



**2011/2012 COUNCIL MEMBERS:**

Mayor David M. Hare  
Vice Mayor T. Carter Williams  
John L. Graham  
Denise N. Tynes  
Andrew C. Gregory  
Constance Chapman  
Dr. Milton Cook

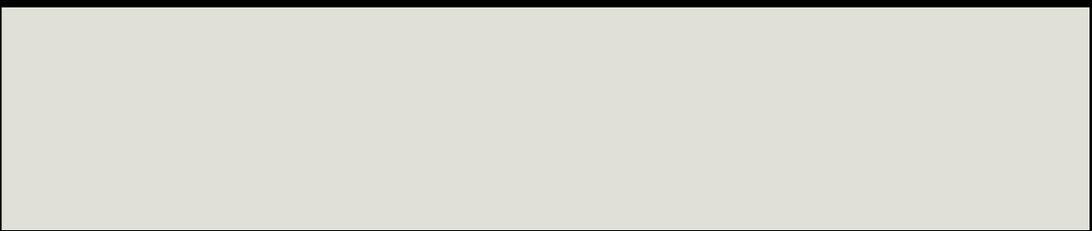
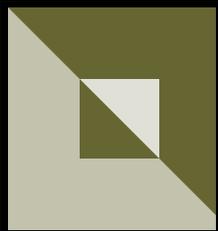
**2012/2013 COUNCIL MEMBERS:**

Mayor T. Carter Williams  
Vice Mayor Andrew C. Gregory  
Denise N. Tynes  
Constance Chapman  
Dr. Milton Cook  
Randy Pack  
Michael G. Smith

*2012 was Election Year, therefore new council members began  
their term as of July 1<sup>st</sup>, 2012*

# Town of Smithfield, Virginia

**2012 ANNUAL STATISTICAL REPORT**



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# **CLERK OF COUNCIL REPORT**

# 2012

## ACTION ITEMS APPROVED BY TOWN COUNCIL

### AGREEMENTS/CONTRACTS/PROPOSALS:

- 02/07/2012** Motion to Authorize Award of Water Tank Field Coating and Field Weld Inspections Contract to Quinn Consulting Services, Inc. Motion passed
- 03/06/2012** Motion to Accept Water Tank Maintenance Contract with Caldwell Tank, Inc. Motion passed.
- 03/06/2012** Motion to Renew Mowing Contract with Country Landscaping, Inc. for One Additional Year. Motion passed.
- 04/03/2012** Motion to Accept Agreement to Renew MOU for Farming Operations at Windsor Castle Park. Motion passed.
- 04/03/2012** Motion to Award Landscaping Contract to Southern Shores Lawn and Landscaping. Motion passed.
- 04/03/2012** Motion to Renew Street Maintenance Contract with Blair Brother, Inc for One Additional Year. Motion passed.
- 04/03/2012** Motion to Renew Mowing Contract with Brown's Lawn and Tractor Service for Mowing Services at Windsor Castle Park. Motion passed.
- 4/03/2012** Motion to Accept Agreement Between S. Dawson Moody and Lacey T. Moody and the Town of Smithfield for Lump Sum Payment to Replace Driveway. Motion passed.
- 04/03/2012** Motion to Amend MOU Agreement Between the Town of Smithfield and Isle of Wight County to Reallocate Funds for the Pinewood Heights Project. Motion passed.
- 05/01/2012** Motion to Accept Flow Monitoring Upgrades/Network Expansion Proposal by REW Corporation for Budgeted SSO Consent Order Work. Motion passed.
- 05/01/2012** Motion to Authorize the Town Manager to Extend the Town's Contract for Audit Services with Dixon Hughes Goodman for One Additional Year. Motion passed.
- 05/01/2012** Motion to Accept Pinewood Heights Phase II Contract and Activities as follows Effective July 1<sup>st</sup>, 2012. Motion passed.
- a. Accept Contact between the Town of Smithfield and Virginia Department of Housing and Community Development for Phase II
  - b. Accept Contract between the Town of Smithfield and Community Planning Partners Inc for Management Assistance Services

- c. Property Acquisition Plan
- d. Residential Relocation Assistance Plan
- e. Property Disposition Plan
- f. Redevelopment Plan
- g. Program Income Plan
- h. Accept Professional Appraisal Services by Stephen Edwards

- 06/05/2012** Motion to Accept Contract Renewal for Underground Utilities with Lewis Construction for One Additional Year. Motion passed.
- 06/05/2012** Motion to Accept Contract Renewal for Sanitary Sewer Rehabilitation with Tri-State Utilities for One Additional Year. Motion passed.
- 06/25/2012** Motion to Approve the Town Manager's Annual Employment Contract. Motion passed.
- 07/02/2012** Motion to Accept the ICMA Amendments to the Administrative Services Agreement. Motion passed.
- 07/02/2012** Motion to Approve Escrow Agreement with Napolitano Homes for the Proposed Boundary Line Adjustment. Motion passed.
- 08/07/2012** Motion to Accept the Proposal from Draper Aden Associates for Minton Way Pump Station Sewer Basin CCTV Inspection Scope of Work and Fees as Part of the Sanitary Sewer Overflow Special Order by Consent in an Amount not to Exceed \$12,500.00. Motion passed.
- 08/07/2012** Motion to Accept the Proposal from Draper Aden Associates for South Church Street Manhole Rehabilitation Project Scope of Work and Fees in an Amount not to Exceed \$12,500. Motion passed.
- 08/07/2012** Motion to Accept Proposal from Colonial Webb Contracting for HVAC System Maintenance and Installation of New HVAC Units at the Smithfield Center. Motion passed.
- 09/04/2012** Motion to Accept the Proposal from Draper Aden Associates for Additional Locality/HRSD Coordination and General Special Order by Consent Assistance – Scope of Work and Fees in an Amount of \$80,000. Motion passed.
- 09/04/2012** Motion to Accept the Proposal from Draper Aden Associates for Capacity Assessment/Level of Service Determination Assistance – Scope of Work and Fees in the amount not to exceed \$35,000. Motion passed.
- 09/04/2012** Motion to Renew Debris Removal Contracts with Goodman and Son's and Smithfield Services, Inc. for One Additional Year. Motion passed.
- 09/04/2012** Motion to Accept RFP Proposal for Vehicle Maintenance from Dave's Service Center. Motion passed.

- 09/04/2012** Motion to Accept Proposal from Lewis Construction to Replace Two Storm Drain Pipes in Cypress Creek and One in Waterford Oaks as their Proposal Came in Less than Original Proposals from Blair Brothers. Motion passed.
- 10/02/2012** Motion to Renew Mechanical, Electrical and Utility Contract with REW Corporation for One Additional Year. Motion passed.
- 11/06/2012** Motion to Amend the Smithfield Manor Subdivision Agreement. Motion passed.
- 12/04/2012 Motion to Accept Waterworks Lake Dam Grant Agreement Between Virginia Resources Authority and the Town of Smithfield. Motion passed.
- 12/04/2012 Motion to Approve Charter Two Month Franchise Agreement Extension. Motion passed.
- 12/04/2012 Motion to Extend Windsor Castle Park Farming Operations MOU for Upcoming Planting Season. Motion passed.

### **APPOINTMENTS / REAPPOINTMENTS / ELECTIONS:**

- 01/03/2012** Motion to Accept Recommendation from Nominating Committee to Reappoint Mr. Davidson to Planning Commission Member with a New Term Ending 01/31/16. Motion passed.
- 01/03/2012** Motion to Accept Recommendation from Nominating Committee to Reappoint Mr. Prevatte to the Board of Historical and Architectural Review with a New Term Ending 1/31/17 Motion passed.
- 02/07/2012** Motion to Accept Windsor Castle Park Foundation Board / Nominating Committees Recommendation to Fill the Vacancy on the Windsor Castle Foundation Board with Mr. Bob Cole. Motion passed.
- 02/07/2012** Motion to Appoint a Nominating Committee to Fill the Unexpired Term (01/15/2015) of the Planning Commission Member Norma Odom Leonard (deceased). Mayor Hare appointed Ms. Connie Chapman as Chair, Ms. Denise Tynes and Vice Mayor Williams to serve on that committee.
- 03/06/2012** Motion to Accept Recommendation from Nominating Committee to Fill the Unexpired Term of Planning Commission Member Norma Odom Leonard (deceased) with Mr. Larry Odom. Motion passed.
- 03/06/2012** Motion to Confirm the Town Manager's Appointment of a New Chief of Police. Motion passed.
- 04/03/2012** Accept Recommendation to Appoint Sergeant Jones to Serve on the Virginia Alcohol Safety Action Program (VASAP). Motion passed.

- 06/05/2012** Motion to Appoint a Nominating Committee to Appoint/Reappoint a Member to the Board of Zoning Appeals for the Expiring Term of Clem Batten (6/30/2012). Mayor Hare Appointed Dr. Milton Cook as Chair, Mr. Andrew Gregory, and Vice Chair Williams.
- 07/02/2012** Motion to Nominate a Mayor and Vice Mayor. Nominated Carter Williams for Mayor and Andrew Gregory for Vice Mayor.
- 07/02/2012** Motion to Reappoint Lesley Greer to Serve as Town Clerk.
- 07/02/2012** Motion to Approve the Recommendation from the Nominating Committee to Reappoint Clem Batten to the Board of Zoning Appeals.

### **CLOSED SESSION:**

- 01/03/2012** Closed Session for Discussion of Personnel Matters and Disposition of Real Property & Legal Matters.
- 02/07/2012** Closed Session for Discussion of Actual Pending Legal Matters and Disposition of Real Property.
- 03/06/2012** Closed Session for Discussion about a Personnel Matter.
- 06/05/2012** Closed Session for Discussion of Personnel Matters and Evaluation of the Four Appointed Positions.
- 08/07/2012** Closed Session for Discussion of the Disposition of Publicly Held Real Property.
- 10/02/2012** Closed Session for Discussion of the Disposition of Publicly Held Real Property

### **COUNCIL COMMENTS:**

- 01/03/2012** Vice Mayor Williams expressed concern in regards to traffic light change at Main Street and Bypass 10.
- 03/06/2012** Vice Mayor Williams expressed his gratitude along with the family that lost a family member on how the town helped them get to the house while there was construction on South Church Street because there was no where to park.
- 03/06/2012** Councilman Gregory stated that Norfolk Tides Baseball Club in Norfolk, Virginia sponsored a contest on Facebook to have a local little league vote to have their fields completely made over and Smithfield Recreation Association finished second.
- 06/25/2012** Councilman Gregory stated that he would like to thank Mayor David Hare and Councilman John Graham for their service.

- 06/25/2012** Councilwoman Tynes stated that she would like to thank Mayor David Hare and Councilman John Graham for their service.
- 08/07/2012** Councilwoman Tynes stated she would like to thank all the police officers who came out for “National Night Out”.
- 08/07/2012** Councilwoman Tynes stated she would like to thank Sergeant Chris Meier for finding the suspect for all the local vehicle vandalism.
- 08/07/2012** Councilman Smith stated he would like to recognize all the volunteers that helped with “National Night Out”.
- 11/06/2012** Councilman Smith stated that he was approached by Mrs. Martha Russ of Smithfield Foods to raise two of the pieces of artwork.

### **DEEDS:**

- 02/07/2012** Motion to Accept Deed of 92 Pagan Avenue as Part of the Pinewood Heights Relocation Project. Motion passed.
- 02/07/2012** Motion to Accept Deeds for 96 Pinewood Drive and 98 Pinewood Drive as part of the Pinewood Heights Relocation Project. Motion passed.
- 07/02/2012** Motion to Accept Deed for Lot 112 in the Pinewood Heights Relocation Project. Motion passed.
- 07/02/2012** Motion to approve the execution of the deed for residential parcel property of 385 South Church Street to Mr. Robert Livengood. Motion passed.

### **EMPLOYEE SERVICE AWARDS:**

Patrick Araojo of Police Department	5 years
LaFrances Edwards of Janitorial	5 years
Jacob Hodge of Public Works	5 years
Courtney Roggmann of Smithfield Center	5 years
William Saunders of Public Works	5 years
Christopher Sexton of Janitorial	5 years
Annette Crocker of Police Department	10 years
Matthew Rogers of Police Department	10 years
Alonzo Howell of Police Department	20 years

## **EMPLOYEES / POSITIONS:**

**02/24/2012** Ryan Wood hired as Police Officer  
**03/26/2012** Steven Bowman hired as Chief of Police  
**04/16/2012** Comarth Saunders hired as Treasurer's Office staff  
**04/20/2012** Nicole Anderson hired as Police Department staff  
**04/23/2012** Raymond Pugh hired as Public Works staff  
**05/07/2012** Danelle Wright hired as Police Officer  
**05/21/2012** Krystle Bowman hired as Treasurer's Office staff  
**06/18/2012** Wayne Hill hired as Police Officer  
**06/18/2012** Samuel Johnson hired as Police Officer  
**06/27/2012** Joshua Adams hired as Police Officer  
**07/16/2012** Jeffrey Landrus hired as Public Works staff  
**08/27/2012** Josiah Jendrey hired as Public Works Fog Inspector  
**09/17/2012** Charles-Joseph Dunlap hired as Public Works staff  
**09/17/2012** Alexandra Pearson hired as Receptionist/Public Works staff.

## **INVOICES OVER \$10,000:**

<b>01/03/2012</b>	a.	YMCA (Annual Contribution)	\$ 50,000.00
	b.	Clark Nexsen	\$ 15,583.13
	c.	J. R. Wills & Sons	\$ 11,745.19
	d.	Draper Aden Associates	\$ 59,660.60
	e.	Excel Paving Corporation	\$138,841.42
	f.	IOW General Obligation Bond	\$ 17,360.44
		Additional Invoices	
	g.	English Construction Company	\$ 71,312.26
	h.	US Bank (debt service)	\$ 84,150.83
		<b>Total</b>	<b>\$ 448,653.87</b>
<b>02/07/2012</b>	a.	Sheehy (budgeted police vehicles)	\$ 77,645.54
	b.	Clark Nexsen	\$ 14,684.65
	c.	Draper Aden Associates	\$ 25,845.55
	d.	Excel Paving Corporation	\$ 64,979.46

	e.	Smithfield Volunteer Fire Department	\$ 10,000.00
	f.	US Bank (debt service)	\$ 55,868.75
		Additional Invoices Received Since Committees	
	g.	J.R. Wills & Sons	\$ 26,446.28
	h.	ITT (Water Treatment Plant)	\$ 35,925.00
	i.	Clark Nexsen	\$ 11,557.28
		<b>Total</b>	<b>\$ 322,952.51</b>
<b>03/06/2012</b>	a.	HD Supply	\$ 25,520.69
	b.	SVFD	\$ 18,568.00
	c.	Excel Paving Corporation	\$ 178,293.63
	d.	Draper Aden Associates	\$ 56,916.45
	e.	English Construction Company	\$ 20,000.00
		<b>Total</b>	<b>\$ 299,298.77</b>
<b>04/03/2012</b>	a.	Draper Aden Associates	\$ 27,531.60
	b.	Excel Paving Corporation	\$196,046.90
	c.	REW Corporation	\$ 29,474.75
	d.	Hunton & Williams (G.O. Bond Financing	\$ 15,000.00
	e.	Gately Communications Co (SPD Building)	\$ 12,743.24
	f.	SVFD (Fuel Fund & Travel)	\$ 12,989.75
	g.	Clark Nexsen	\$ 17,394.42
		<b>Total</b>	<b>\$ 311,180.66</b>
<b>05/01/2012</b>	a.	Draper Aden Associates	\$ 45,530.60
	b.	Excel Paving	\$ 292,884.44
	c.	Clark Nexsen	\$ 8,953.52
	d.	Gately Communications	\$ 10,577.46
	e.	Isle of Wight Rescue Squad	\$ 18,750.00
		<b>Total</b>	<b>\$ 376,696.02</b>
<b>06/05/2012</b>	a.	Clark Nexsen	\$ 15,080.48
	b.	HD Supply	\$ 31,780.48
	c.	Excel Paving	\$ 228,274.09
	d.	Draper Aden Associates	\$ 29,022.40
	e.	Xylem	\$ 35,925.00
		<b>Total</b>	<b>\$340,082.45</b>
<b>06/25/2012</b>	a.	General Obligation Bond	\$ 35,614.94
		<b>Total</b>	<b>\$ 35,614.94</b>
<b>07/02/2012</b>	a.	Excel Paving Corporation	\$205,330.67
	b.	Excel Paving Corporation	\$173,277.99
	c.	Draper Aden Associates	\$ 38,038.50
	d.	REW Corporation	\$ 72,037.00
	e.	Caldwell Tanks	\$ 24,996.41
	f.	AVES (Pinewood Heights Demolitions	\$ 17,750.00
	g.	Isle of Wight Rescue Squad (4 <sup>th</sup> Quarter)	\$ 18,750.00
	h.	Beach Ford (Budgeted Public Works Truck)	\$ 24,974.72

	i.	Southern Dodge Chrysler (Police Car Replacement)	\$ 23,198.00
		<b>Total</b>	<b><u>\$598,353.29</u></b>
<b>08/07/2012</b>	a.	Clark Nexsen	\$ 14,339.44
	b.	Excel Paving Corporation	\$316,913.26
	c.	Draper Aden Associates	\$ 29,199.16
	d.	Dominion Virginia Power	\$390,664.71
	e.	MBF Industries Inc.	<u>\$174,774.56</u>
		<b>Total</b>	<b><u>\$925,891.13</u></b>
<b>09/04/2012</b>	a.	REW Corporation	\$ 59,217.20
	b.	Draper Aden Associates	\$ 20,628.00
	c.	Clark Nexsen	\$ 13,937.28
	d.	Excel Paving Corporation	\$ 32,684.00
	e.	Excel Paving Corporation	\$ 57,759.33
	f.	Excel Paving Corporation	\$ 12,132.50
	g.	Sungard Public Sector	<u>\$ 19,335.43</u>
		<b>Total</b>	<b><u>\$215,693.74</u></b>
<b>10/02/2012</b>	a.	Blair Brothers, Inc. (Revised)	\$ 14,352.91
	b.	Draper Aden Associates	\$ 27,480.20
		Additional Invoices Received after Committees	
	a.	Southern Dodge (budgeted vehicle)	\$ 23,474.00
	b.	Sydnor Hydro	<u>\$ 10,926.00</u>
		<b>Total</b>	<b><u>\$ 76,233.11</u></b>
<b>11/06/2012</b>	a.	Draper Aden Associates	\$ 30,459.20
	b.	Caldwell Tanks	\$ 24,996.41
	c.	REW Corporation	\$ 59,217.20
	d.	REW Corporation	\$119,216.00
	e.	Lewis Construction of Virginia	\$ 47,602.15
	f.	Colonial Webb Contractors	<u>\$ 70,924.00</u>
		<b>Total</b>	<b><u>\$352,414.96</u></b>
<b>12/04/2012</b>	a.	Dixon Hughes Goodman	\$ 18,000.00
	b.	Draper Aden Associates	\$ 44,275.00
		Additional Invoice	
	c.	Excel Paving Corporation	<u>\$ 61,849.65</u>
			<b><u>\$124,124.65</u></b>

**Total Invoices Requiring Town Council's approval for 2012 = \$4,427,190.10**

## **LEASE**

**03/06/2012** Motion to Authorize Sublease of 315 Main Street for One Year to American Attic Retail Store. Motion passed.

**10/02/2012** Motion to Renew Lease Agreement Between the Town of Smithfield and Trinity Methodist Church for Use of Parking Lot for Public Purposes. Motion passed.

12/04/2012 Motion to Extend Lease Agreement with Smithfield Packing Company for 315 Main Street for One Additional Year. Motion passed.

### **MEETINGS HELD BY TOWN COUNCIL:**

**01/03/2012** Regular Town Council Meeting

**02/07/2012** Regular Town Council Meeting

**03/06/2012** Regular Town Council Meeting

**04/03/2012** Regular Town Council Meeting

**05/01/2012** Regular Town Council Meeting

**06/05/2012** Regular Town Council Meeting

**06/25/2012** Continued Town Council Regular Meeting

**07/02/2012** Regular Town Council Meeting

**08/07/2012** Regular Town Council Meeting

**09/04/2012** Regular Town Council Meeting

**10/02/2012** Regular Town Council Meeting

**11/06/2012** Regular Town Council Meeting

**12/04/2012** Regular Town Council Meeting

### **MISCELLANEOUS:**

**01/03/2012** Motion to Authorize Find and Fix Repairs Located at 117 North Church Street. Motion passed.

**01/03/2012** Motion to Renew Leases for 315 Main Street and 224 Main Street. Motion passed.

**02/07/2012** Motion to Approve the Town of Smithfield to Host an Earth Day Saturday, April 28<sup>th</sup> at Windsor Castle Park as our "Great American Cleanup Event" as Requested by Hampton Roads Planning District Commission. Motion passed.

- 02/07/2012** Old Business: Discussion was Held on Fire and Rescue Budgeted Expenses.
- 03/06/2012** Motion to Authorize the Town Manager to Submit a Letter to Virginia Department of Game and Inland Fisheries to Extend Urban Archery Season. Motion passed.
- 03/06/2012** Motion to Allow the Smithfield Women's Club to place 100 Pinwheels and a Sign at the Intersection of South Church Street and Route 10 Bypass During the Month of April in Support of Child Abuse Prevention Month. Motion passed.
- 03/06/2012** Motion to Allow Smithfield on the Move to Apply for Virginia Foundation for Healthy Youth Grant and Obici Healthcare Foundation – Round 11 Grant. Motion passed.
- 03/06/2012** Motion to Amend the Town's Pay and Classification Plan to reclassify the Police Captain position to Assistant Chief of Police. Motion passed.
- 04/03/2012** Motion to Authorize the Town Manager to Amend Our Current Backflow Prevention Program to allow for Water Shut Off as a Final Means of Enforcement. Motion passed.
- 04/03/2012** Motion to Authorize the Town Manager to Purchase Budgeted Public Works Truck with the State Contract Pricing of \$24,974.72. Motion passed.
- 05/01/2012** Motion to Allow the Planning Commission Meeting Scheduled for March 2012 be Moved or Cancelled to Allow the Smithfield Center to be Rented for Three Day Conference. Motion passed.
- 05/01/2012** Motion to Request Taste of Smithfield Landscaping Island Revision. Motion passed.
- 06/05/2012** Motion to Authorize Excel Paving Corporation's Change Order for Boring Additional Five 4" Conduits. Motion passed.
- 06/25/2012** Motion to Authorize the Purchase Replacement Police Patrol Vehicle. Motion passed.
- 06/25/2012** Motion to Amend Town's Personnel Policy Manual – Pay and Classification Plan. Motion passed.
- 07/02/2012** Motion to Authorize the Extension of Negotiation Period until September 15<sup>th</sup>, 2012 for the Windsor Castle Proposal. Motion passed.
- 07/02/2012** Motion to Approve the Line of Credit at Farmers Bank to Assist with the South Church Streetscape Project Until Reimbursement is received. Motion passed.
- 08/07/2012** Motion to Authorize the Town Manager to Submit Second Grant Request to the Obici Healthcare Foundation and to Issue a New RFP for Consultant Services in Regards to the Smithfield on the Move Initiative. Motion passed.

- 08/07/2012** Updates on South Church Street, John Rolfe Drive Turn Lane, and Luter/Thomas and North Church Street given by Mr. Hopkins.
- 09/04/2012** Motion to Authorize Water Shut-off by Lewis Construction of Virginia in the Riverview Neighborhood on September 26, 2012. Motion passed.
- 09/04/2012** Motion to Change September Committee Meetings September 17<sup>th</sup> and 18<sup>th</sup> Due to VML Annual Conference being Held September 23<sup>rd</sup> thru 25<sup>th</sup>. Motion passed.
- 10/02/2012** Motion to Approve Request from Vico Construction Corporation to shut-off Water to Connect to Harvest Fellowship Baptist Church on Battery Park Road, October 15<sup>th</sup>, 2012. Motion passed.
- 10/02/2012** Motion to Award John Rolfe Turn Lane Project to Blair Brothers, Inc. Motion passed.
- 10/02/2012** Motion to Set Personal Property Tax Relief Rate. Motion passed.
- 10/02/2012** Status of Town/County Fiscal Year 2012 True-up. Motion passed.
- 10/02/2012** Motion to Enter into Negotiations and a Contract with Ms. Judy Begland for the Sale Price of \$100,000.00 for 224 Main Street. Motion passed.
- 10/02/2012** Motion to Authorize the Town Attorney and Town Manager to Enter into a Contract with Ms. Carolyn Burke for the Sale of 220 Main Street for the Sum of \$100,000.00. Motion passed.
- 10/02/2012** Motion to Extend the Negotiating Contract on the Windsor Castle RFP with Dr. Weiss for Six Months. Motion passed.
- 11/06/2012** Motion to Pay Budgeted Contribution to Western Tidewater Free Clinic in the Amount of \$25,000.00. Motion passed.
- 11/06/2012** Motion to Request Rising Star Account to be Closed and Open an Escrow Bank Account for Future Capital Improvements at the Reverse Osmosis Plant. Motion passed.
- 11/06/2012** Motion to Accept VDOT's Recommendation for the Intersection improvements at Thomas/Luter and North Church Street. Motion passed.
- 11/06/2012** Motion to Accept Ownership of the Eight Porcine Statuary. Motion passed.
- 11/06/2012** Motion to Allow Commemorative Brick Program by the Veterans of Foreign Wars. Motion passed.
- 11/06/2012** Dedication and Placement of George Washington Statue to the Town from Mr. Joseph W. Luter, III.

- 12/04/2012** Motion to Authorize the Town Manager to Negotiate a Contract with Draper Aden Associates and Kimley-Horn for Annual Engineering Services and Buchart Horn, Inc. for On Call Engineering Services for the Reverse Osmosis Plant. Motion passed.
- 12/04/2012** Motion to Authorize Water Line Easement for Smithfield Ice Cream Parlor / Public Restrooms. Motion passed.
- 12/04/2012** Motion to Approve 2012 Christmas Holiday Schedule, December 24<sup>th</sup> and 25<sup>th</sup>, Town Administrative Offices will be Closed. Motion passed.
- 12/04/201** Motion to Approve Meeting Date Change for the January 2013 Town Council Meeting to Wednesday, January 2<sup>nd</sup>, 2013.
- 12/04/2012** Motion to Approve the 2013 Meeting Schedule as Proposed. Motion passed.
- 12/04/2012** Motion to Approve Windsor Castle Park Playground Design Contribution of \$6,000. Motion passed.

## **ORDINANCES:**

- 01/03/2012** Ordinance to Amend the Town Code to Revise and Establish Service Charges for Water and Sewer Utilities with the Town. Motion passed.
- 04/03/2012** Ordinance to Amend the Town Code that Prohibits Skateboarding and Skating on Luter Drive during the hours of 7:00 a.m. until 6:00 p.m. Monday through Friday. Motion passed.
- 06/05/2012 Ordinance was passed to Adopt a 1% Meals Tax Increase Designated to the Pinewood Heights Relocation Project.
- 07/02/2012** Adopt the Ordinance to Set Forth the Local Guidelines for Urban Archery Season. Motion passed.
- 08/07/2012** Ordinance to Amend the Town Code to Include Repeat Offender Fines for Vegetation Violations. Motion passed.
- 12/04/2012** Ordinance to Amend Town Code in Regards to Firearms Regulations. Motion passed.

## **PUBLIC COMMENTS:**

- 03/06/2012** Ms. Connie Rhodes. Chamber of Commerce. Ms. Rhodes was present to discuss the Monday meetings they have in reference to South Church Street Beautification.

- 03/06/2012** Ms. Connie Rhodes. Chamber of Commerce. Ms. Rhodes was present to discuss the update on America in Bloom.
- 03/06/2012** Ms. Nicole Haga. 249 Lane Crescent. Ms. Haga was present to ask the Town Council to consider leasing 315 Main Street for American Attic Retail Store.
- 03/06/2012** Ms. Andrea Yonek. 925 Andrews Crossing. Ms. Yonek was present to ask the Town Council to consider leasing 315 Main Street for American Attic Retail Store.
- 06/05/2012** Mr. Hoeflaak. Mr. Hoeflaak with Excel Paving Corporation was present to give an update on South Church Streetscape Project
- 08/07/2012** Mr. Jason Stalling, Chief of the Smithfield Volunteer Fire Department. Mr. Stallings was present to ask Council to consider helping with funding the repairs to a fire truck.
- 08/07/2012** Mr. Dick Grice. 415 Murfield. Mr. Grice was present to discuss his concerns about extending Town Water and Sewer Utilities to the County for a new rescue facility.
- 09/04/2012** Mr. Dick Grice. 415 Murfield. Mr. Grice was present to discuss his concerns about extending Town Water and Sewer Utilities to the County for the new Rescue Squad Facility on Great Springs Road.
- 10/02/2012** Mr. John Edwards. Mr. Edwards was representing Historic Smithfield's Board of Directors. Mr. Edwards was present to discuss that the local chapter and Historic Smithfield have agreed to partner in this to bring the ownership of the Courthouse home to Smithfield under the umbrella of Historic Smithfield.
- 10/02/2012** Dr. Lanny Hinson. Dr. Hinson was present to thank the town for being supportive of the old courthouse.
- 10/02/2012** Mr. Rashard Wright. Mr. Wright was present to give a presentation regarding the launching of the new iPads in Isle of Wight Public Schools.
- 11/06/2012** Mrs. Broadwater. Mrs. Broadwater was present to give a presentation regarding the Western Tidewater Free Clinic.

