



## **SMITHFIELD TOWN COUNCIL COMMITTEE AGENDA**

**December 15, 2025 at 3:00 PM**  
**220 North Church Street**

### **Public Comments**

#### **1. Public Safety Committee - Members: Bowman (CH), Harris, Bebermeyer**

- a. Operational Update from the Smithfield Police Department**  
[Alonzo Howell, Chief of Police](#)

#### **2. Water and Sewer Committee - CANCELLED**

Cancelled due to lack of agenda items to come before the Water and Sewer Committee.

#### **3. Finance Committee - Members: Brooks (CH), Harris, Butler**

- a. November Financial Updates**  
[Laura Ross, Town Treasurer](#)
- b. Invoices Over \$20,000 Requiring Council Authorization:**  
[Laura Ross, Town Treasurer](#)

i. East Cost Emergency Vehicles, LLC	\$21,991.60
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#### **4. Parks and Recreation Committee - CANCELLED**

Cancelled due to lack of agenda items to come before the Parks and Recreation Committee.

#### **5. Public Works Committee - Members: Harris (CH), Brooks, Bowman**

- a. Recommendation to Award Concrete Services Contract**  
[Ed Heide, Director of Public Works and Utilities](#)
- b. Recommendation to Award Right-of-Way and Drainage Easement Maintenance Contract**  
[Ed Heide, Director of Public Works and Utilities](#)

#### **6. Public Buildings and Welfare Committee - Members: Butler (CH), Harris, Cutler**

- a. PRE-PUBLIC HEARING DISCUSSION: Text Amendment - Historic Preservation Overlay District**  
[Tammie Clary, Director of Community Development and Planning](#)

**b. Discussion Item: Town Council Policies & Procedures Manual**

[Michael Stallings, Town Manager](#)

**SMITHFIELD POLICE DEPARTMENT**  
**MANAGER'S REPORT**  
**NOVEMBER 2025**

**Committees and Projects**

11/05	Town Council Meeting – Smithfield Center
11/05	Central Square (Law Enforcement Software) Meeting - Zoom
11/12	Onsite Accreditation – Colonial Heights Police Department
11/12	Central Square (Law Enforcement Software) Meeting - Zoom
11/12	Department Head Meeting – Manor House
11/12	Court Appointed Special Advocacy (CASA) Meeting – Institute Street
11/14	Forensic Science Academy Graduation - Richmond
11/17	Town Council Committee Meeting – Smithfield Center
11/17	Computer Aided Dispatch/Records Management System (Software) Meeting - Zoom
11/19	Crime Prevention Meeting – Smithfield Police Department
11/20	Power DMS (Policy Software) Training Meeting – Prince George Police Department
11/20	Court Appointed Special Advocacy (CASA) Meeting – Institute Street
11/24	School House Museum Meeting – Main Street

**Training**

11/03	Patrol Techniques for General Instructor Hours – Hampton Roads Criminal Justice Acad.
11/03	Bomb Threat Response – AI - Online
11/03	Taser 10 Energy Weapon Training – Online
11/05	Patrol Techniques Apprenticeship – Hampton Roads Criminal Justice Academy
11/06	Critical Incident Management – AI – Online
11/12	Radar/Lidar Speed Measurement Training – Smithfield Fire Department
11/17	Taser Training – Smithfield Annex
11/20	Virginia Criminal Information Network Security & Privacy Training – Online
11/20	Firearms Instructor Recertification – Online
11/20	Field Training Officer Recertification – Online
11/20-27	Police Officer Recertification Training – Online
11/21	Emergency Response Team Training – Smithfield Annex
11/29	Cultural Diversity – AI – Online

**Community Relations**

11/01	Hometown Heros Recognition – Tractor Supply
11/02	Kids Baseball Game – Luter Sportsplex
11/05	High Five Wednesday – Westside Elementary School
11/07	Veteran's Day Program/Meeting with Kids – Surry Elementary School
11/12	High Five Wednesday – Westside Elementary School
11/19	High Five Wednesday – Westside Elementary School
11/20	Speaking with neighbors at Mt. Vernon Ct.
11/21	Community Senior Citizen Thanksgiving Luncheon – Jersey Park Community Center

## **Special Events**

11/08	Isle of Wight Education Foundation Gala – Smithfield Center
11/11	Veteran's Day Ceremony – North Church Street
11/21	Christmas Tree Lighting – Main Street
11/22	Mistletoe Market – Main Street

# Smithfield Police Department Activity Report

**Nov-25**

	Nov-25	Oct-25	YTD as of 11/30/25	Nov-24	PYTD as of 11/30/24
<b>Incidents Reported</b>					
Calls for Police Svce	604	684	6964	643	7634
<b>Traffic</b>					
Traffic Stops	145	180	1424	150	2452
Traffic Summons	45	52	550	66	978
Accidents	22	21	227	26	218
<b>Criminal Process</b>					
Misdemeanor Arrests	9	16	126	12	161
Felony Arrests	3	3	45	4	45

\*Calls for service include all calls for SPD minus patrol checks and traffic stops

Report #	Date	Location	Incident
202500830	11/1/2025	BENNS CHURCH BLVD/BENNS GRANT BLVD	ASSIST OTHER DEPARTMENT (IOWSO)
202500832	11/1/2025	S CHURCH ST	HIT AND RUN - PROPERTY DAMAGE
202500833	11/1/2025	S CHURCH ST	PROPERTY, LOST
202500834	11/1/2025	WRENN RD	ASSAULT, SIMPLE - DOMESTIC
202500835	11/2/2025	MAIN ST/W MAIN ST	TRAFFIC ACCIDENT
202500836	11/2/2025	S CHURCH ST	ASSIST OTHER DEPARTMENT (INTOXILYZER)
202500837	11/3/2025	WRENN ROAD	MENTAL SUBJECT / PATIENT
202500838	11/4/2025	S CHURCH ST	TRAFFIC ACCIDENT
202500840	11/4/2025	WIMBLEDON LN	PROPERTY, FOUND / RECOVERED
202500841	11/4/2025	SMITHFIELD PLZ	DRIVING UNDER THE INFLUENCE (DUI)
202500842	11/4/2025	ROUTE 10 BYP/MAIN ST	TRAFFIC ACCIDENT
202500843	11/4/2025	LAKEVIEW CV	JUVENILE PROBLEMS
202500844	11/5/2025	MAIN ST	STOLEN VEHICLE / RECOVERED (OTHER JURISDICTION)
202500845	11/5/2025	RIVERVIEW AVE	LARCENY, ALL OTHERS
202500846	11/5/2025	BENNS CHURCH BLVD	PAPER SERVICE
202500847	11/6/2025	MARTIN ST	MOTOR VEHICLE THEFT
202500848	11/6/2025	LUMAR RD	ASSAULT, SIMPLE - DOMESTIC
202500849	11/7/2025	BARCLAY CRES	TRAFFIC ACCIDENT
202500850	11/7/2025	LOCHERBIE	LARCENY, ALL OTHERS
202500851	11/7/2025	CEDAR ST	ASSAULT, SIMPLE - DOMESTIC
202500852	11/7/2025	CATTAIL LN	LARCENY OF CREDIT CARD
202500853	11/7/2025	CANTEBERRY LN/BENNS CHURCH BLVD	TRAFFIC ACCIDENT
202500854	11/7/2025	CANTEBERRY LN/BENNS CHURCH BLVD	ASSAULT, SIMPLE
202500856	11/8/2025	MAIN ST	STOLEN VEHICLE / RECOVERED (OTHER JURISDICTION)
202500857	11/8/2025	SMITHFIELD PLZ	TRAFFIC ACCIDENT
202500858	11/8/2025	WILSON RD	HIT AND RUN - PROPERTY DAMAGE
202500859	11/10/2025	MAIN ST	ASSAULT, SIMPLE - DOMESTIC
202500860	11/10/2025	S CHURCH ST	LARCENY, SHOPLIFTING
202500861	11/11/2025	LANE CRES	SUSPICIOUS CIRCUMSTANCES - SITUATION / PERSON / VEHICLE
202500862	11/11/2025	COMMERCE ST	FRAUD, E-COMMERCE
202500863	11/11/2025	ROUTE 10	TRAFFIC ACCIDENT
202500865	11/12/2025	S CHURCH ST	LARCENY, ALL OTHERS
202500866	11/12/2025	W MAIN ST/WRENN RD	STOLEN VEHICLE / RECOVERED (OTHER JURISDICTION)
202500867	11/13/2025	FAIRWAY DR/GREAT SPRING RD	DRIVING UNDER THE INFLUENCE (DUI)
202500868	11/13/2025	COURTHOUSE HWY	LARCENY, ALL OTHERS
202500869	11/14/2025	MAIN ST/ROUTE 10	TRAFFIC ACCIDENT
202500870	11/14/2025	S CHURCH ST	FRAUD, CREDIT CARD NUMBERS USE - OTHER
202500872	11/15/2025	W MAIN ST	ASSAULT, SIMPLE
202500873	11/17/2025	ROUTE 10 BYP/S CHURCH ST	TOWN TRAFFIC ACCIDENT
202500874	11/17/2025	WATERFORD XING	SEX OFFENSE/DESTRUCTION OF PROPERTY, PRIVATE PROPERTY
202500875	11/17/2025	S CHURCH ST	ASSIST OTHER DEPARTMENT (INTOXILYZER)
202500876	11/17/2025	CEDAR ST/UNDERWOOD LN	PAPER SERVICE
202500877	11/18/2025	S CHURCH ST	LARCENY, SHOPLIFTING/PUBLIC INTOXICATION/TRESPASSING
202500878	11/19/2025	S CHURCH ST	TRAFFIC ACCIDENT
202500879	11/19/2025	S CHURCH ST	ASSIST OTHER JURISDICTION - FORENSICS
202500880	11/19/2025	RICHMOND AVE	FRAUD, CREDIT CARD - USE ON PHONE / INTERNET
202500881	11/19/2025	S CHURCH ST	TRAFFIC ACCIDENT
202500882	11/19/2025	CATTAIL LN	PROPERTY, LOST
202500883	11/19/2025	LUMAR RD	PAPER SERVICE
202500884	11/19/2025	KATHY ANN WAY W	ASSIST OTHER DEPARTMENT
202500885	11/21/2025	ROUTE 10/MAIN ST	TRAFFIC ACCIDENT
202500886	11/21/2025	CATTAIL LN	ASSAULT, SIMPLE - DOMESTIC
202500887	11/23/2025	BENNS CHURCH BLVD	HIT AND RUN - PERSONAL INJURY
202500888	11/24/2025	ROUTE 10	TRAFFIC ACCIDENT
202500889	11/24/2025	W MAIN ST	PROPERTY, FOUND / RECOVERED
202500890	11/24/2025	ROUTE 10/W MAIN ST	TRAFFIC ACCIDENT
202500891	11/25/2025	S CHURCH ST/BENNS CHURCH BLVD	PURSUIT
202500892	11/25/2025	MAIN ST.	HIT AND RUN - PROPERTY DAMAGE
202500893	11/25/2025	SMITHFIELD PLZ	HIT AND RUN - PROPERTY DAMAGE
202500894	11/25/2025	SMITHFIELD PLZ	OFFICER INFORMATION
202500895	11/26/2025	CEDAR ST	ASSAULT, SIMPLE - DOMESTIC
202500896	11/26/2025	BATTERY PARK RD/NIKE PARK RD	TRAFFIC ACCIDENT
202500897	11/26/2025	S CHURCH ST	DISPUTE, VERBAL - NON-DOMESTIC RELATED
202500898	11/26/2025	MAIN ST	DEATH REPORT, UNDETERMINED
202500899	11/26/2025	S CHURCH ST	TRAFFIC ACCIDENT
202500902	11/28/2025	BENNS CHURCH BLVD	DESTRUCTION OF PROPERTY, PRIVATE PROPERTY
202500903	11/28/2025	MIDDLE ST	DAMAGED PROPERTY, NON-CRIMINAL
202500904	11/28/2025	S CHURCH ST	TRAFFIC ACCIDENT

202500905	11/28/2025	S CHURCH ST	OFFICER INFORMATION
202500906	11/29/2025	CEDAR ST	MENTAL SUBJECT / PATIENT
202500909	11/29/2025	ROYAL DORNOCH	ASSAULT, SIMPLE
202500910	11/30/2025	S CHURCH ST	LARCENY, SHOPLIFTING/PUBLIC INTOXICATION
202500911	11/30/2025	LUMAR RD	PAPER SERVICE
202500917	11/26/2025	LANE CRES	SUSPICIOUS CIRCUMSTANCES - SITUATION / PERSON / VEHICLE

## **Investigations November 2025 Managers Report**

### **Case #2025-00887 (Aggravated Assault w/Vehicle)**

On 11/23/25, officers responded to the Kroger shopping center parking lot near Taco Bell in reference to a male who had been struck by a vehicle. The suspect vehicle fled the scene. Investigations responded and collected evidence at the scene, spoke to witnesses, and spoke to the victim at the hospital. The investigation revealed the identity of the suspect, Nathan Phillips, and that he was arguing with the victim before driving recklessly through the parking lot and subsequently striking the victim with his vehicle before leaving the scene. The suspect later turned himself in and was charged with Hit and Run (Felony) and Malicious Wounding (Felony).

### **Case #2025-00866 (Recovered Stolen Vehicle-Flock Alert)**

On 11/12/25, officers received a Flock alert of a stolen vehicle out of Portsmouth that had entered the town. Officers located the stolen vehicle in Jersey Park Apts. It was parked and unoccupied. Officers notified Portsmouth PD for recovery.

### **Case #2025-00856 (Recovered Stolen Vehicle)**

On 11/08/25, officers received a call from Hampton PD in reference to a stolen vehicle from their jurisdiction that may be located in Smithfield. Officers then found the vehicle parked, unoccupied, at Church Manor Apts. Investigations responded to process the vehicle for evidence. The owner then responded and recovered the vehicle.

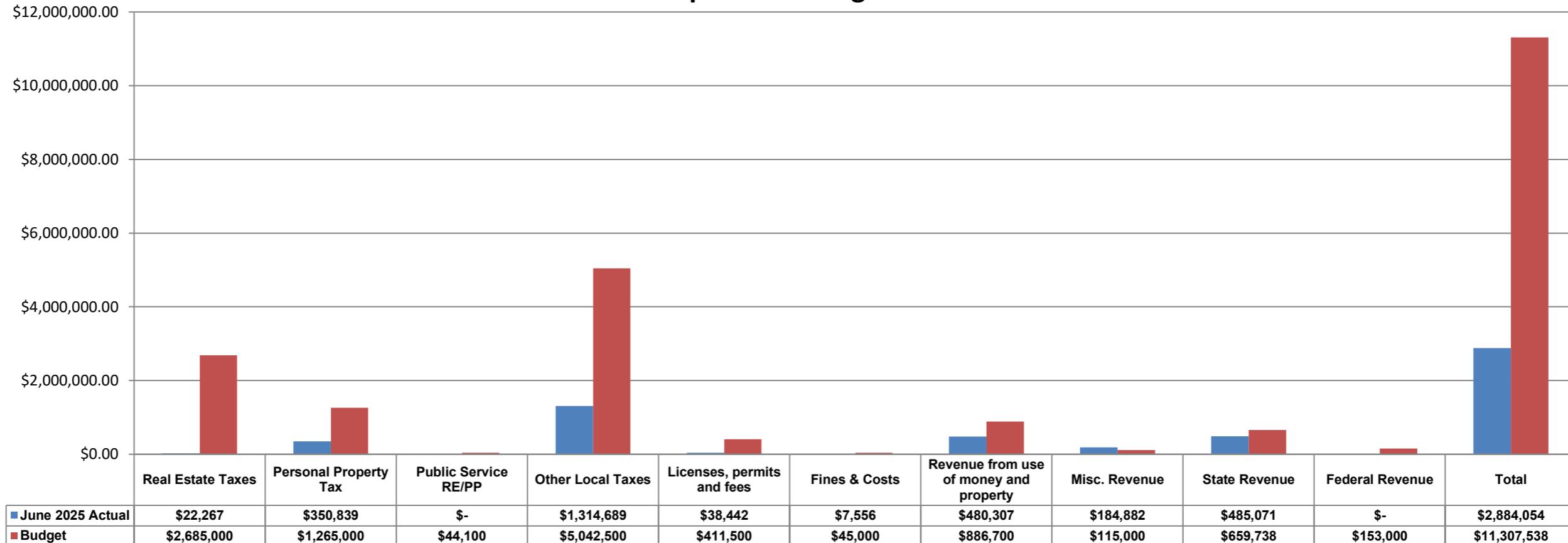
### **Case #2025-00846 (Recovered Stolen Vehicle/Wanted Person Arrest-Flock Alert)**

On 11/05/25 Ofc. Owens received a Flock alert for a stolen vehicle out of Norfolk. Ofc. Owens located the vehicle and made a traffic stop. The driver was wanted on 4 felony warrants out of Norfolk for Burglaries. The driver was taken into custody, and Norfolk PD was notified to recover the vehicle.

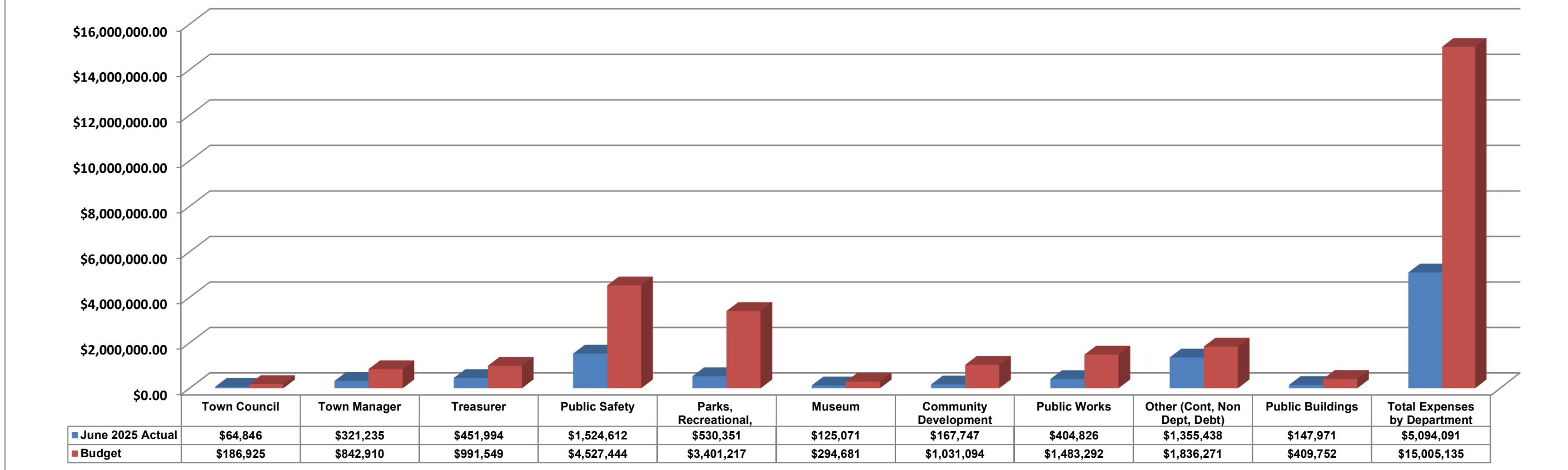
### **Case #2025-00844 (Recovered Stolen Vehicle)**

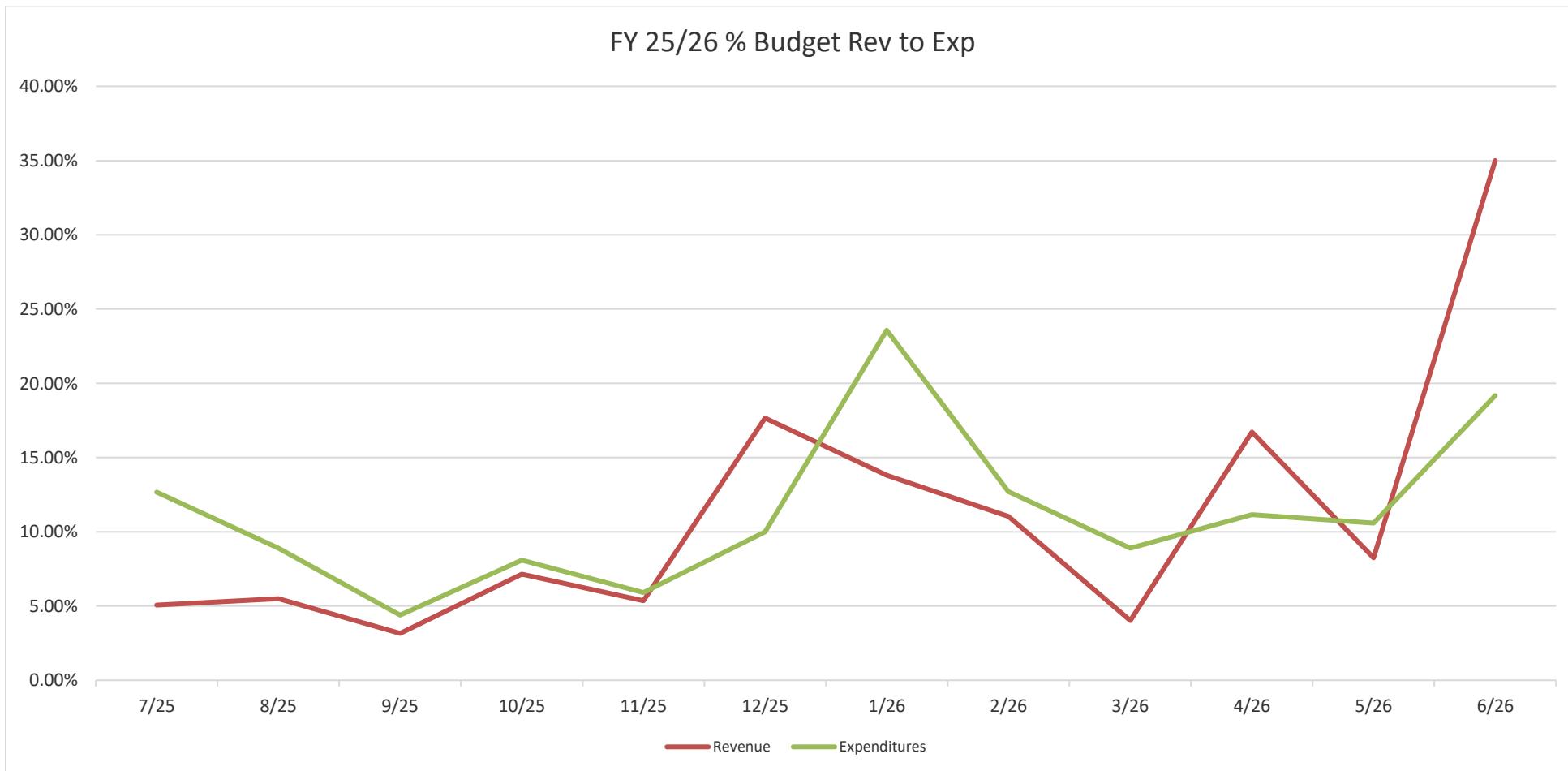
On 11/05/25, officers received a call from a victim of a stolen vehicle out of Newport News, advising the vehicle was in Church Manor Apts. in Smithfield. Officers located the vehicle and detained the suspect. Newport News PD was contacted and responded to take custody of the suspect, recover the vehicle, and continue their investigation.

**November 2025 YTD General Fund Revenues  
Compared to Budget**



**November 2025 YTD General Fund Operating Expenses  
Compared to Budget**

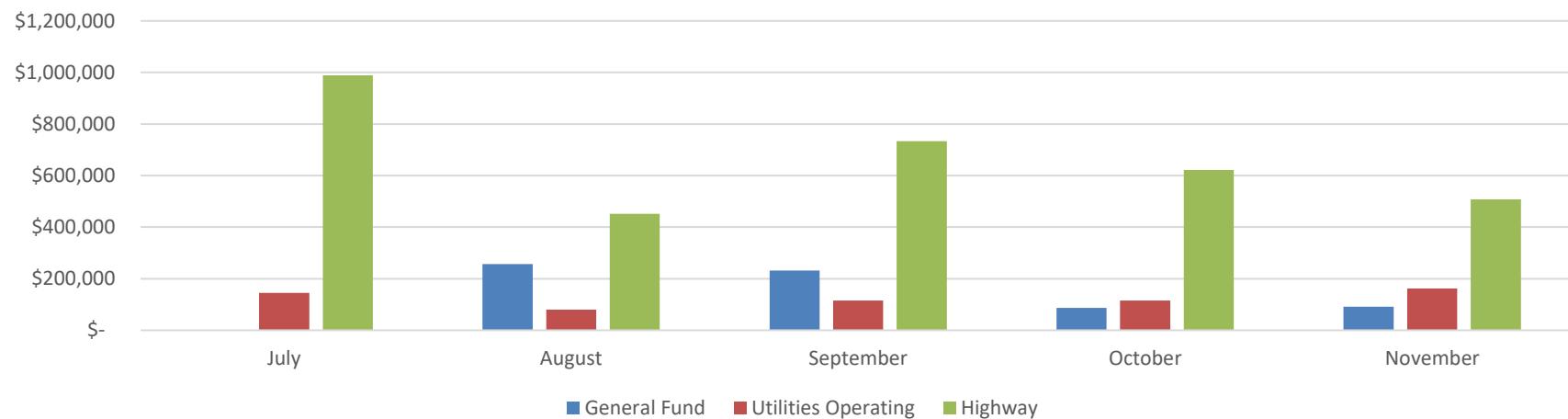




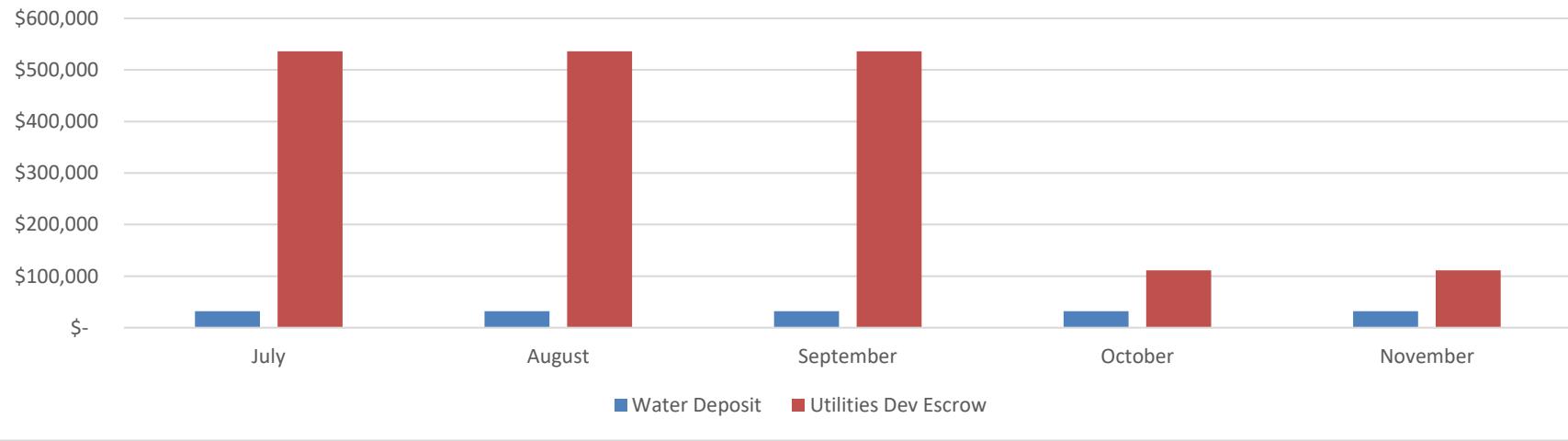
Usable Funds November 2025	
ACCOUNT NAME	Bank Balance
General Fund (OPB)	90,945.84
CD General Fund (TB)	1,043,182.15
Money Market - General Fund (OPB)	30.97
<b>Subtotal General Fund</b>	<b>\$ 1,134,158.96</b>
Water Department Account (TB)	-
Sewer Department Account (TB)	-
Utilities Operating Account (OPB)	161,475.55
<b>Subtotal Utilities</b>	<b>\$ 161,475.55</b>
Highway Fund (OPB)	\$ 507,554.08
Total Bank Balances, usable balances	\$ 1,803,188.59

