn Service Smithfield, VA	\$4266/month
Escape to Eden Suffolk, VA	\$11,958/month

The lowest bid of \$3360 per month is \$1407 more per month than our current contract. Since the lowest bid exceeds available funds, staff recommends rejecting all bids and issuing a new solicitation.

**PUBLIC BUILDINGS & WELFARE  
COMMITTEE**

**STAFF REPORT TO THE  
TOWN COUNCIL**

**SPECIAL USE PERMIT**

**December 6, 2016**

**\*\*\* PUBLIC HEARING\*\*\***

<b>Applicant Name &amp; Address</b>	Mrs. Cheryl Ketcham 17412 Carroll Bridge Road Windsor, VA 23487
<b>Property Owner Name &amp; Address</b>	William & Cheryl Ketcham 17412 Carroll Bridge Road Windsor, VA 23487
<b>Property Location</b>	327 Main Street (Tax map #21A-01-251); Southeast of the intersection of Cockes Lane and Main Street
<b>Property Classification</b>	Contributing
<b>Statistical Data (see plat)</b>	
Current Zoning	D, Downtown District
Proposed Use	Retail / General Store
Parking Required	0 spaces for <10,000 sq. ft. lot
Parking Provided:	Two (2) off-street parking spaces
<b>Surrounding Land Uses/Zoning</b>	I-2, Heavy Industrial District; D, Downtown District; DN-R, Downtown Neighborhood Residential
<b>Conformity with Comprehensive Plan</b>	Current future land use plan shows the land as downtown commercial

**Staff Comments**

The applicant is seeking approval for a Special Use Permit (SUP) to operate a general store at 327 Main Street under the provisions of Article 3.H, Section H:1 and Article 6 of the Zoning Ordinance; specifically, to expand the non-residential use of a residential structure in the Downtown zoning district.

The previous property owner, Ms. Janis Ibbetson, received a SUP on December 5, 2000 to operate an antique store (“Treasure Chest of Smithfield”) at 327 Main Street; however, at that time SUPs were issued to the applicant, rather than running with the land.

Therefore, other previous owners, the Verdager’s, had to reapply in 2004 in order to have a commercial use in the residential structure. They received a SUP on October 6, 2004 to allow for retail sales and the sale of baked goods and have run the Olde Worlde Tea Shoppe there for years since. Their approval; however, was to allow for the commercial use on the ground floor with the upstairs remaining for residential use.

The current applicant is before you in order to expand the commercial use to include the upstairs of the residential structure, which requires SUP approval. The proposed use is retail, specifically for a general store. Town planning staff does not have any concerns regarding this proposal; and at their November 8, 2016 meeting, the Planning Commission recommended approval of this Special Use Permit with no conditions.

Contact William Saunders at 365-4266 or [wsaunders@smithfieldva.gov](mailto:wsaunders@smithfieldva.gov) with any questions.



# TOWN OF SMITHFIELD

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

### APPLICATION FOR:

- Special Use Permit  Variance  Special Yard Exception  
 Special Sign Exception  Other

Applicant(s) Name: Cheryl Ketcham  
 Address: 17412 Carroll Bridge Rd  
 City, State, Zip: Windsor, VA 23487  
 Phone Number(s): 515-7665

Property Owner(s) Name: Same  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_

Property Address: 327 Main Street, Smithfield  
 Tax Map Number(s): 21A-01-251  
 Property Description: \_\_\_\_\_

Zoning: D, DOWNTOWN Acreage: 7,038 SQ. FT. Application Fee: \$400.00  
 Legal Reference: 970003561 Deed Book#: \_\_\_\_\_ Page#: \_\_\_\_\_

Proposed Use/Exception: TO EXPAND NON-RESIDENTIAL USE AS THE PRINCIPLE USE OF A STRUCTURE (RESIDENTIAL); SPECIFICALLY, TO EXPAND RETAIL USE TO THE UPSTAIRS OF THE STRUCTURE AS PER ARTICLE 3:4, D, DOWNTOWN ZONING ORDINANCE AND ARTICLE 6 OF THE ZONING ORDINANCE.

