



2022 COUNCIL MEMBERS:

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

Town Manager – Michael R. Stallings, Jr.

**Town of Smithfield,
Virginia**

2022 ANNUAL STATISTICAL REPORT



CLERK OF COUNCIL REPORT

2022

ACTION ITEMS APPROVED BY TOWN COUNCIL

AGREEMENTS/CONTRACTS



03/01/2022 Motion to accept an updated Subdivision Agreement. Motion passed.

04/05/2022 Motion to accept the amended Subdivision Agreement for Church Square. Motion passed.

09/06/2022 Motion to Award the Construction of a Metal Building to House the Town's Vac-Truck to Harrellsville Metal Works. Motion passed.

10/05/2022 Motion to approve Right of Entry Agreement for Washington and James Street for Luter Acres. Motion passed.

10/05/2022 Motion to approve Cypress Creek Subdivision Agreement for Section 2 of Phase 6. Motion passed.

APPOINTMENTS / REAPPOINTMENTS / ELECTIONS



01/04/2022 Motion to accept Mayor Williams's reappointment of Randy Pack, Charles Bryan, and Michael Swecker to the Smithfield Planning Commission to refill their expiring terms. Motion passed.

01/04/2022 Motion to accept the nominating committee's recommendation to reappoint Laura Kvech-Brown to the Board of Historical and Architectural Review. Motion passed.

05/03/2022 Appointment of Randy Pack and Renee Rountree to Nominating Committee to fill the unexpired term of Tristian Barnes on the Board of Zoning Appeals. Motion passed.

06/07/2022 Motion to recommend Appointment to fill the Unexpired Term of Tristian Barnes to the Board of Zoning Appeals. Motion passed.

06/07/2022 Motion to Recommend Reappointment to fill the Expiring Term of Gregory Brown to the Board of Zoning Appeals. Motion passed.

BUDGET

01/04/2022 Motion to authorize a revised amount of ARPA funds used to provide public wayfinding signs. Motion passed.

02/08/2022 Motion to approve the purchase and installation of by-pass pumps for Jordan Drive and Moonefield Drive Pump Stations previously approved with ARPA funds. Motion passed.

03/01/2022 Motion to approve the use of ARPA funds to update software to a new server for the town's online payment system. Motion passed.

03/01/2022 Motion to authorize purchase of a budgeted tractor for use by the Public Works and Utilities Department. Motion passed.

04/05/2022 Motion to authorize the purchase of excavator from Bobcat for use in the Town's Public Works Department. Motion passed.

04/05/2022 Motion to authorize the purchase of submersible pumps for the Crescent Pump Station, James Street Pump Station, and Morris Creek Pump Station. Motion passed.

04/05/2022 Motion to Allocate the Use of ARPA Funds on the following Projects:

Tourism:

- Assist in Rebuilding the Gazebo at Smithfield Square

Parks and Recreation:

- Lighting, Public Restrooms/Press Box/Concession Stand for the Football Field at Luter Sports Complex
- Maintenance Buildings at Luter Sports Complex and Windsor Castle Park
- Resurfacing of the Trails in Windsor Castle Park
- Installing Automatic Sliding Doors and Rehabbing the Rear Deck at the Smithfield Center
- Removal of the Gazebo at Clontz Park and Installing a Pier that Provides ADA Access to the Boardwalk

Treasurer's Office:

- Scanners/Printers for each Workstation

Miscellaneous Request:

- Sidewalk Repairs Along Grace Street
- Add Pedestrian Crossing Push Button at the Intersection of Main and Church Street
- Earmark Some Funds to the Shared Use Path Along South Church Street.
- Flow Testing and Painting Fire Hydrants

Motion passed.

06/07/2022 Motion to Approve the Proposed Budget for Fiscal Year 2022-2023. Motion passed.

06/07/2022 Motion to Approve Pagan Road Drainage Design – Phase II by Kimley Horn and Associates in an amount not to exceed \$235,044.45 (ARPA funded project). Motion passed.

06/07/2022 Motion to Approve Employee Bonuses @ \$1,000 for all Full-Time Employees and \$500 for all Part-Time Employees. Motion passed.

07/05/2022 Motion to adopt Appropriation Resolution to Carry Forward Funds and Restricted Funds Appropriated in FY 2021/2022. Motion passed.

07/05/2022 Motion to adopt Appropriation Resolution for FY 2022/2023, effective July 1st, 2022. Motion passed.

09/06/2022 Motion to Approve Appropriation Resolution for Additional ARPA Funds to be Allocated to Windsor Castle Trail Repairs. Motion passed.

09/06/2022 Motion to Approve Appropriation Resolution for Contribution of \$800,000.00 to Isle of Wight County for FY 2022 – 2023 with Previously Approved ARPA Funds. Motion passed.

09/06/2022 Motion to Approve the Use of Additional ARPA Funds for Windsor Castle Park Trail Repairs. Motion passed.

11/01/2022 Motion to Approve Request to Expand Temporary Part-time Position to Regular Part-time Position in Parks and Recreation Department. Motion passed.

11/01/2022 Motion to extend the due date of the Personal Property and Real Estate taxes to December 31st, 2022. Motion passed with a 6-1 vote.

CLOSED SESSION

08/02/2022 Closed session for the purpose of discussing personnel matters 2.2-3711.A-1 and advice by legal counsel concerning a pending legal matter 2.2-3711.A-7 of the Code of Virginia.

09/06/2022 Closed session for the purpose of discussion of the award of a public contract involving the expenditure of public funds 2.2-3711.A-29 of the Code of Virginia.

10/05/2022 Closed session for the purpose of discussion of the potential award of public contract pursuant to 2.2-3711.A-29 of the Code of Virginia.

COUNCIL COMMENTS

02/01/2022 Councilwoman Butler reminded attendees that it was Black History Month and highlighted three community activities to celebrate African American contributions and achievements: visiting the Schoolhouse Museum, a “Lunch and Learn” 02/24/2022 at the Isle of Wight County Museum, and the walking tour at Windsor Castle Park.

02/01/2022 Councilwoman Rountree reported she did not receive an email regarding the Farmer’s Market project from the Isle of Wight Historical Society as was reported. She added that Farmer’s Market had gotten a new manager and all members at the Farmer’s Market Advisory Board had expressed excitement about the proposed permanent Farmer’s Market space.

02/01/2022 Councilman Pack suggested the placement of a speed monitoring device on Grace Street. Councilman Pack retracted a comment made at the previous Planning Commission meeting regarding his belief that the Planned Mixed-Use Development (PMUD) zoning was developed for use on South Church Street. He added that he would not recuse himself from the issue as it was about zoning, not the proposed development of the Pierceville Property.

02/01/2022 Mayor Williams commended Councilman Pack for his service on the Planning Commission.

03/01/2022 Councilwoman Haywood announced that she would not be seeking re-election in November.

03/01/2022 Councilman Hall reported that the blighted property at 1400 South Church Street had been demolished.

04/05/2022 Councilwoman Rountree asked for an update on a chicken issue in Wellington Estates and requested that the Council work more seriously on the process to allow golf carts over the Route 10 Bypass to access Town and the park.

04/05/2022 Councilwoman Butler thanked Town Council, Town Staff, and the Town Manager for showing their support for the late Mayor Chapman and his family at his funeral services.

05/03/2022 Councilwoman Haywood recognized and thanked the Public Works department for their outstanding work at the Reverse Osmosis Water Plant. She reported that May 11th-17th was Police Officer Recognition Week.

07/05/2022 Councilwoman Rountree recognized the Town, Parks and Recreation Department, and Manor House staff for an impressive job at a wedding ceremony held there.

08/02/2022 Councilwoman Butler discussed a newspaper article regarding a clerical error in her election information, apologized for the error, thanked the Town of Smithfield's citizens, and stated she would consider her future actions.

08/02/2022 Councilwoman Rountree reported that she would be attending the Farmer's Market task force meeting and would also be attending a tourism event.

09/06/2022 Mayor Williams asked that Council members please make an effort to attend more swearing-in and ribbon-cutting ceremonies.

10/05/2022 Councilwoman Haywood thanked the Police Department and Town Staff for a successful National Night Out.

10/05/2022 Mayor Williams thanked the Main Street Baptist Church for providing a venue for the National Night Out on such short notice.

10/05/2022 Councilwoman Butler thanked Main Street Baptist Church for their ongoing community outreach, including hosting a community clinic with Riverside that will possibly be held annually.

11/01/2022 Councilman Pack gave positive feedback from local business regarding Council enforcement of shipping container standards. He requested permission be granted to Town Staff to take further steps in enforcing yard clean-up for 223 Church Street after the homeowner had received multiple notices and violations.

12/06/2022 Councilwoman Haywood thanked the Town's citizens, the volunteers, and the Council members for working with her.

12/06/2022 Councilwoman expressed that Mayor Williams would be missed and wished Councilwoman Haywood well in her future endeavors.

12/06/2022 Councilman Hall stated that Mayor Williams had been a great example to follow and that he appreciated all the guidance he had given. He thanked Councilwoman Haywood for her work in maintaining the Town's status as a Certified Crime Prevention Community and her work on other Committees.



DEEDS

05/03/2022 Motion to accept Deed of Easement from property owners Joseph and Kimberly Owens at 216 Riverside Avenue. Motion passed.

07/05/2022 Motion to accept Deed of Gift from Gwaltney Realty Corporation. Motion passed.

12/06/2022 Motion to accept Deed of Easement at 655 West Main Street to be used for Emergency Exit of Lakeside Heights. Motion passed.

DONATIONS/CONTRIBUTIONS

05/03/2022 Motion to accept donation of land along North Church Street from Gwaltney Realty Group. Motion passed.

EMPLOYEE SERVICE AWARDS

Kenneth Bacon of Public Works	5 Years
Thurman Battle of Public Works	5 Years
Richard Hayward of Public Works	5 Years
Christopher Hewitt of Parks and Recreation	5 Years
Tonya Zari of Smithfield Center	5 Years
Samuel Johnson of Police Department	10 Years
Jeffrey Landrus of Public Works	10 Years
Lorrie Porter of Police Department	10 Years
Patrick Araojo of Police Department	15 Years
Courtney Roggmann of Smithfield Center	15 Years
LaFrances Timmons of Janitor Department	15 Years
Christopher Sexton of Janitor Department	15 Years
Kristi Kincaid of Police Department	25 Years
Alonzo Howell of Police Department	30 Years
Tony Davis of Reverse Osmosis Plant	1 Year
Mark Kluck of Planning Department	1 Year
Alan Lester of Police Department	1 Year
Jack Reed of Planning Department	1 Year
Larry Skeeter of Public Works	1 Year
Kate Wahl of Police Department	1 Year
Nadya Jaudzimas of Town Manager Office	1 Year

EMPLOYEES

01/04/2022 Kelly Confalone hired as Police Department staff.
01/10/2022 Resignation of Shaun Powell.
01/18/2022 Rachel Popp hired as Museum staff.
01/26/2022 Resignation of Paul Bancroft.
01/27/2022 Jeanette Simmons hired as Smithfield Center staff.
03/01/2022 Resignation of Chrystalyn Brown.
03/28/2022 Danielle Stauffer hired as Parks and Recreation staff.
04/05/2022 Promotion of Police Officer Chris McGough to Sargent.
05/09/2022 Jeff Johnson hired as Water Works Operator Trainee.
05/31/2022 Retirement of Annette Crocker.
06/21/2022 Resignation of Anthony Cooper.
06/22/2022 Resignation of Randell Gillespie.
06/27/2022 Resignation of Jacob Norton.
07/15/2022 Shannon Reyna hired as Museum staff.
07/22/2022 Resignation of Rufus Towns.
08/11/2022 Resignation of Kelly Confalone.
08/12/2022 Resignation of Trey Greene.
08/14/2022 Promotion of Robert Bowden to Crew Leader in Parks and Recreation.
08/28/2022 Resignation of Shannon Reyna.
08/29/2022 Christopher Darden hired as Police Department staff.
08/29/2022 Robert Herget hired as Police Department staff.
09/15/2022 Nancy Soles hired as Museum staff.
10/03/2022 Teana Nixon hired as Police Department staff.
11/07/2022 Katharine Owens hired as Treasurer's Office staff.
11/07/2022 Donald Eames hired as Public Works staff.
11/10/2022 Resignation of Donald Eames
11/30/2022 Resignation of Timothy Richards.
12/05/2022 Noah Cecil hired as Police Department staff.
12/08/2022 Noah Cecil hired as Police Department staff.
12/19/2022 Jacob Nixon hired as Police Department staff.
12/30/2022 Resignation of Bryan Miller.



INVOICES OVER \$10,000



01/04/2022	Allfirst, LLC	\$ 34,023.00
	Draper Aden Associates	\$ 12,368.50
	Lewis Construction of VA	\$ 19,638.30

	Core and Main Allfirst, LLC	\$ 12,480.00 \$ 26,117.28
	TOTAL:	\$ 104,627.08
02/01/2022	Draper Aden Associates Lewis Construction of VA Robinson, Farmer, Cox Associates, PLLC Isle of Wight County IT Services Isle of Wight County IT Services	\$ 38,006.48 \$ 74,575.00 \$ 29,700.00 \$ 33,750.00 \$ 40,500.00
	TOTAL:	\$ 216,531.48
03/01/2022	Draper Aden Associates Kimley Horn Blair Brothers, Inc. Lewis Construction of Virginia	\$ 14,220.00 \$ 12,858.91 \$ 49,969.50 \$ 291,825.00
	TOTAL:	\$ 368,873.41
04/05/2022	Kimley Horn Kimley Horn Allfirst, LLC IOW County – E911 Communications Core & Main	\$ 32,570.14 \$ 10,009.00 \$ 10,974.81 \$ 218,975.00 \$ 26,500.00
	TOTAL:	\$ 299,028.95
05/03/2022	Lewis Construction of Virginia Lewis Construction of Virginia Kimley Horn Sydnor Hydro, Inc.	\$ 10,000.00 \$ 42,306.10 \$ 12,257.00 \$ 14,250.00
	TOTAL:	\$ 78,813.10
06/07/2022	Atlantic Communications Atlantic Communications IPC Technologies Lewis Construction of Virginia Blair Brothers, Inc. Musco Lighting.	\$ 22,825.70 \$ 16,303.72 \$ 14,270.00 \$ 21,950.00 \$ 104,320.00 \$ 34,100.00
	TOTAL:	\$ 289,118.84
07/05/2022	Central Square Technologies Prism Contractors & Engineers Prism Contractors & Engineers Blair Brothers, Inc. Kimley Horn Associates Kimley Horn Associates Musco Lighting Prism Contractors & Engineers	\$ 26,699.48 \$ 17,169.00 \$ 13,078.00 \$ 79,256.28 \$ 13,923.68 \$ 11,092.83 \$ 25,145.00 \$ 40,377.25
	TOTAL:	\$226,741.52

08/02/2022	Blair Brothers, Inc.	\$205,434.32
	Lewis Construction of VA	\$ 22,000.00
	Lewis Construction of Virginia	\$ 32,972.60
	Lewis Construction of Virginia	\$ 11,950.00
	Kimley Horn Associates	\$ 14,919.12
	Kimley Horn Associates	\$ 23,811.40
	Xylem	\$ 53,819.12
	Hercules Fence	\$ 16,995.00
	Santander Bank	\$ 99,349.81
	Musco Sports Lighting	\$136,330.00
	WACO Inc.	\$131,153.00
	Sydnor Hydro	\$ 28,250.00
	Sydnor Hydro	\$ 17,350.00
	Blair Brothers, Inc.	\$203,870.15
	CI Technologies, Inc.	\$ 15,600.00
	Kimley Horn Associates	\$ 13,893.03
	Kimley Horn Associates	\$ 20,497.30
	TOTAL:	\$1,048,194.85

INVOICES OVER \$20,000

(beginning date 09/06/2022)

09/06/2022	Lewis Construction of Virginia	\$ 91,354.00
	Isle of Wight County	\$800,000.00
	Bobcat Company	\$ 67,775.38
	Core & Main	\$ 53,000.00
	Blair Brothers	\$187,404.40
	TOTAL:	\$1,199,533.78

10/05/2022	Xylem (Bypass Pump)	\$ 51,296.34
	Hodges & Hodges Enterprises, LLC	\$ 38,905.00
	Smithfield Volunteer Fire Department	\$ 34,000.00
	TOTAL:	\$124,201.34

11/01/2022	Lewis Construction of Virginia, Inc. - October	\$ 40,923.80
	Lewis Construction of Virginia, Inc. – September	\$ 53,241.60
	Musco Sports Lighting, LLC	\$ 75,436.00
	SHI International Corp	\$ 23,309.06
	Blair Brothers, Inc.	\$ 53,043.14
	Blair Brothers, Inc.	\$308,540.00
	TOTAL:	\$595,416.60

12/06/2022	Isle of Wight County	\$ 31,354.71
	Isle of Wight County	\$263,023.00
	Deere & Company	\$117,194.76
	Atlantic Machinery, Inc	\$ 31,091.00
	Lewis Construction of Virginia, Inc	\$ 59,356.38

The Blair Brothers, Inc.	\$ 34,585.00
TOTAL:	\$536,604.85

MEETINGS HELD BY TOWN COUNCIL

01/04/2022	Regular Town Council Meeting.
02/01/2022	Regular Town Council Meeting.
03/01/2022	Regular Town Council Meeting.
04/05/2022	Regular Town Council Meeting.
05/03/2022	Regular Town Council Meeting.
05/24/2022	Special Meeting of the Town Council.
06/07/2022	Regular Town Council Meeting.
07/05/2022	Regular Town Council Meeting.
08/02/2022	Regular Town Council Meeting.
09/06/2022	Regular Town Council Meeting.
10/05/2022	Regular Town Council Meeting.
11/01/2022	Regular Town Council Meeting.
12/06/2022	Regular Town Council Meeting.

MISCELLANEOUS MOTIONS

01/04/2022	Motion to request the closure of Town Office from 9 am -12 pm on 01/27/2022 for an Employee Training Day. Motion passed.
01/04/2022	Motion to authorize a revised amount of ARPA funds used to provide public wayfinding signs. Motion passed.
01/04/2022	Motion was made to authorize the Town Manager to negotiate with the County Administrator of funding source for Farmer's Market Improvements up to a 50/50 split. Motion passed.
04/05/2022	Motion to Allocate the Use of ARPA Funds on the following Projects: Tourism: -Assist in Rebuilding the Gazebo at Smithfield Square
	Parks and Recreation: -Lighting, Public Restrooms/Press Box/Concession Stand for the Football Field at Luter Sports Complex -Maintenance Buildings at Luter Sports Complex and Windsor Castle Park -Resurfacing of the Trails in Windsor Castle Park -Installing Automatic Sliding Doors and Rehabbing the Rear Deck at the Smithfield Center -Removal of the Gazebo at Clontz Park and Installing a Pier that Provides ADA Access to the Boardwalk
	Treasurer's Office: -Scanners/Printers for each Workstation
	Miscellaneous Request: -Sidewalk Repairs Along Grace Street

	<ul style="list-style-type: none"> -Add Pedestrian Crossing Push Button at the Intersection of Main and Church Street -Earmark Some Funds to the Shared Use Path Along South Church Street. -Flow Testing and Painting Fire Hydrants
05/03/2022	Motion to award Wilson Road Water Storage Tank Rehabilitation Project to Nostos SS Contractors. Motion passed.
05/03/2022	Motion to support the submission of the Virginia Walkability Grant. Motion passed.
06/07/2022	Motion to Approve Employee Bonuses @ \$1,000 for all Full-Time Employees and \$500 for all Part-Time Employees. Motion passed.
06/07/2022	Motion to Approve the Proposed Rate Increase of Windsor Castle Manor House Event Venue. Motion passed.
06/07/2022	Motion to Approve Canteberry Lane Force Main Repairs. Motion passed.
07/05/2022	Motion to approve the Amendments to the Emergency Communications Center (ECC) Memorandum of Understanding. Motion passed.
07/05/2022	Motion to approve Amendment to the Historic Preservation Overlay (HPO) District Map and Property Inventory. Motion passed.
07/05/2022	Motion to approve updated Personnel Policies. Motion passed.
09/06/2022	Motion to Support Smithfield Food's Groundwater Withdrawal Permit Renewal. Motion passed.
09/06/2022	Motion to change the date of the October 2022 Town Council meeting to Wednesday 10/05/2022. Motion passed.
10/05/2022	Motion to approve the recommended location for the planting of additional Long Leaf Pines at Windsor Castle Park. Motion passed.
11/01/2022	Motion to Approve Request to Add Two (2) New Positions to the Town's Compensation Plan. Motion passed.
11/01/2022	Motion to move forward with closing the Town Offices for the full day on November 23 rd , 2022. Motion passed with a 6-1 vote.
12/06/2022	Motion to Declare 202 West Street as Blighted Property. Motion passed.
12/06/2022	Motion to Approve the 2023 Meeting Schedule. Motion passed.
12/06/2022	Motion to reject the proposed abatement plan for 202 West Street and advise the owner of the property that the proposal is accepted if they complete the work as presented in their statement by January 3 rd , 2023. Motion passed.

ORDINANCES

04/05/2022	Ordinance to officially move town elections from May 2022 to November 2022. Motion passed.	
04/05/2022	Ordinance to amend Chapter 78 of the Code of the Town of Smithfield – Parking Prohibited in Specified Places. Motion passed.	
08/02/2022	Ordinance to adopt amendments to the Town's Purchasing Policy. Motion passed.	

PRESENTATIONS

01/04/2022 Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

02/01/2022 Presentation of award for becoming a Certified Crime Prevention Community to the Smithfield Police Department by Eric Smith of the Department of Criminal Justice Services.

02/01/2022 Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

03/01/2022 Presentation by Judy Winslow of the 2021 Annual Report for the Department of Tourism.

03/01/2022 Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

04/05/2022 Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

05/03/2022 Presentation by Jack Reed to Tony Davis of the Virginia Rural Water System of the Year for the Smithfield RO Plant.

05/24/2022 Presentation by Ellen Minka of the Town of Smithfield FY2023 Proposed Operating budget.

06/07/2022 Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

07/05/2022 Briefing by Randy Keaton, Administrator of Isle of Wight County Board of Supervisors.

08/02/2022 Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

09/06/2022 Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

10/05/2022 Presentation by Christi Dejarnett, Board Member, on operational updates for the Western Tidewater Free Clinic.

10/05/2022 Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

PROCLAMATIONS

05/03/2022 Mayor Williams made the proclamation that Public Service Recognition week was May 1st – 7th.

PROPOSALS

01/04/2022 Motion to approve groundwater withdrawal permit application and water treatment facility expansion preliminary engineering report. Motion passed.

03/01/2022 Motion to approve proposals from Blair Brothers, Inc. for improvements to the intersection at Smithfield Boulevard and Colonial Avenue, Muirfield from Royal Dornoch to Cypress Creek Parkway, Cary Street (between the bridges) and Moonefield – Phase 2 from Pagan Road to Watson Drive. Motion passed.

03/01/2022 Motion to accept a proposal from Draper Aden Associates for drainage improvements at Cedar Street at Little Creek. Motion passed.

04/05/2022 Motion to award proposal from LB Water Service, Inc. for Pagan Point Water Meter relocation. Motion passed.

05/03/2022 Motion to accept proposal from Blair Brothers, Inc. for repairs to storm drain at Winchester Court. Motion passed.

05/03/2022 Motion to accept the proposal from Prism Contractors & Engineers, Inc. to line stormwater pipe located at lot 182A Riverview Avenue. Motion Passed.

08/02/2022 Motion to approve proposal from Draper Aden Associates to conduct Smithfield Lake Dam alternatives analysis. Motion passed.

09/06/2022 Motion to Approve Proposals from Blair Brothers, Inc. for Fall Paving Schedule. Motion passed.

10/05/2022 Motion to Approve proposals from Blair Brothers, Inc. for Pipe Replacements at Ryder Court and 301 Winchester Place. Motion passed.

12/06/2022 Motion to Approve the proposal from Blair Brothers, Inc. for Grace Street sidewalk repairs. Motion passed.

PUBLIC COMMENTS

02/01/2022 Multiple citizens voiced opposition to the proposed development known as 10 Grange.

03/01/2022 Bob Hines spoke about development of historic areas and asked about discussion between the Town Council and Planning Commission regarding the proposed development of Piercleville.

03/01/2022 Mark Gay asked to see a business plan for the proposed development 10 Grange, questioned why the Planning Commission is being pressured to change the mixed-use ordinance, and discussed member conflicts of interest.

03/01/2022 Herb DeGroot expressed support of development of Piercleville and encouraged the Council to do what is best for the Town.

03/01/2022 Elizabeth Hopkins read excerpts from social media about development in Smithfield.

03/01/2022 Tommy Gehring discussed issues with runoff water and drainage from the Piercleville property.

04/05/2022 Chris Torre discussed research he had done on proffering law in Virginia.

04/05/2022 Bob Hines read excerpts from the draft Comprehensive Plan and questioned allowing a 5-6 story building in the Historic District.

04/05/2022 Bill Harris expressed concerns about the proposed development of 10 Grange and the proposed Planned Mixed-Use Development (PMUD) ordinance.

04/05/2022 Mary Harris read excerpts from the draft Comprehensive Plan and discussed how development conflicted with what was written.

04/05/2022 Leigh Abbott-Leamon praised recent efforts to curb speeding by the police department and questioned the Town infrastructure's ability to handle increased population.

04/05/2022 Diana Martin voiced opposition to the proposed PMUD stating it takes control away from the Town.

05/03/2022 Bill Harris expressed the need for immediate attention of the Council in regard to traffic issues and their response to traffic studies completed in Town. He gave several suggestions to help the traffic and requested stop signs on Grace Street.

05/03/2022 Mary Harris addressed comments made by Commission members about public commenters heard at the previous Planning Commission meeting. She discussed traffic issues and inconsistencies she ascertained between traffic studies and the proposed Comprehensive Plan.

05/03/2022 Julie Hess expressed concern about current traffic volume issues and speeding. She gave suggestions to fix it including dropping the speed limit to 15 mph in Town.

05/03/2022 Mary Ellen Bebermeyer discussed concerns regarding traffic on Rt 10 and Main Street, affordable housing, and suggested that 10 Grange not be zoned as a PMUD.

05/03/2022 Bob Hines reported that citizen input and comments were meant to help the town.

06/07/2022 Sharon Hines discussed concerns with a damaged fire hydrant on South Church Street and concerns with speeding drivers in Town.

06/07/2022 Bob Hines discussed ways to make the new bridge to be built across the Pagan River bicycle-friendly, including bike-lane issues and ensuring proper grate placement.

08/02/2022 Herb Bevan spoke in support of the consideration of an extension to the No Wake Zone.

08/02/2022 Albert Burckard discussed the proposed DHR historical marker at the School House Museum and asked for it instead to be placed at Longview Drive.

08/02/2022 Leah Walker spoke in support of the consideration of an extension to the No Wake Zone.

08/02/2022 Teresa Mulherin asked that all invoices be placed online for public view as they would no longer be on the consent agenda if under \$20,000. She discussed concerns with the construction on 223 Washington Street and considerations be made for neighboring residents of the construction.

08/02/2022 Martha Jackson asked for overgrown foliage on Underwood Street obscuring view of traffic at a 3-way stop be trimmed back.

08/02/2022 Nicole Bonilla inquired about why Zoom access to Council meetings was not being utilized in Smithfield. She discussed opportunities within State agencies and private tech industries for funding for youth programs.

10/05/2022 Mary Jackson thanked Chief Howell and the Police Department for a great National Night Out event. She thanked Jeff Smith and the Public Works Department for diligently working to clean up roads after the recent storm.

10/05/2022 Natalie Roberts asked about the Klontz Park gazebo demolition and discussed several issues with crosswalks and crosswalk lights near the packing plant.

11/01/2022 Bob Hines discussed different types of treated wood and expressed concern about the decayed boards in Windsor Castle Park. He expressed concern about the utility marking near the protected trees on James and Washington Streets.

11/01/2022 Teresa Mulherin expressed concerns about the utility markings near the protected trees at James and Washington Streets. She cited VA State Code 2.2-3713 regarding information she felt was kept from the citizens last meeting leading to votes to spend \$1.4 million and \$1 million. She requested all information surrounding the votes and how the Council voted.

12/06/2022 Former Mayor David Hare thanked Mayor Williams for his years of service to the Town.

12/06/2022 Martha Jackson thanked Mayor Williams for 10 years of leading the Town through good and bad times.

PUBLIC HEARINGS



01/04/2022 A public hearing was held for a Special Use Permit for 205 Chalmers Row. Motion passed.

05/03/2022 A public hearing was held for two Special Use Permits for 13500 Benns Church Boulevard – Tractor Supply. Motion passed.

05/03/2022 A public hearing was held for a Special Use Permit for 233 South Mason Street. Motion passed.

07/05/2022 A public hearing was held for a Special Use Permit at 1100 South Church Street. Motion passed.

07/05/2022 A public hearing was held for an Amendment to the Comprehensive Plan. Motion passed.

07/05/2022 A public hearing was held for an Amendment and Revision of Zoning Ordinance – Planned Mixed-Use Development (PMUD). Motion Passed.

08/02/2022 A public hearing was held for a Special Use Permit – Luter Acres at the corner of Washington Street and James Street. Motion passed.

09/06/2022 A public hearing was held for a Special Use Permit – Church at Wimbledon. Motion passed.

09/06/2022 A public hearing was held for a Zoning Ordinance Amendment – Lot and Yard Requirements and Modifications. Motion passed.

09/06/2022 A public hearing was held for a Zoning Ordinance Amendment – Parking and Loading Requirements for a Restaurant with a Drive-In. Motion passed.

10/05/2022 A public hearing was held for a Special Use Permit – DMV at 1305 South Church Street. Motion passed.

12/06/2022 A public hearing was held for a Special Use Permit – 928 South Church Street. Motion passed.



PURCHASES



01/04/2022 Motion to approve the purchase of a submersible motor replacement from Sydnor Hydro at the Crescent Pump Station. Motion passed.

03/01/2022 Motion to authorize purchase of a budgeted tractor for use by the Public Works and Utilities Department. Motion passed.

04/05/2022 Motion to authorize the purchase of excavator from Bobcat for use in the Town's Public Works Department. Motion passed.

04/05/2022 Motion to authorize the purchase of submersible pumps for the Crescent Pump Station, James Street Pump Station, and Morris Creek Pump Station. Motion passed.

07/05/2022 Motion to authorize the purchase a Variable Frequency Drive (VFD) for the RO Booster Pump. Motion passed.

REQUEST FOR PROPOSALS / INVITATION FOR BID

IFB - Fuel Delivery Services
IFB – Smithfield Center Rear Deck Replacement
IFB – Town Hall Roof Replacement
IFB – Wilson Road Water Storage Tank Rehabilitation
RFP – Historic District Guidelines & Entrance Corridor Overlay District
RFP – Professional Audit Services
RFP – Professional Engineering Services
RFP – Vehicle Maintenance Services

RESOLUTIONS – Miscellaneous

01/04/2022 Resolution to close the Windsor Castle Account with Towne Bank. Motion passed.

03/01/2022 Resolution honoring former Mayor Chapman for his 96th Birthday.

07/05/2022 Resolution to adopt the Updated Hampton Roads Hazard Mitigation Plan. Motion passed.

07/05/2022 Resolution to renew Line of Credit with Farmers Bank for \$1,000,000.00. Motion passed.

07/05/2022 Motion to adopt Appropriation Resolution to Carry Forward Funds and Restricted Funds Appropriated in FY 2021/2022. Motion passed.

07/05/2022 Motion to adopt Appropriation Resolution for FY 2022/2023, effective July 1st, 2022. Motion passed.

08/02/2022 Resolution to accept Royal Birkdale, Deerfield, and the Firth in the Town of Smithfield's Maintenance System. Motion passed.

08/02/2022 Resolution of support for project to be submitted for SmartScale Evaluation and funding through the Virginia Department of Transportation. Motion passed.

09/06/2022 Motion to Approve Appropriation Resolution for Additional ARPA Funds to be Allocated to Windsor Castle Trail Repairs. Motion passed.

09/06/2022 Motion to Approve Appropriation Resolution for Contribution of \$800,000.00 to Isle of Wight County for FY 2022 – 2023 with Previously Approved ARPA Funds. Motion passed.

11/01/2022 Resolution of Recognition for Vivian Greene for her outstanding and groundbreaking athletics achievements.

RESOLUTIONS – Street closures/traffic assistance



03/01/2022 Resolution to approve Street Closure Request for St. Patrick's Day Parade on Saturday, March 12th, 2022 from 10:30 a.m. to 11:30 a.m. Motion passed.

05/03/2022 Resolution of Street Closure Request for an Arts Festival on Saturday, May 21st, 2022 from 6 am to 5pm. Motion passed.

07/05/2022 Resolution to approve Street Closure Request for Smithfield Foods' NASCAR Event Saturday August 12, 2022. Motion passed.

07/05/2022 Resolution to approve Street Closure Request for the Autumn Vintage Market Saturday, September 24, 2022. Motion passed.

10/05/2022 Resolution to approve Street Closure Request for Downtown Halloween Safe Trick or Treat on Monday, October 31st, 2022 from 5 p.m. to 8 p.m. Motion passed.

10/05/2022 Resolution to approve Street Closure for Mistletoe Evening Market on Saturday November 19th, 2022 from 12 p.m. to 10 p.m. Motion passed.

11/01/2022 Resolution to approve Street Closure for Annual Downtown Christmas Parade, Saturday, December 1, 2022 from 9 a.m. to 12 p.m. Motion passed.

OTHER ITEMS OF INTEREST

11/01/2022 Discussion regarding Council's interest in pursuing a potential communications tower in the area of Pinewood Heights. Unanimous support from Council for Town Staff to proceed with the applicant to get more information and complete due diligence.



COUNCIL BUDGET



Town of Smithfield

Operating Budgets & Capital Improvements Plan

FY 23-24



Town of Smithfield

Memorandum

July 1, 2023

TO: The Honorable Mayor and Town Council

FROM: Michael Stallings, Town Manager

SUBJECT: FY 23/24 Budget

Attached you will find the adopted budget for the 2023-2024 Fiscal Year. This budget does not propose any new taxes and it is balanced without the use of reserves. The biggest change for the Town this year is Real Estate Tax rates. Other revenue sources remain consistent, and all other rates will remain unchanged.

Real Estate (RE) Tax Rate

This year is a reassessment year for Real Estate. While the full reassessment hasn't been completed yet, the Commissioner of Revenue is projecting an approximately 25% increase in Real Estate values. With this, Town Council considered three options:

- Leave the RE rate at its current 19c per \$100 of value. This would result in an increase in revenue of approximately \$800,000. A home currently valued at \$350,000 would see an increase of \$166.25 per year in their RE bill.
- Lower the RE rate to a revenue neutral rate of 14c per \$100 of value.
- Adjust the RE rate to a middle ground. A rate of 17c per \$100 in value would net an increase in revenue of approximately \$500,000. A home currently valued at \$350,000 would see an increase of \$78.75 per year in their RE bill. This is the option that I have used during budget development.

