



2017 COUNCIL MEMBERS:

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

Town Manager – Peter M. Stephenson

Town of Smithfield, Virginia

2017 ANNUAL STATISTICAL REPORT



TOWN OF SMITHFIELD

"The Ham Capital of the World"

March 2, 2018

TO SMITHFIELD TOWN COUNCIL AND INTERESTED PUBLIC

FROM PETER M. STEPHENSON, AICP, ICMA-CM 
TOWN MANAGER

SUBJECT 2017 ANNUAL STATISTICAL REPORT

Town Clerk Lesley King and I are pleased to present last year's statistical report for your review. Needless to say 2017 was another busy year! The production and distribution of monthly activity reports and this annual report from your town staff has been one of many proud legacies for me. As I enter into retirement at the end of this fiscal year/mid calendar year, I will watch with interest to see if the new manager continues this tradition or perhaps begins a new and improved reporting mechanism in order to maintain transparency with the public we serve.

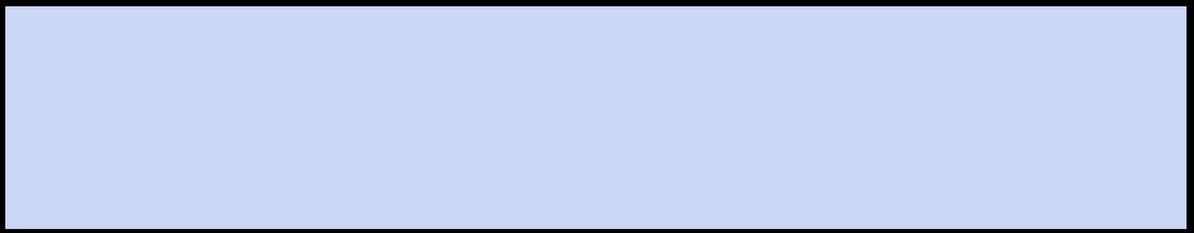
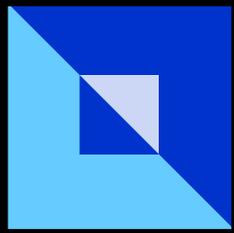
TOWN MANAGER'S OFFICE

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CLERK OF COUNCIL REPORT

2017

ACTION ITEMS APPROVED BY TOWN COUNCIL

AGREEMENTS/CONTRACTS:

- 02/07/2017** Motion to renew audit services contract with Robinson Farmer Cox and Associates for one additional year. Motion passed.
- 02/07/2017** Motion to approve amendments #1 and #2 to Kimley Horn Associates for the Joseph W. Luter Jr. Sports Complex. Motion passed.
- 02/07/2017** Motion to award the town's landscaping services contract to Southern Shores Lawn and Landscaping. Motion passed.
- 03/07/2017** Motion to renew the town's maintenance contract with Southern Shores Lawn and Landscaping. Motion passed.
- 03/07/2017** Motion to award architectural contract for the Joseph W. Luter Jr. Sports Complex to A.R. Chesson Construction in the amount of \$637,100.00. Motion passed.
- 04/04/2017** Proposed price adjustment for the Smithfield Center venue. Motion passed.
- 04/04/2017** Motion to renew the street maintenance contract to Blair Brothers, Inc. for one additional year. Motion passed.
- 04/04/2017** Motion to award the refuse and recycling contract to Bay Disposal and Recycling. Motion passed.
- 05/02/2017** Motion to renew the contract for sanitary sewer rehabilitation services with Tri-State Utilities. Motion passed.
- 05/02/2017** Motion to renew the contract for underground utility services with Lewis Construction for one additional year. Motion passed.
- 05/02/2017** Motion to renew the demolition services contract with WACO, Inc. Motion passed.
- 06/26/2017** Motion to approve the annual renewal and amendment of the Town Manager's employment agreement. Motion was tabled until July 11th, 2017.
- 07/11/2017** Motion to authorize the Town Manager to execute a commercial sub-lease between Historic Windsor Castle, LLC, Smithfield VA Events, and the Town of Smithfield. Motion passed.
- 07/11/2017** Motion to approve the annual contract and amendment of the Town Manager's employment agreement. Motion passed.
- 09/05/2017** Motion to renew the HVAC maintenance and repair contract with Atlantic Constructors, Inc. for one additional year. Motion passed.
- 09/05/2017** Motion to approve the lease agreement between the town and Smithfield Recreation Association for the sports complex. Motion passed.
- 10/03/2017** Motion to renew mechanical, electrical, and utility services contract with R.E.W. Corporation for one additional year. Motion passed.

- 10/03/2017** Motion to accept contract with Community Planning Partners, Inc. for management assistance services for the Pinewood Heights Relocation Project Phase IV. Motion passed.
- 12/05/2017** Award of professional engineering and consulting services contracts to Draper Aden Associates and Kimley Horn and Associates, Inc. Motion passed.

APPOINTMENTS / REAPPOINTMENTS / ELECTIONS:

- 01/03/2017** Mr. Ronny Prevatte was reappointed for another term for the BHAR. Dr. Milton Cook and Mr. Randy Pack were the nominating committee. Motion passed.
- 06/06/2017** Resolution for appointment/reappointment to the Smithfield Certified Crime Prevention Team.
- 06/06/2017** Motion to appoint a nominating committee for the expiring term of Mr. Clem Batten on the Board of Zoning Appeals. Connie Chapman and Mike Smith were appointed by the Mayor. Motion passed.
- 07/11/2017** Motion to confirm the Town Manager's appointment of a new Police Chief. Motion passed.
- 07/11/2017** Motion to accept the nominating committee's recommendation of Clem Batten to serve another term on the Board of Zoning Appeals. Motion passed.
- 09/05/2017** Appointment of a special nominating committee to fill the vacancy of Ms. Connie Chapman on Town Council. Mayor Williams appointed Vice Mayor Gregory and Councilwoman Tynes.
- 10/03/2017** Mr. Steve Bowman was appointed to fill the vacancy on Town Council nominated by Vice Mayor Gregory and Councilwoman Tynes.
- 12/05/2017** Appointment of a nominating committee to fill the three expiring terms on the Smithfield Planning Commission of Randy Pack, Charles Bryan, and Michael Swecker. Mayor Williams appointed Mr. Michael Smith and Mr. Steve Bowman.
- 12/05/2017** Appointment of a nominating committee to fill the two expiring terms on the Board of Historic and Architectural Review of Mr. Trey Gwaltney and Mr. David Goodrich. Mayor Williams appointed Dr. Milton Cook and Mr. Randy Pack.

BUDGET:

- 05/02/2017** Motion to authorize the Town Treasurer to drawdown and transfer restoration funds to the Windsor Castle Park Foundation in the amount of \$200,000.00 to be used for project expenses through June 30th, 2017. Motion passed.
- 06/06/2017** Public Hearing: Amended Budget for FY 2016/2017. Motion passed.
- 06/06/2017** Public Hearing: Proposed Budget for FY 2017/2018. Continued until June 26th, 2017. Motion passed.
- 06/26/2017** Resolution to adopt the budget for fiscal year 2017/2018. Motion passed.
- 10/03/2017** Additional invoice was received from Xylem for sewer bypass pump (budgeted rollover purchase from last fiscal year) \$83,229.41. Motion passed.
- 12/05/2017** Motion to approve Fund Balance Policy. Motion passed.

CHANGE ORDERS: Joseph W. Luter, Jr. Sports Complex

RAD Sports

- 01/03/2017** **Change Order # 1** - Motion to approve reduction in site work contract with RAD Sports. (Turn Lane) Motion passed.
- 05/02/2017** Change Order # 2 – Motion to approve installation of electric service with outlets near the existing soccer/football field and install all power connections and wiring for well # 2. Motion passed.
- 06/06/2017** Change Order # 3 - Motion to accept the change order from RAD Sports for a paved entrance to the Joseph W. Luter Jr. Sports Complex. Motion passed.
- 06/08/2017** Change Order # 4 – Provide conduit, wiring and LED lighting for each entrance wall. Administratively approved.
- 09/25/2017** Change Order # 5 – Replace 5 HP pump with 7.5 HP pump for Irrigation System. Administratively Approved.
- 10/06/2017** Change Order # 6 – Undercut and removal of sub-grade additional 12” and install fabric and VDOT 21A/B per Geotechnical Engineers recommendation. Administratively approved.
- 11/07/2017** Change Order # 7 - Approval of a proposed change order from RAD Sports for asphalt parking lots at the Joseph W. Luter Jr. Sports Complex. Motion passed.
- 11/15/2017** Change Order # 8 – Provide concrete sidewalk in accordance with detail in contract documents along the entrance roadway in lieu of proposed gravel walkway. Administratively approved.
- 12/05/2017** Change Order # 9 – Motion to approve the purchase of additional bleachers. Motion passed.

A R Chesson Construction

- 05/03/2017** Change Order # 1 – Add three electric hand dryers and upgrades to toilet accessory and partition schedules, delete foundation drains, and Cost reduction from Colonial Webb donation to plumbing and mechanical scope of work. Administratively approved.
- 08/29/2017** Change Order # 2 – Add plywood sheathing on exterior wall of 2nd floor elevation, add aluminum dimensional letters on left monument sign to match the right monument sign, add R-38 batt insulation in lower roof over the three restrooms and concession, and deduct concrete floor stain during polishing process. Administratively approved.
- 09/21/2017** Change Order # 3 – Install window film on six bathroom windows and provide AVK type valve in lieu of ball valve specified. Administratively approved.
- 10/06/2017** Change Order # 4 – Install two additional statues and bases. Administratively approved.
- 10/20/2017** Change Order # 5 – Additional building signage. Administratively approved.

CLOSED SESSION:

- 01/03/2017** A closed session was held for the purpose of discussing the disposition of real property and a consultation with legal counsel as to actual matters requiring legal advice.
- 02/07/2017** A closed session was held for the purpose of a briefing by legal counsel as to actual legal matters requiring legal advice.
- 04/04/2017** A closed session was held for the purpose of discussing personnel matters and a briefing by legal counsel as to actual legal matters.
- 05/02/2017** A closed session was held for a discussion of the acquisition/disposition of real property held for public purposes and a briefing by legal counsel as to actual litigation.
- 07/11/2017** A closed session was held for the purpose of discussion personnel matters.
- 09/05/2017** A closed session was held at 6:00 p.m. for the purpose of discussing personnel matters.
- 10/03/2017** A closed session was held to discuss personnel matters and a discussion of disposition of publicly held real property.

COUNCIL COMMENTS:

- 01/03/2017** Vice Mayor Gregory informed the Council that the Joint Water and Sewer Task Force is a good group. He also thanked Mrs. Amy Musick for organizing the groundbreaking ceremony for the Joseph W. Luter Jr. Sports Complex.
- 01/03/2017** Councilwoman Tynes thanked the Police Department for helping a truck driver to understand the rules through town.
- 02/07/2017** Councilwoman Tynes presented Mayor Williams, Vice Mayor Gregory, and Peter Stephenson a framed photograph of the groundbreaking ceremony for the Joseph W. Luter Jr. Sports Complex. She thanked them for helping the youth of our area.
- 06/06/2017** Councilman Dr. Cook asked Mr. Grice about the progress on the MOU for the ballfields. He also commented on success of the Park Lovers Party and the 757 fundraiser.
- 07/11/2017** Councilman Dr. Cook spoke about Mr. Gay's comments, at this and previous meetings, regarding his negative comments.
- 07/11/2017** Councilwoman Chapman encouraged citizens to be involved with their community and to run for Town Council.
- 08/01/2017** Councilwoman Chapman and Councilwoman Tynes thanked everyone for their participation in National Night Out.
- 09/05/2017** Councilwoman Tynes reminded everyone of the annual VML Conference.
- 09/05/2017** Councilwoman Chapman announced her resignation from the Town Council to pursue an opportunity with the Tourism Department for Isle of Wight County. She encouraged citizens to get involved in their local government.
- 09/05/2017** Each Council member spoke and thanked Ms. Chapman for her involvement with Council.
- 09/05/2017** Councilman Dr. Cook said he was proud of keeping Windsor Castle as town property.
- 10/03/2017** Councilwoman Tynes thanked Council and the citizens for allowing her and the Mayor to represent Smithfield at the VML Conference.

- 10/03/2017** Vice Mayor Gregory addressed comments made by a citizen about indebtedness and the role of Town Council in spending taxpayer's money. He remarked about the financial status of the town and their reserves. He also spoke favorably about his confidence in Smithfield VA Events. (The Town Attorney later explained that the Council was not loaning Smithfield VA Events money. The town entered into a lease with LLC to complete restoration of the caretaker's house and the two new barns. The LLC then sub-leased to Smithfield VA Events.)
- 10/03/2017** Councilwoman Dr. Cook spoke about how much Smithfield VA Events benefits the community with their donations.
- 10/03/2017** Mayor Williams spoke about a budget deficit and how Council scrutinized every line item. He thanked the Town Treasurer for a job well done.
- 11/07/2017** Councilwoman Tynes spoke about the Hampton Roads Crime Line Annual Dinner. Sgt. Christopher Meier was an honoree and was recognized at the Town Council meeting.
- 11/07/2017** Councilman Dr. Cook let everyone know about the Windsor Castle Park Foundation Christmas ornament fundraiser. He also thanked Smithfield VA Events for another great festival.
- 12/05/2017** Councilwoman Tynes reminded everyone to be kind and caring to people and animals.

DEEDS:

- 02/07/2017** Motion to accept deeds for 25, 31, 35, 28A, and 28B Jamestown Avenue and Lot #35 of the Pinewood Heights Relocation Project. Motion passed.
- 03/07/2017** Motion to accept the deed for the pump station in Cypress Creek Phase V. Motion passed.
- 05/02/2017** Motion to accept the deed at 32 Jamestown Avenue as part of the Pinewood Heights Relocation Project. Motion passed.
- 05/02/2017** Motion to accept a deed to re-convey Clontz Park to Smithfield Foods. Motion passed.
- 12/05/2017** Motion to accept the deeds for 24 and 25 Jamestown Avenue as part of the Pinewood Heights Relocation project. Motion passed.

DONATIONS/CONTRIBUTIONS:

- 07/11/2017** Donation of two retired police vehicles to the Smithfield Volunteer Fire Department. Motion passed.
- 12/05/2017** Donation of two Ford Crown Victoria's previously donated to the SVFD back into the town's inventory. Vehicles will be sold on GovDeals. Motion passed.

EASEMENTS:

- 04/04/2017** Motion to approve the Cary Street drainage easement and drainage improvement. Motion passed.

EMPLOYEE SERVICE AWARDS:

Steve Bowman of Police Department

5 Years

Angel Brown of Manager's Office	5 Years
Samuel Johnson of Police Department	5 Years
Jeffrey Landrus of Public Works	5 Years
Danelle Wright of Police Department	5 Years
Patrick Araojo of Police Department	10 Years
Courtney Roggmann of Smithfield Center	10 Years
William Saunders of Planning & Public Works	10 Years
Christopher Sexton of Janitorial	10 Years
LaFrances Timmons of Janitorial	10 Years
Annette Crocker of Police Department	15 Years
Kristi Jenkins of Police Department	20 Years
Alonzo Howell of Police Department	25 Years
Chris McGough of Police Department	1 Year Certificate
Tim Perkins of Reverse Osmosis Plant	1 Year Certificate
Ashley Rogers of Human Resource Director	1 Year Certificate

EMPLOYEES / POSITIONS:

5/01/2017	Jeffrey Miller hired as Public Works staff
5/01/2017	Ken Bacon hired as Public Works staff
5/18/2017	Anthony Cooper hired as Police Department staff
8/07/2017	Jacob Norton hired as Police Department staff
8/07/2017	Christopher Dean hired as Public Works staff
9/05/2017	Christopher Hewitt hired as Windsor Castle Park staff
9/18/2017	Tim Richards hired as Public Works staff
9/18/2017	Thurman Battle hired as Public Works staff
10/30/2017	Corey Bailey hired as Public Works staff
10/30/2017	Daniel Edwards hired as Public Works staff
10/30/2017	Richard Hayward hired as Public Works staff

GRANTS:

09/05/2017 Motion to accept the grants for the Virginia Department of Conservation and Recreation for the Waterworks Lake Dam. Motion passed.

INVOICES OVER \$10,000:

01/03/2017	Isle of Wight County – Tourism True-Up	Tabled	-0-
	Isle of Wight County – E911 True-Up		<u>\$ 88,605.95</u>
		TOTAL	\$ 88,605.95
02/07/2017	RAD Sports		\$120,080.00
	YMCA		\$ 50,000.00
	Smithfield Volunteer Fire Department		\$ 10,000.00
	Haley Ford-South		\$ 27,382.08
	PNC Bank – VML/VACo		\$ 21,211.50
	Lewis Construction		\$120,961.49
	IOW Tourism True-Up		<u>\$ 10,884.50</u>
		TOTAL	\$360,519.57
03/07/2017	MUSCO Lighting		\$263,087.00
	Atlantic Communications		\$ 12,284.70
	Robinson Farmer Cox		\$ 24,500.00
	IOW County Tourism		\$117,566.25

	IOW County E911	\$122,369.73
	Kimley Horn Associates	<u>\$ 17,645.86</u>
	TOTAL	\$557,453.54
04/04/2017	MUSCO Lighting	\$ 39,670.00
	RAD Sports	\$490,247.50
	Lewis Construction of Virginia	\$ 89,704.00
	Kimley Horn – Additional Invoice	<u>\$ 28,033.97</u>
	TOTAL	\$647,655.47
05/02/2017	RAD Sports	\$754,708.60
	A. R. Chesson Construction	\$ 82,527.92
	Lewis Construction - sewer	\$ 69,815.82
	Lewis Construction - water	\$ 99,754.01
	IOW Christian Outreach	\$ 11,500.00
	SVFD – fuel fund	\$ 13,000.00
	MUSCO Lighting – additional invoice	<u>\$ 60,551.00</u>
	TOTAL	\$1,091,857.35
06/06/2017	RAD Sports	\$150,195.00
	A. R. Chesson Construction	\$142,560.84
	WACO, Inc.	\$ 17,100.00
	Isle of Wight County (debt service)	\$ 38,514.92
	Kimley Horn – additional invoice	\$ 11,910.19
	HD Supply – additional invoice	\$ 17,000.00
	Beach Ford – additional invoice	<u>\$ 30,967.00</u>
	TOTAL	\$408,247.95
07/11/2017	RAD Sports	\$187,007.50
	A. R. Chesson Construction	\$ 88,562.44
	Blair Brothers, Inc.	\$180,244.00
	Additional Invoice: Kimley Horn	<u>\$ 15,798.86</u>
	TOTAL	\$471,612.80
08/01/2017	RAD Sports	\$298,357.95
	A. R. Chesson Construction	\$ 64,717.60
	Draper Aden Associates	\$ 11,515.00
	Windsor Castle Park	\$100,000.00
	Smithfield Volunteer Fire Department	\$ 26,250.00
	PNC Bank – Debt Service	\$126,107.63
	PNC Bank – Debt Service	<u>\$222,103.33</u>
	TOTAL	\$849,051.51
09/05/2017	RAD Sports	\$175,737.00
	A. R. Chesson Construction	\$ 49,927.09
	MUSCO Lighting	\$ 29,846.35
	Kimley Horn Associates	<u>\$ 16,488.51</u>
	TOTAL	\$271,998.95
10/03/2017	A.R. Chesson Construction (concession bldg.)	\$106,185.83
	Gately Communications	\$ 16,060.00
	Isle of Wight County Tourism True-Up	\$104,390.07
	Windsor Castle Park Foundation	\$150,000.00
	(pulled from consent agenda) Motion passed.	
	Xylem (sewer bypass pump rolled over from last year)	<u>\$ 83,229.41</u>
	TOTAL	\$459,865.31

11/07/2017	RAD Sports	\$ 64,599.05
	A. R. Chesson Construction	\$ 42,725.89
	Blair Brothers Inc.	\$117,700.00
	Western Tidewater Free Clinic	\$ 38,000.00
	Kimley Horn – additional invoice	\$ 30,088.53
	Blair Brothers, Inc. – additional invoice	<u>\$ 25,330.00</u>
	TOTAL	\$318,443.47
12/05/2017	Draper Aden Associates	\$ 10,706.50
	A. C. Schultes of Maryland	\$ 87,325.00
	Sydnor Hydro Inc.	\$ 16,900.00
	REW Corporation	\$ 16,700.00
	WCP Foundation	\$100,000.00
	Historic WC Restoration	\$100,000.00
	IOW county E911 True-Up	\$ 55,896.52
	Haley South Inc.	\$ 58,406.00
	A. R. Chesson Construction (additional invoice)	<u>\$ 19,030.97</u>
	TOTAL	\$464,964.99

MEETINGS HELD BY TOWN COUNCIL:

01/03/2017	Regular Town Council meeting.
02/07/2017	Regular Town Council meeting.
03/07/2017	Regular Town Council meeting.
04/04/2017	Regular Town Council meeting.
05/02/2017	Regular Town Council meeting.
06/06/2017	Regular Town Council meeting.
06/26/2017	Continued Town Council meeting.
07/11/2017	Regular Town Council meeting.
08/01/2017	Regular Town Council meeting.
09/05/2017	Regular Town Council meeting.
10/03/2017	Regular Town Council meeting.
11/07/2017	Regular Town Council meeting.
12/05/2017	Regular Town Council meeting.

MEMORANDUM OF UNDERSTANDING:

04/04/2017	Motion to accept the MOU between the town and Isle of Wight County for the Joseph W. Luter, Jr. Sports Complex. Motion passed.
09/05/2017	Motion to approve the MOU between the town and Isle of Wight County for the Joseph W. Luter, Jr. Sports Complex including a motion to approve the use policy addendum to the MOU between

the town and Isle of Wight County for the Joseph W. Luter, Jr. Sports Complex. Motion was to send these items back to the October Committee meetings. Motion passed.

10/03/2017 Motion to approve a MOU between the town and the county for the Joseph W. Luter Jr. Sports Complex. Motion passed.

11/07/2017 Approval of a MOU between the town and the county for the Joseph W. Luter Jr. Sports Complex. Motion passed.

MISCELLANEOUS:

01/03/2017 Motion to adopt a new section (Section 1, Policy 3.1 and 3.4) of the Town of Smithfield's Personnel Policy. Motion passed.

02/07/2017 A discussion was held on the new seating arrangement for Council meetings. It was decided to leave everything as it has always been.

04/04/2017 Motion to approve the request to use Clontz Park for the annual fireworks display on July 3rd, 2017.

04/04/2017 Appeal of the BHAR action for the demolition application of the Pierceville structures. Appeal denied.

04/04/2017 Preserve Smithfield's request for partnering/funding for the preservation of Pierceville. Motion denied

05/02/2017 Motion to adopt the revised Personnel Policy Manual. Motion passed.

05/02/2017 Motion to adopt the park project application for orienteering courses. Motion passed.

06/26/2017 Motion to reschedule the Town Council meeting from July 5th until July 11th due to the Independence Day holiday. Motion passed.

07/11/2017 Motion to amend the town's Pay and Classification Plan to create a new position for the Parks Maintenance Supervisor. Motion passed.

08/01/2017 Motion to approve the VFW's proposed building addition located at 223 Washington Street and to amend the lease with the Town of Smithfield. Motion passed.

09/05/2017 Motion to change the broker of record for the town benefits to The Hughes Agency. Motion passed.

09/05/2017 Motion to approve the construction of a new storage building and a maintenance building at Windsor Castle Park. Motion failed.

10/03/2017 Motion to adopt Personal Property Tax Relief Act (PPTRA) Percentage. Motion passed.

11/07/2017 Approval of park project application for a Monarch butterfly habitat at Windsor Castle Park. Motion passed.

12/05/2017 Motion to approve the 2018 meeting schedule. Motion passed.

