



SMITHFIELD TOWN COUNCIL AGENDA

July 1, 2025 at 6:30 PM

220 North Church Street

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. CLOSED SESSION

- a.** Closed Session Pursuant to 2.2-3711 A3 of the Code of Virginia

D. INFORMATIONAL SECTION

- 1.** Manager's Report
- 2.** Committee Summary Reports

E. UPCOMING MEETINGS AND ACTIVITIES

July 1 - 6:30 p.m. Town Council Meeting
July 4 - Town Offices Closed in Observance of Independence Day
July 8 - 6:30 p.m. Planning Commission Meeting
July 15 - 6:30 p.m. Board of Historic and Architectural Review
July 15 - 7:30 p.m. Board of Zoning Appeals
July 28 - Town Council Committee Meetings

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

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.** Ordinance to Amend Town Code Connections and Availability Fees
Water and Sewer Committee Chair, Darren Cutler
- C 2.** **Invoices Over \$20,000 Requiring Council Authorization**

- a. Lewis Construction of Virginia - Great Springs Road \$ 59,872.00
- b. Lewis Construction of Virginia - Single Cross Drain \$ 35,320.00
- c. The Blair Brothers - Waterworks Road Ditching \$ 21,900.00
- d. The Blair Brothers - Great Spring Road \$200,800.00
- e. Virginia Control and Electrical Services LLC - Install Bypass Pump \$ 41,918.73
- f. Athens Building Corp - Windsor Castle Park Boardwalk Restoration \$ 99,455.58
- g. Isle of Wight County - Water and Sewer Agreement \$500,000.00

ACTION SECTION

1. PUBLIC HEARING: Zoning Ordinance Text Amendment - Publication Requirements
Tammie Clary, Director of Planning and Community Development
2. Approval of the Town Council Summary Minutes of June 3rd, 2025
3. **New Business**
 - a. Resolution to Appropriate Funds to Fiscal Year 2025/2026 Police Operating Budget
Michael Stallings, Town Manager
 - b. Town of Smithfield Engagement Letter from Robinson, Farmer, Cox Associates for Audit Services
Michael Stallings, Town Manager
4. **Old Business**
 - a. Discussion Item: Fiscal Impact Analysis
5. **Adjournment**

TOWN COUNCIL REPORT

TOWN COUNCIL REPORT

ATTACHMENTS:

Description	Type	Upload Date
Town Manager's Report - June 2025	Activity Report	6/27/2025
Parks and Recreation Activity Report - June	Activity Report	6/27/2025
Tourism Activity Report - June 2025	Activity Report	6/27/2025
Zoning Permit Index - May 2025	Activity Report	6/27/2025
Zoning Permit Index - June 2025	Activity Report	6/30/2025

June 27, 2025

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – JUNE 2025

TOWN MANAGER:

- Attended Chief Administrative Officials Meeting 6/4/25
- Met with consultants Re: Cary Street sidewalks 6/5/25
- Phone call with Edenton, NC Town Manager Re: possible visit 6/6/25
- Attended Tuskegee Airman Exhibit Opening 6/10/25
- Attended Chamber of Commerce Board Meeting 6/10/25
- Phone call with HRPDC Director Re: Strategic Planning Retreat 6/10/25
- Met with YMCA Leadership Re: Sidewalks 6/12/25
- Phone call with TishlerBise Representative Re: study proposal 6/12/25
- Attended Town Council Retreat 6/17/25
- Attended Virginia Local Government Management Association Conf. 6/18-6/20/25
- Attended Town Council Committee Meetings 6/23/25
- Met with Smithfield Foods 6/25/25
- Attended Emergency Communications Board Meeting 6/27/25

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 – **1 Filled**
 - Transportation & Storm Water Manager - (Public Works & Utilities)

- Utilities Marker – (Public Works & Utilities) - **FILLED**
- Utilities & Grounds Helper (Public Works & Utilities - 2)
- Utilities Mechanic – (Public Works & Utilities)
- Utilities Maintenance Technician (Public Works & Utilities)
- Finalized Open Enrollment Administrative Activities
- Participated in The Local Choice Implementation Meeting on June 16th
- Participated in Webinar regarding Medical Marijuana and challenges for employers on June 4th
- Participated in VRS Roundtable webinar on June 3rd
- Participated in Group Life Insurance roundtable on June 10th
- Conducted New Hire Orientation Activities for newly hired Police Officer the week of June 9th
- Conducted New Hire Orientation activities for newly hired Utilities Mechanic (Marker) the week of June 23rd.
- 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 Planning Commission Work Session.
- Attended Town Council meeting on June 3rd.
- Prepared June Town Council Committee Agenda and July Town Council Agenda.
- Prepared summary reports from Town Council Committee meetings on June 23rd.
- Participated in a webinar of FOIA Training, June 18th.
- Participated in the Implementation of new Agenda Management Software through Civic Plus, June 3rd, June 10th, June 16th, and June 24th.
- Continue to work on organizing Town records and disposing of documents according to General Schedules of the Library of Virginia.

TREASURERS DEPARTMENT:

- Worked on trying to get us set up on SetOff debt
- Went through the financial statements, isolated which line items (per department) were over budget and made suggestions to move budget amounts. Did the budget line item changes.
- Completed the Local Tax Survey
- Updated the benchmark report
- Made changes to the amount(s) invested with VIP – moved 7M effective on this upcoming Monday. Reviewed all rates for comparison.
- Reviewed RE collected to date
- Compared the PP Delinquent to most recent reports, provided this to VA auction.

- Attended the Town Council Public Meeting on Monday the 2nd.
- ½ day on Tuesday for doc appt.
- Completed forms for Set Off EDI data
- Spoke to the rep at VA Dept of Taxation regarding set-off training (there are 18 courses)
- Completed most of the VA Dept of Taxation Courses.
- Continued the Cash Management and Banking online course (one more module to go!)
- Worked on our list of procedures, to see where we need to improve.
- Worked on Financial Statements and Financial Statement footnotes for Council Committee meeting
- Met with the OPB Wealth Team to discuss strategies
- Updated the Collections letter sheet(s) all day Monday - Friday
 - Paid
 - Adjustments
 - Incorrect Bills
 - Added a new spreadsheet that tracks each payment
 - Met with team to discuss how we handle the payments
- Met with Ashley and Beau Bradley to discuss NeoGov
- Treasurer's Association of Virginia conference in Leesburg, VA on Monday and Tuesday
- Worked on charts for the Council Committee Meeting
- Worked on the collection spreadsheets on Wednesday and Friday
- Thursday was a holiday for Juneteenth
- Met with Jay and Tracy to discuss how to handle benefits for new employees when they need to span several pay periods.
 - We also discussed procedures and policy updates for these
 - We also discussed how and when we need to reach out to auditors
- Talking Points for Town Council Committee Meeting
- Finished graphs for Town Council Committee Meeting
- Financial Statements Presented at Town Council Committee Meeting
- Worked on the collection spreadsheets on Wednesday and Friday

COMMUNITY DEVELOPMENT AND PLANNING:

Planning Commission – JUNE 10TH, 2025

Public Hearing 2 SUPs – The Grange @ 10Main – LSMP LLC c/o Joseph Luter IV, applicant. FAVORABLY RECOMMENDED

Public Hearing SUP (Home Occupation – Author) – 107 Saint Pauls Avenue – Nancy O'Berry, applicant. FAVORABLY RECOMMENDED

- *Public Hearing* SUP (Short Term Rental) – 139 Sykes Court – Anna Boyer, applicant.
FAVORABLY RECOMMENDED with review in 1 year for renewal
- *Public Hearing* SUP (Temporary Real Estate Marketing Offices (Temporary Trailer) –
1102 Wharf Hill Drive – Eastwood Homes of Richmond LLC, c/o Michael Coyle,
applicant. FAVORABLY RECOMMENDED
- *Public Hearing* SUP (Temporary Real Estate Marketing Offices in Model Homes) – 1102,
1106, 1110 Wharf Hill Drive – Stanley Martin Home LLC & Eastwood Homes of
Richmond LLC, c/o Steve Miller, applicant. FAVORABLY RECOMMENDED
- *Public Hearing* SUP (Recreational Substance Establishment) – 13404 Benns Church Blvd
– Amin Alzandani, applicant. UNFAVORABLY RECOMMENDED
- Planning Commission (PC) Waiver (Temporary Storage Container) – 516 Pagan Road –
Mark Deese, applicant. APPROVED with the ability to extend if needed
- Entrance Corridor Overlay Review (Exterior Renovations) – 1119 South Church Street –
Sussex Development c/o/ Brian Todd, applicant. APPROVED
- Entrance Corridor Overlay Review (Sign) – 1911 South Church Street – Smithfield Foods
c/o Jessica Edwards, applicant. APPROVED with staff recommendations
- Mallory Point Phase A Site Plan Amendment (Mailbox Cluster) – TPIN 22T-01-000A – John
Napolitano, applicant. APPROVED with staff recommendations
- Entrance Corridor Overlay Review (Sign) – 1305 South Church Street – Christa Pickrell,
applicant. APPROVED with staff recommendations
- *Public Hearing* Text Amendment (Public Notice Requirements) – Smithfield Zoning
Ordinance Article 2.W.2.a – Town Staff, applicant. FAVORABLY RECOMMENDED
- *Public Hearing* Text Amendment (Group Homes) – Smithfield Zoning Ordinance Articles
3.A, 3.B, 3.C, 3.D, 3.E, 3.F, 3.G 3.H, & 3.J2 – Town Staff, applicant. FAVORABLY
RECOMMENDED
- Text Amendment (Duplex Definition and Bulk Regulations) – Smithfield Zoning Ordinance
Articles, 3.D, 3.E and 13 – Town Staff, applicant. TABLED
- *Discussion Item* Environmental Study Assessment
- *Discussion Item* Density. TABLED

Special Use Permit Applications under review

- A. 13458 Benns Church Blvd – Miller Oil Co., Inc., applicant
- B. 1810 S Church St – Natale & Josephine Carrollo, applicants
- C. 895 W Main St – Brown's Enterprises, LLC, applicant
- D. TPIN: 32-01-005 – L & L Land Development, LLC, applicant (The Promontory)
- E. TPIN: 22-01-006C5 - Smithfield Retail Management LLC, applicant
- F. TPIN: 22J-01-013 – Feeman and Associates c/o Steven Gaskins
- G. TPIN: 32-01- 096A2 – Randy Royal, applicant

Subdivision and Site Plans under review

- A. 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
- G. TPIN: 21A-01-511 – Development Logistics and Consulting (DLAC, LLC) (The Cottages at Battery)

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

Board of Historic & Architectural Review – JUNE 17TH, 2025 (CANCELED)

Board of Zoning Appeals – JUNE 17TH, 2025 (CANCELED)

Planning Commission Work Session – JUNE 17TH, 2025

Text Amendment Duplex Dwellings
Density
Home Occupations
Recreational Vehicles
Accessory Dwelling Units
School Report

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 JUNE 2025

3 Issued

Code Enforcement Updates Across Town JUNE 2025

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

- b. Nuisance, 2 locations
- c. Grass Height Violation, 2 locations
- d. RV in front yard, 1 location
- e. 16 Door hangers issued (4 Inoperable Vehicle, 2 Nuisance, 1 RV on right of way, 8 Grass Height Violations. 1 Other: Temporary Storage Container)

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. Tri State did sewer main line cleaning and inspection of sewer main on Main St sewer basin as part of the MOM program.

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.

B. Virginia Control and Electrical Services are currently working at Plaza Pump Station Rehab.

C. VCES are currently working on installing the new Bypass pump at Cypress Pump Station.

4. Water Line Repairs and Maintenance.

A. Public W&U worked on adjusting water meter and valve boxes in various locations.

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.

- Atlantic HVAC fixed the broken AC in the Electrical room.
- Plant generator fuel filled.
- Jon with Avista visited suggested we change out carbon filters. Contacted Commonwealth Water Treatment to have it done.
- We ran the Generator from 7am-4pm on Full load to prepare for Hurricane season.
- Changed Cartridge filters due to pressure differentials.

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 letters 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 Great Spring Rd. for pipe installation.

ENGINEERING

- 1.) Blair Brother's Contracting: The contractor started and completed repair of storm manhole washout area at 121 Gleneagles. Contractor installed backfill material along with Riprap, topsoiled and seeded surrounding area. Contractor also replaced manhole lid with grated lid. The contractor cleaned and regraded existing drainage ditches near the intersection of Battery Park Road and Greenbrier Lane. Contractor started and completed asphalt mill and overlay of Great Spring Road from Fairway Drive to the Town Limits.
- 2.) Lewis Construction: On Great Spring Road contractor removed existing twin storm pipe structures and replaced same with equivalent diameter elliptical RCP (Reinforced Concrete Pipe) near the Isle of Wight Rescue Squad and removed and replaced a single storm pipe structure with equivalent size elliptical RCP near 12276 Great Spring Road.
- 3.) 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.
- 4.) 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.
- 5.) 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.
- 6.) 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.
- 7.) 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.
- 8.) A review of the proposed engineering site plans continues regarding the Mallory Farms subdivision Phases B, C & D.

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. Signage is currently being installed.

Phase A Section 2 the contractor has begun and now completed the installation of the storm water structures and storm pipe. The contractor is currently completing the installation of the sanitary sewer main, laterals and water main and laterals.

Parks and Recreation Activity Report for June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
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	12:00 PM - 1:00 PM SC MH Honor Guard Practice 12:00 PM	7:00 AM - 5:00 PM SC D Hallwood Enterprise 7:30 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	1:00 PM - 7:00 PM SC MHSu Kerns-Kelley Set 4:00 PM	2:00 PM - 12:00 AM SC MHSu Kerns-Kelley Wedding and Reception 4:00 PM	3:00 PM - 5:00 PM WC Elope Caprio Elopement 3:00 PM 4:00 PM - 6:30 PM LSC Parking Ruritan Cruise In 4:00 PM 5:00 PM - 9:00 PM SC MHSu Scott-Plummer Set 6:00 PM	8:00 AM - 5:00 PM WC Grounds Toys for Tots Family Fun Fest 11:00 AM 9:00 AM - 5:00 PM LSC Baseball Fields SRA Baseball/Softball 9:00 AM 12:00 PM - 12:00 AM SC MHSu Scott-Plummer Wed and Reception 4:00 PM
8	9	10	11	12	13	14
9:00 AM - 5:00 PM LSC Baseball Fields SRA Baseball/Softball 9:00 AM	9:00 AM - 5:00 PM LSC Parking Tuskegee Airmen Exhibit Set 9:00 AM 10:00 AM - 2:00 PM SC Parking Painting of SC Lobby 10:00 AM 5:00 PM - 6:00 PM WC MHouse WCFB Meeting 5:00 PM	8:00 AM - 9:00 AM SC MH Honor Guard Practice 8:00 AM 9:00 AM - 5:00 PM LSC Parking Tuskegee Airmen Exhibit 9:00 AM 10:00 AM - 2:00 PM SC Parking Painting of SC Lobby 10:00 AM 4:30 PM - 7:00 PM WC MHouse Ivy Hill Cemetery Board 4:30 PM 5:30 PM - 7:30 PM SC CD Citizen Police Academy Graduation 6:00 PM 6:30 PM - 8:00 PM SC AB Planning Commission 6:30 PM	9:00 AM - 5:00 PM LSC Parking Tuskegee Airmen Exhibit 9:00 AM 10:00 AM - 2:00 PM SC Parking Painting of SC Lobby 10:00 AM	7:00 AM - 1:00 PM SCMH, CD Senior Safety Summit 8:00 AM	3:00 PM - 9:00 PM WC MHouse/Grounds Beer-Boyd Set 4:30 PM	9:00 AM - 5:00 PM LSC Baseball Fields SRA Baseball/Softball 9:00 AM 1:00 PM - 10:30 PM WC MHouse/Grounds Beer-Boyd Wedding and Reception 4:00 PM
15	16	17	18	19	20	21
Father's Day 9:00 AM - 5:00 PM LSC Baseball Fields SRA Baseball/Softball 9:00 AM		5:00 AM - 7:30 PM SC MH Election Day 5:00 AM 8:00 AM - 5:00 PM WC MHouse Town Council Planning Retreat 8:00 AM	9:00 AM - 5:00 PM SC D County Interviews 9:00 AM	Juneteenth 9:00 AM - 5:00 PM Town Streets Juneteenth Celebration 9:00 AM	4:00 PM - 8:00 PM WC MHouse/Grounds Bradley-Porter Rehearsal 5:00 PM	9:00 AM - 5:00 PM LSC Field 1 VA Baseball 9:00 AM 9:00 AM - 11:00 PM WC MHouse/Grounds Brantley-Porter Wedding & Reception 4:30 PM