Designated Funds November 2025	
ACCOUNT NAME	Bank Balance
Water Deposit Account (TB)	31,967.85
Sewer Compliance (TB)	-
Sewer Capital Escrow (availability fees) (TB)	-
Utilities Development Escrow (OPB)	111,355.56
Money Market - Utilities (OPB)	66.11
Certificate of Deposit-Police Dept-24 month	40,337.86
<b>Designated Funds</b>	<b>\$ 183,727.38</b>

### CheckBook General Fund Balances



### CheckBook Designated Balances



**Debt 11/30/25**

	Original Amount	Inception Date	Maturity	Interest Rate	Last Payment	Next Payment	Payment (can fluctuate slightly)	Outstanding 1/30/25
Series 2020A-2	4,176,000.00	10/16/20	10/01/32	1.676%	4/1/2025	4/1/2026	191,956	2,450,000.00
Loan 5000008745	966,480.00	11/30/23	11/30/28	6.300%	11/30/2028	12/30/2025	18,860	616,336.45
Totals	5,142,480.00						210,816	3,066,336.45

Series 2020A-2 92.7% General Fund and 7.3% Water Fund  
 Series 2020A-1 100% Water Fund Paid off 10/1/25  
 VAC Paid Off

**Prime Rate History**      **Percentage**

04-May-22	4.00%
15-Jun-22	4.75%
27-Jul-22	5.50%
21-Sep-22	6.25%
02-Nov-22	7.00%
14-Dec-22	7.50%
01-Feb-23	7.75%
22-Mar-23	8.00%
03-May-23	8.25%
26-Jul-23	8.50%
18-Sep-24	8.00%
07-Nov-24	7.75%
18-Dec-24	7.50%
17-Sep-25	7.25%

Prime rate changed 9/17/25

**Investment Benchmark Report 11/30/25**

Investments Return	11/30/25 Balance	Earnings Rate	11/30/25 Return	YTD FY 25/26
CDs TowneBank	1,083,520.01	3.98%	0.00	11,794.49
Virginia Investment Pool - GF and Utilities	22,081,069.36	4.09%	68,224.10	361,304.53
Investments OPB	0.00	2.84%	6,255.62	45,361.67
<b>Total</b>	<b>23,164,589.37</b>	<b>3.64%</b>	<b>74,479.72</b>	<b>418,460.69</b>

Bank Accounts Return	11/30/25 Balance	Earnings Rate	11/30/25 Return	YTD FY 25/26
Bank Accounts TowneBank	40,622.78	0.01%	0.35	1.69
Bank Accounts OPB	3,308,296.03	0.10%	138.33	629.51
<b>Total</b>	<b>3,348,918.81</b>	<b>0.06%</b>	<b>138.68</b>	<b>631.20</b>

Moved all funds from OPB to VIP

OPB was reducing the rate to 2.88

Bank Balances OPB does not reflect transfer as of this statement. It will reduce by 2,117,948

Utilities 11/30/25 Balances	
Old Point Bank Investment	0.00
Old Point Bank Bank Account	468,184.35
TowneBank Util	40,622.78
VIP	6,413,353.32
<b>Total</b>	<b>6,922,160.45</b>

GF and Other 11/30/25 Balances	
Old Point Bank Account	2,840,111.68
Towne CD	1,083,520.01
Old Point Bank Investments	0.00
VIP	15,667,716.04
<b>Total</b>	<b>19,591,347.73</b>

Nov-25	Current Yield	One Year Ago	YOY Change
Total Portfolio	3.64%	4.42%	-0.78%
90-day T-Bill	3.78%	4.42%	-0.64%
One Year T-Bill	3.52%	4.33%	-0.81%
VIP Stable NAV Liquidity	4.09%	5.04%	-0.95%

2024, higher portfolio rate due to sweep

## Compliance Report

11/30/2025

23,164,589.37

CLASS	LENGTH/POLICY	Amount Invested	Percent of Overall Portfolio	PERCENT OF PORTFOLIO/POLICY	Compliance %	In Compliance?	Code Section
Municipal Obligations: Stocks, bonds, notes and other evidence of indebtedness of the Commonwealth of Virginia, or of any county, city, town, district, authority or public body of the Commonwealth of Virginia.	36 months or less	-		20%			§2.2-4500
US Government Obligations: Stocks, bonds, notes and other evidence of indebtedness of the United States, its agencies or government sponsored corporations.	36 months or less		0	100%			§ 2.2-4505
Savings accounts or time deposits (CDs) In any bank or savings and loan association within the Commonwealth of Virginia	12 months or less	1,083,520.01	4.68%	75%	70%	Yes	§ 2.2-4509
Commercial Paper	No greater than 270 days			5%			§2.2-4502
Corporate Notes	No greater than 270 days			15%			§2.2-4510
Repurchase Agreements	90 days or less			50%			§2.2-4507
Certificates representing ownership in either treasury bond principal at maturity or its coupons	36 months or less			20%			§2.2-4505
Virginia Investment Pool (VIP)	Daily			100%			§2.2-4605
Virginia Local Government Investment Pool (LGIP)	Daily	22,081,069.36	95.32%	100%	5%	Yes	§2.2-4605
Registered Money Market Mutual Funds	Daily	-	0.00%	100%	100%	Yes	§2.2-4508
The State Non-Arbitrage Pool (SNAP)	Depending Upon Length of Bond			100% of bond proceeds			§2.2-4700
Total		23,164,589.37	100.00%				

**Returns FY 23**

Return	Average Bal	Average Rate	FY Return
Sweep	-	0.00%	-
VIP GF	533,145.50	0.20%	1,451.46
Bank Accounts	14,798,625.52	0.13%	54,829.83
<b>Total</b>	<b>15,331,771.02</b>	<b>0.10%</b>	<b>56,281.29</b>

**Returns FY 24**

Return	Average Bal	Average Rate	FY Return
Sweep	4,353,735.39	3.35%	199,782.38
VIP GF	3,663,821.12	5.52%	166,921.75
Bank Accounts	16,071,575.29	0.12%	35,796.44
<b>Total</b>	<b>24,089,131.80</b>	<b>4.44%</b>	<b>402,500.57</b>

**Returns FY 25**

Return	Average Bal	Average Rate	FY Return
Sweep	11,131,468.23	4.74%	276,536.40
VIP GF	6,569,792.01	4.81%	395,307.97
VIP Util	1,763,682.68	4.48%	48,334.01
OPB Util	5,572,193.00	4.07%	127,693.56
OPB GF	5,018,142.29	4.07%	122,969.21
OPB Luter	123,587.87	4.15%	13,782.97
Bank Accounts	5,001,247.44	0.43%	8,195.50
CD PD	38,750.21	4.44%	1,580.78
CD GF	1,893,565.39	4.22%	21,181.00
<b>Total</b>	<b>37,112,429.12</b>	<b>3.94%</b>	<b>1,015,581.40</b>

**Returns FY 26**

Return	Average Bal	Average Rate	FY Return
VIP GF	6,569,792.01	4.81%	277,349.76
VIP Util	1,763,682.68	4.48%	83,954.77
OPB Util	5,572,193.00	4.07%	23,751.52
OPB GF	5,018,142.29	4.07%	21,610.15
Bank Accounts	5,001,247.44	0.43%	631.20
CD PD	38,750.21	4.44%	738.02
CD GF	1,893,565.39	4.22%	11,056.47
<b>Total</b>	<b>25,857,373.02</b>	<b>3.94%</b>	<b>419,091.89</b>

# Town of Smithfield Financial Statements as of November 30, 2025



## TOWN OF SMITHFIELD

### FY 2026 ADOPTED BUDGET SUMMARY GENERAL FUND

Preliminary

Department	REVENUES	FY 2025-26 Budget	Budget Transfers	Actual	Budget	Variance
			& Rollovers	11/30/2025	to Actual	%
Real Property Taxes	3,994,100.00	-	373,106.37	3,620,993.63	9.34%	
Other Local Taxes	5,042,500.00	-	1,314,688.85	3,727,811.15	26.07%	
Licenses, permits, & fees	411,500.00	-	38,442.39	373,057.61	9.34%	
Fines & Costs	45,000.00	-	7,556.25	37,443.75	16.79%	
From Use of Money & Property	886,700.00	-	480,307.26	406,392.74	54.17%	
Miscellaneous Revenues	115,000.00	-	184,881.82	(69,881.82)	160.77%	
Governmental Virginia	659,738.00	-	485,071.11	174,666.89	73.52%	
Governmental Federal	153,000.00	-	-	153,000.00	0.00%	
Other financing sources	165,000.00	-	-	165,000.00	0.00%	
Appropriated from Reserves	3,507,597.00	25,000.00	-	3,532,597.00	0.00%	
<b>TOTAL REVENUES</b>	<b>14,980,135.00</b>	<b>25,000.00</b>	<b>2,884,054.05</b>	<b>12,121,080.95</b>	<b>19.22%</b>	

Department	EXPENSES	FY 2025-26 Budget	Budget Transfers	Actual	Budget	Variance
			& Rollovers	11/30/2025	to Actual	%
Town Council	186,925.00	-	64,846.32	122,078.68	34.69%	
Town Manager	817,910.00	25,000.00	321,234.90	521,675.10	38.11%	
Treasurer	991,549.00	-	451,994.39	539,554.61	45.58%	
Public Safety	4,527,444.00	-	1,524,612.02	3,002,831.98	33.67%	
Parks & Recreation	3,401,217.00	-	530,350.99	2,870,866.01	15.59%	
Museum	294,681.00	-	125,070.76	169,610.24	42.44%	
Community Development & Planning	1,031,094.00	-	167,746.80	863,347.20	16.27%	
Public Works	1,483,292.00	-	404,826.03	1,078,465.97	27.29%	
Public Buildings	409,752.00	-	147,971.41	261,780.59	36.11%	
Contributions	67,510.00	-	65,860.00	1,650.00	97.56%	
Non-Departmental	1,228,832.00	-	1,022,932.00	205,900.00	83.24%	
Debt Service	539,929.00	-	266,645.50	273,283.50	49.39%	
Contingency	-	-	-	-	0.00%	
<b>TOTAL EXPENSES</b>	<b>14,980,135.00</b>	<b>25,000.00</b>	<b>5,094,091.12</b>	<b>9,911,043.88</b>	<b>33.95%</b>	
<b>NET INCOME/(LOSS)</b>		<b>-</b>	<b>(2,210,037.07)</b>	<b>-</b>	<b>-</b>	

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

Preliminary

	MUNIS ACCT #	FY 2025-26 Approved Budget	Budget Transfers & Rollovers	Actual 11/30/2025	Notes	Budget to Actual	Variance %																																																																																																																
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**Town of Smithfield**  
**FY2026 Adopted Operating Budget**  
**GENERAL FUND REVENUE SUMMARY**

Preliminary

	MUNIS ACCT #	FY 2025-26 Approved Budget	Budget Transfers & Rollovers	Actual 11/30/2025	Notes	Budget to Actual	Variance %
<b><u>GENERAL GOVERNMENT REVENUES</u></b>							
<b>FINES &amp; FORFEITURES</b>							
Fines & Costs	03-100-314010-0000-30055, 30058	45,000.00		7,556.25	15	37,443.75	16.79%
<b>Total Fines &amp; Forfeitures</b>		<b>45,000.00</b>		<b>7,556.25</b>		<b>37,443.75</b>	<b>16.79%</b>

**REVENUE FROM USE OF MONEY & PROPERTY**

General Fund Interest	03-100-315010-0000-31501	475,000.00		319,759.56	16	155,240.44	67.32%
Rentals	03-100-315020-0000-30110	65,000.00		23,025.56	17	41,974.44	35.42%
Smithfield Center Rentals	03-100-315020-0000-30111	190,000.00		56,078.80	17	133,921.20	29.52%
Windsor Castle Revenue (includes Manor House, Park Impa	03-100-315020-0000-30119	75,000.00		47,984.02	17	55,826.93	63.98%
Sports Complex Rentals	03-100-315020-0000-30120	33,000.00		1,712.50	17	31,287.50	5.19%
Kayak Rentals	03-100-315020-0000-30015	7,500.00			18	8,663.36	0.00%
Special Events	03-100-315020-0000-30013, 30014	20,000.00		19,058.00		942.00	95.29%
Fingerprinting Fees	03-100-318990-0000-30048	100.00		150.00		(50.00)	150.00%
Grass Cutting Reimbursement	03-100-318990-0000-30053	-		382.11		(382.11)	0.00%
Museum Admissions	03-100-315020-0000-30115	8,000.00		4,850.00	19	3,150.00	60.63%
Museum Gift Shop Sales	03-100-318990-0000-30016	12,000.00		7,256.71	19	4,743.29	60.47%
Museum Programs/Lecture Fees	03-100-318990-0000-30017	600.00		50.00	19	550.00	8.33%
Lease of Land	03-100-315020-0000-30017	500.00				500.00	0.00%
<b>Total Revenue from use of money and property</b>		<b>886,700.00</b>		<b>480,307.26</b>		<b>436,367.05</b>	<b>54.17%</b>

**MISCELLANEOUS**

Other Revenue	03-100-318990-0000-31105, Multiple	4,000.00		9,167.29	20	(5,167.29)	229.18%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	4,000.00		1,825.90		2,174.10	45.65%
Miscellaneous Contributions	03-100-318990-0000-31621	-				-	0.00%
Public Safety Contribution	03-100-318990-0000-31622	-		500.00		(500.00)	0.00%
Contributions - Historic Smfd	03-100-318990-0000-31624	-				-	0.00%
Windsor Castle	03-100-318990-0000-31626	-				-	0.00%
Contributions-Museum	03-100-318990-0000-31632	92,000.00		76,941.97		15,058.03	83.63%
Contributions-Public Ball Fields	03-100-318990-0000-31635	15,000.00		60,000.00		(45,000.00)	400.00%
Insurance Recoveries	03-100-341010-0000-31599, 31603	-		3,746.86	21	(3,746.86)	0.00%
Sale of Land	03-100-341020-0000-31404	-			22	-	0.00%
Sale of Equipment/Buildings	03-100-341020-0000-31405	-		32,699.80	23	(32,699.80)	0.00%
<b>Total Miscellaneous Revenue</b>		<b>115,000.00</b>		<b>184,881.82</b>		<b>(69,881.82)</b>	<b>160.77%</b>

**REVENUE FROM THE COMMONWEALTH**

Law Enforcement	03-100-322010-0000-34011	215,179.00		107,592.00	24	107,587.00	50.00%
Litter Control Grant	03-100-322010-0000-34010	4,000.00				4,000.00	0.00%
Asset Forfeiture	03-100-322010-0000-34007	-		38,412.96		(38,412.96)	0.00%
Communications Tax	03-100-322010-0000-34008	150,000.00		26,066.21	25	123,933.79	17.38%
Rolling Stock	03-100-322010-0000-34001	45.00		37.64		7.36	83.64%
Rental Tax	03-100-322010-0000-34002	6,800.00		5,658.41		1,141.59	83.21%

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

Preliminary

	MUNIS ACCT #	FY 2025-26 Approved Budget	Budget Transfers & Rollovers	Actual 11/30/2025	Notes	Budget to Actual	Variance %
<b><u>GENERAL GOVERNMENT REVENUES</u></b>							
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00		240,794.89	26	0.11	100.00%
Fire Programs	03-100-322010-0000-34012	38,419.00		47,759.00		(9,340.00)	124.31%
Police Block Grants (HEAT Grant)	03-100-322010-0000-34018	-				-	0.00%
DCJS Byrne/JAG Program	03-100-322010-0000-34018			18,750.00		(18,750.00)	0.00%
P2P Sharing	03-100-322010-0000-34033	-				-	0.00%
State VTC Grant	03-100-322010-0000-34034	-				-	0.00%
State DMV Animal Friendly Plt	03-100-322010-0000-34035					-	0.00%
State TDO and ECO Reimbursable Funds	03-100-322010-0000-34036	-				-	0.00%
VCA Grant	03-100-322010-0000-34005	4,500.00				4,500.00	0.00%
Urban Fund Projects							0.00%
Benns Church/Route 258/Route 10 Bypass interse	03-100-322010-0000-34020	-				-	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-322010-0000-34020	-				-	0.00%
<b>Total State Revenue</b>		659,738.00		485,071.11		174,666.89	73.52%
<b>REVENUE FROM THE FEDERAL GOVERNMENT</b>							
FEMA - Great Springs Project	03-100-331010-0000-35018	-	-	-		-	0.00%
ARPA Revenues	03-100-331010-0000-35026	-				-	0.00%
Federal Highway Grant		136,000.00	-	-		136,000.00	0.00%
Law Enforcement	03-100-331010-0000-35003, 35009	17,000.00	-	-		17,000.00	0.00%
Urban Fund Projects							0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	-		-		-	0.00%
Pinewood Heights CDBG Relocation Grant Phase IV	03-100-331010-0000-35002	-		-		-	0.00%
<b>Total Federal Revenue</b>		153,000.00	-	-	27	153,000.00	0.00%
<b>OTHER FINANCING SOURCES</b>							
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	165,000.00				165,000.00	0.00%
(Enterprise Vehicle Leasing)							
<b>Total Other Financing Sources</b>		165,000.00	-			165,000.00	0.00%
<b>APPROPRIATED FROM RESERVES</b>							
<b>TOTAL GENERAL FUND REVENUES</b>		14,980,135.00	25,000.00	2,884,054.05		12,151,055.26	19.22%

<b>GENERAL FUND NOTES AS OF NOVEMBER 30, 2025</b>	
<b>Revenues</b>	
1 <u>Current/Delinquent Real Estate Tax</u>	Real Estate Taxes will be due June 5th 2026.
2 <u>Current/Delinquent PP Tax</u>	PP Bills sent 11/6/25 totaling 1,543,497.46. Currently we are at 10.88% delinq rate. We are continuing to collect on delinquent taxes, with VA Auction. Total collected, including prior year, due to these efforts are 106,307. Less fees of 14,987 is 91,320
	As a reminder the company charges 20% of the amount outstanding, and we only pay when we receive the money
3 <u>Sales Tax</u>	We collected 56,047.01 for the sales month of July and 52,049.72 in November for August. This totals 108,096.73 We will receive 54,420.90 in December for September.
4 <u>Consumption/Utility Taxes</u>	Tracking to last year at the same period. These taxes come mostly from Columbia Gas and Dominion Energy 12,466.78
5 <u>Business licenses</u>	21,875 higher than prior year same period
6 <u>Bank Franchise Taxes</u>	Due June 2026
7 <u>Vehicle licenses</u>	Billed with personal property taxes and due in December 2025. Tracking slightly less than prior year same period
8 <u>Cigarette Taxes</u>	Sale of cigarette stamps. Large purchase in October of 21,150
9 <u>Transient Occupancy</u>	77,406 to date. Majority from Hampton Inn 40,185 and Smithfield Station 26,024 Expedia, etc was 7,956
10 <u>Meals Tax</u>	Merchants charge 6.25% We are paid this via their remitting based on their overall sales. These are paid quarterly, but some do pay monthly. 800,277 collected through October. Typically the largest payors: Smithfield Station, McDonald's, Cockeyed Rooster and Burger King
11 <u>Permits &amp; Fees</u>	12,335 collected to date. Of this most are from E&S Fees 4,950 and Zoning Permits 4,805.
12 <u>Inspection fees</u>	This is reinspection fees for Forest Newhall Construction 450.00, Church Square Development and Stanley Martin Homes. And Eastwood Homes of Richmond
13 <u>Refuse Collection Fees</u>	Lower than prior year, since we are billing annually. This is collected with RE Tax. 24,375 lower than prior year at the same period

<b>GENERAL FUND NOTES AS OF NOVEMBER 30, 2025</b>	
14	<u>Review Fees</u>  Development Logistics and Consulting for Cottages at Battery Park  Magruder Road Zoning Appeal 250.00
15	<u>Fines &amp; Costs</u>  Tracking 5,000 less than prior year.  Mostly comes from IOW
16	<u>General Fund interest</u>  319,760 General Fund Interest to date.  67% of budgeted amount.  Tracking slightly lower than prior year due to not having Luter funds
17	<u>Parks &amp; Rec Rentals</u>  In total, 9,895 higher than prior year. Windsor Castle is higher this year by 14,828  Smithfield Center Rentals are 56,080 or 5,730 less than prior year.
18	<u>Kayak Rentals</u>
19	<u>Museum revenues</u>  Tracking to last year very closely.
20	<u>Other Revenue</u>  Rebate from Anthem Healthkeepers 4,764  Various other sources: Grass cutting, map sales, returned check fees, unclaimed property return.
21	<u>Insurance Recoveries</u>  1,693 higher than prior year  Truck damage, truck repairs.
22	<u>Sale of Land</u>
23	<u>Sales of Equipment/Buildings</u>  Sale of Scrap Metal 975.00, car sold 900.00, Harley Davidson sold 2,675  Sole Caterpillar Excavator for 13,200.
24	<u>Revenues from the State-Law Enforcement</u>  Police 599 Funds. State Aid to Localities with Police Departments program in VA which provides financial assistance to localities that have police departments..
25	<u>Communications Tax</u>  From the State. This is from July, August and September.
26	<u>PPTRA State Revenue</u>  Same each year 240,794.89
27	<u>Total Federal Revenue</u>  Nothing to date so far this year.

<b>GENERAL FUND NOTES AS OF NOVEMBER 30, 2025</b>	
<b>Expenses</b>	
29 <u>Salaries/fica</u>	
30 <u>Insurance</u>	These were broken down into departments in prior year, going forward this comes from TM budget. VRSA.
<b>TOWN COUNCIL</b>	
32 Professional Services	Land Planning Solutions - conceptual layout TC
<b>TOWN MANAGER</b>	
31 Dues & Subscriptions	1,100 less than prior year
33 Computer & Technology Expenses	Software license and maintenance 14,745.51 and Security Awareness 5,992 Dell replacement computers 6,390
<b>TREASURER</b>	
34 Service Contracts	83,500 to RDA per agreement. Licensing and implementation We are still paying for Tyler/Munis 12,000 because we do use for the GL. Also for BAI 11,627. Both should end When tax and RDA is fully implemented (Spring '26).
31 Dues & Subscriptions	
35 Bank Charges	We are offsetting fees with bank balances
<b>POLICE DEPARTMENT</b>	
31 Dues & Subscriptions	1,247 for Mehrrin Drug Task Force Membership.
36 LODA	With the approval of the state budget for fiscal years 2025-2026, Line of Duty Death and Health Benefits Trust Fund (LODA Fund) premiums will increase to \$1,015 per full-time equivalent employees, effective July 1, 2024. By statute, LODA Fund benefits are funded on a "pay-as-you-go" basis, covering the health care premiums for current beneficiaries as well as projected costs of any new death and other benefit claims.
37 Computer & Technology	17,825 for replacement computers
38 Equipment	18,000 for flock equipment and 25,089 for core tactical and 8,640 for body cam equipment 15,000 for vehicle equipment
<b>PARKS &amp; RECREATION</b>	

<b>GENERAL FUND NOTES AS OF NOVEMBER 30, 2025</b>	
31	Dues & Subscriptions
	3,125 for EMS Pro Maintenance
39	Credit card processing expense
	Tracking slightly higher than prior year
40	Computer & Technology expenses
	4,260 replacement computers
	<b><u>SMITHFIELD CENTER</u></b>
40	Computer & Technology expenses
41	Advertising-SC
	None spent this year
42	Repairs & Maintenance
	Virginia Control and Elec for Wall Lights at Smithfield Center 6,090
43	ARPA
	<b><u>WINDSOR CASTLE PARK</u></b>
44	Equipment Expense
45	ARPA
47	Repairs & Maintenance
	8,600 for Concrete for Windsor Castle and 3,298 for drinking hydrant
	<b><u>WINDSOR CASTLE MANOR HOUSE</u></b>
46	Contracted Services
	Monthly 1,595 to Suffolk Sanitary Supply.
47	Repairs & Maintenance
	Rise Elevator repairs
	<b><u>LUTER SPORTS COMPLEX</u></b>
30	Insurance
	<b><u>MISCELLANEOUS-PARKS &amp; REC</u></b>
49	Clontz Park
	2,458 to Virginia Control and Electric. Pier Lights at Clontz Park.
50	Clontz Park ARPA
51	Fireworks
	<b><u>MUSEUM</u></b>

<u>GENERAL FUND NOTES AS OF NOVEMBER 30, 2025</u>		
31	Dues & Subscriptions	Slightly higher than prior year's zero
52	Gift Shop Expenses	1,920 higher than prior year
	<b><u>COMMUNITY DEVELOPMENT OTHER</u></b>	
53	Hampton Roads Planning District Commission	We paid quarterly in prior years, this year we paid an annual fee.
	<b><u>PUBLIC WORKS</u></b>	
54	Repairs & Maintenance	In line with prior year same period.
	<b><u>ARPA Expenses</u></b>	
	<b><u>Public Buildings</u></b>	
56	Computer & Technology	Software renewal
57	ARPA	

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

Preliminary

**TOWN COUNCIL**

Preliminary

	MUNIS ACCOUNT NUMBER	FY 2025-26 Budget	Budget Transfers & Rollovers	Actual 11/30/2025	Notes	Budget to Actual	Variance %
Salaries and Wages	04-100-411010-0000-41100	44,000.00		13,940.00	29	30,060.00	31.68%
Fica & Medicare Benefits	04-100-411010-0000-42100	3,425.00		1,080.40	29	2,344.60	31.54%
ARPA Payroll	04-100-411010-0000-46023	-			29	-	0.00%
Legal Fees	04-100-411010-0000-43150	50,000.00		15,493.00		34,507.00	30.99%
Update Town Charter & Code	04-100-411010-0000-43151	4,000.00		-		4,000.00	0.00%
Professional Services	04-100-411010-0000-43152	5,000.00		2,250.00	32	2,750.00	45.00%
Public Defender Fees	04-100-411010-0000-43153	6,000.00		3,720.00		2,280.00	62.00%
Election Expense	04-100-411010-0000-43170	-		-		-	0.00%
Maintenance contracts	04-100-411010-0000-43320	4,500.00		2,334.51		2,165.49	51.88%
Annual Christmas Parade	04-100-411010-0000-43351	-				-	0.00%
Advertising	04-100-411010-0000-43600	30,000.00		5,701.90		24,298.10	19.01%
Communications	04-100-411010-0000-45200	-				-	0.00%
Insurance	04-100-411010-0000-45300	-			30	-	0.00%
Travel & Training	04-100-411010-0000-45500	10,000.00		4,190.04		5,809.96	41.90%
Council Approved Items	04-100-411010-0000-45804	5,000.00		4,729.36		270.64	94.59%
Subscriptions/Memberships	04-100-411010-0000-45810	7,500.00		7,152.00	31	348.00	95.36%
Records Management maint & upgrades	04-100-411010-0000-45811	7,500.00		-		7,500.00	0.00%
Bank Charges	04-100-411010-0000-45813	-		2,018.59		(2,018.59)	0.00%
Supplies	04-100-411010-0000-46001	10,000.00		2,236.52		7,763.48	22.37%
ARPA Expenses	04-100-411010-0000-46019	-				-	0.00%
<b>Total Town Council</b>		186,925.00	-	64,846.32		122,078.68	34.69%

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

Preliminary

**TOWN MANAGER**

MUNIS ACCOUNT NUMBER	FY 2025-26 Budget	Budget Transfers & Rollovers	Actual 11/30/2025	Notes	Budget	Variance
					to Actual	%
Salaries and Wages	329,570.00		125,836.24	29	203,733.76	38.18%
Salaries-PT	43,348.00		8,804.82	29	34,543.18	20.31%
Salaries-OT	3,000.00		1,309.75	29	1,690.25	43.66%
Fica & Medicare Benefits	29,799.00		9,622.71	29	20,176.29	32.29%
VSRS	32,539.00		12,552.48		19,986.52	38.58%
Disability	600.00		253.99		346.01	42.33%
Health & Other	54,501.00		23,065.44		31,435.56	42.32%
Pre-Employment Test	6,500.00		808.99		5,691.01	12.45%
Employee Recognition	10,000.00		-		10,000.00	0.00%
Wellness Initiatives	8,237.00		130.00		8,107.00	1.58%
ARPA Payroll				29	-	0.00%
Professional Services	78,000.00	25,000.00	30,954.20		72,045.80	30.05%
Maintenance Contracts	3,000.00		8,258.83		(5,258.83)	275.29%
Communications	8,000.00		3,441.91		4,558.09	43.02%
Insurance	3,130.00			30	3,130.00	0.00%
Travel & Training	12,000.00		1,656.09		10,343.91	13.80%
Other	1,500.00		206.45		1,293.55	13.76%
Dues & Subscriptions	6,000.00		1,926.36	31	4,073.64	32.11%
Supplies	4,500.00		788.67		3,711.33	17.53%
Computer & technology expenses	5,000.00		28,573.12	33	(23,573.12)	571.46%
Fuel Expense	200.00		38.85		161.15	19.43%
Auto Expense	250.00				250.00	0.00%
Shared Services-IT	81,000.00		40,500.00		40,500.00	50.00%
Contingency	42,236.00		19,950.00		22,286.00	47.23%
Strategic Planning Initiatives	50,000.00		2,556.00		47,444.00	5.11%
Education Assistance	5,000.00				5,000.00	0.00%
Capital Expenditures - website redesign	04-100-412010-0000-48100	-			-	0.00%
<b>Total Town Manager</b>	<b>817,910.00</b>	<b>25,000.00</b>	<b>321,234.90</b>		<b>521,675.10</b>	<b>38.11%</b>

