



**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

# **Town of Smithfield, Virginia**

**2013 ANNUAL STATISTICAL REPORT**



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# **CLERK OF COUNCIL REPORT**

# 2013

## ACTION ITEMS APPROVED BY TOWN COUNCIL

### **AGREEMENTS/CONTRACTS/PROPOSALS:**

- 01/02/2013** Motion to Approve the Primary Annual Engineering Service Contract with Draper Aden Associates. Motion passed.
- 01/02/2013** Motion to Accept Draper Aden and Associate Proposal for the Scope of Work and Fees in Regards to the Waterworks Dam Grant Agreement. Motion passed.
- 01/02/2013** Motion to Approve Secondary Annual Engineering Service Contract with Kimley-Horn and Associates. Motion passed.
- 02/05/2013** Motion to Extend Franchise Agreement with Charter Communications. Motion passed.
- 03/05/2013** Motion to Accept Main Street Manhole Installation Proposal from Lewis Construction of Virginia in an Amount not to Exceed \$17,560.00. Motion passed.
- 03/05/2013** Motion to Renew FY 2013/2014 Mowing Contract with Brown Brother's Lawn and Care Service. Motion passed.
- 03/05/2013** Motion to Authorize the Town Manager to Enter into a License Agreement with the Bank of Southside Virginia to Proceed with the Farmer's Market. Motion passed.
- 04/02/2013** Motion to Approve Amendments to Isle of Wight Emergency Communications Center MOU. Motion passed.
- 04/02/2013** Motion to Renew Street Maintenance Contract with Blair Brothers, Inc. for One Additional Year. Motion passed.
- 04/02/2013** Motion to Authorize the Town Manager to Accept Street Paving Proposals from Blair Brothers, Inc. Motion passed.
- 04/02/2013** Motion to Approve AVES Refuse and Recycling Collection Contract Renewal as Amended. Motion passed.
- 04/02/2013** Motion to approve the Franchise Agreement Renewal with Charter Communications Cable. Motion passed.
- 05/07/2013** Motion to Accept ARC Flash Assistance Budgeted Proposal from Draper Aden Associates in an Amount not to Exceed \$35,000.00. Motion passed.

- 06/04/2013** Motion to Accept a Proposal for the Budgeted Pump Station Upgrades at Cypress Creek and Watson by REW Corporation in an Amount not to Exceed \$43,582.00. Motion passed.
- 06/04/2013** Motion to Renew the Landscaping Contract with Southern Shores Lawn and Landscaping for One Additional Year. Motion passed.
- 06/04/2013** Motion to Renew the Regional Storm Water Management Program Memorandum of Agreement. Motion passed.
- 06/04/2013** Motion to Authorize the Town Manager to Enter into a License Agreement with Mr. Mark Nelson for Hot Air Balloon Launches. Motion passed.
- 06/04/2013** Motion to Authorize the Town Manager to Enter into a License Agreement with Smithfield Foods for Additional Paved Parking. Motion passed.
- 06/04/2013** Motion to Approve the Boundary Line Agreement for Battery Park Road and Great Springs Road with Isle of Wight County. Motion passed.
- 06/04/2013** Motion to Approve an Annexation Waiver Agreement with Isle of Wight County stating that the Town of Smithfield Agrees not to Initiate a New Boundary Adjustment for a Period of Ten Years. Motion passed.
- 06/04/2013** Motion to Approve a Right of Way Easement Agreement Request by Dominion Virginia Power for Underground Power at the Smithfield Center. Motion passed.
- 06/24/2013** Motion to Approve the Town Manager's Annual Employment Contract. Motion passed.
- 07/02/2013** Motion to Renew the Sanitary Sewer Rehabilitation Contract with Tri-State Utilities for One Additional Year. Motion passed.
- 07/02/2013** Motion to Move Forward with the Cost Share Proposal for Utilities on Livengood's Property in Phase 1 of the Pinewood Heights Relocation Project. Motion passed.
- 07/02/2013** Motion to Renew the Underground Utilities Contract with Lewis Construction for One Additional Year. Motion passed.
- 07/02/2013** Motion to Approve the License Agreement for the Public Restroom Facility located at 206 Main Street. Motion passed.
- 08/06/2013** Motion to Renew Debris Removal Contract with Goodrich and Sons and Smithfield Services for One Additional Year. Motion passed.
- 08/06/2013** Motion to Authorize Temporary License Agreement for Great Springs Road Property. Motion passed.

- 08/06/2013** Motion to Authorize the Town of Smithfield to make Payment to Verizon for the Invoice Amount Less the Change Order Fees for the South Church Street Beautification Project. Motion passed.
- 09/03/2013** Motion to Accept Renewal of Vehicle Maintenance Contract with Dave's Service Center for One Additional Year. Motion passed.
- 09/03/2013** Motion to Approve Proposal for Pipe Repairs in Waterford Oaks by Lewis Construction of Virginia. Motion passed.
- 09/03/2013** Motion to Request Extension of Pinewood Heights Grant Agreement – Phase II Multi Year I. Motion passed.
- 09/03/2013** Motion to Accept Proposal for Flow Monitoring Data Update from Draper Aden. Motion passed.
- 10/01/2013** Motion to Accept Budgeted Reverse Osmosis Plant Proposal from Kimley-Horn and Associates. Motion passed.
- 10/01/2013** Motion to Approve Contract Renewal of Mechanical, Electrical and Utility Service with REW Corporation for One Additional Year. Motion passed.
- 10/01/2013** Motion to Adopt the Standard Plan for Disability for the Town of Smithfield with the Virginia Retirement System – Hybrid Plan and VLDP. Motion passed.

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

- 01/02/2013** Motion to Appoint a Nominating Committee for the Expiring Term of Members Laurie Coyne and Russell Parrish of the Board of Historic and Architectural Review. Motion passed.
- 02/05/2013** Resolution to Accept Community Help in Progress (CHIP) Steering Committee Appointments. Motion passed.
- 02/05/2013** Motion to Accept Nominating Committees Recommendation to Fill the Expiring Term of Laurie Coyne and Russell Parrish Members of the Board of Historic and Architectural Review . Trey Gwaltney replaces Laurie Coyne and Russell Parrish was reappointed. Motion passed.
- 05/07/2013** Motion to Appoint a Nominating Committee to Appoint/Reappoint the Expiring Term of Harold Lawrence of the Board of Zoning Appeals. Motion passed.
- 06/04/2013** Resolution to Appoint Members to the Smithfield Community Crime Prevention Team. Motion passed.

- 06/04/2013** Motion to Accept Nominating Committees Recommendation to fill the Expiring Term of Harold Lawrence of the Board of Zoning Appeals. The Committee recommended Mr. Chris Gwaltney. Motion passed.
- 06/04/2013** Motion to Establish a Parks and Recreation Committee for Town Council. The Committee will include Ms. Connie Chapman as Chair, Ms. Denise Tynes, and Mr. Randy Pack. Motion passed.
- 12/03/2013** Motion to Appoint a Nominating Committee to Appoint/Reappoint the Expiring Terms of Charles F. Bryan, Randolph Pack, and Michael Swecker of the Planning Commission. Motion passed.
- 12/03/2013** Motion to Appoint a Nominating Committee Appoint/Reappoint the Expiring Terms of Nancy Fortier and Cecil W. Gwaltney Jr. of the Board of Historic and Architectural Review. Motion passed.
- 12/03/2013** Motion to Appoint a Nominating Committee to Fill the Unexpired Term of Joseph Campbell of the Board of Zoning Appeals. Motion passed.

### **CLOSED SESSION:**

- 02/05/2013** Closed Session for Discussion of the Disposition of Publicly Held Real Property.
- 03/05/2013** Closed Session for Consultation with Legal Counsel as to Legal Matters.
- 04/02/2013** Closed Session for Discussion of the Disposition of Publicly Held Real Property.
- 05/07/2013** Closed Session for Discussion with Legal Counsel as to Legal Matters.
- 06/24/2013** Closed Session for Discussion of Evaluation of the Four Appointed Positions.
- 06/24/2013** Closed Session for Discussion of the Town Manager's Contract and Acquisition and Disposition of Real Property for public purposes.
- 08/06/2013** Closed Session for Discussion of the Disposition of Publicly Held Real Property and Consultation with Legal Counsel as to Legal Matters.
- 10/01/2013** Closed Session for the Discussion of the Disposition of Publicly Held Real Property and the Discussion of the Acquisition of Real Property for Public Purposes and a Briefing by Legal Counsel as to Actual or Pending Litigation.
- 12/03/2013** Closed Session for Discussion of the Acquisition of Real Property for Public Purposes and Disposition of Publicly Held Real Property.
- 12/10/2013** Closed Session for Discussion of the Deposition and Acquisition of Real Property.

## **COUNCIL COMMENTS:**

- 02/05/2013** Councilwoman Tynes stated that she would like to thank Council for recognizing Black History Month as well as “Love Our Park Month”. She stated that Mr. William White was recognized for being a Tuskegee Airman by the president.
- 03/05/2013** Councilwoman Tynes stated that the Community at Jersey Park/Woods Edge would like to ask Council to consider helping with security to make the community safer.
- 03/05/2013** Mayor Williams stated that he would like to congratulate Peter Stephenson on receiving the Hickson Award from the Kiwanis Club.
- 04/02/2013** Councilwoman Chapman stated that she would like to recognize Chief Bowman and several of his officers that put on a Basketball Tournament to benefit the Relay for Life.
- 05/07/2013** Councilwoman Chapman stated that she would like to recognize Mr. William Riddick for twenty years of service as the Town Attorney for the Town of Smithfield.
- 05/07/2013** Mayor Williams stated that he would like to recognize Councilwoman Tynes for her appointment to the VML 2013 Legislative Committee for another year.
- 05/07/2013** Mayor Williams stated that he attended the new McDonald’s ribbon cutting.
- 06/04/2013** Mayor Williams commented on the Media attention on the Sale of Smithfield Foods.
- 08/06/2013** Councilwoman Chapman stated that she would like to thank the Smithfield Police Department and Sheriff’s Department for “National Night Out”.
- 09/03/2013** Mayor Williams stated that he would like to recognize Officer James Adams and Officer Eric Phillips for receiving awards from MADD.
- 09/03/2013** Mayor Williams stated that he would like to recognize Mr. Rick Bodson for applying for a grant for the Arts League.
- 10/1/2013** Mayor Williams stated that he would like to thank Peter Stephenson and Jessie Snead for helping the County with parking lot inspections.
- 11/05/2013** Councilwoman Tynes stated that she would like to thank everyone for allowing her to attend the VML Conference.
- 12/03/2013** Councilwoman Tynes stated that the Town Council has disappointed a lot of citizens with the usage of public property at Windsor Castle Park and leaving a lot of decisions to a third party.

**12/03/2013** Councilwoman Chapman stated that she would like to recognize the efforts of Ms. Sue Ivy and Ms. Gina Ippolito particularly for what they have done on the Windsor Castle Park Foundation Board.

**12/03/2013** Vice Mayor Gregory stated that the implications by citizens that all of the decision about Windsor Castle Park was done in secret behind closed doors was not right because all of the meetings have been open to the public.

### **DEEDS:**

**03/05/2013** Motion to Accept Deeds for 41, 42, and 43 Carver Avenue as Part of the Pinewood Heights Relocation Project. Motion passed.

**07/02/2013** Motion to Accept the Deed of Gift for the Public Restrooms from Smithfield Foods. Motion passed.

**07/02/2013** Motion to Authorize the Town Attorney to Accept the Deed from Isle of Wight County for the Ball Field property. Motion passed.

### **DONATIONS:**

**01/02/2013** Motion to Accept Bicycle Rack Donation from Tidewater Bicycle Association. Motion passed.

**02/05/2013** Motion to Accept Donation of Motorcycle from the Portsmouth Sheriff's Office. Motion passed.

**03/05/2013** Motion to Accept Donation of Opticom LED Emitter to Smithfield Police Department from Smithfield Foods. Motion passed.

**03/05/2013** Motion to Approve Donation of a 2006 Crown Victoria to the Isle of Wight Sheriff's Office. Motion passed.

**03/05/2013** Motion to Accept and Appropriate the \$24,000 Donation from Farmers Bank to the Smithfield Police Department. Motion passed.

### **EMPLOYEE SERVICE AWARDS:**

Edmund Cook of Police Department	5 years
Christopher Meier of Police Department	5 years
Joseph Reish of Planning Department	5 years
Lesley King of Town Manager's Office	10 years
Amy Musick of Smithfield Center	10 years
Jeff Smith of Public Works	15 years
Kurt Beach of Police Department	25 years

## **EMPLOYEES / POSITIONS:**

- 02/19/2013** Sandra Luter hired as Treasurer's Office staff.
- 05/05/2013** Paul Bancroft hired as Police Officer.
- 07/16/2013** Amanda Weihe hired as Police Department staff.
- 08/06/2013** Kevin Fulgham hired as Public Works staff.
- 10/21/2013** Fran Hyde hired as Treasurer's Office staff.
- 10/21/2013** Dale Wall hired as Reverse Osmosis Plant staff.
- 11/04/2013** Robin Hewett as Treasurer's Office staff.
- 11/12/2013** Barbara Newby hired as Treasurer's Office staff.
- 12/18/2013** Ernest Motley hired as Public Works staff.

## **GRANTS:**

- 02/05/2013** Motion to Authorize the Town Manager to Submit Round 12 Grant Application to the Obici Healthcare Foundation on Behalf of Smithfield on the Move. Motion passed.
- 03/05/2013** Motion to Authorize the Tourism Director to Proceed with the Virginia Tourism Corporation Grant for LOVE Artwork. Motion passed.
- 05/07/2013** Motion to Authorize the Town Manager to Accept Round 12 Grant Funding from Obici Healthcare Foundation on Behalf of Smithfield on the Move. Motion passed.
- 06/04/2013** Resolution Authorizing the Town Manager to Submit the 2013 Grant Funding Application for the Waterworks Lake Dam. Motion passed.
- 09/03/2013** Motion to Authorize Acceptance of Grant Funding from the Virginia Department of Conservation and Recreation for the Waterworks Lake Dam. Motion passed.
- 09/03/2013** Motion to Approve Budget Amendment for the Pinewood Heights – Phase II Motion passed.
- 10/01/2013** Motion to Authorize Submittal of Grant Application to the Virginia Foundation for Healthy Youth. Motion passed.

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

<b>01/03/2013</b>	a.	Draper Aden Associates	\$ 48,846.00
	b.	YMCA	\$ 50,000.00
	c.	IOW – General Obligation Bond	\$ 16,995.35
	d.	IOW – Tourism	\$104,988.00
	e.	IOW – E911 Communication Dispatch	\$ 49,287.50
	f.	Blair Brothers, Inc. (John Rolfe Drive)	\$ 69,489.58
	g.	Sheehy Ford (2 budgeted police vehicles)	<u>\$ 52,807.50</u>
		<b>Total</b>	<b>\$392,413.93</b>
<b>02/05/2013</b>	a.	USBank	\$ 53,243.75
	b.	US Bancorp	\$ 84,150.83
	c.	Draper Aden Associates	\$ 20,118.00
	d.	REW Corporation	\$ 16,564.00
	e.	Caldwell Tanks	<u>\$ 24,996.41</u>
		<b>Total</b>	<b>\$199,072.99</b>
<b>03/05/2013</b>	a.	Draper Aden Associates	\$ 20,484.50
	b.	Blair Brothers, Inc.	\$ 17,372.39
		Additional invoice – Heavy Rescue Truck	
	c.	Smithfield Volunteer Fire Department	<u>\$ 10,000.00</u>
		<b>Total</b>	<b>\$47,856.89</b>
<b>04/02/2013</b>	a.	REW Corporation	\$ 34,061.52
	b.	USBank (General Obligation Bond)	\$ 25,723.13
	c.	E911 Dispatch – Quarterly Contribution	\$ 24,643.75
	d.	Tourism – Quarterly Contribution	<u>\$ 52,494.00</u>
		<b>Total</b>	<b>\$136,922.40</b>
<b>05/07/2013</b>	a.	Caldwell Tanks	\$ 25,468.32
	b.	Lewis construction of Virginia, Inc.	\$ 17,560.00
	c.	Virginia Resources Authority	\$ 12,140.58
	d.	Smithfield Volunteer Fire Department	\$ 12,978.46
	e.	Smithfield Volunteer Fire Department	<u>\$ 19,461.00</u>
		<b>Total</b>	<b>\$ 87,608.36</b>
<b>06/04/2013</b>	a.	Draper Aden Associates	<u>\$ 14,454.00</u>
		<b>Total</b>	<b>\$ 14,454.00</b>
<b>07/02/2013</b>	a.	Blair Brothers, Inc.	\$ 77,959.42
	b.	Bowditch Ford (Public Works truck)	\$ 23,209.00
	c.	Draper Aden Associates	\$ 16,333.00
	d.	IOW County General Obligation Bond	<u>\$ 36,909.35</u>
		<b>Total</b>	<b>\$ 154,410.77</b>
<b>08/06/2013</b>	a.	Draper Aden Associates	\$ 14,531.59
	b.	Caldwell Tanks	\$ 25,468.32

c.	US Bancorp	\$ 84,150.83
d.	US Bank (Debt Service RO Plant)	\$208,243.75
e.	REW Corporation(budgeted Flow Monitors)	\$ 29,608.60
Additional Invoices		
f.	OSSI – Sungard Public Sector	\$ 19,722.08
g.	PubWorks (work order system)	<u>\$ 13,350.00</u>
<b>Total</b>		<b>\$395,075.17</b>

<b>09/03/2013</b>	a.	Virginia Retirement System	\$ 10,961.37
	b.	Southern Auto Group (3 police vehicles)	\$ 71,487.00
	c.	Draper Aden Associates	\$ 31,080.00
	d.	Blair Brothers, Inc.	<u>\$ 15,255.00</u>
<b>Total</b>		<b>\$128,783.37</b>	

<b>10/01/2013</b>	a.	USbank	\$115,723.13
	b.	Western Tidewater Free Clinic	\$ 33,339.00
Additional invoices			
	c.	E911 True-up	\$ 10,066.06
	d.	Tourism True-up	<u>\$ 25,630.29</u>
		<b>\$184,758.48</b>	

<b>11/05/2013</b>	a.	Draper Aden Associates	\$ 11,742.75
	b.	Virginia Resources Authority	\$ 12,140.58
	c.	Lewis Construction of Virginia	\$ 20,745.50
	d.	REW Corporation	<u>\$ 43,582.00</u>
		<b>\$ 88,210.83</b>	

<b>12/03/2013</b>	a.	Christian Outreach Program	\$ 14,000.00
<b>Total</b>		<b>\$ 14,000.00</b>	

**Total Invoices Requiring Town Council’s approval for 2013 = \$ 1,843,567.19**

**LEASE:**

**02/05/2013** Motion to Authorize the Town Manager and Town Attorney to Finalize and Execute a Land Lease with the Weiss’ at Windsor Castle Park for a Period of Five Years. Motion passed.

**08/06/2013** Motion to Authorize the Town Manager to Enter into Lease Negotiations with Nansi Strickland for 315 Main Street. Motion passed.

**MEETINGS HELD BY TOWN COUNCIL:**

**01/02/2013** Regular Town Council Meeting

**02/05/2013** Regular Town Council Meeting

<b>03/05/2013</b>	Regular Town Council Meeting
<b>04/02/2013</b>	Regular Town Council Meeting
<b>05/07/2013</b>	Regular Town Council Meeting
<b>06/04/2013</b>	Regular Town Council Meeting
<b>06/24/2013</b>	Continued Town Council Meeting
<b>07/02/2013</b>	Regular Town Council Meeting
<b>08/06/2013</b>	Regular Town Council Meeting
<b>09/03/2013</b>	Regular Town Council Meeting
<b>10/01/2013</b>	Regular Town Council Meeting
<b>11/05/2013</b>	Regular Town Council Meeting
<b>12/03/2013</b>	Regular Town Council Meeting
<b>12/10/2013</b>	Continued Town Council Meeting

### **MISCELLANEOUS:**

<b>01/02/2013</b>	Motion to Authorize and Implement a Special Event Policy. Motion passed.
<b>01/02/2013</b>	Motion to Initiate Update of the Town's Capital Improvement Program and Authorize Required Public Hearing. Motion passed.
<b>02/05/2013</b>	Motion to Move Planning Commission Meeting Scheduled for March 12 <sup>th</sup> to March 11 <sup>th</sup> to allow the Smithfield Center to be rented for a Three Day Conference. Motion passed.
<b>02/05/2013</b>	Motion to Approve the Waiver of the Utility Fee Hook-ups for Isle of Wight Rescue Squad with the Understanding that the Town be Reimbursed for any Expense Incurred by the Town. Motion passed.
<b>03/05/2013</b>	Motion for Partial Street Closure for the Wine and Brew Festival on April 13 <sup>th</sup> , 2013. Motion passed.
<b>03/05/2013</b>	Motion to Approve Partial Closure of Trails at Windsor Castle Park for the Wine and Brew Festival on April 13 <sup>th</sup> , 2013. Motion passed.
<b>03/05/2013</b>	Motion to Approve the Friends of the Smithfield Library's Request for Funding of Surveillance Cameras and a Onetime Sponsorship of a Dome Theater for a total Amount of \$4,803.00. Motion passed.