Calendar continues on next page

Parks and Recreation Activity Report for June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22	23	24	25	26	27	28
9:00 AM - 5:00 PM LSC Field 1 VA Baseball 9:00 AM	7:00 AM - 5:00 PM SC MH GEO Conference 7:00 AM 3:00 PM - 6:00 PM SC AB Committee Meetings 3:00 PM 6:00 PM - 7:00 PM SC AB Schoolhouse Mtg 6:00 PM	7:00 AM - 5:00 PM SC MH GEO Conference 7:00 AM	7:00 AM - 5:30 PM SC MH GEO Conference 7:00 AM 10:00 AM - 8:00 PM WC MHouse Hamilton-Quimbao Wed and Recept 1:00 PM	7:00 AM - 5:00 PM SC MH GEO Conference 7:00 AM 9:00 AM - 7:00 PM LSC Field 2,LSC Field 3,LSC Field 4 SRA Pony Tournament 9:00 AM 1:00 PM - 8:30 PM WC MHouse Keaton's Retirement Party 5:30 PM	7:00 AM - 5:00 PM SC MH GEO Conference 7:00 AM 9:00 AM - 7:00 PM LSC Field 2,LSC Field 3,LSC Field 4 SRA Pony Tournament 9:00 AM	9:00 AM - 7:00 PM LSC Field 2,LSC Field 3,LSC Field 4 SRA Pony Tournament 9:00 AM
29	30					
9:00 AM - 7:00 PM LSC Field 2,LSC Field 3,LSC Field 4 SRA Pony Tournament 9:00 AM	8:00 AM - 12:00 PM SC CD County Interviews 9:00 AM					

Parks and Recreation Activity Report for June 2025



SMITHFIELD CENTER EVENTS STATISTICS & REVENUES			
Number of Events for month	16	Discounted Events for Month (town meetings, events)	12
Sales Totals for Month	\$ 10,600	Total Event Attendance for month	1400

WINDSOR CASTLE EVENTS STATISTICS & REVENUES			
Number of Events for Month	9	Discounted Events for Month (town meetings, events)	3
Sales Totals for Month	\$ 12,050	Total Event Attendance for month	70



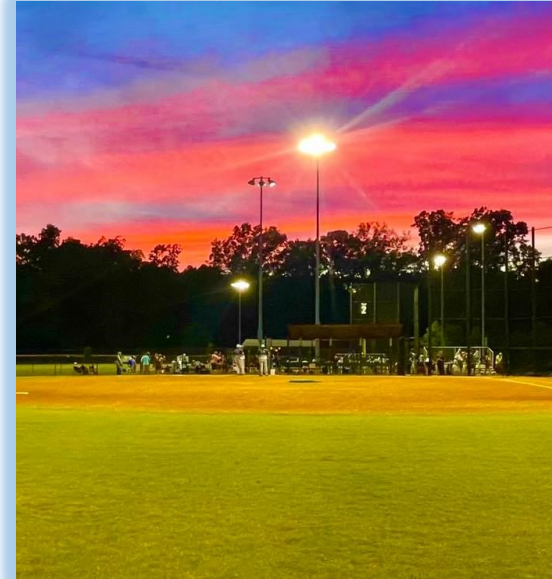
Parks and Recreation Activity Report for June 2025



WINDSOR CASTLE PARK Patron Counter		
June		
Total for Month	Daily Average	Peak Day-Sun, Jun 1
3775	145	312



WINDSOR CASTLE PARK Kayak Kiosk Revenue Share	
2025 Total (through Jun)	\$ 2,047
2024 TOTAL (Mar-Nov)	\$ 8,666
2023 TOTAL (Jul-Nov)	\$ 3,088



LUTER SPORTS COMPLEX
June
Totals
\$ 400

Parks and Recreation Activity Report for June 2025

Special Events

June 2025

Friday, June 6, 2025	5-8 P LSC Car Show 100 p	Ruritans Cruise In Car
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

UPCOMING in June 2025

Wednesday, July 2, 2025	9:30 P start Town Streets Community 1000 p	Town Fireworks
Wednesday, July 2, 2025	6:30 P-10 P Smithfield Center	Ruritan Fireworks Celebration
Friday, July 4, 2025	5-8 P LSC Car Show 100 p	Ruritans Cruise In Car Show

Smithfield/Isle of Wight Tourism Activity Report –JUNE 2025

- Tourism Full Time Staff meetings held 6/2, 24/25.
- Tourism ALL Staff meeting held 6/3/25.
- Director attended Smithfield Town Council 6/3/25.
- Meetings w/ SAIL VA 6/3/25. Smithfield will be hosting a SAIL250 Skipjack ship SIGSBY, and the Buyboat MILDRED BELLE, from the Living Classroom in June 2026, as part of the SAIL VA event (June 12-14, 2026). Both tall ships that were under consideration have declined due to the water depth in the Pagan and turning radius issues. But the new boats will be less expensive to host (we completed a grant application to host these ships and expect it to be successful) and offer far more programming possibilities than the tall ships. We will still be listed as an official SAIL250 Affiliate Harbor and will enjoy all of the promotional benefits befitting that affiliation.
- Director attended Hunden Partners/VTC Regional Strategic Plan meeting 6/4/25 at the Hampton Convention Center.
- Director attended VADMO Board Meeting 6/4/25. VADMO (Virginia Association of DMO's) VTLI (Virginia Tourism Leadership Institute) meeting held 6/11/25. Director is in the first co-hort as well as the Chairman of the VADMO VTLI Organizing Committee. The class of 20 plus speakers came to Smithfield June 16-18 for their next class sessions. Final sessions will be held September 2025. Capstone project is due by January 2026. Graduation will be at the VADMO Spring Symposium in April 2026.
- 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 6/5/25 and hosted regional meeting 6/24/25.
- Director and Special Event Coordinator attended the Coastal Virginia Culinary Consortium(CVCC) meeting 6/5/25. September will be SAVORY SEPTEMBER for all of Coastal Virginia/Hampton Roads. Smithfield & IOW will participate in this promotion.
- Director attended Board of Supervisors meeting 6/5/25.

- Director PTO 6/6; 6/9; 6/12; 6/13.
- Staff attended County Staff meeting 6/9/25.
- Juneteenth Organizing Committee meeting held 6/9/25. (Juneteenth Marketing meeting). Juneteenth event was held June 19th event along Main Street in various venues again this year. Successful events including food court, stage performances, vendors, and lectures!! This would be an ideal event to host in future years at the GRANGE FM facility.
- Tuskegee Airman Exhibit 6/10-11/25. EXCELLENT exhibit and opening ceremony. Tourism assisted with signage and promotion as well as being a logistical resource for the host group, the Schoolhouse Museum.
- Director attended an Updating Sign Ordinances discussion with County E.D.; Planning & Zoning; Smithfield Parks & Recreation. 6/10/25. Progress made! New simplified ordinances and forms going through planning review currently.
- Director and Staff attended the Planning Commission meeting 6/10/25. The updated Grange plan was approved.
- Director and Marketing Manager attended the sold out *Blueprint Virginia* Regional Tour luncheon in Norfolk 6/11/25. Excellent program organized by the VA Chamber of Commerce!
- Director attended Historic St. Luke's Board Executive Committee meeting 6/16/25 and full board meeting 6/24/25.
- Director and staff attended Smithfield VA Events (SVAE) Board annual meeting 6/18/25.
- Director met with various Council members and Town Manager as well as Joe Luter IV regarding the Grange 6/23/25.
- Director attended Council Committees held 6/23/25.
- Director attended Historic Smithfield meeting 6/24/25.
- Director and staff completed DSS Shelter training throughout the month.
- Special Event Manager attained Health Department certification.
- Director attended County Agenda Review meeting 6/26/25.
- Director attended Coastal Virginia Tourism Alliance (CVTA) meeting 6/26/25.

- Department hosted Randy Keaton, County Administrator, retirement party 6/26/25.
- FARMERS MARKETs held throughout month. FM Manager is back from maternity leave.
- Continued to contract with Stephanie Kensicki (formerly of Smithfield Foods) for part-time marketing services. Budget will allow her full time employment starting July 1, 2025 as the Marketing & PR Coordinator as well as Assistant Director of the Department.
- Director and Marketing Coordinator met with website company regarding the significant update of the www.GenuineSmithfieldVa.com website 6/25/25.
- 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.

ZONING PERMIT MAY 2025

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
0794	FENCE		126 BISHOPS REACH	DANDALE FENCE LLC / DEBORAH BRAFFORD
0801	SHED		212 AYRSHIRE LOOP	SHEDS BY KEN / DOUGLAS BEEMAN
0802	COMMERCIAL RENOVATION		1305 SOUTH CHURCH STREET	WKW DEVELOPMENT / KLS BATTERY PARK DEVELOPMENT GROUP
0808	COMMERCIAL RENOVATION		1201 SOUTH CHURCH STREET	KEYSTONE NOVELTIES DISTRIBUTORS LLC / MD 347 CONOWINGO LLC
0811	COMMERCIAL RENOVATION		1282 SMITHFIELD PLAZA	AMERICAN PROMOTIONAL EVENTS / SUSO 4 SMITHFIELD FF LP
0812	FENCE		208 MIDDLE STREET	DYMONCARE LLC / KILAN STRATEGIC VENTURES LLC
0814	FENCE		188 AYRSHIRE LOOP	VA FENCE COMPANY / ANGIE GARRETT
0816	3 SOLAR PANELS ON ACCESSORY STRUCTURE		220 ASTRID LOOP	MARY DONOVAN
0817	FENCE		111 THOMAS STREET	SUPERIOR FENCE / ERIC LEAMAN0
0819	FENCE		CLAY STREET LOT 1	JVC HOLDINGS LLC / JVC HOLDINGS LLC
0820	FENCE		CLAY STREET LOT 2	JVC LLC / JVC LLC
0822	DECK		107 MIMOSA COURT	DELOACH GENERAL CONSTRUCTION COMPANY / TRACEY PARKER

ZONING PERMIT JUNE 2025

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
0825	SINGLE FAMILY RESIDENCE		1110 WHARF HILL DRIVE	STANLEY MARTIN HOMES LLC
0827	SINGLE FAMILY RESIDENCE		1102 WHARF HILL DRIVE	EASTWOOD HOMES OF RICHMOND LLC
0828	SINGLE FAMILY RESIDENCE		1126 WHARF HILL DRIVE	EASTWOOD HOMES OF RICHMOND LLC
0829	FENCE		308 WATSON DRIVE	SUPERIOR FENCE / KEVIN SEIDNITZER
0830	POOL		410 HUNTINGTON WAY	ALEXIS WAINSCOTT
0831	COMMERCIAL RENOVATION		1119 SOUTH CHURCH STREET	SUSSEX DEVELOPMENT / TOWNE BANK
0834	SHED		173 AYRSHIRE LOOP	SHEDS BY KEN / CURTIS DAVIS
0835	FENCE		432 EVERGREEN WAY	DANDALE FENCE LLC / JOSEPH GERACI
0836	GARAGE		105 LOHERBIE	WILKRIS SERVICES / ALVIN RODGERS
0837	FENCE		113 MUIRFIELD	ROSENBAUM FENCE CO. / STEVEN MILLER
0838	SHED		314 SMITHFIELD BOULEVARD	JOSEPH MATZEN
0839	COMMERCIAL RENOVATION		WHARF HILL DRIVE	MCSF LLC
0840	FENCE		901 WILSON ROAD	AUSTIN SHAFFER
0845	SHED		211 JORDAN DRIVE	COLLIN TODD
0846	FENCE & POOL		211 JORDAN DRIVE	COLLIN TODD
0849	POOL		1107 MAGRUDER ROAD	WILLIAM SIMPKINS
0860	SHED		201 ST ANDREWS	SHEDS BY KEN / MATTHEW WITTE
0862	SINGLE FAMILY RESIDENCE		1635 COLONIAL AVENUE	VAN AUKEN DESIGN AND BUILD LLC / PROSPER HOMES
0863	SINGLE FAMILY RESIDENCE		1433 WHARF HILL DRIVE	EASTWOOD HOMES OF RICHMOND LLC
0864	SINGLE FAMILY RESIDENCE		2114 WENTWORTH CROSSING	EASTWOOD HOMES OF RICHMOND LLC

TOWN COUNCIL REPORT

ATTACHMENTS:

Description	Type	Upload Date
Public Safety Committee	Committee Summary	6/27/2025
Water and Sewer Committee	Committee Summary	6/27/2025
Finance Committee	Committee Summary	6/27/2025
Parks and Recreation Committee	Committee Summary	6/27/2025
Public Works Committee	Committee Summary	6/27/2025
Public Buildings and Welfare Committee	Committee Summary	6/27/2025

June 27, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC SAFETY COMMITTEE
MEETING HELD ON MONDAY, JUNE 23RD, 2025

The Public Safety Committee met Monday, June 23rd, 2025 at 3:00 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, Mr. Darren Cutler, 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. Chris Meier, Deputy Chief of Police; Mrs. Tammie Clary, Director of Planning and Community Development; Ms. Amy Novak, Director of Parks and Recreation; Mr. Ed Heide, Director of Public Works and Utilities; Ms. Judy Winslow, Director of Tourism; and Mr. Steve Clark, Parks and Recreation. Also, in attendance was Mr. Brian Carroll of the Isle of Wight Volunteer Rescue Squad. There 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 – May Activity Report – Deputy Chief Meier stated their May Activity Report was included in today's agenda packet and he would be glad to answer any questions as they relate to this report.
2. Operational Update for the Smithfield Volunteer Fire Department – Councilman Bowman stated that Assistant Chief Smith was unable to attend today and asked that he update committee on the following. The Fire Department will have some leadership changes next month at their general election. The current Fire Chief has decided to step aside after many years of dedicated service. Assistant Chief Kempton will serve as the interim Fire Chief until elections next month. They also have a new brush truck that will be coming within the next couple of weeks. They have a group that will be going out to the Midwest to do a final inspection on the truck. It has been decided that it will be more cost effective to have the truck shipped here rather than driving it back.

3. Operational Update from the Ile of Wight Volunteer Rescue Squad – Chief Carroll reported that their call volume continues to be about the same. They are in the process of ordering two new medics in the County. Medic delivery is still about three years from production. They have a couple of medics that were ordered a little over two years now and they have not made it to production yet. Chief Carroll stated that for the first time ever he has talked the County into forming a Medic Committee to make sure everything was standard across the County. The Committee is made of all the agencies, career and volunteer. The Committee will be tasked with putting the specs together and then they are reviewed by the Chiefs before being sent out for pricing. It does not appear that there will be a lot of differences in pricing. This would just allow the two medics that were previously ordered and the two they are getting ready to order to all have the same specs. They will continue to use these specs across the County as they move forward. Chief Carroll also reported that they just completed an EMT class and taught an Emergency Vehicle Operations class (EVOC) this past weekend. He also mentioned that he had an opportunity to walk through the new hospital again this morning. The progress changes daily and he is so excited to see this new facility open. There have been conversations at the county level on increasing fees for calls for service. He mentioned that comments were made that it will not cost the citizens out-of-pocket because they will bill your insurance but in his opinion anything you bill your insurance costs you somewhere along the way. Premiums do not come for free. In his opinion taxpayers pay a lot of taxes and some services should come with that. So, he has some mixed emotions about this and will be attending the public hearing on July 10th to voice his concerns. Councilman Bowman asked if Chief Carroll could offer some tips to keep people safe over the next few days with the extreme heat we are facing. He would recommend staying inside and staying cool. They have had several heat-related calls already this morning from people that were working outside. He reiterated that you need to take precautions when you are outside and stay hydrated. Committee thanked Chief Carroll for the update.

The meeting was adjourned at 3:05 p.m.

