



# **SMITHFIELD TOWN COUNCIL COMMITTEE AGENDA**

**March 24, 2025 at 3:00 PM**

## **Public Comments**

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

1. Operational Update - Smithfield Police Department

Chris Meier, Deputy Chief of Police

**Immediately following the conclusion of the above meeting:**

### **Water and Sewer - Members: Cutler (CH), Bebermeyer, Bowman**

1. HRSD Presentation

Mr. Jay Bernas, General Manager

**Immediately following the conclusion of the above meeting:**

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

1. Funding Request for FY 2025/2026

2. February Financial Statements

Laura Ross, Treasurer

3. February Cash Balances

Laura Ross, Treasurer

4. Invoices Over \$20,000 Requiring Council Authorization

- a. Lewis Construction of Virginia \$ 23,000.00

### **Parks and Recreation Committee - Members: Bebermeyer (CH), Butler, Brooks**

1. Operational Updates

Amy Novak, Director of Parks and Recreation

2. Share the Air Campaign Update

Amy Novak, Director of Parks and Recreation

**Immediately following the conclusion of the above meeting:**

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

1. Discussion on Grace Street Streetscape

Michael Stallings, Town Manager

**Immediately following the conclusion of the above meeting:**

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

1. PRE-PUBLIC HEARING DISCUSSION: 803 South Church Street - Water

## Connection

Mark Kluck, Planner II

**2. PRE-PUBLIC HEARING DISCUSSION: 313 Grace Street - BHAR Appeal**

Mark Kluck, Planner II

**3. PRE-PUBLIC HEARING DISCUSSION: Text Amend ment to Article 13 of the Zoning Ordinance**

Mark Kluck, Planner II

**4. Blighted Property - 1502 Magruder Road**

Mark Kluck, Planner II

**5. Discussion on The Grange @ 10Main**

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**\*\*\*Additional Items Not Listed on Committee but will be on Council's [Upcoming] Agenda\*\*\***

- Approval of Summary Town Council Minutes from March 4th, 2025
-



## **TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** Operational Update - Smithfield Police Department

**FROM:** Chris Meier, Deputy Chief of Police

**ATTACHMENTS:**

Description	Type	Upload Date
Police Department - Activity Report - February 2025	Activity Report	3/19/2025

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

**Committees and Projects**

02/04	Town Council – Smithfield Center
02/04	Emergency Communication's Director Interview – Isle of Wight
02/04-05	Mock Accreditation – Farmville Police Department
02/05-06	Virginia Chiefs of Police Winter Conference – Short Pump
02/05	Council on Aging – Isle of Wight County
02/06	Barrier Demonstration – Public Works Facility
02/11	Planning Commission Meeting – Smithfield Center
02/12	Hampton Roads Chiefs of Police Meeting – Suffolk Police Department
02/12	CHT Towing Meeting – Smithfield Police Department
02/14	Newport News Police Department Basic Law Enforcement Graduation – Academy
02/18	Department Head Meeting – Manor House
02/24	Town Council Committee Meeting – Smithfield Center
02/24	Main Street Schoolhouse Forum – Main Street Church
02/27	Emergency Communication's Director 2 <sup>nd</sup> Interview – Isle of Wight
02/27	Accreditation – King William Sheriff's Office

**Training**

02/02	Emergency Response Team Activation
02/03	Emergency Response Team Training – In House
02/03-05	Intoxilyzer (DUI) Training – Richmond
02/04	Motor Unit Training – In House
02/07	Emergency Response Team Activation
02/18	Emergency Response Team Activation
02/28	Emergency Response Team Activation
02/24-28	Search and Rescue Forum – Hampton Marina

**Community Relations**

02/05	High Five Wednesday – Westside Elementary School
02/12	High Five Wednesday – Westside Elementary School
02/13	Commission on Aging Sweetheart Dance – Smithfield Center
02/26	High Five Wednesday – Westside Elementary School

# Smithfield Police Department Activity Report

**Feb-25**

	Feb-25	Jan-25	YTD as of 2/28/25	Feb-24	PYTD as of 2/29/24
<b>Incidents Reported</b>					
Calls for Police Svce	568	584	1152	611	1251
<b>Traffic</b>					
Traffic Stops	81	144	225	242	380
Traffic Summons	44	85	129	95	161
Accidents	21	18	39	9	40
<b>Criminal Process</b>					
Misdemeanor Arrests	9	8	17	10	28
Felony Arrests	4	2	6	2	10

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

Report #	Date	Street	Description
202500069	2/1/2025	FAWN CT	ASSAULT, SIMPLE - DOMESTIC
202500070	2/1/2025	SMITHFIELD PLZ	HIT AND RUN - PROPERTY DAMAGE
202500071	2/1/2025	BATTERY PARK RD	BRANDISH A FIREARM
202500072	2/1/2025	WATSON DR	JUVENILE PROBLEMS
202500073	2/1/2025	S CHURCH ST	PROPERTY, FOUND / RECOVERED
202500075	2/3/2025	MAIN ST/ROUTE 10 BYP	TRAFFIC ACCIDENT
202500076	2/3/2025	CATTAIL LN	HIT AND RUN - PROPERTY DAMAGE
202500077	2/3/2025	ROUTE 10 BYP	TRAFFIC ACCIDENT
202500078	2/3/2025	MAIN ST/W MAIN ST	ASSIST OTHER DEPARTMENT
202500079	2/4/2025	BATTERY PARK/S CHURCH	TRAFFIC ACCIDENT
202500080	2/5/2025	MAIN ST	TRAFFIC ACCIDENT
202500081	2/5/2025	CLONTZ WAY	TOWN CODE VIOLATIONS
202500082	2/5/2025	S CHURCH ST	DRUGS, PWID MARIJUANA
202500083	2/5/2025	S CHURCH ST	DRUGS, PWID MARIJUANA
202500084	2/5/2025	BENNS CHURCH BLVD	DRUGS, PWID MARIJUANA
202500085	2/5/2025	BENNS CHURCH BLVD	DRUGS, PWID MARIJUANA
202500086	2/5/2025	W MAIN ST	UNAUTHORIZED USE OF VEHICLE
202500087	2/5/2025	CANTEBERRY LN	DISPUTE, VERBAL - DOMESTIC RELATED
202500088	2/5/2025	N CHURCH ST/RIVER OAK	DAMAGED PROPERTY, NON-CRIMINAL
202500089	2/7/2025	CYPRESS CREEK PKWY	TRAFFIC ACCIDENT
202500090	2/8/2025	GINGER LOOP	MENTAL SUBJECT / PATIENT
202500091	2/8/2025	WRENN RD	MAIMING
202500092	2/8/2025	KENDALL HAVEN	RUNAWAY
202500093	2/9/2025	MAIN ST	OFFICER INFORMATION
202500094	2/9/2025	UNIVERSITY BLVD/COLLEGE	DRUGS, POSSESS COCAINE
202500095	2/9/2025	CARROLLTON BLVD	ASSIST OTHER DEPARTMENT (INTOXILYZER)
202500096	2/10/2025	S CHURCH ST	ASSIST OTHER DEPARTMENT (INTOXILYZER)
202500097	2/10/2025	S CHURCH ST	DRUGS, PWID MARIJUANA
202500098	2/10/2025	BENNS CHURCH BLVD	DRUGS, PWID MARIJUANA
202500098	2/10/2025	BENNS CHURCH BLVD	OTHER PROPERTY SEIZED
202500099	2/10/2025	S CHURCH ST	DRUGS, PWID MARIJUANA
202500100	2/10/2025	SMITHFIELD PLZ	DRUGS, PWID MARIJUANA
202500101	2/11/2025	SMITHFIELD BLVD	DEATH REPORT, ATTENDED
202500102	2/11/2025	CATTAIL LN	TRAFFIC ACCIDENT
202500103	2/11/2025	S CHURCH ST	LARCENY, ALL OTHERS
202500104	2/11/2025	KENDALL HVN	DISPUTE, VERBAL - NON-DOMESTIC RELATED
202500105	2/12/2025	ROUTE 10 BYP/MAIN ST	TRAFFIC ACCIDENT
202500106	2/12/2025	ROUTE 10/FAIRWAY	TRAFFIC ACCIDENT
202500107	2/12/2025	ROYAL BIRKDALE	PROPERTY, FOUND / RECOVERED
202500108	2/12/2025	S CHURCH ST	TRAFFIC ACCIDENT
202500109	2/12/2025	S CHURCH ST	PUBLIC INTOXICATION
202500110	2/13/2025	BENNS` CHURCH BLVD.	FRAUD, SCAMS
202500111	2/14/2025	MAIN ST/UNDERWOOD LN	TRAFFIC ACCIDENT
202500112	2/14/2025	MAIN ST	ASSAULT, SIMPLE/LARCENY
202500113	2/14/2025	MUIRFIELD	TOWN CODE VIOLATIONS
202500114	2/14/2025	W MAIN ST	LARCENY, ALL OTHERS
202500115	2/14/2025	EAST ST	FRAUD, IDENTITY THEFT
202500116	2/14/2025	MAIN ST	MISSING PERSON, ADULT
202500117	2/15/2025	WILDWOOD CIR	SUSPICIOUS CIRCUMSTANCES - SITUATION/PERSON/VEHICLE
202500118	2/16/2025	I-64 E MM 299	ASSIST OTHER DEPARTMENT
202500119	2/16/2025	WRENN RD	ASSAULT, ON POLICE OFFICER/TRAFFIC VIOLATION
202500120	2/16/2025	ROYAL DORNOCH	ASSAULT, SIMPLE/CONTRIBUTING TO DELINQUENCY OF MINOR
202500121	2/17/2025	W MAIN ST	LARCENY, SHOPLIFTING
202500122	2/17/2025	S CHURCH ST	UNAUTHORIZED USE OF VEHICLE
202500123	2/17/2025	MOORE AVE	LARCENY, OF MOTOR VEHICLE PARTS
202500124	2/17/2025	CEDAR ST	LARCENY, ALL OTHERS
202500125	2/17/2025	CEDAR ST	SEX OFFENSE - ALL OTHERS
202500126	2/18/2025	BENNS CHURCH BLVD	TRAFFIC ACCIDENT

202500127	2/18/2025	WRENN RD	ASSIST OTHER DEPARTMENT
202500128	2/18/2025	WRENN RD	DRUG / NARCOTICS VIOLATION, MULTIPLE TYPES
202500129	2/18/2025	S CHURCH ST	OFFICER INFORMATION
202500130	2/18/2025	W MAIN ST	TRAFFIC ACCIDENT
202500131	2/18/2025	NIKE PARK RD/BATTERY	TRAFFIC ACCIDENT
202500132	2/18/2025	ROUTE 10 BYP/BERRY HILL	PURSUIT
202500133	2/19/2025	S. CHURCH STREET	PAPER SERVICE
202500134	2/19/2025	S CHURCH ST	ROBBERY, COMMERCIAL / BUSINESS
202500135	2/19/2025	ROUTE 10 BYPASS	TRAFFIC ACCIDENT
202500137	2/21/2025	FAWN CT	ASSAULT, AGGRAVATED
202500138	2/21/2025	MAIN ST	DESTRUCTION OF PROPERTY
202500139	2/22/2025	BENNS CHURCH BLVD	TRAFFIC VIOLATION
202500141	2/22/2025	S CHURCH ST	FRAUD, CREDIT CARD - PHONE / INTERNET
202500142	2/22/2025	BATTERY PARK/GREENBRIER	TRAFFIC ACCIDENT
202500143	2/22/2025	LUMAR RD/MOONEFIELD	TRAFFIC ACCIDENT
202500144	2/22/2025	S CHURCH ST	DRIVING UNDER THE INFLUENCE (DUI)
202500145	2/22/2025	S CHURCH ST	LARCENY, SHOPLIFTING
202500146	2/22/2025	S CHURCH ST	ASSIST OTHER DEPARTMENT (INTOXILYZER)
202500147	2/23/2025	VINCENTS XING	PROPERTY, LOST
202500148	2/24/2025	WINDSOR AVE	PROPERTY, LOST
202500150	2/25/2025	S CHURCH ST	PROPERTY, LOST
202500151	2/25/2025	SMITHFIELD BLVD	LARCENY, ALL OTHERS
202500152	2/25/2025	S CHURCH ST	FRAUD, ALL OTHERS
202500153	2/26/2025	WRENN RD	DESTRUCTION OF PROPERTY
202500154	2/26/2025	HEPTISTALL AVE	FRAUD, ALL OTHERS
202500155	2/27/2025	ROUTE 10 BYP/MAIN ST	OFFICER INFORMATION
202500156	2/27/2025	MAIN ST.	FRAUD, CREDIT CARD NUMBERS USE - OTHER
202500157	2/28/2025	N CHURCH ST	TRESPASSING, PRIVATE PROPERTY
202500158	2/28/2025	CYPRESS CREEK PKWY	SUICIDE ATTEMPT

# **Investigations February 2025 Managers Report**

## **Case #2024-00091 (Shooting)**

On 2/8/2025 at approximately 0317 hrs. Smithfield Police officers were dispatched to 744 Wrenn Road Apartment D for a shooting incident. Officers arrived on scene and contacted Reginald Brown. Mr. Brown had suffered multiple gunshot wounds to his torso. Officers and dispatch asked who shot him. Brown stated that "Ant" shot him. Brown stated that "Ant" drives a black Audi, is 6'2 and dark skinned. During the investigation Anthony Haywood was identified as the suspect utilizing Flock cameras and other information. Haywood has been charged with Attempted Murder and 11 other felony charges. Haywood is currently wanted.

## **Vape Store Operation**

On 2/10/2025 the Smithfield Police Department conducted search warrants on four different locations within the town for distribution of marijuana, during the operation people from each store were arrested. The Smithfield Police Department seized approximately 11.5 pounds of marijuana and over \$39,000 from bank accounts and cash. There are two suspects with outstanding warrants.

## **2025-00134 Bank Robbery**

On 2/19/2025 Officers responded to Truist Bank for a report of a robbery. During the investigation the Robbery has been linked to four other incidents involving Newport News, York County, Henrico and Portsmouth Police Department. We are working together with the FBI. This case is actively being investigated.

**TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** HRSD Presentation

**FROM:**Mr. Jay Bernas, General Manager

**ATTACHMENTS:**

Description	Type	Upload Date
HRSD Presentation Overview	Presentation	3/20/2025

A dynamic splash of water with many bubbles, filling the upper half of the slide. The water is clear and blue, with light reflecting off the surface.

# HRSD Overview and SWIFT

Jay Bernas, P.E., GM/CEO

March 24, 2025





# We are Eastern Virginia's Wastewater Treatment Utility



Population served: 1.9 million

Nation's 14<sup>th</sup> Largest Wastewater Utility



Political Subdivision created in 1940

Serves 20 Cities and Counties



Combined wastewater treatment capacity: 225 million gallons/day



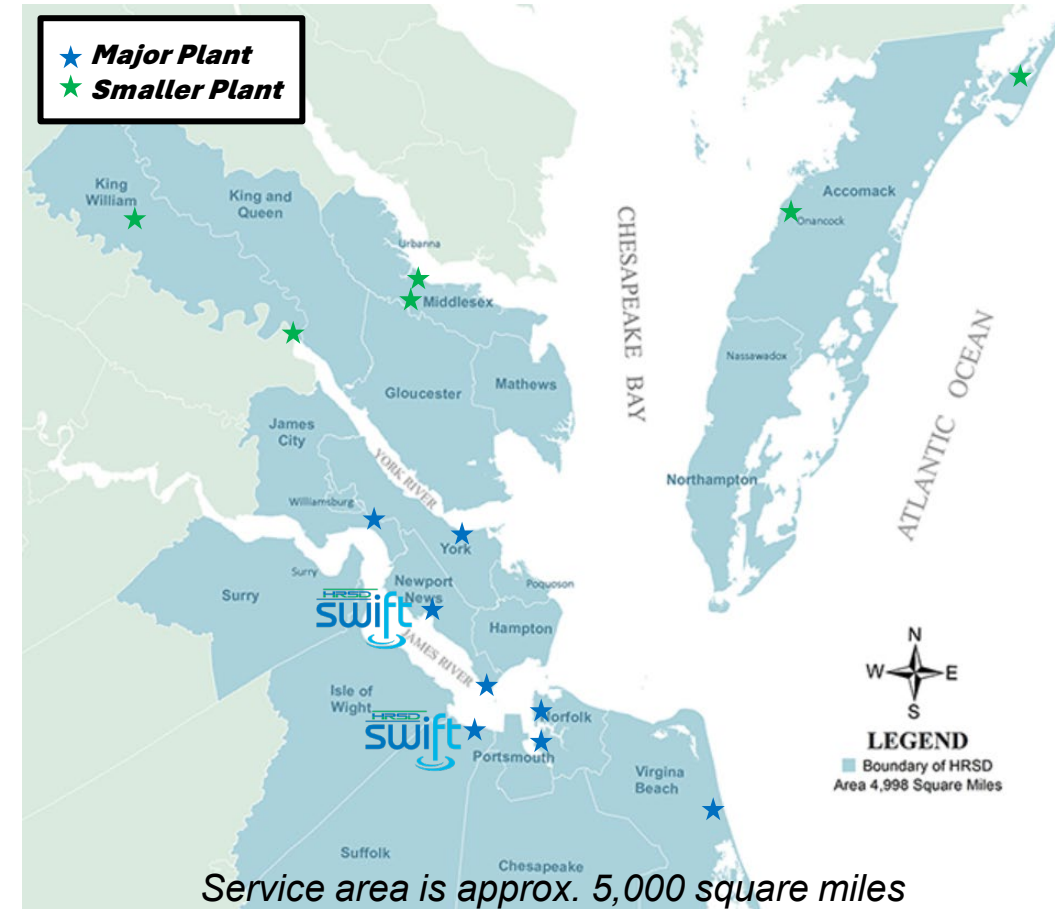
Operate 8 major and 6 smaller treatment plants and more than 100 pump stations



FY2025 Revenues \$467 million

10-year Capex \$3.9 Billion, 76% regulatory

*Next five years*



# Water Technology and Research Department

*Researching ways to keep costs low*

Dr. Charles Bott, PhD, P.E., BCEE – Chief Technology Officer

Dr. Chris Wilson, PhD, P.E. – Director of Process Engineering

- ✓ 23 Staff
  - 8 Treatment Process Engineers
  - 15 Graduate Students
- ✓ 5 PhDs + 8 PhDs in progress
- ✓ Millions in research grants
  - Dept of Energy
  - EPA



# BLUF - HRSD saved the region \$5.0 billion

**Total Compliance Cost = \$7.8 B**

**\$4.1 B**

## Clean Water Act Compliance



- Each Locality builds wet weather capacity = \$2.7B
- HRSD builds wet weather capacity = \$1.4B

**\$3.7 B**

## Chesapeake Bay Restoration



- Each Locality builds stormwater retrofits = \$2.2 B
- HRSD builds treatment upgrades = \$1.5 B

**Saves the  
region  
~\$5.0B\***

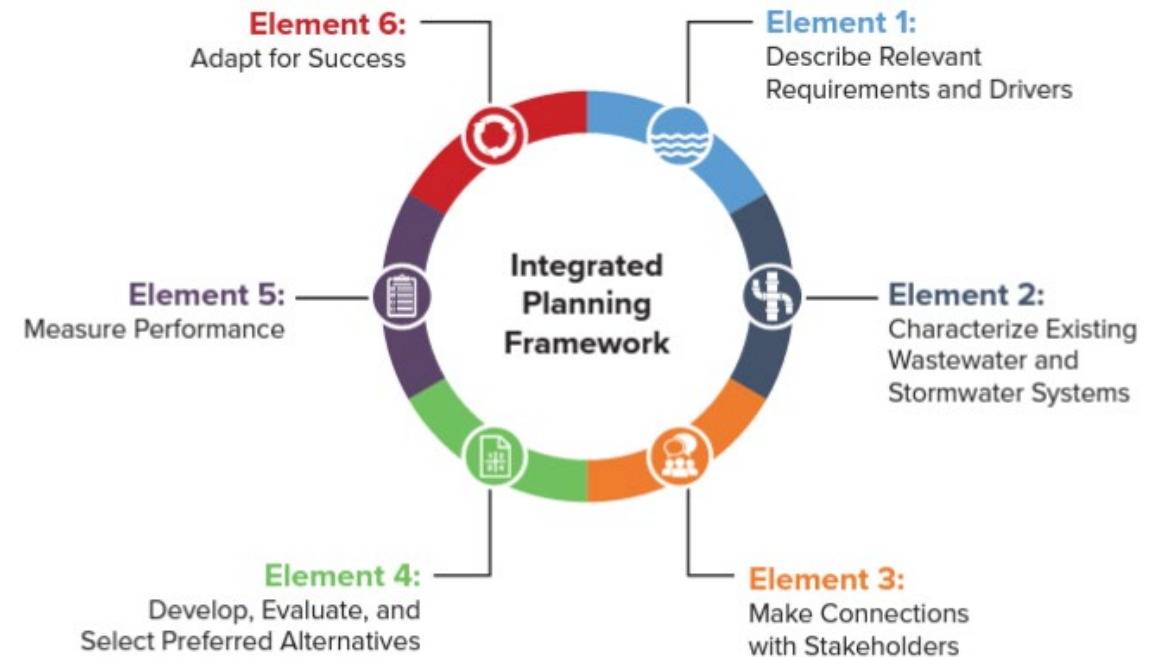
**HRSD's EPA Approved  
Integrated Plan = \$2.8 B**

**~ dual compliance benefits ~**

# EPA's Integrated Planning Framework

*Integrated planning is a process for municipalities to **achieve clean water and human health goals** while addressing aging wastewater and stormwater infrastructure, changing population and rainfall patterns, and **competing priorities for funding**.*

- Community have limited resources – Prioritization!
- One water mindset
- Requires stakeholder collaboration
- Innovative solutions





# HRSD's Integrated Plan – Dual Compliance

2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 - 2043

\$700M Phase 1,  
Rehab Action Plan



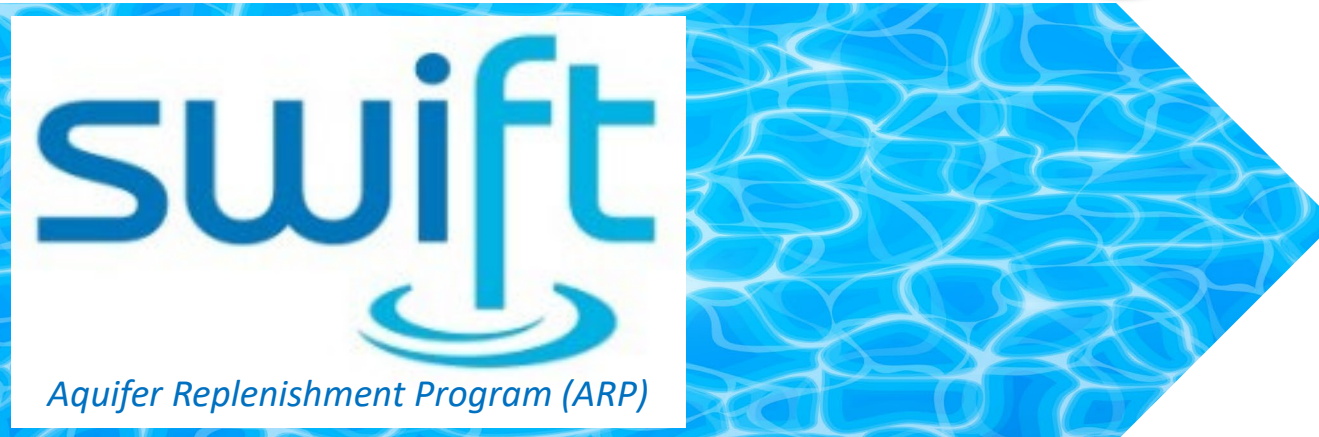
**Adaptive Mgt**

\$214M High Priority 1

**-47%  
SSO**

\$196M High Priority 2

**-69%  
SSO**



Aquifer Replenishment Program (ARP)

\$20M Microbial Source Tracking

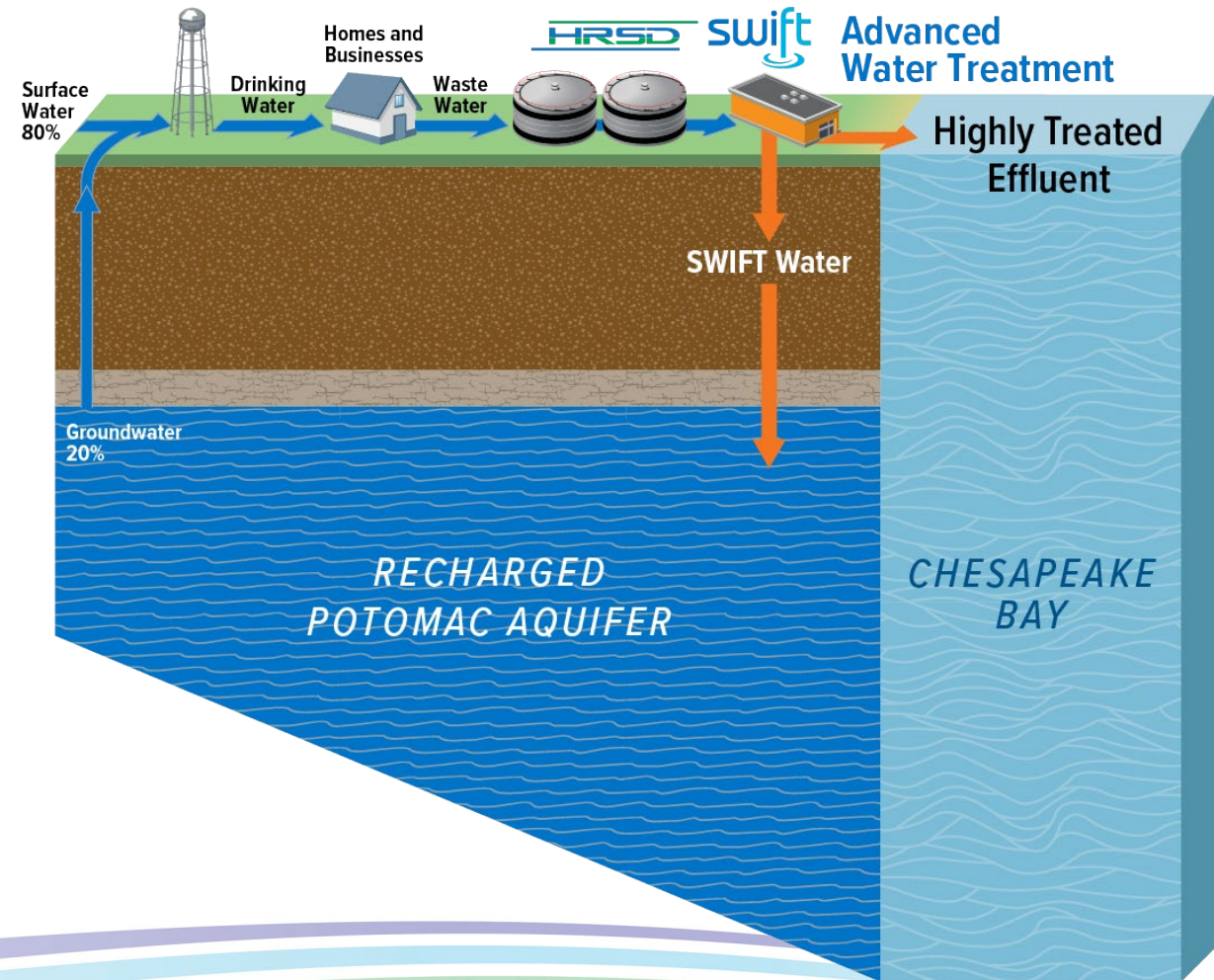
\$2M Post Construction Monitoring



*The compliance objective is a 69 percent or greater reduction in baseline modeled SSOs by volume for the 5-year peak flow recurrence event*

## SWIFT Water meets drinking water standards:

- Reduce nutrient discharge
- Sustainable groundwater supply
- Reduce land subsidence
- Protect from saltwater contamination

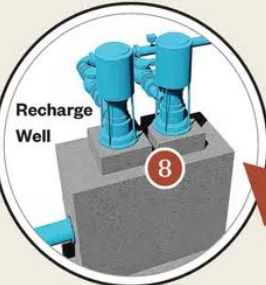




# Multi-barrier Advanced Water Treatment

## Advanced Water Treatment Process

Highly treated water from the Nansemond Treatment Plant is pumped to the Research Center's advanced treatment facility where it undergoes an 8-step process to prepare the water for addition into the aquifer.



- 1**

**Flocculation and Sedimentation**

Removes suspended solids by settling large particles to the bottom of the water column.
- 2**

**Ozone Contact**

Breaks down organic material and provides disinfection.
- 3**

**Biologically Active Filtration**

Filters out suspended particles, pathogens, and removes dissolved organic compounds through microbiological activity.
- 4**

**Granular Activated Carbon Contactors**

Removes trace organic compounds and prepares the water for ultraviolet disinfection.
- 5**

**Ultraviolet Disinfection**

Provides a barrier to pathogens by disinfecting the water with high intensity ultraviolet light.
- 6**

**Chlorine Contact**

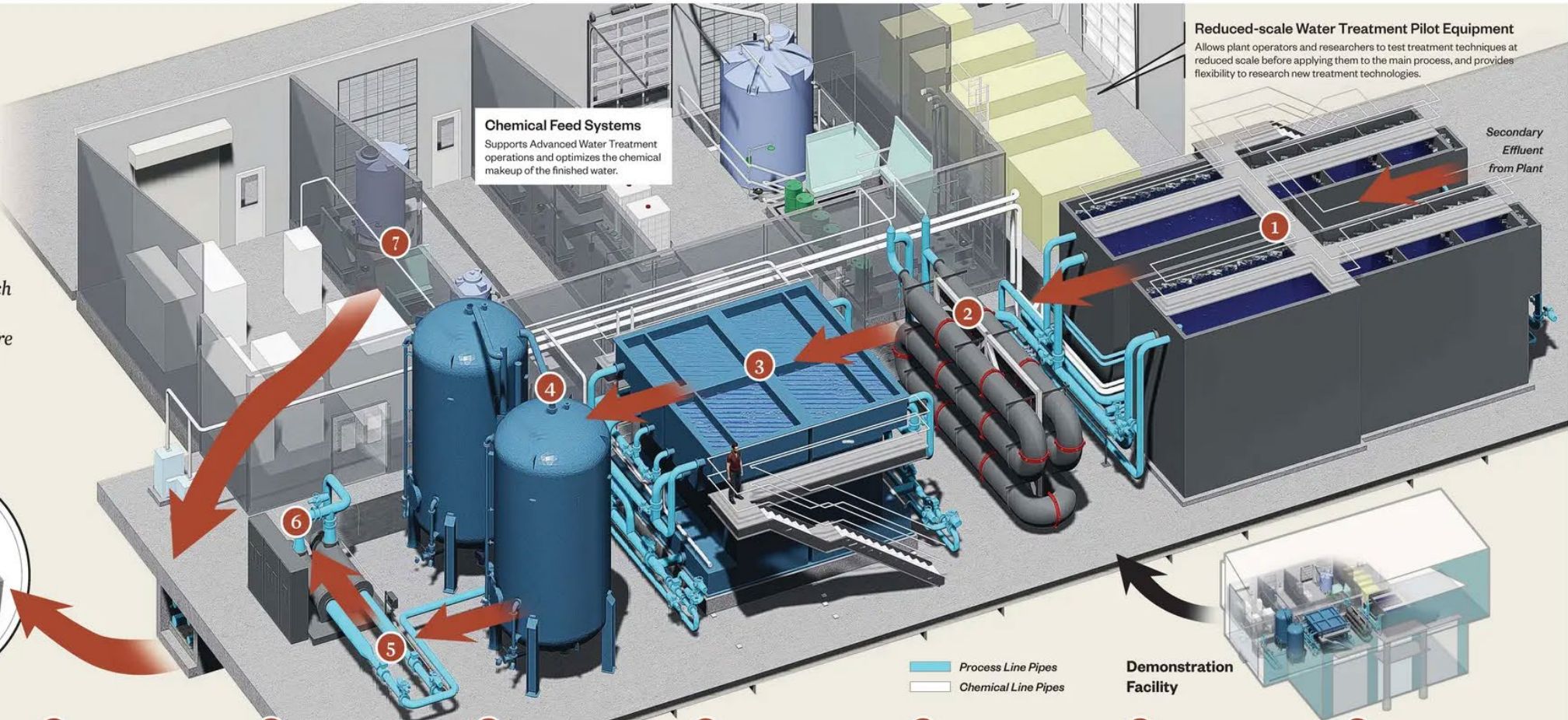
Disinfection of finished water using chlorine serves as an additional barrier to pathogens.
- 7**

**Chemical Addition**

Disinfected water is adjusted by small chemical doses to more closely match the geochemistry of the water already in the aquifer.
- 8**

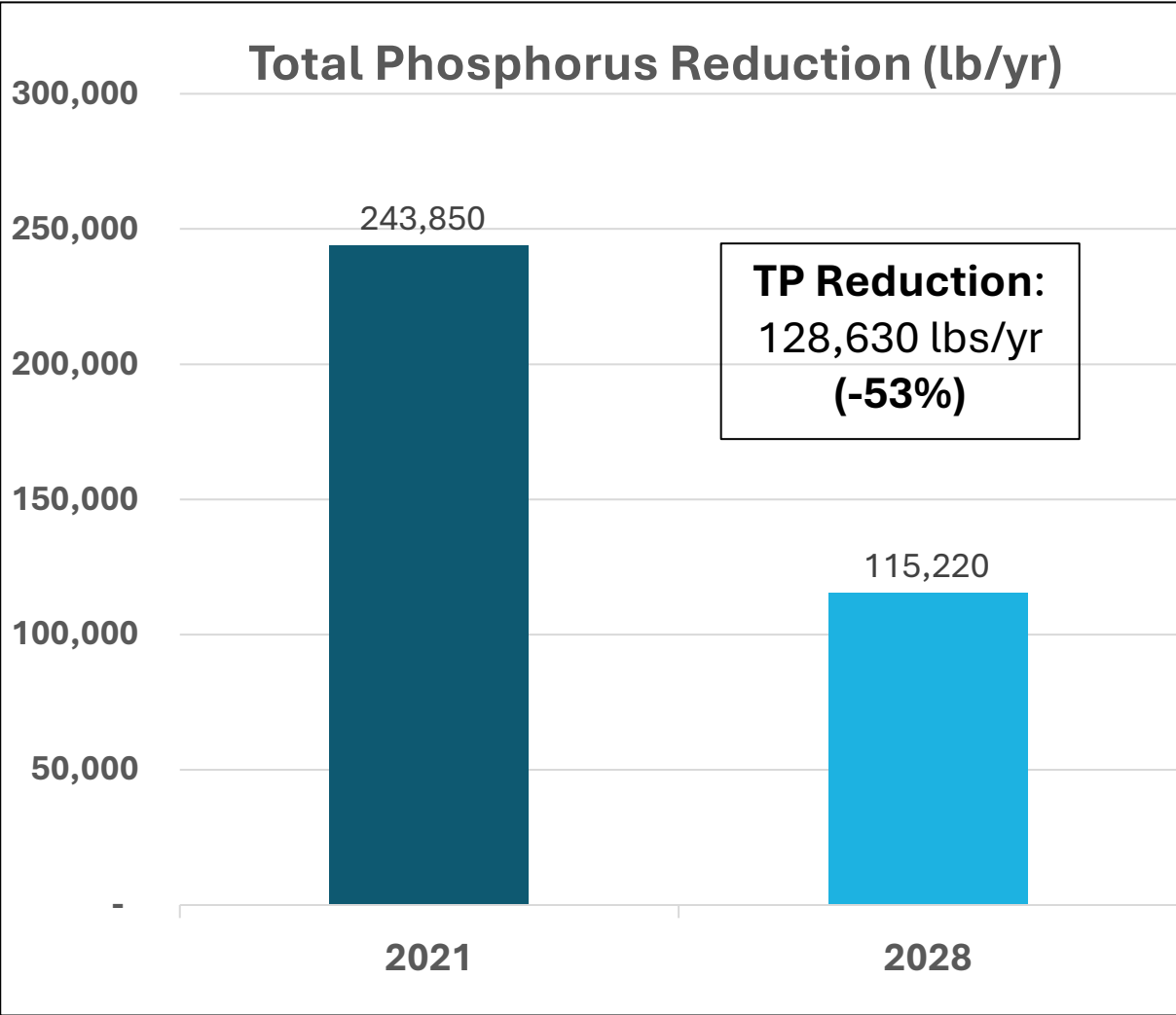
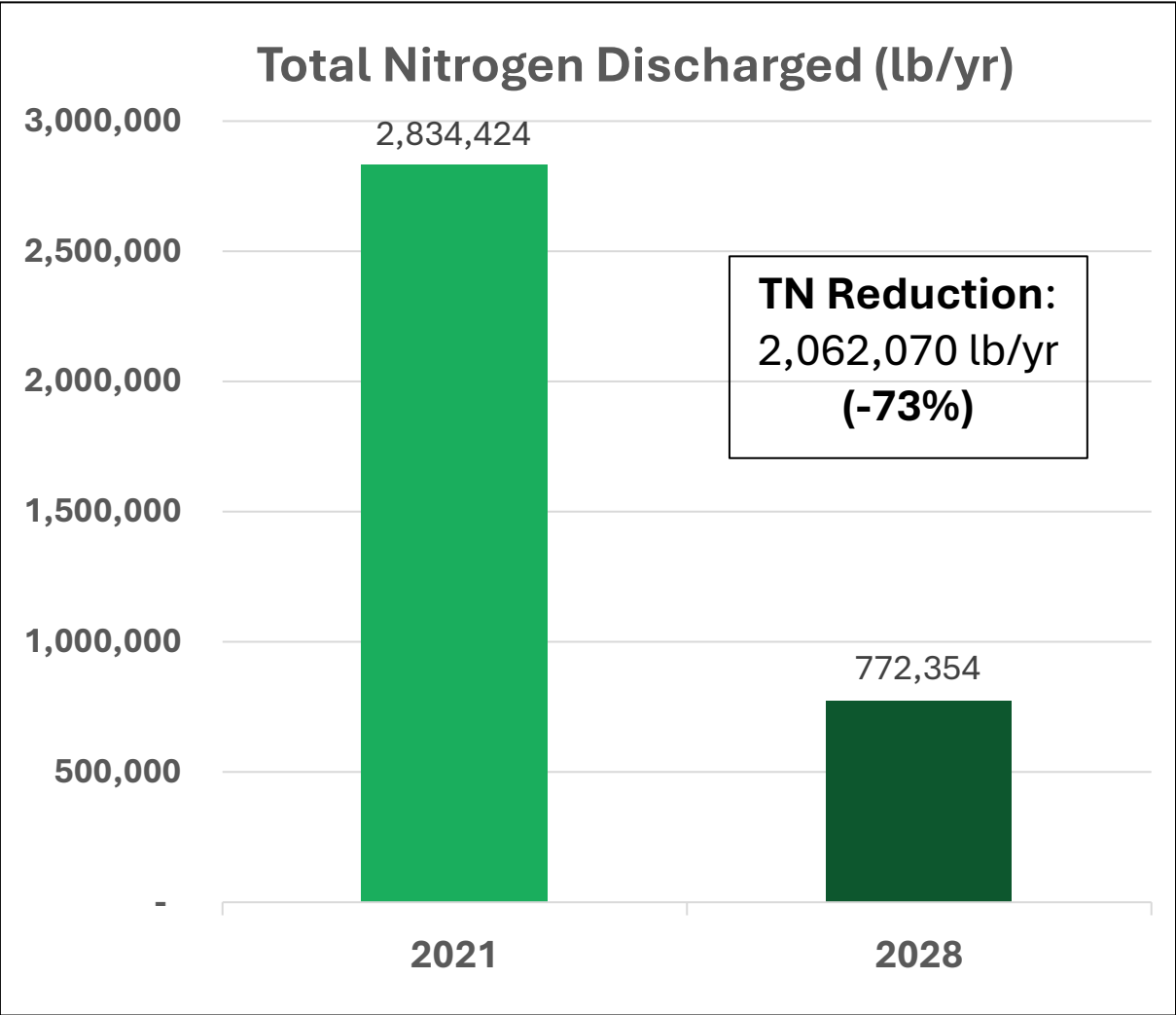
**Aquifer Recharge**

Finished water from the treatment train is pumped into the recharge well, where the well conditions and surrounding aquifer water quality can be constantly monitored.



# Significant Reduction in Nutrients discharged by 2028

## Lower James River Basin






# Locality Stormwater Retrofits Required by 2025

## 2017 Nutrient Trading Agreements

- In 2017, HRPDC estimated the regional stormwater retrofits would cost **\$1.8B (\$2.2B in 2023\$)**
- HRSD will annually transfer nutrient credits to each Locality to ensure stormwater retrofit compliance
- No cost
- Subject to Federal, State and Local approvals

Locality	Total Cost over 15 years	Locality	Total Cost over 15 years
Chesapeake	\$255M	James City County	\$87M
Hampton	\$198M	Poquoson	\$14M
Newport News	\$224M	Suffolk	\$109M
Norfolk	\$280M	Williamsburg	\$18M
Portsmouth	\$125M	York County	\$94M
Virginia Beach	\$323M	Gloucester County	\$33M
Isle of Wight	\$40M	Surry County	\$7M
Hampton Roads	<div> <div>\$1.8B</div> <div>Nov 2017</div> <div>  </div> </div>		



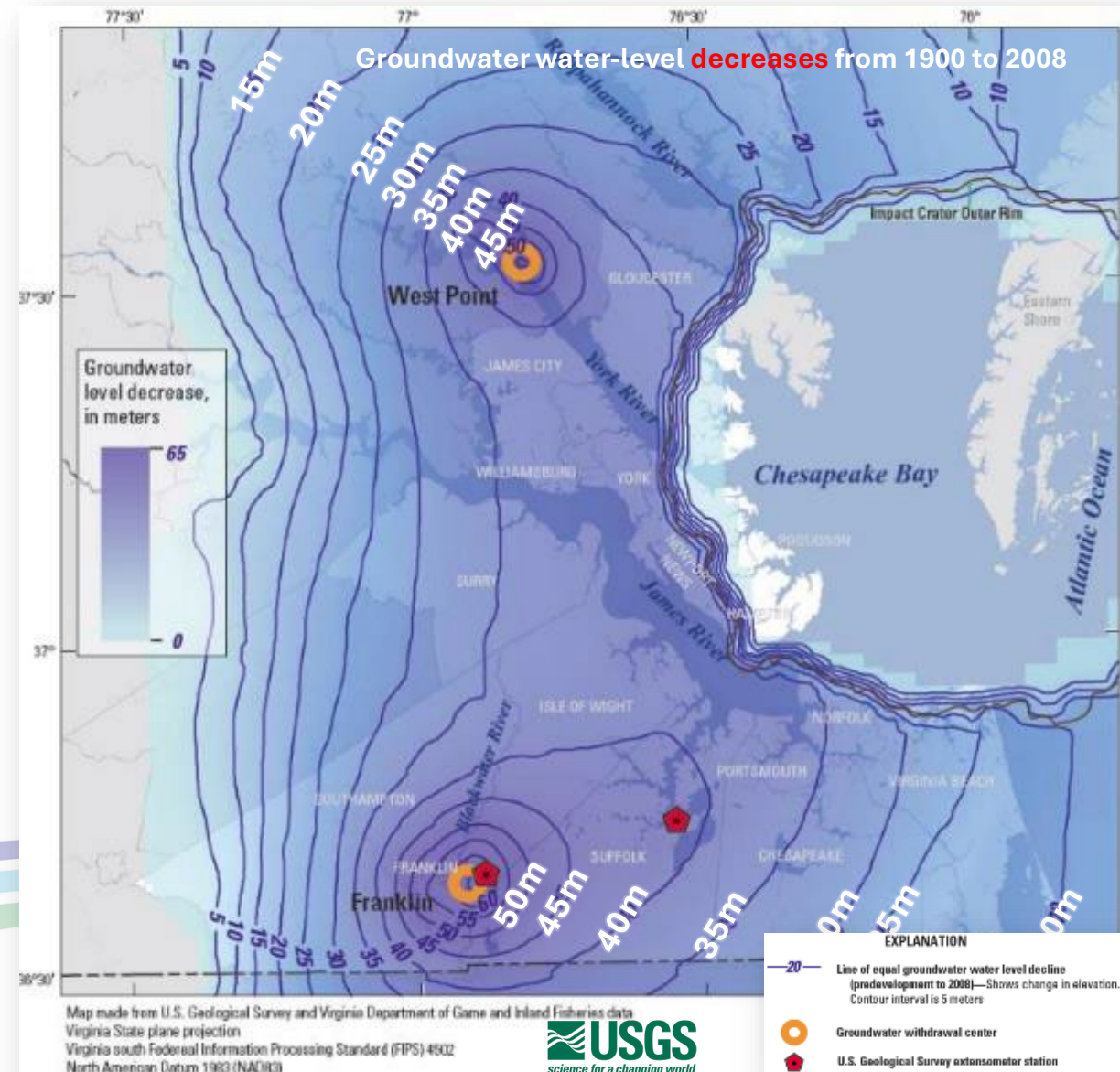
# Unsustainable Aquifer Withdrawals

## Over-allocated permitted withdrawal

- Water levels falling several feet/yr
- Some water levels below the aquifer tops in western Coastal Plain

## Total permitted withdrawals are **unsustainable**

- Areas below regulatory criteria
- Areas experience aquifer dewatering





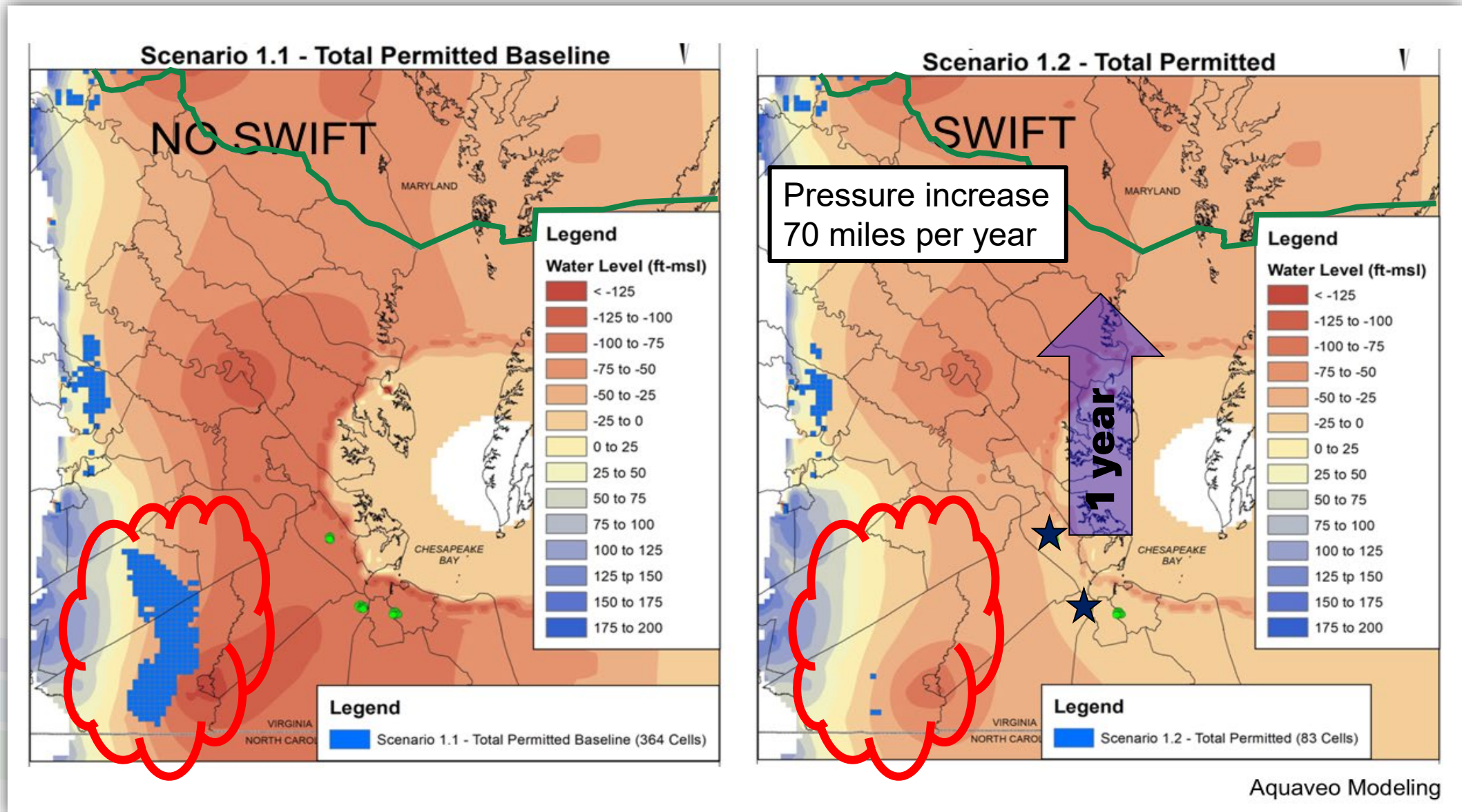
# Isle of Wight - Groundwater depletion has been rapid



A, Overflow from artesian well in Isle of Wight County is wasted.



