



2014 COUNCIL MEMBERS:

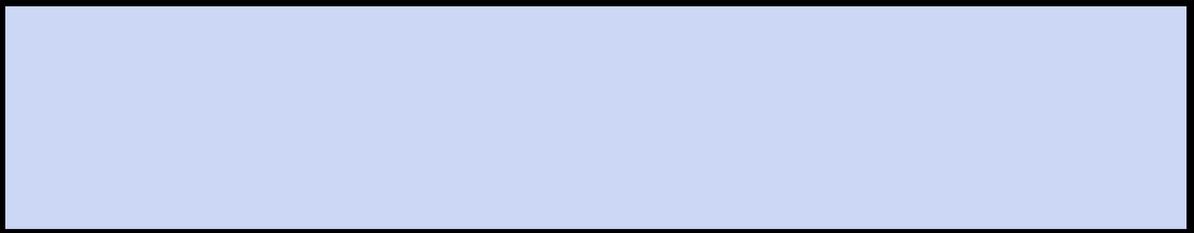
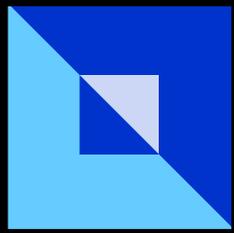
Mayor T. Carter Williams
Vice Mayor Andrew C. Gregory
Denise N. Tynes
Constance Chapman
Dr. Milton Cook
Randy Pack
Michael G. Smith

Town of Smithfield, Virginia

2014 ANNUAL STATISTICAL REPORT

TABLE OF CONTENTS

Clerk of Council	TAB # 1
Council Budget	TAB # 2
Smithfield Center Report	TAB # 3
Smithfield / IOW CVB (Tourism) Report	TAB # 4
Smithfield Planning, Engineering and Public Works....	TAB # 5
Smithfield Water Consumption	TAB # 6
Smithfield Police Department	TAB # 7
Isle of Wight County Museum	TAB # 8



CLERK OF COUNCIL REPORT

2014

ACTION ITEMS APPROVED BY TOWN COUNCIL

AGREEMENTS/CONTRACTS/PROPOSALS:

- 02/04/2014** Motion to approve Cypress Creek Subdivision Agreement. Motion passed.
- 02/04/2014** Motion to authorize Town Manager to enter into a Memorandum of Agreement (MOA) with Hampton Roads Sanitation District (HRSD). Motion passed.
- 03/04/2014** Motion to award the 2014 mowing contract to Southern Shores Lawn and Landscaping, LLC. Motion passed.
- 04/01/2014** Motion to award the street maintenance contract to Blair Brothers Inc. Motion passed.
- 05/06/2014** Motion to accept proposals from Blair Brothers, Inc. for various pavement overlays. Motion passed.
- 05/06/2014** Resolution to adopt a charter agreement for membership in the Hampton Roads Planning District Commission. Motion passed.
- 05/06/2014** Motion to approve proposal for Bioassay testing to discharge concentrates from the Water Treatment Facility in Cypress Creek by Kimley-Horn. Motion passed.
- 05/06/2014** Stormwater Memorandum of Agreement (MOA) with Isle of Wight County. Motion passed.
- 05/06/2014** Subordination agreement for 117 North Church Street. Motion passed.
- 06/03/2014** Contract agreement for sanitary sewer rehabilitation with Tri-State Utilities. Motion passed.
- 06/03/2014** Contract agreement for underground utilities with Lewis Construction of Virginia. Motion passed.
- 06/03/2014** Motion to approve stormwater MOA with Isle of Wight County. Motion passed.
- 06/03/2014** Motion to approve Kimley-Horn and Associates proposal for Pinewood Heights Infrastructure Master Planning. Motion passed.

- 06/03/2014** Motion to approve the Isle of Wight County Museum Partnership Agreement. Motion passed.
- 07/01/2014** Motion to amend the proposal for kayak storage/rental office shed. Motion passed.
- 07/01/2014** Motion to approve proposed price adjustment for the Smithfield Center. Motion passed.
- 07/01/2014** Motion to approve classes and instruction at Windsor Castle Park for six month contracts. Motion passed.
- 07/01/2014** Motion to approve the Town Manager's Annual Employment Contract. Motion passed.
- 08/05/2014** Motion to accept proposal from Fonality for new budgeted phone system for the Smithfield Police Department. Motion passed.
- 08/05/2014** Motion to accept the proposal from Sydnor Hydro for (alternate #2) pump replacement at Lakeside Pump Station. Motion passed.
- 08/05/2014** Motion to renew vehicle maintenance contract with Dave's Service Center for one additional year. Motion passed.
- 08/05/2014** Motion to award debris removal contract to Smithfield Services and Goodrich and Son's. Motion passed.
- 09/02/2014** Motion to accept proposal from Sydnor Hydro for pump replacement at Moonfield Pump Station in the amount of \$10,223.00. Motion passed.
- 09/02/2014** Motion to award HVAC Maintenance and Repairs contract to Atlantic Constructors. Motion passed.
- 10/08/2014** Motion to award mechanical, electrical and utility services contract to R.E.W. Corporation. Motion passed.
- 10/08/2014** Motion to authorize the Town Manager to enter into a revised regional consent order. Motion passed.
- 10/08/2014** Motion to accept proposal for the Reverse Osmosis Plant concentrate discharge pump repairs. Motion passed.
- 10/08/2014** Motion to accept proposed Town Sponsorship Package by the Chamber of Commerce. Motion passed.
- 10/08/2014** Motion to shift administration of the Smithfield Farmers Market from the county to the town. Motion passed.

- 10/08/2014** Motion to authorize the Town Manager to start negotiations for a Purchase Agreement for unimproved property located at 3 Main Street in the amount of \$45,000.00. Motion passed.
- 11/04/2014** Motion to accept proposal from Blair Brothers, Inc. for street paving along Battery Park Road and Ridgeland Drive. Motion passed.
- 12/02/2014** Motion to accept the proposal from Dominion Virginia Power to install a streetlight at the intersection of John Rolfe Drive and Andrews Crossing for \$3,354.81. Motion passed.

APPOINTMENTS / REAPPOINTMENTS / ELECTIONS:

- 01/07/2014** Charles F. Bryan – Smithfield Planning Commission (reappointed)
 Randolph Pack – Smithfield Planning Commission (reappointed)
 Michael Swecker – Smithfield Planning Commission (reappointed)
 Mr. Gary Hess – Board of Historic and Architectural Review (appointed)
 Mr. Jeff Yeaw – Board of Historic and Architectural Review (appointed)
 Mr. Joseph Howell – recommendation to the IOW Circuit Court for appointment to the Board of Zoning Appeals. Motion passed.
- 02/04/2014** Resolution to reappoint CHIP Committee for another term ending February 28th, 2015. Motion passed.
- 05/06/2014** Appointment of Dr. Thomas Pope to the Planning Commission. Motion passed.
- 06/03/2014** Appointment of Evaluation Committee for the four appointed positions of Town Treasurer, Town Clerk, Town Attorney, and Town Manager. Motion passed.
- 06/03/2014** Appointment of a Nominating Committee for the expiring term of Joseph Howell on the Board of Zoning Appeals. Motion passed.
- 07/01/2014** Mr. Robert Briggs was recommended to the Circuit Court for appointment to the Board of Zoning Appeals. Motion passed.
- 12/02/2014** Motion to appoint a nominating committee to fill the three expiring terms on the Planning Commission members – Julia Hillegass, Larry Odom, and Thomas Pope. Councilman Pack and Councilman Dr. Cook were appointed by the Mayor. Motion passed.

BUDGET:

- 03/04/2014** Motion to support budget funding request from the IOW Commonwealth Attorney's office for Case Management System for \$10,500.00. Motion passed.
- 05/06/2014** Motion to approve budgeted sewer projects.

- 06/03/2014** Motion to table for consideration of the FY 2014/2015 budget until the continued Town Council meeting on June 23rd, 2014. Motion passed.
- 07/01/2014** Motion to adopt appropriation resolution to carry forward funds and restricted funds appropriated for FY 2013/2014. Motion passed.
- 07/01/2014** Motion to adopt appropriation resolution for funds for FY 2014/2015. Motion passed.
- 10/08/2014** Motion to authorize the Town Treasurer to utilize budgeted funds for new lighting in the community center by the Friends of the Smithfield Library. Motion passed.
- 11/04/2014** Motion to ratify the contract for a vacant lot and boat slip located at 3 Main Street in the amount of \$50,000. Motion passed.

CLOSED SESSION:

- 01/07/2014** Closed Session to discuss the disposition of publicly held real property.
- 02/04/2014** Closed Session for the purpose of discussing the disposition of publicly held real property pursuant to Section 2.2-3711.A.3 Code of Virginia.
- 06/23/2014** Closed Session to discuss the evaluations of the four appointed positions. Discussion of the acquisition or disposition of publicly held real property.
- 08/05/2014** Closed Session to discuss a personnel matters, briefing as to potential threat and litigation with respect to the South Church Street project.
- 09/02/2014** Closed Session to discuss the acquisition or disposition of real property held for public purposes, briefing as to potential litigation, and briefing by legal counsel as to matters requiring legal advice.
- 10/08/2014** Closed Session to discuss acquisition of real property for public purposes and a legal briefing by legal staff as to actual legal matters.
- 11/04/2014** Closed Session to discuss personnel matters and legal matters requiring legal advice from legal counsel.
- 12/02/2014** Closed Session to discuss personnel matters requiring legal advice from legal counsel.

COUNCIL COMMENTS:

- 02/04/2014** Councilman Dr. Cook commented on the success of the BOB Fest and the Battle of Smithfield.

- 02/04/2014** Councilwoman Chapman stated that the Windsor Castle Park survey will be going out on February 15th until March 15th.
- 03/04/2014** Councilman Pack recommended that the Council recognize the Smithfield High School Marching Band for their awards earned at Mardi Gras.
- 03/04/2014** Vice Mayor Gregory shared the Commonwealth Attorney's praise for IOW County, the Town of Smithfield and the Police Department's efforts during the recent homicide investigation.
- 03/04/2014** Mayor Williams shared that Smithfield was named one of the "22 Virginia Small Towns – You Are Going to Love – A Place to Visit" in the Virginia is for Lovers Travel Guide.
- 03/04/2014** Mayor Williams commented on a petition circulating in area businesses reflecting the Town Council in a negative light in regards to Windsor Castle Park decisions. The petition appears to be from Mr. Joe Luter III. Mayor Williams discussed this with him and he was unaware of it.
- 05/06/2014** Councilman Pack suggested that at the next election that the town held a forum so the public to get to know the candidates.
- 05/06/2014** Councilman Dr. Cook commented on the entrances for the Smithfield Center. They are damaging to cars.
- 05/06/2014** Councilwoman Chapman thanked the citizens for voting in the local election. She also thanked Mr. Jett and Ms. Evans for joining the race for Town Council.
- 05/06/2014** Councilman Dr. Cook commented that an apology to the candidates for their signs being removed was not necessary. He stated that everyone received numerous emails from town staff about them not being in compliance.
- 05/06/2014** Amend public notices for future Town Council committee meetings. Motion passed.
- 07/01/2014** Councilwoman Chapman reported that the Smithfield Police Department and the Isle of Wight County Sheriff's office would be partnering this year for National Night Out.
- 08/05/2014** Councilwoman Tynes encouraged the Town Council to attend the Isle of Wight County Schools invocation on August 22nd.
- 08/05/2014** Mayor Williams thanked everyone for attending the National Night Out event.
- 08/05/2014** Councilwoman Chapman thanked the Director of Tourism for the celebration of Mr. Skip Sharpley's birthday. He was recognized for his contributions to town events.

- 09/02/2014** Councilwoman Chapman spoke in defense of Ms. Amy Musick with regards to the car show for the Smithfield Ruritans.
- 09/02/2014** Councilman Pack informed the Council that Isle of Wight County had a public survey posted on their website for public input.
- 10/08/2014** Councilwoman Tynes commented on Breast Cancer Awareness month. She was making a donation and challenged her fellow Council members to do the same.
- 10/08/2014** Councilman Pack thanked the volunteers of the Bourbon, Bacon and Beach Music Festival.
- 10/08/2014** Councilwoman Chapman recognized Ms. Gina Ippolito and Smithfield VA Events for the work they do to raise money for local charities.
- 10/08/2014** Councilwoman Tynes commented that some residents of Jersey Park and her community are unhappy with the trash and recycle pick up.
- 12/02/2014** Councilman Pack reminded everyone that the Planning Commission would hold a public work session on December 9th to discuss the Comprehensive Plan.
- 12/02/2014** Councilman Dr. Cook requested an intergovernmental meeting be scheduled with Isle of Wight County.

DEEDS:

- 01/07/2014** Motion to accept recorded deed for 46 Carver Avenue. Motion passed.
- 03/04/2014** Motion to accept the deed for 45 Carver Avenue. Motion passed.
- 08/05/2014** Resolution to accept Deeds for 47 Carver Avenue and 51 Carver Avenue. Motion passed
- 09/02/2014** Motion to accept deeds for 39 & 40 Carver Avenue. Motion passed.
- 10/08/2014** Motion to accept the deed for 48 Carver Avenue for the Pinewood Heights Relocation Project. Motion passed.

DONATIONS/CONTRIBUTIONS:

- 01/07/2014** Motion to approve a request to disburse a portion of the budgeted funds to the Friends of the Smithfield Library less the \$2,000 for unplanned programming in the amount of \$3,315.90. Motion passed.
- 07/01/2014** Motion to support the Smithfield Volunteer Fire Department members with funding for baseball caps celebrating 75 years. Motion passed.

EASEMENTS:

01/07/2014 Motion to request ingress/egress easement for emergency access only to portions of Windsor Castle Park. Motion passed.

EMPLOYEE SERVICE AWARDS:

David Adams of Police Department	5 Years
Joshua Powell of Police Department	5 Years
Jon Flores of Town Manager's Office	10 Years
Patrick Valdez of Police Department	10 Years
Darryle Warren of Public Works	10 Years
Joyce of Treasurer's Department	15 Years
Wayne Griffin of Public Works	15 Years
Sterling White of Public Works	15 Years

EMPLOYEES / POSITIONS:

03/31/2014 Meghan Bockelman hired as Receptionist
03/31/2014 Ramon Carter hired as Reverse Osmosis Plant staff
04/16/2014 Kaden Bockelman hired as Public Works staff
05/09/2014 Robert Archer hired as Public Works staff
07/01/2014 Jennifer Jones hired as Museum staff
07/01/2014 Jennifer England hired as Museum staff
07/01/2014 Tracey Neikirk hired as Museum staff
07/01/2014 Collin Norman hired as Museum staff
07/01/2014 Trissy Taliaferro hired as Museum staff
07/10/2014 Nancy Farrell hired as Museum staff
08/09/2014 Darianne Warren hired as Smithfield Center staff
10/20/2014 Joshua Luter hired as Public Works staff

GRANTS:

01/07/2014 Motion to support the Smithfield Volunteer Fire Department with the purchase of a fire boat through a grant. Motion passed.

03/04/2014 Motion to authorize the Town Manager to submit the Pinewood Heights Phase III Planning Grant application to the Virginia Department of Housing and Community Development. Motion passed.

07/01/2014 Motion to accept the Pinewood Heights Planning Grant for Phase III. Motion passed.

