



2015 COUNCIL MEMBERS:

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

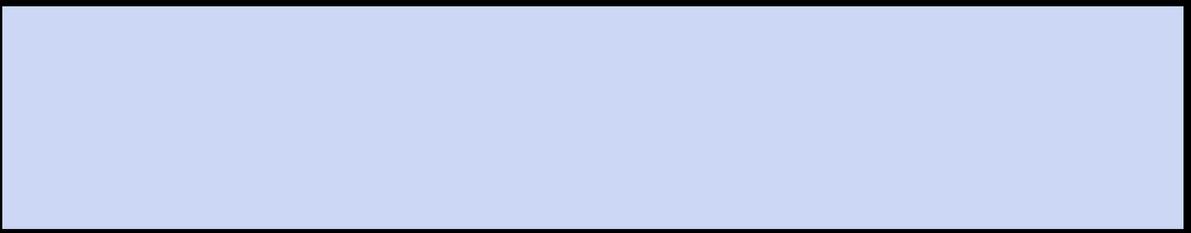
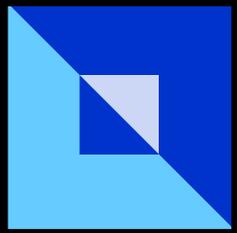
Town Manager – Peter M. Stephenson

Town of Smithfield, Virginia

2015 ANNUAL STATISTICAL REPORT

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CLERK OF COUNCIL REPORT

2015

ACTION ITEMS APPROVED BY TOWN COUNCIL

AGREEMENTS/CONTRACTS/PROPOSALS:

- 01/06/15** Motion to authorize the Town Manager to execute a parking lot license agreement between the Town of Smithfield and Smithfield Foods behind the Veteran's Memorial. Motion passed.
- 03/03/15** Motion to accept the proposal from Kimley-Horne and Associates for the Reverse Osmosis Water Treatment Discharge Evaluation. Motion passed.
- 03/03/15** Motion to renew landscaping contract with Southern Shores Lawn and Landscaping for one additional year. Motion passed.
- 03/03/15** Motion to renew mowing contract with Southern Shores Lawn and Landscaping for one additional year. Motion passed.
- 03/03/15** Motion to authorize the Town Manager to purchase the old Isle of Wight Volunteer Rescue Squad Building between Isle of Wight County and the Town of Smithfield in accordance with the agreement. Motion passed.
- 03/03/15** Motion to authorize the Town Manager to enter into a contract to purchase approximately 20 Acres from Howard Little Farm, LLC and others and a contract to purchase approximately 81.5 acres from Howard Little Farm, LLC and others. Motion passed.
- 04/07/15** Motion for the Town Manager to amend the contract with AVES for one additional term of two years with a performance review after one year that could lead to termination. After two years the Town Manager could be asked to issue a RFP as required by the Virginia Public Procurement Act. Motion passed.
- 05/05/15** Motion to accept the proposal from Lewis Construction to fix the sewer line and storm drain on Main Street in an amount not to exceed \$30,061.12. Motion passed.
- 05/05/15** Motion to approve renewal of street maintenance contract with Blair Brothers, Inc. for one additional year. Motion passed.
- 06/02/15** Motion to renew the sanitary sewer rehabilitation contract with Tri-State Utilities for one additional year. Motion passed.

- 06/02/15** Motion to renew the underground utilities contract with Lewis Construction for one additional year. Motion passed.
- 06/02/15** Motion to accept the proposal from Blair Brothers for stormwater repairs in Waterford Oaks in an amount not to exceed \$89,000.00. Motion passed.
- 07/07/15** Motion to authorize the Town Manager to execute a contract for architectural services for renovations to the former Rescue Squad building with Moseley Architects. Motion passed.
- 07/07/15** Motion to authorize the Town Manager to issue a request for proposals for a franchise agreement of the old Cypress Creek right of way. Motion passed.
- 07/07/15** Motion to approve the Town Manager's annual employment contract. Motion passed.
- 08/04/15** Motion to renew contract with Goodrich and Son's for Debris contract for one additional year. Motion passed.
- 08/04/15** Motion to renew contract with Smithfield Service for Debris contract for one additional year. Motion passed.
- 08/04/15** Motion to award the low bidder, THG Construction, for budgeted renovations of storage building behind the Smithfield Police Department into a records storage facility.
- 09/01/15** Motion to approve the proposal from Lewis Construction for South Mason Street and Cedar Street water and sewer lateral work in the amount of \$25,926.55. Motion passed.
- 09/01/15** Motion to approve the software service agreement contract with MUNIS. Motion passed.
- 09/01/15** Motion to renew HVAC maintenance and repair contract with Atlantic Constructors with a 3% increase in their rates. Motion passed.
- 09/01/15** Motion to renew the vehicle maintenance contract with Dave's Service Center for one additional year. Motion passed.
- 10/07/15** Motion to accept proposal for street overlay of South Mason Street from Main Street to Cedar Street by Blair Brothers in an amount not to exceed \$19,286.00. Motion passed.
- 10/07/15** Motion to approve the mechanical, electrical and utility services contract renewal with REW Corporation for one additional year. Motion passed.
- 10/07/15** Motion to accept the proposed scope of work for Hampton Roads Planning District Commission assistance with the town Comprehensive Plan update. Motion passed.

- 11/03/15** Motion to authorize the Town Manager to cancel the water tank maintenance contract with Caldwell Tanks and issue a new request for proposals. Motion passed.
- 11/03/15** Motion to accept utility master planning proposal from Draper Aden Associates in an amount not to exceed \$48,500.00. Motion passed.
- 12/01/15** Motion to approve scope of work for the design of the Clontz Park Public Boat Ramp by Kimley Horn Associates in an amount not to exceed \$33,800.00.
- 12/01/15** Motion to approve professional engineering service contracts renewal with Draper Aden Associates and Kimley Horn Associates for an additional two (2) years. Motion passed.
- 12/01/15** Motion to approve proposal by Draper Aden Associates for repairs to the primary spillway at the Smithfield Lake Dam.
- 12/01/15** Motion to authorize the Town Manager to negotiate a contract for 101 acres on West Main Street.

APPOINTMENTS / REAPPOINTMENTS / ELECTIONS:

- 01/06/15** Motion to accept the nominating committee recommendation to fill the three expiring terms for the Planning Commission with Julia Hillegass, Thomas Pope, and Michael Torrey. Motion passed.
- 06/02/15** Resolution to appoint/reappoint the Certified Crime Prevention Team. Motion passed. Motion passed.
- 06/02/15** Motion to appoint an evaluation committee for the four appointed positions of Town Treasurer, Town Clerk, Town Attorney, and Town Manager. Committee includes Councilwoman Chapman and Councilman Smith. Motion passed.
- 06/02/15** Motion to appoint a nominating committee for the expiring term of Faye Seeley (6/30/2015) for the Board of Zoning Appeals. The committee includes Vice Mayor Gregory and Councilwoman Tynes. Motion passed.
- 07/07/15** Motion to accept the nominating committee's recommendation to the Circuit Court to fill the expired term of the Board of Zoning Appeals. Motion passed.
- 08/04/15** Motion to reappoint Sergeant Thomas Jones to the Virginia Alcohol Safety Action Program. Motion passed.
- 12/01/15** Motion to appoint a nominating committee to fill the two (2) expiring terms of the Board of Historic and Architectural Review. The committee includes Councilman Pack and Councilman Dr. Cook. Motion passed.

12/01/15 Motion to appoint a nominating committee to fill the expiring term on the Smithfield Planning Commission. The committee includes Councilman Pack and Councilman Dr. Cook. Motion passed.

BUDGET:

06/02/15 Public Hearing: Adoption of Amended Budget for FY 2014/2015. Motion passed.

06/02/15 Public Hearing: Proposed Budget for FY 2015/2016. Motion passed.

06/22/15 Resolution to Adopt the Budget for Fiscal Year 2015/2016. Motion passed.

CLOSED SESSION:

01/06/15 Closed session.

02/03/15 Closed session to discuss the acquisition of real property.

03/03/15 No closed session held.

04/07/15 Closed session to discuss the acquisition of real property and legal advice by legal counsel.

05/05/15 Closed session for legal advice from legal counsel.

06/02/15 Closed session for the acquisition or disposition of real property for public purposes.

07/07/15 Closed session was held prior to the regular meeting to perform employee evaluations for the Town Manager, Town Clerk, Town Treasurer, and the Town Attorney.

08/04/15 Closed session for legal advice from legal counsel and the acquisition of real property for public purposes.

09/01/15 Closed session for the acquisition or disposition of real property for public purposes and a discussion of legal matters requiring legal advice by legal counsel.

10/07/15 Closed session for the acquisition of real property for public purposes.

11/03/15 Closed session for the acquisition of real property for public purposes.

12/01/15 Closed session for the acquisition of real property for public purposes.

COUNCIL COMMENTS:

01/06/15 Staff and Council spoke in remembrance of Mr. Bill Hopkins.

- 02/03/15** Vice Mayor Gregory thanked everyone for the success of the BOB Fest.
- 02/03/15** Councilwoman Tynes thanked Chief Bowman and Chief Hardison for the tolerance training they organized in light of recent events.
- 03/03/15** Councilman Smith commented on the spirit of cooperation of the town staff.
- 04/07/15** Mayor Williams thanked Councilwoman Tynes for conducting the March meeting in his absence.
- 05/05/15** Councilman Dr. Cook spoke about the NAACP meeting that he attended.
- 06/02/15** Councilman Pack spoke about the raft race for the Olden Days festival.
- 06/02/15** Mayor Williams welcomed Abby Proch of the Smithfield Times back to the meeting. He announced that the Town of Smithfield was listed as third by Niche as the best town to raise a family. He also thanked the volunteers for cleaning up Windsor Castle Park.
- 06/02/15** Councilwoman Tynes commented on the Police Academy graduation that she attended. She urged others to go in the future.
- 06/02/15** Councilman Pack commented on the Future Growth Area Map.
- 06/02/15** Vice Mayor Gregory commented on the Future Growth Area Map.
- 07/07/15** Councilwoman Tynes thanked Ms. Judy Winslow and her staff for their hard work on the Farmer's Market. She also thanked Ms. Amy Musick for the great job she has done with Windsor Castle Park and the Smithfield Center.
- 07/07/15** Vice Mayor Gregory explained why the town runs their own water system.
- 07/07/15** Councilwoman Chapman explained the details about National Night Out.
- 07/07/15** Mayor Williams congratulated Ms. Amy Musick for getting her national certification for Parks and Recreation.
- 07/07/15** New Business: Councilman Dr. Cook requested that the old Tastee Freeze building on South Church Street be closed up by the owner. Town Manager to follow-up and bring update to July committee meeting.
- 07/07/15** New Business: Mayor Williams spoke about a gazebo that is in disrepair.
- 07/07/15** New Business: Mayor Williams spoke about a homeowner who has leaking sewage across the road near the Packing Plants. The Health Department is working on it.
- 07/07/15** Old Business: Councilman Cook requested that the Wharf Hill parking issue be resolved by the Town Manager.

- 08/04/15** Councilwoman Chapman wanted to invite the Council members to visit James and Washington Streets since new landscaping had been installed.
- 08/04/15** Councilwoman Tynes thanked everyone involved in the National Night Out event.
- 09/01/15** Councilwoman Tynes introduced Dr. Jim Thornton who is the new Superintendent of Schools for Isle of Wight County.
- 09/01/15** Councilman Dr. Cook spoke about the need for the county to run their own sewer line if they run their own water line.
- 09/01/15** Vice Mayor Gregory expressed concern that the county does not acknowledge the problem for the town if water is not supplied to Gatling Pointe by the town.
- 09/01/15** Councilman Smith shared hidden costs to the town if sewer lines are shut off to the county residents.
- 09/01/15** Councilman Pack spoke about Dave's Service Center and that they go above and beyond for their customers.
- 09/01/15** Councilman Smith commented on the level of service from Dave's Service Center.
- 09/01/15** Councilman Dr. Cook expressed that the Great Springs Road and Main Street sidewalk funds of \$100,000.00 would be better spent elsewhere.
- 09/01/15** Councilwoman Tynes, Councilman Smith, and Councilman Pack stated that the sidewalk was needed for several reasons even though they agreed with Councilman Dr. Cook that the funds could be used elsewhere.
- 09/01/15** Mayor Williams felt that the sidewalk should be approved because it was already funded and that those funds should be used for their original purpose.
- 09/01/15** Mayor Williams told the Council about a new project called Community of Friendship between the Town of Smithfield, Isle of Wight County, Smithfield Foods and Luohe City, China with the mayor there and his contingents.
- 10/07/15** Councilwoman Tynes thanked everyone for the opportunity to attend the VML Conference.
- 10/07/15** Vice Mayor Gregory thanked the Police Department for handling protesters at Smithfield Foods in a professional manner.
- 10/07/15** Councilman Dr. Cook spoke about the town's contribution to the Western Tidewater Free Clinic. He feels it is the best money spent. He also asked the public to tell the Town Council their opinions about Pierceville instead of making

accusations. He also disagreed with Mrs. Robbie Younger that Smithfield citizens do not support local businesses.

- 10/07/15** Councilman Smith commented about the Western Tidewater Free Clinic and how they have grown.
- 10/07/15** Councilwoman Chapman thanked the Public Works Department for their hard work in preparation for bad weather due to a Hurricane Jaquin.
- 11/03/15** Mayor Williams thanked the Public Works Department, the Police Department, and the businesses for the safe Halloween on Main Street and Grace Street. He also congratulated Mrs. Lesley King, Town Clerk, for her participation in the leadership program.
- 11/03/15** Councilman Dr. Cook announced a two million dollar commitment to begin renovations on the Windsor Castle Manor house and existing outbuildings. Smithfield Foods is contributing one million dollars. There is also a gift of three hundred thousand dollars for architectural fees associated with the renovations.
- 12/03/15** Vice Mayor Gregory commented on Daniel Brown, a local young man, who is currently playing for the Baltimore Ravens.
- 12/01/15** Councilwoman Tynes wished everyone a happy holiday and new year. She also commented that she had not been appointed to a Planning Commission nominating committee.
- 12/01/15** Councilwoman Chapman spoke about a gentleman who wanted to start a semi-pro basketball team in Smithfield.

DEEDS:

- 01/06/15** Motion to accept the deed for 52 Carver Avenue for the Pinewood Heights Relocation Project. Motion passed.
- 04/07/15** Motion to accept the deed for 54 Carver Avenue for the Pinewood Heights Relocation Project. Motion passed.
- 10/07/15** Motion to accept the deed for a public boat ramp at Clontz Park from Smithfield Foods. Motion passed.
- 10/07/15** Motion to accept deeds for the Pinewood Heights Relocation Project for 53 Carver Avenue and vacant lots 48 and 49 Carver Avenue. Motion passed.
- 12/01/15** New Business: Motion to accept a revised and corrected deed for Clontz Park. Motion passed.

DONATIONS/CONTRIBUTIONS:

- 02/03/15** Motion to donate one surplus patrol vehicle to the Smithfield Volunteer Fire Department. Motion passed.
- 08/04/15** Motion to approve funding request from the Friends of the Smithfield Library for a flooring project. Motion passed.
- 12/01/15** Motion to accept and acknowledge a one million dollar donation (\$1,000,000.00) from Smithfield Foods for the ballfield project. Motion passed.

EMPLOYEE SERVICE AWARDS:

Jessie Snead of Public Works	5 Years
Lorrie Porter of Police Department	5 Years
Debbie Bennett of Manager's Office	10 Years
Bryan Miller of Police Department	10 Years
Calvin Kelly of Smithfield Center	15 Years
Ellen Minga of Treasurer's Office	15 Years
William Hopkins of Planning & Public Works	20 Years
Clarence Seamster of Police Department	20 Years
Peter Stephenson of Manager's Office	20 Years
James Batten of Public Works	30 Years

EMPLOYEES / POSITIONS:

- 01/12/2015 William Wooley hired as Police Department staff
- 02/04/2015 Stephen Duck hired as Public Works staff
- 03/09/2015 Rendall Howell hired as Police Department staff
- 07/20/2015 Lisa Massenburg hired as Smithfield Center staff
- 07/23/2015 Kimberly Hasty hired as Museum staff
- 07/23/2015 Cynthia Lucas hired as Museum staff
- 08/03/2015 Stephanie Pack hired as Police Department staff
- 10/05/2015 Carlton Carr hired as Public Works staff
- 10/05/2015 Jeffery Clayton hired as Public Works staff

GRANTS:

- 06/02/15** Motion to authorize the Town Manager to submit the grand application to the Virginia Marine Resources Commission (VMRC) for a boat ramp at Clontz Park. Motion passed.

INVOICES OVER \$10,000:

01/06/15	Bank of America	\$ 20,171.00
	Atlantic Communications, Inc.	\$ 23,362.45
	Beach Ford (public works truck)	\$ 25,595.00
	Sydnor Hydro	<u>\$ 29,810.00</u>
	Total	\$ 98,938.45
02/03/15	Caldwell Tanks	\$ 25,823.29
	USBank	\$ 47,037.50
	US Bancorp	\$ 84,150.83
	REW Corporation	\$ 13,944.00
	Tri-State Utilities	\$ 30,845.35
	Christian Outreach	\$ 14,000.00
	YMCA	<u>\$ 50,000.00</u>
	Total	\$265,800.97
03/03/15	REW Corporation	<u>\$ 13,820.60</u>
	Total	\$ 13,820.60
04/07/15	Robinson Farmer Cox Associates	\$ 23,000.00
	Additional Invoices:	
	C. A. Barrs Contractor, Inc.	\$ 10,462.44
	Sydnor Hydro	\$ 14,530.00
	Virginia Resources Authority (VRA)	<u>\$ 12,140.60</u>
	Total	\$ 60,133.04
05/05/15	Lewis Construction	\$ 22,000.00
	Caldwell Tanks	<u>\$ 26,181.44</u>
	Total	\$ 48,181.44
06/02/15	REW Corporation	\$ 15,413.00
	Blair Brothers, Inc. (Battery Park Road)	\$162,676.96
	Isle of Wight General Obligation Bond	\$113,806.25
	Additional Invoice:	
	Blair Brothers, Inc. (Ridgeland Drive)	<u>\$ 77,210.94</u>
	Total	\$369,107.15
07/07/15	Atlantic Communications	\$ 21,913.00
	Smithfield Volunteer Fire Department	\$ 13,000.00
	Additional Invoices:	
	USBancorp	<u>\$ 84,150.83</u>
	Total	\$119,063.83
08/04/15	Sungard – OSSI	\$ 20,923.16
	Caldwell Tanks (quarterly inspections)	\$ 26,181.44
	Lewis Construction (Main St. storm drain)	\$ 14,881.12
	Lewis Construction (Main St. sewer repair)	\$ 17,753.00
	Smithfield Vol. Fire Dept. (pass thru funds)	\$ 25,627.00

	USBank	\$173,400.00
	Additional invoices:	
	PNC Bank	\$123,316.75
	PNC Bank	<u>\$ 43,901.16</u>
	Total	\$445,983.63
09/01/15	Alpha Corporation	\$ 14,737.71
	REW Corporation	<u>\$ 15,928.00</u>
	Total	\$ 30,665.71
10/07/15	Taser International	\$ 22,073.38
	THG Construction (storage building)	\$ 20,750.00
	IOW Tourism True-Up FY 2014/2015	<u>\$ 98,098.46</u>
	Total	\$140,921.84
11/03/15	Moseley Architects	\$ 14,567.40
	Virginia Resources Authority	\$ 12,140.59
	Draper Aden Associates	\$ 28,182.50
	Lewis Construction of Virginia	\$ 25,926.55
	Blair Brothers, Inc.	\$ 89,000.00
	AVES	\$ 11,600.00
	Western Tidewater Free Clinic	\$ 34,000.00
	T H G Construction	\$ 20,750.00
	Atlantic Communications Inc.	<u>\$ 37,263.82</u>
	Total	\$273,430.86
12/01/15	Blair Brothers, Inc.	<u>\$ 19,082.46</u>
	Total	\$ 19,082.46

MEETINGS HELD BY TOWN COUNCIL:

01/06/15	Regular Town Council meeting.
02/03/15	Regular Town Council meeting.
03/03/15	Regular Town Council meeting.
04/07/15	Regular Town Council meeting.
05/05/15	Regular Town Council meeting.
06/02/15	Regular Town Council meeting.
06/22/15	Continued Town Council meeting.
07/07/15	Regular Town Council meeting.
08/04/15	Regular Town Council meeting.

