

SMITHFIELD TOWN COUNCIL AGENDA

October 2nd, 2012 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report
 - a. September Activity Report
 - b. America in Bloom Awards Presentation

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|------------|---|--|
| October 2 | - | 7:30 p.m. – Town Council Meeting |
| October 9 | - | 7:30 p.m. – Planning Commission Meeting |
| October 8 | - | Town Administrative Offices Closed in Observance of Columbus Day |
| October 10 | - | Town Administrative Offices Closed for Employee Training Day |
| October 16 | - | 7:30 p.m. – Board of Historic and Architectural Review |
| October 22 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| October 23 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Fire and Rescue Committee
Public Works Committee
Public Buildings and Welfare Committee |

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

C. Public Comments:

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- A. Briefing by Mr. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District
- B. Presentation by the Isle of Wight Schools in Regards to Launching of New iPads by Mr. Rashard Wright and Mr. Stenette Byrd

D. Council Comments

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

E. Summary of Consent Agenda items

- a. Police Committee Chair, Connie Chapman
- b. Water and Sewer Committee Chairman, Andrew C. Gregory
- c. Finance Committee Chairman Randy Pack
- d. Public Works Committee Chairman Michael G. Smith
- e. Public Buildings and Welfare Committee Chairman, Dr. Milton Cook

CONSENT AGENDA ITEMS

- C1. Resolution Street Closure Request for Ruritan Annual Car Show in Conjunction with Town and Country Days Saturday, October 13th, 2012** **TAB # 1**
Police Committee Chair, Connie Chapman
- C2. Resolution Street Closure /Traffic Assistance for 11th Annual Hog Jog Race Saturday, October 13th, 2012** **TAB # 2**
Police Committee Chair, Connie Chapman
- C3. Resolution Street Closure/Traffic Assistance for Zombie Walk for Polio on Saturday, October 20th, 2012** **TAB # 3**
Police Committee Chair, Connie Chapman
- C4. Motion to Approve Request from Vico Construction Corporation to Shut-off Water to Connect to Harvest Fellowship Baptist Church on Battery Park Road, October 15th, 2012**
Water and Sewer Committee Chair, Andrew C. Gregory
- C5. Invoices Over \$10,000 Requiring Council's Consideration:**
Finance Committee Chair, Randy Pack
- | | | | |
|-----------|--|--------------------|----------------|
| a. | Blair Brothers, Inc. (Revised) | \$14,352.91 | TAB # 4 |
| b. | Draper Aden Associates | \$27,480.20 | |
| | Additional Invoices Received after Committees | | TAB # 5 |
| c. | Southern Dodge (budgeted police vehicle) | 23,474.00 | |
| d. | Sydnor Hydro | 10,926.00 | |
- C6. VML Resolution Supporting Restoration Funding for Aid to Localities** **TAB # 6**
Finance Committee Chair, Randy Pack
- C7. Motion to Renew Mechanical, Electrical and Utility Contract with REW Corporation for One Additional Year**
Public Works Committee Chair, Michael Smith
- C8. Motion to Award John Rolfe Turn Lane Project to the Blair Bros., Inc.**
Public Works Chair, Michael G. Smith
- C9. Motion to Renew Lease Agreement between the Town of Smithfield and Trinity Methodist Church for Use of Parking Lot for Public Purpose** **(forthcoming)**
Public Works Chair, Michael G. Smith

ACTION SECTION

1. **Public Hearing: Disposition of Real Property – 224 Main Street**
 - a. Staff Presentation by William H. Riddick, III, Town Attorney
 - b. Public Hearing Opened
 - c. Public Hearing Closed
 - d. Consideration: Public Buildings and Welfare Committee Chair, Dr. Milton Cook

2. **Motion to Approve the Town Council Minutes for the Meeting of September 4th, 2012**
Town Attorney, William H. Riddick, III

3. **New Business:**
 - a. **Set Personal Property Tax Relief Rate**
Ms. Ellen Minga, Town Treasurer

 - b. **Status of Town/County Fiscal Year 2012 True-Up** **TAB # 7**
Ms. Ellen Minga, Town Treasurer

4. **Closed Session: Disposition of Real Property**

5. **Adjournment**

September 28, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – SEPTEMBER 2012

TOWN MANAGER'S OFFICE:

- a. Assisted with Public Works/Town
- b. Receptionist/Secretary Interviews
- c. Attended the following meetings: Smithfield 2020, Windsor Castle Park Foundation Board, Chamber of Commerce annual business meeting, Shared Services meeting sponsored by Delegate Morris, meeting regarding Farmers Market and Pinewood Heights Management Team.
- d. Coordinated receipt and review of proposals received for the sale/lease of 224 Main Street.
- e. Attended funeral service and burial for former SPD Sgt. Marty Roach.
- f. Attended VML annual conference in Williamsburg and AICP continuing education class at VIMS in Gloucester.
- g. Attended Kiwanis installation dinner and final Smithfield committee meeting for upcoming ADA Step Out Walk at Winsor Castle Park,
- h. Submitted Governors Housing Award Nomination. Town received 3 America in Bloom awards in Fayetteville, Arkansas this month.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes for Town Council, Planning Commission Board of Historic and Architectural Review AND THE Board of Zoning Appeal.
- b. Staff attended Windsor Castle Foundation Board Meeting on September 6th.
- c. Attended Pinewood Heights Team Management meeting, September 11th.
- d. Prepared September Town Council Committee Agenda, and October Town Council Agenda
- e. Attended Town Council Committee meetings on September 17th and 18th and prepared summary reports of the committees.

TREASURER'S OFFICE:

- a. Audit began on September 6, and auditors were on site until September 21. They returned on September 28 to wrap up unfinished items.
- b. Picked up real estate file from Isle of Wight County on September 25. Personal property is not yet ready. We are still expecting to mail bills on time at the end of October (RE) and the first of November (PP).
- c. Completed annual cash proffer report and submitted to the Commission on Local Government.
- d. Completed bank reconciliations for August 2012 and prepared July 2012 financial statements.
- e. Closed loan with Farmers Bank for the HVAC replacement at the Smithfield Center.
- f. Prepared Certificate of Indebtedness for the Town of Smithfield per IOW County's request as part of their September 27 bond financing.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
1. Sewer Line Repairs and Maintenance:
 - a. Continued work on manhole inspections and air release valves - both 50% complete.
 - b. Sewer line cleaning 5% completed.
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Performed schedule maintenance at pump station
 - Cleaning of wet -wells
 - Alarms testing
 - Sump pump cleaning
 - Check Valve cleaning and repair
 - Generator checks / Godwin pump checks
 - Control Panel / Flow monitor checks
 - Fence and Grounds
 - Inspected Structure
 - Inspect and clean pumps
 - Level system check

- Test limit switches
- Bar screen cleaning
- Rain gauge checks
- c. REW is working on flow meters at pump stations.

3. Water Line Repairs and Maintenance:

- a. Repaired water leak at 704 South Church St. Service line broke and was temporarily repaired until staff could install new service line.
- b. Exercised all water valves in the Golf Course to ensure all valves were open and functioning properly.

4. Well Repairs and Maintenance

- a. All wells are off now that RO plant is running. Upgrades to well houses are being planned to keep wells in operating condition in case of an emergency.
- b. Installed new piping in the Cary St. well house. This was done so well could be operated and sampled without the water going into distribution.

5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. Plant operators with Rod Jessurun from ITT installed orifice plates on RO first stage.
- c. Plant operators with Rod Jessurun from ITT replaced flow transmitter and flow tube on third stage.
- d. Operators verified flows on first, second, and third stage using clamp on flow meter.
- e. Operators replaced broken saddle on first stage.
- f. HRSD completed biannual inspection of RO plant and concentrate pump station.

6. Safety

- a. Monthly truck inspections.
- b. All Public Works employees attended Confined Space Training.
- c. Monthly playground inspections.

7. Miscellaneous

- a. Clean off and repaired walking trails at the Windsor Castle Park twice a week by grounds crew or as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. Grounds crew- grass cutting for the season and trash pick up to keep the Town clean: Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St./258 and Waterworks Rd and other areas.
- c. Minor repairs at Town Hall and Town Buildings.

PLANNING AND ZONING:

1. Planning Commission – 09/11/12
 - A. Entrance Corridor Overlay District Design Revision – 1811 South Church Street, McDonald’s Restaurant – Elmer Tolle, Blakeway Corp., applicants. – Approved.
 - B. Preliminary and Final Site Plan Review – 1811 South Church Street, McDonald’s Restaurant – Elmer Tolle, Blakeway Corp., applicants. –Approved.
 - C. Entrance Corridor Overlay District Design Review – 930 South Church Street, Enterprise Rent-a-Car – Dave Levenson, Enterprise Holdings, applicants. – Approved.
 - D. Preliminary and Final Site Plan Review -- 206 Main Street, Public Restroom Facility – Lawrence Pitt, Smithfield Foods, applicants – Approved.
2. Rezoning Applications under review
 - A. None
3. Special Use Permit Applications under review
 - B. None
4. Subdivision and Site Plans under review
 - C. None
5. Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase I (95% complete)
 - B. Smithfield Manor Townhomes (Formerly Halstead Landing) (75% complete)
 - C. Lakeview Cove Condos (75% complete)
 - D. YMCA (98% complete)
 - E. Smithfield Foods Test Kitchen (98% complete)
 - F. True Value (98% complete)
 - G. Main Street Baptist Church (40% complete)
 - H. Taste of Smithfield (98%)
6. Board of Zoning Appeals 09/18/12
- Meeting continued.
7. Board of Historic & Architectural Review 09/18/12
- A. Proposed Color Change – 108 Main Street – Contributing – Wayne Davis, Smithfield Foods, applicants – Approved.

ENGINEERING:

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. No homes are under construction at this time.
- C. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. No condominiums are under construction at this time.
- C. South Church Street Streetscape Project, Contractor has continued sidewalk brick tie-in installation on both sides of project between the new sidewalk and residential and commercial sidewalks/driveways from Cedar Street to Smithfield Station parking lot. Verizon has begun installation of their main cable from the Verizon Building to Smithfield Station parking lot. Charter Cable has completed installation of their cable from the Smithfield Station parking lot to the intersection of Main and Church Streets.
- D. Blair Bro.'s Contr. started and completed re-grade of roadside ditches at 825 Smithfield Blvd and cleaned entrance pipe, repaired washout at D.I. at intersection of Ransdall and John Rolfe Drives. Repaired washout area at outfall on Waterworks Road at shoulder. Contractor also performed asphalt repair of potholes and damaged area on Battery Park Road, Institute Street, Cary Street and Brewer Place.

September 28, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, SEPTEMBER 17TH, 2012

The Police Committee met Monday, September 17th, 2012 at 4:01 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; Mrs. Denise N. Tynes, and Mr. Andrew C. Gregory, Vice Mayor. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Mr. Steve Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Police Chief; Mr. William Saunders, Planner/GIS Coordinator; and Ms. Terry Rhinier, Special Events Coordinator for Isle of Wight Tourism. Also in attendance were Mr. Andy Snyder and Mr. Scott Schiller of Draper Aden Associates; Mr. Richard Grice and Ms. Elizabeth Pasieczny. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chair, Ms. Connie Chapman called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA

1. Street Closure Request for Ruritan Annual Car Show in Conjunction with Town and Country Days Saturday, October 13th, 2012 – Ms. Chapman stated that this item is a request for street closure for the Smithfield Ruritan Club's Annual Car Show in conjunction with Town and Country Days, October 13th. The request is for the 100, 200, and 300 blocks of Main Street from Church Street to Underwood Street. The Ruritan Club will start parking cars on the 100 block of Main Street working towards the 300 block. At 8:00 a.m. if the 200 and/or 300 blocks are not filled, they will be opened back up to public traffic. The Ruritan Club also requested the Town of Smithfield to place two port-o-potties behind the BSV Bank. Committee recommended approval of street closure.

2. Street Closure/Traffic Assistance for 11th Annual Hog Jog Race Saturday, October 13th, 2012 – Ms. Chapman stated that this item is a request for street closure/traffic assistance for the 11th Annual Hog Jog Race on October 13th. Committee agreed that this event was the same as in previous years and recommended approval to Council.