On the expenditure side of our budget there are several things to point out. You will notice that I have not included any ARPA projects or funding. This is because we will continue to have expenditures on these projects until the end of the fiscal year. At that point, we will update our records and will provide an appropriation resolution to ensure that our information is as accurate as possible. There may be significant expenditures between now and the end of the fiscal year that would alter any proposed budget numbers that I may provide at this point. So, in order to ensure the most accurate numbers for FY 23-24, we will appropriate all ARPA funds and allocations in the first month of the 23-24 FY. We are finalizing our year to date accounting of

ARPA funds to present to Council at the May Committee meetings. After much discussion, Town Council has elected to set the tax rate at \$0.14 per \$100 of value, or at the revenue neutral rate.

Salary Adjustments

As I looked at salary adjustments for the upcoming fiscal year, I surveyed the surrounding localities and the current environment to help guide my recommendation. This budget includes a salary increase of 6.2% increase with a minimum of \$1,000. This also includes completing the implementation of the salary study for those who were capped during the initial phase of implementation.

New Positions

This budget only contains two new positions, one part-time and one full time. The first is an Engineer I in the Public Works Department. This position will assist with plan reviews, inspections, and ensuring that development projects are constructed in accordance with approved plans. As we continue to see increased demand for growth throughout Town, this position will help us ensure that all projects are constructed to appropriate standards. The anticipated salary for this position is approximately \$70,000.

The part-time position is within the Town Manager's office. This will be a part-time Administrative Assistant for the Human Resources Director. The position will assist the Human Resources Director with various tasks that help keep our HR records current and up to date. This position will work out of the Town Manager's office and may assist others within the office as time allows. The anticipated cost to this position is \$21,000.

Strategic Planning Initiatives

As we work to implement Town Council's new vision, we anticipate that there will be expenses associated with the work plan to put that vision into action. As such, I have allocated \$50,000 in the FY 23-24 to fund the implementation of Town Council's vision. These funds may be used to fund consultants, staff, or other initiatives that Council approves to help move its vision forward.

Other Notable Increases

There are several other areas where I would like to point out increases in funding. In the Town Manager's Department, you will notice \$30,000 allocated for a redesign of our website. We have been experiencing issues with our current provider and have sought pricing from other companies to have our website rebuilt.

In Parks and Recreation, we have added funds to the Smithfield Center Repairs and Maintenance line item to provide for updating the alarm system, bathrooms, and flooring to help keep the facility operating in optimal condition.

In Public Buildings, funds have been added to the Repairs and Maintenance line item to allow for repairs to the School House Museum building, replacement of windows at Town Hall, replacement of the carpet at the Police Department, and the installation of a generator at the Annex building.

Water, Sewer, and Highway Funds

The Water, Sewer, and Highway Funds remain largely unchanged from previous years. There are no recommended rate increases at this time. We are undertaking a rate analysis to ensure that our rates are where they should be for the long-term health of our systems.

There are some noticeable shifts in the salaries line items across all three funds. This is due to a reallocation of staff costs to better represent the amount of time certain positions spend working for each fund.

TOWN OF SMITHFIELD
FY 2024 BUDGET SUMMARY GENERAL FUND

REVENUES	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	FY 2023-24
Department	Actual	Budget	Actual	Budget	Budget
Real Property Taxes	3,129,666.96	3,099,066.00	3,289,092.08	3,383,335.00	3,466,580.00
Other Local Taxes	3,984,917.69	3,747,617.00	4,405,878.24	4,576,411.00	4,635,893.00
Licenses, permits, & fees	272,432.70	267,610.00	359,238.82	317,606.00	326,060.00
Fines & Costs	43,345.36	33,000.00	39,788.65	47,205.00	47,000.00
From Use of Money & Property	278,502.51	299,693.00	390,597.12	437,448.00	429,675.00
Miscellaneous Revenues	228,270.10	136,791.00	37,129.11	129,409.00	129,500.00
Governmental Virginia	700,866.90	1,412,295.00	1,031,325.27	702,080.00	618,654.00
Governmental Federal	1,368,706.51	144,995.00	86,006.30	1,784,985.00	429,344.00
Other financing sources	4,101,659.20	175,000.00	153,976.85	175,000.00	175,000.00
Appropriated from Reserves	761,196.54	761,196.54	-	-	-
TOTAL REVENUES	14,869,564.47	10,077,263.54	9,793,032.44	11,553,479.00	10,257,706.00
EXPENSES	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	FY 2023-24
Department	Actual	Budget	Actual	Budget	Budget
Town Council	145,171.93	205,446.00	174,534.00	194,333.00	194,623.00
Town Manager	535,474.38	569,952.00	529,800.26	552,218.00	676,144.00
Treasurer	849,393.00	872,487.00	593,483.22	880,159.00	870,938.00
Public Safety	3,026,926.71	3,253,893.00	2,840,386.43	3,704,055.00	3,790,708.00
Parks & Recreation	1,014,931.53	1,001,458.00	1,435,430.68	2,049,469.00	1,316,339.00
Museum	190,231.30	215,224.00	198,937.50	234,838.00	247,154.00
Community Development & Planning	1,379,443.73	650,763.00	567,856.85	631,848.00	680,560.00
Public Works	1,001,714.81	1,688,117.00	1,342,344.60	1,780,390.00	961,960.00
Public Buildings	347,671.83	342,070.00	343,444.35	802,004.00	714,504.00
Contributions	146,597.00	65,170.00	71,735.24	80,527.00	67,755.00
Non-Departmental	1,853,564.00	67,570.00	79,028.00	79,028.00	80,000.00
Debt Service	4,354,721.98	566,993.00	531,090.80	564,610.00	565,985.00
Contingency	-	85,761.00	85,761.00	-	91,036.00
TOTAL EXPENSES	14,845,842.20	9,584,904.00	8,793,832.93	11,553,479.00	10,257,706.00
NET INCOME/(LOSS)	23,722.27	492,359.54	999,199.51	-	-

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND REVENUE SUMMARY

	MUNIS ACCT #	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 Actual	FY 2022-23 Budget	FY 2023-24 Budget
<u>GENERAL GOVERNMENT REVENUES</u>							
REAL PROPERTY TAXES							
Real Estate - Current	03-100-311010-0000-30001	2,101,605.89	2,134,235.92	2,126,430.00	2,205,726.06	2,132,347.00	2,144,980.00
Real Estate - Current Tax Relief for the Elderly/Veterans	03-100-311010-0000-30001	106,156.44	63,603.22	67,570.00	79,028.44	79,029.00	79,000.00
Real Estate - Delinquent	03-100-311010-0000-30002	24,082.96	25,410.75	24,000.00	19,288.01	20,000.00	20,000.00
Public Service-Real Estate Current	03-100-311020-0000-30001	35,098.58	37,992.57	39,000.00	35,961.24	35,850.00	33,000.00
Public Service-Personal Property Current	03-100-311020-0000-30001	186.61	125.21	116.00	116.00	109.00	100.00
Personal Property - Current	03-100-311030-0000-30001	705,163.24	758,525.03	783,450.00	869,954.62	1,038,500.00	1,117,500.00
Personal Property - Delinquent	03-100-311030-0000-30002	16,732.93	56,518.85	22,000.00	28,487.31	22,500.00	22,000.00
Penalty	03-100-311060-0000-30005	30,861.81	40,107.39	27,000.00	39,704.30	40,000.00	38,000.00
Interest	03-100-311060-0000-30006	11,207.26	13,159.29	9,500.00	10,805.70	15,000.00	12,000.00
Miscellaneous Receipts Over-Short	03-100-311060-0000-30007	(48.39)	(11.27)	-	20.40	-	-
Total Real Property Taxes		\$ 3,031,047.33	3,129,666.96	3,099,066.00	3,289,092.08	3,383,335.00	3,466,580.00
OTHER LOCAL TAXES							
Sales Tax	03-100-312010-0000-30009	414,609.69	491,198.81	484,000.00	540,311.34	661,481.00	701,169.00
Utility Tax	03-100-312020-0000-31201	201,255.51	190,766.86	193,000.00	195,542.34	191,963.00	197,000.00
Consumption Tax	03-100-312020-0000-31202	47,282.08	53,138.89	45,900.00	43,572.73	50,097.00	51,000.00
Business Licenses	03-100-312030-0000-31208	361,767.22	396,416.31	394,000.00	497,219.03	440,760.00	450,000.00
Business Licenses Penalty	03-100-312030-0000-31209	371.09	2,602.69	2,550.00	6,805.92	4,045.00	3,500.00
Business Licenses Interest	03-100-312030-0000-31210	117.63	274.18	255.00	1,973.37	800.00	700.00
Peg Channel Capital Fee	03-100-312040-0000-30054	1,920.40	1,871.10	1,920.00	1,753.40	1,733.00	1,700.00
Bank Franchise Tax	03-100-312040-0000-31203	115,998.64	154,541.32	139,750.00	167,804.29	153,519.00	153,000.00
Vehicle License	03-100-312050-0000-32020	218,871.73	263,873.91	219,000.00	217,238.46	235,000.00	235,000.00
Cigarette Tax	03-100-312080-0000-31204	228,865.52	204,416.63	226,000.00	211,408.18	211,500.00	211,000.00
Transient Occupancy Tax	03-100-312101-0000-31205	182,901.34	187,626.70	160,000.00	245,105.03	260,859.00	260,859.00
Meals Tax-4.25%	03-100-312110-0000-31211	1,225,567.31	1,385,969.27	1,279,245.00	1,548,458.14	1,607,965.00	1,610,965.00
Meals Tax-2%	03-100-312110-0000-31212	576,737.56	652,221.02	601,997.00	728,686.01	756,689.00	760,000.00
Total Other Local Taxes		\$ 3,576,265.72	3,984,917.69	3,747,617.00	4,405,878.24	4,576,411.00	4,635,893.00
TOTAL LOCAL TAX REVENUE		\$ 6,607,313.05	7,114,584.65	6,846,683.00	7,694,970.32	7,959,746.00	8,102,473.00

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND REVENUE SUMMARY

	MUNIS ACCT #	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 Actual	FY 2022-23 Budget	FY 2023-24 Budget
GENERAL GOVERNMENT REVENUES							
PERMITS, FEES & LICENSES							
Permits & Other Licenses	03-100-313030-0000-30018-multi	76,284.00	29,694.00	25,000.00	44,851.10	40,496.00	42,000.00
Inspection Fees-Subdivision	03-100-313030-0000-30030	7,200.00	17,400.00	10,000.00	68,986.39	43,500.00	50,000.00
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	11,310.00	10,200.00	10,000.00	15,918.97	12,000.00	12,000.00
Refuse Collection Fee	03-100-313030-0000-30038	-	213,403.70	218,960.00	223,737.36	218,960.00	218,960.00
WC Dog Park Registration Fees	03-100-313030-0000-30043	715.00	735.00	650.00	645.00	650.00	600.00
Consultant Review Fees	03-100-313030-0000-30028	9,425.00	1,000.00	3,000.00	5,100.00	2,000.00	2,500.00
Total Permits, Fees & Licenses		\$ 104,934.00	272,432.70	267,610.00	359,238.82	317,606.00	326,060.00
FINES & FORFEITURES							
Fines & Costs	03-100-314010-0000-30055	43,739.01	43,345.36	33,000.00	39,788.65	47,205.00	47,000.00
Total Fines & Forfeitures		\$ 43,739.01	43,345.36	33,000.00	39,788.65	47,205.00	47,000.00
REVENUE FROM USE OF MONEY & PROPERTY							
General Fund Interest	03-100-315010-0000-31501	79,701.77	17,670.58	15,500.00	20,863.15	30,000.00	25,000.00
Rentals	03-100-315020-0000-30110	76,790.93	49,435.66	62,253.00	34,581.45	62,658.00	62,000.00
Smithfield Center Rentals	03-100-315020-0000-30111	167,057.28	103,458.36	100,000.00	194,307.28	178,000.00	185,000.00
Windsor Castle Revenue (includes Manor House, Park Impact, Vendor)	03-100-315020-0000-30119	14,360.00	40,550.13	33,800.00	82,643.25	78,000.00	78,000.00
Sports Complex Rentals	03-100-315020-0000-30120	4,101.02	22,975.00	33,075.00	6,894.65	33,075.00	33,075.00
Park Impact Fees	03-100-315020-0000-30118	13,212.38	-	10,000.00	-	-	-
Kayak Rentals	03-100-315020-0000-30015	11,111.00	20,100.00	15,000.00	13,792.50	13,000.00	5,000.00
Special Events	03-100-315020-0000-30013, 3001	20,438.00	3,519.00	10,000.00	11,498.16	20,000.00	20,000.00
Fingerprinting Fees	03-100-318990-0000-30048	900.00	-	500.00	-	100.00	100.00
Museum Admissions	03-100-315020-0000-30115	6,148.00	7,630.45	7,565.00	8,663.00	8,455.00	8,400.00
Museum Gift Shop Sales	03-100-318990-0000-30016	9,309.87	12,411.33	11,050.00	15,405.68	13,000.00	12,000.00
Museum Programs/Lecture Fees	03-100-318990-0000-30017	396.00	142.00	350.00	560.00	660.00	600.00
Lease of Land	03-100-315020-0000-30017	600.00	600.00	600.00	1,388.00	500.00	500.00
Total Revenue from use of money and property		\$ 404,126.25	278,502.51	299,693.00	390,597.12	437,448.00	429,675.00
MISCELLANEOUS							
Other Revenue	03-100-318990-0000-31105	772.02	1,849.58	1,000.00	2,414.11	3,529.00	3,500.00
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	3,031.45	4,000.00	4,000.00	3,100.00	4,000.00	4,000.00
CHIP Contributions	03-100-318990-0000-31620	1,310.00	-	-	-	-	-
Public Safety Contribution	03-100-318990-0000-31622	3,250.00	50.00	-	-	-	-
Windsor Castle	03-100-318990-0000-31626	2,815,076.00	-	-	-	-	-
Contributions-Museum	03-100-318990-0000-31632	82,508.64	81,245.04	101,791.00	1,615.00	91,880.00	92,000.00
Contributions-Public Ball Fields	03-100-318990-0000-31635	80,000.00	80,000.00	30,000.00	30,000.00	30,000.00	30,000.00
Insurance Recoveries	03-100-341010-0000-31603	7,593.96	1,335.18	-	-	-	-

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND REVENUE SUMMARY

	MUNIS ACCT #	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 Actual	FY 2022-23 Budget	FY 2023-24 Budget
GENERAL GOVERNMENT REVENUES							
Sale of Equipment/Buildings	03-100-341020-0000-31405	1,664.33	59,790.30	-	-	-	-
Total Miscellaneous Revenue		\$ 2,995,206.40	228,270.10	136,791.00	37,129.11	129,409.00	129,500.00
REVENUE FROM THE COMMONWEALTH							
Law Enforcement	03-100-322010-0000-34011	179,648.00	193,096.00	179,648.00	179,664.00	179,664.00	179,664.00
Litter Control Grant	03-100-322010-0000-34010	2,727.00	3,132.00	3,132.00	4,463.00	3,385.00	3,300.00
Communications Tax	03-100-322010-0000-34008	196,209.75	174,278.64	166,365.00	169,156.12	158,412.00	150,000.00
Rolling Stock	03-100-322010-0000-34001	153.61	44.12	160.00	33.15	45.00	45.00
Rental Tax	03-100-322010-0000-34002	7,877.61	6,735.65	6,200.00	5,897.82	6,229.00	6,300.00
Game of Skill Tax			19,728.00	-	1,584.00	-	-
PPTRA State Revenue	03-100-322010-0000-34014	240,794.89	240,794.89	240,795.00	240,794.89	240,795.00	240,795.00
DCR Grant	03-100-322010-0000-34015	29,461.00	-	-	-	-	-
Fire Programs	03-100-322010-0000-34017	4,500.00	30,827.00	32,060.00	32,740.00	34,050.00	34,050.00
Police Block Grants	03-100-322010-0000-34018	-	-	-	-	-	-
VCA Grant	03-100-322010-0000-34012		4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
Urban Fund Projects	03-100-322010-0000-34005			-	-	-	-
Benns Church/Route 258/Route 10 Bypass intersection	03-100-322010-0000-34020	749,425.45	27,704.79	750,000.00	363,057.29	-	-
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-322010-0000-34020	11,555.14	-	29,435.00	29,435.00	75,000.00	-
VMRC Grant	03-100-322010-0000-34025	-	-	-	-	-	-
P2P Sharing	03-100-322010-0000-34033	-	25.81	-	-	-	-
Total State Revenue		\$ 1,422,352.45	700,866.90	1,412,295.00	1,031,325.27	702,080.00	618,654.00
REVENUE FROM THE FEDERAL GOVERNMENT							
CARES Federal Funds (COVID-19)		434,006.29	979,788.21	-	-	-	-
ARPA Revenues		-	-			1,769,000.00	413,344.00
Law Enforcement	03-100-331010-0000-35003	14,867.00	16,715.38	14,175.00	12,916.00	15,985.00	16,000.00
Urban Fund Projects		-	-	-	-	-	-
Benns Church/Route 258/Route 10 Bypass intersection	03-100-331010-0000-35008	-	-	-	-	-	-
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	46,220.54	123,132.40	130,820.00	73,090.30	-	-
Pinewood Heights CDBG Relocation Grant Phase IV	03-100-331010-0000-35002	582,571.48	249,070.52	-	-	-	-
Total Federal Revenue		\$ 1,077,665.31	1,368,706.51	144,995.00	86,006.30	1,784,985.00	429,344.00

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND REVENUE SUMMARY

	MUNIS ACCT #	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 Actual	FY 2022-23 Budget	FY 2023-24 Budget
<u>GENERAL GOVERNMENT REVENUES</u>							
OTHER FINANCING SOURCES							
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	\$ -	230,507.20	175,000.00	153,976.85	175,000.00	175,000.00
Bond Proceeds		\$ -	3,871,152.00	-	-	-	-
Total Other Financing Sources		\$ -	4,101,659.20	175,000.00	153,976.85	175,000.00	175,000.00
APPROPRIATED FROM RESERVES							
TOTAL GENERAL FUND REVENUES		12,655,336.47	14,869,564.47	10,077,263.54	9,793,032.44	11,553,479.00	10,257,706.00

Town Council

Town Council is the legislative and policy making body of the Town government. It is vested with all the authority specified by the State Constitution, applicable State laws, and the Town Charter. Council acts by the adoption of ordinances, resolutions, or motions.

The citizens of the Town of Smithfield elect the seven members of Council in elections that take place every two years in November – the even numbered years. The Mayor is elected by vote of the members of Council. The Mayor and Council serve four-year terms that overlap.

The following is a listing of the Mayor and members of Council:

Steven G Bowman	Mayor
Valerie C. Butler	Vice Mayor
Michael G. Smith	Councilman
Wayne Hall	Councilman
Randy Pack	Councilman
Renee Rountree	Councilwoman
Jeff Brooks	Councilman

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND EXPENDITURES

TOWN COUNCIL

	MUNIS ACCOUNT NUMBER	FY 2020-21 Actual	FY 2021-22 Budget	FY2021-22 Actual	FY 2022-23 Budget	FY 2023-24 Budget
Salaries and Wages	04-100-411010-0000-41100	42,785.00	42,000.00	43,930.00	44,000.00	44,000.00
Fica & Medicare Benefits	04-100-411010-0000-42100	3,357.60	3,276.00	3,505.67	3,423.00	3,423.00
Legal Fees	04-100-411010-0000-43150	28,184.13	50,000.00	29,522.79	40,000.00	40,000.00
Update Town Charter & Code	04-100-411010-0000-43151	2,259.00	5,000.00	1,175.00	5,000.00	5,000.00
Professional Services	04-100-411010-0000-43152	3,000.00	5,000.00	9,133.00	5,000.00	5,000.00
Public Defender Fees	04-100-411010-0000-43153	480.00	3,000.00	1,560.00	3,000.00	3,000.00
Procurement Services-IOW	04-100-411010-0000-43154	-	-	-	-	-
Election Expense	04-100-411010-0000-43170	-	-	-	-	-
Maintenance contracts	04-100-411010-0000-43320	4,200.00	6,000.00	3,413.91	4,200.00	4,200.00
Annual Christmas Parade	04-100-411010-0000-43351	-	-	-	-	-
Special Projects	04-100-411010-0000-43353	-	-	-	-	-
Advertising	04-100-411010-0000-43600	20,449.15	25,000.00	22,101.58	25,000.00	25,000.00
Insurance	04-100-411010-0000-45300	18,769.80	21,170.00	21,060.21	23,710.00	24,000.00
Travel & Training	04-100-411010-0000-45500	370.00	10,000.00	5,031.68	10,000.00	10,000.00
Council Approved Items	04-100-411010-0000-45804	3,197.15	5,000.00	9,675.65	5,000.00	5,000.00
Subscriptions/Memberships	04-100-411010-0000-45810	5,971.00	11,000.00	6,345.00	7,000.00	7,000.00
Records Management maint & upgrades	04-100-411010-0000-45811	5,940.00	7,000.00	6,040.00	7,000.00	7,000.00
Supplies	04-100-411010-0000-46001	6,209.10	12,000.00	10,841.93	12,000.00	12,000.00
COVID-19 Expenses	04-100-411010-0000-46018	-	-	1,197.58	-	-
Total Town Council		145,171.93	205,446.00	174,534.00	194,333.00	194,623.00

Town Manager

The Town Manager's Office consists of the Town Manager, Town Clerk, Human Resources Director, Human Resources Administrative Assistant, Records Management Assistant and Office Aid.

The Town Council appoints the Town Manager, and the Town Manager serves as the Town's chief executive officer. Michael Stallings is the Town Manager. He serves at the pleasure of Town Council. The Town Manager is responsible for implementing the policies established by Town Council and for the general administration of the Town. His duties include, but are not limited to the following:

- Providing Town Council with recommendations on programs, policies, and services for Council's consideration.
- The enforcement of the Town Code and all other ordinances enacted by the Town Council.
- Providing the Town Council and other Town boards and commissions advice and support.
- Attendance and participation in all Town Council meetings.
- To make all contracts on behalf of the Town pursuant to a resolution or an ordinance of the Council.

The Town Council appoints the Town Clerk. Lesley King is the Town Clerk. As the Town Clerk, she is responsible for maintaining the Town's official records and the records retention schedule for all of the Town's records according to the Library of Virginia. Specifically, she is responsible for maintaining the records of the Town Council. Her duties include, but are not limited to the following:

- Preparing agendas for monthly Town Council committees and Town Council meetings.
- Attendance at all Town Council meetings to record Council actions.
- Responsible for preparing all meeting minutes of Town Council as well as other Town boards and commissions.
- Maintains the original copies of all ordinances, resolutions, and agreements adopted by Town Council.
- Serves as the Town's FOIA officer.
- Prepares the bi-annual Municipal Mailer to Town residents.

The office also includes a Records Management Assistant and Office Aid who assist the Town Clerk with maintaining records and transcribing meeting minutes.

The Human Resources (HR) Director works directly under the Town Manager. Ashley Rogers is the HR Director. She is responsible for the Town's risk management and safety program, benefits administration, and other HR related functions. She is assisted by the HR Administrative Assistant.

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND EXPENDITURES

TOWN MANAGER

	MUNIS ACCOUNT NUMBER	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 Actual	FY 2022-23 Budget	FY 2023-24 Budget
Salaries and Wages	04-100-412010-0000-41100	283,973.49	267,614.00	273,088.95	287,883.00	301,250.00
Salaries-PT	04-100-412010-0000-41110	-	21,195.00	15,262.74	20,006.00	41,721.00
Salaries-OT	04-100-412010-0000-41120	-	2,693.00	2,237.83	3,060.00	3,000.00
Fica & Medicare Benefits	04-100-412010-0000-42100	19,268.27	23,321.00	19,299.28	24,876.00	27,380.00
VSRS	04-100-412010-0000-42200	27,397.72	27,868.00	27,945.67	28,381.00	29,430.00
Disability	04-100-412010-0000-42210	892.66	532.00	507.36	550.00	462.00
Health & Other	04-100-412010-0000-42300	45,024.39	62,221.00	53,552.87	51,282.00	48,421.00
Pre-Employment Test	04-100-412010-0000-42435	3,108.69	4,000.00	3,356.90	4,500.00	4,500.00
Employee Recognition	04-100-412010-0000-42440	3,575.70	5,000.00	4,548.87	5,000.00	10,000.00
Professional Services	04-100-412010-0000-43152	-	35,000.00	15,875.00	10,000.00	10,000.00
Maintenance Contracts	04-100-412010-0000-43320	2,260.24	3,200.00	1,811.64	2,000.00	2,000.00
Communications	04-100-412010-0000-45200	8,628.58	8,500.00	8,539.13	8,800.00	8,800.00
Insurance	04-100-412010-0000-45300	2,454.64	2,808.00	2,802.66	3,130.00	3,130.00
Travel & Training	04-100-412010-0000-45500	1,902.23	8,000.00	7,619.59	12,000.00	12,000.00
Other	04-100-412010-0000-45804	479.15	500.00	853.90	500.00	500.00
Dues & Subscriptions	04-100-412010-0000-45810	3,406.52	3,500.00	2,577.91	3,600.00	3,600.00
Supplies	04-100-412010-0000-46001	4,367.88	3,500.00	2,383.81	3,500.00	3,500.00
Computer & technology expenses	04-100-412010-0000-46005	1,404.96	5,000.00	557.72	1,500.00	5,000.00
Fuel Expense	04-100-412010-0000-46008	53.78	-	81.52	150.00	150.00
Auto Expense	04-100-412010-0000-46009	229.10	500.00	181.58	500.00	300.00
COVID-19 Expenses	04-100-412010-0000-46018	46,046.38	-	5,715.33	-	-
Shared Services-IT	04-100-412010-0000-46020	81,000.00	85,000.00	81,000.00	81,000.00	81,000.00
Strategic Planning Initiatives						50,000.00
Capital Expenditures	04-100-412010-0000-48100	-	-	-	-	-
- Website Redesign						30,000.00
Total Town Manager		535,474.38	569,952.00	529,800.26	552,218.00	676,144.00

Town Treasurer

The Treasurer is appointed by Town Council and serves under the direction of the Town Manager. Customer service, revenue collection, and cash management are the primary responsibilities of the Treasurer and her staff. Duties include billing and collecting real estate taxes, personal property taxes, and utility charges as well as financial reporting, account reconciliation, cash investments, grant reporting, payroll processing, annual audit, and budget preparation.

Technology upgrades remain a top priority for the department in FY2024 as the Town continues to migrate to the MUNIS software system that is also used by Isle of Wight County. Once the conversion is completed, the Town expects that greater efficiencies will lead to improved communications and enhanced services for the residents and businesses of Smithfield.

The Treasurer's office is also working with customer service staff at HRUBS to migrate the Town's utility billing and collection services to their system. Currently, the Town uploads its bi-monthly charges to HRUBS so HRSD sewer maintenance fees can be added before bills are mailed. Collections pass through the HRUBS system and are then manually posted into the Town's system. Once the two systems are merged, customer data will be readily available in one customer account that can be managed by both utility teams.

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND EXPENDITURES

TREASURER

	MUNIS ACCOUNT NUMBER	FY 2020-21 Actual	FY 2021-22 Budget	FY2021-22 Actual	FY 2022-23 Budget	FY 2023-24 Budget
Salaries and Wages	04-100-412410-0000-41100	390,303.00	403,780.00	345,162.06	437,571.00	445,560.00
Salaries-PT	04-100-412410-0000-41110	-	-	-	4,860.00	4,860.00
Salaries-OT	04-100-412410-0000-41120	7,780.00	7,965.00	3,148.03	6,564.00	7,173.00
Fica & Medicare Benefits	04-100-412410-0000-42100	31,847.00	32,940.00	24,781.87	35,920.00	36,050.00
VSRS	04-100-412410-0000-42200	41,723.00	43,124.00	36,199.38	44,199.00	44,300.00
Disability	04-100-412410-0000-42210	524.00	486.00	154.20	527.00	550.00
Health	04-100-412410-0000-42300	62,976.00	71,277.00	53,767.22	77,793.00	81,470.00
Audit	04-100-412410-0000-43120	13,500.00	16,000.00	14,850.00	16,000.00	17,500.00
Professional Services	04-100-412410-0000-43152	15,000.00	11,000.00	-	-	-
Service contracts	04-100-412410-0000-43320	73,250.00	73,250.00	43,870.37	73,250.00	100,000.00
Data Processing	04-100-412410-0000-44100	20,000.00	20,000.00	22,426.94	21,000.00	21,000.00
Communications	04-100-412410-0000-45200	11,000.00	11,000.00	9,774.32	12,000.00	12,000.00
Insurance	04-100-412410-0000-45300	2,670.00	2,670.00	2,671.21	2,975.00	2,975.00
Travel & Training	04-100-412410-0000-45500	10,775.00	10,775.00	634.75	12,000.00	12,000.00
Other	04-100-412410-0000-45804	100.00	100.00	34.17	100.00	100.00
Dues & Subscriptions	04-100-412410-0000-45810	1,000.00	1,000.00	1,440.28	1,275.00	1,275.00
Bank Charges	04-100-412410-0000-45813	700.00	700.00	428.00	700.00	700.00
Cigarette Tax Stamps	04-100-412410-0000-45830	3,425.00	3,600.00	3,407.40	3,600.00	3,600.00
Supplies	04-100-412410-0000-46001	19,000.00	19,000.00	19,024.72	22,000.00	22,000.00
Credit Card Processing	04-100-412410-0000-46002	600.00	600.00	708.90	325.00	325.00
Computer & technology expenses	04-100-412410-0000-46005	7,500.00	7,500.00	4,086.90	7,500.00	7,500.00
COVID-19 Expenses	04-100-412410-0000-46018	-	-	-	-	-
Capital Outlay	04-100-412410-0000-48100	135,720.00	135,720.00	6,912.50	100,000.00	50,000.00
Total Treasurer		849,393.00	872,487.00	593,483.22	880,159.00	870,938.00

Public Safety

Smithfield Police Department

The Smithfield Police Department has the distinct honor of serving the citizens of the Town with professional police services. We are the largest Department within the Town as it relates to staff and budget. The Department consist of twenty-six (26) fulltime personnel and one parttime. It is broken down into three (3) divisions Administrative, Patrol, and Investigations with each working in conjunction with the other to carry out the day-to-day operations of the Department.

The Department recognizes the importance of building relationships with the citizens to help suppress criminal activity in the community therefore producing a better quality of life for all citizens to work, live, and recreate. Over the past year the department has continued to deal with staffing issues while maintaining it's high degree of professional services. We had to learn how to work through some of the issues that are plaguing law enforcement today not only locally but across the country in order to provide professional law enforcement services.

During the year 2022 the Department responded to approximately 12000 calls for service wherein the Department took some form of police action. This number is consistent with the previous 2 years, much of which can be attributed to there being a drop in crime. While the Department struggled with staffing the department made 1443 traffic stops, issued 1013 summons, and issued 544 warnings. The department also made 38 felony arrest, 79 misdemeanor arrest, and 18 DUI arrest with 186 motor vehicle crashes investigated during the year. There were 98 cases of larceny investigated, 37 fraud cases, 20 drug cases, 46 cases of assault, 5 cases involving weapons, 2 cases of embezzlement, 4 f cases of forgery, 59 cases of property destruction, and 3 burglary cases investigated which reflects a decrease in our Group B criminal offenses These stats only represent a snapshot of who we are and the professional police service we Proudly provided to our community.

Fire Department

The Town is served by the Smithfield Volunteer Fire Department. The Fire Department is funded and provided oversight by Isle of Wight County. The Town supports the Fire Department by receiving a State grant on behalf of the Fire Department as well as through an annual contribution towards fuel reimbursements. The Town has also agreed to a contribution of \$19,000 per year through FY 2032 to assist the Department with the purchase of new apparatus.

E911 Dispatch

The Town of Smithfield, along with the Town of Windsor and Isle of Wight County, jointly funds the County's E911 dispatch center. The operation and funding of the center is governed by a MOU between the three governing bodies.

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND EXPENDITURES

PUBLIC SAFETY

	MUNIS ACCOUNT NUMBER	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	FY 2023-24
		Actual	Budget	Actual	Budget	Budget
<u>POLICE DEPARTMENT</u>						
Salaries and Wages	04-100-431100-0000-41100	1,370,475.05	1,329,760.00	1,220,671.36	1,537,835.00	1,622,770.00
Salaries OT	04-100-431100-0000-41120	-	214,044.00	193,759.96	262,078.00	262,000.00
Salaries-Selective Enforcement	04-100-431100-0000-41130	-	14,175.00	17,089.00	19,946.00	19,500.00
Salaries-Special Events	04-100-431100-0000-41140	-	23,463.00	12,157.20	15,385.00	16,500.00
Fica & Medicare Benefits	04-100-431100-0000-42100	98,740.60	126,516.00	102,004.88	146,820.00	151,400.00
VSRS	04-100-431100-0000-42200	123,353.29	142,040.00	123,701.66	155,636.00	160,650.00
Disability	04-100-431100-0000-42210	168.00	180.00	171.36	221.00	196.00
Health Insurance	04-100-431100-0000-42300	194,715.17	300,249.00	219,220.49	318,178.00	316,131.00
Ins. - LODA	04-100-431100-0000-42410	15,063.51	16,570.00	13,728.45	16,620.00	16,650.00
Professional Services	04-100-431100-0000-43152	6,505.43	-	4,589.76	8,040.00	8,000.00
Service Contracts	04-100-431100-0000-43320	53,747.03	80,000.00	35,790.80	75,000.00	100,000.00
Community Outreach	04-100-431100-0000-43352	946.00	5,009.00	2,973.30	2,500.00	6,000.00
Investigation expenses	04-100-431100-0000-44641	1,215.70	2,500.00	1,967.13	2,500.00	4,000.00
Communications	04-100-431100-0000-45200	35,181.08	44,665.00	36,589.67	50,000.00	50,000.00
Insurance	04-100-431100-0000-45300	42,859.20	56,700.00	49,044.91	63,170.00	63,170.00
Travel & Training	04-100-431100-0000-45500	27,292.36	32,500.00	14,353.23	34,000.00	34,000.00
Other	04-100-431100-0000-45804	107.99	1,840.00	2,587.97	1,840.00	1,840.00
Dues & Subscriptions	04-100-431100-0000-45810	15,367.54	26,200.00	21,506.16	26,200.00	33,700.00
Materials & Supplies	04-100-431100-0000-46001	18,096.31	25,500.00	18,116.87	25,500.00	25,000.00
Computer & Technology Expenses	04-100-431100-0000-46005	11,064.16	13,000.00	2,729.20	13,000.00	18,000.00
Equipment	04-100-431100-0000-46006	55,714.54	102,826.00	77,600.08	124,900.00	177,151.00
Gas	04-100-431100-0000-46008	26,566.02	41,500.00	46,256.82	50,000.00	50,000.00
Vehicle Maintenance	04-100-431100-0000-46009	24,266.21	32,000.00	17,340.05	32,000.00	30,000.00
Radio & Equipment repairs	04-100-431100-0000-46010	4,288.35	2,000.00	3,992.95	2,000.00	2,000.00
Uniforms	04-100-431100-0000-46011	8,560.77	24,000.00	22,946.76	24,000.00	24,000.00
Tires	04-100-431100-0000-46016	4,119.72	5,000.00	1,495.30	5,000.00	5,000.00
COVID-19 Expenses	04-100-431100-0000-46018	265,105.48	-	29,356.44	24,530.00	-
ARPA Expenses	04-100-431100-0000-46019	-	-	10,025.64	-	-

Capital Outlay	04-100-431100-0000-48100	287,471.20	175,000.00	153,976.85	175,000.00	175,000.00
Total Police Department		2,690,990.71	2,837,237.00	2,455,744.25	3,211,899.00	3,372,658.00

FIRE DEPARTMENT

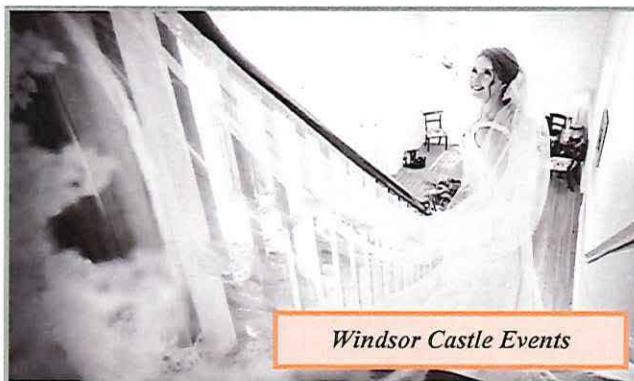
State Pass Thru	04-100-432100-0000-45623	-	32,060.00	32,740.00	34,050.00	34,050.00
Annual Fuel Contribution	04-100-432300-0000-46008	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Capital Contribution	04-100-432300-0000-46008	-	19,000.00	19,000.00	19,000.00	19,000.00
Total Fire Department		15,000.00	66,060.00	66,740.00	68,050.00	68,050.00

E911 DISPATCH

E911 Dispatch shared services	04-100-432300-0000-45614	320,936.00	350,596.00	317,902.18	424,106.00	350,000.00
Total E911 Dispatch		320,936.00	350,596.00	317,902.18	424,106.00	350,000.00
Total Public Safety		3,026,926.71	3,253,893.00	2,840,386.43	3,704,055.00	3,790,708.00

Town of Smithfield Parks & Recreation

Parks and Recreation is a department that has grown quickly over the last several years. Originally our only property was the Smithfield (Conference) Center and now our Parks Department includes the Smithfield Center, Windsor Castle Park and Windsor Castle Events, the Luter Sports Complex and Clontz Park and handles the scheduling of Special Events. We have 13 year round employees – 9 are full time and 4 are part time.



