



2018 COUNCIL MEMBERS:

January 1st, 2018 – June 30th, 2018

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

July 1st, 2018 – December 31st, 2018

Mayor T. Carter Williams
Vice Mayor Michael G. Smith
Denise N. Tynes
Randy Pack
Beth Haywood
Valerie Butler
Wayne Hall

January 1st – June 30th, 2018

Town Manager – Peter M. Stephenson

July 1st – December 31st, 2018

Town Manager – Brian S. Thrower

Town of Smithfield, Virginia

2018 ANNUAL STATISTICAL REPORT

TABLE OF CONTENTS

Town Manager – Memo.....	TAB # 1
Clerk of Council	TAB # 2
Council Budget	TAB # 3
Smithfield Planning, Engineering and Public Works....	TAB # 4
Reverse Osmosis Plant.....	TAB # 5
Smithfield Water Consumption	TAB # 6
Parks and Recreation Report	TAB # 7
Smithfield Police Department	TAB # 8
Smithfield / IOW CVB (Tourism) Report	TAB # 9
Isle of Wight County Museum	TAB # 10



TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

March 29, 2019

TO: The Honorable Mayor, Town Council, and Citizens of Smithfield

FROM: Brian S. Thrower, Town Manager *BST*

SUBJECT: 2018 Annual Report

Attached is the Town of Smithfield's 2018 Annual Report. 2018 was an extremely busy year for the Town and me personally having started as Smithfield's new Town Manager on July 1, 2018.

Some of the major projects completed and currently underway include:

- Pinewood Heights CDBG Relocation Project - Phase III and Phase IV
- Clontz Park Boat Ramp Project
- Joseph W. Luter, Jr. Sports Complex – Ballfields, Concession Area, and Parking Lot
- Joseph W. Luter, Jr. Sports Complex – Turn Lane Project
- Manor House Restoration – Windsor Castle Park

Major projects in the planning stage include:

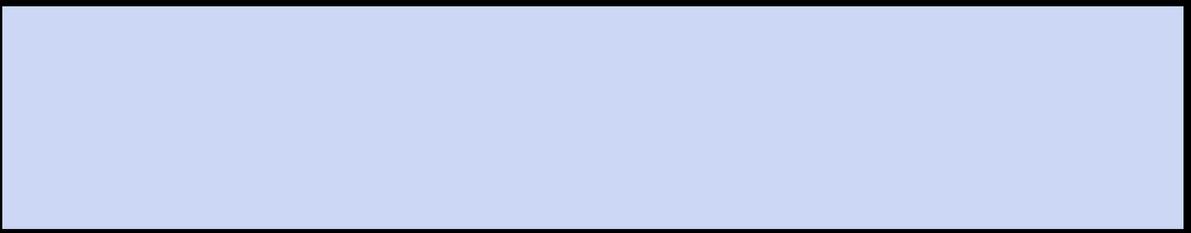
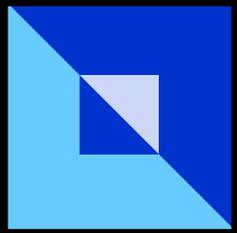
- Bike Trail Project Study – Segment III
- Benns Church Blvd./S. Church Street Intersection Improvement Analysis
- Town Hall Renovations/Move Town Manager's Office to Town Hall

I would like to thank our employees for keeping the Town running in such an efficient and effective manner. I am extremely proud of the work they perform and dedication they exhibit on a daily basis. I would also like to thank our Mayor and Town Council for supporting the Town's employees and the projects that have been completed and are currently underway.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189

Find us on 



CLERK OF COUNCIL REPORT

2018

ACTION ITEMS APPROVED BY TOWN COUNCIL

AGREEMENTS/CONTRACTS



- 01/03/2018** Motion to award contract for repairs to the Smithfield Lake Dam to Burleigh Construction in the amount of \$105,174.42. Motion passed.
- 02/06/2018** Motion to renew/extend the lease with BSV for the Smithfield Farmer's Market. Motion passed.
- 03/06/2018** Motion to renew the landscaping and grass maintenance contracts with Southern Shores Lawn and Landscaping for one additional year. Motion passed.
- 03/06/2018** Motion to approve the change order from Burleigh Construction Company for repair work to the Smithfield Lake Dam. Motion passed.
- 03/06/2018** Motion to approve a security system at the sports complex. Motion passed.
- 04/03/2018** Motion to renew the street maintenance contract with Blair Brothers for one additional year. Motion passed.
- 06/05/2018** Motion to renew the contract for underground utility services with Lewis Construction of Virginia for one additional year. Motion passed.
- 06/05/2018** Motion to renew the contract for sanitary sewer rehabilitation services with Tri-State Utilities for one additional year. Motion passed.
- 06/05/2018** Motion to renew the contract for demolition services with WACO, Inc. for one additional year. Motion passed.
- 06/05/2018** Motion to approve the new Isle of Wight County Museum Partnership Agreement between the town and the county. Motion passed.
- 06/05/2018** Motion to authorize the Town Manager to execute the right of way agreement with Dominion Energy and to approve the invoice in the amount of \$15,924.17 for new electrical service at the sports complex. Motion passed.
- 06/05/2018** Motion to accept the Minor Subdivision Agreement. Motion passed.
- 06/05/2018** Motion to approve the Utility Agreement addendum between the town and the county. Motion passed.

- 06/05/2018** Motion to approve the employment contract for the new Town Manager. Motion passed.
- 07/10/2018** Motion to approve the street maintenance proposals from Blair Brothers for Bishops Reach, Croatan Court, Ransdell Lane, Pocahontas Court, Sycamore Springs Court, Maple Court, Fawn Court, and Buckingham Way. Motion passed.
- 07/10/2018** Motion to accept the minor subdivision agreement for 305 Smithfield Blvd. for Anchor Contracting, Dale Steffensmeier. Motion passed.
- 07/10/2018** Motion to accept the minor subdivision agreement for Lakeview Cove for Verde Development Co., Henry Stephens. Motion passed.
- 07/10/2018** Motion to approve an agreement between Preserve Smithfield and the town for the relocation of the Wombwell House. Deferred until July Committee meetings.
- 08/07/2018** Motion to renew the vehicle maintenance contract with Smithfield Truck and Auto, LLC for one additional year. Motion passed.
- 08/07/2018** Motion to authorize the amendment for additional services with Kimley Horn Associates for the Clontz Park Boat Ramp project. Motion passed.
- 08/07/2018** Motion to authorize materials testing and inspection services from GET Solutions, Inc. for the Clontz Park Boat Ramp project. Motion passed.
- 08/07/2018** Motion to renew debris removal contract with Goodrich and Sons and Smithfield Services for one additional year. Motion passed.
- 08/07/2018** Motion to approve the proposal to pave the 100 and 200 blocks of Main Street from Blair Bros., Inc. Motion passed.
- 09/04/2018** Motion to renew the HVAC contract with Atlantic Constructors for one additional year. Motion passed.
- 10/09/2018** Motion to renew the mechanical, electrical, and utility services contract with REW Corporation for one additional year. Motion passed.
- 11/06/2018** License Agreement for the Wharf Hill Brewing Co. dumpster. Motion passed.
- 12/04/2018** Motion to approve Option #1 from Draper Aden Associates for stormwater improvements at the RO Plant. Motion passed.
- 12/04/2018** Motion to approve the Smithfield Recreation Association lease amendment for \$30,000.00 per year for ten years. Motion passed.
- 12/04/2018** Motion to approve the subdivision agreement for Phase 7B & C of the Cypress Creek subdivision. Motion passed.

APPOINTMENTS / REAPPOINTMENTS / ELECTIONS



- 01/03/2018** Mr. Randy Pack, Mr. Michael Swecker, and Mr. Charles Bryan were reappointed to the Planning Commission by the nominating committee of Michael Smith and Steve Bowman. Motion passed.
- 01/03/2018** Mr. Trey Gwaltney and Mr. David Goodrich were reappointed to the BHAR by the nominating committee of Dr. Milton Cook and Mr. Randy Pack. Motion passed.
- 03/06/2018** Nomination of Mrs. Florine Moore to fill the vacancy left by Vice Mayor Gregory. Motion passed.
- 03/06/2018** Nomination of Mrs. Florine Moore as the Vice Mayor for the remainder of Andrew Gregory's term. Motion passed.
- 03/06/2018** Mayor Williams appointed Councilwoman Tynes and Councilman Smith as the nominating committee to fill the unexpired term of Mr. Clem Batten on the Board of Zoning Appeals.
- 03/06/2018** Mayor Williams appointed Councilman Dr. Cook and Councilman Pack as the nominating committee to fill the unexpired term of Connie Chapman/Steve Bowman position on the Town Council.
- 04/03/2018** Councilman Smith nominated Mr. Gregory Brown to serve on the Board of Zoning Appeals until 06/03/2022 replacing Mr. Clem Batten. Motion passed.
- 04/03/2018** Councilman Pack recommended not replacing Mr. Steve Bowman's position on Council until after elections. The committee will continue to search for someone to fill in temporarily. Motion passed.
- 06/05/2018** Mayor Williams appointed Denise Tynes and Mike Smith as the nominating committee to fill the expiring term of Christopher Gwaltney on the Board of Zoning Appeals.
- 07/10/2018** Election of Mayor – Mr. Carter Williams was re-elected as Mayor for the Town of Smithfield by Town Council. Motion passed.
- 07/10/2018** Election of Vice Mayor – Mr. Michael Smith was elected as the Vice Mayor for the Town of Smithfield by Town Council. Motion passed.

- 07/10/2018** Motion to accept the Nominating Committee’s recommendation to fill Christopher Gwaltney expiring term on the Board of Zoning Appeals. They recommended reappointing Mr. Gwaltney for another term. Motion passed.
- 08/07/2018** Motion to appoint the Town Manager, Brian Thrower, to serve as the Town of Smithfield’s representative on the HRPDC. Motion passed.
- 09/04/2018** Motion to appoint a Town Council member to serve as the town’s representative at the VML Conference in the Mayor’s absence. He will be out of state. Denise Tynes was appointed by the Mayor.
- 12/04/2018** Motion to appoint a nominating committee for the expiring terms of Julia Hillegass, Thomas Pope, and Michael Torrey for the Planning Commission. Mayor Williams selected Councilman Hall and Councilman Pack to recommend nominees.
- 12/04/2018** Motion to appoint a nominating committee for the expiring terms of Gary Hess and Russell Hill on the BHAR. Mayor Williams selected Councilwoman Butler and Councilwoman Haywood to recommend nominees.

BUDGET

- 2/06/2018** Motion to approve a salary increase for the Town Council members of 10%. Motion passed 5 – 1.
- 06/05/2018** Public Hearing on the amended budget for FY 2017/2018. Motion passed.
- 06/05/2018** Public Hearing on the proposed budget for FY 2018/2019. Motion passed.
- 06/05/2018** Motion to approve the disbursement of funds donated by SVAE to complete ground work in the Conservation Easement at WCP in an amount not to exceed \$10,000.00. Motion passed.
- 06/25/2018** Motion to amend the town’s Pay and Classification Plan. Motion passed.
- 07/10/2018** Change to the Compensation Plan by putting the IT Network Administrator position under Grade 17 instead of Grade 20. Motion passed.
- 08/07/2018** Motion to authorize the Town Manger to order two budgeted police vehicles for FY 2018/2019. Motion passed.
- 08/07/2018** Motion to renew line of credit with TowneBank for the Pinewood Heights Relocation Project. Motion passed.
- 08/07/2018** Resolution to renew line of credit with Farmers Bank. Motion passed.



10/09/2018 Motion to adopt a Personal Property Tax Relief Act (PPTRA) percentage. Motion passed. Motion passed.

CLOSED SESSION

02/06/2018 Town Council held a closed session for the purpose of discussing the disposition of publicly held real property and personnel matters.

04/03/2018 Town Council held a closed session for the purpose of discussing personnel matters.

05/01/2018 Town Council held a closed session for the purpose of discussing personnel matters related to hiring a new Town Manager.

06/05/2018 Town Council held a closed session for the purpose of discussing the disposition of publicly held real property, personnel matters in particular consideration the new Town Manager's contract, and consultation with legal counsel.

07/10/2018 Town Council held a closed session for the purpose of discussing legal matters requiring legal advice.

08/07/2018 Town Council held a closed session for the purpose of a briefing by legal counsel as to actual litigation.

09/04/2018 Town Council held a closed session for the purpose of discussing legal matters requiring legal advice.

10/09/2018 Town Council held a closed session for the purpose of discussing the disposition of publicly held real property and consultation with legal counsel as to actual litigation.

11/06/2018 Town Council held a closed session for the purpose of consultation with legal counsel as to actual pending litigation and consultation with legal counsel as to actual legal matters requiring legal advice. Motion passed.

COUNCIL COMMENTS

02/06/2018 Mayor Williams congratulated the Smithfield Police Department for the success of their National Night Out efforts.

02/06/2018 The Town Council and Town Attorney thanked Vice Mayor Gregory for his term on Town Council as he departs for new opportunities.

02/06/2018 Vice Mayor Gregory thanked all Council members and staff for their efforts for the town.

- 02/06/2018** Councilman Dr. Cook informed the Council that he would not be seeking re-election for Town Council in May. He encouraged the people running in the May election to be informed of all projects that need to be done.
- 02/06/2018** Councilman Bowman advised the Council that circumstances have arisen that will preclude him from serving his full term on Town Council. March will be his last meeting.
- 02/06/2018** Mayor Williams advised the people running for Town Council to know how to answer citizen's questions, come to meetings, and come to committee meetings.
- 03/06/2018** Councilwoman Tynes commented that Mayor Williams and Chief Howell were featured in Virginia Town and City magazine.
- 03/06/2018** Councilman Dr. Cook echoed Mr. Torre's comments about concerns with the floor drain at the sports complex. He also spoke about how well the Intergovernmental meeting went.
- 03/06/2018** Councilman Bowman asked that the Town Manager interact with the contractor about the change order for the floor drain at the sports complex.
- 03/06/2018** Mayor Williams asked William Saunders and Amy Novak to speak to the Project Manager and to update the Town Manager on the floor drain since he was out of town.
- 04/03/2018** Councilwoman Tynes spoke about the Town Manager being honored by Town and Cities magazine in his retirement. She also spoke about the VML Conference to the candidates running for Town Council.
- 05/01/2018** Councilwoman Tynes informed the Council and public about a certificate she and Alonzo Howell received through George Washington University's Center for Excellence and Public Leadership. They both earned one college credit.
- 05/01/2018** Councilman Dr. Cook spoke to the Council and the new Council members reminding them that many citizens are unaware of the responsibilities of the Council.
- 06/05/2018** Mayor Williams thanked Dr. Cook for serving on Town Council.
- 06/05/2018** Councilwoman Tynes thanked Mr. Peter Stephenson for his service as Town Manager. She also thanked Dr. Cook and Mrs. Florine Moore for their service to Town Council.
- 06/05/2018** Councilman Dr. Cook spoke about the success Clean the Bay day at Windsor Castle Park. He thanked Mr. Stephenson for his years of service as Town Manager. He spoke about the hiring process and using Mrs. Rogers to help with that. He thanked the Town Council members for all of their support during his time with them.

- 06/05/2018** Vice Mayor Moore gave her opinion on the Bike Trail project. She also thanked the Town Council for having her back these last months.
- 08/07/2018** Councilwoman Tynes thanked everyone who came to National Night Out.
- 08/07/2018** Mayor Williams explained a time change for Committee meetings from 4:00 p.m. to 3:00 p.m. from now on.
- 09/04/2018** Councilwoman Tynes presented the videographers with a letter from her and the Mayor for their work on the Lip Sync Challenge video. She also announced that a new officer was sworn in, Mr. Christopher Williams. She reported that volunteers fed children lunch for the summer at Jersey Park and Woods Edge Apartments. Also, a successful community event was held at the apartments planned by Mr. Wooten.
- 09/04/2018** Vice Mayor Smith announced the Diabetes Awareness Clinic and urged citizens to attend.
- 10/09/2018** Councilwoman Tynes spoke to the Council about the VML Conference that she attended.
- 10/18/2018** Mayor Williams recognized Dr. Milton Cook as a former Council member attending the meeting. He also recognized a local high school student in attendance, Ms. Annie Eng. He gave her a lapel pin for the town.
- 11/06/2018** Councilwoman Tynes announced the Top Cop Award for Smithfield as Officer William Wooley.
- 12/04/2018** Councilman Pack spoke about the importance of closed session items remaining confidential.
- 12/04/2018** Mayor Williams recognized Connie Chapman and Judy Winslow for their efforts with downtown Christmas events.

DEEDS



- 03/06/2018** Motion to accept the deed for the Clontz Park Boat Ramp from Smithfield Foods. Motion passed.
- 06/05/2018** Motion to accept the deed for 26 Jamestown Avenue as part of the Pinewood Heights Relocation project for Phase III. Motion passed.
- 08/07/2018** Motion to accept quitclaim deed for the construction of the Public Boat Ramp at Clontz Park. Motion passed.

- 09/04/2018** Motion to accept the deed for 37 Jamestown Avenue as part of the Pinewood Heights Relocation project retroactively for August 7th, 2018. Motion passed.
- 10/09/2018** Motion to accept the deed for 22 Jamestown Avenue as part of the Pinewood Heights Relocation project. Motion passed.
- 12/04/2018** Motion to accept the deed for Lot 34 of the Pinewood Heights Relocation Project. Motion passed.

DONATIONS/CONTRIBUTIONS

- 08/07/2018** Motion to approve a request to donate a retired 2011 Dodge Charger to the Isle of Wight Volunteer Rescue Squad.

EMPLOYEE SERVICE AWARDS



Frances Hyde of Treasurer's Office	5 Years
Robin Landrus of Treasurer's Office	5 Years
Sandra Luter of Treasurer's Office	5 Years
Dale Wall of Reverse Osmosis Plant	5 Years
Edmund Cook of Police Department	10 Years
Jennifer England of Museum	10 Years
Christopher Meier of Police Department	10 Years
Tracey Neikirk of Museum	10 Years
Joseph Reish of Planning & Public Works	10 Years
Lesley King of Manager's Office	15 Years
Amy Novak of Smithfield Center	15 Years
Jeffrey Smith of Public Works	20 Years
Kenneth Bacon of Public Works	1 Year Certificate

Corey Bailey of Public Works	1 Year Certificate
Thurman Battle of Public Works	1 Year Certificate
Anthony Cooper of Police Department	1 Year Certificate
Richard Hayward of Public Works	1 Year Certificate
Christopher Hewitt of Windsor Castle Park	1 Year Certificate
Jeffrey Miller of Public Works	1 Year Certificate
Jacob Norton of Police Department	1 Year Certificate
Timothy Richards of Police Department	1 Year Certificate
Tonya Zari of Smithfield Center	1 Year Certificate

EMPLOYEES / POSITIONS

2/07/2018	Ryan Polk hired as Police Department staff
4/02/2018	Sean Cummings hired as Public Works staff
6/02/2018	David Edwards hired as Public Works staff
6/25/2018	Paul Jones hired as Police Department staff
7/01/2018	Brian Thrower hired as Town Manager
7/16/2018	Scott Troutman hired as Parks Maintenance staff
9/04/2018	Chris Williams hired as Police Department staff
9/17/2018	Brent Whitley hired as Public Works staff
10/09/2018	John Settle hired as Planning & Zoning Administrator
10/15/2018	Nicole Williams hired as Treasurer's Office staff
11/26/2018	Chelsey Daughtrey hired as Compliance Administrator



GRANTS

02/06/2018 Motion to authorize the Town Manager to apply for a grant for the Clontz Park Boat Ramp. Motion passed.

INVOICES OVER \$10,000



01/03/2018	Isle of Wight County	\$ 14,701.10
	PNC Bank	\$ 18,604.50
	RAD Sports	\$ 54,511.00
	Smith Turf & Irrigation	\$ 17,200.00
	Kimley Horn Associates	<u>\$ 13,488.52</u>
	TOTAL	\$118,505.12
02/06/2018	YMCA	\$,50,000.00
	Sydnor Hydro, Inc.	\$,23,400.00

	Robinson Farmer Cox	\$,24,500.00
	Historic Windsor Castle Restoration	<u>\$200,000.00</u>
	TOTAL	\$297,900.00
03/06/2018	Draper Aden Associates	\$ 14,623.07
	Burleigh Construction Company	\$117,664.42
	RAD Sports	\$ 27,956.21
	IOW – Tourism	\$116,544.00
	IOW – E911	\$ 97,300.50
	A.C. Schultes of Maryland	<u>\$ 13,750.00</u>
	TOTAL	\$387,838.20
04/03/2018	A.R. Chesson Construction – December	\$ 16,795.05
	A.R. Chesson Construction – January	\$ 32,498.81
	Draper Aden Associates	<u>\$ 10,956.26</u>
	TOTAL	\$ 60,250.12
05/01/2018	SVFD	\$ 13,000.00
	Windsor Castle Restoration, LLC	\$100,000.00
	Additional Invoices:	
	Xylem	\$ 84,571.40
	WACO, Inc.	<u>\$ 12,641.00</u>
	TOTAL	\$210,212.40
06/05/2018	Windsor Castle Restoration, LLC	\$100,000.00
	REW Corporation	\$ 10,250.00
	Atlantic Communications	\$ 14,625.94
	Isle of Wight General Obligation Bond	\$ 39,593.00
	Kimley Horn Associates	\$ 20,990.14
	Dominion Energy	\$ 15,924.17
	Siemens Industry, Inc.	<u>\$ 12,400.00</u>
	TOTAL	\$213,783.25
06/25/2018	IOW Christian Outreach	\$ 11,500.00
	Draper Aden and Associates	<u>\$ 13,083.18</u>
	TOTAL	\$ 24,583.18
07/10/2018	Windsor Castle Restoration, LLC	\$100,000.00
	Blair Bros. Inc.	<u>\$192,082.40</u>
	TOTAL	\$292,082.40
08/07/2018	WC Restoration, LLC	\$200,000.00
	Tidewater Stalls	\$ 12,859.33
	Bryant’s Excavation	\$ 10,000.00
	PNC Bank	\$127,199.78
	PNC Bank	<u>\$220,403.85</u>
	TOTAL	\$570,462.96
09/04/2018	RAD Sports	\$188,579.27

	Western Tidewater Free Clinic	\$ 40,700.00
	Tyler Technologies	\$ 10,241.88
	Superion	\$ 23,307.23
	TOTAL	\$262,828.38
10/09/2018	Draper Aden Associates	\$ 19,239.45
	REW Corporation	\$ 12,075.00
	REW Corporation	\$ 33,650.00
	Windsor Castle Restoration	\$200,000.00
	Summit Design	\$ 13,036.65
	Recon Robotics	\$ 17,674.00
	TOTAL	\$295,675.10
11/06/2018	Smithfield Volunteer Fire Department	\$ 27,998.00
	Blair Brothers, Inc.	\$122,469.00
	Isle of Wight County – Tourism	\$105,568.00
	Isle of Wight County – E911	\$ 92,887.38
	TOTAL	\$348,922.38
12/04/2018	Core and Main	\$ 24,000.00
	Wood Equipment Service Co.	\$ 26,743.72
	Isle of Wight County General Obligation Bond	\$503,569.05
	Blair Bros., Inc.	\$ 9,627.00
	TOTAL	\$563,939.77

MEETINGS HELD BY TOWN COUNCIL

01/03/2018	Regular Town Council meeting.
02/06/2018	Regular Town Council meeting.
03/06/2018	Regular Town Council meeting.
04/03/2018	Regular Town Council meeting.
05/01/2018	Regular Town Council meeting.
05/22/2018	Continued Town Council meeting.
06/05/2018	Regular Town Council meeting.
06/25/2018	Continued Town Council meeting.
07/10/2018	Regular Town Council meeting.
08/07/2018	Regular Town Council meeting.
09/04/2018	Regular Town Council meeting.
10/09/2018	Regular Town Council meeting.
11/06/2018	Regular Town Council meeting.
12/04/2018	Regular Town Council meeting.