3. Street Closure/Traffic Assistance for Zombie Walk for Polio on Saturday, October 20th, 2012 – Ms. Chapman reported that this request was from the Smithfield Rotary Club for street closure/traffic assistance for a Zombie Walk for Polio on October 20th from 5:15 to 6:15 p.m. The streets closed would be Main Street from Grace Street to Church Street. Same as last year the walk will begin at Little's parking lot and will end at the Bank of Southside Virginia with light refreshments and drinks for sale. Committee recommended approval of event.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Operational Updates – Chief Bowman reported that they just completed a three day event out at the Isle of Wight County Fair where their command unit was put into operations. It was used jointly by the Smithfield Police Department, Isle of Wight Sheriff's Office and State Police. We also had officers that were assigned at the request of the Sheriff's Office to provide additional security. He stated that both he and Deputy Chief Howell had gone out there Friday afternoon to be sure everything was going smoothly. It was uneventful. Chief Bowman reported that in regards to crime they had an individual last week that went into 7-11 and stole approximately \$400 worth of NFL memorabilia. This individual then proceeded to go to Suffolk and Franklin to do the same thing. When he returned to Smithfield to try to steal some more he was arrested. He was charged here in Smithfield as well as the other two jurisdictions from surveillance videos. Other than that everything seems to be going smoothly. Personnel are doing fine. The department is doing some specialty schools to get some of our newest officers up to speed on different things. Ms. Chapman asked for Chief to update Committee on what they might be able to assist with for the October 6th open house event at the Smithfield Police Department and Town Manager's Office. Chief Bowman stated that he did not think they needed anything. The Town Manager reported that they were looking at holding the event from 9:00 to 11:00 a.m. for both offices to be open. The town will provide some juice and donuts for the public. The Town Manager's staff will be there to explain what we do and the Smithfield Police Department will have tours of their facility to explain what they do. Committee is welcome to come and hang out in the two buildings to meet with the public as well. Ms. Chapman asked if the event would be advertised in the paper. The Town Manager stated that it would be advertised in the local paper. Chief Bowman stated that the command unit would be there, static displays of the patrol vehicles, boat, etc. It will be a lot like "National Night Out" but maybe a little bit more formal. The building will be open so the public can see the processing areas and how the tele magistrate system works. Ms. Chapman asked if they would be doing finger printing for the kids. Chief Bowman stated that they could do that as well as adults. Mrs. Tynes would like to see this as a family event that children and parents could participate

in together. Mrs. Tynes asked if Chief Bowman had anything to report on the cars that are being broken into around town. Chief Bowman stated that the individuals are not breaking into locked vehicles. The suspects are opening up unlocked vehicles. Department continues to try and get the word out to lock your vehicles. Deputy Chief Howell stated that it seems the persons involved in the last series of larcenies may have links that tie to the Newport News / Hampton area. He stated that the department has been in contact with these jurisdictions and are working in conjunction with them to bring closure to those involved. Chief Bowman reported that they had made an arrest in the larcenies that took place in the Moonefield area and that individual was linked back to some larcenies in York County. Chief Bowman reported that the speed limits signs are in. They will be phasing in the signs by neighborhoods. The speed trailer will then be put in these neighborhoods as the educational process. Once the educational period is over they will start to enforce the new speed limits. It will take staff a week or so to get all signs up throughout the town.

2. Update on Overtime Policy for Special Events – Chief Bowman reported that as directed by committee last month staff along with Ms. Winslow of Isle of Wight Tourism has outlined the special events that we assist with here in the Town of Smithfield. He continued to explain that the chart indicates with an x those events that overtime hours are completed funded by the Smithfield Police Departments budget and those events that are funded by the organization. Chief Bowman stated that the total number of combined overtime hours was one thousand fifty–seven. Approximately sixty-five hours are from event budgets and the rest are paid out of the town budget. Chief Bowman explained that staff is in the process of gathering information and forms now from other localities on how they charge for extra-duty assignments/events. Chief Bowman stated that as Deputy Chief Howell had indicated a ordinance may be required to adopt specific guidelines and charges. It will outline what a sponsor can expect to incur during the application process. The Town Manager stated that staff’s goal is to have something in place so it takes effect in January as a new calendar year. This item will come back to committee next month with more information.

3. Discussion on Urban Archery Season Permitted Hunting Areas in the Town Limits – Deputy Chief Howell reported that as the policy stands right now Urban Archery is allowed in two zoning districts in the town. One is the Community Conservation District (C-C) and the second is the Environmental Conservation District (E-C). The recent ordinance that was passed for Urban Archery expanded the season for those areas that you are already allowed to hunt in. He stated that archery season started September 1st and he has had two inquiries in reference to hunting within the town. Deputy Chief Howell stated that he had directed them to talk to Mr. William Saunders because he has the GIS map so that he can tell them exactly where they can and cannot hunt. If that is council’s wishes then staff would need to go back and look at some other jurisdictions that have incorporated it town wide to see what impact it may have had and possibly place some additional restrictions. Chief Bowman stated that the bottom line at this point is not a law enforcement matter. It is a policy matter for council to determine where you want to allow hunting in the Town of Smithfield as far as expansion is concerned. Mrs. Tynes explained that when this first came before committee there was a particular

concern of the over population of deer in the Moonefield/Pagan Point area. A lot of this is in the Environmental Conservation (E-C) areas. Mrs. Tynes suggested limiting to areas that have a deer population problem. Mayor Williams stated that the over population of deer is all over the town not just the Moonefield neighborhood. Committee expressed concern about allowing hunting within the entire town. Mayor Williams stated that there are pros and cons on both sides. Mr. Hopkins stated that the Community Conservation and the Environmental Conservation District allow hunting throughout the hunting season with firearms as well. Mr. Hopkins stated that Community Conservation (C-C) is mostly farm land and the Environmental Conservation is marsh land. Mr. Pack stated that it was his understanding that council thought the entire town would be open to urban archery. Then when the season got here we realized that you could only hunt in certain areas. Mr. Pack expressed concern over opening up urban archery town wide. He feels that council needs to get input from the citizens in Smithfield. Mrs. Tynes suggested that we stick to having professionals come in and take care of the problem areas. Deputy Chief Howell stated that Mr. Proctor a Wildlife Biologist from the Game Commission had attended committees once before to explain the process of what is needed for urban archery. Vice Mayor Gregory stated that years ago in York County there was a neighborhood that two days a year they conducted a managed hunt to reduce the deer population. It was a targeted approach to take as many as you could in those two days so not to be a huge inconvenience on a regular basis. Hunter's were still required to get permission from the property owners to hunt. Committee expressed an interest in exploring the option of opening archery up town wide a couple a days rather than the entire season. Mr. Hopkins mentioned another thing to consider is a hunter that shoots a deer with a good shot the deer will travel fifty to a hundred yards. If it is not a good shot they will go along ways. Mr. Saunders asked for clarification on what committee would like staff to come back with. Mrs. Tynes stated that committee would like for staff to come back with suggestions on how other jurisdictions have reduced deer population in their communities. Recommendation on whether the urban archery should be town wide for an entire season, a couple of days or maybe a few weekends. Committee asked for staff to research what other localities might be doing to control deer population and bring that information back to committee.

4. Additional Update Requested by Mr. Grice – Speed Limit at the Entrance of Wellington Estates – Chief Bowman stated that pursuant to your request and the direction of the council the Police Department conducted a speed study at this location. The speed study included a hundred vehicles in each direction. The results indicate that traffic for the most part was in compliance with the posted speed limit. Mr. Grice asked if there was any discussion to bring that speed down to 35 mph. Committee stated that the speed limit on Battery Park Road cannot be reduced by the town.

The meeting adjourned at 4:31 p.m.

September 28, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, SEPTEMBER 17TH, 2012

The Water & Sewer Committee held a meeting on Monday, September 17th, 2012 at 4:31 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chairman; Mr. Michael G. Smith, and Mrs. Denise Tynes. Other Council members present were Ms. Connie Chapman; Mr. Randy Pack, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Also in attendance were Mr. Andy Snyder, Mr. Scott Schiller of Draper Aden Associates; and Mr. Richard Grice. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chairman, Andrew C. Gregory called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA

1. Request from Vico Construction Corporation to Shut-off Water to Connect Water to Harvest Fellowship Baptist Church on Battery Park Road, October 15th, 2012 - Mr. Hopkins reported that Harvest Fellowship is proposing to tie into the town's eight inch waterline along Battery Park Road. To do this they would need to shut-off the water. Mr. Hopkins stated that staff has met with Isle of Wight County on two occasions to coordinate the timing of this shut-off. Town staff will draft up a notice to the public and Isle of Wight County will approve it and put it on their letterhead to be delivered to all the residents in Gatling Pointe. Mrs. Tynes asked if Gatling Pointe would be the only residents affected. Mr. Hopkins reported that there will also be some town residents affected in that area such as the Rising Star neighborhood. Town staff will contact all residents in the town in regards to the shut-off and the county will notify all county residents. The work will take approximately four hours on October 15th with a rain date of October 16th. A VDOT sign will also be placed a week prior to the shut-off along the roadway notifying residents of the shut-off as well. Committee recommended approval of water shut-off.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA

1. Update on Overall SSO Consent Order Budget From Draper Aden Associates – Mr. Snyder and Mr. Schiller was present to give an update on the overall Sanitary Sewer Overflow Consent Order budget. Mr. Snyder stated that this is a continuation of last month's water and sewer committee. Mr. Schiller passed out a handout. He explained that the first sheet is a summary of all the consent order study and analysis required tasks. These are all the tasks that were identified or budgeted for in the original estimate back in 2008 and updated in 2009. The items highlighted in yellow are completed task. If it is white it is a current task. Mr. Schiller stated that the only task that has not been sent in for approval yet is the Regional Consolidation Study Assistance which is a proposed future task that was included in the FY2013 budget. The list of tasks includes the task description and the amount to complete each task. The completed task has been invoiced by Draper Aden Associates. The purpose of the chart is to show the town where our current total is in regards to consent order required tasks. This list does not include the find and fix budget and some of the work that is associated with find and fix construction. Mr. Snyder asked if everyone was familiar with the find and fix budget. He explained that as we go through the study phase of the consent order that deals with the infrastructure of the system there is a requirement under the consent order that when we find something that is truly deficient we are required to go ahead and fix it. It is not related to issues that need time and study to figure out the best way to correct it. Mr. Schiller stated that the second sheet basically provides a summary of the consent order budget that was established. It provides task budgets for individual fiscal year contingencies and the total rounded numbers. This summary shows what brought the town up to the \$3.1 million dollar budget back in 2009. As part of the \$3.1 million dollar budget estimate Draper Aden has included \$670,000 in find and fix and the total budget excluding the find and fix is \$2,430,000 for study and analysis work. Mr. Schiller also stated that the summary shows where the town stands with the find and fix budget. Of the \$670,000 budgeted for find and fix and estimated cost of \$186,132 have been spent to date. These costs are shown as estimates because there are two projects that Draper Aden has been assigned to help the town with as far as find and fix is concern and there are two separate projects that the town has done on their own or recently initiated. Mr. Schiller stated that there was a catch basin rerouting project on South Church Street and Main Street basin sewer replacement project that the town initiated on their own. Both projects were approximately \$30,000 each. The town has approximately \$483,868 remaining in the find and fix budget that was originally estimated. These funds may or may not be spent. Mr. Schiller stated that at this time we are under budget by \$551,087.00 if all task were completed at 100% from what Draper Aden had anticipated in 2008. Vice Mayor Gregory asked Mr. Snyder and Mr. Schiller in their professional opinion does everything seem as though the numbers hold water going forward through Fiscal Year 2013. Mr. Snyder replied yes. He stated that from a find and fix prospective there are a couple of things that are occurring right now. The only really active analysis work that we are doing right now is the Minton Way pump station. At this time we do not know what we are going to find at Minton Way. This is the last piece of field work that we will be doing. At this time there is a regional study being conducted that HRSD is funding in