12/05/2017 Motion to approve the Hayden's Lane Bench project by the Smithfield High School Art Class. Motion passed.

ORDINANCES:

- 01/03/2017** An Ordinance to Execute a Franchise Agreement with Historic Windsor Castle Restoration, LLC granting the exclusive right and privilege to lease certain property owned by the Town of Smithfield and prescribing the terms and conditions and restriction pertaining to such grant. Motion passed.
- 02/07/2017** Ordinance to Amend the Zoning Ordinance of the Town of Smithfield, Virginia, Motion passed.

PRESENTATIONS:

- 01/03/2017** Briefing by Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 01/03/2017** Update on the Windsor Castle restoration by Dr. Milton Cook.
- 02/07/2017** Chief Bowman introduced a new officer, Mr. Christopher McGough.
- 02/07/2017** Briefing by Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 03/07/2017** Briefing by Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 03/07/2017** Presentation by Mr. Brian Camden and Mr. Jamie Weist for the architectural plans for the Joseph W. Luter Jr. Sports Complex concession stand and entrance monuments.
- 04/04/2017** Presentation for Positive Mindz for their work in the community.
- 04/04/2017** Briefing by Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 04/04/2017** Update on the Windsor Castle Park restoration project by Dr. Milton Cook.
- 05/02/2017** Update on the Joseph W. Luter, Jr. Sports Complex by Mr. Brian Camden.
- 05/02/2017** Briefing by Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 05/02/2017** Update on the Windsor Castle Park restoration project by Dr. Milton Cook.
- 06/06/2017** Briefing by Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 07/11/2017** Mr. Grice was not present for a briefing.
- 07/11/2017** Update on the Windsor Castle Park restoration project by Dr. Milton Cook.
- 08/01/2017** Mr. Grice was not present for a briefing.
- 09/05/2017** Briefing by Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 10/03/2017** Presentation by Mr. Derick Mays with the Virginia Department of Criminal Justice Services for the town's 2017 Re-Certification as a Certified Crime Prevention Community.
- 10/03/2017** Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District.
- 10/03/2017** Update on the Windsor Castle restoration project by Dr. Milton Cook.
- 11/07/2017** Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District.

12/05/2017 Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District.

PROPOSALS:

- 01/03/2017 Motion to accept the proposal to relocate the Wombwell house smokehouse outbuilding. Motion passed.
- 03/07/2017 Motion to accept proposals for the removal of the dairy house and small barn at the Wombwell house property. Motion passed.
- 04/04/2017 Motion to accept the proposals from Blair Brothers for the street maintenance work on old South Church Street, Stratford Lane, Wellington Circle from Dover Court to Edinburgh, and Andrews Crossing from John Rolfe Drive to Lane Crescent. Motion passed.
- 04/04/2017 Motion to accept the proposal from Draper Aden Association for repair and hazard mitigation to the Smithfield Lake Dam Emergency Spillway. Motion passed.
- 09/05/2017 Motion to approve the street paving proposals from Blair Brothers, Inc. for Lane Crescent, Kendall Haven, and Faye Drive. Motion passed.
- 09/05/2017 Motion to approve the proposal for A.C. Schultes of Maryland, Inc. to make emergency repair to the Reverse Osmosis Water Treatment Plant Well 8A. Motion passed.
- 10/03/2017 Motion to approve street paving proposal from Blair Brothers, Inc. for a portion of South Mason Street from Cedar Street to Sykes Court. Motion passed.
- 10/03/2017 Motion to approve proposal from Draper Aden Associates for the Virginia Department of Conservation and Recreation Grant work for the Waterworks Lake Dam. Motion passed.

PROCLAMATIONS:

- 07/11/2017 Proclamation in support of the 2017 National Night Out to be held on August 1st, 2017 at the Smithfield Center. Motion passed.

PUBLIC COMMENTS:

- 01/03/2017 Mr. Tommy Gehring spoke about concerns with tree trimming and flooding of his property which has been going on for some time. He requested that Council look into the issues.
- 02/07/2017 Mr. Thomas Mayes updated Council on the smokehouse relocation from the Wombwell property.
- 04/04/2017 Mr. Rick Bodson, speaking on behalf of Smithfield 2020, requested denial of the application to demolish Pierceville.
- 04/04/2017 Mr. Lee Duncan and Mr. Mark Hall requested denial of the Pierceville demolition application.
- 04/04/2017 Mr. Robert Smallwood and Ms. Heidi Fansler spoke to Council about problems at the American Legion Hall with parties, noise, gunshots, and underage drinking. They requested Town Council look into these issues.
- 04/04/2017 Ms. Sonja Ingram with Preservation Virginia spoke to Council about Pierceville and encouraged the Council to protect it.

- 04/04/2017** Ms. Betty Clark spoke about the benefits of a colonial working farm at Pierceville and encouraged Town Council to work with Trust for Public Land.
- 04/04/2017** Mr. Gary Ramsburg spoke about his evaluation of the Pierceville property and that it can be saved and gave a report on the findings.
- 04/04/2017** Ms. Terry Mulherin spoke to Council about protecting the historic district and to not demolish Pierceville.
- 04/04/2017** Mr. Justin Hornback, Mrs. Carolyn Torre, and Mr. Mark Gay spoke about Pierceville and upholding the BHAR decision to not approve the application to demolish it.
- 04/04/2017** Mr. Dick Grice requested that the Town Council consider the entire population of Smithfield when making a decision about Pierceville. He also felt that not all options had been explored.
- 04/04/2017** Mrs. Robbie Younger spoke about Pierceville and requested that no demolition take place there.
- 04/04/2017** Mr. Stuart Resor offered to take a look at Pierceville, free of charge, and assess what can be done with the house and outbuildings.
- 04/04/2017** Ms. Deborah Duncan spoke about historic tourism in Smithfield and the need for Pierceville to be preserved.
- 04/04/2017** Ms. Suzie Gay offered suggestions on what could be done with the Pierceville property if the town works with Trust for Public Land to preserve it.
- 04/04/2017** Ms. Rosa Turner of Rushmere Community Development spoke about her group. They gave an award to the Smithfield Center. She had Legislators and Congressman at a meeting to discuss funding of historic areas. She had invited the Town Council.
- 04/04/2017** Mr. James Miles of Chesapeake asked the Town Council to preserve Pierceville.
- 04/04/2017** Mrs. Carolyn Torre requested that the town look into the rules for the Entrance Corridor Overlay so it does not turn into Mercury Blvd during the public hearing for the Goodwill store on Bennis Church Blvd.
- 05/02/2017** Mr. Mike Rios, Mr. Ron Kitchen, and Mr. Wally Johnson spoke about a Moose Service Center coming to our area.
- 05/02/2017** Ms. Terry Mulherin thanked the police department for all they do. She also commented about concerns with speeding and road safety. She requested that the public be allowed to serve on committees when openings become available.
- 05/02/2017** Mrs. Gina Ippolito commented on the 3rd Annual Park Lover's Party scheduled for May 12th, 2017 as a reminder to anyone who wanted to come.
- 05/02/2017** Mr. John Payne thanked the Town Council for all they do and their service to the community.
- 05/02/2017** Mr. Melvin Atkinson expressed support for Smithfield VA Events proposal for Windsor Castle Park.
- 05/02/2017** Ms. Elizabeth Moose spoke in support of Smithfield VA Events proposal for Windsor Castle Park.
- 06/06/2017** Mr. Jim Philips spoke in support of the barn project presented by Smithfield VA Events.
- 06/06/2017** Mr. John Payne spoke about the good job Smithfield VA Events does for the community.
- 06/06/2017** Mrs. Terry Mulherin thanked the Police Department for setting up the radar screen on Washington Street.

- 06/06/2017** Mr. Melvin Atkinson spoke in support of Smithfield VA Events and the good work they do to support local programs.
- 06/06/2017** Mr. Larry Saint spoke as a reference for Smithfield VA Events about the organization being financially responsible.
- 07/11/2017** Mr. Mark Gay spoke against the sublease for Smithfield VA Events and encouraged mothballing of the Pierceville manor house.
- 07/11/2017** Mrs. Carolyn Torre spoke about the town ordinances and the power that the BHAR has in regards to Pierceville and all historic properties.
- 07/11/2017** Ms. Betty Clark spoke about Pierceville and her desire for it to be preserved.
- 08/01/2017** Tourism Director, Judy Winslow, issued an official apology to the Art Center at 319 Main Street and the Smithfield Times for comments disseminated on a social media sites for Isle of Wight County.
- 08/01/2017** Mr. Albert Burckard asked the Town Council to not consider annexation at the Intergovernmental meeting until the Comprehensive Plan can be reviewed.
- 08/01/2017** Ms. Theresa Mulherin requested that rules be in place for anytime loans are taken out on behalf of anyone else. (referring to Smithfield VA Events) She also spoke about violations to freedom of speech.
- 08/01/2017** Ms. Harriet Hines requested an endowment be created for the future upkeep of Windsor Castle Park.
- 09/05/2017** Mrs. Terry Mulherin spoke in opposition to the loan for Smithfield VA Events.
- 09/05/2017** Mr. Mark Gay spoke about his opposition to the loan for Smithfield VA Events as well as his belief about his privileges as a citizen.
- 09/05/2017** Former Mayor Chapman thanked some Council members for attending his ribbon cutting. He also thanked the Council for making history with the appointment of the new Chief of Police, Alonzo Howell. He congratulated the Town Manager for a job well done.
- 10/03/2017** Mrs. Martha Jackson asked Council to have a listening ear and to be in tune with the constituents.
- 10/03/2017** Mr. Mark Gay spoke in opposition to a loan for Smithfield VA Events and about a previous vote for new barns at Windsor Castle.
- 10/03/2017** Ms. Terry Mulherin spoke in opposition to a loan for Smithfield VA Events.
- 11/07/2017** Mrs. Stephe Broadwater thanked the Council for their contribution to the Western Tidewater Free Clinic.

PUBLIC HEARINGS:

- 02/07/2017** Public Hearing: Zoning Ordinance Amendment to Residential Office District. Motion passed.
- 02/07/2017** Public Hearing: Special Use Permit – Cypress Run Drive for temporary, private water and sewer system. Motion passed.
- 04/04/2017** Public Hearing: Rezoning of Community Conservation to Highway Retail Commercial for a Goodwill store next to the Tractor Supply. Motion passed.

- 04/04/2017** Public Hearing: Special Use Permit for retail sales in a Residential/Office zoning district. Motion passed.
- 06/06/2017** Public Hearing: Special Use Permit for a School of Cosmetology at 704C South Church Street. Motion passed.
- 06/06/2017** Public Hearing: Amended Budget for FY 2016/2017. Motion passed.
- 06/06/2017** Public Hearing: Proposed Budget for FY 2017/2018. Continued until June 26th, 2017. Motion passed.
- 09/05/2017** Public Hearing: Special Use Permit for 338 Main Street for a flower shop on the ground floor and residential on the second floor. Motion passed.
- 11/07/2017** Public Hearing: Cypress Creek – Conditional Zoning Amendment. Motion passed.
- 11/07/2017** Public Hearing: Cypress Creek – Phase VI – Special Use Permit. Motion passed.

PURCHASES:

- 05/02/2017** Motion to authorize the purchase of a new master meter for bulk water sales located on Battery Park Road. Motion passed.
- 06/06/2017** Motion to authorize the Town manager to place the order for two new police vehicles prior to July 1st. Motion passed.
- 08/01/2017** Motion to authorize the Town Manager to purchase budgeted replacement pumps for James Street and Main Street pump stations by sole source purchase. Motion passed.
- 10/03/2017** Motion to approve the purchase of grounds equipment to be used at the Joseph W. Luter Jr. Sports Complex. Motion passed

REQUEST FOR PROPOSALS / INVITATION FOR BID:

- 02/07/2017** Motion to reject proposals received for the relocation of the Wombwell House and to issue a new informal RFP. Motion passed.

RESOLUTIONS - Miscellaneous:

- 02/07/2017** Adopt a re-certification resolution designating Smithfield as a Certified Crime Prevention Community. Motion passed.
- 02/07/2017** Resolution to authorize the Town Treasurer to refund the Machinery and Tools Tax for FY 2013, 2014, and 2015. Motion passed.
- 02/07/2017** Resolution to adopt the Hampton Roads Hazard Mitigation Plan. Motion passed.
- 02/07/2017** Resolution to budget the town's local match of \$21,251.00 to the three designated VDOT Urban Fund Projects. Motion passed.
- 03/07/2017** Resolution to renew line of credit with TowneBank to be used for the Pinewood Heights Relocation Project. Motion passed.

- 06/26/2017** Resolution to adopt the budget for fiscal year 2017/2018. Motion passed.
- 07/11/2017** Resolution to renew line of credit with Farmers Bank. Motion passed.
- 07/11/2017** Motion to adopt an appropriation resolution to carryforward restricted funds appropriated for FY 2016/2017. Motion passed.
- 07/11/2017** Motion to adopt appropriation resolution for funds for FY 2017/2018 effective July 1st, 2017. Motion passed.
- 12/05/2017** Resolution to accept Main Street in the Town of Smithfield's maintenance system. Motion passed.

RESOLUTIONS – Street Closure/Traffic Assistance:

- 03/07/2017** Resolution to approve street closure/traffic assistance request for the Smithfield Sprint Triathlon on March 25th, 2017. Motion passed.
- 03/07/2017** Resolution to approve partial street closure for one way traffic for the 6th Annual Wine and Brew Festival on April 8th. Motion passed.
- 03/07/2017** Resolution to approve traffic assistance request for the Smithfield Main Street Mile on May 21st. Motion passed.
- 03/07/2017** Resolution to approve partial park closures for the fishing pier on April 4th through April 8th and trails on April 8th for the 6th annual Wine and Brew Festival.
- 05/02/2017** Resolution for a street closure request for the Olden Days Festival on June 23rd and 24th. Motion passed.
- 07/11/2017** Resolution to approve the street closure request for the BBQ Classic Competition at Windsor Castle Park. Motion passed.
- 08/01/2017** Resolution to approve the street closure request for the Ruritan Car Show on September 23rd, 2017. Motion passed.
- 09/05/2017** Resolution to approve the street closure request for the Autumn Vintage Market on September 30th, 2017. Motion passed.
- 09/05/2017** Resolution to approve the street closure for the Smithfield High School Homecoming Parade on October 6th, 2017. Motion passed.
- 09/05/2017** Resolution to approve the street closure request for the Bacon Fest on October 7th, 2017 at Windsor Castle Park. Motion passed.
- 09/05/2017** Resolution to approve the street closure request for the Hog Jog Race on October 14th, 2017. Motion passed.
- 09/05/2017** Resolution to approve the street closure request for Horsepower on Main Street Car Show on October 28th, 2017. Motion passed.
- 09/05/2017** Resolution to approve the Riverfront Trail closure on October 7th, 2017 as well as the Fishing Pier closure for October 2nd – 7th at Windsor Castle Park for the Bacon Fest. Motion passed.
- 10/03/2017** Resolution to approve street closure request for the Christmas Evening_Market, Friday, December 8th, 2017. Motion passed.

- 10/03/2017** Resolution to approve street closure for Smithfield Annual Christmas Parade, Saturday, December 9th, 2017. Motion passed.
- 12/05/2017** Resolution to approve the street closure/traffic assistance request for the BOB Festival on January 13th, 2018. Motion passed.
- 12/05/2017** Resolution to approve traffic assistance for the Mardi Gras Run on February 3rd, 2018. Motion passed.
- 12/05/2017** Resolution to approve the street closure request from Columbia Gas Company to perform survey work along Main Street. Motion passed.

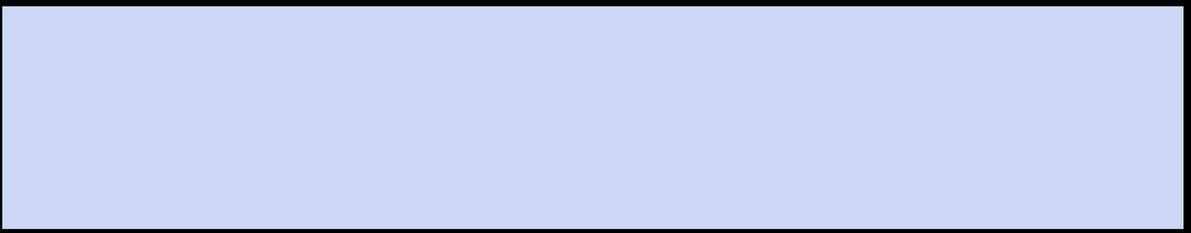
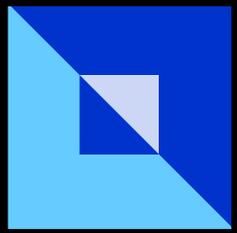
OTHER ITEMS OF INTEREST

NEWSLETTER EXPENSE REPORT:

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

2016		John Henry Printing	Postage	# of copies
	Spring	\$1,653.75	\$733.08	3,375
	Fall (full color)	\$2,800.00	\$735.58	3,325

2017		John Henry Printing	Postage	# of copies
	Spring (full color)	\$2821.07	\$737.32	3,350
	Fall (full color)	\$2778.96	\$747.04	3,300



COUNCIL BUDGET

RESOLUTION
AMENDED BUDGET FOR FISCAL YEAR 2016-2017

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

WHEREAS, the budget has been advertised in accordance with the law and a public hearing was held at the regular meeting of Town Council on June 6, 2017; and,

WHEREAS, after hearing public comment, the finance committee and the Town Manager have recommended adoption of the proposed amended budget for the 2016-2017 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 2016-2017.

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

Adopted this 6th day of June, 2017.

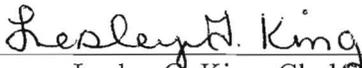
TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By



T. Carter Williams, Mayor

ATTEST:



Lesley G. King, Clerk

2017 Proposed Revised Budget General Fund

	<u>Adopted Budget</u> FY2016-2017	<u>Proposed Budget Rev</u> FY2016-2017	<u>\$</u> Change	<u>%</u> Change
REVENUE				
General Property Taxes				
Real Estate	1,709,200	1,710,000	800	0.05%
Personal Property	599,500	446,020	(153,480)	-25.60%
Public Service Corporations Tax	30,524	31,026	502	1.64%
Penalties and Interest	35,355	475	(34,880)	-98.66%
Total General Property Taxes	2,374,579	2,187,521	(187,058)	-7.88%
Other local taxes				
Bank franchise	137,645	136,955	(690)	-0.50%
Sales	320,000	331,000	11,000	3.44%
Utility	190,000	190,000	-	0.00%
Meals tax - 4.25%	1,112,623	1,121,500	8,877	0.80%
Meals tax - 1%	523,470	532,000	8,530	1.63%
Business Licenses	367,600	367,600	-	0.00%
Vehicle Licenses	136,500	140,500	4,000	2.93%
Cigarette	150,000	169,000	19,000	12.67%
Transient Occupancy	216,000	190,000	(26,000)	-12.04%
Peg Channel	-	1,920	1,920	100.00%
Consumption	47,000	47,000	-	0.00%
Total other local taxes	3,200,838	3,227,475	26,637	0.83%
Licenses, permits & other fees				
Permits	15,000	20,000	5,000	33.33%
Inspection Fees	3,000	6,450	3,450	115.00%
Dog Park Registration Fees	2,300	2,000	(300)	-13.04%
Consultant Review Fees	3,000	3,000	-	0.00%
Total licenses, permits, and other fees	23,300	31,450	8,150	34.98%
Fines	70,000	60,000	(10,000)	-14.29%
Revenue from use of money and property	260,350	255,950	(4,400)	-1.69%
Other revenue	6,100	6,800	700	11.48%
Revenue from Commonwealth of Virginia	674,677	672,758	(1,919)	-0.28%
Revenue from Federal Government	953,575	707,760	(245,815)	-25.78%
Other financing sources				
Contributions	97,350	925,136	827,786	850.32%
Insurance Recoveries	-	26,055	26,055	100.00%
Line of Credit Proceeds	500,000	250,000	(250,000)	-50.00%
Loan Proceeds	3,597,725	2,655,447	(942,278)	-26.19%
Reserve Funds				
Escrow Reserves-Ball Fields	3,025,000	1,445,697	(1,579,303)	-52.21%
Restricted Reserves-Police Dept	-	65,690	65,690	100.00%
Restricted Reserves-Pinewood	-	289,318	289,318	100.00%
Operating Reserves	450,213	-	(450,213)	-100.00%
Total other financing sources	7,670,288	5,657,343	(2,012,945)	-26.24%
Total General Funds Revenues	15,233,707	12,807,057	(2,426,650)	-15.93%
Road Maintenance	1,104,209	1,174,073	69,864	6.33%
From Prior Year-Highway Funds	-	104,519	104,519	100.00%
GRAND TOTAL	16,337,916	14,085,649	(2,252,267)	-13.79%

EXPENDITURES

Operating Expenses

General Government	739,427	729,999	(9,428)	-1.28%
Treasurer	519,438	481,273	(38,165)	-7.35%
Public Safety	2,530,239	2,526,534	(3,705)	-0.15%
Planning, Engineering, & Public Works	819,830	818,230	(1,600)	-0.20%
Public Buildings	154,220	154,220	-	0.00%
Community Development	2,026,800	2,156,488	129,688	6.40%
Parks, Recreation, and Cultural	834,733	1,356,230	521,497	62.47%
Debt Service	695,567	411,817	(283,750)	-40.79%

Total Operating Expenses 8,320,254 8,634,791 314,537 3.78%

Other Financing Uses

Transfer Operating Reserves	-	29,632	29,632	100.00%
Transfer to restricted reserves	489,553	563,271	73,718	15.06%

Total Other Financing Uses 489,553 592,903 103,350 21.11%

Capital Outlay

Treasurer	107,525	123,068	15,543	14.46%
Public Safety	105,000	197,000	92,000	87.62%
Planning, Engineering, & Public Works	9,375	33,150	23,775	253.60%
Public Buildings	10,000	34,890	24,890	248.90%
Parks, Recreation, & Cultural	5,964,000	2,975,255	(2,988,745)	-50.11%
Community Development	228,000	216,000	(12,000)	-5.26%

Total Capital Outlay 6,423,900 3,579,363 (2,844,537) -44.28%

Total General Funds Expenses 15,233,707 12,807,057 (2,426,650) -15.93%

Road Maintenance 1,104,209 1,278,592 174,383 15.79%

GRAND TOTAL 16,337,916 14,085,649 (2,252,267) -13.79%

2017 Proposed Revised Budget -Water & Sewer

	<u>Adopted Budget</u> <u>FY2016-2017</u>	<u>Proposed Budget Rev</u> <u>FY2016-2017</u>	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</u>
Operating Revenue				
Charges for Services-Water	1,407,750	1,370,615	(37,135)	-2.64%
Charges for Services-Sewer	681,000	681,000	-	0.00%
Water Debt Service Revenue	190,652	192,770	2,118	1.11%
Sewer Compliance Revenue	498,600	498,600	-	0.00%
Connection Fees-Water	16,500	16,500	-	0.00%
Connection Fees-Sewer	39,500	39,500	-	0.00%
Application Fees-Water	8,554	8,554	-	0.00%
Miscellaneous-Water	1,500	1,000	(500)	-33.33%
Miscellaneous-Sewer	500	2,000	1,500	300.00%
Total Operating Revenue	2,844,656	2,810,639	(34,017)	-1.20%
Operating Expenses				
Water	1,515,825	1,365,275	(150,550)	-9.93%
Sewer	649,937	648,363	(1,574)	-0.24%
Total Operating Expenses	2,165,762	2,013,638	(152,124)	-7.02%
Operating Income Before Bad Debt, Depreciation and Amortization Expense				
	678,894	797,001	118,107	17.40%
Depreciation & Amortization Exp-Water				
	370,000	370,000	-	0.00%
Depreciation & Amortization Exp-Sewer				
	390,000	390,000	-	0.00%
Total Bad Debt and Depreciation Expense	760,000	760,000	-	0.00%
Operating Income (Loss)	(81,106)	37,001	118,107	-145.62%
Nonoperating Revenue (Expenses)				
Availability Fees-Water	68,000	68,000	-	0.00%
Availability Fees-Sewer	103,000	103,000	-	0.00%
Pro-Rata Share Fees-Water	-	17,600	17,600	100.00%
Pro-Rata Share Fees-Sewer	-	17,600	17,600	100.00%
Interest Revenue-Water	6,800	10,000	3,200	47.06%
Interest Revenue-Sewer	4,500	8,000	3,500	77.78%
Interest Expense-Water	(40,465)	(39,300)	1,165	-2.88%
Interest Expense-Sewer	(8,602)	(8,602)	-	0.00%
Total Nonoperating Revenue (Expenses)	133,233	176,298	43,065	32.32%
Income (Loss)	52,127	213,299	161,172	309.19%

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 RO plant and expenses for the sewer consent order.
- 5) Principal payments to be funded from income and debt service revenues for 2017 are:

Water Debt Service Principal	303,070	303,070	-	0.00%
Sewer Debt Service Principal	98,770	98,770	-	0.00%
- 6) Total capital expenditures to be funded from income, loan funds, and escrow funds are:

Water Capital expenses	566,390	610,942	(44,552)	7.87%
Sewer Capital expenses	487,696	467,799	19,897	-4.08%

**RESOLUTION
BUDGET FOR FISCAL YEAR 2017-2018**

WHEREAS, the Town Council, through its staff and finance committee, has prepared a budget for Fiscal Year 2017-2018; 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 6, 2017; and,

WHEREAS, the budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2017-2018; and,

NOW, THEREFORE, BE IT RESOLVED that the budget for Fiscal Year 2017-2018, and attached hereto as Exhibit "A" is hereby adopted.

