



**2016 COUNCIL MEMBERS:**

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

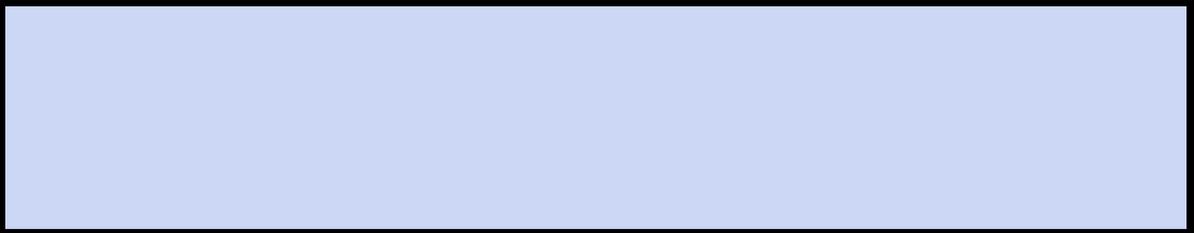
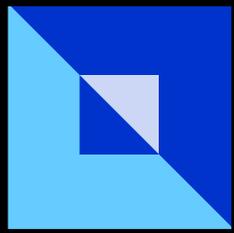
Town Manager – Peter M. Stephenson

# **Town of Smithfield, Virginia**

**2016 ANNUAL STATISTICAL REPORT**

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# CLERK OF COUNCIL REPORT

# 2016

## ACTION ITEMS APPROVED BY TOWN COUNCIL

### AGREEMENTS/CONTRACTS/PROPOSALS:

- 01/05/16** Motion to approve the following contracts and plans to move forward with Phase III of the Pinewood Heights Relocation Project. Motion passed.
- a. Contract with DHCD
  - b. Contract with CPP
  - c. Property Acquisition Plan
  - d. Residential Relocation Assistance Plan
  - e. Property Disposition Plan
  - f. Redevelopment Plan
- 01/05/16** Motion to award contract for renovations of the Police Evidence Storage building to J & B Hartigan. Motion passed.
- 02/02/16** Motion to renew audit service contract with Robinson, Farmer, Cox Associates for one additional year. Motion passed.
- 02/02/16** Motion to renew the mowing and landscaping contract with Southern Shores Lawn and Landscaping for one additional year. Motion passed.
- 02/02/16** Motion to adopt the Program Income Plan for Pinewood Heights Relocation Project Phase III. Motion passed.
- 03/01/16** Motion to authorize the Town Manager to sign the grant agreement from the Luter Family Foundation in the amount of two million dollars for the sports complex. Motion passed.
- 04/05/16** Motion to accept proposal for Tri-State Utilities for budgeted sanitary sewer rehabilitation work. Motion passed.
- 04/05/16** Motion to accept proposal for the purchase of emergency bypass pump for Wellington Pump Station. Motion passed.
- 04/05/16** Motion to renew the street maintenance contract with Blair Brothers for one additional year. Motion passed.
- 04/05/16** Motion to accept the proposal from Blair Brothers for upcoming street overlays on Red Point Drive, Jefferson Drive, Beale Avenue, and Goose Hill Way. Motion passed.
- 04/05/16** Motion to approve the assignment of the contract with All Environmental Solutions (AVES) to Bay Disposal and Recycling.

- 05/03/16** Motion to renew the sanitary sewer rehabilitation contract with Tri-State Utilities for FY 2016/2017. Motion passed.
- 05/03/16** Motion to renew underground utilities contract with Lewis Construction for FY 2016/2017. Motion passed.
- 05/03/16** Motion to accept the proposal for Phase 1 of the Joseph W. Luter Jr. Sports Complex. Motion passed.
- 05/03/16** Motion to approve the water and sewer services agreement with Isle of Wight County. Motion passed.
- 06/07/16** Motion to adopt the amended water and sewer agreement between Isle of Wight County and the Town of Smithfield. Motion passed.
- 06/07/16** Motion to award the demolition services contract to WACO, Inc. Motion passed.
- 06/07/16** Authorization to retain firm in the amount of \$3,000.00 for the Windsor Castle Manor House Restoration project. Motion passed.
- 07/05/16** Motion to approve the amendment to the Town Manager's annual employment contract. Motion passed.
- 08/02/16** Motion to award the vehicle maintenance service contract to Smithfield Auto and Truck Center. Motion passed.
- 08/02/16** Motion to accept renewal of debris contract with Goodrich and Sons and Smithfield Services. Motion passed.
- 09/06/16** Motion to approve renewal of HVAC Contract with Atlantic Constructors. Motion passed.
- 09/06/16** Motion to approve License Agreement with Smithfield Foods to allow access to the property for construction of new parking lot at the Smithfield Center. Motion passed.
- 10/04/16** Motion to award site work contract to RAD Sports for the Joseph W. Luter Jr. Sports Complex. Motion passed.
- 11/01/16** Motion to reject the bids for the Clontz Park Boat Ramp construction. Motion passed.
- 11/01/16** Motion to reject the proposals received for the Wombwell house relocation. Action deferred.
- 12/06/16** Motion to reject the Water Tank Maintenance Contract bid. Motion passed.
- 12/06/16** Motion to reject the architectural bids for the Joseph W. Luter, Jr. Sports Complex. Motion passed.

- 12/06/16** Motion to reject all bids for the Landscaping Services Contract. Motion passed.
- 12/06/16** Motion to table the lease agreements with Smithfield Recreation Association for the ballfields and also with Windsor Castle LLC until the January 2017 meeting. Motion passed.

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

- 01/05/16** Mr. Bill Davidson was reappointed to the Planning Commission. Motion passed.
- 01/05/16** Mr. Chris Torre was appointed to the Board of Historic and Architectural Review. He will replace Mr. Ealy after thirty five years of service. Ms. Hillegass will remain until a new person can be nominated. Motion passed.
- 02/02/16** Motion to accept recommendation from the nominating committee to reappoint Ms. Julia Hillegass to the Board of Historic and Architectural Review. Motion passed.
- 05/03/16** Three Town Council members were re-elected in the local election. (Randy Pack, Denise Tynes, Michael Smith.)
- 05/03/16** Councilwoman Chapman and Councilman Smith were appointed as a nominating committee to fill the expiring term of Catherine Bowden for the Board of Zoning Appeals.
- 06/07/16** Motion to accept the nominating committee's recommendation to the Circuit Court to reappoint Catherine Bowden to the Board of Zoning Appeals. Motion passed.
- 06/07/16** Resolution for Appointment/Reappointment to the Smithfield Certified Crime Prevention Team. Town staff included on the team is Officer Clarence Seamster, Kurt Beach, Joseph Reish, and Connie Chapman. Motion passed.
- 07/05/16** Election of Mayor and Vice Mayor positions. Mr. Carter Williams was re-elected as Mayor and Mr. Andrew Gregory was re-elected as Vice Mayor.
- 09/06/16** Appointment of a nominating committee to fill the unexpired term of Jeffrey Yeaw of the BHAR. Mayor Williams appointed Mr. Andrew Gregory and Mrs. Denise Tynes. Mrs. Tynes declined due to medical issues. Mayor Williams and Vice Mayor Gregory will serve on the committee.
- 09/06/16** Motion to appoint Dr. Cook and Ms. Chapman to the Windsor Castle Foundation. Motion passed.
- 11/01/16** Motion to accept the nominating committee's recommendation to fill the unexpired terms of Jeffrey Yeaw and Russel Parrish on the BHAR. Mr. Russell Hill and Mr. David Goodrich were appointed. Motion passed.

**12/06/16** Motion to appoint a Nominating Committee to fill the expiring term (01/31/2017) of Ronny Prevatte of the Board of Historic and Architectural Review. Mayor Williams appointed Dr. Milton Cook and Mr. Randy Pack.

## **BUDGET:**

**05/03/16** Motion to approve a funding request from budgeted funds to the Friends of the Smithfield Library in the amount of \$4,000.00 to construct a storage shed and an amount not to exceed \$1,600.00 to install a pathway and handicap ramp. Motion passed.

**06/07/16** Amended budget for FY 2015/2016. Motion passed.

**06/07/16** Proposed budget for FY 2016/2017. Motion continued until June 27<sup>th</sup>, 2016.

**06/27/16** Motion to adopt the budget for FY 2016/2017 with department cuts. Motion denied.

**06/27/16** Motion to adopt the FY 2016/2017 budget adding a .25% Meals Tax and a 1% Occupancy Tax. Motion passed.

## **CLOSED SESSION:**

**01/05/16** A closed session was held to discuss the acquisition of real property for public purposes and for matters requiring legal advice from counsel.

**02/02/16** No closed session was held.

**03/01/16** A closed session was held to discuss the acquisition of real property for public purposes.

**04/05/16** A closed session was held to discuss actual or potential litigation.

**05/03/16** No closed session was held.

**06/07/16** No closed session was held.

**07/05/16** A closed session was held for the purpose of discussing the disposition of publicly held real property.

**08/02/16** No closed session was held

**09/06/16** A closed session was held for the purpose of discussing the disposition of publicly held real property and matters requiring legal advice by legal counsel.

**10/04/16** No closed session was held.

**11/01/16** Closed session for the purpose of a briefing by legal counsel as to actual litigation.

**12/06/16** Closed session for the purpose of a briefing by legal counsel as to actual litigation.

## **COUNCIL COMMENTS:**

**01/05/16** Councilwoman Tynes made a public announcement about three available Town Council seats for the upcoming election. She urged everyone to vote.

**02/02/16** Councilwoman Tynes felt that compensation for the police officers should be reviewed for the upcoming budget discussions.

**02/02/16** Mayor Williams told the Council members about the Girl Scout tree video on the Windsor Castle Park website.

**03/01/16** Vice Mayor Gregory thanked everyone involved with the Joseph W. Luter Jr. Sports Complex to make it a reality for the town.

**03/01/16** Councilman Pack spoke about the positive economic impact of the Joseph W. Luter Jr. Sports Complex.

**03/01/16** Mayor Williams commented on the Intergovernmental meeting scheduled for April 19<sup>th</sup>.

**04/05/16** Councilwoman Tynes asked everyone to keep the State Trooper who was killed in their thoughts.

**05/03/16** Councilwoman Chapman told everyone about the Windsor Castle Park Foundation Board hosting 'Party in the Park' on May 13<sup>th</sup>. She encouraged everyone to come.

**06/07/16** Councilwoman Chapman recognized the people that helped with the beautification of the grave area at Windsor Castle Park.

**07/05/16** Councilwoman Tynes told the Council of compliments about the Smithfield Police Department. She attended the VML Conference and reported the current highway projects in Hampton Roads.

**08/02/16** Councilwoman Tynes thanked the Town Clerk for ordering the Council's new matching shirt.

**08/02/16** Mayor Williams congratulated the Farmers Market for winning the overall silver award given by Coastal Virginia Magazine. He also announced that Smithfield was named one of Virginia's twenty safest communities by Safe Wise.

- 10/04/16** Councilwoman Tynes thanked the Western Tidewater Free Clinic for all they do for our citizens. She thanked the Council on behalf of Rising Star Baptist Church for honoring them for their 116<sup>th</sup> anniversary.
- 10/04/16** Mayor Williams thanked the police department for how they handle scenes and situations around town.
- 11/01/16** Councilwoman Chapman thanked Ms. England for the innovation she has brought to the museum.
- 12/06/16** Councilwoman Tynes spoke about the VML conference in Hampton that she attended.
- 12/06/16** Councilman Dr. Cook showed everyone the New Windsor Castle Foundation ornament that is for sale in town.

### **DEEDS:**

- 02/02/16** Motion to accept the deed for 888 W. Main Street and the Howard Little farm. Motion passed.
- 02/02/16** Motion to accept the deed and the plat to relocate a water main on West Main Street from Chapman's Funeral Home towards the courthouse. Motion passed.
- 03/01/16** Motion to authorize the conveyance of the 1.37 acres behind the Smithfield Center from the town to Smithfield Foods and to accept the deed for the V. W. Joyner property for the Town of Smithfield from Smithfield Foods. Motion passed.
- 05/03/16** Motion to authorize the purchase and acceptance of the deed for 52 Carver Avenue in Pinewood Heights. Motion passed.
- 07/05/16** Motion to accept deeds for 110 and 111 Carver Avenue and 38 Jamestown Avenue as part of the Pinewood Heights Relocation project. Motion passed.
- 08/02/16** Motion to accept deeds for 23, 33, and 36 Jamestown Avenue as part of the Pinewood Heights Relocation project. Motion passed.
- 09/06/16** Motion to accept deed for 21 Jamestown Avenue as part of the Pinewood Heights Relocation project. Motion passed.
- 11/01/16** Motion to accept deeds from Columbia Gas. (Bike Trail) Motion passed.
- 12/06/16** Motion to approve the deed and plat for the Conservation Easement at the Joseph W. Luter, Jr. Sports Complex. Motion passed.

**12/06/16** Motion to accept the deed for 34 Jamestown Avenue nunc pro tunc as of November 1<sup>st</sup>, 2016 as part of the Pinewood Heights Relocation Project. Motion passed.

## **DONATIONS/CONTRIBUTIONS:**

**01/05/16** Motion to accept a donation from Smithfield Foods for the purchase of two new police motorcycles. Motion passed.

## **EASEMENTS:**

**10/04/16** Public Hearing: Grant of Easement to Smithfield Foods for 40 years. Motion passed.

## **EMPLOYEE SERVICE AWARDS:**

Donald Brady of Police Department	5 Years
Eric Phillips of Police Department	5 Years
Jack Reed of Reverse Osmosis Plant	5 Years
Tracy James of Treasurers Department	10 Years
Thomas Jones of Police Department	10 Years
Sonja Eubank of Public Works	15 Years
Herbert Kelly of Smithfield Center	15 Years
Private Warren of Public Works	20 Years
Barbara Hunter of Treasurers Department	25 Years

## **EMPLOYEES / POSITIONS:**

2/22/2016 Brent Whitley hired as Public Works staff  
4/18/2016 Timothy Perkins hired as Reverse Osmosis Plant staff  
8/21/2016 Lawrence Washington hired as Police Department staff  
9/09/2016 Ashley Rogers hired as Town Manager's staff  
12/12/2016 Chris McGough hired as Police Department staff

## **GRANTS:**

**03/01/16** Motion to authorize the Town Manager to sign the grant agreement from the Luter Family Foundation in the amount of two million dollars (\$2,000,000.00) for the sports complex. Motion passed.

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

<b>01/05/16</b>	IOW General Obligation Bond City of Bellevue, WA	\$ 15,740.36 <u>\$ 25,000.00</u>
	<b>TOTAL</b>	<b>\$40,740.36</b>
<b>02/02/16</b>	YMCA Smfd. Volunteer Fire Dept. USbancorp PNC Bank	\$ 50,000.00 \$ 10,000.00 \$ 84,150.83 <u>\$ 23,754.00</u>
	<b>TOTAL</b>	<b>\$167,904.83</b>
<b>03/01/16</b>	Canada Land Surveying J & B Hartigan Draper Aden Associates Draper Aden Associates Kimley Horne Associates IOW – E911 True Up <b><u>Additional Invoices:</u></b> Robinson Farmer Cox IOW – Tourism IOW – E911	\$ 15,000.00 \$ 62,553.99 \$ 19,024.87 \$ 12,352.51 \$ 11,250.00 \$ 81,466.10  \$ 23,500.00 \$ 99,024.50 <u>\$ 79,879.50</u>
	<b>TOTAL</b>	<b>\$404,051.47</b>
<b>04/05/16</b>	J & B Hartigan Kimley Horne Associates Sydnor Hydro	\$ 61,593.73 \$ 10,866.83 <u>\$ 14,965.00</u>
	<b>TOTAL</b>	<b>\$ 87,425.56</b>
<b>05/03/16</b>	Atlantic Communications J & B Hartigan	\$ 31,473.00 <u>\$203,741.61</u>
	<b>TOTAL</b>	<b>\$235,214.61</b>
<b>06/07/16</b>	Christian Outreach Program J & B Hartigan Smithfield Volunteer Fire Department	\$ 14,000.00 \$ 88,039.84 <u>\$ 13,000.00</u>
	<b>TOTAL</b>	<b>\$115,039.84</b>
<b>06/27/16</b>	IOW General Obligation Bond	<b>\$37,313.86</b>
<b>07/05/16</b>	Blair Brothers, Inc. Kimley Horn Associates J and B Hartigan	\$136,669.00 \$ 23,976.74 <u>\$ 23,116.08</u>
	<b>TOTAL</b>	<b>\$183,761.82</b>
<b>08/02/16</b>	Kimley Horn Associates Sungard – OSSI	\$ 21,623.74 <u>\$ 21,550.94</u>
	<b>TOTAL</b>	<b>\$ 43,174.68</b>

<b>09/06/16</b>	Kimley Horn Associates	\$ 48,980.37
	Western Tidewater Free Clinic	\$ 38,000.00
	Tri-State Utilities	\$ 51,307.60
	R.K Chevrolet	<u>\$ 36,977.50</u>
	<b>TOTAL</b>	<b>\$175,265.47</b>
<b>10/04/16</b>	GET Solutions	\$13,540.00
	Godwin Pumps	\$ 59,328.13
	REW Corporation	\$ 39,900.00
	Bayside Harley Davidson	\$ 46,163.84
	<b><u>Additional Invoice:</u></b>	
Kimley Horn Associates	<u>\$ 69,924.65</u>	
<b>TOTAL</b>	<b>\$228,856.62</b>	
<b>11/01/16</b>	LB Water	\$ 12,122.39
	HD Supply	\$ 11,195.18
	Lewis Construction	\$ 17,425.00
	Sydnor Hydro	\$ 25,300.00
	REW Corporation	\$ 13,926.00
	Kimley Horn	\$ 25,356.92
	Blair Brothers Inc.	\$ 29,812.00
	IOW County Tourism True-Up	\$ 98,981.70
	<b><u>Additional Invoice:</u></b>	
Alpha Corporation	<u>\$16,508.18</u>	
<b>TOTAL</b>	<b>\$250,627.37</b>	
<b>12/06/16</b>	Kimley Horn Associates	\$ 18,388.95
	CAS Severn	\$ 15,543.00
	Sydnor Hydro	\$ 19,875.00
	Hall Automotive	\$ 49,950.00
	Natural Playground Company	\$ 43,635.31
	Lewis Construction	\$ 39,825.00
	IOW County General Obligation Bond	\$ 15,281.92
	HD Supply	\$ 19,960.00
	Blair Brothers Inc.	\$ 84,815.00
	Joy P. and James P. Massie Trust	<u>\$ 24,377.50</u>
<b>TOTAL</b>	<b>\$331,651.68</b>	

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

- 01/05/16** Regular Town Council meeting.
- 02/02/16** Regular Town Council meeting.
- 03/01/16** Regular Town Council meeting.
- 04/05/16** Regular Town Council meeting.
- 05/03/16** Regular Town Council meeting.
- 06/07/16** Regular Town Council meeting.
- 06/27/16** Continued Town Council meeting.
- 07/05/16** Regular Town Council meeting.
- 08/02/16** Regular Town Council meeting.
- 09/06/16** Regular Town Council meeting.
- 10/04/16** Regular Town Council meeting.
- 11/01/16** Regular Town Council meeting.
- 12/06/16** Regular Town Council meeting.

## **MISCELLANEOUS:**

- 01/05/16** Motion to approve streetlight installation on Colonial Avenue. Motion passed.
- 01/05/16** Motion to adopt Procurement Policy Manual. This item was sent back to committee.
- 01/05/16** Motion to amend the town's Comprehensive Plan in regards to the Future Land Use Map. Motion denied.
- 01/05/16** Review of the town ordinance pertaining to the Board of Historic and Architectural review member qualifications. This item was sent back to committee.
- 02/02/16** Motion to adopt the Procurement Policy Manual. Motion passed.
- 03/01/16** Motion to approve the streetlight at the entrance of Kendall Haven and Battery Park Road. Motion passed.

- 03/01/16** Motion to direct the Town Manager to send Notice of Corrective Actions to All Virginia Environmental Solutions (AVES). Motion passed.
- 03/01/16** Motion to deny partial funding request from the Blackwater Regional Library (Smithfield Branch) for scanning equipment. Motion passed.
- 03/01/16** Motion to authorize the conveyance of the 1.37 acres behind the Smithfield Center from the town to Smithfield Foods and to accept the deed for the V. W. Joyner property for the Town of Smithfield from Smithfield Foods. Motion passed.
- 03/01/16** Motion to amend the 2016 meeting schedule in regards to September Committee dates. Motion passed.
- 04/05/16** Motion to approve Relay for Life Awareness through Paint the Town Purple Initiative from May 21<sup>st</sup> until June 11<sup>th</sup>. Motion passed.
- 04/05/16** Motion to approve the Eagle Scout Bike Path Restoration Project at Windsor Castle Park. Motion passed.
- 04/05/16** Motion to approve the annual fireworks display at Clontz Park on July 3<sup>rd</sup>, 2016. Motion passed.
- 05/03/16** Motion to approve a park project application to put an edible garden in Windsor Castle Park with approval by the Smithfield Center Director for the plan. Motion passed.
- 06/07/16** Motion to authorize partial payment of construction costs for the natural playground at Windsor Castle Park. The Windsor Castle Foundation Board will be repaying as they raise the funds. Motion passed.
- 07/05/16** Motion to amend the town's Pay and Classification Plan. Motion passed.
- 07/05/16** Motion to approve the rate increase for the Smithfield Center venue. Motion passed.
- 07/05/16** Motion to authorize the Town Treasurer to obtain loan financing. Motion passed.
- 09/06/16** 502 Grace Street – Pierceville Manor House – Historic District maintenance violation – Appeal of the Demolition by Neglect ruling by the BHAR. The motion passed supporting the BHAR ruling of a maintenance violation.
- 09/06/16** Motion to authorize the Town Treasurer or the Town Manager to advertise a public hearing for the purpose of addressing the Machinery and Tools Tax rate. Motion passed.
- 10/04/16** Motion to adopt Personal Property Tax Relief Act (PPTRA) Percentage of 50%. Motion passed.

**12/06/16** Motion to approve the 2017 meeting schedule.

## **ORDINANCES:**

- 03/01/16** Public Hearing: Ordinance to amend the franchise agreement with Smithfield Landing Company. Motion passed.
- 08/02/16** Ordinance to adopt Meals Tax increase of .25%. Motion passed.
- 08/02/16** Ordinance to adopt Transient Occupancy Tax Increase of 1%. Motion passed.
- 08/02/16** Ordinance to amend the Town's Zoning Ordinance in regards to the Chesapeake Bay Preservation. Motion passed.
- 10/04/16** Ordinance to Increase Machinery and Tools Tax rate. Motion passed.

## **PRESENTATIONS:**

- 02/02/16** Presentation to Mr. Roger Ealy thanking him for thirty five (35) years of service on the Board of Historic and Architectural Review.
- 03/01/16** Presentation by Mr. Richard Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 04/05/16** Presentation by Mr. Richard Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 05/03/16** Chief Bowman announced that Sgt. Meier had completed courses at the Virginia Forensic Academy.
- 05/03/16** Presentation by Mr. Richard Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 06/07/16** Presentation for the Smithfield Police Accreditation Award.
- 06/07/16** Presentation by Mr. Richard Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 07/05/16** Presentation by Mr. Richard Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 07/05/16** Presentation by Isle of Wight Triad and S.A.L.T. Council.
- 07/05/16** Follow up on budgeted increases to Meals and Transient Occupancy Taxes.
- 08/02/16** Presentation by Mr. Richard Grice, Isle of Wight County Board of Supervisors, Smithfield District.