- 09/01/15** Regular Town Council meeting.
- 10/07/15** Regular Town Council meeting.
- 10/27/15** Continued Town Council meeting.
- 11/03/15** Regular Town Council meeting.
- 12/01/15** Regular Town Council meeting.

MISCELLANEOUS:

- 02/03/15** Motion to amend the Town's Pay and Classification Plan. Motion passed.
- 03/03/15** Motion to authorize the use of Clontz Park for the annual Fireworks Display, Friday, July 3rd, 2015. Motion passed.
- 03/03/15** Authorization to approve Girl Scouts Project application to install wood duck boxes in Windsor Castle Park. Motion passed.
- 03/03/15** Motion to approve the following documents in regards to the Pinewood Heights Relocation Project Phase III application submittal to the Virginia Department of Housing and Community Development. Motion passed.
- a. Resolution to Submit Application to DHCD
 - b. Residential Anti-Displacement and Relocation Assistance Plan
 - c. Fair Housing Certification
 - d. Local Business and Employment Plan
 - e. Non-Discrimination Policy
 - f. Section 504 Grievance Procedure
- 05/05/15** Motion to approve grading of the old orchard field at Windsor Castle Park. Motion passed.
- 05/05/15** Motion to approve the lump sum bid in the amount of \$15,413.00 to deal with repairs at the Main Street pump station service cables pending future investigation into the insurance claim. Motion passed.
- 06/02/15** Motion to approve the proposed location of the DEQ required Observation Well Nest Project. Motion passed.
- 06/02/15** Motion to authorize the Town Attorney to bring suit to remove the lien on a Pinewood Heights property located at 52 Carver Avenue. Motion passed.
- 06/22/15** Motion to amend Town's Personnel Policy Manual and Pay Classification Plan. Motion passed.

- 07/07/15** Motion to approve project application for oyster beds at Windsor Castle Park. Motion passed.
- 08/04/15** Motion to approve the installation of additional street lights on Main Street near Main Street Baptist Church. Motion passed.
- 09/01/15** Motion to Expend Budgeted Funds for the Design of the west Main Street / Great Springs Road Sidewalk Project, Administered by Isle of Wight County. Motion passed five to one.
- 10/07/15** Motion to adopt the Personal Property Tax Relief Act Percentage. Motion passed.
- 11/03/15** Motion to approve the 2015 holiday work schedule for town employees. Motion passed.
- 12/01/15** Motion to authorize the Town Attorney to start condemnation process on 52 Carver Avenue with property owners consent as part of the Pinewood Heights Relocation Project.
- 12/01/15** Motion to refer Pierceville Manor house back to the BHAR for further action.
- 12/01/15** Motion to approve the Town's 2016 meeting schedule.
- 12/01/15 Motion to Authorize the Town Manager to negotiate a contract for 101 acres not to exceed \$800,000. Motion passed.
- 12/01/15 Motion to accept \$1,000,000.00 contribution from Smithfield Foods for the new youth ballfields. Motion passed.

ORDINANCES:

- 01/06/15** Zoning Ordinance amendment to Commercial/Industrial Zoning District. Motion passed.
- 04/07/15** Amend ordinance for No Through Truck Traffic. Motion passed.
- 12/01/15** Floodplain Ordinance changes.

PRESENTATIONS:

- 03/03/15** Presentation of the American Public Works Association Accreditation Award.
- 06/02/15** Resolution of Respect presented to Bill Hopkin's family by Delegate Rick Morris.
- 10/07/15** Presentation by Western Tidewater Free Clinic – Mrs. Stephie Broadwater.

PUBLIC COMMENTS:

- 01/06/15** Ms. Martha Jackson spoke about Support Law Enforcement Week.
- 01/06/15** Ms. Stephe Broadwater thanked the town for their continued support of the Western Tidewater Free Clinic. She explained how they have helped many.
- 02/03/15** Mr. Rick Bodson made suggestions on how to handle the intergovernmental meeting with the county.
- 02/03/15** Ms. Judy Winslow spoke about Restaurant Week, the Billboard Campaign and the ticket sales for the Wine and Brew Fest.
- 02/03/15** Ms. Gina Ippolito spoke about remaining ticket availability for the Wine and Brew Fest.
- 05/05/15** Mrs. Pam Turner spoke about parking concerns and requested signage for Wharf Hill.
- 05/05/15** Mr. Richard Turner wanted to recognize Mr. Bill Hopkins and his crew for their professionalism.
- 05/05/15** Mr. Ronald Smith spoke about the sewer sink holes in his back yard and requested assistance with getting the problem fixed.
- 05/05/15** Mrs. Barbara Smith spoke about the sewer sink holes in her back yard and requested assistance with getting the problem fixed.
- 06/02/15** Ms. Theresa Lowe spoke about speeding concerns in the Cypress Creek subdivision.
- 06/02/15** Chief Bowman spoke about Ms. Lowe's speeding concerns.
- 06/02/15** Mr. Willie Crocker addressed the Council about Jersey Park safety concerns.
- 06/02/15** Ms. Ira Robertson spoke about concerns with outside citizens coming into Jersey Park and causing problems. She is the president of the Neighborhood Association.
- 06/02/15** Ms. June White, manager at Jersey Park Apartments, spoke about all that management is doing to keep Jersey Park safe and difficulties with management of Woods Edge Apartments to control safety in their neighborhood. She also asked for quicker response time by EMT service.
- 06/02/15** Ms. Kathy Blount Newby volunteered to serve, in any capacity, to help with solving Jersey Park Apartment issues and spoke about safety concerns.
- 06/02/15** Mr. Willie Bell addressed the Council about safety concerns at the Jersey Park Apartments with the outside influence that enters the neighborhood.

- 06/02/15** Chief Bowman addressed residents' concerns for safety at Jersey Park Apartments. He explained his position regarding how law enforcement can act on private property.
- 06/02/15** Ms. Mattie Harris is the vice president of the Neighborhood Association at Jersey Park. She asked Chief Bowman for help with ideas on improving safety within the neighborhood.
- 06/02/15** Ms. Tameka Sykes does not feel like the police do enough in Jersey Park. She has concerns about outsiders coming in and causing problems with safety.
- 06/02/15** Mr. Dennis Arinello addressed the Council to speak about the Future Land Use Map. He complimented the Planning Commission on their efforts to provide a buffer for the town. He cautioned the Town Council to plan carefully for future growth of the town.
- 07/07/15** Deputy Chief Hackney spoke about concerns for the fire department at Wharf Hill in case they are needed there.
- 07/07/15** Councilwoman Tynes thanked the Smithfield Fire Department for their work at a house fire in Gatling Pointe.
- 07/07/15** Mr. Lee Duncan wanted to thank the fire department for responding to a blown circuit at the restaurant. He also discussed his position on angled versus parallel parking on Commerce Street.
- 08/04/15** Mr. Josh Nelms asked the Council to look into the need for additional street lights on Colonial Avenue.
- 09/01/15** Mr. Eric Fly requested that the Town Council put the vehicle maintenance contract back out for bid instead of continuing the contract with Dave's Service Center for one additional year.
- 09/01/15** Mr. Dennis Arinello spoke about his concerns for the Pierceville project on Cary and Main Streets.
- 09/01/15** Ms. Sharla Braunhardt spoke about her concerns for the Pierceville project on Cary and Main Streets.
- 10/07/15** Mr. Herb DeGroft spoke about his objection to the water and sewer line that the county is proposing to Gatling Pointe. He also discussed the Bike and Walking Trail proposed by the county. He urged the Town Council to not contribute any money for it.
- 10/07/15** Mr. Mark Gay spoke about his objections to the Cary and Main project. He also felt that the town was not following proper procedures for the proper ordinances.

- 10/07/15** Mr. Dennis Arinello voiced his objections to the town letting the Hampton Roads Planning District Commission assist with the Comprehensive Plan updates. He felt that it should be put out to bid.
- 10/07/15** Ms. Betty Clark spoke about Landis Valley Farm Museum. She felt that the historic Pierceville property would be better suited for a farm museum than a housing development.
- 10/07/15** Mrs. Robbie Younger spoke about her business. She feels that Smithfield citizens do not support local business. She does not believe that the Cary and Main project would bring in more customers.
- 11/03/15** Mr. Rick Bodson expressed his desire for there to be a new relationship with the county with the newly elected Board of Supervisor members.
- 11/03/15** Mr. Van Rose of Rose & Womble Realty spoke about the integrity of Hearndon MC Builders.
- 11/03/15** Mr. Christopher Gwaltney added his general support for the Cary and Main proposed development.
- 11/03/15** Mr. Richard Harrell spoke about concerns with the sewer analysis for the Cary and Main proposed development.
- 11/03/15** Mr. Al Coke, Ms. Bonnie Pryor, Mrs. Robbie Younger, Mrs. Susie Gay, Mr. Ross Younger, Ms. Betty Clark, Mr. Chris Torre, Mrs. Carolyn Torre, Ms. Dawn Riddle, Mr. R. B. Braunhardt, Mr. Bob Hines, Ms. Beth Haywood, Mr. Jim Sharps, Mrs. Terry Mulherin, Mr. Brad Face, Mr. Dennis Arinello, Ms. Florine Moore, Mr. Jessie Whitten, and Ms. Sheila Robinette spoke in opposition to the Cary and Main proposed development and the change to the amendment change to the Comprehensive Plan for the proposed Cary and Main development.
- 11/03/15** Mr. Richard Rudnicki, Assistant Director of Planning and Zoning at Isle of Wight County, spoke about the proffers offered for the Cary and Main proposed development.
- 11/03/15** Ms. Terry Mulherin, Mr. Jonathon Crum, Mr. Christopher Torre, Ms. Christine Vassey, Ms. Shelia Robinette, and Ms. Robbie Younger spoke against the change of zoning classification for the proposed Cary and Main development.
- 12/01/15** Mr. Ron Braunhardt spoke about his opposition to the Pierceville proposed development.

PUBLIC HEARINGS:

- 01/06/15** Special Use Permit for home day care at 313 Grandville Arch. Motion passed.

- 03/03/15** Public Hearing: Pinewood Heights Relocation Project – Phase III application submittal. Motion passed.
- 04/07/15** Public Hearing: Amend Ordinance for No Through Truck Traffic. Motion passed.
- 06/02/15** Public Hearing: Adoption of Amended Budget for FY 2014/2015. Motion passed.
- 06/02/15** Public Hearing: Proposed Budget for FY 2015/2016. Motion passed.
- 06/02/15** Public Hearing: Comprehensive Plan – Future Growth Area Map. Motion passed.
- 10/27/15** Public Hearing: 2015 Tax Reassessment Rate of .1600. Motion passed.
- 11/03/15** Public Hearing: Amendment to Comprehensive Plan. Motion was tabled until the January Town Council meeting.
- 11/03/15** Public Hearing: Change of Zoning Classification. Motion was tabled and continued until the January Town Council meeting.
- 12/01/15** Public Hearing: Floodplain Ordinance.
- 12/01/15** Motion to refer Pierceville Manor house back to the Board of Historic and Architectural Review for further action. Motion passed.

PURCHASES:

- 03/03/15** Authorize the Town Manager to purchase the Old Isle of Wight Volunteer Rescue Squad Building between Isle of Wight County and the Town of Smithfield in accordance with the agreement. Motion passed.
- 03/03/15** Motion to authorize the Town Manager to enter into a contract to purchase approximately 20 Acres from Howard Little Farm, LLC and others and a contract to purchase approximately 81.5 acres from Howard Little Farm, LLC and others. Motion passed.
- 08/04/15** Motion to authorize the Town Manager to purchase three budgeted patrol vehicles and equipment to outfit them. Motion passed.
- 09/01/15** Motion to approve Tasers for the Smithfield Police Department in the amount of \$22,073.38. Motion passed.
- 10/07/15** Motion to authorize the purchase of budgeted Public Works truck under state contract pricing for \$29,561.00. Motion passed.

REQUEST FOR PROPOSALS:

- 04/07/15** Motion to authorize the Town Manager to issue a request for proposals for refuse and recycling collection. Motion tabled.
- 05/05/15** Motion to authorize the Town Manager to issue an architectural services RFP for the renovations of the proposed Smithfield Police Evidence/Storage building at 1802 South Church Street. Motion passed.

RESOLUTIONS / PROCLAMATIONS:

- 01/06/15** Resolution to amend street closure request for Mardi Gras 4 Beads on February 7th. Motion passed.
- 01/06/15** Resolution for street closure/traffic assistance request for YMCA Triathlon on April 18th. Motion passed.
- 01/06/15** Resolution to consent to change the meeting times for the Planning Commission, BHAR and BZA. Motion passed.
- 02/03/15** Resolution for street closure request for the Wine and Brew Fest. Motion passed.
- 02/03/15** Resolution for street closure request for the Mustang Round Up Car Show. Motion passed.
- 02/03/15** Resolution to authorize the Town Treasurer to refinance existing loans. Motion passed.
- 02/03/15** Resolution for partial fishing pier and trail closure for the Wine and Brew Fest. Motion passed.
- 03/03/15** Resolution to refinance two bonds with PNC Bank. Motion passed.
- 04/07/15** Proclamation – National Public Safety Telecommunicators Week, April 12th-18th, 2015.
- 04/07/15** Resolution to accept the proposal from Farmers Bank for financing of the old Rescue Squad and land for the proposed ballfield complex. Motion passed.
- 05/05/15** Resolution to adopt the Virginia Retirement System “Phase In” for fiscal year 2015/2016. Motion passed.
- 05/05/15** Resolution for street closure request for the Olden Days festival on June 26th and 27th to include South Mason Street. Motion passed.
- 06/02/15** Resolution of Respect presented to Bill Hopkin’s family by Delegate Rick Morris.

- 06/02/15** Resolution to appoint/reappoint the Certified Crime Prevention Team. Motion passed.
- 06/22/15** Resolution to adopt the budget for fiscal year 2015/2016. Motion passed.
- 07/07/15** Motion to adopt an appropriation resolution to carry forward funds and restricted funds appropriated in FY 2015/2016. Motion passed.
- 07/07/15** Motion to adopt appropriation resolution for funds for FY 2015/2016 effective July 1st, 2015. Motion passed.
- 07/07/15** Resolution to renew the line of credit at Farmers Bank. Motion passed.
- 08/04/15** Resolution for a street closure request for one way traffic on Jericho Road for the Bacon Fest on October 3rd, 2015 from 9:00 a.m. through 2:00 p.m. Motion passed.
- 08/04/15** Resolution for street closure request for the Ruritan Car Show on Saturday, October 10th, 2015. Motion passed.
- 08/04/15** Resolution for street closure/traffic assistance request for the Hog Jog on Saturday, October 10th, 2015. Motion passed.
- 08/04/15** Resolution to authorize the partial closure of the Windsor Castle Park trails on October 3rd, 2015 and the fishing pier closure beginning Wednesday, September 30th through Saturday, October 3rd, 2015. Motion passed.
- 10/07/15** Resolution to approve the street closure request for the Smithfield High School Homecoming Parade for October 23rd, 2015. Motion passed.
- 10/07/15** Resolution to approve the street closure request for the Smithfield Evening Christmas Market on December 11th, 2015. Motion passed.
- 10/07/15** Resolution to approve the street closure request for the annual Genuine Smithfield Christmas Parade on December 12th, 2015. Motion passed.
- 10/07/15** Resolution to renew line of credit with TowneBank for the Pinewood Heights Relocation Project. Motion passed.
- 12/01/15** Resolution to accept agreement with VMRC for Public Boat Ramp at Clontz Park. Motion passed.

OTHER ITEMS OF INTEREST:

SURPLUS PROPERTY:

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

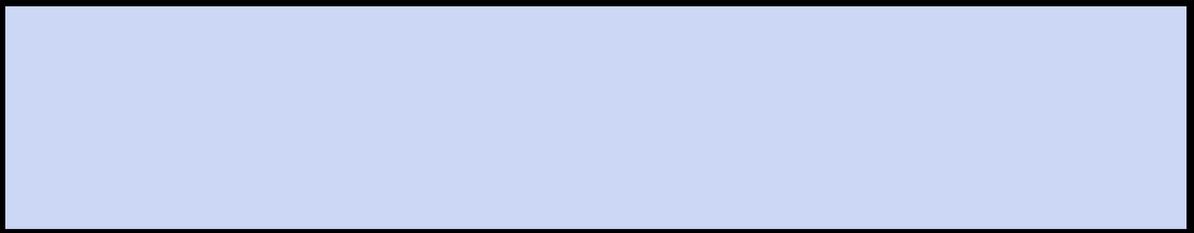
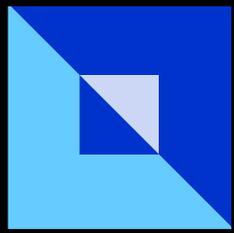
Govdeals:	Fee for service:	Revenue:
2011	\$ 463.03	\$ 5,829.01
2012	\$1,076.74	\$13,218.35
2013	\$ 444.70	\$ 5,279.32
2014	\$1,636.06	\$19,590.83
2015	\$1,365.30	\$18,129.00

NEWSLETTER EXPENSE REPORT:

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

GRAND TOTAL =			
2015	John Henry Printing	Postage	# of copies
Spring	\$1,617.00	\$755.45	3,200
Fall	\$1,653.75	\$766.18	3,375

BUDGET INFORMATION ON THE FOLLOWING PAGES



COUNCIL BUDGET

RESOLUTION
AMENDED BUDGET FOR FISCAL YEAR 2014-2015

WHEREAS, the Town Council, through its staff and finance committee, has prepared an amended 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 2, 2015; and,

WHEREAS, after hearing public comment, the finance committee and the Town Manager have recommended adoption of the proposed amended budget for the 2014-2015 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 2014-2015.

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

Adopted this 2nd day of June, 2015.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By T. Carter Williams
T. Carter Williams, Mayor

ATTEST:

Lesley G. King
Lesley G. King, Clerk

NOTICE OF PUBLIC HEARING

Notice is hereby given pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, that the Town Council of the Town of Smithfield at its regular meeting on June 2, 2015, at 7:30 p.m. will hold a public hearing to consider the adoption of an amended budget for the Town of Smithfield for Fiscal Year July 1, 2014 through June 30, 2015.

All persons who wish to be heard concerning the adoption of said amended budget may appear before the Town Council at its regular meeting in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia on June 2, 2015 at 7:30 p.m.