Opened in 2000, this conference center has been the location for thousands of special occasions – weddings, birthdays, anniversaries as well as town meetings, senior citizen events and charity fundraisers.

At the Smithfield Center we always plan for major renovations each year due to the building's age and its use of as a modern event facility. In FY23, we changed the front entry doors to automatic sliding doors, renovated the outdoor deck from wood to composite boards. In FY 24 we will change the wallpaper on the large air walls, install new auto flush toilets and sinks in all restrooms and hopefully renovate the flooring in the lobby and hallway.

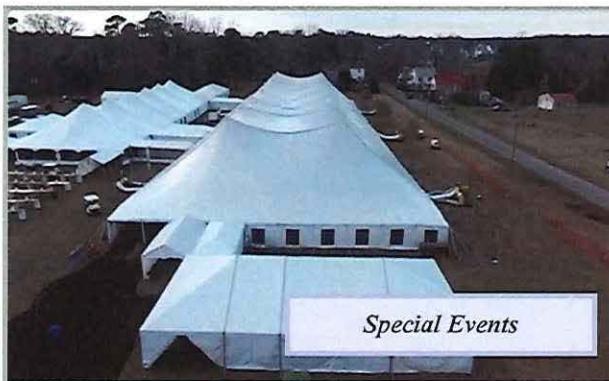
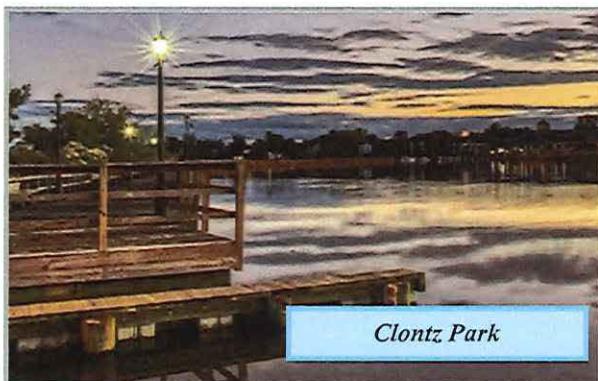
Opened in 2020, Windsor Castle offers the interior of the beautifully restored Manor House and outdoor grounds for weddings, anniversaries and formal dinners and the grounds have been the site for several special events. Revenue has been impressive for this venue and includes rental fees, photography passes and Park Impact Fees from the Open to the Public Special Events.

In FY 23 we had a busy spring and fall, but a quiet summer season. FY 24 is shaping up similarly with event bookings. In FY 24 we plan to install permanent parking lights by the Manor House to keep guests safe when heading to their cars after a wonderful Manor House event.

Opened in 2010, this park has 3 miles of walking trails, a fishing pier, kayak launch and kayak rentals, children's natural play area and a dog park, just to mention a few of the amenities.

In FY 23, we continued to repair trail areas that had suffered severe erosion and it was all done in house with parks staff and our amazing Windsor Castle Trail Doctor volunteers. In FY 24, we plan to bid out bridge repairs that will help us address areas of severe distress and hopefully reduce our never ending task of weekly board replacement. Also, with the Windsor Castle Foundation gearing up for fundraising again, we will soon see new playscape amenities and other great additions to this beloved park.

Town of Smithfield Parks & Recreation



Opened in fall 2018, this sports facility offers playing fields for all levels of baseball, softball, football and host to several large tournaments.

In FY23, we installed lights at the football field and batting cages. In FY 24 we hope to start construction of our much needed maintenance building that will house all of the specialized equipment it takes to maintain the beautiful sports fields and other outdoor parks. Also, we will build the football field concession building that will house bathrooms, meeting room and of course delicious concessions. These two new builds will also include expanding paved parking.

Opened in 1994, the Clontz pier has always been a popular spot for fishing or just enjoying beautiful views of the Pagan River, with the addition of the boat ramp in summer 2019, the park now has added boating access in downtown Smithfield.

In FY 23, we made improvements to the pier, by removing the old gazebo and installing a ADA accessible pier from the parking lot to the main boardwalk/fishing pier.

In FY 24, we plan to add boat cleats to the floating dock, as boat traffic in the summer brings several boats on any given day waiting to put in the water or trailer out.

Smithfield is home to over 40 special events each year which includes races, parades, street markets, outdoor festivals, galas and fundraisers. Tourism and other local groups produce the events. Our office manages scheduling of the events and staffing the events with town services, such as police and public works.

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND EXPENDITURES

PARKS & RECREATION

	MUNIS ACCOUNT NUMBER	FY 2020-21 Actual	FY 2021-22 Budget	FY2021-22 Actual	FY 2022-23 Budget	FY 2023-24 Budget
<u>Parks & Recreation</u>						
Salaries and Wages	04-100-471100-0000-41100	398,735.82	363,406.00	372,740.78	399,685.00	439,650.00
Salaries-PT	04-100-471100-0000-41110	-	52,438.00	34,669.66	75,173.00	77,615.00
Salaries-OT	04-100-471100-0000-41120	-	13,521.00	19,509.80	18,697.00	20,385.00
Fica & Medicare Benefits	04-100-471100-0000-42100	29,360.32	34,349.00	31,090.45	39,485.00	43,020.00
VSRS	04-100-471100-0000-42200	38,052.12	38,705.00	38,794.34	40,361.00	44,135.00
Disability	04-100-471100-0000-42210	743.28	794.00	807.48	900.00	930.00
Health	04-100-471100-0000-42300	73,314.28	80,618.00	80,276.40	91,877.00	85,436.00
Advertising	04-100-471100-0000-43600	-	-	-	-	-
Communications	04-100-471100-0000-45200	4,449.62	5,000.00	5,570.15	7,000.00	7,000.00
Insurance	04-100-471100-0000-45300	4,256.04	5,640.00	5,993.87	6,280.00	6,280.00
Travel & Training	04-100-471100-0000-45500	733.00	3,000.00	1,789.45	3,000.00	3,000.00
Other	04-100-471100-0000-45804	216.63	600.00	414.00	600.00	600.00
Dues & Subscriptions	04-100-471100-0000-45810	1,197.34	2,000.00	4,432.82	6,000.00	8,000.00
Credit card processing expense	04-100-412100-0000-46002	-	-	-	5,000.00	5,000.00
Computer & Technology	04-100-471100-0000-46005	19.17	-	805.74	-	8,000.00
Fuel	04-100-471100-0000-46008	7,773.59	6,075.00	8,943.88	8,000.00	9,000.00
Uniforms	04-100-471100-0000-46011	2,482.98	3,000.00	2,930.20	3,000.00	3,000.00
Vehicle Maintenance	Need Account # - New Line	-	-	-	-	2,000.00
COVID-19 Expenses	04-100-471100-0000-46018	-	-	-	-	-
Capital Outlay	04-100-471100-0000-48100	-	-	-	-	40,000.00
Total Parks & Recreation		561,334.19	609,146.00	608,769.02	705,058.00	803,051.00

Smithfield Center

Salaries	04-100-412100-0000-41100	-	-	-	-	-
Salaries-Part Time	04-100-412100-0000-41110	-	-	-	-	-
Salaries-OT	04-100-412100-0000-41120	-	-	-	-	-
FICA	04-100-412100-0000-42100	-	-	-	-	-
VSRS	04-100-412100-0000-42200	-	-	-	-	-
Disability	04-100-412100-0000-42210	-	-	-	-	-
Health	04-100-412100-0000-42300	-	-	-	-	-
Retail Sales & Use Tax	04-100-412100-0000-43100	47.37	800.00	120.17	800.00	800.00
Contracted Services	04-100-412100-0000-43320	19,154.44	20,000.00	18,738.59	20,000.00	21,000.00
Landscaping	04-100-412100-0000-43400	2,744.77	2,000.00	2,148.75	-	-
Advertising	04-100-412100-0000-43600	6,097.88	15,000.00	9,432.00	12,000.00	12,000.00
Kitchen Supplies	04-100-412100-0000-44000	6,611.26	3,000.00	1,808.28	3,000.00	3,000.00
Food Service & Beverage Supplies	04-100-412100-0000-44001	1,816.40	6,000.00	3,353.67	4,000.00	4,000.00
AV Supplies	04-100-412100-0000-44002	-	-	-	-	-
Utilities	04-100-412100-0000-45100	22,651.54	25,000.00	25,867.38	24,000.00	22,000.00
Communications	04-100-412100-0000-45200	13,431.75	16,000.00	15,276.95	12,000.00	9,000.00
Insurance	04-100-412100-0000-45300	4,887.96	5,995.00	5,964.00	6,680.00	6,680.00
Refund event deposits	04-100-412100-0000-45899	19,438.42	4,000.00	7,312.50	4,000.00	4,000.00
Office Supplies/Other Supplies	04-100-412100-0000-46001	2,525.09	3,000.00	2,105.49	3,000.00	3,000.00
Credit card processing expense	04-100-412100-0000-46002	3,995.09	5,000.00	4,626.84	-	-
Computer & technology expenses	04-100-412100-0000-46005	2,920.83	2,500.00	4,777.12	3,000.00	3,000.00
Equipment	04-100-412100-0000-46006	-	-	-	3,000.00	-
Repairs & Maintenance	04-100-412100-0000-46007	30,637.05	45,000.00	58,103.51	45,000.00	118,500.00
COVID-19 Expenses	04-100-412100-0000-46018	3,596.69	-	-	-	-
ARPA Expenses	04-100-412100-0000-46019	-	-	-	99,000.00	-
Capital Outlay	04-100-412100-0000-48100	-	-	-	1,000.00	-
Total Smithfield Center		140,556.54	153,295.00	159,635.25	240,480.00	206,980.00

Windsor Castle Park

Salaries	04-100-471210-0000-41100	-	-	-	-
Salaries-OT	04-100-471210-0000-41120	-	-	-	-
FICA	04-100-471210-0000-42100	-	-	-	-
VSRS	04-100-471210-0000-42200	-	-	-	-
Disability	04-100-471210-0000-42210	-	-	-	-
Health	04-100-471210-0000-42300	-	-	-	-
Landscaping	04-100-471210-0000-43105	500.00	3,000.00	753.75	-
Contracted Services	04-100-471210-0000-43300	8,141.34	8,000.00	8,134.61	15,000.00
Utilities	04-100-471210-0000-45100	1,406.83	800.00	1,221.28	1,100.00
Insurance	04-100-471210-0000-45300	9,437.52	9,955.00	9,900.00	11,088.00
Other	04-100-471210-0000-45804	-	-	-	-
Kayak Expense	04-100-471210-0000-45805	1,200.92	-	-	-
Office Supplies	04-100-471210-0000-46001	-	-	-	-
Equipment Expense	04-100-471210-0000-46006	8,564.17	28,000.00	9,299.80	10,000.00
Repairs & Maintenance	04-100-471210-0000-46007	35,234.25	29,000.00	35,194.11	50,000.00
COVID-19 Expenses	04-100-471210-0000-46018	430.77	-	-	-
ARPA	04-100-471210-0000-46019	-	-	132,237.50	302,500.00
Capital Outlay	04-100-471210-0000-48100	-	-	-	-
Total Windsor Castle Park		64,915.80	78,755.00	196,741.05	389,688.00
					87,088.00

Windsor Castle Manor House

Salaries	04-100-471220-0000-41100	-	-	-	-
Salaries-OT	04-100-471220-0000-41120	-	-	-	-
FICA	04-100-471220-0000-42100	-	-	-	-
VSRS	04-100-471220-0000-42200	-	-	-	-
Disability	04-100-471220-0000-42210	-	-	-	-
Health	04-100-471220-0000-42300	-	-	-	-
Contracted Services	04-100-471220-0000-43300	1,847.81	4,000.00	7,275.06	5,000.00
Advertising	04-100-471220-0000-43600	10,539.03	15,000.00	12,781.51	15,000.00
Food Service & Beverage Supplies	04-100-471220-0000-44001	509.83	1,000.00	59.12	1,000.00
Utilities	04-100-471220-0000-45100	5,282.19	9,400.00	6,747.05	6,000.00
Communications	04-100-471220-0000-45200	2,880.62	3,000.00	3,052.44	3,500.00
Insurance	04-100-471220-0000-45300	4,694.28	5,400.00	5,372.00	6,020.00
Refund event deposits	04-100-471220-0000-45899	1,200.00	4,000.00	100.00	4,000.00
Office Supplies/Other Supplies	04-100-471220-0000-46001	2,049.72	1,000.00	273.54	1,000.00
Computer & Technology	04-100-471220-0000-46005	359.44	1,000.00	1,465.00	1,000.00
Repairs & maintenance	04-100-471220-0000-46007	4,079.92	10,000.00	26,850.60	10,000.00
COVID-19 Expenses	04-100-471220-0000-46018	1,144.20	-	-	-
Total Windsor Castle Manor House		34,587.04	53,800.00	63,976.32	52,520.00
					72,520.00

Luter Sports Complex

Professional Services	04-100-471300-0000-43152	92,052.70	-	87,958.40	-	-
Contracted Services	04-100-471300-0000-43300	5,261.00	5,000.00	7,501.38	5,500.00	8,400.00
Advertising	04-100-471300-0000-43600	-	-	-	-	-
Utilities	04-100-471300-0000-45100	9,642.60	11,000.00	11,255.05	11,000.00	11,500.00
Communications	04-100-471300-0000-45200	1,409.13	2,000.00	1,644.76	2,000.00	1,800.00
Insurance	04-100-471300-0000-45300	8,272.64	9,330.00	9,280.00	10,395.00	10,500.00
Office Supplies/Other Supplies	04-100-471300-0000-46001	438.47	500.00	92.29	500.00	500.00
Computer & Technology	04-100-471300-0000-46005	816.38	1,000.00	-	500.00	-
Structures & Equipment Expense	04-100-471300-0000-46006	99.98	7,500.00	13,000.00	10,000.00	-
Repairs & Maintenance	04-100-471300-0000-46007	59,672.47	45,000.00	64,255.89	75,628.00	86,000.00
COVID-19 Expenses	04-100-471300-0000-46018	2,823.46	-	-	-	-
ARPA Capital	04-100-471300-0000-46019			92,139.65	517,500.00	
Capital Outlay	04-100-471300-0000-48100	-	-	-	-	-
Total Luter Sports Complex		180,488.83	81,330.00	287,127.42	633,023.00	118,700.00

Miscellaneous

Contributions-WCP	04-100-471200-0000-45653	-	-	-	-	-
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100	7,621.29	3,132.00	2,220.84	3,200.00	3,500.00
Clontz Park ARPA	04-100-471311-0000-46019	-	-	95,025.00	-	-
Jersey Park Playground	04-100-471313-0000-43345	16,860.00	3,000.00	340.00	3,000.00	2,000.00
Pinewood Playground	04-100-471314-0000-43346	-	-	-	-	-
Cypress Creek No Wake zone	04-100-471340-0000-43347	(63.07)	-	-	1,000.00	1,000.00
Haydens Lane Maintenance	04-100-471315-0000-43348	552.80	1,000.00	2,439.96	1,000.00	1,000.00
Veterans War Memorial	04-100-471316-0000-43349	578.11	3,000.00	2,905.82	3,000.00	3,000.00
Fireworks	04-100-471390-0000-43344	7,500.00	15,000.00	16,250.00	17,500.00	17,500.00
Total Other Parks & Recreation		33,049.13	25,132.00	119,181.62	28,700.00	28,000.00

TOTAL PARKS & RECREATION	1,014,931.53	1,001,458.00	1,435,430.68	2,049,469.00	1,316,339.00
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Museum

Overview

- The museum opened in 1976 and is located at 103 Main Street in Smithfield. It is open 7 days a week.
- It currently operates as a hybrid department for both the Town of Smithfield and Isle of Wight County.
 - Staff reports to the Town of the Smithfield.
 - Isle of Wight County maintains ownership of the museum's building and collection. The County has responsibility for the department's HVAC, infrastructure, structural repair and IT functions.
 - Staff has responsibilities to both the Town and the County.
- The Isle of Wight County Museum Foundation, a non-profit organization, supports a number of the museum's initiatives such as storage and new exhibit construction. For the 2023-2024 FY, they donated over \$50,000 for exhibits and special projects.
- Average Annual Stats
 - 8,000 visitors
 - Online, outreach engagement with tens of thousands of groups and individuals
 - 100+ special events, tours and outreach programs
 - 1,600+ volunteer hours

Responsibilities

- **Isle of Wight County Museum.** Oversight and documentation of the collection (20,000+ items) and those tasks pertinent to the museum's daily operation: welcoming and engaging with guests and visitors, exhibit development/improvement, research, signage, publications, video series and conservation.
- **Isle of Wight County Museum Gift Shop.** Stocking and selling of books, apparel, postcards and other merchandise. Tracking of inventory and sales.
- **Promotion, Advertising, Website Development, Social Media Management and Public Relations.**
- **Video Production.** To include our popular series BEHIND THESE WALLS for continued community engagement.
- **Education.** Development of programming for all ages to include lectures, programs, field trips, guided tours, livestreaming events, organizational retreats and online webpages.

- **Outreach.** Development of programming for all ages produced in a mobile format for presentation as field trips, lectures, and guided tours for local schools, civic groups, historical societies, churches, and more.
- **Historic Sites Under Museum Purview.** Interpretation, education, programming, exhibit development, artifact cataloguing and conservation, promotion and further research of these historic sites:
 - Windsor Castle
 - Nike-Carrollton Park
 - Fort Huger
 - Fort Boykin
 - Boykin's Tavern
 - Isle of Wight County Courthouse Complex
- **Town and County Support.** Provide support and assistance to all other Town and County departments. Most notably Town of Smithfield Parks & Recreation, Isle of Wight County Planning & Zoning and Isle of Wight County Parks and Recreation.
- **Community Support.** Provide assistance with or the development of signage, programs, etc. at the request of the community as supportive community partners. Notable recent partnerships include the Blackwater Regional Library, Historic Smithfield, Virginia Commonwealth University, Christopher Newport University, James Madison University, Longwood University, Isle of Wight County Schools, Isle of Wight Academy, VA 250 Commission, Civil War Trails, 1750 Courthouse, Schoolhouse Museum and Virginia Tourism Corporation.
- **Secure Grant Support.** Research, write, apply and secure grant support for museum programs and initiatives. Most recently a \$5,000 Virginia Tourism Corporation Microbusiness Marketing Leverage Grant.
- **Event Hosting.** Hosting of private events including birthday parties, luncheons, reenlistment ceremonies and memorial services as community partners.
- **Community Research and Genealogy.** Support genealogists and other members of the community in their research by providing links, out-of-print books and other resources and assistance.

Staffing

- The museum is open every day and staffed by a full-time director, a full-time curator, a full-time museum assistant and four part-time docents. The Town's custodian cleans the building.

2023-2024 Goals

- The museum's basement floor needs to be repaired and/or replaced with textured epoxy, tile or rug.
- Museum exhibit improvements to include the completion of the exhibits in the Sprigg Wing with a focus on mercantilism, the slave trade, tobacco, colonial settlement and pre-Revolutionary War growth.
- Nike-Ajax missile restoration and exhibition in conjunction with Isle of Wight County Engineering, Public Utilities and Parks & Recreation – based on the Museum's 2019 Interpretive Plan for the site.
- Develop plans and designs for agriculture and industry exhibits in main gallery including hands-on components.
- Write, design and publish the following books:
 - *ISLE Be Home for the Holidays*
 - *Smithfield Cookbook*
 - *16th Century Isle of Wight: Giles Jones Site*
 - *Nike-Ajax N-75 Site, Carrollton, Virginia*
- Determine timelines for future book projects: Fort Huger, Isle of Wight County Civil War history, Smithfield Peanut and Ham History.
- Finalize British Phone Box conservation and create interpretation and signage for display on Main Street.
- Install new storage system for archaeological material, archival documents and paintings.

Continuous Goals/Projects

- Organization and improvement of the museum's collection databases.
- Expand social media campaigns across platforms including video productions in order to expand brand awareness and drive digital interaction.
- Produce regularly scheduled video segments on local history.
- Host special and educational events throughout the year.
- Work with local schools to augment and support curriculum goals.
- Work with Town of Smithfield on the Windsor Castle Plantation interpretation and signage.

- Work with Isle of Wight County to assist with signage, interpretation and programming on various projects and sites including Boykin's Tavern, Isle of Wight County Courthouse Complex, Fort Boykin, Fort Huger and Nike-Carrollton Park.
- Work with Ivy Hill Cemetery on programming, events and interpretation.
- Work with Isle of Wight County Historical Society on programming, events and interpretation of the Historic Clerk's Office.
- Continuous community engagement and educational outreach through many different programming avenues.

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND EXPENDITURES

MUSEUM

	MUNIS ACCOUNT NUMBER	FY 2020-21 Actual	FY 2021-22 Budget	Fy2021-22 Actual	FY 2022-23 Budget	FY 2023-24 Budget
Salaries	04-100-472200-0000-41100	121,869.48	103,008.00	98,056.97	113,443.00	122,185.00
Salaries-Part Time	04-100-472200-0000-41110	-	30,160.00	28,448.22	43,163.00	45,055.00
FICA	04-100-472200-0000-42100	8,819.61	10,653.00	9,405.19	12,529.00	13,380.00
VSRS	04-100-472200-0000-42200	10,465.99	10,875.00	9,959.25	11,402.00	12,280.00
Disability	04-100-472200-0000-42210	164.60	215.00	104.78	229.00	250.00
Health	04-100-472200-0000-42300	17,533.51	24,193.00	14,720.82	16,477.00	15,409.00
Operating expenses						
Contracted services	04-100-472200-0000-43300	3,864.30	3,400.00	3,507.74	3,400.00	3,400.00
Advertising	04-100-472200-0000-43600	306.92	1,000.00	252.78	1,000.00	1,000.00
Communications	04-100-472200-0000-45200	670.14	725.00	593.94	725.00	725.00
Insurance	04-100-472200-0000-45300	1,562.40	2,180.00	2,172.29	2,430.00	2,430.00
Travel/Training	04-100-472200-0000-45500	267.90	400.00	98.00	400.00	400.00
Dues & Subscriptions	04-100-472200-0000-45810	444.58	800.00	932.59	800.00	800.00
Supplies	04-100-472200-0000-46001	7,626.07	7,500.00	8,499.36	8,000.00	8,500.00
Computer and Technology	04-100-472200-0000-46005	718.78	540.00	-	540.00	540.00
COVID-19 Expenses	04-100-472200-0000-46018	447.24		1,543.96		
Gift Shop-to be funded by gift shop proceeds						
Sales & Use Tax	04-100-472200-0000-43100	468.97	775.00	863.18	1,000.00	1,000.00
Credit card processing fees	04-100-472200-0000-46002	396.21	800.00	128.78	800.00	800.00
Gift Shop expenses	04-100-472200-0000-46014	3,604.60	7,000.00	16,147.68	7,500.00	8,000.00
Total Museum		179,231.30	204,224.00	195,435.53	223,838.00	236,154.00
Museum Contributions						
Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	\$ 11,000.00	\$ 11,000.00	\$ 3,501.97	\$ 11,000.00	\$ 11,000.00
Total Museum Contributions		\$ 11,000.00	\$ 11,000.00	\$ 3,501.97	\$ 11,000.00	\$ 11,000.00
TOTAL MUSEUM		\$ 190,231.30	\$ 215,224.00	\$ 198,937.50	\$ 234,838.00	\$ 247,154.00

Community Development and Planning

Established in 2019, the Community Development & Planning Department is responsible for constant monitoring and enforcement of the Smithfield Zoning Ordinance and Subdivision Ordinance. In addition to implementing the above ordinances, this Department also reviews and decides on all administrative zoning permit applications and waivers, as well as reviews, processes, and produces recommendations to applicable Boards and Commissions on all applications that cannot be decided administratively (the Board of Historic & Architectural Review (BHAR), the Board of Zoning Appeals (BZA), the Planning Commission, and/or the Town Council).

In addition to monitoring and implementing planning, zoning, subdivision, land use, code enforcement, and development-related matters, this Department also administers the Town's localized version of the Chesapeake Bay Preservation Act of 1988, and an erosion and sediment control program for all single-family residential projects. The Community Development & Planning Department works with developers and citizens alike to ensure compliance with applicable zoning ordinances, Town codes, and any other appropriate regulations.

Finally, this Department strives to achieve greatness in developing the Community, throughout Town limits. This year, this Department will work with the BHAR and Planning Commission to review and revise the Historic District Guidelines, along with the Entrance Corridor Overlay Guidelines.

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND EXPENDITURES

Community Development & Planning

	MUNIS ACCOUNT NUMBER	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 Actual	FY 2022-23 Budget	FY 2023-24 Budget
Administration						
Salaries	04-100-481100-0000-41100	-	161,620.00	157,884.63	178,697.00	195,237.00
Salaries-OT	04-100-481100-0000-41120	-	-	110.59	1,554.00	1,560.00
FICA	04-100-481100-0000-42100	-	12,930.00	11,943.97	14,420.00	15,744.00
VSRS	04-100-481100-0000-42200	-	17,150.00	15,952.24	17,852.00	19,681.00
Disability	04-100-481100-0000-42210	-	35.00	549.18	74.00	85.00
Health	04-100-481100-0000-42300	-	14,569.00	13,076.66	16,850.00	15,782.00
GIS	04-100-481100-0000-43001	-	400.00	-	3,000.00	10,000.00
Site Plan Review	04-100-481100-0000-43141	-	1,500.00	2,159.75	6,000.00	6,000.00
Professional Services	04-100-481100-0000-43152	-	50,000.00	21,546.25	60,000.00	30,000.00
Shared Services-IOW Inspection Services	04-100-481100-0000-43143	-	-	-	-	-
Contractual	04-100-481100-0000-43320	-	4,250.00	2,525.86	6,000.00	6,000.00
Communications	04-100-481100-0000-45200	-	6,000.00	4,686.09	6,000.00	6,000.00
Insurance	04-100-481100-0000-45300	-	5,070.00	5,060.74	5,650.00	5,700.00
Travel & Training	04-100-481100-0000-45500	-	4,500.00	3,723.84	5,000.00	7,500.00
Safety Meetings/Safety Expenses	04-100-481100-0000-45520	-	1,250.00	-	-	-
Hampton Roads Planning District Commission	04-100-432302-0000-45621	-	5,339.00	-	-	-
Other	04-100-481100-0000-45804	-	1,000.00	53.77	1,000.00	1,000.00
Dues & Subscriptions	04-100-481100-0000-45810	-	2,025.00	480.00	2,025.00	2,000.00
Materials & Supplies	04-100-481100-0000-46001	-	3,000.00	1,174.67	4,250.00	4,000.00
Repairs & Maintenance	04-100-481100-0000-46007	-	7,500.00	296.55	1,200.00	1,000.00
Gas	04-100-481100-0000-46008	-	4,500.00	6,965.56	5,000.00	10,000.00
Capital Expenditures	04-100-481100-0000-48100	-	-	-	-	-
Total Community Development & Planning Administration		-	302,638.00	248,190.35	334,572.00	337,289.00

Pinewood Heights Project

Project Expenditures

Pinewood Heights-Phase II	04-100-432315-0000-42701-misc	28,000.00	-	-	-
Pinewood Heights-Phase III	04-100-432315-0000-42701-misc	-	-	-	-
Pinewood Heights Phase IV	04-100-432315-0000-42701-misc	938,862.00	-	-	-
Pinewood Heights Phase IV Capital Outlay	04-100-432315-0000-42701-48100	60,000.00	50,000.00	39,800.00	-
Total Pinewood Heights-All Phases		1,088,900.73	50,000.00	39,800.00	-

Community Development-Other

Hampton Roads Planning District Commission	04-100-432302-0000-45621	11,000.00	12,125.00	11,139.00	11,276.00	20,016.00
Tourism Bureau	04-100-432302-0000-45607	273,543.00	280,000.00	262,727.50	280,000.00	317,255.00
Chamber of Commerce	04-100-432302-0000-45609	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Total Community Development Other		290,543.00	298,125.00	279,866.50	297,276.00	343,271.00

Total Community Planning & Development	\$ 1,379,443.73	\$ 650,763.00	\$ 567,856.85	\$ 631,848.00	\$ 680,560.00
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Public Works

The Public Works and Utilities Department operates utilizing four funds (General Fund, Water Fund, Sewer Fund, and Highway Fund) divided into six budgets (Water, RO Plant, Sewer, Highway, Public Works, and Public Buildings) to operate and maintain the Town's assets and infrastructure. Below please find the budget narrative to accompany the 2023-2024 operating budget for the Public Works portion of the General Fund.

The Town's Public Works and Utilities department uses general funds to fund not only the operation, but also all maintenance and debt service of the system. Staff are responsible for the operation, maintenance, and repair of the Smithfield Lake Dam, 42 Town owned buildings, 63 grounds locations, various parking lots, trash collection, and streetlights across Town limits.

With a staff of 23 full time employees, 20 divide their time between General Fund, Water Fund, Sewer Fund, and Highway Fund operations, while the additional 3 full time employees are primarily dedicated Water Fund operations. As part of the required maintenance, the Town utilizes a staff of 23 full time employees, which are required to divide time amongst various funds accordingly, to ensure the responsible maintenance of all the Town's physical and fixed Public Works related assets. Consequently, the Town's Public Works and Utility employees carefully schedule required work to ensure that General Fund public works activities get accomplished on time while, concurrently, ensuring the safe and efficient operation of the Town's Public Works systems.

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND EXPENDITURES

Public Works

	MUNIS ACCOUNT NUMBER	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	FY 2023-24
		Actual	Budget	Actual	Budget	Budget
Salaries	04-100-441300-0000-41100	272,932.98	122,325.00	135,458.85	130,848.00	182,355.00
Salaries-OT (includes special events)	04-100-441300-0000-41120	-	8,443.00	7,174.84	7,844.00	9,655.00
FICA	04-100-441300-0000-42100	20,495.73	10,461.00	10,320.92	11,096.00	15,365.00
VSRS	04-100-441300-0000-42200	25,978.79	13,047.00	12,780.10	13,145.00	18,372.00
Disability	04-100-441300-0000-42210	2,329.83	266.00	1,805.21	266.00	300.00
Health	04-100-441300-0000-42300	26,539.82	21,485.00	20,855.30	25,241.00	30,463.00
GIS	04-100-441300-0000-43001	-	1,100.00	721.00	3,500.00	3,500.00
Site Plan Review	04-100-441300-0000-43141	5,479.50	1,500.00	2,159.75	3,500.00	3,500.00
Professional Services	04-100-441300-0000-43152	28,827.50	25,000.00	31,802.25	35,000.00	35,000.00
Shared Services-IOW Inspection Services	04-100-441300-0000-43143	-	-	-	-	-
Contractual	04-100-441300-0000-43320	10,087.01	4,250.00	5,360.00	6,500.00	6,500.00
Trash Collection	04-100-441300-0000-43330	232,821.85	253,776.00	251,333.35	265,000.00	265,000.00
Recycling	04-100-441300-0000-43340	66,440.90	3,500.00	-	-	-
Street Lights	04-100-441300-0000-45101	1,226.28	2,500.00	1,277.15	2,500.00	3,000.00
Communications	04-100-441300-0000-45200	10,755.08	6,000.00	6,813.53	8,000.00	8,000.00
Insurance	04-100-441300-0000-45300	8,383.80	5,070.00	5,078.25	5,650.00	5,650.00
Travel & Training	04-100-441300-0000-45500	4,162.49	4,500.00	983.12	4,500.00	4,500.00
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	3,185.49	1,250.00	522.31	1,250.00	1,250.00
Accreditation	04-100-441300-0000-45521	-	-	-	15,000.00	15,000.00
Other	04-100-441300-0000-45804	1,440.82	1,375.00	1,587.83	2,500.00	2,500.00
Dues & Subscriptions	04-100-441300-0000-45810	2,409.28	2,025.00	1,356.80	2,050.00	2,050.00
Materials & Supplies	04-100-441300-0000-46001	3,115.02	4,500.00	2,551.73	5,000.00	5,000.00
Computer & Technology	04-100-441300-0000-46005	-	-	-	5,000.00	5,000.00
Repairs & Maintenance	04-100-441300-0000-46007	9,420.23	7,500.00	6,202.75	7,500.00	7,500.00
Gas	04-100-441300-0000-46008	7,797.72	4,500.00	6,288.07	5,500.00	5,500.00
Uniforms	04-100-441300-0000-46011	808.30	2,700.00	1,384.96	4,000.00	4,000.00
Litter Control Grant Expense	04-100-441300-0000-46012	1,762.38	3,132.00	2,046.19	3,000.00	3,000.00
COVID-19 Expenses	04-100-441300-0000-46018	1,293.52	-	-	-	-
ARPA Expenses	04-100-441300-0000-46019	-	-	300,104.00	850,000.00	-
Capital Expenditures	04-100-441300-0000-48100	190,252.76	1,052,912.00	478,636.34	232,000.00	100,000.00
- New Streetlights					40,000.00	
- Lakeside Emergency Exit					55,000.00	
Total Public Works		937,947.08	1,563,117.00	1,294,604.60	1,655,390.00	836,960.00

Miscellaneous Public Works

Waterworks Dam -professional fees	04-100-471350-0000-43152	63,767.73	125,000.00	47,740.00	125,000.00	125,000.00
Waterworks Dam-(decommission?)						
Total Miscellaneous Public Works		63,767.73	125,000.00	47,740.00	125,000.00	125,000.00
Total Public Works Expenses		1,001,714.81	1,688,117.00	1,342,344.60	1,780,390.00	961,960.00

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND EXPENDITURES

Public Buildings

	MUNIS ACCOUNT NUMBER	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	FY 2023-24
		Actual	Budget	Actual	Budget	Budget
Salaries-Part Time	04-100-443200-0000-41110	28,685.71	32,287.00	23,295.67	37,120.00	39,435.00
FICA	04-100-443200-0000-42100	2,212.86	2,583.00	1,827.03	2,970.00	3,155.00
Professional Services	04-100-443200-0000-43152	-	25,000.00	13,100.00	25,000.00	100,000.00
Contractual	04-100-443200-0000-43300	14,418.38	25,000.00	33,453.40	40,000.00	40,000.00
Utilities	04-100-443200-0000-45100	43,219.61	50,000.00	45,123.38	60,000.00	60,000.00
Communications	04-100-443200-0000-45200	1,933.73	2,200.00	2,069.89	2,200.00	2,200.00
Insurance	04-100-443200-0000-45300	10,051.24	12,000.00	11,957.34	13,370.00	13,370.00
Other	04-100-443200-0000-45804	418.47	500.00	206.88	500.00	500.00
Materials & Supplies	04-100-443200-0000-46001	384.26	2,500.00	960.90	2,500.00	2,500.00
Computer & Technology	04-100-443200-0000-46005	34,744.30	30,000.00	35,756.29	40,000.00	40,000.00
Equipment Expense	04-100-443200-0000-46006	3,509.45	-	-	-	-
Repairs & Maintenance	04-100-443200-0000-46007	49,628.59	160,000.00	85,984.51	178,344.00	413,344.00
COVID-19 Expenses	04-100-443200-0000-46018	158,465.23	-	41,045.63	-	-
Capital Expenditures	04-100-443200-0000-48100	-	-	48,663.43	400,000.00	-
Total Public Buildings		347,671.83	342,070.00	343,444.35	802,004.00	714,504.00

Contributions

The Town contributes to various organizations that provide services to the residents of Smithfield. These groups are non-profits and other governmental organizations.