MEMORANDUM OF UNDERSTANDING

08/07/2018	Emergency Communications Center MOU and payment agreement. Payment was approved with MOU to be clarified with county. Motion passed.
09/04/2018	Motion to approve the Emergency Communications Center MOU. Motion passed.

MISCELLANEOUS MOTIONS



- 01/03/2018** Motion to authorize the Town Treasurer to close the South Church Street account. Motion passed.
- 01/03/2018** Motion to approve the parking lot expansion behind 315 Main Street. Motion passed.
- 01/03/2018** Councilman Bowman questioned the permit extension by the county for the old Taste Freeze building.
- 02/06/2018** Motion to amend adopted Windsor Castle Dog Park policies to open one side to the general public. Motion passed.
- 02/06/2018** Motion to authorize the demolition of the Wombwell house by June 30th, 2018. The Police Department and Volunteer Fire Department will use it for training first. Motion passed.
- 03/06/2018** Motion to approve the Windsor Castle Park project “A Walk in the Park” by the Smithfield Middle School Students. Motion passed.
- 03/06/2018** Motion to approve the Windsor Castle Park project to install Lions Club Time Capsule by the Lions Club and the Leo Club. Motion passed.
- 03/08/2018** Motion to adopt the Design and Construction Standards Manual. Motion passed.
- 03/06/2018** Motion to approve the following documents in regards to the Pinewood Heights Relocation Project Phase IV application submittal to the Virginia Department of Housing and Community Development. Resolution to submit application to DHCD, Residential Anti-Displacement and Relocation Assistance Plan, Fair Housing Certification, Local Business and Employment Plan, Non-Discrimination Policy, Section 504 Grievance Procedure. Motion passed.
- 03/06/2018** Motion to approve nutrient offset credits for the public boat ramp at Clontz Park not to exceed \$20,000.00. Motion passed.
- 04/03/2018** Motion to approve the relay for the “Paint the Town Purple” Initiative from May 20th – June 2nd, 2018. Motion passed.
- 04/03/2018** Motion to approve the proposed price adjustment for 50% off for Friday, Saturday, and Sunday rentals for January and February at the Smithfield Center. Motion passed.
- 04/03/2018** Motion to approve the Windsor Castle Manor riverfront fee schedule. Motion passed.
- 04/03/2018** Motion to approve the Park Impact Fees. Motion passed.

- 05/01/2018** Motion to approve film permitting policy. Motion passed.
- 05/01/2018** Motion to move the July Town Council meeting from July 3rd to July 10th due to fireworks for the town. Motion passed.
- 06/05/2018** Motion to approve the Hampton Roads Sanitation District amendment to the consent order. Motion passed.
- 06/05/2018** Motion to approve the request to use Clontz Park for the annual fireworks display on July 3rd, 2018. Motion passed.
- 06/05/2018** Motion to approve the park project application to install QR code signs in Windsor Castle Park for the visually impaired. Motion passed.
- 06/05/2018** Motion to change the October 2nd Town Council meeting to October 9th, 2018 due to the Virginia Municipal League Annual Conference. Motion passed.
- 07/10/2018** Motion to approve the park project application to plant flower beds at the Windsor Castle Playscape by Girl Scout Troop 1404.
- 07/10/2018** Discussion on the use of goats at Windsor Castle Park as a means of clearing debris. A motion was made to rent the goats for 2 months. Motion passed.
- 07/10/2018** Motion to approve the Eagle Scout project to designate handicap spaces at the VFW Post 8545 parking area. Motion passed.
- 07/10/2018** Request to VDOT to have the speed limit on the Cypress Creek Bridge reduced to 25 mph. Motion passed.
- 07/10/2018** A motion was made to allow a dumpster for Wharf Hill Brewing located on town property. They are responsible for keeping the doors closed and keeping the area clean. Motion passed.
- 08/07/2018** The approved dumpster for the Wharf Hill Brewing Co. was sent back to Committee for further discussion. Motion passed.
- 09/04/2018** Motion to approve the Windsor Castle Park project application for the Purple Mailbox of Hope by Relay for Life. Motion passed.
- 10/09/2018** Motion to approve the park project application for interpretative signage at Windsor Castle Park by the Master Naturalist. Motion passed.
- 11/06/2018** Motion to authorize the Town Treasurer to close the Isle of Wight County Museum account with Farmers Bank. Motion passed.
- 11/06/2018** Motion to approve the weekday pricing for Windsor Castle Manor grounds. Motion passed.

- 11/06/2018** Motion to adopt a policy in regards to the closure of Main Street. Motion passed.
- 11/06/2018** Motion to request town office closure from 9:00 a.m. until 2:00 p.m. on December 7th, 2018 for employee training and holiday luncheon. Motion passed.
- 11/06/2018** Motion to move the January meeting from January 1st, 2019 to January 8th, 2019 due to the New Year's holiday. Motion passed.
- 12/04/2018** Motion to approve the 2019 meeting schedule. Motion passed.

ORDINANCES

- 03/06/2018** Public Hearing: Amendment and revision of the Zoning and Subdivision Ordinance. Motion passed.
- 10/09/2018** Motion to adopt an ordinance to amend the town's utility rate effective July 1st, 2018. Motion passed.

PRESENTATIONS

- 01/03/2018** Briefing by Dick Grice, IOW County Board of Supervisors, Smithfield District.
- 01/03/2018** Update on Windsor Castle restoration by Dr. Milton Cook.
- 02/06/2018** Presentation of gift to Mayor Williams by Miss Caroline Mayorga of the Governors School of the Arts from Mayors of Japan.
- 02/06/2018** Presentation by Michael Dodson of Community Planning Partners with an update on the Pinewood Heights Relocation project.
- 02/06/2018** Briefing by Dick Grice, IOW County Board of Supervisors, Smithfield District.
- 03/06/2018** Briefing by Dick Grice, IOW County Board of Supervisors, Smithfield District.
- 03/06/2018** Status update by the Town Attorney for the Scott Farm boundary line adjustment request from the Intergovernmental meeting held on March 2nd, 2018.
- 03/06/2018** Update on Windsor Castle restoration by Dr. Milton Cook.
- 04/03/2018** Briefing by Dick Grice, IOW County Board of Supervisors, Smithfield District.
- 04/03/2018** Update on Windsor Castle restoration by Dr. Milton Cook.
- 05/01/2018** Briefing by Dick Grice, IOW County Board of Supervisors, Smithfield District.
- 05/01/2018** Update on Windsor Castle restoration by Dr. Milton Cook.

- 06/05/2018** Briefing by Dick Grice, IOW County Board of Supervisors, Smithfield District.
- 06/05/2018** Update on Windsor Castle restoration by Dr. Milton Cook.
- 07/10/2018** Briefing by Dick Grice, IOW County Board of Supervisors, Smithfield District.
- 08/07/2018** Briefing by Dick Grice, IOW County Board of Supervisors, Smithfield District.
- 09/04/2018** Briefing by Dick Grice, IOW County Board of Supervisors, Smithfield District.
- 10/09/2018** Mrs. Stefanie Broadwater gave an update and a thank you to Town Council for their support of the Western Tidewater Free Clinic.
- 10/09/2018** Briefing by Dick Grice, IOW County Board of Supervisors, Smithfield District.
- 11/06/2018** Briefing by Dick Grice, IOW County Board of Supervisors, Smithfield District.
- 12/04/2018** Briefing by Dick Grice, IOW County Board of Supervisors, Smithfield District.
- 12/04/2018** Presentation of the Windsor Castle Restoration project for Phase III and endorsement of the proposed use plan. Motion passed.

PROCLAMATIONS

- 07/10/2018** Proclamation in support of the 2018 National Night Out to be held August 7th, 2018 from 5:00 to 7:00 p.m. at the Smithfield Center. 
- 11/06/2018** Proclamation recognizing November 11th – 17th Nurse Practitioner’s Week.

PROPOSALS

- 04/03/2018** Motion to accept the proposal from Quinn Consulting Services for coating inspection/evaluation services for three of the town’s elevated water storage tanks. Motion passed.
- 05/01/2018** Motion to approve the street maintenance proposals for Blair Brothers, Inc. for all portions of the Following streets: Edgewood Drive, Bellwood Drive, Beale Avenue, Wilderness Lane, and Buckingham Way. Motion passed.
- 06/05/2018** Motion to accept the proposal from Draper Aden Associates for manhole rehabilitation. Motion passed.
- 06/05/2018** Motion to accept proposal from Draper Aden Associates for sewer assessment program. Motion passed.

12/04/2018 Motion to approve the proposal from Draper Aden Associates for stormwater improvements at the RO Plant not to exceed \$26,200.00. Motion passed.

PUBLIC COMMENTS

02/06/2018 Mr. Brian Camden gave an update on the status of the Joseph W. Luter, Jr. Sports Complex.

02/06/2018 Mr. Herb Degroft wished the Council well in choosing needs vs. wants for the town.

02/06/2018 Mrs. Martha Ford Evans Jackson thanked the Council for their condolences due to the deaths of her brother and sister.

03/06/2018 Mr. Chris Torre addressed the Council about concerns with the drain in the changing room at the sports complex.

06/05/2018 Mr. Albert Burckard spoke about the Bike Trail and the town's participation in it.

07/10/2018 Mr. Lee Duncan spoke about the need for a dumpster for Wharf Hill Brewing.

07/10/2018 Mr. Mark Hall spoke about historic preservation combined with economic vitality and the difficulty of combining the two. He was in favor of a dumpster for Wharf Hill Brewing.

07/10/2018 Mr. Mark Gay spoke about the draft agreement for the Wombwell House between the town and Preserve Smithfield.

08/07/2018 Mr. O.A. Spady spoke against a dumpster on town property to serve the Wharf Hill Brewing Co. restaurant.

08/07/2018 Mr. Gerald McCullen agreed with Mr. Spady.

10/09/2018 Mr. Ruby Holloway and Mrs. Rebecca Holloway spoke about the flooding issues at their home at 206 Great Springs Road and asked the town to buy it and help them relocate.

10/09/2018 Mr. Mark Gay spoke to Council about the contract for the Wombwell House and its preservation. He made changes for review by Council before Preserve Smithfield will sign it.

10/09/2018 Ms. Cheryl Windt spoke about the flooding issues on Great Springs Road.

12/04/2018 Mr. John Graham spoke to Council about the need for a plan for next year if they plant sunflowers again. Traffic issues were a concern.

12/04/2018 Mr. Matt Wright asked the Council to grant the extension to Smithfield Recreation Association so they could keep Beale Park.

PUBLIC HEARINGS
Special Use Permits / Zoning Amendments / FY Budget



- 02/06/2018** Special Use Permit – 308 Main Street. Motion passed. Mrs. Robbie Younger spoke in favor of this application during the public hearing.
- 03/06/2018** Amendment and revision of the Zoning and Subdivision Ordinance. Motion passed.
- 03/06/2018** Pinewood Heights Relocation Project – Phase IV grant application submittal. Motion passed.
- 03/06/2018** Motion to authorize the Town Attorney to hold a public hearing at the April 3rd, 2018 Town Council meeting for the Scott Farm boundary line adjustment. Motion passed.
- 04/03/2018** Boundary line adjustment for the Scott Farm. Motion passed.
- 04/03/2018** Special Use Permit for 757 Brewing Company. Motion passed.
- 06/05/2018** Special Use Permit for T.L. Chapman Photography at 758D John Rolfe Drive. Motion passed.
- 06/05/2018** Amended budget for FY 2017/2018. Motion passed.
- 06/05/2018** Proposed budget for FY 2018/2019. Motion to continue until 06/25/2018.
- 07/10/2018** Public Hearing: Special Use Permit – 319 Main Street for the conversion of a residential property to commercial use for Imagine Art, Mr. Wayne Stallings. Motion passed.
- 10/09/2018** Motion to authorize a public hearing for consideration of granting a license for a dumpster site and the Wharf Hill parking lot property. Motion passed.
- 10/09/2018** Motion to amend the legal description on the existing lease between the Town of Smithfield and Historic Windsor Castle Restoration to omit the five acre vineyard site from the leased area and to authorize the Town Manager to execute the amendment. Motion passed.
- 11/06/2018** License Agreement for the Wharf Hill Brewing Co. dumpster. Motion passed.



PURCHASES



- 01/03/2018** Motion to approve the purchase of a bypass pump, fan/ventilation, and emergency pump connection for Crescent Pump Station. Motion passed.
- 04/03/2018** Motion to authorize the Town Manager to purchase budgeted Public Works truck in the amount of \$33,394.00. Motion passed.
- 08/07/2018** Motion to authorize the Town Manager to purchase two budgeted police vehicles for FY 2018/2019. Motion passed.
- 09/04/2018** Motion to authorize the Town Manager to purchase Recon Robotics Tactical Throwbot Equipment with grant funds. Motion passed.
- 11/06/2018** Motion to authorize the purchase to retrofit pump from Xylem in the amount of \$17,820.00 Motion passed.

REQUEST FOR PROPOSALS / INVITATION FOR BID

- 06/25/2018** Motion to reject the banking RFP and re-advertise at a later date. Motion passed.
- 07/10/2018** Motion to award the construction of the Clontz Park Boat Ramp to Docks of the Bay, LLC. Motion passed.

RESOLUTIONS – Miscellaneous

- 02/06/2018** Resolution to approve partial park closure of the fishing pier on April 10th thru April 14th and the trails on April 14th from 10:00 a.m. until 5:00 p.m. for the Wine and Brew Fest. Motion passed.
- 02/06/2018** Resolution in opposition to House Bill 1258 and Senate Bill 405 for wireless infrastructure. Councilman Bowman abstained. Motion passed.
- 03/06/2018** Resolution to award professional audit services to Robinson, Farmer, Cox Associates. Motion passed.
- 06/25/2018** Resolution to adopt the budget for FY 2018/2019. Motion passed.
- 07/10/2018** Resolution to adopt an appropriation resolution to carry forward funds and restricted funds appropriated in FY 2017/2018. Motion passed.
- 07/10/2018** Motion to adopt appropriation resolution for funds for FY 2018/2019. Motion passed.

- 08/07/2018** Resolution to appoint the following individuals to the Smithfield Certified Crime Prevention Team: Mr. Wayne Hall, Officer Seamster, Joseph Reish, Marian Aiden, Joyce Bowser, Jody Meier, Francis Jewell, Kimberly Hasty. Motion passed.
- 08/07/2018** Resolution to renew line of credit with Farmers Bank. Motion passed.
- 09/04/2018** Resolution to approve the Riverfront Trail closure on October 6th and the fishing pier closure on October 3rd – October 6th for the Bacon, Bourbon, and Beach Music Festival. Motion passed.
- 11/06/2018** Resolution to accept improvements of Caretaker's house and two new barns at Windsor Castle Park. Motion passed.
- 12/04/2018** Resolution to support the Fair Housing Act as part of the Pinewood Heights Relocation project. Motion passed.

RESOLUTIONS – Street closures/traffic assistance



- 01/03/2018** Motion to approve the street closure request by Columbia Gas for the planned natural gas infrastructure replacement project along the 100, 200, and 300 blocks of Main Street. January 2nd – March 31st, 2018. Motion passed.
- 01/03/2018** Motion to approve the street closure of Waterworks Road from January 16th – March 16th, 2018 for repair work to the dam. Motion passed.
- 02/06/2018** Resolution to approve the street closure for the ST. Patrick's Day Parade on March 17th, 2018 from 10:30 a.m. until 1:00 p.m. Motion passed.
- 02/06/2018** Resolution to approve street closure/traffic assistance for the Annual Smithfield Sprint Triathlon on April 7th, 2018 from 8:00 a.m. until 3:00 p.m. Motion passed.
- 02/06/2018** Resolution for partial street closure for the Wine and Brew Festival on April 14th, 2018 from 8:00 a.m. until 3:00 p.m. Motion passed.
- 03/06/2018** Resolution to approve the revised street closure for the St. Patrick's Day Parade on March 17th, 2018 from 10:30 a.m. until 1:00 p.m. Motion passed.
- 04/03/2018** Resolution to approve street closure/traffic assistance for the Smithfield 6 Pack 6K on April 22nd, 2018. Motion passed.

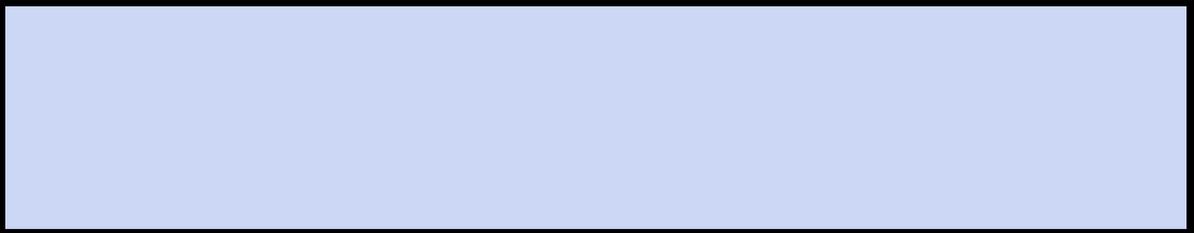
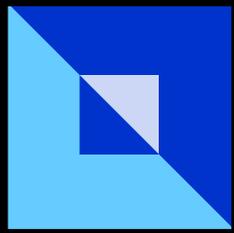
- 04/03/2018** Resolution to approve street closure/traffic assistance for the Main Street Mile on April 29th, 2018. Motion passed.
- 05/01/2018** Resolution to approve the street closure for the annual Olden Days Festival on June 30th, 2018. Motion passed.
- 08/07/2018** Resolution to approve the street closure request for the Ruritan Car Show on September 22nd, 2018. Motion passed.
- 09/04/2018** Resolution to approve the traffic assistance request for the “Safe House Half Marathon and 5K” on September 8th, 2018. Motion passed.
- 09/04/2018** Resolution to approve the street closure request for the Autumn Vintage market along Main Street on September 29th, 2018. Motion passed.
- 09/04/2018** Resolution to approve the street closure request for Jericho Road for the Bacon, Bourbon, and Beach Music Festival on October 6th. Motion passed.
- 09/04/2018** Resolution to approve the street closure request for the Smithfield Foods event on September 20th, 2018. Motion passed.
- 10/09/2018** Resolution to approve the street closure request or the Horsepower on Main Street Car Show on October 27th, 2018. Motion passed.
- 10/09/2018** Resolution to approve the street closure request for the Halloween Safe Trick or Treat on October 31st, 2018. Motion passed.
- 11/06/2018** Resolution to approve the street closure request for the 2018 Holiday Evening Market on November 17th, 2018. Motion passed.
- 11/06/2018** Motion to adopt a policy in regards to the closure of Main Street. Motion passed.
- 12/04/2018** Resolution to approve the street closure request for the BOB Festival on January 19th, 2019. Motion passed.

OTHER ITEMS OF INTEREST

NEWSLETTER EXPENSE REPORT

2017	John Henry Printing	Postage	# of copies
Spring (full color)	\$2,821.07	\$737.32	3,350
Fall (full color)	\$2,778.96	\$747.04	3,300

2018	John Henry Printing	Postage	# of copies
Spring (full color)	\$2,778.96	\$753.23	3,300
Fall (full color)	\$2,778.96	\$751.75	3,300



COUNCIL BUDGET

RESOLUTION
AMENDED BUDGET FOR FISCAL YEAR 2017-2018

WHEREAS, the Town Council, through its staff and finance committee, has prepared an amended 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 5, 2018; and,

WHEREAS, after hearing public comment, the finance committee and the Town Manager have recommended adoption of the proposed amended budget for the 2017-2018 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 2017-2018.