- 09/06/16** Presentation by Mr. Richard Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 10/04/16** Presentation by Mr. Richard Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 10/04/16** Presentation by Mrs. Stephe Broadwater about the Western Tidewater Free Clinic. She thanked the town for their support.
- 11/01/16** Chief Bowman introduced Sgt. Patrick Araojo as Smithfield's Top Cop and promotion to Lieutenant as an Investigative Commander.
- 11/01/16** Presentation by Mr. Richard Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 11/01/16** Presentation from the Isle of Wight County Museum by Jennifer England.
- 12/06/16** Presentation by Mr. Richard Grice, Isle of Wight County Board of Supervisors, Smithfield District.

## **PROCLAMATIONS:**

- 07/05/16** Proclamation Supporting National Night Out.

## **PUBLIC COMMENTS:**

- 01/05/16** Ms. Theresa Mulherin spoke in opposition to the Procurement Manual updates. She felt that it was not in conformity to the state's guidelines.
- 01/05/16** Mr. Albert Burckard spoke about the historical significance of Pierceville and the Battle of Mackey's Mill.
- 01/05/16** Mr. Chris Gwaltney spoke about the importance of properly maintaining sewer pumps.
- 01/05/16** Mr. Bobby Jones respectfully withdrew the rezoning application without prejudice on behalf of the applicants with regards to the Cary and Main proposal.
- 01/05/16** Mr. John Quarstein spoke about the value in preserving Pierceville.
- 01/05/16** Ms. Dawn Riddle spoke about the historical significance of Smithfield and announced the new officers for Preserve Smithfield.
- 01/05/16** Mr. Chris Gwaltney thanked the Council for how they deliberated the issues about the rezoning of the Pierceville property. He spoke of the importance of careful planning for the Comprehensive Plan.

- 01/05/16** Mr. Gary Ramsburg spoke about the historical significance of the Pierceville Manor house and the need to stabilize it.
- 02/02/16** Ms. Theresa Mulherin asked the Town Council to look at the intersection of Thomas Street and North Church Street. She feels it is hazardous especially during inclement weather.
- 04/05/16** Mr. Herb DeGroft spoke about Paul D. Camp Community College seeking a new president.
- 04/05/16** Ms. Pam Turner spoke about parking problems and safety issues on Commerce Street.
- 04/05/16** Ms. Natalie Roberts asked about Children at Play and speed limit signs for the public boat ramp at Clontz Park.
- 06/07/16** Mr. Mark Gay spoke about Pierceville. He advised the Town Council of his thoughts for the property.
- 06/07/16** Mr. Ron Braunhardt shared the status of Preserve Smithfield. He reviewed his opinion on town ordinances and how they relate to Pierceville.
- 06/07/16** Mr. Ken Wager spoke at the public hearing for the proposed budget for FY 2016/2017.
- 06/27/16** Mr. Rick Bodson urged the Council to implement employee raises across the board until a Human Resource Manager was hired.
- 06/27/16** Mr. Jim Philips spoke against tax increases of any kind.
- 08/02/16** Mr. Herb DeGroft spoke about his concerns for the Bike and Walking Trail that the county is doing. He asked the Council to proceed slowly.
- 08/02/16** Mr. Rick Bodson, representing Smithfield 2020, reported to the Council about how the businesses feel about events downtown that close the streets. The comments were favorable.
- 08/02/16** Mr. Lee Duncan spoke in opposition to a Meals Tax increase.
- 08/02/16** Mr. Andrew Cripps spoke in opposition to a Meals Tax increase.
- 09/06/16** Mr. Mark Gay requested a sixty (60) day referral on the Pierceville decision so that focused negotiations to purchase the property could proceed.
- 09/06/16** Mr. Rick Bodson made a correction to Mr. Mark Gay's public comments about the level of involvement by the Planning Commission members and Smithfield 2020 in the mapping exercise for the Comprehensive Plan review.

- 09/06/16** Mr. Bill Davidson explained the level of involvement of the Planning Commission members as proctors for the Comprehensive Plan review.
- 10/04/16** Ms. Betty Clark spoke against the old peanut warehouse being demolished.
- 10/04/16** Mrs. Torre spoke in opposition to the BHAR decision to demolish the old peanut warehouse behind the Smithfield Inn.
- 11/01/16** Mr. Thomas Mayes spoke about the RFP for the Wombwell house. He is interested in the old smokehouse only.
- 11/01/16** Mr. Greg Vassilakos, Ms. Cristin Emrick, Ms. Leah Dempsey, Mr. Greg Brown, and Mr. Lee Duncan spoke in favor of the Park to Park Trail.

## **PUBLIC HEARINGS:**

- 01/05/16** Continued Public Hearing: Change in Zoning – Cary & Main Conditional Rezoning application. Application withdrawn without prejudice.
- 03/01/16** Public Hearing: Special Use Permit – Columbarium. Motion passed.
- 03/01/16** Public Hearing: Pinewood Heights Condemnation – 52 Carver Avenue. Motion passed.
- 03/01/16** Public Hearing: Ordinance to amend the franchise agreement with Smithfield Landing Company. Motion passed.
- 04/05/16** Public Hearing: Special Use Permit – Waiver of parking and loading requirements at Clontz Park. Motion passed.
- 05/03/16** Public Hearing: Future Land Use Designation Change for the Howard Little Farm. Motion passed.
- 05/03/16** Public Hearing: Special Use Permit for indoor commercial recreation facility at 13490 Benns Church Blvd which is the current Hope Presbyterian Church. Motion passed.
- 06/07/16** Public Hearing: Amended budget for FY 2015/2016. Motion passed.
- 06/07/16** Public Hearing: Proposed budget for FY 2016/2017. Motion continued until June 27<sup>th</sup>, 2016.
- 08/02/16** Public Hearing: Ordinance to adopt Meals Tax Increase. Motion passed.
- 08/02/16** Public Hearing: Ordinance to adopt Transient Occupancy Tax Increase. Motion passed.

- 08/02/16** Public Hearing: Chesapeake Bay Preservation Ordinance. Motion passed.
- 10/04/16** Public Hearing: Machinery and Tools Tax proposed changes. Machinery and tools will be assessed at 40% of value with a tax rate of .375 per \$100.00. Motion passed.
- 10/04/16** Public Hearing: Grant of Easement to Smithfield Foods for 40 years. Motion passed.
- 11/01/16** Public Hearing: Franchise Agreement with Smithfield Recreation Association. Action deferred until December.
- 11/01/16** Public Hearing: Franchise Agreement with Historic Windsor Castle Restoration LLC. Action deferred until December.
- 12/06/16** Public Hearing: Special Use Permit – 327 Main Street. Commercial use upstairs and downstairs. Motion passed.

## **PURCHASES:**

- 01/05/16** Motion to replace a sewer pump at the Lakeside Heights Pump Station. Motion passed.
- 03/01/16** Motion to authorize the Town Manager to order a new pump for the Crescent Pump Station. Motion passed.
- 04/05/16** Motion to authorize the Town Manager to purchase replacement police vehicle under state contract. Motion passed.
- 04/05/16** Motion to accept proposal for the purchase of emergency bypass pump for Wellington Pump Station. Motion passed.
- 05/03/16** Motion to authorize the purchase and acceptance of the deed for 52 Carver Avenue in Pinewood Heights. Motion passed.
- 08/02/16** Motion to authorize the purchase of budgeted water meters. Motion passed.
- 08/02/16** Motion to authorize the purchase of budgeted replacement pump for the Morris Creek Pump Station. Motion passed.
- 09/06/16** Motion to authorize the Town manager to purchase two (2) budgeted patrol vehicles in the amount of \$49,950.00. Motion passed.
- 09/06/16** Motion to authorize the purchase of budgeted replacement pump for Wellington Pump Station. Motion passed.
- 10/04/16** Motion to authorize the Town Treasurer to purchase a refurbished AS400 IBM server. Motion passed.

**12/06/16** Motion to authorize the purchase of a budgeted police vehicle. Motion passed.

**12/06/16** Motion to authorize direct purchase from Musco Lighting for the Joseph W. Luter, Jr. Sports Complex. Motion passed.

## **REQUEST FOR PROPOSALS / INVITATION FOR BID:**

**01/05/16** IFB – Police Evidence Storage Building renovations awarded to J.B. Hartigan

**06/07/16** IFB – Demolition Services Contract awarded to WACA Inc.

**07/05/16** Motion to authorize the Town Manager to advertise a RFP for the relocation of Womble house. Motion passed.

**08/02/16** RFP – Vehicle Maintenance Contract awarded to Smithfield Auto and Truck.

**10/04/16** IFB – Joseph W. Luter, Jr. Sports Complex site work awarded to RAD Sports.

**10/2016** IFB – Joseph W. Luter, Jr. Sports Complex Architectural Bids rejected.

**11/01/2016** IFB – Public Boat Ramp at Clontz Park advertised in September were rejected.

**12/06/2016** IFB – Landscaping Maintenance Bids advertised in October 2016 were rejected.

**12/06/2016** RFP – Fire Alarm Monitoring awarded to Siemens Industry Inc.

## **RESOLUTIONS:**

**01/05/16** Resolution for traffic assistance and one way traffic along Jericho Road for the BOB Festival on January 16<sup>th</sup>, 2016. Motion passed.

**01/05/16** Resolution for a street closure for the Vintage Market on March 12<sup>th</sup>, 2016. Motion passed.

**01/05/16** Resolution for a street closure for the 2<sup>nd</sup> Annual Mardi Gras Run 4 Beads on February 6<sup>th</sup>, 2016. This item was sent back to committee.

**03/01/16** Resolution for a street closure/traffic assistance for the Sprint Triathlon Race on April 2<sup>nd</sup>, 2016. Motion passed.

**03/01/16** Resolution for a partial street closure for the 5<sup>th</sup> Annual Wine and Brew Festival on April 9<sup>th</sup>, 2016. Motion passed.

**03/01/16** Resolution for partial park closures of the fishing pier on April 6<sup>th</sup>, 2016 thru April 9<sup>th</sup>, 2016 for the Wine and Brew Festival. Motion passed.

- 03/01/16** Resolution to accept streets in the Town of Smithfield's maintenance system. Motion passed.
- 04/05/16** Resolution for street closure of Luter Drive for NASCAR/FOX Sports Event on April 21<sup>st</sup>, 2016.
- 04/05/16** Resolution to adopt the Virginia Retirement System Phase In for FY 2016-2017. Motion passed.
- 05/03/16** Resolution for street closures for Olden Days festivities on June 24<sup>th</sup> and 25<sup>th</sup>. Motion passed.
- 06/07/16** Resolution for Appointment/Reappointment to the Smithfield Certified Crime Prevention Team. Town staff included on the team is Officer Clarence Seamster, Kurt Beach, Joseph Reish, and Connie Chapman. Motion passed.
- 06/07/16** Resolution recommending to the Circuit Court the reappointment of Catherine Bowden to the Board of Zoning Appeals. Motion passed.
- 06/07/16** Resolution to adopt amended budget for FY 2015/2016. Motion passed.
- 06/27/16** Resolution to adopt the budget for FY 2016/2017 with an increase of .25% Meals Tax and an increase of 1% Transient Occupancy Tax. Motion passed.
- 06/27/16** Resolution to renew the Farmers Bank line of credit for one million dollars (\$1,000,000.00). Motion passed.
- 07/05/16** Motion to adopt appropriation resolution to carry forward funds and restricted funds appropriated in FY 2015/2016. Motion passed.
- 07/05/16** Motion to adopt appropriation resolution for funds for FY 2016/2017 effective July 1<sup>st</sup>, 2016. Motion passed.
- 08/02/16** Resolution for a street closure request for one way traffic on Jericho Road for the Bacon Fest on October 1<sup>st</sup>, 2016. Motion passed.
- 08/02/16** Resolution for a street closure request for the Vintage Market on Saturday, October 8<sup>th</sup>, 2016. Motion passed.
- 08/02/16** Resolution for street closure/traffic assistance request for the annual Hog Jog on Saturday, October 8<sup>th</sup>, 2016. Motion passed.
- 08/02/16** Resolution to authorize partial closure of the Windsor Castle Park trails and fishing pier. Motion passed.
- 10/04/16** Resolution to approve the street closure request for the Smithfield High School Homecoming parade on October 14<sup>th</sup>. Motion passed.

- 10/04/16** Resolution to approve traffic assistance request for the Smithfield 6 Pack and Toast of Town 3K on November 6<sup>th</sup>. Motion passed.
- 11/01/16** Resolution to approve the amended street closure request for the Vintage Market that was rescheduled from October 8<sup>th</sup> to November 12<sup>th</sup> due to inclement weather. Motion passed.
- 11/01/16** Resolution to approve the street closure request for the Smithfield Evening Christmas Market on December 10<sup>th</sup> from noon until 11:00 p.m. Motion passed.
- 11/01/16** Resolution to allocate VDOT Urban Funds to the Route 258/W. Main Street right turn lane at the Joseph W. Luter, Jr. Sports Complex, Bennis Church Blvd./S. Church Street (Segment 3) Design Alternative Analysis for trail/sidewalk. Motion passed.
- 12/06/16** Resolution to approve traffic assistance for 8K and Jericho Road one way traffic for the BOB Festival on January 14<sup>th</sup>, 2017.

## **OTHER ITEMS OF INTEREST:**

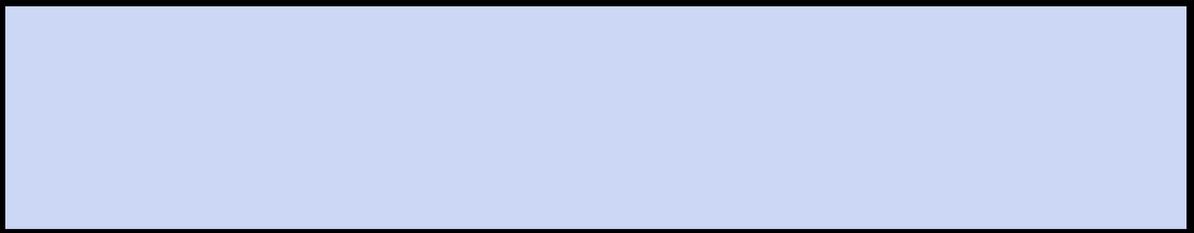
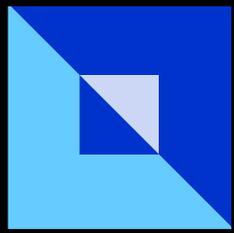
### **SURPLUS PROPERTY:**

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

<b>Govdeals:</b>	<b>Fee for service:</b>	<b>Revenue:</b>
2012	\$1,076.74	\$13,218.35
2013	\$ 444.70	\$ 5,279.32
2014	\$1,636.06	\$19,590.83
2015	\$1,365.30	\$18,129.00
<b>2016</b>	<b>\$1,566.70</b>	<b>\$20,724.10</b>

### **NEWSLETTER EXPENSE REPORT:**

2015	<b>John Henry Printing</b>	<b>Postage</b>	<b># of copies</b>
Spring	\$1,617.00	\$755.45	3,200
Fall	\$1,653.75	\$766.18	3,375
<hr/>			
<b>2016</b>	<b>John Henry Printing</b>	<b>Postage</b>	<b># of copies</b>
Spring	\$1,653.75	\$733.08	3,375
Fall (Full Color)	\$2,800.00	\$735.58	3,325
<hr/>			



# COUNCIL BUDGET

RESOLUTION  
AMENDED BUDGET FOR FISCAL YEAR 2015-2016

WHEREAS, the Town Council, through its staff and Finance Committee, has prepared an amended budget for Fiscal Year 2015-2016; and,

WHEREAS, the budget has be advertised in accordance with the law and a public hearing was held at the regular meeting of Town Council on June 7, 2016; and,

WHEREAS, after hearing public comment, the Finance Committee and the Town Manager have recommended adoption of the proposed amended budget for the 2015-2016 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 2015-2016.

NOW, THEREFORE, BE IT RESOLVED that the amended budget for Fiscal Year 2015-2016, and attached hereto as Exhibit "a" is hereby adopted; and,

Adopted this 7<sup>th</sup> Day of June 2016.

Town Council of the  
Town of Smithfield

By T. Carter Williams  
T. Carter Williams, Mayor

ATTEST:

Lesley G. King  
Lesley G. King, Clerk

**NOTICE OF PUBLIC HEARING**

Notice is hereby given pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, that the Town Council of the Town of Smithfield at its regular meeting on June 7, 2016, at 7:30 p.m. will hold a public hearing to consider the adoption of an amended budget for the Town of Smithfield for Fiscal Year July 1, 2015 through June 30, 2016.

All persons who wish to be heard concerning the adoption of said amended budget may appear before the Town Council at its regular meeting in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia on June 7, 2016 at 7:30 p.m.

The full texts of the proposed amended budget are on file in the office of the Town Manager, 911 S. Church Street, Smithfield, Virginia and are available for public inspection.

**SYNOPSIS OF THE PROPOSED AMENDED BUDGET FOR THE TOWN OF SMITHFIELD  
FOR FISCAL YEAR JULY 1, 2015 THROUGH JUNE 30, 2016**

**GENERAL GOVERNMENT**

	<u>REVENUE</u>	
	ADOPTED BUDGET FY 2015-2016	PROPOSED BUDGET REVISION FY 2015-2016
<b><u>Revenue from local sources</u></b>		
Real Estate	1,728,923	1,703,200
Personal Property	649,105	599,500
Public Service Corporation tax	-	30,525
Penalties and Interest	42,045	35,360
<b>Total Revenue from Local Sources</b>	<b><u>2,420,073</u></b>	<b><u>2,368,585</u></b>
<b><u>Other local taxes</u></b>		
Bank franchise	149,000	137,645
Sales	300,000	300,000
Utility	193,600	193,600
Meals tax-4%	915,000	1,051,100
Meals tax-1% (special projects)	457,500	525,550
Business license	344,900	344,900
Vehicle License	146,200	136,500
Cigarette	130,000	150,000
Transient Occupancy	170,000	180,000
Consumption	<u>46,000</u>	<u>46,000</u>
<b>Total other local taxes</b>	<b>2,852,200</b>	<b>3,065,295</b>

**Licenses, permits & other fees**

Permits	12,000	12,000
Inspection fees	5,000	5,000
Dog park registration fees	2,400	2,400
Consultant review fees	5,500	5,500
<b>Total licenses, permits, and other fees</b>	<b>24,900</b>	<b>24,900</b>
Fines	70,000	70,000
Revenue from use of money and property	221,667	230,027
Other revenue	6,000	7,000
Revenue from Commonwealth of Virginia	677,443	675,177
Revenue from Federal Government	2,250	378,980
Other financing sources		
Contributions	22,190	3,147,632
Insurance Recoveries	---	12,600
Line of Credit Proceeds	450,000	---
Loan proceeds	---	1,102,275
Reserve funds		
Restricted Reserves-Police evidence building	---	169,072
Operating Reserves	120,862	442,545
<b>Total other financing sources</b>	<b>593,052</b>	<b>4,874,124</b>
Total General Funds Revenues	6,867,585	11,694,088
Road Maintenance	1,067,664	1,110,209
From Prior Year - Highway funds	--	92,152
<b>GRAND TOTAL</b>	<b>7,935,249</b>	<b>12,896,449</b>

**EXPENDITURES**

	<u>ADOPTED BUDGET FY 2015-2016</u>	<u>PROPOSED BUDGET REVISION FY 2015-2016</u>
<b><u>OPERATING EXPENSES</u></b>		
GENERAL GOVERNMENT	616,742	630,009
TREASURER	489,975	462,035
PUBLIC SAFETY	2,416,105	2,473,059
PLANNING ENGINEERING & PUBLIC WORKS	807,113	816,849
PUBLIC BUILDINGS	162,550	154,550

COMMUNITY DEVELOPMENT	319,949	1,180,474
PARKS, RECREATION & CULTURAL	796,414	845,169
DEBT SERVICE	<u>589,119</u>	<u>133,959</u>
<b>TOTAL OPERATING EXPENSES</b>	<b>6,197,967</b>	<b>6,696,104</b>
<b>OTHER FINANCING USES</b>		
Transfer to restricted reserves	--	<b>3,025,000</b>
<b><u>CAPITAL OUTLAY</u></b>		
TOWN COUNCIL	--	--
TREASURER	157,525	50,000
PUBLIC SAFETY	176,393	242,530
PLANNING, ENGINEERING & PUBLIC WORKS	121,200	5,912
PUBLIC BUILDINGS	196,000	566,550
PARKS, RECREATION & CULTURAL	18,500	1,071,992
COMMUNITY DEVELOPMENT	--	36,000
<b>TOTAL CAPITAL OUTLAY</b>	<b><u>669,618</u></b>	<b><u>1,972,984</u></b>
<b>TOTAL GENERAL FUNDS EXPENSES</b>	<b>6,867,585</b>	<b>11,694,088</b>
ROAD MAINTENANCE	1,067,664	1,202,361
<b>GRAND TOTAL</b>	<b>7,935,249</b>	<b>12,896,449</b>

**WATER AND SEWER**

**REVENUE**

	ADOPTED BUDGET <u>FY 2015-2016</u>	PROPOSED BUDGET REVISION <u>FY 2015-2016</u>
<b>OPERATING REVENUE</b>		
CHARGES FOR SERVICES-WATER	1,423,185	1,414,305
CHARGES FOR SERVICES-SEWER	681,000	681,000
WATER DEBT SERVICE REVENUE	189,712	189,712
SEWER COMPLIANCE REVENUE	496,000	496,000
CONNECTION FEES-WATER	16,500	16,500
CONNECTION FEES-SEWER	39,500	39,500
APPLICATION FEES-WATER	8,654	8 654
MISCELLANEOUS – WATER	1,000	1,000
MISCELLANEOUS – SEWER	1,000	1,000
<b>TOTAL OPERATING REVENUE</b>	<u><b>2,856,551</b></u>	<u><b>2,847,671</b></u>
<b>OPERATING EXPENSES</b>		
WATER	1,374,642	1,343,620
SEWER	639,162	640,762
<b>TOTAL OPERATING EXPENSES</b>	<u><b>2,013,804</b></u>	<u><b>1,984,382</b></u>
<b>OPERATING INCOME BEFORE BAD DEBT, DEPRECIATION AND AMORTIZATION EXPENSE</b>		
	842,747	863,289
<b>DEPRECIATION AND AMORTIZATION EXPENSE-WATER</b>		
	365,000	365,000
<b>DEPRECIATION AND AMORTIZATION EXPENSE-SEWER</b>		
	380,000	380,000
<b>TOTAL BAD DEBT AND DEPRECIATION EXPENSE</b>	<u><b>745,000</b></u>	<u><b>745,000</b></u>
<b>OPERATING INCOME (LOSS)</b>	<b>97,747</b>	<b>118,289</b>
<b>NONOPERATING REVENUE (EXPENSES)</b>		
AVAILIABILITY FEES-WATER	68,000	68,000
AVAILIABILITY FEES-SEWER	103,000	103,000
PRO-RATA SHARE FEES-WATER	--	2,400
PRO-RATA SHARE FEES-SEWER	--	2,400
INSURANCE RECOVERIES	--	15,405

WELL NEST CONTRIBUTION	(70,000)	--
INTEREST REVENUE-WATER	6,800	9,850
INTEREST REVENUE-SEWER	4,500	6,250
INTEREST EXPENSE-WATER	(42,583)	(42,583)
INTEREST EXPENSE-SEWER	(10,101)	(10,101)
<b>TOTAL NONOPERATING REVENUE (EXPENSES)</b>	<b>59,616</b>	<b>154,621</b>
INCOME (LOSS) BEFORE CONTRIBUTIONS	157,363	272,910
CAPITAL CONTRIBUTIONS-SEWER	11,890	11,890
<b>INCOME (LOSS) AFTER CONTRIBUTIONS</b>	<b>169,253</b>	<b>284,800</b>

#### NOTES TO FINANCIAL

- 1) Income loss is funded by prior year operating reserves.
- 2) Availability fees are moved to escrow funds and used to pay for capital construction and improvements
- 3) Pro-rata Share fees are moved to escrow funds and used to pay for capital construction and improvements motivated by growth.
- 4) Water Debt Service revenues and Sewer compliance revenues are moved to escrow accounts and used to pay debt on planned RO plant and expenses for the sewer consent order.
- 5) Principal payments to be funded from income and debt service revenues for 2015 and 2016 are:

Water Debt Service Principal	381,887	381,887
Sewer Debt Service Principal	97,940	97,940
- 6) Total capital expenditures to be funded from income, loan funds, and escrow funds are:

Water Capital expenses	734,264	138,150
Sewer Capital expenses	389,071	300,022

**RESOLUTION  
BUDGET FOR FISCAL YEAR 2016-2017**

WHEREAS, the Town Council, through its staff and finance committee, has prepared a budget for Fiscal Year 2016-2017; 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 7, 2016; and,

WHEREAS, the budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2016-2017; and,

NOW, THEREFORE, BE IT RESOLVED that the budget for Fiscal Year 2016-2017, and attached hereto as Exhibit "A" is hereby adopted.

