



## 2020 COUNCIL MEMBERS:

**January 1<sup>st</sup>, 2020 – June 30<sup>th</sup> 2020**

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

**July 1<sup>st</sup>, 2020 – December 31<sup>st</sup>, 2020**

Mayor T. Carter Williams  
Vice Mayor Michael G. Smith  
Randy Pack  
Beth Haywood  
Valerie Butler  
Wayne Hall  
Renee Rountree

**October 9<sup>th</sup>, 2019 – April 17<sup>th</sup>, 2020**  
Interim Town Manager – Sanford Wanner

**April 20<sup>th</sup>, 2020 - December 31<sup>st</sup>, 2020**  
Town Manager – Michael R. Stallings, Jr.

**Town of Smithfield,  
Virginia**

**2020 ANNUAL STATISTICAL REPORT**



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

## Memorandum

January 26, 2021

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

**FROM:** Michael R. Stallings, Jr., Town Manager *MS*

**SUBJECT:** 2020 Annual Report

Attached is the Town of Smithfield's 2020 Annual Report. 2020 was a very trying year for all. The onset of the COVID-19 pandemic significantly altered the course of the year and keeping our citizens and our staff safe and healthy became our primary focus.

Some of the major projects completed and currently underway despite the pandemic include:

Pinewood Heights CDBG Relocation Project - Phase III and Phase IV

Windsor Castle Manor House – Renovations Completed and Opened for Rentals

Joseph W. Luter, Jr. Sports Complex – Turn Lane Completed

Jersey Park Basketball Court – Repaved and Lined

Isle Shop Small Gift Card Program

Comprehensive Plan Update

Well 8A Relined

Major projects in the planning stage include:

Bike Trail Project Study – Segment III

Benns Church Blvd./S. Church Street Intersection Improvement Analysis

Grace Street Utility Project

I would like to thank our employees for their hard work and dedication during this difficult year. I am extremely proud of all our employees and the work they perform and dedication they exhibit daily. I would also like to thank our Mayor and Town Council for supporting our staff during this most unusual year. Our staff did an amazing job of adapting to the ever changing environment over the past year and continued to deliver an exceptional level of services to our community.

## TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508  
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## **TABLE OF CONTENTS**

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



# **CLERK OF COUNCIL REPORT**



# 2020

## ACTION ITEMS APPROVED BY TOWN COUNCIL

### AGREEMENTS/CONTRACTS



**01/07/2020** Motion to approve extension of the Interim Town Manager's (Sanford Wanner) contract. Motion passed.

**01/07/2020** Cypress Creek Subdivision agreement – Phase VI. Motion passed.

**02/04/2020** Motion to award the mechanical, electrical, and utility contracts to ALLFIRST, LLC for a three-year term. Motion passed.

**02/04/2020** Motion to approve the Windsor Castle Park living shoreline restoration project and landowner agreement. Motion passed.

**03/03/2020** Motion to approve the extension of the Interim Town Manager's (Sanford Wanner) contract. Motion passed.

**03/03/2020** Motion to approve the lease of town property at 228 Main Street. (Smithfield Times Building). Motion passed.

**03/03/2020** Motion to approve the employment contract for the new Town Manager; Mr. Michael R. Stallings, Jr. Motion passed.

**04/07/2020** Motion to award a contract to Summit Design & Engineering Services, PLLC for the Town's Comprehensive Plan update. Motion passed.

**04/07/2020** Motion to approve street maintenance proposals from Blair Brothers, Inc. for Carl Point, Lane Crescent/Kendall Haven, Tallwood Circle, Wildwood Circle, and Hickory Crescent. Motion passed.

**04/07/2020** Motion to approve additional street maintenance work from Blair Brothers, Inc. for Canteberry Lane. Motion passed.

**04/07/2020** Motion to approve the proposal from Draper Aden Associates for the Smithfield Lake Dam Alternative Analysis. Motion passed.

**04/07/2020** Motion to approve Task Order #7 for the Benn's Church/S. Church Street intersection improvements by Kimley Horn & Associates, Inc. Motion passed.

**04/07/2020** Motion to amend the Town Manager's employment contract to include insurance. Motion passed.

**05/05/2020** Motion to award the vehicle maintenance contract to Smithfield Truck & Auto Center. Motion passed.

**05/05/2020** Motion to approve Task Order #1 on both route alternatives from Kimley Horn for the multi-use path for east and west side of South Church Street eliminating John Rolfe/Lumar Road. Motion passed.

**06/22/2020** Motion to award the mowing services contract to Escape 2 Eden Landscaping, LLC. Motion passed.

**06/22/2020** Motion to award the landscaping services contract to Escape 2 Eden Landscaping, LLC. Motion passed.

**07/07/2020** Motion to award contract for the relining of Well #8A to A.C. Schultes of Maryland, Inc. Motion passed.

**07/07/2020** Amended and restated access agreement between the Town and the Isle of Wight Historical Society, Inc. for the Wombwell house for an additional 6 months. Motion failed.

**07/07/2020** Amended and restated access agreement between the Town and the Isle of Wight Historical Society, Inc. for the Wombwell house for an additional 6 months with the following conditions: a written scope of work, a timeline for the work, and funding sources by January 31<sup>st</sup>, 2020. Motion passed.

**08/04/2020** Motion to renew the lease for 315 Main Street. Motion passed.

**08/04/2020** Motion to renew the demolition contract with WACO, Inc. Motion passed.

**09/11/2020** Special meeting motion to authorize the execution of the contract documents for the refinancing of the 2017 Note to a General Obligation Bond for various capital projects. Motion passed.

**10/06/2020** Motion to approve amendment as written to allow Town staff to enter an amended contract with Bay Disposal for termination of Recycling. Motion passed.

**10/06/2020** Motion to partner with Enterprise Fleet Management for the vehicle lease program. Motion passed.

**11/02/2020** Motion to award South Church Street water storage tank rehabilitation contract. Motion passed.

## APPOINTMENTS / REAPPOINTMENTS / ELECTIONS



**01/07/2020** Councilwoman Butler and Councilwoman Tynes nominated Rev. Lilton Marks to replace Bill Davidson's expiring term on the Planning Commission. Motion passed.

**04/07/2020** Motion to appoint Michael R. Stallings, Jr. to the Hampton Roads Planning District Commission. Motion passed.

**06/02/2020** Mayor Williams and Councilman Smith will serve on the committee to fill the expiring term on the BZA.

**7/07/2020** Election of Mayor and Vice Mayor: Carter Williams and Mike Smith. Motion passed.

**07/07/2020** Vice Mayor Smith recommended Mrs. Faye Seeley for another term on the Board of Zoning Appeals. Motion passed.

**07/07/2020** Councilman Hall and Councilman Pack will serve on the committee to fill the unexpired term of Mr. Goodrich on the Board of Historic and Architectural Review.

**08/04/2020** Councilman Hall and Councilman Pack recommended Judith Lally to serve on the Board of Historic and Architectural Review. Motion passed.

**12/01/2020** Vice Mayor Smith and Councilwoman Rountree were appointed by Mayor Williams to fill the two expiring terms on the Board of Historic and Architectural Review.

**12/01/2020** Mayor Williams appointed Councilwoman Haywood and Councilwoman Butler to fill the unexpired term of Rev. Dr. Lilton J. Marks on the Planning Commission.

**12/01/2020** Motion of confirmation to appoint Jack Reed as Director of Engineering and Public Works. Motion passed.

## BUDGET

**06/02/2020** Public hearing for FY 2020/2021 budget presentation. Action tabled until continued meeting on June 22<sup>nd</sup>, 2020.

**06/22/2020** Resolution to adopt the proposed budget for FY 2020/2021. Motion failed.

**06/22/2020** Vice Mayor Smith made a motion to amend the budget by eliminating the cost of recycling collection from both revenues and expenses and pass the once a week trash collection fee to residents. Motion passed.

**07/07/2020** Motion to adopt the appropriation resolution for FY 2020/2021. Motion passed.

**08/04/2020** Appropriation amendment resolution for projects not completed in FY 2019/2020. Motion passed.

**10/06/2020** Appropriation resolution for FY 2019/2020 and FY 2020/2021 for CARES Act funding reimbursement. Motion passed.

**11/02/2020** Motion to approve a one-time payment for employees for the COVID-19 pandemic. Motion passed.

**11/02/2020** Appropriation resolution for FY 2019/2020 and FY 2020/2021 for CARES Act funding reimbursement.

**12/01/2020** Motion to allocate \$100,000 of Smithfield's portion of CARES Act Funds to be used for the second round of Isle Shop Small Gift Certificate Program. Motion passed.

**12/01/2020** Resolution to appropriate \$15,960.00 to the FY 2020/2021 General Fund Operating Budget for the Jersey Park basketball court. Motion passed.

## CLOSED SESSIONS

**01/07/2020** Closed Session pursuant to 2.2-3711 A (1) of the Code of Virginia for the purpose of discussing personnel matters more specifically the position of Town Manager.

**01/20/2020** Closed Session pursuant to 2.2-3711 A (1) of the Code of Virginia for the purpose of discussing personnel matters more specifically the position of Town Manager.

**06/02/2020** Closed Session pursuant to 2.2-3711 A (1) of the Code of Virginia for the purpose of discussing personnel matters more specifically to appoint Wayne Griffin as temporary Director of Engineering and Public Works

**09/01/2020** Closed Session pursuant to 2.2-3711 A (3) of the Code of Virginia for the purpose of discussing the acquisition of real property for public purposes.

**10/06/2020** Closed Session pursuant to 2.2-3711 A (29) of the Code of Virginia for the purpose of negotiations with a contractor.

**12/01/2020** Closed Session pursuant to 2.2-3711 A (1) and A (3) of the Code of Virginia for the purpose of discussing personnel matters and the acquisition/disposition of real property.

## COUNCIL COMMENTS

**01/07/2020** Councilwoman Tynes thanked the Police Department for all they do for the community. She also reminded everyone to keep their car doors locked.

**01/07/2020** Mayor Williams thanked Connie Chapman for the wonderful job on the Christmas Parade. He reminded everyone of the Alzheimer's Community Forum on Feb. 1<sup>st</sup>.

**02/04/2020** Councilman Pack thanked the Mayor and Rick Bodson for their work at Windsor Castle Park.

**02/04/2020** Councilwoman Tynes recognized local African American citizens of the town for Black History month.

**02/04/2020** Mayor Williams welcomed Miss Anika Eng back from the U.S. Capitol Page program.

**03/03/2020** Councilwoman Tynes announced that Amy Novak's 10-year-old son wrote a book.

**03/03/2020** Mayor Williams congratulated Judy Winslow on her recent marriage.

**04/07/2020** Mayor Williams thanked the citizens for their patience during COVID-19 and staff for their hard work.

**06/02/2020** Town Council members thanked Councilwoman Tynes for her years served on Town Council.

**07/07/2020** Mayor Williams welcomed Renee Rountree to Council.

**07/07/2020** Councilwoman Butler recognized Kara Johnson, Chief Howell, and the Town Manager for the organization of the peaceful protest on June 27<sup>th</sup>, 2020.

**07/07/2020** Councilwoman Rountree explained that she plans to meet with the Town Manager every month. She will update the Council during Council comments for citizen concerns or comments.

**07/07/2020** Councilwoman Haywood updated Council on the protest held June 27<sup>th</sup>, 2020. She asked Council to have representation from all races.

**09/01/2020** Councilwoman Rountree explained that she had two emails about the status of golf cart access for Cypress Creek residents to the downtown area. Street cleaning was a concern for one Cypress Creek resident. He asked for a schedule. She updated Council on the status of the Broadband Task Force.

**09/01/2020** Councilwoman Butler stated that she hopes the school year will be successful for all students due to the new COVID restrictions.

**10/06/2020** Mayor Williams asked about updating the ordinance to have more control over properties in need of repair.

**10/06/2020** Councilwoman Rountree updated Council on the Broadband Task Force September meeting.



## DEEDS

**02/04/2020** Motion to accept the deed for 2 Pinewood Drive as part of the Pinewood Heights Relocation project. Motion passed.

**03/03/2020** Motion to accept Deed for 228 Main Street. Motion passed.

**04/07/2020** Motion to accept deeds for 3, 4, and 14 Pinewood Drive as part of the Pinewood Heights Relocation project. Motion passed.

**06/02/2020** Motion to accept the deed for 803 South Church Street for a sewer easement. Motion passed.

## DONATIONS/CONTRIBUTIONS

**03/03/2020** Resolution to donate books to the Smithfield library and Smithfield High School for the Town's Fair Housing Act for the Pinewood Heights Relocation Project. Motion passed.

**06/02/2020** Motion to approve a contribution of 20% from the Town CARES Act funding to be used for the Isle Rebound Grant Program to assist businesses. Motion passed.

**09/01/2020** Authorization to make a contribution through the CARES Act funds to the Western Tidewater Free Clinic and Isle of Wight Christian Outreach. Motion passed.

**09/01/2020** Motion to approve the 20% contribution from the second round of CARES Act funding to be used for Isle Rebound Grant Program with the adoption of a Certification Resolution. Motion passed.

## EMPLOYEE SERVICE AWARDS

William Wooley of Police Department	5 Years
Stephanie Pack of Police Department	5 Years
Kim Hasty of Museum	5 Years
Cynthia Lucas of Museum	5 Years
Kathy Bew-Jones of Public Works	5 Years
Jessie Snead of Public Works	10 Years
Jennifer Jones of Museum	10 Years
Debbie Bennett of Town Manager's Office	15 Years
William Miller of Police Department	15 Years
Ellen Minga of Treasurer's Office	20 Years
Calvin Kelly of Smithfield Center	20 Years
Donna Hughes of Police Department	1 Year Certificate
Stephen Clark of Park & Recreation Department	1 Year Certificate
Dominic Dedmon of Police Department	1 Year Certificate
Jerry Creech of Public Works	1 Year Certificate
Robert Bowden of Park & Recreation Department	1 Year Certificate
Kyle Warren of Park & Recreation Department	1 Year Certificate
Casey Owens of Police Department	1 Year Certificate
Jared Stanley of Police Department	1 Year Certificate

## EMPLOYEES

**01/06/2020** Chrystalyn Brown hired as Windsor Castle Park staff.

**02/24/2020** Tammie Clary hired as Planning Department staff.

**03/03/2020** Motion to amend the Town's Personnel Manual to add Special Event Pay. Motion passed.

**03/03/2020** Motion to amend the Town's Personnel Manual to add the Holiday Schedule and Holiday Pay for part-time employees. Motion passed.

**03/03/2020** Motion to approve the employment contract for the new Town Manager; Mr. Michael R. Stallings, Jr. Motion passed.

**04/07/2020** Motion to amend the Town's Personnel Manual to amend Section 6.3 FMLA Policy effective until December 31<sup>st</sup>, 2020. Motion passed.

**04/07/2020** Motion to amend the Town's Personnel Manual to amend Section 6.2 Sick Leave Policy and Section 6.8 Public Health Emergency Leave. Motion passed.

**04/20/2020** Michael Stallings hired as Town Manager.

**06/02/2020** Motion to confirm the Town Manager's recommendation to appoint Wayne Griffin as the acting Director of Engineering and Public Works for a term of 6 months. Motion passed.

**06/22/2020** Virginia Retirement System resolution for enhanced hazardous duty benefits. Motion passed

**06/22/2020** Swearing in of the re-elected Town Council members and the newly elected Town Council member. (Mr. Randy Pack, Mr. Michael Smith and Mrs. Renee Rountree)

**07/07/2020** Motion to amend the Personnel Manual to establish Juneteenth as a state holiday. Motion passed.

**08/17/2020** Michael Holtzclaw hired as Museum staff.

**08/17/2020** DeMott Campbell hired as Museum staff.

**09/00/2020** Chris Meier was promoted to Deputy Chief of Police.

**10/13/2020** Tyre Dildy hired as Public Works staff.

**11/02/2020** Introduction of newest Police Officer, Paul Bancroft and promotion within the Smithfield Police Department for Lt. Eric Phillips.



**11/02/2020** Motion to amend the Personnel Policy. Motion passed.

**11/02/2020** Motion to approve a one-time payment for employees for the COVID-19 pandemic. Motion passed.

**12/01/2020** Promotion – William Wooley of the Smithfield Police Department was promoted to Sergeant.

## INVOICES OVER \$10,000



<b>01/07/2020</b>	Blair Brothers, Inc.	\$ 47,199.74
	Smithfield Foods – Well Nests	\$147,478.57
	Axon Enterprise, Inc.	\$ 12,003.00
	WC Restoration Project	\$ 50,000.00
	Berkley Group	\$ 11,000.00
	Deere & Company	<u>\$ 36,812.83</u>
	<b>TOTAL</b>	<b>\$304,494.14</b>
<b>02/04/2020</b>	Blair Brothers, Inc	\$ 33,096.03
	Blair Brothers, Inc.	\$ 74,179.80
	Prism Contractors	\$ 31,942.25
	REW Corporation	\$ 48,500.00
	Robinson Farmer Cox	\$ 26,500.00
	YMCA	\$ 50,000.00
	Berkley Group	<u>\$ 11,000.00</u>
	<b>TOTAL</b>	<b>\$275,218.08</b>
<b>03/03/2020</b>	Kimley Horn	\$ 47,960.77
	Waco, Inc.	\$ 19,280.00
	Xylem	\$ 50,008.62
	IOW – IT Services (May & June 2019)	\$ 13,500.00
	IOW – IT Services (July-Dec. 2019)	\$ 47,250.00
	IOW – E911	\$ 83,299.50
	IOW – Tourism	\$136,861.00
	ALLFIRST, LLC	\$ 20,153.38
	The Berkley Group	<u>\$ 11,000.00</u>
	<b>TOTAL</b>	<b>\$429,313.27</b>

<b>04/07/2020</b>	Wood Equipment	\$ 24,673.00
	Beck Roofing	\$ 13,325.00
	Department of Taxation	\$ 21,681.00
	Haley Ford	\$ 35,545.35
	Haley Ford	<u>\$ 35,545.35</u>
	<b>TOTAL</b>	<b>\$130,769.70</b>
<b>05/05/2020</b>	IOW County – IT Services	\$ 33,750.00
	Berkley Group – Interim Town Manger	\$ 17,710.00
	Lewis Construction	\$ 12,000.00
	Lewis Construction	<u>\$ 15,162.50</u>
	Blair Brothers Inc.	\$ 27,662.24
	<b>TOTAL</b>	<b>\$106,284.74</b>
<b>06/02/2020</b>	Kimley Horn & Associates	\$ 30,300.41
	Tyler Technologies	\$ 10,432.00
	Tyler Technologies	\$ 11,736.00
	Brown's Enterprises, LLC	\$ 27,875.00
	Lewis Construction of Virginia	<u>\$ 17,965.00</u>
	<b>TOTAL</b>	<b>\$ 98,308.41</b>
<b>07/07/2020</b>	WACO, Inc.	\$ 47,780.00
	DELL Marketing	\$ 13,876.78
	Kimley Horn and Associates	\$ 16,497.28
	Blair Brothers, Inc.	<u>\$379,161.56</u>
	<b>TOTAL</b>	<b>\$457,315.62</b>
<b>08/04/2020</b>	ALLFIRST, LLC	\$ 69,874.00
	Kimley Horn & Associates	\$ 24,087.87
	Virginia Retirement System	<u>\$ 15,063.51</u>
	<b>TOTAL</b>	<b>\$109,025.38</b>
<b>09/01/2020</b>	Core & Main	\$ 15,400.00
	Draper Aden Associates	\$ 45,165.25
	Lewis Construction of Virginia	\$ 14,000.00
	Kimley Horn & Associates	\$ 29,769.10
	Central Square Technologies	\$ 25,697.87
	Acme Equipment	\$ 11,694.00
	Beach Ford	\$ 34,903.00
	Axon Enterprise, Inc.	<u>\$ 10,320.02</u>
	<b>TOTAL</b>	<b>\$186,949.24</b>

<b>10/06/2020</b>	Draper Aden Associates	\$ 23,320.00
	Draper Aden Associates	\$ 10,204.25
	Western Tidewater Free Clinic	\$ 40,560.00
	A.C. Schultes of Maryland	\$ 48,583.00
	Tyler Technologies	\$ 10,162.59
	Smithfield Volunteer Fire Department	\$ 45,827.00
	Lewis Construction	\$150,000.00
	WACO, Inc.	<u>\$ 10,554.00</u>
	<b>TOTAL</b>	<b>\$339,210.84</b>
<b>11/02/2020</b>	Kimley Horn and Associates	\$ 15,675.00
	Draper Aden Associates	\$ 18,828.00
	Draper Aden Associates	\$ 28,680.00
	Draper Aden Associates	\$ 32,840.50
	A.C. Schultes of Maryland, Inc.	\$192,660.00
	Blair Brothers, Inc.	\$ 24,260.00
	Blair Brothers, Inc.	\$ 65,238.00
	DELL Marketing	<u>\$ 12,600.00</u>
	<b>TOTAL</b>	<b>\$390,781.50</b>
<b>12/01/2020</b>	IOW Tourism True-up for FY 2019/2020	\$100,535.00
	IOW E911 True-up for FY 2019/2020	\$ 51,301.49
	Applied Concepts, Inc.	\$ 18,097.00
	Kimley Horn and Associates	\$ 18,399.96
	A.C. Schultes of Maryland, Inc.	\$118,968.50
	ALLFIRST	\$ 21,483.40
	Axon Enterprises, Inc.	<u>\$ 12,003.00</u>
	<b>TOTAL</b>	<b>\$340,788.35</b>

### MEETINGS HELD BY TOWN COUNCIL

**01/07/2020** Regular Town Council meeting.

**01/20/2020** Closed Session Town Council meeting. Interviews for Town Manager.

**02/04/2020** Regular Town Council meeting.

**03/03/2020** Regular Town Council meeting.

**04/07/2020** Regular Town Council meeting held at Westside Elementary Cafeteria.

**05/05/2020** Regular Town Council meeting.

**06/02/2020** Regular Town Council meeting.

**06/22/2020** Continued Town Council meeting.

**07/07/2020** Regular Town Council meeting.

**08 04/ 2020** Regular Town Council meeting.

**09/01/2020** Regular Town Council meeting.

**09/11/2020** Special Town Council meeting.

**10/06/2020** Regular Town Council meeting.

**11/02/2020** Regular Town Council meeting.

**12/01/2020** Regular Town Council meeting.

### **MEMORANDUM OF UNDERSTANDING**

**06/02/2020** Motion to approve a MOU between the Town and the County for procurement services. Motion passed.

### **MISCELLANEOUS MOTIONS**

**01/07/2020** Motion to approve complimentary use of the Smithfield Center for the Town Hall meeting on Homeland Security and Terrorism on Feb. 3<sup>rd</sup>. Motion passed.

**01/07/2020** Motion to approve funding for the WCP Cemetery investigation project in an amount not to exceed \$35,000.00. Motion passed.

**02/04/2020** Motion to adopt an updated Procurement Policy for the Town. Motion passed.

**02/04/2020** Motion to adopt an amended fixed asset policy. Motion passed.

**02/04/2020** Motion to approve the Relay for Life “Paint the Town Purple” Initiative. Motion passed.

**03/03/2020** Motion to amend the Town’s Personnel Manual to add Special Event Pay. Motion passed.

**03/03/2020** Motion to amend the Town’s Personnel Manual to add the Holiday Schedule and Holiday Pay for part-time employees. Motion passed.

**03/03/2020** Motion to approve signage for the rules and regulations at Clontz Park. Motion passed.

**04/07/2020** Motion to amend the Town’s Personnel Manual to amend Section 6.3 FMLA Policy effective until December 31<sup>st</sup>, 2020. Motion passed.

**04/07/2020** Motion to amend the Town's Personnel Manual to amend Section 6.2 Sick Leave Policy and Section 6.8 Public Health Emergency Leave. Motion passed.

**04/07/2020** Motion to adopt the Smithfield Lake Dam Emergency Action Plan. Motion passed.

**05/05/2020** Motion to accept capital improvements at Windsor Castle Park. Motion passed.

**06/02/2020** Motion to authorize the closure of a portion of Main Street to permit outdoor dining from time to time in accordance with a plan to be formulated and implemented by the Town Manager in consultation with Town merchants on dates and at times to be determined. Motion passed.

**06/22/2020** Virginia Retirement System resolution for enhanced hazardous duty benefits. Motion passed.

**07/07/2020** Motion to amend the Personnel Manual to establish Juneteenth as a state holiday. Motion passed.

**08/04/2020** Motion to amend the Smithfield Design Standards to add Section 5.2 for wastewater pumping stations and Appendix F for work in Town rights-of-way. Motion passed.

**10/06/2020** Motion to move the November 3<sup>rd</sup>, 2020 Town Council meeting to November 2<sup>nd</sup>, 2020 due to elections. Motion passed.

**10/06/2020** Motion to amend the Town's Procurement Policy Manual to match state code. Sections 1.32.4 and 1.36.1. Motion passed.

**10/06/2020** Motion to approve a demonstration area conceptual site plan for the Longleaf Pine project in Windsor Castle Park. Motion passed.

**10/06/2020** Allocate CARES Act funding for the gift card program. Motion passed.

**11/02/2020** Motion to amend the Personnel Policy. Motion passed.

**12/01/2020** Motion to adopt the meeting schedule for 2021. Motion passed.

**12/01/2020** Motion for renewed consideration of the application of Mary Crocker for demolition by right for the Pierceville Manor House. Motion passed.

## ORDINANCES

**01/07/2020** Adopt ordinance to establish Urban Archery season in the town. Motion passed.

**01/07/2020** Adopt ordinance to amend Article 3.L of the Smithfield Zoning Ordinance to add “private wells for the purpose of batching and mixing concrete” as a permitted use by special use permit.

**04/07/2020** Ordinance to temporarily amend Chapter 26, Article 1, Section 26-6 of the Town Code pertaining to the collection of Business License Tax. Motion passed.

**09/01/2020** Ordinance to amend the Town Code as it pertains to Assembly Permits. Motion passed removing the section about one date per application and clarification for five business days.

**12/01/2020** Ordinance to extend the due date of real estate and personal property tax bills until December 31<sup>st</sup>, 2020. Motion passed.

**12/01/2020** Motion to approve the text amendment to Article 3.M of the Smithfield Zoning Ordinance. Motion passed.

## PRESENTATIONS

**01/07/2020** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

**02/04/2020** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

**02/04/2020** Presentation by Smithfield students from the Governor’s School for the Arts.

**02/04/2020** Windsor Castle Restoration Project update.

**03/03/2020** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

**07/07/2020** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

**07/07/2020** Presentation by Davenport & Company: Refinancing/Restructuring and proposed new utility capital needs.

**09/01/2020** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

**10/06/2020** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

**10/06/2020** Judy Winslow and Chris Morello gave a presentation of the gift card program through CARES Act funding.

**11/02/2020** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

**12/01/2020** Promotion – William Wooley of the Smithfield Police Department was promoted to Sergeant.

**12/01/2020** Re-Accreditation award presentation for the Smithfield Police Department.

**12/01/2020** Update presentation from the Western Tidewater Free Clinic.

**12/01/2020** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

**12/01/2020** Isle Shop Small Gift Certificate Program update and information on second round of funding.

### **PROCLAMATIONS**

**03/13/2020** Proclamation to declare a local emergency due to COVID-19.

**10/06/2020** Proclamation honoring John and Anne Edwards for outstanding achievements and faithful service to their Smithfield community.

### **PROPOSALS**

**04/07/2020** Motion to approve street maintenance proposals from Blair Brothers, Inc. for Carl Point, Lane Crescent/Kendall Haven, Tallwood Circle, Wildwood Circle, and Hickory Crescent. Motion passed.

**04/07/2020** Motion to approve the proposal from Draper Aden Associates for the Smithfield Lake Dam Alternative Analysis. Motion passed.

**10/06/2020** Motion to approve the proposal from Blair Brothers, Inc. for street maintenance on lane Crescent and installation of ADA ramp and sidewalk at the intersection of South Church Street and Battery Park Road. Motion passed.

### **PUBLIC COMMENTS**

**01/07/2020** Mr. Albert Burckard thanked the Town Council for the opportunity for the Isle of Wight Historical Society to consider the use of the Wombwell House.

**06/02/2020** Mr. Joseph McCain of Fleur de Fou requested consideration to occasionally close Main Street for outdoor seating to assist restaurants and businesses during the pandemic.

**06/02/2020** Mr. Scott Horne of the Taste of Smithfield requested occasional street closures for Main Street to accommodate outdoor seating and a special atmosphere for locals shopping and dining locally.

**07/07/2020** Mr. Herb DeGroft asked Council to allow non-profit fundraising signage for the VFW.

**07/07/2020** Mr. Albert Burckard explained the progress for the Wombwell house and asked for a six-month extension.

**07/07/2020** Mrs. Martha Jackson welcomed the new Council member, Renee Rountree.

**09/01/2020** Mr. Derek Boone stated that he would like to see more football fields at the sports complex. He had concerns over lighting and parking.