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

Adopted this 5th day of June, 2018.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By T. Carter Williams
T. Carter Williams, Mayor

ATTEST:

Lesley G. King
Lesley G. King, Clerk

TOWN OF SMITHFIELD
2018 Proposed Budget General Fund Revisions

	<u>Adopted Budget</u> 2018	<u>Proposed Revisions</u> 2018	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</u>
REVENUE				
<u>General Property Taxes</u>				
Real Estate	1,710,000	1,741,553	31,553	1.85%
Personal Property	621,500	621,500	-	0.00%
Public Service Corporations Tax	31,026	31,026	-	0.00%
Penalties and Interest	37,605	37,605	-	0.00%
Total General Property Taxes	2,400,131	2,431,684	31,553	1.31%
<u>Other local taxes</u>				
Bank franchise	136,955	136,955	-	0.00%
Sales	340,000	356,000	16,000	4.71%
Utility	192,000	192,000	-	0.00%
Meals tax - 4.25%	1,130,840	1,149,880	19,040	1.68%
Meals tax - 2%	532,000	541,120	9,120	1.71%
Business Licenses	367,600	379,225	11,625	3.16%
Vehicle Licenses	140,500	149,000	8,500	6.05%
Cigarette	169,000	169,000	-	0.00%
Transient Occupancy	190,000	190,000	-	0.00%
Peg Channel	1,940	1,940	-	0.00%
Consumption	49,000	49,000	-	0.00%
Total Other local taxes	3,249,835	3,314,120	64,285	1.98%
<u>Permit, Fees & Licenses</u>				
Permits	15,000	18,000	3,000	20.00%
Inspection Fees	6,000	6,000	-	0.00%
Administrative Fees	-	9,000	9,000	100.00%
Dog Park Registration Fees	2,000	2,000	-	0.00%
Consultant Review Fees	1,500	5,000	3,500	233.33%
Total Permits, Fees & Licenses	24,500	40,000	15,500	63.27%
Fines	60,000	60,000	-	0.00%
Revenue from use of money and property	244,600	288,600	44,000	17.99%
Other revenue	5,600	5,600	-	0.00%
Revenue from Commonwealth of Virginia	700,996	700,996	-	0.00%
Revenue from Federal Government	165,000	1,356,013	1,191,013	721.83%
<u>Other financing sources</u>				
Contributions	109,200	170,479	61,279	56.12%
Insurance Recoveries	-	13,700	13,700	100.00%
Line of Credit Proceeds	250,000	-	(250,000)	-100.00%
Capital Lease Acquisitions	-	48,630	48,630	100.00%
Loan Proceeds	1,979,553	1,969,553	(10,000)	-0.51%
<u>From Reserve Funds</u>				
Escrow Reserves-Ball Fields	1,079,303	961,833	(117,470)	-10.88%
Loan Reserves	-	434,250	434,250	100.00%
Operating Reserves	74,727	576,926	502,199	672.04%
Total other financing sources	3,492,783	4,175,371	682,588	19.54%
Total General Funds Revenues	10,343,445	12,372,384	2,028,939	19.62%

2018 Proposed Budget General Fund Revisions

	<u>Adopted Budget</u> <u>2018</u>	<u>Proposed Revisions</u> <u>2018</u>	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</u>
Road Maintenance	1,169,873	1,189,490	19,617	1.68%
From Prior Year-Highway Funds	-	145,135	145,135	100.00%
GRAND TOTAL	11,513,318	13,707,009	2,193,691	19.05%
EXPENDITURES				
Operating Expenses				
General Government	747,553	755,654	8,101	1.08%
Treasurer	525,262	491,996	(33,266)	-6.33%
Public Safety	2,514,713	2,515,326	613	0.02%
Planning, Engineering, & Public Works	746,282	746,282	-	0.00%
Public Buildings	156,571	162,971	6,400	4.09%
Community Development	392,951	877,264	484,313	123.25%
Parks, Recreation, and Cultural	2,482,295	1,808,895	(673,400)	-27.13%
Debt Service	650,036	394,415	(255,621)	-39.32%
Total Operating Expenses	8,215,663	7,752,803	(462,860)	-5.63%
Non Departmental	-	31,553	31,553	100.00%
Other Financing Uses				
Transfers to Operating Reserves				
Transfer to restricted reserves	489,553	1,489,553	1,000,000	204.27%
Total Other Financing Uses	489,553	1,489,553	1,000,000	204.27%
Capital Outlay				
General Government	-	-	-	-
Treasurer	84,250	84,250	-	0.00%
Public Safety	85,150	85,150	-	0.00%
Planning, Engineering, & Public Works	246,251	1,288,118	1,041,867	423.09%
Public Buildings	43,275	51,825	8,550	19.76%
Parks, Recreation, & Cultural	1,179,303	1,553,132	373,829	31.70%
Community Development	-	36,000	36,000	100.00%
Total Capital Outlay	1,638,229	3,098,475	1,460,246	89.14%
Total General Funds Expenses	10,343,445	12,372,384	2,028,939	19.62%
Road Maintenance Funds	1,169,873	1,334,625	164,752	14.08%
GRAND TOTAL	11,513,318	13,707,009	2,193,691	19.05%

TOWN OF SMITHFIELD
2018 Proposed Water & Sewer Budget Revisions

	<u>Adopted Budget</u> <u>2018</u>	<u>Proposed Revisions</u> <u>2018</u>	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</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	505,400	505,400	-	0.00%
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	650	650	-	0.00%
Total Operating Revenue	2,816,089	2,816,089	-	0.00%
Operating Expenses				
Water	1,467,992	1,330,194	(137,798)	-9.39%
Sewer	616,097	625,597	9,500	1.54%
Total Operating Expenses	2,084,089	1,955,791	(128,298)	-6.16%
Operating Income Before Bad Debt, Depreciation and Amortization Expense	732,000	860,298	128,298	17.53%
Depreciation & Amortization Exp-Water	385,000	385,000	-	0.00%
Depreciation & Amortization Exp-Sewer	399,000	399,000	-	0.00%
Total Bad Debt and Depreciation Expense	784,000	784,000	-	0.00%
Operating Income (Loss)	(52,000)	76,298	128,298	-246.73%
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	-	2,400	2,400	100.00%
Pro-Rata Share Fees-Sewer	-	2,400	2,400	100.00%
Insurance Recoveries-Sewer	-	6,834	6,834	100.00%
Interest Revenue-Water	7,500	20,000	12,500	166.67%
Interest Revenue-Sewer	8,000	8,000	-	0.00%
Interest Expense-Water	(42,600)	(42,600)	-	0.00%
Interest Expense-Sewer	(7,098)	(7,098)	-	0.00%
Total Nonoperating Revenue (Expenses)	136,802	160,936	24,134	17.64%
Income (Loss)	84,802	237,234	152,432	179.75%
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.				
Principal payments to be funded from income and debt service revenues in 2018				
Water Debt Service Principal	242,515	242,515	-	100.00%
Sewer Debt Service Principal	100,430	100,430	-	100.00%
Total capital expenditures to be funded from income, loan funds, and escrow funded are:				
Water Capital expenses	285,051	261,126	(23,925)	100.00%
Sewer Capital expenses	628,551	738,551	110,000	100.00%

**RESOLUTION
BUDGET FOR FISCAL YEAR 2018-2019**

WHEREAS, the Town Council, through its staff and finance committee, has prepared a budget for Fiscal Year 2018-2019; 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 5, 2018; and,

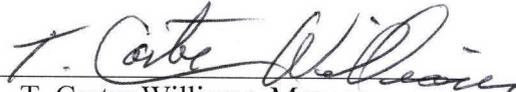
WHEREAS, the budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2018-2019; and,

NOW, THEREFORE, BE IT RESOLVED that the budget for Fiscal Year 2018-2019, and attached hereto as Exhibit "A" is hereby adopted.

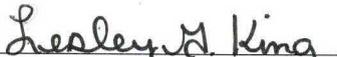
Adopted this 25th day of June, 2018.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By


T. Carter Williams, Mayor

ATTEST:


Lesley G. King, Clerk

TOWN OF SMITHFIELD
2019 Proposed Budget General Fund

	<u>Proposed Revisions</u> <u>2018</u>	<u>Proposed Budget</u> <u>2019</u>	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</u>
REVENUE				
<u>General Property Taxes</u>				
Real Estate	1,741,553	1,746,553	5,000	0.29%
Personal Property	621,500	645,000	23,500	3.78%
Public Service Corporations Tax	31,026	31,400	374	1.21%
Penalties and Interest	37,605	35,520	(2,085)	-5.54%
Total General Property Taxes	2,431,684	2,458,473	26,789	1.10%
<u>Other local taxes</u>				
Bank franchise	136,955	150,000	13,045	9.53%
Sales	356,000	357,000	1,000	0.28%
Utility	192,000	192,000	-	0.00%
Meals tax - 4.25%	1,149,880	1,154,130	4,250	0.37%
Meals tax - 2%	541,120	547,460	6,340	1.17%
Business Licenses	379,225	379,225	-	0.00%
Vehicle Licenses	149,000	241,000	92,000	61.74%
Cigarette	169,000	176,000	7,000	4.14%
Transient Occupancy	190,000	190,000	-	0.00%
Peg Channel	1,940	1,985	45	2.32%
Consumption	49,000	49,000	-	0.00%
Total Other local taxes	3,314,120	3,437,800	123,680	3.73%
<u>Permit, Fees & Licenses</u>				
Permits	18,000	18,000	-	0.00%
Inspection Fees	6,000	4,000	(2,000)	-33.33%
Administrative Fees	9,000	10,000	1,000	11.11%
Dog Park Registration Fees	2,000	1,000	(1,000)	-50.00%
Consultant Review Fees	5,000	5,000	-	0.00%
Total Permits, Fees & Licenses	40,000	38,000	(2,000)	-5.00%
Fines	60,000	60,000	-	0.00%
Revenue from use of money and property	288,600	358,589	69,989	24.25%
Other revenue	5,600	6,100	500	8.93%
Revenue from Commonwealth of Virginia	700,996	1,300,774	599,778	85.56%
Revenue from Federal Government	1,356,013	1,761,720	405,707	29.92%
<u>Other financing sources</u>				
Contributions	170,479	263,700	93,221	54.68%
Insurance Recoveries	13,700	-	(13,700)	-100.00%
Line of Credit Proceeds	-	-	-	100.00%
Capital Lease Acquisitions	48,630	241,129	192,499	395.84%
Loan Proceeds	1,969,553	-	(1,969,553)	-100.00%
<u>From Reserve Funds</u>				
Escrow Reserves-Ball Fields	961,833	-	(961,833)	-100.00%
Loan Reserves	434,250	1,539,553	1,105,303	254.53%
Operating Reserves	576,926	-	(576,926)	-100.00%
Total other financing sources	4,175,371	2,044,382	(2,130,989)	-51.04%
Total General Funds Revenues	12,372,384	11,465,838	(906,546)	-7.33%

2019 Proposed Budget General Fund

	<u>Proposed Revisions</u>	<u>Proposed Budget</u>	<u>\$</u>	<u>%</u>
	<u>2018</u>	<u>2019</u>	<u>Change</u>	<u>Change</u>
Road Maintenance	1,189,490	1,189,505	15.00	0.00%
From Prior Year-Highway Funds	145,135	-	(145,135)	100.00%
GRAND TOTAL	13,707,009	12,655,343	(1,051,666)	-7.67%
<u>EXPENDITURES</u>				
<u>Operating Expenses</u>				
General Government	755,654	716,952	(38,702)	-5.12%
Treasurer	491,996	542,214	50,218	10.21%
Public Safety	2,515,326	2,437,151	(78,175)	-3.11%
Planning, Engineering, & Public Works	746,282	783,744	37,462	5.02%
Public Buildings	162,971	158,932	(4,039)	-2.48%
Community Development	877,264	1,927,749	1,050,485	119.75%
Parks, Recreation, and Cultural	1,808,895	2,007,133	198,238	10.96%
Debt Service	394,415	986,862	592,447	150.21%
Total Operating Expenses	7,752,803	9,560,737	1,807,934	23.32%
Non Departmental	31,553	31,553	-	0.00%
<u>Other Financing Uses</u>				
Transfers to Operating Reserves		11,828	11,828	100.00%
Transfer to restricted reserves	1,489,553	-	(1,489,553)	-100.00%
Total Other Financing Uses	1,489,553	11,828	(1,489,553)	-99.21%
<u>Capital Outlay</u>				
General Government	-	7,000	7,000	0.00%
Treasurer	84,250	50,000	(34,250)	-40.65%
Public Safety	85,150	343,420	258,270	303.31%
Planning, Engineering, & Public Works	1,288,118	831,800	(456,318)	-35.43%
Public Buildings	51,825	6,500	(45,325)	-87.46%
Parks, Recreation, & Cultural	1,553,132	623,000	(930,132)	-59.89%
Community Development	36,000	-	(36,000)	-100.00%
Total Capital Outlay	3,098,475	1,861,720	(1,236,755)	-39.91%
Total General Funds Expenses	12,372,384	11,465,838	(906,546)	-7.33%
Road Maintenance Funds	1,334,625	1,189,505	(145,120)	-10.87%
GRAND TOTAL	13,707,009	12,655,343	(1,051,666)	-7.67%

TOWN OF SMITHFIELD
2019 Proposed Water & Sewer Budget

	<u>Proposed Revisions</u> <u>2018</u>	<u>Proposed Budget</u> <u>2019</u>	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</u>
Operating Revenue				
Charges for Services-Water	1,370,615	1,464,204	93,589	6.83%
Charges for Services-Sewer	681,000	688,000	7,000	1.03%
Water Debt Service Revenue	192,770	248,853	56,083	29.09%
Sewer Compliance Revenue	505,400	393,031	(112,369)	-22.23%
Connection Fees-Water	16,500	13,200	(3,300)	-20.00%
Connection Fees-Sewer	39,500	31,600	(7,900)	-20.00%
Application Fees-Water	8,654	8,654	-	0.00%
Miscellaneous-Water	1,000	300	(700)	-70.00%
Miscellaneous-Sewer	650	1,000	350	53.85%
Total Operating Revenue	2,816,089	2,848,842	32,753	1.16%
Operating Expenses				
Water	1,330,194	1,484,795	154,601	11.62%
Sewer	625,597	606,278	(19,319)	-3.09%
Total Operating Expenses	1,955,791	2,091,073	135,282	6.92%
Operating Income Before Bad Debt, Depreciation and Amortization Expense				
	860,298	757,769	(102,529)	-11.92%
Depreciation & Amortization Exp-Water				
	385,000	370,000	(15,000)	-3.90%
Depreciation & Amortization Exp-Sewer				
	399,000	361,000	(38,000)	-9.52%
Total Bad Debt and Depreciation Expense	784,000	731,000	(53,000)	-6.76%
Operating Income (Loss)	76,298	26,769	(49,529)	-64.92%
Nonoperating Revenue (Expenses)				
Availability Fees-Water	68,000	54,400	(13,600)	-20.00%
Availability Fees-Sewer	103,000	82,400	(20,600)	-20.00%
Pro-Rata Share Fees-Water	2,400	-	(2,400)	-100.00%
Pro-Rata Share Fees-Sewer	2,400	-	(2,400)	-100.00%
Insurance Recoveries-Sewer	6,834	-	(6,834)	-100.00%
Interest Revenue-Water	20,000	20,000	-	0.00%
Interest Revenue-Sewer	8,000	9,000	1,000	12.50%
Interest Expense-Water	(42,600)	(38,150)	4,450	-10.45%
Interest Expense-Sewer	(7,098)	(5,568)	1,530	-21.56%
Total Nonoperating Revenue (Expenses)	160,936	122,082	(38,854)	-24.14%
Income (Loss)	237,234	148,851	(88,383)	-37.26%

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.

Principal payments to be funded from income and debt service revenues for 2018 & 2019:

Water Debt Service Principal	242,515	248,415	5,900	2.43%
Sewer Debt Service Principal	100,430	102,090	1,660	1.65%
Total capital expenditures to be funded from income, loan funds, and escrow funded are:				
Water Capital expenses	261,126	207,500	(53,626)	-20.54%
Sewer Capital expenses	738,551	780,500	41,949	5.68%

**APROPRIATION RESOLUTION
FISCAL YEAR 2018-2019**

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 2018-2019, beginning July 1, 2018.

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, 2018, and ending on the 30th day of June, 2019:

A. From General Corporate Taxes and Revenue:

Operating Expenses:

General Government	\$ 716,952
Treasurer	542,214
Public Safety	2,437,151
Planning, Engineering & Public Works	783,744
Public Buildings	158,932
Community Development	1,927,749
Parks, Recreation & Cultural	2,007,133
Debt Service	<u>986,862</u>

Total Operating Expenses \$ 9,560,737

Non Departmental \$ 31,553

Other Financing Uses

Transfer to Operating Reserves \$ 11,828

Total Other Financing Uses \$ 11,828

Capital Outlay:

General Government	\$ 7,000
Treasurer	50,000
Public Safety	343,420
Planning, Engineering & Public Works	831,800
Public Buildings	6,500
Parks, Recreation & Cultural	<u>623,000</u>

Total Capital Outlay \$ 1,861,720

Total General Funds Expenses \$ 11,465,838

Road Maintenance Funds \$ 1,189,505

GRAND TOTAL \$ **12,655,343**

B. Appropriations for the Foregoing Expenses from the Following General Government Revenue:

General Property Taxes:

Real Estate	\$	1,746,553
Personal Property		645,000
Public Service Corporation Tax		31,400
Penalties & Interest		<u>35,520</u>
Total General Property Taxes		\$2,458,473

Other Local Taxes

Bank Franchise	\$	150,000
Sales		357,000
Utility		192,000
Meals-4.25%		1,154,130
Meals-2%		547,460
Business Licenses		379,225
Vehicle Licenses		241,000
Cigarette		176,000
Transient Occupancy		190,000
Peg Channel		1,985
Consumption		<u>49,000</u>
Total Other Local Taxes	\$	3,437,800

Permits, Fees & Licenses

Permits		18,000
Inspection Fees		4,000
Administrative Fees		10,000
Dog Park Registration Fees		1,000
Consultant Review Fees		<u>5,000</u>
Total Permits, Fees & Licenses	\$	38,000

Fines	\$	60,000
Revenue from Use of Money and Property	\$	358,589
Other Revenue	\$	6,100
Revenue from Commonwealth Of Virginia	\$	1,300,774
Revenue from Federal Government	\$	1,761,720

<u>Other Financing Sources:</u>	
Contributions	\$ 263,700
Capital Lease Acquisitions	241,129
From Reserve Funds:	
Loan Reserves	<u>1,539,553</u>
 Total Other Financing Sources	 \$ 2,044,382
 Total General Funds Revenues	 \$ 11,465,838
 <u>Road Maintenance</u>	 <u>\$ 1,189,505</u>
 GRAND TOTAL	 \$ 12,655,343

C. **Appropriations for the Foregoing Expenses from the Following Water and Sewer Revenue**

<u>Operating Revenue</u>	
Charges For Services-Water	\$ 1,464,204
Charges For Services-Sewer	688,000
Water Debt Service Revenue	248,853
Sewer Compliance Revenue	393,031
Connection Fees-Water	13,200
Connection Fees-Sewer	31,600
Application Fees-Water	8,654
Miscellaneous – Water	300
Miscellaneous – Sewer	<u>1,000</u>
 Total Operating Revenue	 \$ 2,848,842
<u>Operating Expenses</u>	
For Water Operating Expenses	\$ 1,484,795
For Sewer Operating Expenses	<u>606,278</u>
 Total Operating Expenses	 \$ 2,091,073
<u>Operating Income before Bad Debt</u>	
<u>Depreciation and Amortization Expense</u>	\$ <u>757,769</u>
 Total Income before Bad Debt Expense	 \$ 757,769
<u>Depreciation & Amortization Expense</u>	
Water	\$ 370,000
Sewer	<u>361,000</u>

Total Bad Debt and Depreciation Expense	\$ 731,000
<u>Operating Income (Loss)</u>	26,769
<u>Non-Operating Revenue (Expenses)</u>	
Availability Fees-Water	54,400
Availability Fees-Sewer	82,400
Interest Revenue-Water	20,000
Interest Revenue-Sewer	9,000
Interest Expense-Water	(38,150)
Interest Expense-Sewer	<u>(5,568)</u>
Total Non-Operating Revenue (Expenses)	\$ 122,082
Income (Loss)	\$ 148,851

D. **Summary**

Appropriated from general corporate taxes and revenue	\$12,655,343
Appropriated from water and sewer revenues & reserves	<u>2,848,842</u>
TOTAL:	\$15,504,185

These appropriations shall be effective as of July 1, 2018.

Adopted: July 10, 2018



T. Carter Williams, Mayor

Attest:



Lesley G. King, Clerk

APPROPRIATION RESOLUTION TO CARRY FORWARD AND RESTRICT FUNDS
APPROPRIATED IN FISCAL YEAR 2017-2018

WHEREAS, the Town Council, in its 2017-2018 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 2017-2018 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 2017-2018 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	\$171,000
MUNIS Conversion	52,108
Joseph W. Luter, Jr. Sports Complex	375,965
Urban funds:	
Right Turn Lane	809,726
Benn's Church/Rt. 258/Bypass	145,281
Nike Park Tail Segment 3-Alternative analysis	13,523
Windsor Castle restoration project	1,000,000
Waterworks dam	<u>58,928</u>
	\$2,625,931

SEWER FUND

MOA Flow Monitoring	\$75,000
MOA Flow Plan Review	75,000
Sewer Master Plan	37,551
Sanitary Sewer Inspections	55,000
Manhole Rehab	75,000
Sewer Capital Repairs (Find and Fix)	64,619
Bypass pump	65,429
Public Works vehicle	<u>12,500</u>
	\$460,099

WATER FUND

Water Master Plan	\$37,551
RO Server (backup)	10,000
RO Bypass pump	100,000
RO Stainless Steel valve	10,000
RO New Membranes (24)	15,000
Public Works vehicle	<u>12,500</u>
	\$185,051

HIGHWAY FUND

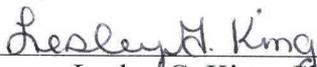
Sidewalk Repairs	\$10,000
Public Works vehicle	<u>12,500</u>
	\$22,500

Adopted: July 10, 2018

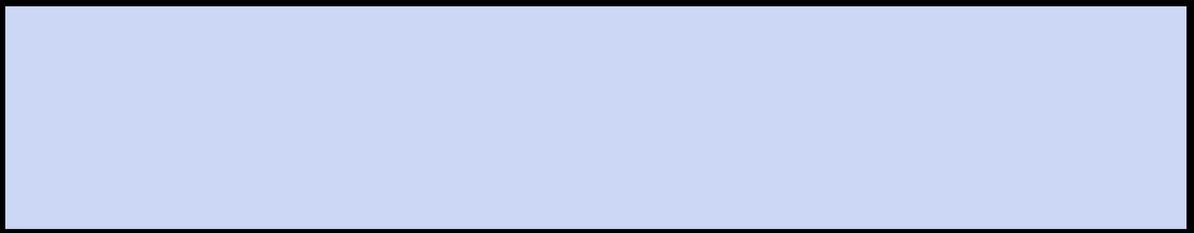
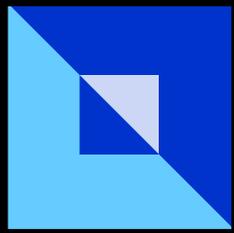


T. Carter Williams, Mayor

Attest:



Lesley G. King, Clerk



SMITHFIELD PLANNING,
ENGINEERING & PUBLIC WORKS
REPORT

Town of Smithfield



2018 Annual Report

Staff Achievements/Training

- John Settle was hired as Planning and Zoning Administrator
- Chelsey Daughtrey was hired as Compliance Administrator
- Joseph Reish received/renewed Department of Environmental Quality Erosion and Sediment Control Inspector certification
- Wayne Griffin received/renewed Department of Environmental Quality Erosion and Sediment Control Inspector certification
- William Saunders received/renewed Virginia Association of Zoning Officials Certified Zoning Administrator Certification
- William Saunders received a Masters Degree in Public Administration from Old Dominion University
- Tim Perkins received his Class 3 Waterworks Operators License
- Dale Wall received his Class 1 Waterworks Operator License
- Public works field staff attended and received VDOT Flaggers Certification.
- Several Public Works Ground Staff received the Registered Tech. Certification for Pesticide.
- Richard Hayward received certification in Backflow and Cross Connection.
- Public Works Department received Reaccreditation from APWA on November 12, 2018
- RO Staff Received the HRSD Platinum Award for the 6th Consecutive Year

Planning and Zoning Department

Planning Commission

	Reviewed	Approved or Recommended Approval	Denied or Recommended Denial	Tabled
Rezoning	0	0	0	0
Preliminary Site Plan Review	6	6	0	0
Final Site Plan Review	6	6	0	0
Preliminary Subdivision Review	1	1	0	0
Final Subdivision Review	2	2	0	0
Special Use Permits	5	5	0	0
Special Sign Exceptions	2	2	0	0
Chesapeake Bay Exceptions	0	0	0	0
Amendments to Comp Plan, Zoning Ord., etc.	2	2	0	0
Sign Permit, Entrance Corridor Design Review	6	5	0	1
Others	2	2	0	0
TOTAL	32	31	0	1

January 9, 2018 meeting

1. Special Use Permit – 308 Main Street – Hotels and Motels, Commercial Recreation Establishments – Daniel and Anne Garland, applicants – Recommended for approval to Town Council contingent upon Isle of Wight Building Codes requirements being met.
2. Preliminary and Final Plan Subdivision Plan Review – Lakeview Cove – Thomas West Meehan, LCCP Investment LLC, applicants – Approved contingent upon Isle of Wight Stormwater Division comments being addressed adequately.

February 13, 2018 meeting

1. *Public Hearing* – Amendments to Article 5 of the Subdivision Ordinance and Article 11 of the Zoning Ordinance – Site Plan and Plat Language Regulations – Town of Smithfield, applicant. – Recommended for approval to Town Council.
2. Entrance Corridor Overlay District Design Review – Food Lion, 1941 S. Church Street – Lakeview Cove – Amanda Edwards, Retail Business Services, applicants. – Approved as presented.

