



SMITHFIELD TOWN COUNCIL AGENDA
June 2, 2020 at 6:30 p.m.
Held at Smithfield Center, 220 N. Church Street

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. INFORMATIONAL SECTION:

1. Manager's Report
 - a. May Activity Report

D. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|---------|---|---|
| June 2 | - | 6:30 p.m. – Town Council Meeting |
| June 9 | - | 6:30 p.m. – Planning Commission |
| June 16 | - | 6:30 p.m. – Board of Historic and Architectural Review |
| June 22 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive)
Public Safety Committee
Water and Sewer Committee
Finance Committee |
| June 22 | - | Continued Town Council Meeting |
| June 23 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation Committee
Public Works Committee
Public Buildings and Welfare Committee |

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

E. Public Comments:

In accordance with Governor Northam's Executive Order Number Fifty-Three (2020), issued to address the spread of the COVID-19 pandemic, which prohibits public gatherings of 10 or more individuals, the June 2nd, 2020 Town Council Meeting will be limited to in-person public comments. **Citizens are encouraged to submit any public comments to the Town Clerk at lking@smithfieldva.gov prior to the meeting so that it may be read into the record.** Any required response(s) from the Town will be provided in writing following the meeting.

- a. **See attached update from the Western Tidewater Free Clinic**

F. Council Comments

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

CONSENT AGENDA ITEMS

- C1. Invoices Over \$10,000 Requiring Council Authorization: **TAB # 1**
Finance Committee Chair, Mr. Randy Pack**
- a. Kimley Horn & Associates – Right Turn Lane Project @ the Sports Complex \$ 30,300.41
 - b. Tyler Technologies – Tax Implementation \$ 10,432.00
 - c. Tyler Technologies – UB Implementation \$ 11,736.00
- Invoice received since Finance Committee Requiring Authorization:**
- d. Brown’s Enterprises, LLC – Windsor Castle Preservation Fund \$ 27,875.00
 - e. Lewis Construction of Virginia – Budgeted – Fire Hydrant & Valve Repl) \$ 17,965.00
- C2. Motion to Approve Memorandum of Understanding (MOU) Between the Town of Smithfield and Isle of Wight County for Procurement Services **TAB # 2**
Finance Committee Chair, Mr. Randy Pack**

ACTION SECTION

- 1. PUBLIC HEARING: Special Use Permit – Expansion of Existing Use of Property – 600 Cypress Creek Parkway **TAB # 3****
- a. Staff Presentation, John Settle, Director of Planning & Community Development
 - b. Applicant
 - c. Open Public Hearing
 - d. Close Public Hearing
 - e. Consideration by Town Council
- 2. PUBLIC HEARING: Special Use Permit – Waiver of Parking and Loading Requirements – 600 Cypress Creek Parkway **TAB # 3****
- a. Staff Presentation, John Settle, Director of Planning & Community Development
 - b. Applicant
 - c. Open Public Hearing
 - d. Close Public Hearing
 - e. Consideration by Town Council

3. **PUBLIC HEARING: FY 2020/2021 Budget Presentation** **TAB # 4**
 - a. Staff Presentation, Ellen Minga, Town Treasurer
 - b. Open Public Hearing
 - c. Close Public Hearing
 - d. Consideration by Town Council

4. **Appoint Nominating Committee to fill the Expiring Term on the Board of Zoning Appeals**
T. Carter Williams, Mayor

5. **Motion to Approve the Town Council Summary Minutes of May 5th, 2020**
William H. Riddick, III, Town Attorney

6. **New Business:**
 - a. **Motion to Approve Certification Resolution Certifying the Town of Smithfield will use the Funds from the CARES Act for Appropriate Purposes and in Accordance with the Guidelines** **TAB # 6**

 - b. **Motion to Approve Contribution of 20% from the Town of Smithfield's CARES Act Funding to be used for the Isle Rebound Grant Program** **TAB # 7**

 - c. **Motion to Accept Deed – 803 South Church Street** **TAB # 8**

7. **Old Business:**

8. **Closed Session: Pursuant to Section 2.2-3711 A1 of the Code of Virginia**

9. **Continued until June 22nd, 2020 @ 6:00 p.m.**

FYI ITEMS

Everyone at Western Tidewater Free Clinic would like to thank you all for your past support and for your consideration of our 2020-2021 budget request.

We are grateful the Town of Smithfield's financial investment in Western Tidewater Free Clinic since 2008 has created a health home for thousands of patients in need. With community partnerships like yours, the Clinic has been able to provide care to more than 5,800 unduplicated patients through more than 168,000 on-site visits. These patients have received free medications with a retail value of more than \$49.7 million.

In 2019, once again WTFC experienced a high patient volume, serving 1,403 distinct patients in 13,502 total visits, including 595 dental patients in 1,999 dental appointments. **Twelve point seven (12.7%) of these patients were Smithfield residents, representing 178 people served in 1,151 visits, including 2 Isle of Wight County employees and 5 Isle of Wight County Public School employees. One hundred sixteen (116) of those live in the Town of Smithfield proper and had 948 visits to the Clinic.**

Your support makes it possible for us to provide these chronically and often critically ill patients with lifesaving, comprehensive, coordinated care through the many services offered onsite at WTFC, including medical, dental, vision, pharmacy and mental health, and through our specialty referral partnership network.

The Clinic would not exist without our volunteers, donors, community partnerships and staff. We have approximately 21.1 Fulltime Equivalent Employees (FTEs) and a volunteer base of over 140 volunteers including medical and dental professionals and many administrative volunteers. During 2019, the 7,100 hours donated by volunteers accounted for approximately 3.4 FTEs. Twenty-eight (28) volunteers reside in Smithfield including 5 board members. Our shared goal is to improve the health of

our patients and enable them to take care of themselves and their families, keep their jobs and be productive citizens.

During these very challenging times, continued support from the Town of Smithfield is critical. As a result of the current Coronavirus pandemic, we have made operational changes, some that have resulted in increased expenses, so we can remain open and continue to provide healthcare to our very high-risk, vulnerable patient population. We simply cannot abandon them and we don't want them in the ER if they don't have to be there. The safety and health of our patients and staff are our highest priority so we have made the following adaptations:

- We have introduced a new patient appointment schedule to honor social distancing, minimize person-to-person contact and decrease clinic exposure.
- We screen all patients in our front lobby, take an ear temperature and give them a medical mask before entering our waiting area.
- Our nurses are delivering all medications to patients outside.
- We are conducting telehealth appointments when appropriate.

Continued funding from the Town of Smithfield would make a huge impact in helping WTFC remain open, pay our staff, put operational adaptations in place for telehealth and continue to provide critical, high-quality healthcare for our patients who need us most right now. We know we will see an influx of new patients as a result of job loss from this pandemic, some of whom have already contacted our eligibility department. We also believe we will experience an increase in medical and dental visits after the community has re-opened from COVID-19.

Thank you for your consideration of our 2020-2021 funding request of \$45,800, which would cover the annual cost of care for 38 Smithfield patients through about 482 visits. Thanks to our community

partnerships, for every \$1 donated to WTFC, we provide more than \$7 in

medical services. Our annual cost of care per patient is about \$1,200, so last year's Clinic cost to serve Smithfield's patients was \$213,600.

Again, we thank you for your investment in the mission of Western Tidewater Free Clinic and invite each of you for a tour of the Clinic to see the Town's investment at work once COVID-19 restrictions are lifted.

ACTIVITY REPORTS

May 29, 2020

TO: SMITHFIELD TOWN COUNCIL

**FROM: MICHAEL R. STALLINGS, JR. ICMA-CM
TOWN MANAGER**

SUBJECT: MONTHLY ACTIVITY REPORT – MAY 2020

TOWN MANAGER

- Attended zoom open enrollment meeting on May 5th
- Attended zoom performance evaluations training on May 7th
- Attended the virtual VRSA Annual meeting on May 8th
- Participated in the monthly safety meeting on May 13th
- Participated in IOW Economic Development and Chamber of Commerce Isle ask and answer video series May 14th
- Attended virtual HRPDC meeting on May 21st
- Attended Council Committee meetings
- Met remotely with Ellen Minga, Bill Riddick, Michael Dodson, and Lauren White from Summit to discuss the remainder of Phase IV funding
- Participated in weekly staff conference calls
- Participated in conference calls with VML, Davenport and Treasurer, and regional CAO's
- Attended Chamber of Commerce virtual Board Meeting on May 28

DIRECTOR OF HUMAN RESOURCES

- Worked with various property claims with VRSA
- Worked with Workers Comp claims as appropriate
- Conduct recruiting efforts for the following positions:

- Patrol Officer
- Grounds Maintenance Specialist (2 positions)
- Led monthly Safety meeting on May 13th
- Conducted three virtual Open Enrollment Meetings for benefits
- Conducted Supervisor Training for Performance Evaluations on May 7th and May 8th
- Consulted with supervisors on Performance Evaluation completion
- Participated in numerous conference calls and webinars regarding COVID-19 throughout the month.
- Participated in VRSA's virtual annual meeting on May 8th
- Participated in Regional Discussion regarding Improving Vocational Rehabilitation Services with Workers Compensation on May 14th (virtual)
- Managed any personnel-related & benefits questions/issues as appropriate
- Participated in all weekly staff meetings

TOWN CLERK'S OFFICE:

- Transcribed and proofed the monthly minutes from Town Council, Planning Commission and Board of Historic and Architectural Review
- Prepared May Town Council Committee Agenda, and the June Town Council Agenda
- Attended Town Council Committee meeting on May 18th and prepared summary report.
- Attended Open Enrollment meeting via Zoom, May 6th.
- Attended Performance Evaluation Training via Zoom, May 7th.
- Completed online training on Personal Protective Equipment and Hazardous Communications
- In the review process for all three Request for Proposals (Mowing Services, Landscaping Services and Debris Removal Services) that closed on May 20th.

TREASURER'S OFFICE:

- Attended zoom open enrollment meeting on May 5.
- Attended zoom Performance Evaluations Training on May 7.
- Participated in FEMA Public Assistance Training webinar on May 7.
- Met with Michael Stallings and Jessie Snead on May 8 to discuss operations in the Treasurer's department and Draper Aden budget activity.
- Participated in additional FEMA webinar on May 12.
- Met remotely with Michael Stallings, Bill Riddick, Michael Dodson, and Lauren White from Summit to discuss the remainder of Phase IV funding.

- Participated in remote MUNIS Conversion training for utilities on May 21 and May 29 and tax conversion training on May 22.
- Participated in conference call with David Rose and Roland Kooch of Davenport and Michael Stallings on May 25.
- Participated in conference call updates on MUNIS tax conversion process on May 8 and May 26 and utilities tax conversion process on May 27.
- Completed bank reconciliations through April 30. Financial statements for April are under review.

PUBLIC WORKS

1. Staff performs the following duties on a monthly basis
 - A. Miss Utility marking
 - B. Read meters for billing and to transfer property owners
 - C. Water cut-offs and cut-ons
 - D. Check sewer pump stations daily
 - E. Install and repair street signs
 - F. Replace and repair broken water meters
 - G. Perform maintenance on town-owned buildings

2. Sewer Line Repairs and Maintenance
 - A. Located and repaired sewer line laterals in various locations.
 - B. Cleaned sewer main line in various areas of the town.
 - C. 308 Grace St. completed all repairs on sewer main line.
 - D. Lewis Construction install isolation valve on sewer force main at Cresent pump station Public works assisted in the shutdown of pump station.

3. Sewer Pump Station Repairs and Maintenance
 - A. Weekly and daily checks on all 27 pump stations.
Performed the following scheduled maintenance at all pump station
 1. Cleaning of wet-wells
 2. Alarms testing
 3. Sump pump cleaning
 4. Check Valve cleaning and repair
 5. Generator checks / Godwin pump checks
 6. Control Panel / Flow monitor checks

7. Fence and Grounds inspections
 8. Inspected Structure
 9. Inspect and clean pumps
 10. Level system check
 11. Test limit switches
 12. Bar screen cleaning
 13. Rain gauge cleaning
 14. Head pressure reading at 7 pump stations
- B. Installed new air compressor at Cresent pump station.
 - C. Installed new pump at Ledford Lane pump station
 - D. Epps installed a new roof on Morris Creek PS.

4. Water Line Repairs and Maintenance

- A. Lewis Construction installed isolation valve on 6in water main at 517 Main ST

5. Well Repairs and Maintenance

- A. 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.
- B. Well 8A remains in stand-by mode.

6. Water Treatment Plant

- A. Operate RO Plant and monitor distribution system.
- B. Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- C. Performed monthly routine tasks including but not limited to:
 1. Daily Inspection of RO Plant and grounds.
 2. Monthly Tank inspections.
 3. Inspect and exercise plant generator monthly.
 4. Fill antiscalant day tank.
 5. Truck Inspections.
 6. Routine service of lime system.
 7. Service online fluoride and chlorine analyzers.
 8. Calibrate online turbidimeter and pH meter.
 9. Check and replace air filters

10. Test Alarms.

- D. Flushed Well 8, got Composite and Nitrification sampling completed.
- E. Split Fluoride completed.
- F. Changed Stage 3 Membranes.
- G. Rebuilt Hypo pump #2

7. FOG/ Backflow/ Septic Pump Out Program

A. FOG related visits to FSE's to ensure compliance

- 1. Checking FSE's for HRFOG Certifications and Grease Maintenance Logs to ensure compliance of our ordinances.
- 2. Returning of normal pump out schedules, with some adjustment as needed.

B. Implementing the Backflow and Cross Connection Program to ensure compliance by:

- 1. Annual reminders for Backflow Testing sent out with expectation of compliance by July 1, 2020.
- 2. (3) Failed device notification sent out for the 2020 year thus far with expectation of repair/replacement within 30 days.

C. Maintaining of the Septic Pump Out Program

- 1. Septic Tank Pump-Out letters sent out for those due in the 2020 year, with expectation of Compliance within 90 days of the dated letter.

8. Miscellaneous

- A. Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.
- B. Minor repairs at Town Hall and other town buildings.

COMMUNITY DEVELOPMENT & PLANNING

1. Planning Commission – May 12th, 2020

- A. *Public Hearing* SUP & Site Plan Amendment Applications – 600 Cypress Creek Pkwy
- B. Site Plan Amendment & Entrance Corridor Overlay (ECO) Design Review Application – 803 S Church St

- C. Site/Subdivision/Utility Plan & Preliminary Plat Applications – Lot 0A, Huntington Way
 - D. ECO Design Review Application – 928 S Church St
 - E. ECO Design Review Application – 18420 Battery Park Rd
 - F. ECO Design Review Application – 1800 S Church St
2. Special Use Permit Applications under review
- A. 600 Cypress Creek Pkwy – Cypress Creek Golfers & Members Club, LLC, Applicant
 - B. 13458 Benns Church Blvd – Miller Oil Co., Inc., Applicant
 - C. 1409 S Church St – Robert & Ann Little, Applicants
3. Subdivision and Site Plans under review
- A. Surry Hydraulic Improvements & Interceptor Force Main – Kenneth Turner, Applicant
4. Subdivision and Commercial Sites Under Construction and Inspection
- A. Church Square, Phase I
 - B. Cypress Creek Phase VI
 - C. Cypress Creek Phase VII B&C
 - D. Dollar Tree, 1291 Benns Church Blvd
6. Board of Historic & Architectural Review – May 19th, 2020
- A. Assorted Exterior Changes (After-the-Fact) – 111 S Church St – Landmark – Christ Episcopal Church Trustees, C/O William Egan, applicant (staff report, BHAR application & illustration enclosed).
 - B. Color Change – Lot 106, Institute St – Unclassified – Town of Smithfield, applicant (staff report, BHAR application & illustration enclosed).
 - C. Amendment of Prior Approval – 129 Sykes Ct – Non-Contributing – Kathy Peterson, applicant (staff report, BHAR application & illustration enclosed).
7. Board of Zoning Appeals – May 19th, 2020 (Canceled)

ENGINEERING

1. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
2. Blair Brother's Contr., Contractor repaired storm drainpipe with a joint separation at 301 – 305 Lane Crescent and also repaired same on cross drainpipe on Waterworks Road. At both location's contractor installed topsoil and seed.

3. Prism Contractors & Engineers, Inc. videoed and cleaned 12-inch storm drainpipe at 229 Main Street in preparation to install lining. The lining has now been installed. Contractor also videoed and cleaned 15-inch pipe at 114 Minton Way.
4. Erosion & Sedimentation control field inspections for single family dwellings were performed at 29 locations throughout the Town and required reports were filed.
5. Smithfield Lake Dam; field inspections continue to be held this month involving the Smithfield Lake Dam. No structural deficiencies were noted this month on the Dam site. We have now submitted to DCR our application for Certificate of O & M renewal and have received approval for another two years.
6. Scoping meetings have been held with VDOT representatives involving the Urban funding projects.
 - a. UPC: 110507 Install right turn lane adjacent to Westside Elementary School – on US 258 – Main Street. Blair Brothers Contr. has completed installation of sanitary sewer laterals as noted on approved site plans. All required testing of the sanitary sewer system has been performed and approved. A walk thru of the project was completed and a punch list compiled which was forwarded to the contractor.
 - b. UPC: 110508 Benns Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. After further review and discussion, it has been determined that the best utilization of the remaining funds allocated to this project would be to improve the existing left turn lanes and the existing right turn lane, followed by a mill and overlay of the intersection. Documents have been completed, signed and forwarded to VDOT in reference to this project. The engineer Kimley – Horn has begun the design of the project.
 - c. UPC: 110509 Smithfield to Nike Trail Park – Segment 3 – Alternative Analysis. A public meeting was held, and several options were discussed and were under review. It has been decided that the South Church Street alternative route will be the route utilized for the segment 3 Bike Trail extension. Kimley – Horn is now continuing their engineering study along with details of the exact location that the trail will encompass.
7. Met with a representative from VDOT to discuss the reconstruction of Grace Street. We are looking at relocating / replacing the sanitary sewer and water systems in this roadway area prior to VDOT project.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
MAY 2020**

Committees and Projects:

05/06 Department Head – teleconference
05/11 CASA meeting
05/13 Department Head – teleconference
05/20 Department Head - teleconference
05/27 Department Head - teleconference

Training

05/04 Counter Terrorism Prevent and Deter – online – Lt. Araojo (3 hrs.)
05/05 Officer Involved Shootings – the aftermath – online – Lt. Araojo (4 hrs.)
05/06 Supervisor Training – teleconference – Chief Howell (1 hr.)
05/10 The Fighting Words Doctrine – online – Sgt. Powell (6 hrs.)
05/12 Interviews and Interrogations – online – Lt. Araojo (8 hrs.)
05/12 Cultural Diversity – online – Sgt. Brady (2 hrs.)
05/12 De-escalation – online – Lt. Araojo (4 hrs.)
05/14 Officer Involved Shootings – the aftermath – online – Sgt. Powell (4 hrs.)
05/18 Search and Seizure – online – Major Rogers (8 hrs.)
05/18 Officer Involved Shootings – the aftermath – online – Major Rogers (4 hrs.)