**09/01/2020** Mr. Herb DeGroft informed everyone that there would be a public forum on September 14<sup>th</sup>, 2020 from health organizations and a veteran's program at the Veteran's Memorial.

**09/01/2020** Ms. Julia Novak asked the town to reconsider the permit fee for public assemblies or grant Smithfield Animal Save an exception.

**09/01/2020** Mr. Ken Penn asked if the new assembly permit rules would infringe on civil rights.

**09/01/2020** Ms. Julie Coffey opposed the changes to the permitting process for public assemblies.

**09/01/2020** Mr. Albert Burckard asked the Town Council members to attend the meeting about war memorials and to support the retention of the monuments.

**10/06/2020** Mr. Tommy Gehring thanked the PD for controlling speeders on Cary Street. He also spoke about the drainage issues behind his property.

**10/06/2020** Mr. Derek Boone spoke to Council about his issues regarding lighting at the football field at the sports complex and having more activities for youth to get involved in.

**10/06/2020** Mr. Erik Cypress addressed the Council on the lack of activities for youth in Smithfield.

**11/02/2020** Theresa Mulherin stated that CARES Act funding could not be used to fund bonuses for employees. It had to come out of the budget.

**11/02/2020** Derek Boone requested several items for the Joseph W. Luter Sports Complex football field for the Pop Warner teams.

**11/02/2020** Martha Jackson asked the Council to consider the needs of senior citizens.

**12/01/2020** Mrs. Robbie Younger opposed the demolition of the Pierceville home.

**12/01/2020** Nick Blevins opposed the demolition of the Pierceville home.

**12/01/2020** Betty Clarke opposed the demolition of the Pierceville home.

**12/01/2020** Martha Ford Evans Jackson thanked the Town Clerk and the Town Treasurer for their work behind the scenes for the citizens of Smithfield. She asked the Town Council to consider live streaming the public meetings.

**12/01/2020** Supervisor Dick Grice stated that he supported the demolition of the Pierceville home but suggested a memorial plaque be installed on the property.

## PUBLIC HEARINGS



**01/07/2020** Public Hearing: Special Use Permit, Comprehensive Plan Amendment & official Zoning Map Amendment (Rezoning) – Lot 511 S. Church Street. Motion passed.

**01/07/2020** Public Hearing: Smithfield Zoning Ordinance text amendment for 865 W. Main Street to allow for a private well for the concrete plant. Motion passed.

**03/03/2020** Special Use Permit for 865 W. Main Street to mix concrete with a private well. Motion passed 6 - 1.

**04/07/2020** Special Use Permit for 1402B South Church Street for shed and parking requirements. Motion passed.

**04/07/2020** Special Use Permit/Comprehensive Plan Amendment/Official Zoning Map Amendment for 803 South Church Street for a tasting room/restaurant. Motion passed.

**06/02/2020** Special Use Permit for expansion of existing use of property at 600 Cypress Creek Pkwy. Motion passed.

**06/02/2020** Special Use Permit for waiver of parking and loading requirements at 600 Cypress Creek Pkwy. Motion passed.

**06/02/2020** Public hearing for FY 2020/2021 budget presentation. Action tabled until continued meeting on June 22<sup>nd</sup>, 2020.

**07/07/2020** Public hearing for a special use permit for 1409 S. Church Street – True Value. Motion passed with conditions.

**08/04/2020** Public hearing for a Zoning Ordinance Amendment for home occupation. Motion passed.

**08/04/2020** Public hearing for a Zoning Ordinance amendment for signage. Motion passed.

**08/04/2020** Public hearing to establish a new line of credit with Farmers Bank for utility capital needs. Motion passed.

**09/01/2020** Public hearing for a ground source well zoning ordinance amendment. Motion passed.

**09/01/2020** Public hearing for a short-term rental zoning ordinance amendment. Motion passed.

**09/01/2020** Public hearing to refinance the 2017 Note to a General Obligation Bond for various capital projects in an amount not exceeding \$4,205,000.00. Motion passed.

**10/06/2020** Public hearing to refinance the 2017 Note to a General Obligation Bond for various capital projects. Motion passed.

**11/02/2020** Special Use Permit for 348-354 Main Street. Motion passed.

**11/02/2020** Text amendment to Article 3.M of the Zoning Ordinance. Tabled for further clarification.



### PURCHASES



**09/01/2020** Motion to authorize the purchase of a perpetual drainage easement behind the Reverse Osmosis Water Treatment Plant. Motion passed.

### REQUEST FOR PROPOSALS / INVITATION FOR BID

**02/04/2020** Motion to award the mechanical, electrical, and utility contracts to ALLFIRST, LLC for a three-year term. Motion passed.

**05/05/2020** Motion to award the vehicle maintenance contract to Smithfield Truck & Auto Center. Motion passed.

**06/22/2020** Motion to award the mowing services contract to Escape 2 Eden Landscaping, LLC. Motion passed.

**06/22/2020** Motion to award the landscaping services contract to Escape 2 Eden Landscaping, LLC. Motion passed.

**07/07/2020** Motion to award contract for the relining of Well #8A to A.C. Schultes of Maryland, Inc. Motion passed.

## **RESOLUTIONS – Miscellaneous**

**02/04/2020** Resolution of Appreciation for Bill Davidson.

**03/03/2020** Resolution for the Virginia Department of Transportation to adopt the intersection improvement project for Benn's Church Blvd. and S. Church Street. Motion passed.

**03/03/2020** Resolution of support for projects to be submitted for Smart Scale Evaluation and funding through the Virginia Department of Transportation. Motion passed.

**03/03/2020** Resolution to donate books to the Smithfield Library and Smithfield High School for the Town's Fair Housing Act for the Pinewood Heights Relocation Project. Motion passed.

**06/02/2020** Motion to approve a certification resolution certifying the Town will use the funds from the CARES Act for appropriate purposes and in accordance with the guidelines. Motion passed.

**06/22/2020** Resolution to adopt the proposed budget for FY 2020/2021. Motion failed.

**06/22/2020** Virginia Retirement System resolution for enhanced hazardous duty benefits. Motion passed.

**07/07/2020** Resolution to renew line of credit with TowneBank for the Pinewood Heights Relocation Project. Motion passed.

**07/07/2020** Resolution to renew line of credit with Farmers Bank. Motion passed.

**08/04/2020** Resolution authorizing the issuance and sale of the General Obligation Refunding Bond not to exceed \$1,175,000.00. Motion passed.

**08/04/2020** Appropriation amendment resolution for projects not completed in FY 2019/2020. Motion passed.

**08/04/2020** Resolution to reclassify a portion of Cedar Street from limited access right-of-way to the urban maintenance System. Motion passed.

**10/06/2020** Appropriation resolution for FY 2019/2020 and FY 2020/2021 for CARES Act funding reimbursement. Motion passed.

**11/02/2020** Resolution of Appreciation for the Main Street Baptist Church.

**11/02/2020** Appropriation resolution for FY 2019/2020 and FY 2020/2021 for CARES Act funding reimbursement.

**11/02/2020** Motion to adopt a resolution for the completion of work from RAD Sports at the sports complex.

**11/02/2020** Resolution for Building Resilient Infrastructure and Communities Grant application through the Virginia Department of Emergency Management (VDEM). Motion passed.

**12/01/2020** Motion to adopt the resolution of participation and statement of intent to become a Certified Crime Prevention Community. Motion passed.

**12/01/2020** Resolution to appropriate \$15,960.00 to the FY 2020/2021 General Fund Operating Budget for the Jersey Park basketball court. Motion passed.

## **RESOLUTIONS – Street closures/traffic assistance**



**01/07/2020** Resolution – Street closure of Jericho Road for the BOB Festival on January 18<sup>th</sup>. Motion passed.

**06/02/2020** Motion to authorize the closure of a portion of Main Street to permit outdoor dining from time to time in accordance with a plan to be formulated and implemented by the Town Manager in consultation with Town merchants on dates and at times to be determined. Motion passed.

## OTHER ITEMS OF INTEREST

### NEWSLETTER EXPENSE REPORT

2018	<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

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2019	<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

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2020	<b>John Henry Printing</b>	<b>Postage</b>	<b># of copies</b>
	Spring (full color) \$2,736.86	\$802.74	3,250
	Fall (full color) \$2,736.86	\$808.91	3,250



# COUNCIL BUDGET



**RESOLUTION  
BUDGET FOR FISCAL YEAR 2020-2021**

WHEREAS, the Town Council, through its staff and finance committee, has prepared a budget for Fiscal Year 2020-2021; and,

WHEREAS, the budget has been advertised in accordance with the law and a public hearing was held at the regular meeting of Town Council on June 2, 2020; and,

WHEREAS, the budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2020-2021; and,

NOW, THEREFORE, BE IT RESOLVED that the budget for Fiscal Year 2020-2021, and attached hereto as Exhibit "A" is hereby adopted.

Adopted this 22nd day of June, 2020.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By T. Carter Williams  
T. Carter Williams, Mayor

ATTEST:

Lesley G. King  
Lesley G. King, Clerk

**TOWN OF SMITHFIELD**  
FY 2020-21 GENERAL FUND BUDGET SUMMARY

Department	ORIGINAL FY19-20	PROPOSED FY20-21	Difference
Real Estate Taxes	2,119,433.00	2,173,349.00	53,916.00
Personal Property Taxes	671,520.00	738,620.00	67,100.00
Public Service Corporation	29,645.00	35,284.00	5,639.00
Other Local Taxes	3,603,102.00	3,305,670.00	(297,432.00)
Licenses, permits, & fees	36,700.00	392,810.00	356,110.00
Fines & Costs	40,000.00	43,000.00	3,000.00
From Use of Money & Property	427,832.00	422,745.00	(5,087.00)
Miscellaneous Revenues	1,000.00	650.00	(350.00)
Governmental Virginia	997,006.00	795,271.00	(201,735.00)
Governmental Federal	2,512,040.00	1,098,321.00	(1,413,719.00)
Other financing sources	-	59,280.00	59,280.00
Contributions	286,556.00	181,604.00	(104,952.00)
Appropriated from reserves	2,278,632.00	745,491.00	(1,533,141.00)
<b>TOTAL REVENUES</b>	<b>13,003,466.00</b>	<b>9,992,095.00</b>	<b>(3,011,371.00)</b>
Department	ORIGINAL FY19-20	PROPOSED FY20-21	Difference
Town Council	205,621.00	208,876.00	3,255.00
Town Manager	528,175.00	518,334.00	(9,841.00)
Treasurer	668,739.00	713,673.00	44,934.00
Police	2,370,441.00	2,616,777.00	246,336.00
Public Safety Contributions-Fire & E911	292,060.00	335,936.00	53,876.00
Parks & Recreation-Administration	339,281.00	318,405.00	(20,876.00)
Parks & Recreation-Smithfield Center	340,952.00	363,268.00	22,316.00
Parks & Recreation-Windsor Castle Park	165,907.00	93,309.00	(72,598.00)
Parks & Recreation-Windsor Castle Manor House	90,936.00	86,851.00	(4,085.00)
Parks & Recreation-Luter Sports Complex	97,500.00	70,140.00	(27,360.00)
Parks & Recreation-Contributions	530,000.00	31,600.00	(499,400.00)
Parks & Recreation-Other	7,750.00	57,250.00	49,500.00
Museum	184,213.00	195,242.00	11,029.00
Community Development-Pinewood Heights CDBG Project	2,205,807.00	966,862.00	(1,238,945.00)
Community Development Contributions	396,902.00	366,723.00	(179.00)
Planning, Zoning & Public Works	855,114.00	964,517.00	109,403.00
Public Buildings	204,727.00	209,557.00	4,830.00
Non-Departmental	27,300.00	48,255.00	20,955.00
Debt Service	484,771.00	482,106.00	(2,575.00)
Contingency	50,000.00	65,761.00	15,761.00
<b>TOTAL OPERATING EXPENSES</b>	<b>10,036,196.00</b>	<b>8,763,532.00</b>	<b>(1,272,664.00)</b>
Capital	ORIGINAL FY19-20	PROPOSED FY20-21	Difference
Town Council	-	-	-
Town Manager	-	-	-
Treasurer	66,850.00	135,720.00	68,870.00
Police	66,000.00	-	(66,000.00)
Public Safety Contributions-Fire & E911	-	-	-
Parks & Recreation-Administration	26,000.00	-	(26,000.00)
Parks & Recreation-Smithfield Center	26,000.00	-	(26,000.00)
Parks & Recreation-Windsor Castle Park	-	-	-
Parks & Recreation-Windsor Castle Manor House	-	-	-
Parks & Recreation-Luter Sports Complex	25,000.00	-	(25,000.00)
Parks & Recreation-Contributions	-	-	-
Parks & Recreation-Other	315,000.00	-	(315,000.00)
Museum	-	-	-
Community Development-Pinewood Heights CDBG Project	204,000.00	60,000.00	(144,000.00)
Community Development Contributions	-	-	-
Planning, Zoning & Public Works	2,178,420.00	1,032,843.00	(1,145,577.00)
Public Buildings	60,000.00	-	(60,000.00)
<b>TOTAL CAPITAL EXPENSES</b>	<b>2,967,270.00</b>	<b>1,228,563.00</b>	<b>(1,738,707.00)</b>

**Town of Smithfield**  
**Proposed FY2020-21 Operating Budget**  
**GENERAL FUND REVENUES**

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
<b>GENERAL GOVERNMENT REVENUES</b>						
<b>Real Estate Tax</b>						
Current RE Tax	1,758,779.00	2,105,233.00	2,121,348.00	2,143,049.00	2,143,049.00	1.80%
Delinquent RE Tax	4,507.21	5,000.00	21,735.00	20,000.00	20,000.00	300.00%
Current RE Penalty	7,951.29	7,000.00	7,000.00	4,000.00	4,000.00	-42.86%
Delinquent RE Penalty	856.80	700.00	700.00	2,500.00	2,500.00	257.14%
Current RE Interest	543.78	500.00	500.00	300.00	300.00	-40.00%
Delinquent RE Interest	1,243.66	1,000.00	1,000.00	3,500.00	3,500.00	250.00%
<b>Total Real Estate Taxes</b>	<b>1,773,681.74</b>	<b>2,119,433.00</b>	<b>2,152,283.00</b>	<b>2,173,349.00</b>	<b>2,173,349.00</b>	<b>2.54%</b>
<b>Personal Property Tax</b>						
Current PP Tax	670,371.63	625,020.00	685,000.00	705,000.00	705,000.00	12.80%
Delinquent PP Tax	31,101.27	20,000.00	15,000.00	15,000.00	15,000.00	-25.00%
Current PP Penalty	12,867.86	13,000.00	8,000.00	8,000.00	8,000.00	-38.46%
Delinquent PP Penalty	10,788.44	12,000.00	6,500.00	6,500.00	6,500.00	-45.83%
Current PP Interest	976.13	700.00	120.00	120.00	120.00	-82.86%
Delinquent PP Interest	7,541.23	800.00	4,000.00	4,000.00	4,000.00	400.00%
<b>Total Personal Property Tax</b>	<b>733,646.56</b>	<b>671,520.00</b>	<b>718,620.00</b>	<b>738,620.00</b>	<b>738,620.00</b>	<b>9.99%</b>
<b>Public Service Corporations Tax</b>						
Current RE Tax	29,660.63	29,400.00	35,098.00	35,098.00	35,098.00	19.38%
Current PP Tax	-	245.00	186.00	186.00	186.00	-24.08%
<b>Total Public Service Tax</b>	<b>29,660.63</b>	<b>29,645.00</b>	<b>35,284.00</b>	<b>35,284.00</b>	<b>35,284.00</b>	<b>19.02%</b>
<b>Other Local Taxes</b>						
Franchise Tax	157,713.06	150,000.00	117,485.00	138,000.00	138,000.00	-8.00%
Cigarette Tax	161,289.29	250,000.00	218,550.00	218,550.00	218,550.00	-12.58%
Transient Occupancy Tax	221,905.56	219,000.00	140,000.00	226,000.00	192,100.00	-12.28%
Meals Tax-4.25%	1,231,374.84	1,177,731.00	977,634.00	1,294,597.00	1,100,407.00	-6.57%
Meals Tax-2%	579,470.52	554,226.00	460,063.00	609,222.00	517,838.00	-6.57%
Sales Tax	357,250.19	360,000.00	273,000.00	378,000.00	321,300.00	-10.75%
Consumption Tax	47,498.54	50,000.00	50,000.00	51,000.00	51,000.00	2.00%
Utility Tax	192,386.04	200,000.00	200,000.00	214,000.00	214,000.00	7.00%
Business Licenses	399,685.87	395,000.00	395,000.00	395,000.00	335,750.00	-15.00%
Business Licenses Penalty	3,156.29	4,000.00	370.00	3,000.00	2,550.00	-36.25%
Business Licenses Interest	288.98	225.00	118.00	300.00	255.00	13.33%
Peg Channel Capital Fee	1,447.40	1,920.00	1,920.00	1,920.00	1,920.00	0.00%
Vehicle License	254,331.06	241,000.00	210,000.00	212,000.00	212,000.00	-12.03%
<b>Total Other Local Taxes</b>	<b>3,607,797.64</b>	<b>3,603,102.00</b>	<b>3,044,140.00</b>	<b>3,741,589.00</b>	<b>3,305,670.00</b>	<b>-8.25%</b>
<b>Licenses, Permits &amp; Fees</b>						
Permits & Other Licenses	25,400.00	20,000.00	20,000.00	20,000.00	20,000.00	0.00%

**Town of Smithfield**  
**Proposed FY2020-21 Operating Budget**  
**GENERAL FUND REVENUES**

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Inspection Fees-Subdivision	4,650.00	4,200.00	4,200.00	7,000.00	7,000.00	66.67%
Administrative Collection Fees-DMV Stops	13,320.00	10,000.00	10,000.00	12,000.00	12,000.00	20.00%
Refuse and Recycling Collection Fee	-	-	-	350,015.00	350,015.00	100.00%
WC Dog Park Registration	830.00	1,000.00	585.00	795.00	795.00	-20.50%
Consultant Review Fees	2,650.00	1,500.00	1,500.00	3,000.00	3,000.00	100.00%
<b>Total Licenses, permits and privilege fees</b>	<b>46,850.00</b>	<b>36,700.00</b>	<b>36,285.00</b>	<b>392,810.00</b>	<b>392,810.00</b>	<b>970.33%</b>
<b>Fines &amp; Costs</b>						
Restitution	120.00	-	-	-	-	0.00%
Fines & Costs	40,236.03	40,000.00	40,000.00	43,000.00	43,000.00	7.50%
<b>Total Fines &amp; Forfeitures</b>	<b>40,356.03</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>43,000.00</b>	<b>43,000.00</b>	<b>7.50%</b>
<b>From Use of Money and Property</b>						
General Fund Interest	104,673.20	65,000.00	65,000.00	75,000.00	63,750.00	-1.92%
Rentals	73,214.55	72,617.00	71,667.00	73,670.00	61,170.00	-15.76%
Smithfield Center Rentals	190,074.86	180,000.00	130,000.00	180,000.00	153,000.00	-15.00%
Windsor Castle Revenue (includes Manor House, Park Impact, Vendor)	300.00	-	-	60,000.00	51,000.00	100.00%
Smithfield Center Vendor Programs	5,500.00	3,000.00	-	-	-	-100.00%
WC Manor House Rentals	-	15,000.00	-	-	-	-100.00%
Sports Complex Rentals	480.00	10,000.00	2,500.00	35,000.00	29,750.00	197.50%
Park Impact Fees	20,349.20	20,000.00	9,060.00	20,000.00	17,000.00	-15.00%
Kayak Rentals	11,636.00	10,000.00	7,775.00	10,000.00	8,500.00	-15.00%
Special Events	29,096.40	28,000.00	14,592.00	21,000.00	17,850.00	-36.25%
Fingerprinting Fees	1,290.00	1,500.00	1,000.00	1,000.00	1,000.00	-33.33%
Museum Admissions	7,236.00	9,415.00	7,061.00	8,900.00	7,565.00	-19.65%
Museum Gift Shop Sales	12,448.84	11,700.00	8,775.00	13,000.00	11,050.00	-5.56%
Museum Programs/Lecture Fees	418.00	1,000.00	500.00	600.00	510.00	-49.00%
Sale of Equipment/Buildings	16,324.02	-	1,664.00	-	-	0.00%
Lease of Land	600.00	600.00	600.00	600.00	600.00	0.00%
<b>Total revenue from use of money and property</b>	<b>473,641.07</b>	<b>427,832.00</b>	<b>320,194.00</b>	<b>498,770.00</b>	<b>422,745.00</b>	<b>-1.19%</b>
<b>Miscellaneous Revenue</b>						
Other Revenue	876.25	1,000.00	1,000.00	650.00	650.00	-35.00%
<b>Total Miscellaneous Revenue</b>	<b>876.25</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>650.00</b>	<b>650.00</b>	<b>-35.00%</b>
<b>From Reserves</b>						
WC Preservation Funds	-	38,000.00	74,990.83	-	-	-100.00%
Appropriated fund balance for budget	602,368.73	2,240,632.00	2,398,371.17	791,804.00	745,491.00	-66.73%
<b>Total From Reserves</b>	<b>602,368.73</b>	<b>2,278,632.00</b>	<b>2,473,362.00</b>	<b>791,804.00</b>	<b>745,491.00</b>	<b>-67.28%</b>
<b>Intergovernmental Virginia</b>						
Law Enforcement	172,904.00	172,904.00	172,904.00	172,904.00	172,904.00	0.00%
Police Block Grants	6,480.00	-	-	-	-	0.00%

**Town of Smithfield**  
**Proposed FY2020-21 Operating Budget**  
**GENERAL FUND REVENUES**

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Litter Control Grant	3,452.00	-	2,727.00	-	-	0.00%
Communications Tax	200,788.11	204,000.00	186,000.00	186,000.00	186,000.00	-8.82%
Rolling Stock	137.08	137.00	154.00	150.00	150.00	9.49%
Rental Tax	6,769.51	5,000.00	5,000.00	5,000.00	5,000.00	0.00%
PPTRA State Revenue	240,794.89	240,795.00	240,795.00	240,795.00	240,795.00	0.00%
Fire Programs	27,998.00	29,461.00	29,461.00	-	-	-100.00%
VCA Grant	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	0.00%
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	4,260.65	140,265.00	137,630.00	-	-	-100.00%
Benns Church/Route 258/Route 10 Bypass intersection	7,290.18	159,264.00	7,812.00	162,522.00	162,522.00	2.05%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	1,964.47	40,680.00	-	23,400.00	23,400.00	-42.48%
VMRC Grant-boat ramp	626,437.00	-	-	-	-	0.00%
DCR Grant #71-17 & 72-17	16,231.25	-	-	-	-	0.00%
<b>Total State Revenue</b>	<b>1,320,007.14</b>	<b>997,006.00</b>	<b>786,983.00</b>	<b>795,271.00</b>	<b>795,271.00</b>	<b>-20.23%</b>
<b>Intergovernmental Federal</b>						
Police Federal Grants	41,229.31	-	7,020.00	-	-	0.00%
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	18,936.22	623,400.00	611,686.00	-	-	-100.00%
Benns Church/Route 258/Route 10 Bypass intersection	32,400.84	707,840.00	34,720.00	722,321.00	722,321.00	2.05%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	8,730.99	180,800.00	-	104,000.00	104,000.00	-42.48%
Pinewood Heights CDBG Relocation Grant Phase IV	41,000.00	1,000,000.00	1,000,000.00	272,000.00	272,000.00	-72.80%
<b>Total Federal Revenue</b>	<b>142,297.36</b>	<b>2,512,040.00</b>	<b>1,653,426.00</b>	<b>1,098,321.00</b>	<b>1,098,321.00</b>	<b>-56.28%</b>
<b>Other Financing Sources</b>						
Other Financing Sources-Capital Lease Acquisition	245,000.00	-	-	59,280.00	59,280.00	100.00%
Bond Proceeds	-	-	-	503,700.00	-	100.00%
Insurance Recoveries	-	-	7,083.00	-	-	0.00%
<b>Total Other Financing Sources</b>	<b>245,000.00</b>	<b>-</b>	<b>7,083.00</b>	<b>562,980.00</b>	<b>59,280.00</b>	<b>100.00%</b>
<b>Contributions</b>						
CHIP Contributions	4,900.90	13,000.00	1,500.00	2,000.00	2,000.00	-84.62%
Contributions-Public Safety	50.00	50.00	50.00	-	-	-100.00%
Contributions-Museum	81,282.97	93,506.00	93,506.00	99,604.00	99,604.00	6.52%
Contribution-Historic Windsor Castle Restoration LLC	538,645.30	100,000.00	2,906,324.00	-	-	-100.00%
Contributions-Public Ball Fields	65,000.00	80,000.00	80,000.00	80,000.00	80,000.00	0.00%
<b>Total Contributions</b>	<b>689,879.17</b>	<b>286,556.00</b>	<b>3,081,380.00</b>	<b>181,604.00</b>	<b>181,604.00</b>	<b>-36.63%</b>
<b>Total General Fund Revenue</b>	<b>9,706,262.32</b>	<b>13,003,466.00</b>	<b>14,350,040.00</b>	<b>11,054,052.00</b>	<b>9,992,095.00</b>	<b>-23.16%</b>

**Town of Smithfield**  
**Proposed FY2020-21 Operating Budget**  
**GENERAL FUND EXPENDITURES**

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
<b>GENERAL GOVERNMENT EXPENSES</b>						
<u>Town Council</u>						
Salaries	41,785.00	42,000.00	42,000.00	42,000.00	42,000.00	0%
FICA	3,250.85	3,276.00	3,276.00	3,276.00	3,276.00	0%
Legal Fees	67,392.44	50,000.00	50,000.00	50,000.00	50,000.00	0%
Election Expense	-	-	-	5,000.00	5,000.00	100%
Maintenance contracts	11,389.12	1,700.00	6,000.00	6,000.00	6,000.00	253%
Advertising	24,129.32	30,000.00	30,000.00	25,000.00	25,000.00	-17%
Professional Services	10,925.00	10,000.00	70,000.00	5,000.00	5,000.00	-50%
Records Management maint & upgrades	15,959.32	5,000.00	7,000.00	7,000.00	7,000.00	40%
Insurance	18,150.00	18,145.00	18,145.00	19,600.00	19,600.00	8%
Supplies	16,865.05	9,000.00	9,000.00	12,000.00	12,000.00	33%
Travel & Training	18,976.34	8,000.00	8,000.00	10,000.00	10,000.00	25%
Subscriptions/Memberships	9,905.89	11,000.00	11,000.00	11,000.00	11,000.00	0%
Council Approved Items	16,234.75	9,500.00	9,500.00	5,000.00	5,000.00	-47%
Public Defender Fees	2,760.00	3,000.00	3,000.00	3,000.00	3,000.00	0%
Update Town Charter & Code	2,523.00	5,000.00	5,000.00	5,000.00	5,000.00	0%
<b>Total Town Council</b>	<b>260,246.18</b>	<b>205,621.00</b>	<b>271,921.00</b>	<b>208,876.00</b>	<b>208,876.00</b>	<b>2%</b>
<u>Town Manager</u>						
Salaries	337,457.97	330,421.00	335,655.00	262,097.00	259,599.00	-21%
Salaries-PT	-	17,534.00	17,534.00	20,987.00	20,780.00	19%
Salaries-OT		3,788.00	3,788.00	4,314.00	4,270.00	13%
FICA	24,083.82	28,140.00	28,140.00	22,992.00	22,772.00	-19%
VRS	19,518.19	20,545.00	17,411.00	27,152.00	26,883.00	31%
Disability	522.52	556.00	556.00	566.00	566.00	2%
Health & Other	56,214.02	59,297.00	43,926.00	49,664.00	49,664.00	-16%
Pre-Employment Test	2,904.50	3,500.00	3,500.00	3,500.00	3,500.00	0%
Employee Recognition	-	15,000.00	15,000.00	10,000.00	10,000.00	-33%
Professional Services-comp plan study	-	-	-	30,000.00	-	0%
Shared Services-IT	-	-	94,500.00	85,000.00	85,000.00	100%
Auto Expense	146.24	500.00	500.00	500.00	500.00	0%
Maintenance Contracts	3,179.03	3,000.00	3,000.00	3,200.00	3,200.00	7%
Communications	14,423.60	18,000.00	8,000.00	8,500.00	8,500.00	-53%
Insurance	2,244.08	2,394.00	2,394.00	2,600.00	2,600.00	9%
Supplies	2,804.49	5,000.00	3,500.00	3,500.00	3,500.00	-30%
Dues & Subscriptions	1,504.03	5,000.00	5,000.00	3,500.00	3,500.00	-30%
Computer & Technology expenses	8,373.52	5,000.00	5,000.00	5,000.00	5,000.00	0%
Travel & Training	5,559.49	10,000.00	5,000.00	8,000.00	8,000.00	-20%
Other	-	500.00	500.00	500.00	500.00	0%

