



2023 COUNCIL MEMBERS:

Mayor Steven G. Bowman
Vice Mayor Valerie Butler
Randy Pack
Jeffrey Brooks
Michael Smith
Renee Rountree
Wayne Hall
(January 2023 – November 7, 2023)

NEW COUNCIL MEMBERS ELECTED November 2023:

Jim Collins
Raynard Gibbs

Town Manager – Michael R. Stallings, Jr.

Town of Smithfield, Virginia

2023 ANNUAL STATISTICAL REPORT

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CLERK OF COUNCIL REPORT



Annual Report 2023

Action Items Approved by Town Council



AGREEMENTS/CONTRACTS

Contracts entered	7
Lease entered	1
MOA renewed	1
Projects awarded	2
Agreement adopted	1
Subdivision Agreements	2

1/3/2023	RFP – Vehicle Maintenance Services – Recommendation to Award Contract to Dave’s Service Center. Motion passed.
1/3/2023	IFB – Town Hall Roof Replacement – Recommendation to Award Contract to JMJ Roofing Contractor. Motion passed.
1/3/2023	Invitation for Bid (IFB) – Recommendation to Award Contract to Tidewater Petroleum. Motion passed.
1/3/2023	RFP – Vehicle Maintenance Services – Recommendation to Award Contract to Dave’s Service Center. Motion passed.
2/7/2023	Recommendation to Award Historic District Guidelines and Entrance Corridor Overlay District Guidelines Update to PaleoWest. Motion passed.
3/7/2023	Motion to Award Contract for Professional Audit Services. Motion passed.
3/7/2023	Motion to Enter into a Lease with Rent.fun LLC for Kayak Self Service Kiosk. Motion passed.
3/7/2023	Motion to Authorize the Town Manager to execute the Subdivision Agreement for Luter Acres. Motion passed.
4/4/2023	Motion to renew Memorandum of Agreement (MOA) with the Hampton Roads Planning District Commission on Stormwater Management. Motion passed.
5/8/2023	Motion to Award Contracts to Kimley-Horn & Associates, TRC, and Timmons Group for Professional Engineering and Consulting Services. Motion passed.
9/5/2023	Motion to Award Landscaping Services Contract and Motion to Award Mowing Services Contract. Motion passed.
9/5/2023	Motion to award Athens Building corporation the Windsor Castle Boardwalk Restoration Project. Motion passed.
11/8/2023	Motion to Adopt Water Agreement between the Town of Smithfield and Isle of Wight County. Motion passed.
12/5/2023	Motion to approve Mallory Pointe Subdivision Agreement for Phase A. Motion passed.

APPOINTMENTS / REAPPOINTMENTS / ELECTIONS/ RESIGNATIONS

Town Council

2	New elected members
2	Re-elections
1	Resignation
2	New appointed members

Planning Commission

1	Reappointment
2	New appointed members

Board of Historic and Architectural Review (BHAR)

2	Reappointments
1	Resignation
1	New appointed member

Board of Zoning Appeals (BZA)

1	New appointed member
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- 1/3/2023** Re-swearing in of sitting members Valerie Butler and Wayne Hall to the Town Council.
- 1/3/2023** Swearing in of new members Steve Bowman and Jeff Brooks to the Town Council.
- 1/3/2023** Elections of Steve Bowman as Mayor and Valerie Butler as Vice Mayor.
- 1/3/2023** Motion to Accept Nominating Committees Recommendation of the reappointment of Dr. Thomas Pope, nomination of Bill Davidson, and nomination James Yoko to fill the Expiring Terms on the Smithfield Planning Commission. Motion passed.
- 1/3/2023** Motion to Accept Nominating Committee's Recommendation to reappoint Trey Gwaltney and Judith Lally to Fill the Expiring Terms on the Board of Historic and Architectural Review (BHAR). Motion passed.
- 1/3/2023** Motion to Accept Nominating Committee's Recommendation of Beth Haywood to the Fill the Unexpired Term of Jeffrey Brooks on the Board of Zoning Appeals (BZA). Motion passed.
- 5/8/2023** Motion to Appoint Julie Hess to fill the Unexpired Term of Laura Kvech-Brown on the Board of Historic and Architectural Review. Motion passed
- 5/8/2023** Motion to Appoint Nick Hess to the Board of Zoning Appeals. Motion passed.
- 6/6/2023** Motion to Appoint Laura Ross as Town Treasurer. Motion passed.
- 12/19/2023** Motion to nominate Bill Harris to fill former Councilman Hall's seat on Town Council. Motion failed by 2/4 majority.
- 12/19/2023** Motion to accept the Nominating Committee's recommendation of James Collins to fill former Councilman Hall's seat on Town Council. Motion passed by 4/2 majority.
- 12/19/2023** Motion to nominate Bill Harris fill Councilwoman Rountree's seat on Town Council. Motion failed by 2/3 majority.
- 12/19/2023** Motion to accept the Nominating Committee's recommendation of Raynard Gibbs to fill Councilwoman Rountree's seat on Town Council. Motion passed by 3/2 majority.



AMERICAN RESCUE PLAN ACT FUNDS (ARPA)

Fund Reallocations	2
Resolutions for Fund Appropriation	2

- 6/6/2023** Motion to Reallocate Unused Funds from Completed ARPA Projects and Allocate Additional Funds to ARPA Projects. Motion passed.
- 6/6/2023** Resolution to Appropriate Funds from the Department of Criminal Justice Services ARPA Grant Award into the Town's FY 2022-2023 General Fund Operating budget. Motion passed.
- 9/5/2023** Resolution to Appropriate Additional ARPA Fund for the Windsor Castle Boardwalk Restoration Project. Motion passed.

10/4/2023 Motion to Reallocate Previously Approved ARPA Funds for the Parks Maintenance Buildings to the Luter Concession Building. Motion passed.

CLOSED SESSIONS

Personnel Matters Pursuant to Section 2.2-3711 A1	3
Acquisition/Disposition of Property Pursuant to Section 2.2-3711 A3	1
Potential Litigation Pursuant to Section 2.2-3711 A7	1

2/7/2023 Closed session for the purpose of discussing acquisition/disposition of publicly held real property pursuant to 2.2-3711.A-3 and personnel matters pursuant to 2.2-3711.A-1 of the Code of Virginia.

3/27/2023 Closed session for the purpose of discussion of personnel matters pursuant to 2.2-3711.A-1 and potential litigation pursuant to 2.2-3711.A-7 of the Code of Virginia.

5/22/2023 Closed session for the purpose of discussion of personnel matters pursuant to 2.2-3711.A-1 of the Code of Virginia for the employment of a Treasurer.

12/1/2023 Closed session pursuant to 2.2-3711.A-1 of the Code of Virginia, more specifically so the Nominating Committee could Review Talent Bank Forms of Potential Candidates to fill the Two vacant positions on Town Council.

FINANCE

1/3/2023 Motion to Extend the Personal Property Tax Deadline to January 31st, 2023. Motion passed.

5/8/2023 Motion to Change Real Estate Billing Cycle from Calendar Year to Fiscal Year to Mirror Isle of Wight County's Billing Cycle. Motion passed.

8/1/2023 Motion to Approve Amended Fee Structure for the Smithfield Center (07/05/23 TC Meeting). Motion passed.

10/4/2023 Motion to Authorize the Town Treasurer to Move Current VIP Investment Pool Funds from the VIP 1-3 Year High Quality Bond Fund to the VIP Stable NAV Liquidity Bond. Motion passed.

10/4/2023 Motion to Move \$2 million from the Town's General Fund at TowneBank to a Three (3) month CD at TowneBank for a Higher Return. Motion passed.

10/4/2023 Motion to Leave \$8 million in General Fund to Offset Fees and Utilize TowneBank's Overnight Sweep Account to Put Balances Over \$8 million in a Money Market. Motion passed.

10/4/2023 Motion to Adopt Amended Investment Policy. Motion passed.

FORMAL COUNCIL COMMENTS

1/3/2023 Councilman Brooks addressed the issue of having the Council meetings live-streamed for members of the public.

2/7/2023 Councilman Pack gave kudos to Town Staff for their quick turn around on getting meetings live-streamed.

3/7/2023 Councilman Smith gave an update from the Stormwater Advisory Board for the County.

3/7/2023 Vice Mayor Butler apologized for being late to the meeting.

4/4/2023 Councilman Pack reported that at the April 11th Planning Commission meeting the Grange development would be formally reviewed for the first time, and recused himself from speaking/voting at that meeting as he hoped for his business to be a part of the development.

5/8/2023 Councilman Brooks asked the attendees to the Planning Commission meeting on 05/09/2023 to be civil and be aware a wealth of information would be discussed.

6/6/2023 Councilman Pack addressed concerns about ARPA funding that a citizen had raised during the public comment section.

10/4/2023 Councilwoman Rountree thanked Town Council members and Town Staff for their participation in the National Night Out event.

DEEDS

6/6/2023	Motion to Accept the Deed from Brown's AME Easement. Motion passed.
11/8/2023	Motion to Accept Deed for Proposed Lift Station Site in the Gatling Point Community. Motion passed.
11/8/2023	Motion to Purchase and Accept the Deeds for 204, 206, 208 and 210 Great Spring Road.

EMPLOYEE SERVICE AWARDS

10	1 Year Certificates Awarded
3	5 Year Certificates Awarded
2	15 Year Certificates Awarded
2	20 Year Certificates Awarded
1	25 Year Certificate Awarded

Thank You for your Service & Dedication

1 Year	Christopher Darden - Police Department	10 Years	Fran Hyde - Treasurer's Office
1 Year	Jacob Nixon - Police Department	10 Years	Robin Landrus - Treasurer's Office
1 Year	Jeffrey Johnson - Public Works	10 Years	James Wall - Reverse Osmosis Plant
1 Year	Katherine Owens - Treasure's Office	15 years	Christopher Meier - Police Department
1 Year	Nancy Soles - Musuem	15 years	Joseph Reish- Planning Department
1 Year	Noah Cecil - Police Department	20 Years	Lesley King - Town Manager's Office
1 Year	Rachel Popp - Museum	20 Years	Amy Novak - Parks and Recreation
1 Year	Robert Herget - Police Department	25 Years	Jeffrey Smith - Public Works
1 Year	Teana Nixon - Police Department		
1 Year	Tim Clark - Parks and Recreation		
5 Years	Chelsey Daughtrey - Public Works		
5 Years	David Edwards - Public Works		
5 Years	Paul Jones - Police Department		



TOWN OF SMITHFIELD EMPLOYEE HIGHLIGHTS

18	New Hires
13	Separations
4	Retirements
6	Promotions

1/3/2023	Diane Quesinberry hired as Treasurer's Office staff.
1/10/2023	Brandi Coeus hired as R. O. Plant staff.
1/17/2023	Marc Holloway hired as Police Department staff.
3/31/2023	Retirement of Donald Brady from the Police Department
3/31/2023	Retirement of Stephanie Pack from the Police Department.
4/30/2023	Retirement of Patrick Araujo from the police Department.
4/3/2023	Brianna Jimenez hired as Police Department staff.
4/10/2023	Jason Brown hired as Public Works staff.
5/15/2023	Gerald Palmore hired as Public Works staff.
5/30/2023	Charles Hedgepeth hired as Public Works staff.
6/20/2023	Laura Ross hired as Treasurer's office staff.
6/20/2023	Malik Faulkner hired as Police staff.
7/10/2023	Will Wooley promoted to Lieutenant of Investigations.
8/22/2023	James Hogan hired as Reverse Osmosis Plant staff.
8/28/2023	Katherine Owens promoted to Deputy Clerk, Water & Sewer

8/28/2023 David Stegman hired as Police Department staff.
8/31/2023 Retirement of Wayne Griffin.
9/18/2023 Christopher Brown hired as Public Works staff.
9/18/2023 Brehon Hughes hired as Police Department staff.
10/2/2023 Darlene Duck-Keyt hired as Smithfield Center staff.
10/8/2023 Samuel Johnson promoted to Patrol Sergeant
10/8/2023 Alan Lester promoted to Patrol Sergeant
10/8/2023 Robert Herget promoted to Investigative Sergeant
10/23/2023 Larry Skeeter promoted to Utilities Helper
10/23/2023 Maynard Gwaltney hired as Public Works staff.
10/23/2023 Derek Melton hired as Public Works staff.
10/23/2023 Rhonda Garcia hired as Human Resources staff.
12/18/2023 Shauna Robertson hired as Police Department staff.

GRANTS

5/8/2023 Motion to Authorize the Town Manager to Execute the Grant Award Package and Commit Funding the Reimbursable Match from the State in the Amount of \$92,024. Motion passed.
5/8/2023 Reward of a Grant from the Virginia Tourism Corporation, presented by Judy Winslow.



INVOICES OVER \$20,000.00



Number of Invoices
 2023 Total

51
 \$2,709,404.97

INVOICES REQUIRING COUNCIL AUTHORIZATION

1/3/2023	Lewis Construction of Virginia, Inc	\$24,537.50
	Land and Coates, Inc	\$23,666.00
	Kimley-Horn and Associates	\$24,291.06
	TOTAL	\$72,494.56
2/7/2023	Lewis Construction of Virginia, LLC	\$20,882.00
	Harrellsville Metal Works, Inc.	\$60,267.50
	Nostoss SS Contractors, LLC	\$85,722.50
	Kimley Horn and Associates	\$24,078.66
	Axon Enterprises, Inc.	\$61,470.00
	Robinson, Farmer, Cox Associates, PLLC	\$32,000.00
	The Blair Brothers, Inc.	\$30,664.62
	Isle of Wight County	\$40,500.00
	Isle of Wight County	\$178,150.50
	Core & Main	\$27,000.00
	Sydnor Hydro	\$22,950.00
	Nostoss SS Contractors, LLC	\$202,958.75
	TOTAL	\$786,644.53
3/7/2023	Blair Brothers, Inc	\$40,002.00
	Lewis Construction of Virginia Inc.	\$23,800.00
	TOTAL	\$63,802.00
4/4/2023	Nostoss SS Contractors LLC	\$78,468.75
	Core and Main	\$32,400.00
	Lewis Construction of Virginia	\$68,600.00
	Lewis Construction of Virginia	\$27,769.00
	TOTAL	\$207,237.75
5/8/2023	Draper Aden Associates	\$24,900.00

	Knight Exteriors	\$66,566.38	
	Allfirst LLC	\$96,773.75	
		TOTAL	\$188,240.13
6/6/2023	Isle of Wight County	\$40,500.00	
	JMJ Roofing Contractor Corp	\$78,832.00	
	Allfirst, LLC	\$26,140.00	
	Harrellsville Metal	\$60,267.50	
	Allfirst, LLC	\$20,000.00	
	Prism Contractors & Engineers	\$50,250.00	
		TOTAL	\$275,989.50
8/1/2023	Lewis Construction of Virginia	\$47,641.00	
	Allfirst LLC	\$35,000.00	
	Allfirst LLC	\$99,065.00	
	Blake Ford	\$60,406.00	
	Community Electric Cooperative	\$37,724.74	
	ColonialWebb Contractors	\$24,146.00	
	Santander Bank	\$99,349.81	
	Kimley Horn	\$20,520.00	
		TOTAL	\$423,852.55
9/5/2023	Kontek Industries, Inc.	\$42,430.50	
	Western Tidewater Free Clinic	\$24,490.00	
	Roanoke Engineering Sales	\$50,000.00	
	Richmond Ford West	\$45,764.00	
		TOTAL	\$162,684.50
10/4/2023	Lewis Construction of Virginia	\$91,132.00	
	Goodrich & Sons	\$31,500.00	
	Xylem	\$51,296.34	
		TOTAL	\$173,928.34
11/8/2023	Lewis Construction of Virginia	\$58,852.00	
	Atlantic Communications	\$25,536.38	
	SHI International Corp	\$23,210.73	
	Blair Brothers Inc	\$44,972.00	
		TOTAL	\$152,571.11
12/5/2023	Blair Brothers, Inc.	\$112,364.00	
	Allfirst LLC	\$89,596.00	
		TOTAL	\$201,960.00

MISCELLANEOUS MOTIONS

2/7/2023	Motion to Adopt an Ordinance to Change the Number of Planning Commission Members to Serve the Town of Smithfield. Motion passed.
2/7/2023	Motion to Recommend the Smithfield Planning Commission Amend their Bylaws to Change the Number of Members to Serve. Motion passed.
5/8/2023	Motion to Waive the Public Hearing to Amend the Proffers for Mallory Pointe. Motion passed
5/8/2023	Motion to Approve the Proposed Amendments to Smithfield's Design Standards. Motion passed.
6/6/2023	Motion to Eliminate Water Deposit Fees. Motion passed.
6/6/2023	Motion to Amend Mallory Pointe Proffers. Motion passed.
8/1/2023	Motion to Authorize the Town Manager to Write Letter to Isle of Wight County to Request Rezoning. Motion passed.
8/1/2023	Motion to Approve the Amended Agreement for the Historic District Guidelines and Entrance Corridor Overlay Guidelines Update. Motion passed.
8/1/2023	Motion to Approve Rezoning the conditional official zoning map amendment to allow for the rezoning of the parcels Planned Mixed-Use Development or PMUD District. Superseded by substitute motion.

8/1/2023	Substitute Motion to request a work session on the Grange at 10 Main with Council and the developer. Motion passed by 5/1 majority.
9/5/2023	Motion to Approve Amendments to the Town Charter. Motion passed.
9/5/2023	Motion to deny the application for rezoning to PMUD. Superseded by substitute motion.
9/5/2023	Substitute motion to remand the application to the Planning Commission for review and the Council pledge to provide them with specific guidance. Motion passed by 4/2 majority.
10/4/2023	Motion to close a portion of Main Street from Underwood Lane to Church Street and a Portion of Grace Street from Cary Street, to include the one-way road of Cary Street between Main Street and Grace Street, to Mason Street and there shall be no on-street parking in these areas after 4 pm on October 31 st , 2023 from 4 pm to 8 pm. Motion passed.
12/5/2023	Motion to approve the 2024 meeting schedule. Motion passed.
12/5/2023	Motion to approve the appeal by Smithfield Foods to demolish the structure at 111 N Church Street. Motion passed.

ORDINANCES

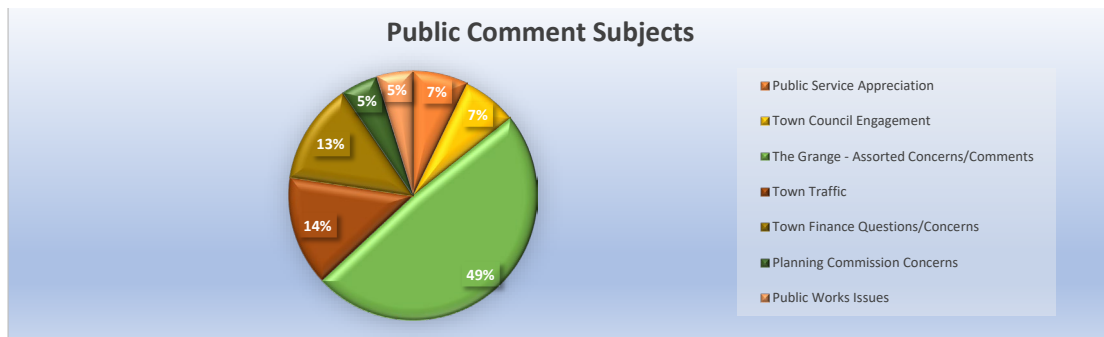
6/6/2023	Ordinance to Increase Water Connection Fees. Motion passed.
6/6/2023	Ordinance to Amend Chapter 82 Utilities of the Town Code Regarding Utility Connections. Motion passed.
6/26/2023	Ordinance Imposing and Levying Taxes within the Town of Smithfield, Virginia Upon Real Property, Upon Public Service, Upon Machinery and Tools, and Upon Mobile Homes for the Calendar Year Beginning January 1 st , 2023, and Ending December 31 st , 2023. Motion passed by majority.
6/26/2023	Ordinance Establishing the Water and Sewer Rate Schedule for the Water and Sewer Systems Owned and Operated by the Town of Smithfield, Virginia. Motion passed.
9/1/2023	Ordinance to Amend Town Code Sections 74-6 and 74-13 Pertaining to the Collection and Payment of Taxes. Motion passed.

PRESENTATIONS

8/1/2023	Smithfield Recreation Association recognized their Youth Baseball Teams for their accomplishments.
8/1/2023	Briefing by Dick Grice, Isle of Wight County Board of Supervisors.
8/31/2023	Town Staff Presentation on Planned Mixed-Use Development (PMUD) Application and Review Process.
8/31/2023	Presentation by Isle of Wight Economic Development Authority (EDA) Director – EDA Roles and Capabilities.
9/5/2023	Briefing by Dick Grice, Isle of Wight County Board of Supervisors.
10/4/2023	Briefing by Don Robertson, Assistant County Administrator for Isle of Wight County Board of Supervisors.
10/4/2023	Presentation from the Western Tidewater Free Clinic by board member Tim Palmer.
11/8/2023	Briefing by Dick Grice, Isle of Wight County Board of Supervisors.
12/5/2023	Update from the Virginia Department of Transportation (VDOT) Representative on the Cypress Creek Bridge Rehabilitation Project.
12/5/2023	Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

PUBLIC COMMENTS

6	Public Service Appreciation	7.14%
6	Town Council Engagement	7.14%
41	The Grange - Assorted Concerns/Comments	48.81%
12	Town Traffic	14.29%
11	Town Finance Questions/Concerns	13.10%
4	Planning Commission Concerns	4.76%
4	Public Works Issues	4.76%
<u>84</u>		<u>100.00%</u>



1/3/2022	Virginia Walker spoke about Vice Mayor Butler's dedication to the Town and her connection to her family.
1/3/2023	Bob Hines stated that a historic marker should be placed at the Pierceville site, that there should not be 60 foot buildings in the historic district, and expressed concern regarding the easement for the two protected trees at Washington and James Street.
2/7/2023	Chris Torre asked for clarification of what Mr. Luter's participation agreement for master infrastructure entailed.
2/7/2023	Bill Harris expressed that he would like to see more direct engagement by the Council in the public comments section of the meeting. He discussed his attendance at a community informational meeting regarding 10 Grange held by Mr. Luter.
2/7/2023	Mary Harris spoke about traffic issues in town and the impact the additional developments would have on already busy streets.
2/7/2023	Mary Ellen Bebermeyer discussed concerns she had regarding proposed plans for 10 Grange: high density, height of the buildings, and traffic.
3/7/2023	Theresa Mulherin complimented the Smithfield Police on their professionalism during an incident on her street. She inquired where the money was listed in the financial documentation for Mr. Luter's acquiring the property at Washington and James Streets.
4/4/2023	Bob Hines requested more specific information regarding the use of ARPA funds: how much money, where money would be used, and for what projects.
4/4/2023	Julian Leamon discussed the concerns raised at the March Planning Commission meeting about the proposed DMV design.
4/4/2023	Pat Soule discussed his personal history in the Town and concerns he had with development changing its character.
4/4/2023	Teresa Mulherin complimented Councilman Pack and the Planning Commission on their negotiation with the DMV developer but expressed concern about the Commissions communication with Town Staff regarding applications. She complimented Councilman Pack on his handling of the proposed demolition of a barn in Town. She recommended road repairs in the Riverview neighborhood due to construction vehicles causing damage.
4/4/2023	Richard Linyear Sr. expressed serious concern about the safety of citizens regarding proposed BMP placement on Main Street.
4/4/2023	Martha Jackson invited the Council and attendees to come to a ribbon cutting for signage honoring Black Business Owners at Wharf Hill.
4/4/2023	Tommy Gehringer reported that he had contacted VDOT regarding speeders on Cary Street and was told that it
5/8/2023	Pat Soule discussed concerns he had with businesses in Town complying with the Americans with Disabilities
5/8/2023	John Edwards reported that Historic Smithfield, Inc would like to help the Town during the Cypress Creek Bridge project as it would have a large impact on the area.
5/8/2023	Chris Torre spoke to the Council about concerns he had with taxes and about the sale of the Pierceville property.

Public Comments continued...