Adopted this 26th day of June, 2017.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By T. Carter Williams
T. Carter Williams, Mayor

ATTEST:

Lesley H. King
Lesley H. King, Clerk

2018 Proposed Budget General Fund

	<u>Proposed Budget Rev</u> <u>FY2016-2017</u>	<u>Proposed Budget</u> <u>FY2017-2018</u>	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</u>
	<u>REVENUE</u>			
<u>General Property Taxes</u>				
Real Estate	1,710,000	1,710,000	-	0.00%
Personal Property	446,020	621,500	175,480	39.34%
Public Service Corporations Tax	31,026	31,026	-	0.00%
Penalties and Interest	475	37,605	37,130	7816.84%
Total General Property Taxes	2,187,521	2,400,131	212,610	9.72%
<u>Other local taxes</u>				
Bank franchise	136,955	136,955	-	0.00%
Sales	331,000	340,000	9,000	2.72%
Utility	190,000	192,000	2,000	1.05%
Meals tax - 4.25%	1,121,500	1,130,840	9,340	0.83%
Meals tax - 2%	532,000	532,000	-	0.00%
Business Licenses	367,600	367,600	-	0.00%
Vehicle Licenses	140,500	140,500	-	0.00%
Cigarette	169,000	169,000	-	0.00%
Transient Occupancy	190,000	190,000	-	0.00%
Peg Channel	1,920	1,940	20	1.04%
Consumption	47,000	49,000	2,000	4.26%
Total other local taxes	3,227,475	3,249,835	22,360	0.69%
<u>Permit, Fees & Licenses</u>				
Permits	20,000	15,000	(5,000)	-25.00%
Inspection Fees	6,450	6,000	(450)	-6.98%
Curbside Disposal	-	-	-	0.00%
Dog Park Registration Fees	2,000	2,000	-	0.00%
Consultant Review Fees	3,000	1,500	(1,500)	-50.00%
Total licenses, permits, and privilege fees	31,450	24,500	(6,950)	-22.10%
Fines	60,000	60,000	-	0.00%
Revenue from use of money and property	255,950	244,600	(11,350)	-4.43%
Other revenue	6,800	5,600	(1,200)	-17.65%
Revenue from Commonwealth of Virginia	672,758	700,996	28,238	4.20%
Revenue from Federal Government	707,760	165,000	(542,760)	-76.69%
<u>Other financing sources</u>				
Contributions	925,136	109,200	(815,936)	-88.20%
Insurance Recoveries	26,055	-	(26,055)	-100.00%
Line of Credit Proceeds	250,000	250,000	-	0.00%
Loan Proceeds	2,655,447	1,979,553	(675,894)	-25.45%
Reserve Funds				
Escrow Reserves-Ball Fields	1,445,697	1,079,303	(366,394)	-25.34%
Restricted Reserves-Police Dept	65,690	-	(65,690)	-100.00%
Restricted Reserves-Pinewood	289,318	-	(289,318)	-100.00%
Operating Reserves	-	74,727	74,727	100.00%
Total other financing sources	5,657,343	3,492,783	(2,164,560)	-38.26%
Total General Funds Revenues	12,807,057	10,343,445	(2,463,612)	-19.24%
Road Maintenance	1,174,073	1,169,873	(4,200)	-0.36%
From Prior Year-Highway Funds	104,519	-	(104,519)	-100.00%
GRAND TOTAL	14,085,649	11,513,318	(2,572,331)	-18.26%

2018 Proposed Water & Sewer Budget

	<u>Proposed Budget Rev</u> <u>FY2016-2017</u>	<u>Proposed Budget</u> <u>FY2017-2018</u>	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</u>
	<u>REVENUE</u>			
Operating Revenue				
Charges for Services-Water	1,370,615	1,370,615	-	0.00%
Charges for Services-Sewer	681,000	681,000	-	0.00%
Water Debt Service Revenue	192,770	192,770	-	0.00%
Sewer Compliance Revenue	498,600	505,400	6,800	1.36%
Connection Fees-Water	16,500	16,500	-	0.00%
Connection Fees-Sewer	39,500	39,500	-	0.00%
Application Fees-Water	8,654	8,654	-	0.00%
Miscellaneous-Water	1,000	1,000	-	0.00%
Miscellaneous-Sewer	2,000	650	(1,350)	-67.50%
Total Operating Revenue	2,810,639	2,816,089	5,450	0.19%
Operating Expenses				
Water	1,365,275	1,467,992	102,717	7.52%
Sewer	648,363	616,097	(32,266)	-4.98%
Total Operating Expenses	2,013,638	2,084,089	70,451	3.50%
Operating Income Before Bad Debt,				
Depreciation and Amortization Expense	797,001	732,000	(65,001)	-8.16%
Depreciation & Amortization Exp-Water	370,000	385,000	15,000	4.05%
Depreciation & Amortization Exp-Sewer	390,000	399,000	9,000	2.31%
Total Bad Debt and Depreciation Expense	760,000	784,000	24,000	3.16%
Operating Income (Loss)	37,001	(52,000)	(89,001)	-240.54%
Nonoperating Revenue (Expenses)				
Availability Fees-Water	68,000	68,000	-	0.00%
Availability Fees-Sewer	103,000	103,000	-	0.00%
Pro-Rata Share Fees-Water	17,600	-	(17,600)	-100.00%
Pro-Rata Share Fees-Sewer	17,600	-	(17,600)	-100.00%
Interest Revenue-Water	10,000	7,500	(2,500)	-25.00%
Interest Revenue-Sewer	8,000	8,000	-	0.00%
Interest Expense-Water	(39,300)	(42,600)	(3,300)	8.40%
Interest Expense-Sewer	(8,602)	(7,098)	1,504	-17.48%
Total Nonoperating Revenue (Expenses)	176,298	136,802	(39,496)	-22.40%
Income (Loss)	213,299	84,802	(128,497)	-60.24%
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 RO plant and expenses for the sewer consent order.				
5) Principal payments to be funded from income and debt service revenues for 2017 and 2018 are:				
Water Debt Service Principal	303,070	242,515	(60,555)	-19.98%
Sewer Debt Service Principal	98,770	100,430	1,660	1.68%
6) Total capital expenditures to be funded from income, loan funds, and escrow funds are:				
Water Capital expenses	610,942	285,051	(325,891)	-53.34%
Sewer Capital expenses	467,799	628,551	160,752	34.36%

APPROPRIATION RESOLUTION TO CARRY FORWARD AND RESTRICT FUNDS
APPROPRIATED IN FISCAL YEAR 2016-2017

WHEREAS, the Town Council, in its 2016-2017 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 2016-2017 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 2016-2017 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	\$500,000
MUNIS Conversion	36,527
Joseph W. Luter, Jr. Sports Complex	<u>100,000</u>
	\$636,527

SEWER FUND

Bypass pump	\$100,000
Construction Standards Update	<u>2,121</u>
	\$102,121

WATER FUND

Well 8-repair crack in casing or screen	\$60,000
Construction Standards Update	<u>2,121</u>
	\$62,121

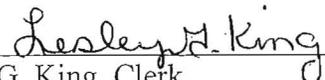
HIGHWAY FUND

Construction Standards Update	<u>2,121</u>
	\$2,121

Adopted: July 11, 2017



T. Carter Williams, Mayor

Attest: 

Lesley G. King, Clerk

APROPRIATION RESOLUTION
FISCAL YEAR 2017-2018

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 2017-2018, beginning July 1, 2017.

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, 2017, and ending on the 30th day of June, 2018:

A. From General Corporate Taxes and Revenue:

<u>Operating expenses:</u>	
For general government	\$747,553
For treasurer	525,262
For public safety	2,514,713
For planning, engineering & public works	746,282
For public buildings	156,571
For community development	392,951
For parks, recreation & cultural	2,482,295
For debt service	<u>650,036</u>
Total	\$8,215,663
<u>Other Financing Uses</u>	
Transfer to operating reserves	
Transfer to restricted reserves	<u>489,553</u>
Total Other Financing Uses	\$489,553
<u>Capital outlay:</u>	
For Treasurer	\$84,250
For public safety	85,150
For planning, engineering & public works	246,251
For public buildings	43,275
For parks, recreation & cultural	1,179,303
For community development	
Total	<u>\$1,638,229</u>
Total General Funds Expenses	10,343,445
Road Maintenance	\$1,169,873
GRAND TOTAL	\$11,513,318

Appropriated for the foregoing expenses from the following sources:

General Property Taxes:

Real Estate	\$1,710,000
Personal Property	621,500
Public Service Corporation tax	31,026
Penalties & interest	<u>37,605</u>

Total General Property Taxes \$2,400,131

Other local taxes

Franchise	136,955
Sales	340,000
Utility	192,000
Meals-4.25%	1,130,840
Meals-2%	532,000
Business licenses	367,600
Vehicle licenses	140,500
Cigarette	169,000
Transient Occupancy	190,000
Peg Channel	1,940
Consumption	<u>49,000</u>

Total \$3,249,835

Permit, Fees & Licenses

Permits	15,000
Inspection Fees	6,000
Dog Park Registration	2,000
Consultant Review fees	<u>1,500</u>

Total license, permits and privilege fees \$24,500

Fines	60,000
Revenue from use of money and property	244,600
Other revenue	5,600
Revenue from Commonwealth of Virginia	700,996
Revenue from federal government	<u>165,000</u>

Total \$1,176,196

Other financing sources	
Contributions	109,200
Use of credit proceeds	250,000
Loan proceeds	1,979,553
Reserve funds	
Escrow Reserves-ball fields	1,079,303
Operating reserves	<u>74,727</u>
Total other financing sources	\$3,492,783
Total general funds revenues	\$10,343,445
Road Maintenance	<u>\$1,169,873</u>
Grand Total	\$11,513,318

Appropriated for the foregoing expenses from the following sources:

Operating revenue:

Charges for services-water	1,370,615
Charges for services-sewer	681,000
Water Debt Service Revenue	192,770
Sewer Compliance Revenue	505,400
Connection fees-water	16,500
Connection fees-sewer	39,500
Application fees-water	8,654
Miscellaneous – water	1,000
Miscellaneous – sewer	<u>650</u>

Total \$2,816,089

Operating Expenses

For water operating expenses	\$1,467,992
For sewer operating expenses	<u>616,097</u>

Total operating expenses \$2,084,089

Operating Income Before Bad Debt

Depreciation and Amortization Expense	<u>732,000</u>
---------------------------------------	----------------

Total \$732,000

Depreciation & amortization expense- water	385,000
Depreciation & amortization expense- sewer	<u>399,000</u>

Total Bad Debt and Depreciation Expense \$784,000

Operating Income (Loss) (52,000)

Non-operating Revenue (Expenses)

Availability Fees-Water	68,000
Availability Fees-Sewer	103,000
Interest Revenue-Water	7,500
Interest Revenue-Sewer	8,000
Interest Expense-Water	(42,600)
Interest Expense-Sewer	<u>(7,098)</u>

Total Non-operating Revenue (expenses) \$136,802

Income (loss) \$84,802

SUMMARY

Appropriated from general corporate taxes and revenue	\$11,513,318
Appropriated from water and sewer revenues & reserves	<u>\$2,816,089</u>
TOTAL:	\$14,329,407

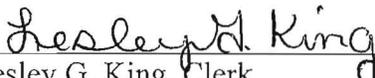
These appropriations shall be effective as of July 1, 2017.

Adopted: July 11, 2017

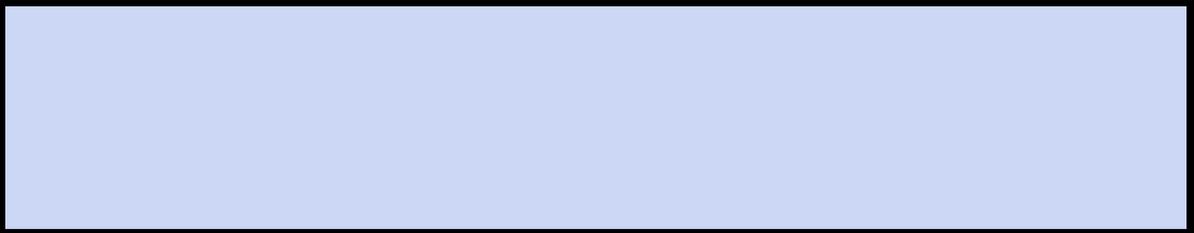
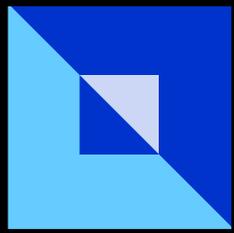


T. Carter Williams, Mayor

Attest:



Lesley G. King, Clerk



SMITHFIELD PLANNING,
ENGINEERING & PUBLIC WORKS
REPORT

Town of Smithfield



2017 Annual Report

Staff Achievements/Training

- William Saunders was promoted to Director of Planning, Engineering and Public Works
- Ken Bacon was promoted to Maintenance Helper
- Jeffrey Miller was promoted to Grounds Maintenance Specialist
- Sonja Eubank received the Virginia Contracting Masters certification though the Virginia Institute of Procurement and attended FEMA Procurement Disaster Assistance Team training
- Tim Perkins received his Class 3 Waterworks Operators License
- Dale Walls received his Class 1 Waterworks Operator License
- Robert Archer received his CDL License
- Jessie Snead and Jeff Smith received Intermediate Workzone Safety certifications
- Joseph Reish received/renewed Certified Zoning Official certification
- Department staff received First Aid and CPR training and certification. All public works field staff attended and received VDOT Flaggers Certification

Planning and Zoning Department

Planning Commission

	Reviewed	Approved or Recommended Approval	Denied or Recommended Denial	Tabled
Rezoning	2	2	0	2
Preliminary Site Plan Review	2	2	0	0
Final Site Plan Review	3	3	0	0
Preliminary Subdivision Review	1	1	0	0
Final Subdivision Review	1	1	0	0
Special Use Permits	7	6	0	3
Special Sign Exceptions	1	1	0	0
Chesapeake Bay Exceptions	1	1	0	0
Amendments to Comp Plan, Zoning Ord., etc.	1	1	0	0
Sign Permit, Entrance Corridor Design Review	3	3	0	0
Others	2	2	0	0
TOTAL	24	23	0	5

January 10, 2017 meeting

1. *Public Hearing* - Special Use Permit - Temporary, Private Water and Sewer System – 18220 Cypress Run Drive (TPIN# 32-01-002)– Brian H. White, Cabco Properties, LLC, applicants. Zoning Ordinance Amendment Review – Article 3.G, Residential / Office Zoning District (R-O) – Town of Smithfield, applicant – Recommended for Approval to Town Council.
2. *Public Hearing* - Chesapeake Bay Preservation Area Exception – 505 Jordan Avenue – Randy Pack, applicant – Approved.
3. *Public Hearing* - Zoning Ordinance Amendment Review – Article 3.G, Residential / Office (R-O) Zoning District – Town of Smithfield, applicant – Recommended for Approval to Town Council.

February 14, 2017 meeting

- No Meeting Held

March 14, 2017 meeting

1. *Public Hearing* - Rezoning – Community Conservation (C-C) to Highway Retail Commercial (HR-C) – Bennis Church Boulevard (TPIN# 32-01-005) – Charles D. Layman, Goodwill of Central and Coastal Virginia, Inc., applicants – Approval recommended to Town Council with no conditions.
2. *Public Hearing* - Special Use Permit – Retail Sales in Residential / Office (R-O) Zoning District 1306 South Church Street – Autumn Marade, applicant - Approval recommended to Town Council with no conditions.

April 11, 2017 meeting

1. Entrance Corridor Design Review and Waiver Request – 201 Battery Park Road Trey Gwaltney, Smithfield Self Storage, applicants – Approved as presented.
2. Entrance Corridor Design Review (After the fact) – 1804 S. Church St. - Chief Jerry Hackney, Smithfield Volunteer Fire Department, applicants – Approved as presented.
3. Preliminary Subdivision Plan Review – 305 Smithfield Boulevard – Dale Steffensmeier, Anchor Contracting, Inc., applicants – Approved as presented.
4. Comprehensive Plan Future Land Use Discussion – No action taken.

May 9, 2017 meeting

1. *Public Hearing* - Special Use Permit – Private School & Personal Service Establishment – 704C South Church Street (TPIN# 21A-01-520) – Pamona Kelli Pollard, applicant; Kathleen Swedish, owner – Approval recommended to Town Council.
2. Preliminary Site Plan and Waiver Request – 201 Battery Park Road Trey Gwaltney, Smithfield Self Storage, applicants – Approved as presented.

June 13, 2017 meeting

1. *Public Hearing* - Special Sign Exception – Sign and Sign Base Area – Fairway Drive, Entrance to Cypress Creek Subdivision (Parcels 21-01-086A & 21-01-089) Wes Crane, IDF Pen Sign, applicant; Cypress Investment Holdings, LLC, owner – SSE Granted.
2. Subdivision Plan Revision – Fairway Drive, Entrance to Cypress Creek Subdivision (Parcels 21-01-086A & 21-01-089) – Wes Crane, IDF Pen Sign, applicant; Cypress Investment Holdings, LLC, owner - Approved.
3. Subdivision Waiver – 837 & 841 W. Main Street (Parcels 21-01-070 & 21-01-070E) – David and Keith Hearn, applicants – Waiver Granted.

July 11, 2017 meeting

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

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

August 8, 2017 meeting

1. *Public Hearing* - Conditional Zoning Amendment – Cypress Creek Subdivision – Fairway Drive – Timothy S. Culpepper, Cypress Investment Holdings, LLC, applicants. – Tabled until September 12th meeting.
2. *Public Hearing* - Special Use Permit – Cluster Provision in Suburban Residential (S-R) Zoning District – Phase VI, Cypress Creek Subdivision – Timothy S. Culpepper, Cypress Investment Holdings, LLC, applicants – Tabled until September 12th meeting.
3. *Public Hearing* - Special Use Permit – Commercial Use in a Residential Structure – 338 Main Street – Joseph McCain, Fleur de Fou, applicants – Recommended for approval to Town Council.
4. Subdivision Plat and Waiver Review – 200/202 Washington Street (Parcels 21A-03-C012, C013 & C014) – Ken Coleman, applicant - Approved.
5. Entrance Corridor Design Review – 13490 Bennis Church Boulevard – Robert Neel, Hope Presbyterian Church, applicants - Approved.

September 12, 2017 meeting

1. Conditional Zoning Amendment – Cypress Creek Subdivision – Fairway Drive – Timothy S. Culpepper, Cypress Investment Holdings, LLC, applicants – Tabled until October 10th meeting.
2. Special Use Permit – Cluster Provision in Suburban Residential (S-R) Zoning District – Phase VI, Cypress Creek Subdivision – Timothy S. Culpepper, Cypress Investment Holdings, LLC, applicants – Tabled until October 10th meeting.
3. Final Site Plan Review – 201 Battery Park Road – Trey Gwaltney, Smithfield Self Storage, applicants - Approved.

October 10, 2017 meeting

1. Conditional Zoning Amendment – Cypress Creek Subdivision – Fairway Drive – Timothy S. Culpepper, Cypress Investment Holdings, LLC, applicants – Recommended for approval to Town Council.
2. Special Use Permit – Cluster Provision in Suburban Residential (S-R) Zoning District – Phase VI, Cypress Creek Subdivision – Timothy S. Culpepper, Cypress Investment Holdings, LLC, applicants – Recommended for approval to Town Council.

November 14, 2017 meeting

1. *Public Hearing* - Special Use Permit – 308 Main Street – Hotels and Motels; Commercial Recreation Establishment – Daniel and Anne Garland, applicants – Tabled until December Meeting.
2. *Public Hearing* - Special Use Permit – 322 Main Street – Commercial Use in a Residential Structure – Robin Wiatt, owner; Brian and Mary Oszust, applicants – Recommended for approval to Town Council.

December 14, 2017 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	1	1	0	0
TOTAL	2	2	0	0

January 17, 2017 meeting

- No Meeting Held.

February 21, 2017 meeting

- No Meeting Held

March 21, 2017 meeting

- No Meeting Held

April 18, 2017 meeting

- No Meeting Held

May 16, 2017 meeting

- No Meeting Held

June 20, 2017 meeting

- No Meeting Held

July 18, 2017 meeting

- No Meeting Held

August 15, 2017 meeting

1. Special Yard Exception – 200 Washington Street – Kenneth Coleman, applicant/property owner – Approved.

September 19, 2017 meeting

- No Meeting Held

October 17, 2017 meeting

- No Meeting Held

November 21, 2017 meeting

1. Special Yard Exception – 845 West Main Street – Jignesh Nisar, applicant/property owner – Approved.

December 19, 2017 meeting

- No Meeting Held

Board of Historic and Architectural Review

	Reviewed	Approved	Denied	Tabled
New Construction	3	3	0	0
Additions	2	2	0	0
Roof Change	5	5	0	0
Siding, Color Change/Exterior Renovation	3	3	0	0

Signs	1	1	0	0
Accessory Structures	8	8	0	0
Window Change	2	1	1	0
Demolition	2	0	2	0
Others	8	7	1	0
TOTAL	34	30	4	0

January 17, 2017 meeting

- No Meeting Held

February 21, 2017 meeting

1. Demolish Primary Structure and Outbuildings – 502 Grace Street (Pierceville) – Landmark – Mary D. Crocker, applicant – Denied.
2. New Construction Single Family Dwelling – Lot 252 Cockes Lane – No Designation – Stuart & Bonnie Resor, applicants – Tabled.
3. Review of BHAR Bylaws – No Action Taken

March 21, 2017 meeting

1. New Construction Single Family Home – Lot 252 Cockes Lane – No Designation – Stuart & Bonnie Resor, applicants – Approved.
2. Garden Shed (After the Fact) – 144 Sykes Court – Non-contributing Remigio Holmes, applicant – Approved.
3. Historic District Designation Review – Cedar Street, Chalmers Row & N. Church Street – No action taken.