June 27, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, JUNE 23RD, 2025

The Water & Sewer Committee held a meeting on Monday, June 23rd, 2025 at 3:05 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; Mrs. Lesley King, Town Clerk; Ms. Laura Ross, Town Treasurer; Ms. Ashley Rogers, Director of Human Resources; Mr. Chris Meier, Deputy Chief of Police; Mrs. Tammie Clary, Director of Planning and Community Development; Ms. Amy Novak, Director of Parks and Recreation; Mr. Ed Heide, Director of Public Works and Utilities; Ms. Judy Winslow, Director of Tourism; and Mr. Steve Clark, Parks and Recreation. There was no media present.

Water and Sewer Committee Chair, Mr. Darren Cutler, called the meeting to order.

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

1. Large Connections and Availability Fees – Mrs. Clary reported that this topic addresses the Town's eight-inch, ten-inch, twelve-inch, fourteen-inch, and sixteen-inch service line connections. They recently had two applications that will require an eight-inch service line. Currently Town Code does not address service lines larger than six inches. So, the Town needs to develop fees for these connections to go through. Staff used excel to trend what our previous smaller size meter connections were and then we rounded it off for simplicity. The Town Manager mentioned the data was compared to surrounding localities and these fees remain below what other localities are charging. They are big numbers, but they are also big connections. This item will move to Town Council for consideration at the meeting on July 1st, 2025.

Meeting adjourned at 3:07 p.m.

June 27, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, JUNE 23RD, 2025.

The Finance Committee held a meeting on Monday, June 23rd, 2025 at 3:07 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, Mr. Darren Cutler, and Mrs. Mary Ellen Bebermeyer. 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. Chris Meier, Deputy Chief of Police; Mrs. Tammie Clary, Director of Planning and Community Development; Ms. Amy Novak, Director of Parks and Recreation; Mr. Ed Heide, Director of Public Works and Utilities; Ms. Judy Winslow, Director of Tourism; and Mr. Steve Clark, Parks and Recreation. The 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. Invoices Over \$20,000 Requiring Council Authorization:

a. Lewis Construction of Virginia \$ 59,872.00

This invoice from Lewis Construction of Virginia is for the installation of twin cross drains along Great Spring Road. This work has been completed. Committee recommends sending this invoice to Town Council for consideration at their meeting on July 1st, 2025.

b. Lewis Construction of Virginia \$ 35,320.00

This invoice from Lewis Construction of Virginia is for the installation of a single storm drain along Great Spring Road. This work has been completed. Committee

recommends sending this invoice to Town Council for consideration at their meeting on July 1st, 2025.

c. The Blair Brothers, Inc. \$ 21,900.00
This invoice from Blair Brothers, Inc. is for ditch work along Waterworks Road. This work has been completed. Committee recommends sending this invoice to Town Council for consideration at their meeting on July 1st, 2025.

d. The Blair Brothers, Inc. \$200,800.00
This invoice from Blair Brothers, Inc. is paving on Great Spring Road from Fairway Drive to the Town limits. This work has been completed. Committee recommends sending this invoice to Town Council for consideration at their meeting on July 1st, 2025.

e. Virginia Control and Electrical Services \$ 41,918.73
This invoice from Virginia Control and Electrical Services is for the installation of a Bypass Pump at the Cypress Creek Pump Station. This work has been completed. Committee recommends sending this invoice to Town Council for consideration at their meeting on July 1st, 2025.

f. Athens Building Corp \$ 99,455.58
These invoices from Athens Building Corp are for the Windsor Castle Park Boardwalk Restoration Project. This work has been completed. Committee recommends sending these invoices to Town Council for consideration at their meeting on July 1st, 2025.

g. Isle of Wight County \$500,000.00
This invoice from Isle of Wight County is for the Town's final obligation per the Water and Sewer Agreement between the Town and County. Committee recommends sending this invoice to Town Council for consideration at their meeting on July 1st, 2025.

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

1. May Financial Statements – Ms. Ross reported that included in today's packet are the graphs regarding property taxes. Currently, real property taxes total \$1.9 million. Ms. Ross mentioned that as of today Real Estate Taxes collected total \$2.5 million which is right in line with what we expected. They were due on June 5th. Included in the financial statement is a detailed list of all the real property taxes, with Personal Property being the largest at the end of May because it does not reflect what we collected in Real Estate the first of June. Ms. Ross explained that the second bar chart shows other local

taxes. At the top of that bar chart, you will notice that meals tax at 2% and meals tax at 4.25% in the largest part at \$1.3 million. The plan is to combine these two-line items because they are actually the same. A portion of the meals tax revenue was segmented out to pay for a project but they will be one line item in the financial statements coming in July. Sales tax is \$468,564. If you notice, during the month of May the Town did not receive any sales tax. Typically, Virginia will send the sales tax revenue down to Isle of Wight and then Isle of Wight portions out the Town of Smithfield and Town of Windsor. This takes a little bit of time; however, the Town did receive these funds earlier this month. Isle of Wight kept 69.22% of these funds. The Town of Smithfield received 22.98% and the Town of Windsor received 7.8%. Other charts included in today's agenda packet are revenues to budget and expenses to budget. Total revenue collected to date is \$11,508,257. That is 77.45% of the budgeted amount of \$11,222,000. Total expenses to date are \$9,459,000 or 61.25% of budget. If you look at the individual department financial reports, some of the items might show a negative amount, but they have moved around some of the funds from one line item to another to balance the budget within the individual departments. Also included in the packet is a debt breakdown as of the end of May. Total debt is \$3,659,618. Ms. Ross mentioned that the interest rates on the Series 2020A-2 and Series 2020A-1 are so low she does not recommend paying those off. Their next payments will come due in October 2025. The Town will make its last payment on the vac truck this August.

2. May Cash Balances/VIP Investment Update – Ms. Ross reported that she is hopeful that by the end of the fiscal year the Town will hit \$1 million in interest received on our investment funds. Currently, our cash balance report shows the Town has \$21.9 million if needed. The Town remains in compliance with all our investment accounts.

3. Operational Updates - Ms. Ross reported that Virginia Auction Company has sent out the collection notices for delinquent personal property with a deadline of July 5th. So far since the notices went out two weeks ago, they have collected \$7,526. Notices that were sent out totaled approximately \$228,000. They are hopeful that they will collect more as the deadline gets closer. If payment is not received the next step would be to get their cars booted. The Treasurer's Office has their first meeting scheduled with RDA on July 16th. The first part of the financial software to implement is finance. The Town Manager stated that they are meeting with the attorney to see what ramifications the Town has to go back against MUNIS for any of the failures that have been on their part.

Meeting Adjourned @ 3:18 p.m.

June 27, 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, June 23rd, 2025 at the Smithfield Center located at 220 North Church Street was cancelled due to lack of agenda items.

June 27, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

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

The Public Works Committee scheduled for Monday, June 23rd, 2025 at the Smithfield Center located at 220 North Church Street was cancelled due to lack of agenda items.

June 27, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON MONDAY, JUNE 23RD, 2025.

The Public Buildings and Welfare Committee held a meeting on Monday, June 23rd, 2025 at 3:18 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. The 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

1. Pre-Public Hearing Discussion: Zoning Ordinance Text Amendment – Publication Requirements – Mrs. Clary stated that this is a proposed text amendment to Article 2.W.2.a of the Zoning Ordinance to bring the publication requirements in line with State Code, effective July 1st, 2025. Committee recommends sending this to Town Council as a public hearing and consideration by Town Council at their July 1st, 2025 meeting.

Public Buildings and Welfare Committee Meeting adjourned at 3:20 p.m.

Additional Item: Closed Session – The Town Manager stated that Town Council needs to go into closed session for the purpose of negotiations where negotiations in a

public form may adversely impact the Town's bartering position pursuant to 2.2-3711 A3 of the Code of Virginia. Councilman Bowman made the motion and Councilman Cutler 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 Cutler voted Aye, Councilman Bowman voted Aye, and Mayor Smith voted Aye. Motion passed.

In Closed Session @ 3:20 p.m.

Out of Closed Session @ 3:56 p.m.

Mayor Smith stated that they need a motion to go back into open session. Councilman Bowman made a motion to come back into open session and certify that no discussion or business was discussed other than those that were previously stated regarding negotiations where negotiations in a public form may adversely impact the Town's bartering position pursuant to 2.2-3711 A3 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 Cutler voted Aye, Councilman Bowman voted Aye, and Mayor Smith voted Aye. Motion passed.

Meeting Adjourned at 3:57 p.m.

TOWN COUNCIL REPORT

SUBJECT:

July 1 - 6:30 p.m. Town Council Meeting
July 4 - Town Offices Closed in Observance of Independence Day
July 8 - 6:30 p.m. Planning Commission Meeting
July 15 - 6:30 p.m. Board of Historic and Architectural Review
July 15 - 7:30 p.m. Board of Zoning Appeals
July 28 - Town Council Committee Meetings

TOWN COUNCIL REPORT

TOWN COUNCIL REPORT

TOWN COUNCIL REPORT

ITEM: Ordinance to Amend Town Code Connections and Availability Fees

FROM: Water and Sewer Committee Chair, Darren Cutler

ATTACHMENTS:

Description	Type	Upload Date
Ordinance - Water and Sewer Connection and Availability Fees	Ordinance	6/27/2025

**AN ORDINANCE TO AMEND AND REVISE CHAPTER 82, SECTIONS 82-31
and 82-75 OF THE CODE OF THE TOWN OF SMITHFIELD, VIRGINIA**

WHEREAS, the Town Council of the Town of Smithfield deemed it to be necessary and important to provide for connection and availability fees for large water and sewer users not currently provided for by provisions in the Town Code; and,

WHEREAS, after careful evaluation of the water and sewer rates study by its finance committee and water and sewer committee, the Town Council finds it to be in the best interest of public health, safety and welfare of the citizens of the Town of Smithfield to amend certain provisions of the Code of the Town of Smithfield to change availability fees for the Town's water and sewer systems:

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, VIRGINIA:

1. That Chapter 82, Sections 82-31, paragraph b., and 82-75, paragraph d.. of the Code of the Town of Smithfield, Virginia are repealed and reenacted as follows:

Sec. 82-31. Connections and Availability

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

Water Meter Size

<i>(inches)</i>	<i>Connection Fee</i>	<i>Availability Fee</i>
5/8	\$ 660.00	\$2,720.00
3/4	700.00	4,360.00
1	1,200.00	7,660.00
1 1/2	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
8	39,000.00	312,000.00
10	50,000.00	399,000.00
12	60,000.00	486,000.00
14	71,000.00	573,000.00
16	82,000.00	660,000.00

Sec. 82-75. Building sewers and connections.

- (d) Sewer connection fees, to be paid by the owner upon application for connection, shall be as follows:

<i>Water Meter Size (inches)</i>	<i>Connection Fee</i>	<i>Availability Fee</i>
5/8	\$ 1,580.00	\$ 4,120.00
3/4	2,250.00	6,320.00
1	4,000.00	10,720.00
1 1/2	8,000.00	19,020.00
2	15,000.00	34,920.00
3	35,000.00	70,120.00
4	62,000.00	109,720.00
6	139,000.00	219,720.00
8	172,000.00	281,000.00
10	221,000.00	400,000.00
12	271,000.00	438,000.00
14	320,000.00	516,000.00
16	369,000.00	594,000.00

In addition to the connection and availability fees charged by the Town of Smithfield as specified above, the Hampton Roads Sanitation District (HRSD) levies an availability fee for sewer connections.

2. This ordinance shall become effective immediately upon adoption.

ADOPTED this 1st day of July, 2025.

Clerk

TOWN COUNCIL REPORT

SUBJECT:

\$ 59,872.00

ATTACHMENTS:

Description	Type	Upload Date
Lewis Construction of Virginia - Great Springs Road	Invoice	6/16/2025

7716 Quaker Drive
Suffolk, VA 23437

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

Suzanne@lcvinc.com

INVOICE

Invoice Number: 0625-1072.2520HW

Invoice Date: Jun 9, 2025

Page: 1

Bill To:

Town of Smithfield
P O B0x 246
Smithfield, VA 23431

Ship to:

Town of Smithfield
Great Springs Rd
NO PO assigned
Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Wayne	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			6/24/25

Quantity	Item	Description	Unit Price	Amount
1.00		Equipment,labor,and materials for Twin Cross drains	59,872.00	59,872.00
Subtotal				59,872.00
Sales Tax				
Total Invoice Amount				59,872.00
Payment/Credit Applied				
TOTAL				59,872.00

Check/Credit Memo No:

TOWN COUNCIL REPORT

SUBJECT:

\$ 35,320.00

ATTACHMENTS:

Description	Type	Upload Date
Lewis Construction of Virginia - Grat Spring Road - Single Cross Drain	Invoice	6/16/2025

7716 Quaker Drive
Suffolk, VA 23437

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

Suzanne@lcovinc.com

INVOICE

Invoice Number: 0625-1072.2519HW

Invoice Date: Jun 16, 2025

Page: 1

Bill To:

Town of Smithfield
P O B0x 246
Smithfield, VA 23431

Ship to:

Great Spring Rd
Single Cross Drain
PO HWY-25-18
Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Wayne	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			7/1/25

Quantity	Item	Description	Unit Price	Amount
1.00		Single storm drain Cross pipe SR655	35,320.00	35,320.00
Subtotal				35,320.00
Sales Tax				
Total Invoice Amount				35,320.00
Payment/Credit Applied				
TOTAL				35,320.00

Check/Credit Memo No:

TOWN COUNCIL REPORT

SUBJECT:

\$ 21,900.00

ATTACHMENTS:

Description	Type	Upload Date
The Blair Brothers - Waterworks Road Ditching	Invoice	6/16/2025



The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		4/29/2025	19990

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Waterworks Rd. Ditching

Description	Amount
Provide equipment, labor, and materials to accomplish the following: Ditching on Waterworks Rd. - Spot utilities using vac trailer to locate gas, water, sewer and communication lines. - Shoot grades to establish new flow line of ditch from invert of pipe at entrance to Smithfield Services towards outfall (approx 900') headed to Courthouse Hwy on right side of road. - Excavate ditch to proper grades to allow drainage. - Haul spoils off-site and dispose of. (Materials shall become property of the The Blair Brothers Inc.) - Seed any disturbed areas then EC2 as needed on slopes only. - Provide traffic control as needed. (Includes 3 days)	
Total Contract Price:	25,500.00
Credit: Two days traffic control	-3,600.00

THANK YOU FOR YOUR BUSINESS

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.

Invoice Total:

\$21,900.00

We Accept



Convenience fee added

TOWN COUNCIL REPORT

SUBJECT:

\$200,800.00

ATTACHMENTS:

Description	Type	Upload Date
The Blair Brothers - Great Spring Road	Invoice	6/23/2025



The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS	HWY-25-15	6/23/2025	20157

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Great Springs Rd.

Description	Amount
Provide equipment, labor, and materials to accomplish the following: 1. Mill approx. 12,122 SY at a depth of 2" on Great Springs Rd. from Fairways Dr. to joint at Town Limits. 2. Clean and haul millings off site. Millings shall become property of The Blair Bros. Inc. 3. Tack surface prior to overlay to ensure proper bond with new asphalt. 4. Overlay same area with 2" of SM12.5A asphalt and compact accordingly. 5. Provide traffic control as needed. Total Contract Price:	195,800.00
Change order: Additional paving at Tie-backs	5,000.00
Line striping: Layout and stripe double yellow line using traffic grade paint (to include traffic control as needed): \$7,800.00 (Not Complete)	
Balance remaining to bill: \$7,800.00	

THANK YOU FOR YOUR BUSINESS

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.

Invoice Total:

\$200,800.00

We Accept



Convenience fee added

TOWN COUNCIL REPORT

SUBJECT:

\$ 41,918.73

ATTACHMENTS:

Description	Type	Upload Date
Virginia Control and Electrical Services LLC - Install Bypass Pump at Cypress Creek Pump Station	Invoice	6/16/2025



Virginia Control and Electrical Services LLC
804 Curtis Sanders Ct
Chesapeake, VA 23321

6/11/2025

Invoice Number

VCE1286

Due Date

7/11/2025

Town of Smithfield
310 Institute St.
Smithfield, VA 23430

Please Remit To: Virginia Control and Electrical Services, LLC
804 Curtis Saunders Court
Chesapeake, VA 23321

Payment Terms: Net 30

Purchase Order Number: SCIP-25-03
Job Number: TOS2059
Scope of Work: ***PARTIAL BILLING***

Install Owner Furnished Bypass Pump at Cypress Pump Station in
Smithfield, VA

Contract

41,918.73

TOTAL AMOUNT

41,918.73

Thank you for doing business with us. Payments accepted via Check or ACH.
We reserve the right to bill a monthly finance charge of 1.5% on those accounts not paid per payment terms.