INVOICES OVER \$10,000:

01/07/2014	Blair Brothers, Inc.	\$ 34,102.00
	Blair Brothers, Inc.	\$ 42,118.00
	Atlantic Communications	\$ 21,316.14
	IOW – GO Bond	<u>\$ 16,597.07</u>
	Total	\$114,133.21
02/04/2014	Luter Family YMCA	\$ 50,000.00
	Isle of Wight – Tourism	\$104,988.00
	Isle of Wight – E911 Dispatch	\$ 50,762.50
	US Bancorp	\$ 84,150.83
	Caldwell Tanks	\$ 25,468.32
	Draper Aden Associates	\$ 37,984.00
	SVFD (budgeted contribution)	\$ 10,000.00
	US Bank (Reverse Osmosis Plant)	<u>\$ 50,337.50</u>
	Total	\$413,691.15
03/04/2014	No invoices this month	-0-
04/01/2014	Robinson Farmer Cox Associates	<u>\$ 23,000.00</u>
	Total	\$ 23,000.00
05/06/2014	Caldwell Tanks	<u>\$ 25,823.29</u>
	Total	\$ 25,823.29
06/03/2014	Smithfield Volunteer Fire Dept.	\$ 12,973.38
	Beach Ford (budgeted PW truck)	<u>\$ 25,595.00</u>
	Total	\$ 38,568.38
06/23/2014	Productive AV	\$ 17,707.90
	IOW Obligation Bond	<u>\$ 36,511.07</u>
	Total	\$ 54,218.97
07/01/2014	Blair Brothers, Inc.	<u>\$139,159.00</u>
	Total	\$139,159.00
08/05/2014	Caldwell Tanks	\$ 25,823.29
	Smithfield Volunteer Fire Dept.	\$ 24,294.00
	USBancorp	\$ 84,150.83
	USBank	\$215,337.50
	IOW County	<u>\$ 10,500.00</u>
	Total	\$360,105.62
09/02/2014	Xylem (Main Street bypass pump)	\$ 57,932.33
	Fonality (Police Dept. phones)	\$ 23,673.00

	Southern Auto Group (four cars for Police Department)	\$ 95,316.00
	Total	\$176,921.33
10/08/2014	IOW - E911 True-Up	\$ 44,378.61
	IOW – Tourism True-Up	\$ 79,927.37
	Total	\$124,305.98
10/08/2014	Additional invoices	
	Blair Brothers, Inc.	\$ 15,198.75
	Sydnor Hydro, Inc.	\$ 14,500.00
	R.E.W. Corporation	\$ 20,730.90
	Total	\$ 50,429.65
11/04/2014	Caldwell Tanks, Inc.	\$ 25,823.29
	VRA	\$ 12,140.57
	Sungard Public Sector	\$ 20,313.66
	Total	\$ 58,277.52
12/02/2014	REW Corporation	\$ 16,573.75
	Western Tidewater Free Clinic	\$ 33,000.00
	Smithfield Volunteer Fire Dept.	\$ 10,000.00
	IOW – E911	\$ 76,920.50
	IOW – Tourism	\$ 97,579.50
	IOW – General Obligation Bond	\$ 16,198.79
	Total	\$250,272.54
	Grand Total	\$1,828,906.64

MEETINGS HELD BY TOWN COUNCIL:

01/07/2014	Regular Town Council Meeting
02/04/2014	Regular Town Council Meeting
03/04/2014	Regular Town Council Meeting
04/01/2014	Regular Town Council Meeting
05/06/2014	Regular Town Council Meeting
06/03/2014	Regular Town Council Meeting
06/23/2014	Continued Town Council Meeting
07/01/2014	Regular Town Council Meeting
08/05/2014	Regular Town Council Meeting
09/02/2014	Regular Town Council Meeting
10/08/2014	Regular Town Council Meeting
11/04/2014	Regular Town Council Meeting
12/02/2014	Regular Town Council Meeting

MISCELLANEOUS:

- 02/04/2014** Motion to adopt a Mission Statement for town parks. Motion passed.
- 02/04/2014** Amendment to the Emergency Communication Center bylaws. Motion passed.
- 03/04/2014** Motion to adopt investment policy and procedures. Motion passed.
- 03/04/2014** Motion to authorize the Town Treasurer to open a new bank account for water deposits. Motion passed.
- 03/04/2014** Motion for partial street closure for 3rd Annual Wine and Brew Festival, April 12th, 2014.
- 03/04/2014** Motion for partial park closure for the fishing pier and trail for the Wine and Brew Festival from April 9th through April 13th. Motion passed.
- 03/04/2014** Motion to approve request by the Woman's Club to have pinwheels placed at the Town entrance sign for the month of April for Child Abuse Prevention Month. Motion passed.
- 04/01/2014** Motion to approve request to use Clontz Park for annual fireworks display. Motion passed.
- 04/01/2014** Motion to move forward with permanent restrooms, children's play area and additional parking at Windsor Castle Park. Foundation can begin fundraising. Motion passed.
- 04/01/2014** Discussion about the Isle of Wight Museum and budget cuts at Isle of Wight County.
- 04/01/2014** Discussion about thanking Mr. Luter once again for donating Windsor Castle Park.
- 05/06/2014** Motion to support the Smithfield Volunteer Fire Department request to install blue reflectors in town streets adjacent to fire hydrants. Motion passed.
- 05/06/2014** Motion to support a Windsor Castle Park patch for Girl Scout Troop 622. Motion passed.
- 05/06/2014** Motion to authorize removal of invasive tree species at Windsor Castle Park. Motion passed.
- 05/06/2014** Discussion of Isle of Wight Museum Funding. Motion was tabled and referred back to committee for further discussion.
- 05/06/2014** Unofficial election results were presented by the Town Manager.

- 05/06/2014** Motion to approve proposed shed for kayak storage and a rental office at Windsor Castle Park. Motion passed.
- 05/06/2014** Amend public notices for future Town Council committee meetings. Motion passed.
- 05/06/2014** Riverview Campus – Rick Bodson, Smithfield 2020. Discussion was tabled and referred back to committee level for further discussion.
- 06/03/2014** Motion to approve as amended the trail markers for Windsor Castle Park. Motion passed.
- 06/03/2014** Motion to approve kayak shed/storage as amended. Motion tabled and referred back to committee level for further discussion.
- 06/03/2014** Motion to restore funding (\$8,800.00) to the Chamber of Commerce. Motion failed.
- 06/03/2014** Motion to table consideration for the FY 2014/2015 budget until the continued Town Council meeting on June 23rd, 2014. Motion passed.
- 06/03/2014** Motion to authorize the Town Manager to establish new positions to staff the Isle of Wight County Museum. Motion passed.
- 06/23/2014** Motion to amend the Town’s Personnel Policy Manual and Pay & Classification Plan. Motion passed.
- 07/01/2014** Election of new Mayor – T. Carter Williams, Election of new Vice Mayor – Mr. Andrew Gregory. Motion passed.
- 08/05/2014** Motion to authorize signage for two hour parking restrictions along Wharf Hill. Referred back to committee.
- 08/05/2014** October Town Council meeting date change due to conference. Motion passed.
- 09/02/2014** Motion to amend Smithfield Center Policies to restrict the use of rental chairs. Motion passed.
- 09/02/2014** Motion to adopt park user fees. Motion passed.
- 09/02/2014** Motion to approve annual In-Service Staff Training Day for October 9th, 2014. Motion passed.
- 09/02/2014** A discussion was held concerning a proposal by Mr. Brad Face to plant trees in Windsor Castle Park. Deferred to Parks and Recreation Committee.
- 10/08/2014** Motion to accept recommendation by Special Events Committee for the upcoming Annual Car Show Events. Motion passed.

- 10/08/2014** Motion to direct the Planning Commission to begin its review of its Comprehensive Plan to review and explore the potential expansion of town boundaries. Motion passed.
- 11/04/2014** Motion to approve the holiday work schedule for Christmas and New Year's. Motion passed.
- 12/02/2014** Motion to approve the meeting schedule for 2015. Motion passed.

ORDINANCES:

- 01/07/2014** Ordinance to amend fees associated with water and sewer connections effective February 1st, 2014. Motion passed.
- 02/04/2014** Ordinance to amend language on water and sewer connections to include deposits for citizens that have water cut off for non-payment. Motion passed.
- 04/01/2014** Ordinance to adopt VML/VACO Investment Pool Trust Fund. Motion passed.
- 06/23/2014** Ordinance to remove Meals Tax and Transient Occupancy Tax discounts. Motion passed.
- 08/05/2014** Ordinance to establish stormwater fees. Motion passed 4-3.
- 11/04/2014** Ordinance to allow childcare as a home occupation. Motion passed 5-1

PRESENTATIONS:

- 01/07/2014** Leadership Isle of Wight Class of 2013 – Ms. Adina LaFrance reported on their class project of environmental and beautification improvements to the town.
- 02/04/2014** Officer Phillips and Sergeant Jones presented a plaque to the town in recognition of outstanding participation in National Night Out.
- 04/01/2014** Resolution of Appreciation presented to former Board of Historic and Architectural Review Member Cecil Gwaltney, Jr.
- 05/06/2014** Mr. Kirk Ring, Eagle Scout with Troop 1 was present to receive a Proclamation for his heroic efforts in helping to save a life.
- 06/03/2014** Resolution in honor of Georgia Morton Shivers for her 100th Birthday.
- 10/08/2014** Presentation of Certified Crime Prevention Community Award.

PUBLIC COMMENTS:

- 05/06/2014** Ms. Tina Hill – complaints about 211 Washington Street and 200 Riverview Avenue.
- 05/06/2014** Mr. Albert Burckard – Isle of Wight County Museum.
- 05/06/2014** Mr. Herb Degroft – Isle of Wight County Museum.
- 05/06/2014** Ms. Jane March – Isle of Wight County Museum.
- 05/06/2014** Mr. Lee Duncan – Isle of Wight County Museum and pending lawsuit with the Isle of Wight County Schools and Rebecca Mercer.
- 05/06/2014** Ms. Joanna Braswell – Isle of Wight County Museum.
- 06/03/2014** Mr. Andy Cripps requested that funding be restored to the Chamber of Commerce.
- 07/01/2014** Mr. and Mrs. James Oliver requested that the town reconsider updating current zoning restrictions to allow family home day care centers to have up to twelve children. It was referred to the Planning Commission for review.
- 08/05/2014** Ms. Tina Hill - complaints about 211 Washington Street and 200 Riverview Avenue.
- 08/05/2014** Mr. Al Casteen – Board of Supervisors, Smithfield District. He informed the Town Council that the Board had rescinded the boundary line adjustment for Battery Park Road and Great Springs Road.
- 09/02/2014** Mr. Glen Schlickemeyer was representing the Smithfield Ruritan Club. He requested that the town reconsider their application for a car show for the 2015 Town and Country Days.
- 09/02/2014** Ms. Nan York requested that the town reconsider their application for a car show for the 2015 Town and Country Days.
- 10/08/2014** Ms. Carolyn Harris commented on the flooding at Pagan Point.
- 10/08/2014** Mr. Bill Dunbar commented on the flooding at Pagan Point.
- 10/08/2014** Ms. Nan York thanked the Parks and Recreation Committee for their decision in reference to the Town and Country Days Car Show which awarded sponsorship to the Ruritan Club for 2015.
- 10/08/2014** Mr. Greg Brown commented on the flooding at Pagan Point. He stated that his yard has a pipe in his back yard that may be blocked.

- 11/04/2014** Mr. Scott Horn asked about the cost of a business license for a mobile food kitchen business.
- 11/04/2014** Ms. Beth Haywood asked the Council to consider finishing the sidewalk on Cary Street.
- 11/04/2014** Ms. Linda Spady asked the Council to consider finishing the sidewalk on Cary Street.
- 11/04/2014** Ms. Valerie Butler made a public service announcement that the NAACP would be more active in the community in the future. She also thanked the Town Manager for clearing up a misunderstanding.

PUBLIC HEARINGS:

- 06/03/2014** Public Hearing for the adoption of the amended budget for FY 2013/2014. Motion passed.
- 06/03/2014** Public Hearing for the proposed budget for FY 2014/2015. Motion passed.
- 06/23/2014** Public Hearing to Increase Cigarette Tax. Motion passed.
- 07/01/2014** Motion to authorize the Town Manager and Town Attorney to advertise for a public hearing for the disposition of publicly held real property. Motion passed.
- 08/05/2014** Property Swap with Smithfield Foods. Motion passed.
- 08/05/2014** Mr. Rick Bodson spoke in favor of the property swap with Smithfield Foods.
- 11/04/2014** Public Hearing for Special Use Permit for home daycare. Motion passed.
- 11/04/2014** Ms. Linda Spady asked about what provisions the town would have for the special use permit.
- 11/04/2014** Mr. Scott Horn had questions concerning the requirements for a special use permit for home daycare.

PURCHASES:

- 01/07/2014** Motion to authorize the purchase of a new budgeted Public Works truck in the amount of \$23,683.00. Motion passed.
- 08/05/2014** Motion to authorize the Town Manager to order four budgeted patrol vehicles. Motion passed.

09/02/2014 Motion to authorize the purchase of budgeted Public Works truck under state contract in the amount of \$25,595.00. Motion passed.

REQUEST FOR PROPOSALS:

02/04/2014 Expiration of negotiation period for 2011 Windsor Castle RFP. Council agreed to expire the negotiation period. Motion passed.

03/04/2014 Mowing Contract request for proposals was awarded to Southern Shores Lawn and Landscaping. Motion passed.

04/01/2014 Street Maintenance Contract request for proposals was awarded to Blair Brothers, Inc. Motion passed.

06/03/2014 Sanitary Sewer request for proposals was awarded to Tri-State Utilities. Motion passed.

08/05/2014 Debris Removal contract request for proposals was awarded to Smithfield Services and Goodrich and Sons. Motion passed.

09/02/2014 HVAC and maintenance contract request for proposals was awarded to Atlantic Constructors. Motion passed.

10/08/2014 Mechanical, Electrical and Utility Services Contract request for proposals was awarded to REW Corporation. Motion passed.

RESOLUTIONS / PROCLAMATIONS:

01/07/2014 Proclamation honoring Vincent and Josephine Carollo for their work with restoring the Todd House.

01/07/2014 Resolution to approve the street closure request for the BOB Fest 8K on January 18th, 2014. Motion passed.

02/04/2014 Proclamation for Black History Month.

02/04/2014 Resolution to enforce the parking ordinance in Smithfield Plaza and Smithfield Square Shopping Center at their request. Motion passed.

02/04/2014 Resolution to reappoint CHIP Committee for another term. Motion passed.

02/04/2014 Motion to draft a resolution in support of the Route 460 project and send it to the Governor. Motion passed.

03/04/2014 Resolution for traffic control assistance for the Smithfield Sprint Triathlon on April 5th, 2014. Motion passed.

- 03/04/2014** Resolution for street closure for the Mustang Car Show on May 17th, 2014. Motion passed.
- 03/04/2014** Resolution for street closure for the annual Genuine Smithfield Olden Days on June 27th and 28th. Motion passed.
- 04/01/2014** Resolution of Appreciation for Mr. Cecil Gwaltney for service on the BHAR Board.
- 04/01/2014** Resolution of Appreciation for Ms. Nancy Fortier for service on the BHAR Board.
- 04/01/2014** Resolution to amend street closure request for Olden Days Festival. Motion passed.
- 05/06/2014** Resolution to amend Olden Days Festival street closure request. Motion passed.
- 05/06/2014** Resolution for street closure request for Toys for Tots Car Show. Motion passed.
- 05/06/2014** Resolution for street closure request for Smithfield Evening Christmas Market. Motion passed.
- 05/06/2014** Resolution for street closure and traffic assistance request for Genuine Smithfield Christmas Parade. Motion passed.
- 05/06/2014** Resolution to continue to phase in at 1% to the Virginia Retirement System member contribution for a total of five. Motion passed.
- 05/06/2014** Resolution to adopt a charter agreement for membership in the Hampton Roads Planning District Commission. Motion passed.
- 06/03/2014** Resolution in honor of Georgia Morton Shivers 100th Birthday.
- 06/03/2014** Resolution for street closure request for the Mardi Gras Run 4 Beads Festival on February 7th, 2015. Motion passed.
- 06/03/2014** Resolution to adopt contribution rate for Virginia Retirement Systems. Motion passed.
- 06/03/2014** Resolution to authorize the Town Treasurer to open a bank account for Isle of Wight County Museum donations. Motion passed.
- 06/23/2014** Resolution to adopt the budget for FY 2014/2015. Motion passed.
- 07/01/2014** Proclamation supporting National Night Out.
- 07/01/2014** Resolution for street closure request for National Night Out. Motion passed.

- 07/01/2014** Resolution to appoint/reappoint Certified Crime Prevention Team. Motion passed.
- 08/05/2014** Resolution for street closure request for one way traffic on Jericho Road for Bacon Fest on September 27th. Motion passed.
- 08/05/2014** Resolution for street closure request for Hog Jog on October 11th. Motion passed.
- 08/05/2014** Resolution to renew Credit lines with Farmers Bank and Towne Bank. Motion passed.
- 08/05/2014** Resolution to authorize Partial closure of Windsor Castle Park trails on September 27th for Bacon Fest. Fishing pier closure beginning September 24th – September 27th. Motion passed.
- 08/05/2014** Resolution to accept deeds for 47 & 51 Carver Avenue. Motion passed.
- 09/02/2014** Resolution to open a new bank account for funds from Smithfield VA Events to preserve the Windsor Castle Manor House. Motion passed.
- 10/08/2014** Resolution for street closure request for the Smithfield High School homecoming parade on October 17th, 2014. Motion passed.
- 10/08/2014** Resolution to open a new account for the Smithfield Farmers Market. Motion passed.
- 10/08/2014** Resolution authorizing the Town of Smithfield to close the Gwaltney Beautification Fund and disburse the remaining uncommitted funds to Historic Smithfield as partial funding for the restoration of the Old Courthouse and dissolve the Gwaltney Beautification Committee. Motion passed.
- 10/08/2014** Resolution to adopt the Personal Property Tax Relief Act Percentage. Motion passed.
- 11/04/2014** Resolution for street closure extension request for a special evening Farmers Market on December 12th, 2014. Motion passed.
- 11/04/2014** Resolution to authorize a street closure for the BOB Fest 8K Race on January 17th, 2015. Motion passed.

OTHER ITEMS OF INTEREST

SURPLUS PROPERTY:

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

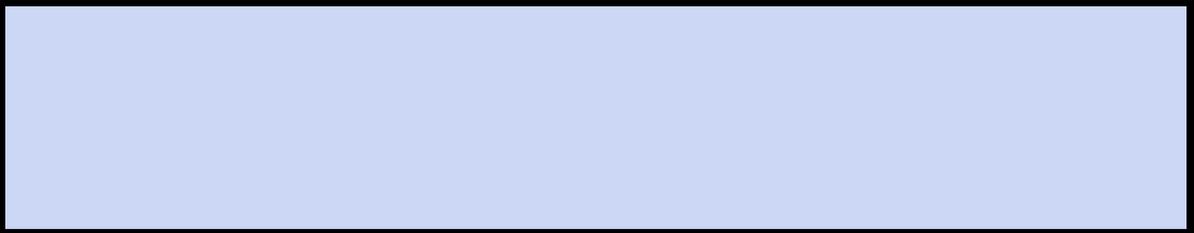
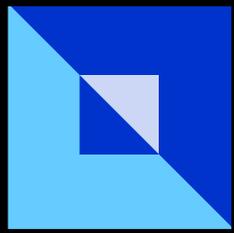
Govdeals:	Fee for service:	Revenue:
2010	\$ 24.39	\$ 218.00
2011	\$ 463.03	\$ 5,829.01
2012	\$1,076.74	\$13,218.35
2013	\$ 444.70	\$ 5,279.32
2014	\$1,636.06	\$19,590.83

NEWSLETTER EXPENSE REPORT:

2013	John Henry Printing	Postage	# of copies
Spring	\$1,530.00	\$686.01	3,200
Fall	\$1,673.46	\$727.77	3,500
2014	John Henry Printing	Postage	# of copies
Spring	\$1,673.46	\$766.68	3,500
Fall	\$1,534.00	\$759.65	3,100

BUDGET INFORMATION ON THE FOLLOWING PAGES INCLUDE:

- Amended Budget for FY 2013/2014
- Adopted Budget for FY 2014/2015
- Appropriation Resolution to Carry Forward & Restrict Funds Appropriated in FY 2013/2014
- Appropriation Resolution FY 2014/2015



COUNCIL BUDGET

RESOLUTION
AMENDED BUDGET FOR FISCAL YEAR 2013-2014

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

WHEREAS, the budget has been advertised in accordance with the law and a public hearing was held at the regular meeting of Town Council on June 3, 2014; and,

WHEREAS, after hearing public comment, the finance committee and the Town Manager have recommended adoption of the proposed amended budget for the 2013-2014 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 2013-2014.