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

Preliminary

**TREASURER**

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	11/30/2025	Notes	to Actual
Salaries and Wages	04-100-412410-0000-41100	534,662.00		211,267.21	29	323,394.79 39.51%
Salaries-OT	04-100-412410-0000-41120, 41115	8,500.00		543.23	29	7,956.77 6.39%
Fica & Medicare Benefits	04-100-412410-0000-42100	42,430.00		15,734.22	29	26,695.78 37.08%
VSRS	04-100-412410-0000-42200	53,337.00		20,594.85		32,742.15 38.61%
Disability	04-100-412410-0000-42210	1,000.00		512.69		487.31 51.27%
Health	04-100-412410-0000-42300	88,120.00		35,206.04	29	52,913.96 39.95%
ARPA Payroll	04-100-412410-0000-46023	-			29	- 0.00%
Audit	04-100-412410-0000-43120	40,700.00				40,700.00 0.00%
Service contracts	04-100-412410-0000-43320	125,000.00		141,500.87	34	(16,500.87) 113.20%
Data Processing	04-100-412410-0000-44100	42,000.00		8,034.64		33,965.36 19.13%
Communications	04-100-412410-0000-45200	8,000.00		3,652.86		4,347.14 45.66%
Insurance	04-100-412410-0000-45300	-			30	- 0.00%
Travel & Training	04-100-412410-0000-45500	12,000.00		916.49		11,083.51 7.64%
Other	04-100-412410-0000-45804	500.00		-		500.00 0.00%
Dues & Subscriptions	04-100-412410-0000-45810	1,500.00		470.96	31	1,029.04 31.40%
Bank Charges	04-100-412410-0000-45813	1,000.00		-	35	1,000.00 0.00%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,500.00		-		3,500.00 0.00%
Supplies	04-100-412410-0000-46001	21,000.00		12,411.47		8,588.53 59.10%
Credit Card Processing	04-100-412410-0000-46002	800.00		-		800.00 0.00%
Computer & technology expenses	04-100-412410-0000-46005	7,500.00		1,148.86		6,351.14 15.32%
ARPA Expenses	04-100-412410-0000-46019	-				- 0.00%
Capital Outlay	04-100-412410-0000-48100	-				- 0.00%
<b>Total Treasurer</b>		991,549.00	-	451,994.39		539,554.61 45.58%

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

Preliminary

**PUBLIC SAFETY**

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	11/30/2025	Notes	to Actual
<b>POLICE DEPARTMENT</b>						
Salaries and Wages	04-100-431100-0000-41100	1,832,216.00	(10,000.00)	651,596.41	29	1,170,619.59
Salaries - Reg OT	04-100-431100-0000-41115	-		20,086.77	29	(20,086.77)
Salaries OT	04-100-431100-0000-41120	310,000.00		104,744.07	29	205,255.93
Salaries-Selective Enforcement	04-100-431100-0000-41130	19,000.00		-	29	19,000.00
Salaries - TDO and ECO	04-100-431100-0000-41135	-		-		-
Salaries-Special Events	04-100-431100-0000-41140	20,000.00		19,302.50		697.50
FTO/Shift Differential	04-100-431100-0000-41150	15,000.00		3,414.00	29	11,586.00
Fica & Medicare Benefits	04-100-431100-0000-42100	174,631.00		57,013.40	29	117,617.60
VSRS	04-100-431100-0000-42200	185,635.00		57,955.54		127,679.46
Disability	04-100-431100-0000-42210	400.00		170.80		229.20
Health Insurance	04-100-431100-0000-42300	383,843.00		143,672.40	29	240,170.60
ARPA Payroll	04-100-431100-0000-46023				29	-
Ins. - LODA	04-100-431100-0000-42410	25,200.00		21,315.00	36	3,885.00
Professional Services	04-100-431100-0000-43152	5,000.00		1,624.72		3,375.28
Service Contracts	04-100-431100-0000-43320	200,000.00		139,599.28		60,400.72
Community Outreach	04-100-431100-0000-43352	6,000.00	10,000.00	4,764.57		11,235.43
Investigation expenses	04-100-431100-0000-44641	10,000.00		5,328.80		4,671.20
HEAT Grant Expenses	04-100-431100-0000-45037	-				-
Communications	04-100-431100-0000-45200	50,000.00		14,243.63		35,756.37
Insurance	04-100-431100-0000-45300	-			30	-
Travel & Training	04-100-431100-0000-45500	45,500.00		11,812.40		33,687.60
Accreditation	04-100-431100-0000-45521	-				-
Asset Forfeiture Expenses	04-100-431100-0000-45640	-				-
Other	04-100-431100-0000-45804	1,800.00		140.00		1,660.00
Dues & Subscriptions	04-100-431100-0000-45810	45,600.00		2,682.54	31	42,917.46
Materials & Supplies	04-100-431100-0000-46001	28,000.00		5,735.40		22,264.60
Credit Card Process	04-100-431100-0000-46002	-		267.12	39	(267.12)
Computer & Technology Expenses	04-100-431100-0000-46005	27,000.00		19,527.81	37	7,472.19
Equipment	04-100-431100-0000-46006	227,200.00		90,341.90	38	136,858.10
Gas	04-100-431100-0000-46008	60,000.00		19,855.58		40,144.42
Vehicle Maintenance	04-100-431100-0000-46009	30,000.00		15,200.83		14,799.17

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

Preliminary

**PUBLIC SAFETY**

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	11/30/2025	Notes	to Actual
Radio & Equipment repairs	04-100-431100-0000-46010	2,500.00		2,228.04		271.96 89.12%
Uniforms	04-100-431100-0000-46011	31,500.00		16,086.73		15,413.27 51.07%
Tires	04-100-431100-0000-46016	9,000.00		3,250.00		5,750.00 36.11%
COVID-19 Expenses	04-100-431100-0000-46018	-				- 0.00%
ARPA Expenses	04-100-431100-0000-46019	-				- 0.00%
Capital Outlay	04-100-431100-0000-48100	230,000.00				230,000.00 0.00%
<b>Total Police Department</b>		<b>3,975,025.00</b>		<b>1,431,960.24</b>		<b>2,543,064.76 36.02%</b>

**FIRE DEPARTMENT**

State Pass Thru	04-100-432100-0000-45623	38,419.00		47,759.00		(9,340.00) 124.31%
Annual Fuel Contribution	04-100-432300-0000-46008	15,000.00		15,000.00		- 100.00%
Capital Contribution	04-100-432300-0000-45618	19,000.00		19,000.00		- 100.00%
<b>Total Fire Department</b>		<b>72,419.00</b>		<b>81,759.00</b>		<b>(9,340.00) 112.90%</b>

**E911 DISPATCH**

E911 Dispatch shared services	04-100-432300-0000-45614	480,000.00		10,892.78	469,107.22	2.27%
<b>Total E911 Dispatch</b>		<b>480,000.00</b>		<b>10,892.78</b>	<b>469,107.22</b>	<b>2.27%</b>
<b>Total Public Safety</b>		<b>4,527,444.00</b>		<b>1,524,612.02</b>	<b>3,002,831.98</b>	<b>33.67%</b>

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

Preliminary

**PARKS & RECREATION**

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	11/30/2025	Notes	to Actual
<b><u>Parks &amp; Recreation</u></b>						
Salaries and Wages	04-100-471100-0000-41100	512,634.00		180,865.63	29	331,768.37
Salaries-PT	04-100-471100-0000-41110	93,235.00		23,953.71	29	69,281.29
Salaries-OT	04-100-471100-0000-41120, 41115	24,108.00		5,890.20	29	18,217.80
Fica & Medicare Benefits	04-100-471100-0000-42100	50,398.00		15,153.11	29	35,244.89
VSRS	04-100-471100-0000-42200	51,774.00		17,567.99		34,206.01
Disability	04-100-471100-0000-42210	800.00		344.23		455.77
Health	04-100-471100-0000-42300	120,522.00		46,238.40	29	74,283.60
ARPA Payroll	04-100-471100-0000-46023	-			29	-
Contracted Services	04-100-471100-0000-43300	20,000.00		8,585.95		11,414.05
Advertising	04-100-471100-0000-43600	35,000.00		13,745.00		21,255.00
Communications	04-100-471100-0000-45200	4,500.00		1,561.97		2,938.03
Insurance	04-100-471100-0000-45300	6,280.00			30	6,280.00
Travel & Training	04-100-471100-0000-45500	3,000.00		854.04		2,145.96
Other	04-100-471100-0000-45804	600.00		95.00		505.00
Dues & Subscriptions	04-100-471100-0000-45810	6,000.00		3,983.09	31	2,016.91
Office Supplies	04-100-471100-0000-46001	4,500.00		1,044.65		3,455.35
Credit card processing expense	04-100-471100-0000-46002	5,000.00		2,572.95	39	2,427.05
Computer & technology expenses	04-100-471100-0000-46005	2,500.00		5,532.08	40	(3,032.08)
Fuel	04-100-471100-0000-46008	9,000.00		3,885.06		5,114.94
Uniforms	04-100-471100-0000-46011	3,000.00		2,956.50		43.50
Vehicle Maintenance	04-100-471100-0000-46009	2,000.00		249.95		1,750.05
ARPA Fund Capital	04-100-471100-0000-48102	-				-
Capital Outlay	04-100-471100-0000-48100	-				0.00%
Total Parks & Recreation		954,851.00	-	335,079.51		619,771.49
						35.09%

**Smithfield Center**

Retail Sales & Use Tax	04-100-412100-0000-43100	400.00		181.17		218.83	45.29%
Contracted Services	04-100-412100-0000-43300, 43320	21,000.00		9,091.67		11,908.33	43.29%
Advertising	04-100-412100-0000-43600	-			41	-	0.00%

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

Preliminary

**PARKS & RECREATION**

MUNIS ACCOUNT NUMBER	FY 2025-26 Budget	Budget Transfers & Rollovers	Actual 11/30/2025	Notes	Budget	Variance
					to Actual	%
Kitchen Supplies	3,000.00		656.74		2,343.26	21.89%
Food Service & Beverage Supplies	5,000.00		586.10		4,413.90	11.72%
AV Supplies	-				-	0.00%
Utilities	23,000.00		7,841.78		15,158.22	34.09%
Communications	8,500.00		4,189.45		4,310.55	49.29%
Insurance	6,680.00			30	6,680.00	0.00%
Refund event deposits	4,000.00		6,000.00		(2,000.00)	150.00%
Office Supplies/Other Supplies	-				-	0.00%
Computer & technology expenses	5,000.00		948.00	40	4,052.00	18.96%
Equipment	10,000.00				10,000.00	0.00%
Repairs & Maintenance	55,000.00		14,482.43	42	40,517.57	26.33%
ARPA Expenses	-			43	-	0.00%
Capital Outlay	-		-		-	0.00%
<b>Total Smithfield Center</b>	<b>141,580.00</b>	<b>-</b>	<b>43,977.34</b>		<b>97,602.66</b>	<b>31.06%</b>

**Windsor Castle Park**

Contracted Services	04-100-471210-0000-43300	11,000.00		9,199.97	46	1,800.03	83.64%
Utilities	04-100-471210-0000-45100	750.00		263.98		486.02	35.20%
Insurance	04-100-471210-0000-45300	11,088.00			30	11,088.00	0.00%
Equipment Expense	04-100-471210-0000-46006	16,000.00			44	16,000.00	0.00%
Repairs & Maintenance	04-100-471210-0000-46007	50,000.00		32,510.74	47	17,489.26	65.02%
ARPA Capital	04-100-471210-0000-48102	-		1,421.76	45	(1,421.76)	0.00%
Capital Outlay	04-100-471210-0000-48100	-		-		-	0.00%
<b>Total Windsor Castle Park</b>		<b>88,838.00</b>	<b>-</b>	<b>43,396.45</b>		<b>45,441.55</b>	<b>48.85%</b>

**Windsor Castle Manor House**

Contracted Services	04-100-471220-0000-43300	25,000.00		10,940.26	46	14,059.74	43.76%
Advertising	04-100-471220-0000-43600	-				-	0.00%
Food Service & Beverage Supplies	04-100-471220-0000-44001	-				-	0.00%
Utilities	04-100-471220-0000-45100	6,000.00		1,792.44		4,207.56	29.87%
Communications	04-100-471220-0000-45200	2,500.00		1,320.00		1,180.00	52.80%
Insurance	04-100-471220-0000-45300	6,020.00			30	6,020.00	0.00%

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

Preliminary

**PARKS & RECREATION**

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	11/30/2025	Notes	%
Refund event deposits	04-100-471220-0000-45899	4,000.00		10,690.00		(6,690.00) 267.25%
Office Supplies/Other Supplies	04-100-471220-0000-46001	-				- 0.00%
Computer & Technology	04-100-471220-0000-46005	-				- 0.00%
Repairs & maintenance	04-100-471220-0000-46007	10,000.00		4,901.06	47	5,098.94 49.01%
ARPA	04-100-471220-0000-46019	-				- 0.00%
Total Windsor Castle Manor House		53,520.00	-	29,643.76		23,876.24 55.39%

**Luter Sports Complex**

Contracted Services	04-100-471300-0000-43300	18,000.00		6,799.60		11,200.40	37.78%
Utilities	04-100-471300-0000-45100	11,500.00		5,886.90		5,613.10	51.19%
Communications	04-100-471300-0000-45200	1,800.00		899.94		900.06	50.00%
Insurance	04-100-471300-0000-45300	10,500.00			30	10,500.00	0.00%
Office Supplies/Other Supplies	04-100-471300-0000-46001	-				-	0.00%
Computer & Technology	04-100-471300-0000-46005	-				-	0.00%
Structures & Equipment Expense	04-100-471300-0000-46006	-				-	0.00%
Repairs & Maintenance	04-100-471300-0000-46007	65,000.00		32,702.48		32,297.52	50.31%
ARPA Capital	04-100-471300-0000-48102	-		27,698.90		(27,698.90)	0.00%
Capital Outlay	04-100-471300-0000-48100	2,030,628.00				2,030,628.00	0.00%
Total Luter Sports Complex		2,137,428.00	-	73,987.82		2,063,440.18	3.46%

**Miscellaneous**

Contributions-WCP	04-100-471200-0000-45653	-		-		-	0.00%
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100, 4	3,500.00		3,577.97	49	(77.97)	102.23%
Clontz Park ARPA	04-100-471311-0000-46019	-			50	-	0.00%
Jersey Park Playground	04-100-471313-0000-43345	500.00				500.00	0.00%
Pinewood Playground	04-100-471314-0000-43346	-				-	0.00%
Cypress Creek No Wake zone	04-100-471340-0000-43347	-				-	0.00%
Haydens Lane Maintenance	04-100-471315-0000-43348	500.00				500.00	0.00%
Veterans War Memorial	04-100-471316-0000-43349	500.00		688.14		(188.14)	137.63%
Fireworks	04-100-471390-0000-43344	20,000.00			51	20,000.00	0.00%
Total Other Parks & Recreation		25,000.00	-	4,266.11		20,733.89	17.06%

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

Preliminary

**PARKS & RECREATION**

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	11/30/2025	Notes	to Actual
<b>TOTAL PARKS &amp; RECREATION</b>	<b>3,401,217.00</b>	-	<b>530,350.99</b>	<b>2,870,866.01</b>	<b>15.59%</b>

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

Preliminary

**MUSEUM**

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	11/30/2025	Notes	to Actual
Salaries	04-100-472200-0000-41100	143,491.00		69,966.62	29	73,524.38 48.76%
Salaries-Part Time	04-100-472200-0000-41110	57,775.00		15,879.11	29	41,895.89 27.48%
FICA	04-100-472200-0000-42100	16,102.00		6,429.98	29	9,672.02 39.93%
VSRS	04-100-472200-0000-42200	14,418.00		7,055.58		7,362.42 48.94%
Disability	04-100-472200-0000-42210	500.00		197.43		302.57 39.49%
Health	04-100-472200-0000-42300	19,100.00		11,937.00		7,163.00 62.50%
ARPA Payroll	04-100-472200-0000-46023	-			29	- 0.00%
<b>Operating expenses</b>						
Contracted services	04-100-472200-0000-43300	3,400.00		650.85		2,749.15 19.14%
Advertisinig	04-100-472200-0000-43600	1,500.00		402.27		1,097.73 26.82%
Communications	04-100-472200-0000-45200	725.00		999.02		(274.02) 137.80%
Insurance	04-100-472200-0000-45300	2,430.00			30	2,430.00 0.00%
Travel/Training	04-100-472200-0000-45500	500.00		108.29		391.71 21.66%
Dues & Subscriptions	04-100-472200-0000-45810	800.00		1,050.00	31	(250.00) 131.25%
Supplies	04-100-472200-0000-46001	11,000.00		1,217.41		9,782.59 11.07%
Computer and Technology	04-100-472200-0000-46005	2,140.00				2,140.00 0.00%
ARPA	04-100-472200-0000-46019	-				- 0.00%
<b>Gift Shop-to be funded by gift shop proceeds</b>						
Sales & Use Tax	04-100-472200-0000-43100	1,000.00		441.82		558.18 44.18%
Credit card processing fees	04-100-472200-0000-46002	800.00		584.37		215.63 73.05%
Programming/Exhibits	04-100-472200-0000-46025	-		145.10		(145.10) 0.00%
Riverside Exhibit - Reimbursement Grant	04-100-472200-0000-46026	-		240.00		(240.00) 0.00%
Gift Shop expenses	04-100-472200-0000-46014	9,000.00		7,765.91	52	1,234.09 86.29%
<b>Total Museum</b>		284,681.00	-	125,070.76		159,610.24 43.93%

**Museum Contributions**

Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	10,000.00	\$	-	10,000.00	0.00%
<b>Total Museum Contributions</b>		10,000.00		-	10,000.00	0.00%
<b>TOTAL MUSEUM</b>		294,681.00		125,070.76	169,610.24	42.44%

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

**Preliminary**

**Community Development & Planning**

	MUNIS ACCOUNT NUMBER	FY 2025-26 Budget	Budget Transfers & Rollovers	Actual 11/30/2025	Notes	Budget to Actual	Variance %
<b>Administration</b>							
Salaries	04-100-481100-0000-41100	278,726.00		90,518.81	29	188,207.19	32.48%
Salaries-OT	04-100-481100-0000-41120	1,800.00		2,987.34	29	(1,187.34)	165.96%
FICA	04-100-481100-0000-42100	22,459.00		7,013.30	29	15,445.70	31.23%
VSRS	04-100-481100-0000-42200	28,510.00		10,759.75		17,750.25	37.74%
Disability	04-100-481100-0000-42210	750.00		384.01		365.99	51.20%
Health	04-100-481100-0000-42300	28,649.00		12,172.44	29	16,476.56	42.49%
ARPA Payroll	04-100-481100-0000-46023	-				-	0.00%
GIS	04-100-481100-0000-43001	10,000.00				10,000.00	0.00%
Site Plan Review	04-100-481100-0000-43141	15,000.00				15,000.00	0.00%
Professional Services	04-100-481100-0000-43152	20,000.00		1,281.00		18,719.00	6.41%
Shared Services-IOW Inspection Services	04-100-441300-0000-43143	72,500.00				72,500.00	0.00%
Contractual	04-100-481100-0000-43320	6,000.00		805.53		5,194.47	13.43%
Communications	04-100-481100-0000-45200	6,000.00		1,999.51		4,000.49	33.33%
Insurance	04-100-481100-0000-45300	5,700.00			30	5,700.00	0.00%
Travel & Training	04-100-481100-0000-45500	7,500.00		6,467.76		1,032.24	86.24%
Other	04-100-481100-0000-45804	1,000.00				1,000.00	0.00%
Dues & Subscriptions	04-100-481100-0000-45810	2,500.00		831.80	31	1,668.20	33.27%
Materials & Supplies	04-100-481100-0000-46001	6,000.00		1,329.34		4,670.66	22.16%
Repairs & Maintenance	04-100-481100-0000-46007	5,000.00		759.46		4,240.54	15.19%
Gas	04-100-481100-0000-46008	10,000.00		279.35		9,720.65	2.79%
Uniforms	04-100-481100-0000-46011	-				-	0.00%
ARPA	04-100-481100-0000-46019	-				-	0.00%
Capital Expenditures	04-100-481100-0000-48100	-				-	0.00%
<b>Total Community Development &amp; Planning Administration</b>		528,094.00	-	137,589.40		390,504.60	26.05%

**Pinewood Heights Project**

Project Expenditures						-	0
Pinewood Heights-Phase II	04-100-432315-0000-42701-misc	-				-	0.00%
Pinewood Heights-Phase III	04-100-432315-0000-42701-misc	-				-	0.00%
Pinewood Heights Phase IV	04-100-432315-0000-42704, 42715	-				-	0.00%
Pinewood Heights Phase IV Capital Outlay	04-100-432315-0000-42701-48100	125,000.00		17,174.40		107,825.60	13.74%
<b>Total Pinewood Heights-All Phases</b>		125,000.00	-	17,174.40		107,825.60	13.74%

**Community Development-Other**

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

Preliminary

**Community Development & Planning**

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance	
		Budget	& Rollovers	11/30/2025	Notes	%	
Hampton Roads Planning District Commission	04-100-432302-0000-45621	22,000.00		12,983.00	53	9,017.00	59.01%
Tourism Bureau	04-100-432302-0000-45607	350,000.00				350,000.00	0.00%
Chamber of Commerce	04-100-432302-0000-45609	6,000.00				6,000.00	0.00%
<b>Total Community Development Other</b>		<b>378,000.00</b>		<b>12,983.00</b>		<b>365,017.00</b>	<b>3.43%</b>
 Total Community Planning & Development		1,031,094.00	-	167,746.80		863,347.20	16.27%

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

Preliminary

**Public Works**

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	11/30/2025	Notes	%
Salaries	04-100-441300-0000-41100	212,622.00		101,692.74	29	110,929.26 47.83%
Salaries - Reg OT	04-100-441300-0000-41115	-		1,127.58	29	(1,127.58) 0.00%
Salaries-OT (includes special events)	04-100-441300-0000-41120	11,205.00		4,103.83	29	7,101.17 36.62%
FICA	04-100-441300-0000-42100	17,010.00		7,712.95	29	9,297.05 45.34%
VSRS	04-100-441300-0000-42200	20,405.00		7,655.06		12,749.94 37.52%
Disability	04-100-441300-0000-42210	2,500.00		1,029.69		1,470.31 41.19%
Health	04-100-441300-0000-42300	36,550.00		12,474.62		24,075.38 34.13%
ARPA Payroll	04-100-441300-0000-46023	-			29	- 0.00%
GIS	04-100-441300-0000-43001	2,000.00				2,000.00 0.00%
Site Plan Review	04-100-441300-0000-43141	5,000.00				5,000.00 0.00%
Professional Services	04-100-441300-0000-43152	40,000.00		3,780.00		36,220.00 9.45%
Shared Services-IOW Inspection Services	04-100-441300-0000-43143	80,000.00				80,000.00 0.00%
Contractual	04-100-441300-0000-43300, 43320	8,000.00		2,336.19		5,663.81 29.20%
Trash Collection	04-100-441300-0000-43330	280,000.00		94,857.28		185,142.72 33.88%
Street Lights	04-100-441300-0000-45101	3,000.00		261.30		2,738.70 8.71%
Communications	04-100-441300-0000-45200	7,500.00		2,812.98		4,687.02 37.51%
Insurance	04-100-441300-0000-45300	-			30	- 0.00%
Travel & Training	04-100-441300-0000-45500	5,000.00		30.75		4,969.25 0.62%
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	5,000.00		443.87		4,556.13 8.88%
Accreditation	04-100-441300-0000-45521	10,000.00				10,000.00 0.00%
Safety Grant Expenses	04-100-441300-0000-45530	-				- 0.00%
Other	04-100-441300-0000-45804	2,500.00		1,156.11		1,343.89 46.24%
Dues & Subscriptions	04-100-441300-0000-45810	1,500.00		1,740.96	31	(240.96) 116.06%
Materials & Supplies	04-100-441300-0000-46001	5,000.00		2,505.32		2,494.68 50.11%
Computer & Technology	04-100-441300-0000-46005	11,000.00		10,012.94		987.06 91.03%
Repairs & Maintenance	04-100-441300-0000-46007	10,000.00		2,617.30	54	7,382.70 26.17%
Gas	04-100-441300-0000-46008	10,000.00		3,675.29		6,324.71 36.75%
Uniforms	04-100-441300-0000-46011	4,000.00		1,499.23		2,500.77 37.48%
Litter Control Grant Expense	04-100-441300-0000-46012	2,500.00				2,500.00 0.00%
ARPA Funded Capital Projects	04-100-441300-0000-48102	-			55	- 0.00%
Capital Expenditures	04-100-441300-0000-48100	651,000.00		137,755.04		513,244.96 21.16%
<b>Total Public Works</b>		<b>1,443,292.00</b>	<b>-</b>	<b>401,281.03</b>		<b>1,042,010.97 27.80%</b>

**Miscellaneous Public Works**

Waterworks Dam -professional fees	04-100-471350-0000-43152	40,000.00		3,545.00		36,455.00 8.86%
Waterworks Dam - repairs & Maint	04-100-471350-0000-46007	-				- 0.00%
Waterworks Dam-(decommission?)		-				- 0.00%
<b>Total Miscellaneous Public Works</b>		<b>40,000.00</b>		<b>3,545.00</b>		<b>36,455.00 8.86%</b>

<b>Total Public Works Expenses</b>	1,483,292.00	-	404,826.03	1,078,465.97	27.29%
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**Town of Smithfield**  
**FY2026 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**Public Buildings**

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	11/30/2025	Notes	%
Salaries-Part Time	04-100-443200-0000-41110	45,140.00		15,066.33	29	30,073.67 33.38%
FICA	04-100-443200-0000-42100	3,612.00		1,152.58	29	2,459.42 31.91%
ARPA Payroll	04-100-443200-0000-46023	-			29	- 0.00%
Professional Services	04-100-443200-0000-43152	75,000.00				75,000.00 0.00%
Contractual	04-100-443200-0000-43300, 43320	35,000.00		12,291.90		22,708.10 35.12%
Utilities	04-100-443200-0000-45100	65,000.00		17,693.28		47,306.72 27.22%
Communications	04-100-443200-0000-45200	2,500.00		1,413.22		1,086.78 56.53%
Insurance	04-100-443200-0000-45300	13,500.00			30	13,500.00 0.00%
Other	04-100-443200-0000-45804	500.00		41.83		458.17 8.37%
Materials & Supplies	04-100-443200-0000-46001,4	4,500.00		1,377.34		3,122.66 30.61%
Computer & Technology	04-100-443200-0000-46005	40,000.00		28,205.43	56	11,794.57 70.51%
Equipment Expense	04-100-443200-0000-46006	-				- 0.00%
Repairs & Maintenance	04-100-443200-0000-46007	75,000.00		41,399.50		33,600.50 55.20%
ARPA expenses	04-100-443200-0000-46019	-			57	- 0.00%
ARPA Capital	04-100-443200-0000-48102	-			57	- 0.00%
Capital Expenditures	04-100-443200-0000-48100	50,000.00		29,330.00		20,670.00 58.66%
Total Public Buildings		409,752.00	-	147,971.41		261,780.59 36.11%