TOWN COUNCIL REPORT

SUBJECT:

\$ 99,455.58

ATTACHMENTS:

Description	Type	Upload Date
Athens Building Corp - WCP Boardwalk Restoration Project - March	Invoice	6/18/2025
Athens Building Corp - WCP Boardwalk Restoration Project - April	Invoice	6/18/2025
Athens Building Corp - WCP Boardwalk Restoration Project - May	Invoice	6/18/2025

I. APPLICATION FOR PAYMENT

PROJECT SUMMARY

Date: **March 12, 2025** Contractor's Name: **Athens Building Corp.**
Project Name: **Windsor Castle Park Boardwalks** Project Number: **IFB #23-003**

Original Contract Amount:	\$310,486.09
Original Contract Time:	365 Days
Adjusted Contract Amount (by approved Change Orders):	\$903,097.18
Adjusted Contract Time (by approved Change Orders):	480 Days
Adjusted Contract Completion Date:	4/09/2025

STATUS OF WORK PERFORMED

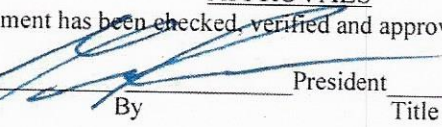
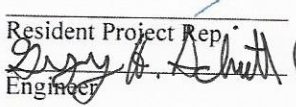
Total Value of Original Work Performed to Date:	\$877,825.36
Total Value of Change Order Work Performed to Date (with attachment):	\$3,593.00
Total Value of All Work Performed to Date:	\$881,418.36
Value of Materials Stored (Attach Statement):	\$8,500.00
Less 5% Retained by Owner:	\$(44,495.92)
Net Amount Earned on Contract to Date:	\$845,422.44
Fewer Amounts of Previous Payments Approved:	\$803,641.17
BALANCE DUE THIS PAYMENT:	\$41,781.27
Value of Work Remaining to be Completed:	\$57,674.74
Percentage Complete to Date (Value/Time):	<u>96%</u> <u>97%</u>

CERTIFICATION OF CONTRACTOR

I certify to the best of my knowledge and belief that all items and amounts on the face of the attached estimate and invoice and this Application for Payment are correct; that all Work has been performed and/or material supplied in full accordance with the terms and conditions of the Contract Documents, including all duly authorized deviations, substitutions, alterations, additions and/or deletions; that the foregoing is a true and correct statement of the Contract Price up to and including the last day of the period covered by this estimate and Application for Payment; that no part of the "BALANCE DUE THIS PAYMENT" has been received; that all previous Progress Payments received on this Agreement have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with the Work covered by prior applications for payment under this Agreement; and that all materials and equipment incorporated in said payment or otherwise listed in or covered by this Application for Payment are free and clear of all liens, claims, security interest and encumbrances.

APPROVALS

This Application for Payment has been checked, verified and approved for payment by:

Athens Building Corp Contractor	By 	President	Title	Date
Resident Project Rep. Engineer	By 	Greg Schmitt	Project Manager	5/26/25
Owner	By		Title	Date

July 2023

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Windsor Castle Park Boardwalk Restoration
July 10, 2023
Town of Smithfield
IFB 23-003



AFFIDAVIT OF PAYMENT OF CLAIMS

BY: Athens Building Corp (Contractor)
1700 Broad Rock Blvd. Richmond, VA 23224
FEIN – 27-2282386

THIS DAY _____ personally appeared before me,
_____, a Notary Public in and for the City/County/State of
Virginia, and being by me first duly sworn states that all Subcontractors and suppliers of labor and materials
have been paid all sums due them to date for Work performed or materials furnished in the performance of the
Agreement between:

The Town of Smithfield, Virginia (Owner)

And Athens Building Corp. (Contractor)

dated September 6, 2023, for the construction of **IFB #23-003 Windsor Castle Park Boardwalk Restoration**
or arrangements have been made by the Contractor satisfactory to such Subcontractors and suppliers with
respect to the payments of such sums as may be due them by the Contractor.

Athens Building Corporation
CONTRACTOR

BY: _____

TITLE: President

DATE: _____

Subscribed and sworn to before me this
_____ day of _____, 20__.

My commission expires on the
_____ day of _____, 20__.

NOTARY PUBLIC

SEAL OF CONTRACTOR

NOTARY SEAL

July 2023

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Windsor Castle Park Boardwalk Restoration
July 10, 2023
Town of Smithfield
IFB 23-003



Pay App #13

3/14/2025

Bid Item No.12 – Ravine Bridge			174	LF	Completed to Date	
Item for	Size per board	Total Actual	Unit Price	Total Price		
	d	Length (linear Foot)				
Replacement Decking	2"x6"	2909.28	13.25	\$38,547.96	2909.28	\$38,547.96
Handrail	2"x8"	348	14.25	\$4,959.00	348	\$4,959.00
Toe Rail	2"x6"	348	16.85	\$5,863.80	348	\$5,863.80
Spacer	2"x6"	70	11.43	\$800.10	70	\$800.10
					789.278	
Pickets Standard		789.2784	13.98	\$11,034.11	4	\$11,034.11
Sub-Total Bid						
Item No.12				\$61,204.97		\$61,204.97

Bid Item No.13 – Mason Street Bridge						
Item for	Size per board	Total Estimate	Unit Price	Total Price		
	d	d	e			
		Length (linear Foot)				
Replacement Decking	2"x6"	10734.24	13.25	\$142,228.68	10734.24	\$142,228.68
Handrail	2"x8"	1162.5	14.25	\$16,565.63	1162.5	\$16,565.63
Toe Rail	2"x6"	1162.5	16.85	\$19,588.13	1162.5	\$19,588.13
Spacer	2"x6"	232.5	11.43	\$2,657.48	232.5	\$2,657.48
					2692.10	
Pickets Standard		2692.105	13.98	\$37,635.63	5	\$37,635.63
Sub-Total Bid						
Item No.13				\$218,675.54		\$218,675.53

Previous 235,900.53
\$43,979.97

I. APPLICATION FOR PAYMENT

PROJECT SUMMARY

Date: **April 19, 2025** Contractor's Name: **Athens Building Corp.**

Project Name: **Windsor Castle Park Boardwalks** Project Number: **IFB #23-003**

Original Contract Amount:	\$310,486.09
Original Contract Time:	365 Days
Adjusted Contract Amount (by approved Change Orders):	\$903,097.18
Adjusted Contract Time (by approved Change Orders):	480 Days
Adjusted Contract Completion Date:	4/09/2025

STATUS OF WORK PERFORMED

Total Value of Original Work Performed to Date:	\$903,097.18
Total Value of Change Order Work Performed to Date (with attachment):	\$0.00
Total Value of All Work Performed to Date:	\$903,097.18
Value of Materials Stored (Attach Statement):	\$0.00
Less 5% Retained by Owner:	\$(45,154.86)
Net Amount Earned on Contract to Date:	\$857,942.32
Fewer Amounts of Previous Payments Approved:	\$845,422.44
BALANCE DUE THIS PAYMENT:	\$12,519.88
Value of Work Remaining to be Completed:	Retainer \$45,154.86
Percentage Complete to Date (Value/Time):	100% 100%

CERTIFICATION OF CONTRACTOR

I certify to the best of my knowledge and belief that all items and amounts on the face of the attached estimate and invoice and this Application for Payment are correct; that all Work has been performed and/or material supplied in full accordance with the terms and conditions of the Contract Documents, including all duly authorized deviations, substitutions, alterations, additions and/or deletions; that the foregoing is a true and correct statement of the Contract Price up to and including the last day of the period covered by this estimate and Application for Payment; that no part of the "BALANCE DUE THIS PAYMENT" has been received; that all previous Progress Payments received on this Agreement have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with the Work covered by prior applications for payment under this Agreement; and that all materials and equipment incorporated in said payment or otherwise listed in or covered by this Application for Payment are free and clear of all liens, claims, security interest and encumbrances.

APPROVALS

This Application for Payment has been checked, verified and approved for payment by:

Athens Building Corp
Contractor

By

President

Title

Date

4-29-25

Resident Project Rep.

By

Title

Date

Engineer

By

Title

Date

Owner

By

Title

Date

July 2023

109 - 1

Windsor Castle Park Boardwalk Restoration
July 10, 2023
Town of Smithfield
IFB 23-003



AFFIDAVIT OF PAYMENT OF CLAIMS

BY: Athens Building Corp (Contractor)
1700 Broad Rock Blvd. Richmond, VA 23224
FEIN - 27-2282386

THIS DAY April 29, 2025 personally appeared before me,
Christos Avgeros, a Notary Public in and for the City/County/State of
Virginia, and being by me first duly sworn states that all Subcontractors and suppliers of labor and materials
have been paid all sums due them to date for Work performed or materials furnished in the performance of the
Agreement between:
The Town of Smithfield, Virginia (Owner)

And Athens Building Corp. (Contractor)

dated September 6, 2023, for the construction of **IFB #23-003 Windsor Castle Park Boardwalk Restoration**
or arrangements have been made by the Contractor satisfactory to such Subcontractors and suppliers with
respect to the payments of such sums as may be due them by the Contractor.



SEAL OF CONTRACTOR



NOTARY SEAL

Athens Building Corporation
CONTRACTOR

BY: [Signature]

TITLE: President

DATE: 4-29-25

Subscribed and sworn to before me this
29 day of April, 2025.

My commission expires on the
29 day of February, 2028.

Christos Avgeros
NOTARY PUBLIC

I. APPLICATION FOR PAYMENT

PROJECT SUMMARY

Date: **May 12, 2025** Contractor's Name: **Athens Building Corp.**
Project Name: **Windsor Castle Park Boardwalks** Project Number: **IFB #23-003**

Original Contract Amount:	\$310,486.09
Original Contract Time:	365 Days
Adjusted Contract Amount (by approved Change Orders):	\$903,097.18
Adjusted Contract Time (by approved Change Orders):	480 Days
Adjusted Contract Completion Date:	4/09/2025

STATUS OF WORK PERFORMED

Total Value of Original Work Performed to Date:	\$903,097.18
Total Value of Change Order Work Performed to Date (with attachment):	\$0.00
Total Value of All Work Performed to Date:	\$903,097.18
Value of Materials Stored (Attach Statement):	\$0.00
Less 5% Retained by Owner:	\$(0)
Net Amount Earned on Contract to Date:	\$903,097.18
Fewer Amounts of Previous Payments Approved:	\$857,942.75
BALANCE DUE THIS PAYMENT:	\$45,154.43
Value of Work Remaining to be Completed:	\$0.00
Percentage Complete to Date (Value/Time):	<u>100%</u> <u>100%</u>

CERTIFICATION OF CONTRACTOR

I certify to the best of my knowledge and belief that all items and amounts on the face of the attached estimate and invoice and this Application for Payment are correct; that all Work has been performed and/or material supplied in full accordance with the terms and conditions of the Contract Documents, including all duly authorized deviations, substitutions, alterations, additions and/or deletions; that the foregoing is a true and correct statement of the Contract Price up to and including the last day of the period covered by this estimate and Application for Payment; that no part of the "BALANCE DUE THIS PAYMENT" has been received; that all previous Progress Payments received on this Agreement have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with the Work covered by prior applications for payment under this Agreement; and that all materials and equipment incorporated in said payment or otherwise listed in or covered by this Application for Payment are free and clear of all liens, claims, security interest and encumbrances.

APPROVALS

This Application for Payment has been checked, verified and approved for payment by:

Athens Building Corp
Contractor

By _____ President

Title _____ Date 5-12-25

Resident Project Rep.

By Greg Schnitt

By

By

Title

Title

Date

Date 5/20/25

Owner

By

Title

Date

July 2023

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Windsor Castle Park Boardwalk Restoration
July 10, 2023
Town of Smithfield
IFB 23-003



AFFIDAVIT OF PAYMENT OF CLAIMS

BY: Athens Building Corp (Contractor)
1700 Broad Rock Blvd. Richmond, VA 23224
FEIN - 27-2282386

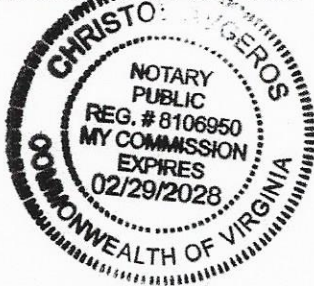
THIS DAY 12-5-25 Christos Avgeros personally appeared before me,
Christos Avgeros, a Notary Public in and for the City/County/State of
Virginia, and being by me first duly sworn states that all Subcontractors and suppliers of labor and materials
have been paid all sums due them to date for Work performed or materials furnished in the performance of the
Agreement between:
The Town of Smithfield, Virginia (Owner)

And Athens Building Corp. (Contractor)

dated September 6, 2023, for the construction of **IFB #23-003 Windsor Castle Park Boardwalk Restoration**
or arrangements have been made by the Contractor satisfactory to such Subcontractors and suppliers with
respect to the payments of such sums as may be due them by the Contractor.



SEAL OF CONTRACTOR



NOTARY SEAL

Athens Building Corporation
CONTRACTOR

BY: 

TITLE: President

DATE: 5/12/25

Subscribed and sworn to before me this
12 day of May, 2025.

My commission expires on the
29 day of February, 2028.


NOTARY PUBLIC

TOWN COUNCIL REPORT

SUBJECT:

\$500,000.00

ATTACHMENTS:

Description	Type	Upload Date
Isle of Wight County - Water and Sewer Agreement	Invoice	6/16/2025



Isle of Wight County
P.O. Box 80
Isle of Wight, Virginia 23397
757-357-7006

INVOICE

ORIGINAL COPY

Due upon receipt

CUSTOMER			INVOICE DATE		INVOICE NUMBER		AMOUNT PAID		DUE DATE		INVOICE TOTAL DUE			
TOWN OF SMITHFIELD			06/13/2025		3080		\$0.00		06/13/2025		\$500,000.00			
DESCRIPTION			QUANTITY		PRICE		UOM		ORIGINAL BILL		ADJUSTED		PAID	AMOUNT DUE
GROUND WATER MITIGATION COST			1.00		\$500000.000000		EACH		\$500,000.00		\$0.00		\$0.00	\$500,000.00
7.1.2025 PAYMENT GROUND WATER MITIGATION AGREEMENT														
INSTALLMENTS														
INSTALLMENT NUMBER	CHARGE CODE	START DATE	DUE DATE	INTEREST DATE	BILLED AMOUNT	ADJUSTED AMOUNT	TOTAL PAID	INTEREST DUE	PRINCIPAL UNPAID	BALANCE UNPAID				
1		06/13/2025	06/13/2025	06/13/2025	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00				
							Invoice Total:		\$500,000.00					

WATER AND SEWER AGREEMENT
INVOICE DUE UPON RECEIPT

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



Isle of Wight County
P.O. Box 80
Isle of Wight, Virginia 23397
757-357-7006

INVOICE

Remit Portion

Invoice Date	06/13/2025
Invoice Number	3080
Customer Number	399376
Amount Paid	
Due Date	06/13/2025
Invoice Total Due	\$500,000.00

TOWN OF SMITHFIELD
PO BOX 246
SMITHFIELD, VA 23431

This account is due and payable to: Isle of Wight County Treasurer upon receipt.
Any remaining unpaid balance will be turned over to collections after 90 days.

