



## **2019 COUNCIL MEMBERS:**

January 1<sup>st</sup>, 2019 – December 31<sup>st</sup>, 2019

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

January 1<sup>st</sup> – October 1<sup>st</sup>, 2019

Town Manager – Brian S. Thrower

October 9<sup>th</sup> – December 31<sup>st</sup>, 2019

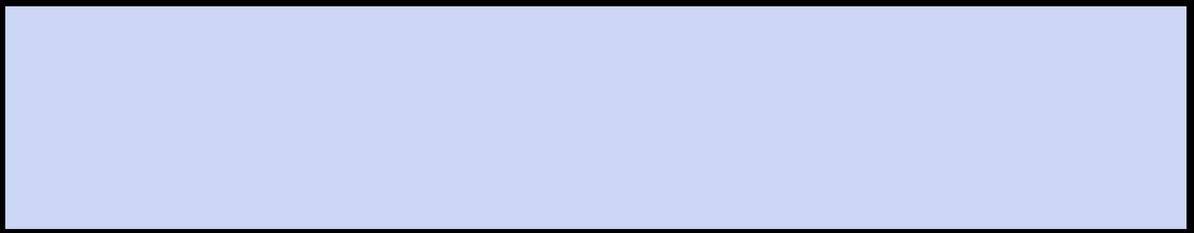
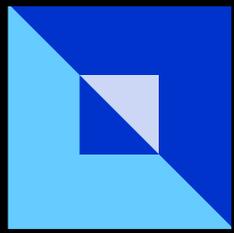
Interim Town Manager – Sanford Wanner

# **Town of Smithfield, Virginia**

**2019 ANNUAL STATISTICAL REPORT**

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# CLERK OF COUNCIL REPORT

# 2019

## ACTION ITEMS APPROVED BY TOWN COUNCIL

### AGREEMENTS/CONTRACTS



- 01/08/2018** Motion authorizing the Town Manager to approve change orders pertaining to the Clontz Park Boat Ramp project related to parking lot construction issues and the installation of electrical conduit. Motion passed.
- 01/08/2019** Motion to authorize the Town Manager to execute a contract with Blair Bros., Inc. for the construction of the Right Turn Lane project subject to review and concurrences with VDOT and to use the town's unassigned fund balance to cover the projected funding deficit. Motion passed.
- 02/05/2019** Motion to accept proposals from Blair Brothers, Inc. for pipe extension and ditch work at Cary Street and pipe work along Smithfield Blvd. Motion passed.
- 02/05/2019** Motion to authorize the Town Manager to execute a contract with Summit Design and Engineering for planning and management assistance services for the Pinewood Heights Relocation Project Phase IV. Motion passed.
- 03/05/2019** Motion to accept the proposal from Dominion Energy for streetlights at the Clontz Park Boat Ramp. Motion passed.
- 04/02/2019** Motion to approve the proposal from Tri-State Utilities to re-line the sewer mains as part of the town's mandated consent order. Motion passed.
- 04/02/2019** Motion to renew the landscaping and mowing contracts with Southern Shores through June 30<sup>th</sup>, 2020. Motion passed.
- 04/02/2019** Motion to enter into a License Agreement between Odd Elks, Inc. and the town for a dumpster site for Wharf Hill Brewing Company. Motion passed.
- 05/07/2019** Motion to approve the proposals for the force main valves with budgeted reallocation funds. Motion passed.
- 05/07/2019** Motion to approve quote from Smithfield Rotary Club for playground equipment at Jersey Park. Motion passed.
- 05/07/2019** Motion to approve street paving proposals from Blair Bros., Inc. for Canterbury Lane, Winchester Place, and Field Drive. Motion passed.

- 05/07/2019** Motion to approve amended lease with Charter Communications. Motion passed.
- 06/04/2019** FEMA Hazard Mitigation Grant Program application – Request to authorize the Town Manager to execute the contract with Summit Design and Engineering Services for 208 Great Spring Road and 600 Quail Street to elevate those properties. Motion passed.
- 07/02/2019** Request to execute the contract for sanitary sewer rehabilitation services. Motion passed.
- 07/02/2019** Request to execute the contract for underground utility services. Motion passed.
- 07/02/2019** Request to execute the FOG Program agreement.
- 07/02/2019** Request to execute a contract for financial advisory services with Davenport and Company. Motion passed.
- 07/02/2019** Request to execute contract for street maintenance services with Blair Bros. Inc. Motion passed.
- 07/02/2019** Request to renew the contract for demolition services with Waco, Inc. Motion passed.
- 09/03/2019** Request to execute the parking lot leases on Main Street. Motion passed.
- 10/01/2019** Request to renew HVAC Maintenance and Repair contract. Motion passed.
- 10/01/2019** Request to approve the lawn grass establishment contract for the Joseph W. Luter, Jr. Sports Complex. Motion passed.
- 10/01/2019** Request to approve the information technology services agreement between the Town and Isle of Wight County. Motion passed.
- 10/09/2019** Request to execute a contract, for three (3) months, with The Berkley Group for Interim Town Manager, Sanford B. Wanner. Motion passed.

## **APPOINTMENTS / REAPPOINTMENTS / ELECTIONS**



- 01/08/2019** Ms. Julia Hillegass, Dr. Tom Pope, and Mr. Michael Torrey were reappointed to the Planning Commission recommended by Councilman Hall and Councilman Pack. Motion passed.

- 01/08/2019** Mr. Gary Hess and Mr. Russell Hill were reappointed to the BHAR recommended by Councilwoman Haywood and Councilwoman Butler. Motion passed.
- 06/04/2019** Mr. Gene Monroe was recommended by the nominating committee to serve on the Board of Zoning Appeals. This recommendation goes to the Circuit Court to appoint Mr. Monroe. Motion passed.
- 08/06/2019** Request to appoint/re-appoint the Smithfield Certified Crime Prevention Team. Motion passed.
- 08/06/2019** Councilman Hall and Councilman Pack will be on the nominating committee to fill the unexpired term of Mr. Chris Torrey for the Board of Historic and Architectural Review.
- 09/03/2019** Mr. Justin Hornback was appointed by the nominating committee to fill the unexpired term of Chris Torre on the Board of Historic and Architectural Review.
- 12/03/2019** Mayor Williams appointed Councilwoman Butler and Councilwoman Haywood to suggest nominations for the expiring term of Bill Davidson for the Planning Commission.

## BUDGET

- 01/08/2019** Motion to authorize the Town Manager to execute a contract with Blair Bros., Inc. for the construction of the Right Turn Lane project subject to review and concurrences with VDOT and to use the town's unassigned fund balance to cover the projected funding deficit. Motion passed.
- 06/24/2019** Resolution to Adopt the Budget for Fiscal Year 2019/2020. Motion passed.
- 07/02/2019** Request to renew line of credit with Towne Bank. Motion passed.
- 07/02/2019** Motion to adopt an appropriation resolution for funds for FY 2019/2020. Motion passed.
- 07/02/2019** Motion to adopt an ordinance to increase the real estate tax rate. No action until public hearing.
- 07/02/2019** Motion to adopt an ordinance to increase the cigarette tax rate. Motion passed.
- 07/02/2019** Motion to adopt an ordinance to increase the town's water rates. Motion passed.
- 07/02/2019** Motion to adopt an ordinance to increase the town's sewer rates. Motion passed.
- 09/03/2019** Request to approve the Real Estate Tax increase. Motion passed.



## CHANGE ORDERS

**1/08/2018** Motion authorizing the Town Manager to approve change orders pertaining to the Clontz Park Boat Ramp project related to parking lot construction issues and the installation of electrical conduit. Motion passed.

## CLOSED SESSION

**01/08/2019** Closed session for the purpose of a consultation with legal counsel as to actual litigation on two matters and consultation with legal counsel regarding specific legal matters requiring legal advice.

**02/05/2019** Closed session for the purpose of discussing personnel matters regarding the performance of a specific public appointee and a discussion of the disposition of publicly held real property.

**03/05/2019** Closed session for the purpose of consultation with legal counsel as to actual pending litigation and discussion of contractual matters where public discussion would adversely affect the town's negotiating and bargaining position.

**04/02/2019** Closed session for consultation with legal counsel regarding specific legal matters.

**06/04/2019** Closed session for the purpose of discussing personnel matters.

**10/01/2019** Closed session for legal counsel regarding specific legal matters requiring legal advice and for personnel matters.

**12/03/2019** Closed session for the purpose of discussing the acquisition of real property for public purposes and consultation with legal counsel as to matters requiring legal advice.

## COUNCIL COMMENTS

**02/05/2019** Mayor Williams recognized Mrs. Martha Jackson who received the Honor of Distinction recognition at the NAACP meeting.

**02/05/2019** Councilwoman Tynes informed Council of the new church in the area; Liberty Live.

**05/07/2019** Mayor Williams asked Miss Anika Eng to come forward and tell the Council about her interests.

**05/07/2019** Councilwoman Tynes gave the Council her personal email information.

**05/07/2019** Councilwoman Butler thanked Smithfield VA Events for giving back to the community and allowing organizations to volunteer.

- 06/04/2019** Councilwoman Haywood participated in the Clean the Bay Day program at Windsor Castle Park along with Councilman Hall.
- 06/04/2019** Councilwoman Tynes, Councilwoman Haywood and Councilwoman Butler attended a VML event at the Renaissance in Portsmouth about the 2020 census.
- 06/04/2019** Mayor Williams congratulated Councilman Hall for being appointed to the VML General Laws and Policy Committee. He also commented on all of the park projects going on in Windsor Castle Park.
- 07/02/2019** Councilwoman Tynes reported that she had been appointed to represent the Council for the Virginia Municipal League.
- 08/06/2019** Mayor Williams read a report from Anika Eng. She will be attending Senator Warner's Page Program until the end of January. He also thanked Chief Howell and Matt Rogers for the success of National Night Out.
- 08/06/2019** Councilwoman Butler read a letter from Councilwoman Tynes since she could not attend the meeting. The letter gave input for consideration for the Pierceville agenda item.
- 09/03/2019** Councilwoman Tynes thanked Councilman Pack for supporting election signage in the town.
- 09/03/2019** Mayor Williams informed Council that he is looking for a chairperson to organize roadside trash pickup.
- 09/03/2019** Councilwoman Butler thanked the Smithfield Police Department for participating in the Jersey Park Community Day.
- 10/01/2019** Councilwoman Tynes reminded everyone of Breast Cancer Awareness Month for October.
- 11/05/2019** Councilwoman Tynes stated that Delegate Brewer had asked if the Council would consider meeting at 7:30 p.m. on election days.
- 11/05/2019** Mayor Williams explained that the Long Leaf Pine trees would be planted soon near Windsor Castle Park. He also discussed the Mayor's Green Team and the Alzheimer's Forum.
- 12/03/2019** Councilman Pack explained two items of interest from the Planning Commission that the Town Council would also see. The first was a rezoning application for the property behind Royal Farms. The second was a private well installation at Farmer's Service.

## DEEDS



- 04/02/2019** Motion to accept the Deed of Easement for 384 Pagan Road. Motion passed.
- 07/02/2019** Motion to accept the deeds for 5 Pinewood Drive and 44 Carver Avenue. Motion passed.
- 08/06/2019** Motion to accept the deed from Smithfield Foods for Clontz Park. Motion passed.
- 10/01/2019** Motion to accept deeds for 9, 15, & 16 Pinewood Drive for Phase IV of Pinewood Heights. Motion passed.
- 11/05/2019** Motion to accept Deeds for 11 and 13 Pinewood Drive as part of the Phase IV of the Pinewood Heights Relocation Project. Motion passed.
- 12/03/2019** Motion to accept deeds for 7 & 10 Pinewood Drive. Motion passed.

## DONATIONS/CONTRIBUTIONS

- 11/05/2019** Motion to accept the donation of asphalt from Blair Brothers in the amount of \$6,100.00 for improvements to the Jersey Park Playground.

## EMPLOYEE SERVICE AWARDS

Nancy Farrell of Treasurer's Office	5 Years
Michael Cargill of Smithfield Center	5 Years
Robert Archer of Public Works	5 Years
Joshua Powell of Police Department	10 Years
David Adams of Police Department	10 Years
Darryle Warren of Public Works	15 Years
Wayne Griffin of Planning & Public Works	20 Years
Sean Cummings of Public Works	1 Year Certificate
David Edwards of Public Works	1 Year Certificate
Paul Jones of Police Department	1 Year Certificate
Ryan Polk of Police Department	1 Year Certificate
John Settle of Planning & Public Works	1 Year Certificate
Nicole Williams of Treasurer's Office	1 Year Certificate
Chelsey Daughtrey of Planning & Public Works	1 Year Certificate

## EMPLOYEES / POSITIONS

**01/02/2019** Donna Hughes hired as Police Department staff  
**03/23/2019** Stephen Clark hired as Park & Recreation staff  
**05/13/2019** Hunter Terry hired as Public Works staff  
**05/28/2019** Joshua Printz hired as Police Department staff  
**05/28/2019** Dominic Dedmon hired as Police Department staff  
**08/05/2019** Jerry Creech hired as Public Works staff  
**09/03/2019** Robert Bowden hired as Park & Recreation staff  
**09/03/2019** Kyle Warren hired as Park & Recreation staff  
**09/16/2019** Casey Owens hired as Police Department staff  
**10/15/2019** Jared Stanley hired as Police Department staff



## INVOICES OVER \$10,000



<b>01/08/2019</b>	IOW County – E911	\$ 68,821.50
	IOW County – Tourism	\$127,749.50
	Xylem – portable bypass pump	\$ 17,819.34
	Additional Invoices Received:	
	Kimley Horn Associates	\$ 10,031.87
	Robinson Farmer Cox Associates	\$ 26,000.00
	Draper Aden Associates	\$ 34,728.50
	Docks of the Bay, LLC	<u>\$137,750.00</u>
	<b>TOTAL</b>	<b>\$422,900.71</b>
<b>02/05/2019</b>	Smithfield Volunteer Fire Department	\$ 13,000.00
	Blair Brothers, Inc.	\$ 58,320.00
	RAD Sports	\$188,579.27
	Haley South, Inc.	\$ 60,088.24
	YMCA – annual contribution	<u>\$ 50,000.00</u>
	<b>TOTAL</b>	<b>\$369,987.51</b>
<b>03/05/2019</b>	Docks of the Bay	<b>\$122,258.59</b>
<b>04/02/2019</b>	Lewis Construction	\$ 25,182.00
	Blair Brothers, Inc.	<u>\$ 73,464.00</u>
	<b>TOTAL</b>	<b>\$ 98,646.00</b>
<b>05/07/2019</b>	Xylem	\$ 64,114.20

	Sydnor Hydro	\$ 41,776.00
	Additional invoices:	
	Docks of the Bay	\$163,395.25
	REW Corporation	\$ 15,847.48
	REW Corporation	<u>\$ 34,950.00</u>
	TOTAL	\$320,082.93
<b>06/04/2019</b>	Blair Brothers, Inc.	\$ 25,033.50
	Dominion Power	\$ 17,618.58
	Draper Aden Associates	\$ 46,712.50
	Docks of the Bay	<u>\$128,012.50</u>
	TOTAL	<b>\$217,377.08</b>
<b>07/02/2019</b>	Blair Brothers, Inc.	\$ 41,360.00
	Blair Brothers, Inc.	\$ 99,800.00
	Tri-State Utilities Co.	\$ 44,780.00
	IOW Christian Outreach	\$ 12,650.00
	Docks of the Bay	\$234,965.59
	Tri-State Utilities Co.	\$ 19,358.75
	Lewis Construction of Virginia	\$ 11,190.00
	Lewis Construction of Virginia	<u>\$ 20,326.00</u>
	TOTAL	<b>\$484,430.34</b>
<b>08/06/2019</b>	Superion	\$ 24,473.77
	IOW County - Radios	\$ 51,453.46
	PNC Bank – RO Plant	\$224,704.36
	PNC Bank – old sewer plant	<u>\$126,277.27</u>
	TOTAL	<b>\$426,908.86</b>
<b>09/03/2019</b>	Lewis construction	\$ 24,557.00
	Farmers Service Co.	\$ 15,678.00
	Mannington Commercial	<u>\$ 10,998.79</u>
	TOTAL	<b>\$ 51,233.79</b>
<b>10/01/2019</b>	Isle of Wight County – Tourism True-up	\$128,422.00
	Isle of Wight County – E911 True-up	\$ 51,285.14
	SVFD – FY20 Contribution	\$ 15,000.00
	SVFD - 2020 pass through fire funds	\$ 29,461.00
	Draper Aden Associates	\$ 10,485.50
	Colonial Truck – New P&R Truck	\$ 28,571.95
	Docks of the Bay pulled by Mayor	
	REW Corporation - bypass pump	\$ 26,820.00
	Smith Turf & Irrigation – Aerator	\$ 10,364.00
	Blair Brothers, Inc. – Right Turn Lane	\$178,891.12
	Additional Invoices:	
	Windsor Castle Restoration – Draw	\$200,000.00

	Docks of the Bay – hold until complete	\$ 52,404.41
	TOTAL	<b>\$731,705.12</b>
<b>11/05/2019</b>	Western Tidewater Free Clinic	\$ 40,560.00
	Kimley Horn - Clontz Park Boat Ramp	\$ 14,087.50
	Blair Brothers – Right turn lane	\$221,195.03
	Kimley Horn – RFP for grass	<u>\$ 11,181.75</u>
	TOTAL	<b>\$287,024.28</b>
<b>12/03/2019</b>	Xylem	\$ 65,570.80
	Lewis Construction	\$ 18,160.00
	SHI International Corp.	<u>\$ 17,280.55</u>
	TOTAL	<b>\$101,011.35</b>

## MEETINGS HELD BY TOWN COUNCIL

<b>01/08/2019</b>	Regular Town Council meeting
<b>02/05/2019</b>	Regular Town Council meeting.
<b>03/05/2019</b>	Regular Town Council meeting.
<b>04/02/2019</b>	Regular Town Council meeting.
<b>05/07/2019</b>	Regular Town Council meeting.
<b>06/04/2019</b>	Regular Town Council meeting.
<b>06/24/2019</b>	Continued Town Council meeting.
<b>07/02/2019</b>	Regular Town Council meeting.
<b>08/06/2019</b>	Regular Town Council meeting.
<b>09/03/2019</b>	Regular Town Council meeting.
<b>10/01/2019</b>	Regular Town Council meeting.
<b>10/09/2019</b>	Special Town Council meeting. (Interim Town Manager appointment)
<b>11/05/2019</b>	Regular Town Council meeting.
<b>12/03/2019</b>	Regular Town Council meeting.

## MEMORANDUM OF UNDERSTANDING

<b>03/05/2019</b>	Accept the Memorandum of Understanding with Smithfield Pop Warner and the town. Motion passed.
<b>11/05/2019</b>	Motion to approve the MOU between the Historical Society and the town for the use of the Wombwell house.

## MISCELLANEOUS MOTIONS

<b>01/08/2019</b>	Motion to amend the language regarding the use of funds from the Historic Windsor Castle Park Preservation Fund. Motion passed.
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- 01/08/2019** Motion to accept Bishops Reach into the town's maintenance system. Motion passed.
- 01/08/2019** Motion to request to change the start time of the Town Council's monthly meeting to 6:30 p.m. Motion passed 5 – 1. There was one abstention.
- 01/08/2019** Councilman Pack asked for the Wombwell House demolition to be postponed until the next committee meeting since the Isle of Wight Historical Society is involved to see if something can be worked out for preservation.
- 02/05/2019** Motion to amend the town's Personnel Manual – Section 4.3 – Position Reclassification to allow the Town Manager to handle any changes in personnel job duties and pay scale. Motion passed.
- 03/05/2019** Motion to approve an amendment to the town's Personnel Manual to add a temporary pay upgrade policy. Motion passed.
- 03/05/2019** Motion to approve a park project application to plant a group of Longleaf Pines with interpretive signage in Windsor Castle Park by the Master Naturalist. Motion passed.
- 04/02/2019** Motion to approve the installation of two streetlights at Windsor Castle Park along Jericho Road. Motion passed.
- 04/02/2019** Motion to permanently approve the Smithfield Center's rental fee structure for the months of January and February. Motion passed.
- 05/07/2019** Council's Vision statement from the March 2019 Retreat. Motion passed.
- 06/04/2019** Request to demolish 502 Grace Street. Motion tabled.
- 06/04/2019** Motion to close town offices on July 5<sup>th</sup>, 2019 in accordance with the amended state holiday schedule. Motion passed.
- 07/02/2019** Request to renew line of credit with Towne Bank. Motion passed.
- 07/02/2019** Request to amend the fee structure for the Joseph W. Luter, Jr. Sports Complex. Motion passed.
- 07/02/2019** Motion to proceed with town hall alterations. Motion passed.
- 07/02/2019** Request to use Clontz Park for the fireworks display. Motion passed.
- 07/02/2019** Request to renew line of credit with Farmers Bank. Motion passed.
- 08/06/2019** Request to Endorse Implementation Plan for Town Council Priorities. Motion passed.

- 08/06/2019** Request to select alternative route and authorize proceeding to the preliminary design phase for the Smithfield Nike Park Trail – Segment 3. Motion passed.
- 08/06/2019** Reconsideration and rescission of the approval of the motion of the Town Council that the BHAR was correct in its ruling regarding 502 Grace Street, Pierceville Manor House, maintenance violation adopted by the Town Council on September 6<sup>th</sup>, 2016 and to reverse the Notice of Violation by the BHAR. Motion passed.
- 08/06/2019** Consideration of the application of Mary Crocker for demolition by right of the Pierceville Manor House. Motion denied.
- 09/03/2019** Request to submit improvements to VDOT for the Benn’s Church Blvd. intersection improvement project. Motion passed.
- 10/01/2019** Request to proceed for the 208 Winchester Place storm drain project. Motion passed.
- 10/01/2019** Request to renew lease for 315 Main Street. Motion passed.
- 10/01/2019** Request to amend the Town Code for Golf Carts – Section 78-306. Motion passed.
- 11/05/2019** Motion to adopt proposed fee structure for the Windsor Castle Manor House. Motion passed.
- 12/03/2019** Motion to approve the 2020 Meeting Schedule. Motion passed.
- 12/03/2019** Motion to approve an additional paid holiday for December 23<sup>rd</sup>, 2019. Motion passed.

## **ORDINANCES**

- 02/05/2019** Ordinance to amend the Town Code in order to revise the standing Committees appointed by the Mayor. The Police Committee will now be called the Public Safety Committee.
- 05/07/2019** Ordinance to amend Town Code Section 82-89 for the water conservation plan. Motion passed.
- 07/02/2019** Motion to adopt an ordinance to increase the real estate tax rate. No action until public hearing on September 3<sup>rd</sup>, 2019
- 07/02/2019** Motion to adopt an ordinance to increase the cigarette tax rate. Motion passed.
- 07/02/2019** Motion to adopt an ordinance to increase the town’s water rates. Motion passed.
- 07/02/2019** Motion to adopt an ordinance to increase the town’s sewer rates. Motion passed.

- 09/03/2019** Amendments to the Smithfield Zoning Ordinance for event facilities. Motion passed.
- 09/03/2019** Motion to amend the Smithfield Zoning Ordinance for events facilities. Motion passed.
- 10/01/2019** Request to adopt Fire Program Funds Appropriation Ordinance. Motion passed.
- 12/03/2019** Adopt an ordinance to give the town the right to regulate the use of Shared Mobility Devices. Motion passed.

## **PRESENTATIONS**

- 01/08/2019** Briefing by Mr. Randy Keaton, County Administrator, Isle of Wight County.
- 02/05/2019** Presentation for the Public Works Re-Accreditation by the American Public Works Association.
- 02/05/2019** Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors.
- 03/05/2019** Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors.
- 04/02/2019** Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors.
- 05/07/2019** Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors.
- 06/04/2019** Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors.
- 06/04/2019** Miss Anika Eng spoke to Town Council about items of interest at Smithfield High School.
- 07/02/2019** Briefing by Mr. Randy Keaton with IOW County updates.
- 08/06/2019** Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors.
- 09/03/2019** Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors.
- 10/01/2019** Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors.
- 11/05/2019** Presentation to Major Timothy Decker – Life Saving Award.
- 11/05/2019** Briefing by Mr. Randy Keaton, County Administrator, Isle of Wight County.
- 11/05/2019** Western Tidewater Free Clinic gave an update and thanked Council for their financial support.
- 12/03/2019** Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors.

## PROCLAMATIONS

**08/06/2019** Proclamation for Diaper Need Awareness Week for September 23<sup>rd</sup> – September 29<sup>th</sup>, 2019.

## PROPOSALS

**11/05/2019** Motion to approve the proposal from Blair Brothers for site prep work in order to make improvements to the Jersey Park Playground.

**12/03/2019** Motion to approve the proposal from Blair Brothers for installation of drainage pipe at 384 Pagan Road in an amount not to exceed \$51,458.67. Motion passed.

## PUBLIC COMMENTS

**01/08/2019** Mr. Greg Vassilakos spoke in favor of the Park to Park Trail and urged the Town Council to widen the section through the town.

**01/08/2019** Mrs. Cristin Emrick asked the Town Council to fund the remainder of the Park to Park Trail to run through the town.

**01/08/2019** Ms. Dawn Riddle made comments regarding the preservation of the Wombwell House and the Pierceville home.

**01/08/2019** Mr. Albert Burckard informed Council that the Isle of Wight Historical Society has joined with Preserve Smithfield to ask the Town Council to give them one year to find a solution for the preservation of the Wombwell House. They also want to cost share for ground penetrating radar to find any graves on the property. He also presented a petition.