Adopted this 27<sup>th</sup> day of June, 2016.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By *T. Carter Williams*  
T. Carter Williams, Mayor

ATTEST:

*Lesley G. King*  
Lesley G. King, Clerk

TC. Adopted  
6-27-16

	Proposed Budget Rev		Proposed Budget		% Change	\$ Change
	FY2015-2016 (AMENDED)	REVENUE	FY2016-2017 (AMENDED)			
<b>2017 Budget General Fund</b>						
<b>General Property Taxes</b>						
Real Estate	1,709,200		1,709,200		0.00%	-
Personal Property	599,500		599,500		0.00%	-
Public Service Corporations Tax	30,525		30,524		0.00%	(1)
Penalties and Interest	35,350		35,355		-0.01%	(5)
<b>Total General Property Taxes</b>	<b>2,374,585</b>		<b>2,374,579</b>		<b>0.00%</b>	<b>(6)</b>
<b>Other Local Taxes</b>						
Bank franchise	137,645.00		137,645		0.00%	-
Sales	300,000.00		320,000		6.67%	20,000
Utility	193,600.00		190,000		-1.86%	(3,600)
Meals tax - 4% for 2016, 4.25% for 2017	1,051,100.00		1,112,623		5.85%	61,523
Meals tax - 2%	525,550.00		523,470		-0.40%	(2,080)
Business Licenses	369,900.00		367,600		-0.62%	(2,300)
Vehicle Licenses	136,500.00		136,500		0.00%	-
Cigarette	150,000.00		150,000		0.00%	-
Transient Occupancy-5% for 2016, 6% for 2017	180,000.00		216,000		20.00%	36,000
Consumption	46,000.00		47,000		2.17%	1,000
<b>Total other local taxes</b>	<b>3,090,295</b>		<b>3,200,838</b>		<b>3.58%</b>	<b>110,543</b>
<b>Permit, Fees &amp; Licenses</b>						
Permits	12,000		15,000		25.00%	3,000
Inspection Fees	5,000		3,000		-40.00%	(2,000)
Dog Park Registration Fees	2,400		2,300		-4.17%	(100)
Consultant Review Fees	5,500		3,000		-45.45%	(2,500)
<b>Total Licenses, permits, and privilege fees</b>	<b>24,900</b>		<b>23,300</b>		<b>-6.43%</b>	<b>(1,600)</b>
<b>Fines</b>						
Revenue from use of money and property	70,000		70,000		0.00%	-
Other revenue	232,027		260,350		12.21%	28,323
Revenue from Commonwealth of Virginia	7,000		6,100		-12.86%	(900)
Revenue from Federal Government	675,177		674,677		-0.07%	(500)
	681,720		953,575		39.88%	271,855
<b>Other financing sources</b>						
Contributions	3,147,632		97,350		-96.91%	(3,050,282)
Insurance Recoveries	12,500		-		-100.00%	(12,500)
Line of Credit Proceeds	-		500,000		100.00%	500,000
Loan Proceeds	1,102,275		3,597,725		226.39%	2,495,450
Reserve Funds	-		3,025,000		100.00%	3,025,000
Escrow Reserves-Ball Fields	169,072		-		-100.00%	(169,072)
Restricted Reserves-Police Evidence Bldg	513,893		450,213		-12.39%	(63,680)
Operating Reserves	-		-		-	-
<b>Total other financing sources</b>	<b>4,945,472</b>		<b>7,670,288</b>		<b>55.10%</b>	<b>2,724,816</b>

Total General Funds Revenues	12,101,176	15,233,707	25.89%	3,132,531
Road Maintenance	1,110,209	1,104,209	-0.54%	(6,000)
State Highway Maintenance funds carried forward from prior year	92,152	-	-100.00%	(92,152)
<b>GRAND TOTAL</b>	<b>13,303,537</b>	<b>16,337,916</b>	<b>22.81%</b>	<b>3,034,379</b>

<b>Operating Expenses</b>	<b>EXPENDITURES</b>			
General Government	630,009	739,427	17.37%	109,418
Treasurer	462,035	519,438	12.42%	57,403
Public Safety	2,473,059	2,530,239	2.31%	57,180
Planning, Engineering, & Public Works	816,849	819,830	0.36%	2,981
Public Buildings	154,550	154,220	-0.21%	(330)
Community Development	1,495,002	2,026,800	35.57%	531,798
Parks, Recreation, and Cultural	845,169	834,733	-1.23%	(10,436)
Post Service	133,959	695,567	419.24%	561,608
<b>Total Operating Expenses</b>	<b>7,010,632</b>	<b>8,320,254</b>	<b>18.68%</b>	<b>1,309,622</b>

<b>Other Financing Uses</b>	<b>3,025,000</b>	<b>489,553.00</b>	<b>-83.82%</b>	<b>(2,535,447)</b>
Transfer to restricted reserves				

<b>Capital Outlay</b>				
Town Council				
Treasurer	50,000	107,525	0.00%	57,525
Public Safety	296,365	105,000	-64.57%	(191,365)
Planning, Engineering, & Public Works	5,912	9,375	58.58%	3,463
Public Buildings	593,275	10,000	-98.31%	(583,275)
Parks, Recreation, & Cultural	1,071,992	5,964,000	456.35%	4,892,008
Community Development	48,000	228,000	375.00%	180,000
<b>Total Capital Outlay</b>	<b>2,065,544</b>	<b>6,423,900</b>	<b>211.00%</b>	<b>4,358,356</b>

<b>General Funds Expenses</b>	12,101,176	15,233,707	25.89%	3,132,531
Road Maintenance	1,202,361	1,104,209	-8.16%	(98,152)
<b>GRAND TOTAL</b>	<b>13,303,537</b>	<b>16,337,916</b>	<b>22.81%</b>	<b>3,034,379</b>

2017 Budget- Water & Sewer

	Proposed Budget Rev		Proposed Budget		% Change	\$ Change
	FY2015-2016	REVENUE	FY2016-2017			
<b>Operating Revenue</b>						
Charges for Services-Water	1,414,305		1,407,750		-0.46%	(6,555)
Charges for Services-Sewer	681,000		681,000		0.00%	-
Water Debt Service Revenue	189,712		190,652		0.50%	940
Sewer Compliance Revenue	496,000		498,600		0.52%	2,600
Connection Fees-Water	16,500		16,500		0.00%	-
Connection Fees-Sewer	39,500		39,500		0.00%	-
Application Fees-Water	8,654		8,654		0.00%	-
Miscellaneous-Water	1,000		1,500		50.00%	500
Miscellaneous-Sewer	1,000		500		-50.00%	(500)
<b>Total Operating Revenue</b>	<b>2,847,671</b>		<b>2,844,656</b>		<b>-0.11%</b>	<b>(3,015)</b>
<b>Operating Expenses</b>						
Water	1,343,620		1,515,825		12.82%	172,205
Sewer	640,762		649,937		1.43%	9,175
<b>Total Operating Expenses</b>	<b>1,984,382</b>		<b>2,165,762</b>		<b>9.14%</b>	<b>181,380</b>
<b>Operating Income Before Bad Debt, Depreciation and Amortization Expense</b>	<b>863,289</b>		<b>678,894</b>		<b>-21.36%</b>	<b>(184,395)</b>
Depreciation & Amortization Exp-Water	365,000		370,000		1.37%	5,000
Depreciation & Amortization Exp-Sewer	380,000		390,000		2.63%	10,000
<b>Total Bad Debt and Depreciation Expense</b>	<b>745,000</b>		<b>760,000</b>		<b>2.01%</b>	<b>15,000</b>
<b>Operating Income (Loss)</b>	<b>118,289</b>		<b>(81,106)</b>		<b>-68.57%</b>	<b>(199,395)</b>
<b>Nonoperating Revenue (Expenses)</b>						
Availability Fees-Water	68,000		68,000		0.00%	-
Availability Fees-Sewer	103,000		103,000		0.00%	-
Pro-Rata Share Fees-Water	2,400		-		100.00%	(2,400)
Pro-Rata Share Fees-Sewer	2,400		-		100.00%	(2,400)
Insurance Recoveries	15,405		-		100.00%	(15,405)
Interest Revenue-Water	9,850		6,800		-30.96%	(3,050)
Interest Revenue-Sewer	6,250		4,500		-28.00%	(1,750)
Interest Expense-Water	(42,583)		(40,465)		-4.97%	2,118
Interest Expense-Sewer	(10,101)		(8,602)		-14.84%	1,499

Total Nonoperating Revenue (Expenses)	154,621	133,233	-13.83%	(21,388)
Income (Loss) Before Contributions	272,910	52,127	-80.90%	(220,783)
Capital Contributions- Sewer	11,890	-	-100.00%	(11,890)
Income (Loss) After Contributions	284,800	52,127	-81.70%	(232,673)

**NOTES TO FINANCIAL**

- 1) Income loss is funded by prior year operating
- 2) Availability fees are moved to escrow funds construction and improvements
- 3) Pro-rata Share fees are moved to escrow funds construction and improvements motivated by
- 4) Water Debt Service revenues and Sewer escrow accounts and used to pay debt on sewer consent order.
- 5) Principal payments to be funded from income and debt service revenues for 2016 and 2017 are:
 

Water Debt Service Principal	381,887	303,070	(78,817)
Sewer Debt Service Principal	97,940	98,770	830
- 6) Total capital expenditures to be funded from income, loan funds, and escrow funds are:
 

Water Capital expenses	138,150	566,390	428,240
Sewer Capital expenses	300,022	487,696	187,674

**GENERAL FUND**

Pinewood Heights	\$	219,312.00
Ball Fields (professional fees)	\$	100,000.00
Police Vehicle	\$	41,715.00
Police Motorcycles	\$	50,000.00
	\$	<hr/> 411,027.00

**SEWER**

None

**WATER**

Lumar Road Line Repairs	\$	25,000.00
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**HIGHWAY**

None

APPROPRIATION RESOLUTION TO CARRY FORWARD AND RESTRICT FUNDS  
APPROPRIATED IN FISCAL YEAR 2015-2016

WHEREAS, the Town Council, in its 2015-2016 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 2015-2016 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 2015-2016 and remaining unspent, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Town are hereby appropriated, set aside and restricted for the completion of certain capital improvement projects, as follows:

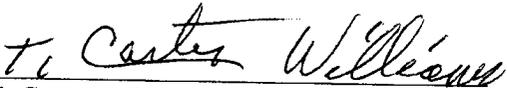
**GENERAL FUND**

Pinewood Heights Relocation Project	\$219,312
Ball fields – professional fees	100,000
Police vehicle	41,715
Police motorcycles	<u>50,000</u>
	\$411,027

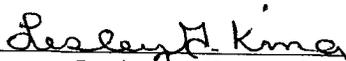
**WATER FUND**

Lumar Road Water Line Repair	<u>\$25,000</u>
	\$25,000

Adopted: July 5, 2016

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

Attest:

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

APROPRIATION RESOLUTION  
FISCAL YEAR 2016-2017

WHEREAS, in order to provide for the operation of the government of the Town of Smithfield, the Town Council of the Town of Smithfield finds it necessary to appropriate the funds budgeted for fiscal year 2016-2017, beginning July 1, 2016.

NOW, THEREFORE, BE IT RESOLVED that the following sums of money, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Town are hereby appropriated for the corporate purposes and objects of the Town as hereinbelow specified for the fiscal year commencing on the 1st day of July, 2016, and ending on the 30th day of June, 2017:

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

Operating expenses:

For general government	\$739,427
For treasurer	519,438
For public safety	2,530,239
For planning, engineering & public works	819,830
For public buildings	154,220
For community development	2,026,800
For parks, recreation & cultural	834,733
For debt service	<u>695,567</u>
	Total \$8,320,254

Capital outlay:

For Treasurer	\$107,525
For public safety	105,000
For planning, engineering & public works	9,375
For public buildings	10,000
For parks, recreation & cultural	5,964,000
For community development	228,000
For road maintenance	<u>1,104,209</u>
	Total \$7,528,109

Restricted reserves:

For restricted reserves	<u>\$489,553</u>
	Total \$489,553

**GRAND TOTAL \$16,337,916**

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

Taxes:

Real Estate	\$1,709,200
Personal Property	599,500
Public Service Corporation tax	30,524
Penalties & interest	35,355
Franchise	137,645
Sales	320,000
Utility	190,000
Meals-4.25%	1,112,623
Meals-2%	523,470
Cigarette	150,000
Transient Occupancy	216,000
Consumption	<u>47,000</u>
Total	\$5,071,317

Licenses:

Privilege licenses	367,600
Motor vehicles	<u>136,500</u>
Total	\$504,100

Permits	15,000
Inspections	3,000
Dog park registration fees	2,300
Consultant review fees	3,000
Fines	70,000
Revenue from use of money and property	260,350
Other revenue	6,100
Revenue from Commonwealth of Virginia	674,677
Revenue from Federal Government	<u>953,575</u>
Total	\$1,988,002

Other Financing Sources:

Contributions	97,350
Line of credit proceeds	500,000
Loan proceeds	3,597,725
Escrow reserve- Ball fields	3,025,000
Operating reserves	450,213
Road maintenance	<u>1,104,209</u>
Total	\$8,774,497

**Grand Total \$16,337,916**

**B. From Water and Sewer Revenues**

For water operating expenses	\$1,515,825
For sewer operating expenses	649,937
For depreciation & amortization expense- water	370,000
For depreciation & amortization expense- sewer	390,000
For interest expense – water	40,465
For interest expense – sewer	<u>8,602</u>
<b>Grand Total</b>	<b>\$2,974,829</b>

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

Operating revenue:

Charges for services-water	1,407,750
Charges for services-sewer	681,000
Water Debt Service Revenue	190,652
Sewer Compliance Revenue	498,600
Connection fees-water	16,500
Connection fees-sewer	39,500
Application fees-water	8,654
Miscellaneous – water	1,500
Miscellaneous – sewer	<u>500</u>
Total	\$2,844,656

Non-operating revenue (expenses)

Availability fees-water	68,000
Availability fees-sewer	103,000
Interest revenue-water	6,800
Interest revenue-sewer	<u>4,500</u>
Total	\$182,300

Reserves

From Water Reserves	226,423
To Sewer Reserves	<u>(278,561)</u>
Total	(\$52,127)

**Grand Total \$2,974,829**

SUMMARY

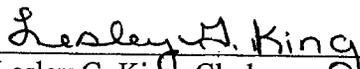
Appropriated from general corporate taxes and revenue	\$16,337,916
Appropriated from water and sewer revenues & reserves	<u>\$2,974,829</u>
TOTAL:	\$19,312,745

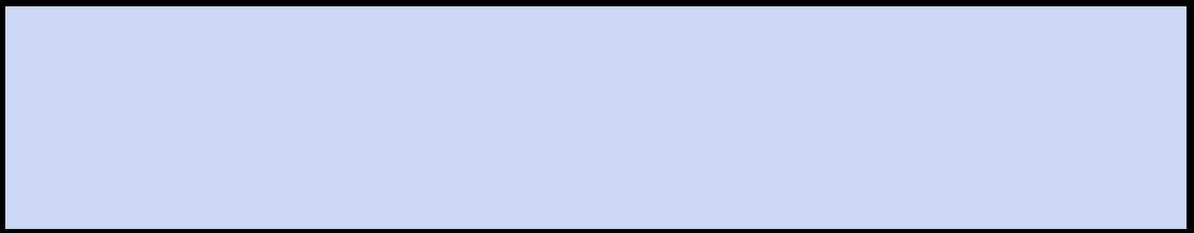
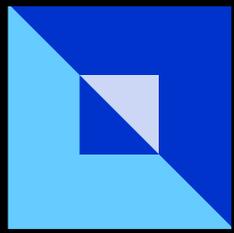
These appropriations shall be effective as of July 1, 2016.

Adopted: July 5, 2016

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

Attest:

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



SMITHFIELD PLANNING,  
ENGINEERING & PUBLIC WORKS  
REPORT

# Town of Smithfield



## 2016 Annual Report

## **Staff Members**

Wayne Griffin – Town Engineer  
Sonja Eubank – Office/Accreditation Manager  
Kathy Bew-Jones – Secretary  
William Saunders – Planning and Zoning Administrator  
Joseph Reish – Planning Technician/Code Enforcement  
Jessie Snead – Superintendent  
Josiah Jendrey – Compliance Inspector  
Jack Reed – Plant Manager  
Dale Wall – Waterworks Operator  
Tim Perkins – Waterworks Operator  
Darryle Warren – Maintenance Supervisor  
Jeff Smith – Maintenance Supervisor  
Jeff Landrus – Mechanic  
Jacob Hodge – Mechanic  
Ernest Motley – Maintenance Technician  
Blake Byrd – Maintenance Technician  
Robert Archer – Maintenance Technician Helper  
Lee Carr – Maintenance Technician Helper  
Brent Whitley – Laborer  
James Batten – Crew Leader  
Sterling White – Laborer  
Private Warren – Laborer  
Josh Luter – Grounds Maintenance Specialist

## **Staff Certifications/Licenses**

- Sonja Eubank received the Virginia Contracting Officer certification through the Virginia Institute of Procurement
- Jack Reed was elected to the Board of Directors for the Southeast Desalting Association
- All Public Works employees recertified on Pesticide Licenses, Fire Extinguisher Training, and Work Place Safety
- Tim Perkins recertified his Class 3 Wastewater Operators License
- Joseph Reish attended the Virginia Association of Zoning Officials Training Conference to support his Zoning Official Certification
- William Saunders attended the Virginia Chapter of the American Planning Association Training Conference to support his AICP Certification
- William Saunders attended DEQ Stormwater Management training classes to support his DEQ E&SC Combined Administrator Certification

## Planning and Zoning Department

### Planning Commission

	Reviewed	Approved or Recommended Approval	Denied or Recommended Denial	Tabled
Rezoning	0	0	0	0
Preliminary Site Plan Review	3	3	0	0
Final Site Plan Review	3	3	0	0
Preliminary Subdivision Review	0	0	0	0
Final Subdivision Review	0	0	0	0
Special Use Permits	4	4	0	0
Special Sign Exceptions	1	1	0	0
Chesapeake Bay Exceptions	0	0	0	0
Amendments to Comp Plan, Zoning Ord., etc.	2	2	0	0
Sign Permit, Entrance Corridor Design Review	5	5	0	0
Others	0	0	0	0
<b>TOTAL</b>	<b>18</b>	<b>18</b>	<b>0</b>	<b>0</b>

#### January 12, 2016 meeting

1. Election of Officers: Bill Davidson, Chair; Charles Bryan, Vice Chair.
2. \*Public Hearing\* Special Use Permit – Columbarium – 201 Cedar Street (Trinity Methodist Church) - Clay Griffin, Trinity Methodist Church, applicants – Recommended for Approval.
3. \*Public Hearing\* Special Sign Exception – Cypress Run Plaza - Detached Sign with Individual Tenant Panels – Christa Pickrell, Cardinal Sign Corp., applicants - Approved.

#### February 9, 2016 meeting

- No Meeting Held

#### March 8, 2016 meeting

1. \*Public Hearing\* Special Use Permit – Waiver of Paved Parking and Curb and Gutter – Clontz Park Public Boat Ramp Facility - Town of Smithfield, applicant – Approval recommended to Town Council, with no conditions.
2. EC-O Design Review – Exterior Renovations and Sign Plan – 1007 S. Church St. - Norm Whitten, Q-Daddy’s BBQ, applicants – Approved.
3. EC-O Design Review – Exterior Renovations and Sign Plan – 1808 S. Church St. - Tabitha Perkins, Total Image Solutions, applicants – Approved, with recommendation that applicant consider green fascia and canopy.

### **April 12, 2016 meeting**

1. \*Public Hearing\* Special Use Permit – Indoor Commercial Recreation Facility – 13490 Bennis Church Boulevard – Rev. George Boomer, Robert W. Neal for Hope Presbyterian Church, applicants – Approval recommended to Town Council, with condition that commercial recreational activities not be held concurrently with Church activities.
2. \*Public Hearing\* Future Land Use Designation Change - Comprehensive Plan Future Land Use Map – Little Farm, North of Intersection of Waterworks Road & Courthouse Highway - Town of Smithfield, applicant – Approval recommended to Town Council, with no conditions.

### **May 10, 2016 meeting**

- No Meeting Held

### **June 14, 2016 meeting**

1. Preliminary and Final Site Plan Review – Smithfield Foods Southern Parking Lot Expansion – Jarrod Katzer, WPL Site Design, applicants – Approved contingent upon storm water management comments being adequately addressed administratively.
2. Zoning Ordinance Amendment Review – Chesapeake Bay Preservation Overlay District Ordinance – Town of Smithfield, applicant – Public Hearing to be set for July Planning Commission meeting.

### **July 12, 2016 meeting**

1. \*Public Hearing\* Zoning Ordinance Amendment Review – Chesapeake Bay Preservation Area Overlay District Ordinance – Town of Smithfield, applicant – Recommended for approval to Town Council.
2. Preliminary and Final Site Plan Review – Clontz Park Public Boat Ramp Facility – Jamie Weist, Kimley Horn, applicants – Approved contingent upon storm water management comments being adequately addressed administratively.

### **August 9, 2016 meeting**

1. Entrance Corridor Overlay District Design Review – 19290 Battery Park Road – Scott Overton, Harvest Fellowship Baptist Church, applicants – Approved.
2. Comprehensive Plan Review Discussion – Future Land Use Chapter VI, Future Land Use Map – Town of Smithfield – No action taken.

### **September 13, 2016 meeting**

1. Preliminary and Final Site Plan Review - Joseph W. Luter, Jr. Sports Complex – 900 W. Main St. – Town of Smithfield, applicant– Approved.