April 18, 2017 meeting

1. New Construction Single Family Home – Lot 252 Cockes Lane – No Designation – Stuart & Bonnie Resor, applicants – Approved.
2. Garden Shed – Lot 252 Cockes Lane – No Designation – Stuart & Bonnie Resor, applicants – Approved.
3. Garden Shed – 106 North Mason Street – Landmark – Amy Ring, applicant – Approved.
4. Historic District Designation Review – South Church Street – No action taken

May 16, 2017 meeting

1. Garden Shed – 233 Cary Street – Non - Contributing – Kenneth & Kimberly Gardner, applicants – Approved.
2. Exterior Renovations – 232 James Street – Contributing – Timothy Miller, applicant – Approved.
3. Garage Door – 336 Main Street – Landmark – Ronnie Prevatte, applicant – Denied.

June 20, 2017 meeting

1. Fence – 229 South Mason Street – Contributing – Kevin & Kimberly Norman, applicants – Tabled.
2. Garden Shed – 201 Washington Street – Non - Contributing – Chester Felts, applicant – Approved.
3. Exterior Renovations – 202 Washington Street – Non - Contributing – Ken Coleman, applicant – Approved.
4. Historic District Designation Review – Clay Street, Cockes Lane, Commerce Street, Drummonds Lane, First Street – No action taken

July 18, 2017 meeting

1. Fence – 229 South Mason Street – Contributing – Kevin & Kimberly Norman, applicants – Approved.
2. Addition – 223 Washington Street – Non - Contributing – Chris Torre, applicant – Approved.

3. Application Determination of Completeness for Demolition as a Matter of Right – 502 Grace Street – Landmark – Mary Emma Delk Crocker, applicant – Tabled.
4. Window Signs – 103 Main Street – Landmark – Jennifer England, applicant – Approved.
5. Roof and Window Change – 206 Cary Street – Contributing – Ryan Smith, applicant – Approved.
6. Roof Change – 231 Cary Street – Non – Contributing – Joseph Reish, applicant- Approved.
7. Shed – 231 Cary Street – Non – Contributing – Joseph Reish, applicant – Approved.
8. Historic District Designation Review – Clay Street, Cockes Lane, Commerce Street, Drummonds Lane, First Street – No action taken

August 15, 2017 meeting

1. Front Porch Roof Color Change – 206 Cary Street – Contributing – Ryan Smith, applicant – Approved.
2. Window Change – 110 Main Street – Landmark – Wayne Davis – Smithfield Inn/Smithfield Foods, applicants – Tabled
3. New Storage Building and New Maintenance Building – 302 Jericho Road – Landmark – T. Carter Williams- Historic Windsor Castle Restoration LLC, applicants – Approved.

September 19, 2017 meeting

1. Application Determination of Completeness for Demolition as a Matter of Right - 502 Grace Street – Landmark - Mary Emma Delk Crocker, applicant – Approved.
2. Application for Demolition as a Matter of Right Consideration - 502 Grace Street – Landmark - Mary Emma Delk Crocker, applicant - Denied
3. Window Change - 110 Main Street – Landmark - Smithfield Inn/Smithfield Foods, Wayne Davis, applicants - Denied
4. Roof Change - 105 Cary Street – Contributing - Diana McFarland, applicant - Approved
5. Proposed Awning - 210 North Church Street - Non-Contributing - Smithfield Little Theater, Robert Cox, applicants - Approved
6. Chimney Removal- 231 Cary Street – Non – Contributing - Joseph R. Reish, applicant, Approved
7. Historic Protection Overlay District (HP-O) Maintenance Violation – 200 Riverview Avenue – Katherine Taylor and Andrea Taylor-Claud, Property Owners, Found in Violation by the BHAR
8. Historic Protection Overlay District (HP-O) Maintenance Violation – 302 Main Street – P.&D. Properties LLC, Property Owners, Found in Violation by the BHAR
9. Historic Protection Overlay District Violation (HP-O) Maintenance Violation – 220 South Mason Street – Willard Properties of Norfolk LLC, Property Owner, Found in Violation by the BHAR
10. Historic District Designation Review – Hill Street, Institute Street, James Street, Jericho Road – No action taken

October 17, 2017 meeting

1. Exterior Renovation – 226 South Church Street – Contributing - Brian & Judith Lally, applicants – Approved.
2. Roof Change – 210 Main Street – Non-Contributing – John Bolling, applicant - Approved
3. Historic District Designation Review- Main Street (0-300 Blocks) – No Action Taken

November 21, 2017 meeting

1. Porch Railings – 322 Main Street – Contributing - Brian Oszust, applicant– Approved.
2. Addition – 352 South Church Street – Landmark – Joseph Howell, applicant – Approved.
3. New Construction Single Family Home – Lot 9 Riverview Avenue – No Designation – Kevin Almond & Bruce Firestone, applicants – Approved.
4. Hayden's Lane Park Bench Art Project – Smithfield High School Art Department Students & Jessica Jackman, applicants – Approved.

December 19, 2017 meeting

1. New Construction Single Family Home Foundation Color – Lot 9 Riverview Avenue – No Designation – Kevin Almond & Bruce Firestone, applicants – Approved.
2. Historic District Designation Review – Main Street (300-500 Blocks) – No action taken

**Zoning Permits
January 1, 2017 – December 31, 2017**

	# of Permits
Single Family Residences	20
Commercial Buildings	1
Demolition	11
Accessory Structures (i.e. sheds, garages, carports)	37
Fences, Walls	22
Water Dependant Structures (i.e. piers, docks)	10
Signs	29
Pools	5
Additions	7
Decks, Porches, Patios	23
Others	20
TOTAL # of Structures Permitted	185*
TOTAL # of Zoning Permits Issued	156*

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

**Zoning Violations
January 1, 2017 – December 31, 2017**

VIOLATION	# of violations
Inoperable Vehicles	44
Boats / RVs	0
Excessive Vegetation	18
Trash & Debris	6
Permits	3
Historic District Violations	5
Septic Tank Program	0
Others*	3
TOTAL	79

Note: 73 unauthorized signs removed from Town rights-of-way by Planning Department staff in 2017.

Bandit Signs – Before and After



Grass Height Violation – Before and After



Engineering Department

With regards to the Storm Water Management program, we continue to utilize the Town's Newsletter by having a section on methods of properly landscaping residences or business sites, and also pool maintenance, disposal of pool water along with use of chemicals. Various types of storm water related literature can also be found in the lobby area of Town hall. In conjunction with the ongoing Memorandum of Agreement between the Town and Isle of Wight County in regards to the responsibility of Erosion & Sedimentation controls inspections, the Town has performed numerous inspections on approximately 28 single family dwelling sites. As required by the State we are maintaining our Erosion & Sedimentation control certifications.

We continued to perform numerous repairs, large & small, to drainage structures, ditches and pipe systems involving the storm sewers throughout the Town. Areas that we were involved in were, Watson Drive, Wildwood Circle, Smithfield Boulevard, Wilson Road, Andrews Crossing, Moore Avenue, Cedar Street, Goose Hill Way, Lumar Road, Jamesview Circle, Westminster Reach, Battery Park Road, New Castle Way, Sykes Court, Denson Bailey Court, Gleneagles, Peterson Avenue, Barcroft Drive, Troon, and Lane Crescent. We continued the ditch cleaning schedule within the Town that includes over 50 storm water outfall ditches.

For this year the following streets were overlaid with a minimum 2 inch IM-2 mix; Faye Drive from Riverside Drive to the cul-de-sac, Andrews Crossing from John Rolfe Drive to Lane Crescent, Beale Avenue from Red Point Drive to Jefferson Drive, Stratford Lane from Battery Park Road to Wellington Circle, Old South Church Street from Red Point Drive to Cul-de-sac, Wellington Circle from Dover Court to Edinburgh Court, and Lane Crescent from Kendal Haven to the sanitary sewer pump station. There have been many pavement patch repairs performed throughout the Town. Some of the streets involved were, Calvary Way, Kendall Haven, Quail Street, Moonfield Drive, South Church Street, Great Oak Circle, East Street, Boone Court, Cypress Creek Parkway, Pinewood Drive, Locherbie, Applewhite Street, Cary Street, Cockes Lane, Nottingham Place and Berkeley Street. Several sidewalk and curb repairs were completed; the areas were on Cypress Creek Parkway, Wellington Circle and Grandville Arch.

There continues to be a coordinated effort between the Town and the local utility companies and the maintenance work that they require. Roadway line striping was installed on Cypress Creek Parkway and Berry Hill Road. Also a section of guardrail was damaged in the cul-de-sac area of Old South Church Street and was repaired and replaced.

The project involving the Smithfield Observation Well Stations installation was begun this year. This is a requirement from DEQ and the project is in conjunction with Smithfield Foods observation well requirements. The seven wells plus the observation well was installed and the project completed this year located adjacent to the Town Managers office.

Inspections of the Smithfield Lake Dam has also continued this year. With regards to the emergency outfall repair, contract documents were submitted and bid proposals were accepted. The project involving this repair is scheduled to begin in January of 2018.

We continued and completed the monitoring of the construction practices along with their erosion and sedimentation controls compliance involving the Moody Properties project located in the Pinewood Heights subdivision..

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

Urban Funded Projects:

UPC: 110507 This project involves the installation of a right turn lane on West Main Street Route 258 at the Sports Complex. Site plan review is being performed with the 100% site plans, with VDOT, Isle of Wight County and the Town. A right of way dedication plat and deed are being developed and submitted to the Isle of Wight County School Board for approval and recording. This involves the Westside Elementary school property dedication for this project. Utility owners involved with relocation due to the project limits have been advised and are making preparation and addressing their scheduling concerns.

UPC: 110508 Bennis Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. This project involves the intersection of Bennis Church Boulevard and South Church Street. This review and study concerns the viability of a full interchange at this intersection point. The study will address this need and also the improvements that would more currently address the desires and needs of the the Town and VDOT. Traffic studies and possible intersection design sceniros are being developed.

UPC: 110509 Smithfield to Nike Park Trail – Segment 3 _ Alternative Analysis. A review and study of several routes for the segement 3 bike trail has been undertaken. The information that will be obtained will determine the most reasonable location for the bike trail. The areas to be studied are, South Church Street, Wilson Road and Lumar Road / John Rolfe Drive.

Paving on Kendall Haven and Smithfield Lake Dam



E & S Monitoring and Tree Trimming



DI Repair – Cypress Creek



Public Works

January	Lewis Construction began work on Main Street water line project REW installed VFD at James St. pump station.
February	Public Works and Lewis Contruction repaired sewer force main on the 200 block of Cary St., replaced old water service line at 101 Moonfield Drive
March	100 Windsor Ave replaced 10ft of damaged sewer line.
April	Located water valves for Pinewood.
May	Replaced 20ft of damaged sewer lateral at 804 Smithfield Blvd.
June	Staff worked Olden Days festival – set up informational tables for HRGreen, FOG and Recycling, repaired water leak on Barcoft.
July	Brick work on Main St. complete
August	337 Smithfield Blvd. repaired broken sewer lateral.
September	Cleaned sewer main laterals throughout out town.
October	Found sewer plug to be the problem in the sewer main line at the Golf Course. Tri State removed the plug.
November	REW installed High Head pressure Godwin bypass pump at James St.
December	Safety Appreciation Luncheon and Customer Service Training. Public Works and Lewis repaired sewer force main break on Drummonds Lane.

Water Tie In – Main Street



RO Plant

- January Quarterly Nitrification Samples pulled for HRSD. REW updated RO Plant Servers and Factory Talk.
- February Replaced CA610 Florida Analyzer tubing and pump housing. CAT technician replaced the coolant recirculation pump and repaired the coolant leak on RO Generator. Cleaned excess lime build up from lime dissolving/agitation tank.
- March Replaced diaphragm on the Altitude valve for Church street tank. Replaced all cartridges for RO Pretreatment.
- April RO Plant staff attended HRSD awards luncheon to receive Platinum Award for “5 consecutive years of compliance excellence.” HRSD staff completed their BI-Annual week long composite sampling of RO discharge.

May	Cartridge Filters for RO Pre- Treatment changed out. RO staff pulled Nitrification samples for HRSD. Refurbishment for Well 8A to begin May 30.
June	Cartridge filters for pre-treatment changed again due to faulty Well 8A. 12 Third Stage membranes replaced.
July	Well 8A has been pulled for refurbishment and videoing. New AC unit installed in RO Chemical room.
August	Annual Tank Inspection performed by RO staff and Church, Wilson and Battery park tanks climbed. Completed Lead and Copper sampling performed every 3 years.
September	Backflow Prevention Program completed to regulatory standards. Phosphorous and Silica removal pilot test operated for 2 days.
October	Changed Pretreatment cartridge filters. Well 8A has been videoed. All RO motors and pumps vibration and heat tested.
November	Flow Sensor for Well 10A replaced. All RO associated buildings, wells and tanks have been winterized.
December	Well 8A is now re-installed; options for a well flushing system are being explored. Replaced 12 3 rd Stage membranes on the RO skid.

FOG PROGRAM

There are 75 Food Service Establishments (FSE) within the Town. Each FSE is to be 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.

BACKFLOW PREVENTION PROGRAM

We are currently aware of 347 backflow prevention devices located within the Town. Each of these devices requires annual testing to ensure they are performing correctly. Letters are mailed to residents and businesses informing them of the requirement to have devices tested and to send copies of test reports to the town for tracking purposes.

SAFETY PROGRAM/TRAINING

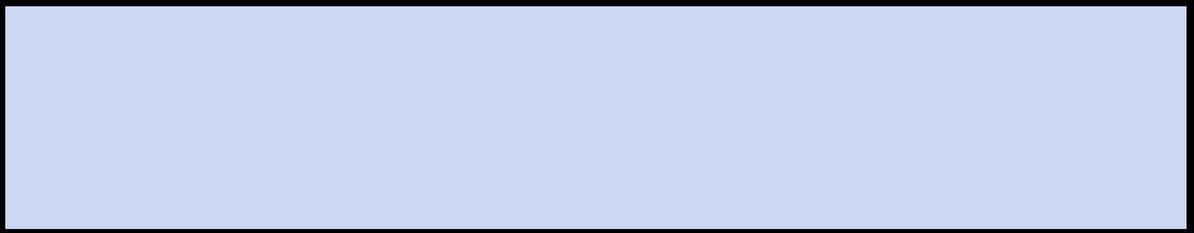
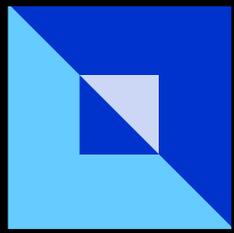
Public Works has a monthly safety meeting. Training for 2017 included Chainsaw Safety, First Aid and CPR, Lockout/Tagout, Confined Space, Defensive Driving and Snow Plow Safety. In addition all new employees received required NIMS Certifications.

Annual Snowplow Removal and Equipment Testing Training



Annual Confined Space Training – Gas Monitoring and Entry Permits





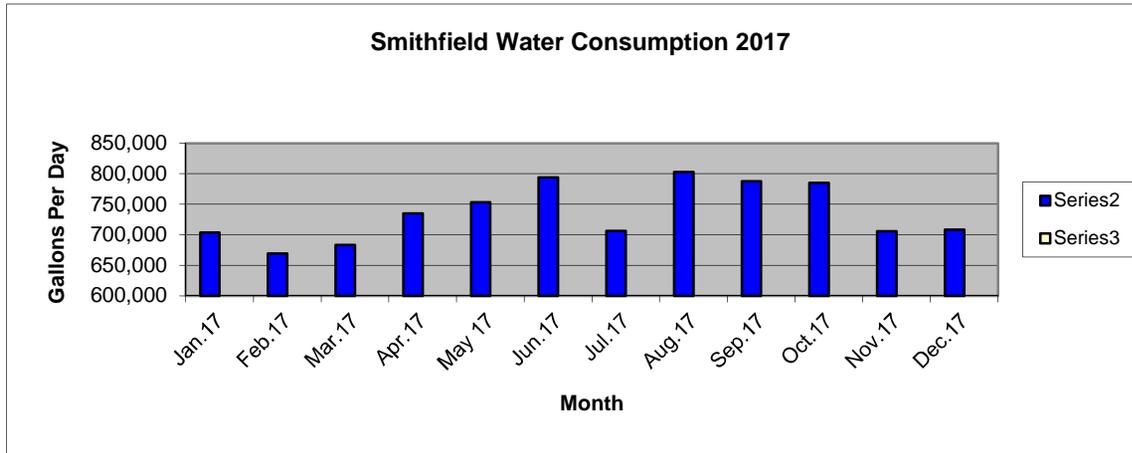
SMITHFIELD WATER CONSUMPTION

Smithfield Water Consumption 2017

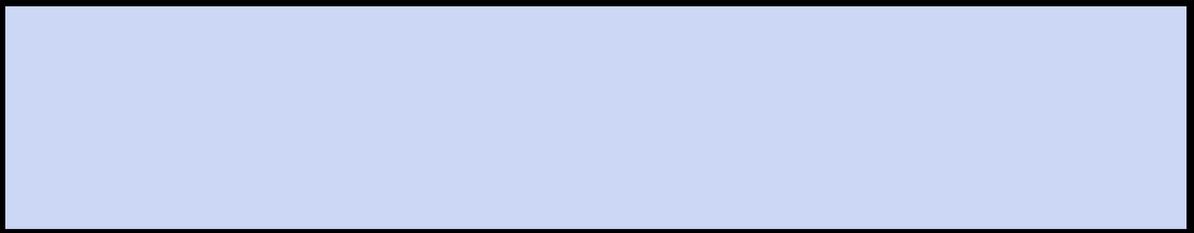
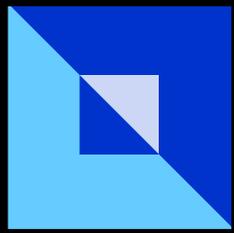
Jan.17	Feb.17	Mar.17	Apr.17	May 17	Jun.17	Jul.17	Aug.17	Sep.17	Oct.17	Nov.17	Dec.17
21,820,468	18,745,432	21,181,308	22,049,332	23,344,916	23,824,172	21,894,964	24,888,792	23,629,240	24,334,160	21,168,500	21,951,956
31	28	31	30	31	30	31	31	30	31	30	31

Daily Water Consumption

Jan.17	Feb.17	Mar.17	Apr.17	May 17	Jun.17	Jul.17	Aug.17	Sep.17	Oct.17	Nov.17	Dec.17
703,886	669,480	683,268	734,978	753,062	794,139	706,289	802,864	787,641	784,973	705,617	708,128



Permitted Amount	468,800,000
Total Consumption	268,833,240
Daily Average	736,194



PARKS AND RECREATION REPORT

2017 Annual Report Town of Smithfield Parks & Recreation



The Town of Smithfield officially formed a Parks and Recreation Department in order to support and maintain the beautiful venues we have.

Park Facilities:

- Smithfield Center
- Windsor Castle
- Luter Sports Complex
- Clontz Park

Other Duties:

- Special Events Management-Application Process and Scheduling of Town Services



Windsor Castle



Manor House Restoration Project –Caretakers House



Smithfield Center



Joseph W. Luter Jr. Sports Complex



Future Home of Clontz Park Boat Ramp



BOB Festival at Windsor Castle Park

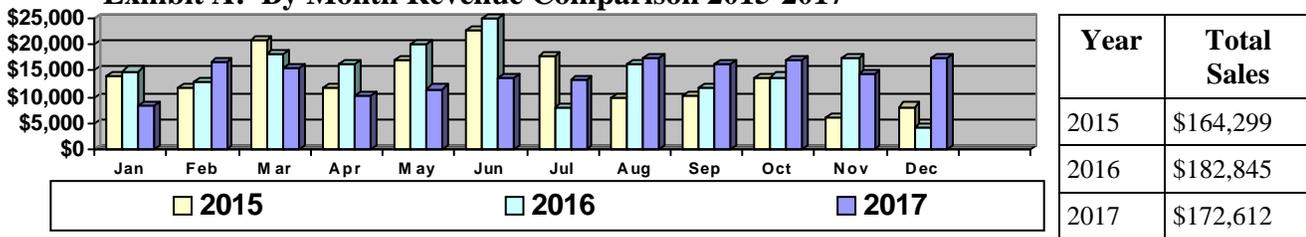




Smithfield Center –opened November 2000

- ◇ Sales of Two Day Packages have increased and are driving our revenue. Two day packages are advantageous to our clients because they can setup on Day 1 and enjoy their event on Day 2. These packages are advantageous for the Smithfield Center in that the furniture stays in place for 2 days and the staff does 1 set for 2 days instead of 2 individual sets.
- ◇ There has been an increase in venues in the Hampton Roads area which has seem to negatively effect our bookings. Brides want to use a different venue from the one their friend used to show their individuality. Our pricing and location will continue to keep our bookings steady.
- ◇ We contracted with the vendors that will do the bathroom renovations in February 2018. Having beautiful renovated bathrooms will be a plus for potential bookings.

Exhibit A: By Month Revenue Comparison 2015-2017



What's Next:

- ◇ In February 2018 the Smithfield Center bathrooms will have new flooring and partitions. Still to do will be new vanities for each bathroom as well as automatic flushers and sink faucets.
- ◇ Promote Sunday rentals with a discount incentive. Sundays were more frequently renting in 2016 and years prior so promoting those days will increase our revenue.

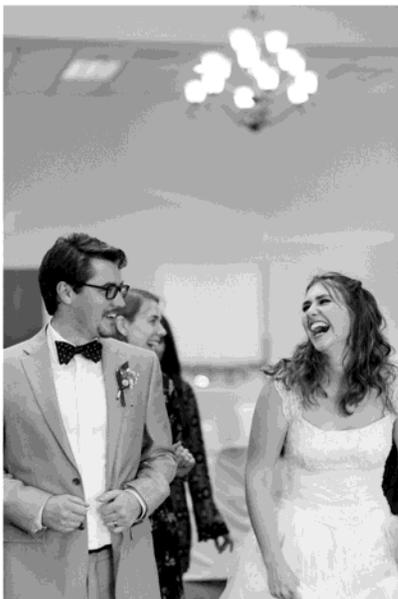
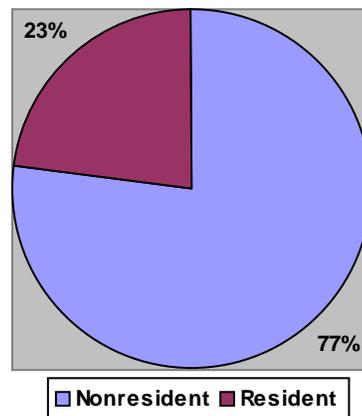


Exhibit B: Resident versus Nonresident





Windsor Castle Park –opened 2010

- ◇ Trails are in the best shape they have been in since we opened in 2010 and this is due to the efforts of our hard working Trail Doctors and our new Parks Maintenance Supervisor, Chris Hewitt.
- ◇ The Natural Playground has been improved and rehabbed, also thanks to our Parks Maintenance Supervisor. This is a well used feature of the park and is used often by schools for a field trip destination.
- ◇ The Manor House Restoration Project has completed a huge portion of the project by restoring all of the outbuildings and their footings as well as a total facelift for the once barely standing Caretakers House.
- ◇ Part of our parks department responsibilities is processing Park Project Applications. In 2017 we had four park project applications for Windsor Castle-Compass Course, Edible Garden, Benches for Playscape and Monarch Butterfly Garden.