**01/08/2019** Ms. Leah Dempsey spoke in favor of the Park to Park Trail. She asked Council to pursue advice from the county on grant funding.

**01/08/2019** Mr. Dennis Arinello read a letter from the Senior Architectural Historian for the Eastern Region Preservation Office of the Department of Historic Resources endorsing the preservation of the Wombwell House.

**01/08/2019** Ms. Betty Clark spoke to Council regarding concerns over closed sessions and Councilman Pack's comments at a previous meeting.

**01/08/2019** Mr. Mark Gay endorsed the comments of previous speakers about the preservation of the Wombwell House. He also commented on closed sessions and Councilman Pack's comments from the previous meeting.

- 01/08/2019** Mr. Bob Hines commented on the football field at the sports complex. He feels it is not level. He also felt the bridge on the trail should be cleaned since there is debris at the edges of the road. He was also concerned about future consideration for traffic circles and advised against them.
- 01/08/2019** Mr. Bill Davidson commented that he had attended nearly every Town Council meeting since 2012. He felt that Ms. Clark and Mr. Gay should make an apology to the Council.
- 02/05/2019** Mr. Albert Burckhard spoke to Council about considering the Isle of Wight Historical Society's proposal of using the Wombwell House as their headquarters and requested a six-month time frame to inspect the property.
- 02/05/2019** Ms. Cristin Emrick spoke to Council regarding the Park to Park Trail.
- 02/05/2019** Mrs. Martha Jackson thanked everyone who attended the commemoration event for Dr. Martin Luther King, Jr. on January 20<sup>th</sup>, 2019. She recognized others who have contributed to our town.
- 03/05/2019** Mr. Tommy Gehring spoke to Council about the ongoing drainage issue in his yard due to Public Works having to flush the water line.
- 03/05/2019** Mr. John Graham spoke to Council about possible changes to the water application process for customers/citizens.
- 04/02/2019** Mr. Charles Vaughan requested that Town Council establish a committee to represent the town and the business owners to review and address concerns with the sign ordinance. He also asked for a panel to review the way sign violations are handled.
- 04/2/2019** Ms. Jennifer Molesworth asked that the ordinance for business signs to be changed.
- 04/2/2019** Mr. Albert Burckard presented a petition by the Isle of Wight Citizens Association to change the name of the airport in Isle of Wight to the Western Tidewater Regional Airport.
- 04/02/2019** Mr. Greg Brown spoke about trash around town. The Wharf Hill Chuggers will be picking up trash on May 4<sup>th</sup>, 2019 and invited others to join them.
- 05/07/2019** Mrs. Betty Clark offered her services to the town to furnish Windsor Castle with appropriate era furnishings for a 10% finder's fee.
- 05/07/2019** Mrs. Natalie Roberts thanked the town for the "Children at Play" sign near the boat ramp. She also asked the town to help with her rodent issue due to construction.
- 05/07/2019** Mr. Tommy Gehring thanked the town for getting the drainage issues completed on his property.

- 06/04/2019** Ms. Betty Clark spoke to Town Council about not granting permission to the property owner to demolish Pierceville.
- 06/04/2019** Mr. Mark Gay spoke about the judge's ruling in the Pierceville case and asked Town Council to do the right thing; not the expedient thing.
- 06/04/2019** Mrs. Carolyn Torre spoke to about Dillion's Rule and the precedent it will set for the town if the Town Council decides to demolish Pierceville.
- 06/04/2019** Mr. Dennis Arinello asked the Town Council to be good stewards of our money. He asked them to look closely at the budget before approving it.
- 07/02/2019** Mr. David Kimball asked Council to reconsider the ordinance for RV's in neighborhoods.
- 07/02/2019** Mr. Dennis Arinello spoke to Council regarding the Pierceville property owner's application to demolish 502 Grace Street and its historical significance. He read part of a letter from the Honorable James C. Godwin from 1983.
- 07/02/2019** Mrs. Carrie Arinello read a letter to Council from Alan A. Diamonstein regarding the repair and maintenance of Pierceville.
- 07/02/2019** Mr. Mark Gay spoke to Council about the Pierceville property and Mr. Diamonstein's letter.
- 07/02/2019** Mr. Greg Brown encouraged Council to proceed with the bike path through town.
- 07/02/2019** Ms. Terry Mulherin spoke about water and sewer fees, public notice regarding the budget, tax rates, and FOIA requests.
- 07/02/2019** Mr. Greg Vassilakos supported the bike trail.
- 07/02/2019** Mr. Bob Hines spoke about a violation notice he received regarding his siding on his historical home. He wants to understand the town ordinance better in regard to demolishing Pierceville and property maintenance requirements.
- 07/02/2019** Mr. Bart Pannell spoke to Council regarding a letter he received about his RV parked on his property.
- 07/02/2019** Mrs. Carolyn Torre spoke to Council regarding Judge Godwin's letter regarding maintenance requirements for the Parker house in 1983 and how it relates to the town ordinance.
- 07/02/2019** Ms. Kim Newman supported preserving historical properties.
- 07/02/2019** Mr. Hear DeGroft thanked Council for the veteran's memorial and suggested some maintenance repairs and the water fountain issues.
- 07/02/2019** Miss Anika Eng reported what was happening at Smithfield High School.

- 08/06/2019** Mr. Greg Vassilakos spoke in favor of the bike trail.
- 08/06/2019** Mr. Tom Howard with the Tidewater Trails Alliance spoke about the importance of a bike trail versus a sidewalk.
- 08/06/2019** Mr. Albert Burckard, on behalf of the Isle of Wight Historical Society, thanked the town for the proposed lease agreement for the Wombwell House, negotiations for the IOW County Clerk's office, and the naming of the bike trail to the Historic Park Trail.
- 08/06/2019** Mr. Robert Boyer asked the Town Council to reconsider the town ordinance regarding chickens.
- 08/06/2019** Mr. Chris Torre was against the demolition by right of the Pierceville Manor home.
- 08/06/2019** Mr. Dennis Arinello spoke about Pierceville and the history of the property.
- 08/06/2019** Ms. Betty Clark spoke about the history of Pierceville and the importance of restoring it.
- 08/06/2019** Mr. Mark Gay spoke against rescinding the BHAR decision about Pierceville regarding their vote to deny demolition by neglect. He wants the Town Council to adhere to the preservation ordinances.
- 08/06/2019** Ms. Ginny Soule advised Town Council of an error in the Church Square committee meeting minutes. The project is only 60% complete not 95% complete.
- 08/06/2019** Mr. Bob Hines suggested that the Town Council look at the possibility of extending the bike trail across S. Church Street at Royal Farms through Grimesland and include a trestle bridge across the creek to Windsor Castle Park.
- 08/06/2019** Ms. Terry Mulherin made suggestions about possible uses for the Pierceville property.
- 08/06/2019** Mr. Arthur Urbanyi spoke about the public input meeting for the bike trail.
- 08/06/2019** Mr. Steve Anderson spoke against the bike trail coming through Church Square since it is a gated community.
- 09/03/2019** Ms. Betty Clark informed Council that Preserve Smithfield is looking for legal means of enforcement for the ordinance to preserve historic properties.
- 09/03/2019** Ms. Carolyn Torre was concerned that not supporting the maintenance ordinances would be a problem in the future.
- 10/01/2019** Ms. Betty Clark addressed the Council about landscaping and plant maintenance.

**11/05/2019** Mrs. Martha Jackson asked everyone to support a new local business called Beyond the Décor. She also asked for Council to consider changing the May Town Council elections to November.

**12/03/2019** Mr. Herb DeGroft asked the Town Council to co-sponsor the Threat and Terrorism Awareness Workshop on February 3<sup>rd</sup>, 2020.

## **PUBLIC HEARINGS**



**01/08/2019** Special Use Permit for Moody Properties for a laydown yard in Pinewood. Motion passed.

**01/08/2019** Zoning Ordinance Amendment to Article 3.R of the Entrance Corridor Overlay District to allow for administrative approval of signs less than 150 square feet. Motion passed.

**04/02/2019** Public Hearing: Lease agreement with Odd Elks, Inc. for the Dumpster at Wharf Hill Brewing. Motion was to enter into a License Agreement between Odd Elks, Inc. and the town for the dumpster site. Motion passed.

**06/04/2019** Public Hearing: Proposed budget for FY 2019/2020. Motion was tabled until June 24<sup>th</sup> at 5:00 p.m.

**09/03/2019** Public Hearing: Real Estate Tax Rate Increase. Motion passed.

**09/03/2019** Public Hearing: Amendments to the Smithfield Zoning Ordinance for event facilities. Motion passed.

**12/03/2019** Public Hearing: Special use Permit (after-the-fact) for Brown's African Methodist Episcopal (AME) Church for a gravel parking lot. Motion passed.

**12/03/2019** Public Hearing: Special Use Permit for Harvest Fellowship Church for gravel parking area. Motion passed with two conditions.

## **PURCHASE ORDERS**

<b>08/06/2019</b>	Mannington Commercial	\$ 10,944.15
	Haley Ford – South	\$ 71,160.70
	Farmers Services Co.	\$ 15,678.00

- 09/03/2019** Smith and Turf Irrigation \$ 10,364.00
- 10/01/2019** James River Equipment – tractor \$ 26,153.09
- 11/05/2019** Motion to approve the purchase order authorizing emergency repairs to replace a storm damaged equipment at the Crescent Pump Station for \$20,153.38.



## **PURCHASES**



- 06/04/2019** Motion to approve the purchase of a budgeted bypass pump for the Reverse Osmosis Plant. Motion passed.

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

- 07/02/2019** An RFP was issued for Sanitary Sewer Rehabilitation Services. Staff recommended awarding contract to Prism Contractors and Engineering. Motion passed
- 07/02/2019** An RFP was issued for Underground Utility Services. Staff recommended awarding contract to Lewis Construction of Virginia. Motioned passed.
- 07/02/2019** An RFP was issued for Financial Advisory Services. Staff recommended awarding contract to Davenport & Company. Motion passed.
- 07/02/2019** An RFP was issued for Street Maintenance Services. Staff recommended awarding contract to Blair Brothers, Inc. Motion passed.

## **RESOLUTIONS – Miscellaneous**

- 05/07/2019** Resolution to develop and submit Hazard Mitigation Grant Program application for 208 Great Springs Road. Motion passed.
- 06/04/2019** Resolution to close the 200 block of Main Street for the Sweet Summertime Celebration on June 28<sup>th</sup>, 2019 from 7:00 p.m. until 9:30 p.m. Motion passed.
- 0604/2019** Resolution committing the town’s local match to the Smithfield Nike Park Trail (Segment 3) project from the Cypress Creek Bridge to Battery Park Road and authorizing the Town Manager to execute the locally administrated project agreement with VDOT. Motion passed.
- 06/24/2019** Resolution to Adopt the Budget for Fiscal Year 2019/2020. Motion passed.

**07/02/2019** Motion to adopt an appropriation resolution for funds for FY 2019/2020. Motion passed.

**RESOLUTIONS – Street closures/traffic assistance**



**04/02/2019** Resolution to approve a street closure request of Jericho Road and the fishing pier for the Wine and Brew Fest. Motion passed.

**09/03/2019** Resolution to approve the street closure request for the Autumn Vintage Market. Motion passed.

**09/03/2019** Resolution to approve the street, fishing pier, and trails closure request for the Bacon, Bourbon, and Beach Music Festival. Motion passed.

**11/05/2019** Resolution to approve the street closure request for the Christmas Mistletoe Market on December 14<sup>th</sup>, 2019.

**12/16/2019** Action was taken at Committee level for requested street closure of East Main Street by Wharf Hill Brewing Company for New Year’s Eve Celebration. Motion passed.

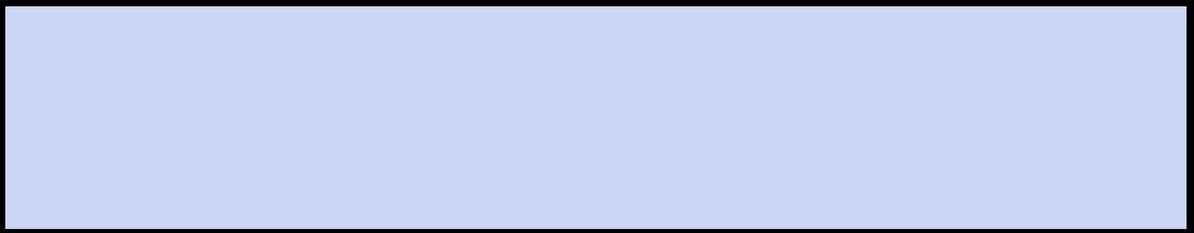
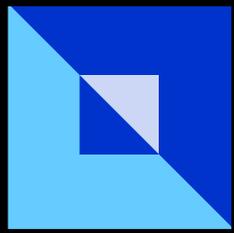
**NEWSLETTER EXPENSE REPORT**

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

<b>2019</b>	<b>John Henry Printing</b>	<b>Postage</b>	<b># of copies</b>
Spring (full color)	\$2,694.75	770.80	3,200
Fall (full color)	\$2,778.96	780.15	3,300



# COUNCIL BUDGET

**RESOLUTION  
BUDGET FOR FISCAL YEAR 2019-2020**

WHEREAS, the Town Council, through its staff and finance committee, has prepared a budget for Fiscal Year 2019-2020; 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 4, 2019; and,

WHEREAS, the budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2019-2020; and,

NOW, THEREFORE, BE IT RESOLVED that the budget for Fiscal Year 2019-2020, and attached hereto as Exhibit "A" is hereby adopted.

Adopted this 24<sup>th</sup> day of June, 2019.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

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

ATTEST:

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

**Town of Smithfield  
General Fund Operating Budget**

**Revenues**

Description	18-19 Current Yr. Appropriation	2020 Department Requests	2020 Manager Recommends	2020 Council Approved
<b><u>GENERAL GOVERNMENT REVENUES</u></b>				
<b><u>Real Estate Tax</u></b>				
Current RE Tax	1,731,553.00	2,105,233.00	2,105,233.00	2,105,233.00
Delinquent RE Tax	15,000.00	5,000.00	5,000.00	5,000.00
Current RE Penalty	4,000.00	7,000.00	7,000.00	7,000.00
Delinquent RE Penalty	1,500.00	700.00	700.00	700.00
Current RE Interest	500.00	500.00	500.00	500.00
Delinquent RE Interest	3,000.00	1,000.00	1,000.00	1,000.00
<b>Total Real Estate Taxes</b>	<b>1,755,553.00</b>	<b>2,119,433.00</b>	<b>2,119,433.00</b>	<b>2,119,433.00</b>
<b><u>Personal Property Tax</u></b>				
Current PP Tax	625,000.00	625,000.00	625,000.00	625,000.00
Delinquent PP Tax	20,000.00	20,000.00	20,000.00	20,000.00
Current PP Penalty	13,000.00	13,000.00	13,000.00	13,000.00
Delinquent PP Penalty	12,000.00	12,000.00	12,000.00	12,000.00
Current PP Interest	700.00	700.00	700.00	700.00
Delinquent PP Interest	800.00	800.00	800.00	800.00
<b>Total Personal Property Tax</b>	<b>671,500.00</b>	<b>671,500.00</b>	<b>671,500.00</b>	<b>671,500.00</b>
<b><u>Public Service Corporations Tax</u></b>				
Current RE Tax	31,000.00	29,400.00	29,400.00	29,400.00
Current PP Tax	400.00	245.00	245.00	245.00
<b>Total Public Service Tax</b>	<b>31,400.00</b>	<b>29,645.00</b>	<b>29,645.00</b>	<b>29,645.00</b>
<b>Miscellaneous Receipts Over/Short</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
<b>Total Over/Short</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
<b><u>Other Local Taxes</u></b>				
Franchise Tax	150,000.00	150,000.00	150,000.00	150,000.00
Cigarette Tax	176,000.00	250,000.00	250,000.00	250,000.00
Transient Occupancy Tax	190,000.00	219,000.00	219,000.00	219,000.00
Meals Tax-4.25%	1,154,130.00	1,177,731.00	1,177,731.00	1,177,731.00
Meals Tax-2%	547,460.00	554,226.00	554,226.00	554,226.00
Sales Tax	357,000.00	360,000.00	360,000.00	360,000.00
Consumption Tax	49,000.00	50,000.00	50,000.00	50,000.00
Utility Tax	192,000.00	200,000.00	200,000.00	200,000.00
Business Licenses	375,000.00	395,000.00	395,000.00	395,000.00
Business Licenses Penalty	4,000.00	4,000.00	4,000.00	4,000.00
Business Licenses Interest	225.00	225.00	225.00	225.00
Peg Channel Capital Fee	1,985.00	1,920.00	1,920.00	1,920.00
Vehicle License	241,000.00	241,000.00	241,000.00	241,000.00
<b>Total Other Local Taxes</b>	<b>3,437,800.00</b>	<b>3,603,102.00</b>	<b>3,603,102.00</b>	<b>3,603,102.00</b>

**Town of Smithfield  
General Fund Operating Budget**

<b><u>Licenses, Permits &amp; Fees</u></b>				
Permits & Other Licenses	18,000.00	20,000.00	20,000.00	20,000.00
Inspection Fees-Subdivision	4,000.00	4,200.00	4,200.00	4,200.00
Administrative Collection Fees-DMV Stops	10,000.00	10,000.00	10,000.00	10,000.00
WC Dog Park Registration	1,000.00	1,000.00	1,000.00	1,000.00
Refuse & Recycling Collection Fees	-	-	-	-
Consultant Review Fees	5,000.00	1,500.00	1,500.00	1,500.00
<b>Total Licenses, permits and privilege fees</b>	<b>38,000.00</b>	<b>36,700.00</b>	<b>36,700.00</b>	<b>36,700.00</b>
<b><u>Fines &amp; Costs</u></b>				
Restitution	0.00	-	-	-
Fines & Costs	60,000.00	40,000.00	40,000.00	40,000.00
<b>Total Fines &amp; Forfeitures</b>	<b>60,000.00</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>40,000.00</b>
<b><u>From Use of Money and Property</u></b>				
General Fund Interest	20,000.00	65,000.00	65,000.00	65,000.00
Rentals	72,339.00	72,617.00	72,617.00	72,617.00
Smithfield Center Rentals	160,000.00	180,000.00	180,000.00	180,000.00
Smithfield Center Vendor Programs	4,250.00	3,000.00	3,000.00	3,000.00
WC Manor House Rentals	10,000.00	15,000.00	15,000.00	15,000.00
Sports Complex Rentals	10,000.00	10,000.00	10,000.00	10,000.00
Park Impact Fees	20,000.00	20,000.00	20,000.00	20,000.00
Kayak Rentals	9,000.00	10,000.00	10,000.00	10,000.00
Special Events	25,000.00	28,000.00	28,000.00	28,000.00
Fingerprinting Fees	1,400.00	1,500.00	1,500.00	1,500.00
Museum Admissions	4,000.00	9,415.00	9,415.00	9,415.00
Museum Gift Shop Sales	10,000.00	11,700.00	11,700.00	11,700.00
Museum Programs/Lecture Fees	2,000.00	1,000.00	1,000.00	1,000.00
Sale of Equipment/Buildings	10,000.00	-	-	-
Lease of Land	600.00	600.00	600.00	600.00
<b>Total revenue from use of money and property</b>	<b>358,589.00</b>	<b>427,832.00</b>	<b>427,832.00</b>	<b>427,832.00</b>
<b><u>Miscellaneous Revenue</u></b>				
Other Revenue	2,100.00	1,000.00	1,000.00	1,000.00
Virginia Municipal Group Safety Grant	4,000.00	-	-	-
<b>Total Miscellaneous Revenue</b>	<b>6,100.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b><u>From Reserves</u></b>				
WC Preservation Funds	-	38,000.00	38,000.00	38,000.00
Appropriated fund balance for budget	1,539,553.00	2,240,632.00	2,240,632.00	2,240,632.00
<b>Total From Reserves</b>	<b>1,539,553.00</b>	<b>2,278,632.00</b>	<b>2,278,632.00</b>	<b>2,278,632.00</b>
<b><u>Intergovernmental Virginia</u></b>				
Law Enforcement	172,903.00	172,904.00	172,904.00	172,904.00
Litter Control Grant	3,151.00	-	-	-
Communications Tax	221,000.00	204,000.00	204,000.00	204,000.00
Rolling Stock	125.00	137.00	137.00	137.00
Rental Tax	3,800.00	5,000.00	5,000.00	5,000.00
PPTRA State Revenue	240,795.00	240,795.00	240,795.00	240,795.00

**Town of Smithfield  
General Fund Operating Budget**

TRIAD Grant	2,250.00	-	-	-
Fire Programs	26,250.00	-	-	-
VCA Grant	4,500.00	4,500.00	4,500.00	4,500.00
Urban Fund Projects				
Right turn lane-Joseph W Luter Jr Sports Complex	-	140,265.00	140,265.00	140,265.00
Benns Church/Route 258/Route 10 Bypass intersection	-	159,264.00	159,264.00	159,264.00
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	-	40,680.00	40,680.00	40,680.00
VMRC Grant-boat ramp	410,000.00	-	-	-
Port of VA Grant-boat ramp	56,000.00	-	-	-
State Grant-Boat Ramp	160,000.00	-	-	-
DCR Grant #71-17	-	-	-	-
DCR Grant #72-17	-	-	-	-
<b>Total State Revenue</b>	<b>1,300,774.00</b>	<b>967,545.00</b>	<b>967,545.00</b>	<b>967,545.00</b>
<b><u>Intergovernmental Federal</u></b>				
Police Federal Grants	0.00	-	-	-
VDEM Grant (federal portion)	0.00	-	-	-
Urban Fund Projects				
Right turn lane-Joseph W Luter Jr Sports Complex	731,864.00	623,400.00	623,400.00	623,400.00
Benns Church/Route 258/Route 10 Bypass intersection	-	707,840.00	707,840.00	707,840.00
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	-	180,800.00	180,800.00	180,800.00
Pinewood Heights CDBG Relocation Grant Phase IV	1,029,856.00	1,000,000.00	1,000,000.00	1,000,000.00
<b>Total Federal Revenue</b>	<b>1,761,720.00</b>	<b>2,512,040.00</b>	<b>2,512,040.00</b>	<b>2,512,040.00</b>
<b><u>Other Financing Sources</u></b>				
Note Proceeds	-	625,000.00	625,000.00	-
Other Financing Sources-Capital Lease Acquisition	241,129.00	-	-	-
Insurance Recoveries	-	-	-	-
<b>Total Other Financing Sources</b>	<b>241,129.00</b>	<b>625,000.00</b>	<b>625,000.00</b>	<b>-</b>
<b><u>Contributions</u></b>				
CHIP Contributions	13,000.00	13,000.00	13,000.00	13,000.00
Contributions-Public Safety	-	50.00	50.00	50.00
Contributions-Museum	96,700.00	93,506.00	93,506.00	93,506.00
Contribution-Historic Windsor Castle Restoration LLC	104,000.00	100,000.00	100,000.00	100,000.00
Contributions-Public Ball Fields	50,000.00	80,000.00	80,000.00	80,000.00
<b>Total Contributions</b>	<b>263,700.00</b>	<b>286,556.00</b>	<b>286,556.00</b>	<b>286,556.00</b>
<b>Total General Fund Revenue</b>	<b>11,465,838.00</b>	<b>13,599,005.00</b>	<b>13,599,005.00</b>	<b>12,974,005.00</b>

**Town of Smithfield  
General Fund Operating Budget  
Expenses**

Description	18-19 Current Yr. Appropriation	2020 Department Requests	2020 Manager Recommends	2020 Council Approved	Notes
<b>GENERAL GOVERNMENT EXPENSES</b>					
<b>Town Council</b>					
Salaries	42,000.00	42,000.00	42,000.00	42,000.00	
FICA	3,276.00	3,276.00	3,276.00	3,276.00	
Legal Fees	50,000.00	50,000.00	50,000.00	50,000.00	
Election Expense	-	-	-	-	
Maintenance contracts	1,700.00	1,700.00	1,700.00	1,700.00	
Advertising	30,000.00	30,000.00	30,000.00	30,000.00	
Professional Services	10,000.00	10,000.00	10,000.00	10,000.00	
Records Management maint & upgrades	5,000.00	5,000.00	5,000.00	5,000.00	
Site Plan Review	3,000.00	-	-	-	
Insurance	18,145.00	18,145.00	18,145.00	18,145.00	
Supplies	19,000.00	9,000.00	9,000.00	9,000.00	
Travel & Training	6,500.00	8,000.00	8,000.00	8,000.00	
Subscriptions/Memberships	9,700.00	11,000.00	11,000.00	11,000.00	
Council Approved Items	11,000.00	9,500.00	9,500.00	9,500.00	
Public Defender Fees	3,000.00	3,000.00	3,000.00	3,000.00	
Bank Charges	700.00	-	-	-	
Special Projects	1,500.00	-	-	-	
Smithfield CHIP program	6,000.00	-	-	-	
Update Town Charter & Code	3,000.00	5,000.00	5,000.00	5,000.00	
Annual Christmas Parade	350.00	-	-	-	
<b>Total Town Council</b>	<b>223,871.00</b>	<b>205,621.00</b>	<b>205,621.00</b>	<b>205,621.00</b>	
<b>Town Manager</b>					
Salaries	337,468.00	330,421.00	330,421.00	330,421.00	Includes COLA and Merit Increases for Town Manager and Clerk
Salaries-PT	-	17,534.00	17,534.00	17,534.00	
Salaries-OT	-	3,788.00	3,788.00	3,788.00	
FICA	26,998.00	28,140.00	28,140.00	28,140.00	
VRSRS	20,016.00	20,545.00	20,545.00	20,545.00	
Disability	412.00	556.00	556.00	556.00	
Health & Other	54,393.00	59,297.00	59,297.00	59,297.00	
Pre-Employment Test	-	3,500.00	3,500.00	3,500.00	
Employee Recognition	-	10,000.00	15,000.00	15,000.00	
Auto Expense	500.00	500.00	500.00	500.00	
Storm Maintenance	-	-	-	-	
Maintenance Contracts	3,000.00	3,000.00	3,000.00	3,000.00	
Communications	18,000.00	18,000.00	18,000.00	18,000.00	
Insurance	2,394.00	2,394.00	2,394.00	2,394.00	
Supplies	5,000.00	5,000.00	5,000.00	5,000.00	
Dues & Subscriptions	4,000.00	4,000.00	5,000.00	5,000.00	