March 13, 2018 meeting

1. *Public Hearing* – Special Sign Exception – Food Lion, 1941 S. Church St. - Amanda Edwards, Retail Business Services, applicants – Approved as submitted.
2. *Public Hearing* – Special Use Permit – 895 W. Main St. – Tom Dawson, 757 Brewing Co., applicants – Recommended for approval to the Town Council.
3. Preliminary and Final Site Plan Review – Clontz Park Boat Ramp – Town of Smithfield, applicant - Approved contingent upon Isle of Wight Stormwater Division comments being addressed adequately.

April 10, 2018 meeting not held

May 8, 2018 meeting

1. *Public Hearing* – Special Use Permit – 958D John Rolfe Drive, Morris Creek Apartments – Takeya Chapman, T. L. Chapman Photography, applicants – Recommended for approval to the Town Council, under the condition that the permit not be transferrable to successive property owners.

June 12, 2018 meeting not held

July 10, 2018 meeting

1. *Public Hearing* – Special Use Permit – 318 Main Street – Wayne Stallings, Imagine Art, applicants – Recommended for approval to the Town Council, under the condition that up to three (3) parking spaces be provided to the rear of the building for employee parking.
2. Subdivision Utility Plan & Final Plat Review – 305 Smithfield Blvd – Dale Steffensmeier, Anchor Contracting, applicants – Approved as submitted.

August 14, 2018 meeting

1. Entrance Corridor Overlay District Design Review – 1604 South Church Street – Ray Barlow, applicant – Approved under the conditions that (1) the landscaping be configured so that it is in full compliance with the Entrance Corridor Overlay landscaping standards, and (2) the wording on the application be changed to two (2), large, picture windows so that the applicant has more flexibility.

September 11, 2018 meeting not held

October 9, 2018 meeting

1. Entrance Corridor Overlay District Design Review – 200 Vincent’s Crossing – Smithfield Hotel LLC and Michael Pisa, Alliance Signs of Virginia LLC, applicants – Approval of the monument sign and other signage, but the proposed cornice lighting was tabled until more information could be provided on it.

November 13, 2018 meeting

1. Entrance Corridor Overlay District Design Review – 1604 S Church St – Ray Barlow, applicant – Approved under the condition that the landscaping be configured so that it is in full compliance with the Entrance Corridor Overlay landscaping standards.
2. Entrance Corridor Overlay District Design Review – 200 Vincent’s Crossing – Smithfield Hotel LLC and Michael Pisa, Alliance Signs of Virginia LLC, applicants – Approve as submitted.
3. Entrance Corridor Overlay District Design Review – 1613 S Church St – Jimmy Auvil, applicant – Approved as submitted.

December 11, 2018 meeting

1. *Public Hearing* Special Use Permit (SUP) Application – Carver Ave – Moody Properties Inc, applicant – Recommended for approval to the Town Council under the conditions that (1) a landscaping bond equal to 120% of the overall cost of the landscaping be submitted to the Town, and (2) all four (4) lots be consolidated into one (1) lot.
2. *Public Hearing* Special Sign Exception (SSE) Application – 841 & 845 W Main St – Jiyen 2 LLC & Interstate Sign Co Inc, applicants – Approved as submitted.
3. *Public Hearing* – Amendments to Article 3.R of the Zoning Ordinance – Entrance Corridor Overlay (ECO) District – Town of Smithfield, applicant – Recommended for approval to the Town Council.

Board of Zoning Appeals

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

January 16, 2018 meeting

- Special Yard Exception – 226 Moonefield Drive, Christopher P. and Melissa E. Powell, applicants – Granted.

February 20, 2018 meeting

- No Meeting Held

March 20, 2018 meeting

- No Meeting Held

April 17, 2018 meeting

- No Meeting Held

May 15, 2018 meeting

- No Meeting Held

June 29, 2018 meeting

- No Meeting Held

July 17, 2018 meeting

- No Meeting Held

August 21, 2018 meeting

- No Meeting Held

September 18, 2018 meeting

- No Meeting Held

October 16, 2018 meeting

- No Meeting Held

November 20, 2018 meeting

- No Meeting Held

December 18, 2018 meeting

- No Meeting Held

Board of Historic and Architectural Review

	Reviewed	Approved	Denied	Tabled
New Construction	4	4	0	0
Additions	4	4	0	0
Roof Change	3	3	0	0
Siding, Color Change/Exterior Renovation	19	13	5	1
Signs	5	5	0	0
Accessory Buildings/Structures	11	11	0	0
Window Change	8	7	0	1
Demolition	2	2	0	0
Others	0	0	0	0
TOTAL	56	50	5	1

January 16, 2018 meeting

1. Siding and Color Change, Trim Change – 205 South Church Street – Landmark – Russell Hill and Gordon Holloway, applicants – Approved as presented.
2. Wall Sign and Barber Pole – 302 Main Street – Non-Contributing – James Moton, applicant – Approved as presented.
3. Fence – 202 Washington Street – Non-Contributing – Ken Coleman, applicant – Approved contingent upon the good side facing out and sealing within three (3) months of construction.

February 20, 2018 meeting

1. Fence – 386 South Church Street – Contributing – Arthur Hitch, applicant – Approved contingent upon the fence being painted white within six (6) months of construction.
2. Siding Change – 204 Cary Street – Contributing – Nelson Moody, applicant – Denied.

3. Roof Change – 117 South Mason Street – Landmark – Justin Hornback, applicant – Approved as presented.
4. Garden Shed – 132 Main Street – Landmark – Historic Smithfield Inc. and Lawrence Pitt, applicants – Approved as presented.
5. Storm Windows – 213 South Church Street – Landmark – Henry Earl, Jr., applicant – Approved as presented.

March 20, 2018 meeting

1. Fence – 117, 119, 121 North Church Street – Contributing (119), Non–Contributing (117,121) Natasha Huff, Smithfield Winery, applicant – Approved as presented.
2. Fence and Garden Shed – 338 South Church Street – David W. Goodrich, applicant – Approved as presented.

April 17, 2018 meeting

1. Window Replacement – 220 Astrid Street - Non–Contributing - , Mary Donovan, applicant – Approved.
2. Siding and Window Replacement – 362 South Church Street – Contributing – Daniel Stanton and Joni Spear, applicants – Tabled.

May 15, 2018 meeting

1. Siding and Window Replacement – 362 South Church Street – Contributing – Daniel Stanton and Joni Spear, applicants – Approved with conditions
2. Wooden Platform Deck and Gazebo – 113 Cary Street – Contributing – Adam and Angie Holland, applicants – Approved
3. Demolish Existing House and Replace with New Construction House – 228 Clay Street – Contributing – Andrea Agle and Ryan Cere, applicants – Approved with conditions
4. Front Porch and add Windows – 220 Astrid Street – Non-Contributing – Mary Donovan, applicant - Approved

June 19, 2018 meeting

1. New Construction House - 228 Clay Street - Contributing - Andrea Agle & Ryan Cere. Applicants - Approved
2. Color Change - 390 South Church Street - Contributing - Catherine Cooper, applicant - Approved
3. Color Change, Siding Change, Garage Door, and add Shutters - 229 Cary Street - Contributing - W. Lee Duncan, applicant - Approved

July 17, 2018 meeting

1. Siding/Color Change - 226 South Church Street - Contributing - Brian and Judith Lally, applicants - Approved
2. Color Change - 107 Thomas Street - Contributing - Vicky Adams, applicant - Denied
3. Back Porch Decking and Railings Change - 121 South Church Street - Landmark - Timothy Mitchem, applicant - Approved
4. Add Front Porch Railings - 318 Main Street - Landmark - H. Wayne Stallings, applicant - Approved
5. Public Parking Signs Change - Various Downtown Locations - No Designation - Smithfield 2020, Rick Bodson, applicant - Approved in concept.

August 21, 2018 meeting

1. Revised Proposed Single Family Dwelling - 228 Clay Street - No Designation - Andrea Agle & Ryan Cere, applicants - Approved with conditions.
2. Dumpster Enclosure - Public Parking Lot, Corner of Main Street and Commerce Street - No Designation - W. Lee Duncan, applicant - Approved
3. Window Brace - 111 South Church Street - Landmark - Christ Episcopal Church, Bill Egan, applicants - Approved

4. Addition, Porch Addition, Roof Change, and Siding Change - 301 Jericho Road - Landmark - Historic Windsor Castle Restoration LLC, T. Carter Williams, applicants - Approved
5. Siding Color Change, Trim Color Change, Shutters - 107 Thomas Street - Contributing - T. Vicky Adams, applicant - Approved with conditions
6. Sign - 337 Main Street - Contributing - Dr. Rachel Abbott, applicant - Approved
7. Exterior Renovation - 111 Institute Street - Contributing - Sean Homer, applicant - Approved with conditions
8. Roof Angle and Material Change - 204 Cary Street - Contributing - Nelson Moody, applicant - Approved

September 18, 2018 meeting

1. Color Change and Fence - 17 Main Street - Contributing - Marvin Johns, applicant - Approved with conditions.
2. Fence - Tax Parcel Number 21A-01-399, Empty Lot at Corner of Main Street and Commerce Street - No Designation - O.A. Spady & M.G. Smith Building Company, applicants - Approved

October 16, 2018 meeting

1. Dormer Color Change - 107 Thomas Street - Contributing - T. Vicky Adams, applicant - Denied.
2. Color Change, Window Change, and Front Porch Style Change - 338 Main Street - Contributing - Joseph McCain, applicant - Approved with conditions.
3. Siding Change - 220 Astrid Street - Non-Contributing - Mary Donovan, applicant - Denied
4. Dumpster Enclosure - Public Parking Lot, Corner of Main Street and Commerce Street - No Designation - W. Lee Duncan, applicant - Approved
5. Public Parking Signs Change - Various Downtown Locations - No Designation - Smithfield 2020, Rick Bodson, applicants - Approved

November 20, 2018 meeting

1. Dormer Color Change - 107 Thomas Street - Contributing - T. Vicky Adams, applicant - Denied.
2. Detached Sign - 309 Main Street - Non- Contributing - Dr. Milton Cook, applicant - Approved.

December 18, 2018 meeting

1. Color Change - 107 Thomas Street - Contributing - T. Vicky Adams, applicant - Approved.
2. Demolition and New Construction - 210 Drummonds Lane - Non- Contributing - JVC Holdings LLC, applicant - Approved.

**Zoning Permits
January 1, 2018 – December 31, 2018**

	# of Permits
Single Family Residences	54
Commercial Buildings	1
Demolition	9
Accessory Structures (i.e. sheds, garages, carports)	33
Fences, Walls	25
Water Dependant Structures (i.e. piers, docks)	7
Signs	26
Pools	11
Additions	9
Decks, Porches, Patios	18
Others	17
TOTAL # of Structures Permitted	210*

TOTAL # of Zoning Permits Issued	189*
---	-------------

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

Zoning Violations January 1, 2018 – December 31, 2018

VIOLATION	# of violations
Inoperable Vehicles	19
Boats / RVs	0
Excessive Vegetation	17
Trash & Debris	10
Permits	3
Historic District Violations	5
Septic Tank Program	0
Others*	7
TOTAL	61

Note: 59 unauthorized signs removed from Town rights-of-way by Planning Department staff in 2018.

Bandit Signs – Before and After



Grass Height Violation – Before and After



Engineering Department

With regards to the Storm Water Management program, we continue to distribute literature pertaining to 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 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 31 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, Smithfield Boulevard, Willow Wood Avenue, Grandville Arch, Lumar Road, John Rolfe Drive, Windsor Avenue, Azalea Drive, Moonfield Drive, Winchester Place, Goosehill Way, Cypress Creek Parkway and Waterworks Road. We also continued the ditch cleaning schedule within the Town that includes over 55 storm water outfall ditches.

For this year the following streets were overlaid with a minimum 2 inch asphalt surface mix; Edgewood Drive from Lumar Road to Bellwood Avenue, Bellwood Avenue from Jordan Drive to Cul-de-sac, Beale Avenue from Red Point Drive to cul-de-sac, Buckingham Way from Huntington Way to Huntington Way, Wilderness Lane from Watson Drive to Riverside Drive, Main Street fro, Church Street to Institute Street, Fawn Court from Watson Drive to cul-de-sac, Croatan Court from John Rolfe Drive to cul-de-sac, Bishop Reach from John Rolfe Drive to cul-de-sac, Maple Court from John Rolfe Drive to cul-de-sac, Sycamore Springs Court from John Rolfe Drive to cul-de-sac and Pocahontas Court from John Rolfe Drive to cul-de-sac. There have been many pavement patch repairs performed throughout the Town. Some of the streets involved were, Turnberry, Prestwick, Royal Dornoch, Hill Street, Moonfield Drive, Azalea Drive, Great Springs Road, Cypress Creek Parkway, Lane Crescent, Widgeon Court, Jericho Road, Barcroft Drive, Cary Street, Grimes Street and Battery Park Road. 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 Battery Park Road and at the intersection of Battery park Road and South Church Street. Painted designated parking areas were installed on Main Street in an attempt to increase tourist parking.

After many years of service to the community and the businesses in the 100 thru 200 blocks of Main Street the area was milled and overlaid. A pea gravel type of surface finish was also installed giving the final product of the project its original appearance.

Inspections of the Smithfield Lake Dam have also continued this year. With regards to the emergency outfall repair, contract documents were submitted and bid proposals were accepted. The project started in mid January and was completed by mid February. All required reimbursement documentation has been submitted to FEMA.

Isle of Wight County in conjunction with the Town started and completed segment # 1 of the Bike & Pedestrian Trail on Battery Park Road. The trail begins at the intersection of Battery Park Road and South Church Street and extends to the intersection of Battery Park Road and Nike Park Road.

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. Re-accreditation was required and successfully obtained this year.

There has been coordination meetings held with VDOT in regards to the proposed Cypress Creek bridge deck repair. The repair will involve the removal and replacement of four spans of the bridge deck and supporting beam substructure on the north end of the bridge.

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 was performed and approved by VDOT, Isle of Wight County and the Town. A right of way dedication plat and deed was required and was subsequently submitted to the Isle of Wight County School Board for approval and recordation. 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. The project has been released out for bids, of which they were received. The bid proposals are currently under review by VDOT, Kimberly – Horn and the Town.

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. Meetings were held with Kimberly – Horn during which several possible intersection designs were submitted. Of these, two of the designs appear to be applicable for this intersection location. Kimberly – Horn is now completing the documentation required to be submitted to VDOT for their review and comments.

UPC: 110509 Smithfield to Nike Park Trail – Segment 3 _ Alternative Analysis. A review and study of several routes for the segment 3 bike trails has been undertaken. The areas that were studied were, South Church Street, Wilson Road and Lumar Road / John Rolfe Drive. Of these sites it appears that the South Church Street area would be the best possible alternative for the Bike / Pedestrian trail. Kimberly – Horn is analyzing the cost and also the possibility of utilizing a five foot sidewalk as the design.

Paving on Main Street



Paving on Pocahontas Court

Smithfield Lake Dam



Paved Ditch Repair

Drop Inlet Repair



Public Works

- January Lewis Construction and the Public Works Department repaired 10ft forcemain pipe on forcemain at 211 Drummonds Ln. the sewer main break was reported and recorded as an overflow.
- Crews worked 2 snow events.
- Public Works staff worked BOB Fest & 8K Run
- February No major work was done.
- March 203 Middle St sewer lateral repaired 10 ft of broken sewer lateral on town side of lateral.
- 203 Smithfield repaired 20ft of damaged sewer lateral on the town Side.
- Staff worked St. Patrick's Day Parade
- April R.E.W. replaced vent fan and stand pipe for bypass pump at Crescent Dr. pump station.
- 708-714 West Main St. Public Works replaced water service lines.
- Public Works staff prepared Windsor Castle Park for the Wine Festival and they also worked the event.
- Public Works Staff prepared roads for the Main Street Mile.

May Lewis Construction installed sewer clean outs and laterals for 1216 Crescent Dr. and 1316 Magruder Rd.

Town installed new water tap at 206 Riverview.

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

Town completed 2in water main and service line install for 630 ,630A and 630B West Main St.

July No major work

August R.E.W. installed bypass pump at Crescent pump station.

Worked with Lewis Construction on major water main leak 1600 block of Battery Park Rd.

September Major storm flooded Lakeside pump station.

Lewis Construction installed sewer lateral and tap at 19531 Battery Park Rd.

Public Works Staff worked Ruritan Car Show.

Public Works Staff worked the Vintage Market

October 252 Granville Arch replaced 10ft section of water service line.

Public Works Staff worked Trick or Treat .

Public Works Staff worked BBB Festival

Public Works Staff worked Horsepower on Main

Prepare and Host Reaccrediation Audit with APWA

November HRSD install digital pressure gauges at high pressure station.

REW installed new rail system at Minton Way pump station

Repaired water leaks at 503 and 505 Virginia Ave.

Public Works Staff worked Holiday Evening Market

December Vactor Truck Training for maintenance crew.

Public Works Staff worked Christmas Parade

All staff attended TOS Training Day

Public Works assisting the PD



Drummonds Lane PS Pump Removal



Lakeside Pump Station Flood, and surrounding area damage





Jericho Road



James Street Pump Station

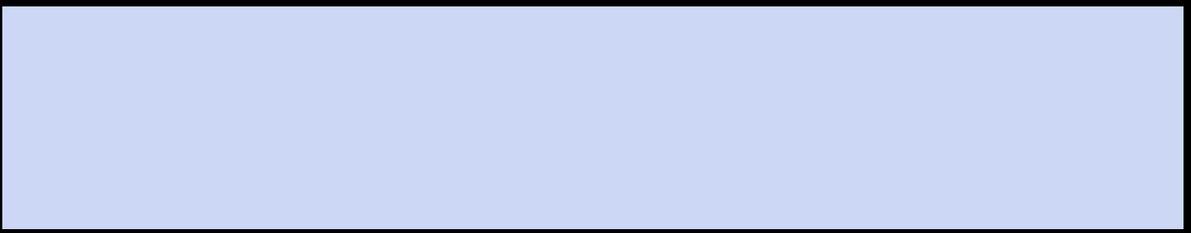


RO Plant

- January Performed Annual cleaning of Lime Feeder Dissolver Tank.
Performed mutiple flushes on Well 8A.
- February Adjusted Wilson Altitude Valve multiple times.
Rebuilt flouride CA610 Analyzer Probe.
Well 8A flushed multiple times.
- March Staff changed oil In High Service Motors for the Clear well.
Staff changed oil In Well 10a & 8a Motors.
Staff changed (85) cartridge filters after 20 day run time on Well 8a.
Staff pulled DEQ Quarterly Samples for Well 8a & Well 1a Jefferson.
Staff pulled Composite and Nitrification Samples for HRSD.

Staff took down water tanks for Inspection starting 4-24-18.

- April Disinfected Battery Tank and Wilson Tank.
Inspected Battery Tank and Wilson Tank.
- May Church Street Water Storage Tanks was inspected on 4-26-18 and put back in service on 5-2-18.
Battery Park Water Storage Tank was inspected on 5-8-18 and back in service on 5-12-18.
Wilson Water Storage Tank was inspected on 5-22-18 and back in service on 5-25-18.
Staff performed maintenance work to chemical pump and lines.
- June Staff performed maintenance work and rebuilt chemical pumps on the Sodium Hypochlorite lines.
Staff repaired and replaced lines and sump pump in the vault at Wilson Storage Tank.
- July Staff performed maintenance work and replaced 3rd stage membranes in RO unit.
DEQ Quarterly Nitrification, Quarterly Well samples performed.
Greased High Service and Well Pump, and changed Cartridge filters.
- August Staff performed maintenance work and flushed Well 8a.
Vibration and temperature checks on all Well and High Service motors at the plant.
HRSD Inspection was completed.
- September R.E.W installed new celluloid valve in Concentrate bldg. and installed a new UPS in the RO Control Panel.
Jon Flores reconfigured two plant alarms.
Staff prepared the plant for Hurricane Florence.
Adedge toured the plant for Reverse Flow exercise
- October Calibrated all flow meters.
Greased RO Booster Pump, Lime Agitator, Lime gear Box.
Staff prepared the plant for Hurricane Michael.
Changed oil in truck 11 and truck 15.
- .November Flow Sensor for Well 10A replaced.
All RO associated buildings, wells and tanks have been winterized.
- December Changed cartridge filters to 1 Micron.
Replaced Stage 3 membranes.
Low pH clean on Stage 1 and Stage 2, and rinsed both stages.



Reverse Osmosis Plant

RO Staff with the HRSD Platinum Achievement Award for the 6th Consecutive Year of Compliance Excellence



Cleaning the RO Skid



FOG/ Backflow/ Septic Tank Pump Out Program

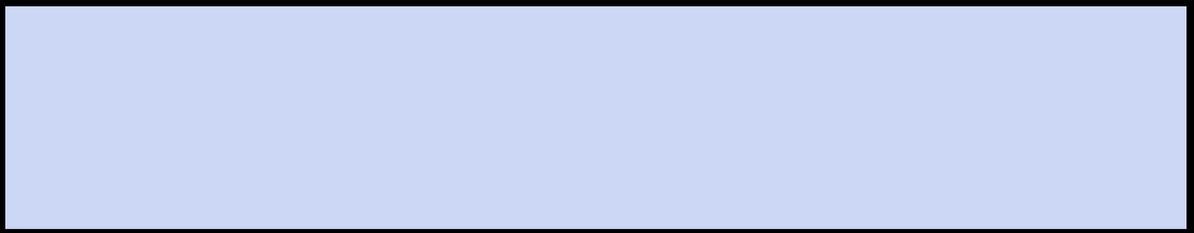
- A. Re-establishing the Fats, Oils and Grease (FOG) Program by sending out updated FOG Letters with the stating of expected visits after the first of the year, getting Food Service Establishments (FSEs) to (re)register all Grease Control Devices (GCDs), and establishing the expectation of FSE employees to be FOG Certified using the HRPDC certification program (HRFOG.com).
- B. Implementing the Backflow and Cross Connection Program by sending out notices for backflow inspections to all users with the expectation of having them completed by July 1, 2019.
- C. Maintaining of the Septic Pump Out Program.

SAFETY PROGRAM/TRAINING

Public Works has a monthly safety meeting. Training for 2018 included Ethics Training, Chainsaw Safety, PPE/Bloodborne Pathogens, Lockout/Tagout, Confined Space, Defensive Driving and Snow Plow Safety. In addition all new employees received required NIMS Certifications.

