2010/2011 COUNCIL MEMBERS:

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

Town of Smithfield, Virginia

2010 ANNUAL STATISTICAL REPORT

TABLE OF CONTENTS

2010 Annual Report

During 2010 the Smithfield Town Council welcomed new members Connie Chapman and Dr. Milton Cook. We give a special note of thanks for the service of former Vice Mayor Kaye Brown and a heartfelt remembrance for our departed colleague Councilman Harry Dashiell, as well as former Town Manager Col. Elsey Harris, Jr.

This past year council appointed a new Town Clerk – Ms. Lesley Greer from the Manager's Office and also appointed a new Windsor Castle Park Foundation Board. Council has asked this group of volunteers to assist with fundraising, park development, programming and public engagement with our newest asset. We were proud to host the Governor and other dignitaries last May when the park officially opened. If you have not yet been out to Windsor Castle Park I encourage you to do so and please check out the park website at www.windsorcastlepark.org.

Our visitor counts keep increasing so tourism remains an important bright spot for the town. The Smithfield Center remains an important asset for the town as well and at the end of November we celebrated its 10th Anniversary!

Despite the tough economic climate and limited new residential and commercial construction in town, we did forge ahead with several important projects:

- New no cost curbside recycling program with AVES once SPSA got out of the business earlier last year. Larger totes were made available to receive more items and we will increase the frequency of collection in May, 2011. A drop off container was also provided at the corner of James and Washington Streets.
- The first phase of the Pinewood Heights voluntary acquisition and relocation grant project moved along and is enabling local residents to improve their living conditions. The town acquired twenty four units by the end of 2010.
- Construction began on the long awaited reverse osmosis water treatment plant and many sanitary sewer improvements were made consistent with our part of the regional consent order to prevent sewer overflows and protect our waterways.
- Construction also began on the final phase of our downtown streetscape improvements, along South Church Street.

This past year we were pleased to formally create an Arts and Cultural District within our National Register Historic District. I have participated as the town's representative on the Smithfield 2020 initiative and Councilman Gregory now serves as our Chamber liaison. Council conducted a facilitated session to set goals and priorities for the next year and a half, and the town began work with the Alan B. Miller Entrepreneurship Center at the College of William & Mary to study how we may make the most of our historic assets at the park. It was another busy year indeed.

Peter M. Stephenson, Town Manager

Adopted Smithfield Town Council
Strategic Goals
2011 – 2012

Economic/Business Initiatives

1. Continue to support the Smithfield 2020 initiatives. (Begin January 2011)
2. Continue to market Smithfield as a tourism destination (2011-2012).
3. Sponsor a Smithfield business appreciation week beginning in May 2011 with a council proclamation.
4. Create a recognition program honoring local businesses on their 5th, 10th, 15th, 20th, etc. anniversary of being a Smithfield business with a hometown business plaque of appreciation. (Begin in 2011)
5. Commit to meeting with the executive management team at Smithfield Foods every six months for dialogue and the exchange of information beginning in 2011.

Community Relationships

1. Institute a neighborhood oriented discussion forum that will enable and allow council members to meet and hear from citizens about neighborhood as well as community issues. (Begin in 2011)
2. Study and consider sponsoring a "welcome basket program" that would be shared with people and businesses that are new to Smithfield. (Begin in 2011)
3. Study and consider initiating a Smithfield wellness/healthy community program. (Begin in 2011)

Community Facilities/Community Enhancements

1. Discuss during the FY12 budget process a revenue enhancement strategy that would dedicate a one cent real estate tax increase (approximately $100,000) to Windsor Castle Park improvements. (Begin in 2011)
2. Develop a plan/strategy (with the help of the College of William and Mary) for the historic structures located at Windsor Castle Park. (Begin in 2011)
3. Develop a landscape improvements plan along the W. Main Street/Rt. 258 to Route 10 corridor. (Begin in 2011)

4. Develop/add a playground and restrooms at the Windsor Castle Park. (Begin in 2011)
5. Work with community groups to begin planning the mix of athletic fields desired in Smithfield. (Begin in 2011)
6. Institute a safety program for the trail system located at the Windsor Castle park. (Begin in 2011)

Fiscal Management and Town Management

1. Refine and expand the town's "green strategy" program including recycling. (Begin in 2011)
2. Examine and refine the town employee compensation and benefit package through peer community comparisons in order to reduce/prevent losing town employees to other localities. (Begin with FY12 budget process)
3. Study and consider the steps involved with moving town council elections from May to November. (Begin in 2011)
4. Develop a plan for future improvements in the Pinewood Heights neighborhood that includes fiscal considerations, including town budget impacts. (Begin in 2011)
5. Institute an efficiency review to determine the adequacy/effectiveness of the current alignment of town staff and personnel. (Begin with FY12 budget)
6. Consider sponsoring an annual town board/town commission appreciation dinner honoring/thanking all citizens who serve on town council appointed commissions and boards for giving of their time and talent on behalf of the town of Smithfield. (Explore/consider the idea in 2011)
7. Update Utility Master Plan and examine adequacy of public utility enterprise funds.

Town Council Adopted February 1st, 2011

CLERK OF COUNCIL REPORT

2010
ACTION ITEMS APPROVED BY TOWN COUNCIL

AGREEMENTS/CONTRACTS/PROPOSALS:

1/05/10	Motion to Accept Christopher Newport University Archaeological Fieldwork Proposal at Windsor Castle Subject to Approval from Virginia Department of Historic Resources. Motion passed.
1/05/10	Motion to Accept Proposal from Verizon on the South Church Street Streetscape Phase V Project. Motion passed.
1/05/10	Motion to Accept Proposal from HD Supply for Budgeted New Water Meters. Motion passed.
2/02/10	Motion to Accept Proposal Contract from Draper Aden Associates for Reverse Osmosis Water Treatment Plant Site Planning Not to Exceed $33,500. Motion passed.
2/02/10	Motion to Authorize the Town Manager to Enter into an Agreement with Charter Communication for a Monthly Fiber Link Connection Cost of $600.00 Reimbursable Monthly by Isle of Wight County's ECC Budget. Motion passed.
3/02/10	Motion to Accept Proposed Orchard to be Planted at Windsor Castle Park. Motion passed.
3/02/10	Motion to Approve Sole Source Emergency Bid Through Draper Aden Associates to Proceed with Option # 1 for Water Works Road Dam Rehabilitation. Motion passed.
4/06/10	Resolution to Award Mowing Contract to Country Landscaping, Inc for Windsor Castle Park. Motion passed.
4/06/10	Motion to Accept Draper Aden and Associates Proposal of Scope of Work and Fees for the Management Operation and Maintenance (MOM) Program – Phase 2 Assistance. Motion passed.
4/06/10	Motion to Approve Water and Sewer Utility Agreements with Isle of Wight County. Motion passed.
5/04/10	Motion to Authorize the Town Manager to Execute the Contract Extension (Addendum # 5) with K. W. Poore and Associates for the Pinewood Heights Project. Motion passed.

5/04/10	Resolution to Accept Land Lease Extension with Charter Communication for South Church Street. Motion passed.
5/04/10	Motion to Accept Proposal from Blair Brothers for Road Improvements to Drummonds Lane. Motion passed.
5/04/10	Motion to Approve Amended Farming Operations Agreement with Dean Stallings at Windsor Castle Park. Motion passed.
6/01/10	Motion to Extend Debris Removal Contracts for Goodrich and Sons and Smithfield Services, Inc. for one Additional Year. Motion passed.
6/01/10	Motion to Extend Underground Utilities Contract with Lewis Construction for One Additional Year. Motion passed.
6/01/10	Motion to Extend Sanitary Sewer Rehabilitation Contract with Tri-State Utilities for One Additional Year. Motion passed.
6/01/10	Motion to Accept Proposals for R.E.W. Corporation for Installation of VFD's (Variable Frequency Drives) at Main Street Pump Station ($29,304.00) and Installation of Emergency Connection at the Canteberry Pump Station ($4,680.00). Motion passed.
6/01/10	Motion to Accept Scope of Work and Fees from Draper Aden and Associates for Main Street Pump Station Manhole Rehabilitation. Motion passed.
6/21/10	Motion to Approve the Amendment to the Town Manager's Annual Contract Regarding out of State Travel. Motion passed.
7/06/10	Motion to Enter into a Contract with Brown's Lawn and Tractor Service for Grass Maintenance at Windsor Castle Park. Motion passed.
7/06/10	Motion to Amend the Contract with Clean Cut Image Lawn and Landscaping, Inc. to include Windsor Castle Park for Landscaping Services. Motion passed.
7/06/10	Motion to Accept Proposal from Blair Brother's, Inc. for Road Improvements to Talbot Drive and Moone Drive. Motion passed.
7/06/10	Motion to Award Contract for the Reverse Osmosis Water Treatment Plant. Motion passed.
8/03/10	Motion to approve Special Inspections and Testing Services by McCallum Testing Laboratories, Inc. for the R.O. Water Treatment Plant. Motion passed.

8/03/10 Resolution to Authorize the Town Manager to Award the Contract to the Lowest Responsive and Responsible Bidder for the South Church Street Streetscape Project – Phase V. Motion passed.

8/03/10 Motion to Accept the Proposal for Clark Nexsen to Proceed with Waterline Replacement Design on South Church Street as Part of the Streetscape Project. Motion passed.

9/07/10 Motion to Accept the Proposal for Construction Inspection Services from Buchart Horn Inc For the R.O. Water Treatment Plant Construction. Motion passed.

9/07/10 Motion to Accept the Proposal for Construction Inspection Services from Clark Nexsen for the South Church Street Streetscape Improvements – Phase V. Motion passed.

10/05/10 Motion to Authorize the Town Manager to Renew the Contract with R.E.W. Corporation for Mechanical, Electrical and Utility Services. Motion passed.

10/05/10 Motion to Accept the Proposal from Blair Brothers, Inc. for Road Improvements to Access Road at End of Cedar Street. Motion passed.

10/05/10 Motion to Accept the BMP / Storm Water Management Agreement – Smithfield Manor Townhomes. Motion passed.

10/05/10 Motion to Authorize the Town Manager to Enter into an Agreement with William & Mary Entrepreneurship Center for Windsor Castle Park Study. Motion passed.

11/02/10 Motion to Accept Proposal from Draper Aden Associates for Sanitary Sewer Evaluation Study Field Services Scope of Work and Fees (excludes CCTV Inspections) Motion passed.

12/07/10 Motion to Accept a License Agreement for Recreational Vendor Services at Windsor Castle Park. Motion passed.

APPOINTMENTS / REAPPOINTMENTS / ELECTIONS:

1/05/10 Establishment of Windsor Castle Foundation. Council members appointed Board members as follows Councilman Graham nominated Mr. Lewis Little, Councilman Dashiell nominated Doris Rae Gwaltney, Councilman Williams nominated Mr. Lawrence Pitt, Councilwoman Tynes nominated Ms. Evelyn Stewart, Councilman Gregory nominated Ms. Gina Ippolito and Mayor Hare nominated Mr. Lanny Hinson. Vice Mayor Brown deferred her nomination until next month. A motion was made to approve the appointment of all those nominated so far with the understanding the Vice Mayor Brown will make another nomination in the future. Motion passed.

1/05/10	Mr. Michael Swecker was appointed to the Smithfield Planning Commission to fill the expired term of Mr. Thomas Hearn (Term Expires 1/31/2010) Mr. Swecker's term will expire on 1/31/2014. Motion passed.
1/05/10	A Motion was made to Appointment Ms. Lesley Greer to fill the unexpired term of Town Clerk, Sharon Thomas. Motion passed.
2/02/10	Motion to Accept CHIP Steering Committee Reappointments. Motion passed.
2/02/10	Motion to Accept Appointment of Windsor Castle Park Foundation Board member by Vice Mayor Brown. Vice Mayor Brown nominated Debra H. Church. A motion was made to accept the nominee. Motion passed.
5/04/10	**Council Election Results**
5/04/10	Appoint a Nominating Committee to fill the unexpired term of Col. Elsey Harris Jr. on the Board of historic and Architectural Review. Nominating Committee consist of Councilman Gregory, Councilman Williams and Councilman Dashiell.
5/04/10	Appoint a Nominating Committee for the Appointment / Reappointment of the expiring term of Faye E. Seeley (6/30/2010) for the Board of Zoning Appeals. Nominating Committee consist of Councilman Gregory, Councilman Williams and Councilman Dashiell.
5/04/10	Appoint an Evaluation committee for Annual Performance Review of Council Appointed Positions – Town Manager, Town Treasurer, Town Attorney, and Town Clerk. Mayor Hare appointed Councilwoman Tynes as Chairperson, Councilman Graham and Vice Mayor Brown to the Evaluation Committee.
6/01/10	Motion to Accept the Nominating Committee's Recommendation to Reappoint Faye Seeley to Isle of Wight Circuit Court for the Board of Zoning Appeals. Motion passed.
6/01/10	Motion to Accept the Nominating Committee's Recommendation to Appoint Joseph Howell, Jr. to fill the unexpired term of Col. Elsey Harris, Jr. (Term Expires 01/31/13) on the Board of historic and Architectural Review. Motion passed.
7/06/10	David M. Hare was selected to continue to serve as the Mayor of Smithfield. T. Carter Williams was selected to serve as Vice Mayor. Lesley Greer was selected to continue to serve as Town Clerk.

7/06/10 Appointment of Town Council Members to Committees by Mayor Hare.

Committees Effective July 2010

<u>Police</u>	<u>Fire & Rescue</u>
Denise Tynes, Chair	Carter Williams, Chair
Connie Chapman	Denise Tynes
Andrew Gregory	Connie Chapman
<u>Water & Sewer</u>	<u>Public Works</u>
Andrew Gregory, Chair	Connie Chapman, Chair
Carter Williams	Dr. Milton Cook
John Graham	Denise Tynes
<u>Finance</u>	<u>Public Buildings & Welfare</u>
John Graham, Chair	Dr. Milton Cook, Chair
Andrew Gregory	Carter Williams
Dr. Milton Cook	John Graham

9/07/10 Motion to Appoint John Payne to the Windsor Castle Park Foundation Board. Motion passed.

10/05/10 Resolution to Formally Appoint Denise N. Tynes to the CHIP Steering Committee to Fill the Unexpired Term of Kaye H. Brown. Motion passed.

12/07/10 Appointment of Nominating Committee to Appoint / Reappoint Expiring Terms 1/31/2011 for Planning Commission Members Virginia Smith, Julia Hillegass, and Norma Odom Leonard. Motion passed.

12/07/10 Appointment of Nominating Committee to Appoint / Reappoint Expiring Terms 1/31/2011 for the Board of Historic and Architectural Review Members Roger Ealy and Virginia Smith. Motion passed.

CLOSED SESSION:

2/02/10 Closed Session: For the Discussion with Legal Counsel Pertaining to Contractual Matters that Require Legal Advice and Discussion Regarding Acquisition of Real Property Pursuant to Section 2.2-3711.A.3 of the Code of Virginia and Section 2.2-3711.A.7 of the Code of Virginia.

4/06/10 Closed Session: For the Discussion of Acquisition of Real Property for Public Purposes Pursuant to Section 2.2-3712.A.4 of the Code of Virginia.

6/01/10 Closed Session for the Discussion of Personnel Matters Pursuant to Section 2.2-3711.A1 of the Code of Virginia and Discussion on Real Property for Public Purposes Pursuant to Section 2.2-3711.A3 of the Code of Virginia.

8/03/10 Closed Session for the Discussion of Consultation with Legal Counsel Pertaining to Actual Legal Matters in Particular Matters Pertaining to the Contract with the Town for Utility Maintenance Services and Two Issues Regarding Acquisition of Real Property Pursuant to Section 2.2-3711.A.& and Section 2.2-3711.A.3 of the Code of Virginia.

9/07/10 Closed Session for the Discussion of Matters Pertaining to the Acquisition or Disposition of Real Property for Public Purposes.

10/05/10 Closed Session for the Discussion of Matters Pertaining to the Disposition of Real Property Pursuant to Section 2.2-3711.A.4 of the Code of Virginia.

11/02/10 Closed Session for the Discussion of Legal Matters Requiring Legal Advice in Particular the Disposition of Real Property and Potential Litigation.

COUNCIL COMMENTS:

6/01/10 Mayor Hare stated that he would like to publicly recognize Vice Mayor Brown and Councilman Dashiell for their service to the town as Council members. Mr. Dashiell has served for 12 years and Vice Mayor Brown has served for fourteen years.

8/03/10 Mr. Graham stated that Mr. Peter Knauth has resigned from the Windsor Castle Foundation Board. A new candidate will be appointed soon.

11/02/10 Ms. Tynes stated that she, the Town Manager and Councilwoman Chapman were not present last month because they were attending the VML Conference in Hampton.

11/02/10 Mayor Hare congratulated Chief Marshall on his Election as the New President of the International Association of Chiefs of Police.

11/02/10 Vice Mayor Williams stated that he, Councilwoman Tynes, and the Town Manager attended the International Association of Chiefs of Police Conference in Orlando, Florida along with many other town employees to support Chief Marshall in his newly elected position as President.

DEEDS:

1/05/10 Motion to Accept Temporary Easements for the South Church Street Streetscape project at the following locations: 100 Main Street, 121 South Church Street, 123 South church Street, 111 South Church Street, 117 South Church Street, and the Verizon Building

2/02/10 Motion to accept the Deed for Property located at 93 Pagan Avenue of the Pinewood Heights CDBG Relocation Project

3/02/10 Motion to Approve Windsor Castle 2nd Amendment to Deed of Easement. Motion passed.

5/04/10 Motion to Accept Deeds for 95 Pinewood Drive and 94 Pagan Avenue located in the Pinewood Heights Redevelopment Area. Motion passed.

9/07/10 Resolution to Accept the Deed to 79 Pagan Avenue Effective August 3rd, 2010. Motion passed.

9/07/10 Motion to Accept the Deed for 97 Pinewood Drive. Motion passed.

9/07/10 Discussion was held on the William & Mary Entrepreneurship Center. Council agreed to move forward with study.

11/02/10 Motion to Approve the Quit Claim Deed for Conveyance by the town of Smithfield to Smithfield Foods for a portion of Commerce Street. Motion passed.

12/07/10 Motion to Accept Deeds for 66 Carver Avenue and 68 Carver Avenue for the Pinewood Heights Relocation Project. Motion passed.

12/07/10 Motion to Accept Deed for Drainage Easement in Grimesland. Motion passed.

EMPLOYEE SERVICE AWARDS:

Robert Jordan – 30 Years
James Batten – 25 Years
William Hopkins – 15 Years
Clarence Seamster – 15 Years
Peter Stephenson – 15 Years
Ellen Minga – 10 Years
Calvin Kelly – 10 Years

Debbie Bennett – 5 Years
Glenda Bridges – 5 Years
Pablo Finelli – 5 Years
Brian Freeman – 5 Years
Bryan Miller – 5 Years
John Wooten – 5 Years

EMPLOYEES / POSITIONS:

1/04/10 William Councill hired as Fog Inspector

4/19/10 Gary Gandee hired as employee of Public Works

9/20/10 Jessie Snead hired as Public Works Superintendent

INVOICES OVER $10,000:

1/05/10	a.	Clark Nexsen	$ 10,128.07
	b.	Blair Brothers, Inc.	$ 98,109.00
	c.	Blair Brothers, Inc.	$ 10,631.89
	d.	YMCA	$ 50,000.00
	e.	Bank of America (Debt Service)	$206,553.72
		Total	**$375,422.68**
2/02/10	a.	Clark Nexsen	$ 12,658.94
	b.	Mainline Supply Company	$ 16,424.35
	c.	Draper Aden Associates	$ 20,256.00
	d.	C B & I, Inc.	$ 91,061.90
	e.	IOW – Rescue Salaries	$ 15,000.00
	f.	IOW – E911 Dispatch	$ 17,482.50
	g.	IOW – Library	$ 9,000.00
	h.	Rescue Squad	$ 18,750.00
	i.	IOW Tourism	$ 52,028.00
	j.	Towne Bank (Payoff Credit Line)	$448,792.14
		Total	**$701,453.83**
3/02/10	a.	HD Supply	$ 26,520.09
	b.	CertaPro Painters	$ 10,695.00
	c.	Draper Aden Associates (Nov & Dec)	$ 13,860.50
	d.	Draper Aden Associates (Jan)	$ 12,489.85
	e.	Buchart Horn, Inc.	$ 14,354.98
	f.	Smithfield Fire Department	$ 12,976.60
	g.	Fox Tapping & Welding, Inc.	$ 10,380.00
		Total	**$ 101,277.02**
4/06/10	a.	C B & I, Inc.	$ 12,547.50
	b.	Lewis Construction of VA, Inc.	$ 16,256.93
	c.	Draper Aden Associates (Feb)	$ 14,717.00
	d.	Instrulogic Corporation	$ 10,530.00
		Total	**$ 54,051.43**
5/04/10	a.	Luck Stone	$ 13,160.81
	b.	Bowditch Ford	$ 22,820.46
	c.	Draper Aden Associates	$ 18,788.75
		Total	**$ 54,770.02**
6/01/10	a.	Luck Stone	$ 14,264.65
	b.	Blair Brothers, Inc.	$ 25,285.51

	c.	Draper Aden Associates	$ 21,907.50
	d.	Smithfield Services, Inc.	$ 45,200.00
	e.	Enviroscape, Inc.	$147,108.17
	f.	Buchart Horn, Inc.	$ 14,852.25
	g.	Fire/Rescue Salary Contribution	$ 45,000.00
	h.	IOW County 2009 E911 True Up	$ 56,027.41
	i.	IOW County 2009 Tourism True Up	$ 12,489.85
	j.	IOW County 2010 Tourism Contribution	$103,702.16
	k.	Rescue Squad Quarterly Contribution	$ 18,750.00
		Total	**$504,587.50**
7/06/10	a.	Blair Brothers, Inc.	$ 11,177.47
	b.	Draper Aden Associates	$ 16,328.00
	c.	USBank (debt service payment)	$200,678.03
		Total	**$228,183.50**
8/03/10	a.	Buchart Horn, Inc.	$ 14,572.35
	b.	Blair Brothers, Inc.	$ 16,128.00
	c.	Sungard Public Sector	$ 15,885.99
	d.	Draper Aden Associates	$ 12,382.00
		Total	**$ 58,968.34**
9/07/10	a.	R.E.W. Corporation	$ 14,652.00
	b.	Blair Brothers, Inc.	$ 87,451.06
	c.	Blair Brothers, Inc.	$ 14,688.50
	d.	Atlantic Machinery, Inc.	$109,197.48
		Total	**$ 225,989.04**
10/05/10	a.	R.E.W. Corporation	$ 14,652.00
	b.	Goodman & Company	$ 16,000.00
	c.	HD Supply Waterworks	$ 47,961.84
	d.	Draper Aden Associates	$ 30,584.50
	e.	Isle of Wight County – E911 True up	$ 53,294.19
		Total	**$162,492.53**
11/02/10	a.	Clark Nexsen	$ 15,337.00
	b.	Goodman & Company	$ 11,500.00
	c.	Sungard Public Sector	$ 35,780.00
	d.	Draper Aden Associates	$ 18,640.00
	e.	English Construction Company	$ 288,135.00
		Total	**$ 369,392.00**
12/07/10	a.	English Construction	$ 108,276.48
	b.	Clark Nexsen	$ 11,038.00
	c.	Draper Aden Associates	$ 21,222.50
	d.	Blair Brothers	$ 25,906.74
	e.	Tidewater Free Clinic	$ 15,000.00
		Additional Invoice	

f.	YMCA (Budgeted Commitment)	$ 50,000.00
	Total	**$ 231,443.72**

Total Invoices Requiring Town Council's Approval for 2010 = $3,068,031.61

LEASES:

12/07/10 Motion to Renew Leases for 315 Main Street and 224 Main Street. Motion passed

MEETINGS HELD BY TOWN COUNCIL:

1/05/10 Regular Town Council Meeting

2/02/10 Regular Town Council Meeting

3/02/10 Regular Town Council Meeting

4/06/10 Regular Town Council Meeting

5/04/10 Regular Town Council Meeting

6/01/10 Regular Town Council Meeting

6/21/10 Continued Town Council Regular Meeting

7/06/10 Regular Town Council Meeting

8/03/10 Regular Town Council Meeting

9/07/10 Regular Town Council Meeting

10/05/10 Regular Town Council Meeting

11/02/10 Regular Town Council Meeting

12/07/10 Regular Town Council Meeting

MISCELLANEOUS:

1/05/10 Motion to Authorize Smithfield Foods to Install New Pedestrian Crosswalk on Berry Hill Road. Motion passed.

1/05/10	Motion to Request Isle of Wight County to Accept Port Security Grant Award and to Commit Town Match of $12,500. Motion passed.
1/05/10	Motion to Authorize the Town Treasurer to Open New Bank Account for Sewer Compliance Fee. Motion passed
1/05/10	Motion to Provide Partial Payment to M. L. Coburn & Co., Inc. for Pinewood Heights Demolition Services. Motion passed.
1/05/10	Approval of Minutes for the Town Council Meetings of November 3rd, November 12th and December 1st. Motion passed.
1/05/10	Acceptance of Temporary Construction Easements for the South Church Street Streetscape Project.
1/05/10	A Motion to Accept a Change Order Regarding the Battery Park Raod Elevated Storage Tank. Motion passed.
2/02/10	Motion to Approve Smithfield/IOW Tourism's Request for use of Windsor Castle Park for Olden Days Weekend. Motion passed.
2/02/10	Motion to Support the Purchase of Dispatch Technology Replacement / Upgrade at Isle of Wight Emergency Communication Center Subject to County Utilization of ECC Capital "Rainy Day" Funding. Motion passed.
2/02/10	Approval of Minutes for the Town Council Meeting of January 5th, 2010. Motion passed.
3/02/10	Resolution to Approve Charity Cancer Run on April 17th 2010 at Windsor Castle Park with the Understanding that the DJ and Food Venders will be located on Private Property. Motion passed.
3/02/10	Motion to Approve Smithfield Center Fee Waiver isle of Wight Citizens Association Public Forum on April 20th 2010. Motion passed.
3/02/10	Motion to Approve Spring Community Clean Up Days Scheduled for April 17th and 24th and May 1st. Motion passed.
3/02/10	Motion to Authorize Staff to Prepare an RFP for use and Sale of Town owned Property Located at 113 North Church Street & 117 North Church Street as Smithfield 2020 Initiative. Motion passed.
3/02/10	Motion to Support Adoption of New Utilities Agreements with Isle of Wight County. The final agreement will come later for adoption. Motion passed.
3/02/10	Motion to Authorize Installation of Streetlight on Hill Street. Motion passed.

3/02/10 Approval of Minutes for the Town Council Meeting of February 2nd, 2010. Motion passed.

4/06/10 Motion to Authorize the Town Manager to Advertise RFP for Town Property Located at 113 North Church Street and 117 North Church Street. Motion passed.

4/06/10 Motion to Approve Windsor Castle Dog Park Rules and Regulations. Motion passed.

4/06/10 Motion to Approve Windsor Castle Dog Park Annual Registration and Waiver Form / Daily Use Waiver. Motion passed.

4/06/10 Approval of the Minutes for the Town Council Meeting of March 2nd, 2010. Motion passed.

4/06/10 Motion to Approve a Windsor Castle Plaque in Honor of Joseph Luter III. Motion passed.

5/04/10 Motion to Authorize the Town Manager to have Streetlights Installed on Middle Street. Motion passed.

5/04/10 Motion to Accept Insurance Consulting Firm for Review of Health Insurance Proposals. Motion passed.

5/04/10 Motion to Adopt Windsor Castle Foundation Board Bylaws. Motion passed

6/01/10 Motion to Authorize the Town Manager to Extend the RFP for an Additional 30 – 60 days for Town Property at 113 North Church Street and 117 North Church Street. Motion passed.

6/01/10 Motion to Approve Windsor Castle Park Outdoor Rental Policies & Rates. Motion passed.

6/01/10 Motion to Authorize Implementation of the Backflow Prevention Program. Motion passed.

6/01/10 Motion to Approve the Town Council Minutes for the Meetings of April 6th and May 4th. Motion passed.

7/06/10 Motion to Approve Planned Improvements at the Smithfield Center for Chandeliers and Storage Shed. Motion passed.

7/06/10 Motion to Authorize the Town Manager to Have Railing Installed Around the Fishing Pier at Windsor Castle Park. Motion passed.

7/06/10	Motion to Approve the Town Council Minutes for the Meeting of June 1st and 21st, 2010. Motion passed.
8/03/10	Motion to Authorize the Town Manager to Purchase Three Budgeted Police Patrol Vehicles. Motion passed.
8/03/10	Motion to Authorize the Town Manager to Prepare Request for Proposals for Use and Disposition of Historic Structures at Windsor Castle Park. Motion passed.
8/03/10	Motion to Authorize the Town Manager to Prepare Request for Proposals for Recreational Vendor Services at Windsor Castle Park. Motion passed.
8/03/10	Motion to Approve Town Council Minutes for the Meeting of July 6th, 2010. Motion passed.
9/07/10	Motion to Authorize the Town Manager to Advertise the Request for Proposals (RFP) for Recreational Vendor Services at Windsor Castle Park. Motion passed.
9/07/10	Motion to Authorize the Town Manager to Formally Reject the Bids from the Windsor Castle Manor House Exterior Maintenance RFP. Motion passed.
9/07/10	Motion to Adopt the Tax Rate for Fiscal year 2010 / 2011. Motion passed.
9/07/10	Motion to Approve the Use of Section 8 Program Income for Pinewood Heights Relocation Project. Motion passed.
9/07/10	Motion to Approve Town Council Minutes for the Meeting of August 3rd, 2010. Motion passed.
9/07/10	Motion to Approve the Joint Town Council and Windsor Castle Park Foundation Board Work Session Minutes dated July 12th, 2010. Motion passed.
9/07/10	Motion to Request the Town Manager to Advertise for a Public Hearing on the Proposed Sale and Disposition of town Property Located at 117 North Church Street. Motion passed.
9/07/10	Motion to Authorize the Town Manager to make purchase Offer for 77 Pagan Avenue in the Pinewood Heights Relocation Neighborhood. Motion passed.
10/05/10	Motion was made to Defer Action on this Public Hearing until after Closed Session. Motion Passed.

10/05/10	Motion to Authorize the Town Manager to negotiate the Disposition of 117 North Church Street. Motion passed.
10/05/10	Motion was made to Provide Police Assistance to Insure a Safe Environment for the Downtown Safe Trick or Treat on Halloween Night. Motion passed.
10/05/10	Motion to Accept Personal Property Tax Relief Act Percentage. Motion passed.
10/05/10	Motion to Authorize the Town Manager to Issue an Invitation to Bid for the Purchase of New Flooring at the Smithfield Center, and to Authorize Award to the Lowest Responsive and Responsible Bidder. Motion passed.
10/05/10	Motion was made to Approve the Town Council Minutes for the Meeting of September 7th, 2010. Motion passed.
11/02/10	Motion to Amend the Veteran's Day Parade Street Closure Request to Extend Closure Time One Hour for Use of Institute Street. Motion passed.
11/02/10	Motion to Waive all Utility Connection Fees for the New Smithfield Volunteer Fire Department Station. Motion passed.
11/02/10	Motion to Declare 71 Carver Avenue in the Pinewood Heights Subdivision a Derelict Structure Per Town Code Section 22-2. Motion passed.
11/02/10	Motion was made to Approve the Town Council Minutes for the Meeting of October 5th, 2010. Motion passed.
12/07/10	Motion to Remove Fishing Permit Fees Effective January 2011. Motion passed.
12/07/10	Motion to Authorize the Town Manager to Prepare an RFP for Town Owned Property at 223 Washington Street. Motion passed.
12/07/10	Motion to Extend the Receipt of Proposals for Use and Redevelopment of 113 North Church Street Until January 3rd, 2011. Motion passed.
12/07/10	Motion to Accept the Bids for Exterior Maintenance on the Plantation House at Windsor Castle Park in the Amount of $21,000. Motion passed.
12/07/10	Motion to Adopt 2011 Meeting Schedule. Motion passed.
12/07/10	Motion to Approve the Town Council Minutes for the Meeting of November 2nd, 2010. Motion passed.

ORDINANCES:

5/04/10 Ordinance to Amend the Town Code to Include Public Park Rules and Regulations and Dog Park Rules and Regulations. Motion passed.

6/01/10 Ordinance to Amend Town Code to Make Adjustments to Sewer Charges. Motion passed.

7/06/10 Ordinance to Adopt a New Arts and Cultural District Within the Boundaries of the Historic District. Motion passed

7/06/10 Ordinance to Amend Town's Personnel Policy Manual – Position Classification Plan. Motion passed.

11/02/10 Ordinance to Amend the Town Code to Maintain Records for Transit Occupancy and Meal Tax. Motion passed.

PRESENTATIONS:

1/05/10 Ms. Marci Parrish received a Certificate of Appreciation for her dedication and outstanding contribution to the community for serving as the Olde Towne Curb Market Manager.

2/02/10 Ms. Judy Winslow, Director of Tourism was present to present a presentation on the Community Ambassador Program.

5/04/10 A Presentation was given by Dana Dickens from Hampton Roads Partnership – Vision Hampton Roads.

6/21/10 Presentation of Resolutions of Appreciation to Outgoing Council Members Vice Mayor Brown and Mr. Harry Dashiell, Jr.

9/07/10 Resolution in Honor of Sybil Lovell Heath's 100th Birthday.

