



SMITHFIELD TOWN COUNCIL AGENDA

June 3, 2025 at 6:30 PM

220 North Church Street

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. INFORMATIONAL SECTION

1. Manager's Reports
2. Committee Summary Reports

D. UPCOMING MEETINGS AND ACTIVITIES

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

E. Presentations

- a. Swear-In New Police Officer, Lucy Lacore
- b. Resolution of Appreciation - Steve Senkovich

F. Comments

- A. Public Comments
- B. Council Comments

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

CONSENT AGENDA ITEMS

- C 1.** Motion to Award Contract for Implementation of a Financial System Software to RDA Systems
Finance Committee Chair, Mr. Jeff Brooks

ACTION SECTION

1. Approval of Town Council Summary Minutes from May 6th, 2025 and May 19th, 2025
William Riddick, Town Attorney

2. New Business

3. Old Business

- a.** Continued Discussion and Consideration of Red Point Tap House Water Line Connection
- b.** Resolution to Approve and Adopt the Fiscal Year 2025-2026 Operating Budget for the Town of Smithfield Virginia and Appropriate The Requisite Funds for Said Budget
- c.** Ordinance Imposing and Levying Taxes Within the Town of Smithfield, Virginia Upon Real Property, Upon Public Service Corporation, Upon Personal Property, Upon Machinery and Tools, and Upon Mobile Homes for The Calendar Year Beginning January 1, 2025, and ending December 31, 2025.
- d.** Resolution to Approve and Adopt the Five-Year Capital Improvements Plan (CIP) for the Period Covered by Fiscal Years 2025-2026 through 2029-2030
- e.** Ordinance Establishing the Water and Sewer Rate Schedule for the Water and Sewer Systems Owned and Operated by the Town of Smithfield
- f.** Motion to Adopt The Local Choice Health Benefits Program

4. Adjournment

TOWN COUNCIL REPORT

ATTACHMENTS:

Description	Type	Upload Date
Town Manager's Activity Reports - May 2025	Activity Report	5/30/2025
Parks and Recreation Activity Report - May 2025	Activity Report	5/30/2025
Tourism Activity Report - May 2025	Activity Report	5/30/2025

May 30, 2025

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – MAY 2025

TOWN MANAGER:

- Attended Hampton Roads Chief Administrative Officers Meeting – 5/7/25
- Met with Smithfield Foods Re: Community Relations – 5/9/25
- Attended Staff Picnic – 5/9/25
- Met with Consultant Re: Pinewoods Heights & Utility Master Plan – 5/9/25
- Attended Hurricane Conference – 5/13/25-5/16/25
- Attended Dominion Power Pre-Hurricane Season Call – 5/19/25
- Attended Committee Meetings – 5/19/25
- Attended Budget Public Hearing – 5/19/25
- Met with Consultant Re: Pinewood Heights Master Plan – 5/20/25
- Attended Civic Plus Agenda Management Software kickoff call – 5/21/25
- Attended Safety Meeting – 5/22/25
- Met with Smithfield Foods Re: Employee Survey – 5/22/25
- Attended Emergency Communications Board Meeting – 5/22/25
- Met with Town Attorney and CD&P Director Re: Injunction Hearing – 5/28/25
- Attended Injunction Hearing – 5/29/25
- Met with IOW Re: Erosion & Sediment Control - 5/30/25
- Met with Consultant Re: Grace Street Streetscape – 5/30/25
- Met with VDH Re: Hearn's Mobile Home Court Water Service – 6/2/25

DIRECTOR OF HUMAN RESOURCES:

- Processed property/liability claims with VRSA as appropriate.
- Processed Workers Compensation claims as appropriate.

- Conduct recruiting efforts for the following positions:
 - Patrol Officer (Certified) (3) – Police Department
 - Transportation & Storm Water Manager - (Public Works & Utilities)
 - Utilities Marker – (Public Works & Utilities)
 - Utilities & Grounds Helper (Public Works & Utilities - 2)
 - Utilities Mechanic – (Public Works & Utilities)
 - Utilities Maintenance Technician (Public Works & Utilities)
- Conducted Interviews for Police Officer on May 5th and 6th
- Conducted Interviews for Utilities Mechanic (Marker) on May 8th
- Conducted Open Enrollment Benefits Meetings on May 7th and 8th
- Continued with Open Enrollment Administrative Activities
- Partnered with the Parks & Recreation Department to organize the Spring/Summer Employee Picnic on May 9th
- Attended a webinar on best practices in recruiting and hiring hosted by VRSA.
- Led the Town's Safety Committee Meeting on May 22nd
- Managed any personnel-related & benefits questions/issues as appropriate.
- Participated in all scheduled staff and Council meetings.

TOWN CLERK:

- Transcribed and proofed the monthly minutes from Town Council, Planning Commission and the Board of Historic and Architectural Review.
- Attended Town Council meetings on May 6th and May 19th.
- Prepared May Town Council Committee Agenda and June Town Council Agenda.
- Prepared summary reports from Town Council Committee meetings on May 19th.
- Participated in a webinar of FOIA Training.
- Attended Town Employee Picnic, May 9th.
- Participated in Kickoff meeting for new Agenda Management Software through Civic Plus, May 21st.
- Continue to work on organizing Town records and disposing of documents according to General Schedules of the Library of Virginia.

TREASURERS DEPARTMENT:

- Attended Town Council Committee meeting (and presented) on Monday the 28th
- Updated investment benchmark schedule for April 2025
- Reviewed and approved payables files (reviewed budget line items)
- Worked on FOIA request
- Reviewed RE bills that are going to be mailed for the June due date
- Half day for Robin's daughter's service (Friday)
- Spread garbage fees that are charged to the town

- VML Legislative review meeting (virtual)
- Completed cash forecast so I can estimate next amount of investments
- Moved 500,000 from utility bank account into VIP.
- Sent April Activity report to Leslie.
- Attended Town Council Public meeting May 7th.
- Updated investment benchmark schedule for April 2025 and developed a report that shows investment returns for prior years.
- Discussion with OPB regarding the merger with TowneBank
- FOIA request for Cigarette Stamp provider info completed
- Checked to make sure that RE bills were mailed
- Touched base with Munis regarding charges
- Discussion with RDA about move to their platform, asked for a formal agreement and implementation plan.
- Discussion with Virginia Auction Company about next steps
- Worked on the Forecast so I can move forward with other types of investments
- Reviewed and updated the plan for implementation with RDA if that moves forward.
- Town Employee event Friday afternoon.
- Revised and reviewed the Investment reports, including data from prior years. This will help in June when I make a more assertive plan for investments (ie VIP and perhaps Treasury Notes)
- Reviewed and updated the forecast for the upcoming year
- Reviewed the auditor list, and will send that out to all on Monday
- Did the talking points and footnotes for the financial statements for the TC Committee meeting.
- Discussion with Lawson and Barbara on delinquent bills
- Worked with the delinquent file (PP) so it is ready to send to Virginia Auction
- Contacted Virginia Auction about an agreement document
- Contacted RDA regarding an agreement document
- Met with IOW (at their offices) to discuss business licenses, and met the rest of the Commissioner of the Revenue staff.
- Started another TAV course – Cash Management and Banking. This will lead to the designation for our office.
- Reviewed all invoices for payment
- Read through the debt offset information – typed up the access for Barbara to get onto the IRMS data website.
- Memorial Day Holiday on Monday the 26th

- Continued to update the forecast so I can make the plan for investing in July. Benchmarked the investments we have with alternatives (VIP, Treasury Bills, etc. all approved on our investment plan)
- Gave one review for staff
- Reviewed T Bill strategy, developed diagram
- Reviewed the auditor list, sent items to them
- Reviewed the delinquent PP List, updated based on VA Auction needs
- Helped resolve issue with NAPA auto parts billing
- Reached out to Smithfield Times for evidence of budget notice 2024
- Started planning ERP transition plan

COMMUNITY DEVELOPMENT AND PLANNING:

Planning Commission – MAY 13TH, 2025

- *Public Hearing* Conditional Rezoning, 3 SUPs & PC Waiver – The Promontory – Greenwood Homes C/O Kent Henry, applicant. TABLED
- Entrance Corridor Overlay Review & PC Waiver – 1005 S Church Street – K & L Signs C/O Kenneth Waggoner, applicant. APPROVED
- Entrance Corridor Overlay Review – 1282 Smithfield Plaza – Superior Signs C/O Jeff Lee, applicant. APPROVED
- Entrance Corridor Overlay Review – 1305 S Church Street – Martin’s Custom Design DBA Scotty Signs, applicant. APPROVED
- Entrance Corridor Overlay Review – 18403 Cypress Crossing – Hutton Build C/O Michael Bryan & Joe Rust. APPROVED
- *Discussion Item*– Sheetz – Interstate Realty C/O J. Michael Nidiffer, applicant. No Action Required
- *Public Hearing* Text Amendment – Article 3.A, 3.E, 3.G & 13 – Town Staff, applicant. TABLED DUPLEX.

Special Use Permit Applications under review

- 13458 Benns Church Blvd – Miller Oil Co., Inc., applicant
- 1810 S Church St – Natale & Josephine Carrollo, applicants
- 895 W Main St – Brown’s Enterprises, LLC, applicant
- TPIN: 32-01-005 – L & L Land Development, LLC, applicant (The Promontory)
- TPIN: 21A-01-511 – Development Logistics and Consulting (DLAC, LLC) (The Cottages at Battery)
- TPIN: 22-01-006C5 - Smithfield Retail Management LLC, applicant
- TPIN: 22J-01-013 – Feeman and Associates c/o Steven Gaskins
- TPIN: 32-01- 096A2 – Randy Royal, applicant

Subdivision and Site Plans under review

- TPIN:22-01-006C5 – Steven Barrett, applicant (restaurant w/drive-in)

- B. Phase B, Mallory Pointe
- C. Phase C, Mallory Pointe
- D. Phase D, Mallory Pointe
- E. TPIN:22-01-020 – Brad Martin, applicant (Battery Park Storage)
- F. Cypress Crossing Infrastructure – Cameron Morgan, applicant

Rezoning under review

- 32-01-005 The Promontory – Kent Henry, applicant
- 32-01-096A2 Randy Royal, applicant

Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase II
- B. Cypress Creek Phase VI
- C. Washington & James – James & Washington Square
- D. 16” Water Main – Ken Turner (Mallory Point)
- E. 1305 S. Church St. TPIN: 21A-01-511C – KLS Battery Park Development Group, LLC (Retail & Restaurant)
- F. 201 Battery Park Road – Trey Gwaltney (Self Storage)
- G. Phase A Erosion & Sediment Controls – Mallory Point
- H. Phase A1, Mallory Pointe
- I. Phase A2, Mallory Pointe
- J. 204 Wimbledon Lane – Jack Bloom, applicant (Liberty Live Church)
- K. 18403 Cypress Crossing – John Lombardo, applicant (Mod Wash)

Board of Historic & Architectural Review – MAY 20TH, 2025

- Fence – Lot 1 and Lot 2 Clay Street – Non-Contributing – JVC Holdings LLC c/o Vincent Carollo, applicant. APPROVED
- Solar Panels (Accessory Structure) – 217 Astrid Street – Non-Contributing – Mary Donovan, applicant. APPROVED
- Fence Replacement – 111 Thomas Street – Contributing – Leigh Abbott-Leaman, applicant. APPROVED.

Board of Zoning Appeals – MAY 20TH, 2025 (CANCELED)

Erosion & Sediment Control Program

Erosion and sediment control inspections were performed at 23 active residential construction sites throughout the Town and the required reports were submitted to Isle of Wight County for submission to the Department of Environmental Quality.

Certificate of Occupancies issued in MAY 2025

1 Issued

Code Enforcement Updates Across Town MAY 2025

- A. Notices were sent/issued for the following violations:
 - a. Inoperable Vehicle, 2 locations

- b. Nuisance, 2 locations
- c. Grass Height Violation, 6 locations
- d. RV in front yard, 1 location
- e. No Zoning Permit, 2 locations
- f. Other, 4 locations (2 blocked fire hydrant and 1 utility trailer on right of way, 1 Historic District unapproved change to building)
- g. 13 Door hangers issued (2 Inoperable Vehicle, 2 Nuisance, 6 RV in front yard, 3 Grass Height Violations.)

PUBLIC WORKS & UTILITIES:

1. Directors Report

Utility Staff performs the following duties monthly

- A. Miss Utility marking
- B. Read meters for billing and to transfer property owners.
- C. Water cut-offs and cut-on
- D. Check sewer pump stations daily.
- E. Install and repair street signs.
- F. Replace and repair broken water meters.
- G. Perform maintenance on town-owned buildings such as Atlantic Contractors installing new hvac units at town hall.

2. Sewer Line Repairs and Maintenance

- A. VECS is working on replacing the radios with the new ones.
- B. VECS worked on several pump stations due to the storm.
- C. VECS started work on the rehab for Plaza pump station.

3. Sewer Pump Station Repairs and Maintenance

- A. Weekly and daily checks on all 27 pump stations.
Performed the following scheduled maintenance at all pump stations.
 - 1. Cleaning of wet-well
 - 2. Alarm testing
 - 3. Sump pump cleaning
 - 4. Check Valve cleaning and repair.
 - 5. Generator check / Godwin pump check
 - 6. Control Panel / Flow monitor check
 - 7. Fence and Grounds inspection
 - 8. Inspected Structure
 - 9. Inspect and clean pumps.
 - 10. Level system check

11. Test limit switches
12. Bar screen cleaning
13. Rain gauge cleaning
14. Head pressure reading at 7 pump stations

4. **Water Line Repairs and Maintenance.**

- A. Assisted Lewis Construction at 938 S. Church St. water leak.
- B. PW&U repaired a water leak at 601 Lakeview Cove.
- C. Replaced the water valve box at YMCA easement.

5. **Well Repairs and Maintenance**

- A. All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.

6. **Water Treatment Plant**

- A. Operate RO Plant and monitor distribution system.
- B. Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- C. Performed monthly routine tasks including but not limited to:
 1. Daily Inspection of RO Plant and grounds.
 2. Monthly Tank inspections.
 3. Inspect and exercise plant generator monthly.
 4. Fill antiscalant day tank.
 5. Truck Inspections.
 6. Routine service of lime system.
 7. Service online fluoride and chlorine analyzers.
 8. Calibrate online turbidimeter and pH meter.
 9. Check and replace air filters.
 10. Test Alarms.
 - 11.Changed cartridge filters.
 - 12.VC replaced radios at Wilson and Church St.
 - 13.Washed down the skid
 - 14.Cleaned CPS building.
 - 15.Adjusted Church St altitude valve.
 - 16.Pressure washed Lime Lines

7. **FOG/ Backflow/ Septic Pump Out Program**

A. Implementing the FOG Program to ensure compliance by:

1. Scheduling and meeting with FSE's for routine inspections.
2. Checking FSE's for compliance in record keeping and HRFOG Certifications, trying to get more certifications for education outreach.
3. Inspections to include proper record keeping of pump outs.
4. Inspections include proper record keeping of rendered grease clean out and pick up/throw out.
5. Working with FSE's to get more employees, specifically dishwashers certified by HRFOG.
6. Working to schedule inspections around FSE's clean out/pump out schedule for pump station problem areas.
7. Sending emails/letters to schedule more inspections.
8. Working with select FSE's to schedule inspection during pump out to monitor clean out and pumping is done to compliance.
9. Attendance of the HRFOG meeting via Zoom.

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

1. Entering reports and filing reports.
2. Conducted backflow inspections for new irrigation installations.
3. Conducted backflow inspections for CO requests.
4. Following up with residents with disconnected systems and/or placed on irrigation well, making letter to inform well drillers of new ordinance change.
5. January mailers' final non-compliance notices sent.
6. Sending out failed device notices as received.
7. July mailers' non-compliance notices sent.
8. Studying to become backflow certified.
9. Providing education to residents installing frost free yard hydrants.
10. Starting 2024 January mailers.

C. Maintaining of the Septic Pump Out Program

1. Sending 2023 non-compliance notices out for the invoices that were not provided by the due date.
2. Sending pump out reminders for 2024 were sent.
3. Sending pump out letters for 2023.
4. Working with the water department to get a complete town sewer list from the water dept to fill in gaps on non-town sewer residents.

8. **Miscellaneous or Construction**

A. Maintenance crew provided traffic control on Grace St. for Goodrich to trim trees.

ENGINEERING

- 1.) Blair Brother's Contracting: The contractor started and completed installation of the concrete entrance on Quail Street for the emergency access road involving the AME Church on Main Street. The contractor also started and completed repair to various damaged curb & gutter sections along with damaged sidewalk areas in the Wellington Estates subdivision.
- 2.) Smithfield Lake Dam: Field inspections continue to be held this month involving the Dam. No structural deficiencies were noted this month on the dam site. The Town's engineer and TRC Companies have recently completed a full structural inspection of the dam and have submitted a 2-year recertification application for the dam to DCR. The Town has now installed the water level sensor in the emergency outfall of the dam, and it is currently forwarding to us water level information.
- 3.) The following projects are currently under design and review:
 - a.) Battery Park Road storm pipe replacement near the Villas Subdivision. Plans have been developed to replace the existing 18" storm pipe with twin 48" x 68" elliptical pipes.
 - b.) Battery Park Road culvert outfall and ditch enhancements project which is located near Greenbriar Lane. The site plans are complete and approved.
 - c.) Cedar Street culvert outfall storm pipe extension and shoulder repair. Site plans are complete and approved. Additional drainage easement areas are being acquired.
 - d.) Lewis Constr. and the Town are currently scheduling the replacement of a section of storm water drainage cross drainpipe on Great Spring Road. This schedule will be in conjunction with the Isle of Wight County sidewalk project on Main Street.
- 4.) South Church Street to Nike Park Bike Trail Project:

Site plans are being completed and various sources of funding involving the construction of the project are now being examined.
- 5.) Meetings with VDOT representatives have been held to discuss the reconstruction of Grace Street. VDOT has now determined the corrective measures required involving the drainage concerns at the intersection of Grace & James Streets. Reconstruction of this intersection has now begun.
- 6.) The developer has requested an inspection of Cypress Creek Phase VI for the acceptance of the streets into the Towns Maintenance system. A second inspection of storm water structures, curb & gutter sections and the installed roadway surface has been completed, and a punch list has been developed. The contractor is currently making corrections to all items noted on this punch list.
- 7.) A review of the proposed engineering site plans continues regarding the Mallory Farms subdivision Phases B & C.

With respect to Mallory Farms subdivision Phase A, Section 1 the contractor has now installed base asphalt as per approved site plans on Wharf Hill Drive, Wentworth Crossing, Purdie Lane & St. Luke's Lane.

Regarding Battery Park Road the contractor has installed the required base, intermediate and surface asphalt courses. All required line striping has also been installed and completed. Phase A Section 2 the contractor has begun the installation of the storm water structures and storm pipe.

Parks and Recreation Activity Report for May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				10:00 AM - 11:00 PM WC MHouse Ellis-Lomax Wedding and Reception 4:00 PM 3:00 PM - 9:00 PM SC MH IOW Business Appreciation Event 5:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	9:00 AM - 5:00 PM SC MHSu Smithfield Prom Set 9:00 AM 4:00 PM - 6:30 PM LSC Parking Ruritan Cruise In 4:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	9:00 AM - 5:00 PM LSC Baseball Fields SRA Baseball/Softball 9:00 AM 1:00 PM - 4:00 PM LSC Field 6 SPYS Community Health Event 1:00 PM 4:00 PM - 12:00 AM SC MHSu Smithfield Prom 7:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM
4	5	6	7	8	9	10
9:00 AM - 5:00 PM LSC Baseball Fields SRA Baseball/Softball 9:00 AM 2:00 PM - 3:00 PM WC Grounds WC Historic Walking Tours 2:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	8:00 AM - 9:00 AM SC MH Honor Guard Practice 8:00 AM	8:00 AM - 9:00 AM SC MH Honor Guard Practice 8:00 AM 6:30 PM - 8:00 PM SC AB Town Council 6:30 PM	12:00 PM - 10:00 PM SC MHSu SVAE 2 Million Dollar Celebration 5:00 PM	8:30 AM - 3:00 PM SC MHSu IOW Co Health Fair 10:00 AM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	12:00 PM - 2:00 PM WC MHouse Town Staff Summer Party 12:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	7:00 AM - 2:00 PM Clontz Kiwanis Fishing Clinic 7:00 AM 9:00 AM - 5:00 PM LSC Baseball Fields SRA Baseball/Softball 9:00 AM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM
11	12	13	14	15	16	17
Mother's Day 9:00 AM - 5:00 PM LSC Baseball Fields SRA Baseball/Softball 9:00 AM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	2:00 PM - 8:00 PM SC MH Chamber Student Leadership 5:30 PM	8:00 AM - 9:00 AM SC MH Honor Guard Practice 8:00 AM 6:30 PM - 8:00 PM SC AB Planning Commission 6:30 PM	8:00 AM - 10:00 AM SC Deck Parks Staff Meeting 8:00 AM	8:30 AM - 1:00 PM WC MHouse Coastal Virginia Tourism Alliance 9:00 AM 9:00 AM - 12:00 PM SC MH Smfd Women's Club 10:00 AM 9:00 AM - 1:00 PM SC CD Business Workshops 10:00 AM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	1:00 PM - 9:00 PM SC MHSu Kings Fork Prom Set 1:00 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	Arts Festival SC Events after 5 PM 9:00 AM - 5:00 PM LSC Baseball Fields SRA Baseball/Softball 9:00 AM 9:00 AM - 5:00 PM Main Street Smfd Arts Festival 9:00 AM 4:00 PM - 12:00 AM SC MHSu Kings Fork Prom 6:30 PM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM

Parks and Recreation Activity Report for May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	19	20	21	22	23	24
9:00 AM - 5:00 PM LSC Baseball Fields SRA Baseball/Softball 9:00 AM 8:00 PM - 8:30 PM SC Parking Theater Shows 8:00 PM	11:30 AM - 9:00 PM SC MH IOWCS Senior of the Month 6:00 PM 3:00 PM - 6:00 PM SC AB Committee Meetings 3:00 PM 6:30 PM - 7:30 PM SC AB Town Council Continued 6:30 PM	9:00 AM - 2:00 PM SC D Town AFLAC Enroll 9:00 AM 11:00 AM - 12:00 PM SC AB Crime Line Meeting 11:00 AM 3:00 PM - 5:00 PM WC MHouse Tourism Meeting 3:00 PM 6:30 PM - 8:00 PM SC AB BHAR Meeting 6:30 PM	1:00 PM - 5:00 PM SC MHSu Senior Fish Fry Set 1:00 PM	7:00 AM - 2:00 PM SC MHSu Senior Fish Fry 10:00 AM		9:00 AM - 5:00 PM LSC Baseball Fields SRA Baseball/Softball 9:00 AM
25	26	27	28	29	30	31
9:00 AM - 5:00 PM LSC Baseball Fields SRA Baseball/Softball 9:00 AM	Memorial Day 11:00 AM - 11:30 AM SC Suites Rainsite Memorial Day Service 11:00 AM 11:00 AM - 12:00 PM Vet Mem Memorial Day Service 11:00 AM	6:00 PM - 7:00 PM SC CD Schoolhouse Mtg 6:00 PM	12:00 PM - 9:00 PM SC MH IOWCS Teacher of the Year/Retirement Party 6:00 PM	8:30 AM - 4:30 PM SC MH Beyond Ready 4H Training 10:00 AM	11:00 AM - 10:00 PM WC MHouse Mercy Chef Fundraiser 5:30 PM	9:00 AM - 4:00 PM WC Grounds Medical Adventure Race 9:00 AM 9:00 AM - 5:00 PM LSC Baseball Fields SRA Baseball/Softball 9:00 AM