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

Preliminary

**Contributions**

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	11/30/2025	Notes	to Actual
<b>Parks, Recreation, and Cultural</b>						
Isle of Wight Arts League	04-100-432301-0000-45601	10,000.00		10,000.00		- 100.00%
Farmers Market	04-100-432301-0000-45617	3,000.00		3,000.00		- 100.00%
Friends of the Library	04-100-473100-0000-45605	3,289.00		3,289.00		- 100.00%
Total Cultural Contributions		16,289.00		16,289.00		- 100.00%
<b>Contributions-Community Development</b>						
Genieve Shelter	04-100-432302-0000-45606	15,000.00		15,000.00		- 100.00%
TRIAD	04-100-432302-0000-45611	1,650.00			1,650.00	0.00%
Christian Outreach	04-100-432302-0000-45620	13,000.00		13,000.00		- 100.00%
Western Tidewater Free Clinic	04-100-432302-0000-45632	11,195.00		11,195.00		- 100.00%
Schoolhouse Museum	04-100-472500-0000-45622	5,376.00		5,376.00		- 100.00%
Old Courthouse Contribution	04-100-472500-0000-45613	5,000.00		5,000.00		- 100.00%
<b>Total Contributions-Community Development</b>		51,221.00		49,571.00	1,650.00	96.78%
<b>TOTAL CONTRIBUTIONS</b>		67,510.00		65,860.00	1,650.00	97.56%

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

Preliminary

**Non-Departmental**

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	11/30/2025	Notes	to Actual
<b>OPERATING/CAPITAL RESERVE</b>						
Insurance	04-100-491100-0000-45300	246,832.00		120,932.00		125,900.00 48.99%
Contribution to Route 10 and Turner Drive Project	04-100-481500-0000-45657	902,000.00		902,000.00		- 100.00%
Appropriation to Reserves		-				- 0.00%
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	80,000.00			80,000.00	0.00%
<b>TOTAL NON DEPARTMENTAL</b>		1,228,832.00		1,022,932.00		80,000.00

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

**Debt Service**

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	11/30/2025	Notes	to Actual
<b>Principal Retirement</b>						
Police Evidence Building	04-100-495500-0000-49509	-				-
Public Safety Radio System	04-100-495500-0000-49518	-				-
Police Vehicles	04-100-495500-0000-49523	186,290.00		88,702.66		97,587.34 47.62%
GO Bond 2020A2	04-100-495500-0000-49521	314,253.00		157,590.00		156,663.00 50.15%
<b>Interest and fiscal charges</b>						
Police Evidence Building	04-100-495500-0000-49510	-				0.00%
Public Safety Radio System	04-100-495500-0000-49519	-				-
Police Vehicles	04-100-495500-0000-49524	-				-
GO Bond 2020A2	04-100-495500-0000-49522	39,386.00		20,352.84		19,033.16 51.68%
Total Debt Service		539,929.00		266,645.50		273,283.50 49.39%

**Town of Smithfield**  
**GENERAL FUND**  
**FY2025-26 CAPITAL BUDGET**

12/9/2025

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance	
	Budget	& Rollovers	11/30/2025	Notes	to Actual	%
<b>GENERAL GOVERNMENT EXPENSES</b>						
TOWN MANAGER						
Website Redesign	04-100-412010-0000-48100	-	-	-	0.00%	
<b>TREASURER</b>						
Treasurer- software conversion	04-100-412410-0000-48100	-	-	-	0.00%	
<b>PUBLIC SAFETY</b>						
Police Department-police vehicles	04-100-431100-0000-48100	230,000.00		230,000.00	0.00%	
<b>PARKS, RECREATION &amp; CULTURAL</b>						
Maintenance buildings at LCS, WCP (ARPA FUNDED)	04-100-471100-0000-48102	2,000,000.00	27,698.90	1,972,301.10	0.00%	
LSC - washout repairs	04-100-471300-0000-48100	30,628.00		30,628.00	0.00%	
Windsor Castle Park Bridge Repairs	04-100-471210-0000-48102		1,421.76	(1,421.76)	0.00%	
Windsor Castle Park Bridge Repairs	04-100-471210-0000-48100		-	-	0.00%	
<b>Total Parks &amp; Recreation</b>		2,030,628.00	-	29,120.66	2,001,507.34	
					1.43%	
<b>PUBLIC WORKS</b>						
Nike Park Recreational Trail	04-100-441300-0000-48100	136,000.00		136,000.00	0.00%	
Battery Park Drainage Project - Villas	04-100-441300-0000-48100	400,000.00		400,000.00	0.00%	
Vehicle Replacement (split Hwy, Wtr, Swr, PW)	04-100-441300-0000-48100	75,000.00	132,477.79	(57,477.79)		
Streetlights	04-100-441300-0000-48100	40,000.00	5,277.25	34,722.75		
Emergency Exit from Brown's	04-100-441300-0000-48100			-		
<b>Total Public Works</b>		651,000.00	-	137,755.04	513,244.96	
					21.16%	
<b>PUBLIC BUILDINGS</b>						
Public Buildings						
Public Works Training Room	04-100-443200-0000-48100	50,000.00		50,000.00		
Replace St Lights	04-100-443200-0000-48100	-	29,330.00	(29,330.00)		
Replacement Christmas Garland	04-100-443200-0000-48100			-		
<b>Total Public Buildings</b>		50,000.00	29,330.00	20,670.00		
<b>Total General Fund Capital Expenses</b>		2,961,628.00	-	196,205.70	2,765,422.30	
					6.62%	

**Town of Smithfield  
GENERAL FUND  
FY2025-26 CAPITAL BUDGET**

12/9/2025

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance	
	Budget	& Rollovers	11/30/2025	Notes	to Actual	%
<b>GENERAL GOVERNMENT EXPENSES</b>						
<b>PUBLIC SAFETY</b>						
Police Department-Retention Training	04-100-431100-0000-46018				-	
<b>PARKS, RECREATION &amp; CULTURAL</b>						
LSC & WCP Maintenance Buildings					-	0.00%
LSC Football Field concessions and restroom					-	0.00%
Paving Jericho Road					-	
Paving Clontz Park					-	
Manor House Paving					-	
Top Dresser					-	
Trash Cans					-	
Mower					-	
LSC Improvements -Lighting	04-100-471300-0000-46019				-	
WCP Trail Repairs	04-100-471210-0000-46019				-	
WCP Bridge and Pier Repairs	04-100-471210-0000-48102				-	
Clontz Park-demolish gazebo and reconstruction pier	04-100-471311-0000-46019				-	
Smithfield Center Doors					-	
Replace deck at Smithfield Center	04-100-412100-0000-46019				-	
<b>Total Parks &amp; Recreation</b>		-	-	-	-	0.00%
<b>PUBLIC WORKS - Stormwater</b>						
Water Line Contribution - Isle of Wight					-	
310 Winchester Pipe Repair					-	
The Machrie Pipe Replacement					-	
512 hickory Crescent Pipe Replacement					-	
Pagan Road Stormwater Project (ARPA)-started in 2022					-	
204 Barcroft Dr Pipe Replacement					-	
310 Buckingham Way DI Repair					-	
Battery Park Drainage Project-Villas (ARPA)-started in 2022					-	
Grace St Sidewalk Repairs					-	
Stormwater Project contingency					-	
Stormwater GIS Database					-	
<b>Total Public Works</b>		-	-	-	-	
<b>Tourism</b>						
Wayfinding Signs					-	
Town Benches					-	
Smithfield Times Gazebo					-	
<b>Total Tourism</b>		-	-	-	-	
<b>Miscellaneous</b>						
COVID Supplies					-	
AS400 Update					-	
Treasurer's Office Equipment					-	
<b>Total General Fund Capital Expenses</b>		-	-	-	-	0.00%

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

12/9/2025

**Highway**

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	11/30/2025	Notes	%
<b>HIGHWAY REVENUES</b>						
Interest Income	03-204-341200-0000-31501	500.00		60.54		439.46 12.11%
Revenue - Commwlth of VA	03-204-341200-0000-34060	1,810,074.00		441,535.42	1	1,368,538.58 24.39%
<b>Carryforward from prior years</b>	N/A	-			2	-
<b>Total Highway Fund Revenue</b>		1,810,574.00	-	441,595.96		1,368,978.04 24.39%
	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	11/30/2025	Notes	%
<b>HIGHWAY EXPENSES</b>						
Salaries	04-204-441200-0000-41100	373,421.00		113,833.05	3	259,587.95 30.48%
FICA	04-204-441200-0000-42100	28,517.00		8,371.25	3	20,145.75 29.36%
VRS	04-204-441200-0000-42200	34,284.00		9,057.10		25,226.90 26.42%
Health	04-204-441200-0000-42300	60,444.00		18,600.25		41,843.75 30.77%
Maintenance	04-204-441200-0000-43104	973,908.00	(31,000.00)	297,910.67	4	644,997.33 31.59%
Grass	04-204-441200-0000-43105	110,000.00		33,012.31	5	76,987.69 30.01%
VAC Truck Repairs	04-204-441200-0000-43107	5,000.00		3,051.89		1,948.11 61.04%
Professional services	04-204-441200-0000-43152	15,000.00		4,792.80		10,207.20 31.95%
Stormwater Management Program (regional)	04-204-441200-0000-43999	5,000.00		3,383.00		1,617.00 67.66%
Street Lights	04-204-441200-0000-45101	135,000.00		68,904.91	6	66,095.09 51.04%
Insurance	04-204-441200-0000-45300	-			7	-
Bank Charges	04-204-441200-0000-45813	-				0.00%
Fuel	04-204-441200-0000-46008	20,000.00		5,592.38		14,407.62 27.96%
Vehicle Maintenance	04-204-441200-0000-46009	20,000.00		3,508.70	8	16,491.30 17.54%
Uniforms	04-204-441200-0000-46011	5,000.00		2,011.43		2,988.57 40.23%
ARPA	04-204-441200-0000-48102					0.00%
Capital Outlay	04-204-441200-0000-48100	25,000.00	31,000.00	3,153.79	9	52,846.21 0.00%
<b>Carryforward to next year</b>	N/A	-				- 0.00%
<b>Total Highway Fund Expense</b>		1,810,574.00	-	575,183.53		1,235,390.47 31.77%

<b>HIGHWAY NOTES NOVEMBER 30, 2025</b>		
<b>Revenues:</b>		
1	Revenue - Commonwealth of VA	State Highway Funds, received quarterly. Tracking slightly higher than prior year same period by 13,752
2	Carryforward from prior years	
<b>Expenses:</b>		
3	Salaries/Fica	
4	Highway Maintenance	Tracking 86,232 more than prior year same period Projects to date: Sykes Court Paving 9,450 Cypress Creek Pkwy 17,900. 17,500 Goorich and Sons for Joshua Road 8,400 Concrete Work. 8,525 for Pruning and Ditch Work to Goodrich 15,127 Moonfield
5	Grass Cutting	In line with prior year same period
6	Street Lights	10,814 higher than prior year
7	Insurance	
8	Capital Outlay	Bobcat
9	Uniforms	

**Town of Smithfield**  
**HIGHWAY FUND**  
**FY2025-26 CAPITAL BUDGET**

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	11/30/2025	Notes	to Actual %
<b>Highway</b>					
Vehicle Replacement (split HWY, WTR, SWR)	04-204-441200-0000-48100	25,000.00		25,000.00	
Salt/Sand Spreader	04-204-441200-0000-48100			-	
Lawnmowers	04-204-441200-0000-48100			-	
Trailer - split	04-204-441200-0000-48100		3,153.79	(3,153.79)	
<b>Total Highway Capital Expenses</b>		<b>25,000.00</b>	<b>-</b>	<b>3,153.79</b>	<b>21,846.21</b>

ARPA

Stormwater

04-204-441200-0000-48102

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

12/9/2025

**SEWER FUND**

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	11/30/2025	Notes	%
<b>SEWER REVENUES</b>						
Sewer Charges	03-006-342070-0000-31101	1,490,700.00		465,571.47	1	1,025,128.53
Availability Fees	03-006-342070-0000-31102	247,200.00		175,640.00	2	71,560.00
Pro Rata Share Fees	03-006-342070-0000-31103	-		2,400.00	3	2,400.00
Connection fees	03-006-342070-0000-31104	95,000.00		86,590.00	4	8,410.00
Miscellaneous Revenue	03-006-342070-0000-31105	-				0.00%
Interest Revenue	03-006-342070-0000-31501	90,000.00		78,368.66		11,631.34
Sewer Compliance Fee	03-006-342070-0000-31608	400,000.00		147,265.58	5	252,734.42
ARPA Funding	03-006-342070-0000-31619	-				0.00%
Appropriated fund balance for budget	Balance Sheet	-			6	-
<b>Total Sewer Revenue</b>		<b>2,322,900.00</b>	<b>0.00</b>	<b>955,835.71</b>		<b>41.15%</b>

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
		Budget	& Rollovers	11/30/2025	Notes	%

**SEWER EXPENSES**

Salaries	04-006-442070-0000-41100	447,847.00		131,486.27	7	316,360.73	29.36%
FICA	04-006-442070-0000-42100	33,509.00		9,662.06	7	23,846.94	28.83%
VRS	04-006-442070-0000-42200	39,474.00		12,484.16	7	26,989.84	31.63%
Health	04-006-442070-0000-42300	61,565.00		25,224.05	7	36,340.95	40.97%
VAC Truck Repairs & Maintenance	04-006-442070-0000-43107	10,000.00		9,155.73		844.27	91.56%
Audit	04-006-442070-0000-43120	9,000.00				9,000.00	0.00%
Legal	04-006-442070-0000-43150	5,000.00		3,500.00		1,500.00	70.00%
Professional Fees	04-006-442070-0000-43152	40,000.00		16,180.62		23,819.38	40.45%
Contractual	04-006-442070-0000-43300,43320	5,000.00		1,169.25		3,830.75	23.39%
HRPDC sewer programs	04-006-442070-0000-43997	1,500.00		1,233.00	8	267.00	82.20%
Data Processing	04-006-442070-0000-44100	20,000.00		2,530.85		17,469.15	12.65%
Utilities	04-006-442070-0000-45100	50,000.00		13,552.27		36,447.73	27.10%
Communications	04-006-442070-0000-45200	13,000.00		4,939.61		8,060.39	38.00%
SCADA Expenses	04-006-442070-0000-45204	15,000.00				15,000.00	0.00%
Insurance	04-006-442070-0000-45300	20,000.00			9	20,000.00	0.00%
Materials & Supplies	04-006-442070-0000-45400, 46001	65,000.00		13,543.08		51,456.92	20.84%
Travel & Training	04-006-442070-0000-45500	5,000.00				5,000.00	0.00%

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

12/9/2025

**SEWER FUND**

	MUNIS ACCOUNT NUMBER	FY 2025-26		Budget Transfers & Rollovers	Actual 11/30/2025	Notes	Budget to Actual	Variance %
		Budget						
Miscellaneous	04-006-442070-0000-45804	1,500.00			217.97		1,282.03	14.53%
Dues & Subscriptions	04-006-442070-0000-45810	200.00					200.00	0.00%
Bank charges	04-006-442070-0000-45813	200.00			1,595.23		(1,395.23)	797.62%
Equipment Expense	04-006-442070-0000-46006	60,000.00					60,000.00	0.00%
Maintenance & Repairs	04-006-442070-0000-46007	325,000.00			107,728.32		217,271.68	33.15%
Fuel	04-006-442070-0000-46008	15,000.00			4,205.15		10,794.85	28.03%
Vehicle Maintenance	04-006-442070-0000-46009	10,000.00			3,580.39	10	6,419.61	35.80%
Uniforms	04-006-442070-0000-46011	7,500.00			1,904.89	11	5,595.11	25.40%
Pump Replacement & Conditioning	04-006-442070-0000-46015	150,000.00			766.07	12	149,233.93	0.51%
ARPA	04-006-442070-0000-46019, 48102	-				13	-	0.00%
Debt Service	04-006-442070-0000-49000	200,000.00			98,919.89	14	101,080.11	49.46%
Bad Debt Expense	04-006-442070-0000-49004	-				15	-	0.00%
Depreciation Expense	04-006-442070-0000-49102	82,605.00			197,271.61		(114,666.61)	0.00%
Capital Expenditures		630,000.00			182,280.58		447,719.42	28.93%
<b>Total Sewer Expenditures</b>		<b>2,322,900.00</b>			<b>843,131.05</b>		<b>1,479,768.95</b>	<b>36.30%</b>

SEWER NOTES AS OF NOVEMBER 30, 2025		
<b>Revenues</b>		
<b>1</b>	<u>Sewer Charges/Sewer Compliance</u>	144,302 higher than prior year same period, it may be due to some are FY25 revenue.
<b>2</b>	<u>Availability fees</u>	83,040 higher than prior year
<b>3</b>	<u>Pro-Rata Share Fees</u>	14,400 less than prior year for the same period.
<b>4</b>	<u>Connection Fees</u>	49,470 higher than prior year same period
<b>5</b>	<u>Sewer Compliance Fee</u>	Nothing for prior year same period
<b>6</b>	<u>Appropriated Fund Balance</u>	
<b>Expenses</b>		-
<b>7</b>	<u>Salaries and payroll taxes</u>	
<b>8</b>	<u>HRPDC Sewer Programs</u>	Tracking slightly higher than prior year
<b>9</b>	<u>Insurance</u>	
<b>10</b>	<u>Vehicle Maintenance</u>	3,136 less than prior year
<b>11</b>	<u>Uniforms</u>	
<b>12</b>	<u>Pump replacement/conditioning</u>	
<b>13</b>	<u>ARPA</u>	
<b>14</b>	<u>Debt Service</u>	Final Payment for VAC Truck to Sandander Bank.

**Town of Smithfield**  
**FY2026 Adopted Operating Budget**  
**WATER FUND**

12/9/2025

Preliminary

**WATER FUND**

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	11/30/2025	Notes	to Actual
<b>WATER REVENUES</b>					
Water Sales	03-006-342060-0000-31101	2,111,880.00		813,266.27	1 1,298,613.73 38.51%
Debt Service Revenue	03-006-342060-0000-31109	268,000.00		92,907.00	1 175,093.00 34.67%
Availability Fees	03-006-342060-0000-31102	175,000.00		157,340.00	2 17,660.00 89.91%
Pro Rata Share Fees	03-006-342060-0000-31103	-		2,400.00	3 2,400.00 0.00%
Connection fees	03-006-342060-0000-31104	50,000.00		50,680.00	4 (680.00) 101.36%
Miscellaneous	03-006-342060-0000-31105	-		11,550.00	5 11,550.00 0.00%
Application Fees	03-006-342060-0000-31106	11,000.00		7,805.00	3,195.00 70.95%
Interest Revenue	03-006-342060-0000-31501	145,800.00		33,756.46	112,043.54 23.15%
ARPA Revenue	03-006-342060-0000-31619, 350	-			6 -
Contributions from IOW	03-006-342060-0000-31628	-			- 0.00%
Appropriated fund balance for budget	n/a	750,000.00			7 750,000.00 0.00%
<b>Total Water Revenues</b>		<b>3,511,680.00</b>	<b>-</b>	<b>1,169,704.73</b>	<b>2,369,875.27 33.31%</b>

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	11/30/2025	Notes	to Actual
<b>WATER EXPENSES</b>					
Salaries	04-006-442060-0000-41100	636,376.00		220,848.61	8 415,527.39 34.70%
FICA	04-006-442060-0000-42100	50,911.00		16,196.58	8 34,714.42 31.81%
VRS	04-006-442060-0000-42200	57,792.00		17,890.58	8 39,901.42 30.96%
Health	04-006-442060-0000-42300	103,901.00		40,101.20	8 63,799.80 38.60%
ARPA Payroll	04-006-442060-0000-46023	-			8 - 0.00%
Audit	04-006-442060-0000-43120	9,000.00			9,000.00 0.00%
Legal	04-006-442060-0000-43150	1,000.00		3,500.00	(2,500.00) 350.00%
Professional Services	04-006-442060-0000-43152	32,000.00		16,180.63	9 15,819.37 50.56%
Contractual	04-006-442060-0000-43320	15,000.00		14,406.67	593.33 96.04%
Regional Water Supply Study	04-006-442060-0000-43998	5,000.00		3,660.00	10 1,340.00 73.20%
Data Processing	04-006-442060-0000-44100	20,000.00		2,530.85	17,469.15 12.65%

**Town of Smithfield**  
**FY2026 Adopted Operating Budget**  
**WATER FUND**

12/9/2025

**Preliminary**

**WATER FUND**

	MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Notes	Budget	Variance
		Budget	& Rollovers	11/30/2025		to Actual	%
Utilities	04-006-442060-0000-45100	3,000.00		110.34		2,889.66	3.68%
Communications	04-006-442060-0000-45200	12,000.00		4,939.54		7,060.46	41.16%
Insurance	04-006-442060-0000-45300	40,000.00				40,000.00	0.00%
Materials & Supplies	04-006-442060-0000-45400	140,000.00		75,300.46	11	64,699.54	53.79%
Travel and Training	04-006-442060-0000-45500	5,000.00				5,000.00	0.00%
Other Expense	04-006-442060-0000-45804	515,000.00		510,201.97	12	4,798.03	99.07%
Dues & Subscriptions	04-006-442060-0000-45810	2,000.00		550.00	13	1,450.00	27.50%
Bank service charges-credit card fees	04-006-442060-0000-45813	1,200.00		1,350.29	19	(150.29)	112.52%
Equipment Expense	04-006-442060-0000-46006	4,000.00				4,000.00	0.00%
Maintenance & Repairs	04-006-442060-0000-46007	75,000.00		78,218.99		(3,218.99)	104.29%
Fuel	04-006-442060-0000-46008	20,000.00		4,442.44		15,557.56	22.21%
Vehicle Maintenance	04-006-442060-0000-46009	10,000.00		3,059.81	18	6,940.19	30.60%
Uniforms	04-006-442060-0000-46011	10,000.00		4,017.21	14	5,982.79	40.17%
Capital Expenditures	04-006-442060-0000-47000			13,575.79	15	(13,575.79)	0.00%
<b>RO Annual costs</b>							
Contract Services	04-006-442061-0000-43300	15,000.00		5,657.00		9,343.00	37.71%
Power	04-006-442061-0000-45100	150,000.00		50,526.64		99,473.36	33.68%
HRSD	04-006-442061-0000-45102	500,000.00		226,309.80		273,690.20	45.26%
Communication	04-006-442061-0000-45200	13,000.00		5,302.18		7,697.82	40.79%
Supplies	04-006-442061-0000-45400	35,000.00		26,199.81	16	8,800.19	74.86%
Chemicals	04-006-442061-0000-45413	120,000.00		45,934.61	16	74,065.39	38.28%
Travel and training	04-006-442061-0000-45500	5,000.00		370.00		4,630.00	7.40%
Miscellaneous	04-006-442061-0000-45804	500.00		316.99		183.01	63.40%
Dues & Subscriptions	04-006-442061-0000-45810	2,000.00				2,000.00	0.00%
Maintenance and Repairs	04-006-442061-0000-46007	120,000.00		21,956.35		98,043.65	18.30%
Vehicle Maintenance	04-006-442061-0000-46009	3,000.00		282.16	18	2,717.84	9.41%
ARPA Capital	04-006-442061-0000-46019					-	0.00%
Debt Service	04-006-442060-0000-49000	330,000.00		18,276.21	17	311,723.79	5.54%
Bad Debt Expense	04-006-442060-0000-49004	-				-	0.00%
Depreciation Expense	04-006-442060-0000-49102			168,217.44		(168,217.44)	0.00%
Bond Issuance Costs	04-006-442060-0000-49511	-				-	0.00%
Transfers to Operating Reserves	balance sheet	-				-	0.00%

**Town of Smithfield  
FY2026 Adopted Operating Budget  
WATER FUND**

12/9/2025

Preliminary

**WATER FUND**

MUNIS ACCOUNT NUMBER	FY 2025-26		Budget Transfers	Actual	Notes	Budget	Variance
	Budget	& Rollovers	11/30/2025			to Actual	%
Capital Expenditures	04-006-442061-0000-47000	450,000.00				450,000.00	0.00%
<b>Total Water Expenditures</b>		<b>3,511,680.00</b>	-	<b>1,600,431.15</b>		<b>1,911,248.85</b>	<b>45.57%</b>

<b>WATER NOTES AS OF NOVEMBER 30, 2025</b>		
<b>Revenues</b>		
<b>1</b>	<u>Water Charges/Water Debt Service</u>	128,776 higher than prior year
<b>2</b>	<u>Availability fees</u>	93,700 higher than prior year same month.
<b>3</b>	<u>Pro-Rata Share Fees</u>	14,400 less than prior year same period
<b>4</b>	<u>Connection Fees</u>	37,440 higher than prior year same period
<b>5</b>	<u>Miscellaneous Revenues</u>	6,322 higher than prior year same period
<b>6</b>	<u>ARPA Funding</u>	
<b>7</b>	<u>Appropriated Fund Balance</u>	-
<b>Expenses</b>		
<b>8</b>	<u>Salaries and payroll taxes</u>	
<b>9</b>	<u>Professional fees</u>	SE Corridor Master Plan
<b>10</b>	<u>Regional Water Supply Study</u>	Hampton Roads Planning Regional Water Supply Study
<b>11</b>	<u>Materials and Supplies</u>	50,361 Higher than prior year same period 31,270 for Procoder Meters
<b>12</b>	<u>Other</u>	Includes 500,000 IOW water/sewer agreement paid 7/14/25
<b>13</b>	<u>Dues &amp; Subscriptions</u>	Tracking to last year
<b>14</b>	<u>Uniforms</u>	
<b>15</b>	<u>ARPA</u>	
<b>16</b>	<u>RO Supplies/Chemicals</u>	16,889 higher than prior year. Univar Solutions and Kurita America - Drum

<b>WATER NOTES AS OF NOVEMBER 30, 2025</b>		
17	<b><u>Debt Service</u></b>	VAC Truck paid each year 99,000 (a portion is booked to Sewer)
18	<b><u>Vehicle Maintenance</u></b>	
19	<b><u>Bank Service Fees</u></b>	Admin fees for investment at OPB

**Town of Smithfield  
SEWER AND WATER  
FY20245-26 CAPITAL BUDGET**

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	11/30/2025	Notes	to Actual
<b>UTILITY CAPITAL EXPENSES</b>					
<b>SEWER</b>					
Bypass Pump	04-006-442070-0000-47012	170,000.00		51,526.27	118,473.73 30.31%
Sewer Rehab - Pipes & Manholes	04-006-442070-0000-47000	100,000.00			100,000.00 0.00%
Pump Station Rehabilitation	04-006-442070-0000-47000	200,000.00		83,180.52	116,819.48 41.59%
Vehicle Replacement (split Hwy, Wtr, Swr, PW)	04-006-442070-0000-47005	25,000.00		3,153.79	21,846.21 12.62%
Antenna Towers	04-006-442070-0000-47012	60,000.00		44,420.00	15,580.00 74.03%
Sewer Main Replacement - Main Street - 300 Block	04-006-442070-0000-47012	75,000.00			75,000.00 0.00%
SCADA Radio Replacement	04-006-442070-0000-47012				-
<b>TOTAL SEWER</b>		<b>630,000.00</b>	-	<b>182,280.58</b>	<b>447,719.42</b> 28.93%
<b>WATER</b>					
Water Main Replacement - Main Street - 300 Block	04-006-442061-0000-47000	75,000.00			75,000.00 0.00%
2nd RO Skid Funding	04-006-442060-0000-47000	200,000.00			200,000.00 0.00%
Vehicle Replacement (split Hwy, Wtr, Swr, PW)	04-006-442060-0000-47005	25,000.00		3,153.79	21,846.21 0.00%
Antenna Towers	04-006-442060-0000-47012	-		10,422.00	(10,422.00) 0.00%
Fire Hydrant Replacement	04-006-442060-0000-47000	50,000.00			50,000.00 0.00%
Water Meter Replacements	04-006-442060-0000-47012	100,000.00			100,000.00 0.00%
<b>TOTAL WATER</b>		<b>450,000.00</b>	-	<b>13,575.79</b>	<b>436,424.21</b> 0.00%