Cheryl Ketcham  
 Applicant(s) Signature

10-11-16  
 Date

\_\_\_\_\_  
 Applicant(s) Signature

\_\_\_\_\_  
 Date

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, December 6, 2016 at 7:30 p.m. to consider the application of William and Cheryl Ketchum, owners, for a special use permit under the provisions of Article 3.H., Sections C and H., 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 entire residential structure for a non-residential use, in particular for a general store for retail sales. The property which is the subject of this special use permit is located at 327 Main Street. The property in question is zoned D, Downtown 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, 302 Main Street, Smithfield, Virginia.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: November 23 and 30, 2016

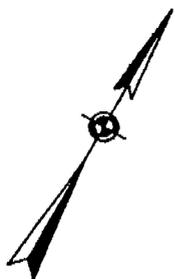


Shopp  
& Cafe

TEA



MAIN STREET,  
(59' R/W)



LEGEND

- IRS IRON ROD SET
- COMPUTED POINT
- P-Ø-P POWER POLE AND LINE
- T-Ø-T TELEPHONE POLE AND LINE

R. K. REDLIN  
21A-001-250

PROPERTY OF  
JANIS L. IBBETSON  
7,038 S.F.

21A-001-251

SHED  
8'x10'

CHAIN LINK  
FENCE

POST  
ON COR.

NOTE: THIS RESIDENCE LIES IN ZONE X  
WHICH IS NOT CONSIDERED A FLOOD  
HAZARD ZONE. COMMUNITY FLOOD  
PANEL NUMBER 510081 0005 C  
EFFECTIVE DATE: DECEMBER 5, 1990

J & L PROPERTIES, INC.

21A-001-252

THIS IS TO CERTIFY THAT ON MARCH 7, 2000  
I SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND  
THAT THE TITLE LINES ARE AS SHOWN ON THIS PLAT.  
THE BUILDINGS STAND STRICTLY WITHIN THE TITLE  
LINES AND THERE ARE NO ENCROACHMENTS OF OTHER  
BUILDINGS ON THE PROPERTY EXCEPT AS SHOWN.

FILE: MAIN327

327 MAIN STREET

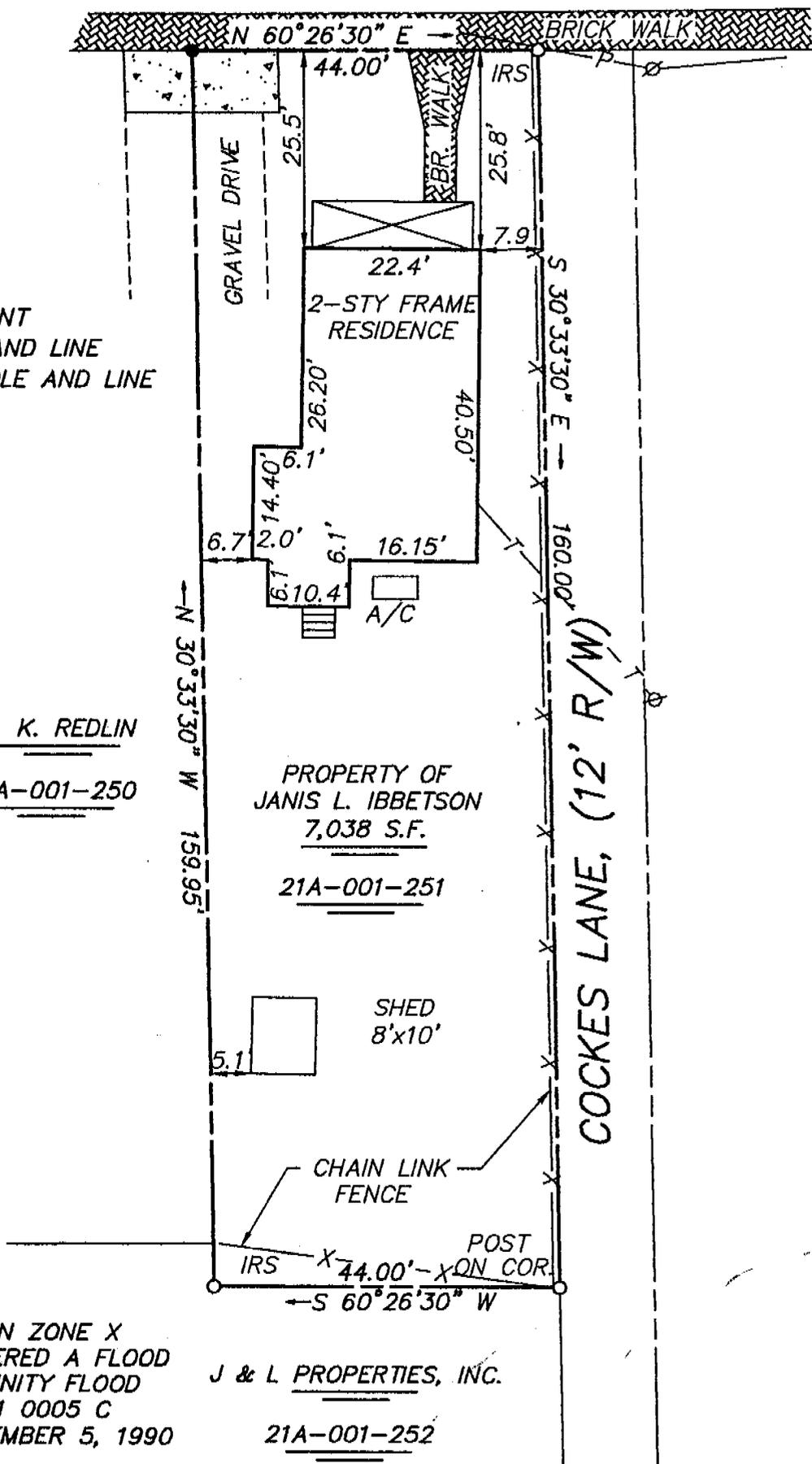
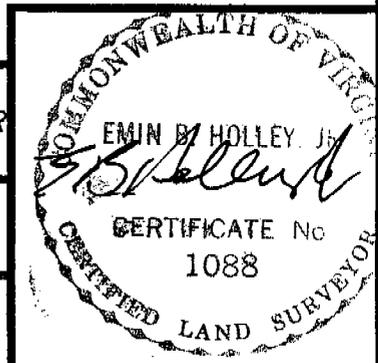
PLAT OF THE PROPERTY OF  
JANIS L. IBBETSON