Parks and Recreation Activity Report for May 2025

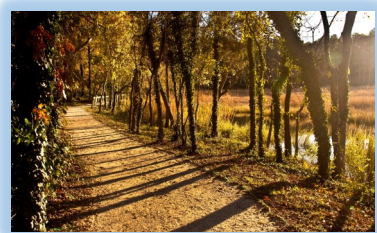


SMITHFIELD CENTER EVENTS STATISTICS & REVENUES			
Number of Events for month	24	Discounted Events for Month (town meetings, events)	20
Sales Totals for Month	\$ 10,970	Total Event Attendance for month	1985

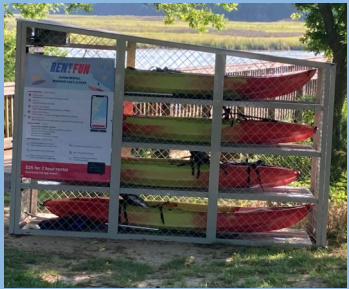
WINDSOR CASTLE EVENTS STATISTICS & REVENUES			
Number of Events for Month	5	Discounted Events for Month (town meetings, events)	2
Sales Totals for Month	\$ 2,160	Total Event Attendance for month	110



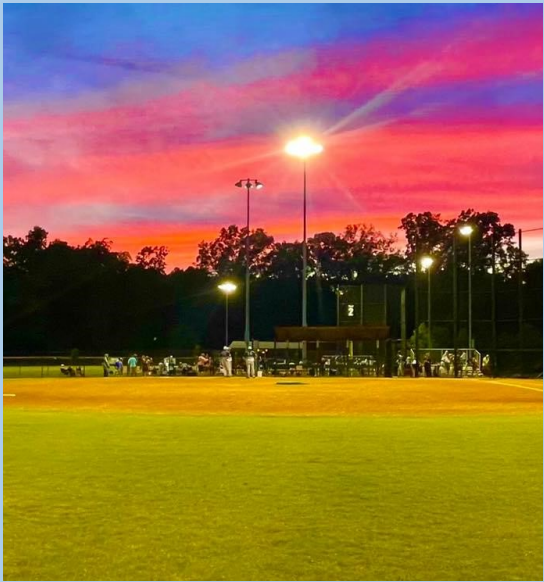
Parks and Recreation Activity Report for May 2025



WINDSOR CASTLE PARK		
Patron Counter		
May		
Total for Month	Daily Average	Peak Day-Sat, May 10
4642	166	417



WINDSOR CASTLE PARK	
Kayak Kiosk Revenue Share	
2025 Total (through May)	\$ 895
2024 TOTAL (Mar-Nov)	\$ 8,666
2023 TOTAL (Jul-Nov)	\$ 3,088



LUTER SPORTS COMPLEX
April
Totals
\$ 0

Parks and Recreation Activity Report for May 2025

Special Events

May 2025

Saturday, May 3, 2025	7 p-11P Smithfield Center Prom 450 p	Smithfield Prom
Saturday, May 17, 2025	7 p-11P Smithfield Center Prom 450 p	Kings Fork Prom
Saturday, May 10, 2025	8 A-1 P Clontz Park Kids Fishing Clinic 450 p	Kiwanis Fishing Clinic Kiwanis Club-Wesley Brown
Saturday, May 17, 2025	9 A-4 P Main Street Art Show 3000 p	Arts Festival Tourism
Monday, May 26, 2025	11 A-12 P Veterans Memorial Community 150 p	Memorial Day Service American Legion
Saturday, May 31, 2025	6 A-5 PM WC Trails Race	Medical Adventure Race Riverside Health Systems

UPCOMING in June 2025

Friday, June 6, 2025	5-8 P LSC Car Show 100 p	Ruritans Cruise In Car Show
Tue, Jun 10-Wed, Jun 11, 2025	9 A-5 P LSC Museum Exhibit 1000 p plus	Tuskegee Airmen Traveling Exhibit
Thursday, June 19, 2025	10:30 A-3 P Downtown Festival 500 p	Juneteenth Celebration

Smithfield/Isle of Wight Tourism Activity Report –MAY 2025

- County Agenda Review meeting 5/1/25.
- Vintage Market meeting for upcoming event 5/1/25. Vintage Market set up Friday 5/2/25 and event held 5/3/25 at the IOW Fairgrounds in Windsor. Good turnout but the Department is bringing this event back to Main Street next year to guarantee the economic boost to our local bricks and mortar businesses.
- Director attended County Economic Development Business Appreciation Reception at the Smithfield Cener 5/1/25.
- Coastal Virginia Tourism Alliance (CVTA) Welcome Center “Takeover” running through June at the Fredericksburg Welcome Center. Smithfield/IOW Tourism is represented with its own table.
- IOW County Employee Picnic was held 5/2/25. Tourism unfortunately did not get to attend due to event set up but got takeout to enjoy!
- Director attended VRLTA Government Affairs Conference Call 5/2/25.
- Coastal Virginia Tourism Alliance (CVTA) Influencer visit to Smithfield 5/3/25. Influencer visited TASTE OF SMITHFIELD.
- Tourism Full Time Staff meetings held 5/5, 12, 19, 22/25.
- Tourism ALL Staff meeting held 5/6/25.
- Smithfield Special Events Committee meeting held 5/6/25.
- Salty Southern Route (regional trail featuring pork and peanuts with participating localities: Smithfield/IOW; Surry; Suffolk; Franklin/Southampton; Sussex.) Group continues to work with Visit Widget to create a new website and online trail app. Director attended Salty Southern Route Apple Sign Up meeting 5/6/25 and 5/21/25.
- Director attended Smithfield Town Council 5/6/25.
- Department met with Nell Wichman, Leisure Publishing 5/7/25.

- SVAE 2 MILLION DOLLAR MAY event held at the Smithfield Center 5/7/25. SVAE celebrated donating over 2M to the local community. Director and Special Event Manager are on the SVAE Board.
- Staff attended County Wellness Fair at the Smithfield Center 5/8/25.
- Staff attended Town Spring Picnic 5/9/25 (held indoors at the Smithfield Center due to weather).
- Juneteenth Organizing Committee meeting held 5/12/25 and 5/16/25 (Juneteenth Marketing meeting). Plans are coming along for June 19th event that will be held along Main Street in various venues again this year.
- VADMO (Virginia Association of DMO's) VTLI (Virginia Tourism Leadership Institute) meeting held 5/13/25 and 5/14/25 and 5/19/25. Director is in the first co-hort as well as the Chairman of the VADMO VTLI Organizing Committee. The class will be coming to Smithfield June 16-18 for their next class sessions.
- Meetings w/ SAIL VA 5/13/25 and 5/22/25. Smithfield will be hosting a tall ship in June 2026, as part of the SAIL VA event (June 12-14, 2026). Director attended kick-off press conference with the Governor of VA 5/23/25 at Waterside in Norfolk.
- Director attended Isle of Wight County Pre-Application meeting 5/14/25.
- Coastal Virginia Tourism Alliance (CVTA) strategic planning sessions held in Smithfield at the Manor House at WCP 5/15/25. All regional tourism directors in Coastal Virginia/Hampton Roads attended.
- Arts Fest meeting 5/15//25. Arts Fest held 5/17/25. Lighter attendance than Vintage or Mistletoe Markets but no traffic issues. This is the last year the Department will host the Arts Fest. There are other established arts events that we compete against and this event has not gained the economic traction that we had hoped for local merchants.
- FARMERS MARKETs held throughout month except 5/17/25. FM Manager is back from maternity leave.
- Director and Special Events Manager attended MVB 3X Modular Vehicle Barrier System demo at Public Works 5/15/25. We highly recommend getting something in place for future special events, to avoid potential accidents, lawsuits and loss of life.
- Director attended County Staff Meeting 5/19/25.

- VA250 grant submitted for thematic driving tour, Mobile Museum was at the IOW Museum for this year's Arts Festival in May, and many other VA250 events in progress.
- Continued to contract with Stephanie Kensicki (formerly of Smithfield Foods) for part-time marketing services. Budget will allow her full time employment in the next fiscal year as the Marketing & PR Coordinator as well as Assistant Director of the Department. Several personnel meetings held throughout month with leadership.
- Director attended Council Committees 5/19/25.
- Joint meeting with Town P&R Manager, County E.D. and Tourism to discuss several new initiatives for business incentives 5/20/25. More to come.
- Director attended HSL (Historic Saint Luke's Church & Museum) Board strategic planning meeting 5/20/25 and Board meeting 5/27/25.
- MEMORIAL DAY HOLIDAY 5/26/25.
- Director and staff attended GMODS cocktail party to welcome Riverside Hospital at the Smithfield Inn on 5/27/25.
- Director and Marketing Coordinator met with website company regarding the significant update of the www.GenuineSmithfieldVa.com website 5/27/25.
- Director participated in County Business Development Analyst interviews 5/29/25.
- Bridge Campaign marketing grant received from VTC (Virginia Tourism Corporation) for additional marketing opportunities to combat loss of visitation and revenue due to prolonged bridge construction.
- VISITOR CENTER open throughout Month. Tourism, County and Town Facebook postings throughout month. Update website events and ***Where the Locals Go*** event promotion newsletter weekly.

TOWN COUNCIL REPORT

ATTACHMENTS:

Description	Type	Upload Date
Public Safety Committee	Committee Summary	5/30/2025
Water and Sewer Committee	Committee Summary	5/30/2025
Finance Committee	Committee Summary	5/30/2025
Parks and Rec Committee	Committee Summary	5/30/2025
Public Works Committee	Committee Summary	5/30/2025
Public Buildings and Welfare Committee	Committee Summary	5/30/2025

May 30, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC SAFETY COMMITTEE
MEETING HELD ON MONDAY, MAY 19TH, 2025

The Public Safety Committee met Monday, May 19th, 2025 at 3:09 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Steven G. Bowman, Mr. Bill Harris, and Mrs. Bebermeyer. Other Council members present were Ms. Valeire Butler, Mr. Jeff Brooks and Mr. Michael G. Smith, Mayor. Staff members present were Mr. Michael R. Stallings, Town Manager; Mrs. Lesley King, Town Clerk; Ms. Laura Ross, Town Treasurer; Ms. Ashley Rogers, Director of Human Resources; Mr. Alonzo Howell, Chief of Police; Mr. Chris Meier, Deputy Chief of Police; Mrs. Tammie Clary, Director of Planning and Community Development; Ms. Amy Novak, Director of Parks and Recreation; Ms. Judy Winslow, Director of Tourism; and Mr. Steve Clark, Parks and Recreation. Also, in attendance were Mr. Derek Joyner and Mr. Nick Hess. The was no media present.

Public Safety Committee Chair, Mr. Steven G. Bowman, called the meeting to order.

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

1. Operational Update for the Smithfield Police Department – April Activity Report – Chief Howell stated their April Activity Report was included in today's agenda packet and he would be glad to answer any questions as they relate to this report.

The meeting was adjourned at 3:10 p.m.

May 30, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, MAY 19TH, 2025

The Water & Sewer Committee held a meeting on Monday, May 19th, 2025 at 3:11 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mrs. Mary Ellen Bebermeyer and Mr. Steve Bowman. Other Council members present were Mayor Michael Smith, Ms. Valeire Butler, Mr. Jeff Brooks, and Vice Mayor Bill Harris. Staff members present were Mr. Michael R. Stallings, Town Manager; Ms. Lesley King, Town Clerk; Ms. Laura Ross, Town Treasurer; Mrs. Ashley Rogers, Director of Human Resources; Mr. Chris Meier, Deputy Chief of Police; Mrs. Tammie Clary, Director of Community Development and Planning; Mrs. Amy Novak, Director of Parks and Recreation; Ms. Judy Winslow, Director of Tourism; and Mr. Steve Clark, Parks and Recreation. Also, in attendance were Mr. Derek Joyner and Mr. Nick Hess. There was no media present.

Water and Sewer Committee Member, Mrs. Mary Ellen Bebermeyer, called the meeting to order.

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

1. Red Point Tap House Water Line Connection – The Town Manager stated that included in your packet is an email that was received from Mr. Joyner from Red Point Taphouse. The email is asking if the Town would consider providing some assistance to them for the water connection that they have to make to come into compliance. It is before Council today for discussion and consideration. The Town Manager mentioned that it has not been done before, but this Town Council can do what you want knowing what that means and moving forward. The estimate to have the water line run under South Church Street and the meter set would cost approximately \$32,000. The amount does not include taking the water line from the meter to the facility. Councilman Brooks asked where the meter would be set once it come across under the road. The Town Manager explained that the meter would be set at the property line. Mr. Joyner stated that he would like to apologize for anything in the past that might have come across as difficult and led us to this point. He gave a brief history of Red Point Taphouse. In the

beginning they did agree to hook up to Town water within a two-year span not knowing they had any other options at that time. They had an existing well that they were able to use to get their business off the ground. He explained that they had chosen this location for their business because of the proposed bike path that was being proposed to be constructed in front of their business. Their thinking, at that time, was that in two years the bike path would be constructed, and the water line would be done at the same time. Obviously, the bike path has been pushed further down the road. Then the closure of the Cypress Creek Bridge happened. As a small business they want to be in compliance. They are not trying to be difficult. In the face of the ongoing bridge closure, that was not expected at the time they started their business, it will be hard for them to make this expensive water connection right now. Their request today is for the Town to assist them in getting the waterline across the street. They would still be responsible for getting the water line from the set meter to the main connection at the back of their building. Their parking lot is where old South Church Street was decades ago, so they still have quite a task themselves as a small business to get that line run through the parking lot to the back of the building to connect to the existing main line. Mr. Joyner mentioned again that the bridge closure has had a huge economic impact on their business. Mr. Hess also mentioned that in front of their property is a deed for a sewer repair area and that is another hurdle that they will need to get past when installing the water service line. Councilman Bowman asked if the Town decides to honor this request, are you in a position to continue this project to make sure your business connects to the Town's water. He also asked how long it would take for the project to be completed. Councilman Bowman is concerned that this request is a little out of the ordinary and if the Town goes out on a limb, as representatives of the taxpayers, he does not want this stub to go nowhere. He would feel a lot better going down this path if the Town had assurances or guarantees that once you have the capability of connecting you will connect. He does not want to be back here a year later still trying to get you connected to Town water. Mr. Joyner stated that he has already done some due diligence on what it will take for them to connect once the line is brought over under the road. He gives Town Council his word alone that if the connection does come across the street they should be connected in a thirty-to-sixty-day timeframe. This is weather and contractor dependent. Councilman Bowman also mentioned that the business has obviously changed hands. Mr. Joyner confirmed that they are still the property owners, and this is their project to complete no matter what. If the Town is looking at this from a revenue generation perspective, then meals taxes collected should offset the cost of this undertaking should the Town decide to do this. Councilman Bowman asked if they have any proximal assurances that the business will remain a business and we are not just simply funding a waterline for a piece of property to be sold. This would cause the Town some concern on our investment. Mr. Hess stated that Red Point Taphouse is not going anywhere. The contract they have in place with the new business owners is for many many years. Councilwoman Butler stated that Mr. Joyner had stated that there was not an opportunity for an SUP originally. She asked for clarification why they were not offered a SUP in the beginning. The Town Manager explained that option did not exist in our Zoning

Ordinance at that time. Ms. Clary clarified that at one time Town Code did allow for an SUP for the connection. That is why the SUP was granted with a two-year timeline for the connection. Once that timeline expired, the Town Code had changed. A SUP was no longer allowed for the waiver of the connection to Town water. Mr. Hess and Mr. Joyner disagreed that it was never offered to them as a SUP because if it had they could have applied for it two years ago. Mrs. Clary explained that it was part of their rezoning and their special use permits that they applied for. It might not have been a specific SUP but it was part of the conditions that it would be waived for two years as part of the approvals that were approved. Councilwoman Butler asked if this request would be on the June 3rd, Town Council meeting for consideration. The Town Manager stated that it would be if Town Council wants to take action on the request. Councilwoman Butler stated that she personally feels honoring this request would set a precedence because we have never done this for a business before. She stated that she had watched extensively when the Taphouse came before Planning Commission. One of the ideas that Planning Commission tossed around; however, it never reached Town Council level was the slowdown of business since the Cypress Creek Bridge work started. Planning Commission agreed that the owners of the Red Point Taphouse had no idea this was going to happen and the impact it would have on their business. So, Planning Commission discussed possibly giving the owners extended time and reconsider this concern when the bridge reopens. Councilwoman Butler stated that is the only way that she will vote in an affirmative for it. Vice Mayor Harris asked if the bike path is planned to come in front or behind the Red Point Taphouse. The Town Manager replied that the bike path is currently proposed to come in front of Red Point Taphouse. Councilwoman Bebermeyer stated that she has a very different view on this and has been talking about it for approximately six months. She does not think that we would have ever gotten to this point of the Town spending over \$30,000 or Red Point Taphouse spending over \$30,000. All the Town needed to do was approve the SUP. They have water and have had water there for decades because they are on a well. She does not think that it sets any precedent because there are not any other wells in town. If this was new construction, that is completely different. New construction always connects to Town water. This is the epitome of a special use permit. At this point she feels we as a Council should look at the reality of it and say this is a small business that we as a government are making them jump through hoops for our convenience not theirs. Councilwoman Bebermeyer stated that she understands there are rules the Town has to have and that is important; however, this is a special instance, and she thinks we need to look at this again. They do not need the water, and we are all spending a lot of money for something that no one needs. Councilwoman Butler asked Councilwoman Bebermeyer how she would feel if you were a small business on South Church Street and your business was in compliance and you had to pay for water and sewage usage yet the business right up the street is not doing that. Mr. Joyner stated that they do pay HRSD for sewer and they have metered the water that comes into their building from the well to know how much goes into sewer to pay HRSD the proper amount. They are not just dumping water down the sewer that they have no idea how much it is. They have also been in compliance from day one as far as

testing their water. Every month, they send it off to the Department of Health and they have positive results as far as good clean water. This has been done for five years now. Councilwoman Butler asked if any portion of the water bill comes to the Town. Mr. Hess asked if it was correct that the Town does not make money on water bills. Councilwoman Butler stated that the Town does collect a fee for water usage. The Town Manager explained that the water rate or fee, that is included on individual water bills, covers operation and maintenance of the town's water system. The Town Manager reminded everyone that today's discussion is on the request for financial assistance to make the connection to Town water. Town Council as already made the decision that they must connect to Town water by denying their SUP. Councilwoman Butler asked if the request is for a gift or a loan. The Town Manager stated that they are requesting assistance in making the connection. That is the discussion that Town Council has to have to give staff direction. Councilwoman Bebermeyer asked if Town Council can revisit the SUP. The Town Manager stated that the SUP was denied. Councilman Bowman pointed out that wells can go dry or become disrupted. The Virginia Department of Health and the Department of Environmental Quality already have concerns about private entities withdrawing water from the aquifers. He asked Mr. Joyner and Mr. Hess if they had a withdrawal permit. Mr. Joyner stated that they do not own the well; however, there is a withdrawal permit on the well. Councilman Bowman expressed concern that all it would take is an active assembly or an administrative rule that could change that withdrawal permit. Even farmers out in the western part of the state have water withdrawal permits that run out of the river, because that water ends up in the aquifer. Councilman Bowman thinks it is incumbent upon Town Council to ensure that the customers that go there to consume water have a consistent oriented source of water. Councilman Brooks asked if the stub goes over to that side of South Church Street does the other residents on the well have the opportunity to connect to that waterline as well. The Town Manager stated that would depend on what the Town ran over there. In theory if the Town was taking the line across the street we could run something large enough to do that. A larger line would not be Red Point Taphouse's responsibility if they were doing it. At this point the Town has not priced anything larger. Councilman Brooks agreed with Councilman Bowman that the depletion of aquifers is a big deal. Land is sinking because of the depletion of the aquifers. Councilman Brooks acknowledged that this is not new construction and feels it is the Town's obligation as a Town to build and provide water. In his opinion the Town should bring the waterline across the street. Mr. Joyner asked what the size of the waterline would need to be to accommodate the other properties on the well. Mrs. Clary stated that it was her understanding there is a water main that goes down Lumar Road that these residents would connect to when they chose to connect to the Town's water system. There was some discussion by Mr. Joyner on the benefits for the existing users of that well to connect to the new connection at Red Point Taphouse once the line has been ran across the road. The Town Manager stated that is something that they would need to look at internally with our Public Works staff. Vice Mayor Harris asked who owns the well. Phyllis and Bill Phelps owns the well. Vice Mayor asked if they have a perpetual agreement with Mr. and Mrs. Phelps. Mr. Joyner stated that they

pay a monthly fee based on their water usage for the use of the well. Vice Mayor Harris asked if they could change their mind and shut Red Point Taphouse off. Mr. Joyner stated that it is not their well so the owners could potentially shut them off. Vice Mayor Harris asked if they had tried securing an easement to connect water from the water main on Lumar Road. Mr. Hess stated that the original plan was to tap into the line that came across for the animal hospital; however, that line is too small for what Red Point Taphouse needs. Mrs. Clary mentioned that according to the Virginia Department of Health (VDH) it shows that Red Point Holdings LLC is the owner of the well with Mr. Tim Ryan being the point of contact. Vice Mayor Harris acknowledged that Mr. Joyner and Mr. Hess are here today to request financial assistance from the Town. He stated that like Councilwoman Butler he is concerned about precedence and fairness to other folks. If you would consider assistance in the form of some sort of loan from the Town to pay back over a series of years that would be a lot more appealing to him. That is something that he would consider. He stated that this business went in with your eyes open and committed to making this connection early. The Town holds other people responsible for making connections and meeting their obligations. Vice Mayor Harris stated that if he was to vote right now, he would not vote to approve the \$32,000 of tax payer money to make that connection. He is certainly in support of small businesses and if we could work out something that is amenable to all he would certainly consider voting yes to that. The Town Manager stated that the only thing that he would say is that the Town, as a governmental agency, cannot legally make a direct loan to them. We could have the work done then set up a reimbursement over time. Mayor Smith stated that his concern is that in preparedness of whatever goes across the street we need to plan for a line that is big enough to grant those houses in future if that well does fail. He stated that it would be the Town's responsibility to pay for the bigger waterline. Mayor Smith asked if the other house on the well already have the option to connect to the main on Lumar Road? The Town Manager stated that he thinks that is a viable option; however, they would just have to have an easement to get there. Councilwoman Bebermeyer asked the Town Manager where we go from here. The Town Manager stated that the June 3rd Town Council meeting is the first time Town Council could take action on this item. At that meeting we could have it on the agenda under old business for further discussion and consideration. Ultimately there does not have to be a motion to do anything. It is only if Town Council decides that it wants to do something to assist them in whatever manner that may be. That is 100% up to Town Council as to what you feel inclined to do to either help them with this request or not. Councilwoman Bebermeyer asked if someone from the Public Works Department could come answer questions about the connection to Town water. The Town Manager stated that Town Council needs to decide what level of financial support you want to provide for Red Point Taphouse or don't want to provide. Councilwoman Bebermeyer stated that if the concern is about the operations of the existing well, the aquifers, and the quality of the water then the Town should pay for that. That responsibility does not lie with Red Point Taphouse. Mrs. Clary wanted to clarify that there is an eight-inch main that runs down Lumar Road and that is where the houses would connect if they were to disconnect from the existing well. This connection for Red