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

SYNOPSIS OF THE PROPOSED AMENDED BUDGET FOR THE TOWN OF SMITHFIELD FOR FISCAL YEAR JULY 1, 2014 THROUGH JUNE 30, 2015

GENERAL GOVERNMENT

	<u>REVENUE</u>	
	ADOPTED BUDGET FY 2014-2015	PROPOSED BUDGET REVISION FY 2014-2015
<u>Revenue from local sources</u>		
Real Estate	1,685,000	1,707,275
Personal Property	885,000	896,500
Penalties and Interest	40,015	42,045
Total Revenue from Local Sources	<u>2,610,015</u>	<u>2,645,820</u>
<u>Other local taxes</u>		
Bank franchise	134,370	123,000
Sales	270,000	300,000
Utility	193,600	193,600
Meals tax-4%	879,785	922,175
Meals tax-1% (special projects)	439,892	461,090
Cigarette	174,067	130,000
Transient Occupancy	139,430	170,000
Short term rental tax	1,000	3,230
Rolling stock	15	23
Consumption	49,000	46,000
Communications	<u>240,000</u>	<u>237,000</u>
Total other local taxes	2,521,159	2,586,118

Licenses

Privilege License	340,950	344,900
Permits	18,400	41,400
Vehicle License	132,000	146,203
Total licenses, permits, and privilege fees	491,350	532,503
Fines	70,000	70,000
Revenue from use of money and property	195,892	231,135
Other revenue	6,000	6,000
Revenue from Commonwealth of Virginia	200,315	200,830
Revenue from Federal Government	396,480	528,330
Other financing sources		
Contributions	1,000	98,707
Insurance Recoveries	---	9,497
Line of Credit Proceeds	450,000	250,000
Note Payable-Public Safety	---	430,000
Reserve funds		
Escrow Reserves- Beautification	---	55,658
Restricted Reserves-Pinewood	4,410	224,220
Operating Reserves	389,587	161,398
		--
Total other financing sources	844,997	1,229,480
Total General Funds Revenues	7,336,208	8,030,216
Road Maintenance	1,033,333	1,067,664
State Highway Maintenance Funds carried forward from 2014	--	108,461
GRAND TOTAL	8,369,541	9,206,341

EXPENDITURES

	<u>ADOPTED BUDGET FY 2014-2015</u>	<u>PROPOSED BUDGET REVISION FY 2014-2015</u>
<u>OPERATING EXPENSES</u>		
GENERAL GOVERNMENT	547,637	614,883
TREASURER	404,669	406,811
PUBLIC SAFETY	2,445,729	2,383,548
PLANNING ENGINEERING & PUBLIC WORKS	810,521	808,135
PUBLIC BUILDINGS	153,145	160,386

COMMUNITY DEVELOPMENT	1,191,840	1,660,477
PARKS, RECREATION & CULTURAL	789,155	822,231
DEBT SERVICE	<u>528,619</u>	<u>334,006</u>
TOTAL OPERATING EXPENSES	6,871,315	7,190,477

CAPITAL OUTLAY

TOWN COUNCIL	--	--
TREASURER	--	--
PUBLIC SAFETY	176,393	175,386
PLANNING, ENGINEERING & PUBLIC WORKS	7,500	58,343
PUBLIC BUILDINGS	177,000	433,770
PARKS, RECREATION & CULTURAL	8,000	16,240
COMMUNITY DEVELOPMENT	96,000	156,000
TOTAL CAPITAL OUTLAY	<u>464,893</u>	<u>839,739</u>

TOTAL GENERAL FUNDS EXPENSES **7,336,208** **8,030,216**

ROAD MAINTENANCE 1,033,333 1,176,125

GRAND TOTAL 8,369,541 9,206,341

WATER AND SEWER

REVENUE

	ADOPTED BUDGET <u>FY 2014-2015</u>	PROPOSED BUDGET REVISION <u>FY 2014-2015</u>
OPERATING REVENUE		
CHARGES FOR SERVICES-WATER	1,397,000	1,423,185
CHARGES FOR SERVICES-SEWER	668,000	681,000
WATER DEBT SERVICE REVENUE	188,970	189,712
SEWER COMPLIANCE REVENUE	492,000	496,000
CONNECTION FEES-WATER	9,900	16,500
CONNECTION FEES-SEWER	23,700	39,500
APPLICATION FEES-WATER	5,500	8 654
MISCELLANEOUS – WATER	500	1,000
MISCELLANEOUS – SEWER	1,000	1,000
TOTAL OPERATING REVENUE	<u>2,786,570</u>	<u>2,856,551</u>
OPERATING EXPENSES		
WATER	1,253,299	1,310,900
SEWER	547,588	575,033
TOTAL OPERATING EXPENSES	<u>1,800,887</u>	<u>1,885,933</u>
OPERATING INCOME BEFORE BAD DEBT, DEPRECIATION AND AMORTIZATION EXPENSE	985,683	970,618
BAD DEBT EXPENSE-WATER	7,500	--
BAD DEBT EXPENSE-SEWER	5,000	--
DEPRECIATION AND AMORTIZATION EXPENSE-WATER	365,000	340,000
DEPRECIATION AND AMORTIZATION EXPENSE-SEWER	600,000	470,000
TOTAL BAD DEBT AND DEPRECIATION EXPENSE	<u>977,500</u>	<u>810,000</u>
OPERATING INCOME (LOSS)	8,183	160,618
NONOPERATING REVENUE (EXPENSES)		
AVAILIABILITY FEES-WATER	40,800	68,000
AVAILIABILITY FEES-SEWER	61,800	103,000

PRO-RATA SHARE FEES-WATER	--	10,400
PRO-RATA SHARE FEES-SEWER	--	13,525
INSURANCE RECOVERIES	--	4,996
INTEREST REVENUE-WATER	6,800	7,240
INTEREST REVENUE-SEWER	4,500	5,400
INTEREST EXPENSE-WATER	(111,606)	(127,886)
INTEREST EXPENSE-SEWER	(36,965)	(29,231)
TOTAL NONOPERATING REVENUE (EXPENSES)	(34,671)	55,444
INCOME (LOSS) BEFORE CONTRIBUTIONS	(26,488)	216,062
CAPITAL CONTRIBUTIONS-SEWER	22,833	22,833
INCOME (LOSS) AFTER CONTRIBUTIONS	(3,655)	238,895

NOTES TO FINANCIAL

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

Water Debt Service Principal	337,974	337,974
Sewer Debt Service Principal	78,850	78,850

- 6) Total capital expenditures to be funded from income, loan funds, and escrow funds are:

Water Capital expenses	173,321	173,321
Sewer Capital expenses	251,321	363,559

**RESOLUTION
BUDGET FOR FISCAL YEAR 2015-2016**

WHEREAS, the Town Council, through its staff and finance committee, has prepared a budget for Fiscal Year 2015-2016; 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 2, 2015; and,

WHEREAS, the budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2015-2016; and,

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

Adopted this 22ⁿd day of June, 2015.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

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

ATTEST:

Lesley G. King
Lesley G. King, Clerk

2016 Budget General Fund

	Proposed Budget Rev FY2014-2015	Proposed Budget FY2015-2016	Proposed Budget FY2015-2016 w/ revisions	% Change	\$ Change
REVENUE					
<u>Revenue from local sources</u>					
Real Estate	1,707,275	1,707,275	1,707,275	0.00%	-
Personal Property	896,500	889,900	889,900	-0.74%	(6,600)
Penalties and Interest	42,045	42,045	42,045	0.00%	-
Total Revenue from Local Sources	2,645,820	2,639,220	2,639,220	-0.25%	(6,600)
<u>Other local taxes</u>					
Bank franchise	123,000	149,000	149,000	21.14%	26,000
Sales	300,000	300,000	300,000	0.00%	-
Utility	193,600	193,600	193,600	0.00%	-
Meals tax - 4%	922,175	915,000	915,000	-0.78%	(7,175)
Meals tax - 1%	461,090	457,500	457,500	-0.78%	(3,590)
Cigarette	130,000	130,000	130,000	0.00%	-
Transient Occupancy	170,000	170,000	170,000	0.00%	-
Short term rental tax	3,230	3,230	3,230	0.00%	-
Rolling stock	23	23	23	0.00%	-
Consumption	46,000	46,000	46,000	0.00%	-
Communications	237,000	237,000	237,000	0.00%	-
Total other local taxes	2,586,118	2,601,353	2,601,353	0.59%	15,235
<u>Licenses</u>					
Privilege License	344,900	344,900	344,900	0.00%	-
Permits	41,400	24,900	24,900	-39.86%	(16,500)
Vehicle License	146,203	146,200	146,200	0.00%	(3)
Total licenses, permits, and privilege fees	532,503	516,000	516,000	-3.10%	(16,503)
<u>Fines</u>					
Revenue from use of money and property	70,000	70,000	70,000	0.00%	-
Other revenue	231,135	220,027	221,667	-4.81%	(9,468)
Revenue from Commonwealth of Virginia	6,000	6,000	6,000	0.00%	-
Revenue from Federal Government	200,830	196,395	196,395	-2.21%	(4,435)
	528,330	2,250	2,250	-99.57%	(526,080)
<u>Other financing sources</u>					
Contributions	98,707	12,250	22,190	-87.59%	(76,517)
Insurance Recoveries	9,497	-	-	100.00%	(9,497)
Line of Credit Proceeds	250,000	450,000	450,000	80.00%	200,000
Note Payable-Public Safety Reserve Funds	430,000	-	-	100.00%	(430,000)
Escrow Reserves-Beautification	55,658	-	-	100.00%	(55,658)
Restricted Reserves-Pinewood	224,220	-	-	-100.00%	(224,220)
Operating Reserves	161,398	122,090	142,510	-24.35%	(18,888)
Total other financing sources	1,229,480	584,340	614,700	-52.47%	(614,780)
Total General Funds Revenues	8,030,216	6,835,585	6,867,585	-14.88%	(1,162,631)

Road Maintenance	1,067,664	1,067,664	1,067,664	0.00%	-
State Highway Maintenance funds carried forward from 2014	108,461	-	-	100.00%	(108,461)
GRAND TOTAL	9,206,341	7,903,249	7,935,249	-14.15%	(1,271,092)
EXPENDITURES					
Operating Expenses					
General Government	614,883	616,742	616,742	0.30%	1,859
Treasurer	406,811	489,975	489,975	20.44%	83,164
Public Safety	2,383,548	2,416,105	2,416,105	1.37%	32,557
Planning, Engineering, & Public Works	808,135	793,613	807,113	-1.80%	(1,022)
Public Buildings	160,386	162,550	162,550	1.35%	2,164
Community Development	1,660,477	319,949	319,949	-80.73%	(1,340,528)
Parks, Recreation, and Cultural	822,231	796,414	796,414	-3.14%	(25,817)
Debt Service	334,006	589,119	589,119	76.38%	255,113
Total Operating Expenses	7,190,477	6,184,467	6,197,967	14.17%	(992,510)
Capital Outlay					
Town Council	-	-	-	0.00%	-
Treasurer	-	157,525	157,525	0.00%	157,525
Public Safety	175,386	176,393	176,393	0.57%	1,007
Planning, Engineering, & Public Works	58,343	121,200	121,200	107.74%	62,857
Public Buildings	433,770	196,000	196,000	-54.81%	(237,770)
Parks, Recreation, & Cultural	16,240	-	18,500	-100.00%	2,260
Community Development	156,000	-	-	-100.00%	(156,000)
Total Capital Outlay	839,739	651,118	669,618	-22.46%	(170,121)
Total General Funds Expenses	8,030,216	6,835,585	6,867,585	-14.88%	(1,162,631)
Road Maintenance	1,176,125	1,067,664	1,067,664	-9.22%	(108,461)
GRAND TOTAL	9,206,341	7,903,249	7,935,249	-14.15%	(1,271,092)

2015 Revised Budget -Water & Sewer

	<u>Proposed Budget Rev</u>	<u>Proposed Budget</u>	<u>%</u>	<u>\$</u>
	<u>FY2014-2015</u>	<u>FY2015-2016</u>	<u>Change</u>	<u>Change</u>
	<u>REVENUE</u>			
T	<u>Operating Revenue</u>			
	1,423,185	1,423,185	0.00%	-
Charges for Services-Water	681,000	681,000	0.00%	-
Charges for Services-Sewer	189,712	189,712	0.00%	-
Water Debt Service Revenue	496,000	496,000	0.00%	-
Sewer Compliance Revenue	16,500	16,500	0.00%	-
Connection Fees-Water	39,500	39,500	0.00%	-
Connection Fees-Sewer	8,654	8,654	0.00%	-
Application Fees-Water	1,000	1,000	0.00%	-
Miscellaneous-Water	1,000	1,000	0.00%	-
Miscellaneous-Sewer				
1	2,856,551	2,856,551	0.00%	-
2				
3	1,310,900	1,374,642	4.86%	63,742
4	575,033	639,162	11.15%	64,129
5	1,885,933	2,013,804	6.78%	127,871
6	970,618	842,747	-13.17%	(127,871)
W	-	-	0.00%	-
S	-	-	0.00%	-
6	340,000	365,000	7.35%	25,000
	470,000	380,000	-19.15%	(90,000)
W	810,000	745,000	-8.02%	(65,000)
S	160,618	97,747	60.86%	(62,871)
	68,000	68,000	0.00%	-
	103,000	103,000	0.00%	-
	10,400	-	100.00%	(10,400)
	13,525	-	100.00%	(13,525)
	4,996	-	100.00%	(4,996)
	-	(70,000)	L	(70,000)
	7,240	6,800	-6.08%	(440)

Interest Revenue-Sewer	5,400	4,500	-16.67%	(900)
Interest Expense-Water	(127,886)	(42,583)	-66.70%	85,303
Interest Expense-Sewer	(29,231)	(10,101)	-65.44%	19,130
Total Nonoperating Revenue (Expenses)	55,444	59,616	7.52%	4,172
Income (Loss) Before Contributions	216,062	157,363	-27.17%	(58,699)
Capital Contributions- Sewer	22,833	11,890	-47.93%	(10,943)
Income (Loss) After Contributions	238,895	169,253	-29.15%	(69,642)

NOTES TO FINANCIAL

- 1) Income loss is funded by prior year operating
- 2) Availability fees are moved to escrow funds construction and improvements
- 3) Pro-rata Share fees are moved to escrow funds construction and improvements motivated by
- 4) Water Debt Service revenues and Sewer escrow accounts and used to pay debt on sewer consent order.
- 5) Principal payments to be funded from income and debt service revenues for 2015 and 2016 are:
 Water Debt Service Principal 381,887
 Sewer Debt Service Principal 97,940
- 6) Total capital expenditures to be funded from income, loan funds, and escrow funds are:
 Water Capital expenses 560,943
 Sewer Capital expenses 25,512

APPROPRIATION RESOLUTION TO CARRY FORWARD AND RESTRICT FUNDS
APPROPRIATED IN FISCAL YEAR 2014-2015

WHEREAS, the Town Council, in its 2014-2015 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 2014-2015 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 2014-2015 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	\$728,291
Police Evidence Building Improvements	80,000
Storage Building Improvements	<u>46,000</u>
	\$854,291

SEWER FUND

Sewer consent order compliance funds	\$22,000
Construction Standards Update	<u>3,321</u>
	\$25,321

WATER FUND

Water Line Replacement	\$110,000
Construction Standards Update	<u>3,321</u>
	\$113,321

HIGHWAY FUND

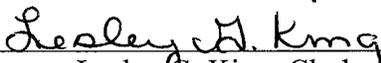
Construction Standards Update	<u>\$3,321</u>
	\$3,321

Adopted: July 7, 2015

Handwritten signature of T. Carter Williams in cursive script, written over a horizontal line.

T. Carter Williams, Mayor

Attest:

Handwritten signature of Lesley G. King in cursive script, written over a horizontal line.
Lesley G. King, Clerk

APROPRIATION RESOLUTION
FISCAL YEAR 2015-2016

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 2015-2016, beginning July 1, 2015:

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, 2015, and ending on the 30th day of June, 2016:

A. From General Corporate Taxes and Revenue:

Operating expenses:

For general government	\$616,742
For treasurer	489,975
For public safety	2,416,105
For planning, engineering & public works	807,113
For public buildings	162,550
For community development	319,949
For parks, recreation & cultural	796,414
For debt service	<u>589,119</u>

Total \$6,197,967

Capital outlay:

For Treasurer	\$157,525
For public safety	176,393
For planning, engineering & public works	121,200
For public buildings	196,000
For parks, recreational & cultural	18,500
For road maintenance	<u>1,067,664</u>

Total \$1,737,282

GRAND TOTAL \$7,935,249

Appropriated for the foregoing expenses from the following sources:

Taxes:

Real Estate	\$1,707,275
Personal Property	889,900
Penalties & interest	42,045
Franchise	149,000

Sales	300,000
Utility	193,600
Meals-4%	915,000
Meals-2%	457,500
Cigarette	130,000
Transient Occupancy	170,000
Short term rental	3,230
Rolling stock	23
Consumption	46,000
Communications	<u>237,000</u>

Total \$5,240,573

Licenses:

Privilege licenses	344,900
Permits	24,900
Motor vehicles	<u>146,200</u>

Total \$516,000

Fines	70,000
Revenue from use of money and property	221,667
Other revenue	6,000
Revenue from Commonwealth of Virginia	196,395
Revenue from Federal Government	<u>2,250</u>

Total \$496,312

Other Financing Sources:

Contributions	22,190
Line of credit proceeds	450,000
Operating reserves	142,510
Road maintenance	<u>1,067,664</u>

Total \$1,682,364

Grand Total \$7,935,249

B. From Water and Sewer Revenues

For water operating expenses	\$1,374,642
For sewer operating expenses	639,162
For depreciation & amortization expense- water	365,000
For depreciation & amortization expense- sewer	380,000
For interest expense – water	42,583
For interest expense – sewer	10,101
For well nest contribution	<u>70,000</u>

Total \$2,881,488

Reserves

To Water Reserves	(138,374)
From Sewer Reserves	<u>307,627</u>

Total \$169,253

Grand Total \$3,050,741

Appropriated for the foregoing expenses from the following sources:

Operating revenue:

Charges for services-water	1,423,185
Charges for services-sewer	681,000
Water Debt Service Revenue	189,712
Sewer Compliance Revenue	496,000
Connection fees-water	16,500
Connection fees-sewer	39,500
Application fees-water	8,654
Miscellaneous – water	1,000
Miscellaneous – sewer	<u>1,000</u>

Total \$2,856,551

Non-operating revenue (expenses)

Availability fees-water	68,000
Availability fees-sewer	103,000
Interest revenue-water	6,800
Interest revenue-sewer	4,500
Contribution – capital	<u>11,890</u>

Total \$194,190

Grand Total \$3,050,741

SUMMARY

Appropriated from general corporate taxes and revenue	\$7,935,249
Appropriated from water and sewer revenues & reserves	<u>\$3,050,741</u>
TOTAL:	\$10,985,990

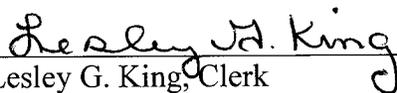
These appropriations shall be effective as of July 1, 2015.