**Town of Smithfield**  
**Proposed FY2020-21 Operating Budget**  
**GENERAL FUND EXPENDITURES**

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
<b>Total Town Manager</b>	478,935.50	528,175.00	592,904.00	551,572.00	518,334.00	-2%
<b>Treasurer</b>						
Salaries	317,308.05	390,589.00	341,589.00	394,181.00	390,303.00	0%
Salaries-OT		5,220.00	5,220.00	7,858.00	7,780.00	49%
FICA	23,324.77	31,668.00	27,748.00	32,164.00	31,847.00	1%
VSRS	20,370.07	25,031.00	21,868.00	42,140.00	41,723.00	67%
Disability	164.88	517.00	517.00	524.00	524.00	1%
Health	43,005.98	55,788.00	45,264.00	62,976.00	62,976.00	13%
Audit	13,000.00	13,250.00	13,250.00	13,500.00	13,500.00	2%
Professional Services	-	15,000.00	15,000.00	15,000.00	15,000.00	0%
Communications	9,191.52	11,000.00	11,000.00	11,000.00	11,000.00	0%
Computer & technology expenses	2,187.46	7,500.00	7,500.00	7,500.00	7,500.00	0%
Data Processing	16,704.39	20,000.00	20,000.00	20,000.00	20,000.00	0%
Service contracts-includes MUNIS	25,808.13	60,000.00	74,033.00	73,250.00	73,250.00	22%
Insurance	2,247.56	2,472.00	2,472.00	2,670.00	2,670.00	8%
Supplies	8,647.24	19,000.00	19,000.00	19,000.00	19,000.00	0%
Dues & Subscriptions	583.40	1,900.00	1,900.00	1,000.00	1,000.00	-47%
Credit Card Processing	287.26	600.00	600.00	600.00	600.00	0%
Cigarette Tax Stamps	3,180.60	3,404.00	3,404.00	3,425.00	3,425.00	1%
Travel & Training	50.00	5,000.00	5,000.00	10,775.00	10,775.00	116%
Other	50.19	100.00	100.00	100.00	100.00	0%
Bank Charges	432.00	700.00	700.00	700.00	700.00	0%
<b>Total Treasurer</b>	486,543.50	668,739.00	616,165.00	718,363.00	713,673.00	7%
<b>PUBLIC SAFETY</b>						
<b>Police Department</b>						
Salaries	1,364,606.36	1,301,211.00	1,301,211.00	1,350,951.00	1,297,368.00	0%
Salaries OT	-	208,224.00	208,224.00	220,562.00	218,378.00	5%
Salaries-Selective Enforcement	-	4,815.00	4,815.00	14,895.00	14,895.00	209%
Salaries-Special Events	-	18,905.00	18,905.00	17,432.00	17,342.00	-8%
Clothing Allowance	3,500.00	-	-	3,500.00	-	0%
FICA	100,550.75	122,750.00	122,750.00	128,308.00	123,839.00	1%
VSRS	71,552.43	83,179.00	83,179.00	144,107.00	138,342.00	66%
Disability	183.24	190.00	190.00	192.00	192.00	1%
Health Insurance	173,630.88	232,434.00	232,434.00	233,015.00	220,469.00	-5%
Uniforms	19,897.75	24,000.00	24,000.00	24,000.00	24,000.00	0%
Service Contracts	37,625.29	40,000.00	40,000.00	71,850.00	59,850.00	50%
Communications	46,514.18	50,000.00	50,000.00	50,000.00	50,000.00	0%
Computer & Technology Expenses	14,297.95	13,000.00	13,000.00	13,000.00	13,000.00	0%

**Town of Smithfield  
Proposed FY2020-21 Operating Budget  
GENERAL FUND EXPENDITURES**

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Insurance	47,722.48	52,500.00	52,500.00	52,500.00	52,500.00	0%
Ins. - LODA	12,703.86	16,233.00	12,704.00	16,233.00	16,233.00	0%
Materials & Supplies	14,206.37	25,000.00	25,000.00	25,000.00	25,000.00	0%
Dues & Subscriptions	5,246.82	9,500.00	15,000.00	15,000.00	15,000.00	58%
Equipment	12,518.65	43,000.00	43,000.00	112,964.00	121,369.00	182%
Radio & Equipment repairs	1,509.00	2,000.00	2,000.00	2,000.00	2,000.00	0%
Vehicles & Vehicle Equipment	-	-	-	84,000.00	84,000.00	100%
Vehicle Maintenance	30,586.06	40,000.00	40,000.00	40,000.00	40,000.00	0%
Gas	39,755.87	41,500.00	41,500.00	41,500.00	41,500.00	0%
Tires	4,937.29	5,000.00	5,000.00	5,000.00	5,000.00	0%
Travel & Training	23,081.62	30,000.00	30,000.00	30,000.00	30,000.00	0%
Special Events	219.66	1,000.00	1,000.00	1,000.00	1,000.00	0%
Investigation expenses	2,126.63	3,000.00	3,000.00	2,500.00	2,500.00	-17%
Other	1,513.77	2,500.00	2,500.00	2,500.00	2,500.00	0%
<b>Total Police Department</b>	<b>2,029,586.41</b>	<b>2,370,441.00</b>	<b>2,372,412.00</b>	<b>2,702,509.00</b>	<b>2,616,777.00</b>	<b>10%</b>
<b>Fire Department</b>						
Annual Contribution	13,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0%
State Pass Thru	27,998.00	29,461.00	29,461.00	-	-	-100%
<b>Total Fire Department</b>	<b>40,998.00</b>	<b>44,461.00</b>	<b>44,461.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>-66%</b>
<b>Contributions-Public Safety</b>						
E911 Dispatch Center	161,954.95	237,599.00	237,599.00	320,936.00	320,936.00	35%
<b>Total Contributions-Public Safety</b>	<b>161,954.95</b>	<b>237,599.00</b>	<b>237,599.00</b>	<b>320,936.00</b>	<b>320,936.00</b>	<b>35%</b>

**PARKS, RECREATION & CULTURAL**

<b>Parks &amp; Recreation</b>						
Salaries	145,665.41	205,290.00	205,290.00	207,723.00	205,680.00	0%
Salaries-PT (Kayak)	-	-	-	7,200.00	7,200.00	100%
Salaries-OT	-	6,330.00	6,330.00	4,770.00	4,723.00	-25%
FICA	10,913.36	16,933.00	16,933.00	17,576.00	17,408.00	3%
VRSR	9,434.36	13,149.00	13,149.00	22,197.00	21,977.00	67%
Disability	118.35	480.00	480.00	495.00	495.00	3%
Health	21,256.72	54,261.00	54,261.00	44,199.00	44,199.00	-19%
Uniforms	2,770.93	3,000.00	3,000.00	3,000.00	3,000.00	0%
Communications	360.63	2,000.00	2,000.00	2,000.00	2,000.00	0%
Insurance	4,109.74	2,838.00	2,838.00	5,223.00	5,223.00	84%
Advertising	20,615.03	20,500.00	20,500.00	-	-	-100%
Dues & Subscriptions	531.00	2,000.00	2,000.00	2,000.00	2,000.00	0%
Supplies	-	8,000.00	8,000.00	-	-	-100%

**Town of Smithfield**  
**Proposed FY2020-21 Operating Budget**  
**GENERAL FUND EXPENDITURES**

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Computer & Technology	297.72	1,000.00	1,000.00	1,000.00	1,000.00	0%
Travel & Training	2,706.54	3,000.00	3,000.00	3,000.00	3,000.00	0%
Other	360.00	500.00	500.00	500.00	500.00	0%
<b>Total Parks &amp; Recreation</b>	<b>219,139.79</b>	<b>339,281.00</b>	<b>339,281.00</b>	<b>320,883.00</b>	<b>318,405.00</b>	<b>-6%</b>
<b><u>Smithfield Center</u></b>						
Salaries	145,282.99	115,229.00	115,229.00	115,365.00	115,227.00	0%
Salaries-Part Time	-	39,431.00	39,431.00	39,834.00	39,439.00	0%
Salaries-OT	-	5,778.00	5,778.00	8,785.00	8,698.00	51%
FICA	11,007.26	12,711.00	12,711.00	13,199.00	13,069.00	3%
VSRS	6,650.05	7,339.00	7,339.00	12,365.00	12,243.00	67%
Disability	139.08	144.00	144.00	147.00	147.00	2%
Health	21,435.98	22,182.00	22,182.00	22,095.00	22,095.00	0%
Contracted Services	15,704.16	18,000.00	18,000.00	20,000.00	20,000.00	11%
Retail Sales & Use Tax	544.69	800.00	800.00	800.00	800.00	0%
Advertising	-	-	-	15,000.00	15,000.00	100%
Utilities	23,618.73	25,000.00	25,000.00	25,000.00	25,000.00	0%
Communications	20,960.51	20,000.00	20,000.00	20,000.00	20,000.00	0%
Computer & technology expenses	1,467.82	3,000.00	3,000.00	5,000.00	5,000.00	67%
Insurance	2,615.74	2,838.00	5,136.00	5,550.00	5,550.00	96%
Kitchen Supplies	2,185.12	3,000.00	3,000.00	3,000.00	3,000.00	0%
Office Supplies/Other Supplies	1,549.93	4,500.00	4,500.00	4,500.00	4,500.00	0%
Food Service & Beverage Supplies	8,073.74	6,000.00	6,000.00	6,000.00	6,000.00	0%
AV Supplies	750.00	2,000.00	-	-	-	-100%
Repairs & Maintenance	40,568.32	29,000.00	29,000.00	35,000.00	35,000.00	21%
Landscaping	11,250.87	12,000.00	12,000.00	4,000.00	4,000.00	-67%
Refund event deposits	2,100.00	7,000.00	7,000.00	4,000.00	4,000.00	-43%
Credit card processing expense	4,877.23	5,000.00	5,000.00	4,500.00	4,500.00	-10%
<b>Total Smithfield Center</b>	<b>320,784.22</b>	<b>340,952.00</b>	<b>341,250.00</b>	<b>365,140.00</b>	<b>363,268.00</b>	<b>7%</b>
<b><u>Contributions-Parks, Recreation and Cultural</u></b>						
Windsor Castle Restoration	500,000.00	500,000.00	250,000.00	-	-	-100%
Farmers Market	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0%
Isle of Wight Arts League	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	0%
Isle of Wight County-Museum Maintenance	10,951.28	7,500.00	11,000.00	11,000.00	11,000.00	47%
Smithfield CHIP program	4,595.62	6,000.00	6,000.00	5,000.00	5,000.00	-17%
Friends of the Library	5,230.00	4,500.00	4,500.00	3,600.00	3,600.00	-20%
<b>Total Contributions-Park, Recreation and Cultural</b>	<b>532,776.90</b>	<b>530,000.00</b>	<b>283,500.00</b>	<b>31,600.00</b>	<b>31,600.00</b>	<b>-94%</b>
<b><u>Windsor Castle Park</u></b>						
Salaries	27,152.03	26,071.00	26,071.00	21,814.00	21,599.00	-17%
Salaries-OT	-	1,954.00	1,954.00	-	-	-100%

**Town of Smithfield**  
**Proposed FY2020-21 Operating Budget**  
**GENERAL FUND EXPENDITURES**

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
FICA	2,040.40	2,242.00	2,242.00	1,745.00	1,728.00	-23%
VSRS	1,280.94	1,271.00	1,271.00	2,283.00	2,260.00	78%
Disability	-	205.00	205.00	-	-	-100%
Health	2,705.78	2,950.00	2,950.00	2,967.00	2,967.00	1%
Contracted Services	6,775.00	7,000.00	7,000.00	7,000.00	7,000.00	0%
Insurance	9,745.28	9,214.00	9,214.00	9,955.00	9,955.00	8%
Grass Cutting	30,087.38	31,000.00	31,000.00	5,000.00	5,000.00	-84%
Utilities	279.50	6,000.00	6,000.00	2,800.00	2,800.00	-53%
Repairs & Maintenance	54,733.79	40,000.00	40,000.00	40,000.00	40,000.00	0%
WC Preservation Fund-Equipment/Sinkhole repair	-	38,000.00	49,337.00	-	-	-100%
<b>Total Windsor Castle Park</b>	<b>134,800.10</b>	<b>165,907.00</b>	<b>177,244.00</b>	<b>93,564.00</b>	<b>93,309.00</b>	<b>-44%</b>
<b><u>Windsor Castle Manor House</u></b>						
Salaries	-	17,056.00	17,056.00	34,979.00	34,632.00	103%
Salaries-OT	-	-	-	1,079.00	1,068.00	0%
FICA	-	1,365.00	1,365.00	2,885.00	2,856.00	109%
VSRS	-	1,100.00	1,100.00	3,764.00	3,726.00	239%
Disability	-	101.00	101.00	209.00	209.00	107%
Health	-	6,314.00	6,314.00	7,160.00	7,160.00	13%
Advertising	-	-	-	15,000.00	15,000.00	100%
Food Service & Beverage Supplies	-	-	-	1,000.00	1,000.00	100%
Utilities	-	-	-	3,200.00	3,200.00	100%
Communications	-	-	-	4,000.00	4,000.00	100%
Insurance	-	1,072.00	3,716.00	5,000.00	5,000.00	366%
Office Supplies/Other Supplies	-	-	-	1,000.00	1,000.00	100%
Computer & Technology	-	-	-	1,000.00	1,000.00	100%
Repairs & maintenance	-	-	-	3,000.00	3,000.00	100%
Refund event deposits	-	-	-	4,000.00	4,000.00	100%
Expenses 1/2 year	-	63,928.00	63,928.00	-	-	-100%
<b>Total Windsor Castle Manor House</b>	<b>-</b>	<b>90,936.00</b>	<b>93,580.00</b>	<b>87,276.00</b>	<b>86,851.00</b>	<b>-4%</b>
<b><u>Luter Sports Complex</u></b>						
Contracted Services	2,804.15	6,500.00	20,000.00	4,000.00	4,000.00	-38%
Advertising	-	-	-	1,000.00	1,000.00	100%
Professional Fees	-	-	19,100.00	-	-	100%
Utilities	10,545.77	10,000.00	10,000.00	10,000.00	10,000.00	0%
Communications	2,330.88	-	-	-	-	0%
Insurance	1,494.00	8,000.00	8,000.00	8,640.00	8,640.00	8%
Office Supplies/Other Supplies	-	-	-	1,000.00	1,000.00	100%
Computer & Technology	-	-	-	500.00	500.00	100%
Repairs & Maintenance	55,702.54	40,000.00	40,000.00	45,000.00	45,000.00	13%
Equipment	-	28,000.00	28,000.00	-	-	-100%

**Town of Smithfield**  
**Proposed FY2020-21 Operating Budget**  
**GENERAL FUND EXPENDITURES**

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
<b>Supplies-Chemicals</b>		5,000.00	5,000.00			-100%
Total Luter Sports Complex	72,877.34	97,500.00	130,100.00	70,140.00	70,140.00	-28%
<b>Museum</b>						
Salaries	129,649.45	113,585.00	113,585.00	114,689.00	113,586.00	0%
Salaries-Part Time		22,485.00	22,485.00	28,456.00	28,202.00	25%
FICA	9,916.40	10,810.00	10,810.00	11,452.00	11,343.00	5%
VSRS	6,978.60	7,190.00	7,190.00	12,112.00	11,992.00	67%
Health	6,905.64	7,185.00	7,185.00	7,161.00	7,161.00	0%
<b>Operating expenses</b>						
Contracted services	2,976.89	3,400.00	3,400.00	3,400.00	3,400.00	0%
Communications	551.46	725.00	725.00	725.00	725.00	0%
Computer and Technology	142.24	540.00	540.00	540.00	540.00	0%
Insurance	80.84	2,018.00	2,018.00	2,018.00	2,018.00	0%
Supplies	8,481.57	7,000.00	7,000.00	7,000.00	7,000.00	0%
Advertising	39.99	700.00	700.00	700.00	700.00	0%
Travel/Training	94.08	200.00	200.00	200.00	200.00	0%
Dues & Subscriptions	204.00	800.00	800.00	800.00	800.00	0%
<b>Gift Shop-to be funded by gift shop proceeds</b>						
Gift Shop expenses	11,960.78	6,000.00	6,000.00	6,000.00	6,000.00	0%
Sales & Use Tax	314.62	775.00	775.00	775.00	775.00	0%
Credit card processing fees	596.72	800.00	800.00	800.00	800.00	0%
Total Museum	178,893.28	184,213.00	184,213.00	195,828.00	195,242.00	6%
<b>Other Parks &amp; Recreation</b>						
Jersey Park Playground	151.67	-	3,942.00	2,000.00	2,000.00	100%
Pinewood Playground	153.82	-	-	-	-	0%
Clontz Park (maintenance & utilities)	1,694.40	2,000.00	6,610.00	3,000.00	3,000.00	50%
Waterworks Dam -professional fees	308.00	-	10,000.00	46,250.00	46,250.00	100%
Waterworks Lake (park area)	-	250.00	250.00	-	-	-100%
Haydons Lane Maintenance		1,000.00	1,000.00	1,000.00	1,000.00	0%
Veterans War Memorial	2,576.86	2,500.00	2,500.00	3,000.00	3,000.00	20%
Litter Control Grant	827.79	-	2,727.00	-	-	0%
Fireworks	-	2,000.00	2,000.00	2,000.00	2,000.00	0%
Total Other Parks & Recreation	5,712.54	7,750.00	29,029.00	57,250.00	57,250.00	639%
<b>COMMUNITY DEVELOPMENT</b>						
Project Expenditures						
Pinewood Heights-Phase II	2,611.00	-	-	28,000.00	28,000.00	100%
Pinewood Heights-Phase III	196,209.63	-	-	-	-	0%
Pinewood Heights Phase IV	64,323.03	2,205,807.00	2,205,807.00	938,862.00	938,862.00	-57%

**Town of Smithfield**  
**Proposed FY2020-21 Operating Budget**  
**GENERAL FUND EXPENDITURES**

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
<b>Total Pinewood Heights-All Phases</b>	263,143.66	2,205,807.00	2,205,807.00	966,862.00	966,862.00	-56%
<b>Contributions-Community Development</b>						
Old Courthouse Contribution	4,400.00	4,400.00	4,400.00	5,500.00	4,400.00	0%
Chamber of Commerce	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0%
Christian Outreach	12,650.00	12,650.00	12,650.00	25,000.00	12,650.00	0%
Ganieve Shelter	7,920.00	7,920.00	7,920.00	10,500.00	7,920.00	0%
Rotary Club	-	-	-	1,000.00	-	0%
TRIAD	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00	0%
Tourism Bureau	256,171.50	273,722.00	273,722.00	273,543.00	273,543.00	0%
Western Tidewater Free Clinic	40,700.00	40,560.00	40,560.00	45,800.00	40,560.00	0%
YMCA Projects	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0%
<b>Total Contributions-Community Development</b>	379,491.50	396,902.00	396,902.00	418,993.00	396,723.00	0%
<b>PUBLIC WORKS</b>						
Planning, Engineering & Public Works						
Salaries	203,403.62	252,832.00	252,832.00	305,991.00	274,537.00	9%
Salaries-OT	-	11,778.00	11,778.00	-	-	-100%
Salaries-Special Events	-	7,985.00	7,985.00	-	-	-100%
FICA	15,275.49	21,812.00	21,812.00	24,480.00	21,963.00	1%
VSRs	11,971.36	16,587.00	16,587.00	31,125.00	27,748.00	67%
Disability	2,292.19	2,446.00	2,446.00	3,242.00	3,242.00	33%
Health	25,154.50	41,850.00	41,850.00	38,816.00	30,035.00	-28%
Uniforms	903.44	2,500.00	2,500.00	2,500.00	2,500.00	0%
Storm Maintenance	512.81	-	-	-	-	0%
Professional Services	-	50,000.00	-	100,000.00	50,000.00	0%
Shared Services-IOW Inspection Services	-	-	-	103,557.00	103,557.00	100%
Contractual	6,662.61	8,125.00	8,125.00	8,125.00	8,125.00	0%
GIS	414.68	800.00	800.00	800.00	800.00	0%
Site Plan Review	2,602.50	3,000.00	3,000.00	3,000.00	3,000.00	0%
Recycling	133,370.12	137,090.00	137,090.00	137,090.00	137,090.00	0%
Trash Collection	217,432.33	224,580.00	224,580.00	224,580.00	224,580.00	0%
Street Lights	1,216.82	2,500.00	2,500.00	2,500.00	2,500.00	0%
Communications	10,118.71	12,000.00	12,000.00	12,000.00	12,000.00	0%
Safety Meetings/Safety Expenses	1,086.59	6,000.00	2,000.00	2,000.00	2,000.00	-67%
Insurance	7,897.20	8,690.00	8,690.00	9,390.00	9,390.00	8%
Materials & Supplies	2,134.06	6,000.00	6,000.00	6,000.00	6,000.00	0%
Accreditation	1,216.81	1,250.00	1,250.00	1,250.00	1,250.00	0%
Repairs & Maintenance	7,522.20	9,000.00	9,000.00	15,000.00	15,000.00	67%
Gas	7,160.76	7,500.00	7,500.00	7,500.00	7,500.00	0%
Travel & Training	2,593.31	6,000.00	6,000.00	6,000.00	6,000.00	0%

**Town of Smithfield**  
**Proposed FY2020-21 Operating Budget**  
**GENERAL FUND EXPENDITURES**

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Hampton Roads Planning District Commission	10,019.00	10,089.00	10,708.00	11,000.00	11,000.00	9%
Dues & Subscriptions	1,445.67	2,700.00	2,700.00	2,700.00	2,700.00	0%
Other	7,173.63	2,000.00	2,000.00	2,000.00	2,000.00	0%
<b>Total Public Works</b>	<b>679,580.41</b>	<b>855,114.00</b>	<b>801,733.00</b>	<b>1,060,646.00</b>	<b>964,517.00</b>	<b>13%</b>
<b>PUBLIC BUILDINGS</b>						
Public Buildings						
Salaries-Part Time	28,269.35	41,720.00	31,720.00	32,051.00	31,734.00	-24%
FICA	2,182.05	3,340.00	2,540.00	2,565.00	2,539.00	-24%
Contractual	16,342.52	23,500.00	23,500.00	23,500.00	23,500.00	0%
Computer & Technology	-	-	17,281.00	25,000.00	25,000.00	100%
Communications	1,736.28	3,000.00	3,000.00	2,200.00	2,200.00	-27%
Utilities	45,874.07	46,000.00	46,000.00	46,000.00	46,000.00	0%
Insurance	9,877.88	9,800.00	9,800.00	10,584.00	10,584.00	8%
Materials & Supplies	2,374.43	6,000.00	6,000.00	2,500.00	2,500.00	-58%
Repairs & Maintenance	40,009.44	70,867.00	70,867.00	65,000.00	65,000.00	-8%
Other	92.04	500.00	500.00	500.00	500.00	0%
<b>Total Public Buildings</b>	<b>146,758.06</b>	<b>204,727.00</b>	<b>211,208.00</b>	<b>209,900.00</b>	<b>209,557.00</b>	<b>2%</b>
<b>OPERATING/CAPITAL RESERVE (CONTINGENCY)</b>						
Transfers to Operating Reserves-contingency	-	50,000.00	50,000.00	50,000.00	85,761.00	72%
<b>Total Transfers To Reserves</b>		<b>50,000.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>85,761.00</b>	<b>72%</b>
<b>NON DEPARTMENTAL</b>						
Tax Relief for the Elderly/Veterans	37,105.52	27,300.00	48,255.00	48,255.00	48,255.00	77%
<b>Total Tax Relief for the Elderly/Veterans</b>	<b>37,105.52</b>	<b>27,300.00</b>	<b>48,255.00</b>	<b>48,255.00</b>	<b>48,255.00</b>	<b>77%</b>
<b>DEBT SERVICE</b>						
Debt Service						
Principal Retirement						
Building Acquisition-Principal	489,552.50	-	-	-	-	0%
Police Evidence Building	53,618.13	55,270.00	55,270.00	56,980.00	56,980.00	3%
New Debt-Multiple projects	272,651.61	278,310.00	278,310.00	283,645.00	283,645.00	2%
Public Safety Radio System	47,499.00	48,235.00	48,235.00	49,031.00	49,031.00	2%
3 year Phase in Fire Alarm System	9,150.00	9,150.00	9,150.00	-	-	-100%
Capital Lease- Ball Field Equipment	6,872.48	7,182.00	7,182.00	3,720.00	3,720.00	-48%
Additional Bond Proceeds Debt				50,000.00	-	100%
5 year financing-Tasers				10,320.00	10,320.00	100%

**Town of Smithfield**  
**Proposed FY2020-21 Operating Budget**  
**GENERAL FUND EXPENDITURES**

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
<b>Interest and fiscal charges</b>						
Building Acquisition-Interest	14,016.55	-	-	-	-	0%
Police Evidence Building	7,739.43	6,000.00	6,000.00	4,300.00	4,300.00	-28%
New Debt-Multiple projects	83,412.04	77,060.00	77,060.00	71,725.00	71,725.00	-7%
Public Safety Radio System	2,501.00	3,220.00	3,220.00	2,425.00	2,425.00	-25%
Capital Lease-Ball Field Equipment	645.08	344.00	344.00	50.00	50.00	-85%
<b>Total Debt Service</b>	<b>987,657.82</b>	<b>484,771.00</b>	<b>484,771.00</b>	<b>532,196.00</b>	<b>482,196.00</b>	<b>-1%</b>
<b>Total General Fund Operating Expenses</b>	<b>7,416,985.68</b>	<b>10,036,196.00</b>	<b>9,912,335.00</b>	<b>9,026,789.00</b>	<b>8,763,532.00</b>	<b>-13%</b>

**GENERAL FUND**  
**Proposed FY2020-21 CAPITAL BUDGET**

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
<b>GENERAL GOVERNMENT EXPENSES</b>						
<b>Treasurer</b>	41,824.39	66,850.00	51,870.00	135,720.00	135,720.00	103%
<b>PUBLIC SAFETY</b>						
<b>Police Department</b>	365,639.26	66,000.00	66,000.00	-	-	-100%
<b>PARKS, RECREATION &amp; CULTURAL</b>						
<b>Parks &amp; Recreation-Administration</b>	-	26,000.00	28,572.00	-	-	-100%
<b>Smithfield Center</b>	19,829.33	26,000.00	17,884.00	75,000.00	-	-100%
<b>Windsor Castle Park</b>	347,017.90	-	1,248,986.00	-	-	0%
<b>Windsor Castle Park Manor House</b>	-	-	1,458,496.00	-	-	0%
<b>Luter Sports Complex</b>	238,050.37	25,000.00	19,100.00	60,000.00	-	-100%
<b>Waterworks Dam</b>	32,826.95	315,000.00	-	-	-	-100%
<b>Jersey Park</b>	12,395.00	-	-	-	-	0%
<b>Clontz Park</b>	1,033,386.87	-	68,761.00	-	-	0%
<b>Total Parks &amp; Recreation</b>	1,683,506.42	392,000.00	2,841,799.00	135,000.00	-	-100%
<b>COMMUNITY DEVELOPMENT</b>						
<b>Pinewood Heights CDBG Project</b>	36,000.00	204,000.00	204,000.00	60,000.00	60,000.00	-71%
<b>PUBLIC WORKS</b>						
<b>Planning, Engineering &amp; Public Works</b>	155,960.57	2,178,420.00	828,898.00	1,132,843.00	1,032,843.00	-53%
<b>PUBLIC BUILDINGS</b>						
<b>Public Buildings</b>	6,346.00	60,000.00	445,138.00	563,700.00	-	-100%
<b>Capital Expenditures</b>						
<b>Total General Fund Capital Expenses</b>	2,289,276.64	2,967,270.00	4,437,705.00	2,027,263.00	1,228,563.00	-59%

5/31/2020

TOWN OF SMITHFIELD  
GENERAL FUND CAPITAL 2021 DETAIL

Treasurer

MUNIS Software Conversion	\$	135,720.00
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Community Development

Pinewood Heights CDBG Project (land value for remaining 5 lots)	\$	60,000.00
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Planning, Engineering & Public Works

Intersection Improvements at Rt10/S Church/Rt 258	\$	902,843.00
Nike Park Recreational Trail multi-year project	\$	130,000.00

TOTAL GENERAL FUND CAPITAL 2020	\$	1,228,563.00
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**Town of Smithfield  
Proposed FY2021 Operating Budget  
HIGHWAY FUND**