PUBLIC COMMENTS:

1/05/10 Mr. Rob Bebermeyer, instructor of Boy Scout Troop 3 from Benns Church. Mr. Bebermeyer stated the boys here tonight were learning about the democratic process and town politics.

1/05/10 Ms. Judy Hare. I live at 103 Red Point Drive. Ms. Winslow, Director of Isle of Wight Tourism reported that tourism numbers for 2009 were in and they have improved by 91%.

2/02/10 Mr. Garth Nickle. I live at 117 Albacore Drive in Yorktown. Mr. Nickle is a property owner of a vacant lot in the Pinewood Heights Neighborhood. He was present to ask for Council to consider purchasing his vacant lot.

3/02/10 Mr. Edmond Easter. I live at 12224 Hideaway Lane in Carrollton. Mr. Easter was present on behalf of the Isle of Wight Citizens Association to invite Council to a "Meet Your Government" program on April 20th, 2010.

3/02/10 Mr. Greg Vassilakos. I live at 148 Talbot Drive. Mr. Vassilakos was present to discuss two issues concerning the Windsor Castle Park development. First item was that he supports the proposed orchard. The second item is a concern on the amount of clearing that has been done along the shore lines of the creek.

4/06/10 Mr. Edmond Easter. I live at 12224 Hideaway Lane in Carrollton. Mr. Easter was present to make changes to upcoming "Meet Your Government" program.

4/06/10 Brenda Flemming. I live at 120 Minton Way. Ms. Flemming was present to discuss a water bill issue. Outcome was an adjustment was made on the sewer side.

5/04/10 Mr. Christopher Gwaltney. I live at 1 Jamesview Circle. Mr. Gwaltney was present to request that the Windsor Castle Board be more clearly defined. Mr. Gwaltney also expressed other areas of concern around Windsor Castle Park.

5/04/10 Mr. Sonny Hines. I live at 335 South Church Street. Expressed concern about the condition of the water pipes going to the residents along South Church Street.

5/04/10 Ms. Judy McPhail. I live on Pagan Ridge. Ms. McPhail asked the Town Council to consider naming the park trails "Luter Trails".

8/03/10 Mr. Jay Taylor. I live at 608 Wildwood Circle. Mr. Taylor asked the Town Council to reconsider putting a stoplight at the intersection of Smithfield Boulevard and Church Street.

9/07/10 Gina Ippolito of 231 James Street. Ms. Ippolito was present on behalf of the Isle of Wight Amateur Athletics which is sponsoring and hosting the Nasquack Duck Race. She wanted to remind everyone to adopt a duck for this fundraiser.

10/05/10 Ms. Robbie Younger of 19001 Farm Raod. Ms. Younger was present as a business owner on Main Street. She stated she was against Safe Halloween being conducted on Halloween as it falls on a Sunday.

10/05/10	Mr. Ross Younger of 19001 Farm Road. Mr. Younger also espressed concern of the town allowing safe trick or treating on Main Street because Halloween falls on Sunday.
10/05/10	Ms. Alma Green of 105 Drummonds Lane. Ms. Green stated she was here on behalf of the water that comes down from Main Street into her back yard. The water is washing away her backyard.
10/05/10	Mr. Rick Bodson. I live at 115 Commodore Lane. Mr. Bodson stated he was present as a representative of Smithfield 2020 project team to comment that Smithfield 2020 is supportive of the proposed disposition of 117 North Church Street.
10/05/10	Mr. Mark Hall. I live at 7432 Barton's Landing. Mr. Hall stated he was present as a stakeholder in Historic Smithfield and Chairman of the Smithfield 2020 team showing support for the proposed disposition of 117 North Church Street.
11/02/10	Ms. Virginia Smith. I live at 207 James Street. Ms. Smith was present to express her concerns of having term limits for the BZA, BHAR, and Planning Commission members.
12/07/10	Ms. Shelia Gwaltney. I live at 16 Dashiell Drive. Ms. Gwaltney is the President of the Smithfield Historic Business District Association. Ms. Gwaltney discussed the impact that the improvements that the South Church Street Construction Project is going to have on local commerce.

PUBLIC HEARINGS: REZONING APPLICATIONS/ MISCELLANEOUS:

4/06/10	Public Hearing Presentation: Capital Improvement Program
6/01/10	Public Hearing: Zoning Ordinance Amendment Article 10 Sign Regulations
6/01/10	Public Hearing: Zoning Ordinance Amendment Article 3.K.2 and Conceptual Site Plan – Pinewood Heights.
6/01/10	Public Hearing: Adoption of Amended Budget for Fiscal Year 2009 / 2010
6/01/10	Public Hearing: Proposed Budget for Fiscal Year 2010 / 2011
10/05/10	Public Hearing: Proposed Disposition of 117 North Church Street. Action on this Public Hearing was deferred until after Closed Session.

PUBLIC HEARINGS: SPECIAL USE PERMITS:

12/07/10 Public Hearing: Special Use Permit – Dog Grooming at 308 Main Street. Motion passed.

RESOLUTIONS / PROCLAMATIONS:

1/05/10 Resolution to Accept Windsor Castle Park In Kind Donations/ Park Improvements for Calendar Year 2009. Motion passed.

1/05/10 Resolution for Acceptance of Streets into the Town's Public Street System. Motion passed.

2/02/10 Resolution of Appreciation for Former Town Clerk, Sharon L. Thomas

2/02/10 Resolution to Renew Landscaping Contract with Clean Cut Image. Motion passed.

2/02/10 Motion to Approve Street Closure Request for Smithfield Sprint Triathlon to be Held March 27th, 2010. Motion passed.

3/02/10 Proclamation for Brain Awareness Week – March 15th – 21st.

3/02/10 Resolution of Appreciation to Jack Finley, Smithfield Volunteer Fire Department.

3/02/10 Resolution to Extend Street Maintenance Contract with Blair Brothers, Inc. for One year. Motion passed.

3/02/10 Resolution to Approve HAMmer Fest Bike Race Scheduled for April 3rd. Motion passed.

4/06/10 Resolution of Support for the Virginia Main Street Affiliate Program Membership. Motion passed.

4/06/10 Resolution to Authorize the Town Treasurer to Open Towne Bank Line of Credit for Pinewood Heights Project. Motion passed.

4/06/10 Resolution to Approve Olden Days Street Closure for Certain Streets at Various Times Beginning Friday, June 26th thru June 26th, 2010. Motion passed

5/04/10 Proclamation Recognizing the Smithfield Ruritan Club's 75th Anniversary.

5/04/10 Resolution to Support Chamber Business Attraction Initiative. Motion passed.

5/04/10 Resolution to Authorize the Town Manager to Amend Jericho Road Speed Limit and Prohibit Left Turn Movement at Jericho Road and South Church Street at Windsor Castle Park. Motion passed.

6/01/10 Resolution to Authorize Annual Fireworks Display at Clontz Park on July 3rd, 2010 and Cost sharing ($2,000). Motion passed.

6/01/10 Resolution to Authorize Veteran's Day Parade & Festivities on November 13th, 2010. Motion passed.

6/21/10 Resolution to Adopt the Proposed Budget for fiscal Year 2010/2011. Motion passed.

6/21/10 Resolution for Virginia Retirement System Member Contribution. Motion passed.

6/01/10 Resolution to Accept Deed for 97 Pinewood Drive effective May 4th 2010. Motion passed.

7/06/10 Resolution of Support / Commitment for Town's Shared Cost of 25% above $150,000 State Grant for Replacement of Emergency Equipment. Motion passed.

7/06/10 Resolution of Support to End Payday Lending in the Commonwealth. Motion passed.

7/06/10 Motion to Adopt Appropriation Resolution for Funds for Fiscal Year 2010/2011. Motion passed.

7/06/10 Motion to Adopt a Resolution to Carry Forward Restricted funds for Fiscal year 2010 /2011. Motion passed.

8/03/10 Resolution to Appropriate Funds in the Amount of $10,000 to be used for the Smithfield 2020 Streetscape Matching Funds Program. Motion passed.

8/03/10 Resolution to Accept the Schedule of Fees for Naming Rights on Benches, Overlooks, etc. at Windsor Castle Park. Motion passed.

9/07/10 Resolution to Authorize Street Closure and Traffic Control Assistance on October 9th for the 9th Annual Hog Jog Event. Motion passed.

9/07/10 Resolution to Authorize Traffic Control Assistance along the Smithfield Station Bridge on October 9th for the Adopt a Duck Fundraiser Down the Pagan River. Motion passed.

9/28/10	Proclamation was approved at Committee Level due to timing of upcoming event to Honor Mike and Amy Aiken's as Honorary Citizens of Smithfield and Proclamation of Appreciation for their efforts in promoting the Town of Smithfield during their travels. Motion passed.
10/05/10	Resolution to Authorize Street Closure of 100 and 200 Block of Main Street for Town & Country Day's Classic Car Show, October 9th. Motion passed.
10/05/10	Resolution to Authorize Street Closure for the Smithfield High School Homecoming Parade, October 29th. Motion passed
10/05/10	Resolution to Accept Donation for Park Improvements. Motion passed.
10/05/10	Resolution Supporting the Location of a Passenger Rail Stop Within the Town of Windsor, Virginia. Motion passed.
10/05/10	Resolution for Appointment of Responsible Parties for Court Proceedings Pertaining to Windsor Castle. Motion passed.
11/02/10	Resolution to Authorize Street Closure for Annual Christmas Parade, December 11th. Motion passed.
12/07/10	Resolution of Appreciation to Noah Dunningham, Eagle Scout Project at Windsor Castle. Motion passed.

OTHER ITEMS OF INTEREST:

SURPLUS PROPERTY:

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

Govdeals:	Fee for service:	Revenue:
2006	$385.76	$4,149.80
2007	$156.18	$7,321.00
2008	$343.03	$4,808.66
2009	$356.60	$4,621.33
2010	**$ 24.39**	**$ 218.00**

NEWSLETTER EXPENSE REPORT:

(This does not include staff time)

2009		John Henry Printing	Postage	# of copies
	1st quarter	$1422.50	$616.73	3,900
	2nd quarter	$1400.00	$619.47	3,200
	3rd quarter	$1200.00	$640.94	3,200
	4th quarter	$ 790.00	$627.61	3,250
TOTAL:		$4812.50	$2504.75	

GRAND TOTAL = $ 7,317.25

2010		John Henry Printing	Postage	# of copies
	Spring	$1,238.00	$627.73	3,300
	Fall	$1,200.00	$630.39	3,200
		$2438.00	$1,258.12	

GRAND TOTAL = $ 3,696.12

RECORDS MANAGEMENT:

Records management continues on a daily basis. The amounts of outstanding records are getting more manageable by the day. Current documents coming through the office are now being scanned as well. Many old deeds have been located, scanned and filed for easy retrieval as well as plats, leases, agreements, etc. Agreements, contracts, proposals, zoning permits, certificate of occupancies, subdivision agreements, accounts payable, bank reconciliations, agendas, informational reports, manuals, minutes for all boards, and many other documents are available for review on the DocStar records management system. The Clerk continues to sort, file, scan, and destroy by shredding files for the Town Managers office, Treasurers office, and Planning and zoning office per the Virginia Library retention schedules.

Our records room for archived files is located at 293 Cary Street in one of the public maintenance buildings. Although it is not climate controlled at least it gives us a large enough area to try to keep records in one location and not spread out like they were in the past. Each box of files are indexed and logged before taking to that location. This allows the Manager's office staff to locate and retrieve these files as needed by other staff or public information requests. The staff continues to enroll in "free" online classes given by DocStar to find more ways to utilize the system to its fullest potential.

PROJECT STATUS REPORTS:

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

- Downtown Revitalization Project: South Church Street / Jericho Road Beautification
- Fire / EMS Facility
- Pinewood Heights Relocation CDBG Project
- Water Treatment Plant / Reverse Osmosis & Water Storage Tank (Battery Park Road)
- Windsor Castle Property and Public Park

RESOLUTION
AMENDED BUDGET FOR FISCAL YEAR 2009-2010

WHEREAS, the Town Council, through its staff and finance committee, has prepared an amended budget for Fiscal Year 2009-2010; 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 1st, 2010; and,

WHEREAS, after hearing public comment, the finance committee and the Town Manager have recommended adoption of the proposed amended budget for the 2009-2010 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 2009-2010.

NOW, THEREFORE, BE IT RESOLVED that the amended budget for Fiscal Year 2009-2010, and attached hereto as Exhibit "A" is hereby adopted.

Adopted this 1st day of June, 2010.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By [signature]
David M. Hare, Mayor

ATTEST:

Lesley J. Greer
Clerk

TOWN OF SMITHFIELD

GENERAL GOVERNMENT BUDGET

Amended Budget

FY 2009/2010

TC Adopted 6-1-10

	Adopted Budget FY 2009/2010	Proposed Budget Revision FY 2009/2010	% Increase (Decrease)
REVENUE			
Revenue from Local Sources			
Real Estate	1,742,000	1,793,000	2.93%
Personal Property	793,500	797,000	0.44%
Penalties and Interest	-	27,800	#DIV/0!
Total Revenues from Local Sources	2,535,500	2,617,800	3.25%
Other Local Taxes			
Franchise	93,100	141,000	51.45%
Sales	285,000	258,000	-9.47%
Utility	200,000	195,000	-2.50%
Meals tax-4%	754,000	772,000	2.39%
Meals tax-1% (special projects)	188,000	193,000	2.66%
Cigarette	130,000	130,000	0.00%
Transient Occupancy	50,000	128,000	156.00%
Short term rental tax	500	1,000	100.00%
Rolling stock	12	15	25.00%
Consumption	51,000	51,000	0.00%
Communications Tax	250,000	240,000	-4.00%
Total other local taxes	2,001,612	2,109,015	321.52%
Licenses			
Privilege Licenses	295,000	349,800	18.58%
Permits	40,000	31,500	-21.25%
Vehicle Licenses	108,000	114,000	5.56%
Total Licenses, permits and privilege fees	443,000	495,300	11.81%
Fines	66,000	63,000	-4.55%
Revenue from use of money and property	298,800	183,600	-38.55%
Other Revenue	12,000	6,150	-48.75%
Revenue from Commonwealth of Virginia	216,170	207,516	-4.00%
Revenue from Federal Government	2,276,085	583,007	-74.39%
Other Financing Sources			
Contributions	2,594,100	2,148,140	-17.19%
Insurance Recoveries	-	13,000	#DIV/0!
Reserve Funds			
Restricted Reserves-Public Works	600,000	-	-100.00%
Restricted Reserves-Beautification	-	14,532	#DIV/0!
Operating Reserves	-	189,374	#DIV/0!
Police CD Interest	-	1,200	#DIV/0!
Line of Credit Proceeds	300,000	1,000,000	233.33%
Transfers In	41,000	41,000	0.00%
Total other financing sources	3,535,100	3,407,246	-3.62%
Total General Funds Revenues	11,384,267	9,672,634	-15.04%
Road Maintenance	924,160	964,725	4.39%
From State Highway Grant Carryforward	-	136,911	#DIV/0!
GRAND TOTAL	12,308,427	10,774,270	-12.46%
EXPENDITURES			
	Adopted Budget FY 2009/2010	**Proposed Budget Revision FY 2009/2010**	**% Increase (Decrease)**
Operating Expenses			
General Government	589,389	501,887	-14.85%
Treasurer	306,015	316,705	3.49%
Public Safety	2,369,561	2,369,790	0.01%
Planning, Engineering & Public Works	785,494	752,979	-4.14%
Public Buildings	182,190	178,650	-1.94%
Community Development	539,662	953,814	76.74%
Parks, Recreation and Cultural	524,285	519,715	-0.87%
Debt Service	530,510	1,231,585	132.15%
Total Operating Expenses	5,827,106	6,825,125	17.13%
Capital Outlay			
Public Safety	56,000	112,000	100.00%
Planning, Engineering & Public Works	4,600,000	160,000	-96.52%

TOWN OF SMITHFIELD WATER AND SEWER BUDGET	Adopted Budget FY 2009/2010	Proposed Budget Revision FY 2009/2010	% Increase (Decrease)
Operating Revenue			
Charges for services-water	756,000	723,000	-4.37%
Charges for services-sewer	667,605	633,000	-5.18%
Water Debt Service Revenue	400,000	400,000	0.00%
Sewer Compliance Revenue	170,000	348,500	105.00%
Connection fees-water	6,600	16,500	150.00%
Connection fees-sewer	15,800	39,500	150.00%
Application fees-water	5,000	5,000	0.00%
Miscellaneous -water	-	1,050	#DIV/0!
Miscellaneous-sewer	500	500	0.00%
Total Operating Revenue	2,021,505	2,167,050	7.20%
Operating Expenses			
Water	614,992	624,371	1.53%
Sewer	608,441	583,232	-4.14%
Total Operating Expenses	1,223,433	1,207,603	-1.29%
Operating Income before bad debt, depreciation and amortization expense	798,072	959,447	20.22%
Bad Debt Expense-Water	6,500	7,200	10.77%
Bad Debt Expense-Sewer	3,000	4,000	33.33%
Depreciation and Amortization Expense-Water	115,000	127,405	10.79%
Depreciation and Amortization Expense-Sewer	370,000	405,624	9.63%
Total Bad Debt and Depreciation Expense	494,500	544,229	10.06%
Operating Income (Loss)	303,572	415,218	36.78%
Nonoperating revenue (expenses)			
Availability Fees-Water	27,200	68,000	150.00%
Availability Fees-Sewer	41,200	103,000	150.00%
Cash Proffers-Water	-	49,370	#DIV/0!
Interest Revenue-Water	30,000	22,000	-26.67%
Interest Revenue-Sewer	5,208	9,500	82.41%
Interest Expense-Water	(130,700)	(132,600)	1.45%
Interest Expense-Sewer	(52,840)	(52,110)	-1.38%
Transfer for debt service to general fund-water	(20,500)	(20,500)	0.00%
Transfer for debt service to general fund-sewer	(20,500)	(20,500)	0.00%
Total Nonoperating revenue (expenses)	(120,932)	26,160	-121.63%
Income (loss) before contributions	182,640	441,378	141.67%
Capital Contributions-Sewer	17,800	184,300	935.39%
Income (loss) after contributions	200,440	625,678	212.15%
Notes to financials			
1) Availability fees are moved to escrow funds and used to pay for capital construction and improvements			
2) Cash proffers were used to offset the construction cost of new water tank.			
3) Water Debt Service revenues and Sewer Compliance revenues are moved to escrow accounts and used to pay debt on the planned RO plant and expenses for the sewer consent order.			
4) Principal payments to be funded from income and debt service revenues for 2010 and 2011 are:			
Water Debt Service Principal	152,750	152,750	0.00%
Sewer Debt Service Principal	62,250	62,250	0.00%
5) Total capital expenditures to be funded from income, loan funds, and escrow funds are:			
Water Capital expenses	5,855,000	1,396,265	-76.15%
Sewer Capital expenses	378,285	1,043,435	175.83%

RESOLUTION
BUDGET FOR FISCAL YEAR 2010-2011

WHEREAS, the Town Council, through its staff and finance committee, has prepared a budget for Fiscal Year 2010-2011; 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 1, 2010; and,

WHEREAS, the budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2010-2011; and,

WHEREAS, the revised budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2010-2011.

NOW, THEREFORE, BE IT RESOLVED that the revised budget for Fiscal Year 2010-2011, and attached hereto as Exhibit "A" is hereby adopted.

Adopted this 21st day of June, 2010.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By_______________
David M. Hare, Mayor

ATTEST:

Lesley G. Greer
Clerk

TOWN OF SMITHFIELD
GENERAL GOVERNMENT BUDGET

Proposed Budget
FY 2010/2011

TC Adopted
6-21-11

	REVENUE		
	Proposed Budget Revision FY 2009/2010	**Proposed Budget FY 2010/2011**	**% Increase (Decrease)**
Revenue from Local Sources			
Real Estate	1,793,000	1,739,810	-2.97%
Personal Property	797,000	795,600	-0.18%
Penalties and Interest	27,800	27,800	0.00%
Total Revenues from Local Sources	2,617,800	2,563,210	-2.09%
Other Local Taxes			
Franchise	141,000	119,000	-15.60%
Sales	258,000	258,000	0.00%
Utility	195,000	195,000	0.00%
Meals tax-4%	772,000	772,000	0.00%
Meals tax-1% (special projects)	193,000	193,000	0.00%
Cigarette	130,000	130,000	0.00%
Transient Occupancy	128,000	128,000	0.00%
Short term rental tax	1,000	1,000	0.00%
Rolling stock	15	15	0.00%
Consumption	51,000	51,000	0.00%
Communications Tax	240,000	240,000	0.00%
Total other local taxes	2,109,015	2,087,015	-1.04%
Licenses			
Privilege Licenses	349,800	349,800	0.00%
Permits	31,500	31,500	0.00%
Vehicle Licenses	114,000	114,000	0.00%
Total Licenses, permits and privilege fees	495,300	495,300	0.00%
Fines	63,000	63,000	0.00%
Revenue from use of money and property	183,600	331,700	80.66%
Other Revenue	6,150	6,000	-2.44%
Revenue from Commonwealth of Virginia	207,516	205,516	-0.96%
Revenue from Federal Government	583,007	2,518,670	332.01%
Other Financing Sources			
Contributions	2,148,140	1,108,060	-48.42%
Insurance Recoveries	13,000	-	-100.00%
Reserve Funds			
Restricted Reserves-Beautification	14,532	-	-100.00%
Operating Reserves	189,374	107,624	-43.17%
Police CD Interest	1,200	1,200	0.00%
Loan Proceeds	-	554,000	#DIV/0!
Line of Credit Proceeds	1,000,000	500,000	-50.00%
Transfers In	41,000	-	-100.00%
Total other financing sources	3,407,246	2,270,884	-33.35%
Total General Funds Revenues	9,672,634	10,541,295	8.98%
Road Maintenance	964,725	918,125	-4.83%
From State Highway Grant Carryforward	136,911	-	-100.00%
GRAND TOTAL	10,774,270	11,459,420	6.36%
	EXPENDITURES		
	Proposed Budget Revision FY 2009/2010	**Proposed Budget FY 2010/2011**	**% Increase (Decrease)**
Operating Expenses			
General Government	501,887	489,937	-2.38%
Treasurer	316,705	329,005	3.88%
Public Safety	2,369,790	2,382,530	0.54%
Planning, Engineering & Public Works	752,979	774,499	2.86%
Public Buildings	178,650	183,735	2.85%
Community Development	953,814	861,553	-9.67%
Parks, Recreation and Cultural	519,715	532,109	2.38%
Debt Service	1,231,585	645,167	-47.61%
Total Operating Expenses	6,825,125	6,198,535	-9.18%

TOWN OF SMITHFIELD
WATER AND SEWER BUDGET

	Proposed Budget Revision FY 2009/2010	Proposed Budget FY 2010/2011	% Increase (Decrease)
Operating Revenue			
Charges for services-water	723,000	763,000	5.53%
Charges for services-sewer	633,000	633,000	0.00%
Water Debt Service Revenue	400,000	401,000	0.25%
Sewer Compliance Revenue	348,500	404,500	16.07%
Connection fees-water	16,500	16,500	0.00%
Connection fees-sewer	39,500	39,500	0.00%
Application fees-water	5,000	5,000	0.00%
Miscellaneous -water	1,050	-	-100.00%
Miscellaneous-sewer	500	500	0.00%
Total Operating Revenue	2,167,050	2,263,000	4.43%
Operating Expenses			
Water	624,371	605,462	-3.03%
Sewer	583,232	685,301	17.50%
Total Operating Expenses	1,207,603	1,290,763	6.89%
Operating Income before bad debt, depreciation and amortization expense	959,447	972,237	1.33%
Bad Debt Expense-Water	7,200	7,200	0.00%
Bad Debt Expense-Sewer	4,000	4,000	0.00%
Depreciation and Amortization Expense-Water	127,405	154,305	21.11%
Depreciation and Amortization Expense-Sewer	405,624	420,975	3.78%
Total Bad Debt and Depreciation Expense	544,229	586,480	7.76%
Operating Income (Loss)	415,218	385,757	-7.10%
Nonoperating revenue (expenses)			
Availability Fees-Water	68,000	68,000.00	0.00%
Availability Fees-Sewer	103,000	103,000.00	0.00%
Cash Proffers-Water	49,370	-	-100.00%
Interest Revenue-Water	22,000	17,500.00	-20.45%
Interest Revenue-Sewer	9,500	12,000.00	26.32%
Interest Expense-Water	(132,600)	(127,300.00)	-4.00%
Interest Expense-Sewer	(52,110)	(49,305.00)	-5.38%
Transfer for debt service to general fund-water	(20,500)	-	-100.00%
Transfer for debt service to general fund-sewer	(20,500)	-	-100.00%
Total Nonoperating revenue (expenses)	26,160	23,895	-8.66%
Income (loss) before contributions	441,378	409,652	-7.19%
Capital Contributions-Sewer	184,300	18,740	-89.83%
Income (loss) after contributions	625,678	428,392	-31.53%
Notes to financials			
1) Availability fees are moved to escrow funds and used to pay for capital construction and improvements			
2) Cash proffers were used to offset the construction cost of new water tank.			
3) Water Debt Service revenues and Sewer Compliance revenues are moved to escrow accounts and used to pay debt on the planned RO plant and expenses for the sewer consent order.			
4) Principal payments to be funded from income and debt service revenues for 2010 and 2011 are:			
Water Debt Service Principal	152,750	153,600	0.56%
Sewer Debt Service Principal	62,250	66,400	6.67%
5) Total capital expenditures to be funded from income, loan funds, and escrow funds are:			
Water Capital expenses	1,396,265	2,600,000	86.21%
Sewer Capital expenses	1,043,435	620,000	-40.58%

6-7-2010

APPROPRIATION RESOLUTION TO CARRY FORWARD AND RESTRICT FUNDS APPROPRIATED IN FISCAL YEAR 2009-2010

WHEREAS, the Town Council, in its 2009-2010 appropriation resolution, appropriated funds for certain capital improvements and projects which have not been completed; and,

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

WHEREAS, the Town Council deems it necessary to set aside and restrict these funds appropriated in Fiscal Year 2009-2010 to make certain that appropriated funds are available and to segregate said funds from the general fund:

NOW, THEREFORE, BE IT RESOLVED that the following sums of money appropriated for Fiscal Year 2009-2010 and remaining unspent, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Town are hereby appropriated, set aside and restricted for the completion of certain capital improvement projects, as follows:

GENERAL FUND

None.

SEWER FUND

VAC truck	$173,000.00
Sewer consent order compliance funds	$500,000.00

HIGHWAY FUND

None.

WATER FUND

Water treatment plant	$865,000.00

Adopted: July 6, 2010

Mayor

PROJECT STATUS REPORT

Downtown Revitalization Project
South Church Street / Jericho Road Beautification
Status Reports

On **January 5, 2010** a motion was made to adopt the proposal from Verizon on the South Church Street Streetscape Phase V Project. Motion passed.

On **January 5, 2010** a motion was made for acceptance of temporary construction easements for the streetscape project. Motion passed.

On **May 4, 2010** Mr. Sonny Hines attended the Town Council meeting to express his concerns about the condition of the water pipes going to the residents along South Church Street.

On **January 26, 2010**, at the Public Works Committee the following item was discussed. Change Order # 3 Clark Nexsen for South Church Street Project ($4,740) - Mr. Hopkins stated that the Change Order # 3 from Clark Nexsen that was included in the committee packet was for professional engineering consultant services for the proposed administrative public hearing / meeting to be held February 2, 2010. Mr. Hopkins explained this is a requirement by VDOT before final site plan approval can be granted. This project is also under a time crunch because if final submittal is not received by early March then ARRA Federal Stimulus funds for this project will not be received. Mr. Gregory asked if this was a change order that was not anticipated. Mr. Hopkins explained that because the previous public meetings were not advertised they would not meet VDOT's requirement for approval. The advertisements for the public hearing/meeting have already ran in the local paper on December 30th and January 13th. Mr. Hopkins also reported that South Church Street residents Ms. Florine Moore and Ms. Nancy Riddick have already met with all other residents in the South Church Street Streetscape Project – Phase V area to show them the plans that will be at the public hearing. So staff does not expect any issues to come up at the public hearing. Committee asked if number of engineers attending public meeting was necessary. Mr. Hopkins stated that he would check to see if one engineer could be eliminated so the town can cut cost of having two there. Mr. Hopkins continued to explain that the plans would be laid out for public to review and any particular comments would be recorded. Once the public hearing is over staff will be required to report back on how staff responded to any comments. Mr. Hopkins also reported that the Town Attorney has secured and recorded all construction / sidewalk easements for this project. This change order is informational only and does not require any action by council because it is under $10,000.

On **April 26, 2010**, at the Finance Committee the following update was given. Mr. Gregory asked staff who the town is waiting on at this point. Mr. Hopkins stated that we are waiting on the Virginia Department of Transportation (VDOT). Mayor Hare asked if we need to get in touch with Delegate Barlow to see if we can move this project forward. Mr. Hopkins stated that he would call VDOT to get status. He will bring update to committees tomorrow. Mr. Hopkins still feels that project will come in much lower than first anticipated when it does go out to bid due to slow economy. Mayor Hare stated that is what he is afraid of that town could miss out on these lower bids if it is not put out to bid soon.

On **May 25, 2010**, at the Public Works Committee the following update was given. Mr. Hopkins explained that included in the committee packet was a schedule of the project as we move forward. He stated that Clark Nexsen has submitted the advertisement to the town for approval. Once town approves Clark Nexsen will submit final approved advertisement to town by May 31st. Town will then submit advertisement to the newspapers by June 1st. This advertisement will appear in the Daily Press and The Virginia Pilot on Sunday, June 6th. Town will also advertise the Invitation to Bid in the Builders Exchange to hopefully receive more interest from contractors. Bid documents will be ready for pickup by June 8th. A Pre-Bid meeting with prospective contractors will be June 22nd. Staff will receive and read bids on July 8th. Notice to Proceed (NTP) for contractor by September 6th. Mr. Hopkins stated that all plans have been blessed and approved by VDOT. However, the Town Manager stated that once bids have been received and reviewed the Commonwealth Transportation Board may take up to 60 days to review and approve. If town picks the low bidder they must still meet all of VDOT's requirements. This item will come back to committee for update on project as we move forward.

On **May 24, 2010,** at the Fire and Rescue Committee the following item was discussed. <u>Waterline Replacement</u> – Mr. Williams asked Chief Stallings to explain the need to increase the waterline size on South Church Street. Chief Stallings explained that fire flow for South Church Street in the historic district is approximately 750 gallons per minute. Chief explained in length how fire flow is determined. The national fire academy requires 2,000 gallons per minute. Chief Stallings stated that 2,000 is not reasonable in this area. However, adequate fire flow would be approximately 1,500 gallons per minute. The department's ladder truck is capable of pumping 1,500 gallons per minute. He explained that the Smithfield Station is a prime site for a dry hydrant. Dry fire hydrants would pump water directly from the creek to allow for more gallons per minute. Mr. Williams stated that dry hydrants are nice but take time to hook up to when needed. Chief Stallings stated that he would like to recommend that while South Church Street is being dug up for the Streetscape project to consider increasing the waterline from a 6 inch waterline to at least a 8 inch waterline. Mr. Gregory asked if increased from a 6inch to an 8 inch would increase fire flow to 1,000 gallons per minute. Chief stated that it would increase fire flow but does not know by how much because there are so many things that affect the flow of the water. This discussion will continue at the Water and Sewer Committee tomorrow.

On **May 25, 2010**, at the Water and Sewer Committee the following item was discussed. <u>Waterline Replacement Update</u> - Mr. Brian Freeman was present and explained the size and conditions of the waterline located on South Church Street in the historic district. Staff presented committee with a sample of what the 1" service line looks like going to each resident's house. The line was severely corroded. Staff recommends replacing all service lines so that once the streetscape project is completed they do not have to come back and dig it up to replace lines at that time. Ms. Tynes stated that the lines should be replaced based on the fact that it is a safety issue to residents receiving water through severely corroded lines. Mr. Hopkins reported that he has received a cost estimate to replace water lines. It is $37,500 to replace 1 inch service lines and $442,000.00 to increase main water line from 6 inch line to 8 inch line. The Town Treasurer was present to discuss cost of waterline replacement. She stated that depending on how much bids come in for RO treatment plant may need to do some additional financing that could include this because it is water related. Ms. Minga stated that with the size of this project the Town would need to finance. It could be financed through the debt service fee and fund. Committee asked if waterlines were included in set of plans. Staff explained that a separate set of plans would need to be done for waterlines. Committee asked if installation of lines could be added to the streetscape project. Town Attorney stated that this could be added just like a change order to current contract.

On **June 22, 2010,** at the Water and Sewer Committee the following item was discussed: Waterline Replacement - Mr. Hopkins reported that they had received cost estimates to replace the waterline on South Church Street. They have talked to the Virginia Department of Transportation (VDOT) about including in Streetscape project contract. VDOT will not consider at this time. Town staff will need to submit later as a change order. Staff reported that currently there is an 8 inch line under Cypress Creek that turns into a 6 inch line until you get to Main Street then it turns back into an 8 inch line. Staff would like to increase the 6 inch waterline to an 8 inch line during the construction process of the South Church Streetscape project. Mr. Williams stated that the waterline there is good, however the joints and service lines need to be replaced. Ms. Tynes stated that if town wishes to upgrade the waterline it needs to be done while road is already under construction. Mr. Gregory agreed that we owe it to that corridor to keep them safe and not put them through construction twice. Mr. Williams suggested putting a dry hydrant on town property near the Smithfield Station so in the event there is a major structure fire in that area the fire department could pull water directly from the creek. Committee requested staff to get a cost estimate to replace all the joints in that area. Staff will also look into advantages of 8 inch line opposed to leaving waterline at a 6 inch line. Staff will discuss dry hydrant with fire department and bring back to committee next month.