- 04/02/2013** Motion to Authorize a Public Hearing for a Town Boundary Line Adjustment at Battery Park Road and Great Springs Road for May 7<sup>th</sup>, 2013 Town Council Meeting. Motion passed.
- 04/02/2013** Motion to Approve a New Parade Route for the Christmas Parade. Motion passed.
- 04/02/2013** Motion to Approve Smithfield 2020's Lamp Post Flower Pot Initiative. Motion passed.
- 04/02/2013** Motion to Approve Smithfield Woman's Club Request to place Pinwheels at the Town Entrance Sign for the Month of April in Support of Child Abuse Prevention Month. Motion passed.
- 04/02/2013** Motion to Approve Proposed Recreational Complex/Ball Field Concept and Funding Commitment of \$200,000 as the Town's Contribution and subject to successfully reaching Memoranda of Understanding with Isle of Wight County, Smithfield Foods, and Smithfield Recreation. Motion passed.
- 05/07/2013** Motion to Waive Town Utility Fees and Zoning Permit Fees for the 2013 Parade of Homes Charity House. Motion passed.
- 05/07/2013** Motion to Authorize Town Treasurer to Open a New Account to Implement SNAP Program at the Farmers Market. Motion passed.
- 06/04/2013** Motion to Authorize the Annual Fireworks display at Clontz Park on July 3<sup>rd</sup>, 2013 and Cost Sharing (\$2,000). Motion passed.
- 06/04/2013** Motion to Authorize Town Council to Establish a Park and Recreation Committee. Motion passed.
- 06/24/2013** Motion to Adopt the Amended Rate Structure for the Water and Debt Service Fee. Motion passed.
- 06/24/2013** Motion to Amend the Town's Personnel Policy 4.1 and 4.8. Motion passed.
- 07/02/2013** Motion to Authorize Traffic Assistance for the Ham-azing Time Trial Event on Sunday July 14<sup>th</sup>, 2013. Motion passed.
- 08/06/2013** Motion to Release Excel Paving Performance Bond for the South Church Street Project. Motion passed.
- 09/03/2013** Motion to Approve Updated Depreciation Schedule. Motion passed.
- 09/03/2013** Motion to Approve IOW Ruritan Club Proposed Bluebird Project at Windsor Castle Park. Motion passed.
- 10/01/2013** Motion to Adopt Personal Property Tax Relief Act Percentage. Motion passed.

- 10/01/2013** Motion to Approve Dog Agility Equipment to be placed in the Small Dog Park at Windsor Castle Park. Motion passed.
- 10/01/2013** Motion to Appropriate Funds, Not to Exceed \$2,500.00, to Fund the Tourism Booth at the Parade of Homes. Motion passed.
- 11/05/2013** Motion to Authorize Encampment at Windsor Castle Park for the Civil War Sesquicentennial on January 31<sup>st</sup> and February 1<sup>st</sup>, 2014. Motion passed.
- 11/05/2013** Motion to Accept Captain John Smith Trail Information Kiosk from the National Park Service for Windsor Castle Park. Motion passed.
- 12/03/2013** Motion to Approve Funding for Initial Start Up of Smithfield Police Department Honor Guard. Motion passed.
- 12/03/2013** Motion to Approve Christmas Holiday Schedule. Motion passed.
- 12/03/2013** Motion to Approve Eagle Scout Large Dog Park Agility Course Project. Motion passed.
- 12/03/2013** Motion to Approve the 2014 Meeting Schedule. Motion passed.
- 12/03/2013** Motion to Defer the Natural Playground Company Concept Plan back to Parks and Recreation Committee. Motion passed.

## **ORDINANCES:**

- 06/04/2013** Ordinance to Amend Golf Cart Usage in the Town of Smithfield. Motion passed.
- 07/02/2013** Ordinance to Amend the Town Code to Prohibit Gasoline Powered Motors in Waterworks Lake. Motion passed.
- 09/03/2013** Ordinance to Amend Parking Regulations in the Town of Smithfield. Motion passed.
- 09/03/2013** Ordinance to Establish an Ordinance to Prohibit Loitering and Sleeping on Town Benches. Motion passed.
- 09/03/2013** Ordinance to Name Roads at Windsor Castle Park to Kayak Lane and Dan Smith Drive. Motion passed.
- 11/05/2013** Ordinance to Amend the Loitering Ordinance as it Pertains to Camping and Public Property. Motion passed.

## **PUBLIC COMMENTS:**

- 04/02/2013** Mr. Chris Kennedy. 1615 Wilson Road. Mr. Kennedy was representing the Smithfield Recreation Association. Mr. Kennedy was present to speak in favor of the proposed ball field complex on Great Springs Road.
- 04/02/2013** Ms. Shelley Spears. 1415 Cypress Creek Parkway. Ms. Spears was present to discuss her concerns about the proposed ball field complex on Great Springs Road.
- 04/02/2013** Mr. Danny Hughes. 20648 Riversbend. Mr. Hughes was present to speak in favor of the proposed ball field complex on Great Springs Road.
- 06/04/2013** Mr. John Napolitano .1492 S. Independence Boulevard, Virginia Beach. Mr. Napolitano was representing the owners of Scott's farm. Mr. Napolitano was present to speak in favor of the Boundary Line Adjustment on Battery Park Road and Great Springs Road.
- 06/04/2013** Mr. Larry Spears. 1415 Cypress Creek Parkway. Mr. Spears was present on behalf of the Cypress Creek Community to discuss his concerns about the proposed Battery Park Road Boundary Line Adjustment.
- 09/03/2013** Ms. Margaret Carroll. 136 Sykes Court. Ms. Carroll was present to discuss her concerns about loitering and sleeping on town benches.
- 11/05/2013** Mr. Scott Watterson. 326 Main Street. Mr. Watterson was present to express his concern about the possibility of the new chlorine water causing corrosion in pipes.
- 11/05/2013** Ms. Stephie Broadwater was present to give a presentation regarding the Western Tidewater Free Clinic.
- 12/03/2013** Dr. Milton Cook read a letter from Mr. Roger Ash who lives at 1211 Crescent Drive. Mr. Ash is in favor of the disc golf course at Windsor Castle Park.
- 12/03/2013** Mr. Dale Steffensmeier. 11204 Gatling Pointe. Mr. Steffensmeier was present to get more information on Windsor Castle Park.
- 12/03/2013** Mr. Lawrence Pitt. 3305 Sawyer Way, Toana, Virginia. Mr. Pitt was present to express his concerns about having disc golf at Windsor Castle Park.
- 12/03/2013** Mr. Brad Face. 334 South Church Street. Mr. Face was present to express his concerns about not rushing into making a lot of changes to Windsor Castle Park.

## **PUBLIC HEARINGS:**

- 05/07/2013** Public Hearing: Capital Improvement Program. Motion passed.

- 06/04/2013** Public Hearing: Adoption of the Amended Budget for FY 2012/2013. Motion passed.
- 06/04/2013** Public Hearing: Proposed Budget for FY 2013/2014 moved until continued meeting on June 24<sup>th</sup>, 2013. Motion passed.
- 06/04/2013** Public Hearing: Special Use Permit for Cypress Run Drive for Private Water and Sewer with the Stipulation that they will tie into public water and sewer when they become available. Motion passed.
- 06/04/2013** Public Hearing: Special Use Permit for Cypress Crossing for Private Water and Sewer with the Stipulation that they will tie into public water and sewer when they become available. Motion passed.
- 06/04/2013** Public Hearing: Proposed Boundary Line Adjustment Agreement. Motion passed.
- 06/24/2013** Public Hearing: Water Rates and Debt Service Fee Amendments. Motion passed.

### **PURCHASES:**

- 03/05/2013** Motion to Approve the Purchase of a Budgeted Public Works Truck in the Amount of \$28,244.00. Motion passed.
- 08/06/2013** Motion to Authorize the Purchase of Three Budgeted Police Vehicle's for Fiscal Year 2013/2014. Motion passed.

### **REQUEST FOR PROPOSALS:**

- 01/02/2013** Motion to Authorize Issuance of RFP for Banking and Audit Services. Motion passed.
- 04/02/2013** Motion to Grant the Request for a Six Month Extension to Windsor Castle Development, LLC for their offer to Purchase Subject to Negotiation dated March 4<sup>th</sup>, 2012 regarding Windsor Castle Farm Request for Proposals. Motion passed.
- 10/01/2013** Motion to Extend Expiration of Windsor Castle RFP Negotiation Period until November Town Council meeting. Motion passed.
- 11/05/2013** Motion to Extend the Windsor Castle Park Request for Proposals Negotiation Period for Three (3) Additional Months. Motion passed.

### **RESOLUTIONS / PROCLAMATIONS:**

- 02/05/2013** Proclamation for Black History Month.

- 02/05/2013** Proclamation Designating February as “Love Our Park Month.”
- 03/05/2013** Resolution to Approve Traffic Control Assistance for the YMCA Sprint Triathlon on April 6<sup>th</sup>, 2013. Motion passed.
- 03/05/2013** Resolution to Approve Street Closure for the Mustang Car Show on May 18<sup>th</sup>, 2013. Motion passed.
- 04/02/2013** Resolution to Request the Smithfield Police Department to be a Certified Lock-Up Facility from the Virginia Department of Corrections. Motion passed.
- 04/02/2013** Resolution to Authorize the Town Treasurer to Continue Banking Services with TowneBank and Farmers Bank. Motion passed.
- 04/02/2013** Resolution to Authorize the Town Treasurer to execute a contract with Robinson, Farmer, Cox Associates for audit services. Motion passed.
- 05/07/2013** Resolution for Prettiest Painted Town presented by Delegate Rick Morris.
- 05/07/2013** Resolution to Continue to Phase in at 1% to the Virginia Retirement System Member Contribution for a Total of Five Years. Motion passed.
- 06/04/2013** Resolution to Approve Street Closure for Olden Days on June 28<sup>th</sup> and 29<sup>th</sup>, 2013. Motion passed.
- 06/04/2013** Resolution to Adopt Amended Budget for FY 2012/2013. Motion passed.
- 06/04/2013** Resolution Authorizing the Town Manager to Submit the 2013 Grant Funding Application for Waterworks Lake Dam. Motion passed.
- 06/24/2013** Resolution to Adopt the Budget for FY 2013/2014. Motion passed.
- 07/02/2013** Resolution to Approve Street Closure Request for the Ruritan Car Show at Town and Country Days, Saturday, October 12<sup>th</sup>, 2013. Motion passed.
- 07/02/2013** Motion to Adopt Appropriation Resolution to carry Forward Funds and Restrict Funds appropriated in FY 2012/2013. Motion passed.
- 07/02/2013** Motion to Adopt Appropriation Resolution for Funds for FY 2013/2014 Effective July 1<sup>st</sup>, 2013. Motion passed.
- 08/06/2013** Resolution to Approve Street Closure Request for Hog Jog Race October 12<sup>th</sup>, 2013. Motion passed.
- 08/06/2013** Resolution to Approve a Line of Credit Renewal with Farmers Bank. Motion passed.
- 08/06/2013** Resolution to Approve Line of Credit Renewal with TowneBank. Motion passed.

- 08/06/2013** Street Closure Request for the Parade of Homes for October 5<sup>th</sup> through October 20<sup>th</sup>. (Deferred due to change in dates)
- 09/03/2013** Street Closure Request in Cypress Creek for the Parade of Homes for October 3<sup>rd</sup> through October 22<sup>nd</sup>, 2013. Motion passed.
- 10/01/2013** Street Closure Request for Zombie Walk, October 19<sup>th</sup>, 2013. Motion passed.
- 10/01/2013** Street Closure Request for the Smithfield High School Homecoming Parade for October 25<sup>th</sup>, 2013. Motion passed.
- 10/01/2013** Street Closure Request for Night Time Christmas Farmers Market Scheduled for December 13<sup>th</sup>, 2013. Motion passed.
- 10/01/2013** Resolution to Approve the Personal Property Tax Relief Act for Personal Property Tax Relief shall be applied to an individual tax bill at a percentage of an amount not to exceed fifty percent of the tax liability with the actual amount to be determined by data. Motion passed.
- 12/03/2013** Resolution to Dissolve the Town Appointed Windsor Castle Park Foundation Board. Motion passed.
- 12/03/2013** Resolution to Reallocate the Town's Virginia Department of Transportation Urban Funds to Another Project. Motion passed. (Motion passed but referred back to Town Council Continued Meeting 12/10/2013 for amendment).
- 12/10/2013** Amend and Readopt the Resolution to Reallocate Town Funds from the Department of Transportation Urban Funds to another Project as Specified which would be within the Town Limits of the Town of Smithfield for the Bike Trail. Motion passed.

## **SPONSORSHIP/CONTRIBUTIONS :**

- 03/05/2013** Motion to Approve the Friends of the Smithfield Library's request for Funding of Surveillance Cameras and a Onetime Sponsorship of the Dome Theater for a total Amount of \$4,803.00. Motion passed.
- 04/02/2013** Motion to Approve Proposed Funding for Recreational Complex/Ball Field Concept Commitment of \$200,000.00 as the Town's Contribution. Motion passed.
- 11/05/2013** Motion to Accept Captain John Smith Trail Information Kiosk from the National Park Service for Windsor Castle Park. Motion passed.

## **OTHER ITEMS OF INTEREST:**

### **SURPLUS PROPERTY:**

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

<b>GovDeals:</b>	<b>Fee for service:</b>	<b>Revenue:</b>
2011	\$ 463.03	\$ 5,829.01
2012	\$1,076.74	\$13,218.35
<b>2013</b>	<b>\$ 444.70</b>	<b>\$ 5,279.32</b>

### **NEWSLETTER EXPENSE REPORT:**

<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**

<b>2013</b>	<b>John Henry Printing</b>	<b>Postage</b>	<b># of copies</b>
Spring	\$1,530.00	\$686.01	3,200
Fall	\$1,673.46	\$727.77	3,500
	<hr/>	<hr/>	
	\$3,203.46	\$1,413.78	

**GRAND TOTAL = \$4,617.24**

### **CAPITAL IMPROVEMENT PROJECTS**

**Pinewood Heights Relocation CDBG Project – Status Report included in Annual Report**



RESOLUTION  
AMENDED BUDGET FOR FISCAL YEAR 2012-2013

WHEREAS, the Town Council, through its staff and finance committee, has prepared an amended 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 4, 2013; and,

WHEREAS, after hearing public comment, the finance committee and the Town Manager have recommended adoption of the proposed amended budget for the 2012-2013 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 2012-2013.

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

Adopted this 4<sup>TH</sup> day of June, 2013.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By T. Carter Williams  
T. Carter Williams, Mayor

ATTEST:

Lesley H. King  
Clerk

**TOWN OF SMITHFIELD  
GENERAL GOVERNMENT BUDGET**

REVENUE			
	Adopted Budget FY 2012/2013	Proposed Budget Revisions FY 2012/2013	% Increase (Decrease)
<b>Revenue from Local Sources</b>			
Real Estate	1,673,955	1,684,225	0.61%
Personal Property	822,000	873,000	6.20%
Penalties and Interest	32,290	38,050	17.84%
<b>Total Revenues from Local Sources</b>	<b>2,528,245</b>	<b>2,595,275</b>	<b>2.65%</b>
<b>Other Local Taxes</b>			
Franchise	139,245	119,855	-13.93%
Sales	275,000	243,000	-11.64%
Utility	189,500	194,000	2.37%
Meals tax-4%	776,000	801,070	3.23%
Meals tax-2% (special projects)-adopted at 1%	194,000	369,165	90.29%
Cigarette	130,000	130,000	0.00%
Transient Occupancy	140,000	140,000	0.00%
Short term rental tax	1,300	1,300	0.00%
Rolling stock	25	13	-48.00%
Consumption	46,000	47,000	2.17%
Communications Tax	238,000	245,000	2.94%
<b>Total other local taxes</b>	<b>2,129,070</b>	<b>2,290,403</b>	<b>7.58%</b>
<b>Licenses</b>			
Privilege Licenses	314,500	349,040	10.98%
Permits	13,860	18,200	31.31%
Vehicle Licenses	130,000	135,506	4.24%
<b>Total Licenses, permits and privilege fees</b>	<b>458,360</b>	<b>502,746</b>	<b>9.68%</b>
<b>Fines</b>	57,000	57,000	0.00%
<b>Revenue from use of money and property</b>	<b>161,605</b>	<b>595,138</b>	<b>268.27%</b>
<b>Other Revenue</b>	<b>51,095</b>	<b>45,336</b>	<b>-11.27%</b>
<b>Revenue from Commonwealth of Virginia</b>	<b>219,710</b>	<b>371,465</b>	<b>69.07%</b>
<b>Revenue from Federal Government</b>	<b>638,020</b>	<b>1,400,910</b>	<b>119.57%</b>
<b>Other Financing Sources</b>			
Contributions	5,300	719,409	13473.75%
Insurance Recoveries	-	4,125	
Note Payable-HVAC	-	80,175	
Reserve Funds			
Escrow Reserves-Pinewood	-	14,618	
Operating Reserves	474,086	-	-100.00%
<b>Total other financing sources</b>	<b>479,386</b>	<b>818,327</b>	<b>70.70%</b>
<b>Total General Funds Revenues</b>	<b>6,722,491</b>	<b>8,676,600</b>	<b>29.07%</b>
Road Maintenance	986,707	1,062,772	7.71%
From Prior Year Cash Proffers	-	35,000	
<b>GRAND TOTAL</b>	<b>7,709,198</b>	<b>9,774,372</b>	<b>26.79%</b>
EXPENDITURES			
	Adopted Budget FY 2012/2013	Proposed Budget Revisions FY 2012/2013	% Increase (Decrease)
<b>Operating Expenses</b>			
General Government	507,609	530,284	4.47%
Treasurer	411,065	425,326	3.47%
Public Safety	2,373,645	2,309,022	-2.72%
Planning, Engineering & Public Works	852,523	849,810	-0.32%
Public Buildings	101,500	120,995	19.21%
Community Development	968,046	995,314	2.82%
Parks, Recreation and Cultural	640,643	580,507	-9.39%
Debt Service	58,905	75,721	28.55%
<b>Total Operating Expenses</b>	<b>5,913,936</b>	<b>5,886,979</b>	<b>-0.46%</b>
<b>Capital Outlay</b>			
Town Council	-	5,727	

<b>Public Safety</b>	98,000		119,292		21.73%
<b>Planning, Engineering &amp; Public Works</b>	-		855,683		
<b>Public Buildings</b>	-		250,000		
<b>Parks, Recreation and Cultural</b>	24,000		98,465		310.27%
<b>Community Development</b>	686,555		686,555		0.00%
<b>Total Capital Outlay</b>	808,555		2,015,722		149.30%
<b>Other Financing Uses</b>					
<b>Operating Reserves</b>	-		773,899.00		
<b>Total General Funds Expenses</b>	6,722,491		8,676,600		29.07%
<b>Road Maintenance</b>	986,707		1,097,772		11.26%
<b>GRAND TOTAL</b>	7,709,198		9,774,372		26.79%

**TOWN OF SMITHFIELD  
WATER AND SEWER BUDGET**

	<b>Adopted Budget FY 2012/2013</b>	<b>Proposed Budget Revisions FY 2012/2013</b>	<b>% Increase (Decrease)</b>
<b>Operating Revenue</b>			
Charges for services-water	1,552,204	1,260,059	-18.82%
Charges for services-sewer	812,935	699,025	-14.01%
Water Debt Service Revenue	403,640	403,640	0.00%
Sewer Compliance Revenue	490,425	489,559	-0.18%
Connection fees-water	9,900	13,200	33.33%
Connection fees-sewer	23,700	31,600	33.33%
Application fees-water	5,000	5,000	0.00%
Miscellaneous -water	500	1,050	110.00%
Miscellaneous -sewer	500	630	26.00%
<b>Total Operating Revenue</b>	<b>3,298,804</b>	<b>2,903,763</b>	<b>-11.98%</b>
<b>Operating Expenses</b>			
Water	1,306,354	1,261,819	-3.41%
Sewer	601,294	603,717	0.40%
<b>Total Operating Expenses</b>	<b>1,907,648</b>	<b>1,865,536</b>	<b>-2.21%</b>
<b>Operating Income before bad debt, depreciation and amortization expense</b>	<b>1,391,156</b>	<b>1,038,227</b>	<b>-25.37%</b>
Bad Debt Expense-Water	5,300	7,500	41.51%
Bad Debt Expense-Sewer	2,400	5,000	108.33%
Depreciation and Amortization Expense-Water	348,000	348,000	0.00%
Depreciation and Amortization Expense-Sewer	465,000	840,500	80.75%
<b>Total Bad Debt and Depreciation Expense</b>	<b>820,700</b>	<b>1,201,000</b>	<b>46.34%</b>
<b>Operating Income (Loss)</b>	<b>570,456</b>	<b>(162,773)</b>	<b>-128.53%</b>
<b>Nonoperating revenue (expenses)</b>			
Availability Fees-Water	40,800	54,400	33.33%
Availability Fees-Sewer	61,800	82,400	33.33%
Pro-rata Share Fees-Water	-	6,400	
Pro-rata Share Fees-Sewer	-	6,400	
Insurance Reimbursements-Sewer	-	7,110	
Interest Revenue-Water	5,925	5,925	0.00%
Interest Revenue-Sewer	3,250	5,000	53.85%
Interest Expense-Water	(134,915)	(134,915)	0.00%
Interest Expense-Sewer	(43,475)	(43,475)	0.00%
<b>Total Nonoperating revenue (expenses)</b>	<b>(66,615)</b>	<b>(10,755)</b>	<b>-83.85%</b>
<b>Income (loss) before contributions</b>	<b>503,841</b>	<b>(173,528)</b>	<b>-134.44%</b>
<b>Capital Contributions-Sewer</b>	<b>20,690</b>	<b>20,690</b>	<b>0.00%</b>
<b>Income (loss) after contributions</b>	<b>524,531</b>	<b>(152,838)</b>	<b>-129.14%</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 2013 are:			
Water Debt Service Principal	311,725	311,725	0.00%
Sewer Debt Service Principal	70,550	70,550	0.00%
6) Total capital expenditures to be funded from income and escrow funds are:			
Water Capital expenses	21,982	25,871	17.69%
Sewer Capital expenses	781,982	799,498	2.24%



**RESOLUTION  
BUDGET FOR FISCAL YEAR 2013-2014**

WHEREAS, the Town Council, through its staff and finance committee, has prepared a budget for Fiscal Year 2013-2014; 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 4, 2013; and,

WHEREAS, the budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2013-2014; and,

NOW, THEREFORE, BE IT RESOLVED that the budget for Fiscal Year 2013-2014, and attached hereto as Exhibit "A" is hereby adopted.