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

Adopted this 3RD day of June, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By T. Carter Williams
T. Carter Williams, Mayor

ATTEST:

Lesley H. King
Clerk

**TOWN OF SMITHFIELD
GENERAL GOVERNMENT BUDGET**

Amended Budget

2013 / 2014

REVENUE			
	Adopted Budget FY 2013/2014	Proposed Budget Revisions FY 2013/2014	% Increase (Decrease)
Revenue from Local Sources			
Real Estate	1,680,000	1,687,000	0.42%
Personal Property	873,000	883,000	1.15%
Penalties and Interest	37,385	39,315	5.16%
Total Revenues from Local Sources	2,590,385	2,609,315	0.73%
Other Local Taxes			
Franchise	119,855	134,370	12.11%
Sales	243,000	270,000	11.11%
Utility	194,500	193,600	-0.46%
Meals tax-4%	794,270	842,116	6.02%
Meals tax-2% (special projects)	397,135	421,058	6.02%
Cigarette	130,000	130,000	0.00%
Transient Occupancy	142,000	142,000	0.00%
Short term rental tax	1,300	1,000	-23.08%
Rolling stock	13	15	15.38%
Consumption	47,500	47,500	0.00%
Communications Tax	245,000	240,000	-2.04%
Total other local taxes	2,314,573	2,421,659	4.63%
Licenses			
Privilege Licenses	337,065	340,950	1.15%
Permits	20,200	18,400	-8.91%
Vehicle Licenses	135,500	132,006	-2.58%
Total Licenses, permits and privilege fees	492,765	491,356	-0.29%
Fines	57,000	70,000	22.81%
Revenue from use of money and property	173,195	198,536	14.63%
Other Revenue	18,561	56,000	201.71%
Revenue from Commonwealth of Virginia	208,624	206,662	-0.94%
Revenue from Federal Government	506,194	501,394	-0.95%
Other Financing Sources			
Contributions	27,500	18,858	-31.43%
Insurance Recoveries	-	11,650	100.00%
Note Payable-Parks, Recreation & Cultural	400,000	-	-100.00%
Reserve Funds			
Escrow Reserves-Police Department	-	24,000	100.00%
Escrow Reserves-Pinewood	14,618	14,618	0.00%
Operating Reserves	529,075	182,892	-65.43%
Total other financing sources	971,193	252,018	-74.05%
Total General Funds Revenues	7,332,490	6,806,940	-7.17%
Road Maintenance	1,003,770	1,033,333	2.95%
State Highway Maintenance Funds Carryforward	-	118,335	100.00%
GRAND TOTAL	8,336,260	7,958,608	-4.53%
EXPENDITURES			
	Adopted Budget FY 2013/2014	Proposed Budget Revisions FY 2013/2014	% Increase (Decrease)
Operating Expenses			
General Government	569,006	594,984	4.57%
Treasurer	425,150	412,935	-2.87%
Public Safety	2,371,501	2,319,750	-2.18%
Planning, Engineering & Public Works	802,095	805,740	0.45%
Public Buildings	121,950	140,116	14.90%
Community Development	884,373	1,310,868	48.23%
Parks, Recreation and Cultural	721,785	736,543	2.04%
Debt Service	164,179	70,779	-56.89%
Total Operating Expenses	6,060,039	6,391,715	5.47%

Capital Outlay				
Town Council	7,650		7,650	0.00%
Treasurer	45,000		15,000	-66.67%
Public Safety	111,700		111,700	0.00%
Planning, Engineering & Public Works	505,875		30,875	-93.90%
Public Buildings	7,000		7,000	0.00%
Parks, Recreation and Cultural	159,000		159,000	0.00%
Community Development	436,226		84,000	-80.74%
Total Capital Outlay	1,272,451		415,225	-67.37%
Total General Funds Expenses	7,332,490		6,806,940	-7.17%
Road Maintenance	1,003,770		1,151,668	14.73%
GRAND TOTAL	8,336,260		7,958,608	-4.53%

**TOWN OF SMITHFIELD
WATER AND SEWER BUDGET**

	Adopted Budget FY 2013/2014	Proposed Budget Revisions FY 2013/2014	% Increase (Decrease)
Operating Revenue			
Charges for services-water	1,453,834	1,368,570	-5.86%
Charges for services-sewer	699,025	668,000	-4.44%
Water Debt Service Revenue	187,896	206,222	9.75%
Sewer Compliance Revenue	489,559	492,000	0.50%
Connection fees-water	13,200	9,530	-27.80%
Connection fees-sewer	31,600	22,890	-27.56%
Application fees-water	5,000	5,500	10.00%
Miscellaneous -water	500	3,000	500.00%
Miscellaneous-sewer	500	1,000	100.00%
Total Operating Revenue	2,881,114	2,776,712	-3.62%
Operating Expenses			
Water	1,299,363	1,279,534	-1.53%
Sewer	545,652	547,898	0.41%
Total Operating Expenses	1,845,015	1,827,432	-0.95%
Operating Income before bad debt, depreciation and amortization expense	1,036,099	949,280	-8.38%
Bad Debt Expense-Water	7,500	7,500	0.00%
Bad Debt Expense-Sewer	5,000	5,000	0.00%
Depreciation and Amortization Expense-Water	365,000	365,000	0.00%
Depreciation and Amortization Expense-Sewer	772,720	600,000	-22.35%
Total Bad Debt and Depreciation Expense	1,150,220	977,500	-15.02%
Operating Income (Loss)	(114,121)	(28,220)	-75.27%
Nonoperating revenue (expenses)			
Availability Fees-Water	54,400	39,720	-26.99%
Availability Fees-Sewer	82,400	59,880	-27.33%
Pro-rata Share Fees-Water	-	8,000	100.00%
Pro-rata Share Fees-Sewer	-	8,000	100.00%
Interest Revenue-Water	5,925	6,800	14.77%
Interest Revenue-Sewer	3,250	4,500	38.46%
Interest Expense-Water	(123,720)	(123,720)	0.00%
Interest Expense-Sewer	(39,351)	(40,220)	2.21%
Total Nonoperating revenue (expenses)	(17,096)	(37,040)	116.66%
Income (loss) before contributions	(131,217)	(65,260)	-50.27%
Capital Contributions-Sewer	21,733	21,733	0.00%
Income (loss) after contributions	(109,484)	(43,527)	-60.24%
Notes to financials			
1) Income loss is funded by prior year operating reserves.			
2) Availability fees are moved to escrow funds and used to pay for capital construction and improvements			
3) Pro-rata share fees are moved to escrow funds and used to pay for capital construction and improvements motivated by growth.			
4) Water Debt Service revenues and Sewer Compliance revenues are moved to escrow accounts and used to pay debt on the RO plant and expenses for the sewer consent order.			
5) Principal payments to be funded from income and debt service revenues for 2014 and 2015 are:			
Water Debt Service Principal	322,275	322,275	0.00%
Sewer Debt Service Principal	74,700	74,700	0.00%
6) Total capital expenditures to be funded from income and escrow funds are:			
Water Capital expenses	218,076	196,425	-9.93%
Sewer Capital expenses	548,076	506,168	-7.65%

**RESOLUTION
BUDGET FOR FISCAL YEAR 2014-2015**

WHEREAS, the Town Council, through its staff and finance committee, has prepared a budget for Fiscal Year 2014-2015; 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 3, 2014; and,

WHEREAS, the budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2014-2015; and,

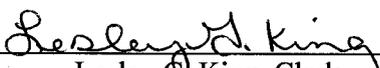
NOW, THEREFORE, BE IT RESOLVED that the budget for Fiscal Year 2014-2015, and attached hereto as Exhibit "A" is hereby adopted.

Adopted this 23rd day of June, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By 
T. Carter Williams, Mayor

ATTEST:


Lesley C. King, Clerk

TOWN OF SMITHFIELD
GENERAL GOVERNMENT BUDGET

Proposed Budget

2014/2015

	REVENUE		
	Proposed Budget Revisions FY 2013/2014	Proposed Budget FY 2014/2015	% Increase (Decrease)
Revenue from Local Sources			
Real Estate	1,687,000	1,685,000	-0.12%
Personal Property	883,000	885,000	0.23%
Penalties and Interest	39,315	40,015	1.78%
Total Revenues from Local Sources	2,609,315	2,610,015	0.03%
Other Local Taxes			
Franchise	134,370	134,370	0.00%
Sales	270,000	270,000	0.00%
Utility	193,600	193,600	0.00%
Meals tax-4%	842,116	842,116	0.00%
Meals tax-2% (special projects)	421,058	421,058	0.00%
Cigarette	130,000	135,000	3.85%
Transient Occupancy	142,000	135,000	-4.93%
Short term rental tax	1,000	1,000	0.00%
Rolling stock	15	15	0.00%
Consumption	47,500	49,000	3.16%
Communications Tax	240,000	240,000	0.00%
Miscellaneous	-	100,000	100.00%
Total other local taxes	2,421,659	2,521,159	4.11%
Licenses			
Privilege Licenses	340,950	340,950	0.00%
Permits	18,400	18,400	0.00%
Vehicle Licenses	132,006	132,000	0.00%
Total Licenses, permits and privilege fees	491,356	491,350	0.00%
Fines	70,000	70,000	0.00%
Revenue from use of money and property	198,536	195,892	-1.33%
Other Revenue	56,000	6,000	-89.29%
Revenue from Commonwealth of Virginia	206,662	200,315	-3.07%
Revenue from Federal Government	501,394	396,480	-20.92%
Other Financing Sources			
Contributions	18,858	1,000	-94.70%
Insurance Recoveries	11,650	-	-100.00%
Line of Credit Proceeds	-	450,000	100.00%
Reserve Funds			
Escrow Reserves-Police Department	24,000	-	-100.00%
Escrow Reserves-Pinewood	14,618	4,410	-69.83%
Operating Reserves	182,892	389,587	113.01%
Total other financing sources	252,018	844,997	235.29%
Total General Funds Revenues	6,806,940	7,336,208	7.78%
Road Maintenance	1,033,333	1,033,333	0.00%
State Highway Maintenance Funds Carryforward from 2013	118,335	-	-100.00%
GRAND TOTAL	7,958,608	8,369,541	5.16%
EXPENDITURES			
	Proposed Budget Revisions FY 2013/2014	Proposed Budget FY 2014/2015	% Increase (Decrease)
Operating Expenses			
General Government	594,984	547,637	-7.96%
Treasurer	412,935	404,669	-2.00%
Public Safety	2,319,750	2,445,729	5.43%
Planning, Engineering & Public Works	805,740	810,521	0.59%
Public Buildings	140,116	153,145	9.30%
Community Development	1,310,868	1,191,840	-9.08%
Parks, Recreation and Cultural	736,543	789,155	7.14%
Debt Service	70,779	528,619	646.86%
Total Operating Expenses	6,391,715	6,871,315	7.50%

Capital Outlay				
Town Council	7,650	-	-100.00%	
Treasurer	15,000	-	-100.00%	
Public Safety	111,700	176,393	57.92%	
Planning, Engineering & Public Works	30,875	7,500	-75.71%	
Public Buildings	7,000	177,000	2428.57%	
Parks, Recreation and Cultural	159,000	8,000	-94.97%	
Community Development	84,000	96,000	14.29%	
Total Capital Outlay	415,225	464,893	11.96%	
Other Financing Uses				
Operating Reserves	-	-		
Total General Funds Expenses	6,806,940	7,336,208	7.78%	
Road Maintenance	1,151,668	1,033,333	-10.28%	
GRAND TOTAL	7,958,608	8,369,541	5.16%	

**TOWN OF SMITHFIELD
WATER AND SEWER BUDGET**

	Proposed Budget Revisions FY 2013/2014	Proposed Budget FY 2014/2015	% Increase (Decrease)
Operating Revenue			
Charges for services-water	1,368,570	1,397,000	2.08%
Charges for services-sewer	668,000	668,000	0.00%
Water Debt Service Revenue	206,222	188,970	-8.37%
Sewer Compliance Revenue	492,000	492,000	0.00%
Connection fees-water	9,530	9,900	3.88%
Connection fees-sewer	22,890	23,700	3.54%
Application fees-water	5,500	5,500	0.00%
Miscellaneous -water	3,000	500	-83.33%
Miscellaneous-sewer	1,000	1,000	0.00%
Total Operating Revenue	2,776,712	2,786,570	0.36%
Operating Expenses			
Water	1,279,534	1,253,299	-2.05%
Sewer	547,898	547,588	-0.06%
Total Operating Expenses	1,827,432	1,800,887	-1.45%
Operating Income before bad debt, depreciation and amortization expense	949,280	985,683	3.83%
Bad Debt Expense-Water	7,500	7,500	0.00%
Bad Debt Expense-Sewer	5,000	5,000	0.00%
Depreciation and Amortization Expense-Water	365,000	365,000	0.00%
Depreciation and Amortization Expense-Sewer	600,000	600,000	0.00%
Total Bad Debt and Depreciation Expense	977,500	977,500	0.00%
Operating Income (Loss)	(28,220)	8,183	-129.00%
Nonoperating revenue (expenses)			
Availability Fees-Water	39,720	40,800	2.72%
Availability Fees-Sewer	59,880	61,800	3.21%
Pro-rata Share Fees-Water	8,000	-	-100.00%
Pro-rata Share Fees-Sewer	8,000	-	-100.00%
Interest Revenue-Water	6,800	6,800	0.00%
Interest Revenue-Sewer	4,500	4,500	0.00%
Interest Expense-Water	(123,720)	(111,606)	-9.79%
Interest Expense-Sewer	(40,220)	(36,965)	-8.09%
Total Nonoperating revenue (expenses)	(37,040)	(34,671)	-6.40%
Income (loss) before contributions	(65,260)	(26,488)	-59.41%
Capital Contributions-Sewer	21,733	22,833	5.06%
Income (loss) after contributions	(43,527)	(3,655)	-91.60%
Notes to financials			
1) Income loss is funded by prior year operating reserves.			
2) Availability fees are moved to escrow funds and used to pay for capital construction and improvements			
3) Pro-rata share fees are moved to escrow funds and used to pay for capital construction and improvements motivated by growth.			
4) Water Debt Service revenues and Sewer Compliance revenues are moved to escrow accounts and used to pay debt on the RO plant and expenses for the sewer consent order.			
5) Principal payments to be funded from income and debt service revenues for 2014 and 2015 are:			
Water Debt Service Principal	322,275	337,974	4.87%
Sewer Debt Service Principal	74,700	78,850	5.56%
6) Total capital expenditures to be funded from income and escrow funds are:			
Water Capital expenses	196,425	173,321	-11.76%
Sewer Capital expenses	506,168	251,321	-50.35%

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

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

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

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

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

GENERAL FUND

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

SEWER FUND

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

WATER FUND

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

System Improvements

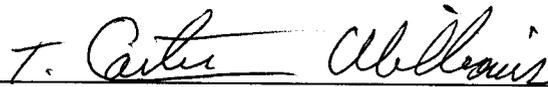
50,000
\$153,321

HIGHWAY FUND

Construction Standards Update

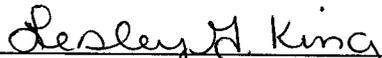
\$3,321

Adopted: July 1, 2014



T. Carter Williams, Mayor

Attest:



Lesley G. King, Clerk

APROPRIATION RESOLUTION
FISCAL YEAR 2014-2015

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

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

A. From General Corporate Taxes and Revenue:

Operating expenses:

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

Capital outlay:

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

GRAND TOTAL \$8,369,541

Appropriated for the foregoing expenses from the following sources:

Taxes:

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

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

Total \$5,131,174

Licenses:

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

Total \$491,350

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

Total \$868,687

Other Financing Sources:

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

Total \$1,878,330

Grand Total \$8,369,541

B. From Water and Sewer Revenues

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

Grand Total \$2,926,958

Appropriated for the foregoing expenses from the following sources:

Operating revenue:

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

Non-operating revenue (expenses)

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

Reserves

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

Grand Total \$2,926,958

SUMMARY

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

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

Adopted: July 1, 2014

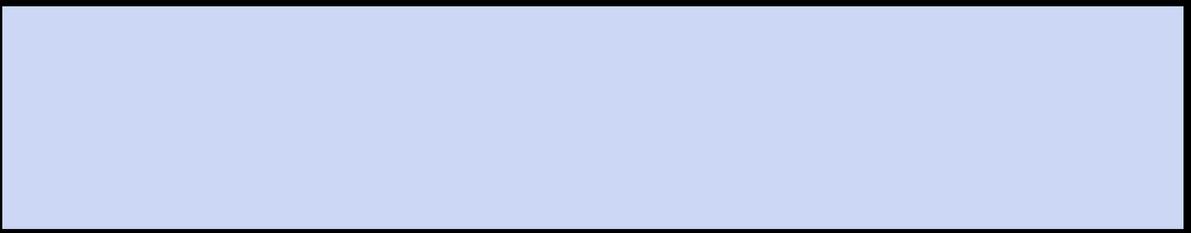
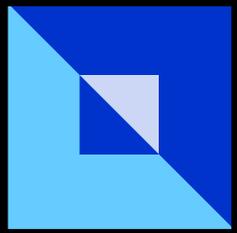