Point would not be for those houses. The Town Manager explained that increasing the size of the line coming across South Church Street for Red Point is only an option if the Utility Department felt like this would be the best way to service those houses in the future. Again, staff would look at that internally to see what is best when planning for the future. Councilman Bowman asked hypothetically if there was no business on this lot and this lot was capable of having a business built on it would the Town be responsible for the waterline. The Town Manager stated not under normal conditions. Councilwoman Butler asked what prompted this water service to the Taphouse. Is it the type of business that it is? There have been businesses there before that were on the well. The Town Manager stated that because the property was rezoned it was evaluated to see everything that needed to be done to bring it into compliance. If they had not gone through the rezoning they could have opened a similar business without having to connect to Town water. Councilman Brooks stated that it has been mentioned that if the Town does the work and you as a business could pay the Town back over several years, how does the Red Point Taphouse feel about that. Mr. Hess explained that the issue with that is if they are going to go finance something they would want to get the best price when financing the project. They may have a contractor that is cheaper than the contractor that the Town has doing the work. They do not want to be locked into that higher cost. Councilman Brooks asked if they know how much less they can have their contractor come in and do the work running the line under South Church Street. Mr. Hess stated that depends on the size of the line. He stated that he can run three-quarter inch across the street for half the \$32,000 because that is all they need. The Town Manager stated that it must be at least a two-inch line. Councilman Brooks asked that if you were going to do it on your own and finance it, how many years were you thinking about doing. Mr. Hess stated that they had hoped that they would have enough profit by now to finance the connection but with the bridge closure that has really impacted their profit. Mr. Joyner explained that part of the reason they choose this location for their business was the proposed bike path. The thought that they had with the previous Town Manager was when the bike path is installed they would connect to Town water at that time. This would eliminate the parking lot from being torn up twice. Mr. Hess explained that in the future when the bike path comes down South Church Street in front of their property it will require the Town to obtain approximately 10 feet of their property. He mentioned that maybe they could work something out where the Town gets the 10 feet for the bike path in exchange for bringing the water across the street. Councilwoman Bebermeyer asked where we go from here. The Town Manager stated again that we can put it on the June Town Council meeting under old business and then it is just a matter of you guys deciding what you want to do. If there is any information that you need between now and then give us a call and we will gather that information, so you are able to make a decision one way or the other. Councilman Bowman stated that he thinks we should advance this to old business at the June 3rd Town Council meeting. We owe it to Mr. Joyner, Mr. Hess and staff to resolve this issue. Vice Mayor Harris asked that since we can not use the word loan what would be the process for the Town to cover the cost and recoup it later. The Town Manager stated that they would have the Town Attorney draft an

Memorandum of Agreement (MOA) or formal agreement that would spell out the terms and how they would repay the Town overtime. Vice Mayor Harris asked if this could be done interest free. The Town Manager replied that it could. Councilwoman Bebermeyer again stated that the Town should be responsible for part of this connection. Councilman Brooks stated that he agrees with Councilwoman Bebermeyer. Councilwoman Butler stated that she disagree with the Town being responsible for any part of the connection. Mr. Joyner reiterated that this is a 1929 structure. It has been residential office until they decided to do the business that we wanted to do. They are the longest standing business on this property. As small business owners who have kids and give back to the Town in many different ways, they are not trying to break the bank on either side to get this done. They are a small business that is asking for some financial assistance. Councilwoman Bebermeyer mentioned that this is a small business that makes money for the Town. The Town will recoup our cost the more successful they are. Councilwoman Butler stated that she does not disagree and she is a supporter of small business too. It is more about the commitment they made to open their business. She does not know of another situation in which we have paid using taxpayers money to hook up water lines. These gentleman made the decision to go through the rezoning process which requires them to be hooked up to Town water for their business. Councilwoman Bebermeyer thinks the Town should have some flexibility. The Town wants to encourage business growth and business development. It is not always going to be a gas station, a hair salon, or a dog grooming place. She sees this more as an investment and does not see it setting a precedent. Mrs. Clary clarified that the Town does require residential to tap the main as well. As **part of the Town's right-of-way permit, they need a class A contractor's license in order to do work** in our rights-of-way. She also wanted to let Town Council know that just last week she did receive an inquiry about a new commercial business that would need to connect and we estimate that water connection being around \$300,000. Councilwoman Bebermeyer asked if that is a bigger commercial property. Mrs. Clary replied that it is not but would need to bore under Benns Church Boulevard. Vice Mayor Harris asked Councilwoman Bebermeyer if she could be more specific on what she would endorse or propose. He would like to hear feedback from Mr. Joyner and Mr. Hess as well. Some of them have thrown out flexibility and loans and you have made no positive response to any of these suggestions. Mr. Joyner stated that obviously their first request is for the assistance of bringing the waterline over to their side of South Church Street. From there they still have a financial responsibility to connect. If the Town is asking them to comment on flexibility, MOAs and repayment plans it has been stated that the Town's contractor has a higher estimate for what they have received a quote from another contractor. Why is it fair to them if they have to go down this pathway to repay the Town on your contractor's price instead of the contractor's price that they might be able to secure at a lower rate. Councilman Bowman explained that staff had stated that the work would have to be done by a Class A contractor. If the Town sets the specifications, it should be pretty close. The Town Manager explained that the only issue with that is the Town has a contract in place that is very specific that we will use them for this type of work in Town. He does not think that we can go outside of this contract for utility work

in Town. It does not prevent Red Point Taphouse from hiring somebody else if they want to. Councilman Bowman stated that we need to advance it to old business for further consideration and vote. Councilwoman Bebermeyer stated that she thinks we need more information before we vote on it. It was asked what type of information she was looking for. Councilwoman Bebermeyer stated she would like to know whatever the terms are going to be such as who is responsible for what and pays for what. The Town Manager stated that Town Council has to give him direction on where they want to go before he can draft any type of agreement. At the June Town Council meeting they need to be prepared to discuss how much assistance the town is willing to provide and if it is expected that the money is to be repaid how long the business will have to repay. This item will move to Town Council's agenda for consideration at the June 3rd, 2025 meeting.

Meeting adjourned at 4:07 p.m.

May 30, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, MAY 19TH, 2025.

The Finance Committee held a meeting on Monday, May 19th, 2025 at 4:07 pm. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Jeff Brooks, Ms. Valerie Butler, and Mr. Bill Harris. Other Council members present were Mayor Michael Smith, Mr. Steve Bowman, and Mrs. Mary Ellen Bebermeyer. Staff members present were Mr. Michael R. Stallings, Town Manager; Ms. Lesley King, Town Clerk; Ms. Laura Ross, Town Treasurer; Mrs. Ashley Rogers, Director of Human Resources; Mrs. Tammie Clary, Director of Planning and Community Development; Mrs. Amy Novak, Director of Parks and Recreation; Mr. Alonzo Howell, Police Chief; Mr. Chris Meier, Deputy Chief of Police; Ms. Judy Winslow, Director of Tourism; Mr. Steve Clark, Parks and Recreation; Mr. Charles Bryan, Planning Commission Member. There were no citizens present. There was no media present.

Finance Committee Chair Mr. Jeff Brooks, called the meeting to order.

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

1. Pre-Public Hearing Discussion: Proposed FY 2025/2026 Budget – The Town Manager explained that this is just another opportunity if there are any questions or comments that Town Council may have on the proposed budget. The public hearing for the proposed budget is scheduled for tonight at 6:30 p.m. Councilman Brooks stated that he has received no questions or comments from anybody.

Councilwoman Butler asked if the additional cameras that the Police Department is requesting are flock cameras. The Town Manager replied that they are flock cameras. Councilwoman Butler asked if the cameras that we currently have been effective in helping to solve crimes. The Town Manager replied that they have been very effective. The Police Department has solved several crimes just because of the flock cameras. The

Town Manager explained that staff do not sit and monitor these cameras. They are reviewed when there is an active investigation, and we are looking to try and find a suspect car. There is a database for stolen license plates, and other localities may flag a license plate because of a crime. The Town would get hits that indicate that license plate went past one of our flock cameras. Councilwoman Butler asked if the flock cameras are popular in other jurisdictions. Chief Howell replied that they are. The Town Manager stated that if anything the Town of Smithfield is late to the game when it comes to the installation of flock cameras. Mayor Smith asked if Chief Howell could give a little bit more information on the flock cameras. Chief Howell gave an example where the flock cameras were used. Recently there was a vehicle that was being pursued by another law enforcement agency and within 20 minutes after they terminated the pursuit, they were able to go back and look at the flock camera and was able to identify the owner of the motorcycle and charges were immediately obtained. The flock cameras have been a pivotal tool that they have used and had huge success with all their major investigations. The Flock cameras are throughout the Hampton Roads area. Deputy Chief Meiers expanded that these cameras are not only used in the Hampton Roads area but departments all over the country. They get daily requests from other law enforcement agencies to access our cameras. The Town Manager mentioned that if we have a license plate that we are looking for here and it pings in Delaware we will be notified. It has been extremely successful in helping to fight crime.

Councilwoman Butler asked how the Town is paying for the maintenance building at the Luter Sports Complex. The Town Manager stated that it is in the proposed budget to be paid for with reserve funds. Vice Mayor Harris asked how much of the maintenance building at the Luter Sports Complex must be brick. The Town Manager stated that right now the way the Entrance Corridor Overlay (ECO) guidelines are, all of it does. He explained that he has already instructed the engineering team to start putting together what the bid package would be. If we get to a point and it looks like there may be substantial cost savings if they only do the two sides that can be seen, they will look at that. However, it will require a special use permit to only do two sides with brick. These two sides face Route 258 and the entrance of the ballfields. Ms. Novak stated that this price includes additional parking, which is needed out there on game days, and a laydown yard for all of their material that they use on the fields. Vice Mayor Harris stated that he has received several emails asking why the cost of the building is so high. If there is anything we can do to reduce that amount, particularly with the bricking on the sides that are not seen, would be great. The amount also includes the landscaping for the building and the parking lot. Vice Mayor Harris suggested that we do a better job framing what is included in the \$2 million for the public. Everybody right now thinks we are going to build a shed for \$2 million dollars because it does not reference the landscaping, the parking lot, and the storage area. He also received an email why we would not install the maintenance building in the rear of the sports complex. Mrs. Novak stated that utilities to not run in that direction so that would be an additional cost. The power lines that are there belong to Virginia Power so we are not able to build under them.

Councilman Bowman expressed concern over the public address systems that we currently have here at the Smithfield Center. He stated that it makes no sense to him why we have a microphone that has to be moved as different speakers speak. Mrs. Novak stated that she does have additional microphones that she can put out. Councilman Bowman stated that he firmly believes that the setup demonstrates to the public professionalism. He continued to express his concerns about the existing microphones not picking up unless you are sitting on top of them. He stated that they make microphones that you do not have to sit that close to and they pick up the discussion that is being held. The Town Manager stated that some of it is having to put up and take down every time because we do not have a permanent Town Council facility. He stated that moving forward we will make sure we have more microphones out.

2. Financial System Selection Update – Mr. Ross explained that approximately six months ago she started talking about discontinuing the implementation of MUNIS. Her staff has sat through numerous, what they called, training sessions and they were more like implementation sessions. MUNIS charges \$165 an hour and all their training is expected to be for four- or eight-hour period. She is not able to have her staff sit there for eight hours training on something that was going nowhere. Currently, they are using an older outdated platform, but it works until they can move to something else that is more up to date. Currently they are using BAI for all their revenues and MUNIS would be used for everything else; however, they have not been able to get the financial package with MUNIS to work properly. The financials that Town Council receives each month are done in excel and it requires a lot of work to put that information in a spreadsheet. Ms. Ross continued to explain that they have been looking at other products that will meet the Town's financial reporting needs. All the products they have looked at run about the same if you look at them over a five-year period. One is cheaper per month but has a higher implementation fee as well as getting it implemented quicker. The other one has a higher per month rate and a lower implementation fee. Ms. Ross stated that once the Town decides which product to move forward with, they will start with the implementation of the general ledger because that is the driving force behind everything they do. The other packages would be implemented after that. At this time, we do not want to do anything with payroll until January 2026. There are several modules that will need to be included in this implementation package. Staff looked at two different platforms for consideration. One is called "Edmonds" and the other is called "RDA." Staff feels more comfortable going with RDA. This platform is the one with the higher implementation fee. The first year it costs just a little bit more but over a five-year period it is about \$20,000 less. RDA does a better hands on implementation. The consultant that we have worked with for a while has worked with RDA and gave a favorable result. Ms. Ross stated that she has talked with other localities that use RDA, and they are very pleased with the platform. The Town Manager stated that for those that have been around for awhile it seems like we have been implementing MUNIS forever and that is because we have. The implementation of MUNIS started back in 2015. Staff have reached a point where it just looks like there is no end in sight. We were not making any forward

progress. Accounts payable and permitting are the only two modules that are actually functional. It seemed that every time we would make a step forward the implementation person would change and we would go back to square one because something was not right. Staff made the decision to halt all implementation because we continued to spend money on stuff and were not getting anywhere. That is when we started looking at other options. Approval of this award would start a new implementation platform and move away from the MUNIS platform. Originally, we decided to go with MUNIS because it was the same platform that the County was using. A lot of what was sold to the Town at that time still has not come to fruition today. Part of that was the fact that the County is locally hosted, so they have servers at the courthouse that runs all their financial software. Right after the decision was made to go with MUNIS they decided they would no longer be supporting locally hosted servers, and it was all going to be cloud based. Being cloud base did not allow the two systems to talk to each other very well. The Town Manager stated that he hates looking at the amount of money we have spent trying to implement MUNIS at this point in time but none of us feel confident that we will ever get to the finish line. As the Town Treasurer mentioned, the software that the Town is running now is a very old system. It takes a very specialized person to pull data from this system. The Town Manager explained that staff is recommending that we work with RDA to provide our financial software. Vice Mayor Harris asked how long we are obligated to MUNIS. The Town Manager replied that we are at a point where we can get out from under MUNIS. Termination requires a ninety-day notice; however, it will take a little while to unwind everything that they have been working on. Town staff has been very upfront with MUNIS with our frustrations and that we were stopping all implementation and looking for other options, so they know this is coming. Councilwoman Bebermeyer asked Ms. Ross if she has talked with other localities that are using this financial software. Ms. Ross replied that they have and one of the biggest questions from her staff was if they have a problem, how easy is it to get assistance. Other localities that she has spoken to have been very satisfied with their customer service. This item will be on Town Council's consent agenda for consideration at their June 3rd, 2025 meeting.

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

1. April Financial Statements – Ms. Ross reported that included in the packet today is a couple of new graphs. She mentioned that there are seven different types of revenues and she focused on the largest ones that the Town has, Real Property taxes and local taxes. These graphs will change since the real estate bills went out and will be due by June 5th. Currently the largest proportion of our revenue, with regards to real property taxes is personal property taxes. If we look at the local taxes part, meals taxes are the largest one at 6.25% for a total of \$1.8 million dollars. Business Licenses were due the middle of April and the Town has collected 90% of what is due. As she mentioned the Real Estate bills were mailed on May 8th. There was \$2.3 million billed and they are starting to collect these now. The total revenue collected to date is \$10 million. That

would be 90.2% of what was budgeted. The total expenses to date are \$8.7 million which is 73.67% of what was budgeted. This is where we expect it to be. The debt breakdown sheet is in your packet. Ms. Ross explained the lengthy process it requires to prepare the Real Estate bills. She will talk about a new system that will help them with this process when she gets to that later on the agenda. Councilman Brooks stated that he liked the graphs that were provided in the packet this month. Councilman Bowman thanked Ms. Ross for getting the tax bills out on time.

2. April Cash Balances/VIP Investment Update – Ms. Ross reported that our total for cash balances is \$18,064,445. Ms. Ross stated that also included in the packet is a sheet that shows the Town is in compliance with all our investment policies. The Town has \$22.2 million dollars invested. She also reported that she included a new chart that she is going to go back and add past years. It will show what our returns were for FY 2023, 2024, and 2025. This will give you an overall rate of how things are with regards to what we have been earning for the past few years.

Meeting Adjourned @ 4:36 p.m.

May 30, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: PARKS AND RECREATION COMMITTEE MEETING - **CANCELLED**

The Parks and Recreation Committee scheduled for Monday, May 19th, 2025 at the Smithfield Center located at 220 North Church Street was cancelled due to lack of agenda items.

May 30, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: PUBLIC WORKS COMMITTEE MEETING - **CANCELLED**

The Public Works Committee scheduled for Monday, May 19th, 2025 at the Smithfield Center located at 220 North Church Street was cancelled due to lack of agenda items.

May 30, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON MONDAY, MAY 19TH, 2025.

The Public Buildings and Welfare Committee held a meeting on Monday, May 19th, 2025 at 4:36 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Ms. Valerie Butler, and Mr. Bill Harris. Other Council members present were Mayor Michael Smith, Mr. Jeff Brooks, Mr. Steve Bowman, and Mrs. Mary Ellen Bebermeyer. Staff members present were Mr. Michael R. Stallings, Town Manager; Ms. Lesley King, Town Clerk; Ms. Laura Ross, Town Treasurer; Mrs. Ashley Rogers, Director of Human Resources; Mrs. Tammie Clary, Director of Planning and Community Development; Mr. Alonzo Howell, Chief of Police; Mr. Chris Meier, Deputy Chief of Police; Mr. Steve Clark, Parks and Recreation; and Ms. Judy Winslow, Director of Tourism; There were no citizens present. There was no media present.

Public Buildings and Welfare Committee Chair, Mrs. Valerie Butler, called the meeting to order.

A. **MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON COUNCIL'S AGENDA**

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

1. Update on Blighted Property at 1502 Magruder Road – The Town Manager stated that he recommends Town Council go into closed session for this update as it relates to possible litigation. Councilman Bowman made a motion that we go into closed session for the purpose of discussing potential legal litigation pursuant to 2.2-3711A7 of the Code of Virginia. Vice Mayor Harris seconded the motion. Mayor Smith called for a vote. Councilwoman Butler voted Aye, Councilman Brooks voted Aye, Vice Mayor

Harris voted Aye, Councilwoman Bebermeyer voted Aye, Councilman Bowman voted Aye, and Mayor Smith voted Aye. Motion passed.

In Closed Session @ 4:42 p.m.

Out of Closed Session @ 4:49 p.m.

Mayor Smith stated that they need a motion to go back into open session. Councilman Bowman made a motion to reconvene the Smithfield Town Council Public Buildings and Welfare Committee and certify that no discussion or business was discussed other than those that were previously stated to deal with pending legal action pursuant to 2.2-3712 of the Code of Virginia. Councilwoman Bebermeyer seconded the motion. Mayor Smith called for a vote. Councilwoman Butler voted Aye, Councilman Brooks voted Aye, Vice Mayor Harris voted Aye, Councilwoman Bebermeyer voted Aye, Councilman Bowman voted Aye, and Mayor Smith voted Aye. Motion passed. The next update on this matter will be at the June 3rd Town Council meeting.

2. Additional Item of Discussion: Traffic on Main Street – Councilwoman Butler expressed her concern about the number of complaints on social media about the traffic in downtown. She has noticed that VDOT has started putting barricade at the drainage holes going to Westside Elementary. She asked if that means that they will be starting that project soon. The Town Manager stated that if you notice in front of the Gimmi Shelter they have already started the sidewalk project going to Westside Elementary. They are currently doing drainage work and then the sidewalk will start there and work its way down towards the school. Councilwoman Butler asked if VDOT checks with the Town before they start work to make sure it is a good time for us. She asked why they would not wait and start the project going to Westside Elementary after school closes for the summer. Traffic is already a bear there and this is going to make it worse. Councilwoman Butler stated that she has even notice that VDOT is removing some of the fencing at the commuter lot. The Town Manager explained that the commuter lot is part of this sidewalk project. Councilwoman Butler asked when work would begin on Grace Street. The Town Manager replied that the Grace Street project is scheduled for 2026. This will happen after the Cypress Creek Bridge work has been completed and reopened. The Town Manager stated that it is a lot going on but unfortunately it is the timing and when the money becomes available. Sometimes if you miss the window with VDOT you risk losing the funding.

Meeting adjourned at 4:51 p.m.

TOWN COUNCIL REPORT

SUBJECT:

TOWN COUNCIL REPORT

TOWN COUNCIL REPORT

ITEM: Motion to Award Contract for Implementation of a Financial System
Software to RDA Systems

FROM: Finance Committee Chair, Mr. Jeff Brooks

ATTACHMENTS:

Description	Type	Upload Date
Financial System Selection Update	Cover Memo	5/19/2025

May 15, 2025

Overview

On September 1, 2015, the Town signed an agreement with Tyler Technologies (referred to as Munis in this document). In this agreement, the Town would migrate the tax and financial functions from the legacy system to Munis. The plan was to implement the following modules:

1. Financials:
 - a. Accounting/GL/AP
 - b. Fixed Assets
2. Payroll w/ESS
 - a. HR Management
3. General Billing
4. Accounts Receivable
5. Utility Billing (later discontinued, since HRSD was implemented)
6. VA Tax
7. Cashiering
8. Permits & Code Enforcement
9. Business License
10. Citizen Self Service

Issues with Munis

The implementation process for the General Ledger system began shortly after the document was signed. To date, the only modules that have been implemented are Accounting/GL/AP and Permits & Code Enforcement. The lack of implementing the other modules is due to the inability of Munis to follow through with the implementation and training of the modules. We have been paying for all modules since 11/01/15 even though the modules were not implemented, this totals \$380,167.

The following fees have been associated with this project:

Application Fees	380,167.42
Utilities Refunded	(6,581.96)
Consultant Fees	85,268.36
Variable Fees	45,232.50
Implementation	121,070.13
BAI (since 2020)	74,281.00
Staff Fees	118,047.23
Total	817,484.68

Implementation:

The team has tried to implement the modules but most of the time is spent on development vs. hands on training. Staff hours spent are approximately 1,344 to date and may be more, the chart above shows the amount of money we have spent on consultant fees. There have been a minimum of five implementations on tax conversion with little or no progress.

Each time an implementation is continued, a new coordinator is assigned and the process has to start from the beginning.

New Provider

The staff has spent an inordinate amount of time on this project, and the Town has spent a lot of money on this project without implementation. The HR/Payroll modules do not function or do not work with any degree of acceptability. The Tax modules do not work with any degree of certainty and the staff has not been trained, even though we have had training sessions that did not turn out to be training sessions.

Implementation is the biggest challenge, sessions morph into a search for ways to make the system work. Often no progress is made at all.

The Town and staff has spent enough time trying to get this system to work, and we have not made any progress. There are systems that have the capacity to handle the needs of the Town that can be implemented with a minimal amount of pain and cost to the Town. We have reviewed several of the systems and participated in demonstrations of the modules.

We are evaluating the cost of implementing and maintaining a new ERP system and want to make sure we get the best system that will be implemented timely. The two systems that are being reviewed are:

Edmunds GovTech [Home - Edmunds GovTech : Edmunds GovTech](#). They are headquartered in Northfield, NJ. At the current time, 38 Virginia localities use their product(s).

RDA Systems www.rdasystems.com They are headquartered in Canton, GA. At the current time, 50 Virginia localities use their product(s).

After speaking with the staff, and HR and CD&R, everyone (all but one) believe that RDA would be the best fit for us. Both systems could do the same core modules that we need:

1. Financials:
 - a. Accounting/GL/AP
 - b. Budgeting
 - c. 1099 Reporting
 - d. Real time budget tracking
 - e. Bank Reconciliations
 - f. Financial reporting
 - g. Fixed Assets
 - h. Ability to extract reports into Excel and CSV
 - i. Electronic requisitions

- j. Purchase Orders
- 2. Payroll w/ESS
 - a. HR Management
 - i. Ability to store documents (HR related)
 - ii. Applicant tracking (added later)
 - b. Time tracking
 - c. Employee Self Service
 - d. Leave Requests
 - e. Approval workflow
 - f. Timesheets/tracking can be done on phones and tablets supported by iOS and Android.
- 3. Tax Collection
 - a. Cashiering – interfaces with GL
 - i. PP
 - ii. RE
 - iii. Business License
 - iv. All other payments
 - b. Could use barcodes for scanning payments
- 4. Permits & Code Enforcement (will add this later)
- 5. Citizen Self Service

After many demonstrations, and many q/a with the providers and discussions with our staff, the best solution for us would be RDA.