**Town of Smithfield  
General Fund Operating Budget**

Computer & technology expenses	12,000.00	5,000.00	5,000.00	5,000.00
Travel & Training	8,800.00	8,800.00	10,000.00	10,000.00
Other	100.00	500.00	500.00	500.00
Capital Expenditures	7,000.00	-	-	-
<b>Total Town Manager</b>	<b>500,081.00</b>	<b>520,975.00</b>	<b>528,175.00</b>	<b>528,175.00</b>

**Treasurer**

Salaries	325,468.00	331,745.00	331,745.00	390,589.00	Includes COLA and Merit Increases for Town Treasurer
Salaries-OT	-	5,220.00	5,220.00	5,220.00	
FICA	26,038.00	26,960.00	26,960.00	31,668.00	
VSRS	20,801.00	21,235.00	21,235.00	25,031.00	
Disability	166.00	170.00	170.00	517.00	
Health	43,584.00	43,160.00	43,160.00	55,788.00	
Audit	13,250.00	13,250.00	13,250.00	13,250.00	
Professional Services	-	15,000.00	15,000.00	15,000.00	
Communications	9,500.00	11,000.00	11,000.00	11,000.00	
Computer & technology expenses	5,000.00	7,500.00	7,500.00	7,500.00	
Data Processing	20,000.00	20,000.00	20,000.00	20,000.00	
Service contracts-includes MUNIS	60,000.00	60,000.00	60,000.00	60,000.00	
Insurance	2,403.00	2,472.00	2,472.00	2,472.00	
Supplies	9,000.00	19,000.00	19,000.00	19,000.00	
Dues & Subscriptions	1,900.00	1,900.00	1,900.00	1,900.00	
Credit Card Processing	600.00	600.00	600.00	600.00	
Cigarette Tax Stamps	3,404.00	3,404.00	3,404.00	3,404.00	
Travel & Training	1,000.00	5,000.00	5,000.00	5,000.00	
Other	100.00	100.00	100.00	100.00	
Bank Charges	-	700.00	700.00	700.00	
Capital Expenditures	50,000.00	66,850.00	66,850.00	66,850.00	
<b>Total Treasurer</b>	<b>592,214.00</b>	<b>655,266.00</b>	<b>655,266.00</b>	<b>735,589.00</b>	

**PUBLIC SAFETY**

**Police Department**

Salaries	1,474,676.00	1,342,540.00	1,301,211.00	1,301,211.00
Salaries OT	-	208,224.00	208,224.00	208,224.00
Salaries-Selective Enforcement	-	4,815.00	4,815.00	4,815.00
Salaries-Special Events	-	18,905.00	18,905.00	18,905.00
FICA	117,975.00	125,960.00	122,750.00	122,750.00
VSRS	80,036.00	85,844.00	83,179.00	83,179.00
Disability	184.00	190.00	190.00	190.00
Health Insurance	222,333.00	245,062.00	232,434.00	232,434.00
Pre-Employment Test	3,500.00	-	-	-
Uniforms	22,000.00	24,000.00	24,000.00	24,000.00
Service Contracts	40,000.00	40,000.00	40,000.00	40,000.00
Communications	50,000.00	50,000.00	50,000.00	50,000.00
Computer & Technology Expenses	13,000.00	13,000.00	13,000.00	13,000.00
Insurance	53,651.00	52,500.00	52,500.00	52,500.00

**Town of Smithfield  
General Fund Operating Budget**

Ins. - LODA	12,903.00	16,233.00	16,233.00	16,233.00
Materials & Supplies	25,000.00	25,000.00	25,000.00	25,000.00
Dues & Subscriptions	7,000.00	9,500.00	9,500.00	9,500.00
Equipment	15,000.00	43,000.00	43,000.00	43,000.00
Radio & Equipment repairs	2,000.00	2,000.00	2,000.00	2,000.00
Vehicle Maintenance	40,000.00	40,000.00	40,000.00	40,000.00
Gas	41,500.00	41,500.00	41,500.00	41,500.00
Tires	5,000.00	5,000.00	5,000.00	5,000.00
Travel & Training	30,000.00	30,000.00	30,000.00	30,000.00
Special Events	1,000.00	1,000.00	1,000.00	1,000.00
Investigation expenses	3,000.00	3,000.00	3,000.00	3,000.00
Other	500.00	2,500.00	2,500.00	2,500.00
Capital Expenditures	343,420.00	66,000.00	66,000.00	66,000.00
<b>Total Police Department</b>	<b>2,603,678.00</b>	<b>2,496,273.00</b>	<b>2,436,441.00</b>	<b>2,436,441.00</b>

<b>Fire Department</b>				
Annual Contribution	13,000.00	25,000.00	15,000.00	15,000.00
State Pass Thru	26,250.00	-	-	-
<b>Total Fire Department</b>	<b>39,250.00</b>	<b>25,000.00</b>	<b>15,000.00</b>	<b>15,000.00</b>

<b>Contributions-Public Safety</b>				
E911 Dispatch Center	137,643.00	237,599.00	237,599.00	237,599.00
<b>Total Contributions-Public Safety</b>	<b>137,643.00</b>	<b>237,599.00</b>	<b>237,599.00</b>	<b>237,599.00</b>

**PARKS, RECREATION & CULTURAL**

<b><u>Parks &amp; Recreation</u></b>				
Salaries	149,630.00	206,200.00	178,140.00	205,290.00
Salaries-OT	-	6,330.00	6,330.00	6,330.00
FICA	11,970.00	17,005.00	14,758.00	16,933.00
VRSRS	9,435.00	13,210.00	11,398.00	13,149.00
Disability	-	486.00	320.00	480.00
Health	28,041.00	54,260.00	41,633.00	54,261.00
Uniforms	2,000.00	3,000.00	3,000.00	3,000.00
Communicaitons	2,000.00	2,000.00	2,000.00	2,000.00
insurance	2,838.00	2,838.00	2,838.00	2,838.00
Advertising	20,500.00	20,500.00	20,500.00	20,500.00
Dues & Subscriptions	2,000.00	2,000.00	2,000.00	2,000.00
Supplies	2,000.00	8,000.00	8,000.00	8,000.00
Computer & Technology	1,000.00	1,000.00	1,000.00	1,000.00
Travel & Training	3,000.00	3,000.00	3,000.00	3,000.00
Other	500.00	500.00	500.00	500.00
Capital Expenditures	-	26,000.00	26,000.00	26,000.00
<b>Total Parks &amp; Recreation</b>	<b>234,914.00</b>	<b>366,329.00</b>	<b>321,417.00</b>	<b>365,281.00</b>

<b><u>Smithfield Center</u></b>				
Salaries	152,938.00	115,229.00	115,229.00	115,229.00
Salaries-Part Time	-	39,431.00	39,431.00	39,431.00

**Town of Smithfield  
General Fund Operating Budget**

Salaries-OT	-	5,778.00	5,778.00	5,778.00
FICA	12,235.00	12,711.00	12,711.00	12,711.00
VSRS	7,126.00	7,339.00	7,339.00	7,339.00
Disability	140.00	144.00	144.00	144.00
Health	20,717.00	22,182.00	22,182.00	22,182.00
Contracted Services	18,000.00	18,000.00	18,000.00	18,000.00
Retail Sales & Use Tax	800.00	800.00	800.00	800.00
Utilities	25,000.00	25,000.00	25,000.00	25,000.00
Communications	20,000.00	20,000.00	20,000.00	20,000.00
Computer & technology expenses	3,000.00	3,000.00	3,000.00	3,000.00
Insurance	2,838.00	2,838.00	2,838.00	2,838.00
Kitchen Supplies	3,000.00	3,000.00	3,000.00	3,000.00
Office Supplies/Other Supplies	4,500.00	4,500.00	4,500.00	4,500.00
Food Service & Beverage Supplies	6,000.00	6,000.00	6,000.00	6,000.00
AV Supplies	2,000.00	2,000.00	2,000.00	2,000.00
Repairs & Maintenance	40,000.00	29,000.00	29,000.00	29,000.00
Landscaping	12,000.00	12,000.00	12,000.00	12,000.00
Refund event deposits	7,000.00	7,000.00	7,000.00	7,000.00
Credit card processing expense	5,000.00	5,000.00	5,000.00	5,000.00
Capital Expenditures	20,000.00	26,000.00	26,000.00	26,000.00
<b>Total Smithfield Center</b>	<b>362,294.00</b>	<b>366,952.00</b>	<b>366,952.00</b>	<b>366,952.00</b>
<b><u>Contributions-Parks, Recreation and Cultural</u></b>				
Windsor Castle Restoration	1,000,000.00	500,000.00	500,000.00	500,000.00
Farmers Market	3,000.00	3,000.00	3,000.00	3,000.00
Hampton Roads Planning District Commission	10,000.00	-	-	-
Isle of Wight Arts League	9,000.00	9,000.00	9,000.00	9,000.00
Isle of Wight County-Museum Maintenance	7,500.00	7,500.00	7,500.00	7,500.00
Smithfield CHIP program	-	6,000.00	6,000.00	6,000.00
Smithfield POP Warner Football	-	2,500.00	-	-
Friends of the Library	5,230.00	4,500.00	4,500.00	4,500.00
<b>Total Contributions-Park, Recreation and Cultural</b>	<b>1,034,730.00</b>	<b>532,500.00</b>	<b>530,000.00</b>	<b>530,000.00</b>
<b><u>Windsor Castle Park</u></b>				
Salaries	30,085.00	26,071.00	26,071.00	26,071.00
Salaries-OT	-	1,954.00	1,954.00	1,954.00
FICA	2,407.00	2,242.00	2,242.00	2,242.00
VSRS	1,090.00	1,271.00	1,271.00	1,271.00
Disability	-	205.00	205.00	205.00
Health	2,676.00	2,950.00	2,950.00	2,950.00
Contracted Services	7,000.00	7,000.00	7,000.00	7,000.00
Insurance	9,214.00	9,214.00	9,214.00	9,214.00
Grass Cutting	31,000.00	31,000.00	31,000.00	31,000.00
Utilities	6,000.00	6,000.00	6,000.00	6,000.00
Repairs & Maintenance	40,000.00	40,000.00	40,000.00	40,000.00
<i>WC Preservation Fund-Equipment</i>	-	38,000.00	38,000.00	38,000.00
<b>Total Windsor Castle Park</b>	<b>129,472.00</b>	<b>165,907.00</b>	<b>165,907.00</b>	<b>165,907.00</b>

**Town of Smithfield**  
**General Fund Operating Budget**

**Windsor Castle Manor House**

Salaries	-	34,112.00	17,056.00	17,056.00
FICA	-	2,730.00	1,365.00	1,365.00
VSRS	-	2,205.00	1,100.00	1,100.00
Disability	-	202.00	101.00	101.00
Health	-	12,628.00	6,314.00	6,314.00
Expenses 1/2 year	-	65,000.00	65,000.00	65,000.00
<b>Total Windsor Castle Manor House</b>	<b>0.00</b>	<b>116,877.00</b>	<b>90,936.00</b>	<b>90,936.00</b>

**Luter Sports Complex**

Contracted Services	6,500.00	6,500.00	6,500.00	6,500.00
Utilities	5,000.00	10,000.00	10,000.00	10,000.00
Insurance	8,000.00	8,000.00	8,000.00	8,000.00
Repairs & Maintenance	40,000.00	40,000.00	40,000.00	40,000.00
Equipment	-	28,000.00	28,000.00	28,000.00
Supplies-Chemicals	-	5,000.00	5,000.00	5,000.00
Capital Expenditures	-	25,000.00	25,000.00	25,000.00
<b>Total Luter Sports Complex</b>	<b>59,500.00</b>	<b>122,500.00</b>	<b>122,500.00</b>	<b>122,500.00</b>

**Museum**

Salaries	137,165.00	113,585.00	113,585.00	113,585.00
Salaries-Part Time		22,485.00	22,485.00	22,485.00
FICA	10,974.00	10,810.00	10,810.00	10,810.00
VSRS	6,994.00	7,190.00	7,190.00	7,190.00
Health	9,972.00	7,185.00	7,185.00	7,185.00
<b>Operating expenses</b>				
Contracted services	3,400.00	3,400.00	3,400.00	3,400.00
Communications	725.00	725.00	725.00	725.00
Computer and Technology	540.00	540.00	540.00	540.00
Insurance	2,018.00	2,018.00	2,018.00	2,018.00
Supplies	6,360.00	7,000.00	7,000.00	7,000.00
Advertisinig	500.00	700.00	700.00	700.00
Travel/Training	200.00	200.00	200.00	200.00
Dues & Subscriptions	800.00	800.00	800.00	800.00
<b>Gift Shop-to be funded by gift shop proceeds</b>				
Gift Shop expenses	6,000.00	6,000.00	6,000.00	6,000.00
Sales & Use Tax	775.00	775.00	775.00	775.00
Credit card processing fees	800.00	800.00	800.00	800.00
<b>Total Museum</b>	<b>187,223.00</b>	<b>184,213.00</b>	<b>184,213.00</b>	<b>184,213.00</b>

**Other Parks & Recreation**

Jersey Park Playground	750.00	-	-	-
Pinewood Playground	500.00	-	-	-
Clontz Park (maintenance & utilities)	2,000.00	2,000.00	2,000.00	2,000.00
Waterworks Dam	10,000.00	-	-	-
Waterworks Lake (park area)	250.00	250.00	250.00	250.00
Haydens Lane Maintenance	1,000.00	1,000.00	1,000.00	1,000.00
Veterans War Memorial	2,500.00	2,500.00	2,500.00	2,500.00
Open Spaces	-	-	-	-

**Town of Smithfield  
General Fund Operating Budget**

Litter Control Grant	3,354.00	-	-	-
Fireworks	2,000.00	2,000.00	2,000.00	2,000.00
Capital Expenditures-Clontz Park	603,000.00	-	-	-
<b>Total Other Parks &amp; Recreation</b>	<b>625,354.00</b>	<b>7,750.00</b>	<b>7,750.00</b>	<b>7,750.00</b>

**COMMUNITY DEVELOPMENT**

Capital Expenditures				
Pinewood Heights-Phase III	1,547,460.00	-	-	-
Pinewood Heights Phase IV	-	2,409,807.00	2,409,807.00	2,409,807.00
<b>Total Pinewood Heights-All Phases</b>	<b>1,547,460.00</b>	<b>2,409,807.00</b>	<b>2,409,807.00</b>	<b>2,409,807.00</b>

**Contributions-Community Development**

Old Courthouse Contribution	4,400.00	5,000.00	4,400.00	4,400.00
Chamber of Commerce	6,000.00	6,000.00	6,000.00	6,000.00
Christian Outreach	12,650.00	20,000.00	12,650.00	12,650.00
Genieve Shelter	7,920.00	10,000.00	7,920.00	7,920.00
TRIAD	3,120.00	1,650.00	1,650.00	1,650.00
Tourism Bureau	255,499.00	273,722.00	273,722.00	273,722.00
Western Tidewater Free Clinic	40,700.00	40,560.00	40,560.00	40,560.00
YMCA Projects	50,000.00	50,000.00	50,000.00	50,000.00
<b>Total Contributions-Community Development</b>	<b>380,289.00</b>	<b>406,932.00</b>	<b>396,902.00</b>	<b>396,902.00</b>

**PUBLIC WORKS**

**Planning, Engineering & Public Works**

Salaries	268,003.00	255,180.00	255,180.00	252,832.00
Salaries-OT	0.00	11,778.00	11,778.00	11,778.00
Salaries-Special Events	0.00	7,985.00	7,985.00	7,985.00
FICA	21,440.00	22,000.00	22,000.00	21,812.00
VSRS	16,197.00	16,340.00	16,340.00	16,587.00
Disability	2,000.00	2,000.00	2,000.00	2,446.00
Health	45,094.00	39,055.00	39,055.00	41,850.00
Uniforms	2,500.00	2,500.00	2,500.00	2,500.00
Storm Maintenance	0.00	-	-	-
Professional Services	0.00	50,000.00	50,000.00	50,000.00
Contractual	8,125.00	8,125.00	8,125.00	8,125.00
GIS	500.00	800.00	800.00	800.00
Site Plan Review	-	3,000.00	3,000.00	3,000.00
Recycling	133,300.00	137,090.00	137,090.00	137,090.00
Trash Collection	220,000.00	224,580.00	224,580.00	224,580.00
Street Lights	2,500.00	2,500.00	2,500.00	2,500.00
Communications	12,000.00	12,000.00	12,000.00	12,000.00
Safety Meetings/Safety Expenses	6,000.00	6,000.00	6,000.00	6,000.00
Insurance	9,281.00	8,690.00	8,690.00	8,690.00
Materials & Supplies	6,000.00	6,000.00	6,000.00	6,000.00
Accreditation	1,250.00	1,250.00	1,250.00	1,250.00
Repairs & Maintenance-vehicle maintenance	9,000.00	9,000.00	9,000.00	9,000.00
Gas	6,500.00	7,500.00	7,500.00	7,500.00

**Town of Smithfield**  
**General Fund Operating Budget**

Travel & Training	6,000.00	6,000.00	6,000.00	6,000.00
Hampton Roads Planning District Commission	-	10,089.00	10,089.00	10,089.00
Dues & Subscriptions	2,700.00	2,700.00	2,700.00	2,700.00
Other	2,000.00	2,000.00	2,000.00	2,000.00
Capital Expenditures	831,800.00	2,493,420.00	2,493,420.00	2,493,420.00
<b>Total Public Works</b>	<b>1,612,190.00</b>	<b>3,347,582.00</b>	<b>3,347,582.00</b>	<b>3,348,534.00</b>

**PUBLIC BUILDINGS**

<b>Public Buildings</b>				
Salaries-Part Time	30,794.00	41,720.00	41,720.00	41,720.00
FICA	2,464.00	3,340.00	3,340.00	3,340.00
Contractual	23,500.00	23,500.00	23,500.00	23,500.00
Communications	3,000.00	3,000.00	3,000.00	3,000.00
Utilities	46,000.00	46,000.00	46,000.00	46,000.00
Insurance	10,674.00	9,800.00	9,800.00	9,800.00
Materials & Supplies	6,000.00	6,000.00	6,000.00	6,000.00
Repairs & Maintenance	36,000.00	65,000.00	65,000.00	70,867.00
Other	500.00	500.00	500.00	500.00
Capital Expenditures	6,500.00	685,000.00	685,000.00	60,000.00
Capital Expenditures-Building alterations	0.00	-	-	-
<b>Total Public Buildings</b>	<b>165,432.00</b>	<b>883,860.00</b>	<b>883,860.00</b>	<b>264,727.00</b>

**OPERATING/CAPITAL RESERVE (CONTINGENCY)**

Transfers to Operating Reserves-contingency	11,828.00	-	75,000.00	50,000.00
Transfers to Restricted Reserves-Pinewood	-	-	-	-
<b>Total Transfers To Reserves</b>	<b>11,828.00</b>	<b>-</b>	<b>75,000.00</b>	<b>50,000.00</b>

**NON DEPARTMENTAL**

Tax Relief for the Elderly/Veterans	31,553.00	27,300.00	27,300.00	27,300.00
<b>Total Tax Relief for the Elderly/Veterans</b>	<b>31,553.00</b>	<b>27,300.00</b>	<b>27,300.00</b>	<b>27,300.00</b>

**DEBT SERVICE**

<b>Debt Service</b>				
<b>Principal Retirement</b>				
Public Building Acquisition-TM/PPD	489,553.00	-	-	-
Police Evidence Building	53,609.00	55,270.00	55,270.00	55,270.00
New Debt-Multiple projects	273,075.00	278,310.00	278,310.00	278,310.00
Note Proceeds-Town Hall Renovations	-	76,492.00	76,492.00	-
Public Safety Radio System	50,000.00	48,235.00	48,235.00	48,235.00
3 year Phase in Fire Alarm System	9,150.00	9,150.00	9,150.00	9,150.00
Capital Lease- Ball Field Equipment	6,873.00	7,182.00	7,182.00	7,182.00
<b>Interest and fiscal charges</b>				
Public Building Acquisition-TM/PPD	14,017.00	-	-	-
Police Evidence Building	7,635.00	6,000.00	6,000.00	6,000.00

**Town of Smithfield**  
**General Fund Operating Budget**

New Debt-Multiple projects	82,290.00	77,060.00	77,060.00	77,060.00
Note Proceeds-Town Hall Renovations	-	29,514.00	29,514.00	-
Public Safety Radio System	0.00	3,220.00	3,220.00	3,220.00
Capital Lease- Ball Field Equipment	660.00	344.00	344.00	344.00
<b>Total Debt Service</b>	<b>986,862.00</b>	<b>590,777.00</b>	<b>590,777.00</b>	<b>484,771.00</b>
<b>Total General Fund Expenses</b>	<b>11,465,838.00</b>	<b>13,670,020.00</b>	<b>13,599,005.00</b>	<b>12,974,005.00</b>

**Town of Smithfield  
Sewer Fund Budget**

Description	18-19 Current Yr. Appropriation	2020 Department Requests	2020 Manager Recommendations	2020 Council Approved
<b>SEWER REVENUES</b>				
Sewer Charges	688,000.00	677,664.00	677,664.00	677,664.00
Sewer Compliance Fee	393,031.00	393,031.00	393,031.00	393,031.00
Miscellaneous Revenue	1,000.00	500.00	500.00	500.00
Connection fees	31,600.00	71,100.00	71,100.00	71,100.00
Pro-rata Share Fees		-	-	-
Insurance Recoveries		-	-	-
Availability Fees	82,400.00	185,400.00	185,400.00	185,400.00
Interest Revenue	9,000.00	9,000.00	9,000.00	9,000.00
Appropriated fund balance for budget	289,405.00	537,735.00	537,735.00	537,735.00
<b>Total Sewer Revenue</b>	<b>1,494,436.00</b>	<b>1,874,430.00</b>	<b>1,874,430.00</b>	<b>1,874,430.00</b>

Description	18-19 Current Yr. Appropriation	2020 Department Requests	2020 Manager Recommendations	2020 Council Approved
<b>SEWER EXPENSES</b>				
Salaries	269,770.00	304,444.00	304,444.00	304,444.00
Salaries-OT	-	22,168.00	22,168.00	22,168.00
FICA	21,582.00	26,130.00	26,130.00	26,130.00
VRSR	15,833.00	18,830.00	18,830.00	18,830.00
Health	44,818.00	57,295.00	57,295.00	57,295.00
Uniforms	2,500.00	2,500.00	2,500.00	2,500.00
Audit	6,625.00	6,625.00	6,625.00	6,625.00
Legal	6,400.00	6,000.00	6,000.00	6,000.00
Accreditation	1,250.00	100.00	100.00	100.00
HRPDC sewer programs	850.00	835.00	835.00	835.00
Professional Fees	25,000.00	25,000.00	25,000.00	25,000.00
Maintenance & Repairs	40,000.00	95,000.00	95,000.00	95,000.00
Storm Maintenance		-	-	-
VAC Truck Repairs & Maintenance	7,500.00	7,500.00	7,500.00	7,500.00
Data Processing	15,000.00	15,000.00	15,000.00	15,000.00
Dues & Subscriptions	150.00	150.00	150.00	150.00
Utilities	45,000.00	45,000.00	45,000.00	45,000.00
SCADA Expenses	6,000.00	6,000.00	6,000.00	6,000.00
Communications	12,000.00	12,000.00	12,000.00	12,000.00
Insurance	18,300.00	15,825.00	15,825.00	15,825.00
Materials & Supplies	50,000.00	50,000.00	50,000.00	50,000.00
Pump Replacement & Conditioning	-	85,000.00	85,000.00	85,000.00
Truck Operations (fuel)	8,000.00	9,000.00	9,000.00	9,000.00
Vehicle Maintenance	5,000.00	2,500.00	2,500.00	2,500.00
Travel & Training	3,500.00	3,000.00	3,000.00	3,000.00
Contractual	-	3,500.00	3,500.00	3,500.00
Bank charges	15	-	-	-

**Town of Smithfield  
Sewer Fund Budget**

Description	18-19 Current Yr.	2020	2020 Manager	2020
	Appropriation	Department Requests	Recommends	Council Approved
Miscellaneous	1,200.00	1,200.00	1,200.00	1,200.00
Depreciation Expense	361,000.00	375,000.00	375,000.00	375,000.00
Transfers to Operating Reserves	-	-	-	-
Debt Service	107,658.00	106,328.00	106,328.00	106,328.00
Capital Expenditures	780,500.00	1,172,500.00	572,500.00	572,500.00
<b>Total Sewer Expenditures</b>	<b>1,855,436.00</b>	<b>2,474,430.00</b>	<b>1,874,430.00</b>	<b>1,874,430.00</b>