T. Carter Williams, Mayor

Attest:



Lesley G. King, Clerk



SMITHFIELD CENTER REPORT

2014 Annual Report
Smithfield Center and Outdoor Venues



Exhibit A: Revenue Comparison of Smithfield Center & Outdoor Venues 2010-2013

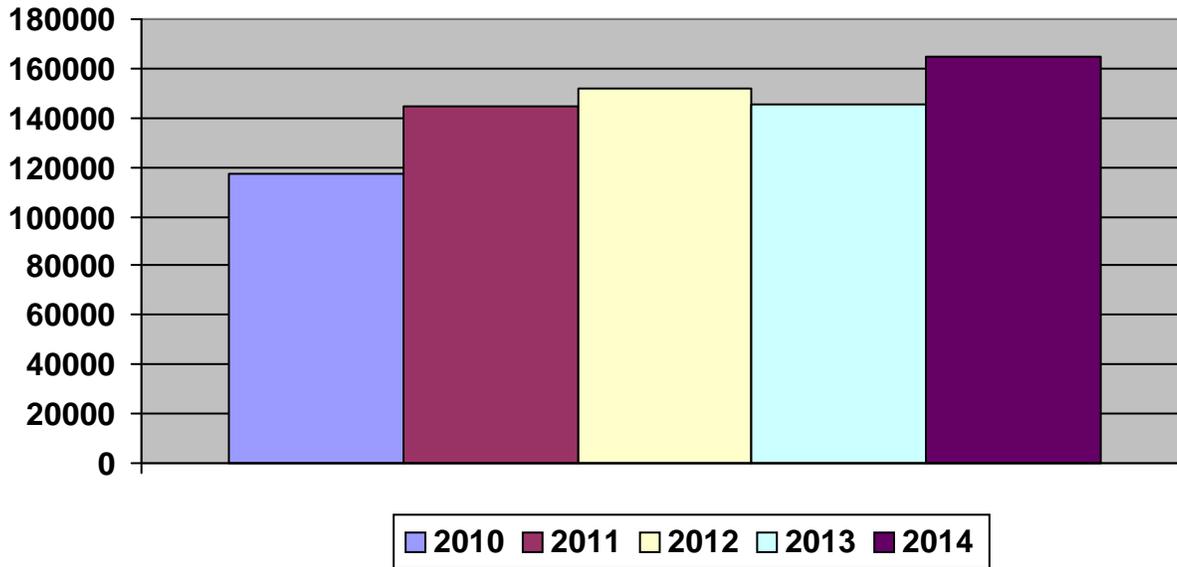
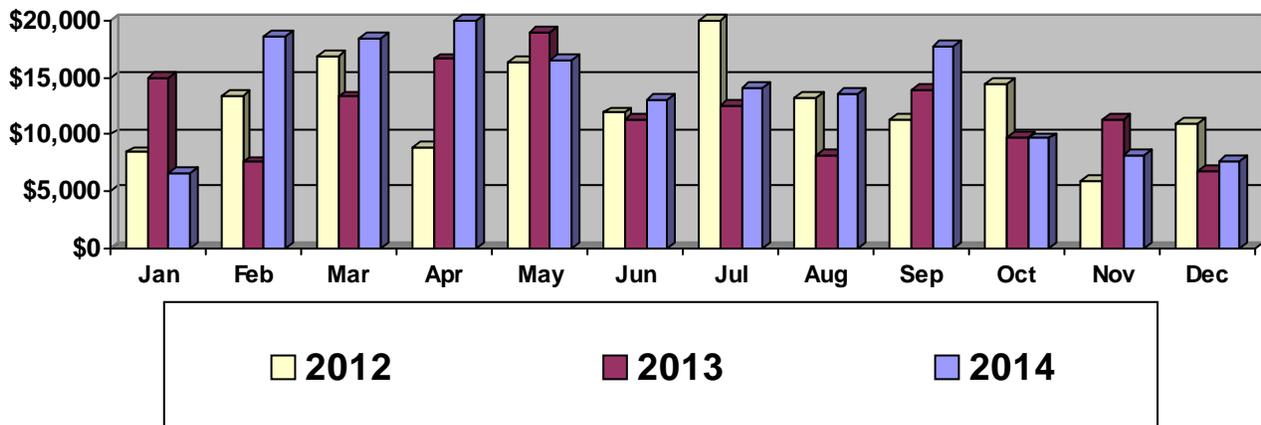


Exhibit B: Comparison of Revenue Totals of Smithfield Center & Outdoor Venues by month from 2012-2013



- *The average revenue per month was around \$ 13,500 .*

2014 Annual Report

Smithfield Center and Outdoor Venues



Exhibit C: Comparison of Total Number of Events 2011-2014

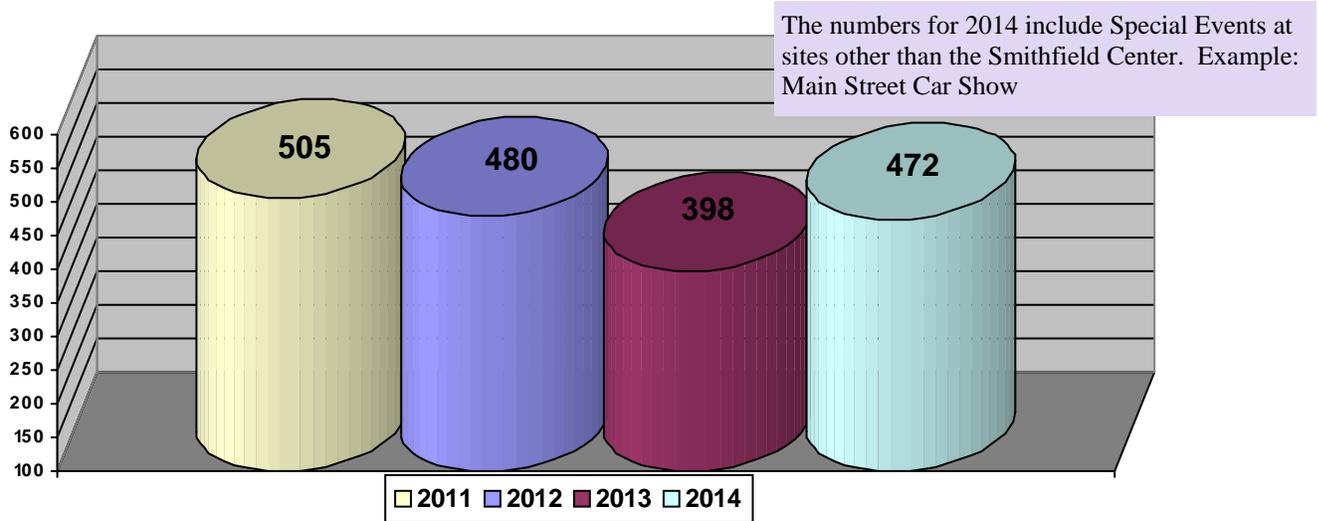


Exhibit D: Weddings Per Year Comparison 2012-2014

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

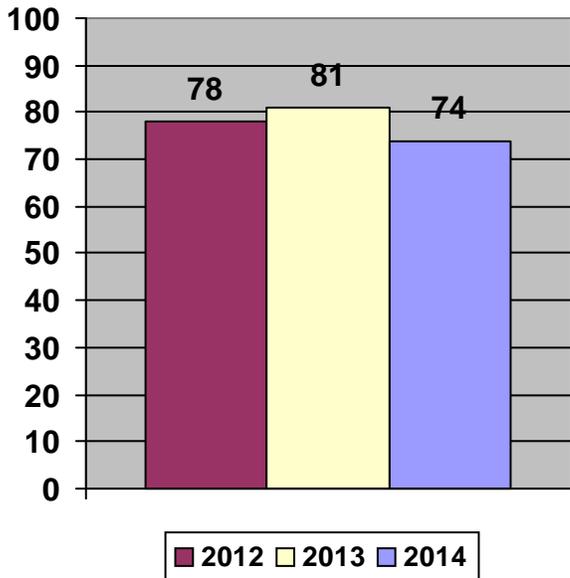
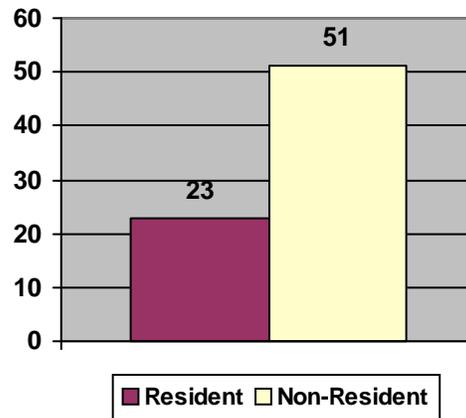


Exhibit E: Resident versus Nonresident



Non -Resident City	# of Bookings
Chesapeake	8
Hampton	7
Newport News	11
Portsmouth	4
Suffolk	6
Virginia Beach	6
Yorktown	4
Other	5

2014 Annual Report Smithfield Center and Outdoor Venues



Exhibit E: Kayak Rentals at Windsor Castle Park

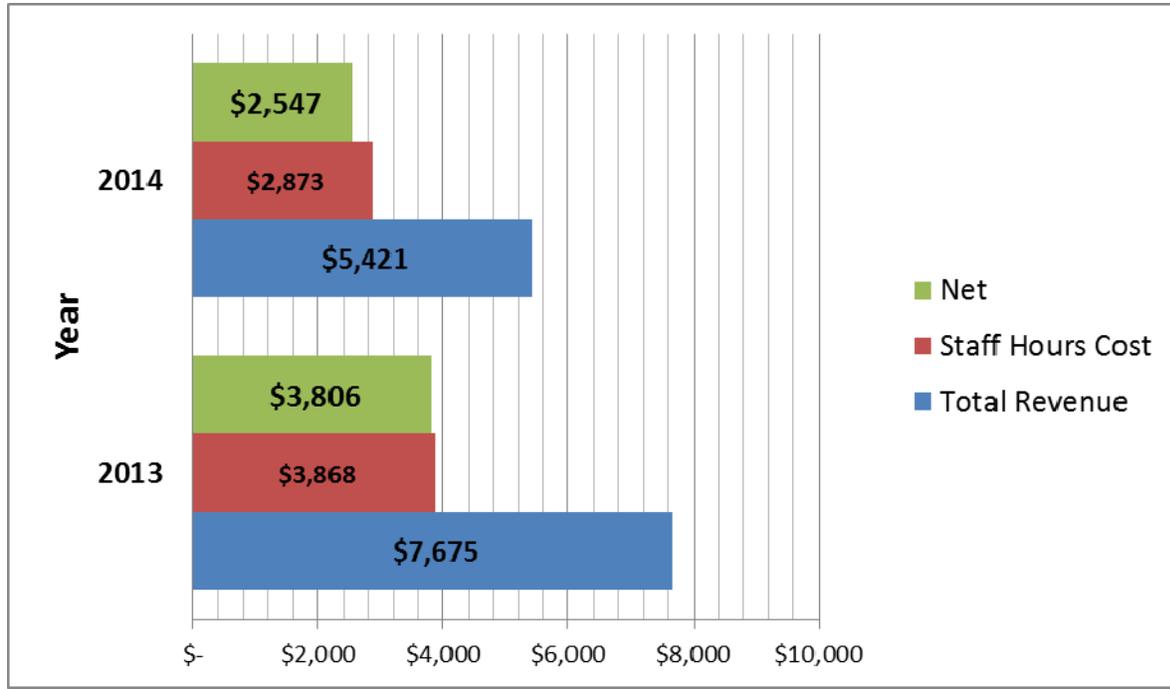
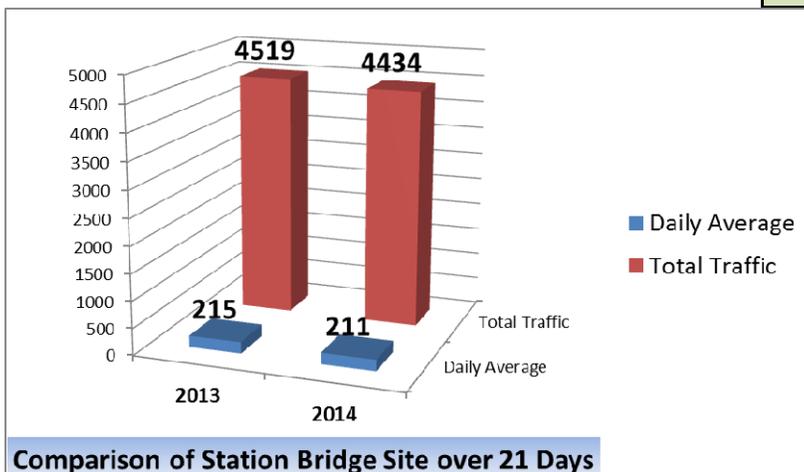


Exhibit F: Eco Counter Data from Windsor Castle Park

Date	Eco Counter Home
Sep 2013-Dec 2013	Station Bridge
Dec 2013-Feb 2014	South Mason
Feb 2014-Jun 2014	Main Parking
Jun 2014-Nov 2014	South Mason
Nov 2014-to date	Station Bridge

Total Traffic for January -December 2014	84,695	
Daily Average	231 visits	
Busiest Day of the Week	Saturday	
Busiest Days for 2014	Saturday, May 24, 2014	78 degrees
	Saturday, February 22, 2014	63 degrees
	Saturday, March 15, 2014	75 degrees



Comparison of Station Bridge Site over 21 Days

2014 Annual Report
Smithfield Center and Outdoor Venues



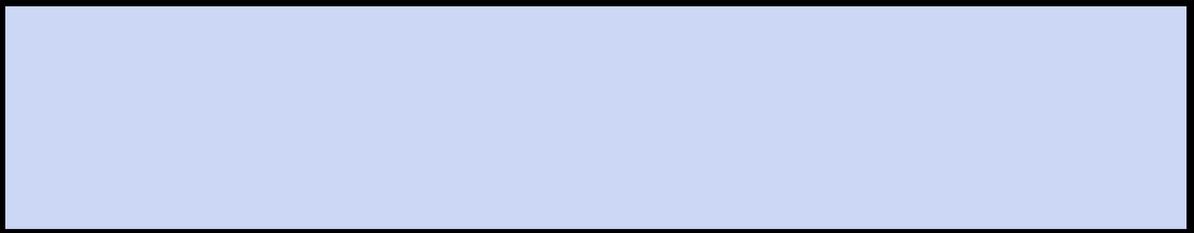
Capital Improvement Projects for 2015 and beyond

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



SMITHFIELD / ISLE OF WIGHT
(TOURISM)
REPORT

Smithfield/Isle of Wight Tourism Annual Activity Report – 2014

- **Tourism Group Tours Hosted:**
 - See attached

- **Special Events Coordinated/Supported:**
 - Smithfield Farmer's Market-(61,612/season)

 - **January:**
 - BOB Fest (1000)
 - **February:**
 - 2nd Annual Restaurant Week (12 participating restaurants/534 response cards returned)
 - **April:**
 - Hope, Hams, History & Hospitality Bike Tour (900)
 - Home School Day (300)
 - Smithfield Wine and Brew Fest (SOLD OUT 2,800)
 - **May:**
 - Hospitality Hero Event (100)
 - Main Street Mustang Show (2,000)
 - **June:**
 - Olden Days Weekend Festival which included: the Pagan River Raft Race, concerts, craft show, food court, antique and classic car show, Children's parade. (8,500)
 - Heritage Day-Saint Luke's (150)
 - **August:**
 - Smithfield PD National Night Out
 - **September:**
 - IOW County Fair
 - Smithfield Bacon, Bourbon & Beach Music Fest (2800)

 - **October:**
 - Smithfield Music Presents The Mike Aiken Americana Music Festival (690)
 - Town & Country Day. (3,500)
 - Halloween (3000)
 - **December:**
 - Smithfield Evening Farm & Craft Market (5,000)
 - Christmas At Saint Luke's (150)
 - Smithfield Christmas Parade (7,000)

Weekly Event Calendar Distribution to Tourism Stakeholders and public WEEKLY!

- **Organizations Smithfield & Isle of Wight Tourism belong to:**
 - Smithfield 2020
 - Smithfield Historic District Economic Development and Revitalization Projects (ongoing)
 - VACVB-Virginia Association of CVB's
 - Director is Past President for 2010/2011
 - Director currently serves as Chair of Conventions
 - VTC-Virginia Travel Corp.
 - Serve as VA Film Office Liaison
 - Conduit for travel writers to our area
 - Blitz opportunities at state welcome centers
 - Utilization of VTC research
 - Customer Service Training
 - Attendance at Help Desk opportunities
 - Grant opportunities
 - Participation in website, Co-op marketing opportunities, trade shows, Travel Guide, Meeting Planners Directory, Group Planner
 - American Civil War Sesquicentennial
 - Regional Visitor Center Managers Group
 - Member
 - VHTA-Virginia Hospitality and Travel Association
 - Member
 - Coastal Virginia Tourism Alliance-CVTA
 - Member
 - Director is 2015/2016 Vice President for CVTA
 - Support regional CVB Tourism efforts
 - National Tourism Week
 - Regional website
 - Regional Marketing efforts
 - 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
 - Smithfield Special Event Committee
 - Isle of Wight-Smithfield-Windsor Chamber of Commerce
 - Director serves as the Facilitator for the Chamber Youth Leadership Program 2014/2015
 - 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
 - Consideration of Public/Private partnerships for the future.