Adopted: July 7, 2015

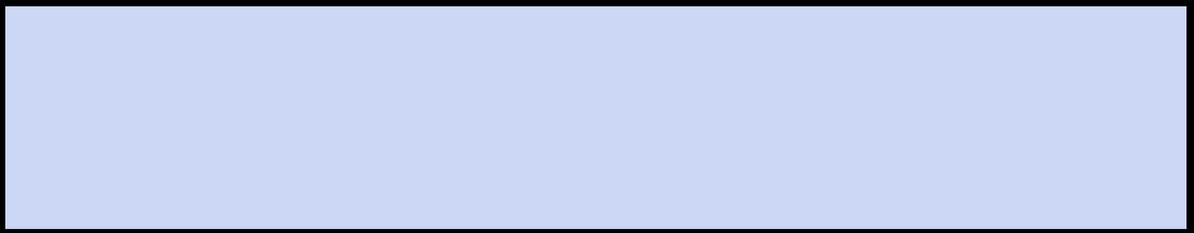


T. Carter Williams, Mayor

Attest:



Lesley G. King, Clerk



SMITHFIELD CENTER REPORT

2015 Annual Report
 Smithfield Center and Outdoor Venues and Park Programming



Exhibit A: Revenue Comparison of Smithfield Center & Outdoor Venues 2011-2015

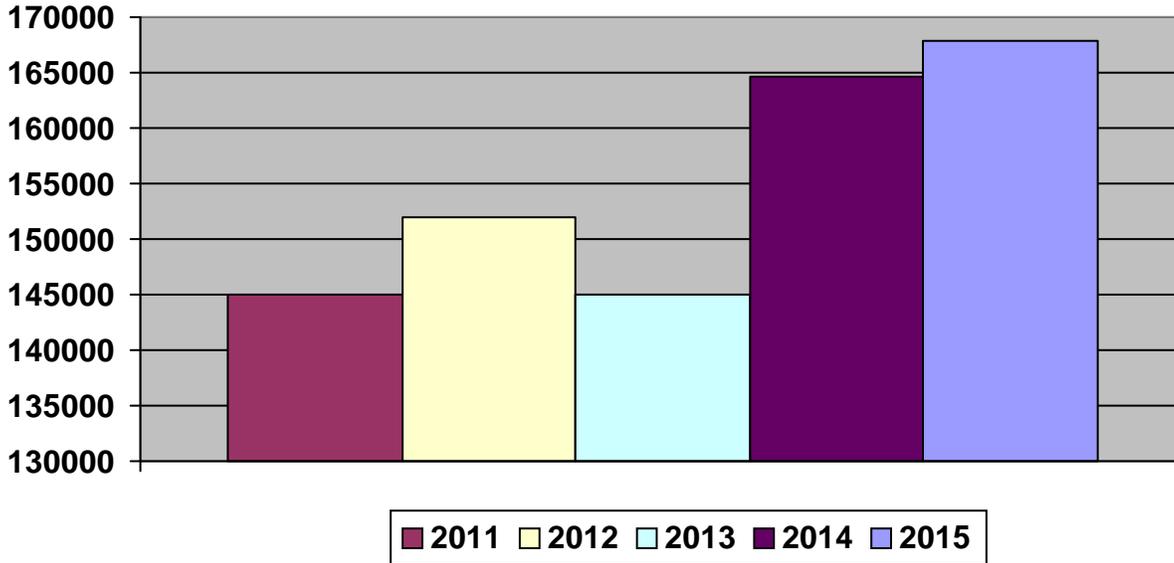
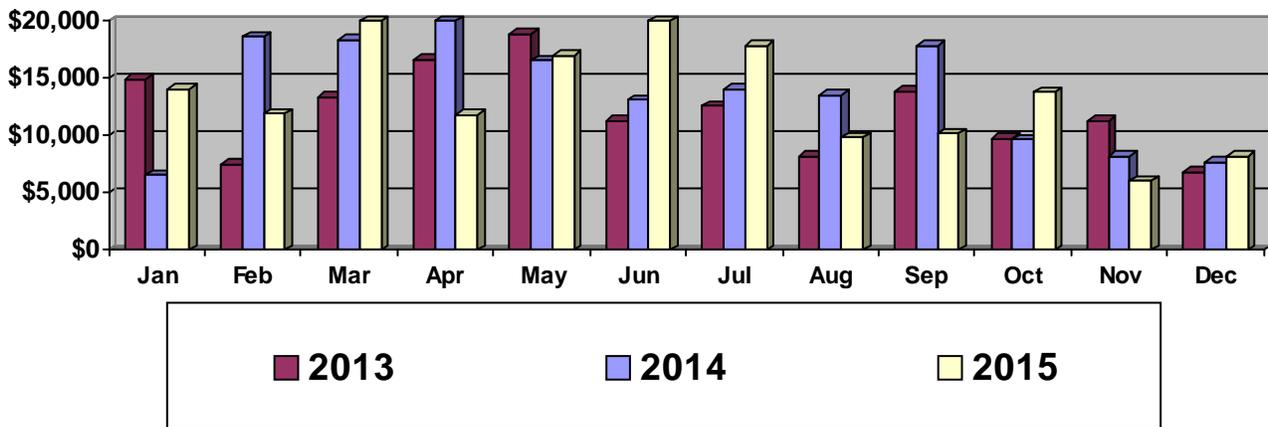


Exhibit B: Comparison of Revenue Totals of Smithfield Center & Outdoor Venues by month from 2013-2015



- *The average revenue per month was around \$ 14,000 .*

2015 Annual Report
 Smithfield Center and Outdoor Venues and Park Programming



Exhibit C: Comparison of Total Number of Events 2013-2015

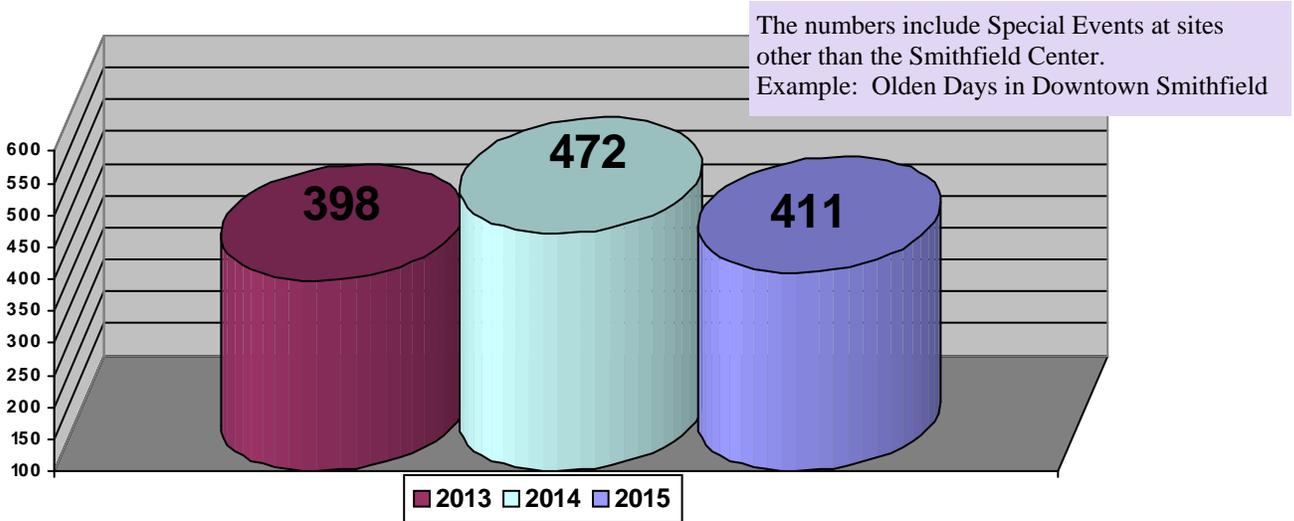


Exhibit D: Weddings Per Year
 Comparison 2013-2015

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

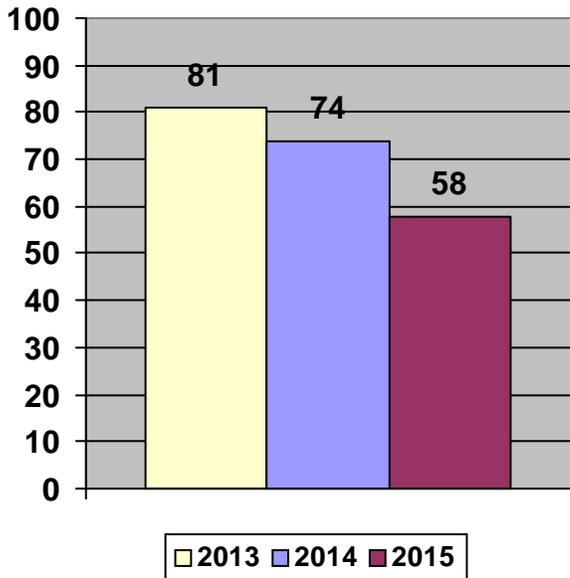
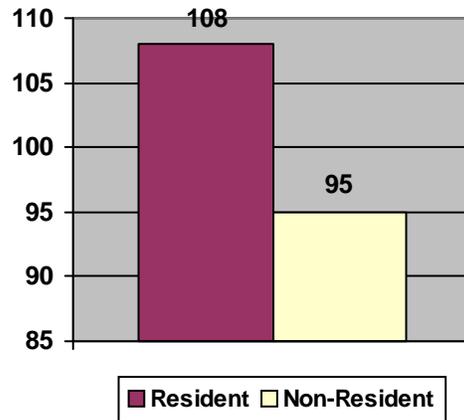


Exhibit E: Resident versus Nonresident



The Smithfield Center and Outdoor Venues and Parks have 2 rates
Resident Rate for Isle of Wight County Residents &
Standard Rate for those that live outside of Isle of Wight County.
 Below are some of the cities where our non-resident clients hail from:

Chesapeake
Hampton
Newport News
Richmond
Suffolk
Virginia Beach
Williamsburg



Exhibit E: Kayak Rentals at Windsor Castle Park

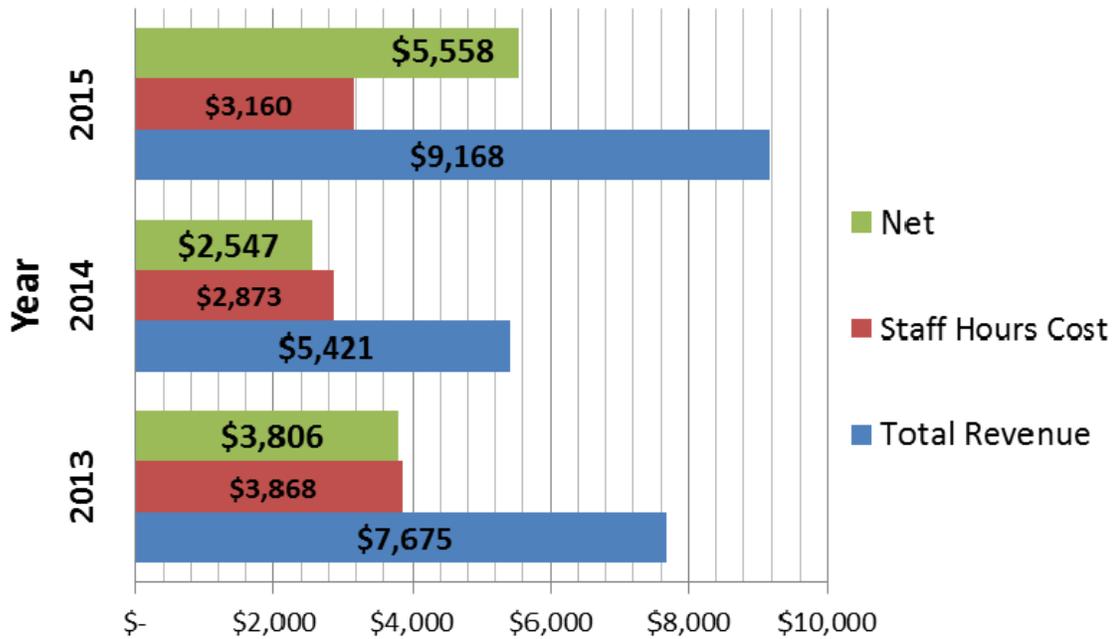


Exhibit F: Eco Counter Data from Windsor Castle Park

Total Traffic for the Eco Counter at the Main Parking Entrance January -December 2015		95,975
Daily Average		266
Busiest Day of the Week		Sunday
Busiest Days for 2015	Wednesday, October 21st Wednesday, September 23rd Sunday, March 8th	2114 (Cross Country Meet) 1094 (Cross Country Meet) 1066

2015 Annual Report
Smithfield Center and Outdoor Venues and Park Programming



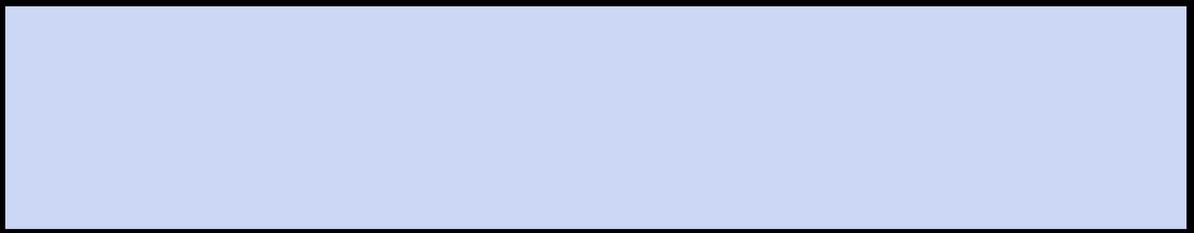
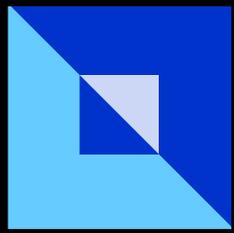
Capital Improvement Projects for 2016 and beyond

Smithfield Center

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

Windsor Castle Park

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



SMITHFIELD / ISLE OF WIGHT
(TOURISM)
REPORT



ISLE OF WIGHT
COUNTY, VIRGINIA
Local Roots, Global Reach

Smithfield & Isle of Wight Tourism

Annual Activity Report – 2015

Tourism Group Tours Hosted:

34 Tours/500 people
723 Hospitality Bags delivered

Special Events Coordinated/Supported:

Smithfield Farmer's Market-(62,000/season)

January:

BOB Fest (SOLD OUT! 1,500)

February:

Chamber Mardi-Gras Run for the Beads (250)
3rd Annual Restaurant Week (17 participating restaurants/
697 response cards returned)

April:

Hope, Hams, History & Hospitality Bike Tour (900)
Home School Day (350)
Smithfield Wine and Brew Fest (SOLD OUT 3,000)

May:

Hospitality Hero Event (100)
Main Street Mustang Show (2,000)
Windsor Castle Park Anniversary Events (\$17,000 raised at gala)

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, Vintage Alley. (8,500)

August:

Courthouse of 1750 Re-Dedication Event (250)

September:

IOW County Fair (29,337)
Smithfield Music Presents the Mike Aiken Americana Music Festival (600)

October:

Smithfield Bacon, Bourbon & Beach Music Fest
(cancelled due to weather...still able to pay out due to event insurance)

Smithfield &
Isle of Wight
Convention &
Visitors Bureau

VisitSmithfieldVA.com

319 Main Street
P. O. Box 37
Smithfield, VA 23430
757.357.5182
800.365.9339
FX 757.365.4360

Town & Country Day. (3,000)
Halloween (2,000)
Chamber Century Bike Tour (250)

November:

Vintage Market (8,000)

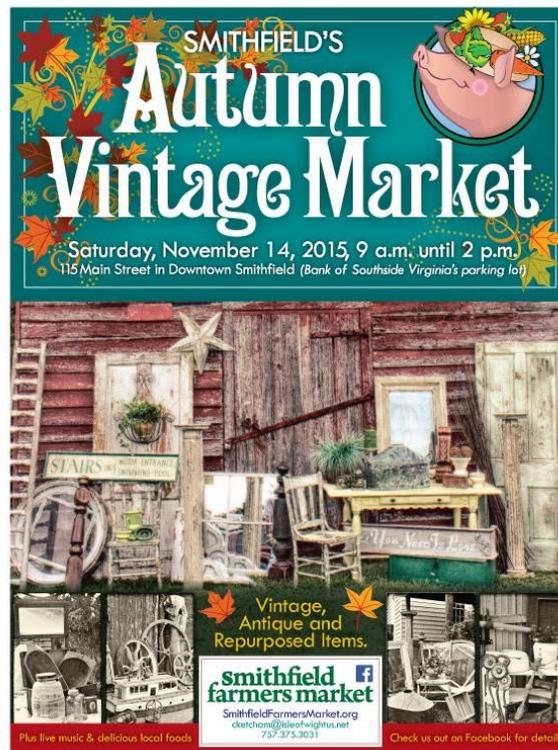
December:

Smithfield Evening Farm & Craft Market (20,000)

Christmas in Smithfield (2,000)

Smithfield Christmas Parade (7,000)

Weekly Event Calendar Distribution to Tourism Stakeholders and public WEEKLY!



Flyer for the Vintage Market



Smithfield Olden Days Festival

Organizations Smithfield & Isle of Wight Tourism belong to:

Smithfield 2020

Smithfield Historic District Economic Development & 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

Regional Visitor Center Managers Group - Member

VRLTA-Virginia Restaurant, Lodging & Travel Association – Member

(formerly VHTA)

Coastal Virginia Tourism Alliance-CVTA - Member

Director is 2015/2016 Vice President for CVTA

Support regional CVB Tourism efforts

National Tourism Week

Regional website and 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 2015/2016

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

New Directions Task Force

CVTA (Southeast Virginia Tourism Alliance)

Director is Vice President 2014/2015

Digital Marketing Content Committee

Smithfield 2020

Director is on Executive Committee in charge of Promotion

Smithfield VA Events

**Smithfield Special Events Committee
Historic Saint Luke's Church
Historic Smithfield
Windsor Castle Park Gala Committee**

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

WLQM-event specific.

Carrollton Rotary Club

Smithfield Rotary

VACVB Winter Quarterly Meeting (hosted here)

Trade Shows Attended:

VACo Annual Meeting Trade Show

Virginia Beach Boat Show

Smithfield Center Special Occasions Show

VOW Bridal Shows (Hampton & Virginia Beach)

Richmond Bridal Show

Chamber Meet the Isle Trade Show

Welcome Booth at IOW County Fair

Welcome Booth at all Smithfield VA Events, events



Smithfield VA Events holds 3 events each year at Windsor Castle Park

Meetings/Conventions Attended:

VA-1 Summit on Tourism- Richmond, VA. - served on Planning Committee
VACo Annual Meeting 2015
VACVB Quarterly Meetings
VTC/VHTA Summit-Norfolk
Christopher Newport University –
judged Marketing Student Year-End Projects

Blitzes:

Williamsburg-monthly (all materials created in-house)
Norfolk Airport-National Tourism Week
Newport News/Williamsburg Airport
East Coast Gateway Welcome Center
AAA Sales Blitz with Virginia Association of Convention
& Visitor Bureaus - during the American Bus Association Marketplace (Louisville), and the National Tour Association Meeting (Atlanta) – sent profile sheets and swag

Training:

VACVB Quarterly Meetings
VA-1 Summit-Richmond
Town of Smithfield Training Day
Smithfield Supervisors Training (March)
“15 Methods for optimizing your Facebook ads”-online seminar
VHTA Commonwealth Hospitality Forum-Williamsburg
All required IOW County training
January 14, 2015 - VTC Visitor Center Manager Meeting/Training
January 29, 2015 - Health Fair
February 24, 2015 - Lunch and Learn - Exercise at your desk
February 6, 2015 - Driving Tourism Through Special Events
March 5, 2015 - Healthy Choices, Nutrition, Education
March 10, 2015 – P-Card Training
March 17, 2015 - Tornado Drill
April, 2015 – Effects of Sugar and Sugar Free Options
April, 2015 – Walk at Work
May 27, 2015 – Health Fair
May, 2015 – Meeting Financial Challenges
June 2, 2015 – Lunch and Learn
July 21, 2015 - Office Ergonomics Training
July 9, 2015 – Work Place Violence Training
September 8, 2015 – AED Training
October 14, 2015 – Defensive Driving Training
October 15, 2015 - Earthquake Safety Drill
November 17, 2015 – Safety Training for the Holidays
December 16, 2015 – Accident Report Training

Publications/ads:

Travel Host
Williamsburg Magazine - Co-op ad with merchants (11 months)
Veer Magazine (Aiken Fest)
American Rhythm Magazine (Aiken Fest)
Smithfield Times (Tourism Special Events, Aikenfest, SVAE events)
Virginian Pilot (Olden Days Ads)
Slice of Smithfield – create ads for town & tourism

Williamsburg/Jamestown/Yorktown Visitor Guide (ad and editorial)
Virginia Travel Guide ad
Virginia Travel Guide ad – Bridal section
Virginia Municipal League
Virginia Living Magazine: co-op with Virginia Tourism Corporation
Recreation News ad
Town of Smithfield Newsletter
Williamsburg Map
Chamber of Commerce Community Guide & Business Directory –
 ad for town
Historic Garden Week program ad
Daily Press Town Square
Virginian Pilot Suffolk Sun, Your Corner, Sunday Clipper, Beacon
Tidewater News
Windsor Weekly
Coastal Virginia Magazine

GENU·SHINE
 Genuine Smithfield Sparkles for the Season!