On **July 27, 2010,** at the Public Works Committee the following items were discussed.

A. Construction Bids – The Town Manager began by stating that he had prepared a memo from a format our office has been producing to update committee on expenses and funding sources of the South Church Street project. Now that the town has received the bids for the project staff has a better idea of what the expenses are. However, the memo was not all inclusive because the town's engineer was on vacation last week and staff was unable to verify all expenses were included. Mr. Hopkins passed out a handout identifying all expenses for the project. The Town Manager reported that a 10% contingency fee was added to the project at VDOT's request. The Town Manager stated that the bids came in good for this project and the next step would be for council to recommend award of the low bidder to VDOT and to authorize the Town Manager to execute a contract and notice to proceed once the bid award is approved by the Commonwealth Transportation Board (CTB), hopefully at their next meeting on September 15th. Any projects over two million dollars involving federal funding requires Commonwealth Transportation Board's approval. There is a chance that the CTB may have given the Commissioner permission to approve contracts on projects on the months that they do not meet. Staff has not heard anything back on that possibility so worst case scenario it will be September 15th. The Town Manager mentioned that Conrad Brother's has worked with VDOT on other projects and are familiar with VDOT's requirements so when submitting bids they have a good understanding of the federal requirements. Town Staff did ask if the same firm could be used to perform construction inspections on both the South Church Street Streetscape and the Water Treatment Plant. The only requirement is the construction inspector would have to be VDOT certified. Committee asked how the town plans to pay the construction inspector. Staff explained that if the construction inspector is paid through grant funds it would have to go through state process and could be delayed six months, however if town pays from private funds the project can keep moving forward without delay. VDOT did include administrative fees of $10, 000 to the expenses for their assistance and review of the project. Mr. Hopkins reported on the expenses provided by Mr. David Bradshaw of Clark Nexsen on the the project. Dominion Virginia Power's relocation cost would be to run all power lines that cross the road underground. The major power line will remain above the ground. Staff met with Dominion Virginia Power today on site to discuss the process. Some poles will need to be moved to get them out of the right of way. That will be at no cost to the town. Vice Mayor Williams expressed some concern that not all the lines were going to be buried underground. Mr. Hopkins stated that he would double check with Dominion Virginia Power on which lines would be buried and which would remain above ground. Mr. Hopkins continued to report the expenses for the project. Residential electric meter base replacement cost would be $65,000. This is for the replacement of old meter to new. Mr. Graham expressed concern over the town paying for replacement of individual residential meters. This project is forcing the resident to make this change. It was discussed that, essentially, the South Church Street residents are paying for this improvement due to neighborhood fundraisers that was put into a private funds for this project. Mr. Hopkins reported that the cost to have approximately 18 streetlights installed would be $81,000 from Dominion Virginia Power. The streetlights will be maintained by Dominion Virginia Power unlike the ones on Main Street that town staff maintains. Mr. Hopkins reported the rest of the expenses as follows: Verizon relocation cost inside the right-of-way is $629,732 and outside the right-of-way would be $50,000 (ground to the house); Charter relocation cost inside the right-of-way is $38,354 and outside the right-of-way is $50,000 (box to the house); and the VDOT loop detector replacement is $16,000. The VDOT loop detector is the wiring for the stoplight at the intersection of South Church Street and Main Street. This update of expenses brings the project total to 4,053,412.00. The Town Manager stated that depending on whether the town uses all of the 10% contingency money the difference in funding sources and expenses could come from the town's Urban Fund. The Urban Fund is allocated to be used on town roads. Mr. Hopkins stated that Columbia Gas will be moving lines tomorrow in that area at no cost to the town. Committee asked why Verizon's relocation cost was so much higher than Charter's relocation cost. Mr. Pitt replied there are five different fiber optic lines plus the distribution line for Verizon. Relocation of fiber optic lines is the portion that runs the cost up. The Town Manager stated that Clark Nexsen has reviewed the charges with Verizon to get the cost as low as possible. The Town Attorney stated that years ago Smithfield Foods made an offer to have their contact at Verizon work with the town to negotiate a better price for service. Committee agreed that there was no harm in asking. This will not slow the project down and could possible save the town some money. Committee agreed that Vice Mayor Williams would contact Mr. Larry Pope at Smithfield Foods to discuss previous offer to get the town a seat at the table to have Verizon's fees negotiated for a better price. Committee recommends this item to be on the agenda for Council to award contract to Conrad Brother's for the South Church Street project. The Town Attorney will prepare a resolution of award that will include the language required by VDOT for the Commonwealth Transportation Board's approval.

B. Waterline Replacement – The Town Manager reported that Mr. Hopkins had additional information on the waterline replace on South Church Street if committee decides to consider this as part of the streetscape project. The work would be done as a separate contract with Conrad Brother's. Mr. Hopkins stated that he had received from Cark Nexsen some results from a water model to help justify the replacement of the 6 inch water main. Currently, hydrant test results indicate that the fire flows available on the western part of town, specifically at the intersection of Main Street and South Church Street are approximately 800 gallons per minute (gpm). This is lower than generally acceptable. Increasing the water main from 6 inch to 8 inch increases the available fire flow to approximately 950 gpm. Increasing the existing 6 inch to 10 inch increases the available fire flow to approximately 1000 gpm. Clark Nexsen recommends increasing line to 10 inch. Committee discussed and agreed that increasing water main to 8 inches would be adequate to meet the town's needs. They also discussed that the town needs to move forward with plans to install a dry hydrant in that area. Mr. Hopkins handed out a cost estimate that included the lateral lines in the amount of $456,730.00. Committee recommends approval to authorize Clark Nexsen to proceed with the design of the waterline replacement on South Church Street.

On **August 3, 2010** a resolution was adopted to authorize the Town Manager to award the contract to the lowest responsive and responsible bidder for the South Church Street Streetscape Project - Phase V.

On **August 3, 2010** a motion was made to accept the proposal for Clark Nexsen to Proceed with the waterline replacement design as part of the streetscape project. Motion passed.

On **August 24, 2010,** at the Public Works Committee the following item was discussed. Proposal for Construction Inspection Services from Clark Nexsen for the South Church Street Streetscape Improvements – Phase V – The Town Manager reported that in regards to the South Church Street Project he had a couple of things to report. Staff held an administrative hearing today with the apparent low bidder and VDOT. He stated that committee will need to have a closed session at some point this afternoon to request advice from legal counsel because of the time sensitivity of this project. This item is a Public Works issue. The Town Manager also mentioned that he has an item under the Public Buildings and Welfare Committee that will also require a closed session for disposition of real property matter that he has received additional information to share with committee. The Town Manager suggested doing both closed session items at the end of the Public Buildings and Welfare Committee out of courtesy to our guest and Mr. Blair who is scheduled to make a presentation on his restaurant proposal. The Town Manager then explained the proposal from Clark Nexsen was to have the same firm, CTI, Inc., that is going through Buchart Horn for the Water Treatment Plant to go through Clark Nexsen for construction inspections for the South Church Street streetscape project. The size of this project includes forty hours a week of inspection services. Staff does not feel that overtime will be needed; however it is included in the proposal. Mayor Hare asked if it was standard procedure for Clark Nexsen to charge us a 10% mark-up fee on something that they sub-contract out. Staff stated that it was standard procedure due to the fact Clark Nexsen will be overseeing, monitoring and making sure that CTI meets all the inspection requirements. Mayor Hare also questioned whether the project inspector would be needed for 60 weeks. The Town Manager stated that at this point this is the estimate. It may not be that long and the town will only pay for time spent on inspections.   Committee recommends approval of proposal.

On **September 7, 2010** a motion was made to accept the proposal for construction inspection services from Clark Nexsen for the South Church Street streetscape improvements – Phase V. Motion passed.

On **October 18, 2010**, at the Water and Sewer Committee the following update was given on the Waterline Replacement – Mr. Hopkins stated that he had a set of plans that could be reviewed by anyone that was interested in doing so. It shows all the new locations of the waterlines, valves and all the details. Staff is meeting with Clark Nexsen this coming Friday @ 10:00 a.m. in Norfolk to go over our comments. We have already reviewed the plans in house and have a few minor things we need to meet Clark Nexsen to discuss. Plans include 8 inch lines. Project continues to move forward. Clark Nexsen has finished the study verifying all the work that Landmark had completed. You will see on their percent completed it shows 70% of the 60% plans that comes to a total of $15,337.00.

On **October 18, 2010**, at the Police Committee the following item was discussed: Sidewalk Signs on South Church Street – Ms. Tynes stated that she and Vice Mayor Williams had attended the farmers market a week ago and ran into a citizen that had fell on South Church Street due to the uneven sidewalks. Ms. Tynes stated that she has brought this to the Town Manager's attention. Signs have been placed along the street to make citizens aware of the uneven sidewalk. Ms. Tynes also suggested if staff could buy yellow caution paint and paint any areas that have severe cracks or uneven places along the sidewalks. Ms. Tynes explained that it would be a waste of taxpayer's money to fix sidewalks at this time with the construction of the streetscape project ready to begin in a couple of months.

On **November 23, 2010,** at the Public Works Committee the following items were discussed. Construction Concerns from Smithfield Historic District Business Association – Dr. Cook stated that he had received a letter of concern from the Smithfield Historic District Business Association (SHDBA) in regards to the South Church Street Streetscape Project. They are concerned the construction is going to be starting in December and therefore affecting specifically the Smithfield Station Shoppes. Committee had the understanding construction would be begin in January. Mr. Hopkins stated that the construction will begin in December however it will be for minor work. There will no heavy duty detail work done until January. Dr. Cook asked if they would be closing the road to traffic in December. Mr. Hopkins replied there would be minor closures. There will be no long stretches of road closures in December. Contractor has a project timeline to keep on schedule from time it was awarded until completion date. Mr. Hopkins stated that they are allowed to work on Saturdays and their hours of operation during the day is 8:30 – 3:30 p.m. Town Staff will be meeting with Mr. Mike Tippin of Clark Nexsen next Wednesday to discuss and try to negotiate hours of work. He stated that maybe they can hold off on Saturdays in December but then when January gets here they could work on Saturdays and maybe even extend their hours until 4:30 rather than 3:30 p.m. The construction they are going to focus on in December is tree removal of several large trees and the outfall culverts located to the left on Mr. Moody's property and between Timmy Edwards house and the towns lot before you get to the Smithfield Station. Mr. Hopkins stated that staff had meant with

Excel Paving at a Pre-Construction meeting held last week. There were 32 people there from the Civil Rights Department to FEMA. At the meeting next week with Clark Nexsen staff will be crossing the t's and dotting the i's and to discuss when everything was going to happen, hours of operation and how things are going to be paid. Mr. Hopkins stated that he would be glad to share this information with committee via e-mail. Dr. Cook stated that it was his understanding that the Historic Business Association would like the town to take some things in consideration when project starts in January. He stated maybe staff could consider allowing them to do more signage advertising in the construction area. Town Attorney suggested that staff could put together some relaxed guidelines for signage. Mr. Gregory stated that as part of the relaxed guidelines may want to allow sandwich board signs out towards the road directing shoppers where to turn in at. Mr. Graham asked if the same flag company could be used as last time when Columbia Gas was doing construction. Mr. Hopkins stated that he has informed Excel Paving of last flag company and how good they were. Excel Paving is supposed to be submitting something to the town on how the traffic flow would be handled. It is supposed to be better. Ms. Winslow of Isle of Wight Tourism was present and explained that the main concerns that SHDBA have is construction on Saturdays. They have suggested working longer weekdays or working on Sundays instead. Committee did not think longer on weekdays was a good alternative do to volume of traffic in the late afternoon. Mr. Hopkins stated that staff would make contact with Smithfield Foods to get the word out directing traffic down Berryhill Road and the Route 10 Bypass. Committee asked staff to be mindful of these concerns as the town moves forward with the streetscape project.

On **December 28, 2010**, at the Water and Sewer Committee the following items were discussed. A. <u>Waterline Replacement</u> – Mr. Hopkins handed out the latest cost estimate from Excel Paving Corporation for the 8" waterline replacement during the South Church Street Streetscape Project. Excel Paving Corporation has reviewed the 90% plans that have been drawn up and this is their estimate based on those plans. This additional work is expected to take approximately 120 days. Mr. Hopkins stated that this is just an FYI at this time. When we get a final estimate it will be brought back for approval. Vice Mayor Williams asked for clarification of who the town is paying for these services. Staff explained that this is a completely separate contract from the streetscape work so payment will be made directly to Excel Paving Corporation. The Town Manager stated that at this point Council has authorized Clark Nexsen to design the waterline replacement and Excel Paving is giving the estimate based on Clark Nexsen's design. When project is complete all new waterlines will have been installed all the way to the meter box for each resident in the streetscape project. Vice Mayor Williams asked the Town Treasurer how the town is going to pay for this. The Town Treasurer stated she is looking at several different options and will have this information next month. Mr. Gregory stated that the estimate includes site demolition and asked if staff was sure that some of these charges were not repetitive from other work being done. Staff stated that the waterline is not in all the areas that construction is being done. The contractor for the project is not tearing up the entire road. They are only saw cutting out areas where for instance the storm drains are going. Mr. Graham asked if the reason for upgrading from 6" to 8" is for fire protection. Staff stated that it is for fire flow and life expectance of the joints. The Town Manager stated that at some point you will need to amend their contract to authorize the work and extend contract for 120 days. So far you have authorized the design and asked us to get a price. The price we have is underneath the engineer's price and staff is feeling pretty good about it even though it is a lot of money. If staff gets things firmed up then council would need to authorize a separate contract amendment with Excel Paving Corporation (separate form our Streetscape work) and add 120 days to their overall contract. Dr. Cook asked if the 120 day extension will make the whole project 120 days later being completed. Staff stated that this work will be done along with the other construction work so it may not add to original 18 months, however contractor is asking for 120 day extension.

B. Traffic flow on South Church Street – Vice Mayor Williams stated that he had a citizen ask if the town could have one way traffic rather than alternating traffic on South Church Street during the construction of the Streetscape project. After a lengthy discussion it was decided that would probably not be possible. Mr. Graham asked if it would be possible to do construction at night to expedite work and have less interference for businesses. Mr. Graham stated that he thinks the town could possibly save money but if the consensus is it is a residential area and we are not going to allow night time work that is fine with him. Vice Mayor Williams stated that we don't even know if the contractor would be willing to do night time work. Mr. Graham stated that as a council we need to decide whether we are willing to consider night time work before we go to contractor. Mr. Gregory disagreed and stated that he feels that we would need to find out from the contractor first. The Town Attorney suggested asking the contractor if there would be any benefits or cost saving to him or us at certain points during the job if we allowed night time work. Committee agreed to have staff talk to contractor about night work to find out what the pro and cons and are if they have done night work before.

On **December 29, 2010** at the Public Works Committee the following update was given. Additional Work by Verizon and Overall Update on Construction – The Town Manager reported this item is FYI at this time. As part of the South Church Street project the town has to pay Verizon for placing their utilities underground. He explained that out of the total project cost putting their lines underground is approximately $650,000. The work was getting ready to begin when Verizon realized that some of the poles that were going to stay up were going to have to be relocated permanently or temporarily for the construction to take place. Verizon has stated that this cost was not included in their original scope of work and if you want us to perform this overhead work it is going to cost the town $18,000. The Town Manager explained that the same day that this agenda went out he and Mr. Hopkins had a conversation with one of the engineers at VDOT because Clark Nexsen, the town's engineer, was adamant that there should be no cost to the town to have those poles relocated. The Town Engineer explained that the State has an agreement with utility companies to allow utilities to be placed in the state right of way however if it becomes necessary to remove or relocate due to a federal project it is done at the utility company's expense. The Town Manager stated that Verizon may not agree with us initially on this but this is going to be the town's position, our engineer's position and VDOT's position. The Town Manager stated that town staff would generate a letter saying this is where the town stands please proceed accordingly. The Town Manager also reported that he has a couple of other updates. Since the last committee meeting the town did have a meeting at the Smithfield Station that the Chamber of Commerce coordinated with quite a few merchants present. In attendance were representatives from Norfolk to explain their experience with construction in downtown Norfolk and how they got through it. They gave some tips and advice on the shared responsibilities during the project. Communication is huge for projects like the South Church Street Streetscape project. The Town Manager also stated that in the last month you may have seen construction signs go up and then come back down quickly. The signs that went up were using standard terminology for construction projects; however they used words like closure and detour that are not very friendly to a visitor. The town has salvaged what we could from these signs and will use many of the post to do more orange signs with black lettering that read "To Main Street Merchants" and "To South Church Street Merchants" to help with getting the public to those businesses. Excel Paving Corporation has given the town a schedule of work through next month in terms of what their goals are each week. Town staff will be meeting Monday mornings for what we are calling the Monday Morning Moan to discuss the project. The Chamber of Commerce has had an intern here during the holidays and she has set up a website (smithfieldbeautification.com) which will allow the general public to get regular updates on the project. Town staff is working on trying to make this project as painless as possible. The Town Manager stated that he would be more involved with this public relations portion of the project. Mr. Hopkins and Mr. Griffin will be more involved with Excel Paving Corporation and the Town Treasurer will be involved with the funding portion of the project. Mr. Griffin reported that trees have been removed and that went well. They are also working by the property owned by the town on having the storm drain pipe installed. Construction has remained off the streets until after the holidays, however will begin work next week. New signs will be placed back out first of next week. Ms. Chapman asked if signage would be placed on South Church Street to alert people that there is construction ahead. Mr. Griffin stated that there are a series of four signs required by VDOT to be placed before a construction area. Vice Mayor Williams asked who would be flagging traffic for the project. Mr. Griffin stated the Excel Paving Corporation would be using their staff to flag traffic. At Monday's meeting staff will inquire if there is any work that could be done at night that would not be so intrusive to the residents and would benefit the contractor or the town.

Fire and EMS Facility
Status Report

On **January 25, 2010,** at the Fire and Rescue Committee the following item was discussed. Renovations of Rescue Squad Building – Mr. Carroll stated that there had been some discussion at last month's committee meeting on the renovations of the Rescue Squad building being put on hold. Mayor Hare stated that committee just wanted to make sure that putting renovations on hold was okay with rescue squad. Mr. Carroll explained that the department had realized that it was not going to be feasible to do the two projects simultaneously due to the large cost associated with temporary housing during the building renovations. The idea of putting the rescue squad renovations on hold until after the new fire facility was completed was initiated by the Rescue Squad. Mr. Graham asked that in the future when plans to put a project on hold for 12 months are being considered to call and let committee know that you were the one that prompted the hold.

On **February 23, 2010,** at the Fire and Rescue Committee the following update was given. Chief Stallings was present and reported that the construction bids for the new fire facility were opened on February 16th. The lowest bid came in at $2.9 million. However, due to a mathematical error by the contractor they pulled their bid. The next lowest bid came in at $2.93 million. The next step will be for all involved to meet and review bids received. Mayor Hare asked Chief Stallings what was in the County's Capital Improvement Plan (CIP) for the estimated cost of the project. Chief Stallings replied that $3.8 million was in the county's CIP for the construction cost and $4.5 million was in the CIP for the total project. Chief Stallings stated that everything looks good as coming in under budget. Ms. Brown asked if department had considered grant funding for the new fire facility. Chief Stallings reported that the department was looking into finding grants to potentially offset some of the cost of construction.

On **March 22, 2010**, at the Fire and Rescue Committee the following update was given. Chief Stallings stated that the county had elected to award the base bid contract to the lowest bidder at $2.9 million. The next lowest bid was $2.93 million. So bids were pretty close. The County's Budget and Finance Committee recommended extras to include: fueling station; additional sleeping quarters; and a training tower. The base bid of $2.9 million plus the extras would have brought the project cost to $3,417,000 which would have come in under the budgeted amount of $3,850,000. Chief Stallings stated he was not sure why the extras were pulled from the bid package but would work with what was approved. He explained that sleeping quarters is the down side because it was considered as unnecessary. The County's Building Committee continues to work on getting resolution from VDOT for overflow parking issues. They are also working on putting fueling station back on the agenda for discussion. County would like to see fuel purchased from county fueling station, however the distance the fire and rescue departments would have to go just to get fuel is not realistic. Ms. Brown asked if the number of sleeping quarters that were approved going to be a problem in the future. Chief Stallings replied that in the future sleeping quarters would be a problem because standards require you to have certain number of rooms if the town / county ever to choose to go to paid staffing. Overall Chief Stallings stated that he is just happy to see project moving forward. Mr. Carroll stated that getting parking lot access from VDOT was very important as that will be the only property that joins both facilities. Mr. Carroll reported that his department supports having a fueling station on site. He is also looking forward to the fire facility moving forward with hopes that the rescue squad building renovations will follow.

On **April 26, 2010**, at the Fire and Rescue Committee the following update was given. Chief Stallings stated that he agrees with Mr. Carroll that it is very important to have gravel parking lot between the two facilities. This would not only connect the two facilities but give a much needed area for overflow parking. Everything else is just normal operations. Committee asked Chief Stallings if he knew a start date for the construction of the new fire facility. Chief Stallings replied that the contract has been awarded but does not know when the start date will be. Mr. Stephenson was subsequently informed that a groundbreaking ceremony is planned for Wednesday, May 5th at 5:00 p.m.

On **May 24, 2010**, at the Fire Rescue Committee the following update was given. Chief Stallings stated that since the groundbreaking of the new fire facility the project was moving forward. Ms. Tynes requested that Town Council be included at the ribbon cutting once project was completed. She expressed her disappointment that Town Council was not officially invited to attend the groundbreaking ceremony. Chief Stallings apologized that Town Council had not been included in the invitation list for the groundbreaking. He was not part of that process; however the Fire Department will be in charge of the ribbon cutting so he would make sure all of Town Council was included. Chief Stallings reported that Former Chief Michael Stallings is working with Mr. Wrightson at the County to make sure the fire department staff is included in the project as it moves forward. They are working with IT staff now to have everything in place when the project gets to that point.

On **June 21, 2010**, at the Fire and Rescue Committee the following update was given. Mr. Carroll stated that at this time there is no money in the budget for building renovations.

On **July 27, 2010** at the Fire and Rescue Committee the following update was given. Chief Stallings reported that the new Fire Facility is coming along. Contractors plan on pouring the floor in a couple of days and the steel frame for the building should be here soon as well. The project is moving forward on schedule with the hope to have it completed early spring.

On **July 27, 2010,** at the Fire and Rescue Committee the following item was discussed. Existing Fire Station **–** Vice Mayor Williams stated that Mayor Hare and the Town Manager and he had met to discuss the existing fire station once the new facility is complete. Vice Mayor Williams stated that he has also talked to Chief Stallings and Asst. Chief Stallings to discuss existing fire station. The Fire Department would like to retain the whole downstairs that they currently use. This would include the bays, day room, kitchen, and storage room. They are willing to share the kitchen with town staff if that is an issue. Their intent is to set one fire truck up on this side of town at that location. The Rescue Squad has expressed an interest in putting one of their trucks there as well. There would also be enough room to park the Police Department's boat in one of the bays. Vice Mayor Williams stated that this is a FYI item at this time but would like for committee to be thinking about the Fire Department retaining the downstairs portion of the existing fire station. The upstairs portion would be turned over to the town. Vice Mayor

Williams also explained that if the county decides to move forward with renovations at the Isle of Wight Volunteer Rescue Squad buildings the Isle of Wight Rescue staff would like to use the existing fire station as temporary housing. Ms. Tynes asked if the Fire Department plans to staff the existing station once they move to the new facility. Chief Stallings replied no. He stated that the department is fortunate enough to have members that live nearby that could respond from there in an emergency. However Chief Stallings explained it would be staffed during extreme weather events or special events if department feels it is needed. The day room would allow the ability to staff a minimal crew for one engine. Vice Mayor Williams mentioned that Asst. Chief Stallings has been told at the county that they need to get a special use permit before they can do anything on the adjacent property owned by VDOT. Mr. Hopkins stated that he will follow up on this issue. Vice Mayor Williams also stated that the Fire Department has expressed concern over the town's commitment once they move into the new facility. Committee agreed that town's commitment will remain the same as it is now. The County will be solely responsible for building and maintenance. Chief Stallings stated that the department appreciates the towns continued support. The town's IT staff, Mr. Jon Flores, continues to assist the Fire Department and contractor with the IT server & equipment for the new facility.

On **August 24, 2010**, at the Fire and Rescue Committee the following update was given. Mr. Williams mentioned that the new fire facility continues to move forward. He stated that the metal frame is expected by the middle of next week and once that is here the construction of the building will start going up.

On **September 28, 2010**, at the Fire and Rescue committee the following update was given. Mr. Stallings stated the new fire facility was progressing. The project manager has told us it should be closed in by the end of next month. By the end of the year they plan on giving the department a revised completion date. It is anticipated that it will be late April or May. Vice Mayor Williams asked if Isle of Wight County has decided to do the rest of the change orders for the new fire facility. Mr. Stallings replied no. The county is very tight on change orders. He stated that the additional parking is going to be very important. Parking is not adequate for any fundraiser or training events that may take place at that location. Mr. Carroll reported that he had submitted a letter to the Board of Supervisors about their building renovations. We have received a good response back that it is on schedule. Construction for the rescue squad building will begin as the construction of the new fire station is completed.

On **October 19, 2010**, at the Fire and Rescue Committee the following item was discussed: <u>Connection Fee Waiver for New Fire Facility</u> – Vice Mayor Williams explained that this item came before the committee a few months ago. It was tabled at that time because we were awaiting the status of some financial obligations owed to the town in particularly for the Pinewood Heights project and the water agreement. Since that time the county has paid their financial obligation and now the town needs to decide if we are going to waive connection fees for the new fire facility. Mr. Hopkins reported that the connection fee to increase the waterline from a one inch line to a two inch line for the new fire facility is $55,900.00. Isle of Wight County is asking for a waiver of the connection fees. However the county would still be responsible for HRSD fees. Vice Mayor Williams asked if we have received a formal letter from the county requesting these fees to be waived. The Town Manager stated it was by email from

Mr. Rusty Chase and Mr. Doug Caskey. Ms. Tynes stated that waiving the fees would help the county and that is one of our goals as Council. Committee stated that this has been discussed in the past to waive fees for VDOT if it was for public use. Committee agreed to stay consistent if it is for public use. Committee recommends approval of connection fees waiver for the new fire facility in the amount of $55,900.00.

On **October 19, 2010**, at the Fire and Rescue Committee the following update was given. Assistant Chief Hackney stated that as far as the new fire facility goes he cannot provide us with any new solid information. It is being worked on very diligently and is almost closed in. No new completion date has been given, but hopes to have that information after the first of the year. Ms. Chapman stated that she would be interested in taking a tour of the new facility to see progress when possible. Assistant Chief Hackney stated that he would keep that in mind and schedule a tour when possible as the construction of the facility continues to move forward. Assistant Chief Hackney mentioned that pictures of the construction progress have been posted on the Fire Department's website.

On **November 2, 2010** a motion was made to waiver all utility connection fees for the New Fire Facility. Motion passed.

On **November 23, 2010**, the Fire and Rescue Committee was held on site of the new Fire Station for a tour of the progress to date. The tour was given by Construction Manager Tim McCrane; Daniel Plylier, Designer; and Charlie Ansell of ACA Architect. Mr. McCrane stated that in approximately six to eight weeks electricity and heat will be turned on and project is expected to be completed ahead of schedule. Ms. Tynes asked Chief Stallings the status of the parcel of land owned by VDOT. Chief Stallings stated that they had met last Thursday with VDOT and were reassured at the local level that they have no problems with Fire Department using vacant parcel. Staff is in the process of pulling the necessary documents from previous request to get temporary use permit. Chief Stallings also stated that the land connecting the rescue building and the new fire station would be added to the renovations to the rescue buildings.

On **December 29, 2010**, at the Fire and Rescue Committee the following update was given. Assistant Chief Hackney reported that the new fire facility is still on schedule. Approximately 75% of the drywall is up inside and you kind of get a visual of how much more brick work they have to go on the outside. Assistant Chief Hackney stated that contractor is technically ahead of schedule but are very reluctant to use that phrase. Mr. Carroll reported that their building renovations were deferred until their January meeting, however start date is still planned in May as the new Fire Facilities construction comes to an end. Renovations are scheduled to take approximately nine months. Mr. Carroll asked if everything was still good with them moving their housing to the current fire station while renovations were being done to the rescue building once the fire department has moved to the new fire facility. Town Staff replied yes. Committee asked if the current fire station would be large enough to accommodate them. Mr. Carroll stated that it would be tight but they would make it work. He stated that their biggest issue would be a location to have training and meetings. Committee suggested looking into having their training and meetings at the new fire facility.

On **December 29, 2010**, at the Fire and Rescue Committee the following item was discussed: Overflow Parking at New Fire Facility – Vice Mayor Williams stated that during the most recent Intergovernmental meeting Mr. Clark and Mr. Casteen agreed to move forward with overflow parking area. Vice Mayor Williams stated that the Fire Department does have two members that landscaping and earth work like this. They are willing to do the work free if the other members help and the county pays for the materials. This would save the county a lot of money. The only cost other than materials is the State is requiring a water drainage study for approximately $8,000 Mr. Carroll stated that he has requested this to go in the bid specs for the renovations for the Rescue Building. County at this time has not received final approval from VDOT to use property.

Pinewood Heights Relocation CDBG Project
Status Report

On **January 5, 2010** a motion was make partial payment to M.L. Coburn & Co. for Pinewood Height's demolition services. Motion passed.

On **February 2, 2010** Mr. Garth Nickle a property owner of a vacant lot in the Pinewood Heights Neighborhood was present to ask for Council to consider purchasing his vacant lot.

On **February 2, 2010** a motion was made to accept the Deed for property located at 93 Pagan Avenue. Motion passed.

On **February 23, 2010**, at the Fire and Rescue Committee the following items was discussed: <u>Pinewood Heights Demolition Alternative</u> - Mayor Hare asked Chief Stallings about the possibility of doing a controlled burn of houses that are scheduled to be demolished in the Pinewood Heights neighborhood. This process would help with the cost associated with demolishing. Chief Stallings stated that he had spoken to town staff about using vacant houses for training purposes. He stated that the department was very interested in using vacant houses for training but expressed some concern over having a controlled burn in an occupied neighborhood. It would be ideal to do a control burn only if town owned properties surrounding the houses or duplex they are wishing to have burned down.

On **March 22, 2010** the Management Team held a meeting to give an update on the project.

On **April 6, 2010** a resolution to authorize the Town Treasurer to open a Line of Credit with TowneBank for the Pinewood Heights project was adopted.

On **April 26, 2010**, at the Public Buildings and Welfare Committee the following item was discussed: <u>Addendum # 5 to Contract with K. W. Poore & Associates for Management Assistance Services</u> – Town Manager explained that addendum # 5 to K.W. Poore & Associates contract would extend the contract to December 2010. This would allow the town to continue to move forward on the Pinewood Heights Project for management assistance services as well as acquisition/relocation specialist services. The extension of this contract would require an additional $20,500 in town administrative funds to cover all remaining Phase I (multi-year 1 and 2) activities. Mayor Hare asked if staff was satisfied with extending contract after first audit of project was done by the state and there were a number of things that needed to be done to comply with state guidelines. Town Manager stated that he was satisfied with their work and did not feel that all the deficiencies from the audit were on K. W. Poore's records. This process has been very complex and a learning curve for all involved in the project. The Town Manager and Town Treasurer met with Mr. Brian Reagan of K. W. Poore last week and feel good about moving forward with project. Committee recommends approval of contract extension.

On **May 4, 2010** a motion was made to authorize the Town Manager to execute the contract extension (Addendum # 5) with K.W. Poore and Associates for management assistance services. Motion passed.

On **May 4, 2010** a motion was made to accept Deeds for 95 Pinewood Drive and 94 Pagan Avenue. Motion passed.

On **May 24, 2010**, at the Public Buildings and Welfare Committee the following item was discussed. Pre Public Hearing Discussion: Zoning Ordinance Amendments - Mr. Hopkins began by stating that a public hearing has been advertised to amend the town's Zoning Ordinance. This amendment was created with the Pinewood Heights neighborhood in mind. Mr. Saunders continued to explain that previously this residential neighborhood was rezoned to heavy industrial to stop the potential increase of residential structures there. It has come to the attention of town staff that there are several property owners who own lots in the Pinewood Heights subdivision that are interested in using the property for Industrial and/or Commercial uses. However, the small lot sizes make it hard to meet the required setbacks. The Planning Commission appointed a Pinewood Heights Subcommittee to create a new zoning district ordinance and a conceptual plan for the area to include commercial and industrial uses. Some of the possible uses could be light warehousing, distribution centers, and/or storage. The new zoning district would allow the ability to create commercial / industrial lots within the current street network with a minimum of amount of disruption. It will create setbacks, minimum lot sizes, landscaping requirements, etc. to make optimum use of the newly created lots. It will also create a commercial / industrial park with a minimum to investment in infrastructure necessary. It will have the potential to phase the improvements (street and utility upgrades) in the same manner that the property acquisitions are being phased. Mr. Saunders also stated that an amendment would need to be made to add this zoning change to the current sign regulations. Mr. Hopkins stated that this does not rezone this area it just creates a new zoning for commercial / industrial growth as the Pinewood Heights Relocation project moves forward. Town Attorney explained to the committee that this is just another tool in your box that can be used if a business needs a place to build a shop or storage. Town Council would have the ability to make that happen through this new zoning district. As it is right now the town has nothing. Mr. Gregory stated that at the completion of the Pinewood Heights Relocation Project Phase I would be a good time to start implementing this new zoning. Staff agreed. Committee recommends approval of the Zoning Ordinance Amendments and Conceptual Subdivision Plan.

