

SMITHFIELD TOWN COUNCIL AGENDA

July 1st, 2014 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



Swearing in of Re-Elected Town Council Members will be at 7:00 and a New Picture of Town Council will be taken

A. INFORMATIONAL SECTION:

1. Election of Mayor and Vice Mayor Positions
2. Manager's Report
 - a. June Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|---------|---|---|
| July 1 | - | 7:30 p.m. – Town Council Meeting |
| July 4 | - | Town Administrative Office Closed in Observance of Independence Day |
| July 8 | - | 4:00 p.m. Pinewood Heights Management Team Meeting |
| July 8 | - | 6:00 p.m. Pinewood Heights Neighborhood Meeting |
| July 8 | - | 7:30 p.m. – Smithfield Planning Commission Meeting |
| July 15 | - | 7:30 p.m. – Board of Historic and Architectural Review |
| July 28 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| July 29 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation 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 and include your preferred method of contact. 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. Proclamation –Supporting National Night Out **TAB # 1**

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, Denise N. Tynes
 - b. Finance Committee Chair, Randy Pack
 - c. Parks and Recreation Committee Chair, Ms. Connie Chapman
 - d. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

CONSENT AGENDA ITEMS

- C1. **Resolution Street Closure Request for National Night Out, Tuesday, August 5th, 2014**
Police Committee Chair, Denise N. Tynes **TAB # 2**
- C2. **Resolution to Appoint/Reappoint Certified Crime Preventive Team**
Water and Sewer Committee Chair, Denise N. Tynes **TAB # 3**
- C3. **Motion to Support the Smithfield Volunteer Fire Department Member's with Funding for Baseball Caps Celebrating 75 years**
Water and Sewer Committee Chair, Denise N. Tynes
- C4. **Invoices Over \$10,000 Requiring Council Authorization**
Finance Committee Chair, Randy Pack
- a. Blair Brothers, Inc. \$139,159.00
- C5. **Motion to Amend Proposal for Kayak Storage/Rental Office Shed**
Finance Committee Chair, Connie Chapman
- C6. **Motion to Approve Proposed Price Adjustment for the Smithfield Center**
Parks and Recreation Committee Chair, Connie Chapman
- C7. **Motion to Approve Classes and Instruction at the Park by Fortified Fitness beginning June 2014 to November 2014**
Parks and Recreation Committee Chair, Connie Chapman
- C8. **Motion Accept Pinewood Heights Planning Grant for Phase III**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **Motion to Adopt Appropriation Resolution to Carry Forward Funds and Restricted Funds Appropriated in Fiscal Year 2013/2014**
Finance Committee Chair, Randy Pack **TAB # 4**
2. **Motion to Adopt Appropriation Resolution for Funds for Fiscal Year 2014/2015, Effective July 1st 2014**
Finance Committee Chair, Randy Pack **TAB # 5**

3. **Motion to Approve Town Manager's Annual Employment Contract**
T. Carter Williams, Mayor
4. **Motion to Accept Recommendation to the Circuit Court to Fill the Expired Term on the Board of Zoning Appeals**
Nominating Committee Michael Smith/ Randy Pack
5. **Motion to Approve the Town Council Meeting Minutes of June 3rd, and June 23rd, 2014**
Mr. William H. Riddick, III, Town Attorney
6. **New Business:**
7. **Old Business:**
8. **Closed Session:**
9. **Adjournment**

June 27, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – JUNE 2014

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings and events: Chamber of Commerce business appreciation luncheon, Smithfield 2020, Hampton Roads Criminal Justice Training Academy Executive Committee, Smithfield Police Department staff meeting, VLGMA summer conference (one day only) in VA Beach, etc.
- b. Utilized two days of accrued vacation leave.
- c. Addressed authorized staffing for the Isle of Wight County Museum to be effective July 1st.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission, and Board of Historic and Architectural Review
- b. Prepared June Town Council Committee Agenda, June Continued Town Council meeting and July Town Council Agenda
- c. Attended Town Council Committee meetings on June 23rd and 24th and prepared summary reports of the committee.
- d. Put many surplus items on GovDeals including five vehicles. Continue to work with buyers with arranging payment and picking up items.

TREASURER'S OFFICE:

- a. Prepared 2014 Amended Budget and 2015 Proposed Budget presentations for Town Council public hearings on June 3.

- b. Met with Bill Hopkins, Margaret Carroll, and Marion of the Ice Cream Parlor on June 5 to discuss operations of the public restrooms including special events.
- c. Met with Peter Stephenson, Jennifer England, and Judy Winslow on June 18 to discuss the transition of museum operations to the Town as of July 1.
- d. Prepared May cash balances and financial reports for June 23 finance committee meeting. Prepared brief presentation for public hearing regarding changes to the cigarette tax ordinance at the continued Town Council meeting.
- e. Met with Barbara Hunter, Bill Riddick, and Wayne Farmer on June 23 to discuss two pending court cases for delinquent meals taxes.
- f. Participated in conference call with Peter Stephenson and Phil Sharp of Tyler Technologies on June 26 to discuss a timeline for MUNIS conversion.
- g. Finished annual performance evaluations for departmental staff.

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 51% complete. Sewer manhole inspections are complete for all pump stations on Smithfield Blvd.
 - b. Repaired sewer line at 111 Cockes Lane
 - c. Replaced sewer clean out box at 106 Buckingham Way.
 - d. Raised sewer cleanout at 105 Underwood Lane.
 - e. Repaired a sewer clean out at 117 S. Mason St.
 - f. Cleaned sewer lateral at 609 Hillcrest Dr.
 - g. Fixed sewer cleanout at 209 West St.
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Performed the following scheduled maintenance at all 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

- c. Replaced pump 1 at Crescent pump station up and working normal.
- d. Pulled and cleaned both pumps at Morris Creek pump station.
- e. Pulled and cleaned pump 1 at Plaza pump station due to not pumping.
- f. Replaced bad float at Pinewood pump station and removed by pass pump.
- g. Removed pump #1 at Lakeside pump station due to seal fail and set up by pass pump.
- h. Seal fail on pump 1 at Moonfield pump station pump not working.
- i. Smithfield Blvd pump station had pump fails on both pumps due to storm reset pumps.
- j. Flow fail at Main St. pump station back flushed pumps.

3. Water Line Repairs and Maintenance

- a. Fixed water leak at 106 Pole Rd.
- b. Relocated water meter at 217 N. Church St.
- c. Replaced broken meter box at 303 First St.

4. Well Repairs and Maintenance

- a. All wells except 8A and 10 A (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed once a month.

5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. Plant operators assisted Jaime Weist with pulling samples for Bio-Assay testing.
- c. Service Technicians performed maintenance on RO Plant exhaust fans.
- d. Operators pulled nitrification samples for HRSD.
- e. RO Plant staff started Hydrant flush/Valve exercising program.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended Trenching and Excavation Training

7. Windsor Castle Park

- a. Cleaned off and repaired walking trails twice per week or as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. A general inspection of the park is conducted monthly to ensure that all park amenities are in good condition and are not in need of maintenance or repair. This inspection includes walking of the trails to inspect all pedestrian bridges, overlooks, and to identify possible problems with the trails. In addition inspections are made to the kayak launch and fishing pier to identify possible maintenance issues.

8. Miscellaneous

- a. Grounds crews picked- up trash along Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St. /258 and Waterworks Rd and other areas.
- b. Minor repairs at Town Hall and Town Buildings.
- c. Cleaned around DI at Magruder and Mercer St.
- d. Repairing and replacing signs in town limits.
- e. Staff prepared and worked Olden Days Festival.
- f. Lewis Construction cleared woody areas on sewer main lines and water lines.

PLANNING AND ZONING:

1. Planning Commission – June 10, 2014

- A. Preliminary Site Plan Review – Magnolia Manor, Riverside Health Care Expansion – Tim Dean, applicant – Approved.

2. Rezoning Applications under review

- A. None
- 3. Special Use Permit Applications under review
 - B. None
- 4. Subdivision and Site Plans under review
 - A. Magnolia Manor, Riverside Health Care Expansion
 - B. O'Reilly Auto Parts
 - C. Cypress Creek, Phase 7 B&C
- 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. True Value (99% complete)
- 6. Board of Zoning Appeals – June 17, 2014
 - C. No meeting held.
- 7. Board of Historic & Architectural Review – June 17, 2014
 - A. Proposed Accessory Structure, Carport – 130 South Church Street – Landmark – Peter Knauth, applicant - Denied.

ENGINEERING

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
- C. Lakeview Cove, is now in control of the Bank due to financial concerns by the Developer. All E & S controls have been installed previously by the contractor as per the approved site plans and required by the Town.
- D. Blair Bro.'s Contr. started and completed asphalt overlay of the following streets; Barcroft Dr., Irvine Dr., Smith Dr. & Salter Ct. Contractor cleared

storm drain pipe of debris and regraded existing ditch line on Riverside Dr. and also Azalea Drive. Contractor started and completed regarding of existing roadside ditches on Battery Park and Waterworks Roads.

- E. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active projects: Harvest Fellowship Church, Moody Properties, Isle of Wight Christian Outreach Center & Dollar General (Main St.).
- F. Field inspections were held this month involving the Smithfield Lake Dam. No structural deficiencies were found at this time. It has been noticed that a beaver dam has been constructed in front of the primary spillway. This will require removal and the beavers relocated.

June 27, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, JUNE 23RD, 2014

The Police Committee met Monday, June 23rd, 2014 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; and Ms. Connie Chapman. 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; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven Bowman, Chief of Police; Mr. Alonzo Howell, Deputy Chief of Police; Ms. Amy Musick, Smithfield Center Director; Mr. William H. Riddick, III, Town Attorney; Mr. Wayne Griffin, Town Engineer; Mr. Jon Flores, Information Technology; and Mr. Kurt Beach, Crime Prevention Specialist. Also in attendance was Mr. Andy Cripps of the Chamber of Commerce; The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Street Closure Request for National Night Out 2014 – Mr. Beach reported that on August 5th the town will be recognizing and celebrating with the rest of the country for National Night Out. It is a crime prevention event to bring awareness to the community. This year Smithfield's Certified Crime Prevention Team and the Smithfield Police Department are joining together to promote a safer community. The event this year will be held in the 200 block of Main Street. Therefore a street closure is requested from 5:30 p.m. to 7:30 p.m. There will be entertainment and an art contest for the kids. Mrs. Tynes stated that this event has taken place for years and the only change this year would be the location of the event. Committee recommends approval of National Night Out street closure.