5/31/2020

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
<b>HIGHWAY REVENUES</b>						
Interest Income	277.50	250.00	250.00	250.00	250.00	0.00%
Revenue - Commonwealth of VA	1,243,925.24	1,243,925.00	1,247,245.00	1,247,245.00	1,247,245.00	0.27%
<b>Carryforward from prior year</b>	<b>91,738.54</b>					
<b>Total Highway Fund Revenue</b>	<b>1,335,941.28</b>	<b>1,244,175.00</b>	<b>1,247,495.00</b>	<b>1,247,495.00</b>	<b>1,247,495.00</b>	<b>0.27%</b>
 <b>HIGHWAY EXPENSES</b>						
Salaries	295,840.61	263,294.00	263,294.00	297,985.00	290,987.00	10.52%
Salaries-OT		17,595.00	17,595.00	-	-	-100.00%
FICA	22,040.09	22,472.00	22,472.00	23,839.00	23,279.00	3.59%
VSRS	17,857.03	17,830.00	17,830.00	32,176.00	31,418.00	76.21%
Health	45,832.01	44,318.00	44,318.00	42,374.00	41,119.00	-7.22%
Uniforms	2,175.82	3,500.00	3,500.00	3,500.00	3,500.00	0.00%
Professional services	5,361.75	-	5,000.00	5,000.00	5,000.00	100.00%
Grass	15,522.70	20,000.00	20,000.00	20,000.00	20,000.00	0.00%
Maintenance	747,313.94	697,252.00	689,572.00	671,207.00	668,930.00	-4.06%
Street Lights	127,467.96	117,000.00	117,000.00	117,000.00	128,000.00	9.40%
Insurance	9,610.88	10,572.00	10,572.00	10,572.00	11,420.00	8.02%
VAC Truck Repairs	2,228.80	2,500.00	2,500.00	2,500.00	2,500.00	0.00%
Truck Operations	11,550.01	12,000.00	12,000.00	12,000.00	12,000.00	0.00%
Vehicle Maintenance	2,851.17	-	6,000.00	6,000.00	6,000.00	100.00%
Stormwater Management Program (regional)	3,116.00	3,342.00	3,342.00	3,342.00	3,342.00	0.00%
Capital Expenditures	27,172.51	12,500.00	12,500.00	-	-	-100.00%
<b>Total Highway Fund Expense</b>	<b>1,335,941.28</b>	<b>1,244,175.00</b>	<b>1,247,495.00</b>	<b>1,247,495.00</b>	<b>1,247,495.00</b>	<b>0.27%</b>

**TOWN OF SMITHFIELD**  
**Proposed FY2021 Operating Budget**  
**SEWER FUND**

5/31/2020

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
<b>SEWER REVENUES</b>						
Sewer Charges	662,514.23	677,664.00	696,000.00	707,401.00	707,401.00	4%
Sewer Compliance Fee	395,814.65	393,031.00	393,031.00	401,112.00	401,112.00	2%
Miscellaneous Revenue	-	500.00	500.00	-	-	-100%
Connection fees	100,410.04	71,100.00	71,100.00	71,100.00	71,100.00	0%
Pro-rata Share Fees	40,000.00	-	-	-	-	0%
Insurance Recoveries	10,890.10	-	24,227.00	-	-	0%
Availability Fees	269,579.80	185,400.00	185,400.00	185,400.00	185,400.00	0%
Interest Revenue	16,547.38	9,000.00	9,000.00	11,500.00	11,500.00	28%
Bond Financing	-	-	-	600,000.00	600,000.00	100%
Appropriated fund balance for budget	22,585.09	537,735.00	519,399.00	161,641.00	2,312.00	-100%
<b>Total Sewer Revenue</b>	<b>1,518,341.29</b>	<b>1,874,430.00</b>	<b>1,898,657.00</b>	<b>2,138,154.00</b>	<b>1,978,825.00</b>	<b>6%</b>

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
<b>SEWER EXPENSES</b>						
Salaries	232,418.24	304,444.00	304,444.00	279,754.00	272,933.00	-10%
Salaries-OT	-	22,168.00	22,168.00	-	-	-100%
FICA	17,313.20	26,130.00	26,130.00	22,381.00	21,835.00	-16%
VSRS	13,539.95	18,830.00	18,830.00	27,069.00	26,362.00	40%
Health	31,180.86	57,295.00	57,295.00	45,679.00	44,424.00	-22%
Uniforms	2,458.42	2,500.00	2,500.00	2,700.00	2,700.00	8%
Audit	5,500.00	6,625.00	6,625.00	6,750.00	6,750.00	2%
Legal	8,402.94	6,000.00	10,000.00	10,000.00	10,000.00	67%
Accreditation	1,045.68	100.00	100.00	100.00	100.00	0%
HRPDC sewer programs	-	838.00	835.00	920.00	920.00	10%
Professional Fees	10,315.00	25,000.00	25,000.00	25,000.00	25,000.00	0%
Maintenance & Repairs	84,563.53	95,000.00	113,727.00	95,000.00	95,000.00	0%
Storm Maintenance	3,140.00	-	-	-	-	0%
VAC Truck Repairs & Maintenance	6,197.30	7,500.00	7,500.00	7,500.00	7,500.00	0%
Data Processing	12,528.35	15,000.00	15,000.00	15,000.00	15,000.00	0%
Dues & Subscriptions	166.17	150.00	150.00	200.00	200.00	33%
Utilities	43,100.61	45,000.00	45,000.00	45,000.00	45,000.00	0%
SCADA Expenses	4,330.88	6,000.00	6,000.00	6,000.00	6,000.00	0%
Communications	10,434.12	12,000.00	12,000.00	12,000.00	12,000.00	0%

**APROPRIATION RESOLUTION  
FISCAL YEAR 2020-2021**

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 2020-2021, beginning July 1, 2020.

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, 2020, and ending on the 30th day of June, 2021:

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

Operating Expenses:

General Government	\$ 727,210
Treasurer	713,673
Public Safety	2,952,713
Planning, Engineering & Public Works	964,517
Public Buildings	209,557
Community Development	966,862
Contributions - Parks, recreation & cultural	31,600
Contributions	396,723
Parks, Recreation & Cultural	1,184,465
Debt Service	<u>482,196</u>

Total Operating Expenses \$8,629,516

Non Departmental \$ 48,255

Other Financing Uses

Transfer to Operating Reserves	\$ <u>85,761</u>
Total Other Financing Uses	\$ 85,761

Capital Outlay:

Treasurer	\$ 135,720
Planning, Engineering & Public Works	1,032,843
Community Development	<u>60,000</u>
Total Capital Outlay	\$ 1,228,563

**Total General Funds Expenses** \$ 9,992,095

Road Maintenance Funds \$ 1,247,495

**GRAND TOTAL** \$11,239,590

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

General Property Taxes:

Real Estate	\$ 2,163,049
Personal Property	720,000
Public Service Corporation Tax	35,284
Penalties & Interest	<u>28,920</u>
Total General Property Taxes	\$2,947,253

Other Local Taxes

Bank Franchise	\$ 138,000
Sales	321,300
Utility	214,000
Meals-4.25%	1,100,407
Meals-2%	517,838
Business Licenses	338,555
Vehicle Licenses	212,000
Cigarette	218,550
Transient Occupancy	192,100
Peg Channel	1,920
Consumption	<u>51,000</u>
Total Other Local Taxes	\$3,305,670

Permits, Fees & Licenses

Permits	\$ 20,000
Inspection Fees	7,000
Administrative Fees	12,000
Refuse Collection Fee	216,865
Dog Park Registration Fees	795
Consultant Review Fees	<u>3,000</u>

Total Permits, Fees & Licenses	\$ 259,660
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<u>Fines</u>	\$ 43,000
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<u>Revenue from Use of Money and Property</u>	\$ 422,745
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<u>Other Revenue</u>	\$ 650
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<u>Revenue from Commonwealth Of Virginia</u>	\$ 795,271
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<u>Revenue from Federal Government</u>	\$ 1,098,321
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<u>Other Financing Sources:</u>	
Capital Lease Acquisition	\$ 59,280
Contributions	181,604
From Reserve Funds:	
Fund Balance	<u>878,641</u>
Total Other Financing Sources	\$ 1,119,525
<b>Total General Funds Revenues</b>	<b>\$ 9,992,095</b>
<u>Road Maintenance</u>	<u>\$ 1,247,495</u>
<b>GRAND TOTAL</b>	<b>\$ 11,239,590</b>

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

Operating Revenue

Charges For Services-Water	\$1,503,725
Charges For Services-Sewer	707,401
Water Debt Service Revenue	256,000
Sewer Compliance Revenue	401,112
Connection Fees-Water	29,700
Connection Fees-Sewer	71,100
Application Fees-Water	<u>10,000</u>

Total Operating Revenue \$2,979,038

Operating Expenses

For Water Operating Expenses	\$ 3,654,392
For Sewer Operating Expenses	<u>1,978,825</u>
Total Operating Expenses	\$5,633,217

Non-Operating Revenue (Expenses)

Availability Fees-Water	122,400
Availability Fees-Sewer	185,400
Interest Revenue-Water	35,000
Interest Revenue-Sewer	11,500
Bond Financing – Water	1,000,000
Bond Financing – Sewer	600,000
From reserves – water	697,567

From reserves – sewer	<u>2,312</u>
Total Non-Operating Revenue (Expenses)	\$2,654,179

D. Summary

Appropriated from general corporate taxes and revenue	\$11,239,590
Appropriated from water and sewer revenues & reserves	<u>\$5,633,217</u>
	TOTAL: <b>\$16,872,807</b>

These appropriations shall be effective as of July 1, 2020.

Adopted: July 7, 2020



T. Carter Williams

T. Carter Williams, Mayor

Attest:



Lesley G. King

Lesley G. King, Clerk

**SUPPLEMENTAL APROPRIATION RESOLUTION  
FISCAL YEAR 2020-2021**

WHEREAS, in order to provide for the operation of the government of the Town of Smithfield, the Town Council of the Town of Smithfield appropriate the funds budgeted for fiscal year 2020-2021, beginning July 1, 2020 at its regular council meeting on July 7, 2020; and,

WHEREAS, there are projects that were budgeted in Fiscal Year 2019-2020 that have not been completed; and,

WHEREAS, the Town Council finds it necessary to appropriate funds for expenditure in Fiscal Year 2020-2021.

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 the following 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, 2020, and ending on the 30th day of June, 2021:

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

Capital Outlay

For Community Development - Pinewood Heights	\$ <u>60,000.00</u>
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Total Capital Outlay	\$ 60,000.00
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**B. From Water and Sewer Revenue**

For Sewer:

Manhole inspections and rehab	\$59,869.50
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Sanitary Sewer Inspection and TV lines	\$58,215.00
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MOM Plan Review	\$49,410.00
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Public Works vehicle (1/3 value)	<u>\$12,500.00</u>
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Total Sewer (Expenses)	\$179,994.5
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For Water:

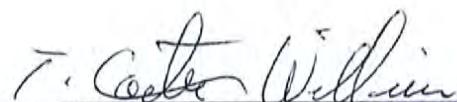
RO Plant BMP project	\$122,210.00
Hatch Door Replacement- maintenance	\$ 9,125.00
Flush valve – RO Plant	\$ 21,000.00
Public Works vehicle (1/3 value)	<u>\$ 12,500.00</u>
Total Water (Expenses)	\$164,835.00

C. Highway

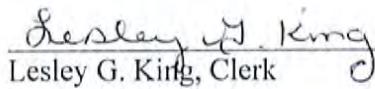
Public Works vehicle (1/3 value)	<u>\$ 12,500.00</u>
Total Highway (Expenses)	\$ 12,500.00

These appropriations shall be effective as of July 1, 2020.

Adopted: August 4, 2020

  
T. Carter Williams

Attest:

  
Lesley G. King, Clerk



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



# Town of Smithfield



## 2020 Annual Report

## Staff Achievements/Training

- Jack Reed was hired as the Public Works & Utilities Director.
- Tammie Clary was hired as a Planner.
- John Settle received his Certified Zoning Administrator (CZA) certification.
- John Settle & Tammie Clary received their Certified Planning Commissioner and Certified Board of Zoning Appeals (BZA) Member certifications.
- Gene Monroe (a member of the BZA) received his Certified BZA Member certification.
- Wayne Griffin received his Locally Administered Projects (LAP) certification.
- Joseph Reish renewed his Certified Zoning Official (CZO) certification.

## Community Development & Planning Department

### **Planning Commission**

	Reviewed	Approved or Recommended Approval	Denied or Recommended Denial	Tabled
Rezoning	1	1	0	0
Site Plan Review	6	6	0	0
Subdivision Plan Review	3	3	0	0
Final Plat Review	1	1	0	0
Special Use Permits	9	8	0	1
Special Sign Exceptions	0	0	0	0
Chesapeake Bay Exceptions	0	0	0	0
Amendments to Comp Plan, Zoning Ord., etc.	9	6	0	3
Entrance Corridor Design Review	14	13	0	1
Others	3	1	0	2
<b>TOTAL</b>	<b>44</b>	<b>39</b>	<b>0</b>	<b>7</b>

**January 14, 2020 meeting not held**

### **February 11, 2020 meeting**

1. Entrance Corridor Overlay (ECO) Design Review (After-the-Fact) – 1402B S Church St, AOO Ventures, LLC, C/O Anna Chapman, applicant.. Table for thirty (30) days, or until the applicants submitted a special use permit (SUP) application to the Town for a waiver of yard requirements to accommodate the proposed shed's location- Planning Commission asked that staff's first (1<sup>st</sup>) recommended condition be removed from further consideration.
2. Site Plan Amendment & ECO Design Review – 401, 451 & Lot 10, N Church St, Smithfield Foods, Inc., C/O Jason Reale, applicant. Site Plan Amendment & ECO Design Review – 401, 451 & Lot 10, N Church St, Smithfield Foods, Inc., C/O Jason Reale, applicant. Approve as submitted.

3. \*Public Hearing\* SUP (After-the-Fact) – 865 W Main St, SB Cox Ready Mix, Inc., C/O Gordon Holloway, applicant. Recommend favorably to the Town Council under staff's recommended conditions.
4. \*Discussion Item\* SUP, Comprehensive Plan Amendment & Official Zoning Map Amendment (Rezoning) – 803 S Church St, Ted & Polly Boothe, C/O Nicholas Hess & Derek Joyner, applicants. The Planning Commission expressed interest in seeing evidence of support, in person or otherwise, from the property's adjacent owners and other neighbors at the public hearing next month.
5. \*Discussion Item\* Smithfield Zoning Ordinance Article 3.G Text Amendment – 903 S Church St, Ritter Properties, LLC, C/O Matthew Cunningham, applicant. The Planning Commission tasked Town staff with verifying (in preparation for the public hearing next month) whether or not anything would be needed from Isle of Wight County's Stormwater Management Division for the installation of a well at the property in question.

#### **March 10, 2020 meeting**

1. Subdivision Plan Amendment Application – 250 Lakeview Cove, Lakeview Cove Site Condominium Association, C/O Jennifer Blakely, applicant. Approve as submitted.
2. \*Public Hearing\* Special Use Permit (SUP) Application – 235 Main St, Malcolm Anglin, C/O Timothy & Karen Collier, applicants. Recommend favorably to the Town Council as submitted.
3. \*Public Hearing\* SUP, Site Plan Amendment & ECO Design Review Application (After-the-Fact) – 1402B S Church St, AOO Ventures, LLC, C/O Anna Chapman, applicant. Recommend favorably to the Town Council under the condition that the shed be kept in its current appearance, position, and configuration. Approval of the Entrance Corridor Overlay (ECO) design review and site plan amendment applications contingent on the Town Council's approval of the SUP.
4. \*Public Hearing\* SUP, Comprehensive Plan Amendment & Official Zoning Map Amendment (Rezoning) – 803 S Church St, Ted & Polly Boothe, C/O Nicholas Hess & Derek Joyner, applicants. Recommend favorably to the Town Council (Comprehensive Plan Amendment & Rezoning) as submitted. Recommend favorably to the Town Council (SUP) under the condition that the applicants erect signage (to be reviewed and approved by Town staff) explicitly prohibiting their patrons from parking on the adjacent property (805 S Church St).

#### **April 14, 2020 meeting not held**

#### **May 12, 2020 meeting**

1. \*Public Hearing\* Special Use Permit (SUP) & Site Plan Amendment Application – 600 Cypress Creek Pkwy, Cypress Creek Golfers & Members Club, LLC, C/O Thomas Duerig, applicant. Recommend favorably to the Town Council with staff's recommended conditions. Approval of the site plan amendment application contingent on the Town Council's approval of the SUP.
2. Site Plan Amendment & Entrance Corridor Overlay (ECO) Design Review Applications – 803 S Church St, Ted & Polly Boothe, C/O Nicholas Hess & Derek Joyner, applicants. Approve with staff's recommended conditions.
3. Site/Subdivision/Utility Plan & Preliminary Plat Applications – Lot 0A, Huntington Way, Vanasse Hangen Brustlin, Inc., C/O Stephen Romeo, applicant. Approve with staff's recommended conditions.
4. ECO Design Review Application – 928 S Church St, Smithfield Auto Center, LLC, C/O Anthony Macioci, applicant. Approve as submitted.
5. ECO Design Review Application – 18420 Battery Park Rd, Hardy Elementary School, C/O Kelly Sowden, applicant. Approve as submitted.
6. ECO Design Review Application – 1800 S Church St, Smithfield Assembly of God Trustees, C/O Shawn McDowell, applicant. Approve as submitted.

#### **June 9, 2020 meeting**

1. \*Public Hearing\* Special Use Permit (SUP), Site Plan Amendment & Entrance Corridor Overlay (ECO) Design Review Application (After-the-Fact) – 1409 S Church St, Robert & Anne Little, applicants. Recommend favorably to the Town Council. Approval of the site plan amendment

and ECO Design Review applications contingent on the Town Council's approval of the SUP. Both actions were made under the condition that the applicants resolve any comments generated on the site plan by the Isle of Wight County Stormwater Division prior to Town staff's issuance of a zoning permit.

2. \*Discussion Item\* Smithfield Zoning Ordinance (SZO) Section 2.U Text Amendment – Town of Smithfield, applicant. The Planning Commission reached a favorable consensus on the application's return for a public hearing at the next regularly-scheduled Planning Commission meeting, so long as language was included in the text amendment allowing for professional office home occupations to enjoy client visits to the home in excess of what is normally associated with a single-family dwelling following the applicants' successful acquisition of an SUP.
3. \*Discussion Item\* SZO Articles 3.L, 3.R & 10 Text Amendment – Town of Smithfield, applicant. Approve as submitted.

#### **July 14, 2020 meeting**

1. Entrance Corridor Overlay Design Review Application – 13490 Benns Church Blvd, Hope Presbyterian Church Trustees, C/O Duane Crosby, applicant. Approve as submitted.
2. Major Site Plan Application – Lots 2, 3, 4 & 13A N Church St – Hampton Roads Sanitation District, C/O Kenneth Turner, applicant. Approve under the condition that the applicants satisfy all of the comments given on their application by VDOT.
3. \*Public Hearing\* Smithfield Zoning Ordinance (SZO) Section 2.U Text Amendment – Town of Smithfield, applicant. Recommend favorably to the Town Council, under the condition that the language "in excess of what is normally associated with a single-family dwelling" is removed from the proposed SZO Section 2.U.18.
4. \*Public Hearing\* SZO Articles 3.L, 3.R & 10 Text Amendment – Town of Smithfield, applicant. Recommend favorably to the Town Council, under the condition that the maximum allowable area for "event facility signs" in SZO Section 10.G.4.d(1) is increased to six square feet.
5. \*Discussion Item\* SZO Section 2.Z Text Amendment – Town of Smithfield, applicant. The Planning Commission reached a favorable consensus on the application's return for a public hearing at the next regularly-scheduled Planning Commission meeting so long as the following changes were made to the proposed language:
  - a. The proposed SZO Section 2.Z.1.c must be removed.
  - b. ". . . except upon the issuance of an SUP by the Town Council." must be added to the end of the proposed SZO Section 2.Z.1.e.
  - c. ". . . to include the transient occupancy tax." must be added to the end of the proposed SZO Section 2.Z.1.f.
  - d. Language must be incorporated into the proposed text amendment in which existing short-term rentals operating prior to the date of adoption of the proposed SZO Section 2.Z and which conflict with the standards contained therein may be approved administratively by Town staff following the operators' submittal of satisfactory evidence to Town that they were operating prior to the date of adoption of the proposed SZO Section 2.Z.
  - e. Town staff must consult with VDH to ascertain whether or not they have any role in the process of permitting and inspecting short-term rentals. If they are found to have involvement in this process, the proposed SZO Section 2.Z must be updated to reflect this.
6. \*Discussion Item\* SZO Articles 3.A, 3.B, 3.C, 3.D, 3.E, 3.F, 3.G & 3.H Text Amendment – Town of Smithfield, applicant. The Planning Commission reached a favorable consensus on the application's return for a public hearing at the next regularly-scheduled Planning Commission meeting.

#### **August 11, 2020 meeting**

1. Presentation by Craig Wilson & Joel Webne of Summit Design & Engineering Services, PLLC on the 2020-2021 Smithfield Comprehensive Plan Update. Mr. Wilson asked the Planning Commissioners to examine the maps that they had provided, and to channel their questions, comments, concerns, and ideas concerning them through Mr. Settle. Mr. Settle would then relay that information to Mr. Wilson and Mr. Webne.

2. Entrance Corridor Overlay Design Review Application – 207 Battery Park Ed, C/O Morgan Fitchett & Gregory Seely, applicants. Approve as submitted.
3. \*Public Hearing\* Smithfield Zoning Ordinance (SZO) Section 2.Z Text Amendment – Town of Smithfield, applicant. Recommend favorably to the Town Council.
4. \*Public Hearing\* SZO Articles 3.A, 3.B, 3.C, 3.D, 3.E, 3.F, 3.G, & 3.H Text Amendment – Town of Smithfield, applicant. Recommend favorably to the Town Council.

#### **September 8, 2020 meeting**

1. \*Discussion Item\* Official Zoning Map Amendment, Comprehensive Plan Amendment, Zoning Ordinance Text Amendment, Special Use Permit & Planning Commission Waiver Applications – 19474 & 19502 Battery Park Rd, Vincent Napolitano, applicant. The Planning Commission reached a favorable consensus on the applications' return for a public hearing at the next regularly-scheduled Planning Commission meeting, but requested that the following items be addressed prior to and in preparation for the meeting:
  - a. The applicant should consider incorporating a bike path crossing of Nike Park Rd into their general development plan that would connect the existing segment of the Park-to-Park Trail to the proposed bike path running parallel with and along the east side of Battery Park Rd in the area of the proposed development located north of Nike Park Rd.
  - b. The applicant should consider incorporating dwelling units into the proposed development that would be offered for sale at a price point more accommodating towards the affordable or workforce housing markets.
  - c. The applicant should resolve the conflicting language in their submittal concerning the maintenance responsibility of the proposed development's stormwater infrastructure. Specifically, this conflicting language is located in item 4.a of the applicant's proposed proffers statement, and paragraph five of page ten of their development narrative.
  - d. The applicant should consider incorporating some of the recreational vehicle parking required in Section 3.F.I.2.B of the Smithfield Zoning Ordinance into their general development plan.
  - e. The applicant should consider incorporating language into their submittal that would regulate piers in the proposed development in a manner similar to what was approved in their conditional rezoning application from 2006. Additionally, language should be incorporated into their submittal regulating the use of motorboats in the development in a manner consistent with the conversations that were had with the applicant in 2005 and 2006.
  - f. The applicant should consider incorporating a connecting street into their general development plan that would join the proposed cul-de-sac located immediately north of Lot 12A, Battery Park Rd (TPIN 22-01-012A) with Battery Park Rd.
  - g. Town staff must consult with the Public Works & Utilities Department and the Virginia Department of Transportation to ascertain whether or not item seven of the applicant's proposed proffers statement would sufficiently accommodate the widening of both Battery Park Rd and Nike Park Rd to five lanes, and that such roadway improvements would not warrant the future reconfiguration of the applicant's proposed traffic circle at the intersection of both roads.
  - h. Town staff must seek confirmation from Isle of Wight County Schools that their comments on the application took other and future developments elsewhere in the County into consideration.
  - i. Town staff must restructure their staff report so that each of the applicants' applications are clearly enumerated.
  - j. Town staff must diligently endeavor to acquire the remaining reviewing agencies' comments on the proposed development so that they may be received and reviewed by the Planning Commission in time for its next regularly-scheduled meeting.
2. \*Discussion Item\* SZO Article 3.M Text Amendment – Town of Smithfield, applicant. The Planning Commission reached a favorable consensus on the application's return for a public hearing at the next regularly-scheduled Planning Commission meeting.

#### **October 13, 2020 meeting**

1. \*Public Hearing\* Special Use Permit, Change of Use – 348-354 Main Street, Ed Bowman, applicant. Approve under the condition that any comments generated on this application by the Public Works & Utilities Department be resolved prior to Town staff's issuance of a zoning permit.

2. Site/Subdivision/Utility Plan & Preliminary Plat Amendment Application – Lot 4, Cypress Creek Pkwy, Land Planning Solutions, Inc., C/O Tim Culpeper, applicant. Approve under the condition that the applicants remedy all comments (if any) from the Town's Public Works & Utilities Department, the Isle of Wight County Stormwater Division, and/or the Virginia Department of Transportation.
3. \*Public Hearing\* Official Zoning Map Amendment, Comprehensive Plan Amendment, Zoning Ordinance Text Amendment, SUPs & Planning Commission Waiver Applications – 19474 & 19502 Battery Park Rd, C/O Vincent Napolitano, applicant. Table for further consideration at a special meeting or work session to be scheduled by Town staff, who, in preparation for this work session, must consult with the reviewing agencies on the following concerns raised by the Planning Commission:
  - a. The Smithfield Police Department must provide clarification on the resources that will be needed to offset the impact of this development.
  - b. The Smithfield Volunteer Fire Department must provide clarification on the resources that will be needed to offset the impact of this development.
  - c. The Smithfield Public Works & Utilities Department must provide documentation of the improvements necessary to ensure that the Town's wastewater infrastructure will be sufficiently suited to service this development.
  - d. The Smithfield Public Works & Utilities Department and the Smithfield Volunteer Fire Department must provide documentation of the improvements necessary to ensure that the Town's fire suppression system will be sufficiently suited to service this development.
  - e. Town staff must request Isle of Wight County Schools to reevaluate the applicant's submittal and provide comments on the proposed development's impact to the school system with other and proposed developments elsewhere in the County considered.
  - f. Town staff must provide an update to the Planning Commission on the status of all projects contained in the Town's Capital Improvement Program which may directly impact this project.
4. Entrance Corridor Overlay Design Review Application – 1802A S Church St, Town of Smithfield, applicant. Approve as submitted.
5. \*Public Hearing\* SZO Article 3.M Text Amendment – Town of Smithfield, applicant. Recommend favorably to the Town Council.

#### **November 04, 2020 special meeting**

1. \*Discussion Item\* Official Zoning Map Amendment, Comprehensive Plan Amendment, Zoning Ordinance Text Amendment, SUPs & Planning Commission Waiver Applications – 19474 & 19502 Battery Park Rd, C/O Vincent Napolitano, applicant. The Planning Commission reached a general consensus on the application's reappearance at a future Planning Commission meeting-in preparation for this meeting, the following items must be addressed:
  - a. The applicants must continue to endeavor to resolve the matter of the secondary access road that will impact 18489 & 18501 Battery Park Rd (TPINs 22-01-033A, 22-01-033C & 22-01-033D) in a manner that is satisfactory to both the current property owners and the Town.
  - b. The applicant must consider reducing the total number of dwelling units that they intend to complete per year.
  - c. The applicant must consider reducing the total number of dwelling units proposed through his application, with the understanding that the Planning Commission has the least interest in the proposed multifamily dwellings units in the form of multistory "plexes"- this reduction in proposed dwelling units cannot impact the applicant's promise of affordable or workforce housing.
  - d. The applicant must consider substituting the proposed attached residential "townhome" dwelling units at the southern end of Lot 33, Battery Park Rd (TPIN 22-01-033) with single-family dwellings to ensure cohesion between the proposed development and the existing residential subdivision located on the opposite side of Battery Park Rd and known as "Wellington Estates" (sometimes known as "Wellington Park").
  - e. The applicant must consider (in their anticipated widening of Nike Park Rd) the dedication of sufficient right-of-way (ROW) on the side of the road under his ownership to avoid additional ROW acquisition on the opposite side of the road. This is suggested so that the applicant can,

to the best extent possible, avoid encroaching on the front yards of the existing homes located on the opposite side of this road.

f. The applicant must provide a written explanation to the Planning Commission detailing which traffic count and dwelling unit volumes trigger the assortment of intersection improvements noted in the applicants' presentation to the Planning Commission on Wednesday, November 4<sup>th</sup>, 2020.