- 1. Shorter Implementation, 90 days from start to finish
- 2. More concierge implementation and service
- 3. Very open to quickly turning around questions or problems
- 4. Very proactive in getting back to us.
- 5. They have a high score with other localities

While RDA does not have the employer application module, they are willing to do that for us. As well as the module for Permitting.

Fees

Each provider gave us their implementation, and application fees. The application fees are what it would cost annually for the service. Implementation fees include data conversion and getting the product integrated and working. Additional fees with each are per diem when their staff would be here and training the team(s).

Pricing 1st Yr	Munis	Edmunds	RDA
Application Fees/Cloud Fee	49,047.86	64,000.00	35,000.00
Implementation		67,500.00	167,000.00
BAI/Source Data (cloud)Bright	31,143.00	0.00	0.00
Total	80,190.86	131,500.00	202,000.00

All In	Munis	Edmunds	RDA
Application Fees 5 years	0.00	320,000.00	193,398.00
Implementation	0.00	60,500.00	167,000.00
BAI/Source Data (cloud)Bright	0.00	0.00	0.00
Total	0.00	380,500.00	360,398.00

While RDA has higher up front implementation fees, their application fees are almost half of what Edmunds charges. Over a five-year period, RDA is a bit cheaper than Edmunds.

The implementation with RDA:

Phase I: Finance and Workforce

May – August 2025: Contract Signing and planning and defining requirements

August – December 2025: System configuration and data migration. System Training

January 2026: Go live with 90 days of post-launch priority support

Phase II: Revenue January 2026

Laura Ross

TOWN COUNCIL REPORT

ITEM: Approval of Town Council Summary Minutes from May 6th, 2025 and May 19th, 2025

FROM: William Riddick, Town Attorney

ATTACHMENTS:

Description	Type	Upload Date
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TOWN COUNCIL REPORT

ITEM: Continued Discussion and Consideration of Red Point Tap House Water Line Connection

FROM: Water and Sewer Committee Chair, Darren Cutler

TOWN COUNCIL REPORT

ITEM: Resolution to Approve and Adopt the Fiscal Year 2025-2026 Operating Budget for the Town of Smithfield Virginia and Appropriate The Requisite Funds for Said Budget

FROM: Finance Committee Chair, Mr. Jeff Brooks

ATTACHMENTS:

Description	Type	Upload Date
Proposed Budget for FY 2025/2026	Public Hearing	5/15/2025
Resolution to Adopt Proposed Budget for FY 2025-2026	Resolution	5/30/2025



Town of Smithfield

Operating Budgets & Capital Improvements Plan

FY 25-26



Town of Smithfield

Memorandum

May 1, 2025

TO: The Honorable Mayor and Town Council

FROM: Michael Stallings, Town Manager

SUBJECT: FY 25/26 Budget Proposal

Attached you will find my budget proposal for the 2025-2026 Fiscal Year. This budget does not propose any new taxes, and it is balanced without the use of reserves.

REVENUES

Tax Rates

There are no proposed changes to the Real Estate or Personal Property Tax Rates. The Real Estate rate remains at \$0.16 per \$100 in value, and the Personal Property rate remains at \$1.00 per \$100 in value.

There are no proposed increases in any other taxes either.

Other Fees

There are no proposed fee increases contained within this year's budget proposal.

Interest Income

The other noticeable change you will see in this year's budget as compared to last year is the sizable increase in interest income. This is due to the work that our Treasurer is doing with investments. As we have made a significant shift in how we handle our cash reserves, we are realizing an increase in interest income.

EXPENSES

Salary Adjustments

This budget proposal contains a salary increase of 4%. We have made some additional adjustments in public safety to remain competitive with our local market.

New Positions

There are no new positions proposed in this year's budget.

Health Insurance

This is the biggest change to the Town's operating budgets. Our current health insurance carrier proposal came back with a 38% increase in rates (an increase of \$267,914 to the Town and \$66164 to employees). As we normally do, we evaluated all of our options for health coverage. The most favorable option is to join The Local Choice (TLC). TLC is a pool established by the State of Virginia that governmental entities can join. Currently, TLC provides coverage through Anthem, our existing carrier. Going with TLC will still be an increase to both employees and the Town, but a far smaller increase of \$108,326 to the Town and \$38,504 to employees.

Property/Liability Insurance

In previous budgets the cost of property and liability insurance was included in the individual department's budget. This year, I have consolidated the total cost of insurance into one line item in the Non-Departmental portion of our budget. This makes it much easier to see the total cost of our annual insurance policy.

Strategic Planning Initiatives

As Town Council updates it's Strategic Plan, we anticipate that there will be expenses associated with the work plan to put the plan into action. As such, I have allocated \$50,000 in the FY 25-26 to fund the implementation of Town Council's vision. These funds may be used to fund consultants, staff, or other initiatives that Council approves to help move its vision forward.

Water and Sewer Funds

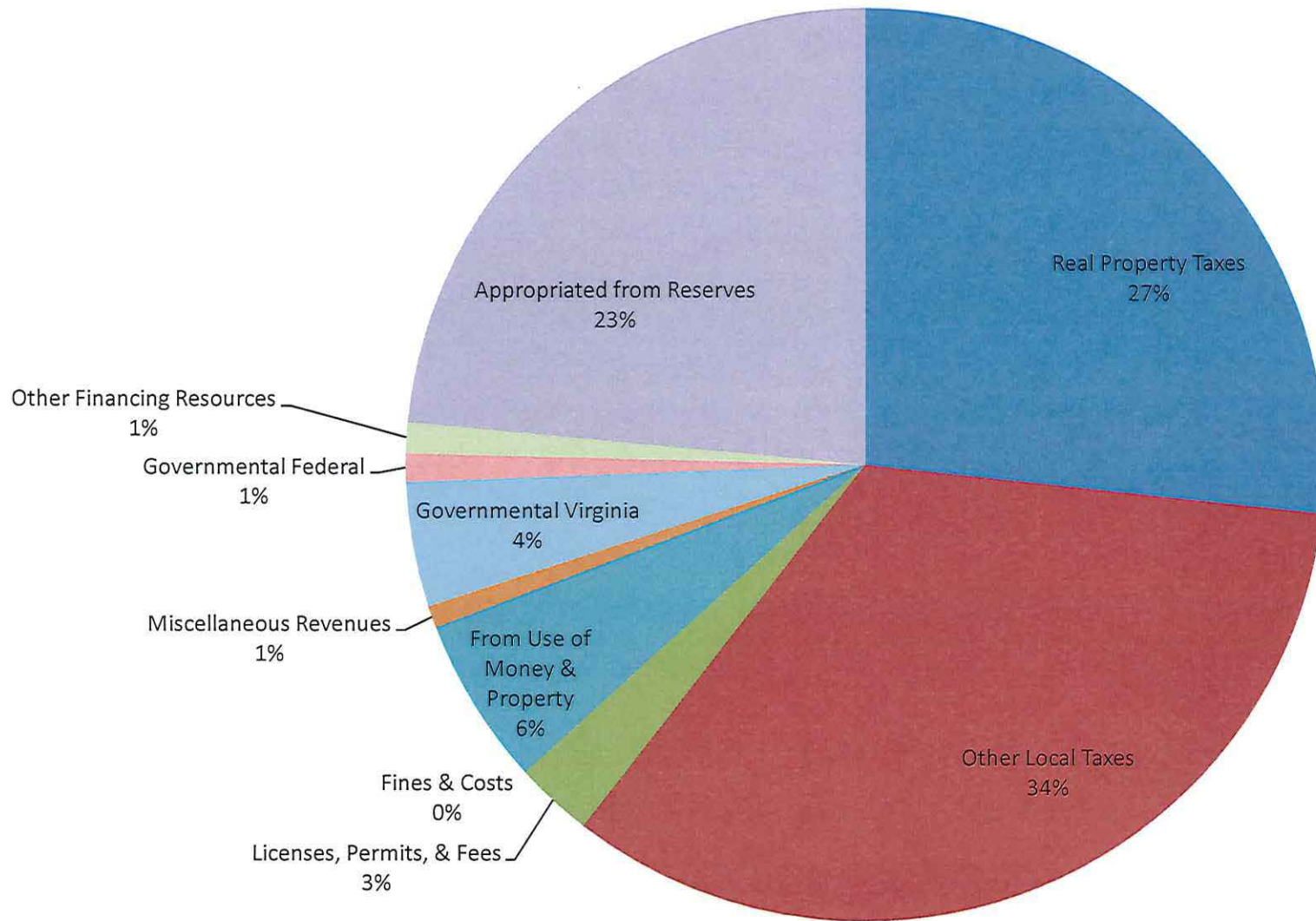
The Town recently had a water and sewer rate study done. The consultants evaluated current rates, current usage, financial position, as well as the current and future needs of both the Water and Sewer systems. The study recommended a water rate of \$8.50 per 1,000 gallons and a sewer rate of \$6.00 per 1,000 gallons. There are no other fee increases in the Water or Sewer Fund.

Adoption Schedule

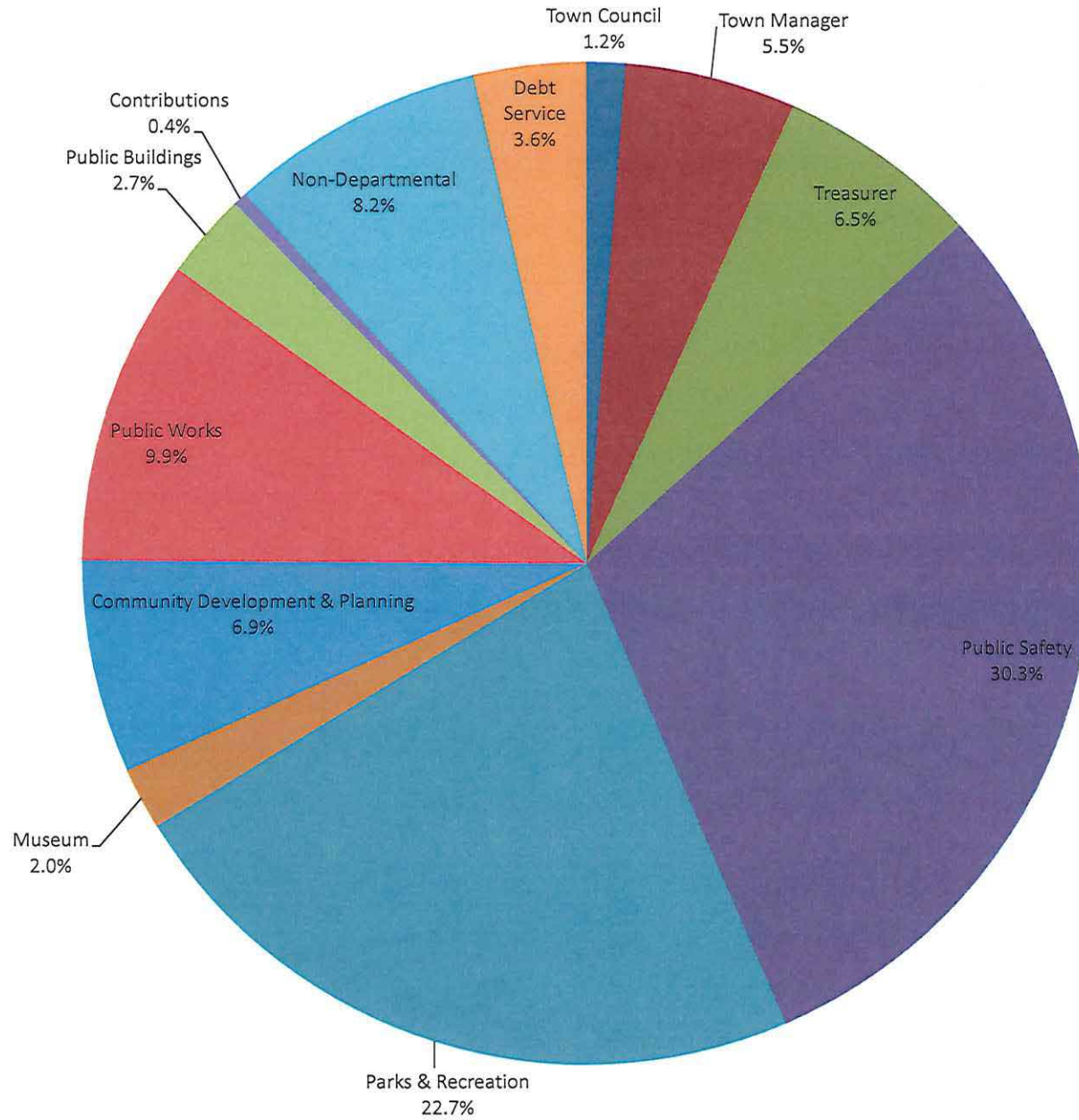
The FY25-26 budget proposal will be on Town Council's agenda at its May 6th meeting for discussion and any questions that you may have. The Town Council will hold a public hearing on the budget proposal after its May 19th Committee Meetings at 6:30 P.M. Adoption of the budget will be on the June 3rd Town Council meeting agenda.

Please feel free to reach out with any questions or concerns that you may have at any time during this process.

Where The Money Comes From



Where The Money Goes



TOWN OF SMITHFIELD
FY 2026 BUDGET SUMMARY GENERAL FUND

REVENUES	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
Department	Budget	Actual	Budget	Actual	Budget	Budget
Real Property Taxes	3,383,335.00	3,461,519.59	3,466,580.00	4,563,317.94	3,918,280.00	3,994,100.00
Other Local Taxes	4,576,411.00	4,655,874.25	4,635,893.00	4,743,916.00	4,872,700.00	5,042,500.00
Licenses, permits, & fees	317,606.00	334,613.46	326,060.00	526,588.00	371,500.00	411,500.00
Fines & Costs	47,205.00	32,734.24	47,000.00	37,572.00	50,000.00	45,000.00
From Use of Money & Property	437,448.00	464,174.61	429,675.00	840,995.00	902,400.00	886,700.00
Miscellaneous Revenues	129,409.00	274,129.07	129,500.00	151,537.04	130,000.00	115,000.00
Governmental Virginia	702,080.00	863,370.98	618,654.00	673,661.73	649,169.00	659,738.00
Governmental Federal	1,784,985.00	1,058,745.71	429,344.00	5,426.00	153,000.00	153,000.00
Other financing sources	175,000.00	169,888.98	175,000.00	24,500.00	175,000.00	165,000.00
Appropriated from Reserves	-	-	-	-	-	3,507,597.00
TOTAL REVENUES	11,553,479.00	11,315,050.89	10,257,706.00	11,567,513.71	11,222,049.00	14,980,135.00

EXPENSES	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
Department	Budget	Actual	Budget	Actual	Budget	Budget
Town Council	194,333.00	223,127.52	194,623.00	178,000.69	212,425.00	186,925.00
Town Manager	552,218.00	522,345.34	676,144.00	677,171.14	799,835.00	808,411.00
Treasurer	880,159.00	727,590.42	870,938.00	915,852.64	880,428.00	984,396.00
Public Safety	3,704,055.00	3,118,264.98	3,795,077.00	2,926,163.38	4,184,628.00	4,545,096.00
Parks & Recreation	2,088,374.00	1,544,490.95	1,326,339.00	1,785,516.88	1,769,372.00	3,401,217.00
Museum	234,838.00	254,206.41	247,154.00	269,055.00	274,511.00	294,681.00
Community Development & Planning	1,720,748.73	591,291.44	680,560.00	609,693.40	1,004,981.00	1,031,094.00
Public Works	3,459,890.00	1,757,867.66	961,960.00	645,074.00	1,025,687.00	1,483,292.00
Public Buildings	802,004.00	480,797.68	714,504.00	379,016.00	455,877.00	409,752.00
Contributions	80,527.00	73,297.00	67,755.00	66,105.00	67,024.00	66,510.00
Non-Departmental	1,573,528.60	80,000.00	80,000.00	-	80,000.00	1,228,832.00
Debt Service	564,610.00	524,855.29	565,985.00	490,474.00	467,281.00	539,929.00
Contingency	-	85,761.00	85,761.00	18,456.25	91,036.00	-
TOTAL EXPENSES	15,855,285.33	9,983,895.69	10,266,800.00	8,960,578.38	11,313,085.00	14,980,135.00

NET INCOME/(LOSS)	(4,301,806.33)	1,331,155.20	(9,094.00)	2,606,935.33	(91,036.00)	-
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**Town of Smithfield
FY2026 Operating Budget
GENERAL FUND REVENUE SUMMARY**

	MUNIS ACCT #	FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Budget
<u>GENERAL GOVERNMENT REVENUES</u>							
REAL PROPERTY TAXES							
Real Estate - Current	03-100-311010-0000-30001	2,132,347.00	2,190,514.17	2,144,980.00	3,344,285.00	2,524,950.00	2,600,000.00
Real Estate - Current Tax Relief for the Elderly/Veterans	03-100-311010-0000-30001	79,029.00	91,485.48	79,000.00	-	85,000.00	85,000.00
Real Estate - Delinquent	03-100-311010-0000-30002	20,000.00	31,178.59	20,000.00	33,821.00	25,000.00	-
Public Service-Real Estate Current	03-100-311020-0000-30001	35,850.00	33,375.02	33,000.00	36,860.94	43,000.00	44,000.00
Public Service-Personal Property Current	03-100-311020-0000-30001	109.00	-	100.00	-	130.00	100.00
Personal Property - Current	03-100-311030-0000-30001	1,038,500.00	1,005,133.40	1,117,500.00	1,040,075.00	1,182,200.00	1,210,000.00
Personal Property - Delinquent	03-100-311030-0000-30002	22,500.00	49,750.25	22,000.00	47,926.00	25,000.00	-
Penalty	03-100-311060-0000-30005	40,000.00	41,743.19	38,000.00	43,125.00	38,000.00	40,000.00
Interest	03-100-311060-0000-30006	15,000.00	18,006.66	12,000.00	17,225.00	15,000.00	15,000.00
Miscellaneous Receipts Over-Short	03-100-311060-0000-30007	-	332.83	-	-	-	-
Total Real Property Taxes		3,383,335.00	3,461,519.59	3,466,580.00	4,563,317.94	3,918,280.00	3,994,100.00
OTHER LOCAL TAXES							
Sales Tax	03-100-312010-0000-30009	661,481.00	527,949.00	701,169.00	584,070.00	700,000.00	770,000.00
Utility Tax	03-100-312020-0000-31201	191,963.00	188,550.00	197,000.00	215,934.00	200,000.00	200,000.00
Consumption Tax	03-100-312020-0000-31202	50,097.00	39,777.00	51,000.00	44,007.00	50,000.00	45,000.00
Business Licenses	03-100-312030-0000-31208	440,760.00	573,858.89	450,000.00	518,278.00	515,000.00	520,000.00
Business Licenses Penalty	03-100-312030-0000-31209	4,045.00	17,091.22	3,500.00	4,927.00	5,000.00	5,000.00
Business Licenses Interest	03-100-312030-0000-31210	800.00	7,418.36	700.00	1,818.00	1,000.00	1,000.00
Peg Channel Capital Fee	03-100-312040-0000-30054	1,733.00	1,598.80	1,700.00	1,423.00	1,700.00	1,500.00
Bank Franchise Tax	03-100-312040-0000-31203	153,519.00	134,572.00	153,000.00	156,154.00	150,000.00	156,000.00
Vehicle License	03-100-312050-0000-32020	235,000.00	256,705.48	235,000.00	238,546.00	245,000.00	245,000.00
Cigarette Tax	03-100-312080-0000-31204	211,500.00	183,182.50	211,000.00	176,197.00	200,000.00	175,000.00
Transient Occupancy Tax	03-100-312101-0000-31205	260,859.00	300,327.00	260,859.00	319,334.00	325,000.00	320,000.00
Meals Tax-4.25%	03-100-312110-0000-31211	1,607,965.00	1,648,894.00	1,810,965.00	1,688,595.00	1,700,000.00	1,785,000.00
Meals Tax-2%	03-100-312110-0000-31212	756,689.00	775,950.00	760,000.00	794,633.00	780,000.00	819,000.00
Total Other Local Taxes		4,578,411.00	4,655,874.25	4,635,893.00	4,743,916.00	4,872,700.00	5,042,500.00
TOTAL LOCAL TAX REVENUE		7,958,746.00	8,117,393.84	8,102,473.00	9,307,233.94	8,790,980.00	9,036,600.00

Town of Smithfield
FY2026 Operating Budget
GENERAL FUND REVENUE SUMMARY

	MUNIS ACCT #	FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Budget
<u>GENERAL GOVERNMENT REVENUES</u>							
PERMITS, FEES & LICENSES							
Permits & Other Licenses	03-100-313030-0000-30018-multi	40,496.00	51,139.00	42,000.00	62,400.00	45,000.00	50,000.00
Inspection Fees-Subdivision	03-100-313030-0000-30030	43,500.00	27,020.12	50,000.00	134,277.00	70,000.00	70,000.00
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	12,000.00	12,735.27	12,000.00	14,250.00	12,000.00	12,000.00
Refuse Collection Fee	03-100-313030-0000-30038	218,960.00	228,549.07	218,960.00	309,431.00	240,000.00	275,000.00
WC Dog Park Registration Fees	03-100-313030-0000-30043	650.00	595.00	600.00	60.00	-	-
Consultant Review Fees	03-100-313030-0000-30028	2,000.00	14,575.00	2,500.00	6,170.00	4,500.00	4,500.00
Total Permits, Fees & Licenses		317,606.00	334,613.46	326,060.00	526,588.00	371,500.00	411,500.00
FINES & FORFEITURES							
Fines & Costs	03-100-314010-0000-30055	47,205.00	32,734.24	47,000.00	37,572.00	50,000.00	45,000.00
Total Fines & Forfeitures		47,205.00	32,734.24	47,000.00	37,572.00	50,000.00	45,000.00
REVENUE FROM USE OF MONEY & PROPERTY							
General Fund Interest	03-100-315010-0000-31501	30,000.00	55,776.15	25,000.00	413,416.00	490,600.00	475,000.00
Rentals	03-100-315020-0000-30110	62,658.00	61,898.63	62,000.00	63,234.00	65,000.00	65,000.00
Smithfield Center Rentals	03-100-315020-0000-30111	178,000.00	187,920.96	185,000.00	194,395.00	190,000.00	190,000.00
Windsor Castle Revenue (includes Manor House, Park Impact, Vendor)	03-100-315020-0000-30119	78,000.00	62,371.61	78,000.00	71,380.00	75,000.00	75,000.00
Sports Complex Rentals	03-100-315020-0000-30120	33,075.00	33,140.96	33,075.00	32,274.00	33,000.00	33,000.00
Park Impact Fees	03-100-315020-0000-30118	-	-	-	-	-	-
Kayak Rentals	03-100-315020-0000-30015	13,000.00	10,040.65	5,000.00	3,377.00	7,500.00	7,500.00
Special Events	03-100-315020-0000-30013, 3001	20,000.00	22,731.00	20,000.00	33,576.00	20,000.00	20,000.00
Fingerprinting Fees	03-100-318990-0000-30048	100.00	100.00	100.00	650.00	200.00	100.00
Museum Admissions	03-100-315020-0000-30115	8,455.00	10,630.00	8,400.00	10,492.00	8,000.00	8,000.00
Museum Gift Shop Sales	03-100-318990-0000-30016	13,000.00	18,719.65	12,000.00	16,479.00	12,000.00	12,000.00
Museum Programs/Lecture Fees	03-100-318990-0000-30017	660.00	345.00	600.00	1,222.00	600.00	600.00
Lease of Land	03-100-315020-0000-30017	500.00	500.00	500.00	500.00	500.00	500.00
Total Revenue from use of money and property		437,448.00	464,174.61	429,675.00	840,995.00	902,400.00	886,700.00
MISCELLANEOUS							
Other Revenue	03-100-318990-0000-31105	3,529.00	4,093.46	3,500.00	9,885.00	4,000.00	4,000.00
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	4,000.00	1,983.03	4,000.00	5,214.00	4,000.00	4,000.00
Contributions-Museum	03-100-318990-0000-31632	91,880.00	2,710.00	92,000.00	101,528.04	92,000.00	92,000.00
Contributions-Public Ball Fields	03-100-318990-0000-31635	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	15,000.00
Sale of Equipment/Buildings	03-100-341020-0000-31405	-	235,342.58	-	4,910.00	-	-
Total Miscellaneous Revenue		129,409.00	274,129.07	129,500.00	151,537.04	130,000.00	115,000.00