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND EXPENDITURES

Contributions

	MUNIS ACCOUNT NUMBER	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 Actual	FY 2022-23 Budget	FY 2023-24 Budget
<u>Parks, Recreation, and Cultural</u>						
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
Farmers Market	04-100-432301-0000-45617	3,800.00	3,000.00	3,000.00	3,000.00	3,000.00
Friends of the Library	04-100-473100-0000-45605	-	3,550.00	3,550.00	3,627.00	2,965.00
Total Cultural Contributions		12,800.00	15,550.00	15,550.00	15,627.00	14,965.00
 <u>Contributions-Community Development</u>						
Smithfield CHIP program	04-100-432301-0000-43354	686.00	-	8,215.24	-	-
YMCA Projects	04-100-432302-0000-45603	50,000.00	-	-	-	-
Genieve Shelter	04-100-432302-0000-45606	7,920.00	7,920.00	7,920.00	10,500.00	9,000.00
TRIAD	04-100-432302-0000-45611	-	1,650.00	-	1,650.00	1,650.00
Christian Outreach	04-100-432302-0000-45620	25,000.00	12,650.00	12,650.00	12,650.00	12,650.00
Western Tidewater Free Clinic	04-100-432302-0000-45632	45,791.00	23,000.00	23,000.00	35,100.00	24,490.00
Old Courthouse Contribution	04-100-472500-0000-45613	4,400.00	4,400.00	4,400.00	5,000.00	5,000.00
Total Contributions-Community Development		133,797.00	49,620.00	56,185.24	64,900.00	52,790.00
TOTAL CONTRIBUTIONS		146,597.00	65,170.00	71,735.24	80,527.00	67,755.00

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND EXPENDITURES

Non-Departmental

	MUNIS ACCOUNT NUMBER	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget
OPERATING/CAPITAL RESERVE						
Appropriation to Reserves		173,448.86	1,789,960.78	-	-	-
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	106,156.44	63,603.22	67,570.00	79,028.00	80,000.00
TOTAL NON DEPARTMENTAL		279,605.30	1,853,564.00	67,570.00	79,028.00	80,000.00

Town of Smithfield
FY2024 Operating Budget
GENERAL FUND EXPENDITURES

Debt Service	MUNIS ACCOUNT NUMBER	FY 2020-21	FY 2021-22	FY 21-22	FY 2022-23	FY 2023-24
		Actual	Budget	Actual	Budget	Budget
Principal Retirement						
Public Building Acquisition	04-100-495500-0000-49501	-	-	-	-	-
Police Evidence Building	04-100-495500-0000-49509	57,032.33	57,030.00	58,847.35	50,331.00	50,331.00
New Debt-Multiple projects	04-100-495500-0000-49512	3,905,384.52	-	-	-	-
Capital Lease- Ball Field Equipment	04-100-495500-0000-49514	3,717.02	-	-	-	-
Capital Lease Finance-Siemen's Security	04-100-495500-0000-49516	-	-	-	-	-
Public Safety Radio System	04-100-495500-0000-49518	49,030.36	49,840.00	49,839.85	47,896.00	47,896.00
Taser Plan PD	04-100-495500-0000-49520	-	12,240.00	-	-	-
Police Vehicles	04-100-495500-0000-49523	10,775.19	90,200.00	60,814.21	94,252.00	95,000.00
GO Bond 2020A2	04-100-495500-0000-49521	236,385.00	293,859.00	293,859.00	299,421.00	304,056.00
Interest and fiscal charges						
Public Building Acquisition	04-100-495500-0000-49502	-	-	-	-	-
Police Evidence Building	04-100-495500-0000-49510	4,325.23	2,510.00	2,510.21	685.00	-
New Debt-Multiple projects	04-100-495500-0000-49513	24,492.37	-	-	-	-
Capital Lease- Ball Field Equipment	04-100-495500-0000-49515	49.95	-	-	-	-
Public Safety Radio System	04-100-495500-0000-49519	2,423.10	1,614.00	1,613.62	33.00	-
Police Vehicles	04-100-495500-0000-49524	2,095.93	-	4,365.51	18,442.00	19,000.00
GO Bond 2020A2	04-100-495500-0000-49522	59,010.98	59,700.00	59,241.05	53,550.00	49,702.00
Total Debt Service		4,354,721.98	566,993.00	531,090.80	564,610.00	565,985.00

Water Fund

The Public Works and Utilities Department operates utilizing four funds (General Fund, Water Fund, Sewer Fund, and Highway Fund) divided into six budgets (Water, RO Plant, Sewer, Highway, Public Works, and Public Buildings) to operate and maintain the Town's assets and infrastructure. Below please find the budget narrative to accompany the 2023-2024 operating budget for the Water Fund. According to fiscal projections, during the 2023-2024 fiscal year, the General Fund will not directly or indirectly subsidize this fund.

The Town of Smithfield operates its water system as an enterprise fund in which the water fund revenues are used to fund not only the operation, but also all maintenance, including the debt service of the system. Staff are responsible for the operation, maintenance, and repair of the Town's reverse osmosis water treatment plant, water storage tanks, emergency wells, and associated 65 miles of underground infrastructure. Furthermore, they are responsible for the reading, repair, and replacement of the Town's 3265 water meters.

As part of the required maintenance, the Town utilizes a staff of 23 full time employees, which are required to divide time amongst various funds accordingly, to ensure the responsible maintenance of all the Town's physical and fixed water related assets. A total of twenty (20) full time staff divides their time between General Fund, Water Fund, Sewer Fund, and Highway Fund operations, while the additional three (3) full time employees are primarily dedicated Water Fund operations. Consequently, the Town's Public Works and Utility employees carefully schedule required work to ensure that public works and utility activities are accomplished on time while, concurrently, ensuring the safe and efficient operation of the Town's water system.

This budget maintains the current water rate of \$6.75 per 1,000 gallons.

Town of Smithfield
FY2024 Operating Budget
WATER FUND

6/28/2023

WATER FUND

	MUNIS ACCOUNT NUMBER	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget
WATER REVENUES						
Water Sales	03-005-342060-0000-31101	1,449,120.33	1,517,330.38	1,478,852.00	1,562,975.00	1,562,975.00
Debt Service Revenue	03-005-342060-0000-31109	255,276.32	257,094.32	257,000.00	259,400.00	259,400.00
Availability Fees	03-005-342060-0000-31102	75,660.00	160,480.00	122,400.00	163,200.00	175,000.00
Connection fees	03-005-342060-0000-31104	17,700.00	38,940.00	29,700.00	39,600.00	45,000.00
Application Fees	03-005-342060-0000-31106	9,162.50	9,178.00	10,000.00	10,000.00	10,000.00
Interest Revenue	03-005-342060-0000-31501	30,377.71	5,829.08	6,500.00	6,500.00	6,500.00
ARPA Revenue		-			750,000.00	
Contributions from IOW	03-005-342060-0000-31628	-	-	87,500.00	-	
Appropriated fund balance for budget-reserves	n/a	343,852.65	877,620.32	1,063,398.00	993,633.00	223,511.00
Total Water Revenues		2,186,179.29	3,520,669.73	3,055,350.00	3,785,308.00	2,282,386.00

	MUNIS ACCOUNT NUMBER	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget
WATER EXPENSES						
Salaries	04-005-442060-0000-41100	413,805.50	410,468.86	411,391.00	465,892.00	544,990.00
FICA	04-005-442060-0000-42100	30,115.02	30,341.73	32,911.00	37,272.00	43,600.00
VSRS	04-005-442060-0000-42200	37,119.49	67,890.39	39,151.00	41,817.00	49,540.00
Health	04-005-442060-0000-42300	53,931.52	57,955.30	61,719.00	86,644.00	86,924.00
Audit	04-005-442060-0000-43120	6,625.00	7,062.50	7,500.00	7,500.00	8,750.00
Legal	04-005-442060-0000-43150	7,983.64	5,943.43	10,000.00	10,000.00	10,000.00
Professional Services	04-005-442060-0000-43152	7,023.36	23,822.49	32,000.00	32,000.00	32,000.00
Contractual	04-005-442060-0000-43320	8,316.38	9,021.40	15,000.00	15,000.00	15,000.00
Regional Water Supply Study	04-005-442060-0000-43998	3,926.00	4,172.00	4,223.00	4,283.00	1,283.00
Data Processing	04-005-442060-0000-44100	14,185.81	13,226.75	15,000.00	15,000.00	15,000.00
Utilities	04-005-442060-0000-45100	1,930.44	2,028.57	3,000.00	3,000.00	3,000.00
Communications	04-005-442060-0000-45200	10,039.56	11,413.99	11,500.00	12,000.00	12,000.00
Insurance	04-005-442060-0000-45300	31,132.00	30,728.60	36,315.00	40,000.00	40,000.00
Materials & Supplies	04-005-442060-0000-45400	71,597.64	73,296.92	135,000.00	150,000.00	140,399.00
Travel and Training	04-005-442060-0000-45500	2,267.84	(51.99)	5,000.00	5,000.00	5,000.00
Other Expense	04-005-442060-0000-45804	9,309.39	9,960.06	15,000.00	15,000.00	15,000.00
Dues & Subscriptions	04-005-442060-0000-45810	1,116.82	1,655.00	1,500.00	2,000.00	2,000.00
Bank service charges-credit card fees	04-005-442060-0000-45813	1,272.88	925.40	1,200.00	1,200.00	1,200.00
Equipment Expense	04-005-442060-0000-46006	-	1,598.03	4,000.00	4,000.00	4,000.00
Maintenance & Repairs	04-005-442060-0000-46007	43,061.08	27,117.59	40,000.00	75,000.00	75,000.00
Fuel	04-005-442060-0000-46008	9,234.43	11,498.65	17,000.00	20,000.00	20,000.00
Vehicle Maintenance	04-005-442060-0000-46009	3,192.86	5,559.41	3,500.00	4,000.00	4,000.00
Uniforms	04-005-442060-0000-46011	3,722.85	3,294.81	3,400.00	4,000.00	4,000.00
ARPA Capital	04-005-442060-0000-46018				750,000.00	

	MUNIS ACCOUNT NUMBER	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget
<u>RO Annual costs</u>						
Contract Services	04-005-442061-0000-43300	4,334.00	4,377.25	10,000.00	15,000.00	15,000.00
Power	04-005-442061-0000-45100	107,125.46	100,495.82	110,000.00	115,000.00	115,000.00
HRSD	04-005-442061-0000-45102	310,526.48	310,905.94	353,160.00	375,000.00	400,000.00
Communication	04-005-442061-0000-45200	9,648.43	9,234.11	9,300.00	10,000.00	10,000.00
Supplies	04-005-442061-0000-45400	29,342.59	17,058.17	30,000.00	30,200.00	30,200.00
Chemicals	04-005-442061-0000-45413	71,220.77	72,370.47	75,000.00	100,000.00	150,000.00
Travel and training	04-005-442061-0000-45500	679.20	292.01	4,000.00	4,000.00	4,000.00
Miscellaneous	04-005-442061-0000-45804	1,228.00	204.58	-	500.00	500.00
Dues & Subscriptions	04-005-442061-0000-45810	75.49	1,468.00	1,600.00	2,000.00	2,000.00
Maintenance and Repairs	04-005-442061-0000-46007	44,978.03	98,471.65	85,000.00	90,000.00	90,000.00
Vehicle Maintenance	04-005-442061-0000-46009	3,027.33	924.57	3,500.00	3,000.00	3,000.00
Debt Service	04-005-442060-0000-49000	288,706.05	315,258.84	196,045.00	330,000.00	330,000.00
Depreciation Expense	04-005-442060-0000-49102	347,845.66	366,246.94	427,435.00	450,000.00	-
Capital Expenditures	balance sheet	52,790.00	719,620.38	845,000.00	460,000.00	
Total Water Expenditures		2,186,179.29	3,520,669.73	3,055,350.00	3,785,308.00	2,282,386.00

Sewer Fund

The Public Works and Utilities Department operates utilizing four funds (General Fund, Water Fund, Sewer Fund, and Highway Fund) divided into six budgets (Water, RO Plant, Sewer, Highway, Public Works, and Public Buildings) to operate and maintain the Town's assets and infrastructure. Below please find the budget narrative to accompany the 2023-2024 operating budget for the Sewer Fund. According to fiscal projections, during the 2023-2024 fiscal year, the General Fund will not directly or indirectly subsidize this fund.

The Town of Smithfield operates its sewer system as an enterprise fund in which the sewer fund revenues are used to fund not only the operation, but also all maintenance, including the debt service of the system. Staff are responsible for the operation, maintenance, and repair of the Town's 28 sewer pump stations, 33 ft. Vac-Con "Vac truck", 13 bypass pumps, and associated 65 miles of underground infrastructure.

As part of the required maintenance, the Town utilizes a staff of 23 full time employees, which are required to divide time amongst various funds accordingly, to ensure the responsible maintenance of all the Town's physical and fixed sewer related assets. A total of twenty (20) full time staff divides their time between General Fund, Water Fund, Sewer Fund, and Highway Fund operations, while the additional three (3) full time employees are primarily dedicated Water Fund operations. Consequently, the Town's Public Works and Utility employees carefully schedule required work to ensure that public works and utility activities are accomplished on time while, concurrently, ensuring the safe and efficient operation of the Town's sewer system.

The Town's Sewer Fund is responsible for the transmission of wastewater from the customer to the Hampton Roads Sanitation District (HRSD) force mains, which then allows HRSD to convey the wastewater to its facilities for treatment.

This budget maintains the current sewer rate of \$3.74 per 1,000 gallons.

Town of Smithfield
FY2024 Operating Budget
SEWER FUND

SEWER FUND

	MUNIS ACCOUNT NUMBER	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
		Actual	Actual	Budget	Budget	Budget
SEWER REVENUES						
Sewer Charges	03-004-342070-0000-31101	680,299.22	725,108.99	707,401.00	730,000.00	730,000.00
Availability Fees	03-004-342070-0000-31102	113,720.00	247,200.00	185,400.00	247,200.00	247,200.00
Connection fees	03-004-342070-0000-31104	43,500.00	94,800.00	71,100.00	94,800.00	94,800.00
Interest Revenue	03-004-342070-0000-31501	10,867.27	6,820.68	7,000.00	7,000.00	7,000.00
Sewer Compliance Fee	03-004-342070-0000-31608	401,391.34	404,987.21	405,270.00	408,125.00	408,125.00
ARPA Funding	03-004-342070-0000-31619				305,000.00	
Appropriated fund balance for budget	Balance Sheet	94,851.56	538,848.89	585,059.00	793,010.00	
Total Sewer Revenue		1,375,977.12	2,591,565.08	1,961,230.00	2,585,135.00	1,487,125.00

SEWER FUND

	MUNIS ACCOUNT NUMBER	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
		Actual	Actual	Budget	Budget	Budget
	MUNIS ACCOUNT NUMBER	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
SEWER EXPENSES						
Salaries	04-004-442070-0000-41100	257,070.54	260,328.63	269,863.00	319,944.00	369,245.00
FICA	04-004-442070-0000-42100	18,649.55	19,241.84	21,589.00	25,596.00	29,540.00
VSRS	04-004-442070-0000-42200	40,012.86	48,709.17	26,973.00	29,858.00	34,642.00
Health	04-004-442070-0000-42300	32,416.80	36,171.19	36,023.00	51,007.00	53,314.00
VAC Truck Repairs & Maintenance	04-004-442070-0000-43107	5,384.65	6,618.14	7,500.00	5,000.00	5,000.00
Audit	04-004-442070-0000-43120	6,625.00	7,062.50	7,500.00	7,500.00	8,750.00
Legal	04-004-442070-0000-43150	7,983.64	5,462.19	10,000.00	10,000.00	10,000.00
Professional Fees	04-004-442070-0000-43152	14,519.64	7,863.13	30,000.00	40,000.00	40,000.00
Contractual	04-004-442070-0000-43300,43320	4,014.29	4,644.80	4,000.00	4,500.00	4,500.00
HRPDC sewer programs	04-004-442070-0000-43997	835.00	801.00	737.00	780.00	780.00
Data Processing	04-004-442070-0000-44100	14,185.81	13,226.76	15,000.00	15,000.00	15,000.00
Utilities	04-004-442070-0000-45100	39,549.43	41,310.38	45,000.00	50,000.00	48,000.00
Communications	04-004-442070-0000-45200	9,821.97	10,608.29	12,000.00	13,000.00	13,000.00
SCADA Expenses	04-004-442070-0000-45204	(176.71)	1,674.00	15,000.00	15,000.00	15,000.00
Insurance	04-004-442070-0000-45300	15,824.00	15,523.04	18,500.00	19,000.00	19,000.00
Materials & Supplies	04-004-442070-0000-45400	41,992.54	23,144.14	55,000.00	65,000.00	64,000.00
Travel & Training	04-004-442070-0000-45500	150.00	183.01	5,000.00	5,000.00	5,000.00
Miscellaneous	04-004-442070-0000-45804	149.64	150.81	1,200.00	1,200.00	1,200.00
Dues & Subscriptions	04-004-442070-0000-45810	210.98	125.00	200.00	200.00	200.00
Bank charges	04-004-442070-0000-45813	-	-	30.00	50.00	50.00
Equipment Expense	04-004-442070-0000-46006	-	1,598.03	52,500.00	60,000.00	60,000.00
Maintenance & Repairs	04-004-442070-0000-46007	113,623.59	91,249.34	175,000.00	175,000.00	174,642.00
Fuel	04-004-442070-0000-46008	5,732.56	7,037.27	10,000.00	15,000.00	15,000.00
Vehicle Maintenance	04-004-442070-0000-46009	3,608.16	6,384.39	4,000.00	5,000.00	5,000.00
Uniforms	04-004-442070-0000-46011	2,501.84	2,531.30	2,900.00	3,500.00	3,500.00
Pump Replacement & Conditioning	04-004-442070-0000-46015	61,002.98	88,443.84	150,000.00	150,000.00	142,762.00
ARPA	04-004-442070-0000-46019				305,000.00	
Debt Service	04-004-442070-0000-49000	106,109.53	111,535.22	219,350.00	250,000.00	250,000.00
Depreciation Expense	04-004-442070-0000-49102	364,445.11	370,667.33	391,365.00	400,000.00	-
Capital Expenditures	balance sheet	209,733.72	1,379,994.48	375,000.00	544,000.00	100,000.00
Total Sewer Expenditures		1,375,977.12	2,591,565.08	1,961,230.00	2,585,135.00	1,487,125.00

Highway Fund

The Public Works and Utilities Department operates utilizing four funds (General Fund, Water Fund, Sewer Fund, and Highway Fund) divided into six budgets (Water, RO Plant, Sewer, Highway, Public Works, and Public Buildings) to operate and maintain the Town's assets and infrastructure. Below please find the budget narrative to accompany the 2023-2024 operating budget for the Highway Fund. According to fiscal projections, during the 2023-2024 fiscal year, the General Fund will not directly or indirectly subsidize this fund.

The Highway Fund is used to fund not only the operation, but also all maintenance, including the debt service of the system. Staff are responsible for the operation, maintenance, and repair of all Town roads other than the Route 10 Bypass, Church St., Grace St., and portions of Main St. Furthermore, these funds are used to maintain all the Town's 110 miles of drainage and storm water infrastructure.

As part of the required maintenance, the Town utilizes a staff of 23 full time employees, which are required to divide time amongst various funds accordingly, to ensure the responsible maintenance of all the Town's physical and fixed highway related assets. A total of twenty (20) full time staff divides their time between General Fund, Water Fund, Sewer Fund, and Highway Fund operations, while the additional three (3) full time employees are primarily dedicated Water Fund operations. Consequently, the Town's Public Works and Utility employees carefully schedule required work to ensure that public works and utility activities are accomplished on time while, concurrently, ensuring the safe and efficient operation of the Town's Highway system. The Town works closely with VDOT as well as outside contractors to ensure that the roadways and drainage systems within the Town limits are maintained in a satisfactory condition.

The Town receives funding from the Commonwealth of Virginia to carry out this work.

Town of Smithfield
FY2024 Operating Budget
HIGHWAY FUND

Highway

	MUNIS ACCOUNT NUMBER	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget
HIGHWAY REVENUES						
Interest Income	03-204-341200-0000-31501	188.14	240.31	250.00	250.00	250.00
Insurance Recoveries	03-204-341200-0000-31603	-	24,792.38	-	-	-
Revenue - Commwth of VA	03-204-341200-0000-34060	1,247,245.48	1,289,244.12	1,289,244.00	1,311,487.00	1,513,850.00
CARES Act			334.74			
Carryforward from prior years	N/A	184,545.68	71,721.48	-	-	-
Total Highway Fund Revenue		1,431,979.30	1,386,333.03	1,289,494.00	1,311,737.00	1,514,100.00
	MUNIS ACCOUNT NUMBER	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget
HIGHWAY EXPENSES						
Salaries	04-204-441200-0000-41100	252,947.81	229,240.36	345,875.00	456,388.00	345,303.00
FICA	04-204-441200-0000-42100	18,600.31	17,039.42	27,670.00	36,512.00	27,625.00
VSRS	04-204-441200-0000-42200	14,284.94	23,388.03	35,093.00	44,208.00	33,278.00
Health	04-204-441200-0000-42300	40,368.81	31,388.51	60,613.00	94,762.00	54,386.00
Maintenance	04-204-441200-0000-43104	659,880.76	861,110.39	557,261.00	388,663.00	840,808.00
Grass	04-204-441200-0000-43105	13,520.12	5,526.62	20,000.00	20,000.00	20,000.00
VAC Truck Repairs	04-204-441200-0000-43107	2,275.96	1,653.35	2,500.00	2,500.00	2,000.00
Professional services	04-204-441200-0000-43152	2,034.75	19,810.10	5,000.00	10,000.00	10,000.00
Contract Services	04-204-441200-0000-43300	-	25,006.12	-	-	-
Stormwater Management Program (regional)	04-204-441200-0000-43999	3,158.00	3,109.00	2,982.00	3,004.00	5,000.00
Street Lights	04-204-441200-0000-45101	116,461.74	115,616.43	130,000.00	122,000.00	125,000.00
Insurance	04-204-441200-0000-45300	10,572.00	9,724.04	12,300.00	15,000.00	15,000.00
Fuel	04-204-441200-0000-46008	7,134.36	6,510.94	14,000.00	14,000.00	20,000.00
Vehicle Maintenance	04-204-441200-0000-46009	9,355.62	9,100.40	10,000.00	12,000.00	12,000.00
Uniforms	04-204-441200-0000-46011	3,062.44	1,910.83	3,700.00	3,700.00	3,700.00
Capital Outlay	04-204-441200-0000-48100	-	25,863.75	62,500.00	89,000.00	
Carryforward to next year	N/A	278,321.68	-	-	-	-
Total Highway Fund Expense		1,431,979.30	1,385,998.29	1,289,494.00	1,311,737.00	1,514,100.00

Five-year Capital Improvements Plan

The following is the proposed Capital Improvements Plan (CIP) for the five-year period covered by fiscal years 2023-2024 through 2027-2028.

A capital expenditure is an outlay of significant value that results in the acquisition of or addition to, a capital or fixed asset. The CIP is not a “wish list,” but it is a near-term, multi-year plan for undertaking and financing capital expenditures and projects. In developing the CIP, the municipal government must consider its ability to fund the plan.

This CIP is a “doable plan” for the Town. It does fit within the Town’s financial capabilities.

TOWN OF SMITHFIELD CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 24-28

	FY24	FY25	FY26	FY27	FY28
HIGHWAY					
Vehicle Replacement (split HWY, WTR, SWR)	\$ 50,000.00				
2 Lawnmowers	\$ 24,000.00				
Salt/Sand Spreader	\$ 15,000.00				
TOTAL HIGHWAY FUND	\$ 89,000.00	\$ -	\$ -	\$ -	\$ -
GENERAL FUND					
Treasurer's Office					
Software Conversion	\$ 135,000.00				
TOTAL FOR TR	\$ 135,000.00	\$ -	\$ -	\$ -	\$ -
Public Safety					
Police Vehicles	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00
TOTAL FOR PS	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00
Parks & Recreation: General Fund					
Concession building at LSC, maintenance buildings at LSC, WCP (ARPA FUNDED)	\$ 405,000.00				
LSC Improvements -Lighting (ARPA FUNDED)	\$ 315,000.00				
LSC-washout repairs	\$ 30,628.00				
Resurface trail at WCP (ARPA FUNDED)	\$ 100,000.00				
Replace deck at Smithfield Center (ARPA FUNDED)	\$ 100,000.00				
Work Truck		\$ 40,000.00			
TOTAL FOR P&R	\$ 950,628.00	\$ 40,000.00	\$ -	\$ -	\$ -
Public Works: General Fund					
Smithfield Lake Dam Decommission	\$ 125,000.00	\$ 125,000.00			
Great Springs Road Drainage Improvements	\$ 500,000.00	\$ -			
Nike Park Recreational Trail	\$ 132,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 675,000.00
Pagan Road Stormwater Project (ARPA)	\$ 450,000.00				
Battery Park Drainage Project-Villas (ARPA)	\$ 400,000.00				
Streetlights		\$ 40,000.00			
Lakeside Emergency Exit		\$ 55,000.00			
TOTAL FOR PW	\$ 1,607,000.00	\$ 320,000.00	\$ 100,000.00	\$ 100,000.00	\$ 675,000.00
Public Buildings: General Fund					
Smithfield Times Building Renovation	\$ 50,000.00	\$ -			
Town Hall Roof	\$ 350,000.00				
Town Hall Window Replacement		\$ 55,000.00			
Police Department Flooring		\$ 55,000.00			
Anex Building Generator		\$ 75,000.00			
School House Museum Repairs		\$ 50,000.00			
TOTAL FOR PB	\$ 400,000.00	\$ 235,000.00	\$ -	\$ -	\$ -
TOTAL GENERAL FUND	\$ 3,267,628.00	\$ 770,000.00	\$ 275,000.00	\$ 275,000.00	\$ 850,000.00

TOWN OF SMITHFIELD CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 24-28

	FY24	FY25	FY26	FY27	FY28
<u>WATER FUND</u>					
Storage Tank - Maintenance and Repairs - Wilson Rd (ARPA)	\$ 450,000.00				
Storage Tank - Maintenance and Repairs - Battery Park Rd			\$ 500,000.00		
Water Main Replacement - Jordan	\$ 48,000.00				
Water Main Replacements-Talbot	\$ 107,000.00				
Water Main Replacement- Cypress Creek Bridge				\$ 350,000.00	
Water Main Replacement-Sykes Court (ARPA)	\$ 100,000.00				
Water Main Replacement - Main Street - 300 block (ARPA)					
North Church Street Water Line (ARPA)					
Vehicle Replacement (split HWY, WTR, SWR)	\$ 50,000.00				
Move Water Services-Red Point	\$ 150,000.00				
Water Valve Replacement-Grimesland	\$ 65,000.00				
Fire hydrant replacement	\$ 40,000.00				
2nd RO Skid Funding (\$500,000 ARPA)	\$ 200,000.00		\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
3rd RO Higher Service Pump	\$ 150,000.00	\$ -			
1st Stage Membrane Replacement	\$ 80,000.00	\$ -			
TOTAL FOR WATER	\$ 1,440,000.00	\$ -	\$ 700,000.00	\$ 550,000.00	\$ 200,000.00
<u>SEWER FUND</u>					
Bypass Pump - Bradford Mews	\$ 150,000.00				
Rausch MC 360 Push Camera	\$ 29,000.00				
Manhole Inspections & Rehab	\$ 75,000.00	\$ 50,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
Pipe Lining of gravity sewer pipes	\$ 75,000.00	\$ 50,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
SCADA Server	\$ 100,000.00				
VAC Truck Building (ARPA)	\$ 150,000.00				
ARC Flash Study	\$ 20,000.00				
Vehicle Replacement	\$ 50,000.00				
Flow Meter Calibration	\$ 40,000.00				
Check Valve replacement	\$ 40,000.00				
Forcemain Valve Replacement	\$ 45,000.00				
TOTAL FOR SEWER	\$ 774,000.00	\$ 100,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
TOTAL ALL FUNDS	\$ 5,570,628.00	\$ 870,000.00	\$ 1,125,000.00	\$ 975,000.00	\$ 1,200,000.00

Pay and Compensation Plan

It is important for any organization, either public or private, to have a pay and compensation plan. Such a plan establishes internal equity among the various jobs within the organization. In considering the knowledge, skill, and experience that each position requires, the pay and compensation plan establishes fairness among the ranking of the various job positions. The pay and compensation plan also ensures that the salaries reflect the relative value of each job to the organization. In addition to ensuring internal fairness, an organization's pay and compensation plan should be externally competitive with those in the market place.

It is essential that all organizations have a pay and compensation plan; not having one is akin to the organization managing its most valuable asset – its employees – *“by the seat of the pants.”*

The following charts are the Town's pay and compensation plan for Fiscal Year 2023-2024.

Town of Smithfield FY2024 Compensation Plan

Grade	Minimum	Midpoint	Maximum
100	\$ 26,000.00	\$ 34,450.00	\$ 42,900.00
101	\$ 28,080.00	\$ 37,206.00	\$ 46,332.00
102	\$ 29,554.20	\$ 39,159.32	\$ 48,764.43
103	\$ 31,105.80	\$ 41,215.18	\$ 51,324.56
104	\$ 32,738.85	\$ 43,378.98	\$ 54,019.10
105	\$ 34,457.64	\$ 45,656.37	\$ 56,855.10
106	\$ 36,266.67	\$ 48,053.33	\$ 59,840.00
107	\$ 38,170.67	\$ 50,576.13	\$ 62,981.60
108	\$ 40,174.63	\$ 53,231.38	\$ 66,288.13
109	\$ 42,283.79	\$ 56,026.03	\$ 69,768.26
110	\$ 44,503.69	\$ 58,967.39	\$ 73,431.09
111	\$ 46,840.14	\$ 62,063.18	\$ 77,286.22
112	\$ 49,299.24	\$ 65,321.50	\$ 81,343.75
113	\$ 51,887.45	\$ 68,750.88	\$ 85,614.30
114	\$ 54,611.54	\$ 72,360.30	\$ 90,109.05
115	\$ 57,478.65	\$ 76,159.21	\$ 94,839.77
116	\$ 60,496.28	\$ 80,157.57	\$ 99,818.86
117	\$ 63,672.33	\$ 84,365.84	\$ 105,059.35
118	\$ 67,015.13	\$ 88,795.05	\$ 110,574.97
119	\$ 70,533.43	\$ 93,456.79	\$ 116,380.15
120	\$ 74,236.43	\$ 98,363.27	\$ 122,490.11
121	\$ 78,133.84	\$ 103,527.34	\$ 128,920.84
122	\$ 82,235.87	\$ 108,962.53	\$ 135,689.19
123	\$ 86,553.25	\$ 114,683.06	\$ 142,812.87
124	\$ 91,097.30	\$ 120,703.92	\$ 150,310.55
125	\$ 95,879.91	\$ 127,040.88	\$ 158,201.85

Public Safety

Grade	Minimum	Midpoint	Maximum
201	\$ 45,300.00	\$ 60,022.50	\$ 74,745.00
202	\$ 47,791.50	\$ 63,323.74	\$ 78,855.98
203	\$ 50,420.03	\$ 66,806.54	\$ 83,193.05
204	\$ 54,705.74	\$ 72,485.10	\$ 90,264.46
205	\$ 57,714.55	\$ 76,471.78	\$ 95,229.01
206	\$ 64,640.30	\$ 85,648.39	\$ 106,656.49
207	\$ 80,800.37	\$ 107,060.49	\$ 133,320.61
208	\$ 90,496.42	\$ 119,907.75	\$ 149,319.09

Town of Smithfield FY2024 Compensation Plan

General		Public Safety	
Grade	Classification	Grade	Classification
100	Custodian Docent Event Assistant Parks & Rec Helper	201	Police Officer
101	Facility Assistant Grounds Maintenance Specialist Office Aide Office Assistant Parks & Grounds Attendant Records Management Asst	202	Senior Police Officer
102	Event Coordinator Facility Coordinator Utilities Maintenance Technician Helper	203	Master Police Officer
103	Deputy Clerk - Tax Water Works Operator Trainee Crew Leader - Public Works & Utilities Crew Leader - Parks	204	Sergeant
104	Administrative Assistant Deputy Clerk - Water Sewer Deputy Clerk - Accounts Payable Water Works Operator - Class 4 Facilities Maintenance Technician Utilities Maintenance Technician	205	Lieutenant
105	Executive Assistant Utilities Mechanic Water Works Operator - Class 3	206	Deputy Chief of Police
106	Senior Maintenance Technician Payroll Technician Site Manager	207	Chief of Police
107	Compliance Administrator Water Works Operator - Class 2		
108	Assistant Maintenance Supervisor Codes Compliance Inspector Town Clerk		
109	Museum/Historic Resources Curator Event Manager Water Works Operator - Class 1 Accreditation Manager - Public Works Accreditation Manager - Smithfield Police Department		
110	Planner		
111	Parks Maintenance Supervisor Supervisor, Public Works		
112	Finance Analyst Deputy Treasurer Water Treatment Plant Supervisor		
113			
114			
115	Assistant Superintendent - Public Works Audit Manager IT Network Administrator		
116	Town Engineer I Museum/Historic Resources Director Superintendent, Parks Superintendent, Public Works		
117			
118	Town Engineer II		
119			
120			
121			
122	Director, Finance Director, Human Resources Director, Parks & Rec Director, Planning & Community Dev Director, Public Works & Utilities		
123	Treasurer		
124			
125	Town Manager		

Ordinance and Resolutions

This section contains the various ordinances and resolutions that the Town Council should adopt in order to implement the 2023-2024 operating budget and the five year capital improvements plan.