### **October 11, 2016 meeting**

1. Entrance Corridor Overlay District Architectural Review - Joseph W. Luter, Jr. Sports Complex – 900 W. Main St. – Town of Smithfield, applicant– Approved.

### **November 8, 2016 meeting**

1. \*Public Hearing\* - Special Use Permit - Commercial Use in a Residential Structure – 327 Main St. – Cheryl Ketcham, applicant – Recommended for approval to Town Council.

### **December 13, 2016 meeting**

1. Entrance Corridor Overlay District (EC-O) Design Review - 1400 S. Church St. – Erica Pierce, BluFlame Enterprises, LLC, applicants – Approved.
2. Zoning Ordinance Amendment Review – Article 3.G, Residential / Office Zoning District (R-O) – Town of Smithfield, applicant – Consensus to hold public hearing at January 10, 2017 Planning Commission meeting.

## Board of Zoning Appeals

	Reviewed	Approved	Denied	Still Pending
Variances	0	0	0	0
Special Yard Exceptions	3	3	0	0
Zoning Appeals	0	0	0	0
Others	0	0	0	0
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>

**January 19, 2016 meeting**

- No Meeting Held.

**February 16, 2016 meeting**

- No Meeting Held

**March 15, 2016 meeting**

- No Meeting Held

**April 19, 2016 meeting**

- No Meeting Held

**May 17, 2016 meeting**

1. Special Yard Exception – 134 Lumar Road – Herbert & Kristen Munford, applicants/property owners – Approved.

**June 21, 2016 meeting**

- No Meeting Held

**July 19, 2016 meeting**

- No Meeting Held

**August 16, 2016 meeting**

- No Meeting Held

**September 20, 2016 meeting**

- No Meeting Held

**October 18, 2016 meeting**

- No Meeting Held

**November 15, 2016 meeting**

1. Special Yard Exception – 505 Jordan Avenue – Randolph H. Pack, applicant/property owner – Approved.

**December 20, 2016 meeting**

1. Special Yard Exception – 92 Moonefield Drive – Dave Hare & Mary Mitchell, applicants/property owners – Approved.

## Board of Historic and Architectural Review

	Reviewed	Approved	Denied	Tabled
New Construction	1	1	0	0
Additions	2	2	0	0
Roof Change	1	1	0	0
Siding, Color Change/Exterior Renovation	12	12	0	0
Signs	7	7	0	0
Accessory Structures	12	12	0	0
Window Change	1	1	0	0
Demolition	5	2	2	2
Others	2	2	0	0
<b>TOTAL</b>	<b>43</b>	<b>40</b>	<b>2</b>	<b>2</b>

### January 19, 2016 meeting

1. Election of Officers: Trey Gwaltney, Chair; Jeffrey Yeaw, Vice Chair.
2. Proposed Sun Shade – 259 James Street (YMCA) – Contributing – Benjamin Lockwood, Applicant – Approved.
3. Proposed Columbarium – 201 Cedar Street (Trinity Methodist Church) - Landmark - Clay Griffin, Trinity Methodist Church, applicants – Approved.

### February 16, 2016 meeting

1. Proposed Cabana – 417 South Church Street (Smithfield Station) – Contributing – Ron Pack, applicant – Approved.
2. Porch Post Change (After the Fact) – 362 South Church Street - Contributing – Ray Barlow, applicant – Approved.
3. Proposed Detached Sign – 405 Grace Street (Hallwood Enterprises) – Non-Contributing – Mark Hall, applicant – Approved.
4. Proposed Detached Sign – 407 Grace Street (Cofer Auto) – Non-Contributing – Thomas Askew, applicant – Approved.

### March 15, 2016 meeting

1. Proposed Garden Shed – 113 Cary Street – Contributing – Adam and Angie Holland, applicants - Approved.
2. Proposed Wall Sign – 207 Main Street – Non-Contributing – Elizabeth Moretz, First Colony Engraving, applicants - Approved.
3. Proposed Garden Shed – 204 Cary Street – Contributing – Charles Wise, applicant - Approved.
4. Discussion of Historic District Education Outreach – Subcommittee formed to research topic.

### April 19, 2016 meeting

1. Proposed Exterior Renovation – 203 Riverview Avenue – Non-Contributing – Russell Hill, applicant – Approved.
2. Maintenance Violation - Demolition by Neglect – 502 Grace Street – Landmark – Mary Delk Crocker, owner – Board approved the formation of a subcommittee to meet with the owner to identify an appropriate scope of work to resolve the violation.

### May 17, 2016 meeting

1. Proposed Shed – 259 James Street – Contributing – James Phillips, Friends of the Library, applicants – Approved.
2. Maintenance Violation - Demolition by Neglect – 502 Grace Street – Landmark – Mary Delk Crocker, owner – Motion to recommend Town Council accept offer of Pierceville House failed

6-1; no further action by the board resulted in the maintenance violation and demolition by neglect status standing.

### **June 21, 2016 meeting**

1. Proposed Fence – 121 South Church Street – Landmark – Tim Mitchem, applicant - Approved.
2. Proposed Attached Garage – 229 South Mason Street – Contributing – Kelvin and Kimberly Norman, applicants - Approved.
3. Proposed Fence with Arbor – 390 South Church Street – Contributing – Theresa V. Adams, applicant - Approved.
4. Proposed Demolition of Primary Structure – 220 South Church Street – Contributing – Mike Willard, applicant – Denied as presented.
5. Proposed Home Addition – 132 Sykes Court – Non-Contributing – Billy Birdsong, applicant - Approved.
6. Education Outreach Subcommittee Discussion – No action taken.

### **July 19, 2016 meeting**

1. Proposed Wall Signage – 223 Washington Street – Non-Contributing – T. Carter Williams, Veterans of Foreign Wars Post #8545, applicants - Approved.
2. Proposed Demolition of Accessory Structure – 111 North Church Street – Contributing – Matt Liberman, Smithfield Foods, Inc., applicants – Tabled for more information.
3. Education Outreach Subcommittee Discussion – No action taken.
4. Historic District Designation Review Discussion – No action taken.

### **August 16, 2016 meeting**

1. Proposed Exterior Renovation – 308 First Street – Non-Contributing – Claire Lewis, applicant – Approved.
2. Proposed Exterior Renovation – 119 North Church Street (Contributing), 121 North Church Street (Non-Contributing) – Natasha Huff, Smithfield Winery, applicants – Approved.
3. Proposed Demolition of Accessory Structure – 111 North Church Street – Contributing – Matt Liberman, Smithfield Foods, Inc., applicants – Tabled for more information.
4. Proposed Fence – 106 Underwood Lane – Contributing – Josh Korahaes, applicant – Approved.
5. Education Outreach Subcommittee Discussion – No action taken.

### **September 20, 2016 meeting**

1. Detached Sign – 132 Main Street – Landmark – Jennifer Gangemi, applicant – Approved.
2. Exterior Renovation – 220 Astrid Street – Non-Contributing – Mary Kathleen Donovan, applicant – Approved.
3. Demolition / Replacement of Primary Structure – 222 Astrid Street - Non-Contributing – Carl Lewis, NDS Services LLC, applicants – Demolition and new home approved with conditions that siding be Hardie Board rather than vinyl and porch be redesigned to match the style of existing porch.
4. Garden Shed – 308 First Street – Non-Contributing – Claire Lewis, applicant – Approved.
5. Demolition / Replacement of Accessory Structure – 111 North Church Street – Contributing – Matt Liberman, Smithfield Foods, Inc., applicants - Approved.
6. Siding Color and Window Change – 204 Grace Street – Landmark – Darvie Werling, Werling Construction Corp., applicants – Color approved and vinyl windows with exterior muntins approved for sides and rear of home.
7. Historic District Designation Review – Astrid Street & Cary Street

### **October 18, 2016 meeting**

1. Remove Chimneys and Replace Roof – 203 James Street – Contributing – Joyce Felts, applicant – Chimney removal and gray architectural shingle installation were approved.

2. Detached Signs – 327 Main Street – Contributing – Cheryl Ketcham, applicant – Approved as presented.
3. Fence – 221 North Church Street – Non-Contributing – James & Lora Mattox, applicant – Approved with the condition that it be stained or sealed within one year of installation.

**November 15, 2016 meeting**

1. Chris Torre elected Vice Chair.
2. Demolition / Replacement of Primary Structure – 222 Astrid Street - Non-Contributing – Carl Lewis, NDS Services LLC, applicants – Approved as revised.
3. Front Porch Railings – 114 Thomas Street – Contributing – C. Ray and Susan J. Snyder, owners – Approved as presented.
4. Back Porch Railings – 206 Drummonds Lane – Contributing – Curtis Harris, applicant – Approved as revised.

**December 20, 2016 meeting**

1. Demolish Contemporary Additions – 301 Jericho Road (Windsor Castle) - Landmark – Historic Windsor Castle Restoration, LLC, applicants – Approved as presented.
2. Wall and Detached Signs – 202 Main Street – Contributing – Richard C. Goetsch, owner – Approved as presented.
3. Siding Color and Shutter Addition – 107 Thomas Street – Contributing – Vicky Adams, owner – Siding color approved; shutter color not approved; shutters approved if wooden, proportional to windows and functional.
4. Pergola – 121 South Church Street – Landmark - Tim Mitchem, applicant - Approved as presented.
5. Exterior Renovation – 202 Washington Street – Non-Contributing – Ken Coleman, applicant – Approved as presented; more information requested regarding plan for shutters.

**Zoning Permits  
January 1, 2016 – December 31, 2016**

	<b># of Permits</b>
Single Family Residences	19
Commercial Buildings	0
Demolition	8
Accessory Structures (i.e. sheds, garages, carports)	27
Fences, Walls	24
Water Dependant Structures (i.e. piers, docks)	14
Signs	21
Pools	5
Additions	6
Decks, Porches, Patios	12
Others	12
<b>TOTAL # of Structures Permitted</b>	<b>148*</b>
<b>TOTAL # of Zoning Permits Issued</b>	<b>132*</b>

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

## Zoning Violations January 1, 2016 – December 31, 2016

VIOLATION	# of violations
Inoperable Vehicles	33
Boats / RVs	1
Excessive Vegetation	12
Trash & Debris	17
Permits	3
Historic Dist. Violations	6
Septic Tank Program	0
Others*	3
<b>TOTAL</b>	<b>75</b>

\*Zoning Violations list does not include the 114 unauthorized signs removed from Town right of way by Planning Department staff in 2016.

### Inoperable Vehicles – Before and After



## Engineering Department

With regards to the Storm Water Management program, and while working in conjunction with Isle of Wight County and coordinating with their Stormwater permit requirements, we continue to utilize 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. Various types of storm water related literature can also be found in the lobby area of Town hall. In conjunction with the ongoing Memorandum of Agreement between the Town and Isle of Wight County in regards to the responsibility of Erosion & Sedimentation controls inspections, the Town has performed numerous inspections on approximately 20 single

family dwelling sites. As required by the State we are maintaining our Erosion & Sedimentation control certifications.

We continued to perform numerous repairs, large & small, to drainage structures, ditches and pipe systems involving the storm sewers throughout the Town. Areas that we were involved in were, Winchester Place, Lytham, Pagan Road, Jericho Road, Lenora Cove, Windsor Avenue, Middle Street, Grandville Arch, Great Springs Road, Royal Dornoch, Riverview Avenue, Faye Drive, Azalea Drive, Cary Street, Turnberry, Barclay Crescent, Holt Street and Keswick Place. We continued the ditch cleaning schedule within the Town that includes 50 plus storm water outfall ditches.

For this year the following streets were overlaid with a minimum 2 inch IM-2 mix; Goose Hill Way from Cary Street to the cul-de-sac, Red Point Drive from Lumar Road to Jordan Drive and Jefferson Drive from Wainwright Drive to Ridgeland Drive. There have been, though, many pavement patch repairs performed throughout the Town. Some of the streets involved were, Lytham, Riverview Avenue, Riverside Drive, Lenora Cove, Pagan Road, Cedar Street, North & South Mason Streets, Westminster Reach, Red Point Drive Institute Street, Beale Avenue, Goose Hill Way, Magruder Road, Jericho Road, Middle Street, James Street, Azalea Road, Watson Drive, Faye Drive and Colonial Avenue. Several sidewalk and curb repairs were completed; the areas were on Dover Court and Grandville Arch in the Wellington Estates Subdivision.

Among other projects completed this year was the re-coating of the 9 pedestrian crosswalks located on North & South Church Streets. A new type of road surface material was installed on Canteberry Lane, approximately 500 feet of "Liquid Road". This material is similar to what has been installed as seal coat. There continues to be a coordinated effort between the Town and the local utility companies and the maintenance work that they require. Our annual street sweeping project was completed which covered all road areas that were primarily utilizing curb and gutter for their roadway section. Roadway line stripping was installed on Battery Park Road, North Mason Street and Berry Hill Road. Also a section of guardrail was damaged on Jericho Road and was repaired and replaced.

The project involving the Smithfield Observation Well Stations installation was begun this year. This is a requirement from DEQ and the project is in conjunction with Smithfield Foods observation well requirements. A rotonic core hole was drilled and capped next to the Town Managers office. Inspections of the Smithfield Lake Dam has also continued this year. We continued to monitor for their construction practices along with their erosion and sedimentation controls compliance the Moody Properties project located in the Pinewood Heights subdivision..

There has been an active participation with the Public Works Department involving their nationwide accreditation specifically in regards to project safety considerations, contract administration and roadway traffic controls.

Paving – Jefferson Drive



E & S Monitoring and Tree Trimming



## DI Repair – Cypress Creek



## Public Works

January 2016 – Rebuilt check valve on James St pump station.

February 2016 – Sewer laterals were found and repaired in Morris Creek Pump Basin. Installed water main and relocated water service lines 700 block of West Main St.

March 2016 – Participated in Chamber Days Trade Show. Staff attended Pubworks Mobile Application training. Installed backflow preventer and changed out all water meters in Woods Edge and Jersey Park apartments.

April 2016 – Relocated water meters at 213,217 and 219 James St.

May 2016 – Replaced front head and volute on a pump at Main St. pump station.

June 2016 – Staff worked Olden Days festival – set up informational tables for HRGreen, FOG and Recycling.

July 2016 – All staff attended and participated in Emergency Tabletop Exercise training. Sonja Eubank attended APWA Accreditation Evaluator training.

August 2016 – 10 % sewer main line cleaning was done by Tri-State

September 2016 –Installed new pumps at several pump stations.

October 2016 – Lewis Construction installed new water main and relocated water meters on Lumar Rd.

November 2016 – Lewis Construction installed water main and service lines for the Pagan Rd project.

December 2016 – Safety Appreciation Luncheon. APWA mid-term accreditation submitted. REW installed Godwin bypass pump at Wellington pump station.

### ***Leaf Vacuuming – Townwide***



## ***Water Repairs – Spring Drive and Pagan Road***



## **RO Plant**

- |          |  |
|----------|--|
| January  | Plant staff winterized emergency wells and town water tanks. Pilot RO system was put online to test potential new antiscalant chemical.  |
| February | Cleaning system upgrades were completed on RO skid. Operators, with the assistance of Avista Technologies' Jason Bailey, cleaned 2nd and 3rd stage of RO skid on February 16th and 17th.   |
| March    | Pilot RO unit was taken offline and returned to Pure Water Inc. Revised bacteriological sampling plan and map were completed, submitted and approved by the Virginia Department of Health.   |
| April    | Town Manager Peter Stephenson and Jack Reed attended HRSD awards luncheon to receive Gold Award for our "outstanding environmental compliance record". The 2015 Consumer Confidence Report (Water Quality Report) was submitted and approved by the Virginia Department of Health. |
| May      | Operators removed 12 membranes from 3rd stage of RO skid and shipped them to Avista technologies for off-site cleaning and restoration. (OSCAR).RE Mason Reliability Analyst tested bearings,  |

vibration, and heat on all major RO Plant pumps and found them to be in good working order.

- June Plant operators repaired faulty flow meter on well 10 pre-lube system. Plant Manager Jack Reed attended the spring symposium for the Southeast Desalting Association where he was elected to the board of directors and assigned to co-chair the technology transfer committee.
- July Staff performed bi-annual audit of RO Plant inventory. Operators presented emergency well procedures for Emergency Management Training.
- August All RO Plant backflow prevention devices were tested and were found to be in working order or were scheduled for maintenance. Plant operators repaired faulty saddle on RO permeate first stage header. Annual preventative maintenance was performed on RO plant generator.
- September RO Plant staff installed 12 new Toray membranes in RO skid 3rd stage. Operator Dale Wall attended Water Jam in VA Beach. Plant operators repaired leak on RO skid permeate header
- October Mechanical auger and primary gearbox were replaced on lime feed system. RO plant recovery was raised from 80% to 83% thus reducing discharge to HRSD by 17%.
- November District Engineer Ernie Johnson with the Virginia Department of Health inspected RO Plant, tanks, and emergency wells and found all within compliance.
- December Operators Dale Wall and Tim Perkins attended Dennis Wanless LLC class on Lab Equipment Optimization Techniques. Details of the phosphate removal project were finalized and the project was scheduled to begin January 2017.

## ***RO Cleaning System Upgrades***



## ***RO Cartridge Filter Change***



## **FOG PROGRAM**

We have 75 Food Service Establishments (FSE) within the Town that are all in compliance. Each FSE is visited once a quarter and they are required to provide documentation of cleaning frequency. HRGreen implemented a regional online

certification program. Our ordinance requires that at least one employee from each FSE complete the certification. We are currently working with the FSE's to get them onboard and through the training/certification program.

### **BACKFLOW PREVENTION PROGRAM**

We are currently aware of 347 backflow prevention devices located within the Town. Each of these devices will have to be tested to ensure they are working correctly and will continue to be tested annually. Letters are mailed to residents and businesses informing them of the need to have devices tested and to send copies of test reports to the town for tracking purposes.

### **WINDSOR CASTLE PARK & PLAYGROUNDS**

Monthly inspections are being conducted at the park and playgrounds to identify possible maintenance issues and improve public safety at these locations. The natural playground was installed and added to the playground inspection schedule

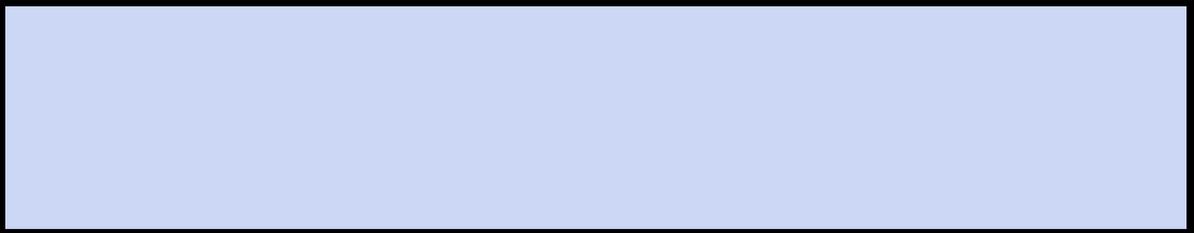
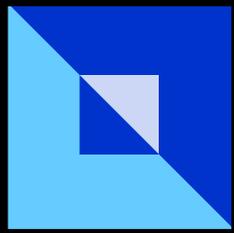
### **SAFETY PROGRAM/TRAINING**

Public Works has a monthly safety meeting. Training for 2016 included Chainsaw Safety, Lockout/Tagout, Personal Protective Equipment, Fire Extinguisher, Heat Stress Awareness, Ergonomics/Lifting, Confined Space, Emergency Management, Work Place Violence Prevention, Hazmat/Chemicals/Pesticides, Defensive Driving and Snow Plow Safety. In addition all new employees received required NIMS Certifications.

### ***Annual Emergency Management Training***







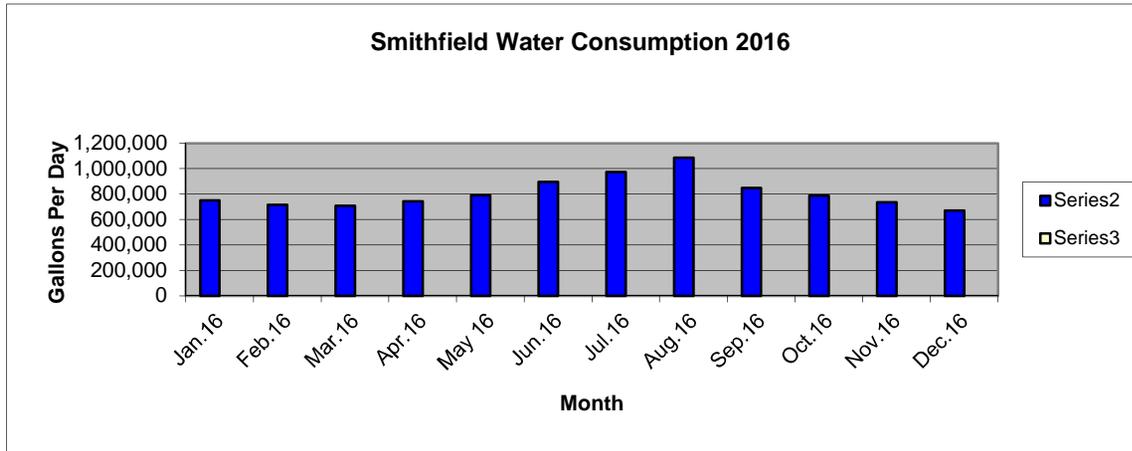
# SMITHFIELD WATER CONSUMPTION

### Smithfield Water Consumption 2016

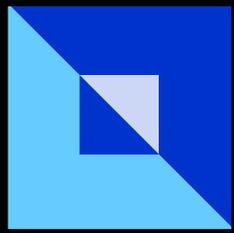
Jan. 16	Feb. 16	Mar. 16	Apr. 16	May. 16	Jun. 16	Jul. 16	Aug.16	Sep.16	Oct. 16	Nov. 16	Dec. 16
23,265,484	20,745,256	21,976,584	22,316,108	24,501,248	26,913,772	30,180,264	33,694,492	25,484,340	24,448,752	22,104,508	20,813,116
31	29	31	30	31	30	31	31	30	31	30	31

### Daily Water Consumption

Jan.16	Feb.16	Mar.16	Apr.16	May 16	Jun.16	Jul.16	Aug.16	Sep.16	Oct.16	Nov.16	Dec.16
750,499	715,354	708,922	743,870	790,363	897,126	973,557	1,086,919	849,478	788,669	736,817	671,391