Annual Confined Space Training – Gas Monitoring and Entry Permits





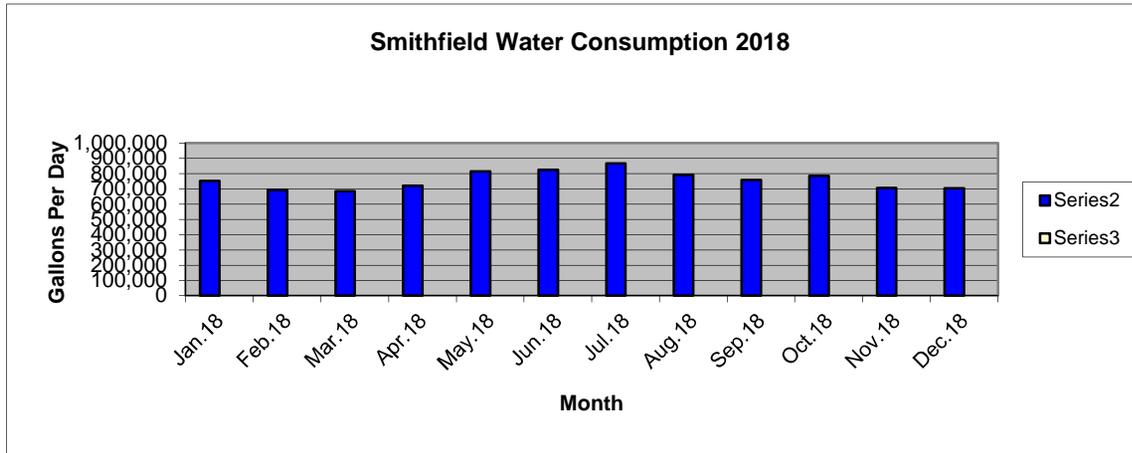
SMITHFIELD WATER CONSUMPTION

Smithfield Water Consumption 2018

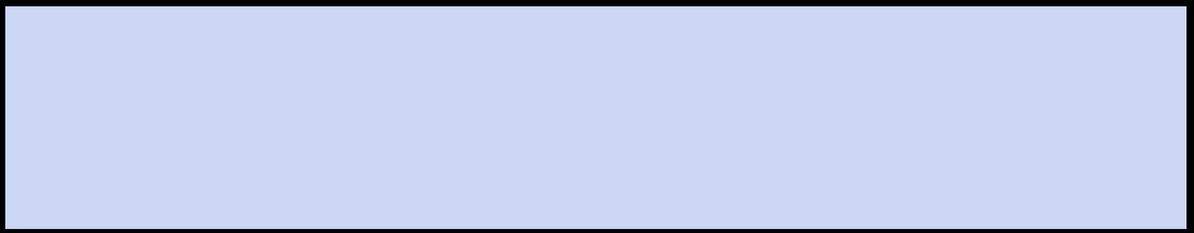
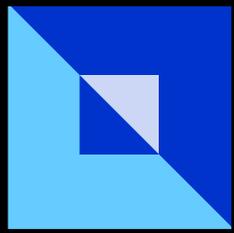
Jan.18	Feb.18	Mar.18	April.18	May.18	Jun.18	Jul.18	Aug.18	Sep.18	Oct.18	Nov.18	Dec.18
23,307,136	19,435,728	21,282,880	21,633,736	25,277,240	24,788,960	26,893,156	24,522,024	22,735,904	24,389,476	21,207,076	21,825,728
31	28	31	30	31	30	31	31	30	31	30	31

Daily Water Consumption

Jan.18	Feb.18	Mar.18	Apr.18	May.18	Jun.18	Jul.18	Aug.18	Sep.18	Oct.18	Nov.18	Dec.18
751,843	694,133	686,545	721,125	815,395	826,299	867,521	791,033	757,863	786,757	706,903	704,056



Permitted Amount	468,800,000
Total Consumption	277,314,460
Daily Average	759,123



PARKS AND RECREATION REPORT



Park Facilities and Duties



Smithfield Center



Windsor Castle



Luter Sports Complex



Clontz Park



Special Events



Park Projects

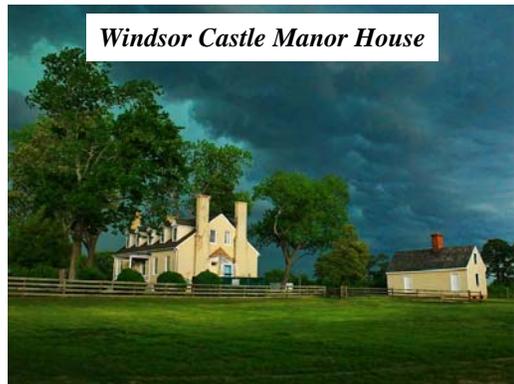
Park Projects



Luter Sports Complex



Clontz Boat Ramp



Windsor Castle Manor House



Smithfield Center –opened November 2000

- ◇ Sales of Two Day Packages continue to increase 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.
- ◇ Bathroom renovations are mostly complete with new flooring, bathroom stalls and countertops.

Year	Total Sales
2015	\$164,299
2016	\$182,845
2017	\$172,612
2018	\$192,450

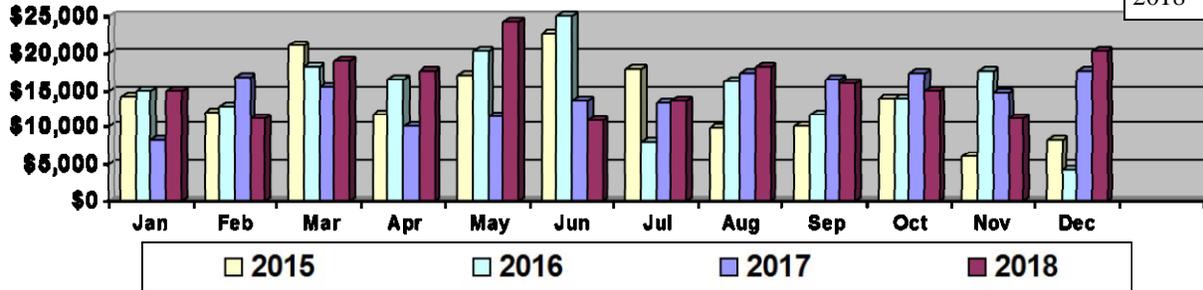


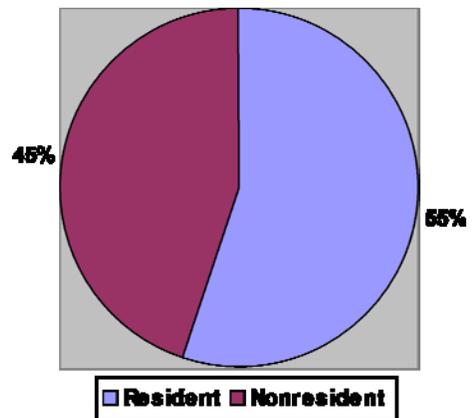
Exhibit A: By Month Revenue Comparison 2015-2018

What's Next:

- ◇ We plan to change the carpeted suites over to the Luxury Vinyl Tile that we currently have in the Main Hall. This will decrease the maintenance needs as we are deep cleaning the carpet every month. And it will improve the appearance of the space by making the room look like one large connected space when the room is open with no air walls in place.



Exhibit B:





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 Manor House Restoration Project will wrap up it’s efforts with completion of the Manor House itself with an estimated finish date of Fall 2019. We hope to increase staffing to support this event venue.

Exhibit C: Kayak Rental Sales

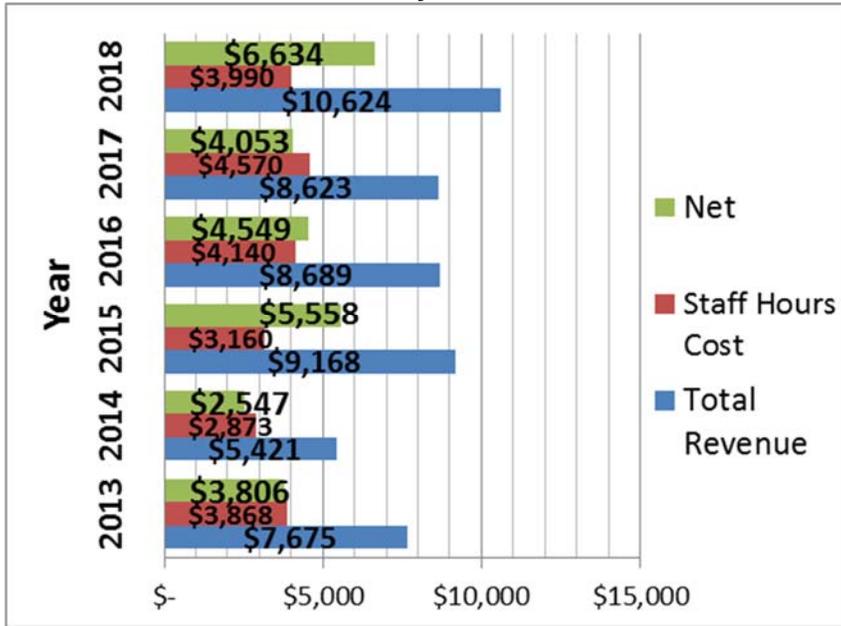


Exhibit D: Trail Doctor Hours

Year	Hours	Main Focus
2016	483	Invasive Species Removal
2017	448	Invasive Species Removal
2018	488	Trail Repair-berm building for water runoff



Exhibit E: People Counter Data for 2018

Smithfield Station Bridge Entrance	108,619
Daily Average	135
Busiest Day of the Week	Sunday

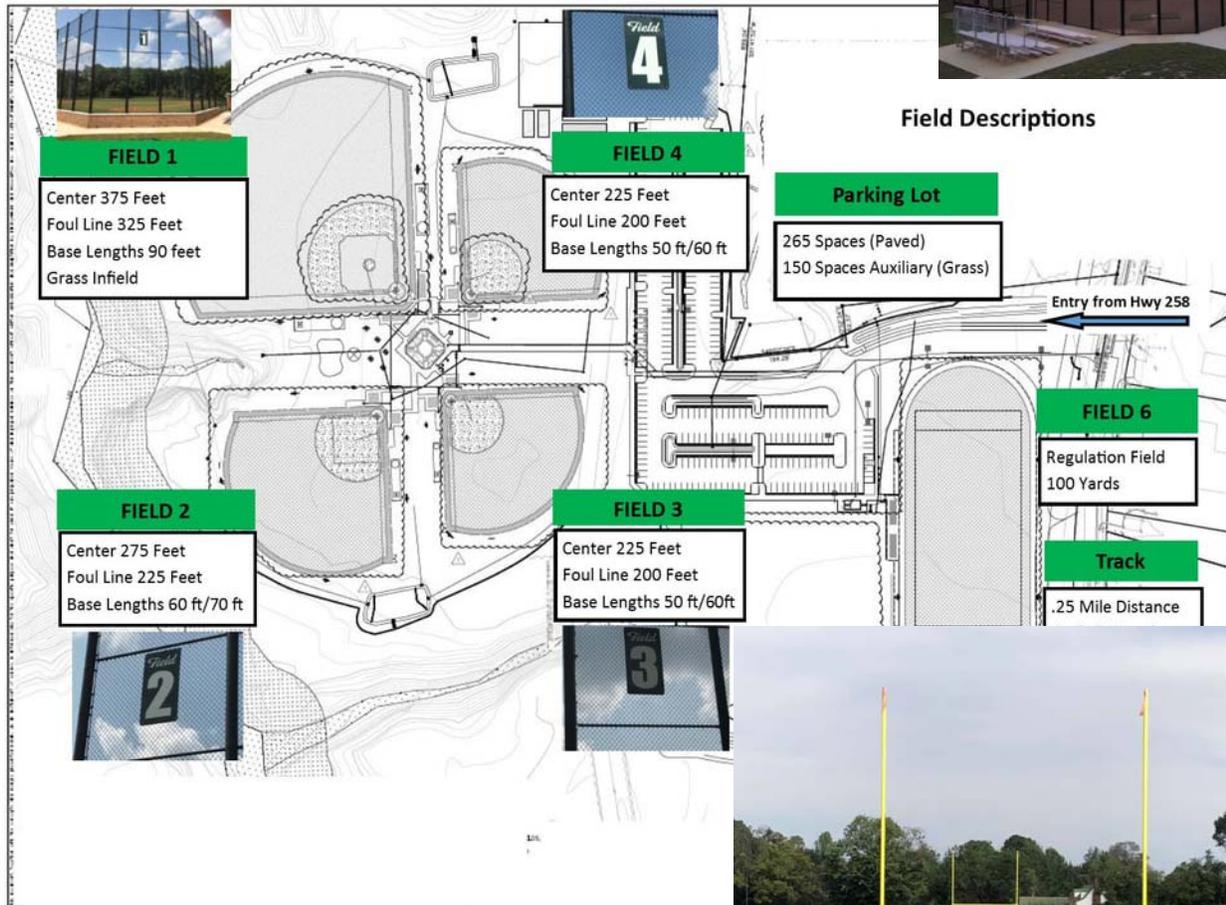
What’s Next:

- ◇ Hiring 2 Parks Maintenance Specialist to assist with the maintenance of Windsor Castle Park and the Luter Sports Complex. In addition, we also plan to add a Windsor Castle Site Manager to take care of event bookings and act as a park docent.



Joseph W. Luter Jr Sports Complex –Opened 2018

- ◇ Smithfield Recreation Association had their first ball season at the complex as well as the Achin for Bacon Tournament. There were hiccups with the sewer but we were able to work through those.
- ◇ Smithfield Pop Warner used LSC as their home game field and had 3 full days of games.
- ◇ We have 4 tournaments booked at LSC in 2019 and we looking forward to that leading to more interest in field rentals.



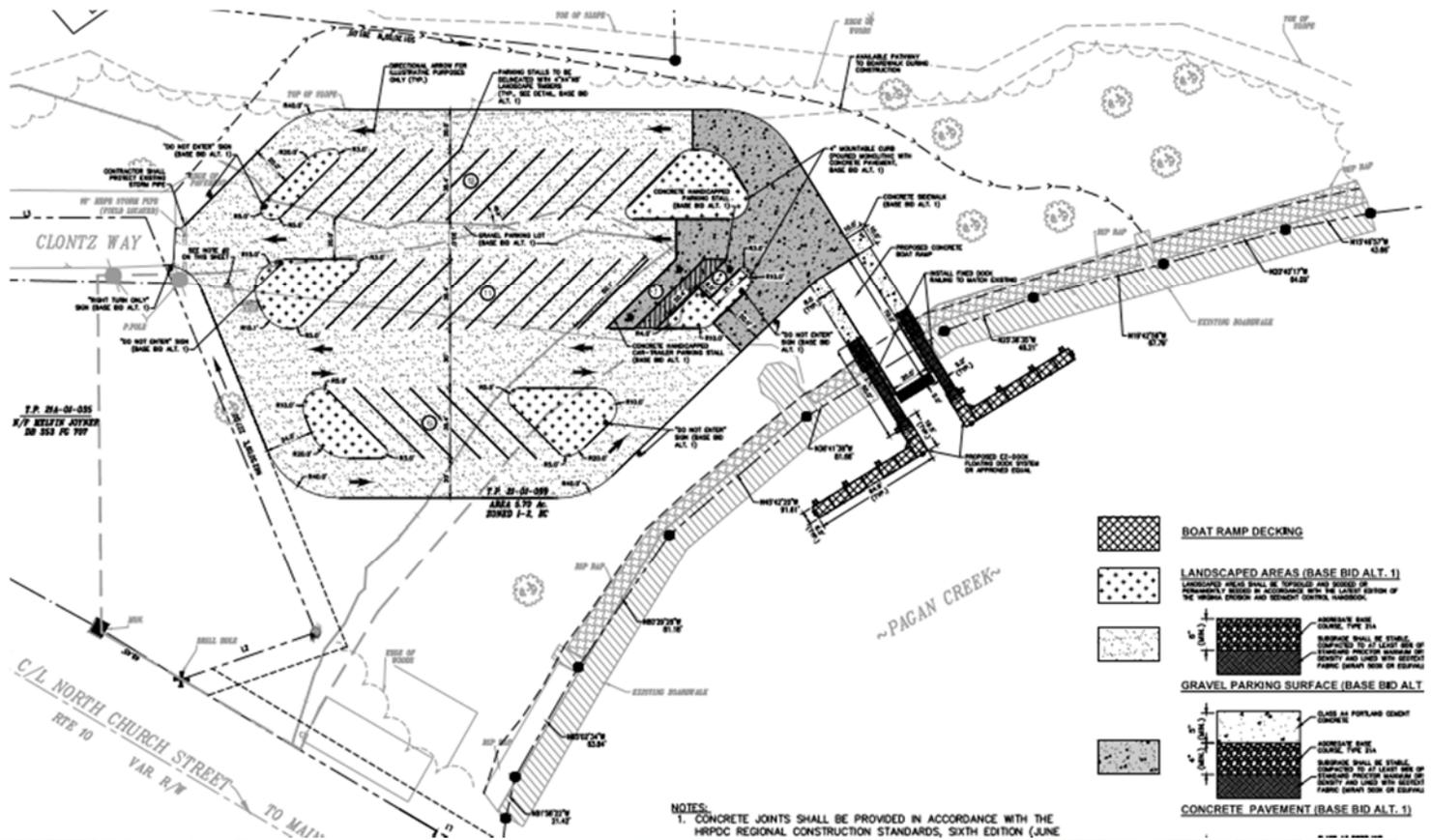
What's Next:

- ◇ Hiring 2 Parks Maintenance Specialist will be necessary in order to continue to provide the maintenance that the sports complex requires.
- ◇ Construction of the required turn lane into the complex will hopefully be quick and painless so we can eliminate the need for officers for traffic assistance on game days.
- ◇ Constructing a maintenance building for secure storage of parks equipment that will used for the maintenance of all park properties.
- ◇ Develop partnerships with groups that offer youth athletics programs –Smithfield Pop Warner Football, Field Hockey Leagues and Isle of Wight County Parks.



Clontz Boat Ramp –construction started Fall 2018

- ◇ Docks of the Bay was awarded the total project for the boat ramp and the parking lot. Grant Funding covered most of the expense.
- ◇ Construction should be complete by July 2019.
- ◇ Contractor has encountered debris left over from buildings that occupied the site years ago. The removal of this debris has unfortunately increased the cost of the project slightly.



What's Next:

- ◇ Open the site to boat traffic in the summer of 2019.



Special Events

- ◇ Our small town is far from sleepy which you see we have something going on every month and most every weekend. This list does not include the Farmers Markets and Pickers Markets that keep visitors flocking to our beautiful town year round.

Event Date	Event Name
JANUARY	
1/13/2018	BOB Festival
1/13/2018	Smithfield Station Parking Lot Assist
1/14/2018	MLK Program
FEBRUARY	
2/3/2018	Mardi Gras Run 4 Beads
2/11/2018	Sweetheart Banquet
2/17/2018	CASA Gala
2/25/2018	Black History Month Program
MARCH	
3/10/2018	IOW Academy Gala
3/17/2018	St Patricks Day Parade
3/24/2018	Women's Club Flea Market
APRIL	
4/7/2018	YMCA Triathlon
4/14/2018	Wine Fest
4/14/2018	Smithfield Station Parking Lot Assist
4/22/2018	Smithfield 6 Pack 6K Beer Run
4/26/2018	IWA 5 K
4/28/2018	Windsor Prom
4/29/2018	Main Street Mile
MAY	
5/5/2018	Optimist 5K
5/7/2018	TRIAD
5/19/2018	Smithfield Prom
5/26/2018	Pedal for the Pig
5/28/2018	Memorial Day Service
JUNE	
6/1/2018	Kings Fork Prom
6/2/2018	Clean the Bay Day
6/2/2018	Multiple Sclerosis Bike Event
6/9/2018	Cardboard Regatta
6/30/2018	Olden Days and Car Show

Event Date	Event Name
JULY	
7/3/2018	Town Fireworks
7/3/2018	Fireworks-Station Parking Lot Assist
AUGUST	
8/3/2018- 8/4/2018	Boardwalk Party and Art Show
8/7/2018	National Night Out
SEPTEMBER	
9/8/2018	Victory Over Diabetes
9/8/2018	Safe House Half Marathon
9/22/2018	Ruritan Car Show
9/28/2018	Smithfield Homecoming Parade
9/29/2018	Vintage Market
OCTOBER	
10/6/2018	Bacon (BBB) Festival
10/6/2018	Smithfield Station Parking/Bar Assist
10/13/2018	Hog Jog
10/20/2018	IOW Schools Gala
10/27/2018	Horsepower on Main Street
10/31/2018	Halloween Safe Trick or Treat
Restrooms	
NOVEMBER	
11/3/2018	IOW Schools 65 Roses 6K
11/11/2018	Veterans Day Ceremony
11/17/2018	Holiday Evening Market
11/30/2018	Tree Lighting Ceremony & Light Up Main
DECEMBER	
12/1/2018	Antique Show
12/8/2018	Breakfast with Santa
12/8/2018	Christmas Parade
12/8/2018	Christmas Concert
12/27/2018	Delta Holiday Dance

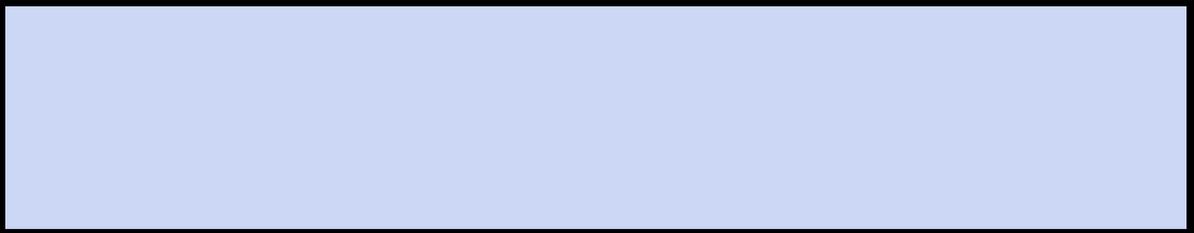
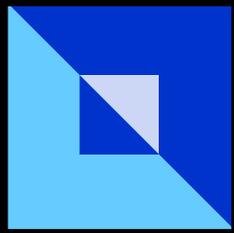


Park Projects

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 Town Council approval to see their ideas

Parks Projects for 2018		
Project Name	Location	Applicant Name
Interpretative Signage for Windsor Castle Park	Windsor Castle Park	Master Naturalist
Purple Mailbox	Windsor Castle Main Parking Area	Relay for Life-Pam Jordan
Planting of Flower Beds at Playscape	Windsor Castle Playscape	Girl Scout Troop 1404 -Wendy Reagle
QR Coded Signs for the Visually Impaired	Windsor Castle	Matthew Lemon, troop 36
Install Lions Club Time Capsule	Windsor Castle	Lions Club/Leo Club-Terry Castengay
A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team
Oyster Restoration	Windsor Castle	Windsor High School, Orignally -Kelly Davis, Chesapeake Bay Foundation
Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7 th Graders, Boy Scout Troop 7
Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School
Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class
Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout





SMITHFIELD
POLICE DEPARTMENT



SMITHFIELD POLICE DEPARTMENT ANNUAL REPORT

2018

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

TABLE OF CONTENTS

Table of Contents

Message from the Chief	1
Mission Statement	3
Department Statistics	4
Department Highlights	13
Community Relations	16
Specialized Units	17
Retirements	18
Awards	19
Training	20
Organizational Chart	22
Department Staff	23

CHIEF'S MESSAGE FOR 2019

Chief's message for 2019

It is with great pleasure that I submit this letter of Congratulations to the men and women of the Smithfield Police Department for another successful year of helping to make, and keep the community a safer place to live, work, and to visit. You are to be commended for the many hours spent away from your families, while helping others to feel safe.

Your hard work continues to be reflected in the statistics provided in the Department's 2018 Annual Report. Over the last several years crime in our community continues to decrease as a result of your dedication to this profession. We realize that we did not accomplish these stats alone, but it was through the many hours spent building bridges strengthening the community partnership between the people and the police. It is through the collaborative efforts of all that continue to have The Town of Smithfield in the Top Safest Cities in Virginia. We must continue to strive to make our community, our profession, and ourselves better by staying current with best practices, technology, and what is trending in the world.