**PUBLIC HEARINGS: REZONING APPLICATIONS/ MISCELLANEOUS:**

- 01/03/2012** Public Hearing: Amend Chapter 82, Section 82 – 92 of the Code of the Town of Smithfield to Revise and Establish Service Charges for Water and Sewer Utilities Within the Town.
- 02/07/2012** Public Hearing: Disposition of Real Property at 220 Main Street.

- 06/05/2012** Public Hearing: 1% Meals Tax Increase.
- 06/05/2012** Public Hearing: Adoption of Amended Budget for FY 2011/2012.
- 06/05/2012** Public Hearing: Proposed Budget for FY 2012/2013.
- 10/02/2012** Public Hearing: Disposition of Real Property at 224 Main Street.

## **REQUEST FOR PROPOSALS**

- 02/07/2012** Water Storage Tank Field Coating and field Weld Inspections Services
- 04/03/2012** Motion to Authorize the Town Manager to Re-Issue Request for Proposals (RFP) for 117 North Church Street. Motion passed.
- 05/01/2012** Motion to Authorize the Town Manager to Advertise Request for Proposals (RFP) for Vehicle Maintenance Services. Motion passed.
- 06/05/2012** Motion to Authorize the Town Manager to Extend the Request for Proposals (RFP) for 117 North Church Street for Additional Sixty Days. Motion passed.
- 08/07/2012** Motion to Authorize the Town Manager to Issue a Request for Proposals (RFP) for the Lease or Sale of Town Property located at 224 Main Street. Motion passed.
- 09/04/2012** Motion to Accept RFP Proposal for Vehicle Maintenance from Dave's Service Center. Motion passed.
- 09/04/2012** Motion to Authorize Town Manager to issue a Request for Proposals for Annual Engineering Consulting Services. Motion passed.
- 09/04/2012** Motion to Accept RFP from Gina Ippolito and Mary Mitchell for Consultant Services for the Smithfield on the Move Community Wellness Initiative. Motion passed.

## **RESOLUTIONS / PROCLAMATIONS:**

- 01/03/2012** Resolution to Commemorate and Support the Bicentennial of the American War of 1812 in Virginia. Motion passed.
- 02/07/2012** Proclamation Black History.
- 02/07/2012** Proclamation Declaring February "Love Our Park Month"

- 02/07/2012** Resolution to Approve Street Closure and/or Traffic Assistance for Smithfield Sprint Triathlon to be held March 31<sup>st</sup>, 2012. Motion passed.
- 03/06/2012** Resolution to Approve Street Closure and/or Traffic Assistance for Mustang Car Show to be held May 12<sup>th</sup>, 2012. Motion passed.
- 03/06/2012** Resolution to Approve Street Closure for Olden Days and Grand Re-Opening of Church Street Beautification to be held June 29<sup>th</sup> and June 30<sup>th</sup>, 2012. Motion passed.
- 03/06/2012** Resolution to Approve Street Closure for a Portion of Main Street to Allow Filming by Pickleman Productions to be held April 23<sup>rd</sup>, 2012 from 2:00 to 5:00 p.m. Motion passed.
- 03/06/2012** Resolution to Authorize the Town Treasurer to Renew the Line of Credit with Towne Bank for the Pinewood Heights Relocation Project. Motion passed.
- 04/03/2012** Proclamation Declaring April 28<sup>th</sup> as YMCA Healthy Kids Day.
- 04/03/2012** Resolution to Allow the Town of Smithfield to Participate in a Proposed Study of Regionalization of Sanitary Sewer Assets. Motion passed.
- 05/01/2012** Proclamation Declaring May 19<sup>th</sup> through May 25<sup>th</sup>, 2012 as National Boat Safety Week.
- 06/05/2012** Resolution to Adopt Employer Retirement Contribution Rate Election of the Virginia Retirement System (VRS). Motion passed.
- 06/05/2012** Resolution to Phase in Virginia Retirement System Member Contributions Over Five Years. Motion passed.
- 06/05/2012** Resolution to Authorize Annual Fireworks Display at Clontz Park on July 3<sup>rd</sup>, 2012 and Cost Sharing (\$2,000). Motion passed.
- 06/05/2012** Resolution to Authorize the Town Manager to Apply for Virginia Department of Conservation and Recreation (DCR) Dam Safety Grant. Motion passed.
- 06/05/2012** Resolution to Move Town Council Meeting Scheduled for Tuesday July 3<sup>rd</sup> to Monday July 2<sup>nd</sup> due to Fourth of July Activities at the Smithfield Center. Motion passed.
- 06/25/2012** Resolution to Adopt Budget for Fiscal Year 2012/2013. Motion passed.
- 07/02/2012** Proclamation in Support of “National Night Out” on August 7<sup>th</sup>.
- 07/02/2012** Motion to Adopt Appropriation Resolution to Carry Forward and Restrict Funds Appropriated in Fiscal Year 2011/2012. Motion passed.

- 07/02/2012** Motion to Adopt Appropriation Resolution for Funds for Fiscal Year 2012/2013, Effective July 1<sup>st</sup>, 2012. Motion passed.
- 08/07/2012** Resolution to Accept the Concept and Gift of Public Restrooms located at 206 Main Street. Motion passed.
- 08/07/2012** Resolution in Support of Extending Town Water and Sewer Utilities to the New Rescue Squad Facility on Great Springs Road. Tabled.
- 08/07/2012** Resolution to Finance HVAC System through Farmers Bank. Motion passed.
- 09/04/2012** Resolution for Street Closure Request for Smithfield High School Homecoming Parade, October 26, 2012. Motion passed.
- 09/04/2012** Resolution to Authorize Adoption of Town Wide Speed Limit Recommendations. Motion passed.
- 09/04/2012** Resolution in Support of Extending Town Water and Sewer Utilities to the New Rescue Squad Facility on Great Springs Road. Motion passed.
- 10/02/2012** Resolution for Street Closure request for Ruritan Annual Car Show in Conjunction with Town and Country Days, Saturday, October 13<sup>th</sup>, 2012. Motion passed.
- 10/02/2012** Resolution for Street Closure/Traffic Assistance for 11<sup>th</sup> Annual Hog Jog Race, Saturday, October 13<sup>th</sup>, 2012. Motion passed.
- 10/02/2012** Resolution for Street Closure/Traffic Assistance for Zombie Walk for Polio on Saturday, October 20<sup>th</sup>, 2012. Motion passed.
- 10/02/2012** VML Resolution Supporting Restoration Funding for Aid to Localities. Motion passed.
- 11/06/2012** Resolution in Support of the Crime Prevention Community Program. Motion passed.
- 11/06/2012** Regional Resolution in Support of Passenger Rail Service. Motion passed.

## **OTHER ITEMS OF INTEREST:**

### **SURPLUS PROPERTY:**

Govdeals.com continues to be a good way to sale the town's surplus items.

<b>Govdeals:</b>	<b>Fee for service:</b>	<b>Revenue:</b>
2009	\$ 356.60	\$ 4,621.33
2010	\$ 24.39	\$ 218.00
2011	\$ 463.03	\$ 5,829.01
<b>2012</b>	<b>\$1,076.74</b>	<b>\$13,218.35</b>

### **NEWSLETTER EXPENSE REPORT:**

<b>2011</b>	<b>John Henry Printing</b>	<b>Postage</b>	<b># of copies</b>
Spring	\$1,460.00	\$634.69	3,200
Fall	\$1,500.00	\$648.19	3,200
	<hr/>	<hr/>	
	\$2,960.00	\$1,282.88	

**GRAND TOTAL = \$ 4,242.88**

<b>2012</b>	<b>John Henry Printing</b>	<b>Postage</b>	<b># of copies</b>
Spring	\$1,500.00	\$ 668.96	3,200
Fall	\$1,500.00	\$ 672.11	3,200
	<hr/>	<hr/>	
	\$3,000.00	\$1,341.07	

**GRAND TOTAL = \$ 4,341.07**

### **PROJECT STATUS REPORTS:**

Attached are project status reports on several of the town's current undertakings:

- Downtown Revitalization Project: South Church Street Beautification
- Pinewood Heights Relocation CDBG Project



RESOLUTION  
AMENDED BUDGET FOR FISCAL YEAR 2011-2012

WHEREAS, the Town Council, through its staff and finance committee, has prepared an amended budget for Fiscal Year 2011-2012; and,

WHEREAS, the budget has been advertised in accordance with the law and a public hearing was held at the regular meeting of Town Council on June 5, 2012; and,

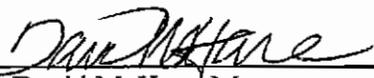
WHEREAS, after hearing public comment, the finance committee and the Town Manager have recommended adoption of the proposed amended budget for the 2011-2012 fiscal year; and,

WHEREAS, the revised budget, a copy of which is attached hereto as Exhibit "A", properly reflects the revenues and expenditures for Fiscal Year 2011-2012.

NOW, THEREFORE, BE IT RESOLVED that the amended budget for Fiscal Year 2011-2012, and attached hereto as Exhibit "A" is hereby adopted; and

Adopted this 5<sup>TH</sup> day of June, 2012.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By   
David M. Hare, Mayor

ATTEST:

  
Clerk

TOWN OF SMITHFIELD  
GENERAL GOVERNMENT BUDGET

Amended

REVENUE

	Adopted Budget FY 2011/2012	Proposed Budget Revisions FY 2011/2012	% Increase (Decrease)
<b>Revenue from Local Sources</b>			
Real Estate	1,737,000	1,747,000	0.58%
Personal Property	900,000	806,000	-10.44%
Penalties and Interest	32,315	34,490	6.73%
<b>Total Revenues from Local Sources</b>	2,669,315	2,587,490	-3.07%
<b>Other Local Taxes</b>			
Franchise	137,620	137,620	0.00%
Sales	259,000	275,000	6.18%
Utility	200,000	189,500	-5.25%
Meals tax-4%	776,000	776,000	0.00%
Meals tax-1% (special projects)	194,000	194,000	0.00%
Cigarette	140,000	120,000	-14.29%
Transient Occupancy	130,000	140,000	7.69%
Short term rental tax	1,300	1,300	0.00%
Rolling stock	25	25	0.00%
Consumption	51,000	46,000	-9.80%
Communications Tax	258,000	238,000	-7.75%
<b>Total other local taxes</b>	2,146,945	2,117,445	-1.37%
<b>Licenses</b>			
Privilege Licenses	338,800	314,900	-7.05%
Permits	14,985	17,660	17.85%
Vehicle Licenses	130,000	130,030	0.02%
<b>Total Licenses, permits and privilege fees</b>	483,785	462,590	-4.38%
Fines	71,000	57,000	-19.72%
Revenue from use of money and property	168,935	340,007	101.26%
Other Revenue	5,600	24,400	335.71%
Revenue from Commonwealth of Virginia	204,058	272,037	33.31%
Revenue from Federal Government	991,095	1,941,542	95.90%
<b>Other Financing Sources</b>			
Contributions	765,341	995,876	30.12%
Insurance Recoveries	-	16,500	100.00%
Reserve Funds			
Restricted Reserves-Beautification	596,524	938,067	57.26%
Operating Reserves	-	399,079	100.00%
Capital Lease Acquisition	50,000	-	-100.00%
<b>Total other financing sources</b>	1,411,865	2,349,522	66.41%
<b>Total General Funds Revenues</b>	8,152,598	10,152,033	24.53%
Road Maintenance	951,555	986,707	3.69%
From State Highway Grant Carryforward	-	137,812	100.00%
<b>GRAND TOTAL</b>	9,104,153	11,276,552	23.86%

EXPENDITURES

	Adopted Budget FY 2011/2012	Proposed Budget Revisions FY 2011/2012	% Increase (Decrease)
<b>Operating Expenses</b>			
General Government	480,220	494,977	3.07%
Treasurer	318,705	339,222	6.44%
Public Safety	2,419,665	2,451,836	1.33%
Public Engineering & Public Works	820,858	889,123	8.32%

Public Buildings	140,77	166,775	18.52%
Community Development	302,76	518,291	71.19%
Parks, Recreation and Cultural	563,520	640,121	13.59%
Debt Service	70,076	52,976	-24.40%
<b>Total Operating Expenses</b>	<b>5,116,526</b>	<b>5,553,321</b>	<b>8.54%</b>
<b>Capital Outlay</b>			
Public Safety	112,000	283,000	152.68%
Planning, Engineering & Public Works	1,998,069	3,530,776	76.71%
Public Buildings	439,705	430,836	-2.06%
Parks, Recreation and Cultural	20,000	20,000	0.00%
Community Development	-	334,300	100.00%
<b>Total Capital Outlay</b>	<b>2,569,774</b>	<b>4,598,712</b>	<b>78.95%</b>
<b>Other Financing Uses</b>			
Community Development Reserves	359,041		
Operating Reserves	107,257	-	-100.00%
<b>Total Other Financing Uses</b>	<b>466,298</b>	<b>-</b>	<b>-100.00%</b>
<b>Total General Funds Expenses</b>	<b>8,152,598</b>	<b>10,152,033</b>	<b>24.53%</b>
<b>Road Maintenance</b>	<b>951,555</b>	<b>1,124,519</b>	<b>18.18%</b>
<b>GRAND TOTAL</b>	<b>9,104,153</b>	<b>11,276,552</b>	<b>23.86%</b>

**TOWN OF SMITHFIELD  
WATER AND SEWER BUDGET**

	Adopted Budget FY 2011/2012	Proposed Budget Revisions FY 2011/2012	% Increase (Decrease)
<b>Operating Revenue</b>			
Charges for services-water	817,850	860,630	5.23%
Charges for services-sewer	669,500	612,000	-8.59%
Water Debt Service Revenue	401,000	403,640	0.66%
Sewer Compliance Revenue	488,255	488,255	0.00%
Connection fees-water	13,200	11,280	-14.55%
Connection fees-sewer	31,600	30,790	-2.56%
Application fees-water	5,000	5,000	0.00%
Miscellaneous -water	500	800	60.00%
Miscellaneous-sewer	500	2,500	400.00%
<b>Total Operating Revenue</b>	<b>2,427,405</b>	<b>2,414,895</b>	<b>-0.52%</b>
<b>Operating Expenses</b>			
Water	1,216,678	1,167,163	-4.07%
Sewer	603,846	587,919	-2.64%
<b>Total Operating Expenses</b>	<b>1,820,524</b>	<b>1,755,082</b>	<b>-3.59%</b>
<b>Operating Income before bad debt, depreciation and smortzation expense</b>	<b>606,881</b>	<b>659,813</b>	<b>8.72%</b>
Bad Debt Expense-Water	5,300	5,300	0.00%
Bad Debt Expense-Sewer	2,400	2,400	0.00%
Depreciation and Amortization Expense-Water	309,400	330,000	6.66%
Depreciation and Amortization Expense-Sewer	448,620	448,620	0.00%
<b>Total Bad Debt and Depreciation Expense</b>	<b>765,720</b>	<b>786,320</b>	<b>2.69%</b>
<b>Operating Income (Loss)</b>	<b>(158,839)</b>	<b>(126,507)</b>	<b>-20.36%</b>
<b>Nonoperating revenue (expenses)</b>			
Avallability Fees-Water	54,400	53,480	-1.69%
Avallability Fees-Sewer	82,400	78,900	-4.25%

Pro-rata Share Fees-Water	-	4,000	100.00%
Pro-rata Share Fees-Sewer	-	4,000	100.00%
Insurance Reimbursements-Sewer	-	2,438	100.00%
Interest Revenue-Water	5,925	9,000	51.90%
Interest Revenue-Sewer	3,250	6,500	100.00%
Interest Expense-Water	(121,700)	(142,553)	17.13%
Interest Expense-Sewer	(46,515)	(46,515)	0.00%
<b>Total Nonoperating revenue (expenses)</b>	<b>(22,240)</b>	<b>(30,750)</b>	<b>38.26%</b>
<b>Income (loss) before contributions</b>	<b>(181,079)</b>	<b>(157,257)</b>	<b>-13.16%</b>
<b>Capital Contributions-Sewer</b>	<b>19,700</b>	<b>19,700</b>	<b>0.00%</b>
<b>Income (loss) after contributions</b>	<b>(161,379)</b>	<b>(137,557)</b>	<b>-14.76%</b>

**Notes to financials**

- 1) Income loss is funded by prior year operating reserves.
- 2) Availability fees are moved to escrow funds and used to pay for capital construction and improvements
- 3) Pro-rata share fees are moved to escrow funds and used to pay for capital construction and improvements motivated by growth.
- 4) Water Debt Service revenues and Sewer Compliance revenues are moved to escrow accounts and used to pay debt on the RO plant and expenses for the sewer consent order.
- 5) Principal payments to be funded from income and debt service revenues for 2012 are:

Water Debt Service Principal	159,450	231,980	45.49%
Sewer Debt Service Principal	70,550	70,550	0.00%
- 6) Total capital expenditures to be funded from income, loan funds, and escrow funds are:

Water Capital expenses	1,265,250	1,314,934	3.93%
Sewer Capital expenses	1,017,750	791,918	-22.19%

**RESOLUTION  
BUDGET FOR FISCAL YEAR 2012-2013**

WHEREAS, the Town Council, through its staff and finance committee, has prepared a budget for Fiscal Year 2012-2013; and,

WHEREAS, the budget has been advertised in accordance with the law and a public hearing was held at the regular meeting of Town Council on June 5, 2012; and,

WHEREAS, the budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2012-2013; and,

NOW, THEREFORE, BE IT RESOLVED that the budget for Fiscal Year 2012-2013, and attached hereto as Exhibit "A" is hereby adopted.

Adopted this 25<sup>th</sup> day of June, 2012.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By   
David M. Hare, Mayor

ATTEST:

  
Clerk

TOWN OF SMITHFIELD			
CENTRAL GOVERNMENT BUDGET			
REVENUE			
	Proposed Budget Revisions FY 2011/2012	Proposed Budget FY 2012/2013	% Increase (Decrease)
<b>Revenue from Local Sources</b>			
Real Estate	1,747,000	1,673,955	-4.18%
Personal Property	806,000	822,000	1.99%
Penalties and Interest	34,490	32,290	-6.38%
<b>Total Revenues from Local Sources</b>	<b>2,587,490</b>	<b>2,528,245</b>	<b>-2.29%</b>
<b>Other Local Taxes</b>			
Franchise	137,620	139,245	1.18%
Sales	275,000	275,000	0.00%
Utility	189,500	189,500	0.00%
Meals tax-4%	776,000	776,000	0.00%
Meals tax-1% (special projects)	194,000	194,000	0.00%
Cigarette	120,000	130,000	8.33%
Transient Occupancy	140,000	140,000	0.00%
Short term rental tax	1,300	1,300	0.00%
Rolling stock	25	25	0.00%
Consumption	46,000	46,000	0.00%
Communications Tax	238,000	238,000	0.00%
<b>Total other local taxes</b>	<b>2,117,445</b>	<b>2,129,070</b>	<b>0.55%</b>
<b>Licenses</b>			
Privilege Licenses	314,900	314,500	-0.13%
Permits	17,660	13,860	-21.52%
Vehicle Licenses	130,030	130,000	-0.02%
<b>Total Licenses, permits and privilege fees</b>	<b>462,590</b>	<b>458,360</b>	<b>-0.91%</b>
<b>Fines</b>	<b>57,000</b>	<b>57,000</b>	<b>0.00%</b>
Revenue from use of money and property	340,007	161,605	-52.47%
Other Revenue	24,400	51,095	109.41%
Revenue from Commonwealth of Virginia	268,023	219,710	-18.03%
Revenue from Federal Government	1,941,542	638,020	-67.14%
<b>Other Financing Sources</b>			
Contributions	995,876	5,300	-99.47%
Insurance Recoveries	16,500	-	-100.00%
<b>Reserve Funds</b>			
Restricted Reserves-Beautification	938,067	-	-100.00%
Operating Reserves	403,093	474,086	17.61%
<b>Total other financing sources</b>	<b>2,353,536</b>	<b>479,386</b>	<b>-79.63%</b>
<b>Total General Funds Revenues</b>	<b>10,152,033</b>	<b>6,722,491</b>	<b>-33.78%</b>
<b>Road Maintenance</b>	<b>986,707</b>	<b>986,707</b>	<b>0.00%</b>
<b>From State Highway Grant Carryforward</b>	<b>137,812</b>	<b>-</b>	<b>-100.00%</b>
<b>GRAND TOTAL</b>	<b>11,276,552</b>	<b>7,709,198</b>	<b>-31.64%</b>
EXPENDITURES			
	Proposed Budget Revisions FY 2011/2012	Proposed Budget FY 2012/2013	% Increase (Decrease)
<b>Operating Expenses</b>			
General Government	494,977	507,609	2.55%
Treasurer	339,222	411,065	21.18%
Public Safety	2,451,836	2,373,645	-3.19%
Planning, Engineering & Public Works	889,123	857,023	-3.61%
Public Buildings	166,775	101,500	-39.14%
Community Development	518,291	968,046	86.78%
Parks, Recreation and Cultural	640,121	636,143	-0.62%
Debt Service	52,976	58,905	11.19%
<b>Total Operating Expenses</b>	<b>5,553,321</b>	<b>5,913,936</b>	<b>6.49%</b>
<b>Capital Outlay</b>			
Public Safety	283,000	98,000	-65.37%
Planning, Engineering & Public Works	3,530,776	-	-100.00%

<b>Public Buildings</b>	430,636	-	-100.00%
<b>Parks, Recreation and Cultural</b>	20,000	24,000	20.00%
<b>Community Development</b>	334,300	686,555	105.37%
<b>Total Capital Outlay</b>	4,598,712	808,555	-82.42%
<b>Total General Funds Expenses</b>	10,152,033	6,722,491	-33.78%
<b>Road Maintenance</b>	1,124,519	986,707	-12.26%
<b>GRAND TOTAL</b>	11,276,552	7,709,198	-31.64%

**TOWN OF SMITHFIELD  
WATER AND SEWER BUDGET**

	Proposed Budget Revisions FY 2011/2012	Proposed Budget FY 2012/2013	% Increase (Decrease)
<b>Operating Revenue</b>			
Charges for services-water	860,630	1,552,204	80.36%
Charges for services-sewer	612,000	812,935	32.83%
Water Debt Service Revenue	403,640	403,640	0.00%
Sewer Compliance Revenue	488,255	490,425	0.44%
Connection fees-water	11,280	9,900	-12.23%
Connection fees-sewer	30,790	23,700	-23.03%
Application fees-water	5,000	5,000	0.00%
Miscellaneous -water	800	500	-37.50%
Miscellaneous-sewer	2,500	500	-80.00%
<b>Total Operating Revenue</b>	<b>2,414,895</b>	<b>3,298,804</b>	<b>36.60%</b>
<b>Operating Expenses</b>			
Water	1,167,163	1,306,354	11.93%
Sewer	587,919	601,294	2.27%
<b>Total Operating Expenses</b>	<b>1,755,082</b>	<b>1,907,648</b>	<b>8.69%</b>
<b>Operating income before bad debt, depreciation and amortization expense</b>	<b>659,813</b>	<b>1,391,156</b>	<b>110.84%</b>
<b>Bad Debt Expense-Water</b>			
Bad Debt Expense-Water	5,300	5,300	0.00%
<b>Bad Debt Expense-Sewer</b>			
Bad Debt Expense-Sewer	2,400	2,400	0.00%
<b>Depreciation and Amortization Expense-Water</b>			
Depreciation and Amortization Expense-Water	330,000	348,000	5.45%
<b>Depreciation and Amortization Expense-Sewer</b>			
Depreciation and Amortization Expense-Sewer	448,620	465,000	3.65%
<b>Total Bad Debt and Depreciation Expense</b>	<b>786,320</b>	<b>820,700</b>	<b>4.37%</b>
<b>Operating income (Loss)</b>	<b>(126,507)</b>	<b>570,456</b>	<b>-550.93%</b>
<b>Nonoperating revenue (expenses)</b>			
Availability Fees-Water	53,480	40,800	-23.71%
Availability Fees-Sewer	78,900	61,800	-21.67%
Pro-rata Share Fees-Water	4,000	-	
Pro-rata Share Fees-Sewer	4,000	-	
Insurance Reimbursements-Sewer	2,438		
Interest Revenue-Water	9,000	5,925	-34.17%
Interest Revenue-Sewer	6,500	3,250	-50.00%
Interest Expense-Water	(142,553)	(134,915)	-5.36%
Interest Expense-Sewer	(46,515)	(43,475)	-6.54%
<b>Total Nonoperating revenue (expenses)</b>	<b>(30,750)</b>	<b>(66,615)</b>	<b>116.63%</b>
<b>Income (loss) before contributions</b>	<b>(157,257)</b>	<b>503,841</b>	<b>-420.39%</b>
<b>Capital Contributions-Sewer</b>			
Capital Contributions-Sewer	19,700	20,690	5.03%
<b>Income (loss) after contributions</b>	<b>(137,557)</b>	<b>524,531</b>	<b>-481.32%</b>
<b>Notes to financials</b>			
1) Income loss is funded by prior year operating reserves.			
2) Availability fees are moved to escrow funds and used to pay for capital construction and improvements			
3) Pro-rata share fees are moved to escrow funds and used to pay for capital construction and improvements motivated by growth.			
4) Water Debt Service revenues and Sewer Compliance revenues are moved to escrow accounts and used to pay debt on the RO plant and expenses for the sewer consent order.			
5) Principal payments to be funded from income and debt service revenues for 2012 and 2013 are:			
Water Debt Service Principal	231,980	311,725	34.38%
Sewer Debt Service Principal	70,550	70,550	0.00%
6) Total capital expenditures to be funded from income, loan funds, and escrow funds are:			
Water Capital expenses	1,230,128	21,982	-98.21%
Sewer Capital expenses	791,918	781,982	-1.25%



Attest:

Resley A. Heers  
Clerk

APROPRIATION RESOLUTION  
FISCAL YEAR 2012-2013

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 2012-2013, beginning July 1, 2012:

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, 2012, and ending on the 30th day of June, 2013:

**A. From General Corporate Taxes and Revenue:**

Operating expenses:

For general government	\$507,609
For treasurer	411,065
For public safety	2,373,645
For planning, engineering & public works	857,023
For public buildings	101,500
For community development	968,046
For parks, recreation & cultural	636,143
For debt service	<u>58,905</u>
	Total \$5,913,936

Capital outlay:

For public safety	98,000
For parks, recreation & cultural	24,000
For community development	334,300
For road maintenance	<u>986,707</u>
	Total \$1,795,262

**GRAND TOTAL     \$7,709,198**

**Appropriated for the foregoing expenses from the following sources:**

Taxes:

Real Estate	\$1,673,955
Personal Property	822,000
Penalties & interest	32,290
Franchise	139,245
Sales	275,000
Utility	189,500

Meals-4%	776,000
Meals-1%	194,000
Cigarette	130,000
Transient Occupancy	140,000
Short term rental	1,300
Rolling stock	25
Consumption	46,000
Communications	<u>238,000</u>
Total	\$4,657,315

Licenses:

Privilege licenses	314,500
Permits	13,860
Motor vehicles	<u>130,000</u>
Total	\$458,360

Fines	57,000
Revenue from use of money and property	161,605
Other revenue	51,095
Revenue from Commonwealth of Virginia	219,710
Revenue from Federal Government	<u>638,020</u>
Total	\$1,127,430

Other Financing Sources:

Contributions	5,300
Operating Reserves	474,086
Road maintenance	<u>986,707</u>
Total	\$1,466,093

**Grand Total \$7,709,198**

**B. From Water and Sewer Revenues**

For water operating expenses	\$1,306,354
For sewer operating expenses	601,294
For interest expense-water	134,915
For interest expense-sewer	43,475
For water debt service principal	311,725
For sewer debt service principal	70,550
For water capital expense	21,982
For sewer capital expense	<u>781,982</u>
<b>Grand Total</b>	<b>\$3,272,277</b>

**Appropriated for the foregoing expenses from the following sources:**

Operating revenue:

Charges for services-water	1,552,204
Charges for services-sewer	812,935
Water Debt Service Revenue	403,640
Sewer Compliance Revenue	490,425
Connection fees-water	9,900
Connection fees-sewer	23,700
Application fees-water	5,000
Miscellaneous – water	500
Miscellaneous – sewer	<u>500</u>
Total	\$3,298,804

Non-operating revenue (expenses)

Availability fees-water	40,800
Availability fees-sewer	61,800
Interest revenue-water	5,925
Interest revenue-sewer	3,250
Contribution – capital	<u>20,690</u>
Total	\$132,465

Reserves

Water reserves	(\$242,993)
Sewer reserves	<u>84,001</u>
Total	(\$158,992)

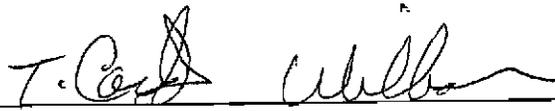
**Grand Total \$3,272,277**

**SUMMARY**

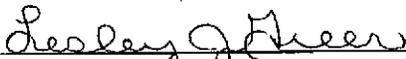
Appropriated from general corporate taxes and revenue	\$7,709,198
Appropriated from water and sewer revenues & reserves	<u>\$3,272,277</u>
TOTAL:	\$10,981,475

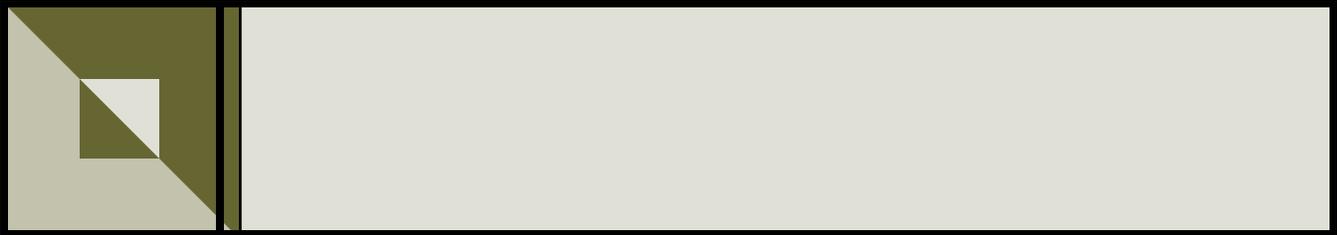
These appropriations shall be effective as of July 1, 2012.