On **June 1, 2010** a public hearing was held to amend the Zoning Ordinance Article 3.K.2 and Conceptual Site Plan for the Pinewood Heights Neighborhood. Motion passed.

On **June 21, 2010** a resolution to accept the Deed for 97 Pinewood Drive effective May 4th 2010 was adopted.

On **July 26, 2010**, at the Finance Committee the following item was discussed: Acquisition of Real Property – Committee discussed whether to go into closed session or not. It was decided that they would discuss in open session, but would go into closed session if necessary to discuss specific property information. Dr. Cook asked as a newly elected council member for clarification, from the Town Treasurer, on the process for acquiring properties. He stated that he understands that the town buys the property for the assessed value, but how does the town assist them with getting relocated. The Town Treasurer explained that Mr. Brian Reagan with Community Planning Partners in Richmond is our relocation assistant. He helps residents find suitable and comparable size dwellings in the area. She stated that Pinewood Height's residents do not have to relocate to this area; however most of them want to remain in the area. Staff takes the fair market value of the new home and subtracts what we have already paid them for the assessed value of the old home and the difference is what we have to give them. The Town Treasurer continued to explain that the relocation cost of the project was well over what was expected even with a drop in the housing market. The Town Treasurer felt that she needed to bring this overall budget concern to committee to decide if the town is ready to start moving on Phase II when the town does not have a good explanation why the relocation costs have been so far off. After a lengthy discussion committee agreed that now would be a good time, with the new council, to have Mr. Reagan attend our next committee meeting to go over where we are now on the project and also get a better understanding of the entire project and where we go from here.

On **July 27, 2010**, at the Fire and Rescue Committee the following item was discussed: Controlled Burn of Acquired Houses – Vice Mayor Williams stated that the Fire Department is willing to burn houses in Pinewood Heights as a method to remove houses once they are acquired. He stated he has spoken to Mr. Art Berkley of Isle of Wight County Inspections and he is okay with controlled burn. Vice Mayor Williams stated that he has also contacted Mr. Rusty Chase, but he was out of town on vacation. The Fire Department would like to have a good day of training with other fire departments in the area then burn houses down when they are finished. This method of disposal should save the town money on tipping fees. Ms. Tynes stated that town staff needs to make sure that the residents are notified before any controlled burn takes place. Chief Stallings stated that the department understands there is a public relations responsibility. Vice Mayor Williams asked the Town Attorney if burning the structures would interfere with current demolition contract. The Town Attorney stated that the existing contract has probably expired. A new contract would need to be negotiated and amended to include removal of burned structures.

On **August 23, 2010**, at the Finance Committee the following item was discussed: Status Report from Brian Reagan with Community Planning Partners. Inc. – Committee discussed potential transactions on the Pinewood Heights Relocation Project. Mr. Reagan explained the process for purchasing and relocating residents. If an owner occupied property is appraised at $50,000 then the town must purchase the property at the appraised value and then find a comparable relocation house. If that relocation is $125,000 then the town through the grant has to make up the difference of $75,000. If a renter is paying $500.00 a month and the town finds a comparable rental unit for $750.00 the grant makes up the difference for 42 months. Mr. Reagan stated that the Town Treasurer has an escrow account setup that she pays the additional rent directly to the landlord so that it does not go to the tenant. The town has no obligation in the relocation calculation of Section 8 housing payments. These funds are strictly done by the county through the State's Section 8 program. Mr. Reagan explained that typically owner relocations are essentially more expensive to complete than rental units. In the beginning of multiyear 1 it was believed that it would be pretty even between owners and renter, but it ended up being a lot more owners. This caused multiyear 1's relocation expenses to be a lot more expensive than what was anticipated. Mr. Graham asked how far out of budget are we for this project. The Town Treasurer explained that if you look at the total budget to what the actual budget is. The total budget included two hundred thousand in Section 8 vouchers which we did not utilize because we did not have as many Section 8 renters as we had expected. So at this time it looks like two or three hundred thousand but it is actually more like four or five hundred thousand because we did not have the value of the Section 8 vouchers. Dr. Cook asked if the town was obligated beyond original commitment. The Town Treasurer stated that she had asked the same question because at the end of MY1 and MY2 the town will be over our original commitment. She stated that at this time we are not over budget but at some point we may need to come to a halt or slow the project down. Committee asked how many units does the town already have a contract on that would put us over budget. Ms. Minga stated that she does not have that information. Mr. Reagan stated that since the community representative from the Department of Housing and Community Development (DHCD) will be present next week auditing MY1 he will sit down with her and explore options to possibly extend contract that is due to expire April 2012 for MY2.

The Town Manager stated that he has pulled M. L. Coburn's demolition contract and it is due to expire at the end of October. He explained that in reviewing the demolition bids that were received M.L. Coburn was not in reality the low bidder as previously thought. AVES was the actual low bidder due to dumping fees were all included in bid amount. Staff would recommend letting M.L. Coburn's contract expire. In the future instead of putting back out to bid town could contract AVES to do job using town funds. Ms. Minga stated that the majority of the demolitions funds for multiyear 2 were town funds, but there was a small portion that was CDBG Funds. The town will need to do a budget amendment to move their portion to us and reallocate to acquisition or relocation expenses. The town would need to do this before we have a new contract.

On **August 31, 2010** the Management Team held a Facilitated Planning Session Phase II of the Pinewood Heights Project.

On **September 7, 2010** a resolution to accept the Deed to 79 Pagan Avenue effective August 3rd, 2010 was adopted.

On **September 7, 2010** a motion was made to accept the Deed for 97 Pinewood Drive. Motion passed.

On **September 7, 2010** a motion was made to approve the use of Section 8 Program Income for Pinewood Heights Relocation Project. Motion passed.

On **September 7, 2010** a motion was made to authorize the Town Manager to make purchase offer for 77 Pagan Avenue. Motion passed

On **September 27, 2010**, at the Finance Committee the following item was discussed: Pinewood Heights Project Update – Mr. Graham stated that he was expecting Mr. Brian Reagan of Community Planning Partners, Inc. to be present at committee for discussion of what the towns options are in moving forward with the Pinewood Heights Project. The Town Manager stated Mr. Reagan had been very busy preparing the town's Planning Grant Application for Phase II that he did not have an opportunity to get the information requested of him at last committee meeting. This item will come back to committee possibly next month.

On **October 18, 2010**, at the Finance Committee the following item update was given. Ms. Minga provided a handout to update committee on project. She explained that everyone has had some concerns on where we are with the project as far as total cost, what we have left to spend, and where the town stands if we need to extend the project. The town's contract is set to expire with the State in April 2012. Prior to that time is when the town would write a letter to the State requesting an extension if we felt we needed one. The letter would need to explain what the project status is to date, what our commitment is to the project and why we felt like we needed to extend it. Mr. Reagan did not feel there would be any reason for the town to have to refund our drawdown funds in that case especially if we had met what our leverage commitment was. Ms. Minga continued to explain that Mr. Reagan had provided her with a list of addresses, status, and what the estimated acquisition and relocation cost would be for all properties in multi-year II. Ms. Minga stated that there are three properties, owned by two different owners that the town has not received a response back from whether or not they are willing to sell. Mr. Reagan has stated that he would like, with the council's blessing, to send each property owner a letter requesting a definite yes or no within the next 30 days. If they give us a no then they will be removed from this part of the project. Ms. Minga stated that the ones that we have already purchased and relocated are highlighted in light green of the handout. There is one, 68 Carver Avenue, where we have completed the move and relocation, but have not purchased the property. This was a renter that wanted to become a first time homeowner and since the town has received an acceptance letter from the homeowner the town went ahead and relocated tenant. The landlord was told that he could continue to rent until the town purchased but new tenants would not be able to participate in project. The Town Manager stated that the property owner had stopped by his office today to reiterate that this house is vacant and the town already owns the other half of duplex. Once town closes on purchase of 68 Carver Avenue then the town can move forward to have unit demolished. Mr. Graham stated that we have another property from multi-year 1 that the town owns but the property owner continues to live there rent free for the last year and a half. Mr. Graham suggested that the town needs to request our consultant as the professional manager to look into these issues and require a written agreement with the property owner of a more solid timeframe for real estate closing dates. Ms. Minga stated that including the three properties from multi-year 2 for the acquisition and relocation portion the cost would be a total of $1,401,750. Already expended is $577,280. The remaining amount to be purchased expense that includes these three properties is $824,470. The breakdown for that is $708,120 acquisition and $16,350.00 in relocation. If the town does not purchase the three properties then the project cost would be decreased by $243,250. Discussion was held on where the town stands without leverage commitment for the project especially if we do not do those three properties. The town needs to make sure we meet our leverage commitment so we do not have to give any funds back even if we do not complete the project. The town's commitment includes money that we expense, money that the county is willing to give us towards the project and it is also supposed to include $302,400 in Section 8 funds. Ms. Minga reported that the town's total leverage to date from multi-year 1 is $1,030,386. This is money that the town has spent on this project that is not reimbursable through grant funds. The total the town has spent on multi-year II is $120,064.00. This would leave the town with $420,000 commitment left on multi-year 2. Ms. Minga reviewed the budget remainder for the project. It was determined that it would cost the town $577,392 to spend the budget remainder which includes administrative assistance fee of $30,292, demolition cost of $127,100, and $420,000 of acquisition/relocation cost that would not be covered by grant funds. Ms. Minga stated that if she added everything up she comes up with $1,823,062 which is just a little bit below or $1,868,000 of our leverage requirement. She stated that she has not added the Section 8. At this point the town cannot identify the value. If the town decides to include the Section 8 that would put us at $2,100,000 and if we add in the three properties discussed earlier that would put the town at $2,300,000 which is $500,000 over what the town originally projected for our leverage commitment. This is overage is due mainly for higher relocation cost than anticipated. Discussion was then held on funding sources for the project. Ms. Minga stated that she has done an updated drawdown request from Isle of Wight County. As of right now based on what we have spent since the last drawdown request she can ask for $142,830.00. Ms. Minga explained that the County's MOU is very specific on what the funds can be used for. There was a certain amount allotted for acquisition cost and a certain amount was allotted for relocation cost. Looking at the project the town may not be able to draw the entire $750,000. The town may end up $60,000 short. The amount they put in relocation was so much more than acquisition. Mr. Gregory stated that worst case scenario if we do end up purchasing the three properties and we get all the money we are going to get we will still end up approximately $43,000 in the hole if we cap the project here. Ms. Minga replied yes. The town will have spent a half million over original projections. She stated that if we do not do three properties the town would be approximately $250,000 over projection. Discussion was held on whether town really needs to purchase the three properties that have not accepted offer. If town owns second half of duplex on these three then they should be included in this part of the project. The Town Manager was requested to find out if town owns second half of duplex for the three properties that have not responded. Committee was in agreement to send final 30 day letters t three property owners to accept or not accept. After thirty days the offer is off the table. Vice Mayor Williams asked how much of the $127,100 has been spent for demolition. Ms. Minga replied none. Vice Mayor Williams stated the town can save a substantial amount of that if the town has the fire department burn the units down. Ms. Minga stated that it was her understanding that as long as the town meets our leverage commitment we are not obligated to go any further Mr. Graham stated that the town needs to be looking hard for the funds on the one that the town has already closed on. Ms. Minga will ask Isle of Wight if town can use some of the funds for acquisition not just relocation. Ms. Minga will get with Mr. Reagan to do a budget amendment for the project. Mr. Graham stated that the numbers are good. Project was not as far off as first anticipated; however town needs a timeline to go with the numbers.

On **October 19th, 2010**, at the Public Buildings and Welfare Committee the following item was discussed: Declare 71 Carver Avenue as a Hazardous Structure Per Town Code Section 22-2 – The Town Manager stated that Mr. Hopkins was going to pass around some photos that were taken as a follow up to the Pinewood Heights discussion that was held at yesterday's Finance Committee. He stated that he has checked on the three properties that were discussed and town owns the other half of the duplexes on all and they are vacant. Staff would like to recommend sending out the final 30 day letter to accept since we own the other half. The Town Manager stated that there is one other problematic property. It is in real bad shape since before the project started and is vacant. The address for this property is 71 Carver. This property is in an estate that involves multiple heirs. Some of the heirs have been cooperative and some uncooperative. The town has been able to remove a number of abandoned vehicles from the property. Former Mayor Chapman and Mr. Riddick have tried and have been unsuccessful at getting anywhere. The Town Manager stated this is a unique situation and would like to suggest demolishing it according to

Section 22-2 of the Town Code. The town has used this before to remove dangerous buildings. The Town Manager and Town Attorney explained the process to have building demolished. Committee agreed to start the process to remove the structure. The Town Manager stated that we may not own the property for years but at least the town will have removed the blight from the neighborhood.

On **November 2, 2010** a motion was made to declare 71 Carver Avenue a derelict structure per Town Code Section 22-2. Motion passed

On **December 7, 2010** a motion was made to accept Deeds for 66 Carver Avenue and 68 Carver Avenue. Motion passed.

On **December 20, 2010** the Management Team held a meeting to give an update on the project.

On **December 29th, 2010**, at the Public Buildings and Welfare Committee the following items were discussed: A. Addendum # 6 to Contract Community Planning Partners, Inc. for Management Assistance Services – The Town Manager stated that as committee was aware the town is in MY2 of Phase 1 of the Pinewood Heights Project. Other than relocating one Section 8 tenant the town has completed MY1. The town is about halfway done with MY2. The Town Manager stated that the town has eighteen months to complete MY2. However our contract with Community Planning Partners, Inc. has essentially expired. This sixth addendum would extend this contract eighteen month to end at the same time the States contract would end next fiscal year. This approval would allow Community Planning Partners, Inc. to continue to assist the town with the completion of MY2. Committee asked if staff was satisfied with Community Planning Partners. The Town Manager stated that during the process we have learned a few things and pointed out some things to our representative to do differently as the town moves forward with the project. Over all staff has been satisfied and would recommend approval to extend contract with Community Planning Partners, Inc. eighteen months.

B. Planning Grant – Phase 2 Project Contract Execution with Virginia Department of Housing and Community Development and Community Planning Partners, Inc. – The Town Manager stated that this item involves Phase II of the Pinewood Heights Project. Applications are due next spring if the town is interested in continuing to move forward to the next phase of the project. This phase would include the north side of Carver Avenue. There are approximately 16 houses in this phase. The Town Manager explained that if we are going to apply for the grant money for the Phase II Community Planning Partners, Inc. has a lot of work that needs to be done between now and March. In order to make that application the state has said they will pay $25,000 towards getting this application ready in the next three months. The town would kick in $3,000 as our share towards making that application. Submitting an application does not guarantee the town will get any additional funding. It will be late July before the town will know if we will get funding for Phase II. The Town Manager explained that if you want to make an application in March the town would need to authorize me to accept and sign the planning grant which obligates the town to $3,000 and authorize Community Planning Partners to actually do the work between now and March. Mr. Graham stated that the majority of the council remains committed to the project and would recommend approval of Phase II Planning Grant and Contract with Community Planning Partners.

Fluoride Compliance
Water Treatment Plant / Reverse Osmosis
Status Report

On **January 29, 2010**, at the Water and Sewer Committee the following item was discussed: Revised Contract from Draper Aden for Reverse Osmosis Water Treatment Plant Site Planning – Mr. Hopkins reported that this proposal is for finalizing site plans and construction drawings for the South Church Street Water Treatment Facility that had previously been prepared by Landmark Design Group in coordination with Buchart Horn. The reason for the additional services is when town staff asked Landmark Design Group for data staff was told that their data server had went down and information was lost. Mr. Williams asked why water treatment facility was needed if town had only had one reading that had high levels of fluoride. Staff explained that even though current levels fall under Health Departments requirements they are very close to going over. If Health Department decides to lower the level requirements town is close enough we would be over. If town was to stop project now then if health department lowers requirement levels town would have to start over. Also the cost to construct water treatment plant may be better now. Town Manager stated that once we get final plans Mr. Ernie Johnson from the Health Department will take a final look for approval. Plans will have a contingency that we can add an additional well. Committee recommends approval of proposal.

On **February 2, 2010** a motion was made to accept the proposal contract from Draper Aden Associates for Reverse Osmosis Water Treatment Plant site planning not to exceed $33,500. Motion passed.

On **February 23, 2010**, at the Water and Sewer Committee the following update was given: Mr. Gregory asked for the Town Manager to give a brief update on where the town is on the Reverse Osmosis Water Treatment Plant. The Town Manager reported that the Health Department is currently doing a final review of site plans. There has been some discussion on how to connect bathrooms to HRSD. Town Manager also explained that Draper Aden has been assisting with this as they are doing the site plans for the new fire facility and rescue rehabilitations in that same general area. Mr. Snyder stated that he had talked with Dan Cargnel of Buchart Horn and everything looks good on the existing site plans. Staff is hopeful to have project bid out in the spring.

On **May 25, 2010**, at the Water and Sewer Committee the following item was discussed: Invitation For Bids - The Town Manager reported that the invitation for Bids for the South Church Street Water Treatment Facility was advertised on May 23rd. Bid Documents may be reviewed at the town's planning department on May 24th. Bid documents may be obtained upon a non-refundable payment of $200.00 for each set of documents. A pre-bid conference will be held on June 4th at 10:30 a.m. The town will receive sealed bids on June 25th. At this time bids will be publicly opened and read aloud. Once staff has reviewed bids it may go to Town Council for action as soon as the July 6th Council meeting.

On **June 22, 2010**, at the Water and Sewer Committee the following update was given: Bid Update (Bids due June 25th) – The Town Manager stated that he just wanted to remind committee that bids for the Reverse Osmosis Water Treatment Plant are due back on Friday, June 25th. As soon as Dan Cargnel of Buchart Horn, Inc. submits a summary sheet of the proposals received the Town Manager will forward this information to committee for review. Staff reported that approximately twenty packets were picked up. Staff continues updating with Hampton Road Sanitation District (HRSD) to make sure we are good with all the necessary permits required by them. Depending on the bids that are submitted Town Council may choose to take action at the July 6th meeting to award a contract.

On **July 6, 2010** a motion was made to award the contract for the Reverse Osmosis Water Treatment Plant to English Construction Company. Motion passed.

On **July 26, 2010**, at the Water and Sewer Committee the following items were discussed: Construction Inspections, Special Inspections & Testing Services – Mr. Gregory reported that in the agenda packet was a proposal from McCallum Testing Laboratories, Inc. for ten thousand dollars worth of work. The Town Manager explained this is the special inspections and testing services that will be associated with the construction of the Water Treatment Plant. Mr. Hopkins is checking with Clark Nexsen to see if the town can use the same company for the construction inspections as the South Church Street Project to help keep fees down. Mr. Gregory asked if this is standard practice that this service is not included in the bid packet. The Town Manager replied yes. Staff recommends putting this on agenda to accept the proposal from McCallum and as soon as we have more information on the construction inspections staff will bring that back to committee.

On **August 3, 2010** a motion was made to approve special inspections and testing services by McCallum Testing Laboratories, Inc. Motion passed.

On **August 23, 2010**, at the Water and Sewer Committee the following item was discussed: Proposal for Construction Inspection Services from Buchart Horn, Inc. for the R.O. Water Treatment Plant Construction – Mr. Gregory reported that the Town Manager, Mr. Hopkins, he and others had met with the contractor, English Construction. The purpose of the pre-construction meeting was to determine when the town could move forward with the project and to see if everyone is on the same page. Mr. Hopkins stated this proposal is for inspection services that will be subcontracted out by Buchart Horn, Inc. The company that will be doing the actual inspections is CTI Consultants, Inc. He stated that he has called CTI's reference which was VDOT and they are pleased with their work. Mr. Hopkins stated that this is the first time the town has had inspections done underneath the engineering firm that did the designs. Town staff feels this is the best way to go because the inspections for South Church Street – Phase V was extremely challenging. Mr. Gregory asked if it was standard practice for our consultant to charge a 10% markup to subcontract it out. Mr. Hopkins replied that is is standard practice. The Town Manager stated that next Monday, august 30th will be the official notice to proceed date. English Construction already has their construction trailer on site. Staff still has some things to work out with them such as purchasing some items directly to save money on sales tax. Date of final completion will be November 2011. Mr. Hopkins stated that he had heard from Mr. Art Berkley, isle of Wight County Building Inspector, and the plans have been approved. Committee recommends approval of proposal for construction inspections.

On **September 7, 2010** a motion was made to accept the proposal for construction inspections services from Buchart Horn, Inc. for the Reverse Osmosis Water Treatment Plant construction. Motion passed.

On **October 18, 2010**, at the Water and Sewer Committee the following update was given. Mr. Hopkins state that Mr. Dan Cargnel of Buchart Horn provided a breakdown on the status of the project. At this time construction is ahead of schedule. The Town Engineer has been out there inspecting for Erosion and Sediment Control as well as the Department of Conservation Resources. (DCR). They have already demolished the well house and rerouted pipes. Council is welcome to go out to the construction site to see progress of the project. Staff at this time is very pleased with English Construction Company.

On **November 22, 2010**, at the Finance Committee the following item was discussed: <u>Financing for the Reverse Osmosis Water Treatment Plant</u> – Ms. Minga handed out a very brief overview of where we stand with the R.O project. She stated that there are a lot of different ways that you can look at it on how you want to finance it. Option # 1 is kind of laid out under the financing resources. These are all of our cash balances that could be applied to the project as of October 31st. The VML/VACO General Obligation fund which is $2,482,235.50, the Water Development Escrow if we used 100% and the Water Capital if we used 100% would be a total of $4,430,508.75. Ms. Minga reported that the projected cost of the R.O. Plant is the contract with English Construction Company in the amount of $4,119,800.00, inspection services in the amount of $82,916.00, and engineering services in the amount of $169,183.00 making the total projected cost of the project $4,371,899.00. She explained that if the town used all the funds available we could finance it and have $58,609.00 left over. However at this point the town will have depleted the Water Development and Water Capital Escrows. Ms. Minga stated that option # 2 takes a look at financing resources if we took only 75% of the escrows. That would leave some money in those accounts for emergencies or infrastructure needs. If the town went with option # 2 we would be $356,424.81 in the hole. Ms. Minga explained that we do have the Water Debt Service Fee, but when that fee was adopted it was very specific to say it was to be used to pay down debt service not actual construction cost. Ms. Minga stated that the town could take out a loan for the $356,000.00 then town could probably finance that additional debt with the debt service fee that we have in place. After a lengthy discussion on financing options the Town Attorney explained that the Water Development Escrow is money collected based on our laws and state code stating it will be used to make improvements to the town's water system and those funds should be used first for financing the R.O. Plant. Committee stated that if the town wants to keep some money in reserves for emergencies it should be kept in the Water Capital Escrow not Water Development Escrow. Ms. Minga stated that she has not added in the water improvements for the South Church Street project. Mr. Gregory suggested waiting until after the first of the year for any financing / refinancing to hopefully get a better rate. Ms. Minga stated that we need to use bond fees that we already borrowed upfront then we can decide what portion of the Water Development Escrow and Water Capital Escrow are used to leave us with a reserve for emergencies. Staff will continue to review options for financing the R.O. Plant.

Windsor Castle Public Park
Status Report

On **January 5, 2010** a motion was made to accept Christopher Newport University Archaeological fieldwork proposal at Windsor Castle subject to approval from Virginia Department of Historic Resources. Motion passed.

On **January 5, 2010** a resolution was adopted to accept Windsor Castle Park in kind donations/ park improvements for calendar year 2009.

On **January 5, 2010** The Windsor Castle Park Foundation Board was established. Council members appointed Board members as follows: Councilman Graham nominated Mr. Lewis Little, Councilman Dashiell nominated Doris Rae Gwaltney, Councilman Williams nominated Mr. Lawrence Pitt. Councilwoman Tynes nominated Evelyn Stewart, Councilman Gregory nominated Gina Ippolito, and Mayor Hare nominated Dr. Lanny Hinson. Vice Mayor Brown deferred her nomination until next month. A motion was made to approve the appointment of all those nominated so far with the understanding Vice Mayor Brown will make another nomination in the future. Motion passed.

On **January 25, 2010**, at the Public Buildings and Welfare Committee the following items were discussed: A. Smithfield / IOW Tourism – Request for use of Windsor Castle Park for Olden Days Weekend - Mr. Williams reported that he was for having events at the Windsor Castle Park, but had a few concerns about where events will take place. It was explained that tourism will coordinate when and where things will be held. It was the consensus of the committee for staff to coordinate with Mr. Stallings as well on where and what he will be farming this upcoming year. Ms. Winslow stated they were aware they would need to work around farming activities. Ms. Winslow did suggest the town adopt a Black Powder policy before re-enactment events are held on town property. Mr. Gregory asked if town is planning on doing a ribbon cutting at the beginning of Olden Days. Town Manager stated that Mr. Luter would like to get Governor McDonnell here for ribbon cutting so that may determine the date ribbon cutting is set for. Ms. Winslow stated that tourism would be happy to coordinate opening day event. This would also give tourism an opportunity to show off the town. Committee recommends approval for use of Windsor Castle Park.

B. Second Amendment to Deed of Gift of Easement – The Town Manager gave a brief summary of the original deed and explained that the first amendment added 4 acres and approval to do a horse barn. The second amendment is still being finalized by town staff, town attorney, and Virginia Department of Historic Resources. One of the recent changes was to take out residential but state that it could not be used for commercial. Mayor Hare asked if no commercial activities does that include public events. Town Attorney stated that public and private functions are permitted. Mr. Graham stated that we need to discuss who is going to be responsible for maintenance of park. Town Attorney stated that Mr. Pitt will be setting trash cans out very soon. Ms. Winslow stated that she would provide town with the rental agreement used at Boykins Tavern as an example. Committee agrees with deed changes, but feels a little more information is needed. Town Manager will talk with Ms. Elizabeth Tune of the Department of Historic Resources. This item will come back at a later date.

On **February 2, 2010** a motion was made to accept the appointment of Windsor Castle Park Foundation Board member by Vice Mayor Brown. Vice Mayor Brown nominated Debra Church. Motion passed.

On **February 2, 2010** a motion was made to approve Smithfield/IOW/ Tourism's request for use of Windsor Castle Park for Olden Days Weekend. Motion passed.

On **February 22, 2010** at the Public Buildings and Welfare Committee the following items were discussed: A. Proposed Orchards – Mr. Pitt was present to request approval to establish an orchard in Windsor Castle Park. The orchard would include 30 apple, 30 pear, and 30 peach. Mr. Dashiell asked if these trees would bear fruit. Mr. Pitt replied that he did expect the tree's to be fruit bearing. It is expected that there will be groups in town like Master Gardeners that would be interested in taking care of the orchards. Mr. Graham stated that he agreed there would be groups interested in assisting with the orchards. The town would just need to give them authorization to do so. Ms. Brown asked who will be responsible for cleaning up the fruit that falls to the ground. Mr. Pitt stated that nature's creatures would take care of some of this. Mr. Dashiell expressed concern over pesticides that are used in the United Stated are very regulated and would not be allowed to be used if toxic. Mayor Hare stated if orchards are success people may try to box and sell at the Farmers Market. Committee recommends approval of Orchard to be located at Windsor Castle.

B. Charity Cancer Run – April 17th, 2010 – Ms. Pruitt explained that Ms. Boyd had called her today and was unable to attend the committee meeting. Ms. Boyd is requesting the use of the Windsor Castle Park trail on Saturday, April 17th from 8:00 a.m. to 12:00 p.m. to host a benefit run for her brother who has cancer. The run will begin at 9:00 a.m. from Trinity Methodist Church or the Bank of Southside parking lot. The request also includes a DJ there between 11:00 a.m. and 12:00 p.m. and a food vender to sell hot dogs, etc. The cost to participate in this charity run will be a $10.00 donation. Approximately 200 to 250 people are expected. Committee recommended approval of charity run with DJ and food vender being located at the staging area on private property.

C. Dog Park – Mr. Gregory stated that he has received phone calls from residents asking why the dog park is located in the woods. Mr. Pitt explained that half the dog park is in the woods and the other half is in the open. He feels that once summertime gets here people that use the dog park will appreciate the shady area. If you visit the dog park located at Waller Mill Park in James City County the entire dog park is in the woods. This dog park is not designed to do competitions where you would need a large open area. It is designed to be an area that you can let your dog run free with other dogs. Mayor Hare asked if we have room to expand if necessary. Mr. Pitt stated that the town still has room to expand if town decide to do so. A row of trees were planted but will not interfere with the ability to expand. Mr. Pitt also stated that the town's dog park was larger than the one at Waller Mill Park that is used by James City County, York County, and Williamsburg. The park users there seem to be satisfied with the size. Ms. Brown asked if the dg park was bigger than the kid's area. Mr. Pitt stated that the kids play area will not be confined to one location. It will be spread around to give more room.

D. Bikes of Trails – Mr. Graham asked if bikes were allowed on the trails. Mr. Pitt stated there were two reasons bikes should not be on trails. The first reason is safety. Right now you can see around bends in the trail but as summer approaches everything gets grown up so you cannot see as far. The second reason is the trail was designed with hiking / walking in mind so the friendliest surface material was used. Mr. Pitt did state that the park rules need to say no bikes or horses on pedestrian trail or no bikes except on designated trails. Mountain bike trails are scheduled to be put in at a later date.

E. Maintenance of Weeds – Mr. Williams stated that he has spoken to Mr. Stallings about what to use and how to control weeds in the park before they start growing as warmer weather approaches. Mr. Pitt stated that the trail that is in the woods will not get to bad however the trail out in the open may have vines that want to grow over trail and will need to be maintained.

F. Windsor Castle Priorities: The Town Manager handed out a consolidated list of priorities that was drafted after receiving each council member's top five priorities on what they feel is important. The Town Manager and Mayor Hare will contact members to get ball going on establishing a date for the first Windsor Castle Park Foundation Board of Directors meeting.

On **March 2, 2010** Mr. Greg Vassilakos of 148 Talbot Drive was present to discuss two issues concerning the Windsor Castle Park development. First item was that he supports the proposed orchards. The second item is a concern on the amount of clearing that has been done along the shore lines of the creek.

On **March 2, 2010** a motion was made to accept proposed orchard to be planted at Windsor Castle Park. Motion passed.

On **March 2, 2010** a motion was made to approve the Windsor Castle 2nd amendment to the Deed of Easement. Motion passed.

On **March 2, 2010** a resolution was adopted to approve Charity Cancer Run on April 17th , 2010 at Windsor Castle Park with the understanding that the DJ and Food Vendors will be located on private property.

On **March 22, 2010**, at the Public Buildings and Welfare Committee the following items were discussed: A. Windsor Castle Dog Park - Rules and Regulations/ Annual Registration & Waiver Form/ Daily Use Forms – Town Manager stated that he has been working with Paula Cole to draft the rules and regulations of the dog park. He stated that he has received information on dog parks from a number of localities. Staff has been looking at locking mechanisms that require a punch button code to gain access to the dog park. This code would be changed every six months or so for security reasons. Other than placing locking mechanisms on gates the dog park is almost ready for use. Mr. Dashiell and Ms. Brown stated that they were not in favor of dog park. Mr. Williams replied that the dog park is finished and town needs to adopt rules and regulations. Discussion was held on the price of the registration fee. Town Manager stated that he has reviewed other localities and based the town's fee on the average from other localities. Annual registration and waiver forms will be required for any dog owner wishing to enjoy the dog park. This will be a learning curve on how to process and retain records once received. A couple of changes have been made to the language of the Daily Use Fee for clarification purposes. Instead of Daily Use Fee staff has changed it to read Temporary Visitor Fee so not to be confused that there is an additional charged each time the dog park is used once annual registration fee has been paid. Committee recommended approval of rules and regulations.

B. Farming Operations Agreement with Dean Stallings – Town Manager reported that Mr. Hopkins has met with Mr. Dean Stallings to discuss farming operations at Windsor Castle. The current agreement that the town has for farming operations will expire in April. Town would like at that time to amend the agreement. Now that trees have been planted farming some areas is more difficult. Mr. Stallings does not have the equipment to mow all that is necessary. The amended agreement will include mowing of right-of-way from the culvert on Cedar Street just past Evergreen Acres to Jericho Road. It will also include the dirt road that runs parallel to the bypass. There will be two to two and a half acres at the corner of Jericho Road and Cedar Street that he will also cut. Mr. Graham reported that cotton is planned to be planted this year. Town will need to find out what chemicals will be used. Mr. Hopkins stated he would find out what chemicals will be used and how they plan to put the chemicals down.

C. Grounds Maintenance of Park - Mr. Hopkins handed out a color coded map of areas needing to be maintained. He explained that he had met with Country Landscaping Inc. at Windsor Castle to request three separate cost estimates for mowing all the grass area within the park. Staff has received the following price list from Country Landscaping Inc. Windsor Castle which includes all buildings associated with the castle for $250.00 per cut; Right of Way which will be from bridge on Jericho Road to the intersection of Cedar Street for $125.00 per cut; Right of Way to five feet beyond trees which includes pathways, around the dog park, roadway to the kayak dock and picnic area for $375.00 per cut. All cuts would include trimming, blowing, and picking up trash. Total cost to the town per cut is $750.00. Staff requested Council input to decide how often they would like to see grass areas mowed.