2. Appointment/Reappointment of Certified Crime Prevention Team – Mr. Beach reported that the Certified Crime Prevention Team is up for new term assignments. The terms for this team are staggered in 12 month and 18 month terms. The team has worked very hard to move the town closer to becoming a certified crime prevention community. The town will receive this certification later this year. Some of the existing terms run out on June 30th and need to be reappointed. Those individuals that have served and will not be reappointed are Catherine Vines, Rick Bodson, Judy Winslow and Julie Petty. They are being replaced with Marian Aidan, Jesse Thrower, John Edwards and Terry Rhinier. Those that are serving now that will remain on the team are Kurt Beach, Joseph Reish, Connie Chapman, Bob Cole, and Ed Mortimer. Mrs. Tynes asked how the board members are selected. Mr. Beach stated that it has been a combination of suggestions from the community. Chief Bowman stated that the team is voluntary and includes members from the business community, town staff, and other people that bring different levels of expertise in different fields. Mrs. Tynes asked if the town has ever considered asking a teenager to be a member. Chief Bowman stated that they have not but that is a good idea as long as the teenager has the time and commitment to participate. Mayor Williams asked which John Edwards was a member. Mr. Beach stated that it was John Edwards from the VFW. Committee recommends approval of the new appointments / reappointments.

3. ADDITIONAL ITEM DISCUSSED: Fire Department Request for Town's Support - Mrs. Tynes stated that the Smithfield Volunteer Fire Department will be Celebrating its 75th Anniversary this fall and they are planning a celebration. She explained that whether you live in the county or in the town these volunteers have worked very hard over the years without pay to protect the citizens. The Fire Department is asking for Town Council to consider sponsoring a cap that would have Smithfield Volunteer Fire Department celebrating 75 years on the front. The cost of the caps would be around \$800.00. Ms. Chapman asked if the hats would be given to the volunteers or would they be sold as a fundraiser. Mrs. Tynes stated that the caps would be for the volunteers. Ms. Tynes stated that she would like to send this item to Town Council for consideration.

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

1. Operational Updates – Chief Bowman reported they are currently working on two business burglaries that have happened in the last week and a half. One of the burglaries was at Jalapenos in which a brick was thrown through the front window to gain access. Some cash was removed as well as some other items. The second burglary was at the Smithfield Ice Cream Parlor. The burglary entered through a rear window and removed some cash from this business. Chief stated that the Jalapenos burglary maybe connected to some burglaries that have been happening out in the county because their mode of

operation seem to be similar in nature. The Department is working both burglaries very aggressively and hopes to solve both of these cases soon.

The Department is geared up for the Olden Days event this weekend and the town's fireworks display coming up on July 3rd. Mr. Pack asked if Chief Bowman could give any updates on the two incidents at the high school involving Tetrahydrocannabinol (THC) and bomb making material. Chief Bowman stated the THC is the toxicant part of marijuana. In this case the juvenile put liquid drops into some student's drinks without them knowing about it. The Smithfield Police Department assisted the Sheriff's Office because the individual lived in the town limits. The Smithfield Police Department was able to successfully confiscate the liquid containers the THC was in. This individual has been charged with possession in town. Through the investigation it has been determined that not all good parents are good role models. The investigation revealed that this individual's father sent this to the juvenile from California letting him know that if he wanted to make some money he could sell the THC. Chief Bowman stated that he is not sure of what has happened from the Sheriff's Office and disciplinary acts by the schools are confidential. In regards to bomb making search warrants were executed at both of the individual's home. Some flammable liquids were found as well as gun powder. Chief Bowman stated that he was not sure what happened with this case because everything was in the county. The only thing that the Smithfield Police Department did was provide extra security at the high school the next morning by the request of the Sheriff's Office.

Ms. Chapman stated that she had seen a letter in the Smithfield Times last week where a citizen recognized Officer Adams for doing a great job. She wanted to thank Chief Bowman for great leadership. Chief Bowman stated that they had a staff meeting last week and the Mayor and Town Manager were present to show their support for the department. It makes a big difference when the officers feel appreciated by your support. Mr. Smith congratulated Lt. Rogers for his graduation from the FBI academy. Lt. Rogers made all A's while he was there and learned a lot that will be used to better serve the Town of Smithfield. Mrs. Tynes reminded that kids are out of school for the summer and asked that everyone to help lookout for the kids.

2. ADDITIONAL ITEM DISCUSSED: Rescue Squad Building on South Church Street - Dr. Cook asked if the Town Manager had met with the county staff in regards to the use of the soon to be vacated old rescue squad facility that is jointly shared with Isle of Wight County. The Town Manager stated that following the Intergovernmental Relations Committee the county engineering staff did take a preliminary assessment of the building in terms of joint use. The things that they did will have to be done regardless who uses the building. They have come back with a number of \$60,000 to make the facility usable. If the town shares the building then the town will share this cost as well. Dr. Cook asked if he was correct in the fact that if the town does not want to share the building then the town does not have to. The Town Attorney stated that the current agreement states that the use must be by mutual agreement. Dr. Cook stated that he is concerned about the police department's evidence being stored near outside sources. Mr. Pack stated that the town cannot use it as an evidence locker and tell the county that they

cannot use the facility. The Town Attorney stated that when this agreement was drawn up it was not contemplated that the use of this building would be shared. It was contemplated that when it was not to be used as a rescue squad facility the town would buy the county out. Dr. Cook stated that another option would be that if the County has use for the entire building the town could sell them the whole thing. The town would then have money to build a new facility for town use. Mr. Pack asked Chief Bowman when his deadline was for having a new evidence area. He stated that they have 18 months. Mayor Williams stated that the town passed at last re-accreditation. Chief Bowman stated that they did pass last time with a strong recommendation that the town would make modifications and improvements to the town's evidence facility. The Town Manager stated that the town does have money in the budget to address what needs to be done. The Town Attorney stated that if the town and county end up deciding to share the building then the town needs to look at revisiting the agreement. The existing agreement does not state who is responsible for insurance, maintenance and repairs, and utilities. Town Staff will continue to move forward with working through this process with county staff and setup another Intergovernmental Relations Committee meeting soon.

3. ADDITIONAL ITEM DISCUSSED: Police Department Trading Cards – Ms. Chapman stated that she would like for Town Council to consider revisiting the baseball trading cards that the police department had at one time. She thought it would be a wonderful tool to help connect with the citizens, especially the youth. Ms. Chapman stated that she had met with town staff last week and it would cost approximately \$3,000 to get these cards. Ms. Chapman stated that originally she thought it would be something that she could do but that is a little out of her budget. She stated that she knows that it is costly but feels that it is a neat tool to connect with the youth. Ms. Chapman explained what the cards would look like. Chief Bowman stated that he would have staff research this to see if the town could get a more competitive pricing and bring back to a later committee meeting. Ms. Chapman stated that she also plans to contact civic organizations that serve the children such as the Kiwanis to donate a portion. Mrs. Tynes asked the Town Manager to check with the Western Tidewater Community Services Board for any funds that could be used as preventive services.

The meeting adjourned at 4:31 p.m.

June 27, 2014

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, JUNE 23RD, 2014

The Water & Sewer Committee held a meeting on Monday, June 23rd, 2014 at 4:31 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, and Mr. Michael G. Smith. 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 G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; and Mr. Wayne Griffin, Town Engineer. Also in attendance was Mr. Andy Cripps of the Chamber of Commerce. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Member Michael Smith called the meeting to order.

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

1. Operational Updates – Mr. Hopkins stated that he had met with Vice Mayor Gregory in regards to the location of the antennas that are being installed on some of the town's pump stations. Two of the five antenna installations still have unanswered questions; however the other three at Jersey Park Pump Station, Drummonds Pump Station and Watson Pump Station have been approved and are under contract. Mr. Smith stated that the only comment that he has is for the safety of the town employees. He stated that he noticed that staff was out today in front of Burger King doing some testing and they were not wearing a vest. Mr. Hopkins stated that a vest is required for safety purposes. Mr. Hopkins stated that he has even pointed out to staff that depending on the weather conditions they need to wear hats as well. Discussion was held on the town's requirement to wear protective equipment. The Town Manager stated that all employees are required to wear any safety equipment that is issued by the town when doing jobs. Mr. Hopkins stated that due to the extremely hot days some work is being scheduled around the hottest part of the day.

The meeting adjourned at 4:36 p.m.

June 27, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, JUNE 23RD, 2014

The Finance Committee held a meeting on Monday, June 23rd, 2014 at 4:36 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were: Mr. Michael G. Smith, Ms. Connie Chapman, Mrs. Denise N. Tynes, 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 G. King, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; and Mr. Wayne Griffin, Town Engineer. Also in attendance was Mr. Andy Cripps of the Chamber of Commerce. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Mr. Randy Pack called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WERE PLACED ON THE COUNCIL'S CONTINUED MEETING AGENDA

1. Invoices Over \$10,000 Requiring Council's Authorization:

a. Productive AV \$ 17,707.90

This is the final invoice for the new audio projectors and screens at the Smithfield Center that will be cost shared with Smithfield Foods. A portion of the cost of the new audio system will be reimbursed by Smithfield Foods. Committee recommended payment of invoice.

b. IOW County Bond Obligation \$ 36,511.07

This invoice is for the second half of the General Obligation Bond from Isle of Wight County. Committee recommends payment of invoice.

2. Personnel Policy Manual Updates and Pay & Classification Plan Update – The Town Manager stated that the first attachment was the Pay and Classification Plan. The Kayak Rental Clerk position and the Museum staff positions have been added. The next attachment includes updates to the Unlawful Discrimination and Harassment section of the personnel manual. These updates and changes have been approved by the town's Safety Committee. There were a few federal acts that were required to be added. Town Staff also looked into other unlawful harassments such as bullying. All the blue text is what is being added. The next policy that staff updated was the sick leave policy. This item had to be update to address our new employees because they are considered hybrid employees and are covered by short term disability under VRS. Staff also added additional language for clarification purposes under separation from town employment with accrued sick leave. These updates will be effective July 1st. Committee recommended approval of updates.