Adopted: July 2, 2012

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
Clerk



**CAPITAL IMPROVEMENT  
PROJECTS**

# **Downtown Revitalization Project**

## **Church Street Beautification**

### **Status Report**

On **January 24, 2012**, at the Public Works Committee the following South Church Street Update was given by Richard Hoeflaak of Excel Paving Corporation: Mr. Hoeflaak stated that as you can see we had a couple weeks delay in getting the detour out. It was in the town's best interest to get that waterline and storm drain out of the main road before we put traffic on top of it along Cedar Street. If it had not been delayed there would have been road closure on Cedar Street as well not to mention we needed to catch up on our asphalt patching. Mr. Hoeflaak stated that he pulled the plug on the patching last Friday because he did not want to delay the detour anymore. The patch and concrete crew have been working as quickly as possible with the traffic that they are dealing with. He stated that there is about two days left of patching. We have already worked it into the schedule to do a variable overlay. This is basically to prep for the final overlay. It will give citizens something smoother to ride on. It will also give the road more stability. Mr. Hoeflaak explained that the problem with the bumps is you have concrete paving under there and that is an issue. When we go and mill the road you only have four inches to begin with then once we scratch it to try and level it there are some spots that are peeling off the concrete pavement. Also when you get the cold freezes at night and then you get a 60° day in January is not helping with these pavement problems. Mr. Hoeflaak stated that he wants traffic to get used to the detour first then they will come back and finish the patching that needs to be done to prep for that variable overlay. He stated the project is on schedule. He has a crew that will be coming in on Saturday. The waterline will be done tomorrow. It was a three week job under the live road; however the guys have done it in three days. He explained that it is an example of how the road being closed will speed the project up. Surveyors will be in tomorrow to lay out the sewer lines. They will get the deep stuff out the way first. Then they will drop back and do storm drains and get the duct banks done 100%. At that time we will be able to bring Verizon and Charter in to install the junction boxes. Once the junction boxes get set that is when we will fine grade for the town's mud slab. At this time things will start to look like things are coming together. Mr. Hoeflaak stated that they have a lot still to do between Cedar Street and Luter Drive but with this detour in place it will move along quickly. Mr. Hoeflaak stated that the HamCam was relocated yesterday. It is now sitting at the corner of Main Street and Church Street. Mr. Hoeflaak asked the Committee not to hold him to it but some of the estimates that were given may be over and some may be under and as a result at this time it looks like the town will save approximately \$138,000 in items that we are not going to spend. He stated that as we get a little closer to the completion date he will be able to present committee with an exact number. Mr. Hoeflaak stated that Excel Paving's number one priority is to get this variable overlay done. This will require the remaining two days of patching. The variable overlay is a speedy process. Once the asphalt is down and rolled about forty-five minutes we can let traffic on that side and we can flop traffic to do the other side of the street. Discussion was held on the continued truck traffic that is coming thorough. Mr. Hoeflaak stated that he is hoping the detour will eliminate some of this truck traffic. Committee asked what the estimated date of completion was. Mr. Hoeflaak stated that at this time they are looking at the second

week of May. Mr. Graham commented on the relief of having both lanes open during the detour. Mr. Hoeflaak stated that Excel Paving's portion would require a total of four days for the street to be alternating traffic once again. It will take two days to complete patching work and two days to do variable overlay. This does not include what closures will be necessary for Dominion Virginia Power to move poles and lines. Mr. Hoeflaak explained that reason for the two week delay for the detour. During the winter holidays asphalt plants take turns shutting down. With Excel Paving being a buyer of asphalt because we do not have our own plant at this time we have to get it from plants that are open. He continued to explain that Virginia Paving where they had been purchasing their asphalt had a part break at eleven in the morning and we could not get asphalt for two or three days. Unfortunately this was when our other supplier was shut down for the holidays. These asphalt suppliers have to be approved by VDOT's standards. Ms. Chapman stated that Committee is aware that things happen but we would like to be kept more informed so that when citizens ask us we know what to tell them. Committee asked staff to look at placing no parking signs along South Mason Street to help with traffic flow during detour. Mr. Hopkins stated that the Town Engineer would take a look at all the signs within the detour to see if more signage is needed. Mayor Hare asked when the Dominion Virginia Power lines would be coming down. Mr. Hoeflaak stated that the lines would come down when the duct bank work is 100%. Verizon and Charter will be called to pull their lines. Still working on issues with vault that is filled with water down near the Smithfield Station. Once this has been taken care of and the vault is at 100% by the Verizon building Verizon and Charter can do their thing to remove their lines from the poles. Dominion Virginia Power can officially take their lines and put them on the new poles. Dominion will be able to come out and set the proposed poles so that will already be done but they will have to come back after Verizon and Charter to transfer their service over. Dominion will also be running their service lines from the houses to get to the new poles because they will know where the location is. This will not require lane closures because they will be working within the owner's property to the right-of-way line. Mr. Hopkins asked Mr. Hoeflaak when he was scheduled to do the storm drain near 113 North Church Street. Mr. Hoeflaak stated that will happen real soon. Mr. Hopkins stated that the town has a gentleman that is purchasing the old Fire Station and is scheduling to start some construction there and would like Excel Paving to coordinate their work for access to that property. Mr. Hoeflaak stated that would not be a problem. He did state that with a project this size it is certain that you will run into hidden things that are not expected. The residents that are already on the new waterline should have noticed that their water pressure has increased significantly. Mr. Hoeflaak stated that his team is doing everything in their power to keep this project on schedule. Committee thanked Mr. Hoeflaak for coming and updating them on the status of the project.

On **February 27, 2012**, at the Finance Committee meeting the following discussion was held: Mr. Graham reported that the good news was we might spend less than first anticipated. The Town Treasurer stated that she was not sure what the original expectations were but there were more funding sources than the town originally anticipated. The town did not know anything about the Federal Formula money that we are eligible for which is \$352,315.00. The Town Manager stated that the original projections were all over the map when we had all of the Dominion Virginia Power lines being buried. The Town Treasurer stated that the good news was that the funding sources that we had available are definitely more than the projected project cost. The Federal Transportation Enhancement Grant in the

amount of \$716,954.00 is available. The Federal formula money is available. This will be the next pot of money the town will use once we have the enhancement grant fund completely depleted. Urban Funds are available; however this will be the last pot of money used. The Town Treasurer stated that the town still expects to receive the additional pledges from Mr. Luter, Historic Smithfield, and private fundraising funds from the residents. The Town Manager stated that town has made a request from Historic Smithfield and it has to go through their Board. He also stated that he will contact Ms. Moore in regards to private funds from residents. Vice Mayor Williams asked if the town has covered the cost of the lines from the poles to the houses. The Town Manager replied yes. Mr. Graham thanked the Town Treasurer for preparing the spreadsheet to show the project costs remaining.

On **February 28, 2012**, at the Public Works Committee the following South Church Street Update was given by Richard Hoeflaak of Excel Paving Corporation: Mr. Hoeflaak was present to give an update on the progress of the project. He stated that they are about 60% done with the storm drain on the detour area. He explained that they have run into all kinds of obstacles underground. They have had to shift the entire storm drain on the other side of the road to try to keep the project going. It has been redesigned and they working through the changes. Unfortunately when you open up an old road you never know what you are going to get. Mr. Hoeflaak also stated that they have had a few setbacks with the utility companies. He stated that Charter Communications is the only one that has been cooperative through the entire process. They have been very willing to work with coordinating a schedule. However Verizon on the other had has been an issue. Mr. Hoeflaak explained that Verizon had these junction boxes that they were going to set in the sidewalk that are about 4 ½ feet tall and 3 feet wide. Staff had a meeting yesterday with Verizon and let them know that we are not accepting these large junction boxes in the middle of the sidewalks. Ms. Chapman asked what the alternative would be. Mr. Hoeflaak stated that they are going to take their four inch conduit and reduce it down to a two inch conduit and take the two inch conduit and reduce it to a 1.25 inch conduit to squeeze it into a small junction box that will be set in the grade. Ms. Chapman asked how many there were. Mr. Hoeflaak stated that there were approximately thirty-two junction boxes. Mr. Hoeflaak stated that last Thursday they went and picked one up from Verizon to see what they looked like and the size because there was no details in the plans. These issues are being worked out to get junction boxes that will hopefully be flush with the ground. The sidewalks are right at the property lines and if we push these in the resident's yards they are not going to be happy. Ms. Chapman asked how this change affects the contract. Mr. Hoeflaak stated that it is a change for Excel Paving to reduce these pipes down and move them outside the sidewalk but not looking at a huge cost. It will be mostly time and material. Mr. Hoeflaak continues to explain that they are doing everything possible to keep project on schedule but they are at the mercy of the utility companies before they can move forward on some things. Dominion Virginia Power has asked Excel Paving not to put sleeves in the ground for the streetlights but he objected to that. In the original plans Excel Paving was asked to provide a ten inch sleeve with a two inch conduit running from the junction box to the sleeve. They stick up eight inches above finished pavers. A cone can be put over that until Dominion Power can come in and put poles up. This will allow Excel Paving to finish paving around the light poles. Ms. Chapman asked who from the town will stay in contact with Dominion Power to make sure they are on the same page as the town getting this project completed. Mr. Hopkins stated that staff and Excel Paving will be meeting with them every week and a half to get update. Ms. Chapman asked if

the project was still on schedule as far as completion end of April. Staff stated it really depends on the utility companies. The Town Manager and Mr. Hopkins are working on providing a better schedule update. There has been a lot of coordinating issues between Dominion Power and Verizon. Mr. Gregory asked if the town had any motivation or incentive that we can hold against Verizon if they do not complete in a timely matter. The Town Attorney stated that there is no alternative so the town is basically at their mercy. Mr. Hoeflaak stated that in most cases utility relocation is done prior to a job being bid. Mr. Hoeflaak stated that other than the issue with the utility companies everything is coming together. The detour should be completed and reopened on schedule at this time. Staff stated the Mr. Hoeflaak will be attending Committee meetings every month with an update until project is complete. Committee thanked Mr. Hoeflaak for coming to give update.

On **March 27, 2012**, at the Public Works Committee the following South Church Street update was given by Richard Hoeflaak of Excel Paving and Bill Sleasman of Dominion Virginia Power: Mr. Hopkins stated that in the last couple of weeks there has been a lot of discussion on the type of street lighting that should be used along the residential portion of the South Church Street Streetscape Project. Mr. Sleasman stated that one of the first questions is can the bulbs be interchanged between different style lamp fixtures. Mr. Sleasman had bulbs to show the difference in the sizes of the bulbs. They cannot be interchanged. Mr. Sleasman stated that the sodium vapor light bulb fits the Carlyle Acorn. He explained that one of the advantages of the metal halide bulb is the uplight is very minimal. He mentioned that when looking at the area that is being lit there are a number of bedrooms that face the street on the second floor. The lighting pattern on these bulbs directs the light to the sidewalks and streets. Mr. Sleasman stated that as far as the patterns go they are very similar. Over a period they both tend to lose their lighting and will need to be changed. Municipal contract calls for an automatic re-lamping every so many years. The Decorative Acorn tends to show up better in inclement weather conditions than the Carlyle Acorn. Mr. Sleasman stated that the primary reason for these lights is to light the sidewalks for public safety. He stated that either fixture would go on the same pole. Ms. Chapman asked if there was a price difference in the cost of the bulbs. Mr. Sleasman replied that the sodium vapor light is more costly. Discussion was held by Committee on which lighting would provide the most public safety. Dr. Cook asked who is responsible for cost of streetlight once installed. Staff was not sure if it would be VDOT or the town since it is a state road. Dr. Cook asked why the town did not look at LED lighting because they are more energy efficient. Staff stated that Dominion Virginia Power does not offer LED streetlights. Mr. Hopkins also stated that in the beginning of the project it was decided that everyone wanted the light fixtures to match as close as possible to what was already on Main Street. The Decorative Acorn is the closest of all the fixtures Dominion Virginia Power offered. Mayor Hare stated that public safety has to take precedence and the Decorative Acorn fixture is designed to limit the amount of uplight while directing the light downward to the sidewalk and streets. Committee agreed to stick with the Decorative Acorn fixture and keep the project moving forward. Mr. Hoeflaak of Excel Paving was present and introduced Mr. Markowski as the superintendent of the project. Mr. Hoeflaak stated that since our last meeting I have to commend Mr. Hopkins because everyone is starting to come together. He stated that the Verizon issue with the large junction boxes has been resolved. The storm drain is 100% except for the additional change order in the old fire station parking lot. There are a few minor meter boxes to adjust when we are coming through with the mud slabs. The detour has been a great help. It has really helped move the project along. Mr. Hoeflaak stated that time wise landscaping is the only real issue. He explained that typically when trees are dug it is in the winter when they are in their dormant season. This year the trees are blooming out in February. He stated that unless the town wants to put bags on the trees to add water on a daily basis he would strongly suggest waiting and planting the trees in the fall. Mr. Hopkins stated that the landscaping is not something that we have

discussed in a lot of detail; however it may need to be discussed in more detail. Mr. Hoeflaak stated that his landscaper is very reasonable and there would be no additional charge to come back out in the fall if the town chooses to go that route. It would be the least maintenance to do it that way. Vice Mayor Williams asked if VDOT would have a say in whether it is deferred to the fall or not. Mr. Hoeflaak stated he did not think so. Usually the one that would have the issue would be the town itself. Mr. Hoeflaak asked when the dead line was to have work completed for grand reopening event. Ms. Winslow replied June 29<sup>th</sup>. Mr. Hoeflaak stated that at this time the pavers should be complete by middle of June. He said they can make that 29<sup>th</sup> deadline but it will take everything in their power to make the project come together. Mr. Markowski stated that right now their underground conduit contractor is working to get all of Verizon's conduit in the ground. They just completed putting the conduits from Verizon vault up by the Verizon building connecting the vault and the building. Now they are down in the Smithfield Station parking lot extending those conduits from the vault to the existing utilities. So all those utilities on the poles can go down underground. Charter Communications has just come back with some minor revisions to their plans. They will be coming in the next two weeks to install the conduits that are required. Excel Paving's conduit contractor is cutting across the road to get the power down off the poles and on pedestal on the north side. The pedestal will then serve all the houses across the street. Mr. Markowski stated that the bottom line is they are putting in all the conduits and Dominion Virginia Power subcontractor is coming in behind us and pulling all the conductors through those conduits and then running all the services to the homes. All the spaghetti you see up in the air is going underground with the exception of the primary on the new poles. The representatives from Dominion Virginia Power and Excel Paving continued to give a detailed update of activities on site of the South Church Street Streetscape Project. Discussion was also held on shutting off power for utility connections to be done. All residents and businesses that will be affected will be notified prior to outage. Dr. Cook asked when the intersection of Main Street and South Church Street would be reopened. Mr. Hoeflaak stated that he is confident that the road will be reopened by the end of April as planned. Mayor Hare asked why ever pole has a large transformer attached to it. Mr. Sleasman explained that they looked at the potential load that could be on any of those houses and place transformers accordingly. Committee thanked Mr. Hoeflaak, Mr. Markowski, and Mr. Sleasman for coming to give update on the project.

On **April 24, 2012**, at the Public Works Committee the following South Church Street Update was given by Richard Hoeflaak of Excel Paving Corporation: Mr. Hoeflaak reported that the project is moving along. In the detour area the milling operations have proceeded. The paver guys are coming in tomorrow to start putting down brick sidewalks. The relocation of utilities as far as the pedestals should be completed this Friday. Everything is going as expected. The plan is to pave the detour area middle of next week. The pavers can do approximately 700 square feet a day. There is approximately 4,000 square feet in the detour area. In front of the Antique shop and Bed and Breakfast all the concrete is 100%. Mr. Hoeflaak stated that as far as scheduling the project will be completed by the planned grand re-opening event on June 29<sup>th</sup>. Mr. Hoeflaak stated that an area of concern is the landscaping. This is not the time of year to plant trees so Mr. Hoeflaak is awaiting word from his landscaping company to see if the tree farms will release trees this time of year and if they will have the year warranty to cover any trees that do not survive planting during the off season. The tree farm may have an issue with digging them up this time of year. After some discussion most of committee was in favor of waiting until the fall to plant trees so warranty would be guaranteed. Mr. Hoeflaak stated that he will let Mr. Hopkins know as soon as he hears from his landscaper and Town Council can decide at Council meeting if they want to wait or not. Mr. Hoeflaak stated that their deadline is June 22<sup>nd</sup>; however all equipment should be out of there the

first week of June and from June 7<sup>th</sup> until June 22<sup>nd</sup> the landscaping crew will be in doing the landscaping as far as sod and ground cover. Ms. Chapman asked how things were going with Charter Communications. Mr. Eric Markowski stated that Charter Communications will be putting in all their boxes this week. Mr. Hopkins stated that it sounds like from the most recent email received from Charter they should be finishing up all their work in the next ten days or so. Mr. Eric Markowski stated they are meeting with Verizon tomorrow morning. They will be working on pulling their lines down and placing in the underground conduit. Mr. Pack asked when the detour area would be open. Mr. Eric Markowski stated that as Mr. Hoeflaak had stated VDOT is coming in tomorrow morning and it could take them as much as four days to put their loop detectors in the ground. Then it can be paved. Excel will work with town administration as to when they feel the detour should come down. Some of the work remaining can be done even if the road is open. Mr. Hoeflaak suggested putting the stamped crosswalks in before the detour is removed. Mr. Hoeflaak apologized for the delay in the re-opening of the detour area but when they got to Cedar Street they had to redesign the entire storm drain. Mr. Hoeflaak stated that they will do everything in their power to reopen the detour within the next two weeks. Mr. Hopkins stated that staff plans on walking down the entire project with the landscaping architect, landscape contractor, and Vice Mayor Williams to finalize how landscaping is to be done. Ms. Chapman stated that if it is done next week she would like to be part of that. Committee thanked Mr. Hoeflaak and Mr. Eric Markowski for the update. Following the meeting, Mr. Hoeflaak confirmed with the landscaping contractor that the planting can be performed in June under a full warranty period.

On **May 22, 2012**, at the Public Works Committee the following South Church Street Update was given: Mr. Hopkins stated that he received a call from Mr. Hoeflaak of Excel Paving Corporation and he apologized but due to the weather conditions in Norfolk he was unable to make it in time for the committee meeting. Mr. Eric Markowski of Excel Paving was present to give an update on the project. He stated that the detour area along Church Street has been reopened to the public. Ms. Chapman mentioned that it was a challenge to see around the cars parked on North Church Street at the intersection of Thomas and North Church Street. Mr. Hopkins stated that the Town Engineer is looking into what will need to be done there to make the flow of traffic more visible to cars turning on North Church Street from Thomas Street. Mr. Markowski stated that they are currently boring in the conduits to replace the duct banks that would not work. This work seems to be on schedule. Most of the sub concrete mud bed for the brick pavers is in place with the exception of some on the very east end on the north side. They do have places where the mud beds have been left open because there are areas where some utilities being placed underground and some existing utility poles remain. Mr. Markowski stated that Excel Paving has had some issues with the brick sub contractor. They have been put on notice that if they do not perform by a particular time then some additional help will come in to assist them to get the job done. Committee asked if they were catching up or were they still behind. Mr. Markowski stated that they are not meeting expectations. He stated that the brick pavers should have completed everything west of Cedar Street before the detour was reopened. They had committed to having two crews on the job six days a week and they have not met that commitment. Committee expressed concern over seeing a lot of standing around with little work being done by current brick pavers. Mr. Markowski stated that he understands but since they do not work directly for him there is not a lot he can do other than put them on notice and if not corrected then they can take action. A meeting is scheduled for tomorrow and additional paver should be here right after the holiday to expedite that work. Dr. Cook asked how does the timeframe of June 22<sup>nd</sup> look for the America in Bloom project and June 28<sup>th</sup> for our grand reopening event. Mr. Markowski stated that he feels really

good about what Excel Paving has to do. It is a matter of what the utility companies can get in the ground so the poles can come down but right now it looks good. Mr. Hopkins stated it is his understanding that once they get to Jericho Road Verizon can come in and start putting the big lines in. At this time they are in front of Hill Street going towards Jericho Road. It should move along faster once it gets to Jericho Road because it will be a straighter area and they can pull longer sections at a time. Mr. Markowski stated that the landscaping plan was recently revised and the work should begin right after the holiday. They will start at Luter Drive and work their way towards the Smithfield Station. Vice Mayor Williams asked how much pull does the town have with Verizon, Dominion Power and Charter. Mr. Hopkins stated that he feels comfortable that Dominion Power will be finished with their work. He stated that he is not 100% sure that Charter will be done. The Town Engineer has been trying to get in contact with them and has not had very good results. So he and the Town Manager will be going a step higher to reiterate the request for the work to be completed on time as scheduled. As far as Verizon it all depends on the conduit that is being placed in the ground now. The Town Manager stated that worse case Excel Paving by the end of June they are done with their work as far as the paving, landscaping and sidewalks and all the lights are up. We may still have some poles up because Verizon may still be in the process of pulling their lines. Mayor Hare asked if they would start taking down poles as the Verizon lines are removed. Mr. Markowski stated that they have to wait until everything is down including Charter Communications. Charter and Verizon share some of the poles. Verizon was out here before trying to pull their lines and that's how we discovered that the engineering plans had some incorrect designs with the existing conduits. They should be ready to go once the new conduits are in place. The Town Manager stated that as a housekeeping action Town Council will need to formally accept the proposal by Excel Paving for the conduit for the Verizon work. He stated that he had emailed Council the total amount but handed out the actual proposal. Ms. Chapman stated that we are accepting that the work be done however we are not committing to payment. The Town Manager confirmed that we are just authorizing Excel Paving to do the work with the acceptance of this proposal. Discussion was held on the proposal stating an extension of time request of 21 days. Staff explained that the 21 days just means that it will take 21 days to complete the boring of five four inch conduits per Verizon's request to feed their cables through. It is estimated that this work will be completed by June 1<sup>st</sup>, 2012. Committee expressed concern over the wording of the proposal and asked that Excel Paving clarify that this would not extend the overall contract by 21 days. Mr. Markowski removed that language from the proposal and both he and the Town Manager initialed the change. This item will be on the Town Council consent agenda to be formally accepted.

On **June 5, 2012** Mr. Hoeflaak with Excel Paving Corporation was present at the Town Council meeting to give an update on the South Church Street Project.

On **June 26, 2012**, at the Public Works Committee the following South Church Street update was given by Richard Hoeflaak of Excel Paving Corporation: Mr. Hoeflaak reported that paving is completed and landscaper is on his way to North Carolina to pick up about \$35,000 worth of plants to finish up the landscaping. There are three crews scheduled to be here tomorrow working on top soil. He stated that they will have everything substantially complete by Friday afternoon at 3:00 p.m. Mr. Hoeflaak stated that the only thing left for them is finishing up the residential tie-ins, but that will be done with minimal disruption of traffic. Sidewalks will be 100% complete with the exception of the residential tie ends. Dr. Cook asked if the sidewalks would be clean. Mr. Hoeflaak replied that they would be. He explained currently there is a layer of sand on top which is called sweeping the joints. This has to be done quite a few times before it can be swept clean, however it will be clean before festival on Friday. Stripers will be here tomorrow to place center striping as well as the crosswalks. The remaining residential tie-ins will take approximately two to three more weeks of work but this will be done with very minimal

interruption of traffic by Excel Paving Corporation. Mr. Hoeflaak stated that they need to get a few answers from some of the private residents on where to go back to and what to do to make sure everyone is on the same page. This was not addressed on the original plans. Vice Mayor Williams asked if the trees being planted were guaranteed for a year. Mr. Hoeflaak replied that was correct. Vice Mayor Williams then asked who would be responsible for watering them. Mr. Hoeflaak stated that Excel Paving Corporation's landscaping contractor will be responsible for the first three months; however the town will continue to provide water to the landscaping contractor to water the trees and plants. Vice Mayor Williams asked how they plan to watering the trees. Mr. Hoeflaak stated that it would be done by a tank and it will be done in the parking bays so that it does not affect traffic flow. Water will be gotten from the fire hydrant located at the Reverse Osmosis Water Treatment Plant. Mayor Hare asked Mr. Hoeflaak when they plan on coming back to complete the residential tie-ins. Mr. Hoeflaak replied that their plan is to keep going as they are now. However he was informed this morning that their company's holiday will be Wednesday, Thursday, and Friday of next week. So they will work Monday and Tuesday and then return the following Monday to continue work schedule. Ms. Chapman asked Mr. Hoeflaak if he knew what the blue flag meant on the tree located in front of Main Street Antiques. Mr. Hoeflaak stated that he would call his landscaper as soon as the meeting is over to get that answer. After the meeting it was determined that the ribbon was telling the landscaper what type tree it was and they just forgot to remove after planting. Vice Mayor Williams stated that Mr. Hopkins and Ms. Chapman did an outstanding job of managing the situation at that location. Mr. Pack asked after Friday how much interruptions in traffic will there be. Mr. Hoeflaak stated as far as Excel Paving Corporation there will be very minimal traffic interruption. The Town Manager stated that the bigger question is with the utility companies what type of blockage they will need. The Town Manager asked Mr. Hopkins what the latest update was from Verizon. Mr. Hopkins explained that he had talked to Verizon the day before and they are scheduled to come in on Monday, July 2<sup>nd</sup>. Ms. Chapman asked if they are giving a timeline to complete work. Mr. Hopkins stated that they are saying six to eight weeks. Vice Mayor Williams asked if Charter Communications will be piggy back on Verizon for their work. Mr. Hopkins replied that they were. Mr. Hoeflaak mentioned that it has been a pleasure to work for the Town of Smithfield. It has been a long road and he would like to commend Mr. Hopkins for his public relations job. He stated that you try to make everyone happy with what we do but sometimes there are certain people out there that you cannot make happy. He stated that he has enjoyed the small town atmosphere of the Town of Smithfield.