Adopted this 24<sup>th</sup> day of June, 2013.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By T. Carter Williams  
T. Carter Williams, Mayor

ATTEST:

Lesley H. King  
Clerk

**TOWN OF SMITHFIELD  
GENERAL GOVERNMENT BUDGET**

	REVENUE		
	Proposed Budget Revisions FY 2012/2013	Proposed Budget FY 2013/2014	% Increase (Decrease)
<b>Revenue from Local Sources</b>			
Real Estate	1,684,225	1,680,000	-0.25%
Personal Property	873,000	873,000	0.00%
Penalties and Interest	38,050	37,385	-1.75%
<b>Total Revenues from Local Sources</b>	<b>2,595,275</b>	<b>2,590,385</b>	<b>-0.19%</b>
<b>Other Local Taxes</b>			
Franchise	119,855	119,855	0.00%
Sales	243,000	243,000	0.00%
Utility	194,000	194,500	0.26%
Meals tax-4%	801,070	794,270	-0.85%
Meals tax-2% (special projects)	369,165	397,135	7.58%
Cigarette	130,000	130,000	0.00%
Transient Occupancy	140,000	142,000	1.43%
Short term rental tax	1,300	1,300	0.00%
Rolling stock	13	13	0.00%
Consumption	47,000	47,500	1.06%
Communications Tax	245,000	245,000	0.00%
<b>Total other local taxes</b>	<b>2,290,403</b>	<b>2,314,573</b>	<b>1.06%</b>
<b>Licenses</b>			
Privilege Licenses	349,040	337,065	-3.43%
Permits	18,200	20,200	10.99%
Vehicle Licenses	135,506	135,500	0.00%
<b>Total Licenses, permits and privilege fees</b>	<b>502,746</b>	<b>492,765</b>	<b>-1.99%</b>
<b>Fines</b>	<b>57,000</b>	<b>57,000</b>	<b>0.00%</b>
<b>Revenue from use of money and property</b>	<b>595,138</b>	<b>173,195</b>	<b>-70.90%</b>
<b>Other Revenue</b>	<b>45,336</b>	<b>18,561</b>	<b>-59.06%</b>
<b>Revenue from Commonwealth of Virginia</b>	<b>371,465</b>	<b>208,624</b>	<b>-43.84%</b>
<b>Revenue from Federal Government</b>	<b>1,400,910</b>	<b>506,194</b>	<b>-63.87%</b>
<b>Other Financing Sources</b>			
Contributions	719,409	27,500	-96.18%
Insurance Recoveries	4,125	-	-100.00%
Note Payable-HVAC	80,175	-	-100.00%
Note Payable-Parks, Recreation & Cultural Reserve Funds	-	400,000	
Escrow Reserves-Pinewood	14,618	14,618	0.00%
<b>Operating Reserves</b>	<b>-</b>	<b>529,075</b>	
<b>Total other financing sources</b>	<b>818,327</b>	<b>971,193</b>	<b>18.68%</b>
<b>Total General Funds Revenues</b>	<b>8,676,600</b>	<b>7,332,490</b>	<b>-15.49%</b>
<b>Road Maintenance</b>	<b>1,062,772</b>	<b>1,003,770</b>	<b>-5.55%</b>
<b>From Prior Year Cash Proffers</b>	<b>35,000</b>	<b>-</b>	<b>-100.00%</b>
<b>GRAND TOTAL</b>	<b>9,774,372</b>	<b>8,336,260</b>	<b>-14.71%</b>
	EXPENDITURES		
	Proposed Budget Revisions FY 2012/2013	Proposed Budget FY 2013/2014	% Increase (Decrease)
<b>Operating Expenses</b>			
General Government	530,284	569,006	7.30%
Treasurer	425,326	425,150	-0.04%
Public Safety	2,309,022	2,371,501	2.71%
Planning, Engineering & Public Works	849,810	802,095	-5.61%
Public Buildings	120,995	121,950	0.79%
Community Development	995,314	884,373	-11.15%
Parks, Recreation and Cultural	580,507	721,785	24.34%
Debt Service	75,721	164,179	116.82%
<b>Total Operating Expenses</b>	<b>5,886,979</b>	<b>6,060,039</b>	<b>2.94%</b>
<b>Capital Outlay</b>			

<b>Town Council</b>	5,727		7,650		33.58%
<b>Treasurer</b>	-		45,000		
<b>Public Safety</b>	119,292		111,700		-6.36%
<b>Planning, Engineering &amp; Public Works</b>	855,683		505,875		-40.88%
<b>Public Buildings</b>	250,000		7,000		-97.20%
<b>Parks, Recreation and Cultural</b>	98,465		159,000		61.48%
<b>Community Development</b>	686,555		436,226		-36.46%
<b>Total Capital Outlay</b>	2,015,722		1,272,451		-36.87%
<b>Other Financing Uses</b>					
<b>Operating Reserves</b>	773,899.00		-		-100.00%
<b>Total General Funds Expenses</b>	8,676,600		7,332,490		-15.49%
<b>Road Maintenance</b>	1,097,772		1,003,770		-8.56%
<b>GRAND TOTAL</b>	9,774,372		8,336,260		-14.71%

**TOWN OF SMITHFIELD  
WATER AND SEWER BUDGET**

	<b>Proposed Budget Revisions FY 2012/2013</b>	<b>Proposed Budget FY 2013/2014</b>	<b>% Increase (Decrease)</b>
<b>Operating Revenue</b>			
Charges for services-water	1,260,059	1,260,059	0.00%
Charges for services-sewer	699,025	699,025	0.00%
Water Debt Service Revenue	403,640	403,640	0.00%
Sewer Compliance Revenue	489,559	489,559	0.00%
Connection fees-water	13,200	13,200	0.00%
Connection fees-sewer	31,600	31,600	0.00%
Application fees-water	5,000	5,000	0.00%
Miscellaneous -water	1,050	500	-52.38%
Miscellaneous -sewer	630	500	-20.63%
<b>Total Operating Revenue</b>	<b>2,903,763</b>	<b>2,903,083</b>	<b>-0.02%</b>
<b>Operating Expenses</b>			
Water	1,261,819	1,299,363	2.98%
Sewer	603,717	545,652	-9.62%
<b>Total Operating Expenses</b>	<b>1,865,536</b>	<b>1,845,015</b>	<b>-1.10%</b>
<b>Operating Income before bad debt, depreciation and amortization expense</b>	<b>1,038,227</b>	<b>1,058,068</b>	<b>1.91%</b>
Bad Debt Expense-Water	7,500	7,500	0.00%
Bad Debt Expense-Sewer	5,000	5,000	0.00%
Depreciation and Amortization Expense-Water	348,000	365,000	4.89%
Depreciation and Amortization Expense-Sewer	840,500	772,720	-8.06%
<b>Total Bad Debt and Depreciation Expense</b>	<b>1,201,000</b>	<b>1,150,220</b>	<b>-4.23%</b>
<b>Operating Income (Loss)</b>	<b>(162,773)</b>	<b>(92,152)</b>	<b>-43.39%</b>
<b>Nonoperating revenue (expenses)</b>			
Availability Fees-Water	54,400	54,400	0.00%
Availability Fees-Sewer	82,400	82,400	0.00%
Pro-rata Share Fees-Water	6,400	-	-100.00%
Pro-rata Share Fees-Sewer	6,400	-	-100.00%
Insurance Reimbursements-Sewer	7,110	-	-100.00%
Interest Revenue-Water	5,925	5,925	0.00%
Interest Revenue-Sewer	5,000	3,250	-35.00%
Interest Expense-Water	(134,915)	(123,720)	-8.30%
Interest Expense-Sewer	(43,475)	(39,351)	-9.49%
<b>Total Nonoperating revenue (expenses)</b>	<b>(10,755)</b>	<b>(17,096)</b>	<b>58.96%</b>
<b>Income (loss) before contributions</b>	<b>(173,528)</b>	<b>(109,248)</b>	<b>-37.04%</b>
<b>Capital Contributions-Sewer</b>	<b>20,690</b>	<b>21,733</b>	<b>5.04%</b>
<b>Income (loss) after contributions</b>	<b>(152,838)</b>	<b>(87,515)</b>	<b>-42.74%</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 2013 and 2014 are:			
Water Debt Service Principal	311,725	322,275	3.38%
Sewer Debt Service Principal	70,550	74,700	5.88%
6) Total capital expenditures to be funded from income and escrow funds are:			
Water Capital expenses	25,871	218,076	742.94%
Sewer Capital expenses	799,498	548,076	-31.45%



APROPRIATION RESOLUTION  
FISCAL YEAR 2013-2014

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 2013-2014, beginning July 1, 2013:

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, 2013, and ending on the 30th day of June, 2014:

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

Operating expenses:

For general government	\$569,006
For treasurer	425,150
For public safety	2,371,501
For planning, engineering & public works	802,095
For public buildings	121,950
For community development	884,373
For parks, recreation & cultural	721,785
For debt service	<u>164,179</u>
Total	\$6,060,039

Capital outlay:

For Town Council	\$7,650
For Treasurer	45,000
For public safety	111,700
For planning, engineering & public works	505,875
For public buildings	7,000
For parks, recreation & cultural	159,000
For community development	436,226
For road maintenance	<u>1,003,770</u>
Total	\$2,276,221

**GRAND TOTAL     \$8,336,260**

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

Taxes:

Real Estate	\$1,680,000
Personal Property	873,000
Penalties & interest	37,385
Franchise	119,855
Sales	243,000

Utility	194,500
Meals-4%	794,270
Meals-2%	397,135
Cigarette	130,000
Transient Occupancy	142,000
Short term rental	1,300
Rolling stock	13
Consumption	47,500
Communications	<u>245,000</u>
Total	\$4,904,958

Licenses:

Privilege licenses	337,065
Permits	20,200
Motor vehicles	<u>135,500</u>
Total	\$492,765

Fines	57,000
Revenue from use of money and property	173,195
Other revenue	18,561
Revenue from Commonwealth of Virginia	208,624
Revenue from Federal Government	<u>506,194</u>
Total	\$963,574

Other Financing Sources:

Contributions	27,500
Notes payable – Parks, recreation & cultural	400,000
Escrow reserve- Pinewood Heights	14,618
Operating reserves	529,075
Road maintenance	<u>1,003,770</u>
Total	\$1,974,963

**Grand Total    \$8,336,260**

**B. From Water and Sewer Revenues**

For water operating expenses	\$1,299,363
For sewer operating expenses	545,652
For bad debt expense-water	7,500
For bad debt expense-sewer	5,000
For depreciation & amortization expense- water	365,000
For depreciation & amortization expense- sewer	772,720

**Grand Total \$2,995,235**

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

Operating revenue:

Charges for services-water	1,453,834
Charges for services-sewer	699,025
Water Debt Service Revenue	187,896
Sewer Compliance Revenue	489,559
Connection fees-water	13,200
Connection fees-sewer	31,600
Application fees-water	5,000
Miscellaneous – water	500
Miscellaneous – sewer	500
Total	\$2,881,114

Non-operating revenue (expenses)

Availability fees-water	54,400
Availability fees-sewer	82,400
Interest revenue-water	5,925
Interest revenue-sewer	3,250
Interest expense – water	(123,720)
Interest expense – sewer	(39,351)
Contribution – capital	21,733
Total	\$4,637

Reserves

Water Reserves	74,828
Sewer Reserves	34,656
Total	\$109,484

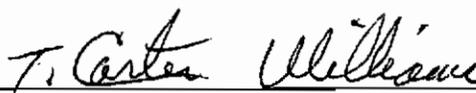
**Grand Total \$2,995,235**

**SUMMARY**

Appropriated from general corporate taxes and revenue	<b>\$8,336,260</b>
Appropriated from water and sewer revenues & reserves	<b><u>\$2,995,235</u></b>
TOTAL:	<b>\$11,331,495</b>

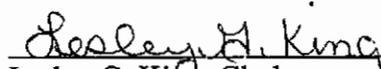
These appropriations shall be effective as of July 1, 2013.

Adopted: July 2, 2013



\_\_\_\_\_  
T. Carter Williams, Mayor

Attest:

  
\_\_\_\_\_  
Lesley G. King, Clerk



**CAPITAL IMPROVEMENT  
PROJECTS**

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

On **January 29, 2013** at the Public Buildings and Welfare Committee the following update was given: The Town Manager reported the minutes from the January 8<sup>th</sup> management team meeting was included in the packet for your information. He also reported that Mr. Reagan's last day with Community Planning Partners was last Friday, however he did prepare January's monthly progress report along with the project status map before he left. Mr. Michael Dodson of Community Planning Partners was present at the management team meeting and will be taking over as the project manager for the project. Also included in the packet was a very nice letter from Ms. Denise Ambrose, Associate Director of the Virginia Department of Housing and Community Development (DHCH) stating that the Town of Smithfield and its numerous partners are to be commended for its commitment to improving the lives of the residents of the Pinewood Heights project area despite the project's long and tumultuous start. No findings or concerns were identified during the compliance review. This compliance review is considered closed and no response is required. Town staff was very pleased to get a very positive compliance review letter. Dr. Cook asked where the property is for the proposed Habitat for Humanity project. The Town Manager stated that it is proposed to be located on the corner of James and Washington Street. At this time the property is not subdivided at all. The town owns about two and a half acres which includes a lease hold area for the Children's Center. The one duplex that the town has been discussing would be located fairly close to the two large cedar trees near the corner. The duplex would have rear loading parking in the back of the duplex. Mrs. Tynes asked if the town is still planning on extending the street. The Town Manager stated that at this time the proposed duplex would not require any extension of any street or any relocation of any stormwater lines. The Town Manager passed around a picture of the original design of the duplex. The front of the duplex would face Washington Street and the driveway would be off James Street. He explained that previously Town Council had approved a special use permit for two duplexes on that property but at this time the town is only looking at one duplex with Habitat for Humanity. The final product will have to be approved by the Board of Historic and Architectural Review (BHAR). The Town Manager stated that staff will continue to keep committee updated each month as we move forward with the Pinewood Heights project.

On **February 26, 2013** at the Public Buildings and Welfare Committee the following update was given: The Town Manager stated that the town at this time has purchased three units. The next two properties have some credit issues that are being worked out so the town is taking a breather while we let our meals tax funding catch up. Properties at 41 Carver, 42 Carver and 43 Carver have been completed and will be placed on Town Council's consent agenda as a motion to accept the deeds. Properties 44 Carver and 45 Carver have accepted offers but credit issues are being worked out. The next Management Team Meeting is scheduled for Monday, March 11<sup>th</sup>, 2013 at 4:00 p.m.

On **March 5, 2013** Town Council passed a Motion accept Deeds for 41 Carver Avenue, 42 Carver Avenue and 43 Carver Avenue as part of the Pinewood Heights Relocation Project.

On **March 26, 2013** at the Public Buildings and Welfare Committee the following update was given: The Town Manager reported that an update had been included in the e-packet. The meeting that was scheduled for March 11<sup>th</sup> was cancelled as our new project manager, Michael Dodson of Community planning Partners, was unable to attend due to a conflict in his schedule. The next meeting is scheduled for May 14<sup>th</sup>. At this time three units have been completed and the next two have accepted offers. The

town is not pushing on closing these as we are waiting for more revenue from meals tax to come in. Will move forward on these properties once the Town Treasurer gives the okay from a financial stand point. He stated that the duplex at 41 and 42 Carver is completely vacant so staff is now working to get utilities disconnected so it can be demolished.

On **April 23, 2013** at the Public Buildings and Welfare Committee the following update was given: The Town Manager reported that there was a monthly update included in the committee packet. He stated that 41 and 42 Carver are ready for demolition. This will be the first whole unit in the Phase II to be demolished. Offers have been accepted at 44 and 45 Carver Avenue. Mr. Dodson of Community Planning partners has found relocation options for both families. One is via the construction of a new home in the county and the other is via a renovated home in town. Staff will be working out the timing of these two acquisitions once the Town Treasurer gives the okay that meals tax funds are available. The Town Manager stated that properties 45 and 46 Carver are one duplex. Mr. Smith asked what happens to 45 Carver Avenue once they move out. The Town Manager explained that side of the duplex gets boarded up until the town acquires 46 Carver Avenue. 46 Carver Avenue will be the next property to acquire once 44 and 45 Carver have been completed. Ms. Tynes explained that during Phase I the town had a lot of safety issues when houses remained half vacant or vacant for very long. So with Phase II the town is trying to go in order from one end of Carver to the other. The next Pinewood Heights Management Team meeting is scheduled for Tuesday, May 14th at 4:00 p.m.

On **May 21, 2013** at the Public Buildings and Welfare Committee the following update was given: The Town Manager reported that there was an updated progress reported included in the May committee packet. He stated that he was unable to attend the most recent Pinewood Heights Management Team meeting on May 14<sup>th</sup>. Mayor Williams stated that the project continues to move but at a very slow pace at this time. Discussion was held on there not being any residents in multi-year one of Phase II that meets the requirements of Habitat for Humanity. Mayor Williams stated that Mr. Dodson was asked to start looking at residents in multi-year two to see if any of them qualified for Habitat for Humanity. Dr. Cook asked if any of the units have been demolished. The Town Manager reported that two units are scheduled to be demolished before next committee meeting.

On **June 25, 2013** at the Public Buildings and Welfare Committee the following update was given: The Town Manager stated that there was an update in the packet from Mr. Dodson of Community Planning Partners. He explained that even though the update says the demolition should be completed for 41 and 42 Carver by the end of June he does not know if Mr. Moody has started that process yet. Mr. Moody was concerned with the level of activity now that school is out and had suggested waiting until after Labor Day when kids are back in school. The Town Manager stated that 43 Carver is vacant. Mr. Dodson is working on the relocation process for 44 Carver and 45 Carver. The Town Manager stated that he will check with the Town Treasurer on what funds the town has to move forward with the dedicated meals tax and this information will come back at July's committee meeting. Dr. Cook stated that if Mr. Moody's argument for waiting on demolishing a unit is safety then he feels letting it stay there another couple of months vacant would be a bigger safety issue. Committee agreed and directed town staff to have Mr. Moody move forward with demolishing 41 and 42 Carver Avenue as soon as possible.

On **July 2, 2013** Town Council passed a motion to move forward with cost sharing proposal for utilities on Livengood's property in Phase I of the Pinewood Heights Relocation Project.

On **August 27, 2013** at the Public Buildings and Welfare Committee the following update was given: The Town Manager reported that Mr. Michael Dodson of Community Planning Partners had his monthly update included in the packet. He explained that there were a couple of action items that would need to be placed on the consent agenda for approval. The first item is a time extension request for multi-year 1 of Phase II. The town has had some financial issues to work out with some of the property owners which have slowed the process of acquiring properties. The second item to be placed on the consent agenda is authorization to allow the Town Manager to submit budget revisions for the project. The Town Treasurer has been working with Mr. Dodson on the necessary budget revisions. Dr. Cook asked if the town does an extension does that push back our deadline for multi-year 2 or will they overlap. He stated that it is nice that we are slowing down so that we can raise the money to do what needs to be done but at some point are we going to be going to slow. He expressed concern over ending up in the end having to close on several houses at once time to complete by deadline.

On **September 3, 2013** a motion was made and passed to request an extension of Pinewood Heights Grant Agreement for Phase II Multi-Year 1.

On **September 3, 2013** a motion was made and passed to approve budget amendment for the Pinewood Heights Relocation Project – Phase II.

On **September 24, 2013** at the Public Buildings and Welfare Committee the following update was given: Mr. Saunders reported that the town owns one more unit next to where the duplex was demolished. There are some issues with 44 Carver that have to be resolved in federal court before the town can move forward with that property. Offers are being made to the next units in line. He stated that in a four to six month period the town may possibly have another three units ready for demolition. Dr. Cook asked if he was reading the minutes correctly that the town does not have to acquire all properties in multi-year 1 before moving to multi-year 2. Staff stated that was correct. The town is only required to relocate and make offers. Because the town is working between multi-year 1 and multi-year 2 there is a little more flexibility than the town first thought.

On **October 29 2013** at the Public Buildings and Welfare Committee the following update was given: The Town Manager stated that included in the packet was an update of the project from Mr. Michael Dodson of Community Planning Partners. At this time the town has not closed on any more properties. The demolition of 41 and 42 Carver have been completed and the boarding up of 43 Carver has taken place as well. A couple more offers have been accepted and Mr. Dodson is actively looking for their relocation sources. The hope is to have them completed in the next thirty days. The town did get the extension by the State to January 20<sup>th</sup>, 2014 and the town is making progress to have multi-year 1 completed by that date. Mayor Williams asked that the Pinewood Heights Management Team invite Mr. Bergdoll from Habitat to Humanity to attend a meeting in the near future. Dr. Cook asked did we have until mid-January to acquire ten properties. The Town Manager stated that the way the contract is written we have to have offers accepted but they do not have to be closed on. Dr. Cook asked if the property that is in bankruptcy can be skipped and another property put in its place to make the ten. The Town Attorney stated that the town does not have much choice. We cannot do anything until the state releases them from the bankruptcy. The Town Manager stated that the state is fully aware of the situation. Mrs. Tynes stated that if she remembers correctly from a previous meeting the town was told that this particular property would not hold us up on meeting our obligations on this portion of the project. Mrs. Tynes asked if the person selected for the Habitat for Humanity has to be a Pinewood Heights resident or can they be from other areas of Isle of Wight County. Mayor Williams replied that it

can be from either; however the donor has requested that the money be spent in and around Smithfield with the hope that it could be used as a relocation source for a Pinewood Heights resident. This money is actually out of the donor's hands because the money was given to Habitat for Humanity and they decide where it is used. Dr. Cook stated that on the first page of the update the question asks if the project is on schedule and it is marked yes and no. The Town Manager replied that he would have to ask Mr. Dodson why both are checked.

On **November 19, 2013** at the Public Buildings and Welfare Committee the following update was given: The Town Manager reported that included in the packet was Community Planning Partners monthly update as well as the minutes from the last Management Team meeting from November 12<sup>th</sup>. Since this meeting the town has closed on 46 Carver Avenue as anticipated. As soon as the town gets another review appraisal from Mr. Gwaltney the town has an offer for 51 Carver Avenue. The Town Attorney stated he cannot get anyone to call him back on the property at 44 Carver that is in bankruptcy. The Town Manager stated that at the meeting the town did ask Mr. Dodson to discuss this situation with Ms. Boehringer who is our state representative with the Department of Housing and Community Development (DHCD). Ms. Boehringer replied that the town might be able to substitute another property from multi-year 2 with this one so that we can complete multi-year one. The town has two more that will hopefully close in December. If the town needs any additional time past January 14<sup>th</sup> we will need to ask for it at least a month out. Staff will keep an eye on the timing of everything to determine whether an extension is needed.