3. Resolution to Approve Fiscal Year 2014/2015 Budget – Ms. Minga stated that this item will be on tonight's Continued Town Council meeting for adoption as it was presented at the June 3rd meeting. She stated that there will be one correction where she had misspoke while giving the budget presentation. There will be four police cars in the budget rather than three. The budget itself is correct.

4. Ordinance to Amend Meals Tax and Transient Occupancy Tax Discounts – The Town Attorney stated that a public hearing is not required because all the town is doing is repealing ordinances. The town code under taxation has a provision under meals tax ordinance that allows for a discount to restaurants collecting meals tax. The town is repealing this provision so it will no longer apply. The Town Attorney stated that the same thing is under Transient Occupancy tax. However it is not called a discount it is called a commission. The town wishes to repeal this ordinance as well. This will be part of the revenue stream that Town Council has discussed to help fund the Isle of Wight Museum. Mr. Pack asked if notices have gone out to all the businesses. Ms. Minga stated that they have and have only had one establishment that as questioned why they were losing this discount. This business owner asked if the town would be able to keep the museum open by doing this. Ms. Minga stated that she felt certain that the Museum would remain open. This particular business owner had contributed to the museum herself. Dr. Cook asked how many total restaurant establishments are in Smithfield. Ms. Minga stated that the town has approximately fifty. Ms. Minga stated that she has updated the calculations for cigarette tax, meals tax and transient occupancy tax to where we are currently with revenues. If the town does repeal these tax discounts with the meals tax the way it stands right now the town would collect approximately \$40,000 in additional revenue. Ms. Minga stated that the town has had a pretty good year with cigarette tax this year bringing in \$142,000. The changes in cigarette tax would bring the town approximately \$62,000 in additional revenue. The biggest difference here is the tax increase. Ms. Minga expressed concern over individuals going to Isle of Wight County to purchase cigarettes. Committee recommends approval of these ordinances to remove meals tax discounts and transient occupancy commissions to businesses.

5. Pre-Public Hearing Discussion: Increase Cigarette Tax - The Town Attorney stated that included in the supplemental packet is a proposed cigarette tax ordinance. It is an increase to thirty-five cents a pack which translate to a tax of .0175 per cigarette. The town is proposing to change the rate from twenty-five cents a pack to thirty-five cents a pack effective July 1st. The town is also amending Section 205 to reduce the discount for the dealers from eight percent to six percent. Ms. Minga explained that this discount is a little different from the meals tax and transient occupancy tax discounts. The discount is meant to offset some of the cost to affix the cigarette stamp to each pack of cigarettes. The Town Attorney stated that this change has been advertised as a public hearing tonight. Committee recommends approval of cigarette tax increase and reduction in dealer discount.

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

1. Invoices Over \$10,000 Requiring Council's Authorization:

a. Blair Brothers, Inc. \$139,159.00

These invoices for various street pavings were approved at the town's May 6th meeting. Mr. Griffin stated that Barcroft, Irvin Drive, Salter Court and Smith Drive have all been completed. Committee recommends payment of invoice.

2. Appropriation Resolution to Carry Funds Forward – Ms. Minga stated that at the end of the fiscal year there will be items that the town did not address. These funds will need to be rolled over to the next fiscal year. This resolution will be included in the July 1st agenda packet.

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

1. May Financial Statement and Graphs – Ms. Minga reported that the town is very close to our fiscal year end. She stated that at this point the town looks stronger than anticipated in some of the town's revenue categories. Real Estate and Personal Property are at one hundred percent of the amended budget. Personal Property is expected to exceed the amended budget because staff just did a huge batch of supplemental bills. Ms. Minga explained that she had highlighted salaries under Public Works. It is running higher than anticipated. Ms. Minga stated that she took the year to date payroll and broke it down by each individual employee and has found what happened but not in enough time to fix it this month. The new payroll company charged 100% of the four new employees in Public Works to Public Works rather than split between Public Works, Highway, Water, Sewer and Windsor Castle. Ms. Minga stated that it will not affect the bottom line because the other funds were running lower than anticipated. Public Works

will not be over budget assuming that they do not have a lot of vacation and sick time that is used in July and August. Ms. Minga reported that at this time the revenues in Water and Sewer are looking pretty good. Consumption picked up a little bit towards the end; however because of a change in the way the auditors are showing that the town will have to wait until August to see where the town ends up. Ms. Minga also pointed out that it looks like the debt service fee is going to be over budget but it is not going to be over when the adjustments are made. Change in HRSD fees will go up July 1st.

2. May Cash Balances – Ms. Minga reported that the town has transferred money into the VML/VACo Investment Pool. She also explained that council had talked about transferring some money into some tiered CD's. After speaking to the banks that the town has a relationship with they are not recommending that at this time because the CD rates are so low. Money Markets at this time are higher than the CD's. Ms. Minga stated that she is looking into the SNAP Pool that is utilized by the Treasurer's Association in Virginia. - Water = \$258,918.36; Water Debt Service = \$1,223,024.33; Water Capital Escrow Availability Fees = \$329,662.59; Water Treatment Plant Escrow = \$111,455.57; Water Deposit Account = \$34,912.91; Water Development Escrow = \$84,969.73; **Subtotal Water = \$2,042,943.49.** Sewer = \$(88,249.01) Sewer Development Escrow = \$338,017.56; Sewer Capital Escrow Availability Fees = \$842,422.89; Sewer Compliance = \$609,881.34; **Subtotal Sewer = \$1,702,072.78.** Highway = **\$134,349.77.** General Fund = \$3,769,391.96; Payroll = \$44,059.69; Money Market General Fund Town Bank = \$2,182.03; Business Super NOW-General Fund = \$33,057.90; Money Market General Fund Farmers Bank = \$288,983.88; General Fund Capital Escrow = \$214,247.72; Certificate of Deposit = \$525,905.53; Certificate of Deposit Police Dept = \$36,619.71; Special Project Account (Pinewood) = \$287,056.71; Pinewood Heights Escrow = \$17,135.34; SNAP Program = \$3,118.75; **Subtotal General Fund = \$5,221,759.22.** Beautification = \$7,837.26; Money Market Beautification = \$47,778.54; **Subtotal Beautification = \$55,615.80; TOTAL ALL FUNDS = \$9,156,741.06.**

3. Public Comment – Mr. Cripps of the Chamber of Commerce was present to request Town Council to consider restoration of the funding that was taken out of the budget for the Chamber of Commerce. He explained that he was asked by a couple of the Town Council member after the June 3rd meeting to further quantify the support of the Chamber of Commerce. Mr. Cripps stated that there has been no existing formula that has been used over the past years for municipalities. It has always been something that has been done between the Chamber of Commerce President and a representative from the town. He explained that one way to quantify the value the town receives for its support is to base it on the number of licensed businesses in the town. While the Chamber of Commerce members benefit far more all businesses in town benefit from the Chamber of Commerce's efforts to bring economic vitality and push practical business friendly policies. There are roughly six hundred licensed businesses in the town and the town is investing less than \$15.00 per business to support the Chamber of Commerce's efforts to stimulate the economy. Another way to quantify the value of the Chamber of Commerce's efforts to the town is to take the Chamber's annual budget of more than

\$190,000 and divide it by the number of business in the county. Mr. Cripps stated if further justification was needed for the town's support the Chamber of Commerce could provide a package of sponsorship benefits just as they do for profit businesses that participate in the Chamber's Isle Program. Mr. Cripps stated that the Chamber of Commerce would also be happy to explore a services contract in which the Chamber agrees to provide certain services in return for an agreed amount. This would eliminate any confusion about the intent of the funding for the Chamber of Commerce. It could provide some administrative cost saving to the town and would give the Chamber of Commerce specific direction in terms of how best to earn the town support. The Chamber of Commerce feels that a cut in funding would be a hardship to the Chamber. Mrs. Tynes expressed concern over being turned down in years past to have a couple of complimentary tickets given to the town for all chamber events so that town is represented at all time. Mr. Cripps stated that he was sure if the town's support continued as it has in the past complimentary tickets would not be a problem. Dr. Cook stated that he is not completely sold on municipality membership. He stated that he is more in favor of programs like the Business Start Grant where the town matched new businesses starting up with the Chamber of Commerce as a partnership. This would be a combined effort as far as running programs. He also liked the provide a service agreement. Dr. Cook continued to explain that if the Chamber is in this pro-business development mindset he would love to see that. At this time he does not see the Chamber bringing in new businesses. There are a lot of empty commercial spaces in the town. He does not see what the Chamber of Commerce is doing to fill these spaces. Mr. Cripps stated that the Chamber of Commerce's role is to support Isle of Wight County's economic development department. They do not have the tools that the County has to bring a business into town. Mr. Cripps stated that he has been here approximately eight months and one of his goals is to have a business growth institute working with established businesses. So that existing businesses remain successful and can take their business to the next level. The key role at the Chamber of Commerce is business retention and expansion. The Chamber supports the economic development arm to bring businesses into the community. Dr. Cook stated that he sees the Chamber of Commerce as a heavy fundraising organizations and the Chamber does a great job. Mr. Cripps stated that the fundraisers and the town's support allow the Chamber to provide services to businesses at the least amount possible. Dr. Cook asked why an out of town vendor was used at the Business Appreciation Luncheon. Mr. Cripps stated that they are a member of the Chamber of Commerce so they actively support the chambers efforts. Committee thanked Mr. Cripps for coming.

The meeting adjourned at 5:12 p.m.

June 27, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION
COMMITTEE MEETING HELD ON TUESDAY, JUNE 24TH, 2014

The Parks and Recreation Committee held a meeting on Tuesday, June 24th, 2014 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; Mrs. Denise Tynes, and Mr. Randy Pack. Other Council members present were: Mr. Michael G. Smith, 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 G. King, Town Clerk; Ms. Amy Musick, Smithfield Center Director; Mr. William Riddick, III, Town Attorney; Mr. Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson of Smithfield 2020; Mr. Lee Duncan, Mr. Robert Cox, and Ms. Gina Ippolito of Smithfield on the Move. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Connie Chapman called the meeting to order.