**ISLE OF WIGHT COUNTY
DEPARTMENT OF BUDGET AND FINANCE**

REQUEST FOR BILLING

Please Bill:

Organization Name: Town of Smithfield

Contact Person: Jay Hunemuller, Controller

Address: PO Box 246
310 Institute Street

City / State: Smithfield , Va Zip: 23431

Phone Number: 757-365-4287

Fax: 757-365-4286

Email : fhyde@smithfieldva.gov
jhunemuller@smithfieldva.gov
lross@smithfieldva.gov

In the amount of: \$ 500,000.00

Total Amount DUE: \$ 500,000.00

For the following: (please provide specifics)

7/1/2025 Payment for Water & Sewer Agreement IOW Cty and Town of Smithfield

Charge Code:	<u>GRDWTR</u>	Invoice#	<u>3080</u>
Customer#	<u>399376</u>	Batch#	<u>686</u>

Credit to Org - Object: 5100008-418060

Requested By: Donna A Prefitt Date: 6/10/2025

Approved By: M. Hitt Date: 6/10/25

Entered by: KMcKee Date: 6/13/25

WATER AND SEWER SERVICES AGREEMENT
BY AND BETWEEN
ISLE OF WIGHT COUNTY, VIRGINIA
AND
THE TOWN OF SMITHFIELD, VIRGINIA

This Agreement is made and entered into this 16th day of November 2023 by and between Isle of Wight County, Virginia, a body politic of the Commonwealth of Virginia (hereinafter referred to as "County"), and the Town of Smithfield, Virginia, a Virginia municipal corporation situate in Isle of Wight County, Virginia (hereinafter "Town"). The County and Town may hereinafter be referred to jointly as the "Parties" or individually as a "Party."

Witnesseth:

Whereas, the County and the Town each own, operate and maintain separate water and sewer systems which systems have been subject to pending agreements that affect these respective utilities; and,

Whereas, the Town and the County have previously entered into a Water and Sewer Service Agreement dated May 19, 2016 and a Water and Sewer Services Agreement Amendment No. 1, dated June 5, 2018 (collectively "the Existing Agreements"); and,

Whereas, the Town and the County wish to continue their relationship whereby the Town shall provide water to the Gatling Pointe and Gatling Pointe South subdivisions and Battery Park service area; and

Whereas, the Town shall continue to provide sewer collection services for the Gatling Pointe and Gatling Pointe South subdivisions; and

Whereas, the County is in the process of constructing a waterline which upon completion will serve Hardy Elementary School and the surrounding areas ("the Hardy Water Line"); and

Whereas, upon completion of the Hardy Water Line, the Town has agreed to provide water to Hardy Elementary School, Thomas Park, Tormentors Creek, and Days Point and the surrounding areas; and

Whereas, there are areas within the Town's jurisdictional boundaries which are contemplated for development in the near future, which the County has the present ability and has agreed to provide water and sewer collection services; and,

Whereas, the Parties desire to memorialize their new agreement with respect to water and sewer services and replace the Existing Agreements..

Now, Therefore, in consideration of the mutual promises and covenants contained herein, it is agreed as follows:

Article 1
Water

1. (a) In exchange for the Town being relieved of its obligation to purchase bulk water from the County pursuant to the terms of the Existing Agreements, the Town shall pay the County the sum of \$1,000,000, payable as follows). \$500,000 on July 1, 2024, and \$500,000 on July 1, 2025.
- (b) Effective July 1, 2023, the Town shall provide water, to serve the Gatling Pointe and Gatling Pointe South subdivisions and Battery Park service area, as measured at the Gatling Pointe Meter A and Gatling Pointe Meter B. and County shall pay the Town for such water provided, based on usage at the adopted Town of Smithfield water rate, as it may change from time to time.
- (c) Upon completion of the Hardy Waterline mentioned above, the Town shall provide, water to serve Hardy Elementary School, Thomas Park, Tormentors Creek, and Days Point subdivisions and the surrounding areas, in an amount not to exceed 0.05 MGD (50,000 gallons per day). The County shall pay the Town based on usage as measured at the Smithfield Foods Meter adjacent to North Church Street at the adopted Town of Smithfield water rate, as it may change from time to time,
- (d) Billing shall be provided by the Town to the County on a bi-monthly basis. After the close of each fiscal year, or as soon as practicable thereafter, the Parties shall complete a true-up of actual usage, rates and annual billing for the prior fiscal year, which reflects the actual audited use of the water being provided to the County.
- (e) The County expressly agrees that prior to the approval of any additional water connections other than those as set forth in subparagraph (b) above, it shall contact the Town's director of public works for a written determination that there is sufficient water available to serve the proposed additional water connections.
2. The County shall be responsible for any and all capital, maintenance, operational or other costs associated with the delivery of Town water to County customers within its jurisdictional limits.
3. The County acknowledges and agrees that the water provided by the Town is chlorinated water. As such, the County agrees that such chlorinated water cannot and shall not be mixed with Western Tidewater Water Authority chloraminated water, all in accordance with applicable statutory and regulatory requirements of the Commonwealth of Virginia. The Town shall be responsible for meeting applicable water quality requirements at the point where Town water enters the County system, and the County shall be responsible for meeting applicable water quality requirements after that point.

4. The Parties hereto agree that if any incident should occur with respect to water services provided by either party pursuant to this Agreement which may result in financial penalties or civil actions, then such incident shall be investigated by a third Party, independent engineering firm to be agreed upon by the Parties. The cost for such investigation shall be borne equally by the parties. In the event such investigation determines that the Town or County is solely or partly responsible for damages caused by the incident and such investigation results are agreed upon by the Parties, the responsible Party shall be solely and individually responsible for any and all financial penalties or civil actions, as well as the cost of the third-party investigation. In the event that the Parties cannot agree to the results of the third-party investigation the Parties agree to submit the matter to binding arbitration.
5. The County shall provide water service to all new development, both commercial and residential, which may occur on Tax Map Parcel Numbers 32-01-005, 32-01-006 and 32-01-010, no matter whether said parcels are located within or without the corporate limits of the Town. Such customers receiving water service shall be direct customers of the County and the County shall be entitled to all revenue generated therefrom, including tap fees. The County shall be responsible for the costs of maintaining all public water lines serving such parcels.

Article 2 Sewer

1. The County and Town acknowledge that sewerage flows from the Gatling Pointe residential subdivision and other lots within the County's Gatling Pointe/Battery Park service area continue to flow through a portion of the Town's public sewer force main system prior to discharge into the Hampton Roads Sanitation District sewer interceptor. The Town agrees that said flows may continue flowing through its system, and that the Town shall be responsible for the costs of maintaining all public sewer force main lines within the Town's boundaries.
2. In consideration of this continuing obligation to maintain all sewer force main lines within the Town's boundaries, the County agrees to pay the Town a monthly surcharge in the amount of \$2.50 per month for each residential and commercial connection located within the County's Gatling Pointe/Battery Park service area which shall be paid by the County on a bi-monthly basis.
3. The County shall provide sewer service to all new development, both commercial and residential, which may occur on Tax Map Parcel Numbers 32-01-005, 32-01-006 and 32-01-010 no matter whether said parcels are located within or without the corporate limits of the Town. Such customers receiving sewer service shall be direct customers of the County and the County shall be entitled to all revenue generated therefrom, including tap fees. The County shall be responsible for the costs of maintaining all public sewer utility infrastructure serving such parcels.

4. Both the Town and County shall comply with their respective obligations as set forth in their respective Special Orders by Consent with the Virginia Department of Environmental Quality (VDEQ), recognizing the interdependency and integrity of their respective public sewer collection systems.
5. The County acknowledges the Town's ownership of the sewer force main located within the Town's boundaries and that the Town reserves the right to allow connections to such force main within the Town's boundaries at its sole discretion, without interference from the County, either by connection to a facility which discharges to the force main or by direct connection to the force main. The Town acknowledges that any such additional connections to the Town's sewer force main may impact the County's sewer system. Therefore, the Town shall notify the County ninety (90) days prior to any final action by the Town Council which may result in the authorization of new connections which are not authorized as of the effective date of this agreement. The purpose of this notice is to give the County an opportunity for review and comment.
6. The Parties acknowledge that their respective sewer force mains discharge to the Hampton Roads Sanitation District (HRSD) wastewater conveyance system and that the pressure in the HRSD system may, from time to time, adversely affect operations of both the Town's and the County's wastewater sewer systems. The Parties acknowledge that neither the Town nor the County has authority or control over the pressure in the HRSD system. Neither party bears any responsibility for any adverse pressures nor bears any responsibility for any costs that the other may incur resulting from any measures taken to mitigate any adverse impacts, including costs related to any enforcement activities for sewer system overflows as a result thereof. However, if any Party makes changes to the sewer system to mitigate the adverse impacts from HRSD, such Party shall notify the other Party of such mitigation measures.

Article 3 Miscellaneous

1. This Agreement forms the entire agreement among the Parties and supersedes any and all understandings, agreements, letters of intent and negotiations between the Parties relative to the subject matter, including, but not limited to, the Water and Sewer Services Agreement dated May 19, 2016, and the Water and Sewer Services Addendum No. 1 dated June 5, 2018. This Agreement may not be modified or amended except in writing signed by all Parties.
2. The rights and obligations under this Agreement may not be assigned by either Party hereto without the prior written consent of the other Party.
3. The Parties agree that at no time shall either Party discriminate against any person on the grounds of race, religious affiliation, color, national origin, disability, age, or gender.

4. This Agreement may be executed in counterparts, and any number of counterparts signed in the aggregate by the Parties will constitute a single, original instrument.
5. The failure of either Party to insist upon strict performance of any obligation in this Agreement shall not constitute a waiver of said Party's right to demand strict compliance therewith in the future.
6. This Agreement shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this Agreement shall be determined to have been delivered and accepted by the Parties in the Commonwealth of Virginia. The Parties further agree that any legal action or proceeding arising out of this Agreement shall be commenced and tried in the Circuit Court of Isle of Wight County, Virginia to the express exclusion of any otherwise permissible forum.
7. If any portion of this Agreement shall be adjudged invalid, illegal or unenforceable, no other provision shall be affected in any way.

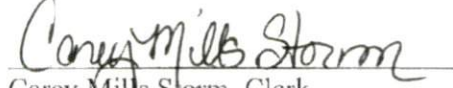
Witness the following signatures to this Agreement, the Isle of Wight County Board of Supervisors having authorized its County Administrator to execute this Agreement on behalf of the County pursuant to a motion adopted by the Isle of Wight County Board of Supervisors on November 16, 2023 and the Smithfield Town Council having authorized the Town Manager to execute this Agreement on behalf of the Town pursuant to a resolution adopted by the Smithfield Town Council on 11/8/2023, 2023.

SIGNATURES TO FOLLOW ON NEXT PAGE

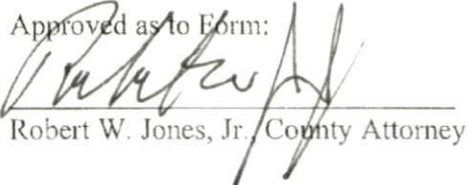
ISLE OF WIGHT COUNTY, VIRGINIA


Randy Keaton, County Administrator

Attest:


Carey Mills Storm, Clerk

Approved as to Form:


Robert W. Jones, Jr., County Attorney

TOWN OF SMITHFIELD, VIRGINIA


Michael R. Stallings, Jr., Town Manager


Lesley G. King, Clerk



William H. Riddick, III, Town Attorney

EXHIBIT A

Tax Map Parcels: 32-01-005
32-01-006
32-01-010

TOWN COUNCIL REPORT

ITEM: PUBLIC HEARING: Zoning Ordinance Text Amendment - Publication Requirements

FROM: Tammie Clary, Director of Planning and Community Development

ATTACHMENTS:

Description	Type	Upload Date
Staff Report - Zoning Ordinance Amendment	Zoning Ordinance Amendment	6/16/2025

TOWN COUNCIL STAFF REPORT: ARTICLE 2.W. TEXT AMENDMENT
PUBLIC HEARING

TUESDAY, JULY 1st, 2025, 6:30 PM

This is a proposed Text Amendment to Article 2.W.2.a. of the Zoning Ordinance to bring the publication requirements in line with State Code, effective July 1st, 2025.

a. Notice of the intended action shall be published once a week for two successive weeks in a newspaper of general circulation in the Town of Smithfield; provided that such notice for matters to be considered by more than one board or commission may be published concurrently. Such notice shall specify the time and place of the hearing at which persons affected may appear and present their views, ~~not less than six days or more than twenty-one days after the second advertisement shall appear in such newspaper with not less than six days elapsing between the first and second publication.~~ with the first notice appearing no more than 28 days before and the second notice appearing no less than five days before the date of the meeting referenced in the notice.

This application was favorably recommended at the June Planning Commission meeting.

Please direct inquiries to Tammie Clary at 1-(757)-365-4200 or tclary@smithfieldva.gov.

TOWN COUNCIL REPORT

ATTACHMENTS:

Description	Type	Upload Date
-------------	------	----------------

TOWN COUNCIL REPORT

ITEM: Resolution to Appropriate Funds to Fiscal Year 2025/2026 Police Operating Budget

FROM: Michael Stallings, Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Resolution to Appropriate Funds for ERT Vehicle	Resolution	6/30/2025

Resolution

A Resolution Appropriating The Sum Of
\$238,600 from the Unappropriated Fund Balance
of the General Fund to the Fiscal Year 25/26
Police Department Operating Budget

WHEREAS, The Smithfield Police Department is in need of a replacement vehicle for its Emergency Response Team (ERT), and;

WHEREAS, sufficient funds for this purchase remain within the Fiscal Year 2024/25 Police Department Operating Budget that will roll into the General Fund Fund Balance at the close of the fiscal year;

WHEREAS, these funds in the amount of \$238,600 need to be appropriated into the Fiscal Year 2025/26 Police Department Operating Budget so they may be used to purchase a replacement vehicle for the Town's ERT.

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

Section 1. That the sum of \$238,600 from the Unappropriated General Fund Fund Balance is appropriated to the FY 2025/2026 Police Department Operating Budget – Capital Outlay

Section 2. The Town Manager is hereby authorized and directed to enter into a purchase agreement with Alpine Armoring for the purchase of a replacement vehicle for the Police Department's ERT.

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

Adopted:

TESTE:

Town Clerk


INVOICE



Invoice #: ALP25-0624
Invoice Date: Jun 24, 2025
Rep: Dan Diana
Tel: +1.703.471.0002 ext: 301
Mobile: +1.703.371.7371
Email: Dan.Diana@alpineco.com

Company: Smithfield PD
Address: 913 S. Church St.
City: Smithfield
State: Virginia
Country: USA
Notes:

Contact: Lt. Eric Phillips
Tel: (757) 357-3247
Mobile:
Email: jphillips@smithfieldva.gov
Web: smithfieldva.gov/258/Smithfield-Police

ITEM	QTY	DESCRIPTION	CODE	TOTAL
A	1	<p>Make: Mercedes-Benz • Model: Sprinter 3500XD 4x4 144" WB • Armor Level: A9 Year: 2024 • VIN: W1Y8NB6Y5RT156670 • Color: Black / Black</p>  <p>Includes added Roof Hatch Gunport</p> <p>ARMORING FEATURES & ADDED EQUIPMENT</p> <ul style="list-style-type: none">✓ ARMOR LEVEL: A9 Protection against rifles (AK47, 7.62 x 39, 5.56 x 45, 7.62 x 51, AR-15) and other equally high-power weapons.✓ TRANSPARENT: All original glass pieces are replaced with high quality no spall laboratory-tested certified Level A9 ballistic polycarbonate/glass✓ OPAQUE: All opaque material for the vertical passenger area are retrofitted with hardened lab-tested certified LIGHTWEIGHT ballistic steel at Level A9.	AA-6670	\$ 238,600
SUBTOTAL (F.O.B. Chantilly, VA):				\$ 238,600
OTHER COSTS:				\$ 0
TAX:				\$ 0
SHIPPING:				
TOTAL:				\$ 238,600

ESTIMATED COMPLETION TIME

Vehicle is completed and ready to ship. Added Roof Hatch Gunport is included in price above. Installation will take additional 2 - 3 weeks.

PAYMENT TERMS

Upon issuance of this invoice, full payment is due, as the Van is completed.

Shipping & Delivery is additional or per client arrangement.

WARRANTY

The purchased vehicle(s) stated in this invoice come with Alpine's premium warranty for one (1) year being valid in the USA and worldwide, limited to all retrofitted components and added accessories to the vehicle(s). For extended warranty coverage and costs, please contact your sale representative.

PAYMENT INFORMATION

Bank.....
Location..... California, USA
Account #.....
Routing #.....
SWIFT.....
Beneficiary.... Alpine Armoring Corp.