5/8/2023	Dennis Arinello discussed concerns that he had with citizens of the Town paying a portion of the cost to develop the Pierceville property.
5/8/2023	Betty Clark spoke about damage issues she had on her property during previous Luter projects and expressed concern about allowing another Luter project on Pierceville.
5/8/2023	Richard Linyear Sr. expressed concern about the proposed BMP pond for the Grange development on Main Street.
5/8/2023	Mary Harris expressed that one week was not enough time to review the lengthy informational packets for the assorted Board and Council meetings.
5/8/2023	Bill Harris said that after reviewing the proposal for 10 Grange he was concerned about impact on traffic on Grace Street.
5/8/2023	Carolyn Torre spoke about the history of the Pierceville property and concerns that development was in violation of the Comprehensive Plan.
5/8/2023	Mary Ellen Bebermeyer reported her concerns about taxpayer money being used to subsidize commercial development.
5/8/2023	Bob Hines discussed concerns about the speed at which consideration of the proposed Grange development was moving, and that more information was needed.
5/8/2023	Marlissa Montgomery spoke about the Genivieve Shelter and their use of the Town's contributions.
6/6/2023	Richard Linyear Sr. expressed concern about the proposed BMP pond for the Grange development on Main Street.
6/6/2023	Jessie Linyear stated that the Grange development did not compliment the historic character of Smithfield and concern with the proposed BMP on Main Street.
6/6/2023	Bob Dolensky discussed concerns with traffic currently experienced on Cary Street, and what the impact of the new development would have on traffic. He recommended an overpass be added to Route 10 in that area.
6/6/2023	Bob Hines discussed concerns that the Luters were forcing the development on the Town, several issues he had with the proposed 4-story buildings, and concern about when BHAR would review the plans. He asked for an update on VDOT's plan to repave Grace Street.
6/6/2023	Teresa Mulherin complimented Dr. Pope on his work for the Planning Commission. She spoke about the proper usage of ARPA funds, and reviewed citizens' rights to information related to FOIA.
6/6/2023	Mary Harris discussed continued concerns that there was not more concern by the Council and Planning Commission about the possible negative impacts of the Grange.
6/6/2023	Chris Torre spoke to the Council about tax money and its relation to proffers.
6/6/2023	Tommy Gehring asked about the change in classification to his home, the flooding of his property and the damage it had caused, and concerns that he had with the proposed development going in behind his home with improper drainage already an issue.
6/6/2023	Landford Pritchett spoke about his personal history and why he moved to Smithfield, the traffic issues that currently existed and his concern about traffic associated with the new development.
8/1/2023	Judy Winslow summarized the Tourism Department's involvement with the proposed Farmer's Market, the Economic Development Authority in Isle of Wight County, and proposed funding structure of the market.
9/5/2023	Melissa Venable clarified her role in the Benn's Grant Development approval versus what was printed in a private citizen-funded ad in the Smithfield Times.
9/5/2023	Leah Walker reported her experience on the IOW Planning Commission during the approval of the Benn's Grant development and her opposition to the proposed Grange development.
9/5/2023	Renee Bevan discussed the proposed public private partnership for the development of the Grange and her opposition to that plan.
9/5/2023	Mary Harris discussed what she had thought would happen at Pierceville vs. what was present by the Luter's for the Grange development and her belief that it was not right for Smithfield.
9/5/2023	Jason Witcher discussed the draw of Smithfield to tourists, and questioned why higher density development would be ok in the Town.

Public Comments continued...

9/5/2023	Diane Martin reported that she did not support the Grange proposal as it was due to the density, the plan to funnel traffic to Grace Street, and concerns about taxpayer money funding the proposed Farmer's Market.
9/5/2023	Doug Forker reported that to say yes to the Grange the Council needed to ensure that the historical character of the Town was maintained, traffic was addressed, adequate parking was ensured, and the spending was reviewed.
9/5/2023	Bill Harris asserted that there should be no public funding of private development, his opposition to entering into a public private partnership, and the lack of proffers regarding the Grange.
9/5/2023	Landford Prichett stated that the Town Council would be held accountable by the citizens for their decision regarding the Grange.
9/5/2023	Bob Dolensky reported he was against many things about the Grange, that Cary Street traffic was currently dangerous, and the citizens should be listened to.
9/5/2023	Bob Hines reported multiple issues with the Grange plan namely about selling part of the property to another builder, parking for Main Street Baptist Church, and progress reporting during the construction phases.
9/5/2023	Richard Linyear Sr. voiced his concern about the proposed open BMP pond at the front of the Grange, namely the appearance and safety issues.
9/5/2023	Jim Council reported he was previously Mayor of Franklin and the effect of losing a large company had on the Town. He cautioned that they should not push Smithfield Foods away.
9/5/2023	Jessie Linyear stated that she was not opposed to the Grange as a whole, but was very opposed to the inclusion of an open BMP at the front of the community.
9/5/2023	Beth Kirby stated that she was concerned about the unanswered questions regarding the Grange included funding, the cost of the housing, the small setbacks, and the viability of the Farmer's Market plan.
9/5/2023	Eric Leaman discussed the philosophy of "trust but verify" as it related to the Grange.
9/5/2023	Leigh Abbott-Leaman discussed PMUD zoning and the serious concern she had about on its effect to traffic in the area.
9/5/2023	Susie Gay reported her concerns with the development's funding, the destruction of historic land, and implored the council to vote no on PMUD rezoning.
9/5/2023	Mark Gay said the work session regarding the Grange had been designed to confirm the biases that were already in place regarding the project. He said the Comprehensive Plan update had put PMUD zoning at the forefront.
9/5/2023	Shelly Perry discussed the unique character and stores in Smithfield, concluding that development was not needed and she would not shop in town if there was more traffic.
9/5/2023	Carolyn Torre reviewed previous work done by the community to preserve the Pierceville property. She questioned why the Luters did not stay with Historical Concepts as the builder they would use and asked what the problem was with staying the same.
9/5/2023	Dalton Dye discussed why he moved to the area and his feeling that the planned use for the development was not affordable and too dense.
9/5/2023	Brian Lally asked for a "no" vote on the Grange due the expected traffic increase, and concerns with public assisted funding.
9/5/2023	Angela Montgomery discussed her history in planning and her concerns that Smithfield's road could not handle the increased traffic or the parking necessary.
9/5/2023	Robert Bebermeyer reported the traffic and safety issues experienced by homes in the 100 block of Cary Street, and the expectation they would get worse with the additional traffic.
9/5/2023	Mary Ellen Bebermeyer stated development needed to be well laid out and follow the current height/planning requirements in place, asking for a "no" vote on PMUD zoning.

Public Comments continued...

9/5/2023	Theresa Mulherin discussed concerns with what the amount of the development's homes would be versus the expectation that they would be affordable and the rules regarding changing the Town's Charter in relation to taxes. She asked for an update on the small development at Washington and James Streets.
9/5/2023	Keith Harper questioned if the proposed development was right for the area, and referenced the current traffic
9/5/2023	Joseph Luter IV rebutted questions and comments made by the previous speakers.
10/4/2023	Mary Harris requested that Grace Street have a formal street closure for Halloween trick or treating.
12/5/2023	Marry Harris applauded the Christmas in Smithfield event. She stated that the Council and Commission did not address citizens concerns and comments raised at meetings, namely traffic, congestion, and public services.
12/5/2023	Howard Cromwell discussed increases in traffic and warned against uncontrolled growth.
12/5/2023	Bob Hines requested that voting on the Grange be delayed until the new Councilmembers were appointed.
12/19/2023	Leah Walker stated that the appointment process to fill vacancies in the Council was a sham and had eroded citizens trust.
12/19/2023	Lewis Edmonds stated that the Council did not have to complete the appointment process in closed sessions, and questioned the criteria used in choosing the finalists.

PUBLIC HEARINGS



Special Use Permit Hearing	14
Text Amendments	5
Budget	1
Zoning Ordinance Amendr	2
FLUM Amendment	1
Zoning Map Amendment	1

2/7/2023	Special Use Permit - 235 Main Street - Residential space conversion to office space. Motion passed.
2/7/2023	Text Amendment – Article 2.AA Public Buildings/New Construction. Motion passed.
3/7/2023	Text Amendment – Article 2, Section P.17 – Shipping Containers. Motion passed.
3/7/2023	Text Amendment – Article 2, Section P.15 – Portable Storage Containers. Motion passed.
3/7/2023	Text Amendment – Section I.5 – Conditional Zoning and Proffers. Amendment sent back to Planning Commission for continued revision.
6/6/2023	Special Use Permit - 921 South Church Street – Event Facility. Motion passed.
6/6/2023	Proposed FY 2023-2024 Budget. Motion passed.
8/1/2023	The Grange at 10 Main. Motion made to request a work session on the issue. Motion passed.
9/5/2023	Special Use Permit – 111 Institute Street – short term rental. Motion passed.
10/4/2023	Special Use Permit – 1409 South Church Street – shipping containers. Motion passed.
10/4/2023	Special Use Permit – 901 West Main Street - shipping containers. Motion passed.
10/4/2023	Special Use Permit – 600 West Main Street - shipping containers. Motion passed.
10/4/2023	Special Use Permit – 101 Moore Avenue – shipping containers. Motion passed.
11/8/2023	Appeal of Decision to Deny Demolition of an Accessory Structure on a Contributing Parcel – red barn at 111 N Church Street. Motion to table the issue for 30 days and direct staff to negotiate with Smithfield Foods to have the barn removed from the property. Motion passed.
11/8/2023	Special Use Permit – 293 & 295 Cary Street – SVFD shipping containers, burn props, and mobile modular shoot house for SPD. Motion passed by a 5/1 majority.

- 11/8/2023** Amendment & Revision of the Chesapeake Bay Preservation Area (CBPA) District Map of the Zoning Ordinance. Motion passed.
- 12/5/2023** Zoning Ordinance Amendment – Dealers and Pawnbrokers. Motion passed.
- 12/5/2023** Zoning Ordinance Amendment – Recreational Substances/Alternative Retail Sales. Motion passed.
- 12/5/2023** The Grange @ 10 Main: Rezoning, Future Land Use Map (FLUM) Amendment, and 6 Special Use Permits (SUPs)
- Conditional Official Zoning Map Amendment (Rezoning) application with proffered conditions, which would allow the property to be zoned into the Planned Mixed Use District (PMUD).
 - o Motion to approve the Conditional Official Zoning Map Amendment (Rezoning) application with proffered conditions and Staff recommendations. Motion superseded by a substitute motion.
 - o Substitute motion to delay action for 60 days. Motion failed by 3/2 majority.
 - o Return to original motion of approval for the Conditional Official Zoning Map Amendment (Rezoning) application with proffered conditions and Staff recommendations. Motion passed by 3/2 majority.
 - Future Land Use Map Amendment for the Comprehensive Plan for the parcels to be categorized as Commercial Mixed Use.
 - o Motion to approve the Comprehensive Plan Amendment (Future Land Use Map (FLUM)). Motion superseded by a substitute motion.
 - o Substitute motion to delay action for 60 days. Motion failed by a 3/2 majority.
 - o Return to original motion of approval for the Comprehensive Plan Amendment (Future Land Use Map (FLUM)). Motion passed by 3/2 majority.
 - 1st SUP: Multi-family residential dwellings for 212 apartments. She stated Town Staff suggested approval be contingent on no more than 180 units as presented in conformance with the general development plan as revised.
 - o Motion to approve the SUP for multifamily residential dwellings for 182 apartments. Motion superseded by substitute motion.
 - o Substitute motion to delay action for 60 days. Motion failed by a 3/2 majority.
 - o Return to original motion to approve the SUP for multifamily residential dwellings. Motion passed by 3/2 majority.
 - 2nd SUP: waiver of maximum density for 27.5 dwelling units per net developable acre and 7.9 for the overall development. Town Staff suggested that approval be contingent on no more than 23.6 dwelling units per net developable acre with the overall development containing 7 dwelling units per net developable acre as presented in conformance with the general development plan as revised.
 - o Motion to allow a waiver of maximum density to allow no more than 23.6 dwelling units per net developable acre for the multifamily residential dwelling units, with the overall development containing 7 dwelling units per net developable acre. Motion superseded by a substitute motion.
 - o Substitute motion to delay action for 60 days. Motion failed by a 3/2 majority.
 - o Return to original motion to allow a waiver of maximum density to allow no more than 23.6 dwelling units per net developable acre for the multifamily residential dwelling units, with the overall development containing 7 dwelling units per net developable acre. Motion passed by 3/2 majority.
 - 3rd SUP: Waiver of parking and loading requirements. She stated that this would provide two (2) parking spaces per unit at 424 spaces, a shared parking agreement, and off-street loading which would also count as parking. Town Staff suggested that approval be contingent on 364 spaces or two (2) parking spaces per unit along with the shared parking agreement that would result in 784 parking spaces in conformance with the general development plan as revised.
 - o Motion to approve the SUP request for waiver of parking and loading requirements. Motion superseded by a substitute motion.
 - o Substitute motion to delay action for 60 days. Motion failed by a 3/2 majority.
 - o Return to original motion to approve the SUP request for waiver of parking and loading requirements. Motion passed by 3/2 majority.

Public Hearings continued...

- 4th SUP: waiver of yard requirements. She stated that this would allow for the commercial yard setbacks of 0 ft front yard setback, 10 ft side yard setback, and 20 ft rear yard setback. She continued that for residential this would allow for a 14 ft front yard setback, a 10 ft side yard setback, and a 25 ft rear yard setback.
 - o Motion to approve the SUP for waiver of yard requirements. Motion superseded by a substitute motion.
 - o Substitute motion to delay action for 60 days. Motion failed by a 3/2 majority.
 - o Return to original motion to approve the SUP for waiver of yard requirements. Motion passed by 3/2 majority.
- 5th SUP: allowance of five (5) short-term rentals.
 - o Motion to approve the SUP request to allow five (5) short-term rental units. Motion superseded by a substitute motion.
 - o Substitute motion to delay action for 60 days. Motion failed by a 3/2 majority.
 - o Return to original motion to approve the SUP request to allow five (5) short-term rental units. Motion passed by 3/2 majority.
- 6th SUP: Waiver of maximum building height.
 - o Motion to approve the SUP request for waiver of maximum building height for the seven (7) three-story multifamily apartments and the hotel. The three-story multifamily will not exceed thirty-nine feet (39') and the hotel will not exceed forty-two feet (42'). The remaining buildings will not exceed thirty-five feet (35') in height. Motion superseded by a substitute motion.
 - o Substitute motion to delay action for 60 days. Motion failed by a 3/2 majority.
 - o Return to original motion to approve the SUP request for waiver of maximum building height for the seven (7) three-story multifamily apartments and the hotel. The three-story multifamily will not exceed thirty-nine feet (39') and the hotel will not exceed forty-two feet (42'). The remaining buildings will not exceed thirty-five feet (35') in height. Motion passed by 3/2 majority.

PURCHASES

- 3/7/2023** Motion to approve the purchase of New Server for the Sewer SCADA System. Motion passed.
- 11/8/2023** Authorization to Purchase the following Properties along Great Spring Road: 204 Great Spring Road, 206 Great Spring Road, 208 Great Spring Road, and 210 Great Spring Road. Motion passed.

RESOLUTIONS

- 1/3/2023** Resolution of Appreciation to Ms. Beth Haywood for her service on Town Council.
- 3/7/2023** Resolution to Approve Street Closure Request for St. Patrick's Day Parade Saturday, March 11th, 2023. Motion passed.
- 5/8/2023** Resolution to Approve Street Closure Request for the Arts Festival, Saturday, May 20th, 2023. Motion passed.
- 6/6/2023** Resolution to Appropriate Funds from Towne Bank for the New Stage at the Smithfield Times Lot into the Town's FY 2022-2023 General Fund Operating Budget. Motion passed.

- 6/26/2023** Resolution Approving and Adopting the Fiscal Year 2023 - 2024 Operating Budget for the Town of Smithfield, Virginia and Appropriating the Requisite Funds for Said Budget. Motion passed by majority vote.
- 6/26/2023** Resolution Approving and Adopting the Five-Year Capital Improvements Plan (CIP) for the Period Covered Fiscal Years 2023 – 2024 Through 2027 – 2028. Motion passed.
- 8/1/2023** Resolution to Approve Street Closure Request for Autumn Vintage Market. Motion passed.
- 8/1/2023** Resolution to Appropriate Funds into the FY24 General Fund, Water Fund, and Sewer Fund Operating Budgets. Motion passed.
- 8/1/2023** Resolution to Request Speed Study on Cary Street to the Town Limits. Motion passed.
- 11/8/2023** Resolution to Establish the Personal Property Tax Relief Act (PPTRA) Percentage. Motion passed.
- 11/8/2023** Resolution to approve Street Closure Request for Mistletoe Market on Saturday, November 18, 2023. Motion passed.

OTHER ITEMS OF INTEREST

- 1/3/2023** Abatement Plan to Secure Blighted Property at 202 West Street.



COUNCIL BUDGET



RESOLUTION

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

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

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

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

A. Sums appropriated from:

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

B. Sums appropriated to:

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

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

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

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

Adopted: 6-26-23

A TRUE COPY, ATTEST:

Lesley M. King
Town Clerk

Approved as to form:

[Signature]
Town Attorney

TOWN OF SMITHFIELD
FY 2024 PROPOSED BUDGET SUMMARY GENERAL FUND

REVENUES		FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22	FY 2022-23	FY 2023-24
Department		Actual	Budget	Actual	Budget	Budget	Budget
Real Property Taxes		3,129,666.96	3,099,066.00	3,289,092.08	3,383,335.00	3,486,580.00	
Other Local Taxes		3,984,917.69	3,747,617.00	4,405,878.24	4,576,411.00	4,635,893.00	
Licenses, permits, & fees		272,432.70	267,610.00	359,238.82	317,606.00	326,060.00	
Fines & Costs		43,345.36	33,000.00	39,788.65	47,205.00	47,000.00	
From Use of Money & Property		278,502.51	299,693.00	390,597.12	437,448.00	429,675.00	
Miscellaneous Revenues		228,270.10	136,791.00	37,129.11	129,409.00	129,500.00	
Governmental Virginia		700,866.90	1,412,295.00	1,031,325.27	702,080.00	618,654.00	
Governmental Federal		1,368,706.51	144,995.00	86,006.30	1,784,985.00	429,344.00	
Other financing sources		4,101,659.20	175,000.00	153,976.85	175,000.00	175,000.00	
Appropriated from Reserves		761,196.54	761,196.54	-	-	-	
TOTAL REVENUES		14,869,564.47	10,077,263.54	9,793,032.44	11,553,479.00	10,257,706.00	

EXPENSES		FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22	FY 2022-23	FY 2023-24
Department		Actual	Budget	Actual	Budget	Budget	Budget
Town Council		145,171.93	205,446.00	174,534.00	194,333.00	194,623.00	
Town Manager		535,474.38	569,952.00	529,800.26	552,218.00	676,144.00	
Treasurer		849,393.00	872,487.00	593,483.22	880,159.00	866,849.00	
Public Safety		3,026,926.71	3,253,893.00	2,840,386.43	3,704,055.00	3,821,451.00	
Parks & Recreation		1,014,931.53	1,001,458.00	1,435,430.68	2,049,469.00	1,294,673.00	
Museum		190,231.30	215,224.00	198,937.50	234,838.00	242,223.00	
Community Development & Planning		1,379,443.73	650,763.00	567,856.85	631,848.00	680,560.00	
Public Works		1,001,714.81	1,688,117.00	1,342,344.60	1,780,390.00	955,995.00	
Public Buildings		347,671.83	342,070.00	343,444.35	802,004.00	712,004.00	
Contributions		146,597.00	65,170.00	71,735.24	80,527.00	67,755.00	
Non-Departmental		1,853,564.00	67,570.00	79,028.00	79,028.00	80,000.00	
Debt Service		4,354,721.98	566,993.00	531,090.80	564,610.00	565,985.00	
Contingency		-	85,761.00	85,761.00	-	99,444.00	
TOTAL EXPENSES		14,845,842.20	9,584,904.00	8,793,832.93	11,553,479.00	10,257,706.00	
NET INCOME/(LOSS)		23,722.27	492,359.54	999,199.51	-	-	

Town of Smithfield

GENERAL GOVERNMENT REVENUES

Town of Smithfield
FY2024 Proposed Operating Budget
GENERAL FUND REVENUE SUMMARY

GENERAL GOVERNMENT REVENUES		MUNIS ACCT #	FY 2019-20	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	FY 2023-24
PERMITS, FEES & LICENSES			Actual	Actual	Budget	Actual	Budget	Budget
Permits & Other Licenses		03-100-313030-0000-30018-multi	76,284.00	29,694.00	25,000.00	44,851.10	40,496.00	42,000.00
Inspection Fees-Subdivision		03-100-313030-0000-30030	7,200.00	17,400.00	10,000.00	68,986.39	43,500.00	50,000.00
Administrative Collection Fees-DMV Stops		03-100-311070-0000-31307	11,310.00	10,200.00	10,000.00	15,918.97	12,000.00	12,000.00
Refuse Collection Fee		03-100-313030-0000-30038	-	213,403.70	218,960.00	223,737.36	218,960.00	218,960.00
WC Dog Park Registration Fees		03-100-313030-0000-30043	715.00	735.00	650.00	645.00	650.00	600.00
Consultant Review Fees		03-100-313030-0000-30028	9,425.00	1,000.00	3,000.00	5,100.00	2,000.00	2,500.00
Total Permits, Fees & Licenses		\$	104,934.00	272,432.70	267,610.00	359,238.82	317,606.00	326,060.00
FINES & FORFEITURES								
Fines & Costs		03-100-314010-0000-30055	43,739.01	43,345.36	33,000.00	39,788.65	47,205.00	47,000.00
Total Fines & Forfeitures		\$	43,739.01	43,345.36	33,000.00	39,788.65	47,205.00	47,000.00
REVENUE FROM USE OF MONEY & PROPERTY								
General Fund Interest		03-100-315010-0000-31501	79,701.77	17,670.58	15,500.00	20,863.15	30,000.00	25,000.00
Rentals		03-100-315020-0000-30110	76,790.93	49,435.66	62,253.00	34,581.45	62,658.00	62,000.00
Smithfield Center Rentals		03-100-315020-0000-30111	167,057.28	103,468.36	100,000.00	194,307.28	178,000.00	185,000.00
Windsor Castle Revenue (includes Manor House, Park Impact, Vendor)		03-100-315020-0000-30119	14,360.00	40,550.13	33,800.00	82,643.25	78,000.00	78,000.00
Sports Complex Rentals		03-100-315020-0000-30120	4,101.02	22,975.00	33,075.00	6,894.65	33,075.00	33,075.00
Park Impact Fees		03-100-315020-0000-30118	13,212.38	-	10,000.00	-	-	-
Kayak Rentals		03-100-315020-0000-30015	11,111.00	20,100.00	15,000.00	13,792.50	13,000.00	5,000.00
Special Events		03-100-315020-0000-30013, 3001	20,438.00	3,519.00	10,000.00	11,498.16	20,000.00	20,000.00
Fingerprinting Fees		03-100-318990-0000-30048	900.00	-	500.00	-	100.00	100.00
Museum Admissions		03-100-315020-0000-30115	6,148.00	7,630.45	7,565.00	8,663.00	8,455.00	8,400.00
Museum Gift Shop Sales		03-100-318990-0000-30016	9,309.87	12,411.33	11,050.00	15,405.68	13,000.00	12,000.00
Museum Programs/Lecture Fees		03-100-318990-0000-30017	396.00	142.00	350.00	560.00	660.00	600.00
Lease of Land		03-100-315020-0000-30017	600.00	600.00	600.00	1,388.00	500.00	500.00
Total Revenue from use of money and property		\$	404,126.25	278,502.51	299,693.00	390,597.12	437,448.00	429,675.00
MISCELLANEOUS								
Other Revenue		03-100-318990-0000-31105	772.02	1,849.58	1,000.00	2,414.11	3,529.00	3,500.00
Virginia Municipal Group Safety Grant		03-100-318990-0000-31110	3,031.45	4,000.00	4,000.00	3,100.00	4,000.00	4,000.00
CHIP Contributions		03-100-318990-0000-31620	1,310.00	-	-	-	-	-
Public Safety Contribution		03-100-318990-0000-31622	3,250.00	50.00	-	-	-	-
Windsor Castle		03-100-318990-0000-31626	2,815,076.00	-	-	-	-	-
Contributions-Museum		03-100-318990-0000-31632	82,508.64	81,245.04	101,791.00	1,615.00	91,880.00	92,000.00
Contributions-Public Ball Fields		03-100-318990-0000-31635	80,000.00	80,000.00	30,000.00	30,000.00	30,000.00	30,000.00
Insurance Recoveries		03-100-341010-0000-31603	7,593.96	1,335.18	-	-	-	-