**Town of Smithfield
FY2026 Operating Budget
GENERAL FUND REVENUE SUMMARY**

	MUNIS ACCT #	FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Budget
<u>GENERAL GOVERNMENT REVENUES</u>							
REVENUE FROM THE COMMONWEALTH							
Law Enforcement	03-100-322010-0000-34011	179,664.00	196,514.00	179,664.00	207,743.00	205,810.00	215,179.00
Litter Control Grant	03-100-322010-0000-34010	3,385.00	5,343.15	3,300.00	6,989.00	3,300.00	4,000.00
Communications Tax	03-100-322010-0000-34008	158,412.00	164,247.00	150,000.00	154,349.00	150,000.00	150,000.00
Rolling Stock	03-100-322010-0000-34001	45.00	18.72	45.00	19.00	45.00	45.00
Rental Tax	03-100-322010-0000-34002	6,229.00	5,591.56	6,300.00	7,120.00	6,300.00	6,800.00
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00	240,794.89	240,795.00	240,795.00	240,795.00	240,795.00
Fire Programs	03-100-322010-0000-34017	34,050.00	34,235.00	34,050.00	38,419.00	38,419.00	38,419.00
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	-	211,124.49				
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-322010-0000-34020	75,000.00	1,002.17		13,727.73		
Total State Revenue		702,080.00	863,370.98	618,654.00	673,661.73	649,169.00	659,738.00
REVENUE FROM THE FEDERAL GOVERNMENT							
ARPA Revenues		1,769,000.00	1,035,285.64	413,344.00	-	-	
Federal Highway Grant					-	136,000.00	136,000.00
Law Enforcement	03-100-331010-0000-35003	15,985.00	19,451.37	16,000.00	5,426.00	17,000.00	17,000.00
Urban Fund Projects							
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	-	4,008.70	-	-	-	
Total Federal Revenue		1,784,985.00	1,058,745.71	429,344.00	5,426.00	153,000.00	153,000.00

Town of Smithfield
FY2026 Operating Budget
GENERAL FUND REVENUE SUMMARY

	MUNIS ACCT #	FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Budget
<u>GENERAL GOVERNMENT REVENUES</u>							
OTHER FINANCING SOURCES							
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	175,000.00	169,888.98	175,000.00	24,500.00	175,000.00	165,000.00
Bond Proceeds		-					
Total Other Financing Sources		175,000.00	169,888.98	175,000.00	24,500.00	175,000.00	165,000.00
APPROPRIATED FROM RESERVES		\$ -	\$ -		\$ -	\$ -	\$ 3,507,597.00
TOTAL GENERAL FUND REVENUES		11,553,479.00	11,315,050.89	10,257,706.00	11,567,513.71	11,222,049.00	14,980,135.00

Town Council

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

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

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

Michael G. Smith	Mayor
Bill Harris	Vice Mayor
Mary Ellen Bebermeyer	Councilwoman
Jeff Brooks	Councilman
Steven G. Bowman	Councilman
Valerie Butler	Councilwoman
Darren Cutler	Councilman

**Town of Smithfield
FY2026 Operating Budget
GENERAL FUND EXPENDITURES**

TOWN COUNCIL

	MUNIS ACCOUNT NUMBER	FY 2022-23 Budget	FY2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Budget
Salaries and Wages	04-100-411010-0000-41100	44,000.00	46,520.00	44,000.00	41,905.00	44,000.00	44,000.00
Fica & Medicare Benefits	04-100-411010-0000-42100	3,423.00	3,712.39	3,423.00	3,289.10	3,425.00	3,425.00
Legal Fees	04-100-411010-0000-43150	40,000.00	36,915.09	40,000.00	35,393.40	50,000.00	50,000.00
Update Town Charter & Code	04-100-411010-0000-43151	5,000.00	1,175.00	5,000.00	2,704.70	4,500.00	4,000.00
Professional Services	04-100-411010-0000-43152	5,000.00	(1,300.00)	5,000.00	5,000.00	5,000.00	5,000.00
Public Defender Fees	04-100-411010-0000-43153	3,000.00	4,920.00	3,000.00	6,038.00	4,500.00	6,000.00
Election Expense	04-100-411010-0000-43170	-	1,368.36	-	-	2,000.00	-
Maintenance contracts	04-100-411010-0000-43320	4,200.00	4,151.88	4,200.00	3,461.91	4,500.00	4,500.00
Advertising	04-100-411010-0000-43600	25,000.00	28,480.22	25,000.00	25,565.10	30,000.00	30,000.00
Insurance	04-100-411010-0000-45300	23,710.00	22,340.00	24,000.00	21,561.20	24,000.00	-
Travel & Training	04-100-411010-0000-45500	10,000.00	9,622.59	10,000.00	8,253.28	10,000.00	10,000.00
Council Approved Items	04-100-411010-0000-45804	5,000.00	29,973.21	5,000.00	6,327.53	5,000.00	5,000.00
Subscriptions/Memberships	04-100-411010-0000-45810	7,000.00	7,291.00	7,000.00	6,865.00	7,500.00	7,500.00
Records Management maint & upgrades	04-100-411010-0000-45811	7,000.00	8,341.60	7,000.00	5,693.12	8,000.00	7,500.00
Supplies	04-100-411010-0000-46001	12,000.00	5,885.64	12,000.00	5,943.35	10,000.00	10,000.00
ARPA Expenses	04-100-411010-0000-46019	-	13,730.54	-	-	-	-
Total Town Council		194,333.00	223,127.52	194,623.00	178,000.69	212,425.00	186,925.00

Town Manager

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

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

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

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

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

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

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

**Town of Smithfield
FY2026 Operating Budget
GENERAL FUND EXPENDITURES**

TOWN MANAGER

		FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
MUNIS ACCOUNT NUMBER		Budget	Actual	Budget	Actual	Budget	Budget
Salaries and Wages	04-100-412010-0000-41100	287,883.00	282,899.51	301,250.00	299,379.73	317,250.00	329,570.00
Salaries-PT	04-100-412010-0000-41110	20,006.00	18,582.83	41,721.00	32,857.20	44,142.00	43,348.00
Salaries-OT	04-100-412010-0000-41120	3,060.00	1,513.17	3,000.00	2,134.16	3,000.00	3,000.00
Fica & Medicare Benefits	04-100-412010-0000-42100	24,876.00	20,735.24	27,380.00	22,597.64	28,912.00	29,799.00
VSRS	04-100-412010-0000-42200	28,381.00	27,709.74	29,430.00	29,427.72	31,216.00	32,539.00
Disability	04-100-412010-0000-42210	550.00	483.65	462.00	604.33	490.00	600.00
Health & Other	04-100-412010-0000-42300	51,282.00	46,084.54	48,421.00	58,296.76	61,506.00	61,302.00
Pre-Employment Test	04-100-412010-0000-42435	4,500.00	6,957.42	4,500.00	6,567.58	5,000.00	6,500.00
Employee Recognition	04-100-412010-0000-42440	5,000.00	4,080.40	10,000.00	2,297.48	10,000.00	10,000.00
Wellness Initiatives						8,237.00	8,237.00
Professional Services	04-100-412010-0000-43152	10,000.00	4,625.00	10,000.00	9,240.29	78,000.00	78,000.00
Maintenance Contracts	04-100-412010-0000-43320	2,000.00	2,368.80	2,000.00	3,236.86	3,000.00	3,000.00
Communications	04-100-412010-0000-45200	8,800.00	8,646.01	8,800.00	8,585.79	8,000.00	8,000.00
Insurance	04-100-412010-0000-45300	3,130.00	2,952.00	3,130.00	2,814.32	3,130.00	3,130.00
Travel & Training	04-100-412010-0000-45500	12,000.00	1,318.61	12,000.00	8,488.97	12,000.00	12,000.00
Other	04-100-412010-0000-45804	500.00	169.99	500.00	1,915.77	1,000.00	1,500.00
Dues & Subscriptions	04-100-412010-0000-45810	3,600.00	3,620.46	3,600.00	6,069.82	4,000.00	6,000.00
Supplies	04-100-412010-0000-46001	3,500.00	4,089.04	3,500.00	4,083.47	4,500.00	4,500.00
Computer & technology expenses	04-100-412010-0000-46005	1,500.00	3,946.11	5,000.00	3,385.27	5,000.00	5,000.00
Fuel Expense	04-100-412010-0000-46008	150.00	-	150.00	97.54	200.00	200.00
Auto Expense	04-100-412010-0000-46009	500.00	562.82	300.00	-	300.00	250.00
Shared Services-IT	04-100-412010-0000-46020	81,000.00	81,000.00	81,000.00	81,000.00	81,000.00	81,000.00
Contingency	04-100-412010-0000-46021				18,456.25	34,952.00	25,936.00
Strategic Planning Initiatives	04-100-412010-0000-46022			50,000.00	15,612.20	50,000.00	50,000.00
Education Assistance						5,000.00	5,000.00
Capital Expenditures	04-100-412010-0000-48100	-	-	-			
- Website Redesign				30,000.00	60,021.99		
Total Town Manager		552,218.00	522,345.34	676,144.00	677,171.14	799,835.00	808,411.00

Town Treasurer

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

Technology upgrades remain a top priority for the department in FY2026. The Treasurer's Department is evaluating software options for tax collection, accounts payable, as well as other functions.

The Treasurer's Department implemented utility billing through Hampton Roads Utility Billing Services in an effort to consolidate utility bills during the 2024-25 fiscal year.

**Town of Smithfield
FY2026 Operating Budget
GENERAL FUND EXPENDITURES**

TREASURER

		FY 2022-23	FY2022-23	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
MUNIS ACCOUNT NUMBER		Budget	Actual	Budget	Actual	Budget	Budget
Salaries and Wages	04-100-412410-0000-41100	437,571.00	348,003.79	445,560.00	426,846.10	462,067.00	534,662.00
Salaries-PT	04-100-412410-0000-41110	4,860.00	-	4,860.00	-		
Salaries-OT	04-100-412410-0000-41120	6,564.00	6,516.18	7,173.00	7,078.08	8,360.00	8,500.00
Fica & Medicare Benefits	04-100-412410-0000-42100	35,920.00	25,305.58	36,050.00	31,996.50	37,635.00	42,430.00
VSRS	04-100-412410-0000-42200	44,199.00	33,823.16	44,300.00	39,917.47	46,857.00	53,337.00
Disability	04-100-412410-0000-42210	527.00	225.93	550.00	1,078.00	555.00	1,000.00
Health	04-100-412410-0000-42300	77,793.00	51,499.83	81,470.00	55,732.36	59,150.00	80,967.00
Audit	04-100-412410-0000-43120	16,000.00	16,000.00	17,500.00	18,350.00	39,000.00	40,700.00
Professional Services	04-100-412410-0000-43152	-	-	-			
Service contracts	04-100-412410-0000-43320	73,250.00	135,348.68	100,000.00	178,960.48	125,000.00	125,000.00
Data Processing	04-100-412410-0000-44100	21,000.00	20,894.04	21,000.00	44,111.52	42,000.00	42,000.00
Communications	04-100-412410-0000-45200	12,000.00	8,053.68	12,000.00	7,589.09	11,000.00	8,000.00
Insurance	04-100-412410-0000-45300	2,975.00	2,804.00	2,975.00	2,673.22	2,804.00	-
Travel & Training	04-100-412410-0000-45500	12,000.00	210.75	12,000.00	2,282.91	12,000.00	12,000.00
Other	04-100-412410-0000-45804	100.00	-	100.00	133.24	500.00	500.00
Dues & Subscriptions	04-100-412410-0000-45810	1,275.00	9,809.93	1,275.00	8,910.38	1,500.00	1,500.00
Bank Charges	04-100-412410-0000-45813	700.00	773.50	700.00	585.46	800.00	1,000.00
Cigarette Tax Stamps	04-100-412410-0000-45830	3,600.00	3,407.40	3,600.00	-	3,600.00	3,500.00
Supplies	04-100-412410-0000-46001	22,000.00	21,848.63	22,000.00	29,108.46	21,000.00	21,000.00
Credit Card Processing	04-100-412410-0000-46002	325.00	875.21	325.00	-	800.00	800.00
Computer & technology expenses	04-100-412410-0000-46005	7,500.00	5,257.83	7,500.00	689.95	5,800.00	7,500.00
ARPA Expenses	04-100-412410-0000-46019	-	1,209.70	-		-	-
Capital Outlay	04-100-412410-0000-48100	100,000.00	35,722.60	50,000.00	59,809.42		
Total Treasurer		880,159.00	727,590.42	870,938.00	915,852.64	880,428.00	984,396.00

Public Safety

The Smithfield Police Department is one of the largest departments within the Town. It is composed of twenty-seven full-time employees when fully staffed and one part-time employee. Our primary goal is to ensure public safety, maintain law and order, and provide effective and efficient services to our community while being mindful of our fiscal responsibility.

While we are the largest department within the Town the largest portion of our budget is allocated to personnel expenses, including salaries, benefits, and equipment needed to perform our duties. Investing in our officers is essential for maintaining a well-trained, motivated department. Competitive salaries and benefits are crucial in attracting and retaining qualified employees. The Department is organized into three divisions - Administrative, Patrol, and Investigations - collaborating seamlessly to ensure community safety and well-being.

Acknowledging the importance of fostering relationships with citizens to combat crime and improve quality of life, the Department has successfully managed staffing obstacles while upholding exceptional service standards. In 2023, the Department addressed over **20435 service calls**, taking appropriate police actions in each instance. Significant figures include **2627 traffic stops**, **2627 summonses** issued, **1696 warnings administered**, **220 arrests made both felony and misdemeanor**, and over **328 investigations into various criminal offenses**. These numbers presented only reflect a portion of the hours spent while maintaining such a high degree of law enforcement presence to combat criminal activity.

Modern equipment and technology play a vital role in enhancing the department's capabilities of investigating criminal activity. This includes things such as vehicles, body worn cameras, in-car cameras, weapons, software for crime analysis and record keeping just to name a few. It is important to maintain and upgrade the technology used by the department because it enhances officers' awareness, thus improving officer and public safety. All these factors combine to work together to improve decision making to combat criminal activity. This profession is ever changing as changes occur in society therefore the department must continuously train to stay abreast with best practices which

ultimately leads to a safer community.

This narrative reflects our commitment to providing a high level of professionalism as well as police services that prioritize public safety. Our aim is to enhance our effectiveness, while fostering new relationships with the community we serve.

**Town of Smithfield
FY2026 Operating Budget
GENERAL FUND EXPENDITURES**

PUBLIC SAFETY

		FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
MUNIS ACCOUNT NUMBER		Budget	Actual	Budget	Actual	Budget	Budget
<u>POLICE DEPARTMENT</u>							
Salaries and Wages	04-100-431100-0000-41100	1,537,835.00	1,218,787.03	1,622,770.00	1,411,771.81	1,764,269.00	1,832,216.00
Salaries OT	04-100-431100-0000-41120	262,078.00	284,616.02	262,000.00	268,626.64	298,076.00	310,000.00
Salaries-Selective Enforcement	04-100-431100-0000-41130	19,946.00	9,125.62	19,500.00	1,479.30	19,500.00	19,000.00
Salaries-Special Events	04-100-431100-0000-41140	15,385.00	19,865.57	16,500.00	32,087.07	17,792.00	20,000.00
FTO/Shift Differential	04-100-431100-0000-41150	-	15,035.00		14,142.75	14,000.00	15,000.00
Fica & Medicare Benefits	04-100-431100-0000-42100	146,820.00	110,603.18	151,400.00	128,652.52	168,159.00	174,631.00
VSRS	04-100-431100-0000-42200	155,636.00	117,965.68	160,650.00	138,306.47	178,760.00	185,635.00
Disability	04-100-431100-0000-42210	221.00	308.02	196.00	311.80	350.00	400.00
Health Insurance	04-100-431100-0000-42300	318,178.00	221,761.16	316,131.00	220,405.57	341,353.00	401,495.00
Ins. - LODA	04-100-431100-0000-42410	16,620.00	12,954.96	16,650.00	14,940.00	16,650.00	25,200.00
Professional Services	04-100-431100-0000-43152	8,040.00	4,031.36	8,000.00	-	8,000.00	5,000.00
Service Contracts	04-100-431100-0000-43320	75,000.00	38,770.28	75,000.00	45,937.48	150,000.00	200,000.00
Community Outreach	04-100-431100-0000-43352	2,500.00	3,021.51	6,000.00	5,151.33	6,000.00	6,000.00
Investigation expenses	04-100-431100-0000-44641	2,500.00	4,202.89	4,000.00	3,473.97	7,000.00	10,000.00
Communications	04-100-431100-0000-45200	50,000.00	29,637.85	50,000.00	32,033.56	50,000.00	50,000.00
Insurance	04-100-431100-0000-45300	63,170.00	59,536.00	63,170.00	62,574.79	63,200.00	
Travel & Training	04-100-431100-0000-45500	34,000.00	14,870.79	34,000.00	36,714.93	38,000.00	45,500.00
Accreditation	04-100-431100-0000-45521	-	196.55	1,000.00	845.55		
Other	04-100-431100-0000-45804	1,840.00	697.96	1,840.00	679.43	1,800.00	1,800.00
Dues & Subscriptions	04-100-431100-0000-45810	26,200.00	54,232.47	43,700.00	46,573.60	45,600.00	45,600.00
Materials & Supplies	04-100-431100-0000-46001	25,500.00	16,897.90	25,000.00	25,284.67	25,000.00	28,000.00
Computer & Technology Expenses	04-100-431100-0000-46005	13,000.00	24,362.53	18,000.00	14,262.42	19,000.00	27,000.00
Equipment	04-100-431100-0000-46006	124,900.00	151,754.60	177,151.00	206,410.53	227,200.00	227,200.00
Gas	04-100-431100-0000-46008	50,000.00	40,143.38	50,000.00	51,938.24	45,000.00	60,000.00
Vehicle Maintenance	04-100-431100-0000-46009	32,000.00	24,158.36	30,000.00	64,120.25	30,000.00	30,000.00
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00	1,422.15	2,000.00	2,326.50	2,000.00	2,500.00
Uniforms	04-100-431100-0000-46011	24,000.00	33,064.84	32,000.00	29,837.18	31,500.00	31,500.00
Tires	04-100-431100-0000-46016	5,000.00	3,040.33	11,000.00	8,893.80	9,000.00	9,000.00
COVID-19 Expenses	04-100-431100-0000-46018	24,530.00	11,259.10	-			
ARPA Expenses	04-100-431100-0000-46019	-	-	-			

Capital Outlay	04-100-431100-0000-48100	175,000.00	135,644.59	175,000.00	58,381.22	175,000.00	230,000.00
Total Police Department		3,211,899.00	2,661,967.68	3,372,658.00	2,926,163.38	3,752,209.00	3,992,677.00

FIRE DEPARTMENT

State Pass Thru	04-100-432100-0000-45623	34,050.00	34,050.00	38,419.00		38,419.00	38,419.00
Annual Fuel Contribution	04-100-432300-0000-46008	15,000.00	15,000.00	15,000.00		15,000.00	15,000.00
Capital Contribution	04-100-432300-0000-46008	19,000.00	19,000.00	19,000.00		19,000.00	19,000.00
Total Fire Department		68,050.00	68,050.00	72,419.00	-	72,419.00	72,419.00

E911 DISPATCH

E911 Dispatch shared services	04-100-432300-0000-45614	424,106.00	388,247.30	350,000.00		360,000.00	480,000.00
Total E911 Dispatch		424,106.00	388,247.30	350,000.00	-	360,000.00	480,000.00
Total Public Safety		3,704,055.00	3,118,264.98	3,795,077.00	2,926,163.38	4,184,628.00	4,545,096.00

Town of Smithfield Parks & Recreation

Parks and Recreation is a department that has grown quickly over the last several years. The town's parks and properties include the Smithfield Center, Windsor Castle Park, Manor House Events, the Luter Sports Complex, Clontz Park, Hayden's Lane, Main Street Square and scheduling of Special Events. We have 12 employees –8 are full time and 4 are part time.



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

Completed Projects: In FY 25, updated all 3 projectors to new high lumen projectors, renovated the lobby with new tile, updated the Town Council audio system with new audio control board.

Upcoming Projects: In FY 26, we plan to change the lobby paint scheme and fixtures, add lighting to the deck and uplighting around the building, and add equipment for the livestream to continue to make it a top tier production.

Opened in 2020, The Manor House and Grounds offers the interior of the beautifully restored Manor House and outdoor grounds for weddings, anniversaries and formal dinners and the outdoor grounds has been the site for several special events, including 3 large festivals.

Completed Projects: In FY 25, we entered a contract for a professional interior cleaning service which has really lightened the load for our event team (Darlene and Amy).

Upcoming Projects: In FY 26, we plan to add chair rentals for outdoor use for wedding ceremonies and other events.



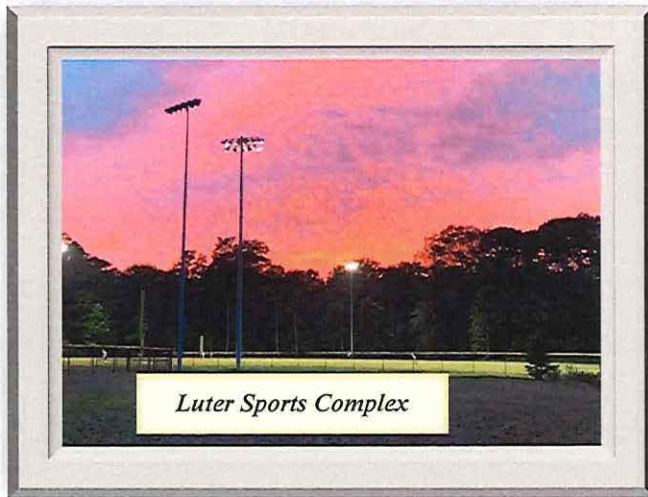
Opened in 2010, this park has 3 miles of walking trails, a fishing pier, kayak launch and kayak rentals, children's playscape and a dog park, just to mention a few of the amenities. And it is home to the Long Leaf Pine Restoration area and a Living Shoreline.

Completed Projects: In FY 25, the Fishing Pier, Mason Street Bridge Entrance and Ravine Bridge have been completed. The Windsor Castle Foundation has completed work on the park master plan. Next up for the Foundation is to determine their approach to fundraising for all the proposed amenities.

Upcoming Projects: No big projects slated for the upcoming year. Just continuing with maintenance of the park.



Town of Smithfield Parks & Recreation



Opened in fall 2018, this sports facility offers playing fields for all levels of baseball, softball, football and is host to large tournaments. LSC is home to Smithfield Packers Youth Sports (football and cheer programs) and Smithfield Recreation Association (baseball and softball programs).

Completed Projects: In FY 25, the football field concession building, that houses bathrooms, a meeting room and of course delicious concessions was completed in November.

Upcoming Projects: In FY 26, hoping to start the build of the much needed **parks maintenance facility** that will house all maintenance equipment and be the shop for all of our outdoor parks.

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

Completed Projects: In FY 25, we had to have a portion of the floating dock repaired due to a boat that lost power and collided into the dock.