# Aquifer Pressure is Highly Transmissive

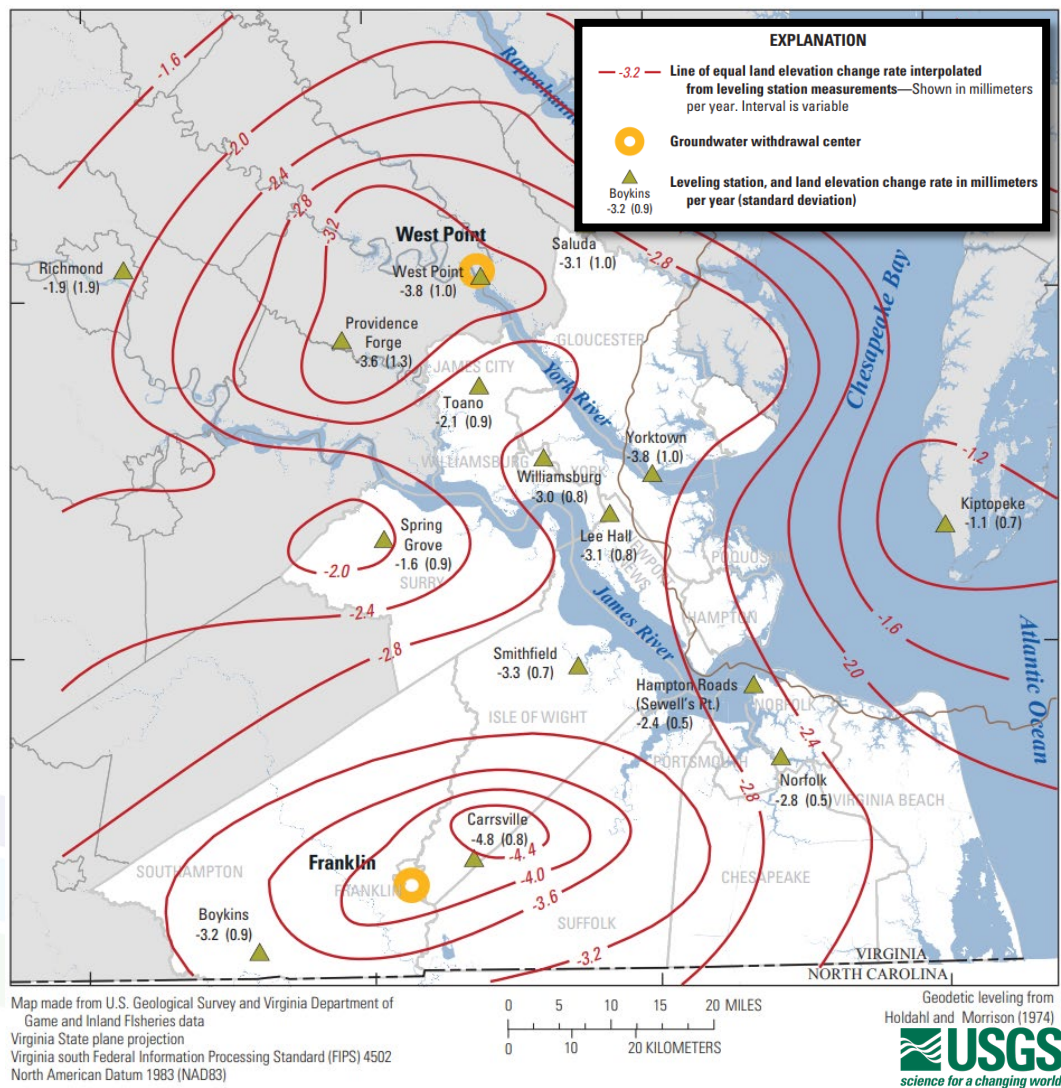




# OECD ranks Hampton Roads 10<sup>th</sup> in the world for value of assets at risk from sea-level rise

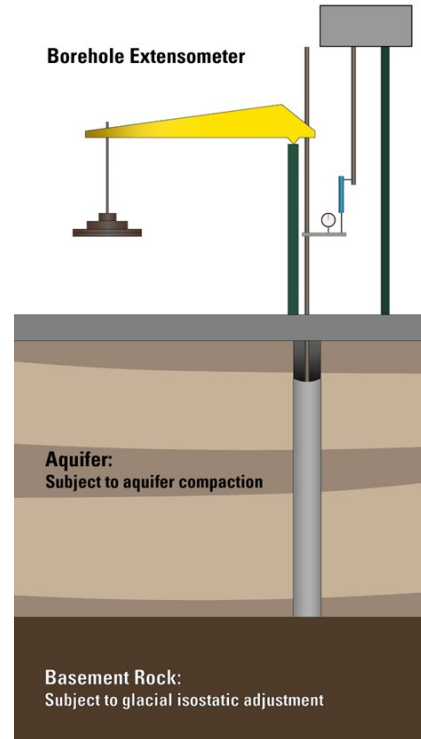
Organization for Economic Cooperation and Development

*50% of observed sea level rise is attributed to land subsidence*



# US Geological Survey (USGS) Extensometer Super Stations

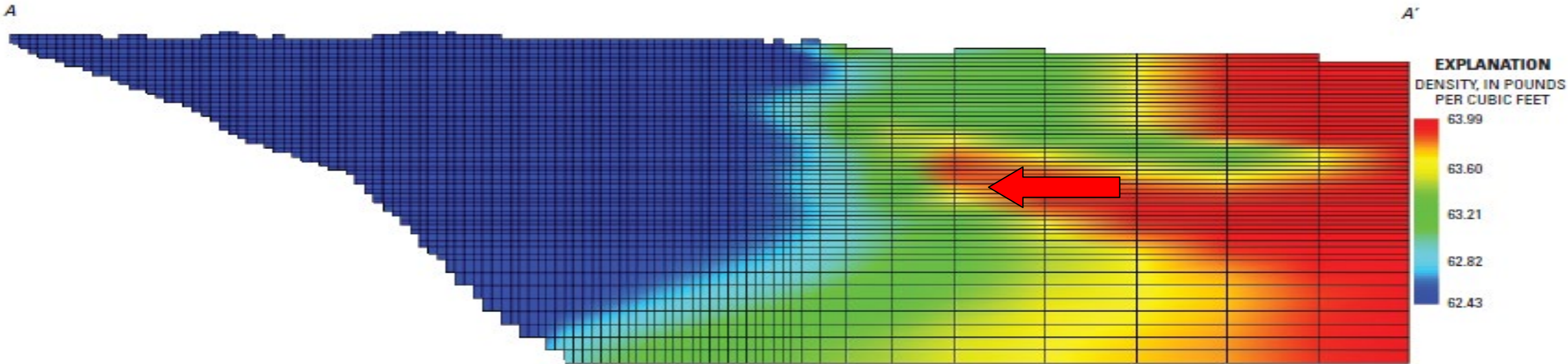
- Resiliency
- Does SWIFT work to slow/stop land subsidence?
- Data to calibrate the model





# Protection from saltwater contamination of groundwater

*Potentially irreversible contamination*



**Figure A3.** Simulated water density near the saltwater transition zone of the Virginia Coastal Plain. (Location of cross section shown in figure A2.)

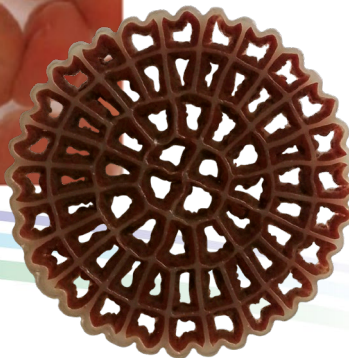
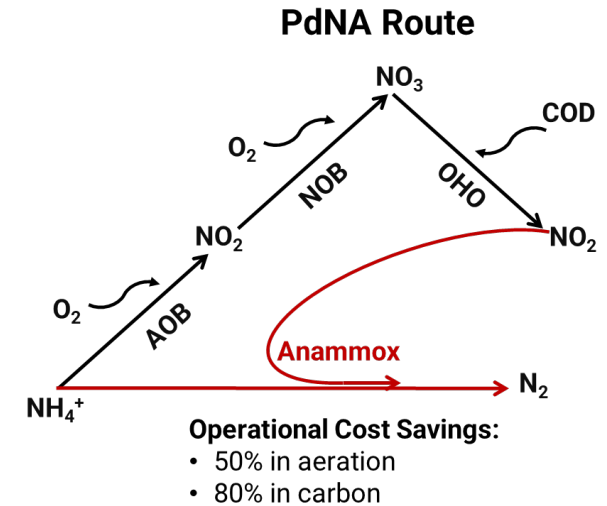
# Construction Update – 50 MGD of SWIFT Water by 2029

- **James River SWIFT – 16 MGD**
  - Construction phase
  - 64% Complete - \$565 M
  - Substantially Complete 2026
- **Nansemond SWIFT - 34 MGD**
  - Phase 1 – Construction phase
    - 63% Complete - \$318 M
    - Substantially Complete 2026
  - Phase 2 – Design phase
    - 30% Design - \$624 M
    - Substantially Complete 2029





- **Partial Denitrification-Anammox (PdNA)** – mainstream deammonification
- Harnessing relatively newly discovered (1999) Anammox bacteria
  - Over a decade's worth of research
- First plant in the world – York County
  - Saves \$1 million/year in chemical and power
  - **\$100 million capex avoided**
- PdNA Plants under construction
  - James River SWIFT (Newport News)
  - Nansemond SWIFT (Suffolk)



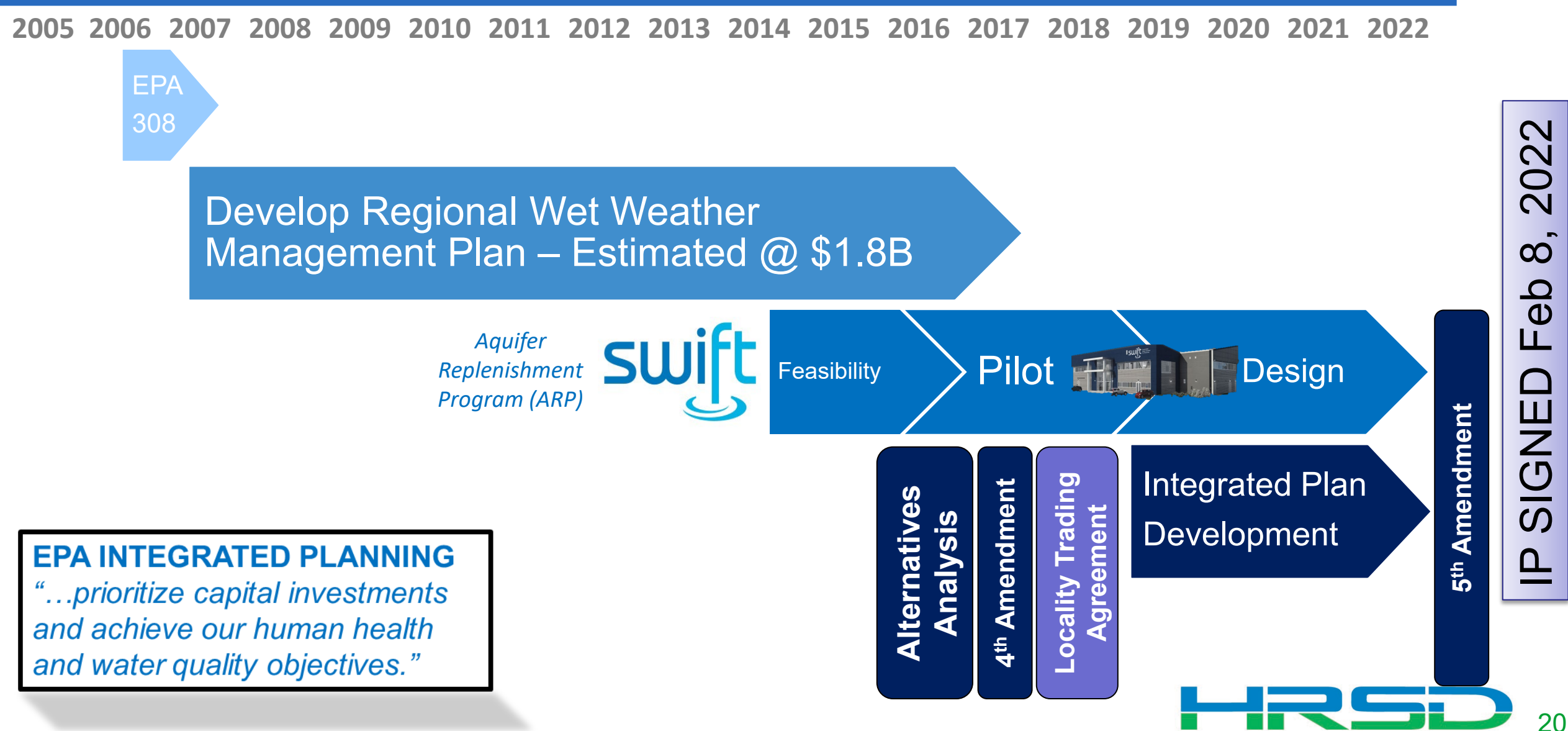
A dynamic splash of water with many bubbles, creating a sense of movement and freshness. The water is clear and blue, with light reflecting off the surfaces.

# Questions?

Jay Bernas, P.E.  
GM/CEO  
[jbernas@hrsd.com](mailto:jbernas@hrsd.com)



# Evolution from EPA Consent Decree for Sanitary Sewer Overflows to an EPA Integrated Plan (IP)



**TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** HRSD Presentation

**FROM:**Mr. Jay Bernas, General Manager

**ATTACHMENTS:**

Description	Type	Upload Date
HRSD Presentation Overview	Presentation	3/20/2025

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Jay Bernas, P.E., GM/CEO

March 24, 2025





# We are Eastern Virginia's Wastewater Treatment Utility



Population served: 1.9 million

Nation's 14<sup>th</sup> Largest Wastewater Utility



Political Subdivision created in 1940

Serves 20 Cities and Counties



Combined wastewater treatment capacity: 225 million gallons/day



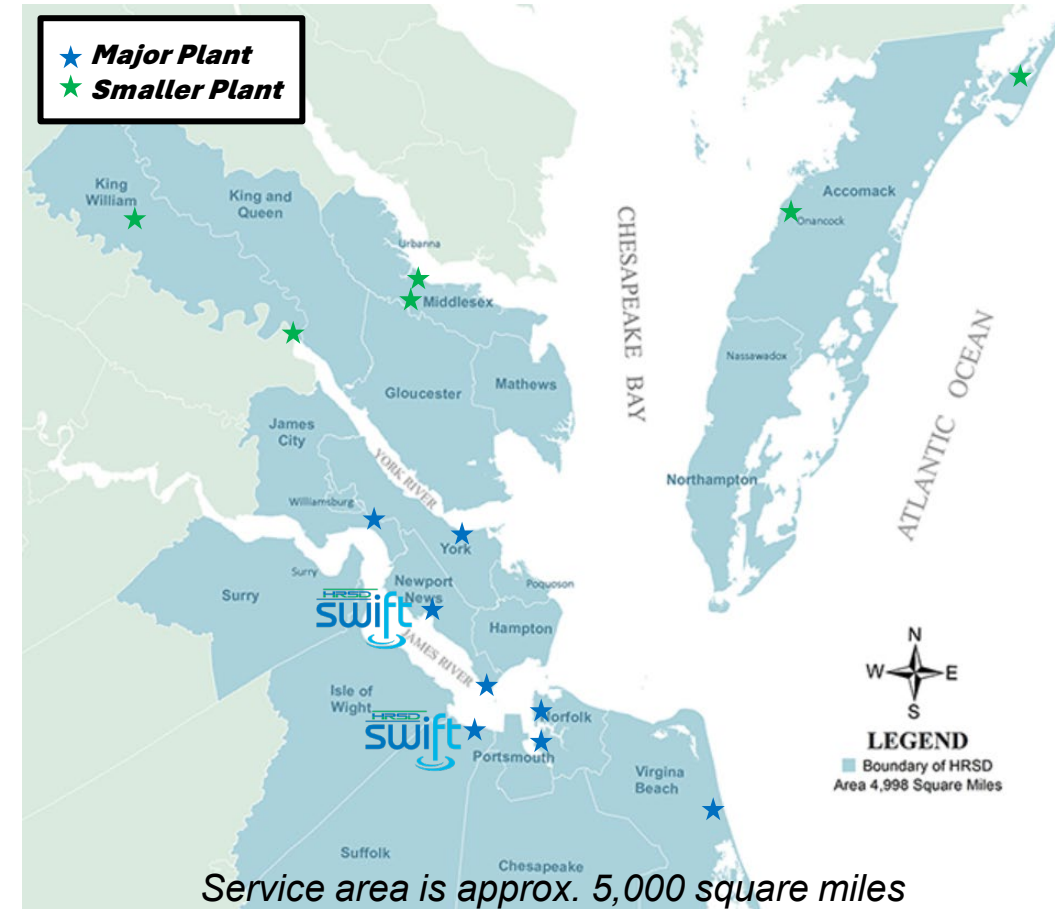
Operate 8 major and 6 smaller treatment plants and more than 100 pump stations



FY2025 Revenues \$467 million

10-year Capex \$3.9 Billion, 76% regulatory

*Next five years*



# Water Technology and Research Department

*Researching ways to keep costs low*

Dr. Charles Bott, PhD, P.E., BCEE – Chief Technology Officer

Dr. Chris Wilson, PhD, P.E. – Director of Process Engineering

- ✓ 23 Staff
  - 8 Treatment Process Engineers
  - 15 Graduate Students
- ✓ 5 PhDs + 8 PhDs in progress
- ✓ Millions in research grants
  - Dept of Energy
  - EPA



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**\$4.1 B**

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~\$5.0B\***

**HRSD's EPA Approved  
Integrated Plan = \$2.8 B**

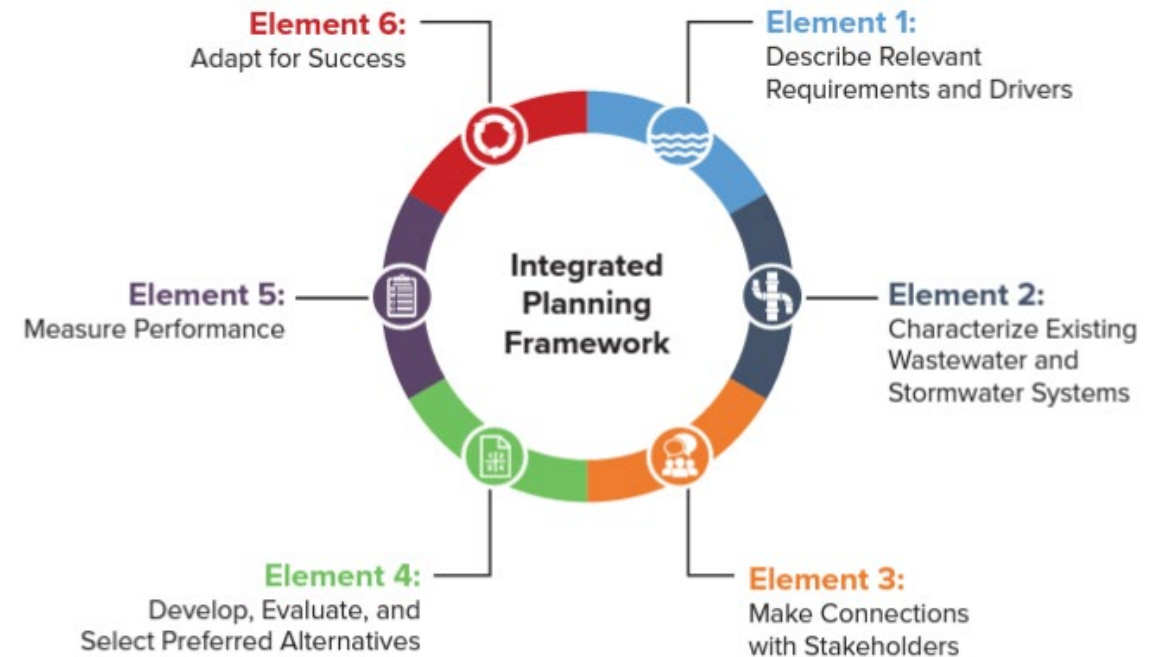
**~ dual compliance benefits ~**



# EPA's Integrated Planning Framework

*Integrated planning is a process for municipalities to **achieve clean water and human health goals** while addressing aging wastewater and stormwater infrastructure, changing population and rainfall patterns, and **competing priorities for funding**.*

- Community have limited resources – Prioritization!
- One water mindset
- Requires stakeholder collaboration
- Innovative solutions



# HRSD's Integrated Plan – Dual Compliance

2021 2022 2023 2024 **2025** 2026 2027 2028 2029 **2030** 2031 **2032** 2033 2034 2035 2036 2037 2038 2039 **2040 - 2043**

\$700M Phase 1,  
Rehab Action Plan



**Adaptive Mgt**

\$214M High Priority 1

**-47%  
SSO**

\$196M High Priority 2

**-69%  
SSO**



\$20M Microbial Source Tracking

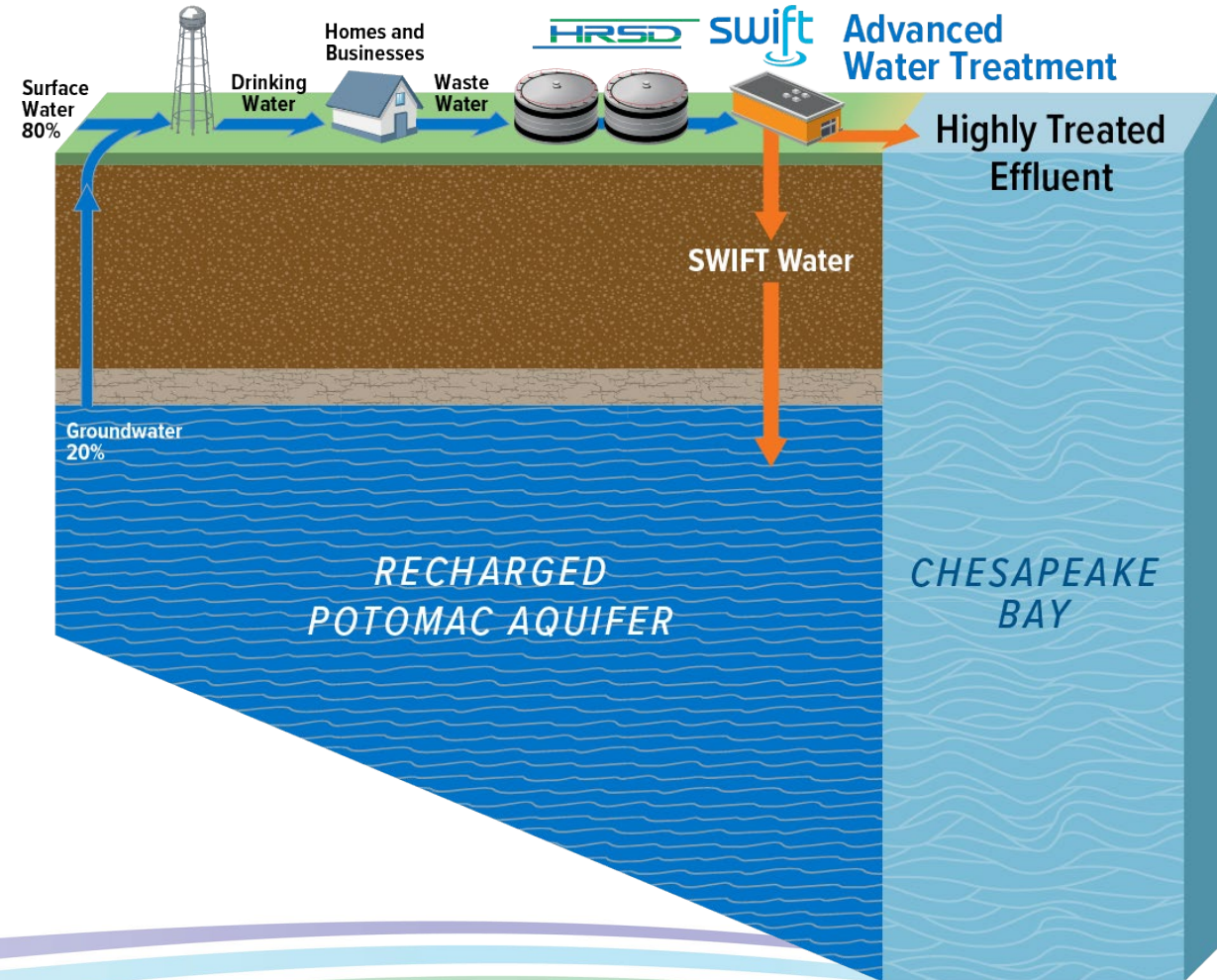
\$2M Post Construction Monitoring



*The compliance objective is a 69 percent or greater reduction in baseline modeled SSOs by volume for the 5-year peak flow recurrence event*

## SWIFT Water meets drinking water standards:

- Reduce nutrient discharge
- Sustainable groundwater supply
- Reduce land subsidence
- Protect from saltwater contamination

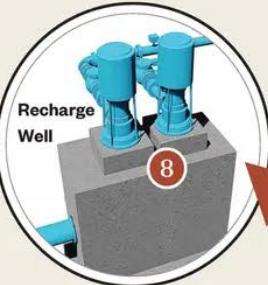




# Multi-barrier Advanced Water Treatment

## Advanced Water Treatment Process

Highly treated water from the Nansemond Treatment Plant is pumped to the Research Center's advanced treatment facility where it undergoes an 8-step process to prepare the water for addition into the aquifer.



**1 Flocculation and Sedimentation**  
Removes suspended solids by settling large particles to the bottom of the water column.

**2 Ozone Contact**  
Breaks down organic material and provides disinfection.

**3 Biologically Active Filtration**  
Filters out suspended particles, pathogens, and removes dissolved organic compounds through microbiological activity.

**4 Granular Activated Carbon Contactors**  
Removes trace organic compounds and prepares the water for ultraviolet disinfection.

**5 Ultraviolet Disinfection**  
Provides a barrier to pathogens by disinfecting the water with high intensity ultraviolet light.

**6 Chlorine Contact**  
Disinfection of finished water using chlorine serves as an additional barrier to pathogens.

**7 Chemical Addition**  
Disinfected water is adjusted by small chemical doses to more closely match the geochemistry of the water already in the aquifer.

**8 Aquifer Recharge**  
Finished water from the treatment train is pumped into the recharge well, where the well conditions and surrounding aquifer water quality can be constantly monitored.

**Chemical Feed Systems**  
Supports Advanced Water Treatment operations and optimizes the chemical makeup of the finished water.

**Reduced-scale Water Treatment Pilot Equipment**  
Allows plant operators and researchers to test treatment techniques at reduced scale before applying them to the main process, and provides flexibility to research new treatment technologies.

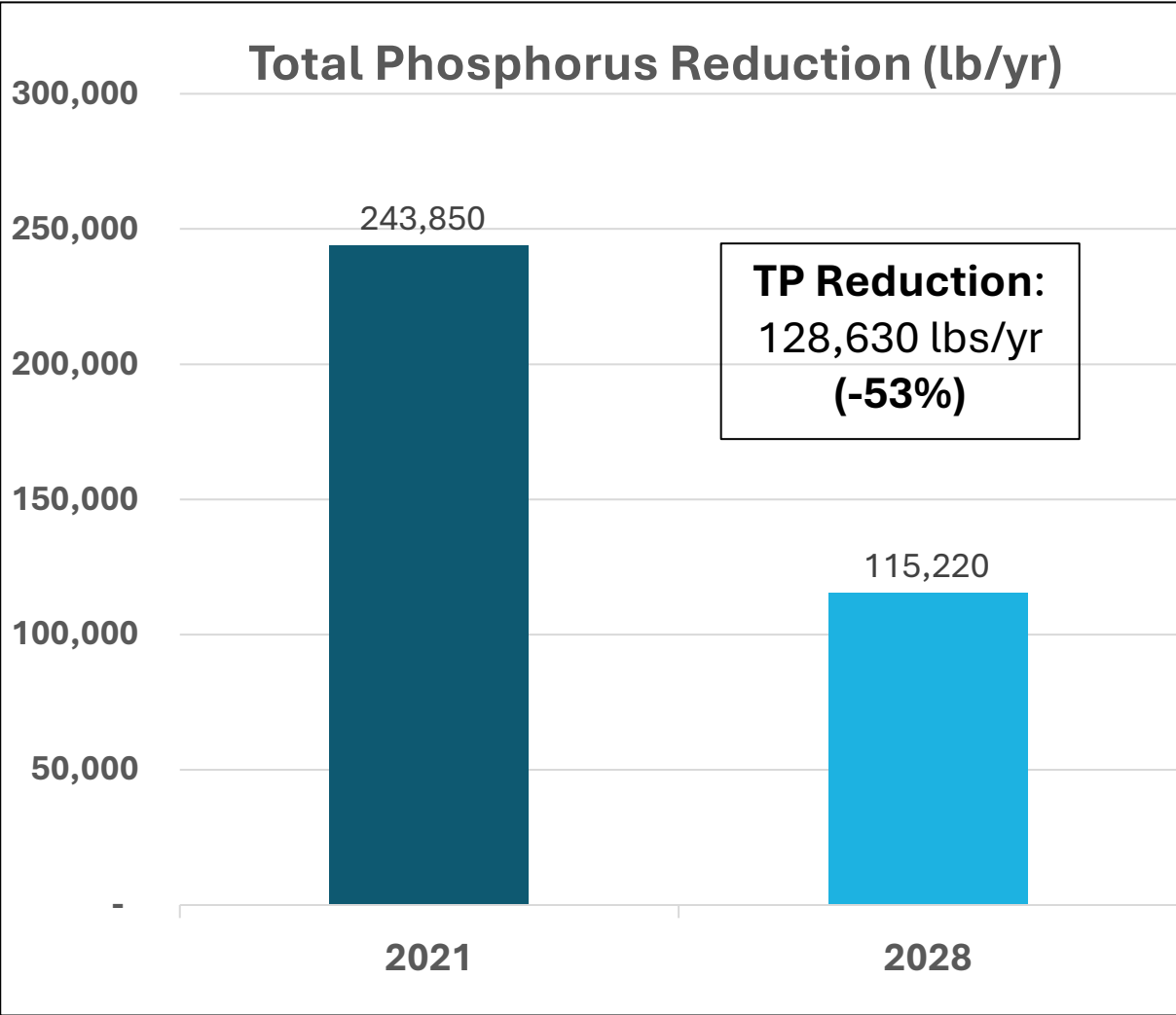
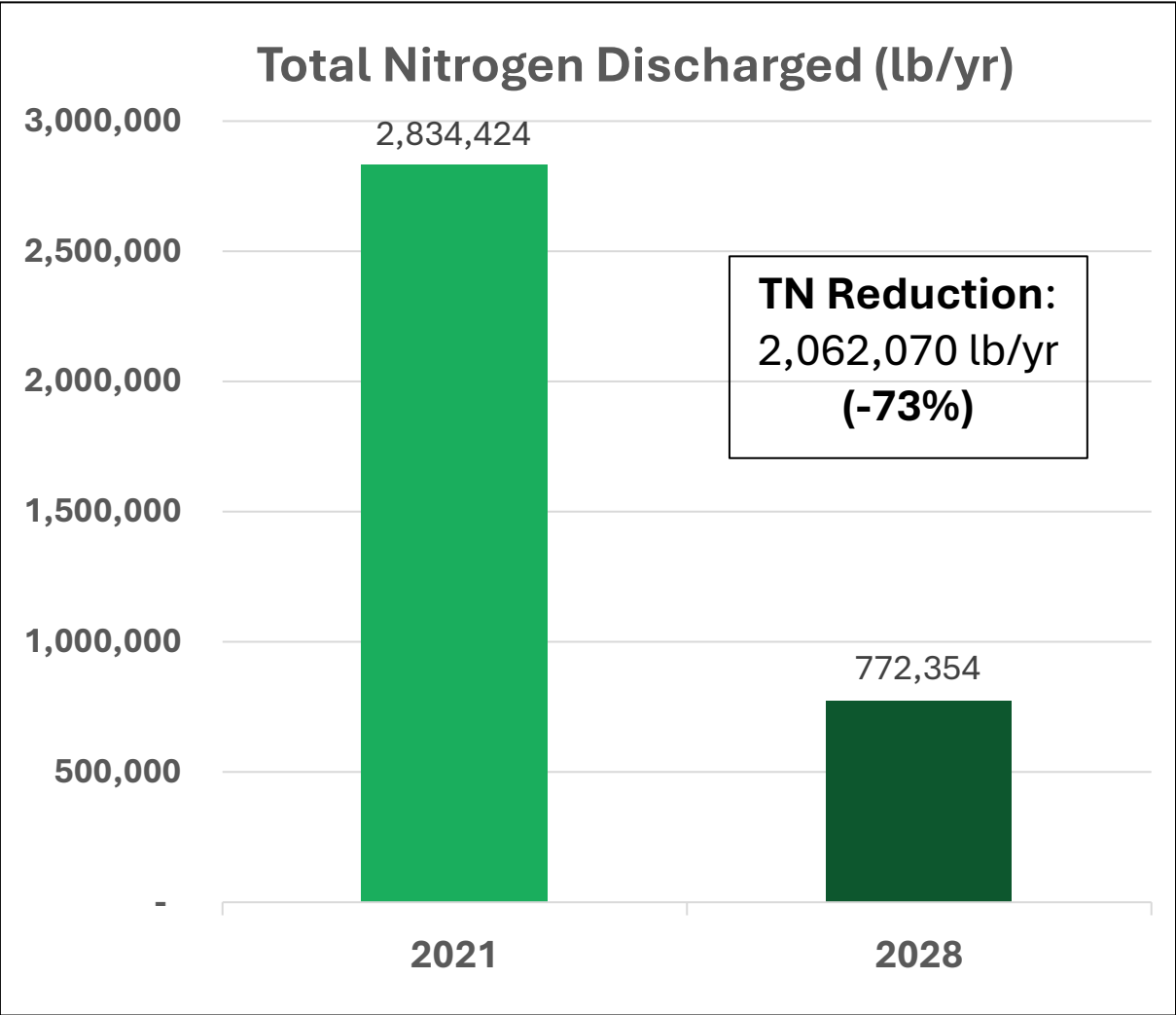
Secondary Effluent from Plant

Process Line Pipes  
Chemical Line Pipes

**Demonstration Facility**

# Significant Reduction in Nutrients discharged by 2028

## Lower James River Basin






# Locality Stormwater Retrofits Required by 2025

## 2017 Nutrient Trading Agreements

- In 2017, HRPDC estimated the regional stormwater retrofits would cost **\$1.8B (\$2.2B in 2023\$)**
- HRSD will annually transfer nutrient credits to each Locality to ensure stormwater retrofit compliance
- **No cost**
- Subject to Federal, State and Local approvals

Locality	Total Cost over 15 years	Locality	Total Cost over 15 years
Chesapeake	\$255M	James City County	\$87M
Hampton	\$198M	Poquoson	\$14M
Newport News	\$224M	Suffolk	\$109M
Norfolk	\$280M	Williamsburg	\$18M
Portsmouth	\$125M	York County	\$94M
Virginia Beach	\$323M	Gloucester County	\$33M
Isle of Wight	\$40M	Surry County	\$7M
Hampton Roads	\$1.8B Nov 2017		



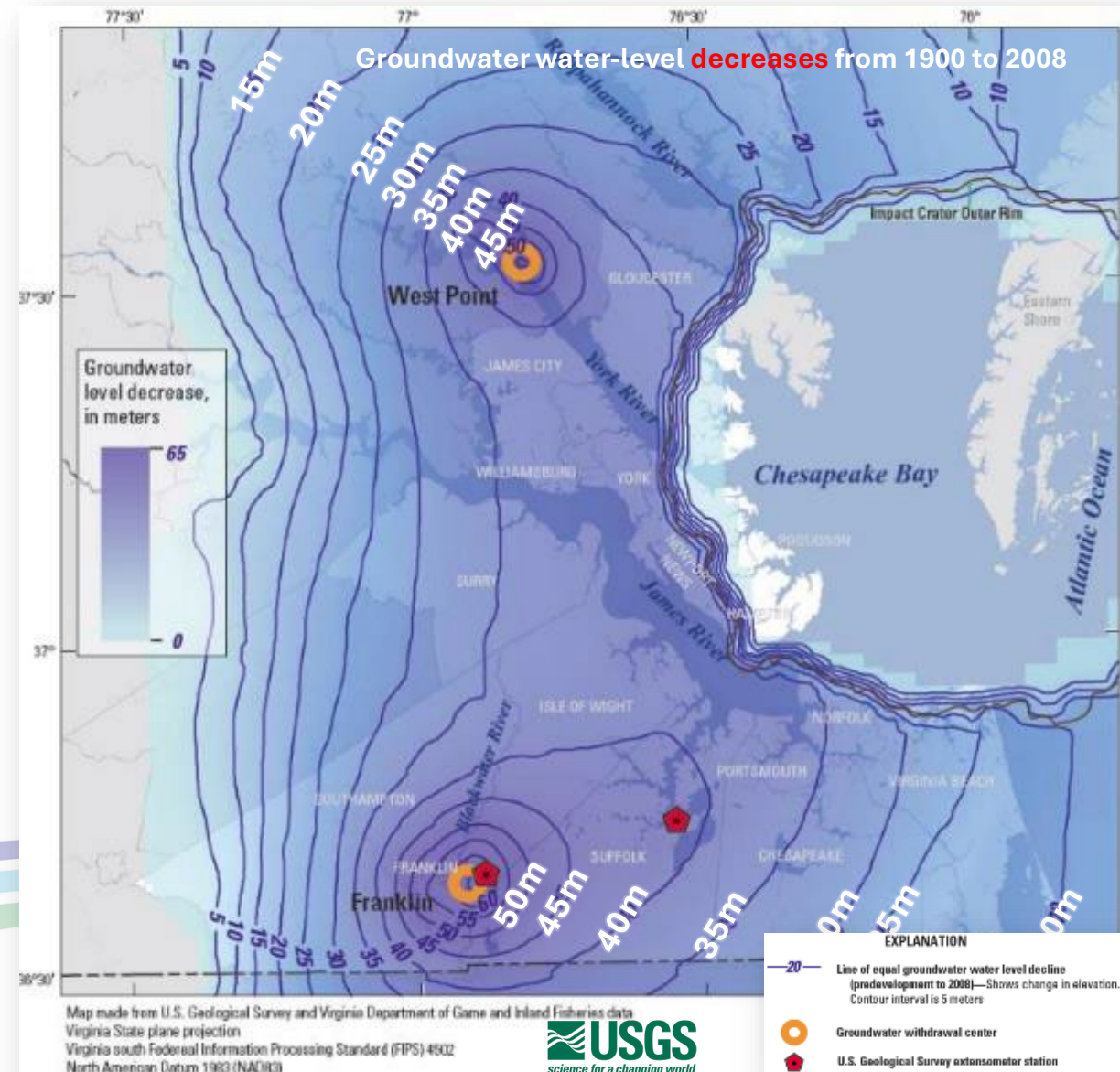
# Unsustainable Aquifer Withdrawals

## Over-allocated permitted withdrawal

- Water levels falling several feet/yr
- Some water levels below the aquifer tops in western Coastal Plain

## Total permitted withdrawals are unsustainable

- Areas below regulatory criteria
- Areas experience aquifer dewatering





# Isle of Wight - Groundwater depletion has been rapid

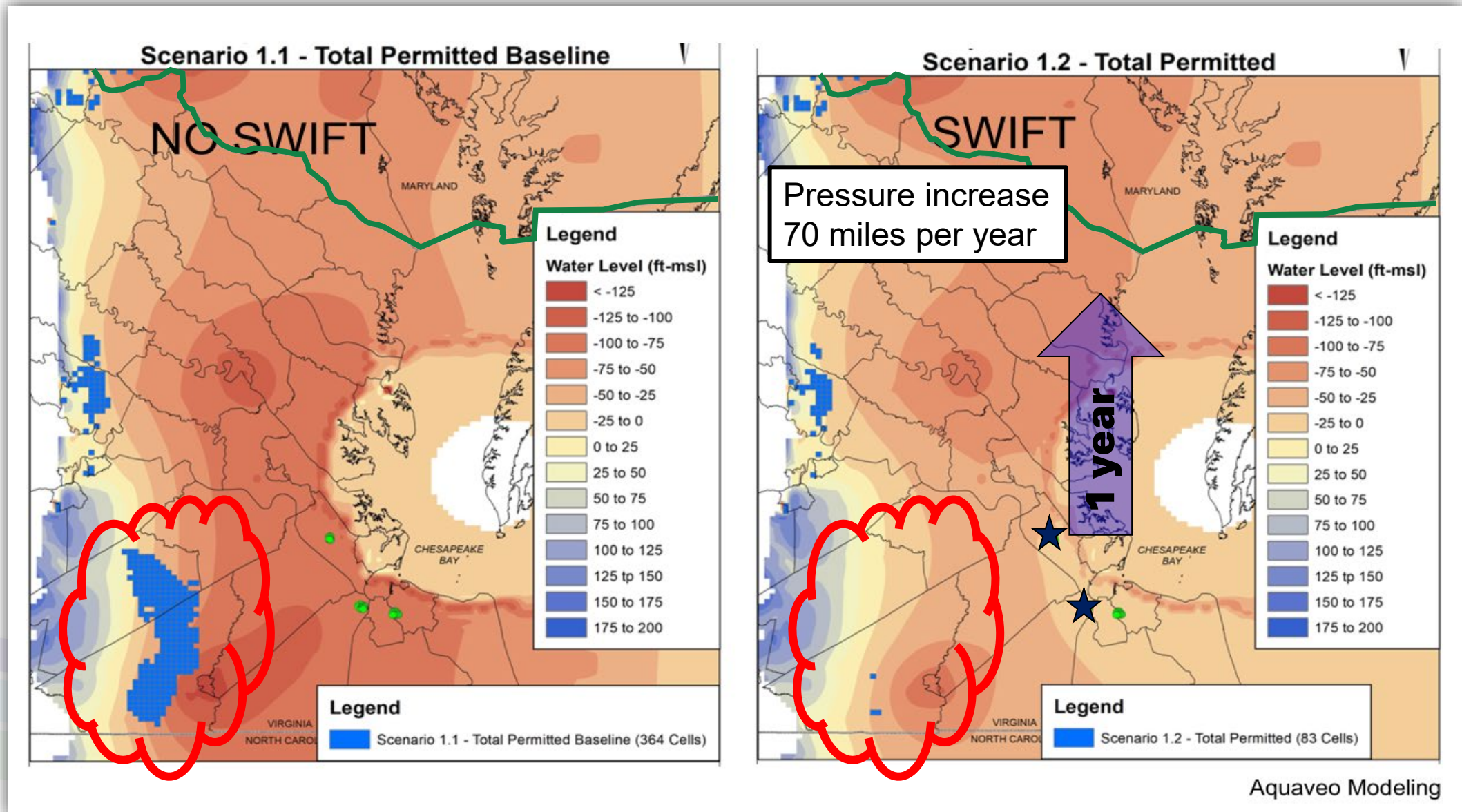


A, Overflow from artesian well in Isle of Wight County is wasted.





# Aquifer Pressure is Highly Transmissive

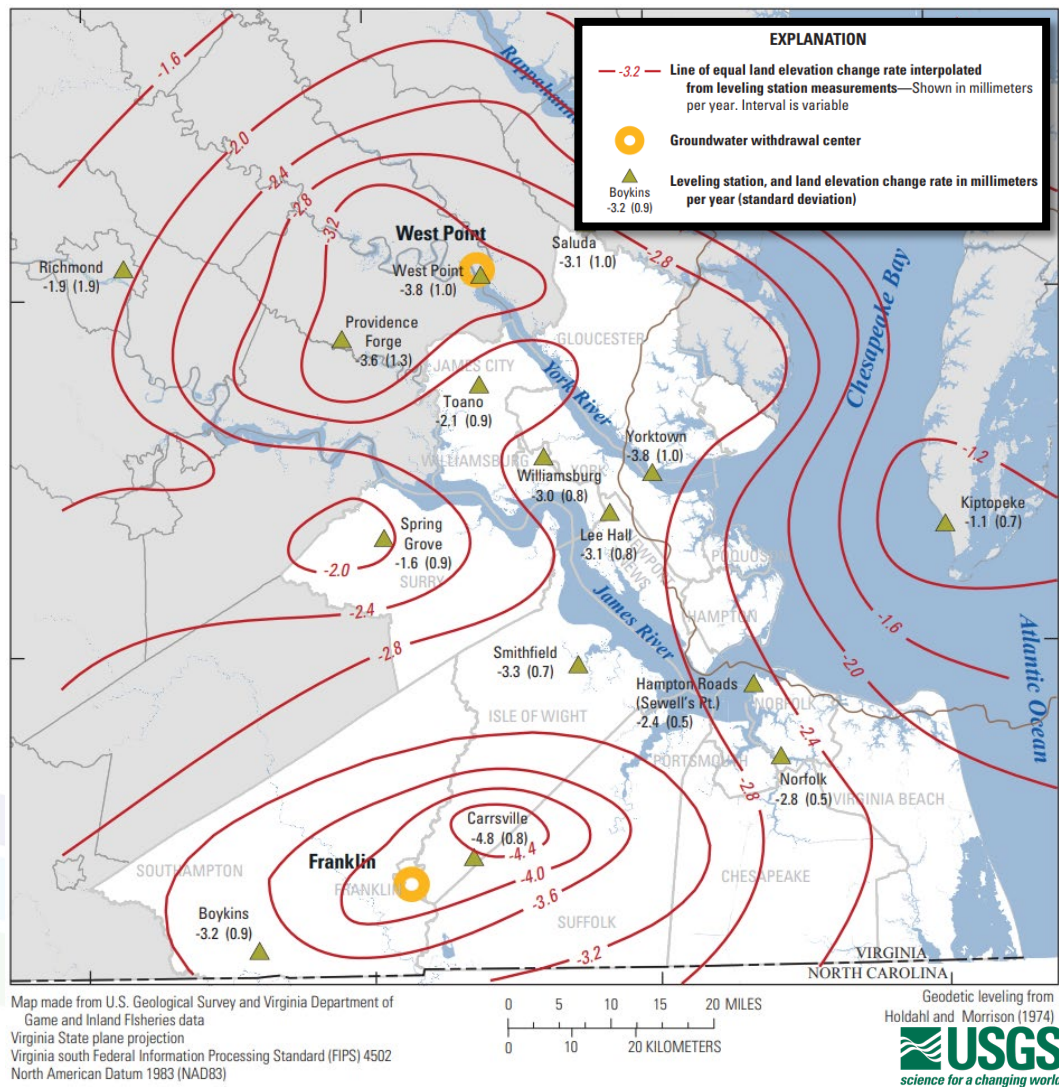




# OECD ranks Hampton Roads 10<sup>th</sup> in the world for value of assets at risk from sea-level rise

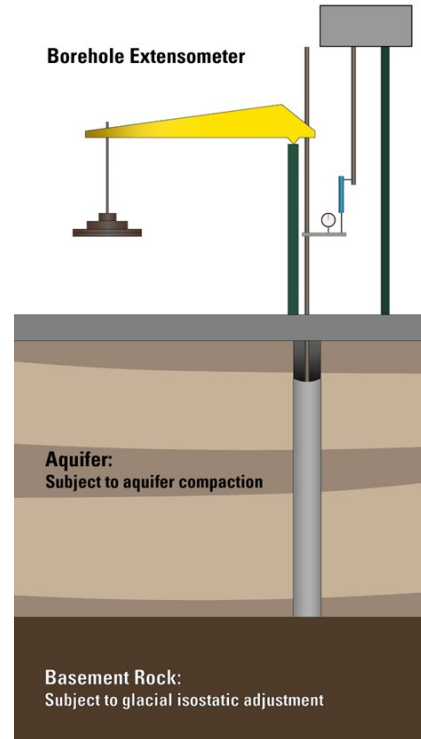
Organization for Economic Cooperation and Development

*50% of observed sea level rise is attributed to land subsidence*



# US Geological Survey (USGS) Extensometer Super Stations

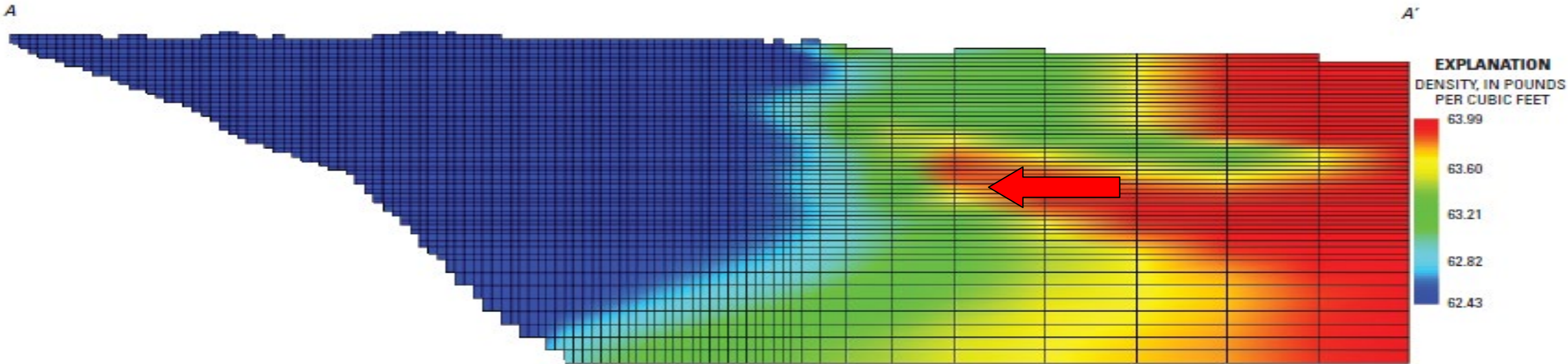
- Resiliency
- Does SWIFT work to slow/stop land subsidence?
- Data to calibrate the model





# Protection from saltwater contamination of groundwater

*Potentially irreversible contamination*



**Figure A3.** Simulated water density near the saltwater transition zone of the Virginia Coastal Plain. (Location of cross section shown in figure A2.)