Town of Smithfield
FY2024 Proposed Operating Budget
GENERAL FUND REVENUE SUMMARY

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

Town of Smithfield
FY2024 Proposed Operating Budget
GENERAL FUND REVENUE SUMMARY

		MUNIS ACCT #	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 Actual	FY 2022-23 Budget	FY 2023-24 Budget
<u>GENERAL GOVERNMENT REVENUES</u>								
<u>OTHER FINANCING SOURCES</u>								
Other Financing Sources-Capital Lease Acquisition		03-100-341040-0000-39004	\$ -	230,507.20	175,000.00	153,976.85	175,000.00	175,000.00
Bond Proceeds			-	3,871,152.00	-	-	-	-
Total Other Financing Sources			\$ -	4,101,659.20	175,000.00	153,976.85	175,000.00	175,000.00
<u>APPROPRIATED FROM RESERVES</u>								
			\$ -	\$ 761,196.54	\$ 761,196.54	\$ -	\$ -	\$ -
TOTAL GENERAL FUND REVENUES			12,655,336.47	14,869,564.47	10,077,263.54	9,793,032.44	11,553,479.00	10,257,706.00

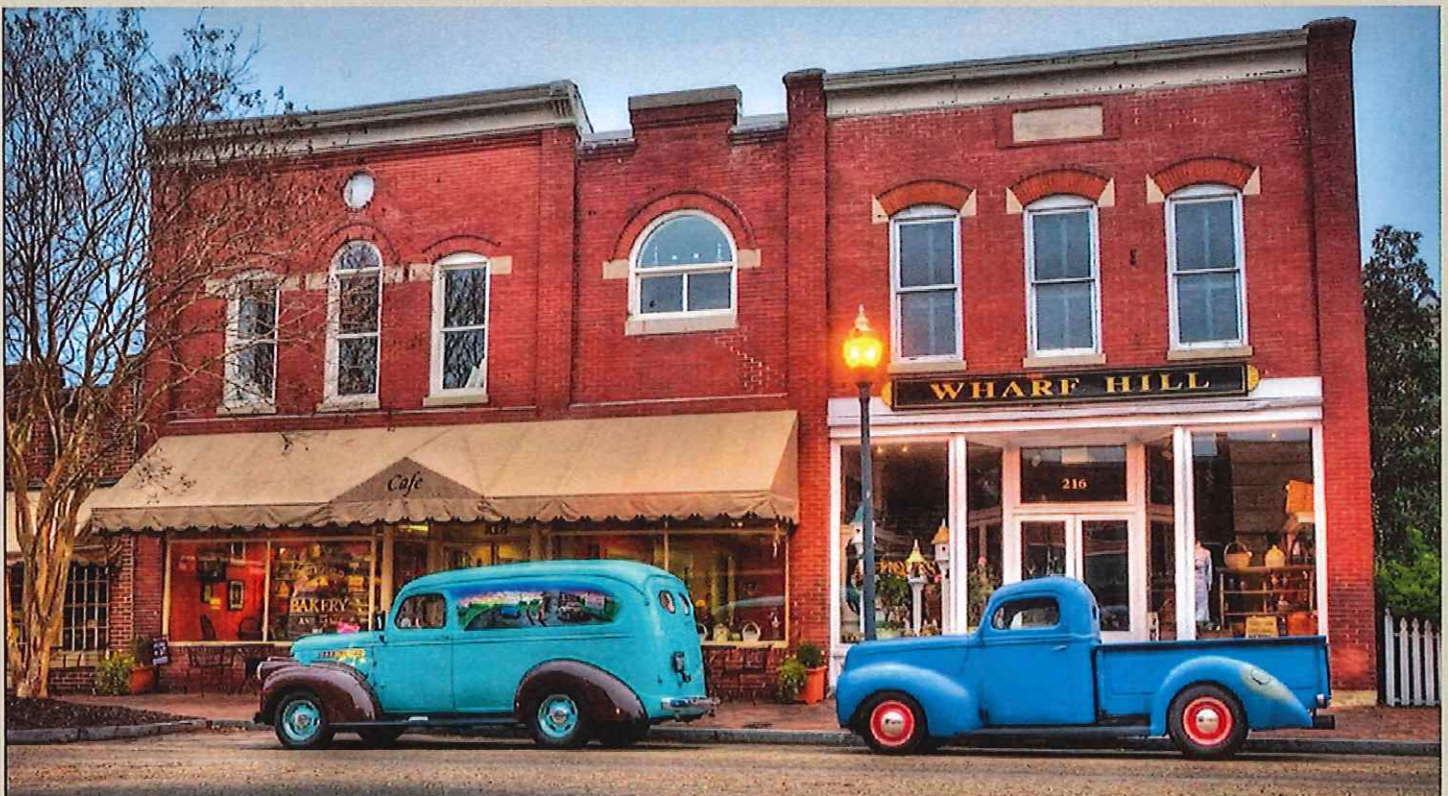


COMMUNITY DEVELOPMENT & PLANNING REPORT





Town of Smithfield Community Development & Planning 2023 Annual Report



<https://www.smithfieldva.gov/departments/community-development-&-planning/>



Tammie Clary

Community Development & Planning Director

Certified Zoning Administrator

Certified Transportation Manager

Certified Floodplain Manager



Mark Kluck, MPA

Planner

Certified Zoning Official

Certified Floodplain Manager

DEQ Dual Inspector



Joseph Reish

Code Compliance Inspector

Certified Zoning Official

Erosion & Sediment Control Inspector

STAFF ACHIEVEMENTS & TRAINING

- Implemented MUNIS software for permitting and code enforcement.
- Tammie Clary received her Certified Transportation Manager (CTM) certification.
- Mark Kluck received his Certified Floodplain Manager (CFM) certification.
- Joseph Reish renewed his Certified Zoning Official (CZO) status.
- Joseph Reish and Mark Kluck attended various Virginia Department of Environmental Quality continuing education classes to maintain their Department of Environmental Quality Erosion and Sediment Control Inspector and Stormwater Inspector certifications.
- Tammie Clary, Mark Kluck, and Joseph Reish attended multiple VAZO (Virginia Association of Zoning Officials) continuing education trainings.
- Tammie Clary and Mark Kluck attended multiple DCR/ FEMA continuing education trainings to maintain their Certified Floodplain Manager (CFM) certifications.
- Tammie Clary and Joseph Reish attended the Fall VAZO conference in Virginia Beach.
- Mark Kluck attended a Certified Local Government (CLG) workshop and training on public outreach, project planning, historic building styles and features, and ADA accessibility for historic resources hosted by DHR (Department of Historic Resources) at St. John's Church in Richmond, VA.



Virginia Association
of Zoning Officials

DHR

THE VIRGINIA DEPARTMENT
OF HISTORIC RESOURCES



DCR

Virginia Department of Conservation & Recreation



ASSOCIATION OF STATE
FLOODPLAIN MANAGERS



FEMA



	Reviewed	Approved or Recommended Approval	Denied or Recommended Denial	Tabled
Rezoning	1	1		1
Site Plan Review	3	3		
Site Plan Amendment	6	6		
Subdivision Plat Review	1	1		
Final Plat Review	0	0		
Special Use Permits (SUP)	17	16	1	6
Special Sign Exceptions (SSE)	3	2	1	
Planning Commission (PC) Waiver	3	2		1
Chesapeake Bay Preservation Area (CBPA) Exceptions	2	2		
Amendments to Comp Plan, Zoning Ord., etc.	8	8		
Entrance Corridor Overlay (ECO) Review)	13	12	1	2
Others	1	1		
YEARLY TOTAL	58	55	3	11
<i>2022 Total</i>	39	32	1	8



January 10th, 2023 Meeting

1. Portable Storage Unit Appeal – 1802A S Church St, C/O Town of Smithfield, applicant. EXTENSION APPROVED
2. Public Hearing* Special Use Permit Application (Conversion of residential for non-residential use) – 235 Main Street – Spearpoint Investment Group, LLC C/O Tim Ryan, applicant. FAVORABLE RECOMMENDATION.
3. Public Hearing* SZO Article 2.AA Text Amendment – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION.
4. Public Hearing* SZO Article 2.P.17 Text Amendment – Town of Smithfield, applicant. TABLED.

February 14th, 2023 Meeting

1. *Public Hearing* SZO Article 5.I.5 Text Amendment – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION WITH ADDITIONAL LANGUAGE.
2. *Public Hearing* SZO Article 2.P.15 Text Amendment – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION.
3. Discussion Item* SZO Article 2.P.17 Text Amendment – Town of Smithfield, applicant. FAVORABLE RECOMMENDATION.

March 11th, 2023 Meeting

1. Site Plan – 16" Water Main, Mallory Pointe Subdivision – Kenneth Turner, applicant. APPROVED.
2. Site Plan & Entrance Corridor Overlay – 1305 S Church St (DMV) – KLS Battery Park C/O Warren Sachs, applicant. Site Plan APPROVED. ECO DENIED.
3. Planning Commission Waiver Extension – 803 S Church St (Red Point Tap House) – Derek Joyner, applicant. TABLED.
4. Site Plan Amendment - Church Square Entrance Sign – Matt Glover, applicant. APPROVED.
5. Entrance Corridor Overlay – 1119 S Church St, TowneBank C/O Michael Burdette, applicant. APPROVED.

March 29th, 2023 Special Meeting

1. Entrance Corridor Overlay – 1403 S Church St (DMV) – KLS Battery Park C/O Warren Sachs, applicant. APPROVED.



April 11th, 2023 Meeting

1. Site Plan Amendment, PC Waiver modification, PC Waiver, & ECO Application – 201 Battery Park Rd (Smithfield Self Storage) – Trey Gwaltney, applicant. APPROVED
2. Entrance Corridor Overlay Application – After-the-fact – 13458 Benn's Church Blvd. (BP Gas Station) – Global Montello Group Corp C/O Tabitha Gaulding, applicant. TABLED
3. *Discussion Item* – TPIN 21A-04-000117 (The Grange) – LSMP LLC C/O Melissa Venable, applicant.
4. *Discussion Item* - Entrance Corridor Overlay District Guidelines Update – Town Staff.

May 9th, 2023 Meeting

1. Site Plan & Entrance Corridor Overlay Review Application Extension – 888 & 900 W Main St (Luter Sports) – Amy Novak, applicant. APPROVED
2. *Public Hearing* - Special Use Permit Application – 921 S Church Street – Lawrence Nogarr C/O Patsy Watson, applicant. FAVORABLE RECOMMENDATION
3. *Public Hearing* - Special Sign Exception – 1119 S Church Street – Farmers Bank of Windsor VA C/O Michael Burdette, applicant. DENIED
4. *Public Hearing* – TPIN 21A-04-000117 (The Grange) – LSMP LLC C/O Melissa Venable, applicant. TABLED FOR WORK SESSION

May 24th, 2023 Special Meeting

1. *Discussion Item* – TPIN 21A-04-000117 (The Grange) – LSMP LLC C/O Melissa Venable, applicant.

June 13th, 2023 Meeting

1. Site Plan Amendment Application – 604 Cypress Creek Parkway – Cypress Creek Owner Association Inc. C/O Gail Blecher, applicant. APPROVED
2. *Public Hearing* - Chesapeake Bay Exception Application – TPIN 21A-01-399 – Flemon & Diana Mills, applicants. APPROVED
3. *Public Hearing* - Chesapeake Bay Exception Application – TPIN 22E-01-098 – Michael Rowe, applicant. TABLED
4. Rezoning, FLUM Amendment, & 6 SUPs – TPIN 21A-04-000117 (The Grange) – LSMP LLC C/O Melissa Venable, applicant. FAVORABLE RECOMMENDATION Except for HEIGHT WAIVER



PLANNING COMMISSION

MONTHLY REVIEW

July 11th, 2023 Meeting

1. *Discussion Item* - Chesapeake Bay Exception Application – TPIN 22E-01-098 – Michael Rowe, applicant. APPROVED
2. *Discussion Item* - Entrance Corridor Overlay Guidelines Update

August 8th, 2023 Meeting

1. Entrance Corridor Overlay Application – After-the-fact – 13458 Benn’s Church Blvd. (BP Gas Station) – Global Montello Group Corp C/O Tabitha Gaulding, applicant. APPROVED
2. *Public Hearing* - Special Use Permit Application (Short Term Rental) – 111 Institute Street – Sean Holmer, applicant. FAVORABLE RECOMMENDATION

September 12th, 2023 Meeting

1. *Discussion Item* - Entrance Corridor Overlay District Guideline Update.
2. Entrance Corridor Overlay Application – 1305 South Church Street (DMV Retail) – Dr. Warren Sachs, applicant. APPROVED
3. *Public Hearing* - Special Use Permit Application (Shipping Container) – 101 Moore Avenue – Brown Brothers C/O Wesley Brown, applicant. FAVORABLE RECOMMENDATION
4. *Public Hearing* - Special Use Permit Application (Shipping Container) – 600 W Main Street – New Day Land LLC C/O Larry Rowland, applicant. FAVORABLE RECOMMENDATION
5. *Public Hearing* - Special Use Permit Application (Shipping Container) – 901 W Main Street – DVB Properties LLC C/O Vickie Brown, applicant. FAVORABLE RECOMMENDATION
6. *Public Hearing* - Special Use Permit Application (Shipping Container) – 1409 S Church Street – RJLIII & ARL LLC C/O Bobby Little, applicant. FAVORABLE RECOMMENDATION

October 12th, 2023 Meeting

1. *Public Hearing* - Special Use Permit Application (Shipping Containers) – 293 & 295 Cary Street – Town of Smithfield C/O Jeff Smith, applicant. FAVORABLE RECOMMENDATION
2. *Public Hearing* - Amendment & Revision of the Chesapeake Bay Preservation Area (CBPA) District Map of the Zoning Ordinance C/O Town of Smithfield, applicant. FAVORABLE RECOMMENDATION
3. Entrance Corridor Overlay Application – 1005 South Church Street (Sign) – Kenneth Waggoner, applicant. TABLED
4. *Discussion Item* - Text Amendment for Recreational Substances.
5. *Discussion Item* - Text Amendment for Dealers and Pawn Brokers.
6. *Informational Item* - IOW County Planning Commission Public Hearing Sweetgrass Project.



PLANNING COMMISSION

MONTHLY REVIEW

November 14th, 2023 Meeting

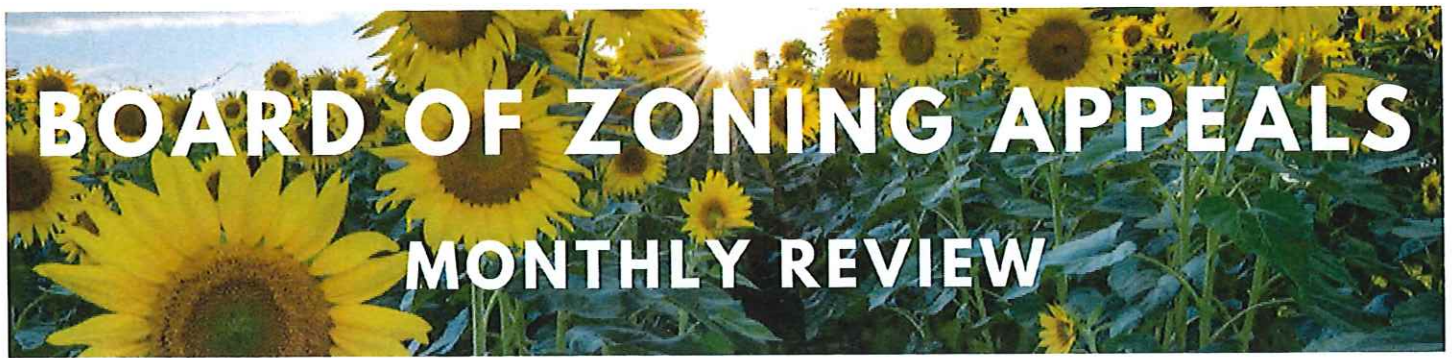
1. Entrance Corridor Overlay Application – 1005 South Church Street (Sign) – Kenneth Waggoner, applicant. APPROVED
2. Entrance Corridor Overlay Application – 1604 South Church Street (Sign) – Ethan Capps LLC, DBA Smithfield Electric, applicant. TABLED
3. * Public Hearing* - Special Sign Exception Application – 1282 Smithfield Plaza – Doug Collins, applicant. APPROVED
4. Site Plan Application – TPIN 22-01-003 Mallory Point Phase A – John Zaszewski, applicant. APPROVED
5. *Public Hearing* - Special Sign Exception Application – TPIN 22-01-003 Mallory Point Phase A – John Zaszewski, applicant. APPROVED
6. Rezoning, FLUM Amendment, & 6 SUPs – TPIN 21A-04-000117 (The Grange) – LSMP LLC C/O Melissa Venable, applicant. FAVORABLE RECOMMENDATION
7. *Public Hearing* - Text Amendment for Recreational Substances. FAVORABLE RECOMMENDATION
8. *Public Hearing* - Text Amendment for Dealers and Pawn Brokers. FAVORABLE RECOMMENDATION
9. Site Plan Amendment Application – 655 W Main St – Town of Smithfield, applicant. APPROVED

December 12th, 2023 Meeting

1. Entrance Corridor Overlay Application – 1604 South Church Street (Sign) – Ethan Capps LLC, DBA Smithfield Electric, applicant. APPROVED
2. *Public Hearing* - Accessory Apartment – 48 Riverside Drive – Thomas Grover, applicant. FAVORABLE RECOMMENDATION
3. *Discussion Item* - Text Amendment – Cottages at Battery – 21A-01-511 – Development Logistics and Consulting C/O Nathan Diehl and Brian Mullins, applicants.
4. Site Plan Amendment, PC Waiver, Entrance Corridor Overlay Application – 21-09-089A – Town of Smithfield C/O Greg Schmitt, applicant. APPROVED
5. * Public Hearing* - Special Use Permit Application, Site Plan, PC Waiver, Entrance Corridor Overlay Application – 888 W Main Street – Town of Smithfield C/O Greg Schmitt, applicant. FAVORABLE RECOMMENDATION
6. *Public Hearing* - Special Use Permit Application, Site Plan Amendment, Entrance Corridor Overlay Application – 900 W Main Street – Town of Smithfield C/O Greg Schmitt, applicant. FAVORABLE RECOMMENDATION



	Reviewed	Approved	Denied	Pending
Variances	0			
Special Area/ Use Exceptions (SAE/SUE)	1	1		
Special Yard Exceptions (SYE)	5	4	1	
Zoning Appeals	0			
Others	0			
YEARLY TOTAL	6	5	1	0
<i>2022 Total</i>	3	2	0	0



January 17th, 2023 Meeting Not Held.

February 21st, 2023 Meeting Not Held.

March 21st, 2023 Meeting Not Held.

April 18th, 2023 Meeting

1. SPECIAL YARD EXCEPTION (SYE) Application – Lot 99 Smithfield Boulevard (TPIN: 22E-01-099), C. Monroe Wells, Jr. and Russellette C. Savi, applicants.
2. SPECIAL YARD EXCEPTION (SYE) Application – 132 Lumar Road (TPIN: 21A-25-006), Built by Babb C/O John Babb applicant.

May 16th, 2023 Meeting Not Held.

June 20th, 2023 Meeting Not Held.

July 18th, 2023 meeting

1. SPECIAL YARD EXCEPTION (SYE) Application – Lot 98 Smithfield Boulevard (TPIN: 22E-01-098), Michael Rowe, applicant.
2. SPECIAL YARD EXCEPTION (SYE) Application – 604 Quail St (TPIN: 21A-09-003), Southeastern Property Management LLC C/O Tyrone Melvin applicant.

August 15th, 2023 Meeting Not Held.

September 19th, 2023 Meeting Not Held.

October 17th, 2023 Meeting Not Held.

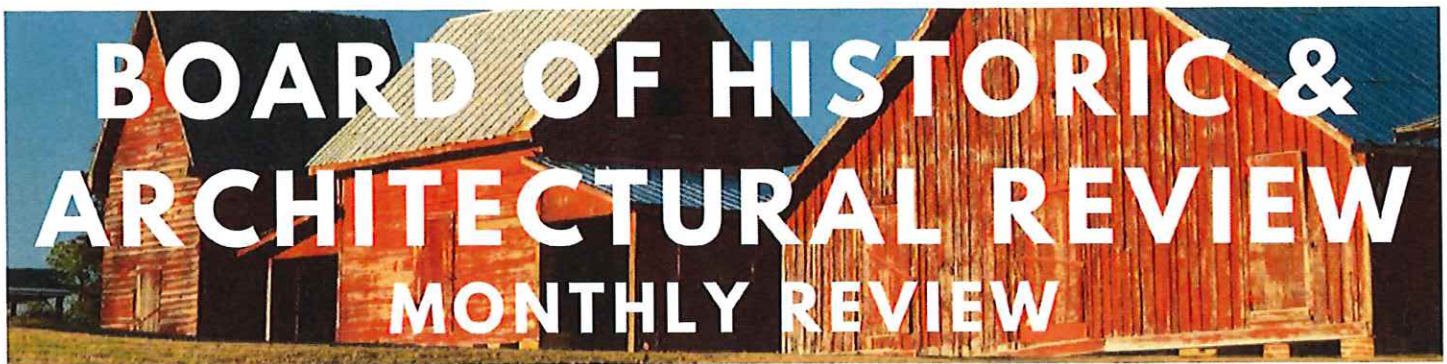
November 21st, 2023 Meeting Not Held.

December 19th, 2023 Meeting

1. SPECIAL USE/YARD EXCEPTION (SYE) Application – 48 Riverside Drive, Thomas Grover, applicant.
2. SPECIAL YARD EXCEPTION (SYE) Application – 605 Jericho Road, John and Stephanie Caggiano, applicants.

BOARD OF HISTORIC & ARCHITECTURAL REVIEW

	Reviewed	Approved	Denied	Tabled
New Construction	1	1		
Additions	0			
Material Change	2	2		
Color Change / Exterior Renovations	8	8		
Signs	1	1		
Accessory Buildings / Structures	7	7		
Window Change	1	1		
Demolition	1	0	1	1
Assorted Exterior Changes	8	8		1
Others	5	5		
YEARLY TOTAL	34	32	1	3
<i>2022 Total</i>	<i>41</i>	<i>38</i>	<i>0</i>	<i>7</i>



BOARD OF HISTORIC & ARCHITECTURAL REVIEW

MONTHLY REVIEW

January 17th, 2023 Meeting

1. Material Change (Garage Door) – 303 Main Street – Contributing – Gary Terwilliger, applicant. APPROVED.
2. Exterior Change (Awning) – 402 Grace Street – Non-Contributing – Carter Williams, applicant. APPROVED.
3. Discussion Item (Color Change) – Riverview Avenue – Non-Contributing – Allen Loree, applicant.

February 21st, 2023 Meeting

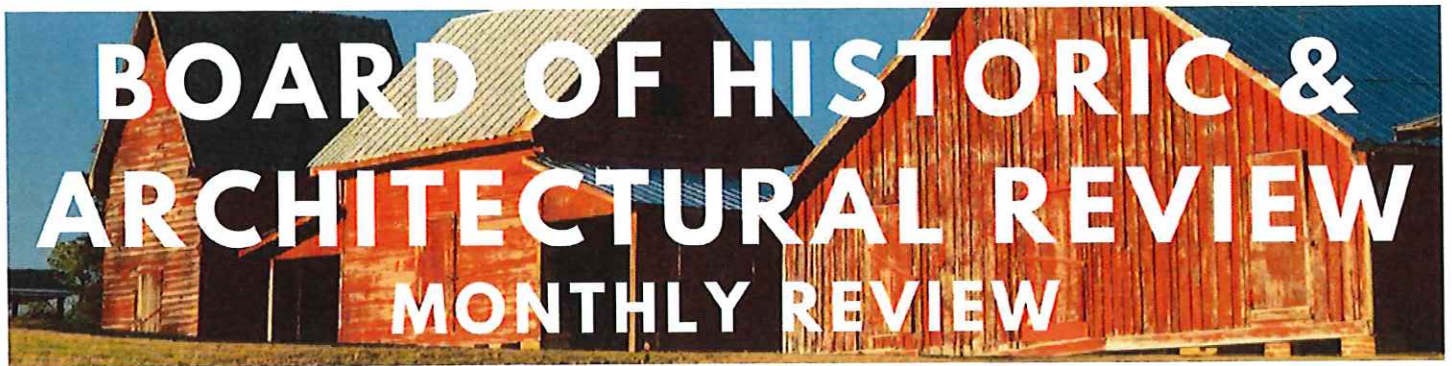
1. Accessory Structure Removal – 130 Main Street – Landmark – Historic Smithfield Inc. C/O Nick Blevins, applicant. APPROVED AS PRESENTED.
2. New Accessory Structure (Fence) – 203 Main Street – Landmark – Amanda Norman, applicant. APPROVED.
3. Amendment to Prior Approval (Color Change) – 202 Riverview Avenue – Non-Contributing – Allen Loree, applicant. APPROVED

March 21st, 2022 Meeting

1. New Construction – Lot 407 South Church Street (TPIN: 21A-01-407) – Non-Contributing – Mike Wilda, applicant. APPROVED.
2. Assorted Exterior Changes – 349 Grace Street – Contributing – Karen England, applicant. APPROVED. After-the-fact TABLED.
3. Demolition of Accessory Structure – 111 North Church Street – Contributing – Smithfield Foods, Inc. C/O Amy McClure, applicant. TABLED.
4. New Fence – 400 Main Street – Landmark – Clarence Shuler, applicant. APPROVED.
5. Footbridge to Hayden's Lane for Main Street Gazebo – 228 Main Street and Hayden's Lane – Contributing – Isle of Wight County Tourism C/O Judy Winslow, applicant. APPROVED.