These documents consist of the following:

- A Resolution Approving And Adopting The Fiscal Year 2023-2024 Operating Budget For The Town Of Smithfield, Virginia And Appropriating The Requisite Funds For Said Budget
- An Ordinance Imposing And Levying Taxes Within The Town Of Smithfield, Virginia Upon Real Property, Upon Public Service Corporation, Upon Personal Property, Upon Machinery and Tools, And Upon Mobile Homes For The Calendar Year Beginning January 1, 2023, And Ending December 31, 2023
- A Resolution Approving And Adopting The Five-Year Capital Improvements Plan (CIP) For The Period Covered By Fiscal Years 2023-2024 Through 2027-2028
- An Ordinance Establishing The Water And Sewer Rate Schedule For The Water And Sewer Systems Owned And Operated By The Town Of Smithfield, Virginia

The Town Manager recommends that Council give these ordinances and resolutions its favorable consideration.

RESOLUTION

A Resolution Approving And Adopting The Fiscal Year 2023-2024 Operating Budget For The Town Of Smithfield, Virginia And Appropriating The Requisite Funds For Said Budget

BE IT RESOLVED by the Council of the Town of Smithfield, Virginia as follows:

Section 1. That the Town Council hereby approves and adopts the document entitled "*Town of Smithfield, 2023-2024 Operating Budget.*"

Section 2. In order to provide the requisite funds for said operating budget, the following sums are hereby appropriated from the following revenue sources to the following fund categories for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

A. Sums appropriated from:

Fund	Amount
General Fund Revenues	\$10,257,706.00
Water Fund Revenues	2,282,368.00
Sewer Fund Revenues	1,487,125.00
Highway Fund Revenues	<u>1,514,100.00</u>
<i>Total</i>	<u>\$15,541,299.00</u>

B. Sums appropriated to:

Fund	Amount
General Fund Expenditures	\$10,257,706.00
Water Fund Expenditures	2,282,368.00
Sewer Fund Expenditures	1,487,125.00
Highway Fund Expenditures	<u>1,514,100.00</u>
<i>Total</i>	<u>\$15,541,299.00</u>

Section 3. Said appropriations shall be in effect beginning July 1, 2023.

Section 4. The Town Manager is hereby directed and authorized to do all things necessary to implement said budget.

Section 5. This resolution shall be in effect on and after its adoption.

Adopted: 6-26-23

A TRUE COPY, ATTEST:

Lesley H. King
Town Clerk

Approved as to form:

Walter J. King
Town Attorney

ORDINANCE

An Ordinance Imposing And Levying Taxes Within The Town Of Smithfield, Virginia Upon Real Property, Upon Public Service Corporation, Upon Personal Property, Upon Machinery and Tools, And Upon Mobile Homes For The Fiscal Year Beginning July 1, 2023, And Ending June 30, 2024

BE IT ORDAINED by the Council of the Town of Smithfield that for the support and operations of the town government, the tax rate on all real property and all tangible personal property shall be as follows:

Section 1. Tax Rates

A. Real Estate

For the calendar year beginning July 1, 2023 and ending June 30, 2024, upon all real estate and improvements thereon, not exempt from local taxation, there shall be a tax of No Dollars and Fourteen Cents (\$0.14) for every One Hundred Dollars (\$100.00) of the assessed value.

B. Public Service Corporations

For the calendar year beginning January 1, 2023 and ending December 31, 2024, upon all property of public service corporations not exempt from local taxation, there shall be a tax of No Dollars and Ten Cents (\$0.10) for every One Hundred Dollars (\$100.00) of assessed value.

C. Tangible Personal Property

For the calendar year beginning January 1, 2023 and ending December 31, 2024, upon all tangible personal property of every kind and description, not exempt from local taxation, there shall be a tax of One Dollar (\$1.00) for every One Hundred Dollars (\$100.00) of assessed value. This tax shall not apply to household goods and personal effects as set forth in Section 58.1-3504, *Code of Virginia*, if such goods and effects are owned and used by an individual or family or household incident to maintaining an abode.

D. Boat Tax

For the calendar year beginning January 1, 2023 and ending December 31, 2024, upon boats, not exempt from local taxation, there shall be a tax of No Dollars and Zero Cents (\$0.00) for every One Hundred Dollars (\$100.00) of assessed value.

This ordinance shall be in effect on and after its adoption.

Adopted: 6-26-23

A TRUE COPY, ATTEST:

Lesley King
Town Clerk

Approved as to form.
Allen
Town Attorney

E. Machinery and Tools

For the calendar year beginning January 1, 2023 and ending December 31, 2024, upon all machinery and tools used or employed by any person, firm or corporation in any trade or business, not exempt from local taxation, there shall be a tax of No Dollars and Thirty Seven and One-Half Cents (\$0.375) for every One Hundred Dollars (\$100.00) of assessed value which shall be based upon the fair market value thereof.

F. Mobile Homes

For the calendar year beginning July 1, 2023 and ending June 30, 2024, upon all mobile homes, not exempt from local taxation, there shall be a tax of No Dollars and Fourteen Cents (\$0.14) for every One Hundred Dollars (\$100.00) of the assessed value.

G. Cigarette Tax

For the fiscal year beginning July 1, 2023 and ending June 30, 2024, upon the sale of all cigarettes in the Town of Smithfield shall be tax of \$0.50 per pack.

H. Meals Tax

For the fiscal year beginning July 1, 2023 and ending June 30, 2024, the meals tax rate shall be 6.25%.

I. Transient Occupancy Tax

For the fiscal year beginning July 1, 2023 and ending June 30, 2024, the transient occupancy tax shall be 6%.

Section 2. Tax Payments

The abovementioned taxes, with the exception of the cigarette tax, real estate, and meals tax, shall be due and payable on December 5, 2023. A ten percent (10.0%) penalty of the late payments of such tax shall be imposed. In addition to the penalty, the Town shall collect interest at the rate of ten percent (10.0%) per annum upon the principal and penalties of all such taxes not paid by the date due.

Section 3. Severance Clause

In the event that a court of competent jurisdiction declares any portion of this Ordinance invalid, then all remaining provisions shall remain in full force and effect.

Section 4. Effective Date

RESOLUTION

A Resolution Approving And Adopting The Five-Year Capital Improvements Plan (CIP) For The Period Covered By Fiscal Years 2023-2024 Through 2027-2028

WHEREAS, in order to ensure that its capital projects are well planned, well designed, and fit within the Town's financial capabilities, the Council of the Town of Smithfield, Virginia annually adopts a five-year Capital Improvements Plan (CIP); and

WHEREAS, it is the Town Council's desire to adopt said CIP.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Smithfield, Virginia as follows:

Section 1. That the Town Council hereby approves and adopts the document entitled *Capital Improvements Plan for Fiscal Years 2024-28*.

Section 2. This resolution shall be in effect on and after its adoption.

Adopted: 6-26-23

A TRUE COPY, ATTEST:

Lesley H. King
Town Clerk

Approved as to form:



Town Attorney

ORDINANCE

An Ordinance Establishing The Water And Sewer Rate Schedule For The Water and Sewer Systems Owned And Operated By The Town Of Smithfield, Virginia

WHEREAS, Section 32-33. Service Charges, of Code of the Town of Smithfield, Virginia provides that the Council of the Town of Smithfield shall, from time to time, set a schedule of water rates; and

WHEREAS, it is necessary for the Town Council to establish a new schedule of water rates to be in effect on and after July 1, 2023.

NOW, THEREFORE BE IT ORDAINED by the Council of the Town of Smithfield as follows:

Sec. 82-31. - Connections and availability.

(a) A connection fee of \$660.00 and an availability fee of \$2,720.00 shall be charged for residential connections to water mains. In addition, when the distance from the property line to the water main is more than 60 feet, the cost of installing pipe and fitting in excess of 60 feet shall be charged to the customer or may be installed by the customer, when so authorized by the town manager.

(b) The following connection and availability fees shall be charged for connection of commercial or industrial structures to water mains:

<u>Water Meter Size (inches)</u>	<u>Connection Fee</u>	<u>Availability Fees</u>
5/8	\$660.00	\$2,720.00
3/4	700.00	4,360.00
1	1,200.00	7,660.00
1½	2,000.00	13,760.00
2	4,000.00	25,560.00
3	8,000.00	51,660.00
4	14,000.00	80,960.00
6	31,000.00	162,460.00

(c) Upon payment of the connection charge the town will provide water service at the property line, at the nearest point to existing or proposed water mains. The cost of tapping the main and of the meter, meter set, meter box, corporation stop, line setter and pipe from the main to the meter will be at town's expense.

(d) Connections will not be made to town water mains or service lines by persons other than town employees or the town's designated agent.

Sec. 82-33. - Service charges—Generally

(a) The following service charges for water shall be charged by the town:

(1) For service rendered within corporate limits: The bimonthly rate for water customers shall be \$11.47, plus \$6.55 per 1,000 gallons for all water used during the bimonthly billing period.

(2) For service rendered outside corporate limits: The bimonthly rate for water customers shall be \$11.47, plus \$8.19 per 1,000 gallons for all water used during the bimonthly billing period.

(b) Customer shall pay an application fee of \$60.00 to establish a new account with the town. Contractors shall pay an application fee of \$25.00 for an account during new construction. A fee of \$28.00 shall be paid to transfer water service from one premises to another within the town.

(c) Water customers shall be billed based on usage. New accounts activated in the middle of the billing cycle may be billed in excess of the bi-monthly amount on the first bill if previous occupant has usage that must be billed.

(d) A customer whose water service is discontinued before the end of the billing period shall pay based on usage.

(e) Customers shall be billed on the first day of every other month for bi-monthly water service for the gallons used during the prior bi-monthly billing period.

(f) Where more than one occupant or tenant is served through a water meter, such as in apartments, multifamily dwellings or office buildings, a single water service charge for each use or unit will be billed, either to the owner or his agent or to any one tenant who assumes responsibility for the whole account.

(g) All water bills shall be payable, in full, on the tenth of the month following the month in which the customer was billed.

(h) Customers applying for water service shall complete an application and execute a water service contract, in a form prepared and approved by the town attorney, prior to initiation of water service. A separate application and service contract shall be required for each new account.

Sec. 82-36. Discontinuance of service.

(b) Water service discontinued pursuant to this section shall not be reinstated until all defects have been corrected and until a service charge of \$50.00 has been paid. In addition, all delinquent bills for water and sewer service shall be paid in full prior to reinstatement of service.

Section 4. Severance Clause

In the event that a court of competent jurisdiction declares any portion of this Ordinance invalid, then all remaining provisions shall remain in full force and effect.

Section 5. Effective Date

This ordinance shall be in effect on and after its adoption.

Adopted: 6-26-23

A TRUE COPY, ATTEST:

Dresley H. King
Town Clerk



COMMUNITY DEVELOPMENT & PLANNING REPORT

Town of Smithfield



Town of Smithfield Comprehensive Plan

Adopted July 5, 2022



2022 Annual Report

Staff Achievements/Training

- Mark Kluck received his Certified Zoning Official (CZO) certification while attending the Virginia Association of Zoning Officials annual conference, and also received his Virginia Department of Environmental Quality Erosion and Sediment Control and Stormwater Inspector (Dual Inspector) Certification.
- Joseph Reish and Mark Kluck attended various Virginia Department of Environmental Quality Continuing Education Classes to maintain their Department of Environmental Quality Erosion and Sediment Control Inspector Certifications.
- Tammie Clary attended multiple DCR/ FEMA trainings to maintain her Certified Floodplain Manager Certification.

Community Development & Planning Department

Planning Commission

	Reviewed	Approved or Recommended Approval	Denied or Recommended Denial	Tabled
Rezoning	0			
Site Plan Review	2	2		
Site Plan Amendment	2	2		
Subdivision Plan Review	2	2		
Final Plat Review	3	3		1
Special Use Permits	7	7		1
Special Sign Exceptions	1	1		
Planning Commission Waiver	6	5	1	1
Chesapeake Bay Exceptions	0			
Amendments to Comp Plan, Zoning Ord., etc.	7	5		4
Entrance Corridor Design Review	4	4		
Others	5	1		1
TOTAL	39	32	1	8

January 11th, 2022 meeting

1. Presentation by Ann Darby & Michael Stapor of Summit Design & Engineering Services, PLLC on the 2020-2021 Smithfield Comprehensive Plan Update.
2. Portable Storage Unit Appeal – 1802A S Church St, C/O Town of Smithfield, applicant. TABLED
3. Planning Commission Waiver Application – 201 Battery Park Road, Smithfield Storage C/O Trey Gwaltney. APPROVED.

4. *Public Hearing* Special Use Permit Applications (Drive-thru & Greenhouse) & Entrance Corridor Overlay Review Application– 13500 Benn’s Church Blvd. RPA TS Smithfield LLC C/O Beth Dorminey, applicant. TABLED
5. *Public Hearing* SZO Article 3.J2 Text Amendment – Town of Smithfield, applicant. TABLED

February 8th, 2022 meeting

1. *Public Hearing* Special Sign Exception – Cypress Creek Phase 6 “The Parke” – TPIN: 21E-01-000H, IDF PENSIGN/ Robinson Development C/O Matt Leverett, applicant. APPROVED.
2. Planning Commission Waiver Application – 124 The Firth – Eagle Construction of Virginia, LLC. C/O Jamie Spence, applicant. APPROVED.
3. Planning Commission Waiver Application – 621 Saint Andrews – Eagle Construction of Virginia, LLC. C/O Jamie Spence, applicant. APPROVED.
4. *Discussion Item* SZO Article 3.J2 Text Amendment – Town of Smithfield, applicant. TABLED.

March 8th, 2022 meeting

1. *Discussion Item* Special Use Permit Applications (Drive-thru & Greenhouse), Entrance Corridor Overlay Review Application, & Planning Commission Waiver– 13500 Benn’s Church Blvd. RPA TS Smithfield LLC C/O Beth Dorminey, applicant. TABLED.
2. *Discussion Item* Town of Smithfield Comprehensive Plan – Town of Smithfield, applicant. TABLED.
3. *Discussion Item* SZO Article 3.J2 Text Amendment – Town of Smithfield, applicant. TABLED

April 14th, 2022 meeting

1. *Discussion Item* Special Use Permit Applications (Drive-thru & Greenhouse), Entrance Corridor Overlay Review Application, & Planning Commission Waiver– 13500 Benn’s Church Blvd. RPA TS Smithfield LLC C/O Beth Dorminey, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL.
2. *Public Hearing* Special Use Permit Application (Short-term rental) – 233 S Mason St – Denise Holdorf, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL.
3. Site/Subdivision/Utility Plan/ Pre-liminary Plat/ Final Plat Amendment – Church Square, Phase 2 – Mike Lang C/O Graham Corson, applicant. APPROVED
4. *Discussion Item* Town of Smithfield Comprehensive Plan – Town of Smithfield, applicant. FAVORABLE CONSENSUS TO RETURN AS A PUBLIC HEARING ITEM.
5. *Discussion Item* SZO Article 3.J2 Text Amendment – Town of Smithfield, applicant. FAVORABLE CONSENSUS TO RETURN AS A PUBLIC HEARING ITEM.
6. *Comment Item* Virginia Walkability Action Institute Grant Application – Town of Smithfield, applicant.

May 10th, 2022 meeting

1. *Public Hearing* Town of Smithfield Comprehensive Plan – Town of Smithfield, applicant. FAVORABLE CONSENSUS TO RETURN AS AN ACTION ITEM.
2. Planning Commission Waiver – Justin Emmanuel, applicant. DENIED.
3. Entrance Corridor Overlay (Color Change) Application – 1909 S Church Street – Hardee’s C/O J.Finker, applicant. APPROVED.
4. *Action Item* SZO Article 3.J2 Text Amendment – Town of Smithfield, applicant. FAVORABLE CONSENSUS TO RETURN AS AN ACTION ITEM.

June 14th, 2022 meeting

1. *Action Item* Town of Smithfield Comprehensive Plan – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL FOR APPROVAL.

2. *Public Hearing* Special Use Permit Application (Retail Sales Establishment with No Exterior or Store Front-Displays) – 1100 South Church Street – Danny Hughes C/O CD Hughes Properties I LLC, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL FOR APPROVAL.
3. Planning Commission Waiver – Portable Storage Container - 825 Jericho Road – Justin Emmanuel, applicant. TABLED.
4. *Action Item* SZO Article 3.J2 Text Amendment – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL FOR APPROVAL.

July 12th, 2022 meeting continued to July 19th 2022

1. Planning Commission Waiver – Portable Storage Container - 825 Jericho Road – Justin Emmanuel, applicant. DENIED.
2. Final Plat Application – Cypress Creek Phase VI, Section 2, Cypress Investment Holding LLC C/O Timothy Culpepper, applicant. TABLED.
3. *Public Hearing* Special Use Permit Application (Zero Lot Line Residential Units Permitted for New Construction) and Site Plan Approval – Corner of Washington Street and James Street – Ted Miller, applicant, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL FOR APPROVAL. APPROVED.
4. Subdivision Application – Washington & James Street, Town of Smithfield, applicant. APPROVED.
5. *Discussion Item* SZO Article 2.V.13 Text Amendment – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION TO RETURN AS A PUBLIC HEARING.

August 9th, 2022 meeting

1. Final Plat Application – Cypress Creek Phase VI, Section 2, Cypress Investment Holding LLC C/O Timothy Culpepper, applicant. APPROVED.
2. Planning Commission Waiver – Portable Storage Container - 825 Jericho Road – Justin Emmanuel, applicant. EXTENSION APPROVED.
3. *Public Hearing* Special Use Permit Application (Church or Place of Worship) – TPIN:22J-01-019 – Timmons Group C/O John Zaszewski, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL FOR APPROVAL.
4. ECO Review - Planning Commission Waiver – 1100 South Church Street – Danny Hughes C/O CD Hughes Properties, LLC, applicant. APPROVED.
5. Site Plan Amendment – 820 West Main Street, Isle of Wight County School Board C/O Chris Coleman, applicant. APPROVED.
6. *Discussion Item* The Park @ Battery – Lot 511 Battery Park Road (TPIN: 21A-01-511) – Waterford at Battery Park, LLS C/O John Mamoudis, applicant. NO ACTION.
7. *Public Hearing* SZO Article 2.V.13 Text Amendment – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL FOR APPROVAL.
8. *Public Hearing* SZO Article 8.E.18 Text Amendment – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL FOR APPROVAL.

September 13th, 2022 meeting

1. *Public Hearing* Special Use Permit Application (Waiver of Parking and Loading Requirements) – 1305 South Church Street (TPIN: 21A-01-511C) – WPL C/O Brad Martin, applicant. FAVORABLE RECOMMENDATION TO TOWN COUNCIL FOR APPROVAL.
2. Preliminary Plat Application – Mallory Pointe Subdivision Phase A (TPIN: 22-01-033) – Timmons Group C/O Kenneth Turner, applicant. APPROVED.
3. Site Plan Approval – Route 10 Water Main – 20' Utility Easement East Side of North Church Street – Timmons Group C/O Kenneth Turner and Isle of Wight County Utility Services Department C/O Don Jennings, applicant. APPROVED.

4. ECO Approval – Planning Commission Waiver – 1604 S Church St – Cubed Investments, LLC C/O Ian Brim, applicant. APPROVED.

October 11th, 2022 meeting

1. Planning Commission Waiver – 228 Main Street – Town of Smithfield C/O Judy Winslow, applicant. APPROVED.

November 7th, 2022 meeting

1. *Public Hearing* Special Use Permit Application (Automobile and Light Vehicle Repair Establishment within a completely enclosed structure with screened outdoor storage) and Entrance Corridor Overlay Review– 928 South Church Street – Caliber Bodyworks of Virginia LLC C/O Joe Dell, applicant. ECO REVIEW CONDITIONALLY APPROVED & SUP FAVORABLY RECOMMENDED TO TOWN COUNCIL.
2. Entrance Corridor Overlay Review and Site Plan Amendment - 293 & 295 Cary Street — Town of Smithfield, applicant. CONDITIONALLY APPROVED.
3. Preliminary and Final Plat Application – Washington & James Street – Jamie Weist, applicant. CONDITIONALLY APPROVED.
4. *Discussion Item* SZO Article 2.AA Text Amendment – Town of Smithfield, applicant. RETURN TO PLANNING COMMISSION FOR FURTHER DISCUSSION.
5. *Discussion Item* SZO Article 2.P.17 Text Amendment – Town of Smithfield, applicant. RETURN TO PLANNING COMMISSION FOR FURTHER DISCUSSION.

December 13th, 2022 meeting

1. *Discussion Item* SZO Article 2.AA Text Amendment – Town of Smithfield, applicant. FAVORABLE CONSENSUS TO RETURN AS A PUBLIC HEARING ITEM
2. *Discussion Item* SZO Article 2.P.17 Text Amendment – Town of Smithfield, applicant. FAVORABLE CONSENSUS TO RETURN AS A PUBLIC HEARING ITEM
3. *Discussion Item* Developmental Density. NO ACTION

Board of Zoning Appeals

	Reviewed	Approved	Denied	Still Pending
Variances				
Special Area/ Use Exception	1*			
Special Yard Exceptions	2	2		
Zoning Appeals				
Others				
TOTAL	3*	2	0	0

*Applicant withdrew the application for a Special Use Exception (SUE) before the continued May 17th, 2022 meeting occurred, which canceled the May 24th BZA meeting.

January 18th, 2022 meeting not held

February 15th, 2022 meeting not held

March 15th, 2022 meeting continued to March 22nd, 2022

March 22nd, 2022 meeting

1. *Public Hearing* Special Yard Exception Application – Lot 182A Riverview Avenue (TPIN:21A-01-182A), Marvin Smith, applicant. APPROVED.

April 19th, 2022 meeting not held**May 17th, 2022 meeting continued to May 24th, 2022**

1. *Public Hearing* Special Use (Front Yard) Exception – 261 River Oaks Lane (TPIN:22-01-002), F. Maynard Gwaltney C/O T. Carter Williams, applicant.
 - a. Public hearing held and continued to May 22nd, 2022.

May 24th, 2022 meeting

1. *Public Hearing* Special Use (Front Yard) Exception – 261 River Oaks Lane (TPIN:22-01-002), F. Maynard Gwaltney C/O T. Carter Williams, applicant.
 - a. Applicant withdrew the application before the continued meeting occurred and the meeting was not held.

June 21st, 2022 meeting not held**July 19th, 2022 meeting not held****August 16th, 2022 meeting**

1. *Public Hearing* Special Yard Exception Application – 810 S Church Street (TPIN:21A-01-528), Jeffrey & Rebecca Wiles, applicants. APPROVED.

September 20th, 2022 meeting not held**October 18th, 2022 meeting not held****November 15th, 2022 meeting not held****December 20th, 2022 meeting not held****Board of Historic & Architectural Review**

	Reviewed	Approved	Denied	Tabled
New Construction	4	4		
Additions	1	1		
Roof Change	2	2		
Siding, Color Change/Exterior Renovation	7	7		2
Signs	1	1		
Accessory Buildings/Structures	7	6		1
Window Change	2	1		2
Demolition	2	2		
Assorted Exterior Changes	10	10		1
Others	5	4		1
TOTAL	41	38		7

January 18th, 2022 meeting

1. Accessory Structure (Fence) (after-the-fact) – Non-Contributing – 104 Commerce Street – Deborah Green, applicant. APPROVED, provided painted white or stained.
2. Accessory Structure (Fence) – Lot 182A Riverview Avenue – Non-Contributing – Mesa Construction C/O Marvin Smith, applicant. APPROVED, in the matte finished presented, provided not permitted until SFD.
3. Windows (After-the-Fact) – 360-368 Main Street – Contributing – Yusuf Atay, applicant. TABLED, until applicant appears before BHAR.

February 15th, 2022 meeting not held**March 15th, 2022**

1. Handrails – 309 South Church Street – Landmark – Florine Moore, applicant. APPROVED.
2. Accessory Structure (Carport) – 318 Main Street – Contributing – Gary and Minette Brooks, applicants. TABLED.
3. Assorted Exterior Changes – 328 Main Street – Contributing – Tracy Gramajo, applicant. APPROVED/TABLED.
4. Garage Door Replacement (After-the-Fact) – 341 Main Street – Landmark – Shelia Robinette, applicant. APPROVED.
5. Accessory Structure (Fence) – 343 Main Street – Landmark – Carroll and Ann Hubbard, applicants. APPROVED.
6. Accessory Structure (Sunroom) – 233 Cary Street – Non-Contributing – ECCO Remodeling, Inc. C/O Pilar Martinez, applicant. APPROVED.

April 19th, 2022

1. Assorted Exterior Changes – 328 Main Street – Contributing – Tracy Gramajo, applicant. CONDITIONAL APPROVAL.
2. Addition to Existing Accessory Structure – 130 South Church Street – Landmark – Peter and Robin Knauth, applicants. APPROVED.
3. Demolition and New Construction – 156 Riverview Avenue – Non-Contributing – St. Joseph's Reserve C/O Eric Payntar applicant. CONDITIONAL APPROVAL.
4. Demolition and New Construction – 200 Riverview Avenue – Contributing – St. Joseph's Reserve C/O Eric Payntar applicant. CONDITIONAL APPROVAL.

May 17th, 2022 meeting

2. Window Replacement and Material Change – 201 Cedar Street – Landmark – Trinity United Methodist Church C/O Larry Evans, applicant. TABLED.
3. Assorted Exterior Changes – 337 Grace Street – Non-Contributing – Daniel Montgomery, applicant. APPROVED.
4. Exterior Change – 202 Cary Street – Contributing – Nelson Moody, applicant. APPROVED.
5. New Construction – Lot 3 Clay Street – Non-Contributing – Willkris Service C/O William Campbell, applicant. CONDITIONAL APPROVAL.
6. Amendment of Prior Approval – 334 Grace Street – Landmark – Paula Cole, applicant. TABLED.

June 21st, 2022 meeting

1. Window Replacement and Material Change – 201 Cedar Street – Landmark – Trinity United Methodist Church C/O Larry Evans, applicant. CONDITIONALLY APPROVED.
2. Assorted Exterior Change – 231 Cary Street – Non-Contributing – Joseph Reish, applicant. APPROVED.
3. Amendment of Prior Approval – 334 Grace Street – Landmark – Paula Cole, applicant. TABLED.

4. HPO Map Amendment and Inventory Update – Various Locations – Town of Smithfield, applicant.
FAVORABLE RECOMMENDATION TO TOWN COUNCIL FOR APPROVAL.

July 21st, 2022 meeting

1. Sign – The Schoolhouse Museum/ 516 Main Street – Landmark – The Smithfield Museum Foundation C/O Rick Bodson, applicant. APPROVED.
2. Assorted Exterior Change – 208 Riverview Avenue – Non-Contributing – LaDona Roddy, applicant. APPROVED.

August 16th, 2022 meeting

1. Amendment of Prior Approval – 334 Grace Street – Landmark – Paula Cole, applicant. TABLED.
2. Accessory Structure (Fence) – 111 North Mason Street – Contributing – Rhonda Endrusick, applicant. APPROVED.
3. New Construction – 158 Riverview Avenue – Non-Contributing – St. Joseph's Reserve C/O Eric Payntar & Allen Loree, applicants. APPROVED.
4. New Construction – 202 Riverview Avenue – Non-Contributing – St. Joseph's Reserve C/O Eric Payntar & Allen Loree, applicants. APPROVED.
5. Color Change (Shutters) – 207 James Street – Contributing – Virginia Smith, applicant. TABLED
6. Color Change (House) – 308 Main Street – Landmark -- Anne and Daniel Garland, applicant. APPROVED.
7. Roof Replacement – 338 Main Street – Landmark – Joseph McCain, applicant. APPROVED.
8. *Discussion Item* Material & Color Change (Shutters) – 213 South Mason Street – Landmark – Evelyn Doggett, applicant. TABLED.

September 20th, 2022 meeting

1. Amendment of Prior Approval – 334 Grace Street – Landmark – Paula Cole, applicant. EXTENSION APPROVED.
2. Color Change (Shutters) – 207 James Street – Contributing – Virginia Smith, applicant. APPROVED.
3. Material & Style Change (Shutters) – 213 South Mason Street – Landmark – Evelyn Doggett, applicant. APPROVED.
4. Exterior Changes – 111 North Mason Street – Contributing – Rhonda Endrusick, applicant. APPROVED.
5. Exterior Changes – 203 Chalmers Row – Contributing – Lloyd and Patricia Frech, applicant. APPROVED.
6. Exterior Changes to Accessory Structure – 226 South Church Street – Landmark – Brian and Judith Lally, applicants. APPROVED.
7. Gazebo Renovation – 228 Main Street – Contributing – Judy Winslow, applicant. APPROVED.

October 18th, 2022 meeting

1. Amendment of Prior Approval – 334 Grace Street – Landmark – Paula Cole, applicant. CONDITIONALLY APPROVED.
2. Exterior Changes – 117 Cockes Lane – Non-Contributing – Ashland Wilkerson, applicant. CONDITIONALLY APPROVED.
3. Color Change (Trim) – 231 Cary Street – Non-Contributing – Joseph Reish, applicant. APPROVED.
4. Paint/Color Change – 331 & 333 Main Street – Contributing – A&H Property Management LLC C/O Anthony Brentlinger, applicant. APPROVED.
5. Material Change (Roof) – 360-368 Main Street – Contributing – Benjamin Boomer, applicant. APPROVED.

November 15th, 2022 meeting not held

December 20th, 2022 meeting

1. Material Change (Garage door) – 365 S Church Street – Landmark – William and Nancy Riddick, applicant. APPROVED.
2. Material/Color Change (Steps) – 224 Cary Street – Contributing – Beth Haywood, applicant. APPROVED.
3. Material / Color Change (rear deck) – 220 N Church Street – Amy Novack, applicant. APPROVED.

Zoning Permits
January 1, 2022 – December 31, 2022

	# of Permits
Single Family Residences	83
Commercial Buildings	1
Demolition	8
Accessory Structures (i.e. sheds, garages, carports)	44
Fences, Walls	45
Water Dependant Structures (i.e. piers, docks)	3
Signs	13
Pools	9
Additions	5
Decks, Porches, Patios	16
Others	19
TOTAL # of Structures Permitted	235*
TOTAL # of Zoning Permits Issued	249*

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

Zoning Violations*
January 1, 2022 – December 31, 2022

VIOLATION	# of violations
Inoperable Vehicles	25
Boats / RVs	12
Excessive Vegetation	17
Trash & Debris	11
No Permit	3
Historic District Violations	1
Others	12
TOTAL	81

Note: 75+ unauthorized signs removed from Town right-of-way
by Planning Department staff in 2022.

*The zoning violations totals are for notices mailed to property owners and the totals do not include the zoning violations addressed through the new Community Outreach and Education Program initiated in September 2022.

Please find the article published in the fall 2022 Town Newsletter that summarizes the new program here:

Community Outreach and Education on Code Enforcement Violations – The Town of Smithfield Community Development and Planning Department has recently started a new program with the goal of reaching out and educating residents about code violations. Previously, violations of Town Code/Ordinance would result in the owner of the property receiving a written notice in the mail however, to provide additional educational outreach, we are now leaving code enforcement notice door hangers at properties where an issue is visually noted. The door hangers are bright pink cards, slipped into a plastic door hanger for protection. The door hanger will have a brief summary of the violation, along with the direct phone number to call for additional clarification. Please be aware that if the violation is not resolved and the violation is still present during a subsequent code inspection, we will send a written notice to the property owner. We hope that this new program, with the goal of educational outreach, is a friendlier approach to the difficult task of code enforcement. If you receive a door hanger notice and have questions, please feel free to contact me directly, at 757-365-4271 with any questions or concerns you have, and we will work together to resolve the issue, and keep the Town of Smithfield Great, Wonderful, and Welcoming.

Zoning Violations that received Door Hangers September 1, 2022 – December 31, 2022

VIOLATION	# of violations
Inoperable Vehicles	30
RVs in front yards/driveways	19
Nuisance (trash and debris)	3
Others	1
TOTAL	53

The Community Development and Planning Department has found that the Community Outreach and Educational program to be quite successful with resolving zoning issues faster, as the initial warning grace period to resolve the issue is shorter in duration, and at a savings to the Town taxpayers, as no staff time is used writing notices of correction and/or notices of violation, and their accompanying postage.

Nuisance – Before and After



Nuisance – Before and After



RV Violation – Before and After



Grass Height Violation – Before and After



Inoperable Vehicle – Before and After



Community Outreach and Education – Before and After





ENGINEERING & PUBLIC UTILITIES

Public Works and Utilities



2022 Annual Report

Staff Achievements/Training

- The Public Works and Utilities Department was awarded the Virginia Rural Water Association Water System of the Year
- The Public Works and Utilities Department was awarded the HRSD Diamond Award for Ten (10) consecutive years of perfect environmental compliance (2012 - 2021).
- Jack Reed was appointed to the VA American Waterworks Association's Utility Management Committee
- Kathy Bew-Jones was promoted from Administrative Assistant to Office/Accreditation Manager
- Wayne Griffin renewed his Virginia Department of Environmental Quality Erosion and Sediment Control Inspector Certification
- Robert Archer was promoted from Maintenance Technician to Mechanic
- Brandi Coeus was hired as a Waterworks Operator Class 1
- Jeff Johnson was hired as a Waterworks Operator Trainee

Major Projects Completed

- American Public Works Association Reaccreditation
- Pagan Point water main replacement
- Wilson Rd. Water Tank rehabilitation and painting
- New by-pass pumps installed at Jordan and Moonefield pump stations

Work Orders & Service Requests		2022	
Completed		Number of Activities	Number of Hours
TASK			
Building Repair & Maintenance	104	233.05	
Grounds Maintenance	461	5248.22	
High Usage Reports	108	95.25	
Miss Utility Markings	2641	854.25	
Pump Station Maintenance	396	2472.45	
RO Plant Maintenance	37	30	
Right of Way Work	65	736	
Sewer Line Repairs	256	1259.6	
Water Leaks	96	513	
Water Line Repairs	69	104.75	
Water Meter Repairs	121	390.95	
Water Meter Rereads	819	182.05	
Water Samples Pulled	108	111	
Well Inspections	13	29.5	
Yearly Totals	5294	12260.07	

Public Works & Utilities

January

- 529 Pagan Rd. Staff replaced sewer cleanout and lateral.
- 17 Pinewood Dr. Staff repaired 3-inch water main that was leaking.
- 205 Middle St. replaced sewer lateral due to roots and broken wye. Replaced 5ft of SDR35 pipe along with fittings.
- Miss Utility marking – Total of 242
- Weekly and daily checks on all 27 pump stations.
- Read meters for billing and to transfer property owners.
- Water cut-offs and cut-ons.
- Minor repairs at Town Hall and town buildings.
- Installed and repaired street signs.
- Replaced and repaired broken water meters.
- Grounds crews cut rights-of-way on water and sewer lines, leaf removal throughout town, and emptied trash cans on Monday and Friday.
- Grounds crews remove Christmas decorations and live trees throughout town.