On **March 23, 2010**, at the Police Committee the following item was discussed: Windsor Castle Traffic Flow – Mr. Gregory stated that the town needs to move forward with possible cul-de-sac to defer people from using Jericho Road to access the park. Ms. Tynes suggested putting gates up at both ends of the park entrance that could be opened at dawn and closed at dusk. Mr. Gregory replied that was not a bad idea but town could not ask the Police Department to be park rangers. Mr. Graham stated that Police Department would need to enforce dusk to dawn park operation hours. Captain Howell stated that would not be a problem as long as there is appropriate signage posted. Committee recommends staff to prepare a proposal for traffic issues and bring back next month.

On **April 6, 2010** a resolution was adopted to award contract to Country Landscaping, Inc. for mowing services at Windsor Castle Park.

On **April 6, 2010** a motion was made to approve the Windsor Castle Dog Park Rules and Regulations. Motion passed.

On **April 6 2010** a motion was made to approve the Windsor Castle Dog Park Annual Registration and Waiver Form / Daily Use Waiver. Motion passed.

On **April 6, 2010** a motion was made to approve a Windsor Castle Plaque in honor of Joseph Luter III. Motion passed.

On **April 26, 2010** at the Public Buildings and Welfare Committee the following items were discussed. A. Amended Agreement with Dean Stallings for Farming Operations – Town Manager reported that this item was referred back to committee for discussion of farming operations at Windsor Castle Park. The original agreement included more language that dealt with farming operations while park was under construction. The amended agreement will include language for continued farming and mowing requirements in areas that are not used for farming. The agreement states that Mr. Stalling is required to give the town notice before spraying crops with any chemicals that may pose a public health or safety concern so that appropriate signage can be put up/ park closed if necessary. Committee recommends approval of amended farming agreement with Mr. Stallings.

B. **A**dopt Ordinance to Amend the Town Code for Law Enforcement of Park Rules and Regulations - Town Manager explained that the Town Council has already in the form of a motion adopted the Public Park Rules and Regulations and the Dog Park Rules and Regulations. However, we now need to amend the Town Code to include the park rules and regulations so that the Police Department can enforce. Committee recommended approval of Town Code amendment to include park rules and regulations.

C. Security Assessment – Town Manager reported that Captain Howell had met with a park ranger from Chippokes State Park to get some suggestions for our new park. He explained that the trails should be color coded to help identify where you are within the park trails. He does not think that gates are realistic because of so many entrance points to the trails. Chief Marshall stated that the public will see heavy presence of Police Officers for now to establish a baseline. At this time this is a work in progress to see how much presence is necessary.

D. FYI – Dog Park Information Session to be held on May 5th at the Smithfield Center – Town Manager reported that a Public Information Session was going to be held on May 5th, at the Smithfield Center for anyone interested in attending. An advertisement is scheduled to be in the Smithfield Times this Wednesday and flyers will be set out at several locations around town. This information session will give citizens the opportunity outside of normal work hours to register your pet to use this new public facility.

E. Foundation Board Recommendations: i) Real Estate Development / Revenue Generation – Mr. Pitt stated that when Mr. Luter first envisioned what he wanted to do over at Windsor Castle Park one of the things that he thought about was providing some sense of delineation from the rest of the surrounding area. His idea was to do something like cluster home arrangements on the land at the corner of Cedar Street and Jericho Road. The development of this property could create revenue for the town to put back in the park. Mr. Gregory agreed that side of the park has no human presence in the case of an emergency. Mayor Hare stated that he did not envision the entrance of the park to have cluster houses. This idea may be considered in the future. ii) Tenant Farm House Relocation / Removal – Mr. Pitt explained that when he came to the Town Council meeting on April 6th it was based on a Board decision. Mr. Pitt stated that he has spoken to Anne Betts, a former owner of the tenant farm house and they did not see any historical value. The house is in the historic easement and anything that happens to it has to go through the Department of Historic Resources (DHR). Ms. Kilpatrick of DHR would like to see house moved within historic easement. A suggestion was made that if an RFP was put out on the house and no proposals were received then town could possibly get permission from DHR to have house demolished. Town Attorney stated that easement language stating that the house cannot be demolished is an unreasonable requirement. No one will want to spend money to fix up when the town can only give them a longterm land lease to property it sits on. Committee asked if it would be possible to do a land swap. After a lengthy discussion committee directed the Town Manager and Town Attorney to discuss with DHR the possibility of a land swap to allow the state's conservation easement to be subdivided. Presently the easement cannot be subdivided. iii) <u>Plantation House Disposition</u> – This item is in the same situation as the tenant house. Town Manager and Town Attorney will include discussion on this property with DHR. Will bring back once they have met with DHR to discuss any options that the town may have regarding property subdivision.

On **May 4, 2010** Mr. Christopher Gwaltney of 1 Jamesview Circle was present to request that the Windsor Castle Board be more clearly defined.

On **May 4, 2010** Ms. Judy McPhial of Pagan Ridge was present to ask the town to consider naming the park trails "Luter Trails".

On **May 4, 2010** a motion was made to approve the amended farming operations agreement with Dean Stallings at Windsor Castle Park. Motion passed.

On **May 4, 2010** a motion was made to adopt the Windsor Castle Foundation Board bylaws. Motion passed.

On **May 4, 2010** an ordinance was adopted to amend the Town Code to include public park rules and regulations and dog park rules and regulations.

On **May 4, 2010** a resolution was adopted to authorize the Town Manager to amend Jericho Road speed limit and prohibit left turn movement at Jericho Road and South Church Street.

On **May 24, 2010**, at the Public Buildings and Welfare Committee the following item was discussed: <u>Windsor Castle Park Rate & Rental Policies</u> – Ms. Musick reported that a draft copy of Windsor Castle Rate and Rental Policies were included in the committee agenda packet and asked if there were any questions. Mr. Williams asked if a security deposit may be required of any user was specific enough. Ms. Musick replied that a credit card is kept on file. He also asked that we add a health permit is required for any public event that provides food. Ms. Brown asked why bird seeds are not allowed in the park. Ms. Musick explained that the bird seed that is used for weddings is not good for Virginia birds in this area. There will be no use of the Manor House for any event. Rentals are outside only at this time. She asked committee how they wanted to address lighting of events. Committee stated that lighting shall be provided by renter if necessary. Ms. Musick stated that she had just met with members of the Windsor Castle Foundation Board and they would like to suggest adopting policy for rates and rentals effective through December 31st, 2010. At the end of that time committee will review and make changes if necessary.

On **June 1, 2010** a motion was made to approve the Windsor Castle Park outdoor rental policies and rates. Motion passed.

On **June 21, 2010**, at the Public Buildings and Welfare Committee the following items were discussed: A. Overall Park Maintenance – The Town Manager reported that staff is getting a better idea of what maintenance is needed at the park now that warm weather is here. Staff has determined that mowing of the park should be done every 10 days. The contractor that was awarded the town's overall mowing contract was giving the opportunity to add an additional charge to include Windsor Castle Park in their mowing contract. Country Landscaping, Inc has since realized the size of the park is more than their staff can handle to meet the town's needs. At this time staff would like to contract Brown's Lawn & Tractor Service to handle all grass maintenance including trash pick-up of Windsor Castle Park. Brown's Lawn & Tractor Service had previously submitted a proposal to the town when the town's overall mowing contract was put out to bid and they were the first alternate. They have since at the town's request put together a proposal for the grass maintenance of the park. Staff has also requested a proposal from the town's current landscaping contractor, Clean Cut Image Lawn and Landscaping (CCI), to amend their contract to include the park. The addition and amendment of these contracts for the maintenance of the park will stay within the budgeted amount. Committee recommends contracting Brown's Lawn and Tractor Service for mowing and CCI for the town's landscaping needs at Windsor Castle Park.

B. Fishing Pier Railing - Town Manager reported that although the public fishing pier meets building code, it does not include any safety measures to prevent someone from falling into the water. Staff has received a number of calls from citizens concerned about the safety of the people that use it because of no railing around pier. The water around the pier is approximately 12 to 14 feet deep depending on the tide. Staff has received a proposal from Bryant's Excavation Inc. to add railing to match the existing materials. The cost to the town would be $4,800. Town staff will install cutting boards. Committee agreed this is a safety issue and recommends approval of installing a railing all the way around the platform.

On **June 21, 2010**, at the Public Buildings and Welfare Committee the following items were discussed. A. RFP Review for Exterior Maintenance of Plantation House - The Town Manager reported that the Invitation for Bids for the exterior maintenance and repairs have been received. The primary reason for exterior repairs is to keep outside elements out. The invitation included a base bid as well as three additive bid items that included the following: underground drainage system which would require some archeology work; new exterior lighting; and replacement of existing siding with new siding. The Virginia Department of Historic Resources (VDHR) would like to see curbing and guttering and down spouts to direct water away from the foundation of the house. A total of four bids were received ranging from a base bid of $51,400 to $115,900. Bids including the additive items ranged from $87,190 to $146,650. Mr. Williams was concerned that only large contractors submitted bids. Mr. Hopkins stated that he had contacted two local contractors. One of the local contractors had no interest in the project and the other one picked up a bid packet but did not return it. Staff feels that local contractors were not interested because of the level of detail required by VDHR because it is a historic landmark. There are a lot of standards you have to meet to comply with VDHR. The Town Manager stated that town staff had hoped to get as much done at once as possible but can scale back the repairs to only do the emergency repairs that are necessary at this time. Ms. Tynes asked if town staff could assist a local contractor with paperwork to get the repairs done for less. Mr. Williams stated he would like to table at this time for more discussion. Committee agreed.

B. Proposal to Provide On Site Recreational Services – Town Manager reported that the Windsor Castle Park Foundation Board has received a request from Pagan River Outfitters to provide a variety of services at the park. He continued to explain that this is just one on many possible groups interested in providing activities to the public. This may also be an opportunity for staff to look at handling possible rentals at the park. The Town Manager stated that he has asked the Town Attorney to start thinking about potential franchise/license agreements from a legal and financial perspective for services provided at a charge to the public. Mayor Hare suggested taking a trip to other parks in the area that rent items to see how they operate. The Foundation Board has also been approached for playground ideas. Mr. Williams stated a couple of local clubs have expressed an interest in working on design of a playground. It would possible be a 50/50 match instead of putting out a request for proposals. Committee tabled these items until joint work session is held on July 12th with Foundation Board.

On **July 6, 2010** a motion was made to enter into a contract with Brown's Lawn and Tractor Service for grass maintenance at Windsor Castle Park. Motion passed.

On **July 6, 2010** a motion was made to amend the contract with Clean Cut Image Lawn and Landscaping, Inc. to include Windsor Castle Park for landscaping services. Motion passed.

On **July 6, 2010** a motion was made to authorize the Town Manager to have railings installed around the fishing pier at Windsor Castle Park. Motion passed.

On **July 26, 2010,** at the Police Committee the following item was discussed: ATV Purchase to be used for Police Patrol at Windsor Castle Park - Chief Marshall reported that since the opening of the new park security issues have been raised due to the number of places you can access the park. The Police Department would like for committee to consider the purchase of an ATV to help with patrolling the park. It would need to be something that has four wheel drive capability but will not tear up the trails. Captain Howell stated that he has talked with Bass Pro shop about a floor model Club Cadet for the purchase price of $8,547. The Town Manager stated that the Public Works has a Gravely (ATV) that is used to spray for weeds and pick up trash along the park trails. Committee asked if the police department had checked with businesses in town before going out of town to purchase ATV. Chief Marshall replied that they always check with in town dealer first but was able to get better price out of town. Vice Mayor Williams stated that when he was looking for an ATV for his own personal use he found that Bass Pro had the best price but no service came with it. He recommended checking to see if other places that offered service would match the price from Bass Pro. Committee asked if it was possible for the Public Works Department and the Police Department to share the ATV that the town already owns until the town sees that the need is there to purchase a second one for the Police Department. Chief Marshall stated that he was looking for something that could be used to patrol the park as well. Committee asked about storage of another ATV. The Town Manager stated that any modification to the out buildings would require approval from the Department of Historic Resources. Committee recommends at this time for the Public Works Department and the Police to share usage of existing Gravely ATV and will revisit next season to see if an additional ATV is necessary.

On **July 27, 2010**, at the Public Buildings and Welfare Committee the following items were discussed: A. Discussion of RFP for Disposition of Plantation/Manor House – Mr. Knauth as Chairman of the Windsor Castle Park Foundation Board reported that he knows of five to six entities that are interested in leasing or purchasing the property. At this time the Foundation Board has no idea of the value of the property. The Foundation would like to request the town to prepare a request for proposal (RFP) to lease or sell the property. Then any offers that are received can be reviewed to determine what interest is there. Mr. Knauth stated that this does not mean the Foundation Board is looking to outright sell the property at this time. They are just looking at what the value of the property is from the ones interested. Mr. Pitt from the Foundation Board was also present and stated that he feels selling the house is in the town's best interest. If the town finds someone to lease the property in the process that is fine but the town cannot afford the maintenance cost required to upkeep to the Plantation/ Manor house and out buildings. He stated that he has spoken to Ms. Kilpatrick of the Virginia Department of Historic Resources (VDHR) about the requirements to sell the Plantation / Manor house and the out buildings to a private individual. He stated that the property would be fenced off for a private domain. It would still be required to be opened to the public once a year. Committee discussed and requested the Town Manager to draft an RFP to see what kind of interest is out there for the Plantation / Manor house with no obligation to sell. The Town Attorney stated that the RFP needs to be very broad. He stated that the town can put an easement on any portion of the property that is not in conflict of the historic easement. This item will be on the agenda to authorize the Town Manager to prepare an RFP to be brought back to committee for review next month.

B. Discussion of RFP for Disposition of Tenant House – Mr. Knauth explained that there are restrictions on the demolition of the tenant house, however it continues to deteriorate. Discussion was held on relocating the tenant house to another area within the historic easement. Mr. Pitt explained that the Virginia Department of Historic Resources has mentioned that if the town does an RFP and they can show that there is no interest in the property they may grant approval to have tenant house demolished. Mayor Hare asked if staff had received any information from the VDHR on possible land swap. The Town Manager stated that he did want committee to know that Mr. Delk, a resident on Jericho Road has asked the town about purchasing a portion of the land that is adjacent to his property. He currently uses that area now to plant his garden. Town Staff needs to verify that portion of the property is not part of the historic easement before town can consider selling. Committee recommends at this time to include the tenant house, as an option, in the RFP for the Plantation /Manor house.

C. Schedule of Fees for Naming Rights – Mr. Knauth stated that the Foundation Board has submitted a schedule of fees for naming rights on some of the parks features. These naming rights would be used to generate revenue for the park. Mr. Knauth listed some of the park features that they placed a value on were as follows: Six different overlooks with bench; five bridges along the trails; four benches located on the bridges; five small footbridges; the fishing pier; dog park; Kayak/Canoe launch and pier; three wooden benches in the dog park; and two benches at the Mason Street entrance to the park. He also stated that the Foundation had looked at the picnic area but had not determined a value to those features as of yet. Committee asked if the Foundation Board was planning on using Historic Smithfield's 501c3 for any funds received for these items. Mr. Knauth stated that until the Foundation gets further established they would collect these funds through the name of the town. Checks would be made payable to the Windsor Castle Park Foundation Board and all funds received would be directed to the town's Windsor

Castle line item as revenue. If someone makes a pledge for an overlook and defaults on that pledge then the foundation would remove their name and put it back out there for someone else to get naming rights to it. Committee agreed to give the foundation Board flexibility to set payment terms and discounts if paid in a lump sum. Foundation will also be in charge of advertising and sending out reminder pledge cards. Committee recommends approval of the proposed schedule of fees for naming rights at Windsor Castle Park.

D. Discussion of RFP for Recreational Vendor Services - This item was tabled at the July 12th meeting so that staff could look at other parks in the area that may offer recreational services. Committee discussed and recommends the Town Manager to draft an RFP for recreational vendor services and bring back next month for review and comments. This item will be on the agenda to authorize the Town Manager to prepare RFP.

E. Railing Around Fishing Pier – Mr. Hopkins reported that town staff submitted a grant to VML Insurance for the need to have a railing installed around the fishing pier for safety reasons. VML awarded the town $2,800 for that purpose. Town Staff stated that they have contacted the contractor that installed the pier and they will add railing for the cost of $3,000.

On **August 3, 2010** Mr. Graham stated that Mr. Peter Knauth has resigned from the Windsor Castle Foundation Board. A new candidate will be appointed soon.

On **August 3 2010** a motion was made to authorize the Town Manager to prepare a request for proposals for use and disposition of the historic structures. Motion passed.

On **August 3, 2010** a motion was made to authorize the Town Manager to prepare request for proposals for recreational vendor services. Motion passed.

On **August 3, 2010** a resolution was adopted to accept the schedule of fees for naming rights on benches, overlooks, etc. at Windsor Castle Park.

On **August 24, 2010**, at the Public Buildings and Welfare Committee the following items were discussed: A. Review of Draft RFP for Recreational Vendor Services at Windsor Castle Park – The Town Manager reported that the draft RFP for recreation vendor services at Windsor Castle Park is broad in scope. He stated that the Windsor Castle Park Foundation Board has already received a copy for review. Their initial comments are that the RFP was drafted well and have no problem with it going out. He did mention that there are a lot of details in the contract that would have to worked out once proposals are received in terms of negotiating a contract. The Foundation Board still has time between now and the September 7th meeting to make any additional comments. It was discussed of getting a vendor that has exclusive rights to do things at the park and then in return they would contribute a percentage of gross or make a flat donation to the Foundation. Those funds would go to the future improvements of the park such as the playground. Committee asked about whether storage for vendors would be kept offsite. The Town Manager stated that there are a couple of spaces that could be used temporarily to store items. Vendor would be responsible for their insurance. Staff recommends the approval of the RFP be on the September 7th Town Council consent agenda. Committee was pleased with RFP and recommends approval.

B. Manor House Exterior Maintenance RFP – The Town Manager reported that this item was advertised in May to receive bids for the exterior maintenance and repairs of Windsor

Castle. On June 10th the town received four proposals. The proposals were all over the map in terms of total cost and cost to specific items. Mr. Hopkins has spoken to a couple of the bidders and Frazier Associates. Staff has a better idea of where some of the confusion was and why there was such a difference in cost. At this point the town has run out of time and cannot accept any of these bids. So at this time staff would like to recommend that these bids be rejected and start over after September 7th Town Council meeting. The Town Manager stated that if they see that any emergency work needs to be done before winter to the windows then they may have to find someone that can do individual jobs. Committee agrees the original bids for exterior maintenance and repairs need to be rejected.

On **September 7, 2010** a motion was made to appoint John Payne to the Windsor Castle Park Foundation Board. Motion passed.

On **September 7, 2010** discussion was held on the William and Mary Entrepreneurship Center. Council agreed to move forward with the study.

On **September 7, 2010** a motion was made to authorize the Town Manager to advertise the request for proposal for recreational vendor services. Motion passed.

On **September 7, 2010** a motion was made to authorize the Town Manager to formally reject the bids from the Windsor Castle Manor House exterior maintenance request for proposals. Motion passed.

On **September 7, 2010** a motion was made to approve the Joint Town Council and Windsor Castle Park Foundation Board work session Minutes dated July 12, 2010. Motion passed.

On **September 28, 2010**, at the Public Buildings and Welfare Committee the following item was discussed: William & Mary Entrepreneurship Center Agreement - Mayor Hare stated that included in the committee agenda packet was a revised agreement for council's consideration to engage William & Mary Entrepreneurship Center to do a field consulting study at Windsor Castle. Council had previously asked Mayor Hare to see if they would be willing to waive the normal fee requirements, Mayor Hare stated that they have agreed to waive normal fee requirements. They are ready to get started as soon as the town gives the okay to do so. Committee feels this is a great idea and recommends approval.

On **October 5, 2010** a motion was made to authorize the Town Manager to enter into an agreement with William and Mary Entrepreneurship Center for Windsor Castle Park study. Motion passed.

On **October 5, 2010** a resolution was adopted to accept donation for park improvements.

On **October 5, 2010** a resolution was adopted for the appointment of responsible parties for court proceedings pertaining to Windsor Castle Park.

On **October 19, 2010**, at the Public Buildings and Welfare Committee the following items were discussed: A. Review of RFP for Recreational Services – The Town Manager reported that staff, at council's approval, advertise a Request for Proposals (RFP) for Recreational Vendor Services at Windsor Castle Park. It was advertised on September 12th in the Daily Press and September 15th in the Smithfield Times. The proposals were due in by five o'clock October 15th. Only one proposal was received and that was from Pagan River Outfitters. They had expressed interest to the town and the Windsor Castle Foundation Board earlier this year. The Town Manager stated that the proposal focuses on kayak/canoe rentals, instructions, and tours. They have listed a five year vision of what they would like to provide. It is fairly small scale. They are not looking at this being a huge source of revenue, but as a service and a place to start. Dr. Cook asked if they knew we were going to be discussing this today. The Town Manager replied yes, but they were unavailable to attend today. Ms. Ippolito stated that Ms. Henry had mentioned that if there were any questions she would be glad to answer them. Dr. Cook stated that in reviewing their proposal it said they were going to pay an individual eight hours a week to run rentals. That is only one day a week. Committee had a few questions in regards to hours of operation. Ms. Tynes stated that she was not on this committee but would like to suggest that this item be tabled until a representative from Pagan River Outfitters could be present to answer questions. The Town Manager stated it was up to committee but they could authorize myself, Ms. Ippolito, and Mr. Hopkins to sit down with Ms. Henry and Ms. Barker to negotiate something in the form of a more detailed contract or service provision and bring back to committee or they could just wait until they can attend the next committee meeting. Dr. Cook suggested setting up a small meeting with himself, the Town Manager, Ms. Ippolito, Ms. Henry, and Ms. Barker of Pagan River Outfitters to work out some of the details and then bring back to committee. Committee agreed.

B. Storm Damage to Trails – Mr. Hopkins reported that the town received roughly fifteen inches of rain approximately two weeks ago. He stated that he and the Town Manager went out and road all the trails. There was a lot more damage to the trails than the town had expected. Some of the washouts were two feet deep. Mr. Graham agreed because he had walked the trails. Mr. Hopkins stated that washed out areas were marked off with cones and tape. Staff contacted Bryant Excavation on Monday morning and they began working on the trails immediately to repair before upcoming weekend events. Dr. Cook asked if town has equipment and man power to do the maintenance on the trails ourselves. Mr. Hopkins replied not on this level of damage. Vice Mayor Williams stated timing was an issue as well with events scheduled the next weekend at the park. Mr. Graham stated that in the future the town will need to budget for these types of repairs. Mr. Hopkins stated in the future town staff will be checking trails during rain event to try to prevent major washouts. Mayor Hare asked what the final unbudgeted cost was to make repairs to trails. Mr. Hopkins stated the materials were approximately a thousand dollars and the labor was $6,200.00. Mayor Hare did state that the contractor did do some extra work to trails to hopefully prevent this kind of washout in the future. Ms. Tynes asked if any of this is covered under our insurance. The Town Manager stated staff has already checked and it is not covered.

C. Review of Special Events – Ms. Musick provided a handout to committee to update what took place at Windsor Castle Park in early October. She stated that overall everything went very well. October 9th was a very busy day out at the park. Hog Jog held their annual event and used part of the trails for the "wild hog" portion of the run. In the dog park we had canine candy strippers. There was a wedding at the Manor Riverfront house. There was also a wedding held on October 2nd at the Manor Riverfront house. Coming up this weekend we have "Walking for Hope". That is a walk against domestic violence. They will be using the main parking lot and the grass area in front of that lot to park the patriots that attend this event. They are expecting a large crowd. Ms. Musick stated that while staff was out at Windsor Castle they booked two more events. They have been scheduled for May 2011 and October 2011. Staff already had a wedding scheduled for May 2011. Lighting: Ms. Musick stating that the first event went until 10:00 p.m. so clean up was from 10:00-12:00 which was a little tricky in the dark. They did have lights under their tent but Ms. Musick stated she would have felt better if she had more lighting. She stated that most events are requesting to go later than sunset hours, so the town needs to work on getting a mobile flood light to use for clean up. It is for the safety of the patrons and the town staff. Staff will look into cost of purchasing or leasing one for the summer. Restrooms: Ms. Musick stated that the town rented a bathroom trailer for the two wedding receptions which was more costly than expected. She stated that next summer staff would like to rent port-a-potties and have them placed there for the entire season. They would be cleaned and locked between events. Staff would use a trellis to hide the potties. Electricity: Electricity worked well. Staff would like to have a separate meter base on the power pole so the Jericho well will have its own meter. Starting and End Times: Staff would like to consider changing policy of end. Trash: Removal of trash worked well thanks to the help of Public Works. They provided receptacles, liners and a truck. The caterers placed their trash in the truck throughout the event and Public Works staff picked up the truck at the end of each event. Parking: Parking worked well between the two rows of outbuildings. Staffing: Three staff members from the Smithfield Center and one from Public Works were used for the events. Once staff gets the flow of how things work at site staffing will be reduced.

On **November 23, 2010**, at the Public Buildings and Welfare Committee the following items were discussed. A. Plantation House Exterior Maintenance Bid – Mr. Hopkins stated that this item was put out as an Invitation to Bid and only one bid proposal was received which is in the town's budget. Staff is comfortable with the bid proposal in the amount of $21,000 for maintenance and repairs. The proposal also included an optional bid proposal to include exterior painting for $34,000. Staff at this time recommends excluding that proposal to negotiate with contract and/or bid out at a later date. Dr. Cook asked if these repairs need to go to the Board of historic and Architectural Review (BHAR) for approval. Mr. Hopkins replied that the town does not have to go to the BHAR board because we are making repairs. The town is not changing anything. Mr. Gregory asked if Town Council approves at their December 7th meeting is the contractor ready to begin before winter gets here. Mr. Hopkins stated that he did not ask that question but would find out before the Town Council meeting. Committee recommends approval.

B. Agreement for Recreational Vendor Services – The Town Attorney stated he proposes to do a licenses agreement. This would be their right to provide services for a certain period of time. The licenses agreement will say that they have exclusive rights to provide services at Windsor Castle Park. Committee recommends approval of agreement.

C. Obici Foundation – Grant Application for Wellness Program – Gina Ippolito – Ms. Ippolito stated that the information included in the committee packet was a conceptual idea of the Obici Foundation for a wellness program. Ms. Ippolito explained the process to apply for the grant. She stated that normally applications are submitted in the spring; however this year the deadline to submit for the grant is December 6th. The Windsor Castle Foundation Board had talked about applying for this wellness program grant. She stated that they were trying to work through some of the other ongoing things thinking they had until spring to work on developing a concept to do a wellness type program at Windsor Castle that would be for the Town of

Smithfield. Ms. Ippolito continued to explain that it is basically having a community that has a dedicated effort for wellness. This is right in line with the type of funding that Obici Foundation gives. The Windsor Castle Park Foundation would like to go ahead and turn a concept in. The way the Obici Foundation works is once you have turned the concept in and if they like what you have they invite you back and work with you to submit the formal application which is in February. Ms. Ippolito stated that they are requesting permission from the town to apply for the grant. Committee stated that they have no problem with applying for grants. Dr. Cook asked the Town Manager if town has office space for consultant if we receive grant. The Town Manager replied yes. Ms. Ippolito suggested if grant is approved it should model very closely to what they have done in Martinsville (Info in packet). Ms. Ippolito handed out a draft grant application for committee to review. Due to timing of Grant Application submittal committee decided to go ahead and approve at committee level. Mr. Graham made a motion and Mr. Graham seconded it in favor of applying for the wellness program grant. All five committee members present voted in favor of grant application.

On **December 7, 2010** a motion was made to accept a license agreement with Pagan River Outfitters for recreational vendor services at Windsor Castle Park. Motion passed.

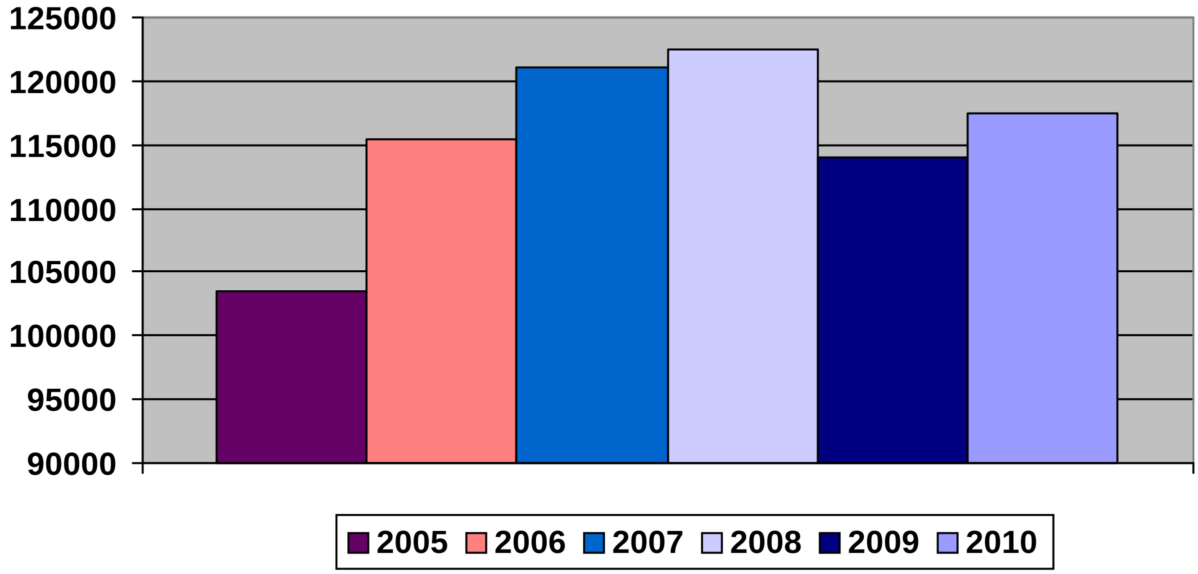
On **December 7, 2010** a motion was made to accept the bid from Black Creek workshop, LLC. for exterior maintenance on the plantation house at Windsor Castle Park in the amount of $21,000. Motion passed.

On **December 7, 2010** a motion was made to accept the bids for exterior maintenance on the plantation house at Windsor Castle Park in the amount of $21,000. Motion passed.

On **December 29, 2010**, at the Public Buildings and Welfare Committee the following item was discussed: <u>Revisions to Park Policies and Procedures</u> - Ms. Musick stated that general park use policies and procedures is the second document created for areas other than the Manor Riverfront House. The policies and procedures kind of cover the same things but in this area of the park there are no fees. Ms. Musick stated that we are starting to book charity runs and walks in the field in front of the main parking area so staff needs policies to go with that area. Dr. Cook asked at what point would someone need a rental agreement to use the park. Ms. Musick stated that any sizable group or event is encouraged to give staff their information so they can be put on the schedule; however they are told that the park is not exclusive to their event and is still open to the public. Ms. Musick stated she is working with REW Corporation and Dominion Power at that site in the park. Dominion Power has spoke about giving the town a grant for any power additions the town decided to put out there. Ms. Musick stated that she has met with the Windsor Castle Park Foundation Board and they have started reviewing a fee structure. This is mainly for the charity walks and runs. There is an impact on the park and town staff for picking up trash and things like that after these events. Ms. Musick stated that because town residents already pay taxes to help fund the maintenance of the park then non-resident park users should incur a higher fee structure than residents. She explained that at this time the Windsor Castle Park Foundation are not all in agreement to the fee structure. Ms. Ippolito was present and explained that the board does not meet again until after the Town Council meeting, but wanted to get some insight on how the council members felt about the fee structure for resident's verses non-residents. Committee was undecided on whether county residents should be listed as a resident or non-resident. This item will come back to January committee meetings for more discussion.

SMITHFIELD CENTER REPORT

Exhibit A: Revenue Comparison



With the addition of our vendor program and rental item inventory, we saw an increase in revenue.