Community Relations

05/16 Security – Farmers Market
05/19 Special Assignment – Polling Place – Smithfield Center

Criminal Investigations

IBR#: 2020-00259
Offense: Stolen vehicle pursuit
Location: West Main Street
Date: 04/28/2020

On 04/28/2020 at about 2230 hrs., an Officer observed a suspicious vehicle in Jersey Park Apts. The vehicle abruptly exited the complex upon seeing the officer. The officer checked the VA registration which returned as a stolen vehicle from the Town of Windsor. The officer attempted to stop the vehicle and the driver ignored his emergency equipment. A pursuit ensued which left the Town, entered Isle of Wight County and led into the City of Newport News. Newport News Police joined the pursuit and continued through their city. Smithfield Police terminated the pursuit and returned to Town. No injuries or property damage was reported. No suspects were identified. PENDING

IBR#: 2020-00276
Offense: Recovered firearm
Location: Windsor Avenue
Date: 05/09/2020

On 05/09/2020 at about 1900 hrs., officers responded to the 100 block of Windsor Ave in Old Jersey Park in reference to a group of juveniles possessing alcohol and displaying a firearm. On scene, a large group of males and females were observed. An adult male contacted the officers and informed them he was filming a music video. Officers explained the call for service and the male denied the presence of any alcohol or a firearm. A citizen then reported that the contraband was hidden under some nearby brush on a vacant lot. A check of the lot at 198 Windsor Ave. uncovered two bottles of alcohol and a fully loaded AR-15 pistol hidden under bushes. No one in the crowd claimed ownership of any of the property which was seized as abandoned property. The weapon was entered into an ATF database for further investigation into its ownership. PENDING

Parks and Recreation Operation Update May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
		7:00 PM - 10:00 PM SC A&B 7:00 PM Town Council	1:00 PM - 4:00 PM SC MH 1:00 PM SVAE Meeting			
10	11	12	13	14	15	16
Mother's Day		6:00 PM - 8:00 PM SC A&B 6:00 PM Planning Commission	7:00 AM - 1:00 PM SC MH 7:00 AM Smithfield (Foods) Meeting	7:00 AM - 4:00 PM SC MH 7:00 AM Smithfield (Foods) Meeting		
17	18	19	20	21	22	23
	3:00 PM - 5:00 PM SC A&B 3:00 PM Committee Meetings	7:00 AM - 7:00 PM SC MH 7:00 AM Elections-local 10:00 AM - 11:30 AM SC A&B 10:00 AM Town-Contractor Meeting 6:00 PM - 8:30 PM SC A&B 6:00 PM BHAR	4:00 PM - 5:30 PM SC MH 4:00 PM SVAE Meeting			
24	25	26	27	28	29	30
	Memorial Day			11:00 AM - 2:00 PM SC MHSu 11:00 AM Public Works SDS/PPE Training		
31						

Special Events

Number of Special Events for Month	0	Staffing Hours by Police and Public Works for the Month	0
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Parks and Recreation Operation Update

May 2020

Park Stats and Revenues

Smithfield Center

Number of Events for month	11	Sales Totals for Month	\$ 0	Discounted Events for month	11	Total Event Attendance for month	343
Deposit Totals for month based on <u>5</u> Events		\$ 4050		Notes: Events continue to reschedule or cancel throughout the summer due to fears guest count and travel may continue to be restricted			



Smithfield Center furniture set using rectangle tables instead of round tables for guest seating

Windsor Castle

Number of Events for Month	0	Sales Totals for Month	\$ 0	Discounted Events	0	Total Event Attendance	0
Deposit Totals for month based on <u>1</u> Events		\$ 2000		Notes: The Manor House is proving to be an ideal location for small group events and the outdoor grounds. Inquiries are received daily for this venue and we are starting to book fall 2020 and summer 2021 events.			
Trail Doctor Hours for this Month	29	Types of Projects	<ul style="list-style-type: none"> • Berm Repair • Tree Pruning 				

Manor House style shoot shows the event space set for a dinner party for 50 guests



Parks and Recreation Operation Update May 2020

Park Stats and Revenues

Luter Sports Complex

Sales Totals for Month	\$ 0	Attendance for Month	0	Hours of Use for Month	0
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Clontz Park



Park Projects & Work Orders for all Park Facilities

Project & Work Order Hours for this Month	37	Types of Project & Work Orders	<ul style="list-style-type: none"> Bridge board repair at Windsor Castle <i>Bridge railing repair at Windsor Castle (pics below)</i> Sign installation at Clontz Park Repairs to Manor House Outbuildings
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BEFORE



AFTER

Smithfield/Isle of Wight Tourism Activity Report –MAY 2020

- Weekly FTE Tourism Staff Meetings by ZOOM 5/7,14,21,28/20
- Town Staff Meeting by Conf. Call 5/6,13,20,27/20
- Smithfield 2020 – 5/6/20 CANCELLED
- VTC (Virginia Tourism) ZOOM meetings 5/4,11,18,25/20 and 5/7,14,21,28/20
- Coastal Virginia Tourism Alliance Meeting via ZOOM 5/1/20.
- COVID-19: Resources for Our Communities (Friday Series) webinar 5/1/20
- Country Vintage Market scheduled for first weekend in May at the Fairgrounds was cancelled. Rolled many vendors fees over to the September Main Street Market scheduled for the last Saturday in September.
- Farmer's Markets begun for the season 5/2/20. Pre-Order/Pre-Pay Drive Through Markets only for 5/2 and 5/9 at the Smithfield Middle School. 5/16, 5/23 and 5/30 Markets were moved downtown to BSV Bank location with all social distancing and VDACS regulations in place. First downtown Market had P.D. presence. Port-a-potties were ordered and placed on site. Hand washing and hand sanitizing stations set up. Lots of signage with COVID-19 reminders. Popular vendors had X's for line spacing. No consumption of food on-site. Limit of 24 vendors with preference given to Farm Product vendors for adequate spacing during Phase 1. Facemasks highly encouraged. All staff and vendors must wear facemasks on site. Mid-Week Carrollton Market will begin in June. Farmer's Market TEAMS meeting with County/Town 5/11/20.
- Smithfield VA Events meeting 5/6/20; 5/8/20; 5/20/20; 5/27/20.
- County Agenda Review Meeting via TEAMS 5/7/20.
- Tourism/Chamber/County E.D./GMODS meeting via ZOOM 5/7/20.
- NTTW (National Travel & Tourism Week) ZOOM with VTC Tour & Travel group 5/7/20.
- VRLTA (Virginia Restaurant, Lodging & Travel Association) Conference Calls 5/8/20;

- SCORE Webinar 5/12/20.
- CTIC Meeting via ZOOM to discuss re-opening of State Welcome Centers 5/13/20.
- DDA Webinar “Rebooting After the Pandemic” 5/13/20.
- Webinar “How Can Main Street Thrive after COVID-19” 5/15/20.
- VADMO (Virginia Association of Destination Marketing Organizations) ZOOM call 5/21/20. VADMO Symposium postponed until August 30-September 2 in Suffolk, VA.
- SSR (Salty Southern Route) ZOOM meeting 5/22/20.
- VISITOR CENTER REOPENING 5/26/20!!! Slightly abbreviated hours (10-4 Monday – Saturday and noon – 4 on Sunday) with many new protocols in place. Sneeze Guard installed at front desk, new brochure distribution system in place, elimination of touch points for both front desk and restrooms, increased sanitation and hygiene, masks worn by all staff when public in the building, increased public restroom cleaning. Paper towels added to restroom (instead of blower fan). Full staff meeting and training 5/26/20.
- Tourism website monthly SEO meeting 5/29/20.
- Much of the later balance of the month was spent dealing with the affects of COVID-19 on tourism stakeholders and promotion on social media. Please see www.GenuineSmithfieldVa.com for further info or Visit Smithfield Va on Facebook.
- Tourism Facebook postings and tweets throughout month. Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter features all events of interest to tourists.



Town of Smithfield

Isle of Wight County Museum



May 2020 Report

J.L. England, Museum Director

Notable

- As a result of COVID-19, the museum closed to the public on March 18. While the museum is closed, staff (director and curator) are still reporting to work. Part-time staff members are reporting as available to assist during the week. Staff has been very busy with cleaning of the building, virtual programming, multimedia, registrar duties, projects, construction, exhibit development and improvements, repairs, painting and other tasks associated with the museum and the Town and County's historic sites.
- **LIVESTREAMING EVENTS.** We are still fulfilling our educational mandate by connecting to our visitors, supporters, fans and the community via social media. Our livestreaming tours and programs are driving traffic and enhancing interaction on our sites. Since our closure, Facebook livestream videos have become daily events, and the metrics continue to show that post reach and engagement is up significantly. Livestreaming events are detailed below.
- Volunteer hours: 20
- **IN THE NEWS.** The museum made a splash across multiple media outlets with chickens. Because the museum is a chick magnet! You've seen the penguins who visited The Nelson-Atkins Museum of Art in Kansas City, but on May 20 chickens from Finley's General Store in Carrollton enjoyed an afternoon date at the museum. They had a grand time exploring our exhibits, but they appeared to favor the country store and the exhibits detailing the older history of the county. (FYI, the chickens were perfectly behaved and left behind only a bit of straw from their traveling carrier.)
- Staffing
 - The part-time museum docent position is on hold until regular operations resume.
 - Curator Tracey Neikirk turned in her notice. Her last day of employment will be July 17 as she is relocating to Maryland to be with her family. She will be missed.
 - Annual reviews for all staff members were completed.



Museum Stats and Updates

- Visitation: 0
- Special Events Postponed Due to COVID-19
 - None. All events scheduled for the month of May became livestreaming events.

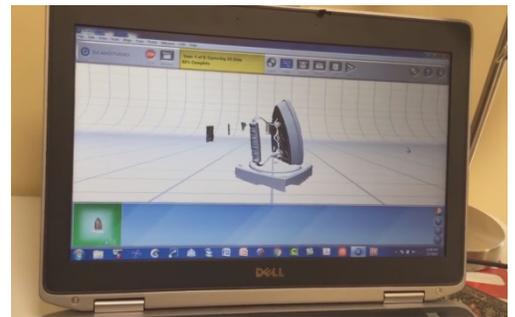
- Livestreaming Events on Facebook

- **May 4. Isle of Wight County Museum Spelling Bee.** Tune in to the museum's livestreaming weekly spelling bee. Our words relate to Isle of Wight County history, so watch our video and learn a bit of history. By Friday, post your spelling of the word in the comments section of our video. All correct entries will be entered into a random drawing for a weekly prize. Special note: This production featured actual bees from a local aviary.



- **May 5. LIVE at 12:05: Battle of Smithfield.** Learn about this 1864 engagement which took place on Main Street in Smithfield.
- **May 6. Stories in Stone: Ivy Hill Cemetery.** Join us for this virtual walking tour with Kathy Mountjoy. She will discuss one of the cemetery's more notable burials: Robert Cox and his connection to the Smithfield Ham Industry.

- **May 7. LIVE at 12:05: Dr. Bernard Means of VCU discusses 3-D Scanning, Museum Artifacts and Cardboard.** Dr. Bernard K. Means currently teaches archaeology courses at the School of World Studies at Virginia Commonwealth University and is director of the Virtual Curation Laboratory, which is creating three-dimensional (3D) digital models of archaeological objects used for teaching, research and public outreach. Dr. Means is a leading expert in the application of 3D printing for cultural



- heritage applications, especially in public outreach, education and research. This week's LIVE at 12:05 session is turned over to him for a discussion of 3-D scanning, its applications and cardboard projects you can do at home with our artifacts!
- **May 11. Isle of Wight County Museum Spelling Bee.** Tune in to the museum's livestreaming weekly spelling bee. Our words relate to Isle of Wight County history, so watch our video and learn a bit of history. By Friday, post your spelling of the word in the comments section of our video. All correct entries will be entered into a random drawing for a weekly prize.

- **May 11. Lunch & Learn: Revolutionary War Hero Josiah Parker's 269th Birthday.** *Isle of Wight County native Josiah Parker* was a Revolutionary soldier and politician. He served in Virginia under George Washington, becoming a major in 1776 and a colonel the following year. He saw action at the battles of Trenton, Princeton, and Brandywine.

- **May 12. LIVE at 12:05: Fallout Shelters.** A fallout shelter is an enclosed space designed to protect occupants from radioactive debris or fallout resulting from a nuclear explosion. Much shelters were constructed as civil defense measures during the Cold War. Join Director Jennifer England in the museum's fallout shelter exhibit for a discussion of the Cold War, protection and canned water.



- **May 13. Stories in Stone: The Surry Ferry.** Join us for this virtual walking tour with Kathy Mountjoy. She will discuss one of the cemetery's more notable burials: Edward Jester and the Surry ferry.

- **May 14. Tell Me A Story: Flowers.** Join Director Jennifer England for this virtual program, geared for children ages 3 to 5, which introduces youngsters to the symbols of Isle of Wight County and features books, songs and games. Theme: Flowers.

- **May 14. LIVE at 12:05: Milk and Milkshakes.** The first dairy animal to be domesticated was the sheep and was followed by goats and cattle. Today, throughout the world, more than six billion people consume milk and milk products. At the museum, we have a large collection of milk bottles from around the state. Curator Tracey Neikirk will discuss milk, milk delivery and the features of many unique bottles. She will also chef up a milkshake to inspire ideas for your afternoon snack.



- **May 15. Lunch & Learn: 156th Anniversary of the Battle of New Market.** The Battle of New Market was fought on May 15, 1864, in Virginia during the Valley Campaigns of 1864 in the American Civil War. A makeshift Confederate army of 4,100 men, which included cadets from the Virginia Military Institute, defeated Union Major General Franz Sigel and his Army of the Shenandoah.

- **May 16. Drawing Day.** Whatever your medium, Drawing Day is the day dedicated to the artist inside all of us. Each year we invite artists of all levels to the museum to sketch something in our collection.

Director Jennifer England will offer up some suggestions and share some photos so that you can do the same thing – but from your home. Share your artwork, and we'll photograph it with the inspirational artwork on Monday. *(This image is of the figurehead from the Smith Briggs by artist Sheila Gwaltney.)*



- **May 18. Isle of Wight County Museum Spelling Bee.** Tune in to the museum’s livestreaming weekly spelling bee. Our words relate to Isle of Wight County history, so watch our video and learn a bit of history. By Friday, post your spelling of the word in the comments section of our video. All correct entries will be entered into a random drawing for a weekly prize.
- **May 19. LIVE at 12:05: Photographs and Family Documents.** Tune in as Curator Tracey Neikirk discusses scanning photographs, proper storage and documentation of your family treasures.
- **May 20. Stories in Stone: Automobiles.** Join us for this virtual walking tour with Kathy Mountjoy. She will discuss some of the cemetery's more notable burials and their connection to the county’s auto industry.
- **May 21. LIVE at 12:05: Battle of Smithfield’s First Confederate Gun Position on Main Street.** Learn about this 1864 engagement which took place on Main Street in Smithfield.
- **May 25. Stories in Stone: Memorial Day.** The rural cemetery movement of the mid-19th century allowed for larger burial grounds just outside the city featuring green, lush spaces, winding roads and picturesque overlooks. Coinciding with their development was the origin of Memorial Day. Learn about both in this video featuring Ivy Hill Cemetery.



- **May 26. LIVE at 12:05: Cold War Pop Culture.** The Cold War, 1947 to 1991, was a period of sustained political and military tension between the powers of the Western world and the Soviet Union with its satellite states. Learn about Hampton Roads’ Cold War coastal defense role, considered to be on the front lines, during this time period. Enjoy some of the lighter moments of the Cold War as we discuss Bert the Turtle and Godzilla while exploring the effects of the Cold



War on U.S. culture.

- **May 27. Stories in Stone: The Berryman Section and Historical Notes Regarding Children’s Gravesites.** Join us for this virtual walking tour with Kathy Mountjoy. She will discuss children’s gravesites, the symbols and historical information behind them.
- **May 27. LIVE at 12:05: Battle of Smithfield’s First Confederate Gun Position on Main Street.** Learn about this 1864 engagement which took place on Main Street in Smithfield. (A repeat performance due to technical issues on May 21.)
- **May 28. LIVE at 12:05: Medicine, Quackery and Patent Medicines.** This lecture is a fun-filled and yet unbelievable history of cures and treatments over the years. showcasing some historic medical misfires and malpractices as well as some “treatments” predicated on a range of cluelessness, trial and error and straight-up scams. Director Jennifer England will bring show bottles of medicine and snake oil. Afterwards, viewers may want to take their vitamins.

- Groups/Tours/Programs
 - None
- Gift Shop
 - During our closure, we discovered a trove of 1976 Bicentennial commemorative coins for Isle of Wight County. They have been buffed and shined and will be available for \$5 each in our gift shop when we reopen.
- Exhibit/Project Update
 - **English Telephone Box.** The phone box in front of the Bank of Southside Virginia belongs to the Isle of Wight County Museum. It is in need of repairs, media blasting and paint. Dishman Fabrications LLC of Yorktown has taken delivery of the phone box to their shop for the work.
 - **Dr. Purdie's Papers.** This book will be published in conjunction with the Isle of Wight County Museum Foundation. Awaiting the designer's proof.
 - **Civil War Trails.** Three new signs for Main Street, Fort Boykin and Fort Huger have been submitted. Awaiting approval, design and installation.
 - **Steamboats & Life on the Water.** In progress.
 - **Theatre.** Design proofs are in-house. Logistics for installation are now in progress.
 - **Unusual Objects.** New exhibit under development.
 - **Warraskoyack Indians, Children's Area, Mercantilism, Front Entrance and Country Store.** Updates are in production for these exhibits.
 - **Online Exhibits Under Development:** Vietnam War Veterans in Isle of Wight County, Unsung Heroes of Isle of Wight County.
- Artifacts
 - No updates.
- Staff Training
 - **May 8. Webinar: Hazard Communication: The New GHS Standard.** Hosted by the Virginia Risk Sharing Association.
 - **May 8. Webinar: Personal Protective Equipment.** Hosted by the Virginia Risk Sharing Association.



Financials

• Gift Shop Sales (including tax):	\$ 148.09
• Donations:	\$ 150.00
• Admission:	\$ 0.00
• Program/Lecture Fees:	\$ 0.00
Total Monthly Deposit:	\$ 298.09

Social Media/Online Presence

- Visit our website at www.historicisleofwight or www.hamcamva.com.
- **LIVE at 12:05.** Each Tuesday and Thursday, we host pop-up broadcasts on our Ham Cam. Our segments highlight events at the museum, announcements or artifacts from our collection. Tune in each Tuesday and Thursday at 12:05 p.m. to see what we're doing: www.hamcamva.com. **If you miss these broadcasts, they are available for viewing on our Facebook page.**
- **Facebook:** Isle of Wight County Museum: 2,295 likes and 2,448 followers. Daily posts.
- **Facebook:** World's Oldest Ham: 177 likes and 182 followers. Semi-weekly posts.
- **Twitter.** @WorldsOldestHam. The world's oldest ham has his own account. 857 followers.
- **Instagram.** @Isleofwightcountymuseum. 491 followers.
- **Google Reviews.** 4.6/5 overall rating.
- **TripAdvisor.** 4.5/5 star overall rating.
- **Yelp.** 4.5/5 star overall rating.
- **Foursquare/Swarm.** 7.3/10 rating.

Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications about our livestreaming events.
- **May 4: VCU News.** Article: Stuck at home? A VCU lab can help you build 3D cardboard replicas — like one of the world's oldest ham. - https://news.vcu.edu/article/Stuck_at_home_A_VCU_lab_can_help_you_build_3D_cardboard_replicas.
- **May 20: Smithfield Times.** Article: Ham, pup make cardboard fun.
- **May 21: 13 News Now.** Story and social media: Isle of Wight County Museum in Smithfield becomes a 'chick magnet' - https://www.13newsnow.com/article/features/isle-of-wight-county-museum-in-smithfield-becomes-a-chick-magnet/291-2993d5c2-6441-4c5f-ac51-6e55705258fe?fbclid=IwAR3ZjSJTvxBstIU_VAqm3hZgidlcb_0uclKd9nD96Kn_Lus1BPM6WrCWS_Q.
- **May 21: 3WTKR.** Story and social media: How egg-citing! Chickens stop by Isle of Wight County Museum for a visit - <https://www.wtkr.com/news/good-news/how-egg-citing-chickens-stop-by-isle-of-wight-county-museum-for-a-visit?fbclid=IwAR1mQgRoOvLZr5zWdjZXA0IGgEPoQCXFRZMnxvhP7tPWscTx4B8nwpM5zjA>.
- **May 26: Windsor Weekly.** Article: An eggs-citing date to crow about - <https://www.windsorweekly.com/2020/05/26/an-eggs-citing-date-to-crow-about/>.
- **May 27: Smithfield Times.** Article: Chick Magnet: Not to be topped by KC's penguins, museum hosts feathered friends.

Outreach Lectures & Events

- **May 1. Windsor Town Center.** Lunch and Learn program about the 5th Virginia Regiment. Canceled due to COVID-19.

- **May 14. Westside History Club.** Educational program about the Cold War. Canceled due to COVID-19.
- **May 15. Windsor Town Center.** Lunch and Learn program about museum artifacts. Canceled due to COVID-19.
- **May 16. Richmond National Battlefield Park.** Exhibit and lectures. Canceled due to COVID-19.