On **July 24, 2012**, at the Public Works Committee the following South Church Street Update was given: Mr. Hopkins reported that staff has walked through the entire project and created a punch list. There are quite a few small items. There was nothing significant found. There are a lot of brick issues, landscaping and grading. Mr. Hopkins reported that as far as the landscaping there is some dead vegetation out there already. They will be replaced but not until the fall. Mr. Hopkins stated that he wanted to thank a lot of the residents out there for watering the trees and plants staff does appreciate that. He stated that as far as Verizon is concerned they have been out there the last couple of days pulling lines. Some questions came up about the pedestal out there and staff has already contacted Verizon about that. They are well aware that the town wants to stick with the 12 inch pedestal. Charter Communications has not been out there yet as they are waiting for Verizon to get closer to finishing up their work of pulling lines through the conduit. Dr. Cook asked if staff had an idea how much longer Verizon would be. Mr. Hopkins stated that they originally said 6 to 8 weeks and so far they have not changed that time frame. The Town Engineer stated that he had spoken to Charter Communications today and they are planning on coming in next Friday to start pulling their lines because Verizon should be finished pulling their wires by then. Mr. Smith asked if we should anticipate any more traffic issues. The town Attorney stated that he hopes not as he has had a long discussion with Verizon in this regards.

If it is necessary to direct traffic at the intersection of Church Street and Main Street a Police Officer will be present. Dr. Cook stated that in looking at the trees some that had appeared to be dead are starting to green back up so it might not be as many as first thought that will need to be replaced.

On **July 24, 2012**, at the Public Works Committee the following item was discussed: Intersection of Thomas Street/Luter Drive and North Church Street VDOT Safety Study – The Town Manager reported that there have been some traffic concerns at the intersection of Thomas Street/Luter Drive and North Church Street because of the landscape islands that are there now. Also with the additional parking there are some sight distance concerns as well. It is a VDOT road and the plans were approved by VDOT so there is nothing the town can do without consulting with VDOT. Our Town Engineer met with VDOT on site and then e-mailed them to formalize a request for a study of the intersection and get recommendations from them on what improvements could be done at the intersection. Mr. Hopkins stated that they are going to look at several different scenarios. Mr. Griffin stated that as he understands it they are going to try and have the study back to the town within thirty days. Staff hopes that this item will come back next month with VDOT's recommendations to improve that intersection. The Town Manager stated that staff just wanted to update committee on what is being done at that intersection in case the question comes up.

On **August 28, 2012**, at the Public Works Committee the following South Church Street Update was given: Mr. Griffin reported that town staff did a second walk through last week. There are approximately fifty-eight residences and businesses along the project and twenty-one have been completed at this point and time. Staff pointed out some areas that still need some work and they should start work on these items this coming week. Verizon and Charter Communications are still moving along. Verizon is a little slower than Charter Communications. Charter Communications has indicated that they will be finished and out of here by next week weather permitting. At this time the utility companies are working in the Smithfield Station parking lot. Mr. Hopkins reported that the town has had their first pole removed. Dr. Cook asked if the intersection has to be closed every time they work in the vault next to the Verizon building. Mr. Griffin replied that it makes it easier than having to direct traffic in the intersection. Mr. Hopkins stated that was Chief Bowman's recommendation. He stated that the intersection is only scheduled to be closed one more time. Town staff has made it clear to the utility companies that the intersection cannot be closed on a Thursday or Friday. Staff has also requested a minimum of twenty-four hours notice. Mr. Hopkins stated that they were supposed to have their last Monday Morning Moan meeting last week but they have decided to have one more at the end of September once the project is completed. Staff reported that the dead Kinko tree in front of Ms. Gwaltney's house was removed last week. Mayor Williams asked if the streetlights could be adjusted to reflect more downward. Staff feels that adjustment can be made and will look into how to adjust.

On **September 18, 2012**, at the Public Works Committee the following South Church Street Update was given: The Town Manager reported that the Town Treasurer had provided an update from a financial aspect of the project. Mr. Hopkins and I just wanted to give a quick update on a few things. Charter Communication has completed all of their work. Town staff has completed installing the valve for future in the open trench down near the Smithfield Station. At this time we are waiting on Verizon to complete the last part of the puzzle. Mr. Stephenson stated that he talked to Mr. Donny Mason of Verizon yesterday and he stated they need thirty to forty five more days to complete their work. Dominion Virginia Power will come back and take down the poles once Verizon has removed their lines. Mr. Pack asked if they would do all the poles at once or could they remove them as Verizon finishes with them. Mr. Hopkins stated that once Verizon has finished with four or five then they will ask for those to be removed. The Town Manager reported that the VDOT safety study for the intersection of

Luther/Thomas and North Church Street should be completed at the end of next week. Mrs. Tynes asked if Excel Paving Corporation was supposed to come back in the fall to put some more vegetation in or have they completed that portion of the project. Mr. Hopkins stated that the only thing left to be planted are some Crepe Myrtles that were not on the original plans. They are to be planted in front of the Birdsong house. Dr. Cook asked why there was a hole in the Smithfield Station parking lot. Mr. Hopkins stated that Verizon has to adjust some conduit and the subcontractor that was doing the work has been pulled out to an emergency in Surry. As soon as they return they will need to pour concrete and then fill it back in. Mrs. Tynes expressed concern over the hole being a public safety issue. Staff assured the hole will be completed within the next few days.

On **October 23, 2012** at the Public Works Committee the following item was discussed: VDOT Traffic Safety Study for the Intersection of Thomas/Luter and North Church Street – Mr. Smith reported that VDOT has given the town a detailed summary report of their findings and recommendations. Mr. Griffin stated that a traffic signal warrant analysis was performed based on the criteria set forth in the manual on uniform traffic control devices. This criteria consist of eight volume, safety and delay warrants of which one or more must be met before a signal can be considered. Based on VDOT's evaluation and traffic volume data collected, this intersection does not justify signalization at this time. VDOT also looked at the sight distance issues at this intersection. VDOT's recommendation is to remove the tall tree and bushes that are close to the intersection of Thomas Street and Luter Drive. They also recommend the elimination of the first parking space on the side of the street. Mr. Griffin stated that staff would like to leave the parking area there but stripe them so no parking will be allowed there. He explained that the reason for this is the town has a drop inlet that is located in this area and it would be expensive to relocate. Staff would like for committee to consider putting bicycle parking in these spaces. This was mentioned to VDOT and they were very pleased with that idea. Mr. Griffin also stated that VDOT did an analysis on a four way stop at this intersection. It did not meet the requirement for a four way stop intersection. The Town Engineer stated that VDOT recommended line striping of a stop bar on Luter Drive because there is nothing there now. On Thomas Street VDOT recommends eliminating the exclusive right and left turn lanes and making it just one turn lane. Mrs. Tynes stated that she likes the suggestion of eliminating the two turn lanes and making it one on Thomas Street. Mayor Williams asked if VDOT was recommending eliminating any of the new curb that was put there during the beautification project. The Town Engineer replied that eliminating the two turn lanes on Thomas Street and making it one will allow a wider turn radius when turning right off of Thomas Street on to North Church Street. Mr. Pack stated that Mr. Hall was present as one of the adjacent business owners and he would like his opinion on eliminating parking spots. Mr. Hall stated that he understands the problem and is looking to the experts to do what needs to be done. He stated that he hates to lose those parking spots but it has to be safe. He asked if VDOT's recommendation was to lose two parking spots in front of Mr. Redlin's building. Staff replied that the recommendation was to remove one. Mr. Hall stated that he is not terribly opposed to the idea because he understands the need to do so for safety. Mr. Hall asked if there are some legal spaces on Luther Drive that could be designated as on street parking. Committee expressed concern of making it unsafe for the driveway exit on Luter Drive. Staff will look in Mr. Hall's suggestion of parking on Luter Drive. Mr. Hopkins reported that staff is looking into marking parking spaces at an angle on Wharf Hill so that parking is consistent. This item will come back to committee next month. Committee recommended designating parking spots as bicycle parking only, placing a stop bar on Luther drive and eliminating double turning lane on Thomas Street. Mayor Williams stated that VDOT should be responsible for cost to improve intersection. Town staff will discuss with VDOT.

On **October 23, 2012** at the Public Works Committee the following South Church Street update was given: The Town Manager stated that he spoke with Mr. Donny Mason today to find out the status of Verizon's work. Mr. Mason stated that they still have a couple more weeks of splicing and then they will be taking down the lines. Mr. Hopkins reported that five poles have been removed by Dominion Virginia Power. Mr. Smith asked if the brick work that needs to be done where the poles are being removed is being done fairly quickly. Mr. Hopkins stated that Excel Paving Corporation will be doing that work. Virginia Power did fill some of the holes but the entrance at the public parking lot will be done by Excel Paving Corporation. The Town Manager stated that the town will be having another invoice coming from Excel Paving Corporation next month. A meeting was held last Friday with Excel Paving Corporation, the Town Treasurer and there is some paperwork on the last draw request that needs to be completed. The Town Engineer stated that the original punch list had fifty-three items on it and it is down to about ten items left to complete the punch list. Committee thanked staff for the update.

## **Pinewood Heights Relocation CDBG Project Status Report**

On **February 7, 2012** Town Council passed a motion to accept Deeds at 92 Pagan Avenue, 96 Pinewood Drive and 98 Pinewood Drive as part of the Pinewood Heights Relocation Project.

On **February 27, 2012**, at the Finance Committee the following discussion was given: Mr. Graham asked for an update on the Pinewood Heights Project. The Town Treasurer stated that she has recently completed an update on Phase I as far as what the original expectations were for our leverage and what we actually spent on the project. The town actually only exceeded leverage by about \$300,000; however we exceeded what the town expected to spend by over \$400,000. This was due to a combination of things. The town did not have all the resources we thought we had such as Habitat of Humanity. The Section 8 vouchers that were originally budgeted did not equal as much as what we had expected them to equal. A portion of the property that was donated to us from Isle of Wight County for their \$750,000 was not able to be included in the towns leverage because it was not used for the project. The Town Manager stated that the Virginia Department of Housing and Community Development would be here tomorrow to do contract negotiations for Phase II. The Town Treasurer stated that she believes that when we get our final reimbursement from the County we will end Phase I with spending \$400,000 more than what was covered by the 1% that the town had set aside from meals tax. The Town Treasurer stated that the town will need to continue to renew our line of credit with Towne Bank. This will be utilized going forward because we do not have outside sources donating to the project for Phase II. Mayor Hare asked if the town could use the \$400,000 that we over spent with Phase I as leverage moving into Phase II. The Town Treasurer stated that she would ask the Virginia Department of Housing and Community Development. Dr. Cook asked how long it would take to recovery what we are in the hole using the 1% meals tax. The Town Treasurer stated that the 1% meals tax generates approximately \$198,000 a year so it would take approximately 2 ½ years to 3 years to recover. Staff will give more updates at the Public Buildings & Welfare Committee after the meeting with VDHCD tomorrow morning.

On **February 28, 2012**, at the Public Buildings and Welfare Committee the following items was discussed: Pinewood Heights Phase II Contract Negotiations with VDHCD - The Town Manager stated that Mrs. Tynes and Vice Mayor Williams had both attended the Pinewood Heights meeting as well representatives from staff, Isle of Wight County, and Pinewood Heights residents. The Town Manager reported that the bottom line is staff will be looking to provide you at committee next month several documents and the actual contract with the Virginia Department of Housing and Community Development to adopt at your April Town Council meeting. The Pinewood Height's Management Team will be meeting again in two weeks on March 14<sup>th</sup>. He explained that there were a lot of handouts today and we started reviewing some of the things that will need to be adopted. Phase II of the Pinewood Heights Project is a thirty-six month project that will consist of sixteen units and two vacant lots. All activities must be completed over the next three years. The Town Manager mentioned that a Program Income Plan was discussed and will need to be adopted. This plan means that if we start selling some of the lots that the town acquired in Phase I those proceeds will go back into the project to pay off some of the excess expenses that we had in Phase I. At this time all the town has designated to this project is the

1% meals tax. The Town Manager stated that he let VDHCD know that Phase II will be a tougher phase for the town to fund due to our local share is only the 1% meals tax. The Town Manager also explained that Phase II will be broken in two phases multi-year 1 and multi-year 2. Multi-year 1 will receive \$600,000 to do the first ten then once that is accomplished within the 18 month deadline they will release the remaining \$400,000. Mrs. Tynes stated that they wanted to make it clear that the town needs to stay on track. Mrs. Tynes mentioned that she wanted all of Town Council to know that the Town Manager's office and Treasurer's office as well as Community Planning Partners have done everything that was needed to be done to keep this project moving. Mr. Gregory asked if more demolitions were planned for Phase I. The Town Manager replied that the town does still have a few units to demolition to wrap up Phase I. The Town Manager is also working on getting letters from vacant lot property owners in Phase I stating that they do not wish to sell their properties. The town must have on record that the property owners declined an offer to sell. Mr. Gregory asked if it was in the town's best interest to start combing some of the individual lots into larger parcels and market them appropriately. The Town Attorney stated you do not want to combine them yet because you have more flexibility the way they are now. The Town Manager stated that there will be plenty of documents at next month's committee for review. The Town Manager also mentioned the Management Team will need to discuss and prioritize who goes first in Phase II where the town has sixteen willing sellers unlike Phase I when most residents were skeptical of the project. Mrs. Tynes also mentioned there can be no conflict of interest where a Council member or town employee would push anything for their own personal gain. Vice Mayor Williams also commended staff for having all their stuff together. VDHCD was very impressed with what staff had already accomplished.

On **March 6, 2012**, Town Council passed a resolution to authorize the Town Treasurer to renew the line of credit with Towne Bank for the Pinewood Heights Relocation Project.

On **March 27, 2012**, at the Public Buildings and Welfare Committee the following items were discussed: Pinewood Heights – Phase II Redevelopment Project Contract and Activities – The Town Manager stated that the contract with the Virginia Department of Housing and Community Development is in the process of getting signatures in Richmond and has not made it here yet. He continued to explain that on March 14<sup>th</sup> a Management Team meeting was held and all of the following documents were discussed and reviewed:

- a. Property Acquisition Plan
- b. Residential Relocation Assistance Plan
- c. Property Disposition Plan
- d. Redevelopment Plan
- e. Program Income Plan
- f. Accept Professional Appraisal Services by Stephen Edwards
- g. Accept Contract with Community Planning Partners, Inc. for Management Assistance Services
- h. Acceptance of Contract with Virginia Department of Housing and Community Development for Phase II

The Town Manager stated that in terms of the project it is the north side of Carver Avenue. There are 16 properties involved. The town would have 3 years to acquire and relocate all 16. The Town Manager explained that just like Phase I a certain amount of funds are released for the first 18 month which is

known as Multi-Year 1 and if the town is successful at that point the balance of the state funding for Multi-Year 2 would be released. The Town Treasurer stated that the 1% meals tax brings in approximately \$194,000 a year. She explained that when you look at what the town's portion is for just the first 18 month period that is not going to cover it. She stated that once the town gets the budget put together with what our expenses are Council needs to decide whether the town wants to try and fund it out of our reserves or address the meals tax to allocate more going towards the project. Discussion was also held on what the town needs to do to sell lots to generate revenue. Mr. Saunders suggested to Council that while the town owns a large number of parcels that the town should put them together and vacate the lot lines to create viable commercial lots that meet the minimum lot size before you put them back out on the market. Mr. Graham asked the Town Treasurer if she was confident the budget for Phase II is better than the budget for Phase I. Ms. Minga stated that she has spoken with Mr. Reagan and he says he has addressed these budget concerns. Committee decided to hold off on approving any Pinewood Heights Phase II documents until Mr. Reagan comes to Committee to discuss funding of the project.

On **April 3, 2012** Town Council passed a motion to Amend the MOY Agreement Between the Town of Smithfield and Isle of Wight County to Reallocate Funds for the Pinewood Heights Project.

On **April 24, 2012**, at the Public Buildings and Welfare Committee the following item was discussed: Pinewood Heights – Phase II – Update by Brian Reagan of Community Planning Partners – Mr. Reagan was present to give an update on the budget of town funds for Phase II of the Pinewood Heights project. He explained that he was going to go through some items so that committee could see how they came to certain budgetary figures. He explained that Phase II includes the northern side of Carver Avenue. There are sixteen units with nine being owner occupied and seven are renter occupied, of the seven renter occupied four are Section 8 properties and three are market rate rental properties. There are also two vacant lots in Phase II that the town will acquire. The town applied for funding through the Virginia Department of Housing and Community Development (VDHCD) in March 2011. We were notified that it was a successful application and DHCD decided to fund the town one million dollars in July 2011. At the end of February 2012 the Virginia Department of Housing and Community Development came to Smithfield for a contract negotiation meeting. At that time they also completed a contract compliance review. The Town Clerk and Town Treasurer kept immaculate records so that went very well. Since this meeting DHCD has issued a contract between DHCD and the town which was about mid March 2012. After this quick summary of where we are today with Phase II Mr. Reagan began with budget justifications. He started with the project budget for Phase II (I-2) that was included in the agenda packet. It includes all the properties and activities that the town plans on doing, In terms of Community Development Block Grant this is about as simple and straight forward as budgets go. There are only four line items and they are administration, property acquisition, resident relocation, and demolition/site clearance. Administration (II-4) is a task that Community Planning Partners will handle. DHCD allows a maximum of \$100,000 in administration cost. Our total is only about \$55,000 since we have been through this process before in Phase I. Acquisition (II-4) - Mr. Reagan explained how they came up with acquisition cost. We took the assessed value of each property in Phase II and used a multiplier of 1.5. These values are extremely similar to what was in Phase I. Mr. Graham asked who the acquisition specialist was. Mr. Reagan replied that would be himself from Community Planning Partners. This is a separate line item from administration. Administration covers more of the monthly reports you have to send to DHCD and dealing with the compliance reviews. There is a fee for acquisition specialist associated with each property. Mayor Hare pointed out that on the project budget under property

acquisition it appears as if some dollars were double counted. If you add together the nine owner occupied units at \$588,000 and the seven renter occupied units at \$561,900 you come up to the total amount of \$1,149,900. On the sheet with the proposed acquisition program cost estimates this is the estimated total value of all properties and lots. Then you have \$36,000 for two lots. So it seems the \$36,000 is double counted. In terms of the total cost of acquisition we are \$36,000 over on that budget figure. Mayor Hare also mentioned a typo in the paragraph above the estimated value of Phase II (II-4). Mr. Reagan reported that the next two items are memorandums from the Town Treasurer. It gives the average of legal fees as well as closing cost from Phase I. Relocation Cost - Mr. Reagan explained the way owner occupied relocation works. It is the difference between the unit that we find as a comparable unit minus the acquisition cost. He stated that they looked back at the Phase I properties and the typical property that they found to relocate residents to was an average of \$150,000. So they used that as a base amount and subtracted the acquisition cost. Mayor Hare asked if Phase I had some units over \$150,000. Mr. Reagan stated there were but the majority were under \$150,000. A lengthy discussion was held on how acquisition/relocation works with funding residents a comparable unit and what portion of that the town funds. Mr. Reagan explained that we are obligated under the uniform relocation act to find at least one comparable unit, however DHCD likes to have three. We must have Mr. Berkley from the county inspect it to make sure it is a decent, safe, and sanitary dwelling. If current homeowner decides that they wanted to move in with family rather than relocate to a new home alone they would receive the acquisition cost of their current resident. Mr. Graham questioned if an incentive could be offered to encourage other owner occupied residents to do this. The rest of committee did not feel that would be allowed through the program but Mr. Reagan would ask DHCD because Phase II does have a large number of elderly owner occupied. Dr. Cook asked if there was a limit on how quickly they can sell the house they are relocated to. Mr. Reagan did not think there was. The Town Manager stated that in doing rehab projects in the past there was a limit of ten years that they could not sell the house but that is not the case with relocation projects. Discussion was held on how it was determined which residents would go first in Phase II. It was decided to start with one end of Carver Avenue and move towards the other end. Mr. Reagan did state that one of components in determining this was the fact that the town wanted to avoid if all possible having half duplexes vacated while the other half was still occupied. This became a safety concern in Phase I. DHCD also requires a certain number of owner occupied and a certain number of rentals to be done in multi-year 1 of Phase II. Mr. Reagan continued with the rental relocation assistance. It works similar to acquisition where as the town will make up the difference in rental payments. If they pay \$1,000 in rent and find a comparable unit for \$1,500 the town for forty-two month will make up the \$500 difference. They based these estimates on the overages from Phase I. There are three market rate rental units and with a \$500 average for forty-two months that gives you a total of \$63,000. The renters that are Section 8 are not eligible; however the town is able to use the value of their voucher as leverage. Section 8 renters are only eligible for moving cost. Mayor Hare stated that he was not able to reconcile the resident relocation where it says seven renter occupied units \$215,800. Mr. Reagan explained that this is a combination of market rate rental relocation assistance, the Section 8 vouchers and the Stop Organization. Mr. Reagan explained the unique situation where the Stop Organization is building a new home for one of the Section 8 renters. The town will be able to use the money to build the new house as leverage towards relocation. Mayor Hare stated that when we tie this back to budget the figure of \$1,367,506 non CDBG funds includes this \$89,800 so town's portion is actually \$1,277,706. Mr. Reagan stated that you would also subtract the \$63,000 for Section 8 vouchers and the town's portion would be \$1,214,706. Mr. Reagan then explained that every household is entitled to a moving payment. Currently based on the number of rooms of furniture for Phase II the rate is \$1,550. This rate has not been changed since 2008 and previous to that it was changed in 2005. He stated that the last change increased \$300 so anticipating a change in the near future he increased each household moving cost to \$1,850. Once the town cuts them a check for

moving cost it is the household's responsibility to decide how it is to be used. Mr. Reagan stated that the final budget justification sheet he has is (II - 13) the estimate he received from A.V.E.S. for demolition services. They are currently contracted to demolish units at a rate of \$5,800 for a full duplex unit. Mr. Reagan mentioned that DHCD has already approved continuing to use A.V.E.S. for demolition services as well as Mr. Edward for appraisal services since they were used in Phase I. Mayor Hare stated that he was curious as to why the majority of the expense of the project is in multi-year 1. Mr. Reagan explained that DHCD will front load more in multi-year 1 contract as to multi-year 2 because if for some reason the town does not meet it multi-year 1 at least most of the work was done in multi-year 1. The town does have twenty-four months to complete multi-year 1. Mayor Hare explained that he looked at Phase II multi-year 1 budget, meals tax (1% increase) and time allowed to complete multi-year 1 (18 months) and that generates \$582,000. If the town sells the two buildings (ham shop and Old Twins) estimated at \$85,000 each that would meet the towns funding portion of Phase II multi-year 1. These calculations were based on eighteen months not twenty-four months and the funds from the Stop Organization and Section 8 housing was not subtracted as well. Mayor Hare stated that he would like to see this project funded from its own revenue stream so the town does not rely on our reserves. Mayor Hare stated that he would be happy to get with Mr. Reagan and break this down as we just went over so council can decide if we are going to proceed with the project or not. Dr. Cook asked how long we should expect to see this project continue until it is completed. Mr. Reagan explained that due to budgetary restraints and cutting Phase II in half he anticipates at least two more phases which are normally four years each. Will the town receive grant funding for the next two phases? Mr. Reagan stated that if the town completes Phase II he does not see DHCD denying the town grant funding to complete the next phases of the project. Dr. Cook stated that he is trying to get his hands around what we are spending on the Pinewood Heights Project. If the 1% meals tax gets us through Phase II what do we do with the next phases coming after this one. Mayor Hare explained that one of the functions of a government is to take on projects like these. This has been a big project for a small town because we do not have a redevelopment and housing authority. We debated for twenty years and the town finally saw the opportunity to try and do something about it. We learned a lot in Phase 1 and the homeowners were reluctant but at this phase you cannot argue that this has been a huge success. Look at the quality of living we have elevated these people. Sometimes you spend money for the social good. Dr. Cook replied that you cannot go into a project like this blind. Mayor Hare replied that is why the town is being responsible in identifying funding sources for the project. Mayor Hare stated that in his opinion we should continue down this road. The town has accomplished a lot and it would be detrimental to the town and community to pull out. Mr. Reagan stated that everyone at DHCD is aware that the Town of Smithfield has accomplished this as a small town. They are very excited about the town's commitment to the project. Mr. Pack asked if it would be cost efficient to remove lagoon and rehab houses in the Pinewood Heights neighborhood rather than relocate. The Town Manager stated that the town asked DHCD before the project got going if they would invest State and Federal money to fix up the neighborhood and the answer was no. They felt that the living conditions were not good and relocation was the only option. They would not invest federal dollars to fix it up. Mr. Grice expressed his concern on having a long term plan to financially fund this project so the town does not raise taxes every time a new phase begins. Mayor Hare recalculated the budget and reported that the 1% increase in meals tax over the twenty-four months rather than the 18 month as first calculated more than covers the budget without selling the two pieces of real-estate mentioned earlier. Mrs. Tynes stated that town needs to put this information in a master plan for Pinewood Heights. It would explain what we are planning on doing and how we plan on replenishing what we take out. Mr. Reagan handed out as a FYI item the power point presentation that he will be showing at the next Pinewood Heights Neighborhood meeting if council chooses to move forward with the project. Dr. Cook stated that the next step would be to take this contract to Town Council to accept the grant. The Town Manager stated that the contract is the key

item; however there are more record keeping items that will need to be approved as well. The Town Manager stated that in terms of working toward a master plan some background information as far as what the Planning Commission has done so far with the rezoning will be posted for your review. It summarizes Planning Commissions action for the last couple of years. Mrs. Tynes thanked staff for all their work on the project. Committee thanked Mr. Reagan for coming.

On **May 1, 2012** Town Council passed a motion to accept Pinewood Heights Phase II contract and activities as follows Effective July 1<sup>st</sup>, 2012.

- a. Accept Contract between the town of Smithfield and Virginia Department of Housing and Community Development for Phase II
- b. Accept Contract between the Town of Smithfield and Community Planning partners for management Assistance Services
- c. Property Acquisition Plan
- d. Residential Relocation Assistance Plan
- e. Property Disposition Plan
- f. Redevelopment Plan
- g. Program Income Plan
- h. Accept Professional Appraisal Services by Stephen Edwards

On **June 5, 2012** Town Council held a public hearing in regards to a 1% meals tax increase designated to the Pinewood Heights Relocation Project. A motion was made and passed to approve the 1% meals tax increase effective July 1<sup>st</sup>, 2012.

On **July 2, 2012** Town Council passed a motion to accept the Deed for Lot 112 as part of the Pinewood Heights Relocation Project.

On **September 18, 2012**, at the Public Buildings and Welfare Committee the following update was given: Dr. Cook stated that the town is four months into Phase II of the Pinewood Heights project and wanted to know what activity has taken place because at committee level they do not hear about progress being made. The Town Manager reported that they had a Management Team meeting last week. Mrs. Tynes and Mayor Williams are both on the management team and both were in attendance. He explained that three offers have been made. Two of the offers have been accepted and the owners are very anxious to close and move. The Town Manager stated that Mr. Reagan was having some difficulty getting in touch with the third gentleman. The neighbors were going to help try to facilitate that. The next meeting is scheduled for November 13<sup>th</sup>. He explained that the biggest question is how fast can we move forward given we have the timeframe but the town only has so much money coming in. Staff will need to get with the Town Treasurer to determine how we need to spread out offers. The Town Manager stated that once we have the management team meeting minutes typed up we will share those with the rest of council. Mr. Grice stated that he would like to recommend that the Pinewood Heights project be an item on the committee agenda every month to give an update. He would also like to see charts showing the expenses for the project and the 2% revenue stream. Dr. Cook stated that committee would take that under advisement.

On **October 23, 2012**, at the Public Buildings and Welfare Committee the following update was given: The Town Manager stated that he has asked Mr. Regan as project manager for the Pinewood Heights

project to provide the town with a monthly progress report. He explained that this is the format that Mr. Reagan submits to the Department of Housing and Community Development (DHCD) quarterly and if committee is acceptable to this format it will be provided at each committee meeting going forward. The Town Manager continued to explain that the two tenants that have moved were Section 8 renters. He also stated that staff is keeping an eye on 42 Carver avenue as there has been some vandalism there since the renter has moved out. No properties have been closed on as of this time. Dr. Cook asked if he was correct that we need to be done with Phase II multi-year 1 by March 2013. Staff reported that Phase II multi-year 1 needs to be completed by March 2014. The Town Manager stated that once we do get started thing will move fairly quickly at acquiring property. All residents seem to be on board with the program. The Town Manager reported that the next Management Team meeting will be held Tuesday, November 13<sup>th</sup> 2012. Staff will continue to update committee each month.