April 18th, 2023 Meeting

1. Gazebo Renovation – 228 Main Street – Contributing – Isle of Wight County Tourism C/O Judy Winslow, applicant. APPROVED
2. Assorted Exterior Changes (After-the-Fact) – 349 Grace Street – Contributing – Karen England, applicant. APPROVED
3. Brick Facade for New Construction – Lot 407 South Church Street (TPIN: 21A-01-407) – Non-Contributing – Mike Wilda, applicant. APPROVED
4. Fence (BHAR Approval renewal) – 223 N Church Street – Non-Contributing – Ernest Dent, applicant. APPROVED



May 16th, 2023 Meeting

1. Accessory Structure (Shed) – 214 Institute Street – Contributing – Scott Bachman, applicant. APPROVED
2. Assorted Exterior Changes – 378 South Church Street – Contributing – American Contracting LLC C/O Travis Cooke, applicant. APPROVED
3. Covered Patio (Canopy) – 386 South Church Street – Contributing – Arthur and Karen Hitch, applicants. TABLED

June 20th, 2023 Meeting

1. Covered Patio (Canopy) – 386 South Church Street – Contributing – Arthur and Karen Hitch, applicants. APPROVED
2. Prior Approval Extension – 352 South Church Street – Landmark – Joseph Howell, applicant. APPROVED
3. Accessory Structure (Detached Garage) – 337 Grace Street – Non-Contributing – Daniel Montgomery, applicant. APPROVED
4. Accessory Structure (Gazebo) – Lot 399 Main Street (TPIN: 21A-01-399) – Non-Contributing – Chip and Diana Mills, applicants. APPROVED
5. Material Change (Windows) – 210 Cary Street – Contributing – Bob Dolensky, applicant. TABLED

July 18th, 2023 Meeting

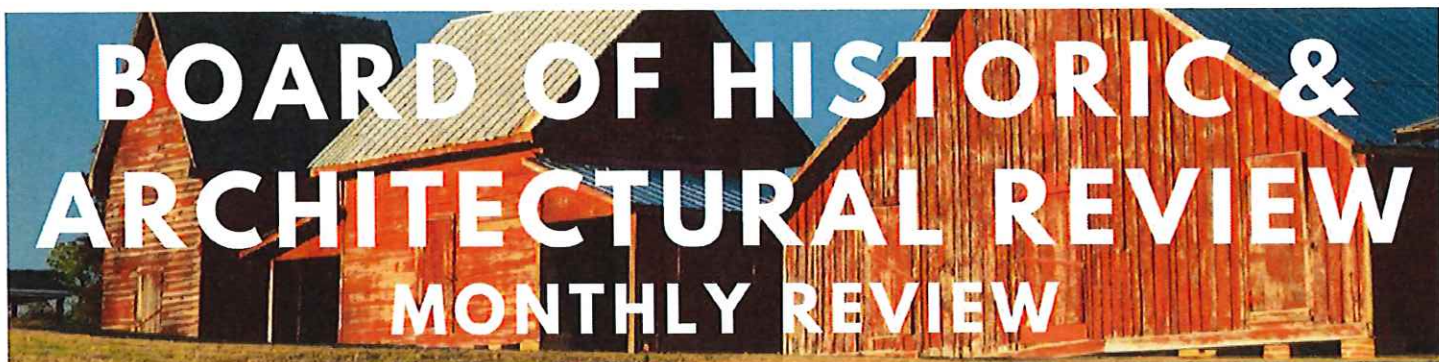
1. Material Change (Windows) – 210 Cary Street – Contributing – Bob Dolensky, applicant. APPROVED
2. Color Change (Siding) – 304 Main Street – Contributing – Geraldine Holmes-Barnett, applicant. APPROVED

August 15th, 2023 Meeting

1. Material Changes (Siding and Trim) – 231 James Street – Contributing – Thomas and Gina Ippolito, applicants. APPROVED
2. Assorted Exterior Changes (Signage and Light Fixtures) – 310 Institute Street – Contributing – Town of Smithfield, applicant. APPROVED

September 13th, 2023 Special Meeting

1. *Discussion Item* Historic District Design Guidelines Update



September 19th, 2023 meeting

1. Color Change (Siding & Front Door) – 325 South Church Street – Non-Contributing – Michael and Kristin Wilda, applicants. APPROVED
2. Assorted Exterior Changes – 215 Washington Street – Contributing – Frank and Nikole Simmons, applicants. APPROVED
3. Assorted Exterior Changes – 209 Clay Street – Contributing – Mesa Construction C/O Marvin Smith, applicant. APPROVED
4. Demolition of Accessory Structure – 111 North Church Street – Contributing – Smithfield Foods, Inc. C/O Amy McClure, applicant. DENIED

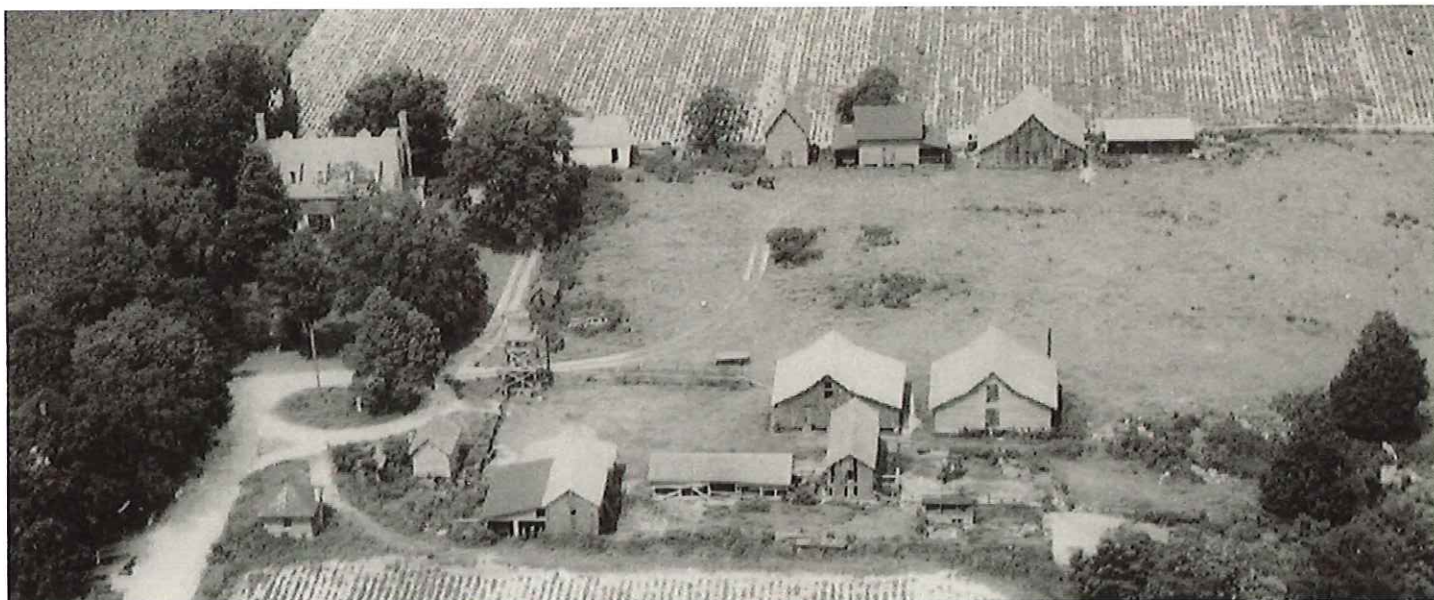
October 17th, 2023 Meeting Not Held.

November 21st, 2023 Meeting

1. Color Change – 325 South Church Street – Non-Contributing – Michael and Kristin Wilda, applicants. APPROVED
2. Exterior Changes – 230 Cary Street – Contributing – Carole Neider and Patrick Matijevich, applicants. APPROVED

December 19th, 2023 Meeting

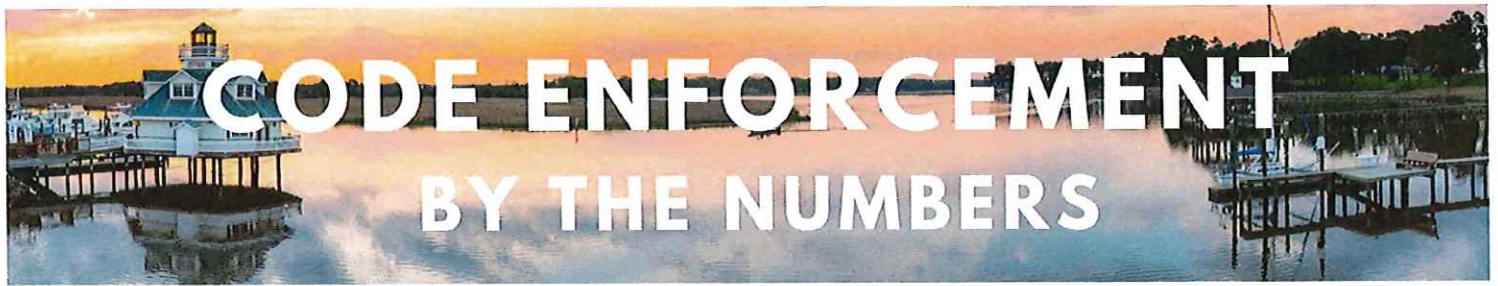
1. Color Change – 109 Clay Street – Contributing – Joe Giltner, applicant. APPROVED





Zoning Permits
January 1st, 2023 - December 31st, 2023

	# of Permits
Single Family Residences	64
Commercial Buildings	5
Demolition	2
Accessory Structures (Pools, Sheds, Garages, Fences, etc.)	131
Signs	14
Additions	20
Right-of-Way	22
Others	5
TOTAL	263
2022 Total	249



Zoning Violations

January 1st, 2023 - December 31st, 2023

	# of Violations
Inoperable Vehicles	21
Boats / Recreational Vehicles (RVs)	2
Excessive Vegetation	20
Nuisance (Trash/Debris)	8
No Permit	4
Others	16
YEARLY TOTAL	71
2022 Total	81

Note: 169+ unauthorized signs removed from Town right-of-way by Planning Department staff in 2023.

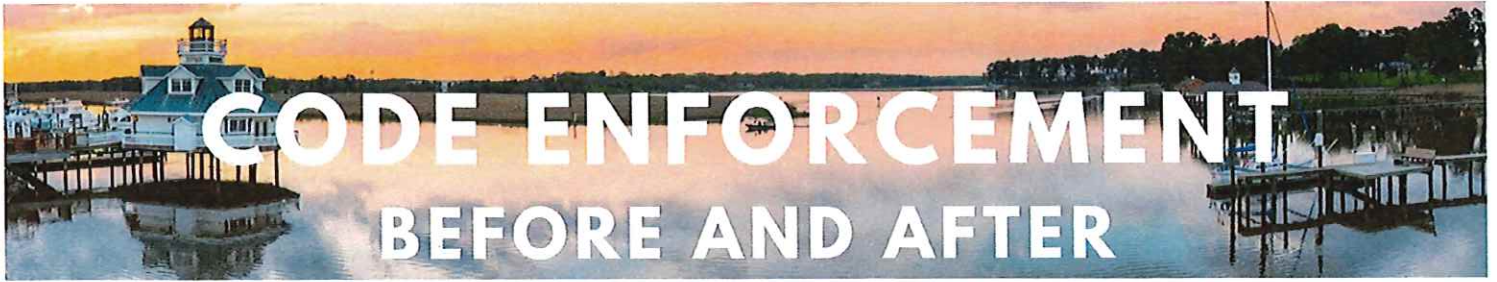
*The zoning violations totals are for notices mailed to property owners and the totals do not include the zoning violations addressed through the Community Outreach and Education Program initiated in September 2022.

Door Hangers Issued

January 1st, 2023 - December 31st, 2023

	# of Door Hangers
Inoperable Vehicles	46
Boats / Recreational Vehicles (RVs)	12
Excessive Vegetation	22
Nuisance (Trash / Debris)	11
No Permit	Immediate violation
Others	4
YEARLY TOTAL	95
2022 Total	53

The Department has found that the Community Outreach and Education Program is more successful and faster in resolving zoning issues compared to mailing out formal notices. Based on our experience, residents respond more positively to the door hangers and are more willing to work with staff to resolve the zoning issue. This allows our Department to be more efficient by resolving zoning issues without issuing and mailing notices of correction and violation.

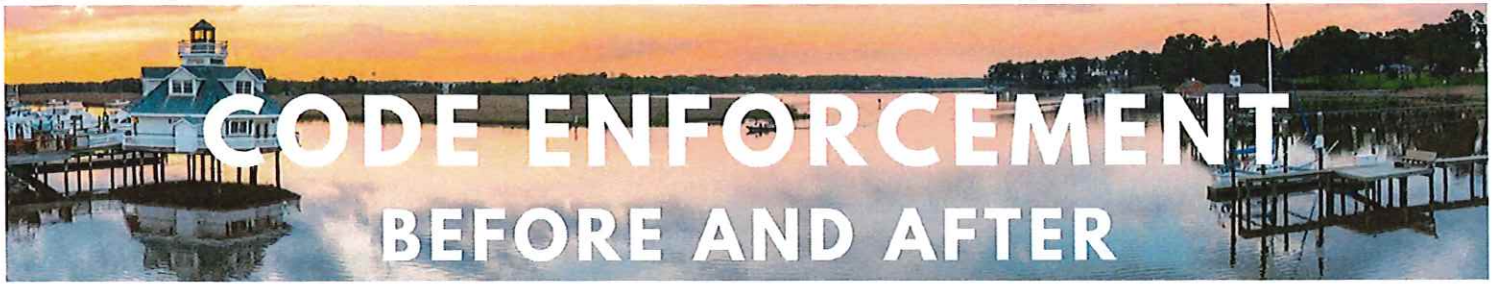


Nuisance (Excessive Debris)



Inoperable Vehicle (IOV)



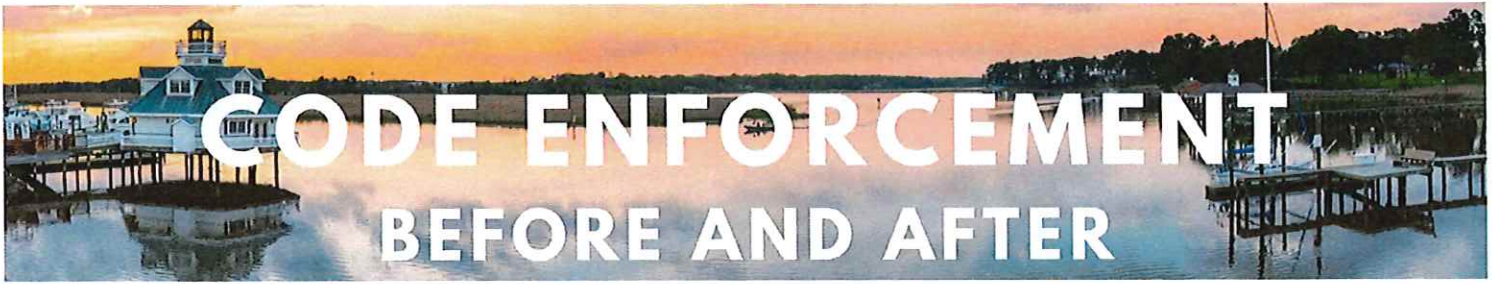


Recreational Vehicle (RV) Violation



Recreational Vehicle (RV) Violation



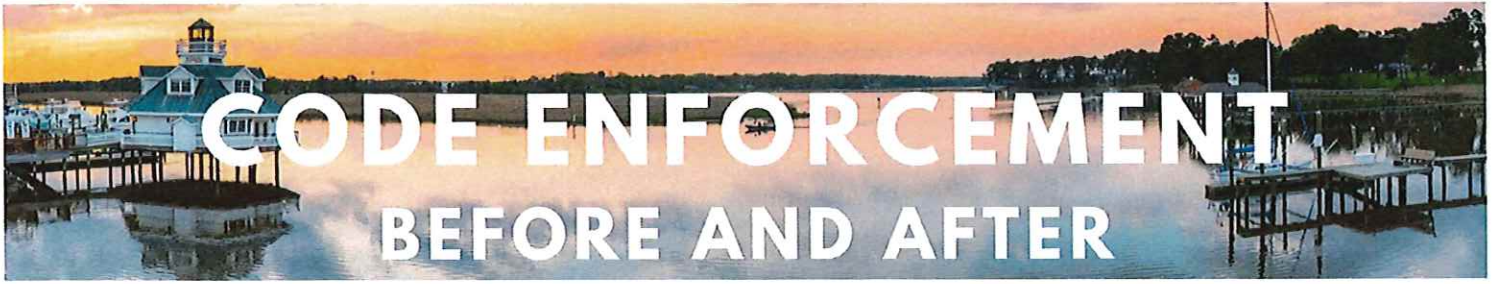


Excessive Vegetation (Grass Height Violation)



Excessive Vegetation (Grass Height Violation)





Excessive Vegetation (Grass Height Violation)

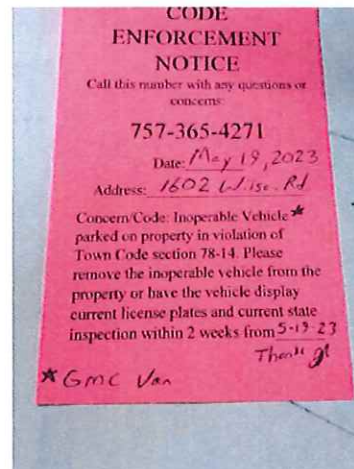
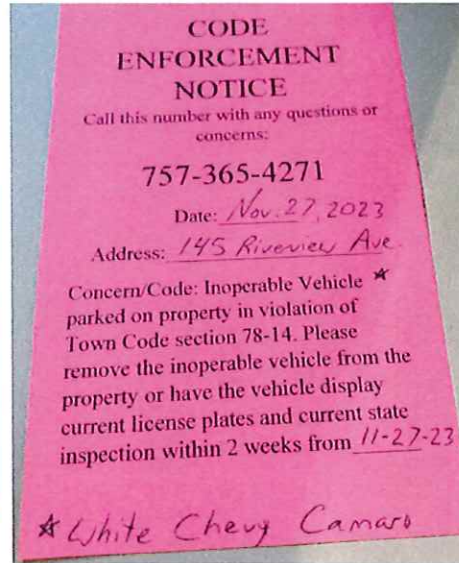


Excessive Vegetation (Grass Height Violation)



CODE ENFORCEMENT

COMMUNITY OUTREACH & EDUCATION PROGRAM





We strive to provide exceptional service and support to our fellow departments, the Board of Historic and Architectural Review (BHAR), the Board of Zoning Appeals (BZA), the Planning Commission, the Town Council and most importantly the Town residents.

We are happy to address any questions or concerns that you may have and look forward to working with you in the future.

Thank you! Happy New Year!

Tammie
Tammie Clary

Community Development &
Planning Director

Mark Kluck

Mark Kluck, MPA

Planner

Joseph Reish
Joseph Reish

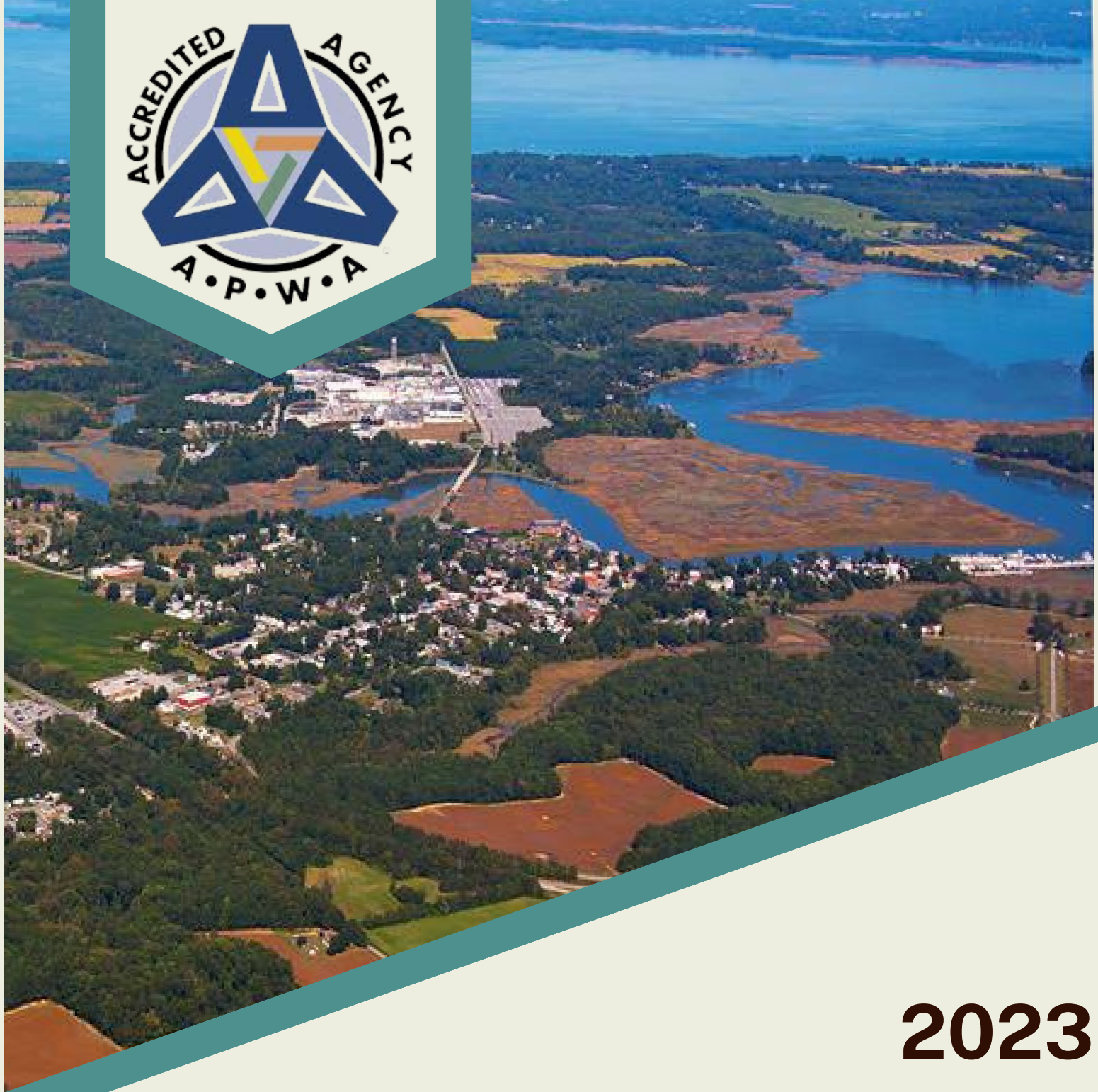
Code Compliance Inspector





ENGINEERING & PUBLIC UTILITIES





2023 TOWN OF SMITHFIELD PUBLIC WORKS & UTILITIES ANNUAL REPORT

<https://www.smithfieldva.gov/departments/public-works-&-utilities>

Staff Achievements and Training

- The Public Works and Utilities Department holds a safety meeting each month.
- The Public Works and Utilities Department was awarded the HRSD Diamond Award for Eleven (11) consecutive years of perfect environmental compliance.
- Jeffery Johnson successfully completed his Class 4 waterworks operator's license.
- Tony Davis successfully completed his Class 1 waterworks operator's license.



Major Projects Completed

- New Tractor was purchased.
- New Excavator was purchased.
- Red Point Heights Phase 1 was completed.
- New bypass pumps were installed at Moonefield and Jordan Dr. pump stations.