#### **November 10, 2020 meeting**

1. Entrance Corridor Overlay Design Review Application – 601 N Church Street, C/O Jason Reele, applicant. Approve under the condition that:
  - a. The applicant must comply with all of the Sections of the Smithfield Zoning Ordinance noted in their Entrance Corridor Overlay waiver request, with the exception of Section 3.R.K.2.g.
  - b. In light of condition one above, the applicant must satisfy all of the remaining comments generated in Town staff's comment letter (dated Tuesday, November 3<sup>rd</sup>, 2020) as well as all comments, if any, generated by the Isle of Wight County Stormwater Division, prior to Town staff's issuance of a zoning permit.

#### **December 8, 2020 meeting**

1. Entrance Corridor Overlay (ECO) Design Review Application – 1280 Smithfield Plaza, C/O Bryan Caulder, applicant. Approve as submitted.
2. Final Plat Amendment – 305 Smithfield Blvd, C/O Dale Steffensmeier, applicant. Approve as submitted.
3. ECO Design Review & Site Plan Amendment Applications, (After-the-fact) – 919 S Church St, C/O William Drewery, applicant. Approve as submitted.
4. Portable Storage Unit Appeal – 1802A S Church St, C/O John Settle, applicant. Table until the Planning Commission is furnished with a letter from a Smithfield Volunteer Fire Department (SVFD) official containing the following information concerning the proposed storage unit:
  - a. What it will store;
  - b. Why it is necessary;
  - c. How long it will be needed;
  - d. Whether it will be owned or rented; and
  - e. Whether or not the SVFD has considered constructing a permanent storage building or facility on their property.

## **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	0	0	0	0
Zoning Appeals	0	0	0	0
Others	1	1	0	0
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

**January 21, 2020 meeting not held**

**February 18, 2020 meeting not held**

**March 17, 2020 meeting not held**

**April 21, 2020 meeting not held**

**May 19, 2020 meeting not held**

**June 16, 2020 meeting not held**

**July 21, 2020 meeting**

1. BZA Bylaws Amendment, Town Staff, applicant. Approved as submitted.

**August 18, 2020 meeting not held**

**September 15, 2020 meeting not held**

**October 20, 2020 meeting not held**

**November 17, 2020 meeting not held**

**December 15, 2020 meeting not held**

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

	<b>Reviewed</b>	<b>Approved</b>	<b>Denied</b>	<b>Tabled</b>
New Construction	0	0	0	0
Additions	1	1	0	0
Roof Change	4	4	0	0
Siding, Color Change/Exterior Renovation	7	7	0	0
Signs	1	1	0	0
Accessory Buildings/Structures	5	5	0	0
Window Change	1	1	0	0
Demolition	1	1	0	0
Assorted Exterior Changes	8	8	0	0
Others	7	7	0	0
<b>TOTAL</b>	<b>35</b>	<b>35</b>	<b>0</b>	<b>0</b>

**January 21, 2020 meeting**

1. Assorted Exterior Changes – 110 N Mason St. Approved under the condition that the existing dilapidated front porch step railings be repaired and painted "Pure White" (SW 7005) to match the trim, or replaced with like materials and painted "Pure White" (SW 7005).
2. Assorted Exterior Changes – 221 Main St. Approved as amended to include the repainting of the doors and trim on the first and second floors of the rear façade of the building with the same "Holiday Turquoise" (SW 0075) color as proposed for the trim on the rest of the building.

**February 18, 2020 meeting**

1. Roof Change – 231 Cary St – Noncontributing – Joseph Reish, applicant. Approve as submitted.
2. Amendment of Prior Approval – 110 N Mason St – Contributing – Wigwam Properties, LLC, applicant. Approve as submitted.
3. Roof Change (After-the-Fact) – 111 N Mason St – Contributing – Rhonda Endrusick, applicant. Approve as submitted.
4. Assorted Exterior Alterations – 206 Cary St – Contributing – R&S Renovations, LLC, applicant. Approve as submitted.
5. Amendment of Prior Approval – Lot 244, Drummonds Ln – Unclassified – Willkris Services, LLC, applicant. Approve as submitted.
6. \*Discussion Item\* New Construction – Lot 3, Clay St – Unclassified – Willkris Services, LLC, applicant. The prospective applicants' proposed project was favorably received by the BHAR – only one (1) Board member had issue with the applicants' proposed use of vinyl siding on the side and rear facades. Additionally, the BHAR expressed concern over the proposed location for

off-street parking, but acknowledged that the location of required parking spaces was outside of their purview.

**March 17, 2020 meeting not held**

**April 21, 2020 meeting not held**

**May 19, 2020 meeting**

1. Assorted Exterior Changes (After-the-Fact) – 111 S Church St – Landmark – Christ Episcopal Church Trustees, C/O William Egan, applicant. Approve as submitted.
2. Color Change – Lot 106, Institute St – Unclassified – Town of Smithfield, applicant. Approve as submitted.
3. Amendment of Prior Approval – 129 Sykes Ct – Non-Contributing – Kathy Peterson, applicant. Approve as submitted.
4. HPO Designation Review – Forgotten Properties from 2017. Approve as submitted.

**June 16, 2020 meeting**

1. Assorted Exterior Changes – 352 S Church St – Landmark – Joseph Howell, applicant. Approve under the condition that the four-over-six window on the south façade be replaced by a four-over-six window, not a four-over-four window.
2. Roof Change – 319 Main St – Non-Contributing – 319 Main, LLC, C/O Franklin Hall, applicant. Approve as submitted.
3. Assorted Exterior Changes – 349 Main St – Landmark – Hallwood Properties I, LLC, C/O Franklin Hall, applicant. Approve as submitted.

**July 21, 2020 meeting not held (no quorum)**

**August 6, 2020 special meeting**

1. Window Change – 304 S Church St – Landmark – Shane & Denise Hamilton, applicants. Approve as submitted.
2. Assorted Exterior Changes – 220 Astrid St – Noncontributing – Mary Donovan, applicant. Approve as submitted.
3. Amendment of Prior Approval – 200 Washington St – Unclassified – BMC Contracting, Inc., C/O Kenneth Coleman, applicant. Approve as submitted.
4. Assorted Exterior Changes – 212 Cary St – Noncontributing – JPS Properties, LLC, C/O Jason Seward, applicant. Approve under the condition that (a) the existing siding be repaired or replaced with siding of a like color and material, or replaced with a fiber cement siding of a like color, (b) the existing door trim, window trim, soffits, fascia boards, etc. be repaired or replaced with trim of a like color and material, or replaced with a fiber cement material of a like color, and (c) the proposed shed be constructed of wood, and roofed, sided, and painted so that the materials and color of the proposed shed emulate the appearance of the primary building.
5. Color & Material Change – 224 Cary St – Contributing – Beth Haywood, applicant. Approve as submitted. The BHAR noted that the approval was given for this material because both the accessory and primary buildings were already clad in vinyl, and because the garage was not easily visible from the public right-of-way.
6. Amendment of Prior Approval – 233 Cary St – Noncontributing – Joseph Vuono & Susan Patchell, applicants. Approve under the condition that the proposed shed be relocated to any position in the rear yard of the property where it is not visible from the public right-of-way, behind the primary structure, and no less than five feet from any lot line.
7. Assorted Exterior Changes – 338 S Church St – Landmark – Lloyd Franques, applicant. Approve as submitted.

**August 18, 2020 meeting**

1. Roof Change – 213 South Church St – Landmark – Kimberly Newman, applicant. Approve as submitted.

2. Accessory Structure – 120 Cockes Ln – Contributing – Dana Ormbrek, applicant. Approve under the condition that the proposed fence is either stained or painted white, and that the finished side of the fence face outward from the property.
3. \*Discussion Item\* – SZO Article 3.M – Text Amendment – Town of Smithfield, applicant. The members of the BHAR reached a favorable consensus on the application's procession to the Planning Commission as a discussion item.
4. BHAR Bylaws Amendment – Town of Smithfield, applicant. Approve as submitted.

#### **September 15, 2020 meeting**

1. Color & Material Change – 117 S Mason St – Landmark – Justin & Rebecca Hornback, applicants. Approved as submitted.
2. Addition (After-the-Fact) – 340 S Church St – Landmark – Deborah Duncan, applicant. Approved as submitted.

#### **October 20, 2020 meeting**

1. Material Change & Accessory Structure – 330 Main St – Landmark – Maureen Brines, applicant. Approve as submitted.
2. Color Change & Signage – 407 Grace St – Landmark – Thomas & Suzan Askew, applicants. Approve as submitted.
3. Renewal & Amendment of Prior Approval – 228 Clay St – Contributing – Andrea Agle & Ryan Cere, applicants. Approve as amended to reflect the following changes:
  - a. The back steps of the home will travel in a straight flight from the southwest side of the back stoop to the ground.
  - b. The applicant has the option to include black inoperable two-panel polyvinylchloride color-infused shutters on the primary façade of the home.
4. Demolition – 518 Main St – Non-Contributing – Todd Bryant, applicant. Approve as submitted.
5. Accessory Structure – 226 South Church St – Landmark – Brian & Judy Lally, applicants. Approve as submitted.
6. Accessory Structure – Cary St – Unclassified – Town of Smithfield, applicant. Approve as submitted.

#### **November 17, 2020 meeting not held**

#### **December 15, 2020 meeting**

1. Assorted Exterior Changes – 315 S Church St – Contributing – Phillip & Sharon Frix, applicants. Approve as submitted.
2. Accessory Structure – 382 S Church St – Contributing – Jenifer Byrd, applicant. Approve as submitted.
3. Assorted Exterior Changes – 120 Cockes Ln – Contributing – Dana Ormbrek, applicant. Approve under the condition that the proposed fence be made of wood and either stained or painted white.

**Zoning Permits**  
**January 1, 2020 – December 31, 2020**

	<b># of Permits</b>
Single Family Residences	41
Commercial Buildings	1
Demolition	14
Accessory Structures (i.e. sheds, garages, carports)	32
Fences, Walls	45
Water Dependant Structures (i.e. piers, docks)	3
Signs	13
Pools	9
Additions	4
Decks, Porches, Patios	19
Others	24
<b>TOTAL # of Structures Permitted</b>	<b>182*</b>
<b>TOTAL # of Zoning Permits Issued</b>	<b>192*</b>

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

**Zoning Violations**  
**January 1, 2020 – December 31, 2020**

<b>VIOLATION</b>	<b># of violations</b>
Inoperable Vehicles	21
Boats / RVs	8
Excessive Vegetation	7
Trash & Debris	9
Permits	2
Historic District Violations	0
Others*	3
<b>TOTAL</b>	<b>50</b>

Note: 100+ unauthorized signs removed from Town rights-of-way by Planning Department staff in 2020. Also, please note that due to the COVID-19 Pandemic, only potentially life threatening zoning violations were addressed in March through July 2020. Additionally, the initiation of violations processes against small businesses was used sparingly.

**Nuisance – Before and After**



**Nuisance – 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 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 regard to the responsibility of Erosion & Sedimentation controls inspections, the Town has performed numerous inspections and required inspection reports on approximately 45 single family dwelling sites. These reports have been forwarded to Isle of Wight County and DEQ at the beginning of each month. 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, Winchester Place, Sykes Court, Hunters Way, Jericho Road, Turnberry, Harrison Drive, Waterview Drive, Greenbrier Lane, St. Andrews, Minton Way, Pagan Drive, Waterworks Road, Crescent Lane, Applewhite Street, Edgewood Drive, Talbot Drive, Moore Avenue, Ridgeland Drive, Faye Drive, Williamsburg Avenue and Lane Crescent. We also continued the ditch cleaning schedule within the Town that includes over 60 storm water outfall ditches.

For this year the following streets were overlayed with a minimum 2-inch asphalt surface mix; Field Drive, Winchester Place, Canteberry Lane, Lane Crescent, Kendall Haven, Carl Point, Tallwood Circle and Wildwood Circle. There have been many pavement patch repairs performed throughout the Town. Some of the streets involved were, Moonefield Drive, Riverside Drive, Pinewood Drive, Jericho Road, Buckingham Way, Cedar Street, Riverview Avenue, Lane Crescent, Winchester Place, Minto Way, Huntington Way, John Rolfe Drive, Azalea Drive, Grimes Street, Waterworks Road, Berryhill Road 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. Forty-four Right of Way / Easement permits were issued to the utility companies involving their maintenance projects. Roadway line striping was installed on Cypress Creek Parkway, at the intersection of Smithfield Blvd. and South Church Street and also on Main Street.

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. We have now completed the annual inspection and review of the dam site and have submitted the required documentation to the Department of Conservation & Recreation.

Upon request of Town Council, staff and Draper Aden & Associates has begun a study to determine the possibility of structurally changing the site such that it will no longer be classified as a dam. Staff and Draper Aden Assoc. have developed three options: (1) Embankment Breach; excavating an opening mid-way the dam structure thereby draining the lake. Closing the road section over the dam by installing a cul-de-sac at both ends of the dam. (2) Overtopping Protection; perform the required structural improvements determined by DCR that would bring the dam into a permanent certification status, the roadway section would remain in place and the Town would retain ownership of the dam. (3) Install Drainage Structure; install a drainage structure mid-way of the dam thereby draining the lake, the roadway section would remain. The structure would no longer be considered a dam, but a roadway embankment would then exist. Thus, the Town would no longer have the responsibility for a dam. Preliminary meetings have taken place between VDOT, Isle of County and Town staff to discuss the options and the effects on the surrounding area and the general public.

There have been coordination meetings held with VDOT regarding 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 has discussed with VDOT and determined the method of traffic control will be an alternating one lane signalized traffic pattern during the length of the project. It has been determined that the length of the project will be approximately eighteen months. As of this time the start date of the project is estimated to be the fall of 2022.

#### Urban Funded Projects:

UPC: 110507 This project involved the installation of a right turn lane on West Main Street Route 258 at the Joseph Luter Sports Complex. The contractor has continued and has now completed construction of the right turn lane. Final inspection and acceptance of the project was performed by VDOT, Kimley – Horn & Assoc.'s and Town staff on July 30, 2020. All required final documentation and submittals for the project have been forwarded to VDOT for their review and acceptance. The project is now considered closed.

UPC: 111809 Benns Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. This project involves the intersection of Benns Church Boulevard and South Church Street. This review and study initially were 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 has prepared and submitted the appropriate documentation to VDOT for their subsequent review and approval. It is anticipated that this VDOT LAP project will be advertised in April of 2021, and construction should begin by approximately June of 2021.

UPC: 111808      Smithfield to Nike Park Trail – Segment 3 \_ Alternative Analysis. A review and study of several routes for the segment 3 bike trail has been undertaken. A public meeting was held with several alternative locations displayed and discussed. The area that was determined to be the best location was the South Church Street route. Kimley – Horn has developed a cost proposal to perform a detailed survey of this location of which Town Council has approved. Kimley – Horn has now been authorized to begin the survey and preliminary concept design for this location.

**Milling & Paving on Lane Crescent**



**Smithfield Lake Dam**



**Drop Inlet Repair**



## **Public Works**

January	All First completed work at Golf Course pump station replaced control panel. Carter Machinery (CAT) replaced transfer switch on generator at Golf Course pump station. Staff installed new pump at Drummonds Ln pump station. All First replaced flow meter at Crescent pump station. Staff repaired water leaks at 120 Wellington Circle and 940 Moonefield Dr.
February	Grounds crews cut right-of-ways on water and sewer lines, Leaf removal throughout town, and emptied trash cans on Monday and Friday Miss Utility marking Read meters for billing and to transfer property owners Minor repairs at Town Hall and town buildings.
March	308 Grace St. staff completed all repairs on sewer main line. Lewis Construction installed isolation valve on sewer force main at Crescent pump station. Public works assisted in the shutdown of pump station. Staff installed new air compressor at Crescent pump station and new pump at Ledford Lane pump station.
April	Epps installed a new roof on Morris Creek pump station. Weekly and daily checks on all 27 pump stations. Located and repaired sewer line laterals in various locations. Cleaned sewer main line in various areas of the town. Minor repairs at Town Hall and other town buildings.
May	Staff installed sewer lateral and town clean out at 200 Washington St. Lewis Construction repaired leak on sewer force main 117 S. Church St., replaced 4in standpipe at Minton Way pump station. Lewis Construction also installed isolation valve on 6in water main at 517 Main St. Staff repaired water leaks at 505 Cranford and 613 Quail St.

June	Grounds crews cut rights-of-way and easements on water and sewer lines Staff installed town side sewer clean out at 205 Clay St. Staff repaired water leaks at 120 Cockes Lane, 5 Faye Dr., 924 Pocahontas Ct., 120 Riverview, 31 Riverside Dr., 600 West Main St.
July	Barcroft pump station water line repaired. 224 East St repaired sewer clean out. Grounds crew emptied trash cans on Mondays and Fridays. Minor repairs at completed at Town Hall and other town buildings.
August	Weekly and daily checks on all 27 pump stations. 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.
September	Staff cleaned sewer main line at Ball Park. Barcroft and Pinewood pump station pump elbows replaced Jersey Park pump station pump 2 replaced Staff repaired water leaks at 215 Azalea Dr. and 623 Bee St.
October	Grounds crews cut rights-of-way and easements on water and sewer lines. Miss Utility marking Read meters for billing and to transfer property owners Water cut-offs and cut-ons Checked sewer pump stations daily Installed and repaired street signs
November	Performed the following scheduled maintenance at all pump stations: Cleaning of wet wells Alarms testing Sump pump cleaning Check Valve cleaning and repair Generator checks / Godwin pump checks Control Panel / Flow monitor checks Fence and Grounds inspections
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. Staff repaired water leak at 232 Cary St.

**Public Works assisting the PD**



**Drummonds Lane PS Pump Removal**



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



**Jericho Road**



**James Street Pump Station**



## **RO Plant**

January	Emergency lights maintenance HRSD, VDH and DEQ Monthly reports completed Split Fluoride and NN samples completed Bi-annual greasing of pumps; RO Booster, Well 10, Concentrate, High Service, Lime Prop and Lime Gear Box completed
February	Flushed and greased bearings on Well 8. Replaced Cartridge Filters on the RO skid. Reduced Avista 152 feed from 22 ml/min to 19 ml/min. Rebuilt CI17.
March	Flushed Well 8, took monthly Chlorides, pulled Composite samples, and flushed Jefferson Emergency well. Replaced Rosemont Turbidimeter light. Flushed Jefferson Emergency Well and took a Chloride sample.
April	Annual Lime Feeder cleaning. Greased Lime Agitator. Bi-Annual Vibration Testing completed. Changed oil in High Service Pumps and Well 10
May	Flushed Well 8, got Composite and Nitrification sampling completed. Split Fluoride completed. Changed Stage 3 Membranes. Rebuilt Hypo pump #2
June	Flushed Well 8, flushed Jefferson well got monthly Chlorides on both. Replaced faulty membranes on Pressure Vessels 3 and 4 on RO Unit.

	Replaced Cla-Val diaphragm for Altitude Valve on Church St tank. Split Fluoride Sample taken to Health Dept.
July	Installed new Limit switches and O-rings on Church St. tank Cla-Valve. Vibration tech analyzed pumps. Vibration tests completed for all pumps and wells Installed new CA610 probe and rebuilt Fluoride Analyzer two times. THM and HAA and Split Fluoride sampling completed.
August	Rebuilt CA610 MPN's samples pulled on Well 8 and Well 10 for 3rd Quarter VDH. HRSD Inspection completed. AC Schulte's pulled Well 8
September	Rebuilt CI17, replaced Colorimeter and the Motherboard. Replaced membranes in Stage 3, cleaned RO Skid with high and low pH Stage 1 and Stage 2. Well 8 Flush Valve installed. 3-year Lead and Copper samples taken.
October	CEC calibrate Flow Meters. 2nd stage RO-CLEAN. Installed a 3" Concentrate Flow Meter on RO Skid. Replaced 18 Membranes (New) in Stage 2. CEC changed programming and entered new logic to RO system and Totalizer readings. Installed 8" SS check valve post Booster pump.
November	Avista 152 replaced with Avista 200. RO Skid: Replaced 3-inch Concentrate Flow Meter, Stage 2 replaced 18 membranes with new. Climbed Church St tank, inspected and changed lights. Well 8 installed and flushed. Rebuilt Hypo pump #1. Tested Well 8 flushing system and observed drain off.
December	Well 8 flushed, 2 Bacteriological tests passed. CEC resetting SCADA programming and updates completed. Plant TOTALS reset. Church St. Tank restoration began.

### Cleaning the RO Skid



### Checking Cartridge Filter Condition



### 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. Going over FSE's cleaning procedures and adjusting as needed. Working to reach residential attention and education of FOG in the issue areas. Attendance of HRPDC's FOG Committee meetings and FOG Webinars. Attendance of the FOG Interceptor Seminar, MOM Program meetings, HRPDC meetings for renewal of HRPDC Regional Model FOG Ordinance and the Hampton Roads Regional Technical Standards.
- B. Implementing the Backflow and Cross Connection Program through backflow inspections of new systems installed to ensure compliance through applicable regulations and ordinances. Inspections of irrigation systems that are disconnected to ensure proper disconnection. Inspections to ensure correct information is given on backflow test reports. Inspections also include failed devices, to ensure that backflows are reinstalled or repaired up to manufacturer

specifications and our ordinances and regulations. In process of gathering information on irrigation well owners, to ensure no cross-connection hazards exist. Sending letters to backflow owners for inspection requests, backflow test reminders, non-compliance notices, and failed test notices. Attendance of HRCCC virtual meetings.

C. Maintaining of the Septic Pump Out Program by sending out reminders to septic tank owners to get their tanks pumped and to send in the invoice for our records. Sending out non-compliance notice when septic tank owners fail to comply with deadlines on pump out reminder notices.

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

Public Works has a monthly safety meeting. Training for 2020 included Slip, Trips, & Falls, Ergonomics, Fire Extinguisher Training, Hazardous Communication, Trenching & Excavation, PPE/Bloodborne Pathogens, Lockout/Tagout, Confined Space, Hearing Test, Chain Saw Training, Defensive Driving and Snowplow Safety. Annual review of Emergency Response Plan was also done. In addition, most all employees received required Pesticide Certification or Recertification.

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





# **SMITHFIELD WATER CONSUMPTION**



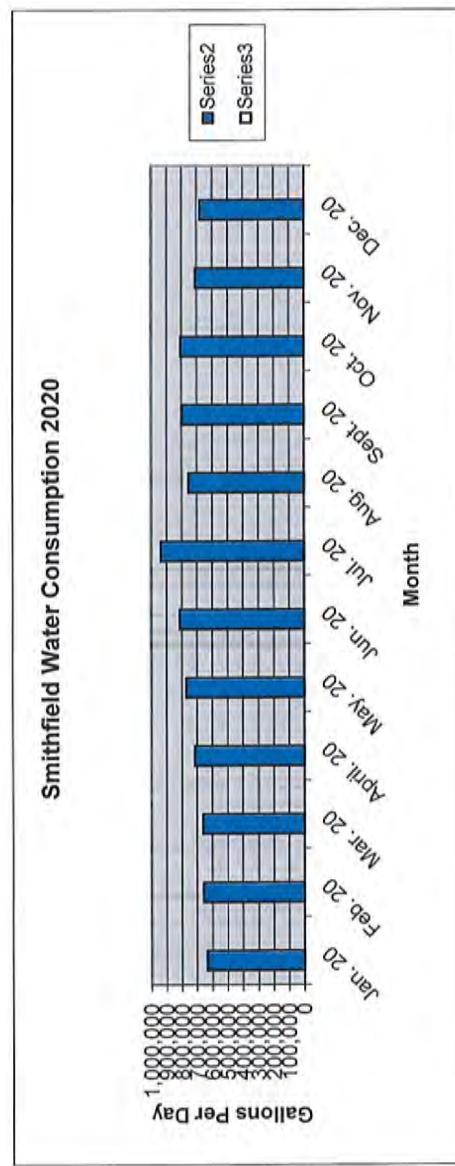
## Smithfield Water Consumption 2020

	Jan. 20	Feb. 20	Mar. 20	April. 20	May. 20	Jun. 20	Jul. 20	Aug. 20	Sept. 20	Oct. 20	Nov. 20	Dec. 20
19,638,850	18,381,322	20,492,819	21,361,467	23,898,016	24,382,638	28,986,218	23,353,728	23,917,376	24,968,140	21,216,013	21,047,196	
31	28	31	30	31	30	31	31	31	31	30	31	31

## Daily Water Consumption

	Jan. 20	Feb. 20	Mar. 20	April. 20	May. 20	Jun. 20	Jul. 20	Aug. 20	Sept. 20	Oct. 20	Nov. 20	Dec. 20
633,511												
656,476	661,059	712,049	770,904	812,755	935,039	753,346	797,246		805,424	707,200	678,942	

## Smithfield Water Consumption 2020



Permitted Amount	468,800,000
Total Consumption	272,191,858
Daily Average	743,663

58%



# PARKS & RECREATION REPORT



**2020 Annual Report**  
*Town of Smithfield Parks & Recreation*



*Luter Sports Complex*



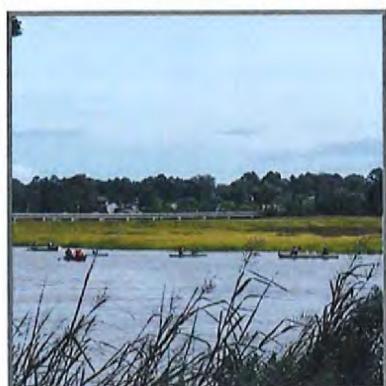
*Clontz Park*



*Smithfield Center*



*Special Events*



*Windsor Castle Park*



*Windsor Castle Events*

**2020 Annual Report**  
*Town of Smithfield Parks & Recreation*



**Smithfield Center –opened November 2000**

The Coronavirus made for a devastating impact on revenue for almost the entire year. Starting in March, the majority of bookings had to cancel or reschedule. When state mandates finally increased gathering limits in late June, we were able to do some of our summer events, however, with limitations of furniture sets due to social distancing, events did not pay full rates.

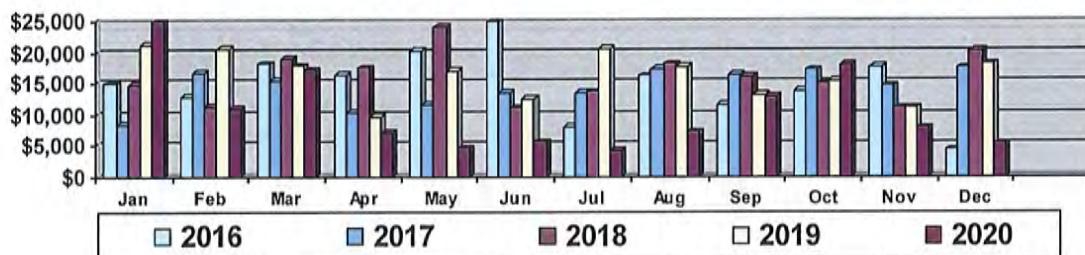
**Exhibit A:**  
**Total Sales for the Year**  
**2016-2020**

Year	Total Sales
2016	\$182,845
2017	\$172,612
2018	\$192,450
2019	\$194,559
2020	\$125,790

Sales took a hit of 40% due to several cancellations. We were able to generate revenue through Smithfield Foods Plant Orientations and being a location for mobile DMV operations.



**Exhibit B: By Month Revenue Comparison 2016-2020**



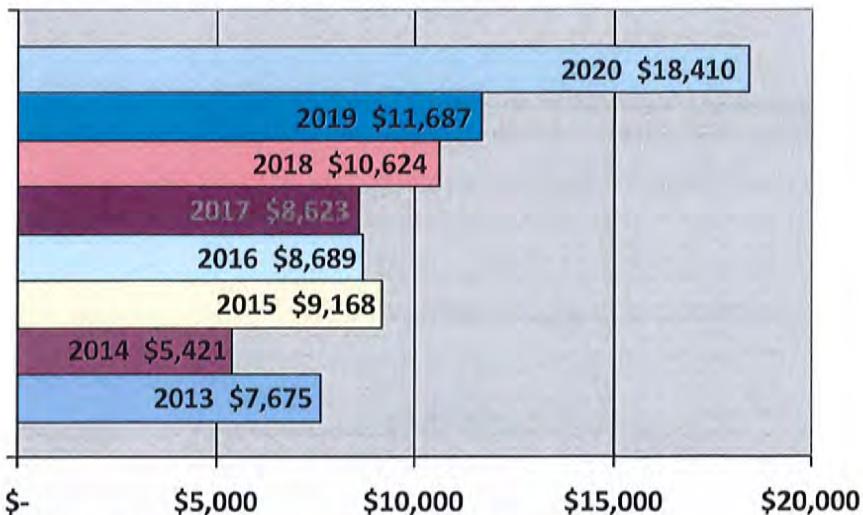
**2020 Annual Report**  
*Town of Smithfield Parks & Recreation*



**Windsor Castle Park –opened May 2010**

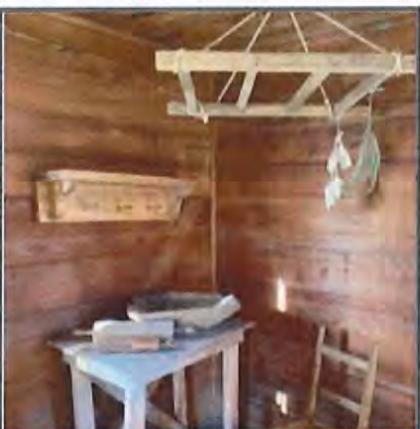
- ◊ Windsor Castle Park had record attendance during the pandemic. Parking lots and trash cans were full everyday with more people enjoying the great outdoors by walking, running, playing and picnicking than ever before.
- ◊ Kayak Rentals had record sales for the same reason –people were looking for anything to do that was open and outdoors.