On **November 28, 2012**, at the Public Buildings and Welfare Committee the following Update was given: The Town Manager reported that included in the packet was the minutes and map from the last Management Team meeting on November 13<sup>th</sup>. Also supplemental information was posted yesterday from Mr. Reagan with an updated map since the meeting was held. The Town Manager stated that the town has still not closed on any of the properties as of yet. Two Section 8 rental properties have been relocated thanks to Ms. Ross of Isle of Wight County. At this time the town has not started expending much of anything other than moving cost for the two Section 8 renters. The Town Manager stated that the Police Department is already dealing with people breaking into the vacant units and conducting illegal activities. The sooner we can get these properties acquired the sooner we can have them demolished. The demo agreement has been extended with AVES for Phase II of the project. Ms. Tynes mentioned that at the meeting discussion was held on the requirement for a Habitat for Humanity home. Mayor Williams stated that there is a couple that wants to build a house for someone in Isle of Wight County. They were not aware of the Pinewood Heights Project so he let them know about it. They gave money to Habitat for Humanity in 2006 and the money is still sitting there. Mayor Williams stated that if Habitat for Humanity gets into it they will build a house in Isle of Wight but through the application process it might not benefit an Isle of Wight County resident. The application that is picked might be from a resident of Newport News or Virginia Beach. Staff will keep this in mind as we move forward with the project.

On **December 18, 2012**, at the Public Buildings and Welfare Committee the following update was given: The Town Manager reported that the town has closed on one property located at 41 Carver Avenue. She has been very patient and excited about moving. The other two properties highlighted in blue were Section 8 housing. The renters have moved out but we have not closed on the properties as of today. Once the town closes on 42 Carver Avenue we can start the demolition process for that duplex. The Town Manager stated that included in the packet are photography of where the residents lived and where they relocated to. Mr. Smith asked if staff would continue to provide photos of future relocations. The Town Manager stated that they would to give a nice visual of the process. Dr. Cook asked what the town was waiting of to close 42 and 43 Carver? The Town Attorney stated that they close when Mr. Reagan says the town can close. He continued to explain that we have to close when money is available. This is determined by Mr. Reagan and the Town Treasurer. This item was for informational purposes only.





**SMITHFIELD CENTER  
REPORT**



Exhibit A: Revenue Comparison 2008-2012

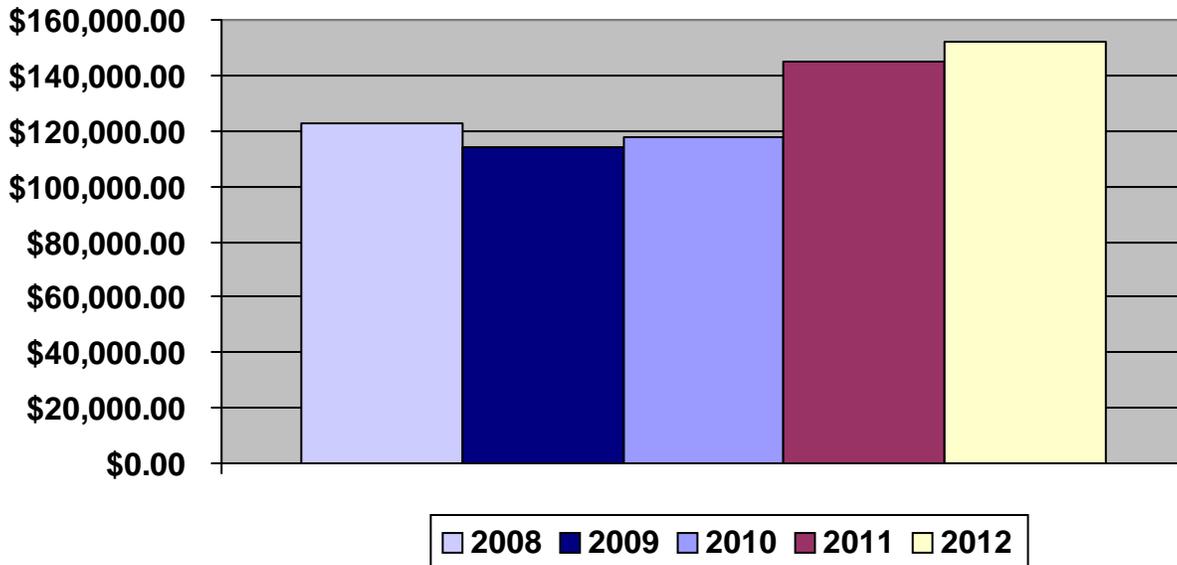
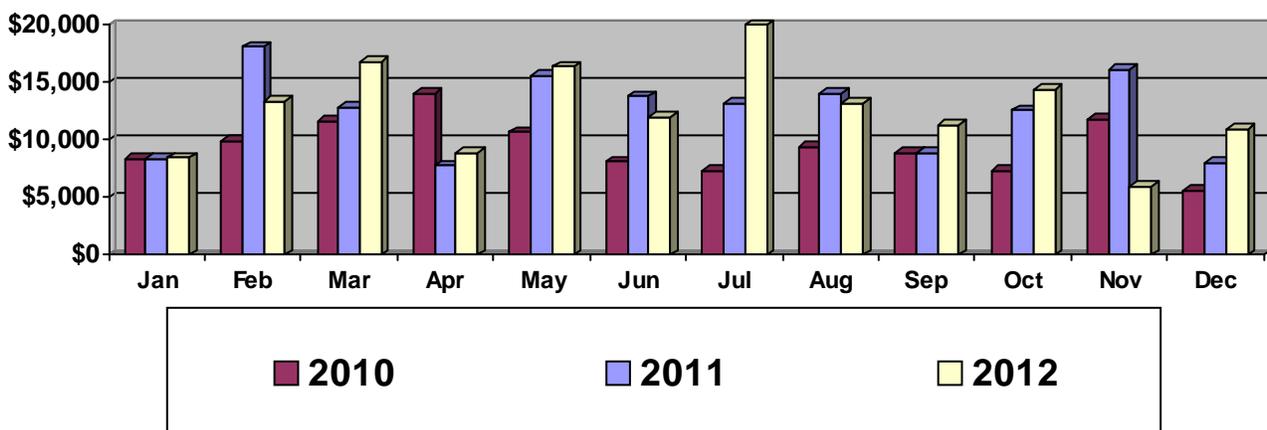


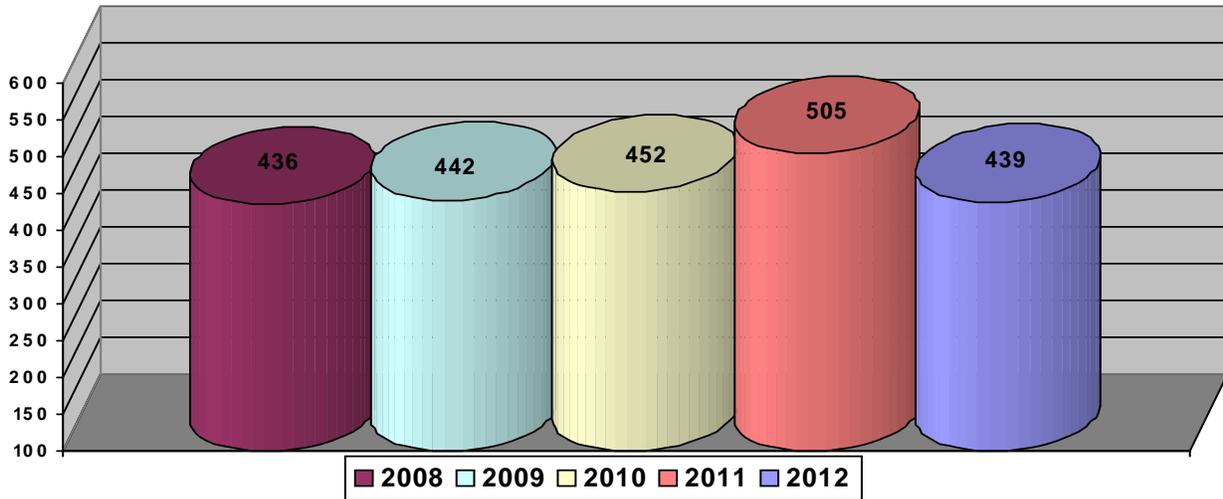
Exhibit B: Comparison of Revenue Totals by month from 2010-2012



- July 2012 holds the record for the largest revenue month in Smithfield Center history at over \$20,000 in deposits
- The average revenue per month was around \$ 12,500

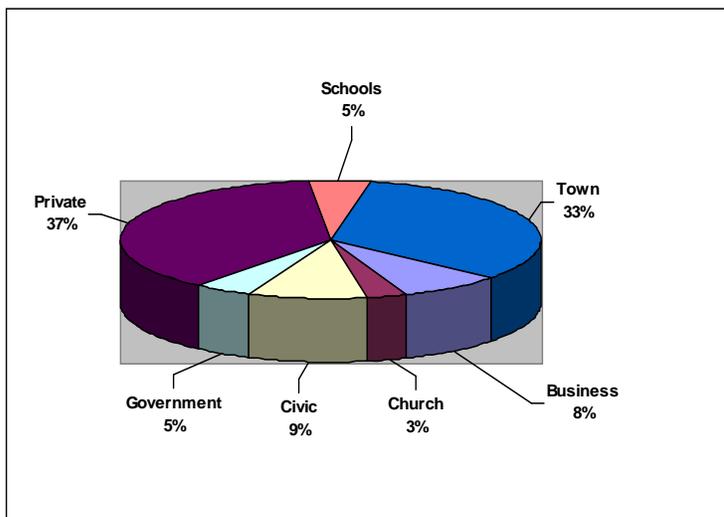


**Exhibit C: Comparison of Total Number of Bookings 2008-2012**



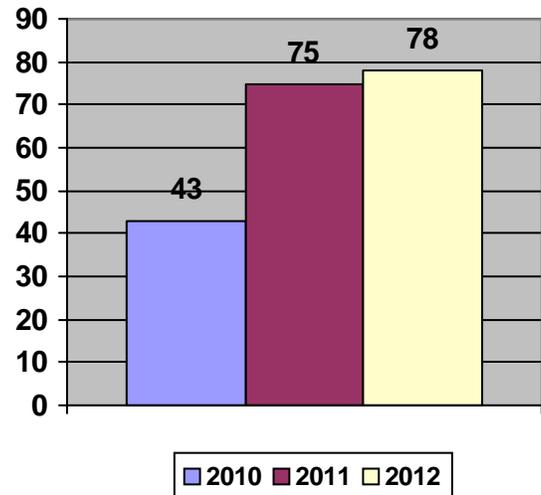
The decline in number of bookings comes from our decrease in business meetings. Smithfield Foods has opted to use their new site, the Innovation Center, for most of their meetings in 2012. In 2013, we plan to share the cost of installing new projectors at the Center with Smithfield Foods and with the addition of better technological capabilities they will opt to use the Center more often for meetings.

**Exhibit D: Breakdown of Bookings by Group Type**



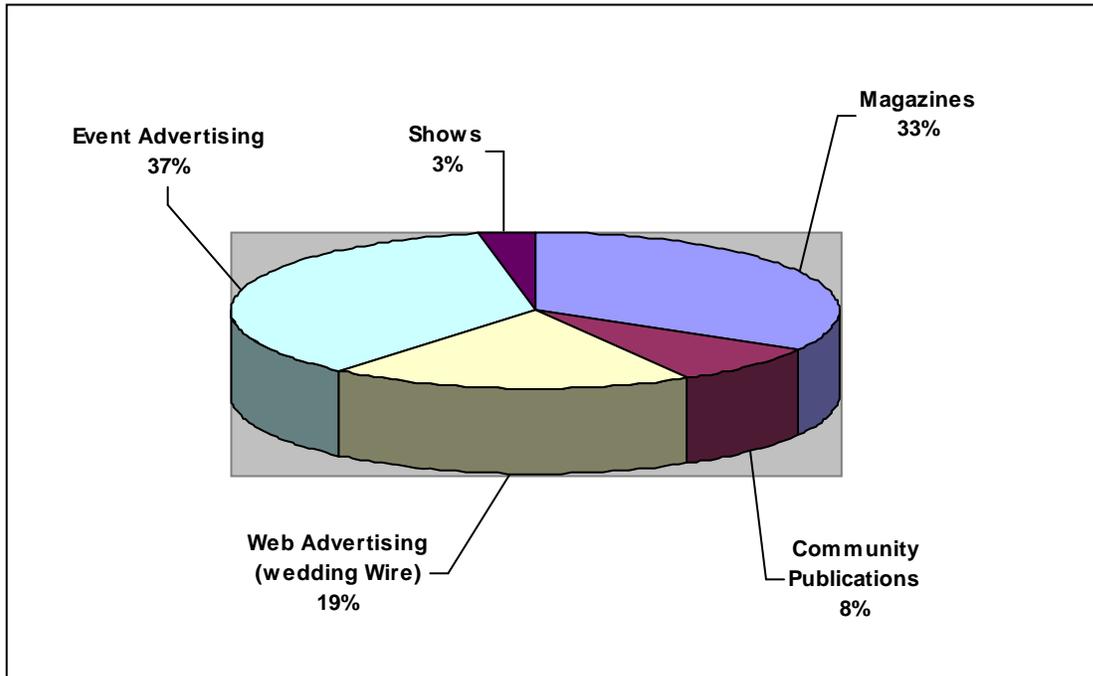
**Exhibit E: Wedding Event Numbers Comparison 2010-2012**

includes ceremonies, receptions and ceremonies & receptions at Smithfield Center, Windsor Castle Park and Clontz Park, the addition of the outdoor sites-Windsor Castle Park and Clontz Park has helped to increase our number of wedding event bookings





**Exhibit F: Marketing Strategy for Fiscal Year 2012-2013**



**Marketing Areas**

Collaboration with Smithfield CVB and other local businesses has proved to be effective in making Smithfield a wedding destination. This will continue to be a marketing strategy for the Center.

**Web Advertising**

- Smithfield Center Website
- Smithfield Center Facebook Page
- Wedding Wire (receiving several referrals from this web site)

**Magazine/Glossy Print Advertising**

- Hampton Roads Magazine
- Premier Bride Magazine
- VOW Magazine
- Hampton Roads Wedding Guide
- The Jewish News
- Virginia Meeting Planners Directory
- The Isle Magazine

**Shows**

- Virginia Society of Association Executives
- Chamber Trade Show
- Uniquely Yours Bridal Show
- Client Appreciation Night
- Smithfield Center Special Occasion Show

## 2012 Annual Report Smithfield Center

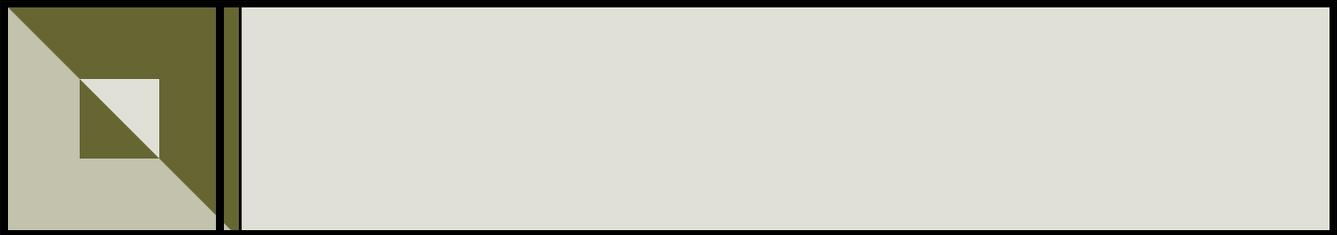


### Lessons Learned and Ideas for Increasing Revenue for 2013 and beyond

- **Fee Increase**-In October 2011, the Town Council adopted a price increase for weekend rentals which showed a little in revenue for 2012, as most 2012 events had been booked under the old price structure. The increase will definitely show in 2013 and beyond.  
We will likely consider another price increase in 2016 to keep our terrific product in line with its value.
- **Rental Item Inventory** -Our rental item inventory continues to generate additional revenue. Our biggest rental item is chair covers. They really add elegance to an event. We recently added black chair covers to our inventory which will surely be a hot seller.  
We would like to add a full bar setup to our inventory to include the following: rocks glasses, wine glasses and other barware.  
We would also like to add a lighting system to our inventory. Accent and up lighting has become very popular and would be a definite revenue generator for us.
- **Added Hours**-Clients adding hours to their 8 hour rental continues to be a revenue generator. Most clients on the average add at least 2 hours.
- **Additional Venues**- Having Windsor Castle Park and Clontz Park as an additional wedding ceremony locations gives our brides options, especially for those events that have 200 plus guests. (The Smithfield Center deck can only hold 150 for a ceremony. )
- **Kitchen Tier Program**-The new Kitchen Tier Program established the policy of only having professional, licensed and insured caterers using our kitchen equipment and having access to all of our dishware. Clients who do not select one of the four (4) caterers listed with us, must pay a \$1 per person fee. The fee allows for another opportunity to increase revenue for the Center and to fund repairs for kitchen equipment that is quickly approaching the 12 year mark.  
We plan to increase this fee in two years to encourage clients to use one of the Tier 3 caterers listed with us. We plan to work with the Tier 3 Caterers to develop a way to revenue share for the events they book here since our program is delivering so much business to them.

### Capital Improvements and Projects

- **Projectors and Other AV Upgrades**-1.) We are working with Smithfield Foods to share the cost of installing three new, high lumen projectors. The current projectors do not offer much with resolution and color because the main hall receives so much ambient light. 2.) Some of our speakers need replacement which will greatly improve sound quality. 3.) And finally, we are setting up a permanent AV cabinet for the main hall behind the stage area in the furniture storage closet. This way clients will no longer be able to plug into our system and damage our sound equipment. The cabinets in Suite A and Suite D have already proven very helpful in protecting our AV equipment.
- **Smithfield Center Deck**-The Smithfield Center deck is the belle of the ball when we show our site. With the addition of other event venues in the area, this will be a feature that is hard to compete with. Unfortunately though, the deck is showing a lot of wear and needs much more than minor repairs of board replacement. Having the deck professionally sanded and sealed will make it look new again and make a smooth surface so there will be no snagging of those beautiful wedding dresses.
- **Window Treatments**-Adding window treatments to the hall would increase the ambience in that space. Soft surfaces also help with echo and sound reverb in that space as well.



**SMITHFIELD/ISLE OF WIGHT  
(TOURISM)  
REPORT**

## **Smithfield/Isle of Wight Tourism Annual Activity Report – 2012**

- **Tourism Group Tours Hosted:**
  - 35 completed in 2012/ 2003 persons
  
- **Special Events Coordinated/Supported:**
  - **Smithfield Farmer's Market**
    - Vendors:
      - 2011: 54
      - 2012: 74
  
    - Number of Markets held (after rain dates):
      - 2011: 28
      - 2012: 30
      - Number of markets scheduled for 2013: 36
  
    - Total sales:
      - 2010: \$165,552.66
      - 2011: \$217,661.00
      - 2012: \$297,919.23
      - 36.9% increase from 2011
      - 80% increase from 2010
  
    - Average sales per market:
      - 2011: \$7,226.00
      - 2012: \$9,930.64
      - 37.4% increase from 2011
  
    - Average attendance per market:
      - 2011: 657
      - 2012: 1068
      - 62.6% increase from 2011
  
  - **February:**
    - **Chocolate Lovers Event (175)**
  
  - **April:**
    - Hope, Hams, History & Hospitality Bike Tour (150)
    - Smithfield Wine and Brew Fest (2,235)
  
  - **May:**
    - Hospitality Hero Event (100)
    - Main Street Mustang Show (500)
  
  - **June:**
    - Olden Days Weekend Festival which included: the Pagan River Raft Race, concerts, craft show, food court, antique and classic car show, Children's parade. (8,000)

- Heritage Day-Saint Lukes (300)
- **July**
  - Taste of Smithfield Grand Opening (250)
- **August:**
  - Smithfield Ice Cream Parlor 30<sup>th</sup> Anniversary (100)
  - Schooner Wolf from Key West Navy (100)
- **September:**
  - IOW County Fair (15,000)
- **October:**
  - Smithfield Music Presents The Mike Aiken Americana Music Festival (500)
  - Town & Country Day. (3,500)
  - Halloween (3000)
- **December:**
  - Smithfield Christmas Parade (5,000)

***Tour-e-News-Weekly Event Calendar Distribution to Tourism Stakeholders and public WEEKLY!***

- **Organizations Smithfield & Isle of Wight Tourism belong to:**
  - Smithfield 2020
    - Smithfield Historic District Economic Development and Revitalization Projects (ongoing)
  - VACVB-Virginia Association of CVB's
    - Director is Past President for 2010/2011
  - VTC-Virginia Travel Corp.
    - Serve as VA Film Office Liaison
    - Conduit for travel writers to our area
    - Blitz opportunities at state welcome centers
    - Utilization of VTC research
    - Customer Service Training
    - Attendance at Help Desk opportunities
    - Grant opportunities
    - Participation in website, Co-op marketing opportunities, trade shows, Travel Guide, Meeting Planners Directory, Group Planner
    - American Civil War Sesquicentennial
  - Regional Visitor Center Managers Group
    - Member
  - VHTA-Virginia Hospitality and Travel Association
    - Member
  - Coastal Virginia Tourism Alliance-CVTA
    - Member
    - Director is 2012/2013 Secretary for CVTA
    - Support regional CVB Tourism efforts
      - National Tourism Week

- Regional website
  - Regional Marketing efforts
- MATPRA-Mid Atlantic Tourism Public Relations Alliance
  - Member
  - Participate in hosting travel writers
  - Participate in annual MATPRA trade show for travel writers.
- Pennsylvania Bus Association
- Isle of Wight County Fair Committee
  - Staff Support for all Fair marketing
- Isle of Wight Employee Newsletter Committee
  - Member
- Isle of Wight Bike & Ped Committee
  - Member
  - Continued emphasis on biking this year-
    - Bike & Pet Parade for Olden Days
    - Bike Routes through the County on website
    - Support of Bike & Ped grant letter submission
    - Bike lock program at Visitor Center
    - Bike rack at Visitor Center
- Isle of Wight Small Business Committee
  - Member
- SHDBA-Smithfield Historic District Business Association
  - Non-voting Member
  - Monthly Reports established
- Smithfield Foods
  - Brochures distributed by Smithfield Foods in mail orders to Mid Atlantic and North East United States.
  - Assisted w/ logistics for Smithfield Foods commercials shot in Smithfield
  - Web site link from Smithfield Foods sites
  - Consideration of Public/Private partnerships for the future.

○ **Boards Served On:**

- VACVB
  - Director is Past President 2011/2012
- CVTA (Southeast Virginia Tourism Alliance)
  - Director is Secretary 2012/2013
- Smithfield 2020
  - Director is on Executive Committee in charge of Promotion
- United Way
- Historic Saint Lukes Church
- Historic Smithfield
- Isle of Wight Arts League

- Smithfield On The Move
- Schoolhouse Museum
  - Director is Secretary

○ **Training Attended:**

- MATPRA
- VACVB Professional Development Quarterly Training
- Smithfield Town Training Day
- IOW/Smithfield/Windsor Chamber of Commerce Leadership Class
- VACVB Professional Development Summit
- VTC Help Desk
- VA1 Conference by VTC/VHTA and VACVB
- Virginia's Leadership Summit in Richmond
- Tourism Industry Day-Virginia Beach
- Newport News Tourism Summit Conference/Panel speakers on area tourism
- 2012 Visitor Centers Seminar Conference
- Retail Seminar presented by IOW E.D. and Chamber
- Webinar -How to Market on Google
- Illustrator Shortcuts webinar
- Webinar-Excel Training for People Who are Already Good at Excel
- Constant Contact Training
- Social Media/Facebook Workshop
- Shelter Training
- Tornado Training
- Hurricane Training
- Advocacy

○ **Training Given:**

- Judges marketing competition at CNU
- Monthly Customer Service-Museum and Tourism staff and interns
- Chamber Student Leadership Class

○ **Guest Speaker For**

- The *County Beat* Cable Show-permanent guest for every show to promote upcoming events and tourism activities.
- *Smithfield Today* Cable Show
- The Virginia General Assembly Tourism Caucus
- WTKR Channel 3 News Show
- VA-1 Conference, Richmond, Va
- WLQM's OUR TOWN Radio Show hosted by the Tidewater News.
- Smithfield Kiwanis, Smithfield, Va.
- Franklin Rotary Club
- Hampton Rotary Club

- **Trade Shows Attended:**
  - VACo Annual Meeting Trade Show
  - Pennsylvania Bus Association
  - My Time Women's Show
  - Virginia Beach Boat Show
  - Richmond Boat Show
  - Smithfield Center Special Occasions Show
  - Hampton Roads Bridal Show
  - Richmond Bridal Show
  - Uniquely Yours Bridal Show
  - VOW Bridal Show
  - Chamber Meet the Isle Trade Show
  - VSAE-Virginia Society of Association Executives Fall Marketplace
  - Welcome Booth at IOW County Fair
  
- **Conventions Attended:**
  - VA-1 Governor's Conference on Tourism- Richmond, Va.
  - VACo Annual Meeting 2012
  
- **Blitzes:**
  - Williamsburg-monthly (all materials created in-house)
  - Norfolk Airport-National Tourism Week
  - Newport News/Williamsburg Airport
  - East Coast Gateway Welcome Center
  - Hampton Roads and Richmond AAA Offices
  
- **PUBLICATIONS/PRODUCTIONS FEATURED IN:**
  - "Dillzilla" spoof movie
  - Mike Aiken "Almost Christmas" Music Video
  - Food Paradise Show from The Travel Channel
  - Smithfield Times
  - Slice of Smithfield
  - Virginian Pilot Your Corner-Isle of Wight Tab
  - Virginian Pilot Your Corner-Tri-Cities Tab
  - Williamsburg Map
  - Recreation News
  - Virginia Tourism Corporation's State Visitors Guide
  - Williamsburg/Jamestown/Yorktown Visitors Guide
  - Williamsburg Magazine
  - Landmarks Publication (Williamsburg)
  - VTC's Virginia Group Tour Itinerary Planner publication
  - VTC's Virginia Meeting Planners' Directory publication
  - Hampton Roads Magazine (Visitor Guide inserted into publication)
  - Tidewater News FYI Ad
  - Tidewater News

- Richmond Bridal Show ad
- Town of Smithfield Newsletter
- Pennsylvania Bus Association ad
- VA Municipal League's "VA Town & City" conference issue ad (Town)
- Richmond Times Dispatch – Escapes Supplement ad
- Smithfield Times Living Guide Tab ad
- Smithfield Times Bridal Guide Tab ad
- Smithfield Times SLT Anniversary Supplement
- VA Pilot Holiday Co-op ad
- Historic Garden Week program ad
- Suffolk Living co-op Ad
- Brand USA website (link and photos)
- FaceBook Page
- Pinterest – 18 Boards
- Mid-Atlantic Tourism & Public Relations Alliance quarterly emailed newsletters
- Trip Advisor
- Itineraries, events, lodgings and attractions listed on VTC's website
- HamptonRoads.com
  
- **Articles:**
  - Recreation News – September 2012
  - National coverage in numerous online venues for Prettiest Painted Places award
  - Daily Press
  - Suffolk Sun
  - Smithfield Times
  - Tidewater News

#### **TRAVEL WRITERS/OTHERS HOSTED:**

Celebrity Chefs from Iron Chef and Chopped (Food Network)  
 Marvin & Joan Bond – Recreation News  
 David Parsons with Virginia Municipal League  
 Southern Living photographer  
 Food Network chefs (Historic Resources)  
 Travel Channel here in August  
 Linda Hand with Marriott's Manor Club in Williamsburg  
 Mona & David Rothberg – Historic Powhatan Resort docent  
 Travel Writers Mary Gallagher and Will Davis (South Carolina)  
 Elaine Hicks with Powhatan Plantation Timeshare  
 Seven Frontdesk Docents from Williamsburg Plantation Timeshare

#### **PROMOTIONAL MATERIALS PRODUCED:**

Visitor Guide  
 Rack brochures  
 Downtown Smithfield Walking Tour brochure updated and reprinted