terms of regionalizing the entire sewer system. It basically means taking over every one's sewer systems. A couple of weeks ago Draper Aden was informed that HRSD was going to conduct a parallel study to pool all localities' money and use it as they thought best. This would be in hopes of coming up with what they think is a more regionally efficient way to handle consent order related matters. HRSD is trying to make a comparative analysis that if the region is going to spend "x" amount of dollars and they are going to do it in these different pockets is there a way if we have that money we would use it in different areas than what the individual localities are doing. Mr. Snyder gave an example. This is a table top study that they are doing. It was tasked to be completed about the same time as the main study. Mr. Snyder stated that from Draper Aden's perspective there is really not a whole lot more that we feel should be done until the study work is over with. One of the outcomes of the study is for example that everyone decides to let HRSD run everything. Then the consent order would have to be completely re-negotiated. The consent order would then fall under HRSD. Mr. Schiller stated that not much more should be done with the rehabilitation plan; however there are other aspects that continue to go forward as far as the capacity meetings and annual reports. Mr. Snyder stated that there is a timeline on the rehabilitation plan and if the regional plan goes south then we will be back on the original time clock and we will only have approximately six months to complete all the rehabilitation plan. Mr. Snyder stated that they intend to take a look at doing one plan and then see how much time that takes and make some small adjustments to some other ones to bring it to a point that if we are put in a position to having to go to that six months that we can get the work done and it is a creditable document. Mr. Snyder stated that in respect to the find and fix if we do not find anything at Minton then the budget should be frozen. Mr. Hopkins stated that most likely the town will find something. Staff is concerned about the inflow and infiltration at that location. Mayor Williams asked if HRSD takes over the sewer system would they then be responsible for all repairs to the system. Mr. Snyder stated that was the thought. Staff agreed that additional fees would be required by HRSD to cover these costs. Mr. Snyder stated that he will not say that it will not work but there are a number of questions they would have in how you handle comprehensive plan issues and a variety of other things. There would definitely be some pros and cons. Vice Mayor Gregory stated that regionalization is awful for small towns. They are always going to want to go fix the big problems first which means they are going to take our money and fix larger localities problems. Mr. Snyder stated that there are some localities that are very much in favor of the regionalization. Mr. Schiller stated that these numbers that have been provided are still being confirmed with the Town Treasurer. There is about a eleven thousand dollars difference between their numbers and the Town Treasurer. The Town Treasurer stated that she does not think it will take long to reconcile the budget as everything is pretty much find and fix or SSO under the Capital Budget. All of this has been itemized on the town's side. Vice Mayor Gregory asked that as we start to wind down this phase of the consent order he would like to have an idea of what the next six to ten years looks like. What to anticipate going forward. Mr. Snyder stated that on the rehabilitation plan if you do not regionalize and everything moves forward like we think it is supposed to move forward, when the rehabilitation plans are enacted upon we plan to design the rehabilitation plan in a two tiered fashion. Mr. Snyder explained that the response that we have seen on the flow data monitor are that during rain events spikes in the system

occur pretty quickly. This response suggests that the town has inflow problems. This is a relatively simple and inexpensive fix. Mr. Snyder stated that when they design the program they plan to do another level of find and fix and then monitor the system. If we meet the flow goals at this point other work that is scheduled for it can be eliminated. A number of localities have seen the same type of thing of possible more inflow related problems rather than infiltration problems. Committee thanked Mr. Snyder and Mr. Schiller for coming to give an update.

2. Additional Item Discussed: Sink Holes - Dr. Cook asked if the sink holes created from the last big rain event had be repaired. Mr. Hopkins reported that they have not been fixed yet. He explained that the pipes have come in but not all the connectors that connect to the concrete pipe have come in. These connectors and equipment are scheduled to be there on Wednesday, October 19th. Dr. Cook asked if we are able to claim any of these holes through VML Insurance. The Town Manager stated that the town has a \$25,000 deductible so anything over that will be covered.

The meeting adjourned at 4:52 p.m.

September 28, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, SEPTEMBER 17TH, 2012

The Finance Committee held a meeting on Monday, September 17th, 2012 at 4:52p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew C. Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were: Mr. Michael G. Smith, Mrs. Denise N. Tynes, and Ms. Connie Chapman. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; and Ms. Ellen D. Minga, Town Treasurer. Also in Attendance was Mr. Richard Grice. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Member Mr. Randy Pack called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA

1. Invoices Over \$10,000 Requiring Council Consideration:

a. Blair Brothers, Inc. \$14,352.91

This invoice is for various work that has been done around town. Discussion was held on the rate \$253.25 per hour and what was included in that rate. Staff will get more details on what is included in that rate of \$253.25 before Town Council meeting. In the future staff will require a more detailed invoice from contractor. Committee recommended approval of invoice with clarification of what is included in the \$253.25.

b. Draper Aden Associates \$27,480.20

This invoice is for consent order related items only. Committee recommended approval of invoice.

2. VML Resolution Supporting Restoration funding for Aid to Localities – Mrs. Tynes stated that this came up at the last Legislative meeting that was held on September 6th. She explained that VML is asking that all localities to send a letter to our state representative and Gov. Bob McDonnell asking for an end to “Local Aid to the

Commonwealth” program. It is important to act as soon as possible before state leaders obligate the undesignated portion of the budget surplus. The Town Manager stated that the perfect example this year was the VRS reform. Committee agreed to support.

3. Additional Item Discussed: Personal Property Tax Relief – Ms. Minga reported that usually the personal property tax relief percentage comes from Isle of Wight County around the end of August. As of now we have not received those files from Isle of Wight County to calculate this percentage. Things have been delayed due to their public hearing of their real estate tax rate. The town hopes to have them by the end of the month and will give this calculation to Town Council to vote on at the October 2nd meeting. This action would be to approve the rate.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL’S AGENDA.

1. Update on June Financial Statements and Graphs – Ms. Minga reported that this past year was a challenging year. She stated that for the most part the town ended up where we had anticipated as far as reserve funding that was used for the large projects. She stated that there was one correction that was to the town’s advantage. The depreciation for a non cash item under water. This is an item that is under discussion with the auditors. When the town originally had to start itemizing and depreciating our assets with GASB-34 quite a few years ago we did not actually have any type of asset values. This was not something that the town had to do in the past with General Fund items. The town asked Isle of Wight County for their schedule because they had to do it a couple of years before the town did. The town adopted the county’s capitalization policy and capitalization schedule. The auditors think some of the asset lives are a little long and should probably be shortened. This will increase the depreciation even though it is a non cash item. It will not require any prior year adjustment but that number may still go up. The town has a very large capital item that was disclosed this year. That item was the reverse osmosis (RO) plant. It had a lot of pieces and parts such as the pumps, etc. The pumps will depreciate quicker and it has some infrastructure too. Infrastructure is the area where the auditors think the value is a little too long. She explained that this is something that Draper Aden had brought to staffs attention a few years ago when they were doing a study on the pro-rata share and availability fees for the water and sewer. They thought some of the asset lives were a little long. The town will be reevaluating these assets which may have an impact on the financial statements. Ms. Minga stated that the other thing she wanted to mention was overtime. She explained that all departments had an increase in overtime. She stated that we knew that we were going to have a lot of overtime in water with the opening of the reverse osmosis plant. This overtime was significant in the amount of approximately \$14,000. She stated that the only reason we were not significantly over budget in that line item is because originally the town had budgeted for a former employer with 50% water and 50% sewer and his position was not replaced in that same position. She explained that when she budgets for overtime she always basis it on overtime from the prior year. Unless there was some type of incident such as a hurricane preparedness that we do not normally have. There

were a lot of employees that had overtime this year that have not had it in the past. She explained that Ms. James, Mr. Stephenson and she have discussed with VML this past year's overtime and the towns comp policy. This came about when the police department had their big turn over back in December. There were a lot of people that had accumulated comp time that we were not aware of their balances. She stated that staff is still evaluating on putting limits on how much comp time can be accumulated before it has to be paid out as overtime. She stated that even the auditors have mentioned that it is not one individual thing or item that really stands out. It is a combination of a lot of individuals that normally do not normally show overtime that had it this year. Staff will be tracking this in a lot more detail this coming year. Ms. Minga reported that the town has approximately \$800,000 left in the South Church Street project. She explained that the financial update that was included in the e-packet says it is as of June 30th; however it is really current because mainly the invoices that the town paid in July and August were for June activity. The July financial statements do not have a lot of data in them because most of the expenses for July were actually paid for June. They were accrued in the June financial statements. Dr. Cook stated that in reviewing the budget there were a couple of things that stood out to him. He asked at what point do you look at an item and say we cannot spend that because we do not have it in the budget. Ms. Minga stated that she would rather committee be specific if they have concerns about areas that go over budget. Dr. Cook gave "America in Bloom" as an example of an item that went over budget. Ms. Minga stated that she had no warning that these invoices were coming in. Ms. Minga stated that this is unfortunate because a lot of this happens at year end. She stated that she is always evaluating the various analyses on a month by month basis. If she is aware that there is going to be something significant it is discussed through the budget amendment process. Dr. Cook asked if there was someone on staff that was responsible for that project and checked with the Town Treasurer to make sure it was okay to spend this money or not. Ms. Minga stated that she does not always see everything before it is spent. Dr. Cook also questioned Jersey Park playground. The town budgeted \$500 and spent \$1,600. He stated that he understands that the playground needed to be done but at what point do you follow what has been budgeted without going over what was budgeted. Ms. Minga stated that she tries to track expenses every month. She states that she looks at percentage as far as where we are for the year. All of this information is brought to committee's attention when we are in the budget amendment process. Unfortunately it is really difficult between April and June with invoices coming in until August. She stated that staff comes to her to find out what they have left to spend before the end of the fiscal year and she tells them this is what you have as of today based on the invoices that we have received. What they have ordered that we have not received an invoice for is not deducted from this figure. Ms. Chapman asked if each department was responsible for their own budget. Ms. Minga replied that they are. Ms. Minga explained that sometimes departmentally they will ask to go over in one line item but under in another so that it does not affect the overall departmental budget. Ms. Minga stated that she is more concerned that departments stay within their departmental budget rather than line item by line item. Items like the Jersey Park playground stand alone so they do not have that buffer. The Town Manager explained that the America in Bloom was a onetime shot that we had no idea how much to budget for. The judges ended up staying an extra day and he was not in town to help with controlling expenses. Bills were received after it was

over and done. Ms. Minga stated that the budget is a tool and it is not always perfect but she takes it very seriously. Ms. Minga mentioned that staff will be looking more closely to Public Buildings materials and supplies fund. This line item is becoming more of an issue because we are all in separate physical locations. When we first started out we were all in Town hall and everyone used the same pot of money. This item will eventually be tracked departmentally. Ms. Minga stated that she feels that this coming year should be more manageable with the South Church Street finishing up and Pinewood Heights starting up again. She stated that if you look at the capital budget compared to last year it is a lot more paired down. There are very few items in the General Fund other than Pinewood Heights and new police vehicles. There is nothing in the Sewer Fund except consent order and nothing in the Water Fund. The only item in the Highway Fund is the John Rolfe Drive project. Mr. Grice asked when Mr. Luter's \$400,000 commitment to the South Church Street project and Pinewood Heights \$152,000 from Isle of Wight would be paid to the town. Mr. Luter will not be making final payment until the project is complete. Ms. Minga replied that she does not have an answer on the Pinewood Heights money from the county. She has made numerous calls to get these funds. This item may need to go to the Intergovernmental Relations Committee to see why funds have not been paid. Committee directed the Town Manager to contact county in regards to the Pinewood Height's money. Mr. Grice stated that he was looking at the Smithfield Center numbers for expenses and revenue stream and found it interesting that there is approximately a \$300,000 shortfall on revenue opposed to expenses. He asked if there was a plan to bring that more in line. Ms. Minga explained that the Smithfield Center has never been profit center. The rate structure is not designed for it to be a profit center. The intent was to make it accessible for the community as a public facility. Ms. Minga stated the rates have been increased and they have brought in more this year than they have ever brought in; However it was never expected to be a profit center. The most recent rate structure increase will be effective starting with the January 2013 bookings. Mr. Grice asked where the \$600,000 for Pinewood Heights shows up. He asked if the \$600,000 includes the \$152,000 that is owed us from the county or that in addition to. Ms. Minga stated the \$152,000 is reimbursement so that is a contribution revenue and would be included in the total expenses for the project. Mr. Grice stated that his question was would the \$152,000 help bring down the \$600,000 or is it still going to remain. Ms. Minga stated that will not bring it down. Mr. Grice asked if there has been a forecast trend analysis done on the cash flow for next year. Ms. Minga replied no.

2. Update on July Financial Statements – Ms. Minga stated that she really did not have a lot to point out other than the quarterly VML payment has been made and dues for subscriptions are usually paid in the beginning of the fiscal year. Insurance is also generally paid upfront as well. We do have some revenue items that have started off the year very strong. Dr. Cook asked what some of those revenues were. Ms. Minga stated that they were the Transient Occupancy Tax, Meals Tax, Business License collections are doing well and the Smithfield Center rentals are very good. Some items such as Utility Tax and Communication Tax do not show anything because they are paid a month or two behind.