Exhibit C: Eco Counter Data from Windsor Castle Park

Total Traffic for the Eco Counter at the South Mason Entrance	46,483
Daily Average	141
Busiest Day of the Week	Sunday

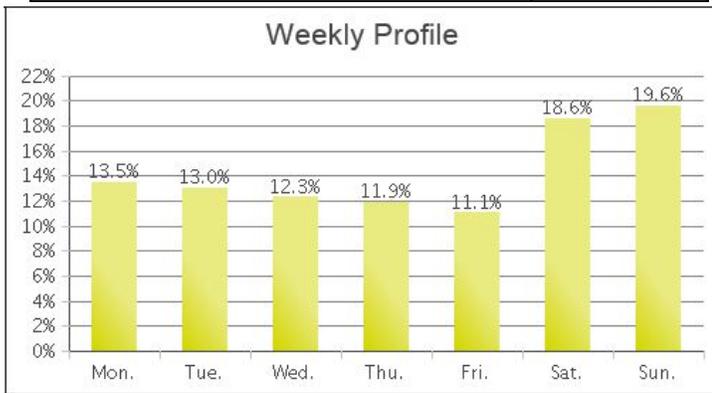
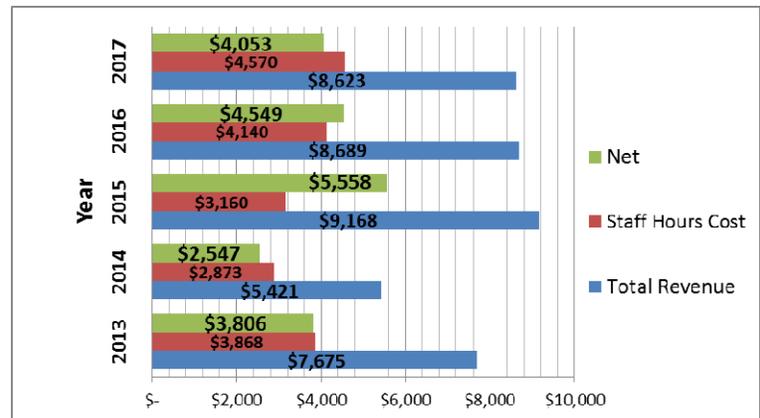


Exhibit D: Kayak Rental Sales



Trail Doc Projects and Hours	
Trail Docs have earned over 448 Volunteer Hours since January.	
Projects completed	Leaf blowing
	Ivy removal
	Playscape Maintenance
	Bag Worm Removal from trees
	Trail repair and Maintenance
	Tree of Heaven & Stilt Grass Eradication
	Erosion Ditch Construction
	Dry wells and drainage ditches cleaned

What's Next:

- ◇ Opening Manor House Grounds to full weekend rentals as wedding & reception venue. We currently only allow ceremonies as we were not sure what would need to be done for site utilities during the Restoration process so we did not want to a book a reception and they not be able to tent the site. The Pole Barn offers a great covered space that can accommodate groups of 100 to 150.
- ◇ The Manor House will be next up in the Restoration Project. The exterior restoration will happen first then the interior of the house will be restored in phases as funding becomes available.
- ◇ Hiring 2 Parks Maintenance Specialist to assist with the maintenance of Windsor Castle Park and the Luter Sports Complex. In addition, we add duties and hours to the existing Kayak Sales Clerk position so they can assist with park and





Joseph W. Luter Jr Sports Complex –opening Fall 2018

- ◇ Town Staff has seen this project from concept, through the build process in 2017.
- ◇ The town entered a Memorandum of Understanding with Isle of Wight County which will help to ensure the park is used by all citizens.
- ◇ In September, we hired a seasoned Parks Maintenance Supervisor who has been very helpful in making decisions on equipment needs and determining the maintenance requirements for the playing fields.
- ◇ We purchased a rotary mower, which is a specialized mower needed for the playing fields and we a



What's Next:

- ◇ Hiring 2 Parks Maintenance Specialist will be necessary in order to provide the maintenance that the sports complex will require.
- ◇ Assist Smithfield Recreation Association with the move into the complex and have a successful Fall 2018 season.
- ◇ Develop partnerships with other groups that offer youth athletics programs –Smithfield Pop Warner Football, Smithfield Soccer Club, Smithfield High School.





Clontz Park Boat Ramp –construction starting Summer 2018



◇ Bids came in over budget during the first request for bids.

◇ The town requested and received funding from the Virginia Marine Resources Commission but more funding is still needed to fully support the project.

What's Next:

- ◇ Reviewing boat ramp placement on site because there is a possibility of cost savings.
- ◇ Researching other funding opportunities such as grants in order fully fund project.
- ◇ Get the project out to bid by March 2018.
- ◇ Start construction by the Summer of 2018.

2017 Annual Report

Town of Smithfield Parks & Recreation



Special Events

- ◇ Balance was big for 2017-keeping merchants and residents happy while still allowing groups to hold Special Events in the downtown area.
- ◇ Billing of Special Events has gotten some negative feedback as event applicants do not fully understand the investment of time of our town staff.

Process

1. Accept inquiries and find suitable dates and venues for the event.
2. Help applicant complete application.
3. Take for review by the Special Events Committee.
4. Provide Estimate of Charges to Event Applicant.
5. If street closures, traffic assist or park closures are required then the application must go for Town Council approval.
6. Review event details with applicant just prior to event.
7. Schedule town services-police and public works staff.
8. Support event.
9. Bill applicant for town services.
10. After Action Review event with applicant, Special Events Committee.
11. Send application for next year.

As you can see, it is a multistep process that takes a lot of time administratively and a huge amount of town staffing resources. It improves each year with the assistance of the Special Events Committee constantly work-



2017 Town of Smithfield Open to Public Events	
Event Date	Event Name
1/14/2017	BOB Festival
1/15/2017	MLK Program
2/12/2017	Sweetheart Banquet
2/18/2017	CASA Gala
2/26/2017	Black History Month Program
3/11/2017	IOW Academy Gala
3/25/2017	YMCA Triathlon
4/1/2017	Women's Club Flea Market
4/8/2017	Wine Fest
4/29/2017	Windsor Prom
5/1/2017	TRIAD
5/6/2017	Optimist 5K
5/12/2017	WCFB Suitcase Party
5/20/2017	Smithfield Prom
5/21/2017	Main Street Mile Run
5/27/2017	Smithfield Challenge Bike Race
5/29/2017	Memorial Day Service
6/2/2017	Kings Fork Prom
6/3/2017	Clean the Bay Day
6/3/2017	Multiple Sclerosis Bike Event
6/17/2017	Summer Solstice Adventure Race
6/24/2017	Olden Days and Car Show
7/3/2017	Town Fireworks
7/15/2017	5 K Into the Woods Trail Series
8/1/2017	National Night Out
8/5/2017	Smithfield BBQ Classic Competition
9/23/2017	Ruritan Car Show
9/30/2017	Aiken Fest
9/30/2017	Vintage Market
10/6/2017	Smithfield Homecoming Parade
10/7/2017	Bacon (BBB) Festival
10/14/2017	Hog Jog
10/21/2017	IOW Schools Gala
10/21/2017	Smithfield Century Tour Bike Event
10/28/2017	Horsepower on Main Street
10/31/2017	Hamoween
11/4/2017	5K for Cystic Fibrosis
11/11/2017	Veterans Day Ceremony
11/18/2017	Festival of Trees
12/1/2017	Tree Lighting Ceremony
12/1/2017	Antique Show
12/15/2017	Christmas Farmers Market
12/9/2017	Breakfast with Santa
12/9/2017	Christmas Parade

2017 Annual Report

Town of Smithfield Parks & Recreation



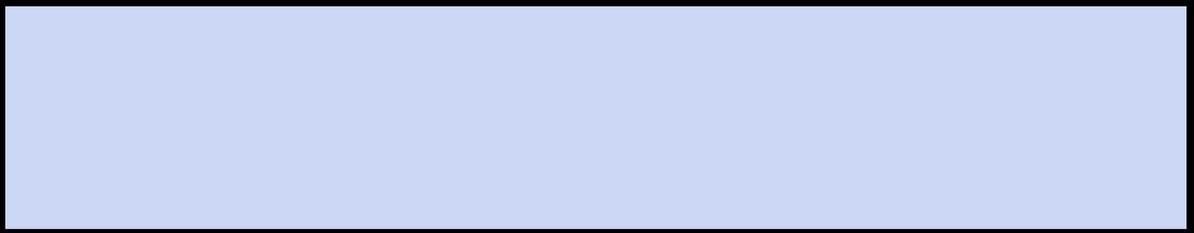
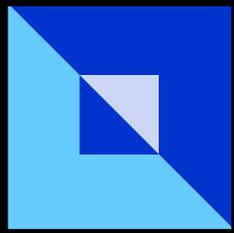
Park Projects



Our beautiful venues spur a community mindfulness that lends itself to citizens wanting to leave their mark on our parks, in a positive way. Our department receives Park Project ideas and helps the applicant proceed through the channels of town staff and



Park Projects			
In Progress Projects			
Project Name	Location	Applicant Name	Notes
Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7 th Graders, Boy Scout Troop 7	
Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout	
Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School	
Oyster Restoration	Windsor Castle	Kelly Davis, Chesapeake Bay Foundation	
Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class	
Completed Projects			
Project Name	Location	Applicant Name	Completed Date
Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout	2017
Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy	2016
Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622	2016
Bike Path Repairs	Windsor Castle Bike Path	Jacob Thomas, Eagle Scout	2016
Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist	2015
Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36	2015
Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist	2016
Tree Identification	Windsor Castle	Girl Scout Troop 622	2014



SMITHFIELD
POLICE DEPARTMENT



SMITHFIELD POLICE DEPARTMENT ANNUAL REPORT

2017

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

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CHIEF'S MESSAGE FOR 2018

Chief's message for 2018

First I would like to start off by saying thank you to the men and women of the Smithfield Police Department. Thank you for the many hours spent covering, filling, and adjusting your schedules to cover shifts when there were shortages. The work that each of you have put in is a true testament to the professionals you are. Your hard work is not only noticed locally but is recognized by others outside of the 757 area code as well. The picture below reflects where we stand among other communities with a population similar to ours as it relates to the Top Ten Safest Cities in Virginia for 2018. I am pleased to share this with each of you individually and collectively. Your work and dedication has ranked Smithfield in the top ten safest cities in Virginia for 2018 according to an article posted on the HomeSnacks website.

As we continue to move forward in 2018, let our focus be on a forward momentum for this Agency, Community, and Citizens we serve.

This was all done because of your commitment to Honor, Community Partnership, and Integrity the things we hold as our core values as we go about our daily duties.

9. Smithfield



Source: [Wikipedia](#)

Population: 8,418

Rank Last Year: 20 (Up 11)

Violent Crimes Per 100k: 83

Property Crimes Per 100k: 1,793

MISSION STATEMENT

Mission Statement

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

Integrity

Honesty

Customer Service

Community Service

Dedication

Teamwork



Accountability

Trust

Positive Attitude

Respect

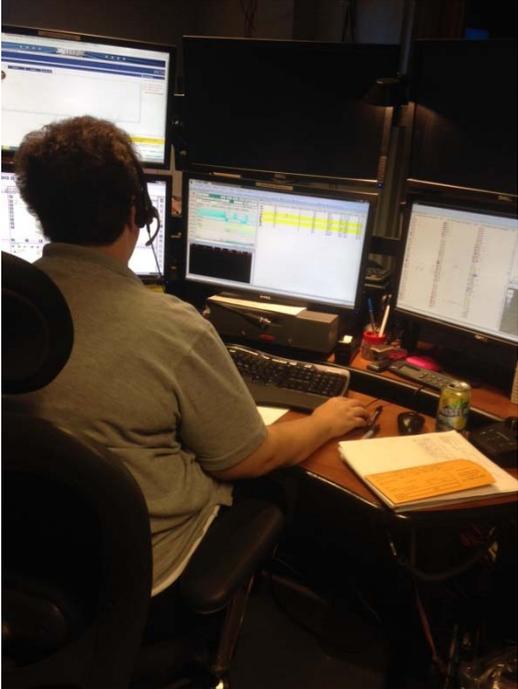
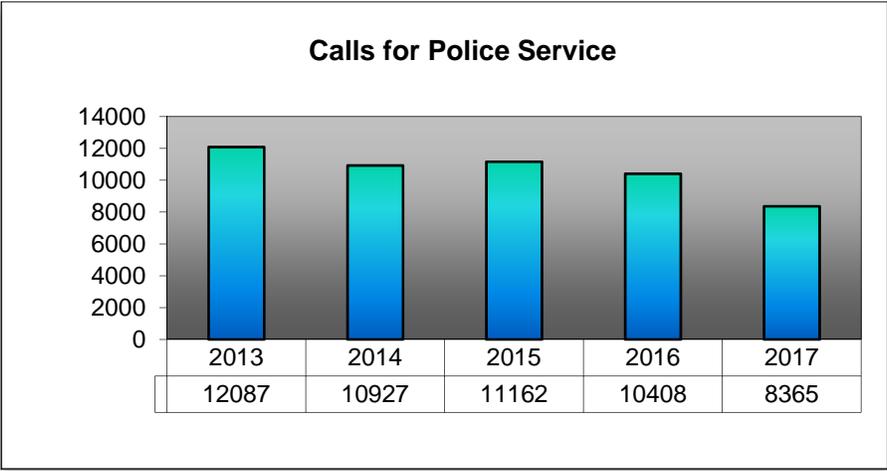
Commitment

Loyalty

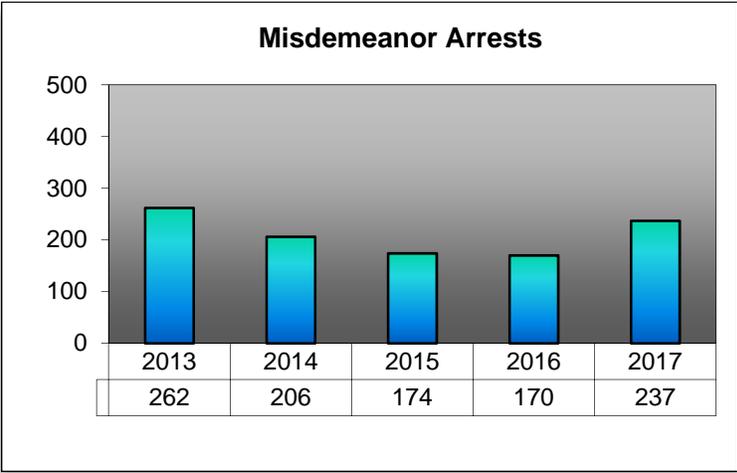
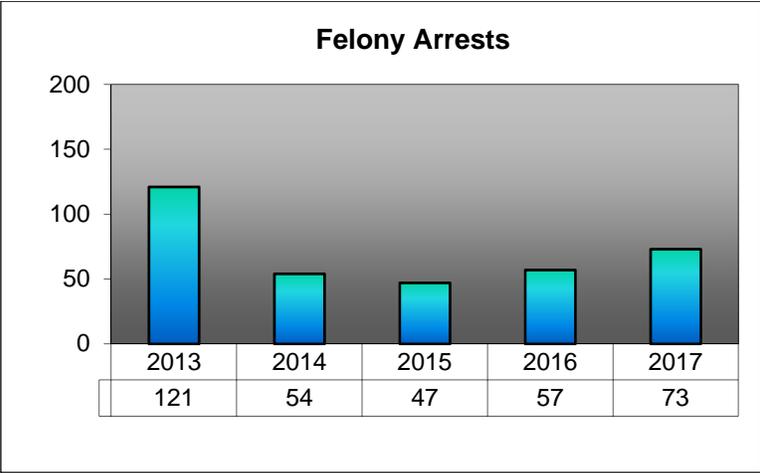
DEPARTMENT STATISTICS

Department Statistics

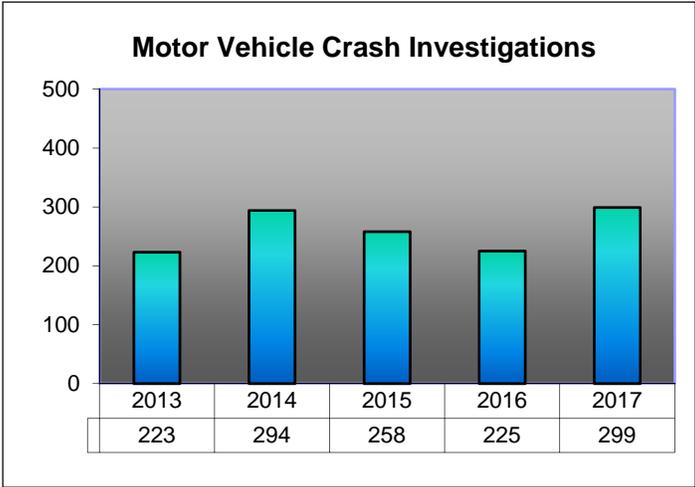
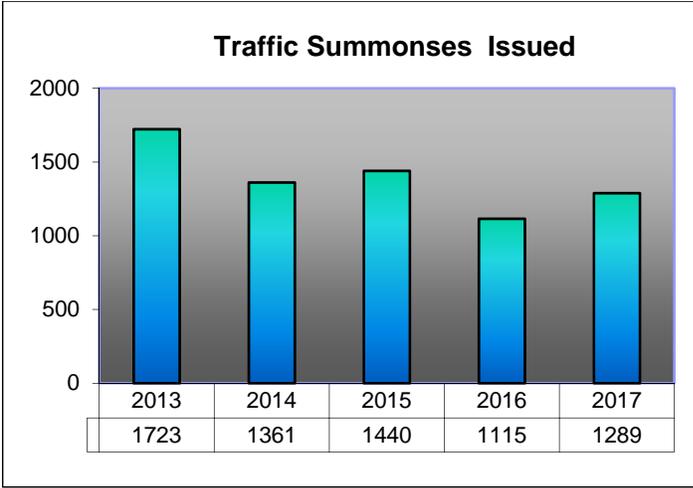
We show decrease of 20% in our calls for service. Felony arrests increased by 28% and Misdemeanor arrests increased by 39%.



DEPARTMENT STATISTICS

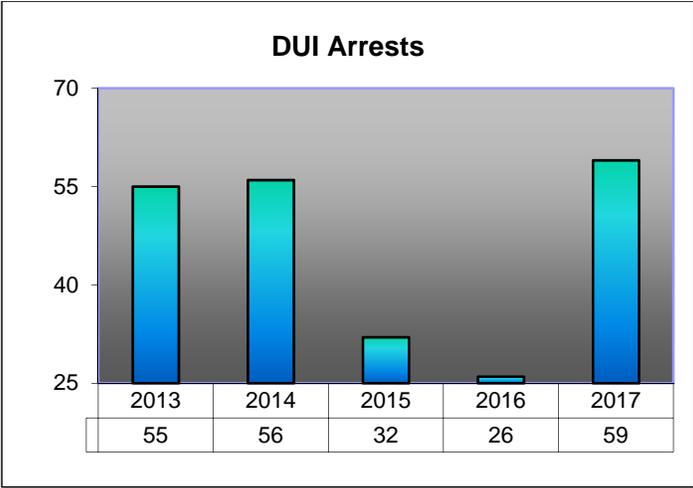


DEPARTMENT STATISTICS

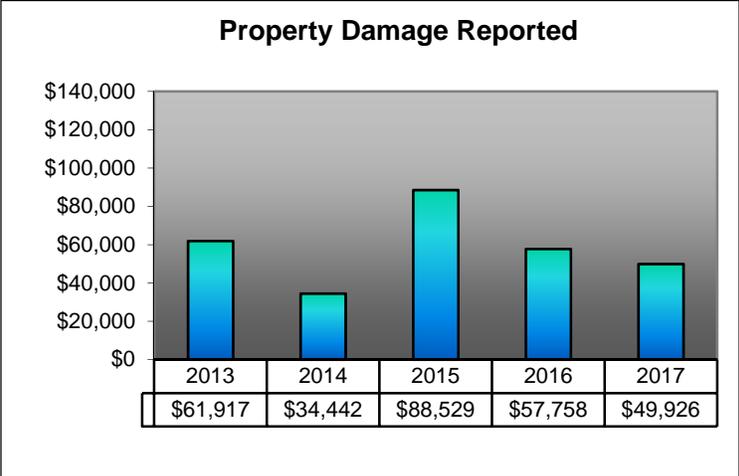


The number of traffic summonses issued **increased by 16%**, and motor vehicle accidents investigated indicated an **increase of 33%**.

DEPARTMENT STATISTICS



DUI arrests increased by 127%.



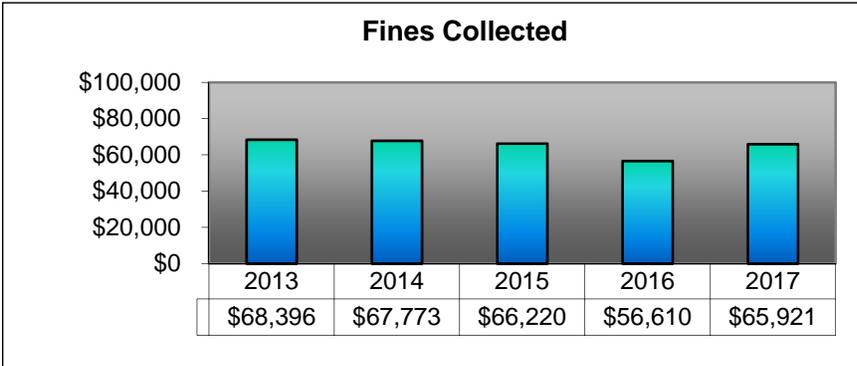
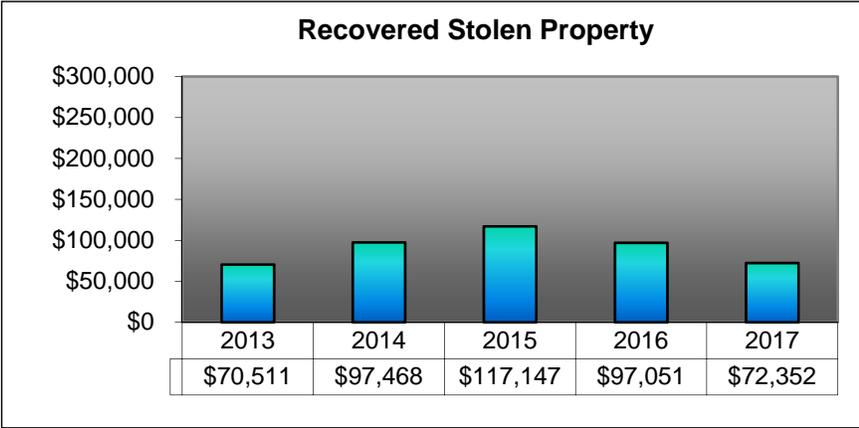
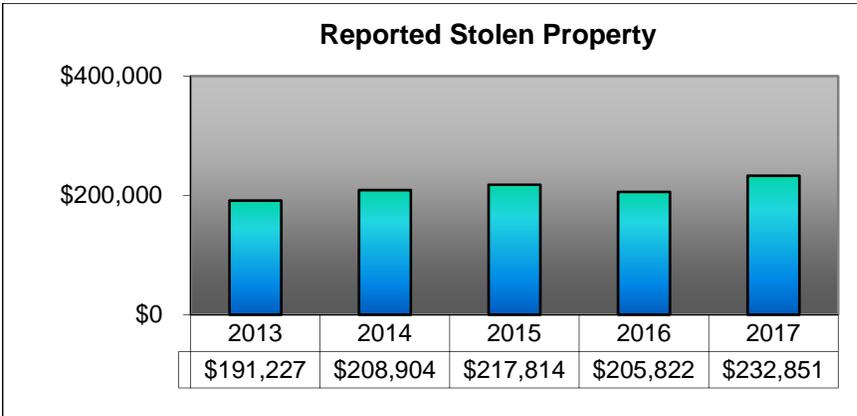
DEPARTMENT STATISTICS

Property Damage Reported **decreased by 14%**.

Records also indicate an **increase of 13%** in Reported Stolen Property and a **decrease of 25%** in Recovered Stolen Property.