We must continue the forward momentum of maintaining the distinction of being a Certified Crime Prevention Community by enhancing the program and by maintaining our certification of being an Accredited Agency.

All these things were 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.

Thanks for a job well done!

Respectfully Submitted,

Alonzo Howell
Chief of Police

CHIEF'S MESSAGE FOR 2019



Town of Smithfield 2018 U.S. Census estimates:

Population: 8,355

Land area in square miles: 9.48

Median household income: \$72,308

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

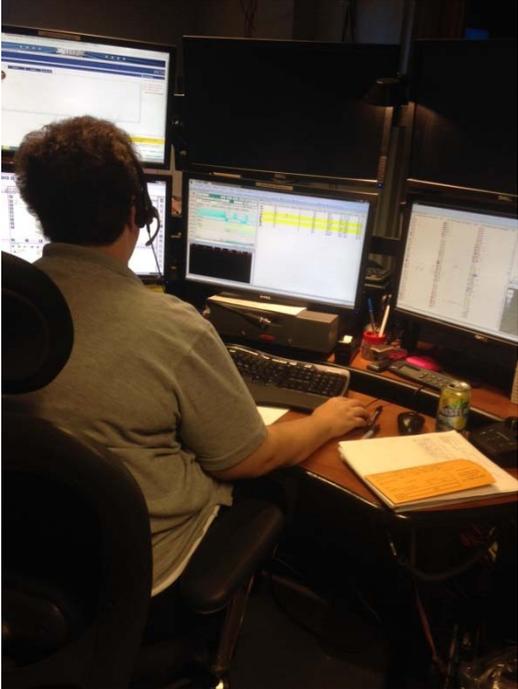
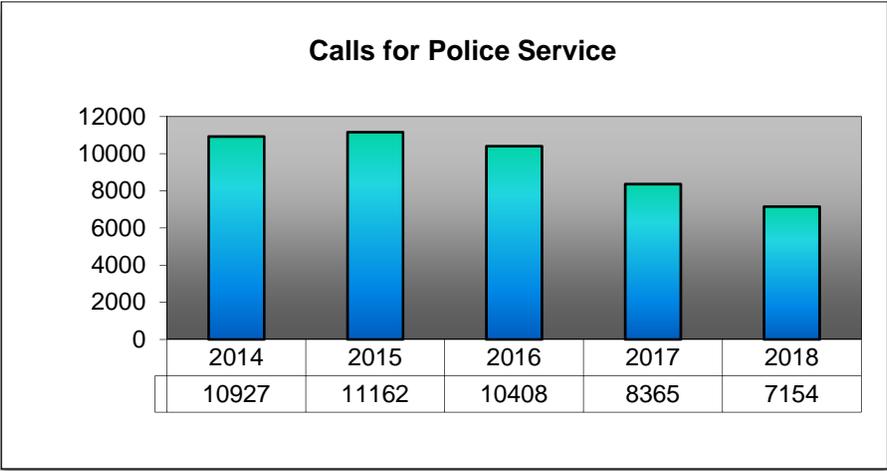
Commitment

Loyalty

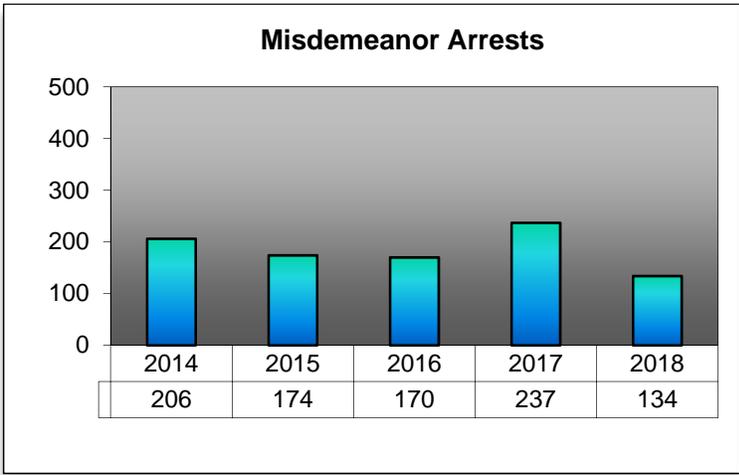
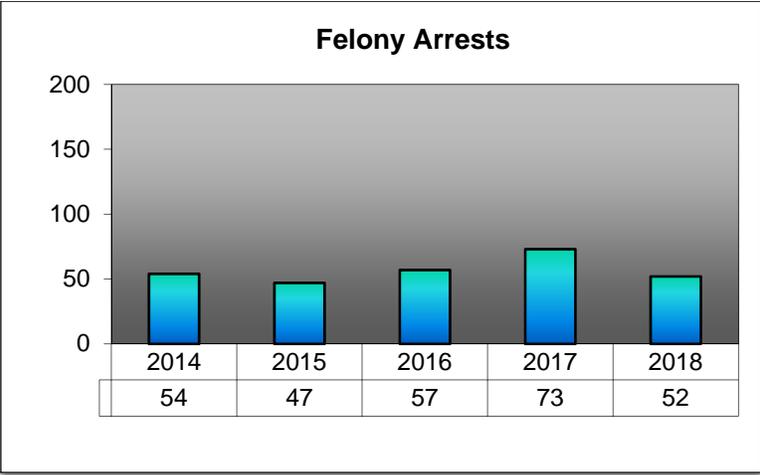
DEPARTMENT STATISTICS

Department Statistics

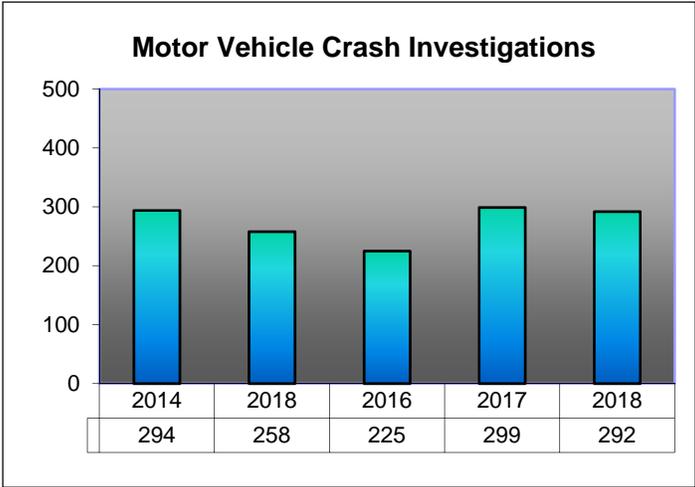
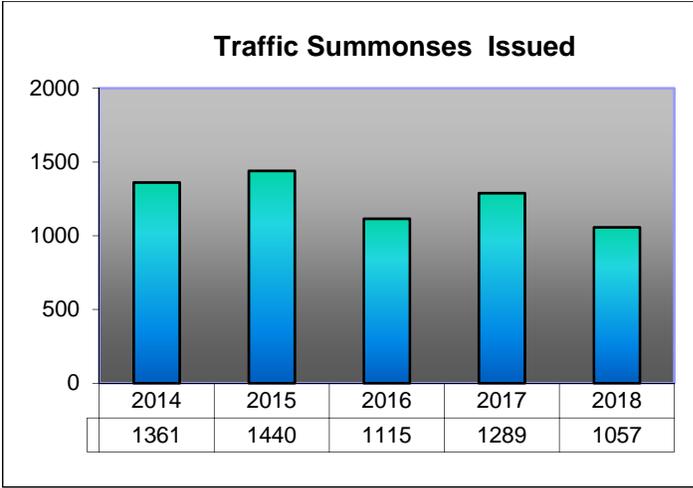
We show decrease of 14% in our calls for service. Felony arrests decreased by 29% and Misdemeanor arrests decreased by 43%.



DEPARTMENT STATISTICS

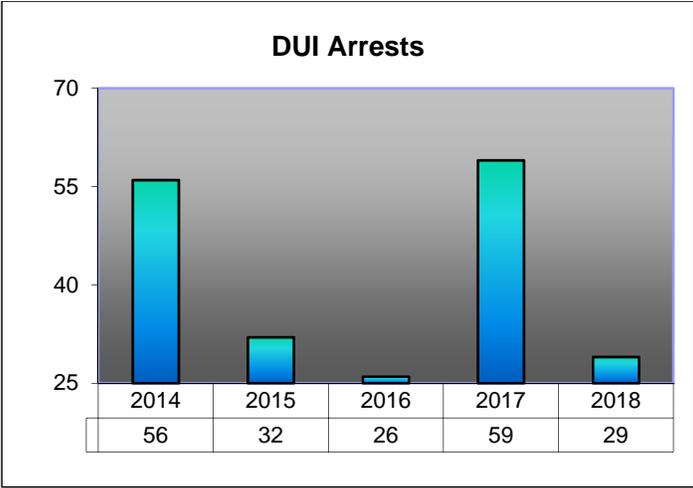


DEPARTMENT STATISTICS

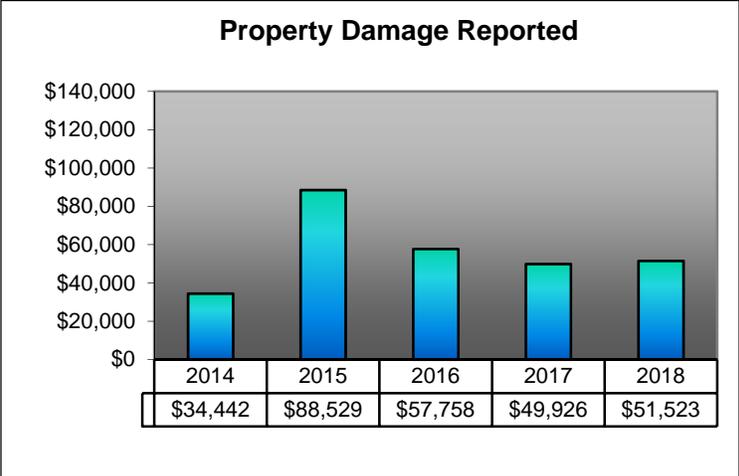


The number of traffic summonses issued **decreased by 18%**, and motor vehicle accidents investigated indicated a **decrease of 2%**.

DEPARTMENT STATISTICS



DUI arrests decreased by 51%.



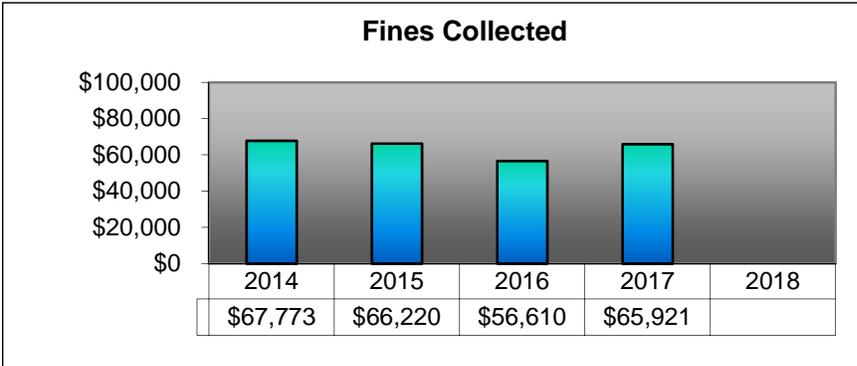
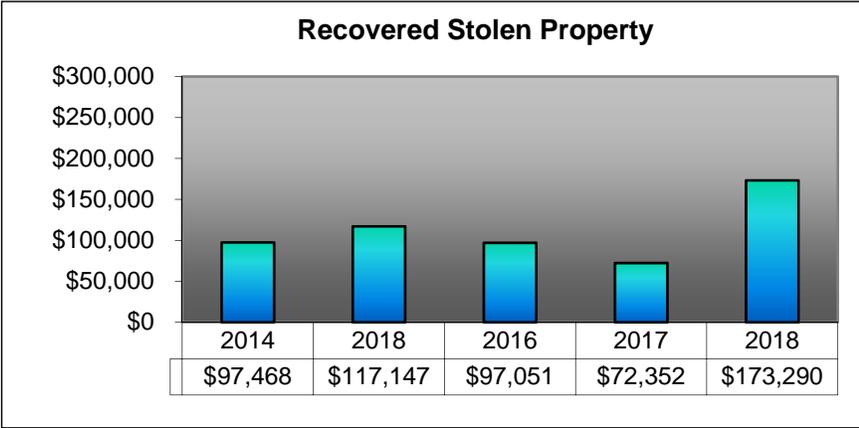
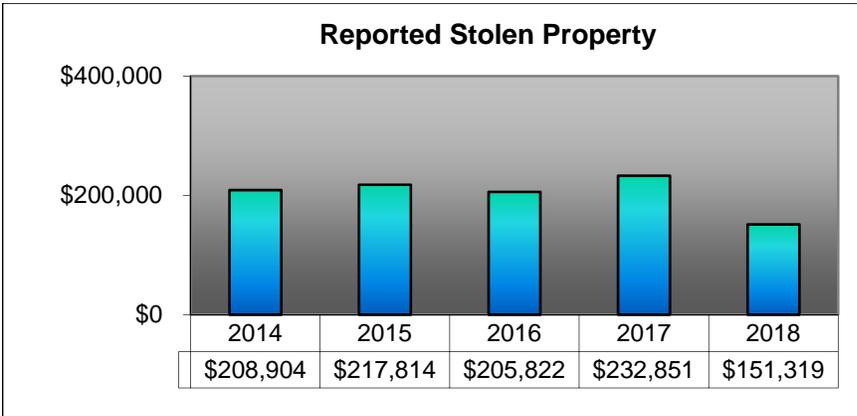
DEPARTMENT STATISTICS

Property Damage Reported **increased by 3%**.

Records also indicate a **decrease of 35%** in Reported Stolen Property and an **increase of 140%** in Recovered Stolen Property.



DEPARTMENT STATISTICS



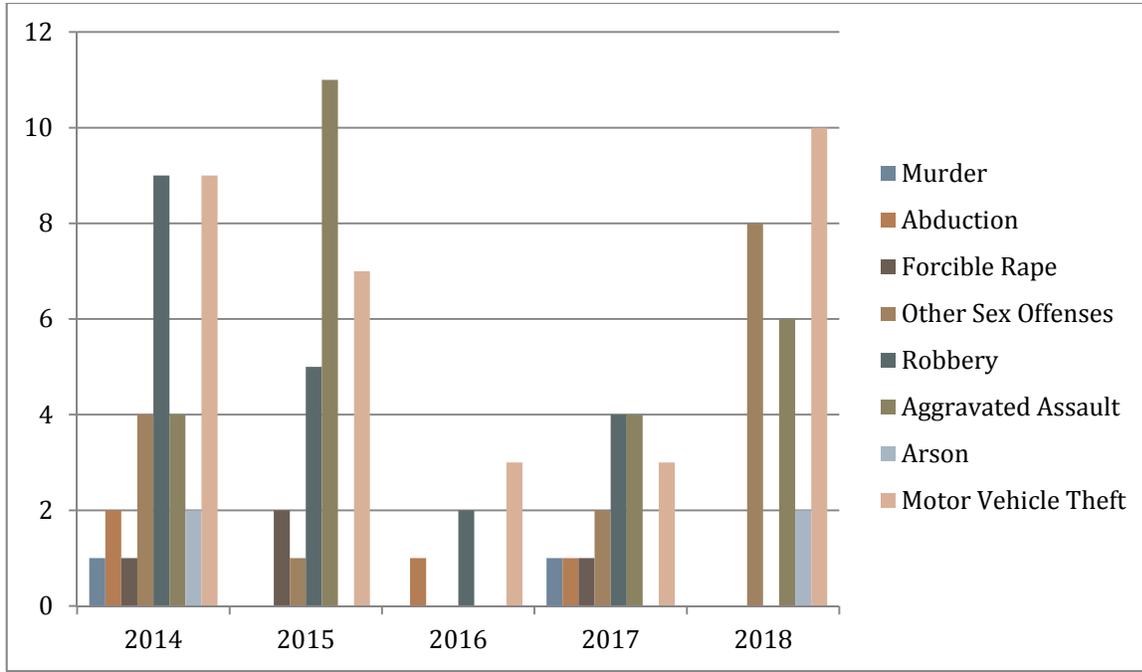
DEPARTMENT STATISTICS

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 2014 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.

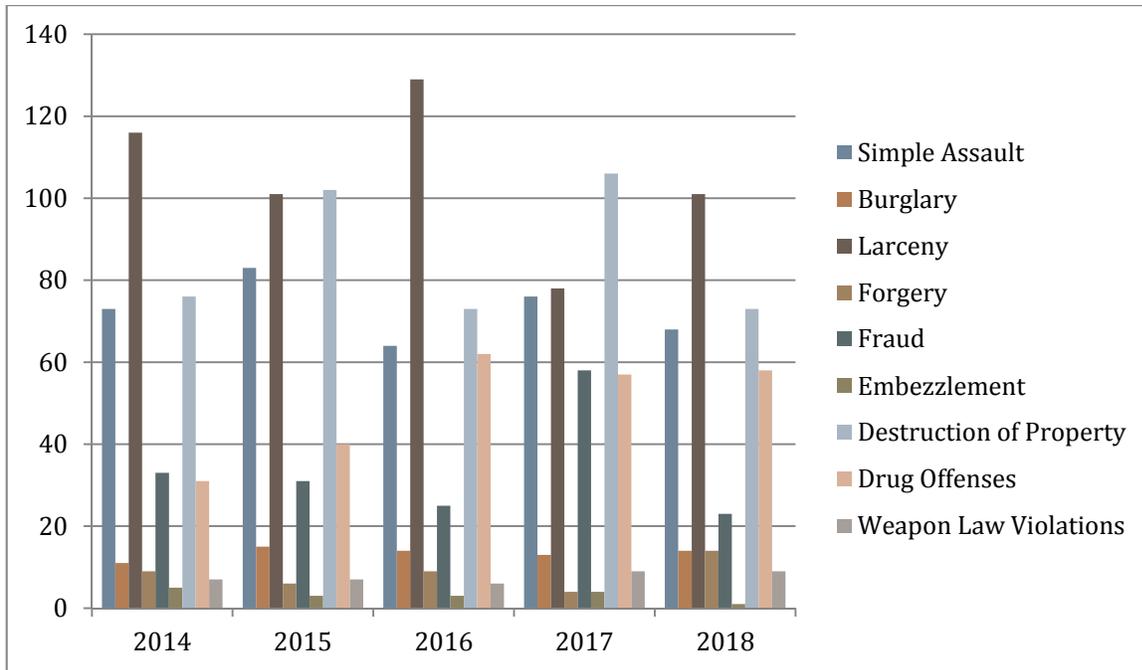


DEPARTMENT STATISTICS



	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Murder	1	0	0	1	0
Abduction	2	0	1	1	0
Forcible Rape	1	2	0	1	0
Other Sex Offenses	4	1	0	2	8
Robbery	9	5	2	4	0
Aggravated Assault	4	11	0	4	6
Arson	2	0	0	0	2
Motor Vehicle Theft	6	7	3	3	10
TOTAL SELECT PART A OFFENSES	29	26	6	16	26

DEPARTMENT STATISTICS



	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Simple Assault	73	83	64	76	68
Burglary	11	15	14	13	14
Larceny	116	101	129	78	101
Forgery	9	6	9	4	14
Fraud	33	31	25	58	23
Embezzlement	5	3	3	4	1
Destruction of Property	76	102	73	106	73
Drug Offenses	31	40	62	57	58
Weapon Law Violations	7	7	6	9	9
TOTAL SELECT PART B OFFENSES	361	388	385	405	361

DEPARTMENT HIGHLIGHTS

Department Highlights

Greater Hampton Roads Regional Crime Line Top Cop Award

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

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



Officer William Wooley was selected as the 2018 Top Cop for the Smithfield Police Department. In his 3rd year of law enforcement he demonstrated professionalism, integrity and dedication for police work that should be a model for all. Throughout his time with the department he consistently excelled in all areas of law enforcement. He upheld the mission of the police department by demonstrating professionalism and providing safety services to the citizens in an efficient and effective manner.

Officer Wooley was a top performer for the department in 2017 for DUI arrests, drug arrests, and summons. Due to his proactive approach to DUIs and narcotics, Officer Wooley received the 2017 MAAD Award and the 2017 American Legion Officer of the Year Award.

In 2017, Officer Wooley was commended for his quick action and decision-making skills. During a traffic stop a citizen approached Officer Wooley. While talking with the citizen, he noticed the individual had slurred speech, her face was drooping, and she was talking nonsense. He realized she was having a medical emergency and called medics to the scene. Upon evaluation, it was determined she was diabetic and had red line blood pressure and she was showing pre-stroke indicators. Officer Wooley's quick actions and necessary intervention potentially saved the woman's life.

DEPARTMENT HIGHLIGHTS

Translator and Interpreter

The Smithfield Police Department was fortunate that one of its officers used to be a Spanish teacher. Officer Danelle Wright served 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 2018 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. For 2017, Officer William Wooley had 14 DUI arrests and Sgt David Adams had 10 DUI arrest, the most in the department. Thanks to both for a job well done!



DEPARTMENT HIGHLIGHTS

Community Relations

The Smithfield Police Department welcomes every opportunity to provide a positive interaction between the citizens of Smithfield and our police officers. We continue to 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
- 20th Annual TRIAD Senior Safety Conference



Specialized Units

DEPARTMENT HIGHLIGHTS

Throughout 2018, 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 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 at Morgart's Beach, the vessel had overturned and there were ten people in the water. The Unit assisted Newport News with several calls of people in the water who jumped off the James River Bridge. 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 2018, 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

Retirements

Officer Clay Seamster retired in October 2018, with over 23 years of dedicated service in law enforcement. Clay served in numerous capacities during his tenure with the department. His knowledge, insight, and laugh will be missed.



Kurt Beach retired in August of 2018, having been with the Smithfield Police Department since 1988. He rose to the rank of Lieutenant, then worked in a civilian capacity as our Certified Crime Prevention Specialist giving 30+ years of service to the community.

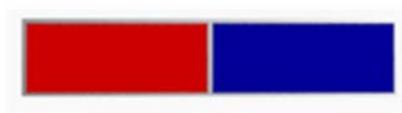


DEPARTMENT HIGHLIGHTS

Awards

The Smithfield Police Department implemented an Awards Program in 2018. The awards are Medal of Valor, Life Saving Award, Meritorious Conduct Award, and the Departmental Commendation. Three officers were recognized for their superior performance in 2018.

Life Saving Award



Officer Samuel Johnson and Officer Jacob Norton were awarded the Smithfield Police Department's Life Saving Award for actions on September 03, 2018 in the 600 block of Quail Street. They were dispatched to an unconscious person call, while in route the call was upgraded to an overdose with the subject not breathing and no pulse. Without hesitation they immediately began CPR and prepared and administered the Naloxone which restored shallow breathing. They continued CPR and had to administer a second dose of Naloxone in which again restored breathing. They maintained the patient in a recovery position until medics arrived. Their dedication to duty and commitment to training is a testament to their professionalism and a credit to the Department and the Community they serve. Their quick actions were directly attributed to saving a life.