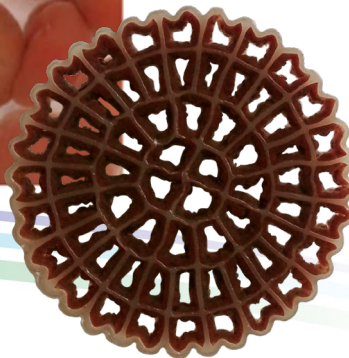
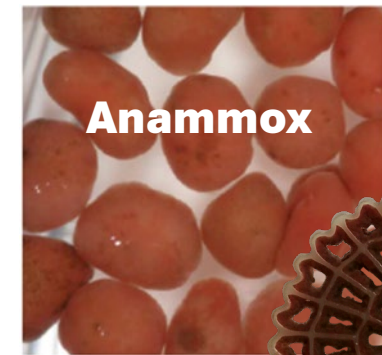
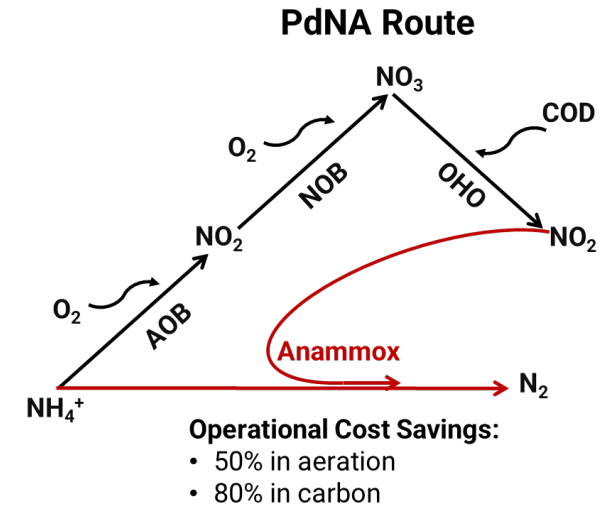


# Construction Update – 50 MGD of SWIFT Water by 2029

- **James River SWIFT – 16 MGD**
  - Construction phase
  - 64% Complete - \$565 M
  - Substantially Complete 2026
- **Nansemond SWIFT - 34 MGD**
  - Phase 1 – Construction phase
    - 63% Complete - \$318 M
    - Substantially Complete 2026
  - Phase 2 – Design phase
    - 30% Design - \$624 M
    - Substantially Complete 2029



- **Partial Denitrification-Anammox (PdNA)** – mainstream deammonification
- Harnessing relatively newly discovered (1999) Anammox bacteria
  - Over a decade's worth of research
- First plant in the world – York County
  - Saves \$1 million/year in chemical and power
  - **\$100 million capex avoided**
- PdNA Plants under construction
  - James River SWIFT (Newport News)
  - Nansemond SWIFT (Suffolk)





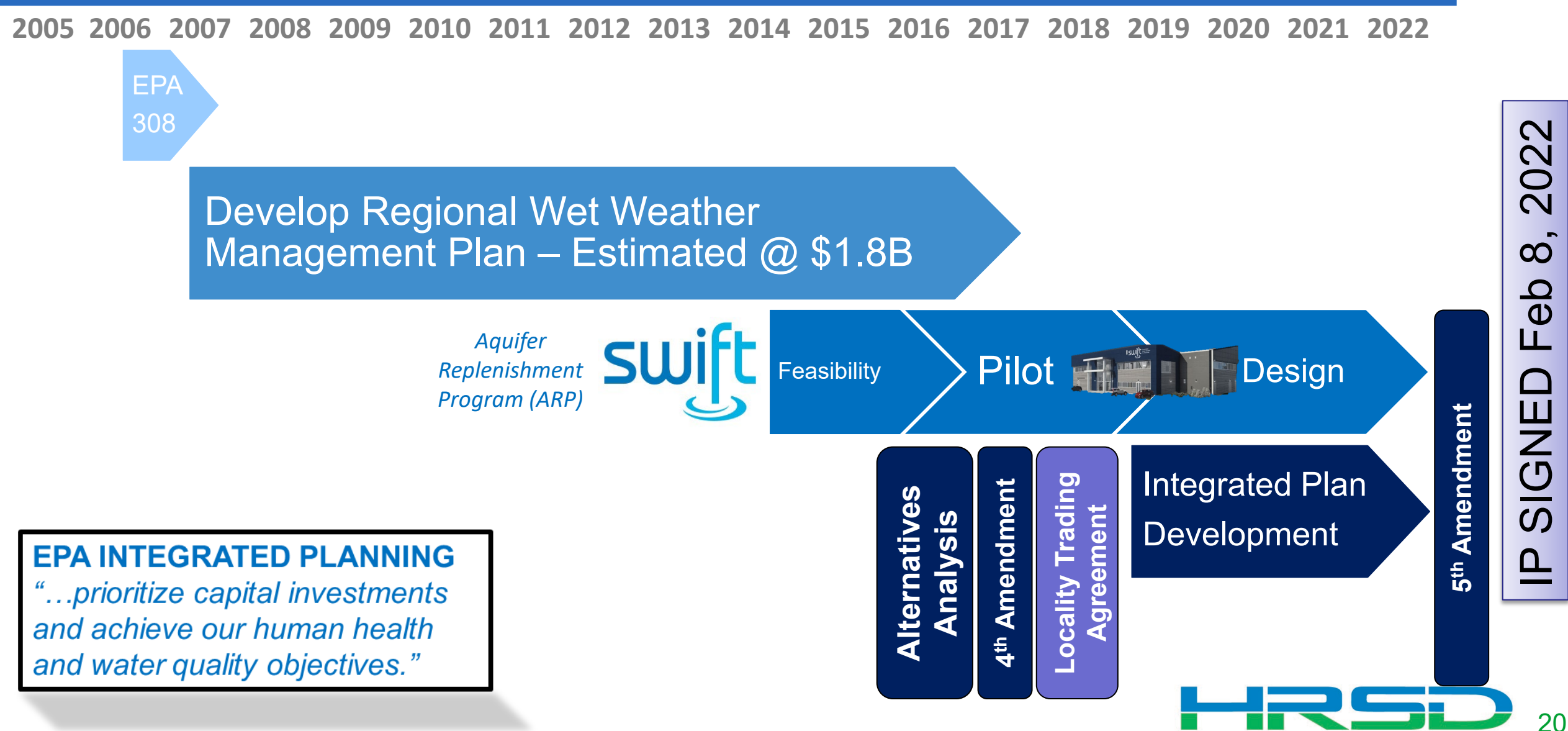
A dynamic splash of water with many bubbles, creating a sense of movement and freshness. The water is clear and blue, with light reflecting off the surfaces.

# Questions?

Jay Bernas, P.E.  
GM/CEO  
[jbernas@hrsd.com](mailto:jbernas@hrsd.com)



# Evolution from EPA Consent Decree for Sanitary Sewer Overflows to an EPA Integrated Plan (IP)





## **TOWN COUNCIL COMMITTEES REPORT**

### **SUBJECT:**

- a. Western Tidewater Free Clinic
- b. 1750 Isle of Wight County Courthouse
- c. Friends of the Smithfield Library
- d. The Genieve Shelter

### **ATTACHMENTS:**

Description	Type	Upload Date
Funding Request - Western Tidewater Free Clinic	Cover Memo	3/19/2025
Funding Request - 1750 Isle of Wight County Courthouse	Cover Memo	3/19/2025
Funding Request - Friends of the Smithfield Library	Cover Memo	3/20/2025
Funding Request - The Genieve Shelter	Cover Memo	3/19/2025



February 13, 2025

Mr. Michael Stallings, ICMA-CM, Town Manager  
Town of Smithfield  
P.O. Box 246  
Smithfield, VA 23431

Dear Mr. Stallings,

We are sincerely thankful to the Town of Smithfield and the Town Council for their continued support of the Western Tidewater Free Clinic (WTFC), especially for the recent funding of \$15,809 for the 2024-2025 fiscal year. We are seeking consideration for ongoing support as the need for basic healthcare services for our vulnerable patients remains constant.

*The Clinic's mission is to provide high-quality, non-emergency health care to residents of Western Tidewater who cannot otherwise afford it.* We accomplish this by granting access to compassionate and coordinated physical, mental, and dental care, aiming to improve the overall health of those we serve. Our clinic acts as a comprehensive health home for low-income, uninsured, underinsured, and underserved patients, offering a range of services such as medical, dental, vision and specialty care, mental health and women's health services, patient education, and critical medications and counseling.

In the most recent 12-month period (7/1/23-6/30/24) WTFC provided services to 1,593 total patients who generated 12,329 visits. Of these patients, 823 received dental services in 2,379 dental visits. **All Smithfield resident patients totaled 93 (6%) who received 711 visits. Town of Smithfield proper totaled 36 patients (2%) who received 221 visits. During this period, WTFC has dispensed almost 10,000 free medications to our patients, valued at almost \$2.5 million. Smithfield patients received medications valued at almost \$150,000. Last year we provided care to 1 individual employed by Isle of Wight County Public Schools.**

*We are the sole free safety net healthcare provider in our 2,200 square mile service area that includes Smithfield, Suffolk, Franklin, and the counties of Isle of Wight, Southampton, Surry and Sussex for adults age 18 and up living at or below 300% Federal Poverty level.* Ensuring access to coordinated, comprehensive healthcare to those desperately needing continuity of care who would otherwise only receive services through the local hospital emergency departments is critical to improving our patients' quality of life, freeing up hospital resources for true emergencies, and ultimately creating a healthier community for all and has been essential during the pandemic. We are considered a "hybrid" clinic, as we continue to serve our patients who meet Virginia Medicaid eligibility and are one of the few providers in the area providing dental services to adults covered by Medicaid. In addition to the care received at the Clinic, most patients receive free lab tests, diagnostic services, treatments, and even surgeries at Sentara Obici Hospital. The hospital's radiologists, emergency physicians, and many other specialists provide free care, as well.

The clinic is operated by 26 full and part time employees, with ~90% dedicated to providing direct patient care services. In 2024, volunteers contributed over 5,500 hours, which is equivalent to almost 2.7 FTEs. Notably, four of our Board members reside in Smithfield. Our collective aim, alongside our volunteers, is to enhance the health of our citizens, empower them to care for themselves and their families, sustain their jobs, and be productive members of our community.





Dental continues to be a growing service line for the Clinic. There has been high demand for dental care, as our service area has limited providers, especially those who can take new Medicaid patients. Our dental expansion completed was completed in November 2023 and we began seeing patients in that new space in December 2023. In 2024, the clinic has experienced a 71% increase in the dental visits from 2023. During this 12-month period ending on 6/30/2024, the clinic provided dental services to 49 Smithfield residents through 156 visits, with 18 dental patients were from the Town of Smithfield proper. It's highly rewarding to see such positive patient outcomes from our efforts.

In 2024, the clinic has seen a 43% increase in mental health visits (1,662 visits) compared to 2023. From Behavioral health is a critical component of overall health. Mental health services provided include counseling and psychiatric services for medication management. This is a critical piece of the Clinic's health home model of integrated care that improves our patients' overall health and well-being. In the most recent 12 months ending June 30, 2024, the Clinic has provided mental health services to 7 patients from Smithfield in 55 visits, and one patient lives in the Town of Smithfield proper. As we all know, available mental health services are extremely limited yet greatly needed to improve an individual's and a community's overall quality of life. *These services are truly life-saving for many. One life at a time.*

In 2024, we continued to offer eligibility and re-eligibility appointments twice a month at Hayden Village Center in the medical clinic space, through our continued partnership with Bon Secours Southampton Medical Center and Senior Services of Southeastern Virginia. We also conducted medical telehealth appointments there for patients who are a good fit for this type of visit with their WTFC provider. The Clinic continues to be focused on minimizing patient barriers to our healthcare services. WTFC has a patient transportation assistance (gas card) program to make our services to accessible to patients living in our outer lying service area beyond our current location in Suffolk. This is an unfunded expense. These efforts are aligned with our current strategic plan, which emphasizes expanding outreach to assist as many patients as possible.

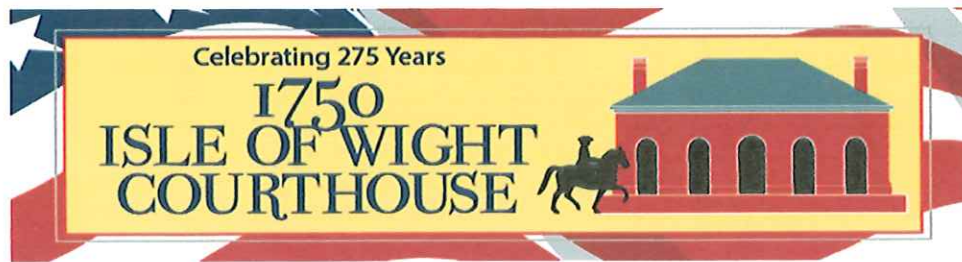
WTFC's 2025 budget projects operating expenses of \$2,798,662, reflecting an 6% increase from 2024 due to the rising medical and dental supplies and medication costs. The annual cost of care is ~\$1,600 per patient. We are requesting local municipalities to provide 20% of our operating expenses (\$559,732), aiming for each municipality to allocate funds according to its percentage of residents served. **Our specific request to the Town of Smithfield for FY25-FY26 is \$11,195, representing 2% of the total funds being requested which is reflective of Town of Smithfield proper patients served in the last 12 months out of the total 6% of all Smithfield patients served. This funding will provide comprehensive healthcare to about seven Town of Smithfield proper residents. The 36 Town of Smithfield proper patients we served in FY23-24 had an annual cost of care to the Clinic of over \$52,000.**

**WTFC is truly grateful for the continued support of the Town of Smithfield and respectfully request consideration for our FY25 – FY26 request, crucial for us to continue serving vulnerable members of our community with high-quality comprehensive healthcare. We would welcome an opportunity to discuss our application in person. Thank you for your time and consideration.**

Sincerely,

Ashley O. Greene  
Executive Director  
[agreene@wtfreeclinic.org](mailto:agreene@wtfreeclinic.org)  
(757) 923-1060 x7001





February 12, 2025

Town Council of Smithfield  
P. O. Box 246  
Smithfield, Virginia 23430

1750 Isle of Wight County Courthouse  
P. O. Box 325  
Smithfield, Virginia 23430

Members of the Smithfield Town Council:

Thank you for the contributions you have made to the 1750 Isle of Wight County Courthouse over the past years. The 1750 Isle of Wight County Courthouse Board appreciates the continued support that you have provided. Our mission is to enhance the 1750 Isle of Wight County Courthouse and its remarkable role in the American experience. The resources you provide, and our annual fundraisers help to support this mission.

The 1750 Isle of Wight County Courthouse is a unique historic treasure that is a source of pride for our community. We are proud to keep this historic site open "free" to the public to experience an understanding of America's foundation. Our dedicated volunteer docents and weekend paid docents keep the doors open. This past year we welcomed almost 8,500 visitors with many visitors coming from areas outside the historic district. With your financial support, we can accomplish this for ALL to have access to this history.

The 1750 Isle of Wight County Courthouse focuses on being an active part of the community. The partnership with Tourism and Visitors Center accomplishes that focus. We have been active this past year with many of our activities: Court Day, participating in Juneteenth Celebration, Reading of the Declaration of Independence, Constitution Week, participating in the Vintage Market, Ghost Walk, participating in the Mistletoe Market (Cocktail Garden), and Christmas in Smithfield. We certainly hope to continue this journey with our community with these and other activities in 2025.

The 1750 Isle of Wight County Courthouse Board is dedicated to preserving and maintaining the integrity of this architectural treasure, and its rich history. We are committed to creating and highlighting the uniqueness of this historic treasure. With your continued support of \$5,000, we will be able to continue our mission and accomplish our goals.

Thank you for your consideration in supporting the 1750 Isle of Wight County Courthouse.

Sincerely,

David G. Hundley  
Director, 1750 Isle of Wight County Courthouse Board  
757-327-8938 Dgh54111@gmail.com

**1750 Isle of Wight County Courthouse**  
**2025 Budget**

**Year To Date Summary**

<b>Category</b>	<b>Description</b>	<b>Amount</b>
<b>Revenues</b>		
	<i>Finance - Donation Box</i>	\$2,000.00
	<i>Finance - Patron Donations</i>	\$5,000.00
	<i>Finance - Corporate Donations</i>	\$2,000.00
	<i>Finance - Governmental Donations</i>	\$10,000.00
	<i>Finance - HRCF Disbursement</i>	\$2,200.00
	<i>Rental - Clerk's Office</i>	\$7,800.00
	<i>Rental - Courthouse</i>	\$1,100.00
	<i>Events - Court Day</i>	\$700.00
	<i>Events - Ghost Walk</i>	\$1,800.00
	<i>Events - Christmas in Smithfield</i>	\$3,500.00
	<i>Events - Cocktail Garden</i>	\$600.00
	<i>Events - Smithfield VA Events</i>	\$400.00
	<i>Events - Donations</i>	\$250.00
	<i>Other Revenue</i>	\$0.00
	<i>Repair funds from Historic Smithfield</i>	\$28,000.00
	<b>Total Revenues</b>	<b>\$65,350.00</b>
<b>Disbursements</b>		
	<i>Finance - Mutual Funds</i>	\$3,000.00
	<i>Finance - Endowment Funds</i>	\$2,000.00
	<i>Finance - Payroll Management</i>	\$1,500.00
	<i>Finance - Payroll Salaries</i>	\$8,700.00
	<i>Finance - Taxes</i>	\$500.00
	<i>Finance - Services</i>	\$1,500.00
	<i>Finance - Supplies</i>	\$150.00
	<i>Finance - Postal Box</i>	\$170.00
	<i>Utilities - Electric</i>	\$1,500.00
	<i>Utilities - Gas</i>	\$1,800.00
	<i>Utilities - Water Treatment (HRUBS)</i>	\$150.00
	<i>Utilities - Telephone</i>	\$800.00
	<i>Utilities - Insurance</i>	\$6,000.00
	<i>Utilities - Security monitoring</i>	\$400.00
	<i>Utilities - Pest Control</i>	\$230.00
	<i>Property - HVAC Repair</i>	\$300.00
	<i>Property - HVAC Service</i>	\$500.00
	<i>Property - Maintenance</i>	\$1,000.00
	<i>Property - Grounds</i>	\$500.00
	<i>Property - Housekeeping</i>	\$0.00
	<i>Property - Roofing repairs</i>	\$28,000.00
	<i>Rental - Supplies</i>	\$200.00
	<i>Rental - Refunds</i>	\$0.00

<i>Membership - Supplies</i>	\$100.00
<i>Membership - Signage and Flyers</i>	\$150.00
<i>Membership - Postage</i>	\$100.00
<i>Wardrobe - Purchases</i>	\$2,000.00
<i>Wardrobe - Maintenance</i>	\$200.00
<i>Docents - Brochures, Printing</i>	\$500.00
<i>Displays - Supplies, Maintenance</i>	\$400.00
<i>Public Relations - Online Services</i>	\$500.00
<i>Public Relations - Donations</i>	\$100.00
<i>Events - Publicity</i>	\$300.00
<i>Events - Supplies</i>	\$400.00
<i>Events - Services</i>	\$0.00
<i>Events - Entry fees</i>	\$0.00
<i>Miscellaneous - Legal fees</i>	\$1,700.00
<b>Total Disbursements</b>	<b>\$65,350.00</b>



**SMITHFIELD LIBRARY  
FUTURE NEEDS  
FY 2025-2026**

**SCHOOL AGE PROGRAMMING**

**\*\*BOOK BITES** (*book club for 3<sup>rd</sup>-5<sup>th</sup> graders; 3rd Wednesday of each month*)

Children read a pre-selected title each month, and then meet for book/character discussion, related activities, and snacks. The first 6 children to register get a free paperback copy of the monthly title to keep.

*6 books per month @ avg. 12.00 per copy;*

*\$72.00 per month for 8 months*

**576.00**

**TEEN PROGRAMMING—** (*ages 12-17: meets 2<sup>nd</sup> Tuesday @ 3:30*)

**Teen Tuesdays**-Teens meet to socialize and have snacks, discuss books, or craft. Additionally they may assist with various library projects, brainstorm program ideas, come up with display ideas, under the direction of the Youth Services Programmer.

*Monthly meeting- \$20.00 per month /11 months*

**220.00**

**SUMMER READING PROGRAM KICKOFF**

Kickoff event for annual summer reading program in June 2026 with face painter (240.00), balloon artist (160.00).

**400.00**

**DOWNTOWN STORYWALKS** *(A partnership between the Smithfield Library, IOW/Smithfield Tourism, the Genuine Merchants of Downtown Smithfield, Friends of the Smithfield Library, Grafik Trenz, and the Smithfield Kiwanis Club.)*

Pages from a picture book are attached to yard signs, which are placed along an outdoor path. Along with their family, caregiver or educator, children follow the path where they encounter the book page-by-page. The stories are often linked to the season or special events. Story walks help us to support our communities with a literacy enriched outdoor activity that promotes the love of reading and libraries.

We now provide our community with 10 annual story walks throughout the year:

- Martin Luther King Jr Day
- Black History Month
- St Patrick's Day
- Smithfield Arts Festival
- Father's Day
- Juneteenth
- Summer Reading Program tie-in
- Back to School
- Halloween
- Mistletoe Market

**\*\*10 story walks per year @average cost of \$35 .00 per walk** (this includes the needed yard signs, 2 copies of each book as well as laminating and adhesive materials).

***\*\* We received an \$800.00 grant from the Smithfield Kiwanis Club for sturdy, metal sign holders for our story walk signage. These holders are extremely durable and do not require replacement.***

**350.00**

**ADULT PROGRAMMING**

**ADULT CRAFTING – meets the 3<sup>rd</sup> Thursday of each month (12 months)**

***average 35.00 per month for craft supplies***

**420.00**

## **CHILDREN'S AREA UPDATE**

**We are ready to move to the next phase of updating our children's area to provide a more spacious, welcoming space for community families. *\*\*Our first step was to purchase additional shelving units that will go completely around the remaining perimeter of the room. This not only make selecting books more accessible but will free up floor space to create more family seating and additional play space for children. Your funding last year made this happen!***

**We'd like to request funding to purchase two new floor rugs (washable) for the children's area. These will anchor new seating areas that we plan to equip with new furniture to better accommodate the large number of families that frequent this room.**

**Requesting funds for two new area rugs for the children's room. These will be washable rugs that can be easily cleaned in a machine. (The rugs in the children's area take quite a beating and need to be replaced frequently. The washable rugs will help defray costs in the long run.)**

**We need two rugs: \* from Ruggable \***

**6x9 Jungle Royal Blue rug @ 429.00**

**5x7 Galaxy rug @299.00**

**total 728.00**





**BLACK HISTORY MONTH PROGRAM – Feb 2026**

**Bright Star Theatre presents –**

***“Let it Shine: The American Civil Rights Movement” (best for 3<sup>rd</sup> grade to adult)***

This powerful production will introduce audiences to poignant events and notable names of the Civil Rights Movement. This acclaimed show focuses on the tumultuous years between 1955 and 1968 and shines a light on important milestones in our history, including: the Montgomery Bus Boycott, the SCLC, Brown v. Board of Education, Rosa Parks, Dr. Martin Luther King, Jr. and more come to life in this powerful tale. Through stories and song, *Let It Shine* shows the high price that was paid by those who fought for equal rights during this turbulent time.

**595.00**

**Total funds requested: 3289.00**

*Thank you for your consideration. We certainly appreciate the support we receive from the Smithfield Town Council for our library.*

*Terry Andrews  
Branch Manager  
Smithfield Library*



March 18, 2025

Lesley G. King, Town Clerk  
Town of Smithfield  
PO Box 246  
Smithfield, VA 23431

Dear Ms. King,

The Geneive Shelter is requesting \$10,000 from the Town of Smithfield to assist our agency with emergency shelter services. As a 501(c)3 organization, The Genieve Shelter has been serving victims of violence and their children for over thirty-six years. The Genieve Shelter's mission is to provide a safe refuge and supportive environment for the victims of domestic violence, sexual assault, human trafficking, and stalking and to provide information, education, and training services that focus on ending the cycle of violence to survivors and the community. We use a voluntary service model and provide comprehensive wrap-around trauma-informed services to both individuals and families who have experienced violence. Core programs and services include a 24-hour crisis hotline, emergency shelter, court advocacy, case management, crisis intervention, children's advocacy and services, housing stabilization, mobile advocacy, and individual and group therapy. As part of our intensive case management, we provide rental and employment assistance, assist clients with connecting to mainstream resources to obtain welfare and other benefits, and provide basic needs such as food and clothing. In addition to our shelter program, we also operate a community-based program designed to provide services to individuals who are no longer in need of emergency shelter, but need support due to layers of trauma. In the last fiscal year, we opened a new safehouse known as "Nora's House" on our shelter complex which increased our bed capacity from 36 to 52 beds.

The funding that we are requesting will be used to provide emergency shelter and therapeutic services to survivors in the underserved rural community of Smithfield. Due to rising prices resulting from inflation and a lack of affordable housing, most families are staying in shelter for an average of 90-150 days. This length of shelter stay has significantly increased from our 60 day average pre-pandemic length. Even when a client finds an available unit, the unit costs well beyond what they can financially afford and sustain. Because of this, when our shelter is at capacity, we place victims and their families in local motels. The prices of these hotels have nearly doubled what they were prior to the pandemic and continue to increase. High food costs are also creating a

Creating a safe and supportive environment for victims of abuse!

The Genieve Shelter, P.O. Box 1585, Suffolk VA. 23434, 757 925-4365



financial burden for clients, many of whom rely on SNAP benefits to feed themselves and their families. At the end of the month, many of our clients have run out of these funds and require assistance from the agency to provide food for their families. High hotel and food costs have created an unforeseen financial burden on the agency and only continue to be exacerbated by the tumultuous economy.

Additionally, our communities are experiencing increased violence. As a result, more victims and their children are seeking our services. Unfortunately, there is a lack of programs and resources specifically tailored to domestic violence victims in our area. Experts have found that children who have experienced violence are at a greater risk of ending up in an abusive relationship and/or repeating the cycle of violence. By providing mental health services to survivors, we can help prevent the cycle of violence from continuing by providing victims and their children with the skills they need to cope, heal, and effectively communicate about their past traumatic experiences. Funds from this request will also help cover the cost of individual and group counseling for survivors and their children.

We want to thank you for your continued support of our agency over the years. With the help of the Town of Smithfield, we could lighten our agency's financial burden and continue to provide life-saving services to survivors in Smithfield. Our goal is to ensure survivors have the necessary services they need to break the cycle of abuse for themselves and their children. In such tight economic times, we are truly appreciative of your consideration of this request. Should you have any questions regarding this request, please do not hesitate to email me at [marleisam@thegenieveshelter.org](mailto:marleisam@thegenieveshelter.org) or call at (757) 925-4365 or (757) 714-1255.

Sincerely,

*Marleisa Montgomery*

Marleisa Montgomery  
Executive Director

Creating a safe and supportive environment for victims of abuse!

The Genieve Shelter, P.O. Box 1585, Suffolk VA. 23434, 757 925-4365



## TOWN COUNCIL COMMITTEES REPORT

**ITEM:** February Financial Statements

**FROM:** Laura Ross, Treasurer

**ATTACHMENTS:**

Description	Type	Upload Date
February Financial Statements	Activity Report	3/19/2025
Graph Data - Revenue / Expense	Activity Report	3/19/2025
Total Debt - February 2025	Activity Report	3/19/2025

Town of Smithfield  
Financial Statements  
as of February 28, 2025  
FY 24-25



**TOWN OF SMITHFIELD**  
**FY 2025 ADOPTED BUDGET SUMMARY GENERAL FUND**  
**Preliminary**

<b>REVENUES</b>	<b>FY 2024-25</b>	<b>Budget Transfers</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Department	<b>Budget</b>	<b>&amp; Rollovers</b>	<b>2/28/2025</b>	<b>to Actual</b>	<b>%</b>
Real Property Taxes	3,918,280.00	-	1,207,134.30	2,711,145.70	30.81%
Other Local Taxes	4,872,700.00	-	2,570,237.13	2,302,462.87	52.75%
Licenses, permits, & fees	371,500.00	-	131,491.76	240,008.24	35.39%
Fines & Costs	50,000.00	-	26,306.40	23,693.60	52.61%
From Use of Money & Property	902,400.00	-	779,709.69	122,690.31	86.40%
Miscellaneous Revenues	130,000.00	-	238,180.23	(108,180.23)	183.22%
Governmental Virginia	649,169.00	-	554,328.11	94,840.89	85.39%
Governmental Federal	153,000.00	3,636,509.08	2,290,154.08	1,499,355.00	60.43%
Other financing sources	175,000.00	-	-	175,000.00	0.00%
Appropriated from Reserves	-	-	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>11,222,049.00</b>	<b>3,636,509.08</b>	<b>7,797,541.70</b>	<b>7,061,016.38</b>	<b>52.48%</b>

<b>EXPENSES</b>	<b>FY 2024-25</b>	<b>Budget Transfers</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Department	<b>Budget</b>	<b>&amp; Rollovers</b>	<b>2/28/2025</b>	<b>to Actual</b>	<b>%</b>
Town Council	212,425.00	19,993.03	143,993.74	88,424.29	61.95%
Town Manager	799,835.00	198,471.50	494,158.18	504,148.32	49.50%
Treasurer	880,428.00	292,571.43	637,298.28	535,701.15	54.33%
Public Safety	4,184,628.00	1,127,514.42	2,645,022.35	2,667,120.07	49.79%
Parks & Recreation	2,466,162.00	1,652,875.33	1,851,910.75	2,267,126.58	44.96%
Museum	274,511.00	-	186,730.68	87,780.32	68.02%
Community Development & Planning	1,004,981.00	121,615.37	318,750.29	807,846.08	28.29%
Public Works	1,025,687.00	96,037.61	413,700.37	708,024.24	36.88%
Public Buildings	455,877.00	16,105.02	222,635.65	249,346.37	47.17%
Contributions	67,024.00	-	53,874.00	13,150.00	80.38%
Non-Departmental	80,000.00	-	3,615.00	76,385.00	4.52%
Debt Service	467,281.00	-	272,039.38	195,241.62	58.22%
Contingency	-	-	-	-	0.00%
<b>TOTAL EXPENSES</b>	<b>11,918,839.00</b>	<b>3,525,183.71</b>	<b>7,243,728.67</b>	<b>8,200,294.04</b>	<b>46.90%</b>

<b>NET INCOME/(LOSS)</b>	<b>(696,790.00)</b>	<b>111,325.37</b>	<b>553,813.03</b>	<b>-</b>	<b>-</b>
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**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND REVENUE SUMMARY**  
Preliminary

MUNIS ACCT #	FY 2024-25 Approved Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
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**GENERAL GOVERNMENT REVENUES**

**REAL PROPERTY TAXES**

Real Estate - Current	03-100-311010-0000-30001	2,524,950.00		48,097.98	1	2,476,852.02	1.90%
Real Estate - Current Tax Relief for the Elderly/Veterans	03-100-311010-0000-30001	85,000.00		-	1	85,000.00	0.00%
Real Estate - Delinquent	03-100-311010-0000-30002	25,000.00		(8,995.09)	1	33,995.09	-35.98%
Public Service-Real Estate Current	03-100-311020-0000-30001	43,000.00		43,209.11		(209.11)	100.49%
Public Service-Personal Property Current	03-100-311020-0000-30001	130.00		83.87		46.13	64.52%
Personal Property - Current	03-100-311030-0000-30001	1,162,200.00		1,030,845.54	2	131,354.46	88.70%
Personal Property - Delinquent	03-100-311030-0000-30002	25,000.00		58,178.59	2	(33,178.59)	232.71%
Penalty	03-100-311060-0000-30005	38,000.00		26,134.77		11,865.23	68.78%
Interest	03-100-311060-0000-30006	15,000.00		9,709.04		5,290.96	64.73%
Miscellaneous Receipts Over-Short	03-100-311060-0000-30007	-		(129.51)		129.51	0.00%
<b>Total Real Property Taxes</b>		3,918,280.00		1,207,134.30		2,711,145.70	30.81%

**OTHER LOCAL TAXES**

Sales Tax	03-100-312010-0000-30009	700,000.00		340,687.56	3	359,312.44	48.67%
Utility Tax	03-100-312020-0000-31201	200,000.00		122,357.42	4	77,642.58	61.18%
Consumption Tax	03-100-312020-0000-31202	50,000.00		24,627.02	4	25,372.98	49.25%
Business Licenses	03-100-312030-0000-31208	515,000.00		111,170.20	5	403,829.80	21.59%
Business Licenses Penalty	03-100-312030-0000-31209	5,000.00		3,877.94		1,122.06	77.56%
Business Licenses Interest	03-100-312030-0000-31210	1,000.00		1,318.39		(318.39)	131.84%
Peg Channel Capital Fee	03-100-312040-0000-30054	1,700.00		949.30		750.70	55.84%
Bank Franchise Tax	03-100-312040-0000-31203	150,000.00		-	6	150,000.00	0.00%
Vehicle License	03-100-312050-0000-32020	245,000.00		237,216.09	7	7,783.91	96.82%
Cigarette Tax	03-100-312080-0000-31204	200,000.00		112,800.00	8	87,200.00	56.40%
Transient Occupancy Tax	03-100-312101-0000-31205	325,000.00		164,089.81	9	160,910.19	50.49%
Meals Tax-4.25%	03-100-312110-0000-31211	1,700,000.00		986,899.91	10	713,100.09	58.05%
Meals Tax-2%	03-100-312110-0000-31212	780,000.00		464,243.49	10	315,756.51	59.52%
<b>Total Other Local Taxes</b>		4,872,700.00		2,570,237.13		2,302,462.87	52.75%

<b>TOTAL LOCAL TAX REVENUE</b>		8,790,980.00		3,777,371.43		5,013,608.57	42.97%
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**PERMITS, FEES & LICENSES**

Permits & Other Licenses	03-100-313030-0000-30018-multiple accts	45,000.00		23,659.90	11	21,340.10	52.58%
Inspection Fees/Reinspection Fees-Subdivision	03-100-313030-0000-30030/30039	70,000.00		54,039.60	12	15,960.40	77.20%
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	12,000.00		9,900.00		2,100.00	82.50%
Refuse Collection Fee	03-100-313030-0000-30038	240,000.00		33,942.26	13	206,057.74	14.14%
WC Dog Park Registration Fees	03-100-313030-0000-30043	-		-		-	0.00%
Consultant Review Fees	03-100-313030-0000-30028	4,500.00		9,950.00	14	(5,450.00)	221.11%
<b>Total Permits, Fees &amp; Licenses</b>		371,500.00		131,491.76		240,008.24	35.39%

**FINES & FORFEITURES**

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND REVENUE SUMMARY**  
Preliminary

	MUNIS ACCT #	FY 2024-25 Approved Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>GENERAL GOVERNMENT REVENUES</b>							
Fines & Costs	03-100-314010-0000-30055, 30058	50,000.00		26,306.40	15	23,693.60	52.61%
<b>Total Fines &amp; Forfeitures</b>		50,000.00		26,306.40		23,693.60	52.61%

**REVENUE FROM USE OF MONEY & PROPERTY**

General Fund Interest	03-100-315010-0000-31501	490,600.00		520,851.04	16	(30,251.04)	106.17%
Rentals	03-100-315020-0000-30110	65,000.00		40,809.40	17	24,190.60	62.78%
Smithfield Center Rentals	03-100-315020-0000-30111	190,000.00		98,532.11	17	91,467.89	51.86%
Windsor Castle Revenue (includes Manor House, Park Impa	03-100-315020-0000-30119	75,000.00		44,561.93	17	30,438.07	59.42%
Sports Complex Rentals	03-100-315020-0000-30120	33,000.00		27,012.50	17	5,987.50	81.86%
Kayak Rentals	03-100-315020-0000-30015	7,500.00		-	18	7,500.00	0.00%
Special Events	03-100-315020-0000-30013, 30014	20,000.00		31,420.00		(11,420.00)	157.10%
Fingerprinting Fees	03-100-318990-0000-30048	200.00		240.00		(40.00)	120.00%
Grass Cutting Reimbursement	03-100-318990-0000-30053	-		-		-	0.00%
Museum Admissions	03-100-315020-0000-30115	8,000.00		6,001.00	19	1,999.00	75.01%
Museum Gift Shop Sales	03-100-318990-0000-30016	12,000.00		8,972.71	19	3,027.29	74.77%
Museum Programs/Lecture Fees	03-100-318990-0000-30017	600.00		809.00	19	(209.00)	134.83%
Lease of Land	03-100-315020-0000-30017	500.00		500.00		-	100.00%
<b>Total Revenue from use of money and property</b>		902,400.00		779,709.69		122,690.31	86.40%

**MISCELLANEOUS**

Other Revenue	03-100-318990-0000-31105, Multiple	4,000.00		7,449.67	20	(3,449.67)	186.24%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	4,000.00		3,648.33		351.67	91.21%
Public Safety Contribution	03-100-318990-0000-31622	-		960.00		(960.00)	0.00%
Contributions - Historic Smfd	03-100-318990-0000-31624	-		25,000.00		(25,000.00)	0.00%
Windsor Castle	03-100-318990-0000-31626	-				-	0.00%
Contributions-Museum	03-100-318990-0000-31632	92,000.00		98,656.12		(6,656.12)	107.23%
Contributions-Public Ball Fields	03-100-318990-0000-31635	30,000.00		30,000.00		-	100.00%
Contributions ST Stage	03-100-318990-0000-31636	-				-	0.00%
Luter Town Improvements Donation	03-100-318990-0000-31637						0.00%
Windsor Castle T-Mobile Grant	03-100-318990-0000-34026	-				-	0.00%
Insurance Recoveries	03-100-341010-0000-31599, 31603	-		4,554.11	21	(4,554.11)	0.00%
Sale of Land	03-100-341020-0000-31404	-		67,912.00	22	(67,912.00)	0.00%
Sale of Equipment/Buildings	03-100-341020-0000-31405	-			23	-	0.00%
<b>Total Miscellaneous Revenue</b>		130,000.00		238,180.23		(108,180.23)	183.22%

**REVENUE FROM THE COMMONWEALTH**

Law Enforcement	03-100-322010-0000-34011	205,810.00		161,385.00	24	44,425.00	78.41%
Litter Control Grant	03-100-322010-0000-34010	3,300.00		6,171.00		(2,871.00)	187.00%
Asset Forfeiture	03-100-322010-0000-34007	-	-	-		-	0.00%
Communications Tax	03-100-322010-0000-34008	150,000.00		77,696.04	25	72,303.96	51.80%
Rolling Stock	03-100-322010-0000-34001	45.00		16.52		28.48	36.71%
Rental Tax	03-100-322010-0000-34002	6,300.00		7,324.25		(1,024.25)	116.26%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND REVENUE SUMMARY**  
Preliminary

	MUNIS ACCT #	FY 2024-25 Approved Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>GENERAL GOVERNMENT REVENUES</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		43,731.00		(5,312.00)	113.83%
Police Block Grants (HEAT Grant)	03-100-322010-0000-34018	-		6,000.00		(6,000.00)	0.00%
DCJS ARPA Reimbursable Grant	03-100-322010-0000-34018					-	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			294.27		(294.27)	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		-	100.00%
Urban Fund Projects				6,415.14			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 Analys	03-100-322010-0000-34020	-				-	0.00%
<b>Total State Revenue</b>		649,169.00		554,328.11		101,256.03	85.39%
<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	-	3,636,509.08	2,290,154.08		1,346,355.00	62.98%
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 Analys	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	3,636,509.08	2,290,154.08	27	1,499,355.00	60.43%
<b>OTHER FINANCING SOURCES</b>							
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	175,000.00				175,000.00	0.00%
(Enterprise Vehicle Leasing)							
<b>Total Other Financing Sources</b>		175,000.00		-		175,000.00	0.00%
<b>APPROPRIATED FROM RESERVES</b>							
		\$ -	\$ -	\$ -		-	0.00%
<b>TOTAL GENERAL FUND REVENUES</b>		11,222,049.00	3,636,509.08	7,797,541.70		7,067,431.52	52.48%



<b>GENERAL FUND NOTES AS OF FEBRUARY 28, 2025</b>		
<b>Revenues</b>		
1	<u>Current/Delinquent Real Estate Tax</u>	Real Estate Taxes will be due in June 2025. In the prior year, they were due in installments
2	<u>Current/Delinquent PP Tax</u>	Collections this year are 66,744 higher than for the same period in the prior year. Delinquent PP Bills will go out in March.
3	<u>Sales Tax</u>	IOW has been behind in sending their payments. We just received a payment in March for 75,131.86 this is for the sales month of November 2024. There is always a lag since the payments to to the state, then back to the IOW then to us.
4	<u>Consumption/Utility Taxes</u>	10,987 lower than prior year for both Utility and Consumption taxes. This is comprised of Columbia Gas and Dominion Energy.
5	<u>Business licenses</u>	Due in April
6	<u>Bank Franchise Taxes</u>	Due June 2025
7	<u>Vehicle licenses</u>	Billed with personal property taxes and due in December 2024. 23,807 higher than the same period in the prior year.
8	<u>Cigarette Taxes</u>	We had a large sale of tax stamps 14,100 in Dec.
9	<u>Transient Occupancy</u>	2,701 lower than prior year at the same period The majority comes from Smithfield Station 83,746 and Hampton Inn 143,911
10	<u>Meals Tax</u>	364,905 higher than the prior year at the same period. Largest Remitters to date: 183,661 was McDonald's, 184,638 from Smithfield Station and 95,340 from Cockeyed Rooster.
11	<u>Permits &amp; Fees</u>	16,990 less than prior year same period. 11,040 of the total collected to date is zoning permits
12	<u>Inspection fees</u>	71,687 lower than prior year same period
13	<u>Refuse Collection Fees</u>	Lower than prior year, since we are billing annually. This is collected with RE Tax.
14	<u>Review Fees</u>	Majority of this is Napolitano Home for Mallory Phase B 9,650
15	<u>Fines &amp; Costs</u>	10,300 lower than prior year same period

<b>GENERAL FUND NOTES AS OF FEBRUARY 28, 2025</b>		
16	<u>General Fund interest</u>	42,385 interest during the February period. Total GF Interest for the FY to date is 520,851 or 106% of budgeted amount.
17	<u>Parks &amp; Rec Rentals</u>	28,959 lower than prior year
18	<u>Kayak Rentals</u>	
19	<u>Museum revenues</u>	Gift shop revenue is lower by 3,454 compared to prior year, mostly from sales.
20	<u>Other Revenue</u>	Returned check charges, refunds on commercial loans, checks voided
21	<u>Insurance Recoveries</u>	Less this year compared to prior year of 37,382
22	<u>Sale of Land</u>	Pinewood heights remaining lots
23	<u>Sales of Equipment/Buildings</u>	
24	<u>Revenues from the State-Law Enforcement</u>	57,513 than prior year do to 599 funds.
25	<u>Communications Tax</u>	Tracking to prior year same time
26	<u>PPTRA State Revenue</u>	Same each year
27	<u>Total Federal Revenue</u>	per Oct 2024 ARPA Obligations Appropriation Resolution (GF plus \$9,845.92 to Utilities fund 006 Water Dept totals amount of resolution on \$3,646,355)
<b><u>Expenses</u></b>		
29	<u>Salaries/fica</u>	Per resolution dated October 28, 2024 2,290,154 of salary expense will be ARPA through 12/31/24. See line:
		"ARPA Payroll" on each expense sheet.
30	<u>Insurance</u>	



<b><u>GENERAL FUND NOTES AS OF FEBRUARY 28, 2025</u></b>		
40	Computer & Technology expenses	Projector and projector upgrades of 35,168 this year
41	Advertising-SC	None spent this year
42	Repairs & Maintenance	8,096 more this year than prior. A Heat Exchanger 13,528 and Flooring 17,269 were primarily where this was.
43	ARPA	
	<b><u>WINDSOR CASTLE PARK</u></b>	
44	Equipment Expense	Higher than prior year due to: \$34,311 John Deere Tractor/Gator and Hustler Super Z \$14,254
45	ARPA	
47	Repairs & Maintenance	5,700 for pine trees
	<b><u>WINDSOR CASTLE MANOR HOUSE</u></b>	
46	Contracted Services	8,125 more this year than prior
47	Repairs & Maintenance	6,980 less than prior year
	<b><u>LUTER SPORTS COMPLEX</u></b>	
30	Insurance	
	<b><u>MISCELLANEOUS-PARKS &amp; REC</u></b>	
49	Clontz Park	\$1,535 more than prior year
50	Clontz Park ARPA	
51	Fireworks	Paid in full vs. installments. Total is higher than prior year.
	<b><u>MUSEUM</u></b>	
31	Dues & Subscriptions	Slightly lower than prior year
52	Gift Shop Expenses	In line with prior year
	<b><u>COMMUNITY DEVELOPMENT OTHER</u></b>	



<b>GENERAL FUND NOTES AS OF FEBRUARY 28, 2025</b>		
53	Hampton Roads Planning District Commission	In line with prior year same period. This is for regional water program. We pay quarterly.
	<b><u>PUBLIC WORKS</u></b>	
54	Repairs & Maintenance	Significantly less than prior year. Dave's service center.
55	<b><u>ARPA Expenses</u></b>	
	<b><u>Public Buildings</u></b>	
56	Computer & Technology	1,709 more than prior year same period
57	ARPA	

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**TOWN COUNCIL**

Preliminary

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Salaries and Wages	04-100-411010-0000-41100	44,000.00		7,305.00	29	36,695.00	16.60%
Fica & Medicare Benefits	04-100-411010-0000-42100	3,425.00		566.17	29	2,858.83	16.53%
ARPA Payroll	04-100-411010-0000-46023	-	19,993.03	19,993.03	29	-	100.00%
Legal Fees	04-100-411010-0000-43150	50,000.00		24,486.85		25,513.15	48.97%
Update Town Charter & Code	04-100-411010-0000-43151	4,500.00		2,839.94		1,660.06	63.11%
Professional Services	04-100-411010-0000-43152	5,000.00		1,250.00	32	3,750.00	25.00%
Public Defender Fees	04-100-411010-0000-43153	4,500.00		758.00		3,742.00	16.84%
Election Expense	04-100-411010-0000-43170	2,000.00		-		2,000.00	0.00%
Maintenance contracts	04-100-411010-0000-43320	4,500.00		3,461.91		1,038.09	76.93%
Annual Christmas Parade	04-100-411010-0000-43351	-				-	0.00%
Advertising	04-100-411010-0000-43600	30,000.00		16,881.19		13,118.81	56.27%
Communications	04-100-411010-0000-45200	-		-		-	0.00%
Insurance	04-100-411010-0000-45300	24,000.00		8,598.79	30	15,401.21	35.83%
Travel & Training	04-100-411010-0000-45500	10,000.00		7,561.61		2,438.39	75.62%
Council Approved Items	04-100-411010-0000-45804	5,000.00		25,210.27		(20,210.27)	504.21%
Subscriptions/Memberships	04-100-411010-0000-45810	7,500.00		8,502.00	31	(1,002.00)	113.36%
Records Management maint & upgrades	04-100-411010-0000-45811	8,000.00		6,116.57		1,883.43	76.46%
Bank Charges	04-100-411010-0000-45813	-		5,434.58		(5,434.58)	0.00%
Supplies	04-100-411010-0000-46001	10,000.00		5,027.83		4,972.17	50.28%
ARPA Expenses	04-100-411010-0000-46019	-				-	0.00%
<b>Total Town Council</b>		212,425.00	19,993.03	143,993.74		88,424.29	61.95%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**TOWN MANAGER**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Salaries and Wages	04-100-412010-0000-41100	317,250.00		60,223.63	29	257,026.37	18.98%
Salaries-PT	04-100-412010-0000-41110	44,142.00		4,318.05	29	39,823.95	9.78%
Salaries-OT	04-100-412010-0000-41120, 41115	3,000.00		123.80	29	2,876.20	4.13%
Fica & Medicare Benefits	04-100-412010-0000-42100	28,912.00		4,508.08	29	24,403.92	15.59%
VSRS	04-100-412010-0000-42200	31,216.00		19,358.89		11,857.11	62.02%
Disability	04-100-412010-0000-42210	490.00		344.60		145.40	70.33%
Health & Other	04-100-412010-0000-42300	61,506.00		9,462.44		52,043.56	15.38%
Pre-Employment Test	04-100-412010-0000-42435	5,000.00		3,280.98		1,719.02	65.62%
Employee Recognition	04-100-412010-0000-42440	10,000.00		5,600.39		4,399.61	56.00%
Wellness Initiatives	04-100-412010-0000-42460	8,237.00		130.00		8,107.00	1.58%
ARPA Payroll	04-100-412010-0000-46023		198,471.50	198,471.50	29	-	100.00%
Professional Services	04-100-412010-0000-43152	78,000.00		11,625.00		66,375.00	14.90%
Maintenance Contracts	04-100-412010-0000-43320	3,000.00		4,635.24		(1,635.24)	154.51%
Communications	04-100-412010-0000-45200	8,000.00		5,349.15		2,650.85	66.86%
Insurance	04-100-412010-0000-45300	3,130.00		1,451.37	30	1,678.63	46.37%
Travel & Training	04-100-412010-0000-45500	12,000.00		4,310.06		7,689.94	35.92%
Other	04-100-412010-0000-45804	1,000.00		825.58		174.42	82.56%
Dues & Subscriptions	04-100-412010-0000-45810	4,000.00		3,868.13	31	131.87	96.70%
Supplies	04-100-412010-0000-46001	4,500.00		1,369.85		3,130.15	30.44%
Computer & technology expenses	04-100-412010-0000-46005	5,000.00		4,371.57	33	628.43	87.43%
Fuel Expense	04-100-412010-0000-46008	200.00				200.00	0.00%
Auto Expense	04-100-412010-0000-46009	300.00				300.00	0.00%
Shared Services-IT	04-100-412010-0000-46020	81,000.00		81,000.00		-	100.00%
Contingency	04-100-412010-0000-46021	34,952.00		900.00		34,052.00	2.57%
Strategic Planning Initiatives		50,000.00		68,629.87		(18,629.87)	137.26%
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>799,835.00</b>	<b>198,471.50</b>	<b>494,158.18</b>		<b>504,148.32</b>	<b>49.50%</b>

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**TREASURER**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Salaries and Wages	04-100-412410-0000-41100	462,067.00		99,808.02	29	362,258.98	21.60%
Salaries-OT	04-100-412410-0000-41120, 41115	8,360.00		792.04	29	7,567.96	9.47%
Fica & Medicare Benefits	04-100-412410-0000-42100	37,635.00		7,492.45	29	30,142.55	19.91%
VSRS	04-100-412410-0000-42200	46,857.00		31,139.64		15,717.36	66.46%
Disability	04-100-412410-0000-42210	555.00		689.10		(134.10)	124.16%
Health	04-100-412410-0000-42300	59,150.00		12,752.94	29	46,397.06	21.56%
ARPA Payroll	04-100-412410-0000-46023	-	292,571.43	292,571.43	29	-	100.00%
Audit	04-100-412410-0000-43120	39,000.00		21,100.00		17,900.00	54.10%
Service contracts	04-100-412410-0000-43320	125,000.00		61,728.99	34	63,271.01	49.38%
Data Processing	04-100-412410-0000-44100	42,000.00	(5,000.00)	26,575.19		10,424.81	71.82%
Communications	04-100-412410-0000-45200	11,000.00		5,843.77		5,156.23	53.13%
Insurance	04-100-412410-0000-45300	2,804.00		2,053.35	30	750.65	73.23%
Travel & Training	04-100-412410-0000-45500	12,000.00		4,009.06		7,990.94	33.41%
Other	04-100-412410-0000-45804	500.00		90.00		410.00	18.00%
Dues & Subscriptions	04-100-412410-0000-45810	1,500.00		1,747.64	31	(247.64)	116.51%
Bank Charges	04-100-412410-0000-45813	800.00			35	800.00	0.00%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,600.00		3,407.40		192.60	94.65%
Supplies	04-100-412410-0000-46001	21,000.00		17,578.56		3,421.44	83.71%
Credit Card Processing	04-100-412410-0000-46002	800.00		3,448.72		(2,648.72)	431.09%
Computer & technology expenses	04-100-412410-0000-46005	5,800.00	5,000.00	9,204.86		1,595.14	85.23%
ARPA Expenses	04-100-412410-0000-46019	-				-	0.00%
Capital Outlay	04-100-412410-0000-48100	-		35,265.12		(35,265.12)	0.00%
<b>Total Treasurer</b>		880,428.00	292,571.43	637,298.28		535,701.15	54.33%