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

1. Proposed Kayak Storage Shed & Rental Office – Ms. Musick stated that in the packet was an engineering drawing of the proposed shed. A drawing is required by Isle of Wight County Building Inspections to construct a building of this size. Ms. Musick asked for Mr. Smith to discuss the price of the proposed building. Mr. Smith stated that this sale would be a direct sale from Lester Buildings to the Town of Smithfield. Mr. Smith explained that the dealer cost on the left in the amount of \$5,383.23 is the price that the town would pay. It includes the engineering, shipping and taxes. Mr. Smith stated that Ms. Musick had requested a storage place in the back to put the temporary port-a-potties and that is included in this price. The door and window are not shown in the drawing however a door and window are included. Mr. Smith stated that this building does not have any siding on it because that will be added by others. Mr. Smith stated that he feels that the town would waive any fees and the hope is the county will do so as well. Mr. Smith stated that this building can be moved in the future if necessary. Ms. Musick asked what the timeframe was on receiving this building once approved. Mr. Smith stated that it will take approximately four weeks to receive the building. Mayor

Williams asked who would be installing the building. Mr. Smith stated that a group of volunteers would do most of the work. Ms. Chapman stated that we need individuals that know what they are doing. Mr. Smith stated that this work is very simple construction. Ms. Chapman asked for the record if Mr. Smith would be there to help put this building up. Mr. Smith stated that he would be there. The roof is galvanized aluminum. The building will be painted the antique barn red to match the other buildings in Windsor Castle Park. Ms. Chapman stated that it looks like this building will be ready to go at the beginning of next season. Ms. Chapman stated that there were some concerns by the Foundation Board that there is still no shed/storage facility at the park. Ms. Musick is working with Ms. Chapman to address their concerns. Ms. Musick stated that originally when she approached the Foundation Board with helping to fund the building they were on board to pay half of the cost of the building to get it up before the season started. Now that we have hit so many delays they are thinking about not making a donation towards this project. Ms. Musick explained that she would take all this information in hand and a commitment from Town Council to the Foundation Board on Tuesday, July 1st and present it to them again in a different fashion. Ms. Chapman stated for the record Mr. Smith would not be receiving any benefits from this. He is just connecting the town with the company to purchase the building from. Mr. Smith is willing to donate some products to the town for the shed. Ms. Musick mentioned that Mr. Smith could donate his time and services through the Foundation Board. That would be part of the Foundation Board's funding of the shed. Ms. Chapman stated that staff would check with the Town Attorney to be sure that there is no conflict of interest. Committee recommends approval of kayak storage/rental office as revised.

2. Proposed Price Adjustments for Smithfield Center - Ms. Musick reported that she is proposing price increases for the Smithfield Center based on other local venue prices. Ms. Musick stated that she has always had a desire to get the Smithfield Center's revenue closer to the operational cost of the facility. She explained that half of the events that they do are complimentary and do not generate any revenue. She stated that it has been a long time since the rates have been raised and she feels it is a good time to increase them. The Smithfield Center is a beautiful venue and staff hears all the time people say that the town does not charge enough. Ms. Musick explained that the increase would be different from in years past because she would like the rates seasonal as well. There are more rentals March through November so December through February would be a lower cost. It would actually be lower than it is currently. Ms. Musick stated that December through February are hard to book so lowering the cost may fill in these dates. It would also give civic groups a time of year where they could afford to do events here in the building. Also different from in the past Friday rentals would be the same cost as Saturday and Sunday. Mr. Pack asked if the center's demand in the winter months is due to pricing verses lack of demand. He stated that the center is still considerable lower than other venues in the area. Mr. Pack stated that he is not opposed to the increases at all. He does have some concern over decreasing the rate December through February. He feels that it can be left at its current pricing. Ms. Musick stated that there are some people that

cannot afford us even at our current rate. It would be nice to have the option of offering December through February at a lower price. Mr. Pack agrees with raising rates when you are booked a year in advance and suggest that when next year comes with the new rates and you can still book it a year out then rates may need to be raised again. Mr. Pack asked how many holes are there in the calendar December through February. Ms. Musick stated that January 2015 has five Saturdays and three are still available. Ms. Musick stated that February does typically book all the Saturdays. Committee suggested reducing the seasonal renting to December and January only. Mr. Pack clarified that the whole reason for reducing the rate is to increase occupancy during these slower months. Ms. Musick stated that was correct. Ms. Chapman stated that she likes the idea of a resident rate. It is a benefit to the tax payers. Ms. Chapman suggested reducing the rate during December and January as a residential rate only and keeping the standard rate as it is currently with no decrease. Committee recommends approval of proposed rate adjustments for rental of the Smithfield Center Venue. Ms. Musick also mentioned for weddings resident rates only applies if the bride or groom resides in Isle of Wight County and the rental contract must be completed by the bride or groom. Ms. Chapman thanked Ms. Musick for doing a price comparison from other venues in the area. She stated that it is eye opening to see how much lower the town is compared to other local venues. These adjustments will increase revenues by approximately \$41,000.

Classes and Instruction at the Park and Proposed Increase in Park User Fees - Ms. Musick explained that Mr. Andre Moore approached the town to get permission to do exercise classes in the park. She stated that the town did not have an application or process set up for this so she revised the special event application to address a reoccurring event. He has held two classes so far. The first class he had seven attendees and the second class he had thirteen. At this time the town is charging him a dollar per person fee for each class. At the end of each month he will submit a sheet that shows the dates classes were held and how many attendees for each. This gentleman also had to acquire a Town of Smithfield business license which he has done. At this time he only offers boot camp class but hopes to add yoga and another class that focuses towards teens. Ms. Chapman stated that these classes are offered in the grassy area by the dog park. The Town Manager gave some background on Pagan River Outfitters, LLC having an exclusive license agreement with the town to offer activities in the park when the park first opened. That agreement has since expired and this is what staff has come up with at this time without saying no. Another option would be to do another RFP process to see if there is someone you want to give exclusive rights to. Ms. Musick stated that allowing different vendors to come in and do classes would be a great way to get good competitive nature going and this in return will get them to offer the better classes. She explained that if a second vendor came in to request permission to have an exercise class in the park staff could say yes but not allow the same type of classes and same time for it to be held. Mr. Pack stated that some of his family has attended these classes and they are pretty excited about the classes. Does the town want to charge or does the town not want to charge is the question. Mr. Moore is doing these classes for a profit so the town should

benefit from a portion of the cost he offers the class for per individual. Mr. Pack stated that he feels that this type of activity fits well in the vision of the park. Ms. Musick stated that she thinks it is a good way to provide programming at the park without the town having to develop it. The vendor is required to provide his own insurance. Ms. Musick stated that she has worked with the Town Attorney to determine what language his waiver needs to have in it. This would be done with any group that applies to do classes like this. Mrs. Tynes expressed concern over the town charging the resident a fee to use their own park. Dr. Cook stated that we would be charging the vendor not the resident. Mr. Pack stated that he struggled with this a bit as well but because he is doing this for profit that is how he justifies charging. Ms. Musick stated that the Smithfield Center provides a service to Fortified Fitness as well because he is now listed as a fitness class provider on the Windsor Castle Park website and he has been promoted on the Windsor Castle Park Facebook page. Ms. Chapman stated that if the town does not have some type of policy then the town is going to have a lot of individuals offering all these classes to make money. Ms. Chapman expressed some concern over the proposed fee structure. The way it is proposed now payment to the town would be done on the honor system. Ms. Chapman suggested having a flat fee per class. A lengthy discussion was held on the fact that regardless of whether the town charges or not the residents will pay the same amount to the instructor for each class. The town's charge would come from the instructor's profits. Mr. Pack stated that we all agree that there needs to be a fee for Fortified Fitness to use the facility. Mr. Hopkins stated that Mr. Moore has also requested that the grass in this area be cut shorter every ten days or less. Ms. Musick asked for Town Council to keep in mind that additional people in the park will create more maintenance whether it be minor or major. Mrs. Tynes did not think that the maintenance of the park should be considered when making the decision on chargers for these activities. Dr. Cook stated that it is not out of the ordinary to charge a percentage of someone who is doing a job on or in a public venue. Farmers Market would be a good example of this. Ms. Musick stated that the town does not have enough staff to do programming activities so this is the best way to offer these activities by contracting it out. Mr. Smith stated that he was okay with the proposed per person fee structure. Ms. Chapman stated that she was looking at per activity as an easier way for staff. Ms. Musick stated that she wants to know the number of people attending these classes. The Town Attorney stated that Council needs to look at the big picture. Events like the 5K will bring 250 participants and that would be a \$250.00 user fee to the town if it is based on \$1 per person. Dr. Cook asked if this would be a first come first served activity. Ms. Musick explained that it would be handled much like Annual Special Events. If the town already has one that is similar close to that time frame we would not permit a special event permit to that next group that comes along. Ms. Musick reminded committee that these permits are only good for six months. Then it would be reviewed before another permit can be issued. Ms. Chapman asked Mayor Williams if she could ask someone in the public that has an extensive background in parks and recreation to give some input on this topic. Mayor Williams agreed. Ms. Ippolito was present and stated that unless the town is going to run their own programming and become more of a parks and recreation

group than you want to be then this would be the way to go. The recent surveys that have been done at Windsor Castle Park indicate that programming activities like this is what citizens want to see more of. What Ms. Musick is proposing is absolutely standard in the industry. The town's option is to hire town employees to run the programming activities or have independent contractors such as Fortified Fitness offer classes. These individual contractors would give the town a portion of their profits. The difference here whether to charge or not would be if the activity is being offered to raise money for a non-profit organization versus repetitive for profit businesses. Ms. Ippolito stated that a dollar per individual is reasonable. If the instructor were to rent space somewhere else in a building or dancehall they would pay much more than this. Mrs. Tynes stated that committee has been discussing this item for a long time and everyone has good points; however she suggest that Ms. Chapman get with Ms. Musick and Ms. Ippolito to discuss and bring back to committee for action. Ms. Chapman stated that the point of having a committee is to work through these things that we disagree on. Ms. Ippolito suggested that since the town only has this one vendor for now they will work through how fees should apply. Ms. Musick stated that she will work on two different pricing structures for profit and nonprofit organizations. Committee recommends the application for Fortified fitness be approved. Park user fees will come back to committee next month with more information. Ms. Chapman mentioned that it has also been recommended by staff that large tires not be used in fitness classes due to them messing up the grass in this area. Ms. Musick stated that she will put restrictions on large tires. Mr. Pack stated that if it does not do any damage to the grassy area he does not have a problem with the use of larger tires for fitness classes.