Windsor Castle

- May 20. The Fairfield Foundation delivered several boxes of artifacts from their archaeological investigations at Windsor Castle Park. We are analyzing what has been brought in and await the final report.
- Exhibits inside the outbuildings are in progress. We await quotes from the installer.
- Livestreaming Events on Facebook
 - **May 1. Barns.** Visit the mule and horse barn at Windsor Castle during this virtual tour.
 - **May 8. Inside the Castle.** May 9 was to be the day of Windsor Castle's dedication. While that is on hold due to COVID-19, join Isle of Wight County Museum Curator Tracey Neikirk and Windsor Castle Park Manager Chrystalyn Brown as they virtually take you through each room of the house during this special tour.
 - **May 15. Cemetery.** Virtually visit the cemetery at Windsor Castle with Curator Tracey Neikirk.
 - **May 29. Archaeology.** Curator Tracey Neikirk will discuss the findings of some archaeological research at Windsor Castle.



Fort Boykin

- No updates.

Fort Huger



- May 23. Livestreaming tour of Fort Huger.

Nike Park

- No updates.

Boykin's Tavern

- Visitors: 0

Meetings

- May 6, 13, 20 and 27. Town of Smithfield staff meetings.

Safety

- May 13. Town of Smithfield Safety Committee meeting.
- We performed our annual update to the department's disaster plan.
- All staff reviewed the museum's procedures and information points on hurricanes.

Selections from Our Website and Social Media

If you have a 3-D printer, you can make your own Flat Hamley:
<https://skfb.ly/6S8Ft>



May 3

Create your own Flat Hamley.



May 6

Regular and reduced calorie.



May 8

Today is Iris Day.

Iris comes from the Greek word for "rainbow," and the purple iris is symbolic of wisdom.

Have a pretty, nature-inspired Friday.



May 12

The Fresnel lens from our graphoscope.
Today, be sure to shine your light.



World's Oldest Ham
@Worldsoldestham



Today I intend to lock myself in the museum with some graph paper. I'm plotting something.

[#mathisfun](#) [#hamhumor](#)



May 28

ZONING PERMITS APRIL 2020

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
7206 Amended	POOL AND FENCE		100 CARNOUITIE	AEGEAN POOLS/STEVE HENSOR
7220	INFRASTRUCTURE		PAGAN RIVER BRIDGE	CHARTER COMMUNICATIONS/AGENT KIRK COMBS
7153 Amended	POOL AND FENCE		19531 BATTERY PARK ROAD	JAMES SAMMONS
7253	DEMOLISH RESIDENTIAL STRUCTURE		37 & 38 JAMESTOWN AVENUE	TOWN OF SMITHFIELD
7254	FENCE AND SHED		401 LAKEVIEW COVE	JUSTIN LORENZ
7255	UTILITY SHED		216 WELLINGTON CIRCLE	MATTHEW DIZE
7256	DEMOLISH MOBILE HOME		12 HEARN DRIVE	CMH HOMES INC/ADELE FARMER
7257	MANUFACTURED HOME		12 HEARN DRIVE	CMH HOMES INC/ADELE FARMER
7258	DRIVEWAY, POOL, AND FENCE		113 ROYAL ABERDEEN	VISION SCAPES LAND DESIGN/FAMANIA
7259	FENCE		114 WILLOW WOOD AVENUE	ROSENBAUM FENCE COMPANY/WARD
7260	GARAGE		438 WATSON DRIVE	M G SMITH BUILDING COMPANY/ALAN WUJEIK
7261	SINGLE FAMILY RESIDENCE		225 ROYAL BIRKDALE	EGALE CONSTRUCTION
7262	SINGLE FAMILY RESIDENCE		1011 CYPRESS CREEK PARKWAY	MICHAEL MULLINS
7263	SHED, PATIO, AND FENCE		1302 LAKEVIEW COVE	EFRAIN RODRIGUEZ
7264	PATIO AND BRICK PAVER		601 LAKEVIEW COVE	GERADINE HOLDEN
7265	SHED		1422 LAKEVIEW COVE	MARK OGLE
7266	PRE-MANUFACTURED FLOATING DOCK		1260 CRESCENT DRIVE	STEVE BOWMAN
7267	DRIVEWAY GATE		426 WATSON DRIVE	JOSEPH PASCAL

**COMMITTEE
SUMMARY REPORTS**

May 29, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: THE PUBLIC SAFETY COMMITTEE MEETING - CANCELLED

The Public Safety Committee scheduled for Monday, May 18, 2020 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia was cancelled due to lack of items.

May 29, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: THE WATER AND SEWER COMMITTEE MEETING - CANCELLED

The Water and Sewer Committee scheduled for Monday, May 18th 2020 at the Smithfield Center located at 220 North Church Street, Smithfield Virginia was cancelled due to lack of items.

May 29, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, MAY 18TH, 2020

The Finance Committee met on Monday, Monday, May 18th, 2020 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members in attendance were Mr. Randy Pack, Chair; Ms. Valerie Butler, and Mr. Michael Smith, Vice Mayor. Other Council members present were Ms. Beth Haywood, Mrs. Denise Tynes and T. Carter Williams, Mayor. Staff members present were Mr. Michael R. Stallings, Jr., Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; and Ms. Amy Novak, Director of Parks and Recreation. There was no media represented.

Finance Committee Chair, Mr. Randy Pack, called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL AGENDA

1. Invoices Over \$10,000 Requiring Council Authorization

a. Kimley Horn - \$ 30,300.00

This invoice from Kimley Horn and Associates is for their project management services for the Right Turn Lane project at the Joseph W. Luter, Jr. Sports Complex. The invoice is for services provided through March 2020. Committee recommends sending invoice to Town Council for consideration at their June 2nd, meeting.

b. Tyler Technologies \$ 10,432.00

c. Tyler Technologies \$ 11,736.00

Both of these invoices from Tyler Technologies is for additional training hours for UB implementation and Tax implementation to the MUNIS Conversion. These hours were not included in the original agreement to get this software online. Committee

recommends sending invoice to Town Council for consideration at their June 2nd, meeting.

2. Memorandum of Understanding (MOU) Between the Town of Smithfield and Isle of Wight County for Procurement Services – The Town Manager mentioned that as Council knows we have been utilizing Isle of Wight County staff to help with assisting us with procurement services. In your packet today is the finalized Memorandum of Understanding (MOU) with Isle of Wight County for these services. The MOU states that the Town will pay the County on a half hour basis at a rate of \$46 per hour. This service will be billed as needed. Vice Mayor Smith asked if there was a way to project what the yearly cost would be for this service. The Town Manager explained that once we get through the RFP's and IFB's that we have going out right now the need for this service will drop off for a little while. Vice Mayor Smith asked if there is a need to rethink hiring our own procurement officer. Mr. Stallings stated that having County staff assist when necessary will be more cost efficient for the Town. This item will be on Town Council's consent agenda for consideration at their June 2nd meeting.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. April Cash Balances / VML Investment Pool Update – Ms. Minga mentioned that the April Financial Statements will be included in the June Town Council Agenda packet. She reported that Cash Balances ended fairly strong for the month of April. The Town was up \$560,219 from prior month for a total of \$14,829,492.77 excluding the VIP Investment Pool. The Water Fund went up \$152,120 and the Sewer Fund went down \$37,321. The Highway Fund increased \$287,039 due to another quarterly payment from the state. The General Fund went up \$157,380. So far for the month of May we have collected \$96,830 and \$56,000 was a rezoning application. Ms. Minga stated that if she removes that amount, we have only collected \$40,960. For the same period last year, May 1st thru May 18th, the Town had collected \$202,493. The Town is definitely starting to see the impacts of COVID-19. The VIP Investment Pool had another increase this month of \$1,955. – Water = \$1,110,974.66; Water Debt Service = \$859,528.83; Water Capital Escrow Availability Fees = \$662,640.22; Water Treatment Plant Escrow = \$11,648.70; Water Deposit Account = \$91,387.90; Water Development Escrow = \$164,474.19; **Subtotal Water = \$2,900,654.50**. Sewer = \$114,349.15; Sewer Development Escrow = \$429,734.34 Sewer Capital Escrow Availability Fees = \$1,164,612.67; Sewer Compliance = \$2,355,274.87; **Subtotal Sewer = \$4,063,971.03 Highway = \$582,028.08** General Fund = \$5,493,656.82; Payroll = \$179,683.19; Money Market General Fund Towne Bank = \$38,817.28; Business Super NOW-General Fund = \$35,115.30; General Fund Capital Escrow = \$217,824.74; Certificate of Deposit Police Dept (24 months) = \$37,187.97; Special Project Account = \$958,081.64; Pinewood Heights Escrow = \$63,062.59; SNAP Program = \$2,218.75; Museum Account = \$216,778.71; Windsor Castle Acct = \$40,412.17; **Subtotal General Fund = \$7,282,839.16. TOTAL ALL FUNDS = \$14,829,492.77**
VIP Investment Pool = \$551,273.71

2. Additional Items Discussed – Financial Impacts of COVID-19 – Discussion was held on the possibility of closing Main Street to help the businesses along Main Street to allow them extra space to do business. The Town Manager stated that at staff level they have done some work looking into what the Town could do if the businesses were to request additional space. The Taste of Smithfield did approach the Town about the possibility of closing the ally beside them; however, now that the forecast is projecting rain all week this plan is no longer in their plans. He stated that he has talked to other business folks along Main Street today and right now we are not hearing request for additional outdoor space. Staff has looked at what options we would have if we did have request. At this time, the Bakery and the Ice Cream Parlor are using some outdoor seating and have not made a request for anything larger than what they are already doing. The Town Manager stated that he had reached out to the G-Mods and they have no further request at this time. Staff has looked at closing the on-street parking; however, there are a number of safety concerns to do that. Discussion was held on the possibility of allowing Wharf Hill Brewery to use the Town's property at the bottom of the hill for some outdoor seating for their restaurant. If businesses along Main Street are interested in conducting business outside their shops the Town would definitely work to put something into place. Mrs. Tynes asked if the Town would be receiving any funding through the Cares Act. The Town Manager stated that the Town would be eligible for approximately \$700,000; however, there are quite a few strings attached to this funding. There will be a meeting tomorrow to go over what we can do with the money. It has to be COVID-19 related. It cannot be something that is already in your budget. It cannot supplement revenue lose. The Town will be able to submit for all the PPE that the Town has purchased and the additional leave that was in the last round of Federal Legislation. Mrs. Tynes asked if the funding could be used to fund additional contributions to organizations that have been impacted significantly to assisting individuals and families during COVID-19. The Town Manager stated that he will have more details after the meeting scheduled for tomorrow. They will also be talking about small business grants. Discussion was also held on the number of people going to Windsor Castle Park and using the Clontz Park boat ramp as the temperatures are getting warmer outside.

Meeting Adjourned @ 4:25 p.m.

May 29, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: THE PARKS AND RECREATIONAL COMMITTEE MEETING - CANCELLED

The Parks and Recreational Committee scheduled for Tuesday, May 19th, 2020 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia was cancelled due to lack of items.

May 29, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: THE PUBLIC WORKS COMMITTEE MEETING - CANCELLED

The Public Works Committee scheduled for Tuesday, May 19th, 2020 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia was cancelled due to lack of items.

May 29, 2020

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: THE PUBLIC BUILDINGS AND WELFARE COMMITTEE MEETING -
CANCELLED

The Public Buildings and Welfare Committee scheduled for Tuesday, May 19th, 2020 at the Smithfield Center located at 220 North Church Street, Smithfield Virginia was cancelled due to lack of items.

**INVOICES OVER \$10,000
REQUEST TO APPROVE**



February 25, 2020

Wayne Griffin
Town of Smithfield
310 Institute Street
Smithfield, VA 23397

**RE: *US 258 Right Turn Lane at Joseph W. Luter Jr Sports Complex
Progress Report and Invoice, No. 116499012-0120***

Dear Mr. Griffin,

The following is a list of items completed through January, 2020 by Kimley-Horn with regards to the US 258 Right Turn Lane at Joseph W. Luter Jr Sports Complex

- Attended Site Meeting 1/27/2020
- Reviewing Change Orders
- CEI Services provided by MBP, Inc.

The invoice for services provided through January, 2020 is attached. We look forward to your prompt payment. If you need any further information regarding this project, please do not hesitate to call me directly at 757-213-8616.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Andrew P. Farthing".

Andrew P. Farthing, P.E.

Project Manager

TOWN OF SMITHFIELD
 ATTN: WAYNE GRIFFIN
 310 INSTITUTE STREET
 SMITHFIELD, VA 23430

Invoice No: 116499016-0120
 Invoice Date: Jan 31, 2020
 Invoice Amount: \$22,517.06
 Project No: 116499016
 Project Name: US 258 RIGHT TURN LANE
 Project Manager: FARTHING, ANDREW

Please send payments to:
 KIMLEY-HORN AND ASSOCIATES, INC.
 P.O. BOX 75557
 BALTIMORE, MD 21275-5557

Client Reference:
 TASK ORDER 3

Federal Tax Id: 56-0885615

For Services Rendered through Jan 31, 2020

COST PLUS MAX

KHA Ref # 116499016.3-15964991

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
MBP	130,849.95	85,431.77	64,081.87	21,349.90
PROJECT MANAGEMENT	5,063.79	5,063.79	3,896.63	1,167.16
Subtotal	135,913.74	90,495.56	67,978.50	22,517.06
Total COST PLUS MAX				22,517.06

Total Invoice: \$22,517.06



April 27, 2020

Wayne Griffin
Town of Smithfield
310 Institute Street
Smithfield, VA 23397

**RE: *US 258 Right Turn Lane at Joseph W. Luter Jr Sports Complex
Progress Report and Invoice, No. 116499012-0320***

Dear Mr. Griffin,

The following is a list of items completed through March, 2020 by Kimley-Horn with regards to the US 258 Right Turn Lane at Joseph W. Luter Jr Sports Complex

- Coordination with Town and MBP
- Engineering support for installation of check dam
- CEI Services provided by MBP, Inc.

The invoice for services provided through March, 2020 is attached. We look forward to your prompt payment. If you need any further information regarding this project, please do not hesitate to call me directly at 757-213-8616.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Andrew P. Farthing".

Andrew P. Farthing, P.E.

Project Manager

TOWN OF SMITHFIELD
 ATTN: WAYNE GRIFFIN
 310 INSTITUTE STREET
 SMITHFIELD, VA 23430

Invoice No: 116499016-0320
 Invoice Date: Mar 31, 2020
 Invoice Amount: \$7,783.35
 Project No: 116499016
 Project Name: US 258 RIGHT TURN LANE
 Project Manager: FARTHING, ANDREW

Please send payments to:
 KIMLEY-HORN AND ASSOCIATES, INC.
 P.O. BOX 75557
 BALTIMORE, MD 21275-5557

Client Reference:
 TASK ORDER 3

Federal Tax Id: 56-0885615

For Services Rendered through Mar 31, 2020

COST PLUS MAX

KHA Ref # 116499016.3-16475051

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
EXPENSES	115.00	115.00	57.50	57.50
MBP	129,385.28	99,236.84	91,799.61	7,437.23
PROJECT MANAGEMENT	6,413.46	6,413.46	6,124.84	288.62
Subtotal	135,913.74	105,765.30	97,981.95	7,783.35
Total COST PLUS MAX				7,783.35

Total Invoice: \$7,783.35



Quoted By: Steve Simmons
 Date: 3/6/2020
 Quote Expiration: 9/2/2020
 Quote Name: Town of Smithfield - ERP - Additional implementation service hours for Tax Implementation
 Quote Number: 2020-104939
 Quote Description: Additional Tax implementation service hours

Sales Quotation For

Town of Smithfield
 PO Box 246
 Smithfield, VA 23431-0246
 Phone +1 (757) 365-4200

Other Services

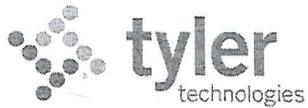
Description	Quantity	Unit Price	Unit Discount	Extended Price
Implementation	64	\$163.00	\$0.00	\$10,432.00
TOTAL:				\$10,432.00

Summary

	One Time Fees	Recurring Fees
Total Tyler Software	\$0.00	\$0.00
Total Tyler Services	\$10,432.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$10,432.00	\$0.00
Contract Total	\$10,432.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: _____ Date: _____



Quoted By: Steve Simmons
 Date: 2/18/2020
 Quote Expiration: 8/16/2020
 Quote Name: Town of Smithfield - ERP - Additional UB Implementation Service hours
 Quote Number: 2020-103459
 Quote Description: Additional UB Implementation Hours

Sales Quotation For

Town of Smithfield
 PO Box 246
 Smithfield, VA 23431-0246
 Phone +1 (757) 365-4200

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Implementation	72	\$163.00	\$0.00	\$11,736.00
TOTAL:				\$11,736.00

Summary

	One Time Fees	Recurring Fees
Total Tyler Software	\$0.00	\$0.00
Total Tyler Services	\$11,736.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$11,736.00	\$0.00
Contract Total	\$11,736.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: _____ Date: _____

Brown's Enterprises, LLC
 901 W Main St
 Smithfield, VA 23430
 (757) 650-8030

Invoice



BILL TO

Town Of Smithfield Parks & Rec
 310 Institute Street
 P.O. Box 246
 Smithfield, VA 23430

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1087	05/11/2020	\$22,500.00	05/11/2020	Due on receipt	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Labor	<p>Browns Enterprises will provide all necessary labor and materials to complete the repair work of the wash out of the main parking area at Windsor Castle under the pedestrian walkway bridge.</p> <p>Description: Remove and replace damaged 18" HDPE pipe. Install new pipe to extend 60 LF pass the existing bridge. Install fill and concrete footings under pilings on bridge. Backfill washed out area from broken pipe. Install riprap, final grading, seed, straw, and erosion matting</p>	1	22,500.00	22,500.00

BALANCE DUE

\$22,500.00

Brown's Enterprises, LLC
901 W Main St
Smithfield, VA 23430
(757) 650-8030

Invoice



BILL TO

Town Of Smithfield
310 Institute Street
P.O. Box 246
Smithfield, VA 23430

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1088	05/11/2020	\$5,375.00	05/11/2020	Due on receipt	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Labor	Change order: Install Drop Inlet Structure at request of Town of Smithfield.	1	5,375.00	5,375.00

BALANCE DUE

\$5,375.00

**Lewis
Construction
Of WATER SEWER DRAIN
Virginia Inc.
986-2273**

7716 Quaker Drive
Suffolk, VA 23437

Voice: 757-986-2273 Fax: 757-986-3536

LCOVSuffolk@aol.com

INVOICE

Invoice Number: 0520-1072.201

Invoice Date: May 6, 2020

Page: 1

Bill To:
Town of Smithfield P O BOx 246 Smithfield, VA 23431

Ship to:
518 Main Street PW-20-17 Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Jessie	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			5/21/20

Quantity	Item	Description	Unit Price	Amount
1.00		install water valve in-line	17,965.00	17,965.00
1.00		6" gate valve		
1.00		6" sleeve cut in		
3.00		NPN 15 valve boxes		
0.01		asphalt patch		
<i>Fire Hydro. and Valve Replacement Budget PW-20-17</i>				
Subtotal				17,965.00
Sales Tax				
Total Invoice Amount				17,965.00
Payment/Credit Applied				
TOTAL				17,965.00

Check/Credit Memo No:

A finance charge of 1.5% per month(18% annual) on past due invoices.



Town of Smithfield

Memorandum

May 7, 2020

TO: Honorable Mayor and Town Council

FROM: Michael Stallings, Town Manager

SUBJECT: Procurement Memorandum of Understanding

As you are aware, we have been utilizing Isle of Wight County to assist us with procurement services. Attached is the Memorandum of Understanding (MOU) with Isle of Wight County that formalizes this arrangement. As you can see from the MOU, we will reimburse Isle of Wight on a per hour basis for these services. This reimbursement will happen at a rate of \$46 per hour billed by the half hour.

I have reviewed this MOU and it has also been reviewed by the Town Attorney.