**Town of Smithfield  
SEWER AND WATER  
FY2025-26 CAPITAL BUDGET**

MUNIS ACCOUNT NUMBER	FY 2025-26	Budget Transfers	Actual	Budget	Variance
	Budget	& Rollovers	11/30/2025	Notes	to Actual
<b>UTILITY ARPA EXPENSES</b>					
<b>SEWER</b>					
Bypass Pump - Moonefield	04-006-442070-0000-46019				-
Bypass Pump - Jordan	04-006-442070-0000-46019, 48102				-
Install Controls on Outside of Panel (ARC Flash Safety Issue)					-
Pagan Road - relocate cable	04-006-442070-0000-48102				-
VAC Truck Building	04-006-442070-0000-48102				-
New Rail Systems for Pump Stations	04-006-442070-0000-46019				-
Manhole Replacement					-
Main St Sewer Replacement - 300 block					-
Valve Vault Reconditioning	04-006-442070-0000-48102				-
Flow Meter Calibration	04-006-442070-0000-46019				-
Complete Grace St Sewer					-
Check Valve replacement	04-006-442070-0000-46019				-
<b>TOTAL SEWER</b>		-	-		-
<b>WATER</b>					
Storage Tank - Maintenance and Repairs - Wilson Rd	04-006-442060-0000-46019, 48102				-
Water Main Replacement - Pagan	04-006-442060-0000-46019, 48102				-
Water Main Replacement - S. Church - Completed					-
Water Main Replacement-Sykes Court	04-006-442060-0000-46019				-
Water Main Replacement - Red Point	04-006-442060-0000-48102				-
Water Main Replacement - Main Street - 300 block					-
Water Meter Replacements - Completed					-
Water Sample Station Replacements					-
2nd RO Skid Funding (\$500,000 ARPA)	04-006-442061-0000-46019				-
Water line - N. Church St					-
<b>TOTAL WATER</b>		-	-		-



# Invoice

Date	Invoice #
November 25, 2025	44906

**Remit To Address:**
**East Coast Emergency Vehicles, LLC.**
**200 Meco Drive**
**Millstone Township, NJ 08535**
**To Pay by CC  
Call: 732-940-2211**
**Bill To:**

Smithfield Police Department  
Alan Lester  
913 S. Church Street  
Smithfield, VA 23430

**Ship To:**

Motorola Solutions  
Smithfield PD  
109 Freedom Blvd  
Yorktown, VA 23693

P.O. No.	Terms	Due Date	Contract #	S.O. No.	Ship Via	Sales Rep
	Net 30 days	December 25, 2025		26283		Brandon Holland

2) 2025 Ford Utility - Patrol w/Light Bar & Partition

\*Whelen Direct Ship (Light Bars & RST) - PO# 22143 - ESD 10/14/25

1Z1X86870369244512 - 37.3 LBS

1Z1X86870369429902 - 37.3 LBS

1Z0170530350734806 - 8.0 LBS

1Z0170530351686992 - 8.0 LBS

\*Progard Direct Ship (All Progard) - PO# 22146 - ESD 11/4/25

XPO - 598621380

\*Troy Direct Ship (All Troy) - PO# 22145 - ESD 10/15/25

1ZE824720362697322

Part #	Description	Ordered	Shipped	B/O	List	Disc.	Price Ea	Price Ext
EB2DEDE	Whelen, 54" Legacy EB WeCanX™ DUO+ Color Series Super-LED Lightbar	2			6,880.00	52.00	3,302.40	6,604.80
SA315P	Whelen, 100 Watt Speaker	0			412.00	52.00	197.76	0.00
SAK75D	Whelen, Speaker Bracket for 2025 Ford Police Interceptor Utility, Driver Side Grille	0			53.00	52.00	25.44	0.00
C399	Whelen, Cencom Core powered by Wecan X	0			1,411.00	52.00	677.28	0.00
C399SP	Whelen, SCANPort Installation Kit for C399, See Vehicle Outfitter for available vehicle Make/Model/Y	0			189.00	52.00	90.72	0.00
CCTL6	Whelen, Cencom Core Wecan X Control Head with 4 position slide switch,13 push buttons, 7 position ro	0			473.00	52.00	227.04	0.00
BS50Z	Whelen, 2020-Newer Utility, FST WeCanX -- All lights DUO, DS 5 Red/Amber, PS 5 Blue/Amber	2			1,525.00	52.00	732.00	1,464.00
ISDK	Whelen, Duo Lighthead for FST/RST Inner Edge Red/Amber	10			63.00	52.00	30.24	302.40
ISDM	Whelen, Duo Lighthead for FST/RST Inner Edge Blue/Amber	10			63.00	52.00	30.24	302.40
CEM16	Whelen, Cencom Core 16 Posistion Expansion Module	0			292.00	52.00	140.16	0.00
WCCBL100	Whelen, WeCanX Communication Cable, 100' Bulk	0			251.00	52.00	120.48	0.00



# Invoice

Date	Invoice #
November 25, 2025	44906

Remit To Address:

East Coast Emergency Vehicles, LLC.

200 Meco Drive

Millstone Township, NJ 08535

To Pay by CC  
Call: 732-940-2211

Part #	Description	Ordered	Shipped	B/O	List	Disc.	Price Ea	Price Ext
WCXJB12	Whelen, WeCanX Junction Box, 12 WeCanX Data Connection Points. Allows Up to 11 WCX Devices to Be Con	0			164.00	52.00	78.72	0.00
U180JC	Whelen, U-Series™ under-mirror light, TRIO Red/Blue/White	0			330.00	52.00	158.40	0.00
U18050	Whelen, 2020-2025 Ford Police Interceptor Utility, Under-the-Side View Mirror Mount for Two U-Series	0			35.00	52.00	16.80	0.00
TSS0JC	Whelen, T-Series Surface Mount TRIO, Red/Blue/White	0			221.00	52.00	106.08	0.00
TIONBKT3	Whelen, Optional Universal "L" Mounting Bracket for Two TLI Tion Lightheads..	0			28.00	52.00	13.44	0.00
3SRCCDCR	Whelen R/W Split Compartment Led	0			104.00	52.00	49.92	0.00
3FLANGEC	Whelen, 3" Chrome Flange	0			20.00	52.00	9.60	0.00
60CREGCS	Whelen, 6" R/W Led Dome Light	0			258.00	52.00	123.84	0.00
C-SBX-101-KIT-5	Havis, 2020 Ford Interceptor Utility Mount for Havis Universal Storage Box	0			486.00	35.00	315.90	0.00
C-SBX-101	Havis Universal Storage Box	0			977.00	35.00	635.05	0.00
PROKIT-2	Havis, Adapter Kit for Pro-Gard Partition to Havis TTP or Storage Drawer Mount in 2020 Ford Intercep	0			34.00	35.00	22.10	0.00
UT-1001	Havis, Universal Rugged Cradle for approximately 11"-14" Computing Devices	0			350.00	35.00	227.50	0.00
CG-X	Havis, Charge Guard	0			111.00	35.00	72.15	0.00
MMSU-1	Magnetic Mic Holder	0			39.95	0.00	39.95	0.00
PRPSP4700UINT20A	Progard, Prisoner Transport Partition with Recessed Panel, Split Lower Ext Panel & Passenger 1/2 Sli	2			1,165.00	25.00	873.75	1,747.50
S4702UINT20OSB	Pro-gard, Rear Standard Transport Seat w/ Poly Window Cargo Barrier, and Outboard Seat Belts for 202	2			2,243.00	25.00	1,682.25	3,364.50
GVPMS-K	Progard, Vertical Partition Mount, Single Weapon Gun Rack - INCLUDES 1 UNIVERSAL LOCK	2			558.00	25.00	418.50	837.00
FP47UINT20	Progard, 2020 PI Utility, Charcoal Grey ABS, Floor Pan	2			288.00	25.00	216.00	432.00
WB47NPUINT20	Pro-Gard, 2020 PI Utility, Window bars to be used with OEM Door Panels	2			330.00	25.00	247.50	495.00
DPCP47UINT20	Progard, Door Panel Cover Plates, Set	2			51.00	25.00	38.25	76.50



# Invoice

Remit To Address:

East Coast Emergency Vehicles, LLC.  
200 Meco Drive

Millstone Township, NJ 08535

To Pay by CC  
Call: 732-940-2211

Date	Invoice #
November 25, 2025	44906

Part #	Description	Ordered	Shipped	B/O	List	Disc.	Price Ea	Price Ext
PB5615HDL003	Progard, HD Push Bumper for 2015-2017 Dodge Charger w/ Two Whelen Ion Duo Smoked Lens One Red/White	2			1,193.00	25.00	894.75	1,789.50
CC-UV20-L-18	Troy, 2020 PI Utility 18" L-Shape Console, 7" Slope, 11" Level (no floor plate needed, mounts direct)	2			601.00	20.00	480.80	961.60
FP-MXTL5000	Troy Radio Faceplate	2			50.00	20.00	40.00	80.00
FP-WCENCOM-JD	Troy, Cencom Equipment Bracket	2			50.00	20.00	40.00	80.00
AC-INBHG	4" Internal Dual Beverage Holder w/ Rubber Fingers	2			64.00	20.00	51.20	102.40
L3-AP1SET	DC Outler Plug w/ Black Captured Cap	6			15.00	20.00	12.00	72.00
FP-AP12-3	2" Plate w/ 3 DC Outlet Holes	2			32.00	20.00	25.60	51.20
FP-BLNK1	Troy, Faceplate	2			13.00	20.00	10.40	20.80
FP-SGTRAY	Open Top Drop In 4" Sloped Tray	2			50.00	20.00	40.00	80.00
AC-PENPRTR-58-CC	Troy, Printer mount w/5x8 pad, bolts to console rear (AC-ARM-BKT, AC-ARM-PED-TB, AC-PENPRTR, AC-FOAM	2			495.00	20.00	396.00	792.00
CM-UV20-SL-LED	Troy, 2020 PI Utility passenger seat mount w/slide arm dock...	2			769.00	20.00	615.20	1,230.40
AC-MIC-Z-FPI	Troy, Height adjustable, no-holes-drilled L-slot microphone clip plate assembly..	4			33.00	20.00	26.40	105.60
SHIPPING	Shipping and Freight	2			500.00	0.00	500.00	1,000.00
Chesapeake 21-191-9239 - Whelen-52% - Havis-35% - Progard-25% - Troy-20%								
9/22/25 - Quote approved by Alan Lester via email 9/14/25								
Tracking:					<b>Total</b>			21,991.60
					<b>Payments/Credits</b>			\$0.00
	Contact Us: 804-658-4261				<b>Balance Due</b>			<b>\$21,991.60</b>



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# TOWN OF SMITHFIELD

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*"The Ham Capital of the World"*

December 5, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: PUBLIC WORKS & UTILITIES

SUBJECT: CONCRETE SERVICES

The Town of Smithfield issued a Request for Proposals (RFP) for qualified offerors to provide concrete services on an as-needed basis. The Town only received one proposal in response to the advertised RFP, and it was from Dan White Concrete, LLC.

The bid received was thoroughly reviewed based on the scope of service. It was determined that Dan White Concrete, LLC meets the Town's needs and found to be a responsive and responsible bidder. The Town has worked with this contractor before and has always been pleased with their work. Therefore, Town staff recommends awarding the Concrete Services contract to Dan White Concrete, LLC.

## TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508  
[www.smithfieldva.gov](http://www.smithfieldva.gov) • Local Cable Channel 189



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# TOWN OF SMITHFIELD

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*"The Ham Capital of the World"*

December 10, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: PUBLIC WORKS & UTILITIES

SUBJECT: Right of Way and Drainage Easement Maintenance

The Town of Smithfield issued a Request for Proposals (RFP) for qualified offerors to provide Right of Way and Drainage Easement maintenance services on an as-needed basis. The Town received four proposals in response to the advertised RFP. These proposals were from the following firms:

Goodrich and Son's Tree Service

Green Alternatives

Oak Ridge Enterprise

AMC Specialty, Inc.

The bids received were thoroughly reviewed based on the scope of service. It was determined that Goodrich and Son's Tree Services meets the Town's needs and was found to be a responsive and responsible bidder. Their proposal offered the best value and the Town has worked with this contractor before and has always been pleased with their work. Therefore, Town staff recommends awarding the Right of Way and Drainage Easement Maintenance contract to Goodrich and Son's Tree Service.

## TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508  
[www.smithfieldva.gov](http://www.smithfieldva.gov) • Local Cable Channel 189

NOTICE OF PUBLIC HEARING  
TOWN COUNCIL OF THE TOWN OF SMITHFIELD  
AMENDMENT & REVISION OF ZONING ORDINANCE

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, January 6<sup>th</sup>, 2026 at 6:30 p.m. to consider the application of the Town of Smithfield, applicant for a text amendment to the provisions of Article 3.M.E.1 of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, to update the term of office from five to four years.

Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the current Zoning Ordinance of the Town of Smithfield, Virginia, adopted Tuesday, September 1<sup>st</sup>, 1998, and all amendments thereto, along with copies of the text amendment application, are on file and may be examined in the Community Development & Planning Department, 310 Institute St, Smithfield, VA 23430.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: Wednesday, December 24<sup>th</sup>, 2025, and Wednesday, December 31<sup>st</sup>, 2025.

**TOWN COUNCIL STAFF REPORT: ARTICLE 3.M.E.1. TEXT AMENDMENT  
\*PUBLIC HEARING\***

**TUESDAY, JANUARY 6<sup>th</sup>, 2026, 6:30 PM**

This is a proposed text amendment to Article 3.M.E.1. changing the term of office from five years to four years for the members of the BHAR. The BHAR amended their bylaws back in January to reflect a four-year term instead of the five-year term. This will align the requirements for a liaison from each Board and Commission with consistent terms.

Planning Commission favorably recommended this application to Town Council.

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

Article 3.M:

**HP-O, Historic Preservation Overlay District**

**Article 3.M**  
**HP-O, Historic Preservation Area Overlay District**

**A. Purpose and Intent:**

1. The HP-O, Historic Preservation Areas Overlay District fulfills the Comprehensive Plan's goal of recognizing Smithfield's unique character and promoting the conservation and preservation of the Town's historic resources and properties. The preservation and growth management of the Town's downtown business district, waterfront areas and historic residential neighborhoods are fundamental to implementing Smithfield's future land use plan.
2. The HP-O District is established in accord with Section 15.2-2306 of the Code of Virginia, as amended, to maintain, preserve, protect and enhance the architectural excellence, cultural significance, economic vitality, visual quality and historic importance of the Town. The purpose of this district is to provide for protection against destruction or encroachment upon historic areas, buildings, monuments or other features or buildings and structures of recognized architectural significance which contribute or will contribute to the cultural, social, economic, political, artistic or architectural heritage of the Town of Smithfield and the Commonwealth of Virginia.
3. The district is designed to protect designated landmarks and other historic or architectural features and their surroundings within a reasonable distance from destruction, damage, defacement and obviously incongruous development or uses of land. It is also designed to ensure that buildings, structures or signs shall be erected, reconstructed, altered or restored so as to be architecturally compatible with the historic landmark buildings or structures within the district.

**B. District Boundaries:**

1. To enable the district to operate in harmony with the plan for land use and population density embodied in these regulations, the HP-O District has been created as a special district to be superimposed on other districts contained in these regulations and is to be so designated by either a special symbol for its boundaries on the Zoning District Map or a separate historic areas overlay map.
2. The uses, housing types, minimum lot requirements, minimum yard requirements, maximum heights and accessory uses and accessory signs shall be determined by the regulations applicable to the other districts over which the HP-O District is superimposed,

except as these other district regulations may be modified by application of the regulations in the HP-O district.

3. The general boundaries of the HP-O District have been drawn and adopted by the Town Council so as to include all lands closely related to and bearing upon the character of the historic district, thus composing a landscape unit and affording transitional regulations needed to control potentially adverse and conflicting environmental influences.
4. The HP-O District boundaries shall be delineated as an overlay district on the Official Zoning Map for the Town or a separate historic areas map incorporated by reference into the Official Zoning Map, and shall be otherwise described as the Local Historic District in the Smithfield Historic District Design Guidelines, with amendments as may be adopted from time to time.

**C. Permitted Uses and Limitations:**

A building or land shall be used only for the following purposes, and except as provided herein, in each case shall be subject to approval by the Board of Historic and Architectural Review (hereinafter "Review Board") or Planning and Zoning Administrator, as the case may require, in accordance with the standards set forth in this article:

1. All uses shall be governed pursuant to the underlying district regulations of the zoning district in which the HP-O District is applicable.
2. Nothing in this article shall be construed to prevent the application of the building code or other laws and ordinances of the Town of Smithfield which are applicable thereto.
3. Parking and loading provisions shall be in accordance with the provision of the zoning ordinance unless otherwise restricted by the conditions of Review Board approval.
4. The charging of admission fees for visitors, or visitor tours, visitor centers or services within the HP-O District, shall not be considered as commercial uses, but shall require a special use permit.
5. Any special use permitted in the zoning district in which the premises are located is subject to the procedures and standards of this ordinance for approval of said special use permits and shall be subject in all cases to a report by the Review Board in accordance with the purposes and standards of the HP-O District.

(Ord. of 2000-09-05; Ord. of 2004-05-04)

**D. Inventory of Landmarks and the Contributing Properties Established**

1. A map entitled "Town of Smithfield, Virginia Historic Preservation Overlay," hereinafter called "the Inventory Map," has been adopted and shall be as much a part of this ordinance as if fully described herein and shall be filed as a part of the ordinance by the Clerk of the Town of Smithfield.
2. All structures designated on said map as structures from the 18th century to pre-Civil War or structures with architectural significance from the period after the Civil War shall be considered as landmarks or landmark structures.
3. Properties designated as properties which contribute to the historic character of the Town but which do not contain landmark structures shall be known as contributing properties for the purpose of the ordinance.
4. Properties designated as non-contributing are vacant lots, or those which feature a primary building with one (1) or more of the following features:
  - (a) Less than fifty (50) years of age.
  - (b) Alterations to such an extent that it is no longer representative of the period in which it was constructed.
  - (c) Degradation to such a poor condition that its preservation is difficult.
  - (d) It is unexemplary of any particular architectural style.
  - (e) It has no architectural merit.
5. To remove any ambiguity as to the boundaries of the HP-O District, and to align interpretations of the Inventory Map, attached thereto shall be a list of all tax parcel identification numbers, addresses, and designations for all properties located within the HP-O District.
6. To reflect changes in the HP-O District which occur in real time, the Administrator shall update or amend the Inventory Map and property inventory from time to time with the Review Board's approval. In the event that an amendment to the Inventory Map and property inventory results in a change in the classification of any property in the HP-O District, the Administrator shall refer this change to the Review Board for their review and recommendation, with final review and decision rendered by the Town Council.

(Ord. of 2020-12-01)

**E. HP-O District Administration: Board of Historic and Architectural Review**

1. Membership: The Review Board shall consist of seven (7) citizens, at least three (3) of whom shall be residents of the historic district and five of whom shall be residents of the Town of Smithfield, appointed by the Town Council. One of the members shall be a licensed architect or building contractor, one shall be a member of the Town Planning Commission and one shall be a citizen who has demonstrated outstanding interest and knowledge in historical or architectural development within the Town. The Review Board shall elect its chairman and the term of office shall be for ~~five~~ four years, except that original appointments shall be made for such terms that the term of one member shall expire each year. Appointments to fill vacancies shall be made only for the unexpired term. Members may be reappointed to succeed themselves. A member whose term expires shall continue to serve until his successor is appointed and qualifies. The Review Board shall adopt rules of procedure and keep written minutes of its meetings.
2. General Considerations for Review: In general it is the purpose of this Ordinance to establish review procedures for actions affecting properties in the HP-O Historic Preservation Overlay District which will be relatively simple, with minimum delay for those actions which will have little if any permanent effect on the character of the historic district or on a significant structure but also to require a more thorough review for actions which may have a substantial effect on the character of the district or on a significant structure.

Certain actions are exempted from special historic and architectural review altogether, except as normal review may be necessary for issuance of a building permit. Other actions, depending on the possible consequences thereof, may be reviewed by the Planning and Zoning Administrator acting alone, by the Planning and Zoning Administrator acting after informal consultation with the Review Board, by the Review Board acting with original jurisdiction, or in the most serious cases, action by the Town Council following action by the Review Board. The decisions of the Planning and Zoning Administrator may be appealed to the Review Board, the decisions of the Review Board may be appealed to the Town Council, and the final decisions of the Town Council may be appealed to the Circuit Court of Isle of Wight County.

The Review Board shall consider, among other things, the following in determining the appropriateness of any erection, reconstruction, exterior alteration, or restoration:

- A. The compatibility with the design, development standards, and criteria as included in the Town's adopted Historic District Architectural Design Guidelines

(adopted December, 1990) with additions and amendments as may be adopted from time to time.

- B. The appropriateness of the general design geometry and proportions, structural arrangement, building materials, texture and color of the proposed building, structure or appurtenant element in relation to such factors as the compatibility with similar features of buildings or structures within the area circumscribed by the subject overlay district(s).
- C. The historical or architectural value and significance of the building, structure or appurtenant element and its relationship to the historic or architectural value of the area in which it is proposed to be located.
- D. The extent to which the building, structure or appurtenant element will be harmonious with or architecturally incompatible with the historic buildings within the subject overlay district(s).
- E. The compatibility of planned improvements and renovations with the architectural and historic quality, character and scale of the historic buildings in the Town of Smithfield.
- F. The effect of the building, structure or appurtenant element on the Comprehensive Plan's goals for tourism, economic development and residential land uses in and around the historic areas in the Town of Smithfield.
- G. The compatibility of the proposed building, structure or appurtenant element with the Comprehensive Plan's goals for historic preservation and architectural design review.
- H. The ability of the owner to put one's property to reasonable and beneficial use.

3. Certain Minor Actions Exempted from Review: Certain minor actions which are deemed not to permanently affect the character of the historic district are exempted from review for architectural compatibility. Such actions shall include the following and any similar actions which, in the opinion of the Planning and Zoning Administrator, will have no more effect on the character of the district than those listed:

- A. Repainting resulting in the same or like color. (Original painting of masonry surfaces is not exempted from review.)

- B. Addition or deletion of windows, storm windows and doors, that match existing windows, storm windows, and doors. Addition or deletion of window air conditioners.
- C. Addition or deletion of television or radio antennas, skylights, solar collectors, or satellite dishes, in locations not visible from a public street.
- D. Planting of grass, trees and shrubs, but not including landscape treatment which substantially alters the contour of a landmark site.
- E. Permitted outside storage in any residential, office, business or industrial district which is not visible from a public street.
- F. Any changes within a structure which are not visible from a public street.

Notwithstanding the above, the Planning and Zoning Administrator shall have the authority to order that work be stopped and that an appropriate application be filed for review in any case where the action may produce arresting effects, violent contrasts of materials or colors and intense and lurid colors or patterns, or incongruous details inconsistent with the character of the present structures or with the prevailing character of the surroundings and the historic district.

- 4. Additional Considerations for Demolition and Razing: In reviewing an application to raze or demolish a site, object building or structure in the HP-O District, the Review Board shall consider the following:
  - A. Except as provided by law, no designated landmark building or landmark structure within an HP-O District shall be razed, demolished or moved until razing, demolition or moving is approved by the Review Board or, on appeal, by the Town Council as herein provided.
  - B. Buildings and structures within the HP-O Overlay District, but not designated on the inventory map either as landmarks or as contributing properties, may be razed, demolished or moved with approval of the Planning and Zoning Administrator.
  - C. No building or structure designated as a contributing property shall be razed, demolished or moved until razing, demolition or moving is approved by the Review Board.

D. An appeal to the Town Council shall be automatic from any decision of the Review Board, whether favorable or unfavorable, on an application for razing, demolition or moving of a designated landmark.

5. Approval of Certain Minor Actions by the Planning and Zoning Administrator:

A. Certain actions which are deemed to result in only minor effects on the character of the historic district may be approved by the Planning and Zoning Administrator for any structure, including designated landmarks and contributing properties, upon submittal of an appropriate application as described hereinabove.

B. Such action shall include the following and any similar actions which in the opinion of the Planning and Zoning Administrator will have no more effect on the character of the district than those listed:

- (1) Addition or deletion of outside doors, window frames, shutters, permanent canopies and similar appurtenances.
- (2) Application or use of exterior materials of a similar kind, type, color or texture of those already in use which will substantially cover one or more sides of the structure but which will not result in destruction or replacement of original exterior material. This provision applies to roofing as well as siding.
- (3) Minor additions or deletions to the structure which will not substantially change the architectural character of the structure or which are generally hidden from public view.
- (4) Construction of accessory buildings and structures which are generally in keeping with the character of the existing structure and its surroundings except on a site adjacent to a designated landmark site.
- (5) Construction of piers, docks and bulkheads.
- (6) Landscaping involving minor grading, walks, low retaining walls, temporary fencing, small fountains, ponds and the like, which will not substantially affect the character of the property and its surroundings.

- (7) Any sign permitted in a residence district and any permitted non-illuminated flat sign not exceeding 32 square feet in area in a business or industrial district.
- (8) Off-street loading areas and off-street parking areas containing ten spaces or less in a business or industrial district.
- (9) Outside storage which does not require structural changes or major grading in a business or industrial district and is not visible from a public street.

C. The Planning and Zoning Administrator shall be guided in his decisions by the standards and guidelines established for the Review Board and shall have authority to request modifications of a specific proposal in order that the proposal may comply with said standards and guidelines.

D. In any case where the Planning and Zoning Administrator is uncertain of his authority to act on a particular application under this section or in any case where the Planning and Zoning Administrator and the applicant cannot agree on changes in the proposal, the application shall be referred to the Review Board for action by said Review Board.

E. In case of disapproval by the Planning and Zoning Administrator, the applicant may appeal the Planning and Zoning Administrator's decision within thirty days thereof, to the Review Board.

F. The Planning and Zoning Administrator shall keep a record of his decisions under this section and shall report such decisions to the Review Board at its next regular meeting.

6. Approval of Certain Major Actions by the Planning and Zoning Administrator-Properties Other Than Designated Landmarks or Contributing Properties:

A. In addition to its granted authority hereinabove for all properties in the HP-O District, the Planning and Zoning Administrator shall, for properties not designated as landmark or contributing properties on the inventory map, have authority to approve any of the major actions as listed hereinbelow except construction of a new main building or accessory building on a site adjacent to a designated landmark site. This is provided that the Planning and Zoning

Administrator determines that such action will not substantially and permanently affect the character of the HP-O District in an adverse way, and further provided that he consults with the members of the Review Board and receives approval of his action by a majority of the membership thereof.

- B. The Planning and Zoning Administrator shall be guided in his decisions under this section by the same standards and guidelines established for the Review Board hereinbelow and shall have authority to request modification of proposed changes in order to comply with those standards and guidelines.
- C. In any case where the Planning and Zoning Administrator is uncertain of his Authority to approve an application under this section or in any case where the Planning and Zoning Administrator and the applicant cannot agree on changes in the proposal, the application shall be referred to the Review Board for action by the said Review Board.
- D. In case of disapproval by the Planning and Zoning Administrator the Applicant may appeal said decision within 30 days thereof to the Review Board.
- E. The Planning and Zoning Administrator shall have no authority to grant special exceptions or variances as these are provided for elsewhere in the Zoning Ordinance.

7. Approval of Major Action by the Review Board:

- A. The following major actions and any other actions not specifically exempted by the terms of this Ordinance or which, in the opinion of the Planning and Zoning Administrator, may constitute a major permanent and detrimental change to the character of the HP-O District, shall be approved only after a public meeting and favorable action by a majority of the Review Board:
  - (1) Razing, demolishing or moving of a designated landmark or contributing building or accessory.
  - (2) Construction of a new main building at any location or a new accessory building on a site adjacent to a designated landmark site.
  - (3) Any addition to, or substantial alteration of, a designated landmark or structure on a contributing property which increases the square footage

of the structure or otherwise alters substantially its size, height, contour or outline.

- (4) Any change or alteration of the exterior architectural style of a designated landmark or contributing property, including removal or rebuilding of porches, dormers, cupolas, stairways, terraces and the like.
- (5) Addition to or removal of one or more stories pertaining to a designated landmark or contributing property.
- (6) Alteration of the roof line of a designated landmark or contributing property.
- (7) Landscaping which involves major changes in grade or walls and fences more than three-and-one-half feet in height.
- (8) Illuminated signs or any sign over 32 square feet in area.
- (9) Any other major actions not specifically covered by the terms of this section but which would have a substantial effect on the character of the historic district.

B. The Review Board shall be guided in its decisions by the standards and guidelines established in this article and in the Historic District Design Guidelines. The Review Board shall have authority to request modification of proposed actions in order to comply with said standards and guidelines.