**Exhibit C: Kayak Rental Sales**



What would we do without the Isle of Wight Museum, I do not know. They have worked tirelessly on outfitting all of the Windsor Castle Outbuildings with detailed historic interpretation and signage. This will be an impressive attraction when it is all complete. A big thank you to the museum staff.

Our Trail Doctors work on a variety of projects from trail repair to special projects. One special project was focused on “upgrading” the cemetery. New fencing was installed, the gravestones were thoroughly cleaned and grass was planted.



**2020 Annual Report**  
*Town of Smithfield Parks & Recreation*



**Windsor Castle Events—opened March 2020**

The Windsor Castle Manor House & Grounds was poised to open as a premiere unique event venue, complete with a talented site manager, who knew all about social media promotions, then the pandemic hit weeks later. Similar to the Smithfield Center, events had to be cancelled or rescheduled and even in person site tours had to be cancelled. Our first year was far from normal. We were able to move forward with some events in the fall when state mandates allowed for higher guest numbers. This at least provided some photography for promoting the venue. We are looking forward to 2021 spring, summer and fall events, which have filled the calendar.



Year	Total Sales
2020	\$ 29,580

This sales total includes photography passes and permits. Windsor Castle Manor Grounds has always been a popular site for professional photography. Our photographers understand the need for the fee as it all goes to keeping the park a beautiful photography location.

**2020 Annual Report**  
**Town of Smithfield Parks & Recreation**



**Luter Sports Complex –Opened 2018**

The Luter Sports Complex did not have a spring season of ball played, as state mandates did not allow for sports. When restrictions finally lifted on recreation, not only did our regular user groups start to play, but we had several new user groups find LSC and loved what they saw. We hosted several tournaments and game days for baseball, softball and football. LSC was busy everyday from June through November.

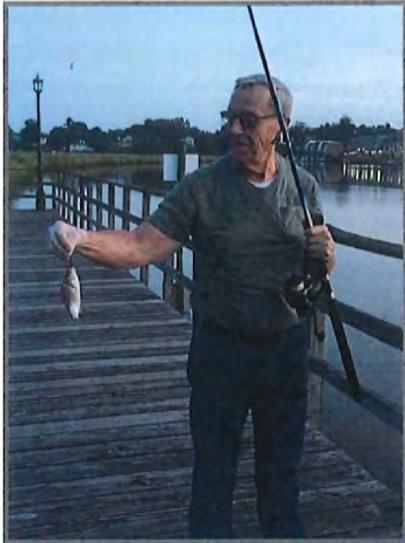


<b>Revenue 2020</b>	<b>\$ 10,925</b>
<b>Baseball</b>	\$ 9725
Nations Baseball	
Virginia Baseball Tourneys	
Richmond Braves	
Rage	
<b>Softball</b>	\$ 1000
Top Gun Softball	
<b>Football</b>	\$ 200
Virginia Crusaders (Adult) League	

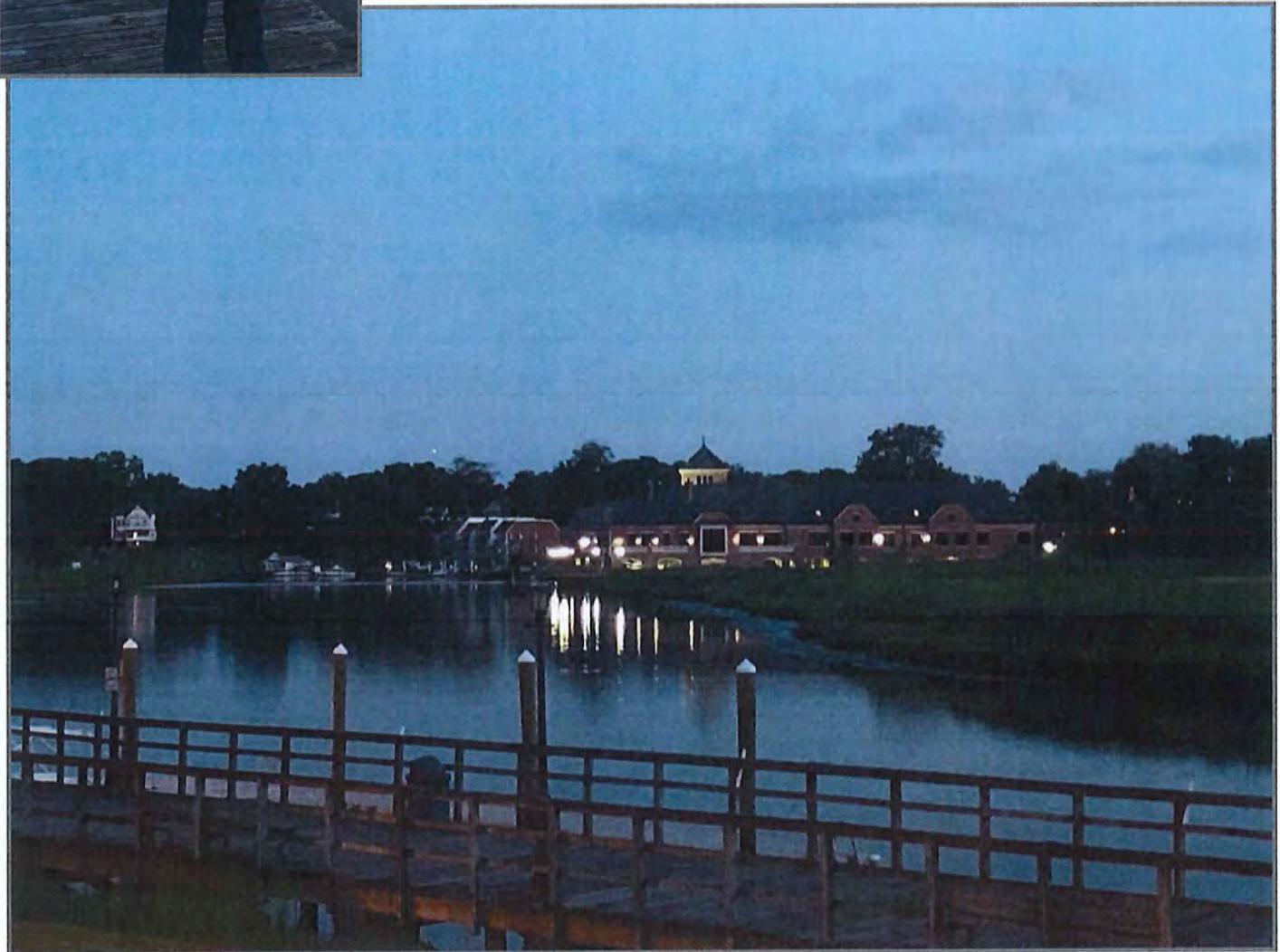
**2020 Annual Report**  
*Town of Smithfield Parks & Recreation*



**Clontz Park Boat Ramp & Fishing Pier—Opened 2019**



Clontz Park received an enormous amount of traffic the summer of 2020. As fitting with the theme of this report, with the pandemic, people were looking for outdoor recreation more than ever before. On most weekends all parking spaces were full with trucks and trailer and other vehicles using the boat ramp and the fishing pier. It is easy to see how this amenity is a great asset for the Town and all those that visit Smithfield.



**2020 Annual Report**  
*Town of Smithfield Parks & Recreation*

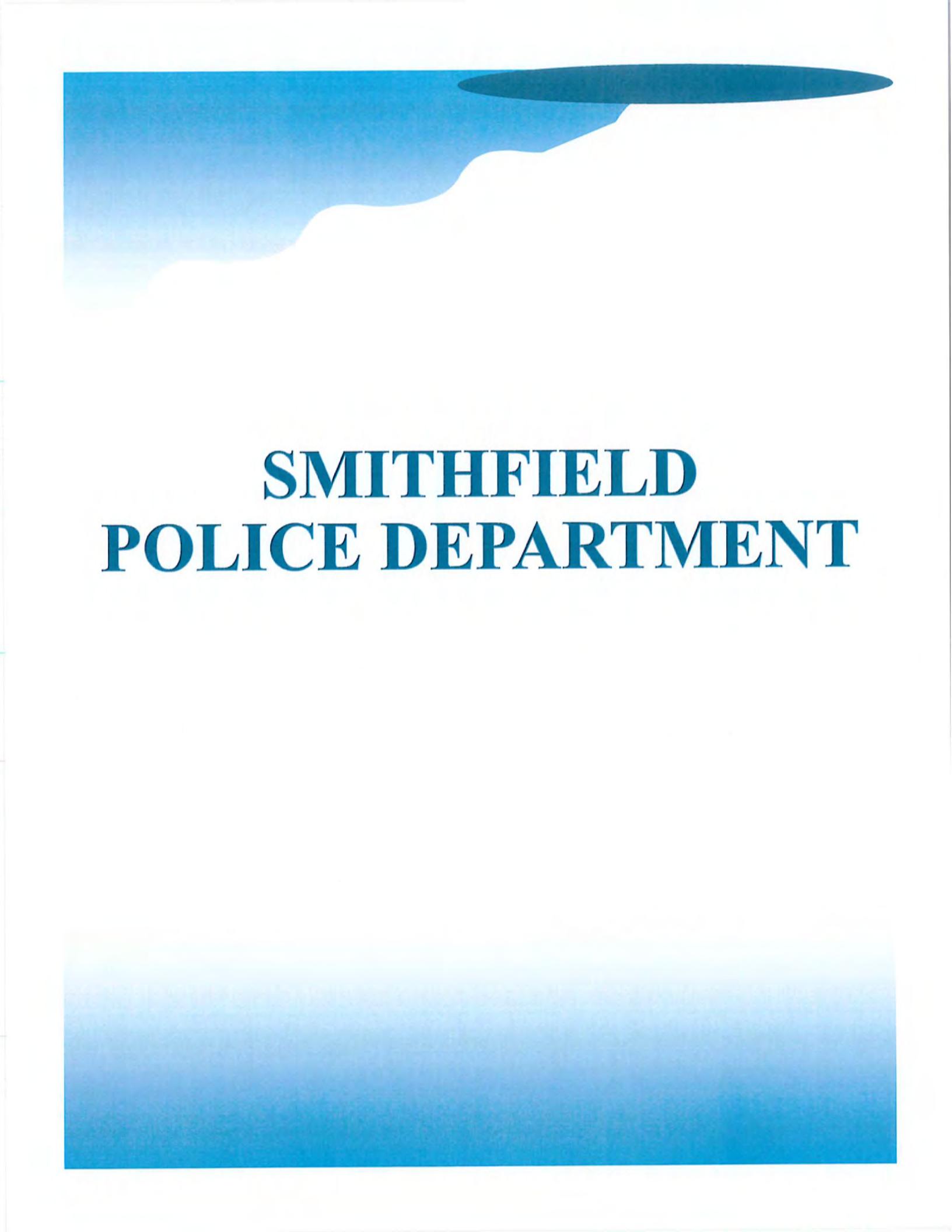


**Special Events 2020**

- ◊ The pandemic hit right as our Special Event season was ramping up. The only events that took place before it hit was the BOB Fest at Windsor Castle Park and the MLK Banquet at the Smithfield Center. All special events from March on had to be cancelled. Tourism got creative, as they always do, and did some modified small events such as art strolls and story strolls. And the Farmers Markets were more popular than ever as it gave people a way to get outside and shop.



BOB FEST 2020-little did we know what fate awaited us all in March.



# SMITHFIELD POLICE DEPARTMENT



# ANNUAL REPORT 2020

## Smithfield Police Department

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

913 S. Church Street  
Smithfield, VA 23430

## TABLE OF CONTENTS

<b>Message from the Chief</b>	<b>3</b>
<b>Mission Statement</b>	<b>4</b>
<b>Organizational Chart</b>	<b>5</b>
<b>Department Staff</b>	<b>6</b>
<b>Community Relations</b>	<b>11</b>
<b>Specialized Units</b>	<b>14</b>
<b>Training</b>	<b>15</b>
<b>Departmental Highlights</b>	<b>16</b>
<b>Department Statistics</b>	<b>18</b>

# MESSAGE FROM THE CHIEF

The Smithfield Police Department has worked diligently to provide the Town and citizens alike with another successful year of dedicated professional service. I am very proud of the dedicated men and women for the professionalism exhibited over the last year with the many challenges we faced as a team and individually. Many times, those challenges caused there to be shift shortages and had to be covered which mean last minute changes with families. I would like to thank each individually and collectively for their dedication to the profession of law enforcement.

Our goal continues to be to suppress criminal activity in our community therefore producing a higher quality of life for all citizens. Over the past year we have had to shift on the fly as it relates to policing while the Country's dealing with a pandemic that is affecting us all. We had to change how we approached our policing strategies to maintain a health and safe environment for all.

The Department made necessary adjustments and created safer practices during training situations that continued to build on a stronger safer community. Many of the programs that were canceled because of Covid-19 will be brought back once conditions dictate that it is safe.

The Department completed its sixth accreditation audit according to the standards set by the Virginia Law Enforcement Professional Standards Commission (VLEPSC) and received its award in December. This audit is the Department's opportunity to showcase its professionalism by supplying proofs of the more than 180 standards for the past four years. I commend the men and women and their dedication to this profession.

We will continue to build upon the professionalism of this Department therefore strengthening the bond between Police and the Community. The last year was a year like none other. The challenges of policing during a pandemic tested the fortitude of not only the community but the officers as well. We would like to thank the community for expressing their appreciation for the Department.

Alonzo Howell  
Chief of Police

# MISSION STATEMENT

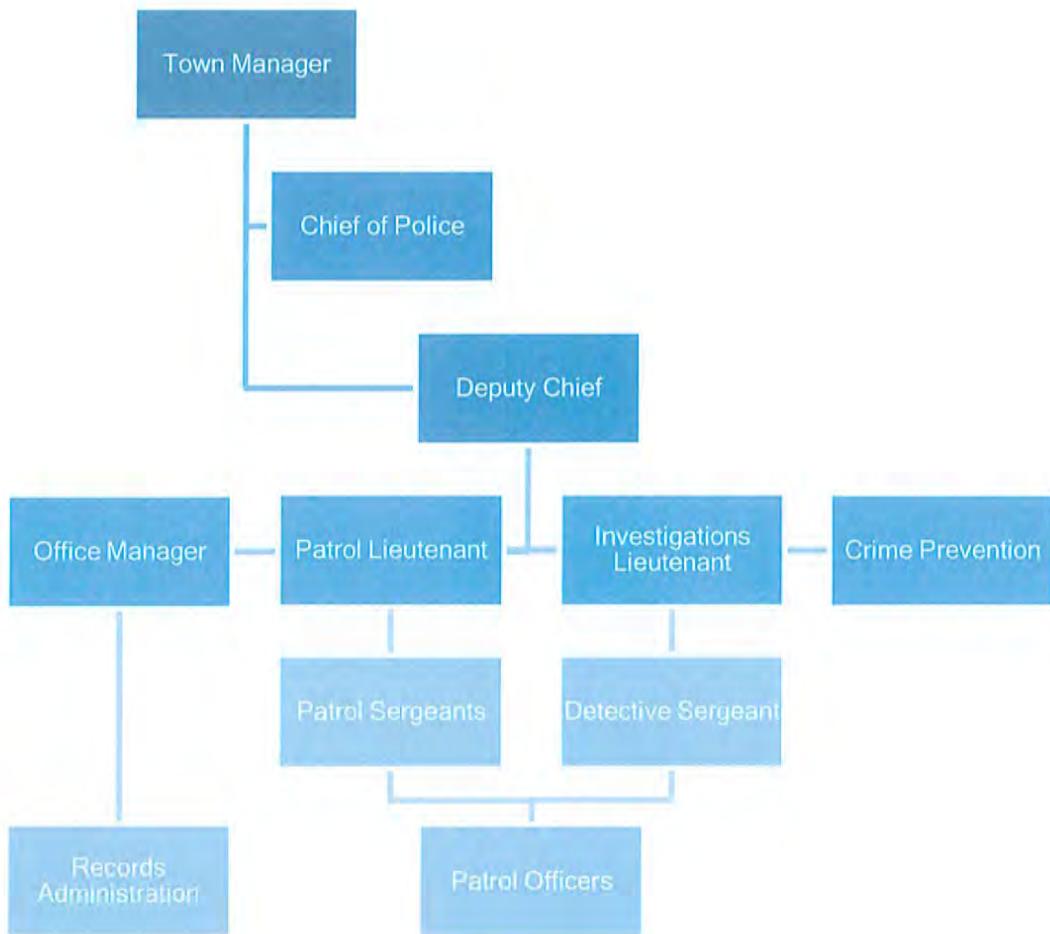
*The mission of this Department is to provide the Commonwealth of Virginia and the Town of Smithfield a dynamic, responsive, professional police department that forms a partnership with the community in order to preserve law and order, achieve mutually beneficial goals and objectives, and provide security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



The Department consists of 22 sworn personnel and 5 civilians when fully staffed. The Department is broken down in three divisions: Patrol, Investigations, and Records Administration. During 2020 we had four sworn members resign and we hired one certified officer. We also had three promotions: Chris Meier to Deputy Chief, Eric Phillips to Lieutenant, and Will Wooley to Sergeant.

# Department Staff



**Alonzo Howell**  
Chief of Police

**Christopher Meier**  
Deputy Chief



## Investigations Division



**Patrick Araojo**  
Lieutenant

**Donald Brady**  
Sergeant



## **Patrol Division**



**J. Eric Phillips**  
Lieutenant

## **Patrol Sergeants**



**William Miller**



**Joshua Powell**



**David Adams**



**William Wooley**

## **Patrol Officers**



**Samuel Johnson**



**Christopher McGough**



**Anthony Cooper**



**Jacob Norton**



**Ryan Polk**



**Paul Jones**



**Donna Nolan**



**Casey Owens**



**Jared Stanley**



**Paul Bancroft**

## Records Administration



**Kristi Kincaid**  
Office/Accreditation Manager



**Annette Crocker**



**Lorrie Porter**



**Stephanie Pack**



**Christopher Sexton**

# 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 who 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 assists with 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 planned that promoted police-community partnerships. Unfortunately, due to the COVID-19 pandemic most of these activities were either canceled or rescheduled.

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





## Smithfield P. D. receives 5<sup>th</sup> Re-Accreditation

On December 1, 2020, the Smithfield Police Department was presented the Certification of Accreditation for their commitment to law enforcement excellence as evidenced by their successful completion of the certification process for the Virginia Law Enforcement Accreditation Program.

All accreditation programs are designed to measure and confirm compliance of the participating agency with the professional standards in whatever discipline or profession they are involved. It is one of the only means by which citizens and government leaders can be assured that an agency is maintaining the high performance marks to which the community has a right. The Smithfield Police Department has demonstrated their commitment to professionalism and their willingness to be measured by and compared to the best in the profession.

Virginia's program was started in the early 1990's, with the creation of a twelve-member Commission of representatives from the Virginia Sheriffs' Association and the Virginia Association of Chiefs of Police. The Virginia Law Enforcement Professional Standards Commission (VLEPSC) provides law enforcement agencies in the Commonwealth with an avenue for demonstrating that they meet nearly 200 accepted standards for efficient and effective agency operation. The Virginia Department of Criminal Justice Services (DCJS) administers the program for VLEPSC.

To obtain accreditation, a law enforcement agency must meet all applicable program standards, maintain their accreditation files on an on-going basis and provide annual verifications of compliance as required by the Commission. On-site assessments by specially trained program assessors assure consistency and full compliance of all accredited agencies.



Left to Right: Ofc Will Wooley, Ofc Donna Nolan, Kristi Kincaid, Major Chris Meier, Lt Eric Phillips, Chief Alonzo Howell, Sgt David Adams, Sheriff C.O. Balderson, Derrick Mays (DCJS)

# Specialized Units

Throughout 2020, the specialized units of the Smithfield Police Department maintained close ties with regional law enforcement entities and maintained excellence through training.

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's primary operation is ensuring compliance of rules and regulations on the waterways within the town limits. The Unit also assists in rescue efforts for boaters in distress or maritime accidents. From time to time the Unit is called upon by other jurisdictions to provide maritime assistance such as event security, BUI enforcement, and recovery efforts.

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 2020, the ERT members performed thorough training in simulated intense situations to enhance team readiness.



# Training

During 2020, 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:

- Defensive Tactics Open Mat
- National Tactical Officers Association – Team Leader Course
- VCIN recert
- 202 CIFER; Cyber Attacks, Inc.
- 2019 Virginia Legal Update
- Civil Rights Violations under Section 1983
- Bias-Based Policing
- Search and Seizure
- Officers and online Social Networking
- Counter Terrorism Prevent & Deter
- Officer Involved Shootings – the aftermath
- Interview and Interrogations
- De-escalation Training
- Narcan Training
- Speed Measurement Initial (radar/lidar)
- Armstrong v. Village of Pinehurst
- Cultural Diversity
- Fentanyl and the Threat to First Responders
- Evidence Collection
- Intox EC/IR II Basic Operator's Course
- Personal Protective Equipment
- FTO Training
- Crisis Intervention Team Training (CIT)
- Speed Measurement Instructor School
- Hazard Community – The New GHS Standards
- School Resource Officer & School Administrator Basic Course
- Taser 7 CEW
- Open Carry
- Introduction to Human Trafficking
- Managing the Big Three within the Evidence Room
- Field Training Officer School
- Sovereign Citizens
- 2020 Virginia Legal Update
- Train the Trainer De-Escalation Training
- Creating & Maintaining the “Well-Disciplined Organization” Enhanced
- Risk Management & Liability Prevention for LE
- IA098 Introduction to Intelligence
- Basic Crime Scene Photography
- Detective and New Criminal Investigator
- CI108 Cyberstalking
- What is there to know about Credit Card Fraud
- Financial Crimes Against Seniors – Part 1, 2 and 3
- 2019 Virginia and US COA Case Law
- Use of Force
- The Fighting Words Doctrine
- Advanced Supervision and Management
- Defensive Tactics/Ground Fighting/ASP
- OC Training
- Taser Training
- Defensive Tactics Recert

# Department Highlights

## Greater Hampton Roads Regional Crime Line Top Cop Award

### Officer Ryan Polk

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. Unfortunately, due to the COVID-19 pandemic the 2020 Top Cop awards banquet was canceled.



Officer Polk had been employed by the department for two years when in January 2020 he was asked to assume the temporary role of detective. Ofc. Polk would hold the position until April of the same year. This appointment was made because the department was experiencing a significant number of unsolved serial crimes; a situation further complicated by vacancies in the investigations staff. Officer Polk, without specialized training or experience assumed this roll with enthusiasm and immediately began investigations to include vehicle break-ins, vehicle thefts, robberies, and other crimes. Officer Polk was instrumental in the resolution of many of these investigations and during his tenure the series of repeated crimes effectively ended. Officer Polk performed all of his duties with an efficiency expected of a veteran detective. His individual efforts directly improved the quality of life for citizens of the town and dramatically reduced the departments case load so that it could perform more effectively.

## **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 exceeding expectations set forth by the Department. Officer Ryan Polk stepped up and assumed the role of investigator during a time when the Department was having staffing problems in investigations. He took to the role quickly and exceeded all expectations. The awards banquet was canceled due to the COVID-19 pandemic.



# Department Statistics

## Calls for Service

The Police Department's dispatch center is located in the Isle of Wight Sheriff's Office. They receive and dispatch Smithfield Officers to routine and emergency calls for service. Self-initiated calls are events that the officer calls in themselves. These calls include traffic stops, suspicious persons, business checks, and crimes that the officers witness. The Department saw a reduction in both dispatched calls and self-initiated calls. This is because during phase 1 of the Governor's COVID-19 plan our call volume was drastically reduced.



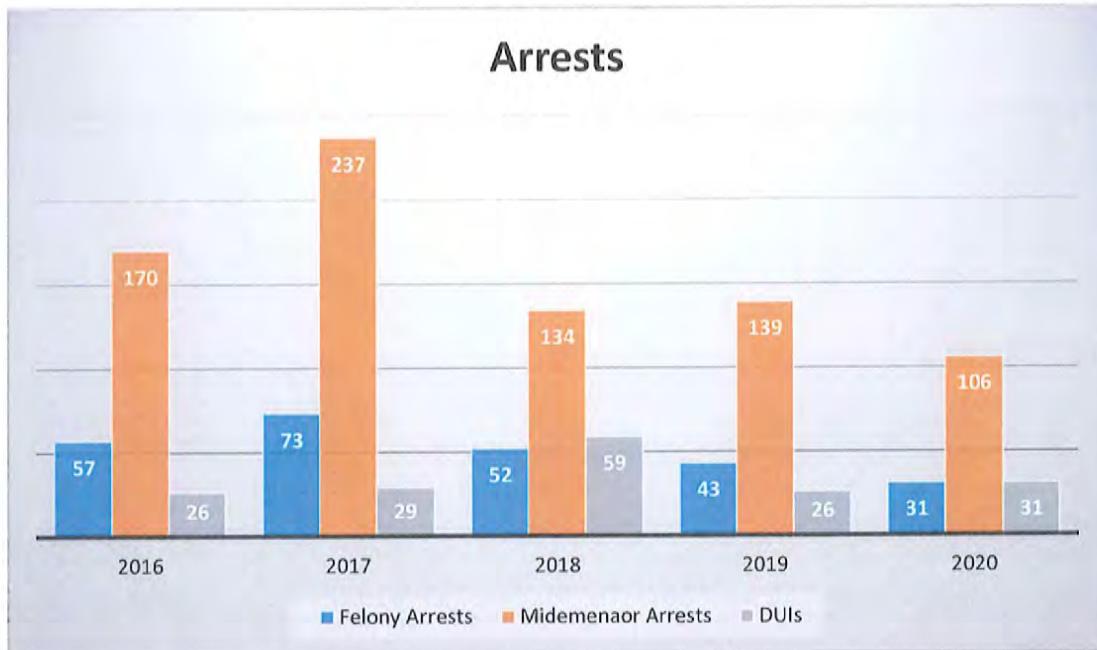
## Traffic Enforcement

Traffic enforcement is critical to keeping the residents safe and preventing crashes. In addition to issuing summonses for traffic offenses, the Department also gives warnings to help educate drivers on traffic safety and current laws.



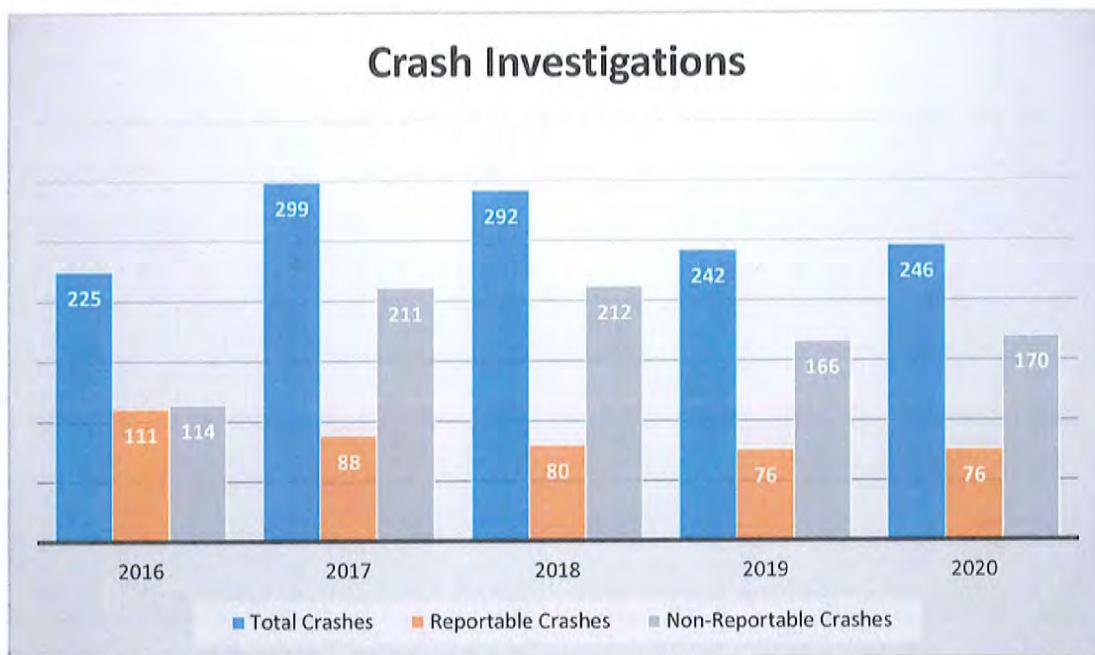
## Arrests

Through careful investigation and consultation with the Isle of Wight Commonwealth's Attorney, officers will obtain arrest warrants on suspects in their cases. Misdemeanors are less serious offenses and include driving under the influence, simple assault, reckless driving, and other minor offenses. Felonies are more serious offenses and include aggravated assault, murder, robbery, arson, and other serious offenses. Our arrest statistics also include arrest warrants we serve for other jurisdictions.