Isle of Wight County Museum rack card  
Fort Huger & Fort Boykin brochure reprints  
Nike Park brochure reprints  
Historic Resources events fliers, posters, ads, etc.  
Smithfield Farmers Market Note cards  
Historic Resources 2012 & 2013 Events brochure  
#1 Daytrip/Lodging Rack Card  
Tourism Annual Events Rack Card  
Christmas Parade banner  
Town of Smithfield outdoor map & sign  
“Good Food” Banners for Restaurant Week  
Town & Country Day fliers  
Holiday Events fliers and ads  
Smithfield & Isle of Wight CVB business cards  
Media Kit  
Smithfield Farmers Market (magnets, posters, A-frames and flyers)  
Passport to Savings rack card & cards  
Isle of Wight County Fair (ads, premium book cover, poster, save the date card, etc.)  
Isle of Wight County Fair 20th Anniversary logo & sponsor book cover  
Williamsburg Blitz materials (events fliers, yard signs, A-frames, etc.)  
Aiken Fest (2 posters, 2 t-shirts, fliers, banners, ads, etc.)  
Christmas Parade posters, map, ads, etc.  
Bridal Program rack cards & fliers  
America In Bloom – Community Profile and Keepsake book  
Courts Building Brochure & display  
Civil War Banners  
Smithfield on the Move (flyers, poster, website, “toolkit,” etc.)  
Smithfield on the Move - Where to Walk & Bike brochure  
Smithfield on the Move - Community Challenge brochure  
Vote Smithfield Poster, flyers and banners  
Aiken Fest Green Room Party invitation and return card  
Banners for Little’s Grocery Store  
Olden Days posters, signage, flyers, ads  
Agricultural exhibit labels  
“Open” sign for Museum  
Map display for basement of museum  
Smokehouse Display for Museum  
Origins of the name “Isle of Wight” display for Museum  
License plate frame for Museum shop  
Smithfield Wine Fest materials (logo, map, t-shirt, ads, A-frame signs, t-shirt, 2 posters)  
Photo Contest webpage and materials  
Tourism Day Ad  
Smithfield “Renaissance” logo, signs, flyers,  
Porcine Parade flyers

Beautification Project (logo, Detour map, signage, website)  
new Video  
Coloring books  
7-Day Merchants brochure  
Farm Tour brochure with Economic Development  
SHDBA flyer for "Fall Events"  
Poster for VA Symphony event  
Designed lobby for new restrooms on Main Street  
Logo for 1750 Courthouse  
Outdoor Signage for Windsor Castle Park  
Wine label for St. Luke's  
Visitor Guest Book  
Williamsburg Docent Contest flyers, posters, etc.  
Historic Garden Week (brochure, press release, tickets, profile sheet, etc.)  
Restaurant Week (flyer, poster, 15 menus, webpage, press release, response cards)  
Restaurants on the Move (posters, flyers, stickers, etc.)  
Historic Resources Guided Walking Tour flyers  
Historic Resources Sesquicentennial flyers  
2 Bridal Posters for Bridal Shows  
Smithfield 2020 on branding initiative for Historic Downtown Smithfield  
LOVE Bacon sign  
"Restroom Coming" sign  
Encore Wedding Grant - 5 ads  
Windsor Castle Park brochures reprinted  
Chocolate lovers (ads, poster, flyers)  
Community Ambassador cards  
Visitor Center Map  
"Everything but the Squeal" rack card  
Generic Smithfield PDF for emails  
Bacon Mania Labels for Museum  
Country Store Sign for Banjo Display at Museum  
Taste of Smithfield digital invitation to their Grand Opening  
Rack Cards for Merchants (11 participants)  
"12 Can't Miss" cards reprinted  
Porcine Parade Postcard for Museum to sell  
Cards for Williamsburg Docent Contest  
Porcine Parade Christening digital invitation  
Rabies Signage for Windsor Castle Park  
Cecil Proffitt World of Wheels flyer  
Ambassador and Hospitality Hero certificates  
Seed Packet design for IOW Museum  
"Little Book of Facts" for tours  
Boykin's Tavern holiday program flyers and poster  
2 Christmas Parade magnetic signs  
Equine Directory for Economic Development  
Label for Wagon at Museum

Boykin's Tavern Scarecrow Contest banner  
3 photographic wall displays for Boykin's Tavern  
Smithfield Farmers Market Christmas and Thanksgiving banners

## Highlights!:

- **13,473 guests** were greeted at the Visitor Center in 2012, a 2% rise compared to 2011. Visitor Center Visitation SLIGHTLY DOWN (-4%) in 2011, UP (29%) in 2010 and UP (91%) in 2009... We are pleased to have held our own in this economy and with multiple budget cuts through the last several years.
- **The top five non-VA home states** for visitors to Smithfield, in ranked order: Pennsylvania, North Carolina, Maryland, New Jersey, New York.
- Smithfield is the #1 day trip destination for **Williamsburg** visitors who want to see a bit more of Virginia.
- We welcomed **visitors from all 50 states!**
- **Canada, England, Germany, Australia and Japan** were the top five home countries for our foreign visitors.
  - Tourism and Chamber led the efforts for the America In Bloom initiative for the Town of Smithfield. Smithfield won 1<sup>st</sup> place in their population category as well as Best Walking Tour and Best Historic Preservation Awards. As a part of the effort, the old Little's Supermarket Entrance Corridor façade was improved by Tourism Banners and a fresh coat of paint.
  - Tourism created and submitted the entry for the American Paint Institute's contest "America's Prettiest Painted Places". Smithfield won 1<sup>st</sup> place in its category and is featured on the America's Prettiest Painted Places calendar.
  - Tourism was very involved in the S. Church Street Beautification and Streetscape Project hosting meetings for staff and stakeholders EVERY Monday morning in 2012 and designing and creating all way-finding and construction signage . The project is now essentially complete.
  - Director active with the Virginia General Assembly Tourism Caucus and requested speaker.
  - Visitor Center continued as a VIRGINIA GREEN accredited Center.
  - Participated in the creation of the first ever Virginia Tourism Plan with the Virginia Tourism Corporation.
  - Continued the Community Ambassador Program to encourage and reward local citizens and groups that bring meetings and events to our local stakeholders to support immediate economic development.

- Hospitality Hero program continued to reward and recognize front line hospitality employees in Smithfield & Isle of Wight. Ceremony held to congratulate Hospitality Heroes, Community (H)ambassadors and Pork-a-razzi Photo Contest winners in May during National Tourism Week.
- Eight Porcine Statuary Project for Smithfield Historic District was approved, underwritten as a completely privately funded project by Smithfield Foods, the Smithfield Women's Club, Smithfield 2020, and many others. Unveiling occurred in June of 2012. Given to Town in December 2012.
- 2012 The Vacation Channel continued airing a segment on all of the Hampton Roads/Coastal Virginia destinations including Smithfield & Isle of Wight. The vacation channel is seen in over 7,000 hotel rooms in Hampton Roads.
- Very successful IOW County Fair Marketing campaign netted many 1<sup>st</sup> and 2<sup>nd</sup> Places in State competition.
- Continued as part of the Planning Team for the Consolidated Tourism Annual VA-1 Meeting with VTC, VHTA, VACVB.
- Continued success of the Smithfield Farmer's Market. Raised more money, attracted more vendors, held more markets than ever before!
- Continued working with the National Park Service and DCR on the Capt. John Smith Water Trail.
- Continued to serve on the Tourism Advisory Committee for Senator Mark Warner.
- 25+ Press Releases Distributed

### **Major marketing initiatives of the year: (and upcoming in 2013)**

- Managed and coordinated the Smithfield Renaissance Event for June 2012...Porcine Parade, Ham Shop/Café Opening, Wharf Hill opening, Firehouse Shops opening.
- Developed and assisted with new annual event...The Smithfield Wine and Brew Fest...at Windsor Castle Park in April. Event sold out and raised over \$43,000 for local charities. The 2<sup>nd</sup> Annual Smithfield Wine and Brew Fest will be even bigger and better with more wineries, an expanded Brew Village and three live music stages.

- Assisted with the SMITHFIELD VOTES Voter Turnout initiative for Smithfield Town Council.
- Continue to saturate the Williamsburg market, especially timeshares and locals.
- Continue to explore inexpensive ways to market regionally in the Hampton Roads/Coastal Virginia area through CVTA and social media.
- Continue to explore inexpensive ways to market regionally in the larger Mid-Atlantic region, including the D.C. area, Richmond, Pennsylvania and parts of North Carolina.
- Continue to position Smfd/IOW as the “Premier Encore Wedding Destination”
- Work to increase visitation by travel writers, especially MATPRA writers for fam tours
- Continue to move toward a “family” focused approach in our marketing strategies, following VTC’s lead.
- Continue to update and improve our website and explore electronic marketing opportunities.
- Continue to find editorial opportunities for our destination’s attractions and events.
- Focus on Group Business and expanding Smithfield and IOW as an overnight destination
- Continue Tourism Community Ambassador Program to work with community leaders to bring groups that they belong to (either business, government, fraternal or social) To Smithfield and IOW to support the hotels and meeting destinations.
- Submit and receive VTC Marketing leverage grant for 2012 and 2013
- Continue to promote recreational trails (by land and sea!) bikes and canoes and kayaks.
- Become certified by the Virginia VACVB CVB Certification Program
- Work with Smithfield 2020 Branding Team to create new “brand” for Smithfield Historic District through “Inside the Merchant’s Studio” programs and merchant and consumer focus groups. New brand to be unveiled in June at Olden Days.
- Continue Successful Smithfield & Isle of Wight Restaurant Week Program
- Create and support new outdoor Antique Show and Sale

## **CURRENT WEB PAGES:**

**Red = “Shared” pages (mobile and website)**

1. Home
2. Attractions/Visit Here
3. Events
4. Dine Here
5. Shop Here
6. Stay Here
7. Gather Here (Groups)
8. Get Here
9. Contact Us
10. Arts & Entertainment
11. Historic Timeline

12. Recreation
13. Visitor Center
14. Walking Tour
15. Windsor Castle Park
16. Community Ambassador Program
17. Encore Wedding
18. Historic Fort Huger
19. Hams
20. SmithfieldHam (duplicate of Hams, but not shared)
21. Media News and Information
22. Videos
23. Historic Resources
24. Nike Missile Site
25. Olden Days
26. Battle of Smithfield
27. Aiken Fest
28. Bike-friendly
29. Hospitality Heroes
30. Christmas Parade
31. Town & Country day
32. Hams, History, Hospitality & HeART quiz
33. HeART lovers itinerary
34. Small town devotee itinerary
35. History Buff itinerary
36. Hamtown foodie itinerary
37. Lodging Packages & specials
38. Girlfriend Getaways
39. Chocolate Lovers Event (via Girlfriend Getaways page)
40. Hampton Inn Packages
41. Smithfield Center
42. Mansion on Main Packages
43. Photo Contest
44. Birding in Smfd. & IOW
45. Geocaching in Smfd. & IOW
46. Video Tour of Fort Huger
47. Smithfield Inn Packages
48. Civil War
49. Video of Nike Park
50. Grand Travel Itineraries (via bottom of Historic Timeline page)
51. Grand Travel Art Itinerary
52. Grand Travel African American Itinerary
53. Grand Travel Agri-Tourism Itineraries
54. Grand Travel History Itinerary
55. Grand Travel Great Outdoors Itinerary
56. Grand Travel Civil War Itineraries
57. VTC Help Desk (no link except on Media page)

58. Halloween in Smithfield (no link except seasonally from homepage and events page)
59. Families Welcome
60. Family-Friendly Arts Itinerary
61. Family-Friendly African American Itinerary
62. Family-Friendly Agriculture Itineraries
63. Family-Friendly History Itineraries
64. Family-Friendly Outdoor Itineraries
65. Family-Friendly Civil War Itineraries
66. SmithfieldFarmersMarketVirginia
67. Nearby Attractions (bottom of Attractions page)
68. Guided Tours
69. Olde Town Curb Market (redirects to new Smithfield Farmers Market Virginia page)
70. America In Bloom Award
71. Farm To Visit
72. Restaurant Week
73. Historic Garden Week Tour



**SMITHFIELD PLANNING,  
ENGINEERING, & PUBLIC  
WORKS REPORT**

# **2012 Annual Report** **Department of Planning, Engineering and Public Works**

## **Office and Personnel**

- Jeff Landrus hired as Senior Maintenance Technician
- Raymond Pugh and Charles Dunlap hired as Laborer
- Gary Gandee promoted to Waterworks Operator for Water Treatment Plant
- Josiah Jendrey hired as FOG Inspector
- Alexandra Pearson hired as Receptionist/Secretary
- Sonja Eubank attended APWA Public Works Reaccreditation in Lee's Summit, MO
- Jessie Snead, Jeff Smith and Jack Reed attended VRWA Conference in Roanoke, VA
- Jessie Snead attended the APWA Conference
- Bill Hopkins attended the APA National Training Conference
- William Saunders attended the APA Virginia Training Conference
- William Saunders, Bill Hopkins, Joseph Reish and Wayne Griffin attended DCR Storm Water Management Law & Regulations training
- William Saunders and Bill Hopkins attended the VAZO Fall Training Conference

## **Staff Members**

Bill Hopkins – Director of Planning, Engineering and Public Works  
Wayne Griffin – Town Engineer  
Sonja Eubank – Office Manager  
Alexandra Pearson – Receptionist/Secretary  
William Saunders – Town Planner/ GIS Coordinator  
Joseph Reish – Planning Technician/Code Enforcement  
Jessie Snead – Superintendent  
Josiah Jendrey – FOG Inspector/Senior Maintenance Technician  
Jack Reed – Waterworks Operator/Maintenance Supervisor  
Gary Gandee – Waterworks Operator/Maintenance Technician  
Brian Freeman – Maintenance Supervisor/Waterworks Operator  
Darryle Warren – Public Works Maintenance Supervisor  
Jeff Smith – Maintenance Supervisor/Waterworks Operator  
Joe Pinner – Senior Maintenance Technician  
Kenny Clark – Senior Maintenance Technician  
Jeff Landrus – Senior Maintenance Technician  
Jacob Hodge – Maintenance Technician  
Tommy Williams – Maintenance Technician  
James Batten – Crew Leader  
Sterling White – Laborer

Raymond Pugh– Laborer  
 Private Warren – Laborer  
 Charles Dunlap – Laborer

## Planning and Zoning Department

### Planning Commission

	Reviewed	Approved	Denied	Tabled
Rezoning	0	0	0	0
Preliminary Site Plan Review	2	2	0	0
Final Site Plan Review	2	2	0	0
Preliminary Subdivision Review	0	0	0	0
Final Subdivision Review	0	0	0	0
Special Use Permits	0	0	0	0
Special Sign Exceptions	0	0	0	0
Chesapeake Bay Exceptions	1	1	0	0
Amendments to Comp Plan, Zoning Ord., etc.	0	0	0	0
Sign Permit, Entrance Corridor Design Review	9	8	0	1
Others	0	0	0	0
<b>TOTAL</b>	<b>14</b>	<b>13</b>	<b>0</b>	<b>1</b>

#### January 10, 2012 meeting

- No meeting held.

#### February 14, 2012 meeting

- No meeting held.

#### March 13, 2012 meeting

1. Entrance Corridor Design Review - McDonald's Restaurant – Elmer Tolle, Blakeway, Corp., applicants – Approved.

#### April 10, 2012 meeting

- No meeting held.

#### May 8, 2012 meeting

1. Entrance Corridor Design Review – Mural – Ringo's Donuts – 1200 S. Church St. – Beth Aberth, Girl Scouts of IOW, applicants – Approved.
2. Entrance Corridor Design Review – Roof Renovation – Smithfield Church of Christ – 18420 Battery Park Road – Bart McElfresh, Barnes Design Group, applicants – Approved.
3. Entrance Corridor Design Review – Exterior, Signage – Ice House – 1808 S. Church St. - Tim & Diane Davis, Old Dominion Ice Company, applicants – Approved.

#### June 12, 2012 meeting

1. Chesapeake Bay Preservation Exception – House addition – 64 Dashiell Drive– Lou Codega, applicant – Approved.

**July 10, 2012 meeting**

1. Entrance Corridor Overlay District Design Review – Exterior Renovation, Signage – 1500 South Church Street, Roger’s Veterinary Hospital – Kathryn Bouvier, applicant – Approved.
2. Entrance Corridor Overlay District Design Review - Exterior Renovation, Signage - 1909 South Church Street, Hardee’s Restaurant – Cathy Buro, Allen Industries, LLC, applicants – Tabled.
3. Vendors, Itinerant Merchants and Seasonal Businesses – Formed Subcommittee to explore issue.

**August 14, 2012 meeting**

1. Entrance Corridor Overlay District Design Review - Exterior Renovation, Signage - 1909 South Church Street, Hardee’s Restaurant – Cathy Buro, Allen Industries, LLC, applicants – Approved.

**September 11, 2012 meeting**

1. Entrance Corridor Overlay District Design Revision – 1811 South Church Street, McDonald’s Restaurant – Elmer Tolle, Blakeway Corp., applicants. – Approved.
2. Preliminary and Final Site Plan Review – 1811 South Church Street, McDonald’s Restaurant – Elmer Tolle, Blakeway Corp., applicants. –Approved.
3. Entrance Corridor Overlay District Design Review – 930 South Church Street, Enterprise Rent-a-Car – Dave Levenson, Enterprise Holdings, applicants. – Approved.
4. Preliminary and Final Site Plan Review -- 206 Main Street, Public Restroom Facility – Lawrence Pitt, Smithfield Foods, applicants – Approved.

**October 9, 2012 meeting**

- No meeting held.

**November 13, 2012 meeting**

- No meeting held.

**December 11, 2012 meeting**

- No meeting held.

**Board of Zoning Appeals**

	<b>Reviewed</b>	<b>Approved</b>	<b>Denied</b>	<b>Still Pending</b>
Variances	0	0	0	0
Special Yard Exceptions	1	1	0	0
Zoning Appeals	0	0	0	0
Others	0	0	0	0
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

**January 17, 2012 meeting**

- No Meeting Held

**February 21, 2012 meeting**

- No Meeting Held

**March 20, 2012 meeting**

- No Meeting Held

**April 17, 2012 meeting**

- No Meeting Held

**May 15, 2012 meeting**

- No Meeting Held

**June 19, 2012 meeting**

- No Meeting Held

**July 17, 2012 meeting**

- No Meeting Held

**August 21, 2012 meeting**

- No Meeting Held

**September 18, 2012 meeting- Continued on September 25, 2012\***

1. 112 Lumar Road - Special Yard Exception - Approved

**October 16, 2012 meeting**

- No Meeting Held

**November 20, 2012 meeting**

- No Meeting Held

**December 18, 2012 meeting**

- No Meeting Held

\*September 18, 2012 meeting was continued to September 25, 2012 due to lack of quorum.

## Board of Historic and Architectural Review

	<b>Reviewed</b>	<b>Approved</b>	<b>Denied</b>	<b>Tabled</b>
New Construction	2	2	0	0
Additions	1	1	0	0
Roof Change	0	0	0	0
Siding, Color Change/Exterior Renovation	11	9	2	0
Signs	6	6	0	0
Accessory Structures	4	4	0	0
Window Change	1	1	0	0
Demolition	1	1	0	0
Others	1	1	0	0
<b>TOTAL</b>	<b>27</b>	<b>25</b>	<b>2</b>	<b>0</b>

### **January 17, 2012 meeting**

- No meeting held

### **February 21, 2012 meeting**

- No meeting held.
- 1. Proposed Trim Color Change – 310 Institute Street (Fire Dept. side of Town Hall) – Noncontributing - Town of Smithfield, applicant – Approved by phone poll.
- 2. Proposed Mural – 221 Main Street (Simpson's Pharmacy) – Contributing – Joseph Luter, III, Smithfield Foods, Inc. applicants - Approved by phone poll.

### **March 20, 2012 meeting**

1. Proposed Sign – Evergreen Cemetery, Cedar St. – No designation – Peyton Barlow, Smithfield Rotary Club, Smithfield Ruritan Club, applicants – Approved.
2. Proposed Sign – 259 James Street (Luter Family YMCA) – Contributing – Christa Pickrell, Cardinal Signs, applicants - Approved.
3. Proposed Exterior Renovation and New Entrance Structures – 100 Main Street (Chamber of Commerce) – Contributing – Connie Rhodes, Chamber of Commerce, applicants - Approved.

### **April 17, 2012 meeting**

1. Proposed Sign and Exterior Color Change – 315 Main St. – Contributing – Nicole Haga, American Attic, applicants – Approved.
2. Proposed Fence – 231 Cary Street – Non-Contributing – Joseph Reish, applicant - Approved.

### **May 15, 2012 meeting**

1. Proposed Exterior Door Color Change – 216 Cary St. – Contributing – Maury A. Talbert, applicant – Approved.
2. Proposed Exterior Color Change – 232 James St. – Contributing – John & Samantha Fitzgerald, applicants – Approved.
3. Proposed Sign Change – 221 Main St. – Contributing – Emily Norton, The Main Event, applicants – Approved.
4. Proposed Exterior Color Change – 226 Institute St. – No Designation – Peter Faleski, applicant – Approved.
5. Proposed Exterior Color Change & Decorative Banners – 518 Main St. – Non-Contributing – Judy Winslow, Smithfield/IOW Tourism, applicants – Approved.

### **June 19, 2012 meeting**

1. Extension of Certificate of Appropriateness – 200 Washington St. – No designation – Ken Coleman, applicant – Approved
2. Proposed Fence – 232 James St. – Contributing – John & Samantha Fitzgerald, applicants – Approved
3. Proposed Siding Change – 228 Grace St. – Contributing – Jane Hansen, applicants – Denied

### **July 17, 2012 meeting**

1. Proposed Trim Color Revision – 310 Institute Street – Noncontributing – Town of Smithfield, applicant – Denied.
2. Proposed Fence Revision – 231 Cary St. – Noncontributing – Joseph Reish, applicant – Approved.
3. Proposed Fence Replacement – 240 James St. – Noncontributing – Harry Christie, The Children's Center, applicants – Approved.

### **August 21, 2012 meeting**

1. Proposed Window Replacement – 209 Clay Street – Contributing – Dr. Milton Cook, applicant – Approved.

- Proposed Demolition and New Public Facility Construction – 206 Main Street – No Designation – Lawrence Pitt, Smithfield Foods, applicants – Demolition Approved, New Facility Approved in Concept.

**September 18, 2012 meeting**

- Proposed Color Change – 108 Main Street – Contributing – Wayne Davis, Smithfield Foods, applicants – Approved.

**October 16, 2012 meeting**

- Proposed Commercial Building – 206 Main Street – Public Bathroom Facility – No Designation – Lawrence Pitt, Smithfield Foods, applicants – Approved.

**November 20, 2012 meeting**

- Proposed Signage Plan – 207 Main Street – Non-Contributing – Michael Jason Peters, Ye Olden Exposures, applicants – Approved.
- Proposed Porch Reconstruction – 311 Main Street – Contributing – Susan McDonald, applicant – Approved.

**December 18, 2012 meeting**

- No meeting held

**Zoning Permits  
January 1, 2012 – December 31, 2012**

	<b># of Permits</b>
Single Family Residences	26
Commercial Buildings	1
Demolition	8
Accessory Structures (i.e. sheds, garages, carports)	30
Fences, Walls	28
Water Dependant Structures (i.e. piers, docks)	4
Signs	24
Pools	7
Additions	8
Decks, Porches, Patios	17
Others	21
<b>TOTAL # of Structures Permitted</b>	<b>174*</b>
<b>TOTAL # of Zoning Permits Issued</b>	<b>154*</b>

*\* The numbers vary because some permits were issued for more than one item.*

**Zoning Violations  
January 1, 2012 – December 31, 2012**

<b>VIOLATION</b>	<b># of violations</b>
Inoperable Vehicles	28
Boats / RVs	2

Excessive Vegetation	53
Trash & Debris	12
Permits	1
Historic Dist. Violations	3
Septic Tank Program	2
Others	1
<b>TOTAL</b>	<b>102</b>

## **Engineering Department**

January 2012 –in regards to the South Church Street Streetscape Project – Phase 5 work on the project is now nearing completion. All curb & gutter, pavement, storm sewer and landscaping has been completed. All utilities have been relocated. A minor amount of repair to curb & gutter and pavement is still required where utility poles were removed. Work is scheduled to be 100% complete by the end of February 2013.

The John Rolfe Dr. turn lane was approved and sent out for bid. Blair Bro.s Contr. was lowest bidder. Work began on the turn lane Oct 29<sup>th</sup> and was completed Nov 28<sup>th</sup>. At this time the turn lane addition has made vehicular movement at this intersection much more accessible.

Other projects which we continue to monitor for construction and erosion and sedimentation controls, were Main Street Baptist Church addition, Smithfield Foods Innovation Center, Smithfield Manor Townhomes, Church Square phase 1, Tractor Supply, 7-Eleven renovation on Main Street, True Value expansion, Dollar General, the new Town Manager office & new Police Department / Evidence building.

We have performed numerous repairs, large & small, to drainage structures, ditches and pipe systems involving the storm sewers throughout the Town. We also now have a ditch cleaning schedule within the Town that includes 35 plus storm water outfall ditches.

For this year there have been no streets overlayed within the Town. The funds have been put forward to defray the cost of the brick sidewalk installation involving the S. Church St. Phase 5 project. There have been, though, many pavement patch repairs performed throughout the Town.

While continuing the implementation of the Storm Water Management program, we have issued, when required, the Storm Water Management Facility Agreements (SWMF). We also utilized the Town’s Newsletter by having a section on methods of properly landscaping residences or business sites, and also pool maintenance, disposal of pool water along with use of chemicals.

## **Public Works**

January 2012 - Staff along with reps. from ITT performed the task of cleaning of the membranes on the third stage of the RO skid. This was due to the scaling of the membranes caused by silica.

February 2012 – Contract signed with American Public Works Association for Accreditation. Completed pump downs at 26 out of 27 pump stations. Well 10 was repaired by Sydnor Hydro due to mechanical failure.

March 2012 –REW started working on pump station alarms. Completed work at Jersey Park Playground. Third stage of RO skid was cleaned with help from reps. from Avista Technologies.

April 2012 – Staff hosted Special Electronic Recycling at Windsor Castle Park as part of the Great American Cleanup. Preventive maintenance began on air release valves and manhole inspection by Town Maintenance Technicians. Virginia Department of Health made final inspection of RO Plant.

May 2012 – Staff attended VML Annual Meeting and participated in HRPDC's Water/Wastewater Utilities Table Top Exercises. The Town partnered with IOW County to host Rain Barrel Workshops.

June 2012 – Staff worked Olden Days festival – set up informational tables for HRWET, FOG and Recycling. Staff attended and observed Re-Accreditation process for Lee's Summit, MO. Spacers were installed in 3<sup>rd</sup> stage of RO skid and the 2<sup>nd</sup> and 3<sup>rd</sup> stages were cleaned to help alleviate hydraulic issues in RO system.

July 2012 – Sewer main line cleaning began - 5% completed.

August 2012 – Pinewood Heights well was abandoned to obtain new withdrawal permit. Jersey Park well house was upgraded so well could be exercised without pumping into distribution system. Sewer air release valves and manhole inspection at 50% complete for the year. New operator was hired and began training at RO plant.

September 2012 –Work was completed to the Cary St. well so well could be exercised and not pump into distribution system. Orifice plates were installed in 1<sup>st</sup> stage of RO skid to alleviate hydraulic issues.

October 2012 – Staff attended VML Annual Workshop.

November 2012 – Caldwell Tank completed year 1 scope of work for the South Church St. water tank.

December 2012 – Orifice plates were installed in the 2<sup>nd</sup> stage of RO skid and the 2<sup>nd</sup> and 3<sup>rd</sup> stage of RO skid were cleaned to balance the systems hydraulics.

### **FOG PROGRAM**

We have 74 Food Service Establishments (FSE) within the Town that are all in compliance. Each FSE is visited once a quarter and they are required to provide documentation of cleaning frequency. HRGreen implemented a regional online certification program. Our ordinance requires that at least one employee from each FSE complete the certification. We are currently working with the FSE's to get them onboard and through the training/certification program.

### **BACKFLOW PREVENTION PROGRAM**

We are currently aware of 323 backflow prevention devices located within the Town. Each of these devices will have to be tested to ensure they are working correctly and will continue to be tested annually.

## **Regional Consent Order Project Update**

**Flow Monitoring (DAA Project No. HR04103-15)** – A Flow Monitoring Plan was submitted to DEQ in December 2007 and a finalized version addressing DEQ comments on April 14, 2008. The Flow Monitoring Plan established a flow monitoring program which met the requirements of the SOBC and the approved methods included in the Regional Technical Standard (RTS). All monitoring equipment was installed by May 15, 2008 and data collection began. In order to meet the rainfall requirements of the RTS, flow monitoring continued for 6 months until November 15, 2008, when the flow monitoring program was completed. The data collected met the RTS requirements for SSES basin identification and model calibration purposes. As part of this program, permanent monitoring equipment was installed at 13 pump stations in the Town of Smithfield. Although the flow monitoring program for the SOBC has been completed, this equipment remains in place for the Town of Smithfield's use.

**SSES Plan (DAA Project No. HR04103-22)** – A Sanitary Sewer Evaluation Survey (SSES) Plan was submitted to DEQ for review and approval on January 2, 2009. The SSES Plan provided an analysis of historical and flow monitoring data used for the purpose of identifying SSES basins and determined a prioritized approach for SSES field activities. The SSES plan also established a phased field investigation program to identify system deficiencies and collect information to be included in the Rehabilitation Plan due on November 26, 2012. DEQ comments were received on December 16, 2009 and a revised SSES Plan was submitted to DEQ in June 2009. Following that comments were received once again from DEQ which lead to Addendum No. 1 which was submitted in January 2010 and Addendum No. 2 which was submitted in August

2010. On August 25, 2010, we received a letter indicating that the SSES Plan and all of its revisions were approved by DEQ.