Work Orders & Service Orders Completed

TASK	#of Activities	# of Hours
Building Repair & Maintenance	90	315
Grounds Maintenance	221	2564.5
High Usage Reports	72	84
Miss Utility Markings	3309	832
Pump Station Maintenance	601	3826
RO Plant Maintenance	51	101.85
**Right of Way Work	67	498
Sewer Line Repairs	248	1049.5
Water Leaks	78	491
Water Line Repairs	41	372
Water Meter Repairs	125	473
Water Meter Rereads	556	231.5
Water Samples Pulled	108	108.6
Well Inspections	60	48.85
Yearly Totals	5627	10995.8

Public Works & Utilities

January

- Upgraded force main valves and lines in the intersection of Drummonds Lane and Cedar Street.
- Installed a new water sampling station at 409 Hunting Way. Had to lower the water service line.
- Public Utilities replaced seals in 3 pumps at pump stations.
- Miss Utility marking
- Weekly and daily checks on all 27 pump stations.
- Read meters for billing.
- Water cut-offs and cut-ons.
- Minor repairs at town buildings.
- Installed and repaired street signs.
- Replaced and repaired broken water meters.
- Ground crews cut rights-of-way for water and sewer lines, leaf removal throughout town, and emptied trash cans on Monday and Friday.
- Ground crews removed Christmas decorations and live trees throughout town.

February



- Staff began cleaning high grease pump stations every 2 weeks.
- Staff started line cleaning for annual maintenance.
- Weekly and daily checks on all 27 pump stations.
- Staff repaired water at 103 Washington St. Leak was found to be on town side on the line setter. Replaced the setter with a new and installed a new meter.
- Staff rebuilt check valve at Crescent pump station.
- Lewis Construction of Virginia (LVOC) started water meter relocation in the 200 block of Edgewood Dr. Moving water meters from rear of houses to the front.
- Miss Utility marking
- Read meters for billing and to transfer property owners.
- Water cut-offs and cut-ons.
- Minor repairs at town buildings.
- Installed and repaired various street signs.
- Replaced and repaired broken water meters.

Public Works & Utilities

March

- Lewis Construction replaced 30' sewer main on Mason Street.
- Town assisted Lewis Construction with relocation of sewer at 13 Peterson Drive.
- Public Works cleaned sewer lines on S. Mason St.
- Public Works set up traffic control on 100 block of Lumar Road for LCOV to install new water services.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility marking
- Read meters for billing and to transfer property owners.
- Minor repairs at Town Hall and town buildings.

April

- LCOV repaired sewer lateral at 509 Virginia Avenue. Verizon installed a new pole and broke the sewer lateral.
- Cleaned sewer pumps at Morris Creek Pump Station (PS) and Jersey Park PS because of rags.
- Allfirst upgraded part of the control panel at Bradford Mews PS. PW had to set up a bypass pump for the work to be done.
- PW repaired a water leak at 19 Riverside Drive.
- 105 Talbot Drive replaced the water service line.
- Read meters for billing and to transfer to property owners.
- Grounds crews cut rights-of-way on water and sewer lines, leaf removal throughout town, and emptied trash cans on Monday and Friday
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.



Public Works & Utilities

May

- Prism Contractors did rehab on manholes behind the houses on South Church Street.
- Allfirst installed new rail system at Plaza PS. PW cleaned the station, removed pumps, and plugged off the station for work to be done.
- PW installed new chopper pumps at St. Andrews PS
- LCOV working on replacing water valves and service lines on Wilson Road, Grimes Street, Talbot Drive, and South Church Street.
- Read meters for billing and to transfer property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Locate and repair sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.

June

- PW started sewer main line cleaning.
- Allfirst started moving the sewer SCADA system from the RO Plant system to the Wilson Road water tower building.
- LCOV are still working on new services in Grimesland.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut rights-of-way on water and sewer lines, and emptied trash cans on Monday and Friday



Public Works & Utilities

July

- Sewer bypass pumps are now online and working at Moonefield and Jordan PS.
- Cleaned sewer line at 382 South Church Street due to tree roots.
- 131 Bee Street replaced 20' of water service line.
- PW repaired the water service line at 1615 Wilson Road.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut rights-of-way on water and sewer lines, and emptied trash cans on Monday and Friday



August

- PW installed a new pump at Lakeside PS and repaired the old pump with new seals.
- Lewis Construction repaired sewer laterals at 377 Smithfield Blvd. and 824 Easton Place.
- Public Works and Utilities fixed a water leak at 205 Wainwright Drive.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Locate and repair sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut rights-of-way on water and sewer lines, and emptied trash cans on Monday and Friday

Public Works & Utilities

September

- LCOV repaired sewer lateral at 312 West Street.
- LCOV installing new water main on Sykes Court.
- PW&U rebuilt 2' water meter.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 206
- Locate and repaired sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut rights-of-way on water and sewer lines, and emptied trash cans on Monday and Friday

October

- PW&U maintenance crew replaced a section of sewer lateral and cleanout at 382 South Church Street.
- Town Maintenance crew is replacing sewer air release valves with new automatic sewer air release valves throughout the Town.
- PW&U replaced 10' section of 2" water line at 5 Peterson Drive.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Locate and repair sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut rights-of-way on water and sewer lines, and emptied trash cans on Monday and Friday



Public Works & Utilities

November

- PW&U cleaned 100' sewer line clogged with grease on South Church Street.
- Allfirst is working to install bypass pump at the Bradford Mews PS.
- LCOV repaired a water leak at 423 and 438 Watson Dr.
- PW&U repaired a water leak at 312 Calvary Way.
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Locate and repair sewer line laterals in various locations.
- Minor repairs at Town Hall and other town buildings.
- Ground crews removed leaves from stormwater systems throughout Town.

December

- Allfirst installed a new flow meter at Moonefield PS that was damaged by lightning.
- PW&U replaced new rail system for pumps at Rising Star PS
- PW&U replace starter relay at St. Andrews PS
- Read meters for billing and to transfer to property owners.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking
- Locate and repair sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.



Reverse Osmosis (RO) Plant

January

- Operate RO Plant and monitor distribution system.
- Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Plant staff completed 1st quarter sampling for VDH.
- Plant staff greased upper, middle, and lower bearings on both concentrate pumps in plant Concentrate Pump Station.
- All-First installed new hinges for clear well entrance door.
- DEQ 1st quarter well samples were collected by Plant staff and delivered to J.R. Reed Laboratory.
- VDH and HRSD monthly reports completed.
- Allfirst calibrated flow meter in the concentrate pump room.



February

- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Plant staff replaced and installed a new sample station at 107 Barclay.
- Allfirst installed conduit to isolate SCADA in control room Operator's computer from internet.
- Chesapeake Bay Diving out for a site visit to prepare for a quote for Clearwell Inspection and Cleaning.
- VDH and HRSD monthly samples completed.

Reverse Osmosis (RO) Plant

March

- Operate RO Plant and monitor distribution system.
- All wells except 8A and 10 (at RO plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- PW&U Superintend, RO Supervisor and PW&U Supervisor inspected the altitude valve and piping in the vault for leaks at the Wilson Rd. water tank.
- Allfirst installed upper and lower bearings in the lime mixer.
- Allfirst installed a new HMI face plate for high service VFD drive.
- Allfirst installed a new high discharge pressure gauge for the skid.
- VDH and HRSD monthly samples completed.

April

- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Annual preventive maintenance on Concentrate By-Pass pump service done by outside contractors.
- Staff de-winterized all wells and tanks.
- VDH, DEQ and HRSD quarterly samples completed.



Reverse Osmosis (RO) Plant

May

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Plant staff changed out cartridge filters.
- Staff changed ac filters and replaced lighting at Jefferson well house.
- VDH, HRSD Monthly Reports complete.

June

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Jeff Johnson attended Virginia Tech Waterworks Operator Training for license testing.
- Allfirst tested antennas to change over SCADA system.
- HRSD annual plant inspection complete. (RO Plant in excellent standing).
- VDH, HRSD Monthly Reports complete.



Reverse Osmosis (RO) Plant

July

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ.
- Jeff Johnson successfully completed his Virginia Class 4 waterworks operators license required by the state of Virginia.
- Allfirst replaced UPS for the master control panel PLC.
- Staff started exercising fire hydrants.
- Plant staff completed 3rd quarterly bacteriological sample on wells 8a & 10a. (VDH, DEQ)
- DEQ 2nd quarter report completed.

August

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Allfirst installed a new 1st stage flow meter transmitter on the skid.
- Allfirst install a new High pressure discharge gauge on the skid.
- Plant staff completed 3rd quarterly bacteriological sample on wells 8a & 10a. (VDH, DEQ.
- Plant staff collected First set of 11 resident sampling for 3rd Quarter Lead and Cooper sampling complete.
- VDH, HRSD Monthly Reports complete.
- Mercer Street Well Abandonment completed by AC Schultes
- James Hogan Class 1 Waterworks Operator has joined the team as a part-time operator at the RO Plant.



Reverse Osmosis (RO) Plant

September

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- RO Plant annual backflow preventer inspection conducted by Windsor Fire Extinguisher.
- RO Plant staff changed out raw water Cartridge Filters.
- Allfirst replaced IOS card on finish water control panel that communicates to RO Plant master PLC.
- CCE conducted annual inspection and calibration on RO Plant flow meters.
- HRSD Bi-annual composite sampling for RO Plant concentrate pump station.
- 3-Year Lead and Copper sampling complete for the Town of Smithfield sampling site completed for designated residents.
- VDH & HRSD monthly reports complete.

October

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Allfirst installed a new backflow preventer device for domestic finish water line at the RO Plant.
- Plant staff received an award from HRSD for eleven years of straight compliance.
- Tony Davis Plant Supervisor successfully passed his Virginia Class 1 waterworks exam.
- VDH & HRSD monthly reports complete.



Reverse Osmosis (RO) Plant

November

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- All-First repaired and rebuilt spare back-up backflow device.
- All-First replaced UPS back-up for Concentrate control panel for SCADA.
- CEC and All-First repaired programing issues with RO Plant SCADA system.
- Plant staff winterized all well houses and elevated tanks in Town limits.
- Monthly reports complete for VDH and HRSD.

December

- All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
- Allfirst Replaced Rotameter Level Indicator for Well # 8a.
- Allfirst replaced PLC card to Lime Feeder system.
- Allfirst reset UPS for Concentrate Pump Station due to loss of signal to SCADA.
- Monthly reports completed for VDH and HRSD.



PUBLIC WORKS SAFETY PROGRAM/TRAINING/ ACCREDITATION

Public Works has a monthly safety meeting. Training for 2023 included Slip, Trips, & Falls, Code of Ethics, Fire Extinguisher Training, Hazardous Communication, Cold & Heat Stress, Trenching & Excavation, PPE/Bloodborne Pathogens, Lockout/Tagout, Confined Space, Chain Saw Training, Defensive Driving and Snowplow Safety. Annual review of Emergency Response Plan was also done. In addition, most all employees received the required Flagger Certification, along with certification in First Aid, AED, CPR and Pesticide Certification.



FOG/ Backflow/ Septic Tank Pump Out Program

A. Inspections to ensure compliance from our Food Service Establishments (FSE's) in log keeping and certifications of their employees through HRFOG. Going over FSE's cleaning procedures and adjusting as needed. Working to reach residential attention and education of FOG in the issue areas. Attendance of HRPDC's FOG Committee meetings and FOG Webinars. Attendance of the FOG Interceptor Seminar, MOM Program meetings, HRPDC meetings for renewal of HRPDC Regional Model FOG Ordinance and the Hampton Roads Regional Technical Standards. Recertification of the Regional FSE Certification through HRFOG and HRPDC. Revision of the FOG SOP.

B. Implemented the Backflow and Cross Connection Program through backflow inspections of new systems installed to ensure compliance through applicable regulations and ordinances. Inspections of irrigation systems that are disconnected to ensure proper disconnection. Inspections to ensure correct information is given on backflow test reports. Inspections also include failed devices, to ensure that backflows are reinstalled or repaired up to manufacturer specifications and our ordinances and regulations. In process of gathering information on irrigation well owners, to ensure no cross-connection hazards exist. Sending letters to backflow owners for inspection requests, backflow test reminders, non-compliance notices, and failed test notices. Attendance of HRCCC virtual meetings. Attendance and Certification of Completion obtained for the Cross Connection Control Devices: Inspection, Maintenance, and Testing Course through the Virginia Section of American Water Works Association. Creation of an SOP for Residential Backflow Inspection. Rewriting and updating the Backflow and Cross Connection Program, Ordinances, and Forms to reflect changes in the Virginia Waterworks Regulations for Accreditation.

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



Engineering

With regards to the Storm Water Management program, we continue to distribute literature pertaining to methods of properly landscaping residences or business sites, pool maintenance, disposal of pool water along with use of chemicals. Various types of storm water-related literature can be found in the lobby area of Town hall. In conjunction with the ongoing Memorandum of Agreement between the Town and Isle of Wight County regarding the responsibility of Erosion & Sedimentation controls inspections, the Town has performed numerous inspections and required inspection reports on approximately 64 single family dwelling sites. These reports have been forwarded to Isle of Wight County and DEQ at the beginning of each month. As required by the State we are maintaining our Erosion & Sedimentation control certifications.

We continued to perform numerous repairs, large & small, to drainage structures, ditches and pipe systems involving the storm sewers throughout the Town. Areas that we were involved in were, Barcroft, Smithfield Blvd, Barclay Crescent, Drummonds Lane, Grimes St., Redpoint Dr, New Castle Way, Buckingham Way, Machrie, Winchester, Tallwood, Ryder, Greenbrier Lane just to name a few areas. We also continued the ditch cleaning schedule within the Town that includes over 62 storm water outfall ditches.

This year's paving schedule was rolled over to 2024 as funds were running very low. There have been many pavement patch repairs performed throughout the Town. Several sidewalk and curb repairs were completed.



Engineering

There continues to be a coordinated effort between the Town and the local utility companies and the maintenance work that they require. Forty-Four Right of Way / Easement permits were issued to the utility companies involving their maintenance projects.

Weekly and storm event inspections of the Smithfield Lake Dam have also continued this year.



There have been coordination meetings held with VDOT regarding the proposed Cypress Creek bridge deck repair. The repair will involve the removal and replacement of three spans of the bridge deck and supporting beam substructure on the north end of the bridge. The Town has discussed with VDOT and determined the method of traffic control will be an alternating one lane signalized traffic pattern during the length of the project. It has been determined that the length of the project will be approximately eighteen months. VDOT is currently moving forward with the Utility relocation aspect of the project. The contractor has performed a directional bore of conduit below the river bottom from the north to the south sides of the Pagan River. Utility companies are now in the process of relocating their respective utility. As of this time the start date of the bridge deck repair aspect of the project is estimated to be the spring of 2023.

A meeting was held with VDOT representatives to discuss the reconstruction of Grace Street. VDOT has tentatively scheduled the milling and overlay of Grace Street now for the summer of 2024.

Engineering

Various other Maintenance projects are currently under review and design:

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



2. Battery Park Road culvert outfall and ditch enhancements project which is located near Greenbriar Lane currently site plans are under a 90% review. In discussions with the property owner there is agreement that this project should proceed and a willingness to negotiate any possible additional drainage easement requirements that may be required.



Engineering

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



4. Pagan Road storm water ditch repair and outfall relocation. Site plans have been completed and approved. A cost estimate was submitted by Blair Bothers Inc. and approved by the Town Council. The project is approx.45% complete to date.

5. Town Council has requested from Draper Aden Assoc. a drainage study involving the storm drainage outfall area, approximately 800 feet, on the east side of the box culvert on Cedar Street. There is concern about the flooding that occurs on Great Springs Road and that this area may be a contributing factor. In discussions with VDOT they have indicated that they would investigate their area upon hearing of what our study results revealed.




Wayne Griffin retired after 52 years of dedicated Public Service, culminating 24 years for the Town of Smithfield



You are Invited to the
Wayne Griffin Retirement Celebration

THURSDAY August **17** AT 3 PM
SMITHFIELD CENTER
No need to RSVP

Light appetizers will be served



Question email or call Kathy at
kjones@smithfieldva.gov / 757-365-4200





Vac Truck at National Night Out



New Vac Truck Building at the Public Works Shop



Re-Accreditation Award Presentation



Confined Space Training



SMITHFIELD WATER CONSUMPTION

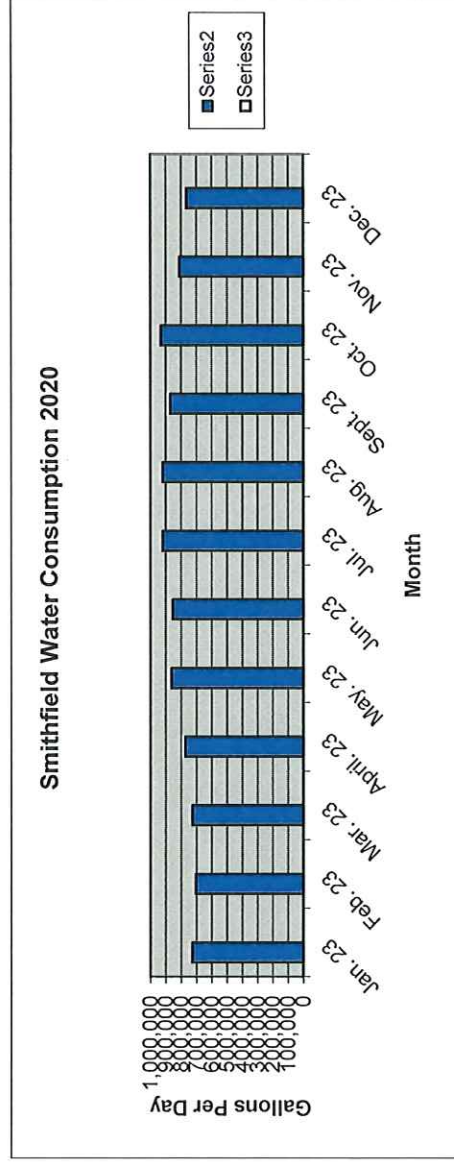


Smithfield Water Consumption

Jan. 23	Feb. 23	Mar. 23	April. 23	May. 23	Jun. 23	Jul. 23	Aug. 23	Sept. 23	Oct. 23	Nov. 23	Dec. 23
22,535,028	19,680,404	22,513,744	23,204,568	26,755,188	25,639,576	28,465,752	28,486,524	26,097,988	28,866,516	24,335,576	23,707,588
31	28	31	30	31	30	31	31	30	31	30	31

Daily Water Consumption

Jan. 23	Feb. 23	Mar. 23	April. 23	May. 23	Jun. 23	Jul. 23	Aug. 23	Sept. 23	Oct. 23	Nov. 23	Dec. 23
726,936	702,872	726,250	773,486	863,071	854,653	918,250	918,920	869,933	931,178	811,186	764,761



Permitted Amount	468,800,000
Total Consumption	9,861,496
Daily Average	821,791



PARKS & RECREATION REPORT



2023 Smithfield Parks ANNUAL REPORT

PRESENTED BY :
Amy Novak

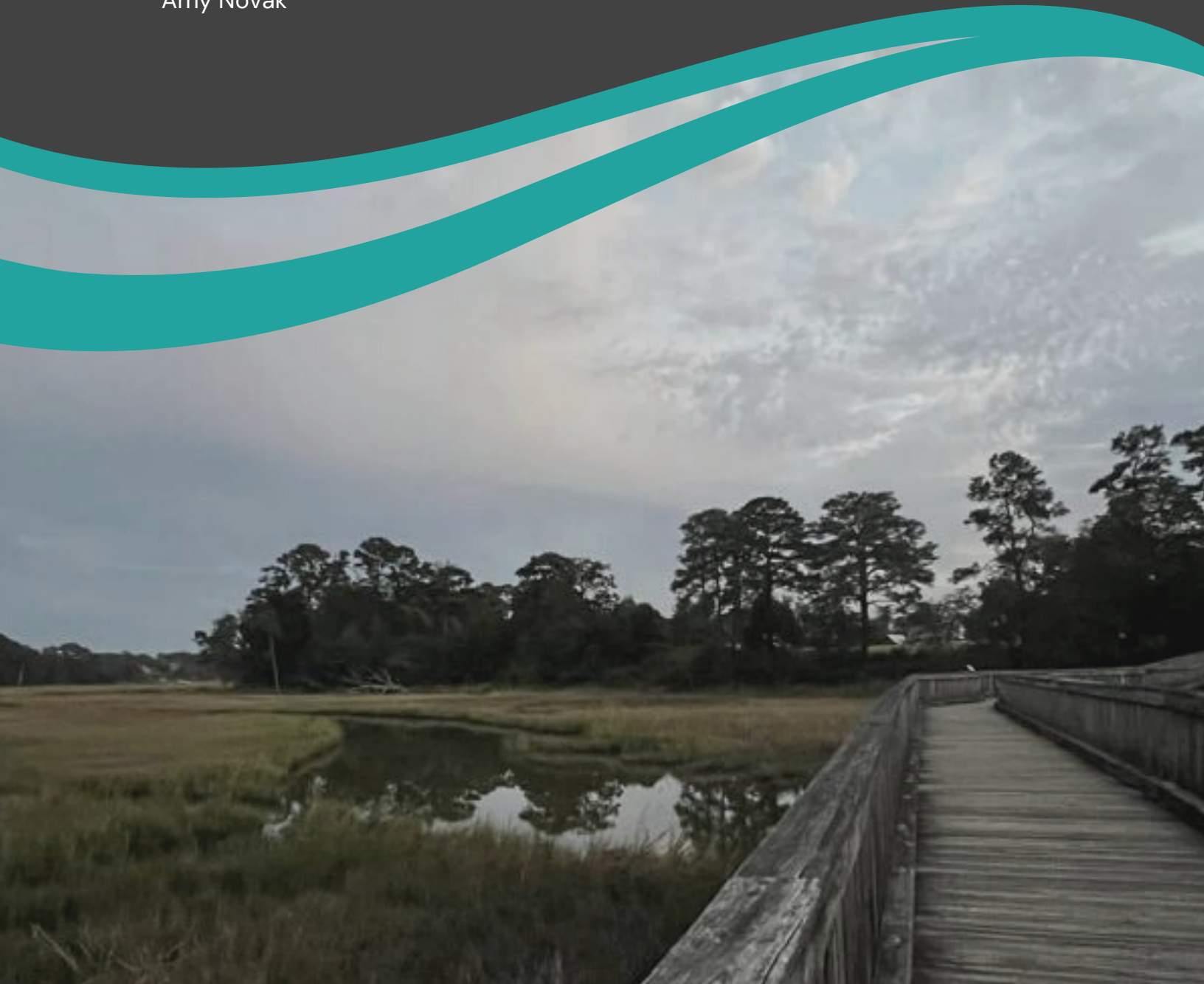


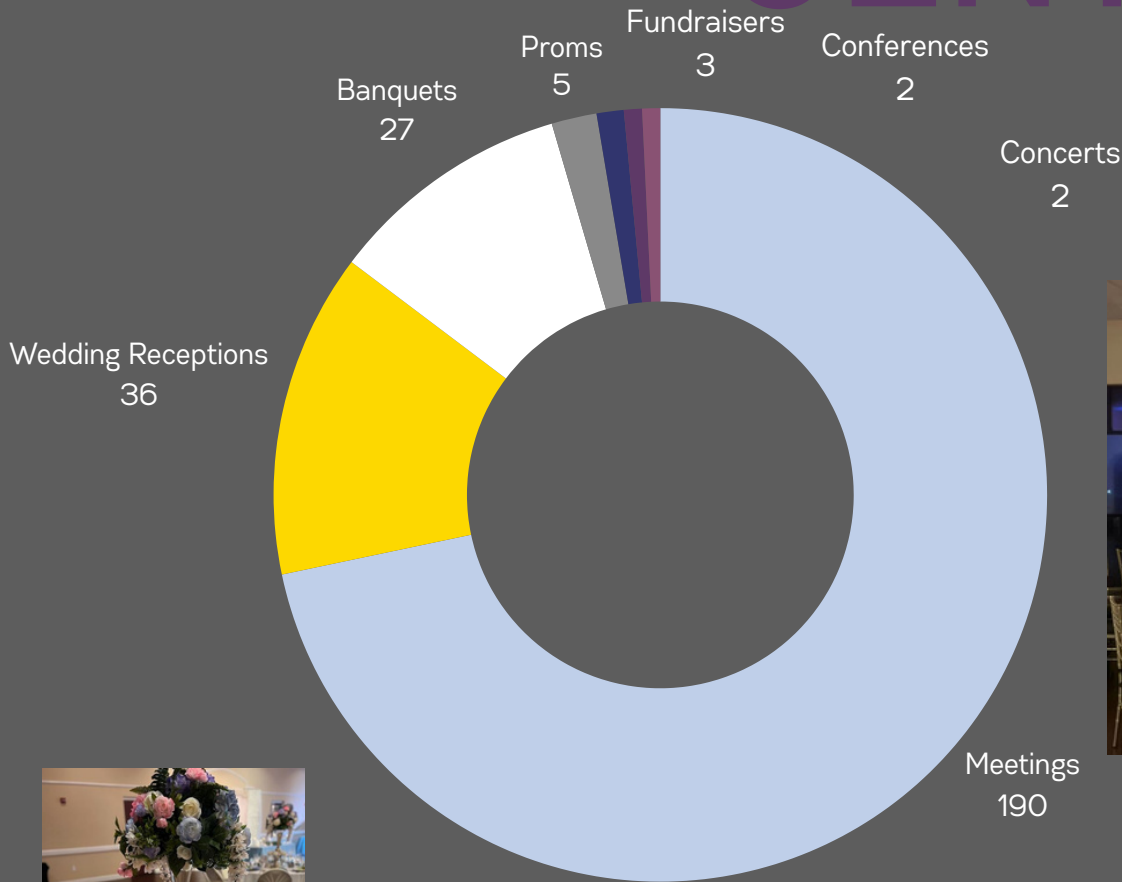
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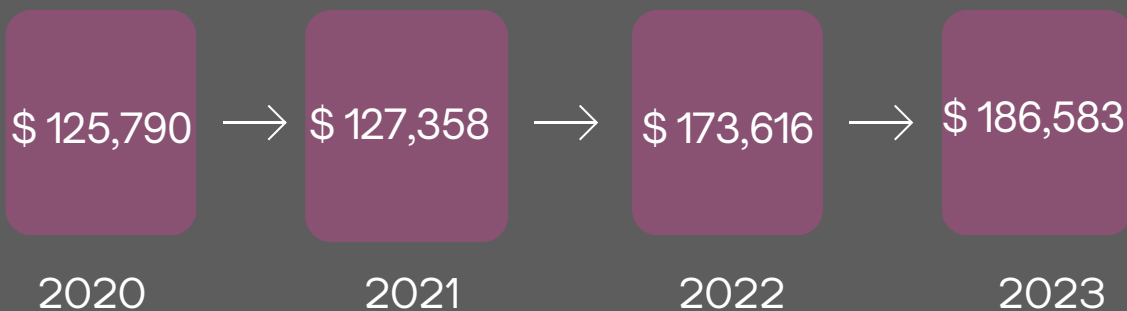
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SMITHFIELD CENTER