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

1. Operational Update – Ms. Musick reported that the Smithfield Center and Windsor Castle Park have been very busy. They have finished up their early season at Windsor Castle Park including three weddings since last month's update. All weddings went very well. Only one had rain to deal with; however they did make it through the ceremony and the reception was under a tent. Upcoming events to note are Olden Days this weekend, fireworks display on July 3rd, and Celerity Cycling time Trials on Sunday, July 13th. Kayak rentals have been increasing each weekend. Ms. Musick stated that Eco Counter results were also included in the packet. The Eco Counter has been moved back to the Station Bridge entrance. The kayak rental staff is also counting the number of individuals that they see using the trails on Saturday and Sundays. Mayor Williams asked if the other three kayaks were on site would they be able to be rented. Ms. Musick replied that they would. Mayor Williams expressed concern that it is taking a long time to get this shed there and maybe something temporary needs to be installed to allow all the kayaks to be located on site. Discussion was held on the fact that two of the kayaks are slick and have nothing to hook a chain through.

2. Volunteer Group / Advisory Committee Application Process – Ms. Musick reported that a couple months ago the town had a dog park advisory committee interested in forming to task themselves with improving the dog park operations. Ms. Musick stated that she has come up with an application process for these various groups that would like to do things at the park. The Smithfield Center receives a lot of calls from volunteers calling here to ask if there is anything they can do in the park. This would give staff a way to recognize groups that are out there doing something for the park. Their information would be available on the website so volunteers know who to contact. Mr. Pack stated that this is basically an application to keep on file that says that the town recognizes you as an advisory group. Committee agrees with proposed Advisory Committee application process. No action is required by full Council.

The meeting adjourned at 4:56 p.m.

June 27, 2014

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, JUNE 24TH, 2014

The Public Works Committee held a meeting on Tuesday, June 24, 2014 at 4:56 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; Mrs. Denise Tynes and Dr. Milton Cook. Other Council members present were: Ms. Connie Chapman, 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 G. King, Town Clerk; Mr. William Riddick, Town Attorney; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson of Smithfield 2020; Mr. Robert Cox, Mr. Lee Duncan, and Ms. Gina Ippolito of Smithfield on the Move. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Main Street Parking Between Church Street and Commerce Street –Mr. Smith stated that this item was brought to committee because of a citizens concern. Mr. Smith asked for Mr. Duncan to explain his concerns to committee. The Town Manager reported that Mr. Duncan had submitted a summary of his request in the agenda posting. He also stated that included in the posting was an email with some input from Mr. Griffin and the town's consulting engineer in regards to parking in the Wharf Hill area. Mr. Duncan thanked committee for allowing him to speak in regards to the parking along Wharf Hill. Mr. Duncan stated that his request is to have angled parking returned to the upper half of Wharf Hill. The parking spaces that are there now are parallel. They have been parallel for about a year and a half. Before that it was angled parking. If the town would consider going back to the angled parking on the upper half of Wharf Hill it will increase the parking spaces by four. This would be very helpful for the businesses and proposed businesses in that area. Mr. Duncan explained that he did some measuring last week and an angled parking space takes up fifteen feet of street and a parallel parking space takes up 22 feet of street. Mr. Duncan stated that when he purchased the Elks Lodge in 2011

there was angled parking. Mr. Duncan stated that the second item of concern is placing a two-hour limit on parking in that area. Mr. Duncan stated that he does not know if there is a lack of parking at the corporate office but many of the employees that work at the corporate office park on Wharf Hill. These spaces are taken for eight hours a day. Mr. Duncan said he understands why they park there but it leaves no parking for the customers of the businesses on Wharf Hill. Two hour parking would encourage customer parking on the hill and discourage all day parking. Mr. Smith stated that this same issue came about when he first came on to Town Council. He stated that prior to the parking as it is today there was no set parking. Cars parked every which way for years. Mr. Smith asked for Mr. Griffin to talk about the street widths and why the town marked the parking spaces with parallel and angled parking. Mr. Griffin stated that if you diagonally park a truck it will take up approximately fifteen feet of the road surface. From the curb line over to the brick wall is approximately thirty-one feet. Mr. Griffin stated that most two lane roads are twenty-four feet for two twelve foot lanes. Ms. Chapman asked if the town could designate the upper half of Wharf Hill to be used for compact vehicles only. Mr. Pack asked what the minimum width of a road is. Mr. Griffin stated that twenty-two feet would be the minimum. Two eleven foot lanes would be pushing it. Ms. Chapman suggested one way traffic; however after discussion it was decided that one way traffic was not an option. Mr. Pack stated that he was all for limiting parking to two-hours during specified times of the day. Town staff will check on possible signage for compact car parking only. Mr. Pack also let Mr. Duncan know that the town has certain guidelines by VDOT that the town must abide to as well. Dr. Cook agreed that he thought the town could work out the parking issue especially if the town looks into signage for compact cars only parking. Two hour parking during the day would not affect the residents that live in that area at night. Mr. Smith suggested staff look at the parking in a different light including diagonal parking with compact vehicles on the upper half of Wharf Hill and then report back to committee. Ms. Chapman asked Mr. Duncan when he plans on opening his business. Mr. Duncan stated that their goal is October 1st. Committee thanked Mr. Duncan for coming to talk about his concerns.

2. Smithfield Center / Little Theater Entrances on Church Street – Mr. Smith reported that he met town staff and Blair Brothers, Inc. on site to discuss this item. Mr. Smith stated that at this time staff recommends getting some hard numbers and possibly placing this in the budget for next year. The estimate to fix these entrances eleven years ago was approximately \$32,000. Now it is in the forties. Mr. Smith stated that if the town decides to move forward with fixing these areas they will most likely be done one at a time. Mr. Hopkins stated that the concrete under the bricks was made for heavy trucks to ride across and is probably eight inches thick. Mayor Williams asked if the town would bid this work out for anyone to submit a proposal or would it need to be done by the town's street maintenance contractor. The Town Manager stated that the town would have to have a consultant draw up specifications to bid on and VDOT would have to review and approve. Discussion was held by committee at not doing anything and just replacing the signage that is there. This item is for informational purposes only at this time. Staff will place this item on our calendar for early next year to get more accurate cost estimates and bring back to committee at that time for further discussion.

The meeting adjourned at 5:22 p.m.

June 27, 2014

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, JUNE 24TH, 2014.

The Public Buildings and Welfare Committee held a meeting on Tuesday, June 24th, 2014 at 5:22 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Ms. Connie Chapman, and Mr. Michael G. Smith. Other Council members in attendance were Mrs. Denise Tynes 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 G. King, Town Clerk; and Mr. William Riddick, III, Town Attorney; Also in attendance was Ms. Gina Ippolito of Smithfield on the Move. The media was represented by Ms. Abby Proch of 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. Pinewood Heights Phase III Planning Grant Acceptance –The Town Manager stated that Town Council had authorized him to apply for a Planning Grant for Phase III of the Pinewood Heights Project. This grant is completely funded by the state. Between now and the end of July DHCD has reserved \$3,000 of the \$25,000 to do certain things. One of those things is to have a Public Hearing at Management Team meeting level. Once these items have been completed they will review and release the remaining \$22,000. The Town Manager suggested as discussed at committee and the State concurred that when Community Planning Partners goes out to do the study of the residents to include the rest of the neighborhood. DHCD would like to consider Phase III as the last phase. The only thing that needs to do is accept the free money from the State for the Planning Grant. Dr. Cook asked if the states money is still coming in and assisting the town with these relocations at the same level of funding. The Town Manager replied that they are still giving the town what they said they were going to give us. Dr. Cook asked if the towns cost for acquisition going up now that prices have

stabilized a bit with the economy. The Town Manager stated that they have stayed about the same.

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

1. Pinewood Heights Phase II Update – Multi-Year 1 and Multi-Year 2 – The Town Manager stated that the updates from Michael Dodson were included in the posting of the Town Council Committee Agenda. Mr. Dodson will now be providing committee with an update on multi-year 2 of Phase II. The town continues to make progress on completing multi-year 1 of Phase II. The individuals at 39 and 40 Carver Avenue are moving out as we speak. By the July 8th Management Team meeting they should be closing on 39, 40, and 47 Carver Avenue. At that time the town will be in the position to start the demolition process on 39 and 40 Carver Avenue. Mr. Dodson stated that the only holdup at the moment is the market rate rental at 48 Carver. They are actively looking to find a new home. The Town Manager stated that he would anticipate Kimley-Horn and Associates having some preliminary items on the infrastructure plans for the Pinewood Heights neighborhood by next month's committee meeting. Mrs. Tynes asked the Town Attorney if the residents that have purchased used homes have any type of warranty to get some of the items fixed if it is not working properly. The Town Attorney stated that if the home is not new then there is no warranty. The Town Manager stated that there are a few items that have warranties because this is federal money. These items are pretty spelled out in the contract. Mr. Dodson continues to work with residents on some warranty issues and who is ultimately responsible.