### **Motor Vehicle Crash Data**

This crash data includes both reportable crashes and non-reportable crashes. The Commonwealth of Virginia requires that all crashes on public roadways with \$1,500 or more in damages are reported to DMV. All other crashes are considered non-reportable crashes. The Department still responds to and performs information exchanges for non-reportable crashes. In 2020 there were 2 fatal crashes inside the Town of Smithfield.



### Stolen Property Value

Each year the Department looks at the total dollar value of stolen property for the entire year along with the dollar amount of the stolen property that the Department is able to recover. These numbers include not only physical property stolen but also money stolen through scams and credit card thefts. In 2020 a total of \$153,360 was stolen through scams and is largely unrecoverable.



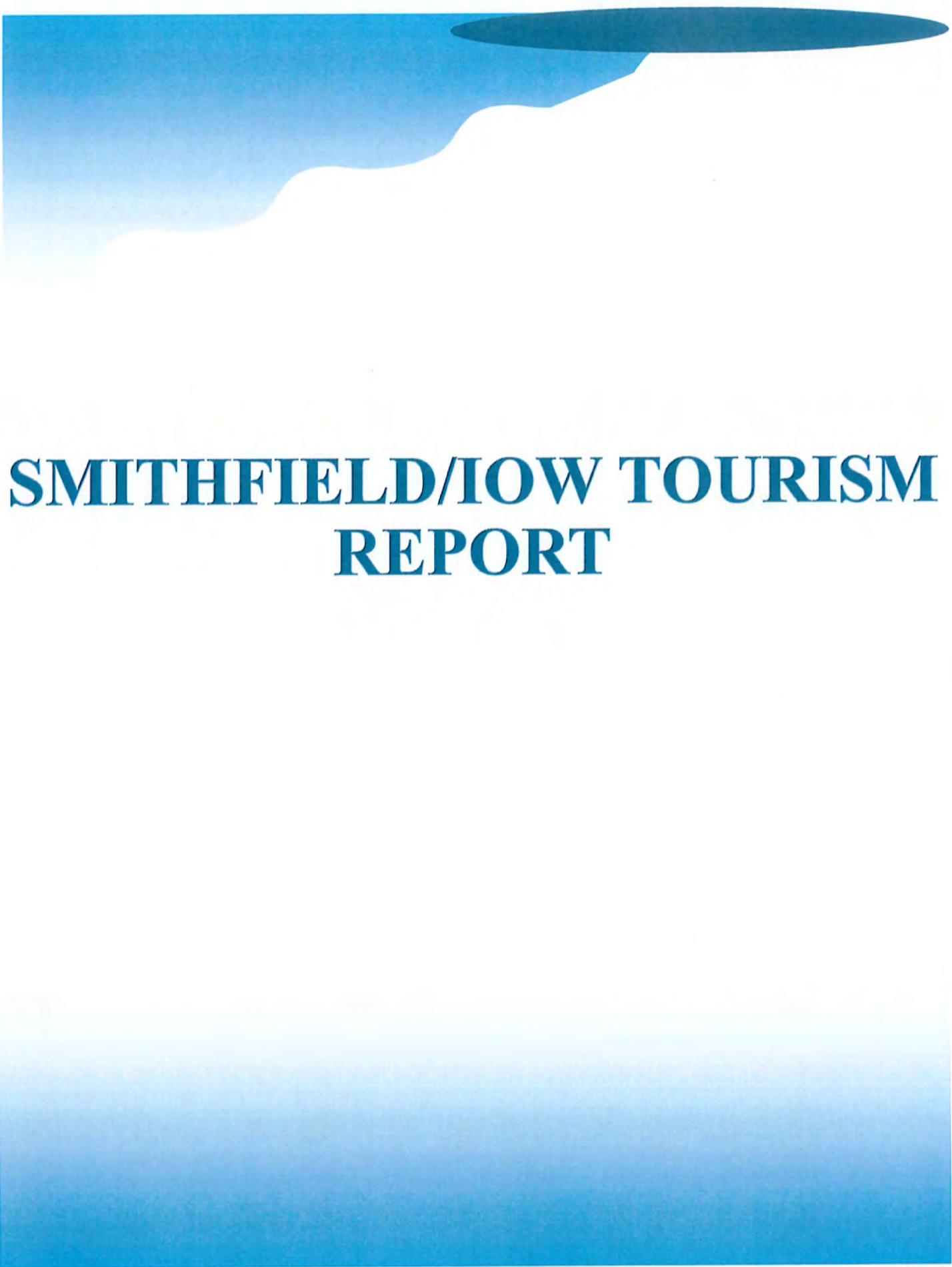
## GROUP A OFFENSES

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

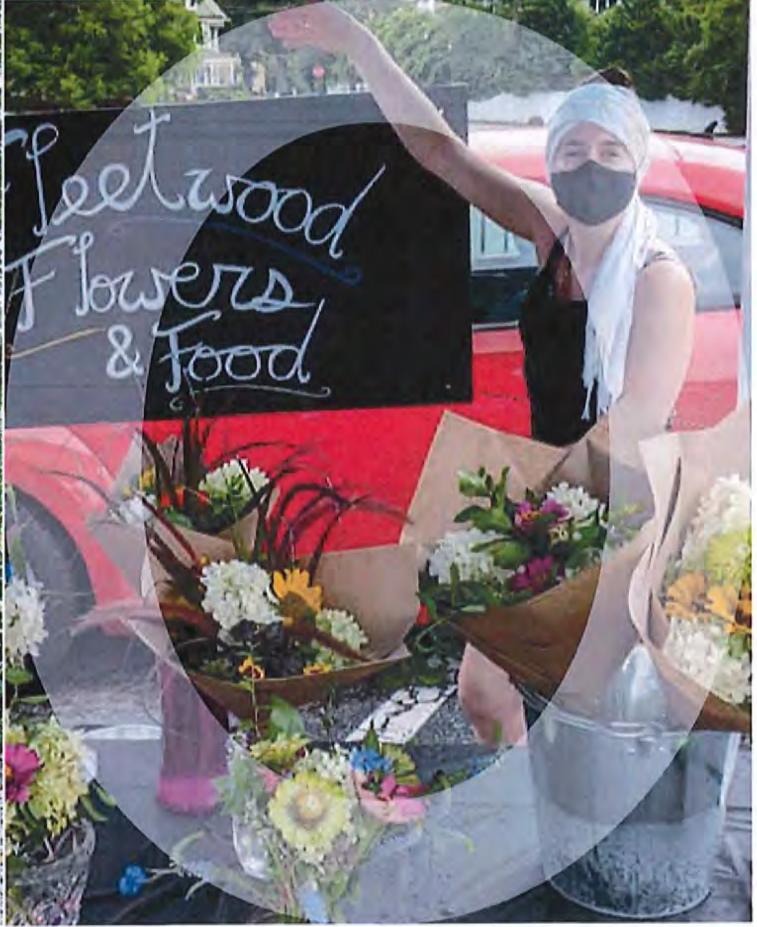
Offense	2016	2017	2018	2019	2020
<i>Forcible Rape</i>	0	1	0	0	0
<i>Other Sex Offenses</i>	0	2	8	2	6
<i>Robbery</i>	2	4	0	2	2
<i>Aggravated Assault</i>	0	4	6	12	12
<i>Arson</i>	0	0	2	0	0
<i>Motor Vehicle Theft</i>	3	3	10	12	4
<i>Total Part A</i>	5	14	26	28	24

Offense	2016	2017	2018	2019	2020
<i>Simple Assault</i>	64	76	68	71	54
<i>Burglary</i>	14	13	14	7	11
<i>Larceny</i>	129	78	101	130	84
<i>Forgery</i>	9	4	14	12	3
<i>Fraud</i>	58	23	27	29	29
<i>Embezzlement</i>	3	4	1	3	3
<i>Destruction of Property</i>	73	106	73	131	68
<i>Drug Offenses</i>	62	57	58	35	18
<i>Weapons Law Violations</i>	6	9	9	5	11
<i>Total Part B</i>	418	370	365	423	281





# **SMITHFIELD/IOW TOURISM REPORT**



# HIGHLIGHTS



PHOTO: ELLY CONDIT

- ★ Restaurant Week 2020 - 16 participants
- ★ 2020 Isle of Wight Economic Development Forum significantly featured tourism economic development and uplift.
- ★ Smithfield Employee Training Day 1/9/20: Tourism presented the "Hambassador" Training Program (Readers Digest version) to all town employees.
- ★ BOB Fest 2020 (last Smithfield VA Events festival to be held before COVID)
- ★ Farmer's Market Vendor Training Workshops (two in-person workshops and one online)
- ★ Annual Tourism Year Kick-Off Meeting for Stakeholders 2/3/20: Annual Review of event dates, marketing plans and budgeting.
- ★ Tourism Department Retreat: Review of Annual Report; Marketing and Special Event Plans; networking and brainstorming for future.
- ★ Toured Town Manager Candidates and was able to participate in panel discussions with candidates.
- ★ Mayor's Green Team Formed and organized. (To be continued after COVID.)
- ★ Continued presidency of the Coastal Virginia Tourism Alliance (a group of all of the Tourism Directors from the Eastern Shore to Williamsburg)
- ★ Smithfield Farmer's Market (began as pre-order/pre-paid market only on 5/2/20. 5/16, 5/23 and 5/30. Markets were moved downtown to BSV Bank location with all social distancing and VDACS regulations in place. Market remained open and downtown for the rest of the season. Market closed December 19th. Additional markets were hosted due to other event cancellations opening up weekend options. Carrollton Wednesday Farmer's Market began in July and continued through September.)
- ★ Held successful \$1,000/couple Bourbon Dinners to fund Smithfield VA Events.
- ★ VISITOR CENTER REOPENED 5/26/20 (closed 3/18). Slightly abbreviated hours (10-4 Monday through Saturday and noon – 4 on Sunday) with many new protocols in place. Sneeze Guard installed at front desk, new brochure distribution system in place, elimination of touch points for both front desk and restrooms, increased sanitation and hygiene, masks worn by all staff when public in the building, increased public restroom cleaning. Paper towels added to restroom (instead of blower fan).
- ★ Salty Southern Route social media and online marketing continued to be successful with on-going Virginia Tourism Marketing Leverage Grant.
- ★ Grants received in 2020: Virginia Tourism WanderLove COVID Recovery Grant \$10,000; Field Trip Marketing Leverage Grant \$5,000; Farmer's Market Food Access Grant \$3,000; Social Media Co-op Program \$3,250.
- ★ CGI Smithfield Videos for town website
- ★ WanderLove-themed podcasts and videos created and posted on social media and website with great traffic.
- ★ Worked with County Economic Development Department on COVID-19 Relief Grant Program marketing.
- ★ Picker's Markets held 2nd Saturday weather permitting.
- ★ Successful Boutique Autumn Art Show held 10/20.
- ★ 1750 Courthouse Ghost Walk 10/23-24/20. Very successful event. Tourism assisted by selling tickets, writing scripts and serving as SME for the event.
- ★ Smithfield & Isle of Wight County Tourism won the Virginia Association of Destination Marketing Organizations VIRGO award for interactive (new Tourism website!) for 2020.
- ★ New photography taken in the summer of 2020 by local photographer, Elly Condit, funded by Virginia Tourism Marketing Leverage Grant.

# HIGHLIGHTS



Smithfield and Isle of Wight Tourism worked jointly with Isle of Wight County Economic Development and the Isle of Wight Chamber of Commerce on the highly successful #IsleShopSmall Gift Certificate Program.

## #Isle Shop Small Gift Certificate Program - Round 2:

- ★ Number of businesses who sold: 105
- ★ Range of Checks: \$40.00 to \$52,640.00
- ★ 66% Business awarded checks for \$40 - \$5,000
- ★ 15% of Businesses awarded \$5,001 - \$10,000
- ★ 14% of Businesses awarded \$10,001 - \$20,000
- ★ 1% of Businesses awarded \$20,000 - \$30,000
- ★ 4% of Businesses awarded \$30,000 - \$52,000

#Vouchers Purchased Round 1: 5,147  
#Vouchers Purchased Round 2: 15,190  
**TOTAL VOUCHERS: 20,337**

Total Sales Round 1: \$205,880  
Total Sales Round 2: \$607,600

**TOTAL SALES: \$813,480**

Range of checks distributed to  
**LOCAL SMALL BUSINESSES**

**\$40 to \$52,640!**



# HIGHLIGHTS

## GRANTS AWARDED

### Virginia Tourism Corporation Marketing Leverage Recovery Grant: \$10,000

Theme: WanderLove

Super Targeted digital online ads (Leisure Media): \$2850  
Richmond Magazine Travel Section: \$1200  
Photography by Elly Condit: \$2050  
Facebook/Instagram ads: \$3900

### Virginia Tourism Corporation Social Media Co-op Reimbursement Program: \$3,250

### Virginia Tourism Corporation Marketing Leverage Grant: \$5,000

Theme: Family Field Trips

RVA Family Magazine and digital ads: \$1250  
Super Targeted digital online ads (Leisure Media): \$2850  
CoVA Scene email: \$250  
"Facebook Feature" on Coastal Virginia Magazine's Facebook page: \$200  
Facebook/Instagram ads: \$450



## VIRGO AWARD

2020 Virginia Association of Destination Marketing Organization's (VADMO) VIRGO AWARD for Interactive Marketing for the mobile-responsive Smithfield Tourism's "GenuineSmithfieldVA.com" website.

## SAVOR MAGAZINE

### "Best Of" Reader's Choice Awards:

Best Beer Festival:

Smithfield Wine and Brew Festival, Platinum

Best Spirits Festival (Platinum):

Smithfield Bacon, Bourbon & Beach Music Festival

Best Farmer's Market:

Smithfield Farmer's Market, Platinum

Best Virginia Getaway Weekend Spot (Silver):

Smithfield

Best Wine Festival: Smithfield Wine and Brew, Silver

Best Bottle Artwork (Bronze): SummerWind Winery

Best Brewery for Ale (Silver):

Wharf Hill Brewing Company

Best Brewery for IPA (Bronze):

Wharf Hill Brewing Company

Best Brewery for Stout (Bronze):

Wharf Hill Brewing Company

Best Brewery Restaurant (Gold):

Wharf Hill Brewing Company

Best Distiller (Silver):

Mark Rangos, Blue Sky Distillery

Best Distillery for Tours (Gold): Blue Sky Distillery

Best Distillery for Vodka (Gold): Blue Sky Distillery

Best Distillery Overall (Silver): Blue Sky Distillery

Best Wine & Beer Shop (Gold):

Bon Vivant Wine & Brew



# MARKETING

## PRINT PUBLICATIONS

Williamsburg Magazine 1/2 and full page ads  
(11 months, Jan/Feb combined issue)  
Richmond Magazine: 1/4 page ad  
to accompany feature story on Isle of Wight County  
Slice ad for Town featuring Farmers and Pickers Markets  
Slice ad for Isle of Wight County  
Town Newsletter ads  
Coastal Virginia Magazine: full page ad



## COLLATERAL/SIGNAGE

Revised 12 "Can't Miss Things To Do" rack card  
Revised "7-Day Merchants" Brochure  
Revised Walking Tour brochure  
Revised Military discount brochure  
Revised Rack Brochure  
Distributed to 300+ locations (restaurants, shops, attractions, etc.) in Coastal Virginia, as well as at State Welcome Centers  
Revised Downtown Maps at post office and public restroom  
Revised Restaurants rack card  
Revised "Everything but the Squeal" Rack Card  
Revised Group Tour brochure  
Revised Newcomer's Guide  
Revised Wedding brochure  
Revised "Visit the Farms" brochure  
Boykin's Tavern self-guided walking tour brochure  
Small banners for "Welcome to Isle of Wight County" sign  
"Out in the County" brochure  
COVID Signage created for merchants: Safety Commitment, Online Shopping, Curbside Pickup, Outdoor Dining  
Safety Mask poster for merchants  
WanderLove Road Games booklet  
Tournament Planners information sheet for Luter Sports Complex  
Fort Boykin rack card  
Sales Blitz materials for Williamsburg Timeshares  
Revised Profile Sheet for AAA Blitz  
Four Family Field Trip Field Guides  
Holiday Events poster for blitzes  
Plus all promotional materials for Special Events

## DIGITAL ADS/WEBSITES

Facebook profile images/videos and logos for all events  
Facebook ad campaigns for all events  
GenuineSmithfieldVA.com: Write copy, update and maintain site  
Weekly "Where the Locals Go" e-newsletter  
Updated "Visit the Farms" webpage (and brochure)  
Salty Southern Route: Update and maintain website  
Supertargeted ads (Leisure Media) in August 2020

## VIDEOS

(Videos perform especially well on Social Media ads)

Smithfield Rocks "Beyond Main" and "Finley's General Store"  
Three Restaurant Week promotional videos  
15 Restaurant Week videos featuring individual restaurants  
Two "We'll Be Waiting" videos  
COVID Safety Video  
"Just Around the Corner" video  
Engaged for the Holidays video  
Outfitters Video  
Seven WanderLove Videos (and seven podcasts)  
Three WanderLove Stroll Videos  
15 WanderLove Shopping Challenge Videos  
Video for Sidewalk Sale  
Eight "Meet the Artists" videos for Autumn Art Show  
Autumn Art Show video  
Video for Scarecrow Stroll  
Video for StoryWalk  
Three Holiday Open House Videos  
Video for Witches Night Out  
Video for #IsleShopSmall  
Video for #IsleShopSmall Round 2  
Ham-o-Ween events video  
Holiday events and Happy Holidays videos

 Visit Smithfield VA  
Published by Lois Tokarz

Rewind a few weeks and visit [Mansion on Main Smithfield](#) with us from our Wednesday WanderLove Challenge in December when co-hosts Judy and Kristin offered a tour of this historic treasure. Planning a wedding or a romantic weekend? This B&B is the perfect venue - it's like staying in a Victorian Museum! #wanderloveva #loveva #HamptonUSA #VisitSmithfieldVA #smithfieldva Virginia is for Lovers

## WEDNESDAY WANDERLOVE Challenge

[GENUINESMITHFIELDVA.COM](#)

Take a tour of the Mansion on Main B&B

14,174 People Reached      906 Engagements

Like 60      Comment 2 Comments 8 Shares

Boost Post

# DIGITAL REPORT

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

January 1, 2020 through December 31, 2020  
78K sessions, 60K users, 142,013 page views

Facebook:

As of January, 2021  
Page Likes: 14,128, Followers: 14,215



Twitter:

As of January, 2021  
624 Followers



Instagram:

As of January, 2021  
1,930 Total Lifetime Posts  
2,148 Followers



Pinterest:

January 1, 2020 through December 31, 2020  
60K Impressions  
37.29K Total Audience  
2.25K Engagements



Emails:

5,553 active email subscribers

"Where the Locals Go" Weekly E-Newsletter



Where the Locals Go...

June 25, 2020

Roller Skates: Live at 12:05  
June 25 at 12:05 p.m.



Presented by the Isle of Wight County Museum, Director Jennifer England shows off some roller skates in the collection and shares a bit of history about roller skates as well. This will perhaps inspire you to roll down your street with some wheels of your own.

Kayak & Paddle Board Rentals  
Kayak Lane, Smithfield  
Weekends, 9:00 a.m. to 5:00 p.m.



Windsor Castle Kayak Rentals are open June 13 through September 6 and offers single kayaks, tandem kayaks and paddle boards at a state of the art kayak launch. Explore waterways and view wildlife! Single Kayaks and Paddle Boards \$10 per hour and Tandem Kayaks are \$20 per hour. Rental includes life jacket and paddle. For more information call 757.542.3109.



Visit Smithfield & Isle of Wight County...  
We're Just Around The Corner. Check out our newest video below.

[https://www.youtube.com/watch?v=Yu0WP\\_dE8-o](https://www.youtube.com/watch?v=Yu0WP_dE8-o)

BBQ, Produce and Meat Tent Sale  
Finley's General Store and Southern Boutique, 23305 Sugar Hill Road, Carrollton  
Thursday, June 25 from 10:00 a.m. - 2:00 p.m.



Big Daddy's BBQ and Burroughs Land Farms will be in the Finley's parking lot off of Route 17 with fresh vegetables and meat for sale. For more information call 757.745.7207.



Downtown Farmers Market  
Saturdays, from 9:00 a.m. to 12 noon  
BSV lot, Main Street, downtown Smithfield



Painting Perfection Workshop  
June 27, 2020 or July 18, 2020  
Saturday from 10:00 a.m. - 12:00 noon  
Instructor Barbara Lively Mastaglio

Have you been painting alone during quarantine but nothing is complete? Take your unfinished paintings from dull and uninspired to finished and fabulous! Bring a painting you've started or a finished painting for a critique by award winning artist Barbara Mastaglio. She will help you work thru it and teach the skills you need to complete your painting to perfection! Enroll for one or both sessions. Ages 16+, space is limited to 5 participants each session. Cost is \$65 for members, \$75 for non-members. To reserve your space, register by June 25 for the June Class and by July 16 for the July session. (Please wear your face mask to class) For more information or to register, call the Arts Center@319 at 757-357-7707 or send e-mail to [info@smithfieldarts.org](mailto:info@smithfieldarts.org). You may also enroll through the website [www.SmithfieldArts.org](http://www.SmithfieldArts.org)

Vendor focus is on produce and meats. The market will be following CDC Guidelines. For more information call 757.357.2214 or email [tfrantz@isleofwightus.net](mailto:tfrantz@isleofwightus.net)

# SALES



- Sales blitzes to over 15 Williamsburg area timeshares  
*All materials created in-house*  
Sales blitzes in January and August through December (due to COVID, no sales blitzes February through July)
- Sales blitz to Pennsylvania AAA Offices in November, sponsored by Virginia Association of Destination Marketing Organizations (VADMO)



# DESIGN SERVICES

for other town  
and county departments

- **Isle of Wight County Administration:**  
Created covers for budgetary and legislative documents, Newcomer's Guide updated, Board of Supervisors Display
- **Town of Smithfield & Isle of Wight County Museum:**  
Interpretive panels for Windsor Castle Park Outbuilding displays
- **Isle of Wight Emergency Services:**  
Images for their webpage, COVID testing flyer
- **Isle of Wight and Town Green Team Initiative:**  
Poster, Facebook cover image, postcard

- **Isle of Wight County Museum:** Events posters updated quarterly, Designed Theater Exhibit, Sandbox signage, Steamboat Exhibit, Colonial Isle of Wight and Milk bottles Display signage, Children's Exhibit area, "Behind these Walls" logo, panel for English Phone Booth, Indian Display signage, LOVE postcard
- **Isle of Wight Economic Development:** "Reopen and Rebound" materials, Small Business Grant materials, #IsleShopSmall Gift Card Program materials (Rounds 1 and 2)

# SPECIAL EVENTS

Events coordinated and/or supported by Tourism

Much of 2020 was spent dealing with the effects of Covid-19 on tourism stakeholders, and events.



January's BOB Fest was one of the few events not cancelled due to COVID.

## Smithfield Farmer's Market (See Farmers Market Report)

### Picker's Markets:

June, July, August, September, October, November (averaged 8 vendors per market, with about 250 attendees per market)

### January:

BOB FEST (Sold Out, 2500 attendees)

### January/February:

Restaurant Week (16 participants)

### March:

St. Patrick's Parade cancelled

### April:

Smithfield Wine & Brew Fest cancelled

### May:

Vintage Market cancelled

Smithfield Arts Festival cancelled

National Tourism Month Breakfast cancelled

### August:

Story Walk-in conjunction with the Smithfield Library (422 children participated/Prize: ice cream)

Boardwalk Art Show cancelled

### September:

Isle of Wight County Fair cancelled

### October:

Vintage Market cancelled

Bacon, Bourbon Music Fest cancelled

Safe Trick or Treat/Ham-o'-Ween cancelled

Hog Jog, Souper Saturday, Court Day cancelled

Autumn Art Show HELD! Along Hayden's Lane and at the Smithfield Times Gazebo. 15 Artists – 300 (low attendance due to severe weather issues)

Story Walk-in conjunction with the Smithfield Library (287 children participated/Prize: candy)

Scarecrow Stroll: A Tourism/business event/collaboration contest 15 business/attractions participated by decorating a scarecrow in front of their establishment.

Tourism organized a contest among the entries and invited folks to cast a vote for their favorite at the Visitors Center. A random entry of the 218 votes cast was the recipient of dinner at the Inn (provided by Tourism) and an overnight stay (donated by the Smithfield Inn).



The Scarecrow Stroll was a popular event along Main Street.

### November:

Holiday Open House Weekend HELD! Very successful! (2,000)

### December:

Light Up Main cancelled

Christmas in Smithfield cancelled

Christmas Mistletoe Market cancelled

Smithfield Christmas Parade cancelled

Photo Station & Santa's Mailbox (at the Times Square Gazebo, "Illuminate the Lane" on Hayden's Lane: HELD.

Provided by the Horticulture Society of Smithfield

Story Walk-in conjunction with the Smithfield Library (128 children participated/Prize: Beanie Baby adoption)

## Genuine Merchants of Downtown Smithfield (GMOD's)

### Supported Events:

Galentine Night Out

Takeout Tuesday

Sidewalk Sale

Three WanderLove

Facebook Live Strolls

14 WanderLove

Facebook Live

Shopping Challenges

(November - December 2020)

Scarecrow Stroll

Witches Night Out

Elves Night Out



Witches Night Out featured shops open late and "Paddling on the Pagan."

## "WHERE THE LOCALS GO"

Tourism's weekly e-blast newsletter to 5,500 subscribers continued in 2020 listing boutique events, Farmer's Market and the many virtual events done by Tourism and the Isle of Wight County Museum: monthly guided tours, programs and lectures, "27 Stories in Stone" (special online programs designed during Pandemic), "Behind These Walls" (9 special online programs featuring local historic structures) and weekly "Live at 12:05.