**Shared Procurement Services Agreement
Between the Town of Smithfield and
Isle of Wight County**

THIS AGREEMENT is made this ___ day of _____, 2020, between the Town of Smithfield, a Virginia municipal corporation (the “Town”) and Isle of Wight County, a political subdivision of the Commonwealth of Virginia (the “County”). The County and Town may hereinafter be referred to jointly as the “Parties” or individually as a “Party”

WITNESSETH:

Whereas, the County has been providing procurement services to the Town on an as needed basis; and

Whereas the County and Town recognize the benefit to the parties that will result from a working relationship in the development of a joint plan for the sharing of such procurement services; and

Whereas, the Parties agree that there is a need to ensure cooperation between them as it relates to the provision of necessary services to their respective citizens; and

Whereas, the Parties believe it necessary and proper to formalize these efforts so as to ensure a mutual understanding of their respective rights and responsibilities.

Now, Therefore, in consideration of the mutual representation and promises set forth herein, the Parties agree as follows:

1. TERM

The County and Town agree that this Agreement shall commence on the 1st day of February, 2020 and shall continue until terminated by either Party upon written notice of not less than sixty (60) days to the other Party.

2. FEES AND CHARGES

The Town agrees to pay County for services performed under this contract at a rate of Forty six Dollars (\$46.00) per hour, billed in quarter hour increments, with invoices to be paid within 30 days of receipt..

3. SERVICES COVERED UNDER THIS AGREEMENT

to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this Agreement shall be determined to have been delivered and accepted by the Parties in the Commonwealth of Virginia. The Parties further agree that any legal action or proceeding arising out of this Agreement shall be commenced and tried in the Circuit Court of Isle of Wight County, Virginia to the express exclusion of any otherwise permissible forum.

If any portion of this Agreement shall be adjudged invalid, illegal or unenforceable, no other provision shall be affected in any way.

12. CONFIDENTIALITY

Each Party (the “Receiving Party”) understands that the other party (the “Disclosing Party”) may disclose Confidential Information to the Receiving Party as defined in this Section in connection with the negotiation of and performance under this MOU. “Confidential Information” means (a) all information disclosed in tangible form by the Disclosing Party and marked “confidential” or “proprietary”, and (b) all information disclosed orally or otherwise in intangible form by the Disclosing Party and designated as confidential or proprietary at the time of disclosure.

The Receiving Party agrees to protect Confidential Information (whether disclosed before or after the Effective Date) from unauthorized use, dissemination or publication by using the same degree of care, but not less than a reasonable degree of care, as the Receiving Party uses to protect its own confidential or proprietary information of a similar nature. The Receiving Party will limit the use of and access to the Disclosing Party’s Confidential Information to the Receiving Party’s employees or independent contractors who have a demonstrable need to know, who have been notified that such information is Confidential Information and who are under binding obligations of confidentiality no less restrictive than those of this Agreement.

The Receiving Party’s obligation to protect Confidential Information under this Agreement will expire two (2) years from the date of expiration or termination of this MOU.

The restrictions of nondisclosure set forth in this Section will not apply to any Confidential Information: (a) after it has become generally available to the public through no fault of the Receiving Party or its consultants, agents or subcontractors; (b) that is rightfully in the Receiving Party’s possession before disclosure to the Receiving Party by the Disclosing Party; (c) is independently developed by the

Town of Smithfield

By _____
Mayor

Date

Attest:

Clerk

Approved as to form:

Town Attorney

Isle of Wight County

By _____
Chairman

Date

Attest:

Clerk

Approved as to form:

County Attorney

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
SPECIAL USE PERMIT

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council at The Smithfield Center, 220 N. Church Street, Smithfield, Virginia, on Tuesday, June 2nd, 2020 at 6:30 p.m. to consider the application of Cypress Creek Golfers & Members Club, LLC, applicants, for a special use permit under the provisions of Article 3.C, Section C.29 of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, in order to approve an SUP for an expansion of an existing use of the property currently classified as a “boating, country, and/or hunt club.” Specifically, the applicants are seeking to expand the primary building on the premises by approximately 2,820 square feet to accommodate an open-air pavilion.

The property which is the subject of this special use permit application is located at 600 Cypress Creek Parkway (Tax Map #21-01-084A). The parcels’ current zoning designation is Suburban Residential (SR) & Chesapeake Bay Preservation Overlay (CBO).

Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the Zoning Ordinance of the Town of Smithfield and application for this special use permit are available for inspection in the town offices, 310 Institute Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: May 20th and May 27th, 2020

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
SPECIAL USE PERMIT

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council at The Smithfield Center, 220 N. Church Street, Smithfield, Virginia, on Tuesday, June 2nd, 2020 at 6:30 p.m. to consider the application of Cypress Creek Golfers & Members Club, LLC, applicants, for a special use permit under the provisions of Article 3.C, Section C.26 of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, in order to approve an SUP for a “waiver of parking and loading requirements.” Specifically, the applicants are requesting a waiver from Section 8.C.2(c) which prohibits loading spaces in front yards. Additionally, the applicants are requesting a waiver from Section 8.D.3 which requires reducing the required minimum parking spaces from 134 to ninety-seven (97).

The property which is the subject of this special use permit application is located at 600 Cypress Creek Parkway (Tax Map #21-01-084A). The parcels’ current zoning designation is Suburban Residential (SR) & Chesapeake Bay Preservation Overlay (CBO).

Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the Zoning Ordinance of the Town of Smithfield and application for this special use permit are available for inspection in the town offices, 310 Institute Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: May 20th and May 27th, 2020

**TOWN COUNCIL STAFF REPORT:
PUBLIC HEARING SITE PLAN AMENDMENT & SUP APPLICATIONS**

TUESDAY, JUNE 2ND, 2020, 6:30 PM

Applicant	Cypress Creek Golfers & Members Club, LLC C/O Thomas Duerig 600 Cypress Creek Pkwy Smithfield, VA 23430
Owner	Ibid.
Property	600 Cypress Creek Pkwy TPIN 21-01-084A 70.5 ac encircled by Cypress Creek Pkwy, Royal Aberdeen & St Andrews SE corner Cypress Creek Pkwy & Cypress Creek Pkwy
Zoning	Chesapeake Bay Preservation Overlay (CBO) & Suburban Residential (SR)
Adjacent Zoning	Environmental Conservation (EC), Floodplain Overlay (FPO), CBO & SR
Project Description	<p>The applicants wish to expand the primary building on the premises by approximately 2,820 square feet to accommodate an open-air pavilion.</p> <p>Because one (1) of the existing uses of the property is classified as a “boating, country, and/or hunt club” pursuant to Smithfield Zoning Ordinance (SZO) Section 3.C.C.29, the expansion of this use, permissible by special use permit (SUP) only, triggers an additional SUP.</p> <p>Additionally, the applicants are applying for a “waiver of parking and loading requirements” pursuant to SZO Section 3.C.C.26, which is also an SUP item. Specifically, the applicants have requested relief from the following SZO Sections:</p> <p>8.C.2(c): The current parking standards prohibit loading spaces in front yards. Consequently, the applicants are requesting the continuance of this existing legal nonconforming feature.</p> <p>8.D.3: Pursuant to SZO Section 8.E.25, seventy-two (72) parking spaces are required for the existing “golf course and golf driving ranges” use. Additionally, pursuant to SZO Section 8.E.40, sixty-two (62) parking spaces are required for the expanding “boating, country, and/or hunt club” use. SZO Section 8.D.3 requires that the sum of all required parking for all proposed uses on the premises constitutes the minimum number of required parking spaces for any development. The applicants are therefore requesting a waiver in the minimum number of required parking spaces from 134 to ninety-seven (97), as this is the number of parking spaces that currently exist onsite.</p> <p>Because the proposed project entails an increase in the intensity of the property’s use, the applicant must also endeavor to bring certain other features present on the property into compliance with the current language of the SZO. Included in the attached materials is a landscaping plan illustrating the improvements necessary to bring the property into compliance with SZO Sections 9.D.2.a, 9.D.2.b, and 9.D.3.</p> <p>At its Tuesday, May 12th, 2020 meeting, the Planning Commission approved the applicants’ site plan amendment application contingent on the Town Council’s approval of the SUP. Additionally, the Planning Commission reported favorably on this application to the Town Council under the condition that the applicants submit a landscaping bond to the Town, pursuant to SZO Section 9.G.</p>
Recommendation	Town staff recommend approval of this application, under the condition that the applicant submit a landscaping bond to the Town, pursuant to SZO Section 9.G.

Please direct inquiries to John Settle at 1-(757)-365-4200 or jsettle@smithfieldva.gov.



TOWN OF SMITHFIELD

310 Institute Street, P. O. Box 246 Smithfield, VA 23431
(757) 365-4200 Fax (757)357-9933

APPLICATION FOR:

- Special Use Permit
- Variance
- Special Yard Exception
- Special Sign Exception
- Other

Applicant(s) Name: Cypress Creek Golfers + Members Club LLC
 Address: 600 Cypress Creek Parkway
 City, State, Zip: Smithfield, VA 23430
 Phone Number(s): 757-617-6812

Property Owner(s) Name: Cypress Creek Golfers + Members Club LLC
Thomas Duerig 50% / Anthony Stile 50%
 Address: 417 Muirfield / 419 Muirfield
 City, State, Zip: Smithfield VA 23430
 Phone Number(s): 757-617-6812

Property Address: 600 Cypress Creek Parkway
 Tax Map Number(s): 21-01-084A
 Property Description: Approx 70 acre site with golf course club, pro shop, cart storage building and tent seating area
 Zoning: Residential L Acreage: 70.5 Application Fee: _____
 Legal Reference: PAR 6 Deed Book#: _____ Page#: _____
Cypress Creek Golf Course
Plat 2-39-7 Plat 2-120-8

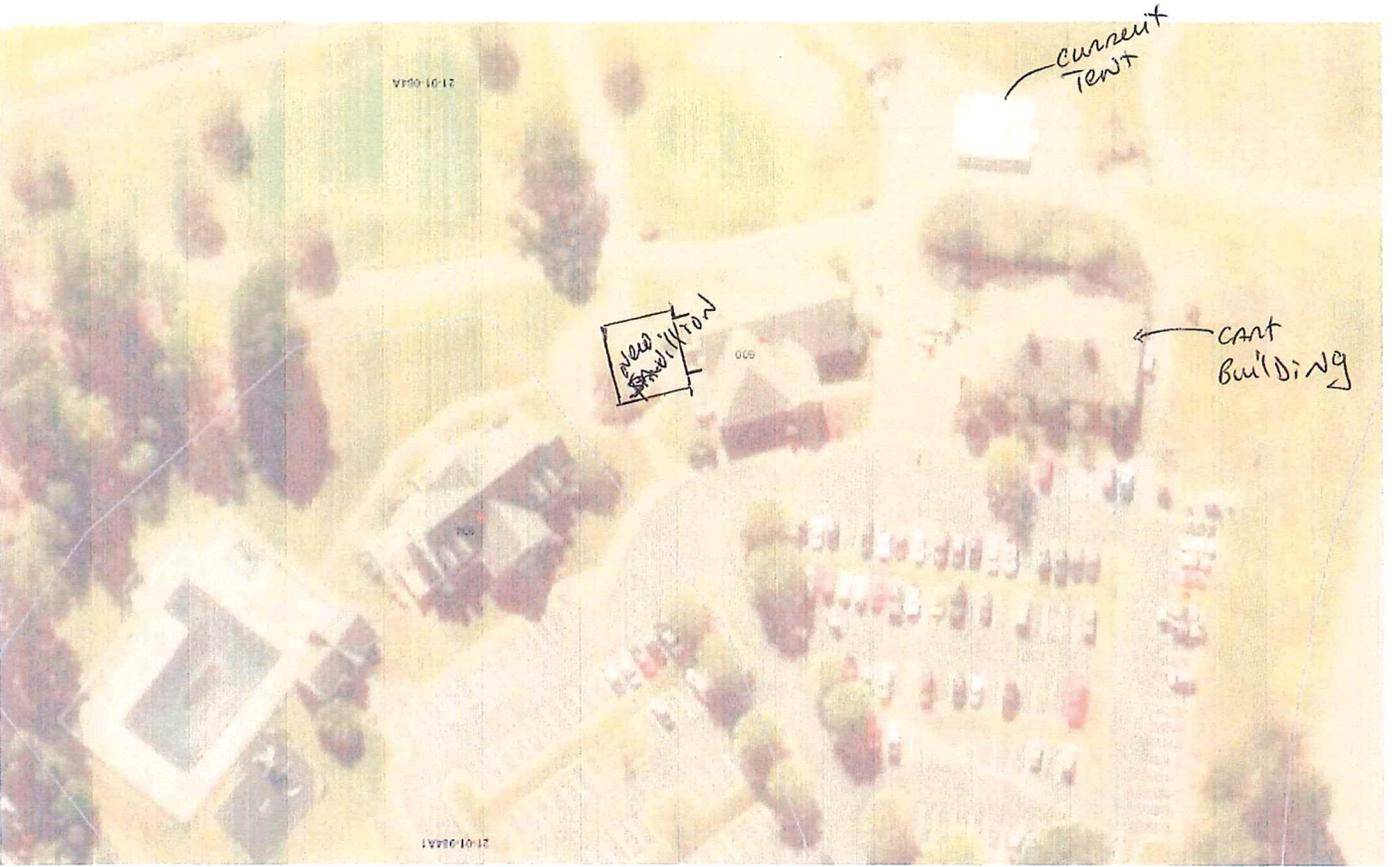
Proposed Use/Exception: Construct an open air pavilion attached to left side of golf club building. Add landscaping front and left side of pavilion. Add trees to parking lot islands/buffer as per attached drawing, as per zoning department request.

Thomas Duerig
 Applicant(s) Signature

3-16-2020
 Date

Anthony Stile
 Applicant(s) Signature

3-16-2020
 Date



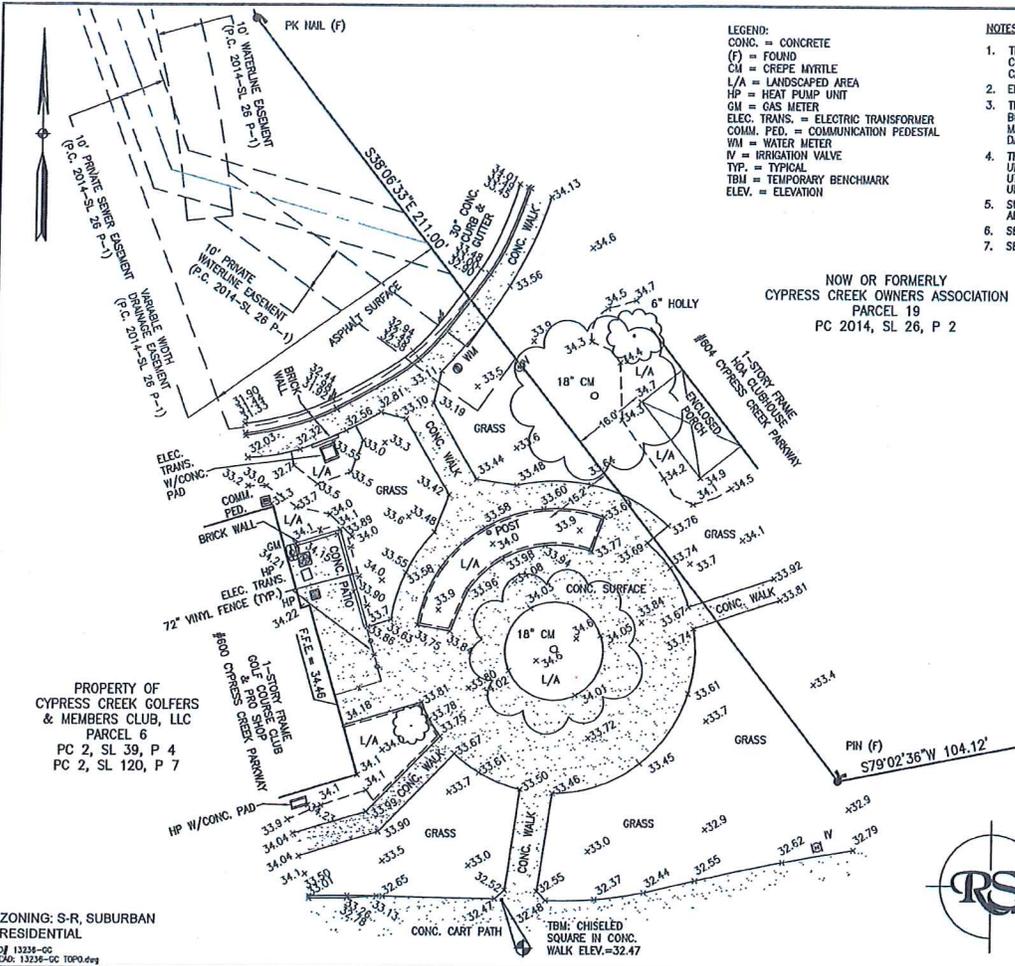
Current Tent

New Addition

CANT Building

VRSO 10-12

21-01-05A1



LEGEND:
 CONCO. = CONCRETE
 (F) = FOUND
 CM = CREPE MYRTLE
 L/A = LANDSCAPED AREA
 HP = HEAT PUMP UNIT
 GM = GAS METER
 ELEC. TRANS. = ELECTRIC TRANSFORMER
 COMM. PED. = COMMUNICATION PEDESTAL
 WM = WATER METER
 IV = IRRIGATION VALVE
 TYP. = TYPICAL
 TBM = TEMPORARY BENCHMARK
 ELEV. = ELEVATION

- NOTES:
1. THE MERIDIAN SOURCE OF THIS SITE PLAN IS BASED ON A PLAT RECORDED IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF ISLE OF WIGHT COUNTY, VIRGINIA IN PLAT CABINET 2014, SLIDE 26, PAGES 1 & 2.
 2. ELEVATIONS SHOWN HEREON ARE BASED ON HANDDB AND ARE EXPRESSED IN FEET.
 3. THIS PROPERTY APPEARS TO FALL WITHIN ZONE X (UNSHADED) (AREAS DETERMINED TO BE OUTSIDE THE 500-YEAR FLOODPLAIN) AS SCALED FROM FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP, COMMUNITY NUMBER 51093C0135E, DATED DECEMBER 2, 2015.
 4. THIS SURVEY DOES NOT GUARANTEE THE "EXISTENCE OR NONEXISTENCE" OF UNDERGROUND UTILITIES. PRIOR TO ANY CONSTRUCTION OR EXCAVATION, CONTACT MISS UTILITY AT 811 OR 1-800-552-7001 TO CONFIRM THE LOCATION OR EXISTENCE OF UNDERGROUND UTILITIES.
 5. SURVEY PREPARED WITH OUT BENEFIT OF A TITLE REPORT, THEREFOR MAY NOT SHOW ALL EASEMENTS THAT AFFECT THE PROPERTY.
 6. SEE SHEET 2 OF 3 FOR SITE PLAN INFORMATION.
 7. SEE SHEET 3 OF 3 FOR LANDSCAPE PLAN.