2. Smithfield on the Move Summary of Park User Study – Ms. Ippolito was present to give a quick overview of the Smithfield on the Move Park User Study. Ms. Ippolito stated that the short version is something that can be uploaded to the Windsor Castle Park website and the town website. That has not been done as of yet because she wanted Town Council to see it first. Ms. Ippolito reported that this study was funded by Round 12 Obici Grant. Ms. Ippolito stated that sometimes you wonder why it is important to do something like this; however she just left a meeting where they are already using information from this study to apply for more grant money. Ms. Ippolito stated that determining how people go to the park has been difficult because of multiple places to enter and exit the park. She explained that when they started this study the town did not have the Eco Counter. The Eco Counter has been extremely helpful. Ms. Ippolito stated that three methods paid for by grant were used to calculate the number of park users. There was a user survey that was online and 731 people took that survey. Field workers were out at the park covering all five of the major entrances every day of the week from 6:00 a.m. to dusk. The field workers did head counts and observation reports. The third method was the Eco Counter. Ms. Ippolito stated that if the town ever wants to know when the busiest time is during the day that can be generated from the Eco Counter

System as well. Ms. Ippolito stated that she believes that there are more park users that are not Town of Smithfield residents; however this survey actually shows there are more town residents. She feels that more local people were engaged to take the survey than out of town people and the field workers tried to encourage folks that they did not recognize to take the survey. Ms. Ippolito stated that Obici wanted to know what kind of impact this park has had on community wellness. She reported that eleven percent of the community has started to exercise since the park opened. Some use the park regularly and some do not. Geocaching is the number one activity at the park. Dr. Cook explained what Geocaching was. She reported that 98% of the people that use the park feel safe in the park and 94% feel that it is maintained as well or better than other parks in the area. Ms. Ippolito reported that 44% of the users do not check out the informational kiosk in the main parking area and only 23% of the park users go to the parks website. The town does have a communication issue with our park users. Ms. Ippolito stated that no survey is without its limitations and interpretations but two methods were used to track weekly usage and they were both pretty close. These two methods were averaged together to get our totals. The average totaled about 152,000 users a year. Mr. Smith asked if this study makes Obici happy. Ms. Ippolito replied that it does. The Town Manager stated that the main element of the Smithfield on the Move project for next year's budget is continuing the SNAP program at the Farmers Market. Ms. Ippolito stated that there is a little bit that is still left for the Restaurant on the Move project. She reported that they have gone back to Obici twice since this grant and Obici redlined everything that was submitted on the proposal. She stated that she is not sure what direction Obici is wanting the Town of Smithfield to go in but it is definitely not what we felt the community wanted to continue funding. Mayor Williams stated that he would send a copy of this summary to Mr. Luter.

Meeting adjourned at 5:48 p.m.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
JUNE 2014**

Committees and Projects:

06/03 Town Council mtg – Smfd Center – Chief Bowman
06/09 National Night Out/Smfd Event Permit/Application mtg – Smfd Center – Kurt Beach
06/09 Business Watch Coalition mtg – IoW Chamber of Commerce – Kurt Beach
06/09 Town Hall with Sheriff Department and Smfd PD – Smfd Library – Chief Bowman
06/10 TRIAD meeting – Taste of Smithfield - Kurt Beach
06/10 Inter-Agency Code Enforcement Team mtg/Code Sweep Audit – Smfd PD – Kurt Beach
06/11 HRCOPS – Norfolk – Deputy Chief Howell
06/11 Special Events mtg – Smfd Center – Deputy Chief Howell
06/11 Department Head – Smfd Center – Deputy Chief Howell
06/11 Business Security/Safety Assessment – Smfd Ice Cream Parlor – Kurt Beach
06/13 FBI Academy Graduation – Quantico – Chief Bowman, Deputy Chief Howell
06/15 2nd Neighborhood Watch Block Captain mtg – Smfd PD – Kurt Beach
06/17 Crime Line meeting – Smfd Center – Sgt. Meier, Annette Crocker
06/20 Isle of Wight County Bar Association mtg – Smfd Station – Chief Bowman
06/23 Business Security Assessment – Ice Cream Parlor – Kurt Beach
06/23 Police Committee meeting – Smfd Center – Chief Bowman, Deputy Chief Howell
06/24 7-11 Loss Prevention mtg – PD – Kurt Beach
06/25 Hampton Roads Crime Prevention Association mtg – NN – Kurt Beach
06/25 Department Head mtg – Smfd Center – Chief Bowman

Training

06/01 – 13 FBI Academy – Quantico – Lt. Rogers
06/18 – 20 Intox Initial School – Richmond – Officer Bancroft (16 hrs.)
06/16 – 27 Motorcycle School – Portsmouth PD – Officer Phillips (80 hrs.)

In-House Training:

Community Relations

05/28 – 06/13 School Zone – Westside Elementary – Officer Wright, Officer Seamster, Sgt. Miller, Officer Fordham, Officer Phillips, Officer Anderson,
05/29 New Chapel Special Service – Healing Waters Baptist Church – bike patrol - Officer Seamster
05/30 Bus detail - Kids Come First – Officer D. Adams
05/30 Friday Night Concert – Smfd – bike patrol - Officer Seamster
05/31 Relay for Life – Westside Elementary – Sgt. Miller
06/05 Funeral Escort for Norfolk PD Officer Jones – Norfolk – Sgt. Jones, Officer Bancroft

06/05 Law Enforcement Torch Run for Special Olympics – Route 17 JRB – Sgt. Meier, Sgt. Miller, Officer Fordham, Officer Powell
 06/06 Law Enforcement Special Olympics – Richmond – Sgt. Miller, Officer Wright
 06/07 Law Enforcement Special Olympics – Richmond – Officer Wright
 06/06 Career Day – Westside Elementary – Chief Bowman
 06/11 Reading Carnival – Hardy Elementary – Deputy Chief Howell, Sgt. Jones, Sgt. Miller, Lt. Valdez
 06/14 Farmers Market – BSV – Sgt. Miller, Officer Wright
 06/15 Gave stickers out - West Street/W. Virginia Avenue – Officer Powell
 06/20 Friday Night Concert – Smfd – bike patrol – Sgt. Araojo
 06/23 – 27 4-H Camp – Wakefield – Officer Wright
 06/27 – 28 Olden Days – Smfd – PD

Investigations:

Case#: 2014-00469
Location: 208 Main St
Offense: Burglary
Disposition: Pending

On 6/9/14 Officers responded to 208 Main St. for a commercial burglary. The suspect made entry through the rear of the building and took a large sum of money from the locked safe and some money from a cash register. The suspect is believed to be a former employee. Investigation is still pending.

Case#: 2014-00484
Location: 13432 Benn’s Church Blvd (Jalapenos)
Offense: Burglary
Disposition: Pending

On 6/15/14 officers responded to Jalapenos for a past occurrence burglary. The suspect had thrown a brick through the front glass door and made entry into the building. The suspect stole a flat screen TV and a cash register. This crime has been linked to a large number of burglaries throughout Hampton Roads with the same motive. There is a suspect in the case. Investigation pending.

Case#: 2014-00502
Location: 1 Pinewood Dr.
Offense: Reckless handling of a firearm
Disposition: Cleared by Arrest

On 6/22/14 Officers responded to Pinewood Dr. for a shots fired call. A female stated that she and her boyfriend were having an argument. She told officers that he then fired one round into the air from his semi-automatic handgun. He then left the scene. Officers found a shell casing. Warrants were obtained for the suspect. The next day officers arrested the suspect at his home and he handed over the pistol. Cleared by arrest.

Smithfield Center - June 2014 Monthly Report

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
6/1/2014	Center	MHSu	Copeland-Wilson Wedding & Reception	Copeland-Wilson Wedding & Reception	Hampton	Word of Mouth	b.) Resident-Friday/Sunday	0.00%	\$1,633.36	
6/3/2014	Center	A&B	Town of Smithfield	Town Council	Smithfield		h.) Town	100.00%		
6/3/2014	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
6/4/2014	Center	MH	Isle of Wight Chamber of Commerce	Business Appreciation Luncheon	Smithfield	Returning Client	a.) Resident -Weekday	0.00%	\$400.00	
6/6/2014	Center	MH	Friendship Baptist Church	Beverly's Birthday Party	Newport News	Word of Mouth	e.) Nonresident-Friday/Sunday	0.00%	\$1,131.80	
6/7/2014	Center	MH	Ruffner-Gibbons Reception	Ruffner-Gibbons Reception	Smithfield	Word of Mouth	c.) Resident-Saturday	50.00%	\$740.18	
6/8/2014	Center	MH	Rockwell and Platteel Reception	Rockwell and Platteel Reception	Windsor	Word of Mouth	b.) Resident-Friday/Sunday	0.00%	\$900.00	
6/10/2014	Center	A&B	Town of Smithfield	Planning Commission	Smithfield		h.) Town	100.00%		
6/11/2014	Center	C&D	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
6/12/2014	Center	Suites	Crawford-Doran Wedding & Reception	Crawford-Doran Rehearsal	Carrollton	Word of Mouth	c.) Resident-Saturday	0.00%		
6/13/2014	Center	MHSu	Weller-Watters Wedding & Reception	Weller-Waters Wedding & Reception	Windsor	Word of Mouth	b.) Resident-Friday/Sunday	0.00%	\$1,000.00	
6/13/2014	WCP	Riverfront	Edmondson and Jamison Wedding and Reception	Edmondson and Jamison Set-Up	Newport News	Word of Mouth	f.) Nonresident-Saturday	0.00%		
6/14/2014	Center	MHSu	Crawford-Doran Wedding & Reception	Crawford-Doran Wedding & Reception	Carrollton	Word of Mouth	c.) Resident-Saturday	0.00%	\$1,871.12	
6/14/2014	WCP	Courtyard	Great Spring Church of the Nazarene	Great Spring Church of the Nazarene	Smithfield	Word of Mouth	c.) Resident-Saturday	0.00%	\$25.00	
6/14/2014	WCP	Riverfront	Edmondson and Jamison Wedding and Reception	Edmondson and Jamison Wedding and Reception	Newport News	Word of Mouth	f.) Nonresident-Saturday	0.00%	\$850.00	
6/17/2014	Center	A&B	Town of Smithfield	BHA&R	Smithfield		h.) Town	100.00%		
6/17/2014	Center	C&D	Schoolhouse Committee	Schoolhouse Meeting		Town Event	h.) Town	100.00%		
6/17/2014	Center	C&D	Town of Smithfield	Crimeline	Smithfield	Town Event	h.) Town	100.00%		
6/18/2014	Center	C&D	Town of Smithfield	WCFB	Smithfield	Town Event	h.) Town	100.00%		
6/21/2014	Center	MHSu	Walker and Greene	Walker and Greene Wedding and Reception	Smithfield	Word of Mouth	c.) Resident-Saturday	0.00%	\$1,545.01	
6/21/2014	WCP	Courtyard	Fortified Fitness	Bootcamp Classes	Smithfield	Word of Mouth	a.) Resident -Weekday	0.00%		
6/22/2014	Center	MH	Mask-Williams Wedding & Reception	Mask-Williams Wedding & Reception	Portsmouth	Web-wedding.com	e.) Nonresident-Friday/Sunday	0.00%	\$1,015.90	
6/23/2014	Center	A&B	Town of Smithfield	Town Council Continued Meeting	Smithfield	Town Event	h.) Town	100.00%		
6/23/2014	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield		h.) Town	100.00%		
6/24/2014	Center	A&B	Town of Smithfield	WCP Forestry Meeting	Smithfield	Town Event	h.) Town	100.00%		
6/24/2014	Center	Deck	Tourism Isle of Wight - Smithfield	Bike Virginia	Smithfield	Returning Client	a.) Resident -Weekday	0.00%	\$100.00	
6/25/2014	Center	MH	Isle of Wight County	IOW Employee Service Awards	Isle of Wight	Returning Client	a.) Resident -Weekday	50.00%	\$200.00	
6/26/2014	Center	C&D	Town of Smithfield	WCPFB Dog Park Committee	Smithfield	Town Event	h.) Town	100.00%		
6/27/2014	Center	MHSu	Gilliam-Crocker Wedding & Reception	Gilliam-Crocker Wedding & Reception	Portsmouth	Word of Mouth	f.) Nonresident-Saturday	0.00%	\$1,539.89	
6/27/2014	Town Sites	Main Street	Tourism Isle of Wight - Smithfield	Olden Days	Smithfield	Town Event	h.) Town	0.00%		