DEPARTMENT STATISTICS



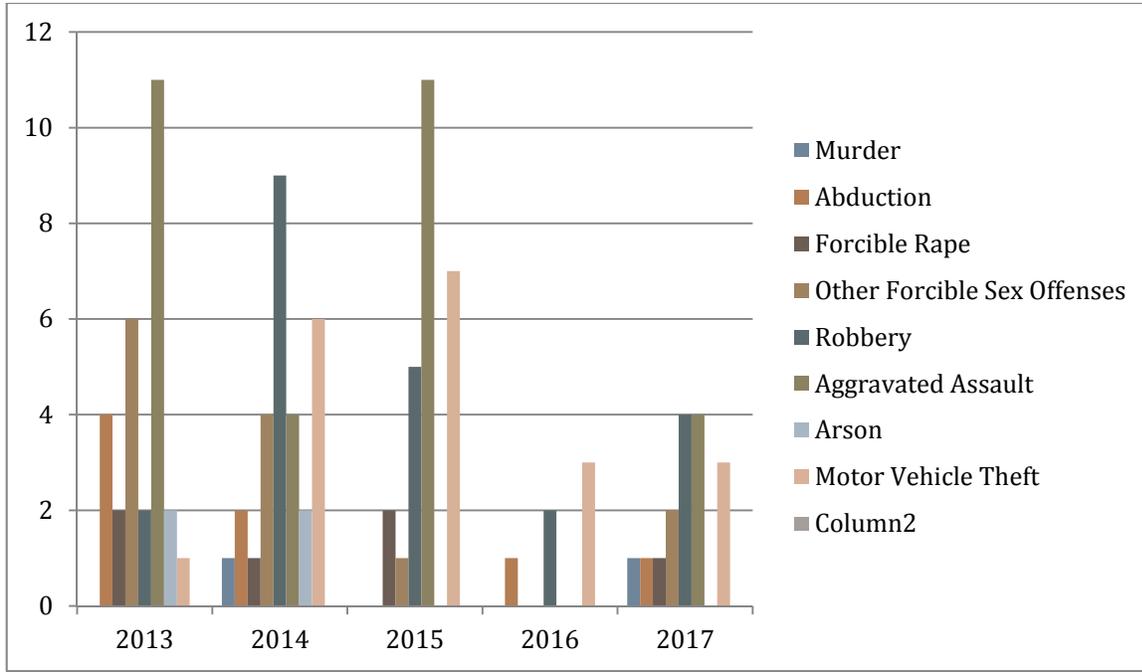
DEPARTMENT STATISTICS

Group A Offenses

We have included significant criminal offenses that were reported to the Smithfield Police Department during the past year, and used built-in totals since 2013 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.

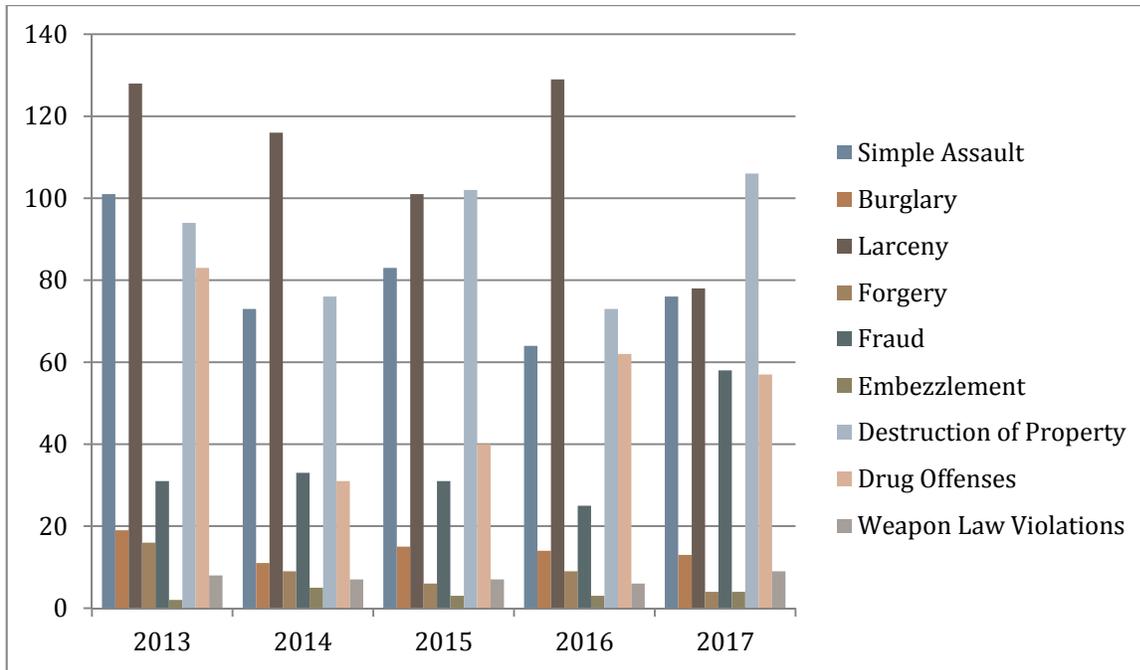


DEPARTMENT STATISTICS



	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Murder	0	1	0	0	1
Abduction	4	2	0	1	1
Forcible Rape	2	1	2	0	1
Other Forcible Sex Offenses	6	4	1	0	2
Robbery	2	9	5	2	4
Aggravated Assault	11	4	11	0	4
Arson	2	2	0	0	0
Motor Vehicle Theft	1	6	7	3	3
TOTAL SELECT PART A OFFENSES	28	29	26	6	16

DEPARTMENT STATISTICS



	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Simple Assault	101	73	83	64	76
Burglary	19	11	15	14	13
Larceny	128	116	101	129	78
Forgery	16	9	6	9	4
Fraud	31	33	31	25	58
Embezzlement	2	5	3	3	4
Destruction of Property	94	76	102	73	106
Drug Offenses	83	31	40	62	57
Weapon Law Violations	8	7	7	6	9
TOTAL SELECT PART B OFFENSES	482	361	388	385	405

DEPARTMENT HIGHLIGHTS

Department Highlights

Greater Hampton Roads Regional Crime Line Top Cop Award

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

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



Sergeant Christopher Meier was selected as the 2017 Top Cop for the Smithfield Police Department. In his 9th year of law enforcement he demonstrates professionalism, integrity and dedication for police work that should be a model for all. The combination of his tenacity, experience, commitment and love for the Smithfield Police Department has gained him the trust and confidence of his fellow colleagues and supervisors. Although investigation is his primary assignment, Sergeant Meier balances numerous responsibilities to include Investigative case management, Forensics Technician, Internal Affairs and Background Investigations, Marine Unit Captain and serves as the department's Public Information Officer. This past year alone, Meier has been influential in making changes in those areas of responsibility and ultimately affecting change in the Smithfield Police Department. Sergeant Meier managed all the department's on-going investigations during a critical time of the Smithfield Police Department. In addition, he completed the rigorous DFS Forensics Academy. Lastly, Sergeant Meier completed a department-wide patrol refresher reviewing crime scene processing and evidence handling.

It is because of Sergeant Meier's commitment and drive beyond his call of duty that he is nominated for Top Cop.

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 2017 by fellow officers who requested her assistance.



DEPARTMENT HIGHLIGHTS

MADD Awards (Mothers Against Drunk Driving)

MADD honors law enforcement officers from across Virginia at eight regional Law Enforcement Awards Ceremonies. Officers are honored for their outstanding work on DUI enforcement and related prevention initiatives, education and training. The awards highlight the lifesaving work of law enforcement officers including Sobriety Checkpoints, Saturation Patrols, specialized DUI enforcement training, prevention efforts of school resource officers and DUI arrests. This year, two officers from the Smithfield Police Department were recognized for DUI arrests: For 2016, Officer William Wooley had 8 DUI arrests and Officer Johnson had 5 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 work in unison with the Smithfield Community Crime Prevention Team. Local community leaders appointed by the Smithfield Town Council to promote strategic safety and crime prevention programs that support a healthy quality of life for all citizens, youth and seniors. The Community Help In Progress (CHIP) program provides after school tutoring for children in two locations during the entire school year and recreational/educational programs during the summer, with determination to prevent juvenile delinquency. The TRIAD Senior Crime Prevention program provides an annual senior community safety conference at the Smithfield Center and additional crime prevention seminars throughout the year to promote fraud prevention education designed to improve the quality of life for seniors. These programs are highly rated and welcome participation from all interested citizens within Smithfield and Isle of Wight County. Additionally, throughout the year several other activities were supported that promoted police –community partnerships. These community events included:

- Two (2) summer 4-H camp in Wakefield, Virginia
- Kiwanis fishing trip at Buckroe Beach Pier
- Safe Halloween on Main Street
- Kiwanis Breakfast with Santa at the Smithfield Center
- Homework Stations, Jersey Park Apartments and Main Street Baptist Church
- National Night Out at the Smithfield Center (consecutive 5 year National Award Winner)
- West-Side Elementary School Safety Patrol training day
- Police Officer Ride-alongs
- School Police Career Days
- Police Department tours – Boy Scouts, Brownies, West Side Elementary , Isle of Wight Academy Preschool
- 19th Annual TRIAD Senior Safety Conference



2017 National Award Winner

DEPARTMENT HIGHLIGHTS

Crime Prevention Re-Certification

In 2017, through the hard work and dedication of the Smithfield Community Crime Prevention Team and the Smithfield Police Department, the Virginia Department of Central Justice Services Board officially awarded the Town of Smithfield as one of twelve municipalities in the Commonwealth to re-certified as a Crime Prevention Community. Since 2013, the Department has



designed a number of community safety initiatives at the local level to implement a defined set of community safety strategies that are part of a comprehensive community safety/crime prevention determination. One of the first of its kind in the nation, the program requires the Town of Smithfield to continually meet the 12 core community safety elements/strategies and a minimum of seven approved

optional elements to maintain certification. These elements include:

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

SMITHFIELD POLICE DEPARTMENT PROVIDES THE FOLLOWING FREE PROGRAMS:

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

DEPARTMENT HIGHLIGHTS

Specialized Units

Throughout 2017, 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 2017, 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 2017, 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:

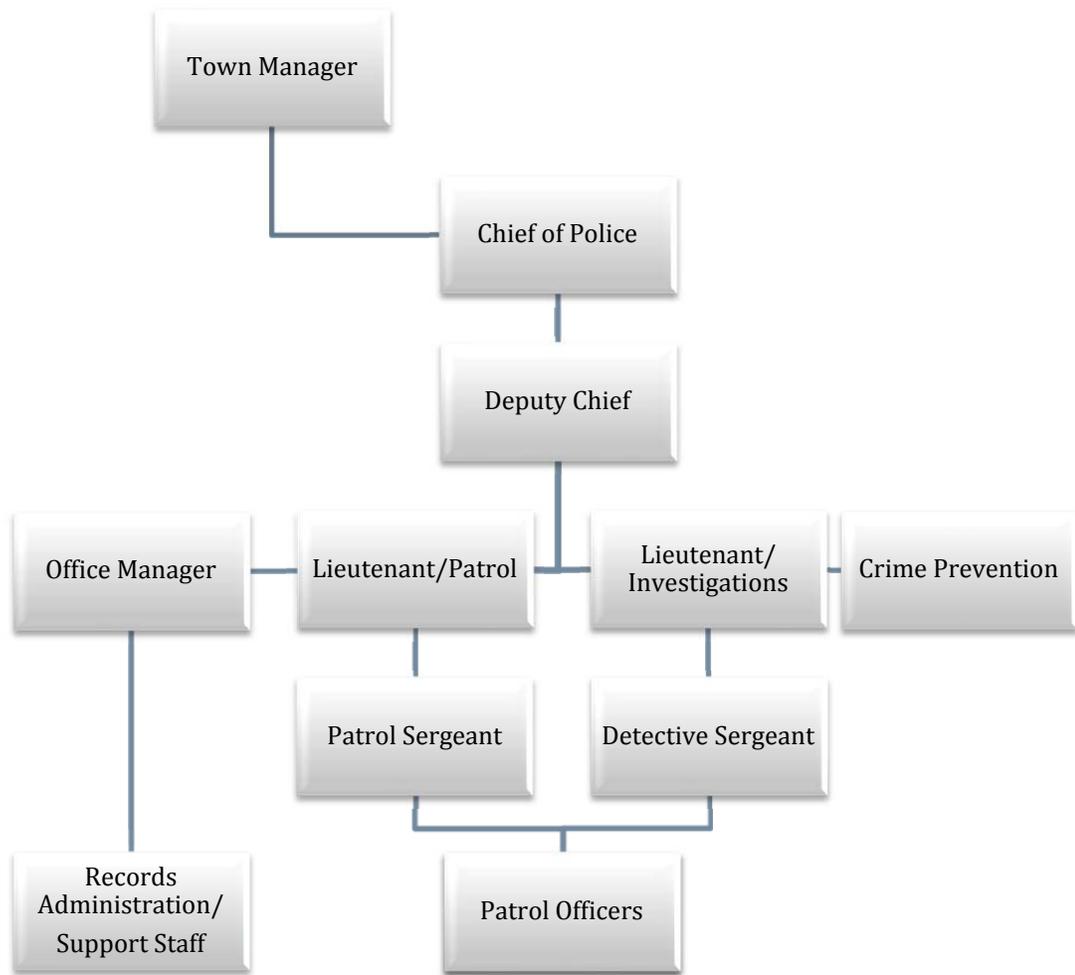
- 17-B Basic Law Enforcement Week
 - 2016 Virginia Statute Update
 - 2017 Officer's In-service
 - 2017 Virginia Legal Update
 - 2017 Virginia State Update (online)
 - 2017 Virginia Statute Update (online)
 - 8th Annual Hampton Roads Law Enforcement Symposium
 - Adult & Pediatric First Aid/CPR/AED
 - Advanced Death Investigation
 - Avoid Collisions
 - Bias-Based Policing 2016 (online)
 - Conducted Electrical Weapons (CEW) Beat Practices
 - CPR/FIRST AID/AED
 - Crime Prevention Training Symposium Germanna CCPD
 - Crisis Intervention Team Training
 - Cultural Diversity 2016 (online)
 - Defensive Driving
 - Defensive Driving
 - Dolan – Officer Involved Shooting & Critical Incident Response Basic In-service
 - Drug Interdiction and Conducting Complete Traffic Stops
 - DUI Detection & Standardized Field Sobriety Testing Course
 - Employee Training Day
 - Exterior Response to Active Shooter Events (ERASE) Train the Trainer
 - Federal Constitutional Law Review & Update
 - FEMA – IS-00029 PIO Awareness
 - Fentanyl & the Threat to First Responders v2
-

DEPARTMENT HIGHLIGHTS

- Field Training Officer (FTO)
 - Fighting from Patrol/down vehicles
 - Firearms Instructor Recert v5 (online)
 - Forensic Training Course: Shooting Incident Reconstruction
 - General Instructor Recert v9 (online)
 - Human Performance in Force Encounters
 - Internal Affairs & Professional Standards
 - Interview and Interrogation in Narcotic Cases
 - Intox EC/IR II Recert
 - LE and the Constitution, Principles, Theory and Practice
 - Line of Duty Death
 - Naloxone HCI Injection
 - OC/Subject Control Spray
 - Radar Recert
 - Radar/Speed Measurement
 - Refuse to be a Victim Instructor Development Workshop
 - Safe Law Enforcement Driving Strategies
 - Safety for Faith-Based Organizations
 - Slower Faster: Survival Skills for LE Drivers
 - Speed Measurement/Radar Inst. Recert
 - Supervisors Workshop
 - Taser
 - Taser Instructor Course
 - The Leadership Institute
 - VACP Fall Conference 2017
 - VCIN/NCIC recert
 - VDEM – G290 – Basic Public Information Officer
 - Workplace Conduct/Harassment & Performance Management
-

ORGANIZATIONAL CHART

Organizational Chart



DEPARTMENT STAFF

Department Staff



Chief of Police
Alonzo Howell



Deputy Chief
Matthew Rogers

DEPARTMENT STAFF

Investigative Division



Lieutenant
Patrick Araojo

Detective Sergeant
Position Open

DEPARTMENT STAFF

Patrol Division



Lieutenant
Christopher Meier

Patrol Sergeants



Bryan Miller



Thomas Jones



J. Eric Phillips



Donald Brady

DEPARTMENT STAFF

Patrol Officers



Clay Seamster



Edmund Cook



David Adams



Joshua Powell



Danelle Wright



Samuel Johnson

DEPARTMENT STAFF

Patrol Officers



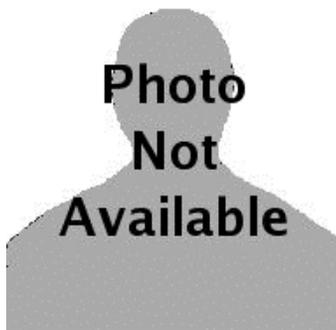
Rendall Howell



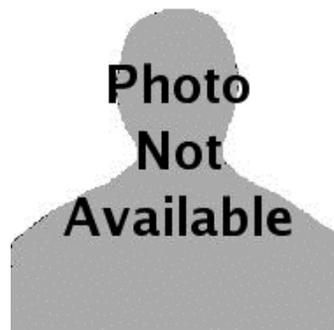
William Wooley



Christopher McGough



Jacob Norton



Anthony Cooper

DEPARTMENT STAFF

Support Staff



Kristi Jenkins
Office/Accreditation Manager



Annette Crocker
Administrative Support



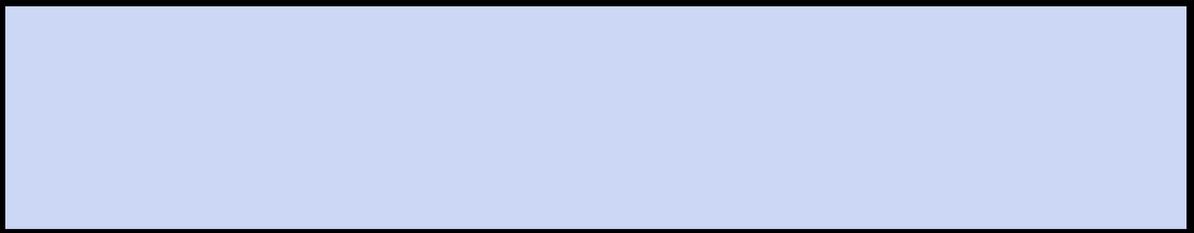
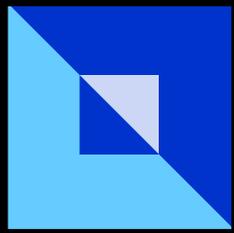
Lorrie Porter
Records Administration



Stephanie Pack
Records Administration



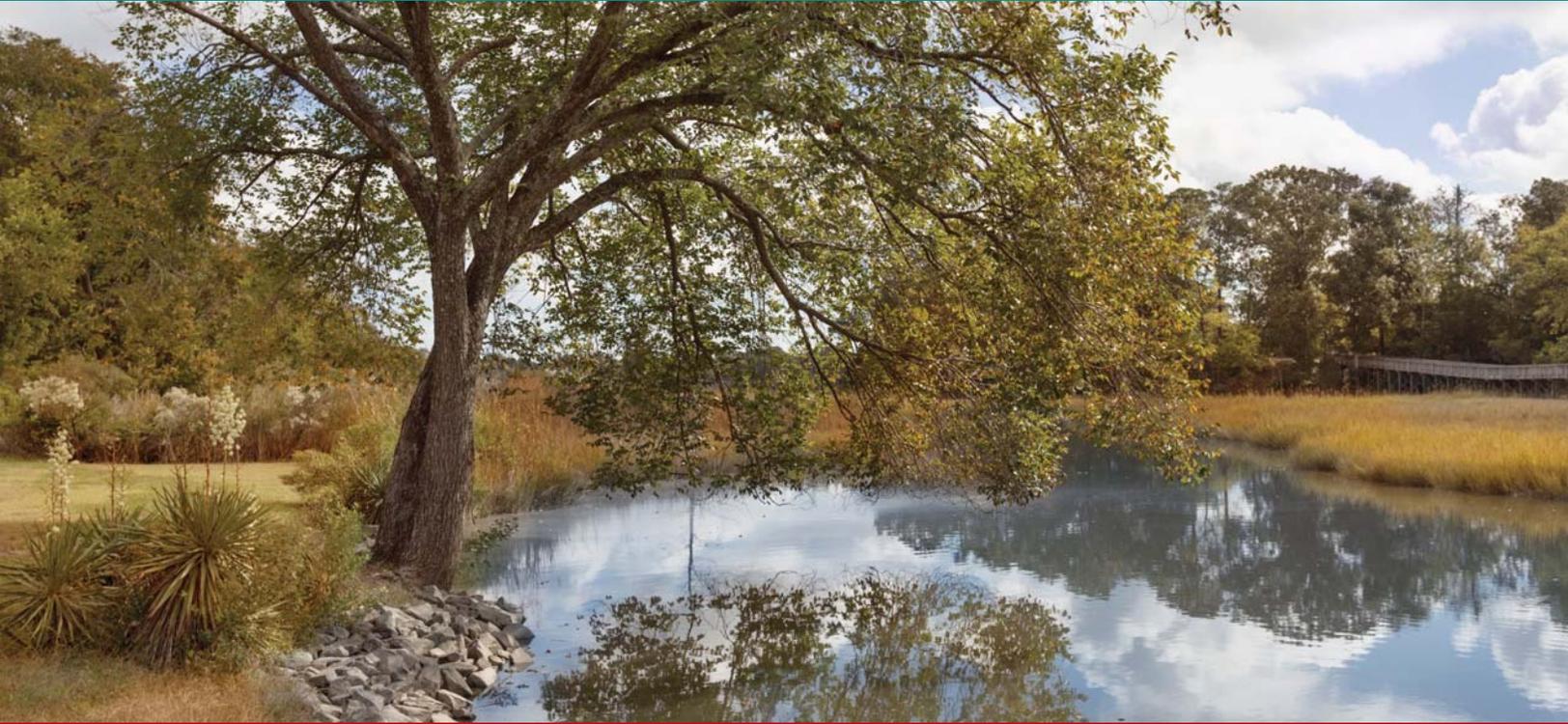
Kurt Beach
Crime Prevention



SMITHFIELD / ISLE OF WIGHT
(TOURISM)
REPORT



Smithfield & Isle of Wight County
CONVENTION & VISITORS BUREAU



GENUINE

2017 Annual Report



HIGHLIGHTS



PHOTO: TERESA FRANTZ

- ★ Tourism Staff Retreat Held
- ★ VDP (Virginia Destination Professional) Certification for Director and Marketing Director achieved Spring 2017.
- ★ LOVE Works Art completed and installed. Design contest held, judging completed, grant received from VTC (Virginia Tourism Corporation), additional sponsors obtained.
- ★ Worked with team from VADMO (Virginia Association of Destination Marketing Organizations), VRLTA (Virginia Restaurant, Lodging and Travel Association) and VTC to create all educational programming content for the Virginia state VA-1 Tourism Summit 2017.
- ★ Headed VADMO Team to plan and execute VA-1 opening reception at the Waterside District in Norfolk.
- ★ Won VTC "Trailblazer Award" and VADMO Virgo Award (for Destination Marketing Organizations with budgets under \$1 million) for Smithfield Rocks promotion.
- ★ Worked as a part of the IOW County Marketing team to plan the relaunch of County visibility and transparency in the community through Isle Cares E-blast Newsletter and website. Also worked with team to create new County "Welcome to Isle of Wight County" signage. This committee worked with the Chamber to produce the programming for the State of the County Event as well.
- ★ Working in conjunction with multiple other localities to form the "Burlap Trail" in conjunction with VTC. Name changed to "Salty Southern Route." Launch in 2018.
- ★ Worked with numerous film projects including the Discovery Channel "The Killing Fields;" CBN John Adams Documentary; and Dominion Power commercials.
- ★ Conducted a familiarization tour on behalf of VTC for State Welcome Center professionals.
- ★ Special Event Coordinator, Terry Rhinier retired and new SEC, Connie Chapman was hired.
- ★ Numerous Tourism Employees received County "Spot Awards" including: Lois Tokarz, Kathy Mountjoy, Ana Montiel, Deborah Marshall, Terry Rhinier, Connie Chapman and Meredith Marchant.
- ★ The Tourism Department also recognized other County Employees: Andrea Clontz and Mike O'Shell.
- ★ Worked with Smithfield Foods to welcome the Chinese delegation for the Smithfield/Isle of Wight/Smithfield Foods Friendship Ceremony, Tours and Luncheon.
- ★ Continued Smithfield Hambassador Customer Service Training Program for Tourism Stakeholders including familiarization tour and online training.
- ★ Continued Smithfield Rocks program for highlighting Tourism Stakeholders throughout the year on social media monthly.
- ★ Continued popular "Foodie Detective" and "Retail Therapy" Programs online games to promote merchants and restaurants.
- ★ 2017 Pork-a-Razzi Photo Contest held online which netted top quality photography collected and provided additional promotional product.
- ★ Visitor Center continued as a VIRGINIA GREEN accredited Center.
- ★ Continued the Community Ambassador Program to encourage and reward local citizens and groups that bring meetings and events to our local stakeholders to support immediate economic development.
- ★ Hospitality Hero program continued to reward and recognize front line hospitality employees in Smithfield & Isle of Wight held as part of National Tourism Week promo. This year's hero was Sue Sadler from Smithfield Station. New Breakfast Event and Ceremony held to congratulate Hospitality Heroes, Community (H)ambassadors, photo contest winners and LOVE Work designers and winner.
- ★ 2017 The Vacation Channel continued airing a segment on all of the Hampton Roads/Coastal Virginia destinations including Smithfield & Isle of Wight. The vacation channel is seen in over 7,000 hotel rooms in Hampton Roads.
- ★ Continued success of the Smithfield Farmer's Market. Raised more money, attracted more vendors, held more markets than ever before!