**Town of Smithfield  
Water Fund Budget**

Description	18-19 Current Yr. Appropriation	2020 Department Requests	2020 Manager Recommends	2020 Council Approved
<b>WATER REVENUES</b>				
Water Sales	1,464,204.00	1,411,037.00	1,411,037.00	1,411,037.00
Debt Service Revenue	248,853.00	251,055.00	251,055.00	251,055.00
Miscellaneous	300.00	5,000.00	5,000.00	5,000.00
Connection fees	13,200.00	29,700.00	29,700.00	29,700.00
Application Fees	8,654.00	9,720.00	9,720.00	9,720.00
Pro-Rata Share Fees	-	-	-	-
Availability Fees	54,400.00	122,400.00	122,400.00	122,400.00
Interest Revenue	20,000.00	20,000.00	20,000.00	20,000.00
Contributions from IOW		87,500.00	87,500.00	87,500.00
Appropriated fund balance for budget	169,249.00	487,499.00	487,499.00	487,499.00
<b>Total Water Revenues</b>	<b>1,978,860.00</b>	<b>2,423,911.00</b>	<b>2,423,911.00</b>	<b>2,423,911.00</b>

Description	18-19 Current Yr. Appropriation	2020 Department Requests	2020 Manager Recommends	2020 Council Approved
<b>WATER EXPENSES</b>				
Salaries	461,557.00	422,828.00	422,828.00	422,828.00
Salaries-OT	-	65,622.00	65,622.00	65,622.00
FICA	36,925.00	39,080.00	39,080.00	39,080.00
VSRS	25,887.00	26,470.00	26,470.00	26,470.00
Health	85,554.00	79,525.00	79,525.00	79,525.00
Uniforms	2,500.00	2,500.00	2,500.00	2,500.00
Contractual	13,500.00	13,500.00	13,500.00	13,500.00
Audit	6,625.00	6,625.00	6,625.00	6,625.00
Legal	6,400.00	6,400.00	6,400.00	6,400.00
Storm Maintenance	-	-	-	-
Accreditation	1,250.00	100.00	100.00	100.00
Maintenance & Repairs	20,000.00	20,000.00	20,000.00	20,000.00
Water Tank Maintenance	80,000.00	10,000.00	10,000.00	10,000.00
Professional Services	40,000.00	25,000.00	25,000.00	25,000.00
Regional Water Supply Study	4,000.00	4,000.00	4,000.00	4,000.00
Data Processing	15,000.00	15,000.00	15,000.00	15,000.00
Utilities	2,500.00	2,500.00	2,500.00	2,500.00
Communications	11,500.00	11,500.00	11,500.00	11,500.00
Insurance	28,365.00	31,130.00	31,130.00	31,130.00
Materials & Supplies	75,000.00	80,000.00	80,000.00	80,000.00
Truck Operations	10,000.00	16,000.00	16,000.00	16,000.00
Vehicle Maintenance	2,000.00	3,000.00	3,000.00	3,000.00
Dues & Subscriptions	1,000.00	1,200.00	1,200.00	1,200.00

**Town of Smithfield  
Water Fund Budget**

Description	18-19 Current Yr. Appropriation	2020 Department Requests	2020 Manager Recommends	2020 Council Approved
Bank service charges-credit card fees	1,200.00	1,200.00	1,200.00	1,200.00
Travel and Training	5,000.00	5,000.00	5,000.00	5,000.00
Miscellaneous	12,000.00	15,000.00	15,000.00	15,000.00
<b><u>RO Annual costs</u></b>				
Power	104,000.00	104,000.00	104,000.00	104,000.00
Chemicals	52,332.00	65,000.00	65,000.00	65,000.00
HRSD	280,300.00	280,300.00	280,300.00	280,300.00
Supplies	20,000.00	25,000.00	25,000.00	25,000.00
Communication	9,200.00	9,200.00	9,200.00	9,200.00
Travel and training	4,300.00	4,000.00	4,000.00	4,000.00
Dues & Subscriptions	400.00	500.00	500.00	500.00
RO Server	-	10,000.00	10,000.00	10,000.00
Maintenance and Repairs	66,500.00	66,500.00	66,500.00	66,500.00
Depreciation Expense	370,000.00	380,000.00	380,000.00	380,000.00
Transfers to Operating Reserves	-	-	-	-
Debt Service	286,565.00	288,731.00	288,731.00	288,731.00
Capital Expenditures	207,500.00	1,217,500.00	287,500.00	287,500.00
<b>Total Water Expenditures</b>	<b>2,348,860.00</b>	<b>3,353,911.00</b>	<b>2,423,911.00</b>	<b>2,423,911.00</b>

**Town of Smithfield  
Highway Fund**

Description	18-19 Current Yr. Appropriation	2020 Department Requests	2020 Manager Recommends	2020 Council Approved
<b>HIGHWAY REVENUES</b>				
Interest Income	200.00	250.00	250.00	250.00
Revenue - Commwlth of VA	1,189,305.00	1,243,925.00	1,243,925.00	1,243,925.00
Carry forward from FY2018 grant funds	277,221.17	-	-	-
<b>Total Highway Fund Revenue</b>	<b>1,466,726.17</b>	<b>1,244,175.00</b>	<b>1,244,175.00</b>	<b>1,244,175.00</b>

**Town of Smithfield  
Highway Fund**

Description	18-19 Current Yr. Appropriation	2020 Department Requests	2020 Manager Recommends	2020 Council Approved
<b>HIGHWAY EXPENSES</b>				
Salaries	233,524.00	263,294.00	263,294.00	263,294.00
Salaries-OT	-	17,595.00	17,595.00	17,595.00
FICA	18,682.00	22,472.00	22,472.00	22,472.00
VSRS	15,204.00	17,830.00	17,830.00	17,830.00
Health	57,170.00	44,318.00	44,318.00	44,318.00
Uniforms	3,500.00	3,500.00	3,500.00	3,500.00
Professional services	-	-	-	-
Grass	20,000.00	20,000.00	20,000.00	20,000.00
Maintenance	695,133.00	697,252.00	697,252.00	697,252.00
Street Lights	117,000.00	117,000.00	117,000.00	117,000.00
Insurance	15,450.00	10,572.00	10,572.00	10,572.00
VAC Truck Repairs	2,500.00	2,500.00	2,500.00	2,500.00
Truck Operations	8,000.00	12,000.00	12,000.00	12,000.00
Stormwater Management Program (regional)	3,342.00	3,342.00	3,342.00	3,342.00
Carryforward from prior year grant funds	277,221.17	-	-	-
Capital Expenditures	-	12,500.00	12,500.00	12,500.00
<b>Total Highway Fund Expense</b>	<b>1,466,726.17</b>	<b>1,244,175.00</b>	<b>1,244,175.00</b>	<b>1,244,175.00</b>

**APROPRIATION RESOLUTION  
FISCAL YEAR 2019-2020**

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 2019-2020, beginning July 1, 2019.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield 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 herein below specified for the fiscal year commencing on the 1st day of July, 2019, and ending on the 30th day of June, 2020:

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

Operating Expenses:

General Government	\$ 733,796
Treasurer	668,739
Public Safety	2,623,040
Planning, Engineering & Public Works	855,114
Public Buildings	264,727
Community Development	2,409,807
Contributions - Parks, recreation & cultural	530,000
Contributions	396,902
Parks, Recreation & Cultural	1,226,569
Debt Service	<u>484,771</u>

Total Operating Expenses \$10,193,465

Non Departmental \$ 27,300

Other Financing Uses

Transfer to Operating Reserves \$ 50,000

Total Other Financing Uses \$ 50,000

Capital Outlay:

Treasurer	\$ 66,850
Public Safety	66,000
Planning, Engineering & Public Works	2,493,420
Parks, Recreation & Cultural	<u>77,000</u>
Total Capital Outlay	\$ 2,703,270

**Total General Funds Expenses** \$12,974,005

Road Maintenance Funds \$ 1,244,175

**GRAND TOTAL** \$ **14,218,180**

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

General Property Taxes:

Real Estate	\$	2,110,233
Personal Property		645,000
Public Service Corporation Tax		29,645
Penalties & Interest		<u>35,700</u>

Total General Property Taxes \$2,820,578

Other Local Taxes

Bank Franchise	\$	150,000
Sales		360,000
Utility		200,000
Meals-4.25%		1,177,731
Meals-2%		554,226
Business Licenses		399,225
Vehicle Licenses		241,000
Cigarette		250,000
Transient Occupancy		219,000
Peg Channel		1,920
Consumption		50,000
Miscellaneous		<u>20</u>

Total Other Local Taxes \$ 3,603,122

Permits, Fees & Licenses

Permits		20,000
Inspection Fees		4,200
Administrative Fees		10,000
Dog Park Registration Fees		1,000
Consultant Review Fees		<u>1,500</u>

Total Permits, Fees & Licenses \$ 36,700

Fines \$ 40,000

Revenue from Use of Money and Property \$ 427,832

Other Revenue \$ 1,000

Revenue from Commonwealth Of Virginia \$ 967,545

<u>Revenue from Federal Government</u>	\$ 2,512,040
<u>Other Financing Sources:</u>	
Contributions	\$ 286,556
From Reserve Funds:	
Windsor Castle Preservation Fund	38,000
Fund Balance	<u>2,240,632</u>
Total Other Financing Sources	\$ 2,565,188
<b>Total General Funds Revenues</b>	<b>\$ 12,974,005</b>
<u>Road Maintenance</u>	<u>\$ 1,244,175</u>
<b>GRAND TOTAL</b>	<b>\$ 14,218,180</b>

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

Operating Revenue

Charges For Services-Water	\$ 1,411,037
Charges For Services-Sewer	677,664
Water Debt Service Revenue	251,055
Sewer Compliance Revenue	393,031
Connection Fees-Water	29,700
Connection Fees-Sewer	71,100
Application Fees-Water	9,720
Miscellaneous – Water	5,000
Miscellaneous – Sewer	<u>500</u>

Total Operating Revenue \$2,848,807

Operating Expenses

For Water Operating Expenses	\$ 1,874,430
For Sewer Operating Expenses	<u>2,423,911</u>

Total Operating Expenses \$4,298,341

Non-Operating Revenue (Expenses)

Availability Fees-Water	122,400
Availability Fees-Sewer	185,400
Interest Revenue-Water	20,000
Interest Revenue-Sewer	9,000
From reserves – water	487,499

From reserves – sewer	537,735
Contribution from Isle of Wight County – water	<u>87,500</u>
Total Non-Operating Revenue (Expenses)	\$1,449,534

D. Summary

Appropriated from general corporate taxes and revenue	\$14,218,180
Appropriated from water and sewer revenues & reserves	<u>\$4,298,341</u>
TOTAL:	\$18,516,521

These appropriations shall be effective as of July 1, 2019.

Adopted: July 2, 2019

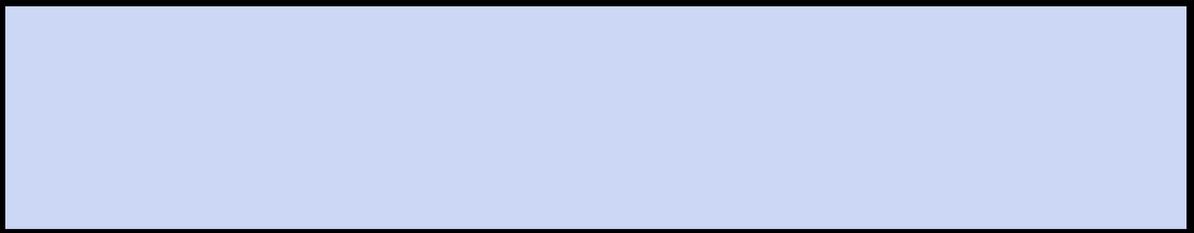
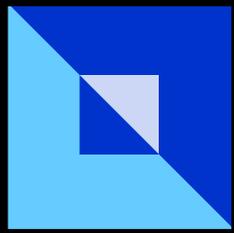


T. Carter Williams, Mayor

Attest:



Lesley G. King, Clerk



SMITHFIELD PLANNING,  
ENGINEERING & PUBLIC WORKS  
REPORT

# Town of Smithfield



# 2019 Annual Report

## Staff Achievements/Training

- William Saunders accepted a new position as the Community Development & Planning Director of Surry County
- The Planning, Engineering & Public Works Department was separated into the Engineering & Public Works Department and the Community Development & Planning Department
- John Settle was promoted to Community Development & Planning Director
- Joseph Reish renewed his Certified Zoning Official (CZO) certification
- Public Works field staff attended and received VDOT Flaggers Certification.
- Public Works Department has maintained accreditation from the APWA
- RO Staff Received the HRSD Platinum Award for the 7<sup>th</sup> Consecutive Year

## Community Development & Planning Department

### Planning Commission

	Reviewed	Approved or Recommended Approval	Denied or Recommended Denial	Tabled
Rezoning	1	1	0	0
Site Plan Review	2	2	0	0
Subdivision Plan Review	1	1	0	0
Final Plat Review	1	1	0	0
Special Use Permits	4	3	0	1
Special Sign Exceptions	2	2	0	0
Chesapeake Bay Exceptions	0	0	0	0
Amendments to Comp Plan, Zoning Ord., etc.	3	3	0	0
Entrance Corridor Design Review	8	8	0	0
Others	2	2	0	0
<b>TOTAL</b>	<b>24</b>	<b>23</b>	<b>0</b>	<b>1</b>

**January 8, 2019 meeting not held**

**February 12, 2019 meeting**

1. \*Public Hearing\* Special Sign Exception (SSE) Application – 18420 Battery Park Rd – Smithfield Church of Christ Trust, C/O Joe Thompson, applicants. Approved as submitted.
2. Entrance Corridor Overlay (ECO) Design Review – 928 S Church St – Pomoco Properties One LLC, C/O Stephen Adams, applicants. Approved under the condition that the statue must be painted within one (1) year, and be painted in a manner consistent with like statues that exist downtown.

**March 12, 2019 meeting not held**

**April 9, 2019 meeting**

1. Special Sign Exception (SSE) Application – 19290 Battery Park Rd – Trustees of Harvest Fellowship Baptist Mission, C/O Eddie Drake, applicant. Approved as submitted.
2. Entrance Corridor Overlay (ECO) Design Review – 1229 Benns Church Blvd – 7-Eleven #37229, Inc, C/O Christopher Etter, applicant. Approved as submitted.
3. ECO Design Review – 1508 S Church St – SWB Holdings LLC, C/O Timothy Minor, applicant. Approved as submitted.

#### **May 14, 2019 meeting not held**

#### **June 11, 2019 meeting not held**

#### **July 9, 2019 meeting**

1. Entrance Corridor Overlay (ECO) Design Review – 1229 Benns Church Blvd – 7-Eleven #37229, Inc, C/O Christopher Etter, applicant. Approved as submitted.
2. \*Discussion Item\* – Amendments to the Smithfield Zoning Ordinance: Event Facilities – Town of Smithfield, applicant. No action.

#### **August 13, 2019 meeting**

1. \*Public Hearing\* – Amendments to the Smithfield Zoning Ordinance: Event Facilities – Town of Smithfield, applicant. Favorably recommended to the Town Council.

#### **September 10, 2019 meeting**

1. Site Plan Amendment – 201 Battery Park Rd, Gwaltney Properties One, LLC, C/O Trey Gwaltney, applicant. Approved under the condition that a landscaped hedge or a fence be erected to screen the utilities located immediately east of the building from Battery Park Rd.
2. Entrance Corridor Overlay (ECO) Waiver – Lot 17, Benns Church Blvd, Vanasse Hangen Brustlin, Inc., C/O Kenneth Rodman, et al., applicants. Approved as submitted.
3. Buffer Modification Request – Lot 17, Benns Church Blvd, Vanasse Hangen Brustlin, Inc., C/O Kenneth Rodman, et al., applicants. Approved as submitted.

#### **October 8, 2019 meeting**

1. Site/Subdivision/Utility Plan & Preliminary Plat – Lot 4, Cypress Creek Pkwy, Land Planning Solutions, Inc., C/O Nathanael Diehl, applicant. Approved under the condition that the applicants acquire a Special Use Permit (SUP) from the Town Council prior to breaking ground on the proposed gravel trailer and recreational vehicle parking lot.
2. \*Discussion Item\* Special Use Permit (SUP), Comprehensive Plan Amendment & Official Zoning Map Amendment (Rezoning) – Lot 511, S Church St, Waterford at Battery Park, LLC, C/O John Mamoudis, applicant. No action.

#### **November 12, 2019 meeting**

1. Entrance Corridor Overlay (ECO) Design Review (After-the-Fact) – 1800 S Church St, Major League Builders, Inc., C/O James Ferguson, applicant. Approved as submitted.
2. ECO Design Review & Major Site Plan – Lot 17, Benns Church Blvd, Vanasse Hangen Brustlin, Inc., C/O Kenneth Rodman, et al., applicants. Approved under staff's recommended conditions.
3. \*Public Hearing\* Special Use Permit (SUP), Site Plan Amendment & ECO Design Review – 19290 Battery Park Rd, Harvest Fellowship Baptist Mission Trustees, C/O Charles Drake, applicant. Recommend favorably to the Town Council under staff's recommended conditions, with the exception of item two (2), which was changed to five (5) years.
4. \*Public Hearing\* SUP, Site Plan Amendment & ECO Design Review – 655 W Main St, Brown's African Methodist Episcopal Church Trustees, C/O Sterling Thomas, applicant. Recommended favorably to the Town Council under staff's recommended conditions.
5. \*Discussion Item\* Smithfield Zoning Ordinance Article 3.1 Text Amendment (After-the-Fact) – 865 W Main St, SB Cox Ready Mix, Inc., C/O Gordon Holloway, applicant. No action.

6. \*Public Hearing\* SUP, Comprehensive Plan Amendment & Official Zoning Map Amendment (Rezoning) – Lot 511, S Church St, Waterford at Battery Park, LLC, C/O John Mamoudis, applicant. Tabled for thirty (30) days.

**December 10, 2019 meeting**

1. Final Plat – Lot 84, Cypress Creek Pkwy, Cypress Investment Holdings, LLC, C/O Stephen Romeo, applicant. Conditionally approved so long as: (1) a certified copy of the plat recorded in the Isle of Wight County Circuit Court Clerk’s Office as instrument number 190000616 be provided to the Town; (2) a recordation receipt for the recently-approved boundary line adjustment plat between 1113 Cypress Creek Pkwy (TPIN 22-01-004B) and the subject property be provided to the Town; (3) a bond equal to \$392,661.60 be provided to the Town Treasurer; (4) signed, sealed, and notarized copies of the final plats be provided to the Town Manager for his signature; and (5) following the recordation of the final plats, copies of the recordation receipts thereof must be provided to the Town.
2. \*Public Hearing\* Special Use Permit (SUP) – 13458 & 13400-13474 Benns Church Blvd, Miller Oil Company, Inc., C/O Lauren Sweeney, applicant. Tabled until the applicants could return with a revised exhibit illustrating: (1) that landscaping will be installed to satisfy the requirements of Articles 3.R & 9 of the SZO; (2) the dumpster will be relocated to a less-visible location on the premises; (3) that sidewalks will be installed along the northeast sides of all parking spaces located behind the proposed commercial building; and (4) the parking spaces along the southeast side of the proposed commercial building be relocated near property’s northwestern entrance onto Benns Church Blvd, which is to be closed.
3. \*Public Hearing\* Smithfield Zoning Ordinance Article 3.I Text Amendment (After-the-Fact) – 865 W Main St, SB Cox Ready Mix, Inc., C/O Gordon Holloway, applicant. Recommended Text Amendment favorably to the Town Council.
4. SUP, Comprehensive Plan Amendment & Official Zoning Map Amendment (Rezoning) – Lot 511, S Church St, Waterford at Battery Park, LLC, C/O John Mamoudis, applicant. Recommended Comprehensive Plan Amendment, Official Zoning Map Amendment, and SUP applications favorably to the Town Council.

**Board of Zoning Appeals**

	<b>Reviewed</b>	<b>Approved</b>	<b>Denied</b>	<b>Still Pending</b>
Variances	0	0	0	0
Special Yard Exceptions	3	3	0	0
Zoning Appeals	0	0	0	0
Others	1	0	1	0
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>

**January 15, 2019 meeting not held**

**February 19, 2019 meeting not held**

**March 19, 2019 meeting**

1. \*Public Hearing\* Special Yard Exception (SYE) Application – 108 Tigers Eye – Jon & Linda Lubecki, applicants. Approved as submitted.
2. Recommendation to the Town Council to Amend BZA Bylaws Section II.1. The motion was made to not amend the bylaws.

**April 16, 2019 meeting not held**

**May 21, 2019 meeting not held**

**June 18, 2019 meeting not held**

**July 16, 2019 meeting not held**

**August 20, 2019 meeting not held**

**September 17, 2019 meeting not held**

**October 15, 2019 meeting not held**

**November 19, 2019 meeting not held**

**December 17, 2019 meeting**

1. Special Yard Exception (SYE) – 105 North St – Nicholas & Anita Goerger, applicants. Approved as submitted.
2. SYE – 13458 Bennis Church Blvd – Miller Oil Company, Inc., C/O Lauren Sweeney, applicant. Approved as submitted.

## **Board of Historic & Architectural Review**

	<b>Reviewed</b>	<b>Approved</b>	<b>Denied</b>	<b>Tabled</b>
New Construction	7	5		2
Additions	3	3		
Roof Change	3	3		
Siding, Color Change/Exterior Renovation	15	14	1	
Signs	3	3		
Accessory Buildings/Structures	9	9		
Window Change	3	3		
Demolition	2	2		
Assorted Exterior Changes	4	3	1	
Others	11	11		
<b>TOTAL</b>	<b>60</b>	<b>56</b>	<b>2</b>	<b>2</b>

**January 15, 2019 meeting**

1. Accessory Structures – 223 S Mason St – Non-Contributing – Michael Vandever, applicant. Approved under the condition that any permit issued refer to the fence as a “two (2) rail fence” instead of a split rail fence, and that no part of the fence will obstruct the property to the northeast’s entrance onto Hill St.
2. New Construction – Drummonds Lane – No Designation – Wilkris Services, LLC, applicant. Approved under the condition that the soffits and fascia be a polyvinyl chloride (PVC) material.
3. Exterior Changes – E Main St – No Designation – Wharf Hill Properties, LLC, applicant. Initial proposal was denied. Secondary proposal was approved as submitted.

**February 19, 2019 meeting**

1. Assorted Exterior Changes – 121 S Church St – Landmark – Timothy & Katherine Mitchem, applicants. Approved under the condition that the new, rear porch roof matches the color of the front porch roof.

**March 19, 2019 meeting not held**

### **April 16, 2019 meeting**

1. Color & Siding Change – 106 Thomas St – Contributing – Hill’s Enhancements, Inc, C/O Russell Hill, applicant. Approved as submitted.
2. Demolition & New Construction – 156 Riverview Ave – Non-Contributing – St Joseph’s Reserve LLC, C/O Eric Payntar, applicant. Demolition was approved as submitted, new construction was tabled.
3. Demolition & New Construction – 200 Riverview Ave – Contributing – St Joseph’s Reserve LLC, C/O Eric Payntar, applicant. Demolition was approved as submitted, new construction was tabled.
4. Color Change – 204 Cary St – Contributing – Nelson & Shannon Moody, applicants. Approved as submitted.
5. Other – 210 Cary St – Contributing – Robert & Janice Dolensky, applicants. Approved under the condition that the decorative side of the fence face the street.
6. Roof Change – 325 Grace St – Contributing – Jason Witcher, applicants. Approved under the condition that the “dark slate gray” architectural asphalt shingles are utilized.

### **May 21, 2019 meeting**

1. Other – 106 N Mason St – Landmark – Jeffrey & Amy Ring, applicants. Approved as submitted.
2. New Construction – Lot 14, Washington St – N/A – Kenneth Coleman, applicant. Approved as submitted.

### **June 18, 2019 meeting**

1. Color Change – 102 Commerce St – Non-Contributing – Robert & Cynthia Kelly, applicants.
2. Fence – 105 Cary St – Contributing – Diana McFarland, applicant. Approved as submitted.
3. Siding Change – 113 S Mason St – Landmark – Dale & Sonja McGiboney, applicants. Approved under the condition that the fence be either stained or painted white.
4. Color & Material Change – 220 Astrid St – Non-Contributing – Mary Donovan, applicant. Approved as submitted.
5. Color & Material Change - 362 S Church St – Contributing – Daniel Stanton & Joni Spear, applicants. Approved under the condition that the proposed replacement front porch decking boards be substituted with an AZEK tongue and groove material.
6. Signage – 513 Main St – Unclassified – Smithfield-Church Manor, LP, applicant. Approved under the condition that the three (3) flag signs be removed.