- **Boards Served On:**
 - VACVB
 - Director is Past President 2011/2012
 - Director is Chair of Conventions
 - CVTA (Southeast Virginia Tourism Alliance)
 - Director is Vice President 2014/2015
 - Smithfield 2020
 - Director is on Executive Committee in charge of Promotion
 - Smithfield VA Events
 - United Way
 - Smithfield Little Theatre
 - Historic Saint Luke's Church
 - Historic Smithfield
 - Schoolhouse Museum
 - Director is Secretary

- **Guest Speaker For**
 - The *County Beat* Cable Show-permanent guest for every show to promote upcoming events and tourism activities.
 - *Smithfield Today* Cable Show
 - The Virginia General Assembly Tourism Caucus
 - VACVB Quarterly Meeting
 - VA-1 Conference, Richmond, Va
 - WLQM-event specific.
 - Smithfield Kiwanis, Smithfield, Va.
 - Smithfield Rotary

- **Trade Shows Attended:**
 - VACo Annual Meeting Trade Show
 - My Time Women's Show
 - Virginia Beach Boat Show
 - Richmond Boat Show
 - Smithfield Center Special Occasions Show
 - Coastal Virginia Bridal Show
 - Richmond Bridal Show
 - Chamber Meet the Isle Trade Show
 - Welcome Booth at IOW County Fair

- **Meetings/Conventions Attended:**
 - VA-1 Governor's Conference on Tourism- Fairfax, Va.
 - VACo Annual Meeting 20134
 - VACVB Quarterly Meetings

- **Blitzes:**
 - Williamsburg-monthly (all materials created in-house)
 - Norfolk Airport-National Tourism Week
 - Newport News/Williamsburg Airport
 - East Coast Gateway Welcome Center
 - Hampton Roads and Richmond AAA Offices
 - AAA Blitz of St. Louis (email sent to merchants - \$80 to add profile sheets)

Training:

- Webinar with Roger Brooks on: *“The Power of Selling Experiences over Places”*
- Vocus Webinar on: *“Brand Marketing with a Visual Hammer”*
- Diversity Training
- VACVB Quarterly Meetings
- Town of Smithfield Training Day
- All required IOW County training

Publications/ads:

Williamsburg- Co-op ad with merchants (*10 months*)
 Digital CoastalVirginia.com (*ads for Restaurant Week, SVAE events*)
 Coastal Virginia Magazine ads (*SVAE events and Aikenfest*)
 Smithfield Times ad (*Tourism Special Events, Aikenfest, SVAE events*)
 Wine Lovers Magazine ad (*Wine & Brew Fest*)
 Williamsburg Visitor Guide ad, *listing and events*
 Hampton Roads Magazine’s Farmers Market section (*Smithfield Farmers Market ad*)
 VA Pilot (*Olden Days Ads*)
 Slice of Smithfield (*Annual Events Ads and Value of Tourism ad*)
 Williamsburg/Jamestown/Yorktown Visitor Guide (*1/2 Page ad and editorial*)
 Americana Rhythm Magazine (*ad for Aiken Fest*)
 Virginia Travel Guide ad
 VA Municipal League ad
 Recreation News ad
 VA Wedding Destinations ad
 Direct Buzz ad (*for Aiken Fest*)
 Smithfield 2020 branding initiative ad for town newsletter
 Williamsburg Map ad
 Facebook ads (*All tourism special events*)

Electronic:

Update website daily
 Facebook ongoing: 2500 likes
 Maintain & create Pinterest boards
 Instagram
 Smithfield Charm Blog
 Google +
 Linked In
 YouTube videos

Updated listings for CVTA and VTC's websites
Twitter account active, live-tweeted from all events
Content for PEG Channels, Town & County websites

Public Relations/New Releases:

- Created Online Customer Service Training for Hambassador Program
- News Release on Smithfield Farmers Market
- Banner Contest – Suffolk News Herald
- Hambassador Program
- Olden Days
- Save the Museum effort
- “Visit the Farms” spread for Slice of Smithfield magazine
- Battle of Smithfield-Daily Press
- Farmers Market specialty markets press release
- Encore Wedding feature in Recreation News – January 2015
- Revised copy for Williamsburg Visitor Guide
- Story about new banners in Town Newsletter
- 2015 Escape to the Southeast Travel Guide “Made in VA”– para on Smithfield ham, photos sent (Tom Adkinson)

TRAVEL WRITERS/OTHERS HOSTED:

- Familiarization Tour for Williamsburg Plantation Docents
- Entertained Travel Writer Eric and Nancy Anderson
- Entertained blogger Adriana Gallegos June 12-14 from the D.C. area – lots of coverage on Twitter and Instagram
- BBC News Magazine Monitor (online: <http://www.bbc.com/news/blogs-magazine-monitor-28299440>) and Wall Street Journal (<http://online.wsj.com/articles/preserving-tradition-a-ham-celebrates-its-112th-birthday-1405132429>) article on Oldest Ham Birthday
- Oldest Ham articles on KRMG website, Pork Network
- Hambassador/2020 program press release
- IOW Fair – 9 press releases
- Ham's birthday article in Budapest Weekly!
- Walking tour article in Daily Press online – August 7, 2014
- Encore Wedding feature in Recreation News – January 2015
- Visit from Fran Severn with Tourism Pros Newsletter
- Visit (lunch) from Williamsburg Docent Mona Rothberg on Oct. 1
- Green Tourism article-SLICE

PROMOTIONAL MATERIALS PRODUCED:

Updated Restaurant Rack Card
Restaurant Week promotional materials
Updated Story Idea book for visiting travel writers
SVAE promotional materials

Smithfield Farmers Market promotional materials

IOW County Branding –

- decals for vehicles – done!,
- pricing IOW Courthouse signs – done, proceeding with job
- changes on Parks and Rec signs – proceeding with quotes
- signs for 258 Complex – in the works
- Map of County handout
- redid labels for Budget and Finance
- rough draft for IOW employee badges
- business cards – waiting on Modlin
- power point of proposed signage,
- Logo Manual
- Name tag for Safety & Wellness Ambassadors
- Various labels for different sizes/Word document, etc.
- Website design
- Finalize Banners for County Complex with Ernest
- Covers for County Profile and Capital Improvement Plan

Isle of Wight County Fair promotional materials

Smithfield Vintage Market promotional materials

Olden Days promotional materials

Smithfield 2020 Banners

Updated Coloring books, 7-Day Merchants brochure

Olden Days 2013 poster

Business cards

Community Ambassadors certificates

Hospitality Heroes certificates

Tourism Day E-invitation

Aiken Fest Green Room invitation

Revised and printed new Walking Tour Brochures

Pop up cards and Power Point for Hospitality Heroes

Revised and reprinted Fort Boykin and Fort Huger brochures

Rack Brochures for Merchants:

Map for Christmas Parade New Route

Reprint Outdoor Map and Listing for Town sign

Windsor Castle Park Capital Campaign materials

Farmers Market evening event promotional materials

Hospitality Bag Cards for lodgers

Town & Country materials

Christmas parade promotional materials

Budget covers for IOW County

Billboard for Addams Outdoor Advertising Campaign

Windsor Castle Park Capital Campaign promotional materials

Boykin's Tavern Self-Guided Tour Brochure

Visit The Farm's Brochure

Social Media Card produced

Brochure for IOW Human Resources

Brochure for IOW Alert

IOW Citizen Satisfaction Card and print version of survey

Tweaked Team Values poster

Highlights!:

- **13,078 guests** were greeted at the Visitor Center in 2013, a 2% increase compared to 2012
- **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.
- **53% were New Visitors and 40% were Return Visitors. 7% was unrecorded.**
- Smithfield is the #1 day trip destination for **Williamsburg** visitors who want to see a bit more of Virginia.
- We welcomed visitors from 49 states and the District of Columbia (no visitors from Wyoming)
- **Canada, the UK and France** were the top 3 home countries for our foreign visitors. 69% of all foreign country visitation was from those 3 countries. 418 visitors, 3% of the grand total were from 27 countries and Puerto Rico.
 - Created and implemented Smithfield Ambassador Customer Service Training Program for Tourism Stakeholders including FAM Tour and online training.
 - Completed 5 NEW videos for use-Generic, Hams, History, Hospitality and Heart. Use in Visitor Center, online, YouTube, Facebook, Group Tours.
 - Downtown banners created and hung.
 - Featured on 6 large billboards on major roadways in Hampton Roads metro area.
 - Created Smithfield ROCKS program for highlighting Tourism Stakeholders throughout the year in all promotional outlets.
 - Visitor Center continued as a VIRGINIA GREEN accredited Center.
 - Coordinated Bria Kelly Welcome Home Event (from the hit show, The Voice) with Smithfield Foods
 - Smithfield Station featured on THE PRICE IS RIGHT!
 - Continued the Community Ambassador Program to encourage and reward local citizens and groups that bring meetings and events to our local stakeholders to support immediate economic development.
 - Hospitality Hero program continued to reward and recognize front line hospitality employees in Smithfield & Isle of Wight. Ceremony held to congratulate Hospitality Heroes, Community (H)ambassadors and Smithfield 2020 Banner Contest winners in May during National Tourism Week.
 - 2012 The Vacation Channel continued airing a segment on all of the Hampton Roads/Coastal Virginia destinations including Smithfield & Isle of Wight. The vacation channel is seen in over 7,000 hotel rooms in Hampton Roads.
 - Continued as part of the Planning Team for the Consolidated Tourism Annual VA-1 Meeting with VTC, VHTA, VACVB.

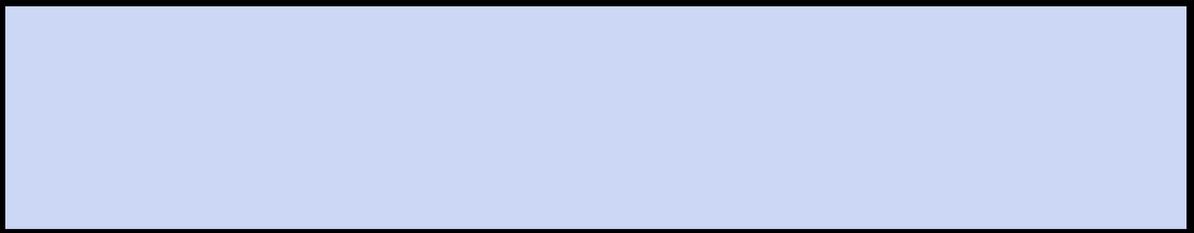
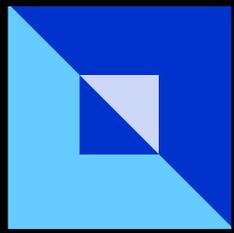
- Continued success of the Smithfield Farmer's Market. Raised more money, attracted more vendors, held more markets than ever before!.

Design Highlights

- Visitor Center Lobby Re-Design

Major marketing initiatives upcoming in 2015

- Continue major marketing switch to digital (20%); Collateral (20%); Advertising (30%); Product Development (12%); Public Relations (15%); and Trade Show (3%).
- Continue to assist Smithfield Events to grow 3 large annual events-*Smithfield Wine & Brew Fest* in April, the *Genuine Smithfield Bacon, Bourbon and Beach Music Fest* in September and *BOB Fest* (Oyster Fest!) in January. SVAE has raised over \$177,000 for local charities and organizations in the past 3 ½ years.
- 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
- Work to increase visitation by travel writers
- Continue to update and improve our website and explore electronic marketing opportunities.
- Continue to find editorial opportunities for our destination's attractions and events.
- Focus on Group Business and expanding Smithfield and IOW as an overnight destination
- Continue Tourism Community Ambassador Program to work with community leaders to bring groups that they belong to (either business, government, fraternal or social) To Smithfield and IOW to support the hotels and meeting destinations.
- New Pull-Up Banners produced
- Continue to promote recreational trails (by land and sea!) bikes and canoes and kayaks.
- Become certified by the Virginia VACVB CVB Certification Program
- Continue to grow successful Smithfield & Isle of Wight Restaurant Week Program—consider expanding to 2 X per year.
- Continue to support Smithfield Farmer's Market, the Smithfield Farmer's Market Evening Market and the Smithfield Vintage Market Show and Sale



SMITHFIELD PLANNING,
ENGINEERING & PUBLIC WORKS
REPORT



Town of Smithfield Department of Planning, Engineering and Public Works 2014 Annual Report



William T. Hopkins, III
Director of Planning, Engineering and Public Works



Administrative Staff



Reverse Osmosis Plant Staff



Public Works Field Staff

Staff Members

Bill Hopkins – Director of Planning, Engineering and Public Works
Wayne Griffin – Town Engineer
Sonja Eubank – Office Manager
Meghan Bockelman – Receptionist/Secretary
William Saunders – Town Planner/ GIS Coordinator
Joseph Reish – Planning Technician/Code Enforcement
Jessie Snead – Superintendent
Josiah Jendrey – Compliance Inspector
Jack Reed – Plant Manager
Dale Wall – Waterworks Operator
Ramon Carter – Waterworks Operator
Darryle Warren – Maintenance Supervisor
Jeff Smith – Maintenance Supervisor
Jeff Landrus – Mechanic
Jacob Hodge – Mechanic
Ernest Motley – Maintenance Technician
Robert Archer – Maintenance Technician Helper
James Batten – Crew Leader
Sterling White – Laborer
Private Warren – Laborer
Joshua Luter – Laborer
Kaden Bockelman – Grounds Maintenance Specialist

Staff Certifications/License

- Josiah Jendrey received recertification as a Certified Playground Safety Inspector through National Recreation and Park Association, Continuing of Operation Planning Certification with FEMA, Emergency Management Professional Development Series Certification with FEMA and Master's Certificate in Emergency Management.
- Jack Reed received Class 1 Waterworks Operator License.
- Ramon Carter received Class 4 Waterworks Operator License.
- Joseph Reish received recertification as a Certified Zoning Official through the Virginia Association of Zoning Officials.
- William Saunders gained certification through the American Planning Association by passing the American Institute of Certified Planners exam.

Planning and Zoning Department

Planning Commission

	Reviewed	Approved	Denied	Tabled
Rezoning	0	0	0	0
Preliminary Site Plan Review	3	3	0	0
Final Site Plan Review	4	4	0	0
Preliminary Subdivision Review	0	0	0	0
Final Subdivision Review	0	0	0	0
Special Use Permits	1	1	0	0
Special Sign Exceptions	0	0	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	2	2	0	0
Others	1	1	0	0
TOTAL	13	13	0	0

January 14, 2014 meeting

- No Meeting Held

February 11, 2014 meeting

1. Subdivision Plat Review – Cypress Creek Subdivision, Phase 7A – Mr. Steve Romeo, Cypress Creek Development Co. LLC, applicants. – Approved.
2. Site Plan Revision Review – 19290 Battery Park Road – Harvest Fellowship Baptist Church, applicant – Approved.
3. ECO Exterior Design Review – 19290 Battery Park Road – Harvest Fellowship Baptist Church, applicant – Approved.

March 11, 2014 meeting

- No Meeting Held

April 8, 2014 meeting

1. Preliminary Site Plan Review – Livengood Project, Carver Avenue – Mr. Bob Kellam, Mr. Bob Livengood, applicants. Livengood Project, Carver Avenue – Approved.
2. Preliminary & Final Site Plan Review – Dollar General, West Main Street – Chris Parrish, Par 3 Development, applicants - Approved.
3. ECO Exterior Design Review – Dollar General, West Main Street – Chris Parrish, Par 3 Development, applicants - Approved.

May 13, 2014 meeting

1. Final Site Plan Review – Livengood Project, Carver Avenue – Mr. Bob Kellam, Mr. Bob Livengood, applicants. Livengood Project, Carver Avenue – Approved.

June 10, 2014 meeting

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

July 8, 2014 meeting

1. Final Site Plan Review – Magnolia Manor, Riverside Health Care Expansion – Tim Dean, applicant – Approved.

August 12, 2014 meeting

- No meeting held.

September 9, 2014 meeting

1. Child Care as Home Occupations Ordinance Review – No action taken.

October 14, 2014 meeting

1. Child Care as a Home Occupation Ordinance Amendment – Recommended for Approval.
2. Discussion of Town Boundary Expansion – No action taken.

November 12, 2014 meeting

1. Comprehensive Plan Update – Review of Future Land Use Chapter and Map – No action taken.
2. New Business – Zoning Amendment Review – Article 3.K:2 C-I, Commercial – Industrial – Minimum district size - No action taken.

December 9, 2014 meeting

1. Meeting time changed to 6:30 pm – Approved.
2. Special Use Permit - Child Daycare as a Home Occupation – 313 Grandville Arch – Sheran M. Oliver, applicant – Recommended for approval with conditions.
3. Zoning Ordinance Amendment – Minimum District Size, Article 3.K:2 C-I, Commercial – Industrial – Town of Smithfield, applicant – Recommended for approval.
4. Comprehensive Plan Update – Review of Chapters VII: Historic Areas & VIII: Urban Design – No action taken.

December 16, 2014 work session

1. Comprehensive Plan Discussion – Future Land Use and Potential Growth Areas – No action taken.

Board of Zoning Appeals

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

January 21, 2014 meeting

- No meeting held. (Cancelled due to inclement weather.)