EVENT TYPES



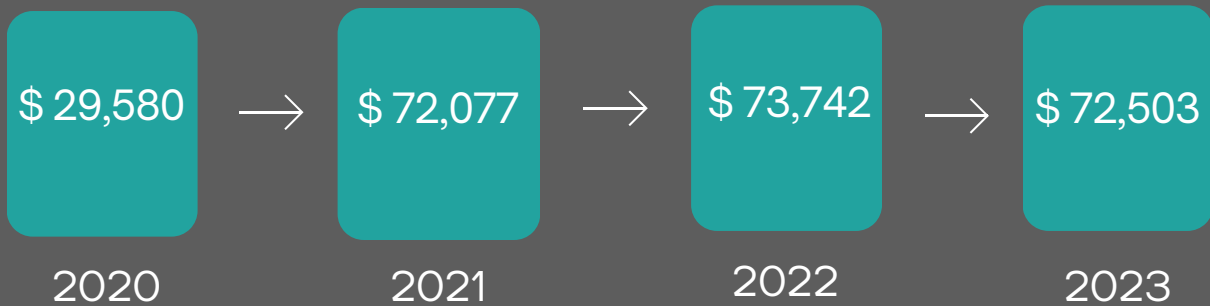
ANNUAL TOTAL REVNUUE COMPARISON



4

WINDSOR CASTLE EVENTS

ANNUAL TOTAL REVENUE COMPARISON



PERCENTAGE OF BOOKINGS BY SEASON

Fall (Sep-Nov)
29%

Winter (Dec-Feb)
24%

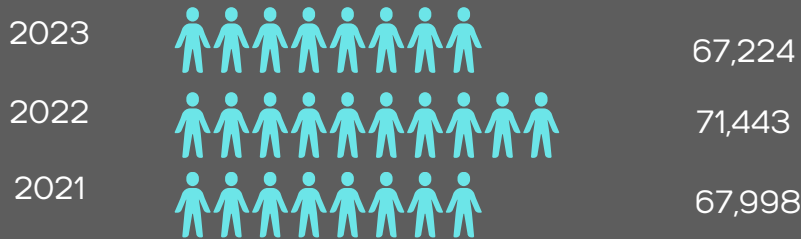
Spring (Mar-Apr)
24%

Summer (May-Aug)
23%

5

WINDSOR CASTLE PARK

PEDESTRIAN COUNTER ANNUAL STATS



Note: The pedestrian counter only counts at one area of the park so patrons that use other entrances and do not walk the entire trail are not captured in the above numbers.

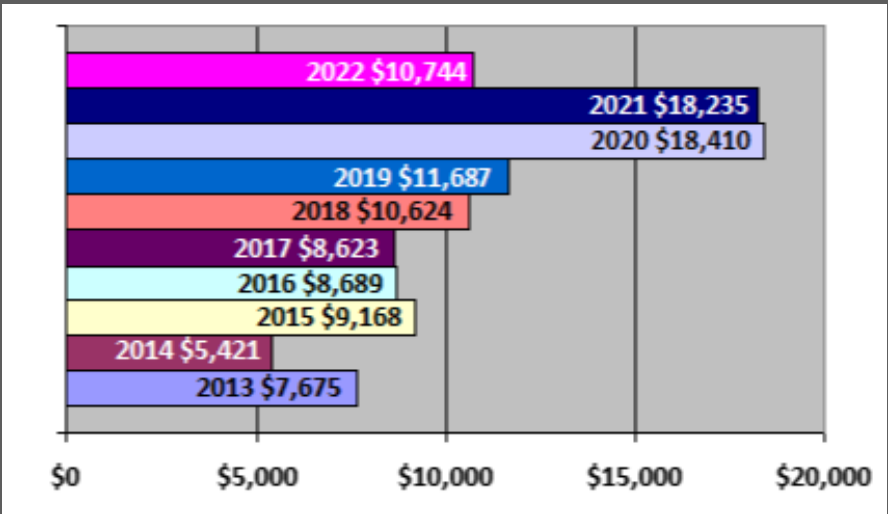


Long Leaf Pine Tree Project



KAYAK RENTAL STATS

STAFFED KAYAK RENTALS



versus self-service Kayak Kiosk

Rent Fun Self Service Kayak Kiosk

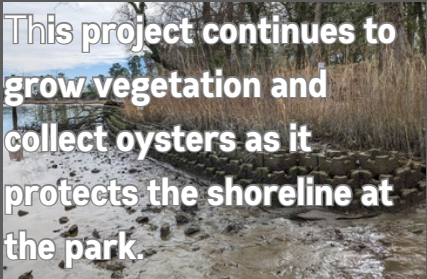
2023 \$ 3088



The self service kiosk does not require any staffing so that provided a savings of over \$5000.

Note: Kiosk did not arrive until mid July so 2024 will be our first full season.

Living Shoreline Project



Trail Doctors



LUTER SPORTS COMPLEX



ANNUAL TOTAL REVENUE COMPARISON

\$ 35,925



\$ 34,269



\$ 34,124



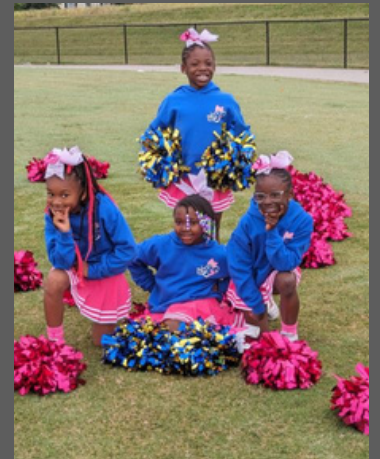
\$ 32,787

2020

2021

2022

2023



CLONTZ PARK



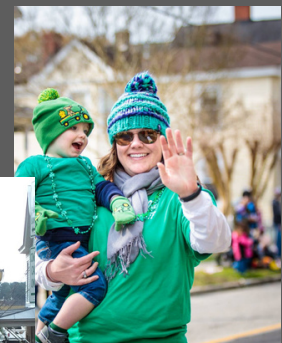
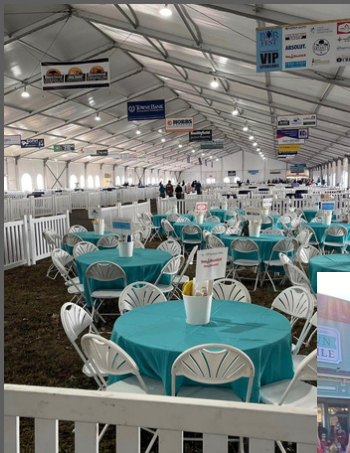
Clontz Park continues to be a favorite spot for boaters and fishermen alike. Most summer days the parking lot is full of trucks and trailers. July 2 this park is the launch site for the spectacular annual fireworks display.



SPECIAL EVENTS

JANUARY		
Saturday, January 14, 2023	Windsor Castle Park	BOB Festival
FEBRUARY		
Saturday, February 25, 2023	Smithfield Center	MLK Program
MARCH		
Saturday, March 11, 2023	Smithfield Center	IOW Academy Gala
Saturday, March 11, 2023	Main Street	St Patricks Day Parade
Saturday, March 25, 2023	Smithfield Center	Women's Club Flea Market
APRIL		
Saturday, April 1, 2023	Downtown	YMCA Triathlon
Friday, April 7, 2023	LSC	Ruritans Cruise In Car Show
Saturday, April 15, 2023	Windsor Castle Park	Wine Fest
Wednesday, April 19, 2023	Windsor Castle Park	Lewis and Clark Circus
Saturday, April 29, 2023	Windsor Castle Park	Tour De Cure
MAY		
Friday, May 5, 2023	LSC	Ruritans Cruise In Car Show
Wednesday, May 10, 2023	Church Street	Police Unity Bike Tour
Saturday, May 13, 2023	Windsor Castle Park	I Heart Mom 5K
Saturday, May 13, 2023	Clontz Park	Kiwanis Fishing Clinic
Saturday, May 20, 2023	LSC	Relay for Life
Saturday, May 20, 2023	Main Street	Arts Festival
Monday, May 29, 2023	Veterans Memorial	Memorial Day Service
JUNE		
Friday, June 2, 2023	LSC	Ruritans Cruise In Car Show
Saturday, June 10, 2023	Windsor Castle Park	Windsor Castle 10 hour race
Thu, Jun 22-Sat, Jun 24	LSC	Pony Softball World Series

JULY		
Sunday, July 2, 2023	Clontz Park	Town Fireworks
Friday, July 7, 2023	LSC	Ruritans Cruise In Car Show
Saturday, July 29, 2023	Windsor Castle Park	Windsor Castle Foundation Community Day
AUGUST		
Friday, August 4, 2023	LSC	Ruritans Cruise In Car Show
SEPTEMBER		
Friday, September 1, 2023	LSC	Ruritans Cruise In Car Show
Thursday, September 7, 2023	Smithfield Center	Summer Concert Series Finale
Saturday, September 30, 2023	Main Street	Autumn Vintage Market
OCTOBER		
Tuesday, October 3, 2023	LSC	National Night Out
Friday, October 6, 2023	LSC	Ruritan Car Show
Saturday, October 14, 2023	Downtown	Hog Jog
Friday, October 20, 2023	Main Street	Smithfield High Homecoming Parade
Tuesday, October 31, 2023	Main Street	Halloween Safe Trick or Treat
NOVEMBER		
Thursday, November 2, 2023	Times Square	Chamber Tailgate
Friday, November 3, 2023	Smithfield Center	IOW Schools Gala
Saturday, November 11, 2023	Veterans Memorial	Veterans Day Ceremony
Saturday, November 11, 2023	Windsor Castle Park	Bacon and Bourbon Festival
Friday, November 17, 2023	Times Square	Tree Lighting Ceremony
Saturday, November 18, 2023	Main Street	Mistletoe Evening Market
DECEMBER		
Saturday, December 2, 2023	Smithfield Center	Antique Show
Saturday, December 2, 2023	Windsor Castle Park	Christmas in Smithfield
Saturday, December 9, 2023	Smithfield Center	Breakfast with Santa
Saturday, December 9, 2023	Main Street	Christmas Parade





SMITHFIELD POLICE DEPARTMENT



Annual Report 2023



**Smithfield
Police
Department**



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Letter from the Chief

I take great pleasure in extending my heartfelt congratulations to the dedicated men and women of the Smithfield Police Department for their exceptional achievements in enhancing the safety and well-being of our community. Through your unwavering dedication and hard work, Smithfield has become a safer place to live, work, and visit. Your selfless commitment to ensuring the security of others, despite the countless hours spent away from your families, is truly commendable.

The Department's 2023 annual report serves as a testament to the fruits of your labor, presenting impressive statistics that reflect the outstanding professional services provided to the citizens of our town. However, these numbers merely scratch the surface of the remarkable efforts that have been exerted through rigorous training and preparation over the past several years. Smithfield's continuous ranking among the safest cities in the Commonwealth is a testament to the collective hard work and dedication we have demonstrated. We understand that these achievements were not accomplished in isolation, but rather through the establishment of robust community partnerships between the people and the police. As we move forward, it is vital that we continue to strengthen existing relationships and nurture new ones, ensuring the continuous growth of our community, our profession, and ourselves.

Our pledge to maintain our certification as a crime prevention community necessitates ongoing initiatives. We must enhance existing programs, introduce new initiatives rooted in best practices, harness the potential of technology, and uphold our agency's accreditation. By securing these certifications, we wholeheartedly embrace our mission to provide the Commonwealth of Virginia and the citizens of the Town of Smithfield with a responsive, professional, and dynamic Police Department.

The achievements we have accomplished thus far embody our unwavering dedication to honor, community partnership, and integrity - the very values that underpin our daily responsibilities. It is through the embodiment of these values that we can ensure a safer and more prosperous future for our beloved town.

Thanks for a Job Well Done!

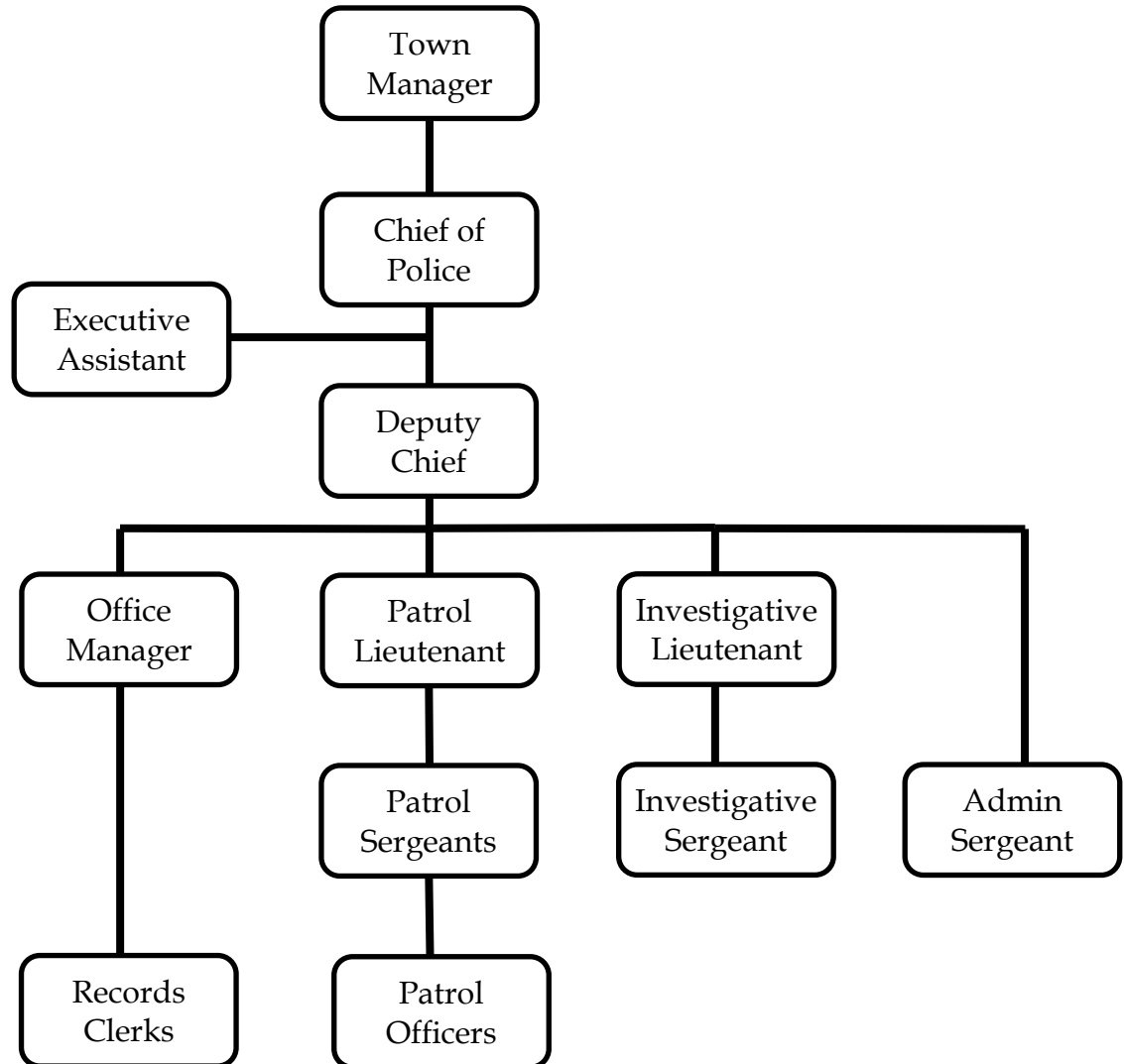
Chief Alonzo Howell

Mission Statement



“To provide the Commonwealth of Virginia and Town of Smithfield a dynamic, responsive, professional police department that forms a partnership with the community in order to preserve law and order, achieve mutually beneficial goals and objectives, and provide security and safety services in the most efficient and effective manner”

Organizational Chart



Divisions

Patrol Division

The Patrol Division is the backbone of the Smithfield Police Department. Patrol is responsible for answering calls for service, incident reporting, traffic control, community engagement, and crime prevention. The patrol division is comprised of 13 patrol officers, four patrol sergeants, and one patrol lieutenant. In 2023, two officers were promoted to Patrol Sergeant, and two officers were promoted to Senior Police Officer.

We proudly present a comprehensive overview of the Patrol Division's performance, reflecting our unwavering commitment to community safety and proactive law enforcement. This section will delve into the key statistics that highlight the impact of our Patrol Division. These figures demonstrate Patrol's operational efficiency and effectiveness and underscore our ongoing dedication to fostering a safe, secure, and connected community.

	2020	2021	2022	2023
Calls for Service				
Calls for Service	6500	6869	7005	7458
Self-Initiated	7254	5120	6479	5950
Traffic				
Traffic Stops	1799	1148	1443	1552
Summonses Issued	1127	1020	1013	555
Warnings	746	315	544	1059
Crashes				
Total Crashes	246	268	186	239
-Reportable	76	110	95	97
-Non-Reportable	170	158	91	88
Arrests				
Felony Arrests	31	23	38	37
Misdemeanor Arrests	106	104	79	115
DUIs	31	27	18	21

Investigations Division

The Investigations Division is tasked with conducting comprehensive investigations into complex crimes. Investigations are responsible for follow-up investigations, forensics, and undercover operations. Detectives in the Investigations Division undergo specialized training in investigative techniques, forensic science, legal procedures, and specific crime area expertise. Given the evolving nature of crime, continuous professional development is crucial, especially with technological advancements and cybercrime. The Investigations Division is comprised of one sergeant and one lieutenant. In 2023, we introduced a new investigative team with the promotion of a lieutenant and a sergeant.

We are proud to highlight the remarkable achievements and steadfast diligence of our Investigations Division. This section will thoroughly examine key statistics on specific crime categories within our community.

Part A Crimes	2020	2021	2022	2023
Murder	0	1	0	2
Rape	0	0	0	1
Sex Offenses	6	2	4	6
Robbery	2	2	7	3
Aggravated Assault	12	9	12	16
Arson	0	0	1	0
Vehicle Theft	4	7	4	4

Part B Crimes	2020	2021	2022	2023
Simple Assault	54	55	46	57
Burglary	11	5	3	3
Larceny	84	111	98	89
Forgery	3	4	4	3
Fraud	29	48	37	43
Embezzlement	3	54	2	2
Destruction of Property	68	99	59	52
Drug Offenses	18	11	20	17
Weapons Offenses	11	15	5	17

Retirements

We want to take a moment to honor and celebrate the distinguished careers of three esteemed members of our department who have entered well-deserved retirement in 2023. Each of these individuals has dedicated decades of service to our department and community, exemplifying the highest standards of commitment, bravery, and leadership. Their invaluable contributions have shaped our department's positive trajectory and left a lasting impact on the lives they've touched and the community they've sworn to protect. As we bid them farewell, we extend our deepest gratitude for their years of service and wish them a fulfilling and joyful retirement. Their legacy will undoubtedly continue to inspire future generations within our ranks.



Sergeant Don Brady retired on April 1, 2023. He served the department as a patrol officer, a patrol sergeant, the detective sergeant, and the administrative sergeant. Sgt. Brady came to the department in 2011 after serving several years with the Poquoson Police Department. Thank you for your service to the Smithfield community!

Stephanie Pack retired on April 1, 2023. She served the department as a records clerk. Stephanie came to the department in 2015 after retiring from the Newport News Police Department. Thank you for your service to the Smithfield community!



Lieutenant Patrick Araojo retired on May 1, 2023. He served



the department as a patrol officer, a patrol sergeant, the detective lieutenant, and interim chief. Lt. Araojo came to the department in 2007 after serving several years at the Suffolk Police Department. Thank you for your service to the Smithfield community!

Community Policing

Our community policing initiatives are the cornerstone of our department's approach to fostering a safer community. During 2023, our dedicated officers have deepened their engagement with the community through various programs, partnerships, and dialogue forums aimed at building trust, understanding, and collaborative problem-solving with the citizens we serve. These efforts have strengthened the bonds between our department and the community and played a crucial role in enhancing public safety, reducing crime, and proactively addressing community concerns. As we reflect on this past year, we are encouraged by the positive outcomes of these initiatives and remain committed to advancing our community policing strategies in the years to come.

2023 Community Relations

- CASA Meetings
- Jersey Park/Woods Edge Manager Meeting
- Watch Dog Program (IWCS)
- Gun Violence Program (Main St Baptist)
- Going Away Party (IWCS)
- Surry Prom (Smithfield Center)
- Home Visit Mentorship (Wrenn Rd, NNPS)
- Harvest Fellowship Appreciation for First Responders
- Kick Ball with Kids (Wrenn Rd)
- Neighborhood Watch (Cypress Creek)
- Playing with Kids (Wrenn Rd)
- Station 50 Open House
- Hardy Elementary Ribbon Cutting
- Back to School Bash (Main St Baptist)
- Isle of Wight County Fair
- National Night Out
- Stop the Violence Program (Main St Baptist)
- Children's Center Community Event
- Halloween on Main
- Police Officer Thank You Luncheon (YMCA)
- Fill-A-Cop Car (Food Lion & Kroger)
- Statue Dedication Service (Anna's)
- Angel Tree



Training

Recognizing the ever-evolving landscape of law enforcement and community needs, we have significantly invested in advanced training for our officers, encompassing a wide range of skills from tactical response and legal updates to mental health awareness and cultural competency. These initiatives are designed to enhance our officers' operational effectiveness and safety and deepen their capacity for empathetic, informed interactions with the community. Our commitment to continuous learning and development reflects our dedication to excellence in policing and our unwavering commitment to serve and protect our community with the highest standards of professionalism.