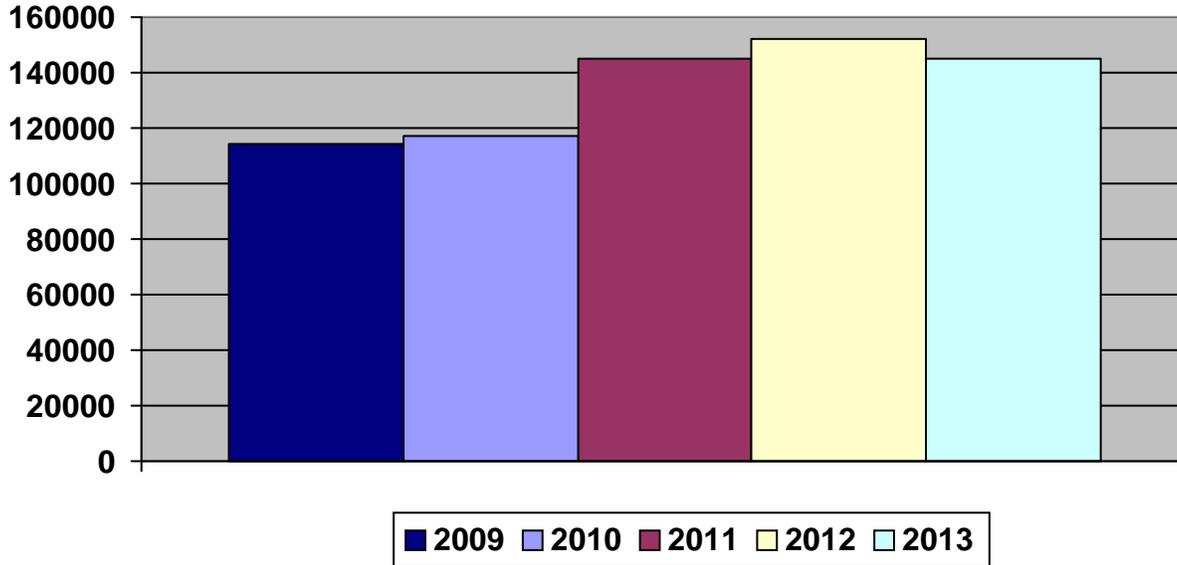
On **December 17, 2013** at the Public Buildings and Welfare Committee the following update was given: The Town Manager reported that Mr. Dodson of Community Planning Partners did prepare a report on the status of the Pinewood Heights Project. Mr. Dodson sent an e-mail to the Town Clerk stated that we have signed agreements to buy all the homes in multi-year 1. Five households must be relocated by mid-January. At this time he feels that we will only have two done and will need more time due to one of the families that we have talked about in the past. The Town Manager stated that the only action for this item would be the Town Council supporting him in writing a letter to the Virginia Department of housing and Community Development to request an extension of multi-year 1. Mr. Smith asked if most of the residents that have relocated were staying close to the Smithfield area. The Town Manager stated that a couple of them have moved to Surry County but most of the owners that have relocated have stayed in the Smithfield or Isle of Wight County area. There have been a few renters that have moved to the peninsula. Committee agreed with requesting extension from DHCD. Vice Mayor Gregory asked if the town had a map of the entire Pinewood Heights Project. The Town Manager stated that we have a map that we can provide to Town Council. Vice Mayor Gregory stated that the town might want to start looking at how the town moves forward with the rezoning option that was created as we relocate residents of Pinewood Heights.



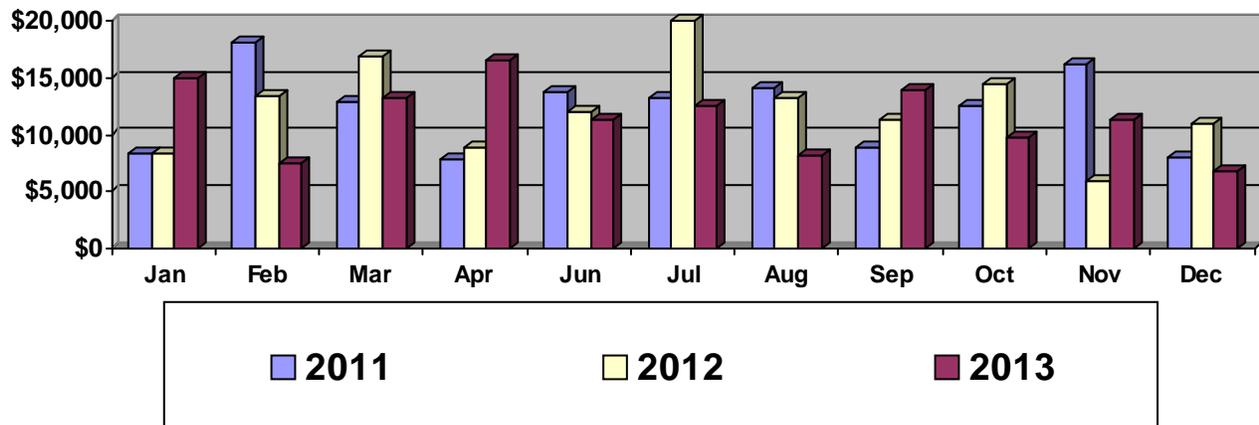
**SMITHFIELD CENTER  
REPORT**



**Exhibit A: Revenue Comparison 2009-2013**



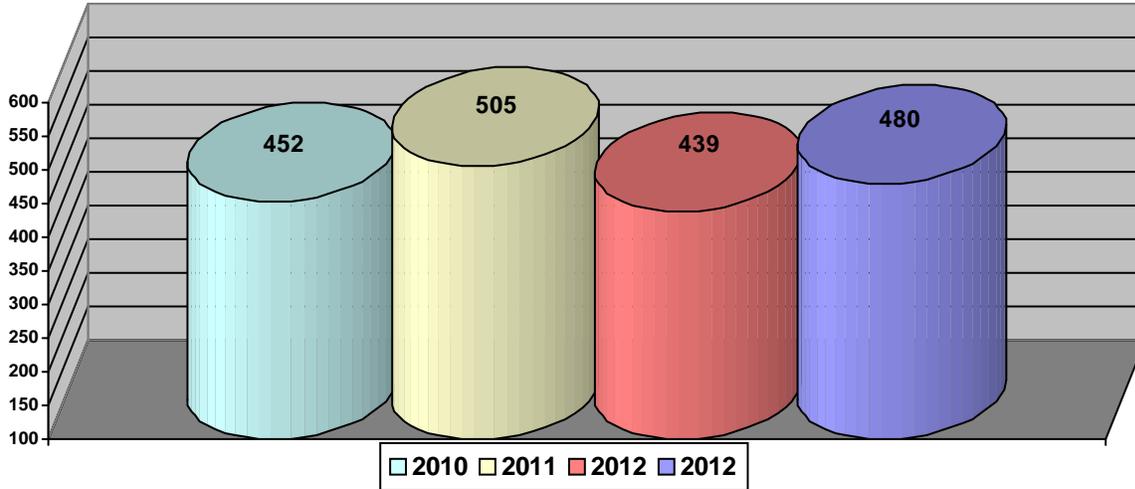
**Exhibit B: Comparison of Revenue Totals by month from 2011-2013**



- *The average revenue per month was around \$ 12,000 .*

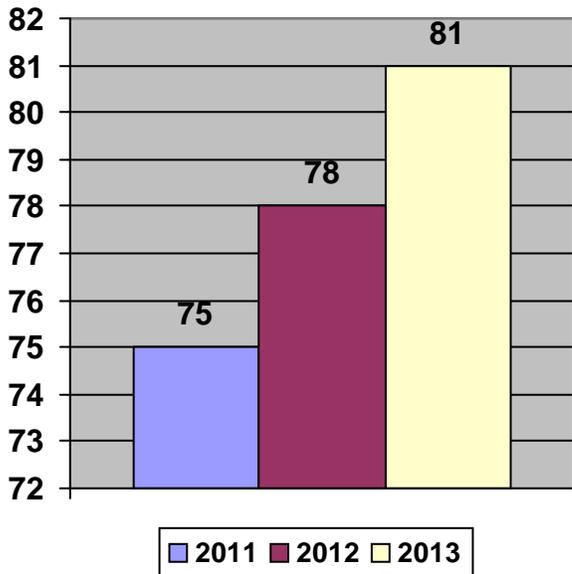


**Exhibit C: Comparison of Total Number of Bookings 2010-2013**

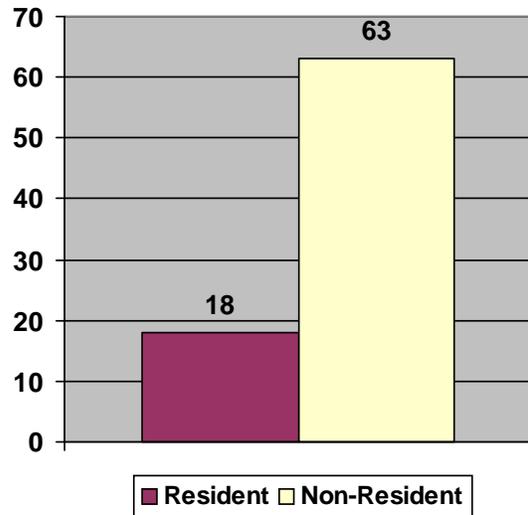


**Exhibit D: Wedding Event Numbers Comparison 2011-2013**

includes ceremonies, receptions at the Smithfield Center, Windsor Castle Park and Clontz Park.



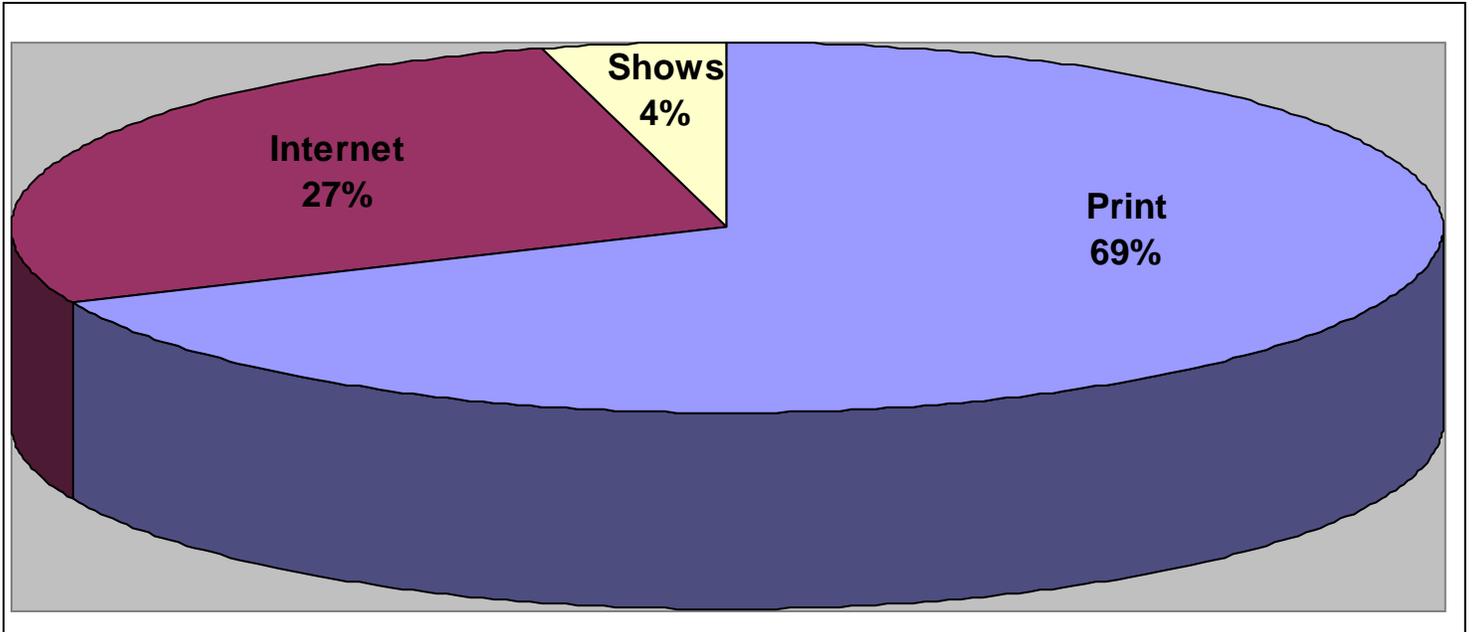
**Exhibit E: Resident versus Nonresident**



Non-Resident City	# of Bookings
Suffolk	9
Portsmouth	7
Newport News	6
Hampton	6
Virginia Beach	6
Chesapeake	5



**Exhibit E: Marketing Strategy for Fiscal Year 2013-2014**



**Marketing Areas**

Collaboration with the 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-recently redeveloped so there is a portal dedicated to weddings which are our biggest revenue generator
- Smithfield Center Facebook Page
- Wedding Wire (receiving several referrals from this web site)

**Magazine Print Advertising**

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

**Shows**

- Chamber Trade Show
- Coastal Living Show
- Uniquely Yours Bridal Show
- Smithfield Center Client Appreciation Night
- Smithfield Center Special Occasion Show



### Ideas for Increasing Revenue for 2014 and beyond

- **Fee Increase**-I plan to review our pricing in comparison to other local venues and increase our Standard Rate to the price that reflects this terrific product that we have.
- **Rental Item Inventory** -Our rental item inventory continues to generate additional revenue. We would also like to add a lighting system to our inventory. Accent lighting has become very popular and would be a definite revenue generator for us.
- **Additional Venues**– Having Windsor Castle Park and Clontz Park as 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.) The prices for these venues also need adjusting as these are popular sites and clients are willing to pay a higher rate for these scenic locations.
- **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 three (3) caterers listed with us, must pay a \$1 per person fee. This fee allows for another opportunity to increase revenue for the Center and to fund repairs for kitchen equipment that is quickly approaching the 13 year mark.

#### Tier 3 Caterers for 2014

- ◆ Catering Place
- ◆ Country Boys BBQ
- ◆ Smithfield Station

### Capital Improvements and Projects

- **AV Upgrades**-We installed a permanent AV cabinet for the main hall near the lobby entrance. This permanent cabinet keeps our equipment in better shape than the mobile cabinet as only staff can access it.
- **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.



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

## **Smithfield/Isle of Wight Tourism Annual Activity Report – 2013**

- **Tourism Group Tours Hosted:**
  - See attached
  - Plus...Louis Little hosted over 40 tours in 2013 with 300+ visitors
  
- **Special Events Coordinated/Supported:**
  - Smithfield Farmer's Market-see attached
  
  - **February:**
    - 1<sup>st</sup> Annual Restaurant Week (10 participating restaurants/474 response cards returned)
  
  - **April:**
    - Hope, Hams, History & Hospitality Bike Tour (200)
    - Home School Day (300)
    - Smithfield Wine and Brew Fest (SOLD OUT 2,650)
    - Historic Garden Week (1500)
  
  - **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 (150)
  
  - **August:**
    - Smithfield PD National Night Out
  
  - **September:**
    - IOW County Fair (32,000+)
    - Parade of Homes
  
  - **October:**
    - Smithfield Music Presents The Mike Aiken Americana Music Festival (800)
    - Town & Country Day. (3,500)
    - Schoolhouse Museum Grand Re-Opening (200)
    - Halloween (3000)
  
  - **December:**
    - Smithfield Evening Farm & Craft Market (4,000)
    - Christmas At Saint Luke's (150)
    - Smithfield Christmas Parade (6,000)

***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
    - Director currently serves as Chair of Conventions
  - 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 2013/2014 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
    - Member
  - Isle of Wight County Wellness Committee
  - Smithfield Special Event Committee
  - 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
  - Director is Chair of Conventions
- CVTA (Southeast Virginia Tourism Alliance)
  - Director is Secretary 2013/2014
- Smithfield 2020
  - Director is on Executive Committee in charge of Promotion
- United Way
- Smithfield Little Theatre
- Historic Saint Luke's Church
- Historic Smithfield
- Isle of Wight Arts League
- Smithfield On The Move
- Schoolhouse Museum
  - Director is Secretary

○ **Training Attended:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>○ Inside the Merchant's Studio I, II and III</li> <li>○ VACVB Professional Development Quarterly Training</li> <li>○ Smithfield Town Training Day</li> <li>○ IOW/Smithfield/Windsor Chamber of Commerce Leadership Class</li> <li>○ VACVB Professional Development Summit</li> <li>○ VA1 Conference by VTC/VHTA and VACVB</li> <li>○ Virginia's Leadership Summit in Richmond</li> <li>○ Tourism Industry Day-Virginia Beach</li> <li>○ 2013 Visitor Centers Seminar Conference</li> </ul> | <ul style="list-style-type: none"> <li>○ Constant Contact Training</li> <li>○ Evaluation Training</li> <li>○ Adobe Illustrator</li> <li>○ Branding Webinar I and II</li> <li>○ Active Shooter Training</li> <li>○ Beaches to Bluegrass Webinar</li> <li>○ Visitor Information Centers and Services in the Digital Age</li> <li>○ GSH (OSHA) Training</li> <li>○ Hazard Communication</li> <li>○ Blood-born Pathogens</li> <li>○ Dealing with the Difficult Customer (Visitor Center personnel)</li> <li>○ VRS Hybrid Retirement</li> <li>○ Social Media/Face Book Workshop</li> </ul> |
|---|---|

- Digital Marketing
  - Marketing to Millennials
  - Experiential Tourism
  - Shelter Training
  - Tornado Safety Training
  - Hurricane Training
  - Advocacy
- **Training Given:**
    - Judges marketing competition at CNU
    - Inside the Merchant's Studio I, II, III
    - 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-event specific.
    - Smithfield Kiwanis, Smithfield, Va.
    - HREDA Research Roundtable
    - Smithfield Rotary
    - DCR Water Trails Conference
    - St Joe's Women Group in Hampton
    - Xi Delta
- **Trade Shows Attended:**
    - VACo Annual Meeting Trade Show
    - My Time Women's Show
    - Virginia Beach Boat Show
    - Richmond Boat Show
    - Smithfield Center Special Occasions Show
    - Coastal Virginia Bridal Show
    - Richmond Bridal Show
    - Chamber Meet the Isle Trade Show
    - VSAE-Virginia Society of Association Executives Fall Marketplace
    - Welcome Booth at IOW County Fair
    - VDOT Trade Show
- **Conventions Attended:**
    - VA-1 Governor's Conference on Tourism- Richmond, Va.
    - VACo Annual Meeting 2013
- **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/stories:**

“Visit the Farms” spread for Slice of Smithfield magazine  
 Cover story in the VA Municipal League publication  
 Food Paradise Show (Travel Channel)  
 Diners, Dives and Drive-Ins (Food Channel)  
 “New Businesses” in Smithfield 2013 – Daily Press  
 “12 Can’t Miss” cover spread in Fall Slice of Smithfield  
 Photos to Bayport Credit Union for article on Smithfield Gourmet Bakery in their newsletter  
 Main Street article in Hampton Roads Magazine – Sept. 2013 by Jason Liebler  
 Article on Smithfield in the Carroll County Times by Rosemary Rest (Westminster, MD)  
 Photos of kayakers to Nicole Stanley – Daily Press for guided kayak notice  
 Hampton Roads Magazine - copy, images and logo for Aiken Fest for their newsletter  
 HamptonRoads.com feature on Windsor Castle Park and town (*November 19, 2013*)  
 Genealogical flyer converted to center spread piece for Slice of Smithfield  
 Tourism Numbers article in Smithfield Times – 12/4/13  
 “Backyard Explorations: Smithfield, VA” by Road Trips blogger “Traveling Screenwriter” online 11/2/13

### **Publications/ads:**

Williamsburg- Co-op ad with merchants (*10 months*)  
 Digital HamptonRoads.com *ads for Restaurant Week*  
 Hampton Roads Magazine ad (*Wine & Brew Fest*)  
 Smithfield Times ad (*Wine & Brew Fest*)  
 Wine Lovers Magazine ad (*Wine & Brew Fest*)  
 Williamsburg Visitor Guide ad, *listing and events*  
 Hampton Roads Magazine’s Farmers Market section *Smithfield Farmers Market ad*  
 Smithfield Times ads *for Historic Resources*  
 Smithfield Times/VA Pilot *Olden Days Ads*  
 Slice of Smithfield *Annual Events Ad*  
 2 VOW ads – *coop with St. Luke’s and Center*  
 Williamsburg/Jamestown/Yorktown Visitor Guide *½ Page ad and editorial*  
 Americana Rhythm Magazine *ad for Aiken Fest*  
 Virginia Travel Guide ad  
 VA Municipal League ad  
 Recreation News ad for Coastal Virginia section – *September 2013*  
 VA Wedding Destinations ad  
 Direct Buzz *ad for Aiken Fest*  
 Hampton Roads Magazine ad & online ad *for Aiken Fest*  
 Smithfield Times *for Aiken Fest*

Smithfield Times ad for *Smithfield on the Move*  
Smithfield 2020 branding initiative ad for town newsletter  
Williamsburg Map ad  
Suffolk Living ad for *Wine & Brew Fest, Restaurant Week and Vintage Market*

### **Website, etc.:**

Update website daily - 74 pages (*listed at end of document*)  
Created and maintain GenuineSmithfieldVA.com site (*pages listed at end of document*)  
Created template for new branded e-newsletter  
Designed Walking Tour site to go on GenuineSmithfieldVA.com from HistoricSmithfield.com  
Facebook ongoing: 1437 likes  
Maintain & create Pinterest boards, 22 Boards, 512 pins, 15 likes, 132 followers, 60 following  
E-blast about Kayak Rentals  
Facebook ads for Aiken Fest  
Encore Wedding email for lodgers/packages  
Updated listings for Virginia Travel Guide and on VTC's website  
Letter from Dan Steiger about his daughter's wedding as email  
Olden Days dedicated email featuring lodgers  
Twitter account active, live-tweeted the Parade and from the MyTime Women's Show