NOW OR FORMERLY
 CYPRESS CREEK OWNERS ASSOCIATION
 PARCEL 19
 PC 2014, SL 26, P 2



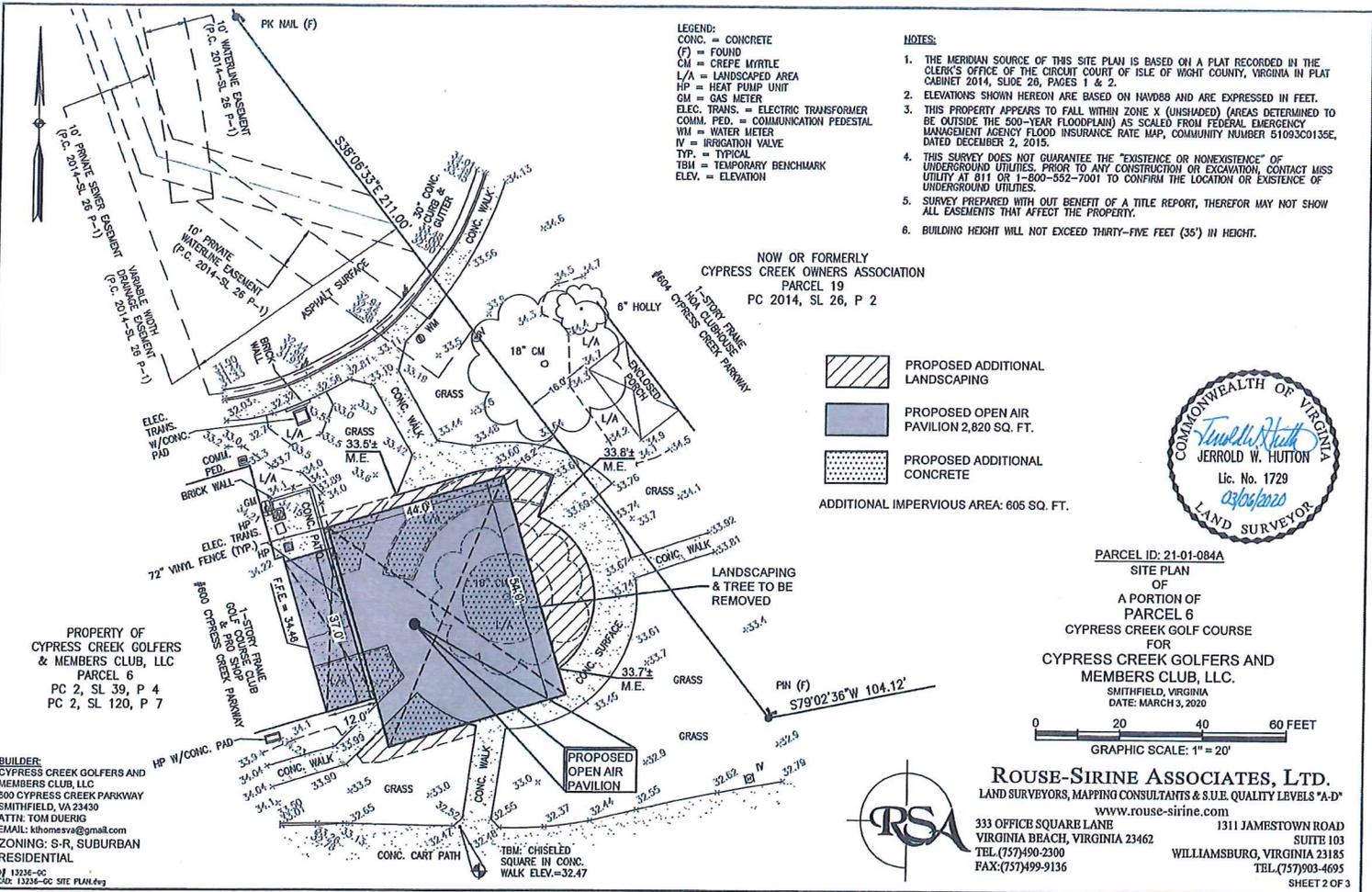
PARCEL ID: 21-01-084A
 TOPOGRAPHIC SURVEY
 OF
 A PORTION OF
 PARCEL 6
 CYPRESS CREEK GOLF COURSE
 FOR
 CYPRESS CREEK GOLFERS AND
 MEMBERS CLUB, L.L.C.
 SMITHFIELD, VIRGINIA

DATE: MARCH 3, 2020
 GRAPHIC SCALE: 1" = 20'



ROUSE-SIRINE ASSOCIATES, LTD.
 LAND SURVEYORS, MAPPING CONSULTANTS & S.U.E. QUALITY LEVELS "A-D"
 www.rouse-sirine.com
 333 OFFICE SQUARE LANE 1311 JAMESTOWN ROAD
 VIRGINIA BEACH, VIRGINIA 23462 SUITE 103
 TEL: (757)490-2300 WILLIAMSBURG, VIRGINIA 23185
 FAX: (757)499-9136 TEL: (757)903-4695

ZONING: S-R, SUBURBAN
 RESIDENTIAL
 13236-00
 ACD: 13236-00 TOP0.dwg



LEGEND:
 CONC. = CONCRETE
 (F) = FOUND
 CM = CREPE MYRTLE
 L/A = LANDSCAPED AREA
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 TYP. = TYPICAL
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- NOTES:**
1. THE MERIDIAN SOURCE OF THIS SITE PLAN IS BASED ON A PLAT RECORDED IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF ISLE OF WIGHT COUNTY, VIRGINIA IN PLAT CABINET 2014, SLIDE 20, PAGES 1 & 2.
 2. ELEVATIONS SHOWN HEREON ARE BASED ON NAVD83 AND ARE EXPRESSED IN FEET.
 3. THIS PROPERTY APPEARS TO FALL WITHIN ZONE X (UNSHADED) (AREAS DETERMINED TO BE OUTSIDE THE 500-YEAR FLOODPLAIN) AS SCALED FROM FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP, COMMUNITY NUMBER 51093C0135E, DATED DECEMBER 2, 2015.
 4. THIS SURVEY DOES NOT GUARANTEE THE "EXISTENCE OR NONEXISTENCE" OF UNDERGROUND UTILITIES. PRIOR TO ANY CONSTRUCTION OR EXCAVATION, CONTACT MISS UTILITY AT 811 OR 1-800-552-7001 TO CONFIRM THE LOCATION OR EXISTENCE OF UNDERGROUND UTILITIES.
 5. SURVEY PREPARED WITH OUT BENEFIT OF A TITLE REPORT, THEREFOR MAY NOT SHOW ALL EASEMENTS THAT AFFECT THE PROPERTY.
 6. BUILDING HEIGHT WILL NOT EXCEED THIRTY-FIVE FEET (35') IN HEIGHT.

NOW OR FORMERLY
 CYPRESS CREEK OWNERS ASSOCIATION
 PARCEL 19
 PC 2014, SL 26, P 2

- PROPOSED ADDITIONAL LANDSCAPING
 - PROPOSED OPEN AIR PAVILION 2,820 SQ. FT.
 - PROPOSED ADDITIONAL CONCRETE
- ADDITIONAL IMPERVIOUS AREA: 605 SQ. FT.



PARCEL ID: 21-01-084A
 SITE PLAN
 OF
 A PORTION OF
 PARCEL 6
 CYPRESS CREEK GOLF COURSE
 FOR
 CYPRESS CREEK GOLFERS AND
 MEMBERS CLUB, LLC.
 SMITHFIELD, VIRGINIA
 DATE: MARCH 3, 2020

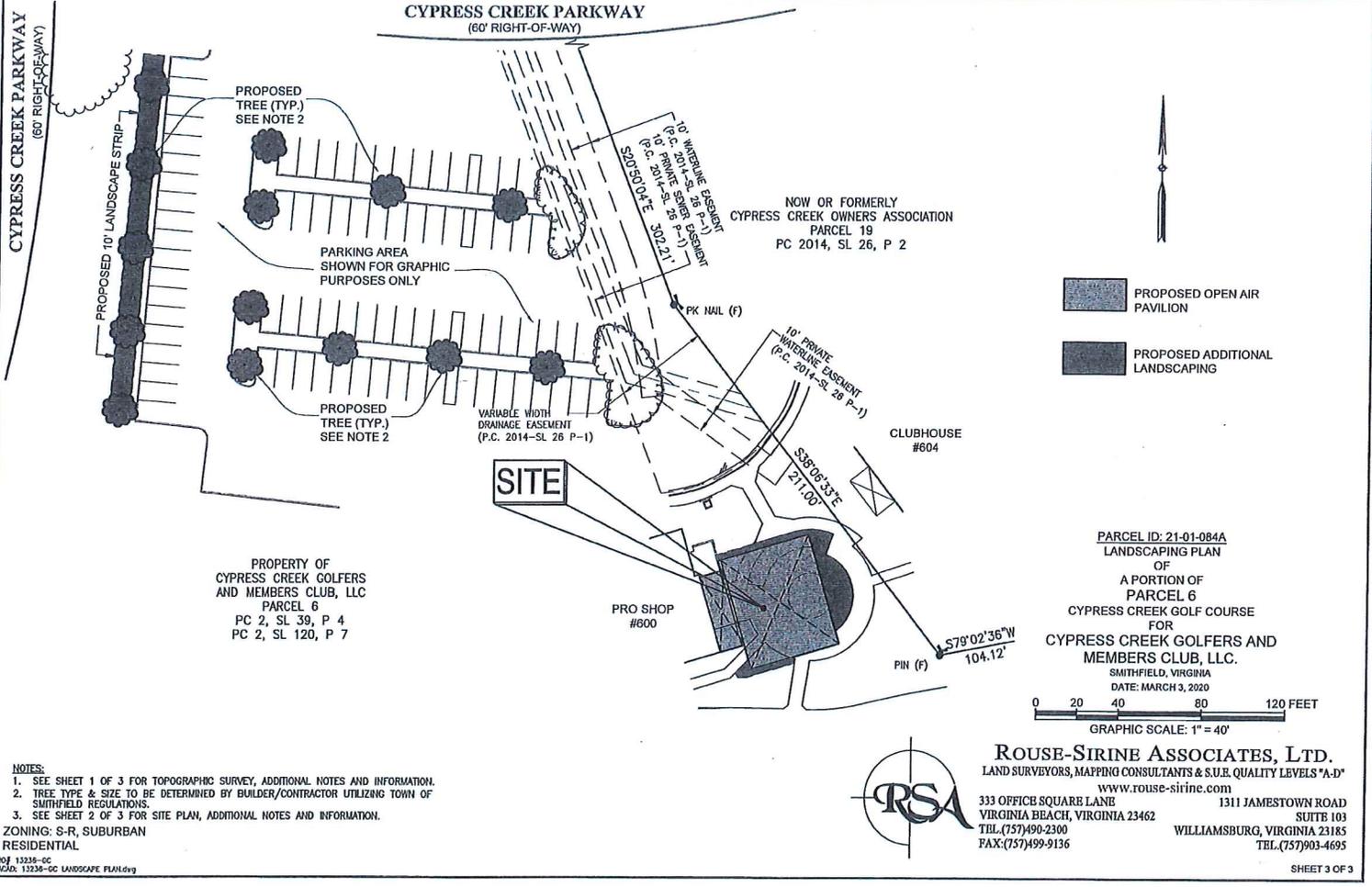
0 20 40 60 FEET
 GRAPHIC SCALE: 1" = 20'



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 VIRGINIA BEACH, VIRGINIA 23462 SUITE 103
 TEL:(757)490-2300 WILLIAMSBURG, VIRGINIA 23185
 FAX:(757)499-9136 TEL:(757)903-4695

PROPERTY OF
 CYPRESS CREEK GOLFERS
 & MEMBERS CLUB, LLC
 PARCEL 6
 PC 2, SL 39, P 4
 PC 2, SL 120, P 7

BUILDER:
 CYPRESS CREEK GOLFERS AND
 MEMBERS CLUB, LLC
 600 CYPRESS CREEK PARKWAY
 SMITHFIELD, VA 23430
 ATTN: TOM DUERG
 EMAIL: tthomesva@gmail.com
 ZONING: S-R, SUBURBAN
 RESIDENTIAL
 03 13236-00
 ACD: 13236-00 SITE PLAN.dwg





TOWN OF SMITHFIELD

"The Ham Capital of the World"

Memorandum

TO: The Honorable Mayor and Town Council

FROM: Ellen Minga, Town Treasurer 

Date: June 1, 2020

Subject: FY2021 General Fund, Highway, Sewer Fund, and Water Fund Budgets

General Fund Budget

Budget preparation for FY2021 began in December 2019. Initially, the Town's projections indicated stability and moderate growth in tax revenues. That outlook changed significantly by March 2020 as we began to realize the impact of the COVID-19 pandemic. The State of Virginia is currently in Phase I of a 3 phase reopening plan meaning that recovery will be gradual and continue to affect families, businesses, and our local government during the months ahead.

My recommended General Fund budget totals \$9,992,095 which includes \$745,491 in reserve funding. The Town did not increase its tax rates; however, a monthly fee of \$9.70 per refuse stop was included to offset the cost of refuse and recycling collections. Currently, the number of refuse stops total 3,007, and the generated revenue equals \$350,015. The annual charge per stop amounts to \$116.40. We have contacted our service provider regarding the possibility of amending our contract to eliminate recycling. They are agreeable to the discussion considering the market decline for recyclables. Residents and businesses would be able to contract directly with the service provider if they wish to continue the service. By eliminating recycling, we could reduce the monthly collection fee from \$9.70 to \$6.01 per month which totals \$72.12 per stop per year.

Personnel related items include:

- No Salary Increases (2% COLA as of January 1 was included in contingency=\$35,751).
- Elimination of IT administrator position replaced by MOU with IOW County for IT services (\$53,273 GF portion-total \$85,000).
- No new positions were funded other than those vacant in the FY20 budget.
- Health Insurance Premiums = Decrease of \$35,538 (Delta Dental decrease of 3.08% and OPTIMA self-funded 500/25/20% decrease of 1%)
- Increase in employer portion of Virginia Retirement System (VRS) contributions from 5.14% to 8.79% (\$94,311).
- Increase in hazardous duty multiplier from 1.70% to 1.85% for sworn officers. This election increased the VRS employer contribution from 8.79% to 9.45% (\$17,629).

TREASURER'S OFFICE & UTILITY BILLING

310 Institute Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 365-4286
www.smithfieldva.gov • Local Cable Channel 6

Total increase in compensation and benefits = \$47,289.

Other major operating expenses include:

- Remainder of Pinewood Heights Redevelopment Project Phase IV-\$966,862
- 2 new police vehicles (\$84,000) classified as capital in previous fiscal years.
- Additional MOU with IOW County for IOW Inspection Services (\$103,557).

Net Decrease in operating budget = \$1,272,664 (-13%).

Capital expenditures include:

- The capital threshold was increased from \$25,000 to \$50,000.
- Treasurer's office – MUNIS Conversion = \$135,720 (Cash/Fund Balance)
- Community Development-Pinewood Heights Phase IV- \$60,000 (Cash/Fund Balance)
- Public Works-\$902,843-Intersection Improvements at Rt10/S Church/Rt 258 (VDOT Funds/Town Funds-Cash/Fund Balance)
- Public Works-\$130,000-Nike Park Recreational Trail multi-year project (VDOT Funds/Town Funds-Cash/Fund Balance)

Total capital = \$1,228,563

Highway Fund Budget

The recommended Highway Fund budget totals \$1,247,495. This fund utilizes the street maintenance allowance granted by the State of Virginia (VDOT) for the maintenance of town streets, bridges, and rights of way.

Personnel related items include:

- No Salary Increases.
- No new positions were funded other than those vacant in the FY20 budget.
- Health Insurance Premiums = Decrease of \$3,199 (Delta Dental decrease of 3.08% and OPTIMA self-funded 500/25/20% decrease of 1%)
- Increase in employer portion of Virginia Retirement System (VRS) contributions from 5.14% to 8.79% (\$11,629).
- Increase in hazardous duty multiplier from 1.70% to 1.85% for sworn officers. This election increased the VRS employer contribution from 8.79% to 9.45% (\$1,959).

Total increase in compensation and benefits = \$21,294.

Other Major operating expenses include:

- Maintenance activities = \$668,930
- Street Lights=\$128,000

Capital expenditures include:

- No capital items budgeted for FY2021

Sewer Fund Budget

The recommended FY21 Sewer Fund budget totals \$1,978,825. This includes a 3.6% increase in sewer rates effective January 1, 2021 to keep pace with inflation and rising costs. Every 1% increase is equivalent to approximately \$7,000. Increasing rates by 3.6% for ½ of the year will generate an additional \$12,600 in revenue.

Personnel related items include:

- No Salary Increases.
- No new positions were funded other than those vacant in the FY20 budget.
- Reallocation of personnel responsibilities eliminated 2 vacant positions resulting in budgeted salary/tax decrease (\$57,414).
- Health Insurance Premiums = Decrease of \$12,871 (Delta Dental decrease of 3.08% and OPTIMA self-funded 500/25/20% decrease of 1%)
- Increase in employer portion of Virginia Retirement System (VRS) contributions from 5.14% to 8.79% (\$5,985).
- Increase in hazardous duty multiplier from 1.70% to 1.85% for sworn officers. This election increased the VRS employer contribution from 8.79% to 9.45% (\$1,602).

Total decrease in compensation and benefits = \$62,698.

Other major operating expenses include:

- Pump replacement and conditioning-\$150,000

Capital expenditures include:

- Sewer line replacement-Grace Street-\$600,000 (Debt Service Financing/Escrow Reserves)

Water Fund Budget

The recommended FY21 Water Fund budget totals \$3,654,392. This includes a 3.6% increase in water rates effective January 1, 2021 to keep pace with inflation and rising costs. Every 1% increase is equivalent to approximately \$14,825. Increasing rates by 3.6% for ½ of the year will generate an additional \$26,685 in revenue.

Personnel related items include:

- No Salary Increases.
- No new positions were funded other than those vacant in the FY20 budget.
- Reallocation of personnel functions eliminated 2 vacant positions resulting in budgeted salary/tax decrease (\$73,197).

- Health Insurance Premiums = Decrease of \$13,315 (Delta Dental decrease of 3.08% and OPTIMA self-funded 500/25/20% decrease of 1%)
- Increase in employer portion of Virginia Retirement System (VRS) contributions from 5.14% to 8.79% (\$10,205).
- Increase in hazardous duty multiplier from 1.70% to 1.85% for sworn officers. This election increased the VRS employer contribution from 8.79% to 9.45% (\$2,377).

Total decrease in compensation and benefits = \$73,929.