COVER PHOTOS: ANDREA THEAUX (above)
DEBORAH SPLITSTONE (below)

SPECIAL EVENTS

Email Newsletter Event Calendar distribution to media, tourism stakeholders and general public weekly!

Smithfield Farmer's Market: (80,000/season)

JANUARY:

BOB Fest (SOLD OUT! 2500)

FEBRUARY:

4th Annual Restaurant Week (15 participating restaurants)

APRIL:

Home School Days-All Fridays in April (50)

Smithfield Wine and Brew Fest (SOLD OUT! 3,200)

MAY:

Hospitality Hero Event (120)

Windsor Castle Park Gala Event (\$20,000+ raised at gala)

Vintage Market (7,000)

JUNE:

Olden Days Weekend Festival which included: the Pagan River Raft Race, concerts, craft show, food court, antique and classic car show, Children's parade, Vintage Alley. (8,500)

Bike MS Event in County (1,000)

SEPTEMBER:

Isle of Wight County Fair (28,831)

Smithfield Music Presents The Mike Aiken Americana Music Festival (500)

Vintage Market (8,000)

OCTOBER:

Smithfield Bacon, Bourbon & Beach Music Fest (3,200)

Halloween (2000)

Chamber Century Bike Tour (250)

NOVEMBER:

Open House Weekend (1000)

Wharf Hill Brewing Company's Six-Pack Run (300)

DECEMBER:

Smithfield Evening Farm & Craft Markets (8,000)

Christmas in Smithfield (1,000)

Smithfield Christmas Parade-cancelled due to weather.



Genuine Smithfield Olden Days Festival



▲ Smithfield Country Vintage Market

▼ Smithfield Farmers Market



Smithfield VA Event's Bacon Fest

MARKETING



Ham Capital

Genuine Smithfield exudes the charm and graciousness of bygone eras. Long known for its world-famous hams, this river town also boasts a rich history, picturesque Main Street, and a vibrant arts scene. Early food preservation methods created the original Smithfield ham, a perfect food export. The industry continues because Smithfield foods® - the world's largest pork producer - is headquartered here.

#1 Day Trip Destination from Colonial Williamsburg

A free ferry ride across the James River and a scenic country drive puts you in the heart of downtown. Smithfield is also a "one-tank day trip" from Virginia Beach, Hampton, Norfolk, Richmond, and even Washington D.C. So step back in time, relax, and enjoy our relaxing lifestyle and beautiful historic setting.

Arts of Smithfield



Arts Center @ 319 (which shares space with the Visitor Center) has additional art galleries, public art and murals, it's no surprise Smithfield is a designated "Arts and Culture District," offering many opportunities for artists and art appreciators alike!

In addition to its entertainment scene, there's Smithfield Little Theatre's professional-level productions, Smithfield Music's top-tier artists in house concerts, "Sundays at Four," chamber concerts, "Bluegrass" concerts, and our popular "Friday Summer Concerts" held outdoors on Main Street throughout the summer.

Food & Drink

Smithfield features an array of restaurants for any palate - from the luxury of a historic restored inn, to waterfront dining on the Pagan River or in the delightful village of Rescue. And there are plenty of places to nosh in the historic district including a gourmet bakery and cafe, an authentic, old-fashioned ice cream parlor, a gourmet ham shop and cafe, a brand new brewpub and Smithfield Winery's tasting room.

A variety of regional dishes, with just a hint of the south, can be found in most restaurants with pork and seafood among the favorites ...and of course our world-famous Smithfield Ham!



Stay Here

- Hampton Inn & Suites - Smithfield**
(757) 357-4760, 200 Vincents Crossing
Smithfield, HamptonInn.com
- Mansion on Main Bed & Breakfast**
(757) 357-0006, 136 Main St.,
Smithfield, MansionOnMain.net
- Smithfield Station Waterfront Inn, Restaurant & Marina**
(757) 357-7700, 415 S. Church St.
Smithfield, SmithfieldStation.com
- The Smithfield Inn**
(757) 357-1752, 112 Main St.
Smithfield, SmithfieldInn.com
- The Econo Lodge - Carrollton**
(757) 357-9057
2008 Brewers Neck Blvd.
Carrollton, ChoiceHotels.com



Hampton Inn & Suites



Mansion on Main B&B



Special Events

Smithfield & Isle of Wight host many festivals, art exhibits and fabulous events throughout the year. To name just a few, there's Restaurant Week, Aiken & Friends Music Fest, Smithfield VA Events' Wine & Brew Fest, Oyster Fest and Bacon, Bourbon & Beach Music Fest, Genuine Smithfield Olden Days Festival, our award-winning Smithfield Farmers Market, Vintage Markets, Christmas Parade, the Isle of Wight County Fair, our outdoor Friday Night Summer Concert Series, and several car shows held throughout the year.

Stay up-to-date on our events! Sign up for our e-newsletter Where the Locals Go, follow our blog VisitSmithfieldVAblog.com, or follow us on Facebook (Visit Smithfield VA), and our other social media sites.



Play Here

Feel like a round of golf? How about a brisk hike through a scenic riverside park or renting a paddleboard or kayak? With rivers, parks, and the marshlands - Smithfield and Isle of Wight County celebrate the outdoors. Whether birding, boating, sailing, camping, fishing, kayaking, canoeing, golfing, biking, - there's always something to do outside in the fresh air!

VisitSmithfield.com
800.365.9339 757.357.5182



2017 Rack Brochure

PROMOTIONAL MATERIALS - Print

- 12 Can't Miss Things To Do brochure
- Revised 7-Day Brochure
- Revised Walking Tour brochure (two pieces: map and historic walking tour)
- New press kit label for folders and updated digital press kit on thumb drive
- Downtown Maps at post office and public restroom
- Revised Coloring Book
- Pull-up banner for tradeshow
- Instagram contest brochure
- Revised "Everything but the Squeal" rack card
- Revised Savor (Dining) rack card
- Bon Vivant rack card
- Arts Center rack card
- Christmas Store rack cards
- 2017 Rack Brochure (primary response piece)
- Profile Sheet and Sales Tool for VSAE conference
- Resident Doorhangers
- Revised Group Tour brochure
- Revised Wedding brochure

PROMOTIONAL MATERIALS - Digital

- Instagram contest
- Website for Christmas in Smithfield
- Website for Salty Southern Route
- Updated website visuals from Voices to Isle Cares
- Holiday card

- **Facebook profile images and logos for:** Smithfield Farmers Market, Christmas in Smithfield, Visit Smithfield VA page, Restaurant Week, Country Vintage Market, Fall Vintage Market, Evening Market, Christmas Parade, Sidewalk Sale, Holiday Open House Weekend, Olden Days
- **Isle of Wight Museum:** Website masthead for Ham Cam page
- **Hambassador Program:** updated card, webpages, etc.
- **Restaurant Week:** online contests, menus online, email
- **Foodie Detective/Retail Therapy:** October featured Pagan River Wine Merchants and Beyond Main, Amicus Curea in November

PROMOTIONAL MATERIALS - Special Events

- **Farmers Market:** LOVE postcard and magnet
- **Country Vintage Market:** flyer, poster
- **Downtown Vintage Market:** flyer, poster
- **Smithfield Sidewalk Sale:** flyer
- **Restaurant Week:** logo, flyers, letter and tab-size posters, Good Food banners, yard signs, large banner, Facebook banner, Facebook marketing, ads, response card, webpage and menus
- **Olden Days:** poster, flyers, Car Show flyer, revised flyer and poster, Parade flyer, Ghost Walk flyer and map
- **National Tourism Month Celebration:** Invitation, Hams, History, Hospitality & HeArt table tents, Power point for Hospitality Heroes and Community Ambassadors
- **Christmas in Smithfield:** logo, poster, flyers, tickets, postcards, signage, banners, name tags, "Save the Date" flyer and poster
- **Aiken Fest:** poster, flyers, yard signs
- **Town & Country Day:** flyers, poster
- **Holiday Open House:** flyers for blitz
- **Sweet Tooth Soiree:** logo, flyer/poster, tickets
- **Promotional banners for "Welcome to Isle of Wight County"**
- **sign:** Fair, Aiken/Vintage, Town & Country Day, Open House, Christmas, Restaurant Week

ADS - Print Publications

- Williamsburg Magazine co-op ad with merchants
- Williamsburg Visitor Guide ad and article with photos
- Williamsburg Map ad and downtown Map graphic
- Recreation News ad - March 2017 for Historic Triangle section
- Chamber of Commerce Community Guide ad
- Restaurant Week: Smithfield Times and featured in Williamsburg Magazine ad
- Olden Days - Smithfield Times (2 ads), Daily Press
- Slice of Smithfield (town contract) Historic Attractions featured
- Slice of Smithfield (town contract) Shops featured
- Two 1/2 page ads for Aiken Fest and Vintage Market for Smithfield Times (town contract)
- Slice ad for Fair Tab (town contract)
- Virginia Travel Guide Ad (with partners Station and Center)
- Aiken Fest - Smithfield Times ad
- Tourism Month Honorees - Smithfield Times
- Vintage Market - Daily Press
- Smithfield Times ad on Holiday events (town contract)
- Suffolk Cultural Arts Center program
- Town newsletter ads on parade and Evening Market
- Slice of Smithfield November events
- Listing in VRLTA 2018 Annual Guide

ADS - Digital Campaigns

- Weekly Facebook Posts boosted:** (various topics, events, etc.)
- Facebook Ad Campaigns for:** Christmas in Smithfield, Restaurant Week, Olden Days, Holiday Open House, Town & Country Day, Farmer Market Fall Festival, Christmas, Thanksgiving and Small Business Markets, 2017 Christmas Ornament from the Christmas Store, Isle of Wight County Fair, Sidewalk Sale, Aiken Fest
- Smithfield Rocks:** Different merchant featured each month. Wrote email article and gathered photos for: Facebook, webpage, twitter, Instagram, Pinterest board, google+, blog, email to our list & email to Williamsburg timeshares, some videos and "logos" for Facebook pages
- Targeted Display ad campaign to Williamsburg Timeshares and Military Bases with Vista Printing Hosted Smithfield and Isle of Wight County page on theknot.com
 - "30 for 30" Days of Photos for Smithfield Station anniversary
 - Virginia Living dedicated email to the publication's email list. Partnered with Smithfield Station.

RADIO

WWDE Holiday Music Radio Station buy (promoted holiday events and Restaurant Week)

SHOP LOCAL
Meet your downtown Smithfield retail merchants.

Pagan River Wine Merchants - Keith
Mansion House Art & Antiques - Dawn
Beyond Main - Robin
Smithfield Winery - Natasha
Isle of Wight Museum Gift Shop - Jennifer
The Christmas Store - Jim
Maggie Casey's Celtic Treasures - Kristin
Amicus Curiae 1799 - Suzanne
Perfectly Natural Soap - Shoen
Smithfield Ice Cream Parlor - Marian
Smithfield Flags - Bill
Vintage Potential - Jessica
Wharf Hill & Mary Elizabeth - Lisa
Smithfield Gourmet Bakery - Carolyn
Taste of Smithfield - Virginia
Laura & Lucy's - Grace
Relics - Wendy
Victoria's Rose - Christi
When Pigs Fly Magic Happens - Nanci
Arts Center @ 319 - Sheila
Finley's General Store - Cheryl
Colorscopes - Anne

GENUINE Smithfield
Savor Our Small Town Southern Charm
VisitSmithfield.com

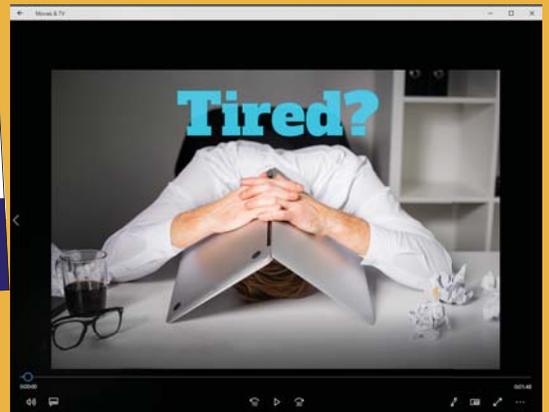
Smithfield Times Ad - July 2017

VIDEOS - Produced In-House

- Happy Holiday
- Victoria's Rose for Smithfield Rocks
- Christmas Parade
- Restaurant Week
- Valentine's Day
- #1 Weekend Getaway
- LOVEworks contest
- Salty Southern Route website (3)
- Spring has Sprung
- Fall Getaway
- Instagram game



2017 Holiday Video



Coastal Virginia's #1 Weekend Get-Away Video

SALES

- Williamsburg Timeshares -monthly (all materials created in-house)
- Norfolk Airport-National Tourism Week
- Newport News/Williamsburg Airport
- East Coast Gateway Welcome Center
- Participated in AAA Sales Blitz through the Virginia Association of Destination Marketing Organizations now Virginia Association of Destination Marketers)
- VSAE Conference (Richmond) in conjunction with VTC
- Booth at WWII Program at University of Richmond



DESIGN SERVICES FOR OTHER COUNTY DEPARTMENTS

Administration: Covers for Budgetary Reports, mailing labels, "Isle Cares" logo, card, website banner, Newcomer's Guide updated, Legislative Priorities Report Cover
Parks and Recreation: movie flyer, Easter egg hunt flyer, invitation for Kayak Launch, Fort Huger signage
Economic Development: Newsletter, masthead, stickers, business cards, signage, Isle Biz Rocks logo, concept

Isle of Wight County Museum: Social media signs, guided walking tours flyer and poster, "Small Museums Rock" logo and sticker, Window Clings, Jug display, Native American display (still in process)

Isle of Wight County Fair (Parks & Recreation): tractor pull sign and flyer, website and Facebook banners, sponsorship covers, premium book covers, talent show flyer, 2-page photo spread for Fall Program Guide, Tractor & Truck Pull/Seafood Fest letter size and tab size posters, 4x8 signs for Fair and Tractor & Truck Pull/Seafood Fest, Chili Cook-off flyer/poster, - Car show plaques, program covers, cover of Smithfield Times tab

Human Resources: Customer Service certificates, cookout invitation

Emergency Services: Web banner design for National Telecommunications Week, mailing label

Planning and Zoning: digital letterhead & QR Code for Comprehensive Plan Survey, logo and cover Comprehensive Plan report, Logo for "Envisioning the Isle" and four page input summary graphics on Comprehensive Plan public meetings and survey

Building and Grounds: "Welcome to Isle of Wight County" sign designs, Litter removal program, flyer, poster, logo, postcard, etc. and America Recycles Day poster

ISLE BE CLEAN & GREEN
Litter Pickup Blitz

PHOTO BY BRANFER CARY

Join our team to keep our County Clean! We're looking for volunteers (individuals, churches, schools, businesses, organizations, etc.) to participate in monthly cleanup of County's back roads, by picking up litter and debris. Staff will supply the gloves, litter grippers, bags, vests, signs and pickup the bags when done.

September 9, October 14 & November 11

To sign up call or email:
DeAnna Lawrence at 757.365.6298, dlawrence@isleofwight.net
or Ralph Anderson at 757.365.1652, randerson@isleofwight.net.

ISLE OF WIGHT COUNTY, VIRGINIA
Local Roots, Global Reach

ENVISIONING THE ISLE

Isle of Wight County Comprehensive Plan

GROUP TOURS

TOUR	# VISITORS
Magnolia Manor (Community Outreach)	115
Ivy Hill Cemetery Tour	58
Guided Walking Tours (downtown)	28
Step-On Bus Tours	642
Guided Tour for County Teachers	300
TOTAL VISITORS	1,343

Tours of Little's Antique Car Garage were arranged separately for approximately 200 visitors.



ECONOMIC IMPACT

Source: VATC.org/research/economicimpact/

	2013	2014	2015	2016	PERCENT CHANGE
Employment	369	374	384	399	3.8%
Expenditures	\$36,174,210	\$37,412,463	\$38,260,720	\$39,936,568	4.4%
Local Tax Receipts	\$809,107	\$821,684	\$867,980	\$923,690	6.4%
Payroll	\$6,961,697	\$7,169,791	\$7,510,960	\$8,004,312	6.6%
State Tax Receipts	\$1,611,684	\$1,729,965	\$1,832,640	\$1,948,018	6.3%

These summary profiles represent locality-specific travel-related data kept by the Virginia Tourism Corporation for the years 2012-2016. The studies to estimate the domestic travelers' spending estimates were conducted by the Research Department of the U.S. Travel Association (formerly known as TIA). The studies provide estimates of domestic traveler expenditures in Virginia and its 133 counties and independent cities, as well as the employment, payroll income, and state and local tax revenue directly generated by these expenditures. The data represent the direct travel impact estimates for the locality. These five impact estimates exclude indirect, or multiplier impacts.

Expenditures represent the direct spending by domestic travelers including food, accommodations, auto transportation, public transportation, incidental purchases, entertainment/recreation and travel generated tax receipts.

Payroll represents the direct wages, salaries and tips corresponding to the direct travel-related employment.

Employment represents the estimates of direct travel-related employment in the locality.

State Tax Receipts represents the estimates of direct travel-related state taxes generated within the locality. These receipts include corporate income taxes, individual income taxes, sales and gross receipts taxes, and excise taxes.

Local Travel Receipts represents the estimates of direct travel-related local taxes generated within the locality. These include county and city receipts from individual and corporate income taxes, sales, excise and gross receipts taxes, and property taxes.

Percent Change column represents the percentage change in each category over the previous year.

PUBLIC RELATIONS

Articles & Blog Features

- Travel Host – January and February issues
- “Discover Richmond” Supplement to the Richmond Times Dispatch March 2017, Schoolhouse Museum w/photo
- Virginia.org – “14 Virginia Bakeries To Satisfy Your Sweet Tooth” Smithfield Gourmet Bakery and Café, February 2017
- OnlyInYourState.com, “Safest Places in Virginia”
- USA Today “10 Best Country Ham Sandwichs,” Darden’s Country Store, January 2017
- Pilotonline.com, Smithfield Farmers Market, July 2017
- OnlyInYourState.com, “The One Place To Sleep In Virginia That’s Beyond Your Wildest Dreams” featuring the Smithfield Station Lighthouse, July 2017
- OnlyInYourState.com, “The Little-Known Church Hiding In Virginia That Is An Absolute Work Of Art” (St. Luke’s) December 2017

Public Relations & News Releases

- News Release on Trailblazer Award for Smithfield Rocks Program
- News Release on Virgo Award for Smithfield Rocks Program
- News Release on LoveWork Contest
- What’s New” one-pager for Virginia Tourism Corporation’s media Meet & Greet on March 8
- News Release on Smithfield VA Events receiving 501C3 status
- News Release on SYAE 2018 Benefiting Organizations
- VisitCOVA.com – added blogs & articles for website
- Images sent to Jennifer McKee with WhereMagazine.com
- 45 new images sent to Virginia Tourism Corporation
- Images and videos sent to Travel Channel
- Images to Smithfield Foods for recruitment brochure
- Video links sent to Cynthia Edwards with Smithfield Foods
- Video files and logos sent to Katie with Smithfield Foods
- 50+ listings on Virginia.org
- List of holiday events and images to Victoria Terrino for November issue of Williamsburg Magazine

What’s New in Smithfield & Isle of Wight County?
 Genuine Smithfield has always been known for its ham, history, hospitality and heART, but there’s always something new cookin’ in this charming hamlet. If you haven’t been to Smithfield lately, you’re due for a trip. Let us know you’re coming and we’ll be happy to arrange tours or interviews, as well as provide high resolution images for your story.

Natural Playscape at Windsor Castle Park
 This is not your run of the mill playground! Opened on November 19, 2016, this natural playscape gets kiddos into the natural environment for a truly “interactive” experience. Play elements look as if they have sprung naturally from the earth, almost as if the children have made them by themselves with materials they found in the woods. The playscape includes a 30-foot slide, rock climbing walls, a pebble harp, crawl-through tunnels, a balance log maze and child-size swings and much more. WindsorCastlePark.com

Luter Sports Complex
 With construction underway, the Joe Luter Sports Complex offers an exciting new sports venue for youth of Smithfield and Isle of Wight County, the region and beyond. This complex has been made possible by the generous donation of Joseph Luter, former CEO of Smithfield Foods who was born in the town of Smithfield.
 This state-of-the-art complex is designed to accommodate tournament play as well as season games. The complex is also designed to include several sports, including baseball, football, soccer, races and special events.
 The complex will be managed by the Town of Smithfield and the Smithfield Recreation Association, a local non-profit.
 The venue will include a Challenger Field designed to accommodate children with disabilities. All the fields will be lit for evening games. The complex will also be a .25 mile track that can be used for races and soccer games and tournaments. There will also be a .25 mile track that can be used for races and soccer games and tournaments. There will also be a .25 mile track that can be used for races and soccer games and tournaments.
 The Luter Sports Complex is proud to partner with the Smithfield Recreation Association, Smithfield Recreation Association (SRA) is a local non-profit organization that runs baseball and softball for children (ages 4-18) in the Northern Isle of Wight, Carrollton and Smithfield, Virginia areas. Incorporated in the Spring of 1998, the SRA is not affiliated with the Isle of Wight County’s Parks and Recreation Department and does not receive funding from either the Town of Smithfield or Isle of Wight County. LuterSportsComplex.com

But wait! There’s more...

GENUINE

What’s New in Smithfield & Isle of Wight County?
 Planning a trip to Smithfield? Let us know you’re coming to town and we’ll be happy to help you make connections for tours, photos and interviews. Contact Lois Tokarz at 757.353.5521 or via email to ltokarz@isleofwightus.net.