### **Public Relations/New Releases:**

News Release on Smithfield Farmers Market  
News Release on Pork-a-Razzi Photo Contest  
News Release on new Farmers Market season  
News Release on National Tourism Day Celebration  
News Release on Fair  
News Release on Olden Days  
News Release on Kayak guided tours – July 16, 2013  
News Release on Patrick Hylton at Smithfield Farmers Market  
News Release on Tourism numbers  
News Release on Farmers Market award  
News release on new parade route for Christmas Parade  
News Release on new St. Luke's executive director  
Photos sent to Recreation News on Aiken Fest  
Photos sent to Virginia Outdoors Plan  
MATPRA monthly newsletter – January: Civil War  
WLQM interview for Pork-a-Razzi Photo Contest  
Uploaded/sent photos to VA Pilot and Williamsburg Magazine for “stock” photos of our area  
Dropbox library of photos set up

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

- Familiarization Tour for Williamsburg Plantation Docents
- Entertained Travel Writer Eric and Nancy Anderson

## **PROMOTIONAL MATERIALS PRODUCED:**

Historic Garden Week brochure  
Restaurant Rack Card  
Restaurant Week: *flyer, poster, 16 menus, webpage, press release, response cards, 2 HRmag.com ads*  
Good Food banners for Restaurants  
Restaurants on the Move – *posters, flyers, table tents, decals*  
Restaurant on the Move – 12 Healthy Things to Do rack card  
Revised Isle of Wight County Map for basement display at Museum  
Story Idea book for visiting travel writers  
Smithfield Wine & Brew Fest tickets  
Smithfield Farmers Market 2013 *magnet, direct mail piece and banner*  
Magnetic sign for tour buses  
Business cards for Denise and Jennifer – *Historic Resources*  
Aiken Fest *flyers and posters*  
Homegrown, Homemade and Home Raised banners for Farmers Market  
Historic Resources sign for Country Store  
Historic Resources coloring page  
Isle of Wight County Fair *premium book cover & photo spread*  
Isle of Wight County Fair 20<sup>th</sup> Anniversary logo & ad for Parks and Rec. publication  
Isle of Wight County Fair:  
    *“Save the Date” magnet, website masthead and Facebook Profile image, poster, billboard, signs, 12 ads, etc.*  
Smithfield Outdoor Antique Market logo & postcard (*revised to Vintage Market*):  
    *logo, business card, postcard, letter & tab size posters, a-frame poster, facebook cover shot and logo*  
Olden Days banner  
Passport to Savings cards  
Video Storyboard  
Seafood Fest poster  
Revised World of Wheels registration flyer  
Updated Coloring books, 7-Day Merchants & Passport Rack Cards  
Smithfield Wine & Brew Fest:  
    *souvenir poster, promotional poster, Volunteer & souvenir t-shirt design, map, signage & town newsletter ad*  
Car Show flyer for Olden Days  
Olden Days 2013 poster  
Business cards for Deborah Marshall, Kathy Mountjoy  
Fish Fry flyer for Isle of Wight County Fair Committee  
Restaurant on the Move – *SNAP Fresh Bucks Banner, Poster, Web banner, yard signs and Brochures*  
Community Ambassadors certificates

Hospitality Heroes certificates  
Tourism Day E-invitation  
Aiken Fest Green Room invitation  
Revised and printed new Town Map  
Revised and printed new Walking Tour Brochures  
Pop up cards and Power Point for Hospitality Heroes  
Revised and reprinted Fort Boykin and Fort Huger brochures  
Rack Brochures for Merchants:  
*Ye Olden Exposures, Southern Chic Trading, Mansion on Main B&B, and Mansion House Art & Antiques*  
Rebranded and reprinted rack cards:  
*Christmas Store, Captain Chuck-a-muck's and Smithfield Gourmet Bakery & Cafe*  
Map for Christmas Parade New Route  
Smithfield Farmers Market 2013: *11 vendor banners and new yard signs*  
Kayak Rack Card  
Olden Days Parade flyer  
Schoolhouse Museum Banner  
Night time Kayak Cruises materials  
Olden Days:  
*flyers, flyer with schedule, dedicated email blast, signage, t-shirt, posters, raft race logo and t-shirt design*  
Toys for Tots flyer updated for Olden Days  
Thank You sign for Restroom lobby  
Camera Day signage for Museum  
Lundeen bronze statues brochure  
Designed banner for town about 2 Beautification awards  
Reprint Outdoor Map and Listing for Town sign  
Brochure inventory list with contacts to Deborah  
Rebranded/redesigned Visitor Center/Arts Center sign  
Arts Center banners – branded to Genuine brand  
Windsor Castle Park Capital Campaign materials  
Farmers Market evening event *flyers and poster*  
Hospitality Bag Cards for lodgers  
Windsor Castle Park Survey materials, *signage, flyers, etc.*  
Kayak signage  
Scarecrow Event materials for Historic Resources, *flyers, banners, application*  
Town & Country materials: *poster, flyer, webpage, etc.*  
Christmas parade *a-frame poster, new banner and magnet*  
Certificate for Schoolhouse Museum  
Schoolhouse Museum rack card  
Designed Isle of Wight Map to cover area at BSV Parking lot  
Redesigning exterior sign for Museum  
BOB Fest & Chilly Bob 8K Race *logos, poster, cards, t-shirt, ads*  
rebranded Hospitality Hero cards  
Banner for Historic Resources for van in Christmas Parade  
Isle of Wight County signage for parks, etc.

Yard signs for Historic Resources' Battle of Smithfield event

Restaurant Week materials:

*new logo, poster, flyers, banners, menus, yard signs, large banners, marketing plan, online ad, facebook ads  
and event of the week copy*

Sesquicentennial Event materials: *Flyers, type for pencil, poster, yard signs, banner*

New Encore Wedding Bridal Show chart flyers and poster

Genealogical flyer

Holiday Card

2014 Fair *brochure cover, web banner and facebook banner*

Web banner and card for IOW Emergency Alert System

## Highlights!:

- **12,791 guests** were greeted at the Visitor Center in 2013, a 13% decrease compared to 2012. Visitor Center Visitation was slightly up in 2012 by 3% and slightly down (-4%) in 2011, up (29%) in 2010 and up (91%) in 2009... We think we are seeing the results of visitor Smart Phone use and multiple budget cuts through the last several years although all of the venues we support are reporting increased visitation.
- **The top five non-VA home states** for visitors to Smithfield, in ranked order: Pennsylvania, Maryland, North Carolina, New York.
- **66% were New Visitors and 34% were Return Visitors**
- 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 and the UK** were the top two home countries for our foreign visitors.
  
- Tourism Team was very involved in the S. Church Street Beautification and Streetscape Project hosting meetings for staff and stakeholders EVERY Monday morning in 2012 through 2013 and designing and creating all way-finding and construction signage . The project is now complete.
- Director active with the Virginia General Assembly Tourism Caucus and requested speaker.
- Visitor Center continued as a VIRGINIA GREEN accredited Center.
- 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.
- 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.

- 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.

## **Design Highlights**

- Project Manager for Branding Initiative with Smithfield 2020 for Historic Downtown Smithfield

*Designed questions for meetings with focus groups, assembled creative team and scheduled meetings, created materials and signs for project team members, gathered and distributed notes from focus groups, compiled and tabulated surveys for focus groups and merchants, (with creative team) designed "brand" look, logo and tag line*

*Met with Core Team and tallied surveys and meeting results, etc.*

*Spoke about branding at Merchant's Studio*

*Rolled out the new brand with final logo, facebook cover photo, t-shirts, bumper stickers, emails,*

*banners, and a booth and materials at Town & Country Day 2013*

*All tourism materials being redesigned to new brand as they need to be reprinted*

*Continue to meet with Core Team to create action plan*

- Cold War Exhibit design for Isle of Wight County Museum
- Blackwater River design for Isle of Wight County Museum
- Designed lobby for new restrooms on Main Street
  - Designed space, created labels (Isle of Wight map, Town map, 4H display panels and images used), Worked with exhibit fabricator to produce project*
- 2013 Pork-a-Razzi Photo Contest
- National Tourism Month Celebration and Awards in May
- Civil War Exhibit at Isle of Wight County Museum
- Redesigned front of Visitor Center for improved tourism stakeholder visibility

## **Major marketing initiatives upcoming in 2013**

- Major marketing switch to digital (30%); Collateral (20%); Advertising (20%); Product Development (15%); Public Relations (10%); and Trade Show/Signage (5%).
- Continue to assist Smithfield Events to grow 3 large annual events-**Smithfield Wine & Brew Fest** in April, the **Genuine Smithfield Bacon, Bourbon and Beach Music Fest** in September and **BOB Fest** (Oyster Fest!) in January. The Smithfield Wine and Brew Fest has sold out this year (Third Annual) and has raised over \$90,000 for local charities

- 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 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.
- Continue to promote recreational trails (by land and sea!) bikes and canoes and kayaks.
- Become certified by the Virginia VACVB CVB Certification Program
- Continue Successful Smithfield & Isle of Wight Restaurant Week Program
- Create and support new outdoor Antique Show and Sale

## **CURRENT WEB PAGES:**

*(red are also pages on our Mobile Site)*

- |                                  |   |
|----------------------------------|---|
| 1. Home                          | 18. Historic Fort Huger                               |
| 2. Attractions/Visit Here        | 19. Hams  |
| 3. Events                        | 20. SmithfieldHam (duplicate of Hams, but not shared) |
| 4. Dine Here                     | 21. Media News and Information                        |
| 5. Shop Here                     | 22. Videos  |
| 6. Stay Here                     | 23. Historic Resources                                |
| 7. Gather Here (Groups)          | 24. Nike Missile Site                                 |
| 8. Get Here                      | 25. Olden Days  |
| 9. Contact Us                    | 26. Battle of Smithfield                              |
| 10. Arts & Entertainment         | 27. Aiken Fest  |
| 11. Historic Timeline            | 28. Bike-friendly                                     |
| 12. Recreation                   | 29. Hospitality Heroes                                |
| 13. Visitor Center               | 30. Christmas Parade                                  |
| 14. Walking Tour                 | 31. Town & Country day                                |
| 15. Windsor Castle Park          | 32. Hams, History, Hospitality & HeART quiz           |
| 16. Community Ambassador Program | 33. HeART lovers itinerary                            |
| 17. Encore Wedding               |   |

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. Farms To Visit
72. Restaurant Week
73. Historic Garden Week Tour
74. Econo-Lodge Packages
75. Genealogical Research
76. Genuine Smithfield goes "Green"

### **Current Webpages on GenuineSmithfieldVA.com**

*(All are on Mobile Site)*

1. Home
2. Attractions
3. Lodging
4. Events
5. Branding Project
6. Genuine Smithfield logo
7. Genuine Smithfield's Historic Walking Tour
8. A Brief History of Smithfield + 63 individual pages for each property on the Walking Tour

**Total of 71 pages**

Group Tour  
Expense Sheet

Month	# in Group	Name of Tour Group	Type of Tour	Amount Paid	Guide	Check #	Invoice #
<b>2012</b>							
Feburary							
2/2/12	18	Mt Trashmore YMCA	Self Guided				
2/8/12	40	Life Long Learning C.N. U.	Self Guided				
<b>Total</b>	<b>58</b>						
April							
4/10/12	8	Red Hats	Walking Tour		Terry		
<b>Total</b>	<b>8</b>						
May							
5/17/12	15	Niners of Chesapeake	Self Guided	Kathy met them at St Lukes			
<b>Total</b>	<b>15</b>						
June							
6/20/12	12	La La Red Hatters	Self Guided				
6/27/12	35	Va Beach Sr. Group	Step on Tour	50.00	Kathy		
<b>Total</b>	<b>47</b>						
September							
9/7/12	10	St. Lazarus	Step on Tour	20.00	Kathy		Cash in Petty Cash
9/12/12	25	Mid Atlantic	Self & Wlking	NA/Museum	Kathy		Cash
9/10/12	25	Agecroft Hall	Walking Tour	35.00	Kathy		
9/29/12	25	Yacht club	Walking Tour	?	Robert		
<b>Total</b>	<b>85</b>						
December							
10/9/12	35	Yacht club	Walking Tour	50.00	Kathy		
<b>Total</b>	<b>35</b>						
<b>Total 2012</b>	<b>380</b>			<b>155.00</b>			
<b>2013</b>							
Month	# in Group	Name of Tour Group	Type of Tour	Amount Paid	Guide	Check	Invoice #
March							
03/19/2013	48	All in One Tours	Step on Tour	50.00	Kathy	Deborah	checking
03/22/2013	12	Weindland	Walking Tour	45.00	Kathy	cash	
<b>Total</b>	<b>60</b>						
April							
04/17/2013	11	Verona Assisted Living	Step on Tour	35.00	Kathy	cash	
<b>04/30/2013</b>	<b>25</b>	<b>YMCA - Chesterfield</b>	<b>Step on Tour</b>	<b>35.00</b>	<b>Kathy</b>	<b>cash</b>	
<b>Total</b>	<b>36</b>						
May							
5/3/13	5	Nature Convervatory /Station	Walking Tour	25.00	Kathy	Check	4630
5/8/13	15	Historical Society		35.00	Kathy		
5/16/13	37	Hist Triangle		free	Kathy		
5/29/13	16	Beacon Baptist		35.00	Kathy	check	
5/25/03	49	Mt Vernon	Self Guided	0.00	N/A		
<b>Total</b>	<b>122</b>						
June							
	7	Colonial Dames	Walking Tour	35.00	Kathy	check	
<b>Total</b>	<b>7</b>						
July							
	<b>0</b>						
August							
	<b>0</b>						

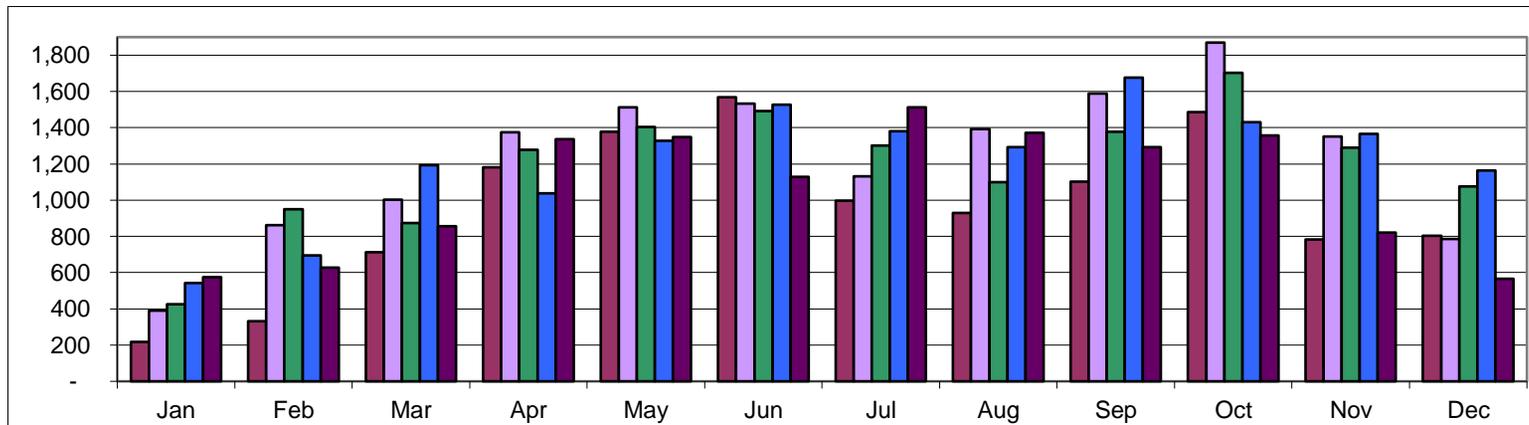


### Smithfield Isle of Wight Tourism

#### Visitor Center counts through December 31, 2013

##### Summary by month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2009</b>	217	333	712	1,180	1,379	1,568	996	928	1,103	1,487	782	802	11,487
<b>2010</b>	390	861	1,002	1,374	1,512	1,533	1,131	1,391	1,589	1,871	1,352	787	14,793
<b>2011</b>	426	949	875	1,278	1,403	1,491	1,301	1,098	1,377	1,702	1,291	1,076	14,267
<b>2012</b>	544	696	1,194	1,039	1,327	1,527	1,381	1,293	1,677	1,429	1,366	1,165	14,638
<b>2013</b>	574	629	855	1,336	1,349	1,128	1,513	1,371	1,292	1,356	821	567	12,791
<b>Month-over-month growth</b>	6%	-10%	-28%	29%	2%	-26%	10%	6%	-23%	-5%	-40%	-51%	
<b>Year-over-year growth</b>	6%	-3%	-15%	-2%	-1%	-7%	-4%	-3%	-6%	-6%	-9%	-13%	



### Smithfield Isle of Wight Tourism

Sum of Count	Month												
State	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
VA	431	462	506	945	754	621	895	842	722	568	448	368	7,562
AK						4	3		2				9
AL	1		8		4	9	2	6	2	7	2		41
AR	6				2	3			2	2			15
AZ	1		2	2	6	2			7	9		8	37
CA		4	6	9	19	17	20	15	25	28	18	5	166
CO	2		4			8	2	3	2	16	2	3	42
CT		1	2	12	2	3	8	2	14	13	4		61
DC	6	2	7	1	13	7		4	6	6	7	4	63
DE			2	7	8	6	8	4	6	7	17	2	67
FL	1	8	11	17	36	23	33	17	7	37	13	9	212
GA	2	2	3	13	9	15	16	10	5	14	10	4	103
HI	2					2	2				2		8
IA			4			2		2					8
ID					4			2		10	6	1	23
IL		2	14	3	8	21	6	7	11	16	6	2	96
IN		3		11	3	9	6		8	2			42
KS			2		1				6	6	3		18
KY	2	3		8	10	4	8	2	6	10	6		59
LA				4	4	2	3		8	2			23
MA		3	6	19	3	5	12	6	1	8	7		70
MD	20	25	43	48	96	43	75	69	75	46	28	47	615
ME	2	2	2	12		1					1		20
MI		8	17	9	36	14	6	13	21	32	6	4	166
MN		2	5			1			2	5	2		17
MO			8	6		3		1		2			20
MS		1			5	3	4	6	6	2			27
MT									2				2
NC	25	18	23	30	63	49	73	49	46	51	35	25	487
ND								2	2		4		8
NE							5				3		8
NH	4		2	4	2	3		2	2	6	6		31

### Smithfield Isle of Wight Tourism

State	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
NJ	2	8	20	25	41	21	34	43	19	46	25	7	291
NM					4	2		2			1		9
NV	2				1	2	6	2			2		15
NY	16	19	21	20	35	35	33	54	33	44	17	9	336
OH	4	7	6	8	11	29	27	17	26	42	22	7	206
OK			1			2				4			7
OR						2	2	6	6	1	1		18
PA	23	25	62	54	95	89	116	104	99	177	57	47	948
RI					2	2		3		4			11
SC	2	2	10		4	8	7	8	12	17	4	4	78
SD						6					2		8
TN			2	8	6	5	8	12	11	22	6	2	82
TX	2	2	7	2	11	8	34	9	20	6	5	2	108
UT	1						3					1	5
VT				2	2	2	1			9	4		20
WA		3		2	4		9	2	4	9			33
WI	2	4	4		8	2	9			2	2		33
WV		4	21	19	6	4	2	2	16	8	8		90
WY					2						2		4
Canada	2	3	17	8	22	2	24	7	14	18	8		125
UK	3	4		22	5	27	5	24	22	20	2		134
Australia										6	2		8
Austria								6					6
Bermuda										2			2
Brazil													
China													
France				6			2			2			10
Germany								4	2	2			8
(blank)													
Holland		2	2										4
Ireland													
Italy												4	4
Japan	1											2	3
Korea													

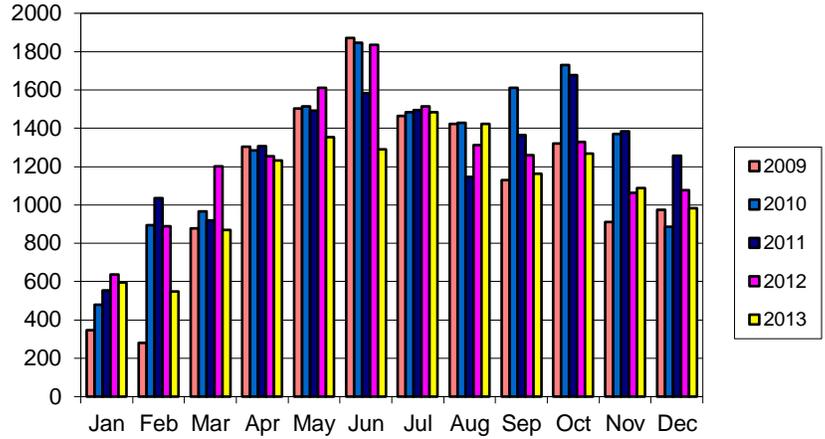
### Smithfield Isle of Wight Tourism

<b>State</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Malaysia										6			6
Mexico			4		2				2				8
Netherlands													
New Zealand													
Poland	1												1
Russia			1										1
Belgium											3		3
Scotland	4							2	5	2	3		16
South Africa													
Spain							4		5	2	2		13
Switzerland													
Thailand	4										7		11
Wales													
Holiday											0		0
<b>Total</b>	<b>574</b>	<b>629</b>	<b>855</b>	<b>1,336</b>	<b>1,349</b>	<b>1,128</b>	<b>1,513</b>	<b>1,371</b>	<b>1,292</b>	<b>1,356</b>	<b>821</b>	<b>567</b>	<b>12,791</b>

**Visitors to Isle of Wight County venues  
2009-2013**

**The Arts Center @ 319**

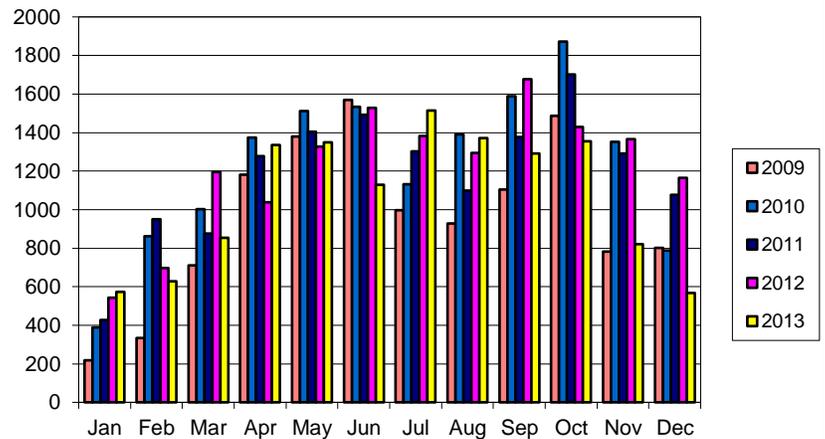
	2009	2010	2011	2012	2013
Jan	346	480	554	637	595
Feb	280	895	1,037	890	550
Mar	877	967	920	1,202	870
Apr	1,303	1,285	1,307	1,255	1,232
May	1,503	1,515	1,492	1,612	1,355
Jun	1,870	1,847	1,584	1,835	1,290
Jul	1,465	1,483	1,496	1,515	1,484
Aug	1,424	1,428	1,145	1,311	1,422
Sep	1,131	1,610	1,366	1,259	1,162
Oct	1,321	1,730	1,678	1,330	1,268
Nov	911	1,371	1,383	1,063	1,088
Dec	974	886	1,257	1,076	982
<b>Total</b>	<b>13,405</b>	<b>15,497</b>	<b>15,219</b>	<b>14,985</b>	<b>13,298</b>
<b>Growth</b>	<b>264%</b>	<b>16%</b>	<b>-2%</b>	<b>-2%</b>	<b>-11%</b>



<-- Feb 09 and prior numbers at 346 Main; Mar 09 and later at 319 Main.