Upcoming Projects: In FY 26, we hope to have funding to add a put-in pier at the boat ramp to make putting in and taking out boats much easier and safer.

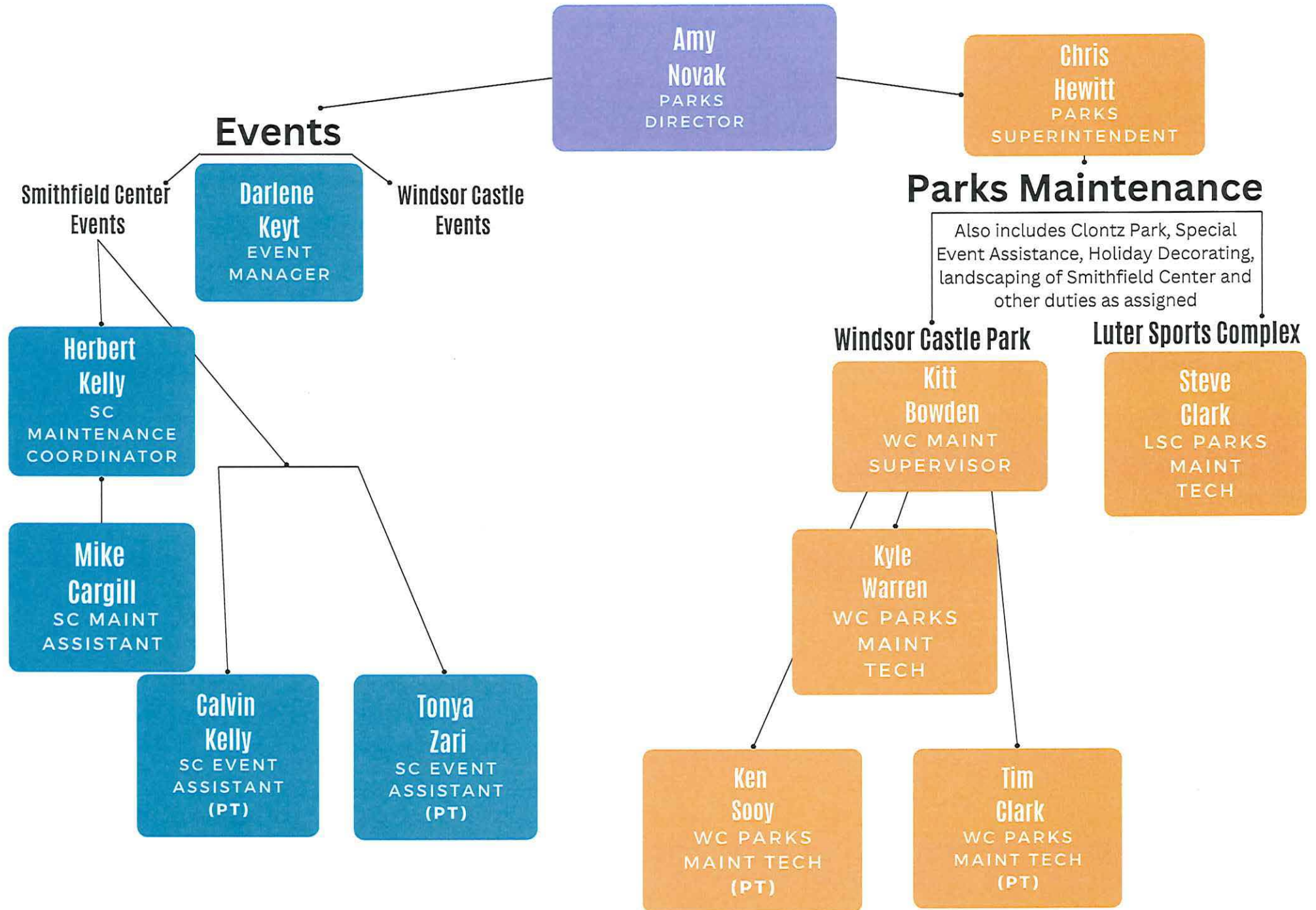


Smithfield is home to over 40 special events each year which includes races, parades, street markets, outdoor festivals, galas and fundraisers. Tourism and other local groups produce the events. Our office manages scheduling of the events and staffing the events with town services, such as police and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

Upcoming Budget Request: In FY 26, we hope to purchase road barriers that stops cars from entering closed streets. It is a much needed safety feature during events like the Main Street markets and parades.



SMITHFIELD PARKS AND RECREATION FY 2025



**Town of Smithfield
FY2026 Operating Budget
GENERAL FUND EXPENDITURES**

PARKS & RECREATION

MUNIS ACCOUNT NUMBER		FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Budget
<u>Parks & Recreation</u>							
Salaries and Wages	04-100-471100-0000-41100	399,685.00	396,839.75	439,650.00	398,941.49	500,175.00	512,634.00
Salaries-PT	04-100-471100-0000-41110	75,173.00	50,607.04	77,615.00	41,469.28	87,271.00	93,235.00
Salaries-OT	04-100-471100-0000-41120	18,697.00	19,296.11	20,385.00	13,698.05	22,894.00	24,108.00
Fica & Medicare Benefits	04-100-471100-0000-42100	39,485.00	34,027.85	43,020.00	32,723.24	48,828.00	50,398.00
VSRS	04-100-471100-0000-42200	40,361.00	39,501.72	44,135.00	40,031.49	49,639.00	51,774.00
Disability	04-100-471100-0000-42210	900.00	760.20	930.00	773.46	930.00	800.00
Health	04-100-471100-0000-42300	91,877.00	91,743.07	85,436.00	78,232.74	96,757.00	120,522.00
Contracted Services	04-100-471100-0000-43320			12,000.00	18,809.84	20,000.00	20,000.00
Advertising	04-100-471100-0000-43600	-		-		35,000.00	35,000.00
Communications	04-100-471100-0000-45200	7,000.00	5,844.58	7,000.00	4,789.11	7,000.00	4,500.00
Insurance	04-100-471100-0000-45300	6,280.00	5,920.00	6,280.00	5,643.89	6,280.00	6,280.00
Travel & Training	04-100-471100-0000-45500	3,000.00	1,577.44	1,000.00	647.78	3,000.00	3,000.00
Other	04-100-471100-0000-45804	600.00	295.45	600.00	266.07	600.00	600.00
Office Supplies/Other Supplies	04-100-412100-0000-46001						4,500.00
Dues & Subscriptions	04-100-471100-0000-45810	6,000.00	8,407.26	8,000.00	9,120.18	8,000.00	6,000.00
Credit card processing expense	04-100-412100-0000-46002	5,000.00	5,785.77	5,000.00	5,186.37	5,000.00	5,000.00
Computer & Technology	04-100-471100-0000-46005	-	2,302.23	8,000.00	7,476.46		2,500.00
Fuel	04-100-471100-0000-46008	8,000.00	8,358.71	9,000.00	10,369.00	9,000.00	9,000.00
Uniforms	04-100-471100-0000-46011	3,000.00	2,019.03	3,000.00	2,481.46	3,000.00	3,000.00
Vehicle Maintenance	Need Account # - New Line	-	-	2,000.00	-		2,000.00
Capital Outlay	04-100-471100-0000-48100	-	-	40,000.00	73,826.00		
Total Parks & Recreation		705,058.00	673,286.21	813,051.00	744,485.91	903,374.00	954,851.00

Smithfield Center

Retail Sales & Use Tax	04-100-412100-0000-43100	800.00	201.24	800.00	195.26	400.00	400.00
Contracted Services	04-100-412100-0000-43320	20,000.00	25,065.87	21,000.00	22,295.41	21,000.00	21,000.00
Landscaping	04-100-412100-0000-43400	-	-	-	-	-	-
Advertising	04-100-412100-0000-43600	12,000.00	8,963.93	12,000.00	6,698.75	-	-
Kitchen Supplies	04-100-412100-0000-44000	3,000.00	794.44	3,000.00	257.00	3,000.00	3,000.00
Food Service & Beverage Supplies	04-100-412100-0000-44001	4,000.00	4,716.12	4,000.00	4,392.55	5,000.00	5,000.00
AV Supplies	04-100-412100-0000-44002	-	-	-	1,344.00	-	-
Utilities	04-100-412100-0000-45100	24,000.00	24,049.41	22,000.00	28,082.00	22,000.00	23,000.00
Communications	04-100-412100-0000-45200	12,000.00	9,054.02	9,000.00	9,186.00	8,500.00	8,500.00
Insurance	04-100-412100-0000-45300	6,680.00	6,296.00	6,680.00	8,360.00	6,680.00	6,680.00
Refund event deposits	04-100-412100-0000-45899	4,000.00	7,025.00	4,000.00	5,000.00	4,000.00	4,000.00
Office Supplies/Other Supplies	04-100-412100-0000-46001	3,000.00	2,221.01	3,000.00	5,215.00	-	-
Credit card processing expense	04-100-412100-0000-46002	-	-	-	-	-	-
Computer & technology expenses	04-100-412100-0000-46005	3,000.00	2,848.58	3,000.00	2,803.00	35,000.00	5,000.00
Equipment	04-100-412100-0000-46006	3,000.00	15,620.77	-	-	60,000.00	10,000.00
Repairs & Maintenance	04-100-412100-0000-46007	45,000.00	52,398.11	118,500.00	106,350.00	90,000.00	55,000.00
ARPA Expenses	04-100-412100-0000-46019	99,000.00	95,978.88	-	-	-	-
Capital Outlay	04-100-412100-0000-48100	1,000.00	-	-	-	-	-
Total Smithfield Center		240,480.00	255,233.38	206,980.00	200,178.97	255,580.00	141,580.00

Windsor Castle Park

Landscaping	04-100-471210-0000-43105	-	-	-	-	-	-
Contracted Services	04-100-471210-0000-43300	15,000.00	26,469.37	15,000.00	12,626.00	10,000.00	11,000.00
Utilities	04-100-471210-0000-45100	1,100.00	376.82	1,000.00	329.00	750.00	750.00
Insurance	04-100-471210-0000-45300	11,088.00	10,452.00	11,088.00	10,217.00	11,088.00	11,088.00
Office Supplies	04-100-471210-0000-46001	-	-	-	-	-	-
Equipment Expense	04-100-471210-0000-46006	10,000.00	12,082.00	10,000.00	-	45,000.00	16,000.00
Repairs & Maintenance	04-100-471210-0000-46007	50,000.00	57,395.88	50,000.00	56,196.00	50,000.00	50,000.00
ARPA	04-100-471210-0000-46019	302,500.00	17,534.20	-	499,762.00	-	-
Capital Outlay	04-100-471210-0000-48100	-	-	-	-	290,260.00	-
Total Windsor Castle Park		389,688.00	124,310.27	87,088.00	579,130.00	407,098.00	88,838.00

Windsor Castle Manor House

Contracted Services	04-100-471220-0000-43300	5,000.00	10,387.08	8,000.00	8,948.00	8,000.00	25,000.00
Advertising	04-100-471220-0000-43600	15,000.00	11,967.60	12,000.00	2,818.00		
Food Service & Beverage Supplies	04-100-471220-0000-44001	1,000.00	784.27	1,500.00	137.00	-	
Utilities	04-100-471220-0000-45100	6,000.00	8,262.56	6,000.00	7,584.00	6,000.00	6,000.00
Communications	04-100-471220-0000-45200	3,500.00	2,873.76	3,000.00	2,906.00	2,500.00	2,500.00
Insurance	04-100-471220-0000-45300	6,020.00	5,676.00	6,020.00	7,111.00	6,020.00	6,020.00
Refund event deposits	04-100-471220-0000-45899	4,000.00	400.00	4,000.00	100.00	4,000.00	4,000.00
Office Supplies/Other Supplies	04-100-471220-0000-46001	1,000.00	643.53	1,000.00	1,033.00		
Computer & Technology	04-100-471220-0000-46005	1,000.00	73.68	1,000.00	539.00	100.00	
Repairs & maintenance	04-100-471220-0000-46007	10,000.00	17,045.61	30,000.00	28,212.00	25,000.00	10,000.00
Total Windsor Castle Manor House		52,520.00	58,114.09	72,520.00	59,388.00	51,620.00	53,520.00

Luter Sports Complex

Professional Services	04-100-471300-0000-43152	-	-	-			
Contracted Services	04-100-471300-0000-43300	5,500.00	6,177.12	8,400.00	10,528.00	8,400.00	18,000.00
Advertising	04-100-471300-0000-43600	-	-	-			
Utilities	04-100-471300-0000-45100	11,000.00	8,337.42	11,500.00	15,321.00	11,500.00	11,500.00
Communications	04-100-471300-0000-45200	2,000.00	1,739.66	1,800.00	1,643.00	1,800.00	1,800.00
Insurance	04-100-471300-0000-45300	10,395.00	9,796.00	10,500.00	9,673.00	10,500.00	10,500.00
Office Supplies/Other Supplies	04-100-471300-0000-46001	500.00	63.78	500.00	149.00		
Computer & Technology	04-100-471300-0000-46005	500.00	-	-	-		
Structures & Equipment Expense	04-100-471300-0000-46006	10,000.00	13,900.52	-	-		
Repairs & Maintenance	04-100-471300-0000-46007	75,628.00	50,446.23	86,000.00	102,903.00	65,000.00	65,000.00
ARPA Capital	04-100-471300-0000-46019	517,500.00	279,876.53		49,077.00		
Capital Outlay	04-100-471300-0000-48100	-	-			31,000.00	2,030,628.00
Total Luter Sports Complex		633,023.00	370,337.26	118,700.00	189,294.00	128,200.00	2,137,428.00

Miscellaneous

Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100	3,200.00	4,586.05	3,500.00	2,254.00	3,500.00	3,500.00
Clontz Park ARPA	04-100-471311-0000-46019	38,905.00	38,905.00	-	-		
Jersey Park Playground	04-100-471313-0000-43345	3,000.00	-	2,000.00	1,614.00		500.00
Cypress Creek No Wake zone	04-100-471340-0000-43347	1,000.00		1,000.00	-		
Haydens Lane Maintenance	04-100-471315-0000-43348	1,000.00	769.98	1,000.00	-		500.00
Veterans War Memorial	04-100-471316-0000-43349	3,000.00	1,448.71	3,000.00	422.00		500.00
Fireworks	04-100-471390-0000-43344	17,500.00	17,500.00	17,500.00	8,750.00	20,000.00	20,000.00
Total Other Parks & Recreation		67,605.00	63,209.74	28,000.00	13,040.00	23,500.00	25,000.00

TOTAL PARKS & RECREATION		2,088,374.00	1,544,490.95	1,326,339.00	1,785,516.88	1,769,372.00	3,401,217.00
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Museum

Overview

- The museum opened in 1976 and is located at 103 Main Street in Smithfield. It is open 7 days a week.
- It currently operates as a hybrid department for both the Town of Smithfield and Isle of Wight County.
 - Staff reports to the Town of the Smithfield.
 - Isle of Wight County maintains ownership of the museum's building and collection. The County has responsibility for the department's HVAC, infrastructure, structural repair and IT functions.
 - Staff has responsibilities to both the Town and the County.
- The Isle of Wight County Museum Foundation, a non-profit organization, supports a number of the museum's initiatives such as storage and new exhibit construction. For FY2024, they donated over \$60,000 for exhibits and special projects.
- Average Annual Stats
 - 8,000+ visitors
 - Online, outreach engagement with tens of thousands of groups and individuals
 - 100+ special events, tours and outreach programs reaching thousands of guests
 - 1,600+ volunteer hours

Responsibilities

- **Isle of Wight County Museum.** Oversight and documentation of the collection (20,000+ items) and those tasks pertinent to the museum's daily operation: welcoming and engaging with guests and visitors, exhibit development/improvement, research, signage, publications, video series and conservation.
- **Isle of Wight County Museum Gift Shop.** Stocking and selling of books, apparel, postcards and other merchandise. Tracking of inventory and sales.
- **Promotion, Advertising, Website Development, Social Media Management and Public Relations.**
- **Video Production.** To include three separate video series - BEHIND THESE WALLS, MY ISLE and CONNECTIONS - for continued community engagement.

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

Staffing

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

2024-2025 Goals

- The museum's basement floor needs to be repaired and/or replaced with textured epoxy, tile or rug.
- Museum exhibit improvements to include the completion of the exhibits in the Sprigg Wing with a focus on the slave trade, tobacco, pre-Revolutionary War growth and early 19th century.
- Nike-Ajax missile restoration and exhibition in conjunction with Isle of Wight County Engineering, Public Utilities and Parks & Recreation – based on the Museum's 2019 Interpretive Plan for the site.
- Develop plans and designs for agriculture and industry exhibits in main gallery including hands-on components. Work to plan a phased implementation of this project.
- Write, design and publish the following books:
 - *ISLE Be Home for the Holidays*
 - *16th Century Isle of Wight: Giles Jones Site*
 - *Nike-Ajax N-75 Site, Carrollton, Virginia*
- Determine timelines for future book projects: Fort Huger, Isle of Wight County Civil War history, Smithfield Peanut and Ham History.
- Finalize British Phone Box conservation and create interpretation and signage for display on Main Street.
- Install new storage system for archaeological material.
- Create two exhibits for Riverside Smithfield Hospital.
- Continue to collaborate on projects with the Blackwater Regional Library to focus on education, interpretation, online access and community connection.
- Finalize the museum's Ham and Peanut exhibit improvements with the addition of the Last Genuine Smithfield Ham to the collection.

Continuous Goals/Projects

- Organization and improvement of the museum's collection databases.
- Expand social media campaigns across platforms including video productions in order to expand brand awareness and drive digital interaction.
- Produce regularly scheduled video segments on local history.
- Host special and educational events throughout the year.
- Work with local schools to augment and support curriculum goals.
- Work with Town of Smithfield on the Windsor Castle Plantation interpretation and signage.
- Work with Isle of Wight County to assist with signage, interpretation and programming on various projects and sites including Boykin's Tavern, Isle of Wight County Courthouse Complex, Fort Boykin, Fort Huger and Nike-Carrollton Park.
- Work with Ivy Hill Cemetery on programming, events and interpretation.
- Work with Isle of Wight County Historical Society on programming, events and interpretation of the Historic Clerk's Office.
- Continuous community engagement and educational outreach through many different programming avenues.

**Town of Smithfield
FY2026 Operating Budget
GENERAL FUND EXPENDITURES**

MUSEUM

	MUNIS ACCOUNT NUMBER	FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Budget
Salaries	04-100-472200-0000-41100	113,443.00	136,136.65	122,185.00	149,204.00	131,159.00	143,491.00
Salaries-Part Time	04-100-472200-0000-41110	43,163.00	36,278.20	45,055.00	35,134.00	57,821.00	57,775.00
FICA	04-100-472200-0000-42100	12,529.00	12,962.82	13,380.00	13,828.00	15,119.00	16,102.00
VSRS	04-100-472200-0000-42200	11,402.00	13,573.21	12,280.00	15,770.00	13,182.00	14,418.00
Disability	04-100-472200-0000-42210	229.00	292.13	250.00	418.00	300.00	500.00
Health	04-100-472200-0000-42300	16,477.00	22,110.56	15,409.00	22,308.00	15,735.00	19,100.00
Operating expenses							
Contracted services	04-100-472200-0000-43300	3,400.00	3,274.37	3,400.00	3,360.00	3,400.00	3,400.00
Advertisinig	04-100-472200-0000-43600	1,000.00	127.82	1,000.00	426.00	1,000.00	1,500.00
Communications	04-100-472200-0000-45200	725.00	581.67	725.00	712.00	725.00	725.00
Insurance	04-100-472200-0000-45300	2,430.00	2,292.00	2,430.00	2,240.00	2,430.00	2,430.00
Travel/Training	04-100-472200-0000-45500	400.00	368.60	400.00	237.00	400.00	500.00
Dues & Subscriptions	04-100-472200-0000-45810	800.00	1,026.60	800.00	760.00	800.00	800.00
Supplies	04-100-472200-0000-46001	8,000.00	2,493.58	8,500.00	9,465.00	9,500.00	11,000.00
Computer and Technology	04-100-472200-0000-46005	540.00	71.80	540.00	100.00	2,140.00	2,140.00
COVID-19 Expenses	04-100-472200-0000-46018		-	-		-	
Gift Shop-to be funded by gift shop proceeds							
Sales & Use Tax	04-100-472200-0000-43100	1,000.00	1,011.30	1,000.00	955.00	1,000.00	1,000.00
Credit card processing fees	04-100-472200-0000-46002	800.00	163.91	800.00	164.00	800.00	800.00
Programming/Exhibits	04-100-472200-0000-46025	-	12,298.77	-	5,525.00	-	
Gift Shop expenses	04-100-472200-0000-46014	7,500.00	9,142.42	8,000.00	8,449.00	8,000.00	9,000.00
Total Museum		223,838.00	254,206.41	236,154.00	269,055.00	263,511.00	284,681.00
<u>Museum Contributions</u>							
Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	\$ 11,000.00	\$ -	\$ 11,000.00	\$ -	\$ 11,000.00	\$ 10,000.00
Total Museum Contributions		\$ 11,000.00	\$ -	\$ 11,000.00	\$ -	\$ 11,000.00	\$ 10,000.00
TOTAL MUSEUM		\$ 234,838.00	\$ 254,206.41	\$ 247,154.00	\$ 269,055.00	\$ 274,511.00	\$ 294,681.00

Community Development and Planning

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

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

Finally, this Department strives to achieve greatness in developing the Community, throughout Town limits. This year, this Department will update the zoning ordinance to conform with the newly adopted regulations from the General Assembly. This Department is also working on becoming more involved with Transportation Land Use and acquiring potential State/Federal funding.

**Town of Smithfield
FY2026 Operating Budget
GENERAL FUND EXPENDITURES**

Community Development & Planning

	MUNIS ACCOUNT NUMBER	FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Budget
<u>Administration</u>							
Salaries	04-100-481100-0000-41100	178,697.00	182,434.24	195,237.00	188,406.00	270,065.00	278,726.00
Salaries-OT	04-100-481100-0000-41120	1,554.00	749.84	1,560.00	1,707.00	1,656.00	1,800.00
FICA	04-100-481100-0000-42100	14,420.00	13,882.35	15,744.00	14,329.00	21,738.00	22,459.00
VSRS	04-100-481100-0000-42200	17,852.00	17,960.50	19,681.00	19,680.00	27,654.00	28,510.00
Disability	04-100-481100-0000-42210	74.00	575.86	85.00	721.00	600.00	750.00
Health	04-100-481100-0000-42300	16,850.00	16,849.44	15,782.00	13,890.00	35,227.00	28,649.00
GIS	04-100-481100-0000-43001	3,000.00	240.33	10,000.00	3,771.00	10,000.00	10,000.00
Site Plan Review	04-100-481100-0000-43141	6,000.00	46.25	6,000.00	-	15,000.00	15,000.00
Professional Services	04-100-481100-0000-43152	60,000.00	12,611.76	30,000.00	23,888.00	20,000.00	20,000.00
Shared Services-IOW Inspection Services	04-100-481100-0000-43143	-	-	-	-	75,000.00	75,000.00
Contractual	04-100-481100-0000-43320	6,000.00	2,081.77	6,000.00	1,754.00	6,000.00	6,000.00
Communications	04-100-481100-0000-45200	6,000.00	4,682.58	6,000.00	4,553.00	6,000.00	6,000.00
Insurance	04-100-481100-0000-45300	5,650.00	5,324.00	5,700.00	5,340.00	5,700.00	5,700.00
Travel & Training	04-100-481100-0000-45500	5,000.00	4,293.57	7,500.00	5,197.00	7,500.00	7,500.00
Other	04-100-481100-0000-45804	1,000.00	182.39	1,000.00	10.00	1,000.00	1,000.00
Dues & Subscriptions	04-100-481100-0000-45810	2,025.00	818.94	2,000.00	2,238.00	2,000.00	
Materials & Supplies	04-100-481100-0000-46001	4,250.00	1,597.14	4,000.00	3,221.00	6,000.00	6,000.00
Repairs & Maintenance	04-100-481100-0000-46007	1,200.00	18.00	1,000.00	7.40	5,000.00	5,000.00
Gas	04-100-481100-0000-46008	5,000.00	7,219.48	10,000.00	-	10,000.00	10,000.00
Capital Expenditures	04-100-481100-0000-48100	-	-	-	-		
Total Community Development & Planning Administration		334,572.00	271,568.44	337,289.00	288,712.40	526,140.00	528,094.00

Pinewood Heights Project

Project Expenditures							
Pinewood Heights	04-100-432315-0000-42701-48100	-	15,000.00	-	-	125,000.00	125,000.00
Total Pinewood Heights-All Phases		1,088,900.73	15,000.00	-	-	125,000.00	125,000.00

Community Development-Other

Hampton Roads Planning District Commission	04-100-432302-0000-45621	11,276.00	9,811.00	20,016.00	12,675.00	21,206.00	22,000.00
Tourism Bureau	04-100-432302-0000-45607	280,000.00	288,912.00	317,255.00	308,306.00	326,635.00	350,000.00
Chamber of Commerce	04-100-432302-0000-45609	6,000.00	6,000.00	6,000.00		6,000.00	6,000.00
Total Community Development Other		297,276.00	304,723.00	343,271.00	320,981.00	353,841.00	378,000.00

Total Community Planning & Development	\$ 1,720,748.73	\$ 591,291.44	\$ 680,560.00	\$ 609,693.40	\$ 1,004,981.00	\$ 1,031,094.00
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Public Works

The Public Works and Utilities Department operates utilizing four funds (General Fund, Water Fund, Sewer Fund, and Highway Fund) divided into six budgets (Water, RO Plant, Sewer, Highway, Public Works, and Public Buildings) to operate and maintain the Town's assets and infrastructure. Below please find the budget narrative to accompany the 2025-2026 operating budget for the Public Works portion of the General Fund.