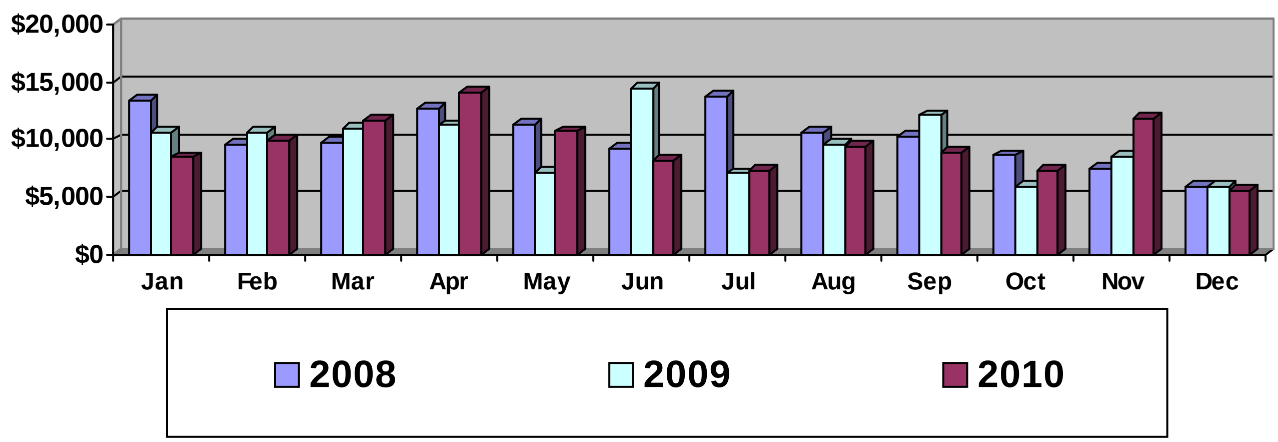
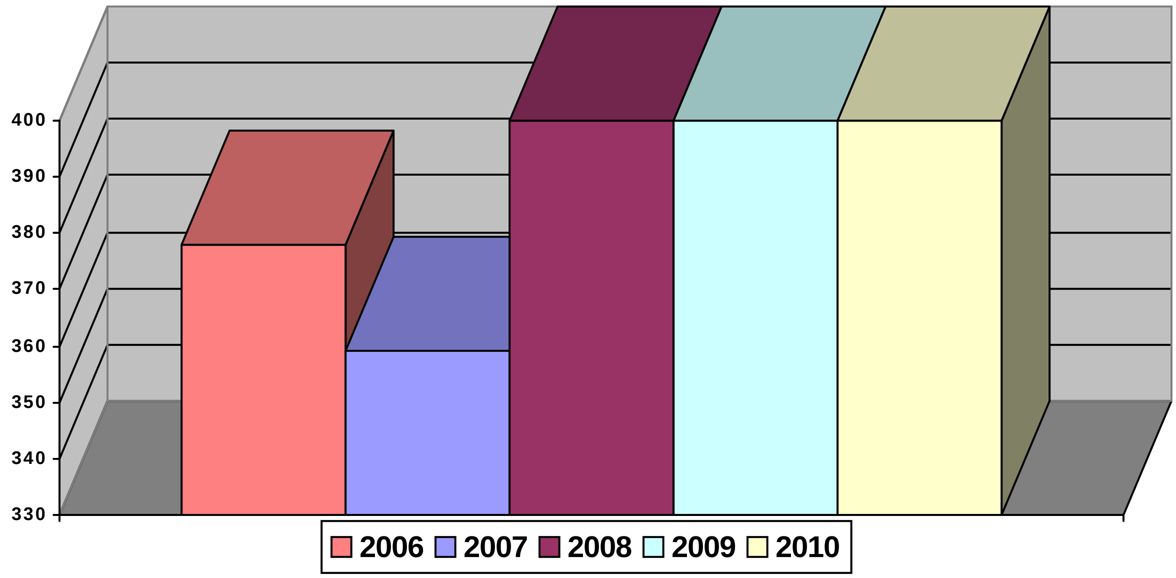
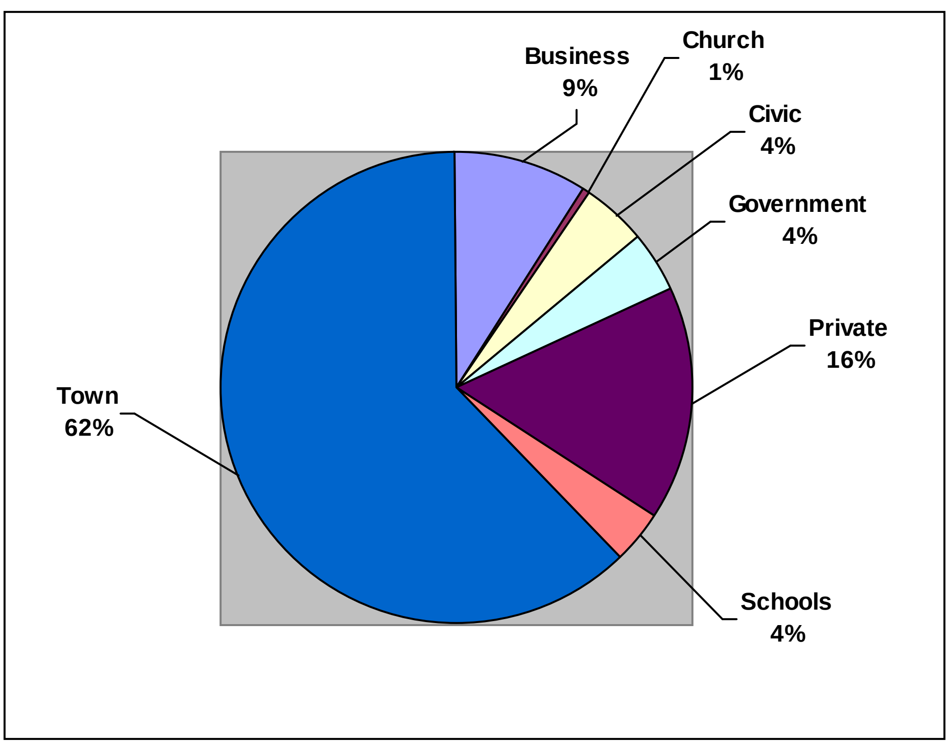


Exhibit B: Comparison of Deposit Totals from 2008-2010

- *April and November showed considerable increases, while other months held the same average.*
- ***Five months** in 2010 topped **$10,000.***

Exhibit C: Comparison of Total Number of Bookings 2006-2010

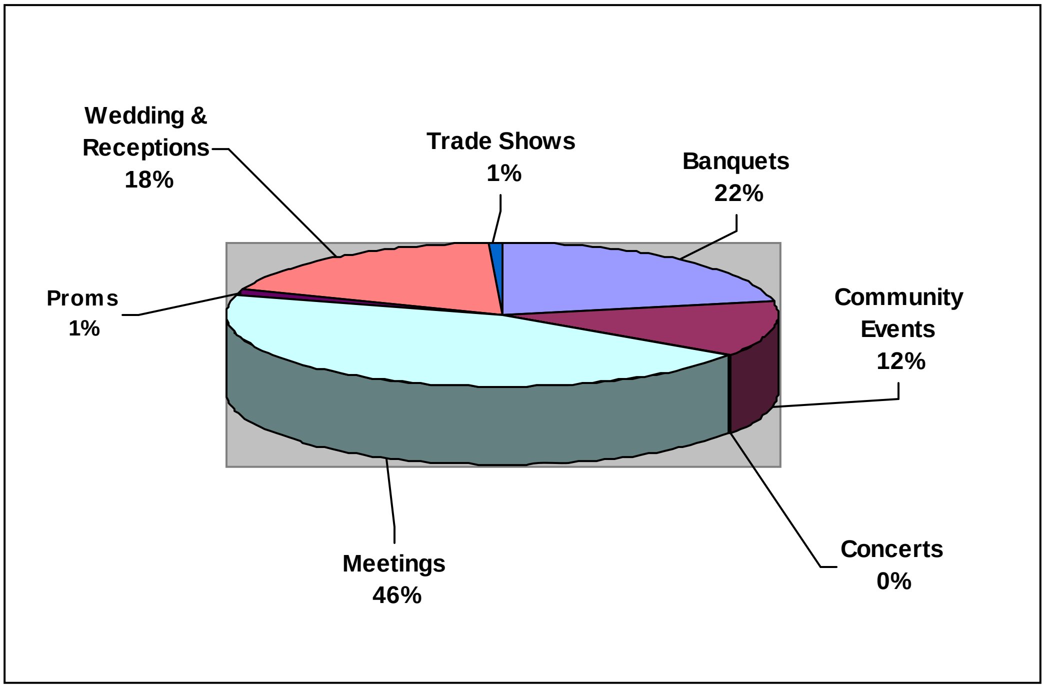




- *The number of bookings increased slightly by **10** bookings from last year with the biggest increase being in meetings held by the Town.*

Exhibit D: Breakdown of Bookings by Group Type

Exhibit F: Breakdown of Events by Type



Event Types

- Adding a fourth outdoor site, Windsor Castle, has provided another venue for weddings and receptions. Two wedding receptions took place in 2010 and we received deposits for six additional weddings for the summer of 2011.

2010 Marketing Areas

Web Advertising
- Smithfield Center Website
- WAVY TV 10 web banner
- Daily Press web banner

Print Advertising
- Hampton Roads Magazine
- Premier Bride Magazine
- VOW Magazine
- Hampton Roads Wedding Guide
- Virginia Meeting Planners Directory
- The Isle Magazine
- Convention Forum

Trade Shows
- Virginia Society of Association Executives
- Chamber Trade Show
- Smithfield Center Special Occasion Show

In 2010, we started the vendor program which was very successful for the vendors and our clients. The program offers several benefits for the vendor:
- A listing in our Featured Vendor packet which goes out to every client and is available on our website.
- A link from our website to their website.
- A booth at our Special Occasion Show in October. (This show was our best show ever with vendors each getting several leads.)

The program works well for the Center because now we have a listing that has genuine professionals and not just overnight businesses with flashy business cards. Also, it creates an additional revenue stream.

Ideas for Increasing for Revenue for 2011 and beyond
- Increasing rates for weekend rentals. Outside of a slight price adjustment in 2004, rates have been the same since we opened in 2000. With our recent renovations, raising a weekend rental by $ 200 should be well received by the public.
- Expanding our rental item inventory will offer more opportunities for revenue. When clients choose to use our rental items, the average additional income is around $ 300.

Smithfield / Isle of Wight CVB (Tourism)
REPORT

Smithfield/Isle of Wight Tourism
Annual Activity Report – 2010

- ## Tourism & Historic Resources Group Tours Hosted:
  - 31 completed in 2010/ 696 persons
    - February-15
      - Our Summer Place of Portsmouth (15)
    - March-28
      - Buckroe Beach Church Group (8)
      - Elders Hostile working at Chippokkes (20)
    - April-101
      - Va Beach Parks & Rec (10)
      - HHHH Bicycle Tour-Ft Huger (60)
      - Stonebridge School of Chesapeake (31)
    - May-62
      - Philanthropic Educational Group (25)
      - Settler's Mill Bikers (10)
      - Girl Scouts (12)
      - Sons of Union Veterans of Civil War (15)
    - June-40
      - Mt. Pleasant Baptist Church of Colonial Heights, Va. (30)
      - Livy Neck Support Group of Smithfield, Va. (10)
    - July-54
      - Westminster Canterbury-VA Beach (10)
      - Dondra Rudd Senior Group (8)
      - Girl Scouts-Chesapeake (16)
      - Johnson Family Group (20)
    - August-10
      - Girl Scouts-Troop 603 (10)
    - September-130
      - Redhatters (20)
      - VA Crimestoppers (meeting) (80)
      - First Baptist Church (30)
    - October-110
      - Jewish Family Services (45)
      - Phillips Destination (22)
      - Cub Scout Pack (11)
      - Virginia Model A Colonial Car Club in October (17)
      - Garden Club (15)
    - November-63
      - VA Beach Garden Club (27)
      - Suburban Women's Group (30)
      - TRADOC of Hampton (6)

- December-83
  - Suffolk Women's Group (8)
  - TRADOC from various U.S. locations (15)
  - Volksmarchers Group (60)

- **Special Events Coordinated/Supported:**
  - Monthly
    - smARTS
      - Tourism-1522 total –inc. Choc. Lovers
    - Old Town Curb Market (Smithfield Farmer's Market)
      - 24 Markets from March to December
      - 27 Regular Vendors
      - Weekly attendance of 200-400
    - Museum Lectures
      - 6 lectures in 2010-total count 95
    - Monthly Walking Tours of Fort Huger from May to November
      - 75 Visitors
    - Monthly Walking Tours of Nike Park from July to November
      - 80 Visitors
    - Tell Me a Story
      - 12 programs in 2010-total count 256

  - Museum
    - Offsite Educational Programming total count 315 - various dates
  - January
    - In January 2010, Smithfield & Isle of Wight won the prize of a large exhibit in the New Kent (East Coast Gateway) Welcome Center for the entire month. This exhibit registered 67,363 impressions from visitors!
  - February:
    - Chocolate Lovers Event (800)
    - Isle Be Green (500)
    - ECG Blitz (1,718)
  - March
    - American Girl Kit Kittredge (22)
  - April:
    - HAMmer Fest (200)
    - Hope, Hams, History & Hospitality Bike Tour (110)
    - Park Day. Civil War Preservation Trust (18)
  - May:
    - Windsor Castle Park Grand Opening (1000)
    - Tea with Mrs. Boykin (15)
    - Herb Tour of Fort Boykin (22)
  - June:
    - ECG Blitz (4,025)

        - 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) *Won award from Chesapeake Bay Magazine at the Best Annual Waterfront Event*
        - Revolutionary War Re-enactment at Windsor Castle Park (275)
    - August
        - VTC Help Desk (70)
    - September:
        - American Girl Felicity Merriman (40)
        - Crimestoppers (80)
        - IOW County Fair (29,500)
    - October:
        - Smithfield Music Presents The Mike Aiken Americana Music Festival (600)
        - Town & Country Day. (2,500)
        - Halloween (1500)
    - November
        - Hamtown Pork & Fork (500)
    - December:
        - Smithfield Christmas Parade (4,500)
        - December Living History at Heritage Park (45)

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
        - Elected President for 2009/2010
    - 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 web site, Co-op marketing opportunities, trade shows, Travel Guide, Meeting Planners Director, Group Planner
        - American Civil War Sesquicentennial
    - Regional Visitor Center Managers Group
        - Member
    - VHTA-Virginia Hospitality and Travel Association

        - Member
    - Southeastern Virginia Tourism Alliance-SEVTA
        - Member
        - Support regional CVB Tourism efforts
            - National Tourism Week
            - Regional website
            - Regional Marketing efforts
        - Name to be changed to Coastal Virginia Tourism Alliance in 2011
    - MATPRA-Mid Atlantic Tourism Public Relations Alliance
        - Member
        - Participate in hosting travel writers
        - Participate in annual MATPRA trade show for travel writers.
        - Will host 2011 MATPRA Quarterly Meeting
    - Isle of Wight County Fair Committee
        - Staff Support for all Fair marketing
    - Isle of Wight Equine Task Force
        - Member
    - Isle of Wight Employee Newsletter Committee
        - Member
    - Isle of Wight Bike & Ped Committee
        - Member
        - Continued emphasis on biking this year-
            - Bike event at Olden Days
            - Bike Routes through the County on website
            - Support of Bike & Ped grant letter submission
            - Bike lock program at Visitor Center
            - Bike rack at Visitor Center
    - Isle of Wight Small Business Committee
        - Member
    - SHDBA-Smithfield Historic District Business Association
        - Non-voting Member
        - Monthly Reports established
    - Smithfield Foods
        - Brochures distributed by Smithfield Foods in all 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
    - Virginia Association of Museums
    - American Association for State and Local History

- **Boards Served On:**
    - VACVB

        - Director is President 2010/2011
    - SEVTA (Southeast Virginia Tourism Alliance)
    - Smithfield 2020
    - Historic Smithfield
    - Isle of Wight Arts League
    - Schoolhouse Museum
        - Secretary
    - United Way-*Entire staff participates in United Way Day of Caring*

- **Training Attended:**
    - MATPRA
    - VACVB Professional Development Quarterly Training
    - Smithfield Town Training Day
    - CPR Certification
    - VACVB Professional Development Summit
    - VTC Help Desk
    - VTC Customer Service Training-"Rules of Success"
    - VA1 Conference by VTC/VHTA and VACVB
    - Save Your Tourism Budget Webinar/Speaker: Dr. Steve Morse-Univ. of Tenn.
    - Newport News Tourism Summit Conference/Panel speakers on area tourism
    - 2010 Visitor Centers Seminar Conference Hampton, VA
    - Measure and Manage Webinar-Making Sense of Analytics and Online Reporting/Speaker: Chris Adams
    - Webinar "The Evolution of Editorial Coverage" by Southeast Tourism Society
    - Webinar -How to Market on Google
    - Communicator's Regional Roundtable
    - Wedding University presented by Richmond Bridal Showcase
    - Social Media Workshop presented by Ringer RG and Economic Development
    - VTC & VA Dept. of Agriculture Agri-tourism Workshop
    - Conference with group tour operator Donna Adams
    - Tour of Newport News Historic Resources with Display Designer
    - Webinar from Non-Profit Marketing Guide: Online Marketing Basics: From Email to Social Media
    - Webinar from Non-Profit Marketing Guide: Marketing in Next to No Budget
    - Webinar from Non-Profit Marketing Guide: Newsletters
    - Friends of Chesapeake Gateways: Interpretive Writing Workshop
    - Virginia Association of Museums Annual Conference
    - Virginia Association of Museums Lecture on Exhibit Design
    - Virginia Forum
    - Webinar from AASLH for History Institutions

  - Red Cross CPR
  - Shelter Training
  - Lead
  - ERC
  - Insurance Tutorial
  - Bomb Threat Training
  - PULSE Training (Smithfield Times)

- **Training Given:**
  - Monthly Customer Service-Museum and Tourism staff and interns
  - An overview of Smithfield & IOW Tourism for Hampton Inn & Suites Employees
  - VDHR Data Sharing Service
  - Peninsula Museums Forum Disaster Preparedness

- **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 Hampton Roads Show Channel 10 WAVY
  - WTKR Channel 3 News Show
  - 2010 Visitor Centers Seminar Conference Hampton, VA
  - VACo (Virginia Association of Counties) Annual Meeting, Homestead, VA
  - VA-1 Conference, Richmond, Va
  - WLQM's OUR TOWN Radio Show hosted by the Tidewater News
  - Cultural Alliance Lunch & Learn Series, VA Beach, Va.
  - Nansemond River Power Squadron, Suffolk, Va.
  - Carrollton Civic League, Carrollton, Va.
  - Hampton Roads Lion's Club Annual Meeting, Smithfield, Va.
  - Smithfield Ruritan Club, Smithfield, Va.
  - Mended Hearts, Newport News, Va.
  - Peninsula Kiwanis, Newport News, Va.
  - Smithfield Kiwanis, Smithfield, Va.
  - United Daughters of the Confederacy, Virginia Beach, Va.
  - Hilton Elementary School, Newport News, Va.

- **Trade Shows Attended:**
  - MATPRA (Mid Atlantic Tourism Public Relations Alliance) Media Marketplace
  - VACo Annual Meeting Trade Show
  - My Time Women's Show
  - Isle Be Green
  - Richmond Boat Show
  - Smithfield Center Special Occasions Show
  - Chamber Meet the Isle Trade Show

- VSAE-Virginia Society of Association Executives Fall Marketplace
- Welcome Booth at IOW County Fair
- Information Booth at Windsor Castle Grand Opening
- Information Booth at Homearama

We also partner with VTC to be represented at their "VTC Consumer Trade Shows"

- **Conventions Attended:**
    - VACVB Annual Virginia Tourism Summit-Fairfax, Va.
    - VA-1 Governor's Conference on Tourism- Richmond, Va.
    - VA Associations of Museum Conference-Richmond, Va.
    - Annual Virginia Sesquicentennial Conference
    - VACo Annual Meeting

- **Blitzes:**
    - Williamsburg-monthly (all materials created in-house)
    - Norfolk Airport-National Tourism Week
    - Newport News/Williamsburg Airport
    - East Coast Gateway Welcome Center (4X)
    - Tidewater AAA Offices

We also partnered with VACVB to participate in a Greater Philadelphia PA AAA Travel Agent Blitz.

- **Featured in the following Publications:**
    - Smithfield Times (monthly SmARTs events, other event ads, "Living Guide," "Discover the South Shore" & Fair tabs)
    - Tidewater News (SmARTs ads, other event ads & Progress Tab Ad)
    - Virginian Pilot Your Corner-Isle of Wight Tab (replaces the Observer tab)
    - Virginian Pilot Your Corner-Tri-Cities Tab
    - Travel Virginia Online Publication
    - Destination Weddings Online Publication
    - MyTime Tab (program for Women's Show was inserted into publication as well)
    - Williamsburg Map
    - Recreation News (also created ads for Historic Resources and Arts Center for this publication)
    - Richmond Times Dispatch – travel section
    - Virginia Tourism Corporation's State Visitors Guide
    - Preservation Magazine
    - Williamsburg/Jamestown/Yorktown Visitors Guide
    - Williamsburg Magazine (distributed in region & inserted into Virginia Gazette monthly)
    - Landmarks Publication (Williamsburg)
    - Dozier's Waterway Guide (Chesapeake Bay)
    - VTC's Virginia Group Tour Itinerary Planner publication
    - VTC's Virginia Meeting Planners' Directory publication
    - Super Insert into regional Visitor Guides

- Itineraries, events, lodgings and attractions listed on VTC's website
  - Itineraries, events, lodgings and attractions listed in VTC's State Visitor Guide
  - Itineraries, events, lodgings and attractions listed in VTC's State Meeting & Groups Guides
  - East Coast Welcome Center (I-64 in New Kent County) Digital Spotlight & Welcome Center Blitz
  - Events listed in James River Days Events Brochure (produced by James River Advisory Committee)
  - WSKY Wedding Spot – July 2010
  - Homearama Program
  - Olde Towne Curb Market Ad template for Smithfield Times ads
  - Williamsburg Plantation Resort (timeshare) coupon book
- VOW magazine (3 ads – CVB's, combined 1750's Courthouse/Wedding Chapel & combined Historic Resources/Parks & Rec) – Feb. 2011
- VA Wine Lovers – Jan 2011
- VA Living – Feb 2011
  - *VA Maritime Association's "Port Annual" and Atlantic Cruising Club's "Guide to Mid-Atlantic/ICW Marinas" no ads, but features Smithfield & Smithfield Station.*

- **Hosted Media, Travel Writers, reporters, etc…**
  - Vincent Fabiano (Ford's Colony Manor Club Timeshare, Front Desk Concierge)
  - Demetria with Williamsburg Plantation Resort (timeshare)…arranged fam tour
  - VOW Photo Shoot & Editor, Kim Wadsworth
  - Chris Donnelly with Sugar Tours for Culinary Group Tours in the Fall of 2011 and 2012
  - MTV "16 & Pregnant" – Kelsey
  - Suffolk Sun – VA Pilot
  - Travel Virginia and Destination Weddings online articles
  - Tamar Alexia Fleishman – Jan 2010 for Herald Dispatch.com, online, Huntington, WV
  - Tamar Alexia Fleishman – Jan 2010 for Baltimore Sun.com, online
  - Krusing America Reality TV Show

- **Promotional materials produced:**
  - Revised Visitor Guide & rack brochures
  - Revised Downtown Smithfield Walking Tour
  - Revised Downtown Outdoor Map across from post office
  - Revised IOW County Museum rack brochure and site plan brochure
  - Reprint Fort Huger & Fort Boykin brochures
  - Historic Resources events fliers, posters, ads, etc.(Tell-me-a-story, Homarama, Boykin's Tavern Events, Reenactments, Porkalicious Camp, etc.)

- HAM magnet design for Museum gift shop
- Historic Resources postcards
- Tourism Photo Contest postcards
- Historic Resources Events brochure
- #1 Daytrip/Lodging Rack Card
- 2010 Events Rack Card
- Hams, History, Hospitality & HeART itinerary rack cards
- Displays for itinerary rack cards and monthly updates for event page
- Museum Timeline Display
- Museum signage for Country Store
- 2nd Christmas Parade banner & 2 car magnets
- Olde Towne Curb Market yard signs
- Decorated Smithfield Station windows – 4 banners, etc.
- Aiken Fest & Smithfield Music T-Shirt designs
- Town & Country Day fliers
- Holiday Events fliers and ads
- Smithfield & Isle of Wight CVB business cards
- Media Kit
- Olde Towne Curb Market fliers
- Passport to Savings cards…revised and reprinted
- Fair fliers, ads, etc.
- Chocolate Lovers Event fliers, posters, ads, certificates, etc.
- Williamsburg Blitz materials (events fliers, etc.)
- Aiken Fest fliers, posters, ads, etc.
- Christmas Parade posters, ads, etc.
- SmARTs fliers, postcards, ads, posters, etc.
- Bridal Program cards
- Hospitality Heroes fliers, posters, cards, certificates, etc.
- Encore Bride Photos and promotional materials…brochure, 2 banners, displays, etc.
- Young-Laine Courts Building Grand Opening invitation and souvenir booklet
- VSAE logo, banner and promo materials
- Newsletter eblasts
- Bimonthly eblasts to newsletter list including Lodging Packages, Halloween & Grand-Travel
- Historic Resources Website
- Worked with intern at Chamber to produce Beautification website
- 10 & 12 "Can't Miss" things to do rack cards
- Lodging/#1 Day Trip rack cards
- Mid-Atlantic Tourism & Public Relations Alliance quarterly emailed newsletters
- Eblasts to Williamsburg timeshare folks regarding events, etc.
- Created banner ads for Home Page of Website, including those for Smithfield Station, and Smithfield Inn.
- NasQuack Duck Race logo

- Pork & Fork logo
- Norm the Beautification Project mascot logo and signage
- IPOD Tour Map for Historic Resources
- Designed Town of Smithfield Vanity License Plates
- Designed Boykin's Tavern outdoor sign
- Photo contest, promotional materials and certificates
- Community Ambassadors Program and promotional materials (including lapel pins, hats, certificates , etc.)
- Created promotional "tool box" for Group and Meeting Marketing including: Group Tours (price sheet, itineraries and profile sheet, (general), Senior Group Tours, Culinary Tours, Student Travel, Generic 'Profile Sheet.'

Highlights!:

- Requests For Information/VC Visitation
    - VC Visitation UP (29%) in 2010…Almost 15,000 visitors served!
    - RFI Down 34% in 2010 (Visitor Guide is now available on-line and this has been reflected. Most travel research is now done on-line)

Isle of Wight County Museum
Visitation: 12,240
Total Gift Shop Sales w/Tax: $10,874.91
Volunteer Hours: 636.5
Enhanced exhibits in the country store and Sprigg Wing
Eliminated 7 storage units in Newport News through consolidation and organization

Boykin's Tavern
Visitation: 660
Total Gift Shop Sales w/Tax: $432.77
Structural Engineering Assessment generated by McPherson Design LLC of Norfolk, Va.

Fort Boykin
Volunteer hours: 554+
Norfolk-area Boy Scout troops work each winter to maintain the fort's earthworks as well as enhance its interpretation and preservation in accordance with National Park Service standards for earthworks management. This year, they also refurbished, interpreted and installed a reproduction cannon after their own extensive artillery research aboard the *Susan Constant* replica at Jamestown Settlement.

Historic Resources
Visit to all five sites by RTL Paranormal for paranormal monitoring

Annual Volunteer Recognition and Appreciation Dinner hosted on Nov. 14
Historicisleofwight.com launched for better visibility and promotion

- Director serving as President of the Virginia Association of CVB's 2010/2011

- Visitor Center became a VIRGINIA GREEN accredited Center.

- Smithfield & Isle of Wight Tourism was the featured destination of the month at the New Kent (East Coast Gateway) Welcome Center in January. Smfd/IOW Tourism staff erected a display at the Welcome Center on I-64 on January 4th that remained up through the entire month of January. Staff manned the Welcome Center with Tourism partners and stakeholders every Friday in January. Our primary promotional rack brochure as well as two additional rack cards (one featuring Smithfield & IOW as a daytrip destination and overnight get-away destination as well as one featuring upcoming 2010 events) was featured prominently on the main Help Desk. Visitors had an opportunity to register to win a free ham each week in January. Smithfield & Isle of Wight will also be a spotlight destination on the display screen at the Welcome Center Help Desk throughout the *entire year 2010*. Smithfield Station, The Hampton Inn and Suites and Saint Lukes Church have also signed agreements to display their brochures along with our rack brochure to create an entire Smithfield/IOW brochure section in the Welcome Center for the upcoming year.

- Marched in Governors Inaugural Parade as part of the Virginia Tourism delegation.

- Created and implemented 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 started 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.

- Homearama 2010! Assisted with all of the décor of the Smithfield House which mirrored our Tourism theme "Hams, History, Hospitality and HeART!" Set up and manned Homearama Booth at Founder's Point from May 8th through May 23rd. Distributed thousands of brochures and the new Visitor Guides. Disbanded booth 5/24/10.

- The Chamber of Commerce agreed to underwrite ½ of the cost of the 2010/2011 Visitor Guide for Homearama and general fulfillment.

- Hosted VACo Board Retreat April 30-May 2, 2010.

- May 15, 2010, the Vacation Channel started airing a segment on all of the Hampton Roads destinations including Smithfield & Isle of Wight. The vacation channel is seen in over 7,000 hotel rooms in Hampton Roads.

- The Hampton Roads region (including Smithfield & IOW) was featured in Southwest Airlines SPIRIT in flight magazine in September 2010! They print 460,000 copies and estimate about 3.2 readers!

- Windsor Castle Park Grand Opening. Worked with Martha Russ at Smithfield Foods and Lawrence Pitt on Windsor Castle Park Dedication/Grand Opening press releases, press passes, logistics and promotion throughout month. Tourism had Hospitality Table and presence at Park Opening 5/22/10. Excellent event! Governor talked about the importance of tourism in his speech. Met briefly with Governor immediately following the ceremony.

- Assisted with RFP contenders for Town-owned properties to turn sites back into revenue producing entities. Restaurant confirmed for one space. Second space TBD.

- Very successful IOW County Fair Marketing campaign netted almost 30,000 attendees.

- Worked with County Staff on Blackwater River preliminary master plan and acceptable easements.

- Encore Bride Marketing Campaign. Successful reward of VTC Marketing grant. Smithfield featured heavily in 2011 Winter VOW Magazine!

- Hosted the Virginia Tourism Corporation HELP DESK at the Smithfield Center 8/12/10. Over 70+ attendees (more than either VA Beach OR Williamsburg!). This was an opportunity for local stakeholders to meet with all of the heads of the departments at VTC to get free assistance with marketing, grants, IT, advertising, PR, etc…. Very successful Help Desk. You can view the event on www.vatc.org

- Smithfield Ham Shop future move and upgrades!

- Worked on the Planning Team for the inaugural Consolidated Tourism Annual VA-1 Meeting with VTC, VHTA,VACVB.

- Tourism team orchestrated the Grand Opening/Dedication of the new Young-Laine Courts Building.

Major marketing initiatives of the year: (and upcoming in 2011)

- Continue to saturate the Williamsburg market, especially timeshares and locals.
- Continue to explore inexpensive ways to market regionally in the Tidewater area (including Homearama presence and Richmond Bridal Show)
- Continue to explore inexpensive ways to market regionally in the larger Mid-Atlantic region, including the D.C. area, Richmond, Charlottesville and parts of North Carolina.
- Continue to position Smfd/IOW as the "Premier Encore Wedding Destination" Work with area merchants and other stake holders to reduce impact of beautification project in 2011.
- Work to increase visitation by travel writers, especially MATPRA writers for fam tours
- Move toward a "family" focused approach in our marketing strategies, following VTC's lead.
- Continue to update and improve our website and explore electronic marketing opportunities.
- Continue to find editorial opportunities for our destination's attractions and events.
- Focus on Group Business and expanding Smithfield and IOW as an overnight destination
- Continue Tourism Community Ambassador program to work with community leaders to bring groups that they belong to (either business, government, fraternal or social) To Smithfield and IOW to support the hotels and meeting destinations.
- Submit and receive VTC Marketing leverage grant for 2011
- Continue to work on sanctioned BBQ Event for 2011 and beyond
- Create a new Spring Event!
- Expand Halloween in Smithfield as an event with new money potential
- Continue to promote recreational trails (by land and sea!) bikes and canoes and kayaks

SMITHFIELD PLANNING, ENGINEERING, & PUBLIC WORKS REPORT

2010 Annual Report
Department of Planning, Engineering and Public Works

Office and Personnel

- Will Councill hired as FOG Inspector, Will attended VML Risk Management Workshop, Playground Safety Inspection and obtained CDL License
- Purchased new work order system
- Gary Gandee hired as Laborer
- Bill Hopkins attended VAZO, VRWA and VAPA Conferences and was appointed on the CPEAV Board.
- Sonja Pruitt attended VRWA Conference and VML Risk Management Workshop
- Brian Freeman attended VRWA Conference
- Jeff Smith attended VRWA Conference
- William Saunders attended the APA and VAZO Conferences.
- Staff received CPR/AED certification training
- William Saunders attended the CPEAV Planning and Zoning Law Seminar.
- Gary Gandee and Jeff Smith received certification in Backflow Prevention and Cross-Connection Control which will allow them to inspect backflow prevention devices for town owned facilities.
- Jacob Hodge and Jeff Smith obtained CDL license
- Jessie Snead hired as Public Works Superintendent
- Jacob Hodge promoted to Maintenance Tech
- Kenny Clark, Jeff Smith and Darryle Warren attended a pump seal class for replacing pump seals.
- Joe Pinner attended year 1 of the Virginia Tech Short Course for Waterworks Operators.