**MOM Program (DAA Project No. HR04103-23)** – A Management, Operations and Maintenance (MOM) Program was submitted to DEQ for review and approval on January 2, 2009. In accordance with Appendix N, paragraph 6 of the SOBC, the Town of Smithfield was required to develop and submit an MOM Program to DEQ that would include elements used by the Town to manage the sewer system and minimize SSOs. The program was developed in accordance with EPA guidelines as well as specific requirements related to the SOBC. The MOM also included a list of individual programs the Town of Smithfield has committed to implementing in the near future. The implementation schedule for these additional programs was originally as follows:

<b>Programs, Procedures, and/or Activities</b>	<b>Target Date</b>
Flow Monitoring Assessment of Rehabilitation Work	April 2009
Centralized Complaint Tracking System	April 2009
Satellite Community Agreements	April 2009
Grease Trap Inspections	April 2009
Manhole Inspection Program	May 2009
Managing and Tracking Written Instructions	July 2009
Program to Locate and Raise Manholes	July 2009
Sewer System Investigative Activities Schedule	July 2009
Standard Operating and Maintenance Procedures	July 2009
Written Public Notification Plan	July 2009
Work Order System	July 2009
Emergency Response Plan	December 2009
Air Valve Maintenance Procedures	December 2009
Sewer Use Ordinance Modifications	December 2012

DEQ provided comments on the MOM Program and a revised report was submitted on September 24, 2010 for approval. DEQ responded with additional comments on December 9, 2010 and Addendum No. 1 to the MOM Program was submitted to DEQ on February 4, 2011 for approval. On May 31, 2012 the Town received a letter of approval from DEQ for the revised MOM Program.

The implementation schedule provided above was modified in Addendum No. 1 and then also updated in fiscal year Annual Reports. The most recent version of this implementation schedule is as follows:

<b>Programs, Procedures, and/or Activities</b>	<b>Target Date</b>
Flow Monitoring Assessment of Rehabilitation Work	Completed

Centralized Complaint Tracking System	Completed
Satellite Community Agreements	Completed
Grease Trap Inspections	Completed
Manhole Inspection Program	Completed
Managing and Tracking Written Instructions	Completed
Program to Locate and Raise Manholes	Completed
Sewer System Investigative Activities Schedule	Completed
Standard Operating and Maintenance Procedures	Completed
Written Public Notification Plan	Completed
Work Order System	Completed
Emergency Response Plan	Completed
Air Valve Maintenance Procedures	Completed
Sewer Use Ordinance Modifications	December 2012

It was anticipated that a modification to the Town’s Sewer Use Ordinance may be necessary in order to ensure private and storm sewer design criteria is included. The need to perform this modification is currently being evaluated and an update to this process will be provided to the Region in the upcoming Fiscal Year report. DAA continued to assist the Town as needed with the implementation of MOM programs in accordance with the updated schedule. Assistance beyond that covered in this task was required and as a result, DAA created a new task to handle what has been considered the second phase of MOM Program assistance. DAA’s work associated with the Town’s MOM Program is complete; however, actions recommended by the program that may be required assistance from DAA have been incorporated as necessary into other tasks.

**MOM Program - Phase 2 Assistance (DAA Project No. HR04103-40)** – As indicated above, implementation of the MOM Programs and procedures included under the original MOM Program task required some additional assistance in addition to other efforts that were deemed necessary to properly establish the Town’s overall program. As a result, this second phase of assistance was established. The purpose of this task was to continue MOM Program implementation, develop the first portion of the Town’s overall hydraulic model (Battery Park Road Force Main system), and perform additional flow evaluation work to account for flow characteristic changes as a result of 2009 flow monitoring data. Implementation of the Town’s various MOM Program procedures and activities is almost complete, and as discussed above, the final item is currently being evaluated by the Town. The additional flow evaluation work has been completed for the 2009 data and the updated flow parameters have been provided to HRSD and CDM for inclusion in the Regional Hydraulic Model. The first portion of the Town’s overall hydraulic model was finished in October 2011, which completed the work identified under this project number. The second portion of the Town’s overall hydraulic model is included under a separate project number and is currently being finalized (HR04103-61R1).

**Locality Data Collection for HRSD (DAA Project Nos. HR04103-17, 18, 19, 20 and 21)** – Information pertaining to the Town of Smithfield’s sanitary sewer system infrastructure has been collected in accordance with the CDM report for HRSD titled “Regional Hydraulic Model Locality Requirements for Sanitary Sewer System Facility Data” dated April 9, 2008. As required by the report, infrastructure and general information on all seven terminal pump station collection areas was obtained. The collected information was organized in a geodatabase format as required by CDM and submitted on November 1, 2008 for review and comment. Comments were received and updated information was submitted to CDM and HRSD by January 16, 2009. The collected information is being used by CDM and HRSD to develop the Regional Hydraulic Model and has also been used to develop a hydraulic model for the Town of Smithfield. Work under this task is complete. CDM and HRSD periodically asked for updated information on the Town’s infrastructure. As these requests were made, they were being handled under the Model Development task and the General Regional Hydraulic Model Development Assistance Task. Work under this task is complete. If additional updates are requested by CDM and HRSD, these updates will be handled under separate tasks.

**Annual Report (DAA Project No. HR04103-26)** – In accordance with the Special Order by Consent, an Annual Report was submitted to DEQ on November 1, 2012. The purpose of the Annual Report was to reflect on the work and activities undertaken during the previous fiscal year and include a summary of the system benefits achieved during the year. This was the fifth Annual Report and covered the time period from July 1, 2011 to June 30, 2012. As required by the SOBC, an Annual Report needs to be submitted to DEQ on or before November 1<sup>st</sup> of each year.

**Locality/HRSD Coordination and General Special Order by Consent Assistance (DAA Project No. HR04103-27)** – The intent of this task was to cover general coordination with regional partners and miscellaneous general assistance throughout the duration of the SOBC process. This included attendance at monthly locality meetings sponsored by HRSD, attendance at Capacity Team meetings as necessary, general coordination with HRSD or other locality personnel and technical collaborations with other localities and engineers pertaining to SOBC work products. Unfortunately the approach taken for the SOBC has been modified and is still being refined and attendance at weekly Capacity Team meetings became a necessity in order to remain well informed on SOBC approach modifications and how these changes may impact the Town. As such the budget associated with this original task has been expended. In order to account for additional coordination and general assistance time, a separate task was initiated and will be discussed later in this memo.

**Flow Evaluation Report (DAA Project No. HR04103-25)** – A Flow Evaluation Report was submitted to DEQ on May 26, 2009. This report described information obtained during the Flow Monitoring Program and included unit hydrographs for each terminal pump station as required for incorporation into the Regional Hydraulic Model. An evaluation of the monitored data resulted in the determination of the following monitoring area characteristics and flow parameters:

- Average existing dry weather flow
- Dry weather flow diurnal flow variation
- Average existing dry weather infiltration
- Average existing base sewage flow
- Model parameters to simulate wet weather flows from rainfall

These parameters were included in the Regional Hydraulic Model as part of the Regional Wet Weather Management Plan.

Work on this report started following the completion of the Flow Monitoring Program and during the development of the SSES Plan. Comments on the Flow Evaluation Report from DEQ were received on January 8, 2010 and Addendum No. 1 in response to those comments was submitted to DEQ for review in March 2010. No additional comments have been received to date. The approval letter for the SSES Plan indicated that they would have no further comments on the Flow Evaluation Report concerning SSES Basin determination and that model calibration issues would be handled through the model documentation submittals and capacity evaluation.

**SSES Field Services – Phase 1 CCTV Inspection (DAA Project No. HR04103-35) –**

The first phase of CCTV inspection began in August 2009 and was completed in October 2009. This first phase of inspection work included up to approximately 33,000 linear feet of pipe. Inspection logs were generated and maps were developed to identify sections inspected, general condition and approximate lateral locations. Meetings with Town staff have been held in order to discuss the results and indicate where cleaning will be required prior to proceeding with the second phase of CCTV inspection work.

**SSES Field Services** – These tasks cover all of the work included in the scope of work submitted on November 5, 2010. This work includes all SSES field services exclusive of the CCTV inspection work. As indicated above, the first phase of CCTV inspection work has taken place and the second phase is discussed below. SSES Field Services covered by this task included; record reviews, pump station inspections, force main field inspections, smoke testing, manhole inspections, pump run time analysis, office coordination and management of field tasks, and data analysis and condition assessment documentation. A general update for each task is included below:

- Record Review (DAA Project No. HR04103-43R) – This task was initiated during a kick-off meeting held on September 30, 2011. Information necessary to complete this task was provided by the Town and as necessary is being incorporated into the Rehabilitation Plan.
- Pump Station Inspections (DAA Project No. HR04103-44R) – This task was also initiated during the kick-off meeting held on September 30, 2011. All SSES pump stations were inspected for general conditions and information was collected for condition assessment documentation purposes.
- Force Main Inspections (DAA Project No. HR04103-45R) – The purpose of this task was to perform a field inspection of all force mains related to SSES basins.

During the field inspection, GPS coordinates were obtained for various force main features (bends, main line valves, etc.) in order to better locate them for mapping purposes. The inspection work has been completed and maps were generated to identify any noted conditions and provide updated location information.

- Smoke Testing (DAA Project No. HR04103-46) – The purpose of this task was to perform smoke testing on those basins identified in the SSES Plan. All smoke testing has been completed and maps have been generated identifying areas where smoke was observed.
- Manhole Inspections (DAA Project No. HR04103-47R) – The purpose of this task was to inspect all manholes located in SSES basins as identified in the SSES Plan. All manhole inspections are complete and inspection reports have been generated for each manhole inspected.
- Pump Run Time Analysis (DAA Project No. HR04103-48R) – The purpose of this task was to acquire additional pump run time information for those stations where adequate information was not available during the flow monitoring program. This work required the Town's assistance with collection of run time information on a daily basis for a period of six months. The data was collected and provided to DAA and the analysis has been completed.
- Office Coordination and Management of Field Tasks (DAA Project No. HR04103-49R) – The purpose of this task was to coordinate the various field tasks and manage the collection of data as necessary for condition assessment documentation and rehabilitation planning. Work under this task is complete as all associated field tasks are also complete.
- Data Analysis and Condition Assessment Documentation (DAA Project No. HR04103-50R) – The purpose of this task was to collect and analyze the data gathered during the various field service tasks and organize the data into condition assessment reports for each SSES basin. This information will then be used for rehabilitation planning. This task has been completed and condition assessment reports have been generated for each SSES Basin for use in rehabilitation planning.

All SSES field activities listed above (excluding Record Review) were completed by November 26, 2011 in accordance with the SOBC.

**SSES Field Services – Phase 2 CCTV Inspection (DAA Project No. HR04103-58R)**

– The second phase of CCTV inspection began in September 2011. This phase of the work included inspection of up to 63,612 linear feet of sewer. All field inspection work was completed prior to November 26, 2011 in accordance with the SOBC. Inspection logs were generated and maps were developed to identify sections inspected, general condition and approximate lateral locations.

**Find & Fix Program** – A Find & Fix Program is coinciding with the SSES Field Services. The purpose of the Find & Fix Program is to provide prompt attention to sever defects identified during inspection work. Types of defects that would qualify for the Find & Fix Program have been included in the SSES Plan and as necessary will be

discussed in more detail in a separate memorandum to the Town of Smithfield. Supervision and management of this program, if deemed necessary by the Town based on the size and extent of the required work, will be provided in separate scopes of work for their consideration. To date three Find & Fix projects have taken place. Two projects took place in the Crescent Drive Pump Station basin (DAA Project Nos. HR04103-32 and HR04103-64RI) and one in the Main Street Pump Station basin (DAA Project No. HR04103-41). In the Crescent Drive Pump Station basin (Heptinstall Avenue and South Church Street), significant defects to manholes in the area were noted and in order to reduce the potential for inflow and stabilize them structurally, the manholes were rehabilitated with either a liner system or an epoxy coating. The Main Street Pump Station Collection System Rehabilitation work was more of a maintenance related project. Funds for the project came from the Town's general maintenance and operation budget, but the result of the rehabilitation work was significant enough to be included within the Find & Fix Program and has been reported to DEQ as such. The work for these projects has been completed.

**Model Development (DAA Project No. HR04103-36)** – In accordance with the SOBC and the RTS, a hydraulic model needed to be developed for portions of the Town of Smithfield sanitary sewer system. The DHI Mike Urban model, which the Town of Smithfield and DAA both currently have, was used for this work. DAA has attended training classes for the use of this modeling software and is participating in the Model User Group (MUG) sponsored by HRSD on behalf of the Town of Smithfield. Work on the Town's hydraulic model as required for the Consent Order Project has been completed and general coordination with the HRSD and other localities regarding the Regional Hydraulic Model have begun. Regional calibration meetings have been held and no additional work has been performed for this task. Any remaining model development work has been provided under the General Regional Hydraulic Model Development Assistance task listed below or through the recently established Additional Locality/HRSD Coordination and General SOBC Assistance task list below.

**Private Property I/I Abatement Program Assistance (DAA Project No. HR04103-57RI)** – The purpose of this task is to assist the Town with the regional development of the Private Property I/I Abatement Program, which needs to be included in the rehabilitation planning. HRSD and their consultant are managing this program and anticipated three meetings with localities and their consultants. To date all necessary meetings have taken place and information has been provided to HRSD at their request. Remaining work required under this task will be performed as required by the Region and the Town.

**General Regional Hydraulic Model Development Assistance (DAA Project No. HR04103-59RI)** – HRSD is currently developing a Regional Hydraulic Model with input from the localities. In accordance with the compliance schedule, the regional model was completed and ready for calibration on November 30, 2010. The region completed the initial calibration process, the long term simulation, and the initial regional capacity evaluation phases of the model development. The purpose of this task was to assist the Town with their involvement in this process and provide geodatabase updates

requested by HRSD. This task has also accounted for revisions to the locality model required by Minor Revision No. 1 to the RTS. This model revision was completed in accordance with the December 15, 2011 deadline established by the region and the Town's involvement with the model calibration process, long term simulations and initial regional capacity evaluations is complete.

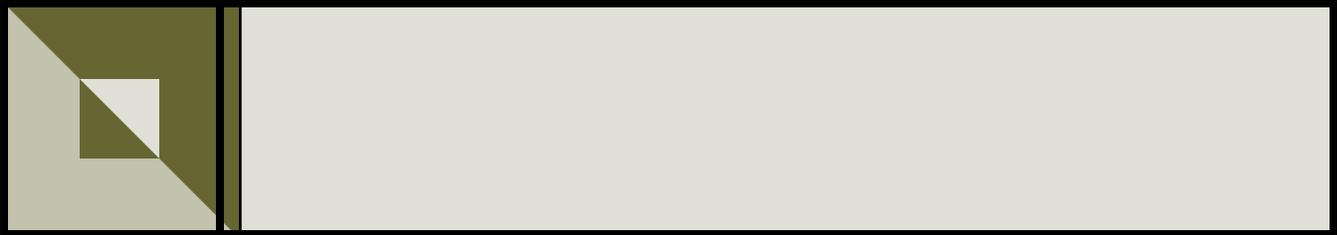
**Rehabilitation Plan (DAA Project No. HR04103-60RI)** – The purpose of this task is to develop a rehabilitation plan for the Town in accordance with the RTS and SOBC. This task was initiated once information from the SSES field services was available and has progressed as condition assessment reports for each SSES Basin were completed. Initial rehabilitation considerations have been developed and development of the report has begun. As discussed above, the Region continues to modify the method in which the Consent Order will be finalized. This process has extended the due date for completion of the Rehabilitation Plans until after a Regionalization Study has been performed by HRSD. In anticipation of the conclusion of that study, the Rehabilitation Plan development will be taken to a point at which the report can be quickly finalized but not far enough that any regional modifications to the Consent Order process would require significant reworking of the report.

**MOM Program Full Hydraulic Model – Phase 2 (DAA Project No. HR04103-61RI)** – The purpose of this task was to develop the second phase of the Town's overall hydraulic model. This second phase will account for all known remaining portions of the Town's sanitary sewer collection system. Field work required for this task by survey crews is almost complete. As data has been collected in the field, it has been provided to our GIS administrator for inclusion in the Town's geodatabase and then placed into the Town's hydraulic model. Work related to this task is anticipated to be complete this spring.

**Additional Locality/HRSD Coordination and General SOBC Assistance (DAA Project No. HR04103-67RI)** – As discussed above, additional coordination and general assistance for the SOBC was necessary as a result of approach modifications and the need to attend more Capacity Team Meetings than originally anticipated. The purpose of this task was to account for a year's worth of Capacity Team Meetings as well as other general coordination that may be required. Under this task DAA has attended a number of meetings and continues to assist the Town with SOBC related decisions and regional coordination.

**Capacity Assessment/Level of Service Determination Assistance (DAA Project No. HR04103-66RI)** – The purpose of this task is to account for capacity assessments each locality is required to perform by DEQ as a result of Minor Revision No. 1 to the RTS/SOBC. It will also account for the proposed level of service determination process that the region was discussing prior to the initiation of the Regionalization Study. To date the first capacity assessment on the Town's sanitary sewer infrastructure was completed utilizing October 2011 boundary conditions from the Region. The results were summarized and provided to DEQ and HRSD for review. A second capacity assessment will be performed based on more recently determined boundary conditions.

**Minton Way Basin CCTV Inspection (DAA Project No. HR04103-65RI)** – This task accounts for additional CCTV inspection work identified for the Minton Way Basin. All field work associated with this task is complete and an initial determination of identified defects has been completed. A review of the coding information is being performed prior to finalization of information to be incorporated into the rehabilitation planning process and completion of maps identifying the defect locations.



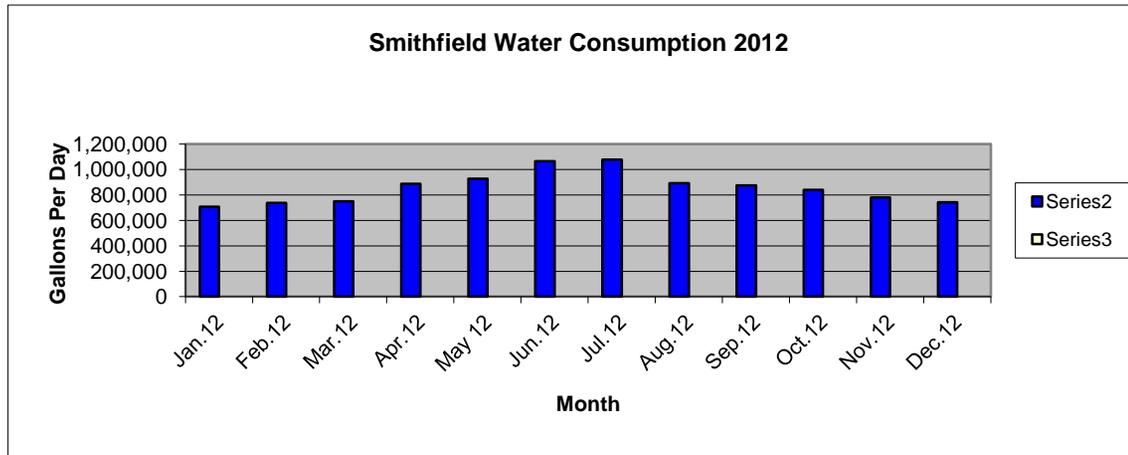
**SMITHFIELD  
WATER CONSUMPTION  
REPORT**

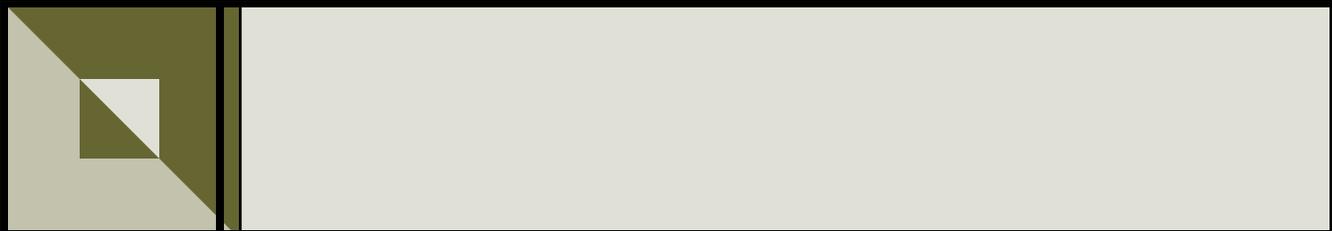
**Smithfield Water Consumption 2012**

Jan. 12	Feb. 12	Mar. 12	Apr. 12	May. 12	Jun. 12	Jul. 12	Aug.12	Sep.12	Oct. 12	Nov. 12	Dec. 12
21,907,232	20,617,472	23,229,616	26,627,640	28,788,896	31,998,176	33,442,168	27,709,000	26,255,620	26,016,576	23,374,732	23,016,960
31	28	31	30	31	30	31	31	31	30	31	30

**Daily Water Consumption**

Jan.12	Feb.12	Mar.12	Apr.12	May 12	Jun.12	Jul.12	Aug.12	Sep.12	Oct.12	Nov.12	Dec.12
706,685	736,338	749,342	887,588	928,674	1,066,606	1,078,780	893,839	875,187	839,244	779,158	742,483





**SMITHFIELD POLICE  
DEPARTMENT  
REPORT**



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# *Smithfield Police Department*

## *Annual Report*

### *2012*

The year 2012 could be named the “year of transition” for the Smithfield Police Department. A number of organizational changes occurred as a result of a change in leadership. On January 1, 2012, Captain Alonzo Howell was named Interim Chief to replace the outgoing chief who had been sworn in as the County’s new Sheriff. Upon the departure of the sheriff, so went a significant number of officers that made up core supervision of the Smithfield Police Department. The final tally of departing officers was seven which included five supervisors, including the sheriff. In addition, the Office Manager also departed. Within several weeks, the Smithfield Police Department had been reduced from a full-time complement of twenty-two sworn officers to a department of seventeen. This represented a reduction of almost one quarter of the force.

However, to the credit of the Town Manager, the Interim Chief, and especially the officers and support staff that remained loyal to the Smithfield Police Department, the Agency continued to operate and provide professional law enforcement services to the Town’s citizens. Also, during this time the Agency was making preparations for the transition that was due to occur as vacancies were filled and the new management team was assembled.

In March of 2012, after extensive interviews and vetting, Steven G. Bowman was named Chief of Police. Along with this appointment, (that was unanimously endorsed by the Town Council), promotions were made and vacancies filled. This agency was very fortunate on two fronts; we had very talented individuals remaining in the ranks that were promotable, and, the applicants desiring to join the new team were both numerous and highly qualified. At this writing, the staff is at full complement and stands ready to handle any law enforcement issue that may come its way.

The past year was also a year of successes for the Smithfield Police Department. In March, the Farmer’s Bank was robbed in a very violent manner. Through intense investigation and collaborative teamwork, the Department was able to solve this heinous crime and arrest six individuals. All currently await their final phase of trial. In addition to this major crime, we are very proud of the “day to day” performance of our officers that worked diligently to make Smithfield a safe place to live, work, and raise children.

During 2012, felony arrests were up a staggering 35%. One may not equate a rise in felony arrests with a safe place to live. However, when examined, this number is a direct result of “observed on patrol” arrests in which officers aggressively search for criminal activity afoot. In reality, these arrests, in all likelihood, prevented more serious crimes from occurring while removing criminals from our streets. In addition, misdemeanor arrests fell by four percent (4%). We believe that this number indicates general misconduct violations are falling in number due to police presence on the streets deterring violations.





In the area of traffic enforcement, the number of traffic summons increased 16% while the number of reportable crashes declined by a similar number 15%. Driving under the influence arrests were up nine percent (9%). Studies have shown that where there is an aggressive and visible traffic enforcement presence, lives are saved through a decrease in the number of crashes.

In other areas of enforcement, we observed general declines in other areas of criminal activity. Stolen property reported was down 64%, property damaged by vandalism or other means was down 45% while there was a slight increase in recovered property three percent (3%). All of these successes were accomplished while our general calls for service were up by two percent (2%). The Smithfield Police Department answered 11,864 calls for service in 2012.

The only major crime that remains an active case in which an arrest has not been made is the homicide that occurred in Jersey Park Apartments in December. The Police Department is confident that through continued dedicated investigation of this crime, the perpetrator(s) will be brought to justice.

The Smithfield Police Department remains dedicated to protecting and serving its wonderful citizens through a partnership that involves community policing. At this time, a number of new programs are being either initiated or considered. The hallmark project is the certification of Smithfield as a Certified Crime Prevention Community. This project, when completed, will signal to all that Smithfield is intolerant of criminal activity and will utilize whatever synergistic means enlisting the police and community to ensure we have the safest community possible. In addition, the Smithfield Police Department remains on high alert for any potential problems at the schools and daycare centers within our jurisdiction. We are working closely with the school system and our law enforcement partners to maintain a safe environment where our children go to obtain the best education possible.

In closing, the men and women of the Smithfield Police Department are very proud to have the opportunity to serve the citizens of this great Town. They strive daily to interact with their community in a manner that is both helpful and protective. They will continue working to make the Town of Smithfield a safe and secure place to live, work, and play.