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

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

Town of Smithfield
FY2026 Operating Budget
GENERAL FUND EXPENDITURES

Public Works

	MUNIS ACCOUNT NUMBER	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
		Budget	Actual	Budget	Actual	Budget	Budget
Salaries	04-100-441300-0000-41100	130,848.00	115,400.69	182,355.00	132,391.00	203,568.00	212,622.00
Salaries-OT (includes special events)	04-100-441300-0000-41120	7,844.00	3,197.45	9,655.00	10,458.00	10,453.00	11,205.00
FICA	04-100-441300-0000-42100	11,096.00	5,659.33	15,365.00	10,585.00	16,286.00	17,010.00
VRS	04-100-441300-0000-42200	13,145.00	9,177.54	18,372.00	10,603.00	16,563.00	20,405.00
Disability	04-100-441300-0000-42210	266.00	13,742.19	300.00	2,204.00	1,000.00	2,500.00
Health	04-100-441300-0000-42300	25,241.00	1,746.35	30,463.00	43,989.00	31,717.00	36,550.00
GIS	04-100-441300-0000-43001	3,500.00	21,560.53	3,500.00	530.00	3,500.00	2,000.00
Site Plan Review	04-100-441300-0000-43141	3,500.00	604.67	3,500.00	590.00	5,000.00	5,000.00
Professional Services	04-100-441300-0000-43152	35,000.00	46.25	35,000.00	20,694.00	40,000.00	40,000.00
Shared Services-IOW Inspection Services	04-100-441300-0000-43143	-	29,063.85	-		80,000.00	80,000.00
Contractual	04-100-441300-0000-43320	6,500.00	7,479.36	6,500.00	6,116.00	8,000.00	8,000.00
Trash Collection	04-100-441300-0000-43330	265,000.00	258,147.43	265,000.00	262,444.00	280,900.00	280,000.00
Street Lights	04-100-441300-0000-45101	2,500.00	10,550.20	3,000.00	898.00	3,000.00	3,000.00
Communications	04-100-441300-0000-45200	8,000.00	6,968.17	8,000.00	10,065.00	7,500.00	7,500.00
Insurance	04-100-441300-0000-45300	5,650.00	5,324.00	5,650.00	10,592.00	5,700.00	
Travel & Training	04-100-441300-0000-45500	4,500.00	2,532.22	4,500.00	2,297.00	4,500.00	5,000.00
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	1,250.00	1,645.15	1,250.00	2,756.00	2,000.00	5,000.00
Accreditation	04-100-441300-0000-45521	15,000.00	4,121.36	15,000.00	-	10,000.00	10,000.00
Other	04-100-441300-0000-45804	2,500.00	1,983.03	2,500.00	2,024.00	2,500.00	2,500.00
Dues & Subscriptions	04-100-441300-0000-45810	2,050.00	1,007.07	2,050.00	664.00	2,000.00	1,500.00
Materials & Supplies	04-100-441300-0000-46001	5,000.00	1,857.95	5,000.00	2,887.00	4,500.00	5,000.00
Computer & Technology	04-100-441300-0000-46005	5,000.00	2,113.23	5,000.00	-	4,000.00	11,000.00
Repairs & Maintenance	04-100-441300-0000-46007	7,500.00	-	7,500.00	24,062.00	7,000.00	10,000.00
Gas	04-100-441300-0000-46008	5,500.00	7,826.89	5,500.00	13,068.00	8,000.00	10,000.00
Uniforms	04-100-441300-0000-46011	4,000.00	4,772.69	4,000.00	2,431.00	4,500.00	4,000.00
Litter Control Grant Expense	04-100-441300-0000-46012	3,000.00	1,814.07	3,000.00	5,856.00	2,500.00	2,500.00
COVID-19 Expenses	04-100-441300-0000-46018	-	5,055.09	-	-		
ARPA Expenses	04-100-441300-0000-46019	1,620,000.00	853,666.00	-	-		
Capital Expenditures	04-100-441300-0000-48100	1,141,500.00	343,404.90	195,000.00	66,870.00	211,000.00	651,000.00
Total Public Works		3,334,890.00	1,720,467.66	836,960.00	645,074.00	975,687.00	1,443,292.00

Miscellaneous Public Works

Waterworks Dam -professional fees	04-100-471350-0000-43152	125,000.00	37,400.00	125,000.00	-	50,000.00	40,000.00
Waterworks Dam-(decomission?)				-			
Total Miscellaneous Public Works		125,000.00	37,400.00	125,000.00	-	50,000.00	40,000.00
Total Public Works Expenses		3,459,890.00	1,757,867.66	961,960.00	645,074.00	1,025,687.00	1,483,292.00

**Town of Smithfield
FY2026 Operating Budget
GENERAL FUND EXPENDITURES**

Public Buildings

		FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
	MUNIS ACCOUNT NUMBER	Budget	Actual	Budget	Actual	Budget	Budget
Salaries-Part Time	04-100-443200-0000-41110	37,120.00	27,378.91	39,435.00	28,241.00	43,404.00	45,140.00
FICA	04-100-443200-0000-42100	2,970.00	2,158.21	3,155.00	2,180.00	3,473.00	3,612.00
Professional Services	04-100-443200-0000-43152	25,000.00	6,050.00	100,000.00	-	75,000.00	75,000.00
Contractual	04-100-443200-0000-43300	40,000.00	28,626.45	40,000.00	24,768.00	35,000.00	35,000.00
Utilities	04-100-443200-0000-45100	60,000.00	59,662.54	60,000.00	56,871.00	65,000.00	65,000.00
Communications	04-100-443200-0000-45200	2,200.00	2,347.16	2,200.00	2,460.00	2,500.00	2,500.00
Insurance	04-100-443200-0000-45300	13,370.00	10,256.00	13,370.00	13,739.00	13,500.00	13,500.00
Other	04-100-443200-0000-45804	500.00	180.43	500.00	93.00	500.00	500.00
Materials & Supplies	04-100-443200-0000-46001	2,500.00	1,439.56	2,500.00	4,451.00	2,500.00	4,500.00
Computer & Technology	04-100-443200-0000-46005	40,000.00	39,489.70	40,000.00	27,004.00	45,000.00	40,000.00
Equipment Expense	04-100-443200-0000-46006		-	-	-		
Repairs & Maintenance	04-100-443200-0000-46007	178,344.00	80,756.48	413,344.00	112,633.00	75,000.00	75,000.00
ARPA Expenses	04-100-443200-0000-48102+46	-	113,444.49	-	2,976.00		
Capital Expenditures	04-100-443200-0000-48100	400,000.00	109,007.75	-	103,600.00	95,000.00	50,000.00
Total Public Buildings		802,004.00	480,797.68	714,504.00	379,016.00	455,877.00	409,752.00

Contributions

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

**Town of Smithfield
FY2026 Operating Budget
GENERAL FUND EXPENDITURES**

Contributions

	MUNIS ACCOUNT NUMBER	FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Budget
<u>Parks, Recreation, and Cultural</u>							
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
Farmers Market	04-100-432301-0000-45617	3,000.00	-	3,000.00	3,000.00	3,000.00	3,000.00
Friends of the Library	04-100-473100-0000-45605	3,627.00	3,627.00	2,965.00	2,965.00	4,539.00	3,289.00
Total Cultural Contributions		15,627.00	12,627.00	14,965.00	14,965.00	16,539.00	15,289.00
 <u>Contributions-Community Development</u>							
Smithfield CHIP program	04-100-432301-0000-43354	-	-	-	-	-	-
YMCA Projects	04-100-432302-0000-45603	-	-	-	-	-	-
Genieve Shelter	04-100-432302-0000-45606	10,500.00	7,920.00	9,000.00	9,000.00	10,000.00	15,000.00
TRIAD	04-100-432302-0000-45611	1,650.00	-	1,650.00	-	1,650.00	1,650.00
Christian Outreach	04-100-432302-0000-45620	12,650.00	12,650.00	12,650.00	12,650.00	12,650.00	13,000.00
Western Tidewater Free Clinic	04-100-432302-0000-45632	35,100.00	35,100.00	24,490.00	24,490.00	15,809.00	11,195.00
Schoolhouse Museum		-	-	-	-	5,376.00	5,376.00
Old Courthouse Contribution	04-100-472500-0000-45613	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Total Contributions-Community Development		64,900.00	60,670.00	52,790.00	51,140.00	50,485.00	51,221.00
 TOTAL CONTRIBUTIONS							
		80,527.00	73,297.00	67,755.00	66,105.00	67,024.00	66,510.00

Town of Smithfield
FY2026 Operating Budget
GENERAL FUND EXPENDITURES

Non-Departmental

	MUNIS ACCOUNT NUMBER	FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Budget
OPERATING/CAPITAL RESERVE							
Insurance							246,832.00
Contribution to Route 10 and Turner Drive Project							902,000.00
Appropriation to Reserves		-	1,482,043.12	-			-
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	79,028.00	91,485.48	80,000.00		80,000.00	80,000.00
TOTAL NON DEPARTMENTAL		79,028.00	1,573,528.60	80,000.00	-	80,000.00	1,228,832.00

Town of Smithfield
FY2026 Operating Budget
GENERAL FUND EXPENDITURES

Debt Service

	MUNIS ACCOUNT NUMBER	FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Budget
Principal Retirement							
Police Evidence Building	04-100-495500-0000-49509	50,331.00	45,305.85	50,331.00	13,786.00		
Public Safety Radio System	04-100-495500-0000-49518	47,896.00	47,895.78	47,896.00	-		
Taser Plan PD	04-100-495500-0000-49520	-	-	-	-		
Police Vehicles	04-100-495500-0000-49523	94,252.00	66,143.12	95,000.00	130,823.00	95,000.00	186,290.00
GO Bond 2020A2	04-100-495500-0000-49521	299,421.00	299,421.00	304,056.00	304,056.00	308,691.00	314,253.00
Interest and fiscal charges							
Police Evidence Building	04-100-495500-0000-49510	685.00	569.16	-	5,074.00		
Public Safety Radio System	04-100-495500-0000-49519	33.00	790.77	-	-		
Police Vehicles	04-100-495500-0000-49524	18,442.00	10,543.15	19,000.00	-	19,000.00	
GO Bond 2020A2	04-100-495500-0000-49522	53,550.00	54,186.46	49,702.00	36,735.00	44,590.00	39,386.00
Total Debt Service		564,610.00	524,855.29	565,985.00	490,474.00	467,281.00	539,929.00

Water Fund

The Public Works and Utilities Department operates utilizing four funds (General Fund, Water Fund, Sewer Fund, and Highway Fund) divided into six budgets (Water, RO Plant, Sewer, Highway, Public Works, and Public Buildings) to operate and maintain the Town's assets and infrastructure. Below please find the budget narrative to accompany the 2024-2025 operating budget for the Water Fund. According to fiscal projections, during the 2024-2025 fiscal year, the General Fund will not directly or indirectly subsidize this fund.

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

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

The Town had a consultant perform a rate study for our water and sewer utilities. The consultant evaluated the current rates, current and future capital needs, as well as the current and future operation and maintenance costs. Based off that study, the consultants recommend that water rate be set at \$8.50 per 1,000 gallons. An increase of \$1.50 per 1,000 gallons. This equates to an increase of approximately \$10-\$12 per billing cycle for an average consumer. This budget includes the recommended rate of \$8.50 per 1,000 gallons. There are no other fee changes included in this budget.

Town of Smithfield
FY2026 Operating Budget
WATER FUND

4/25/2025

WATER FUND

	MUNIS ACCOUNT NUMBER	FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Budget
WATER REVENUES							
Water Sales	03-005-342060-0000-31101	1,562,975.00	1,661,079.60	1,562,975.00	1,666,743.00	1,620,865.00	2,111,880.00
Debt Service Revenue	03-005-342060-0000-31109	259,400.00	266,915.26	259,400.00	271,363.00	266,000.00	268,000.00
Availability Fees	03-005-342060-0000-31102	163,200.00	174,080.00	175,000.00	239,520.00	175,000.00	175,000.00
Connection fees	03-005-342060-0000-31104	39,600.00	42,240.00	45,000.00	56,780.00	45,000.00	50,000.00
Miscellaneous	03-005-342060-0000-31105	-	25,390.00	-	29,849.00		
Application Fees	03-005-342060-0000-31106	10,000.00	9,039.00	10,000.00	19,494.00	10,700.00	11,000.00
Interest Revenue	03-005-342060-0000-31501	6,500.00	7,643.77	6,500.00	12,976.00	145,800.00	145,800.00
ARPA Revenue		750,000.00	809,834.32		58,852.00		
Contributions from IOW	03-005-342060-0000-31628	-	-				
Appropriated fund balance for budget-reserves	n/a	993,633.00	154,143.75	223,511.00	-	270,341.00	750,000.00
Total Water Revenues		3,785,308.00	3,205,565.70	2,282,386.00	2,355,577.00	2,533,706.00	3,511,680.00

	MUNIS ACCOUNT NUMBER	FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Budget
WATER EXPENSES							
Salaries	04-005-442060-0000-41100	465,892.00	477,692.38	544,990.00	448,904.00	603,262.00	636,376.00
FICA	04-005-442060-0000-42100	37,272.00	34,565.35	43,600.00	34,680.00	48,261.00	50,911.00
VRS	04-005-442060-0000-42200	41,817.00	8,242.89	49,540.00	36,337.00	54,738.00	57,792.00
Health	04-005-442060-0000-42300	86,644.00	63,069.00	86,924.00	40,763.00	87,106.00	103,901.00
Audit	04-005-442060-0000-43120	7,500.00	8,000.00	8,750.00	9,175.00	8,750.00	9,000.00
Legal	04-005-442060-0000-43150	10,000.00	5,207.28	10,000.00	7,387.00	10,000.00	1,000.00
Professional Services	04-005-442060-0000-43152	32,000.00	16,220.00	32,000.00	3,037.00	32,000.00	32,000.00
Contractual	04-005-442060-0000-43320	15,000.00	11,285.03	15,000.00	19,891.00	15,000.00	15,000.00
Regional Water Supply Study	04-005-442060-0000-43998	4,283.00	4,283.00	1,283.00	4,356.00	1,283.00	5,000.00
Data Processing	04-005-442060-0000-44100	15,000.00	13,172.83	15,000.00	19,891.00	15,000.00	20,000.00
Utilities	04-005-442060-0000-45100	3,000.00	1,453.72	3,000.00	15,108.00	3,000.00	3,000.00
Communications	04-005-442060-0000-45200	12,000.00	9,985.33	12,000.00	11,369.00	12,000.00	12,000.00
Insurance	04-005-442060-0000-45300	40,000.00	37,696.00	40,000.00	48,415.00	40,000.00	40,000.00
Materials & Supplies	04-005-442060-0000-45400	150,000.00	128,242.54	140,399.00	119,662.00	140,399.00	140,000.00
Travel and Training	04-005-442060-0000-45500	5,000.00	2,817.56	5,000.00	2,432.00	5,000.00	5,000.00
Other Expense	04-005-442060-0000-45804	15,000.00	10,277.37	15,000.00	10,281.00	15,000.00	515,000.00
Dues & Subscriptions	04-005-442060-0000-45810	2,000.00	3,930.36	2,000.00	1,569.00	2,000.00	2,000.00
Bank service charges-credit card fees	04-005-442060-0000-45813	1,200.00	865.37	1,200.00	743.00	1,200.00	1,200.00
Equipment Expense	04-005-442060-0000-46006	4,000.00	-	4,000.00	-	4,000.00	4,000.00
Maintenance & Repairs	04-005-442060-0000-46007	75,000.00	100,719.16	75,000.00	116,111.00	75,207.00	75,000.00
Fuel	04-005-442060-0000-46008	20,000.00	18,585.71	20,000.00	9,421.00	20,000.00	20,000.00
Vehicle Maintenance	04-005-442060-0000-46009	4,000.00	5,128.39	4,000.00	9,251.00	4,000.00	10,000.00
Uniforms	04-005-442060-0000-46011	4,000.00	8,016.97	4,000.00	9,203.00	4,000.00	10,000.00
ARPA Capital	04-005-442060-0000-46018	920,000.00	784,341.43		445,882.00		

WATER FUND

4/25/2025

		FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
MUNIS ACCOUNT NUMBER		Budget	Actual	Budget	Actual	Budget	Budget
RO Annual costs							
Contract Services	04-005-442061-0000-43300	15,000.00	5,445.08	15,000.00	6,099.00	15,000.00	15,000.00
Power	04-005-442061-0000-45100	115,000.00	116,229.70	115,000.00	143,043.00	115,000.00	150,000.00
HRSD	04-005-442061-0000-45102	375,000.00	435,998.04	400,000.00	429,139.00	450,000.00	500,000.00
Communication	04-005-442061-0000-45200	10,000.00	10,279.72	10,000.00	8,278.00	11,000.00	13,000.00
Supplies	04-005-442061-0000-45400	30,200.00	36,160.80	30,200.00	28,949.00	35,000.00	35,000.00
Chemicals	04-005-442061-0000-45413	100,000.00	77,519.18	150,000.00	118,361.00	150,000.00	120,000.00
Travel and training	04-005-442061-0000-45500	4,000.00	4,370.11	4,000.00	3,793.00	6,000.00	5,000.00
Miscellaneous	04-005-442061-0000-45804	500.00	242.91	500.00	78.00	500.00	500.00
Dues & Subscriptions	04-005-442061-0000-45810	2,000.00	960.00	2,000.00	5,041.00	2,000.00	2,000.00
Maintenance and Repairs	04-005-442061-0000-46007	90,000.00	68,581.85	90,000.00	74,636.00	90,000.00	120,000.00
Vehicle Maintenance	04-005-442061-0000-46009	3,000.00	3,108.45	3,000.00	965.00	3,000.00	3,000.00
ARPA Capital	04-005-442061-0000-46019	400,000.00	25,492.89		-		
Debt Service	04-005-442060-0000-49000	330,000.00	274,579.59	330,000.00	42,028.00	330,000.00	330,000.00
Bad Debt Expense	04-005-442060-0000-49004	-	5,742.52		-		
Depreciation Expense	04-005-442060-0000-49102	450,000.00	318,170.93	-	340,773.00	-	
Capital Expenditures	balance sheet	485,000.00	338,245.27		48,825.00	125,000.00	450,000.00
Total Water Expenditures		4,380,308.00	3,474,924.71	2,282,386.00	2,673,876.00	2,533,706.00	3,511,680.00

Sewer Fund

The Public Works and Utilities Department operates utilizing four funds (General Fund, Water Fund, Sewer Fund, and Highway Fund) divided into six budgets (Water, RO Plant, Sewer, Highway, Public Works, and Public Buildings) to operate and maintain the Town's assets and infrastructure. Below please find the budget narrative to accompany the 2025-2026 operating budget for the Sewer Fund. According to fiscal projections, during the 2025-2026 fiscal year, the General Fund will not directly or indirectly subsidize this fund.

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

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

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

The Town had a consultant perform a rate study for our water and sewer utilities. The consultant evaluated the current rates, current and future capital needs, as well as the current and future operation and maintenance costs. Based off that study, the consultants recommend that sewer rate be set at \$6 per 1,000 gallons. An increase of \$2.01 per 1,000 gallons. This equates to an increase of approximately \$15-\$25 per billing cycle for an average consumer. This budget includes the recommended rate of \$6.00 per 1,000 gallons. There are no other fee changes included in this budget.