**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**PUBLIC SAFETY**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>POLICE DEPARTMENT</b>							
Salaries and Wages	04-100-431100-0000-41100	1,764,269.00		305,384.05	29	1,458,884.95	17.31%
Salaries - Reg OT	04-100-431100-0000-41115	-		9,617.98	29	(9,617.98)	0.00%
Salaries OT	04-100-431100-0000-41120	298,076.00		66,001.34	29	232,074.66	22.14%
Salaries-Selective Enforcement	04-100-431100-0000-41130	19,500.00		-	29	19,500.00	0.00%
Salaries - TDO and ECO	04-100-431100-0000-41135	-		1,014.00		(1,014.00)	0.00%
Salaries-Special Events	04-100-431100-0000-41140	17,792.00		36,471.61		(18,679.61)	204.99%
FTO/Shift Differential	04-100-431100-0000-41150	14,000.00		1,553.75	29	12,446.25	11.10%
Fica & Medicare Benefits	04-100-431100-0000-42100	168,159.00		28,678.08	29	139,480.92	17.05%
VSRS	04-100-431100-0000-42200	178,760.00		91,425.12		87,334.88	51.14%
Disability	04-100-431100-0000-42210	350.00		231.81		118.19	66.23%
Health Insurance	04-100-431100-0000-42300	341,353.00		46,621.07	29	294,731.93	13.66%
ARPA Payroll	04-100-431100-0000-46023		1,127,514.42	1,127,514.42	29	-	100.00%
Ins. - LODA	04-100-431100-0000-42410	16,650.00		22,330.00	36	(5,680.00)	134.11%
Professional Services	04-100-431100-0000-43152	8,000.00		2,336.03		5,663.97	29.20%
Service Contracts	04-100-431100-0000-43320	150,000.00	-	70,899.86		79,100.14	47.27%
Community Outreach	04-100-431100-0000-43352	6,000.00		3,045.32		2,954.68	50.76%
Investigation expenses	04-100-431100-0000-44641	7,000.00		3,452.91		3,547.09	49.33%
HEAT Grant Expenses	04-100-431100-0000-45037	-		1,742.92		(1,742.92)	0.00%
Communications	04-100-431100-0000-45200	50,000.00		21,910.42		28,089.58	43.82%
Insurance	04-100-431100-0000-45300	63,200.00		71,051.76	30	(7,851.76)	112.42%
Travel & Training	04-100-431100-0000-45500	38,000.00		19,751.83		18,248.17	51.98%
Accreditation	04-100-431100-0000-45521	-	-	-		-	0.00%
Asset Forfeiture Expenses	04-100-431100-0000-45640	-		-		-	0.00%
Other	04-100-431100-0000-45804	1,800.00		1,300.95		499.05	72.28%
Dues & Subscriptions	04-100-431100-0000-45810	45,600.00		8,441.81	31	37,158.19	18.51%
Materials & Supplies	04-100-431100-0000-46001	25,000.00		19,062.97		5,937.03	76.25%
Credit Card Process	04-100-431100-0000-46002	-	-	22.25		(22.25)	0.00%
Computer & Technology Expenses	04-100-431100-0000-46005	19,000.00		14,037.01	37	4,962.99	73.88%
Equipment	04-100-431100-0000-46006	227,200.00		135,110.76		92,089.24	59.47%
Gas	04-100-431100-0000-46008	45,000.00		35,771.49		9,228.51	79.49%
Vehicle Maintenance	04-100-431100-0000-46009	30,000.00		17,120.65		12,879.35	57.07%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**PUBLIC SAFETY**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00		440.00	38	1,560.00	22.00%
Uniforms	04-100-431100-0000-46011	31,500.00		12,381.89		19,118.11	39.31%
Tires	04-100-431100-0000-46016	9,000.00		5,114.40		3,885.60	56.83%
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	175,000.00		31,154.92		143,845.08	17.80%
Total Police Department		3,752,209.00	1,127,514.42	2,210,993.38		2,668,730.04	45.31%

**FIRE DEPARTMENT**

State Pass Thru	04-100-432100-0000-45623	38,419.00		-		38,419.00	0.00%
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>		72,419.00	-	34,000.00		38,419.00	46.95%

**E911 DISPATCH**

E911 Dispatch shared services	04-100-432300-0000-45614	360,000.00		400,028.97		(40,028.97)	111.12%
Total E911 Dispatch		360,000.00	-	400,028.97		(40,028.97)	111.12%

Total Public Safety		4,184,628.00	1,127,514.42	2,645,022.35		1,539,605.65	49.79%
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**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**PARKS & RECREATION**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b><u>Parks &amp; Recreation</u></b>							
Salaries and Wages	04-100-471100-0000-41100	500,175.00		86,051.00	29	414,124.00	17.20%
Salaries-PT	04-100-471100-0000-41110	87,271.00		11,540.92	29	75,730.08	13.22%
Salaries-OT	04-100-471100-0000-41120, 41115	22,894.00		687.00	29	22,207.00	3.00%
Fica & Medicare Benefits	04-100-471100-0000-42100	48,828.00		7,219.98	29	41,608.02	14.79%
VSRS	04-100-471100-0000-42200	49,639.00		26,822.03		22,816.97	54.03%
Disability	04-100-471100-0000-42210	930.00		462.58		467.42	49.74%
Health	04-100-471100-0000-42300	96,757.00		15,990.82	29	80,766.18	16.53%
ARPA Payroll	04-100-471100-0000-46023	-	306,520.33	306,520.33	29	-	100.00%
Contracted Services	04-100-471100-0000-43300	20,000.00		13,664.22		6,335.78	68.32%
Advertising	04-100-471100-0000-43600	35,000.00		19,928.30		15,071.70	56.94%
Communications	04-100-471100-0000-45200	7,000.00		2,827.38		4,172.62	40.39%
Insurance	04-100-471100-0000-45300	6,280.00		15,696.21	30	(9,416.21)	249.94%
Travel & Training	04-100-471100-0000-45500	3,000.00		717.69		2,282.31	23.92%
Other	04-100-471100-0000-45804	600.00		247.03		352.97	41.17%
Dues & Subscriptions	04-100-471100-0000-45810	8,000.00		4,915.64	31	3,084.36	61.45%
Office Supplies	04-100-471100-0000-46001	-	4,500.00	1,728.93		2,771.07	38.42%
Credit card processing expense	04-100-471100-0000-46002	5,000.00		2,826.42	39	2,173.58	56.53%
Computer & technology expenses	04-100-471100-0000-46005	-		1,034.75	40	(1,034.75)	0.00%
Fuel	04-100-471100-0000-46008	9,000.00		4,754.37		4,245.63	52.83%
Uniforms	04-100-471100-0000-46011	3,000.00		2,355.70		644.30	78.52%
Vehicle Maintenance	04-100-471100-0000-46009	-		408.35		(408.35)	0.00%
ARPA Fund Capital	04-100-471100-0000-48102	696,790.00		491,503.96		205,286.04	70.54%
Capital Outlay	04-100-471100-0000-48100	-				-	0.00%
Total Parks & Recreation		1,600,164.00	311,020.33	1,017,903.61		893,280.72	53.26%

**Smithfield Center**

Retail Sales & Use Tax	04-100-412100-0000-43100	400.00		120.98		279.02	30.25%
Contracted Services	04-100-412100-0000-43300, 43320	21,000.00		15,846.95		5,153.05	75.46%
Advertising	04-100-412100-0000-43600	-		-	41	-	0.00%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**PARKS & RECREATION**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Kitchen Supplies	04-100-412100-0000-44000	3,000.00		-		3,000.00	0.00%
Food Service & Beverage Supplies	04-100-412100-0000-44001	5,000.00		2,524.17		2,475.83	50.48%
AV Supplies	04-100-412100-0000-44002	-				-	0.00%
Utilities	04-100-412100-0000-45100	22,000.00		24,751.43		(2,751.43)	112.51%
Communications	04-100-412100-0000-45200	8,500.00		6,286.86		2,213.14	73.96%
Insurance	04-100-412100-0000-45300	6,680.00		7,073.19	30	(393.19)	105.89%
Refund event deposits	04-100-412100-0000-45899	4,000.00		1,800.00		2,200.00	45.00%
Office Supplies/Other Supplies	04-100-412100-0000-46001	-				-	0.00%
Computer & technology expenses	04-100-412100-0000-46005	35,000.00		36,784.44	40	(1,784.44)	105.10%
Equipment	04-100-412100-0000-46006	60,000.00	(4,500.00)	179.99		55,320.01	0.32%
Repairs & Maintenance	04-100-412100-0000-46007	90,000.00		76,153.74	42	13,846.26	84.62%
ARPA Expenses	04-100-412100-0000-46019	-			43	-	0.00%
Capital Outlay	04-100-412100-0000-48100	-		-		-	0.00%
<b>Total Smithfield Center</b>		<b>255,580.00</b>	<b>(4,500.00)</b>	<b>171,521.75</b>		<b>79,558.25</b>	<b>68.31%</b>

**Windsor Castle Park**

Contracted Services	04-100-471210-0000-43300	10,000.00	16,034.00	7,491.92	46	18,542.08	28.78%
Utilities	04-100-471210-0000-45100	750.00		424.15		325.85	56.55%
Insurance	04-100-471210-0000-45300	11,088.00		758.82	30	10,329.18	6.84%
Equipment Expense	04-100-471210-0000-46006	45,000.00	3,466.00	48,465.88	44	0.12	100.00%
Repairs & Maintenance	04-100-471210-0000-46007	50,000.00	(19,500.00)	27,872.77	47	2,627.23	91.39%
ARPA Capital	04-100-471210-0000-48102	-	817,516.00	-	45	817,516.00	0.00%
Capital Outlay	04-100-471210-0000-48100	290,260.00		293,279.74		(3,019.74)	101.04%
<b>Total Windsor Castle Park</b>		<b>407,098.00</b>	<b>817,516.00</b>	<b>378,293.28</b>		<b>846,320.72</b>	<b>30.89%</b>

**Windsor Castle Manor House**

Contracted Services	04-100-471220-0000-43300, 20	8,000.00		13,464.45	46	(5,464.45)	168.31%
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		4,771.98		1,228.02	79.53%
Communications	04-100-471220-0000-45200	2,500.00		1,979.82		520.18	79.19%
Insurance	04-100-471220-0000-45300	6,020.00		5,101.86	30	918.14	84.75%



**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**PARKS & RECREATION**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Refund event deposits	04-100-471220-0000-45899	4,000.00		-		4,000.00	0.00%
Office Supplies/Other Supplies	04-100-471220-0000-46001	-				-	0.00%
Computer & Technology	04-100-471220-0000-46005	100.00				100.00	0.00%
Repairs & maintenance	04-100-471220-0000-46007	25,000.00		4,148.36	47	20,851.64	16.59%
ARPA	04-100-471220-0000-46019	-				-	0.00%
Total Windsor Castle Manor House		51,620.00	-	29,466.47		22,153.53	57.08%

**Luter Sports Complex**

Contracted Services	04-100-471300-0000-43300	8,400.00		7,330.74		1,069.26	87.27%
Utilities	04-100-471300-0000-45100	11,500.00		9,359.86		2,140.14	81.39%
Communications	04-100-471300-0000-45200	1,800.00		1,349.82		450.18	74.99%
Insurance	04-100-471300-0000-45300	10,500.00		718.56	30	9,781.44	6.84%
Office Supplies/Other Supplies	04-100-471300-0000-46001	-				-	0.00%
Repairs & Maintenance	04-100-471300-0000-46007	65,000.00		20,803.92		44,196.08	32.01%
ARPA Capital	04-100-471300-0000-48102	-	528,839.00	171,746.33		357,092.67	32.48%
Capital Outlay	04-100-471300-0000-48100	31,000.00				31,000.00	0.00%
Total Luter Sports Complex		128,200.00	528,839.00	211,309.23		445,729.77	32.16%

**Miscellaneous**

Contributions-WCP	04-100-471200-0000-45653	-		-		-	0.00%
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100, 4	3,500.00		3,293.14	49	206.86	94.09%
Clontz Park ARPA	04-100-471311-0000-46019	-			50	-	0.00%
Jersey Park Playground	04-100-471313-0000-43345	-				-	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	-				-	0.00%
Veterans War Memorial	04-100-471316-0000-43349	-		123.27		(123.27)	0.00%
Fireworks	04-100-471390-0000-43344	20,000.00		40,000.00	51	(20,000.00)	200.00%
Total Other Parks & Recreation		23,500.00	-	43,416.41		(19,916.41)	184.75%

<b>TOTAL PARKS &amp; RECREATION</b>		<b>2,466,162.00</b>	<b>1,652,875.33</b>	<b>1,851,910.75</b>		<b>2,267,126.58</b>	<b>75.09%</b>
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**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**MUSEUM**

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Salaries	04-100-472200-0000-41100	131,159.00		32,142.92	29	99,016.08	24.51%
Salaries-Part Time	04-100-472200-0000-41110	57,821.00		8,350.81	29	49,470.19	14.44%
FICA	04-100-472200-0000-42100	15,119.00		3,080.76	29	12,038.24	20.38%
VSRS	04-100-472200-0000-42200	13,182.00		10,532.76		2,649.24	79.90%
Disability	04-100-472200-0000-42210	300.00		266.23		33.77	88.74%
Health	04-100-472200-0000-42300	15,735.00		3,969.92		11,765.08	25.23%
ARPA Payroll	04-100-472200-0000-46023	-	111,325.37	111,325.37	29	-	100.00%
<b>Operating expenses</b>							
Contracted services	04-100-472200-0000-43300	3,400.00		2,187.72		1,212.28	64.34%
Advertisinig	04-100-472200-0000-43600	1,000.00		459.42		540.58	45.94%
Communications	04-100-472200-0000-45200	725.00		312.54		412.46	43.11%
Insurance	04-100-472200-0000-45300	2,430.00		166.29	30	2,263.71	6.84%
Travel/Training	04-100-472200-0000-45500	400.00		164.09		235.91	41.02%
Dues & Subscriptions	04-100-472200-0000-45810	800.00		220.00	31	580.00	27.50%
Supplies	04-100-472200-0000-46001	9,500.00		4,375.79		5,124.21	46.06%
Computer and Technology	04-100-472200-0000-46005	2,140.00		540.00		1,600.00	25.23%
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		641.84		358.16	64.18%
Credit card processing fees	04-100-472200-0000-46002	800.00		447.32		352.68	55.92%
Programming/Exhibits	04-100-472200-0000-46025	-		300.00		(300.00)	0.00%
Gift Shop expenses	04-100-472200-0000-46014	8,000.00		7,246.90	52	753.10	90.59%
<b>Total Museum</b>		<b>263,511.00</b>	<b>111,325.37</b>	<b>186,730.68</b>		<b>188,105.69</b>	<b>49.82%</b>
<b>Museum Contributions</b>							
Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	11,000.00	\$	-		11,000.00	0.00%
<b>Total Museum Contributions</b>		<b>11,000.00</b>		<b>-</b>		<b>11,000.00</b>	<b>0.00%</b>
<b>TOTAL MUSEUM</b>							
		<b>274,511.00</b>		<b>186,730.68</b>		<b>199,105.69</b>	<b>68.02%</b>

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**Community Development & Planning**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>Administration</b>							
Salaries	04-100-481100-0000-41100	270,065.00		49,731.75	29	220,333.25	18.41%
Salaries-OT	04-100-481100-0000-41120	1,656.00		829.33	29	826.67	50.08%
FICA	04-100-481100-0000-42100	21,738.00		3,803.14	29	17,934.86	17.50%
VSRS	04-100-481100-0000-42200	27,654.00		16,070.87		11,583.13	58.11%
Disability	04-100-481100-0000-42210	600.00		497.93		102.07	82.99%
Health	04-100-481100-0000-42300	35,227.00		3,978.48	29	31,248.52	11.29%
ARPA Payroll	04-100-481100-0000-46023	-	121,615.37	121,615.37		-	100.00%
GIS	04-100-481100-0000-43001	10,000.00		795.00		9,205.00	7.95%
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		21,606.95		(1,606.95)	108.03%
Shared Services-IOW Inspection Services	04-100-441300-0000-43143	75,000.00		-		75,000.00	0.00%
Contractual	04-100-481100-0000-43320	6,000.00		1,223.49		4,776.51	20.39%
Communications	04-100-481100-0000-45200	6,000.00		3,149.42		2,850.58	52.49%
Insurance	04-100-481100-0000-45300	5,700.00		657.48	30	5,042.52	11.53%
Travel & Training	04-100-481100-0000-45500	7,500.00		2,230.22		5,269.78	29.74%
Other	04-100-481100-0000-45804	1,000.00		115.00		885.00	11.50%
Dues & Subscriptions	04-100-481100-0000-45810	2,000.00		2,146.31	31	(146.31)	107.32%
Materials & Supplies	04-100-481100-0000-46001	6,000.00		2,677.19		3,322.81	44.62%
Repairs & Maintenance	04-100-481100-0000-46007	5,000.00		441.62		4,558.38	8.83%
Gas	04-100-481100-0000-46008	10,000.00		-		10,000.00	0.00%
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>		526,140.00	121,615.37	231,569.55		416,185.82	35.75%

**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		68,305.74		56,694.26	54.64%
<b>Total Pinewood Heights-All Phases</b>		125,000.00	-	68,305.74		56,694.26	54.64%

**Community Development-Other**

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**Community Development & Planning**

		<b>FY 2024-25</b>	<b>Budget Transfers</b>	<b>Actual</b>		<b>Budget</b>	<b>Variance</b>
		<b>Budget</b>	<b>&amp; Rollovers</b>	<b>2/28/2025</b>	<b>Notes</b>	<b>to Actual</b>	<b>%</b>
MUNIS ACCOUNT NUMBER							
Hampton Roads Planning District Commission	04-100-432302-0000-45621	21,206.00		12,875.00	53	8,331.00	60.71%
Tourism Bureau	04-100-432302-0000-45607	326,635.00		-		326,635.00	0.00%
Chamber of Commerce	04-100-432302-0000-45609	6,000.00		6,000.00		-	100.00%
<b>Total Community Development Other</b>		353,841.00		18,875.00		334,966.00	5.33%
<b>Total Community Planning &amp; Development</b>		1,004,981.00	121,615.37	318,750.29		807,846.08	28.29%



**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**  
Preliminary

**Public Works**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Salaries	04-100-441300-0000-41100	203,568.00		48,257.92	29	155,310.08	23.71%
Salaries - Reg OT	04-100-441300-0000-41115	-		345.17	29	(345.17)	0.00%
Salaries-OT (includes special events)	04-100-441300-0000-41120	10,453.00		3,904.19	29	6,548.81	37.35%
FICA	04-100-441300-0000-42100	16,286.00		3,864.32	29	12,421.68	23.73%
VSRS	04-100-441300-0000-42200	16,563.00		11,147.99		5,415.01	67.31%
Disability	04-100-441300-0000-42210	1,000.00		1,276.89		(276.89)	127.69%
Health	04-100-441300-0000-42300	31,717.00		5,561.24		26,155.76	17.53%
ARPA Payroll	04-100-441300-0000-46023	-	96,037.61	96,037.61	29	-	100.00%
GIS	04-100-441300-0000-43001	3,500.00		-		3,500.00	0.00%
Site Plan Review	04-100-441300-0000-43141	5,000.00		358.50		4,641.50	7.17%
Professional Services	04-100-441300-0000-43152	40,000.00		555.00		39,445.00	1.39%
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		5,351.74		2,648.26	66.90%
Trash Collection	04-100-441300-0000-43330	280,900.00		167,354.46		113,545.54	59.58%
Street Lights	04-100-441300-0000-45101	3,000.00		540.39		2,459.61	18.01%
Communications	04-100-441300-0000-45200	7,500.00		4,689.05		2,810.95	62.52%
Insurance	04-100-441300-0000-45300	5,700.00		16,412.42	30	(10,712.42)	287.94%
Travel & Training	04-100-441300-0000-45500	4,500.00		47.39		4,452.61	1.05%
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	2,000.00		3,626.03		(1,626.03)	181.30%
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		405.68		2,094.32	16.23%
Dues & Subscriptions	04-100-441300-0000-45810	2,000.00		143.94	31	1,856.06	7.20%
Materials & Supplies	04-100-441300-0000-46001	4,500.00		1,315.01		3,184.99	29.22%
Computer & Technology	04-100-441300-0000-46005	4,000.00		2,400.66		1,599.34	60.02%
Repairs & Maintenance	04-100-441300-0000-46007	7,000.00		3,805.23	54	3,194.77	54.36%
Gas	04-100-441300-0000-46008	8,000.00		6,432.00		1,568.00	80.40%
Uniforms	04-100-441300-0000-46011	4,500.00		2,031.19		2,468.81	45.14%
Litter Control Grant Expense	04-100-441300-0000-46012	2,500.00		1,592.35		907.65	63.69%
ARPA Funded Capital Projects	04-100-441300-0000-48102	-	-	-	55	-	0.00%
Capital Expenditures	04-100-441300-0000-48100	211,000.00	-	11,234.32		199,765.68	5.32%
<b>Total Public Works</b>		<b>975,687.00</b>	<b>96,037.61</b>	<b>398,690.69</b>		<b>673,033.92</b>	<b>37.20%</b>

**Miscellaneous Public Works**

Waterworks Dam -professional fees	04-100-471350-0000-43152	50,000.00		9,245.00		40,755.00	18.49%
Waterworks Dam - repairs & Maint	04-100-471350-0000-46007	-		5,764.68		(5,764.68)	
Waterworks Dam-(decomission?)		-		-		-	0.00%
<b>Total Miscellaneous Public Works</b>		<b>50,000.00</b>		<b>15,009.68</b>		<b>34,990.32</b>	<b>30.02%</b>

<b>Total Public Works Expenses</b>		<b>1,025,687.00</b>	<b>96,037.61</b>	<b>413,700.37</b>		<b>708,024.24</b>	<b>36.88%</b>
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**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**Public Buildings**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Salaries-Part Time	04-100-443200-0000-41110	43,404.00		6,309.69	29	37,094.31	14.54%
FICA	04-100-443200-0000-42100	3,473.00		489.02	29	2,983.98	14.08%
ARPA Payroll	04-100-443200-0000-46023	-	16,105.02	16,105.02	29	(16,105.02)	100.00%
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		18,923.81		16,076.19	54.07%
Utilities	04-100-443200-0000-45100	65,000.00		36,706.34		28,293.66	56.47%
Communications	04-100-443200-0000-45200	2,500.00		2,044.95		455.05	81.80%
Insurance	04-100-443200-0000-45300	13,500.00		5,168.56	30	8,331.44	38.29%
Other	04-100-443200-0000-45804	500.00		47.08		452.92	9.42%
Materials & Supplies	04-100-443200-0000-46001,4	2,500.00		406.12		2,093.88	16.24%
Computer & Technology	04-100-443200-0000-46005	45,000.00		28,627.56	56	16,372.44	63.62%
Equipment Expense	04-100-443200-0000-46006	-		-		-	0.00%
Repairs & Maintenance	04-100-443200-0000-46007	75,000.00		73,810.51		1,189.49	98.41%
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	95,000.00		33,996.99		61,003.01	35.79%
Total Public Buildings		455,877.00	16,105.02	222,635.65		233,241.35	47.17%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**  
Preliminary

**Contributions**

		<b>FY 2024-25</b>	<b>Budget Transfers</b>	<b>Actual</b>		<b>Budget</b>	<b>Variance</b>
	<b>MUNIS ACCOUNT NUMBER</b>	<b>Budget</b>	<b>&amp; Rollovers</b>	<b>2/28/2025</b>	<b>Notes</b>	<b>to Actual</b>	<b>%</b>

**Parks, Recreation, and Cultural**

Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00		4,500.00		4,500.00	50.00%
Farmers Market	04-100-432301-0000-45617	3,000.00		6,000.00		(3,000.00)	200.00%
Friends of the Library	04-100-473100-0000-45605	4,539.00		4,539.00		-	100.00%
<b>Total Cultural Contributions</b>		<b>16,539.00</b>		<b>15,039.00</b>		<b>1,500.00</b>	<b>90.93%</b>

**Contributions-Community Development**

Genieve Shelter	04-100-432302-0000-45606	10,000.00				10,000.00	0.00%
TRIAD	04-100-432302-0000-45611	1,650.00				1,650.00	0.00%
Christian Outreach	04-100-432302-0000-45620	12,650.00		12,650.00		-	100.00%
Western Tidewater Free Clinic	04-100-432302-0000-45632	15,809.00		15,809.00		-	100.00%
Schoolhouse Museum		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>		<b>50,485.00</b>		<b>38,835.00</b>		<b>11,650.00</b>	<b>76.92%</b>

<b>TOTAL CONTRIBUTIONS</b>		<b>67,024.00</b>		<b>53,874.00</b>		<b>13,150.00</b>	<b>80.38%</b>
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**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**  
Preliminary

**Non-Departmental**

		FY 2024-25	Budget Transfers	Actual		Budget	Variance
MUNIS ACCOUNT NUMBER		Budget	& Rollovers	2/28/2025	Notes	to Actual	%
<div>OPERATING/CAPITAL RESERVE</div>							
FEMA - Great Springs Road	04-100-445018-0000-45018			3,615.00		(3,615.00)	
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>		80,000.00		3,615.00		80,000.00	



**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

**Debt Service**

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<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	95,000.00		95,217.71		(217.71)	100.23%
GO Bond 2020A2	04-100-495500-0000-49521	308,691.00		153,882.00		154,809.00	49.85%
<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	19,000.00				19,000.00	0.00%
GO Bond 2020A2	04-100-495500-0000-49522	44,590.00		22,939.67		21,650.33	51.45%
Total Debt Service		467,281.00		272,039.38		195,241.62	58.22%

**Town of Smithfield  
GENERAL FUND  
FY2024-25 CAPITAL BUDGET**

3/11/2025

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
GENERAL GOVERNMENT EXPENSES							
TOWN MANAGER							
Website Redesign	04-100-412010-0000-48100	-	-			-	0.00%
TREASURER							
Treasurer-MUNIS software conversion	04-100-412410-0000-48100	-	-	35,265.12		(35,265.12)	0.00%
PUBLIC SAFETY							
Police Department-police vehicles	04-100-431100-0000-48100	175,000.00		31,154.92		143,845.08	17.80%
PARKS, RECREATION & CULTURAL							
Concession building at LSC, maintenance buildings at LCS, WCP (ARPA FUNDED)	04-100-471100-0000-48102	696,790.00		663,250.29		33,539.71	0.00%
LSC - washout repairs	04-100-471300-0000-48100	31,000.00				31,000.00	0.00%
Windsor Castle Park Bridge Repairs	04-100-471210-0000-48100	290,260.00		293,279.74		(3,019.74)	101.04%
Total Parks & Recreation		1,018,050.00		956,530.03		61,519.97	93.96%
PUBLIC WORKS							
Nike Park Recreational Trail	04-100-441300-0000-48100	136,000.00				136,000.00	0.00%
Pagain Road Stormwater Project (ARPA FUNDED)	04-100-441300-0000-48102	450,000.00				450,000.00	0.00%
Battery Park Drainage Project - Villas (ARPA FUNDED)	04-100-441300-0000-48102	400,000.00		-		400,000.00	0.00%
Vehicle Replacement (split Hwy, Wtr, Swr, PW)	04-100-441300-0000-48100	75,000.00				75,000.00	
Final Benn's Church and S Church St	04-100-441300-0000-48100			34.32		(34.32)	
Emergency Exit from Brown's	04-100-441300-0000-48100			11,200.00		(11,200.00)	
Total Public Works		1,061,000.00	-	11,234.32		1,049,765.68	1.06%
PUBLIC BUILDINGS							
Public Buildings							
Town Hall Bay Doors/Windows/Lights	04-100-443200-0000-48100	65,000.00		8,278.00		56,722.00	
Replacement Christmas Garland	04-100-443200-0000-48100	30,000.00		25,718.99		4,281.01	
Total Public Buildings		95,000.00		33,996.99		61,003.01	
Total General Fund Capital Expenses		2,349,050.00	-	1,068,181.38		1,280,868.62	45.47%

Town of Smithfield  
GENERAL FUND  
FY2024-25 CAPITAL BUDGET

3/11/2025

	MUNIS ACCOUNT NUMBER	FY 2024-25	Budget Transfers	Actual		Budget	Variance
		Budget	& Rollovers	2/28/2025	Notes	to Actual	%
GENERAL GOVERNMENT EXPENSES							
PUBLIC SAFETY							
Police Department-Retention Training	04-100-431100-0000-46018					-	
PARKS, RECREATION & CULTURAL							
LSC & WCP Maintenance Buildings						-	0.00%
LSC Football Field consessions 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					-	
Total Parks & Recreation		-		-		-	0.00%
PUBLIC WORKS - Stormwater							
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				-		-	
Total Public Works		-	-	-		-	
Tourism							
Wayfinding Signs						-	
Town Benches						-	
Smithfield Times Gazebo						-	
Total Tourism		-		-		-	
Miscellaneous							
COVID Supplies						-	
AS400 Update						-	
Treasurer's Office Equipment						-	
		-		-		-	
Total General Fund Capital Expenses		-	-	-		-	0.00%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**HIGHWAY FUND**  
Preliminary

3/11/2025

**Highway**

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>HIGHWAY REVENUES</b>							
Interest Income	03-204-341200-0000-31501	200.00		20.14		179.86	10.07%
Revenue - Commwlth of VA	03-204-341200-0000-34060	1,550,000.00		855,567.36	1	694,432.64	55.20%
<b>Carryforward from prior years</b>	N/A	-			2	-	
<b>Total Highway Fund Revenue</b>		1,550,200.00	-	855,587.50		694,612.50	55.19%

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>HIGHWAY EXPENSES</b>							
Salaries	04-204-441200-0000-41100	340,975.00		184,923.06	3	156,051.94	54.23%
FICA	04-204-441200-0000-42100	27,278.00		13,633.81	3	13,644.19	49.98%
VRS	04-204-441200-0000-42200	32,836.00		11,843.62		20,992.38	36.07%
Health	04-204-441200-0000-42300	50,370.00		24,701.02		25,668.98	49.04%
Maintenance	04-204-441200-0000-43104	750,041.00		304,558.60	4	445,482.40	40.61%
Grass	04-204-441200-0000-43105	100,000.00		59,422.14	5	40,577.86	59.42%
VAC Truck Repairs	04-204-441200-0000-43107	2,000.00		1,872.54		127.46	93.63%
Professional services	04-204-441200-0000-43152	10,000.00		525.00		9,475.00	5.25%
Stormwater Management Program (regional)	04-204-441200-0000-43999	5,000.00		3,187.00		1,813.00	63.74%
Street Lights	04-204-441200-0000-45101	125,000.00		45,972.53	6	79,027.47	36.78%
Insurance	04-204-441200-0000-45300	15,000.00		7,312.32	7	7,687.68	48.75%
Bank Charges	04-204-441200-0000-45813	-				-	0.00%
Fuel	04-204-441200-0000-46008	20,000.00		8,604.11		11,395.89	43.02%
Vehicle Maintenance	04-204-441200-0000-46009	12,000.00		9,682.23	8	2,317.77	80.69%
Uniforms	04-204-441200-0000-46011	3,700.00		3,743.57	9	(43.57)	101.18%
ARPA	04-204-441200-0000-48102					-	0.00%
Capital Outlay	04-204-441200-0000-48100	56,000.00		616.66		55,383.34	0.00%
<b>Carryforward to next year</b>	N/A	-				-	0.00%
<b>Total Highway Fund Expense</b>		1,550,200.00	-	680,598.21		869,601.79	43.90%



<b>HIGHWAY NOTES FEBRUARY 28, 2025</b>		
<b>Revenues:</b>		
1	Revenue - Commwlth of VA	State Highway Funds came in September and are 22,000 higher than prior year.
2	Carryforward from prior years	
<b>Expenses:</b>		
3	Salaries/Fica	
4	Highway Maintenance	Higher by 134,832 from prior period due to Battery Park storm drain, landscaping and cleanout of ditches
5	Grass Cutting	12,670 higher than prior period due to new contract with Schultz.
6	Street Lights	58,945 More fees allocated to Hwy
7	Insurance	
8	Vehicle Maintenance	Tracking 2,455 higher than prior year
9	Uniforms	

**Town of Smithfield  
HIGHWAY FUND  
FY2024-25 CAPITAL BUDGET**

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>Highway</b>							
Vehicle Replacement (split HWY, WTR, SWR)	04-204-441200-0000-48100	25,000.00		616.66		24,383.34	
Salt/Sand Spreader	04-204-441200-0000-48100	17,500.00				17,500.00	
Lawnmowers	04-204-441200-0000-48100	13,500.00				13,500.00	
						-	
						-	
<b>Total Highway Capital Expenses</b>		56,000.00	-	616.66		55,383.34	

**ARPA**

## Stormwater

04-204-441200-0000-48102

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**SEWER FUND**  
Preliminary

3/11/2025

**SEWER FUND**

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>SEWER REVENUES</b>							
Sewer Charges	03-006-342070-0000-31101	778,000.00		506,228.81	1	271,771.19	65.07%
Availability Fees	03-006-342070-0000-31102	247,200.00		125,560.00	2	121,640.00	50.79%
Pro Rata Share Fees	03-006-342070-0000-31103	-		26,400.00	3	26,400.00	0.00%
Connection fees	03-006-342070-0000-31104	94,800.00		49,760.00	4	45,040.00	52.49%
Miscellaneous Revenue	03-006-342070-0000-31105	-		26,800.00		(26,800.00)	0.00%
Interest Revenue	03-006-342070-0000-31501	93,750.00		81,114.02		12,635.98	86.52%
Sewer Compliance Fee	03-006-342070-0000-31608	408,125.00		240,582.79	1	167,542.21	58.95%
ARPA Funding	03-006-342070-0000-31619	-			5	-	0.00%
Appropriated fund balance for budget	Balance Sheet	328,301.00			6	328,301.00	0.00%
<b>Total Sewer Revenue</b>		1,950,176.00	0.00	1,056,445.62		946,530.38	54.17%

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>SEWER EXPENSES</b>							
Salaries	04-006-442070-0000-41100	401,493.00		206,583.26	7	194,909.74	51.45%
FICA	04-006-442070-0000-42100	32,120.00		15,387.15	7	16,732.85	47.91%
VRS	04-006-442070-0000-42200	37,877.00		16,934.50	7	20,942.50	44.71%
Health	04-006-442070-0000-42300	51,302.00		30,012.46	7	21,289.54	58.50%
VAC Truck Repairs & Maintenance	04-006-442070-0000-43107	5,000.00		5,499.55		(499.55)	109.99%
Audit	04-006-442070-0000-43120	8,750.00		10,550.00		(1,800.00)	120.57%
Legal	04-006-442070-0000-43150	10,000.00		2,982.31		7,017.69	29.82%
Professional Fees	04-006-442070-0000-43152	40,000.00		14,542.50		25,457.50	36.36%
Contractual	04-006-442070-0000-43300,43320	4,500.00		2,781.25		1,718.75	61.81%
HRPDC sewer programs	04-006-442070-0000-43997	780.00		812.00	8	(32.00)	104.10%
Data Processing	04-006-442070-0000-44100	15,000.00		11,925.13		3,074.87	79.50%
Utilities	04-006-442070-0000-45100	50,000.00		27,522.82		22,477.18	55.05%
Communications	04-006-442070-0000-45200	13,000.00		6,626.13		6,373.87	50.97%
SCADA Expenses	04-006-442070-0000-45204	15,000.00		-		15,000.00	0.00%
Insurance	04-006-442070-0000-45300	19,000.00		9,026.16	9	9,973.84	47.51%
Materials & Supplies	04-006-442070-0000-45400, 46001	64,000.00		23,027.13		40,972.87	35.98%
Travel & Training	04-006-442070-0000-45500	5,000.00		-		5,000.00	0.00%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**SEWER FUND**  
Preliminary

3/11/2025

**SEWER FUND**

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Miscellaneous	04-006-442070-0000-45804	1,200.00		391.90		808.10	32.66%
Dues & Subscriptions	04-006-442070-0000-45810	200.00		72.00		128.00	36.00%
Bank charges	04-006-442070-0000-45813	50.00		60.00		(10.00)	120.00%
Equipment Expense	04-006-442070-0000-46006	60,000.00		-		60,000.00	0.00%
Maintenance & Repairs	04-006-442070-0000-46007	174,642.00		76,640.59		98,001.41	43.88%
Fuel	04-006-442070-0000-46008	15,000.00		7,673.62		7,326.38	51.16%
Vehicle Maintenance	04-006-442070-0000-46009	5,000.00		9,968.98	10	(4,968.98)	199.38%
Uniforms	04-006-442070-0000-46011	3,500.00		4,394.62	11	(894.62)	125.56%
Pump Replacement & Conditioning	04-006-442070-0000-46015	142,762.00		50,942.11	12	91,819.89	35.68%
ARPA	04-006-442070-0000-46019, 48102	-			13	-	0.00%
Debt Service	04-006-442070-0000-49000	200,000.00		10,380.45	14	189,619.55	5.19%
Bad Debt Expense	04-006-442070-0000-49004	-				-	0.00%
Depreciation Expense	04-006-442070-0000-49102	-		299,269.23		(299,269.23)	0.00%
Capital Expenditures	balance sheet	575,000.00		27,364.49		547,635.51	4.76%
<b>Total Sewer Expenditures</b>		1,950,176.00	-	871,370.34		1,078,805.66	44.68%

<b>SEWER NOTES AS OF FEBRUARY 28, 2025</b>		
<b>Revenues</b>		
<b>1</b>	<u>Sewer Charges/Sewer Compliance</u>	107,805 higher than prior year due reallocation
<b>2</b>	<u>Availability fees</u>	Trending 148,900 lower than prior year
<b>3</b>	<u>Pro-Rata Share Fees</u>	48,000 less than prior year
<b>4</b>	<u>Connection Fees</u>	56,200 less than prior year
<b>5</b>	<u>ARPA Funding</u>	
<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 to prior year
<b>9</b>	<u>Insurance</u>	4,000 less than prior year
<b>10</b>	<u>Vehicle Maintenance</u>	1,537 less than prior year same time
<b>11</b>	<u>Uniforms</u>	Tracking to prior year
<b>12</b>	<u>Pump replacement/conditioning</u>	34,958 less than prior year
		Expenses booked in December:
		26,825 James Street Pump Station
		15,082 St Andrews PS, 9,034 Bradford Mews, 26,747 Plaza Pump Station
<b>13</b>	<u>ARPA</u>	
<b>14</b>	<u>Debt Service</u>	VAC Truck paid each year 99,000 (a portion is booked to Sewer)



**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**WATER FUND**  
Preliminary

3/11/2025

**WATER FUND**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>WATER REVENUES</b>							
Water Sales	03-006-342060-0000-31101	1,620,865.00		1,059,994.16	1	560,870.84	65.40%
Debt Service Revenue	03-006-342060-0000-31109	266,000.00		153,785.92	1	112,214.08	57.81%
Availability Fees	03-006-342060-0000-31102	175,000.00		85,400.00	2	89,600.00	48.80%
Pro Rata Share Fees	03-006-342060-0000-31103	-		26,400.00	3	26,400.00	0.00%
Connection fees	03-006-342060-0000-31104	45,000.00		18,520.00	4	26,480.00	41.16%
Miscellaneous	03-006-342060-0000-31105	-		13,608.81	5	13,608.81	0.00%
Application Fees	03-006-342060-0000-31106	10,700.00		13,990.00		(3,290.00)	130.75%
Interest Revenue	03-006-342060-0000-31501	145,800.00		85,218.13		60,581.87	58.45%
ARPA Revenue	03-006-342060-0000-31619, 350	-	9,845.92	9,845.92	6	-	
Contributions from IOW	03-006-342060-0000-31628	-				-	0.00%
Appropriated fund balance for budget	n/a	270,341.00			7	270,341.00	0.00%
<b>Total Water Revenues</b>		2,533,706.00	9,845.92	1,466,762.94		1,156,806.60	57.67%

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>WATER EXPENSES</b>							
Salaries	04-006-442060-0000-41100	603,262.00		348,268.44	8	254,993.56	57.73%
FICA	04-006-442060-0000-42100	48,261.00		26,491.49	8	21,769.51	54.89%
VRS	04-006-442060-0000-42200	54,738.00		24,791.64	8	29,946.36	45.29%
Health	04-006-442060-0000-42300	87,106.00		45,129.09	8	41,976.91	51.81%
ARPA Payroll	04-006-442060-0000-46023	-	9,845.92	9,845.92	8	-	100.00%
Audit	04-006-442060-0000-43120	8,750.00		10,550.00		(1,800.00)	120.57%
Legal	04-006-442060-0000-43150	10,000.00		3,244.81		6,755.19	32.45%
Professional Services	04-006-442060-0000-43152	32,000.00		-	9	32,000.00	0.00%
Contractual	04-006-442060-0000-43320	15,000.00		871.50		14,128.50	5.81%
Regional Water Supply Study	04-006-442060-0000-43998	1,283.00		4,332.00	10	(3,049.00)	337.65%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**WATER FUND**  
Preliminary

3/11/2025

**WATER FUND**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Data Processing	04-006-442060-0000-44100	15,000.00		11,925.13		3,074.87	79.50%
Utilities	04-006-442060-0000-45100	3,000.00		1,282.48		1,717.52	42.75%
Communications	04-006-442060-0000-45200	12,000.00		6,626.06		5,373.94	55.22%
Insurance	04-006-442060-0000-45300	40,000.00		37,408.86	11	2,591.14	93.52%
Materials & Supplies	04-006-442060-0000-45400	140,399.00		109,613.67		30,785.33	78.07%
Travel and Training	04-006-442060-0000-45500	5,000.00		940.00		4,060.00	18.80%
Other Expense	04-006-442060-0000-45804	15,000.00		510,613.37	12	(495,613.37)	3404.09%
Dues & Subscriptions	04-006-442060-0000-45810	2,000.00		843.00	13	1,157.00	42.15%
Bank service charges-credit card fees	04-006-442060-0000-45813	1,200.00		7,668.58		(6,468.58)	639.05%
Equipment Expense	04-006-442060-0000-46006	4,000.00		-		4,000.00	0.00%
Maintenance & Repairs	04-006-442060-0000-46007	75,207.00		41,586.16		33,620.84	55.30%
Fuel	04-006-442060-0000-46008	20,000.00		6,431.98		13,568.02	32.16%
Vehicle Maintenance	04-006-442060-0000-46009	4,000.00		16,792.30	18	(12,792.30)	419.81%
Uniforms	04-006-442060-0000-46011	4,000.00		7,079.33	14	(3,079.33)	176.98%
ARPA Capital	04-006-442060-0000-48102				15	-	0.00%
<b>RO Annual costs</b>							
Contract Services	04-006-442061-0000-43300	15,000.00		4,219.95		10,780.05	28.13%
Power	04-006-442061-0000-45100	115,000.00		94,810.29		20,189.71	82.44%
HRSD	04-006-442061-0000-45102	450,000.00		315,497.49		134,502.51	70.11%
Communication	04-006-442061-0000-45200	11,000.00		7,413.51		3,586.49	67.40%
Supplies	04-006-442061-0000-45400	35,000.00		42,907.22	16	(7,907.22)	122.59%
Chemicals	04-006-442061-0000-45413	150,000.00		57,029.00	16	92,971.00	38.02%
Travel and training	04-006-442061-0000-45500	6,000.00		342.29		5,657.71	5.70%
Miscellaneous	04-006-442061-0000-45804	500.00		238.01		261.99	47.60%
Dues & Subscriptions	04-006-442061-0000-45810	2,000.00		1,690.00		310.00	84.50%
Maintenance and Repairs	04-006-442061-0000-46007	90,000.00		27,697.73		62,302.27	30.78%
Vehicle Maintenance	04-006-442061-0000-46009	3,000.00		191.63		2,808.37	6.39%
ARPA Capital	04-006-442061-0000-46019					-	0.00%
Debt Service	04-006-442060-0000-49000	330,000.00		34,576.36	17	295,423.64	10.48%
Bad Debt Expense	04-006-442060-0000-49004	-				-	0.00%
Depreciation Expense	04-006-442060-0000-49102			249,738.67		(249,738.67)	0.00%
Bond Issuance Costs	04-006-442060-0000-49511	-				-	0.00%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**WATER FUND**  
Preliminary

3/11/2025

**WATER FUND**

		<b>FY 2024-25</b>	<b>Budget Transfers</b>	<b>Actual</b>		<b>Budget</b>	<b>Variance</b>
		<b>Budget</b>	<b>&amp; Rollovers</b>	<b>2/28/2025</b>	<b>Notes</b>	<b>to Actual</b>	<b>%</b>
MUNIS ACCOUNT NUMBER							
Transfers to Operating Reserves	balance sheet	-				-	0.00%
Capital Expenditures	04-006-442061-0000-47000	125,000.00		247,354.67		(122,354.67)	0.00%
<b>Total Water Expenditures</b>		2,533,706.00	9,845.92	2,316,042.63		227,509.29	91.06%

<b>WATER NOTES AS OF FEBRUARY 28, 2025</b>		
<b>Revenues</b>		
<b>1</b>	<u>Water Charges/Water Debt Service</u>	Water Sales 178,450 higher than prior year same time.
<b>2</b>	<u>Availability fees</u>	97,000 less than prior year same period.
<b>3</b>	<u>Pro-Rata Share Fees</u>	55,880 less than prior year
<b>4</b>	<u>Connection Fees</u>	24,440 less than prior year
<b>5</b>	<u>Miscellaneous Revenues</u>	
<b>6</b>	<u>ARPA Funding</u>	Per OCT 2024 ARPA Obligations Resolution. After GF ARPA Payroll funds used, \$9,845.92 remained of 2.3 million
<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>	
<b>10</b>	<u>Regional Water Supply Study</u>	1,065 less than prior year
<b>11</b>	<u>Insurance</u>	Prior year's payments were \$9,426 per quarter. This year they are \$12,469 per quarter
<b>12</b>	<u>Other</u>	Includes 500,000 IOW water/sewer agreement
<b>13</b>	<u>Dues &amp; Subscriptions</u>	Tracking to last year
<b>14</b>	<u>Uniforms</u>	Tracking to last year
<b>15</b>	<u>ARPA</u>	

<b>WATER NOTES AS OF FEBRUARY 28, 2025</b>		
<b>16</b>	<b><u>RO Supplies/Chemicals</u></b>	11,300 higher than prior year
<b>17</b>	<b><u>Debt Service</u></b>	VAC Truck paid each year 99,000 (a portion is booked to Sewer)
<b>18</b>	<b><u>Vehicle Maintenance</u></b>	Amost double last year at this period



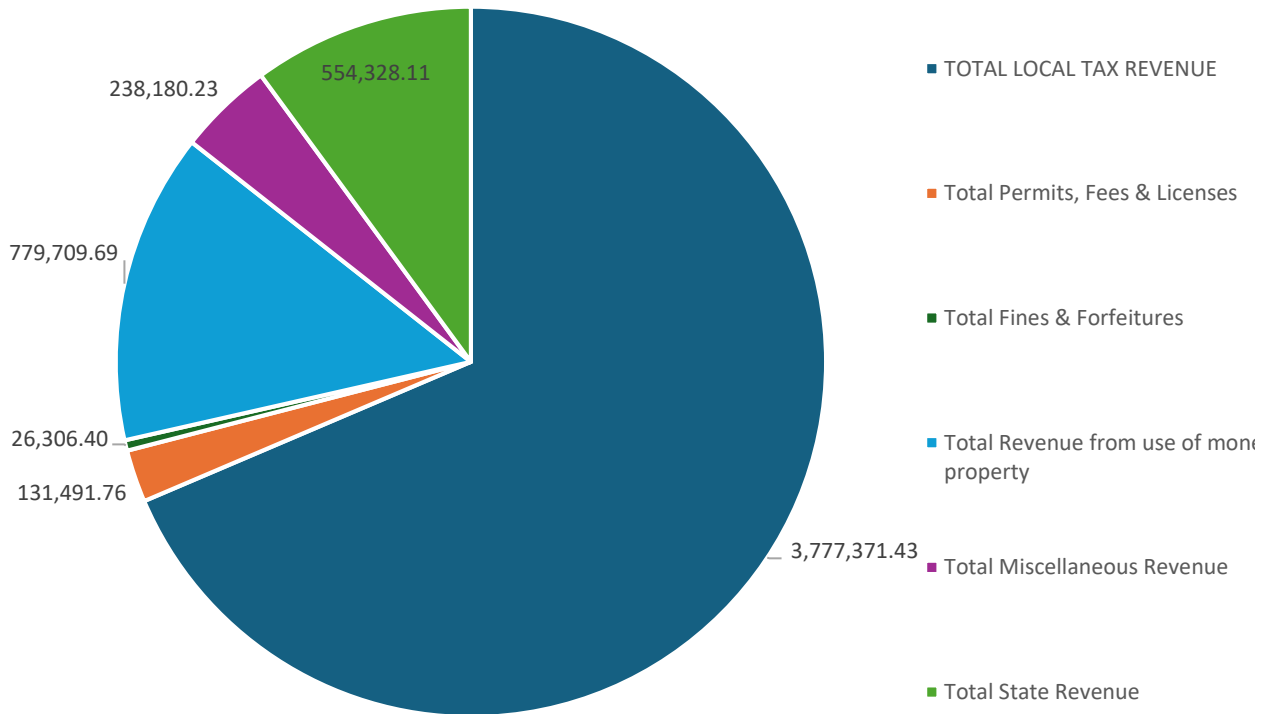
Town of Smithfield  
SEWER AND WATER  
FY2024-25 CAPITAL BUDGET

MUNIS ACCOUNT NUMBER		FY 2024-25	Budget Transfers	Actual		Budget	Variance
		Budget	& Rollovers	2/28/2025	Notes	to Actual	%
UTILITY CAPITAL EXPENSES							
SEWER							
Bypass Pump	04-006-442070-0000-47012	170,000.00				170,000.00	0.00%
Manhole Inspections & Rehab	04-006-442070-0000-47000	50,000.00				50,000.00	0.00%
Pipe Lining of gravity sewer pipes	04-006-442070-0000-47000	50,000.00				50,000.00	0.00%
Vehicle Replacement (split Hwy, Wtr, Swr, PW)	04-006-442070-0000-47005	25,000.00		616.67		24,383.33	2.47%
Antenna Towers	04-006-442070-0000-47012	60,000.00				60,000.00	0.00%
Plaza Pump Station Upgrades	04-006-442070-0000-47012	110,000.00		26,747.82		83,252.18	0.00%
SCADA Radio Replacement	04-006-442070-0000-47012	110,000.00				110,000.00	0.00%
TOTAL SEWER		575,000.00	-	27,364.49		547,635.51	4.76%
WATER							
Emergency Repairs Well #10	04-006-442061-0000-47000	-		246,738.00		(246,738.00)	
Vehicle Replacement (split Hwy, Wtr, Swr, PW)	04-006-442060-0000-47005	25,000.00		616.67		24,383.33	0.00%
Water Meter Replacements	04-006-442060-0000-47012	100,000.00				100,000.00	0.00%
TOTAL WATER		125,000.00	-	247,354.67		(122,354.67)	0.00%

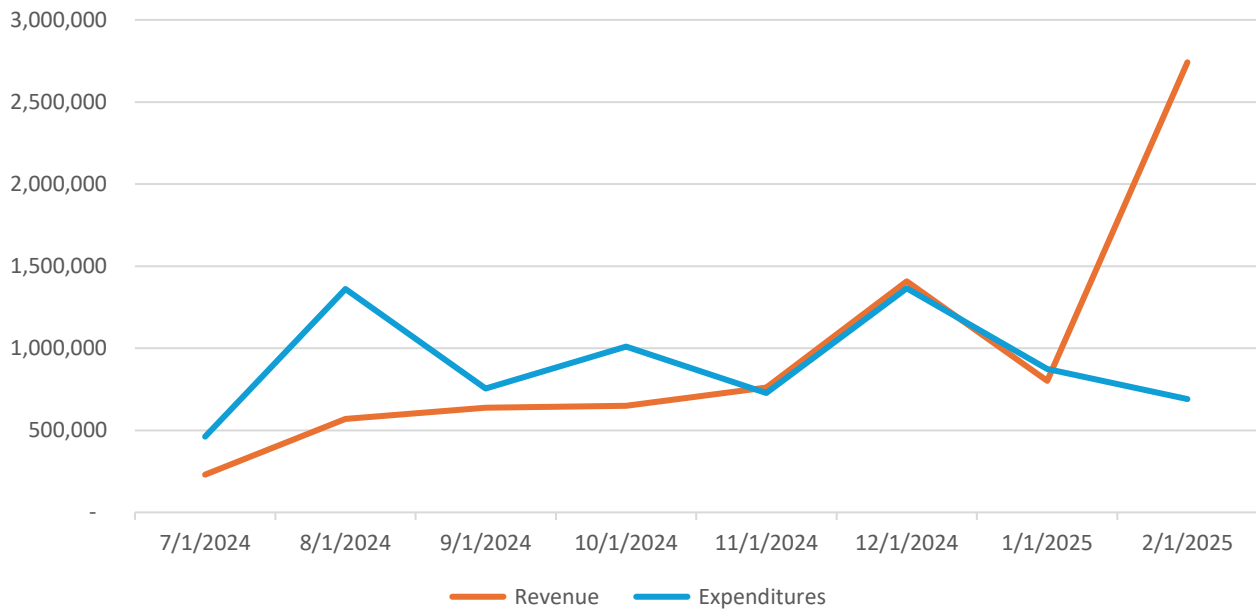
**Town of Smithfield  
SEWER AND WATER  
FY2024-25 CAPITAL BUDGET**

MUNIS ACCOUNT NUMBER		FY 2024-25	Budget Transfers	Actual	Notes	Budget	Variance
		Budget	& Rollovers	2/28/2025		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			249,898.05		(249,898.05)	
Water Main Replacement - S. Church - Completed						-	
Water Main Replacement-Sykes Court	04-006-442060-0000-46019			149,984.00		(149,984.00)	
Water Main Replacement - Red Point	04-006-442060-0000-48102			46,000.00		(46,000.00)	
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>		-	-	445,882.05		(445,882.05)	

## Revenue Sources FY 25



## Revenue to Exp



Debt 2/28/25

	Original Amount	Inception Date	Maturity	Interest Rate	Last Payment	Next Payment	Payment (can fluctuate slightly)	Outstanding 2/28/25
Series 2020A-2	4,176,000.00	10/16/20	10/01/32	1.676%	9/26/2024	4/1/2025	190,355	2,787,000.00
Series 2020A-1	1,147,000.00	08/07/20	10/01/25	1.910%	9/26/2024	4/1/2025	117,066	347,000.00
Loan 5000008745	966,480.00	11/30/23	11/30/28	6.300%	2/28/2025	3/31/2025	18,860	752,789.24
Vac Truck	460,998.00	01/25/21	08/25/25	2.960%	8/25/2023	8/25/2025	99,349	98,289.06
Line of Credit	1,000,000.00	08/31/23	08/31/24	Prime			0	-
Totals	7,750,478.00						425,631	3,985,078.30

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%

Prime rate dropped .5bp on 12/18/24



## **TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** February Cash Balances

**FROM:** Laura Ross, Treasurer

**ATTACHMENTS:**

Description	Type	Upload Date
Cash Balance Report - February 2025	Activity Report	3/19/2025
Benchmark Report	Activity Report	3/19/2025
VIP - Virginia Investment Pool - February 2025	Activity Report	3/19/2025
VIP Stable NAV Liquidity Pool	Activity Report	3/19/2025

CASH BALANCES February 28, 2025				
ACCOUNT NAME	Account	Bank Balance	Pending and To/From	GL Balance
General Fund (TB)	xxxx6114	1,473,412.10	(32,069.89)	1,441,342.21
General Fund (OPB)	xxxx7701	537,629.97	6,576.18	544,206.15
General Fund Sweep (OPB)	xxxx9301	7.54	-	7.54
CD General Fund (TB)	xxxx8605	1,010,595.89	-	1,010,595.89
Money Market - General Fund (OPB)	xxxx3581	4,050,858.02	2,936,784.59	6,987,642.61
Subtotal General Fund		\$ 7,072,503.52	\$ 2,911,290.88	\$ 9,983,794.40
Utilities Operating Account (OPB)	xxxx1501	775,425.01	(78,486.30)	696,938.71
Subtotal Utilities		\$ 775,425.01	\$ (78,486.30)	\$ 696,938.71
Highway Fund (OPB)	xxxx0701	\$ 45,325.68	\$ (29,153.17)	\$ 16,172.51
Only for purpose indicated (Designated Funds)				
Water Deposit Account (TB)	xxxx9769	55,669.53	(9,814.93)	45,854.60
Utilities Development Escrow (OPB)	xxxx2301	1,014,312.32	-	1,014,312.32
Money Market - Utilities (OPB)	xxxx3579	6,460,981.76	(2,936,784.59)	3,524,197.17
Total Restricted or Designated		7,530,963.61	(2,946,599.52)	4,584,364.09
Certificate of Deposit-Police Dept-24 month	xxxx1623	39,241.83	-	39,241.83
Designated Funds		\$ 7,570,205.44	\$ (2,946,599.52)	\$ 4,623,605.92
Total Bank Balances, usable balances		\$ 7,893,254.21	\$ 2,803,651.41	\$ 10,696,905.62
VIP Investment Pool (General Fund)		\$ 7,960,592.14	-	\$ 7,960,592.14
VIP Investment Pool (Utilities Fund)		\$ 2,009,626.72	-	\$ 2,009,626.72
Bank Balances and VIP, usable balances		\$ 15,853,846.35	\$ 2,803,651.41	\$ 20,667,124.48

### Meaning of Pending and To/From

Pending: net of deposits in transit less outstanding checks (bank did not post before month end)

### To/From: one fund owes another fund

The fund that owes another would have a "Due To"

The fund that is owed from another would have a "Due From"

Examples:

1. A single check is written from the General Fund to pay a vendor (e.g., Dave's Service Center) but expenses are for General Fund, Highway, and Utilities which are separate funds. The expenses that are recorded in Highway and Utilities are Due To the General Fund and are each recorded in the General Fund as Due From Highway and Due From Utilities. Within a fund expenses are further broken down between departments in that fund but require no Due to/Due from because they are in the same fund.
2. Payroll is paid from a General Fund bank account but expenses are distributed between funds. General Fund will have Due From Highway and Utilities and those funds will have Due To General Fund amounts.