Other major operating expenses include:

Water Tank Maintenance-\$633,000-S Church Street-included in the CIP (Debt Service Financing/Escrow Reserves/Cash Reserves)
RO Plant Operations-\$618,400

Capital expenditures include:

- Water Main replacement-Grace Street-\$600,000 (Debt Service Financing/Escrow Reserves)
- Water Main Repair-Cypress Creek Bridge-\$50,000 (Escrow Reserves)
- Truck with Crane Lift body-\$75,000 (Cash Reserves)
- PLC and Equipment – RO Plant-\$50,000 (Escrow Reserves)

Total capital=\$775,000

Attachment:
Budget detail by fund

TOWN OF SMITHFIELD
FY 2020-21 GENERAL FUND BUDGET SUMMARY

5/31/2020

Department	ORIGINAL FY19-20	PROPOSED FY20-21	Difference
Real Estate Taxes	2,119,433.00	2,173,349.00	53,916.00
Personal Property Taxes	671,520.00	738,620.00	67,100.00
Public Service Corporation	29,645.00	35,284.00	5,639.00
Other Local Taxes	3,603,102.00	3,305,670.00	(297,432.00)
Licenses, permits, & fees	36,700.00	392,810.00	356,110.00
Fines & Costs	40,000.00	43,000.00	3,000.00
From Use of Money & Property	427,832.00	422,745.00	(5,087.00)
Miscellaneous Revenues	1,000.00	650.00	(350.00)
Governmental Virginia	997,006.00	795,271.00	(201,735.00)
Governmental Federal	2,512,040.00	1,098,321.00	(1,413,719.00)
Other financing sources	-	59,280.00	59,280.00
Contributions	286,556.00	181,604.00	(104,952.00)
Appropriated from reserves	2,278,632.00	745,491.00	(1,533,141.00)
TOTAL REVENUES	13,003,466.00	9,992,095.00	(3,011,371.00)

Department	ORIGINAL FY19-20	PROPOSED FY20-21	Difference
Town Council	205,621.00	208,876.00	3,255.00
Town Manager	528,175.00	518,334.00	(9,841.00)
Treasurer	668,739.00	713,673.00	44,934.00
Police	2,370,441.00	2,616,777.00	246,336.00
Public Safety Contributions-Fire & E911	282,060.00	335,936.00	53,876.00
Parks & Recreation-Administration	339,281.00	318,405.00	(20,876.00)
Parks & Recreation-Smithfield Center	340,952.00	363,268.00	22,316.00
Parks & Recreation-Windsor Castle Park	165,907.00	93,309.00	(72,598.00)
Parks & Recreation-Windsor Castle Manor House	90,936.00	86,851.00	(4,085.00)
Parks & Recreation-Luter Sports Complex	97,500.00	70,140.00	(27,360.00)
Parks & Recreation-Contributions	530,000.00	31,600.00	(498,400.00)
Parks & Recreation-Other	7,750.00	57,250.00	49,500.00
Museum	184,213.00	195,242.00	11,029.00
Community Development-Pinewood Heights CDBG Project	2,205,807.00	966,862.00	(1,238,945.00)
Community Development Contributions	396,902.00	396,723.00	(179.00)
Planning, Zoning & Public Works	855,114.00	964,517.00	109,403.00
Public Buildings	204,727.00	209,557.00	4,830.00
Non-Departmental	27,300.00	48,255.00	20,955.00
Debt Service	484,771.00	482,196.00	(2,575.00)
Contingency	50,000.00	85,761.00	35,761.00
TOTAL OPERATING EXPENSES	10,036,196.00	8,763,532.00	(1,272,664.00)

Capital	ORIGINAL FY19-20	PROPOSED FY20-21	Difference
Town Council	-	-	-
Town Manager	-	-	-
Treasurer	66,850.00	135,720.00	68,870.00
Police	66,000.00	-	(66,000.00)
Public Safety Contributions-Fire & E911	-	-	-
Parks & Recreation-Administration	26,000.00	-	(26,000.00)
Parks & Recreation-Smithfield Center	26,000.00	-	(26,000.00)
Parks & Recreation-Windsor Castle Park	-	-	-
Parks & Recreation-Windsor Castle Manor House	-	-	-
Parks & Recreation-Luter Sports Complex	25,000.00	-	(25,000.00)
Parks & Recreation-Contributions	-	-	-
Parks & Recreation-Other	315,000.00	-	(315,000.00)
Museum	-	-	-
Community Development-Pinewood Heights CDBG Project	204,000.00	60,000.00	(144,000.00)
Community Development Contributions	-	-	-
Planning, Zoning & Public Works	2,178,420.00	1,032,843.00	(1,145,577.00)
Public Buildings	60,000.00	-	(60,000.00)
TOTAL CAPITAL EXPENSES	2,967,270.00	1,228,563.00	(1,738,707.00)

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

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
<u>GENERAL GOVERNMENT REVENUES</u>						
<u>Real Estate Tax</u>						
Current RE Tax	1,758,779.00	2,105,233.00	2,121,348.00	2,143,049.00	2,143,049.00	1.80%
Delinquent RE Tax	4,507.21	5,000.00	21,735.00	20,000.00	20,000.00	300.00%
Current RE Penalty	7,951.29	7,000.00	7,000.00	4,000.00	4,000.00	-42.86%
Delinquent RE Penalty	856.80	700.00	700.00	2,500.00	2,500.00	257.14%
Current RE Interest	543.78	500.00	500.00	300.00	300.00	-40.00%
Delinquent RE Interest	1,243.66	1,000.00	1,000.00	3,500.00	3,500.00	250.00%
Total Real Estate Taxes	1,773,881.74	2,119,433.00	2,152,283.00	2,173,349.00	2,173,349.00	2.54%
<u>Personal Property Tax</u>						
Current PP Tax	670,371.63	625,020.00	685,000.00	705,000.00	705,000.00	12.80%
Delinquent PP Tax	31,101.27	20,000.00	15,000.00	15,000.00	15,000.00	-25.00%
Current PP Penalty	12,867.86	13,000.00	8,000.00	8,000.00	8,000.00	-38.46%
Delinquent PP Penalty	10,788.44	12,000.00	6,500.00	6,500.00	6,500.00	-45.83%
Current PP Interest	976.13	700.00	120.00	120.00	120.00	-82.86%
Delinquent PP Interest	7,541.23	800.00	4,000.00	4,000.00	4,000.00	400.00%
Total Personal Property Tax	733,646.56	671,520.00	718,620.00	738,620.00	738,620.00	9.99%
<u>Public Service Corporations Tax</u>						
Current RE Tax	29,660.63	29,400.00	35,098.00	35,098.00	35,098.00	19.38%
Current PP Tax	-	245.00	186.00	186.00	186.00	-24.08%
Total Public Service Tax	29,660.63	29,645.00	35,284.00	35,284.00	35,284.00	19.02%
<u>Other Local Taxes</u>						
Franchise Tax	157,713.06	150,000.00	117,485.00	138,000.00	138,000.00	-8.00%
Cigarette Tax	161,289.29	250,000.00	218,550.00	218,550.00	218,550.00	-12.58%
Transient Occupancy Tax	221,905.56	219,000.00	140,000.00	226,000.00	192,100.00	-12.28%
Meals Tax-4.25%	1,231,374.84	1,177,731.00	977,634.00	1,294,597.00	1,100,407.00	-6.57%
Meals Tax-2%	579,470.52	554,226.00	460,063.00	609,222.00	517,838.00	-6.57%
Sales Tax	357,250.19	360,000.00	273,000.00	378,000.00	321,300.00	-10.75%
Consumption Tax	47,498.54	50,000.00	50,000.00	51,000.00	51,000.00	2.00%
Utility Tax	192,386.04	200,000.00	200,000.00	214,000.00	214,000.00	7.00%
Business Licenses	399,685.87	395,000.00	395,000.00	395,000.00	335,750.00	-15.00%
Business Licenses Penalty	3,156.29	4,000.00	370.00	3,000.00	2,550.00	-36.25%
Business Licenses Interest	288.98	225.00	118.00	300.00	255.00	13.33%
Peg Channel Capital Fee	1,447.40	1,920.00	1,920.00	1,920.00	1,920.00	0.00%
Vehicle License	254,331.06	241,000.00	210,000.00	212,000.00	212,000.00	-12.03%
Total Other Local Taxes	3,607,797.64	3,603,102.00	3,044,140.00	3,741,589.00	3,305,670.00	-8.25%
<u>Licenses, Permits & Fees</u>						
Permits & Other Licenses	25,400.00	20,000.00	20,000.00	20,000.00	20,000.00	0.00%

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

5/31/2020

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

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

5/31/2020

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

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

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
GENERAL GOVERNMENT EXPENSES						
<u>Town Council</u>						
Salaries	41,785.00	42,000.00	42,000.00	42,000.00	42,000.00	0%
FICA	3,250.85	3,276.00	3,276.00	3,276.00	3,276.00	0%
Legal Fees	67,392.44	50,000.00	50,000.00	50,000.00	50,000.00	0%
Election Expense	-	-	-	5,000.00	5,000.00	100%
Maintenance contracts	11,389.12	1,700.00	6,000.00	6,000.00	6,000.00	253%
Advertising	24,129.32	30,000.00	30,000.00	25,000.00	25,000.00	-17%
Professional Services	10,925.00	10,000.00	70,000.00	5,000.00	5,000.00	-50%
Records Management maint & upgrades	15,959.32	5,000.00	7,000.00	7,000.00	7,000.00	40%
Insurance	18,150.00	18,145.00	18,145.00	19,600.00	19,600.00	8%
Supplies	16,865.05	9,000.00	9,000.00	12,000.00	12,000.00	33%
Travel & Training	18,976.34	8,000.00	8,000.00	10,000.00	10,000.00	25%
Subscriptions/Memberships	9,905.99	11,000.00	11,000.00	11,000.00	11,000.00	0%
Council Approved Items	16,234.75	9,500.00	9,500.00	5,000.00	5,000.00	-47%
Public Defender Fees	2,760.00	3,000.00	3,000.00	3,000.00	3,000.00	0%
Update Town Charter & Code	2,523.00	5,000.00	5,000.00	5,000.00	5,000.00	0%
Total Town Council	260,246.18	205,621.00	271,921.00	208,876.00	208,876.00	2%
<u>Town Manager</u>						
Salaries	337,457.97	330,421.00	335,655.00	262,097.00	259,599.00	-21%
Salarie-PT	-	17,534.00	17,534.00	20,987.00	20,780.00	19%
Salaries-OT	-	3,788.00	3,788.00	4,314.00	4,270.00	13%
FICA	24,083.82	28,140.00	28,140.00	22,992.00	22,772.00	-19%
VSRS	19,518.19	20,545.00	17,411.00	27,152.00	26,883.00	31%
Disability	522.52	556.00	556.00	566.00	566.00	2%
Health & Other	56,214.02	59,297.00	43,926.00	49,664.00	49,664.00	-16%
Pre-Employment Test	2,904.50	3,500.00	3,500.00	3,500.00	3,500.00	0%
Employee Recognition	-	15,000.00	15,000.00	10,000.00	10,000.00	-33%
Professional Services-comp plan study	-	-	-	30,000.00	-	0%
Shared Services-IT	-	-	94,500.00	85,000.00	85,000.00	100%
Auto Expense	146.24	500.00	500.00	500.00	500.00	0%
Maintenance Contracts	3,179.03	3,000.00	3,000.00	3,200.00	3,200.00	7%
Communications	14,423.60	18,000.00	8,000.00	8,500.00	8,500.00	-53%
Insurance	2,244.08	2,394.00	2,394.00	2,600.00	2,600.00	9%
Supplies	2,804.49	5,000.00	3,500.00	3,500.00	3,500.00	-30%
Dues & Subscriptions	1,504.03	5,000.00	5,000.00	3,500.00	3,500.00	-30%
Computer & technology expenses	8,373.52	5,000.00	5,000.00	5,000.00	5,000.00	0%
Travel & Training	5,559.49	10,000.00	5,000.00	8,000.00	8,000.00	-20%
Other	-	500.00	500.00	500.00	500.00	0%

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

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Total Town Manager	478,935.50	528,175.00	592,904.00	551,572.00	518,334.00	-2%
Treasurer						
Salaries	317,308.05	390,589.00	341,589.00	394,181.00	390,303.00	0%
Salaries-OT		5,220.00	5,220.00	7,858.00	7,780.00	49%
FICA	23,324.77	31,668.00	27,748.00	32,164.00	31,847.00	1%
VSRS	20,370.07	25,031.00	21,868.00	42,140.00	41,723.00	67%
Disability	164.88	517.00	517.00	524.00	524.00	1%
Health	43,005.98	55,788.00	45,264.00	62,976.00	62,976.00	13%
Audit	13,000.00	13,250.00	13,250.00	13,500.00	13,500.00	2%
Professional Services	-	15,000.00	15,000.00	15,000.00	15,000.00	0%
Communications	9,191.52	11,000.00	11,000.00	11,000.00	11,000.00	0%
Computer & technology expenses	2,187.46	7,500.00	7,500.00	7,500.00	7,500.00	0%
Data Processing	16,704.39	20,000.00	20,000.00	20,000.00	20,000.00	0%
Service contracts-includes MUNIS	25,808.13	60,000.00	74,033.00	73,250.00	73,250.00	22%
Insurance	2,247.56	2,472.00	2,472.00	2,670.00	2,670.00	8%
Supplies	8,647.24	19,000.00	19,000.00	19,000.00	19,000.00	0%
Dues & Subscriptions	583.40	1,900.00	1,900.00	1,000.00	1,000.00	-47%
Credit Card Processing	287.26	600.00	600.00	600.00	600.00	0%
Cigarette Tax Stamps	3,180.60	3,404.00	3,404.00	3,425.00	3,425.00	1%
Travel & Training	50.00	5,000.00	5,000.00	10,775.00	10,775.00	116%
Other	50.19	100.00	100.00	100.00	100.00	0%
Bank Charges	432.00	700.00	700.00	700.00	700.00	0%
Total Treasurer	486,543.50	668,739.00	616,165.00	718,363.00	713,673.00	7%
PUBLIC SAFETY						
Police Department						
Salaries	1,364,606.36	1,301,211.00	1,301,211.00	1,350,951.00	1,297,368.00	0%
Salaries OT	-	208,224.00	208,224.00	220,562.00	218,378.00	5%
Salaries-Selective Enforcement	-	4,815.00	4,815.00	14,895.00	14,895.00	209%
Salaries-Special Events	-	18,905.00	18,905.00	17,432.00	17,342.00	-8%
Clothing Allowance	3,500.00	-	-	3,500.00	-	0%
FICA	100,550.75	122,750.00	122,750.00	128,308.00	123,839.00	1%
VSRS	71,552.43	83,179.00	83,179.00	144,107.00	138,342.00	66%
Disability	183.24	190.00	190.00	192.00	192.00	1%
Health Insurance	173,630.88	232,434.00	232,434.00	233,015.00	220,469.00	-5%
Uniforms	19,897.25	24,000.00	24,000.00	24,000.00	24,000.00	0%
Service Contracts	37,625.29	40,000.00	40,000.00	71,850.00	59,850.00	50%
Communications	46,514.18	50,000.00	50,000.00	50,000.00	50,000.00	0%
Computer & Technology Expenses	14,297.95	13,000.00	13,000.00	13,000.00	13,000.00	0%

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

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Insurance	47,722.48	52,500.00	52,500.00	52,500.00	52,500.00	0%
Ins. - LODA	12,703.86	16,233.00	12,704.00	16,233.00	16,233.00	0%
Materials & Supplies	14,206.37	25,000.00	25,000.00	25,000.00	25,000.00	0%
Dues & Subscriptions	6,246.82	9,500.00	15,000.00	15,000.00	15,000.00	58%
Equipment	12,618.65	43,000.00	43,000.00	112,964.00	121,369.00	182%
Radio & Equipment repairs	1,509.00	2,000.00	2,000.00	2,000.00	2,000.00	0%
Vehicles & Vehicle Equipment	-	-	-	84,000.00	84,000.00	100%
Vehicle Maintenance	30,586.06	40,000.00	40,000.00	40,000.00	40,000.00	0%
Gas	39,755.87	41,500.00	41,500.00	41,500.00	41,500.00	0%
Tires	4,937.29	5,000.00	5,000.00	5,000.00	5,000.00	0%
Travel & Training	23,081.62	30,000.00	30,000.00	30,000.00	30,000.00	0%
Special Events	219.66	1,000.00	1,000.00	1,000.00	1,000.00	0%
Investigation expenses	2,126.63	3,000.00	3,000.00	2,500.00	2,500.00	-17%
Other	1,513.77	2,500.00	2,500.00	2,500.00	2,500.00	0%
Total Police Department	2,029,586.41	2,370,441.00	2,372,412.00	2,702,509.00	2,616,777.00	10%
<u>Fire Department</u>						
Annual Contribution	13,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0%
State Pass Thru	27,998.00	29,461.00	29,461.00	-	-	-100%
Total Fire Department	40,998.00	44,461.00	44,461.00	15,000.00	15,000.00	-66%
<u>Contributions-Public Safety</u>						
E911 Dispatch Center	161,954.95	237,599.00	237,599.00	320,936.00	320,936.00	35%
Total Contributions-Public Safety	161,954.95	237,599.00	237,599.00	320,936.00	320,936.00	35%
<u>PARKS, RECREATION & CULTURAL</u>						
<u>Parks & Recreation</u>						
Salaries	145,665.41	205,290.00	205,290.00	207,723.00	205,680.00	0%
Salaries-PT (Kayak)	-	-	-	7,200.00	7,200.00	100%
Salaries-OT	-	6,330.00	6,330.00	4,770.00	4,723.00	-25%
FICA	10,913.36	16,933.00	16,933.00	17,576.00	17,408.00	3%
VSRS	9,434.36	13,149.00	13,149.00	22,197.00	21,977.00	67%
Disability	118.35	480.00	480.00	495.00	495.00	3%
Health	21,256.72	54,261.00	54,261.00	44,199.00	44,199.00	-19%
Uniforms	2,770.93	3,000.00	3,000.00	3,000.00	3,000.00	0%
Communications	360.63	2,000.00	2,000.00	2,000.00	2,000.00	0%
insurance	4,109.74	2,838.00	2,838.00	5,223.00	5,223.00	84%
Advertising	20,615.03	20,500.00	20,500.00	-	-	-100%
Dues & Subscriptions	531.00	2,000.00	2,000.00	2,000.00	2,000.00	0%
Supplies	-	8,000.00	8,000.00	-	-	-100%

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

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Computer & Technology	297.72	1,000.00	1,000.00	1,000.00	1,000.00	0%
Travel & Training	2,706.54	3,000.00	3,000.00	3,000.00	3,000.00	0%
Other	360.00	500.00	500.00	500.00	500.00	0%
Total Parks & Recreation	219,139.79	339,281.00	339,281.00	320,883.00	318,405.00	-6%
<u>Smithfield Center</u>						
Salaries	145,282.99	115,229.00	115,229.00	116,365.00	115,227.00	0%
Salaries-Part Time	-	39,431.00	39,431.00	39,834.00	39,439.00	0%
Salaries-OT	-	5,778.00	5,778.00	8,785.00	8,698.00	51%
FICA	11,007.26	12,711.00	12,711.00	13,199.00	13,069.00	3%
VSRS	6,650.05	7,339.00	7,339.00	12,365.00	12,243.00	67%
Disability	139.08	144.00	144.00	147.00	147.00	2%
Health	21,436.98	22,182.00	22,182.00	22,095.00	22,095.00	0%
Contracted Services	15,704.16	18,000.00	18,000.00	20,000.00	20,000.00	11%
Retail Sales & Use Tax	544.69	800.00	800.00	800.00	800.00	0%
Advertising	-	-	-	15,000.00	15,000.00	100%
Utilities	23,618.73	25,000.00	25,000.00	25,000.00	25,000.00	0%
Communications	20,960.51	20,000.00	20,000.00	20,000.00	20,000.00	0%
Computer & technology expenses	1,467.82	3,000.00	3,000.00	5,000.00	5,000.00	67%
Insurance	2,615.74	2,838.00	5,136.00	5,550.00	5,550.00	96%
Kitchen Supplies	2,186.12	3,000.00	3,000.00	3,000.00	3,000.00	0%
Office Supplies/Other Supplies	1,549.93	4,500.00	4,500.00	4,500.00	4,500.00	0%
Food Service & Beverage Supplies	8,073.74	6,000.00	6,000.00	6,000.00	6,000.00	0%
AV Supplies	750.00	2,000.00	-	-	-	-100%
Repairs & Maintenance	40,568.32	29,000.00	29,000.00	35,000.00	35,000.00	21%
Landscaping	11,250.87	12,000.00	12,000.00	4,000.00	4,000.00	-67%
Refund event deposits	2,100.00	7,000.00	7,000.00	4,000.00	4,000.00	-43%
Credit card processing expense	4,877.23	5,000.00	5,000.00	4,500.00	4,500.00	-10%
Total Smithfield Center	320,784.22	340,952.00	341,250.00	365,140.00	363,268.00	7%
<u>Contributions-Parks, Recreation and Cultural</u>						
Windsor Castle Restoration	500,000.00	500,000.00	250,000.00	-	-	-100%
Farmers Market	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0%
Isle of Wight Arts League	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	0%
Isle of Wight County-Museum Maintenance	10,951.28	7,500.00	11,000.00	11,000.00	11,000.00	47%
Smithfield CHIP program	4,595.62	6,000.00	6,000.00	5,000.00	5,000.00	-17%
Friends of the Library	5,230.00	4,500.00	4,500.00	3,600.00	3,600.00	-20%
Total Contributions-Park, Recreation and Cultural	532,776.90	530,000.00	283,500.00	31,600.00	31,600.00	-94%
<u>Windsor Castle Park</u>						
Salaries	27,152.03	26,071.00	26,071.00	21,814.00	21,599.00	-17%
Salaries-OT	-	1,954.00	1,954.00	-	-	-100%

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

5/31/2020

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

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

5/31/2020

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

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

5/31/2020

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

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

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Hampton Roads Planning District Commission	10,019.00	10,089.00	10,708.00	11,000.00	11,000.00	9%
Dues & Subscriptions	1,445.67	2,700.00	2,700.00	2,700.00	2,700.00	0%
Other	7,173.63	2,000.00	2,000.00	2,000.00	2,000.00	0%
Total Public Works	679,580.41	855,114.00	801,733.00	1,060,646.00	964,517.00	13%