### **July 16, 2019 meeting**

1. Addition, Color Change & Roof Change – 116 S Mason St – Landmark – Lisa Jones, applicant. Approved as submitted.
2. Color Change & Sign – 204 S Church St – Contributing – Steve Major, applicant. Approved as submitted.
3. Accessory Structure – 205 Chalmers Row – Non-Contributing – Angela Standley, applicants. Approved under the condition that the vinyl siding be replaced with vertical DuraTemp composite siding, and painted to match the color of the primary building.
4. Color Change & Siding Change – 223 Washington St – Non-Contributing – Veterans of Foreign Wars, applicants. Approved as submitted.
5. Other – 224 Cary St – Contributing – Beth Haywood, applicant. Approved as submitted.
6. Color Change – 327 Main St – Contributing – Jedidiah Coburn, applicant. Approved as submitted.
7. Color & Window Change – 346 Main St – Landmark – Steve & Shirley McGee, applicants. Window change approved under the condition that the Pella windows that were presented are utilized. Color change denied.
8. Color & Material Change - 362 S Church St – Contributing – Daniel Stanton & Joni Spear, applicants. Approved as submitted.

### **August 20, 2019 meeting not held (no quorum)**

### **September 17, 2019 meeting**

1. Amendment of Prior Approval – Lot 244, Drummonds Ln – Unclassified – Willkris Services, LLC, applicant. Approved as submitted.
2. Renewal & Extension of Prior Approvals – 231 Cary St – Noncontributing – Joseph Reish, applicant. Approved as submitted.
3. New Construction – 156 Riverview Ave – Noncontributing – Saint Joseph’s Reserve, LLC, applicant. Approved as amended to allow for the use of “Stone Manor” (6006-2A) paint on the siding, “Villa Grey” (6005-1B) paint on the fish scale shingles, and the elimination of the pergolas noted in the staff report.
4. New Construction – 200 Riverview Ave – Contributing (Approved for Demolition 2019-04-16) – Saint Joseph’s Reserve, LLC, applicant. Approved as amended to allow for the use of “Agave Blue” (HGSW2364) paint on the siding, “Gravity” (4005-1B) on the fish scale shingles, and PVC for the soffits and fascia or aluminum wrapping.
5. Amendment of Prior Approval – 210 Drummonds Ln – Noncontributing – JVC, LLC, applicants. Approved as submitted.
6. Accessory Structure – 301 Jericho Rd – Non-Contributing – Historic Windsor Castle Restoration, LLC, applicants. Approved as amended, so that no part of the fence (save for the fence surrounding the exterior heating, ventilation, and air conditioning units) will exceed forty-two inches (42”) in height.
7. Color Change – 346 Main St – Landmark – Peninsula Development Corporation, applicant. Approved under the condition that option two (2) is utilized by the applicants.
8. Amendment of Prior Approval (After-the-Fact) – 206 Riverview Ave – Noncontributing – Almond Contracting & Consulting, Inc., applicants. Approved as amended to show that the house is currently roofed in a gray-colored architectural asphalt shingle roof, under the condition that the concrete block foundation be covered with stucco, the siding remain unpainted, the porch and rear deck be painted white, the front door be painted “Vogue Green” (SW0065), and the stucco, porch decking, and front step treads be painted a dark-brown color to be reviewed and approved by Town staff.
9. Addition – 223 N Church St – Noncontributing – Ernest Dent, applicant. Approved as submitted.
10. Assorted Exterior Changes – 129 Sykes Ct – Noncontributing – Gwaltney Properties One, LLC, applicant. Approved as submitted.

### **October 15, 2019 meeting**

1. Signage – 111 S Church St – Landmark – Christ Episcopal Church Trustees, C/O William Egan, applicant. Approved under the condition that the landscaping surrounding the existing detached sign at the corner of S Church St and Main St be brought into compliance with Smithfield Zoning Ordinance (SZO) Section 10.E.6.
2. Addition – 223 S Mason St – Noncontributing – Smithfield Union Lodge AF&AM #18, C/O Michael Vandever, applicant. Approved as submitted.
3. Accessory Structure – 232 S Mason St – Contributing – Brandon & Amber Mieras, applicants. Approved as amended to allow for the use of either of the two (2) fence styles presented by the applicant, under the condition that the proposed fence be either stained or painted white.
4. Amendment of Prior Approval (After-the-Fact) – 301 Jericho Rd – Landmark – Historic Windsor Castle Restoration, LLC, C/O Rick Bodson, applicant. Approved as submitted.
5. New Construction – Lot 407, S Church St – Unclassified – Thomas & Robin Ivy, applicants. Approved as amended to entail the use of composite windows instead of the vinyl windows initially proposed by the applicant.

### **November 19, 2019 meeting**

1. Amendment of Prior Approval (After-the-Fact) – 116 S Mason St – Landmark – Lisa Jones, applicant. Approved as amended to include the removal of the vinyl shutters on the sides and rear of the building, as well as the replacement of the original scalloped or “fish scale” cedar shake shingle siding with Hardie board siding of the same style.
2. Other – 205 S Church St – Landmark – Gordon & Deborah Holloway, applicants. Approved as submitted.

3. Accessory Structures (After-the-Fact) – 214 Drummonds Ln – Unclassified – Charles & Carol Alston, applicants. Approved with the condition that the proposed fence be changed to a white-colored fence.
4. Accessory Structure – 215 Cary St – Noncontributing – Thomas & Melody Gehring, applicants. Approved as submitted.
5. Color & Window Change – 320 Grace St – Landmark – Barbara Mastaglio, applicant. Approved as amended to include the painting of the door casing.
6. Amendment of Prior Approval – 327 Main St – Contributing – Jedidiah & Jamie Coburn, applicants. Approved as amended to include the painting of the floor of the front porch.
7. Roof Change – 340 Main St – Landmark – Beverly Hunter, applicant. Approved with the condition that the applicant may choose either of the asphalt shingle roofs proposed.
8. Window Change – 348-354 Main St – Contributing – WEB 3715, LLC, C/O Ed Bowman, applicant. Approved as submitted.

**December 17, 2019 meeting not held**

### **Zoning Permits January 1, 2019 – December 31, 2019**

	<b># of Permits</b>
Single Family Residences	46
Commercial Buildings	0
Demolition	7
Accessory Structures (i.e. sheds, garages, carports)	23
Fences, Walls	23
Water Dependant Structures (i.e. piers, docks)	2
Signs	25
Pools	7
Additions	8
Decks, Porches, Patios	13
Others	19
<b>TOTAL # of Structures Permitted</b>	<b>173*</b>
<b>TOTAL # of Zoning Permits Issued</b>	<b>157*</b>

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

### **Zoning Violations January 1, 2019 – December 31, 2019**

<b>VIOLATION</b>	<b># of violations</b>
Inoperable Vehicles	50
Boats / RVs	4
Excessive Vegetation	17
Trash & Debris	14
Permits	3
Historic District Violations	2
Others*	7
<b>TOTAL</b>	<b>97</b>

Note: 200+ unauthorized signs removed from Town rights-of-way by Planning Department staff in 2019.

**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 43 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, Moonefield Drive, Winchester Place, Cary Street, Bishops Reach, North & South Mason Street, Sykes Court, Battery Park Road, Main Street, Hunters Way, Jericho Road, Barclay Crescent, Turnberry, Troon, Hickory Crescent, Tallwood Drive, Harrison Drive, Waterview Drive, Evergreen Way, John Rolfe Drive, Wildwood Drive, Pleasant Drive and Lane Crescent. We also continued the ditch cleaning schedule within the Town that includes over 57 storm water outfall ditches.

For this year the following streets were overlaid with a minimum 2 inch asphalt surface mix; Main Street from Church Street to Institute Street, Fawn Court from Watson Drive to cul-de-sac and Edgewood Drive from Lumar Road to Bellwood Avenue. There have been many pavement patch repairs performed throughout the Town. Some of the streets involved were, Moonefield Drive, Cypress Creek Parkway, Pagan Road, Riverside Drive, Ridgeland Drive, Buckingham Way, Lumar Road, Pinewood Drive, Barclay Crescent, Wellington Circle, Dover Court, St. Andrews and Smithfield Blvd. 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. Thirty-one Right of Way / Easement permits were issued to the utility companies involving their maintenance projects. Roadway line striping was installed on Battery Park Road and at the intersection of Battery Park Road and Nike Park Road, John Rolfe Drive and Berry Hill Road. Painted designated parking areas were installed on Main Street after final asphalt overlay, 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. The surface asphalt is brown in color and after a period of time of allowing vehicles to wear the surface, a pea gravel finish will appear.

Inspections of the Smithfield Lake Dam have also continued this year. With regards to the emergency outfall repair project, all required reimbursement documentation was submitted to FEMA and reimbursement has been received. The Town is working in conjunction with Draper Aden & Associates to compile and submit documentation to DCR (Department of Conservation & Recreation) to acquire full certification for the dam.

Isle of Wight County in conjunction with the Town 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 coordination meetings held with VDOT in regards to the proposed Cypress Creek bridge deck repair. The repair will involve the removal and replacement of three spans of the bridge deck and supporting beam substructure on the north end of the bridge. The Town is in discussion with VDOT over the exact method of traffic control during the length of the project and also attempting to determine the shortest time duration for the project thus minimizing the length of time residences and business are impacted.

#### Urban Funded Projects:

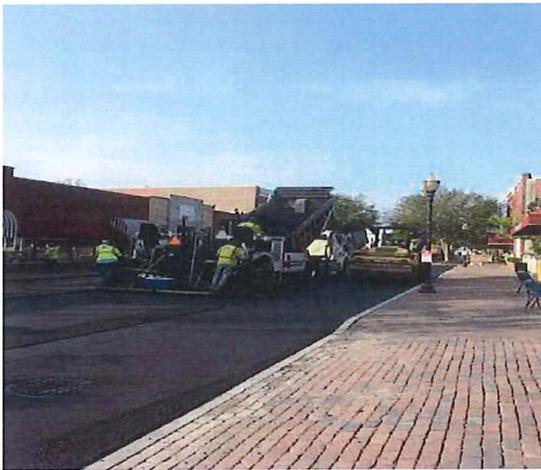
UPC: 110507 This project involves the installation of a right turn lane on West Main Street Route 258 at the Sports Complex. Site plan review was performed and approved by VDOT, Isle of Wight County and the Town. A right of way dedication plat and deed was required and was subsequently submitted to the 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 were advised made preparation for and addressed their utility relocation. The project was released for bids, of which they were received. The bid proposals were reviewed by VDOT, Kimley – Horn and the Town. Blair Bros. Inc. was awarded the contract and notice to proceed was issued. The contractor began the installation of the sanitary sewer main along with the required laterals. The required tests on the system were performed and was found to be satisfactory. The contractor then proceeded to install storm pipe and storm manholes as per the approved site plans. This was followed by the installation of the curb and gutter and the stone aggregate subbase material. Completion of the project is anticipated by late January 2020.

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 initially was concerned with the viability of a full interchange at this intersection point. It has now been determined that a full interchange project for this area is cost prohibitive for the Town. With the available funding the Town will be able to (1) extend the left turn lane in the north quadrant of the south bound lane at the intersection, (2) lengthen the right turn lane in the south quadrant of the north bound lane and (3) perform a mill and asphalt overlay of the entire

intersection. Kimley – Horn is now preparing the appropriate documentation which is being forwarded to VDOT in preparation for the proposed VDOT LAP project.

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. A public meeting was held with several alternative locations displayed and discussed. The areas that are being studied are, South Church Street, and Lumar Road / John Rolfe Drive. Kimley – Horn has developed a cost proposal to perform a detailed survey of both locations and a preliminary concept design appropriate for each location. A cost analysis will be developed for each of these locations.

**Paving on Main Street**



**Paving on Pocahontas Court**



**Right Turn Lane Construction**



**Smithfield Lake Dam**



**Drop Inlet Repair**



**Paved Ditch Repair**



**Clontz Park**



## **Public Works**

- January      Grounds crews cut right-of-ways on water and sewer lines and emptied trash cans on Monday and Friday  
Minor repairs at Town Hall and town buildings.  
Grounds crews started leaf pick up.  
Public Works worked BOB Fest.2019
- February     Grounds crews cut right-of-ways on water and sewer lines, Leaf removal thru out town, and emptied trash cans on Monday and Friday  
Minor repairs at Town Hall and town buildings.
- March        Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.  
Minor repairs at Town Hall and other town buildings.
- April         Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.  
Minor repairs at Town Hall and other town buildings.  
Public Works worked Wine Fest.
- May          Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.  
Minor repairs at Town Hall and other town buildings.  
Public Works worked Wine Fest.
- June         Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.  
Minor repairs at Town Hall and other town buildings.
- July          Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.  
Minor repairs at Town Hall and other town buildings.
- August       Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.  
Minor repairs at Town Hall and other town buildings.

- September Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.  
Minor repairs at Town Hall and other town buildings.
- October Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.  
Minor repairs at Town Hall and other town buildings.  
Public Works all so work some of the Town's events, trash and traffic control.
- November Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.  
Minor repairs at Town Hall and other town buildings.  
Public Works all so work some of the Town's events, trash and traffic control.
- December Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.  
Minor repairs at Town Hall and other town buildings.  
Public Works all so work some of the Town's events, trash and traffic control.

**Public Works assisting the PD**



**Drummonds Lane PS Pump Removal**



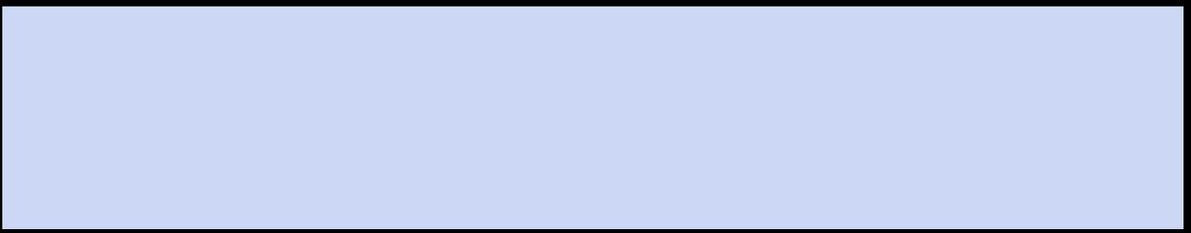
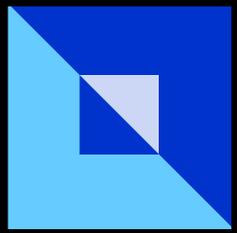
**Lakeside Pump Station Flood, and surrounding area damage**



**Jericho Road**

**James Street Pump Station**





# Reverse Osmosis Plant

## RO Plant

January	Added washers and tightened lime Agitator. 1 <sup>st</sup> Quarter DEQ samples Greased Well 10A and Concentrate Pumps. New heating element installed in Wilson Valve vault.
February	Replaced CA610 Fluoride probe tip, O-rings and refilled probe.. Cleaned pit sump pump and repositioned alarm and level float. Received 1 Micron Cartridge filters for RO Pump. Completed Chloride sampling. Replaced Chlorine Feedwater Flowmeter.
March	Yearly Generator Maintenance done by CAT technician. Pulled Chlorides, sent VDH and HRSD reports. Installed 20 mesh into the chlorine pump Y-strainer. Power washed all around the RO Plant. Installed pit sump pump float. Annual Lime Tank clean accomplished.
April	Rebuilt Chlorine analyzer. Replaced both tower lights at the top of Church Tank Greased Lime feed gears, greased lime feed Mixer, and greased RO Booster Pump. Changed oil in High Service Pumps and Well 10 4 month 1 Micron Cartridge Filter Change
May	Ran Generator under load. Painted Well 10 and Well 8 flushing connections and bases. Pressure washed Cary and Jersey Park well houses. Vibration tests completed for all pumps and wells. Annual HRSD Inspection completed.
June	Ran Generator under load. Painted Well 10 and Well 8 flushing connections and bases. Pressure washed Cary and Jersey Park well houses. Vibration tests completed for all pumps and wells.
July	Rebuilt CA610 Fluoride Analyzer Changed 3rd Stage Membranes. Vibration tests completed for all pumps and wells
August	Installed new batteries in Emergency Lighting over Well 8A Fixed concentrate blow-off pipe on RO Skid by installing a hanger support. Flushed Well 8A. Installed new Altitude Valve in Wilson Vault.

Changed cartridge Filters in RO.

- September Installed new batteries in Emergency Lighting over Well 8A  
Fixed concentrate blow-off pipe on RO Skid by installing a hanger support.  
Flushed Well 8A.  
Installed new Altitude Valve in Wilson Vault.  
Changed cartridge Filters in RO.
- October Quarterly Nitrification and Monthly HRSD Composite samples pulled.  
Cleaned accumulated lime off of Lime Mixer.  
Greased motor and bearings in Electrical A/C Unit above lab.  
Replaced Atmospheric Pressure Valve in Slop sink.
- November Winterized Emergency Wells and Tanks.  
Truck #11 and #15 oil, oil filter and air filter changed.  
Greased RO Booster, Lime Prop and Lime Gear Box.  
Refitted Lime Feed Lines.  
CIP cleaning Valve installed.
- December CEC calibration completed for Flow Meters.  
Bi annual pump vibration tests completed.  
Cleaned RO Skid with high pH and low pH acid.

### **Cleaning the RO Skid**



### **FOG/ Backflow/ Septic Tank Pump Out Program**

- A. Inspections to ensure compliance from our Food Service Establishments (FSE's) in log keeping and certifications of their employees through HRFOG. Also, going over FSE's cleaning procedures and making adjustments as needed. Attendance of HRPDC's FOG Committee meetings.
- B. Implementing the Backflow and Cross Connection Program through backflow inspections of new systems installed to ensure compliance through applicable

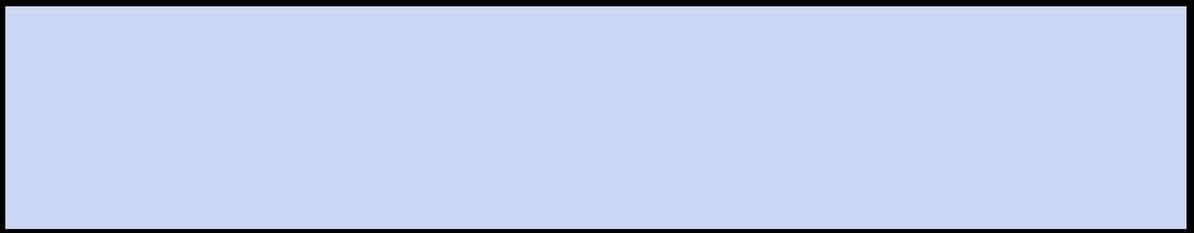
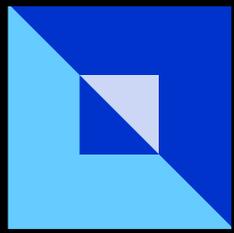
regulations and ordinances. Sending out of reminder letters, non compliance notices, and failed test notices. Attendance of HRCCC meetings.  
C. Maintaining of the Septic Pump Out Program.

## **PUBLIC WORKS SAFETY PROGRAM/TRAINING/ ACCREDITATION**

Public Works has a monthly safety meeting. Training for 2019 included Slip, Trips, & Falls, Animal Attacks, Back Safety, CPR, First Aid, Fire Extinguisher Training, Hazardous Communication, Trenching & Excavation, PPE/Bloodborne Pathogens, Lockout/Tagout, Confined Space, Hearing Test, Chain Saw Training, Defensive Driving and Snow Plow Safety. In addition all new employees received required NIMS Certifications.

### ***Annual Confined Space Training – Gas Monitoring and Entry Permits***





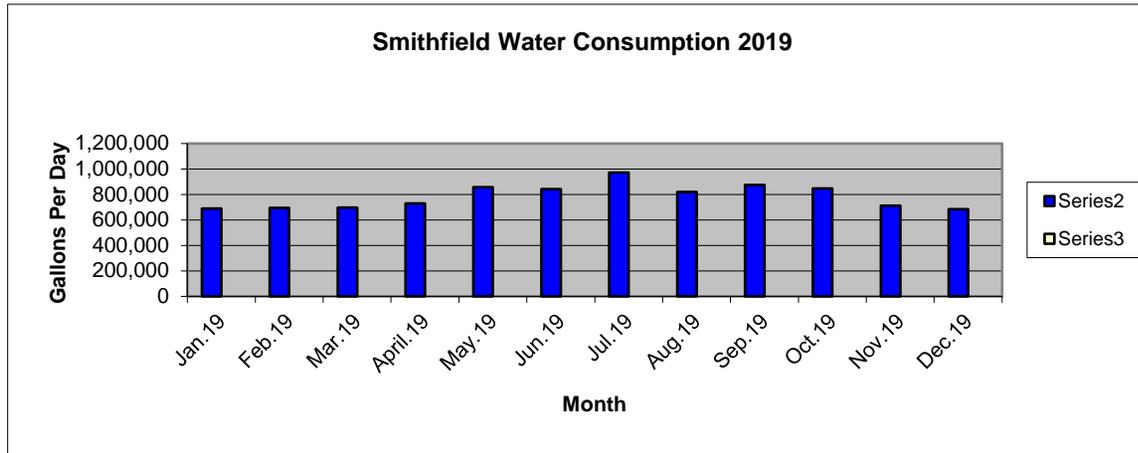
# SMITHFIELD WATER CONSUMPTION

### Smithfield Water Consumption 2019

Jan.19	Feb.19	Mar.19	April.19	May.19	Jun.19	Jul.19	Aug.19	Sept.19	Oct.19	Nov.19	Dec.19
21,397,612	19,451,232	21,572,668	21,899,108	26,585,144	25,285,380	30,128,500	25,393,016	26,263,976	26,263,082	21,386,630	21,239,384
31	28	31	30	31	30	31	31	30	31	30	31

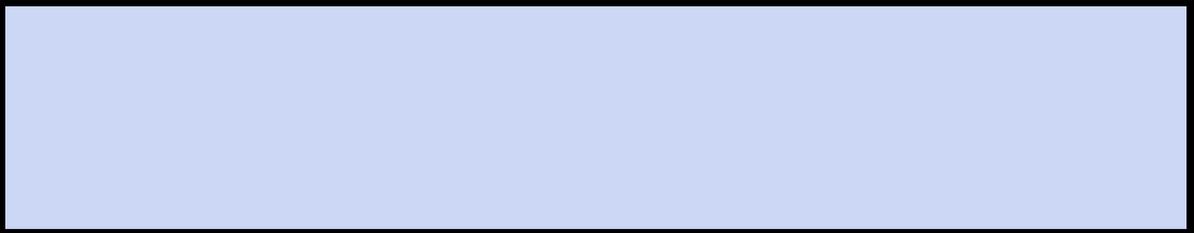
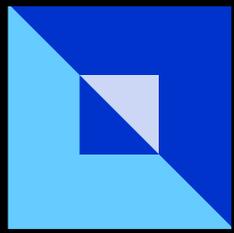
### Daily Water Consumption

Jan.19	Feb.19	Mar.19	April.19	May.19	Jun.19	Jul.19	Aug.19	Sep.19	Oct.19	Nov.19	Dec.19
690,246	694,687	695,893	729,970	857,585	842,846	971,887	819,130	875,466	847,196	712,888	685,141



Permitted Amount	468,800,000
Total Consumption	286,845,392
Daily Average	785,245

61%



# PARKS AND RECREATION REPORT

*2019 Annual Report*  
*Town of Smithfield Parks & Recreation*



**Park Facilities, Special Events and Park Projects**



*Smithfield Center*



*Windsor Castle*



*Luter Sports Complex*



*Clontz Park*



*Special Events*



*Park Projects*

*2019 Annual Report*  
*Town of Smithfield Parks & Recreation*

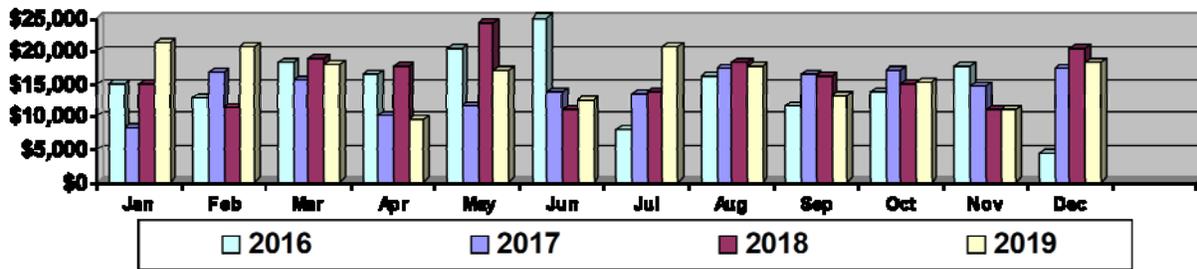


**Smithfield Center –opened November 2000**

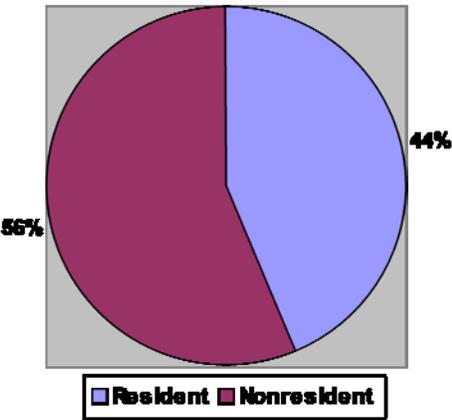
- ◇ Sales of Two Day Packages continue to increase our revenue. Two day packages are advantageous to our clients because they can setup on Day 1 and enjoy their event on Day 2. These packages are also advantageous for the Smithfield Center in that the furniture stays in place for 2 days and the staff does 1 set for 2 days instead of 2 individual sets.
- ◇ Advertising 50% discounting of January and February dates has been very successful in booking most weekends in those months.