C. The Review Board shall not disapprove an application except with respect to the standards and guidelines in this article. The Review Board shall give reasons for its decisions, shall act promptly on applications before it and shall coordinate its procedures with those of other agencies and individuals charged with the administration of this ordinance. The Review Board shall not be strict in its judgment of plans for structures of little historic or architectural value or for plans involving new construction, unless such plans would seriously impair the historic or architectural value of surrounding structures or of the surrounding area.

D. The Review Board is not required to limit new construction, alterations or repairs to the architectural style of any one period and may seek advisory assistance from experts in such fields as the Review Board's work requires.

- E. Meetings of the Review Board are open to the public. Adequate notice shall be given to applicants but meetings need not be advertised in advance except in the case of a proposal to demolish or move a designated landmark.
8. Application Process: All applications for Review Board approval under the provision of this article shall be made to the Planning and Zoning Administrator at least twenty-one (21) calendar days before the next regularly scheduled meeting of the Review Board. Upon receipt of a complete application, the Planning and Zoning Administrator shall forward the application to the designated Secretary of the Review Board.
9. Application Submission Requirements: In consideration of a complete application, the Planning and Zoning Administrator or the Review Board may require any or all of the following information and any other materials as may be deemed necessary for its review:
  - A. Statement of proposed use and user.
  - B. Statement of estimated construction time.
  - C. Photographs and maps relating proposed use to the surrounding property and/or the corridor on which it is located.
  - D. Site plan drawings, showing the location of the existing and proposed building and site improvements, including:
    - (1) Existing property boundaries, building placement and site configuration,
    - (2) Existing topography and proposed grading,
    - (3) Location of parking, pedestrian access, signage, exterior lighting, fencing and other site improvements,
    - (4) Relationship to adjacent land uses,
    - (5) Proposed site improvements, including location of parking, pedestrian access, signage, exterior lighting, fencing, buildings and structures and other appurtenant elements and

(6) Proposed building color and materials

E. Architectural drawings showing plan view and elevations of new planned construction or renovations, including drawings of original building.

F. A landscaping and buffer plan.

G. Designs for exterior signing, lighting and graphics, to include description of materials, colors, placement and means of physical support, lettering style and message to be placed on signs.

10. Incomplete Applications: Applications deemed incomplete by either the Planning and Zoning Administrator or the Review Board shall be returned to the applicant within fourteen (14) calendar days of initial application submission. The returned application shall include a letter prepared by the Planning and Zoning Administrator with adequate instructions to inform the applicant of additional information required to complete the submission. The Review Board will not act upon an incomplete application.

11. Certificate of Appropriateness Evidence of the approval required under the terms of the HP-O District shall be a Certificate of Appropriateness issued by the Review Board, or the Planning and Zoning Administrator as the case may require, stating that the demolition, moving or changes in the exterior architectural appearance of the proposed construction, reconstruction, alteration or restoration for which application has been made, are approved by the Review Board or the Planning and Zoning Administrator, as the case may require. The Review Board, or the Planning and Zoning Administrator in a case within his authority, may permit modifications of original proposals if such modifications are formally acknowledged, clearly described and recorded in the records of the case. A certificate of appropriateness shall be in addition to any other permits required. Any action by applicants following issuance of a permit requiring certificate of appropriateness shall be in accord with the application and material approved.

12. File of Actions to be Maintained: In order to provide guidance for application of standards and guidelines, for the improvement of standards and guidelines, and for assistance to future applicants and the promotion of consistent policies in guiding applicants toward better standards of design, the Planning and Zoning Administrator and the Review Board shall maintain a file containing a record of all applications brought before them, including drawings and photographs pertaining thereto and the decision of the Planning and Zoning Administrator or the Review Board in each case. The file documents shall remain the property of the Town but shall be held available for public review.

13. Inspection by the Planning and Zoning Administrator After Approval: When a Certificate of Appropriateness has been issued, the Planning and Zoning Administrator shall from time to time inspect the alteration or construction approved by such certificate and shall give prompt notice to the applicant of any work not in accordance with such certificate or violation any ordinances of the Town. The Planning and Zoning Administrator may revoke the certificate or the building permit if violations are not corrected by the applicant in a timely manner.

Every application approved by the Board of Historic and Architectural Review (BHAR) shall be subject to the following conditions:

- A. The applicant(s) shall begin construction, installation, etc. of their approved BHAR project within one (1) year from the date of approval; and
- B. The applicant(s) shall complete the project within two (2) years from the date of BHAR approval.

If these two conditions are not met, then the application becomes null and void, and the applicant(s) shall reapply to the BHAR.

14. Delay of Approval:

- A. In the case of a proposal other than for demolition or moving but involving a designated landmark where the Review Board or, on appeal, the Town Council cannot reach a satisfactory agreement with the owner, and where the Review Board or, on appeal, the Town Council decides such action to be in the public interest and not in conflict with any provision of law, it may delay the effective date of an approval for a period of three months from the date of application or appeal to enable negotiations to be undertaken and completed for acquisition of the property for preservation or public use.
- B. Failure of negotiations within this period shall be the equivalent of a denial of the application by the Review Board or, on appeal, by the Town Council.

15. Conditions Imposed by the Review Board:

- A. In approval of any proposal under this section, the Review Board or, on appeal, the Town Council may limit such approval by such reasonable conditions as the

case may require, including, but not limited to, the specifications enumerated in the "Conditional Zoning and Proffers" and "Board of Zoning Appeals" articles of this ordinance.

- B. An appeal from a decision by the Review Board may be taken to the Town Council by the owner of the property in question. Such appeal shall be enacted within 30 days after the decision appealed from by filing with the Planning and Zoning Administrator a notice of appeal specifying the grounds thereof. The Planning and Zoning Administrator shall forthwith transfer to the Secretary of the Town Council all the papers constituting the record upon which the action appealed from was taken.
- C. The Town Council shall fix a reasonable time for the hearing on the appeal and give public notice thereof as required by the Zoning Ordinance and decide the same within 60 days.
- D. Any party may appear in person or be represented by an agent or by an attorney at the hearing.
- E. In exercising its powers, the Town Council may, in conformity with the provisions of this Ordinance, reverse or affirm, wholly or partly, or may modify, any order, requirement, decision or determination appealed from and make such order, requirement, decision or determination as ought to be made and to that end shall have all the powers of the Review Board.

16. Appeal of Review Board Decision:

- A. Any person aggrieved by any decision of the Review Board may appeal such decision to the Town Council, provided that such appeal is filed within fourteen (14) calendar days from the date of notification of the Review Board decision.
- B. The Town Council shall consult with the Review Board in relation to any appeal and may require documentation of any Review Board decision prior to hearing the appeal. The Town Council may affirm, reverse or modify the Review Board decision and shall notify the Planning and Zoning Administrator of its action.

17. Appeal of City Council Decision: Any person aggrieved by any decision of the Town Council may appeal such decision to the local circuit court provided that such appeal is filed within thirty (30) days after the final decision is rendered by the Town Council. The

filings of the said petition shall stay the decision of the Town Council pending the outcome of the appeal to the circuit court, except that the filing of such petition shall not stay the decision of the Town Council if such decision denies the right to raze or demolish a historic landmark, building or structure.

18. Appeal to the Circuit Court from a Decision of the Town Council: An appeal from a final decision of the Town Council may be filed with the Circuit Court of Isle of Wight County within 30 days after said decision in the manner prescribed by law by the owner of the property in question or by the Review Board. The filing of an appeal shall stay the decision of the Town Council pending the outcome of the appeal to the court, except that the filing of such petition shall not stay the decision of the Town Council if such decision denies the right to raze or demolish a designated landmark, building or structure. The court may reverse or modify the decision of the Town Council, in whole or part, if it finds upon review that the decision of the governing body is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion. It may affirm the decision of the Town Council.
19. Alternate Procedure - Offer to Sell:
  - A. In addition to the right of appeal hereinabove set forth, the owner of a designated landmark, building or structure, the razing or demolition of which is subject to the provisions of this article, shall as a matter of right, be entitled to raze or demolish such landmark, building or structure provided that:
    - (1) The owner or applicant has applied to the Town Council for such right;
    - (2) The applicant has for the period of time set forth in the time schedule hereinafter contained and at a price reasonably related to its fair market value, made a bona fide offer to sell such landmark, building, or structure and the land pertaining thereto, to the Town or to any person, firm, corporation, government or agency thereof, or political subdivision or agency thereof, which gives reasonable assurance that it is willing to preserve and restore the landmark, building or structure and the land pertaining thereto; and
    - (3) No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such landmark, building or structure, and the land pertaining thereto, prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained.

- B. Any appeal which may be taken to the court from the decision of the Town Council, whether instituted by the owner or by any other proper party, notwithstanding the provisions heretofore stated relating to a stay of the decision appealed from, shall not affect the right of the owner to make the bona fide offer to sell referred to above.
- C. No offer to sell shall be made more than one year after a final decision by the Town Council, but thereafter the owner may renew his request to the Town Council to approve the razing or demolition of the designated building, landmark or structure.
- D. The time schedule for offers to sell shall be as follows:
  - (1) Three (3) months when the offering price is less than twenty-five thousand dollars,
  - (2) Four (4) months when the offering price is twenty-five thousand dollars or more but less than forty thousand dollars,
  - (3) Five (5) months when the offering price is forty thousand dollars or more but less than fifty-five thousand dollars or more but less than seventy-five thousand dollars,
  - (4) Six (6) months when the offering price is fifty-five thousand dollars or more but less than seventy-five thousand dollars,
  - (5) Seven (7) months when the offering price is seventy-five thousand dollars or more but less than ninety thousand dollars and
  - (6) Twelve (12) months when the offering price is ninety thousand dollars or more.

20. Provisions for Demolition and Razing: In addition to the right of appeal herein set forth, the owner of a site, object, building or structure, the razing of which is subject to the provisions of this district shall, as a matter of right, be entitled to raze or demolish such site, object, building or structure provided that:

- A. The owner has applied to the Town Council for such right.

- B. The owner has for the period of time set forth in the time schedule hereinafter contained and at a price reasonably related to its fair market value, made a bona fide offer to sell such site, object, building or structure and the land pertaining thereto to whomever gives reasonable assurance that it is willing to preserve and restore the landmark, building, or structure and the land pertaining thereto.
- C. That no bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such landmark, building or structure and the land pertaining thereto, prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained.
- D. Any appeal which may be taken to court from the decision of the governing body, whether instituted by the owner or by any other proper party, notwithstanding the provision heretofore stated relating to a stay of the decision appealed from, shall not affect the right of the owner to make the bona fide offer to sell referred to above.
- E. No offer to sell shall be made more than one year after a final decision by the governing body, but thereafter the owner may renew his request to the governing body to approve the razing or demolition of the historic landmark, building or structure.

The time schedule for offers to sell shall be as follows:

- (1) Three (3) months when the offering price is less than twenty-five thousand dollars,
- (2) Four (4) months when the offering price is twenty-five thousand dollars or more but less than forty thousand dollars,
- (3) Five (5) months when the offering price is forty thousand dollars or more but less than fifty-five thousand dollars or more but less than seventy-five thousand dollars,
- (4) Six (6) months when the offering price is fifty-five thousand dollars or more but less than seventy-five thousand dollars,

- (5) Seven (7) months when the offering price is seventy-five thousand dollars or more but less than ninety thousand dollars and
- (6) Twelve (12) months when the offering price is ninety thousand dollars or more.

E. During the timeframe for the offer to sell, the Review Board may take steps as deemed necessary to preserve, acquire or relocate the buildings, structures or appurtenant elements in accord with the purposes of this article, including, but not limited to, coordination with public agencies, civic groups and citizens.

(Ord. of 2004-05-04)

**F. Standards for Review:**

1. Historic District Design Guidelines: In order to achieve the purposes of the HP-O District, the Planning and Zoning Administrator and the Review Board shall be guided in their decisions by the stated purposes of the HP-O District, by the architectural standards and general guidelines set forth below and by specific guidelines for rehabilitation and new construction, removing buildings and streetscape as set forth in the Smithfield, Virginia Historic District Design Guidelines as adopted in December 1990. These guidelines may be supplemented from time to time by additional standards and guidelines adopted and published by the Review Board.
2. Application of Guidelines for Review: In application of the standards and guidelines it should be recognized that the HP-O District in Smithfield presently has, and to an extent always has had, considerable diversity in its architecture. Therefore, a variety of architectural detail can be tolerated where such a variety would not be acceptable in the case of a community where consistency in architectural detail is the key to the preservation of the charm of the historic district.

**A. General Guidelines for All Decisions**

- (1) The public necessity of the proposed construction, demolition or use.
- (2) The public purpose or interest in land or buildings to be protected.
- (3) The historic or architectural value and significance of a particular structure and its relationship to the historic value of the surrounding area.

- (4) The age and character of a historic structure, its condition and its probable life expectancy and the appropriateness of the proposed changes to the period or periods during which the structure was built.
- (5) The general compatibility of the site plan and the exterior design arrangement, texture and materials proposed to be used.
- (6) The view of the structure or area from a public street or road; present and future.
- (7) The present character of the setting of the structure or area and its surroundings.

B. Architectural Guidelines for New Construction

- (1) Where new construction is proposed the design should take into account those special visual and special qualities that the HP-O District is established to protect, including building heights; scale of buildings; orientation, spacing and site coverage of buildings; facade proportions and window patterns; size, shape and proportions of entrance and porch projections; materials, textures, color; architectural details; roof forms; horizontal or vertical emphasis and landscaping, walls and fences.
- (2) Since architectural styles and details vary from one section of the HP-O District to another, application of architectural guidelines for new construction should recognize relationships among buildings in their immediate setting rather than specific styles or details.

C. Architectural Guidelines for Rehabilitation, Repair or Alteration of Existing Structures

- (1) Every reasonable effort should be made to provide a compatible use for a property which requires minimal alteration of the building structure or sight and its environment, or to use a property for its originally intended purpose.
- (2) The distinguishing original qualities or character of a building structure or site and its environment should not be destroyed. The removal or

alteration of any historic material or distinctive architectural features should be avoided when possible.

- (3) All buildings, structures and sites should be recognized as properties of their own time. Alterations that have no historical basis and which seek to create an earlier appearance should be discouraged.
- (4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance should be recognized and respected.
- (5) Distinctive stylistic features or examples of skilled craftsmanship, especially hardware, woodworking and masonry details which characterize a building structure or site should be treated with special care.
- (6) Deteriorated architectural features should be repaired rather than replaced whenever possible. In the event replacement is necessary the new material should match the material being replaced in size, shape, design, color, texture, and other visual quality. Repair or replacement of missing architectural features should be based on actual duplications of features substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- (7) The surface cleaning of structures should be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic buildings should not be undertaken.
- (8) Every reasonable effort should be made to protect and preserve archeological resources affected by, or adjacent to, any project.
- (9) Contemporary design for alterations and additions to existing properties should not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material and character of the property and its surroundings.

(10) Whenever possible, new additions or alterations to structures should be undertaken in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

D. Guidelines for Signs: Refer to Article 10, *Sign Regulations*, and the "Smithfield, Virginia Historic District Design Guidelines Manual".

E. Guidelines for Parking Areas: All parking areas should be suitably landscaped and generally screened from public view by fences, walls or screen planting. Paved parking areas other than driveways should generally be located to the side or rear of buildings and not located between a building and the street.

F. Landscaping and Accessory Structures: Plants, trees, fencing, walls, walkways, gazebos and other outbuildings should be retained or designed to reflect the property's history and development. Underground utilities should be encouraged at all locations. Mechanical equipment should be placed in inconspicuous locations. Municipal utility appurtenances should be selected to harmonize with the character of the historic district or placed in inconspicuous locations.

G. Maintenance and Repair Required: All buildings and structures in the HP-O District shall be preserved against decay and deterioration and maintained free from structural defects to the extent that such decay, deterioration or defects may, in the opinion of the Review Board, result in the irreparable deterioration of any exterior appurtenance or architectural feature, or produce a detrimental effect upon the character of the district as a whole or upon the life and character of the structure itself, including but not limited to:

- (1). The deterioration of exterior walls or other vertical supports;
- (2). The deterioration of roofs or other horizontal members;
- (3). The deterioration of exterior chimneys;
- (4). The deterioration or crumbling of exterior plaster or mortar;
- (5). The ineffective waterproofing of exterior walls, roofs and foundations, including broken windows or doors;

- (6). The peeling of paint, rotting, holes, and other forms of decay;
- (7). The lack of maintenance of surrounding environment e.g., fences, gates, sidewalks, steps, signs, accessory structures and landscaping and
- (8). The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions.

After notice by the Review Board by certified or registered mail of specific instances of failure to maintain or repair and of the opportunity to appear before the Review Board, the owner or person in charge of said structure shall have 90 days to remedy such violation. Thereafter, each day during which there exists any violation of this section shall constitute a separate offense and shall be punishable as provided in the Zoning Ordinance. In the alternative, if the owner fails to act, the Review Board may order the Planning and Zoning Administrator, after due notice to the owner, to enter the property and make or cause to be made such repairs as are necessary to preserve the integrity and safety of the structure. The reasonable costs thereof shall be placed as a lien against the property or, in a proper hardship case, paid by the Town from a fund established for such purposes.

(Ord. of 2000-09-05)

#### **G. Additions to the HP-O District**

The Town Council may adopt an ordinance setting forth the historic landmarks within the Town as established by the Virginia Historic Landmarks Commission, and any other property, buildings or structures within the Town having an important historic, architectural or cultural interest, and any historic areas within the Town as defined by Section 15.2-2306 of the Code of Virginia. The Council may also amend the existing zoning ordinance by delineating one or more of the historic districts adjacent to such landmarks, buildings and structures or encompassing such historic areas, provided that such amendment of this ordinance and the establishment of such district or districts shall be in accordance with the provisions of the Code of Virginia and the provisions of the Town Code, relative to amendments to this ordinance.

(Ord. of 2020-12-01)

#### **H. (Repealed by Ord. of 2020-12-01)**



# POLICIES & PROCEDURES MANUAL OF THE TOWN COUNCIL

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# CONTENTS

## INTRODUCTION

I.	Oath of Office .....	3
II.	Organizational Chart .....	4

## PART ONE: TOWN COUNCIL STRUCTURE AND FUNCTIONS

I.	Powers of Town Council .....	5
II.	Mayor & Vice Mayor Duties .....	6
III.	Filling Council Vacancies .....	6
IV.	Council-Manager Form of Government .....	7
V.	The Town Manager's Role in Town Government .....	8
VI.	Council/Staff Relationships and Communications .....	9
VII.	Implementing the Will of the Majority .....	10
VIII.	Electronic Communications .....	10
IX.	Council Representatives on Committees .....	11
X.	Conflict of Interest Rules .....	11
XI.	Financial Disclosure .....	12
XII.	Ethics .....	12
	Ethical Standards .....	13
	Use of Town Property, Impartiality, & Use of Town Logo/Seal .....	14
	Town Council Vision, Mission & Core Values .....	15
	Town of Smithfield Code of Ethics .....	16
	Town of Smithfield Norms & Procedures .....	18

## PART TWO: TOWN COUNCIL MEETINGS

I.	Meetings .....	20
II.	Setting the Meeting Agenda .....	21
III.	Agenda Development Process .....	21
IV.	Open Meeting Law .....	24
V.	Closed Session .....	24
VI.	Mayor as Presiding Officer .....	25
VII.	Order of Business .....	26
VIII.	Public Participation in Council Meetings .....	26
IX.	Ordinances & Resolutions .....	27
X.	Special Meetings .....	27
XI.	Organizational Meetings .....	27
XII.	Rules of Conduct During Council Meetings .....	28
	Meeting Procedures, Robert's Rules of Order .....	28
	Member Conduct, Voting, Attendance .....	30
XIII.	Electronic Participation .....	31

XIV. Town of Smithfield Public Meeting Policy .....	31
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## **CONTENTS** *continued*

### **PART THREE: TOWN COUNCIL GOAL SETTING**

I. Goal Setting Policy and Procedures .....	33
II. Goal Statements .....	34

### **PART FOUR: APPOINTMENT TO TOWN COMMITTEES, COMMISSIONS, & BOARDS**

I. Background .....	35
II. Objectives.....	36
III. Procedures.....	36
IV. Code of Conduct for Committees, Commissions & Boards.....	37

### **APPENDIX: REFERENCE MATERIAL .....** 39

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# INTRODUCTION

The *Policies and Procedures Manual of the Town Council* is intended to describe the rules and guidelines by which the Smithfield Town Council operates and to set forth standing Council policy. The manual includes excerpts from the Town Charter, Town Code, and the Code of the Commonwealth of Virginia, plus excerpts from materials provided to elected officials by the Virginia Municipal League. Unless otherwise noted, the text of the manual is assumed to be Council policies and procedures in addition to those established in law. The manual serves as a quick reference for resolving policy and procedural questions during meetings and work sessions.

Sources may be indicated in the following way:

- Charter = Town Charter
- Code = Town Code
- RR = Robert's Rules of Order
- VML = Virginia Municipal League's Elected Official Materials
- VA Code = Code of Virginia

The Town Council Policies and Procedures Manual is to be adopted annually by the Town Council at its first regular meeting in January. Thereafter, the rules herein may be amended or waived by a majority vote of the elected members of Council, except those rules which are required by law.

## TOWN COUNCIL

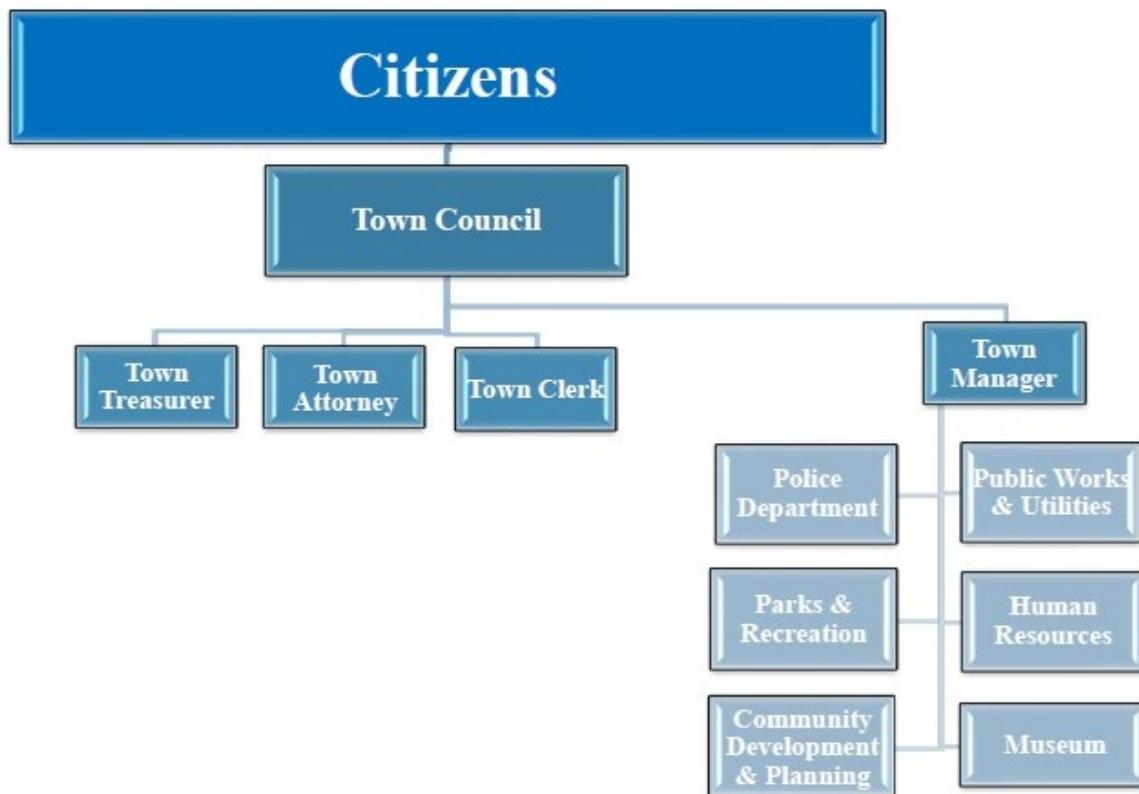
### Oath of Office

“I do solemnly swear (affirm) that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all duties incumbent upon me as a Town Council member of the Town of Smithfield according to the best of my ability, so help me God.”



# Town of Smithfield

## Organizational Chart



# Part One

# TOWN COUNCIL STRUCTURE AND FUNCTIONS

## I. POWERS OF THE TOWN COUNCIL

Local Government powers are conferred on the elected Town Council by the Commonwealth of Virginia and the people of Smithfield. Powers are defined by the Charter of the Town of Smithfield, the Code of Virginia, and the Virginia Constitution. As interpreted by the Dillon Rule, localities are “tenants at will” of the state legislature, and depend on the Virginia General Assembly for their operating authority.

### TOWN CHARTER

Section 26 “All legislative powers of the municipality shall be vested in a municipal council, consisting of seven members, one of whom in addition shall be a mayor.”

In addition to the legislative rights and powers conferred on the body by the Code of Virginia, the Council has several powers enumerated in its Charter and the Smithfield Town Code.

These powers include the ability to:

- Adopt ordinances and resolutions that appropriate money, levy taxes, and require licenses.
- Incur liabilities or debts and borrow money
- Make contracts.
- Acquire, lease, and dispose of real property.
- Adopt and allocate the Town budget.
- Adopt rules for the regulation of its proceedings and time of its meetings.
- Adopt the Comprehensive Plan dictating the future land use of the Town.
- Pass emergency measures to preserve public peace, property, health, and safety.
- Biannually appoint a Mayor and Vice Mayor from among Council members.
- Fill vacant Council seats.
- Hire and appoint the Town Manager, Town Attorney, Treasurer, and Town Clerk.
- Appoint members of Town committees, commissions, and boards.

All members of the Town Council, including those serving as Mayor and Vice Mayor, have equal votes. No member has more power than any other member, and all should be treated with equal respect.

## **II. MAYOR and VICE MAYOR DUTIES**

### **MAYOR**

According to the Town Charter (*Section 37*) and Town Code (*Section 2*), the Mayor is elected by Council from its membership to perform duties consistent with the office, including:

- Serves as the head of the Town for ceremonial purposes;
- Serves as the presiding officer over all Town Council meetings as a regular voting member of the Council;
- Maintains public meeting order and decorum, and keeps the discussion and questions focused on the special agenda item(s) under consideration;
- Calls for special meetings of the Council;
- Serves as the spokesperson on all official Council positions;
- Selects substitute Town representation when unable to attend a function;
- Recommends and considers suggestions for proclamations and other recognition;
- Appoints Committees of the Town Council
- Strives to lead the Council into an effective, cohesive, working team; and,
- Signs documents on behalf of the Town that do not require the Town Manager's signature.



Correspondence with the public on Town letterhead should reflect the official adopted policies and decisions of the Council. In most cases, the Mayor or his/her designee should be the person signing the document on behalf of the Council, although in some circumstances it will be appropriate for all members to sign. Correspondence by individual members reflecting personal views should be on the Council member's personal letterhead, not the official Town letterhead.

### **VICE MAYOR**

The Vice Mayor is chosen by Council peers biannually to:

- Perform official duties in the absence or disability of the Mayor; chair Council meetings at the Mayor's request; represent the Town at ceremonial functions at the Mayor's request; and make routine motions on agenda items.

## **III. FILLING COUNCIL VACANCIES**

Section 24.2-228 of the Virginia State Code stipulates the steps in filling a Council vacancy and indicates that if the Council fails to fill the vacancy, upon appropriate notice to the court via a petition, a judge of the Isle of Wight County Circuit Court shall make an appointment to fill the vacant seat.

## **IV. COUNCIL-MANAGER FORM OF GOVERNMENT**

The Town of Smithfield operates under a Council-Manager form of government. The Council-Manager structure combines the political leadership of elected officials with the professional experience of an appointed local government manager.

Under this form of government, public policy is set by the elected officials who hire the professional administrator to implement their policies. The local government manager serves at the pleasure of the elected body and has responsibility for preparing the budget, directing day-to-day operations, hiring personnel, and serving as the Council's chief policy advisor.

Since its establishment, the Council-Manager plan has become the most widely accepted system of local government in the United States. The Town of Smithfield has operated under the Council-Manager plan since 1952.

The plan is modeled after the American corporation, as opposed to the Mayor-Council plan which is modeled after the elected branches of government found in the U.S. Constitution.