\$12,952.26

Deposit Totals for June 2014
 \$13,092.23 Smithfield Center
 \$328.00 Town Services

June 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
10:00 AM - 9:00 PM MHSu 2:00 PM Copeland-Wilson Wedding & Reception		5:00 PM - 6:30 PM C&D 5:30 PM WCFB Meeting 5:00 PM - 8:00 PM Kitchen 5:00 PM Kitchen Inventory 7:00 PM - 11:00 PM A&B 7:30 PM Town Council	10:00 AM - 3:00 PM MH 12:00 PM Business Appreciation Luncheon		1:00 PM - 11:00 PM MH 7:00 PM Beverly's Birthday Party	1:00 PM - 11:00 PM MH 5:00 PM Ruffner-Gibbons Reception
8	9	10	11	12	13	14
11:00 AM - 11:00 PM MH 3:00 PM Rockwell and Platteel Reception		7:00 PM - 10:00 PM A&B 7:30 PM Planning Commission	1:30 PM - 4:00 PM C&D 2:00 PM Staff Meeting	4:00 PM - 5:00 PM Deck 4:00 PM Weller-Waters Rehearsal 7:00 PM - 8:00 PM Suites 7:00 PM Crawford-Doran Rehearsal	9:00 AM - 7:00 PM Riverfront 9:00 AM Edmondson and Jamison Set-Up 2:00 PM - 12:00 AM MHSu 5:00 PM Weller-Waters Wedding & Reception	Shelby Off 8:00 AM - 11:00 AM Canoe/Kayak 8:00 AM Bootcamp Classes 8:00 AM - 11:00 PM Riverfront 1:00 PM Edmondson and Jamison Wedding and Reception 9:00 AM - 1:00 PM Courtyard 9:00 AM Great Spring Church of the Nazerene 12:00 PM - 12:00 AM MHSu 4:00 PM Crawford-Doran Wedding & Reception
15	16	17	18	19	20	21
Father's Day Shelby Off	Shelby Off	Shelby Off 8:30 AM - 10:30 AM C&D 9:00 AM Schoolhouse Meeting 11:30 AM - 1:15 PM C&D 12:00 PM Crimeline 7:00 PM - 8:30 PM A&B 7:30 PM BHA&R	Amy Off Shelby Off 3:30 PM - 5:00 PM C&D 4:00 PM WCFB	Amy Off Shelby Off 2:30 PM - 4:00 PM C&D 3:00 PM WCFB	Amy Off Shelby Off 3:30 PM - 4:30 PM Deck 3:30 PM Walker and Greene Rehearsal	Amy Off Josh Off Shelby Off 8:00 AM - 11:00 AM Courtyard 8:00 AM Bootcamp Classes 12:00 PM - 12:00 AM MHSu 4:00 PM Walker and Greene Wedding and Reception

June 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22	23	24	25	26	27	28
<p>Amy Off Shelby Off 12:00 PM - 8:00 PM MH 2:00 PM Mask-Williams Wedding & Reception</p>	<p>Amy Off 3:30 PM - 6:00 PM C&D 4:00 PM Committee Meetings 5:30 PM - 9:00 PM A&B 6:00 PM Town Council Continued Meeting</p>	<p>7:30 AM - 3:00 PM Deck 8:00 AM Bike Virginia 2:30 PM - 5:00 PM A&B 3:00 PM WCP Forestry Meeting 3:30 PM - 6:00 PM C&D 4:00 PM Committee Meetings</p>	<p>9:00 AM - 3:00 PM MH 9:00 AM IOW Employee Service Awards 1:30 PM - 4:00 PM C&D 2:00 PM Staff Meeting</p>	<p>3:00 PM - 4:00 PM C&D 3:00 PM WCPFB Dog Park Committee</p>	<p>Courtney Off 1:00 PM - 9:00 PM MHSu 1:00 PM Gilliam-Crocker Wedding & Reception 7:00 PM - 8:00 AM Main Street 7:00 PM Olden Days</p>	<p>Olden Days Festival Courtney Off 8:00 AM - 11:00 AM Courtyard 8:00 AM Bootcamp Classes 8:00 AM - 5:00 PM Main Street 8:00 AM Olden Days 8:00 AM - 5:00 PM Picnic Area 9:00 AM EBA Picnic 4:00 PM - 12:00 AM MHSu 6:00 PM Gilliam-Crocker Wedding & Reception</p>
29	30					
<p>Courtney Off</p>						

Smithfield/Isle of Wight Tourism Activity Report – May 2014

- Director attended the Isle of Wight Board of Supervisors Meeting 6/19/14.
- Director attended Smithfield Town Council Meeting 6/3/14.
- Smithfield 2020 Meeting held 6/4/14. Conflict with special called Smithfield 2020 Ad Hoc meeting to discuss the Forest of 1607 Project 6/18/14.
- Smithfield Farmer's Markets held 6/7/14, 6/14/14, 6/21/14, 6/28/14. Great attendance and sales to date!
- Attended Chamber Business Appreciation Luncheon 6/4/14.
- Attended Windsor Castle Park 5th Anniversary Meeting 6/5/14 and 6/19/14.
- IOW Agenda Review Committee Meeting 6/6/14.
- Worked Saint Luke's Heritage Day Event 6/7/14 as member of the board. Over 500 attendees!
- Met with Farmer's Bank about participation in upcoming SmithfieldVAEvents 6/9/14.
- Olden Days Public Works meeting 6/10/14.
- Guest on THE COUNTY BEAT peg TV Show 6/10/14.
- Met with Coastal Virginia Magazine 6/11/14.
- Special Event Committee Meeting 6/11/14.
- Attended Historic Saint Luke's board meeting 6/11/14.
- Attended Museum RIF meeting with staff and HR 6/12/14.
- Monthly Tourism Staff Meeting held 6/16/14.
- Attended Schoolhouse Museum Board Meeting 6/17/14.
- National Night Out/Smithfield Crime Prevention Certification Team meeting held 6/17/14.

- Attended CVTA Coastal Virginia Tourism Alliance meeting 6/18/14.
- Attended Museum meeting for future transition planning 6/18/14 and 6/20/14.
- Conference Call with Metro Productions regarding new Tourism video 6/18/14. Video will be completed for Olden Days! Premier showing at the Visitor Center on 6/27/14 at 6 p.m.
- Windsor Castle Park Capital Campaign meeting 6/18/14.
- Attended Sesquicentennial meeting 6/19/14.
- Aiken & Friends Music Fest meeting 6/23/14.
- Hosted 800+ Bicyclists for BIKE VIRGINIA at the Smithfield Center 6/24/14. Great “Pit Stop” event! Robert Cox from Tourism took the lead on this project and did a stellar job! Proceeds used for a donation to the IOW Museum.
- The (potential) Forest of 1607 Project at Windsor Castle Park meeting held 6/24/14. Brad Face of Historic Smithfield facilitated.
- Attended County Service Awards Luncheon at the Smithfield Center 6/25/14. Nice event!
- Delegate Morris Reception at the IOW Museum 6/27/14.
- SMITHFIELD OLDEN DAYS 6/27-28/14!!! Concerts, vendors, cars, Vintage Market, Farmer’s Market, Raft Race, Bike & Pet Parade!
- Attended County Staff Meeting 6/23/14.
- Smithfield Council Committee 6/24/14.
- Attended Smithfield Staff Meeting 6/11/14 and 6/25/14.
- Tourism Facebook postings throughout month.
- 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!

**COMMITTEES:
ARMED SERVICES**

SUBCOMMITTEE ON
SEAPOWER AND PROJECTION FORCES
CHAIRMAN

SUBCOMMITTEE ON READINESS

JUDICIARY

SUBCOMMITTEE ON CRIME, TERRORISM,
HOMELAND SECURITY, AND INVESTIGATIONS

SUBCOMMITTEE ON
THE CONSTITUTION AND CIVIL JUSTICE



J. Randy Forbes
United States Congress
4th District, Virginia

2135 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
(202) 225-6365

9401 COURTHOUSE ROAD, SUITE 201
CHESTERFIELD, VA 23832
(804) 318-1363

505 INDEPENDENCE PARKWAY
LAKE CENTER II—SUITE 104
CHESAPEAKE, VA 23320
(757) 382-0080

June 23, 2014

Mr. Peter Stephenson
911 South Church Street
Post Office Box 246
Smithfield, VA 23431-0246

Dear Mr. Stephenson:

Enclosed is correspondence I have received in response to my inquiry on your behalf.

I appreciate the opportunity to be of service and I hope you will not hesitate to contact me if I can be of further assistance.

With kind personal regards, I am

Yours truly,

A handwritten signature in black ink that reads "J. Randy Forbes".