Year	Total Sales
2016	\$182,845
2017	\$172,612
2018	\$192,450
2019	\$194,559

**Exhibit A: By Month Revenue Comparison 2016-2019**



**Exhibit B:  
Resident versus Nonresident**



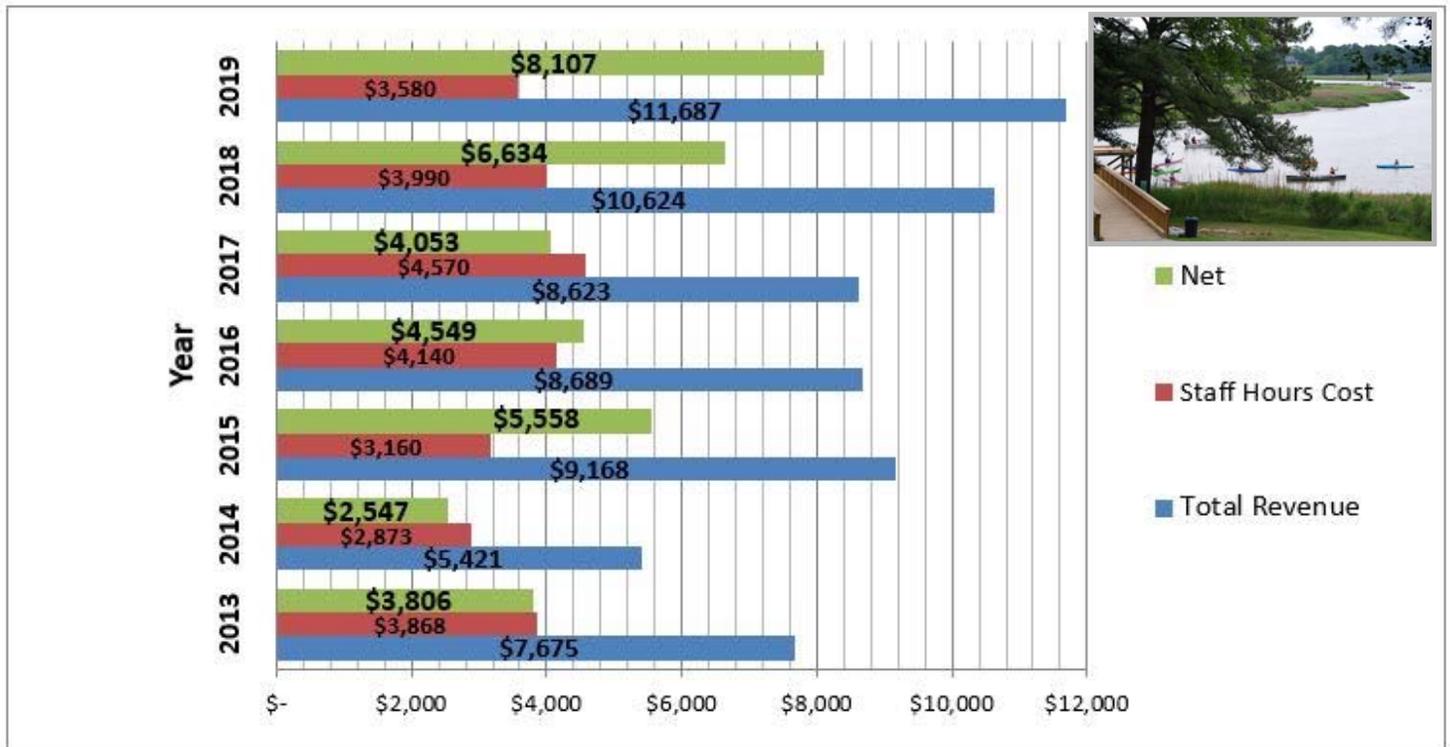
*2019 Annual Report*  
*Town of Smithfield Parks & Recreation*



**Windsor Castle Park –opened May 2010**

- ◇ The Manor House Restoration Project wrapped up in December 2019. Also in December, we interviewed and hired a Windsor Castle Site Manager to act as park docent and event manager.
- ◇ In July, we hired two Parks Maintenance Specialists to give us a total of four outdoor parks staff which will allow us do landscaping and grass cutting in house for future years, versus contracting it out.

**Exhibit C: Kayak Rental Sales**



- Net
- Staff Hours Cost
- Total Revenue

<b>Exhibit D: Trail Doctor Hours</b>		
Year	Hours	Main Focus
2016	483	Invasive Species Removal
2017	448	Invasive Species Removal
2018	488	Trail Repair
2019	492	Trail Repair, landscaping, tree pruning



**What's Next:**

- ◇ Planning and executing marketing of the Windsor Castle Manor House & Grounds as an event venue for business meetings, weddings, receptions and all kinds of events. Marketing will rely heavily on increasing our social media presence.

*2019 Annual Report*  
*Town of Smithfield Parks & Recreation*



**Joseph W. Luter Jr Sports Complex (LSC)—opened August 2018**

- ◇ Hired 2 Parks Maintenance Specialist to continue to provide the high level maintenance that the sports complex requires.
- ◇ The long awaited right turn lane finished right at the end of the year so we will no longer need Smithfield PD to direct traffic on game days.



- What's Next:**
- ◇ Constructing a maintenance building for secure storage of parks equipment that will used for the maintenance of all park properties.

*2019 Annual Report*  
*Town of Smithfield Parks & Recreation*



**Clontz Park Boat Ramp & Fishing Pier—opened July 2019**

◇ Opened Friday, July 19th, 2019 with a ribbon cutting celebration. Park is used daily for boat traffic and fishing pier access.



What's Next:  
◇ Signage for the site that welcomes patrons to the park, gives park policies and thanks our generous grant donors.

# 2019 Annual Report

## Town of Smithfield Parks & Recreation



### Special Events 2019

JANUARY		
1/19/2019	Windsor Castle	<b>BOB Festival</b>
1/20/2019	Smithfield Center	<b>MLK Program</b>
FEBRUARY		
2/10/2019	Smithfield Center	<b>Sweetheart Banquet</b>
2/16/2019	Smithfield Center	<b>CASA Gala</b>
2/24/2019	Smithfield Center	<b>Black History Month Program</b>
MARCH		
3/9/2019	Smithfield Center	<b>IOW Academy Gala</b>
3/16/2019	Main Street	<b>St Patricks Day Parade</b>
3/23/2019	Smithfield Center	<b>Women's Club Flea Market</b>
3/31/2019	Smithfield Center	<b>Vietnam Veterans Recognition Ceremony</b>
APRIL		
4/6/2019	Town Streets	<b>YMCA Triathlon</b>
4/13/2019	Windsor Castle	<b>Wine Fest</b>
4/27/2019	Smithfield Center	<b>Windsor Prom</b>
MAY		
5/4/2019	Windsor Castle	<b>Optimist Club Run</b>
5/4/2019	Luter Sports	<b>Relay for Life Event</b>
5/5/2019	Main Street	<b>Main Street Mile</b>
5/6/2019	Smithfield Center	<b>TRIAD</b>
5/18/2019	Smithfield Center	<b>Smithfield Prom</b>
5/25/2019	Windsor Castle	<b>Pedal for the Pig</b>
JUNE		
6/1/2019	Windsor Castle	<b>Clean the Bay Day</b>
6/1/2019 -	Windsor Castle	<b>Multiple Sclerosis Bike Event</b>
6/28/2019	Main Street	<b>Summer Concert Series</b>
6/29/2019	Smithfield Station	<b>Raft Race at Station</b>

JULY		
7/3/2019	Downtown	<b>Town Fireworks</b>
7/3/2019	Smithfield Center	<b>Ruritan Fireworks Celebration</b>
7/21/2019	Town Streets	<b>Celerity Cycling Event</b>
AUGUST		
8/6/2019	Smithfield Center	<b>National Night Out</b>
SEPTEMBER		
9/21/2019	Windsor Castle	<b>Ruritan Car Show</b>
9/21/2019	Smithfield Center	<b>Victory Over Diabetes</b>
9/28/2019	Main Street	<b>Vintage Market</b>
OCTOBER		
10/5/2019	Windsor Castle	<b>Bacon (BBB) Festival</b>
10/12/2019	Town Streets	<b>Hog Jog</b>
10/19/2019	Smithfield Center	<b>IOW Schools Foundation Gala</b>
10/25/2019	Main Street	<b>Smithfield Homecoming Parade</b>
10/26/2019	Windsor Castle	<b>Safe House Half Marathon</b>
10/31/2019	Main Street	<b>Halloween Safe Trick or Treat</b>
NOVEMBER		
11/2/2019	Windsor Castle	<b>IOW Schools 65 Roses 6K</b>
11/6/2019	Windsor Castle	<b>Cross Country Regionals</b>
11/11/2019	Veterans Memorial	<b>Veterans Day Ceremony</b>
DECEMBER		
12/7-12/8/19	Smithfield Center	<b>Antique Show</b>
12/6/2019	Main Street	<b>Tree Lighting Ceremony &amp; Light Up Main</b>
12/7/2019	Main Street	<b>Christmas in Smithfield Home Tour</b>
12/14/2019	Main Street	<b>Mistletoe Evening Market</b>
12/21/2019	Smithfield Center	<b>Breakfast with Santa</b>
12/21/2019	Main Street	<b>Christmas Parade</b>
12/11/2019	Smithfield Center	<b>Big Band Concert</b>
12/26/2019	Smithfield Center	<b>Delta Holiday Dance</b>
12/31/2019	Smithfield Center	<b>New Years Eve Party</b>
12/31/2019	Main Street	<b>Wharf Hill Pig Drop</b>

◇ 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 on Main Street, and Baseball and Softball Tournaments at Luter Sports that keep visitors flocking to our beautiful town year round.



*2019 Annual Report*  
*Town of Smithfield Parks & Recreation*



**Park Projects 2019**

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 become reality.



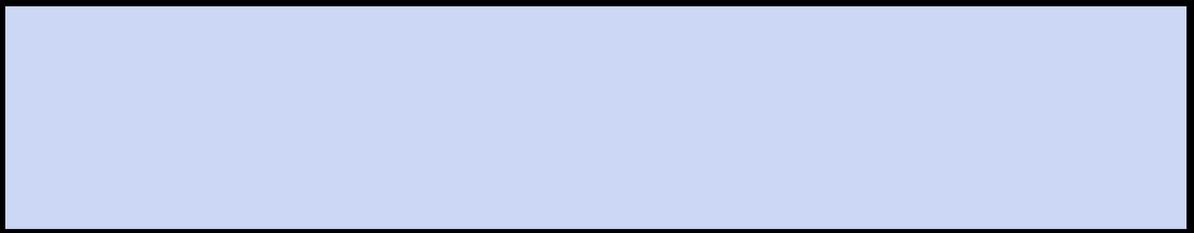
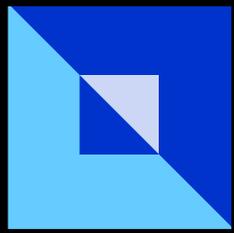
**Nature Interpretative Signage Series**

The Master Naturalists created a series of interpretative signage that describes various plant life, wildlife and habitats that call Windsor Castle Park home. In addition, they created a website which goes into great detail with text and photography that compliments and adds to the story told by the interpretative signage.

**Longleaf Pine Tree Planting**

The Master Naturalists also took the lead on a project to restore, what had become a near extinct tree in Virginia and the Southeast, the Longleaf Pine Tree. A small plot was planted near the main parking area of Windsor Castle Park and a larger 2 acre parcel has now been planted with seedlings and small trees at the corner of Jericho and Cedar Road in the park .





SMITHFIELD  
POLICE DEPARTMENT



# ANNUAL REPORT 2019

## Smithfield Police Department

[www.smithfieldva.gov/police](http://www.smithfieldva.gov/police)  
(757)357-3247

913 S. Church Street  
Smithfield, VA 23430

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# MESSAGE FROM THE CHIEF

The Smithfield Police Department (Department) has worked diligently to provide the Town and citizens alike with another successful year of dedicated professional service. Even though this was a successful year the Department was met with challenges as it related to filling vacancies, we were still able to reduce crime, making Smithfield a safer place to visit and live. This is a credit to the professionalism and dedication of the men and women of this Department.

Our main goal continues to be to suppress criminal activity by staying abreast with current trends in crime and to seek the best practices being utilized by law enforcement agencies across the country. In order to remain current with trends the Department must stay up-to-date with training and technology that is constantly evolving. Our annual report will reflect a snapshot of our efforts to reduce crime in Smithfield.

In previous years the Department has been challenged with recruiting and this year I am pleased to state we are fully staffed. Being fully staffed our attention will switch from recruiting to retention. We hope to institute a career development program where officers can seek to become senior or master police officers for those officers that meet the qualifications. We will continue to strive to provide at least 40 hours of training annually for each officer whether inhouse or outside sources to enhance the skillsets of our officers. Over the last year we were able to send officers to various instructor schools that provide training both at the Department and the Hampton Roads Criminal Justice Training Academy ('Academy') as well as other departments. There are departmental policies that require annual training and we plan to develop more inhouse training that will prove to be beneficial to the Department's newer officers by attending this training.

The Department held its first annual Citizens Police Academy that was a huge success and plans to host two (2) per year, one in the spring and another in the fall of the year.

Over the last four (4) years the Department has been working to maintain its status of being an accredited agency and the time has come for the Department to showcase what it has been doing. In March of this year the Department will undergo its audit for reaccreditation. This audit will look at more than 180 standards the department must meet. It is our goal to be reaccredited with little to no return on files.

The Department will also be submitting documentation to Department of Criminal Justice Services ('DCJS') for review of our efforts as it relates to maintaining our status of being a Certified Crime Prevention Community by meeting the core objectives set forth.

Alonzo Howell  
Chief of Police

# MISSION STATEMENT

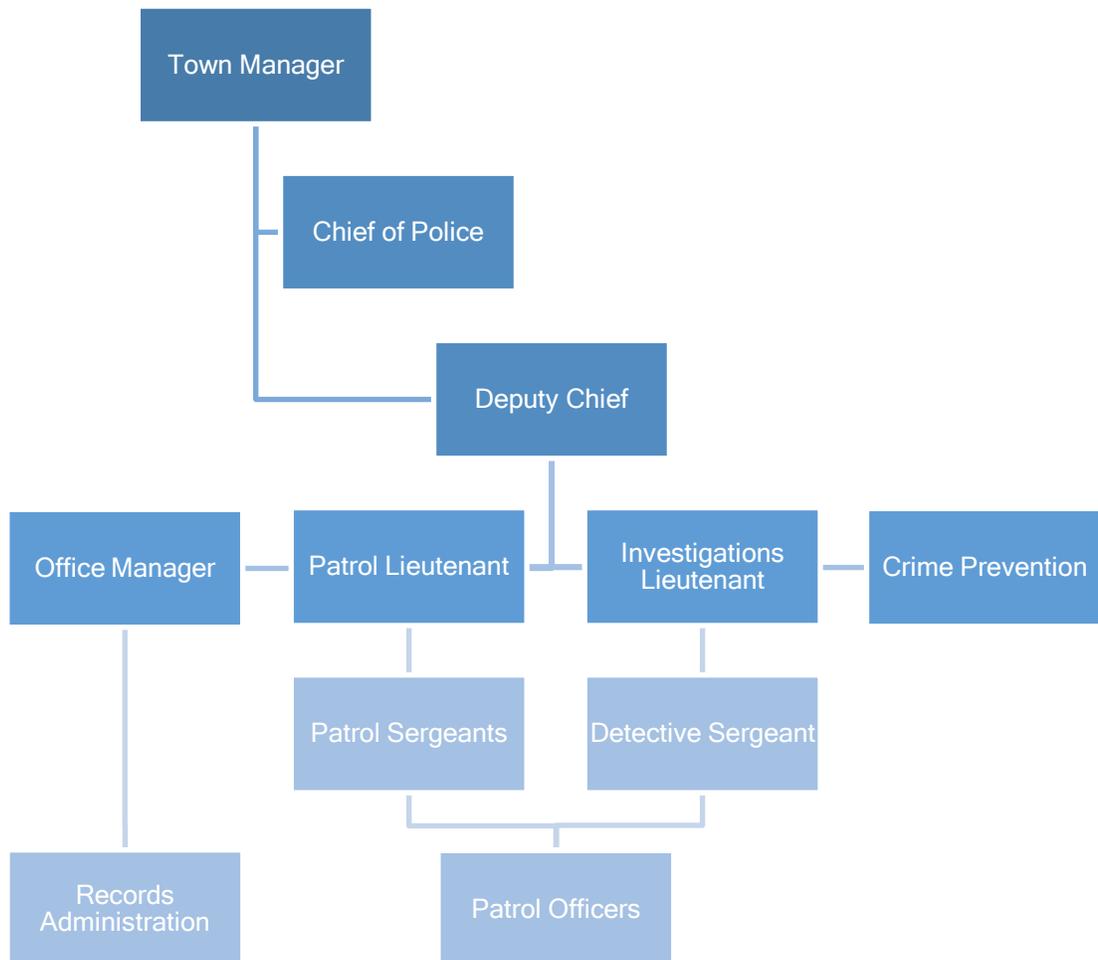
*The mission of this Department is to provide the Commonwealth of Virginia and the Town of Smithfield a dynamic, responsive, professional police department that forms a partnership with the community in order to preserve law and order, achieve mutually beneficial goals and objectives, and provide security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

# ORGANIZATIONAL CHART



# Department Staff



**Alonzo Howell**  
Chief of Police

**Matthew Rogers**  
Deputy Chief



## Investigative Division



**Patrick Araojo**

Lieutenant

**Donald Brady**

Sergeant



## Patrol Division

**Christopher Meier**  
Lieutenant



## Patrol Sergeants



**William Miller**



**J. Eric Phillips**



**Josh Powell**



**David Adams**

**Patrol Officers**



**Edmund Cook**



**Samuel Johnson**



**William Wooley**



**Christopher McGough**



**Anthony Cooper**



**Jacob Norton**



**Ryan Polk**



**Paul Jones**



**Donna Hughes**



**Joshua Printz**



**Dominic Dedmon**



**Casey Owens**

## Administrative Staff



**Kristi Kincaid**  
Office/Accreditation Manager



**Annette Crocker**



**Lorrie Porter**



**Stephanie Pack**



# 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:

- ✓ 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
- ✓ Annual TRIAD Senior Safety Conference



# Specialized Units

Throughout 2019, 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 4<sup>th</sup> of July fireworks celebration, Olden Days maritime events, Annual Smithfield Wine and Brew Fest, and summer patrols.

The primary mission of the Emergency Response Team (ERT) is the entry and securing of specified locations as a result of executing an arrest or search warrant in anticipated situations of violence, when a hostage or barricade situation exists, an unusually dangerous environment, or circumstances exist that would dictate the immediate entry of a location for the protection of life. In 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.



# Training

During 2019, 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:

- ✓ Basic Law Enforcement – 19A
- ✓ Armstrong v. Village of Pinehurst
- ✓ 2019 Virginia Legal Update (Cultural Diversity)
- ✓ Cultural Diversity
- ✓ CRASE
- ✓ Strategic Law Enforcement Interview and Enhanced Communications
- ✓ Background Investigations for Police Applicants
- ✓ NHTSA DWI Detection and SFST
- ✓ The Street Smart Cop Pro-Active Patrol Tactics
- ✓ ALLERT/Active Shooter Training
- ✓ Classroom Instruction for Driver Training
- ✓ Arrest Control/Defensive Tactics Instructor School
- ✓ Advanced Supervision and Management (ASAM)
- ✓ Federal Constitutional Law Review and Update
- ✓ 2019 DUID Training
- ✓ Field Training Officer
- ✓ ALERRT ERASE
- ✓ CIT Core Class
- ✓ IBR
- ✓ Improving Public Perception of Police
- ✓ General Instructor Recertification
- ✓ Non-Bias Policing and De-Escalation
- ✓ Interrogation Law
- ✓ The Leadership Institute
- ✓ Interview and Interrogation Narcotics
- ✓ CPR/First Aid/AED
- ✓ OC Aerosol Instructor
- ✓ FBI Law Enforcement Effective Writing and Speaking Course
- ✓ Annual Training Coordinators Meeting
- ✓ Active Attack Integrated Response
- ✓ Active Threat Integrated Response Courts
- ✓ Driving Techniques
- ✓ Taser Instructor
- ✓ Lock Picking and Specialized Entry
- ✓ Train the Trainer
- ✓ General Instructor
- ✓ Basic Law Enforcement – 19B
- ✓ Gang Specialist Certification Course
- ✓ Basic Crime Scene Photography
- ✓ Use of Force Assessment for Supervisors
- ✓ Diversity Driven Policing
- ✓ Constitutional Policing: A Comprehensive Search and Seizure Review
- ✓ Stress First Aid
- ✓ Basic Law Enforcement – 19-C

# Department Highlights

## Greater Hampton Roads Regional Crime Line Top Cop Award

### OFFICER WILLIAM WOOLEY

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.



*Officer Wooley led the Smithfield Police Department in all patrol areas to include summons, arrests, and DUIs. Along with his proactive policing Officer*

*Wooley obtained certifications as a General Instructor, Field Training Officer, and Firearms Instructor. He has worked very hard as an instructor for the department to bring fresh and relevant training to the officers by revamping annual training and the department's FTO program.*

*Officer Wooley not only dedicates his time and training to the Smithfield*



*Police Department and its officers, but also gets the citizens involved. Officer Wooley coordinated the departments "Lip Sync Challenge" video. His idea to include the community was well received by the community and helped to foster a better relationship with the community. Officer Wooley subscribes to the Department's vision of Community Policing and is continually getting involved with the community of Smithfield.*

# **MADD Awards (Mothers Against Drunk Driving)**

## **OFFICER WILLIAM WOOLEY**

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. Congratulations to Officer William Wooley on his 2018 MADD Award. He led the department in DUI arrest for 2018. His hard work and diligence serve the community well.



## American Legion Officer of the Year

When determining the recipient of the American Legion Officer of the Year, we considered areas of law enforcement that are inherent to the job and those that exceed expectations. We strive to be traditional crime fighters as well as positive leaders in the community we serve. This year's recipient represented the Smithfield Police Department by managing a balance in the following areas of law enforcement:

Traffic Summons Issued _____	126
Arrests _____	17
Driving Under Influence _____	4
Incident Reports _____	76
Community Relations Events _____	5



# Citizen's Police Academy

2019 - A

In September of 2019, the Smithfield Police Department hosted its first Citizen's Police Academy. Fifteen (15) students completed a rigorous ten (10) week session where they learned the inner workings of the Department. Their experiences ranged from ride-along, crime scene processing, traffic stop practical exercises, and facility tours. The Citizen's Police Academy is a continued effort to building stronger communities by fostering positive relationships with the community. The Smithfield Police Department will host a Citizen's Academy once a year.

[www.facebook.comsmithfieldpoliceva/](http://www.facebook.comsmithfieldpoliceva/)

**SMITHFIELD POLICE DEPARTMENT**



**NOW ACCEPTING APPLICATIONS**

**Citizens Police Academy**

**2019—A**

**Experience the Smithfield Police Department**

**WHEN**  
Every Wednesday  
September 11—November 20  
Ten (10) Weeks

**WHERE**  
Smithfield Center  
220 N. Church Street

**MORE INFO**  
Deputy Chief Matt Rogers  
(757) 357- 3247  
mrogers@smithfieldva.gov

**CLASSES INCLUDE**

- Community Relations
- Operations Overview
- Facilities Tour
- Ride Along

Class size is limited to twelve (12) students- **APPLY TODAY**

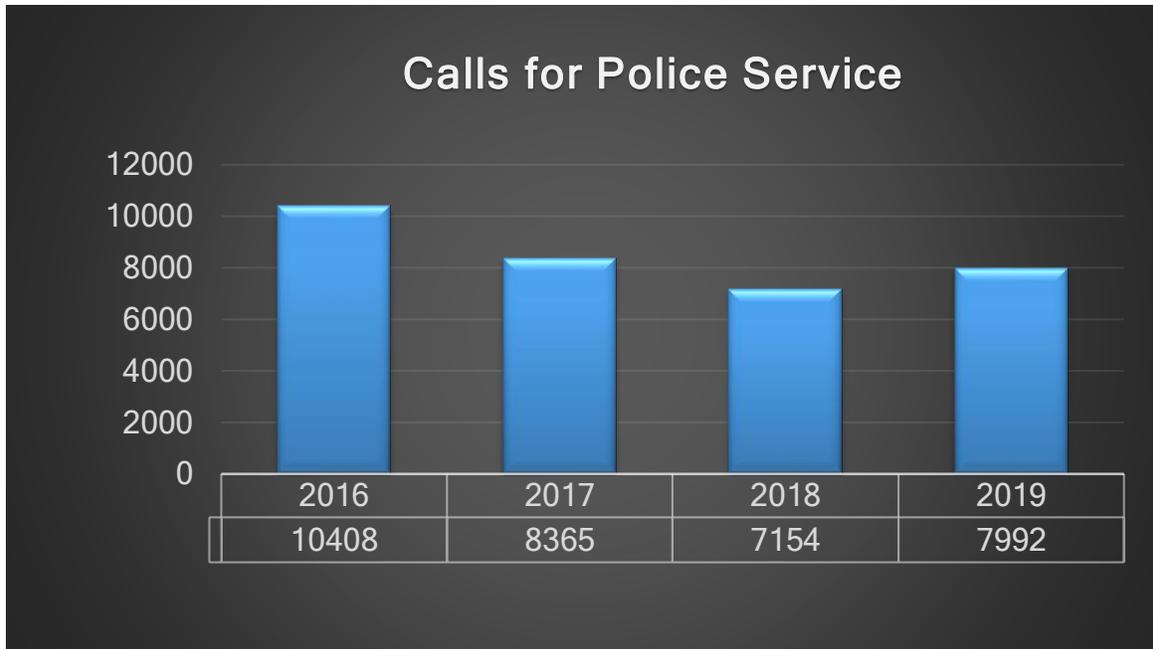
**APPLICATION**  
Applications available for print online or at Smithfield Police Department.