2023 Training

- General Instructor Training
- Emergency Response Team
- Taser Instructor Training
- In-Service Training
- Law Enforcement Interrogation Class
- Gang Training
- Search & Rescue Training
- Leadership training on Workplace Violence
- Leadership Training
- RADAR/LIDAR
- Digital Evidence for Law Enforcement
- Crisis Intervention Training
- Active Shooter
- Street Cop Training
- Boat Team Training
- Strategic Interviewing
- Field Training Officer
- Less Lethal weapons
- Search & Seizure
- Red Dot Sight Instructor Training
- Advanced Search & Seizure
- Traffic Stop Training
- De-Escalation Training
- Intervention Training
- Criminal Investigations for New Detectives
- Investigations Using Cellular Technologies
- Autism Awareness and Safety
- Firearms Training
- Defensive Tactics Training
- Virginia Legal Updates
- Forensics Retraining Seminar
- Cultural Diversity
- Command Leadership Institute
- Understanding & Preventing Retail Theft
- Firearms Instructor School
- Armorer School
- Manual & Shotgun Breaching
- New Supervisor Training
- Taser Legal Training
- Refuse to be a Victim – Train-the-Trainer
- Ballistic Shield Training
- Taser Training

Department Highlights

Top Cop



Sgt. Herget, Officer Nixon, and Officer Darden received the Top Cop award in October for their action in January of 2023. They were able to save a woman from drowning at Windsor Castle Park near the Kayak launch.

Promotions

On Wednesday, October 11, Officers Herget, Johnson, and Lester were promoted to the rank of Sergeant. Sgt. Herget will serve as the Investigation Sergeant. Sgt. Johnson and Sgt. Lester will serve as Patrol Sergeants.

In December, Officers Jones and Owens were both promoted to Senior Patrol Officers. The Senior Patrol Officer designation highlights officers who have a level of experience, expertise, and dedication beyond that of a typical patrol officer.



It is Our Pleasure to Serve You!



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



SMITHFIELD/IOW TOURISM REPORT





2023

ANNUAL REPORT



Smithfield &
Isle Of Wight
County Tourism





2023 HIGHLIGHTS



WAVY TV "Hampton Roads Show" featured "A Week in Smithfield"

- **THE MAIN STREET SQUARE STAGE & BRIDGE CONNECTION** to Hayden's Lane was completed and dedicated. Worked with Planning and Zoning; BHAR and Project Manager, Carter Williams. All funding secured from VTC, Towne Bank, Town of Smithfield, and additional donors. Engraved brick program launched and completed. Stage utilization began in May 2023.
- **WAVY TV HAMPTON ROADS SHOW** Smithfield & Isle of Wight Tourism "TAKEOVER WEEK" held October 2023. VERY successful promotion with partial grant funding.
- **VIRGO AWARD** from VADMO received for "Shop Talk" and "Let's Dish" video promotions with excellent view numbers.
- **WILSON ROAD WATER TANK** Tourism Logo added to tower.
- **ARPA GRANT FUNDING** of \$50,000 appropriated. Locality Awareness & Perception Study completed by the London Company: \$5,000. Google AdWords appropriated \$20,000 and completed. Zartico Visitor Research Study appropriated \$25,000 and is currently underway. All spending, reimbursement work and results will be completed and in by June 2024.
- **LOCAL VA250 COMMITTEE** formed with interested parties including many historical organizations in the area. Tourism Director and Museum Director are heading up this committee. Currently meeting quarterly. Work continues on events and recommendations for the VA250 Commemoration. VA250 Tour Museum booked for May 2024.
- **SMITHFIELD CHRISTMAS PARADE:** First coordinated effort for management of the parade instituted coalescing Tourism; County Parks & Recreation; Town Parks & Recreation; and staff volunteers.
- **WEDDING SOCIAL MEDIA INFLUENCER** promotion with 12 Tourism Stakeholder partners. Very successful campaign.
- **VISITOR CENTER RENOVATION** completed to include new LPV flooring, ceilings and front desk modifications.
- **TOWN WEBSITE VIDEO** updated.
- **SUMMER CONCERT SERIES:** Working with IOW Arts League and Smithfield Times to coordinate the Friday night series.
- **NEW LIMO GOLF CART** obtained for tours & special events.
- **WTKR STAYCATION IN SMITHFIELD PACKAGE** aired on July 19 & 20. Excellent package! GREAT PR.
- **TOAST THE COAST:** a cooperative effort among Coastal Virginia Tourism entities to promote the craft beverage scene in our area. Smithfield & IOW are partners in a grant for this project received by Newport News Tourism Development Corp. This is a continuing and growing program.
- **THE SALTY SOUTHERN ROUTE** foodie driving trail continued and Sussex County rejoined.

- **TOURISM STAKEHOLDER BREAKFAST** held to award Hospitality Heroes; Community Ambassadors; High Five Supporters and HAMbassadors.
- **VA-1 GOVERNORS TOURISM SYMPOSIUM:** Nov. 2023. Director served on a panel. To coordinate with the conference Ted Lasso theme, the panel discussed "Turning a Loss into a Win," discussing mistakes and failures and how to learn from them, turn them around or how the loss actually became a win!
- **13 NEWS NOW:** Special Event Coordinator, Connie Chapman, appeared on Oct. 25 to talk about Fall and Halloween events in Smithfield and Isle of Wight.
- **COASTAL VA MAGAZINE** feature on Coastal Virginia Main Streets including Smithfield

SMITHFIELD FARMERS MARKET:

- Working with the Luter Team to facilitate a covered Farmers Market structure capable of year-round activities at the new Grange @10Main. Work continues.
- Farmers Market bylaws and board compilation work completed. New Board begins April 2024.
- First annual Farmers Market Health and Safety Seminar held for ALL area and regional Farmers Market vendors. Required for all Smithfield FM vendors who fall under the Health Department or VDACS jurisdiction. Certification received. Seminar was filmed for additional viewing.

Grants

\$20,000	(Ended June 2023) Virginia Tourism Corporation Town & Country Marketing Leverage Grant
\$10,000	(Ended June 2023) Virginia Tourism Corporation Weddings Marketing Leverage Grant
\$20,000	Virginia Tourism Corporation Destination Marketing Organization Grant 12 Genuine Merchants of Downtown Smithfield promotions
\$5,000	Virginia Tourism Corporation WAVY TV Marketing Leverage Grant "A Week in Smithfield," Hampton Roads Show Partnered with Smithfield VA Events
\$20,000	American Rescue Plan Act (ARPA) Google AdWords Campaign, July - November
\$25,000	American Rescue Plan Act (ARPA) Zartico annual subscription for local geolocation and credit card spending data
\$5,000	American Rescue Plan Act (ARPA) London Tourism Publications research project
\$5,800	VTC Google Social Media Reimbursement 25% of Total Social Media Spend reimbursed
\$3,700	VTC Google AdWords Reimbursement 25% of Total AdWords Spend reimbursed



MARKETING

PRINT PUBLICATIONS

Richmond Magazine -
 July, September and December 2023, Hamtown Happenings
 ads plus 1/2 page Advertorial copy and image
 RVA Traveler Supplement - 1/2 page ad
 Virginia Tourism Corporation's 2023 Travel Guide -
 Full page Ad with six partners
 Virginia Restaurant, Lodging and Travel Association's 2023
 Travel Guide - Full page Ad with six partners
 Williamsburg Visitor Guide - ad and article
 Williamsburg Map
 Virginia Living Magazine - 1/6 page ad
 Tidewater Family Magazine -
 Arts Fest ad and listing in 2 issues
 Slice Magazine Spring and Summer Issues -
 full page ad for Farmers Market schedule
 Slice Magazine Winter issue - full page ad
 Smithfield Times Newcomers Guide
 Smithfield Times -
 2 ads for Restaurant Week
 2 ads for Country Vintage Market & Sidewalk Sale
 2 ads for Arts Festival
 1/2 page ad for Vintage Market
 1/2 page ad for Holiday Open House
 1/2 page ad for Mistletoe Market
 Town of Smithfield Newsletter

VIDEOS PRODUCED IN-HOUSE & PROMOTED

9+ Videos for all Special Events -
 including "Lodging" Videos for several
 11+ Genuine Merchants of Downtown Smithfield Promotions
 12 ShopTalk or "Let's Dish" Promotional and edited videos
 Farmers Market Specialty Market Videos
 Farmers Market "Meet the Vendor" Video Series
 Farmers Market "FarmTalk" Video Series
 Pickers Market
 2 Weekend Getaway Videos
 Roamies Visit
 TourTalk
 Launch of Kayak Kiosk
 Hospitality Hero
 Hambassador
 "Behind These Walls" Downtown Smithfield
 Windsor Castle Park
 Porcine Parade
 Autumn Vintage Market Lodging Video
 Restaurants
 "Just Engaged?" Video
 Halloween Events
 Spirits Trail
 "Just Around the Corner" Video
 Holiday Events
 Carrollton Christmas Video
 Holiday Events & Shopping
 Christmas Parade & December events
 Happy Holidays Video
 Shop Smithfield for the Holidays



DIGITAL ADS, WEBSITE & RESEARCH

Update GenuineSmithfieldVA.com website
 Update and maintain the Salty Southern Route website
 12 months of Search Engine Optimization
 for GenuineSmithfieldVa.com website
 COVA Scene Email featured event for:
 Restaurant Week, St. Patrick's Day Parade, Country Vintage
 Market & Sidewalk Sale, Arts Festival, Christmas Tree Stroll,
 Hamtown Night Out, Back to School Story Walk, Scarecrow
 Stroll, Witches Night Out, Holiday Open House, Mistletoe
 Market, Elves Night Out
 Mobile footer ad on Virginia.org
 Research Project: London Tourism Publications
 Zartico Destination Operating System -
 Year long subscription for detailed research
 Drone footage added to Home page
 of GenuineSmithfieldVA.com
 Search Engine Optimization essays
 added to GenuineSmithfieldVA.com
 VTC Coop ad on Virginia.org in June
 Super targeted banner ads on Virginia.org
 in June and August
 Google AdWords - July through early December
 Header Ad on Virginia.org "Cities and Small Towns" page

COLLATERAL/SIGNAGE

Event banners for Restaurant Week and St. Pat's Day Parade
 Reprint Walking Tour Brochures in March and October
 Event banners for Spring Vintage Market and Arts Festival
 Reprint Walking Tour brochures and maps in March
 2023 - 2024 Rack Brochure - distributed statewide
 8 Event Banners
 "Hamtown Happenings" Spring and Winter rack cards
 "Hamtown Happenings" Seasonal Posters and Flyers
 "Welcome to Isle of Wight" Sign Banners
 Updated outdoor maps at Public Restroom and Post Office



DIGITAL REPORT



Social Media & Website

GENUINESMITHFIELDVA.COM

January 1, 2023 through January 1, 2024
974K event count, 140K users, 302K page views

FACEBOOK As of January, 2024

Page Likes: 16,840, Followers: 18,340
Reach: 1,031,110 (organic), 1,009,278 (paid)

INSTAGRAM

January 1, 2023 through January 1, 2024
2,698 Followers
Reach: 52607

YOUTUBE

January 1, 2023 through January 1, 2024
3,612 views, 91 subscribers

PINTEREST

January 1, 2023 through January 1, 2024
30.55K Impressions, 821 Engagements

EMAIL MARKETING

Total number of subscribers (as of Dec. 2023): 9,422

"Where the Locals Go": 52 Emails

Other programs and events, surveys, etc.: 49 Emails

Total Emails Sent: 725,135

Total Emails Opened: 249,825

Total Open Rate: 35%

Total Clicks: 5,333

Total Click Rate: 1%

729 new email addresses added

464 deleted

Emails sent for -

Restaurant Week, St. Patrick's Parade & Smithfield Farmers Market, Country Vintage Market and Sidewalk Sale, Christmas Tree Stroll, Downtown Vintage Market, Halloween Events, Scarecrow Stroll, Witches Night Out, Holiday Open House, Mistletoe Market, Christmas in Smithfield, Elves Night Out and other holiday events

"Where the Locals Go" newsletter sent weekly
Quarterly "Hamtown Happenings" emails



SPECIAL EVENTS

JANUARY

SVAE's BOB FEST 2600 attendees (sold out)
Restaurant Week, 15 participants

FEBRUARY

Restaurant Week continued from January.
Galentine's Night Out - Gmod Event

MARCH

St. Patrick's Parade (canceled)

APRIL

SVAE's Smithfield Wine & Brew Fest, 3600 attendees
SVAE's Manor House Wine Dinner, 50 attendees

MAY

Vintage Market at Fairgrounds, 3,000 attendees
Sidewalk Sale - Gmod Event
Smithfield Arts Festival, 3000 attendees

JUNE

Juneteenth Celebration
Father's Day Storywalk - Gmod Event

JULY

Christmas in July, Christmas Tree Stroll - Gmod Event

AUGUST

Back to School Story Walk - Gmod Event

SEPTEMBER

Isle of Wight County Fair, 38,600+ attendees
Downtown Vintage Market, 10,000+ attendees

OCTOBER

SVAE Bourbon Dinner, 50 attendees
Safe Trick or Treat/Ham-o-ween (rain event, lower numbers)
Hog Jog, Souper Saturday, Court Day
Scarecrow Stroll - Gmod Event
Witches Night Out - Gmod Event

NOVEMBER

Holiday Open House Weekend - Gmod Event
SVAE Bacon, Bourbon Festival 3600 attendees
Smithfield Christmas Tree Lighting
Mistletoe Market 10,000 attendees, 116 vendors
Carrollton Christmas Market 1,500 attendees, 48 vendors

DECEMBER

Christmas in Smithfield Antiques Show & Historic Homes Tour
700+ attendees
Smithfield Christmas Parade 7,000 Attendees
Elves Night Out - Gmod Event
Light Up Hayden's Lane, provided by volunteer Sandy Cleary

WHERE THE LOCALS GO

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

PICKER'S MARKETS

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

SMITHFIELD FARMERS MARKET

April through October (weekly) with Holiday Specialty Markets in November and December

Gmod Events

(Genuine Merchants of Downtown Smithfield)

SHOPTALK "3 FOR 3" and SHOPTALK "LET'S DISH"

Each month showcased a merchant on Facebook Live and edited the live videos internally for use across various social media platforms.

MONTHLY GMOD PROMOTIONAL EVENTS

Events promoted on social media and COVA Scene e-newsletter. VTC Grant awarded for this campaign.

GALENTINE NIGHT OUT

SIDEWALK SALE

FATHER'S DAY STORYWALK

CHRISTMAS IN JULY "CHRISTMAS TREE STROLL"

BACK TO SCHOL STORYWALK

SCARECROW STROLL

WITCHES NIGHT OUT

HOLIDAY OPEN HOUSE WEEKEND

ELVES NIGHT OUT



Kristin Wilda & Connie Chapman, hosts of the award-winning "ShopTalk" video series.



SMITHFIELD FARMERS MARKET



Farmers Market Manager Sabrina visits "Rose Hill Heritage Farm 1630" for FarmTalk Video Series in April of 2023.

- Number of Markets: 28 (5 cancelled due to the weather)
- Total Number of Attendees: 24,000 - 40,000 (600 - 1200 per market)
- 25 - 35 Market Vendors on average per week

• **VENDOR SALES: \$452,752.47**

• **VENDOR FEES COLLECTED: \$23,483.46**

- Promoted the market on social media, newspaper articles, community calendars, signage, and event scheduling
- Produced FarmTalk videos and created landing page on GenuineSmithfieldVA.com
- Created landing page for Meet the Vendor video series
- Weekly musicians/bands at each market
- Facilitated sponsor's market appearances and advertising
- Facilitated non-profit vendors as a community service
- Six Specialty themed markets throughout the season:
 - Independence Day Market: Raised \$140 for the Smithfield Volunteer Fire Department
 - Veterans Day: Market vendors offered military discounts
 - Holiday Markets: Collaborated with Isle of Wight County Social Services to sponsor an angel tree. Twenty five children in Isle of Wight received gifts for Christmas. Also, Isle of Wight Animal Services offered animals to be adopted and pet supplies were collected.

- Voted #4 "Best in Virginia" by the Farmers Market Coalition and American Farmland Trust
- Voted in the Top 100 of the "Best Farmers Markets in America" by the Farmers Market Coalition and American Farmland Trust
- Maintained Community Interaction and Vendor and Sponsor recognition through the Annual Vendor Appreciation Event in January for market vendors and sponsors.
- Visited over 7 farms from the market to record FarmTalk videos and for farm visits.
- Market season began on April 8th, (delayed a week because of weather)
- Market featured 64 vendors, revolved through 28 markets.
- Awarded \$5,000 Food Access Grant by Obici Healthcare Foundation for purchasing fresh produce from local farm vendors and providing the food to the Christian Outreach Program, the local area food bank. Grant funds covered the hours of the market personnel and costs incurred by the market vendors.
- Market Manager, Sabrina Dooley was elected Coastal Regional Director Virginia Farmers Market Association.
- Hosted a Health and Food Safety Seminar for market vendors along with other regional market managers, the Virginia Department of Health and the Virginia Department of Agriculture and Consumer Services.



SALES

MONTHLY SALES BLITZES

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

AAA SALES BLITZ

Participated in Virginia Association of Destination Marketing Organizations (VADMO), May 2023 (profile sheet, brochures and swag sent)

BRACEY WELCOME CENTER BLITZ

Display materials from members of Coastal Virginia Tourism Association on display in October



PUBLIC RELATIONS

- Travel Writer Barbara Kennedy article on tripsavvy.com
- Daily Press online: article on "Life of Ham" Van Tour by Rekaya Gibson, March 2023
- YourView.com on Isle of Wight Museum, April 10, 2023
- Hosted Travel Influencers "The Roamies"
- Hosted International Travel Influencers "The Britalians"
- Hosted Lifestyle and Travel Influencer Amber Miller
- Press Releases: Virgo award, Arts Festival and VTC Grants.
- Images sent to Hampton Roads PDC
- Images sent to Coastal Virginia Tourism Alliance for website
- Hosted Penny Kmitt with WTKR in July for a special news segment on "Ham, hospitality and history"
- There's No Community In Virginia More Enchanting and Historic Than Smithfield, August 2, 2023, MSN.com
- My Stand-Out Tourist Experience in Smithfield, Virginia, August 8, 2023 by Sandy with Platinum PR
- Toddlin Around Tidewater online article on the Isle of Wight Museum Aug. 10, 2023
- 13 News WVEC feature on the Pickers Market
- Featured header image on the "Cities and Small Towns" webpage on Virginia.org (January - March)
- CBM Neighborhoods: Smithfield, VA by Bay Bulletin December 14, 2023
- Images sent to Coastal VA Magazine for article on Small Towns
- Chesapeake Bay Magazine, online article "Explore The Pagan River, Find History On Display In Smithfield, VA," by Kendall Osborne, December 14, 2023



"Visit the Farms"
Brochure and Video



DESIGN SERVICES

ISLE OF WIGHT COUNTY MUSEUM

Canoe/First Residents signage, four Nike Park interpretive signs, revisions on Blackwater exhibit, revised three historic markers in town, logo design for "My Isle" video series, Window displays, Peanut and Ham exhibit, Nike Park book, Colonial Businesses and Main Exhibit, revised timeline

ISLE OF WIGHT COUNTY HUMAN RESOURCES

Job Fair poster, updated "How to apply" brochure

ISLE OF WIGHT COUNTY ECONOMIC DEVELOPMENT

Farm Directory and Newcomer's Guide updated, Farm Directory webpage updated, Local Business listing graphic

ISLE OF WIGHT COUNTY PARKS AND RECREATION

Trail permit and flyer for Bike Trail opening

TOWN OF SMITHFIELD

Pig illustration for water tower, Vision 2035 document



VISITOR CENTER COUNTS

	INDIVIDUALS	# FIRST TIME	TOTAL TOUCHES
January	607	125	1981
February	681	169	986
March	958	284	1973
April**	995	320	2638
May	1205	445	2065
June	1055	440	2134
July	1268	406	2330
August	1047	502	2187
September	1301	490	2512
October	1190	511	12653
November	1453	518	2446
December	1034	229	2117
TOTALS	12,794	4,439	36,022

MONTHLY AVERAGE OF VISITORS

Individuals: 1,066, First Time visitors: 370, (26% increase),
Monthly Average of Total Touches: 3,002

TOTAL TOUCHES (14% increase)

This is a total of the number of brochures distributed at Williamsburg timeshare sales calls, the number of brochures removed from the after-hours kiosk at the Visitor Center, the number of hospitality/wedding bags distributed, visitor counts from Boykin's Tavern, the Isle of Wight County Museum and their monthly tours, and participants in tourism sponsored group tours.

TOP STATES (in order, after Virginia/DC)

Pennsylvania, North Carolina, Maryland, New York, Florida, New Jersey, Ohio, and Texas. The Visitor Center hosted travelers from all 50 states, except Wyoming.

INTERNATIONAL VISITORS

The Visitor Center hosted over 200 visitors from 32 different countries with the most visits from (in order): Canada, England, France, Germany, and Scotland.



GROUP TOURS

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY.	AUG.	SEPT.	OCT.	NOV.	DEC.
#TOURS	4	2	5	7	5	10	2	3	2	3	4	1
#ATTENDEES	44	21	72	141	95	49	6	8	5	58	26	2

TOTAL NUMBER OF TOURS: 48

TOTAL ATTENDEES: 527

TYPES OF TOURS

- Travel writers
- Bloggers, Social Media Influencers
- Family reunions, schools
- Assisted living residents
- Lectures
- Walking tours
- Van tours (Life of Ham Tour)
- Step-on bus tours
- Cemetery tours
- (Ivy Hill, Historic St. Luke's)
- Isle of Wight Chamber of Commerce Leadership Program (adult and youth)
- Corporate groups (including Foods)
- Hambassador tours
- Clubs and associations

April, 2023

Mailing list was created of 129 assisted living type communities in Coastal Virginia. A group tour postcard was printed and mailed to the addresses on the list.

Tours were also promoted on social media with videos produced for the posts.





ECONOMIC IMPACT

	EMPLOYMENT	EXPENDITURES	LABOR INCOME	LOCAL TAX RECEIPTS	STATE TAX RECEIPTS
2022	513	\$49,591,749	\$13,116,169	\$2,231,529	\$1,491,763
PERCENTAGE CHANGE	+7.2%	+6.1%	+9.0%	+9.1%	+9.6%
2021	478	\$46,728,533	\$12,037,192	\$2,045,380	\$1,361,401
2020	452	\$34,237,591	\$10,356,837	\$1,701,522	\$1,001,920
2019	506	\$41,331,487	\$10,942,745	\$2,004,409	\$1,246,976
2018	508	\$41,297,877	\$10,838,155	\$1,989,699	\$1,236,327

BACKGROUND

These summary reports represent the direct impacts of travel in Virginia and its localities for the last five years, 2018-2022.

ECONOMIC IMPACT OF VISITORS IN VIRGINIA

The Economic Impact of Visitors in Virginia report is prepared annually for VTC by Tourism Economics. The report provides estimates of travel spending in Virginia and its 133 counties and independent cities as well as the employment, labor income, state and local tax revenues directly generated by these expenditures. The analysis is based on an Input-Output (I-O) model from IMPLAN for the Virginia economy. The data in this report only represents the direct impact of travel estimates for the state and the localities. These five impact categories exclude the indirect and induced impacts.

EXPENDITURES

Impacts created directly from spending by visitors to a destination within a discreet group of tourism related sectors (e.g., recreation, transportation, lodging etc.)

EMPLOYMENT

Jobs directly supported by visitor activity (includes part-time and seasonal work). One job is defined as one person working at least one hour per week for fifty weeks during the calendar year.

LABOR INCOME

Income (wages, salaries, proprietor income and benefits) supported by direct visitor spending.

LOCAL TAXES

City and County taxes generated by direct visitor spending.

STATE TAXES

State tax revenue generated by direct visitor spending.

PERCENTAGE CHANGE COLUMN

This section represents the percentage change in each category from 2021 to 2022 figures.