Investment Benchmark Report 2/28/25

Return	2/28/25 Balance	Earnings Rate	2/28/25 Return	YTD FY 24/25	90 Day Tbill	To Tbill
Bank Accounts TowneBank	1,568,323.46	1.04%	446.28	5,897.95	4.22%	-3.18%
CD TowneBank	1,000,000.00	4.32%	3,600.00	21,600.00	4.22%	0.10%
Virginia Investment Pool - GF and Utilities	9,970,218.86	4.49%	33,783.49	261,889.34	4.22%	0.27%
Bank Accounts OPB	2,372,700.52	0.08%	385.03	987.72	4.22%	-4.13%
Investments OPB	10,546,170.35	3.95%	43,258.63	149,049.74	4.22%	-0.27%
Total	25,457,413.19	2.78%	81,473.43	439,424.75		-0.93%

Maturity 9/30/25

TowneBank as of 2/28/25	
Sweep	0.00
General Fund	1,473,412.10
CD TowneBank	1,000,000.00
Other Accounts	94,911.36
Total	2,568,323.46

1,568,323.46

Old Point Bank 2/28/25	
General Fund	537,629.97
Other Accounts	1,835,070.55
Investments	10,546,170.35
Total	12,918,870.87

2,372,700.52

Utilities (included in above) 2/28/25	
Old Point Bank Investment	6,482,082.65
Old Point Bank Bank Account	1,789,737.33
TowneBank Util	55,669.53
VIP	2,009,626.72
Total	10,337,116.23

GF (included in above) 2/28/25	
TowneBank Bank Accounts	1,512,653.93
Old Point Bank Bank Account	582,963.19
Towne CD	1,000,000.00
Old Point Bank Investments	4,064,087.70
VIP	7,960,592.14
Total	15,120,296.96

25,457,413.19

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 of 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	1,000,000.00	4.65%	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	9,970,218.86	46.34%	100%	54%	Yes	§2.2-4605
Registered Money Market Mutual Funds	Daily	10,546,170.35	49.01%	100%	51%	Yes	§2.2-4508
The State Non-Arbitrage Pool (SNAP)	Depending Upon Length of Bond			100% of bond proceeds			§2.2- 4700
Total		21,516,389.21	100.00%				



# Summary Statement

February 28, 2025

Page 1 of 5

Investor ID: VA-01-0009

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**Town of Smithfield**  
**PO Box 246**  
**Smithfield, VA 23431**

## Virginia Investment Pool

### VIP Stable NAV Liquidity Pool

Average Monthly Yield: 4.4900%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VA-01-0009-5001	LIQUID GENERAL	7,933,223.46	0.00	0.00	27,368.68	57,762.99	7,947,787.12	7,960,592.14
VA-01-0009-5002	Utilities Investment Account	1,003,211.91	1,000,000.00	0.00	6,414.81	9,626.72	1,899,282.17	2,009,626.72
<b>TOTAL</b>		<b>8,936,435.37</b>	<b>1,000,000.00</b>	<b>0.00</b>	<b>33,783.49</b>	<b>67,389.71</b>	<b>9,847,069.29</b>	<b>9,970,218.86</b>





# Summary Statement

February 28, 2025

Page 2 of 5

Investor ID: VA-01-0009

Town of Smithfield  
PO Box 246  
Smithfield, VA 23431

## VIP 1-3 Year High Quality Bond Fund

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VA-01-0009-0001	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00

## LIQUID GENERAL

### Account Summary

Average Monthly Yield: 4.4900%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VIP Stable NAV Liquidity Pool	7,933,223.46	0.00	0.00	27,368.68	57,762.99	7,947,787.12	7,960,592.14

### Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
02/01/2025	Beginning Balance			7,933,223.46	
02/28/2025	Income Dividend Reinvestment	27,368.68			
02/28/2025	Ending Balance			7,960,592.14	

## Utilities Investment Account

### Account Summary

Average Monthly Yield: 4.4900%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VIP Stable NAV Liquidity Pool	1,003,211.91	1,000,000.00	0.00	6,414.81	9,626.72	1,899,282.17	2,009,626.72

### Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
02/01/2025	Beginning Balance			1,003,211.91	
02/04/2025	Contribution	1,000,000.00			490858
02/28/2025	Income Dividend Reinvestment	6,414.81			
02/28/2025	Ending Balance			2,009,626.72	

## Virginia Investment Pool

### VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
02/01/2025	0.000000000	4.5100%
02/02/2025	0.000000000	4.5100%
02/03/2025	0.000123835	4.5200%
02/04/2025	0.000123562	4.5100%
02/05/2025	0.000123014	4.4900%
02/06/2025	0.000123287	4.5000%
02/07/2025	0.000369864	4.5000%
02/08/2025	0.000000000	4.5000%
02/09/2025	0.000000000	4.5000%
02/10/2025	0.000123013	4.4900%
02/11/2025	0.000123014	4.4900%
02/12/2025	0.000123013	4.4900%
02/13/2025	0.000122740	4.4800%
02/14/2025	0.000490960	4.4800%
02/15/2025	0.000000000	4.4800%
02/16/2025	0.000000000	4.4800%
02/17/2025	0.000000000	4.4800%
02/18/2025	0.000122739	4.4800%
02/19/2025	0.000122739	4.4800%
02/20/2025	0.000122740	4.4800%
02/21/2025	0.000368220	4.4800%
02/22/2025	0.000000000	4.4800%
02/23/2025	0.000000000	4.4800%
02/24/2025	0.000122739	4.4800%
02/25/2025	0.000122740	4.4800%
02/26/2025	0.000123014	4.4900%
02/27/2025	0.000123013	4.4900%
02/28/2025	0.000123014	4.4900%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

**VIP STABLE NAV LIQUIDITY POOL**  
**Holdings Report by Category**  
**02/28/25**

Security Description	CUSIP	Maturity	Quantity	Price	Market Value	Original Cost	Amortized Cost	% of MV	Yield to Maturity	S&P Rating
<b>Bank Deposits</b>										
<b>BANKS SAVINGS-DEPOSIT ACCOUNT</b>										
First Carolina Bank - ICS	FIRSTCA		66,652,323.82	100.00000	66,652,323.82	66,652,323.82	66,652,323.82	2.27%	4.50%	A-1+
<b>TOTAL : BANKS SAVINGS-DEPOSIT ACCOUNT</b>			<b>66,652,323.82</b>		<b>66,652,323.82</b>	<b>66,652,323.82</b>	<b>66,652,323.82</b>	<b>2.27%</b>		
<b>TOTAL : Bank Deposits</b>			<b>66,652,323.82</b>		<b>66,652,323.82</b>	<b>66,652,323.82</b>	<b>66,652,323.82</b>	<b>2.27%</b>		
<b>Certificates of Deposit</b>										
<b>BANKING</b>										
BNP Paribas New York Branch	05593DDG5	06/10/25	20,000,000.00	100.03840	20,007,680.00	20,000,000.00	20,000,000.00	0.68%	4.61%	A-1
BNP Paribas New York Branch	05593DEZ2	11/17/25	50,000,000.00	99.98490	49,992,450.00	50,000,000.00	50,000,000.00	1.70%	4.61%	A-1
Bank of America, N.A.	06051WQM9	07/07/25	15,000,000.00	100.02490	15,003,735.00	15,000,000.00	15,000,000.00	0.51%	4.43%	A-1
Bank of America, N.A.	06053RAG8	09/04/25	20,000,000.00	99.99986	19,999,972.00	20,000,000.00	20,000,000.00	0.68%	4.56%	A-1
Bank of Montreal Chicago	06367DM51	04/22/25	30,000,000.00	100.00880	30,002,640.00	30,000,000.00	30,000,000.00	1.02%	4.57%	A-1
Bank of Montreal Chicago	06367DP41	07/25/25	24,500,000.00	99.99994	24,499,985.30	24,500,000.00	24,500,000.00	0.83%	4.55%	A-1
Bank of Montreal Chicago	06367DP58	07/28/25	30,000,000.00	100.00000	30,000,000.00	30,000,000.00	30,000,000.00	1.02%	4.52%	A-1
Bank of Montreal Chicago	06367DP82	08/07/25	25,000,000.00	99.99984	24,999,960.00	25,000,000.00	25,000,000.00	0.85%	4.55%	A-1
Commonwealth Bank of Australia New Yo	20271EK73	05/05/25	35,000,000.00	100.01630	35,005,705.00	35,000,000.00	35,000,000.00	1.19%	4.56%	A-1+
Commonwealth Bank of Australia New Yo	20271EL80	06/20/25	50,000,000.00	99.99987	49,999,935.00	50,000,000.00	50,000,000.00	1.70%	4.58%	A-1+
Commonwealth Bank of Australia New Yo	20271EN21	09/30/25	29,500,000.00	99.99993	29,499,979.35	29,500,000.00	29,500,000.00	1.00%	4.57%	A-1+
Cooperative Rabobank U.A. New York	21684LJ45	03/10/25	25,000,000.00	100.00411	25,001,026.75	25,000,000.00	25,000,000.00	0.85%	4.58%	A-1
Credit Agricole CIB New York	22536HTE9	03/11/25	20,000,000.00	100.01170	20,002,340.00	20,000,000.00	20,000,000.00	0.68%	4.32%	A-1
MUFG Bank Ltd. New York	55380U2N6	04/14/25	10,000,000.00	100.01080	10,001,080.00	10,000,000.00	10,000,000.00	0.34%	4.61%	A-1
MUFG Bank Ltd. New York	55380U6E2	05/13/25	15,000,000.00	100.02720	15,004,080.00	15,000,000.00	15,000,000.00	0.51%	4.43%	A-1
MUFG Bank Ltd. New York	55380U7C5	06/03/25	15,000,000.00	100.01530	15,002,295.00	15,000,000.00	15,000,000.00	0.51%	4.59%	A-1
Mitsubishi UFJ Trust & Banking Corp. New	55381BC99	08/14/25	19,500,000.00	100.01953	19,503,807.57	19,500,000.00	19,500,000.00	0.66%	4.61%	A-1
Mitsubishi UFJ Trust & Banking Corp. New	60683DH85	04/04/25	30,000,000.00	100.00340	30,001,020.00	30,000,000.00	30,000,000.00	1.02%	4.56%	A-1
Mitsubishi UFJ Trust & Banking Corp. New	60683DV89	11/17/25	25,000,000.00	99.99941	24,999,852.50	25,000,000.00	25,000,000.00	0.85%	4.63%	A-1
Mizuho Bank Ltd. New York	60710TTY7	03/05/25	15,000,000.00	99.99990	14,999,985.00	15,000,000.00	15,000,000.00	0.51%	4.58%	A-1
Mizuho Bank Ltd. New York	60710TUC3	04/01/25	20,000,000.00	100.01150	20,002,300.00	19,999,972.00	19,999,995.36	0.68%	4.56%	A-1
Mizuho Bank Ltd. New York	60710TUD1	04/02/25	30,000,000.00	99.99880	29,999,640.00	30,000,000.00	30,000,000.00	1.02%	4.56%	A-1
Mizuho Bank Ltd. New York	60710TVD0	04/29/25	15,000,000.00	100.00310	15,000,465.00	15,000,000.00	15,000,000.00	0.51%	4.59%	A-1
Mizuho Bank Ltd. New York	60710TVS7	05/09/25	15,000,000.00	100.00160	15,000,240.00	15,000,000.00	15,000,000.00	0.51%	4.59%	A-1
Mizuho Bank Ltd. New York	60710TZE4	07/22/25	24,500,000.00	100.02894	24,507,089.81	24,499,987.69	24,499,990.22	0.83%	4.59%	A-1
National Australia Bank Ltd. New York	63253TGK9	06/18/25	50,000,000.00	100.02410	50,012,050.00	50,000,000.00	50,000,000.00	1.70%	4.57%	A-1+
Natixis New York Branch	63873QSR1	03/12/25	20,000,000.00	100.01240	20,002,480.00	20,000,000.00	20,000,000.00	0.68%	4.32%	A-1
Nordea Bank Abp New York	65558WCX4	03/14/25	25,000,000.00	100.00370	25,000,925.00	25,000,000.00	25,000,000.00	0.85%	4.56%	A-1+
Nordea Bank Abp New York	65558WDH8	04/29/25	10,000,000.00	100.01990	10,001,990.00	10,000,000.00	10,000,000.00	0.34%	4.59%	A-1+
Nordea Bank Abp New York	65558WDX3	04/04/25	25,000,000.00	100.00670	25,001,675.00	25,000,000.00	25,000,000.00	0.85%	4.54%	A-1+
Nordea Bank Abp New York	65558WGX8	08/14/25	30,000,000.00	99.99983	29,999,949.00	30,000,000.00	30,000,000.00	1.02%	4.53%	A-1+
Oversea-Chinese Banking Corp. Ltd. New	69033NCU7	04/03/25	20,000,000.00	100.00510	20,001,020.00	20,000,000.00	20,000,000.00	0.68%	4.58%	A-1+
Oversea-Chinese Banking Corp. Ltd. New	69033NDB8	03/27/25	15,000,000.00	100.00170	15,000,255.00	15,000,000.00	15,000,000.00	0.51%	4.54%	A-1+
Oversea-Chinese Banking Corp. Ltd. New	69033NDJ1	04/25/25	20,000,000.00	99.99850	19,999,700.00	20,000,000.00	20,000,000.00	0.68%	4.54%	A-1+
Oversea-Chinese Banking Corp. Ltd. New	69033NDW2	05/30/25	10,000,000.00	100.00990	10,000,990.00	10,000,000.00	10,000,000.00	0.34%	4.56%	A-1+
Royal Bank of Canada New York	78015JST5	04/07/25	30,000,000.00	100.07550	30,022,650.00	30,000,000.00	30,000,000.00	1.02%	4.38%	A-1+
Royal Bank of Canada New York	78015JTF4	04/17/25	25,000,000.00	100.00770	25,001,925.00	25,000,000.00	25,000,000.00	0.85%	4.61%	A-1+
Royal Bank of Canada New York	78015JW70	05/07/25	50,000,000.00	100.00080	50,000,400.00	50,000,000.00	50,000,000.00	1.70%	4.56%	A-1+
Royal Bank of Canada New York	78015JX77	09/09/25	15,000,000.00	99.99894	14,999,841.00	15,000,000.00	15,000,000.00	0.51%	4.56%	A-1+
Standard Chartered Bank of New York	85325VQU7	12/10/25	30,000,000.00	99.99982	29,999,946.00	30,000,000.00	30,000,000.00	1.02%	4.61%	A-1
Sumitomo Mitsui Trust Bank, Ltd. New Yc	86564PU25	05/19/25	25,000,000.00	99.99985	24,999,962.50	25,000,000.00	25,000,000.00	0.85%	4.59%	A-1
Sumitomo Mitsui Trust Bank, Ltd. New Yc	86564PX97	06/10/25	15,000,000.00	99.99982	14,999,973.00	15,000,000.00	15,000,000.00	0.51%	4.59%	A-1
Sumitomo Mitsui Banking Corp. New York	86565GFS4	05/01/25	15,000,000.00	100.02420	15,003,630.00	15,000,000.00	15,000,000.00	0.51%	4.59%	A-1
Sumitomo Mitsui Banking Corp. New York	86565GGL8	06/02/25	30,000,000.00	100.04030	30,012,090.00	30,000,000.00	30,000,000.00	1.02%	4.59%	A-1
Sumitomo Mitsui Banking Corp. New York	86565GGU8	06/09/25	25,000,000.00	100.04970	25,012,425.00	25,000,000.00	25,000,000.00	0.85%	4.62%	A-1
Svenska Handelsbanken New York	86959THN9	05/16/25	20,000,000.00	100.01480	20,002,960.00	20,000,000.00	20,000,000.00	0.68%	4.56%	A-1+
Svenska Handelsbanken New York	86959TKY1	08/11/25	29,500,000.00	99.99982	29,499,946.90	29,500,000.00	29,500,000.00	1.00%	4.54%	A-1+
Svenska Handelsbanken New York	86959TLC8	08/19/25	30,000,000.00	99.99986	29,999,958.00	30,000,000.00	30,000,000.00	1.02%	4.53%	A-1+
The Toronto-Dominion Bank New York	89115DS31	11/24/25	60,000,000.00	99.99986	59,999,916.00	60,000,000.00	60,000,000.00	2.04%	4.59%	A-1
Westpac Banking Corp. New York	96130AYR3	06/23/25	40,000,000.00	99.99990	39,999,960.00	40,000,000.00	40,000,000.00	1.36%	4.56%	A-1+



**VIP STABLE NAV LIQUIDITY POOL**  
**Holdings Report by Category**  
**02/28/25**

Security Description	CUSIP	Maturity	Quantity	Price	Market Value	Original Cost	Amortized Cost	% of MV	Yield to Maturity	S&P Rating
Westpac Banking Corp. New York	96130AYS1	06/02/25	50,000,000.00	99.99730	49,998,650.00	50,000,000.00	50,000,000.00	1.70%	4.55%	A-1+
<b>TOTAL : BANKING</b>			<b>1,322,500,000.00</b>		<b>1,322,612,530.68</b>	<b>1,322,499,959.69</b>	<b>1,322,499,985.58</b>	<b>45.03%</b>		
<b>TOTAL : Certificates of Deposit</b>			<b>1,322,500,000.00</b>		<b>1,322,612,530.68</b>	<b>1,322,499,959.69</b>	<b>1,322,499,985.58</b>	<b>45.03%</b>		
<b>Commercial Paper</b>										
<b>BANKING</b>										
BofA Securities Inc.	06054CHJ7	04/16/25	20,000,000.00	100.00770	20,001,540.00	20,000,000.00	20,000,000.00	0.68%	4.59%	A-1
BofA Securities Inc.	06054NUN9	07/22/25	25,000,000.00	98.24070	24,560,175.00	24,335,590.28	24,558,090.28	0.84%	4.54%	A-1
BofA Securities Inc.	06054NYJ4	11/18/25	40,000,000.00	96.83721	38,734,882.40	38,692,000.00	38,730,755.56	1.32%	4.53%	A-1
Barclays Bank PLC	06741FR25	04/02/25	10,000,000.00	99.59550	9,959,550.00	9,770,925.00	9,960,800.00	0.34%	4.49%	A-1+
Barclays Bank PLC	06741FRM1	04/21/25	20,000,000.00	99.36210	19,872,420.00	19,527,222.22	19,869,666.67	0.68%	4.51%	A-1+
Barclays Bank PLC	06741FSM0	05/21/25	15,000,000.00	98.99250	14,848,875.00	14,654,591.67	14,845,425.00	0.51%	4.53%	A-1+
Barclays Bank PLC	06741FT49	06/04/25	13,500,000.00	98.81960	13,340,646.00	13,185,697.50	13,336,837.50	0.45%	4.54%	A-1+
Barclays Bank PLC	06741FVF1	08/15/25	20,000,000.00	97.92660	19,585,320.00	19,552,666.67	19,591,777.78	0.67%	4.60%	A-1+
Barclays Bank PLC	06741FVT1	08/27/25	12,500,000.00	97.78090	12,222,612.50	12,221,052.08	12,227,149.30	0.42%	4.60%	A-1+
Citigroup Global Markets	17327AU21	07/02/25	12,500,000.00	98.48430	12,310,537.50	12,165,916.67	12,305,250.00	0.42%	4.53%	A-1
Citigroup Global Markets	17327AU70	07/07/25	13,500,000.00	98.43856	13,289,206.01	13,130,640.00	13,281,120.00	0.45%	4.49%	A-1
ING (U.S.) Funding LLC	4497W0TP3	06/23/25	30,000,000.00	98.59650	29,578,950.00	29,325,775.00	29,575,350.00	1.01%	4.52%	A-1
ING (U.S.) Funding LLC	4497W0TT5	06/27/25	10,000,000.00	98.55695	9,855,694.90	9,774,016.67	9,853,483.34	0.34%	4.49%	A-1
ING (U.S.) Funding LLC	44988GEP9	03/17/25	5,000,000.00	100.00600	5,000,300.00	5,000,000.00	5,000,000.00	0.17%	4.62%	A-1
ING (U.S.) Funding LLC	44988GFR4	07/24/25	25,000,000.00	100.00790	25,001,975.00	25,000,000.00	25,000,000.00	0.85%	4.55%	A-1
MetLife Short Term Funding LLC	59157VBW7	04/03/25	30,000,000.00	99.99150	29,997,450.00	30,000,000.00	30,000,000.00	1.02%	4.54%	A-1+
National Securities Clearing Corp.	63763PQ36	03/03/25	5,000,000.00	99.96320	4,998,160.00	4,850,900.00	4,998,600.00	0.17%	4.48%	A-1+
National Securities Clearing Corp.	63763PR43	04/04/25	15,000,000.00	99.57100	14,935,650.00	14,844,483.33	14,938,516.67	0.51%	4.49%	A-1+
National Securities Clearing Corp.	63763PW39	09/03/25	40,000,000.00	97.76447	39,105,786.80	39,087,444.44	39,111,333.33	1.33%	4.46%	A-1+
Toyota Motor Credit Corp.	89233GRH1	04/17/25	5,000,000.00	99.41920	4,970,960.00	4,813,144.44	4,967,230.55	0.17%	4.44%	A-1+
<b>TOTAL : BANKING</b>			<b>367,000,000.00</b>		<b>362,170,691.11</b>	<b>359,932,065.97</b>	<b>362,151,385.98</b>	<b>12.33%</b>		
<b>TECHNOLOGY HARDWARE</b>										
Johnson & Johnson	47816FVS7	08/26/25	20,000,000.00	97.91200	19,582,399.60	19,577,361.11	19,579,722.22	0.67%	4.35%	A-1+
<b>TOTAL : TECHNOLOGY HARDWARE</b>			<b>20,000,000.00</b>		<b>19,582,399.60</b>	<b>19,577,361.11</b>	<b>19,579,722.22</b>	<b>0.67%</b>		
<b>TOTAL : Commercial Paper</b>			<b>387,000,000.00</b>		<b>381,753,090.71</b>	<b>379,509,427.08</b>	<b>381,731,108.20</b>	<b>13.00%</b>		
<b>#</b>										
<b>BANKING</b>										
Atlantic Asset Securitization LLC	04821TQH1	03/17/25	11,000,000.00	99.79080	10,976,988.00	10,766,882.50	10,978,440.00	0.37%	4.50%	A-1
Atlantic Asset Securitization LLC	04821TT96	06/09/25	25,000,000.00	98.76700	24,691,749.00	24,421,138.89	24,681,944.45	0.84%	4.51%	A-1
Atlantic Asset Securitization LLC	04821TTD7	06/13/25	20,000,000.00	98.71871	19,743,741.60	19,552,500.00	19,740,000.00	0.67%	4.51%	A-1
Bedford Row Funding Corp.	06741FVL8	08/20/25	25,000,000.00	97.85740	24,464,350.00	24,442,625.00	24,473,250.00	0.83%	4.62%	A-1+
Bedford Row Funding Corp.	07644CKK5	03/05/25	10,000,000.00	100.00060	10,000,060.00	10,000,000.00	10,000,000.00	0.34%	4.58%	A-1+
Bedford Row Funding Corp.	07645RES1	03/19/25	25,000,000.00	100.00360	25,000,900.00	25,000,000.00	25,000,000.00	0.85%	4.60%	A-1+
Bedford Row Funding Corp.	07645REX0	05/28/25	12,500,000.00	100.00980	12,501,225.00	12,500,000.00	12,500,000.00	0.43%	4.59%	A-1+
Bedford Row Funding Corp.	07646KHFO	04/01/25	25,000,000.00	100.00530	25,001,325.00	25,000,000.00	25,000,000.00	0.85%	4.60%	A-1+
Bedford Row Funding Corp.	07646KHJ2	06/06/25	10,000,000.00	100.00800	10,000,800.00	10,000,000.00	10,000,000.00	0.34%	4.59%	A-1+
Bedford Row Funding Corp.	07646KHK9	06/16/25	15,000,000.00	100.00880	15,001,320.00	15,000,000.00	15,000,000.00	0.51%	4.59%	A-1+
Bedford Row Funding Corp.	07646KHM5	07/01/25	10,000,000.00	100.00670	10,000,670.00	10,000,000.00	10,000,000.00	0.34%	4.59%	A-1+
Brighthouse Financial, Inc.	10924HR22	04/02/25	20,000,000.00	99.59040	19,918,080.00	19,555,333.33	19,918,222.22	0.68%	4.55%	A-1+
Brighthouse Financial, Inc.	10924HT53	06/05/25	25,000,000.00	98.79590	24,698,975.00	24,421,138.89	24,694,666.67	0.84%	4.59%	A-1+
Brighthouse Financial, Inc.	10924HUH5	07/17/25	15,000,000.00	98.27450	14,741,175.00	14,667,412.50	14,746,425.00	0.50%	4.61%	A-1+
Brighthouse Financial, Inc.	10924HUN2	07/22/25	15,000,000.00	98.21480	14,732,220.00	14,665,575.00	14,737,237.50	0.50%	4.61%	A-1+
Brighthouse Financial, Inc.	10924HUR3	07/25/25	10,000,000.00	98.17520	9,817,520.00	9,773,375.00	9,821,150.00	0.33%	4.62%	A-1+
Britannia Funding Co. LLC	11042LQC7	03/12/25	10,000,000.00	99.85110	9,985,110.00	9,764,000.00	9,985,577.78	0.34%	4.54%	A-1
Britannia Funding Co. LLC	11042LQE3	03/14/25	30,000,000.00	99.82620	29,947,860.00	29,277,150.00	29,948,650.00	1.02%	4.54%	A-1
Britannia Funding Co. LLC	11042LRE2	04/14/25	10,000,000.00	99.45438	9,945,437.50	9,762,583.33	9,943,533.33	0.34%	4.45%	A-1
Britannia Funding Co. LLC	11042LS76	05/07/25	10,000,000.00	99.17456	9,917,455.60	9,768,455.56	9,914,761.11	0.34%	4.47%	A-1
Britannia Funding Co. LLC	11042LSN1	05/22/25	10,000,000.00	98.96240	9,896,240.00	9,781,833.33	9,894,766.67	0.34%	4.61%	A-1
Britannia Funding Co. LLC	11042NAR7	03/10/25	15,000,000.00	100.00150	15,000,225.00	15,000,000.00	15,000,000.00	0.51%	4.61%	A-1
Cabot Trail Funding LLC	12710GU73	07/07/25	10,000,000.00	98.40760	9,840,760.00	9,778,777.78	9,843,555.56	0.34%	4.58%	A-1
Cabot Trail Funding LLC	12710GV49	08/04/25	10,000,000.00	98.06070	9,806,070.00	9,804,116.67	9,810,200.00	0.33%	4.60%	A-1
GTA Funding LLC	40060VBV5	08/14/25	10,000,000.00	99.99980	9,999,980.00	10,000,000.00	10,000,000.00	0.34%	4.57%	A-1
GTA Funding LLC	40060WU26	07/02/25	10,000,000.00	98.49374	9,849,374.40	9,784,888.89	9,849,666.67	0.34%	4.50%	A-1

**VIP STABLE NAV LIQUIDITY POOL**  
**Holdings Report by Category**  
**02/28/25**

Security Description	CUSIP	Maturity	Quantity	Price	Market Value	Original Cost	Amortized Cost	% of MV	Yield to Maturity	S&P Rating
Halkin Finance LLC	40588LSL4	05/20/25	10,000,000.00	99.01675	9,901,675.00	9,768,722.22	9,897,777.78	0.34%	4.47%	A-1
Halkin Finance LLC	40588LSM2	05/21/25	15,000,000.00	99.00461	14,850,691.65	14,655,000.00	14,844,750.00	0.51%	4.48%	A-1
Halkin Finance LLC	40588LS7	05/27/25	10,000,000.00	98.93178	9,893,177.80	9,767,444.44	9,888,833.33	0.34%	4.48%	A-1
La Fayette Asset Securitization LLC	50286LQH9	03/17/25	10,000,000.00	99.79411	9,979,411.10	9,790,525.00	9,980,400.00	0.34%	4.43%	A-1
Liberty Street Funding LLC	53127TQJ5	03/18/25	10,000,000.00	99.77490	9,977,490.00	9,792,036.11	9,979,080.56	0.34%	4.57%	A-1
Liberty Street Funding LLC	53127TQT3	03/27/25	10,000,000.00	99.66230	9,966,230.00	9,775,825.00	9,968,150.00	0.34%	4.58%	A-1
LMA Americas LLC	53944QQC7	03/12/25	10,000,000.00	99.85220	9,985,220.00	9,765,000.00	9,985,638.89	0.34%	4.50%	A-1
LMA Americas LLC	53944QU81	07/08/25	25,000,000.00	98.38660	24,596,650.00	24,438,291.67	24,604,041.67	0.84%	4.60%	A-1
LMA Americas LLC	53944QU99	07/09/25	15,000,000.00	98.37410	14,756,115.00	14,664,816.67	14,760,583.34	0.50%	4.61%	A-1
Mackinac Funding Company, LLC	55458ESP6	05/23/25	10,000,000.00	98.97800	9,897,800.00	9,764,638.89	9,894,405.56	0.34%	4.49%	A-1
Mackinac Funding Company, LLC	55458EVL1	08/20/25	10,000,000.00	97.91439	9,791,438.90	9,784,650.00	9,790,733.33	0.33%	4.49%	A-1
Manhattan Asset Funding Co.	56274LRB2	04/11/25	10,000,000.00	99.48340	9,948,340.00	9,763,575.00	9,949,775.00	0.34%	4.51%	A-1
Paradelle Funding LLC	69901MSD9	05/13/25	10,000,000.00	99.09460	9,909,460.00	9,770,477.78	9,907,938.89	0.34%	4.51%	A-1
Paradelle Funding LLC	69901MT55	06/05/25	10,000,000.00	98.81260	9,881,260.00	9,767,183.33	9,877,866.66	0.34%	4.52%	A-1
Ridgefield Funding Co. LLC	76582JSE5	05/14/25	10,000,000.00	99.08750	9,908,750.00	9,764,172.22	9,906,677.78	0.34%	4.48%	A-1
Ridgefield Funding Co. LLC	76582JWK6	09/19/25	15,000,000.00	97.54105	14,631,157.50	14,608,612.50	14,628,825.00	0.50%	4.53%	A-1
Ridgefield Funding Co. LLC	76582JWW0	09/30/25	20,000,000.00	97.40517	19,481,034.20	19,479,222.22	19,484,066.66	0.66%	4.54%	A-1
Starbird Funding Corp.	85520LT47	06/04/25	10,000,000.00	98.83541	9,883,541.30	9,740,577.78	9,881,513.89	0.34%	4.48%	A-1
<b>TOTAL : BANKING</b>			<b>618,500,000.00</b>		<b>612,719,053.55</b>	<b>607,348,557.50</b>	<b>612,713,105.30</b>	<b>20.86%</b>		
			<b>618,500,000.00</b>		<b>612,719,053.55</b>	<b>607,348,557.50</b>	<b>612,713,105.30</b>	<b>20.86%</b>		
<b>##</b>										
<b>Money Market</b>										
<b>MONEY MARKET</b>										
Fidelity Government Portfolio -Institutions	31607A703		17,836,447.97	100.00000	17,836,447.97	17,836,447.97	17,836,447.97	0.61%	4.28%	AAA
Goldman Sachs Financial Square Governn	38141W273		4,762,055.02	100.00000	4,762,055.02	4,762,055.02	4,762,055.02	0.16%	4.27%	AAA
JP Morgan U.S. Government Fund	4812C0688		5,177,738.06	100.00000	5,177,738.06	5,177,738.06	5,177,738.06	0.18%	4.00%	AAA
Federated Government Obligations - Pren	608919718		9,272,222.91	100.00000	9,272,222.91	9,272,222.91	9,272,222.91	0.32%	4.26%	AAA
InvesCo STIT Government & Agency Port	825252885		32,806,387.32	100.00000	32,806,387.32	32,806,387.32	32,806,387.32	1.12%	4.29%	AAA
State Street Institutional US Government	857492706		68,648,467.82	100.00000	68,648,467.82	68,648,467.82	68,648,467.82	2.34%	4.30%	AAA
Allspring Government Money Market Fun	949921126		20,568,439.80	100.00000	20,568,439.80	20,568,439.80	20,568,439.80	0.70%	4.29%	AAA
<b>TOTAL : MONEY MARKET</b>			<b>159,071,758.90</b>		<b>159,071,758.90</b>	<b>159,071,758.90</b>	<b>159,071,758.90</b>	<b>5.42%</b>		
			<b>159,071,758.90</b>		<b>159,071,758.90</b>	<b>159,071,758.90</b>	<b>159,071,758.90</b>	<b>5.42%</b>		
<b>TOTAL : Money Market</b>										
<b>Repurchase Agreement</b>										
<b>REPURCHASE AGREEMENTS</b>										
Bank of America Repo 4.36% , due 03/0	RPEH3Z1H6	03/03/25	270,586,569.48	100.00000	270,586,569.48	270,586,569.48	270,586,569.48	9.21%	4.36%	A-1
Bank of Montreal Repo 4.32% , due 03/0	RPEJ3Z7Q6	03/03/25	19,069,841.20	100.00000	19,069,841.20	19,069,841.20	19,069,841.20	0.65%	4.32%	A-1
RBC Capital Markets Repo 4.32% , due 0	RPEJ3Z7R4	03/03/25	54,968,094.00	100.00000	54,968,094.00	54,968,094.00	54,968,094.00	1.87%	4.32%	A-1+
Credit Agricole CIB Repo 4.33% , due 0	RPEM2Z053	03/03/25	50,000,000.00	100.00000	50,000,000.00	50,000,000.00	50,000,000.00	1.70%	4.33%	A-1
<b>TOTAL : REPURCHASE AGREEMENTS</b>			<b>394,624,504.68</b>		<b>394,624,504.68</b>	<b>394,624,504.68</b>	<b>394,624,504.68</b>	<b>13.43%</b>		
			<b>394,624,504.68</b>		<b>394,624,504.68</b>	<b>394,624,504.68</b>	<b>394,624,504.68</b>	<b>13.43%</b>		
<b>TOTAL : Repurchase Agreement</b>										
<b>Grand Total</b>			<b>2,948,348,587.40</b>		<b>2,937,433,262.34</b>	<b>2,929,706,531.67</b>	<b>2,937,292,786.48</b>	<b>100.00%</b>		

## **TOWN COUNCIL COMMITTEES REPORT**

### **SUBJECT:**

- a. Western Tidewater Free Clinic
- b. 1750 Isle of Wight County Courthouse
- c. Friends of the Smithfield Library
- d. The Genieve Shelter

### **ATTACHMENTS:**

Description	Type	Upload Date
Funding Request - Western Tidewater Free Clinic	Cover Memo	3/19/2025
Funding Request - 1750 Isle of Wight County Courthouse	Cover Memo	3/19/2025
Funding Request - Friends of the Smithfield Library	Cover Memo	3/20/2025
Funding Request - The Genieve Shelter	Cover Memo	3/19/2025



February 13, 2025

Mr. Michael Stallings, ICMA-CM, Town Manager  
Town of Smithfield  
P.O. Box 246  
Smithfield, VA 23431

Dear Mr. Stallings,

We are sincerely thankful to the Town of Smithfield and the Town Council for their continued support of the Western Tidewater Free Clinic (WTFC), especially for the recent funding of \$15,809 for the 2024-2025 fiscal year. We are seeking consideration for ongoing support as the need for basic healthcare services for our vulnerable patients remains constant.

*The Clinic's mission is to provide high-quality, non-emergency health care to residents of Western Tidewater who cannot otherwise afford it.* We accomplish this by granting access to compassionate and coordinated physical, mental, and dental care, aiming to improve the overall health of those we serve. Our clinic acts as a comprehensive health home for low-income, uninsured, underinsured, and underserved patients, offering a range of services such as medical, dental, vision and specialty care, mental health and women's health services, patient education, and critical medications and counseling.

In the most recent 12-month period (7/1/23-6/30/24) WTFC provided services to 1,593 total patients who generated 12,329 visits. Of these patients, 823 received dental services in 2,379 dental visits. **All Smithfield resident patients totaled 93 (6%) who received 711 visits. Town of Smithfield proper totaled 36 patients (2%) who received 221 visits. During this period, WTFC has dispensed almost 10,000 free medications to our patients, valued at almost \$2.5 million. Smithfield patients received medications valued at almost \$150,000. Last year we provided care to 1 individual employed by Isle of Wight County Public Schools.**

*We are the sole free safety net healthcare provider in our 2,200 square mile service area that includes Smithfield, Suffolk, Franklin, and the counties of Isle of Wight, Southampton, Surry and Sussex for adults age 18 and up living at or below 300% Federal Poverty level.* Ensuring access to coordinated, comprehensive healthcare to those desperately needing continuity of care who would otherwise only receive services through the local hospital emergency departments is critical to improving our patients' quality of life, freeing up hospital resources for true emergencies, and ultimately creating a healthier community for all and has been essential during the pandemic. We are considered a "hybrid" clinic, as we continue to serve our patients who meet Virginia Medicaid eligibility and are one of the few providers in the area providing dental services to adults covered by Medicaid. In addition to the care received at the Clinic, most patients receive free lab tests, diagnostic services, treatments, and even surgeries at Sentara Obici Hospital. The hospital's radiologists, emergency physicians, and many other specialists provide free care, as well.

The clinic is operated by 26 full and part time employees, with ~90% dedicated to providing direct patient care services. In 2024, volunteers contributed over 5,500 hours, which is equivalent to almost 2.7 FTEs. Notably, four of our Board members reside in Smithfield. Our collective aim, alongside our volunteers, is to enhance the health of our citizens, empower them to care for themselves and their families, sustain their jobs, and be productive members of our community.





Dental continues to be a growing service line for the Clinic. There has been high demand for dental care, as our service area has limited providers, especially those who can take new Medicaid patients. Our dental expansion completed was completed in November 2023 and we began seeing patients in that new space in December 2023. In 2024, the clinic has experienced a 71% increase in the dental visits from 2023. During this 12-month period ending on 6/30/2024, the clinic provided dental services to 49 Smithfield residents through 156 visits, with 18 dental patients were from the Town of Smithfield proper. It's highly rewarding to see such positive patient outcomes from our efforts.

In 2024, the clinic has seen a 43% increase in mental health visits (1,662 visits) compared to 2023. From Behavioral health is a critical component of overall health. Mental health services provided include counseling and psychiatric services for medication management. This is a critical piece of the Clinic's health home model of integrated care that improves our patients' overall health and well-being. In the most recent 12 months ending June 30, 2024, the Clinic has provided mental health services to 7 patients from Smithfield in 55 visits, and one patient lives in the Town of Smithfield proper. As we all know, available mental health services are extremely limited yet greatly needed to improve an individual's and a community's overall quality of life. *These services are truly life-saving for many. One life at a time.*

In 2024, we continued to offer eligibility and re-eligibility appointments twice a month at Hayden Village Center in the medical clinic space, through our continued partnership with Bon Secours Southampton Medical Center and Senior Services of Southeastern Virginia. We also conducted medical telehealth appointments there for patients who are a good fit for this type of visit with their WTFC provider. The Clinic continues to be focused on minimizing patient barriers to our healthcare services. WTFC has a patient transportation assistance (gas card) program to make our services to accessible to patients living in our outer lying service area beyond our current location in Suffolk. This is an unfunded expense. These efforts are aligned with our current strategic plan, which emphasizes expanding outreach to assist as many patients as possible.

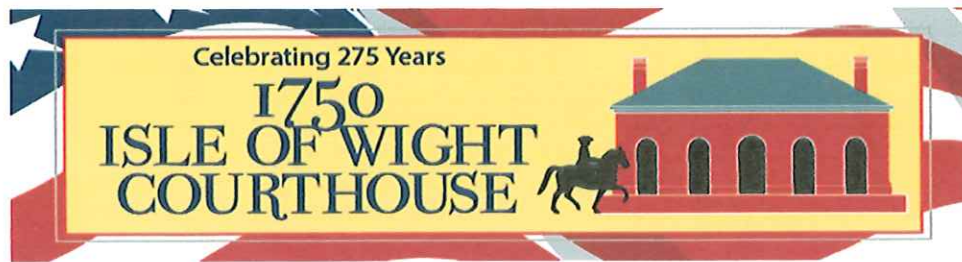
WTFC's 2025 budget projects operating expenses of \$2,798,662, reflecting an 6% increase from 2024 due to the rising medical and dental supplies and medication costs. The annual cost of care is ~\$1,600 per patient. We are requesting local municipalities to provide 20% of our operating expenses (\$559,732), aiming for each municipality to allocate funds according to its percentage of residents served. **Our specific request to the Town of Smithfield for FY25-FY26 is \$11,195, representing 2% of the total funds being requested which is reflective of Town of Smithfield proper patients served in the last 12 months out of the total 6% of all Smithfield patients served. This funding will provide comprehensive healthcare to about seven Town of Smithfield proper residents. The 36 Town of Smithfield proper patients we served in FY23-24 had an annual cost of care to the Clinic of over \$52,000.**

**WTFC is truly grateful for the continued support of the Town of Smithfield and respectfully request consideration for our FY25 – FY26 request, crucial for us to continue serving vulnerable members of our community with high-quality comprehensive healthcare. We would welcome an opportunity to discuss our application in person. Thank you for your time and consideration.**

Sincerely,

Ashley O. Greene  
Executive Director  
[agreene@wtfreeclinic.org](mailto:agreene@wtfreeclinic.org)  
(757) 923-1060 x7001





February 12, 2025

Town Council of Smithfield  
P. O. Box 246  
Smithfield, Virginia 23430

1750 Isle of Wight County Courthouse  
P. O. Box 325  
Smithfield, Virginia 23430

Members of the Smithfield Town Council:

Thank you for the contributions you have made to the 1750 Isle of Wight County Courthouse over the past years. The 1750 Isle of Wight County Courthouse Board appreciates the continued support that you have provided. Our mission is to enhance the 1750 Isle of Wight County Courthouse and its remarkable role in the American experience. The resources you provide, and our annual fundraisers help to support this mission.

The 1750 Isle of Wight County Courthouse is a unique historic treasure that is a source of pride for our community. We are proud to keep this historic site open "free" to the public to experience an understanding of America's foundation. Our dedicated volunteer docents and weekend paid docents keep the doors open. This past year we welcomed almost 8,500 visitors with many visitors coming from areas outside the historic district. With your financial support, we can accomplish this for ALL to have access to this history.

The 1750 Isle of Wight County Courthouse focuses on being an active part of the community. The partnership with Tourism and Visitors Center accomplishes that focus. We have been active this past year with many of our activities: Court Day, participating in Juneteenth Celebration, Reading of the Declaration of Independence, Constitution Week, participating in the Vintage Market, Ghost Walk, participating in the Mistletoe Market (Cocktail Garden), and Christmas in Smithfield. We certainly hope to continue this journey with our community with these and other activities in 2025.

The 1750 Isle of Wight County Courthouse Board is dedicated to preserving and maintaining the integrity of this architectural treasure, and its rich history. We are committed to creating and highlighting the uniqueness of this historic treasure. With your continued support of \$5,000, we will be able to continue our mission and accomplish our goals.

Thank you for your consideration in supporting the 1750 Isle of Wight County Courthouse.

Sincerely,

David G. Hundley  
Director, 1750 Isle of Wight County Courthouse Board  
757-327-8938 Dgh54111@gmail.com

**1750 Isle of Wight County Courthouse**  
**2025 Budget**

**Year To Date Summary**

<b>Category</b>	<b>Description</b>	<b>Amount</b>
<b>Revenues</b>		
	<i>Finance - Donation Box</i>	\$2,000.00
	<i>Finance - Patron Donations</i>	\$5,000.00
	<i>Finance - Corporate Donations</i>	\$2,000.00
	<i>Finance - Governmental Donations</i>	\$10,000.00
	<i>Finance - HRCF Disbursement</i>	\$2,200.00
	<i>Rental - Clerk's Office</i>	\$7,800.00
	<i>Rental - Courthouse</i>	\$1,100.00
	<i>Events - Court Day</i>	\$700.00
	<i>Events - Ghost Walk</i>	\$1,800.00
	<i>Events - Christmas in Smithfield</i>	\$3,500.00
	<i>Events - Cocktail Garden</i>	\$600.00
	<i>Events - Smithfield VA Events</i>	\$400.00
	<i>Events - Donations</i>	\$250.00
	<i>Other Revenue</i>	\$0.00
	<i>Repair funds from Historic Smithfield</i>	\$28,000.00
	<b>Total Revenues</b>	<b>\$65,350.00</b>
<b>Disbursements</b>		
	<i>Finance - Mutual Funds</i>	\$3,000.00
	<i>Finance - Endowment Funds</i>	\$2,000.00
	<i>Finance - Payroll Management</i>	\$1,500.00
	<i>Finance - Payroll Salaries</i>	\$8,700.00
	<i>Finance - Taxes</i>	\$500.00
	<i>Finance - Services</i>	\$1,500.00
	<i>Finance - Supplies</i>	\$150.00
	<i>Finance - Postal Box</i>	\$170.00
	<i>Utilities - Electric</i>	\$1,500.00
	<i>Utilities - Gas</i>	\$1,800.00
	<i>Utilities - Water Treatment (HRUBS)</i>	\$150.00
	<i>Utilities - Telephone</i>	\$800.00
	<i>Utilities - Insurance</i>	\$6,000.00
	<i>Utilities - Security monitoring</i>	\$400.00
	<i>Utilities - Pest Control</i>	\$230.00
	<i>Property - HVAC Repair</i>	\$300.00
	<i>Property - HVAC Service</i>	\$500.00
	<i>Property - Maintenance</i>	\$1,000.00
	<i>Property - Grounds</i>	\$500.00
	<i>Property - Housekeeping</i>	\$0.00
	<i>Property - Roofing repairs</i>	\$28,000.00
	<i>Rental - Supplies</i>	\$200.00
	<i>Rental - Refunds</i>	\$0.00

<i>Membership - Supplies</i>	\$100.00
<i>Membership - Signage and Flyers</i>	\$150.00
<i>Membership - Postage</i>	\$100.00
<i>Wardrobe - Purchases</i>	\$2,000.00
<i>Wardrobe - Maintenance</i>	\$200.00
<i>Docents - Brochures, Printing</i>	\$500.00
<i>Displays - Supplies, Maintenance</i>	\$400.00
<i>Public Relations - Online Services</i>	\$500.00
<i>Public Relations - Donations</i>	\$100.00
<i>Events - Publicity</i>	\$300.00
<i>Events - Supplies</i>	\$400.00
<i>Events - Services</i>	\$0.00
<i>Events - Entry fees</i>	\$0.00
<i>Miscellaneous - Legal fees</i>	\$1,700.00
<b>Total Disbursements</b>	<b>\$65,350.00</b>

**SMITHFIELD LIBRARY  
FUTURE NEEDS  
FY 2025-2026**

**SCHOOL AGE PROGRAMMING**

**\*\*BOOK BITES** (*book club for 3<sup>rd</sup>-5<sup>th</sup> graders; 3rd Wednesday of each month*)

Children read a pre-selected title each month, and then meet for book/character discussion, related activities, and snacks. The first 6 children to register get a free paperback copy of the monthly title to keep.