EMIN B. HOLLEY, JR.  
CERTIFIED LAND SURVEYOR  
SMITHFIELD, VIRGINIA

FORMERLY THE PROPERTY OF  
DANIEL E. HAHN  
INSTRUMENT NUMBER 970003561.  
LOCATED IN THE TOWN OF SMITHFIELD,  
ISLE OF WIGHT COUNTY, VIRGINIA.

SCALE: 1"=20'

MARCH 7, 2000



## PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR NOVEMBER 2016

Locality: Smithfield Town  
 Project Name: Pinewood Heights Phase 3

Contract #: 15-10

Prepared by: Michael Paul Dodson

Date: November 15, 2016

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

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>16</u> of <u>18</u>	# of homeownership counseling done?	<u>17</u> of <u>18</u>
# of homes acquired?	<u>5</u> of <u>18</u>	# of housing inspections done?	<u>11</u> of <u>18</u>
# of vacant lots acquired?	<u>0</u> of <u>2</u>	# of owner-occupied relocations done?	<u>5</u> of <u>5</u>
# of demolitions done?	<u>0</u> of <u>18</u>	# of market-rate relocations done?	<u>5</u> of <u>9</u>
Clearance completed?	<u>0</u> of <u>18</u>	# of Section 8 relocations done?	<u>1</u> of <u>4</u>

### ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/ 30/ 2015

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

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

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

TA Site Visit Requested:  Yes  No

Is project on schedule as shown in timeline?  Yes  No If no, update will be uploaded by: \_\_\_\_/ \_\_\_\_/ \_\_\_\_

Is the project proceeding within budget?  Yes  No If no, update will be uploaded by: \_\_\_\_/ \_\_\_\_/ \_\_\_\_

**Status:** What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring?  
 Notice to Purchase and Relocation First notice letters sent to resident/owners of 21, 22, 23, 24, 25, 26, 27A, 28A, 28B, 31, 32, 33, 34, 35, 36, 37, and 38 Jamestown. Appraisals and RA have been completed for 21, 23, 25, 26, 27A, 27B, 28A, 28B, 31, 33, 36, 37, 38, and one vacant lot. Appraisals have been received but not reviewed for 34 and 35 Jamestown. Applications have been received and being processed for residents at 21, 23, 24, 25, 26, 27A, 27B, 28A, 28B, 31, 32, 33, 34, 35, 36, 37, and 38 Jamestown Avenue. Seventeen residents have provided, and been qualified for relocation, with 12 providing their income forms. Owners at 21, 23, 33, 36, and 38 Jamestown have sold their homes and relocated. Rentals at 27A, 28A, 28B, and 34 Jamestown have relocated. 25 and 31 Jamestown have identified their relocation and their move-in dates for their new homes is

December 1<sup>st</sup>. We are working with five other tenants of their relocation. The Town is working to acquire the vacant (or soon to be vacant) rental units of 27A, 27B, 28A, and 31 Jamestown Avenue; these should close by the end of the year.