J. RANDY FORBES
Member of Congress

JRF:AC

Enclosure



Reply to
Attention of

DEPARTMENT OF THE ARMY
US ARMY CORPS OF ENGINEERS
NORFOLK DISTRICT
FORT NORFOLK
803 FRONT STREET
NORFOLK VA 23510-1096

RECEIVED

JUN 17 2014

J. Randy Forbes, M.C.
Chesapeake, VA

June 13, 2014

Executive Office

The Honorable J. Randy Forbes
United States Representative
505 Independence Parkway
Lake Center II - Suite 104
Chesapeake, Virginia 23320

Dear Congressman Forbes:

I am replying to your letter dated June 6, 2014, enclosing correspondence from the Town of Smithfield related to a navigation issue in the Pagan River.

The Pagan River is a shallow draft, low use Federal navigation channel, authorized to -10 feet mean lower low water (MLLW), but currently maintained to -6 feet MLLW, due to the size and amount of vessel traffic. The Norfolk District, Corps of Engineers, last dredged the channel in 2010. Our most recent survey conducted in 2011 shows that the Pagan River has a controlling depth of -5.5 feet MLLW in the area referenced as "Bob Shoal," between Day Markers 15 and 17. Our hydrographic survey team is scheduled to perform a periodic condition survey in late June or July of this year, and we will share those results with the Town of Smithfield.

As you are aware, in recent years, the Federal funding priorities have limited our ability to dredge most shallow draft Federal projects like the Pagan River. The President's Fiscal Year 2015 Budget did not include funding for the Pagan River. In the event funding becomes available, we do have the necessary environmental permits in place for the dredging and dredged material placement.

In the meantime, should the Town of Smithfield be successful in obtaining funding from other sources, there may be an opportunity for the Town to accomplish the dredging themselves, or for the District to dredge the Pagan River for the Town as a "contributed funds" project. My staff would be happy to meet with the Smithfield Town Manager to discuss the project's condition and various funding options. If you require further information, please do not hesitate to contact me, or my congressional liaison, Mr. Michael Darrow, at (757) 201-7112.

Sincerely,

Paul B. Olsen, P.E.
Colonel, U.S. Army
Commanding



**PROCLAMATION
SMITHFIELD POLICE DEPARTMENT
NATIONAL NIGHT OUT 2014**

WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug, and violence prevention program on Tuesday, August 5th, 2014 called “National Night Out”; and

WHEREAS, the “31th Annual National Night Out” provides a unique opportunity for Smithfield, Virginia to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, Smithfield Community Crime Prevention (S.C.C.P.) Team and the Business and Neighborhood Watch programs play vital roles in assisting the Smithfield Police Department through joint crime, drug and violence prevention efforts in Smithfield and is supporting “National Night Out 2014” locally: and

WHEREAS, it is essential that all citizens of Smithfield, Virginia be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs and violence in Smithfield: and

WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the “National Night Out” program;

NOW, THEREFORE WE, THE SMITHFIELD TOWN COUNCIL MEMBERS, do hereby call upon the citizens of Smithfield to join the Smithfield Police Department, the S.C.C.P. Team, and in supporting the “31th Annual National Night Out” as “NATIONAL NIGHT OUT” in Smithfield, Virginia.

By: _____
Mayor

Clerk

RESOLUTION

STREET CLOSURE FOR NATIONAL NIGHT OUT

WHEREAS, the Smithfield Police Department has scheduled its annual National Night Out event for August 5, 2014 from 5:30 to 7:30 p.m. and has requested that the 200 block of Main Street be closed in order to allow a safe and convenient environment for the event.

NOW, THEREFORE, be it resolved that on Tuesday, August 5, Main Street from its intersection with Mason Street to its intersection with Institute Street shall be closed from 5:30 p.m. until 7:30 p.m.; and,

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 1st day of July, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

**RESOLUTION TO APPOINT MEMBERS TO THE SMITHFIELD
COMMUNITY CRIME PREVENTION TEAM**

WHEREAS, on November 6, 2012 the Town Council of the Town of Smithfield resolved to participate in the Virginia Department of Criminal Justice Services Certified Crime Prevention Community Program; and

WHEREAS, the Certified Crime Prevention Program requires the formation of a multi-disciplinary, interagency, community crime prevention team; and

WHEREAS, the governing body fully supports all reasonable efforts to meet the DCJS requirements to become designated as a Certified Crime Prevention Community,

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby appoints the following persons to serve on the Smithfield Community Crime Prevention Team, serving staggered terms of 12 and 18 months, charged with supporting the Smithfield Police Department develop, implement, and evaluate crime prevention strategies that will enhance the quality of life and public safety in the Town of Smithfield.

Adopted this 1st day of July 2014.

Members serving 18 month terms; ending December 31, 2015

Edmund Mortimer Kurt Beach

Joseph Reish Connie Chapman

Members serving 12 month terms; ending June 30, 2015

Marian Aidan Jesse Thrower

John Edwards Bob Cole Terry Rhinier

TOWN OF SMITHFIELD

T. Carter Williams, Mayor

Clerk

APPROPRIATION RESOLUTION TO CARRY FORWARD AND RESTRICT FUNDS
APPROPRIATED IN FISCAL YEAR 2013-2014

WHEREAS, the Town Council, in its 2013-2014 appropriation resolution, appropriated funds for certain capital improvements and projects which have not been completed; and,

WHEREAS, funds for these capital improvements have been set aside by the Town Council to insure the completion of these capital improvements; and,

WHEREAS, the Town Council deems it necessary to set aside and restrict these funds appropriated in Fiscal Year 2013-2014 to make certain that appropriated funds are available and to segregate said funds from the general fund:

NOW, THEREFORE, BE IT RESOLVED that the following sums of money appropriated for Fiscal Year 2013-2014 and remaining unspent, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Town are hereby appropriated, set aside and restricted for the completion of certain capital improvement projects, as follows:

GENERAL FUND

Pinewood Heights Relocation Project	\$555,792
Treasurer's Office –AS400 Server	15,000
Windsor Castle Park outbuildings	100,000
Police Department copier	10,000
James/Washington Street improvements	5,000
GIS mapping	<u>12,000</u>
	\$697,792

SEWER FUND

Sewer consent order compliance funds	\$155,000
Construction Standards Update	3,321
Storage shed	<u>5,000</u>
	\$163,321

WATER FUND

Water Line Replacement (Cypress Creek Bridge)	\$100,000
Construction Standards Update	3,321

System Improvements	<u>50,000</u>
	\$153,321

HIGHWAY FUND

Construction Standards Update	\$3,321
-------------------------------	---------

Adopted: July 1, 2014

T. Carter Williams, Mayor

Attest:

Lesley G. King, Clerk

APROPRIATION RESOLUTION
FISCAL YEAR 2014-2015

WHEREAS, in order to provide for the operation of the government of the Town of Smithfield, the Town Council of the Town of Smithfield finds it necessary to appropriate the funds budgeted for fiscal year 2014-2015, beginning July 1, 2014:

NOW, THEREFORE, BE IT RESOLVED that the following sums of money, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Town are hereby appropriated for the corporate purposes and objects of the Town as hereinbelow specified for the fiscal year commencing on the 1st day of July, 2014, and ending on the 30th day of June, 2015:

A. From General Corporate Taxes and Revenue:

Operating expenses:

For general government	\$547,637
For treasurer	404,669
For public safety	2,445,729
For planning, engineering & public works	810,521
For public buildings	153,145
For community development	1,191,840
For parks, recreation & cultural	789,155
For debt service	<u>528,619</u>
Total	\$6,871,315

Capital outlay:

For Town Council	\$ -0-
For Treasurer	-0-
For public safety	176,393
For planning, engineering & public works	7,500
For public buildings	177,000
For parks, recreation & cultural	8,000
For community development	96,000
For road maintenance	<u>1,033,333</u>
Total	\$1,498,226

GRAND TOTAL \$8,369,541

Appropriated for the foregoing expenses from the following sources:

Taxes:

Real Estate	\$1,685,000
Personal Property	885,000
Penalties & interest	40,015
Franchise	134,370

Sales	270,000
Utility	193,600
Meals-4%	842,116
Meals-2%	421,058
Cigarette	135,000
Transient Occupancy	135,000
Short term rental	1,000
Rolling stock	15
Consumption	49,000
Communications	240,000
Miscellaneous	<u>100,000</u>

Total \$5,131,174

Licenses:

Privilege licenses	340,950
Permits	18,400
Motor vehicles	<u>132,000</u>

Total \$491,350

Fines	70,000
Revenue from use of money and property	195,892
Other revenue	6,000
Revenue from Commonwealth of Virginia	200,315
Revenue from Federal Government	<u>396,480</u>
Total	\$868,687

Other Financing Sources:

Contributions	1,000
Line of credit proceeds	450,000
Escrow reserve- Pinewood Heights	4,410
Operating reserves	389,587
Road maintenance	<u>1,033,333</u>

Total \$1,878,330

Grand Total \$8,369,541

B. From Water and Sewer Revenues

For water operating expenses	\$1,253,299
For sewer operating expenses	547,588
For bad debt expense-water	7,500
For bad debt expense-sewer	5,000
For depreciation & amortization expense- water	365,000
For depreciation & amortization expense- sewer	600,000
For interest expense – water	111,606
For interest expense – sewer	<u>36,965</u>

Grand Total \$2,926,958

Appropriated for the foregoing expenses from the following sources:

Operating revenue:

Charges for services-water	1,397,000
Charges for services-sewer	668,000
Water Debt Service Revenue	188,970
Sewer Compliance Revenue	492,000
Connection fees-water	9,900
Connection fees-sewer	23,700
Application fees-water	5,500
Miscellaneous – water	500
Miscellaneous – sewer	<u>1,000</u>
Total	\$2,786,570

Non-operating revenue (expenses)

Availability fees-water	40,800
Availability fees-sewer	61,800
Interest revenue-water	6,800
Interest revenue-sewer	4,500
Contribution – capital	<u>22,833</u>
Total	\$136,733

Reserves

From Water Reserves	87,935
To Sewer Reserves	<u>(84,280)</u>
Total	\$3,655

Grand Total \$2,926,958

SUMMARY

Appropriated from general corporate taxes and revenue	\$8,369,541
Appropriated from water and sewer revenues & reserves	<u>\$2,926,958</u>
TOTAL:	\$11,296,499

These appropriations shall be effective as of July 1, 2014.

Adopted: July 1, 2014

T. Carter Williams, Mayor

Attest:

Lesley G. King, Clerk