PAYMENT HISTORY

S.No.	Date	Amount
1		
2		
3		
Balance Due:		\$ 238,600



TOWN COUNCIL REPORT

ITEM: Town of Smithfield Engagement Letter from Robinson, Farmer, Cox Associates for Audit Services

FROM: Michael Stallings, Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Engagement Letter for Audit Services	Cover Memo	7/1/2025



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

June 2, 2025

To Town Council and Management
Town of Smithfield, Virginia
C/O Ms. Laura Ross, Treasurer
310 Institute St.
Smithfield, VA 23431

To Town Council & Management:

We are pleased to confirm our understanding of the services we are to provide Town of Smithfield, Virginia ("Town") for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, business-type activities, each major fund, including the disclosures, which collectively comprise the basic financial statements, of Town of Smithfield, Virginia as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Smithfield, Virginia's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Smithfield, Virginia's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's discussion and analysis
- 2) Schedules related to pension and OPEB funding

The budgetary comparison information, presented as RSI, will be subjected to the auditing procedures applied in the audit of the basic financial statements and we will provide an opinion on it in relation to the financial statements as a whole.

CHARLOTTESVILLE OFFICE: STREET ADDRESS

530 Westfield Road
Charlottesville, Virginia 22901
Phone: (434) 973-8314
Fax: (434) 974-7363

MAILING ADDRESS

P.O. Box 6580
Charlottesville, Virginia 22906
E-mail: rfc@rfca.com
Website: www.rfca.com

Audit Scope and Objectives (Continued)

We have also been engaged to report on supplementary information other than RSI that accompanies the Town's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

- 1) Schedule of expenditures of federal awards
- 2) Supporting schedules

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1) Statistical Information

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the *Specifications for Audits of Counties, Cities, and Towns* issued by the Auditor of Public Accounts of the Commonwealth of Virginia; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit (Continued)

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission and send data over the internet or allow access to data through third-party vendors' secured portals or clouds. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails or data transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions or electronic data sharing, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit (Continued)

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls (a presumed risk in all audits)

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Smithfield, Virginia's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Audit Procedures—Compliance (Continued)

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Town of Smithfield, Virginia's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Town of Smithfield, Virginia's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America, with the oversight of those charged with governance; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

Responsibilities of Management for the Financial Statements and Single Audit: (Continued)

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review during our final audit fieldwork, if applicable.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Other Services

Financial Statement and SEFA Preparation

We will also assist in preparing the financial statements, schedule of expenditures of federal awards (SEFA), and related notes of Town of Smithfield, Virginia in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined, and other items as listed below. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Agreed-Upon Procedures (APA)

You will agree to the procedures referenced in the *Specifications for Audits of Counties, Cities, and Towns* issued by the Auditor of Public Accounts relative to the comparative report transmittal forms and sheriff's internal control and procedures related to municipal solid waste facilities and/or storage tanks in accordance with the Code of Virginia and will acknowledge that the procedures to be performed are appropriate for the intended purpose of the engagement, which is Applying Agreed-Upon Procedures in accordance with requirements as specified in the *Uniform Financial Reporting Manual*. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by AICPA. Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgement that those procedures are appropriate for the intended purpose of the engagement, as described in this letter. A refusal to provide such agreement and acknowledgement will result in our withdrawal from the engagement. No other parties will be requested to agree to the procedures and acknowledge that the procedures performed are appropriate for their purpose. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

Because the agreed-upon procedures do not constitute an examination or review, we will not express an opinion or conclusion on the subject matter. In addition, we have no obligation to perform any procedures beyond those to which you agree.

We will issue written reports on completion of our engagement that list the procedures performed and our findings. Our reports will be addressed to the Town of Smithfield, Virginia and appropriate agencies. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate, we will disclose the restrictions in our reports. Our reports will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. You understand that the reports are intended solely for the information and use of the Auditor of Public Accounts, and the Town of Smithfield, Virginia and should not be used by anyone other than these specified parties.

Other Services: (Continued)

Agreed-Upon Procedures (APA and DEQ): (Continued)

There may exist circumstances that, in our professional judgement, will require we withdraw from the engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about the competence, integrity, ethical values, or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.
- We determine that the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
- We determine that restrictions on the performance of procedures are not appropriate.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if in connection with this engagement, matters come to our attention that contradict the subject matter, we will communicate such matters to you.

You are responsible for the subject matter to which our agreed-upon procedures are applied. In addition, you are responsible for providing us with (1) access to all information of which you or the appropriate party are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request from the appropriate party for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the subject matter in accordance with the *Uniform Financial Reporting Manual*.

Virginia Retirement System Examination

We will examine management's assertion that the census data reported to the Virginia Retirement System ("VRS") by the Town of Smithfield, Virginia during the year ended June 30, 2025, is complete and accurate. The objectives of our examination are to (1) obtain reasonable assurance about whether management's assertion that the census data reported to the VRS is free from material misstatement based on the requirements to be met by participants in the VRS as defined by the VRS and the Board of Trustees' plan provisions as mandated in the Code of Virginia Section 51.1-136; and (2) to express an opinion as to whether management's assertion that the census data reported to the VRS is fairly stated, in all material respects.

Our examination will be conducted in accordance with attestation standards established by the AICPA. Accordingly, it will include examining, on a test basis, management's records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to Town of Smithfield, Virginia and the Auditor of Public Accounts of the Commonwealth of Virginia. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Other Services: (Continued)

Virginia Retirement System Examination: (Continued)

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

We will plan and perform the examination to obtain reasonable assurance about whether management's assertion that the census data reported to the VRS is free from material misstatement, based on the requirements to be met by participants in the VRS as defined by the VRS and the Board of Trustees' plan provisions as mandated in the Code Section of Virginia Section 51.1-136. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, known and suspected fraud, noncompliance with laws or regulations, or internal control deficiencies, that may exist. However, we will inform you of any known and suspected fraud, noncompliance with laws or regulations, internal control deficiencies identified during the engagement and uncorrected misstatements that come to our attention, unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria or assist in the preparation of the subject matter, but the responsibility for the subject matter remains with you.

Management is responsible for the presentation of the census data described above in accordance with the requirements described above; and for selecting the criteria and determining that such criteria are suitable, will be available to intended users, and are appropriate for the purpose of the engagement. Management is responsible for, and agree to provide us with, a written assertion about whether the presentation of the census data described above is presented in accordance with the requirements described above. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

At the conclusion of the engagement, you agree to provide us with certain written representations in the form of a representation letter.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

As an attest client, Robinson, Farmer, Cox Associates cannot store your documents, data, or records on your behalf because doing so will impair Robinson, Farmer, Cox Associates' independence. This is in accordance with the "Hosting Services" interpretation at ET 1.295.143 of the *AICPA Code of Professional Conduct*. Town of Smithfield, Virginia is responsible for maintaining its own data and records.

Engagement Administration, Fees, and Other: (Continued)

Robinson, Farmer, Cox Associates does not host any of Town of Smithfield, Virginia's information. ShareFile is used solely as a method of transferring data and is not intended to store Town of Smithfield, Virginia's information. Upon conclusion of the engagement, Robinson, Farmer, Cox Associates will provide Town of Smithfield, Virginia with a copy of the deliverables and relevant data related to the engagement in a mutually agreed upon format..

The data and other content will either be removed from the ShareFile portal or become unavailable to Robinson, Farmer, Cox Associates within a reasonable period of time as determined by our internal record retention policy.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Robinson, Farmer, Cox Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Robinson, Farmer, Cox Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by an Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in June 2025 and to issue our reports upon approval and receipt of required signed representations. Matthew A. McLearn is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services for the year ended June 30, 2025, will be as follows:

Town Audit	\$	37,500
Single Audit/Uniform Guidance		3,200
Total	\$	<u>40,700</u>

Reporting

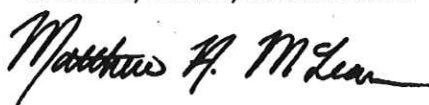
We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Town Council of Town of Smithfield, Virginia. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Town of Smithfield, Virginia and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

ROBINSON, FARMER, COX ASSOCIATES



Matthew A. McLearn
Certified Public Accountant
Member

RESPONSE:

This letter correctly sets forth the understanding of Town of Smithfield, Virginia.

Management Signature: _____ Title: _____

Governance Signature: _____ Title: _____

TOWN COUNCIL REPORT

ATTACHMENTS:

Description	Type	Upload Date
Proposal - Fiscal Impact Analysis	Backup Material	6/30/2025



SCOPE AND COST PROPOSAL FOR GROWTH SCENARIO FISCAL IMPACT ANALYSIS

Prepared for
Town of Smithfield, Virginia
June 30, 2025

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Section 1: Cover Letter

Michael Stallings, ICMA-CM, Town Manager
Town of Smithfield, Virginia

June 30, 2025

Re: *Scope and Cost Proposal for Growth Scenario Fiscal Impact Analysis*

Dear Michael:

TischlerBise is pleased to submit the following proposal for consultant services to prepare an analysis of the fiscal impacts of future growth scenarios in the Town of Smithfield following on similar work conducted for Isle of Wight County. We bring several distinct advantages to this important project:

- 1. We have successfully prepared similar analyses for numerous communities over the past several years including within the region.** The TischlerBise project team has conducted analyses similar in complexity, scale, and locality around the country. The majority of these assignments include the evaluation of multiple scenarios reflecting differences in absorption and phasing, market demand, and economic drivers as well as understanding and quantifying the differences between costs to serve “greenfield” development compared to infill development.
- 2. TischlerBise's key personnel on this assignment are nationally recognized experts in fiscal, economic, market, and retail analyses.** Carson Bise, AICP, who will serve as Principal in Charge for this assignment, has completed numerous market studies, fiscal analyses, and implementation strategies and is widely considered to be a leading national practitioner in the field. Julie Herlands, AICP, Vice President with TischlerBise, brings over 20 years of economic development, fiscal analysis, and planning experience to this assignment.
- 3. Realistic and Feasible Work Plan.** TischlerBise has developed a proven methodology for analysis. The firm advocates a multi-disciplinary investigation of market, economic, and fiscal conditions, and believes such an approach is necessary to establish a comprehensive framework for guiding community vision and economic growth and ensuring recommendations are based in reality.
- 4. Responsiveness.** As a small firm, we have the flexibility and responsiveness to meet all deadlines of your project.

TischlerBise looks forward to the possibility of working on this assignment and is committed to provide the Town of Smithfield-quality analysis of growth issues.

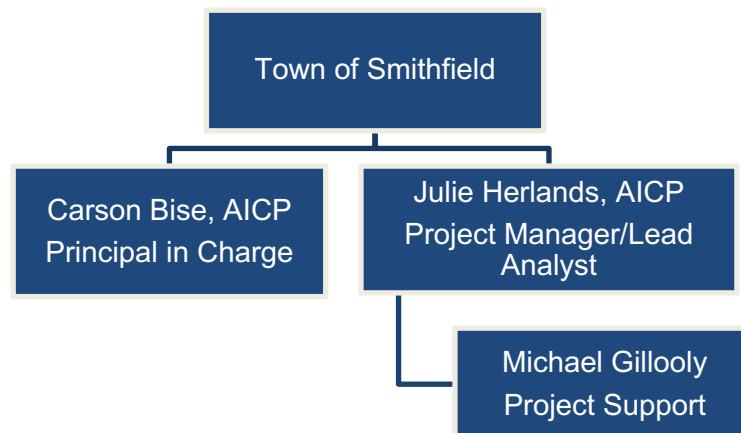
Sincerely,



L. Carson Bise II, AICP, President
TischlerBise
E-mail: carson@tischlerbise.com

Section 2: Team Organization

Our Project Team has successfully prepared similar analyses for many communities over the past several years similar to this assignment. The majority of these assignments included understanding local and regional context and evaluating multiple scenarios reflecting differences in absorption and phasing, density and physical development patterns, built environment impacts on commerce, tenant mix, and catalytic improvements required to “jump start” the market. The organizational chart shows our project team for this assignment:



Carson Bise, AICP, President of TischlerBise, will serve as Principal in Charge for this assignment and will coordinate our project team’s interaction with the County to ensure that all work is completed properly, on time, and within budget. Mr. Bise will provide quality control/quality assurance for this project. Carson Bise has over 30 years of fiscal, economic and planning experience and **has conducted fiscal and infrastructure finance evaluations in 37 states**. Mr. Bise has developed and implemented more fiscal/economic impact models than any consultant in the country. Mr. Bise has also written and lectured extensively on fiscal/economic impact analysis and infrastructure financing. **His most recent publications are *Fiscal Impact Analysis: Methodologies for Planners*, published by the American Planning Association, a chapter on fiscal impact analysis in the book *Planning and Urban Design Standards*, also published by the American Planning Association, and the ICMA IQ Report, *Fiscal Impact Analysis: How Today’s Decisions Affect Tomorrow’s Budgets*.** Mr. Bise was also the principal author of the fiscal impact analysis component for the Atlanta Regional Commission’s Smart Growth Toolkit and is featured in the recently released AICP CD-ROM Training Package entitled The Economics of Density.

Julie Herlands, AICP, Vice President of TischlerBise, will be the Project Manager on this assignment. Ms. Herlands has over twenty years of relevant experience and has prepared fiscal, economic, and market analyses, as well as implementation strategies for local governments in over fifteen states. She has been the project manager on dozens of similar assignments across the country including a similar analysis and development of the Capital Impact Model for Isle of Wight County. Ms. Herlands worked in the public sector in Fairfax County, Virginia, for the Office of Community Revitalization and for the private sector for the International Economic Development Council (IEDC), Advisory Services and Research Department. She is a frequent presenter at national and regional conferences.

Section 3: Scope of Work

Project Understanding

The Town of Smithfield seeks assistance in determining the operating and capital impacts of Future Land Use Scenarios to help understand the impacts of growth. Understanding a community's economic and market conditions is a critical component of land use planning and a strong foundation for successful land use policy. The Town seeks to understand how future growth will impact the Town's fiscal conditions and ability to provide services and infrastructure in the future.

It is anticipated that the analysis will evaluate three growth scenarios to test the fiscal impacts of different growth rates. The analysis will assist the Town to understand the operating and capital impacts from each of the three scenarios to include the impacts on Town services and infrastructure. The analysis will allow for comparison among the scenarios to identify the scenario/s with the optimal fiscal impact.

The work effort will also include ongoing communication with staff and stakeholders as needed to fully execute the scope of work.

Project Approach

The following scope of work provides detailed steps to ensure that the Town's project is completed successfully. We have designed this work plan to be responsive to the project's specific needs and circumstances.

Fiscal Impact Methodology. The fiscal impact analysis conducted by TischlerBise will be tailored to the Town's fiscal situation and will utilize a case study-marginal approach for this project. The model developed for this assignment will reflect the fact that the Town is unique in terms of demographics, budgetary structure, levels of service, and growth pressures. This approach represents the true cash flow to the public sector and will provide an analysis of this development project that is grounded in fiscal reality.

There are several approaches to conducting a fiscal impact analysis ranging from true marginal costing to the comparable community approach to average cost. All approaches have some merit and provide some degree of defensibility. The average cost approach is the most popular and frequently used method for evaluating fiscal impacts. Since this approach focuses on the average cost per capita (or in some cases per capita and job), it does not consider the available capacities of existing capital facilities and is difficult to reflect the cost differentials associated with the factors discussed above. In addition, it masks spatial relationships and the timing of additional facilities required to serve new growth. A major advantage of the case study-marginal approach is greater sensitivity in forecasting short-term impacts of growth and policy decisions.

Utilizing a Fire Department as a hypothetical example, the average cost approach would divide the expenditure for fire by population and possibly employment to arrive at a figure, say \$21 per person. This cost would occur regardless of any spatial distribution. From a capital facility perspective, the case study-marginal approach would reflect whether the location and amount of growth results in the need for additional fire stations or the construction of additional bays at existing stations in order to meet levels of

service relative to response times and coverage areas. If it is determined that current resources are sufficient to serve a geographic area, fire costs would reflect this existing capacity.

We will work with the Town to describe and vet the methodology to ensure that costs in the different scenarios are being captured since this is a project level approach where some costs may be pro-rated to reflect a portion of a full facility impact.