3. July Cash Balances – Ms. Minga stated that she would have more detailed information on the cash balances next month. She continues to track the consumption and usage of water and sewer. The cash reserves are not extremely large in the operating accounts right now. Ms. Minga stated that she would like to discuss opening another bank account for the RO reserves. We have a RO budget that was provided to us by Buchart Horn. The budget included replacement skids and pumps in eight to ten years so this was built in our rate structure. The town should come in under budget on that line item in the next few years; however we should take any excess that we have in that account and set it aside in a separate account for the capital replacements in the future. This would need to be approved by Town Council to open a new bank account. Mr. Pack asked where we stand with the line of credit with TowneBank. Ms. Minga stated that the \$500,000 line of credit with TowneBank for the Pinewood Heights was approved. The town was also approved for the \$1,000,000 line of credit from Farmers Bank. The town does have a draw request on that line of credit. The town was also approved for the loan at 4% interest for the HVAC system here at the Smithfield Center. Water = \$206,775.01; Water Debt Service = \$1,312,386.59; Water Capital Escrow Availability Fees = \$222,938.29; Water Development Escrow = \$70,073.17; **Subtotal Water = \$1,812,173.06.** Sewer = \$45,143.83; Sewer Development Escrow = \$321,467.16; Sewer Capital Escrow Availability Fees = \$722,176.84; Sewer Compliance = \$453,665.05; **Subtotal Sewer = \$1,542,452.88.** Highway = **(\$4,159.36).** General Fund = \$1,259,834.73; Payroll = \$41,893.76; Money Market General Fund Town Bank = \$2,617.78; Business Super NOW-General Fund = \$32,916.02; Money Market General Fund Farmers Bank = \$186,789.58; General Fund Capital Escrow = \$50,763.27; Certificate of Deposit = \$525,352.22; Certificate of Deposit Police Dept = \$36,414.61; Special Project Account (Pinewood) = \$19,869.94; Pinewood Heights Escrow = \$40,961.38; South Church Street Account = \$68,548.40; **Subtotal General Fund = \$2,365,961.69.** Beautification = \$7,809.89; Money Market Beautification = \$61,000.49; **Subtotal Beautification = \$68,810.38; Rising Star = \$63.49. TOTAL ALL FUNDS = \$5,785,302.14.**

4. Additional Item Discussed: Charts and Graphs – Dr. Cook asked what committee could expect moving forward with when financial statements will be more current than two months prior. Ms. Minga stated that now that she has assistance in her office she would like to go back where there is not such a delay in the financial statements. Staff will try to provide the most current that we have even if it is in draft format.

The meeting adjourned at 5:32 p.m.

September 28, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FIRE AND RESCUE COMMITTEE
MEETING HELD ON TUESDAY, SEPTEMBER 18TH, 2012

The Fire and Rescue Committee held a meeting on Tuesday, September 18th, 2012 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise Tynes, Chair; and Mr. Randy Pack. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook, and T. Cater Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Mr. William H. Riddick, III, Town Attorney. Also in attendance were Mr. Richard Grice, Mr. Frank Hall and Mr. Sims Jacquet. The media was represented by Ms. Kelly Barlow of The Smithfield Times and Ms. Allison Williams of The Daily Press.

Committee Chair, Mrs. Denise N. Tynes called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Operational Updates – Mrs. Tynes reported that the only item on the committee agenda was operational updates. Representatives from the Fire and Rescue Organizations were not present to give an update; however staff has an update on items that were requested at the last committee meeting by Assistant Chief Hackney. The Town Manager reported that he had sent out an e-mail to the fire and rescue committee members to let them know that town staff has installed the hardline telephone and WIFI at town hall that was requested in the dayroom. As of this afternoon the phones at the new fire facility are a hundred percent complete. The town's IT staff checked all lines himself. The Town Manager stated that the only remaining issue was the Verizon Wireless billing. Dr. Cook asked if the town was paying the water bill for the new fire facility. The Town Manager stated that to his knowledge they are currently not being billed. The Town Manager stated that he would check the MOU to see who is responsible for paying for utilities. Mayor Williams stated that the only item the town has in our budget is the contribution to pay for volunteers who run calls. Each member that uses his own vehicle to respond to a call gets a dollar per call. Mr. Pack asked what the arrangement was the town has with the Fire Department in regards to run money and personal property tax relief. The Town Manager replied he would need to ask the Town Treasurer on how the reimbursement of the run money works. Mayor

Williams stated that the only thing that the town budgets for is the run money for members that respond to calls using their personal vehicles. Personal Property tax relief on vehicles is handled through the county. Committee discussed that one dollar per call was not much for each member. Mr. Pack stated that he was not questioning whether we should pay it or not but whether it should be increased to more than a dollar. Committee asked staff to look into budgeting some kind of increase in the future.

The meeting adjourned at 4:06 p.m.

September 28, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, SEPTEMBER 18TH, 2012

The Public Works Committee held a meeting on Tuesday, September 18th at 4:06 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair, Dr. Milton Cook, and Mrs. Denise Tynes. Other Council members present were: Mr. Andrew Gregory, Vice Mayor; Mr. Randy Pack; and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Ms. Lesley J. Greer, Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Also in attendance were Mr. Richard Grice, Mr. Frank Hall, and Mr. Sims Jacquet. The media was represented by Ms. Kelly Barlow of The Smithfield Times and Ms. Allison Williams of the Daily Press.

Committee Chair Michael G. Smith called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA.

1. Renewal of Mechanical, Electrical and Utility Contract with REW Corporation for One Additional Year – Mr. Hopkins reported that staff has been extremely satisfied with R.E.W. Corporations level of service and would like to recommend it to be renewed for one additional year. There will be no change in the current contract pricing. The new contract term will be effective November 3, 2012 through November 2, 2013. Committee agreed to recommend approval based on staff's recommendation.

2. Review of Bids Received and Recommendation for Award – John Rolfe Turn Lane – The Town Engineer stated that last Friday the town received three bids from prospective bidders that were interested in the installation of the proposed right turn lane at the intersection John Rolfe Drive and Battery Park Road. The lowest bidder was Blair Bro., Inc. in the amount of \$69,489.58. The other contractors were Paxton Contractors Corp. in the amount of \$96,747.00 and Henry S. Branscome, LLC in the amount of \$138,304.29. The bids have been submitted to VDOT for review and comment. VDOT

will contact the town when we can give notice to proceed. The town currently has a contract with Blair Brothers and would recommend them to do this project as the lowest bidder. The Town Engineer stated that Blair Brothers bid was only two thousand dollars above the engineers cost estimate eighteen months ago. The Town Manager explained that even though Blair Brothers is under contract with the town we had to bid this project out due to the Revenue Sharing Funding from VDOT. All the state guidelines have been meant. Staff recommends the project be awarded to Blair Bros., Inc. Mrs. Tynes asked how long the project will take. The Town Engineer stated that the hope is for it to be completed the first week of November. Committee agreed with staff's recommendation.

3. Follow-up on Trinity Methodist Church Parking Lot – Mr. Hopkins reported that he had met with Mr. Hall and Mr. Jacquet on site of the church parking lot. We discussed what items needed to be corrected, improved and maintained. These items include five additional bumper blocks, cleaning the entire site, and recoating and restriping. It was asked yesterday if town staff could do some of this work. Mr. Hopkins stated that he met with Mr. Snead, Superintendent of Public Works today and the answer is yes. They can do the clip, clean and herbicide the edges of this parking lot. This work by staff will cut approximately \$680.00 off of the \$891.00 cost estimate from Blair Brothers. Mr. Hopkins explained that during his discussion with Mr. Hall and Mr. Jacquet they feel that the town uses the parking a lot a lot more than they do so they would like for the town to pay two thirds of the cost and the church would pay one third. Mr. Hopkins stated that another concern that was brought up was the grass cutting on the steep hill behind the parking lot. Mr. Jacquet has contacted someone that is willing to cut the steep hill for \$125.00 per cut. The grass would get cut approximately every six weeks. Mr. Jacquet stated that the church is requesting that the town share this cost with them. Discussion was held on Mr. Hall's idea to have a bulkhead placed there to get rid of the need to cut grass on that steep hill. Committee was not in favor of that. More discussion was held on who would pay for the parking lot improvements and it was decided that since the parking lot is a huge asset to the town the town would pay for the cost of the parking lot improvements. Committee asked if town staff could mow the hill. The Town Attorney stated that from a liability standpoint the town would be better off paying a contractor to cut the steep hill. It was also decided that the town would take care of the cost of mowing the steep hill once a month for six months a year. The church will be responsible for the flower beds and mulching. Mr. Hall and Mr. Jacquet stated that they have been very satisfied in the past with the agreement between the church and the town. The Town Attorney asked for clarification that the agreement will be renewed for ten years subject to the town paying for the cost of the parking improvements and mowing the grass on the steep hill alongside the parking lot. Committee recommended approval of renewing agreement with Trinity United Methodist.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Update on the South Church Street Beautification Project – South Church Street Update - The Town Manager reported that the Town Treasurer had provided an update from the financial aspect of the project. Mr. Hopkins and I just wanted to give a quick

update on a few things. Charter Communication has completed all of their work. Town staff has completed installing the valve for future in the open trench down near the Smithfield Station. At this time we are waiting on Verizon to complete the last part of the puzzle. Mr. Stephenson stated that he talked to Mr. Donny Mason of Verizon yesterday and he stated that they need thirty to forty five days to complete their work. Dominion Power will come back and take down the poles once Verizon has removed their lines. Mr. Pack asked if they would do all the poles at once or could they move them as Verizon finishes with them. Mr. Hopkins stated that once Verizon has finished with four or five they will ask for those to be removed. The Town Manager reported that the VDOT safety study for the intersection of Luter/Thomas and North Church Street should be completed at the end of next week. Mrs. Tynes asked if Excel Paving was supposed to come back in the fall to put some more vegetation in or have they completed that portion of the project. Mr. Hopkins stated that the only thing left to be planted are some Crepe Myrtles that were not on the original plans. They are to be planted in front of the Birdsong house. Dr. Cook asked why there was a hole in the Smithfield Station parking lot. Mr. Hopkins stated that Verizon had to adjust some conduit and the subcontracted that was doing the work has been pulled out to an emergency in Surry. As soon as they return they will need to pour some concrete and then fill it back in. Mrs. Tynes expressed concern over the hole being a public safety issue. Staff assured the hole will be completed within the next few days.

The meeting adjourned at 4:30 p.m.

September 28, 2012

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 18TH, 2012

The Public Buildings and Welfare Committee held a meeting on Tuesday, September 18th, 2012 at 4:31 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; and Mr. Michael Smith. Other Council members present were: Mr. Andrew Gregory, Vice Mayor; Mr. Randy Pack, Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Ms. Lesley J. Greer, Town Clerk; Mr. William H. Riddick, III, Town Attorney. Also in attendance was Mr. Richard Grice. The media was represented by Ms. Kelly Barlow, The Smithfield Times.

Committee Chairman, Dr. Milton Cook called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA.

1. Closed Session – Review Request for proposals for 224 Main Street – The Town Attorney stated that we need to go into closed session for the purpose of discussing the disposition of publicly held real property pursuant to Section 2.2-3711.A.3 of the Code of Virginia. Motion was made by Mayor Williams and seconded by Mrs. Tynes. Motion passed.

Closed Session In: 4:35 p.m.

Closed Session Out: 5:05 p.m.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

Additional Item Discussed – Pinewood Heights – Phase II Update - Dr. Cook stated that the town is four months into Phase II of the Pinewood Heights project and wanted to know what activity has taken place because at committee level they do not hear about progress being made. The Town Manager reported that they had a Management Team meeting last week. Mrs. Tynes and Mayor Williams are both on the management team and both were in attendance. He explained that three offers have been made. Two of the offers have been accepted and the owners are very anxious to close and move. The Town Manager stated that Mr. Reagan was having some difficulty getting in touch with the third gentleman. The neighbors were going to help try to facilitate that. The next meeting is scheduled for November 13th. He explained that the biggest question is how fast can

we move forward given we have the timeframe but the town only has so much money coming in. Staff will need to get with the Town Treasurer to determine how we need to spread out offers. The Town Manager stated that once we have the management team meeting minutes typed up we will share those with the rest of council. Mr. Grice stated that he would like to recommend that the Pinewood Heights project be an item on the committee agenda every month to give an update. He would also like to see charts showing the expenses for the project and the 2% revenue stream. Dr. Cook stated that committee would take that under advisement.