40th Anniversary
 The history of Isle of Wight County mirrors the history of the growth and development of the United States. For the Isle of Wight County Museum’s 40th anniversary, the museum developed “Isle of Wight County History in 40 Objects.” This exhibit, book and video series describes the county’s history through development of our area as well as its place in Hampton Roads and the world.
 The book is available for purchase at the museum. The video series was produced by Brett England and each of the 40 objects.
 Interpreting local history, the museum’s exhibits most notable artifact - the world’s oldest, edible cured ham. The 1902 pork product exemplifies the patented Smithfield curing process. HistoricIsleOfWight.com

Aberdeen Farm
 As the Encore Wedding Capital of Virginia, Smithfield & Isle of Wight County offer unique wedding ceremony, reception and honeymoon venues that are just right for those brides in their second+ weddings (our “Encore Brides”). Our venues are a bit smaller and more intimate, but still create the perfect setting for that special day.
 The Aberdeen Barn is our newest event venue and as you can see it is breathtaking. The venue can host up to 250 people on a 1,000-acre property situated on the banks of the scenic James River, just 10 minutes from downtown Smithfield. There’s even lodging on-site for up to 22 guests, an Executive Chef and a private airstrip. The Aberdeen Barn even offers two-night and three-night Wedding Packages. AberdeenFarmEvents.com

Smithfield will be feeling the love as it launches a contest to design our very own LOVEwork! LOVEworks is a program of Virginia Tourism Corporation. Playing on their award-winning brand Virginia is for Lovers, each unique LOVEwork is designed by a different artist and constructed from materials related to the area where the sign is placed. They then serve as a backdrop for photos taken in front of the letters L-O-V-E. Smithfield will hold a contest beginning in March for the design of our LOVEwork. Contact Lois Tokarz for more information.

GENUINE **SHOP AT THE FARM** **DINE**
VisitSmithfield.com

“What’s New” for Virginia Tourism Corporation’s Media “Meet & Greet”

ORGANIZATIONS



Smithfield 2020:

- Smithfield Historic District Economic Development and Revitalization Projects (*ongoing*)

Virginia Association of Destination Marketing Organizations:

- Director is Past President for 2010/2011
- Director currently serves as Chair of Conventions

Virginia Tourism Corporation:

- Serve as VA Film Office Liaison
- Conduit for travel writers to our area
- Blitz opportunities at state welcome centers
- Utilization of VTC research
- Customer Service Training
- Grant opportunities
- Participation in website, Co-op marketing opportunities, trade shows, Travel Guide

Coastal Virginia Tourism Alliance:

- Director is 2018 President for CVTA
- Support regional CVB/DMO Tourism efforts
- National Tourism Week
- Regional Website
- Professional Development
- Regional Marketing efforts and Advocacy

Isle of Wight County Fair Committee:

- Staff Support for all Fair marketing
- Special Event Coordinator to serve on Committee

Isle of Wight-Smithfield-Windsor Chamber of Commerce

- Director serves as the Facilitator for the Chamber Youth Leadership Program 2017/2018. Group Project is submitting the Youth Perspective for the County Comp Plan

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

Member of...

Regional Visitor Center Managers Group

Virginia Restaurant Lodging Travel Association

Virginia Motor Coach Association

Pennsylvania Bus Association

Isle of Wight County Wellness Committee

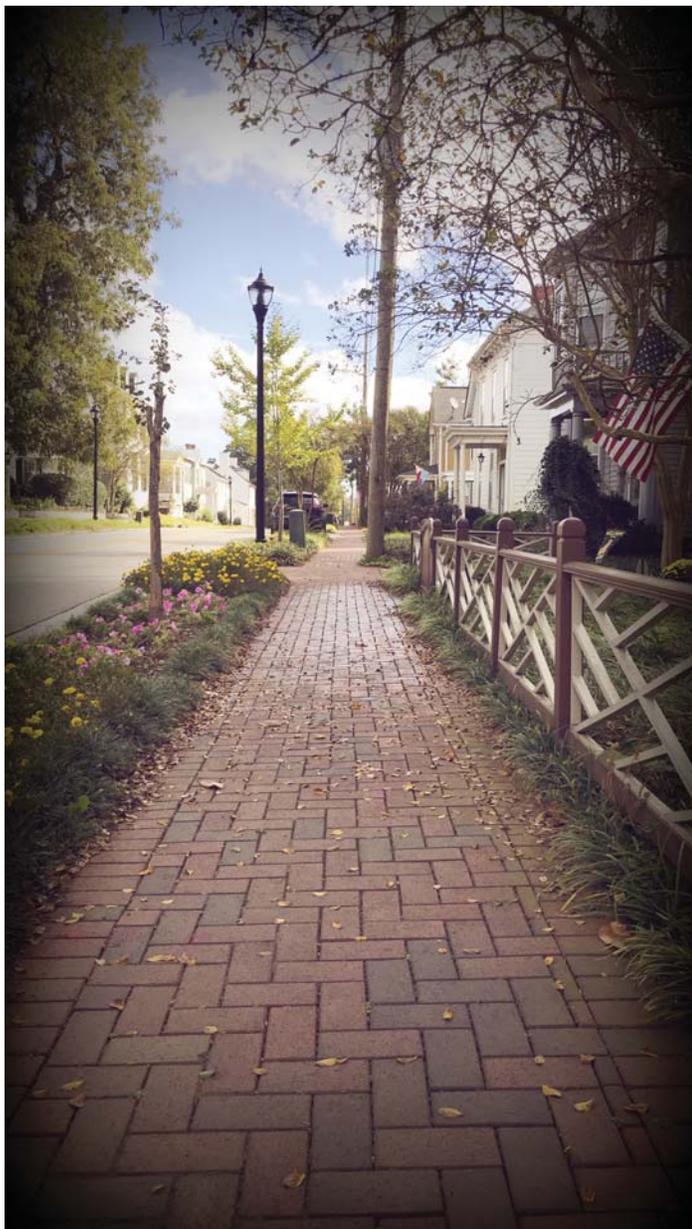
Town of Smithfield Special Event Committee

PHOTOS: (left & right) MARIANNE MCCORMACK, (center) BONNIE HORNE

GRANTS & AWARDS

- LOVE Works Grant from Virginia Tourism Corporation
- Applied for Crush Friday Grant from Virginia Tourism Corporation, (*Awarded 2018*)
- Applied for Marketing Leverage Grant from Virginia Tourism Corporation for mobile responsive website, (*Awarded 2018*)

- Virgo Award for Smithfield Rocks Program
- Virginia Destination Professional Certifications (Director and Marketing Manager)
- Trailblazer Award for Smithfield Rocks Program



BOARD OF DIRECTORS:

Virginia Association of Destination Marketing Organizations:

- Director is Past President for 2010/2011
- Director currently serves as Chair of Conventions
- Director is Chair of 2018 State Symposium

Coastal Virginia Tourism Alliance:

- Director is 2018 President for CVTA

Smithfield 2020:

- Director serves on Executive Committee in charge of promotion

Smithfield VA Events:

- Over \$750,000 donated back to the community through these Special Event efforts!

Town of Smithfield Special Events Committee

Historic Saint Luke's Church

Historic Smithfield

Windsor Castle Park Gala Committee

Paul D. Camp Community College

JUDGING OPPORTUNITIES:

- Served on Logo Design Committee for VACVB change to VADMO
- Hosted two World Wide Photo Walks, photos donated to bureau

SPEAKING ENGAGEMENTS:

- Presented Facebook training for docents
- Presented "History of Tourism Bureau" at National Tourism Month Celebration Breakfast
- Moderated strategic planning session with shops and attractions on May 16
- Historic Attractions strategic planning meeting on May 24
- Presented marketing ideas to Smithfield High School Choir for concert at Historic St. Luke's Church

MEETINGS & CONVENTIONS:

- VA-1 Tourism Summit, Norfolk, served on planning committee
- Virginia Association of Destination Marketing Organizations Annual State Symposium, Hot Springs
- Virginia Association of Destination Marketing Organizations Quarterly Meetings
- Virginia Tourism Corporation's Agritourism Conference, Richmond
- Virginia Tourism Corporation's Visitor Center State Meeting, Fredericksburg
- Virginia Society of Association Executives Conference, Richmond, in conjunction with VTC
- Virginia Association of Farmers Markets annual conference

DiGiTAL REPORT

Visit Smithfield VA

Lois Home 72

Page Inbox 1 Appointments Notifications 17 Insights Publishing Tools More Settings Help



Visit Smithfield VA
@VisitSmithfieldVA

Home

About

Photos



Restaurant Week

Liked Following Share

Watch Video

Website: GenuineSmithfieldVA.com

January 1, 2017 through December 31, 2017
80K sessions, 60K active users, 368,845 page views, 216 pages

Facebook:

January 1, 2017 through December 31, 2017
Figures for Visit Smithfield VA Page only (Do not include stats from Smithfield Farmers Market or Christmas in Smithfield pages)

- Viewers Total Count: 1,773,370
Figure reflects the daily number of people who have seen any content associated with your Page
- Unique Users - Organic/Unpaid: 592,119
Figure reflects the daily number of people who visited your page or saw your Page or one of its posts in news feed or ticker. These can be people who have liked your page and people who haven't.
- Unique Users - Paid Content: 676,865
Figure reflects the daily number of people who saw a sponsored story or ad pointing to your page. \$20 - \$80 spent weekly on Facebook ads/boosts of posts.
- Impressions Total Count: 3,172,714
Figure reflects the number of daily impressions seen of any content associated with your page.

Twitter:

January 1, 2017 through December 31, 2017
385 tweets, 56,408 impressions, 790 engagements, 558 followers (as of Jan. 22, 2018), 418 following (as of Jan. 22, 2018)

Instagram:

281 posts, 978 followers (as of Jan. 22, 2018)

Pinterest:

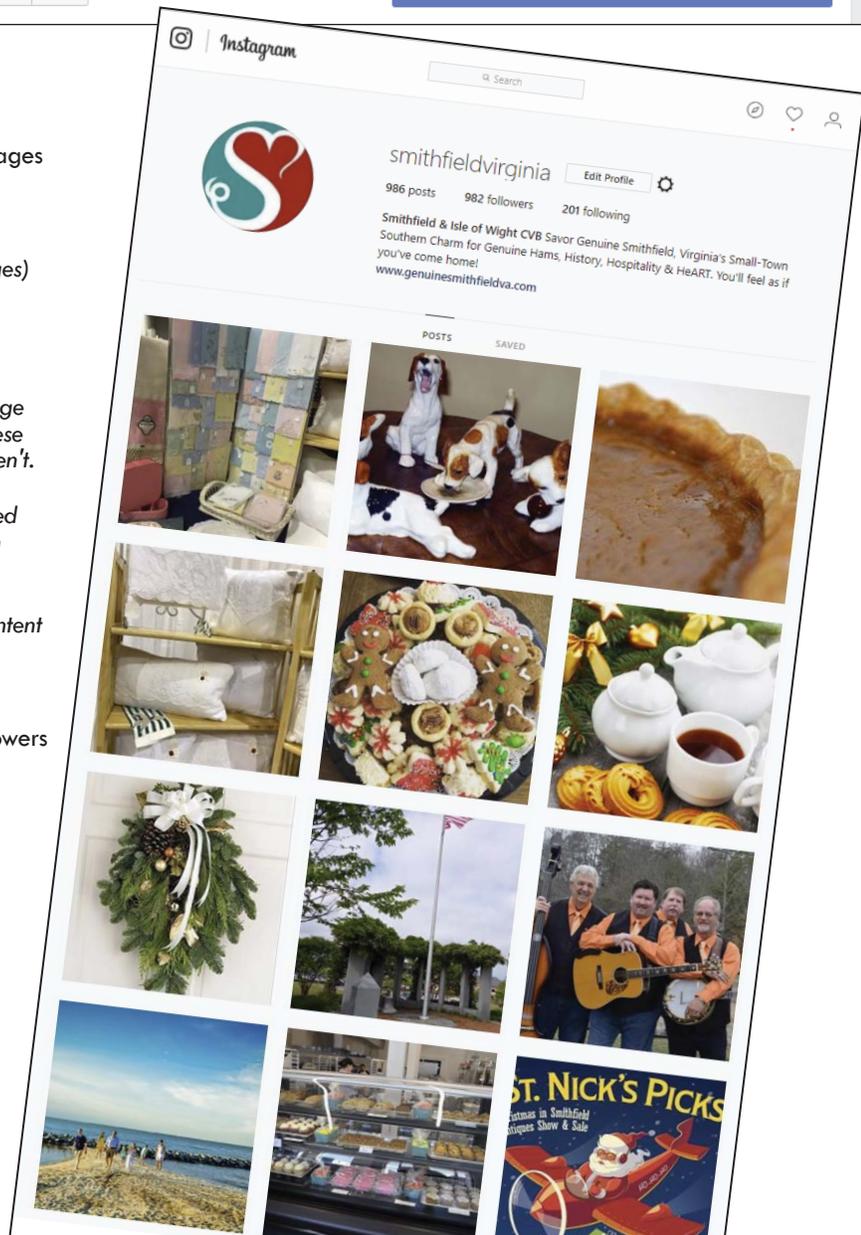
January 1, 2017 through December 31, 2017
84,585 impressions, 36,413 views

VisitSmithfieldVABlog.com:

January 1, 2017 through December 31, 2017
47 posts, 19,768 views, 13,668 visitors

Youtube:

1386 Views
Does not include views of videos on Facebook and Twitter.



2018 iNiTiATiVES

- ★ Create a new **Mobile Responsive Website** with the help of the Marketing Leverage Grant from Virginia Tourism Corporation
- ★ Complete a new **Tourism Comprehensive Plan**.
- ★ Fully participate in the **Crush Friday** promotions with Virginia Tourism Corporation using the \$10,000 grant received.
- ★ Launch the **Salty Southern Route** in conjunction with neighboring destination marketing organizations, featuring pork, peanuts and all thing rural! Apply for Virginia Tourism Corporation Leverage Marketing Grant and start promoting!
- ★ Continue to work with Virginia Tourism Corporation and the Virginia Extension Office to promote more agritourism opportunities to expand tourism to more of County.
- ★ Create an **Adventure Quest Scavenger Hunt** to appeal to Gen X'ers, Millennials and families.
- ★ Participate in the new **Artisan Trail** currently being formed in Coastal Virginia
- ★ Continue to work with the Isle of Wight County **Isle Cares** team for information dissemination and transparency, customer service, and staff rewards
- ★ Create **additional special events** including: a monthly "Picker's Market," Boardwalk Art Show, a large music festival, and a Valentine's sweet event. Olden Days will be morphed into FamFest, a family oriented festival.
- ★ 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 three large annual events: Smithfield Wine & Brew Fest in April, the Genuine Smithfield Bacon, Bourbon and Beach Music Fest in September and BOB Fest (Oyster Fest!) in January.
- ★ Continue to saturate the **Williamsburg** market, especially timeshares and locals.
- ★ Continue to explore inexpensive ways to **market regionally** in the Hampton Roads/Coastal Virginia area through the Coastal Virginia Tourism Alliance and social media.
- ★ Continue to explore inexpensive ways to market regionally in the larger **Mid-Atlantic Region**, including the D.C. area, Richmond, Pennsylvania and parts of North Carolina.
- ★ Continue to position Smithfield and Isle of Wight County as a popular **Destination Wedding** location
- ★ Work to increase visitation by **travel writers**
- ★ Continue to find **editorial opportunities** for our destination's attractions and events.
- ★ Focus on **Tours and Group Business** and expanding Smithfield and Isle of Wight County as overnight destinations
- ★ Continue Tourism **Community Ambassador Program** to work with community leaders to bring groups that they belong to (either business, government, fraternal or social) Smithfield and Isle of Wight County to support hotels and meeting destinations.
- ★ Continue to promote **recreational trails** (by land and sea!) bikes and canoes and kayaks.
- ★ Continue to grow the successful Smithfield and Isle of Wight County **Restaurant Week** Program and consider expanding to twice per year.
- ★ Continue to manage and support **Smithfield Farmer's Market**, the Smithfield Farmer's Market Evening Market and the Smithfield Vintage Market Show and Sale. The Spring Vintage Market (a weekend event) will continue to grow at the Isle of Wight County Fairgrounds (May) and the Fall Vintage Market will become a boutique style show and will remain downtown.





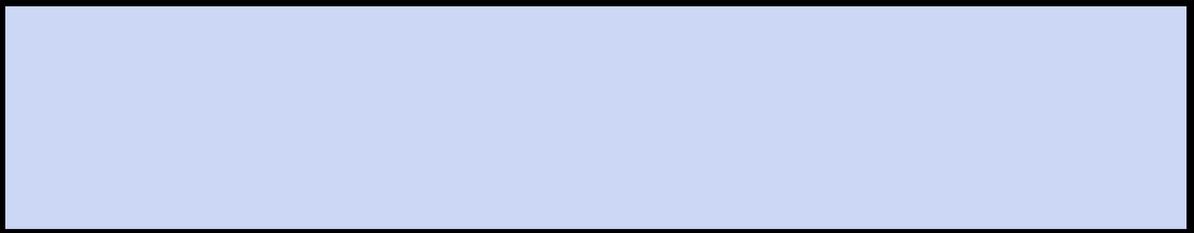
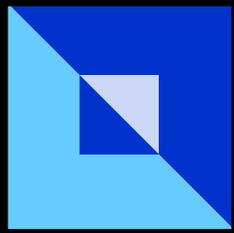
PHOTO: JENNIFER OVERBY

Smithfield & Isle of Wight County CVB

319 Main Street, Smithfield, VA 23430, 757.357.5182

GenuineSmithfieldVA.com

GENUINE



ISLE OF WIGHT COUNTY
MUSEUM



Town of Smithfield
Isle of Wight County Museum



Annual Report 2017

J.L. England, Museum Director

Notable

- **Museum Dance Off.** The museum blog www.whenyouworkatamuseum.com hosted their fourth annual worldwide dance competition. The museum is submitted its own entry at the end of March highlighting its staff, friends, supporters and family showcasing their best dance moves to Weezer's *Pork and Beans*. The museum achieved a great deal of publicity with its entry: <https://youtu.be/XqZeFm2LmZs>.
- **Windsor Castle.** This year we offered guided walking tours of the Windsor Castle site. We are increasing our involvement with the site through archaeology and research to aid with interpretation in the coming years. We were also able to facilitate a remote sensing project with the cemetery. On Oct. 6. Dr. Timothy Horsley of Horsley Archaeological Prospection used remote sensing to find individual, unmarked graves. This joint project involves the Town of Smithfield, Windsor Castle Park and Wheatland Foundation. We await the report on this important historical project.



- **Special Events.** Two of the museum's larger special events this year included the following:
 - **World War I and World War II: Conversations and Commemoration.** October 14. To commemorate the events of both world wars and their impact on Isle of Wight County, this event will honor local veterans and feature lectures, stories, activities, author Nancy Sheppard, an analysis of war movies by *Daily Press* reporter Mike Holtzclaw, document preservation, a World War I Doughnut Girl and the mobile museum, the Virginia World War I and World War II Commemoration Commission's Profiles of Honor Tour.
 - This event resulted in media promotion for the museum, new acquisitions and information and community/veteran goodwill.
 - All our volunteers, especially those from VFW Post 8545, made this event happen.
 - A new online exhibit highlights citizens of Isle of Wight County and their role – during both these wars: <http://www.historicisleofwight.com/isle-of-wight-county-in-world-wars-i-and-ii.html>



- **Hammy Birthday.** July 8. Much positive press was garnered for our annual Hammy Birthday event. This event is always a great way for us to promote the museum and its most noted artifact. The ham received many birthday cards and gifts this year – some from foreign countries.



- **Insurance.** Staff worked to put some numbers together regarding the museum’s collection for Isle of Wight County’s Budget & Finance Department. A survey of 1% of the museum’s collection of 20,000 objects was assessed for their inventory and insurance requirements.
- **Town Social Media.** The museum has worked with the town to document its Refuse and Recycling program by creating several videos for its website and social media.
- **Safety Committee.** Director Jennifer England was appointed chair of the Town Safety Committee. In this capacity, she is overseeing the town’s program and creating quarterly newsletters for all staff.
- **Volunteers.** Volunteers donated 1,261 hours to the museum in 2017. The estimated hourly value of volunteer time from the Independent Sector for 2016 was \$24.14 giving the museum an estimated yearly savings was \$30,440.54.
- **Visitation Study.** Results of our 2017 visitation study showed that the bulk of our guests are from out of state. While our out-of-the area visitation is trending upwards, 2017’s breakdown show results similar to the 2013 and 2015 studies. 2017 stats:
 - *Smithfield/Isle of Wight County* 13.2%
 - *Hampton Roads* 22.0%
 - *Virginia* 21.2%
 - *Out of State* 42.4%
 - *Out of Country* 1.2%
- **Community Involvement.** We worked with numerous organizations in 2017 to provide assistance, support and volunteer hours: Smithfield Foods, Smithfield and Isle of Wight Tourism, Isle of Wight County Parks and Recreation, Isle of Wight County Public Schools, Isle of Wight County Historical Society, Isle of Wight Daughters of the Confederacy, Smithfield VA Events, 1750 Courthouse, Christopher Newport University, Isle of Wight-Smithfield-Windsor Chamber of Commerce, Blackwater Regional Library’s *Library 2 Go Bookmobile*, Smithsonian Magazine Museum Day Live and others.

Museum Stats and Updates

- Visitation: 7,811
- Special Events. Planned and hosted 36 special events and our annual Pan Ham Photo Contest.
- Groups/Tours/Programming/Outreach. 28 different groups visited the museum for special programming from while staff performed 14 different outreach programs.

- Exhibits
 - Country Store. A case in the country store exhibit now highlights branding and canning.



- Fort Huger. New signage was installed in mid-November. A HUGE improvement over the old signage. We have wanted to do this since the fort opened in 2008. A huge thanks to our partners – Isle of Wight County Parks and Recreation and Smithfield-Isle of Wight Tourism – for making this happen.



- Parking Lot. The museum improved the west side of its building with non-permanent perforated vinyls in each of its four windows and basement doors.



- Gift Shop. Inventory was replaced while new inventory included puzzles featuring the museum's exterior.

Financials

- Total Gift Shop Sales: \$10,557.32
- Donations: \$11,044.00
- Program/Lecture Fees: \$1,299.00
- **TOTAL: \$22,900.32**

Social Media/Website /Media Coverage/Promotion

- Social media accounts include:
 - Facebook: Isle of Wight County Museum
 - Facebook: World's Oldest Ham
 - Twitter: @worldsoldestham
 - Instagram: @isleofwightcountymuseum
- The museum interacts on Foursquare/Swarm, TripAdvisor, Pinterest and GoodReads.
- Ham Cam. We continue to promote ourselves online through our Ham Cam, the 24/7 dropcam above the world's oldest ham's exhibit case. This enables visitors to check in on the museum's main gallery at any time of the day to see what we, and the world's oldest ham, are doing. It is a marketing tool that amuses all our visitors and promotes us worldwide. We also use it for twice weekly video broadcasts – on Tuesdays and Thursdays.

The Past Year in Photos



February 3. Let's just put a happy little museum right here!



February 3. Niko Clemmons of [@13NewsNow](#) stopped by today. Did you see him wave at you? [#lovevisitors](#) [#Hamcam](#) [@13nikoclemmons](#)



February 16. Today James and Jacqueline Thomson visited from Inverness, Scotland. Don't worry. They said that the neighbors are feeding the monster while they are away.



(We created this new logo this year.)

From April 26. "Small museums are great. Big museums are a drag."

--Peter Zumthor, born today in 1943



From May 8: The Isle of Wight County Historical Society donated a postcard to the museum in honor of National Postcard Week. This card, dated 1874, is a prescription for Major General Benjamin Huger. Huger was living in Fauquier County at the time, and this card was sent to Alexandria. Isle of Wight County's Fort Huger in Rushmere was named for Benjamin Huger.



From May 27: "The difference between involvement and commitment is like ham and eggs. The chicken is involved; the pig is committed." --Martina Navratilova

Peninsula Chicken Keepers Director Carol Bartram and Poppy pose with the world's oldest ham before their lecture on the history of chicken keeping.



We have great volunteers.



And programs for kids.



From Sept. 29. Smithfield High School's Creative Writing project launched today with a tour and visit to the museum.



On Halloween, the museum participated in the town's annual Ham-o-ween event by passing out spider rings and other toys to numerous visiting ghosts, goblins and superheroes.