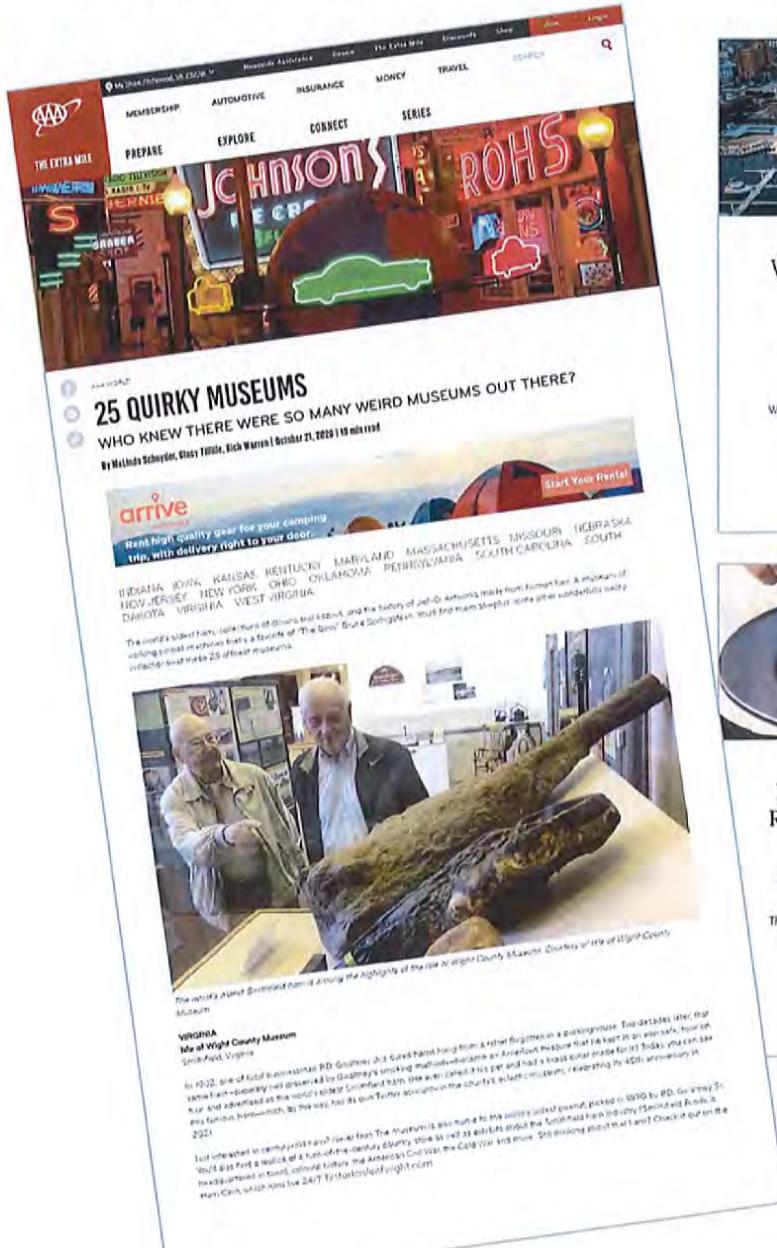
# PUBLIC RELATIONS

## ARTICLES, BLOG FEATURES, etc.

- PostandCourier.com feature on "World's Oldest Ham," November
- Updated blog on Virginia.org, "22 Virginia Small Towns You're Going To LOVE," November
- Blogs on Virginia.org, "But Did You Know...The History of Virginia Peanuts?" November, "WanderLove Road Trip from Williamsburg to Norfolk," October, "Fine Dining on a Budget: Restaurant Weeks around Virginia," November
- Hotels4Teams.com feature on "Roadside Attractions in all 50 States" (oldest ham)
- Insider.com feature on "Iconic Food in Every State," July
- Listing on Virginia.org blog "Virginia's Farmers Markets: How to Get Fresh Produce, Meats, & More While Social Distancing," April
- ClubAlliance/AAA.com "Extra Mile Blog" for AAA World, feature on "25 Quirky Museums," October
- Editor and Marketing Director for Coastal Virginia Magazine visited and wrote a blog post: "Ham it up in Smithfield" for CoastalVAMag.com, November

## PUBLIC RELATIONS & NEWS RELEASES

- Update and maintain 50+ listings on Virginia.org
- Update and maintain wedding listings on Virginia.org
- Update and maintain listings on SaltySouthernRoute.com
- Updated 2020 VA Travel Guide listings
- WanderLove Video displayed at Norfolk International Airport's Visitor Welcome Center
- News Release on 2020 Special Events
- News Release on National Tourism Week
- News Release on Marketing Leverage Recovery Grant from Virginia Tourism Corporation WanderLove Grant Award
- News Release on Town of Smithfield Mask Giveaway
- News Release on News Release: VTC Economic Impact Numbers
- News Release on two #IsleShopSmall Gift Card Match Programs
- News Release on Marketing Leverage Grant from Virginia Tourism Corporation received and on the theme of Family Field Trips
- New photography sent to Virginia Tourism Corporation for use on statewide promotions



The screenshot shows a blog post titled "25 QUIRKY MUSEUMS" by Linda Schreyer, Stacy Tiffie, and Rich Warren (October 21, 2020) with a 10-minute read time. The post features a large image of a neon-lit building with signs for "J.C. Johnson's" and "ROHS". Below the image, there's a section for "ARRIVE" rentals with a "Start Your Rental" button. The post discusses the history of quirky museums and includes a photo of two men looking at a large, long object in a museum.



### WanderLove: A Road Trip From Williamsburg to Norfolk

COASTAL VIRGINIA - HISTORIC BUDS, FALL IN VIRGINIA, HISTORY, OUTDOORS, SOUTHERN VIRGINIA, TRAVEL IDEAS

Wanderlust is defined as a strong desire to travel, but here in Virginia, we call that feeling...

[CONTINUE READING](#)



### But Did You Know...The History of Virginia Peanuts

COASTAL VIRGINIA - HAMILTON ROAD, FOOD, HISTORY, SOUTHERN VIRGINIA, TRAVEL IDEAS

Virginia has become well-known for its gourmet peanuts, with farmers in the southeastern portion of

[CONTINUE READING](#)



### Fine Dining on a Budget: Restaurant Weeks around Virginia

CUISINE, DEALS & DISCOUNTS, FOOD, TRAVEL IDEAS

The beginning of restaurant week season is here, and we can't wait to try all the gourmet goodies...

[CONTINUE READING](#)



### Virginia's Farmers Markets: How to Get Fresh Produce, Meats, & More While Social Distancing

COASTAL VIRGINIA - FOOD, HISTORY, OUTDOORS, SOUTHERN VIRGINIA, TRAVEL IDEAS

If you're like us, you probably look forward to spring and the reopening of Virginia farmers markets...

[CONTINUE READING](#)

Blogs featuring Smithfield and Isle of Wight on Virginia.org

# FARMERS MARKET



	SMITHFIELD FARMERS MARKET	CARROLLTON FARMERS MARKET	OVERALL TOTALS <i>both markets)</i>
REPORTED GENERATED SALES BY ALL VENDORS	\$346,852	\$10,869	\$357,721
REPORTED VENDOR SALES FEES BY ALL VENDORS	\$17,801	\$612	\$18,413

*Note: Based on last year's numbers & this year's trend, if we had been able to market and charge fees in March, April and May, market overall sales and sales fees would have been higher than for the 2019 Season.*

- Maintained Community Interaction and Vendor and Sponsor recognition through the Annual Vendor Appreciation Event in January for market vendors and sponsors. The event was highlighted on Social media
- Provided four Training and Educational Sessions for market vendors in coordination with other area farmers market managers, the Virginia Tech Extension Office, Virginia Department of Agriculture and Consumer Services and tourism staff
  - January: Social Media, Merchandising, Customer Service & Pricing
  - February: Safety at the Market
  - March: How to Connect in the Community with Partnerships
  - April: Virtual Website Workshop via Zoom
- Visited over 12 vendors January through April and in late fall. Created videos and images for use on social media and on the Farmers Market website
- Market season was delayed due to the COVID-19 Coronavirus
- Market started back with restricted Drive-thru market in early May in Smithfield Middle School parking lot
- Transferred to downtown walk-thru market in mid-May with market imposed social distancing and vendor required Personal Protective Equipment (PPE), following official COVID-19 guidance maintained through the remaining market season
- Awarded \$3,000 Food Access Grant provided by an anonymous benefactor for the purpose of purchasing fresh produce from local farm vendors and providing the food Christian Outreach Program, the local area food bank. Grant funds covered the hours of the market personnel and costs incurred by the farm vendors.

## SMITHFIELD FARMERS MARKET:

### Number of Markets:

35 (5 cancelled due to COVID, 2 cancelled due to the weather)

### Number of Attendees:

25,000 - 38,000 for the season (800 - 1200 per market)

- 35 - 40 vendors on average per week (COVID restrictions)
- Promoted the market on social media, newspaper articles, community calendars, signage and event scheduling
- Coordination of weekly musicians/bands at each market
- Coordination of sponsor's market appearances and media advertising for sponsors
- Coordination of participating non-profit vendors as a community service

## CARROLLTON FARMERS MARKET:

### Number of Markets:

10 (2 rained out/cancelled)

### Number of Attendees:

800 - 1,000 for the season (80 - 100 per market)

- 8 - 10 vendors on average per week (COVID restrictions)
- Promoting the market on social media, newspaper articles, community calendars, signage and event scheduling
- The Carrollton Midday Christmas Market, originally scheduled for November 28th was cancelled due to COVID-19 restrictions. Another Smithfield Farmer's Market was held instead as a result of Farmer's Markets classification of "essential food source" by the VA Farmer's Market Association and the CDC.

# ECONOMIC iMPACT

Source: VATC.org/research/economicimpact/

	2016	2017	2018	2019	PERCENT CHANGE
<b>Employment</b>	399	407	406	430	5.9%
<b>Expenditures</b>	\$39,936,568	\$41,928,500	\$43,244,690	\$45,146,911	4.4%
<b>Local Tax Receipts</b>	\$923,690	\$953,438	\$963,646	\$1,005,455	4.3%
<b>Payroll</b>	\$8,004,312	\$8,422,225	\$8,616,070	\$9,289,318	7.8%
<b>State Tax Receipts</b>	\$1,948,018	\$2,020,498	\$2,054,728	\$2,165,025	5.4%

These summary profiles represent locality-specific travel-related data kept by the Virginia Tourism Corporation for the years 2015-2018. 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

7 Tours presented, 77 participants  
NATO Virtual Tours, 55 participants  
Nursing Home, 8 participants  
259 Hospitality Bags distributed

## ViSiTOR COUNTS

	INDIVIDUALS	# FIRST TIME	TOTAL TOUCHES*
January	606	267	1501
February	605	249	995
March	363	152	515
April	0	0	198
May	100	48	390
June	612	255	822
July	793	389	1435
August	1380	500	2425
September	885	420	2242
October	1291	515	2428
November	1093	334	1966
December	909	284	1962
<b>TOTALS</b>	<b>8637</b>	<b>3413</b>	<b>18,578</b>

"Total Touches" is the number of brochures distributed at Williamsburg timeshare sales calls, the number of brochures removed from the after-hours kiosk at the Visitor Center, the number of hospitality bags distributed, visitor counts from the Isle of Wight County Museum and their monthly tours, and participants in tourism sponsored group tours.

**SAFETY IS  
OUR  
COMMITMENT**

To You & Our Employees



# ORGANIZATIONS



ELLY CONDIT

## **Smithfield 2020:**

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

## **Virginia Association of Destination Marketing Organizations:**

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

## **Virginia Tourism Corporation:**

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

## **VRLTA-Virginia Restaurant Lodging Travel Association**

- Director is new Board Member
- Member

## **Coastal Virginia Tourism Alliance:**

- Director is 2019/2020 President for CVTA
- Member
- Support regional CVB/DMO Tourism efforts
  - National Tourism Week
  - Regional Website
  - Professional Development
  - Regional Marketing efforts
  - Advocacy

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

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

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

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

## **Member of...**

- Regional Visitor Center Manager's Group**
- Virginia Motor Coach Association**
- Pennsylvania Bus Association**
- Isle of Wight County Wellness Committee**
- Blackwater River Advisory Board**
- Horticulture Society of Smithfield**
- GMOD's (Genuine Merchants of Downtown Smithfield)**
- Smithfield Special Event Committee**
- Smithfield Green Team Initiative**
- Virginia Association of Farmers Markets**

## **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 2017, 2018, 2019 State Symposium*
- Director is Chair of 2020 State Symposium (online)*

### **Coastal Virginia Tourism Alliance**

- Director has served as President in 2018, 2019 and 2020*
- Smithfield 2020*

### **Smithfield 2020**

- Director serves on Executive Committee in charge of promotions*
- Smithfield VA Events*

### **Historic Saint Luke's Church**

- Director serves on Executive Committee*

### **Historic Smithfield**

### **Smithfield Farmers Market**

### **Isle of Wight Commission on Aging**

### **Ivy Hill Cemetery**

### **Isle of Wight Arts League**

### **Isle of Wight County Fair**

### **Smithfield Little Theatre**

### **Virginia Restaurant, Lodging and Travel Association**

# MEETINGS & TRAINING

## SPEAKING ENGAGEMENTS:

North Suffolk Rotary Speaking engagement, June 26  
Smithfield Rotary Club, October 8  
Town of Smithfield Training Day  
Chamber of Commerce Student Leadership Institute

## MEETINGS & CONVENTIONS:

"What's New" Media Event at Virginia Tourism Corp., February  
Monthly online meeting with Louder Agency on Search Engine  
Optimization of website  
Weekly partner check-in Zoom meeting with Virginia Tourism Corp.  
Zoom meeting on Governor's new guidelines with Virginia  
Restaurant, Lodging and Travel Association  
Industry group call with America Tour Association, "Virginia  
Sharing Session," June  
Zoom meeting on Virginia Tourism Corp. WanderLOVE Grant  
Zoom call with Virginia Tourism Corp. on Drive 2.0 Project

## TRAINING & WORKSHOPS

Virginia Farmers Market Association's Market Manager Course  
completed & certification attained, January - April  
"Assessing Your Town: How We Perform a Destination  
Assessment," webinar, January  
"The Five Most Important Tourism Amenities," webinar, February  
County Website Editor Training and Content Management  
System Training, January  
Destination Development Association Webinar "Dealing with the  
Corona Virus in Hospitality and Tourism," March  
"Double your Instagram Following" webinar, March  
"How to Hit Publish and Build Profits with Content Marketing,"  
webinar, March  
"Putting Your Action Plan to Work," webinar, April  
Destination Development Association Webinar "Keeping the  
Dream Alive- Some inexpensive ideas to attract visitors once  
we're through the pandemic," April  
Two TripAdvisor Webinars, April  
Cares Act Webinar, April  
Venue Insights Webinar, April  
"Market Ready: Farm to eCommerce" Webinar, April  
Facebook Webinar, April  
Main Street Webinar, April  
USTravel Webinar: "Marketing Advice to Combat an Economic  
Downturn" April  
"COVID-19: Resources for Our Communities" Webinar, May  
"SCORE" Webinar, May  
Destination Development Association Webinar "Rebooting After  
the Pandemic," May



"How Can Main Street Thrive after COVID-19" Webinar, May  
"Leading by Example: Lessons in Race and Racism," Webinar, June  
Destination Development Association Webinar "Top 5 Marketing  
Priorities Right NOW," June  
GoToWebinar "The Ugly, The Bad and The Good: Using Data to  
Determine Travelers' Next Steps," June  
"The Shared Responsibility of Traveler Health and Safety"  
Webinar, June  
"Lessons in Race and Racism: A Continued Discussion," Zoom  
Meeting, June  
"Coronavirus: Cleaning and Disinfecting Your Workplace"  
Webinar, July  
"CDC Guidelines for Making & Using Cloth Face Coverings"  
Webinar, July  
Cardiopulmonary Resuscitation Training, July  
Training for Town of Smithfield new Website, July  
Destination Development Association Webinar "Working  
Together as One Incredible Team," July  
"Planning for Recovery Amid Rising Cases and Shifting Consumer  
Sentiment," July  
County Diversity Training and COVID Training completed by all  
staff, August  
Destination Development Association Webinar "How to  
Effectively Communicate with Local Businesses," August  
Virginia Green Initiative Webinar, August  
Virginia Restaurant, Lodging and Travel Association, Member  
Webinar: "How to comply with the new COVID-19 Emergency  
Temporary Standards," September  
Virginia Restaurant, Lodging and Travel Association Zoom  
Webinar: Drive Tourism 2.0, September  
"Creative Ideas to Pull Customers into Shops and Eateries on a  
Minuscule Budget," September  
"Rebuild Virginia" Grant Webinar, September  
"The new Facebook," October  
Virginia Tourism Corporation Webinar "The African-American  
Traveler Experience," October  
"Demographics, Data, & Diversity: Understanding Your  
Community," Webinar, October  
"Diversity in Destination and Events," November  
Destination Development Association Webinar "Marketing in  
Uncertain Times - What to Do?/What to Avoid?," November  
Virginia Tourism Corporation Webinar  
"Drive Tourism 2.0," December  
"Preparing for the Recovery with Adam Sachs," Webinar, December  
"Shift Happens," Webinar, December  
"What a Year! Finding the good in 2020 and Looking forward  
to 2021," Webinar, December

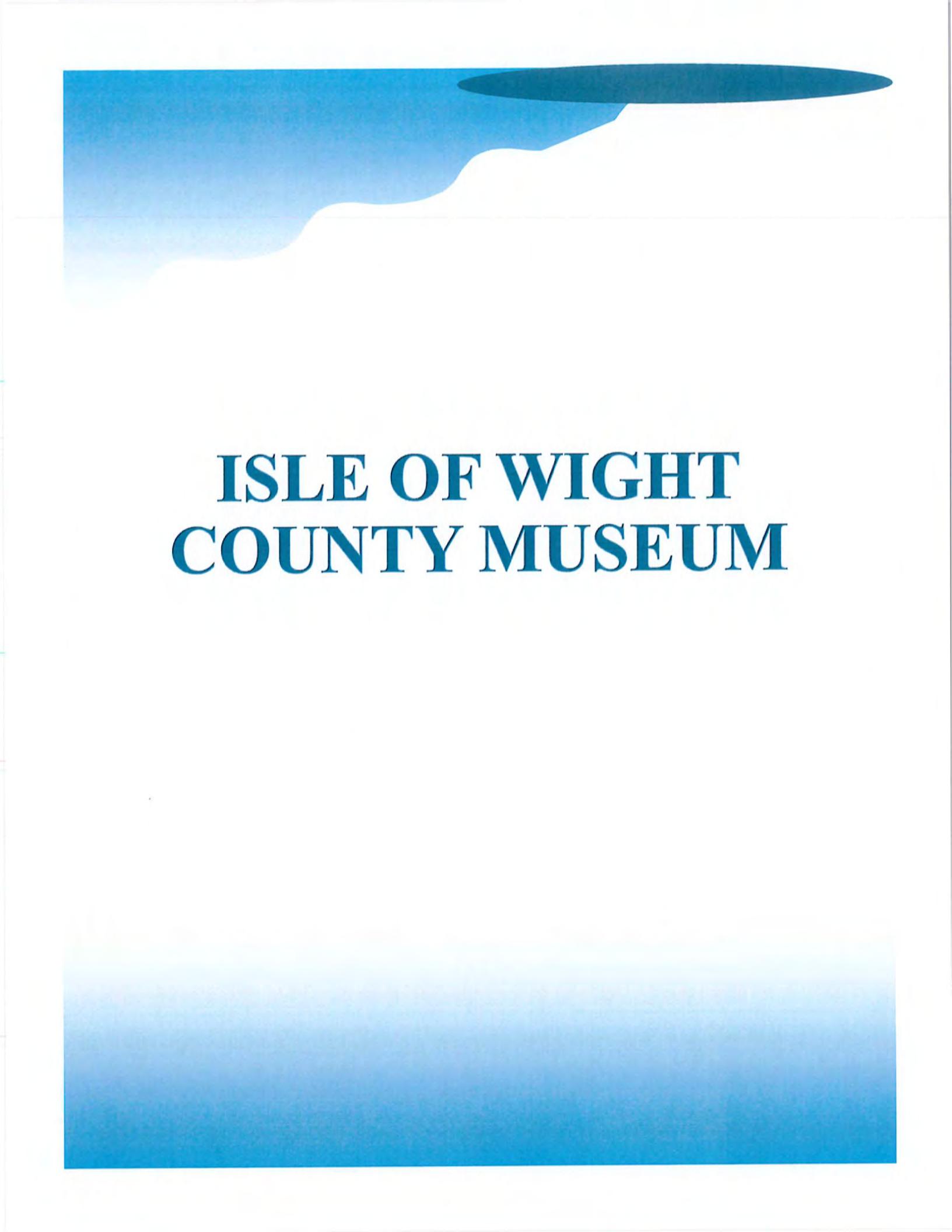


# 2021 iNITiATiVES



- ★ Golf Cart Initiative to allow golf carts from Moonfield, Red Point Heights and beyond into the Historic District for shopping, dining and economic uplift.
- ★ Continued TV, Video and movie production.
- ★ Create, highlight and promote boutique events until Covid-19 safe.
- ★ Drive 2.0 Grant from Virginia Tourism Corporation
- ★ Continue succession planning for department.
- ★ Continue to work with Virginia Tourism Corporation and Virginia Tech 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 advance more opportunities for recreation and tourism.
- ★ Launch the Smithfield Arts Festival, a new Spring/Summer Event, as a celebration of visual arts, performing arts, culinary arts and the art of fashion. (If possible in 2021 due to Covid)
- ★ Post Covid: Continue to assist Smithfield VA Events to maintain and promote three large annual events: Smithfield Wine & Brew Fest in April, the Genuine Smithfield Bacon, Bourbon and Music Fest in September and BOB Fest (Oyster Fest) in January.
- ★ Continue to saturate the Williamsburg, Coastal Virginia and Richmond markets, especially through sales calls to timeshares and social media.
- ★ Continue to explore inexpensive ways to market regionally in the larger Mid-Atlantic region, including the D.C. area, Richmond, Pennsylvania and parts of North Carolina.
- ★ Continue to position Smithfield and Isle of Wight as a popular Destination Wedding location.
- ★ Organize a Zoom Meeting for local wedding vendors to brainstorm promotional ideas and ways to collaborate efforts.

- ★ Work to increase visitation by travel writers and bloggers and work with Social Media "Influencers."
- ★ Continue to find editorial opportunities for our destination's attractions and events.
- ★ Focus on tours, group business and expanding Smithfield and Isle of Wight County as an overnight destination
- ★ Continue "Community Ambassador" Program to work with community leaders to bring groups that they belong to (either business, government, fraternal or social) to Smithfield and Isle of Wight County to support the hotels and meeting destinations.
- ★ Continue to promote recreational trails (by land and sea) walking, running, bikes and canoes and kayaks especially during and post Covid.
- ★ Work with Genuine Merchants of Downtown Smithfield group to plan and implement special promotions throughout the year
- ★ Bring back Rack Brochure and Visitor Center kiosk programs
- ★ Continue Search Engine Optimization on new website
- ★ Tourism Season Kickoff event in February
- ★ Continue to grow successful Smithfield & Isle of Wight County Restaurant Week Program. Consider expanding to twice a year.
- ★ Continue to manage and support Smithfield Farmer's Market, the Evening Mistletoe Market and the Smithfield Vintage Market Events. The Spring Vintage Market (a weekend event in May) will continue to grow at the Isle of Wight County Fairgrounds and the Downtown Autumn Vintage Market (September) will continue as a boutique-style show and will remain downtown .
- ★ Initiating recycling efforts for the Smithfield Farmers Market to include introducing reusable produce bags via a program that rewards shoppers via a punch card system. Pursuing the feasibility and cost associated with additional recycling bins being available at the market, and possibly solar-powered compactable trash bins.



# ISLE OF WIGHT COUNTY MUSEUM



# Town of Smithfield

## Isle of Wight County Museum



### Annual Report 2020

J.L. England, Museum Director

# Notable

- **COVID-19 Pandemic**

- The museum was closed to the public from March 18 until July 5.
- When the museum reopened on July 6, multiple safety protocols were in place including the use of plexiglass shielding for the staff member seated at the front desk, mask requirements, social distancing, the regular cleaning and sanitizing of high-touch surfaces and the removal/limitation of interactive exhibits and displays.
- Staff used the closure to deep clean everything inside the museum, accelerate projects and develop more intensive use of online programming and outreach via social media and video production.
- Financials and statistics reflect a decrease in visitation, programming, outreach lectures, donations and sales.



- **Staffing Changes**

- Longtime Curator Tracey Neikirk moved to Maryland, and Mike Holtzclaw was selected as the new museum curator. Docent Dee Campbell was also hired.

- **Volunteers**

- Volunteers donated 703 hours to the museum in 2020. The estimated hourly value of volunteer time from the Independent Sector for 2019 was \$27.20 giving the museum an estimated yearly savings was \$19,122.

- **Video Production and Livestreaming Events**

- Due to the pandemic, museum staff augmented our livestreaming engagement and video production in order to connect with visitors, supporters, fans and the community. Many of our scheduled special events became livestreaming events. This flurry of activity was – and continues to be - **VERY SUCCESSFUL** with recognition from organizations, individuals and the community.

- **Behind These Walls.** This bi-monthly video series began in October and showcases the stories behind compelling structures in Isle of Wight County. View all episodes here: [www.historicisleofwight.com/behind-these-walls.html](http://www.historicisleofwight.com/behind-these-walls.html).

Total videos: 7.

- **LIVE at 12:05.** This series has been a staple for several years, but by taking these videos to a livestreaming format on Facebook, we were able to move viewers into different areas of the museum and take visitors off-site. Productions are hosted every Tuesday and Thursday and remain viewable on the museum's Facebook page.



- **More Livestreaming.** Additional livestreaming video series were created including Isle of Wight County Spelling Bee, Stories in Stone, Guided Tours of Windsor Castle and Brick by Brick. Total productions: 44.
  - **Special Events.** Some of our scheduled events became livestreaming events. Total productions: 10.
- **Schools**
  - This year's interaction with public and private schools was limited. While we regularly offer programming in the museum and off-site to augment all grade levels in history, math, science, language, art and music, this year's engagement did include Isle of Wight County Schools, private schools and homeschool groups. In 2020, we saw 239 students and teachers.
- **Community Involvement**
  - We worked with numerous organizations in 2020 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, Windsor Castle Foundation, Isle of Wight County Historical Society, Smithfield VA Events, 1750 Courthouse, Warwick County Historical Society, Ivy Hill Cemetery, Lee Hall Train Station Foundation, Christopher Newport University, Isle of Wight-Smithfield-Windsor Chamber of Commerce, Blackwater Regional Library, Hampton Roads Planning District Commission, Williamsburg Regional Library, local authors, area group homes, area churches, Old Dominion University, Veterans of Foreign Wars Post 8545, Genuine Merchants of Downtown Smithfield and more.
- **Other Involvement**
  - We are also engaged with other organizations beyond Hampton Roads to include Virginia Commonwealth University, Civil War Trails, Virginia Department of Historic Resources and the University of Richmond.
- **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 farming and logging tools, a remnant of a IX-inch shell fired from the USS *Galena* on Fort Huger and a typesetting cabinet from the *Smithfield Times*.
- **Other**
  - Museum staff serves in varied capacities for the Town of Smithfield and Isle of Wight County.

## Museum Stats and Updates

- **Visitation:** 3,520
- **Special Events.** 49 events were planned for 2020 including our annual Pan Ham photo contest. Four events were canceled entirely while many became virtual events via Facebook livestream. Outdoor walking tours were able to proceed as scheduled.
- **Groups/Tours.** 14 different groups visited the museum for specialized tours/programs and 4 different groups visited our historic sites (Fort Huger, Fort Boykin, Boykin's Tavern, Windsor Castle and Nike Park) for specialized programming.
- **Outreach.** Staff performed 19 outreach programs while 12 were canceled. Over the summer, staff hosted in-person history-themed programs for Isle of Wight County Parks and Recreation's Summer Blast Camps held at Nike Park and at Windsor Town Center.
- **Gift Shop.** Sales were lower as expected, but they were only 25% lower than usual. Additionally, the museum was able to participate in the Isle of Wight County Chamber of Commerce's Gift Card Match program.
- **Exhibits/Books**
  - Deep Cleaning. The museum received a thorough deep-cleaning during the 3-month closure.
  - Minor enhancements were made to multiple exhibits in the museum to



include new panels for our archaeological sandbox, front entrance and the First Residents exhibit.

- Magnolia. Our porcine statue was pulled from her outdoor location in July for structural repairs and paint. She patiently awaits a return to her spot in early 2021 once repairs are made to the brickwork outside the museum.
- Museum Theatre. This space was enhanced with a redesign which will be fully complete by early 2021. The museum also produced a new orientation film for visitors.
- *Dr. Purdie's Papers*. This book will be published in January 2021 in conjunction with the Isle of Wight County Museum Foundation. This year was spent proofing and designing this publication.



## Financials

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• Total Gift Shop Sales:	\$ 8,044.82
• Admission:	\$ 4,386.95
• Donations:	\$ 1,070.97
• Program/Lecture Fees:	\$ 42.00
• <b>TOTAL:</b>	<b>\$ 13,544.74</b>

## Social Media/Website /Media Coverage/Promotion

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- Media coverage in 2020 was significant and produced deeper interaction on social media. Multiple news outlets were impressed with the museum's use of livestreaming programming/video production. Stories were generated by the local standards like the *Smithfield Times*, *Daily Press* and local news stations, but we also received mention and coverage from niche outlets like the podcast *Secretly Incredibly Fascinating*, *AAA World Magazine* and publications highlighting VCU's Virtual Curation Laboratory's 3D scanning efforts with museum collections. The museum did host several chickens during the 3-month closure. This publicity event was well-received.



- 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 2020, several mascot interaction projects developed to generate cross-promotion and interest. This year's cross-promotional projects included #MuseumWeek, #Museum30, #12DaysOfMuseumMascots and #CuratorBattle.



## Fort Boykin and Fort Huger

- Staff regularly schedules and hosts tours of these sites.

## Boykin's Tavern

- Staff regularly schedules and hosts tours of the site.
- Interpretive signage for the tavern's first floor was installed to allow for self-guided tours.



## Windsor Castle

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- The timeline in the house's basement was completed in January. Exhibits in the kitchen/laundry, slave quarters, smokehouse and farm manager's office – as well as the accompanying exterior interpretive signage for the site - will be complete by spring 2021.
- Staff regularly schedules and hosts tours of the site.



## Nike Park

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- Staff regularly schedules and hosts tours of the site.
- With the pandemic, the Nike-Ajax missile's conservation and interpretation are on hold.