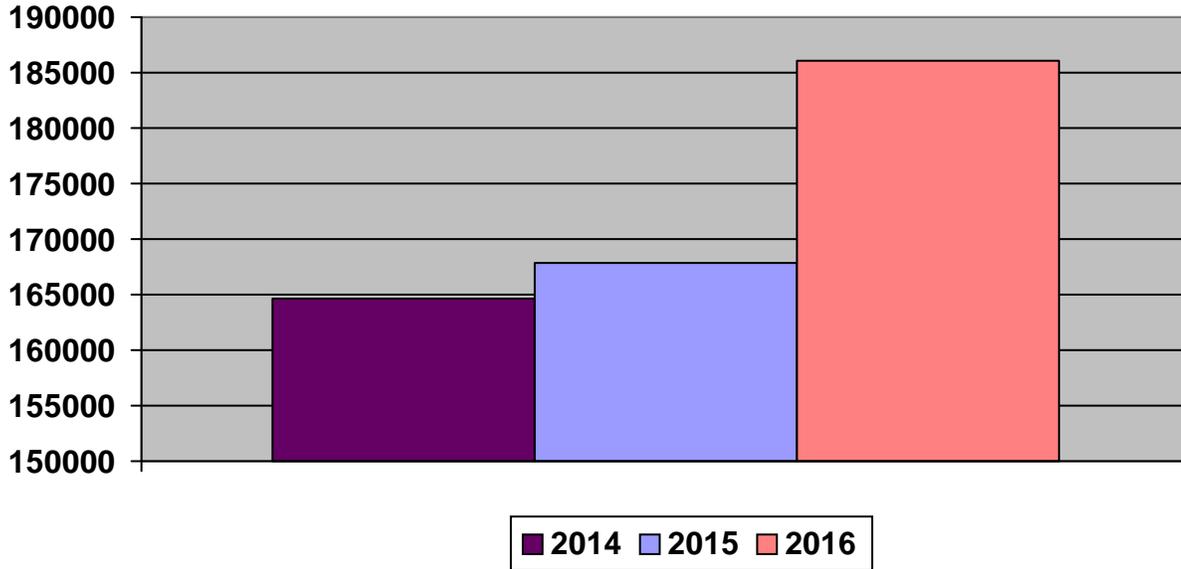
Permitted Amount	468,800,000
Total Consumption	296,443,924
Daily Average	809,413



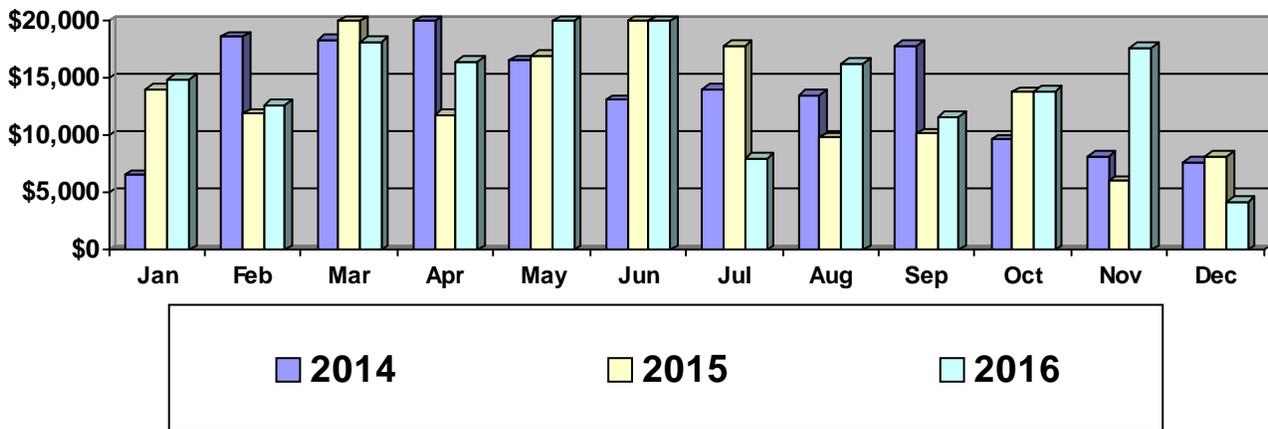
# SMITHFIELD CENTER REPORT



**Exhibit A: Revenue Comparison of Smithfield Center & Outdoor Venues 2014-2016**



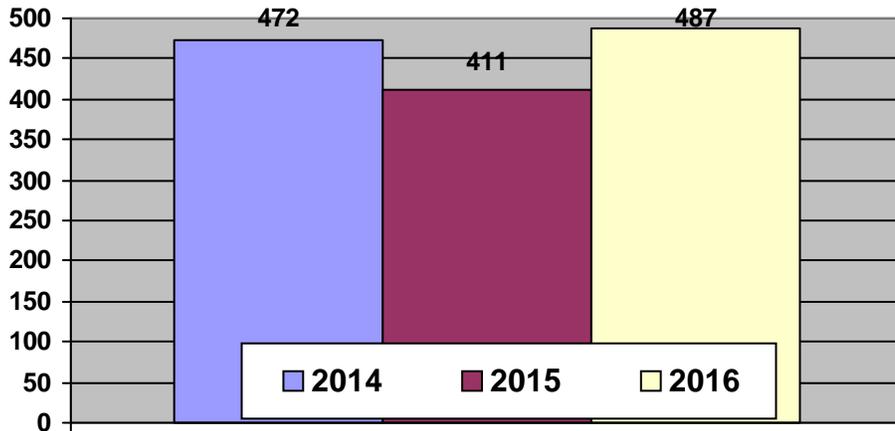
**Exhibit B: By Month Revenue Comparison 2014-2016**



- *The average revenue per month for 2016 was \$15,000.*

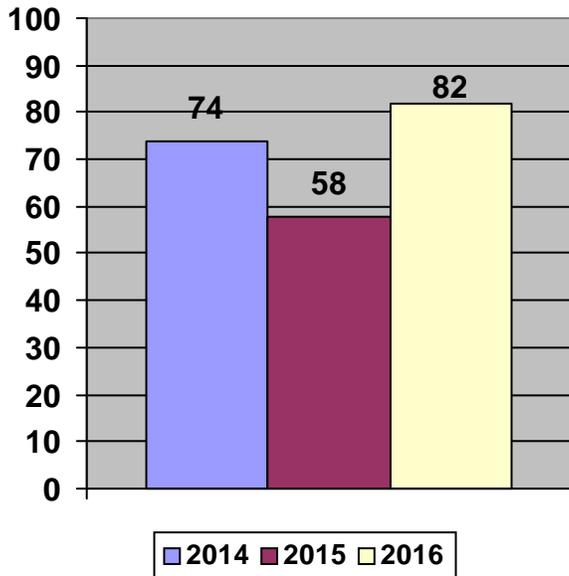


**Exhibit C: Comparison of Total Number of Events 2014-2016**



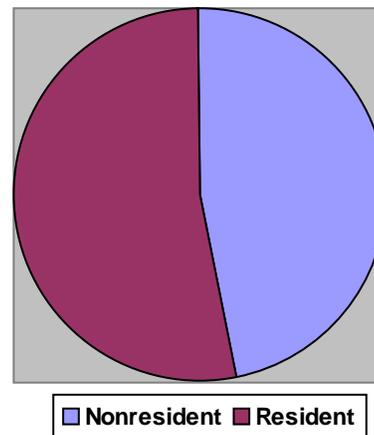
**Exhibit D: Weddings Per Year  
 Comparison 2014-2016**

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



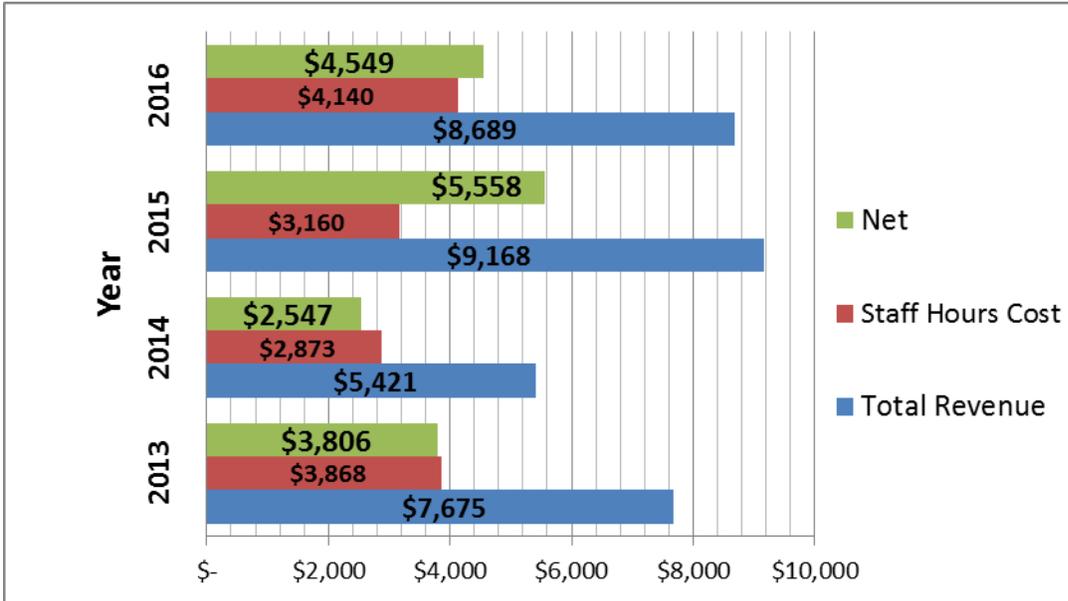
**Exhibit E: Resident versus Nonresident**

The graph below shows a larger majority of our users come from outside of Isle of Wight County.





**Exhibit E: Kayak Rentals at Windsor Castle Park**

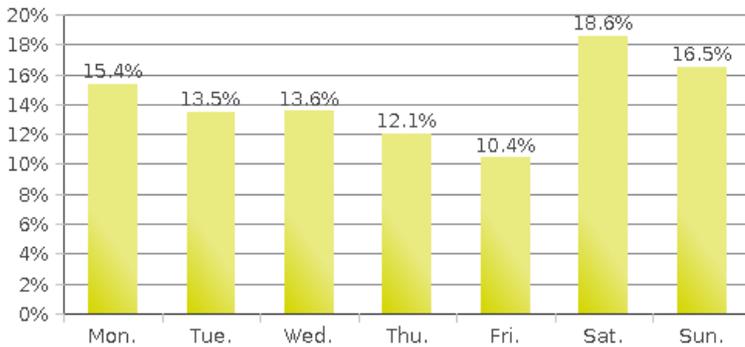


**Exhibit F: Eco Counter Data from Windsor Castle Park**

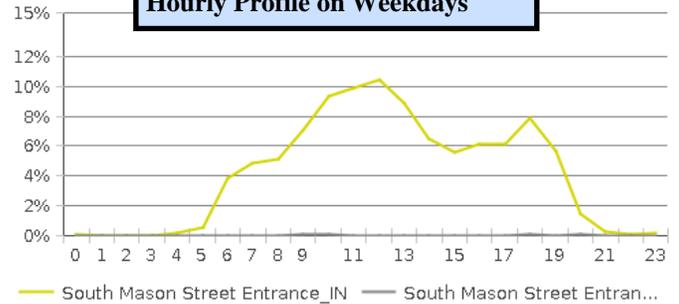
<b>Total Traffic for the Eco Counter at the South Mason Entrance January –September 2016*</b>	29, 588
<b>Daily Average</b>	124
<b>Busiest Day of the Week</b>	Saturday

\* Ecocounter transmitter died in September and has been sent out for repair.

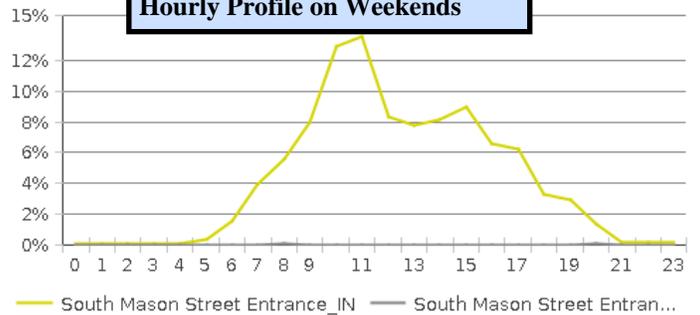
**Weekly Profile**



**Hourly Profile on Weekdays**



**Hourly Profile on Weekends**





**2016 Projects Completed**

**Windsor Castle Park Playscape**



**Capital Improvement Projects for 2017 and beyond**

**Smithfield Center**

- Renovate bathrooms
- Build a coat closet
- Expand service entrance to increase storage of Smithfield Center items and client items, also provide a dry space for service vehicles to unload when there is inclement weather

**Windsor Castle Park**

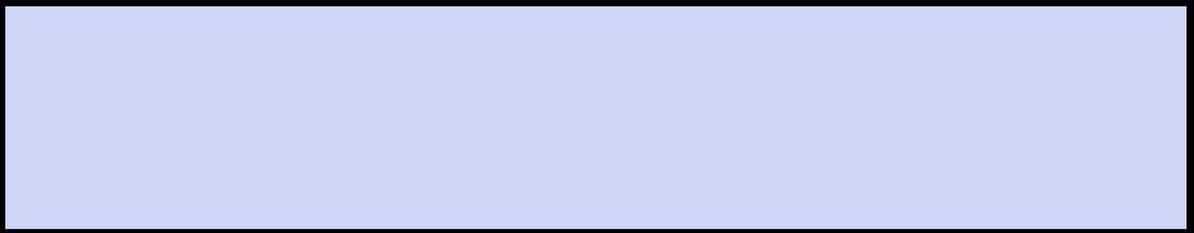
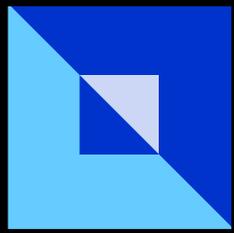
- Install public restroom facility that also serves as a garage for public works equipment and office for events at the park
- Install 3-sided kiosks at each entrance –Mason Street, Smithfield Station, Kayak Launch and Main Parking where items such as park rules, upcoming events and public notices could be posted
- Restoration of Manor House and Outbuildings

**Luter Sports Complex**

- Construction is in progress and the complex should be ready for 2017 Fall Baseball

Luter Sports Complex Groundbreaking Ceremony on December 28, 2016





SMITHFIELD  
POLICE DEPARTMENT



# SMITHFIELD POLICE DEPARTMENT ANNUAL REPORT

2016

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

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# 2016 MESSAGE FROM THE CHIEF

## 2016 Message from the Chief

On behalf of the men and women of the Smithfield Police Department, it is my privilege to provide you a statistical overview of the agency for 2016. These statistics provide you, our customers, an opportunity to observe the services we provide as well as the type of criminal activity that occurs in Smithfield.

I am very pleased with the decrease in criminal activity in Smithfield last year. As I have previously stated, a law enforcement agency can do its best to provide the safest environment possible for its citizens and visitors, but it is the will of the people that ultimately decide how the statistics turn out by their personal choices and decisions. During the last five years, Smithfield has ranked as one of the top twenty safest cities and towns in Virginia. I truly believe we have a chance to return to the top ten this year.

In addition, Smithfield, a Certified Crime Prevention Community, continues to win numerous awards for our public service accomplishments such as the Commander's Award for Outstanding Support for Toys for Tots and another National Award for National Night Out.

As an accredited law enforcement agency, we strive, on a daily basis to provide the great people of Smithfield the best law enforcement service possible. We thank you, as well as our Town Council and Town Manager for all of your support. Together, through a community partnership, we will continue to keep Smithfield a safe and fun place to live, work, and raise our future leaders.

Respectfully Submitted,



Colonel Steven G. Bowman  
Chief of Police

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# MISSION STATEMENT

## Mission Statement

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

**Integrity**

**Honesty**

**Customer Service**

**Community Service**

**Dedication**

**Teamwork**



**Accountability**

**Trust**

**Positive Attitude**

**Respect**

**Commitment**

**Loyalty**

# MISSION STATEMENT

## Smithfield P. D. receives 5<sup>th</sup> Re-Accreditation

On May 11 2016, the Smithfield Police Department was presented the Certification of Accreditation for their commitment to law enforcement excellence as evidenced by their successful completion of the certification process for the Virginia Law Enforcement Accreditation Program.

All accreditation programs are designed to measure and confirm compliance of the participating agency with the professional standards in whatever discipline or profession they are involved. It is one of the only means by which citizens and government leaders can be assured that an agency is maintaining the high performance marks to which the community has a right. The Smithfield Police Department has demonstrated their commitment to professionalism and their willingness to be measured by and compared to the best in the profession.

Virginia's program was started in the early 1990's, with the creation of a twelve member Commission of representatives from the Virginia Sheriffs' Association and the Virginia Association of Chiefs of Police. The Virginia Law Enforcement Professional Standards Commission (VLEPSC) provides law enforcement agencies in the Commonwealth with an avenue for demonstrating that they meet nearly 200 accepted standards for efficient and effective agency operation. The Virginia Department of Criminal Justice Services (DCJS) administers the program for VLEPSC.

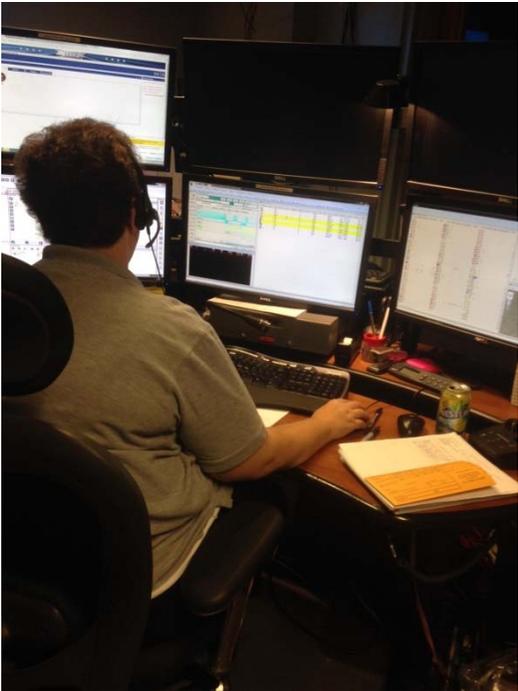
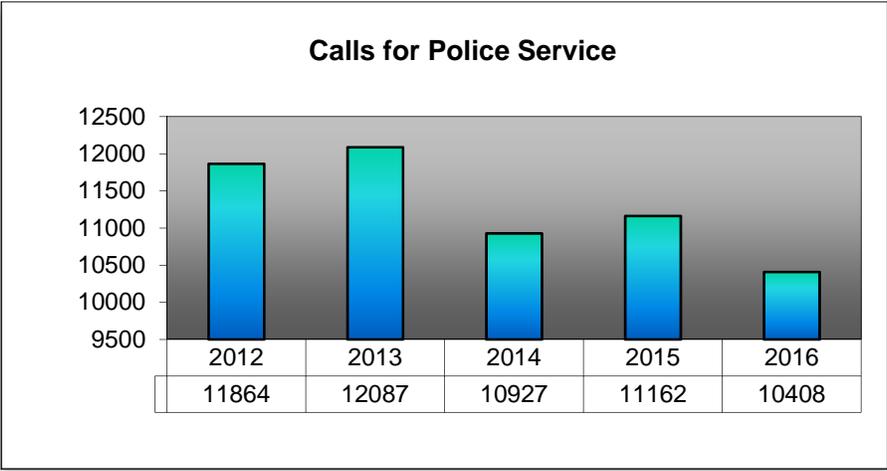
To obtain accreditation, a law enforcement agency must meet all applicable program standards, maintain their accreditation files on an on-going basis and provide annual verifications of compliance as required by the Commission. On-site assessments by specially trained program assessors assure consistency and full compliance of all accredited agencies.



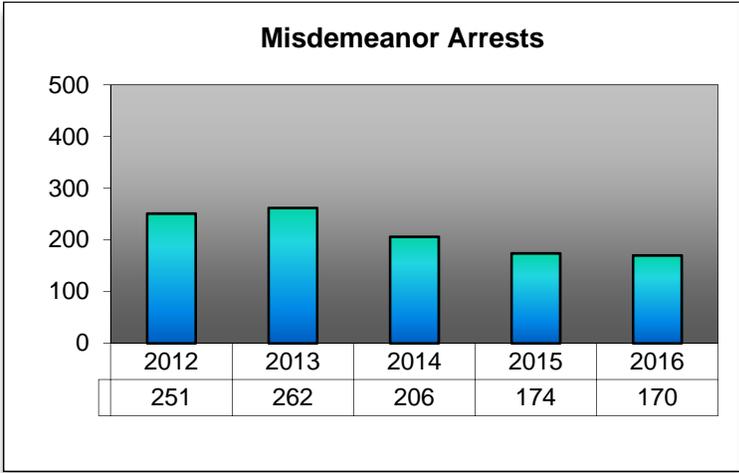
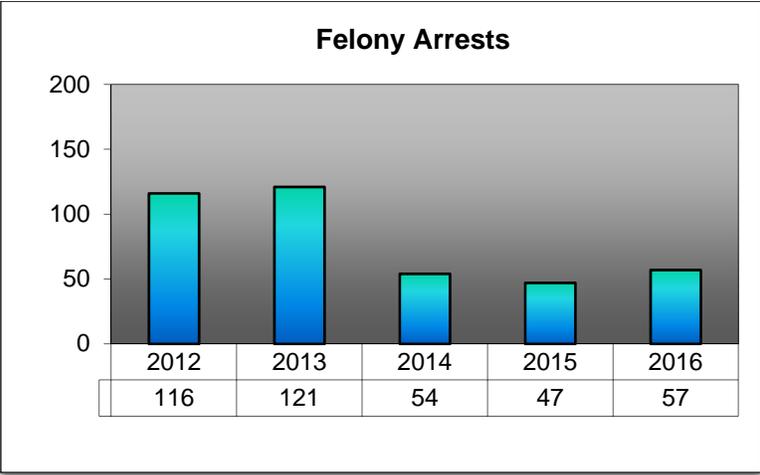
# DEPARTMENT STATISTICS

## Department Statistics

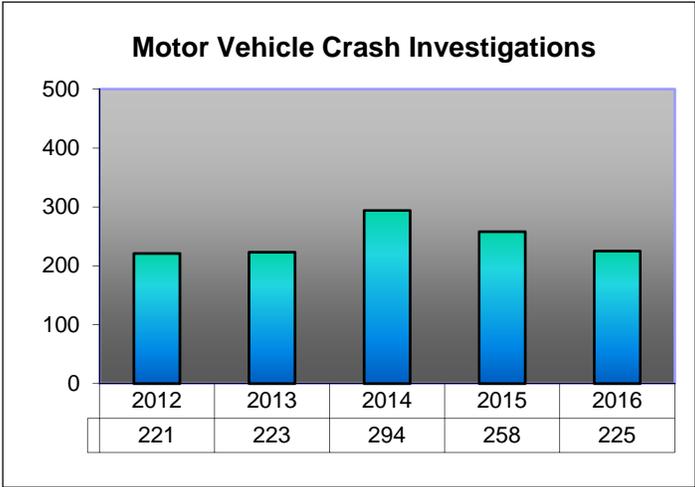
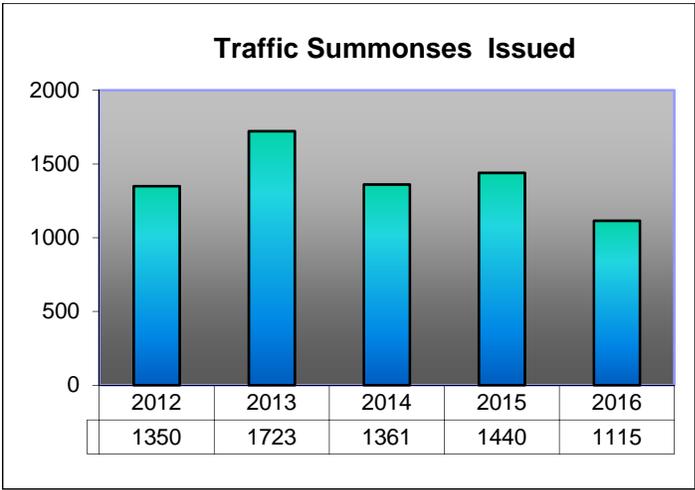
We show decrease of 7% in our calls for service. Felony arrests also increased by 21% and Misdemeanor arrests decreased by 2%.