Department



Commendation

In July of 2018 the Smithfield Police Department was tasked by Chief Howell with producing a music video for the Lip Sync Challenge. Departments from all over the country were participating in the challenge, competing to see who could do it the best. Officer Wooley volunteered to take the lead for the Department. He displayed exemplary efforts in choosing the song, writing out the script, coordinating with the videography crew, coordinating with the citizens of the Town, and acted as the lead in the music video. His positive enthusiasm and intuition were instrumental in making our lip sync challenge video a success. This was truly a Community Partnership effort. Officer Wooley's actions were a credit to himself, the Department, and the Town of Smithfield.

DEPARTMENT HIGHLIGHTS

Training

During 2018, 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:

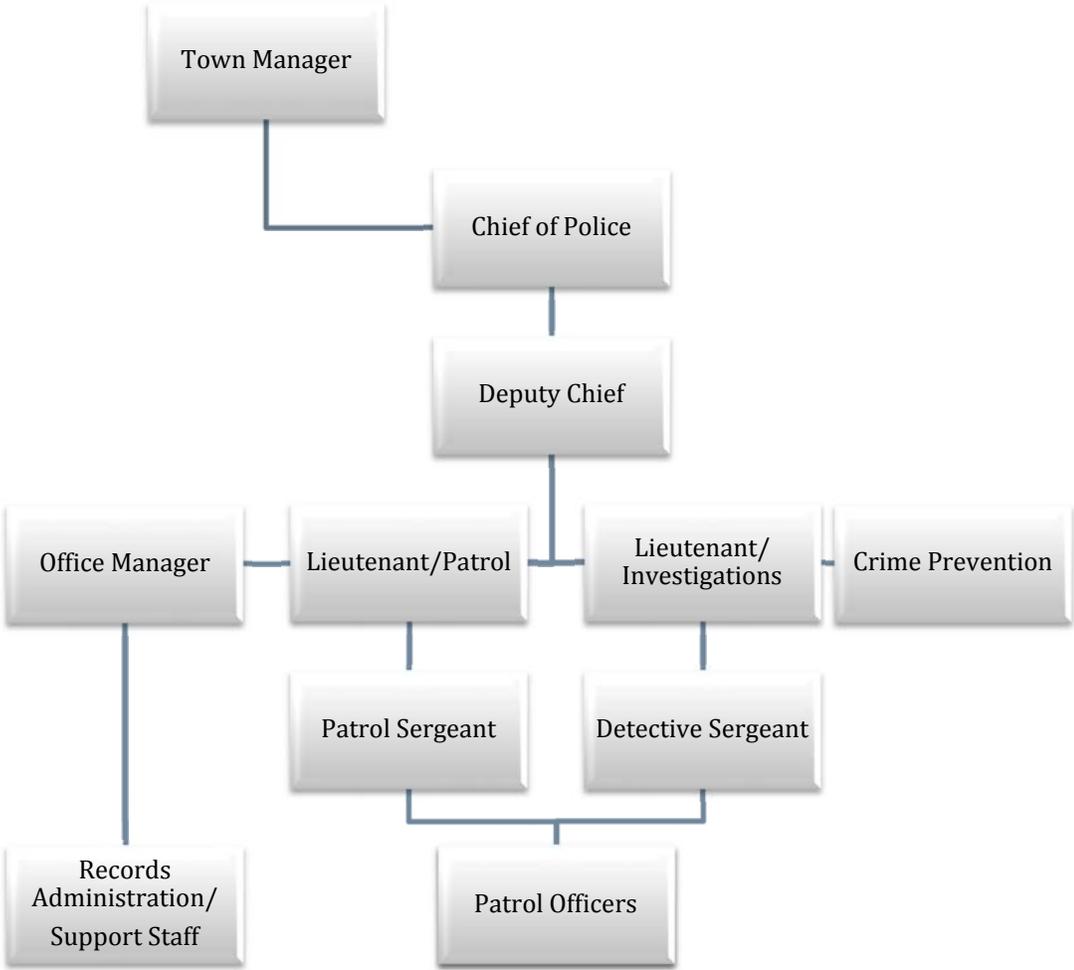
- PFD Familiarization and Swim Quals
 - Below 100
 - Intox EC/IR Recert
 - De-escalation
 - VCIN Recert
 - Boat Training – side scan sonar & waterway familiarization
 - Firearms Instructor Recert
 - DT/Use of force/OC/ASP/CEW
 - ALERRT Level 1 – T3
 - Interrogation Law & Tactical Behavior Science
 - Boat Training – GPS chart plotter
 - FTO Recert
 - In-Service Officer's 2018
 - Background Investigation for Police Applicants
 - Defensive Tactics Instructor Recert
 - Crisis Intervention Team Training
 - General Instructor Recert
 - Death Investigation Death Scene Analysis
 - Homicide Scene Seminar
 - Radar Recert
 - CIT Training
 - Street Gang in Narcotic Investigations Class
 - Intox EC/IR II Basic Operator's Course
 - Criminal Interdiction Course
 - Street Cop Interdiction Training
 - Taser Training
 - Use of Force/OC refresher
 - Business Management and Organization
 - Demonstrations: Mass Protests/Occupy Movements – The
 - Taser Instructor Course
 - Agency Handbook on Cyber & the Hybrid Club
 - Preparation & Response to Civil Disorders
 - Leading your Agency through An Officer involved shooting
 - Shots Fired or Officer Down
 - Ambushes and Unprovoked Attacks
 - Case Study
 - Moving Forward with Proactive Policing
 - Social Media Practices
-

DEPARTMENT HIGHLIGHTS

- Basic Life Support for Healthcare Providers
 - General Instructor School
 - Annex Control Video training
 - Emergency Evacuation exercise
 - 18-B Basic Law Enforcement
 - Investigation & Prosecuting DUID cases
 - Basic Crime Prevention Course
 - Certified LE Security Assessment Specialist
 - Virginia VINELink training
 - Virginia VineWatch
 - Armstrong v. Village of Pinehurst
 - Boat Training – docking/casting off
 - Supervisors Workshop
 - Human Performance in Force Encounters
 - Street Cop Interdiction Training
 - Driver Training Instructor School
 - Bias-Based Policing 2018
 - MADD – Death Notification Training
 - Federal Constitutional Law Review & Update
 - Interrogation & Tactical Behavior Science
 - Diversity Driven Policing
 - Advance Search & Seizure
 - FBI National Academy First Line Supervisor
 - Background Investigations for Police Applicants
 - Open Carry
 - Bomb Threat Response
 - 2018 VLEACC – Fusion Center Overview
 - 2018 VLEACC – Track II – New Assessor training
 - 2018 VLEACC – Common Errors Found in Assessments
 - 2018 VLEACC – Standards & Suggested Proofs of Compliance
 - ARIDE
 - Taser Instructor Course
 - 2018 TACOPS East Tactical Training Conference
 - Firearms Instructor
 - ASP Instructor Certification Course
-

ORGANIZATIONAL CHART

Organizational Chart



DEPARTMENT STAFF

Department Staff



Chief of Police
Alonzo Howell



Deputy Chief
Matthew Rogers

DEPARTMENT STAFF

Investigative Division



Lieutenant
Patrick Araujo



Detective Sergeant
Donald Brady

DEPARTMENT STAFF

Patrol Division



Lieutenant
Christopher Meier

Patrol Sergeants



Bryan Miller



J. Eric Phillips



Joshua Powell



David Adams

DEPARTMENT STAFF



Clay Seamster
-Retired-



Danelle Wright
-Resigned-



Edmund Cook



Samuel Johnson



William Wooley



Chris McGough

DEPARTMENT STAFF



Jacob Norton



Anthony Cooper



Ryan Polk

DEPARTMENT STAFF

Support Staff



Kristi Kincaid
Office/Accreditation Manager



Annette Crocker
Administrative Support



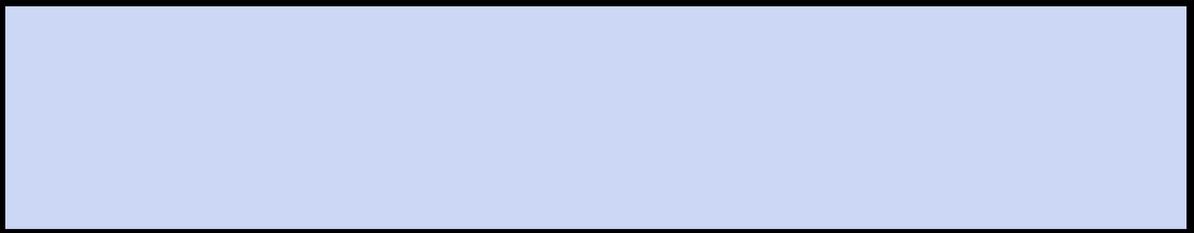
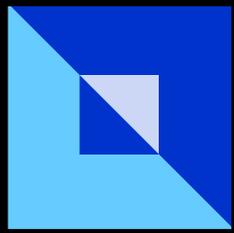
Lorrie Porter
Records Administration



Stephanie Pack
Records Administration



Kurt Beach
Crime Prevention
-Retired-

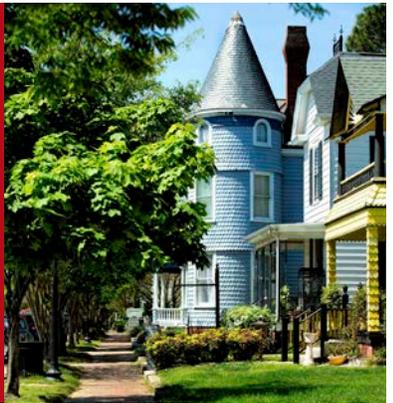


SMITHFIELD / ISLE OF WIGHT
(TOURISM)
REPORT

GENUINE



Smithfield &
Isle of Wight
County
CONVENTION
& VISITORS
BUREAU



2018
Annual Report

HIGHLIGHTS



Cast of the
Crush Friday Video

- ★ Marketing & Public Relations Coordinator, Lois Tokarz received the Public Service Award from the County for her work that has realized major cost savings for the County.
- ★ New Tourism mobile responsive Website RFP completed, grant received from VTC and all pre-work done for site. Launch planned for early 2019!
- ★ Multiple filming, TV and Movie projects including:
 - AFFAIRS OF STATE
Full-length motion picture which premiered in June 2018. Movie played in major markets and is now available for download. Filmed partially in Smithfield and Isle of Wight.
 - THE KILLING FIELDS premiered on January 4, 2018
An entire season featured Isle of Wight County and the county Sheriff's Department.
 - HGTV HOUSE HUNTERS
Two episodes were filmed in Smithfield and aired nationwide.
 - MARY FOR MAYOR.
Home Theater Productions full length feature film which will premier in early 2019.
 - STATE PLATES
*TV Show filmed at Darden's Country Store and downtown Smithfield. CBN
TV and music video productions shot in Smithfield.*
- ★ Smithfield/IOW; Surry; and Suffolk Tourism Departments and the Franklin/Southampton Economic Development Department held its first ever joint Agritourism Workshop for area agritourism businesses and interested parties-80 attendees. February 2018.
- ★ New film permit application created and approved by both Smithfield Town Council and Isle of Wight Board of Supervisors. Hosted joint intern with SVAE.
- ★ Held first ever St. Patrick's Day Parade (as the result of Christmas Parade cancelation) HUGE success!
- ★ Worked with WCP Foundation and LLC to formulate and present the Phase 3 Plan for the Manor House at Windsor Castle Park.
- ★ Received \$10,000 CRUSH FRIDAY grant from Virginia Tourism Corporation (VTC). Filmed award winning Crush Friday video.
- ★ Very successful Crush Friday event held in August.
- ★ Hired Debra Frank as new Visitor Center Manager in August. Converted from part-time to full-time position.
- ★ Worked with team from VADMO, VRLTA and VTC to create all educational programming content for the Virginia state VA-1 Tourism Summit 2018. Headed VADMO Team to plan and execute VA-1 Opening Reception at the Hippodrome Theater in Richmond.
- ★ Working in conjunction with Suffolk, Surry, Sussex and Franklin/-Southampton localities to form and present the "Salty Southern Route" in conjunction with VTC. This is a thematic driving tour that features all things pork and peanuts! Launch in March 2019 (postponed from launch at Isle of Wight County Fair due to weather - launch rescheduled for March 1, 2019).
- ★ Continued Smithfield Hambassador Customer Service Training Program for Tourism Stakeholders including a guided 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.
- ★ Created popular Scavenger Hunt for families and Millennials.
- ★ Two Photo Walks held working with a local photography studio resulting in 49 entries into our contest and an additional 50 images donated.
- ★ 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 ALBERT BURKHARD from the Isle of Wight Museum/Ft. Huger and Ft. Boykin. Breakfast Event and Ceremony held to congratulate Hospitality Heroes, Community (H)ambassadors, and Photo Contest winners.
- ★ 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 successful Vintage Markets (one in Smithfield and one at Fairgrounds)
- ★ Created New Monthly Picker's Markets.
- ★ Created New Boardwalk HeART Show.
- ★ Continued successful Smithfield Farmer's Market.
- ★ New Winery (SummerWind) Opened!

COVER PHOTOS from our October 2018 Photo Walk (left to right)

Row 1: Betty Tate, Paul Price
Row 2: Braden Kerr, Becky Young
Row 3: Jennifer Overby, Bonnie Horne
Row 4: Edith Rose, Deborah Splitstone
Row 5: Becky Young, Natlie Kent

SPECIAL EVENTS

Events coordinated and/or supported by Tourism

Smithfield Farmer's Market: (40,000/season)
Plus 8 monthly Picker's Markets (2,000)

JANUARY:

BOB Fest (SOLD OUT! 2500)

FEBRUARY:

5th Annual Restaurant Week (17 participating restaurants)
Mardi Gras Run for the Beads (232)

MARCH:

1st Annual St. Patrick's Day Parade
(80 participants/2500 attendees)

APRIL:

Home School Days-All Fridays in April (50)
Smithfield Wine and Brew Fest (SOLD OUT! 3,200)
Bluegrass Festival (1,000)
6-Pack Run (100)
Main Street Mile (225)

MAY:

Hospitality Hero Event for National Tourism Month (80)
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. (7,500)
Bike MS Event in County (1,000)
Chamber State of the County Breakfast (104)
Flavors of the Isle (250)

AUGUST:

Crush Friday Party @ Smithfield Station (800)
Boardwalk HeART Show (500)

SEPTEMBER:

Isle of Wight County Fair
(event cancelled due to weather but all prep completed)
300 Block Pie Contest (75)
Vintage Market (8,000)

OCTOBER:

Smithfield Bacon, Bourbon & Beach Music Fest (3,200)
Halloween (2000)
Town & Country Day
(Hog Jog-891, Souper Saturday, Court Day)

NOVEMBER:

Wharf Hill Brewing Company's Six-Pack Run (300)
Holiday Open House Weekend (1000)
The Big Pig Bike Tour (200)
Smithfield Holiday Evening Market (8,000)

DECEMBER:

Light Up Main (2,000)
Christmas in Smithfield (1,000)
Smithfield Christmas Parade (5,000)

The weekly "Where the Locals Go" e-newsletter listing upcoming special events is sent to a list of over 5600 addresses including media, tourism stakeholders and the general public.

St. Patrick's Day Parade
March 2018



Boardwalk HeArt Show - August 2018



MARKETING

PROMOTIONAL MATERIALS - Print

- Updated and reprinted 12 “Can’t Miss Things To Do” rack card
- Updated and reprinted “8 Rainy Day Things To Do” rack card
- Updated and reprinted “7-Day Merchants” Brochure
- Updated and reprinted Walking Tour brochure
- Updated and reprinted Windsor Castle Park brochure
- Updated and reprinted Restaurants rack card
- Updated and reprinted Downtown Maps at the post office and at the public restroom in the 200 block
- Updated and reprinted Group Tour brochure
- Updated and reprinted “Encore Weddings” brochure
- Updated and reprinted “Visit the Farms” brochure
- Updated and reprinted Boykin’s Tavern self-guided walking tour brochure
- Updated and reprinted Visitor Center Guest Registry and email sign-up poster
- Created two pull-up banners for tradeshow
- Created new press kit label for folders and updated digital press kit on thumb drives
- Created Instagram contest brochure
- Revised and reprinted “Everything but the Squeal” Rack Card
- Created the 2018 Rack Brochure
- Created Resident Doorhangers
- Created social media sites window cling for merchants
- Created new merchant group “G-Mod’s” logo
- Created downtown parking map for merchants during construction on Main Street
- Created “Welcome to Isle of Wight County” sign small banners
- Created Salty Southern Route “one sheeter,” Power Point slide show, table tents and banner for launch
- Business cards for tourism and county staff

PROMOTIONAL MATERIALS - Digital

- Facebook profile images/videos 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, Town and Country Days
- Facebook ad campaigns for all events including: Christmas in Smithfield, Restaurant Week, Olden Days, Holiday Open House, Town & Country Day, Christmas, Thanksgiving, Market Day and other specialty markets, St. Patrick’s Day Parade, Boardwalk HeART Show, Crush Friday Party, Light Up Main event, two Evening Markets
- Weekly “Where the Locals Go” e-newsletter
- Created two online Scavenger Hunts taking visitors through downtown Smithfield
- “Visit the Farms” webpage
- Mary for Mayor “Meet and Greet” invitation
- Created downloadable rack brochure for new website
- **Christmas in Smithfield:**
Created and maintained online ticketing service and continue to update and maintain the website
- **Salty Southern Route:**
Created, update and maintain website, trained social media assistant, created Agritourism event invitation and Launch invitation
- **Restaurant Week:**
Created online menus
- **Crush Friday Grant:**
Created two videos, Social Media blitz, live Twitter chat

PROMOTIONAL MATERIALS - Special Events

- **Smithfield Farmers Market and Carrollton Markets:**
Created magnet, flyers, posters, banners, business cards, nametag
- **Holiday Events:**
Created “Save the Date” flyer
- **Country and Downtown Vintage Markets:**
Created flyers, posters
- **Restaurant Week**
Created 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:**
Created poster, flyers, Parade flyer, car show flyer, Ghost Walk flyer and map, maintain webpage, create marketing plan to include social media, 2 Smithfield Times ads, Daily Press ad
- **Christmas in Smithfield:**
Updated logo, updated Facebook page and website, created poster, flyers, tickets, postcards, signage, banners, name tags, “Save the Date” flyer and poster
- **Town & Country Day:**
Created flyers, posters
- **Holiday Open House:**
Created flyers, posters
- **“Light Up Main” event:**
Created flyers, posters, banners
- **Two Evening Markets:**
Created flyers, posters, banners
- **St. Patrick’s Day Parade:**
Created flyer, posters, Smithfield Times ad, Grand Marshall and Mayor magnets, map, Peter Stephenson magnet
- **National Tourism Month Breakfast:**
Created invitations, program, four PowerPoint presentations, certificate templates, special certificates, 25th Anniversary buttons, Community Ambassador Buttons
- **Sidewalk Sale:**
Created flyers, posters
- **Boardwalk HeART Show:**
Created entry form, logo, flyers, posters
- **Crush Friday Party:**
Created flyers, posters, banners, shuttle map
- **World Wide Photo Walk:**
Created flyers, posters
- **Picker’s Market:**
Created logo and Facebook profile image, flyers, posters
- **Hometown Bluegrass Concert:**
Created logo and flyers
- **Chamber of Commerce’s Big Pig Bike Tour:**
Created logo

Boardwalk HeART Show
image for Facebook page



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
- Smithfield Times and Smithfield Times Living Guide
- Recreation News
- Daily Press
- Slice of Smithfield
- Virginia Travel Guide with partners Smithfield Station, Taste of Smithfield, Historic St. Luke's and Smithfield Center
- Tidewater News Progress
- The Virginia Register
- Town newsletter
- VRLTA 2018 Annual Guide
- Coastal Virginia Magazine co-op ad for Restaurant Week

ADS - Digital Campaigns

- Researched, worked with Purchasing to create and distribute RFP, selected firm to create new mobile-friendly website
- Recreation News Bridal ad
- Targeted Display ads with Vista Printing – to Williamsburg Timeshares and Military facilities
- Virginia Living dedicated email partnering with Smithfield Station
- Coastal Virginia Magazine's online "It List" email
- Smithfield Rocks: Different merchant featured each month.