Meeting Adjourned at 5:05 p.m.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
September 2012**

Committees and Projects:

09/04 Town Council meeting – Chief Bowman
09/05 ECC Selection Committee – Isle of Wight Courthouse - Chief Bowman
09/09 9/11 Service – JRB – Sgt. Araojo
09/10 Funeral for Retired Smfd PD Sergeant Martin Roach – PD
09/11 TRIAD meeting – Isle of Wight Courthouse – Lt. Rogers
09/13 NOBLE meeting – Newport News – Lt. Col. Howell
09/13 – 15 Working in Mobile Command Unit – IofW County Fair – Sgt. Araojo
09/13 – 16 Working IofW County Fair – Officer Phillips, Officer Fordham, Officer Anderson, Officer Adams, and Officer Powell
09/17 Police Committee – Chief Bowman and Deputy Chief Howell
09/18 Crime Line meeting – Smithfield Center – Lt. Valdez and Annette Crocker
09/25 ECC interviews– Isle of Wight Courthouse – Chief Bowman

Training

09/10 – 14 Less Lethal – Coast Guard Training Center - Sgt. Jones (40 hrs.)
09/24 – 10/03 Basic Communications – HRCJTA – Lisa Villarreal (40 hrs.)
09/24 – 10/03 National Association of State Boating Law Administrators – NNPD – Sgt. Meier and Officer Powell (40 hrs.)
09/24 Pre-shoot – Patrol Rifle Instructor Development Program – Fort Eustis – Sgt. Jones (4 hrs.)
09/24 Integrated Response Training – Dominion Power – Lt. Rogers (4 hrs.)

In-House Training:

09/12 Radar Recert – PD – Sgt. Brady and Officer Fordham (4 hrs.)
09/12 ERT Training – Lt. Rogers, Lt. Valdez, Sgt. Araojo, Sgt. Brady, Sgt. Meier, Officer Powell, Officer Seamster and Officer Adams (8 hrs.)
09/13 VCIN Training – PD – Sgt. Brady, Officer Wright, Seamster and Lisa Villarreal
09/18 Radar Certification – PD – Chief Bowman and Lt. Col. Howell (4 hrs.)
09/26 Radar Certification – PD - Officer Wright, Officer J. Adams, Officer Anderson, and Officer Johnson (16 hrs.)

Community Relations

09/05 Talk with citizens while they were fishing at pier – Windsor Castle – Sgt. Jones
09/05 Talk with citizens at home during the evening regarding closing garage door, etc. – Smithfield Villas – Officer Johnson
09/08 Farmers Market – Officer Woods

09/08 Safety talk to Aves Waste Management – Smithfield Station – Officer Phillips
09/09 9/11 Service – James River Bridge – Sgt. Araojo
09/11 Tour of PD to family who brought goodies to officers – Sgt. Miller
09/12 Homework Station – Jersey Park Apts – Officer Cook
09/19 Homework Station – Jersey Park Apts. – Officer Phillips
09/19 Football practice – SHS – Sgt. Jones
09/22 Genieve Shelter Walk – Windsor Castle Park – Officer Woods
09/24 Playing ball with kids and handing out stickers – Pinewood Heights – Officers
Wright and Johnson

Investigations:

Case#: 2012-00821
Location: 1200 John Rolfe Drive
Offense: DUI / Stolen Weapon Recovered
Disposition: Cleared by arrest

On 9/5/2012 officers observed a gold colored SUV driving erratically. The suspect vehicle was first observed turning onto John Rolfe Drive from Battery Park Road. The vehicle's movement was consistent with that of an impaired driver and was subsequently pulled over. However when officers activated their emergency lights and siren, the suspect vehicle failed to stop. The suspect vehicle traveled approximately two more blocks before turning onto Pocahontas Court, where it came to a stop. While the officer was attempting to give verbal commands to the driver of the vehicle, the front seat passenger exited the vehicle and fled on foot. After the driver of the suspect vehicle was taken into custody and search of the vehicle was conducted, a loaded AK-47 assault rifle was found within the vehicle's trunk. The rifle was reported stolen from the U. S. Military and all information pertaining to the stolen firearm have been turned over to military investigators. Both the occupants were identified by the reporting officers and both were in violation of court ordered bonds. The driver of the suspect vehicle was subsequently charged with suspected DUI and arrested. Both occupants were later taken into custody for violation of the conditions of their bonds. Case is cleared by arrest.

Case#: 2012-00822
Location: Multiple Residences throughout Cypress Creek
Offense: Larceny from Vehicles
Disposition: Pending Investigation

On 09/5/2012 officers responded to multiple residences within the Cypress Creek neighborhood in reference to larcenies from vehicles. Upon speaking with the victims it became apparent that suspects travelled through the neighborhood and entered eight separate vehicles. Multiple items were taken from the vehicles to include, i.e., electronics, laptops, iPods, etc., change and monies left in the vehicles and other random items. While canvassing the area and processing the scenes officers were able to gather possible suspect fingerprints from one of the targeted vehicles. These fingerprints will be sent to the state lab for analysis. Also while speaking with the victims of the targeted vehicles; it became apparent that all but one was left unlocked overnight. This case is pending investigation/ lab analysis.

Case#: 2012-0884
Location: DAV Thrift Store
Offense: Burglary
Disposition: Pending

On 09/18/2012 at approximately 11:45 pm officers responded to the DAV Thrift Store located at 1937 South Church Street (Smithfield Square) in reference to a burglar alarm. Officers conducted a cursory check of the building and then requested a key holder for the business to respond to the scene in an effort to conduct a more thorough check of the property. A secondary rear entrance to the business was identified as a possible point of alarm and there was damage noted to the bottom portion of the door. The damage appeared to have been done by somebody attempting to gain entry to the store. The store was cleared of any suspects by law enforcement and due to the nature of the business; identification of missing items is difficult. It is unknown if entry had been gained through the small opening in the door. Officers processed the scene, however were unable to retrieve any items of evidentiary value. This case will remain open pending further investigation.

Case#: 2012-00888
Location: 800 Block South Church Street
Offense: Possession with intent to distribute Marijuana and Methoxetamine.
Disposition: Cleared by Arrest

On 9/20/2012 at approximately 12:15am officers initiated a traffic stop of a vehicle driving erratically. The suspect vehicle had crossed the center line several times during the officer's initial observation and was stopped in the 800 block of South Church. Upon making contact with the driver, officers immediately noticed his pupils were dilated and that the comments he was making to the officers were not coherent and "out of touch" with what was currently going on. Officers conducted a sweep of the suspects' vehicle and observed what appeared to be marijuana seeds located on the floorboard of the driver's seat area. The driver was subsequently taken into custody for suspected DUI/DWI. While conducting a search of the suspect a plastic bag containing 7.3 grams of suspected marijuana and a plastic bag containing 48mg of suspected Methoxetamine were recovered from the suspect's jacket pockets. The suspects' vehicle was impounded and he was charged with DUI/DWI, possession with the intent to distribute marijuana and possession with the intent to distribute Methoxetamine. This case is cleared by arrest.

Reporting Period: 9/1/2012 thru 9/30/2012

Total Deposits for September 2012 - \$11,327.26

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	9/4/2012	1554			Rollings and Danley Wedding and Reception	Rollings 25th Wedding Anniversary	1016		0.00
Invoice	9/4/2012	1555			Williams and Sollars Wedding and Reception	Williams and Sollars Wedding and Reception	1512		0.00
Invoice	9/4/2012	1556			Mt. Moriah AME Church	AME 2012 District Conference	1538		0.00
Invoice	9/4/2012	1557			Stewart and Jordan Reception	Stewart and Jordan Reception	1687		0.00
Invoice	9/4/2012	1558			Wright and Reinhart Wedding and Reception	Wright and Reinhart Wedding and Reception	1688		0.00
Invoice	9/4/2012	1559			Sherrill and O'Malley Wedding and Reception	Sherrill and O'Malley Wedding and Reception	1832		0.00
Invoice	9/4/2012	1560			Tynes Sisters Retirement	Tynes Sisters Retirement	1852		0.00
Invoice	9/4/2012	1561			Jones-Melton Wedding & Reception	Jones-Melton Wedding & Reception	1880		0.00
Invoice	9/4/2012	1562			Dominion Virginia Power	Dominion Power Meeting	1911		0.00
Invoice	9/4/2012	1563			Smithfield Packing	Quarterly Update	1922		400.00
Invoice	9/4/2012	1564			Browns AME Church	Sunday School Convention	1946		0.00
Invoice	9/4/2012	1565			Isle of Wight Schools	Isle of Wight Schools-Teacher Training	1947		300.00
Invoice	9/4/2012	1566			Farm Bureau Insurance Company	Farm Bureau Dinner	1957		300.00
Invoice	9/4/2012	1567			Smithfield Packing	Plant Review Dinner	2066		400.00
Invoice	9/11/2012	1568			Senior Services of South East Virginia	Senior Services Meeting	2072		225.00
Invoice	9/20/2012	1569			Hodges and Stallings Reception	Hodges and Stallings Reception	1822		-50.00
Invoice	9/25/2012	1570			Langhorn and Ricks Reception	Langhorn and Ricks Reception	1824		-50.00
Invoice	9/25/2012	1572			Crouch and Tuttle Reception	Crouch and Tuttle Reception	2043		-500.00
								Total	1,025.00
Payment	9/4/2012	1550	Check	147787	Isle of Wight County	Economic Development Stakeholders Meeting	1962		200.00
Payment	9/12/2012	1566	Check	12947	Farm Bureau Insurance Company	Farm Bureau Dinner	1957		300.00
Payment	9/20/2012	1569	Check	Refund	Hodges and Stallings Reception	Hodges and Stallings Reception	1822		-50.00
Payment	9/24/2012	1563	Check	2112363	Smithfield Packing	Quarterly Update	1922		400.00
Payment	9/24/2012	1565	Check	324124	Isle of Wight Schools	Isle of Wight Schools-Teacher Training	1947		300.00
Payment	9/24/2012	1567	Check	2112363	Smithfield Packing	Plant Review Dinner	2066		400.00
Payment	9/25/2012	1570	Check	Refund	Langhorn and Ricks Reception	Langhorn and Ricks Reception	1824		-50.00
Payment	9/25/2012	1572	Check	Refund	Crouch and Tuttle Reception	Crouch and Tuttle Reception	2043		-500.00
								Total	1,000.00

Reporting Period: 9/1/2012 thru 9/30/2012

Total Deposits for September 2012 - \$11,327.26

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	9/4/2012		Check	760	Palmer and Fields Wedding and Reception	Palmer and Fields Wedding and Reception	2073		500.00
Deposit	9/6/2012		Master Card	Master Card	Baker and Diven Wedding and Reception	Baker and Diven Wedding and Reception	2078		600.00
Deposit	9/7/2012		Money Order	MO	Rice-Pittman Reception	Rice-Pittman Reception	2079		700.00
Deposit	9/7/2012		Visa	CC	Ferguson-Needly Weddig & Reception	Ferguson-Needly Wedding & Reception	1893		50.00
Deposit	9/7/2012		Visa	CC	Quillin and Trude Wedding and Reception	Quillin and Trude Wedding and Reception	1578		111.30
Deposit	9/7/2012	1569	Visa	Visa	Hodges and Stallings Reception	Hodges and Stallings Reception	1822		950.00
Deposit	9/10/2012		Discover	Discover	McDonald and Moring Wedding and Reception	McDonald and Moring Wedding and Reception	2080		700.00
Deposit	9/11/2012		Master Card	Master Card	Wilson and East Wedding and Reception	Wilson and East Wedding and Reception	2084		700.00
Deposit	9/11/2012		Visa	Visa	Shipton and Vaughan Wedding and Reception	Shipton and Vaughan Wedding and Reception	1476		882.55
Deposit	9/13/2012	1570	American Express	Amex	Langhorn and Ricks Reception	Langhorn and Ricks Reception	1824		400.00
Deposit	9/14/2012		Visa	Visa	Evans-Cummings Wedding & Reception	Evans-Cummings Wedding & Reception	1914		179.00
Deposit	9/17/2012		Money Order	MO	Jones and Philipps Reception	Jones and Philipps Reception	2065		140.00
Deposit	9/17/2012		Visa	Visa	Reynolds-Bayer Reception	Reynolds-Bayer Reception	2087		500.00
Deposit	9/17/2012		Visa	Visa	Sheridan-Dickey Wedding & Reception	Sheridan-Dickey Reception	1939		530.00
Deposit	9/19/2012		Discover	Discover	Allen and Witten Wedding and Reception	Allen and Witten Wedding and Reception	1932		763.95
Deposit	9/19/2012		Master Card	Master Card	Harris and Jones Wedding and Reception	Harris and Jones Wedding and Reception	2088		400.00
Deposit	9/19/2012		Visa	Visa	Howard-Vanpeeren Wedding & Reception	Howard-Vanpeeren Wedding & Reception	1825		184.00
Deposit	9/19/2012		Visa	Visa	Kent-Smith Wedding & Reception	Kent-Smith Wedding & Reception	1909		447.76
Deposit	9/25/2012		Visa	Visa	Believer's Church	Believer's Church Banquet	2028		500.00
								Total	9,238.56
								Grand Total	-9,213.56