Find more information at:

<http://www.vatc.org/research/economicimpact/>



TRAINING & MEETINGS

TRAINING:

- Grant Writing webinar 12/6/23.
- County HR Training 1/18/23. New Evaluations and hiring practices.
- Attended the Destination Development Association (DDA) webinar series "The Website Development Series: 1,2,3,4" 1/18/23.
- County Risk Management training 1/25/23.
- County benefits training 1/26/23.
- Zartico Webinars 2/3/23; 2/10/23; 2/17/23; 2/24/23.
- Destination Development Webinar Social Media 1 & 2 2/15/23.
- Zartico Webinars 3/3/23; 3/10/23; 3/17/23; 3/24/23.
- DDA Webinar THE SOCIAL MEDIA SERIES 3/14/23.
- Virginia Green Travel Conference in VA Beach 3/21-22/23.
- Zartico webinars 4/7, 14, 21, 28/23.
- ARPA Expense Reporting Seminar 4/13/23.
- County Health Fair 5/9/23
- Farmers Market Health and Safety Seminar 5/11/23.
- CPR 8/18/23
- Emergency Preparedness Meeting held at Windsor Town Center for entire County leadership 9/7/23
- Tourism Exchange USA webinar 9/13/23.
- VTC Research webinar 9/20/23.
- VTC Sports Tourism Economic Impact Study Overview zoom meeting 11/16/23.
- Tourism Staff Retreat 1/10/2023
- How You Should Allocate Your Marketing Dollars DDA
- SVAE Retreat
- Marketing 4 Words & Phrases That Work Every Time DDA
- IFEA Webinar - The Power of Positivity
- Case Studies - Asheville, North Carolina, Ashland, Oregon and Paducah, Kentucky DDA
- How to Create Marketing Partnerships DDA
- Event Marketing strategies for building lasting connections Constant Contact (CC)
- How to Grow your list in Constant Contact CC
- Quick, Simple Tips to Improve Your Email Results in Constant Contact CC
- Branding 2 - The 10 Rules of Successful Branding DDA
- Empathy-based Understanding SCORE
- Building and Growing Your Online Brand DDA
- Branding 4 - Product Development Versus Marketing DDA
- CPR/First Aid Training
- 7 Reasons Emails Bounce (And What You Can Do to Improve Your Bounce Rate) CC
- Safety and Risk Management...Protect Your Business and People SCORE
- Create An Ambassador Program That Doesn't Suck, Tourism Academy, Bandwango
- Digital Marketing Must-Haves CC
- Last-Minute Holiday Marketing Ideas to Finish the Year Strong CC
- Public Relations 1 - Why PR Should be Marketing Priority #1 DDA
- Newsletter vs. Blog: Is One Better than the Other? CC
- January Holidays and Newsletter Ideas 2024 CC

- VA Farmers Market Association webinars: Creating Great Social Media, 10/11/2023, Steal this Idea, 12/6/2023, Beta tested for Market Certification, 10/31/2023
- Tidewater Farmers Market Managers meetings

CONFERENCES:

- Virginia Green Travel Conference in VA Beach 3/21-22/23.
- Building Capacity and Community through Agritourism, Trails, and Downtowns Conference in Blacksburg 3/28-29/23.
- Visitor Center Seminar -Stafford VA 3/20-22/2023
- VADMO Spring Symposium - Suffolk 4/24-26/23.
- Farmers Market Health and Safety Seminar - Smithfield 5/11/23.
- VADMO Fall Meet-Up in Winchester, VA. Emphasis on agritourism efforts and success stories. 9/14-15/23.
- VA-1 Governor's Tourism Summit held 11/12-14/23 in Richmond. 600 attendees including Governor. Director served on speaker panel for the topic "How to Turn a Loss into a Win". VA1tourismsummit.org/speakers

SPEAKING ENGAGEMENTS:

- Cypress Creek Association speaking engagement 4/27/23
- Coastal Virginia Tourism Alliance "Thank the Visitor's Day" at Norfolk International Airport 5/8/23.
- Smithfield Kiwanis Club 11/2/23 Smithfield Station
- Coastal Virginia Tourism Alliance "Thankful for Visitor's Day" at Norfolk International Airport 11/17/23.
- The Chesapeake-history of Smithfield lecture
- DAR-at Gatling point-Smithfield history
- Lake Prince Woods-Smithfield highlights
- The Peanut Board-lecture on History of Smithfield at Museum followed by a van tour (Life of Ham).
- Cypress Creek New Residents – Introduction to Smithfield
- Social Media classes for Farmers Market vendors
- Created the Tidewater Educational Farmers Market Forum, 70 in attendance, 489 joined online, 5/11/2023
- Classes for the VA Farmers Market Association certification courses, 10/10/2023 & 10/17/2023



The first Tidewater Educational Farmers Market Forum was held in May at the Smithfield Center.



ORGANIZATIONS

SMITHFIELD VA EVENTS

Director and Special Event Coordinator are Board Members

SALTY SOUTHERN ROUTE

Regional trail partnership with Surry, Suffolk, Franklin/Southampton County, Sussec has just rejoined the group.

SMITHFIELD 2020/HISTORIC SMITHFIELD

Smithfield Historic District Economic Development and Revitalization Projects (ongoing)

VIRGINIA ASSOCIATION OF DESTINATION MARKETING ORGANIZATIONS (VADMO)

Director is Past President. Director currently serves as Chair of Professional Development

VIRGINIA TOURISM CORPORATION (VTC)

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

REGIONAL VISITOR CENTER MANAGERS GROUP, Member

VA RESTAURANT LODGING & TRAVEL ASSOC. (VRLTA)

Director is Board Member

COASTAL VIRGINIA TOURISM ALLIANCE (CVTA)

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

GENUINE MERCHANTS OF DOWNTOWN SMITHFIELD (GMODS), Member

ISLE OF WIGHT CHAMBER OF COMMERCE

Director serves as the past facilitator for the Chamber Youth Leadership Program (past 8 years)

SMITHFIELD SPECIAL EVENT COMMITTEE

DESTINATION DEVELOPMENT ASSOCIATION

VAFMA (VIRGINIA FARMERS MARKET ASSOCIATION)

Boards Served On

VADMO

Director is Past President 2011/2012
Director is current Chair of Professional Development
Director was Chair of 2017, 2018, 2019 and 2022 State Symposiums

COASTAL VA TOURISM ALLIANCE (CVTA)

Director was President 2018, 2019, 2020

SMITHFIELD 2020/HISTORIC SMITHFIELD

Director is on Executive Committee in charge of Promotion

HISTORIC SAINT LUKE'S CHURCH & MUSEUM

Director is on Executive Committee

SMITHFIELD VA EVENTS

Director is on Executive Board

SMITHFIELD FARMER'S MARKET BOARD

IVY HILL CEMETERY

ISLE OF WIGHT ARTS LEAGUE

BLACKWATER RIVER ADVISORY BOARD

VIRGINIA FARMERS MARKET ASSOCIATION BOARD

Sabrina Dooley, Farmers Market Manager, asked to join the Board for VAFMA (VA Farmers Market Association). She will be part of the pilot group of FM Managers to receive Farmers Market Manager certification from the organization.



Virginia Association of Destination Marketers at the "Fall Meet Up" in Winchester, September 2023



2024 INITIATIVES

Initiatives

CYPRESS CREEK BRIDGE

Working through Cypress Creek Bridge replacement to lessen impact on Tourism Stakeholders in Historic District.

FARMERS MARKET PERMANENT STRUCTURE

SAIL250 VIRGINIA

Work with Organization and Smithfield Station to bring tall ship to Smithfield for VA250 in 2026.

VA250 INITIATIVE

Continue to work with Local Committee.

VADMO LEADERSHIP INSTITUTE

VADMO is instituting a 2-year accreditation course for tourism professionals kicking off in 2024. Director is part of cohort putting the program together.

BOAT TOUR

Work to secure series in Smithfield.

NEW FOOD TOUR

Created, promoted and managed.

LUTER FAMILY SPORTS COMPLEX

Continue and improve communication and promotions to all event participants.

HIRE NEW MARKETING AND PR COORDINATOR

TOURISM PRODUCT CREATION

COMMUNITY LIFELINES PLAN

Work with Will Drewery and County Emergency Services to include Visitor Services. Plan will be the first one completed in Virginia.

TOURISM WEBSITE UPGRADE AND REDESIGN

Redesign was included after 4 years in original design. Upgrade is for a more universally used and user friendly Component Management System.

Grants

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

Awareness & Perception Study (\$5,000)

Data Deep Dive with Zartico, annual contract (\$25,000)

Google Ad Words (\$20,000)

\$20,000 VTC DRIVE 2.0 OUTDOOR GRANT

The \$20,000 will be put toward the purchase of outdoor stage lighting for the newly built Main Street Square Stage as well as outdoor sound equipment for use at all Smithfield Historic District Events. The building of the new stage began with seed money from VTC Drive 2.0 Grant and was completed with money from the Town of Smithfield; Towne Bank; and many volunteers.

\$5,000+ VTC SOCIAL MEDIA REIMBURSEMENT PROGRAM

25% Reimbursement of funds spent on all social media ads

\$3,000+ VTC GOOGLE ADS REIMBURSEMENT PROGRAM

25% Reimbursement of funds spent on all social media ads

\$5,000 OBICI HEALTHCARE FOUNDATION

Food Access Grant provided for purchasing fresh produce from local farm vendors for the Christian Outreach Program, the local area food bank. Grant funds covered the hours of the market personnel and costs incurred by the farm vendors.

\$5,000 VTC MARKETING LEVERAGE GRANT

\$5,000 toward expenses totaling \$9670 for "A Week in Smithfield" on the Hampton Roads Show in October 2023. Local government, businesses, organizations, events, attractions and restaurants were featured on the show, in WAVY TV-10 social media posts; and with a :30 and 1:00 commercials promoting Smithfield & Isle of Wight.

\$20,000 DMO MARKETING LEVERAGE GRANT

"Hamtown Happenings" program with a calendar of events throughout the year featuring Historic Downtown Smithfield GMOD events to provide economic uplift for local small businesses and tourism stakeholders.

DOWNTOWN SMITHFIELD'S HAMTOWN Happenings
What's up this Spring in the heart of our little Hamlet.

Charming Smithfield's shops, restaurants, and attractions are a 90-minute drive from RVA. Go to VisitSmithfieldVA.com for more on Hamtown USA!

VIRGINIA IS FOR LOVERS

LEPRECHAUNS NIGHT OUT
Thursday, March 14
Put on your green finery and join us because everyone's Irish during our annual St. Patty's Day Parade at 10:30 a.m. along Main and Grace Streets in Downtown Smithfield.

ST. PATRICK'S DAY PARADE
Saturday, March 16
We'll be "wearin' the green" with downtown shops open late until 7:30 p.m. and offering specials, sales and refreshments. Maybe you'll even find a pot of gold!

SPRING COUNTRY VINTAGE MARKET AT THE FAIRGROUNDS
Saturday, April 20
Held at the County Fairgrounds, this popular event features over 80 vendors offering hand-crafted, handmade, re-purposed and vintage items, as well as antiques.

DOWNTOWN SMITHFIELD SIDEWALK SALE
Saturday, April 20
Be sure to stop for a delish lunch on your way through town to the fairgrounds for the Vintage Market, and check out our downtown merchants sidewalk sale!

MAY DAY NIGHT OUT
Thursday, May 2
Don your best May Day hat (think Derby Day, Easter Bonnet or Ascot) & join us as downtown shops are open late until 7:30 p.m., offering specials, sales and refreshments.

SMITHFIELD ARTS FESTIVAL
Saturday, May 18
Smithfield celebrates the visual, performing, literary & culinary arts with a juried art show, live music, fest food & more along 3 blocks of Main Street.

Details on all our events, including our weekly **Farmers Market** & monthly **Pickers Market** are available online.

Hamtown Happenings Richmond Magazine ad and rack cards



ISLE OF WIGHT COUNTY MUSEUM





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



2023 Annual Report

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

Notable

- **Ivan Selin, Ph.D.**, Founding Chairman of the Board of the Smithsonian Institution's National Museum of American History, visited the Isle of Wight County Museum in November praising the museum and its staff.
- **ISLE Inspire Award.** Isle of Wight County Schools launched a recognition program open to any member of the Isle of Wight County Schools' community - the ISLE Inspire Award. The award focuses on the four broad areas of the school division's strategic plan: Inspire, Succeed, Lead, Empower. The May recipient of the Isle Inspire Award was Museum Director Jennifer England and the team at the Isle of Wight County Museum. The nomination stated: *When the museum learned of the Farewell to Hardy Elementary School's walk-throughs, they reached out to IWCS to see if they could be at the events to document memorabilia attendees brought with them. Their efforts will help document the history of Hardy Elementary especially as it begins a new chapter in a new building.*
- **Virginia Tourism Microbusiness Marketing Leverage Grant: Find Yourself(ie) at a Hamside Attraction.** This \$5,000 grant funded a promotional campaign to include video productions, landing page and social media advertising targeting Charlotte, N.C., and Washington, D.C. Result highlights:
 - Visitation increased by 17%, but specific visitation for the time period of the grant increased by 54%. Also, occupancy tax revenue increased by more than \$57,000.
 - Visitors commented on the specifics of the marketing campaign. In May, a visitor casually remarked, "We had to come see the World's Oldest Ham. There was a really cool video we saw on Facebook, and Smithfield seemed like a really neat place to visit."
- **Storage**
 - The Isle of Wight County Museum Foundation graciously funded updates to the museum's on-site storage. The first phase included multiple filing cabinets and shelving installed in the Sprigg Wing's upstairs space, and the second phase included the installation of shelving and a rolling cart for paintings inside the museum's main gallery vault. To prepare for this, everything had



to be removed from the vault and then placed back inside once the improvements were made. It was a multi-week procedure with the end result being more professional and safer for our collection.

- **Staffing**

- No changes to department staffing in 2023.
- The entire department engages regularly with all departments within Isle of Wight County and the Town of Smithfield.

- **Volunteers**

- Volunteers donated 1,388 hours to the museum in 2023. This includes the work of two interns – one from James Madison University and one from Longwood University. The estimated hourly value of volunteer time from the Independent Sector for 2023 was \$31.80 giving the museum an estimated yearly savings of \$44,138.40.

- **Video Production and Livestreaming Events**

- Museum staff continue to augment livestreaming engagement and video production in order to connect with visitors, supporters, fans and the community. This activity is – and continues to be - **VERY SUCCESSFUL** with recognition from organizations, individuals and the community.
 - **Behind These Walls.** This video series began in 2020 and showcases the stories behind compelling structures in Isle of Wight County. Total productions: 5.
 - **LIVE at 12:05.** This bi-weekly livestreaming series has been a staple for several years. Hosted on Facebook, educational pieces are hosted inside the museum and at our multiple historic sites every Tuesday and Thursday. They remain permanently viewable on the museum's Facebook page. Total productions: 100.
 - **My ISLE: Memories & Recollections.** This video series' inaugural episode on November 22 featured Charles David Jones and Ronnie Jones and their memories of peanut farming in Isle of Wight County. It was the most popular video ever produced.
 - **Connections.** This video series highlights the connections between the Isle of Wight County Museum and its historic sites with other community organizations and institutions. Total productions: 7.
 - **Other Productions.** Select special events at the museum are recorded and turned into productions for later view. Total productions: 2.

- **Schools, Colleges & Universities**

- While we regularly offer programming in the museum and off-site to augment all grade levels in history, math, science, language, art and music, this year's engagement did include Isle of Wight County Schools, private schools, special needs organizations and homeschool groups. Programming for



colleges and universities increased this year as did our interaction with these groups via Zoom. In 2023, we saw 995 students and educators.

- **Community Involvement**

- The department worked with numerous organizations in 2023 to provide assistance, support and volunteer hours. Organizations include Smithfield Foods, Smithfield and Isle of Wight Tourism, Isle of Wight County Parks and Recreation, Isle of Wight County Department of Community Development, Isle of Wight County Department of Economic Development, Smithfield Police Department, Windsor Castle Foundation, Isle of Wight County Historical Society, Smithfield VA Events, 1750 Courthouse, Christmas in Smithfield, Warwick County Historical Society, Ivy Hill Cemetery, City of Newport News Division of Museums & Historic Services to include the Virginia War Museum and Lee Hall Train Station, Christopher Newport University, Isle of Wight-Smithfield-Windsor Chamber of Commerce, Blackwater Regional Library, Tidewater Virginia Historical Society, local authors, area group homes, area churches, Old Dominion University, Peninsula Museums Forum, Isle of Wight County NAACP #7079, Genuine Merchants of Downtown Smithfield and more.

- **Other Involvement**

- We are engaged with other organizations beyond Hampton Roads to include Virginia Commonwealth University, Library of Virginia, Calvert Marine Museum, Civil War Trails, Virginia Department of Historic Resources and Virginia History Day. The U.S. Navy hosted a reenlistment ceremony in the museum as well.

- **Research and Interaction**

- Department staff members continuously care for the artifacts in the collection through conservation, preservation and cleaning. This includes evaluating items, researching and answering questions from visitors on a daily basis.

- **Collection**

- This year, the museum acquired numerous artifacts to include photographs, documents, pharmaceutical items, paintings, tools, postcards, textiles, maps and ledgers.

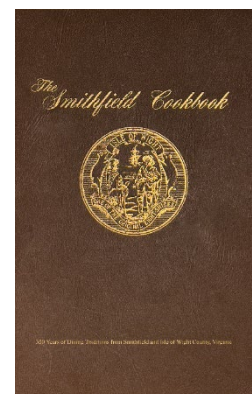
- **Other**

- Department staff members serve in varied capacities for the Town of Smithfield, Town of Windsor and Isle of Wight County to include analysis and commentary for projects submitted to Isle of Wight County Planning & Zoning and Town of Smithfield Planning and Zoning, programming for Isle of Wight County Parks and Recreation, programming for Town of Smithfield Parks and Recreation and membership on the Town of Smithfield Safety Committee.

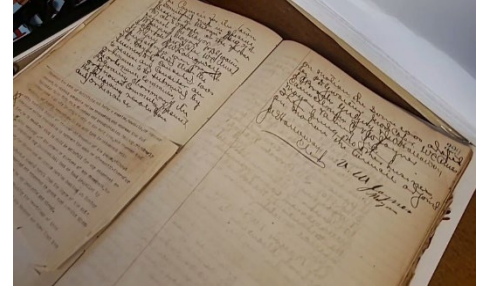


Stats and Updates

- **Museum Visitation:** 7,979
- **Special Events.** 63 events were planned for 2023 including our annual Pan Ham photo contest and the World's Oldest Ham's annual birthday party events.
- **Groups/Tours.** 45 different groups visited the museum for specialized tours/programs and 30 different groups visited our historic sites (Fort Huger, Fort Boykin, Boykin's Tavern/Courthouse Complex, Windsor Castle and Nike Park) for specialized programming.
- **Outreach.** Staff performed 80 outreach programs to a myriad of civic and service organizations, schools, universities, churches, community partners, etc. In the spring and summer, staff hosted in-person history-themed programs for Isle of Wight County Parks and Recreation's camps at Nike Park and at Windsor Town Center.
- **Gift Shop.** Sales were down 15% from 2022.
- **Economic Study.** Three separate monthly economic studies in 2023 revealed that the museum's visitors are supporting the County's tourism industry.
 - 38% of visitors made a gift shop purchase
 - 73% of visitors indicated that they had lunch/dinner plans in Smithfield/Isle of Wight County
 - 75% of visitors indicated that they were planning to or had already shopped in Smithfield/Isle of Wight County
- **Exhibits/Displays/Books/Projects**
 - **Downtown Sign Projects with Historic Smithfield.** Colonial Epicenter, the sign across the street from the 1750 Courthouse, was rewritten and redesigned to be more reflective of the history in that location and to be more structurally sound. A ribbon-cutting was held for the sign at the base of Wharf Hill.
 - **First Residents, Blackwater River, Museum Exterior and Colonial Isle of Wight.** Improvements were made to these exhibit spaces.
 - **Temporary and Offsite Exhibits.** Spaces to include the Smithfield Center and Calico Studios' MAIN STREET SMITHFIELD VA collection.
 - **Taste of Smithfield Cookbook.** The re-publication of this 1978 cookbook – in conjunction with the Isle of Wight County Museum Foundation – was completed.
 - **Town of Smithfield Records.** The museum is digitizing early volumes of Town of Smithfield records - Town



Council meeting minutes from 1891-1912 – and will work to upload these to the Blackwater Regional Library's online archival records.



Financials

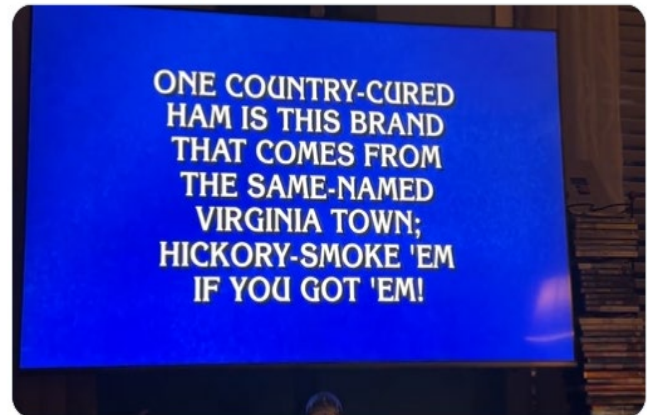
- Total Gift Shop Sales: \$ 13,482.20
- Gift Shop Sales Tax: \$ 785.29
- Admission: \$ 11,545.03
- Donations: \$ 3,060.00
- Program/Lecture Fees: \$ 100.00
- **TOTAL:** \$ **28,972.52**



World's Oldest Ham @Worldsoldestham · Mar 19
Mayim, I'll take ONE SMALL STEP FOR HAM for \$1,000, please.
[@Jeopardy](#) [@missmayim](#) #IKnowTheAnswer

Social Media/Website /Media Coverage/Promotion

- Media coverage in 2023 was positive, and the department's social media postings reached hundreds of thousands of people. Media interest was stirred by the local publications like the *Smithfield Times* and *Daily Press* as well as local news stations, podcasts, *Atlas Obscura*.
- Social media accounts include:
 - Facebook: Isle of Wight County Museum
 - Facebook: World's Oldest Ham
 - Facebook: Town of Smithfield
 - Twitter/X: @worldsoldestham
 - Instagram: @isleofwightcountymuseum
 - YouTube: @IsleOfWightCountyMuseum
- The museum interacts on Foursquare/Swarm, TripAdvisor, Pinterest and GoodReads.
- **Ham Cam.** We continue to promote ourselves online through our Ham Cam, the 24/7 Dropcam above the world's oldest ham's exhibit case. This enables visitors to check in on the museum's main gallery at any time of the day to see what we, and the World's Oldest Ham, are doing. It is a marketing tool that amuses all our visitors and promotes us worldwide.
- **Museum Mascots.** On Twitter/X, numerous museums have personalized their mascots to share information. We do that through the World's Oldest Ham. In 2023, several mascot interaction projects developed to



generate cross-promotion and interest. This year's cross-promotional projects included #MuseumWeek, #Museum30 and #CuratorBattle.

Nike-Carrollton Park 13036 Nike Park Road, Carrollton

- Activities included sign maintenance, media interviews, video production, specialized educational programs, familiarization tours and guided walking tours. TOTAL: 3 guided walking tours for 54 guests and programming held in conjunction with Westside Elementary School's sixth grade.
- The Nike-Ajax missile's conservation and interpretation is in progress. Isle of Wight County Public Utilities is at work on the site plan for the missile. Quotes on geotech and structural design have been received by Isle of Wight County Engineering/Public Utilities. Additionally, the artifact's guidance fins were repaired; two missing radio antennae were fabricated and cracks were mended.
- Four interpretive panels regarding the former Nike-Ajax missile battery (N-75L) as well as Jones Creek (N-75C) were created, fabricated and installed.



Fort Huger 15080 Talcott Terrace, Isle of Wight County

- Activities included sign maintenance, media interviews, video production, specialized educational programs, familiarization tours and guided walking tours. TOTAL: 3 guided walking tours for 31 guests.
- The Captain John Smith Trail sign was replaced, and the fort's entrance sign was repaired and updated.



Fort Boykin 7410 Fort Boykin Trail, Isle of Wight County

- Activities included sign maintenance, media interviews, video production, specialized educational programs, familiarization tours and guided walking tours. TOTAL: 2 guided walking tours for 23 guests.



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

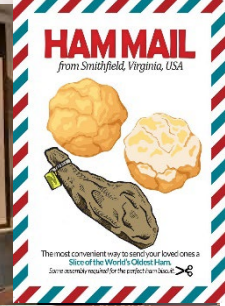
- Activities included exhibit maintenance, media interviews, specialized educational programs, familiarization tours and guided walking tours. TOTAL: 3 guided walking tours for 33 guests and 66 visitors to Boykin's Tavern.
- Isle of Wight County Engineering and Public Works is presently renovating the 1820 Clerk's Office.
- Interpretive plaques for the Isle of Wight County Courthouse, Clerk's Office and Courthouse Wall were approved by the Historic Architectural Review Board, fabricated and installed.



Windsor Castle 705 Cedar Street, Smithfield

- Activities included exhibit maintenance, media interviews, specialized educational programs, familiarization tours, guided walking tours and programming held in conjunction with the Blackwater Regional Library. TOTAL: 18 specialized events for 630 guests.





World's Oldest Ham @Worldsoldestham · Oct 5
I inspire love!
My friends Sonja and Jeff stopped by for a visit today.
[#HamSmooch](#) [#love](#)



World's Oldest Ham @Worldsoldestham · Nov 23
I feel like the Macy's Thanksgiving Day Parade would be so much better if there was a World's Oldest Ham float. [#float](#) [@Macy's](#)
[#happythanksgiving2023](#)