February

- Staff began cleaning high grease pump stations every 2 weeks.
- Staff started line cleaning for annual maintenance.
- Weekly and daily checks on all 27 pump stations.
- Staff installed new sewer pump at Crescent pump station due to seal fail.
- Mechanics installed new sewer pump at Lakeside pump station.
- All First installed base elbows and replaced sewer force main pipe at Scotts Landing pump station.
- Miss Utility marking – Total of 185
- Read meters for billing and to transfer property owners.
- Water cut-offs and cut-ons
- Minor repairs at Town Hall and town buildings.
- Installed and repaired various street signs.
- Replaced and repaired broken water meters.



March

- Lewis Construction completed water main installation in front of Foodlion.
- Town assisted Lewis Construction with emergency water main repair 201 Moonefield Dr. Public works turned off all water meters to affected house to insure clean water after repair and flushed water main for 25 to 30 minutes.
- Public Works installed new meter setter and meter at Town Hall also installed sewer cleanout for the building.
- Public works repaired water service line at Smithfield Blvd pump station. Vac truck hydro excavation used due the known and unknown utilities.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility marking – Total of 291
- Read meters for billing and to transfer property owners.
- Minor repairs at Town Hall and town buildings.



April

- The Public Works and Utilities Department received our award for Water System of the Year at the annual Virginia Rural Water Association conference in Roanoke.
- Cleaned sewer line at 360 Main St. due to grease blockage.
- Watson pump station pulled and cleaned pumps. Staff also had to replace an 8ft section of sch 40, 2in, pipe that was leaking.
- 207 Moonefield Dr. Replaced line setter a meter due to water leak.
- 611 Westminster Reach. Water leak was found on homeowner side of the water line.
- Read meters for billing and to transfer to property owners.
- Grounds crews cut rights-of-way on water and sewer lines, leaf removal throughout town, and emptied trash cans on Monday and Friday
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 230
- 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

- Cleaned sewer line at 215 Chalmers Row.
- 1430 Cypress Creek Pkwy removed a gripper plug from sewer lateral that was left in lateral by contractor causing a sewer back up.
- Repaired water leak at 496 Moonfield Dr on service line to meter.
- Read meters for billing and to transfer property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 247
- 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.



June

- Installed new cleanout at 113 Mimosa CT. and replaced 30ft of SCH 40, 4in, sewer pipe.
- Responded to power fails at multiple stations due to severe weather.
- Installed new pumps at St Andrews pump station.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 235
- 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.
- Grounds crews cut right-of-ways on water and sewer lines, and emptied trash cans on Monday and Friday



July

- Sewer lateral repaired at 115 Berryman Ct. Replaced 20ft of SDR 35, 6 in, sewer lateral due to tree roots in pipe.
- Cleaned sewer line at 100 Commerce due to grease in the line.
- Installed new pumps at Plaza pump station.
- Repaired water main leak at 106 Joshua Rd.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 226
- 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.
- Grounds crews cut rights-of-way on water and sewer lines, and emptied trash cans on Monday and Friday



August

- Installed new sewer pumps at Morris Creek and Lakeside pump stations.
- Lewis Construction working on water main replace in Red Point housing area. Town assist as needed.
- Public Works and Utilities fixed several water leaks.
 - 5 Peterson leak on 2" galvanized main, replaced 30 ft of pipe on 2" main line under driveway.
 - 232 James St replaced line setter and pigtail.
 - 102 Acacia Circle replaced leaking line setter.
 - 341 Main St leak on service line repaired with repair clamp.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 245
- 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.
- Grounds crews cut right-of-ways on water and sewer lines, and emptied trash cans on Monday and Friday



September

- Adjusted sewer clean-outs around town.
- Changed out water meter base at 208 Great Springs Rd.
- Repaired water main at 207 Astrid St.
- Repaired service line at 200 Turnberry.
- Repaired service line at 13 James View Cir.
- Repaired service line at 308 Calvary way.
- Repaired water main at 501 Virginia Ave.
- Repaired blow off on water main on the Firth.
- Replaced water meter box and back flow at 243 Cary St.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 206
- 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.
- Grounds crews cut right-of-ways on water and sewer lines, and emptied trash cans on Monday and Friday



October

- 1003 Cypress Creek Parkway. Staff removed a sewer plug that was found in the sewer lateral after a sewer backup. We used the sewer camera to find the plug and the vac truck to remove the plug from lateral. We put the sewer basket in the main sewer line and flushed the plug into the basket.
- Town Maintenance crew is replacing sewer air release valves with new automatic sewer air release valves though out the Town.
- Replaced bad cut off float at Watson pump station. The floats are used to turn the pumps on and off.
- St. Andrews pump station-Staff pulled and cleaned both pumps due to rags and a trash bag had clogged the pumps. Staff also cleaned the station with the vac truck.
- Assisted Lewis Construction at 221 Azalea Dr. water leak.
- Pressure test completed and passed on water line in Church Square.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 198
- 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.
- Grounds crews cut right-of-ways on water and sewer lines, and emptied trash cans on Monday and Friday



November

- 300 Calvary Way-sewer back found on homeowner side of sewer line due to tree roots blocking flow.
- Town Maintenance crew continues replacing sewer air release valves with new automatic sewer air release valves though out the Town.
- Christmas decorations placed throughout Town.
- Inspections on water line in Church Square including bacteriological samples.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 169
- 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.
- Grounds crews removed leaves from stormwater systems throughout Town.



December

- Town Maintenance crew continues replacing sewer air release valves with new automatic sewer air release valves though out the Town.
- All First installed a new flow meter at Cypress pump station. Maintenance crew assisted them with closing off valves and cutting off pump station for them to make the repair.
- Installed pump with new seals at Lakeside pump station. Pump is online and no problems.
- Lewis repaired a 2" water line that was hit by gas company at 704 S. Church St.
- Maintenance Crew repaired water leak on old 1" galvanized water line service behind the home at 217 N. Church St.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 192
- 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.



RO Plant

January

- Operate RO Plant and monitor distribution system.
- Plant staff changed Cartridge Filters for RO Skid.
- Plant staff completed bi-annual preventive maintenance to concentrate pumps 1&2 located in concentrate building.
- Plant staff changed oil to Well pump #10 for annual preventive maintenance.
- All-First conducted a trouble shoot evaluation to High Services Pump #1 VFD drive.
- DEQ 1st quarter well samples were collected by Plant staff and delivered to J.R. Reed Laboratory.
- VDH and HRSD monthly samples completed.

February

- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Plant staff replaced and installed new sample station at 25 Faye Drive.
- Hercules Fence installed new vehicle detector for plant front entry gate.
- All-First installed new relay timer for High services pump #1.
- All-First replaced and installed new surge protectors for High services pump VFD drive.

- All-First installed new reset timer to all display screen on chemical processes.
- VDH and HRSD monthly samples completed.

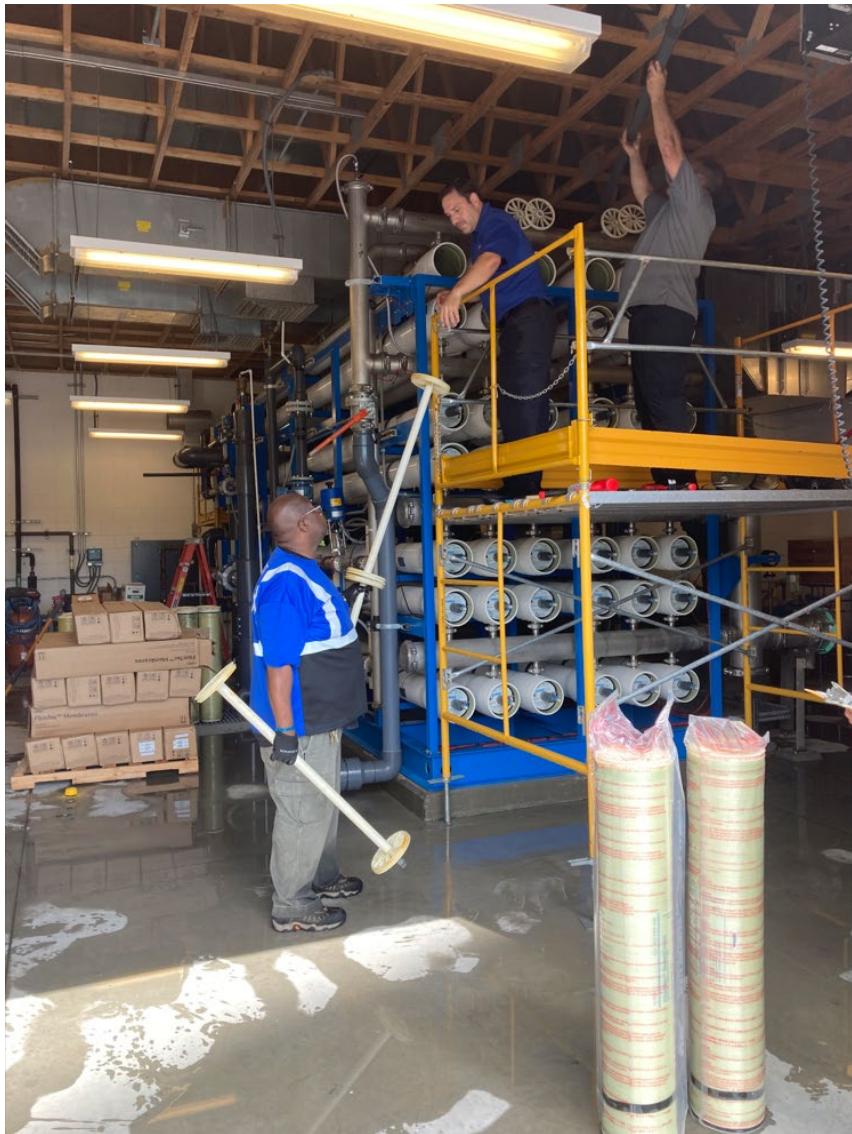


March

- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Plant staff replaced and installed new flow meter to Lime system.
- Hercules Fence installed new loop sensor to R.O. plant entry gate.
- All-First installed UPS back-up for R.O. skid panel.
- Wolseley Industrial removed High services pump#2 for repair.
- Wolseley Industrial returned and installed R.O. booster pump with laser alignment for pump.
- VDH and HRSD monthly samples completed.

April

- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Annual preventive maintenance on Concentrate By-Pass pump service done by outside contractor.
- Staff completed Bi-Annual maintenance to RO pump by lubricating lower and top bearing to motor.
- All-First completed Annual service maintenance on Plant Generator.
- Wolseley Industrial returned and installed High Service pump#2.
- Wolseley Industrial bump tested R.O. booster pump. (Test was successful)
- VDH, DEQ and HRSD quarterly samples completed.



May

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Sub-Contractor replaced and installed new transducer for concentrate pump station at RO Plant.
- All-First installed and reprogramed new VFD drive for High Service Pump #2 (Pump#2 Motor 30-day test run time).
- All-First replaced blown fuse on Well#8 VFD drive.
- Wolseley Industrial installations of new mechanical seal for High Service Pump#2. (Mechanical seal still under 30-day testing period).
- Atlantic Contractor installation of new Control Pressure Switch for AC unit in Electrical Room at RO Plant.
- VDH, HRSD Monthly Reports complete.

June

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Dan Esser of CLA-VAL did a troubleshoot assessment of Church Street Elevated Tank altitude valve. (Recommendation replace all rubber components and fitting, new check valve and rebuild main valve).
- All-First installed and reprogramed new Concentrate Flow meter for RO Skid.
- All-First diagnosed during troubleshooting of Concentrate Building By-Pass valve solenoid switch needs to be replaced.
- Wolseley Industrial obtained spare RO Skid pump and motor for internal rebuild of parts. (Pump & Motor was returned to RO Plant on 6/29/2022).
- HRSD annual plant inspection complete. (RO Plant in excellent standing).
- VDH, HRSD Monthly Reports complete.
- Plant staff primed and painted all Caution Safety Bollards at RO Plant.



July

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- Plant staff replace 85 cartridge filters to raw intake vessel to RO skid. (Bi-Annual project)
- All-First installed and replaced lamps to exterior lights on RO plant building.
- HRSD conducting 7-day composite sampling on concentrate pump station building located at the RO plant.

- Plant staff completed 3rd quarterly bacteriological sample on wells 8a & 10a. (VDH, DEQ)
- DEQ 2nd quarter report completed and turn in 7/10/2022.
- VDH, HRSD Monthly Reports complete.
- Plant staff primed and painted all sewer caps at RO Plant.

August

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Plant staff rebuilt Hypo Pump #812.
- All-First installed and replaced check valve for Church Street Elevated Storage Tank.
- All-First install and replaced rebuilt kits for Church Street Elevated Storage Tank altitude valve.
- Plant staff repaired drain line for concentrate flow meter on RO Skid.
- Plant staff collected annual HAA-5 & THM samples for VDH.
- VDH, HRSD Monthly Reports complete.
- Plant staff primed and painted all Water caps at RO Plant.
- All-First installed new solenoid switch for Concentrate Building flow meter by-pass line.
- Plant staff conducted a water verification for Public Works Dept. at 709 Tall-wood Circle, and 106 Royal Aberdeen. Finding (Water did not belong to Town of Smithfield).

September

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Plant staff rebuilt Hypo Pump #811.
- All-First remove all non-working communication cables for Wilson Road Elevated Storage Tank.
- Dan White Concrete poured concrete floor for Cary Street Well House.
- Plant staff replaced all the 3rd stage membranes on the RO Skid.
- Plant staff primed and painted all fire hydrants on 300 to 400 block of Lane Crescent in Kendall Haven Neighborhood.
- VDH & HRSD monthly reports complete.

October

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Plant staff installed sample stations for VDH bacteriological monthly sample requirement at addresses 614 Quail Street, and 205 Bishop Crest.
- Plant staff, Public Works Superintendent, and Supervisors lockout and tagout all inlet valve to Wilson Road Elevated Storage Tank.
- Plant staff perform bi-annual preventive maintenance on lime feeder gear box motor and propeller motor.
- Plant staff drain Wilson Road Elevated Storage Tank.
- DEQ 3rd Quarter report complete.
- VDH & HRSD monthly reports complete.

November

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Plant staff rebuilt CL/17 Chlorine Analyzer.
- All-First conducted upgrade programing for RO Plant SCADA system.
- AC Schultes removed pump from Mercer Street Well house. (Will abandon well later.)
- Plant staff winterized all well houses and elevated tanks in Town limits.
- AC Contractor installed a new face panel for electrical room thermostat.
- Ben Rhodes installed a mechanical split seal on Well #8a raw water pump.
- All-First completed annual calibration of all plant flow meters.
- Monthly reports complete for VDH and HRSD.



December

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Plant staff changed oil in Wells 8A & 10 for annual preventive maintenance.
- All-First replaced Low-Suction switch and Transmitter on RO Skid Pump.
- All-First replaced PLC card for Master Control Panel for RO Skid and Concentrate Pump.
- Plant staff completed installations of a Sample Stations for VDH monthly bacteriological testing requirement.
- Plant staff replaced probe in CA610 fluoride analyzer.
- Plant staff greased upper and lower bearing on both Well 8a raw water pump, & RO Skid pump.
- Plant staff changed oil on High Services pump #1.
- Monthly reports completed for VDH and HRSD.
- CCE install an upgrade for SCADA glitch error.



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. Recertification of the Regional FSE Certification through HRFog and HRPDC. Revision of the FOG SOP.

B. Implemented 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. Attendance and Certification of Completion obtained for the Cross Connection Control Devices: Inspection, Maintenance, and Testing Course through the Virginia Section of American Water Works Association. Creation of an SOP for Residential Backflow Inspection. Rewriting and updating the Backflow and Cross Connection Program, Ordinances, and Forms to reflect changes in the Virginia Waterworks Regulations for Accreditation.

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. Sent 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 2022 included Slip, Trips, & Falls, Code of Ethics, Fire Extinguisher Training, Hazardous Communication, Cold & Heat Stress, Trenching & Excavation, PPE/Bloodborne Pathogens, Lockout/Tagout, Confined Space, Chain Saw Training, Defensive Driving and Snowplow Safety. Annual review of Emergency Response Plan was also done. In addition, most all employees received required Flagger Certification, along with certification in First Aid, AED, CPR and Pesticide Certification. Our Accreditation Certification was achieved November 2022 and the next renewal is due November 2026.



Engineering

With regards to the Storm Water Management program, we continue to distribute literature pertaining to methods of properly landscaping residences or business sites, 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 regarding the responsibility of Erosion & Sedimentation controls inspections, the Town has performed numerous inspections and required inspection reports on approximately 112 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, Winchester Place, Turnberry, Greenbrier Lane, Ryder, Royal Aberdeen, Troon, Cary Street, Battery Park Road, St. Andrews, Jericho Road, Great Sp[ring]s Road, Riverpoint Drive, Clay Street, Breann Court, Calvary Way, Middle Street, Watson Drive, Wilderness Lane, Tallwood Circle, Hunter Way, Chalmers Row, Cedar Street, The Machrie, Keswick Place, Barcroft Drive, Peterson Avenue, Evergreen Way, Wildwood Circle, Barclay Crescent and Lane Crescent. We also continued the ditch cleaning schedule within the Town that includes over 62 storm water outfall ditches.

For this year the following streets were overlayed with a minimum 2-inch asphalt surface mix; Moonefield Drive, Windsor Avenue Edinburgh Court, Gullane, Fairway Drive, Royal Aberdeen, Fairway Drive, Drummonds Lane, Murifield, West Street, Cary Street and Smithfield Blvd. & Colonial Avenue Intersection. There have been many pavement patch repairs performed throughout the Town. Some of the streets involved were Watson Drive, Cary Street, Hunter Way, Battery Park Road, Turnberry, Ryder, St. Andrews, Red Point Drive, Clay Street, Breann Court, Middle Street, Calvary Way, Hunter Way, Troon, Winchester Place, Chalmers Row and Great Springs Road. Several sidewalk and curb repairs were completed; the areas were on Cypress Creek Parkway, Waterford Oaks, and Wellington Circle.



There continues to be a coordinated effort between the Town and the local utility companies and the maintenance work that they require. Forty-seven Right of Way / Easement permits were issued to the utility companies involving their maintenance projects. Roadway line striping was installed on Smithfield Blvd., North Church Street, Cary Street and Moonefield Drive.

Inspections of the Smithfield Lake Dam have also continued this year. 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 public. Of the three options Town Council has decided to pursue option # 3. For informational purposes Town Council has requested from Draper Aden a cost proposal that would involve a full restoration of the dam if it were to be retained. Currently funding options are being considered involving the selected option.



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. VDOT is currently moving forward with the Utility relocation aspect of the project. The contractor has performed a directional bore of conduit below the river bottom from the north to the south sides of the Pagan River. Utility companies are now in the process of relocating their respective utility. As of this time the start date of the bridge deck repair aspect of the project is estimated to be the spring of 2023.

Urban Funded Projects:

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. The VDOT LAP project was advertised in April of 2021, and construction was begun September of 2021. All required work as required by the approved site plans was performed and has now been completed as of December of this year.

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 now completed their engineering study including the ongoing field survey along with details of the exact location that the trail will encompass. Preliminary revised site plans were reviewed and discussed with Town Council which now involves the three lanes of South Church Street within the designated project area along with the bike trail concept. A Smart Scale application has been submitted to VDOT involving the revised project scope. Kimley – Horn is now preparing site plans and bid documents involving the project based on the remaining funds of the VDOT UPC: 111808.

Various other Maintenance projects are currently under review and design:

- 1.) Battery Park Road storm pipe replacement near the Villas Subdivision. The plans are being designed to replace the existing 18" storm pipe with twin 48" x 68" elliptical concrete pipes. Plans are at 90% review. Currently there are discussions between the Town, the Town's Engineer (DAA) and the Contractor as to phasing and the time frame of when the project could be performed which would minimize traffic interruption and also impact project cost.



- 2.) Battery Park Road culvert outfall and ditch enhancements project which is located near Greenbriar Lane currently site plans are under a 90% review. In discussions with the

property owner there is agreement that this project should proceed and a willingness to negotiate any possible additional drainage easement requirements that may be required



- 3.) Cedar Street (Dirt Road Section) culvert outfall storm pipe extension and shoulder repair. Site plans are at 100% complete and have been reviewed and approved. Cost estimate has been received from Blair Brothers Inc. Drainage easement plats have been received and will require the property owner's concurrence and signatures.



- 4.) Pagan Road storm water ditch repair and outfall relocation. Site plans have been completed and approved. A cost estimate was submitted by Blair Brothers Inc. and approved by Town Council. The project is scheduled to begin in early spring of 2023.
- 5.) Town Council has requested from Draper Aden Assoc. a drainage study involving the storm drainage outfall area, approximately 800 feet, on the east side of the box culvert on Cedar Street. There is concern about the flooding that occurs on Great Springs Road and that this area may be a contributing factor. In discussions with VDOT they have indicated that they would investigate their area upon hearing of what our study results revealed.

Cary Street Paving



Moonefield Drive Paving





PARKS & RECREATION REPORT

2022 Annual Report
Town of Smithfield Parks & Recreation



Smithfield Center Events



Luter Sports Complex



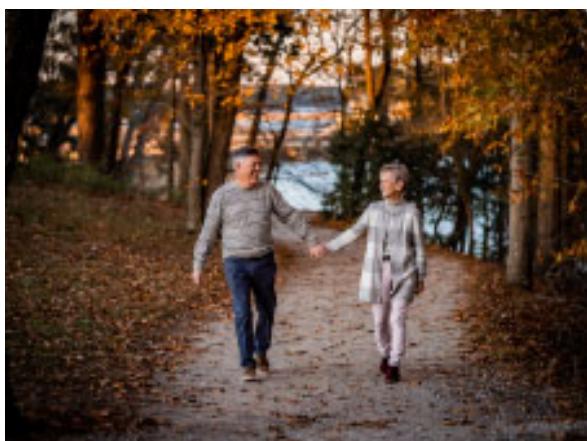
Windsor Castle Events



Clontz Park



Windsor Castle Park



Special Events



2022 Annual Report
Town of Smithfield Parks & Recreation



Smithfield Center –opened November 2000

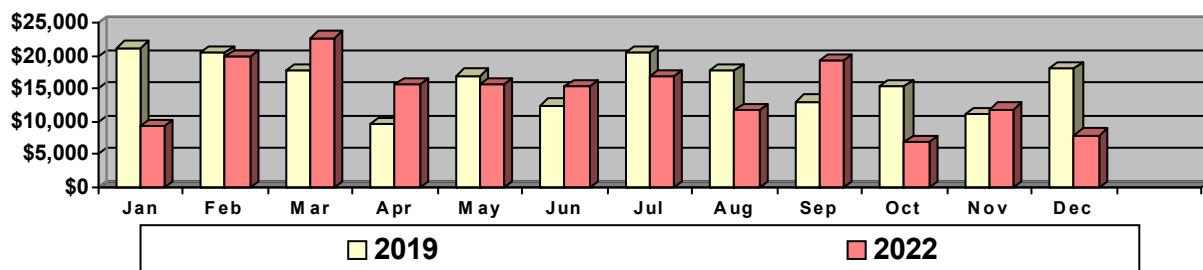
2022 events felt like a return to normal operations. The masks came off and people were ready to celebrate life milestones (weddings, birthday parties, anniversaries) once again. We also had a new fee structure, which increased our popular Saturday rental to \$4000. However, future bookings for 2023 and 2024 feel very sluggish. A trend we are seeing in wedding bookings is that folks are booking closer to their event date, where in previous years, weddings booked a year or more out.

Exhibit A: Smithfield Center Sales Comparison for last 6 Years	
Year	Total Sales
2017	\$172,612
2018	\$192,450
2019	\$194,559
2020	\$125,790
2021	\$127,358
2022	\$173,616



These totals represent events in 2022 paying their final balance and future events (2023 and 2024) paying their initial deposits. 7 months out of 12, showed a decline in revenue when compared to our top year of 2019. The impacts of the pandemic are still being felt in the event industry.

Exhibit B: Smithfield Center By Month Revenue Comparing 2019 to 2022



2022 Annual Report
Town of Smithfield Parks & Recreation



Windsor Castle Events—opened March 2020

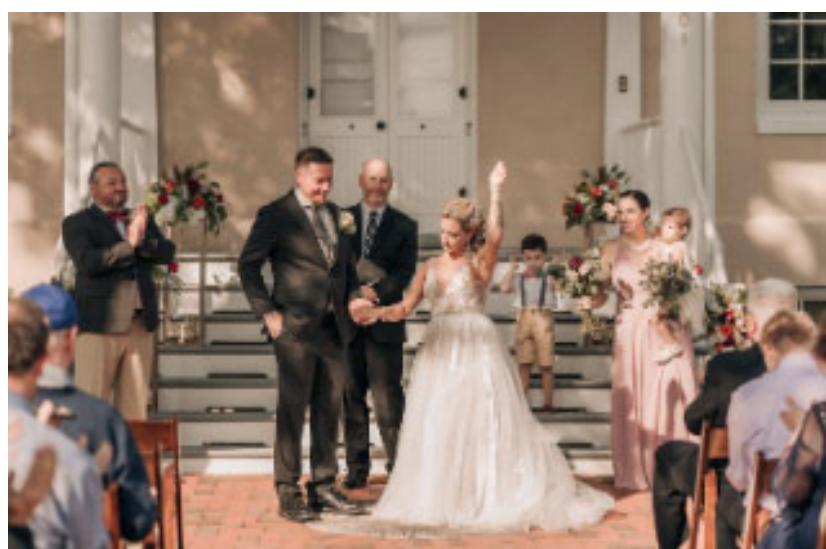
2022 was a great second year for Manor House Events. With the trend of smaller, more intimate weddings, the house alone was rented more often than the larger house and grounds package. Once again the summer was our quietest season—spring, fall and winter were the favorites among our clients.



Exhibit C: Windsor Castle Event Sales

Year	Total Sales
2020	\$ 29,580
2021	\$ 72,077
2022	\$ 73,742

This sales totals include current bookings' final payments, future bookings' deposits, Park Impact Fees for open to the public events and photography passes. Rental of the house itself has been more popular than our grounds rentals.



2022 Annual Report

Town of Smithfield Parks & Recreation



Windsor Castle Park – opened May 2010

Windsor Castle Park continues to be a favorite oasis for relaxing, fitness or family fun. With dedicated parks staff and the hardworking Trail Doctor volunteers, many long awaited trail repairs were done in house, saving the town so much money. We receive numerous compliments on how beautiful the park is and how great the trails are to use.

Exhibit D: Windsor Castle Park Pedestrian Counter Data

Total People Count February 2022 – December 2022 (counter inoperable during January 2022)	63,060
Peak Days (Endurance Runs – runners run the trail several times during a time period of 8-10 hours) Saturday, November 26th was highest count	820

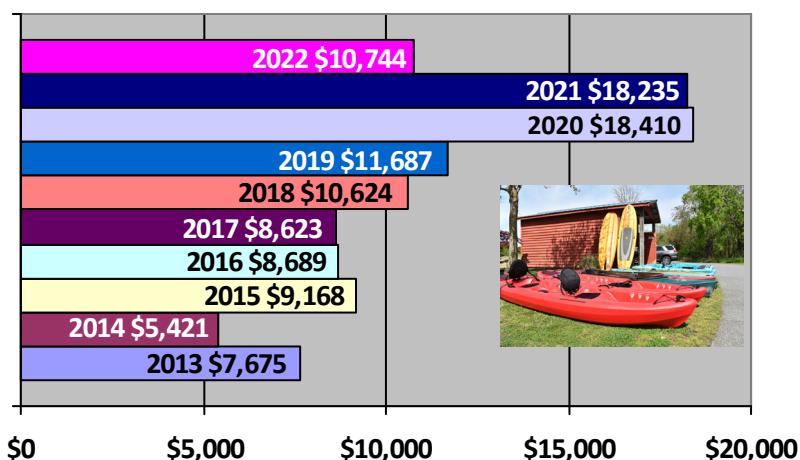


Trail Doc removing invasive species – phragmites.



Kayak Rental Sales took a dip in revenue due to the shortened season, previously we opened May 1st and closed September 30th. This year we operated from Memorial Day to Labor Day and we shortened the work day due to excessive heat conditions from 9 A-5 P to 9 A-2 P.

Exhibit E: Kayak Rental Sales



Park Project:

Long Leaf Pine Demonstration Area
In December, the demo area was increased to over 9 additional acres with 2000 plus Long Leaf Pines planted. This demo area is unique in that this is the only area that is on public land and easy to access. Several volunteers from all over Hampton Roads came out to help with this important project.



Park Project:

Living Shoreline
In the spring of 2021, a living shoreline was installed along an eroded bank of Cypress Creek within Windsor Castle Park. In this newly created habitat, the planted native marsh grasses quickly took root and flourished. Signage and additional plantings were added over the last year. Several barnacles, mussels and oysters have attached to the blocks which gives it the name of **Living Shoreline**.



Park Project:

Storm Water Retention
This is a collaborative project between the local Master Naturalist Chapter and the IOW NAACP to inform the public of the many benefits of retaining storm water (rain) from impervious surfaces. The water captured is now used for the IOW NAACP community garden.



2022 Annual Report
Town of Smithfield Parks & Recreation



Luter Sports Complex –Opened 2018

A majority of the field use at LSC continues to be our two main user groups – **Smithfield Recreation Association** (youth baseball and softball) and **Smithfield Packers Youth Sports** (youth tackle football and flag football). Both groups are great to work with to schedule outside field rentals but their seasons do not offer many open dates for rentals.



Revenue 2020	\$ 35,925	Revenue 2021	\$ 34,269	Revenue 2022	\$ 34,124
Baseball SRA Annual Lease Nations Baseball Virginia Baseball Richmond Braves Rage	\$ 34,725	Baseball SRA Annual Lease Nations Baseball Virginia Baseball Braves NSA	\$ 30,925	Baseball SRA Annual Lease Nations Baseball Virginia Baseball NSA	\$ 31,484
Softball Top Gun Softball	\$ 1000	Softball (all 3 softball tourneys cancelled)	\$ 0	Softball (none)	\$ 0
Football Virginia Crusaders (Adult) League	\$ 200	Football Smithfield Packers MOU Payment Virginia Crusaders (Adult) League Beach Breakers Football	\$ 3,344	Football Smithfield Packers MOU Payment	\$ 2,640

2022 Annual Report
Town of Smithfield Parks & Recreation



Clontz Park Boat Ramp –Opened 2019 & Fishing Pier–Opened 1993

Clontz Park continues to grow in popularity with the addition of the boat ramp. Boaters have become accustomed to the easy access to deep water and just minutes away from the Bay. Most Saturdays in the summer, the entire parking lot is taken up with trucks and trailers, indicating there are several boats launching from this now popular ramp.



2022 Annual Report
Town of Smithfield Parks & Recreation



Special Events

Smithfield is home to so many annual special events, that it keeps tourists coming to our town all year long. We offer several venues for events –Smithfield Center, Windsor Castle Park, the Luter Sports Complex and Main Street.



Wine and Brew Fest
Windsor Castle Park
4000 attendees

Hog Jog 5K
Downtown Smithfield
800 participants



Autumn Vintage Market
Main Street
8000 estimated attendees

Christmas Parade
Main Street
5000 estimated attendees



SMITHFIELD POLICE DEPARTMENT

Annual Report

2022



Smithfield Police Department



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Chief's Thanks for 2022

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

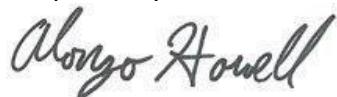
Your hard work and dedication continue to be reflected in the statistics provided in the Department's 2022 Annual Report. The numbers only reflect a small snapshot of the professional services you have provided to the citizens of the Town. Over the last several years, crime in our community continue to decrease as a result of your dedication to this profession. We realize that we did not accomplish these stats alone, but it was through the many hours spent building bridges strengthening the community partnership between the people and the police. Your hard work and dedication are also being recognized because the Town has been ranked as 16th in the Top 20 Safest Cities in Virginia according to Safe Wise Team 8th Annual Report of safest cities. We must continue to strive to make our community, our profession, and ourselves better by maintaining current relationships and fostering new ones.

We must continue the forward momentum of maintaining the distinction of being a Certified Crime Prevention Community by enhancing the programs that support that endeavor and by maintaining our certification of being an Accredited Agency. By maintaining these certifications, we are adhering to our mission of providing the Commonwealth of Virginia and the Town of Smithfield a dynamic, responsive, professional police department.

All these things were done because of your commitment to **Honor, Community Partnership, and Integrity** the things we hold as our core values as we go about our daily duties.

Thanks for a job well done!