September 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						Melissa Off
2	3	4	5	6	7	8
Melissa Off Saturday Rate Fate-Baylor Wedding & Reception MH plus Suites 150	Labor Day Melissa Off	Melissa Off DeShawn's Last Day Kitchen Inventory Kitchen 2 Town Council A&B 20	Staff Meeting C&D 12	Ferguson-Needly Rehearsal Deck 20	Ferguson-Needly Wedding & Reception MH 88 Quillin and Trude Wedding and Reception Deck 20	Quillin and Trude Wedding and Reception MH plus Suites 150
9	10	11	12	13	14	15
Taylor Fellowship MH 65	Marty Roach Service MH 200	Pinewood Heights Team Management Meeting A&B 15 Planning Commission A&B 20 School Board Retreat C&D 12		Evans-Cummings Wedding & Reception MH plus Suites 20	Calvin Off Evans-Cummings Wedding & Reception MH plus Suites 129 Yourkvitch-Autice Rehearsal Deck 30	Calvin Off Yourkvitch-Autice Wedding & Reception MH plus Suites 130
16	17	18	19	20	21	22
Helen Off	Committee Meetings MH 20 Sharing Services Meeting C&D 40	BHA&R A&B 15 BZA A&B 15 Committee Meetings MH 20 Crime Line Meeting A&B 15 Schoolhouse Committee A&B 15 Senior Services Meeting MH 40	Staff Meeting MH 12	Helen Off Smithfield Women's Club B,C&D 80	Amy Off Helen Off Kent-Smith Wedding & Reception MH plus Suites 120	Amy Off Helen Off Shipton and Vaughan Wedding and Reception MH plus Suites 150

September 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	29
Amy Off Helen Off Hodges and Stallings Reception MH plus Suites 160	Amy Off Helen Off	Helen Off BZA A&B 15	Helen Off	Helen Off NAIL Meeting C&D 40 Smithfield Kiwanis Annual Banquet MH 80	Helen Off Believer's Church Banquet MH 150 NAIL Meeting C&D 40	
30						
Langhorn and Ricks Reception MH plus Suites 255						

Smithfield Center - September 2012 Discounts

Booking Date	Event Name	Room Code	Discount Percent
9/2/2012	Virginia Symphony Concert	Courtyard	100.00%
9/2/2012	Fate-Baylor Wedding & Reception	MH plus Suites	0.00%
9/4/2012	Town Council	A&B	100.00%
9/5/2012	Staff Meeting	C&D	100.00%
9/6/2012	Ferguson-Needly Rehearsal	Deck	0.00%
9/7/2012	Ferguson-Needly Wedding & Reception	MH	0.00%
9/8/2012	Quillin and Trude Wedding and Reception	MH plus Suites	0.00%
9/9/2012	Taylor Fellowship	MH	50.00%
9/10/2012	Marty Roach Service	MH	100.00%
9/11/2012	Planning Commission	A&B	100.00%
9/11/2012	Pinewood Heights Team Management Meeting	A&B	100.00%
9/11/2012	School Board Retreat	C&D	50.00%
9/13/2012	Public Works Meetings	C&D	100.00%
9/13/2012	Evans-Cummings Wedding & Reception	MH plus Suites	22.73%
9/14/2012	Yourkvitch-Autice Rehearsal	Deck	100.00%
9/14/2012	Evans-Cummings Wedding & Reception	MH plus Suites	0.00%
9/15/2012	Yourkvitch-Autice Wedding & Reception	MH plus Suites	0.00%
9/17/2012	Sharing Services Meeting	C&D	100.00%
9/17/2012	Committee Meetings	MH	100.00%
9/18/2012	BZA	A&B	100.00%
9/18/2012	BHA&R	A&B	100.00%
9/18/2012	Schoolhouse Committee	A&B	100.00%
9/18/2012	Crime Line Meeting	A&B	100.00%
9/18/2012	Senior Services Meeting	MH	50.00%
9/18/2012	Committee Meetings	MH	100.00%
9/19/2012	Staff Meeting	MH	100.00%
9/20/2012	Smithfield Women's Club	B	50.00%
9/20/2012	Smithfield Women's Club	C&D	50.00%
9/21/2012	Kent-Smith Wedding & Reception	MH plus Suites	0.00%
9/22/2012	Genieve Shelter Walk-A-Thon	Courtyard	0.00%
9/22/2012	Shipton and Vaughan Wedding and Reception	MH plus Suites	0.00%
9/23/2012	Hodges and Stallings Reception	MH plus Suites	0.00%
9/23/2012	Hodges and Stallings Reception	Riverfront	10.00%
9/25/2012	BZA	A&B	100.00%
9/27/2012	NAIL Meeting	C&D	0.00%
9/27/2012	Smithfield Kiwanis Annual Banquet	MH	50.00%
9/28/2012	NAIL Meeting	C&D	0.00%
9/28/2012	Believer's Church Banquet	MH	0.00%
9/29/2012	Aiken Fest	Riverfront	100.00%
9/30/2012	Langhorn and Ricks Reception	MH plus Suites	0.00%
	100% Discount	18	
	50% Discount	6	
	20% Discount	1	

Smithfield/Isle of Wight Tourism Activity Report – September 2012

- Director attended the Isle of Wight Board of Supervisors Meeting 8/16/12.
- Director attended Smithfield Town Council Meeting 9/4/12.
- FINAL Monday Morning Moan meeting held for communications planning for S. Church Street Beautification project 9/24. Meetings were held each Monday morning to allow citizens and merchants to make public comments and to discuss communicating the project issues to all concerned-residents, merchants and visitors.
- Held monthly Tourism Staff Meeting 9/12/12. All staff in attendance.
- Smithfield 2020 Meeting 9/5/12. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org
- Attended Saint Lukes Development Committee meetings 9/20/12.
- Farmers Markets held 9/1, 9/8, 9/15, 9/22, 9/29. Good attendance!
- IOW County emergency training 9/12/12
- Met with Prime Media about new Tourism Video 9/25/12. Script copy completed. Voice Over completed.
- Aiken & Friends Music Festival planning meeting held 9/4/12, 9/16/12 and 8/30/12. Mike Aiken & Friends MUSIC Festival upcoming September 28 and 29th. Attended Open Mic for fest at Victorian Station 9/6/12 and Cozzy's on 9/13/12.
- Attended Coastal Virginia Tourism Alliance committee meeting 9/17/12 and full CVTA meeting 9/19/12..
- Attended 2013 Smithfield Wine & Brew Fest meeting 9/5/12 and 9/12/12. Planning has begun!
- Worked IOW County Fair 9/12/12-9/16/12. Great fair! Excellent attendance!
- Attended SHDBA meeting 9/13/12.
- Schoolhouse Museum Board Meeting 9/18/12.

- Smithfield on the Move Meeting 9/18/12.
- Met with WCP Foundation about contents for new outdoor kiosk 8/27/12.
Installed 9/25/12.
- Sesquesentennial Meeting 9/27/12.
- Hosted travel writers 9/26-28/12.
- VACVB Board Conference Call 9/28/12.
- Attended America In Bloom Conference in Fayetteville AR 9/20-23/12.
Smithfield won top honors in its population category, Best Historic Walking Tour
and Best Heritage Preservation!
- Tourism Facebook postings throughout month.
- Staff attended Smithfield Staff Meeting 9/5/12 and 9/19/12. Town Training Day
meetings 9/5/12.
- Attended IOW Staff Meeting 9/24/12.
- Update website events and *Where the Locals Go* event promotion newsletter
weekly. This e-newsletter combines tourist events and the Farmer's Market
information.
- Weekly individual meetings with staff to address concerns and review projects.

Upcoming Events: See www.visitsmithfieldisleofwight.com for more details!

RESOLUTION

STREET CLOSURE FOR ANTIQUE & CLASSIC CAR SHOW

WHEREAS, the Smithfield Ruritan Club has proposed to hold a antique and classic car show in the Town in connection with Town and Country day; and,

WHEREAS, the event will provide entertainment and recreation to visitors and to the citizens of the Town without working undue hardship on the residents; and,

WHEREAS, the Town Council desires to cooperate with the organizers of the proposed car show by closing off certain of the Town's streets in order to allow a safe and convenient environment for the proposed car show.

NOW, THEREFORE, be it resolved that on Saturday, October 13, 2012 the following portion of Main Street shall be closed from 8:00 a.m. until 4:00 p.m.: Main Street from its intersection with Institute Street to its intersection with S. Church Street.

BE IT FURTHER RESOLVED, that said street closure shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 2nd day of October, 2012.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk

RESOLUTION

CLOSURE OF STREETS FOR “HOG JOG” RACE

WHEREAS, a committee has formed for the purpose of sponsoring the tenth annual five kilometer road race known as the “Hog Jog”; and,

WHEREAS, the Hog Jog Committee has requested that all or portions of Commerce Street, Main Street, Cedar Street, South Mason Street, Hill Street, South Church Street, Jericho Road, Underwood Lane, Cary Street, Grace Street, James Street, Washington Street, North Mason Street, Thomas Street and Luter Drive, all as shown on the attached sketch, be closed on Saturday, October 13, 2012 from 8:45 a.m. to 10:45 a.m. to be used as the race course and to permit a safe environment to conduct the race; and,

WHEREAS, these streets will only be closed for the minimum time period necessary for the runners to cover the different sections of the race course; and,

WHEREAS, it appears to the Town Council that this race has been well organized in prior years, will benefit the community; that the request is reasonable and that closing the streets specified above for brief periods during the race will not work an unreasonable hardship on the Town's citizens .

NOW, THEREFORE, be it resolved that on Saturday, October 13, 2012, all or portions of Commerce Street, Main Street, Cedar Street, South Mason Street, Hill Street, South Church Street, Jericho Road, Underwood Lane, Cary Street, Grace Street, James Street, Washington Street, North Mason Street, Thomas Street and Luter Drive, all as shown on the attached sketch, be closed from 8:45 a.m. to 10:45 p.m. to permit a safe environment for conducting a five kilometer road race; and that the closure of these street shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 2nd day of October, 2012.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk

RESOLUTION

STREET CLOSURE FOR ZOMBIE WALK

WHEREAS, the Smithfield Rotary Club and other organizers have proposed to hold “Zombie Walk” event on Saturday October 20, 2012 to promote polio awareness; and,

WHEREAS, the event will provide entertainment and recreation to visitors and to the citizens of the Town without working undue hardship on the residents; and,

WHEREAS, the Town Council desires to cooperate with the organizers of the proposed event by closing off certain of the Town’s streets in order to allow a safe and convenient environment for the proposed “Zombie Walk”.

NOW, THEREFORE, be it resolved that on Saturday, October 20, 2012 the following portion of Main Street shall be closed from 5:25 p.m. until 6:15 p.m.: Main Street from the old “Little’s Supermarket Property” to its intersection with S. Church Street.

BE IT FURTHER RESOLVED, that said street closure shall be temporary and for only such time as may be necessary to assure safe travel of the participants down and along Main Street. Street closure shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 2nd day of October, 2012.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley Greer, Clerk

Lesley Greer

From: Wayne Griffin
Sent: Thursday, September 27, 2012 11:29 AM
To: Peter Stephenson; Lesley Greer
Cc: Ellen Minga; William Hopkins
Subject: FW: Final Invoices
Attachments: Smithfield Revise.pdf

Wayne A. Griffin
Town Engineer
Planning, Engineering and Public Works
Phone: 757-365-4253
Fax: 757-357-9933

From:
Sent: Thursday, September 27, 2012 10:13 AM
To: Peter Stephenson; Lesley Greer
Cc: William Hopkins; Ellen Minga
Subject: FW: Final Invoices

Peter & Lesley:

Please find attached the revised Blair invoices to be presented at next Tuesdays Town Council meeting. Also note that invoice # 10182, only \$1,150.00 will be charged to Highway, the remaining amount is charged to Water/Sewer budgets.