Steven G. Bowman  
Chief of Police





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# Smithfield Police Department

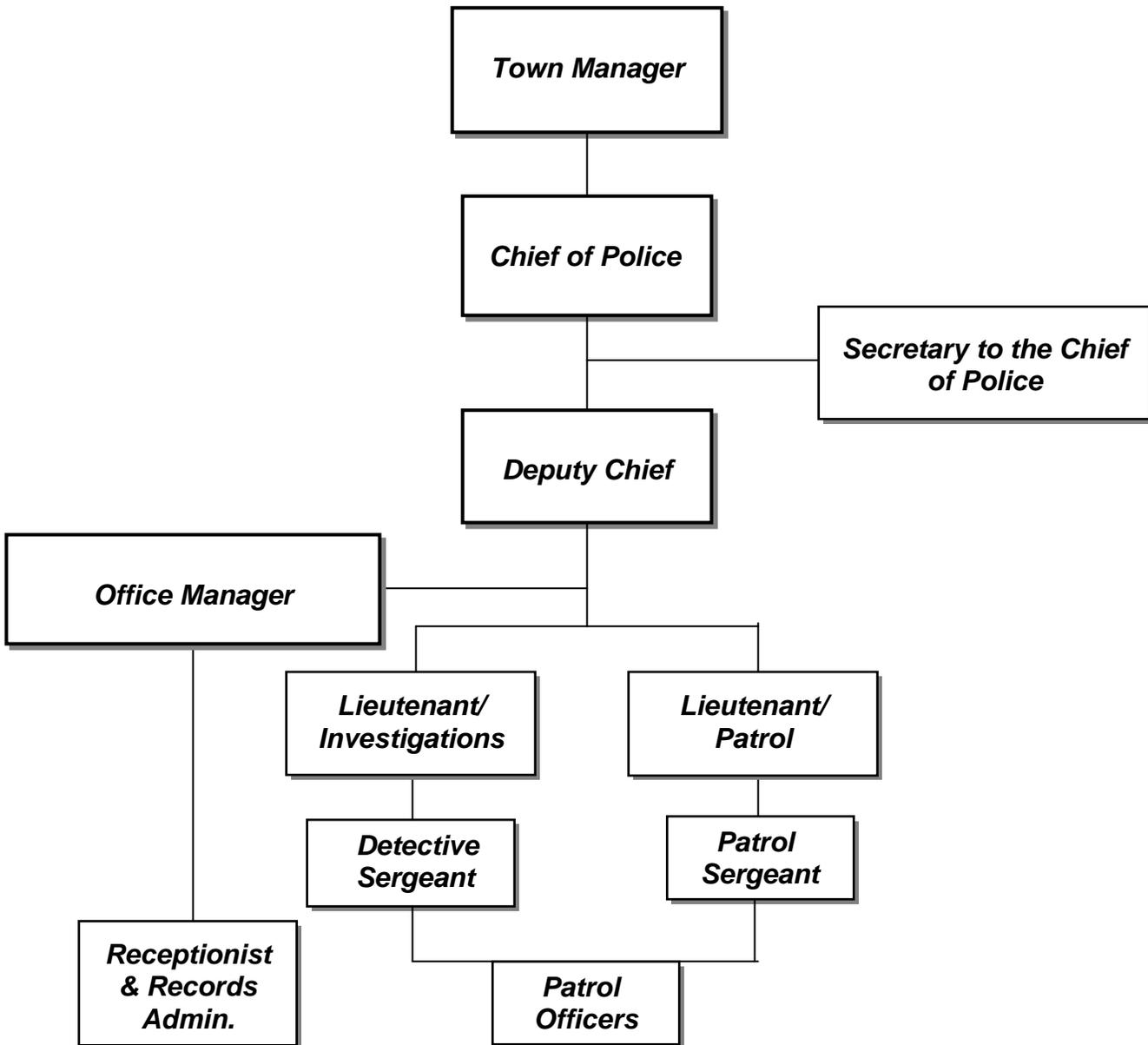
## Mission Statement

*The mission of this Department is to provide the Commonwealth of Virginia and the Town of Smithfield a dynamic, responsive, professional police department that forms a partnership with the community in order to preserve law and order, achieve mutually beneficial goals and objectives, and provide security and safety services in the most efficient and effective manner.*





# Organizational Chart





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## Department Staff



**Chief of Police  
Steven G. Bowman**



**Deputy Chief  
Alonzo Howell**



# Investigative Division



**Lieutenant  
Patrick Valdez**



**Detective Sergeant  
Christopher Meier**





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## Patrol Division



**Lieutenant  
Matthew Rogers**

## Patrol Sergeants



**Bryan Miller**



**Thomas Jones**



**Patrick Araojo**



**Donald Brady**





## Patrol Officers



**Clay Seamster**



**Edmund Cook**



**David Adams**



**Joshua Powell**



**Eric Phillips**



**Daniel Fordham**





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## Patrol Officers



**Ryan Woods**



**Nicole Anderson**



**Danelle Wright**



**Wayne Hill**



**Samuel Johnson**



**Joshua Adams**





## Support Staff



**Kristi Jenkins**  
**Office/Accreditation Manager**



**Annette Crocker**  
**Secretary to the  
Chief of Police**



**Lorrie Porter**  
**Records Administration**



**Lisa Villarreal**  
**Records Administration**



**Kurt Beach**  
**Crime Prevention**

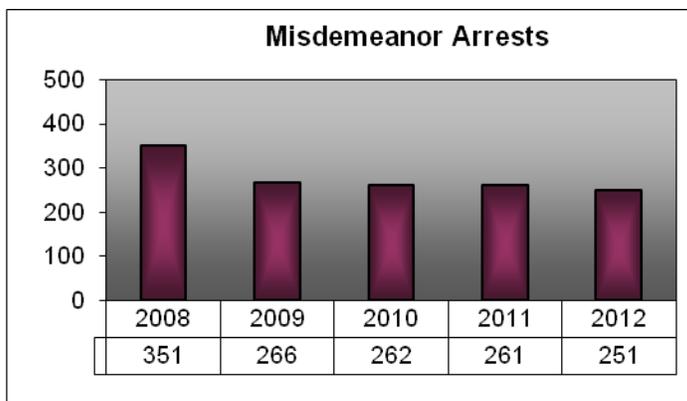
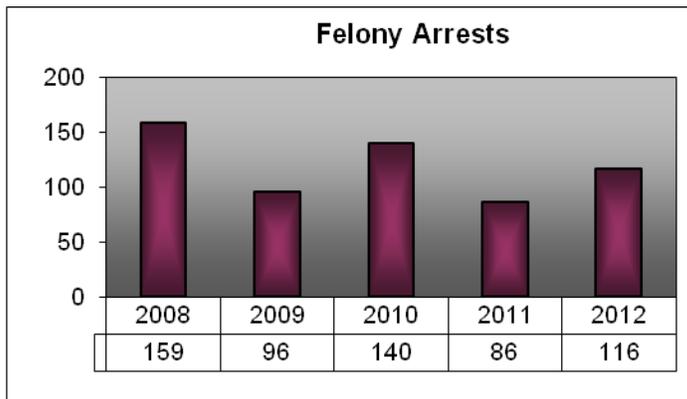
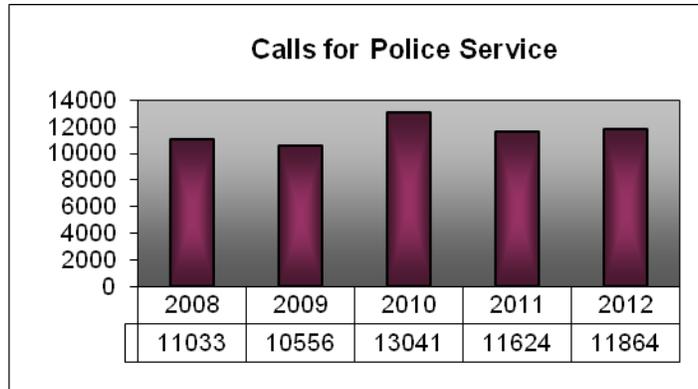




## Department Statistics

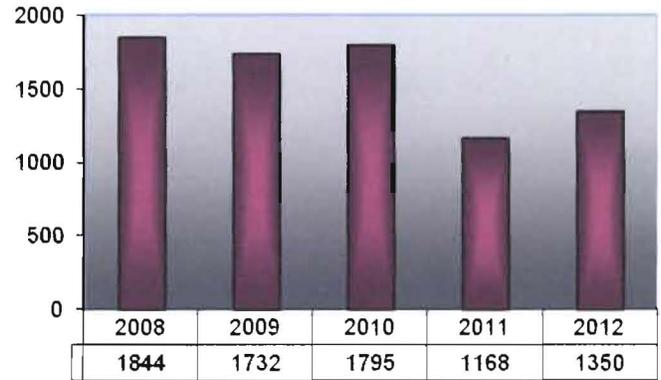
Again our Department saw changes in the police work dynamics in 2012. We show an **increase of 2%** in our calls for service. Felony arrests also **increased by 35%** and Misdemeanor arrests **decreased by 4%**.

**9-1-1  
Emergency!!!**

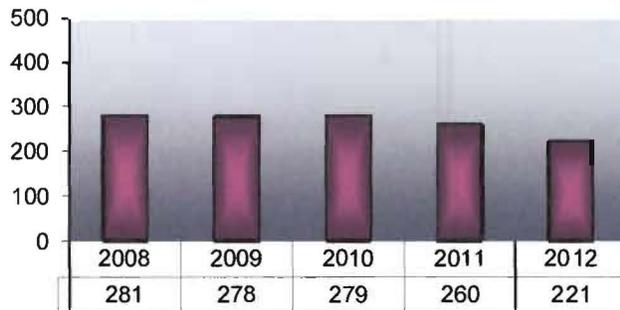




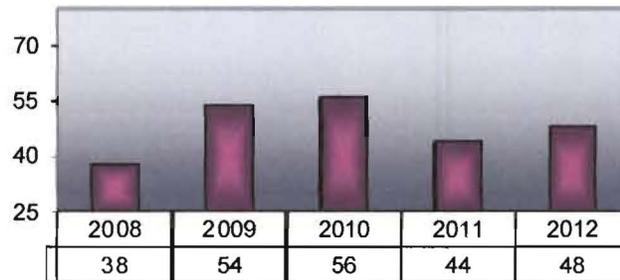
**Traffic Summonses Issued**



**Motor Vehicle Crash Investigations**



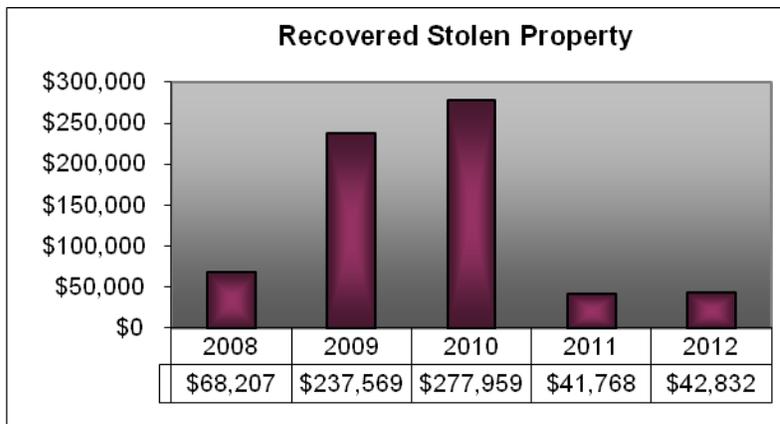
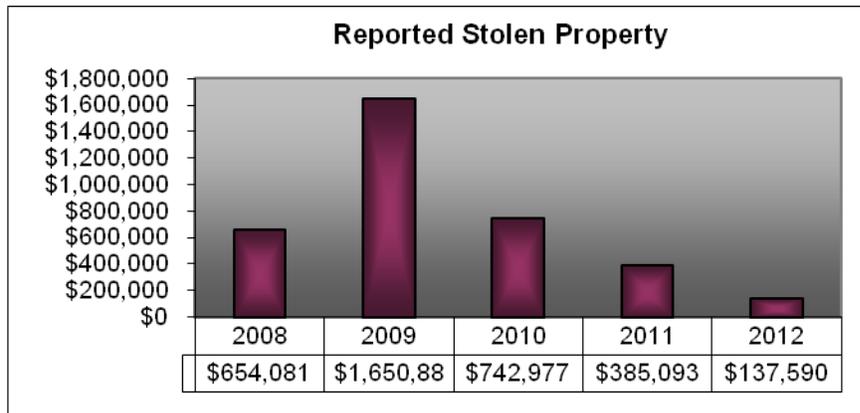
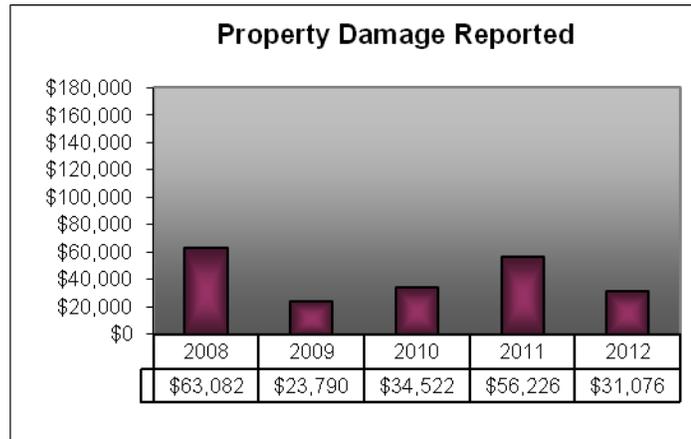
**DUI Arrests**

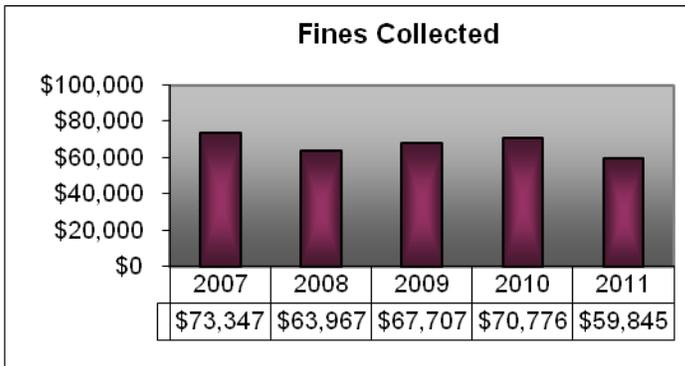




The number of traffic summonses issued **increased by 16%**, and motor vehicle accidents investigated indicated a **decrease of 15%**. DUI arrests **increased by 9%**.

Property Damage Reported **was down by 45%**. Records indicate a **decrease of 64%** in Reported Stolen Property and an **increase of 3%** in Recovered Stolen Property.

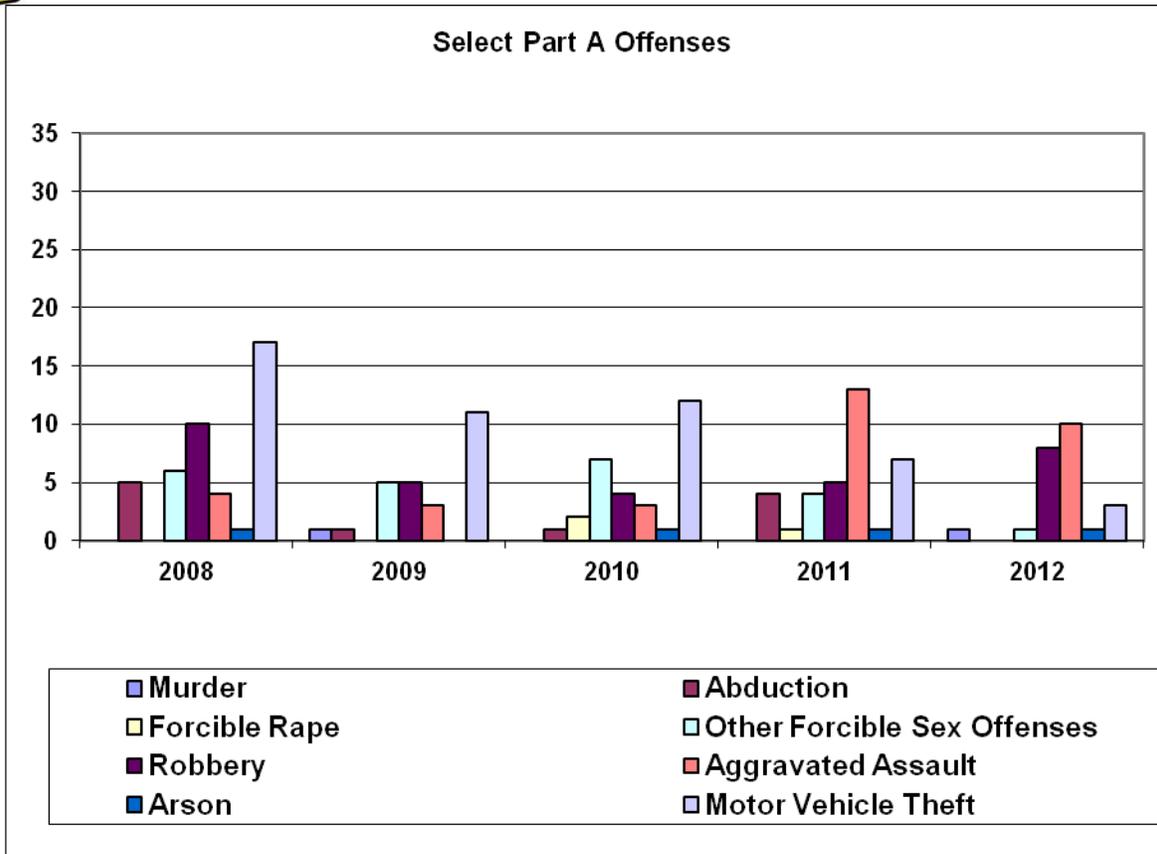




## Group A Offenses

We have included significant criminal offenses that were reported to the Smithfield Police Department during the past year, and used built-in totals since 2008 for comparison. This synopsis is part of our IBR (Incident Based Reporting) report that we provide to the Commonwealth of Virginia. Both Select Part A and Select Part B are referred to as “Group A” offenses. It should be noted however, that these criminal incidents are not inclusive of all offenses reported to police. Offenses such as bad checks, disorderly conduct, DUI, public drunkenness, trespassing, and other misdemeanor offenses are not included in this report. They are referenced in “Group B” offenses and constitute a significant portion of incident reports taken by the Smithfield Police Department.

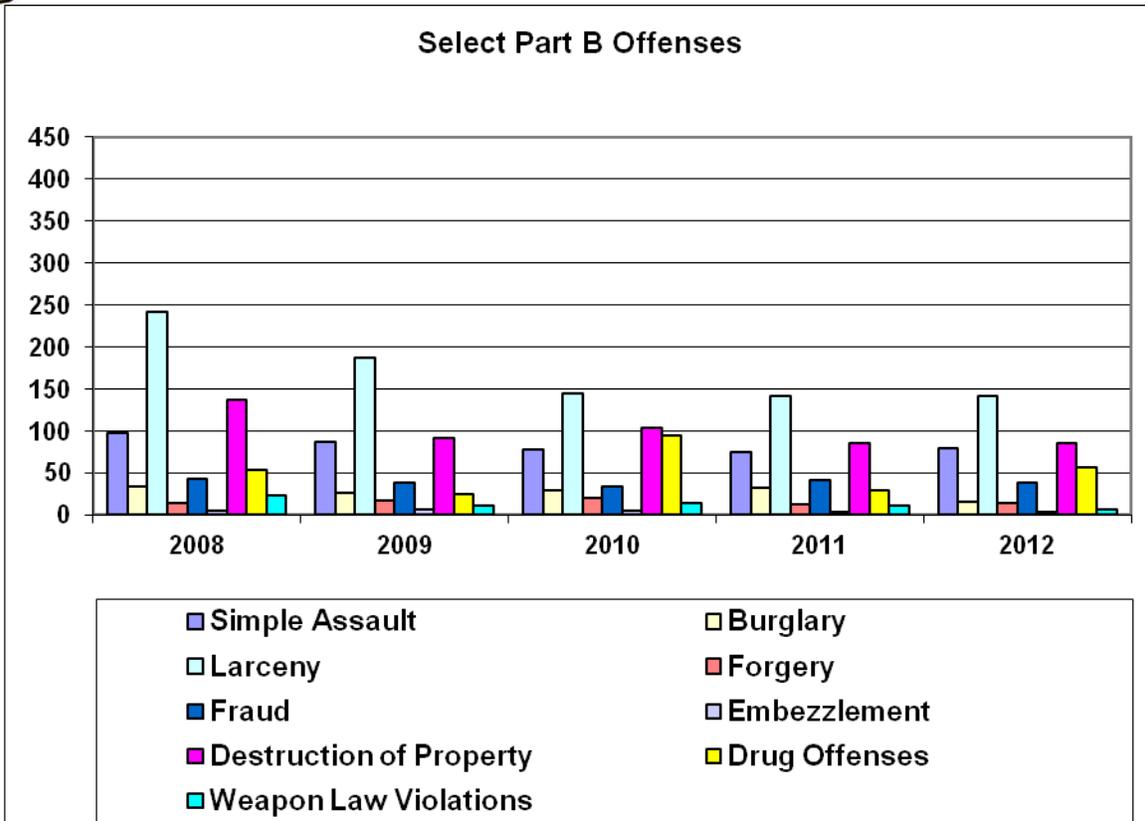




### Select Part A Offenses

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Murder	0	1	0	0	1
Abduction	5	1	1	4	0
Forcible Rape	0	0	2	1	0
Other Forcible Sex Offenses	6	5	7	4	1
Robbery	10	5	4	5	8
Aggravated Assault	4	3	3	13	10
Arson	1	0	1	1	1
Motor Vehicle Theft	17	11	12	7	3
<b>TOTAL SELECT PART A OFFENSES</b>	<b>43</b>	<b>26</b>	<b>30</b>	<b>35</b>	<b>24</b>





### Select Part B Offenses

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Simple Assault	98	87	78	75	79
Burglary	34	26	30	33	15
Larceny	241	187	145	142	142
Forgery	14	18	21	13	14
Fraud	43	39	34	42	39
Embezzlement	5	6	5	3	3
Destruction of Property	137	91	104	86	86
Drug Offenses	53	25	94	29	57
Weapon Law Violations	24	11	14	11	6
<b>TOTAL SELECT PART B OFFENSES</b>	<b>649</b>	<b>490</b>	<b>525</b>	<b>434</b>	<b>441</b>





## Translator and Interpreter

The Smithfield Police Department was fortunate that one of its new hires was a former Spanish teacher. Officer Danelle Wright serves as both a translator and interpreter in addition to her patrol duties. As a translator she converts written documents from one language into another. In contrast, as an interpreter she deals with spoken language, listening to, understanding, and memorizing the content in the original or 'source' language and then reproduces statements and questions in a different 'target' language. Officer Wright is available to translate for the Police Department, the Town of Smithfield, the Isle of Wight Sheriff's Office, the Virginia State Police, and any other agency that has a legitimate need of her services. She was called upon numerous times in 2012 by fellow officers who requested her assistance.





## Department Highlights

### Greater Hampton Roads Regional Crime Line Top Cop Award

The Hampton Roads Crime Line's Board honors police officers and others who have demonstrated a commitment to a safer Hampton Roads community. These award recipients are leaders and role models for both their peers and their community. Nominations for these awards come from law enforcement agencies, civic leaders, key individuals, and hundreds of business leaders throughout the Hampton Roads area. To qualify the nominee must:

- Reside in Hampton Roads
- Exhibit a high level of personal achievement
- Demonstrate exemplary leadership skills
- Have had a positive impact on the Hampton Roads Community

Deputy Chief Alonzo Howell was selected as the 2012 Top Cop for the Smithfield Police Department. His hard work, dedication, and superior management and leadership skills served him well. He fulfilled the duties of Chief of Police when the former Chief of Police travelled on behalf of the International Association of Chiefs of Police. And when the former Chief was elected Sheriff of Isle of Wight County, Deputy Chief Howell served as Interim Chief for several months.



Deputy Chief Howell was formally recognized at the 12<sup>th</sup> Annual Hampton Roads Crime Lines Dinner and Top Cop Awards in November of 2012. The proceeds from the dinner and silent auction go toward paying the toll-free 1-888-LOCK-U-UP number used by citizens to call in anonymous crime tips that lead to the arrest of criminals. The remaining proceeds are shared among Virginia Beach, Norfolk, Chesapeake, Portsmouth, Peninsula, and Isle of Wight-Smithfield-Windsor Crime Line/Crime Solvers programs to pay the rewards that help solve crimes.

While many state dignitaries were present, the real heroes of the evening were the law enforcement officers and private citizens and organizations receiving recognition for their contributions to making neighborhoods and businesses a safer place to live and work.





## Virginia State Police H.E.A.T. Awards Program

The Virginia State Police, in cooperation and with participation from numerous law enforcement organizations and the Insurance Industry, created the Help Eliminate Auto Theft (H.E.A.T.) program in 1992. Through extensive public information and education activities, as well as investigatory assistance to law enforcement, the program has reached across the citizenry of the Commonwealth.



Popular too is the race car, truck, and now the motorcycle that actively races and is displayed at various functions across the state. The Smithfield Police Department is continually recognized by the H.E.A.T. program for its efforts in enforcement and its public information and educational efforts on the issue of crime and auto theft. The Smithfield Police Department occasionally hosts VIN etching events free to the public. As a part of the H.E.A.T. program, the Virginia State Police annually offer three types of awards: The LEO Award, which recognizes law enforcement officers throughout the state for their special efforts in auto theft reduction in the areas of intelligence, prevention, enforcement, and recoveries. The Operation HEATWAVE Award, which recognizes the state wide efforts of law enforcement agencies in their efforts to increase public awareness of the H.E.A.T. program, familiarize citizens with the toll free telephone number (1-800-947-HEAT), and encourage citizen participation in helping eliminate auto theft in Virginia by calling in tips on auto theft activity. The Operation Summer HEAT Award, which recognizes outstanding achievement for auto theft arrest and vehicle recoveries made during the peak months of auto theft – June, July and August.





## MADD Awards



**Officer Ryan Woods**



**Officer David Adams**

MADD honors law enforcement officers from across Virginia at eight regional Law Enforcement Awards Ceremonies. Officers are honored for their outstanding work on DUI enforcement and related prevention initiatives, education and training. The awards highlight the lifesaving work of law enforcement officers including Sobriety Checkpoints, Saturation Patrols, specialized DUI enforcement training, prevention efforts of school resource officers and DUI arrests. This year two officer's from the Smithfield Police Department were recognized for DUI arrests: Officer Ryan Woods and Officer David Adams had the most DUI arrests in the department in 2012.

## Community Relations

The Smithfield Police Department welcomes every opportunity to provide a positive interaction between the citizenry of Smithfield and our police officers. We continue to actively support and promote the Community Help In Progress (CHIP) program by working in unison with local community leaders to discuss current issues and to provide healthy activities for local children. CHIP has continued to be a huge success and welcomes participation from all interested persons within Smithfield and the Isle of Wight County. Several events were also sponsored that have united our Police Department with the Smithfield community. These activities included:

- 4-H camp in Wakefield, Virginia.
- Bright Beginnings with the YMCA at Target department store, Chesapeake, Virginia.
- Kiwanis fishing trip at the James River Bridge.
- Halloween on Main Street.
- Kiwanis Breakfast with Santa at the Smithfield Center
- Homework Station, Jersey Park Apartments Community Room





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## Specialized Units

Throughout 2012, the specialized units of the Smithfield Police Department maintained close ties with regional law enforcement entities and participated in several joint-jurisdictional events.

The primary responsibility of the Smithfield Police Department Motor Unit is the reduction of traffic related incidents within the Town through RADAR enforcement. The Motorcycle Unit not only patrolled the streets of Smithfield, it was called upon to participate in presidential escorts, funerals, parades, and festivals throughout Hampton Roads. To qualify for the Unit, officers must pass a rigorous selection process that includes an 80 hour Police Motorcycle Operators Course. Once selected members participate in regional motor training, honing their high speed, low speed, and precision riding skills.

The Marine Patrol Unit augmented the United States Coast Guard (USCG) in assessing damage to local waterways after hurricane Sandy passed through Hampton Roads. The waterway assessment was instrumental in determining when Sector Hampton Roads Port could resume operations. The Unit worked with the Virginia Marine Resource Commission conducting a search for an individual missing in the Windsor Castle Park area, which unfortunately turned into a recovery operation. The Unit assisted the USCG by locating and rendering aid to a boater in distress on the James River, prior to it being towed by the Coast Guard Auxiliary. The Unit enhanced maritime safety and security for the 36<sup>th</sup> annual Pork, Peanut and Festival held in Surry, patrolling the waters near Chippokes Plantation State Park during the event. The Unit provided security on the Pagan River for the Town of Smithfield's 4<sup>th</sup> of July fireworks celebration, Olden Days maritime events, and the Smithfield wine and Brew Fest. Two members attended a Tactical Operators Course, designed to enhance the capabilities of students with the knowledge and skills necessary to appropriately react to threats in the maritime community.

The primary mission of the Emergency Response Team is the entry and securing of specified locations as a result of executing an arrest or search warrant in anticipated situations of violence, when a hostage or barricade situation exists, when there exists an unusually dangerous environment, or circumstances exist that would dictate the immediate entry of a location for the protection of life. In 2012, the team executed several warrants and assisted other jurisdictions in other tactical operations.



## Training

During 2012 all members of the Smithfield Police Department received required in-service training mandated by the Department of Criminal Justice Services. Several members of the department also received specialized training as noted below:

- Police Motorcycle
- Police Boat
- Police Bicycle
- Emergency Response Team
- Gang Identification
- General Instructor School
- Firearms Qualification
- Cultural Diversity
- Taser
- Defensive Tactics Instructor
- Property and Evidence Management
- Anti-Terrorist Intelligence
- Incident Based Reporting
- Virginia Law Update
- LIVESCAN
- VCIN Level "B"
- First Line Supervisor
- Radar Operator
- Intoximeter EC/IR II
- VA Victim Assistance Academy
- VA Victim Rights Conference
- Known Sex Offender Training
- Communicable Disease
- Tactical Boat Operator Course
- General Instructor
- VA Victim Assistance Academy
- VA Victim Rights Conference
- VA Child Labor Laws
- Mobile Command Post
- Basic SWAT School
- Terrorism Awareness
- Ritual Crime & Occult Training
- DUI Summit
- Highway Safety Workshop
- Nuclear Emergency Preparedness
- RMS





## Grants

The Smithfield Police Department eagerly researches grant opportunities and applies for law enforcement assistance grants. Grants can be obtained from many different agencies for a wide variety of equipment. In the 2012 grant process the following actions occurred:

- Grants awarded
  - U.S. Department of Justice Bulletproof Vest Partnership Grant valued at \$2,400 for the acquisition of four ballistic vests for department personnel.



## Highway Safety Grants

In 2012 Smithfield Police continued its commitment to improving highway safety. The department received grant funding from the National Highway Traffic Safety Administration in the amount of \$7,014. The funding provides overtime pay for participation in the national Checkpoint Strikeforce campaign which targets impaired drivers and the Click It or Ticket campaign which focuses on occupant protection and seatbelt usage.





## Grants



In 2011 the Smithfield Police Department applied for a Department of Homeland Security Port Security Grant valued at \$200,000 for the acquisition of a multi-purpose command vehicle. The grant was approved and in 2012 the Department received the vehicle, designating it Mobile Command Center 1, or MCC1.

MCC1 is regional public safety asset that enhances multi-jurisdictional interoperability. It can be utilized for Command and Control before, during and after man-made and natural catastrophic events. It can also be deployed for large scale events such as Olden Days or Fourth of July fireworks display. It is a state of the art vehicle that provides synergy for wireless and data technology between multiple jurisdictions. Its small size also allows for greater mobility.