Staff Members

Bill Hopkins – Director of Planning, Engineering and Public Works
Wayne Griffin – Town Engineer
Sonja Pruitt – Office Manager
William Saunders – Town Planner/ GIS Coordinator
Joseph Reish – Planning Technician/Code Enforcement
Meredith Marchant – Receptionist/Secretary
Jessie Snead – Superintendent
Will Councill – FOG Inspector/Senior Maintenance Technician
Robert Jordan – Part time/Supervisor
Brian Freeman – Public Works Supervisor/Waterworks Operator

Darryle Warren – Public Works Supervisor
Jeff Smith – Senior Maintenance Technician/Waterworks Operator
Joe Pinner – Senior Maintenance Technician
Kenny Clark – Senior Maintenance Technician
John Fraley –Senior Maintenance Technician
Jacob Hodge – Maintenance Technician
James Batten – Crew Leader
Sterling White – Laborer
Gary Gandee – Laborer
Private Warren – Laborer

Planning and Zoning Department

Planning Commission

	Reviewed	Approved	Denied	Tabled
Rezoning	1	1	0	0
Preliminary Site Plan Review	0	0	0	0
Final Site Plan Review	0	0	0	0
Preliminary Subdivision Review	0	0	0	0
Final Subdivision Review	0	0	0	0
Special Use Permits	1	1	0	0
Special Sign Exceptions	2	1	1	0
Chesapeake Bay Exceptions	0	0	0	0
Amendments to Comp Plan, Zoning Ord., etc.	3	3	0	0
Sign Permit, Entrance Corridor Design Review	1	1	0	0
Others	0	0	0	0
TOTAL	**8**	**7**	**1**	**0**

- **January 12, 2010 meeting**
    1. ***PUBLIC HEARING*** Special Sign Exception – Waiver of Density, Multifamily Dwelling – Three (3) unit condo – 1807, 1809 South Church Street (Smithfield Commons) – Mr. Vincent Carollo, JVC Holdings, LLC, applicants – Approved.
    2. ***PUBLIC HEARING*** Zoning Ordinance Amendment and Conceptual Site Plan – Pinewood Heights – Town of Smithfield, applicant – Recommended to Town Council for approval.

- **February 9, 2010 meeting**
    1. ***PUBLIC HEARING*** Capital Improvement Plan (CIP) Review - Comprehensive Plan Amendment – Town of Smithfield, applicant – No action taken.

- **March 9, 2010 meeting**
    1. Capital Improvement Plan (CIP) Review - Comprehensive Plan Amendment – Town of Smithfield, applicant - Recommended to Town Council for approval.

- **April 13, 2010 meeting**
    - No meeting held.

- **May 11, 2010 meeting**
    1. ***PUBLIC HEARING*** Zoning Ordinance Amendment – Article 10 – Sign Regulations – Town of Smithfield, applicant - Recommended to Town Council for approval.
    .

- **June 8, 2010 meeting**
    1. Special Use Permit Review – 1, 3, 5 East Main Street (Commerce Condos) – Town of Smithfield, applicant – No action taken.

- **July 13, 2010 meeting**
    - No meeting held.

- **August 13, 2010 meeting**
    1. ***PUBLIC HEARING*** Special Sign Exception – 1109 Benns Church Boulevard (CVS Pharmacy) – Cheryl Hill, Hill's Signs, Inc. applicants - Denied.

- **September 14, 2010 meeting**
    - No meeting held.

- **October 12, 2010 meeting**
    1. Entrance Corridor Overlay District Design Review – 603 West Main Street (Crown Food Mart) – Ron Skarke, 7-11 Corp., applicants - Approved.
    2. Briefing on Internet Sweepstakes Cafes – No action taken.

- **November 9, 2010 meeting**
    1. ***PUBLIC HEARING*** Special Use Permit Application – Dog Grooming - 308 Main Street – Lisa Yeaw, Pet Persona, applicants - Recommended to Town Council for approval.

- **December 14, 2010 meeting**
    1. ***PUBLIC HEARING*** Rezoning Application for Tractor Supply, Co. – C-C, Community Conservation to HR-C, Highway Retail Commercial – A Portion of Parcel #32-01-005 Benns Church Boulevard – TKCCXXXIX, LLC, applicants. - Recommended to Town Council for approval.
    2. Discuss Future Ordinance Revisions – Payday Lenders, Check Cashing Establishments, Pawn Shops and Areas of Assembly – No action taken.

Board of Zoning Appeals

	Reviewed	**Approved**	**Denied**	**Still Pending**
Variances	0	0	0	0
Special Yard Exceptions	2	2	0	0
Zoning Appeals	0	0	0	0
Others	0	0	0	0
TOTAL	**2**	**2**	**0**	**0**

- **January 19, 2010 meeting**
  -No Meeting Held

- **February 16, 2010 meeting**
  1. 226 Cary Street - Special Yard Exception – Approved.

- **March 16, 2010 meeting**
  -No Meeting Held

- **April 20, 2010 meeting**
  -No Meeting Held

- **May 18, 2010 meeting**
  -No Meeting Held

- **June 15, 2010 meeting**
  -No Meeting Held

- **July 20, 2010 meeting**
  -No Meeting Held

- **August 17, 2010 meeting**
  -No Meeting Held

- **September 21, 2010 meeting**
  -No Meeting Held

- **October 19, 2010 meeting**
  -No Meeting Held

- **November 16, 2010 meeting**
  1. 348 South Church Street - Special Yard Exception – Approved

- **December 21, 2010 meeting**
  -No Meeting Held

Board of Historic and Architectural Review

	Reviewed	**Approved**	**Denied**	**Tabled**
New Construction	7	6	0	1
Additions	6	5	0	1
Roof Change	1	1	0	0
Siding / Color Change	2	2	0	0
Signs	10	10	0	0
Accessory Structures	14	10	2	2
Window Change	1	1	0	0
Demolition	3	3	0	0
Others	5	5	0	0
TOTAL	**49**	**43**	**2**	**4**

- **January 19, 2010 meeting**
    1. Proposed Garden Shed – 112 South Mason Street – Landmark – Trey Gwaltney, , applicant - Approved.
    2. Proposed Roofing Material – 117 South Mason Street – Landmark - Bryan Canter, applicant – Approved.
    3. Consideration of Demolition by Neglect – 502 Grace Street – Town of Smithfield, applicant – Deemed to be Demolition by Neglect.

- **February 16, 2010 meeting**
    1. Proposed Addition – 226 Cary Street – Contributing – Michael Morris, applicant - Approved.
    2. Proposed Demolition, Parking Lot Construction and Conceptual Replacement Structure – 217 Main Street (Ben Franklin) – Contributing – Lawrence Pitt, applicant - Approved.

- **March 16, 2010 meeting**
    1. Proposed Eyebrow Dormer – 346 South Church Street – Landmark – Mr. David Goodrich, applicant - Approved.
    2. Proposed Front Porch Railings and Rear Deck – 225 Cedar Street – Contributing – Mr. J. Price, Brown's A. M. E. Church, applicants - Approved.
    3. New Construction, Cottages (Final Approval) – 212, 214, 216 Drummonds Lane – No Designation – Scott Deese, Mark Hall, applicants – Approved.

- **April 20, 2010 meeting**
    1. Proposed Sign and Wall Color – 424 Main Street – Non-contributing – Curtis Johnson, applicant - Approved.
    2. Proposed Front Porch and Dormer, Roof Pitch and Exterior Materials Change – 203 Washington Street, Non-contributing – Russell Hill, applicant - Approved.
    3. Fence (Approval After the Fact) and Front Door – 356/358 South Church Street – Contributing – Donald and Susan Fernald, applicant – Fence – Denied; Door - Tabled.
    4. Proposed Handrails, Gutters and Downspouts – 301 Jericho Road (Windsor Castle) – Landmark – Town of Smithfield, applicant - Approved.
    5. Discuss Ongoing Verizon Violation – Take Legal Action.

- **May 18, 2010 meeting**
    1. Proposed Roofing Material Change – 227 James Street - Contributing – Ryland Barlow, applicant - Approved.
    2. Proposed Fence – 201 Washington Street - Non-contributing – Barbara Felts, applicant - Approved.
    3. Proposed Addition – 22 Main Street (Todd House) – Landmark – Vincent Carollo, applicant – Approved.
    4. Proposed New Construction, Single-Family Home – Lot 9, Clay Street – No Designation – James Carter, applicant – Approved in Concept.
    5. Proposed Main Entrance Renovation – 234 Main Street – Landmark – Anat Mor, Ivy Architectural Innovations, applicants – Approved.

- **June 15, 2010 meeting**
    1. Proposed Sign – 426 Main Street – Contributing – Robin Knauth, applicant – Approved.
    2. Extension of Certificate of Appropriateness – 200 Washington Street – No Designation – Ken Coleman, applicant - Approved.
    3. Proposed New Construction, Single-Family Home – Lot 9, Clay Street – No Designation – James Carter, applicant – Approved.
    4. Proposed Addition – 22 Main Street (Todd House) – Landmark – Vincent Carollo, applicant – Approved.

5. Amendment to Certificate of Appropriateness – 515, 517 Main Street (Main Street Baptist Church) – Contributing – Richard Ivy, Ivy Architectural Innovations, applicants – Approved.
6. Smithfield 2020 Presentation – Main Street Streetscape and Façade Improvement Plan – Rick Bodson, presenter – No action taken.

- **July 20, 2010 meeting**
  1. Proposed Fence – 336 Main Street – Landmark – Ronny Prevatte, applicant - Approved.
  2. Demolition of Detached Garage – 517, 519 Main Street – No Designation – Miles A. Blount, II, Main Street Baptist Church, applicants - Approved.
  3. Extension of Certificate of Appropriateness and Proposed Replacement of Front Porch – 215 Cary Street – Non-Contributing – Thomas and Melody Gehring, applicants - Approved.
  4. Proposed Replacement of Front Porch – 386 South Church Street – Contributing - Dawson & Nelson Moody, applicants - Tabled.
  5. Proposed Shed – 220 North Church Street (Smithfield Center) – No Designation – Amy Musick, Town of Smithfield, applicants - Denied.

- **August 17, 2010 meeting**
  1. Proposed Replacement of Front Porch – 386 South Church Street – Contributing – Dawson & Nelson Moody, applicants - Approved.
  2. Proposed Streetscape Change – Main Street – Rick Bodson, Smithfield 2020, applicants - Approved.

- **September 21, 2010 meeting**
  1. Proposed Replacement of Awning – 208 Main Street – Non-contributing – Margaret Carroll, Smithfield Ice Cream Parlor, applicants - Approved.
  2. Proposed Awnings – 327 Main Street – Contributing - Julie Verdaguez, Olde World Tea Company, applicants - Approved.
  3. Proposed Replacement of Windows – 344 South Church Street – Landmark – David Goodrich, applicant - Approved.
  4. Proposed Sign Replacement – 237 Main Street – Contributing - Donna H. and A. Gene Lowery, applicants – Approved.
  5. Proposed Privacy Fence – 212, 214, 216 Drummonds Lane – No Designation – Mark Hall, Patriot's Landing, applicants - Approved.
  6. Proposed Siding Replacement – 334 Main Street – Landmark – Ron Persky, applicant - Approved.

- **October 19, 2010 meeting**
  1. Proposed Wall Sign – 235 Main Street – Landmark – Carla Mingee, Return Engagements, applicants - Approved.
  2. Proposed Exterior Renovation – 348 South Church Street – Contributing – Kathleen Swedish, applicant - Tabled.

- **November 16, 2010 meeting**
  1. Proposed Window Replacement – 205 South Mason Street – Landmark – Charles Bolen, Trinity United Methodist Church, applicants – Approved with conditions.
  2. Proposed Exterior Renovation – 348 South Church Street – Contributing – Kathleen Swedish, applicant – Approved.

- **December 21, 2010 meeting** (No meeting was held; Board members were polled for the vote.)
  1. Proposed Fence Installation / Replacement – 204 Cedar Street – No Designation – Linda Edwards, V. R. Edwards Sheet Metal, applicants - Approved.

Zoning Permits
January 1, 2010 – December 31, 2010

	# of Permits
Single Family Residences	30
Commercial Buildings	4
Demolition	4
Accessory Structures (i.e. sheds, garages, carports)	27
Fences, Walls	25
Water Dependant Structures (i.e. piers, docks)	5
Signs	23
Pools	8
Additions	14
Decks, Porches, Patios	18
Others	5
TOTAL	**163***
TOTAL # of Zoning Permits Issued	**156***

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

Zoning Violations
January 1, 2010 – December 31, 2010

	# of written violations
Inoperable Vehicles	20
Boats / RVs	2
Excessive Vegetation	14
Trash & Debris	12
Permits	4
Historic Dist. Violations	9
Septic Tank Program	35
Others	7
TOTAL	**103**

Engineering Department

January 2010 – work has now been completed on the South Church Street Streetscape Project – Phase 4.

Phases 5 of the South Church Street Streetscape project site plan review and approval was accomplished. The bidding process completed by the fall and preliminary construction began in mid December and is expected to be completed by December 2011.

The R. O. Plant site plan was approved. Contractors bids were received and also approved. Construction began in late summer and is scheduled to be completed by September 2011.

The new fire department building and site plans on South Church Street were reviewed and approved. Construction has begun and continues with an anticipated completion date in spring of 2011.

Other projects which we continue to monitor for construction and erosion and sedimentation controls, were the renovation to the Waterworks Road Dam, Cypress Creek phase 5, Smithfield Foods expansion, Smithfield Manor Townhomes, Church Square phase 1.

We have performed numerous repairs, large & small, to drainage structures, ditches and pipe systems involving the storm sewers throughout the Town.

Since the 1st of July we have paved the following streets in the Town, Astrid St., WainWright Dr., Cranford Rd., Jordan Dr., Lawne St., Magruder Rd. & Crescent Dr. There have also been several pavement patch repairs performed throughout the Town.

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

Public Works and Utilities

January 2010 – Completed equipment inventory in preparation for new work order system. Will Councill started working for the town as FOG inspector/Senior Maintenance Technician. Grease Trap Device registration forms sent to all Food Service Establishments.

February 2010 – REW installed 10” altitude valve and three 10” gate valves on South Church Street tank. Lewis Construction replaced 8” water main at Cypress Crossing due to leak under road and 8” inline valve was installed at Cypress Crossing.

March 2010 – Master meters on all active wells calibrated by Atlantic Solutions. Staff attend CPR and Bloodborne Pathogens training. Completed grease trap device registrations for Food Service Establishments. 760’ of 8” ductile iron pipe was installed with a fire hydrant and a 2” water meter for water service to the Windsor Castle Park on Jericho Rd. Moody’s/AVES was awarded new recycling contract. Staff began management of recycling collection.

April 2010 – Held FOG Public Information Session. Completed Standard Operating Procedures for all sewer pump stations. Conducted water storage tank inspections for maintenance contract renewal. Staff reviewed final complete set of Water Treatment Facility plans. Gary Gandee hired as Laborer.

May 2010 – Held second FOG Public Information Session. Grand Opening of Windsor Castle Park. Mailed Consumer Confidence Reports to all residents and businesses.

June 2010 – Started sizing Grease Control Devices for all Food Service Establishments. Staff worked Olden Days event – provided public education for Recycling, Water Conservation, FOG Program and Stormwater Management as well as event set up and clean up.

July 2010 – Replaced a 6” valve on Main St. due to leaks. Conducted water flow test on South Church St for Clark Nexsen. Reviewed and updated Emergency Response Plans.

August 2010 – REW installed Variable Frequency Drive at Main Street Pump Station. English Construction began construction on the Water Treatment Facility.

September 2010 – Jessie Snead was hired as Public Works Superintendent. REW, Ireland Electrical Company and HRSD checked alarm system and flow monitors at all pump stations. Purchased Vactor truck for use in cleaning gravity sewer system, pump stations, storm drains and for emergency sewer breaks.

October 2010 – Installed a 6” valve in the parking lot of Smithfield Station which completed the loop service for Smithfield Station.

November 2010 – D and S lined and inspected 12 manholes.

December 2010 – Work began on South Church Street Streetscape Project. All Food Service Establishments are in compliance with the FOG ordinance. Cleaned and winterized all pump stations.

Regional Consent Order Project Update

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

SSES Plan (DAA Project No. HR04103-22) – A Sanitary Sewer Evaluation Survey (SSES) Plan was submitted to DEQ for review and approval on January 2, 2009. The SSES Plan provided an analysis of historical and flow monitoring data used for the purpose of identifying SSES basins and determined a prioritized approach for SSES field activities. The SSES plan also established a phased field investigation program to identify system deficiencies and collect information to be included in the Rehabilitation Plan due on November 26, 2012. DEQ comments were received on December 16, 2009 and a revised SSES Plan was submitted to DEQ in June 2009. Following that comments were received once again from DEQ which lead to Addendum No. 1 which was submitted in January 2010 and Addendum No. 2 which was submitted in August 2010. On August 25, 2010, we received a letter indicating that the SSES Plan and all of its revisions were approved by DEQ.

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

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

DEQ provided comments on the MOM Program and a revised report was submitted on September 24, 2010 for approval. DEQ responded with additional comments on December 9, 2010 and Addendum No. 1 to the MOM Program was submitted to DEQ on February 4, 2011 for approval. The implementation schedule provided above was modified in Addendum No. 1 as follows. The updated target dates are in bold:

Programs, Procedures, and Activities	Target Date
Flow Monitoring Assessment of Rehabilitation Work	Completed
Centralized Complaint Tracking System	Completed
Satellite Community Agreements	***March 2011***
Grease Trap Inspections	Completed
Manhole Inspection Program	Completed
Managing and Tracking Written Instructions	Completed
Program to Locate and Raise Manholes	Completed
Sewer System Investigative Activities Schedule	Completed
Standard Operating and Maintenance Procedures	Completed
Written Public Notification Plan	Completed
Work Order System	Completed
Emergency Response Plan	Completed
Air Valve Maintenance Procedures	Completed
Sewer Use Ordinance Modifications	December 2012

The Satellite Community Agreements target date was adjusted in order to account for interaction with adjacent localities. The Town has developed an agreement in order to properly control and manage wastewater flow through the Town of Smithfield to the HRSD system and it has been adopted by the Town Council. The Town is currently working with an adjacent locality to implement the agreement but is waiting on approval from the adjacent locality's Board of Supervisors. Once the agreement has been approved and implemented, the Town will consider this task complete.

DAA continues to assist the Town as needed with the implementation of MOM programs in accordance with the updated schedule. Assistance beyond that covered in this task has been required and as a result, DAA created a new task to handle what has been considered the second phase of MOM Program assistance.

<u>MOM Program - Phase 2 Assistance</u> (DAA Project No. HR04103-40) – As indicated above, implementation of the MOM Programs and procedures included under the original MOM Program task required some additional assistance in addition to other efforts that were deemed necessary to properly establish the Town's overall program. As a result, this second phase of assistance was established. The purpose of this task was to continue MOM Program implementation, develop the first portion of the Town's overall hydraulic model (Battery Park Road Force Main system), and perform additional flow evaluation work to account for flow characteristic changes as a result of 2009 flow monitoring data. Implementation of the Town's various MOM Program procedures and activities is almost complete, with the final item scheduled to be implemented in December 2012. The additional flow evaluation work has been completed for the 2009 data and the updated flow parameters have been provided to HRSD and CDM for inclusion in the Regional Hydraulic Model. The survey work required for the Battery Park Road Force Main model has been completed (excluding some additional information needed on the Town's force main locations) and DAA has begun incorporating that data into the modeling software. DAA anticipates completing this portion of the model this spring.

<u>Locality Data Collection for HRSD</u> (DAA Project Nos. HR04103-17, 18, 19, 20 and 21) – Information pertaining to the Town of Smithfield's sanitary sewer system infrastructure has been collected in accordance with the CDM report for HRSD titled "Regional Hydraulic Model Locality Requirements for Sanitary Sewer System Facility Data" dated April 9, 2008. As required by the report, infrastructure and general information on all seven terminal pump station collection areas was obtained. The collected information was organized in a geodatabase format as required by CDM and submitted on November 1, 2008 for review and comment. Comments were received and updated information was submitted to CDM and HRSD by January 16, 2009. The collected information is being used by CDM and HRSD to develop the Regional Hydraulic Model and has also been used to develop a hydraulic model for the Town of Smithfield. Work under this task is complete. CDM and HRSD periodically ask for updated information on the Town's infrastructure. As these requests are made, they were being handled under the Model Development task. Since that task is now complete, DAA anticipates submitting a proposal for General Regional Model Development work which is

discussed below in more detail and would include any subsequently required updates to the geodatabase.

Annual Report (DAA Project No. HR04103-26) – In accordance with the Special Order by Consent, an Annual Report was submitted to DEQ on November 1, 2010. The purpose of the Annual Report was to reflect on the work and activities undertaken during the previous fiscal year and include a summary of the system benefits achieved during the year. This was the third Annual Report and covered the time period from July 1, 2009 to June 30, 2010. As required by the SOBC, an Annual Report needs to be submitted to DEQ on or before November 1st of each year.

Locality/HRSD Coordination and General Special Order by Consent Assistance (DAA Project No. HR04103-27) – Work related to this task is currently underway and is expected to continue till the end of the SOBC process. The purpose of this task is to account for general coordination and assistance as needed for the SOBC project. This includes attendance at monthly locality meetings sponsored by HRSD, attendance at Capacity Team meetings as necessary, general coordination with HRSD or other locality personnel and technical collaborations with other localities and engineers pertaining to SOBC work products. A new Private Property I/I Abatement Program was initiated by the Region last year, and miscellaneous assistance with that process has been handled under this task as well.

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

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

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

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

Basin determination and that model calibration issues would be handled through the model documentation submittals and capacity evaluation.

SSES Field Services – Phase 1 CCTV Inspection (DAA Project No. HR04103-35) – The first phase of CCTV inspection began in August 2009 and was completed in October 2009. This first phase of inspection work included up to approximately 33,000 linear feet of pipe. Inspection logs were generated and maps were developed to identify sections inspected, general condition and approximate lateral locations. Meetings with Town staff have been held in order to discuss the results and indicate where cleaning will be required prior to proceeding with the second phase of CCTV inspection work.

SSES Field Services (DAA Project Nos. HR04103-43, 44, 45, 47, and 49 are currently open with DAA Project Nos. HR04103-46 and 48 to follow) – These tasks cover all of the work included in the scope of work submitted on November 5, 2010. This work includes all SSES field services exclusive of the CCTV inspection work. As indicated above, the first phase of CCTV inspection work has taken place and the second phase is discussed below. SSES Field Services covered by this task include; record reviews, pump station inspections, force main field inspections, smoke testing, manhole inspections, rump run time analysis, office coordination and management of field tasks, and data analysis and condition assessment documentation. A kick-off meeting with the Town was just held on February 2, 2011 to discuss the manhole inspection work and smoke testing work. Additional meetings will follow as necessary to initiate other tasks. SSES field activities need to be completed by November 26, 2011 in accordance with the SOBC.

SSES Field Services – Phase 2 CCTV Inspection – As discussed in the previous field service related tasks, a second phase of CCTV inspection work needs to be completed. DAA anticipates submitting a proposal for this work in March 2011 with the hope of performing the work in the late spring/early summer. The costs associated with the second phase of CCTV inspection work will be in accordance with budget numbers previously provided to the Town of Smithfield.

Find & Fix Program – A Find & Fix Program is coinciding with the SSES Field Services. The purpose of the Find & Fix Program is to provide prompt attention to sever defects identified during inspection work. Types of defects that would qualify for the Find & Fix Program have been included in the SSES Plan and as necessary will be discussed in more detail in a separate memorandum to the Town of Smithfield. Supervision and management of this program, if deemed necessary by the Town based on the size and extent of the required work, will be provided in separate scopes of work for their consideration. To date two Find & Fix projects have taken place. This occurred in the Crescent Drive Pump Station basin (DAA Project No. HR04103-32) and then in the Main Street Pump Station basin (DAA Project No. HR04103-41). In the Crescent Drive Pump Station basin, significant defects to manholes in the area were noted and in order to reduce the potential for inflow and stabilize them structurally, the manholes were rehabilitated with a either a liner system or an epoxy coating. The Main Street Pump

Station Collection System Rehabilitation work was more of a maintenance related project. Funds for the project came from the Town's general maintenance and operation budget, but the result of the rehabilitation work was significant enough to be included within the Find & Fix Program and has been reported to DEQ as such. The work for both of these projects has been completed.

Model Development (DAA Project No. HR04103-36) – In accordance with the SOBC and the RTS, a hydraulic model needed to be developed for portions of the Town of Smithfield sanitary sewer system. The DHI Mike Urban model, which the Town of Smithfield and DAA both currently have, is being used for this work. DAA has attended training classes for the use of this modeling software and is participating in the Model User Group (MUG) sponsored by HRSD on behalf of the Town of Smithfield. Work on the Town's hydraulic model as required for the Consent Order Project has been completed and general coordination with the HRSD and other localities regarding the Regional Hydraulic Model have begun. The first of three regional calibration meetings took place on January 28, 2011. The remaining two meetings are tentatively scheduled for 2011. The work originally associated with this task is complete and it is DAA's intent to handle any additional regional collaboration under the General Regional Model Development task discussed below.

General Regional Model Development – HRSD is currently developing a Regional Hydraulic Model with input from the localities. In accordance with the compliance schedule, the regional model was completed and ready for calibration on November 30, 2010. The region is now beginning the calibration process and as discussed above, the first of the three meetings has taken place to begin this process. In order to account for the Town's involvement in the calibration process and any future geodatabase updates requested by HRSD, DAA anticipates submitting a proposed scope of work to the Town for their consideration. The work to be included in the scope was included in the Town's Consent Order budget.

Rehabilitation Plan – Once SSES field services have been initiated and information pertaining to the condition of the sanitary sewer system is available, DAA will begin to develop a Rehabilitation Plan containing prioritized rehabilitation options for specific defects identified during inspection activities. The Rehabilitation Plan will include a schedule for improvements and a cost estimate for Town budgeting purposes. In accordance with the SOBC, the Rehabilitation Plan needs to be submitted to DEQ by November 26, 2012. With SSES Field Services currently underway, DAA will begin developing a proposed scope of work and associated fee for the Rehabilitation Plan.

SMITHFIELD POLICE DEPARTMENT REPORT

Smithfield Police Department
Annual Report
2010

There were a number of challenges during 2010. Our population continues to increase although at a much slower rate. We have been able to maintain a low crime rate even with the reductions in budget. The employees who make up Smithfield Police Department continue to find innovative methods to ensure that we maintain the highest standards of law enforcement service for the residents we serve. While we have sustained budget cuts, we have still been able to keep the services all residents have come to expect from the Department.

The report reflects an increase in calls for service (23%) and minor increases in Part A and B offenses. The large percentage increase in felony arrests was largely due to our undercover narcotics operation that culminated in the arrest of over 35 individuals for the distribution of narcotics. While there are increases from last year, overall the past five years has shown a continuing decrease in both violent crime and criminal activity within the Town of Smithfield. While difficult to qualify the reason for this trend, we do believe that a portion of the decrease is attributable to the professional delivery of law enforcement service that comprises "Smithfield's Finest".

Additionally, the report includes a compilation of statistics of reported crime and activity. This data is obtained from our Records Management System (RMS) and provides the basis for our reporting of data into the state and federal system maintained by the FBI. Where possible we have included data from earlier reports for comparison purposes.

We will continue to expand our crime analysis capabilities and engagement with the Virginia State Fusion Center. Identifying patterns and hot spots will allow us to deploy resources more efficiently and at a faster rate. These capabilities and our outreach into regional, state, and federal resources will continue be a "force multiplier".

After many years, it appears that by the end of 2011, the department will have a "new home" as we locate our operations into 913 S. Church St. The location and building will more easily accommodate police operations and when completed allow us to move everything into one facility.

I would be remiss if I did not extend a note of gratitude and appreciation to the Council, administrative staff, police department personnel, and most importantly the community for allowing me the opportunity to serve as the President of the International Association of Chiefs of Police. I could not take this responsibility on without "cracker-jack" staff and the support of the community. Thank you to all!

Lastly, we continue to believe in the power of partnership with the community. Our relationship with the community we serve is more important then ever. It is the true sustaining stream that ensures our citizens the high quality of life they have come to expect and deserve.

Mark A. Marshall
Chief of Police

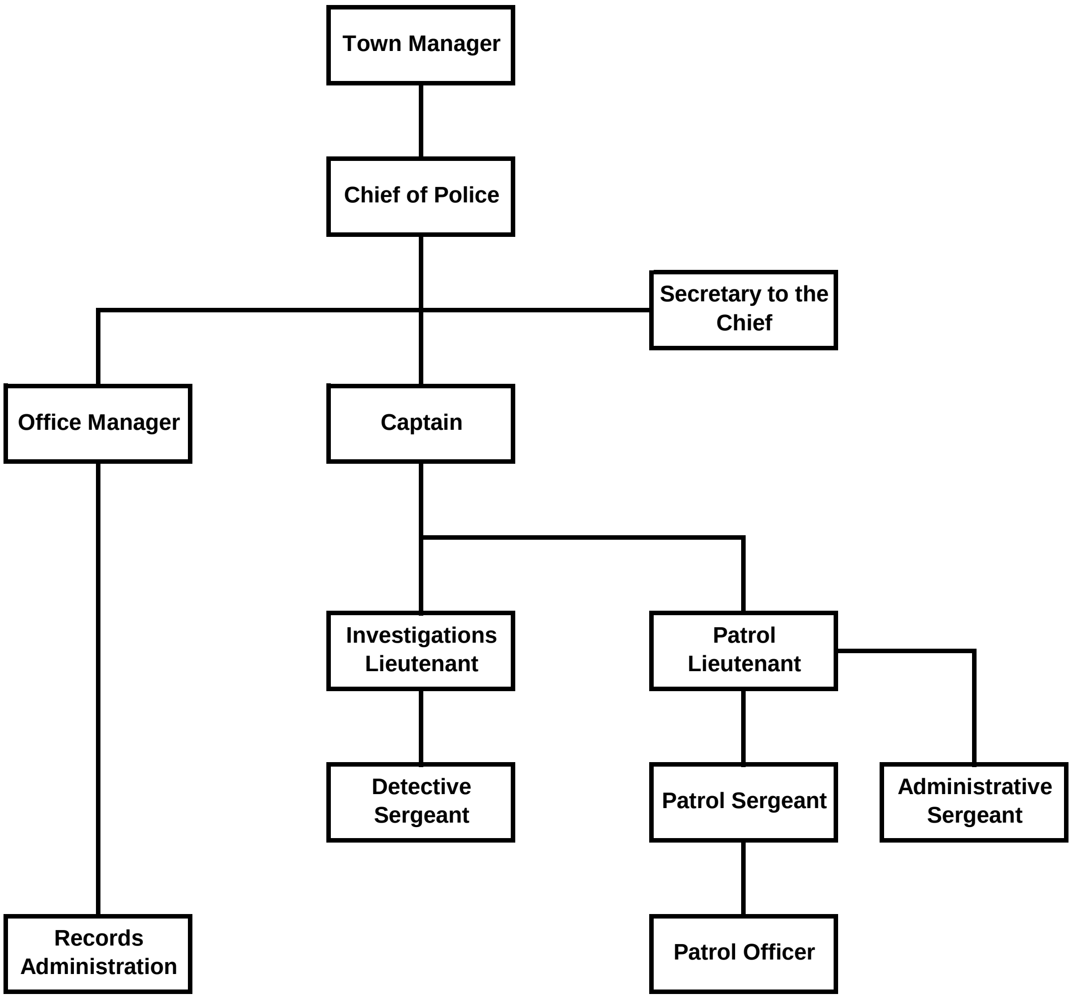
Table of Contents

Smithfield Police Department

Mission Statement

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

Smithfield Police Department Organizational Chart



Department Staff

Chief of Police
Mark A. Marshall

Police Captain
Alonzo Howell

Investigations Division

Lieutenant
Kurt E. Beach

Detective Sergeant
Patrick Valdez

Patrol Division

Lieutenant
James Clarke

Patrol Sergeants


Julian Evans


Matthew Rogers


Robert Fox

Administrative Sergeant


Ronald Bryan

Patrol Officers

Clay Seamster

Bryan Miller

Pablo Finelli

Jared Vance

Thomas Jones

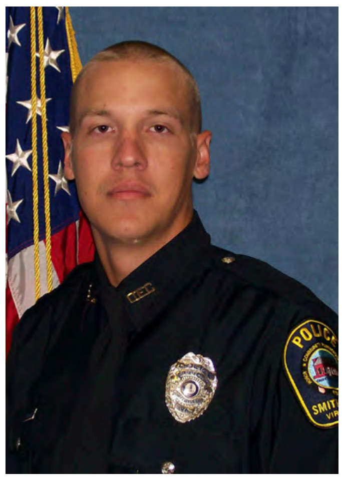
Patrick Araojo

Kimberly Epps

Edmund Cook

Timothy Davenport

Christopher Meier



Joshua Powell

David Adams

Support Staff

Annette Crocker
Secretary to the Chief of Police

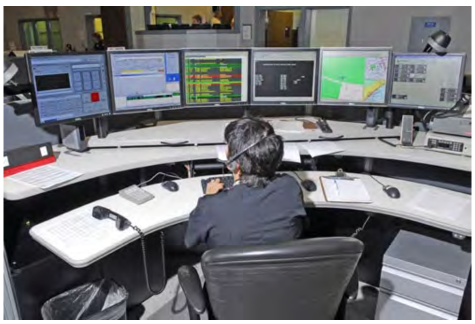
Jimmie Minton
Office Manager

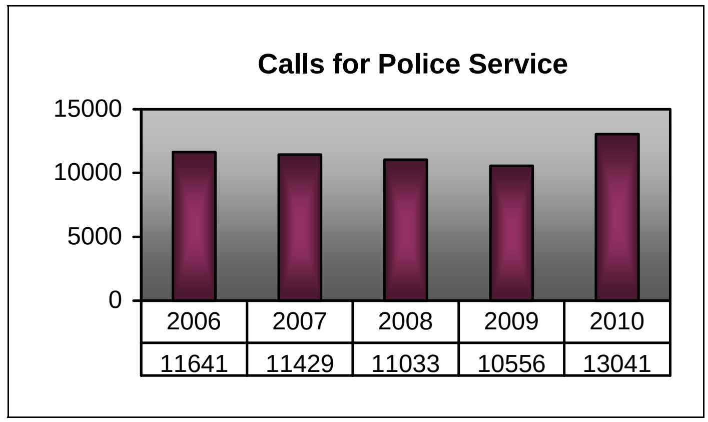
Kristi Edwards
Records Administration

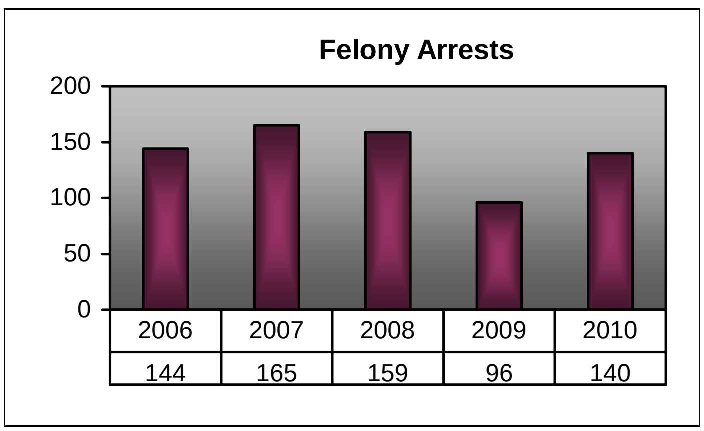
Nita Abernathy
Records Administration

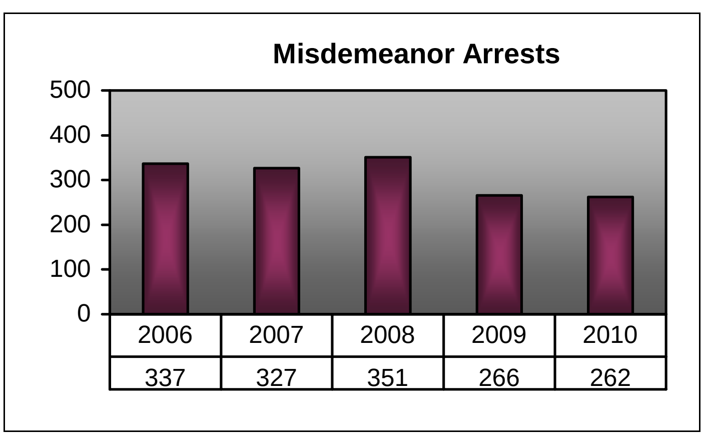
Department Statistics

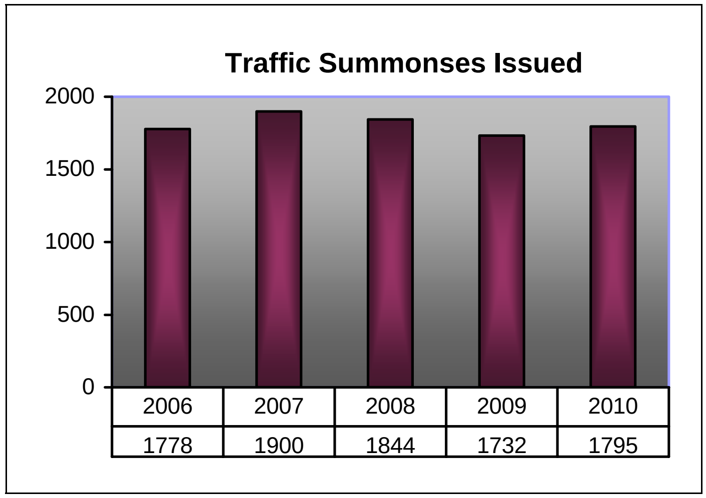
Again our Department saw changes in the police work dynamics in 2010.
We show an **increase of 23.5%** in our calls for service. Felony arrests also **increased by 45.8%** and Misdemeanor arrests **decreased by 1.5%.**