There are 4 total invoices, the 4th is coming by separate e-mail.

Thanks all,

Wayne A. Griffin
Town Engineer
Planning, Engineering and Public Works
Phone: 757-365-4253
Fax: 757-357-9933

From: Nora Johnson [<mailto:njohnson@blairbros.com>]
Sent: Wednesday, September 26, 2012 2:49 PM
To: Wayne Griffin
Subject: Final Invoices

Attached are the revised other three invoices. Please let me know if there is anything else that needs changing. Thank you!

Sincerely,

Nora Johnson



The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		8/27/2012	10182

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Asphalt patching crew
Attn: Wayne Griffin

Item	Qty	Description	Rate	Amount
		Installation of asphalt patches: 2 on Cary St., 4 on Brewer Place, 1 on Hill St., 2 at intersection of Grace and Institute, 3 at RO Plant, 1 on Battery Park Road and Royal Farms Store. Installed 1 asphalt patch and re-streetprinted.		
Contract	20	Hours Labor for 3 men - Asphalt patching crew	135.00	2,700.00
Contract	4.02	Tons of IM19.0A	66.00	265.32
Contract	9.04	Tons of S4	68.00	614.72
Contract	1.01	Tons of SM9.5A	68.00	68.68
Contract	13.25	Hours single axle dump truck	50.00	662.50
Contract	3	Hours CAT Backhoe	65.00	195.00
Contract	3	Hours Asphalt Roller	85.00	255.00
Contract	2	Gallons of Tack	4.18	8.36

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$4,769.58

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.



Convenience fee added



The Blair Bros., Inc.

P.O. Box 5413
 Suffolk, VA 23435
 (757) 538-1696 Fax: (757) 538-0714
 www.blairbros.com
 SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		8/27/2012	10180

Bill To:

Town of Smithfield
 P O Box 246
 Smithfield VA 23431

Project:

Ditch cleaning and concrete repair crew
 Attn: Wayne Griffin

Item	Qty	Description	Rate	Amount
		Cut ditch at Cypress Creek and install seed and straw. Reconstruct rip rap at flared end section of pipe on Redpoint Road. Install four check dams with salvaged rip rap from stock pile area. Install four tons of clay in low areas and install 80' of jute mesh. Fill wash out at John Rolfe and Randolph. Repair sump hole at Cantibury and Buckingham. Install asphalt patches on Redpoint Road at house number 101, 201, 207 and 308. Clean pipes and DI at house number 316 on Redpoint Road.		
Contract	26.5	Hours Labor for 2 men - Ditch cleaning and asphalt repair crew	90.00	2,385.00
Contract	1	Ton SM9.5A	68.00	68.00
Contract	15.5	Hours CAT Backhoe	65.00	1,007.50
Contract	1	Hours Asphalt Roller	85.00	85.00
Contract	5.5	Hours single axle dump truck	50.00	275.00
Contract	3	Straw bails	5.00	15.00
Contract		30 lbs. seed	67.52	67.52
Contract	6.59	Tons 21A crushed concrete	13.00	85.67

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$3,988.69

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.





The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		8/27/2012	10181

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Pipe repair crew
Attn: Wayne Griffin

Item	Qty	Description	Rate	Amount
		Repair work on Waterworks Road. Sawcut asphalt and remove. Excavate out material, install Geotec and install two tons of 21A crush and run. Install .5 tons of S4 asphalt on roadway shoulder. Install 9.8 tons of rip rap on slope. Set up traffic control for flagging operation.		
Contract	9.25	Hours Labor for 5 men - Pipe repair crew	225.00	2,081.25
Contract	3.25	Hours single axle dump truck	50.00	162.50
Contract	4	Hours CAT Backhoe	65.00	260.00
Contract	9.8	Tons rip rap	42.00	411.60
Contract	0.5	Tons S4 asphalt	65.76	32.88
Contract	0.75	Hour asphalt saw	50.00	37.50
Contract	1	Hour asphalt roller	85.00	85.00

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$3,070.73

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.

We Accept



Convenience fee added



The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		8/27/2012	10179

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Ditch Cleaning Crew
Attn: Wayne Griffin

Item	Qty	Description	Rate	Amount
		Cleaned out ditch on Smithfield Blvd. from house number 823 to 825. Cleaned out driveway pipes, cut down shoulder of road and dispose of materials. Set up traffic control for flagging operation.		
Contract	3.5	Hours Labor for 4 men - Ditch cleaning crew	180.00	630.00
Contract	2	Hours CAT Backhoe with ditch clean out bucket	65.00	130.00
Contract	2	Hours single axle dump truck	50.00	100.00
Contract	1	Hour air compressor for blowing driveway pipes	26.38	26.38
		Install rip rap on slope and around pipe ends on Waterworks Road		
Contract	4.5	Hours Labor for 4 men - Ditch cleaning crew	180.00	810.00
Contract	3	Hours CAT Backhoe	65.00	195.00
Contract	5	Hours single axle dump truck	50.00	250.00
Contract	8.84	Tons rip rap	43.27262	382.53

THANK YOU FOR YOUR BUSINESS

Invoice Total:

\$2,523.91

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.

We Accept



Convenience fee added

CUST #: F120234



SOUTHERN Dodge-Chrysler-Jeep-Ram at Norfolk Airport 2747 N. Military Hwy. Norfolk, VA 23518 (757) 855-2277

STOCK NO. F120234

DATE OF SALE 09/25/2012

Form containing purchaser information (Town of Smithfield), vehicle details (2012 Dodge Charger), pricing (Base Cash Price: 23474.00), and dealer fees (License, Title, LVR fees).

Handwritten PO# 20100237

The front and back of this buyer's order, along with other documents signed by Purchaser(s) in connection with this order, comprise the entire agreement between the parties affecting this purchase.

NO LIABILITY INSURANCE INCLUDED UNLESS SPECIFICALLY INDICATED

SECURITY AGREEMENT: Purchaser hereby grants Seller, its successors and assigns, a security interest in the motor vehicle, equipment and accessories to be purchased pursuant to this agreement.

IF YOU ARE FINANCING THIS VEHICLE PLEASE READ THIS NOTICE. YOU ARE PROPOSING TO ENTER INTO A RETAIL INSTALLMENT SALES CONTRACT WITH THE DEALER. PART OF YOUR CONTRACT INVOLVES FINANCING THE PURCHASE OF YOUR VEHICLE.

IF YOU ARE LEASING THIS VEHICLE, THE SAME PROCEDURES, RIGHTS, AND OBLIGATIONS APPLICABLE TO TRANSACTIONS INVOLVING A RETAIL INSTALLMENT SALES CONTRACT STATED ABOVE APPLY TO THIS LEASE TRANSACTION.

Approved: [Signature] Dealer or Authorized Representative
This Order is not valid unless signed and accepted by the Dealer or his authorized representative.
Date: 9/25/12

Signed (1) [Signature] Purchaser
(2) [Signature] Purchaser
© 2002 The Virginia Automobile Dealers Association Orlando Business Systems, Inc.

INVOICE

www.sydnorhydro.com
sydnor@sydnorhydro.com



P.O. BOX 27188 RICHMOND, VIRGINIA 23281
PHONE 804-643-2725 FAX 804-788-9058

Please PAY BY INVOICE

INVOICE NUMBER
7189A

SHIPPING ADDRESS
* 2111 MAGNOLIA STREET, RICHMOND, VA 23223

INVOICE TO
69569
TOWN OF SMITHFIELD
310 INSTITUTE STREET
PO BOX 246
SMITHFIELD VA 23431

SHIPPED TO

SEWER PUMP STATION REPAIRS
OUTSTANDING INVOICES
(ORDERED FY'12 - CUSTOM
MADE AND RECEIVED IN
SEPTEMBER)

INVOICE DATE 6/30/12	YOUR ORDER NUMBER JEFF SMITH	OUR JOB NUMBER 86902-8	TERRITORY 11	TAX EXEMPTION CERTIFICATION NUMBER
DATE SHIPPED OR COMPLETED	F.O.B.	VIA	TERMS NET 30	

QTY.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	TOTAL AMOUNT
1	IMPELLER, WELLINGTON PS		\$5,410.00	
<p><i>sur</i></p> <p>VENDOR # <u>232</u></p> <p>ACCOUNT # <u>4-004-42070-7000</u></p> <p>DEPT HEAD _____</p> <p>TOWN MANAGER <u>Fills</u></p>				
TOTAL BILLING				\$5,410.00

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.

INVOICE

www.sydnorhydro.com
sydnor@sydnorhydro.com

SYDNOR

HYDRO...INC.

P.O. BOX 27186
PHONE 804-643-2725

RICHMOND, VIRGINIA 23261
FAX 804-788-9058

Please PAY BY INVOICE

INVOICE NUMBER
7189B

SHIPPING ADDRESS
★ 2111 MAGNOLIA STREET, RICHMOND, VA 23223

INVOICE TO

69569
TOWN OF SMITHFIELD
310 INSTITUTE STREET
PO BOX 246
SMITHFIELD VA 23431

SHIPPED TO

INVOICE DATE	YOUR ORDER NUMBER	OUR JOB NUMBER	TERRITORY	TAX EXEMPTION CERTIFICATION NUMBER
6/30/12	JEFF SMITH	86902-8	11	
DATE SHIPPED OR COMPLETED	F.O.B.	VIA	TERMS	
			NET 30	
QTY.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	TOTAL AMOUNT
1 -	^{MORRIS} IMPELLER, MOORE CREEK PS		\$2,214.00	
1 -	IMPELLER, MAIN STREET PS		3,207.00	
1 -	GASKETS, SET OF 12		95.00	
TOTAL BILLING				\$5,516.00

Sub

VENDOR # 233
ACCOUNT # 4-004-42070-7000
DEPT HEAD _____
TOWN MANAGER Phl

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.

October 3, 2012

Honorable Robert F. McDonnell
Governor
Commonwealth of Virginia
P.O. Box 1475
Richmond, VA 23218

Dear Governor McDonnell:

Enclosed you will find a resolution from the Town Council of the Town of Smithfield indicating our concern over the \$50 million reduction in financial assistance to localities for certain state-mandated and state-high priority services. Our elected officials request that you submit a budget amendment in the next legislative session to restore the cut in FY13 and to eliminate it altogether in FY14.

We recognize that state revenues dropped during the Great Recession and that the financial belt had to be tightened. But while the state has enjoyed budget surpluses in each of the last three fiscal years, we have coped with weak real estate revenues that have forced spending reductions and cutbacks in services.

I might add that I am not aware of even one mandate for the state-mandated and state-high priority services identified in the aid to local government reversion program that has been modified or eliminated by the state. Now that another state budget surplus has been achieved, we request that you keep localities in mind and put an end to this practice.

Thank-you so much for your consideration of this matter.

Sincerely,

T. Carter Williams, Mayor

cc: State Senator(s)
House Delegate(s)
Virginia Municipal League

Resolution Supporting Restoration of State Funding for Aid to Localities

Whereas, state financial assistance for mandated and high priority programs, including public education, health and human services, public safety and constitutional officers, was \$800 million less in FY12 than in FY09 and almost \$500 million less in FY13 than in FY09; and

Whereas, cities and counties must balance their budgets during a time in which future state assistance is unreliable, federal stimulus dollars are depleted, and real estate assessments are either stagnant or in decline; and

Whereas, the Appropriation Act contains \$50 million in across-the-board cuts to cities and counties for FY13 and \$45 million in FY14, under which localities are required to either elect to take reductions in particular state aid programs, or to send the State a check for the amounts determined by the Department of Planning and Budget (“Local Aid to the Commonwealth”); and

Whereas, the reductions are applied to essential services, including law enforcement, jail administration, foster care and child protection services, election administration and social services; and

Whereas, the **Town of Smithfield** does not have the authority to unilaterally decide to discontinue providing services such as election administration or to refuse to house and care for state prisoners in local and regional jails; and

Whereas, the state budget cuts are not accompanied by any reductions in state-imposed mandates, standards and service requirements, nor do they provide any administrative flexibility for local agencies; and

Whereas, cities and counties will have provided the state with \$270 million by the close of FY13 for this “Local Aid to the Commonwealth” program; and

Whereas, these reductions shift state costs to local taxpayers and artificially increases the amount of state surplus revenue; and

Whereas, state revenues have continued to recover and the state has experienced a budget surplus for the third consecutive year; and

Whereas, revenue collections for the Town of Smithfield continue to reflect the struggling housing market; and

Whereas, the state should not shift its share of the costs for mandates and responsibilities to local governments; now, therefore, be it

Resolved, that the Town Council of the Town of Smithfield asks Governor Bob McDonnell to submit a budget amendment to the 2013 session of the General Assembly to reverse the \$50 million-a-year reduction for the current year, FY13, and to eliminate the aid to localities reduction in FY14; and further, be it

Resolved, that the members of the General Assembly support a budget amendment to the 2013 session of the General Assembly to reverse the \$50 million-a-year reduction for the current year, FY13, and to eliminate the aid to localities reduction in the budget for FY14.