# DEPARTMENT STATISTICS

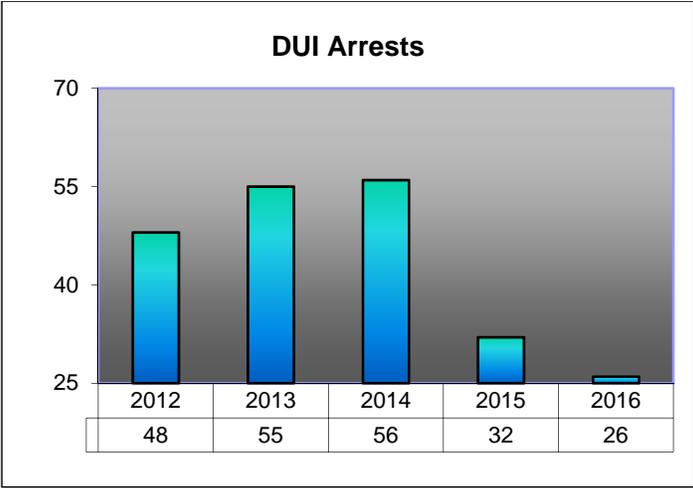


# DEPARTMENT STATISTICS

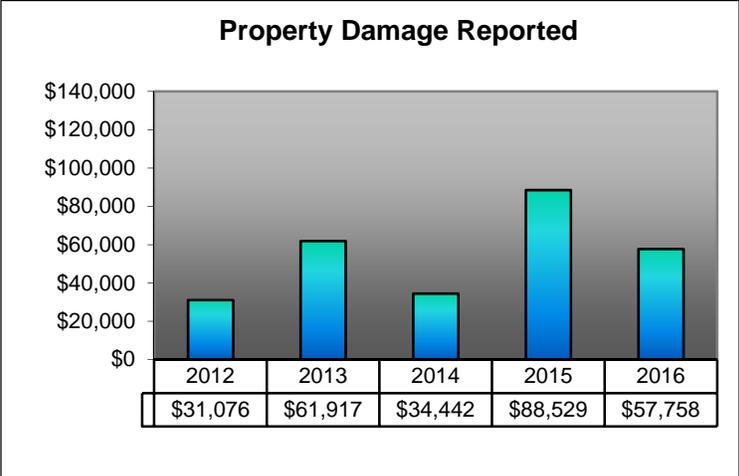


The number of traffic summonses issued **decreased by 23%**, and motor vehicle accidents investigated indicated a **decrease of 12%**.

# DEPARTMENT STATISTICS



DUI arrests have **decreased by 19%**.



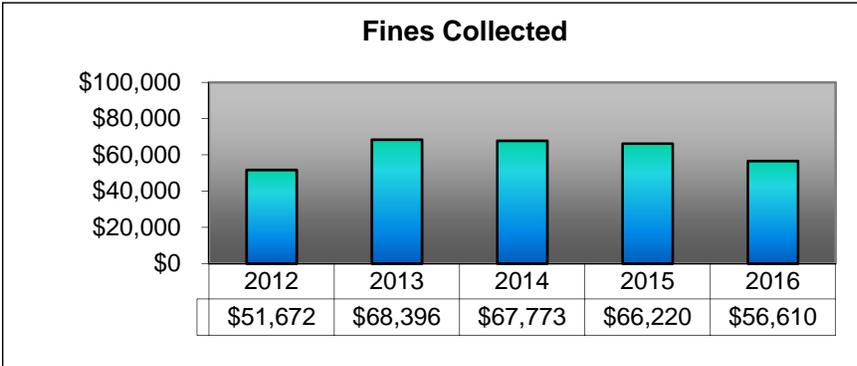
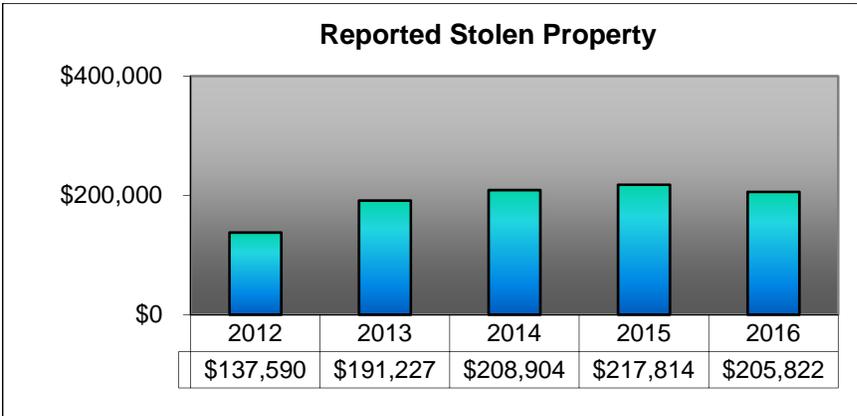
## DEPARTMENT STATISTICS

Property Damage Reported **decreased by 35%**.

Records also indicate a **decrease of 6%** in Reported Stolen Property and a **decrease of 17%** in Recovered Stolen Property.



# DEPARTMENT STATISTICS



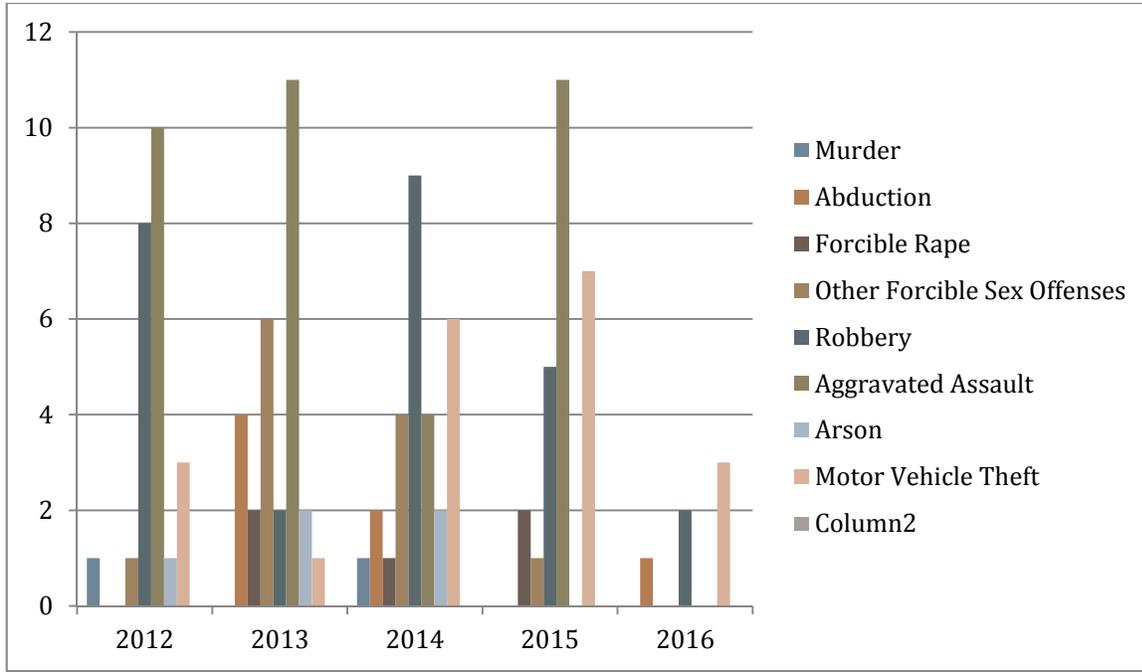
# DEPARTMENT STATISTICS

## Group A Offenses

We have included significant criminal offenses that were reported to the Smithfield Police Department during the past year, and used built-in totals since 2012 for comparison. This synopsis is part of our IBR (Incident Based Reporting) report that we provide to the Commonwealth of Virginia. Both Select Part A and Select Part B are referred to as “Group A” offenses. It should be noted however, that these criminal incidents are not inclusive of all offenses reported to police. Offenses such as bad checks, disorderly conduct, DUI, public drunkenness, trespassing, and other misdemeanor offenses are not included in this report. They are referenced in “Group B” offenses and constitute a significant portion of incident reports taken by the Smithfield Police Department.

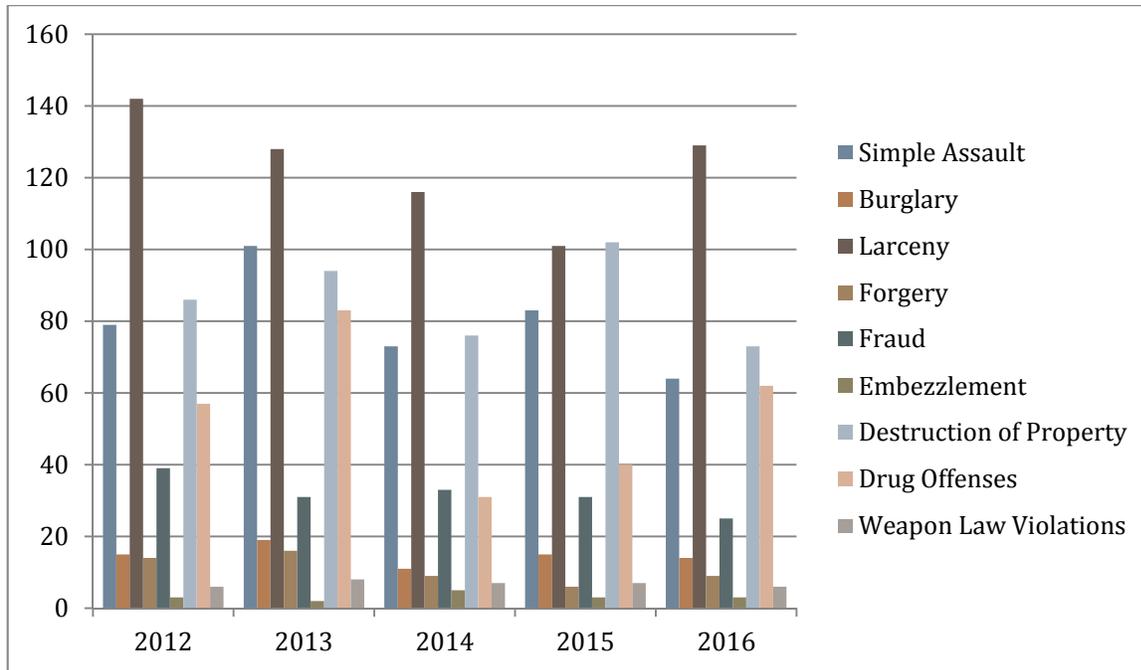


# DEPARTMENT STATISTICS



	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<b>Murder</b>	1	0	1	0	0
<b>Abduction</b>	0	4	2	0	1
<b>Forcible Rape</b>	0	2	1	2	0
<b>Other Forcible Sex Offenses</b>	1	6	4	1	0
<b>Robbery</b>	8	2	9	5	2
<b>Aggravated Assault</b>	10	11	4	11	0
<b>Arson</b>	1	2	2	0	0
<b>Motor Vehicle Theft</b>	7	1	6	7	3
<b><i>TOTAL SELECT PART A OFFENSES</i></b>	<b>28</b>	<b>28</b>	<b>29</b>	<b>26</b>	<b>6</b>

# DEPARTMENT STATISTICS



	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<b>Simple Assault</b>	79	101	73	83	64
<b>Burglary</b>	15	19	11	15	14
<b>Larceny</b>	142	128	116	101	129
<b>Forgery</b>	14	16	9	6	9
<b>Fraud</b>	39	31	33	31	25
<b>Embezzlement</b>	3	2	5	3	3
<b>Destruction of Property</b>	86	94	76	102	73
<b>Drug Offenses</b>	57	83	31	40	62
<b>Weapon Law Violations</b>	6	8	7	7	6
<b>TOTAL SELECT PART B OFFENSES</b>	<b>441</b>	<b>482</b>	<b>361</b>	<b>388</b>	<b>385</b>

# DEPARTMENT HIGHLIGHTS

## Department Highlights

### Greater Hampton Roads Regional Crime Line

#### Top Cop Award

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

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



Sergeant Patrick Araojo was selected as the 2016 Top Cop for the Smithfield Police Department. Sergeant Araojo distinguished himself as deserving of this award by his diligent and unfailing service to the businesses and citizens of this community through outreach and proactive traffic enforcement measures.

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

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

Sergeant Araojo was promoted to Investigative Lieutenant in October 2016. Congratulations, Lieutenant Araojo!

## DEPARTMENT HIGHLIGHTS

### Translator and Interpreter

The Smithfield Police Department is fortunate that one of its officers is a former Spanish teacher. Officer Danelle Wright serves as both a translator and interpreter, in addition to her regular patrol duties. As a translator, she converts written documents from one language into another. In contrast, as an interpreter, she transacts with spoken languages, listening to, understanding and memorizing the content in the original or 'source' language and then reproduces statements and questions in a different 'target' language. Officer Wright is available to translate for the Police Department, the Town of Smithfield, the Isle of Wight Sheriff's Office, the Virginia State Police, and any other agency that has a legitimate need of her services. She was called upon numerous times in 2016 by fellow officers who requested her assistance.



## DEPARTMENT HIGHLIGHTS

### MADD Awards (Mothers Against Drunk Driving)



MADD honors law enforcement officers from across Virginia at eight regional Law Enforcement Awards Ceremonies. Officers are honored for their outstanding work on DUI enforcement and related prevention initiatives, education and training. The awards highlight the lifesaving work of law enforcement officers including Sobriety Checkpoints, Saturation Patrols, specialized DUI enforcement training, prevention efforts of school resource officers and DUI arrests. This year, two officers from the Smithfield Police Department were recognized for DUI arrests: For 2015, Officer David Adams had 6 DUI arrests and Officer William Wooley had 8 DUI arrests, the most in the department. Thanks to both for a job well done!

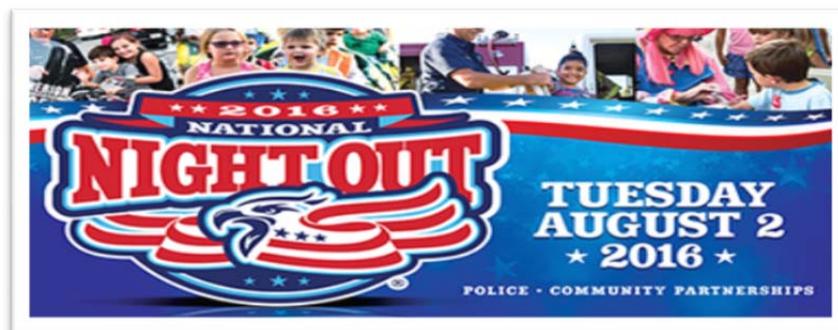


# DEPARTMENT HIGHLIGHTS

## Community Relations

The Smithfield Police Department welcomes every opportunity to provide a positive interaction between the citizens of Smithfield and our police officers. We continue to work in unison with the Smithfield Community Crime Prevention team. Local community leaders appointed by the Smithfield Town Council to discuss current issues and to promote safe and healthy quality of life programs for all citizens, youth and seniors. The Community Help In Progress (CHIP) program provides after school tutoring for children in two separate locations during the complete school and recreational education during the summer, with determination to prevent juvenile delinquency. The TRIAD program provides an annual senior community safety conference at the Smithfield Center and senior crime prevention seminars throughout the year to provide fraud prevention education to improve the quality of life. These programs are highly rated and welcome participation from all interested citizens within Smithfield and Isle of Wight County. Several events were also sponsored that promoted police –community partnerships. These community activities included:

- 4-H camp in Wakefield, Virginia
- Kiwanis fishing trip at Buckroe Beach Pier
- Safe Halloween on Main Street
- Kiwanis Breakfast with Santa at the Smithfield Center
- Homework Stations, Jersey Park Apartments and Main Street Baptist Church
- National Night Out at the Smithfield Center (consecutive 4 year National Award Winner)
- West-Side Elementary School Safety Patrol training day
- Police Officer Ride-alongs
- School Police Career Days
- Police Department tours – Boy Scouts, Brownies, West Side Elementary , Isle of Wight Academy Preschool
- 17<sup>th</sup> Annual TRIAD Senior Safety Conference



**2016 National Award Winner**

# DEPARTMENT HIGHLIGHTS

## Crime Prevention

In 2014, through the hard work and dedication of the Smithfield Community Crime Prevention Team and the Smithfield Police Department, the Chairman of the Virginia Department of Central Justice Services Board awarded the Town of Smithfield the distinction of becoming the twelfth, and smallest, municipality in the Commonwealth of Virginia to become a Certified Crime Prevention Community. The program is designed to foster the development of community safety initiatives at the local level and to implement a defined set of community safety strategies that are part of a comprehensive community safety/crime prevention determination. One of the first of its kind in the nation, the program requires the Town of Smithfield to continually meet the 12 core community safety elements/strategies and a minimum of seven approved optional elements to maintain certification. These elements include:



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

### SMITHFIELD POLICE DEPARTMENT PROVIDES THE FOLLOWING FREE PROGRAMS:

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

# DEPARTMENT HIGHLIGHTS

## Specialized Units

Throughout 2016, the specialized units of the Smithfield Police Department maintained close ties with regional law enforcement entities and participated in several joint-jurisdictional events.

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

The Marine Patrol Unit primary operation is ensuring compliance of rules and regulations on the waterways within the town limits. The Unit assisted the United States Coast Guard (USCG) by locating and rendering aid to a boater in distress on the James River, prior to it being towed by the Coast Guard Auxiliary. The Unit provided security on the Pagan River for the Town of Smithfield's 4<sup>th</sup> of July fireworks celebration, Olden Days maritime events, Annual Smithfield Wine and Brew Fest, and summer patrols.

The primary mission of the Emergency Response Team (ERT) is the entry and securing of specified locations as a result of executing an arrest or search warrant in anticipated situations of violence, when a hostage or barricade situation exists, an unusually dangerous environment, or circumstances exist that would dictate the immediate entry of a location for the protection of life. In 2014, the team executed several warrants and assisted other jurisdictions in other tactical operations. In addition, the ERT members performed thorough training in simulated intense situations to enhance team readiness.



# DEPARTMENT HIGHLIGHTS

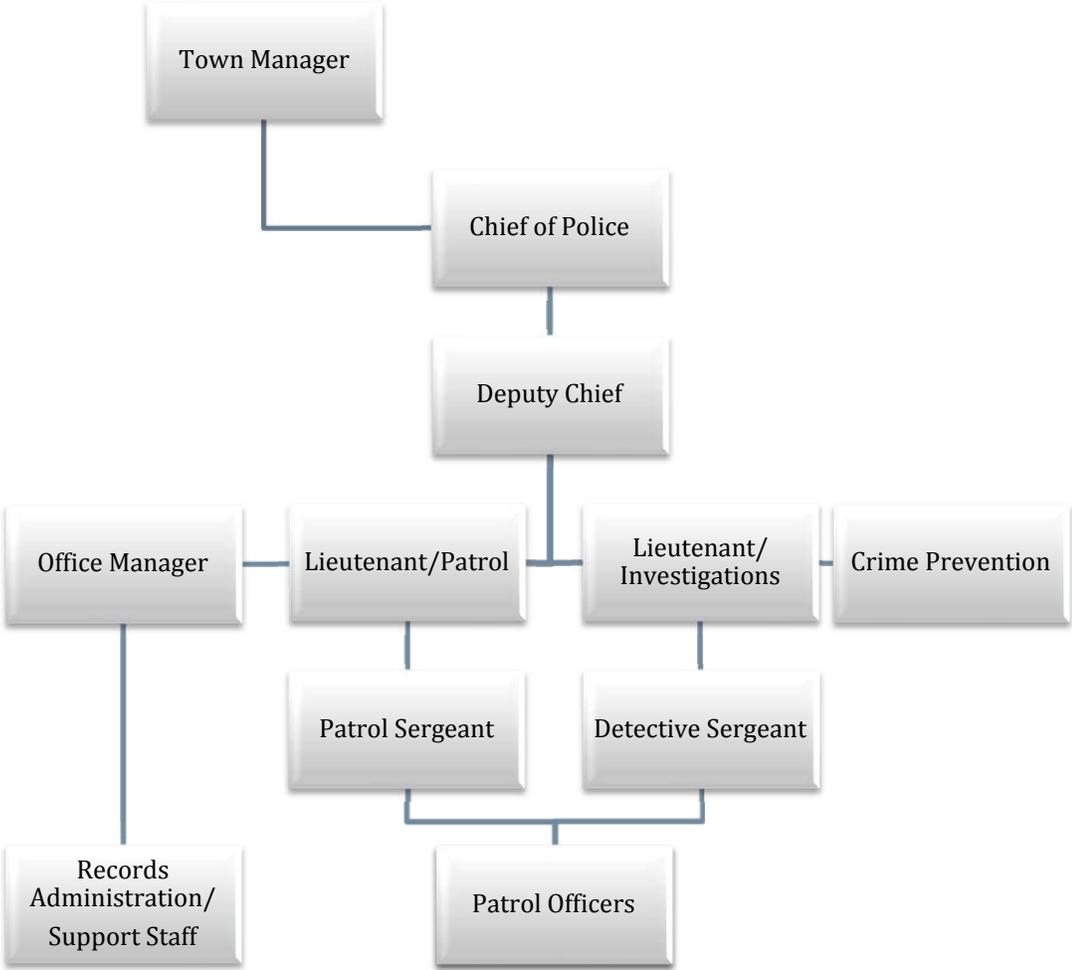
## Training

During 2016, 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:

- General Instructor Recert
  - Patrol Medical Kits
  - VCIN/NCIC Recert
  - Intox EC/IR II recert
  - Crisis Intervention Team Training
  - Rubber Meets the Road
  - Radar Recert
  - Cultural Diversity online v4
  - Human Performance in Force Encounters
  - Supervisors Boat Training
  - TacOps East Tactical Training Conference
  - State TRIAD Conference
  - The Language and Application of Exterior Security Lighting
  - Town Employee Training Day
  - Business meeting and Crime Prevention Training Symposium
  - Biased Based Policing online v3
  - 2015 Virginia Statue Update
  - Boat U. S. Foundation's online boating safety
  - Tactical Trauma Life Support – B
  - Crisis Intervention Team Training
  - Law Enforcement Officers Killed & Assaulted (LEOKA); FBI CJIS Services & Active Shooter – The Coming Storm
  - Color Guard Training
  - Boat Training – traffic stop/towing procedures
  - Intox EC/IR II Basic Operator's Course
  - Security Assessment for LEO Seminar
  - Firearms Instructor Recert
  - Virginia Forensic Science Academy
  - FBINAA – First Line Supervisor
  - Identity Theft
  - Armstrong v. The Village of Pinehurst
  - Domestic Terrorism and Hate Groups
  - Officers and online social networking
  - LIDAR instructor recert
  - Patrol Officer & Detective in-service
  - Federal Constitutional Law Review and Update
  - Chemical Munitions
  - Strategic Law Enforcement Interview & Interrogation Techniques
  - Employment Law & the Right Way to Evaluate
  - Cultural Diversity 2016
  - Law Enforcement and Constitution
-

# ORGANIZATIONAL CHART

## Organizational Chart



# DEPARTMENT STAFF

## Department Staff



Chief of Police  
Steven G. Bowman



Deputy Chief  
Alonzo Howell

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# DEPARTMENT STAFF

## Investigative Division



Lieutenant  
Patrick Araojo



Detective Sergeant  
Christopher Meier

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# DEPARTMENT STAFF

## Patrol Division



Lieutenant  
Matthew Rogers

## Patrol Sergeants



Bryan Miller



Thomas Jones



J. Eric Phillips



Donald Brady

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# DEPARTMENT STAFF

## Patrol Officers



Clay Seamster



Edmund Cook



David Adams



Joshua Powell



Danelle Wright



Samuel Johnson

# DEPARTMENT STAFF

## Patrol Officers



Rendall Howell



William Wooley



Joseph Gutierrez



Lawrence Washington



Christopher McGough

# DEPARTMENT STAFF

## Support Staff



Kristi Jenkins  
Office/Accreditation Manager



Annette Crocker  
Administrative Support



Lorrie Porter  
Records Administration

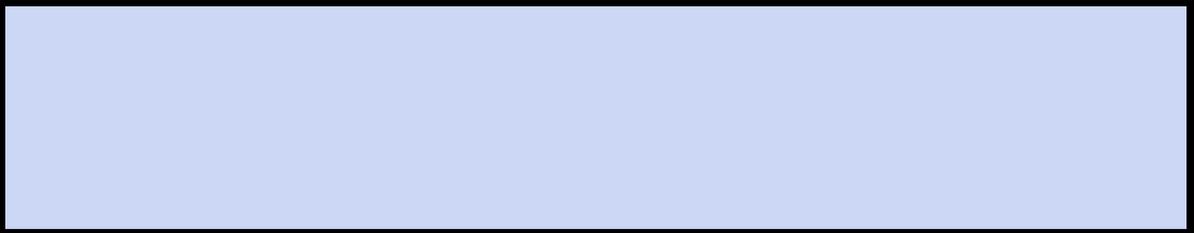
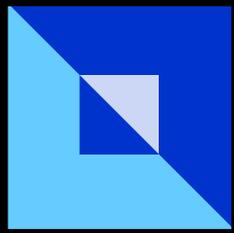


Stephanie Pack  
Records Administration



Kurt Beach  
Crime Prevention

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SMITHFIELD / ISLE OF WIGHT  
(TOURISM)  
REPORT

Smithfield & Isle of Wight Convention & Visitors Bureau **2016 ANNUAL REPORT**



2016 Photo Contest First Place  
"Faces of Smithfield & Isle of Wight" Category:  
Elly Condit "Jazz Anyone?"



2016 Photo Contest First Place  
"Faces of Mother Nature" Category:  
Jennifer Lycke "View of Little Creek"

## Smithfield & Isle of Wight Tourism

### 2016 Annual Activity Report



One of the pig statues that children search for with our coloring book scavenger hunt. This pig statue is displayed at the 1750 Courthouse.