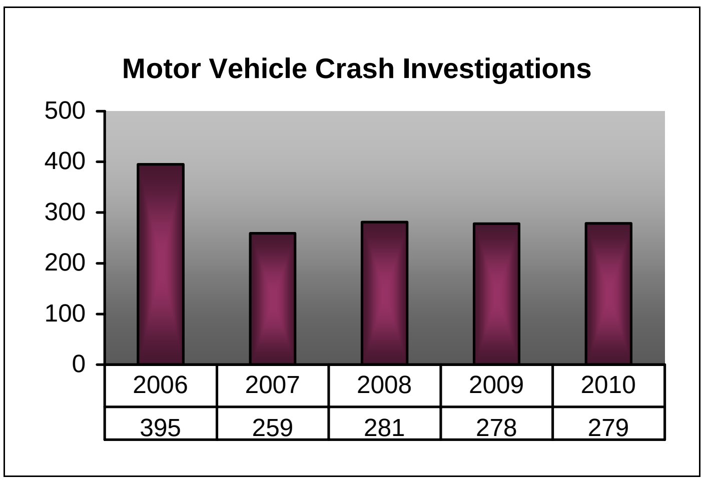


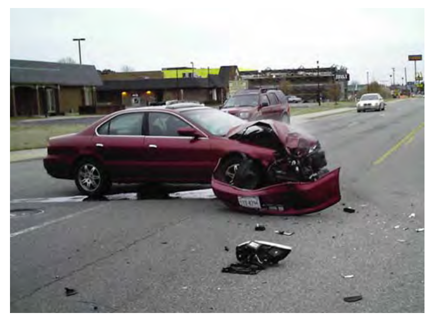


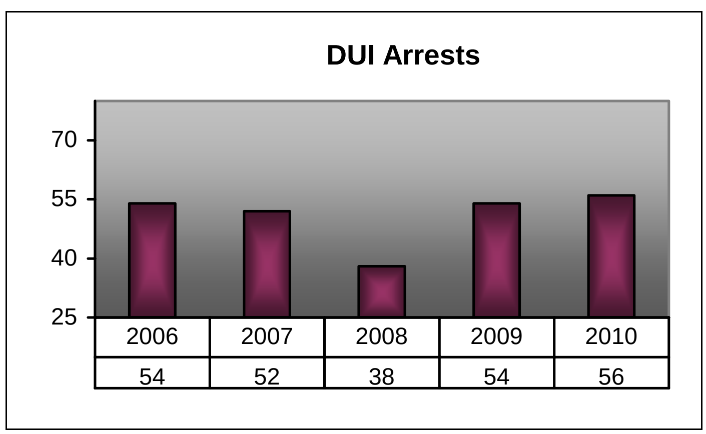






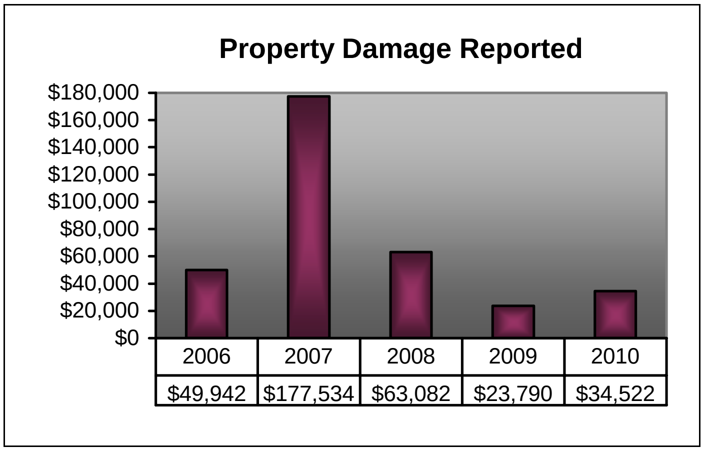


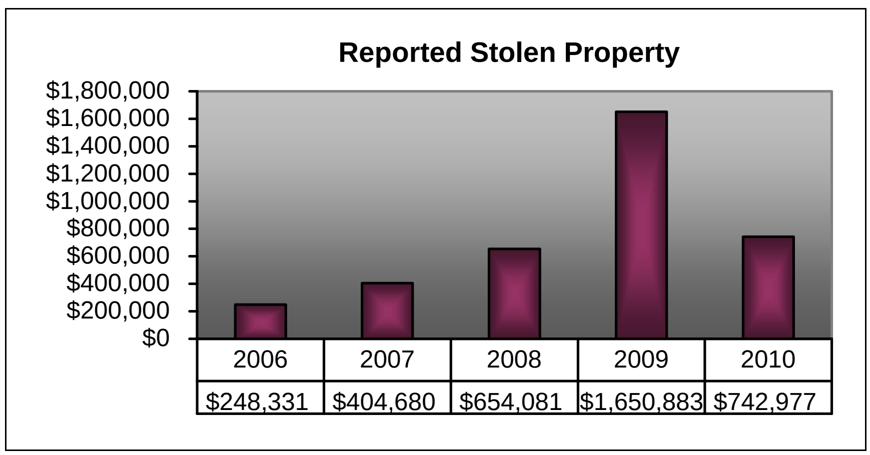


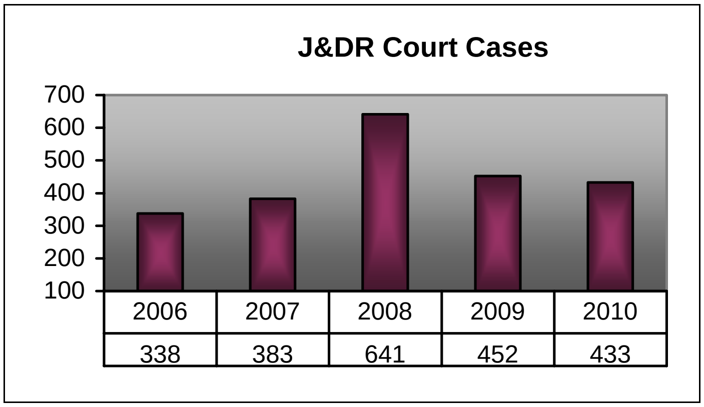


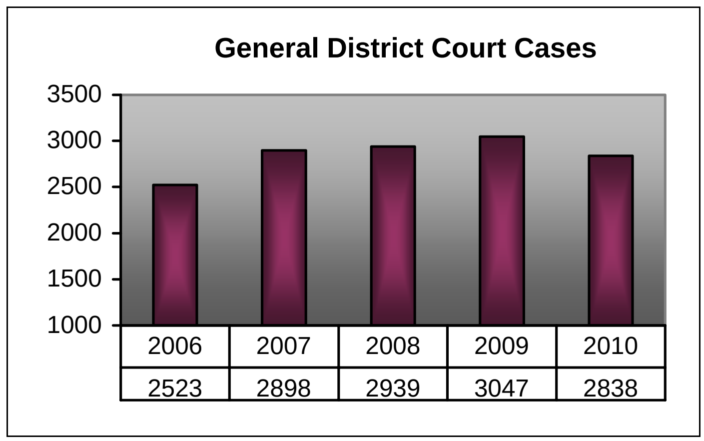
The number of traffic summonses issued **increased by 3.6%,** and motor vehicle accidents investigated indicated an **increase of 0.4%.** DUI arrests were **up by 3.7%.**

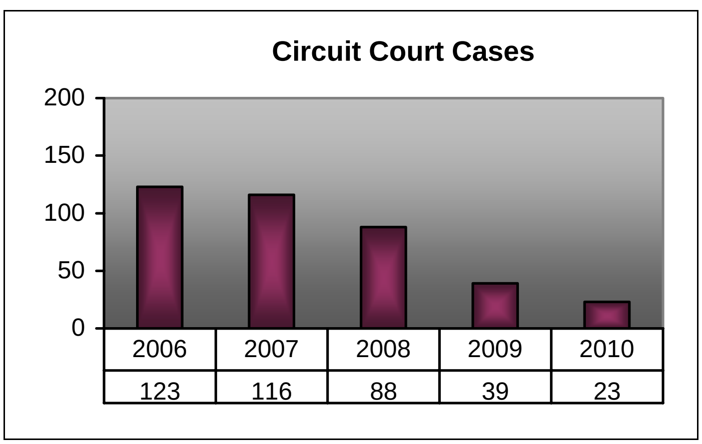
Property Damage Reported **was up by 45.1%.**
Records indicate a **decrease of 55.0%** in Reported Stolen Property with an **increase of 17.0%** in Recovered Stolen Property.



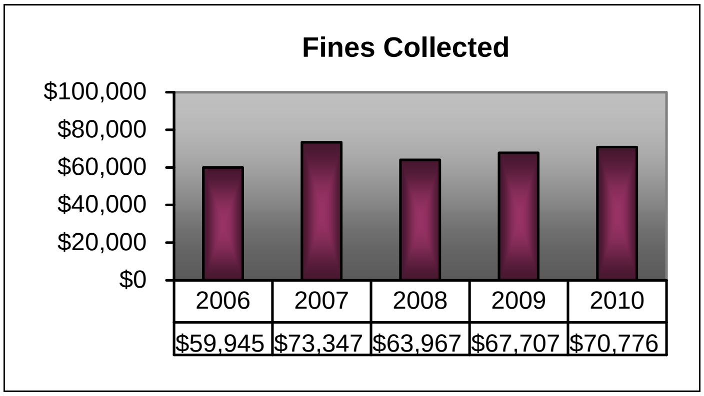








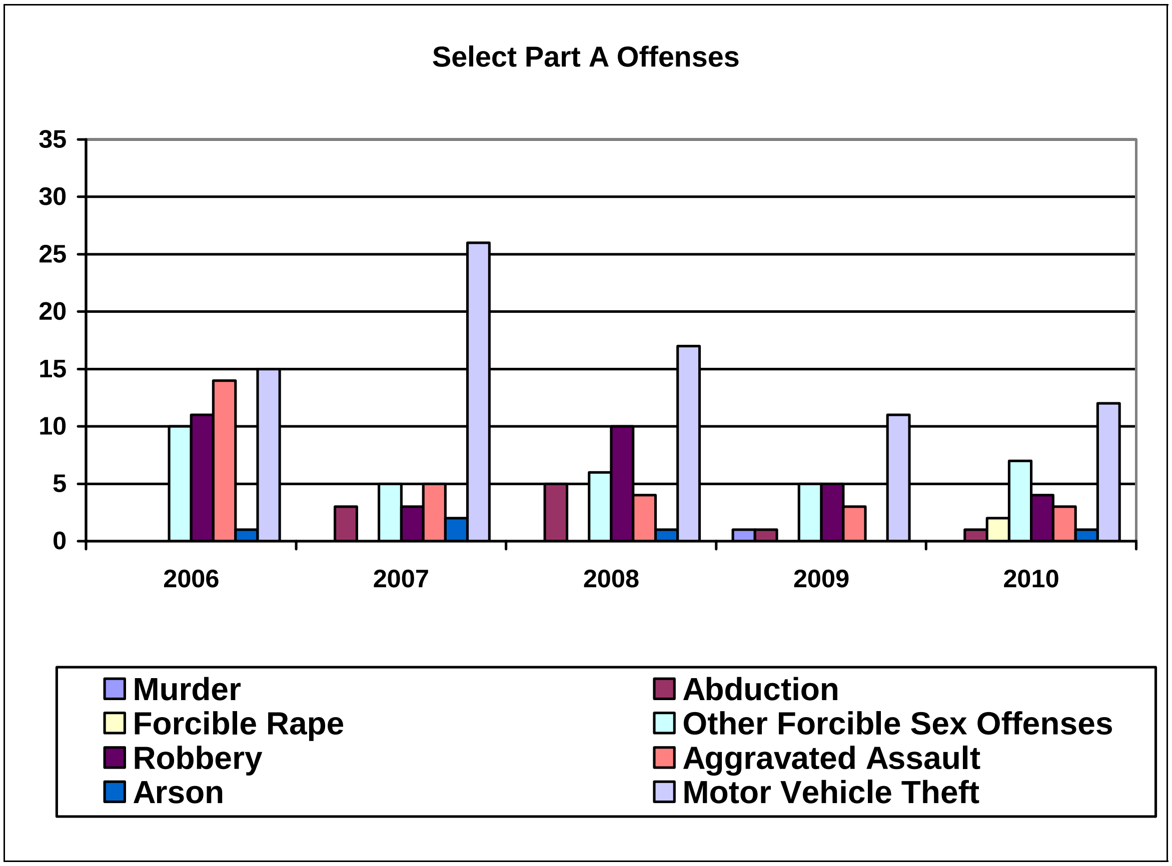
J&DR Court cases indicate a **decrease of 17.0%.** General District Court cases also **decreased by 6.9%** and Circuit Court cases **decreased by 41.0%**.



Fines collected **increased by 4.5%.**

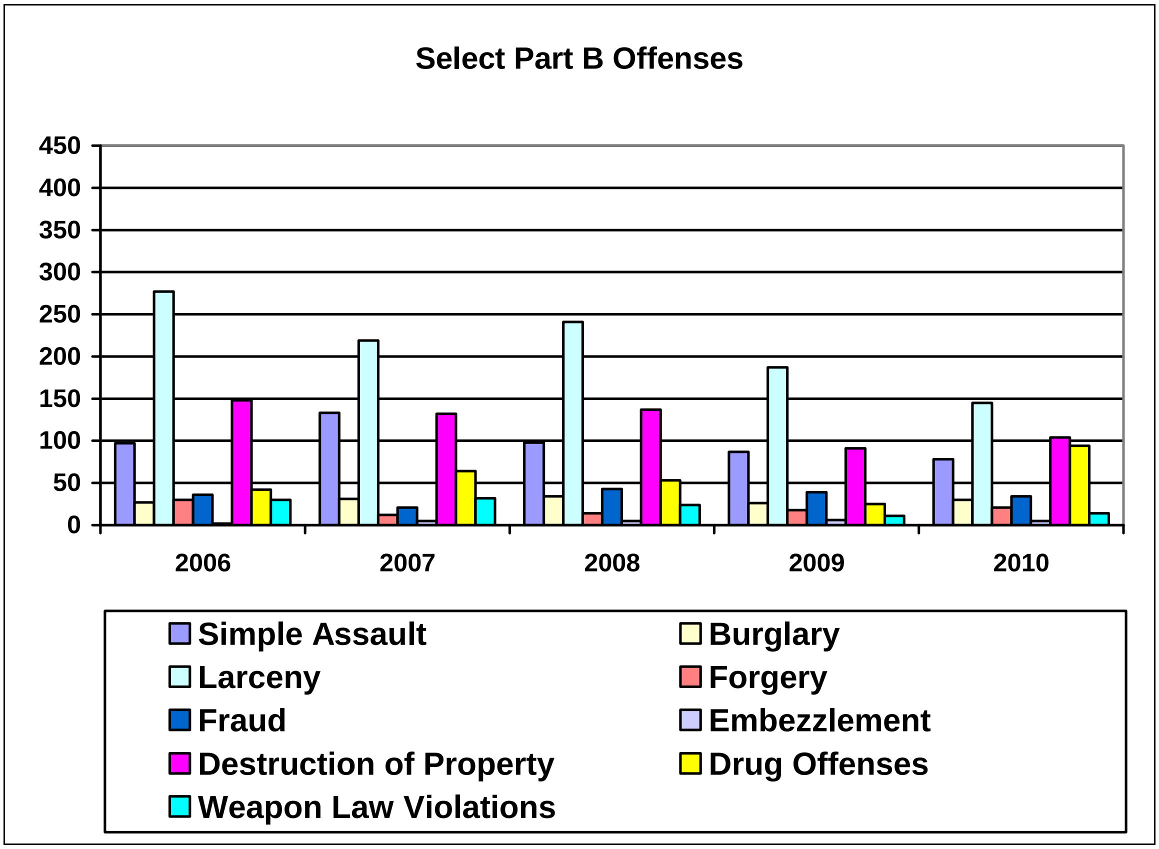
Group A Offenses

We have included significant criminal offenses that were reported to the Smithfield Police Department during the past year, and used built-in totals since 2005 for comparison. This synopsis is part of our IBR (Incident Based Reporting) report that we provide to the Commonwealth of Virginia. Both Select Part A and Select Part B are referred to as "Group A" offenses. It should be noted however, that these criminal incidents are not inclusive of all offenses reported to police. Offenses such as bad checks, disorderly conduct, DUI, public drunkenness, trespassing, and other misdemeanor offenses are not included in this report. They are referenced in "Group B" offenses and constitute a significant portion of incident reports taken by the Smithfield Police Department.



Select Part A Offenses

	2006	2007	2008	2009	2010
Murder	0	0	0	1	0
Abduction	0	3	5	1	1
Forcible Rape	0	0	0	0	2
Other Forcible Sex Offenses	10	5	6	5	7
Robbery	11	3	10	5	4
Aggravated Assault	14	10	4	3	3
Arson	1	2	1	0	1
Motor Vehicle Theft	15	26	17	11	12
TOTAL SELECT PART A OFFENSES	***51***	***49***	***43***	***26***	***30***



Select Part B Offenses

	2006	2007	2008	2009	2010
Simple Assault	97	133	98	87	78
Burglary	27	31	34	26	30
Larceny	277	219	241	187	145
Forgery	30	12	14	18	21
Fraud	36	28	43	39	34
Embezzlement	2	5	5	6	5
Destruction of Property	148	132	137	91	104
Drug Offenses	42	64	53	25	94
Weapon Law Violations	30	32	24	11	14
TOTAL SELECT PART B OFFENSES	***689***	***656***	***649***	***490***	***525***

Translator and Interpreter

The Smithfield Police Departmnet is lucky to have the skills and ability of Officer Pablo Finelli who serves as both a translator and interpreter. As a translator he converts written documents from one languange into another. In contrast, as an interpreter he deals with spoken language. He has expertise in Spanish as a translator, and is fluent in both Spanish and Italian as an interpreter. Officer Finelli is available to translate for our agency, the Town of Smithfield, the Isle of Wight Sheriff's Office, the Virginia State Police, and any other agency that requests his assistance. He was called upon on several occasions in 2010 by his fellow officers who needed to utilize his language skills.

Department Highlights

Officer of the Year

The American Legion Post #49 Officer of the Year Award for 2010 is granted for outstanding achievement by an Officer that brings credit to the Department and which involves performance well above and beyond that which is required by an Officer's basic assignment. The criteria includes, but is not limited to, attendance, productivity, letter(s) of merit, organizational commitment, sustained community involvement, judgment, decisiveness, sensitivity and leadership. This year's Officer of the Year Award is presented to Sergeant Ron Bryan.

A ceremony is forthcoming to present the award, recognizing Sergeant Bryan's outstanding dedication to police work and the Town of Smithfield.

Sergeant Ron Bryan was selected as the Officer of the Year because of his efforts in the creation of comprehensive crime analysis capabilities within the agency. In addition to the management of data collection, he is tasked with the oversight for "hot-spot" reporting and the deployment of resources. His behind the scene work provides valuable information and intelligence on the latest trends and patterns both within and outside of the community.

Further he is responsible for the management of various databases utilized by the department including the mobile data terminals located in every officer's vehicle. This application maximizes keeping officer's safe and out in the field instead of the office. His efforts in this regard have mitigated the impact of budget reduction over the past 2 years.

Ron also serves as the evidence custodian for the department and has the responsibility of ensuring all evidence is properly labeled, secured, and transported to and from the state lab to minimize the chain of custody for the officers. In addition to this he often times answers calls for service if other officers are busy on calls. When needed he fills the role of patrol supervisor.

Ron has served the Smithfield Police Department with distinction since 2004. Prior to his service here in Smithfield, Ron was a member of the Portsmouth Police Department for 20 years before retiring in 2004.

Virginia Law Enforcement Challenge Award

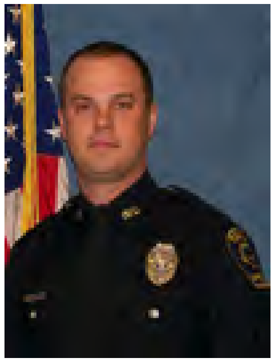
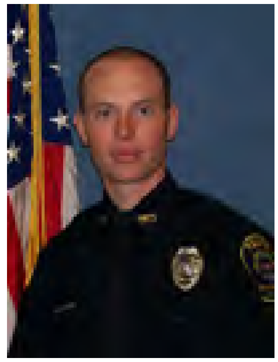
The Smithfield Police Department regularly competes in the Municipal 2: 11-25 Officers category. The Virginia Law Enforcement Challenge is a comprehensive, interactive, and competitive application process in which law enforcement organizations across the Commonwealth can synergize and share innovative and new ideas in the areas of traffic and pedestrian safety, as well as the enforcement and public information and awareness for occupant protection, to include and emphasize child restraint systems, as well as DUI/DUID.

In the application process, each agency is judged on topics such as compiled statistics, organization, training, special programs or projects, and policy and guidelines, just to name a few. A detailed writing is generally required for each, to include pictures and other media to show that you are in fact doing what you are reporting. The applications are then received by the IACP/ VACP by a due date and are divided into certain categories (based on organization size). A points value is then given by the judges for each category. Whoever has the highest point value is then placed in first, second and third place.

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

The Virginia State Police, in cooperation and with participation from numerous law enforcement organizations and the Insurance Industry, created the Help Eliminate Auto Theft (H.E.A.T.) program in 1992. Through extensive public information and education activities, as well as investigatory assistance to law enforcement, the program has reached across the citizenry of the Commonwealth. Popular too is the race car, truck, and now the motorcycle that actively races and is displayed at various functions across the state. The Smithfield Police Department is continually recognized by the H.E.A.T. program for its efforts in enforcement and its public information and educational efforts on the issue of crime and auto theft. The Smithfield Police Department occasionally hosts VIN etching events free to the public. As a part of the H.E.A.T. program, the Virginia State Police annually offer three types of awards: The LEO Award, which recognizes law enforcement officers throughout the state for their special efforts in auto theft reduction in the areas of intelligence, prevention, enforcement, and recoveries. The Operation HEATWAVE Award, which recognizes the state wide efforts of law enforcement agencies in their efforts to increase public awareness of the H.E.A.T. program, familiarize citizens with the toll free telephone number (1-800-947-HEAT), and encourage citizen participation in helping eliminate auto theft in Virginia by calling in tips on auto theft activity. The Operation Summer HEAT Award, which recognizes outstanding achievement for auto theft arrest and vehicle recoveries made during the peak months of auto theft – June, July and August.

MADD Awards

Officer Jared Vance and Officer Christopher Meier

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 the following officer's from the Smithfield Police Department were recognized for DUI arrests: Officer Jared Vance and Officer Christopher Meier had the most DUI arrests in the department in 2010.

Top Cop Award

Sgt. Patrick Valdez was recognized as a Hampton Roads Top Cop by the Hampton Roads Crime Line in October of 2010. He was nominated by the Smithfield Police Department based on his outstanding performance of duties from January 2009 to April 2010.

Specialized Units

Throughout 2010, specialized units of the Smithfield Police Department continued to maintain close ties with regional law enforcement entities and participated in several joint-jurisdictional events.

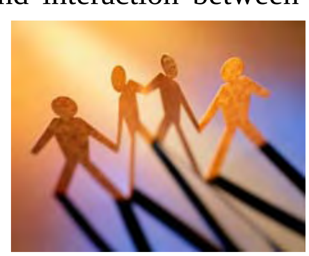
The motorcycle unit not only patrolled the streets of Smithfield, it was called upon to participate in parades, festivals, and escorts in Smithfield, Suffolk, Norfolk, and Chesapeake. Unit members participated in regional motor training, honing their high speed, low speed, and precision riding skills. They participated in the Chesapeake Bay Police Motorcycle Rodeo and Skills Competition, where Mid-Atlantic motor officers compete in precision riding events to raise money for the March of Dimes "Saving Babies" campaign. They assisted the Law Enforcement United organization, providing police escort for several hundred bicyclists from Chesapeake to the Pentagon in Arlington Virginia.

The boat patrol unit augmented the United States Coast Guard (USCG), providing maritime security of the Elizabeth River for Harbor Fest 2010 in Norfolk. They participated in LOGAN'S CHARGE, Sector Hampton Roads premiere recreational boating safety operations over Memorial Day Weekend. The unit assisted in the search and rescue mission of a USCG member who had from a Coast Guard cutter on a training exercise. They assisted the Virginia Marine Resource Commission conducting a search for an overdue boater who was located on the James River. They towed four disabled vessels that were in distress to a safe harbor. The unit provided security on the Pagan River for the Town of Smithfield's 4th of July fireworks celebration, and the Olden Days Raft Race.

The primary mission of the Emergency Response Team is the entry and securing of specified locations as a result of executing an arrest or search warrant in anticipated situations of violence, when a hostage or barricade situation exists, when there exists an unusually dangerous environment, or circumstances exist that would dictate the immediate entry of a location for the protection of life. In 2010, the team executed several warrants and assisted other jurisdictions in other tactical operations.

Community Partnership

The Smithfield Police Department continued to promote cooperation and interaction between apartment managers and law enforcement in 2010. Through regularly scheduled meetings and active participation from the Smithfield Police Department, the Smithfield Area Rental Property Alliance (SARPA), provides a forum for apartment managers to exchange information and ideas in an effort to improve the safety and security of their residence. The Smithfield Police Department uses feedback from this group to develop strategies to combat and deter criminal activity.



The Smithfield Police Department fully embraces the community Partnership philosophy and looks forward to another year of positive results from the Community Help in Progress program, SARPA, and numerous other community policing programs and events.

Community Relations

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

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

Law Enforcement United

Sergeant Ron Bryan, Sgt. Julian Evans and Officer Bryan Miller of the Smithfield Police Department supported Law Enforcement United as they worked to honor the service and sacrifice of law enforcement officer killed in the line of duty and support the survivors left behind. Sgt. Bryan and Officer Miller's combined efforts ensured the Smithfield Motor Unit lead the way, escorting Sgt. Evan's and the other bicyclist on a 200 mile trek from Chesapeake, Virginia to the site of the Pentagon September 11th Memorial in Arlington, Virginia. Officers delivered checks to the Concerns of Police Survivors (C.O.P.S.) for $110,000 and the Officer Down Memorial Page for $20,000. They were grateful for the opportunity to participate in this worthy cause, honoring the service and sacrifice of all law enforcement officers that have died in the line of duty and providing support to the survivors left behind.

Training

During 2010 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
- CPR/AED
- Blood Borne Pathogens
- Gang Identification
- General Instructor School
- Firearms Qualification
- Chemical Agent Instructor School
- Cultural Diversity
- Taser
- Defensive Tactics Instructor
- Intelligence Led Policing
- Property and Evidence Management
- Anti-Terrorist Intelligence
- Incident Based Reporting
- General Instructor
- Virginia Law Update
- Defensive Driver Instructor Re-cert
- LIVESCAN
- VCIN Level "B"
- First Line Supervisor
- Radar Operator
- Intoximeter EC/IR II
- RMS
- DUI Conference
- Highway Safety Workshop
- Nuclear Emergency Preparedness
- Advanced DUI Investigations and Prosecution
- Active Shooter
- Bomb Making and Awareness
- Budget Strategies
- Basic SWAT School
- Motor Vehicle Inspection
- Terrorism Awareness

Grants

The Smithfield Police Department continually participated in the grant process. Grants can be obtained from many different agencies for a wide variety of equipment. In the 2010 grant process the following actions occurred:

- Grants awarded
  - Virginia Department of Health Injury Prevention Grant valued at $1,000 for procurement of life-jackets that were distributed to members of the community at no cost to them.

- Grants applied for
  - Department of Homeland Security Port Security Grant valued at $200,000 for acquisition of a multi-purpose command vehicle and for purchase of additional protective equipment for our marine patrol unit.
  - Department of Justice COPS Hiring Recovery Program (CHRP). This competitive grant provides funding directly to law enforcement agencies having primary law enforcement authority to create and preserve jobs and to increase their community policing capacity and crime-prevention efforts. CHRP grants will provide 100 percent funding for approved entry-level salaries and benefits for 3 years (36 months) for newly-hired, full-time sworn officer positions (including filling existing unfunded vacancies) or for rehired officers who have been laid off, or are scheduled to be laid off on a future date, as a result of local budget cuts.

Highway Safety Grants

In 2010 Smithfield Police Department continued its commitment to improving highway safety. The department received pass-through grant funding from the National Highway Traffic Safety Administration. The amount of the grant was $13,785. This allowed for the procurement of two speed detection systems (radar and cameras). During the Click It or Ticket campaign, the department was recognized as having the highest seatbelt usage rate in the region. The Smithfield Department participates in the national Checkpoint Strikeforce campaign which targets impaired drivers and the Click It or Ticket campaign which focuses on seatbelt usage.

SMITHFIELD
WATER CONSUMPTION
REPORT

Smithfield Water Consumption 2010

Jan. 10	Feb. 10	Mar. 10	Apr. 10	May. 10	Jun. 10	Jul. 10	Aug.10	Sep.10	Oct. 10	Nov. 10	Dec. 10
19,891,800	21,463,400	18,063,820	23,646,600	30,229,100	34,085,700	39,186,100	29,082,700	30,021,300	26,106,000	21,055,300	19,800,300
31	28	31	30	31	30	31	31	30	31	30	31

Daily Water Consumption

Jan.10	Feb.10	Mar.10	Apr.10	May 10	Jun.10	Jul.10	Aug.10	Sep.10	Oct.10	Nov.10	Dec.10
641,671	766,550	582,704	788,220	975,132	1,136,190	1,264,068	938,152	1,000,710	842,129	701,843	638,719