T. Carter Williams, Mayor

Lesley J. Greer, Town Clerk



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

Original

INVOICE

Invoice Date	Invoice No.
09/24/2012	743
Customer Number	
52299	
Invoice Total Due	
\$76,272.27	
Amount Paid	

FY2012 E911 TRUE UP \$ 76,272.27

Due upon receipt

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

09350182013100000743500076272277

Isle of Wight County, Isle of Wight, VA 23397

Invoice Date 09/24/2012 Customer Number 52299

Description	Quantity	Price	UOM	Original Bill	Adjustment	Paid	Amount Due
E911 TRUE-UP FOR FY2012	1.00	\$76,272.27	EACH	\$76,272.27	\$0.00	\$0.00	\$76,272.27

G/L ACCOUNT SUMMARY:

Organization	Object	Project	GL Amount
2400	1135		\$76,272.27

Please make checks payable to Isle of Wight County

Invoice Total:

\$76,272.27

INVOICE DUE UPON RECEIPT

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

	<u>FY02-03</u>	<u>FY03-04</u>	<u>FY04-05</u>	<u>FY05-06</u>	<u>FY06-07</u>	<u>FY07-08</u>	<u>FY08-09</u>	<u>FY09-10</u>	<u>FY10-11</u>	<u>FY11-12</u>
Revenues:										
E911 Collections	\$ 532,267.47	\$ 518,950.48	\$ 516,185.76	\$ 531,942.42	\$ 264,207.92	\$ -	\$ -			
Miscellaneous				2,935.97						
E911 Wireless Grant					53,835.51	124,187.22	100,903.00	71,156.98	84,100.57	92,934.92
PSAP Grant						22,128.35	26,271.00	-	150,000.00	
Prior Year E911 Grant Funds					8,584.90	-				1,098.00
County Portion of Communications Tax					262,248.04	611,581.84	555,663.52	557,980.11	555,218.08	543,934.03
T/W Portion of Communications Tax					2,710.96	5,269.19	5,129.09	4,450.41	4,794.24	4,914.14
T/S Portion of Communications Tax					9,613.71	18,685.57	18,188.35	15,764.90	16,127.35	17,425.88
Total Revenue	\$ 532,267.47	\$ 518,950.48	\$ 516,185.76	\$ 534,878.39	\$ 601,201.04	\$ 781,852.17	\$ 706,154.96	\$ 649,352.40	\$ 810,240.24	\$ 660,306.97
Operating Expenditures:										
Salaries & Wages	\$ 202,157.40	\$ 230,702.64	\$ 309,601.79	\$ 254,739.61	\$ 399,118.12	\$ 439,544.80	\$ 384,389.52	405,566.98	410,876.08	435,315.81
Part-Time Salaries	8,057.41	28,322.50	1,723.00	13,861.08	41,356.32	16,963.65	143,918.79	113,767.86	54,116.17	46,707.60
Overtime	21,682.74	28,311.15	28,950.66	33,153.14	17,795.57	14,799.35	11,749.96	10,099.89	15,228.87	26,796.68
Fringe Benefits	48,813.90	63,189.70	85,512.66	75,031.58	142,867.97	136,087.67	157,461.73	162,610.52	173,728.41	191,444.70
Equipment Repairs & Maint	11,678.28	12,232.23	45,051.91	43,539.84	62,243.60	48,284.57	81,835.60	114,044.63	154,670.94	120,083.34
Professional Services								1,400.00	1,097.99	
Advertising	144.50	-	-	-	-	-	-	-	-	-
Postage	31.81	28.15	93.12	259.07	17.23	35.41	98.85	19.78	4.29	7.96
Telephone	680.17	862.98	849.86	850.21	1,267.64	2,733.55	6,378.43	9,177.78	5,193.86	6,243.30
Office Supplies	2,474.03	2,536.65	3,001.65	2,689.44	2,631.51	2,861.26	2,127.36	2,307.04	2,088.34	2,442.29
Motor Fuel, Repairs	194.15	172.10	163.77	187.79	182.48	182.05	8.27	-	-	-
Clothing	-	1,754.50	625.00	499.00	-	2,101.50	1,355.19	-	-	-
Dues & Subscriptions	753.85	1,536.74	1,321.90	1,297.07	1,111.45	1,491.00	1,251.00	440.00	454.41	777.40
Operating Expenses	-	-	113,768.28	32,373.79	29,332.06	51,285.92	35,413.56	37,678.93	41,223.03	42,345.72
Travel & Training	5,609.62	9,208.45	8,746.65	8,236.74	12,934.62	11,914.28	5,444.15	4,641.11	3,265.00	4,523.39
Equipment	79,637.93	141,699.19	49,331.76	5,797.02	15,837.43	132,976.97	125,389.34	4,329.10	150,703.98	68,212.25
GIS Operations	20,000.00	4,400.00	12,981.15	2,500.00	-	-	-	-	-	-
Rental / Principal Lease Pymts	112,817.71	82,874.44	71,471.22	89,315.39	81,706.08	61,827.20	56,383.99	29,128.94	20,882.06	20,495.60
Interest Lease Pymts	-	7,158.83	14,982.97	12,934.57	8,543.88	4,117.03	1,926.89	57.61	-	-
Total Operating	514,733.50	614,990.25	748,177.35	577,265.34	816,945.96	927,206.21	1,015,132.63	895,270.17	1,033,533.43	965,396.04
Transfer to Reserve for Capital	100,000.00	-	-	-	-	-	-	-	-	-
Total Expenditures	\$ 614,733.50	\$ 614,990.25	\$ 748,177.35	\$ 577,265.34	\$ 816,945.96	\$ 927,206.21	\$ 1,015,132.63	\$ 895,270.17	\$ 1,033,533.43	\$ 965,396.04
Net Operating / (Deficit)	\$ (82,466.03)	\$ (96,039.77)	\$ (231,991.59)	\$ (42,386.95)	\$ (215,744.92)	\$ (145,354.04)	(308,977.67)	(245,917.77)	(223,293.19)	(305,089.07)
Adjustments for Sharing Calculation:										
100% County Funded Expenditures	64,157.00	145,241.76	9,297.35	2,279.45	-	-	-			
Costs associated with Redundant Center					1,370.94	73,944.16	84,868.00	32,741.00		
Net Operating / (Deficit) to be Shared	\$ (18,309.03)	\$ 49,201.99	\$ (222,694.24)	\$ (40,107.50)	\$ (214,373.98)	\$ (71,409.88)	\$ (224,109.67)	\$ (213,176.77)	\$ (223,293.19)	\$ (305,089.07)
County Portion (67%)	\$ (12,267.05)	\$ -	\$ (149,205.14)	\$ (26,872.03)	\$ (143,630.57)	\$ (47,844.62)	(150,153.48)	(142,828.44)	(149,606.44)	(204,409.67)
Town of Smithfield Portion (25%)	(4,577.26)	-	(55,673.56)	(10,026.88)	(53,593.50)	(17,852.46)	(56,027.41)	(53,294.19)	(55,823.30)	(76,272.27)
Town of Windsor Portion (8%)	(1,464.72)	-	(17,815.54)	(3,208.60)	(17,149.92)	(5,712.79)	(17,928.77)	(17,054.14)	(17,863.46)	(24,407.13)
Total Shared Expenses	\$ (18,309.03)	\$ -	\$ (222,694.24)	\$ (40,107.50)	\$ (214,373.98)	\$ (71,409.88)	\$ (224,109.67)	\$ (213,176.77)	\$ (223,293.19)	\$ (305,089.07)

Note:

- Maintenance Contract on OSS1 was billed and paid incorrectly by \$7,580, credit will be taken in '06
The maintenance contract for the stratus server (\$10,248) was not budgeted.
- Operating Expenses (Verizon) were incorrectly posted in FY04 to the equipment line item and charges due to Verizon for the period Oct '03 - July '04 were not paid until August '04 due to a dispute in the billing.
- Reduction in equipment line item from '04 to '05 is due to changing the posting of operating expenses.
However, it does include \$38,584 for an additional microwave hop from the water tower to the City Hall Bldg as approved by the E911 Board.
- FY 10-11 County portion offset by Unappropriated Fund Balance to fund current year expenditures



Isle of Wight County

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

Original

INVOICE

TOURISM TRUE UP FOR FY2012

Invoice Date	Invoice No.
09/24/2012	744
Customer Number	
52299	
Invoice Total Due	
\$90,157.52	
Amount Paid	

Due upon receipt

B
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TOWN OF SMITHFIELD
P O BOX 246 .
SMITHFIELD, VA 23431

09350182013100000744300090157520

Isle of Wight County, Isle of Wight, VA 23397

Invoice Date 09/24/2012 Customer Number 52299

Description	Quantity	Price	UOM	Original Bill	Adjustment	Paid	Amount Due
TOURISM SHARED EXPENSES W/AGENCIES	1.00	\$90,157.52	EACH	\$90,157.52	\$0.00	\$0.00	\$90,157.52

G/L ACCOUNT SUMMARY:

Organization	Object	Project	GL Amount
1100	1135		\$90,157.52

Please make checks payable to Isle of Wight County

Invoice Total:

\$90,157.52

INVOICE DUE UPON RECEIPT

**ISLE OF WIGHT COUNTY
FISCAL YEAR 2011 - 2012
TOURISM TRUE-UP**

	AMOUNT	
EXPENDITURES		
FY 12 Expenses	\$ 388,427.03	11817000
EXPENSES PAID BY SMITHFIELD	-	
TOTAL EXPEDITURES	<u>\$ 388,427.03</u>	
REVENUES		
CHARGES FOR TOURISM (Revenue)	\$ -	
COLLECTED BY SMITHFIELD	-	
TOTAL REVENUE	<u>\$ -</u>	
NET EXPENDITURES	\$ 388,427.03	
1/2 OF NET EXPENDITURES DUE FROM SMITHFIELD	\$ 194,213.52	
NET REVENUE COLLECTED BY SMITHFIELD NOT SENT TO ISLE OF WIGHT	\$ -	
TOTAL SMITHFIELD TOURISM COSTS	<u>\$ 194,213.52</u>	
TOTAL PAYMENTS RECEIVED FROM SMITHFIELD	\$ 104,056.00	1100008-418025
DUE FROM / (DUE TO) SMITHFIELD	<u><u>\$ 90,157.52</u></u>	1100008-418025

FOR 2012 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED

110 General Fund						
11817000 Tourism	5,541.41	377,867.41	388,427.03	0.00	-10,559.62	102.8%
TOTAL General Fund	5,541.41	377,867.41	388,427.03	0.00	-10,559.62	102.8%
GRAND TOTAL	5,541.41	377,867.41	388,427.03	0.00	-10,559.62	102.8%

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FUND 110

ACCOUNT NAME	PER JNL	SRC EFF DATE REFERENCE	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
110 -418025 Recovered Costs			1100008	.00				
* 1 1660 GRV	07/01/11					25,516.74	-25,516.74	
* 3 229 CRP	09/07/11	1241	CASH RECEIPTS JOURNAL			52,028.00	-77,544.74	
* 3 233 CRP	09/07/11	4510	CASH RECEIPTS JOURNAL			9,000.00	-86,544.74	
* 4 532 API	10/06/11	101516	TOWN OF SMITHFI		25,516.74		-61,028.00	
* 5 2980 CRP	11/21/11	1241	CASH RECEIPTS JOURNAL			9,000.00	-70,028.00	
* 5 3554 CRP	11/28/11	1241	CASH RECEIPTS JOURNAL			52,028.00	-122,056.00	
TOTALS FOR FUND	110			.00	25,516.74	147,572.74	-122,056.00	-122,056.00
General Fund				.00	25,516.74	147,572.74	-122,056.00	-122,056.00
REPORT TOTALS				.00	25,516.74	147,572.74	-122,056.00	-122,056.00

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