#### Tourism Group Tours Hosted

65 Group Tours/610 people  
569 Hospitality Bags delivered  
584 Coloring Books handed out to young visitors  
25 paid Group Tours hosted  
40 Comp Tours hosted  
392 paid Tour Attendees  
218 unpaid Tour Attendees  
\$1320.00 collected  
200 additional tour attendees working in conjunction with Lewis Little  
810 total people

Group Tours are expanding - hired 2 additional Tour Guides to assist.

#### Special Events

*The following events were coordinated and/or supported:*

**Smithfield Farmers Market** (80,000 for the season)

#### **Bike Tours:**

Century Bike Tour, MS Bike Tour, Wharf Hill Brewing Co. 6-pack-run (600)

#### **January:**

BOB Fest (SOLD OUT! 1500)

#### **February:**

Chamber of Commerce Mardi-Gras Run for the Beads (250)

4th Annual Restaurant Week (16 participating shops and restaurants)

#### **March:**

Vintage Market (7,000)



2016 Photo Contest finalist by Elly Condit of the Smithfield VA Events Wine Fest

**April:**

Home School Days - All Fridays in April (150)  
NASCAR Event with Smithfield Foods (1500)  
Historic Garden Week-Isle of Wight Tour (1200)  
Smithfield Wine and Brew Fest (SOLD OUT! 3,000)

**May:**

National Tourism Month Celebration - Hospitality Hero Event (120)  
Windsor Castle Park Anniversary Event (\$20,000+ raised at gala)

**June:**

Olden Days Weekend Festival (8,500)  
*The Pagan River Raft Race, concerts, craft show, food court, antique and classic car show, Children's parade, Vintage Alley*  
Isle Jam - Fairgrounds (400)

**July:**

Isle Jam - Fairgrounds (400)

**September:**

Isle of Wight County Fair (29,337)  
Smithfield Music Presents The Mike Aiken Americana Music Festival (500)

**October:**

Smithfield Bacon, Bourbon & Beach Music Fest (3,000)  
Town & Country Day (*cancelled due to Hurricane Matthew*)  
Parade of Homes-Founder Point (8,000)  
Halloween (2,000)  
Chamber of Commerce Century Bike Tour (250)

**November:**

Vintage Market (8,000)

**December:**

Smithfield Evening Farm & Craft Market (10,000)  
Christmas in Smithfield (2,000)  
Smithfield Christmas Parade (8,000)

*E-newsletter event calendar distributed to tourism stakeholders and public weekly.*

Smithfield 2020, Smithfield Historic District Economic Development & Revitalization Projects

VACVB - Virginia Association of CVB's (Will be changing its name to VADMO in 2017)

*Director is Past President for 2010/2011*

*Director currently serves as Chair of Conventions,*

*Marketing Manager serves on Re-Branding Committee*

VTC - Virginia Travel Corporation

*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*

*Grant opportunities*

*Participation in website, Co-op marketing opportunities, trade shows, Travel Guide*

Regional Visitor Center Managers Group

VRITA - Virginia Restaurant Lodging Travel Association (formerly VHTA)



*The Coastal Virginia Tourism Alliance got a new look and launched a new website & Facebook campaign in 2016.*

Coastal Virginia Tourism Alliance – CVTA

*Director is 2016/2017 Vice President for CVTA*

*Support regional CVB Tourism efforts*

*National Tourism Week*

*Regional website*

*Regional Marketing efforts*

*Director and Marketing Manager serve on Digital Content Committee*

Virginia Motor Coach Association

Pennsylvania Bus Association

Isle of Wight County Fair Committee, Staff Support for all Fair marketing

Isle of Wight County Wellness Committee

Town of Smithfield Special Event Committee

Isle of Wight-Smithfield-Windsor Chamber of Commerce

*Director serves as the Facilitator for the Chamber Youth Leadership Program*

*2016/2017 (third year)*

Smithfield Foods

*Brochures distributed by Smithfield Foods in mail orders to*

*Mid Atlantic and North East United States.*

*Web site link from Smithfield Foods sites*

*Familiarization tours given to Foods representatives*

*Consideration of Public/Private partnerships for the future.*

Boards  
Served On

VACVB

*Director is Past President 2011/2012*

*Director is Chair of Conventions*

*New Directions Task Force*

CVTA, *Director is Vice President 2016/2017*

Smithfield 2020, *Director is on Executive Committee in charge of Promotion*

Smithfield VA Events, \$500,000+ *donated to community through special event efforts!*

Smithfield Special Events Committee

Historic Saint Luke's Church

Historic Smithfield

Windsor Castle Park Gala Committee

Guest  
Speaking

The County Beat Cable Show

*Permanent Guest for every show to promote upcoming events and tourism activities*

Smithfield Today Cable Show

The Virginia General Assembly Tourism Caucus

WLQM-event specific.

Carrollton Rotary Club

VACVB Winter Quarterly Meeting

Trade  
Shows

Virginia Beach Boat Show

Smithfield Center Special Occasions Show

VOW Bridal Shows (Hampton & Virginia Beach)

Richmond Bridal Show

Chamber of Commerce's Meet the Isle Trade Show

WWI/WWII Commemoration Event at the University of Richmond

Welcome Booth at Isle of Wight County Fair

Meetings &  
Conventions

VA-1 Summit on Tourism in Richmond, *Served on the Planning Committee*

VACVB Quarterly Meetings

State of Tourism Meeting in Virginia Beach

Virginia Tourism Corporation Visitor Center Supervisor's Meeting in Roanoke

Christopher Newport University-judged Marketing Student Year-End Projects

Virginia Association of Farmers Markets Association annual conference



2016 Photo Contest finalist "Enjoying Nature" by Mercedes Isrow

### Judged

Marketing Students presentations at Christopher Newport University  
Annual Photo Contest  
*Held on Facebook this year – triple the number of entries*

### Sales & Blitizes

Williamsburg Sales Blitz, monthly (*all materials created in-house*)  
Norfolk Airport, greeted visitors for National Tourism Week  
Newport News/Williamsburg Airport  
East Coast Gateway Welcome Center  
Participated in AAA Sales Blitz in Cleveland, Ohio  
*During ABA Conference (sent literature and swag) through VACVB*

### Training

VACVB Quarterly Meetings  
VA-1 Summit in Richmond  
Town of Smithfield Training Day  
All required Isle of Wight County training  
"Making the Transition from Staff to Supervisor" (Deborah)  
"Managing Multiple Priorities" (Lois)  
Webinar from Brand USA on Zika Safety for Travelers (Lois)  
Training on Facebook for Visitor Center docents (by Lois)  
CPR Training (7 hours) - January 7  
Roger Brooks Webinar - February 10  
Lunch and Learn on Stress - March 8  
Tornado Drill - March 22

Emergency Action Plan - April 26 and May 16

Webinar "Getting More Bang for the Buck:  
Determining the fiscal impact of Main Street events" May 6

Lunch and learn Proton Therapy - May 25

Health and Wellness Fair - May 17

Water Safety - June 6

Pet Health - July 12

Supervisors and Employees on the new Performance  
Planning/Evaluation Tool & Process - July 20

Training on Evaluations - August 8

Diversity Training - August 23

Live Health on line - August 24

VRS training - October 18

Earthquake preparedness - October 20

Safe food handling - November 1



Ad for "Virginia Town & City," published by the Virginia Municipal League

Publications

Williamsburg Magazine co-op ad (11 months)

Tidewater news ad for Restaurant Week

Historic Garden Week Tour ad in Slice of Smithfield

Slice Magazine for Farmers Market calendar

Town of Smithfield newsletter

Coastal Virginia Magazine co-op ad

Coastal Virginia Magazine Farmers Market ad

Western Tidewater Living Co-op ad

Slice Magazine ad featuring Arts Center (winner of stakeholders raffle for taking survey)

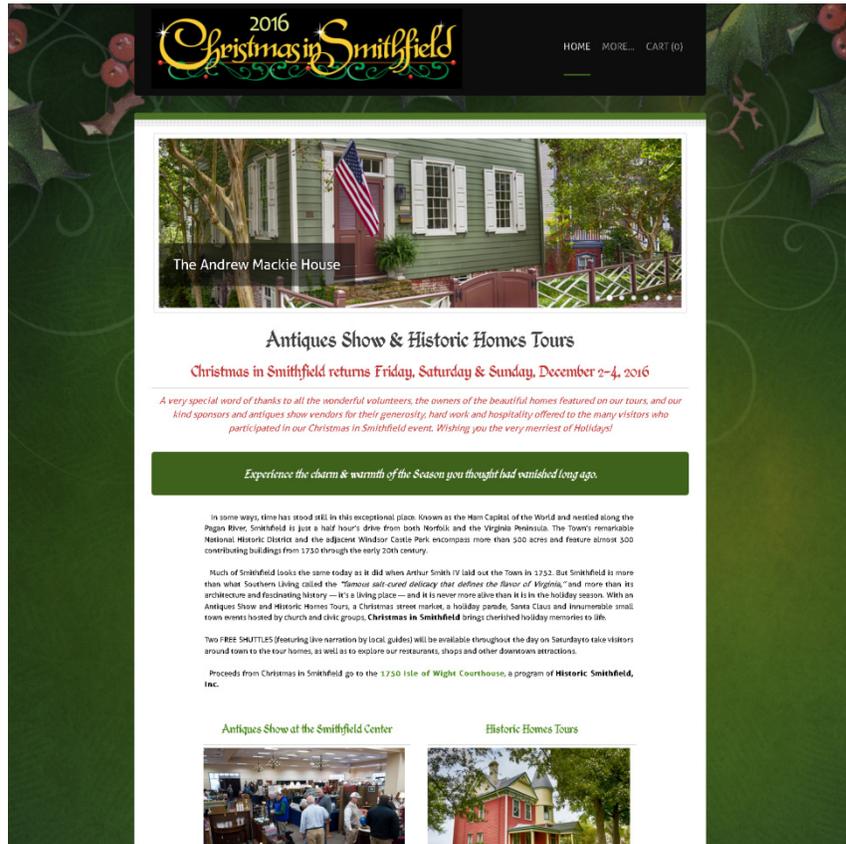
Slice Magazine ad listing Tourism Month Celebration honorees

Virginia Municipal League Ad for town

Eastern Home & Travel Magazine Ad (2x)

Cooperative Living for Vintage Market Ad

Recreation News  
 Smithfield Times ad for Isle of Wight County Fair  
 Smithfield Times ad for Restaurant Week  
 Virginia Travel Guide Ad & Bridal Section Ad  
 Slice Magazine Fall 2016 ad for Aiken Fest  
 Chamber of Commerce Map ad and revised cover  
 Slice Magazine Fall 2016 ad for Holidays & Veterans Day  
 Williamsburg Visitor Guide ad & article  
 Williamsburg Map ad



Tourism staff created and maintained the Christmas in Smithfield website.



**Ads & Websites:**

Facebook ads for Restaurant Week  
 Isle Jam website  
 Christmas in Smithfield website  
 Genuine Smithfield website  
 Ad on Smithfield Times website for Community Ambassadors  
 Facebook profile images for all events

**Smithfield Rocks Program:**

Featured a different merchant each month, wrote article and gathered photos for: Facebook, webpage, twitter, Instagram, Pinterest board, google+, Linked-in, digital frame in Visitor Center, blog, email to our list & email to Williamsburg timeshares

**Foodie Detective/Retail Therapy Contest:**

“Guess who serves/sells item” contest on Facebook. Featured: Mansion on Main, Granny’s Food Truck, Wharf Hill Antiques, Isle of Wight County Museum, Smithfield Gourmet Bakery, Pagan River Wine Merchants

*Additionally...*

Took and Posted photos at Smithfield VA's 3 events their Facebook pages  
Held two Restaurant Week Facebook Contests  
Presented live video stream promotions on Thursday's "Ham Cam Live @12:05"  
WilliamsburgFamilies.com (website prints press releases)  
Page on theknot.com  
Listings on Virginia.org  
WWDE Holiday Music Radio Station buy during the holidays and for Restaurant Week

News  
Releases &  
Articles

Waterway Guide: copy and map

Article on Fort Boykin, suffolknewsherald.com Jan. 5 by Susan and Bradford Andrews

Recreation News: "Genuine Smithfield Ham is backed by law and tradition"  
by Reed Hellman, Hosted April 2016 (also appeared in Recreation News website)

Recreation News: "Dining around the Old Dominion: Four locales you might not expect to attract foodies" January 2016 (also appeared on Recreation News website)

#4 in "11 Small Towns In Virginia Where Everyone Knows Your Name"

Richmond Times Dispatch: 30 cool sites to visit Va. within 100\* miles of Richmond,  
by Katherine Calos, February 2016

Travel Host Magazine: four publication, Full page spread with photos and article.

Historic Jamestowne Facebook page: "30 places to visit around Richmond"



*The LOVE banner displayed the many "faces of tourism" during the month of May, National Tourism Month*

Faces of Smithfield & Isle of Wight County: Facebook campaign  
(25+ daily posts featuring photos of folks in the community and visitors),  
also posted on Twitter, Instagram, Google+, Pinterest, our blog, VisitCOVA blog,  
and LOVE poster displayed during National Tourism Month (May)

Photo contest: 187 entries from 68 photographers  
organized contest: email to all photogs about prizes, deadlines and breakfast,  
organize entries for judges, tabulate judges input, frame winners

Listed on COVA's National Travel and Tourism Week press release

Traveling back in history to Smithfield, Virginia on [www.commdiginews.com/travel/](http://www.commdiginews.com/travel/)

The Story of Wharf Hill by Victoria Bourne on [HRGrowler.com](http://HRGrowler.com)

Coastal Virginia Magazine June 2016, photo and article on Olden Days,  
Farmers Markets and historic guided tours on Events Calendar and outdoor guide

Travel Host story and photos, May- July 2016

Videos sent to Cynthia Edwards with Smithfield Foods for Friendship City Ceremony

Slice Magazine article on Farm Tours, 2 page spread

Slice Magazine article on "12 Can't Miss Things To Do," 2 page spread

Two News Releases on Isle Jam

Entertained Republican Nominee for 3rd Congressional District, Marty Williams

Article on Foods & Dee Dee Darden by Jordan G. Teicher, Regional Meat Week, August

Your Corner article on Elly Condit and our Photo Contest, Anna Lisa Michalski, July

"Traveling back in history to Smithfield" article, Jacquie Kubin, Communities Digital News



*Tourism staff worked with County Parks & Recreation on promoting & staffing the Welcome booth at the Fair.*

Nine News Releases for the Isle of Wight Fair & follow up with several writers for photos

News Release on Windsor Castle Park/Smithfield VA Events private/public partnership

News Release on Christmas in Smithfield

News Release on Parade of Homes

News Release on new date for Vintage Market

News Release on Smithfield Station's 30th Anniversary

Continue to sell space on homepage

Featured in August 2016 Virginia Tourism Corporation e-newsletter

30 Cool sites to visit within 100 miles of Richmond, Richmond Times-Dispatch  
online by Katherine Calos, May 29, 2016

Best Towns to Raise a Family in Virginia, localniche.com April

54 Weird, Wacky, Wonderful American Food Destinations Worth Pulling Over For

Created "Happy Holidays" video, Victoria's Rose video and Christmas Parade video  
Hosted Travel Writer Reed Hellman

Hosted a familiarization tour for food bloggers through Smithfield Foods

Promotional  
Materials

Restaurant Week:

*yard signs, large banners, small banners, flyer, posters, flyers, Facebook profile, Facebook ads, response card, webpage and menus*

Historic Garden Week Tour: *tickets, flyers, posters, map*

Updated & reprinted Rack Brochure

Updated & reprinted 7-Day Merchant Brochure

Updated & reprinted Children's Coloring & Activity Book

Updated & reprinted Walking Tour brochure

Rack brochures for:

*Mansion on Main B&B, Mansion House Art & Antiques & Smithfield Ice Cream Parlor*

"12 Can't Miss Things To Do" brochure

Encore Wedding brochure

Downtown Residents tag

Farm Tour brochure (and webpage)

National Tourism Celebration:

*Digital and printed invitation, certificates, LOVE posters*



*Olden Days remains tourism's most attended event bringing in over 8,500 visitors and residents to town.*

Olden Days Festival:

*posters, flyers, print and digital ads, Facebook ads, a-frame signs, Ghost Walk map, Photo release signs, car show flyer, tomato toss poster*

Farmers Market:

*Tote bag design, Mother's Day Facebook profile, gift certificate, Fall Festival, Thanksgiving, Christmas and Small Business Saturday Facebook Banners, nametags, flyer on fall markets, nametags*

Christmas Evening Market: *posters, flyers, banner, Facebook profile, map, ad*

2017 Spring Vintage Market: *flyer for distribution at Town & Country Day*

Autumn Vintage Market: *flyers, Facebook profile, posters, banner, map*

Christmas in Smithfield:

*Marketing plan, rack card, posters, flyers, map, Facebook and print ads, all Facebook marketing, Facebook contests, emails, signage, postcard, tickets, created and maintained website, launched ticket sales and kept ticket count online, site map*

Aiken Fest: *site map, posters, flyers*

Ivy Hill Cemetery Tour rack card

Group Tour brochure

Arts Center rack card

Smithfield VA Events rack card and poster for Visitor Center kiosk

Profile Sheet for Tour Planners

Military Appreciation flyer and webpage

Christmas Parade:

*banner, Facebook profile, poster, flyers, webpage, took and posted photos*

75th Anniversary of Pearl Harbor Day flyer



Tourism staff designed the outdoor banners now hanging at the Isle of Wight County Museum.

Design  
Projects

**Isle of Wight County:**

Emergency Services Annual Report Cover  
Emergency Services Mobile Home Safety brochure  
Budget & Legislative Report Covers  
Signage including Welcome Sign  
Planning & Zoning Notice sign  
Created “buttons” on County website homepage  
Revised Isle of Wight County Newcomers Guide

**Isle of Wight County Museum:**

Designed outdoor banners  
Designed/edited 40th anniversary book and display  
Swigs & Swine event flyer  
Twitter sign  
Hotel door hangers

**Isle of Wight County Fair:**

- Sponsorship book covers
- Facebook profile image
- Truck & Tractor Pull flyer
- Seafood Fest flyer
- Banner for Olden Days booth
- Talent Show flyer
- Pageant flyer
- Leisure Guide two-page photo spread for Fair
- Save the Date Magnet
- Car Show magnet
- t-shirt
- signage
- Program cover
- Print ads

**Isle of Wight County Parks and Recreation Department:**

- Isle Jam printed materials, website, digital & Facebook marketing
- Movie Night flyer
- Easter Egg Hunt flyer
- Veteran's Day Program flyer
- TAG (Teen Advisory Group) Logo
- Fort Huger – new signage
- Parks & Rec car show plaques
- Fort Boykin brochures
- Fort Huger brochures

**Isle of Wight County Economic Development Department:**

- Signage design for building
- Trade Show banner, table runner and logo for podium
- Tourism Social Media Card
- Business card
- Update Farms Tour brochure and webpage
- People counter installed in public restroom



*The Smithfield Farmers Market continues to win awards!*

Awards &  
Listicles

**Smithfield Farmers Market Awards:**

- “Best Of” Gold Award from Coastal Living Magazine
- Best Farmers Market (in the region) from Virginia Living Magazine

### OnlyInYourState.com awards:

Smithfield Gourmet Bakery....one of the TOP 10 Places to Get HAM in VIRGINIA

Top 12 Perfectly Picturesque Towns in VIRGINIA

Smithfield in Isle of Wight County – 13 Happiest Cities in VIRGINIA

Top 15 Safest and Most Peaceful Places to Live in VIRGINIA

Top 13 Small Towns in VIRGINIA that have the Most Amazing Restaurants

Smithfield Station-Top 15 Restaurants in VIRGINIA with Jaw Dropping Views

11 Small Towns In Virginia Where Everyone Knows Your Name – April 2016

Smithfield in Isle of Wight County – 13 Happiest Cities in Virginia

Richmond Times Dispatch: 30 cool sites to visit Va. within 100\* miles of Richmond

Historic Jamestowne Facebook page: “30 places to visit around Richmond”

The Christmas Store In Virginia That’s Simply Magical

Smithfield & Isle of Wight Visitor Center: Award of excellence, Trip Advisor

### Highlights

16,450 guests were greeted at the Visitor Center in 2015

The top five states for visitors to Smithfield, in ranked order:

Virginia, Pennsylvania, Maryland, North Carolina, New York

These 5 states constituted 77% of all visitation.