Work Plan

The following is our suggested Scope of Work for this assignment (following on our previous efforts for Isle of Wight County) and other jurisdictions as well as our current understanding of the analysis needs. We have designed this work plan to be responsive to the Town's needs and specific circumstances.

TASK 1: PROJECT INITIATION / DATA ACQUISITION

During this task, we will conduct a meeting with Town staff to establish lines of communication, review and discuss project goals and expectations related to the project, review the project schedule (and revise if necessary), confirm approach and schedule for outreach, and request data and documentation related to the project.

Meetings

Virtual meeting for project initiation and schedule refinement.

Deliverable

Data Request Memorandum.

TASK 2: DEVELOP GROWTH SCENARIOS AND LAND USE PROFILES

Develop Land Use and/or Policy Assumptions for Scenarios. This task will develop land use/growth scenarios to evaluate, which may include but not be limited to trends and higher growth. These scenarios can reflect location of development, physical development patterns, density, change in use, as well as different regulatory, levels of service, and policy decisions.

When developing potential land use scenarios for a fiscal impact analysis it is important to define the underlying policy/program changes required to implement a particular scenario. In many cases these policy/program changes are regulatory in nature and may be ultimately "political" in nature (e.g., higher density or a change in uses). Others, however, have fiscal implications. For example, it may be necessary for a jurisdiction to "prime the pump" from a market perspective to incentivize certain types of development.

Development of Land Use Profiles. To ensure the optimum inputs to the fiscal impact model developed for this assignment, TischlerBise will develop specific assumptions for each land use type. For residential land uses, these factors may include persons per household, lot size, assessed value, street frontage, vehicle trip and trip adjustment factors, and average trip length. For nonresidential land uses, these may include employment densities, vehicle trip generation rates and adjustment factors, trip lengths, street frontage, etc. These factors will serve to refine the cost and revenue factors by scenario and geographic location.

Meetings: One (1) on-site visit to conduct meetings with Town staff (covering Task 3 needs as well). Follow-up conference calls/virtual meetings as necessary.

Deliverables: Presentation materials as needed; memorandum on Land Use Scenarios and Land Use Profiles.

TASK 3: DEVELOP COST, REVENUE, & LEVEL-OF-SERVICE FACTORS

Departmental Interviews. In this task, we will conduct onsite interviews with Town personnel to understand Town services and infrastructure. The purpose of these onsite interviews is to provide us with an understanding of the specific impacts by department from the proposed alternative scenarios. Based on these interviews, existing knowledge, and the information in Town budgetary documents, we will determine the fixed, variable, and semi-variable operating and capital costs for all relevant Town services and facilities. The demand sources for the various services and facilities will vary by activity and department. We will supplement this task with our extensive national experience conducting fiscal impact analyses. This experience allows us to facilitate meaningful conversations with service providers and identify cost drivers for specific services that can vary due to the unique characteristics of a jurisdiction and the development project.

Development of Cost Factors. Information obtained during the interviews and from the budget and financial documents will be used to establish the different cost components for the various service providers—including both facility and non-facility related operating expenses, as well as methodologies for forecasting future capital facility needs and associated operating expenses. While we will work with staff to understand operations, levels of service, infrastructure availability, and future plans, TischlerBise will derive the relevant cost factors to be used in the modeling effort.

Meetings

One (1) on-site visit with specific Town departments; timed to coincide with Task 2.

Deliverable

See Task 4.

TASK 4: PREPARE COST, REVENUE, & LEVEL-OF-SERVICE FACTOR DOCUMENTATION

Information obtained during the previous task will be prepared in a Cost, Revenue, and Level-of-Service Factor deliverable. The documentation will show the different cost components for the various service providers, including both facility- and non-facility-related operating expenses, methodologies for forecasting future capital facility needs, and associated operating expenses. The documentation will also cover revenue sources and associated projection methodologies.

Meetings

Conference calls/virtual meetings; virtual meeting with Town staff to vet assumptions as needed.

Deliverable

Documentation Outlining Cost, Revenue, and Level-of-Service Factors.

TASK 5: DEVELOP FISCAL IMPACT MODEL

Based on the methodologies and factors developed as part of the previous tasks, we will develop the fiscal impact model for this assignment and analyze the fiscal impacts of each development scenario. The model will project all public revenues (one-time and recurring) attributed to the proposed development, all public operating and capital impacts, and net fiscal results for each growth scenario.

Meetings

Conference calls/virtual meetings as required.

Deliverable

See Task 6.

TASK 6: PREPARE FISCAL IMPACT REPORT AND CONDUCT PRESENTATIONS

TischlerBise will prepare a draft Fiscal Impact Report that describes in a succinct fashion the findings from our analysis of the alternative scenarios. As noted, it is anticipated that up to three scenarios will be evaluated and will result in findings to include the fiscal impacts and comparisons of alternative scenarios. It is anticipated that the report will have the following sections:

- Executive Summary
- Growth Scenario Alternatives and Demographic/Socioeconomic Factors
- Fiscal Impact Results: Comparison by Scenario and Related Recommendations for Land Use Mix
- Major Revenue Findings
- Major Capital Cost Findings
- Major Operating Expense Findings
- Appendix: Methodology Assumptions

The report will be a stand-alone document, intended to be clearly understood by all interested parties. The report will address each scenario and present the major findings and the reasons for the results. This will include issues regarding differences among the scenarios, staging, and other issues. After Client review, the final report will be issued.

Meetings

Presentation of findings to staff (may be virtual). One (1) onsite presentation at mutually agreed-upon time.

Deliverable

Draft and Final Fiscal Impact Analysis Report; presentation materials.

Section 4: Project Schedule

PROJECT SCHEDULE FOR TOWN OF SMITHFIELD GROWTH SCENARIO FISCAL IMPACT ANALYSIS			
Tasks	Anticipated Dates	Meetings*	Meetings/Deliverables
Task 1: Project Initiation / Data Acquisition	August 2025	1 (Virtual)	Data Request
Task 2: Develop Growth Scenarios and Land Use Profiles	August-September 2025	1	Memorandum on Scenarios and Assumptions
Task 3: Develop Level of Service, Cost & Revenue Factors	September-October 2025	0	Meeting in conjunction with Task 2; see Task 4 for deliverable
Task 4: Prepare Level-of-Service, Cost & Revenue Factor Documentation	September-October 2025	1 (Virtual)	LOS, Cost & Revenue Factor Documentation
Task 5: Develop Fiscal Impact Model	October-November 2025	0	See Task 6
Task 6: Prepare Fiscal Report and Conduct Presentations	November-December 2025	1	Draft and Final Fiscal Impact Reports, Presentation Materials

*In several cases it is assumed multiple Task meetings are held over one (1) trip.

Section 5: Project Cost

The table below provides our proposed cost to complete the Town's assignment. This cost is inclusive of all tasks, meetings, deliverables, and travel costs associated with the project. Additional meetings/trips can be added on a per diem basis.

PROJECT BUDGET FOR TOWN OF SMITHFIELD GROWTH SCENARIO FISCAL IMPACT ANALYSIS					
Project Team Member:	Bise	Herlands	Gillooly	Total	
Hourly Rate*	\$230	\$210	\$180	Hours	Cost
Task 1: Project Initiation / Data Acquisition	0	14	6	20	\$4,020
Task 2: Develop Growth Scenarios and Land Use Profiles	2	24	16	42	\$8,380
Task 3: Develop Level of Service, Cost & Revenue Factors	0	24	16	40	\$7,920
Task 4: Prepare Level-of-Service, Cost & Revenue Factor Documentation	2	16	14	32	\$6,340
Task 5: Develop Fiscal Impact Model	2	36	28	66	\$13,060
Task 6: Prepare Fiscal Report and Conduct Presentations^	0	24	16	40	\$7,920
Total Cost:	6	138	96	240	\$47,640

* Hourly rates are inclusive of all costs.

^ Assumes one (1) meeting; additional per meeting/trip cost is \$2,800

As of 6/30/2025

Section 6: Relevant Experience

Below are examples of work performed for local governments that involved similar analyses as being requested by the Town of Smithfield. We have listed only projects with which our Project Team members were associated.

Isle of Wight County, Virginia – Growth Scenario Fiscal Impact Analysis; Capital Impact Model; Fiscal Impact Model and Study; Market Assessment; Cash Proffer Study

TischlerBise has conducted several studies and developed models for Isle of Wight County, Virginia, over the past decade. Our most recent assignments have been a fiscal impact analysis of future growth scenarios, a Capital Impacts Model for use by the County to understand the cost of capital impacts to the County from growth, and a market analysis and fiscal impact analysis for the County's Comprehensive Plan update. Additionally, the County refers private developers to TischlerBise for project fiscal impact analyses to ensure consistency with the County's methodologies for determining operating and capital impacts from development. The methodologies developed by TischlerBise have improved the County's cash proffer policy by providing a better linkage between the demand for infrastructure from different types of land uses and the resulting costs.

James City County – Strategic Plan Technical Support; Fiscal Impact Analysis for the Comprehensive Plan; and Fiscal Impact Model

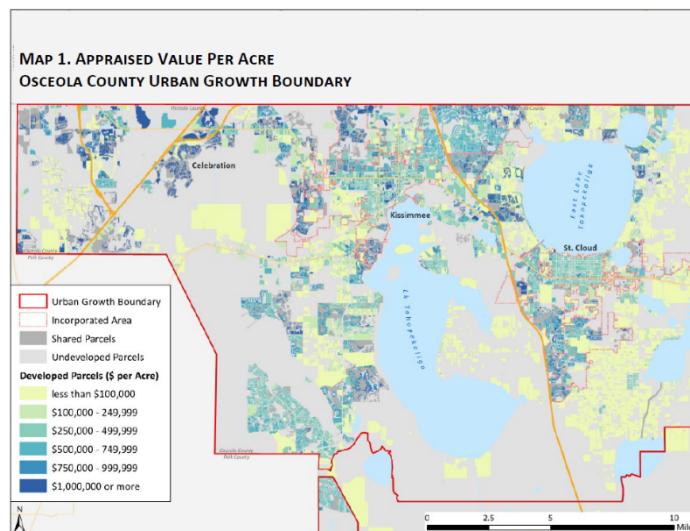
TischlerBise has been working with James City County on fiscal sustainability issues since the development of the County's Strategic Plan in 2016. We provided technical and analytic support for the Strategic Plan regarding fiscal implications of implementation actions. TischlerBise was then part of the Comprehensive Plan team where we evaluated the fiscal impact of future growth and developed two models for the County to analyze the fiscal impact of development projects as well as to track ongoing fiscal impacts of growth. TischlerBise continues to work with the County to update and refine the fiscal models to support County staff to support the Strategic Plan goals of Exceptional Public Services and Fiscally Efficient Government.

City of Portsmouth – Fiscal and Economic Assessments for the Comprehensive Plan

TischlerBise was part of a larger team retained to create a new type of Comprehensive Plan for the City of Portsmouth, Virginia. Portsmouth is an older port town in the Hampton Roads area of Virginia with limited land for development as well as challenging redevelopment conditions. The Plan aimed to create a more sustainable and resilient future—including economic prosperity, flood mitigation, and resiliency. TischlerBise supported the effort through a series foundational documents assessing the City's fiscal, economic, and retail conditions. In addition, TischlerBise was retained on supplemental analyses for a subarea plan as well as a fiscal and economic analysis for a transformational City redevelopment opportunity. The City's Comprehensive Plan, *Build One Portsmouth*, was awarded the **2019 Resilient Virginia Community of the Year** by APA Virginia.

Osceola County, Florida – Strategy for a Sustainable Future: Fiscal Sustainability in Osceola County

TischlerBise worked with Osceola County to explore Fiscal Sustainability in the County. TischlerBise conducted a two-part analysis. Phase I was an evaluation of “place types” in the County with a detailed examination of property values and revenue potential per acre. This initial analysis included revenues only and culminated in the *Strategy for a Sustainable Future: Fiscal Sustainability*, presented to the



PLACE TYPES

To gain a better understanding of property and land values, TischlerBise analyzed some of the distinct development patterns found in the County—called *place types* in this study. Place types, which were identified by County staff, include both residential and mixed-use land uses. Place types were identified based on location and age of development, as well as dominant characteristics such as housing density, urban form, and street connectivity.

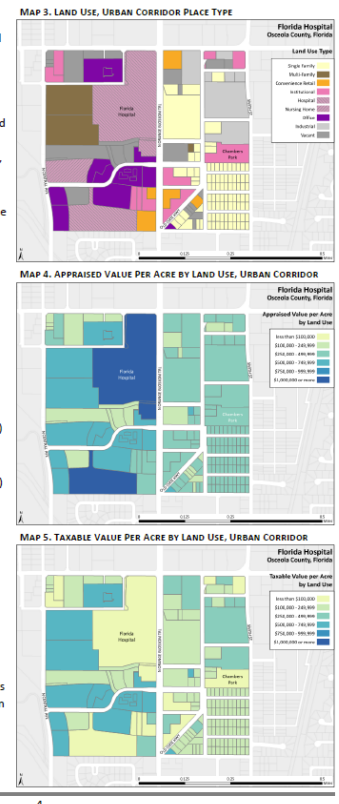
With the exception of tourist commercial (in which virtually the only residential is resort residential), the place types include various types and levels of residential and non-residential development. The place types (along with the representative areas of the County analyzed) are as follows:

1. **Residential**
 - Rural Enclave (Boggy Creek)
 - Outer Ring Suburban (Poinciana)
 - Curvilinear Suburban (The Oaks)
 - Inner Ring Suburban (BVL Florida Parkway)
 - Multifamily Suburban (Columbia Dyer)
2. **Mixed Use**
 - Traditional Downtown (Kissimmee, St. Cloud)
 - Urban Corridor (Florida Hospital area)
 - Commercial Suburban (The Loop)
 - Tourist Corridor (Embassy Suites area, W192)

METHODOLOGY FOR ANALYSIS

A series of maps for each place type (such as Maps 3-5, shown at right) identify land uses, appraised values per acre, and taxable values per acre. In general, the following comparisons are made between place types:

1. Comparison of type of land uses and appraised value per acre.
2. Comparison of type of land uses and taxable value per acre. (It should be noted that this does not reflect a per-parcel evaluation, but rather an average by land use, applied to the respective land use.)

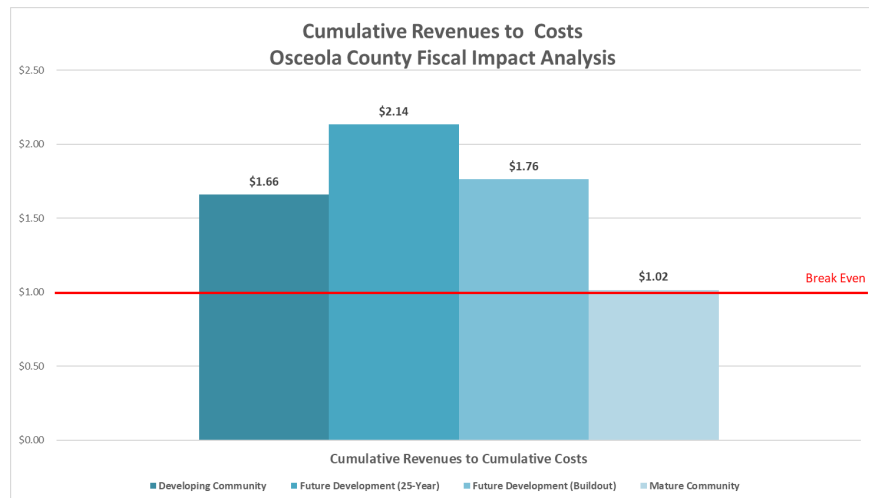


County Commission and local municipalities. The analysis identified the current effects of land consumption and development patterns in the County with key findings of higher relative value of higher density and mixed use place types.

Phase II of the study was a more complete investigation into fiscal impacts of development patterns and growth in the County that included both revenues and costs. It included the estimated operating and capital costs to serve existing development as well future growth in three geographic areas of the County. The study areas reflected three stages of development:

1. **Developing Community:** An area of the County that is rapidly growing in a traditional suburban land use pattern.
2. **Future Development:** An area of the County slated for future development with additional connectivity and planned for a mix of uses. The Future Development Area includes two timeframes—development at the end of Year 25 and projected total at Buildout (given the anticipated long-term nature of future growth in this area).
3. **Mature Community:** An area of the County that is almost built out with a traditional suburban land use pattern.