*For additional information about the Council-Manager form of government, visit [www.icma.org](http://www.icma.org).*

In the Council-Manager plan, the governing body is composed of public-spirited citizens serving on a part-time basis to decide major policy issues, much in the same manner as the Board of Directors of a private corporation. The Mayor's role is to preside over Council meetings much like a Chairman of the Board. Council members serve the best and long term interests of the citizens who elected them to office – the stockholders of the corporation.

The Town Manager, under this system, is comparable to the corporation's Chief Executive Officer. He serves at the pleasure of the Board of Directors. The Town Manager is a professionally trained public administrator charged with implementing the policies and directives of the Town Council.

The Town Manager has broad administrative authority with strict rules prohibiting political interference in administrative matters. Likewise, the Town Manager refrains from participating in partisan political activities which would impair his professional administration.



## **V. THE TOWN MANAGER'S ROLE IN TOWN GOVERNMENT**

Town Council delegates broad administrative power to the Town Manager subject to its continuing review. Qualifications, powers, and duties of the Town Manager are provided in Section 38-b of the Charter.

Delegated duties include the ability to:

- Direct and supervise the day-to-day activities and operations of the Town.
- Recruit/hire/appoint all officers and employees of the Town except Town Clerk, Treasurer, and Attorney.
- See to the enforcement and faithful execution of Town ordinances, resolutions, directives of the Council, and all laws of the Commonwealth.
- Make policy recommendations to Council.
- Keep Council advised on financial condition and future financial needs.
- Prepare and submit a proposed annual budget and execute as adopted by Council.
- Prepare and submit requested reports.
- Perform other such duties as may be prescribed by the Town Council.

The Town Manager works for and represents the Council as a whole.



The Clerk of the Council, the Town Attorney, and Town Treasurer serve at the pleasure of the Council.

All other Town staff are employees of the Town Manager. Thus, neither the Council nor any of its members should direct or request the appointment or removal of officers and employees in the administrative service of the Town.

Town Council shall conduct annual evaluations of the four Town Council appointed positions. Unless otherwise set by Town Council, the evaluations should take place shortly after the beginning of each calendar year.

## **VI. COUNCIL / STAFF RELATIONSHIPS & COMMUNICATIONS**

Except for the purposes of inquiry and timely communication, the Council should communicate directly through the Town Manager. Neither the Council nor any individual member should give orders or direction to any subordinate of the Manager, either publicly or privately. Any violation by a member of the Council should be brought to the immediate attention of the Council as a whole.

### **TOWN CHARTER**

#### **Section 38-b. Orders by Town Council to Subordinates of the Town Manager**

“Neither the council nor any member thereof shall give orders to any of the subordinates of the Town Manager, or employees of the town, either publicly or privately.”

While it is inappropriate for any Council member to instruct a Town employee, it is entirely appropriate to make general inquiries as information is the basis for understanding and action. Information that would be difficult or time-consuming to produce, or that relates to a current or future agenda item should be formally requested of the Town Manager, preferably during a Town Council meeting, rather than requested of an individual staff member.

Work assignment and policy directions should come from the elected body as a whole and not from individual members. To avoid confusion and conflicting priorities, certain guidelines for Council/staff relationships must be followed. Council members' initiatives generally fall into one of four categories noted below:

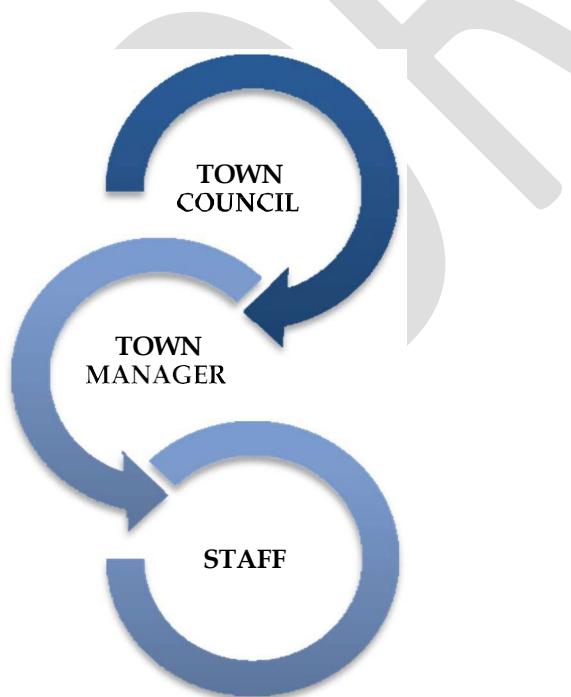
#### **Categories of Staff Initiatives from Town Council**

1. Requests for information readily available.
2. Follow-up for a constituent relative to a municipal problem or question.
3. Requests for information not readily available and requiring considerable staff time and research effort.
4. Initiation of a new priority or program.

Normally, Items 1 and 2 noted above can be handled directly between the Town Council member and the Town staff; however, Items 3 and 4 should be channeled through the Town Manager. When understanding and professional courtesy are used to guide Council/staff relationships, difficulties seldom develop. If a Council member is not satisfied with the channels of communication, he or she should approach the Town Manager who will work to improve the flow of information to and from key staff members.

## **VII. IMPLEMENTING THE WILL OF THE MAJORITY**

Perhaps the most challenging aspect of Town Council/staff relationships arises when an issue lacks Council consensus. Once a vote is taken and the issue decided, Town Council speaks to the staff with a single voice. It is sometimes tempting for Council members holding the minority view to pursue their viewpoint, first through staff and later with Council. Nevertheless, the Town staff must respond to the majority view, regardless of whether or not an individual Council member agrees, and regardless of whether or not staff may agree. While staff may like to be responsive to each individual Council member, an impossible situation develops when staff is requested to accommodate a Council member apart from the Council-to-Manager-to-Staff line of authority.



In a true democracy, leaders respect the will of the majority AND also the rights of the minority.

*- Madeleine Albright*

## **VIII. ELECTRONIC COMMUNICATIONS**

The widespread use of the electronic mail system (email) raises concerns over the appropriate communications among Council members and between Council and staff. All email communications by Council members should be considered open to Freedom of Information Act (FOIA) inquiries.

At the start of a Town Council member's term and at the request of the Town Council Member, the Town will provide one device for the member to use for the purpose of conducting Town business. In addition to the device, a Town email address will be established for the Council member to allow the Council member to communicate with Town employees as well as with citizens. At the end of the Council member's term, the device is to be returned to the Town.

## **IX. COUNCIL REPRESENTATIVES ON COMMITTEES**

A member of the Town Council will be appointed by the Council to serve on the Planning Commission and other boards and commissions as needed from time to time. Generally, this takes place shortly after a Town election or the beginning of a new year.

The primary role of the council liaison is to communicate the Town Council's needs, policies, and interests to the members of the committee, commission, or board and to convey information back to the Town Council regarding the recommendations made and discussions held by the committee, commission, or board. This facilitates thorough communication between both bodies and members.

The Council liaison is expected to bring a fair and balanced perspective and not impose personal biases on any of the committees, commissions, and board and should be careful to only express personal opinions when asked, as they must speak as an individual and not on behalf of the Council.

Council liaisons are expected to attend all regularly scheduled meetings of their assigned committee, commission, or board and if necessary, arrange for an alternate.

## **X. CONFLICT OF INTEREST RULES**

To ensure citizens that the judgment of public officers and employees is not compromised or affected by inappropriate conflicts, the General Assembly adopted the Virginia State and Local Government Conflict of Interest Act (COIA). Violation of COIA is a criminal offense. To keep standards of conduct uniform throughout the Commonwealth, no local government may regulate conflict of interest more strictly than the Virginia Code.

The law requires all Council members to:

- Disclose financial interests once each year (*see Section XI. Financial Disclosure, on pg. 12*).
- Refrain from contracting for business with the local government.
- Abstain from voting on items of personal interest that apply solely to the Council member or that prevent impartial voting.
- Not engage in unethical conduct, such as accepting anything of value or disclosing confidential information.

The Town Attorney and the local Commonwealth's Attorney are the proper persons to turn to for competent legal advice concerning conflict of interest questions. As a member of a local governing body, Council members are entitled by statute to obtain a formal opinion from the local Commonwealth's Attorney. A Council member cannot be prosecuted for violating the Act if he acts based on a written opinion of the Commonwealth's Attorney (assuming full disclosure of all the relevant facts).

## **XI. FINANCIAL DISCLOSURE**

Provisions of Virginia's Conflict of Interest Act (COIA) concerning financial disclosure apply to council members of all cities and towns with populations greater than 3,500.

In January of each year, the Town Clerk will supply the appropriate disclosure statements to Council Members, the applicable members of Boards and Commissions, and staff. The filing deadline is February 1 each year.

The Real Estate Holdings and Financial Disclosure Forms will be submitted to members of boards, commissions, and authorities as required by State Code or by Town ordinance. The Town Clerk shall assist new members with filing the appropriate forms prior to their start of term. Additionally, local elected officials are required to

complete an online Conflict of Interest training module every two (2) years. The module can be accessed through the [Virginia Conflict of Interest and Ethics Advisory Council](#) website. The Clerk's office tracks training and will be in communication with Council members as they near the end of the two-year training term.



## **XII. ETHICS**

Ethics and the continued nurturing of an ethical organization, especially in local government, is paramount in maintaining the public trust and must be continually tested and validated. As such, the Town Council adopts, for itself, a Code of Ethics (pgs. 16-17) and Council Norms & Procedures (pgs. 18-19). In the event the Council's adopted Code of Ethics or Norms & Procedures conflicts with Virginia Law (e.g. *Virginia State and Local Government Conflict of Interest Act*, *Virginia Freedom of Information Act*), State Law shall prevail.

Town of Smithfield Ethical Standards, associated with conflict of interest, gifts and gratuities, confidentiality, use of Town property and time, and impartiality, are provided on the next two (2) pages. The **Town Council's Vision, Mission, & Core Values** are provided on page 15.

## ETHICAL STANDARDS

### CONFLICT OF INTEREST

**We shall avoid conflicts of interest and the appearance thereof. A conflict of interest occurs when an outside or private interest interferes or competes with the interests of the Town.**

- Care must be taken to avoid compromising relationships with persons or organizations doing business with the Town or seeking business with the Town.
- Our position with the Town shall not be used to represent or promote any outside interest not aligned with a purpose of the Town.
- Unavoidable relationships which could create a conflict of interest or appearance of conflict shall be disclosed.

### GIFTS & GRATUITIES

**We shall not accept gifts, payment or loans from persons or organizations which have, or desire to have, a business relationship with the Town.**

**We shall not accept gratuities for performing services while conducting Town business.**

- This standard is not intended to bar acceptance of reasonable and customary social courtesies.
- This standard is not intended to prohibit a member from obtaining loans from regular lending institutions.
- When gifts cannot be returned without causing embarrassment to the Town, they shall be disclosed, and where possible, shared with others.

### CONFIDENTIALITY

**We shall respect the confidentiality of information obtained in the course of our duties, and guard sensitive information as a public trust.**

- Confidential information shall not be used for private gain.
- Confidential information shall not be shared except on a professional need-to-know basis, avoiding careless use of email or gossip.
- This policy does not limit the obligation to give out public information in an equitable and transparent way; and to willingly comply with the Freedom of Information Act (FOIA).

## **USE OF TOWN TIME & PROPERTY**

**We shall use Town assets, including staff time, equipment, vehicles, supplies, and facilities for Town business purposes only, and not for private/personal gain, personal use or personal benefit; this includes for the benefit of family members.**

- Public officials serve as the stewards of Town resources.
- Private business shall not be conducted on Town property.
- Town equipment and resources shall not be utilized for private or personal use.
- As public officials, we shall seek to find and use the most equitable, efficient, effective, and economical means for accomplishing tasks and initiatives.

**We shall give a full measure of effort and services to the positions of trust for which we have been granted; giving earnest effort and best thought to the performance of our duties.**

## **IMPARTIALITY**

**We shall ensure the integrity of our actions by making decisions based on the merits of the issues, and by supporting the rights of all citizens, businesses, and employees; recognizing their diverse needs and treating all respectfully, fairly, and impartially, without special advantage to anyone.**

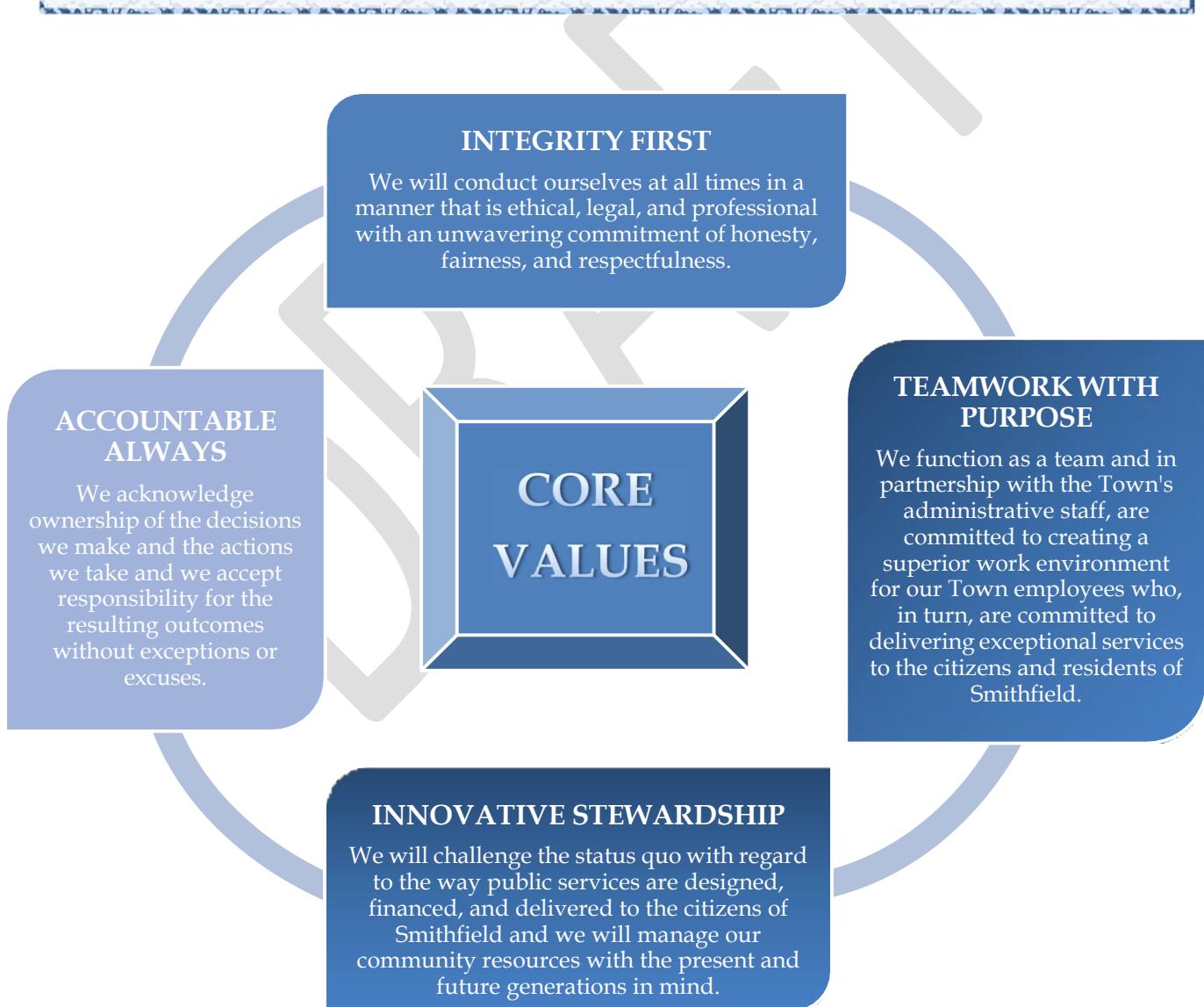
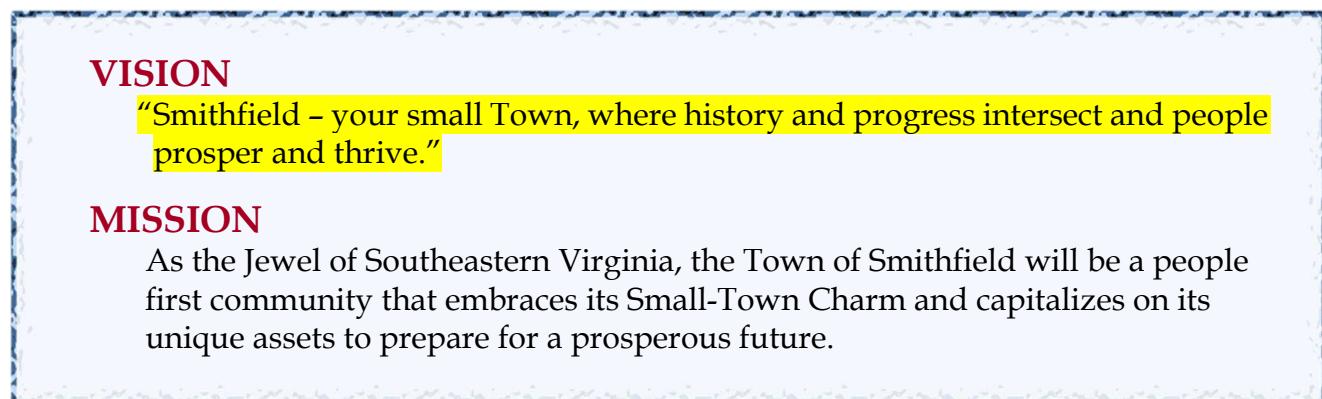
As a simple ethical test, you may ask yourself:

*"If the facts of this situation were in the newspaper tomorrow, would it embarrass the Town or call my integrity into question?"*

If a member of Council is unclear about the application of these Ethical Standards to a particular situation, or about any ethical dilemma, he or she is encouraged to discuss that matter with the Town Manager or Town Attorney, as appropriate.

# TOWN COUNCIL VISION, MISSION, & CORE VALUES

By engaging in a structured goal setting process, the Town Council updates and reaffirms its Vision Statement and the Council's Mission, Core Values, and Strategic Initiatives every 2 years.



# **TOWN OF SMITHFIELD CODE OF ETHICS**

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, any person serving in an elected or appointed office in the Town of Smithfield shall adhere to the Code of Ethics below.

- 1) Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a party to their evasion.
- 2) Place loyalty to the highest moral principles and to the people of the Town of Smithfield, as a whole, above loyalty to individuals, districts, or particular groups.
- 3) Expose through appropriate means and channels: corruption, misconduct, or neglect of duty when discovered.
- 4) Give a full measure of effort and service to the positions of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
- 5) Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.



- 6) Adopt policies and programs that are in accordance with the Town's EEO policy, and that support the rights and recognize the diverse needs of all citizens regardless of race, color, age, sex, religion, disability status, or any other characteristic protected by federal, state, or local laws.
- 7) Ensure the integrity of the actions of the Mayor and Town Council by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.
- 8) Make no private promises of any kind binding upon the duties of any office, because a public servant has no private word which can be binding on public duty.
- 9) Avoid a conflict of interest. A member should recuse himself or herself from participating in deliberations or voting on issues which render personal gain for himself or herself or for family members. Engage in no business with the Town of Smithfield government either directly or indirectly, which is inconsistent with the State and Local Government Conflict of Interest Act or the Public Procurement Act.

## **CODE OF ETHICS** *Continued*

- 10) Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
- 11) Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act.
- 12) Recognize that interaction with the media is a vital link in maintaining good communication with the public. Town Council comments to the media should be in a courteous, statesmanlike manner and should maintain the propriety of the Council when speaking to public issues, or to opinions of colleagues and individuals.
- 13) Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Mayor and Town Council.
- 14) No member may disclose or use confidential information without appropriate authorization. Confidential information includes discussions during executive or closed sessions and certain economic development information.
- 15) Review each of these principles at the annual organizational meeting.
- 16) Pledge to honor and uphold these principles, ever conscious that public office is a public trust.
- 17) It is the duty of each Council member to ensure the Code of Ethics is being fulfilled. If violation of any is noted, a Council member should first discuss the matter privately with the other Council member, and if no resolution is found, then brought before the Council as a whole for discussion.



# **TOWN OF SMITHFIELD COUNCIL NORMS AND PROCEDURES**

Recognizing that persons elected to an office hold a position of public trust and are under constant observation by interested residents, businesses and the media, and further recognizing that maintaining the integrity and dignity of the public office is essential for accomplishing the business of the Town as well as maintaining public confidence, promoting communications, understanding, fairness, each Council member should adhere to the following Council Norms and Procedures:

- 1) The Mayor presides over Council meetings, and is responsible for running a timely and orderly meeting. The Mayor is responsible for the order and decorum of meetings. The Mayor will assist in the preparation of the agenda per the agenda development process (see pgs. 21-23).
- 2) Council members shall make a conscientious effort to be prepared for each meeting and shall attend all regularly scheduled meetings of the Town Council and Committees to which they have been assigned.
- 3) Council members shall maintain an attitude of courtesy and consideration toward all citizens, colleagues, and staff during all discussions and deliberations. Council members shall be open minded and patient, and allow citizens, employees, and colleagues sufficient opportunity to present their views.
- 4) Council members shall request the floor from the Mayor before speaking and when one Council member has the floor and is speaking, other Council members shall not interrupt or otherwise disturb the speaker.
- 5) To encourage full participation of all Council members, the Mayor shall not permit a single Council member to monopolize the discussion of a question. All discussion must be relevant to the issue before the Council. Discussion that departs from the pending matter is out of order. Council members shall be concise, avoid repetition and strive to move the discussions along. Council members should avoid taking more time to address an issue before the Council than is necessary and essential for an adequate consideration of those matters being discussed.
- 6) Council members shall respect the right of colleagues to have different opinions, and they shall enter into constructive and factual discussions when attempting to resolve issues or reach a consensus, refraining from disparaging remarks or remarks which can reasonably be construed as disparaging.
- 7) Council members shall work to create a positive environment in public and private meetings, so that the environment is conducive to a productive dialogue between all parties, and citizens will feel comfortable as observers or participants.

## **COUNCIL NORMS & PROCEDURES *Continued***

- 8) Council shall not abuse staff, nor embarrass staff in public. If a Council member has question on a subject, the Council member should contact the Town Manager prior to the Council meeting at which the subject may be discussed. This does not restrict Council member from asking questions during a Council meeting.
- 9) Members shall maintain strict confidentiality in those discussions allowed by the Code of Virginia to protect the Town's position in litigation, personnel matters, and contract/real estate negotiations. Council members shall not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.
- 10) Council members shall pay all taxes, usage fees, and other licensing fees due to the Town, county, commonwealth, and national government.
- 11) To ensure due process and the appearance of fairness to all interested parties, Council members shall use the discussion period after a public hearing to express their views on a matter pending before the Council. Council members shall refrain from signing petitions, taking personal stands or voicing opposition/support whether in writing or verbally, or otherwise indicating their views on matters on which the Council is expected to consider and to take action.
- 12) It is the duty of each Council member to ensure these Norms and Procedures are being fulfilled. If a violation is noted, a Council member should first discuss the matter privately with the other Council member, and if no resolution is found, then brought before the Council as a whole for discussion.

# **TOWN COUNCIL**

## **MEETINGS**

### **I. MEETINGS**

The *VML Handbook for Virginia Mayors & Council Members - 7<sup>th</sup> Edition*, describes public meetings as “where the council exercises its corporate power... its most visible and essential act of governing. What happens in those meetings defines the success of the elected officials, corporately and individually.”

The meeting schedule of the Smithfield Town Council is set annually no later than the first meeting of the calendar year. Regular Town Council meetings commence at 6:30 p.m. on the first (1<sup>st</sup>) Tuesday of each month with work sessions held on the fourth (4<sup>th</sup>) Monday of each month, beginning at 3 p.m. The meeting time and place is established in accordance with *Section 2-71 of the Smithfield Town Code*.

Special meetings of the Town Council may be called at the request of the Mayor or three or more members of the Council (*Town Code 2-71*) to the Clerk’s office. A special meeting is any meeting that occurs outside of the regular meeting schedule.

The Clerk’s office maintains a list of potential agenda items that are scheduled to appear in future Council meetings and work sessions. Agenda items may arise from Council meetings or at the request of Council members or staff.

Activities of prime importance during Town Council meetings include:

- Holding public hearings as required by law or Council policy. Public hearings may cover subjects such as proposed budgets, proposed Comprehensive Plan amendments, rezoning requests, special use permits, issuance of local debt, etc.
- Mayor and Council public communications and comment.
- Reports and Recommendations from the Town Manager, Town Attorney and staff.
- Reports and Recommendations from the Planning Commission and other advisory boards.
- Adoption of Ordinances and Resolutions which are the legal instruments whereby Council establishes public policy.

## **II. SETTING THE MEETING AGENDA**

All meeting agenda items which require formal Council action are placed on the agenda for consideration. The agenda for the Council meeting is typically finalized the Wednesday prior to the meeting date(s). This is to allow adequate time for staff to prepare and submit the detailed staff reports and to meet the publishing deadline for the official agenda packet distribution on the Thursday of the week before the monthly Council meetings. If an item involves a legal matter, it should be submitted in sufficient time to allow review by the Town Attorney.

Items originating from Council members should be shared with the Mayor and Town Manager. Department directors normally submit agenda items to the Town Manager and Town Clerk one - two weeks prior to a regular monthly Council meeting. The Town Manager and Clerk's office is responsible for preparing and distributing the agenda.

## **III. AGENDA DEVELOPMENT PROCESS**

This process establishes a structured approach to the development of Town Council meeting agendas and defines a timeline for activities needed to ensure that the agendas, which serve as a guide during public meetings, are valuable to both the Town Council and public. To maximize their usefulness, it

is crucial that the agendas are distributed timely, on a routine schedule, and include detailed and thorough staff reports and attachments.

### **Meeting Schedule**

The Town Council meeting schedule is set annually no later than the first meeting of fiscal year. Currently, the meeting schedule is the first Tuesday of each month at 6:30p.m. with work sessions on the fourth Monday of the month at 3:00p.m. Any special meetings, which are held on a date or time other than the adopted regular meeting dates, will be treated on an as-needed basis and must be called by the Mayor or by three or more Council members to the Clerk's office (*Town Code 2-71*).

### **Compilation of Agenda Items**

The Town Clerk's office will maintain a list of potential agenda items that are scheduled to appear in meetings of Council. The items are being tracked for several months or more at any given time. Agenda items may arise from Council meetings or be requested by Department Heads or Council members, and should be submitted to the Clerk's office.

## Requests for Presentations, Proclamation, or Recognition

Requests for these items shall be presented to the Clerk's office for Council consideration on an upcoming agenda. Any items received in the Clerk's office will be placed on an upcoming agenda for discussion and/or approval. The determined agenda will depend on the timeliness of the item and what is needed in preparation for the item. Presentations may be removed from the agenda if the presentation is not received in the Clerk's office before the staff report deadline.

## Agenda Development Team

The agenda development team consists of the Town Manager, Town Clerk, and Department Heads. The team will meet the Wednesday before the Council meeting or another date and time that is agreeable to the team to review the draft agenda. This allows time for the Clerk's office to make edits and send the draft agenda to the Manager for review and comments.

## Final Agenda Packet

The Clerk's office will finalize the agenda packet and distribute it to both the Town Council and public by 5:00 p.m. on the Thursday preceding the meeting unless postponed by the Town Manager. This designated date, set by the Town Council, aims to provide Council members with ample time to review the packet and prepare any questions or comments for

the upcoming meeting.

The Clerk's office will generate paper copies of the agenda packets for distribution to Council members and the Town Manager if specifically requested. Hard copies of the agenda will be placed at Council's places ahead of the meeting.

If any of the due dates mentioned fall on a holiday, the new date will be one business day earlier.

## Supplemental/Revised Agenda

Any new items intended for inclusion on the agenda through a revised agenda, after the initial packet has been distributed, must receive prior approval from the Town Manager. Subsequently, these new items must be submitted to the Clerk's office, with the associated staff report and attachments.

A revised agenda will be sent to the Town Council and provided to the public/media via normal means. A hard copy will be placed at Council's places ahead of the meeting.

## Agenda Amendments

On the night of the meeting, the Town Council will conduct a vote under "Adoption of Meeting Agenda/Amendments" to consider the following actions: accepting the agenda as initially presented or accepting the agenda as amended. Whenever possible, staff requests proposed amendments be communicated in advance of the

meeting to ensure adequate preparation for the discussion of these items. It is important to note that any amendments to the agenda must receive approval through a majority vote by Council.