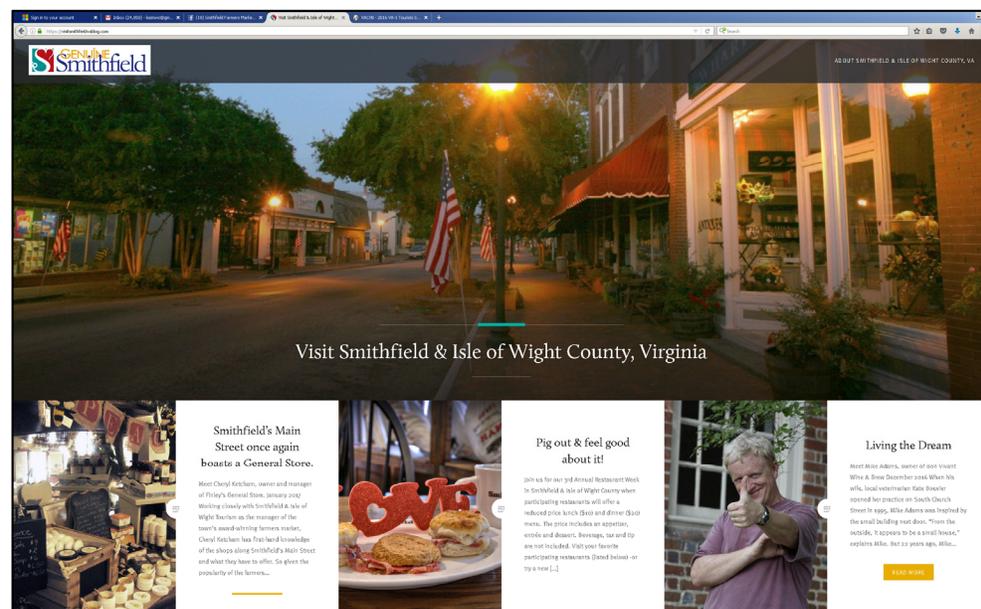
50% were New Visitors, 45% were Return Visitors, 5% were unrecorded.

Smithfield is the #1 day trip destination for Williamsburg visitors who want to see a bit more of Virginia.

We welcomed visitors from 48 states and the District of Columbia (no visitors from Wyoming or North Dakota)

Canada, the UK and France were the top 3 home countries for our foreign visitors.

Held 3rd Annual Smithfield & Isle of Wight Restaurant Week in Jan. & Feb. 2016.



Tourism's Visit Smithfield VA Blog has grown in popularity has had 16,965 visitors in 2016.

Increased visibility though electronic marketing

Facebook, Twitter, Pinterest, Instagram, Blogging, YouTube

Managed and/or served as a partner and resource for numerous special events which brought in over 165,000 visitors to Smithfield & Isle of Wight County.

SVAE donated over \$500,000 back into the community in the last 5 years.

Conducted Stakeholders Survey in March of 2016

75+ sent, 57 responses, 76% response rate

Directional Sign to Smithfield installed at Surry Stoplight (worked with VDOT)

VDP Certification for Director and Marketing Director on track for Spring 2017

Worked in conjunction with regional Garden Clubs to host and promote the Historic Garden Week Homes Tour in Isle of Wight County.

Worked in conjunction with East-West Properties to promote and assist with the Parade of Homes in Founders Point.

Worked with team from VACVB, VHTA and VTC to create all educational programming content for the Virginia state VA-1 Tourism Summit 2016.

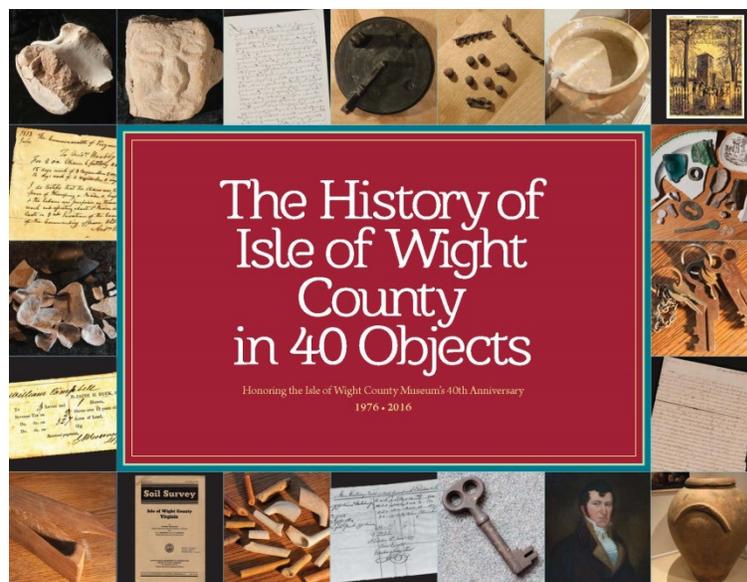
Worked as a part of the Isle of Wight County Marketing team to maintain "Voices from the Isle" webpage and emails to sustain County visibility and transparency in the community. This committee also worked with the Chamber to produce the programming for the State of the County Event.

Worked in conjunction with Isle of Wight County Parks & Recreation Department to manage and operate Summer Concert Series (Isle Jam) for Heritage Park

Working in conjunction with multiple other localities to form the "Burlap Trail" in conjunction with Virginia Tourism Corporation

Working in conjunction with multiple other localities to form the "Beaches to Bluegrass Trail" in conjunction with VTC.

Hosted elected representatives from Clarksville and Mecklenburg County, Virginia for several days. Presented Tourism and Event best practices.



Tourism staff designed and edited the exhibit and commemorative book celebrating the Isle of Wight County Museum's 40th Anniversary.

Worked with the Isle of Wight County Museum to create and present their 40th Anniversary Event, Exhibit and Published Commemorative Book.

Worked with feature film producers for the movie *Public Affairs* for filming in Smithfield and Isle of Wight.

Director completed "Isle Lead" Training Course

Hosted the Virginia Bee Keepers Association Convention

Hosted the Virginia Association of Chamber Executives Conference

Worked with the Virginia WWI & WWII Commemoration Commission on several events included a Pearl Harbor Remembrance Event at Ivy Hill Cemetery, exhibited at the December Commemoration Event in Richmond, had WWII veterans as our Parade Grand Marshalls for the Christmas Parade and will include the commission in our Olden Days event in June.

Continued Smithfield Hambassador Customer Service Training Program for Tourism Stakeholders including FAM Tour and online training.

Continued Smithfield Rocks program for highlighting Tourism Stakeholders throughout the year on social media monthly.

Continued popular "Foodie Detective" and "Retail Therapy" Programs online contests to promote merchants and restaurants.

2016 Pork-a-Razzi Photo Contest moved online which netted 3X the photography collected and provided additional promotional product.

Visitor Center continued as a Virginia Green accredited Center

Continued the Community Ambassador Program to encourage and reward local citizens and groups that bring meetings and events to our local stakeholders to support immediate economic development.



*Tourism's 2016 Hospitality Heroes, Hambassadors, Community Ambassadors & Photo Contest photographers were recognized at the National Tourism Month Celebration in May.*

Hospitality Hero program continued to reward and recognize front line hospitality employees in Smithfield & Isle of Wight held as part of National Tourism Week promo. New Breakfast Event and Ceremony held to congratulate Hospitality Heroes, Community (H)ambassadors and Photo Contest winners.

2016 The Vacation Channel continued airing a segment on all of the Hampton Roads/Coastal Virginia destinations including Smithfield & Isle of Wight. The vacation channel is seen in over 7,000 hotel rooms in Hampton Roads.

Participated with CVTA to saturate the regional website with Smithfield & Isle of Wight

blogs information, stories and information. Website was part of a regional grant opportunity with VTC/CVTA.

Continued success of the Smithfield Farmer's Market. Raised more money, attracted more vendors, held more markets than ever before!

2017  
Initiatives

Tourism is hosting a staff retreat and strategic planning session for FY2017-FY2018 and beyond on Friday, February 3rd. More to follow.

Create a new mobile responsive website. (See funding increase request)

Secure a marketing leverage grant from the Virginia Tourism Corporation.

Create and produce a LOVEworks art project through a contest and VTC grants.

Continue to implement a Burlap Trail in conjunction with neighboring localities featuring ham, peanuts and all thing rural! Apply for VTC grant & start promoting!

Forward work on the Beaches to Bluegrass Trail.

Continue major marketing morph to digital (20%); Collateral (20%); Advertising (30%); Product Development (12%); Public Relations (15%); and Trade Show (3%).

Continue to assist Smithfield Events to maintain and promote 3 large annual events: Smithfield Wine & Brew Fest in April the Genuine Smithfield Bacon, Bourbon and Beach Music Fest in September, and BOB Fest (Oyster Fest!) in January.

Continue to saturate the Williamsburg market, especially timeshares and locals.

Continue to explore inexpensive ways to market regionally in the Hampton Roads/ Coastal Virginia area through CVTA and social media.

Continue to explore inexpensive ways to market regionally in the larger Mid-Atlantic region, including the D.C. area, Richmond, Pennsylvania and parts of North Carolina.

Continue to position Smfd/IOW as a popular Destination Wedding location through TheKnot.com and other electronic resources.

Work to increase visitation by travel writers/bloggers

Continue to find editorial opportunities for our destination's attractions and events.

Focus on Tours, Group Business and expanding Smithfield and Isle of Wight County 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 Isle of Wight County to support the hotels and meeting destinations.

Continue to promote recreational trails (by land and sea!) bikes and canoes and kayaks.

Continue to grow successful Smithfield & Isle of Wight Restaurant Week Program consider expanding to 2 X per year.

Continue to manage and support Smithfield Farmer's Market, the Smithfield Farmer's Market Evening Market and the Smithfield Vintage Market Show and Sale. The Spring Vintage Market will grow and be moved to the Isle of Wight County Fairgrounds (April) and the Fall Vintage Market will become a more boutique-style show and will remain in downtown Smithfield.

2016	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Individual Visitors	569	483	990	996	1106	1413	1479	1153	1044	1241	1031	1328	12833
Public Restroom People Counter - 1/25 - 11/28/2016 <small>(Excluding December due to counter malfunction.)</small>	21794												

Numbers by Group	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
First Time Groups	106	128	181	236	214	263	317	309	241	300	167	151	2613
% of First Time	51.0%	53.1%	46.8%	52.1%	45.0%	50.9%	54.5%	60.9%	55.7%	53.4%	27.7%	29.5%	Monthly Average 48.4%
Returning Groups	102	113	206	217	262	254	265	198	192	262	436	361	2868
% of Returning	49.0%	46.9%	53.2%	47.9%	55.0%	49.1%	45.5%	39.1%	44.3%	46.6%	72.3%	70.5%	Monthly Average 51.6%
Total Number of Groups	208	241	387	453	476	517	582	507	433	562	603	512	5481

Top Five States by Group	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
PA	6	9	15	19	27	30	31	25	28		16	11	217
NC	13	12	15	17	24	20	14	14	16	17	23	15	200
MD	5	6	9	14	13	12	12	12	10	17	12	25	147
NJ						13	19	19	14	15	10		90
NY	6	7	7	12	13		14	14			7		80
FL	4	6	10	12	15	8				15			70
CA									11	11			22
OH												10	10
DE												7	7

% Top Five States by Group	January	February	March	April	May	June	July	August	September	October	November	December	
NC	6.3%	5.0%	3.9%	3.8%	5.0%	3.9%	2.4%	2.8%	3.7%	3.0%	3.8%	2.9%	
PA	2.9%	3.7%	3.9%	4.2%	5.7%	5.8%	5.3%	4.9%	6.5%		2.7%	2.1%	
NY	2.9%	2.9%	1.8%	2.6%	2.7%	2.7%	2.4%	2.8%			1.2%		
MD	2.4%	2.5%	2.3%	3.1%	2.7%	2.3%	2.1%	2.4%	2.3%	3.0%	2.0%		
FL	1.9%	2.5%	2.6%	2.6%	3.2%	1.5%				2.7%			
NJ						2.5%	3.3%	3.7%	3.2%	2.7%	1.7%		
CA									2.5%	2.0%			
OH												2.0%	
DE												1.4%	

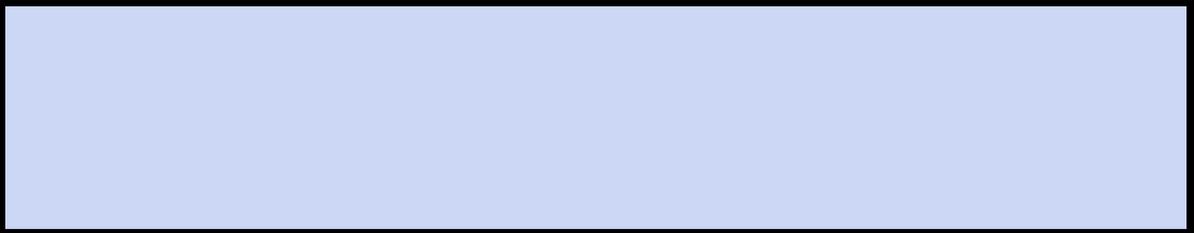
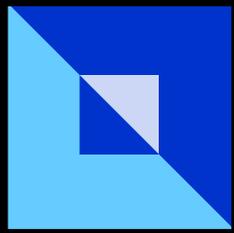
Foreign Countries by Group	January	February	March	April	May	June	July	August	September	October	November	December	
	England	Spain	Canada	France	England	Canada	Canada	Canada	England	Canada	Canada	England	
	Canada	England	France	England	Canada	Australia	England	Germany	Canada	England	England	Italy	
	France	Belgium	Sweden	Canada	France	Italy	Italy	England	Argentina	Germany	Japan	France	
	Australia	Canada	Denmark	Spain	Bolivia	South Africa	Spain	Poland	Poland	Scotland	Italy	Scotland	
	Thailand		Australia	Taiwan	Germany	England	South Africa	Italy	Germany	Australia	Ireland	Venezuela	
	Spain		China	Scotland	Switzerland		Denmark	Spain	Taiwan	Hungary	Philippines		
	Poland			China			Germany	Belgium		France	Germany		
	Venezuela			Italy			Ukraine	Netherlands		Sweden	Greece		
				British VI			China	Mexico		Czech Rep.	Scotland		
							Lebanon						
							Vietnam						
							Korea						
							Australia						
							Chile						
							Mexico						

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Coloring Books	22	25	74	25	57	53	148	68	38	14	18	42	584
Hospitality Bags	100	24	30	46	114	60	19	27	15	92	40	2	569
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Rack Brochures Mailed	355	446	422	2145	404	1206	659	745	354	436	365	81	7618



ISLE OF WIGHT  
COUNTY, VIRGINIA  
Local Roots, Global Reach





ISLE OF WIGHT COUNTY  
MUSEUM



*Town of Smithfield*  
*Isle of Wight County Museum*

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**Annual Report 2016**

**J.L. England, Museum Director**

# Notable

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- We worked with several organizations in 2016 to provide assistance, support and volunteer hours: Smithfield Foods, Smithfield and Isle of Wight Tourism, Isle of Wight County Parks and Recreation, Isle of Wight County Public Schools, Isle of Wight County Historical Society, Isle of Wight Daughters of the Confederacy, Smithfield VA Events, 1750 Courthouse, Christopher Newport University, Isle of Wight-Smithfield-Windsor Chamber of Commerce, Blackwater Regional Library's *Library 2 Go Bookmobile*, Smithsonian Magazine Museum Day Live and others.
- The museum's 40<sup>th</sup> anniversary, the event which we focused the bulk of our attention to this year, took place to resounding success on Nov. 18. We created, designed, fabricated and installed a new exhibit detailing 40 objects from our collection which tell the story of Isle of Wight County's history. Additionally, we wrote and published our first book which is a companion to the exhibit. (This book is for sale in our gift shop. A copy was sent to the Library of Congress in mid-November.) We created a video series featuring each of the objects with Curator Tracey Neikirk as the host of each video and built a website with all our anniversary projects: <http://www.historicisleofwight.com/40th-anniversary.html>. As a result of these efforts, the museum received a great deal of media attention, appreciation, praise, encouragement and love from the community and beyond.



- The museum's roofing project was completed, and Isle of Wight County Public Works expertly completed the interior repairs to the dome, walls and ceiling.



- Isle of Wight County Public Works also completed a number of other important projects inside and outside including new LED lighting in several areas of the museum, safety outdoor lighting in our parking lot, HVAC modifications, the repainting of our exterior parking lot lines, carpet replacement in a damaged storage area and assistance with our newest exhibit.
- Dominion Generation contributed \$5,000 to the museum for the *Going to the Country Store: Life 100 Years Ago* educational program. The museum is using this funding to take the program to students in Isle of Wight County Public Schools during the 2016-2017 school year.
- Volunteer hours: 1,072
  - Estimated hourly value of volunteer time from the Independent Sector for 2015 was \$23.56.
  - Our estimated yearly savings was \$25,256.32.

## Museum Stats and Updates

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- Visitation: 7,579
- Special Events – Planned and hosted 39 special events and our annual Pan Ham Photo Contest
  - Jan. 16. A Taste for War.
  - Jan. 16. Local Tour of Mackie’s Mill.
  - Jan. 21. Tell Me a Story.
  - Feb. 18. Tell Me a Story.
  - March 5. Defining the Cold War.
  - March 13. Monster Matinee.
  - March 17. Tell Me a Story.
  - April 2. Battle of Smithfield Walking Tour.
  - April 14. Home School Day.
  - April 21. Tell Me a Story.
  - April 23. Historic Garden Week at Boykin’s Tavern.
  - May 7. Battle of Smithfield Walking Tour.
  - May 15. Put the Genie Back in the Bottle.
  - May 19. Tell Me a Story.
  - June 4. Battle of Smithfield Walking Tour.
  - June 5. Archaeology at Windsor Castle.
  - June 11. Walking Tour Along Church Street.
  - July 2. Battle of Smithfield Walking Tour.
  - July 9. Walking Tour Along Church Street.
  - July 9. The Pet Ham’s 114<sup>th</sup> Birthday.
  - July 17. The Militia Are Coming in from All Quarters: The Revolution in Virginia’s Lower Counties.
  - Aug. 2. National Coloring Book Day.
  - Aug. 6. Battle of Smithfield Walking Tour.
  - Aug. 13. Walking Tour Along Church Street.
  - Sept. 3. Battle of Smithfield Walking Tour.
  - Sept. 9. Yoga in the Museum.
  - Sept. 15. Tell Me a Story.
  - Oct. 1. Battle of Smithfield Walking Tour.
  - Oct. 8. Reflecting on Vietnam.
  - Oct. 20. Tell Me a Story.
  - Nov. 5. Battle of Smithfield Walking Tour.
  - Nov. 6. Lawne’s Creek Potter.
  - Nov. 17. Tell Me a Story.
  - Nov. 18. 40<sup>th</sup> Anniversary of the Isle of Wight County Museum.
  - Nov. 20. A Vital Connection: The James River Bridge.
  - Nov. 22. Happy Birthday, Benjamin Huger!
  - Dec. 9. An Evening with St. Nick.
  - Dec. 11. Scott’s Factory/Logan’s Mill Tour.
  - Dec. 15. Tell Me a Story.

- Groups/Tours/Programming/Outreach
  - 37 different groups visited the museum for special programming from while staff performed 25 different outreach programs.
- Exhibits
  - In addition to the completion of the museum's new roof, exterior banners and signage were installed to enhance our visibility. Also, our awnings were replaced.



- 1750 Courthouse. This year, we assisted the 1750 Courthouse by providing them with an outline and ideas to develop of a permanent exhibit inside their building.
  - 40<sup>th</sup> Anniversary. See information in NOTABLE section.
- Gift Shop
  - New inventory added to include our published book, pens, cups, Christmas ornaments and caffeinated peanut butter.

## Financials

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- Total Gift Shop Sales: \$6,895.57
- Donations: \$11,737.00
- Program/Lecture Fees: \$7,241.00
- **TOTAL: \$25,873.57**

## Social Media/Website /Media Coverage/Promotion

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- We overhauled our website this year: [www.historicisleofwight.com](http://www.historicisleofwight.com) and purchased the domain [www.hamcamva.com](http://www.hamcamva.com) which now redirects to our main website page. With our changes, we were able to configure the page to show the Ham Cam's live feed.
- The museum is now using the free email marketing service MailChimp for the distribution of news and events to media and supporters.



- We regularly post on Facebook and added a new Facebook page for the World's Oldest Ham.
- The World's Oldest Ham created a Twitter account: @Worldsoldestham.
- We also interact on Foursquare/Swarm, TripAdvisor, Pinterest and GoodReads.

- We created please-do-not-disturb door hangers featuring the museum. This is something that hotels across the country are now doing – creating hangers that are imaginative and reflect the area. Our design, which promotes the museum and the world’s oldest ham, is now hanging on rooms at the Smithfield Station and the Smithfield Inn.



- Ham Cam. We continue to promote ourselves online through our Ham Cam, the 24/7 dropcam above the world’s oldest ham’s exhibit case. This enables visitors to check in on the museum’s main gallery at any time of the day to see what we, and the world’s oldest ham, are doing. It is the marketing tool that amuses all our visitors and promotes us worldwide. We also use it for twice weekly video broadcasts – on Tuesdays and Thursdays.

## Media Coverage/Promotion/Advertising/Lobbying

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- We track media coverage throughout the year.
- This year’s big news generator was our 40<sup>th</sup> anniversary. There were numerous articles and other media coverage on the exhibit, the book and video series.

## The Past Year in Photos

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January 28 marked Newport News Shipbuilding’s 130<sup>th</sup> anniversary. As part of their commemoration efforts, the Shipyard taped community leaders throughout the state (and beyond) for use in the Shipyard’s own multimedia anniversary efforts. Museum Director Jennifer England was interviewed on Jan. 13.



Smithfield Foods hosted afternoon training seminars – dubbed The Smithfield Experience - at the museum throughout the year for some of its staff across the country. Museum staff gave tours of the museum and downtown.



On March 18, museum staff assisted with a ghost hunt at Windsor Castle – and its grounds – with the Generic Black Shirt Paranormal Group and RTL Paranormal. This investigation was aired as part of the Black Shirt Paranormal’s television show **Paranormal After Party** on Cox 11: [www.paranormalafterparty.com](http://www.paranormalafterparty.com).



These sisters from Northern Virginia played hooky to come see the world's oldest ham in May. Our Ham Cam captured their joy as they walked up to the case.



March 5 was the date of our Cold War program. The event was super-successful, and we couldn’t have sardined any more participants into our basement if we tried. (A good problem to have.) The event marked the 70th anniversary of Winston Churchill’s Iron Curtain speech which defined the parameters of the Cold War and featured lectures, artifacts, military vehicles and more.



A young visitor in June with his artwork.



We were not a Pokémon Go gym, but we were between two of them!



The museum welcomed homeschoolers of all ages with a selection of fun and engaging activities that highlight the history of Virginia and the area in April.



**Adrian Grenier** @adriangrenier · 2h  
@Worldsoidestham ;) happy birthday.



On July 9, the museum hosted the world’s oldest ham’s 114<sup>th</sup> birthday party. Guests brought gifts, sent cards and celebrated via social media. The Daily Press recognized on their editorial page, and actor Adrian Grenier tweeted out birthday greetings to the world’s oldest ham.



September is National Yoga Month. Director and yoga teacher Jennifer England hosted a session in the museum for 14 yogis.



On Nov. 2, the museum was recognized by Smithfield VA Events at their reception for volunteers who assisted with the Bacon, Bourbon & Beach Music Festival held in October. The museum received a check for \$410.



This lovely couple traveled all the way from Chicago in September to visit the world's oldest ham.



Tell Me A Story participants with our volunteer Judy Williams.



St. Nick visited the museum and the ham in December.