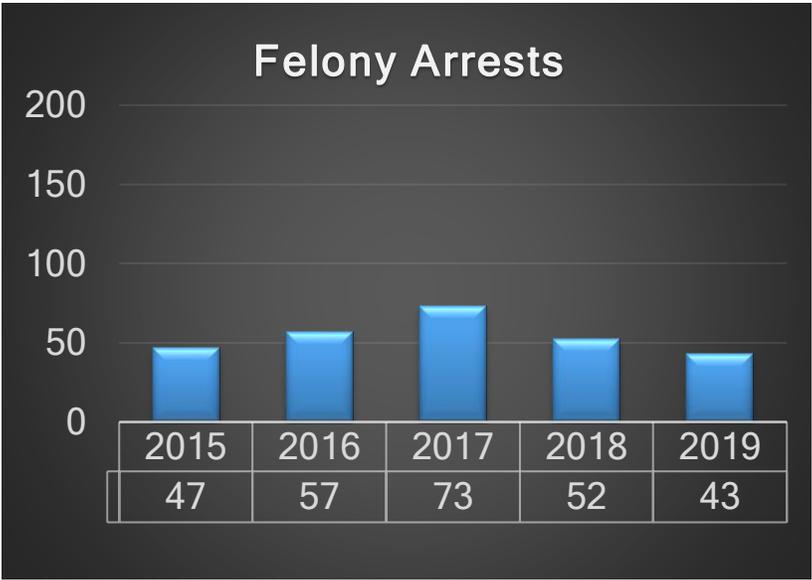
# DEPARTMENT STATISTICS

## CALLS FOR SERVICE

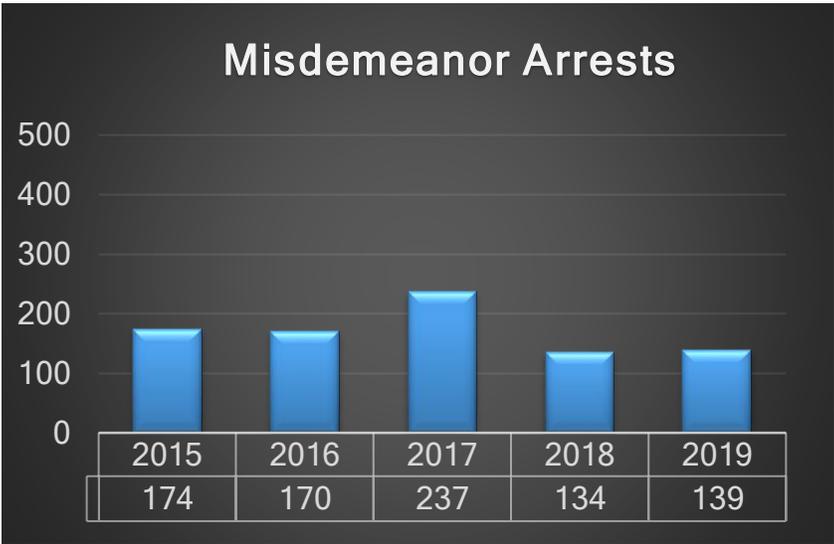
We show an increase of 12% in our calls for service. Felony arrests decreased by 17% and Misdemeanor arrests increased by 4%.



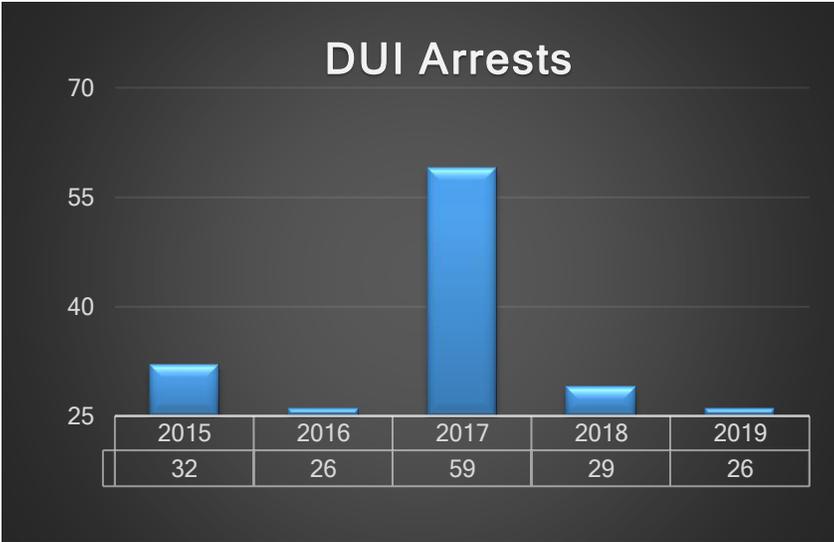
# ARRESTS



Felony arrest had a **decrease** of 17% in 2019

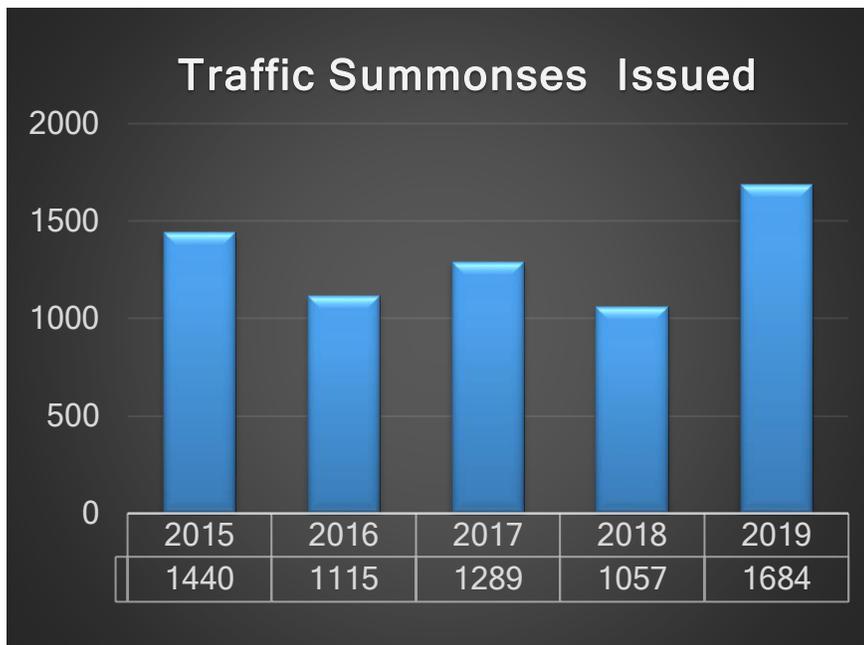


Misdemeanor arrests had a 4% **increase** in 2019



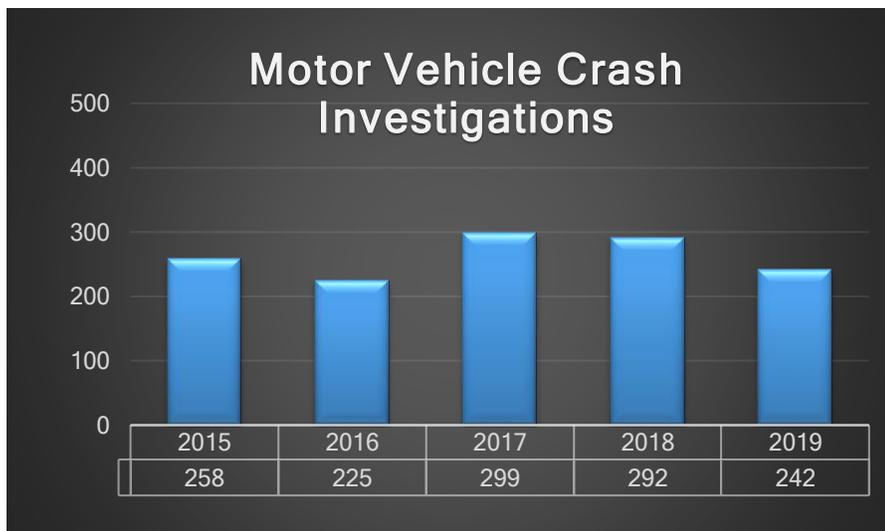
DUI arrests **decreased** by 10%.

## TRAFFIC SUMMONSES



For 2019, **391** Summons were Selective Enforcement

## MOTOR VEHICLE CRASHES



The number of traffic summonses issued **increased** by 59%, and motor vehicle accidents investigated indicated a **decrease** of 17%.

## PROPERTY CRIMES



Property Damage Reported **increased** by 12%.



Records also indicate an **increase** of 69% in Reported Stolen Property and an **increase** of 45% in Recovered Stolen Property.

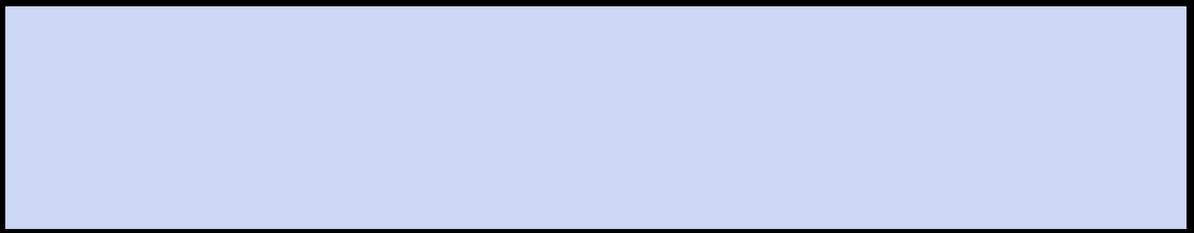
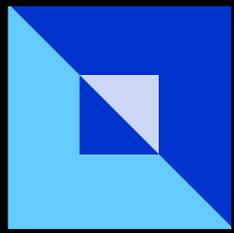
## GROUP A OFFENSES

We have included significant criminal offenses that were reported to the Smithfield Police Department during the past year and used built-in totals since 2015 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

OFFENSE	2015	2016	2017	2018	2019
Forcible Rape	2	0	1	0	0
Other Sex Offenses	1	0	2	8	2
Robbery	5	2	4	0	2
Aggravated Assault	11	0	4	6	12
Arson	0	0	0	2	0
Motor Vehicle Theft	7	3	3	10	12
<b>Total Part A Offenses</b>	<b>26</b>	<b>6</b>	<b>16</b>	<b>26</b>	<b>31</b>

OFFENSE	2015	2016	2017	2018	2019
Simple Assault	83	64	76	68	71
Burglary	15	14	13	14	7
Larceny	101	129	78	101	130
Forgery	6	9	4	14	12
Fraud	31	25	58	23	27
Embezzlement	3	3	4	1	3
Destruction of Property	102	73	106	73	131
Drug Offenses	40	62	57	58	35
Weapon Law Violations	7	6	9	9	5
<b>Total Part B Offenses</b>	<b>388</b>	<b>385</b>	<b>405</b>	<b>361</b>	<b>421</b>



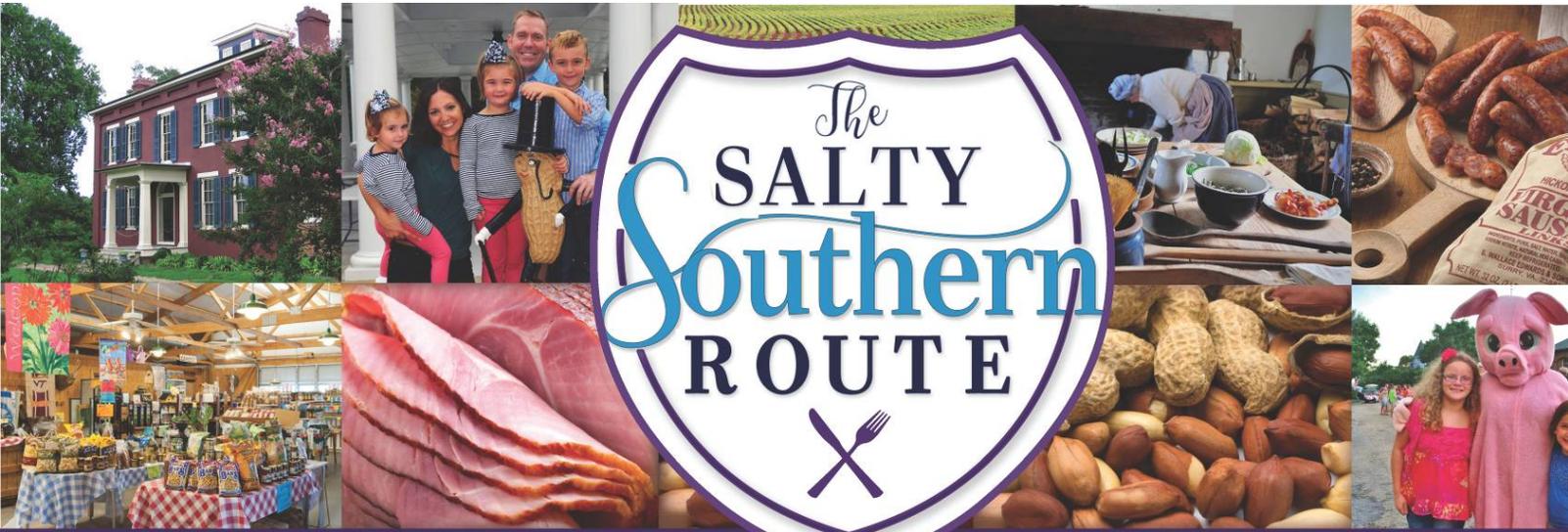


SMITHFIELD / ISLE OF WIGHT  
(TOURISM)  
REPORT



# GENUINE

# HIGHLIGHTS



## *The path to Virginia's pork & peanuts*

- ★ Tourism mobile responsive Website RFP completed and launched.
- ★ Marketing & Public Relations Coordinator, Lois Tokarz received the Destination Marketing Organization Employee/Professional of the YEAR Award from VRLTA (the Virginia Restaurant, Lodging and Travel Association.)
- ★ Visitor Center Manager completed Isle Lead Management Training Program
- ★ Worked with County Staff on DJJ Facility planning for Windsor. DJJ facility voted down by BOS in April.
- ★ The Salty Southern Route was launched 3/1/19 at the Isle of Wight Museum. Continuing to work in conjunction with Suffolk, Surry, Sussex and Franklin/Southampton localities on the "Salty Southern Route" in conjunction with VTC. This is a thematic driving tour that features all things pork and peanuts!
- ★ Toast of the Coast Grant received. Tourism is participating with Newport News and Hampton on a beer, wine and shine trail!
- ★ Director and staff hosted VTC sponsored group from Dinwiddie County, South Hill, Lawrenceville and Mecklenburg Counties for Tourism and Economic Development Field Trip. Group of 9 stayed at the Hampton Inn & Suites, met at the Smithfield Center and dined at Smithfield Station, Wharf Hill Brewing Company, Capt. Chuck-a-Mucks. 3-Day Intensive workshop on creating tourism in small towns.
- ★ CVTA participated in the Regional Rebranding research project with the Hampton Roads Chamber, Re-Invent Hampton Roads and Towne Bank on Re-Branding Hampton Roads/Coastal Virginia. CVTA voted to participate and contribute funding to the research project. Director is President this year.
- ★ Meet and Greet with Chamber and Senator Warner 4/25/19.
- ★ VADMO Symposium 4/28-30/19 Lynchburg, VA. Director is conference planner and manager.
- ★ MILLION DOLLAR MAY celebration! This event pushes SVAE over the 1 Million dollar threshold for donations back to the community through charities, non-profits and community organizations.
- ★ National Tourism Week Hospitality Hero Breakfast, held on May 9, 2019. Awarded this year's Hospitality Heroes, Community Ambassadors and Hambassadors. GMODS was awarded Hospitality Heroes of the Year!
- ★ State of the County Chamber Event-Part of Planning Committee to provide content for the event.
- ★ Served on the judging panel for Franklin START-UP program for Economic Development.
- ★ Met and advised Suffolk Downtown Rebranding Committee.
- ★ Assisted with "Light the Lane" project-lighting of Hayden's Lane for the holiday season.
- ★ Attended invitation only legislative round table with Delegate Chris Jones and Senator Hargrove.
- ★ Town Strategic Work Sessions-31 Council Priorities
- ★ Council "VISION" materials created by Lois Tokarz of Tourism.
- ★ IOW County Fair 9/12-15/19. Tourism Department designed, set-up/took down and manned the 25th Anniversary Fair Exhibit in the Welcome/Information Tent for the 4 days of the Fair. Fair broke attendance records with over 35,000 guests.
- ★ GEO-Virginia Conference in town 9/23-25/19. 300 attendees. Smithfield Center and local hotels to host. Information table at conference and tours given.
- ★ HAMBASSADOR Training given to all Town staff at Town Training Day in December.
- ★ Multiple filming, TV and Movie projects including:.
- ★ HGTV House Hunters Show filmed in Smithfield and aired nationwide.
- ★ Home Theater Productions full length feature film, MARY for MAYOR. Film to premier early 2020.
- ★ TV Show STATE PLATES which filmed at Darden's Country Store and in Downtown Smithfield.
- ★ Smithfield/IOW; Surry; and Suffolk Tourism Departments and the Franklin/Southampton Economic Development Department held its first ever joint Agritourism Farmer's Market Workshops for area agritourism businesses and interested parties-80 attendees.
- ★ Hosted joint intern with SVAE.
- ★ Worked with team from VADMO, VRLTA and VTC to create all educational programing content for the Virginia state VA-1 Tourism Summit 2019. Headed VADMO Team to plan and execute VA-1 Opening Reception at the Fly Zone in Fairfax..
- ★ Continued Smithfield ROCKS program for highlighting Tourism Stakeholders throughout the year on social media monthly.
- ★ Visitor Center continued as a VIRGINIA GREEN accredited Center..
- ★ 2019 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)
- ★ Continued successful Smithfield Farmer's Market.

# SPECIAL EVENTS

Events coordinated and/or supported by Tourism

**Smithfield Farmer's Market:** (40,000/season)

**Picker's Markets:** 8 monthly

(500/8-18 vendors each market 10 avg.)

## JANUARY:

BOB Fest (SOLD OUT! 2500)

## FEBRUARY:

6th Annual Restaurant Week (17 participating restaurants)

## MARCH:

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

## APRIL:

Smithfield Wine and Brew Fest (SOLD OUT! 3,600)

## MAY:

Hospitality Hero Event for National Tourism Month (80)  
Vintage Market (4,000)

## JUNE:

Chamber State of the County Breakfast (104)  
Summertime Selfie Stroll (350)

## AUGUST:

Crush Friday Party at the Smithfield Station (700)  
Boardwalk HeART Show (500)

## SEPTEMBER:

Isle of Wight County Fair (35,000)  
Pie Contest (75)  
Vintage Market (7,000)

## OCTOBER:

Smithfield Bacon, Bourbon & Beach Music Fest (3,600)  
Halloween (2,000)  
Town & Country Day  
(Hog Jog-900, Souper Saturday, Court Day)

## NOVEMBER:

Holiday Open House Weekend (1,000)

## DECEMBER:

Light Up Main/Christmas Tree Lighting (2,000)  
Christmas in Smithfield (1,500)  
Smithfield Holiday Evening Market (5,000)  
Smithfield Christmas Parade (7,000)

## Where the Locals Go...

December 12, 2019



**Elves Night Out**  
**Thursday, December 19 from 5:00 - 8:00 p.m., downtown Smithfield**  
Brace your elves! It's time to finish up your Christmas list and shop small! Have fun, dress as an elf, and bring your friends for a fun night! **For more details call 757.357.5182**



**Live Music at the Smithfield Inn**  
**Thursday, December 19, 112 Main Street, downtown Smithfield**  
Hit Downtown Smithfield the Thursday before Christmas and enjoy local extended hours shopping and dining during Elves Night Out this Thursday! Kick off your weekend with the Ben Phelps Duo. Celebrate with Holiday Drink Specials, Happy Hour Pad Thai App, 1/2 Price Wine night and the amazing Ben Phelps Duo. **#BPP #ElvesNightOut. For more information call 757.357.1752.**

**Dickens Readings at the Nelms House**  
**Thursday, December 19, starting at 5:00 p.m., 308 Main Street, downtown Smithfield**  
The Nelms will feature Charles Dickens' readings with wassail and spice cake for refreshment. Watch for Dickens' three spirits hovering around the house (and available for selfies, of course). **For more information call 757.357.2814.**

**Open Mic Night at Christ Episcopal Church**  
**Friday, December 20, starts at 7:00 p.m.**  
Grab the mic to participate or just sit back and enjoy the entertainment in this "coffee house" atmosphere. Enjoy music, poetry readings, singing, etc. and everyone is welcome. A snack bar is available and all donations go to local outreach ministries. Open Mic Night takes place the third Friday of each month. Admission is free. **For more information call 757.675.5777.**

**Kiwanis Breakfast with Santa**  
**Saturday, December 21 from 8:00 - 10:00 a.m., 220 North Church Street, The Smithfield Center**  
Come enjoy a hot breakfast prepared by the Smithfield Kiwanis (aka Santa's helpers) and time with Santa to give him your Christmas wishes. This a great event to attend before the annual Smithfield Christmas Parade starts at 10:30 a.m. **For tickets call 757.356.9939.**



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.