*6 books per month @ avg. 12.00 per copy;*

*\$72.00 per month for 8 months*

**576.00**

**TEEN PROGRAMMING—** (*ages 12-17: meets 2<sup>nd</sup> Tuesday @ 3:30*)

**Teen Tuesdays**-Teens meet to socialize and have snacks, discuss books, or craft. Additionally they may assist with various library projects, brainstorm program ideas, come up with display ideas, under the direction of the Youth Services Programmer.

*Monthly meeting- \$20.00 per month /11 months*

**220.00**

**SUMMER READING PROGRAM KICKOFF**

Kickoff event for annual summer reading program in June 2026 with face painter (240.00), balloon artist (160.00).

**400.00**



**DOWNTOWN STORYWALKS** *(A partnership between the Smithfield Library, IOW/Smithfield Tourism, the Genuine Merchants of Downtown Smithfield, Friends of the Smithfield Library, Grafik Trenz, and the Smithfield Kiwanis Club.)*

Pages from a picture book are attached to yard signs, which are placed along an outdoor path. Along with their family, caregiver or educator, children follow the path where they encounter the book page-by-page. The stories are often linked to the season or special events. Story walks help us to support our communities with a literacy enriched outdoor activity that promotes the love of reading and libraries.

We now provide our community with 10 annual story walks throughout the year:

- Martin Luther King Jr Day
- Black History Month
- St Patrick's Day
- Smithfield Arts Festival
- Father's Day
- Juneteenth
- Summer Reading Program tie-in
- Back to School
- Halloween
- Mistletoe Market

**\*\*10 story walks per year @average cost of \$35 .00 per walk** (this includes the needed yard signs, 2 copies of each book as well as laminating and adhesive materials).

***\*\*We received an \$800.00 grant from the Smithfield Kiwanis Club for sturdy, metal sign holders for our story walk signage. These holders are extremely durable and do not require replacement.***

**350.00**

**ADULT PROGRAMMING**

**ADULT CRAFTING – meets the 3<sup>rd</sup> Thursday of each month (12 months)**

***average 35.00 per month for craft supplies***

**420.00**



## **CHILDREN'S AREA UPDATE**

**We are ready to move to the next phase of updating our children's area to provide a more spacious, welcoming space for community families. *\*\*Our first step was to purchase additional shelving units that will go completely around the remaining perimeter of the room. This not only make selecting books more accessible but will free up floor space to create more family seating and additional play space for children. Your funding last year made this happen!***

**We'd like to request funding to purchase two new floor rugs (washable) for the children's area. These will anchor new seating areas that we plan to equip with new furniture to better accommodate the large number of families that frequent this room.**

**Requesting funds for two new area rugs for the children's room. These will be washable rugs that can be easily cleaned in a machine. (The rugs in the children's area take quite a beating and need to be replaced frequently. The washable rugs will help defray costs in the long run.)**

**We need two rugs: \* from Ruggable \***

**6x9 Jungle Royal Blue rug @ 429.00**

**5x7 Galaxy rug @299.00**

**total 728.00**



**BLACK HISTORY MONTH PROGRAM – Feb 2026**

**Bright Star Theatre presents –**

**“Let it Shine: The American Civil Rights Movement” (best for 3<sup>rd</sup> grade to adult)**

This powerful production will introduce audiences to poignant events and notable names of the Civil Rights Movement. This acclaimed show focuses on the tumultuous years between 1955 and 1968 and shines a light on important milestones in our history, including: the Montgomery Bus Boycott, the SCLC, Brown v. Board of Education, Rosa Parks, Dr. Martin Luther King, Jr. and more come to life in this powerful tale. Through stories and song, *Let It Shine* shows the high price that was paid by those who fought for equal rights during this turbulent time.

**595.00**

**Total funds requested: 3289.00**

*Thank you for your consideration. We certainly appreciate the support we receive from the Smithfield Town Council for our library.*

*Terry Andrews  
Branch Manager  
Smithfield Library*



March 18, 2025

Lesley G. King, Town Clerk  
Town of Smithfield  
PO Box 246  
Smithfield, VA 23431

Dear Ms. King,

The Geneive Shelter is requesting \$10,000 from the Town of Smithfield to assist our agency with emergency shelter services. As a 501(c)3 organization, The Genieve Shelter has been serving victims of violence and their children for over thirty-six years. The Genieve Shelter's mission is to provide a safe refuge and supportive environment for the victims of domestic violence, sexual assault, human trafficking, and stalking and to provide information, education, and training services that focus on ending the cycle of violence to survivors and the community. We use a voluntary service model and provide comprehensive wrap-around trauma-informed services to both individuals and families who have experienced violence. Core programs and services include a 24-hour crisis hotline, emergency shelter, court advocacy, case management, crisis intervention, children's advocacy and services, housing stabilization, mobile advocacy, and individual and group therapy. As part of our intensive case management, we provide rental and employment assistance, assist clients with connecting to mainstream resources to obtain welfare and other benefits, and provide basic needs such as food and clothing. In addition to our shelter program, we also operate a community-based program designed to provide services to individuals who are no longer in need of emergency shelter, but need support due to layers of trauma. In the last fiscal year, we opened a new safehouse known as "Nora's House" on our shelter complex which increased our bed capacity from 36 to 52 beds.

The funding that we are requesting will be used to provide emergency shelter and therapeutic services to survivors in the underserved rural community of Smithfield. Due to rising prices resulting from inflation and a lack of affordable housing, most families are staying in shelter for an average of 90-150 days. This length of shelter stay has significantly increased from our 60 day average pre-pandemic length. Even when a client finds an available unit, the unit costs well beyond what they can financially afford and sustain. Because of this, when our shelter is at capacity, we place victims and their families in local motels. The prices of these hotels have nearly doubled what they were prior to the pandemic and continue to increase. High food costs are also creating a

Creating a safe and supportive environment for victims of abuse!

The Genieve Shelter, P.O. Box 1585, Suffolk VA. 23434, 757 925-4365



financial burden for clients, many of whom rely on SNAP benefits to feed themselves and their families. At the end of the month, many of our clients have run out of these funds and require assistance from the agency to provide food for their families. High hotel and food costs have created an unforeseen financial burden on the agency and only continue to be exacerbated by the tumultuous economy.

Additionally, our communities are experiencing increased violence. As a result, more victims and their children are seeking our services. Unfortunately, there is a lack of programs and resources specifically tailored to domestic violence victims in our area. Experts have found that children who have experienced violence are at a greater risk of ending up in an abusive relationship and/or repeating the cycle of violence. By providing mental health services to survivors, we can help prevent the cycle of violence from continuing by providing victims and their children with the skills they need to cope, heal, and effectively communicate about their past traumatic experiences. Funds from this request will also help cover the cost of individual and group counseling for survivors and their children.

We want to thank you for your continued support of our agency over the years. With the help of the Town of Smithfield, we could lighten our agency's financial burden and continue to provide life-saving services to survivors in Smithfield. Our goal is to ensure survivors have the necessary services they need to break the cycle of abuse for themselves and their children. In such tight economic times, we are truly appreciative of your consideration of this request. Should you have any questions regarding this request, please do not hesitate to email me at [marleisam@thegenieveshelter.org](mailto:marleisam@thegenieveshelter.org) or call at (757) 925-4365 or (757) 714-1255.

Sincerely,

*Marleisa Montgomery*

Marleisa Montgomery  
Executive Director

Creating a safe and supportive environment for victims of abuse!

The Genieve Shelter, P.O. Box 1585, Suffolk VA. 23434, 757 925-4365

## **TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** February Financial Statements

**FROM:** Laura Ross, Treasurer

**ATTACHMENTS:**

Description	Type	Upload Date
February Financial Statements	Activity Report	3/19/2025
Graph Data - Revenue / Expense	Activity Report	3/19/2025
Total Debt - February 2025	Activity Report	3/19/2025



Town of Smithfield  
Financial Statements  
as of February 28, 2025  
FY 24-25



**TOWN OF SMITHFIELD**  
**FY 2025 ADOPTED BUDGET SUMMARY GENERAL FUND**  
**Preliminary**

<b>REVENUES</b>	<b>FY 2024-25</b>	<b>Budget Transfers</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Department	<b>Budget</b>	<b>&amp; Rollovers</b>	<b>2/28/2025</b>	<b>to Actual</b>	<b>%</b>
Real Property Taxes	3,918,280.00	-	1,207,134.30	2,711,145.70	30.81%
Other Local Taxes	4,872,700.00	-	2,570,237.13	2,302,462.87	52.75%
Licenses, permits, & fees	371,500.00	-	131,491.76	240,008.24	35.39%
Fines & Costs	50,000.00	-	26,306.40	23,693.60	52.61%
From Use of Money & Property	902,400.00	-	779,709.69	122,690.31	86.40%
Miscellaneous Revenues	130,000.00	-	238,180.23	(108,180.23)	183.22%
Governmental Virginia	649,169.00	-	554,328.11	94,840.89	85.39%
Governmental Federal	153,000.00	3,636,509.08	2,290,154.08	1,499,355.00	60.43%
Other financing sources	175,000.00	-	-	175,000.00	0.00%
Appropriated from Reserves	-	-	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>11,222,049.00</b>	<b>3,636,509.08</b>	<b>7,797,541.70</b>	<b>7,061,016.38</b>	<b>52.48%</b>

<b>EXPENSES</b>	<b>FY 2024-25</b>	<b>Budget Transfers</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Department	<b>Budget</b>	<b>&amp; Rollovers</b>	<b>2/28/2025</b>	<b>to Actual</b>	<b>%</b>
Town Council	212,425.00	19,993.03	143,993.74	88,424.29	61.95%
Town Manager	799,835.00	198,471.50	494,158.18	504,148.32	49.50%
Treasurer	880,428.00	292,571.43	637,298.28	535,701.15	54.33%
Public Safety	4,184,628.00	1,127,514.42	2,645,022.35	2,667,120.07	49.79%
Parks & Recreation	2,466,162.00	1,652,875.33	1,851,910.75	2,267,126.58	44.96%
Museum	274,511.00	-	186,730.68	87,780.32	68.02%
Community Development & Planning	1,004,981.00	121,615.37	318,750.29	807,846.08	28.29%
Public Works	1,025,687.00	96,037.61	413,700.37	708,024.24	36.88%
Public Buildings	455,877.00	16,105.02	222,635.65	249,346.37	47.17%
Contributions	67,024.00	-	53,874.00	13,150.00	80.38%
Non-Departmental	80,000.00	-	3,615.00	76,385.00	4.52%
Debt Service	467,281.00	-	272,039.38	195,241.62	58.22%
Contingency	-	-	-	-	0.00%
<b>TOTAL EXPENSES</b>	<b>11,918,839.00</b>	<b>3,525,183.71</b>	<b>7,243,728.67</b>	<b>8,200,294.04</b>	<b>46.90%</b>
<b>NET INCOME/(LOSS)</b>	<b>(696,790.00)</b>	<b>111,325.37</b>	<b>553,813.03</b>	<b>-</b>	<b>-</b>

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND REVENUE SUMMARY**  
Preliminary

**MUNIS ACCT #**

**FY 2024-25**  
**Approved Budget**

**Budget Transfers**  
**& Rollovers**

**Actual**  
**2/28/2025**

**Notes**

**Budget**  
**to Actual**

**Variance**  
**%**

**GENERAL GOVERNMENT REVENUES**

**REAL PROPERTY TAXES**

Real Estate - Current	03-100-311010-0000-30001	2,524,950.00		48,097.98	1	2,476,852.02	1.90%
Real Estate - Current Tax Relief for the Elderly/Veterans	03-100-311010-0000-30001	85,000.00		-	1	85,000.00	0.00%
Real Estate - Delinquent	03-100-311010-0000-30002	25,000.00		(8,995.09)	1	33,995.09	-35.98%
Public Service-Real Estate Current	03-100-311020-0000-30001	43,000.00		43,209.11		(209.11)	100.49%
Public Service-Personal Property Current	03-100-311020-0000-30001	130.00		83.87		46.13	64.52%
Personal Property - Current	03-100-311030-0000-30001	1,162,200.00		1,030,845.54	2	131,354.46	88.70%
Personal Property - Delinquent	03-100-311030-0000-30002	25,000.00		58,178.59	2	(33,178.59)	232.71%
Penalty	03-100-311060-0000-30005	38,000.00		26,134.77		11,865.23	68.78%
Interest	03-100-311060-0000-30006	15,000.00		9,709.04		5,290.96	64.73%
Miscellaneous Receipts Over-Short	03-100-311060-0000-30007	-		(129.51)		129.51	0.00%
<b>Total Real Property Taxes</b>		<b>3,918,280.00</b>		<b>1,207,134.30</b>		<b>2,711,145.70</b>	<b>30.81%</b>

**OTHER LOCAL TAXES**

Sales Tax	03-100-312010-0000-30009	700,000.00		340,687.56	3	359,312.44	48.67%
Utility Tax	03-100-312020-0000-31201	200,000.00		122,357.42	4	77,642.58	61.18%
Consumption Tax	03-100-312020-0000-31202	50,000.00		24,627.02	4	25,372.98	49.25%
Business Licenses	03-100-312030-0000-31208	515,000.00		111,170.20	5	403,829.80	21.59%
Business Licenses Penalty	03-100-312030-0000-31209	5,000.00		3,877.94		1,122.06	77.56%
Business Licenses Interest	03-100-312030-0000-31210	1,000.00		1,318.39		(318.39)	131.84%
Peg Channel Capital Fee	03-100-312040-0000-30054	1,700.00		949.30		750.70	55.84%
Bank Franchise Tax	03-100-312040-0000-31203	150,000.00		-	6	150,000.00	0.00%
Vehicle License	03-100-312050-0000-32020	245,000.00		237,216.09	7	7,783.91	96.82%
Cigarette Tax	03-100-312080-0000-31204	200,000.00		112,800.00	8	87,200.00	56.40%
Transient Occupancy Tax	03-100-312101-0000-31205	325,000.00		164,089.81	9	160,910.19	50.49%
Meals Tax-4.25%	03-100-312110-0000-31211	1,700,000.00		986,899.91	10	713,100.09	58.05%
Meals Tax-2%	03-100-312110-0000-31212	780,000.00		464,243.49	10	315,756.51	59.52%
<b>Total Other Local Taxes</b>		<b>4,872,700.00</b>		<b>2,570,237.13</b>		<b>2,302,462.87</b>	<b>52.75%</b>

<b>TOTAL LOCAL TAX REVENUE</b>		<b>8,790,980.00</b>		<b>3,777,371.43</b>		<b>5,013,608.57</b>	<b>42.97%</b>
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**PERMITS, FEES & LICENSES**

Permits & Other Licenses	03-100-313030-0000-30018-multiple accts	45,000.00		23,659.90	11	21,340.10	52.58%
Inspection Fees/Reinspection Fees-Subdivision	03-100-313030-0000-30030/30039	70,000.00		54,039.60	12	15,960.40	77.20%
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	12,000.00		9,900.00		2,100.00	82.50%
Refuse Collection Fee	03-100-313030-0000-30038	240,000.00		33,942.26	13	206,057.74	14.14%
WC Dog Park Registration Fees	03-100-313030-0000-30043	-		-		-	0.00%
Consultant Review Fees	03-100-313030-0000-30028	4,500.00		9,950.00	14	(5,450.00)	221.11%
<b>Total Permits, Fees &amp; Licenses</b>		<b>371,500.00</b>		<b>131,491.76</b>		<b>240,008.24</b>	<b>35.39%</b>

**FINES & FORFEITURES**

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND REVENUE SUMMARY**  
Preliminary

	MUNIS ACCT #	FY 2024-25 Approved Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>GENERAL GOVERNMENT REVENUES</b>							
Fines & Costs	03-100-314010-0000-30055, 30058	50,000.00		26,306.40	15	23,693.60	52.61%
<b>Total Fines &amp; Forfeitures</b>		50,000.00		26,306.40		23,693.60	52.61%

**REVENUE FROM USE OF MONEY & PROPERTY**

General Fund Interest	03-100-315010-0000-31501	490,600.00		520,851.04	16	(30,251.04)	106.17%
Rentals	03-100-315020-0000-30110	65,000.00		40,809.40	17	24,190.60	62.78%
Smithfield Center Rentals	03-100-315020-0000-30111	190,000.00		98,532.11	17	91,467.89	51.86%
Windsor Castle Revenue (includes Manor House, Park Impa	03-100-315020-0000-30119	75,000.00		44,561.93	17	30,438.07	59.42%
Sports Complex Rentals	03-100-315020-0000-30120	33,000.00		27,012.50	17	5,987.50	81.86%
Kayak Rentals	03-100-315020-0000-30015	7,500.00		-	18	7,500.00	0.00%
Special Events	03-100-315020-0000-30013, 30014	20,000.00		31,420.00		(11,420.00)	157.10%
Fingerprinting Fees	03-100-318990-0000-30048	200.00		240.00		(40.00)	120.00%
Grass Cutting Reimbursement	03-100-318990-0000-30053	-		-		-	0.00%
Museum Admissions	03-100-315020-0000-30115	8,000.00		6,001.00	19	1,999.00	75.01%
Museum Gift Shop Sales	03-100-318990-0000-30016	12,000.00		8,972.71	19	3,027.29	74.77%
Museum Programs/Lecture Fees	03-100-318990-0000-30017	600.00		809.00	19	(209.00)	134.83%
Lease of Land	03-100-315020-0000-30017	500.00		500.00		-	100.00%
<b>Total Revenue from use of money and property</b>		902,400.00		779,709.69		122,690.31	86.40%

**MISCELLANEOUS**

Other Revenue	03-100-318990-0000-31105, Multiple	4,000.00		7,449.67	20	(3,449.67)	186.24%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	4,000.00		3,648.33		351.67	91.21%
Public Safety Contribution	03-100-318990-0000-31622	-		960.00		(960.00)	0.00%
Contributions - Historic Smfd	03-100-318990-0000-31624	-		25,000.00		(25,000.00)	0.00%
Windsor Castle	03-100-318990-0000-31626	-				-	0.00%
Contributions-Museum	03-100-318990-0000-31632	92,000.00		98,656.12		(6,656.12)	107.23%
Contributions-Public Ball Fields	03-100-318990-0000-31635	30,000.00		30,000.00		-	100.00%
Contributions ST Stage	03-100-318990-0000-31636	-				-	0.00%
Luter Town Improvements Donation	03-100-318990-0000-31637						0.00%
Windsor Castle T-Mobile Grant	03-100-318990-0000-34026	-				-	0.00%
Insurance Recoveries	03-100-341010-0000-31599, 31603	-		4,554.11	21	(4,554.11)	0.00%
Sale of Land	03-100-341020-0000-31404	-		67,912.00	22	(67,912.00)	0.00%
Sale of Equipment/Buildings	03-100-341020-0000-31405	-			23	-	0.00%
<b>Total Miscellaneous Revenue</b>		130,000.00		238,180.23		(108,180.23)	183.22%

**REVENUE FROM THE COMMONWEALTH**

Law Enforcement	03-100-322010-0000-34011	205,810.00		161,385.00	24	44,425.00	78.41%
Litter Control Grant	03-100-322010-0000-34010	3,300.00		6,171.00		(2,871.00)	187.00%
Asset Forfeiture	03-100-322010-0000-34007	-	-	-		-	0.00%
Communications Tax	03-100-322010-0000-34008	150,000.00		77,696.04	25	72,303.96	51.80%
Rolling Stock	03-100-322010-0000-34001	45.00		16.52		28.48	36.71%
Rental Tax	03-100-322010-0000-34002	6,300.00		7,324.25		(1,024.25)	116.26%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND REVENUE SUMMARY**  
Preliminary

	MUNIS ACCT #	FY 2024-25 Approved Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>GENERAL GOVERNMENT REVENUES</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		43,731.00		(5,312.00)	113.83%
Police Block Grants (HEAT Grant)	03-100-322010-0000-34018	-		6,000.00		(6,000.00)	0.00%
DCJS ARPA Reimbursable Grant	03-100-322010-0000-34018					-	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			294.27		(294.27)	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		-	100.00%
Urban Fund Projects				6,415.14			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 Analys	03-100-322010-0000-34020	-				-	0.00%
<b>Total State Revenue</b>		649,169.00		554,328.11		101,256.03	85.39%
<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	-	3,636,509.08	2,290,154.08		1,346,355.00	62.98%
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 Analys	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	3,636,509.08	2,290,154.08	27	1,499,355.00	60.43%
<b>OTHER FINANCING SOURCES</b>							
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	175,000.00				175,000.00	0.00%
(Enterprise Vehicle Leasing)							
<b>Total Other Financing Sources</b>		175,000.00		-		175,000.00	0.00%
<b>APPROPRIATED FROM RESERVES</b>							
		\$ -	\$ -	\$ -		-	0.00%
<b>TOTAL GENERAL FUND REVENUES</b>		11,222,049.00	3,636,509.08	7,797,541.70		7,067,431.52	52.48%



GENERAL FUND NOTES AS OF FEBRUARY 28, 2025		
Revenues		
1	<u>Current/Delinquent Real Estate Tax</u>	Real Estate Taxes will be due in June 2025. In the prior year, they were due in installments
2	<u>Current/Delinquent PP Tax</u>	Collections this year are 66,744 higher than for the same period in the prior year. Delinquent PP Bills will go out in March.
3	<u>Sales Tax</u>	IOW has been behind in sending their payments. We just received a payment in March for 75,131.86 this is for the sales month of November 2024. There is always a lag since the payments to to the state, then back to the IOW then to us.
4	<u>Consumption/Utility Taxes</u>	10,987 lower than prior year for both Utility and Consumption taxes. This is comprised of Columbia Gas and Dominion Energy.
5	<u>Business licenses</u>	Due in April
6	<u>Bank Franchise Taxes</u>	Due June 2025
7	<u>Vehicle licenses</u>	Billed with personal property taxes and due in December 2024. 23,807 higher than the same period in the prior year.
8	<u>Cigarette Taxes</u>	We had a large sale of tax stamps 14,100 in Dec.
9	<u>Transient Occupancy</u>	2,701 lower than prior year at the same period The majority comes from Smithfield Station 83,746 and Hampton Inn 143,911
10	<u>Meals Tax</u>	364,905 higher than the prior year at the same period. Largest Remitters to date: 183,661 was McDonald's, 184,638 from Smithfield Station and 95,340 from Cockeyed Rooster.
11	<u>Permits &amp; Fees</u>	16,990 less than prior year same period. 11,040 of the total collected to date is zoning permits
12	<u>Inspection fees</u>	71,687 lower than prior year same period
13	<u>Refuse Collection Fees</u>	Lower than prior year, since we are billing annually. This is collected with RE Tax.
14	<u>Review Fees</u>	Majority of this is Napolitano Home for Mallory Phase B 9,650
15	<u>Fines &amp; Costs</u>	10,300 lower than prior year same period

<b>GENERAL FUND NOTES AS OF FEBRUARY 28, 2025</b>		
16	<u>General Fund interest</u>	42,385 interest during the February period. Total GF Interest for the FY to date is 520,851 or 106% of budgeted amount.
17	<u>Parks &amp; Rec Rentals</u>	28,959 lower than prior year
18	<u>Kayak Rentals</u>	
19	<u>Museum revenues</u>	Gift shop revenue is lower by 3,454 compared to prior year, mostly from sales.
20	<u>Other Revenue</u>	Returned check charges, refunds on commercial loans, checks voided
21	<u>Insurance Recoveries</u>	Less this year compared to prior year of 37,382
22	<u>Sale of Land</u>	Pinewood heights remaining lots
23	<u>Sales of Equipment/Buildings</u>	
24	<u>Revenues from the State-Law Enforcement</u>	57,513 than prior year do to 599 funds.
25	<u>Communications Tax</u>	Tracking to prior year same time
26	<u>PPTRA State Revenue</u>	Same each year
27	<u>Total Federal Revenue</u>	per Oct 2024 ARPA Obligations Appropriation Resolution (GF plus \$9,845.92 to Utilities fund 006 Water Dept totals amount of resolution on \$3,646,355)
<b><u>Expenses</u></b>		
29	<u>Salaries/fica</u>	Per resolution dated October 28, 2024 2,290,154 of salary expense will be ARPA through 12/31/24. See line:
		"ARPA Payroll" on each expense sheet.
30	<u>Insurance</u>	



<b><u>GENERAL FUND NOTES AS OF FEBRUARY 28, 2025</u></b>		
40	Computer & Technology expenses	Projector and projector upgrades of 35,168 this year
41	Advertising-SC	None spent this year
42	Repairs & Maintenance	8,096 more this year than prior. A Heat Exchanger 13,528 and Flooring 17,269 were primarily where this was.
43	ARPA	
	<b><u>WINDSOR CASTLE PARK</u></b>	
44	Equipment Expense	Higher than prior year due to: \$34,311 John Deere Tractor/Gator and Hustler Super Z \$14,254
45	ARPA	
47	Repairs & Maintenance	5,700 for pine trees
	<b><u>WINDSOR CASTLE MANOR HOUSE</u></b>	
46	Contracted Services	8,125 more this year than prior
47	Repairs & Maintenance	6,980 less than prior year
	<b><u>LUTER SPORTS COMPLEX</u></b>	
30	Insurance	
	<b><u>MISCELLANEOUS-PARKS &amp; REC</u></b>	
49	Clontz Park	\$1,535 more than prior year
50	Clontz Park ARPA	
51	Fireworks	Paid in full vs. installments. Total is higher than prior year.
	<b><u>MUSEUM</u></b>	
31	Dues & Subscriptions	Slightly lower than prior year
52	Gift Shop Expenses	In line with prior year
	<b><u>COMMUNITY DEVELOPMENT OTHER</u></b>	

<b>GENERAL FUND NOTES AS OF FEBRUARY 28, 2025</b>		
53	Hampton Roads Planning District Commission	In line with prior year same period. This is for regional water program. We pay quarterly.
	<b><u>PUBLIC WORKS</u></b>	
54	Repairs & Maintenance	Significantly less than prior year. Dave's service center.
55	<b><u>ARPA Expenses</u></b>	
	<b><u>Public Buildings</u></b>	
56	Computer & Technology	1,709 more than prior year same period
57	ARPA	



**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**TOWN COUNCIL**

Preliminary

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Salaries and Wages	04-100-411010-0000-41100	44,000.00		7,305.00	29	36,695.00	16.60%
Fica & Medicare Benefits	04-100-411010-0000-42100	3,425.00		566.17	29	2,858.83	16.53%
ARPA Payroll	04-100-411010-0000-46023	-	19,993.03	19,993.03	29	-	100.00%
Legal Fees	04-100-411010-0000-43150	50,000.00		24,486.85		25,513.15	48.97%
Update Town Charter & Code	04-100-411010-0000-43151	4,500.00		2,839.94		1,660.06	63.11%
Professional Services	04-100-411010-0000-43152	5,000.00		1,250.00	32	3,750.00	25.00%
Public Defender Fees	04-100-411010-0000-43153	4,500.00		758.00		3,742.00	16.84%
Election Expense	04-100-411010-0000-43170	2,000.00		-		2,000.00	0.00%
Maintenance contracts	04-100-411010-0000-43320	4,500.00		3,461.91		1,038.09	76.93%
Annual Christmas Parade	04-100-411010-0000-43351	-				-	0.00%
Advertising	04-100-411010-0000-43600	30,000.00		16,881.19		13,118.81	56.27%
Communications	04-100-411010-0000-45200	-		-		-	0.00%
Insurance	04-100-411010-0000-45300	24,000.00		8,598.79	30	15,401.21	35.83%
Travel & Training	04-100-411010-0000-45500	10,000.00		7,561.61		2,438.39	75.62%
Council Approved Items	04-100-411010-0000-45804	5,000.00		25,210.27		(20,210.27)	504.21%
Subscriptions/Memberships	04-100-411010-0000-45810	7,500.00		8,502.00	31	(1,002.00)	113.36%
Records Management maint & upgrades	04-100-411010-0000-45811	8,000.00		6,116.57		1,883.43	76.46%
Bank Charges	04-100-411010-0000-45813	-		5,434.58		(5,434.58)	0.00%
Supplies	04-100-411010-0000-46001	10,000.00		5,027.83		4,972.17	50.28%
ARPA Expenses	04-100-411010-0000-46019	-				-	0.00%
<b>Total Town Council</b>		212,425.00	19,993.03	143,993.74		88,424.29	61.95%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**TOWN MANAGER**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Salaries and Wages	04-100-412010-0000-41100	317,250.00		60,223.63	29	257,026.37	18.98%
Salaries-PT	04-100-412010-0000-41110	44,142.00		4,318.05	29	39,823.95	9.78%
Salaries-OT	04-100-412010-0000-41120, 41115	3,000.00		123.80	29	2,876.20	4.13%
Fica & Medicare Benefits	04-100-412010-0000-42100	28,912.00		4,508.08	29	24,403.92	15.59%
VSRS	04-100-412010-0000-42200	31,216.00		19,358.89		11,857.11	62.02%
Disability	04-100-412010-0000-42210	490.00		344.60		145.40	70.33%
Health & Other	04-100-412010-0000-42300	61,506.00		9,462.44		52,043.56	15.38%
Pre-Employment Test	04-100-412010-0000-42435	5,000.00		3,280.98		1,719.02	65.62%
Employee Recognition	04-100-412010-0000-42440	10,000.00		5,600.39		4,399.61	56.00%
Wellness Initiatives	04-100-412010-0000-42460	8,237.00		130.00		8,107.00	1.58%
ARPA Payroll	04-100-412010-0000-46023		198,471.50	198,471.50	29	-	100.00%
Professional Services	04-100-412010-0000-43152	78,000.00		11,625.00		66,375.00	14.90%
Maintenance Contracts	04-100-412010-0000-43320	3,000.00		4,635.24		(1,635.24)	154.51%
Communications	04-100-412010-0000-45200	8,000.00		5,349.15		2,650.85	66.86%
Insurance	04-100-412010-0000-45300	3,130.00		1,451.37	30	1,678.63	46.37%
Travel & Training	04-100-412010-0000-45500	12,000.00		4,310.06		7,689.94	35.92%
Other	04-100-412010-0000-45804	1,000.00		825.58		174.42	82.56%
Dues & Subscriptions	04-100-412010-0000-45810	4,000.00		3,868.13	31	131.87	96.70%
Supplies	04-100-412010-0000-46001	4,500.00		1,369.85		3,130.15	30.44%
Computer & technology expenses	04-100-412010-0000-46005	5,000.00		4,371.57	33	628.43	87.43%
Fuel Expense	04-100-412010-0000-46008	200.00				200.00	0.00%
Auto Expense	04-100-412010-0000-46009	300.00				300.00	0.00%
Shared Services-IT	04-100-412010-0000-46020	81,000.00		81,000.00		-	100.00%
Contingency	04-100-412010-0000-46021	34,952.00		900.00		34,052.00	2.57%
Strategic Planning Initiatives		50,000.00		68,629.87		(18,629.87)	137.26%
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>799,835.00</b>	<b>198,471.50</b>	<b>494,158.18</b>		<b>504,148.32</b>	<b>49.50%</b>

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**TREASURER**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Salaries and Wages	04-100-412410-0000-41100	462,067.00		99,808.02	29	362,258.98	21.60%
Salaries-OT	04-100-412410-0000-41120, 41115	8,360.00		792.04	29	7,567.96	9.47%
Fica & Medicare Benefits	04-100-412410-0000-42100	37,635.00		7,492.45	29	30,142.55	19.91%
VSRS	04-100-412410-0000-42200	46,857.00		31,139.64		15,717.36	66.46%
Disability	04-100-412410-0000-42210	555.00		689.10		(134.10)	124.16%
Health	04-100-412410-0000-42300	59,150.00		12,752.94	29	46,397.06	21.56%
ARPA Payroll	04-100-412410-0000-46023	-	292,571.43	292,571.43	29	-	100.00%
Audit	04-100-412410-0000-43120	39,000.00		21,100.00		17,900.00	54.10%
Service contracts	04-100-412410-0000-43320	125,000.00		61,728.99	34	63,271.01	49.38%
Data Processing	04-100-412410-0000-44100	42,000.00	(5,000.00)	26,575.19		10,424.81	71.82%
Communications	04-100-412410-0000-45200	11,000.00		5,843.77		5,156.23	53.13%
Insurance	04-100-412410-0000-45300	2,804.00		2,053.35	30	750.65	73.23%
Travel & Training	04-100-412410-0000-45500	12,000.00		4,009.06		7,990.94	33.41%
Other	04-100-412410-0000-45804	500.00		90.00		410.00	18.00%
Dues & Subscriptions	04-100-412410-0000-45810	1,500.00		1,747.64	31	(247.64)	116.51%
Bank Charges	04-100-412410-0000-45813	800.00			35	800.00	0.00%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,600.00		3,407.40		192.60	94.65%
Supplies	04-100-412410-0000-46001	21,000.00		17,578.56		3,421.44	83.71%
Credit Card Processing	04-100-412410-0000-46002	800.00		3,448.72		(2,648.72)	431.09%
Computer & technology expenses	04-100-412410-0000-46005	5,800.00	5,000.00	9,204.86		1,595.14	85.23%
ARPA Expenses	04-100-412410-0000-46019	-				-	0.00%
Capital Outlay	04-100-412410-0000-48100	-		35,265.12		(35,265.12)	0.00%
<b>Total Treasurer</b>		880,428.00	292,571.43	637,298.28		535,701.15	54.33%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**PUBLIC SAFETY**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>POLICE DEPARTMENT</b>							
Salaries and Wages	04-100-431100-0000-41100	1,764,269.00		305,384.05	29	1,458,884.95	17.31%
Salaries - Reg OT	04-100-431100-0000-41115	-		9,617.98	29	(9,617.98)	0.00%
Salaries OT	04-100-431100-0000-41120	298,076.00		66,001.34	29	232,074.66	22.14%
Salaries-Selective Enforcement	04-100-431100-0000-41130	19,500.00		-	29	19,500.00	0.00%
Salaries - TDO and ECO	04-100-431100-0000-41135	-		1,014.00		(1,014.00)	0.00%
Salaries-Special Events	04-100-431100-0000-41140	17,792.00		36,471.61		(18,679.61)	204.99%
FTO/Shift Differential	04-100-431100-0000-41150	14,000.00		1,553.75	29	12,446.25	11.10%
Fica & Medicare Benefits	04-100-431100-0000-42100	168,159.00		28,678.08	29	139,480.92	17.05%
VSRS	04-100-431100-0000-42200	178,760.00		91,425.12		87,334.88	51.14%
Disability	04-100-431100-0000-42210	350.00		231.81		118.19	66.23%
Health Insurance	04-100-431100-0000-42300	341,353.00		46,621.07	29	294,731.93	13.66%
ARPA Payroll	04-100-431100-0000-46023		1,127,514.42	1,127,514.42	29	-	100.00%
Ins. - LODA	04-100-431100-0000-42410	16,650.00		22,330.00	36	(5,680.00)	134.11%
Professional Services	04-100-431100-0000-43152	8,000.00		2,336.03		5,663.97	29.20%
Service Contracts	04-100-431100-0000-43320	150,000.00	-	70,899.86		79,100.14	47.27%
Community Outreach	04-100-431100-0000-43352	6,000.00		3,045.32		2,954.68	50.76%
Investigation expenses	04-100-431100-0000-44641	7,000.00		3,452.91		3,547.09	49.33%
HEAT Grant Expenses	04-100-431100-0000-45037	-		1,742.92		(1,742.92)	0.00%
Communications	04-100-431100-0000-45200	50,000.00		21,910.42		28,089.58	43.82%
Insurance	04-100-431100-0000-45300	63,200.00		71,051.76	30	(7,851.76)	112.42%
Travel & Training	04-100-431100-0000-45500	38,000.00		19,751.83		18,248.17	51.98%
Accreditation	04-100-431100-0000-45521	-	-	-		-	0.00%
Asset Forfeiture Expenses	04-100-431100-0000-45640	-		-		-	0.00%
Other	04-100-431100-0000-45804	1,800.00		1,300.95		499.05	72.28%
Dues & Subscriptions	04-100-431100-0000-45810	45,600.00		8,441.81	31	37,158.19	18.51%
Materials & Supplies	04-100-431100-0000-46001	25,000.00		19,062.97		5,937.03	76.25%
Credit Card Process	04-100-431100-0000-46002	-	-	22.25		(22.25)	0.00%
Computer & Technology Expenses	04-100-431100-0000-46005	19,000.00		14,037.01	37	4,962.99	73.88%
Equipment	04-100-431100-0000-46006	227,200.00		135,110.76		92,089.24	59.47%
Gas	04-100-431100-0000-46008	45,000.00		35,771.49		9,228.51	79.49%
Vehicle Maintenance	04-100-431100-0000-46009	30,000.00		17,120.65		12,879.35	57.07%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**PUBLIC SAFETY**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00		440.00	38	1,560.00	22.00%
Uniforms	04-100-431100-0000-46011	31,500.00		12,381.89		19,118.11	39.31%
Tires	04-100-431100-0000-46016	9,000.00		5,114.40		3,885.60	56.83%
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	175,000.00		31,154.92		143,845.08	17.80%
Total Police Department		3,752,209.00	1,127,514.42	2,210,993.38		2,668,730.04	45.31%

**FIRE DEPARTMENT**

State Pass Thru	04-100-432100-0000-45623	38,419.00		-		38,419.00	0.00%
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>		72,419.00	-	34,000.00		38,419.00	46.95%

**E911 DISPATCH**

E911 Dispatch shared services	04-100-432300-0000-45614	360,000.00		400,028.97		(40,028.97)	111.12%
Total E911 Dispatch		360,000.00	-	400,028.97		(40,028.97)	111.12%

Total Public Safety		4,184,628.00	1,127,514.42	2,645,022.35		1,539,605.65	49.79%
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**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**PARKS & RECREATION**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>Parks &amp; Recreation</b>							
Salaries and Wages	04-100-471100-0000-41100	500,175.00		86,051.00	29	414,124.00	17.20%
Salaries-PT	04-100-471100-0000-41110	87,271.00		11,540.92	29	75,730.08	13.22%
Salaries-OT	04-100-471100-0000-41120, 41115	22,894.00		687.00	29	22,207.00	3.00%
Fica & Medicare Benefits	04-100-471100-0000-42100	48,828.00		7,219.98	29	41,608.02	14.79%
VSRS	04-100-471100-0000-42200	49,639.00		26,822.03		22,816.97	54.03%
Disability	04-100-471100-0000-42210	930.00		462.58		467.42	49.74%
Health	04-100-471100-0000-42300	96,757.00		15,990.82	29	80,766.18	16.53%
ARPA Payroll	04-100-471100-0000-46023	-	306,520.33	306,520.33	29	-	100.00%
Contracted Services	04-100-471100-0000-43300	20,000.00		13,664.22		6,335.78	68.32%
Advertising	04-100-471100-0000-43600	35,000.00		19,928.30		15,071.70	56.94%
Communications	04-100-471100-0000-45200	7,000.00		2,827.38		4,172.62	40.39%
Insurance	04-100-471100-0000-45300	6,280.00		15,696.21	30	(9,416.21)	249.94%
Travel & Training	04-100-471100-0000-45500	3,000.00		717.69		2,282.31	23.92%
Other	04-100-471100-0000-45804	600.00		247.03		352.97	41.17%
Dues & Subscriptions	04-100-471100-0000-45810	8,000.00		4,915.64	31	3,084.36	61.45%
Office Supplies	04-100-471100-0000-46001	-	4,500.00	1,728.93		2,771.07	38.42%
Credit card processing expense	04-100-471100-0000-46002	5,000.00		2,826.42	39	2,173.58	56.53%
Computer & technology expenses	04-100-471100-0000-46005	-		1,034.75	40	(1,034.75)	0.00%
Fuel	04-100-471100-0000-46008	9,000.00		4,754.37		4,245.63	52.83%
Uniforms	04-100-471100-0000-46011	3,000.00		2,355.70		644.30	78.52%
Vehicle Maintenance	04-100-471100-0000-46009	-		408.35		(408.35)	0.00%
ARPA Fund Capital	04-100-471100-0000-48102	696,790.00		491,503.96		205,286.04	70.54%
Capital Outlay	04-100-471100-0000-48100	-				-	0.00%
Total Parks & Recreation		1,600,164.00	311,020.33	1,017,903.61		893,280.72	53.26%

**Smithfield Center**

Retail Sales & Use Tax	04-100-412100-0000-43100	400.00		120.98		279.02	30.25%
Contracted Services	04-100-412100-0000-43300, 43320	21,000.00		15,846.95		5,153.05	75.46%
Advertising	04-100-412100-0000-43600	-		-	41	-	0.00%



**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**PARKS & RECREATION**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Kitchen Supplies	04-100-412100-0000-44000	3,000.00		-		3,000.00	0.00%
Food Service & Beverage Supplies	04-100-412100-0000-44001	5,000.00		2,524.17		2,475.83	50.48%
AV Supplies	04-100-412100-0000-44002	-				-	0.00%
Utilities	04-100-412100-0000-45100	22,000.00		24,751.43		(2,751.43)	112.51%
Communications	04-100-412100-0000-45200	8,500.00		6,286.86		2,213.14	73.96%
Insurance	04-100-412100-0000-45300	6,680.00		7,073.19	30	(393.19)	105.89%
Refund event deposits	04-100-412100-0000-45899	4,000.00		1,800.00		2,200.00	45.00%
Office Supplies/Other Supplies	04-100-412100-0000-46001	-				-	0.00%
Computer & technology expenses	04-100-412100-0000-46005	35,000.00		36,784.44	40	(1,784.44)	105.10%
Equipment	04-100-412100-0000-46006	60,000.00	(4,500.00)	179.99		55,320.01	0.32%
Repairs & Maintenance	04-100-412100-0000-46007	90,000.00		76,153.74	42	13,846.26	84.62%
ARPA Expenses	04-100-412100-0000-46019	-			43	-	0.00%
Capital Outlay	04-100-412100-0000-48100	-		-		-	0.00%
<b>Total Smithfield Center</b>		<b>255,580.00</b>	<b>(4,500.00)</b>	<b>171,521.75</b>		<b>79,558.25</b>	<b>68.31%</b>

**Windsor Castle Park**

Contracted Services	04-100-471210-0000-43300	10,000.00	16,034.00	7,491.92	46	18,542.08	28.78%
Utilities	04-100-471210-0000-45100	750.00		424.15		325.85	56.55%
Insurance	04-100-471210-0000-45300	11,088.00		758.82	30	10,329.18	6.84%
Equipment Expense	04-100-471210-0000-46006	45,000.00	3,466.00	48,465.88	44	0.12	100.00%
Repairs & Maintenance	04-100-471210-0000-46007	50,000.00	(19,500.00)	27,872.77	47	2,627.23	91.39%
ARPA Capital	04-100-471210-0000-48102	-	817,516.00	-	45	817,516.00	0.00%
Capital Outlay	04-100-471210-0000-48100	290,260.00		293,279.74		(3,019.74)	101.04%
<b>Total Windsor Castle Park</b>		<b>407,098.00</b>	<b>817,516.00</b>	<b>378,293.28</b>		<b>846,320.72</b>	<b>30.89%</b>

**Windsor Castle Manor House**

Contracted Services	04-100-471220-0000-43300, 20	8,000.00		13,464.45	46	(5,464.45)	168.31%
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		4,771.98		1,228.02	79.53%
Communications	04-100-471220-0000-45200	2,500.00		1,979.82		520.18	79.19%
Insurance	04-100-471220-0000-45300	6,020.00		5,101.86	30	918.14	84.75%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**PARKS & RECREATION**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Refund event deposits	04-100-471220-0000-45899	4,000.00		-		4,000.00	0.00%
Office Supplies/Other Supplies	04-100-471220-0000-46001	-				-	0.00%
Computer & Technology	04-100-471220-0000-46005	100.00				100.00	0.00%
Repairs & maintenance	04-100-471220-0000-46007	25,000.00		4,148.36	47	20,851.64	16.59%
ARPA	04-100-471220-0000-46019	-				-	0.00%
Total Windsor Castle Manor House		51,620.00	-	29,466.47		22,153.53	57.08%

**Luter Sports Complex**

Contracted Services	04-100-471300-0000-43300	8,400.00		7,330.74		1,069.26	87.27%
Utilities	04-100-471300-0000-45100	11,500.00		9,359.86		2,140.14	81.39%
Communications	04-100-471300-0000-45200	1,800.00		1,349.82		450.18	74.99%
Insurance	04-100-471300-0000-45300	10,500.00		718.56	30	9,781.44	6.84%
Office Supplies/Other Supplies	04-100-471300-0000-46001	-				-	0.00%
Repairs & Maintenance	04-100-471300-0000-46007	65,000.00		20,803.92		44,196.08	32.01%
ARPA Capital	04-100-471300-0000-48102	-	528,839.00	171,746.33		357,092.67	32.48%
Capital Outlay	04-100-471300-0000-48100	31,000.00				31,000.00	0.00%
Total Luter Sports Complex		128,200.00	528,839.00	211,309.23		445,729.77	32.16%

**Miscellaneous**

Contributions-WCP	04-100-471200-0000-45653	-		-		-	0.00%
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100, 4	3,500.00		3,293.14	49	206.86	94.09%
Clontz Park ARPA	04-100-471311-0000-46019	-			50	-	0.00%
Jersey Park Playground	04-100-471313-0000-43345	-				-	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	-				-	0.00%
Veterans War Memorial	04-100-471316-0000-43349	-		123.27		(123.27)	0.00%
Fireworks	04-100-471390-0000-43344	20,000.00		40,000.00	51	(20,000.00)	200.00%
Total Other Parks & Recreation		23,500.00	-	43,416.41		(19,916.41)	184.75%

<b>TOTAL PARKS &amp; RECREATION</b>		<b>2,466,162.00</b>	<b>1,652,875.33</b>	<b>1,851,910.75</b>		<b>2,267,126.58</b>	<b>75.09%</b>
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**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**MUSEUM**

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Salaries	04-100-472200-0000-41100	131,159.00		32,142.92	29	99,016.08	24.51%
Salaries-Part Time	04-100-472200-0000-41110	57,821.00		8,350.81	29	49,470.19	14.44%
FICA	04-100-472200-0000-42100	15,119.00		3,080.76	29	12,038.24	20.38%
VSRS	04-100-472200-0000-42200	13,182.00		10,532.76		2,649.24	79.90%
Disability	04-100-472200-0000-42210	300.00		266.23		33.77	88.74%
Health	04-100-472200-0000-42300	15,735.00		3,969.92		11,765.08	25.23%
ARPA Payroll	04-100-472200-0000-46023	-	111,325.37	111,325.37	29	-	100.00%
<b>Operating expenses</b>							
Contracted services	04-100-472200-0000-43300	3,400.00		2,187.72		1,212.28	64.34%
Advertisinig	04-100-472200-0000-43600	1,000.00		459.42		540.58	45.94%
Communications	04-100-472200-0000-45200	725.00		312.54		412.46	43.11%
Insurance	04-100-472200-0000-45300	2,430.00		166.29	30	2,263.71	6.84%
Travel/Training	04-100-472200-0000-45500	400.00		164.09		235.91	41.02%
Dues & Subscriptions	04-100-472200-0000-45810	800.00		220.00	31	580.00	27.50%
Supplies	04-100-472200-0000-46001	9,500.00		4,375.79		5,124.21	46.06%
Computer and Technology	04-100-472200-0000-46005	2,140.00		540.00		1,600.00	25.23%
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		641.84		358.16	64.18%
Credit card processing fees	04-100-472200-0000-46002	800.00		447.32		352.68	55.92%
Programming/Exhibits	04-100-472200-0000-46025	-		300.00		(300.00)	0.00%
Gift Shop expenses	04-100-472200-0000-46014	8,000.00		7,246.90	52	753.10	90.59%
<b>Total Museum</b>		<b>263,511.00</b>	<b>111,325.37</b>	<b>186,730.68</b>		<b>188,105.69</b>	<b>49.82%</b>
<b>Museum Contributions</b>							
Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	11,000.00	\$	-		11,000.00	0.00%
<b>Total Museum Contributions</b>		<b>11,000.00</b>		<b>-</b>		<b>11,000.00</b>	<b>0.00%</b>
<b>TOTAL MUSEUM</b>		<b>274,511.00</b>		<b>186,730.68</b>		<b>199,105.69</b>	<b>68.02%</b>