TischlerBise found that the Future Development Area performs the best fiscally per acre given the value created and the efficiencies realized in infrastructure due to connectivity and multimodal options. The Mature Community generates essentially fiscally neutral results—at the County’s current level of service for all infrastructure and services. The Developing Community also generates sufficient revenues to cover operating and capital costs with a lower cumulative revenue to cost ratio than the Future Development Area due to development patterns and land use mix.



Section 7: Firm Description

TischlerBise, Inc., was founded in 1977 as Tischler, Montasser & Associates. The firm became Tischler & Associates, Inc., in 1980 and TischlerBise, Inc., in 2005. The firm is a Subchapter (S) corporation, is incorporated in Washington, D.C., and maintains offices in Bethesda, Maryland, and Boise, Idaho. The firm's legal address is:

Principal Office

L. Carson Bise, AICP, President
4701 Sangamore Rd, Suite 240
Bethesda, MD 20816
301.320.6900 x12 (w)
carson@tischlerbise.com



Our firm has been providing consulting services to public agencies in the United States for over 40 years. In this time, **we have prepared over 1,000 fiscal/economic impact evaluations and over 1,000 impact fee/infrastructure financing studies – more than any other firm.** Through our detailed approach, proven methodology, and comprehensive product, we have established TischlerBise as the leading expert on fiscal and economic analysis, revenue enhancement and cost of growth strategies.

As our Proposal demonstrates, no other firm can match the depth of our experience in the area of local government fiscal/economic impact analysis and fiscal/economic sustainability. Our Principal in Charge, Carson Bise, AICP, is widely considered the leading national fiscal impact practitioner in North America. And our Project Manager, Julie Herlands, AICP, is a leading national practitioner and as managed dozens of complex fiscal evaluations throughout the United States and Canada.

The core services provided by TischlerBise all involve:

- Determining existing and projected residential and nonresidential growth for 10-, 20-, and 30-year periods.
- An examination of local government budgets and financial reports to determine fixed and variable costs and revenues as well as the true costs of service.
- Evaluations of departmental operating structures and determination of existing levels of service as well as the most appropriate method of projecting future costs (including staff) and revenues.
- Developing meaningful and realistic capital improvement plans.
- Evaluation of implementation strategies that lead to fiscal sustainability.

An important factor to consider related to this work effort is our previous experience in the **Commonwealth of Virginia**, which makes us quite familiar with the local government economic conditions Virginia jurisdictions. A listing of our previous economic consulting assignments in Virginia is provided below.

Commonwealth of Virginia Experience			
Alexandria	Falls Church	James City County	Prince William County
Arlington County	Frederick County	Leesburg	Pulaski
Augusta County	Fredericksburg	Loudoun County	Spotsylvania County
Charles County	Goochland County	Portsmouth	Stafford County
Chesapeake	Henrico County	Powhatan	Suffolk
Fairfax	Isle of Wight County	Prince George County	Sussex County

The following table illustrates TischlerBise's vast national experience over the last fifteen years:

State	Client	State	Client	State	Client
AK	Anchorage	IL	Champaign	NH	Salem
AK	Matanuska-Susitna Borough	KS	Lawrence	NJ	Edison
AR	Little Rock	KS	Lenexa	NJ	Englewood
AZ	Casa Grande	KS	Olathe	NJ	Old Bridge
AZ	Coolidge	KY	Georgetown	NJ	West Windsor
AZ	Payson	KY	Lexington	NM	Albuquerque
AZ	Peoria	MA	Barnstable	NM	Bernalillo County
AZ	Pima County	MA	Cape Cod Commission	NV	Las Vegas
AZ	Queen Creek	MA	Mashpee Commons	NV	Lincoln County
AZ	Sahuarita	MA	Somerville	NV	North Las Vegas
AZ	Scottsdale	MD	Anne Arundel County	NV	Nye County/Pahump
AZ	Surprise	MD	Brunswick	NV	Reno
AZ	Winslow	MD	Calvert County	NV	Washoe County
CA	Carlsbad	MD	Caroline County	NY	Hampstead
CA	Clovis	MD	Carroll County	OH	Dublin
CA	Imperial County	MD	Cecil County	OH	Marysville
CA	Napa County	MD	Charles County	OH	Pickerington
CA	Oceanside	MD	Dorchester County	OH	Delaware
CA	Pasadena	MD	Easton	OK	Oklahoma City
CA	San Diego	MD	Frederick	PA	Adams County
CO	Aurora	MD	Frederick County	PA	Delaware Valley Reg. Plan.Com.
CO	Castle Pines	MD	Hagerstown	PA	Lancaster
CO	Castle Rock	MD	Hampstead	PA	Mt. Lebanon
CO	Centennial	MD	Harford County	SC	Beaufort County
CO	Lone Tree	MD	Howard County	SC	Horry County

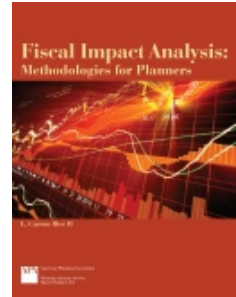
CO	Louisville	MD	Montgomery County	SC	Orangeburg
CO	Mesa County	MD	Ocean City	SC	Rock Hill
CO	Steamboat Springs	MD	Prince George's County	TN	Germantown
CO	Westminster	MD	Queen Anne's County	TN	Knox County
CT	Groton	MD	Rockville	TN	Nashville-Davidson County
CT	Windsor	MD	St. Mary's County	TX	Bexar County
DE	New Castle County	MD	Salisbury	TX	Coppell
FL	Aventura	MD	Snow Hill	TX	Corpus Christi
FL	Deerfield Beach	MD	Sykesville	TX	Denton
FL	Hernando County	MD	Talbot	TX	San Antonio
FL	Hillsborough County	MD	Washington County	TX	Tyler
FL	Key Biscayne	MD	Westminster	UT	Bluffdale
FL	Kissimmee	MD	Wicomico County	UT	Draper
FL	Miami-Dade County	MD	Worcester County	VA	Amherst County
FL	North Port	MN	Coon Rapids	VA	Augusta County
FL	Ormond Beach	MN	Cottage Grove	VA	Charles County
FL	Parkland	MN	Minnesota Department of Revenue	VA	Chesapeake
FL	Pelican Bay	MN	Minneapolis	VA	Fairfax
FL	Plant City	MN	Plymouth	VA	Falls Church
FL	Sarasota County	MN	Roseville	VA	Frederick County
FL	Sebastian	MN	Shakopee	VA	Henrico County
FL	South Miami	MN	St. Paul	VA	Isle of Wight County
FL	Sunny Isles Beach	MO	Lee's Summit	VA	Leesburg
FL	Sunrise	NC	Fort Bragg -BRAC-RTF	VA	Loudoun County
FL	Venice	NC	Cary	VA	Norfolk
FL	West Miami	NC	Chatham County	VA	Powhatan
GA	Atlanta	NC	Cornelius	VA	Prince William County
GA	Columbus	NC	Currituck County	VA	Pulaski
GA	Garden City	NC	Davie County	VA	Shenandoah University
GA	Suwanee	NC	Guilford County	VA	Spotsylvania County
IA	Ankeny	NC	Holly Springs	VA	Stafford County
ID	Hailey	NC	UNC-Chapel Hill	VA	Suffolk
ID	Post Falls	NC	Wake County	WA	King County
ID	Southeast Idaho Council of Governments	NC	Wilmington-New Hanover County	WI	Sun Prairie
ID	Twin Falls	NC	Wilson	WV	McDowell & Wyoming County
IL	Bloomington	NE	Lincoln		

Section 8: Resumes

Complete staff resumes are provided below.

L. Carson Bise, II, AICP, President

Carson Bise has over 30 years of fiscal, economic and planning experience and **has conducted fiscal and infrastructure finance evaluations in 37 states**. Mr. Bise has developed and implemented more fiscal impact models than any consultant in the country. The applications which Mr. Bise has developed have been used for evaluating multiple land use scenarios, specific development projects, annexations, urban service provision, tax-increment financing, and concurrency/adequate public facilities monitoring. Mr. Bise has also written and lectured extensively on fiscal impact analysis and infrastructure financing. **His publications include *Fiscal Impact Analysis: Methodologies for Planners*, published by the American Planning Association, a chapter on fiscal impact analysis in the book *Planning and Urban Design Standards*, also published by the American Planning Association, and the ICMA IQ Report, *Fiscal Impact Analysis: How Today's Decisions Affect Tomorrow's Budgets*.** Mr. Bise was also the principal author of the fiscal impact analysis component for the Atlanta Regional Commission's Smart Growth Toolkit and is featured in the recently released AICP CD-ROM Training Package entitled The Economics of Density. Mr. Bise is currently on the Board of Directors of the Growth and Infrastructure Finance Consortium and **recently Chaired the American Planning Association's Paying for Growth Task Force**. He is also an Affiliate of the National Center for Smart Growth Research & Education.



EDUCATION

M.B.A., Economics, Shenandoah University

B.S., Geography/Urban Planning, East Tennessee State University

B.S., Political Science/Urban Studies, East Tennessee State University

SELECTED FISCAL IMPACT ANALYSIS EXPERIENCE

- Anchorage, Alaska – *Fiscal Impact Analysis of General Plan Alternatives*
- Matsu Borough, Alaska – *Fiscal Impact Analysis*
- Town of Sahuarita, Arizona – *Fiscal Impact Model*
- Clovis, California – *Fiscal Impact Analysis of Annexation Alternatives*
- Napa County, California – *Fiscal Equity Study*
- Pasadena, California – *Cost of Land Uses Fiscal and Economic Analysis*
- Mesa County, Colorado – *Fiscal Impact Analysis of Growth Scenarios*
- City of Westminster, Colorado – *Fiscal Impact Model*
- City of Kissimmee, Florida – *Fiscal Impact Analysis of Annexation Areas*
- Hernando County, Florida – *Fiscal Impact Analysis*
- Hillsborough County, Florida – *Fiscal Impact Analysis of Current Land Use Trend*
- Miami-Dade County, Florida – *Fiscal and Economic Analysis of Rural and Agricultural Areas*

- Sarasota County, Florida – *Fiscal and Economic Analysis of Development Prototypes*
- City of Lawrence, Kansas – *Fiscal Impact Analysis of Growth Scenarios; Cost of Land Uses Study*
- Carroll County, Maryland – *Fiscal Impact Analysis of Growth Scenarios*
- Howard County, Maryland – *Fiscal Impact Analysis of General Plan*
- Prince George’s County, Maryland – *Fiscal Impact Analysis of Growth Scenarios*
- Coon Rapids, Minnesota – *Fiscal Impact Analysis of Growth Scenarios (Metro Council Study)*
- Cottage Grove, Minnesota – *Fiscal Impact Analysis of Growth Scenarios (Metro Council Study)*
- Minneapolis, Minnesota – *Fiscal Impact Analysis of Growth Scenarios (Metro Council Study)*
- St. Paul, Minnesota – *Fiscal Impact Analysis of Growth Scenarios (Metro Council Study)*
- City of Lee’s Summit, Missouri – *Long-Term Financial Model*
- Town of Salem, New Hampshire – *Fiscal Impact Model*
- West Windsor, New Jersey– *Fiscal Impact Analysis of T.O.D. Project and TIF Analysis*
- Edison, New Jersey – *Fiscal Impact Analysis of T.O.D. Project and TIF Analysis*
- City of Wilson, North Carolina – *Cost of Land Use Analysis and Revenue Strategies*
- City of Wilmington, North Carolina – *Fiscal Impact Analysis of Urban Services Provision*
- Guilford County, North Carolina – *Fiscal Impact Analysis of Growth Scenarios*
- New Hanover County, North Carolina – *Fiscal Impact Analysis of Urban Services Provision*
- City of Dublin, Ohio – *Fiscal Impact Analysis of Land Use Scenarios*
- City of Oklahoma City, Oklahoma– *Fiscal Impact Analysis of Growth Scenarios; Fiscal Impact Model*
- Beaufort County, South Carolina – *Fiscal Impact Analysis of North Beaufort Plan*
- Shelby County, Tennessee – *Fiscal Equity Study*
- City of Germantown, Tennessee – *Fiscal Impact Analysis of Annexation Alternatives*
- Draper City, Utah – *Fiscal Analysis of SunCrest Development*
- City of Chesapeake, Virginia – *Fiscal Impact Model*
- Frederick County, Virginia – *Development Impact Model*

PUBLICATIONS

- “Next Generation Impact Fees,” American Planning Association Planners Advisory Memo
- *Fiscal Impact Analysis: Methodologies for Planners*, American Planning Association.
- *Planning and Urban Design Standards*, American Planning Association, Contributing Author on Fiscal Impact Analysis.
- “Fiscal Impact Analysis: How Today’s Decisions Affect Tomorrow’s Budgets,” ICMA Press.
- “The Cost/Contribution of Residential Development,” Mid-Atlantic Builder.
- “Are Subsidies Worth It?” Economic Development News & Views.
- “Smart Growth and Fiscal Realities,” ICMA Getting Smart! Newsletter.
- “The Economics of Density,” AICP Training Series, 2005, Training CD-ROM (APA).

Julie Herlands, AICP, Vice President

Julie Herlands is Vice President of TischlerBise and has over 20 years of planning, fiscal, and economic development experience. Her economic and fiscal impact experience includes a wide range of assignments in over fifteen states. She is a frequent presenter at national and regional conferences including serving as co-organizer and co-presenter at a half-day AICP Training Workshop entitled Fiscal

Impact Assessment at the APA National Planning Conference. Prior to joining TischlerBise, Ms. Herlands worked in the public sector in Fairfax County, Virginia, for the Office of Community Revitalization and for the private sector for the International Economic Development Council (IEDC), Advisory Services and Research Department.

EDUCATION

Masters of Community Planning, University of Maryland

B.A., Political Science, University of Buffalo

SELECTED FISCAL IMPACT ANALYSIS EXPERIENCE

- Town of Queen Creek, Arizona – *Fiscal Impact Analysis of Growth Scenarios; Fiscal Impact Analysis of Development Project*
- City of Aurora, Colorado – *Feasibility Study of City-County Formation*
- City of Overland Park, Kansas – *Fiscal Impact Analysis for Comprehensive Plan*
- Shreveport Metropolitan Planning Commission of Caddo Parish, Louisiana – *Fiscal and Economic Impact Analysis of Growth Scenarios*
- Anne Arundel County, Maryland – *Fiscal Impact Analysis of Growth Scenarios*
- State of Minnesota – *Fiscal Disparities Program Study*
- City of Germantown, Tennessee – *Fiscal Impact Analysis of Growth; Fiscal Sustainability Recommendations*
- City of Georgetown, Texas – *Fiscal Impact Model*
- City of Alexandria, Virginia – *Fiscal Impact Model*
- City of Fairfax, Virginia – *Fiscal Impact Model*
- City of Falls Church, Virginia – *Fiscal Impact Model*
- Fauquier County, Virginia – *Capital Impact Model and Study*
- Frederick County, Virginia – *Capital Impact Model and Study*
- Goochland County, Virginia – *Capital Impact Model and Study*
- Henrico County, Virginia – *Impact Fee Study; Cash Proffer Study; Fiscal Impact Model*
- Isle of Wight County, Virginia – *Fiscal Impact Analysis for Comprehensive Plan; Capital Impact Model*
- Loudoun County, Virginia – *Fiscal Impact Analysis for Comprehensive Plan*
- Portsmouth, Virginia – *Fiscal and Economic Analyses for Comprehensive Plan and Supporting Efforts*
- Prince George County, Virginia – *Cash Proffer Study*
- Prince William County, Virginia – *Impact Fee Study*
- Stafford County, Virginia – *Impact Fee Study*

PUBLICATIONS

- “Should Impact Fees Be Reduced in a Recession?” *Economic Development Now*, 2009, IEDC.
- “Agreements, Fees, and CIP,” *The Best of Contemporary Community Planning*, 2005, Training CD-ROM, APA and Lincoln Institute of Land Policy.
- “The Connection between Growth Management and Local Economic Development,” *Economic Development News & Views* (Economic Development Division of the APA).



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