Whether it's a historic homes tour, an antiques show, our popular evening market, an inspiring concert, or our fabulous old-fashioned Christmas parade, you're sure to find something festive happening in Smithfield and Isle of Wight County throughout the entire holiday season.

"Gifted Art" Show at the Arts Center @ 319
 Through December 31, 319 Main Street, 757.357.7707

"An Evening with St. Nick" Isle of Wight Museum
 Friday, December 4, 5:30 - 7:30 p.m.,
 103 Main Street, Registration: 757.356.1223

**Smithfield Farmers Market's
 "Christmas Craft and Food Market"**
 Saturday, December 5, 9:00 a.m. - 1:00 p.m.
 Bank of Southside Virginia, 115 Main Street, 757.375.3031

Christmas in Smithfield Antiques Show & Homes Tours
 Saturday, December 5 & 6, Antiques Show at the Smithfield
 Center, 220 N. Church Street, Hotel Packages available.
 Details & Tickets: ChristmasInSmithfield.com

"Sing We Now of Christmas" Concert
 Sunday, December 6, 6:00 p.m., Trinity United Methodist,
 201 Cedar Street, ChristmasInSmithfield.com

**"Victorian Traditions" presented by the Dixie Belles,
 and book signing by author, Doris Rae Gwaltney
 at the Mansion on Main Bed & Breakfast**
 December 5 & 6, 36 Main Street, 757.357.0006

Military Holiday Concert by the Fleet Forces Band
 Thursday, December 10, 7:00 p.m. at the Smithfield Center,
 220 North Church Street

Third Annual Smithfield Evening Christmas Market
 Friday, Dec. 11, 5:00 - 9:00 p.m., Main Street, 757.375.3031

"Junie B! First Grader" at Smithfield Little Theatre
 December 11 - 20, weekend matinee & evening
 performances, 210 N. Church Street, 757.357.7338

Town of Smithfield Christmas Tree Lighting
 Friday, December 11, 5:30 p.m., Smithfield Center
 220 North Church Street, 757.357.2806

2015 Genuine Smithfield Christmas Parade
 Saturday, December 12, 11:00 a.m.
 Main & Grace Streets, 757.357.5182

Breakfast with Santa at the Smithfield Center
 Saturday, December 12, 8:00 - 10:00 a.m.
 220 North Church Street, Tickets: SmithfieldKiwanis.org

**Smithfield Farmers Market's
 "Christmas Craft and Food Market"**
 Saturday, December 19, 9:00 a.m. - 1:00 p.m.
 Bank of Southside Virginia, 115 Main Street,
 757.375.3031

Luter Family YMCA's "Festival of Trees"
 Saturday, December 21, 6:00 - 10:00 p.m.
 Smithfield Center, 220 North Church Street
 Tickets: PeninsulaYMCA.org/local/ore/luter/

Sign up for our weekly e-newsletter "Where the Locals Go" at VisitSmithfieldIVA.com.

Visit
 Smithfield
 .com

ART SHOP DINE

Slice of Smithfield Ad – Winter 2015



Foodie Detective & Retail Therapy promote merchants on tourism's social media sites.

Social Media/Digital Advertising/Website:

**Redesigned (in-house) GenuineSmithfieldVA.com,
VisitSmithfield.com, VisitSmithfieldVA.com**

Update daily, 200 pages, docents and staff trained to make updates on website

January 1, 2015 – January 1, 2016: 63,091 sessions, 46,359 users, 171,562 pageviews

Facebook:

6,071 likes, daily posts, boosted posts/ads, live posts for events, staff trained and encouraged to post

Pinterest: maintain & create boards

Instagram: posts several times per week

Hamtown Charm blog

VisitSmithfieldVAblog

Googleplus: posts several times per week

LinkedIn: posts several times per week

YouTube Channel for Genuine Smithfield station

Produced in-house videos for YouTube and other social media

(digital holiday cards, photo showcases)

Virginia.org: Updated listings for Virginia Tourism Corporation website

VisitCOVA.com: Contribute content monthly, update information

Twitter: posts several times per week, live-tweets from events

IOWC Department of Emergency Services

created profile images for department for county website

Ham Cam: promotional materials, upload to YouTube, schedule speakers

Continue to sell space on Home Page: \$100 per month x 3 merchants

Send out Smithfield Rocks email to list monthly

IOWC County Attorney's Office: created FAX sheet and online form

Travel Virginia online ad and editorial

Pilot online

Public Relations/New Releases:

Daily Press blog post by Mike Holtzclaw on Ham Cam

WaterWay Guide listing

Williamsburg Magazine listing

Slice Magazine articles:

"Riddles" booklet, Bacon fest photos, biking page, Smithfield on the Move walking tour maps, kayak outfitters at Windsor Castle Park, Museum's Guided Walking Tours

Hamptonroads.com travel article by Lorraine Eaton

Isle of Wight County Photos sent to Virginia Business for Hampton Roads
Statistical Digest
Norfolk International Airport Website: Images and listing
Recreation News article
Travel Host Hampton Roads – two articles
Williamsburg Magazine story on Christmas Store
“12 Perfectly Picturesque Small-Towns in Virginia” List on
www.onlyinyourstate.com
News Release on Restaurant Week
Fort Boykin article on SuffolkNewsHerald.com
Power Points for Board of Supervisors meetings
USB Drives/materials sent to Society of American Travel Writers
 Conference
News Release for 2015 Hospitality Hero Contest
News Release for 2015 Pork-a-Razzi Photo Contest
Visitor Center sign image sent for TRIAD conference
Williamsburg Magazine story on Smithfield as Daytrip Destination
HR Scene – WAVY TV10’s website - Photo contest featured
101.7 Photo contest featured with Dan Preston
Press Release on Tourism Day honorees
Press Release on Olden Days
Williamsburg Magazine, Article with photos
WilliamsburgFamilies.com, events listed
Virginia Tourism Corporation’s email - Fort Boykin featured on “10
 Places for a Historic Walk

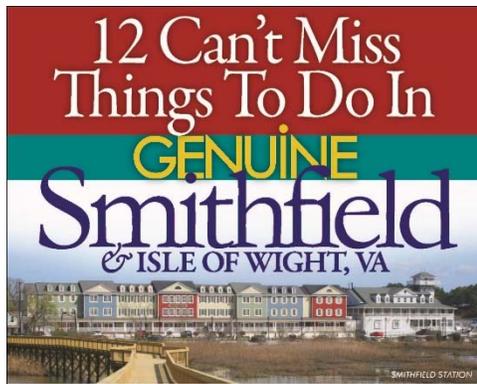
Travel Writers/Bloggers/others hosted:

Hosted SATW (Society of American Travel Writers)
 FAM Tour (10 travel writers)
Food Bloggers Tour (in conjunction with Smithfield Foods)
Reed Hellman, Recreation News
Hosted 3 timeshare workers from Diamond Resorts
Hosted Krystal and her husband from Powhatan Resort

Promotional Materials Produced:

Restaurant Rack Card: Updated
Restaurant Week promotional materials
Smithfield Farmers Market promotional materials
Isle of Wight County Fair promotional materials (awards received)
IOWC Parks and Recreation posters for events
Smithfield Vintage Markets promotional materials
Olden Days promotional materials
Coloring book: Updated
2016 Rack Brochure
Seven-Day Merchants brochure: Updated
Tourism Business cards
Tourism Notecard
Historic Garden Week promotional materials
Group Tour follow-up survey & itinerary template
Community Ambassadors certificates
Hospitality Heroes certificates
Tourism Day E-invitation
Lundeen brochure: Updated
Walking Tour Brochures: Revised
Rack Brochures for Merchants

- Map for Christmas Parade New Route
- Outdoor Downtown Map for Town sign: Updated
- Farmers Market Evening Market: promotional materials
- Hospitality Bag Cards for lodgers
- Town & Country promotional materials
- Christmas Parade: promotional materials
- Boykin's Tavern Self-Guided Tour Brochure
- "HAM" stickers
- Van Wrap: Updated
- Christmas in Smithfield promotional materials
- Revised Facts & Riddles booklet
- Isle of Wight County Museum 2016 Guided Walking Tour – promotional materials
- Farmers Market stickers
- Guided Tour brochure
- Hospitality Hero program promotional and online materials
- IWAAlert brochure – updated
- Isle of Wight County Museum programs promotional materials
- Fort Huger and Fort Boykin brochures – updated
- "12 Can't Miss" Rack Cards – updated
- Windsor Castle Park Outfitters promotional materials
- "Trail Doctors" t-shirt design for Windsor Castle Park



1 Smithfield's & Isle of Wight Visitor Center and Arts Center @ 319
319 Main Street, Visitor Center 757.357.5182, Arts Center 757.357.7707
Make this your first stop for a historic walking tour map, "Passport to Savings" card for discounts at local merchants and information on area attractions, lodging, dining options and special events. The Visitor Center shares space with the Arts Center @ 319, which exhibits the works of local and regional artists. Peruse the gallery/gift shop and chat with the resident artists.

2 The Isle of Wight County Museum
103 Main Street, Smithfield 757.356.1223
Interpreting local history, the museum features prehistoric fossils, Native American and Colonial artifacts, an authentic country store, a Smokehouse and Civil War exhibits, and the world's oldest, edible cured ham (110 years old!).

3 The Old Courthouse of 1750
130 Main Street, Smithfield 757.356.9016
Originally modeled after the Capitol Building in Colonial Williamsburg, this restored building is also home to the golden eagle masthead removed from a Yankee gunboat during the Civil War's Battle of Smithfield.

4 Smithfield's Porcine Parade & Lundeen Statues
Located throughout Downtown Smithfield 757.357.5182
Smithfield is proud to present 8 life-size statues of market hogs, painted by artists to reflect an aspect of the town's history & culture. Smithfield also boasts the largest public collection of George Lundeen life-size bronze statues. Pick up a brochure at the Visitor Center.

5 Historic Fort Huger
15080 Talcott Terrace, Smithfield 757.357.0115
Historic Fort Huger was known as the Gateway to the Confederate Capital. View the ghost fleet on the James River, take a self-guided walking tour and see the cannon mounted along the edges of the fort. Guided walking tours are offered throughout the year.



Food & Drink: Genuine Smithfield, known for its wonderful hams and peanuts, has something to please the most discerning palate. Local menu selections include pork, regional gourmet dishes, seafood, homemade breads and sweets, Southern home cooking, a variety of pasta dishes, craft beer, and, of course, Smithfield ham! And don't forget dessert!

Taste of Smithfield
217 Main Street, 757.357.8950
A Southern table awaits you in the place where the Southern table began. Taste of Smithfield is a restaurant and specialty foods store where you can sample and savor Southern fare in the heart of Smithfield's historic district. Informal, moderately priced, pork & peanut products, samples daily.

Smithfield Station
415 South Church St., 757.357.7700
Overlooking the Pagan River, the Station offers an award-winning menu, specializing in fresh seafood, Smithfield ham and their popular Sunday Breakfast Buffet. The Station's IBX Bar and Grillie offers less formal dining with the same amazing views. Casual, moderately priced, waterfront dining.

Smithfield Gourmet Bakery Cafe & Beanery
218 Main Street, 757.357.0220
Offering a quaint cafe, outdoor patio and beanery, and a commitment to serve the freshest ingredients and hand-selected seasonal produce. Breads are homemade from the bakery's own recipes and baked fresh daily. Moderately priced, outdoor dining available.

The Smithfield Inn
112 Main Street, 757.357.1752
Built in 1752, the Inn offers regional favorites like Chesapeake Bay crab cakes and their world-famous Smithfield Ham sliced thin then tucked into mouth-watering yeast rolls (baked faithfully every morning by Mozell Brown for 47 years). Formal & informal, outdoor dining available.

ART SHOP DINE

Two rack cards that are popular with our visitors

IOW County Branding:

Voices from the Isle card and power point presentation

for Board of Supervisors meeting

Financial Plan and Adopted Budget covers

Flash Drives for county

Business Cards, letterhead with town & county logos

Emergency Services patch for uniforms and brochure

Uploaded videos to Voices Youtube channel

“Welcome to Isle of Wight County banners

Social Media inventory

Voices from the Isle created website/email design and contact email lists

Emergency Services Signage

Templates, letterhead, forms, etc. for various county departments

Voices from the Isle video storyboard concept for Chamber of Commerce

breakfast program, centerpieces and takeaways

Newcomers Guide

Department of Parks and Recreation signage for parks

“Button” designs for county website

Department of Economic Development signage



Young visitors enjoy the new Blackwater River exhibit at the Isle of Wight Museum

Design Projects:

Isle of Wight County Museum Blackwater River Exhibit

Posters for new kiosks at the Visitor Center

(generates revenue \$100 per year x 8 merchants)

Isle of Wight County Museum Postcard Exhibit

Isle of Wight County Museum outdoor banners

Plaque for Randall Booth painting at County Courthouse building

Isle of Wight County Museum Cold War Exhibit

Finished re-brand/re-design (in-house) of front of Visitor Center

Highlights!:

16,450 guests were greeted at the Visitor Center in 2015, a 2% increase compared to 2013

The top five states for visitors to Smithfield, in ranked order: Virginia, Pennsylvania, Maryland, North Carolina, New York. These 5 states constituted 77% of all visitation.

50% were New Visitors and 45% were Return Visitors. 5% 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 **48 states and the District of Columbia** (no visitors from Wyoming or North Dakota)

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

Created and implemented the IOW County **VOICES FROM THE ISLE** communication and public relations initiative. Newcomers Guide completed. Chamber State of the County Breakfast and Voices from the Isle project forwarded.

Began **"HAM CAM"** live video stream minute to promote upcoming events live on the HAM CAM installed at the Isle of Wight Museum. HAM CAM Minute is every Thursday at 12:05 p.m. Promote events, announce Retail Therapy Winners, interview guests and promote tourism initiatives!

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

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

Created and implemented **"Foodie Detective" and "Retail Therapy" Programs** - online games to promote merchants and restaurants. Completed **"Experiential Photography"** project with professional photographers.

Installed **"people counter"** at the new Public Restroom to capture data.

Worked with **VDOT for improved signage** to Smithfield & Isle of Wight County in Surry (route from Ferry).

Completed **Digital Billboard and Facebook contest project.**

2015 Pork-a-Razzi Photo Contest netted additional promotional product.

Isle of Wight Farm Tour Brochure and Signage Design.

Visitor Center continued as a **VIRGINIA GREEN** accredited Center.

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

Hospitality Hero program continued to reward and recognize front line hospitality employees in Smithfield & Isle of Wight. Ceremony held to congratulate Hospitality Heroes, Community (H)ambassadors and Photo Contest winners. Donna Nurney from Smithfield Station was the HH of the Year! Calvin Kelly from the Smithfield Center was the HH People's Choice! Ron Pack won a special "Leader of the Pack" award for Tourism.

2015 The Vacation Channel continued airing a segment on all of the Hampton Roads/Coastal Virginia destinations including Smithfield & Isle of Wight - 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!



2015 Hospitality Heroes were recognized at our National Tourism Month Celebration

2015 Accolades & Awards:

TripAdvisor Award of Excellence –

Smithfield & Isle of Wight Visitor Center

VA LIVING MAGAZINE - Smithfield Farmers Market-GOLD

ONLY IN YOUR STATE.COM

Smithfield Gourmet Bakery –

one of the TOP 10 Places to Get HAM in VIRGINIA

Top 12 Perfectly Picturesque Towns in VIRGINIA

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

Top 15 Safest and Most Peaceful Places to Live in VIRGINIA

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

Smithfield Station - Top 15 Restaurants in VIRGINIA

with Jaw Dropping Views While you Eat

COASTAL VIRGINIA MAGAZINE BEST OF....

Isle of Wight Academy –

Silver Award Winner Best Of overall category- Best Private School

Smithfield Ice Cream Parlor - Southside Bronze Winner

Best Ice Cream/Frozen Treats

Smithfield Station - Southside Gold - Best Banquet and Event Hall

Smithfield Gourmet Bakery - Southside Bronze - Best Bakery

Anne of Smithfield - Southside Bronze - Best Women's Wear

Bon Vivant Wine and Brew - Bronze Award Winner in the

Best Of Overall category - Best Wine and Beer Shop

Cypress Creek - Southside Gold - Best Golf Course

Smithfield Wine and Brew Fest -Southside Gold - Best Outdoor Festival

Windsor Castle Park - Southside Gold- Best Place to Hike/Walk

Windsor Castle Park- Southside Gold - Best Place to Picnic

Smithfield Farmer's Market - Gold Award Winner

Best Farmers Market overall!

Smithfield - Southside Bronze - Best Family Friendly Attraction

Smithfield - Southside Silver - Favorite Place to take out-of-towners

Smithfield Gardens - Southside Silver - Best Garden Center
Bristow's Landscaping - Southside Silver - Best Landscaping Company
Smithfield Arts Center - Southside Bronze - Best Art Gallery
Smithfield Olden Days Festival - Southside Bronze- Best Gala/event
Smithfield Little Theater - Southside Gold - Best Performing Arts Center



It's a party every Saturday morning at the award-winning Smithfield Farmers Market!

Major marketing initiatives upcoming in 2015:

Work with Isle of Wight Parks & Rec on creating and managing a major **Summer Concert Series at the County Fairgrounds.**

Historic Garden Week Tour April 2016 in Isle of Wight County.

Create and implement a **BURLAP TRAIL** in conjunction with neighboring localities featuring HAM, PEANUTS and all thing rural! Apply for VTC grant and start promoting!.

Forward work on the **Beaches to Bluegrass Trail.**

Work with the Isle of Wight Museum on their

40th Anniversary Celebration.

Will be featured in the **Virginia Tourism Corporation's**

August Digital Newsletter.