**Smithfield and Isle of Wight CVB Visitor Center**

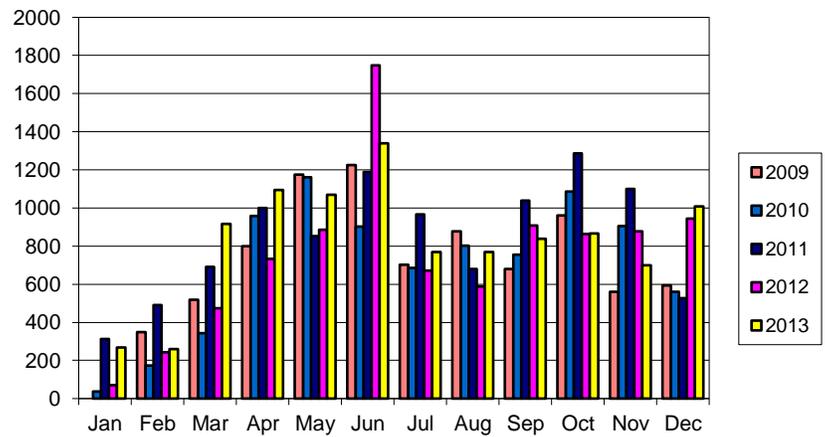
	2009	2010	2011	2012	2013
Jan	217	390	426	544	574
Feb	333	861	949	696	629
Mar	712	1,002	875	1,194	855
Apr	1,180	1,374	1,278	1,039	1,336
May	1,379	1,512	1,403	1,327	1,349
Jun	1,568	1,533	1,491	1,527	1,128
Jul	996	1,131	1,301	1,381	1,513
Aug	928	1,391	1,098	1,293	1,371
Sep	1,103	1,589	1,377	1,677	1,292
Oct	1,487	1,871	1,702	1,429	1,356
Nov	782	1,352	1,291	1,366	821
Dec	802	787	1,076	1,165	567
<b>Total</b>	<b>11,487</b>	<b>14,793</b>	<b>14,267</b>	<b>14,638</b>	<b>12,791</b>
<b>Growth</b>	<b>91%</b>	<b>29%</b>	<b>-4%</b>	<b>3%</b>	<b>-13%</b>



<-- Jan 09 & earlier: 335 Main, Feb 09: Museum, Mar 09 & later: 319 Main.

**Historic St. Luke's Shrine**

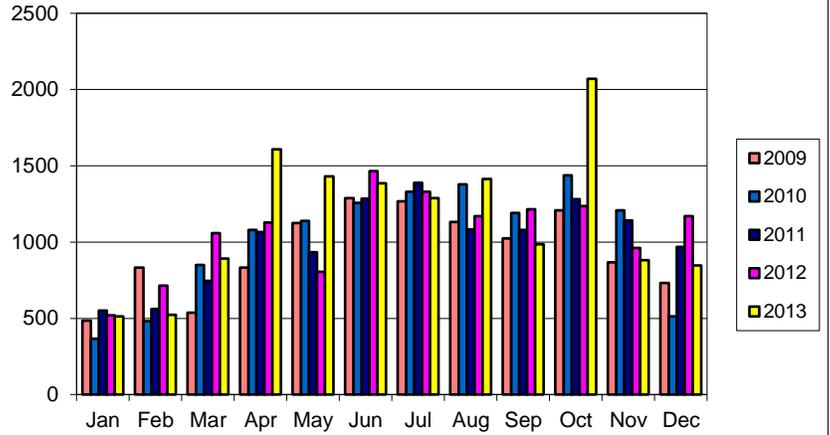
	2009	2010	2011	2012	2013
Jan	Closed	36	313	71	268
Feb	348	173	491	244	260
Mar	519	344	690	475	917
Apr	798	957	1,000	733	1,093
May	1,176	1,160	851	886	1,068
Jun	1,224	902	1,190	1,747	1,340
Jul	702	684	965	672	769
Aug	876	801	679	587	768
Sep	680	754	1,039	909	837
Oct	962	1,087	1,286	864	865
Nov	561	906	1,101	877	699
Dec	594	560	526	945	1,009
<b>Total</b>	<b>8,440</b>	<b>8,364</b>	<b>10,131</b>	<b>9,010</b>	<b>9,893</b>
<b>Growth</b>	<b>-8%</b>	<b>-1%</b>	<b>21%</b>	<b>-11%</b>	<b>10%</b>



**Visitors to Isle of Wight County venues  
2009-2013**

**Isle of Wight County Museum**

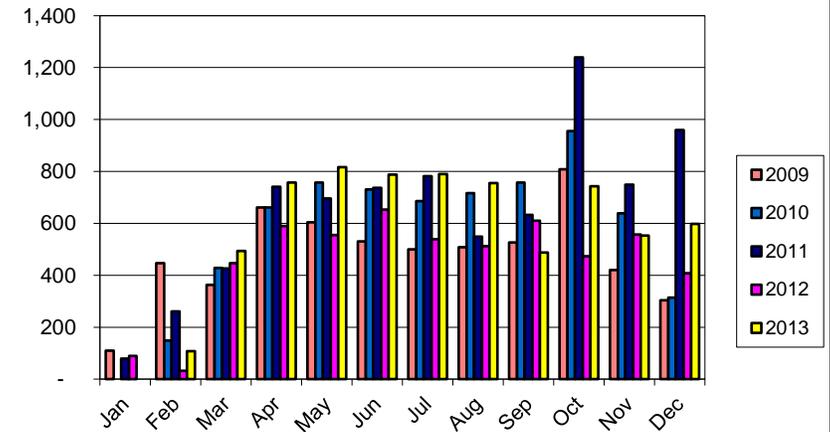
	2009	2010	2011	2012	2013
Jan	486	367	549	519	514
Feb	831	481	561	714	522
Mar	535	851	745	1,057	893
Apr	831	1,079	1,066	1,128	1,607
May	1,125	1,138	932	804	1,429
Jun	1,287	1,257	1,285	1,466	1,384
Jul	1,267	1,331	1,388	1,328	1,288
Aug	1,130	1,379	1,084	1,170	1,413
Sep	1,024	1,192	1,080	1,215	987
Oct	1,208	1,437	1,282	1,235	2,072
Nov	868	1,209	1,143	962	880
Dec	731	514	969	1,170	846
<b>Total</b>	<b>11,323</b>	<b>12,235</b>	<b>12,084</b>	<b>12,768</b>	<b>13,835</b>
<b>Growth</b>	<b>27%</b>	<b>8%</b>	<b>-1%</b>	<b>6%</b>	<b>8%</b>



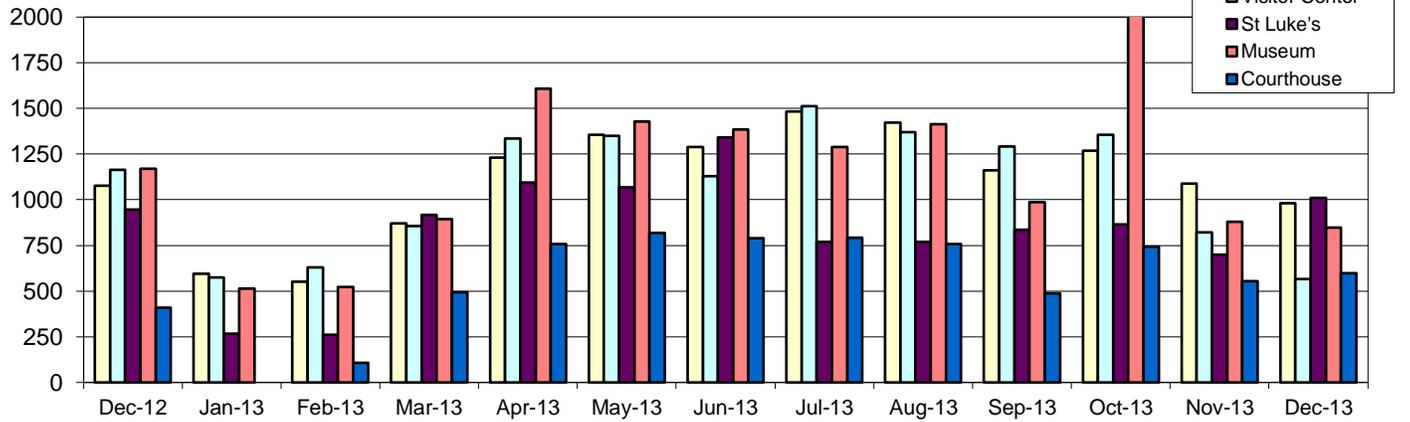
<--- Note: 2009 growth is a comparison to October 2005-September 2006.

**1750 Isle of Wight Courthouse**

	2009	2010	2011	2012	2013
Jan	110	Closed	78	90	Closed
Feb	446	149	260	32	108
Mar	362	428	427	446	494
Apr	662	661	741	589	757
May	605	757	697	555	817
Jun	530	730	736	653	789
Jul	500	686	781	538	791
Aug	508	716	548	513	756
Sep	527	758	633	610	488
Oct	808	956	1,239	473	744
Nov	420	639	749	558	554
Dec	304	313	959	408	597
<b>Total</b>	<b>5,782</b>	<b>6,793</b>	<b>7,848</b>	<b>5,465</b>	<b>6,895</b>
<b>Growth</b>	<b>10%</b>	<b>17%</b>	<b>16%</b>	<b>-30%</b>	<b>26%</b>



**Venue Comparisons - past thirteen months**



**Note:** The **Growth Rates** are total year (year-to-date for 2013) comparisons unless noted otherwise for that venue.

# 2013 Statistics

## Evening Christmas Market

- Sales were \$29,058
- No official customer count, but the streets were full!

### **Plans for 2014 Evening Christmas Market (Dec. 12), if town approves:**

- Market will run 5 to 9 p.m.
- Trying to shut down streets earlier, or at least part of the street for hot food vendors
- Trying to find more electricity/lighting
- Extend the size of the market to the Visitor's Center

## New for 2014:

Weekday evening market, July & August, 4-7 p.m., Carrollton, for produce and food vendors

## Number of vendors increasing

2011 -- 54

2012 -- 74

2013 -- 92 (not including Evening Market)

## Number of Markets (after rain dates):

2011 -- 28

2012 -- 30

2013 -- 35

## **Average attendance per market:**

2011 -- 657

2012 -- 1068

2013 -- 1307

## **Total Sales:**

2010 -- \$165,551

2011 -- \$217,661

2012 -- \$297,219

2013 -- \$410,328 (not including Evening Market)

## **Top Markets by Attendance:**

Dec. 21 Christmas Market -- 2710

Nov. 23 Thanksgiving Market -- 2628

June 29 Olden Days -- 2189

Oct. 26 Fall Festival Market -- 1891

July 27 -- Regular market -- 1508

## **Top Markets by Sales:**

Dec. 21 Christmas Market -- \$25,709

Nov. 23 Thanksgiving Market -- \$23,691

Oct. 26 Fall Festival Market -- \$15,653

July 27 -- Regular market -- \$15,244

June 29 -- Regular Market -- \$14,820

## What are the 5% vendor fees used for?

Total sales from 2014 were approximately \$400,000, meaning the market received **\$20,000** in vendor fees.

Out of this \$20,000, the following expenses were paid:

- Market manager salary and taxes
- Market assistant salary and taxes
- Advertising in the Smithfield Times, the Williamsburg Magazine, Coastal Virginia magazine, and Facebook
- Musician payments for 35 markets
- Banners and signage
- Marketing materials, such as magnets, bags, direct mail
- Misc. supplies, such as office supplies
- Fees for market manager training events/conferences
- Other misc. expenses, such as market cell phone fees

In 2013, we also had the additional cost of adding electricity to the market. Vendor sponsorships paid for this expense.



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

**2013 Annual Report**  
**Department of Planning, Engineering and Public Works**

**Office and Personnel**

- Kevin Fulgham hired as Laborer
- Ernest Motley hired as Maintenance Technician
- Jacob Hodge promoted to Mechanic
- Dale Wall hired as Waterworks Operator
- Jessie Snead, Jeff Smith and Sonja Eubank attended VRWA Conference in Roanoke, VA and Disaster Recovery Training (VA WARN) in Richmond, VA
- PubWorks work order system purchased
- Bill Hopkins attended the APA National Planning Conference in Chicago, Ill.
- William Saunders attended the APA Virginia Planning Conference, the VAZO Fall Training Conference, DCR Basic Erosion & Sediment Control Course and DEQ Basic Storm Water Management Course.
- Joseph Reish attended the VAZO Fall Training Conference and the VCPA Crime Prevention Through Environmental Design Training Workshop.

**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  
Jack Reed – Plant Manager  
Dale Wall – Waterworks Operator  
Darryle Warren – Maintenance Supervisor  
Jeff Smith – Maintenance Supervisor  
Joe Pinner – Mechanic  
Jeff Landrus –Mechanic  
Jacob Hodge – Mechanic  
Tommy Williams – Mechanic  
Ernest Motley – Maintenance Technician  
James Batten – Crew Leader  
Sterling White – Laborer  
Raymond Pugh– Laborer  
Private Warren – Laborer  
Kevin Fulgham – Laborer

# Planning and Zoning Department

## Planning Commission

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

### January 8, 2013 meeting

1. \*\*\*PUBLIC HEARING\*\*\* Chesapeake Bay Preservation Area Exception – 72 Dashiell Drive – Sean Ericksen, applicant - Approved.
2. Entrance Corridor Overlay District Design Review – 1294 Smithfield Plaza, Old KFC/Taco Bell Restaurant – Bharat Patel, Mid Atlantic Taco, LLC, applicants - Approved.
3. Preliminary and Final Site Plan Review – 1294 Smithfield Plaza, Old KFC/Taco Bell Restaurant – Bharat Patel, Mid Atlantic Taco, LLC, applicants - Approved.

### February 12, 2013 meeting

1. Capital Improvement Plan Review – Town of Smithfield.

### March 11, 2013 meeting

1. \*PUBLIC HEARING\* - Capital Improvement Plan Review – Town of Smithfield – Recommended approval to Town Council.

### April 9, 2013 meeting

1. ECO Design Review – 1617 South Church Street – Gary & Gayle Terwilliger, applicants - Approved.

### May 14, 2013 meeting

1. \*\*\*PUBLIC HEARING\*\*\* - Special Use Permit Review – Lot 5A Cypress Crossing – Jerry & Mary Hughes, Ricky Edgerton, applicants – Recommended for approval.
2. \*\*\*PUBLIC HEARING\*\*\* - Special Use Permit Review – Lot 4 Cypress Run Drive – Henry Layden, Randy Lenz, applicants – Recommended for approval.

### June 11, 2013 meeting

- No meeting held.

### July 9, 2013 meeting

- No meeting held.

**August 13, 2013 meeting**

- No meeting held.

**September 10, 2013 meeting**

- No meeting held.

**October 8, 2013 meeting**

- No meeting held.

**November 12, 2013 meeting**

1. \*\*\*PUBLIC HEARING\*\*\* - Special Sign Exception — 1617 South Church Street – Gary & Gayle Terwilliger, 1617 South Church, LLC, applicants – Approved.

**December 10, 2013 meeting**

- No meeting held.

## Board of Zoning Appeals

	Reviewed	Approved	Denied	Still Pending
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 15, 2013 meeting**

- No Meeting Held

**February 19, 2013 meeting**

- No Meeting Held

**March 19, 2013 meeting**

- No Meeting Held

**April 16, 2013 meeting**

- No Meeting Held

**May 21, 2013 meeting**

- No Meeting Held

**June 18, 2013 meeting**

- No Meeting Held

**July 16, 2013 meeting**

- No Meeting Held

**August 20, 2013 meeting**

- No Meeting Held

**September 17, 2013 meeting**

- No Meeting Held

**October 15, 2013 meeting**

1. 30 Riverside Drive- Special Yard Exception- Approved

**November 19, 2013 meeting**

- No Meeting Held

**December 17, 2013 meeting**

- No Meeting Held

## Board of Historic and Architectural Review

	Reviewed	Approved	Denied	Tabled
New Construction	1	1	0	0
Additions	1	1	0	0
Roof Change	2	2	0	0
Siding, Color Change/Exterior Renovation	12	12	0	0
Signs	9	9	0	0
Accessory Structures	4	4	0	0
Window Change	3	3	0	0
Demolition	1	1	0	0
Others	2	2	0	0
<b>TOTAL</b>	<b>35</b>	<b>35</b>	<b>0</b>	<b>0</b>

**January 15, 2013 meeting**

1. Proposed New Garden Shed – 111 Cockes Lane – Contributing – Arleen Picott, applicant - Approved.
2. Proposed New Sign – 113D North Church Street – Non-Contributing – Corey Duncan, The Catering Place, applicants - Approved.
3. Proposed Color Change – 25 Main Street – Non-Contributing - W. Lee Duncan, applicant – Approved.

**February 19, 2013 meeting**

- No meeting held.

**March 19, 2013 meeting**

1. Proposed New Sign – 113A North Church Street – Non-Contributing – Sharon Elizabeth Hundley, Sharon Elizabeth Photography, applicants - Approved.

2. Proposed New Sign – 113B&C North Church Street – Non-Contributing – Patricia Magner, This Little Piggie, LLC, applicants - Approved.
3. Proposed Roofing Material Change – 304 Main Street – Contributing – John Blair, applicant - Approved.
4. Proposed Exterior Renovations – 426 Main Street – Contributing - Tommy Askew, Beth Aberth, applicants - Approved.
5. Proposed Garden Shed – 214 Drummonds Lane – No Designation – Scott Deese, Ashett Const., LLC, applicants - Approved.
6. Proposed Hanging & Stationary Planters – Main Street & Church Street – Mark Hall, Smithfield 2020, applicants - Approved.
7. Proposed Public Statuary/Sign – Northeast of Intersection of Main Street & Rt. 10 Bypass– VDOT Right of Way – Judy Winslow, IOW Tourism, applicant - Approved.

#### **April 16, 2013 meeting**

1. Proposed Color Change – 207 North Mason Street – Contributing – Jim & Kathie Kline, applicants - Approved.
2. Proposed New Shutters – 336 Main Street – Landmark – Ronny Prevatte, applicant – Approved.
3. Proposed Siding Change – 203 Main Street – Landmark – Jeffrey Stark, applicant - Approved.
4. Proposed Exterior Renovations – Hayden’s Lane – No Designation – Carolyn Burke, Smithfield Gourmet Bakery, applicants - Approved.
5. Proposed Fence – 115 Main Street (BSV Bank) – Contributing – Town of Smithfield, applicant - Approved.
6. Proposed Color, Roof & Siding Changes – 318 South Church Street – Landmark - Ernst & Faye Grootenboer, applicants - Approved.
7. Proposed Exterior Renovation – 211 Washington Street – Non-Contributing – Russell Hill, applicant - Approved.

#### **May 21, 2013 meeting**

1. Proposed Window Change – 112 Main Street, The Smithfield Inn – Landmark – Wayne Davis, Smithfield Foods, applicants - Approved.
2. Proposed New Fence & Playground – 236 Washington Street – No Designation – Janet Owen, The Children’s Center, applicant - Approved.
3. Proposed Window Change – 201 Cedar Street, Trinity Methodist Church – Landmark – Florine Moore, Trinity Methodist Church, applicants- Approved.

#### **June 18, 2013 meeting**

- No meeting held.

#### **July 16, 2013 meeting**

1. Proposed Exterior Renovations, Addition & Signage – 402 Grace Street – Non-Contributing – T. Carter Williams, IOW Christian Outreach, applicants – Approved.
2. Proposed Signage – 215 Main Street – Non-Contributing – Russell Claunch, Southern Chic Trading, applicants - Approved.

#### **August 20, 2013 meeting**

1. Proposed Exterior Renovations – 217 N. Church Street – Non-Contributing – Paul Mumford, applicant – Approved.
2. 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 17, 2013 meeting**

1. Proposed Color Change – 207 North Mason Street – Contributing – James C. & Kathleen J. Kline, applicants - Approved.
2. Proposed Exterior Renovations, Signage – 117 North Church Street – Non-Contributing – Michelle A. Weiss, Smithfield Winery, LLC, applicants - Approved.