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**Community Development & Planning**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>Administration</b>							
Salaries	04-100-481100-0000-41100	270,065.00		49,731.75	29	220,333.25	18.41%
Salaries-OT	04-100-481100-0000-41120	1,656.00		829.33	29	826.67	50.08%
FICA	04-100-481100-0000-42100	21,738.00		3,803.14	29	17,934.86	17.50%
VSRS	04-100-481100-0000-42200	27,654.00		16,070.87		11,583.13	58.11%
Disability	04-100-481100-0000-42210	600.00		497.93		102.07	82.99%
Health	04-100-481100-0000-42300	35,227.00		3,978.48	29	31,248.52	11.29%
ARPA Payroll	04-100-481100-0000-46023	-	121,615.37	121,615.37		-	100.00%
GIS	04-100-481100-0000-43001	10,000.00		795.00		9,205.00	7.95%
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		21,606.95		(1,606.95)	108.03%
Shared Services-IOW Inspection Services	04-100-441300-0000-43143	75,000.00		-		75,000.00	0.00%
Contractual	04-100-481100-0000-43320	6,000.00		1,223.49		4,776.51	20.39%
Communications	04-100-481100-0000-45200	6,000.00		3,149.42		2,850.58	52.49%
Insurance	04-100-481100-0000-45300	5,700.00		657.48	30	5,042.52	11.53%
Travel & Training	04-100-481100-0000-45500	7,500.00		2,230.22		5,269.78	29.74%
Other	04-100-481100-0000-45804	1,000.00		115.00		885.00	11.50%
Dues & Subscriptions	04-100-481100-0000-45810	2,000.00		2,146.31	31	(146.31)	107.32%
Materials & Supplies	04-100-481100-0000-46001	6,000.00		2,677.19		3,322.81	44.62%
Repairs & Maintenance	04-100-481100-0000-46007	5,000.00		441.62		4,558.38	8.83%
Gas	04-100-481100-0000-46008	10,000.00		-		10,000.00	0.00%
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>		526,140.00	121,615.37	231,569.55		416,185.82	35.75%

**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		68,305.74		56,694.26	54.64%
<b>Total Pinewood Heights-All Phases</b>		125,000.00	-	68,305.74		56,694.26	54.64%

**Community Development-Other**

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**Community Development & Planning**

		<b>FY 2024-25</b>	<b>Budget Transfers</b>	<b>Actual</b>		<b>Budget</b>	<b>Variance</b>
		<b>Budget</b>	<b>&amp; Rollovers</b>	<b>2/28/2025</b>	<b>Notes</b>	<b>to Actual</b>	<b>%</b>
MUNIS ACCOUNT NUMBER							
Hampton Roads Planning District Commission	04-100-432302-0000-45621	21,206.00		12,875.00	53	8,331.00	60.71%
Tourism Bureau	04-100-432302-0000-45607	326,635.00		-		326,635.00	0.00%
Chamber of Commerce	04-100-432302-0000-45609	6,000.00		6,000.00		-	100.00%
<b>Total Community Development Other</b>		353,841.00		18,875.00		334,966.00	5.33%
<b>Total Community Planning &amp; Development</b>		1,004,981.00	121,615.37	318,750.29		807,846.08	28.29%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**  
Preliminary

**Public Works**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Salaries	04-100-441300-0000-41100	203,568.00		48,257.92	29	155,310.08	23.71%
Salaries - Reg OT	04-100-441300-0000-41115	-		345.17	29	(345.17)	0.00%
Salaries-OT (includes special events)	04-100-441300-0000-41120	10,453.00		3,904.19	29	6,548.81	37.35%
FICA	04-100-441300-0000-42100	16,286.00		3,864.32	29	12,421.68	23.73%
VSRS	04-100-441300-0000-42200	16,563.00		11,147.99		5,415.01	67.31%
Disability	04-100-441300-0000-42210	1,000.00		1,276.89		(276.89)	127.69%
Health	04-100-441300-0000-42300	31,717.00		5,561.24		26,155.76	17.53%
ARPA Payroll	04-100-441300-0000-46023	-	96,037.61	96,037.61	29	-	100.00%
GIS	04-100-441300-0000-43001	3,500.00		-		3,500.00	0.00%
Site Plan Review	04-100-441300-0000-43141	5,000.00		358.50		4,641.50	7.17%
Professional Services	04-100-441300-0000-43152	40,000.00		555.00		39,445.00	1.39%
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		5,351.74		2,648.26	66.90%
Trash Collection	04-100-441300-0000-43330	280,900.00		167,354.46		113,545.54	59.58%
Street Lights	04-100-441300-0000-45101	3,000.00		540.39		2,459.61	18.01%
Communications	04-100-441300-0000-45200	7,500.00		4,689.05		2,810.95	62.52%
Insurance	04-100-441300-0000-45300	5,700.00		16,412.42	30	(10,712.42)	287.94%
Travel & Training	04-100-441300-0000-45500	4,500.00		47.39		4,452.61	1.05%
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	2,000.00		3,626.03		(1,626.03)	181.30%
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		405.68		2,094.32	16.23%
Dues & Subscriptions	04-100-441300-0000-45810	2,000.00		143.94	31	1,856.06	7.20%
Materials & Supplies	04-100-441300-0000-46001	4,500.00		1,315.01		3,184.99	29.22%
Computer & Technology	04-100-441300-0000-46005	4,000.00		2,400.66		1,599.34	60.02%
Repairs & Maintenance	04-100-441300-0000-46007	7,000.00		3,805.23	54	3,194.77	54.36%
Gas	04-100-441300-0000-46008	8,000.00		6,432.00		1,568.00	80.40%
Uniforms	04-100-441300-0000-46011	4,500.00		2,031.19		2,468.81	45.14%
Litter Control Grant Expense	04-100-441300-0000-46012	2,500.00		1,592.35		907.65	63.69%
ARPA Funded Capital Projects	04-100-441300-0000-48102	-	-	-	55	-	0.00%
Capital Expenditures	04-100-441300-0000-48100	211,000.00	-	11,234.32		199,765.68	5.32%
<b>Total Public Works</b>		<b>975,687.00</b>	<b>96,037.61</b>	<b>398,690.69</b>		<b>673,033.92</b>	<b>37.20%</b>

**Miscellaneous Public Works**

Waterworks Dam -professional fees	04-100-471350-0000-43152	50,000.00		9,245.00		40,755.00	18.49%
Waterworks Dam - repairs & Maint	04-100-471350-0000-46007	-		5,764.68		(5,764.68)	
Waterworks Dam-(decomission?)		-		-		-	0.00%
<b>Total Miscellaneous Public Works</b>		<b>50,000.00</b>		<b>15,009.68</b>		<b>34,990.32</b>	<b>30.02%</b>

<b>Total Public Works Expenses</b>		<b>1,025,687.00</b>	<b>96,037.61</b>	<b>413,700.37</b>		<b>708,024.24</b>	<b>36.88%</b>
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**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

Preliminary

**Public Buildings**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Salaries-Part Time	04-100-443200-0000-41110	43,404.00		6,309.69	29	37,094.31	14.54%
FICA	04-100-443200-0000-42100	3,473.00		489.02	29	2,983.98	14.08%
ARPA Payroll	04-100-443200-0000-46023	-	16,105.02	16,105.02	29	(16,105.02)	100.00%
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		18,923.81		16,076.19	54.07%
Utilities	04-100-443200-0000-45100	65,000.00		36,706.34		28,293.66	56.47%
Communications	04-100-443200-0000-45200	2,500.00		2,044.95		455.05	81.80%
Insurance	04-100-443200-0000-45300	13,500.00		5,168.56	30	8,331.44	38.29%
Other	04-100-443200-0000-45804	500.00		47.08		452.92	9.42%
Materials & Supplies	04-100-443200-0000-46001,4	2,500.00		406.12		2,093.88	16.24%
Computer & Technology	04-100-443200-0000-46005	45,000.00		28,627.56	56	16,372.44	63.62%
Equipment Expense	04-100-443200-0000-46006	-		-		-	0.00%
Repairs & Maintenance	04-100-443200-0000-46007	75,000.00		73,810.51		1,189.49	98.41%
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	95,000.00		33,996.99		61,003.01	35.79%
Total Public Buildings		455,877.00	16,105.02	222,635.65		233,241.35	47.17%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**  
Preliminary

**Contributions**

		<b>FY 2024-25</b>	<b>Budget Transfers</b>	<b>Actual</b>		<b>Budget</b>	<b>Variance</b>
	<b>MUNIS ACCOUNT NUMBER</b>	<b>Budget</b>	<b>&amp; Rollovers</b>	<b>2/28/2025</b>	<b>Notes</b>	<b>to Actual</b>	<b>%</b>

**Parks, Recreation, and Cultural**

Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00		4,500.00		4,500.00	50.00%
Farmers Market	04-100-432301-0000-45617	3,000.00		6,000.00		(3,000.00)	200.00%
Friends of the Library	04-100-473100-0000-45605	4,539.00		4,539.00		-	100.00%
<b>Total Cultural Contributions</b>		<b>16,539.00</b>		<b>15,039.00</b>		<b>1,500.00</b>	<b>90.93%</b>

**Contributions-Community Development**

Genieve Shelter	04-100-432302-0000-45606	10,000.00				10,000.00	0.00%
TRIAD	04-100-432302-0000-45611	1,650.00				1,650.00	0.00%
Christian Outreach	04-100-432302-0000-45620	12,650.00		12,650.00		-	100.00%
Western Tidewater Free Clinic	04-100-432302-0000-45632	15,809.00		15,809.00		-	100.00%
Schoolhouse Museum		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>		<b>50,485.00</b>		<b>38,835.00</b>		<b>11,650.00</b>	<b>76.92%</b>

<b>TOTAL CONTRIBUTIONS</b>		<b>67,024.00</b>		<b>53,874.00</b>		<b>13,150.00</b>	<b>80.38%</b>
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**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**  
Preliminary

**Non-Departmental**

		FY 2024-25	Budget Transfers	Actual		Budget	Variance
MUNIS ACCOUNT NUMBER		Budget	& Rollovers	2/28/2025	Notes	to Actual	%
<div>OPERATING/CAPITAL RESERVE</div>							
FEMA - Great Springs Road	04-100-445018-0000-45018			3,615.00		(3,615.00)	
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>		80,000.00		3,615.00		80,000.00	

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**GENERAL FUND EXPENDITURES**

**Debt Service**

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<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	95,000.00		95,217.71		(217.71)	100.23%
GO Bond 2020A2	04-100-495500-0000-49521	308,691.00		153,882.00		154,809.00	49.85%
<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	19,000.00				19,000.00	0.00%
GO Bond 2020A2	04-100-495500-0000-49522	44,590.00		22,939.67		21,650.33	51.45%
Total Debt Service		467,281.00		272,039.38		195,241.62	58.22%

**Town of Smithfield  
GENERAL FUND  
FY2024-25 CAPITAL BUDGET**

3/11/2025

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
GENERAL GOVERNMENT EXPENSES							
TOWN MANAGER							
Website Redesign	04-100-412010-0000-48100	-	-			-	0.00%
TREASURER							
Treasurer-MUNIS software conversion	04-100-412410-0000-48100	-	-	35,265.12		(35,265.12)	0.00%
PUBLIC SAFETY							
Police Department-police vehicles	04-100-431100-0000-48100	175,000.00		31,154.92		143,845.08	17.80%
PARKS, RECREATION & CULTURAL							
Concession building at LSC, maintenance buildings at LCS, WCP (ARPA FUNDED)	04-100-471100-0000-48102	696,790.00		663,250.29		33,539.71	0.00%
LSC - washout repairs	04-100-471300-0000-48100	31,000.00				31,000.00	0.00%
Windsor Castle Park Bridge Repairs	04-100-471210-0000-48100	290,260.00		293,279.74		(3,019.74)	101.04%
Total Parks & Recreation		1,018,050.00		956,530.03		61,519.97	93.96%
PUBLIC WORKS							
Nike Park Recreational Trail	04-100-441300-0000-48100	136,000.00				136,000.00	0.00%
Pagain Road Stormwater Project (ARPA FUNDED)	04-100-441300-0000-48102	450,000.00				450,000.00	0.00%
Battery Park Drainage Project - Villas (ARPA FUNDED)	04-100-441300-0000-48102	400,000.00		-		400,000.00	0.00%
Vehicle Replacement (split Hwy, Wtr, Swr, PW)	04-100-441300-0000-48100	75,000.00				75,000.00	
Final Benn's Church and S Church St	04-100-441300-0000-48100			34.32		(34.32)	
Emergency Exit from Brown's	04-100-441300-0000-48100			11,200.00		(11,200.00)	
Total Public Works		1,061,000.00	-	11,234.32		1,049,765.68	1.06%
PUBLIC BUILDINGS							
Public Buildings							
Town Hall Bay Doors/Windows/Lights	04-100-443200-0000-48100	65,000.00		8,278.00		56,722.00	
Replacement Christmas Garland	04-100-443200-0000-48100	30,000.00		25,718.99		4,281.01	
Total Public Buildings		95,000.00		33,996.99		61,003.01	
Total General Fund Capital Expenses		2,349,050.00	-	1,068,181.38		1,280,868.62	45.47%

Town of Smithfield  
GENERAL FUND  
FY2024-25 CAPITAL BUDGET

3/11/2025

	MUNIS ACCOUNT NUMBER	FY 2024-25	Budget Transfers	Actual		Budget	Variance
		Budget	& Rollovers	2/28/2025	Notes	to Actual	%
GENERAL GOVERNMENT EXPENSES							
PUBLIC SAFETY							
Police Department-Retention Training	04-100-431100-0000-46018					-	
PARKS, RECREATION & CULTURAL							
LSC & WCP Maintenance Buildings						-	0.00%
LSC Football Field consessions 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					-	
Total Parks & Recreation		-		-		-	0.00%
PUBLIC WORKS - Stormwater							
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				-		-	
Total Public Works		-	-	-		-	
Tourism							
Wayfinding Signs						-	
Town Benches						-	
Smithfield Times Gazebo						-	
Total Tourism		-		-		-	
Miscellaneous							
COVID Supplies						-	
AS400 Update						-	
Treasurer's Office Equipment						-	
		-		-		-	
Total General Fund Capital Expenses		-	-	-		-	0.00%



**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**HIGHWAY FUND**  
Preliminary

3/11/2025

**Highway**

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>HIGHWAY REVENUES</b>							
Interest Income	03-204-341200-0000-31501	200.00		20.14		179.86	10.07%
Revenue - Commwlth of VA	03-204-341200-0000-34060	1,550,000.00		855,567.36	1	694,432.64	55.20%
<b>Carryforward from prior years</b>	N/A	-			2	-	
<b>Total Highway Fund Revenue</b>		1,550,200.00	-	855,587.50		694,612.50	55.19%

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>HIGHWAY EXPENSES</b>							
Salaries	04-204-441200-0000-41100	340,975.00		184,923.06	3	156,051.94	54.23%
FICA	04-204-441200-0000-42100	27,278.00		13,633.81	3	13,644.19	49.98%
VRS	04-204-441200-0000-42200	32,836.00		11,843.62		20,992.38	36.07%
Health	04-204-441200-0000-42300	50,370.00		24,701.02		25,668.98	49.04%
Maintenance	04-204-441200-0000-43104	750,041.00		304,558.60	4	445,482.40	40.61%
Grass	04-204-441200-0000-43105	100,000.00		59,422.14	5	40,577.86	59.42%
VAC Truck Repairs	04-204-441200-0000-43107	2,000.00		1,872.54		127.46	93.63%
Professional services	04-204-441200-0000-43152	10,000.00		525.00		9,475.00	5.25%
Stormwater Management Program (regional)	04-204-441200-0000-43999	5,000.00		3,187.00		1,813.00	63.74%
Street Lights	04-204-441200-0000-45101	125,000.00		45,972.53	6	79,027.47	36.78%
Insurance	04-204-441200-0000-45300	15,000.00		7,312.32	7	7,687.68	48.75%
Bank Charges	04-204-441200-0000-45813	-				-	0.00%
Fuel	04-204-441200-0000-46008	20,000.00		8,604.11		11,395.89	43.02%
Vehicle Maintenance	04-204-441200-0000-46009	12,000.00		9,682.23	8	2,317.77	80.69%
Uniforms	04-204-441200-0000-46011	3,700.00		3,743.57	9	(43.57)	101.18%
ARPA	04-204-441200-0000-48102					-	0.00%
Capital Outlay	04-204-441200-0000-48100	56,000.00		616.66		55,383.34	0.00%
<b>Carryforward to next year</b>	N/A	-				-	0.00%
<b>Total Highway Fund Expense</b>		1,550,200.00	-	680,598.21		869,601.79	43.90%

<b>HIGHWAY NOTES FEBRUARY 28, 2025</b>		
<b>Revenues:</b>		
1	Revenue - Commwlth of VA	State Highway Funds came in September and are 22,000 higher than prior year.
2	Carryforward from prior years	
<b>Expenses:</b>		
3	Salaries/Fica	
4	Highway Maintenance	Higher by 134,832 from prior period due to Battery Park storm drain, landscaping and cleanout of ditches
5	Grass Cutting	12,670 higher than prior period due to new contract with Schultz.
6	Street Lights	58,945 More fees allocated to Hwy
7	Insurance	
8	Vehicle Maintenance	Tracking 2,455 higher than prior year
9	Uniforms	

**Town of Smithfield  
HIGHWAY FUND  
FY2024-25 CAPITAL BUDGET**

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>Highway</b>							
Vehicle Replacement (split HWY, WTR, SWR)	04-204-441200-0000-48100	25,000.00		616.66		24,383.34	
Salt/Sand Spreader	04-204-441200-0000-48100	17,500.00				17,500.00	
Lawnmowers	04-204-441200-0000-48100	13,500.00				13,500.00	
						-	
						-	
<b>Total Highway Capital Expenses</b>		56,000.00	-	616.66		55,383.34	

**ARPA**

## Stormwater

04-204-441200-0000-48102

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**SEWER FUND**  
Preliminary

3/11/2025

**SEWER FUND**

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>SEWER REVENUES</b>							
Sewer Charges	03-006-342070-0000-31101	778,000.00		506,228.81	1	271,771.19	65.07%
Availability Fees	03-006-342070-0000-31102	247,200.00		125,560.00	2	121,640.00	50.79%
Pro Rata Share Fees	03-006-342070-0000-31103	-		26,400.00	3	26,400.00	0.00%
Connection fees	03-006-342070-0000-31104	94,800.00		49,760.00	4	45,040.00	52.49%
Miscellaneous Revenue	03-006-342070-0000-31105	-		26,800.00		(26,800.00)	0.00%
Interest Revenue	03-006-342070-0000-31501	93,750.00		81,114.02		12,635.98	86.52%
Sewer Compliance Fee	03-006-342070-0000-31608	408,125.00		240,582.79	1	167,542.21	58.95%
ARPA Funding	03-006-342070-0000-31619	-			5	-	0.00%
Appropriated fund balance for budget	Balance Sheet	328,301.00			6	328,301.00	0.00%
<b>Total Sewer Revenue</b>		1,950,176.00	0.00	1,056,445.62		946,530.38	54.17%

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>SEWER EXPENSES</b>							
Salaries	04-006-442070-0000-41100	401,493.00		206,583.26	7	194,909.74	51.45%
FICA	04-006-442070-0000-42100	32,120.00		15,387.15	7	16,732.85	47.91%
VRS	04-006-442070-0000-42200	37,877.00		16,934.50	7	20,942.50	44.71%
Health	04-006-442070-0000-42300	51,302.00		30,012.46	7	21,289.54	58.50%
VAC Truck Repairs & Maintenance	04-006-442070-0000-43107	5,000.00		5,499.55		(499.55)	109.99%
Audit	04-006-442070-0000-43120	8,750.00		10,550.00		(1,800.00)	120.57%
Legal	04-006-442070-0000-43150	10,000.00		2,982.31		7,017.69	29.82%
Professional Fees	04-006-442070-0000-43152	40,000.00		14,542.50		25,457.50	36.36%
Contractual	04-006-442070-0000-43300,43320	4,500.00		2,781.25		1,718.75	61.81%
HRPDC sewer programs	04-006-442070-0000-43997	780.00		812.00	8	(32.00)	104.10%
Data Processing	04-006-442070-0000-44100	15,000.00		11,925.13		3,074.87	79.50%
Utilities	04-006-442070-0000-45100	50,000.00		27,522.82		22,477.18	55.05%
Communications	04-006-442070-0000-45200	13,000.00		6,626.13		6,373.87	50.97%
SCADA Expenses	04-006-442070-0000-45204	15,000.00		-		15,000.00	0.00%
Insurance	04-006-442070-0000-45300	19,000.00		9,026.16	9	9,973.84	47.51%
Materials & Supplies	04-006-442070-0000-45400, 46001	64,000.00		23,027.13		40,972.87	35.98%
Travel & Training	04-006-442070-0000-45500	5,000.00		-		5,000.00	0.00%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**SEWER FUND**  
Preliminary

3/11/2025

**SEWER FUND**

MUNIS ACCOUNT NUMBER		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Miscellaneous	04-006-442070-0000-45804	1,200.00		391.90		808.10	32.66%
Dues & Subscriptions	04-006-442070-0000-45810	200.00		72.00		128.00	36.00%
Bank charges	04-006-442070-0000-45813	50.00		60.00		(10.00)	120.00%
Equipment Expense	04-006-442070-0000-46006	60,000.00		-		60,000.00	0.00%
Maintenance & Repairs	04-006-442070-0000-46007	174,642.00		76,640.59		98,001.41	43.88%
Fuel	04-006-442070-0000-46008	15,000.00		7,673.62		7,326.38	51.16%
Vehicle Maintenance	04-006-442070-0000-46009	5,000.00		9,968.98	10	(4,968.98)	199.38%
Uniforms	04-006-442070-0000-46011	3,500.00		4,394.62	11	(894.62)	125.56%
Pump Replacement & Conditioning	04-006-442070-0000-46015	142,762.00		50,942.11	12	91,819.89	35.68%
ARPA	04-006-442070-0000-46019, 48102	-			13	-	0.00%
Debt Service	04-006-442070-0000-49000	200,000.00		10,380.45	14	189,619.55	5.19%
Bad Debt Expense	04-006-442070-0000-49004	-				-	0.00%
Depreciation Expense	04-006-442070-0000-49102	-		299,269.23		(299,269.23)	0.00%
Capital Expenditures	balance sheet	575,000.00		27,364.49		547,635.51	4.76%
<b>Total Sewer Expenditures</b>		1,950,176.00	-	871,370.34		1,078,805.66	44.68%

<b>SEWER NOTES AS OF FEBRUARY 28, 2025</b>		
<b>Revenues</b>		
<b>1</b>	<u>Sewer Charges/Sewer Compliance</u>	107,805 higher than prior year due reallocation
<b>2</b>	<u>Availability fees</u>	Trending 148,900 lower than prior year
<b>3</b>	<u>Pro-Rata Share Fees</u>	48,000 less than prior year
<b>4</b>	<u>Connection Fees</u>	56,200 less than prior year
<b>5</b>	<u>ARPA Funding</u>	
<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 to prior year
<b>9</b>	<u>Insurance</u>	4,000 less than prior year
<b>10</b>	<u>Vehicle Maintenance</u>	1,537 less than prior year same time
<b>11</b>	<u>Uniforms</u>	Tracking to prior year
<b>12</b>	<u>Pump replacement/conditioning</u>	34,958 less than prior year
		Expenses booked in December:
		26,825 James Street Pump Station
		15,082 St Andrews PS, 9,034 Bradford Mews, 26,747 Plaza Pump Station
<b>13</b>	<u>ARPA</u>	
<b>14</b>	<u>Debt Service</u>	VAC Truck paid each year 99,000 (a portion is booked to Sewer)



**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**WATER FUND**  
Preliminary

3/11/2025

**WATER FUND**

MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>WATER REVENUES</b>						
Water Sales	03-006-342060-0000-31101	1,620,865.00		1,059,994.16	1	560,870.84 65.40%
Debt Service Revenue	03-006-342060-0000-31109	266,000.00		153,785.92	1	112,214.08 57.81%
Availability Fees	03-006-342060-0000-31102	175,000.00		85,400.00	2	89,600.00 48.80%
Pro Rata Share Fees	03-006-342060-0000-31103	-		26,400.00	3	26,400.00 0.00%
Connection fees	03-006-342060-0000-31104	45,000.00		18,520.00	4	26,480.00 41.16%
Miscellaneous	03-006-342060-0000-31105	-		13,608.81	5	13,608.81 0.00%
Application Fees	03-006-342060-0000-31106	10,700.00		13,990.00		(3,290.00) 130.75%
Interest Revenue	03-006-342060-0000-31501	145,800.00		85,218.13		60,581.87 58.45%
ARPA Revenue	03-006-342060-0000-31619, 350	-	9,845.92	9,845.92	6	-
Contributions from IOW	03-006-342060-0000-31628	-				- 0.00%
Appropriated fund balance for budget	n/a	270,341.00			7	270,341.00 0.00%
<b>Total Water Revenues</b>		2,533,706.00	9,845.92	1,466,762.94		1,156,806.60 57.67%

MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<b>WATER EXPENSES</b>						
Salaries	04-006-442060-0000-41100	603,262.00		348,268.44	8	254,993.56 57.73%
FICA	04-006-442060-0000-42100	48,261.00		26,491.49	8	21,769.51 54.89%
VRS	04-006-442060-0000-42200	54,738.00		24,791.64	8	29,946.36 45.29%
Health	04-006-442060-0000-42300	87,106.00		45,129.09	8	41,976.91 51.81%
ARPA Payroll	04-006-442060-0000-46023	-	9,845.92	9,845.92	8	- 100.00%
Audit	04-006-442060-0000-43120	8,750.00		10,550.00		(1,800.00) 120.57%
Legal	04-006-442060-0000-43150	10,000.00		3,244.81		6,755.19 32.45%
Professional Services	04-006-442060-0000-43152	32,000.00		-	9	32,000.00 0.00%
Contractual	04-006-442060-0000-43320	15,000.00		871.50		14,128.50 5.81%
Regional Water Supply Study	04-006-442060-0000-43998	1,283.00		4,332.00	10	(3,049.00) 337.65%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**WATER FUND**  
Preliminary

3/11/2025

**WATER FUND**

	MUNIS ACCOUNT NUMBER	FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
Data Processing	04-006-442060-0000-44100	15,000.00		11,925.13		3,074.87	79.50%
Utilities	04-006-442060-0000-45100	3,000.00		1,282.48		1,717.52	42.75%
Communications	04-006-442060-0000-45200	12,000.00		6,626.06		5,373.94	55.22%
Insurance	04-006-442060-0000-45300	40,000.00		37,408.86	11	2,591.14	93.52%
Materials & Supplies	04-006-442060-0000-45400	140,399.00		109,613.67		30,785.33	78.07%
Travel and Training	04-006-442060-0000-45500	5,000.00		940.00		4,060.00	18.80%
Other Expense	04-006-442060-0000-45804	15,000.00		510,613.37	12	(495,613.37)	3404.09%
Dues & Subscriptions	04-006-442060-0000-45810	2,000.00		843.00	13	1,157.00	42.15%
Bank service charges-credit card fees	04-006-442060-0000-45813	1,200.00		7,668.58		(6,468.58)	639.05%
Equipment Expense	04-006-442060-0000-46006	4,000.00		-		4,000.00	0.00%
Maintenance & Repairs	04-006-442060-0000-46007	75,207.00		41,586.16		33,620.84	55.30%
Fuel	04-006-442060-0000-46008	20,000.00		6,431.98		13,568.02	32.16%
Vehicle Maintenance	04-006-442060-0000-46009	4,000.00		16,792.30	18	(12,792.30)	419.81%
Uniforms	04-006-442060-0000-46011	4,000.00		7,079.33	14	(3,079.33)	176.98%
ARPA Capital	04-006-442060-0000-48102				15	-	0.00%
<b>RO Annual costs</b>							
Contract Services	04-006-442061-0000-43300	15,000.00		4,219.95		10,780.05	28.13%
Power	04-006-442061-0000-45100	115,000.00		94,810.29		20,189.71	82.44%
HRSD	04-006-442061-0000-45102	450,000.00		315,497.49		134,502.51	70.11%
Communication	04-006-442061-0000-45200	11,000.00		7,413.51		3,586.49	67.40%
Supplies	04-006-442061-0000-45400	35,000.00		42,907.22	16	(7,907.22)	122.59%
Chemicals	04-006-442061-0000-45413	150,000.00		57,029.00	16	92,971.00	38.02%
Travel and training	04-006-442061-0000-45500	6,000.00		342.29		5,657.71	5.70%
Miscellaneous	04-006-442061-0000-45804	500.00		238.01		261.99	47.60%
Dues & Subscriptions	04-006-442061-0000-45810	2,000.00		1,690.00		310.00	84.50%
Maintenance and Repairs	04-006-442061-0000-46007	90,000.00		27,697.73		62,302.27	30.78%
Vehicle Maintenance	04-006-442061-0000-46009	3,000.00		191.63		2,808.37	6.39%
ARPA Capital	04-006-442061-0000-46019					-	0.00%
Debt Service	04-006-442060-0000-49000	330,000.00		34,576.36	17	295,423.64	10.48%
Bad Debt Expense	04-006-442060-0000-49004	-				-	0.00%
Depreciation Expense	04-006-442060-0000-49102			249,738.67		(249,738.67)	0.00%
Bond Issuance Costs	04-006-442060-0000-49511	-				-	0.00%

**Town of Smithfield**  
**FY2025 Adopted Operating Budget**  
**WATER FUND**  
Preliminary

3/11/2025

**WATER FUND**

		<b>FY 2024-25</b>	<b>Budget Transfers</b>	<b>Actual</b>		<b>Budget</b>	<b>Variance</b>
		<b>Budget</b>	<b>&amp; Rollovers</b>	<b>2/28/2025</b>	<b>Notes</b>	<b>to Actual</b>	<b>%</b>
MUNIS ACCOUNT NUMBER							
Transfers to Operating Reserves	balance sheet	-				-	0.00%
Capital Expenditures	04-006-442061-0000-47000	125,000.00		247,354.67		(122,354.67)	0.00%
<b>Total Water Expenditures</b>		2,533,706.00	9,845.92	2,316,042.63		227,509.29	91.06%

<b>WATER NOTES AS OF FEBRUARY 28, 2025</b>		
<b>Revenues</b>		
<b>1</b>	<u>Water Charges/Water Debt Service</u>	Water Sales 178,450 higher than prior year same time.
<b>2</b>	<u>Availability fees</u>	97,000 less than prior year same period.
<b>3</b>	<u>Pro-Rata Share Fees</u>	55,880 less than prior year
<b>4</b>	<u>Connection Fees</u>	24,440 less than prior year
<b>5</b>	<u>Miscellaneous Revenues</u>	
<b>6</b>	<u>ARPA Funding</u>	Per OCT 2024 ARPA Obligations Resolution. After GF ARPA Payroll funds used, \$9,845.92 remained of 2.3 million
<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>	
<b>10</b>	<u>Regional Water Supply Study</u>	1,065 less than prior year
<b>11</b>	<u>Insurance</u>	Prior year's payments were \$9,426 per quarter. This year they are \$12,469 per quarter
<b>12</b>	<u>Other</u>	Includes 500,000 IOW water/sewer agreement
<b>13</b>	<u>Dues &amp; Subscriptions</u>	Tracking to last year
<b>14</b>	<u>Uniforms</u>	Tracking to last year
<b>15</b>	<u>ARPA</u>	

<b>WATER NOTES AS OF FEBRUARY 28, 2025</b>		
<b>16</b>	<b><u>RO Supplies/Chemicals</u></b>	11,300 higher than prior year
<b>17</b>	<b><u>Debt Service</u></b>	VAC Truck paid each year 99,000 (a portion is booked to Sewer)
<b>18</b>	<b><u>Vehicle Maintenance</u></b>	Amost double last year at this period

Town of Smithfield  
SEWER AND WATER  
FY2024-25 CAPITAL BUDGET

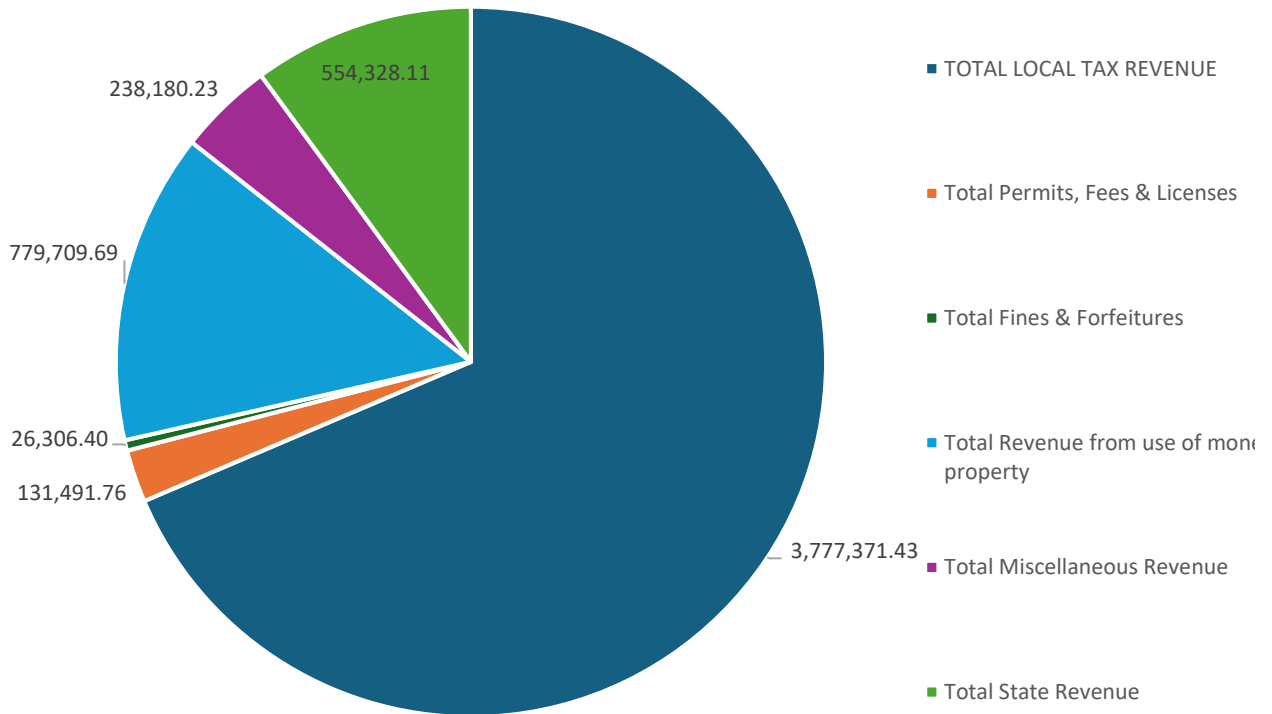
MUNIS ACCOUNT NUMBER		FY 2024-25	Budget Transfers	Actual		Budget	Variance
		Budget	& Rollovers	2/28/2025	Notes	to Actual	%
UTILITY CAPITAL EXPENSES							
SEWER							
Bypass Pump	04-006-442070-0000-47012	170,000.00				170,000.00	0.00%
Manhole Inspections & Rehab	04-006-442070-0000-47000	50,000.00				50,000.00	0.00%
Pipe Lining of gravity sewer pipes	04-006-442070-0000-47000	50,000.00				50,000.00	0.00%
Vehicle Replacement (split Hwy, Wtr, Swr, PW)	04-006-442070-0000-47005	25,000.00		616.67		24,383.33	2.47%
Antenna Towers	04-006-442070-0000-47012	60,000.00				60,000.00	0.00%
Plaza Pump Station Upgrades	04-006-442070-0000-47012	110,000.00		26,747.82		83,252.18	0.00%
SCADA Radio Replacement	04-006-442070-0000-47012	110,000.00				110,000.00	0.00%
TOTAL SEWER		575,000.00	-	27,364.49		547,635.51	4.76%
WATER							
Emergency Repairs Well #10	04-006-442061-0000-47000	-		246,738.00		(246,738.00)	
Vehicle Replacement (split Hwy, Wtr, Swr, PW)	04-006-442060-0000-47005	25,000.00		616.67		24,383.33	0.00%
Water Meter Replacements	04-006-442060-0000-47012	100,000.00				100,000.00	0.00%
TOTAL WATER		125,000.00	-	247,354.67		(122,354.67)	0.00%



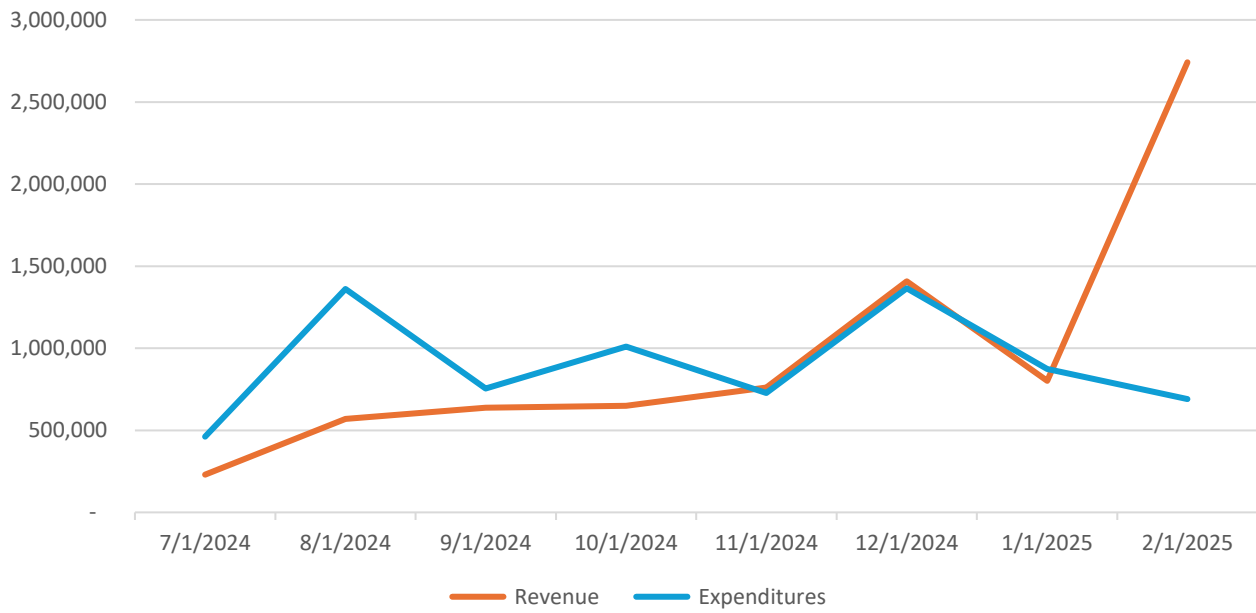
**Town of Smithfield  
SEWER AND WATER  
FY2024-25 CAPITAL BUDGET**

		MUNIS ACCOUNT NUMBER					
		FY 2024-25 Budget	Budget Transfers & Rollovers	Actual 2/28/2025	Notes	Budget to Actual	Variance %
<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			249,898.05		(249,898.05)	
Water Main Replacement - S. Church - Completed						-	
Water Main Replacement-Sykes Court	04-006-442060-0000-46019			149,984.00		(149,984.00)	
Water Main Replacement - Red Point	04-006-442060-0000-48102			46,000.00		(46,000.00)	
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>		-	-	445,882.05		(445,882.05)	

## Revenue Sources FY 25



## Revenue to Exp



Debt 2/28/25

	Original Amount	Inception Date	Maturity	Interest Rate	Last Payment	Next Payment	Payment (can fluctuate slightly)	Outstanding 2/28/25
Series 2020A-2	4,176,000.00	10/16/20	10/01/32	1.676%	9/26/2024	4/1/2025	190,355	2,787,000.00
Series 2020A-1	1,147,000.00	08/07/20	10/01/25	1.910%	9/26/2024	4/1/2025	117,066	347,000.00
Loan 5000008745	966,480.00	11/30/23	11/30/28	6.300%	2/28/2025	3/31/2025	18,860	752,789.24
Vac Truck	460,998.00	01/25/21	08/25/25	2.960%	8/25/2023	8/25/2025	99,349	98,289.06
Line of Credit	1,000,000.00	08/31/23	08/31/24	Prime			0	-
Totals	7,750,478.00						425,631	3,985,078.30

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%

Prime rate dropped .5bp on 12/18/24

## **TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** February Cash Balances

**FROM:** Laura Ross, Treasurer

**ATTACHMENTS:**

Description	Type	Upload Date
Cash Balance Report - February 2025	Activity Report	3/19/2025
Benchmark Report	Activity Report	3/19/2025
VIP - Virginia Investment Pool - February 2025	Activity Report	3/19/2025
VIP Stable NAV Liquidity Pool	Activity Report	3/19/2025

CASH BALANCES February 28, 2025					
	ACCOUNT NAME	Account	Bank Balance	Pending and To/From	GL Balance
	General Fund (TB)	xxxx6114	1,473,412.10	(32,069.89)	1,441,342.21
	General Fund (OPB)	xxxx7701	537,629.97	6,576.18	544,206.15
	General Fund Sweep (OPB)	xxxx9301	7.54	-	7.54
	CD General Fund (TB)	xxxx8605	1,010,595.89	-	1,010,595.89
	Money Market - General Fund (OPB)	xxxx3581	4,050,858.02	2,936,784.59	6,987,642.61
	Subtotal General Fund		\$ 7,072,503.52	\$ 2,911,290.88	\$ 9,983,794.40
	Utilities Operating Account (OPB)	xxxx1501	775,425.01	(78,486.30)	696,938.71
	Subtotal Utilities		\$ 775,425.01	\$ (78,486.30)	\$ 696,938.71
	Highway Fund (OPB)	xxxx0701	\$ 45,325.68	\$ (29,153.17)	\$ 16,172.51
Only for purpose indicated (Designated Funds)					
	Water Deposit Account (TB)	xxxx9769	55,669.53	(9,814.93)	45,854.60
	Utilities Development Escrow (OPB)	xxxx2301	1,014,312.32	-	1,014,312.32
	Money Market - Utilities (OPB)	xxxx3579	6,460,981.76	(2,936,784.59)	3,524,197.17
	Total Restricted or Designated		7,530,963.61	(2,946,599.52)	4,584,364.09
					-
	Certificate of Deposit-Police Dept-24 month	xxxx1623	39,241.83	-	39,241.83
	Designated Funds		\$ 7,570,205.44	\$ (2,946,599.52)	\$ 4,623,605.92
	Total Bank Balances, usable balances		\$ 7,893,254.21	\$ 2,803,651.41	\$ 10,696,905.62
	VIP Investment Pool (General Fund)		\$ 7,960,592.14	\$ -	\$ 7,960,592.14
	VIP Investment Pool (Utilities Fund)		\$ 2,009,626.72	\$ -	\$ 2,009,626.72
	Bank Balances and VIP, usable balances		\$ 15,853,846.35	\$ 2,803,651.41	\$ 20,667,124.48

#### Meaning of Pending and To/From

Pending: net of deposits in transit less outstanding checks (bank did not post before month end)

#### To/From: one fund owes another fund

The fund that owes another would have a "Due To"

The fund that is owed from another would have a "Due From"

Examples:

1. A single check is written from the General Fund to pay a vendor (e.g., Dave's Service Center) but expenses are for General Fund, Highway, and Utilities which are separate funds. The expenses that are recorded in Highway and Utilities are Due To the General Fund and are each recorded in the General Fund as Due From Highway and Due From Utilities. Within a fund expenses are further broken down between departments in that fund but require no Due to/Due from because they are in the same fund.
2. Payroll is paid from a General Fund bank account but expenses are distributed between funds. General Fund will have Due From Highway and Utilities and those funds will have Due To General Fund amounts.



Investment Benchmark Report 2/28/25

Return	2/28/25 Balance	Earnings Rate	2/28/25 Return	YTD FY 24/25	90 Day Tbill	To Tbill
Bank Accounts TowneBank	1,568,323.46	1.04%	446.28	5,897.95	4.22%	-3.18%
CD TowneBank	1,000,000.00	4.32%	3,600.00	21,600.00	4.22%	0.10%
Virginia Investment Pool - GF and Utilities	9,970,218.86	4.49%	33,783.49	261,889.34	4.22%	0.27%
Bank Accounts OPB	2,372,700.52	0.08%	385.03	987.72	4.22%	-4.13%
Investments OPB	10,546,170.35	3.95%	43,258.63	149,049.74	4.22%	-0.27%
Total	25,457,413.19	2.78%	81,473.43	439,424.75		-0.93%

Maturity 9/30/25

TowneBank as of 2/28/25	
Sweep	0.00
General Fund	1,473,412.10
CD TowneBank	1,000,000.00
Other Accounts	94,911.36
Total	2,568,323.46

1,568,323.46

Old Point Bank 2/28/25	
General Fund	537,629.97
Other Accounts	1,835,070.55
Investments	10,546,170.35
Total	12,918,870.87

2,372,700.52

Utilities (included in above) 2/28/25	
Old Point Bank Investment	6,482,082.65
Old Point Bank Bank Account	1,789,737.33
TowneBank Util	55,669.53
VIP	2,009,626.72
Total	10,337,116.23

GF (included in above) 2/28/25	
TowneBank Bank Accounts	1,512,653.93
Old Point Bank Bank Account	582,963.19
Towne CD	1,000,000.00
Old Point Bank Investments	4,064,087.70
VIP	7,960,592.14
Total	15,120,296.96

25,457,413.19

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 of 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	1,000,000.00	4.65%	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	9,970,218.86	46.34%	100%	54%	Yes	§2.2-4605
Registered Money Market Mutual Funds	Daily	10,546,170.35	49.01%	100%	51%	Yes	§2.2-4508
The State Non-Arbitrage Pool (SNAP)	Depending Upon Length of Bond			100% of bond proceeds			§2.2- 4700
Total		21,516,389.21	100.00%				



# Summary Statement

February 28, 2025

Page 1 of 5

Investor ID: VA-01-0009

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**Town of Smithfield**  
**PO Box 246**  
**Smithfield, VA 23431**

## Virginia Investment Pool

### VIP Stable NAV Liquidity Pool

Average Monthly Yield: 4.4900%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VA-01-0009-5001	LIQUID GENERAL	7,933,223.46	0.00	0.00	27,368.68	57,762.99	7,947,787.12	7,960,592.14
VA-01-0009-5002	Utilities Investment Account	1,003,211.91	1,000,000.00	0.00	6,414.81	9,626.72	1,899,282.17	2,009,626.72
<b>TOTAL</b>		<b>8,936,435.37</b>	<b>1,000,000.00</b>	<b>0.00</b>	<b>33,783.49</b>	<b>67,389.71</b>	<b>9,847,069.29</b>	<b>9,970,218.86</b>



Summary Statement

February 28, 2025

Page 2 of 5

Investor ID: VA-01-0009

Town of Smithfield  
PO Box 246  
Smithfield, VA 23431

VIP 1-3 Year High Quality Bond Fund

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VA-01-0009-0001	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00

## LIQUID GENERAL

### Account Summary

Average Monthly Yield: 4.4900%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VIP Stable NAV Liquidity Pool	7,933,223.46	0.00	0.00	27,368.68	57,762.99	7,947,787.12	7,960,592.14

### Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
02/01/2025	Beginning Balance			7,933,223.46	
02/28/2025	Income Dividend Reinvestment	27,368.68			
02/28/2025	Ending Balance			7,960,592.14	

## Utilities Investment Account

### Account Summary

Average Monthly Yield: 4.4900%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
VIP Stable NAV Liquidity Pool	1,003,211.91	1,000,000.00	0.00	6,414.81	9,626.72	1,899,282.17	2,009,626.72

### Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
02/01/2025	Beginning Balance			1,003,211.91	
02/04/2025	Contribution	1,000,000.00			490858
02/28/2025	Income Dividend Reinvestment	6,414.81			
02/28/2025	Ending Balance			2,009,626.72	



## Virginia Investment Pool

### VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
02/01/2025	0.000000000	4.5100%
02/02/2025	0.000000000	4.5100%
02/03/2025	0.000123835	4.5200%
02/04/2025	0.000123562	4.5100%
02/05/2025	0.000123014	4.4900%
02/06/2025	0.000123287	4.5000%
02/07/2025	0.000369864	4.5000%
02/08/2025	0.000000000	4.5000%
02/09/2025	0.000000000	4.5000%
02/10/2025	0.000123013	4.4900%
02/11/2025	0.000123014	4.4900%
02/12/2025	0.000123013	4.4900%
02/13/2025	0.000122740	4.4800%
02/14/2025	0.000490960	4.4800%
02/15/2025	0.000000000	4.4800%
02/16/2025	0.000000000	4.4800%
02/17/2025	0.000000000	4.4800%
02/18/2025	0.000122739	4.4800%
02/19/2025	0.000122739	4.4800%
02/20/2025	0.000122740	4.4800%
02/21/2025	0.000368220	4.4800%
02/22/2025	0.000000000	4.4800%
02/23/2025	0.000000000	4.4800%
02/24/2025	0.000122739	4.4800%
02/25/2025	0.000122740	4.4800%
02/26/2025	0.000123014	4.4900%
02/27/2025	0.000123013	4.4900%
02/28/2025	0.000123014	4.4900%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