Marketing Research Project

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

Continue to assist Smithfield VA Events to maintain and promote 3 large annual events-Smithfield Wine & Brew Fest in April, the Genuine Smithfield Bacon, Bourbon and Beach Music Fest in September and BOB Fest (Oyster Fest!) in January. SVAE has raised over \$350,000 for local charities and organizations in the past 5 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 & 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 and bloggers.**

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

Focus on **Tours, Group Business** and expanding Smithfield and IOW as an **overnight destination**

Continue **Tourism Community Ambassador Program** to work with community leaders to bring groups that they belong to (either business, government, fraternal or social) To Smithfield and IOW to support the hotels and meeting destinations.

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

Become **certified by the Virginia VACVB CVB Certification Program**

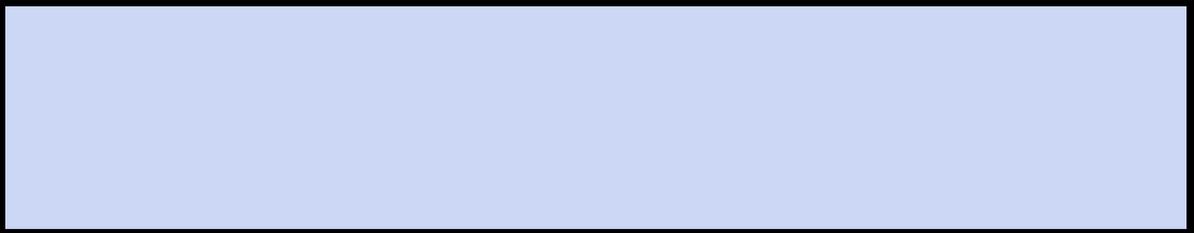
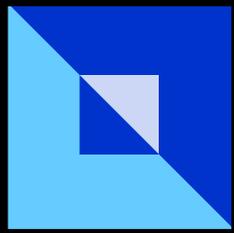
Continue to grow successful **Smithfield & Isle of Wight Restaurant Week Program** - consider expanding to 2 X per year.

Continue to manage and support **Smithfield Farmer's Market, the Smithfield Farmer's Market Evening Market and the Smithfield Vintage Market Show and Sale**

Bring it!
community

ambassador
 —smithfield & isle of wight—

The CAP Program encourages residents to bring their meetings and conventions to Smithfield & Isle of Wight County.



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

Town of Smithfield



2015 Annual Report

Staff Members

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

Staff Certifications/Licenses

- Sonja Eubank and Josiah Jendrey received the Virginia Contracting Association certification through the Virginia Institute of Procurement.
- Joseph Reish obtained the Department of Environmental Quality Erosion & Sediment Control Inspector certification.
- William Saunders obtained the Department of Environmental Quality Erosion & Sediment Control Combined Administrator certification.

Planning and Zoning Department

Planning Commission

	Reviewed	Approved or Recommended Approval	Denied or Recommended Denial	Tabled
Rezoning	1	0	1	0
Preliminary Site Plan Review	1	1	0	0
Final Site Plan Review	1	1	0	0
Preliminary Subdivision Review	1	1	0	0
Final Subdivision Review	1	1	0	0
Special Use Permits	0	0	0	0
Special Sign Exceptions	2	2	0	0
Chesapeake Bay Exceptions	0	0	0	0
Amendments to Comp Plan, Zoning Ord., etc.	4	2	1	1
Sign Permit, Entrance Corridor Design Review	1	1	0	0
Others	3	3	0	0
TOTAL	15	12	2	1

January 13, 2015 meeting

- No Meeting Held

January 20, 2015 work session

1. Comprehensive Plan Discussion – Future Land Use – No action taken.

February 10, 2015 meeting

1. Election of Officers – Bill Davidson, Chair; Julia Hillegass, Vice-Chair.
2. ***Public Hearing*** Comprehensive Plan Amendment – Future Land Use and Growth Area Map – Town of Smithfield, applicant – Tabled.
3. Pierceville Subdivision Conceptual Plan – No action taken.

March 10, 2015 meeting

1. Comprehensive Plan Amendment – Future Land Use and Growth Area Map Review – Town of Smithfield, applicant – Tabled.

April 14, 2015 meeting

1. Preliminary & Final Site Plan Review – O'Reilly Auto Parts – Parcel #22J-01-017A Bennis Church Boulevard – Stephen Bent, Buddy Webb & Co., Applicants - Approved.
2. Entrance Corridor Overlay Design Review – Signs, Exterior - O'Reilly Auto Parts – Parcel #22J-01-017A Bennis Church Boulevard – Stephen Bent, Buddy Webb & Co., Applicants - Approved.
3. Comprehensive Plan Amendment – Future Land Use and Growth Area Map Review – Town of Smithfield, applicant – Voted to separate FLU map from Future Growth Area map.

May 12, 2015 meeting

1. ***Public Hearing*** Comprehensive Plan Amendment – Growth Area Map Review – Town of Smithfield, applicant – Approval recommended to Town Council.

June 9, 2015 meeting

- 1. Comprehensive Plan Future Land Use Change and Rezoning Review – Cary & Main (Pierceville) Subdivision – William G. Darden, Hearndon MC Builders, LLC, applicants – Voted to hold a public hearing at the August meeting.

July 14, 2015 meeting

- No Meeting Held

August 11, 2015 meeting

- 1. ***Public Hearing*** Comprehensive Plan Future Land Use Map Change Review – Cary & Main (Pierceville) Subdivision – William G. Darden, Hearndon MC Builders, LLC, applicants – Denial recommended to Town Council.
- 2. ***Public Hearing*** Rezoning Review – Cary & Main (Pierceville) Subdivision – William G. Darden, Hearndon MC Builders, LLC, applicants - Denial recommended to Town Council.

September 8, 2015 meeting

- 1. Preliminary & Final Subdivision Plan Review - Cypress Creek Phase VII B&C – Steven Romeo, VHB, applicants – Approved.

October 13, 2015 meeting

- 1. ***Public Hearing*** Special Sign Exception Review - 921 South Church Street – Lauren Babb, Footnotes Dance Studio, applicants – Approved with conditions.
- 2. ***Public Hearing*** Special Sign Exception Review - 1402A South Church Street – Debbie Mason, Mason Martial Arts Academy, applicants – Approved with conditions.
- 3. Zoning Ordinance Review – Flood Plain Overlay District and Definitions – Town of Smithfield, applicant - Voted to hold a public hearing at the November meeting.

November 10, 2015 meeting

- 1. ***Public Hearing*** Zoning Ordinance Review – Flood Plain Overlay District (FP-O, Article 3.O) and Definitions (Article 13) – Town of Smithfield, applicant – Approval recommended to Town Council.

December 8, 2015 meeting

- No Meeting Held

Board of Zoning Appeals

	Reviewed	Approved	Denied	Still Pending
Variances	0	0	0	0
Special Yard Exceptions	1	1	0	0
Zoning Appeals	0	0	0	0
Others	0	0	0	0
TOTAL	1	1	0	0

January 20, 2015 meeting

- No Meeting Held.

February 17, 2015 meeting

- No Meeting Held

March 17, 2015 meeting

- No Meeting Held

April 21, 2015 meeting

- No Meeting Held

May 19, 2015 meeting

- No Meeting Held

June 16, 2015 meeting

- No Meeting Held

July 21, 2015 meeting

1. Special Yard Exception - 1202 Wilson Road – Janet Buppert, applicant/property owner – Approved.

August 18, 2015 meeting

- No Meeting Held

September 15, 2015 meeting

- No Meeting Held

October 20, 2015 meeting

- No Meeting Held

November 17, 2015 meeting

- No Meeting Held

December 15, 2015 meeting

- No Meeting Held

Board of Historic and Architectural Review

	Reviewed	Approved	Denied	Tabled
New Construction	0	0	0	0
Additions	2	2	0	0
Roof Change	0	0	0	0
Siding, Color Change/Exterior Renovation	4	4	0	0
Signs	7	7	0	0
Accessory Structures	2	2	0	0
Window Change	2	2	0	0
Demolition	0	0	0	0
Others	3	2	0	0
TOTAL	20	19	0	0

January 20, 2015 meeting

1. Election of Officers – Roger Ealy, Chair; Trey Gwaltney, Vice-Chair.
2. Proposed Wall Sign – 113 North Church Street – Non-Contributing – Mark Hall, applicant – Approved.
3. Proposed Wall Sign – 103 Main Street – Landmark – IOW Museum, applicant – Approved.

4. Proposed Detached Sign – James/Washington Streets – Riverview Park – IOW Parks & Recreation, applicant – Approved.
5. Proposed Elevations for New Residential Subdivision – Pierceville Farm - Bill Darden, Hearndon, Inc., applicant – No action taken.

February 17, 2015 meeting

- No Meeting Held

March 17, 2015 meeting

- No Meeting Held

April 21, 2015 meeting

1. Proposed Off Site Signs – Main Street – Rick Bodson, Smithfield 2020, applicants - Approved.
2. Proposed Projecting Sign – 401B Grace Street – Non-Contributing – Cheryle Elliot, Stellar Services, applicants – Approved.
3. Exterior Color Change – 25 Main Street – Contributing – Wayne Lee Duncan, applicant - Approved.
4. Proposed Residential Addition– 132 Sykes Court – Non-Contributing – Gene Ritter, Applicant – Approved.
5. Proposed Fence – 214 Drummonds Lane – No Designation - Renee Brown, applicant – Approved.

May 19, 2015 meeting

- No Meeting Held

June 16, 2015 meeting

1. Rezoning Review – Cary & Main (Pierceville) Subdivision – William G. Darden, Hearndon MC Builders, LLC, applicants – No action taken.

July 21, 2015 meeting

1. Proposed Sign – 121 N. Church St. – Non-Contributing – Jullian & Carolyn Ricks, Church of Destiny, applicants – Approved.
2. Proposed Window Replacement – 119 N. Church St. – Contributing – Robert K. Redlin, applicant – Approved.
3. Proposed Privacy Fence – 211 Washington St. – Non-Contributing – Russell Hill, applicant – Approved.
4. Proposed Awning Replacement – 215 Main St. – Non-Contributing – Jessica Casper, Vintage Potential, applicants – Approved.

August 18, 2015 meeting

- No Meeting Held

September 15, 2015 meeting

1. Proposed Sign and Exterior Plan – 103 Main St. – Landmark – Jennifer England, IOW County Museum, applicants - Approved.

October 20, 2015 meeting

1. Proposed House Addition – 352 South Church Street – Landmark – Joseph J. Howell, applicant - Approved.
2. Rezoning Review – Cary & Main (Pierceville) Project – William G. Darden, Hearndon MC Builders, LLC, applicants – Voted that the proposed housing plans were appropriate with the guidelines.

November 17, 2015 meeting

1. Color Change, Window Removal, Awnings & Shutters – 25 E. Main Street – Contributing – Lee Duncan, applicant - Approved.

December 15, 2015 meeting

1. Consideration of Demolition by Neglect – 502 Grace Street – Landmark – Town of Smithfield, applicant – Voted to move forward with action to halt the demolition by neglect.

**Zoning Permits
January 1, 2015 – December 31, 2015**

	# of Permits
Single Family Residences	23
Commercial Buildings	1
Demolition	8
Accessory Structures (i.e. sheds, garages, carports)	23
Fences, Walls	15
Water Dependant Structures (i.e. piers, docks)	4
Signs	25
Pools	4
Additions	6
Decks, Porches, Patios	14
Others	8
TOTAL # of Structures Permitted	131*
TOTAL # of Zoning Permits Issued	120*

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

**Zoning Violations
January 1, 2015 – December 31, 2015**

VIOLATION	# of violations
Inoperable Vehicles	22
Boats / RVs	2
Excessive Vegetation	29
Trash & Debris	18
Permits	6
Historic Dist. Violations	7
Septic Tank Program	0
Others*	4
TOTAL	88

*Zoning Violations list does not include the 53 unauthorized signs removed from Town right of way by Planning Department staff in 2015.

Nuisance Violation – Before and After



Engineering Department

Several projects continued to be monitored for their construction practices along with their erosion and sedimentation controls compliance. The particular projects were 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, Smithfield Boulevard, Canteberry Lane, Hunters Way, Carver Avenue, Faye Drive, Pinewood Drive, North Mason Street, Middle Street, Quail Street, Heptinstall Avenue, Manchester Court, New Castle Way and Keswick 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; Battery Park Road from John Rolfe Drive to Stratford Lane and Ridgeland Drive from Jefferson Drive to Pagan Road. There have been, though, many pavement patch repairs performed throughout the Town. Some of the streets involved were Gleneagles, Canteberry Lane, Wildwood Circle, Middle Street, Windsor Avenue, Cedar Street, North Mason Street, Pinewood Drive, Jamestown Avenue, Carver Avenue, Jordan Drive and Beale Avenue. Several sidewalk and curb repairs were completed; the areas were Grace Street, Bishops Reach, Croatan Court, Grandville Arch and Dover Court.

With regards to the Storm Water Management program, and while working in conjunction with Isle of Wight County and coordinating with their Stormwater permit requirements, we continue to utilize the Town's Newsletter by having a section on methods of properly landscaping residences or business sites, and also pool maintenance, disposal of pool water along with use of chemicals. Various types of storm water related literature can also be found in the lobby area of Townhall. In conjunction with the ongoing Memorandum of Agreement between the Town and Isle of Wight County in regards to the responsibility of Erosion & Sedimentation controls inspections, the Town has performed numerous inspections on single family dwelling sites. As required by the State we are maintaining our Erosion & Sedimentation control certifications.

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

Pavement/Patching on North Mason Street



Smithfield Lake Dam – Primary Outfall Repair





Public Works

January 2015 – Staff worked BOB Fest. Completed annual manhole inspections, right of way maintenance on sewer force mains and air release valve inspections. RO Plant staff greased well pumps 8A, 10; high service pumps 610, 620: and concentrate pumps 860 and 870.

February 2015 – Staff completed audit on Virginia Power invoices. Cleaned Morris Creek pump station sewer basin lines, REW installed new antennae's at Riverside and Jordan pump stations. Plant staff installed bacteriological monitoring station at 208 West St. Plant operators repaired leak on 2nd stage permeate header.

March 2015 – Participated in Chamber Days Trade Show. Staff received recognition from the American Public Works Association for achieving full accreditation. All supervisors attended supervisor training. Lewis Construction installed sewer lateral on Carver Avenue. HRSD inspected RO Plant and found everything to be in order.

April 2015 – Staff worked Wine and Brew Fest. Completed pump inspections at all stations. Repaired bad valve on Rising Star force main. RO Plant staff attended HRSD awards lunch where they received their 3rd consecutive gold award for perfect compliance. Plant staff changed the oil in all well pumps and high service pumps.

May 2015 – Staff worked Mustang Show and Windsor Castle Community Days. REW replaced flow meter at Morris Creek pump station. Replaced water blow off valve at 19217 Battery Park Road. Representatives from REM provided sample bearing vibration tests on high service pump and booster pump at RO Plant.

June 2015 – Staff worked Olden Days festival – set up informational tables for HRGreen, FOG and Recycling. Repaired major water leak on town side at Bradford Mews Apartments. Cleaned sewer main line at Golf Course pump station. RO Plant staff accepted Southeast Desalting Association award for their Outstanding Membrane Plant Award in recognition for exemplary membrane treatment plant performance.

July 2015 – All staff attended and participated in Emergency Tabletop Exercise training. Lewis Construction repaired sewer line and storm drain pipe. REW replaced faulty pressure switches on Church St. tank and well 8A that was damaged by lightning.

August 2015 – REW installed new flow and pressure gauge at Moonefield pump station. Water main repair at intersection of Peterson and Barcroft. Plant operators pulled disinfection byproduct samples for VDH.

September 2015 – Staff worked Bacon, Bourbon and Beach Fest. Sonja Eubank and Josiah Jendrey attended the APWA Expo in Phoenix, AZ to participate in ceremony for

first 100 agencies to achieve accreditation. Lewis Construction completed sewer lateral connection on South Mason St. REW installed flow meter at Pinewood pump station. Lined dog park. Repairs were made to lime feeder to include auger motor, electrical board, and breaker switch replacement at RO Plant.

October 2015 – Staff worked Town and Country Days and Downtown Trick or Treat. Received the Larry G Gordon Safety Award from AWWA for the Water Treatment Plant Safety Program. Relined Watson pump station. Installed water and sewer lines at O'Reillys Auto Parts. Pilot RO system was installed and put online to test new anti-scalant chemical.

November 2015 – Painted light poles and street sign poles in historical district. Water and sewer tested at O'Reillys Auto Parts. Samples were pulled by Jaime Weist and RO plant staff for further analysis of discharge water and well water quality. Reliability analyst from R.E.Mason tested the bearings of primary RO plant pumps and found them to be in good working order.

December 2015 – Safety Appreciation Luncheon. Staff worked Downtown Christmas Parade and Evening Farmer's Market. Installed water main at 700 block of Main Street. Lewis Construction repaired water leak at Cypress Creek Bridge. Replaced boards on bridges at Windsor Castle Park. Pilot RO membranes were removed and sent to Avista headquarters for autopsy and analysis. New Waterworks Operator Jamie Poindexter started employment and began training on December 3rd.

Riverside Convalescent Center – Water Line Tie-In



Main Street – Installation of Godwin Bypass Pump



Main Street – Repair Sewer and Storm Drain Line



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 343 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

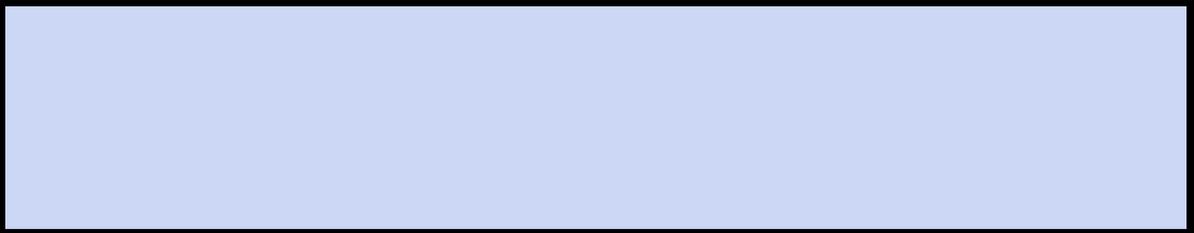
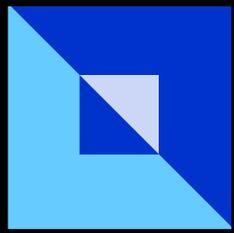
Trail markers were installed around all trails within the park and along the bike path. A map will be provided to emergency services to assist in the location of lost/ injured individuals along the trails. Additionally monthly inspections are being conducted at the park and playgrounds to identify possible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

SAFETY PROGRAM/TRAINING

Public Works has a monthly safety meeting. Training for 2015 included Chainsaw Safety, Lockout/Tagout, Personal Protective Equipment, Fire Extinguisher, Heat Stress Awareness, Ergonomics/Lifting, Trenching and Shoring, Confined Space, Emergency Management, Work Place Violence Prevention, Hazmat/Chemicals/Pesticides, Defensive Driving and Snow Plow Safety. In addition all new employees received required NIMS Certifications.