February 18, 2014 meeting

1. Special Yard Exception – 1206 Wilson Road – Russell Hill, applicant, Denise Hundley, property owner – Approved.

March 19, 2014 meeting

- No Meeting Held

April 15, 2014 meeting

- No Meeting Held

May 20, 2014 meeting

- No Meeting Held

June 17, 2014 meeting

- No Meeting Held

July 15, 2014 meeting

- No Meeting Held

August 19, 2014 meeting

1. Special Yard Exception - 223 Cedar Street - Stuart and Bonnie Resor, applicants/property owners – Approved.

September 16, 2014 meeting

- No Meeting Held

October 21, 2014 meeting

- No Meeting Held

November 18, 2014 meeting

- No Meeting Held

December 16, 2014 meeting

- No Meeting Held

Board of Historic and Architectural Review

	Reviewed	Approved	Denied	Tabled
New Construction	0	0	0	0
Additions	1	1	0	0
Roof Change	2	2	0	0
Siding, Color Change/Exterior Renovation	4	3	0	1
Signs	9	8	0	1
Accessory Structures	10	10	1	0
Window Change	1	1	0	0
Demolition	0	0	0	0
Others	0	0	0	0
TOTAL	27	25	1	2

January 21, 2014 meeting

- No meeting held. (Cancelled due to inclement weather.)

February 18, 2014 meeting

1. Proposed Sign Plan – 207 C Main Street – Non-Contributing - Elizabeth Lee Moretz, First Colony Engraving, applicant – Approved.
2. Proposed Sign Replacement – 319 Main Street – Non-Contributing – Judy Winslow, IOW/Smithfield Tourism, applicants.– Approved.
3. Sign and Exterior Trim Color Change – 311 Main Street – Contributing – Victoria H. Brown, applicant – Sign Approved; Trim Change Tabled.

March 18, 2014 meeting

- No Meeting Held

April 15, 2014 meeting

1. Proposed Deck / Pool – 221 Cary Street – Contributing – Linda S. Spady, applicant - Approved.
2. Proposed Shed and Fence – 400 Main Street (Valentine House) – Landmark – Bonnie N. Pryor, applicant - Approved.

May 20, 2014 meeting

1. Proposed Roof Change – 117 South Mason Street – Landmark – Justin Hornback, applicant - Approved.
2. Proposed Window Change – 511 Main Street – Contributing – Bruce & Jacqueline Cypress, applicants - Approved.
3. Proposed Banner Change – Main Street – Rick Bodson, Smithfield 2020, applicants – Approved.

June 17, 2014 meeting

1. Proposed Accessory Structure, Carport – 130 South Church Street – Landmark – Peter Knauth, applicant - Denied.

July 15, 2014 meeting

1. Proposed Exterior Renovation, Additions – 223 Cedar Street, Kenneth W. Pretlow Cultural Center – Contributing – Stuart & Bonnie Resor, applicants - Approved.

August 19, 2014 meeting

1. Proposed Exterior Renovation and Addition – 223 Cedar Street, Kenneth W. Pretlow Cultural Center – Contributing – Stuart & Bonnie Resor, applicants – Approved.
2. Proposed Exterior Renovation – 215 Chalmers Row - Contributing – Elaine Schweitzer, applicant – Approved.
3. Porch Demolition/Deck Addition (After the Fact) – 211 Clay Street - Contributing – Wyoming Lucille Dowd, applicant – Approved.

September 16, 2014 meeting

1. Proposed Garden Shed – 205 S. Church Street – Landmark – R. Gordon Holloway, applicant – Approved.
2. Proposed Garden Shed – 390 S. Church Street - Contributing – Vicky Adams, applicant – Approved.

October 21, 2014 meeting

1. Proposed Detached Sign – 223 Washington Street – Non-Contributing – Charlie White, VFW, applicants. – Approved.

2. Proposed Garden Shed – 221 Cary Street - Contributing – Linda S. Spady, applicant. – Approved.
3. Proposed Wall Sign – 25 Main Street – Contributing – Lee Duncan, applicant. – Approved.
4. Proposed Wall Sign – 215 Main Street – Non-Contributing – Jessica Casper, applicant. – Approved.
5. Proposed Roof Change – 223 Cedar Street - Contributing – Stuart & Bonnie Resor, applicants. – Approved.

November 18, 2014 meeting

1. Proposed Detached Garage – 117 South Mason Street – Landmark – Justin Hornback, applicant. – Approved.
2. Proposed Wall Sign – 113A North Church Street – Non-Contributing – Megan Horne, applicant. – Approved.

December 16, 2014 meeting

1. Meeting time changed to 6:30 pm – Approved.
2. Proposed Exterior Renovation and Porch Replacement – 206 Drummonds Lane – Non-Contributing – Lilly Denson, applicant - Approved.
3. Proposed Wall & Projecting Signs – 113B&C North Church Street – Non-Contributing – Wendy Addison, applicant - Wall sign, approved; Projecting sign, tabled.

**Zoning Permits
January 1, 2014 – December 31, 2014**

	# of Permits
Single Family Residences	27
Commercial Buildings	3
Demolition	4
Accessory Structures (i.e. sheds, garages, carports)	25
Fences, Walls	26
Water Dependant Structures (i.e. piers, docks)	2
Signs	17
Pools	14
Additions	8
Decks, Porches, Patios	15
Others	18
TOTAL # of Structures Permitted	159*
TOTAL # of Zoning Permits Issued	126*

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

Zoning Violations

January 1, 2014 – December 31, 2014

VIOLATION	# of violations
Inoperable Vehicles	19
Boats / RVs	1
Excessive Vegetation	32
Trash & Debris	9
Permits	2
Historic Dist. Violations	1
Septic Tank Program	0
Others*	10
TOTAL	74

*Zoning Violations list does not include the 117 unauthorized signs removed from Town right of way by Planning Department staff in 2014.

Engineering Department

Projects that were monitored during construction for their construction practices along with their erosion and sedimentation controls compliance, were Smithfield Manor Townhomes, Church Square phase 1, Harvest Fellowship Baptist Mission, IOW Christian Outreach Center, and the Cypress Creek Parkway extension

We have performed 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, Murifield, Battery Park Road, Barclay Crescent, Willowood Avenue, Smithfield Boulevard, Canterbury Lane, Jericho Road, Cedar Street, Widgeon Court, Hunters Way, Edgewood Drive, Greenbrier Lane, Carver Avenue, Turnberry, Moonefield Drive, Harrison Drive, Wilson Road and Kerr Place. We continued the ditch cleaning schedule within the Town that includes 45 plus storm water outfall ditches.

For this year the following streets were overlaid with a minimum 2 inch IM-2 mix; Barcroft Drive from Moonefield Drive to Wainwright Drive, Irvin Drive, Smith Drive and Salter Court. There have been, though, many pavement patch repairs performed throughout the Town. Some of the streets involved were Battery Park Road, Muirfield, Nottingham Place, Watson Drive, Troon, Cypress Creek Parkway, Dashiell Drive, Kendall Haven, Ridgeland Drive and Hunters Way.

While continuing the implementation of the Storm Water Management program, we have issued, when required, the Storm Water Management Facility Agreements

(SWMF). We also utilized the Town's Newsletter by having a section on methods of properly landscaping residences or business sites, and also pool maintenance, disposal of pool water along with use of chemicals. We have coordinated with Isle of Wight County a grant, through their contract engineering firm, for an inventory and site location study involving all of our BMP's (Best Management Practices) ponds throughout the Town. Also a Memorandum of Agreement was completed between the Town and the County with regards to the responsibility of Erosion & Sedimentation controls inspections for commercial business verses single family dwelling sites. The Town will no longer perform inspections on a business site, only single family dwelling sites.

Public Works

January 2014 – Staff worked BOB Fest. Manhole inspections were done for Minton Way pump station basin. Repaired water leak at 1282 Smithfield Plaza (Farm Fresh). RO Plant automatic gate installation completed by Mid-Atlantic Entry Systems.

February 2014 – Staff completed audit on Virginia Power invoices. Staff worked with Lewis Const. installing sewer and water service at 302 A and B Smithfield Blvd. Cleaned 2365 ft. of sewer main line on the Minton Way pump basin. Sydnor Hydro pulled RO booster pump to perform maintenance and replaced pump with spare booster pump.

March 2014 – Participated in Chamber Days Trade Show. Staff repaired sewer line and laterals at 403 to 407 Grace St. Repaired part of the sewer main line at Main and South Mason St. Installed new pump at Rising Star pump station. Plant staff replaced faulty flow meter on well 8A lubrication system.

April 2014 – Staff worked Wine Fest. VML Safety Consultant performed audit on safety program and facilities to ensure full OSHA compliance is being achieved. Attended eVA User Training. Grounds crew cleared bush and trees on the sewer force main for Main St. pump basin. HRSD inspected RO Plant, concentrate pump station, and plant files and found everything to be in order.

May 2014 – Staff worked on sewer main on S. Mason St. Staff worked with Lewis Construction repairing water line behind the Smithfield Center. Caldwell Tanks inspected all four of the town's water storage tanks and found them to be in good working order.

June 2014 – Staff worked Olden Days festival – set up informational tables for HRGreen, FOG and Recycling. Staff replaced 200 ft. of sewer line from 217 to 220 N. Church St. Plant operators assisted Jaime Weist with pulling samples for Bio-Assay testing.

July 2014 – All staff attended and participated in Emergency Tabletop Exercise training. Staff replaced part of the sewer lateral at 117 S. Mason St. Hydrant flushing program was completed in Waterford Oaks neighborhood with all valves exercised and or located.

August 2014 – REW replaced electric controls in control panel at James St. pump station. Operators sampled system for THM and HAA chlorine byproducts, also MPN samples were pulled from all wells.

September 2014 – Staff worked Bacon, Bourbon and Beach Fest. REW installed antenna's at Drummonds Lane, Jersey Park and Watson pump stations. New HVAC contractors Atlantic Constructors performed first quarterly preventative maintenance inspection and found equipment to be in good condition.

October 2014 – Staff attended VML Annual Workshop and Emergency Management Class. Staff participated in Downtown Trick or Treat. Tri –State, cleaned and camera lines on Main St. to S. Church St. and S. Mason St. to Main St. RO Plant security system cameras were installed. RO Plant staff cleaned the 2nd and 3rd stages of RO system.

November 2014 – American Public Works Association performed on site evaluation for accreditation. Public Works was in full compliance on all practices and full accreditation recommended to board. Full accreditation granted on November 12, 2014. Tri –State lined parts of Main St. sewer line and S. Mason St. RO Plant staff, with maintenance assistance, replaced broken check valve in concentrate pump station.

December 2014 – Safety Appreciation Luncheon. Staff installed 450 ft. of water line in Pinewood Heights. Staff worked Downtown Christmas Parade and Evening Farmer's Market. REW installing stationary Godwin pump at Main St. pump station. Repaired concentrate pump was installed by Sydnor Hydro in concentrate pump station

Mason Street Lining



Reverse Osmosis Plant Pump Replacement



Cary Street Installation of New Valve and Fire Hydrant and Loop Tie-In



FOG PROGRAM

We have 75 Food Service Establishments (FSE) within the Town that are all in compliance. Each FSE is visited once a quarter and they are required to provide documentation of cleaning frequency. HRGreen implemented a regional online certification program. Our ordinance requires that at least one employee from each FSE complete the certification. We are currently working with the FSE's to get them onboard and through the training/certification program.

BACKFLOW PREVENTION PROGRAM

We are currently aware of 331 backflow prevention devices located within the Town. Each of these devices will have to be tested to ensure they are working correctly and will continue to be tested annually. Letters are mailed to residents and businesses informing them of the need to have devices tested and to send copies of test reports to the town for tracking purposes.

WINDSOR CASTLE PARK & PLAYGROUNDS

Trail Markers were installed around all trails within the park and along the bike path over the last few months. A map will be provided to emergency services to assist in the location of lost/ injured individuals along the trails. Additionally monthly inspections are being conducted at the park and playgrounds to identify possible maintenance issues and improve public safety at these locations.

Jersey Park Playground Repairs



SAFETY PROGRAM/TRAINING

Public Works has a monthly safety meeting. Training for 2014 included Chainsaw Safety, Lockout/Tagout, Personal Protective Equipment, Fire Extinguisher, Heat Stress Awareness, Trenching and Shoring, Confined Space, Emergency Management, Work Place Violence Prevention, Defensive Driving and Snow Plow Safety. In addition all new employees received required NIMS Certifications and VDOT Right of Way Training/Certifications.

Annual Confined Space Training

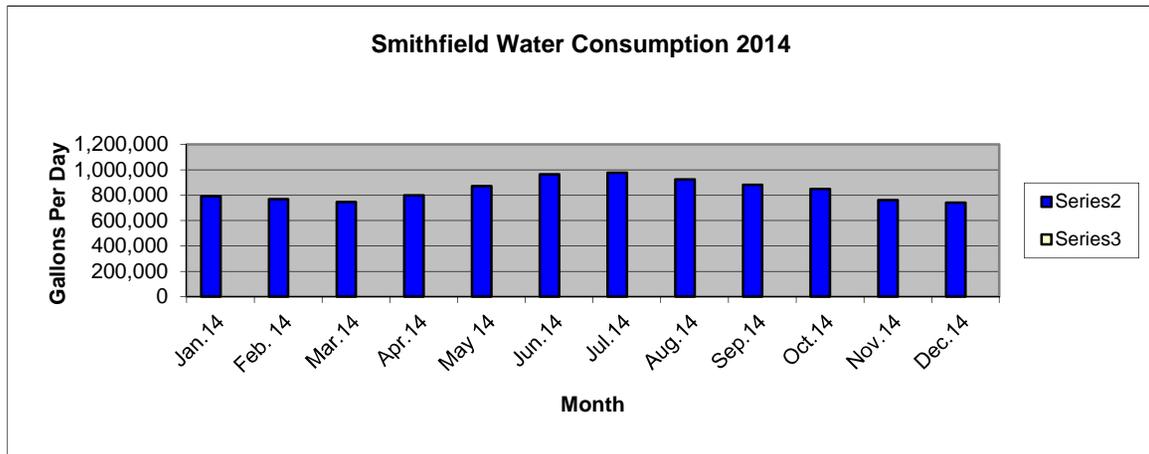


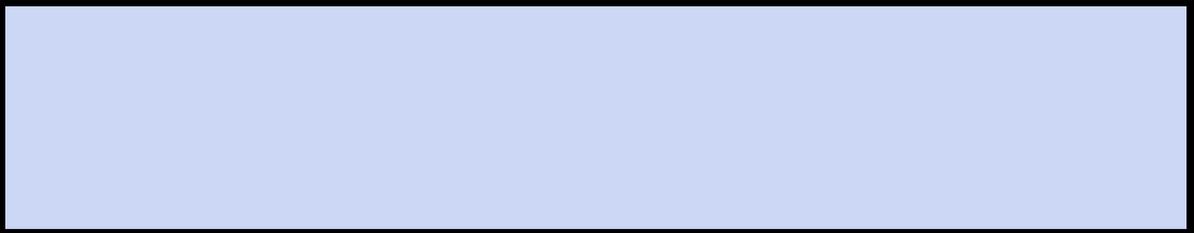
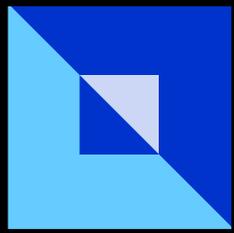
Smithfield Water Consumption 2014

Jan. 14	Feb. 14	Mar. 14	Apr. 14	May. 14	Jun. 14	Jul. 14	Aug. 14	Sep. 14	Oct. 14	Nov. 14	Dec. 14
24,582,016	21,548,672	23,146,920	23,989,152	27,036,044	28,983,420	30,322,256	28,638,220	26,503,280	26,371,060	22,814,484	23,002,080
31	28	31	30	31	30	31	31	30	31	30	31

Daily Water Consumption

Jan.14	Feb. 14	Mar.14	Apr.14	May 14	Jun.14	Jul.14	Aug.14	Sep.14	Oct.14	Nov.14	Dec.14
792,968	769,595	746,674	799,638	872,130	966,114	978,137	923,813	883,443	850,679	760,483	742,002





SMITHFIELD
POLICE DEPARTMENT



SMITHFIELD POLICE DEPARTMENT ANNUAL REPORT

2014

Smithfield Police Department, Virginia
www.smithfieldva.gov/police

TABLE OF CONTENTS

Contents

Message from the Chief _____	1
Mission Statement _____	2
Department Statistics _____	3
Department Highlights _____	13
Community Relations _____	16
Crime Prevention _____	17
Specialized Units _____	18
Training _____	
Grants _____	19
Organizational Chart _____	3
Department Staff _____	4

2014 MESSAGE FROM THE CHIEF

2014 Message from the Chief

It is my distinct honor and privilege to present the annual report of the Smithfield Police Department for the calendar year 2014. Although the report does contain numerous facts and figures, they only represent a small portion of story of the dedicated work of the professionals at the Smithfield Police Department.

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

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "St G Bowman". The signature is fluid and cursive, written in a professional style.

Colonel Steven G. Bowman
Chief of Police

MISSION STATEMENT

Mission Statement

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

Integrity

Honesty

Customer Service

Community Service

Dedication

Teamwork



Accountability

Trust

Positive Attitude

Respect

Commitment

Loyalty

MISSION STATEMENT

Smithfield places # 9 in Virginia's Safest Cities

When the "Virginia Review" claims a community is "without a doubt one of the prettiest towns in Virginia" there's a good chance it has a lot to offer. That's just what has been said about Smithfield. Good schools, safe streets, affordable housing and a small town vibe are just a handful of reasons why Smithfield is not only beautiful, it's a great place to raise a family. A full schedule of parades, and other family oriented events only add to its appeal. Smithfield also recently opened Smithfield Center. This modern, fresh, state-of-the-art community and conference center is earning Smithfield lots of kudos and is the perfect outlet for a class reunion, wedding or corporate program.