PUBLIC BUILDINGS

Public Buildings						
	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Salaries-Part Time	28,269.35	41,720.00	31,720.00	32,051.00	31,734.00	-24%
FICA	2,182.05	3,340.00	2,540.00	2,565.00	2,539.00	-24%
Contractual	16,342.52	23,500.00	23,500.00	23,500.00	23,500.00	0%
Computer & Technology	-	-	17,281.00	25,000.00	25,000.00	100%
Communications	1,736.28	3,000.00	3,000.00	2,200.00	2,200.00	-27%
Utilities	45,874.07	46,000.00	46,000.00	46,000.00	46,000.00	0%
Insurance	9,877.88	9,800.00	9,800.00	10,584.00	10,584.00	8%
Materials & Supplies	2,374.43	6,000.00	6,000.00	2,500.00	2,500.00	-58%
Repairs & Maintenance	40,009.44	70,867.00	70,867.00	65,000.00	65,000.00	-8%
Other	92.04	500.00	500.00	500.00	500.00	0%
Total Public Buildings	146,758.06	204,727.00	211,208.00	209,900.00	209,557.00	2%

OPERATING/CAPITAL RESERVE (CONTINGENCY)

Transfers to Operating Reserves-contingency	-	50,000.00	50,000.00	50,000.00	85,761.00	72%
Total Transfers To Reserves		50,000.00	50,000.00	50,000.00	85,761.00	72%

NON DEPARTMENTAL

Tax Relief for the Elderly/Veterans	37,105.52	27,300.00	48,255.00	48,255.00	48,255.00	77%
Total Tax Relief for the Elderly/Veterans	37,105.52	27,300.00	48,255.00	48,255.00	48,255.00	77%

DEBT SERVICE

Debt Service						
Principal Retirement						
	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Building Acquisition-Principal	489,552.50	-	-	-	-	0%
Police Evidence Building	53,618.13	55,270.00	55,270.00	56,980.00	56,980.00	3%
New Debt-Multiple projects	272,651.61	278,310.00	278,310.00	283,645.00	283,645.00	2%
Public Safety Radio System	47,499.00	48,235.00	48,235.00	49,031.00	49,031.00	2%
3 year Phase in Fire Alarm System	9,150.00	9,150.00	9,150.00	-	-	-100%
Capital Lease- Ball Field Equipment	6,872.48	7,182.00	7,182.00	3,720.00	3,720.00	-48%
Additional Bond Proceeds Debt				50,000.00	-	100%
5 year financing-Tasers				10,320.00	10,320.00	100%

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

5/31/2020

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

GENERAL FUND
Proposed FY2020-21 CAPITAL BUDGET

5/31/2020

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

**TOWN OF SMITHFIELD
GENERAL FUND CAPITAL 2021 DETAIL**

Treasurer

MUNIS Software Conversion	\$	135,720.00
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Community Development

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

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

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

5/31/2020

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
HIGHWAY REVENUES						
Interest Income	277.50	250.00	250.00	250.00	250.00	0.00%
Revenue - Commwlth of VA	1,243,925.24	1,243,925.00	1,247,245.00	1,247,245.00	1,247,245.00	0.27%
Carryforward from prior year	91,738.54					
Total Highway Fund Revenue	1,335,941.28	1,244,175.00	1,247,495.00	1,247,495.00	1,247,495.00	0.27%

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

TOWN OF SMITHFIELD
Proposed FY2021 Operating Budget
SEWER FUND

5/31/2020

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

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
SEWER EXPENSES						
Salaries	232,418.24	304,444.00	304,444.00	279,754.00	272,933.00	-10%
Salaries-OT		22,168.00	22,168.00			-100%
FICA	17,313.20	26,130.00	26,130.00	22,381.00	21,835.00	-16%
VSRS	13,539.95	18,830.00	18,830.00	27,069.00	26,362.00	40%
Health	31,180.86	57,295.00	57,295.00	45,679.00	44,424.00	-22%
Uniforms	2,458.42	2,500.00	2,500.00	2,700.00	2,700.00	8%
Audit	6,500.00	6,625.00	6,625.00	6,750.00	6,750.00	2%
Legal	8,402.94	6,000.00	10,000.00	10,000.00	10,000.00	67%
Accreditation	1,045.68	100.00	100.00	100.00	100.00	0%
HRPDC sewer programs	838.00	835.00	835.00	920.00	920.00	10%
Professional Fees	10,315.00	25,000.00	25,000.00	25,000.00	25,000.00	0%
Maintenance & Repairs	84,583.53	95,000.00	113,727.00	95,000.00	95,000.00	0%
Storm Maintenance	3,140.00	-	-	-	-	0%
VAC Truck Repairs & Maintenance	6,197.30	7,500.00	7,500.00	7,500.00	7,500.00	0%
Data Processing	12,528.35	15,000.00	15,000.00	15,000.00	15,000.00	0%
Dues & Subscriptions	166.17	150.00	150.00	200.00	200.00	33%
Utilities	43,100.61	45,000.00	45,000.00	45,000.00	45,000.00	0%
SCADA Expenses	4,330.88	6,000.00	6,000.00	6,000.00	6,000.00	0%
Communications	10,434.12	12,000.00	12,000.00	12,000.00	12,000.00	0%

TOWN OF SMITHFIELD
Proposed FY2021 Operating Budget
SEWER FUND

5/31/2020

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
Insurance	14,385.28	15,825.00	15,825.00	17,100.00	17,100.00	8%
Materials & Supplies	30,240.35	50,000.00	50,000.00	50,000.00	50,000.00	0%
Pump Replacement & Conditioning	-	85,000.00	85,000.00	150,000.00	150,000.00	76%
Truck Operations (fuel)	7,755.39	9,000.00	9,000.00	9,000.00	9,000.00	0%
Vehicle Maintenance	2,816.93	2,500.00	4,000.00	3,000.00	3,000.00	20%
Travel & Training	84.31	3,000.00	3,000.00	3,500.00	3,500.00	17%
Contractual	3,413.39	3,500.00	3,500.00	3,500.00	3,500.00	0%
Bank charges	30.00	-	-	30.00	30.00	100%
Miscellaneous	1,069.11	1,200.00	1,200.00	1,200.00	1,200.00	0%
Depreciation Expense	366,443.27	375,000.00	375,000.00	395,000.00	395,000.00	5%
Transfers to Operating Reserves	-	-	-	-	-	100%
Debt Service	107,649.23	106,328.00	106,328.00	154,771.00	154,771.00	46%
Capital Expenditures	495,960.78	572,500.00	572,500.00	750,000.00	600,000.00	5%
Total Sewer Expenditures	1,518,341.29	1,874,430.00	1,898,657.00	2,138,154.00	1,978,825.00	6%

TOWN OF SMITHFIELD
Proposed FY2021 Operating Budget
WATER FUND

5/31/2020

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
WATER REVENUES						
Water Sales	1,401,448.42	1,411,037.00	1,479,000.00	1,503,725.00	1,503,725.00	7%
Debt Service Revenue	252,179.42	251,055.00	251,055.00	256,000.00	256,000.00	2%
Miscellaneous	6,055.08	5,000.00	5,000.00	-	-	-100%
Connection fees	38,980.00	29,700.00	29,700.00	29,700.00	29,700.00	0%
Application Fees	10,022.00	9,720.00	9,720.00	10,000.00	10,000.00	3%
Pro-Rata Share Fees	40,000.00	-	-	-	-	0%
Availability Fees	173,320.08	122,400.00	122,400.00	122,400.00	122,400.00	0%
Interest Revenue	42,460.83	20,000.00	20,000.00	35,000.00	35,000.00	75%
Contributions from IOW	-	87,500.00	87,500.00	-	-	-100%
Bond Financing	-	-	-	1,000,000.00	1,000,000.00	100%
Appropriated fund balance for budget-reserves	-	487,499.00	599,815.00	724,611.00	697,567.00	43%
Total Water Revenues	1,964,465.83	2,423,911.00	2,604,190.00	3,681,436.00	3,654,392.00	51%

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
WATER EXPENSES						
Salaries	406,199.73	422,828.00	422,828.00	428,453.00	420,160.00	-1%
Salaries-OT		65,622.00	65,622.00			-100%
FICA	29,981.20	39,080.00	39,080.00	34,277.00	33,614.00	-14%
VSRS	21,668.08	26,470.00	26,470.00	39,830.00	38,997.00	47%
Health	57,697.44	79,525.00	79,525.00	67,465.00	66,210.00	-17%
Uniforms	3,042.19	2,500.00	2,500.00	3,150.00	3,150.00	26%
Contractual	7,278.38	13,500.00	13,500.00	13,500.00	13,500.00	0%
Audit	6,500.00	6,625.00	6,625.00	6,750.00	6,750.00	2%
Legal	8,334.19	6,400.00	6,400.00	10,000.00	10,000.00	56%
Storm Maintenance	370.00	-	-	-	-	0%
Accreditation	1,045.68	100.00	100.00	100.00	100.00	0%
Maintenance & Repairs	9,462.18	20,000.00	10,000.00	37,000.00	37,000.00	85%
Water Tank Maintenance	570.00	10,000.00	10,000.00	633,000.00	633,000.00	6230%
Professional Services	6,347.58	25,000.00	25,000.00	25,000.00	25,000.00	0%
Regional Water Supply Study	4,458.00	4,000.00	4,000.00	4,400.00	4,400.00	10%
Data Processing	12,528.35	15,000.00	15,000.00	15,000.00	15,000.00	0%
Utilities	2,801.94	2,500.00	2,500.00	3,000.00	3,000.00	20%
Communications	10,953.22	11,500.00	11,500.00	11,500.00	11,500.00	0%
Insurance	28,300.04	31,130.00	31,130.00	33,623.00	33,623.00	8%
Materials & Supplies	64,872.16	80,000.00	80,000.00	127,500.00	127,500.00	59%
Truck Operations	15,694.57	16,000.00	16,000.00	16,000.00	16,000.00	0%

TOWN OF SMITHFIELD
Proposed FY2021 Operating Budget
WATER FUND

5/31/2020

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
Vehicle Maintenance	2,623.51	3,000.00	3,000.00	3,000.00	3,000.00	0%
Contribution-Well Nests	-	-	143,479.00	-	-	0%
Dues & Subscriptions	877.59	1,200.00	1,200.00	1,200.00	1,200.00	0%
Bank service charges-credit card fees	1,211.02	1,200.00	1,200.00	1,200.00	1,200.00	0%
Travel and Training	3,408.55	5,000.00	5,000.00	5,000.00	5,000.00	0%
Miscellaneous	10,353.54	15,000.00	15,000.00	15,000.00	15,000.00	0%
<u>RO Annual costs</u>						
Power	100,157.34	104,000.00	110,000.00	110,000.00	110,000.00	6%
Contract Services	801.00	-	3,000.00	10,000.00	10,000.00	100%
Chemicals	68,800.52	65,000.00	81,000.00	81,000.00	65,000.00	0%
HRS D	258,402.60	280,300.00	298,000.00	324,000.00	324,000.00	16%
Supplies	23,568.75	25,000.00	25,000.00	25,000.00	25,000.00	0%
Communication	9,218.61	9,200.00	9,200.00	9,300.00	9,300.00	1%
Travel and training	1,020.30	4,000.00	4,000.00	4,000.00	4,000.00	0%
Dues & Subscriptions	1,542.20	500.00	1,600.00	1,600.00	1,600.00	220%
RO Server	-	10,000.00	10,000.00	-	-	-100%
Maintenance and Repairs	24,751.05	66,500.00	66,500.00	66,500.00	66,500.00	0%
Vehicle Maintenance	1,268.34	-	3,000.00	3,000.00	3,000.00	100%
Depreciation Expense	353,579.61	380,000.00	380,000.00	395,000.00	395,000.00	4%
Transfers to Operating Reserves	65,202.02	-	-	-	-	0%
Debt Service	286,543.35	288,731.00	288,731.00	342,088.00	342,088.00	18%
Capital Expenditures	53,031.00	287,500.00	287,500.00	775,000.00	775,000.00	170%
Total Water Expenditures	1,964,465.83	2,423,911.00	2,604,190.00	3,681,436.00	3,654,392.00	51%

**TOWN OF SMITHFIELD
UTILITY FUNDS CAPITAL 2020 DETAIL**

SEWER

Sewer Line Replacement-Grace Street \$ 600,000.00

WATER

Water Main Replacement - Grace Street \$ 600,000.00

Water Main Repair-Cypress Creek Bridge \$ 50,000.00

Truck with Crane Lift body \$ 75,000.00

PLC and Equipment-RO Plant \$ 50,000.00

Storage Tank - maintenance & repairs-Church Street \$ 633,000.00 *

Total Water Capital \$ 1,408,000.00

TOTAL UTILITY CAPITAL 2020 \$ 2,008,000.00

*Storage tank maintenance is not shown as capital on the financial statement, but it is included in the CIP.

TOWN OF SMITHFIELD CAPITAL IMPROVEMENT PROGRAM EXPENDITURES

	FY21	FY22	FY23	FY24	FY25
<u>Water Fund</u>					
Storage Tank - Maintenance and Repairs - Church St	\$ 633,000				
Storage Tank - Maintenance and Repairs - Wilson Rd		\$ 392,000			
Storage Tank - Maintenance and Repairs - Battery Park Rd			\$ 418,500		
Water Main Replacement - Grace Street	\$ 600,000				
Water Main Replacement - Pagan Point		\$ 245,000			
Water Main Replacement - Sykes Ct				\$ 75,000	
Water Main Replacement - Food Lion (tree line)				\$ 60,000	
Water Main Repair- Cypress Creek Bridge	\$ 50,000				
Water Main Replacement - Main Street - 300 block			\$ 375,000		
Truck with Crane Lift Body	\$ 75,000				
PLC and Equipment - RO Plant	\$ 50,000				
TOTAL FOR WATER	\$ 1,408,000	\$ 637,000	\$ 793,500	\$ 135,000	\$ -
<u>Sewer Fund</u>					
Bypass Pump - 3 locations		\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	
Sewer Line Replacement - Grace Street	\$ 600,000.00				
Vac Truck Replacement		\$ 450,000.00			
Main St Sewer Replacement - 300 block			\$ 175,000.00		
TOTAL FOR SEWER	\$ 600,000.00	\$ 600,000.00	\$ 325,000.00	\$ 150,000.00	\$ -

TOWN OF SMITHFIELD CAPITAL IMPROVEMENT PROGRAM EXPENDITURES

	FY21	FY22	FY23	FY24	FY25
<u>Parks & Recreation: General Fund</u>					
Clontz Park - Gazebo & Boards Replacement					\$ 100,000
Sports Complex Improvements -Concessions, Bathrooms, Lighting					\$ 230,000
Windsor Castle Walking Trails-moved to current year to match tax credits					
Maintenance Facility - Parks		\$ 60,000			
TOTAL FOR P&R	\$ -	\$ 60,000	\$ -	\$ -	\$ 330,000
<u>Public Works: General Fund</u>					
Smithfield Lake Dam			\$ 250,000		
Smithfield Center S Church St. Aprons		\$ 75,000			
Smithfield Times Building Renovation	\$ -	\$ 503,700			
Great Springs Road Drainage Improvements		\$ 476,000			
Nike Park Recreational Trail	\$ 130,000	\$ 500,000	\$ 700,000	\$ 1,000,000	
Intersection Improvements at Rt 10/S Church/Rt 258	\$ 902,843				
Building Repairs - 315 Main St		\$ 60,000			
Snow Removal Tractor		\$ 100,000			
Excavator			\$ 65,000		
Parking Lot Repairs-Behind Attorney W Crook building		\$ 60,000			
TOTAL FOR PW	\$ 1,032,843.00	\$ 1,774,700.00	\$ 1,015,000.00	\$ 1,000,000.00	\$ -
TOTAL FOR ALL FUND BY FY	\$ 3,040,843.00	\$ 3,071,700.00	\$ 2,133,500.00	\$ 1,285,000.00	\$ 330,000.00

*Did not show Pinewood or MUNIS conversion in 2021

TOWN OF SMITHFIELD									
CAPITAL IMPROVEMENT PROGRAM REVENUE									
	FY21	FY22	FY23	FY24	FY25	TOTAL			
GENERAL FUND:									
Prior Year General Fund	\$ 20,600.00	\$ 100,000.00	\$ 65,000.00			\$ 185,600.00			
Federal/State Grants	\$ 1,012,243.00	\$ 100,115.00	\$ -			\$ 1,112,358.00			
Bond/Note Proceeds/Capital Lease	\$ -	\$ 1,634,585.00	\$ 950,000.00	\$ 1,000,000.00		\$ 3,584,585.00			
	\$ -								
TOTAL GENERAL FUND:	1,032,843.00	1,834,700.00	1,015,000.00	1,000,000.00	-	4,882,543.00			
WATER:									
Availability Fees	\$ 122,400.00	\$ 125,120.00	\$ 127,840.00	\$ 130,560.00		\$ 505,920.00			
Unrestricted Cash Reserves	\$ 285,600.00			\$ 4,440.00		\$ 290,040.00			
Bonds	\$ 1,000,000.00	\$ 511,880.00	\$ 665,660.00			\$ 2,177,540.00			
TOTAL WATER:	\$ 1,408,000.00	\$ 637,000.00	\$ 793,500.00	\$ 135,000.00	-	2,973,500.00			
SEWER:									
Availability Fees	\$ -	\$ 189,520.00	\$ 175,000.00	\$ -		\$ 364,520.00			
Unrestricted Cash Reserves	\$ -	\$ 260,480.00				\$ 260,480.00			
Restricted Cash Reserves-Sewer Compliance	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00		\$ 450,000.00			
Bonds	\$ 600,000.00					\$ 600,000.00			
TOTAL SEWER:	\$ 600,000.00	\$ 600,000.00	\$ 325,000.00	\$ 150,000.00	-	1,675,000.00			
HIGHWAY:									
TOTAL HIGHWAY:	-	-	-	-	-	-			
GRAND TOTAL	\$ 3,040,843.00	\$ 3,071,700.00	\$ 2,133,500.00	\$ 1,285,000.00	-	9,531,043.00			



Town of Smithfield

Memorandum

May 28, 2020

TO: Honorable Mayor and Town Council

FROM: Michael Stallings, Town Manager *MS*

SUBJECT: CARES Act Funding and Isle Rebound Grant Program

As you are aware, Isle of Wight County is eligible for \$3.2 Million dollars in CARES Act funding. The County is then responsible for funneling a portion of those funds to the Towns. The Town of Smithfield's portion of these funds is \$736,445. There are specific guidelines on what these funds may be spent on. We will be submitting reimbursement request for PPE, sanitizing products, and equipment purchased to support teleworking. Staff is currently evaluating what other options we have to utilize the CARES Act funding. Council may consider contributions to organizations that are assisting our citizens that are impacted by COVID-19.

Grants to small businesses is an eligible expense. As such, we have been working with Isle of Wight County to establish the Isle Rebound Grant program. This grant program will provide grants of \$2,000 to small businesses in Isle of Wight County. We are proposing that all three localities provide 20% of their CARES Act funding to support this grant program. This will provide \$648,000 to fund 324 grants to Isle of Wight County businesses. Depending on the number of applicants and the funds remaining, a second round of grants in the fall may be considered.

Isle of Wight County's Department of Economic Development will handle administration of the grant program and the distribution of funds.

Attached you will find a breakdown of the CARES Act funding, a copy of the guidelines for the grant program, and a copy of the grant application. Also attached is a resolution that Council must adopt certifying that we will only use the funds for appropriate purposes and in accordance with the guidelines.

Recommendation

I recommend that Council approve the contribution of 20% from the Town of Smithfield's CARES Act funding to be used for the Isle Rebound Grant Program and the enclosed certification resolution.

**Certification for Receipt of
Coronavirus Relief Fund Payments
By
The Town of Smithfield**

We the undersigned represent the Town of Smithfield, (the Town), and we certify that:

1. We have the authority to request direct payment on behalf of the Town from Isle of Wight County of revenues from the Coronavirus Relief Fund (CRF) pursuant to Section 601 (b) of the Social Security Act, as added by Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (March 27, 2020).
2. We understand that the Commonwealth of Virginia holds Isle of Wight County responsible for ensuring compliance with the documentation requirements required by this certification and that the Town's use of the funds meets the requirements set forth in this certification.
3. We understand that Isle of Wight County will rely on this certification as a material representation in making a direct payment to the locality.
4. The Town's proposed uses of the funds received as direct payment from Isle of Wight County under Section 601 (b) of the Social Security Act will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the locality; and
 - c. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
5. Any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the Town, must be returned to Isle of Wight County no later than December 30, 2020.
6. We understand that the Town will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
7. Funds received as a direct payment from Isle of Wight County pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
7. Any CRF funds expended by the Town in any manner that does not adhere to official federal guidance shall be returned to Isle of Wight County within 30 days of a finding that

the expenditure is disallowed, and that Isle of Wight County is entitled to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.