Annual Confined Space Training





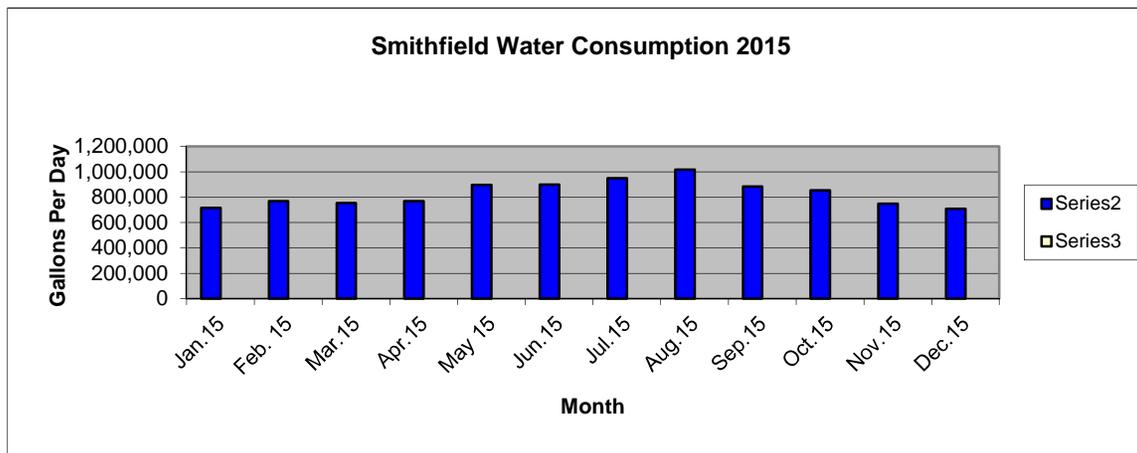
SMITHFIELD WATER CONSUMPTION

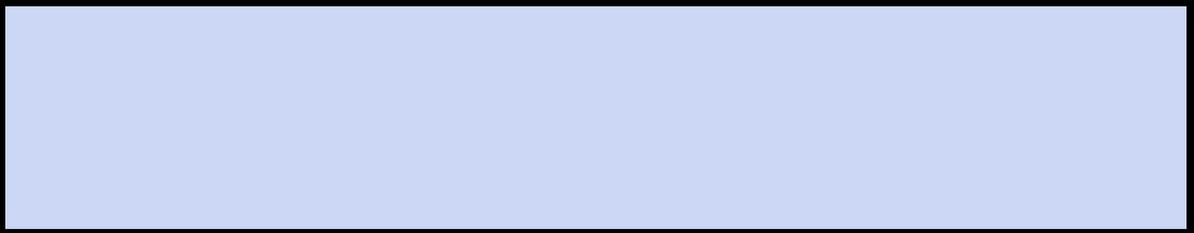
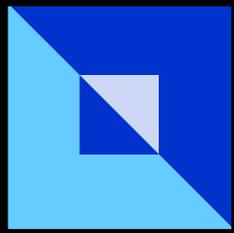
Smithfield Water Consumption 2015

Jan. 15	Feb. 15	Mar. 15	Apr. 15	May. 15	Jun. 15	Jul. 15	Aug. 15	Sep. 15	Oct. 15	Nov. 15	Dec. 15
22,243,088	21,521,524	23,385,972	23,070,252	27,843,572	26,983,532	29,437,067	31,515,007	26,512,446	26,497,252	22,478,844	22,000,044
31	28	31	30	31	30	31	31	30	31	30	31

Daily Water Consumption

Jan. 15	Feb. 15	Mar. 15	Apr. 15	May 15	Jun. 15	Jul. 15	Aug. 15	Sep. 15	Oct. 15	Nov. 15	Dec. 15
717,518	768,626	754,386	769,008	898,180	899,451	949,583	1,016,613	883,748	854,750	749,295	709,678





SMITHFIELD
POLICE DEPARTMENT



SMITHFIELD POLICE DEPARTMENT ANNUAL REPORT

2015

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

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2015 MESSAGE FROM THE CHIEF

2015 Message from the Chief

On behalf of the men and women of the Smithfield Police Department, It is my privilege to provide to you our annual report for calendar year 2015. These figures afford you an idea of the calls for service we receive, the types of crimes and offenses we investigate, and other services we provide as a full-service law enforcement agency.

Statistics and figures never tell the full story of the Smithfield Police Department or any other law enforcement agency. While as Chief, I aspire to keep the number of crimes committed as low as possible. However, regardless of one's station in life, we simply cannot be in control of other's misdeeds. What we as a police agency can do, is strive to create an environment where we are always available to our citizens to assist them in making their neighborhoods safer places to live and work. We are committed to that goal through our community policing initiatives.

As we enter 2016, our professionalism and efficiencies will be tangibly measured. Every four years, the Smithfield Police Department faces the intense scrutiny of the Virginia Law Enforcement Professional Standards Commission. In March, we will stand for re-accreditation. It is my goal that we pass this thorough examination with flying colors to demonstrate to all of our citizens that we are doing the best we possibly can to provide police services that are on the cutting edge of accepted police practices and in a fiscally responsible manner.

As I close, I would like to take this opportunity to thank the Town Council, Town Manager, our business partners and especially our citizens for their unceasing support. Without purpose, there can be no goal.

It is a privilege to protect and serve each and every one of you. If we can be of further service, do not hesitate to call or drop in.

Respectfully Submitted,

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

Colonel Steven G. Bowman
Chief of Police

MISSION STATEMENT

Mission Statement

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

Integrity

Honesty

Customer Service

Community Service

Dedication

Teamwork



Accountability

Trust

Positive Attitude

Respect

Commitment

Loyalty

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.

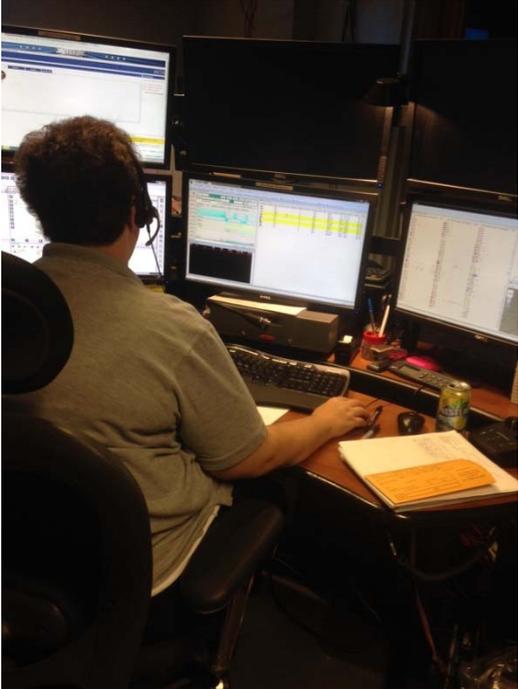
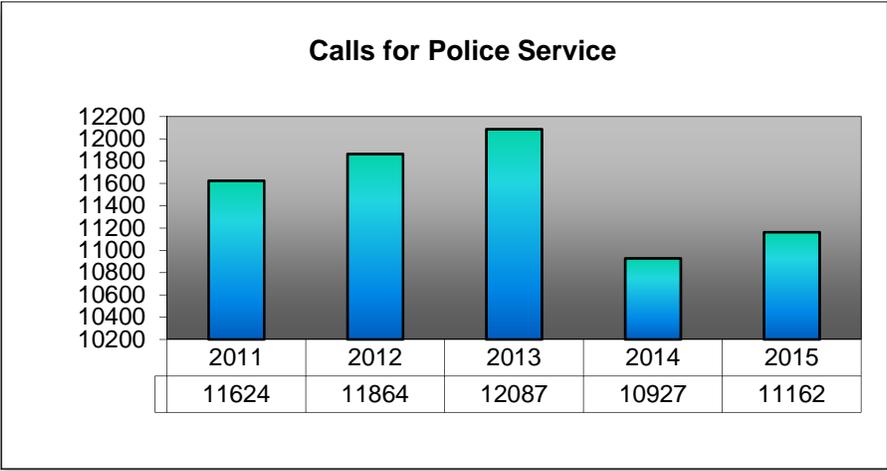
More than 260 years old and growing strong, our bet is Smithfield will entice you.



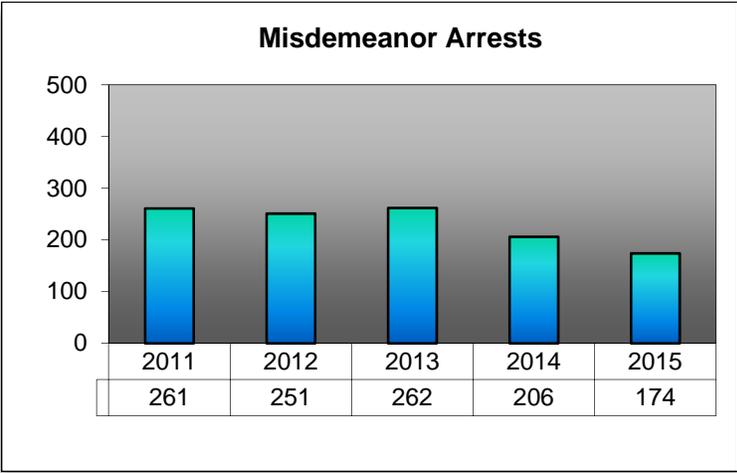
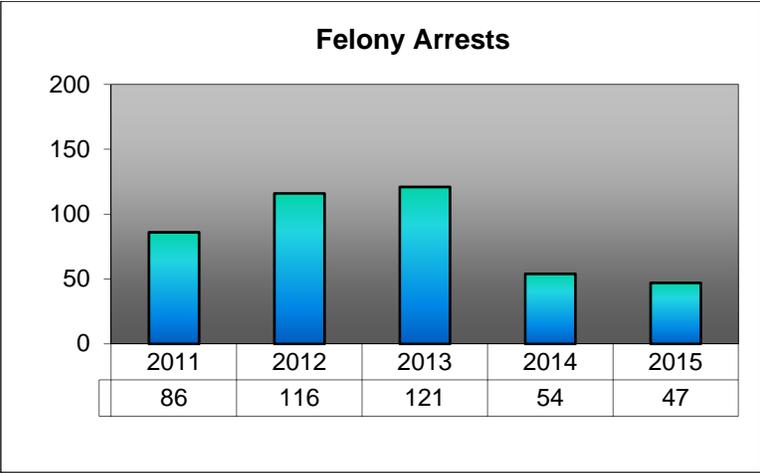
DEPARTMENT STATISTICS

Department Statistics

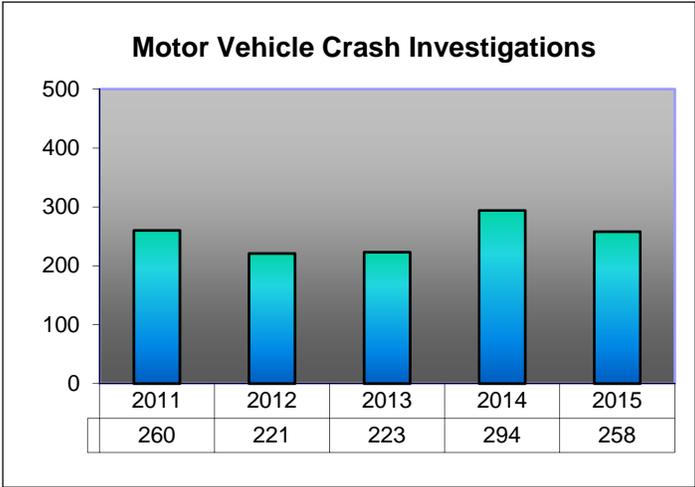
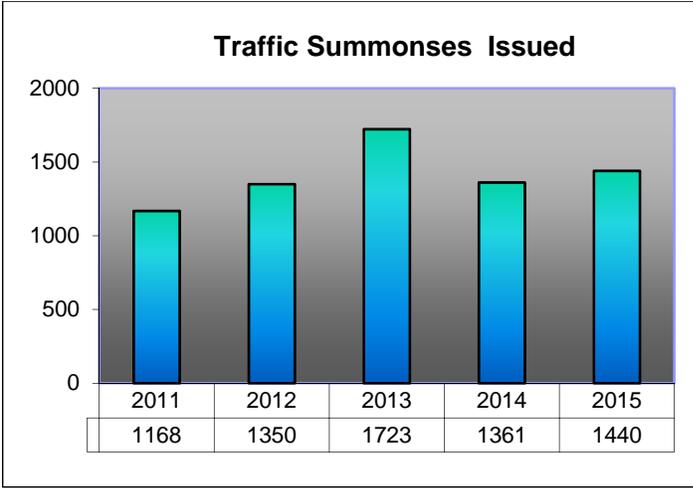
We show increase of 2% in our calls for service. Felony arrests also decreased by 13% and Misdemeanor arrests decreased by 16%.



DEPARTMENT STATISTICS

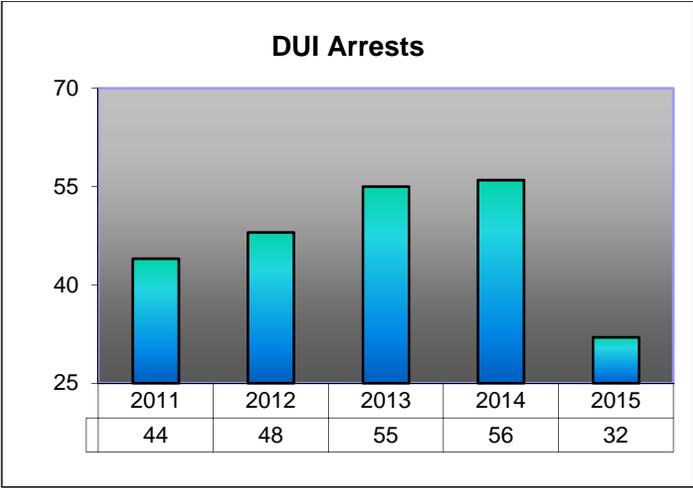


DEPARTMENT STATISTICS

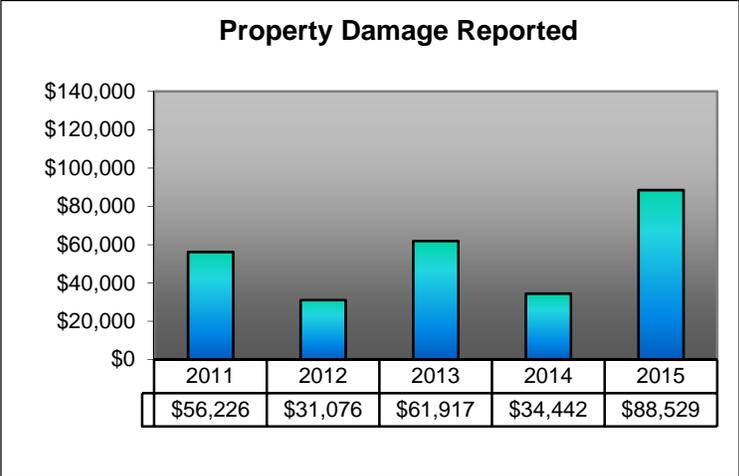


The number of traffic summonses issued **increased by 6%**, and motor vehicle accidents investigated indicated a **decrease of 12%**.

DEPARTMENT STATISTICS



DUI arrests have **decreased by 43%**.



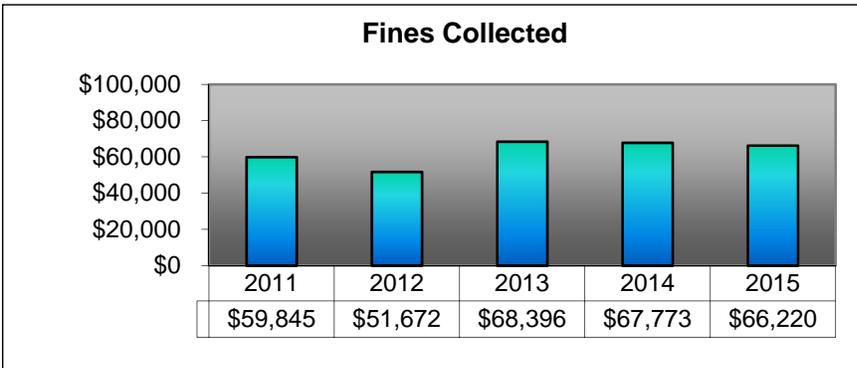
DEPARTMENT STATISTICS

Property Damage Reported **increased by 157%**. Although this seems like a huge increase, there were a few incidents that were significant, equaling an estimated property damage of approximately \$50,000.

Records also indicate an **increase of 4%** in Reported Stolen Property and an **increase of 20%** in Recovered Stolen Property. However, \$45,592.63 of stolen property reported was related to Identity Theft.



DEPARTMENT STATISTICS



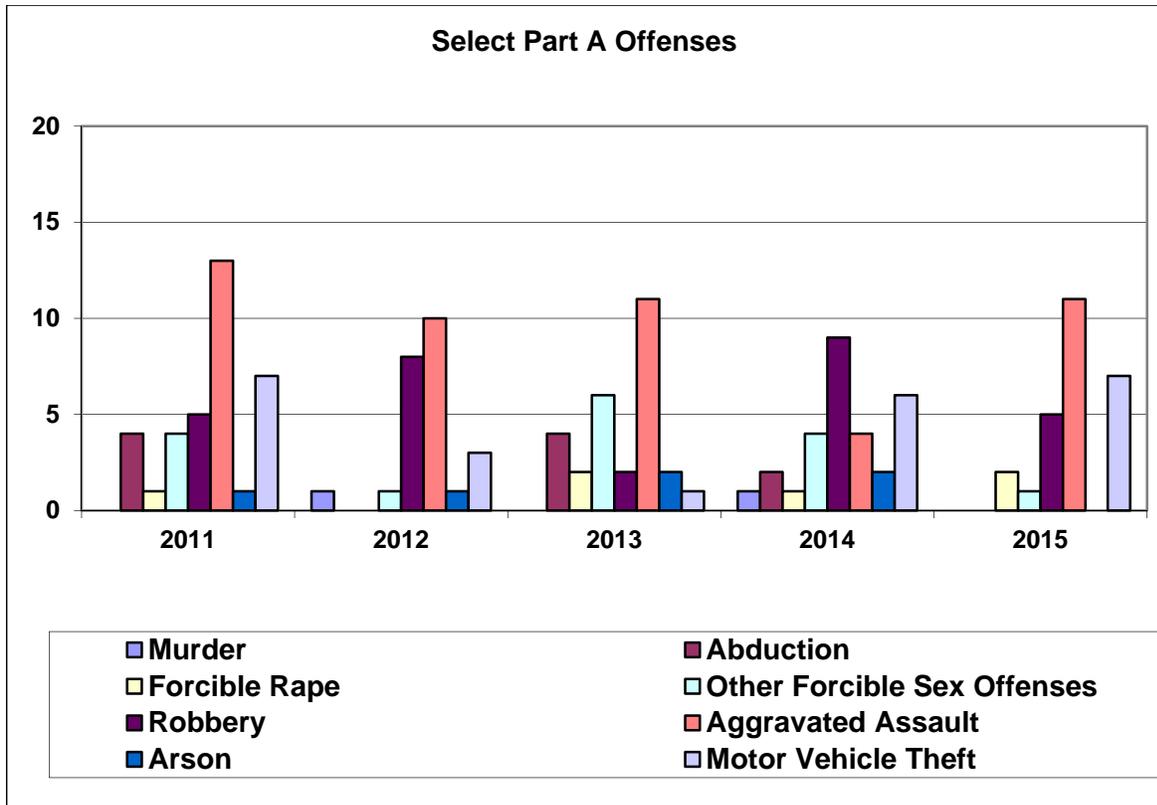
DEPARTMENT STATISTICS

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 2011 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.