**Town of Smithfield
FY2026 Operating Budget
SEWER FUND**

SEWER FUND

		FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
MUNIS ACCOUNT NUMBER		Budget	Actual	Budget	Actual	Budget	Budget
SEWER REVENUES							
Sewer Charges	03-004-342070-0000-31101	730,000.00	765,888.52	730,000.00	654,254.00	778,000.00	1,490,700.00
Availability Fees	03-004-342070-0000-31102	247,200.00	263,680.00	247,200.00	360,980.00	247,200.00	247,200.00
Pro Rata Share Fees	03-004-342070-0000-31103	-	55,200.00		99,600.00		
Connection fees	03-004-342070-0000-31104	94,800.00	101,120.00	94,800.00	139,140.00	94,800.00	95,000.00
Interest Revenue	03-004-342070-0000-31501	7,000.00	9,168.88	7,000.00	41,616.00	93,750.00	90,000.00
Sewer Compliance Fee	03-004-342070-0000-31608	408,125.00	418,418.51	408,125.00	365,520.00	408,125.00	400,000.00
ARPA Funding	03-004-342070-0000-31619	505,000.00	369,162.22		-		
Appropriated fund balance for budget	Balance Sheet	818,010.00	75,826.05		-	328,301.00	
Total Sewer Revenue		2,810,135.00	2,061,684.18	1,487,125.00	1,661,110.00	1,950,176.00	2,322,900.00

SEWER FUND

		FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
MUNIS ACCOUNT NUMBER		Budget	Actual	Budget	Actual	Budget	Budget
		FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
MUNIS ACCOUNT NUMBER		Budget	Actual	Budget	Actual	Budget	Budget
SEWER EXPENSES							
Salaries	04-004-442070-0000-41100	319,944.00	307,302.30	369,245.00	290,815.00	401,493.00	447,847.00
FICA	04-004-442070-0000-42100	25,596.00	22,025.69	29,540.00	21,521.00	32,120.00	33,509.00
VRS	04-004-442070-0000-42200	29,858.00	8,247.26	34,642.00	30,574.00	37,877.00	39,474.00
Health	04-004-442070-0000-42300	51,007.00	39,313.90	53,314.00	30,017.00	51,302.00	61,565.00
VAC Truck Repairs & Maintenance	04-004-442070-0000-43107	5,000.00	2,131.39	5,000.00	4,380.00	5,000.00	10,000.00
Audit	04-004-442070-0000-43120	7,500.00	8,000.00	8,750.00	9,175.00	8,750.00	9,000.00
Legal	04-004-442070-0000-43150	10,000.00	5,152.28	10,000.00	7,300.00	10,000.00	5,000.00
Professional Fees	04-004-442070-0000-43152	40,000.00	13,759.75	40,000.00	1,618.00	40,000.00	40,000.00
Contractual	04-004-442070-0000-43300,43320	4,500.00	3,998.36	4,500.00	4,582.00	4,500.00	5,000.00
HRPDC sewer programs	04-004-442070-0000-43997	780.00	1,170.00	780.00	788.00	780.00	1,500.00
Data Processing	04-004-442070-0000-44100	15,000.00	13,172.83	15,000.00	17,001.00	15,000.00	20,000.00
Utilities	04-004-442070-0000-45100	50,000.00	44,447.14	48,000.00	46,269.00	50,000.00	50,000.00
Communications	04-004-442070-0000-45200	13,000.00	10,159.93	13,000.00	12,085.00	13,000.00	13,000.00
SCADA Expenses	04-004-442070-0000-45204	15,000.00	-	15,000.00	-	15,000.00	15,000.00
Insurance	04-004-442070-0000-45300	19,000.00	17,908.00	19,000.00	20,081.00	19,000.00	20,000.00
Materials & Supplies	04-004-442070-0000-45400	65,000.00	41,374.49	64,000.00	40,534.00	64,000.00	65,000.00
Travel & Training	04-004-442070-0000-45500	5,000.00	2,011.40	5,000.00	842.00	5,000.00	5,000.00
Miscellaneous	04-004-442070-0000-45804	1,200.00	413.73	1,200.00	233.00	1,200.00	1,500.00
Dues & Subscriptions	04-004-442070-0000-45810	200.00	102.36	200.00	145.00	200.00	200.00
Bank charges	04-004-442070-0000-45813	50.00	-	50.00	40.00	50.00	200.00
Equipment Expense	04-004-442070-0000-46006	60,000.00	51.03	60,000.00	-	60,000.00	60,000.00
Maintenance & Repairs	04-004-442070-0000-46007	175,000.00	104,490.62	174,642.00	204,063.00	174,642.00	400,000.00
Fuel	04-004-442070-0000-46008	15,000.00	11,710.36	15,000.00	11,676.00	15,000.00	15,000.00
Vehicle Maintenance	04-004-442070-0000-46009	5,000.00	6,786.77	5,000.00	10,393.00	5,000.00	10,000.00
Uniforms	04-004-442070-0000-46011	3,500.00	4,901.52	3,500.00	5,602.00	3,500.00	7,500.00
Pump Replacement & Conditioning	04-004-442070-0000-46015	150,000.00	136,328.30	142,762.00	102,637.00	142,762.00	150,000.00
ARPA	04-004-442070-0000-46019	505,000.00	195,185.16		37,416.00		-
Debt Service	04-004-442070-0000-49000	250,000.00	149,655.31	250,000.00	6,794.00	200,000.00	200,000.00
Bad Debt Expenses	04-004-442070-0000-49004	-	2,069.78				-
Depreciation Expense	04-004-442070-0000-49102	400,000.00	492,639.38	-	436,244.00	-	82,605.00
Capital Expenditures	balance sheet	544,000.00	489,802.94	100,000.00	82,246.00	575,000.00	555,000.00
Total Sewer Expenditures		2,785,135.00	2,134,311.98	1,487,125.00	1,435,071.00	1,950,176.00	2,322,900.00

Highway Fund

The Public Works and Utilities Department operates utilizing four funds (General Fund, Water Fund, Sewer Fund, and Highway Fund) divided into six budgets (Water, RO Plant, Sewer, Highway, Public Works, and Public Buildings) to operate and maintain the Town's assets and infrastructure. Below please find the budget narrative to accompany the 2025-2026 operating budget for the Highway Fund. According to fiscal projections, during the 2025-2026 fiscal year, the General Fund will not directly or indirectly subsidize this fund.

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

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

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

**Town of Smithfield
FY2026 Operating Budget
HIGHWAY FUND**

Highway

MUNIS ACCOUNT NUMBER		FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Budget
HIGHWAY REVENUES							
Interest Income	03-204-341200-0000-31501	250.00	137.76	250.00	132.00	200.00	500.00
Revenue - Commwlth of VA	03-204-341200-0000-34060	1,311,487.00	1,513,851.62	1,513,850.00	1,666,361.00	1,550,000.00	1,810,074.00
ARPA Funds	03-204-341200-0000-35026	-	206,925.00				
Carryforward from prior years	N/A	-		-		-	
Total Highway Fund Revenue		1,311,737.00	1,720,914.38	1,514,100.00	1,666,493.00	1,550,200.00	1,810,574.00

MUNIS ACCOUNT NUMBER		FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Actual	FY 2024-25 Budget	FY 2025-26 Budget
HIGHWAY EXPENSES							
Salaries	04-204-441200-0000-41100	456,388.00	296,932.73	345,303.00	220,643.00	340,975.00	373,421.00
FICA	04-204-441200-0000-42100	36,512.00	21,870.92	27,625.00	16,192.00	27,278.00	28,517.00
VRS	04-204-441200-0000-42200	44,208.00	27,131.63	33,278.00	20,974.00	32,836.00	34,284.00
Health	04-204-441200-0000-42300	94,762.00	48,496.39	54,386.00	27,154.00	50,370.00	60,444.00
Maintenance	04-204-441200-0000-43104	599,493.89	853,988.79	840,808.00	856,845.00	750,041.00	942,908.00
Grass	04-204-441200-0000-43105	20,000.00	20,377.65	20,000.00	73,161.00	100,000.00	110,000.00
VAC Truck Repairs	04-204-441200-0000-43107	2,500.00	704.35	2,000.00	1,447.00	2,000.00	5,000.00
Professional services	04-204-441200-0000-43152	10,000.00	2,367.00	10,000.00	15,172.00	10,000.00	15,000.00
Contract Services	04-204-441200-0000-43300	-	-		-		
Stormwater Management Program (regional)	04-204-441200-0000-43999	3,004.00	4,506.00	5,000.00	3,049.00	5,000.00	5,000.00
Street Lights	04-204-441200-0000-45101	122,000.00	112,575.24	125,000.00	120,645.00	125,000.00	135,000.00
Insurance	04-204-441200-0000-45300	15,000.00	13,956.00	15,000.00	15,917.00	15,000.00	-
Bank Charges	04-204-441200-0000-45813	-	42.00		54.00		
Fuel	04-204-441200-0000-46008	14,000.00	12,131.94	20,000.00	15,058.00	20,000.00	20,000.00
Vehicle Maintenance	04-204-441200-0000-46009	12,000.00	8,866.16	12,000.00	9,465.00	12,000.00	20,000.00
Uniforms	04-204-441200-0000-46011	3,700.00	4,810.15	3,700.00	4,885.00	3,700.00	5,000.00
ARPA	04-204-441200-0000-48102	-	206,925.00				
Capital Outlay	04-204-441200-0000-48100	89,000.00	93,888.38	-	46,097.00	56,000.00	56,000.00
Carryforward to next year	N/A	-	-	-		-	
Total Highway Fund Expense		1,522,567.89	1,729,590.33	1,514,100.00	1,446,758.00	1,550,200.00	1,810,574.00

Five-year Capital Improvements Plan

The following is the proposed Capital Improvements Plan (CIP) for the five-year period covered by fiscal years 2025-2026 through 2029-2030.

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

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

TOWN OF SMITHFIELD CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 26-30

	FY26	FY27	FY28	FY29	FY30
<u>HIGHWAY</u>					
Vehicle Replacement (split HWY, WTR, SWR, PW)	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00
TOTAL HIGHWAY FUND	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00
<u>GENERAL FUND</u>					
<u>Treasurer's Office</u>					
TOTAL FOR TR	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Public Safety</u>					
Police Vehicles	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00
TOTAL FOR PS	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00
<u>Parks & Recreation: General Fund</u>					
LSC-washout repairs	\$ 30,628.00				
Work Truck		\$ 40,000.00			
Maintenance Building	\$ 2,000,000.00				
TOTAL FOR P&R	\$ 2,030,628.00	\$ 40,000.00	\$ -	\$ -	\$ -
<u>Public Works: General Fund</u>					
Nike Park Recreational Trail	\$ 136,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 675,000.00
Battery Park Drainage Project-Villas	\$ 400,000.00				
Streetlights	\$ 40,000.00	\$ 40,000.00			
Vehicle Replacement (split HWY, WTR, SWR, PW)	\$ 75,000.00	\$ 25,000.00	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00
TOTAL FOR PW	\$ 651,000.00	\$ 165,000.00	\$ 125,000.00	\$ 130,000.00	\$ 705,000.00
<u>Public Buildings: General Fund</u>					
Replacement Christmas Decorations	\$ -	\$ 3,000.00			
315 Main Street - HVAC/Electrical			\$ 185,000.00		
Public Works Training Room	\$ 50,000.00				
TOTAL FOR PB	\$ 50,000.00	\$ 3,000.00	\$ 185,000.00	\$ -	\$ -
TOTAL GENERAL FUND	\$ 2,906,628.00	\$ 383,000.00	\$ 485,000.00	\$ 305,000.00	\$ 880,000.00

TOWN OF SMITHFIELD CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 26-30

	FY26	FY27	FY28	FY29	FY30
<u>WATER FUND</u>					
Water Main Replacement- Cypress Creek Bridge					\$ 400,000.00
Water Main Replacement - Main Street - 300 Block	\$ 75,000.00	\$ 500,000.00			
Vehicle Replacement (split HWY, WTR, SWR, PW)	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00
Water Meter Replacements	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
2nd RO Skid Funding	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
Fire Hydrant Replacement	\$ 50,000.00				
TOTAL FOR WATER	\$ 450,000.00	\$ 825,000.00	\$ 325,000.00	\$ 330,000.00	\$ 730,000.00
<u>SEWER FUND</u>					
Bypass Pump	\$ 170,000.00	\$ 170,000.00	\$ 170,000.00	\$ 170,000.00	\$ 170,000.00
Sewer Rehab - Pipes & Manholes	\$ 100,000.00	\$ 150,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00
Pump Station Rehabilitation	\$ 200,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
Vehicle Replacement (split HWY, WTR, SWR, PW)	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00
Antenna Towers	\$ 60,000.00	\$ 60,000.00			
Sewer Main Replacement - Main Stret - 300 Block	\$ 75,000.00	\$ 500,000.00			
TOTAL FOR SEWER	\$ 555,000.00	\$ 1,155,000.00	\$ 620,000.00	\$ 625,000.00	\$ 625,000.00
TOTAL ALL FUNDS	\$ 3,936,628.00	\$ 2,388,000.00	\$ 1,455,000.00	\$ 1,290,000.00	\$ 2,265,000.00

RESOLUTION

A Resolution Approving And Adopting The Fiscal
Year 2025-2026 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, 2025-2026 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, 2025 and ending June 30, 2026:

A. Sums appropriated from:

Fund	Amount
General Fund Revenues	\$14,980,135.00
Water Fund Revenues	3,511,680.00
Sewer Fund Revenues	2,322,900.00
Highway Fund Revenues	1,810,574.00
<i>Total</i>	<u>\$22,625,289.00</u>

B. Sums appropriated to:

Fund	Amount
General Fund Expenditures	\$14,980,135.00
Water Fund Expenditures	3,511,680.00
Sewer Fund Expenditures	2,322,900.00
Highway Fund Expenditures	1,810,574.00
<i>Total</i>	<u>\$22,625,289.00</u>

Section 3. Said appropriations shall be in effect beginning July 1, 2025.

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: _____

A TRUE COPY, ATTEST:

Town Clerk

Approved as to form:

Town Attorney

TOWN COUNCIL REPORT

ATTACHMENTS:

Description	Type	Upload Date
Ordinance imposing and Levying Taxes	Ordinance	5/30/2025

ORDINANCE

An Ordinance Imposing And Levying Taxes Within The Town Of Smithfield, Virginia Upon Real Property, Upon Public Service Corporation, Upon Personal Property, Upon Machinery and Tools, And Upon Mobile Homes For The Fiscal Year Beginning July 1, 2025, And Ending June 30, 2026

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

Section 1. Tax Rates

A. Real Estate

For the fiscal year beginning July 1, 2025 and ending June 30, 2026, upon all real estate and improvements thereon, not exempt from local taxation, there shall be a tax of No Dollars and Sixteen Cents (\$0.16) for every One Hundred Dollars (\$100.00) of the assessed value.

B. Public Service Corporations

For the calendar year beginning January 1, 2025 and ending December 31, 2025, upon all property of public service corporations not exempt from local taxation, there shall be a tax of No Dollars and Ten Cents (\$0.10) for every One Hundred Dollars (\$100.00) of assessed value.

C. Tangible Personal Property

For the calendar year beginning January 1, 2025 and ending December 31, 2025, upon all tangible personal property of every kind and description, not exempt from local taxation, there shall be a tax of One Dollar (\$1.00) for every One Hundred Dollars (\$100.00) of assessed value. This tax shall not apply to household goods and personal effects as set forth in Section 58.1-3504, *Code of Virginia*, if such goods and effects are owned and used by an individual or family or household incident to maintaining an abode.

D. Boat Tax

For the calendar year beginning January 1, 2025 and ending December 31, 2025, upon boats, not exempt from local taxation, there shall be a tax of No Dollars and Zero Cents (\$0.00) for every One Hundred Dollars (\$100.00) of assessed value.

E. Machinery and Tools

For the calendar year beginning January 1, 2025 and ending December 31, 2025, upon all machinery and tools used or employed by any person, firm or corporation in any trade or business, not exempt from local taxation, there shall be a tax of No Dollars and Thirty Seven and One-Half Cents (\$0.375) for every One Hundred Dollars (\$100.00) of assessed value which shall be based upon the fair market value thereof.

F. Mobile Homes

For the fiscal year beginning July 1, 2025 and ending June 30, 2026, upon all mobile homes, not exempt from local taxation, there shall be a tax of No Dollars and Fourteen Cents (\$0.14) for every One Hundred Dollars (\$100.00) of the assessed value.

G. Cigarette Tax

For the fiscal year beginning July 1, 2025 and ending June 30, 2026, upon the sale of all cigarettes in the Town of Smithfield shall be tax of \$0.50 per pack.

H. Meals Tax

For the fiscal year beginning July 1, 2025 and ending June 30, 2026, the meals tax rate shall be 6.25%.

I. Transient Occupancy Tax

For the fiscal year beginning July 1, 2025 and ending June 30, 2026, the transient occupancy tax shall be 6%.

J. Trash Collection Fee

For the fiscal year beginning July 1, 2025 and ending June 30, 2026, the trash collection fee shall be \$87.12 per year per residence.

Section 2. Tax Payments

The abovementioned taxes, with the exception of the cigarette tax, real estate, and meals tax, shall be due and payable on December 5, 2025. A ten percent (10.0%) penalty of the late payments of such tax shall be imposed. In addition to the penalty, the Town shall collect interest at the rate of ten percent (10.0%) per annum upon the principal and penalties of all such taxes not paid by the date due.

Section 3. Severance Clause

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

Section 4. Effective Date

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

Adopted: _____

A TRUE COPY, ATTEST:

Town Clerk

Approved as to form:

Town Attorney

TOWN COUNCIL REPORT

ATTACHMENTS:

Description	Type	Upload Date
Resolution to Adopt the Five-Year Capital Improvements Plan	Resolution	5/30/2025

RESOLUTION

A Resolution Approving And Adopting The Five-
Year Capital Improvements Plan (CIP) For The
Period Covered By Fiscal Years 2025-2026
Through 2029-2030

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

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

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

Section 1. That the Town Council hereby approves and adopts the document entitled *Capital Improvements Plan for Fiscal Years 2026-30*.

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

Adopted: _____

A TRUE COPY, ATTEST:

Town Clerk

Approved as to form:

Town Attorney

TOWN COUNCIL REPORT

ATTACHMENTS:

Description	Type	Upload Date
ordinance to Establish Water and Sewer Rate Schedule	Ordinance	5/30/2025

ORDINANCE

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

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

WHEREAS, it is necessary for the Town Council to establish a new schedule of water and sewer rates to be in effect on and after July 1, 2025.

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

Sec. 82-31. - Connections and availability.

(a) A connection fee of \$660.00 and an availability fee of \$2,720.00 shall be charged for residential connections to water mains.

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

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

(c) Upon payment of the connection charge and availability fee, the Town will authorize the contractor to connect to the existing main under Town Inspection, and after Town approval,

provide water service to the property. The cost of tapping the main and of the meter, meter set, meter box, corporation stop, line setter and pipe from the main to the meter will be at the owner's/contractor's/developer's expense.

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

Sec. 82-33. - Service charges—Generally

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

(1) For service rendered within corporate limits: The bimonthly rate for water customers shall be \$11.47, plus \$8.50 per 1,000 gallons for all water used during the bimonthly billing period.

(2) For service rendered outside corporate limits: The bimonthly rate for water customers shall be \$11.47, plus \$9.35 per 1,000 gallons for all water used during the bimonthly billing period.

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

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

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

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

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

(g) All water bills shall be payable, in full, on the date specified on the bill.

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

(i) The following service charges for sewer shall be charged by the town:

(1) For service rendered within corporate limits: The bimonthly rate for sewer customers shall be \$6.00 per 1,000 gallons for all sewer used during the bimonthly billing period in addition to the \$18.62 sewer compliance fee.

(2) For service rendered outside corporate limits: The bimonthly rate for water customers shall be \$6.60 per 1,000 gallons for all sewer used during the bimonthly billing period in addition to the \$18.62 sewer compliance fee.

Sec. 82-36. Discontinuance of service.

(b) Water service discontinued pursuant to this section shall not be reinstated until all delinquent water and sewer bills have been paid or put on a payment plan. Services that have been discontinued will be assessed a \$50.00 service charge, and this must be paid before reinstatement. Payment plans: $\frac{1}{2}$ of the total bill must be paid up front, the remaining $\frac{1}{2}$ will be put on the payment plan.

Section 4. Severance Clause

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

Section 5. Effective Date

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

Adopted: _____

A TRUE COPY, ATTEST:

Town Clerk

TOWN COUNCIL REPORT

ATTACHMENTS:

Description	Type	Upload Date
Agreement to Adopt The Local Choice Health Benefits Program	Agreement	5/30/2025

The Local Choice Health Benefits Program Adoption Agreement



WHEREAS, the Department of Human Resource Management of the Commonwealth of Virginia (hereinafter referred to as the "Department"), has established the Health Benefits Program (hereinafter referred to as the "Program") effective July 1, 1990, and

WHEREAS, the Governor has approved such Program; and

WHEREAS, pursuant to 2.2-1204 of the Code of Virginia, local employers may, by making proper application and complying with the regulations governing the Program, participate in the Program; and

WHEREAS, _____ (hereinafter called the "Employer") is eligible to participate in the Program and become a party to any agreements established to carry out the funding of the Program, and wishes to adopt said Program for the benefit of its eligible employees, and to become a party to said agreements;

NOW, THEREFORE, by this instrument of writing, effective as of _____, 20____ (today's date), the Employer, acting herein by and through its duly authorized representatives, hereby adopts the Program for all of its eligible employees and subscribes to the provisions of the regulations and all agreements related thereto by and between the Department and any third party, effective _____, 20____ (effective date of coverage), all in accordance with the following:

- (1) The Employer agrees to comply with the regulations governing the Program and the duties of Employers set forth therein. These duties include but are not limited to the following:
 - Complete an employer application and execute an adoption agreement;
 - Remit employer and employee contributions to the Department or its designee as set forth in regulations;
 - Provide employees with enrollment forms, process and certify the same;
 - Serve as a channel of communication between the Department and employees;
 - Otherwise assist in administration of the Program as requested by the Department.
- (2) The employer agrees to be bound by all of the terms, provisions, conditions and limitations of the Program and any agreements which are pertinent to any entity defined as an "Employer" therein, with respect to its employees eligible for participation in the Program.
- (3) The Employer agrees that the Department of Human Resource Management shall act as Plan Administrator for the Employer and its employee-participants under the Program in the same manner in which the Department acts for state employee-participants.
- (4) The Employer agrees to provide 90 days notice to the Department in the event it wishes to cease participation in the Program. The Employer shall be obligated to pay any and all contributions otherwise required through the date of termination and interest related thereto as well as any adverse experience adjustment which may apply with respect to the year the termination occurred.
- (5) The Employer understands and agrees that non-payment of contributions shall be considered a breach of the adoption agreement and the employer may be obligated to pay damages. In the event that the Employer terminates participation, such termination can only be prospective and the employer shall be obligated to pay the greater of past contributions or actual claims incurred during such period and any interest and damages that may be associated with such non-payment. In no event will the Department return to the Employer contributions made for ineligible employees.
- (6) The Employer agrees to furnish from time to time such information with reference to its employee participants as may be required by the Plan Administrator.

(continued on page 2)

The Local Choice Health Benefits Program Memo of Understanding (MOU)



PRIVACY OF PROTECTED HEALTH INFORMATION

Pursuant to the Health Insurance Portability and Accountability Act ("HIPAA") of 1996, and its implementing regulation, the Standards for Privacy of Individually Identifiable Health Information, 65 Fed. Reg. Section 84,462 et seq. (Dec. 28, 2000) and all subsequent provisions and Federal guidance ("HIPAA Privacy Rule"), The Office of Health Benefits Services (OHB), and plan sponsor, named on the signature page of this agreement, wish to enter into an agreement that addresses the requirements of the HIPAA Privacy Rule with respect to the local plan sponsor's role in administering the health benefits plan for the group's employees.

- I. This agreement is intended to ensure that the plan sponsor will establish and implement appropriate safeguards (including certain administrative requirements) for Protected Health Information (PHI) as regulated by the Office of Health and Human Services and outlined in the OHB HIPAA implementation package. As used in this agreement PHI means individually identifiable health information maintained and transmitted in any form or medium, including, without limitation, all information (including demographic, medical, and financial information), data, documentation, and materials that is created or received by a health care provider, health plan, plan sponsor, or health care clearinghouse, and relates to:
 - a. the past, present, or future physical or mental health or condition of an individual;
 - b. the provision of health care to an individual; or
 - c. the past, present, or future payment for the provision of health care to an individual, and that identifies or could reasonably be used to identify an individual.
- II. The plan sponsor acknowledges and agrees that in providing administrative assistance to employees and The Health Benefits Plan for State and Local Employees,
 - a. The plan sponsor may, receive, use, or disclose PHI. However, the sharing of PHI is restricted to those individuals who have a need to know the information in order to assist the affected individual and the information will be maintained in the strictest of confidence.
 - b. When requesting, using or disclosing PHI the plan sponsor must make reasonable efforts to limit PHI to the minimum necessary to accomplish the intended purpose of the use, disclosure or request.
 - c. All protected information received by the plan sponsor should be secured and accessible only to benefits personnel who have been authorized to assist the employee.
- III. As a member of The Local Choice (TLC) program it is understood that the employee handbooks serve as part of the TLC wraparound plan document for plan sponsors who participate in the program. It is further understood that such booklets have been amended (as prescribed by the HIPAA privacy rule) to permit the TLC program to release PHI to the plan sponsor so that the plan sponsor has the ability to analyze renewals, or to secure other coverage outside of the TLC program. Furthermore, the plan sponsor agrees to:
 1. not use or further disclose protected health information other than as permitted or required by the plan documents or as required by law;
 2. ensure that any subcontractors or agents to whom the plan sponsor provides protected health information agree to the same restrictions;
 3. not use or disclose the protected health information for employment-related actions;
 4. report to the group health plan any use or disclosure that is inconsistent with the plan documents or this regulation;
 5. make the protected health information accessible to individuals;
 6. allow individuals to amend their information;