8. As a condition of receiving the CRF funds, pursuant to this certification, the Town shall retain documentation of all uses of the funds, including but not limiting to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia and/or Isle of Wight County upon request.
9. The Town must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
10. Any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any revenue source.
11. Any CRF funds received pursuant to this certification will not be used for expenditures for which the Town has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

Mayor, Town of Smithfield

Date

Manager, Town of Smithfield

Date

Treasurer, Town of Smithfield

Date

Cares Act Allowable Expenses

- COVID-19-related expenses of public hospitals, clinics, and similar facilities.
- Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
- Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
- Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
- Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
- Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
- Expenses for public safety measures undertaken in response to COVID-19.
- Expenses for quarantining individuals.

- Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
- Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
- Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
- COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
- Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
- Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.



COVID-19 Business Interruption Small Business Grant Guidelines

Overview

Isle of Wight County and the Towns of Smithfield and Windsor have established the COVID-19 Business Interruption Small Business Grant Program to help businesses impacted by COVID-19 recover and reopen.

This grant is one-time financial assistance for eligible small businesses (fewer than 50 employees) to reimburse the costs of business interruption related to certain sections of Governor Northam's Executive Order 53. Grants are available for an amount **up to \$2,000**. There is a limited amount of funds for this program. Grant applications will be processed and funded on a first-come, first-served basis upon submission of a complete application and all supporting documentation.

Eligibility Requirements

To be considered for the grant, a business must meet all the following requirements:

- For-profit business impacted and interrupted by Governor Northam's Executive Order 53, specifically Section #3, #4, or #6
- Must be located in Isle of Wight County, the Town of Smithfield or the Town of Windsor
- Must have a current County or Town business license
- Must be in good standing with local taxes and licenses
- Had fewer than 50 employees as of Dec. 31, 2019

Required Documentation:

The following supporting documentation must be submitted with the application:

- Copy of 2020 County or Town Business License
- Completed W-9 (REV – October 2018)
- Copy of an unexpired, government issued identification (i.e. Passport, Drivers' License etc.) for each person signing the application

How do I apply?

Businesses can access the application online at www.insidetheisle.com or request an application to be emailed to you by contacting Nicole Talton with the Department of Economic Development at (757) 365-6251 or iowgrant@iwus.net.

Completed applications will be processed in the order in which they were received.

Grant Application Process

Completed applications and any required supporting documentation must be submitted to the Isle of Wight County Economic Development Department electronically. Economic Development staff and/or its designees will review all grant applications to determine eligibility. Following review, the applicant will be sent a notification of decision by email and be advised of the next steps in the process.

Grant payments will not be issued until the application has been approved and the Department of Economic Development has received the grant agreement signed by all applicable parties. The fully executed grant agreement must be returned within 15 calendar days of the agreement date.

Questions?

Nicole Talton
Economic Development Coordinator
Isle of Wight County Dept. of Economic Development
P.O. Box 80, Isle of Wight, VA 23397
Phone: (757) 365-6251
Email: iowgrant@iwus.net



COVID-19 Business Interruption Small Business Grant Program Application Package

Business Name / “Doing Business As” Designation (DBA)

Grant Amount Requested

Business Name on Business License
(if different from above)

Date Grant Application Submitted

Owner / Authorized Representative

Business Locality
(Isle of Wight County, Town of
Smithfield or Town of Windsor)

Application Submission:

This fillable PDF application must be e-signed by the business owner and emailed to
iowgrant@iwus.net

“ATTN: Nicole Talton” in the Subject line

Additional information about the grant program can be found at
<https://www.insidetheisle.com/news/covid-19-business-resources/>

COVID-19 Business Interruption Small Business Grant Program Application

I. INFORMATION ABOUT THE BUSINESS

Business Name on Business License: _____

Business Address: _____

Zip Code: _____

E-Mail Address: _____

Business Phone: _____ Mobile Number: _____

Year Business began in Isle of Wight County / Smithfield / Windsor _____

Federal ID # _____

Business Website: _____

Please provide a description of the business and services/products offered:

Number of **full time** / **part-time** employees as reported to the Virginia Employment Commission for 4th Quarter 2019: _____ / _____

Number of **full time** / **part-time** employees as of the date of grant application: _____ / _____

II. BUSINESS OWNER INFORMATION

Please list below business owner's information (Please attach additional sheet if more space is needed).

Owner's Name / Authorized Representative: _____

Title: _____

Percentage of Ownership: _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: _____ E-Mail: _____

III. GRANT INFORMATION

Please check all of the appropriate boxes explaining the reasons for business interruptions or unforeseen costs associated with the COVID-19 pandemic:

- Governor Northam's Executive Order 53, item #3 (see attached E.O. 53 for reference)
- Governor Northam's Executive Order 53, item #4 (see attached E.O. 53 for reference)
- Governor Northam's Executive Order 53, item #6 (see attached E.O. 53 for reference)
- Sales were negatively impacted generally by the COVID-19 pandemic
- Costs of Protective / Public Health Measures Necessary to Remain Operating
- Personal Health Concerns Caused Me to Close Business to Public
- Interruptions in (the) supply chain(s) forced business interruptions and/or closure
- Other _____

Please share any other information you would like us to know about your business:

IV. STATISTICAL INFORMATION

1. Did your business suffer interruptions and losses costing the business \$2,000 or greater? **Yes** **No**

2. If less than \$2,000, how much was the impact? _____

3. Do you plan to reopen or keep the business open upon receipt of this grant?
Yes **No**

4. a. Is the business the recipient of an SBA Paycheck Protection Plan Loan?
Yes **In Process** **No – was rejected** **No – did not apply**

b. Is the business the recipient of a Hampton Roads Workforce Development Council Rapid Response Grant (\$2,000 – April 2020)?
Yes **No – was rejected** **No – did not apply**

5. Is the business located outside your home? **Yes** **No**

6. Is the business minority-owned? **Yes** **No**

7. Is the business owned by a veteran? **Yes** **No**

8. Is the business woman-owned? **Yes** **No**

V. SIGNATURES

Please read the following and sign below. Application must be e-signed by the business's owner / authorized representative. All business partners of a general partnership, Limited Liability Company or an entity not required to register with the State Corporation Commission must sign this application. All co-signers must include a copy of an unexpired, government-issued form of identification as per the instructions for required attachments (Section VI).

I certify that I have read and understand the COVID-19 Small Business Interruption Grant Program requirements and that the information contained herein is true, complete and correct to the best of my knowledge. I certify that I have authority to apply for this grant on behalf of the business described herein. I understand that this information may be made available for public review and is subject to the Virginia Freedom of Information Act. By signing below, I agree that the grant will be used for business purposes only and not for household, personal or consumer usage. I understand that any willful misrepresentation on this application and any other grant related documents could result in a requirement to repay grant funds and/or a violation of Local, State and/or Federal code.

Name (Print) _____

Title _____

E-Signature _____

Date _____

E-mail _____

Name (Print) _____

Title _____

E-Signature _____

Date _____

E-mail _____

VI. REQUIRED ATTACHMENTS TO APPLICATION

- Copy of 2020 County or Town Business License
- Completed Current W-9 (REV/ October 2018)
- Copy of Unexpired, Government-Issued Identification (Passport, Drivers' License etc.)
(All co-signers must submit a copy of an unexpired, government-issued identification.)

OPTIONAL:

- Any Other Relevant Information That Will Assist Us in Evaluating Your Grant Request

[Full text Executive Order 53 here]

CONSIDERATION: § -0-

ADDRESS OF GRANTEE: P.O. Box 246
Smithfield, VA 23431

THIS INSTRUMENT PREPARED BY: WILLIAM H. RIDDICK, III (VSB#24217)
BARLOW & RIDDICK, P.C.
P.O. BOX 190
SMITHFIELD, VA 23431

Tax Map No. 21A-01-0484
21A-01-0483A

THIS DEED OF EASEMENT, made and entered into this 20TH day of May, 2020 by and between TED W. BOOTHE and POLLY B. BOOTHE, parties of the first part, Grantors, and the TOWN OF SMITHFIELD, a Virginia municipal corporation, Grantee.

WITNESSETH:

WHEREAS, the Town of Smithfield finds it necessary to obtain an easement for an existing underground sanitary sewer pipeline located on South Church Street; and,

WHEREAS, a plat of survey has been made showing the location of a the proposed sanitary sewer pipeline easement to be twenty (20) feet in width, which plat of survey is entitled “EXHIBIT PLAT FOR NICHOLAS HESS, LOCATED AT 803 SOUTH CHURCH STREET, TOWN OF SMITHFIELD, ISLE OF WIGHT COUNTY, VIRGINIA, SCALE: 1” = 20’ “, Revised March 3, 2020, made by Edward C. (Mo) Canada, III, Land Surveyor, Canada Land & Marine Surveying; and,

NOW, THEREFORE, for and in consideration of the sum of One Dollar (\$1.00) cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged by the Grantors, the Grantors do hereby grant and convey unto the Town of Smithfield, the following described easement, to-wit:

A permanent utility easement for the location of a sanitary sewer pipeline twenty feet (20’) in width, under, over, across and located on the lands of the Grantor as shown as “PROPOSED 20’ SANITARY UTILITY EASEMENT” on the plat of survey entitled “EXHIBIT PLAT FOR NICHOLAS HESS, LOCATED AT 803 SOUTH CHURCH STREET, TOWN OF SMITHFIELD, ISLE OF WIGHT COUNTY, VIRGINIA, SCALE: 1” = 20’ “, Revised March 3, 2020, made by Edward C. (Mo) Canada, III, Land

Surveyor, Canada Land & Marine Surveying; which plat is recorded as Plat Instrument No. _____ in the Clerk's Office of the Circuit Court of Isle of Wight County, Virginia, which plat is incorporated herein by reference.

The permanent utility easement shall include the right at any time and from time to time to construct, maintain, inspect, operate, protect, replace, repair, change the size of, and remove a pipeline and appurtenances, including location markers for the collection and transportation of sewage.

The easement shall further include the right of unimpaired access to said pipeline over the area of the permanent utility easement granted herein, with the further right to maintain said permanent utility easement and keep the said permanent utility easement area clear of all trees, undergrowth and brush. The Grantor covenants and agrees that it will not construct buildings, structures, or engineering works, or other obstructions of any type whatsoever on the permanent utility easement area granted herein without the written consent of the Grantee. The Grantor agrees to leave the pipeline undisturbed as to location and depth. These covenants shall be covenants running with the land and shall be binding on the Grantor, its successors and assigns.

Delay of the Grantee in the use or exercise of any right or easement granted herein, or in the installation of any pipeline shall not result in the loss, limitation or abandonment of any right, title, interest, easement, or estate herein granted.

The terms, covenants, and provisions of this permanent utility easement shall extend to and be binding upon the heirs, executors, administrators, personal representatives, successors, and assigns of the parties hereto.

The Grantors covenant that, subject to restrictions and easements that may be of record or are apparent upon inspection, they have the right to convey the easement herein granted.

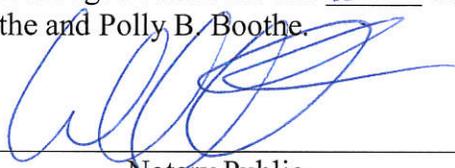
WITNESS the following signatures and seals:

 (SEAL)
TED W. BOOTHE

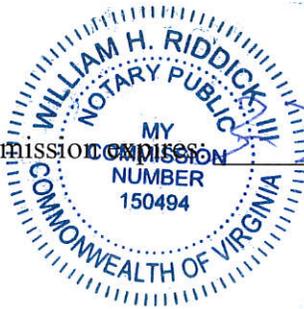
 (SEAL)
POLLY B. BOOTHE

STATE OF VIRGINIA
COUNTY OF ISLE OF WIGHT, to wit:

The foregoing instrument was acknowledged before me this 15th day of June, 2020 by Ted W. Boothe and Polly B. Boothe.


Notary Public

My commission expires 3/1/2024



ACCEPTANCE:

The signature of William H. Riddick, III, Town Attorney for the Town of Smithfield, is affixed hereto on behalf of the Town Council of the Town of Smithfield, Virginia, solely to evidence the acceptance of this deed by the Town Council at its meeting on _____, 2020 in accordance with Section 15.2-1803 of the Code of Virginia (1950), as amended.

Town Council of the Town of Smithfield

By: _____

William H. Riddick, III

Its: Town Attorney

STATE OF VIRGINIA,
COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing instrument was acknowledged before me this ____ day
of _____, 2020, by William H. Riddick, III.

My commission expires: _____.

Notary Public

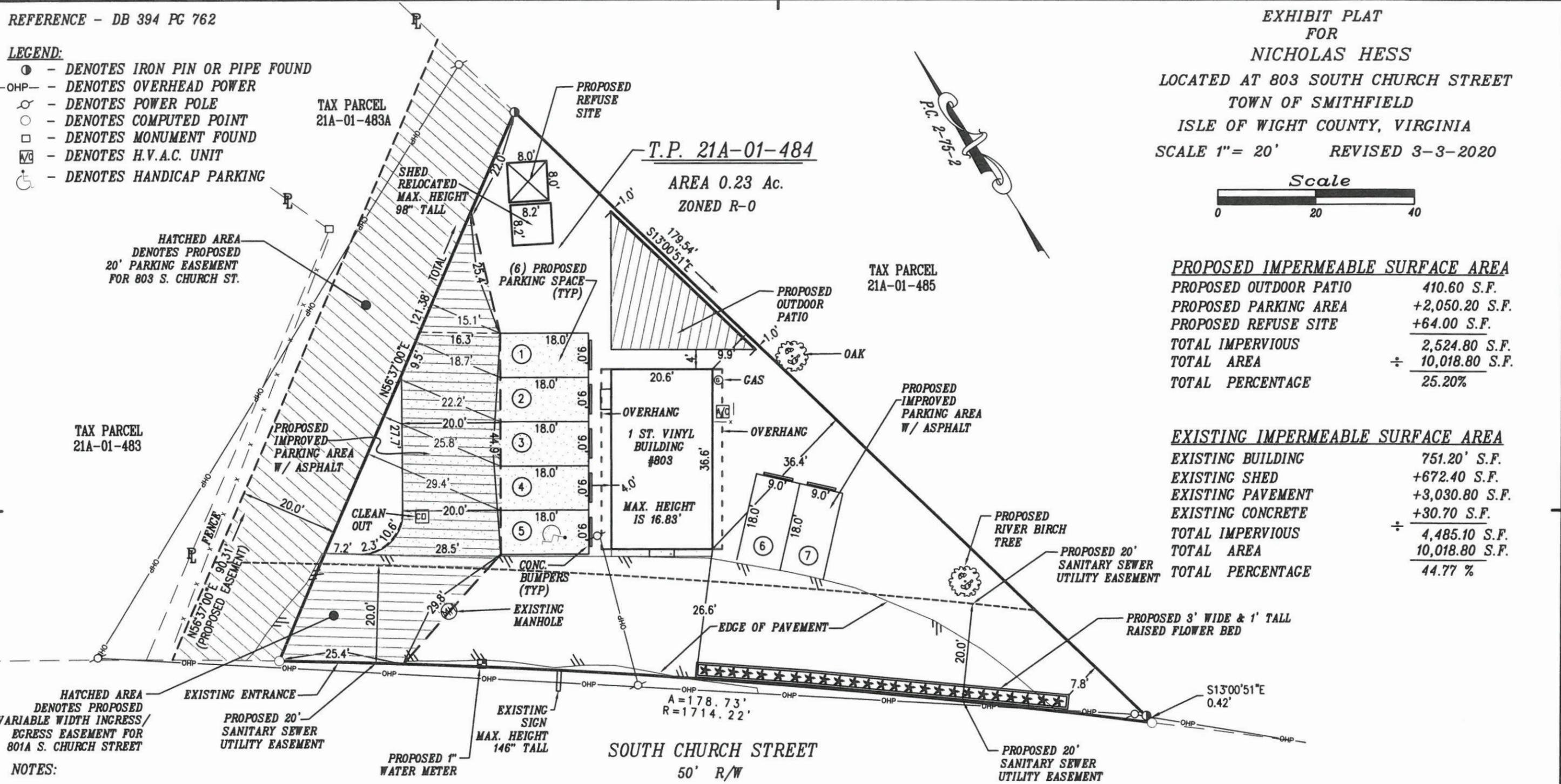
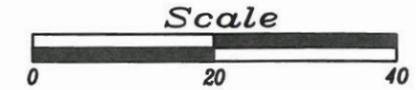
RETURN TO: Barlow & Riddick, PC
353 Main Street
Smithfield, VA 23430

REFERENCE - DB 394 PG 762

LEGEND:

- - DENOTES IRON PIN OR PIPE FOUND
- OHP- - DENOTES OVERHEAD POWER
- ⊗ - DENOTES POWER POLE
- - DENOTES COMPUTED POINT
- - DENOTES MONUMENT FOUND
- ⊠ - DENOTES H.V.A.C. UNIT
- ♿ - DENOTES HANDICAP PARKING

EXHIBIT PLAT
FOR
NICHOLAS HESS
LOCATED AT 803 SOUTH CHURCH STREET
TOWN OF SMITHFIELD
ISLE OF WIGHT COUNTY, VIRGINIA
SCALE 1" = 20' REVISED 3-3-2020



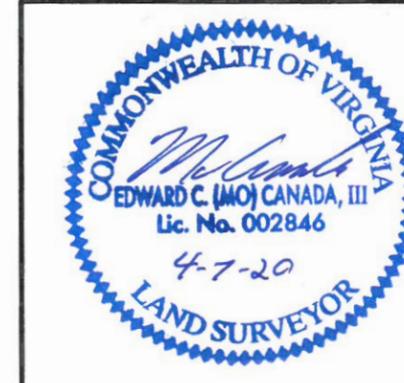
PROPOSED IMPERMEABLE SURFACE AREA

PROPOSED OUTDOOR PATIO	410.60 S.F.
PROPOSED PARKING AREA	+2,050.20 S.F.
PROPOSED REFUSE SITE	+64.00 S.F.
TOTAL IMPERVIOUS	2,524.80 S.F.
TOTAL AREA	÷ 10,018.80 S.F.
TOTAL PERCENTAGE	25.20%

EXISTING IMPERMEABLE SURFACE AREA

EXISTING BUILDING	751.20 S.F.
EXISTING SHED	+672.40 S.F.
EXISTING PAVEMENT	+3,030.80 S.F.
EXISTING CONCRETE	+30.70 S.F.
TOTAL IMPERVIOUS	÷ 4,485.10 S.F.
TOTAL AREA	10,018.80 S.F.
TOTAL PERCENTAGE	44.77 %

- NOTES:
- 1) THIS SURVEY HAS BEEN COMPLETED WITHOUT THE BENEFIT OF A TITLE SEARCH. THEREFORE, THIS SURVEY IS SUBJECT TO ANY EASEMENT OF RECORD, LAND TRANSACTIONS AND OTHER PERTINENT FACTS WHICH A TITLE SEARCH MIGHT DISCLOSE.
 - 2) THE PROPERTY SHOWN ON THIS PLAT APPEARS TO BE LOCATED IN ZONE "X" AS SHOWN ON THE FLOOD INSURANCE RATE MAP, COMMUNITY-PANEL NUMBER 510081 0151 E, DATED 12-2-2015.
 - 3) THIS PROPERTY IS TO BE REZONED PURSUANT TO SZO SECTION 4.B.4 .
 - 4) THE MAXIMUM FLOOR AREA RATIO (FAR) IN THE HIGHWAY RETAIL COMMERCIAL (HRC) ZONING DISTRICT IS 0.5, PURSUANT TO SZO SECTIONS 3.I.E.3 & 4.B.8.d .
 - 5) RAIN CUTTER TO BE INSTALLED AND DRAIN TO REAR OF PROPERTY TO COMPLY WITH STORM WATER MANAGEMENT.



CANADA LAND & MARINE SURVEYING

1212 S. Church Street Smithfield, VA 23430
PHONE : 757-357-2911

DRAWN BY: ECC JOB #S19-295-SM