**October 15, 2013 meeting**

1. Proposed Signage Plan – 315 Main Street – Contributing – Nansi Strickland, When Pigs Fly, applicants – Approved.

**November 19, 2013 meeting**

1. Proposed Window Replacement – 117 S. Mason Street – Landmark – Justin Hornback, applicant - Approved.
2. Proposed Sign Replacement – 255 James Street – Contributing – Stanya Yonker, Blackwater Regional Library, applicants - Approved.
3. Proposed Exterior Wall Change – 402 Grace Street – Non-contributing – Carter Williams, IOW Christian Outreach Program, applicants - Approved.

**December 17, 2013 meeting**

- No meeting held

**Zoning Permits  
January 1, 2013 – December 31, 2013**

	<b># of Permits</b>
Single Family Residences	25
Commercial Buildings	0
Demolition	5
Accessory Structures (i.e. sheds, garages, carports)	35
Fences, Walls	29
Water Dependant Structures (i.e. piers, docks)	2
Signs	27
Pools	5
Additions	7
Decks, Porches, Patios	14
Others	14
<b>TOTAL # of Structures Permitted</b>	<b>163*</b>
<b>TOTAL # of Zoning Permits Issued</b>	<b>141*</b>

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

**Zoning Violations  
January 1, 2013 – December 31, 2013**

<b>VIOLATION</b>	<b># of violations</b>
Inoperable Vehicles	36
Boats / RVs	1
Excessive Vegetation	35

Trash & Debris	20
Permits	6
Historic Dist. Violations	2
Septic Tank Program	0
Others	6
<b>TOTAL</b>	<b>106</b>

## **Engineering Department**

In regards to the South Church Street Streetscape Project – Phase 5 work on the project was completed this year. Final inspections of all the field work was completed and accepted by VDOT and the Town.

Other projects we monitored during construction and erosion and sedimentation controls, were Main Street Baptist Church addition, Smithfield Foods Innovation Center, Tractor Supply, 7-Eleven renovation on Main Street, True Value expansion, Dollar General, the new McDonald’s restaurant, Luter YMCA parking lot addition, the new Town Manager office & new Police Department / Evidence building all of which were completed. Smithfield Manor Townhomes, Church Square phase 1, Harvest Fellowship Baptist Mission, IOW Christian Outreach Center, are now being monitored for construction practices and erosion and sedimentation control compliance..

We have performed numerous repairs, large & small, to drainage structures, ditches and pipe systems involving the storm sewers throughout the town. Some areas we worked in were Smithfield Blvd., Murifield, Nottingham Place, Waterworks Road, Royal Dornach, Hunter Way, Watson Drive, Underwood Lane and Hickory Crescent. We also now have a ditch cleaning schedule within the Town that includes 43 plus storm water outfall ditches.

For this year the following streets were overlaid with a minimum 2 inch IM-2 mix; Lane Crescent, Ledford Lane, Sherwood Lane & Barclay Crescent. 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. Some of the streets involved were Battery Park Road, Cary Street, Hill Street, Berry Hill Road and Moonefield Drive.

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 2013 - Staff installed 2" water service for new public restroom. Repaired leak under Cypress Creek bridge in-house. Staff started working on inventory. Staff also worked on the walking trails at Windsor Castle. RO plant operators completed FEMA NIMS training IC100 and IC700.

February 2013 – Staff obtained VDOT Right of Way Certification. Staff replaced new pump at Canterbury PS. Had contractor do an inspection on water line under bridge and repaired 6 leaks while the inspection was conducted. Staff worked on walking trails at Windsor castle. Operators reinstalled refurbished fluoride analyzer and repaired South Church Street tank distribution valve.

March 2013 – Staff obtained CPR and First Aid Certification. Staff repaired 3 sewer problems and repaired 3 water leaks. Staff worked at Windsor Castle on the walking trails and the site. Operators changes oil in Well pumps 8A, 10 and high service pumps 610 and 620.

April 2013 – Staff cleaned Jersey Park and Lakeside pump station basins. Staff worked on inventory and at Windsor Castle on the trails. RO Plant operators cleaned 2<sup>nd</sup> and 3<sup>rd</sup> stage of RO skid. DEQ and HRSD inspected RO Plant, concentrate pump station, and plant files and found everything in order.

May 2013 – Staff replaced seals in sewer pump at St. Andrews pump station. REW worked on alarm system. Staff repaired 3 water leaks. Staff worked at Windsor Castle on the trails. Diagnostic equipment was installed on RO skid for Avista Technologies. Operators attended the American Membrane Technology Association conference in Chesapeake

June 2013 – Staff worked Olden Days festival – set up informational tables for HRWET, FOG and Recycling. Staff replaced pump at Minton Way pump station. Staff completed 3 sewer and 3 water repairs. Staff worked the trails at Windsor Castle. Staff finished the inventory for this fiscal year. Plant operators installed new Vitec pump on Vitec pump skid and also assisted Caldwell Tanks with tank inspections.

July 2013 - Staff installed a new pump at Riverside PS. Repaired the discharge pipe at Rising Star pump station. Staff worked 3 sewer repairs and 8 water repairs. Staff worked the trails at Windsor Castle. REW finished the alarm system. Attended training for PubWorks Work Order System and began using the software. R.O. Plant Operators cleaned entire lime system to ensure proper functioning.

August 2013 – Staff replaced pump at Morris Creek pump station. Staff installed new valve at Hampton Inn. Staff worked at Windsor Castle on the trails and dog park area. Operators removed RO diagnostic equipment for autopsy. Technicians from Carter Machinery performed annual preventative maintenance on RO Plant generator.

September 2013 - Staff installed new fire hydrant at Jersey Park Apts. Repaired 4 water leaks and 3 sewer problems. Staff worked at Windsor Castle cutting grass with the bush hog and cleaning the trails. Goodrich & Sons started cutting dead trees from the park. UPS systems(battery backups) were replaced and or serviced at Battery Park tank and in RO plant PLC(programmable logic controller. Monthly safety meeting was held at plant to test air quality meters and practice using extraction equipment.

October 2013 – Staff attended VML Annual Workshop. REW installed new control panels in Cypress and Watson pump stations. Staff installed new cutters and volute at Pinewood pump station. Repaired 5 water leaks and 2 sewer problems. Staff worked at Windsor Castle cleaning and repairing the trails. Goodrich & Sons finished up the dead tree removal. The RO Plant welcomed new staff member Dale Wall. Samples were taken by plant staff for HRSD nitrification study.

November 2013 – Staff replaced cutter parts at Minton Way pump station. Staff replaced new fire hydrant and valve on Cary St. Staff installed new valve at YMCA. Repaired 4 water leaks and 3 sewer problems. Staff cleaned trails at Windsor Castle. Hydrologists from the US Geological Survey took samples from well 8A for aquifer analysis. HRSD concentrate discharge reapplication package was completed.

December 2013 – REW installed new antenna at Lakeside pump station. Staff installed 2 water taps, repaired 3 water leaks and 4 sewer problems. Staff worked at Windsor Castle on the trails and trimmed the trees. Hoffman Mechanical installed new compressor for electrical room HVAC at R.O. Plant. RO plant operators cleaned 2<sup>nd</sup> and 3<sup>rd</sup> stage of RO system.

## **FOG PROGRAM**

We have 75 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 331 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. Letters are mailed to residents and businesses

informing them of the need to have devices tested and to send copies of test reports to the town for tracking purposes.



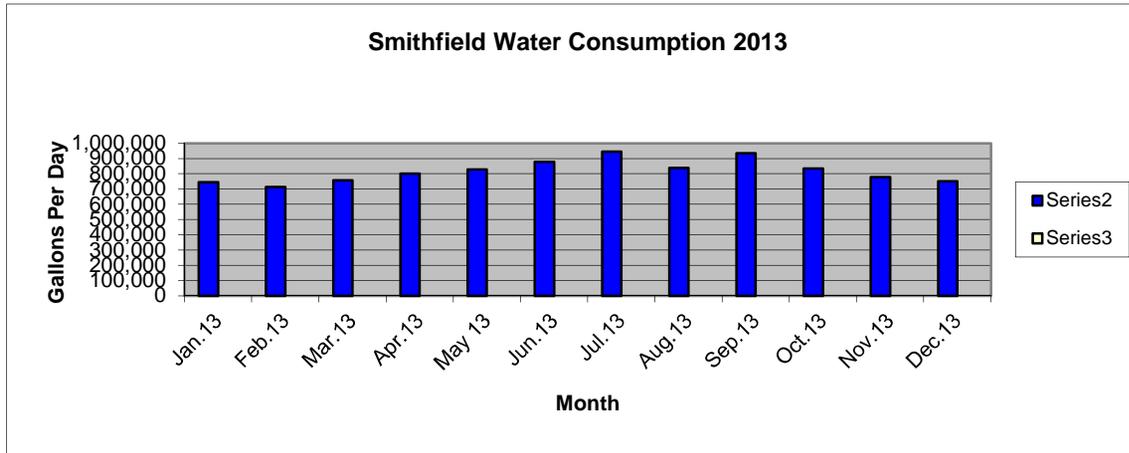
**SMITHFIELD  
WATER CONSUMPTION  
REPORT**

### Smithfield Water Consumption 2013

Jan. 13	Feb. 13	Mar. 13	Apr. 13	May. 13	Jun. 13	Jul. 13	Aug. 13	Sep. 13	Oct. 13	Nov. 13	Dec. 13
23,108,320	19,985,584	23,462,224	24,035,296	25,686,052	26,344,008	29,292,464	26,002,464	28,021,664	25,863,128	23,358,464	23,243,236
31	28	31	30	31	30	31	31	30	31	30	31

### Daily Water Consumption

Jan. 13	Feb. 13	Mar. 13	Apr. 13	May 13	Jun. 13	Jul. 13	Aug. 13	Sep. 13	Oct. 13	Nov. 13	Dec. 13
745,430	713,771	756,846	801,177	828,582	878,134	944,918	838,789	934,055	834,294	778,615	749,782



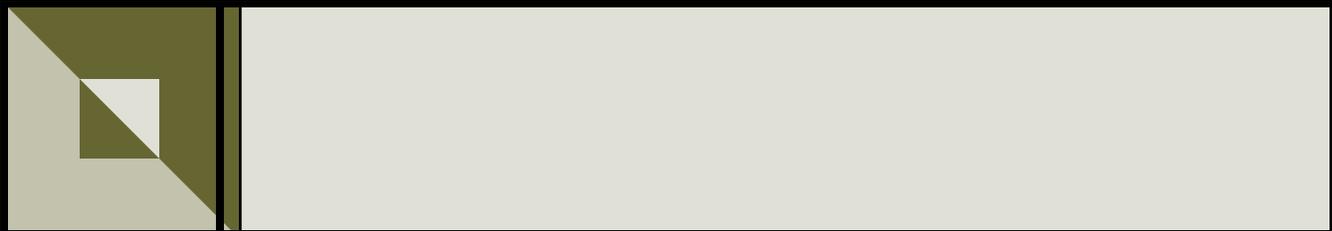


# **RECYCLING TOTALS REPORT**

Town Of Smithfield 2013

Recycle Totals

<b>Month Serviced</b>	<b>Aluminum</b>	<b>Metal Cans</b>	<b>Paper</b>	<b>Plastic</b>	<b>Glass</b>	<b>Waste</b>	<b>Monthly Total</b>
January	1293	1940	49337	5624	6466		64660
January YMCA	48	73	1815	242	242		2420
February	1331	1999	51606	5004	6660		66600
March	1241	1861	46831	5903	6204		62040
April	1288	1934	49856	4918	6444		64440
April YMCA	42	64	1590	212	212		2120
May	1276	1911	49419	4760	6374		63740
June	1527	2290	57842	7047	7634		76340
July	819	1485	31765	3119	4104		41292
August	982	1475	38772	2997	4914	717	49857
September	1709	2563	66204	4949	6571	3444	85440
October	2137	3207	85039	5344	5264	4899	105890
November	1621	2432	63404	4053	4853	4697	81060
December	1314	1972	50157	5705	6572		65720
<b>Total in Pounds</b>	<b>16,628</b>	<b>25,206</b>	<b>643,637</b>	<b>59,877</b>	<b>72,514</b>	<b>13,757</b>	<b>831,619</b>



**SMITHFIELD POLICE  
DEPARTMENT  
REPORT**



# SMITHFIELD POLICE DEPARTMENT ANNUAL REPORT

2013

*Smithfield Police Department, Virginia*  
[www.smithfieldva.gov/police](http://www.smithfieldva.gov/police)

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# MESSAGE FROM THE CHIEF

## Message from the Chief

It is my distinct honor and privilege to present the annual report of the Smithfield Police Department for the calendar year 2013. Although the report does contain numerous facts and figures, they only represent a small portion of story of the dedicated work of the professionals at the Smithfield Police Department.

You may recall that the year 2012 was named the “year of transition” due to the fact that the Police Department was settling in with numerous promotions and new hires. The year of 2013 could be termed the year of professional stabilization. I am pleased to announce that we experienced the loss of only one police officer who departed for another agency this past year. While low turnover may seem insignificant to some, to a police agency and the citizens it protects, it means less tax dollars spent on training and purchase of specialized equipment while maintaining institutional knowledge and experience.

In addition, the Police Department was very successful in performing our core mission; the protection of our citizens and the suppression of criminal activity. In 2013, we experienced a small increase in both felony and misdemeanor arrests (4%) from 2012. Traffic summons increased 28% while the arrests for driving under the influence rose 15%. Our traffic crashes increased a mere 1%.

While the one unsolved homicide from 2012 was not actually solved in 2013, it was solved by an arrest in early 2014. The major commercial burglary we experienced in 2013 at Council Sales and Service has been solved by trace evidence comparison left by the perpetrator left at the scene. DNA analysis has directed us to the suspect and indictments are pending.

In addition to our crime solving successes, we have been busy addressing the very important element of crime prevention. For the last eighteen months, the Smithfield Police Department, along with numerous dedicated community members have been working toward receiving the prestigious distinction of being named a Certified Crime Prevention Community. This certification, issued by the Virginia Department of Criminal Justice Services, signals to all that the Town of Smithfield is engaged with its citizens, in a collaborative fashion, to prevent and deter crime. We hope to complete this process within the next couple of months. When successful, the Town of Smithfield will be one of the smallest areas in population to achieve such a feat.

## MESSAGE FROM THE CHIEF

While I am proud of the numbers that are mentioned in our annual report, mere numbers do not tell the story of the countless hours the members of your Smithfield Police Department spend on the streets in an effort to make our hometown a safe place to live and raise our children. What tells the real story is the ability of our citizens to walk the streets in an environment in which they feel safe and secure. It is the feeling that one is safe to visit our businesses, night or day. It is the ability of the parent to allow their children to play in neighborhoods as we did when we were young. Those are the intangibles that the members of the Smithfield Police Department dedicated their lives in achieving. And we are proud to do it!

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "St G Bowman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Colonel Steven G. Bowman  
Chief of Police

# MISSION STATEMENT

## 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.*

**Integrity**

**Honesty**

**Customer Service**

**Community Service**

**Dedication**

**Teamwork**



**Accountability**

**Trust**

**Positive Attitude**

**Respect**

**Commitment**

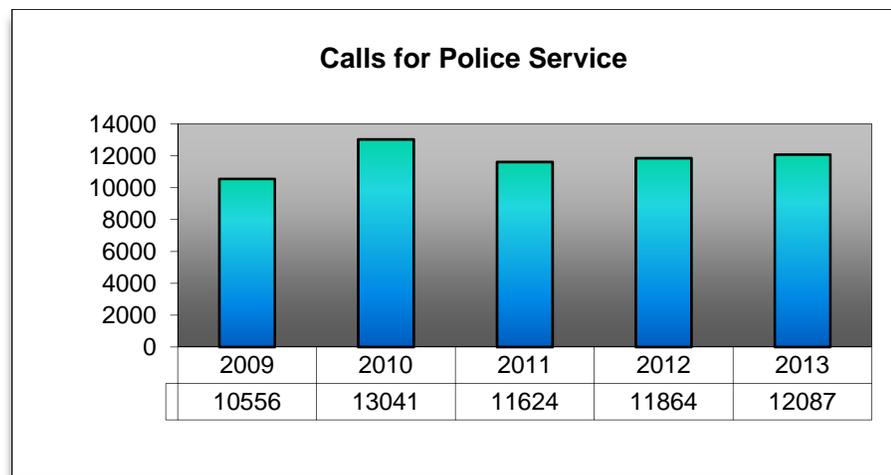
**Loyalty**

# DEPARTMENT STATISTICS

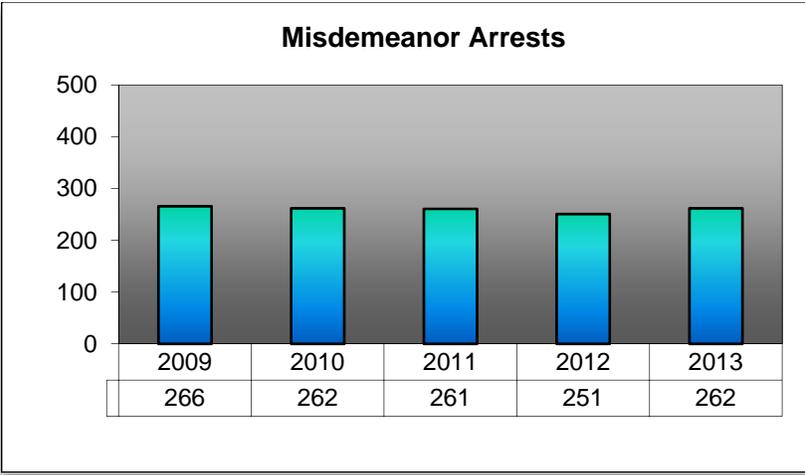
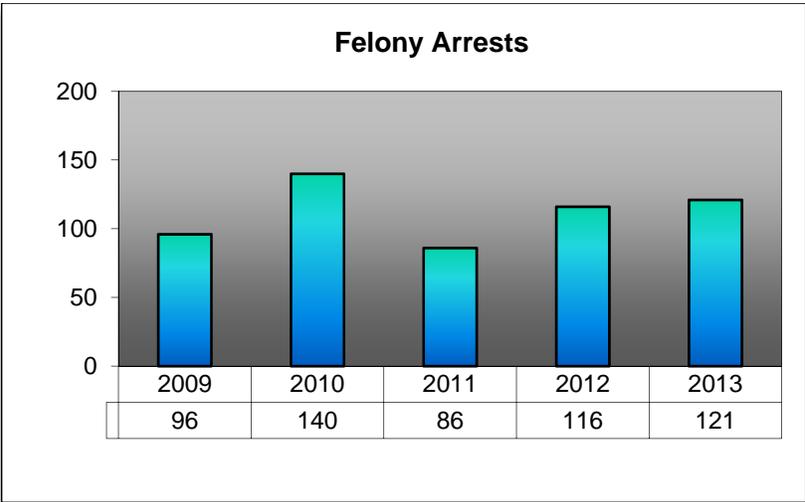
## Department Statistics

Our Department saw changes in the police work dynamics in 2013.

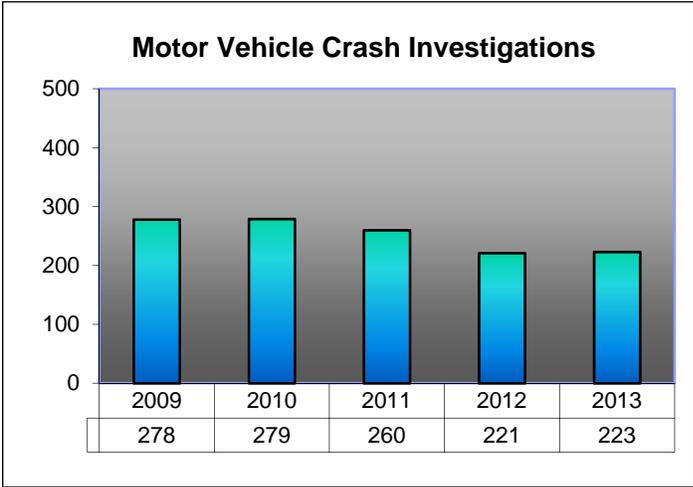
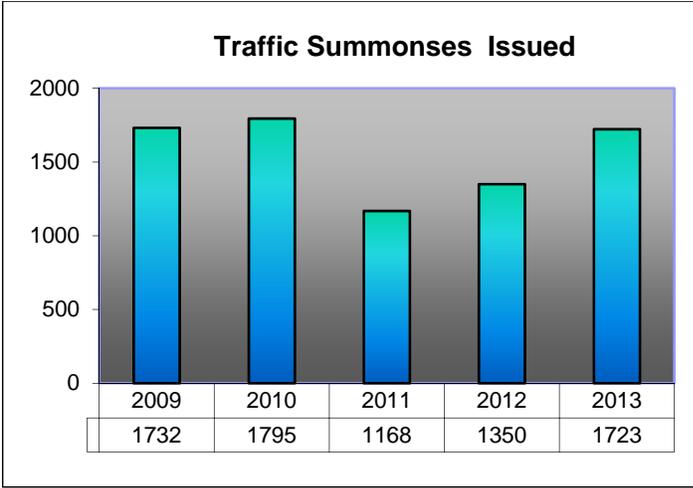
We show an **increase of 2%** in our calls for service. Felony arrests also **increased by 4%** and Misdemeanor arrests **increased by 4%**.



# DEPARTMENT STATISTICS

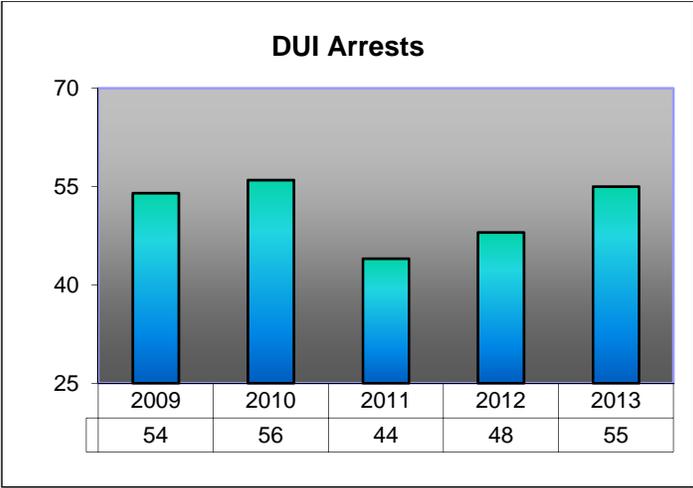


# DEPARTMENT STATISTICS



The number of traffic summonses issued **increased by 28%**, and motor vehicle accidents investigated indicated an **increase of 1%**.