It's clear Smithfield is looking to the future, but not at the expense of its past. In fact, it offers a well-recognized revitalized downtown, streets flaunting architecture dating back to the 1700 and 1800s, and has long been home to Fortune 500 Company Smithfield Foods, Inc. It was also one of the first 20 communities designated as a [Preserve America Community](#) thanks to its efforts to preserve its unique culture and heritage.

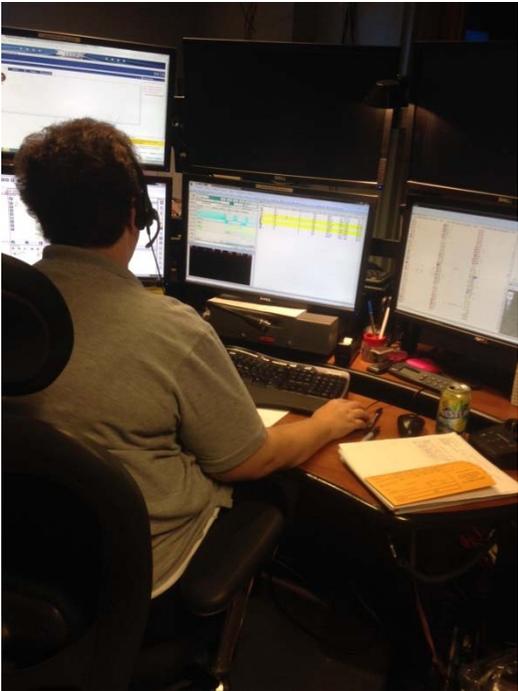
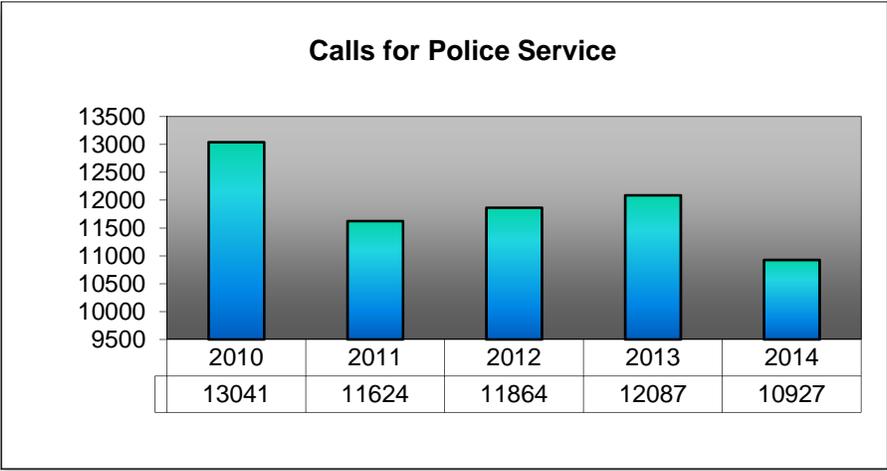
More than 260 years old and growing strong, our bet is Smithfield will entice you. When you make your home in [Smithfield](#), there's a 1 in 1,000 chance you or a loved one will be a victim of a violent crime and a 12 in 1,000 chance you or a loved one will be a victim of a property crime.



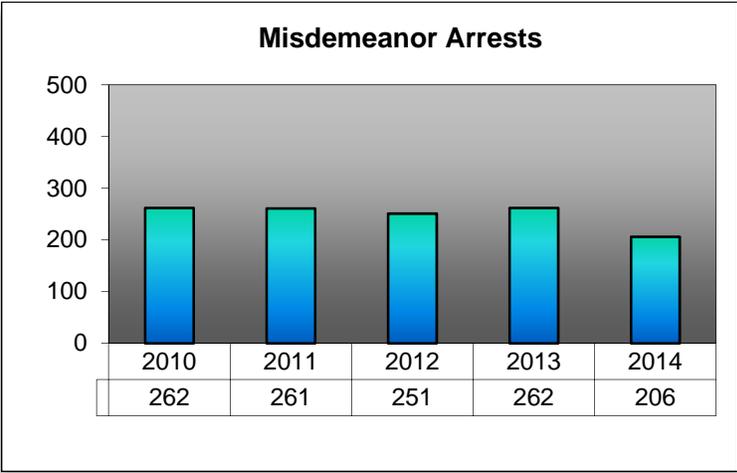
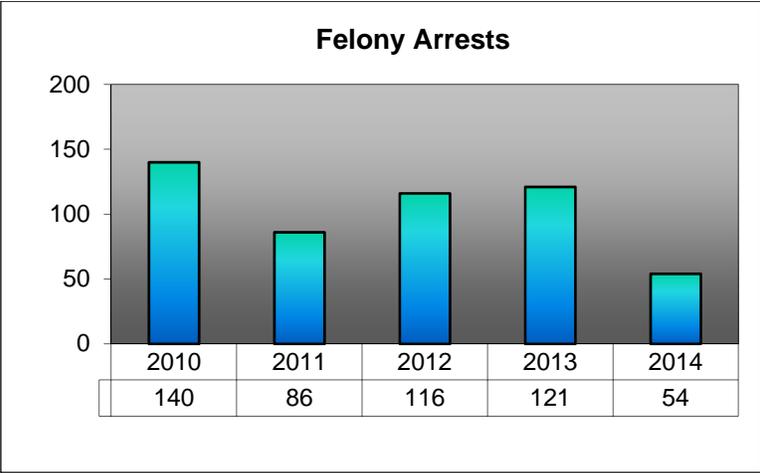
DEPARTMENT STATISTICS

Department Statistics

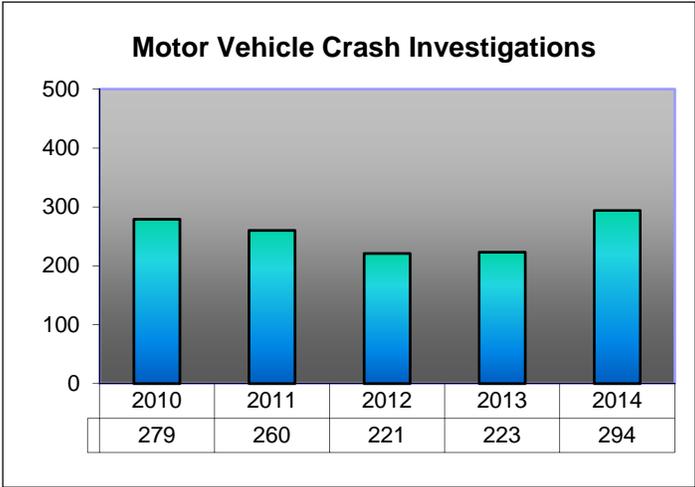
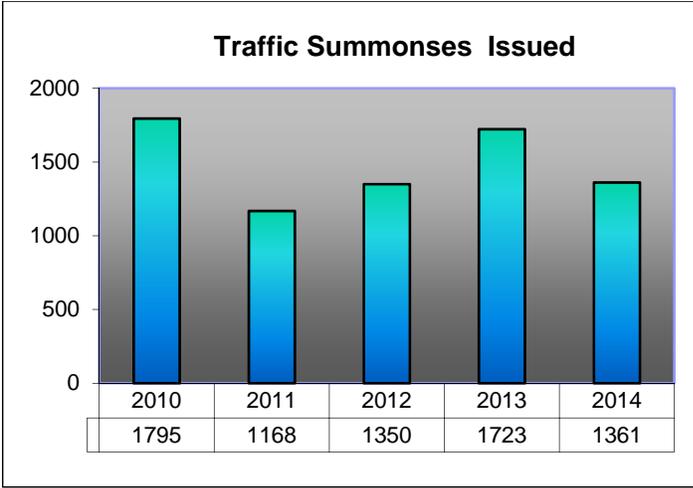
We show decrease of 10% in our calls for service. Felony arrests also decreased by 55% and Misdemeanor arrests decreased by 21%.



DEPARTMENT STATISTICS

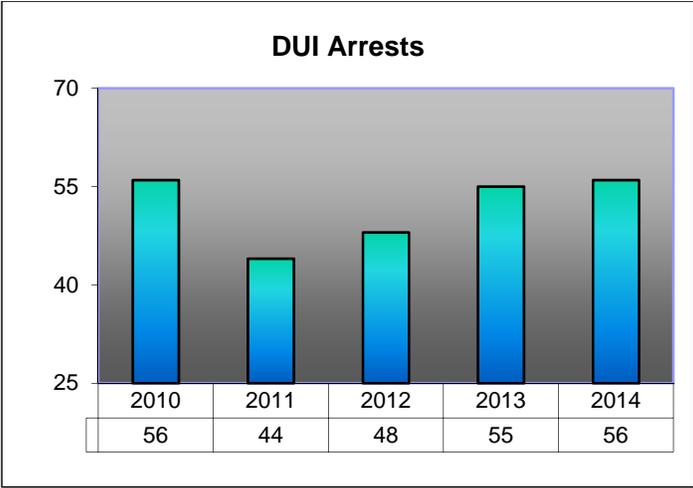


DEPARTMENT STATISTICS

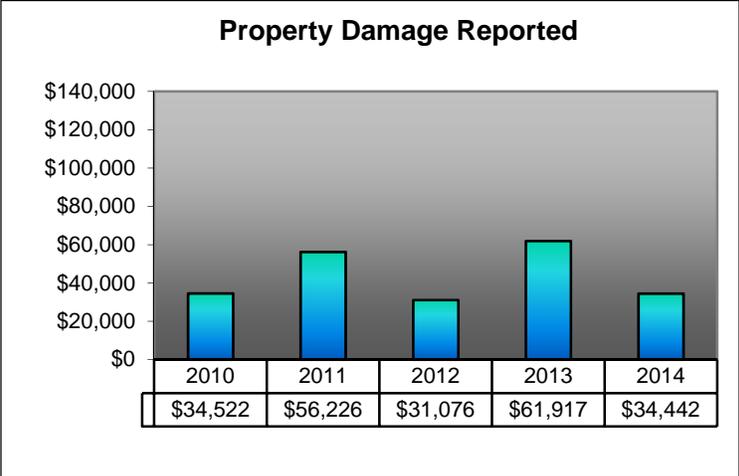


The number of traffic summonses issued **decreased by 21%**, and motor vehicle accidents investigated indicated an **increase of 32%**.

DEPARTMENT STATISTICS



DUI arrests have increased by 2%.

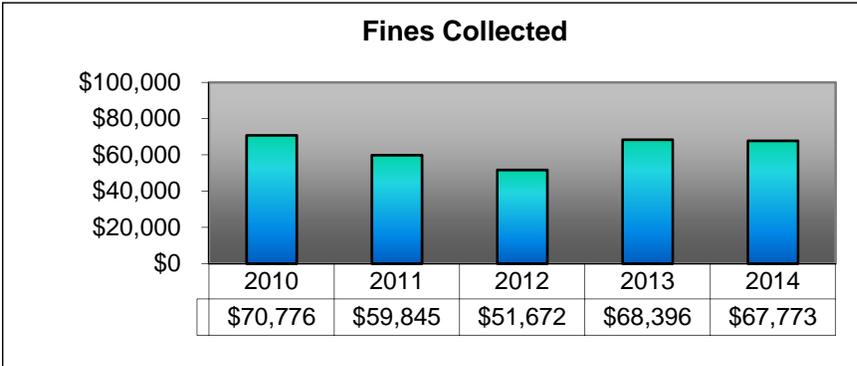


DEPARTMENT STATISTICS

Property Damage Reported **decreased by 44%**. Records also indicate an **increase of 9%** in Reported Stolen Property and an **increase of 38%** in Recovered Stolen Property.



DEPARTMENT STATISTICS



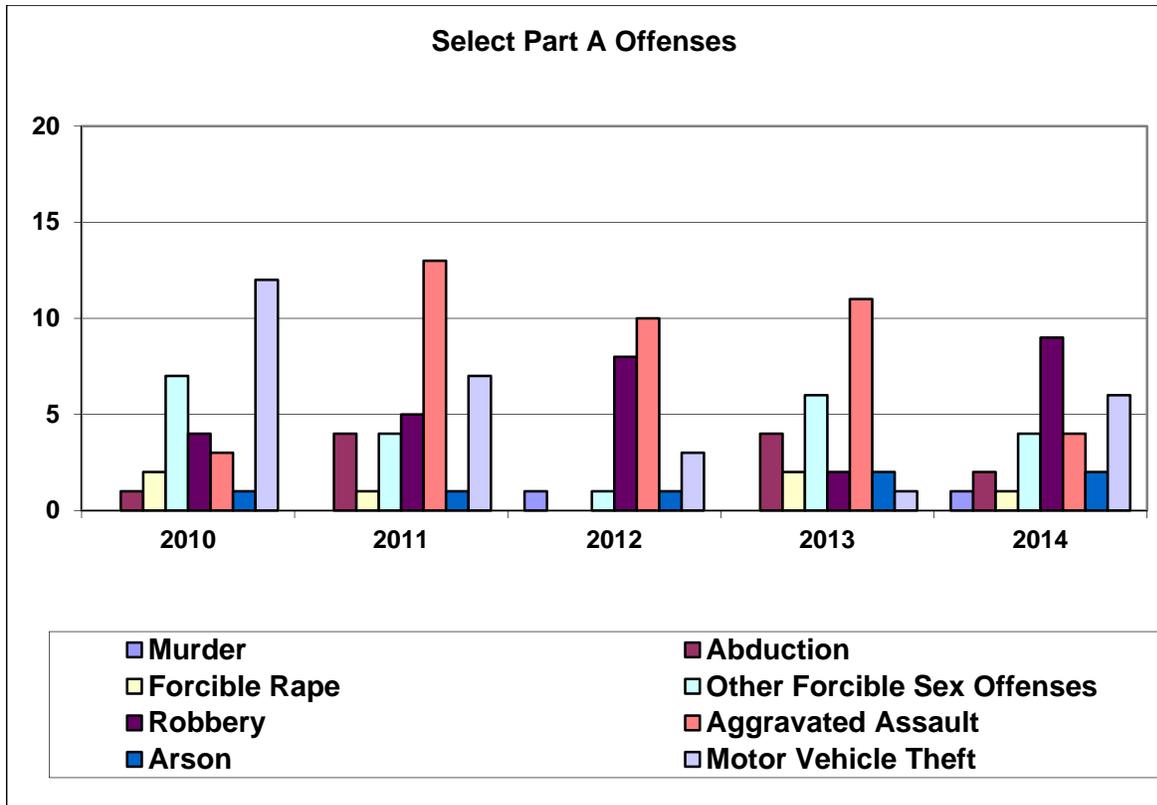
DEPARTMENT STATISTICS

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 2009 for comparison. This synopsis is part of our IBR (Incident Based Reporting) report that we provide to the Commonwealth of Virginia. Both Select Part A and Select Part B are referred to as “Group A” offenses. It should be noted however, that these criminal incidents are not inclusive of all offenses reported to police. Offenses such as bad checks, disorderly conduct, DUI, public drunkenness, trespassing, and other misdemeanor offenses are not included in this report. They are referenced in “Group B” offenses and constitute a significant portion of incident reports taken by the Smithfield Police Department.

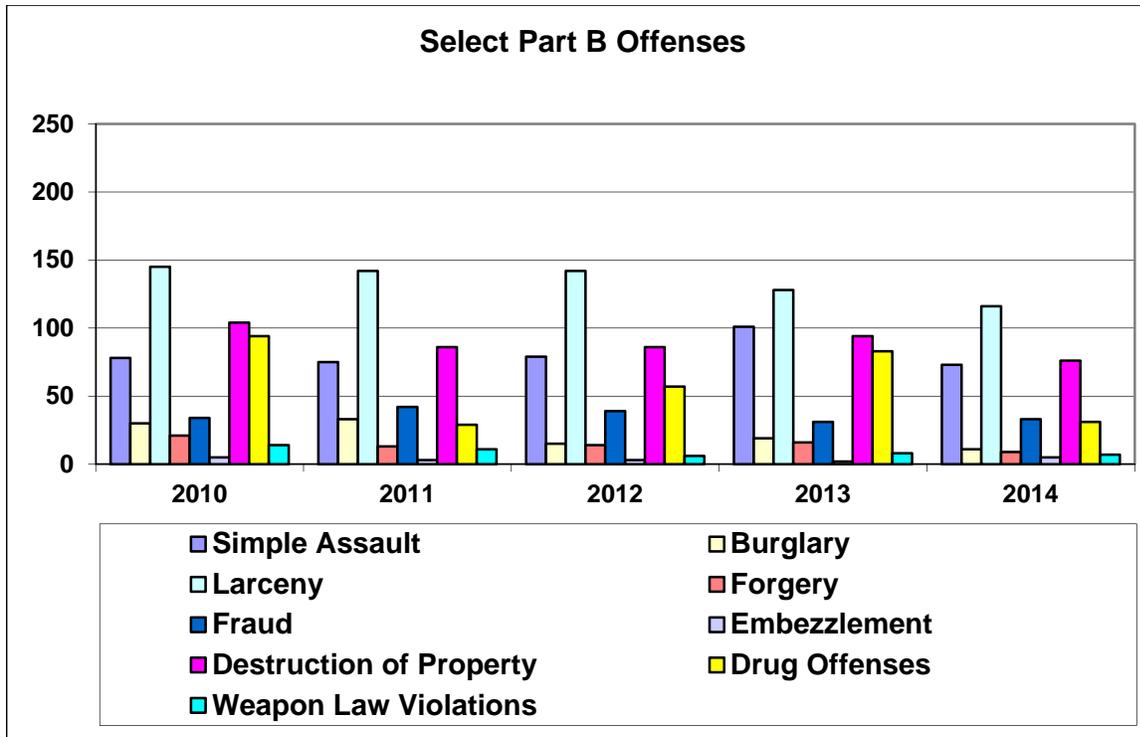


DEPARTMENT STATISTICS



	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Murder	0	0	1	0	1
Abduction	1	4	0	4	2
Forcible Rape	2	1	0	2	1
Other Forcible Sex Offenses	7	4	1	6	4
Robbery	4	5	8	2	9
Aggravated Assault	3	13	10	11	4
Arson	1	1	1	2	2
Motor Vehicle Theft	12	7	3	1	6
TOTAL SELECT PART A OFFENSES	30	35	24	28	29

DEPARTMENT STATISTICS



	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Simple Assault	78	75	79	101	73
Burglary	30	33	15	19	11
Larceny	145	142	142	128	116
Forgery	21	13	14	16	9
Fraud	34	42	39	31	33
Embezzlement	5	3	3	2	5
Destruction of Property	104	86	86	94	76
Drug Offenses	94	29	57	83	31
Weapon Law Violations	14	11	6	8	7
TOTAL SELECT PART B OFFENSES	525	434	441	482	361

DEPARTMENT HIGHLIGHTS

Department Highlights

Greater Hampton Roads Regional Crime Line Top Cop Award

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

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



Officer Eric Phillips was selected as the 2014 Top Cop for the Smithfield Police Department. Officer Phillips has distinguished himself as deserving of this award by his diligent and unfailing service to the businesses and citizens of this community through outreach and proactive traffic enforcement measures.