**Are problems anticipated?** None

**Other comments:** None

**Project Specific Products:**

**Owner-Occupied Acquisition** (Goal=5)

Owner Occupied Homes

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

Preliminary Acquisition Letters Sent 5

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

Appraisals Completed 5

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

Review Appraisals Completed 5

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

Offer to Purchase Letters Sent 5

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

Offers Accepted 5

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

Properties Closed On 4

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

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

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 1

1) 37 Jamestown

Appraisals Completed 1

1) 37 Jamestown

Review Appraisals Completed 1

1) 37 Jamestown

Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

**Tenant-Occupied Acquisition** (Goal=12)

Tenant Occupied Homes

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Preliminary Acquisition Letters Sent 11

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 27A Jamestown 5) 27B Jamestown 6) 28A Jamestown

7) 28B Jamestown 8) 31 Jamestown 9) 32 Jamestown 10) 34 Jamestown 11) 35 Jamestown

Appraisals Completed 10

1) 25 Jamestown 2) 26 Jamestown 3) 27A Jamestown 4) 27B Jamestown 5) 28A Jamestown 6) 28B Jamestown

7) 31 Jamestown 8) 32 Jamestown 9) 34 Jamestown 10) 35 Jamestown

Review Appraisals Completed 10

1) 25 Jamestown 2) 26 Jamestown 3) 27A Jamestown 4) 27B Jamestown 5) 28A Jamestown 6) 28B Jamestown

7) 31 Jamestown 8) 32 Jamestown 9) 34 Jamestown 10) 35 Jamestown

Offer to Purchase Letters Sent 5

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

Offers Accepted 5

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

Properties Closed On 0

**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 6

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

6) 35 Jamestown

Eligibility of Relocation Letters Sent 6

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

6) 35 Jamestown

Comparable Units Found and Inspected 7

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

Households Relocated 5

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

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

Section 8 Occupied Homes

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

Household Surveys Completed 3

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

Income Verifications Completed 3

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

Eligibility of Relocation Letters Sent 3

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

Comparable Units Found and Inspected 2

- 1) 27A Jamestown 2) 27B Jamestown

Households Relocated 1

- 1) 27B Jamestown

**Demolition** (Goal=18)

Units to be Demolished

- 1) 21 Jamestown 2) 22 Jamestown 3) 23 Jamestown 4) 24 Jamestown 5) 25 Jamestown 6) 26 Jamestown
- 7) 27A Jamestown 8) 27B Jamestown 9) 28A Jamestown 10) 28B Jamestown 11) 31 Jamestown 12) 32 Jamestown
- 13) 33 Jamestown 14) 34 Jamestown 15) 35 Jamestown 16) 36 Jamestown 17) 37 Jamestown 18) 38 Jamestown

Units that have been Demolished 0

# PROJECT STATUS MAP

## Pinewood Heights Phase III Redevelopment Project

### Town of Smithfield, Virginia

#### LEGEND

— PHASE III BOUNDARY

#### STATUS:

 PRELIM ACQ LETTER RECEIVED BY OWNER

 APPRAISAL COMPLETE

 OFFER TO PURCHASE ACCEPTED

 RELOCATION IN PROCESS

 RELOCATION COMPLETE

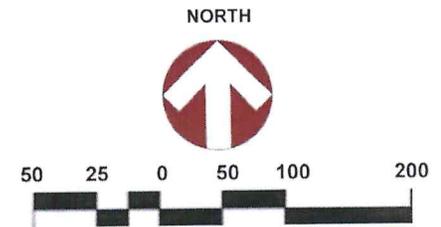
 READY FOR DEMOLITION/DEMO PREP

O OWNER OCCUPIED

R RENTER OCCUPIED

8 SECTION 8 TENANT

V VACANT STRUCTURE



GRAPHIC SCALE IN FEET

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

NOVEMBER 2016