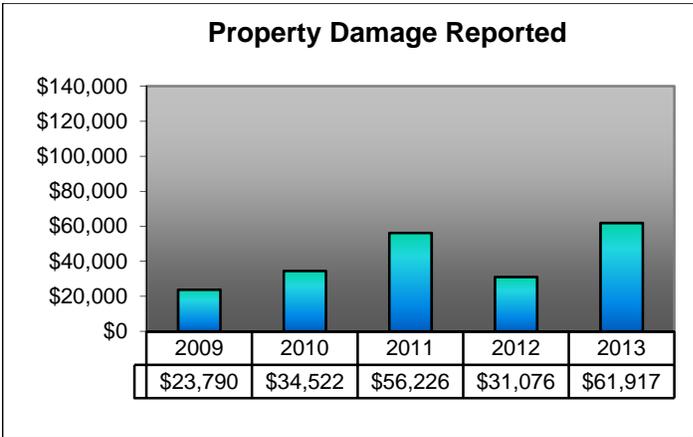
# DEPARTMENT STATISTICS



DUI arrests have **increased by 15%**.



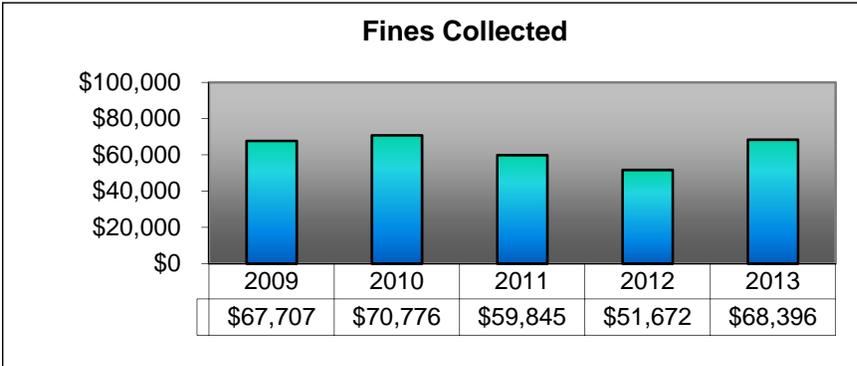
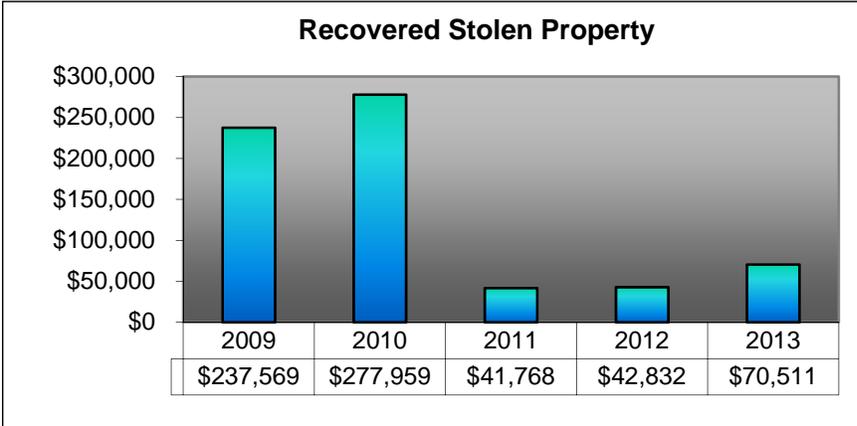
# DEPARTMENT STATISTICS



Property Damage Reported **was up by 99%**. Records also indicate an **increase of 39%** in Reported Stolen Property and an **increase of 65%** in Recovered Stolen Property. Also, an **increase of 32%** in Fines collected.



# DEPARTMENT STATISTICS



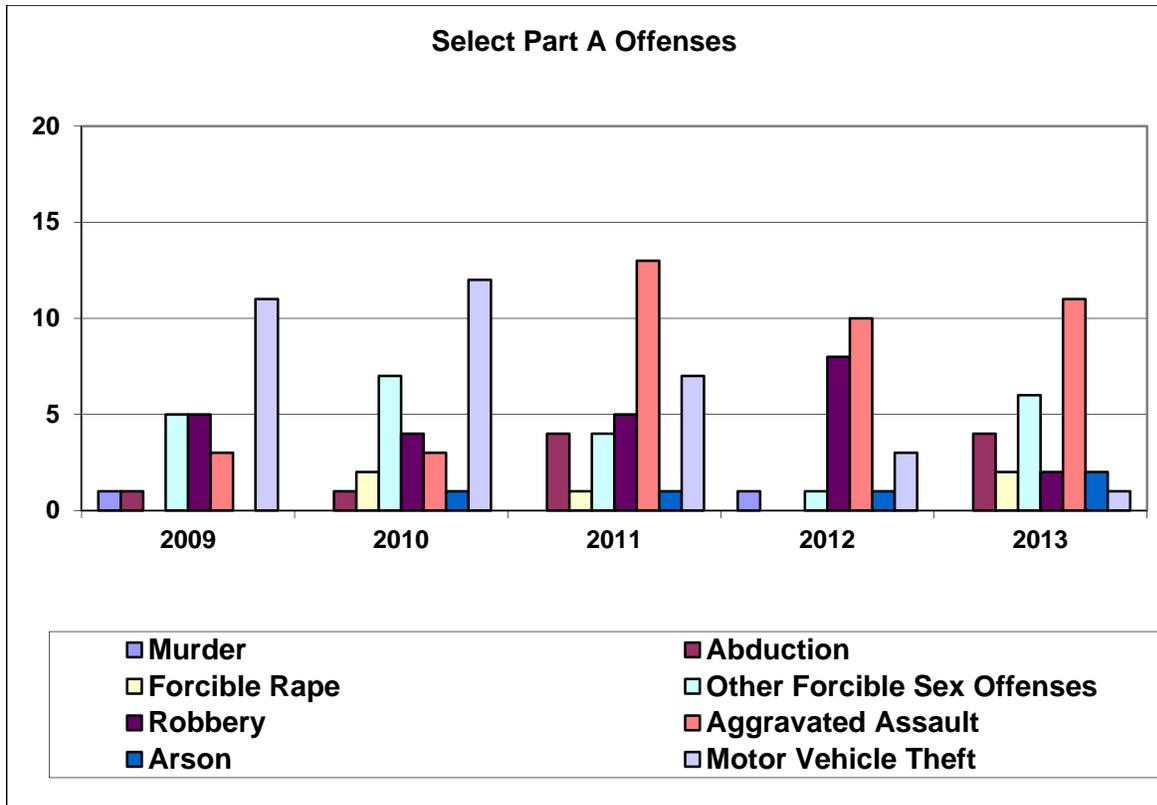
# DEPARTMENT STATISTICS

## 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 2009 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.

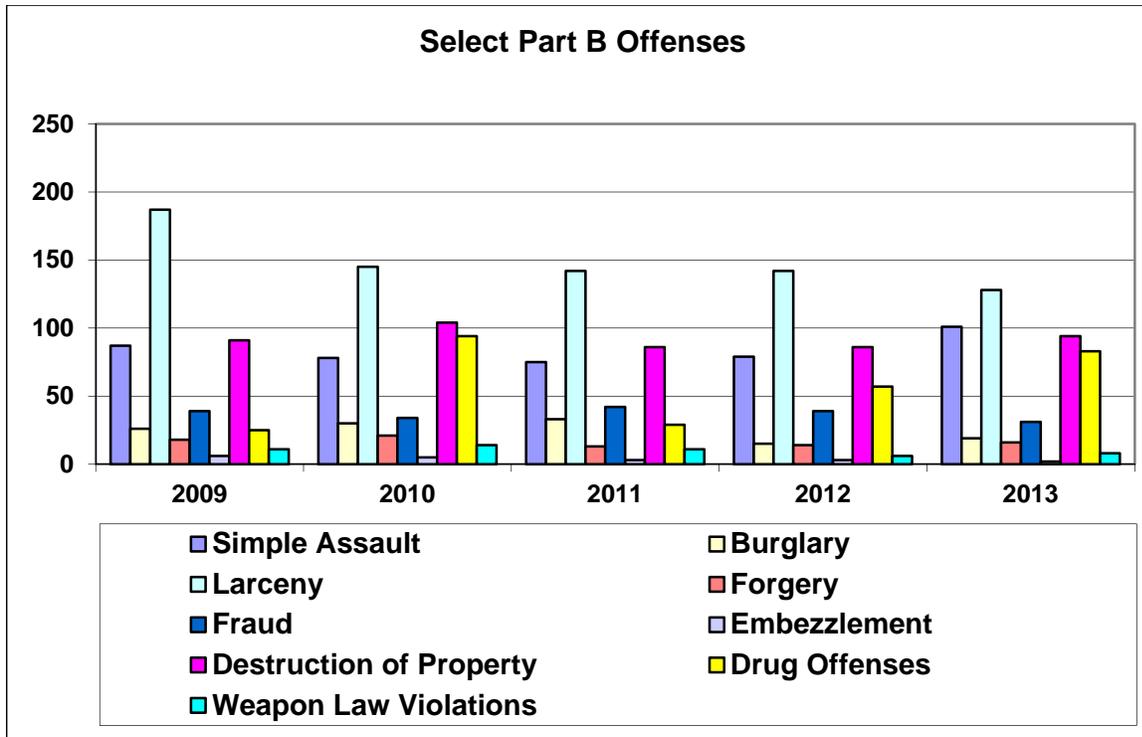


# DEPARTMENT STATISTICS



	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Murder	1	0	0	1	0
Abduction	1	1	4	0	4
Forcible Rape	0	2	1	0	2
Other Forcible Sex Offenses	5	7	4	1	6
Robbery	5	4	5	8	2
Aggravated Assault	3	3	13	10	11
Arson	0	1	1	1	2
Motor Vehicle Theft	11	12	7	3	1
<b>TOTAL SELECT PART A OFFENSES</b>	<b>26</b>	<b>30</b>	<b>35</b>	<b>24</b>	<b>28</b>

# DEPARTMENT STATISTICS



	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Simple Assault	87	78	75	79	101
Burglary	26	30	33	15	19
Larceny	187	145	142	142	128
Forgery	18	21	13	14	16
Fraud	39	34	42	39	31
Embezzlement	6	5	3	3	2
Destruction of Property	91	104	86	86	94
Drug Offenses	25	94	29	57	83
Weapon Law Violations	11	14	11	6	8
<b>TOTAL SELECT PART B OFFENSES</b>	<b>490</b>	<b>525</b>	<b>434</b>	<b>441</b>	<b>482</b>

# DEPARTMENT HIGHLIGHTS

## 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

Officer Edmond Cook was selected as the 2013 Top Cop for the Smithfield Police Department. Officer Cook is a five year veteran of the Smithfield Police Department. Prior to joining our team, he served with the Hampton Police Department and has served in the Army National Guard for more than 11 years. Officer Cook has distinguished himself as deserving of this award by his diligent and unfailing service to the businesses and citizens of this community through outreach and proactive traffic enforcement measures, especially in the area of school zones. In addition, Officer Cook conducted 1409 patrol safety checks of businesses and community centers of activity. Many of these contacts were face to face contacts, in which Officer Cook interacted with the merchant or citizen. Through this close contact, Officer Cook has developed a rapport with the community that places the Smithfield Police Department in a positive light.

In addition to his proactive police work, Officer Cook consistently maintains a positive demeanor that tends to be infectious around other officers. He is willing to help his fellow officers and exemplifies all the positive traits of a Top Cop.

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.



## DEPARTMENT HIGHLIGHTS

### Translator and Interpreter

The Smithfield Police Department is fortunate that one of its officers is a former Spanish teacher. Officer Danelle Wright serves as both a translator and interpreter, in addition to her regular patrol duties. As a translator, she converts written documents from one language into another. In contrast, as an interpreter, she transacts with spoken languages, 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 2013 by fellow officers who requested her assistance.



## DEPARTMENT HIGHLIGHTS

### 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.



Congratulations to Officer James Eric Phillips for being awarded the LEO Award.



# DEPARTMENT HIGHLIGHTS

## MADD Awards



**Officer Joshua Powell**



**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 Joshua Powell and Officer David Adams had the most DUI arrests in the department in 2013.

# DEPARTMENT HIGHLIGHTS

## Community Relations

The Smithfield Police Department welcomes every opportunity to provide a positive interaction between the citizens 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
- National Night Out at the Luter Family YMCA
- Smithfield Community Crime Prevention Team
- Officer ride alongs
- Pop Warner Football
- Relay For Life Basketball Tournament
- ERT Junior Officer for the Day Contest
- Police Department tours – Boy Scouts



# DEPARTMENT HIGHLIGHTS

## Crime Prevention

In 2013, Chief of Police Steven G. Bowman proposed an organizational expansion in community policing and crime prevention programming. The decision was predicated upon the professional successes of the past and making preparations for the future challenges facing community policing and crime prevention. Chief Bowman began by appointing a Crime Prevention Specialist to coordinate the crime prevention initiative managing Smithfield's Certified Crime Prevention Community Program. The program is designed to foster the development of community safety initiatives at the local level. The goal of the program is to publicly recognize and certify localities that have implemented a defined set of community safety strategies as part of a comprehensive community safety/crime prevention effort. One of the first of its kind in the nation, the program requires that a locality meet 12 core community safety elements/strategies and a minimum of seven approved optional elements in order to be certified. These elements include:

- Crime Prevention Newsletter "[The Thin Blue Line](#)"
- A DCJS certified Crime Prevention Specialist
- Neighborhood Watch Program
- Community Policing/Crime Control Program
- Organized distribution of safety literature
- Law enforcement agency must be accredited
- TRIAD
- Gun Safety program
- Interagency Code Enforcement
- Domestic Violence Program
- Designation of staff trained to conduct community safety assessments
- Existence of a local crime and safety coalition
- Functional crime analysis capability
- Comprehensive school safety audit process
- Business Outreach (Watch) Program
- On-site victim/witness services program
- Delinquency Prevention Program
- The National Night Out
- HEAT

Smithfield Police Department provides the following free programs:

- Avoid Scams Training
- Bank Robbery Training
- Child is Missing
- Bike Registration
- Bike Rodeo
- Business Assessments
- TRIAD
- Child Car Seat Installation
- Safe Halloween
- Gun locks
- HEAT Program
- Home Security Assessments
- ID Theft Training
- Internet Safety Training
- Investment Fraud Training
- Lock Box Program
- Neighborhood Watch
- Personal Safety Training

# DEPARTMENT HIGHLIGHTS

## Specialized Units

Throughout 2013, 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 primary operation is ensuring compliance of rules and regulations on the waterways within the town limits. The Unit assisted the United States Coast Guard (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 provided security on the Pagan River for the Town of Smithfield's 4<sup>th</sup> of July fireworks celebration, Olden Days maritime events, the 2<sup>nd</sup> Annual Smithfield Wine and Brew Fest, and summer patrols. One unit member attended the US Coast Guard Search and Rescue Forum, focused on increasing first responders' teamwork and communication on the water during an emergency.

The primary mission of the Emergency Response Team (ERT) 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, an unusually dangerous environment, or circumstances exist that would dictate the immediate entry of a location for the protection of life. In 2013, the team executed several warrants and assisted other jurisdictions in other tactical operations. In addition, the ERT members performed thorough training in simulated intense situations to enhance team readiness.

# DEPARTMENT HIGHLIGHTS

## Training

During 2013, 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 Conference
- General Instructor School
- Firearms Qualification
- Cultural Diversity
- Defensive Tactics Instructor
- Property and Evidence Management
- Anti-Terrorist Intelligence
- Incident Based Reporting
- Virginia Law Update
- LIVESCAN
- VCIN Level "A" and "B"/Instructor/Recert
- First Line Supervisor
- Radar Operator
- Field Training Officer
- FBI Homegrown Violent Extremists & Use of Homemade Explosives
- Taser Instructor/Recert/Qualification
- Survival Spanish
- Tac Ops East
- International Association of Chiefs of Police
- Outlaw Motorcycle Gang Awareness
- Active Shooter
- Basic Homicide Investigator
- Lidar Instructor
- Leadership & Generational Issues
- 48<sup>th</sup> Annual State Crime Clinic
- Intoximeter EC/IR II/Certification/Recert
- VA Victim Assistance Academy
- VA Victim Rights Conference
- Known Sex Offender Training
- Communicable Disease
- Tactical Boat Operator Course
- General Instructor
- Bill of Rights
- VA Child Labor Laws
- Mobile Command Post
- Basic SWAT School
- Terrorism Awareness
- Ritual Crime & Occult Training
- DUI Summit
- Highway Safety Workshop
- Nuclear Emergency Preparedness
- Records Management System
- Dispatch
- Criminal Drug Interdiction Techniques/Concealment Locations
- Intro Crime Prevention
- VA Fusion Center Liaison Officer
- GCSO-NHTSA SFST Refresher
- Virginia Association of Chiefs of Police
- GLOCK Training
- Reid School of Interview and Interrogation
- FBI National Academy Associates of VA
- Sovereign Citizen/Gang
- Intervening at the Crossroads
- 7<sup>th</sup> Annual State TRIAD Conference

# DEPARTMENT HIGHLIGHTS

## 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 2013 grant process, the following actions occurred:

- Grants awarded
  - Grant valued at \$24,000
  - Grant valued at \$20,900
  - Byrne Justice Assistance Grant valued at \$2,413



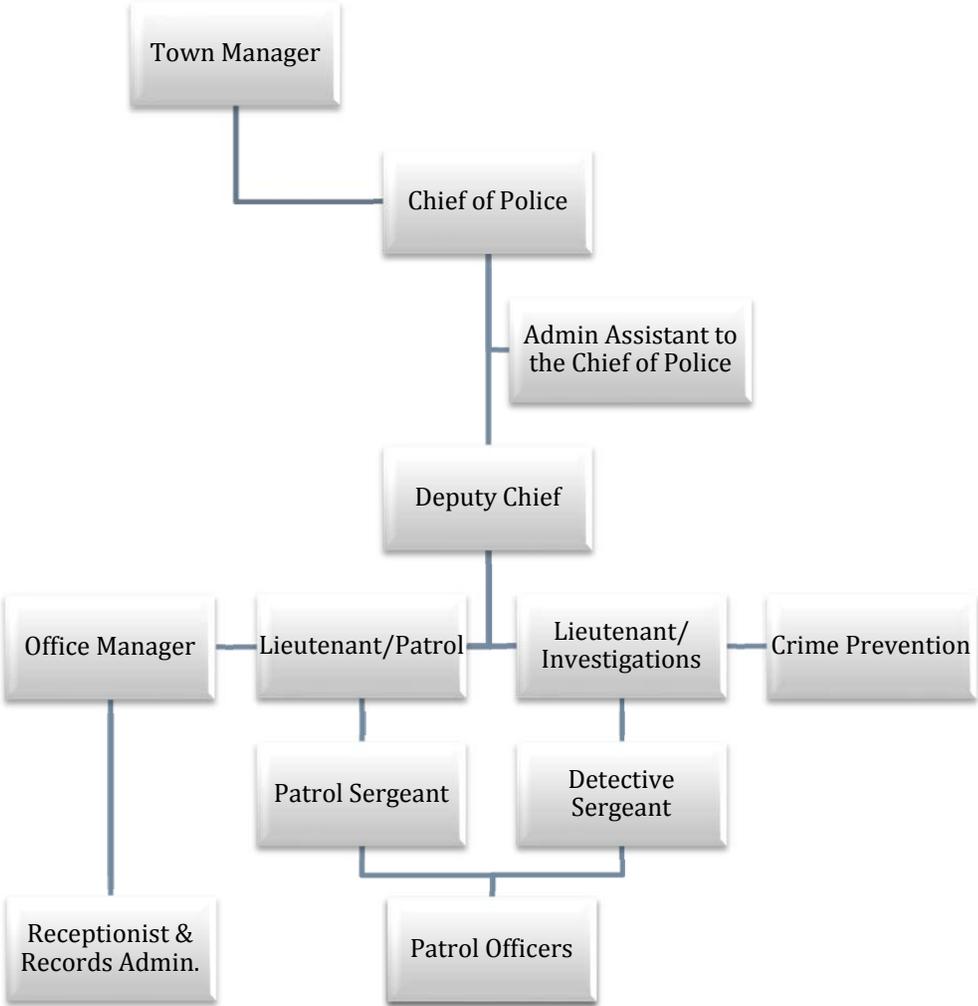
## Highway Safety Grants

In 2013 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 **\$10,590**. 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.



# ORGANIZATIONAL CHART

## Organizational Chart



# DEPARTMENT STAFF

## Department Staff



Chief of Police  
Steven G. Bowman



Deputy Chief  
Alonzo Howell

# DEPARTMENT STAFF

## Investigative Division



Lieutenant  
Patrick Valdez



Detective Sergeant  
Christopher Meier

# DEPARTMENT STAFF

## Patrol Division



Lieutenant  
Matthew Rogers

## Patrol Sergeants



Bryan Miller



Thomas Jones



Patrick Araojo



Donald Brady

# DEPARTMENT STAFF

## Patrol Officers



Clay Seamster



Edmund Cook



David Adams



Joshua Powell



Eric Phillips



Daniel Fordham

# DEPARTMENT STAFF

## Patrol Officers



Nicole Anderson



Danelle Wright



Wayne Hill



Samuel Johnson



Joshua Adams



Paul Bancroft

# DEPARTMENT STAFF

## Support Staff



Kristi Jenkins  
Office/Accreditation Manager



Annette Crocker  
Secretary to the Chief of Police



Lorrie Porter  
Records Administration



Amanda Weihe  
Records Administration



Kurt Beach  
Crime Prevention