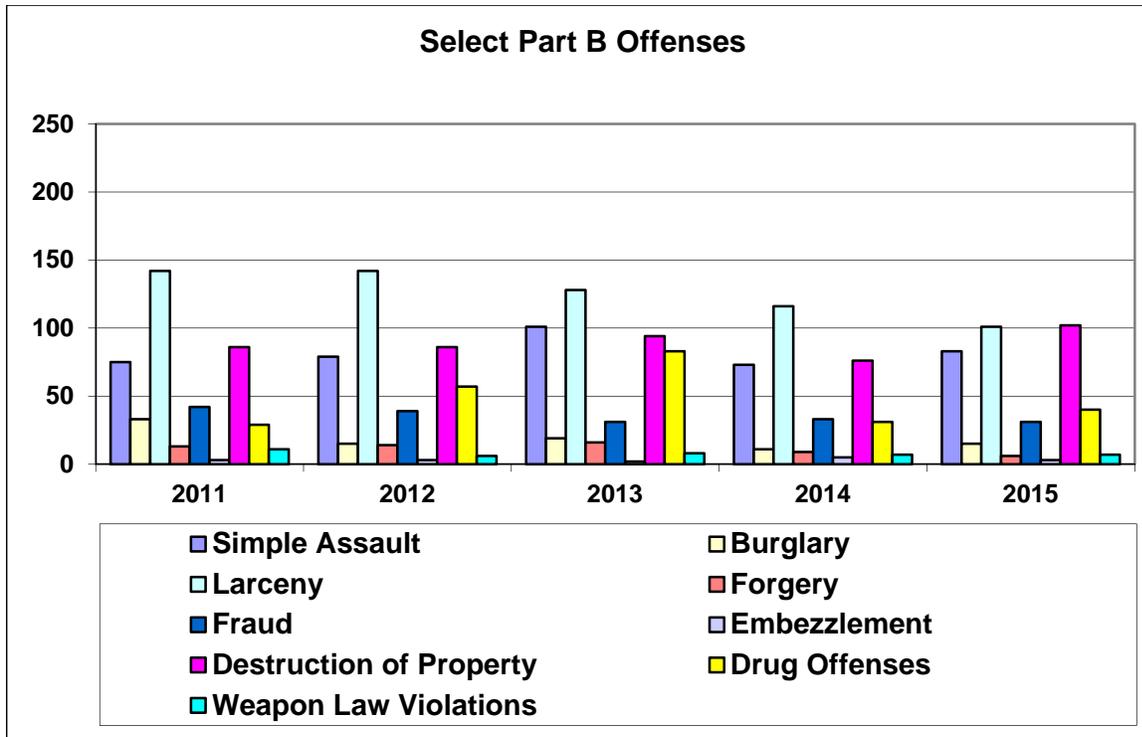


DEPARTMENT STATISTICS



	<u>2011</u>	<u>2012</u>	<u>2012</u>	<u>2014</u>	<u>2015</u>
Murder	0	1	0	1	0
Abduction	4	0	4	2	0
Forcible Rape	1	0	2	1	2
Other Forcible Sex Offenses	4	1	6	4	1
Robbery	5	8	2	9	5
Aggravated Assault	13	10	11	4	11
Arson	1	1	2	2	0
Motor Vehicle Theft	7	7	1	6	7
TOTAL SELECT PART A OFFENSES	35	28	28	29	26

DEPARTMENT STATISTICS



	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Simple Assault	75	79	101	73	83
Burglary	33	15	19	11	15
Larceny	142	142	128	116	101
Forgery	13	14	16	9	6
Fraud	42	39	31	33	31
Embezzlement	3	3	2	5	3
Destruction of Property	86	86	94	76	102
Drug Offenses	29	57	83	31	40
Weapon Law Violations	11	6	8	7	7
TOTAL SELECT PART B OFFENSES	434	441	482	361	388

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 Daniel Fordham was selected as the 2015 Top Cop for the Smithfield Police Department. Officer Fordham 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 Fordham 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 2015 by fellow officers who requested her assistance.



DEPARTMENT HIGHLIGHTS

MADD Awards (Mothers Against Drunk Driving)



Officer David Adams



Officer Joshua Powell

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: For 2015, Officer David Adams had 22 DUI arrest and Officer Joshua Powell had 10 DUI arrest, the most in the department. Thanks to both for a job well done!



DEPARTMENT HIGHLIGHTS

Community Relations

The Smithfield Police Department welcomes every opportunity to provide a positive interaction between the citizens of Smithfield and our police officers. We continue to 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 (National Award Winner)
- 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 (Senior Citizen Safety Program)
- Gun Safety program
- Interagency Code Enforcement
- Domestic Violence Program
- Designation of staff trained to conduct community safety assessments
- Existence of a local crime and safety coalition
- Functional crime analysis capability
- Comprehensive school safety audit process
- Business Outreach (Watch) Program
- On-site victim/witness services program
- Delinquency Prevention Program
- The National Night Out
- HEAT

Smithfield Police Department provides the following free programs:

- Avoid Scams Training
- Bank Robbery Training
- Child is Missing
- Bike Registration
- Bike Rodeo
- 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 2015, 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 2015, 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:

- 15-A Basic Law Enforcement
 - 2013 VA Case Law
 - 50th Annual Virginia Crime Clinic Training Seminar
 - Advance Defensive Tactics Instructor Class
 - Basic Crime Prevention Academy
 - Bias Based Policing
 - Business Meeting & Crime Prevention Training Symposium
 - CPR/First Aid/AED
 - Crime Analysis Application Training
 - Cultural Diversity
 - Defensive Tactics Instructor Recertification
 - FBINAA VA Chapter State Conference
 - Federal Civil Rights and 21st Century Policing Program
 - Federal Constitutional Law Review and Update
 - Female Enforcers
 - Field Training Officer
 - Firearms Instructor
 - Gang Specialist Certification Course
 - General Instructor Recert
 - General Instructor School
 - Hurricane Preparedness for Decision Makers
 - International Association of Chiefs of Police
 - Intoxilizer School Initial/Recert
 - Investigating and Prosecuting DUID Cases
 - OC Spray
 - Police Bicycle Training
 - Police Boat Training
 - Police Motorcycle Training
 - Practical Application of Forensic Experimental Trauma Interview
 - Radar Operator Initial and Recert
 - Southeast VA Police Training – Civil Rights
 - State TRIAD Conference
 - Surviving Verbal Conflict & Public Service Excellence
 - TASER Instructor Recertification
 - The Language and Application of Exterior Security Lighting
 - Virginia Association of Chiefs of Police Annual Conference
 - Virginia Law Enforcement Executive Development Seminar (VA LEEDS)
 - Visual Indicators of Radiological & Nuclear Materials
-

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



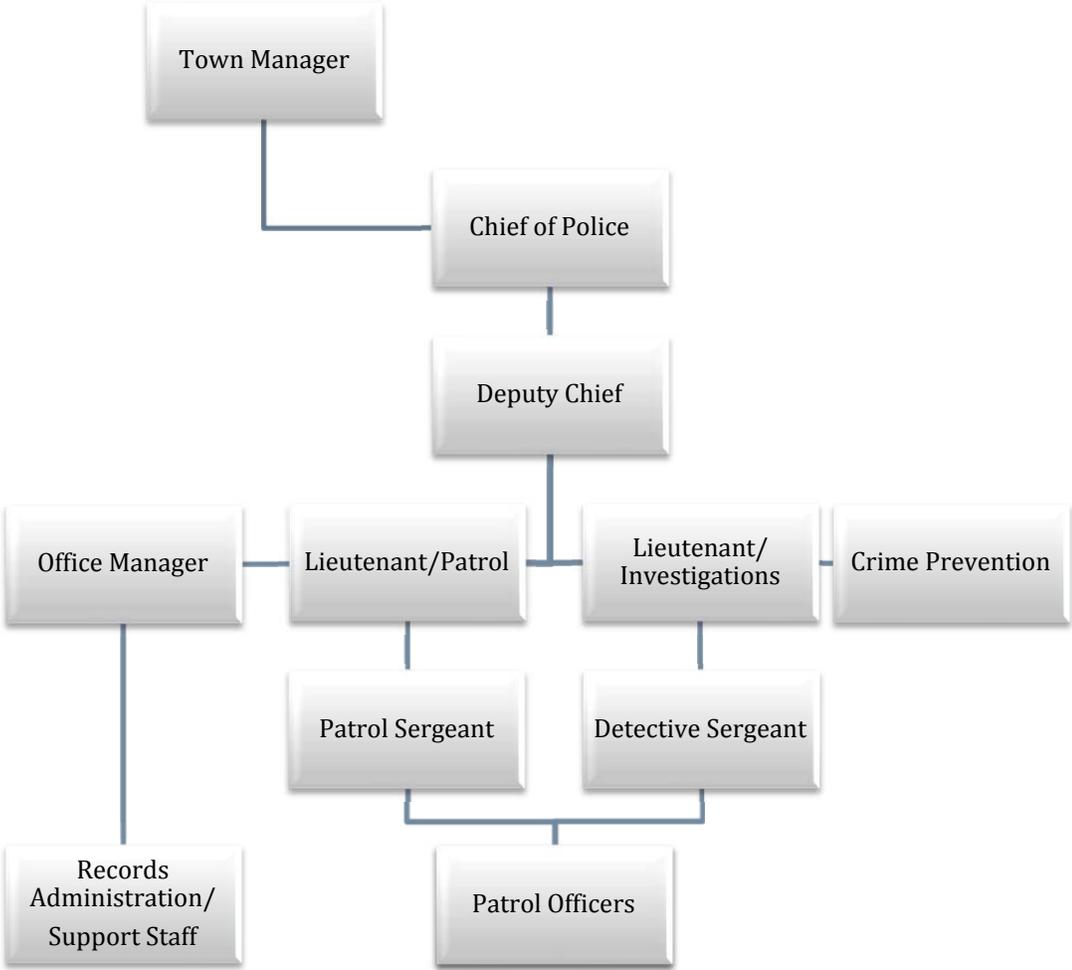
Highway Safety Grants

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 Pittman



Danelle Wright



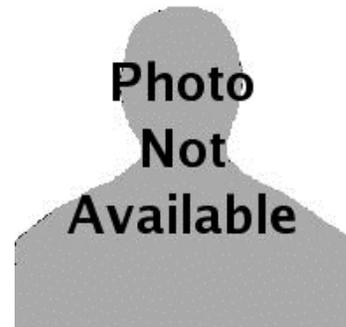
Samuel Johnson



Paul Bancroft



Rendall Howell



William Wooley

DEPARTMENT STAFF

Support Staff



Kristi Jenkins
Office/Accreditation Manager



Annette Crocker
Secretary to the Chief of Police



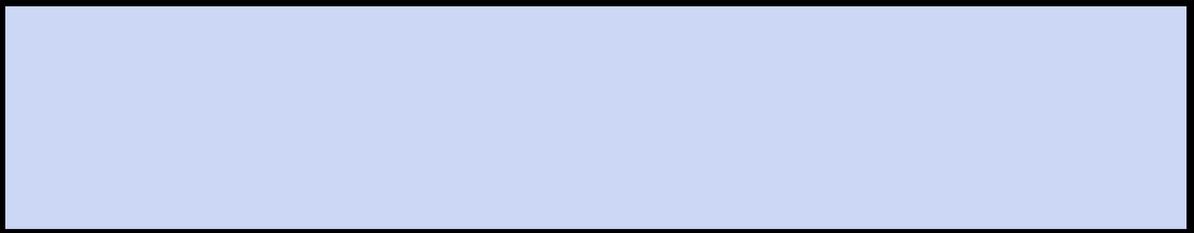
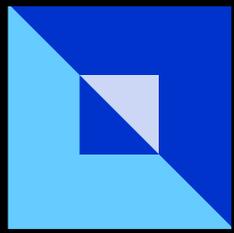
Lorrie Porter
Records Administration



Stephanie Pack
Records Administration



Kurt Beach
Crime Prevention



ISLE OF WIGHT COUNTY
MUSEUM



Town of Smithfield
Isle of Wight County Museum



Annual Report 2015

J.L. England, Museum Director

Notable

- This is our first full calendar year with the Town.
- The museum was named a commemorative partner with the United States of America Vietnam War Commemoration.



- We worked with several organizations in 2015 to provide assistance and support: Isle of Wight County Public Schools, Isle of Wight County Historical Society, Isle of Wight Daughters of the Confederacy, the Smithfield Little Theater, 1750 Courthouse, Christopher Newport University, Isle of Wight Government in England and others.
- In July, we were recognized with a commendation by the Isle of Wight County Board of Supervisors at their monthly meeting for our service during the Sesquicentennial of the American Civil War. This project began in 2008 and ran through 2015.
- We provided assistance with the Town's annual training day in October.
- Volunteer hours: 963
 - The estimated hourly value of volunteer time for 2014 was \$22.55.
 - Our yearly savings was \$21,715.65

Museum Stats and Updates

- Visitation: 6,596
- Special Events – Planned and hosted 39 special events
 - Jan. 15. Tell Me a Story.
 - Jan. 17. Women in the Civil War.
 - Jan. 25. Weird Weather in Hampton Roads.
 - Feb. 13. Ghost Hunt at Windsor Castle.
 - Feb. 19. Tell Me a Story.
 - Feb. 22. From Snake Oil to Penicillin.
 - Feb. 28. Everything But the Squeal.
 - March 7. Battle of Smithfield Walking Tour.
 - March 14. Ghost Hunt at the Isle of Wight County Museum.
 - March 19. Tell Me a Story.
 - March 22. 2 p.m. Civil War in Isle of Wight County: An Historical Update.
 - April 4. Battle of Smithfield Walking Tour.
 - April 16. Tell Me a Story.
 - April 17. Home School Day.
 - April 25. History of Canning.
 - May 2. Battle of Smithfield Walking Tour.
 - May 21. Tell Me a Story.
 - June 6. Battle of Smithfield Walking Tour.
 - June 12. Cookie Happy Hour.
 - June 13. Church Street Walking Tour.
 - June 27. Civil War Lecture Series
 - July 11. Church Street Walking Tour.
 - July 11. The Pet Ham's 113th Birthday.
 - Aug 1. Battle of Smithfield Walking Tour.
 - Aug. 8. Church Street Walking Tour.
 - Aug. 22. Victory is Ours.
 - Sept. 5. Battle of Smithfield Walking Tour.
 - Sept. 17. Tell Me a Story.

- Oct 3. Battle of Smithfield Walking Tour.
- Oct. 15. Tell Me a Story.
- Oct. 23. Fright Night at the Movies.
- Oct. 30. Ghostwalk in Downtown Smithfield.
- Nov. 7. Battle of Smithfield Walking Tour.
- Nov. 14. Reflecting on the Vietnam War.
- Nov. 15. Pork and Peanuts Through History.
- Nov. 19. Tell Me a Story.
- Nov. 22. Happy Birthday, Benjamin Huger!
- Dec. 4. An Evening with St. Nick.
- Dec. 17. Tell Me a Story.
- Groups/Tours/Programming/Outreach
 - 24 different groups visited the museum for special programming from while staff performed 32 different outreach programs including a monthly visit to Smithfield's Head Start.
- Exhibits
 - Duck & Cover exhibit completed.
 - Outdoor sign completed.
 - Museum visitor bathroom completed.
- Gift Shop
 - New inventory added.

Financials

- Total Gift Shop Sales: \$9,118.67
- Donations: \$9,310.00
- Program/Lecture Fees: \$2,510.00

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.
- **Ham Cam.** This year, we installed a 24/7 dropcam above the world's oldest ham's exhibit case. This enables visitors to check in on the museum's main gallery at any time of the day to see what we, and the world's oldest ham, are doing. This has been an amazing marketing tool. <https://video.nest.com/live/fvrxx4>



- Additionally, with our camera, we launched a Meerkat/Periscope-like video chat. We call it Live at 12:05 and broadcast each Tuesday at that time. Staff discusses artifacts, special events and/or big museum news. We use the camera at other times as well. Additionally, visitors to the museum enjoy asking their friends and relatives to watch them as they visit the world's oldest ham.



Media Coverage/Promotion/Advertising/Lobbying

- We track media coverage throughout the year.
- This year's big news generator was the installation and promotion of our Ham Cam. Our 3D printing event with Dr. Bernard Means of Virginia Commonwealth University was also notable.

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 are the 2014 commissioned painting of Elizabeth Bennett Young and the 2015 commissioned painting of Randall Booth 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 Year in Photos



In January RTL Paranormal and the Generic Black Shirt Paranormal Group did some filming at the museum for GBSPG's television show "Paranormal After Party." Joe Chin of "Ghost Hunters" and "Ghost Hunters International" was also on site.



From our Feb. 22 Snake Oil to Penicillin program: Once placing the early 1900s athletic crown on one's head, jumping rope will help to improve health, strength and posture.



From our Feb. 28 Everything But the Squeal program geared for children ages 7 to 12.



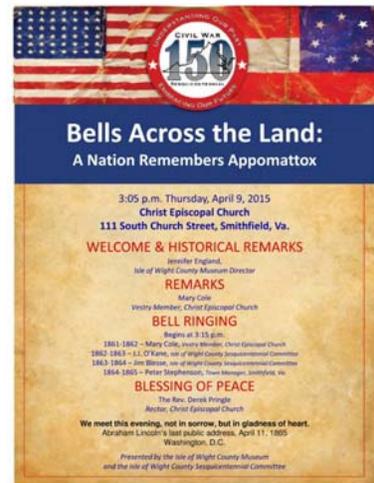
We caught up with the 21st century and went LED in two of our larger gallery spaces. (Isle of Wight County Public Works gets a big thank you for this.) The new lights are cooler, and these light bulbs last longer.



Several ghost hunting seminars with RTL Paranormal – at the museum and at Windsor Castle – were very popular.



A new outdoor sign livens up our entrance.



On April 9, we participated in Bells Across the Land to commemorate the end of the Sesquicentennial of the American Civil War. We hosted two ceremonies – one at Christ Episcopal Church and another at the Isle of Wight County Court House Complex Bell Tower. Historic sites and others across the U.S. were invited to ring bells at 3:15 p.m. for four minutes – each minute symbolic of one year of the war.



Visit the museum's bathroom. We created a collage with various vintage postcards from our collection.



The roofing project began in July. We anticipate its completion in January 2016.



Smithfield VA Events' annual wine festival took place on April 11. The museum staffed a tent to share information about Windsor Castle's archaeological site work and interact with guests.



We completed our Duck & Cover exhibit in the basement. Bert the Turtle shows on a video loop in this exhibit about Civil Defense and military defense in Isle of Wight County.



Kevin Knapp as Thaddeus Lowe during our Civil War lecture series on June 27.



On Oct. 14, the museum received reproduction historical documents from the archives of Isle of Wight, England. The documents show the signature and handwriting of Sir Richard Worsley, an early investor in Isle of Wight County.



3D scanning. On Dec. 10, Dr. Bernard Means, director of the Virtual Curation Laboratory at Virginia Commonwealth University, scanned the world's oldest ham, the world's oldest peanut and a few other items in our collection. VCU's article on the event went viral in academia circles. A few other sources highlighted the event as well including *Forbes Magazine* and *The Virginian-Pilot*. We are happy to have these scans in our collection. In January, Dr. Means will again visit the museum for more scanning and further work. Visit this link to see the peanut in 3D:

<https://sketchfab.com/models/de239f9c50ae4cd2a29361d3db0dd3bc>



Star Wars fever is everywhere. Of course P.D. Gwaltney Jr. and the world's oldest ham had their advance tickets. [#theforceawakens](#)



On Dec. 19, Curator Tracey Neikirk discussed 3D technology and its use in museums.



At 7 p.m. on Christmas Eve, we posted St. Nick's reading of "Twas the Night Before Christmas" on our Facebook page. This video had over 10,000 hits.