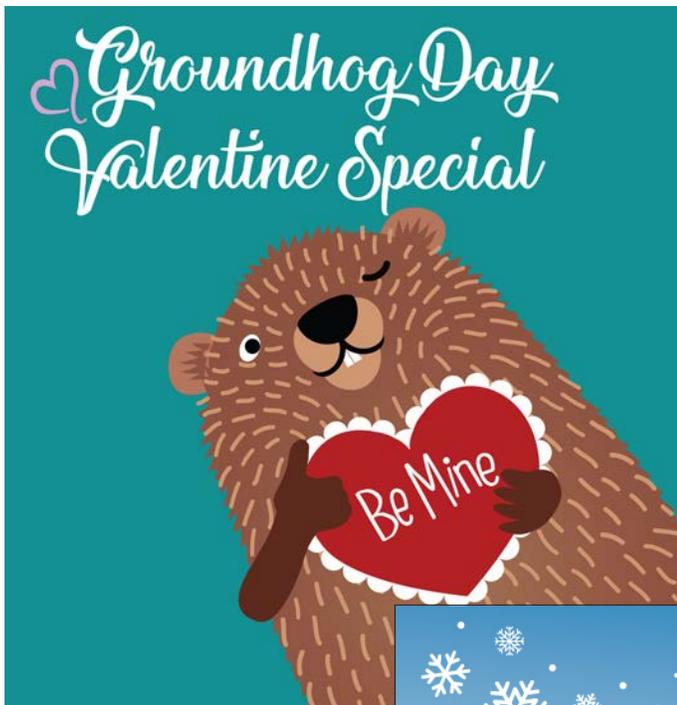
# MARKETING

## PROMOTIONAL MATERIALS - Print

Updated and reprinted 12 "Can't Miss Things To Do" rack card  
Updated and reprinted "7-Day Merchants" Brochure  
Updated and reprinted Walking Tour brochure  
Updated and reprinted Military discount brochure  
Updated and reprinted Downtown Maps  
at post office and public restroom  
Updated and reprinted Restaurants rack card  
Revised and reprinted "Everything but the Squeal" Rack Card  
Updated and reprinted Group Tour brochure  
Updated and reprinted Wedding brochure  
2019 Rack Brochure  
"Visit the Farms" brochure  
"Save the Date" flyer for Holiday events  
Updated and reprinted Boykin's Tavern  
self-guided walking tour brochure  
"Welcome to Isle of Wight County" sign small banners  
Salty Southern Route "one sheeter"  
"Monday discount" card for Geo Virginia Conference  
Business cards for tourism staff  
"Be our guest" card for Williamsburg sales calls

## PROMOTIONAL MATERIALS - Digital

Facebook profile images/videos and logos for all events  
Facebook ad campaigns for all events  
Weekly "Where the Locals Go" e-newsletter  
Updated "Visit the Farms" webpage (and brochure)  
Christmas in Smithfield: Update and maintain the event website  
Salty Southern Route: Update and maintain website



Groundhog Day promo logo (above)  
Farmers Market cover image  
for Facebook page (right)

## PROMOTIONAL MATERIALS - Special Events

(Facebook/Instagram ads, Twitter, Youtube, email for all events)

### Smithfield Farmers Market and Carrollton Market:

Magnet, flyers, posters, banners, business cards, Facebook cover images, "tease" campaign on cover image, created video

cooridor Welcome sign banners, social media

### Vintage Markets:

Flyers, poster, Facebook cover image, , created video, cooridor  
Welcome sign banners, social media

### Restaurant Week:

Logo, banners, yard signs, videos, updated and added menus to  
webpage, featured in Williamsburg Magazine ad, Smithfield  
Times ad, email, social media, created online survey, two  
Facebook cover images, created survey card

### Groundhog Day promo:

Video, flyer, video, poster, Facebook cover image, social media

### Christmas in Smithfield:

Updated logo, updated Facebook page, created poster, flyers,  
postcards, signage, banners, name tags, "Save the Date" flyer  
and poster, update and maintain the website, created "Save the  
Date" flyers for Antique Dealers, shuttle map, placed classified  
ads, Floral Sponsor signs, 1750 Sponsorship brochure, videos

**Holiday Open House:** Flyer, poster, Facebook cover image,  
cooridor banners, social media, video

**"Light Up Main" event:** Flyer, poster, banner, Facebook cover  
images, social media, video

**Mistletoe Market:** Created logo, flyer, poster, banner, Facebook  
cover images, social media, video

**St. Patrick's Day Parade:** Flyer, poster, Smithfield Times ad, two  
magnets, map, Facebook cover images, took and posted photos,  
videos, parade route map, social media

**"Shop for Mom" promo:** social media video, email, poster

**Sweet Summertime event:** social media, poster, flyer, video

**Instagram Photo Contest:** planned and managed contest, flyer,  
poster, video, social media

**Ghosts and Saints:** Ghost tour map, social media

**Smithfield Arts Festival:** logo, sponsorship brochure, application,  
social media, video

**Christmas Parade:** Banner for Firefighters to carry, logo, flyer,  
poster, social media, video

**Small Business Saturday promo:** social media

**"Elves Night Out" promo:** social media, flyer, poster

**National Tourism Month Breakfast:** Power Points on winners,  
background and new website, program, invitation, Hambassador  
pins, social media on honorees

**Crush Friday Party and Boardwalk HeART Show:** Entry form,  
logo, flyer, poster, Facebook cover images, social media, flyers,  
posters, A-frame signs, shuttle signs, video

**Pie Contest:** flyer, poster, social media

**Carrollton Midday Christmas Market:** flyers, posters

**"Witches Night Out" promo:** video, social media

**Picker's Market:** Logo and Facebook cover image, flyer, poster



Smithfield Farmers Market will return *in the Spring!*

### ADS - Print Publications

Williamsburg Magazine  
Williamsburg Visitor Guide ad (*plus article and photos*)  
Williamsburg Map ad and downtown Map graphic  
Smithfield Times  
Slice of Smithfield  
Virginia Travel Guide (*with partners Smithfield Station, Taste of Smithfield, Historic St. Luke's and Smithfield Center*)  
Virginia Registry (*Vintage Markets*)  
Town of Smithfield newsletter  
Smithfield Times Living Guide  
2018 VRLTA Annual Guide  
(*Virginia Restaurant, Lodging and Travel Association*)  
Coastal Virginia Magazine co-op ad for Restaurant Week  
Virginia Living Magazine, bridal ad and "Best of" ad  
Richmond Times Dispatch (*Christmas in Smithfield*)  
Daily Press (*Christmas in Smithfield*)  
Tidewater News (*Christmas in Smithfield*)  
Virginian Pilot (*Christmas in Smithfield*)  
Virginia Gazette (*Christmas in Smithfield*)

### VIDEOS - Produced In-House

Smithfield Rocks:  
Cake House, Relics, Blue Sky, Sew Personal, Bon Vivant  
"Can't Miss" series of 5 videos:  
Artsy, Outdoorsy, Can't Miss, Historic, Hams  
Three videos for Salty Southern Route  
produced by Rock Eagle Productions  
Holiday Events  
Holiday Open House Promo  
Mistletoe Marketplace  
Christmas in Smithfield  
Downtown Smithfield Christmas Parade  
Restaurant Week  
Shop for Mom Promo  
Spring Has Sprung  
St. Patrick's Day Parade  
Crush Friday and Boardwalk Art Show  
Light Up Main  
Happy Holidays video  
Sweet Summertime  
Mansion on Main B&B  
Smithfield Gourmet Bakery  
Kayak launch at Windsor Castle Park  
Instagram Contest  
Pagan River Raft Race  
"Fall for Smithfield"  
Witches Night Out

### ADDITIONAL MARKETING PROJECTS

13 Stakeholder surveys for 2019 events  
Survey to Evening Market Vendors  
Rack brochures distributed in 300+ locations  
in Coastal Virginia  
Rack brochures distributed in  
Welcome Centers across Virginia  
Smithfield featured on Newport News Tourism's  
"Toast the Coast: Beer, Wine & Shine Trail"  
Virgo award for "Crush Friday" video  
Hambassadors relaunched from new website  
Graphic for Economic Impact of Tourism for CVTA  
Created business card and Power Point  
for local Economic Impact of Tourism programs  
Counter top banners displayed at  
Welcome Center in New Kent (*right*)

**GENUINE**  
**Smithfield**  
& ISLE OF WIGHT COUNTY, VA

Genuine Smithfield is the real deal -  
a small town with a big heart.  
Stay for an hour, a day, or a weekend,  
you'll feel like a local before you leave.

**GenuineSmithfieldVA.com**  
757.357.5182 | 800.365.9339

The graphic features a collage of six small images: a bar scene, a red building with vintage cars, a kayaker on a river, a festival crowd, a historic building, and a vintage car. The background is a large image of a waterfront building with a lighthouse tower, reflected in the water at sunset.

# 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
- East Coast Gateway Welcome Center- Welcome Center Takeover
- Participated in AAA Sales Blitz through the Virginia Association of DMO's (now Virginia Association of Destination Marketing Organizations)



# DESIGN SERVICES for other town and county departments

## Isle of Wight County Administration:

Covers for budgetary and legislative documents, Newcomer's Guide updated, full page ads for Smithfield Times' Living Guide and Slice, Supervisors display in Admin lobby

## Isle of Wight County Parks and Recreation: Park to Park logo

## Isle of Wight County Fair (Parks & Recreation):

Posters and flyers, 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, cover of Smithfield Times tab, Smithfield Times ad, talent show flyer, t-shirts

## Isle of Wight Economic Development:

Branded county power point template

## Town of Smithfield: formatted town council vision statement

## Isle of Wight County Museum:

Guided walking tours flyer and poster, Two Rivers Exhibit design, "Everything but the Squeal" pull-up banner, exterior signs, Nike Park drawing, Phone Booth signage, Boykin's Tavern interior signage, maps, 2020 program brochure

## Isle of Wight Building and Grounds:

Revised large Boykin's Tavern sign and created small standing sign for porch, as well as signage for inside the tavern

## Isle of Wight County Treasurer's Office: pull-up banner

## Isle of Wight County Emergency Services: annual report cover

## Isle of Wight County Solid Waste:

Litter program poster, Sign and two brochures on Litter and Tarp Giveaway

## Town of Smithfield Parks and Recreation:

Invitation to 10th anniversary party, Windsor Castle Park exterior signs and Manor House display



Design (above) and completed display (right) in the basement of the Manor House at Windsor Castle Park.



# PUBLIC RELATIONS

## ARTICLES & BLOG FEATURES

Virginia.org blog: "22 Virginia Small Towns You're Going to Love"  
OnlyInYourTown.com "Why This One Tiny Town Is Secretly the Best Place In VA"  
VA Living's Waterlife, article on the Salty Southern Route  
Smoke & Salt (VA Living supplement), article on the Salty Southern Route  
Daily Press online "Day trip to Smithfield offers pork, parks, art and more"  
Richmond Times Dispatch's Discover Richmond supplement "Go a little nuts" article (Salty Southern Route), and "Head South" article on Smithfield (and Surry)  
Online article VirginiaLiving.com, "Hidden Jewels South of the James"  
Post & Courier, Charleston, South Carolina, "Keeper of the world's oldest ham"  
Oyster Pointer publication "Charting Smithfield's art pathway"  
Roulez Magazine, online article "Smithfield, VA: The Perfect Small-Town Getaway"

## 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 Releases on:

Salty Southern Route launch  
Smithfield VA Event benefitting organizations  
2019 Holiday Events  
National Tourism Month Honorees  
Virgo Award for Crush Friday video  
Sweet Summertime Celebration & Selfie Stroll  
Smithfield Arts Festival  
Economic Impact figures for 2018 – all increases!  
Ordinary Award  
Christmas in Smithfield  
Holiday Open House  
Isle of Wight County toy drive



Story and Photography by Nick Crawford

When one thinks of tourism in Virginia, places like Williamsburg, Richmond and Virginia Beach come to mind. These are some of the most widely visited cities on the East Coast and are all great vacation destinations in their own right. However, for someone looking for a more quaint and quiet destination, Smithfield does not disappoint on any level. Located in Isle of Wight County, Route 258, Smithfield, Virginia is perfect for...

# ECONOMIC IMPACT

Source: VATC.org/research/economicimpact/

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

57 Tours presented, 719 participants  
(389 Community Outreach)  
449 Hospitality Bags prepared and given to bridal parties and other groups

## VISITOR COUNTS

	INDIVIDUALS	% FIRST TIME	TOTAL TOUCHES*
January	613	32.79%	1227
February	618	37.70%	1657
March	923	47.78%	2412
April	898	56.79%	3014
May	1319	55.04%	2606
June	1273	48.70%	4058
July	1385	56.03%	3179
August	1285	54.78%	3009
September	1371	42.74%	2561
October	1232	51.62%	2495
November	1140	41.49%	3878
December	1380	24.64%	2178
<b>TOTALS</b>	<b>13437</b>	<b>45.84%</b>	<b>33644</b>
MONTHLY AVG.	1120	17.55%	2804

\*"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 Board Member

## **Coastal Virginia Tourism Alliance:**

- Director is 2019/20208 President for CVTA
- Member
- Support regional CVB/DMO Tourism efforts
  - National Tourism Week
  - Regional Website
  - Professional Development,
  - Regional Marketing efforts and Advocacy

## **Isle of Wight County Fair Committee:**

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

## **Isle of Wight-Smithfield-Windsor Chamber of Commerce**

- Director serves as the Facilitator for the Chamber Youth Leadership Program 2019/2020.

## **Ladies of Leadership**

## **Town of Smithfield, Mayor's Green Team Initiative**

## **Isle of Wight-Smithfield-Windsor Chamber of Commerce**

- Director serves as the Facilitator for the Chamber Youth Leadership Program 2019/2020.
- Ladies of Leadership

*Member of...*

## **Blackwater River Advisory Board**

## **Horticulture Society of Smithfield**

## **General Merchants of Downtown Smithfield (Gmod's)**

## **Isle of Wight County Wellness Committee**

## **Pennsylvania Bus Association**

## **Regional Visitor Center Managers Group**

## **Smithfield Green Team**

## **Town of Smithfield Special Events Committee**

## **Virginia Motor Coach Association**

## **Woman's Club of Smithfield**





BRETT ENGLAND

#### BOARD OF DIRECTORS:

Virginia Association of Destination Marketing Organizations:  
 Director is Past President for 2011/2012  
 Director currently serves as Chair of Conventions  
 Director was Chair of 2019 State Symposium  
 Director is Chair of 2020 State Symposium  
 Coastal Virginia Tourism Alliance (President 2018, 2019, 2020)  
 Smithfield 2020 (Executive Committee in charge of promotions)  
 Smithfield VA Events  
 Historic Saint Luke's Church (Executive Committee)  
 Historic Smithfield Smithfield Farmers Market  
 Paul D. Camp Community College  
 Isle of Wight Commission on Aging  
 Ivy Hill Cemetery  
 Isle of Wight County Fair  
 Smithfield Little Theatre  
 Isle of Wight Mission of Hope  
 Kiwanis Club of Smithfield

#### SPEAKING ENGAGEMENTS:

Smithfield High School Marketing Class  
 Smithfield, Churchland and Carrollton Kiwanis  
 Town of Smithfield Staff Training Day  
 Jamestown Society  
 Isle of Wight Historical Society  
 Blackwater Library  
 Smithfield Rotary Club  
 Regional Agritourism Meeting  
 VA-1 State Tourism Conference  
 Chamber Student Leadership Institute  
 Carrollton Business Network International

#### MEETINGS & CONVENTIONS:

VA-1 Summit on Tourism, Fairfax  
 Director is part of Planning Committee  
 and Chairman of the VADMO Networking Reception  
 VADMO Annual State Symposium, Lynchburg  
 Director was Chairman of symposium  
 VADMO Quarterly Meetings  
 Judged Norfolk Grand Illumination Parade

VADMO Tourism Summit, Charlottesville  
 Visitor Center Seminar, Bristol  
 Virginia State Agritourism Conference  
 State of Hampton Roads Luncheon  
 Virginia Farmers Markets Association's annual conference  
 Judged Christopher Newport University  
 marketing student projects  
 Virginia Farmers Market Association, Annual FM Conference

#### TRAINING & WORKSHOPS

Webinar: "How to create and distribute low-cost, high impact video content" by Destination Development Association (DDA).  
 Webinar: "Making the Most of Social Media" by DDA  
 YouTube Video: "Facebook ads in 2019" by John Crestani  
 Digital Workshop at VA1 Summit in Arlington.  
 Webinar: "Why Instagram should be your new best friend" DDA  
 Webinar: "Is Your Downtown open after 6 pm?" DDA  
 "Anomaly: How to Build and Dominate Your Brand" Zach Miller  
 Webinar: "Restrooms attract a lot more than flies" DDA  
 "One-Stop Supervisor Shop Training Workshop" IOW HR  
 Webinar: "Tourism and Downtown; hot new power couple" DDA  
 Webinar: "It's time to move from Events to Activities" DDA  
 Webinar: "How to Develop & Design a Low-Cost Plaza" DDA  
 "Employee Workplace Active Threat Training" IOW County  
 Webinar "How to Segment Your List to Get Better Results from Your Emails" Constant Contact  
 "How to Create an Affordable Digital Marketing Strategy" Chamber/Retail Alliance  
 "Safe TALK Suicide Alertness" Living Works  
 Webinar: "Turning your Shoulder Seasons into Peak Seasons" DDA  
 Webinar "Assessing Your Town: How we Perform as a Destination Assessment" DDA  
 Visited other vintage markets in Asheville, North Carolina and Coastal Virginia  
 "Violence in the Workplace" IOW County  
 "Isle Lead Supervisor Certificate Program"  
 Emergency Event Training, Smithfield VA Events  
 Virginia Farmers Market Association, Budgeting Webinar

# DIGITAL REPORT

## Website: [GenuineSmithfieldVA.com](http://GenuineSmithfieldVA.com)

January 1, 2019 through December 31, 2019  
53,017 sessions, 38,886

## Facebook:

Page Likes: 13,142 (as of December 31, 2019)

## Instagram:

1,859 followers (as of December 31, 2019)

## Twitter:

103,000 impressions  
(January 1 through December 31, 2019)  
603 followers (as of December 31, 2019)

## Pinterest:

January 1, 2018 through December 31, 2019  
31,000 Impressions

## Emails:

5,890 active email subscribers



# FARMERS MARKET

## SMITHFIELD FARMERS MARKET:

Coordination of 40-60 vendors on average, weekly reviews of vendor list, maps, and queries

Marketing of the market: social media, newspaper articles, community calendars, signage, event scheduling

Coordination of 18+ musicians/bands at each market

Coordination of sponsors market appearances and media advertising for supporting sponsors

Coordination of over 63 participating non-profit vendors as a community service, some of these organizations serve a valuable educational service to the market; i.e. Western Tidewater Master Gardeners, Keeping Virginia Beautiful, etc.

35 markets scheduled, 31 markets held, 4 cancelled/rained out  
28,000 - 42,000 attendees for the season (based on tracked customer counts of 800-1,200 per market)

## CARROLLTON FARMERS MARKET:

Coordination of 8 - 15 vendors on average, weekly reviews of vendor list, maps, and queries

Marketing of the market: social media, newspaper articles, community calendars, signage, event scheduling

22 markets scheduled, 20 markets held, 2 cancelled/rained out  
1,760 - 2,200 attendees for the season (based on tracked customer counts of 80-100 per market)

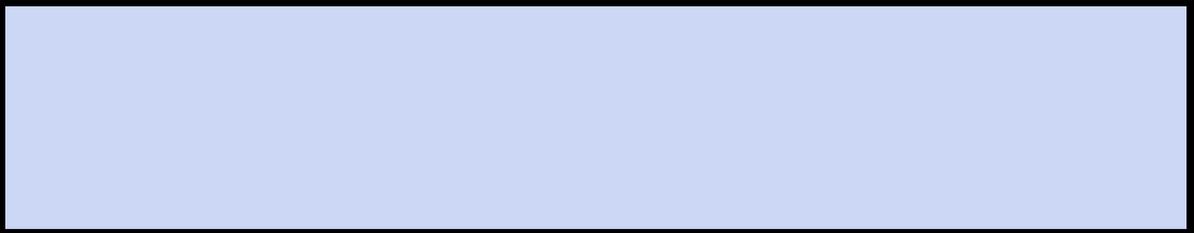
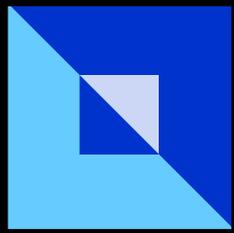
	SMITHFIELD FARMERS MARKET	CARROLLTON FARMERS MARKET	OVERALL TOTALS <i>(both markets)</i>
REPORTED GENERATED SALES BY ALL VENDORS	\$350,251.92	\$35,665.99	\$385,917.91
REPORTED VENDOR SALES FEES BY ALL VENDORS	\$17,923.28	\$1,925.95	\$19,849.23



# 2019 iNiTiATiVES



- ★ Continue to work with VTC and VA 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 Advisory Board to open the area for recreation and tourism in 2020.
  - ★ Launch the NEW Spring/Summer Event SMITHFIELD ARTS FESTIVAL....a celebration of visual arts, performing arts, culinary arts and the art of fashion in May 2020.
  - ★ Continue to assist Smithfield VA Events to maintain and promote 3 large annual events-Smithfield Wine & Brew Fest in April, the Genuine Smithfield Bacon, Bourbon and Beach Music Fest in September and BOB Fest (Oyster Fest!) in January.
  - ★ Continue to saturate the Williamsburg market, especially timeshares and locals.
  - ★ Continue to explore inexpensive ways to market regionally in the Hampton Roads/Coastal Virginia area through CVTA/social media.
  - ★ Continue to explore inexpensive ways to market regionally in the larger Mid-Atlantic region, including the D.C. area, Richmond, Pennsylvania and parts of North Carolina.
  - ★ Continue to position Smfd/IOW as a popular Destination Wedding location through electronic resources.
  - ★ 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 IOW as an overnight destination
  - ★ Work with Genuine Merchants of Downtown Smithfield group to plan and implement several special promotions throughout the year
  - ★ 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 and canoes and kayaks.
  - ★ Continue Smithfield Rocks as a video program
  - ★ Bring back Rack Brochure and Visitor Center kiosk programs
  - ★ Continue Search Engine Optimization on new website
  - ★ Design educational displays at Windsor Castle Park working with Isle of Wight County Museum staff
  - ★ New Tourism Season Kickoff event in February
  - ★ Continue to grow successful Smithfield & Isle of Wight Restaurant Week Program—consider expanding to 2 X per year.
  - ★ Continue to manage and support Smithfield Farmer's Market, the Evening Mistletoe Market and the Smithfield Vintage Market Shows. The SPRING Vintage Market (a weekend event) will continue to grow at the IOW Fairgrounds (May) and the Fall Vintage Market will continue as a more boutique style show and will remain in downtown Smithfield.
- VINTAGE MARKETS:
- ★ Moving the Pickers Market to Picker Franks on South Church Street and possibly adding another date and location.
  - ★ Joining the county's websites.
- FARMERS MARKETS:
- ★ Initiating recycling efforts within the Smithfield Farmers Market
  - ★ Pursuing a partnership with local civic organizations to develop a sustainable food access program supported within the market.
  - ★ Continuing efforts to automate the market application process



ISLE OF WIGHT COUNTY  
MUSEUM



# Town of Smithfield

## Isle of Wight County Museum



## Annual Report 2019

J.L. England, Museum Director

## Notable

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- **Volunteers.** Volunteers donated 936 hours to the museum in 2019. The estimated hourly value of volunteer time from the Independent Sector for 2018 was \$25.43 giving the museum an estimated yearly savings was \$23,802.
- **Schools.** As Isle of Wight County Public Schools have embraced project-based learning, our interaction with them remains steady. 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 2019, we saw 614 students and teachers. Our other educational programs with private schools, out-of-the-area schools and institutions of higher learning engaged with 680+ students and teachers.
- **Community Involvement.** We worked with numerous organizations in 2019 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 Department of Planning and Zoning, Isle of Wight County Department of Economic Development, 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, Paul D. Camp Community College, Williamsburg Regional Library, Norfolk Historical Society, City of Hampton, local authors, area group homes, area churches, Old Dominion University, Veterans of Foreign Wars Post 8545, Genuine Merchants of Downtown Smithfield, Smithsonian Magazine Museum Day Live and more.
- **Other Involvement.** We are also engaged with other organizations beyond Hampton Roads to include Virginia Commonwealth University, the University of Richmond, Wayne County Cooperative Extension of North Carolina, Virginia Department of Historic Resources, Museum of Culpeper, Museum of the Albemarle of North Carolina and the Center for European Policy Analysis.
- **Video Production.** We completed two video projects this year, both of which can be viewed on our website: [www.historicisleofwight.com](http://www.historicisleofwight.com). Covered topics were Windsor Castle and Boykin's Tavern.
- **On Air.** *The Virginia Peanut Story*, produced by filmmaker Amy Drewry in conjunction with the Virginia Humanities, aired on WHRO this year. Curator Tracey Neikirk was a featured source in this agricultural documentary.



- **Moved.** This summer, staff moved items in the collection from a storage facility in Newport News to Isle Stor-It in Isle of Wight County. The museum's collected objects are now closer to the museum.
- **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 to include a bust of General Benjamin Huger, receipt books from the Gwaltney Company, artifacts pertaining to Windsor Castle, documents and 3D objects from the Sig Dashiell estate, items from the Windsor Castle kitchen and a one-of-a-kind globe from the National Geographic Society.
- **Other.** Museum staff serves in varied capacities for the Town of Smithfield and Isle of Wight County. Positions include Town of Smithfield Safety Committee, Isle of Wight County Parks and Recreation Nike-Ajax Committee and Isle of Wight County Department of Planning and Zoning Comp Plan Committee.

## Museum Stats and Updates

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- **Visitation:** 8,208
- **Special Events.** Planned and hosted 55 special events and our annual Pan Ham photo contest.
- **Groups/Tours.** 51 different groups visited the museum for specialized tours/programs and 10 different groups visited our historic sites (Fort Huger, Fort Boykin, Boykin's Tavern, Windsor Castle and Nike Park) for specialized programming.
- **Outreach.** Staff performed 36 outreach programs.
- **Exterior Sign and New Orientation Film.** This year, the museum was recognized as a benefiting organization from Smithfield VA Events and received a check for \$10,000 for the purpose of updating the sign on the museum's exterior and the production of a new orientation video in the museum's theatre. The sign was installed, and the video nears completion.
- **Exhibits/Books**
  - Researched, developed and launched online exhibit The African-American Experience in Isle of Wight County: [www.historicisleofwight.com/the-african-american-experience-in-isle-of-wight-county.html](http://www.historicisleofwight.com/the-african-american-experience-in-isle-of-wight-county.html).
  - Completed our revamp of our Civil War exhibit.
  - Completed our Between Two Rivers exhibit.
  - Completed our Banking exhibit.
  - Completed our Everything But the Squeal exhibit.
  - Dr. Purdie's Papers. This book will be published in conjunction with the Isle of Wight County Museum Foundation. Having transcribed, written and coordinated all the publication components, this book is now in the hands of the designer.



## Financials

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- Total Gift Shop Sales: \$ 13,818.69
- Admission: \$ 9,692.00
- Donations: \$ 1,400.00
- Program/Lecture Fees: \$ 496.00
- **TOTAL:** \$ 25,406.69

## Social Media/Website /Media Coverage/Promotion

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- 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 2019, numerous mascot interaction projects developed to generate cross-promotion and interest. This year's cross-promotional projects included:
  - #MuseumWeek
  - #12DaysofMuseumMascots
  - #MuseumTogether30



## Fort Boykin

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- Staff regularly schedules and hosts tours of the site.

## Fort Huger

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- Staff regularly schedules and hosts tours of the site.

## Boykin's Tavern

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- Staff regularly schedules and hosts tours of the site.
- Interpretive signage for the tavern's first floor is in production.
- This summer, the Isle of Wight County Courthouse Complex was presented to the board of the Virginia Department of Historic Resources and approved as an addition to the Virginia Landmarks Register. It was also approved by the National Park Service for addition to the National Register of Historic Places.

## Windsor Castle

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- With the opening of Windsor Castle to the public in 2020, museum staff have worked to research, design and install exhibits inside house, kitchen/laundry, smokehouse and farm manager's office – as well as the accompanying exterior interpretive signage for the site. All will be complete by May 2020.
- Staff regularly schedules and hosts tours of the site.



# Nike Park

- Staff regularly schedules and hosts tours of the site.
- Staff completed an interpretive plan for the overall interpretation of Nike-Carrollton Park.
- Staff completed a feasibility study for the acquisition of the Nike-Ajax missile from the City of Hampton. The missile was moved in November to Nike-Carrollton Park. It awaits restoration, repair and interpretation.
- This summer, Nike-Ajax Missile Launch Site N-75 was presented to the board of the Virginia Department of Historic Resources and approved as an addition to the Virginia Landmarks Register. It was also approved by the National Park Service for addition to the National Register of Historic Places. N-75 is the first Nike site listed in Virginia.