Respectfully Submitted,



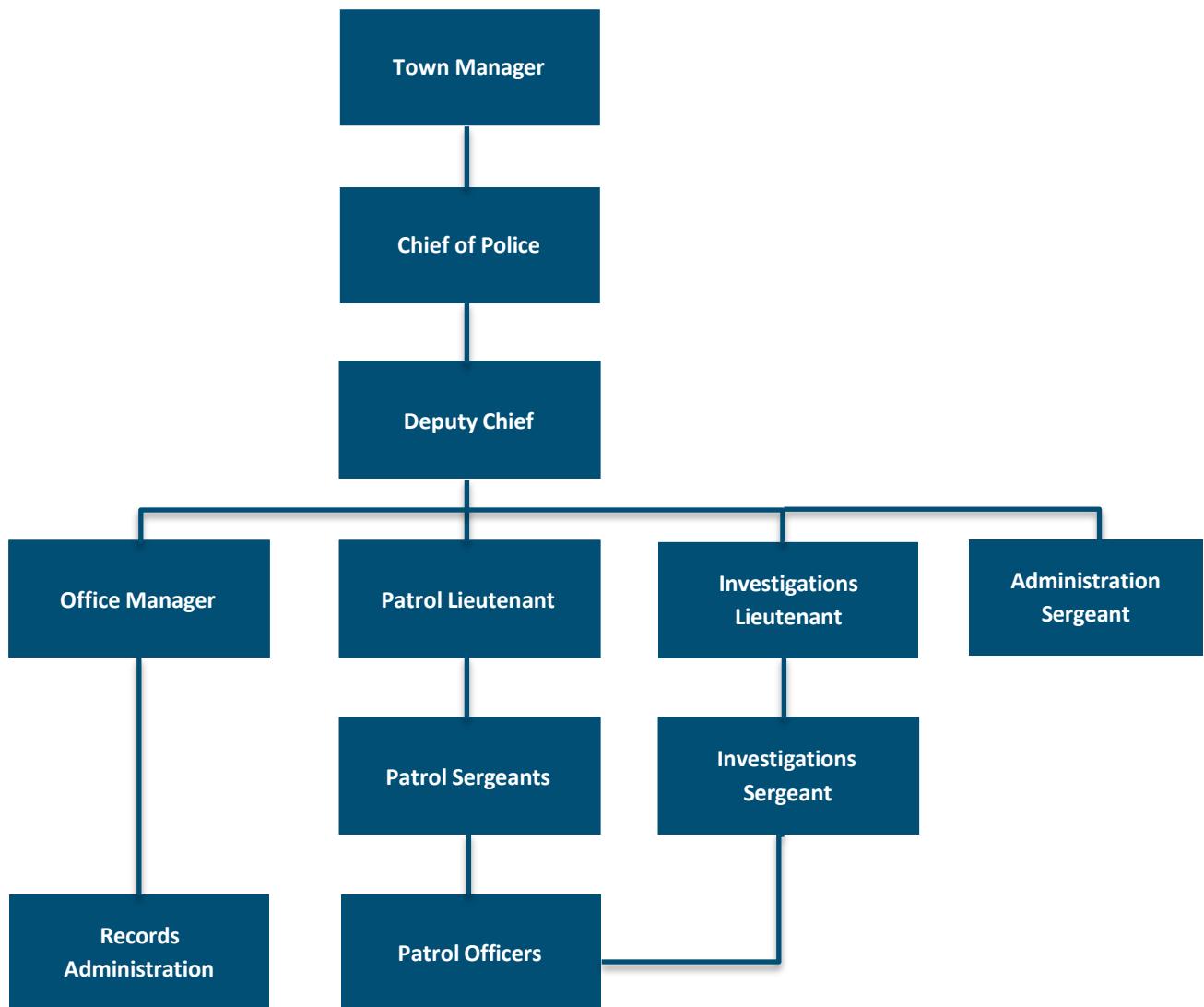
Alonzo Howell
Chief of Police

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.



Organizational Chart



Department Staff

Command



Alonzo Howell
Chief of Police



Chris Meier
Deputy Chief

Investigations Division

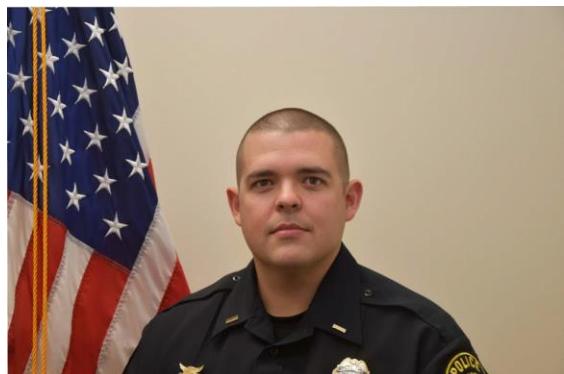


Patrick Araojo
Investigations Lieutenant



Will Wooley
Investigations Sergeant

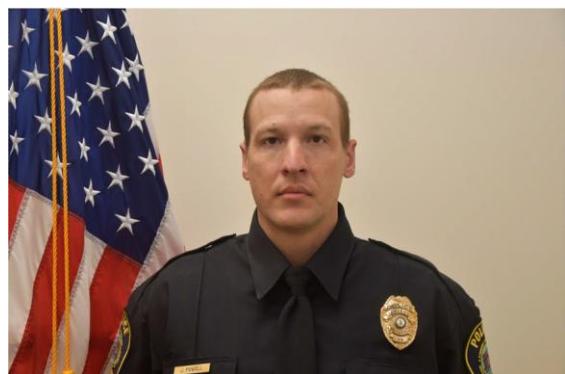
Patrol Division



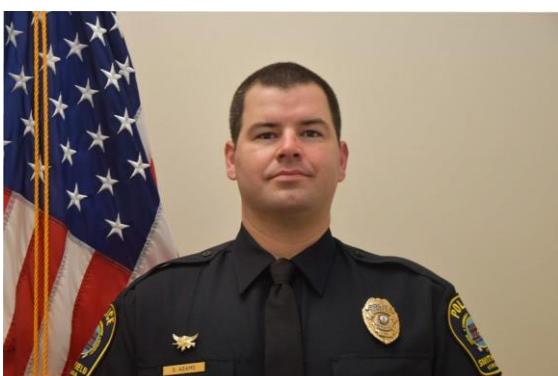
J. Eric Phillips
Patrol Lieutenant



Bryan Miller
Patrol Sergeant



Josh Powell
Patrol Sergeant



David Adams
Patrol Sergeant



Chris McGough
Patrol Sergeant

Patrol Officers



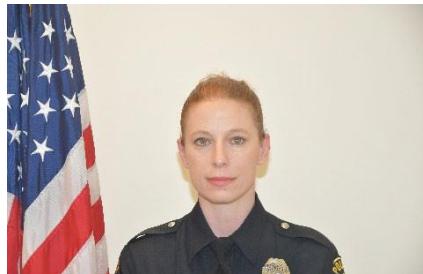
Sam Johnson



Paul Jones



Casey Owens



Kate Wahl



Alan Lester



Robert Herget



Christopher Darden



Jacob Nixon



Noah Cecil

Administration Division



Kristi Kincaid
Office/Accreditation Manager



Donald Brady
Administrative Sergeant



Lorrie Porter
Administrative Assistant to the Chief



Stephanie Pack
Records Administration



Teana Nixon
Records Administration



Chris Sexton
Janitor



Community Relations

The Smithfield PD welcomes every opportunity to provide a positive interaction between the citizens and our police officers. In October of 2022, we hosted National Night Out at the Luter Sports Complex. It was a huge success and we were ranked 23rd in the Nation among jurisdictions our size. Due to the COVID - 19 pandemic we were forced to cancel our planned Citizen's Police Academy. We do plan to have a session in 2023. Every year, our officers and staff donate money during the months of November and December. This year with the donated money we provided Christmas presents for 10 individuals we received from the Angel Tree program. Our officers and staff went out and hand delivered the gifts with the Grinch.

In December, we did a “fill a cop car food drive” at both Food Lion and Kroger.



Retirement

On May 31st, Annette Crocker retired after 20 years of dedicated service. She served as the Administrative Assistant to the Chief of Police, working under three chiefs during her career. Lovingly known as PD Nana, she thoroughly enjoyed watching the PD grow by leaps and bounds, taking time to hug all of our kids when they came in. We wish her well in her retirement and we know that she will enjoy spending time with her family. Thank you for your dedication, Annette.



Training

Each year the Police Department makes every effort to build a better organization and improve the officers and staff that work for the organization. One of the ways we do this is through training. In order to maintain the police officer certification officers must complete 40 hours of training every two years. Here is the training that our officers and staff attended during 2022.

- Cultural Diversity
- Civil Rights Violations
- Intoxilyzer Recertification
- Suicide Prevention
- Forensics
- Search and Rescue
- Active Shooter Incident
- Defensive Tactics
- Maritime Death Investigation
- Bas-based Policing
- Field Training Recertification
- Basic Crime Prevention
- Leading without Rank
- Use of Force Liability
- Street Gang Investigations
- Supervising Patrol Critical Incidents
- Consular & Diplomatic Immunity
- Fentanyl and the Threat to First Responders
- Forfeiture Training
- Law Enforcement Liability
- Patrol Response to Child Death Scenes
- Firearms
- General Instructor
- Leadership
- Interrogation
- 2021 Legal Updates to include Case Law
- Search and Seizure
- Interdiction/Protection of Children
- Vice and Narcotics Investigation
- K-12 Behavioral Threat Assessment
- Street Sergeant Supervisor Training
- Taser Training
- Driver Training Instructor
- Basic Criminal Investigation
- Internal Affairs Investigation
- Management Issues in Law Enforcement Ethics
- Patrol Techniques
- Internal Affairs Pro Training
- Background Investigation
- Crime Prevention for Commercial and Retail Business



Department Highlights

Top Cop

Officer Alan Lester was the recipient of the 2022 Greater Hampton Roads Regional Crime Lines Top Cop Award for Smithfield Police Department in recognition of the contributions he makes to the Smithfield Police Department and the community. He demonstrated compassion during an encounter with a local homeless individual by ensuring that she had a room at a local hotel and food to eat. In another situation, he was first on scene at a serious vehicle crash with entrapment and a fire. He demonstrated a sense of duty and sacrifice by jumping into action to extinguish the engine fire, potentially saving lives in the process.



MADD Awards

Officers Kate Wahl and Paul Jones were the recipients of the 2022 MADD Awards for Smithfield Police Department in recognition of their efforts in combating drunk driving. Kate led the department in DUI arrests from September 2021—August 2022. Paul was a close 2nd in arrests during that same time period and he also completed the Advanced Roadside Impaired Driving Enforcement training class.



Life Saving Award

On Monday, November 21, 2022, Officer Jones and Sergeant Adams responded to a local hotel for an individual experiencing difficulty breathing. The individual stopped breathing and a good Samaritan began CPR prior to Paul's arrival. Once on scene, Paul began administering CPR until David arrived. Together, they continued lifesaving intervention for approximately 7 minutes until being relieved by personnel from the rescue squad. After approximately 30 minutes of continued medical intervention, the patient regained circulation and signs of life. One of the head medics indicated that the CPR directly contributed to the individual's life being saved. Officer Paul Jones and Sergeant David Adams are being awarded the Smithfield Police Department Life Saving Award.



American Legion First Responders Recognition Ceremony

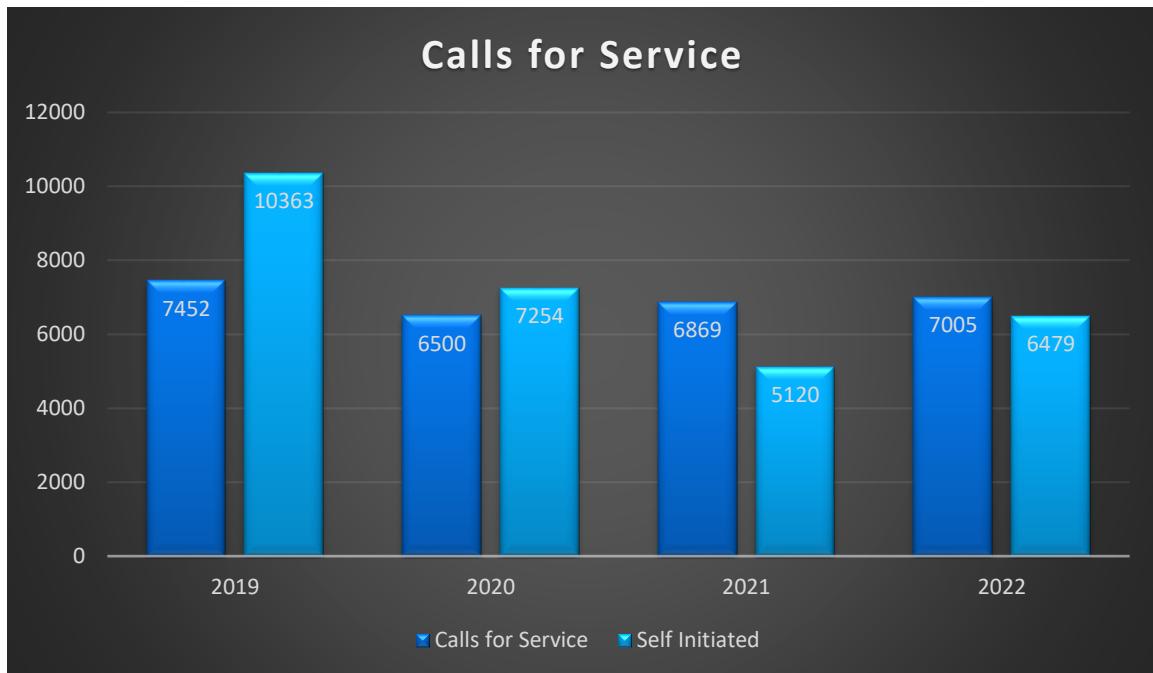
In June, Ofc. Kate Wahl selected as the recipient and attended an awards banquet.



Department Statistics

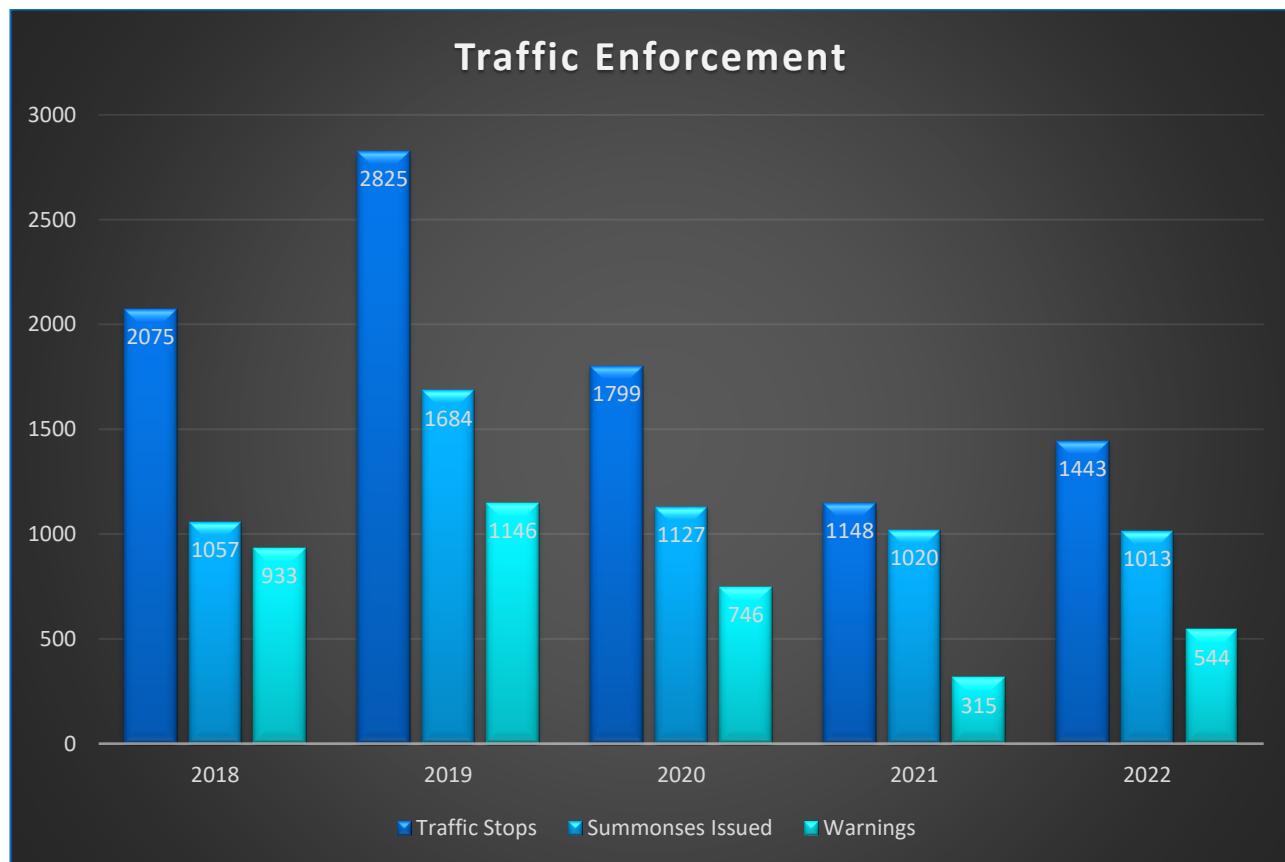
Calls for Service

The Police Department's dispatch center is located in the Isle of Wight Sheriff's Office. They answer routine and emergency calls for service and dispatch Smithfield Officers to those calls. 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.



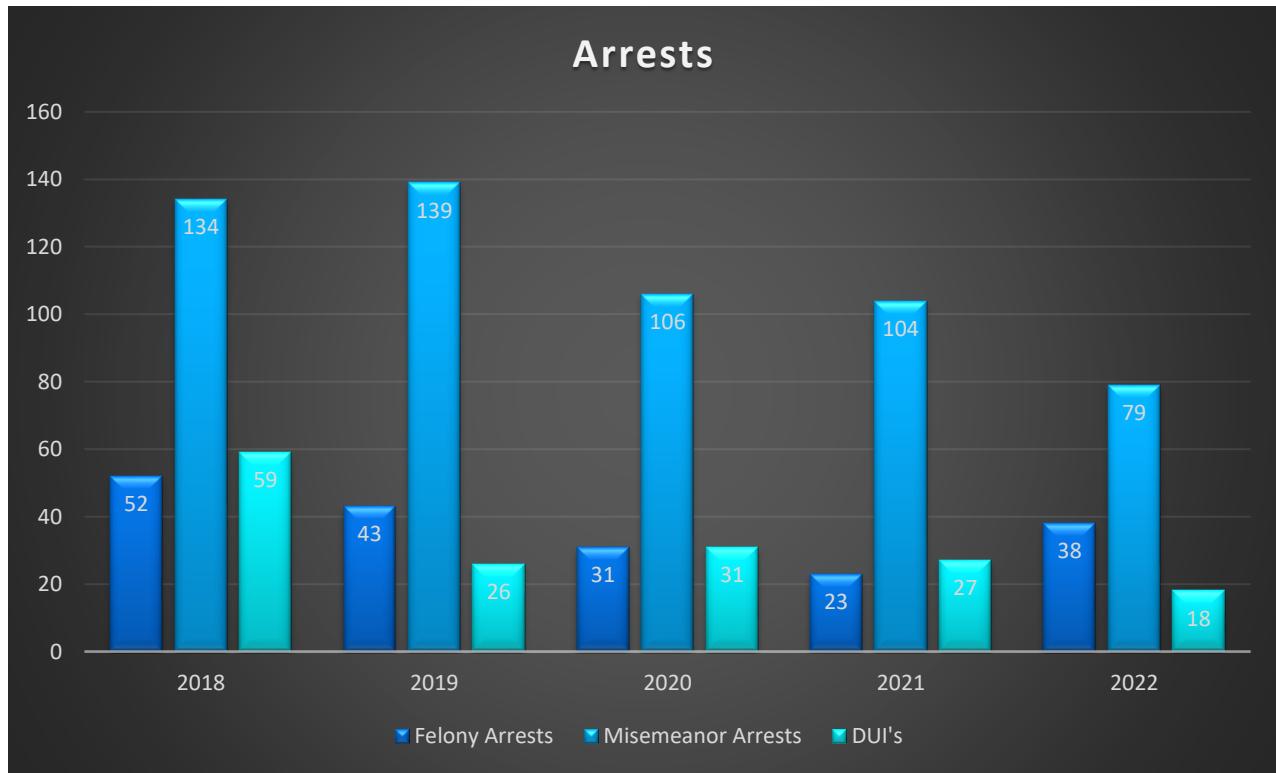
Traffic Enforcement

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



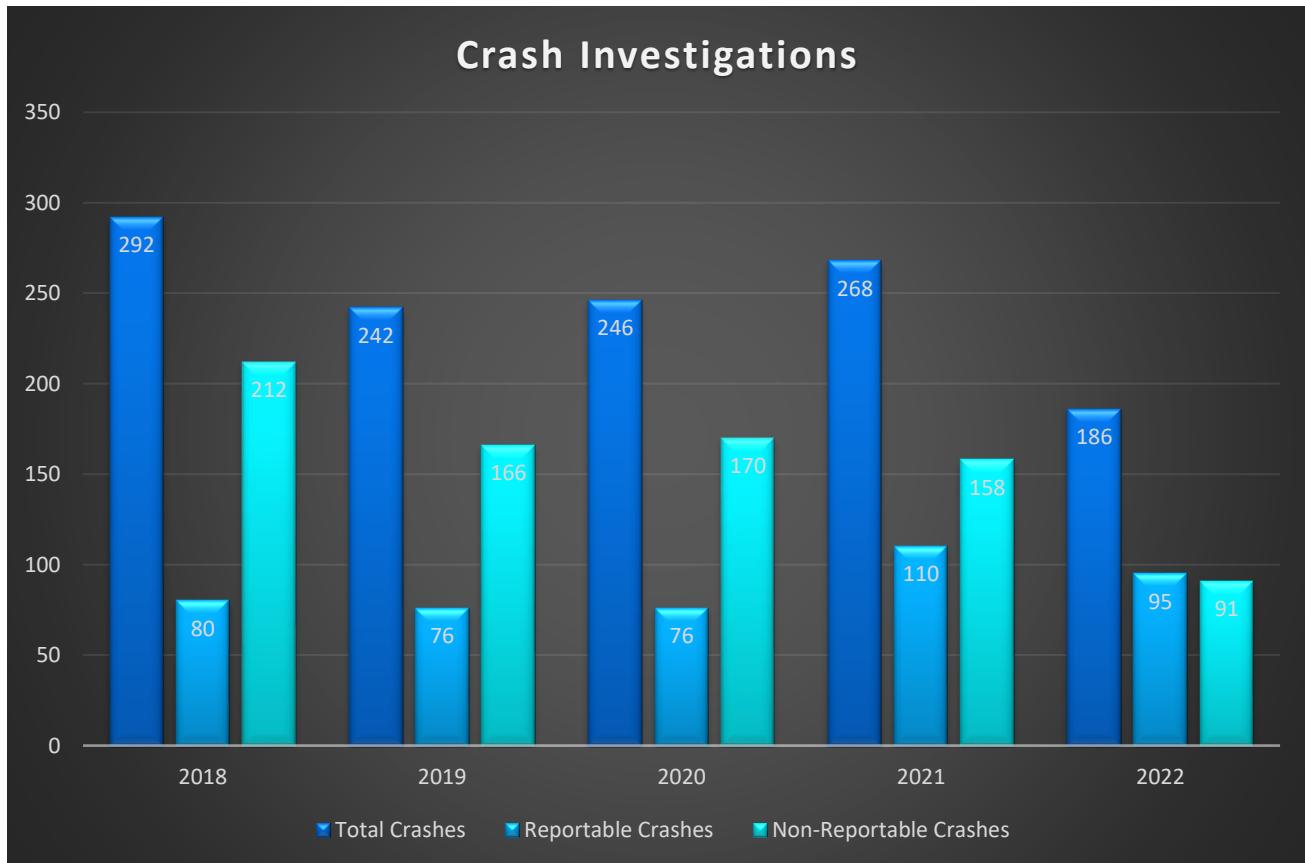
Arrests

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.



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.



Stolen Property

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 and 2021 a large amount of money 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 2017 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 "Group B" offenses and constitute a significant portion of incident reports taken by the Smithfield Police Department.

OFFENSE	2018	2019	2020	2021	2022
Murder	0	1	0	1	0
Rape	0	0	0	0	0
Sex Offenses	8	2	6	2	4
Robbery	0	2	2	2	7
Aggravated Assault	6	12	12	9	12
Arson	2	0	0	0	1
Vehicle Theft	10	12	4	7	4
Total Part A	26	29	24	21	28

Offense	2018	2019	2020	2021	2022
Simple Assault	68	71	54	55	46
Burglary	14	7	11	5	3
Larceny	101	130	84	111	98
Forgery	14	12	3	4	4
Fraud	27	29	29	48	37
Embezzlement	1	3	3	54	2
Destruction of Property	73	131	68	99	59
Drug Offenses	58	35	18	11	20
Weapon Law Violations	9	5	11	15	5
Total Part B	365	423	281	402	274

It is Our Pleasure to Serve You!



Thank you for your continued support of the men and women of the Smithfield Police Department!



SMITHFIELD/IOW TOURISM REPORT

2022

ANNUAL REPORT



SMITHFIELD & ISLE OF WIGHT TOURISM



HIGHLIGHTS



TRAVEL WRITERS, BLOGGERS, INFLUENCERS, and TV and FILM PRODUCTIONS

hosted throughout the year:
Virginia Living and Southern Lady
"Virginia is for Adventurers" Scavenger Hunt
Cultivate, Virginia Farm Bureau Magazine
Virginia Tourism Corporation, social media team
Britalians TV - *Humans of the World*
Destination Virginia
Amber Miller, social media influencer

VISITOR CENTER

moved from COVID hours and protocols to regular hours and protocols.

SMITHFIELD FARMERS MARKET

celebrated its 20th year!
Total Sales: \$459,500. 78 Vendors/32 Markets (3 rain-outs); 24,000-40,000 attendees; 5% or \$15 weekly fee; Farm/ Vendor Visits; Meet the Vendor; Food Access Grant; Vendor Appreciation Event; "Award" winning; Several Specialty Markets and new partnerships/initiatives (Angel Tree; raised funds for the Isle of Wight Animal Services/Bee Research & Preservation; Veterans Day discounts); Carrollton Midday Market put on hold; successful Carrollton Christmas Market.

GMODS (Genuine Merchants of Downtown Smithfield)

Seven annual promotions (Scarecrow Stroll, Witches Night Out, Elves Night Out, Galentine's Night Out, April Fools Night Out, Cinco de Mamas Night Out) plus Shop Talk and Let's Dish Facebook Live video promotions.

SALTY SOUTHERN ROUTE

social media posts and ads continue.

SVAE (Smithfield VA Events)

Three annual boutique events at Windsor Castle Park, continued partnership/board affiliations.

THE GRANGE @10 MAIN

Worked throughout the year with Luter Team on this project to include a public market, greenspace & boutique hotel). Farmer's Market Task Force formed with County Board of Supervisors and Smithfield Town Council members. Smaller group of staff (& Randy Pack) appointed to generate plan to present to project's Task Force.

VADMO (Virginia Association of DMO's)

Association resuscitated after COVID. Organized Spring Meet-Up planning, board meetings and retreats, experiential meeting in Blacksburg.

CVTA (Coastal Virginia Tourism Alliance)

Continued membership. Participation in ARPA grant for the organization RFP for CVTA marketing initiatives for 2023.

VA250 COMMISSION

formed and organized

VA-1 STATE CONFERENCE

Director was Professional Development Chair for 2022 Conference in Norfolk with over 500 attendees.

GROUPS & GUIDED TOURS

New Tour Program established with standing dates of second Saturdays of the month, April through October.

SPECIAL EVENTS hosted 9 special events, 6 promotional events, and supported 3 SVAE events, plus events for the 1750 Courthouse, Smithfield High School Homecoming Parade, Darden's 70th Anniversary, the Isle of Wight County Fair, and Downtown Smithfield's Ham-o-Ween. The Special Event Coordinator took over the two Vintage Markets this year.

WHERE THE LOCAL'S GO weekly e-newsletter continues to over 9,000 subscribers.

MAIN STREET MERCHANT MEETING Held successful meeting regarding future policies and procedures for street closure during Special Events

SMITHFIELD SUMMER CONCERT SERIES Staff serves as liaison for 2022 and going forward

TOURISM MONTH BREAKFAST CELEBRATION

Hospitality Heroes, Hambassador and Community Ambassadors recognized at Breakfast held in AUGUST 2022. 70 attendees

HAMBASSADOR PROGRAM

Program revamped and rolled out (23 candidates)

WAYFINDING SIGNAGE PROJECT

for downtown completed

GOVERNOR'S SUMMIT ON RURAL PROSPERITY

Held in Smithfield in October. Director was featured on panel.

BASE CAMP VIRTUAL CONFERENCE

for Trails, Agritourism, Towns, and Farmers Markets on Dec. 6 and 7. Salty Southern Route Board Members were featured speakers.

JOINT PRESENTATION TO THE ISLE OF WIGHT SUPERVISORS

Tourism, Economic Development and the Chamber of Commerce presented in August highlighting different missions.

"BEHIND THESE WALLS" VIDEO SERIES

Isle of Wight Museum Program, promoted downtown videos

Grants Received

\$50,000	American Rescue Plan Act (ARPA)
\$20,000	Virginia Tourism Corporation (VTC) "Town & Country" Grant
\$10,000	Virginia Tourism Corporation (VTC) "Check In & Check Us Out" Wedding Grant
\$10,000	VTC Drive 2.0 "Main Street Square" Grant (plus Town ARPA contribution of \$15,000)
\$20,000	VTC Drive 2.0 OUTDOOR Grant for Nike Park Bike Park
\$5,000	Food Access Grant for the Farmers Market
\$5,000+	VTC Social Media Reimbursement Program

DIGITAL REPORT

Social Media & Website

GENUINESMITHFIELDVA.COM

January 1, 2022 through January 1, 2023

125K sessions, 101K users, 211,420 page views

FACEBOOK

As of January, 2023

Page Likes: 16,177, Followers: 17,270

TWITTER

As of January, 2023

679 Followers

INSTAGRAM

As of January, 2023

2,338 Total Lifetime Posts

2,524 Followers

YOUTUBE

As of January, 2023

230 videos active

PINTEREST

As of January, 2023

32.39K Impressions, 982 Engagements

EMAIL MARKETING

Total number of subscribers (as of Dec. 2022): 9,764

“Where the Locals Go”: 52 Emails

Other programs and events: 44 Emails

Total Emails Sent: 703,454

Total Emails Opened: 222,347

Total Open Rate: 32%

(Industry Standard same time period: -9%)

Total Clicks: 4,531

Total Click Rate: 1%

(Industry Standard same time period: 0%)

839 new email addresses added from AttendStar ticket website for Vintage Market ticket sales

676 new email addresses added from the Isle of Wight Museum list

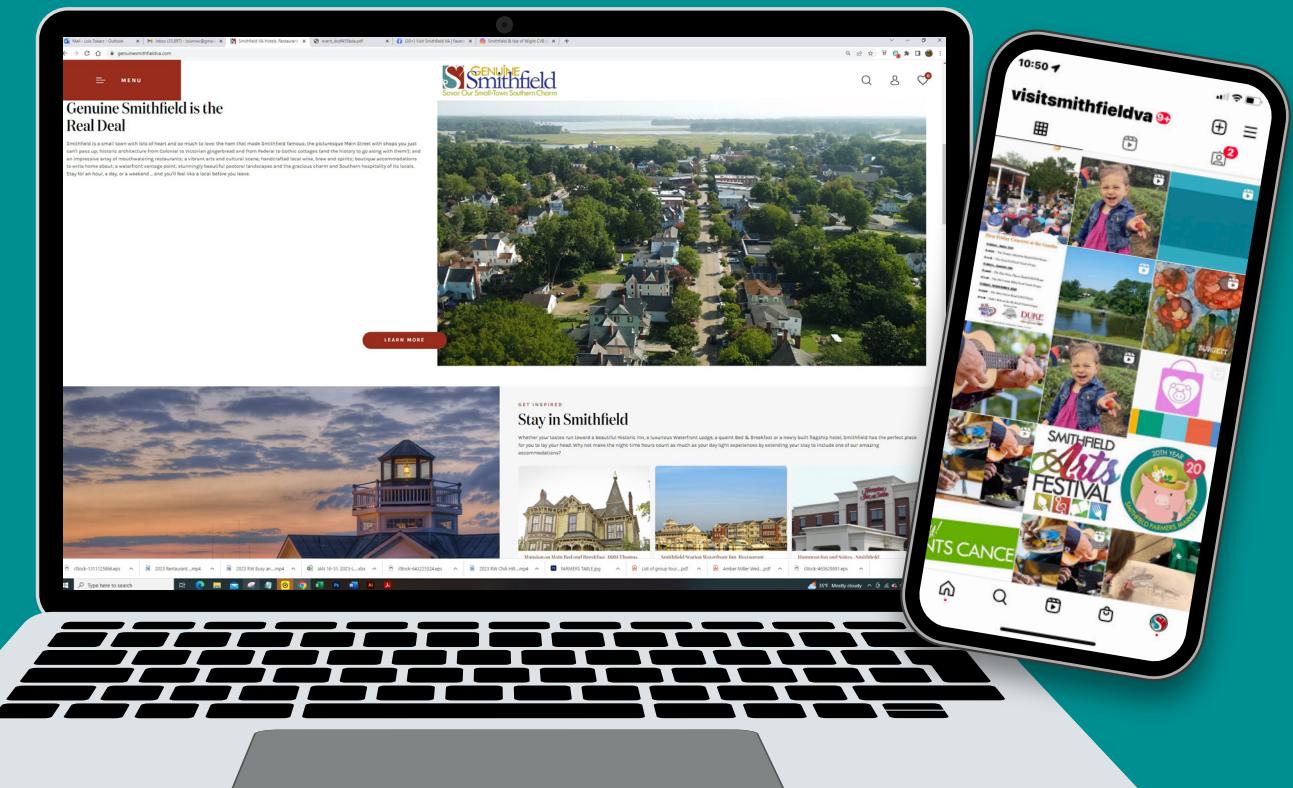
MISCELLANEOUS DIGITAL MARKETING

New images and videos added to GenuineSmithfieldVA.com, including drone video on homepage

Guided Tour Weekend, Trio of Tours and TourTalk programs launched online

Stories on GenuineSmithfieldva.com:

Visit the Farms, Weekend Getaway, Bridal Grant Concept, Town & Country Grant Concept, Wanderlove Grant Concept, Behind These Walls – Downtown Smithfield, Outfitters at Windsor Castle Park



SPECIAL EVENTS

JANUARY

SVAE's BOB FEST (canceled due to Covid)
Restaurant Week, 14 participants

FEBRUARY

Restaurant Week continued from January.

MARCH

St. Patrick's Parade (canceled)

APRIL

SVAE's Smithfield Wine & Brew Fest, 3600 attendees
SVAE's Wine Dinner, 30 attendees

MAY

Vintage Market at Fairgrounds, 4000 on-line tickets sold
Smithfield Art Festival, inaugural event, 3000 attendees

JUNE

June Summer Story Walk, 105 participants

JULY & AUGUST

Summer Story Walk, 86 participants
"Virginia is for Adventurers" Scavenger Hunt

SEPTEMBER

Isle of Wight County Fair, 30,000+ attendees
Downtown Vintage Market, 8,000+ attendees

OCTOBER

Bacon, Bourbon Music Fest (canceled due to hurricane)
Ham-o-Ween Safe Trick or Treat, 2,000+ attendees
Hog Jog, Souper Saturday, Court Day
Autumn Art Show, 500 attendees

NOVEMBER

Holiday Open House Weekend, 2,000+
Carrollton Christmas Market, 1500+ attendees

DECEMBER

Tree Lighting on Main, 400+ attendees
Christmas in Smithfield, planned by 1750 Courthouse as Colonial Christmas in Smithfield (canceled)
Christmas Mistletoe Market, 8,000 attendees
Smithfield Christmas Parade, 7,000 attendees
Light Up Hayden's Lane, provided by volunteer Sandy Cleary

WHERE THE LOCALS GO

Weekly email lists Tourism events and online programs, the Farmer's Market, Museum and community events

PICKER'S MARKETS

Held in April through November, averaged 8 vendors per market and about 250+ attendees per market



Gmod Events
(Genuine Merchants of Downtown Smithfield)

SHOPTALK 3 FOR 3 and **SHOPTALK LET'S DISH**
featured 12 merchants on Facebook Live and edited promotional videos in-house to use on social media

GALENTINE NIGHT OUT

SCARECROW STROLL

600 attendees voted for best scarecrow

WITCHES NIGHT OUT

ELVES NIGHT OUT

APRIL FOOL'S NIGHT OUT (canceled due to weather)

CINCO DE MAMA'S NIGHT OUT

ShopTalk
Let's Dish!