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

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

DEPARTMENT HIGHLIGHTS

Translator and Interpreter

The Smithfield Police Department is fortunate that one of its officers is a former Spanish teacher. Officer Danelle Wright serves as both a translator and interpreter, in addition to her regular patrol duties. As a translator, she converts written documents from one language into another. In contrast, as an interpreter, she transacts with spoken languages, listening to, understanding and memorizing the content in the original or 'source' language and then reproduces statements and questions in a different 'target' language. Officer Wright is available to translate for the Police Department, the Town of Smithfield, the Isle of Wight Sheriff's Office, the Virginia State Police, and any other agency that has a legitimate need of her services. She was called upon numerous times in 2014 by fellow officers who requested her assistance.



DEPARTMENT HIGHLIGHTS

MADD Awards



Officer David Adams



Officer Daniel Fordham

MADD honors law enforcement officers from across Virginia at eight regional Law Enforcement Awards Ceremonies. Officers are honored for their outstanding work on DUI enforcement and related prevention initiatives, education and training. The awards highlight the lifesaving work of law enforcement officers including Sobriety Checkpoints, Saturation Patrols, specialized DUI enforcement training, prevention efforts of school resource officers and DUI arrests. This year two officer's from the Smithfield Police Department were recognized for DUI arrests: Officer David Adams and Officer Daniel Fordham both had 10 DUI arrest for 2014, the most in the department. This is the third year in a row that Officer David Adams has been recognized for his DUI arrest efforts. 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 actively support and promote the Community Help In Progress (CHIP) program by working in unison with local community leaders to discuss current issues and to provide healthy activities for local children. CHIP has continued to be a huge success and welcomes participation from all interested persons within Smithfield and the Isle of Wight County. Several events were also sponsored that have united our Police Department with the Smithfield community. These activities included:

- 4-H camp in Wakefield, Virginia
- Kiwanis fishing trip at Buckroe Beach Pier
- Halloween on Main Street
- Kiwanis Breakfast with Santa at the Smithfield Center
- Homework Station, Jersey Park Apartments Community Room
- National Night Out on Main Street
- Smithfield Community Crime Prevention Team
- Officer ride alongs
- Pop Warner Football
- Police Department tours – Boy Scouts, Brownies, West Side Elementary Safety Patrol, Isle of Wight Academy Preschool



POLICE-COMMUNITY PARTNERSHIPS

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 thirteenth, 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
- Gun Safety program
- Interagency Code Enforcement
- Domestic Violence Program
- Designation of staff trained to conduct community safety assessments
- Existence of a local crime and safety coalition
- Functional crime analysis capability
- Comprehensive school safety audit process
- Business Outreach (Watch) Program
- On-site victim/witness services program
- Delinquency Prevention Program
- The National Night Out
- HEAT

Smithfield Police Department provides the following free programs:

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

DEPARTMENT HIGHLIGHTS

Specialized Units

Throughout 2014, 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 4th 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 2013, all members of the Smithfield Police Department received required in-service training mandated by the Department of Criminal Justice Services. Several members of the department also received specialized training as noted below:

- 16th Annual Gang Conference
 - Accreditation Conference
 - Actionable Intelligence Workshop
 - Active Shooter Tabletop
 - Advanced Supervision and Management
 - Agroterrorism Conference
 - AR-15/M-16 Armorer Course
 - Active Shooter Level 1 Train the Trainer
 - Basic Public Information Officer
 - Bias Based Policing
 - Conducting Administrative Investigations
 - Crime Prevention Specialist Recert
 - Cultural Diversity
 - DMV Grant Writing
 - Emergency Response Team
 - Ethical Decision Making
 - Excell 2010 Introduction
 - FBI Academy
 - FBINAA VA Chapter State Conference
 - Federal Constitutional Law Review/Update
 - Federal Equitable Sharing
 - Firearms Instructor
 - Firearms Qualification
 - Fundamentals of Crash Investigation and Reconstructions
 - General Instructor Recert
 - General Instructor School
 - Glock Armorer's Course
 - Honor Guard Training
 - Hostage Barricade Tactical Training
 - Human Performance in Force Encounters
 - Identity Theft
 - Incident Base Reporting Level 1
 - International Association of Chief's of Police
 - Interviews and Interrogations
 - Intoxilizer School Initial/Recert
 - Law Enforcement and the Constitution, Principles, Theory and Practice
 - Leadership Institute
 - LIVESCAN
 - Mental Health First Aid
 - Officer Involved Shooting
 - Outlaw Motorcycle Gang
 - Police Bicycle Training
 - Police Boat Training
 - Police Motorcycle School
 - Police Motorcycle Training
 - Property and Evidence Management
 - Radar Operator Initial and Recert
 - Safe Kids (child seat training)
 - Shenandoah Valley Multidisciplinary Conference
 - Sunguard Records Management Conference
 - Tactical Community Policing for Homeland Security Instructor Development Program
 - Tactical Team Breacher
 - The Reid Technique of Interviewing and Interrogation
 - VA 7th Annual Basic Victim Assistance Academy
 - VCIN Recert
 - Virginia Law Update
-

DEPARTMENT HIGHLIGHTS

Grants

The Smithfield Police Department eagerly researches grant opportunities and applies for law enforcement assistance grants. Grants can be obtained from many different agencies for a wide variety of equipment. In the 2014 grant process, the following actions occurred:

- Grants awarded
 - DMV Highway Safety Grant
 - Selective Enforcement (Speed) - \$8,500
 - Selective Enforcement (Occupant Protection) - \$2,250
 - Virginia Chiefs of Police Association
 - Body Armor Grant - \$15,000
 - JAG Assistance Grant - \$2,600



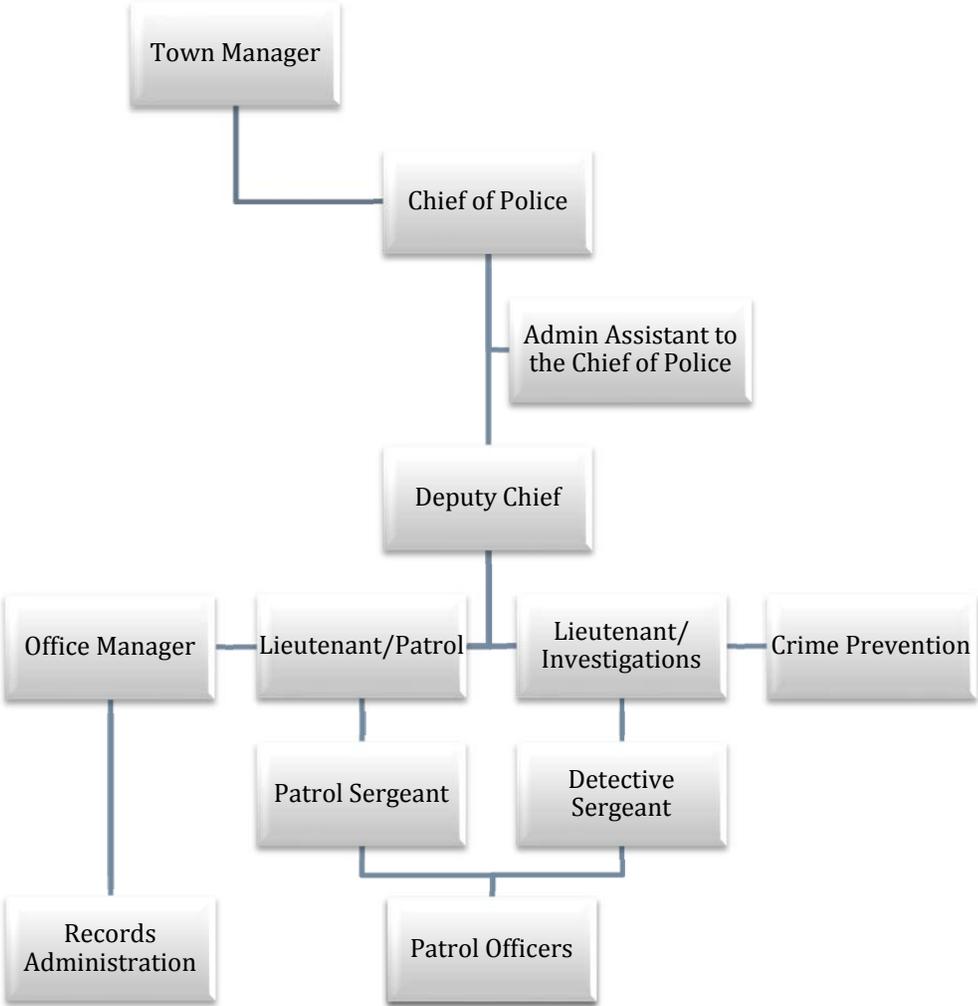
Highway Safety Grants

Every year, the Smithfield Police continued its commitment to improving highway safety. The department received grant funding from the National Highway Traffic Safety Administration in the amount of **\$10,750**. The funding provides overtime pay for participation in the National Checkpoint Strikeforce campaign which targets impaired drivers and the Click It or Ticket campaign which focuses on occupant protection and seatbelt usage.



ORGANIZATIONAL CHART

Organizational Chart



DEPARTMENT STAFF

Department Staff



Chief of Police
Steven G. Bowman



Deputy Chief
Alonzo Howell

DEPARTMENT STAFF

Investigative Division



Lieutenant
Patrick Valdez



Detective Sergeant
Christopher Meier

DEPARTMENT STAFF

Patrol Division



Lieutenant
Matthew Rogers

Patrol Sergeants



Bryan Miller



Thomas Jones



Patrick Araojo



Donald Brady

DEPARTMENT STAFF

Patrol Officers



Clay Seamster



Edmund Cook



David Adams



Joshua Powell



Eric Phillips



Daniel Fordham

DEPARTMENT STAFF

Patrol Officers



Nicole Anderson



Danelle Wright



Samuel Johnson



Joshua Adams



Paul Bancroft

DEPARTMENT STAFF

Support Staff



Kristi Jenkins
Office/Accreditation Manager



Annette Crocker
Secretary to the Chief of Police



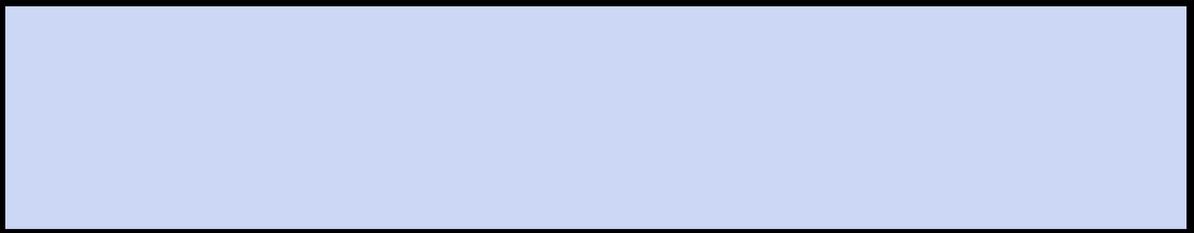
Lorrie Porter
Records Administration



Amanda Weihe
Records Administration



Kurt Beach
Crime Prevention



ISLE OF WIGHT COUNTY
MUSEUM



Town of Smithfield
Isle of Wight County Museum



Annual Report 2014

(July-December only)

J.L. England, Museum Director

Notable

- This report covers July to December 2014.
- On July 1, the Isle of Wight County Museum – staff and gift shop - became a part of the town of Smithfield. Isle of Wight County retains ownership of the building and artifacts within the building as specified in June 3, 2014, Isle of Wight County Museum Partnership Agreement.
- All museum staff members are very pleased with this new arrangement and grateful to the town for this opportunity.
- A \$26,000 fundraising campaign was undertaken by the Isle of Wight County Historical Society to help keep the museum's doors open after the March announcement of closure from Isle of Wight County. The campaign was wonderfully successful in providing the museum with operating funds. The IOWCHS has stated that they will not embark upon this fundraising campaign annually.
- As the museum staff has transitioned from the county to the town, procedures, operations and strategic planning has been adjusted as necessary.
- Volunteer hours: 470
 - The estimated hourly value of volunteer time for 2013 was \$22.55.
 - Our July-December savings was \$10,598.50.
- On Sept. 9 and 10, the area experienced a rain event that dumped a good 10 inches on Smithfield. This storm damaged the museum's roof and flooring. Isle of Wight County Engineering awaits plans from the roofing engineer on costs for these repairs.

Museum Stats and Updates

- Visitation: 4,630
- Special Events – Planned and hosted numerous special events
 - July 12. Walking Tour Along Church Street.
 - Aug 9. Walking Tour Along Church Street.
 - July 12. The Pet Ham's 112th Birthday.
 - July-September. Annual Pan Ham Contest.
 - Sept. 18. Tell Me a Story.
 - Oct. 16. Tell Me a Story.
 - Oct. 25. Ghostly Lit.
 - Oct. 26. Curatorial Talk.
 - Nov. 15. A Gathering of Those Who Served at Nike Park.
 - Nov. 20. Tell Me a Story.
 - Dec. 5. St. Nick at the Museum.
 - Dec. 18. Tell Me a Story.
 - Dec. 20. Walking Tour of Fort Boykin.
- Groups/Tours/Programming/Outreach
 - Eight different groups visited the museum for special programming from July to December while staff performed 16 different outreach programs. Highlights include:
 - Monthly visits to Magnolia Manor.
 - Monthly visits to Head Start.
 - July 9. Paul D. Camp Kids College Civil War program.

- Oct. 17. Hardy Elementary School, second grade field trip to the museum.
 - Oct. 7. Westside Elementary School, 5th grade.
 - Nov. 24. Northern Shores Elementary School, first grade.
 - Dec. 4. Daughters of the American Revolution, Great Bridge Chapter.
 - Dec. 18. Westside Elementary School, 4th grade.
- Exhibits
 - Warraskoyack Indian exhibit completed.
 - Blackwater River exhibit completed.
 - Duck & Cover exhibit in progress.
- Gift Shop
 - New inventory added.

Financials

- Gift Shop Sales: \$4,832.37
- Gift Shop Tax: \$287.75
- Donations: \$6,810.57
- Program/Lecture Fees: \$946.00

Social Media/Online Presence

- Our website requires a re-launch. Until that happens, our information may be found at www.historicisleofwight.com.
- We regularly post on Facebook: Isle of Wight County Museum & Historic Sites.
- We also interact on Foursquare/Swarm, TripAdvisor and Pinterest.

Media Coverage/Promotion/Advertising/Lobbying

- We track media coverage throughout the year.
- This year's big news generator – in addition to the county's dissolution of the former Division of Historic Resources – was our annual birthday party for the world's oldest ham. Media from as far away as Spain, Hungary, Canada and Japan called for interviews and artwork.

Other

- Isle of Wight County is in charge of Boykin's Tavern; however, artifacts remaining on the first level and basement of the building belong to the museum and are in our care.
- Additionally in our care is the 2014 commissioned painting of Elizabeth Bennett Young at the Isle of Wight County Courthouse.
- The museum has two storage units in Newport News which house part of the museum collection.

The Past Six Months in Photos



Hammy Birthday. On July 12, the world's oldest ham celebrated his 112th birthday with friends. There were activities, a rousing round of *Hammy Birthday* and, of course, cake. The shindig attracted media coverage from The Wall Street Journal, The Times of London and the BBC.



Paul D. Camp Kids' College. Paul D. Camp Community College Kids' College visited the Isle of Wight County Museum on July 9 for a day all about the Civil War. We discussed the war, visited Fort Huger, met a Confederate cavalryman, discussed life on the homefront, sampled hardtack and created a trusty steed of our own from a sock.



Halloween! We saw a good 600 little ghouls and goblins on Halloween night!



Sign Dedication. On Nov. 3, we planned and hosted a sign unveiling for the state marker on South Church Street. This sign, previously positioned in front of Smithfield Station, was updated and moved to a new location – still on South Church Street - with other Civil War signage. Speaking at the unveiling were Pamela Schenian of the Virginia Department of Historic Resources Tidewater Regional Preservation Office, Mayor Carter Williams, Town Manager Peter Stephenson and Arthur Smith IV.



Colonial Food. On Dec. 4, Director Jennifer England spoke to the Great Bridge Chapter of the Daughters of the American Revolution about the food the colonists ate. The DAR members made recipes to reflect the theme of the lecture.



The Jolly Old Elf. St. Nick visited the museum on Dec. 5. He checked his list twice.