RADIO

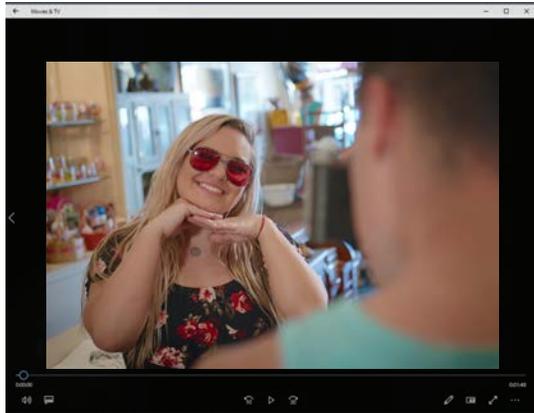
- Radio spots for Country Vintage Market and Restaurant Week

VIDEOS - Produced In-House

- Holiday Events
- Holiday Open House
- Christmas Parade
- Restaurant Week
- St. Patrick's Day Parade
- Three videos for Salty Southern Route working with Rock Eagle Productions
- Crush Friday video working with Nomad Productions
- Salty Southern Route
- Light Up Main
- Happy Holidays

ADDITIONAL MARKETING PROJECTS

- Group Facebook page created for stakeholders
- Downtown Smithfield 2020 Parking Survey
- Stakeholders Economic Impact Survey
- Rack brochures displayed in Colonial Williamsburg Group Tour waiting area
- Rack brochures displayed in 287+ locations in Coastal Virginia and in Welcome Centers across Virginia
- New downtown Parking Sign design for Smithfield 2020
- Featured on "Toast the Coast: Beer, Wine and Shine Trail"
- Designed logo for VADMO Spring Conference



Crush Friday Video - produced by Nomad Productions



Holiday Events Video - created in-house

2018 Holiday Events poster and ad for Town Newsletter

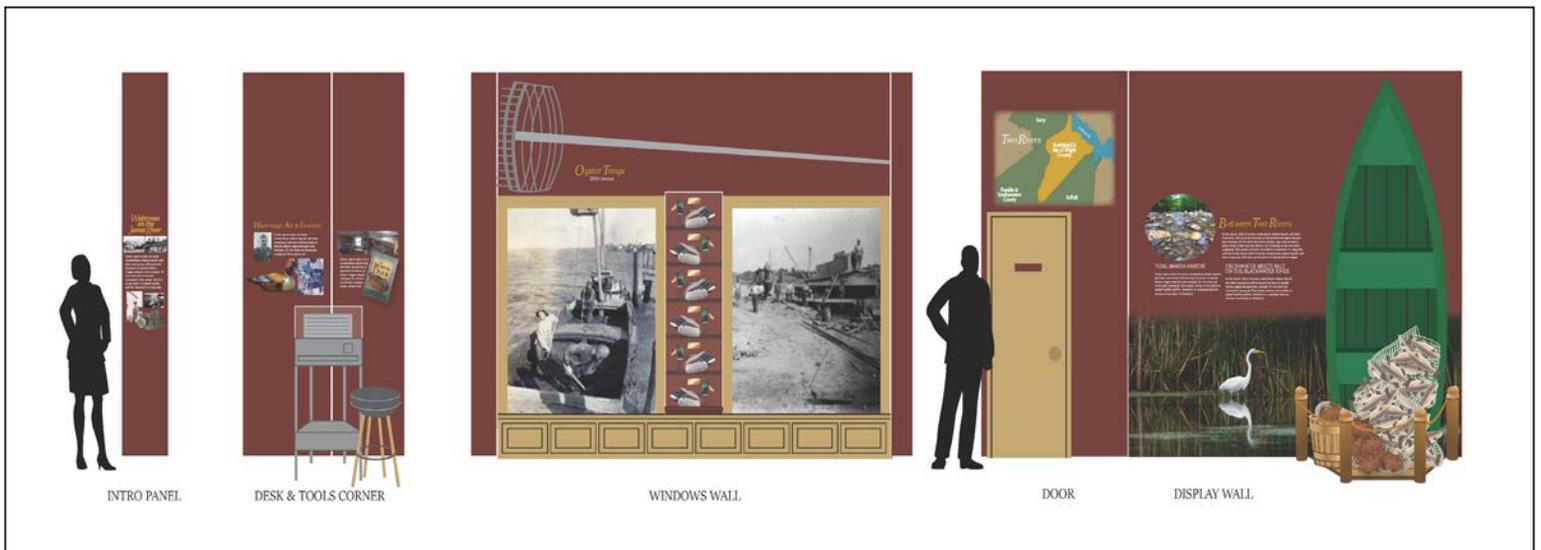
SALES

- Monthly sales blitzes to over 15 Williamsburg area timeshares
All materials created in-house
- Norfolk Airport-National Tourism Month's "Meet the Visitor" Day
- Newport News/Williamsburg Airport



DESIGN SERVICES

for other town and county departments



Two Rivers Exhibit for the Isle of Wight County Museum

• **Isle of Wight County Administration:**

Created covers for budgetary and legislative documents, Newcomer's Guide updated, Isle Cares buttons and headers for "Isle Cares" website, "Caught Ya Caring" logo

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

Fort Huger signage, Fort Boykin signage, Grand Opening invitation for Kayak Launch at Nike Park

• **Isle of Wight County Fair (Parks & Recreation):**

Logo design, Posters and flyer, website and Facebook banners, sponsorship covers, premium book covers, 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, Smithfield Times ad, talent show flyer

• **Isle of Wight Economic Development:**

Created signage

• **Isle of Wight County Human Resources:**

Created Holiday Luncheon Invitation

• **Isle of Wight County Museum:**

Created guided walking tours flyer and poster, Smith-Briggs Eagle Display, country store Jugs exhibit, donation box poster, Native American exhibit case, redesign concept for Children's Area, Two Rivers Exhibit design

• **Isle of Wight County Emergency Services:**

Created mailing labels and annual report cover

• **Isle of Wight Planning and Zoning:**

Signage ordinance brochure, three Infographics for Comprehensive Planning Meeting, Park to Park Trailhead signs and Trail marker signs

• **Isle of Wight County Building and Grounds:**

Recycle badge and coloring book cover for Kindergarten program, Great American Cleanup flyer and poster, Pollinator Garden sign

• Business cards for various departments

PUBLIC RELATIONS

ARTICLES & BLOG FEATURES

- Virginia.org blog: "22 Virginia Small Towns You're Going to Love"
- Virginia Pilot Online article on Yummaries Bakery
- Virginia Pilot Online article on Agritourism Conference
- Virginia Pilot Online article on Mansion on Main
- Virginia Pilot Online article on Main Street shops
- Virginia Pilot Online article on Nelms House
- Virginia Pilot Online article on Sesroh Tack Shoppe
- Virginia Pilot Online article on the Salty Southern Route
- Virginia Pilot Online article on Darden's Country Store
- Daily Press online article "Main is Open"
- Daily Press online article on "G-Mods" Merchant Group
- Daily Press online article on Taste of Smithfield
- MentalFloss.com online article "The Story Behind the World's Oldest (Pet) Ham"
- "All Roads Lead to the Kitchen" blog on Smithfield
- Williamsburg Magazine – Holiday events
- Recreation News "Weekend Update" email on Picker's Market and Holiday events
- Recreation News "Weekend Update" email on Christmas in Smithfield and Light Up Main

PUBLIC RELATIONS & NEWS RELEASES

- Updated and maintain 50+ listings on Virginia.org
- Updated and maintain wedding listings on Virginia.org
- Updated 2018 VA Travel Guide listings
- Graphic displays for Norfolk International Airport's Visitor Welcome Center
- News Release on LOVEwork dedication
- News Release on 2018 Holiday Event Dates
- News Release on Crush Friday Grant Award
- News Release on St. Patrick's Day Parade
- News Releases on Christmas in Smithfield
- News Release on Market Day
- News Release Smithfield VA Event benefitting organizations
- News release on Smithfield Station's Chesapeake Bay Magazine Awards
- News Release on Olden Days
- News Release on Marketing Leverage Grant Award
- News Release on "Main Street is Open"
- News Release on Sidewalk Sale/Vintage Market
- Videos sent to Coastal Virginia Tourism Alliance



HAM, HAM BISCUITS, PORK, SMITHFIELD PORK, SMITHFIELD VIRGINIA, SOUTHERN, SOUTHERN FOOD, SWEET POTATO BISCUITS, SWEET POTATOES.

TRAVEL

Sweet Potato Ham Biscuits inspired by History and Ham in Smithfield



Irresistible.

A big thank you to Smithfield Foods and Hunter PR for sponsoring my trip to Smithfield, Virginia. All opinions shared in this article are my own.

October 2018 "Sweet Potato Ham Biscuits inspired by History and Ham in Smithfield" blog post on the "All Roads Lead to the Kitchen" blog by Heather Schmitt-Gonzalez. Heather's visit was sponsored by Smithfield Foods and Hunter PR.



ECONOMIC IMPACT

Source: VATC.org/research/economicimpact/

	2014	2015	2016	2017	PERCENT CHANGE
Employment	374	384	399	407	2.0%
Expenditures	\$37,412,463	\$38,260,720	\$39,936,568	\$41,928,500	5.0%
Local Tax Receipts	\$821,684	\$867,980	\$923,690	\$953,438	3.2%
Payroll	\$7,169,791	\$7,510,960	\$8,004,312	\$8,422,225	5.2%
State Tax Receipts	\$1,729,965	\$1,832,640	\$1,948,018	\$2,020,498	3.7%

These summary profiles represent locality-specific travel-related data kept by the Virginia Tourism Corporation for the years 2014-2017. 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.

GROUP TOURS

39 Tours presented, 913 participants
26 presentations for Community Outreach
614 Hospitality Bags prepared and given to bridal parties and other groups

VISITOR COUNTS

	INDIVIDUALS	% FIRST TIME	TOTAL TOUCHES*
January	349	34.30%	2049
February	466	30.10%	2166
March	785	29.10%	2485
April	1268	55.10%	2968
May	1191	58.90%	2891
June	1150	46.70%	2850
July	1201	48.30%	2830
August	1369	51.80%	2663
September	1304	36.70%	2561
October	1136	59.10%	3152
November	1206	38.40%	2694
December	1195	35.10%	3338
TOTALS	12620		32647
MONTHLY AVG.	1052	43.63%	2721

*"Total Touches" represents the number of rack brochures distributed at Williamsburg timeshare sales calls, the number of brochures removed from the after-hours kiosk at the Visitor Center, visitor counts from the Isle of Wight Museum and their monthly guided tours, as well as participants in group tours and the number of bridal and group hospitality bags distributed.



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

VRLTA-Virginia Restaurant Lodging Travel Association

- Director is new Board Member
- Member

Coastal Virginia Tourism Alliance:

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

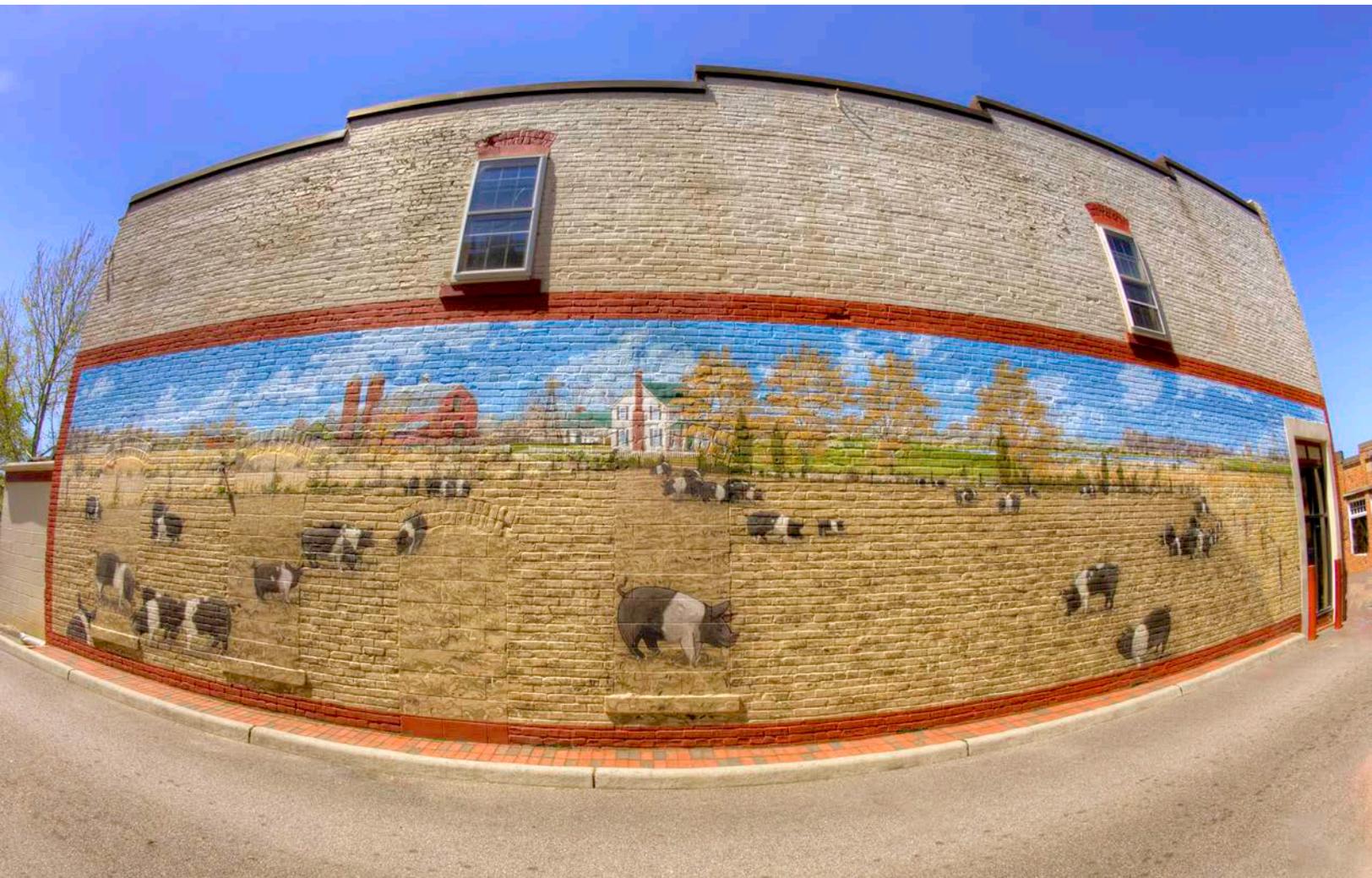
Member of...

Blackwater River Tract Task Force
Windsor Castle Park Phase Three Committee
Town of Smithfield Special Events Committee
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

PHOTO: Jennifer Lycke

GRANTS & AWARDS

- \$10,000 Crush Friday grant, Virginia Tourism Corporation
- Virginia Tourism Corporation Marketing Leverage Grant for mobile responsive website - awarded \$34,992
- Virginia Tourism Corporation Marketing Leverage Grant for three Salty Southern Route videos - awarded \$22,247



BOARD OF DIRECTORS:

Virginia Association of Destination Marketing Organizations:

- Director is Past President for 2011/2012
- Director currently serves as Chair of Conventions
- Director is Chair of 2019 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

Town of Smithfield Special Events Committee

Historic Saint Luke's Church

Historic Smithfield

Smithfield Farmers Market

Paul D. Camp Community College

SPEAKING ENGAGEMENTS:

- Smithfield Kiwanis
- Smithfield Rotary Club
- Regional Agritourism Meeting
- VA-1 State Tourism Conference
- Chamber Student Leadership Institute

MEETINGS & CONVENTIONS:

- VA-1 Summit on Tourism, Richmond
Director is part of Planning Committee and Chairman of the VADMO Networking Reception.
- VADMO Annual State Symposium, Charlottesville
Director was Chairman of symposium.
- VADMO Quarterly Meetings
- VADMO Tourism Summit, Charlottesville

- Visitor Center Seminar, Newport News
- Virginia State Agritourism Conference, Williamsburg
Director moderated and Blue Sky Distillery participated.
- State of Hampton Roads Luncheon
- Hampton Roads Chamber Pillars of the Community Event
- Virginia Association of Farmers Markets Association annual conference

TRAINING & WORKSHOPS

- Norfolk Tourism Resilience Workshop, Old Dominion University
- Instagram Webinar, Roger Brooks International
- "Buy Local First: Driving Customers to Main Street for a Resilient Economy" Elissa Hillary
- Special Events & Marketing Interest, VRPS
- "A Thriving Downtown - Part I: What's Included in the Perfect Business Mix," Destination Development Association
- True North Customer Service Training, Renee Rountree
- Diversity & Inclusion Training, Isle of Wight County Human Resources and Bon Secours
- "A Thriving Downtown - Part II: How to Recruit That Perfect Business Mix," Destination Development Assoc
- Creative Copywriting workshop, Skillpath
- Emergency Shelter Fundamentals for Disaster Workers, Red Cross
- "Increasing Your Online Exposure: Social Media, SEO, and Web Tools for Beginners," Roger Brooks International
- Sports and Special Event Evacuation Training & Exercise, ODUPD
- "Is a Mobile App in Your Future?" Roger Brooks International
- New Website Training, Louder Design
- Virginia Tourism Corporation Orientation
- Food Protection Training, Manager Certification, ServSafe

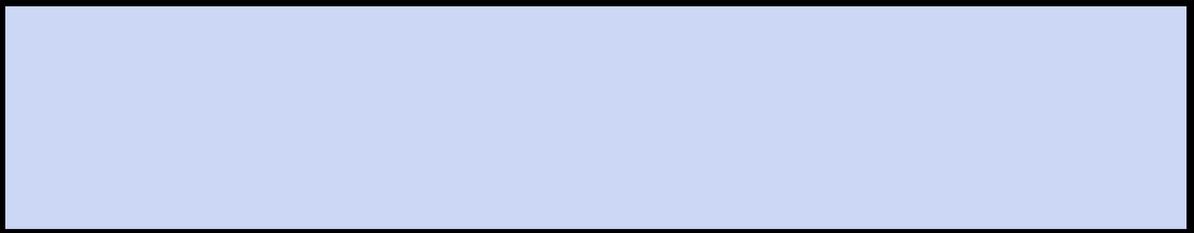
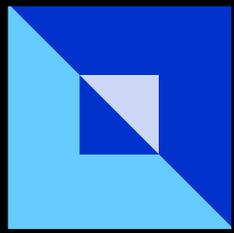
PHOTO: Pete Federico

2019 iNITIATIVES



- ★ Launch the new mobile responsive website (grant from VTC).
- ★ Launch the “SALTY SOUTHERN ROUTE” on March 1st, 2019 (National Pig Day!) in conjunction with neighboring localities featuring HAM, PEANUTS and all thing rural (grant awarded from Virginia Tourism Corporation).
- ★ Continue to work with Virginia Tourism Corporation and Virginia Extension toward more agritourism opportunities to expand tourism to more of County.
- ★ Continue to work with the ISLE CARES team for information dissemination and transparency, customer service and staff rewards.
- ★ Work with the Blackwater River Tract Task Force to create a plan to present to the Board of Supervisors for recreation and tourism.
- ★ Create a NEW Spring/Summer Event to replace Olden Days.
- ★ Continue major marketing morph to digital (20%); Collateral (20%); Advertising (30%); Product Development (12%); Public Relations (15%); and Trade Show (3%).
- ★ Continue to assist Smithfield VA Events to maintain and promote 3 large annual events-Smithfield Wine & Brew Fest in April, the Genuine Smithfield Bacon, Bourbon and Beach Music Fest in October 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 position Smithfield & Isle of Wight County as a popular Destination Wedding location through electronic resources.
- ★ 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.
- ★ Work to increase visitation by travel writers and bloggers. Begin to work with Internet “Influencers”.
- ★ Continue to find editorial opportunities for our destination’s attractions and events.
- ★ Focus on Tours, Group Business and expanding Smithfield and Isle of Wight County as an overnight destination
- ★ Continue Tourism Community Ambassador Program to work with community leaders to bring groups that they belong to (either business, government, fraternal or social) to Smithfield and IOW to support the hotels and meeting destinations.
- ★ Continue to promote recreational trails (by land and sea!) walking, running, bikes, canoes and kayaks.
- ★ Continue to grow successful Smithfield & Isle of Wight Restaurant Week Program - consider expanding to two times per year.
- ★ Continue to manage and support Smithfield Farmer’s Market, the Smithfield Holiday Evening Market and the Smithfield Vintage Market Show and Sale. The SPRING Vintage Market (a weekend event) will continue to grow at the IOW Fairgrounds (May) and the Fall Vintage Market will become a more boutique style show and will remain in downtown Smithfield.

COVER PHOTOS from our October 2018 Photo Walk (left to right)
 Top: Carol Deluca
 2nd Row (left to right): Nick Chandley, Laura Bryant, Denise Galante, Jeanne Catalano, Jackie Mingia



ISLE OF WIGHT COUNTY
MUSEUM

Notable

- **Museum Dance Off.** The museum blog www.whenyouworkatamuseum.com hosted their fifth and final annual worldwide dance competition this year. Our entry this year was Leroy Anderson's *The Typewriter*. Completed video: <https://www.youtube.com/watch?v=6Nm9klwjXE>. The museum did not win its round, but like last year, we generated a lot of interest and interaction worldwide with regards to our creativity, effort and promotion.



- **Video Production.** We completed three additional video projects this year, all of which can be viewed on our website: www.historicisleofwight.com. Covered topics were Ivy Hill Cemetery, the technical specifications for the firing of a Nike-Ajax missile and the process of making a Smithfield ham.
- **Volunteers.** Volunteers donated 1,127 hours to the museum in 2018. The estimated hourly value of volunteer time from the Independent Sector for 2017 was \$24.69 giving the museum an estimated yearly savings was \$27,826.
- **Isle of Wight County Public Schools.** As Isle of Wight County Public Schools have embraced project-based learning, our interaction with them has increased. We have offered programming in the museum and in the classroom to augment all grade levels in history, math, science, language, art and music. In 2018, we saw 805 students and teachers.
- **Community Involvement.** We worked with numerous organizations in 2018 to provide assistance, support and volunteer hours. Organizations include Smithfield Foods, Smithfield and Isle of Wight Tourism, Isle of Wight County Parks and Recreation, Isle of Wight County Historical Society, Smithfield VA Events, 1750 Courthouse, Warwick County Historical Society, Lee Hall Train Station Foundation, Christopher Newport University, Isle of Wight-Smithfield-Windsor Chamber of Commerce, Blackwater Regional Library, area group homes, Virginia Commonwealth University, Old Dominion University, Veterans of Foreign Wars Post 8545, Re-Employability, Genuine Merchants of Downtown Smithfield, Smithsonian Magazine Museum Day Live and more.
- **Isle of Wight County 911 Towers.** As part of the new 911 radio towers in Isle of Wight County, state and federal regulations deemed it necessary that both Nike Park and the Isle of Wight County Courthouse Complex complete applications for the National Register of Historic Places. Staff assisted Jaime DeStefano, architectural historian with the Environmental Corporation of America in Nashville, Tennessee, with these applications by providing documentation, research and history for both sites. The application process is not yet complete.

- **Fort Boykin.** In conjunction with Isle of Wight County Parks and Recreation, staff performed a Phase I test site analysis with subsequent report on the site of the former house.
- **Research and Interaction.** Staff continuously cares for the artifacts in the collection through conservation, preservation and cleaning. This includes evaluating items, researching and answering questions from visitors on a daily basis.
- **Collection.** This year, the museum acquired numerous artifacts from Windsor Castle, private citizens and organizations to include archaeological material, photographs, tools, ephemera, furniture, books and the eagle figurehead from the *Smith Briggs*. Additionally, the Lawne's Creek Potter artifacts were cleaned and catalogued.
- **Other.** Museum staff serves in varied capacities for the Town of Smithfield and Isle of Wight County. Positions include Town of Smithfield Safety Committee, Town of Smithfield Refuse and Recycling Committee, Isle of Wight County Parks and Recreation Interpretive Division, Windsor Castle Phase 3 Committee and Windsor Castle Interpretive Division.

Museum Stats and Updates

- **Visitation:** 7,487
- **Special Events.** Planned and hosted 49 special events and our annual Pan Ham photo contest.
- **Groups/Tours.** 46 different groups visited the museum for specialized programming.
- **Outreach.** Staff performed 14 outreach programs. Our largest was the July 7 Hilton Centennial Grand Celebration in Newport News which was held to commemorate Hilton Village's 100th anniversary. Staff and volunteers dressed in period appropriate farmerette apparel to educate visitors about victory gardens and the Woman's Land Army of America. Attendance was 3,000+.



- **Exhibits/Books**
 - Researched, developed and launched online exhibit World War I and World War II in Isle of Wight County: www.historicisleofwight.com/isle-of-wight-county-in-world-wars-i-and-ii.html.
 - Fort Boykin Interpretive Signage. Six signs were researched, written, designed and installed at the site.
 - Virginia Indians. Installed in the Sprigg Wing.



- Designs for Between Two Rivers and the installation of the eagle from the *Smith Briggs* in our Civil War exhibit are complete.
- Dr. Purdie's Papers. This book will be published in conjunction with the Isle of Wight County Museum Foundation. Book copy is in production.
- Ham/Peanuts/Agriculture in Isle of Wight County. Book outline in production.
- Consultation Projects: 1750 Courthouse and Old Dominion University's Civil and Environmental Engineering Department.
- Online Exhibits Under Development: African-Americans in Isle of Wight County, Vietnam War Veterans in Isle of Wight County and Unsung Heroes of Isle of Wight County.

Financials

- Total Gift Shop Sales: \$ 10,771.04
- Admission/Donations: \$ 11,120.50
- Program/Lecture Fees: \$ 1,110.00
- **TOTAL:** \$ **23,001.54**

Social Media/Website /Media Coverage/Promotion

- Social media accounts include:
 - Facebook: Isle of Wight County Museum
 - Facebook: World's Oldest Ham
 - Facebook: Town of Smithfield
 - Facebook: Isle of Wight County Historical Society
 - 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.

- Museum Mascots. On Twitter, numerous museums have personalized their mascots to share information. We do that through the World's Oldest Ham. This mascot community is large and in 2018, numerous mascot interaction projects developed to generate cross-promotion and interest. Several international studies about the success of museum mascots are in progress. This year's cross-promotional projects included:

- #museummascot
- #heritagemascotexchange
- #MuseumMascotPostcardParty
- #ArchivesLife