FARMERS MARKETS

Smithfield Farmers Market

20TH ANNIVERSARY

The 2022 market season began on March 19 as the market celebrated its 20th Season on Opening Day

NUMBER OF MARKETS

35 (3 canceled due to the weather)

NUMBER OF ATTENDEES

24,000 - 40,000 for the season (600 - 1200 per market)

NUMBER OF VENDORS

35 - 40 average per week

78 Vendors revolved throughout the 32 markets

PROMOTIONS

Promoted the market on social media, newspaper articles, community calendars, signage, and Slice Magazine and weekly "Where the Locals Go" e-newsletter

COORDINATED

Weekly musicians or bands at each market

Sponsor's market appearances and media advertising

Participating non-profit vendors as a community service

12 SPECIALTY MARKETS

4th of July, raised \$424 for Isle of Wight Animal Services

National Bee Day, raised almost \$100

for Bee Research & Preservation

Veterans Day, market vendors offered military discounts

Holiday markets, collaborated with Isle of Wight Social Services to have an angel tree. 25 Children given gifts.

AWARDS

Voted "5th best in Virginia" by the Farmers Market Coalition with American Farmland Trust

Voted in the "Top 100 Best Farmers Market in America" for the Farmers Market Coalition with American Farmland Trust

Won "Best Local Event," and the Silver Award in the Farmers Market category of the 2022 Coastal Virginia Magazine's Readers' Choice Awards

ANNUAL VENDOR APPRECIATION EVENT

Maintained community interaction and Vendor and Sponsor recognition with this annual event held in June for market vendors and sponsors.



FARM VISITS

Visited over 8 vendors April through June. Created videos and images for use on social media and on the Farmers Market website. Started working on a farmers market blog where the vendors are featured as they are visited.

\$5,000 FOOD ACCESS GRANT

Provided by an anonymous benefactor for the purpose of purchasing fresh produce from local farm vendors and providing the food to the Christian Outreach Program, the local area food bank. The funds were also used to buy starter plants for the NAACP Community Garden. Grant funds covered the hours of the market personnel and costs incurred by the farm vendors.

Carrollton Midday Market

NUMBER OF MARKETS

6 (2 canceled due to the weather)

NUMBER OF ATTENDEES

150 for the season, average 25 per market

NUMBER OF VENDORS

4 - 6 average per week

PROMOTIONS

Promoted the market on social media, newspaper articles, community calendars, signage, and Slice Magazine and weekly "Where the Locals Go" e-newsletter

CARROLLTON MIDDAY CHRISTMAS MARKET

Successful market held November 26 with 50 Vendors and over 3,100 in attendance.

The Carrollton Market Season was canceled in late June due to lack of Vendors and attendance.



SALES



MONTHLY SALES BLITZES

To front desk docents, activity directors, etc. at 15+ Williamsburg Timeshares

AAA SALES BLITZ

Participated in Virginia Association of Destination Marketing Organizations (VADMO), May 2022 (brochures and swag sent)

PUBLIC RELATIONS

VA LIVING MAGAZINE,

Hosted writer/publisher Peggy Sijswerda who wrote a 6-page article, June 2022 issue

COASTALVAMAG.COM

Featured in "Coastal Virginia is for Lovers" online article

PILOTONLINE.COM

Featured in article on Chili Hill

SMITHFIELD TIMES

Smithfield Cares Weekend for Ukraine and on VTC Grants

WVEC - 13

Online article on the world's oldest hams birthday, July 2022

VIRGINIAN-PILOT

"Ham, a Virginia tradition - and a worldwide delicacy" online article by Bob Ruegsegger, online article, July 2022

NBC12 NEWSROOM

"New tourism program launched in dozens of localities," July 2022

VIRGINIA TOURISM CORPORATION

Hosted VTC Social Media Team in September

BRITALIANS

"Humans of the World" documentary filmed in Dec. 2022, coming in 2023

GROUP TOUR MAGAZINE

Article on the Salty Southern Route

LOVEEXPLORING.COM

"Virginia's Most Charming Small Towns" and "12 Lesser-Known Southern Destinations Our Editors Can't Wait To Visit In 2023" by Tara Massouleh McCay, October, 2022

NEWS RELEASES

Restaurant Week

Grant Awards

New Civil War sign at Isle of Wight Museum

Arts Festival

DESIGN SERVICES

ISLE OF WIGHT COUNTY ADMINISTRATION

Board of Supervisors display updated, Newcomer's Guide updated and posted, Supervisors Business Cards

ISLE OF WIGHT COUNTY MUSEUM

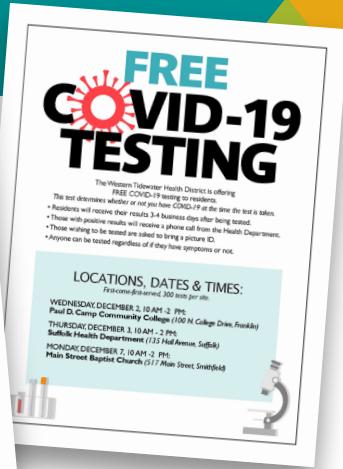
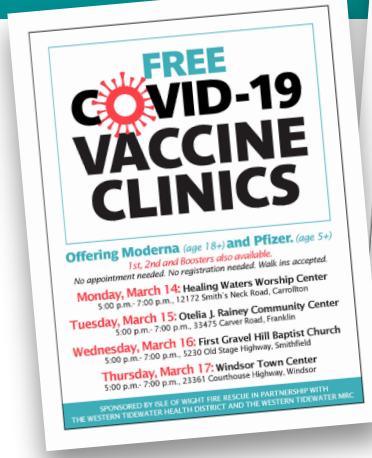
Native American area and Colonial Exhibit including panels for three sisters, genealogy brochure Hammy Birthday Banner, interpretive signage to brick kiosks in town

ISLE OF WIGHT COUNTY EMERGENCY SERVICES

COVID Vaccine and Testing posters

TOWN OF SMITHFIELD

Designed Gazebo at new Main Street Square and downtown way-finding signage



VISITOR CENTER COUNTS

	INDIVIDUALS	# FIRST TIME	TOTAL TOUCHES*
January*	542	76	1883
February	995	125	1440
March	1393	236	1775
April**	1430	339	4674
May	1453	302	2594
June	1342	265	2331
July	1115	325	2269
August	1040	326	2752
September	1647	342	3116
October	1233	307	2642
November	2224	641	4062
December	984	227	2029
TOTALS	13,426	3,511	31,567

MONTHLY AVERAGE OF VISITORS

Individuals: 1,119, first time visitors: 293, (an increase of 22%)
Visitor Center discontinued COVID hours and protocols in April.

VISITOR CENTER HOURS

*The Visitor Center closed 4 days in January due to weather.

**The Visitor Center resumed remaining open until 5 p.m.
beginning in April.

COVID

The Visitor Center moved from COVID hours and protocols to regular hours and protocols in 2022.

TOTAL TOUCHES (an increase of 17%)

This is a total of 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.

GROUP TOURS

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY.	AUG.	SEPT.	OCT.	NOV.	DEC.
#TOURS	2	2	5	7	4	2	7	9	5	12	3	2
#ATTENDEES	5	10	60	223	263	38	39	33	21	113	47	11

TOTAL NUMBER OF TOURS: 60, TOTAL ATTENDEES: 863

TYPES OF TOURS

Travel writers, bloggers, family reunions, schools, assisted living residents, lectures, walking tours, van tours (Life of Ham Tour), step on bus tours, cemetery tours (Ivy Hill, Historic St. Luke's), Chamber Leadership Program, corporate groups (including Foods), Hambassador tours, clubs and associations



123 A TRIO OF TOURS
MONTHLY GUIDED TOURS OF
Genuine Smithfield



ECONOMIC IMPACT

NEW METHODOLOGY

These figures provided by Virginia Tourism Corporation (VTC) do not tell the full story of the economic impact of our local tourism industry. Since 2021 VTC has been using a new methodology in providing the annual economic impact data to their partners.

The figures provided by VTC define a “Tourist” as those who travels over 50 miles to a destination. Yet 80-90% Smithfield Tourism’s marketing efforts are directed to the primary markets of Coastal Virginia (Suffolk, Newport News, Hampton, Yorktown, Williamsburg, Portsmouth, Chesapeake, Virginia Beach, Norfolk, Surry) and to timeshares in the Historic Triangle. Secondary markets include Richmond, Northern North Carolina, Charlottesville, Fredericksburg, and the Washington DC/Northern Virginia/Maryland area.

IMPACT MEASURES

The new methodology being used now combines Direct, Indirect, and Induced spending and impact in their report.

DIRECT IMPACT

This category includes spending on accommodations, food and beverage, retail, entertainment/recreation, and transportation.

INDUCED IMPACT

This category includes income effects and household consumption.

INDIRECT IMPACT

This category include supply chain effects, and B2B goods and services purchases.

TOTAL IMPACT =
Direct and Indirect/Induced Impact
Source: VTC and Tourism Economics

	2020 TOTAL IMPACT	PERCENT CHANGE
Employment	478	-24
Expenditures/ Spending	\$46,700,000	-20
Local Tax Receipts	\$2,000,000	-8
Payroll/Labor Income	\$12,000,000	-33
State Tax Receipts	\$1,400,000	-6



TRAINING & MEETINGS



NOVEMBER 13-15, 2022 | HILTON NORFOLK THE MAIN | NORFOLK, VIRGINIA

- VA1 Governor's Tourism Summit in Norfolk
- One day of VTC Basecamp Webinar
- Outdoor Drive 2.0 Workshop
- Basic Life Support Training
- Market Manager Certification Course
- Online Workshops for Farmers Market:
Market Day Preparation for Farmers Market Success
Sales Strategy for Farmers Market Vendors
- Civilian Response To Active Shooter Events Training
- VSU/VCE Zoom Meeting: Farmers Market Preparedness
- Destination DC webinar: DC Knowledge Drop
- Virginia Farmers Market Zoom Meeting: Sales Strategy for Farmers Market Vendors
- VTC Visitor Center Manager's Seminar in Halifax, South Boston in March 2022
- Advance Law Enforcement Rapid Response Training
Certified ALERRT course
- Virginia DEQ Virginia Green Tourism Forum
- Virginia DEQ webinar: Virginia Green Travel 101

WEBINARS

- Online Marketing Must-Haves: Your Roadmap to Driving Results
- Google Business Profile-How to Rank High
- Small Business Cybersecurity & Scam Defense
- Virginia Tourism Corporation "How To Apply"
- Tips for creating the best email subject lines
- Social Media Strategies That Generate Results
- How to Create an Inclusive Workplace
- How to Rank High On Google Local Search Results
- 7 Top Event Marketing Strategies & Ideas
- How to Complete a SWOT Analysis
- How to Create & Manage Events in Constant Contact
- How to Manage Your Social Media with Constant Contact
- Quick, Simple Tips to Improve your Email Marketing Results
- Words That are Triggering Your Emails as Spam
- Get More Opens with Great Subject Lines

SCORE WEBINARS

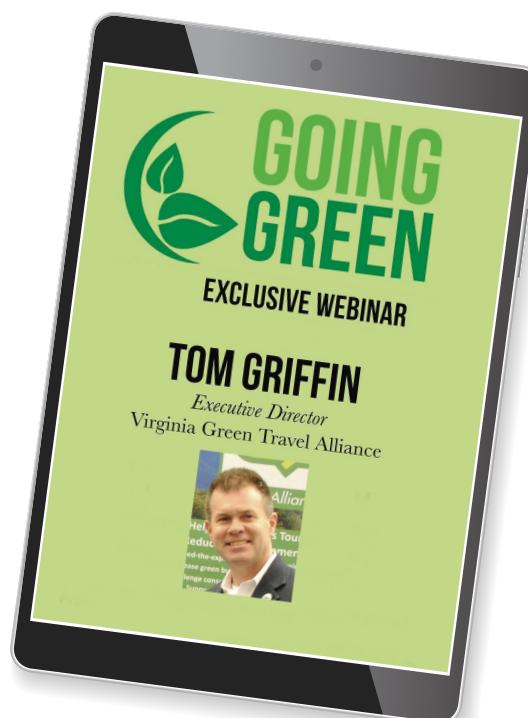
- Drive Traffic to Your Website with SEO
- Connecting with Customers in A Digital World
- How to Find Grant Opportunities for Your Small Business

DESTINATION DEVELOPMENT ASSOCIATION WEBINARS:

- The Marketing Series
- The Branding Series
- The PR Series
- The Website Series
- The Advertising Series
- The Social Media Series
- The Printed Materials Series
- The Product Development Series - Tourism
- The Product Development Series - Downtown

SPEAKING ENGAGEMENTS

- Smithfield Kiwanis, Smithfield Rotary Club
- Chamber Student Leadership Institute
- Darden's 70th Anniversary Event
- Smithfield High School Marketing Classes



2023 INITIATIVES

Grants

\$50,000 AMERICAN RESCUE PLAN ACT (ARPA)

Awareness & Perception Study (\$5,000)

Data Deep Dive with Zartico, annual contract (\$25,000)
Google Ad Words (\$20,000)

\$20,000 VIRGINIA TOURISM CORPORATION (VTC)

Town & Country Grant

Smithfield and Isle of Wight offer visitors the unique combination of a thriving historic downtown nestled in a beautiful rural setting. The CVB will promote local businesses and attractions that illustrate this theme as a means to increase overnight visitation to the area. A portion of the funds will be used for new photography and videography. The campaign launched in late Summer of 2022.

\$10,000 VIRGINIA TOURISM CORPORATION (VTC)

Check In & Check Us Out Wedding grant

This grant is specifically designed to promote overnight stays in Smithfield and Isle of Wight.

The CVB will partner with local wedding-related businesses and attractions to promote overnight "familiarization tours" of area wedding vendors, venues, event planners, caterers, florists, etc. Local lodgers will offer special packages enticing engaged couples to visit Smithfield with their family and/or friends for the weekend or an overnight stay to see all that the "Encore Wedding Capital" has to offer. Tourism staff will arrange tours for the couples and supply brochures, maps and "welcome" swag as part of the program. The campaign launched in late Spring of 2022.

\$10,000 VTC DRIVE 2.0 GRANT

+\$15,000 TOWN OF SMITHFIELD ARPA CONTRIBUTION

This grant funds improvements to the Main Street Square (formerly Times Square Gazebo) stage and plaza area including enlarging and enhancing the stage with new lighting, upgraded and improved electrical, better sound (with an

enhanced stage roof design), handicapped accessibility, and potentially new sound equipment. The project also includes filling in front parking spaces with grass and taking a section of fence down between Hayden's Lane and Main Street Square and paving it with bricks to join the two spaces.

\$20,000 VTC DRIVE 2.0 OUTDOOR GRANT

Nike Park Pump Bike Park

We know that Virginia is for Outdoor Lovers, but what can our communities do to take that message further? The DRIVE Outdoor grant program builds on the DRIVE 2.0 Statewide Strategic Plan with a goal of enhancing outdoor recreational development, assets, and entrepreneurial opportunities within Virginia. Growing the outdoor economy will spur job creation and private investment, further enhance Virginia's brand as an outdoor destination, and yield opportunities for outdoor-focused tourism partnerships. Outdoor recreation has proven to be a recession-proof industry and a driving force in the American economy, generating \$689 billion in economic output spending and supporting 4.3 million jobs across the country.

\$5,000+ VTC SOCIAL MEDIA REIMBURSEMENT PROGRAM

25% Reimbursement of funds spent on all social media ads

Road Construction

Cypress Creek Bridge (2 years-beginning this Spring)

Grace Street Sidewalks & utilities

Intersection Improvements to Rt. 10/Rt. 258

The Grange@10Main

Additional Initiatives

Events continue and grow in 2023

Visitor Services continue and expand in 2023

Hambassador Program continues

Tours continue

Creation of a Long-Term Strategic Plan for Tourism



Proposed Main Street Square Stage



ISLE OF WIGHT COUNTY MUSEUM



Isle of Wight County Museum & Isle of Wight County Historic Resources



January 2023 Report

J.L. England, Museum Director & Isle of Wight County Historic Resources Manager

Isle of Wight County Museum 103 Main Street, Smithfield

- Visitation: 447
- Special Events

- **Jan. 15. 1781 Battle of Mackie's Mill.** Tomorrow marks the 242nd anniversary of the Revolutionary War engagement between local patriot militia forces and British regular soldiers under Benedict Arnold along Cypress Creek. Join us as we present the story of this historic small battle portraying the bravery and determination of Isle of Wight County citizen-soldiers under the command of Smithfield's own Colonel Josiah Parker. **30 guests.**
- **Jan. 29. Cold War Conversations with Gary Powers Jr.** Gary Powers Jr., founder and chairman emeritus of The Cold War Museum in Warrenton, Virginia, and son of the U-2 pilot whose plane was shot down over the Soviet Union in 1960, will discuss the U-2 Incident. It was one of the most talked-about events of the Cold War. Isle of Wight County's local connection is Nike-Ajax missile base, N-75, in Carrollton. The National Register of Historic Places Historic District site now serves as Isle of Wight County's Parks and Recreation facility which contains the original barracks, mess hall, administration and recreation building, officer/non-commissioned officer family housing, fueling area and underground missile magazines.
Powers' most recently published the graphic novel *Enemy Territory*. His other books include *Letters from a Soviet Prison* and *Spy Pilot*, all of which help dispel some of the misinformation surrounding the U-2 incident. His books will be available for purchase. **40 guests.**
- **Jan. 31. LUNCH & LEARN: Battle of Smithfield.** Join us for a 159th anniversary recounting of "the Town of Smithfield's most dramatic event." This two-day engagement between Union and Confederate troops saw artillery and musket fire reverberating up and down Main Street eventually resulting in the destruction of the US Army Gunboat *Smith Briggs*. Meet your guide at the museum for a brief overview of this Civil War battle as well as a walk along Main Street to several sites associated with the significant events from January 30 to February 2, 1864. **20 guests.**

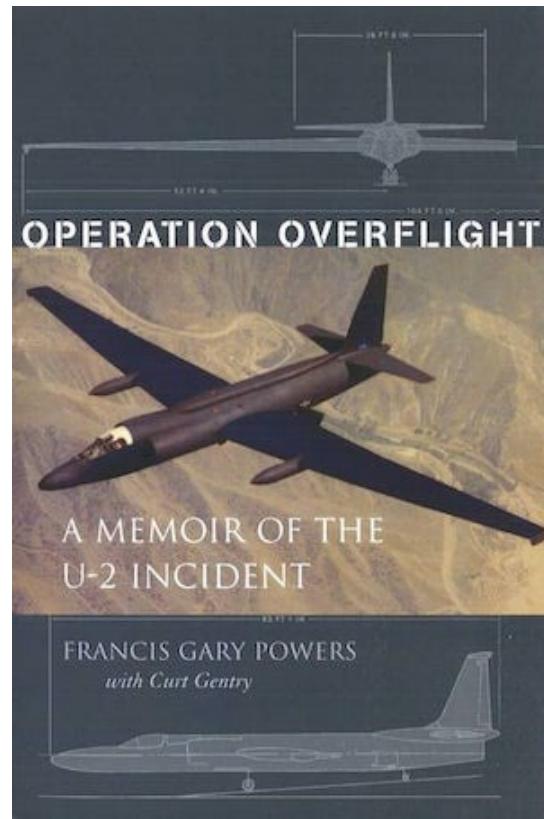
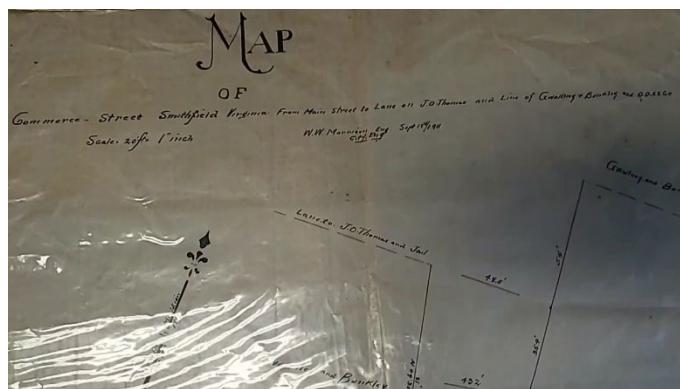


- Livestreaming Events. We continue to connect to visitors, supporters, fans and the community via social media. Our livestreaming tours and programs on Facebook are driving traffic and enhancing interaction on our sites. Events this month, still viewable in the videos section of our Facebook page, include:
 - **Jan. 3. LIVE at 12:05: Welcome 2023!** Director Jennifer England highlights our 2023 as well as a discussion of special events to come this year. Make your plans to visit us.
 - **Jan. 5. LIVE at 12:05: Fishing in the 17th Century.** A discussion of sturgeon and early fishing methods in 17th century Virginia.
 - **Jan. 10. LIVE at 12:05: Roadside Attractions!** Curator Rachel Popp discusses the history of roadside attractions, highlighting the marketing style of billboards and similar advertising tools used to encourage tourists to visit them. Brightly colored billboards with unusual sayings were memorable and eye-catching ways to grab the attention of travelers using the U.S. Interstate Highway System.
 - **Jan. 12. LIVE at 12:05: Our Grant from Virginia is for Lovers for our Hamside Attractions Marketing Campaign.** Director Jennifer England discusses our upcoming grant-funded marketing campaign to highlight all the Hamside Attractions in Smithfield and Isle of Wight County. You'll FIND YOURSELF(IE) here in Visit Smithfield VA. #LoveVa #HamsideAttraction
 - **Jan. 17. LIVE at 12:05: National Popcorn Day!** Join Curator Rachel Popp on a brief journey through popcorn history! Popcorn has long been a



beloved snack in North America with some of the first written mentions created by early French explorers who described the way the Iroquois popped kernels in pottery jars full of heated sand. Mass consumption of this already popular snack reached new heights in the 1890s with the creation of the first popcorn-popping machine. Popularity increased even more dramatically around 1981 when the first microwave popcorn bags added convenience to this delicious treat.

- **Jan. 19. LIVE at 12:05: Time for Tea.** A brick of tea stands at the ready to brew up an afternoon cuppa in china that once belonged to Josiah Parker.
- **Jan. 24. LIVE at 12:05: Paper Maps Make a Comeback!** Even in this digital age, physical maps remain popular and are making a bit of a comeback. The earliest known map was discovered in Iraq in the 1880s and was a world map created by the Babylonians in the 5th century BCE. Today, paper maps continue to be purchased despite the many digital options as art to hang on walls or as a tool for a more immersive experience when visiting a new place. Check out two interesting maps pulled from collection storage with the museum's curator, Rachel Popp.
- **Jan. 26. LIVE at 12:05: Cold War Conversations.** Join us at 2 p.m. Sunday for a lecture and book signing with Gary Powers Jr. Gary Powers Jr., founder and chairman emeritus of The Cold War Museum in Warrenton, Virginia, and son of the U-2 pilot whose plane was shot down over the Soviet Union in 1960, will



discuss the U-2 Incident. It was one of the most talked-about events of the Cold War. Isle of Wight County's local connection is Nike-Ajax missile base, N-75, in Carrollton. The National Register of Historic Places Historic District site now serves as Isle of Wight County's Parks and Recreation facility which contains the original barracks, mess hall, administration and recreation building, officer/non-commissioned officer family housing, fueling area and underground missile magazines. Powers' most recently published the graphic novel *Enemy Territory*. His other books include *Letters from a Soviet Prison* and *Spy Pilot*, all of which help dispel some of the misinformation surrounding the U-2 incident. His books will be available for purchase.

- **Jan. 31. LIVE at 12:05: Wax Seals.** Wax seals were popular as early as the Middle Ages and used by the wealthy ruling classes to authenticate and legitimize documents as well as to seal envelopes for tampering prevention. The two examples of seal presses featured here are from the Parker Family and present their motto and family crest. Wax seals are becoming popular once again. Be sure to try your hand at this re-emerging art!
- Behind These Walls
 - People, objects and places all tell stories, and it is the history of a community that shows its unique character. This video series, launched in 2020, allows some of the county's most interesting structures to share their stories. On Jan. 27, **the Isle of Wight Courthouse Mill** aired. Its history dates to the 17th century. View all episodes in this series on the museum's YouTube Channel, Facebook page or website. YouTube link: <https://www.youtube.com/watch?v=RKfQqNu8tVY>.
- Groups/Tours/Programs
 - Jan. 5. Ability Center of Virginia, Virginia Beach. Guided tour, lunch and a discussion of 18th century imports, spices and scents. 25 guests.
 - Jan. 12. Smithfield Foods' Pro Path Leaders. Guided tour and downtown tour. 10 guests.
 - Jan. 17. Chesapeake Parks, Recreation and Tourism's 55 & Better, Chesapeake. Guided tour and lecture. 14 guests.
 - Jan. 26. Everyday Angels, Portsmouth. Guided tour. 5 guests.
 - Jan. 26. Chesapeake Parks, Recreation and Tourism's 55 & Better, Chesapeake. Guided tour and lecture. 17 guests.



- Gift Shop
 - Mid-year inventory was completed.
- Exhibit/Project Update
 - **Sprigg Wing, Phase II: Crops, Trade & Merchants.** A new timeline as well as exhibits about colonial businesses, the tobacco industry and mills are in production.
 - **First Residents.** The addition of the 18th century dugout canoe requires new interpretive panels and display material. Installation of these new panels is pending.
 - **Civil War Trails.** New signage for Fort Huger and Fort Boykin is in production.
 - **Local Treasures.** Currently on display is the collection of **Robert Cox** which showcases artifacts recovered from one of Isle of Wight County's early courthouses, the **Mount Holly Courthouse**. Artifacts date to the 1600s and include coins, buttons, leather ornaments, pottery and harmonica reeds. This exhibit concept displays the private collections of Isle of Wight County residents and/or those with a connection to the area. For more information and applications: www.historicisleofwight.com/local-treasures.html.
 - **Sign Project: Wharf Hill.** In conjunction with Historic Smithfield, the sign at the base of Wharf Hill was rewritten and redesigned to be more reflective of the history in that location and to be more structurally sound. The pedestal was repaired and repointed by the Town of Smithfield, and Historic Smithfield approved the new signage. Installation will take place in February.
 - **English Telephone Box.** The phone box in front of the Bank of Southside Virginia is part of the Isle of Wight County Museum's collection. Dishman Fabrications LLC of Yorktown repaired and media blasted the box, and it was returned to its permanent location in April. Once the door and glass installation are complete, a reception and/or ribbon-cutting will be organized.
 - **Steamboats & Life on the Water; Colonial Isle of Wight; Unusual Objects.** Under development.
 - **Online Exhibits Under Development:** Vietnam War Veterans in Isle of Wight County, Unsung Heroes of Isle of Wight County.
 - **ISLE Be Home for Christmas.** This book project is collecting photographs, postcards, stories, mementos, songbooks, recipes and more that detail the holiday season in Isle of Wight County. This book will be published in November 2023.
- Artifacts
 - Objects added to the collection include photographs, matchbooks and militaria.
- Staff Training and Requirements
 - None.

Financials

- Gift Shop Sales (including tax): \$ 1,236.21
- Donations: \$ 200.00
- Admission: \$ 636.00
- Program/Lecture Fees: \$ 25.00
- Total Monthly Deposit:** \$ 2,097.21

Social Media/Online Presence

- Visit our website at www.historicisleofwight.com or www.hamcamva.com.
- **LIVE at 12:05.** Each Tuesday and Thursday, we host pop-up broadcasts on the museum's Facebook page. These programs were seen on the Ham Cam, but since COVID-19, programs and livestreaming from Facebook make these programs more mobile. Our segments – shot in the museum or at any of our historic sites - highlight events at the museum, announcements or artifacts from our collection. Tune in each Tuesday and Thursday at 12:05 p.m. on the museum's Facebook page to learn a bit about local history.
- **Facebook:** Isle of Wight County Museum: 3.3K likes and 3.8K followers. Daily posts.
- **Facebook:** World's Oldest Ham: 210/221 likes/followers. Semi-weekly posts.
- **Facebook:** Town of Smithfield. Periodic posts, responses and maintenance.
- **Twitter.** @WorldsOldestHam. The world's oldest ham has his own account. 1,365 followers.
- **Instagram.** @Isleofwightcountymuseum. 1,069 followers.
- **YouTube.** Isle of Wight County Museum. 43 subscribers.
- **Google Reviews.** 4.7/5 overall rating.
- **TripAdvisor.** 4.5/5 star overall rating.
- **Yelp.** 4.5/5 star overall rating.
- **Foursquare/Swarm.** 7.3/10 rating.
- **12 Days of Christmas.** This holiday season, museum staff and volunteers created a version of this popular Christmas carol with our various museum artifacts. The daily series began airing on Christmas Day and aired until the 12th Day of Christmas on January 5. View the series on Facebook or the museum's YouTube channel.



On the twelfth day of Christmas,
my museum preserved for me:
Twelve pipe stem fragments
Eleven photographs
Ten projectile points
Nine patent medicines
Eight Delftware sherds
Seven valentines
Six peanut butter and meat jars
Five cannon balls
Four business ledgers
Three duck decoys
Two roadside attractions
and a 1930s lollipop tree.



Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications to include calendars and events.
- **Jan. 2. *Virginia Living Magazine*.** Website: Most-Viewed Articles of 2022; Articles included “In Praise of Ham Biscuits” and “Smitten with Smithfield,” both published in June 2022 - <https://www.virginaliving.com/exclusives/most-viewed-articles-2022/>
- **Winter 2023: *Inside Virginia Hospitality Magazine*.** Article: 2022 Ordinary Awards: VRLTA Celebrated the Best in Hospitality & Tourism October 3, 2022
- **Jan. 23. *Smithfield Times*.** Website: Article: Museum soliciting entries for ‘ISLE Be Home For Christmas’ book - <https://www.smithfieldtimes.com/2023/01/23/museum-soliciting-entries-for-isle-be-home-for-christmas-book.>

Outreach Lectures & Events

- **Jan. 11. Newport News-Warwick Chapter, Daughters of the American Revolution, Newport News.** Lecture: Cemetery Preservation. 20 guests.
- **Jan. 17. Main Street Baptist Preschool, Smithfield.** Topic: Owls. 18 students.
- **Jan. 20. Hardy Elementary School, The Learning Center, Session 1.** Topic: Owls. 15 students and 3 teachers.
- **Jan. 20. Hardy Elementary School, The Learning Center, Session 2.** Topic: Owls. 15 students and 3 teachers
- **Jan. 20. Hardy Elementary School, Multiple Disabilities.** Topic: Owls. 3 students and 3 teachers.
- **Jan. 24. Carrollton Elementary School, The Learning Center.** Topic: Owls. 18 students and 2 teachers.



Windsor Castle 705 Cedar Street, Smithfield

- No updates.

Fort Boykin 7410 Fort Boykin Trail, Isle of Wight County

- No updates.

Fort Huger 15080 Talcott Terrace, Isle of Wight County

- No updates.

Nike-Carrollton Park 13036 Nike Park Road, Carrollton

- **Nike-Ajax Missile Restoration.** Analyzing metal fabrication needs and 3D reproduction of missing components.
- **Jan. 25. Meeting** with the new Isle of Wight County Parks and Recreation director.
- **Signage.** Working to replace the interpretive signage at the park and at Jones Creek for the Nike-Ajax missile base. Four signs will be redesigned and installed. Design currently underway.

Boykin's Tavern, 1820 Clerk's Office & Isle of Wight County Court House Complex 17146 Monument Circle, Isle of Wight County

- Boykin's Tavern Visitors: 8.

Meetings

- Jan. 5. Town of Smithfield department heads staff meeting.
- Jan. 19. Civil War Partnership meeting.
- Jan. 24. Smithfield Town Council orientation.

Other Events & Notable Information

- **Volunteer Hours:** 117
- **Annual Report.** The report was completed and submitted to both the Town of Smithfield and Isle of Wight County.
- **Closed.** The museum was closed on New Year's Day, January 1, 2023.
- **Roger Healey.** Our volunteer and friend Roger Healey passed away on January 23. A memorial service will be hosted for him at the museum at a later date.
- **Anne Randall.** On Jan. 23, staff attended the exhumation of Anne Randall at Historic St. Luke's Church & Museum.
- **Riverside Hospital Smithfield.** On Jan. 4 and Jan. 13, staff met with architects and interior designers to plan for exhibits inside this building.
- **Isle of Wight County Department of Planning/Community Development.** Reviewed and provided commentary and/or research for these projects:
 - Edwards Rezoning Request, Moonlight Road, Tax Map 11-01-022.
 - Whitley-Hawkins Borrow Pit Expansion.
 - Rushmere Master Plan.



- **Virginia Tourism Corporation Grant.** This month, four promotional videos were shot and produced, the website's landing page for the campaign was built, the logo was designed and social media advertising was launched. Visit our website here: <https://www.historicisleofwight.com/find-yourselfie-at-a-hamside-attraction.html>.



Safety

- Staff reviewed tips on preventing workplace violence as well as situational guidelines to include robbery, hostage situations and active shooters.
- Jan. 11. Town of Smithfield Safety Committee meeting.

Selections from Our Website and Social Media

 **World's Oldest Ham** @Worldsoldestham · Jan 22
My business card if you need it.
(Yeah, you need it.)
Courtesy of @VCLatVCU!
#ProfessionalHam

 **VCL** @VCLatVCU · Jan 21
In case you want to view a 3D model of the World's Oldest Ham or even download it, I made a card with a QR code @Worldsoldestham



World's Oldest Ham
(VCU_3D_3709)

The world's oldest ham dates to 1902 and is on continuous exhibit at the Isle of Wight County Museum in Smithfield, Virginia. You can learn more about the ham and view it 24 hours every day on the museum's Ham Cam. The ham was 3D scanned on June 27, 2018 with a Go!Scan 50. The reflectiveness of the ham's brass tag prevented it from being properly scanned and so it is not part of this model. Courtesy of the Isle of Wight County Museum.

Free to download with the QR code



Bernard K. Means

Isle of Wight County Museum

103 Main St, Smithfield, VA

4.7 ★★★★★ 145 reviews ⓘ

Great job, you got a new 5-star review

[Read review](#)



Peggy Metcalf

4 reviews

★★★★★ 2 days ago NEW

One of the best local museums we've been to!



January 23
Loving the love on Google reviews.
Leave us one!



January 25

The Pagan River is a 12.5-mile-long tributary of the James River. Formed about three miles north of Smithfield, the river runs narrow until it is joined by Cypress Creek. It then opens to a large expanse of wetlands and marsh before bottlenecking into the James River. Trade and commerce thrived along the banks of the Pagan in the colonial era. Wharf Hill was witness to exports such as tobacco, lumber and pork.