## IV. OPEN MEETING LAW

The *Virginia Freedom of Information Act* (FOIA) generally requires that all meetings of the Council as well as most other public bodies appointed by the Council, such as Planning Commissions and the Board of Zoning Appeals, must be open to the public. Therefore, all committees appointed by Council, whether composed of members of Council, non-Council persons, or a mixture thereof, are subject to the FOIA's public meeting requirement. A detailed definition is provided in *State Code Section 2.2-3701*.

The FOIA provides that in order to constitute a "meeting," a quorum must be present. Therefore, FOIA applies to regular meetings as well as gatherings of three (3) or more Council members where Town business is discussed. Likewise, FOIA also applies to regular meetings and gatherings of members of any committee or subcommittee appointed by or from Council where the business of such committee or subcommittee is discussed and where a quorum of such committee or subcommittee is present.

FOIA requires that Council, committees, and subcommittees appointed by Council give advance written notice of every meeting to every citizen, including news media, who has requested to receive such notice. In addition, copies of agendas and

materials distributed to Council must be simultaneously made available for public inspection. Unless exempted by the FOIA, all materials must be made available to the public. The Clerk typically handles the notice requirement to media for Council.

Council meeting agenda packets are typically posted electronically on the Thursday prior to the monthly council meetings, ensuring that the public and press have access at the same time the agenda is sent to Council via email. Minutes must be kept of all meetings of Council, including work sessions and informal meetings at which no official action is taken. Voting is conducted by roll call and the ayes and nays of any question are recorded in the minutes of the meeting and approved minutes are posted on the Town's website.

Additionally, *State Code Section 2.2-3704.3* requires local officials to participate in training regarding FOIA & COIA once every two years.

## V. CLOSED SESSION

According to the Charter (*Sec. 31*), meetings of the Council shall be open to the public except when the public welfare requires a Closed Session. The Council or committee may go into Closed Session and exclude the public for certain stated reasons. More than 20 items are exempted from the

Freedom of Information Act and permitted to be discussed in a closed session.

The procedure for convening a Closed Session is:

- 1) While in public session, a majority of Council members must approve a motion to go into Closed Session. The motion must include the reason and a citation of the specific code section containing the FOIA exemption allowing the Closed Session. Exclusions are located in *Section 2.2-3711 of the Virginia Code*.
- 2) Once in closed session, the Town Manager/ Attorney will identify the topic and need for the closed session. Council will have an opportunity to agree/disagree with proceeding with the discussion.
- 3) If Council disagrees with proceeding, this will be stated upon returning to open session and the matter will not be discussed in closed session.
- 4) While in the Closed Session, Council members may discuss only the subject mentioned in the motion.
- 5) After Council completes the Closed Session and returns to public session, Council must certify by recorded vote, that the entire discussion in closed session was appropriate under the law.

No closed meeting shall be held unless the public body proposing to convene

such meeting has taken an affirmative recorded vote in an open meeting approving a motion that (i) identifies the subject matter, (ii) states the purpose of the meeting as authorized in *subsection A of § 2.2-3711* or other provision of law and (iii) cites the applicable exemption from open meeting requirements provided in *subsection A of § 2.2-3711* or other provision of law. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting.

A general reference to the provisions of this chapter, the authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting.

## **VI. MAYOR AS PRESIDING OFFICER**

The Mayor presides at every meeting of the Council, at the designated time, and calls the Council to order, provided a quorum is present.

The Mayor preserves order and, with the assistance of the Town Attorney, speaks to and determines all points of order. The Mayor has control of the Council Chamber and in the event of a disturbance or disorderly conduct, the Mayor may order the same to be cleared.

The Mayor signs all ordinances and resolutions on behalf of the Council.

The Vice Mayor presides in the Mayor's absence (*Town Charter Section 32*).

## **VII. ORDER OF BUSINESS**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Presentation(s)**
- 4. Closed Session (if needed)**
- 5. Informational Reports**
- 6. Upcoming Meetings**
- 7. Public Comments**
- 8. Council Comments**
- 9. Consent Agenda**
- 10. Action Item(s)**
- 11. New Business**
- 12. Old Business**
- 13. Adjournment**

The Town Manager and/or staff may include a report or recommendation under any item of business. The Town Manager, Town Attorney, and Department Heads will participate in discussions as their respective issues are discussed.

## **VIII. PUBLIC PARTICIPATION IN COUNCIL MEETINGS**

The Town Code permits the public to speak during a Public Hearing or Citizen/Business Comments portion of a meeting. No person other than a member of the Council or an officer of the Town shall be allowed the privilege of speaking in a Council meeting unless addressed by the Mayor.

The Council may permit persons to speak during the Citizen/Business Comments portion of the meeting. At that time, such persons may address the Council on any topic not related to a public hearing item. Whenever possible a request to speak form, available at the entrance to the Council Chambers and from the Clerk at the dais, should be completed and given to the Town Clerk prior to the meeting.

The Mayor will normally limit remarks and citizens may speak only once during the comment period. Speakers will only speak when recognized by the Mayor and shall provide their name and address at the start of their remarks. No dialogue between speakers shall be permitted. Council should refrain from dialogue during Citizen/Business Comments and address concerns during Mayor and Council Comments. Written comments may be submitted prior to or at

the meeting and will be kept with the record of the meeting.

To encourage public involvement, Council meetings are live-streamed.

## **IX. ORDINANCES & RESOLUTIONS**

A copy of each ordinance or resolution, legibly written or printed, will be furnished to each Council member when introduced.

No ordinance can be passed or resolution adopted that appropriates money, levies taxes and licenses without the concurrence of at least four members.

## **X. SPECIAL MEETINGS**

*Section 2-71 of the Town Code* outlines the requirements for conducting special meetings of the Council.

The Clerk of the Council calls a meeting after a written request is received from the Mayor, or any three Council members. The Clerk then notifies Council in writing of the meeting. All notices of special meetings to Council members shall state the subjects for which the meeting is being called.

*(FOIA Section 2.2-3707)*

Electronic Mail or facsimile transmissions may serve as written notice, with the written concurrence of the member. Phone calls may be used as needed to supplement other

special meeting notices.

Unless the Council votes unanimously, no business except the items on the special meeting agenda can be transacted. Meetings must be open to the public, unless members vote to convene a Closed Session (see pgs. 24-25). (*Town Code Sec. 2-71*).



## **XI. ORGANIZATIONAL MEETINGS**

The organizational meeting of the Town Council is traditionally part of the first regular Town Council Meeting in January.

The first order of business is for members to elect the Vice Mayor. At this meeting or prior to, the Mayor will determine the seating arrangement and order of voting of the Council, basing the decision on the length of tenure and preference of each Council member.

The Council then adopts the *Policies and Procedures of the Town Council* as standing rules of the Council. The Policies and Procedures Manual may be subsequently amended by the Council at any time.

## **XII. RULES OF CONDUCT DURING COUNCIL MEETINGS**

*Robert's Rules of Order* is the classic statement of present-day parliamentary procedure. Familiarity with and use of Robert's Rules provides the means whereby the affairs of the Council can be controlled by the general will of the members. Council meetings can proceed in a controlled and predictable manner, allowing the business of the citizens of Smithfield to be handled in a direct, constructive, and democratic manner.

The following rules of conduct are adapted from the pages of Henry M. Robert's time-honored book and merit the Council's special attention.

### **PROCEDURES**

Since the Town Council is relatively small compared with other organizations using *Robert's Rules*, some of the procedural formality can be dispensed with, therefore, many of the following Procedures from *Robert's Rules* have been modified for use by the Smithfield Town Council.

- While members are required to obtain the floor before making motions or speaking, they may do so while seated.
- Motions must be seconded.
- For each item, members are permitted two opportunities to speak, limited to three minutes each. However, motions to close or limit debate may be entertained.

### **KEY PASSAGES from *Robert's Rules of Order***

Several key passages are included to help familiarize Council members with *Robert's Rules*. The Town Attorney serves as the parliamentarian of the Council and should be consulted on the proper application of *Robert's Rules* and applicable laws.

**What Precedes Debate** (RR § 2). Before any subject is open to debate it is necessary:

- (1) That a motion be made by a member who has obtained the floor, and
- (2) That the motion be stated by the Mayor for the benefit of the Council and audience. The fact that a motion has been made does not put it before the Council. The Mayor alone can put a motion before the Council but must either rule the motion out of order or state the question so that all may know the immediately pending question.

**Obtaining the Floor** (RR § 3). Before a member can make a motion or address the Council in debate, it is necessary that he/she should obtain the floor — that is, he/she must address the presiding officer by official title, thus, "Mayor or Mayor Smith." If the member is entitled to the floor, the chair recognizes him/her by name. Incidental, and subsidiary motions may be made while a main motion is pending.

**Main Motions** (RR § 4). A motion is made by a member obtaining the floor and saying, "I move that," and then stating the proposed action. Typically, no member can make two motions at a time except by general consent. Main motions, which introduce business, take precedent over nothing. That is, they

cannot be made when another question is before the assembly. Privileged, incidental, and subsidiary motions may be made while a main motion is pending.

**Debate** (RR § 7). After a question has been stated, it is before the Council for consideration and action. All but a few motions are subject to debate. Debate must be limited to the merits of the immediately pending question - that is the last question stated by the Mayor. Speakers must address their remarks to the Mayor, be courteous in their language, avoid all personalities, and never allude to the motives of members.

**Amendments** (RR § 33). Amendments may be made on all motions except those listed by *Robert's Rules*. The motion to amend is made in a form similar to this: "I move to amend the resolution by inserting (or striking or substituting) the word 'very' before the word 'good';" or simply "I move to insert (or strike or substitute) 'very' before 'good'." An amendment can be amended itself, but this "amendment to an amendment" cannot be amended.

An amendment of a pending question requires only a majority vote for its adoption, even though the question to be amended requires higher threshold (ex., two-thirds or unanimous vote).

*Robert's Rules* lists a number of improper amendments in Section 33, including ones that are not germane to the question being amended, or are identical to questions previously decided.

**Reconsideration of a motion** (RR § 36). A motion to reconsider a previous vote must

be made by one who voted with the prevailing side. Normally, a reconsideration motion can only be made on the day that the original vote was taken, or on the day of the next succeeding Council meeting. The motion to reconsider cannot interrupt pending business. However, as soon as the pending item is disposed of, it can be called up with preference over other main motions and general orders.

**Rescind, Repeal, or Annul** (RR § 37). Any vote taken by the Council, except those listed by *Robert's Rules*, may be rescinded by a majority vote, provided notice has been given at the previous meeting or in the call for this meeting. When no notice is given, a two-thirds vote or majority vote of the elected Council is required.

The motion to rescind can be applied to votes on all main motions. It is itself a main motion without any privilege, and therefore can only be introduced when there is nothing else before the assembly. It may be made by any member, and is debatable.

Among the votes that *Robert's Rules* specifies cannot be rescinded are ones that occur:

- After something has been done as a result of that vote that the Council cannot undo; or,
- Where it is in the nature of a contract and the other party is informed of the fact; or
- Where a resignation has been acted upon.

## **MEMBER CONDUCT**

Every member who wishes to speak must first respectfully address the Mayor and not proceed until recognized by the Mayor. Members will confine themselves to the immediately pending question and avoid mentioning all personalities. No member shall address the Mayor out of place, nor interrupt another without the consent of the member who has the floor, except when making a point of order.

The member upon whose motion is subject to debate is first entitled to the floor, and is entitled to close debate after each member who wishes to speak has been allowed to do so.

Council members should refrain from using electronic devices, to discuss items on the agenda or other matters during Council meetings.

## **VOTING**

In most instances, the affirmative vote of a majority of the members elected to Council present at a regular or special meeting at which a quorum is present and voting shall be necessary to adopt any ordinance, resolution, or pass other matters presented to the Council. Four (4) members constitute a quorum. However, no ordinance or resolution appropriating money imposing taxes or authorizing the borrowing of money shall be passed except by a recorded affirmative vote of a majority of all Council members.

When a question is posed, every member present at a Council meeting shall give his/her vote, unless excused by the Mayor. All votes are recorded in the minutes of the meeting. *Secret ballots are prohibited.*

After a vote is announced, no member shall change his/her vote without the consent of the Council. The right to change a vote shall be limited to the current meeting and not continue for any subsequent meeting.

## **ATTENDANCE**

Councilmembers should make all attempts to attend meetings in person. If a Councilperson is unable to attend a meeting, notice should be provided to the Mayor and/or Town Manager as soon as possible.



## **XIII. ELECTRONIC PARTICIPATION**

In accordance with [Code of Virginia Section 2.2-3708.3](#) and the Town's adopted policy, individual members of a public body may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the public body has adopted a policy at least once annually and the member notifies the chair of the public body:

- 1) The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
- 2) A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;
- 3) The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two (2) meetings per calendar year or twenty-five percent (25%) of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

The member requesting such privilege shall notify the Mayor or Vice-Mayor on or before the day of the meeting and identify, with specificity, the nature of the reason for the request. It shall be recorded in the minutes the specific nature of the request as well as the remote

location of the member making the request. The request can only be granted if a quorum of the body is physically assembled at the primary meeting location. All electronic participation must comply with [Code of Virginia § 2.2-3708.2](#).

## **XIV. TOWN OF SMITHFIELD PUBLIC MEETING POLICY**

All meetings of Town public bodies (including Town Council, and its committees, commissions, and boards) are open to the public. Town Council encourages members of the public to attend these meetings and observe how the Town carries out its business. Public meetings provide a venue for concerned citizens to express their opinions to the Town on an array of local matters. These comments can serve as a valuable resource for the Town to gauge public sentiment on a range of issues.

### **When the public body will hear from the citizens at the meeting**

All public bodies of the Town will set aside time during their meetings to receive Public Comments. During this portion of the agenda, persons who want to address the public body may speak on any matter they believe deserves attention. The exception to this expectation is that comments on matters pertaining to a public hearing to be held during that meeting should be reserved for the public hearing portion of that agenda. This enables a clear record for the public hearing.

## How meetings will be conducted

The Town Council's goal is for all public meetings to run as efficiently and productively as possible and at the same time to be conducted in as fair, open, and effective manner as possible. If concerned citizens are permitted to address the public body at will without established procedures, the public body would lose the benefit of another citizens' opportunity to speak. Accordingly, some basic rules for the time, place and manner of comments have to be instituted. These procedures acknowledge Town Policy for Public Meeting Conduct.

## How the Town Council intends for all public bodies to achieve these public meeting goals

To facilitate an effective meeting, the following principles will apply to all public meetings:

- Each speaker should complete and submit a Request to Speak form that is available near the entrance of the Council Chambers. Request to Speak forms must be submitted to the Town Clerk before the beginning of the Public Comments section of the agenda. Upon approaching the lectern, each speaker should first clearly state his/her name and address.
- Each speaker's comments should be addressed to the public body, and not to the staff, audience, or media.
- Town Council meetings are streamed live and recorded, as may be other public meetings, so it is important that speakers speak clearly, and that background discussions in the public areas do not interfere with the clarity of the recording for those who can't attend the meeting in person.

- Because meetings are usually held in the evenings, speakers will be limited to up to 3 minutes at the discretion of the presiding officer of the public body. The time limit will be monitored by the Clerk, Attorney, or Town staff. Speakers who believe they can't limit their comments to the time allotted are welcome to submit their full comments to the Clerk or public body in writing at the meeting or before or after the meeting. Written submissions will be fully considered by the public body and made part of the record of that meeting. This time limit enables the public body to complete the published agenda and to avoid, where possible, meetings that extend late into the evening.
- The public may enter and leave the meeting room at any time, but the Town asks that their entrance or exit not disrupt the conduct of the meeting.

## Authority of presiding officer

In the rare occasion where a member of the public's behavior disrupts the conduct of the public meeting and continues this disruptive behavior after the presiding officer requests this person to modify his/her behavior, the public body, through its presiding officer, reserves the right to ask this person to leave the meeting so the public body and the public may continue with the agenda.

*Part Three*

# TOWN COUNCIL

## GOAL SETTING

### I. GOAL SETTING POLICY AND PROCEDURES

The Town Council recognizes the importance of setting specific goals. Goals provide both a means of sorting out priorities, and a standard against which to measure effectiveness. More than any other determinant, stated goals drive the budget. Goal setting is an integral part of the budget process.



The Town Council's election cycle fits well with a biennial goal setting cycle. Two or three new or incumbent Council members are elected in November of even-numbered years. The newly elected Council members then inherit a recently adopted strategic plan, giving them time to become familiar with workings of Town government before attempting to chart the Town's course. This is done through methodical goal setting processes in the Fall of even-numbered years.

The Town Council's adopted goals then become a guide for the two succeeding years.

In this way, the Council spends the six months prior to the election deciding what should be accomplished based on various Council discussions and staff recommendations, and the remaining 24 months before the next election concentrating on implementing its goals. This process, with a newly elected Council inheriting a strategic plan, provides much-needed stability to the organization.

During the mid-term, or odd-numbered years, the Council should revisit and re-evaluate progress in accomplishing those goals. But the formal goal setting process takes place only every two years.

#### SMITHFIELD VISION STATEMENT

"Smithfield – your small Town, where history and progress intersect and people prosper and thrive."

## GOAL STATEMENTS

In order to be fully useful, goal statements should have the following seven (7) characteristics:

- 1) Goals should be as specific as possible and distinctly relevant to the Town.
- 2) Goal achievement should be measurable with desired results and feedback expectations defined.
- 3) Goals should be time-based with an agreed upon deadline.
- 4) Goals should be short range, one or two years, and realistically achievable.
- 5) Goals are not ranked in order of priority or urgency. Relative priority between goals is contained in the wording of each goal statement itself. For instance, less important, less urgent goals will allow more time to complete.
- 6) The cost of achieving a goal should be counted in terms of time, money, and commitment, realizing each goal actively pursued takes away resources that could be applied to other activities.

- 7) Goals should be limited to those which Town government has the power to achieve. While it may be well to state goals which are primarily the responsibility of others, it should be recognized that while the Town has considerable influence, it does not have substantial control over goals such as these.



## *Part Four*

# APPOINTMENT TO TOWN COMMITTEES, COMMISSIONS, AND BOARDS

## I. BACKGROUND

One of the Town Council's most important responsibilities is that of appointing citizens to serve on various committees, commissions, and boards as they exercise a number of advisory, administrative, and quasi-judicial powers and functions essential or useful to the operation of Town government. They also provide an opportunity for citizen involvement in local government.

The *Code of Virginia § 15.2-1411* authorizes the governing body of any locality to “appoint such advisory boards, committees, and commissions as it deems necessary to advise the governing body with regard to any matter of concern to the locality.” Typically, these advisory bodies have no responsibility for setting policy or administering programs.

Persons selected should have a true interest in serving the community, the ability to make a commitment of their time, and be able to make recommendations and decisions based on fact. Terms of office and qualifications for office vary as well. Most terms begin January 1 and expire December 31. In making appointments, the Town Council will be assisted by the Town Clerk to administer the process.

## The Town of Smithfield Committees, Commissions and Boards are:

- Board of Historic and Architectural Review (BAR)
- Board of Zoning Appeals (BZA)
- Planning Commission (PC)



## **II. OBJECTIVES**

It is the Town Council's objective to manage the appointment process so that:

- 1) Committees, commissions, and boards are composed of capable, dependable, and effective members.
- 2) Citizens are encouraged to submit Talent Bank forms for appointment to committees, commissions, and boards and the Council desires to have committees, commissions, and boards that reflect the diversity of the community.
- 3) New members are oriented and prepared for their roles.
- 4) Retiring members are recognized and thanked.

## **III. PROCEDURES**

The Town invites citizens to submit a Talent Bank form for board appointments. These forms can be found on the Town's website under [Documents and Forms](#) or obtained from the Town Clerk's office.

Talent Bank forms may be submitted at any time and when vacancies occur the nominating committee will consider all forms received.

Applicants may indicate interest in more than one committee, commission, or board, but must indicate a priority.

### **Action by Town Council - Nominating Committee**

The Mayor will appoint a Nominating Committee to recommend a candidate for the vacancy. The Nominating Committee may interview the applicants prior to recommending an individual.

### **Notification and Orientation of Appointees**

The Nominating Committee will notify appointees of their recommendation to Town Council. After appointed by Town Council, staff will reach out to the new member about meetings, the attendance policy, and orienting the new member to their duties.

### **Attendance Requirements for Members**

Anyone appointed by Town Council to a Town Committee, Commission, or Board, who fails to attend at least 75% of regularly scheduled meetings in a calendar year may be deemed to have rendered an implied resignation of that appointment. The Chair of the committee/commission/board shall notify the Town Clerk by December 1 of each year of any absences exceeding the standard of this policy during the prior eleven months. The Clerk shall report these findings to Town Council.

Appointment by Council of another person to fill said office shall constitute an acceptance of such resignation.

### **Recognition of Outgoing Members**

The Town Clerk will prepare a recognition in appreciation for the outgoing member's service.

As noted in the following **Code of Conduct** members of Town Committees, Commissions, and Boards hold a position of public trust and are expected to maintain a standard of conduct that upholds the integrity and dignity of this trust.

#### **IV. CODE OF CONDUCT FOR COMMITTEES, COMMISSIONS, AND BOARDS**

Recognizing that persons holding a position of public trust are under constant observation by the media and interested Town of Smithfield residents, and recognizing that maintaining the integrity and dignity of the public office is essential in maintaining high levels of public confidence in our institutions of government. The citizens serving on our committees, commissions, and boards should adhere to the following standards of conduct:

- 1) Avoid, during either public or private meetings and during the predominance of public duties, the use of abusive, threatening, or intimidating language or gestures directed at colleagues, citizens, or staff.
- 2) Pay all taxes, usage fees, and other licensing (including business licensing) due to the Town, County, State, or Federal Government.
- 3) Attend all regularly scheduled meetings of the committees, commissions, or boards to which he or she has been assigned. Absences may be excused with permission from the Chair of the affected committee, commission, or board.
- 4) Make a conscientious effort to be prepared for each meeting.
- 5) Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.
- 6) Respect the rights of colleagues to have different opinions, enter into constructive and factual discussions when attempting to resolve issues or reach a consensus, and refrain from making disparaging remarks.
- 7) Work to create a positive environment in public and private meetings, so that the environment is conducive to a productive dialogue between all parties and citizens will feel comfortable as observers or participants.
- 8) Maintain an attitude of courtesy and consideration towards all citizens, colleagues, and staff during all discussions and deliberations. Be open-minded and patient. Allow citizens, staff, and colleagues sufficient opportunity to present their views.

Unexcused absence from more than three regular meetings in a row, or more than twenty-five percent of the regular meetings in a year, may result in removal of the member by Town Council from the affected committee, commission, or board.

# COMMITTEE, COMMISSION AND BOARD CODE OF CONDUCT

*Continued*

- 9) Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.
- 10) Avoid comments, body language, or distracting activity that conveys a message of disrespect or lack of interest.
- 11) Respect all local, state, and federal laws, rules and other regulations.
- 12) Publicly acknowledge the adopted position of the committee, commission or board when asked about a decision.

Any member of a committee, commission, or board may be removed from his/her position for violation of one or more of the above standards of conduct by an affirmative vote of at least 5 members of the Town Council.

Prior to removal of a member from a committee, commission, or board, Town Council shall notify the member that he/she has violated a standard of conduct that may result in the member's removal from his position ("Notice").

The Notice shall state the nature of the violation and shall offer the member an opportunity to respond in writing to the

Town Council. This response must be received by the Town Council no later than fifteen (15) calendar days after the date of the Notice.

After the time to receive a written response from the member has passed, the Town Council may vote on the member's removal at one of the Council's regular meetings.



# REFERENCE MATERIAL

Draft Town Council Handbook -

Town Charter and Town Code - [Municode.com - Town of Smithfield](#)

Comprehensive Plan – [Town of Smithfield 2030 Comprehensive Plan](#)  
Adopted July 5, 2022

Town Financial Documents - [Town of Smithfield Financial Documents](#)  
(Annual Budget and Annual Audit)

Virginia Municipal League - [Handbook for Virginia Mayors & Council Members](#)  
Seventh Edition – August 2021

Virginia Municipal League - [Virginia Freedom of Information Act, Virginia Conflict of Interest Act & the Virginia Public Records Act Guide for Local Government Leaders](#)  
2020-2021 Edition

Virginia Municipal League - [The Virginia Public Procurement Act - A Guide for Public Officials](#) 2014 Edition

ICMA & NLC - [Leading Your Community - A Guide for Local Elected Leaders](#) 2008

ICMA - [Strategic Planning in Small Communities - A Manager's Manual](#)  
Stephanie Dean Davis, Ph.D., September 2022

Institute for Local Government [Attributes of Exceptional Councils](#) June 2021

Code of Virginia - [law.lis.virginia.gov/vacode](http://law.lis.virginia.gov/vacode)

Virginia Municipal League - <https://www.vml.org/>

National League of Cities - <https://www.nlc.org/>

International City Manager's Association - <https://icma.org>

Government Finance Officers Association - <https://www.gfoa.org/>

Weldon Cooper Center for Public Service - <https://www.coopercenter.org/>

# APPENDIX



## TOWN COUNCIL OF THE TOWN OF SMITHFIELD

### POLICY FOR ELECTRONIC PARTICIPATION IN MEETINGS

The Town Council of the Town of Smithfield, acting in accordance with Section 2.2-3708.2 of the Code of Virginia, as amended, does hereby adopt the following policy to provide a policy that allows Town Council members to properly conduct meetings with the electronic participation of its members.

#### **GENERAL REQUIREMENTS**

Council members may participate by electronic means of the Town Council under the following conditions:

1. The means of electronic participation permits simultaneous communication which can be heard by the other Town Council members present at the meeting;
2. The meeting complies with all other requirements of the Virginia Freedom of Information Act;
3. Subsequent to its adoption by the Town Council, this policy is posted on the Town's website used for notice of public meetings.

#### **ACTION DURING THE MEETING**

When a meeting with electronic communications is conducted, the Town Council must comply with the following guidelines:

1. A quorum of the Town Council must be physically present;
2. All votes must be taken by roll call

#### **COUNCIL MEMBER ATTENDANCE REQUIREMENTS**

1. A Town Council member may participate in a meeting electronically provided that the council member notifies the Mayor or Vice Mayor (whomever is to chair the meeting) on or before the day of the meeting that:
  - a. Such council member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents

the council member from physical attendance or (ii) a family member's medical condition that requires the council member to provide care for such family member thereby preventing the council member's physical attendance; or,

- b. Such council member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a Town Council member pursuant to this subsection b. is limited each calendar year to two meetings or 25 percent of the Town Council meetings held per calendar year rounded up to the next whole number, whichever is greater.
2. If participation by a member through electronic communication means is approved pursuant to Section 1 above, the Town Council shall record in its minutes the remote location from which the Town Council member participated, however this location need not be open to the public. If participation is approved pursuant to subsection 1.a. above, the Town Council shall also include in its minutes the fact that the Town Council member participated through electronic communication means due to (i) a temporary or permanent disability or other medical condition that prevented the Town Council member's physical attendance of (ii) a family member's medical condition that required the Town Council member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subsection 1.b. above, the Town Council shall also include in its minutes the specific nature of the personal matter cited by the Town Council member.
3. If the Town Council member's participation from a remote location pursuant to subsection 1.b. is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

This policy is adopted by the Town Council of the Town of Smithfield on January 3, 2023 to be effective immediately upon adoption.



## **Town Council Appointed Official Evaluation Process**

The Town Council shall conduct evaluations of its four appointed positions (Manager, Clerk, Treasurer, and Attorney) annually. Evaluations should begin shortly after the beginning of each calendar year.

### **Evaluation Process**

- Town Clerk/Town Manager shall circulate evaluation forms to Town Council prior to the February Town Council Meeting
- Town Council will complete the evaluation forms, and the Mayor or Vice-Mayor will compile the forms into one consolidated and averaged evaluation per appointed official
- Town Council may elect to meet in Closed Session to discuss the evaluations at the February Committee Meeting or March Council Meeting prior to delivering the evaluations to the appointed officials.
- Town Council will meet with the four appointed officials in Closed Session at the March Town Council or Committee meetings to deliver the consolidated evaluation.
- A sealed copy of the signed evaluation shall be provided to the HR Director for placement in the appointed official's employee file.