**VIP STABLE NAV LIQUIDITY POOL**  
**Holdings Report by Category**  
**02/28/25**

Security Description	CUSIP	Maturity	Quantity	Price	Market Value	Original Cost	Amortized Cost	% of MV	Yield to Maturity	S&P Rating
<b>Bank Deposits</b>										
<b>BANKS SAVINGS-DEPOSIT ACCOUNT</b>										
First Carolina Bank - ICS	FIRSTCA		66,652,323.82	100.00000	66,652,323.82	66,652,323.82	66,652,323.82	2.27%	4.50%	A-1+
<b>TOTAL : BANKS SAVINGS-DEPOSIT ACCOUNT</b>			<b>66,652,323.82</b>		<b>66,652,323.82</b>	<b>66,652,323.82</b>	<b>66,652,323.82</b>	<b>2.27%</b>		
<b>TOTAL : Bank Deposits</b>			<b>66,652,323.82</b>		<b>66,652,323.82</b>	<b>66,652,323.82</b>	<b>66,652,323.82</b>	<b>2.27%</b>		
<b>Certificates of Deposit</b>										
<b>BANKING</b>										
BNP Paribas New York Branch	05593DDG5	06/10/25	20,000,000.00	100.03840	20,007,680.00	20,000,000.00	20,000,000.00	0.68%	4.61%	A-1
BNP Paribas New York Branch	05593DEZ2	11/17/25	50,000,000.00	99.98490	49,992,450.00	50,000,000.00	50,000,000.00	1.70%	4.61%	A-1
Bank of America, N.A.	06051WQM9	07/07/25	15,000,000.00	100.02490	15,003,735.00	15,000,000.00	15,000,000.00	0.51%	4.43%	A-1
Bank of America, N.A.	06053RAG8	09/04/25	20,000,000.00	99.99986	19,999,972.00	20,000,000.00	20,000,000.00	0.68%	4.56%	A-1
Bank of Montreal Chicago	06367DM51	04/22/25	30,000,000.00	100.00880	30,002,640.00	30,000,000.00	30,000,000.00	1.02%	4.57%	A-1
Bank of Montreal Chicago	06367DP41	07/25/25	24,500,000.00	99.99994	24,499,985.30	24,500,000.00	24,500,000.00	0.83%	4.55%	A-1
Bank of Montreal Chicago	06367DP58	07/28/25	30,000,000.00	100.00000	30,000,000.00	30,000,000.00	30,000,000.00	1.02%	4.52%	A-1
Bank of Montreal Chicago	06367DP82	08/07/25	25,000,000.00	99.99984	24,999,960.00	25,000,000.00	25,000,000.00	0.85%	4.55%	A-1
Commonwealth Bank of Australia New Yo	20271EK73	05/05/25	35,000,000.00	100.01630	35,005,705.00	35,000,000.00	35,000,000.00	1.19%	4.56%	A-1+
Commonwealth Bank of Australia New Yo	20271EL80	06/20/25	50,000,000.00	99.99987	49,999,935.00	50,000,000.00	50,000,000.00	1.70%	4.58%	A-1+
Commonwealth Bank of Australia New Yo	20271EN21	09/30/25	29,500,000.00	99.99993	29,499,979.35	29,500,000.00	29,500,000.00	1.00%	4.57%	A-1+
Cooperative Rabobank U.A. New York	21684LJ45	03/10/25	25,000,000.00	100.00411	25,001,026.75	25,000,000.00	25,000,000.00	0.85%	4.58%	A-1
Credit Agricole CIB New York	22536HTE9	03/11/25	20,000,000.00	100.01170	20,002,340.00	20,000,000.00	20,000,000.00	0.68%	4.32%	A-1
MUFG Bank Ltd. New York	55380U2N6	04/14/25	10,000,000.00	100.01080	10,001,080.00	10,000,000.00	10,000,000.00	0.34%	4.61%	A-1
MUFG Bank Ltd. New York	55380U6E2	05/13/25	15,000,000.00	100.02720	15,004,080.00	15,000,000.00	15,000,000.00	0.51%	4.43%	A-1
MUFG Bank Ltd. New York	55380U7C5	06/03/25	15,000,000.00	100.01530	15,002,295.00	15,000,000.00	15,000,000.00	0.51%	4.59%	A-1
Mitsubishi UFJ Trust & Banking Corp. New	55381BC99	08/14/25	19,500,000.00	100.01953	19,503,807.57	19,500,000.00	19,500,000.00	0.66%	4.61%	A-1
Mitsubishi UFJ Trust & Banking Corp. New	60683DH85	04/04/25	30,000,000.00	100.00340	30,001,020.00	30,000,000.00	30,000,000.00	1.02%	4.56%	A-1
Mitsubishi UFJ Trust & Banking Corp. New	60683DV89	11/17/25	25,000,000.00	99.99941	24,999,852.50	25,000,000.00	25,000,000.00	0.85%	4.63%	A-1
Mizuho Bank Ltd. New York	60710TTY7	03/05/25	15,000,000.00	99.99990	14,999,985.00	15,000,000.00	15,000,000.00	0.51%	4.58%	A-1
Mizuho Bank Ltd. New York	60710TUC3	04/01/25	20,000,000.00	100.01150	20,002,300.00	19,999,972.00	19,999,995.36	0.68%	4.56%	A-1
Mizuho Bank Ltd. New York	60710TUD1	04/02/25	30,000,000.00	99.99880	29,999,640.00	30,000,000.00	30,000,000.00	1.02%	4.56%	A-1
Mizuho Bank Ltd. New York	60710TVD0	04/29/25	15,000,000.00	100.00310	15,000,465.00	15,000,000.00	15,000,000.00	0.51%	4.59%	A-1
Mizuho Bank Ltd. New York	60710TVS7	05/09/25	15,000,000.00	100.00160	15,000,240.00	15,000,000.00	15,000,000.00	0.51%	4.59%	A-1
Mizuho Bank Ltd. New York	60710TZE4	07/22/25	24,500,000.00	100.02894	24,507,089.81	24,499,987.69	24,499,990.22	0.83%	4.59%	A-1
National Australia Bank Ltd. New York	63253TGK9	06/18/25	50,000,000.00	100.02410	50,012,050.00	50,000,000.00	50,000,000.00	1.70%	4.57%	A-1+
Natixis New York Branch	63873QSR1	03/12/25	20,000,000.00	100.01240	20,002,480.00	20,000,000.00	20,000,000.00	0.68%	4.32%	A-1
Nordea Bank Abp New York	65558WCX4	03/14/25	25,000,000.00	100.00370	25,000,925.00	25,000,000.00	25,000,000.00	0.85%	4.56%	A-1+
Nordea Bank Abp New York	65558WDH8	04/29/25	10,000,000.00	100.01990	10,001,990.00	10,000,000.00	10,000,000.00	0.34%	4.59%	A-1+
Nordea Bank Abp New York	65558WDX3	04/04/25	25,000,000.00	100.00670	25,001,675.00	25,000,000.00	25,000,000.00	0.85%	4.54%	A-1+
Nordea Bank Abp New York	65558WGX8	08/14/25	30,000,000.00	99.99983	29,999,949.00	30,000,000.00	30,000,000.00	1.02%	4.53%	A-1+
Oversea-Chinese Banking Corp. Ltd. New	69033NCU7	04/03/25	20,000,000.00	100.00510	20,001,020.00	20,000,000.00	20,000,000.00	0.68%	4.58%	A-1+
Oversea-Chinese Banking Corp. Ltd. New	69033NDB8	03/27/25	15,000,000.00	100.00170	15,000,255.00	15,000,000.00	15,000,000.00	0.51%	4.54%	A-1+
Oversea-Chinese Banking Corp. Ltd. New	69033NDJ1	04/25/25	20,000,000.00	99.99850	19,999,700.00	20,000,000.00	20,000,000.00	0.68%	4.54%	A-1+
Oversea-Chinese Banking Corp. Ltd. New	69033NDW2	05/30/25	10,000,000.00	100.00990	10,000,990.00	10,000,000.00	10,000,000.00	0.34%	4.56%	A-1+
Royal Bank of Canada New York	78015JST5	04/07/25	30,000,000.00	100.07550	30,022,650.00	30,000,000.00	30,000,000.00	1.02%	4.38%	A-1+
Royal Bank of Canada New York	78015JTF4	04/17/25	25,000,000.00	100.00770	25,001,925.00	25,000,000.00	25,000,000.00	0.85%	4.61%	A-1+
Royal Bank of Canada New York	78015JW70	05/07/25	50,000,000.00	100.00080	50,000,400.00	50,000,000.00	50,000,000.00	1.70%	4.56%	A-1+
Royal Bank of Canada New York	78015JX77	09/09/25	15,000,000.00	99.99894	14,999,841.00	15,000,000.00	15,000,000.00	0.51%	4.56%	A-1+
Standard Chartered Bank of New York	85325VQU7	12/10/25	30,000,000.00	99.99982	29,999,946.00	30,000,000.00	30,000,000.00	1.02%	4.61%	A-1
Sumitomo Mitsui Trust Bank, Ltd. New Yc	86564PU25	05/19/25	25,000,000.00	99.99985	24,999,962.50	25,000,000.00	25,000,000.00	0.85%	4.59%	A-1
Sumitomo Mitsui Trust Bank, Ltd. New Yc	86564PX97	06/10/25	15,000,000.00	99.99982	14,999,973.00	15,000,000.00	15,000,000.00	0.51%	4.59%	A-1
Sumitomo Mitsui Banking Corp. New York	86565GFS4	05/01/25	15,000,000.00	100.02420	15,003,630.00	15,000,000.00	15,000,000.00	0.51%	4.59%	A-1
Sumitomo Mitsui Banking Corp. New York	86565GGL8	06/02/25	30,000,000.00	100.04030	30,012,090.00	30,000,000.00	30,000,000.00	1.02%	4.59%	A-1
Sumitomo Mitsui Banking Corp. New York	86565GGU8	06/09/25	25,000,000.00	100.04970	25,012,425.00	25,000,000.00	25,000,000.00	0.85%	4.62%	A-1
Svenska Handelsbanken New York	86959THN9	05/16/25	20,000,000.00	100.01480	20,002,960.00	20,000,000.00	20,000,000.00	0.68%	4.56%	A-1+
Svenska Handelsbanken New York	86959TKY1	08/11/25	29,500,000.00	99.99982	29,499,946.90	29,500,000.00	29,500,000.00	1.00%	4.54%	A-1+
Svenska Handelsbanken New York	86959TLC8	08/19/25	30,000,000.00	99.99986	29,999,958.00	30,000,000.00	30,000,000.00	1.02%	4.53%	A-1+
The Toronto-Dominion Bank New York	89115DS31	11/24/25	60,000,000.00	99.99986	59,999,916.00	60,000,000.00	60,000,000.00	2.04%	4.59%	A-1
Westpac Banking Corp. New York	96130AYR3	06/23/25	40,000,000.00	99.99990	39,999,960.00	40,000,000.00	40,000,000.00	1.36%	4.56%	A-1+

**VIP STABLE NAV LIQUIDITY POOL**  
**Holdings Report by Category**  
**02/28/25**

Security Description	CUSIP	Maturity	Quantity	Price	Market Value	Original Cost	Amortized Cost	% of MV	Yield to Maturity	S&P Rating
Westpac Banking Corp. New York	96130AYS1	06/02/25	50,000,000.00	99.99730	49,998,650.00	50,000,000.00	50,000,000.00	1.70%	4.55%	A-1+
<b>TOTAL : BANKING</b>			<b>1,322,500,000.00</b>		<b>1,322,612,530.68</b>	<b>1,322,499,959.69</b>	<b>1,322,499,985.58</b>	<b>45.03%</b>		
<b>TOTAL : Certificates of Deposit</b>			<b>1,322,500,000.00</b>		<b>1,322,612,530.68</b>	<b>1,322,499,959.69</b>	<b>1,322,499,985.58</b>	<b>45.03%</b>		
<b>Commercial Paper</b>										
<b>BANKING</b>										
BofA Securities Inc.	06054CHJ7	04/16/25	20,000,000.00	100.00770	20,001,540.00	20,000,000.00	20,000,000.00	0.68%	4.59%	A-1
BofA Securities Inc.	06054NUN9	07/22/25	25,000,000.00	98.24070	24,560,175.00	24,335,590.28	24,558,090.28	0.84%	4.54%	A-1
BofA Securities Inc.	06054NYJ4	11/18/25	40,000,000.00	96.83721	38,734,882.40	38,692,000.00	38,730,755.56	1.32%	4.53%	A-1
Barclays Bank PLC	06741FR25	04/02/25	10,000,000.00	99.59550	9,959,550.00	9,770,925.00	9,960,800.00	0.34%	4.49%	A-1+
Barclays Bank PLC	06741FRM1	04/21/25	20,000,000.00	99.36210	19,872,420.00	19,527,222.22	19,869,666.67	0.68%	4.51%	A-1+
Barclays Bank PLC	06741FSM0	05/21/25	15,000,000.00	98.99250	14,848,875.00	14,654,591.67	14,845,425.00	0.51%	4.53%	A-1+
Barclays Bank PLC	06741FT49	06/04/25	13,500,000.00	98.81960	13,340,646.00	13,185,697.50	13,336,837.50	0.45%	4.54%	A-1+
Barclays Bank PLC	06741FVF1	08/15/25	20,000,000.00	97.92660	19,585,320.00	19,552,666.67	19,591,777.78	0.67%	4.60%	A-1+
Barclays Bank PLC	06741FVT1	08/27/25	12,500,000.00	97.78090	12,222,612.50	12,221,052.08	12,227,149.30	0.42%	4.60%	A-1+
Citigroup Global Markets	17327AU21	07/02/25	12,500,000.00	98.48430	12,310,537.50	12,165,916.67	12,305,250.00	0.42%	4.53%	A-1
Citigroup Global Markets	17327AU70	07/07/25	13,500,000.00	98.43856	13,289,206.01	13,130,640.00	13,281,120.00	0.45%	4.49%	A-1
ING (U.S.) Funding LLC	4497W0TP3	06/23/25	30,000,000.00	98.59650	29,578,950.00	29,325,775.00	29,575,350.00	1.01%	4.52%	A-1
ING (U.S.) Funding LLC	4497W0TT5	06/27/25	10,000,000.00	98.55695	9,855,694.90	9,774,016.67	9,853,483.34	0.34%	4.49%	A-1
ING (U.S.) Funding LLC	44988GEP9	03/17/25	5,000,000.00	100.00600	5,000,300.00	5,000,000.00	5,000,000.00	0.17%	4.62%	A-1
ING (U.S.) Funding LLC	44988GFR4	07/24/25	25,000,000.00	100.00790	25,001,975.00	25,000,000.00	25,000,000.00	0.85%	4.55%	A-1
MetLife Short Term Funding LLC	59157VBW7	04/03/25	30,000,000.00	99.99150	29,997,450.00	30,000,000.00	30,000,000.00	1.02%	4.54%	A-1+
National Securities Clearing Corp.	63763PQ36	03/03/25	5,000,000.00	99.96320	4,998,160.00	4,850,900.00	4,998,600.00	0.17%	4.48%	A-1+
National Securities Clearing Corp.	63763PR43	04/04/25	15,000,000.00	99.57100	14,935,650.00	14,844,483.33	14,938,516.67	0.51%	4.49%	A-1+
National Securities Clearing Corp.	63763PW39	09/03/25	40,000,000.00	97.76447	39,105,786.80	39,087,444.44	39,111,333.33	1.33%	4.46%	A-1+
Toyota Motor Credit Corp.	89233GRH1	04/17/25	5,000,000.00	99.41920	4,970,960.00	4,813,144.44	4,967,230.55	0.17%	4.44%	A-1+
<b>TOTAL : BANKING</b>			<b>367,000,000.00</b>		<b>362,170,691.11</b>	<b>359,932,065.97</b>	<b>362,151,385.98</b>	<b>12.33%</b>		
<b>TECHNOLOGY HARDWARE</b>										
Johnson & Johnson	47816FVS7	08/26/25	20,000,000.00	97.91200	19,582,399.60	19,577,361.11	19,579,722.22	0.67%	4.35%	A-1+
<b>TOTAL : TECHNOLOGY HARDWARE</b>			<b>20,000,000.00</b>		<b>19,582,399.60</b>	<b>19,577,361.11</b>	<b>19,579,722.22</b>	<b>0.67%</b>		
<b>TOTAL : Commercial Paper</b>			<b>387,000,000.00</b>		<b>381,753,090.71</b>	<b>379,509,427.08</b>	<b>381,731,108.20</b>	<b>13.00%</b>		
<b>#</b>										
<b>BANKING</b>										
Atlantic Asset Securitization LLC	04821TQH1	03/17/25	11,000,000.00	99.79080	10,976,988.00	10,766,882.50	10,978,440.00	0.37%	4.50%	A-1
Atlantic Asset Securitization LLC	04821TT96	06/09/25	25,000,000.00	98.76700	24,691,749.00	24,421,138.89	24,681,944.45	0.84%	4.51%	A-1
Atlantic Asset Securitization LLC	04821TTD7	06/13/25	20,000,000.00	98.71871	19,743,741.60	19,552,500.00	19,740,000.00	0.67%	4.51%	A-1
Bedford Row Funding Corp.	06741FVL8	08/20/25	25,000,000.00	97.85740	24,464,350.00	24,442,625.00	24,473,250.00	0.83%	4.62%	A-1+
Bedford Row Funding Corp.	07644CKK5	03/05/25	10,000,000.00	100.00060	10,000,060.00	10,000,000.00	10,000,000.00	0.34%	4.58%	A-1+
Bedford Row Funding Corp.	07645RES1	03/19/25	25,000,000.00	100.00360	25,000,900.00	25,000,000.00	25,000,000.00	0.85%	4.60%	A-1+
Bedford Row Funding Corp.	07645REX0	05/28/25	12,500,000.00	100.00980	12,501,225.00	12,500,000.00	12,500,000.00	0.43%	4.59%	A-1+
Bedford Row Funding Corp.	07646KHFO	04/01/25	25,000,000.00	100.00530	25,001,325.00	25,000,000.00	25,000,000.00	0.85%	4.60%	A-1+
Bedford Row Funding Corp.	07646KHJ2	06/06/25	10,000,000.00	100.00800	10,000,800.00	10,000,000.00	10,000,000.00	0.34%	4.59%	A-1+
Bedford Row Funding Corp.	07646KHK9	06/16/25	15,000,000.00	100.00880	15,001,320.00	15,000,000.00	15,000,000.00	0.51%	4.59%	A-1+
Bedford Row Funding Corp.	07646KHM5	07/01/25	10,000,000.00	100.00670	10,000,670.00	10,000,000.00	10,000,000.00	0.34%	4.59%	A-1+
Brighthouse Financial, Inc.	10924HR22	04/02/25	20,000,000.00	99.59040	19,918,080.00	19,555,333.33	19,918,222.22	0.68%	4.55%	A-1+
Brighthouse Financial, Inc.	10924HT53	06/05/25	25,000,000.00	98.79590	24,698,975.00	24,421,138.89	24,694,666.67	0.84%	4.59%	A-1+
Brighthouse Financial, Inc.	10924HUH5	07/17/25	15,000,000.00	98.27450	14,741,175.00	14,667,412.50	14,746,425.00	0.50%	4.61%	A-1+
Brighthouse Financial, Inc.	10924HUN2	07/22/25	15,000,000.00	98.21480	14,732,220.00	14,665,575.00	14,737,237.50	0.50%	4.61%	A-1+
Brighthouse Financial, Inc.	10924HUR3	07/25/25	10,000,000.00	98.17520	9,817,520.00	9,773,375.00	9,821,150.00	0.33%	4.62%	A-1+
Britannia Funding Co. LLC	11042LQC7	03/12/25	10,000,000.00	99.85110	9,985,110.00	9,764,000.00	9,985,577.78	0.34%	4.54%	A-1
Britannia Funding Co. LLC	11042LQE3	03/14/25	30,000,000.00	99.82620	29,947,860.00	29,277,150.00	29,948,650.00	1.02%	4.54%	A-1
Britannia Funding Co. LLC	11042LRE2	04/14/25	10,000,000.00	99.45438	9,945,437.50	9,762,583.33	9,943,533.33	0.34%	4.45%	A-1
Britannia Funding Co. LLC	11042LS76	05/07/25	10,000,000.00	99.17456	9,917,455.60	9,768,455.56	9,914,761.11	0.34%	4.47%	A-1
Britannia Funding Co. LLC	11042LSN1	05/22/25	10,000,000.00	98.96240	9,896,240.00	9,781,833.33	9,894,766.67	0.34%	4.61%	A-1
Britannia Funding Co. LLC	11042NAR7	03/10/25	15,000,000.00	100.00150	15,000,225.00	15,000,000.00	15,000,000.00	0.51%	4.61%	A-1
Cabot Trail Funding LLC	12710GU73	07/07/25	10,000,000.00	98.40760	9,840,760.00	9,778,777.78	9,843,555.56	0.34%	4.58%	A-1
Cabot Trail Funding LLC	12710GV49	08/04/25	10,000,000.00	98.06070	9,806,070.00	9,804,116.67	9,810,200.00	0.33%	4.60%	A-1
GTA Funding LLC	40060VBV5	08/14/25	10,000,000.00	99.99980	9,999,980.00	10,000,000.00	10,000,000.00	0.34%	4.57%	A-1
GTA Funding LLC	40060WU26	07/02/25	10,000,000.00	98.49374	9,849,374.40	9,784,888.89	9,849,666.67	0.34%	4.50%	A-1

**VIP STABLE NAV LIQUIDITY POOL**  
**Holdings Report by Category**  
**02/28/25**

Security Description	CUSIP	Maturity	Quantity	Price	Market Value	Original Cost	Amortized Cost	% of MV	Yield to Maturity	S&P Rating
Halkin Finance LLC	40588LSL4	05/20/25	10,000,000.00	99.01675	9,901,675.00	9,768,722.22	9,897,777.78	0.34%	4.47%	A-1
Halkin Finance LLC	40588LSM2	05/21/25	15,000,000.00	99.00461	14,850,691.65	14,655,000.00	14,844,750.00	0.51%	4.48%	A-1
Halkin Finance LLC	40588LS7	05/27/25	10,000,000.00	98.93178	9,893,177.80	9,767,444.44	9,888,833.33	0.34%	4.48%	A-1
La Fayette Asset Securitization LLC	50286LQH9	03/17/25	10,000,000.00	99.79411	9,979,411.10	9,790,525.00	9,980,400.00	0.34%	4.43%	A-1
Liberty Street Funding LLC	53127TQJ5	03/18/25	10,000,000.00	99.77490	9,977,490.00	9,792,036.11	9,979,080.56	0.34%	4.57%	A-1
Liberty Street Funding LLC	53127TQT3	03/27/25	10,000,000.00	99.66230	9,966,230.00	9,775,825.00	9,968,150.00	0.34%	4.58%	A-1
LMA Americas LLC	53944QQC7	03/12/25	10,000,000.00	99.85220	9,985,220.00	9,765,000.00	9,985,638.89	0.34%	4.50%	A-1
LMA Americas LLC	53944QU81	07/08/25	25,000,000.00	98.38660	24,596,650.00	24,438,291.67	24,604,041.67	0.84%	4.60%	A-1
LMA Americas LLC	53944QU99	07/09/25	15,000,000.00	98.37410	14,756,115.00	14,664,816.67	14,760,583.34	0.50%	4.61%	A-1
Mackinac Funding Company, LLC	55458ESP6	05/23/25	10,000,000.00	98.97800	9,897,800.00	9,764,638.89	9,894,405.56	0.34%	4.49%	A-1
Mackinac Funding Company, LLC	55458EVL1	08/20/25	10,000,000.00	97.91439	9,791,438.90	9,784,650.00	9,790,733.33	0.33%	4.49%	A-1
Manhattan Asset Funding Co.	56274LRB2	04/11/25	10,000,000.00	99.48340	9,948,340.00	9,763,575.00	9,949,775.00	0.34%	4.51%	A-1
Paradelle Funding LLC	69901MSD9	05/13/25	10,000,000.00	99.09460	9,909,460.00	9,770,477.78	9,907,938.89	0.34%	4.51%	A-1
Paradelle Funding LLC	69901MT55	06/05/25	10,000,000.00	98.81260	9,881,260.00	9,767,183.33	9,877,866.66	0.34%	4.52%	A-1
Ridgefield Funding Co. LLC	76582JSE5	05/14/25	10,000,000.00	99.08750	9,908,750.00	9,764,172.22	9,906,677.78	0.34%	4.48%	A-1
Ridgefield Funding Co. LLC	76582JWK6	09/19/25	15,000,000.00	97.54105	14,631,157.50	14,608,612.50	14,628,825.00	0.50%	4.53%	A-1
Ridgefield Funding Co. LLC	76582JWW0	09/30/25	20,000,000.00	97.40517	19,481,034.20	19,479,222.22	19,484,066.66	0.66%	4.54%	A-1
Starbird Funding Corp.	85520LT47	06/04/25	10,000,000.00	98.83541	9,883,541.30	9,740,577.78	9,881,513.89	0.34%	4.48%	A-1
<b>TOTAL : BANKING</b>			<b>618,500,000.00</b>		<b>612,719,053.55</b>	<b>607,348,557.50</b>	<b>612,713,105.30</b>	<b>20.86%</b>		
			<b>618,500,000.00</b>		<b>612,719,053.55</b>	<b>607,348,557.50</b>	<b>612,713,105.30</b>	<b>20.86%</b>		
<b>##</b>										
<b>Money Market</b>										
<b>MONEY MARKET</b>										
Fidelity Government Portfolio -Institutions	31607A703		17,836,447.97	100.00000	17,836,447.97	17,836,447.97	17,836,447.97	0.61%	4.28%	AAA
Goldman Sachs Financial Square Governn	38141W273		4,762,055.02	100.00000	4,762,055.02	4,762,055.02	4,762,055.02	0.16%	4.27%	AAA
JP Morgan U.S. Government Fund	4812C0688		5,177,738.06	100.00000	5,177,738.06	5,177,738.06	5,177,738.06	0.18%	4.00%	AAA
Federated Government Obligations - Pren	608919718		9,272,222.91	100.00000	9,272,222.91	9,272,222.91	9,272,222.91	0.32%	4.26%	AAA
InvesCo STIT Government & Agency Port	825252885		32,806,387.32	100.00000	32,806,387.32	32,806,387.32	32,806,387.32	1.12%	4.29%	AAA
State Street Institutional US Government	857492706		68,648,467.82	100.00000	68,648,467.82	68,648,467.82	68,648,467.82	2.34%	4.30%	AAA
Allspring Government Money Market Fun	949921126		20,568,439.80	100.00000	20,568,439.80	20,568,439.80	20,568,439.80	0.70%	4.29%	AAA
<b>TOTAL : MONEY MARKET</b>			<b>159,071,758.90</b>		<b>159,071,758.90</b>	<b>159,071,758.90</b>	<b>159,071,758.90</b>	<b>5.42%</b>		
			<b>159,071,758.90</b>		<b>159,071,758.90</b>	<b>159,071,758.90</b>	<b>159,071,758.90</b>	<b>5.42%</b>		
<b>TOTAL : Money Market</b>										
<b>Repurchase Agreement</b>										
<b>REPURCHASE AGREEMENTS</b>										
Bank of America Repo 4.36% , due 03/0	RPEH3Z1H6	03/03/25	270,586,569.48	100.00000	270,586,569.48	270,586,569.48	270,586,569.48	9.21%	4.36%	A-1
Bank of Montreal Repo 4.32% , due 03/0	RPEJ3Z7Q6	03/03/25	19,069,841.20	100.00000	19,069,841.20	19,069,841.20	19,069,841.20	0.65%	4.32%	A-1
RBC Capital Markets Repo 4.32% , due 0	RPEJ3Z7R4	03/03/25	54,968,094.00	100.00000	54,968,094.00	54,968,094.00	54,968,094.00	1.87%	4.32%	A-1+
Credit Agricole CIB Repo 4.33% , due 0	RPEM2Z053	03/03/25	50,000,000.00	100.00000	50,000,000.00	50,000,000.00	50,000,000.00	1.70%	4.33%	A-1
<b>TOTAL : REPURCHASE AGREEMENTS</b>			<b>394,624,504.68</b>		<b>394,624,504.68</b>	<b>394,624,504.68</b>	<b>394,624,504.68</b>	<b>13.43%</b>		
			<b>394,624,504.68</b>		<b>394,624,504.68</b>	<b>394,624,504.68</b>	<b>394,624,504.68</b>	<b>13.43%</b>		
<b>TOTAL : Repurchase Agreement</b>										
<b>Grand Total</b>			<b>2,948,348,587.40</b>		<b>2,937,433,262.34</b>	<b>2,929,706,531.67</b>	<b>2,937,292,786.48</b>	<b>100.00%</b>		

**TOWN COUNCIL COMMITTEES REPORT**

**SUBJECT:**

\$ 23,000.00

**ATTACHMENTS:**

Description	Type	Upload Date
Lewis Construction of Virginia - Red Point Heights Progress billing	Invoice	3/20/2025

7716 Quaker Drive  
Suffolk, VA 23437

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

Suzanne@lcovinc.com

# INVOICE

Invoice Number: 0325-1072.249

Invoice Date: Mar 17, 2025

Page: 1

## Bill To:

Town of Smithfield  
P O Box 246  
Smithfield, VA 23431

## Ship to:

Red Point progress billing  
Private side water services  
Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Jeff/Jessie	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			4/1/25

Quantity	Item	Description	Unit Price	Amount
1.00		310 Jordan	2,300.00	2,300.00
1.00		314 Jordan	2,300.00	2,300.00
1.00		320 Jordan	2,300.00	2,300.00
1.00		400 Jordan	2,300.00	2,300.00
1.00		326 Bellwood	2,300.00	2,300.00
1.00		301 Edgewood	2,300.00	2,300.00
1.00		303 Edgewood	2,300.00	2,300.00
1.00		319 Edgewood	2,300.00	2,300.00
1.00		315 Edgewood	2,300.00	2,300.00
1.00		317 Edgewood	2,300.00	2,300.00
Subtotal				23,000.00
Sales Tax				
Total Invoice Amount				23,000.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>23,000.00</b>

Check/Credit Memo No:

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



## APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF TWO PAGES

TO OWNER:

Town of Smithfield

PROJECT:

Red Point Private side water services

FROM CONTRACTOR:

Lewis Construction of VA

VIA ARCHITECT:

APPLICATION NO: 4

Distribution to:

☐ OWNER☐ ARCHITECT☐ CONTRACTOR

PERIOD TO: Mar-25

PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:

Date:

State of: \_\_\_\_\_ County of: \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public:

My Commission expires:

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 23,000.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$0.00	\$0.00
Total approved this Month		\$0.00	\$0.00
TOTALS		\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00	

1. ORIGINAL CONTRACT SUM	\$	175,000.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	175,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	82,800.00
5. RETAINAGE:		
a. 0 % of Completed Work (Column D + E on G703)	\$	0.00
b. 0 % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	82,800.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	59,800.00
8. CURRENT PAYMENT DUE	\$	23,000.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	92,200.00

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE TWO OF TWO PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.  
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 4  
APPLICATION DATE: 3/25

PERIOD TO: Mar 2025  
PROJECT NO: Red Point Private side svcs

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	Red Point private side water services	\$175,000.00	\$59,800.00	\$23,000.00	\$0.00	\$82,800.00	47%	\$92,200.00	\$0.00
2		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
3		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
4		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
5		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
6		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
7		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
8		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
9		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
10		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
11		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
12		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
13		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	GRAND TOTALS	\$175,000.00	\$59,800.00	\$23,000.00	\$0.00	\$82,800.00	47%	\$92,200.00	\$0.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

**TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** Operational Updates

**FROM:** Amy Novak, Director of Parks and Recreation

**ATTACHMENTS:**

Description	Type	Upload Date
Tree Identification Project by the Master Naturalists	Backup Material	3/19/2025



### **Tree Identification Project by the Master Naturalists**

Our Master Naturalists have done it again, another great project that adds to the outdoor education interpretation of our beautiful park. Several of the park trees along the trail now have small plaques that give the tree species and a QR code that provides even more interesting facts on the tree id.

**TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** Share the Air Campaign Update

**FROM:**Amy Novak, Director of Parks and Recreation

**ATTACHMENTS:**

Description	Type	Upload Date
Update - Share the Air Campaign	Proposal	3/19/2025



**Aluminum Signs -12" x 18"**

## **Proposal: Share the Air Campaign at Windsor Castle Park and Luter Sports Complex**

The Share the Air Campaign attended the February committee meeting to propose their smoke free park spaces. The way campaign works is signage is placed at the entrances to the parks that ask park patrons to refrain from smoking or vaping. There is no enforcement to this program. It is simply attempting to deter tobacco use in our parks. Council Bowman had requested that we get Town Attorney Bill Riddick to weigh in to make sure there were no potential legal issues with this that would cause the town to be involved in litigation.

### **Town Attorney Bill Riddick stated the following:**

*I don't see any problems. It is the Town's property, and it can make whatever rules it deems appropriate. We don't permit smoking in public buildings, and I don't see any real difference. It has a safety component as well that can be*

*defended as reasonable. As a practical matter we are not likely to have "smoking police" out in the park but hopefully these signs will be persuasive.*

### **Staff Recommendation:**

I am excited about the campaign as I think it encourages healthy living, which is what parks is all about.  
-Amy Novak

### **Additional Council Comments:**

Mayor Smith asked about expanding the campaign to downtown. Share the Air does have city wide campaigns, so it is possible. **Staff Recommendation:** We launch it for our parks first and get a pulse check for how it is received. -Amy Novak



## **TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** Discussion on Grace Street Streetscape

**FROM:** Michael Stallings, Town Manager

## **TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** Discussion on Grace Street Streetscape

**FROM:** Michael Stallings, Town Manager

## **TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** PRE-PUBLIC HEARING DISCUSSION: 803 South Church Street -  
Water Connection

**FROM:** Mark Kluck, Planner II

### **ATTACHMENTS:**

Description	Type	Upload Date
Public Hearing Notice - Special Use Permit	Public Hearing	3/19/2025
Staff Report	Public Hearing	3/19/2025
Email	Public Hearing	3/19/2025

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

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia on Tuesday, April 1<sup>st</sup>, 2025, at 6:30 p.m. to consider the application of Tim Ryan, applicant and Red Point Holdings LLC, owner, for a special use permit under the provisions of Section 82-45 of the Town Code of the Town of Smithfield, Virginia, adopted October 4<sup>th</sup>, 2005, and as amended thereafter, in order to approve a commercial structure connected to a private well.

The property which is the subject of this special use permit application is 803 S Church Street (Tax Map Parcel no. 21A-01-484), which is zoned Highway Retail Commercial (HRC) & Entrance Corridor Overlay (ECO).

Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the Town Code of the Town of Smithfield and application for this special use permit is available for inspection in the Community Development and Planning Department, 310 Institute Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD

Lesley G. King, Clerk

Publish: Wednesday, March 12<sup>th</sup>, 2025 and Wednesday, March 19<sup>th</sup>, 2025

**TOWN COUNCIL STAFF REPORT: SPECIAL USE PERMIT**

**\*PUBLIC HEARING: TUESDAY, April 1<sup>st</sup>, 2025, 6:30 PM\***

<b>Applicants</b>	Red Point Taphouse, LLC C/O John T. “Tim” Ryan 9008 Blounts Corner Rd Smithfield, VA 23430
<b>Owners</b>	Red Point Holdings LLC 223 S Church St Smithfield, VA 23430
<b>Property</b>	803 S Church St TPIN 21A-01-484 0.23 ac NE side S Church St 200’ SE S Church St & Jordan Dr
<b>Zoning</b>	Entrance Corridor Overlay (ECO) & Highway Retail Commercial (HRC)
<b>Adjacent Zoning</b>	Residential Office (RO), HRC, & ECO
<b>Project Description</b>	<p>As part of the applicants’ Special Use permit, Comprehensive Plan Amendment, and Official Zoning Map Amendment applications, on April 10<sup>th</sup>, 2020, the applicants provided a phasing plan that indicated they would connect to Town water by 6/1/2022 and install driveway improvements by 6/1/2022.</p> <p>The applicants then received additional ECO approvals and SUPs in 2021, that were conditionally approved under the following conditions:</p> <ul style="list-style-type: none"><li>(a) The pavement of the parking lot with asphalt by June of 2022, in accordance with your approved phasing plan.</li><li>(b) Connecting to the public water system by June of 2022, in accordance with your approved phasing plan.</li></ul> <p>At its Tuesday, October 2<sup>nd</sup>, 2024 Town Council meeting, Town Council granted the SUP for a waiver of parking and loading requirements, allowing a gravel parking and drive area, provided the applicants returns with an SUP request for a private structure connected to a private well.</p> <p>At the February 11<sup>th</sup> meeting, the Planning Commission unfavorably recommended this application to Town Council, with 2 dissenting votes.</p>
<b>Recommendation</b>	Town staff recommends Town Council deny this application for the private well connection, as it is in conflict with our current Town Code and current Design Standards. The applicants have received multiple SUPs and approvals contingent on them connecting to Town water.

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

**From:** [Tim Ryan](#)  
**To:** [Tammie Clary](#)  
**Cc:** [Mark Kluck](#); [Nick Hess](#)  
**Subject:** Re: SUP For the Parking Lot at 803 S Church  
**Date:** Thursday, October 24, 2024 2:20:48 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[803 S Church Town Water Exception SUP 24 October 2024.pdf](#)

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**Caution:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Attached please find the signed SUP requesting an exception from the requirement to connect to town water. Please let me know if you have any questions or concerns. Also, I would like to pay electronically. Please send a link. Thank you.

Tim Ryan

On Tue, Oct 15, 2024 at 3:33 PM Tammie Clary <[tclary@smithfieldva.gov](mailto:tclary@smithfieldva.gov)> wrote:

Good Afternoon,

As a reminder, as a condition of your approval for a gravel parking lot, the Town Council is requiring you to obtain a Special Use Permit for the well connection.

Please complete the attached application and pay the \$400 application fee, prior to November 1<sup>st</sup>.

Please let me know if you have any questions or concerns.

Thank you.

Best,

**TAMMIE CLARY**

Community Development & Planning Director

Town of Smithfield, Virginia

310 Institute St, Smithfield, VA 23430

1-(757)-365-4200

[tcclary@smithfieldva.gov](mailto:tcclary@smithfieldva.gov)



---

**From:** Tammie Clary <[tcclary@smithfieldva.gov](mailto:tcclary@smithfieldva.gov)>

**Sent:** Thursday, October 3, 2024 4:21 PM

**To:** Tim Ryan <[jtryan.associates@gmail.com](mailto:jtryan.associates@gmail.com)>

**Cc:** Mark Kluck <[mkluck@smithfieldva.gov](mailto:mkluck@smithfieldva.gov)>; Nick Hess <[Chiefhess@icloud.com](mailto:Chiefhess@icloud.com)>

**Subject:** RE: SUP For the Parking Lot at 803 S Church

Good Afternoon,

Attached please find your action letter following last night's conditional approval.

Please let me know if you have any questions or concerns.

Thank you.



Best,

**TAMMIE CLARY**

Community Development & Planning Director

Town of Smithfield, Virginia

310 Institute St, Smithfield, VA 23430

1-(757)-365-4200

[tclary@smithfieldva.gov](mailto:tclary@smithfieldva.gov)



---

**From:** Tim Ryan <[jtryan.associates@gmail.com](mailto:jtryan.associates@gmail.com)>

**Sent:** Tuesday, April 16, 2024 10:39 AM

**To:** Tammie Clary <[tclary@smithfieldva.gov](mailto:tclary@smithfieldva.gov)>

**Cc:** Mark Kluck <[mkluck@smithfieldva.gov](mailto:mkluck@smithfieldva.gov)>; Nick Hess <[Chiefhess@icloud.com](mailto:Chiefhess@icloud.com)>

**Subject:** Re: SUP For the Parking Lot at 803 S Church

**Caution:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Here is the document. I will bring a check by town hall later today. Thanks.

Tim Ryan

## **TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** PRE-PUBLIC HEARING DISCUSSION: 313 Grace Street - BHAR  
Appeal

**FROM:** Mark Kluck, Planner II

### **ATTACHMENTS:**

Description	Type	Upload Date
Public Hearing Notice - Appeal	Public Hearing	3/19/2025
Staff Report - 313 Grace Street	Public Hearing	3/19/2025
Attachments - 313 Grace Street	Backup Material	3/20/2025

NOTICE OF PUBLIC HEARING  
TOWN COUNCIL OF THE TOWN OF SMITHFIELD  
APPEAL OF BHAR DECISION TO DENY THE INSTALLATION OF A ROOFTOP SOLAR  
ARRAY ON A CONTRIBUTING PARCEL

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will at the regular meeting of the Town Council in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, April 1<sup>st</sup>, 2025 at 6:30 p.m. to consider an appeal of a Board of Historic and Architectural Review decision regarding an application on behalf of John & Kelly Payne for the installation of a rooftop solar array on a parcel classified as contributing, pursuant to Article 3.M., Section E.16.A of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter. The property which is the subject of this application is 313 Grace Street (Tax Map Parcel 21A-01-142), contains 0.25 +/- acres, and is zoned Downtown Neighborhood Residential (DN-R) and Historic Preservation Overlay (HP-O).

Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the Zoning Ordinance of the Town of Smithfield and appeal application are available for inspection at the Department of Community Development & Planning, 310 Institute Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD, VIRGINIA

By: Lesley G. King, Clerk

Publish: Wednesday, March 12<sup>th</sup>, 2025, and Wednesday, March 19<sup>th</sup>, 2025.

**\*PUBLIC HEARING\***  
**TOWN COUNCIL STAFF REPORT:**  
**APPEAL OF A DECISION BY THE BOARD OF HISTORIC AND ARCHITECTURAL**  
**REVIEW FOR A CONTRIBUTING PROPERTY**

The applicant is appealing the Board of Historic & Architectural Review's (BHAR) February 18<sup>th</sup>, 2025, decision to deny the application for the installation of twenty-one (21) rooftop-mounted solar panels on the single-family dwelling at 313 Grace Street as the Board believes the solar panels are not in conformance with the Historic District Guidelines (below).

The applicant believes she has met the criteria outlined for solar panel installation in the 2025 Historic District Design Guidelines. Therefore, the applicant has filed an appeals application, appealing the BHAR's decision.

According to the appeals process, this application is forwarded to Town Council for their review and decision.

**2025 Historic District Design Guidelines:**

Page 76: "Should be located on the side or rear of a building where they are less visible from the right of way."

Page 98: "Should be installed in such a manner that their visual impact is minimized from the right of way. The side and rear of a building's roof is often the most appropriate setting for solar panels."

Page 123: "should be installed at the rear or sides of the building where they are not easily visible from the street."

Page 101:

## 12) Solar Panels

While solar panels are a relatively modern invention, they may be installed on historic buildings under certain circumstances. As a general rule, solar panels should be installed in a location not visible from the ground or the public right of way. All solar panel installations within the historic district shall be reviewed by the BHAR prior to receiving a COA.

### Best Practices

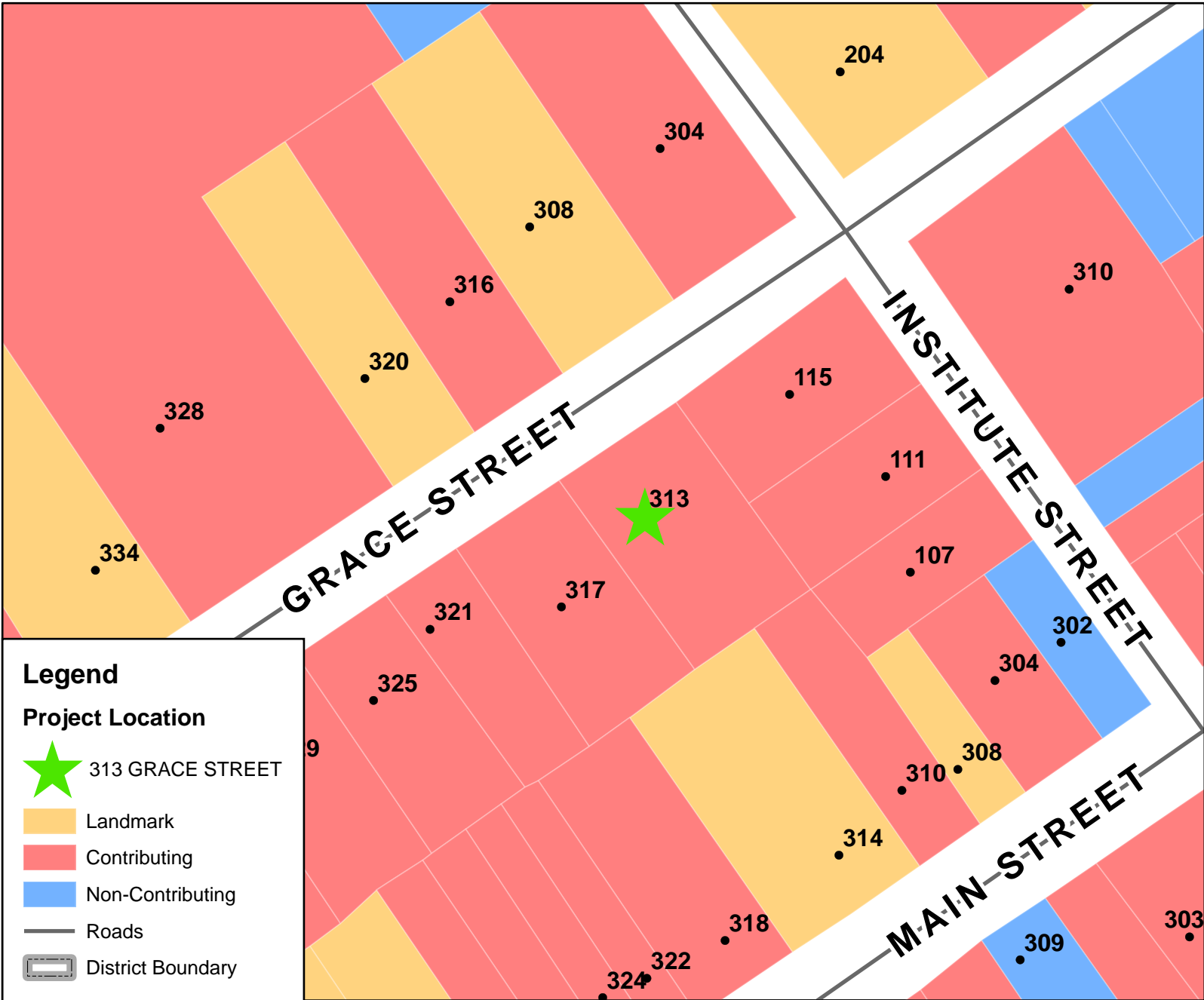
- Solar panels should have a low profile and be mounted less than or equal to six inches above the surface of the roof.
- Solar panels should be set at angles consistent with the slope of the supporting roof.
- When possible, solar panels should be hidden behind existing architectural elements such as dormers and cross gables.
- Solar panels should be arranged in an organized configuration and blend in with the surrounding features of the historic building with respect to the color of the panels, support structures, and conduits.
- Any support structures, conduits, inverters, storage units, or other hardware should be installed on the rear of the building or areas with limited visibility from the street and the public right of way.
- Solar panels should be installed in a way that allows them to be easily removed without causing permanent damage or alteration to the building or site.

### Avoid

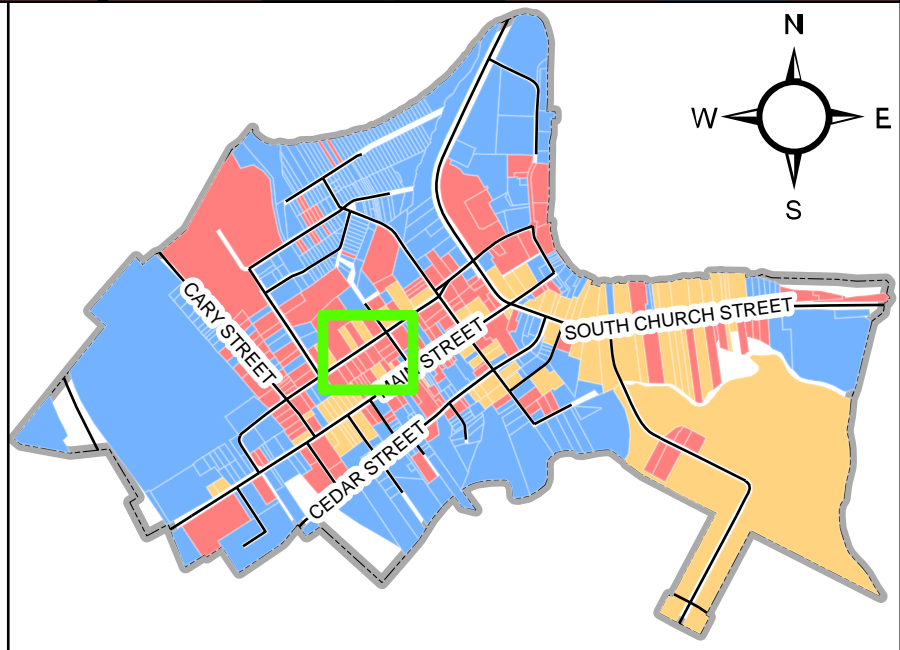
- Installing solar panels in locations that are visible from the street or public right of way such as the primary facade of a building.
- Removing historic features of a building or site when installing solar panels.
- Installing solar panels in a manner that obstructs the view of historic architectural features of a building or site.
- Erecting ground-mounted arrays.
- Installing solar panels on primary Landmark buildings. Installing on accessory structures for Landmark properties may be considered.

*For inquiries, contact Tammie Clary at 1-(757)-365-4200 or [tclary@smithfieldva.gov](mailto:tclary@smithfieldva.gov).*

# 313 Grace Street - Contributing - Rooftop Solar Array Installation



313 Grace Street  
TPIN 21A-01-142  
0.25 ac S side Grace Street  
205' SW of Grace St & Institute St







Above: Lighting may be integrated into the landscape to add visual variety and character to the historic district (top). A cast-iron ‘goose-neck’ light fixture that is compatible with the design of a historic commercial building (bottom).

## 12) Solar Panels

While solar panels are a relatively modern invention, they may be installed on historic buildings under certain circumstances. As a general rule, solar panels should be installed in a location not visible from the ground or the public right of way. All solar panel installations within the historic district shall be reviewed by the BHAR prior to receiving a COA.

### Best Practices

- Solar panels should have a low profile and be mounted less than or equal to six inches above the surface of the roof.
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- Any support structures, conduits, inverters, storage units, or other hardware should be installed on the rear of the building or areas with limited visibility from the street and the public right of way.
- Solar panels should be installed in a way that allows them to be easily removed without causing permanent damage or alteration to the building or site.

### Avoid

- Installing solar panels in locations that are visible from the street or public right of way such as the primary facade of a building.
- Removing historic features of a building or site when installing solar panels.
- Installing solar panels in a manner that obstructs the view of historic architectural features of a building or site.
- Erecting ground-mounted arrays.
- Installing solar panels on primary Landmark buildings. Installing on accessory structures for Landmark properties may be considered.



Northern Elevation (front)





- Western Elevation (right side)
- Proposed 19 panels on the western side of home
  - 16 panels on the side yard facing roof
  - 3 panels on the rear-facing portion of the dormer)





- Eastern Elevation (left-side)
- Proposed 2 panels on the eastern side of home on the rear-facing portion of the dormer





- Eastern Elevation (left-side)
  - *As viewed from Institute Street*
- Proposed 2 panels on the western side of home on the rear-facing portion of the dormer





AERIAL SITE VIEW



SCOPE OF WORK

INSTALLATION OF UTILITY INTERACTIVE PHOTOVOLTAIC SOLAR SYSTEM

9.03 kW DC & 6.72 kW AC PHOTOVOLTAIC SOLAR ARRAY

PV MODULES: (21) SILFAB SOLAR SIL-430 QD

INVERTER(S): (21) ENPHASE IQ8MC-72-M-US

ROOF TYPE: COMPOSITION SHINGLE - 1 LAYER(S)

PV MOUNTING HARDWARE: UNIRAC NXT

SHEET LIST

G-1	COVER SHEET
V-2	SITE PLAN
S-3	ROOF PLAN
S-4	STRUCTURAL DETAILS
S-5	STRUCTURAL CALCULATIONS 1
S-6	STRUCTURAL CALCULATIONS 2
E-7	ELECTRICAL DETAILS (LINE DIAGRAM)
E-8	ELECTRICAL CALCULATIONS & NOTES
E-10	ELECTRICAL LABELS & LOCATIONS

JURISDICTION CODES AND STANDARDS

GOVERNING CODES

- I. ALL WORK SHALL COMPLY WITH:
- 2020 NATIONAL ELECTRIC CODE (NEC)
- 2021 VIRGINIA UNIFORM STATEWIDE BUILDING CODE (VUSBC)
- 2021 VIRGINIA RESIDENTIAL CODE (VRC)
- 2021 VIRGINIA STATEWIDE FIRE PREVENTION CODE (VSFPC)

2021 VIRGINIA UNIFORM STATEWIDE BUILDING CODES (USBC), 2021 VIRGINIA UNIFORM STATEWIDE CONSTRUCTION CODES (USCC), 2021 VRC, 2021 VCC

AND ALL STATE AND LOCAL BUILDING, ELECTRICAL, AND PLUMBING CODES.

SITE CLASSIFICATION NOTES, OSHA REGULATION

OCCUPANCY CLASS: SFR

CONSTRUCTION CLASS: V-B

ZONING TYPE: RESIDENTIAL

- I. A LADDER SHALL BE IN PLACE FOR INSPECTION IN COMPLIANCE WITH OSHA REGULATIONS.
2. MODULES HAVE AN ANTI-REFLECTIVE COATING TO PREVENT GLARE
3. JUNCTION BOXES UNDER PV ARRAY SHALL BE INSTALLED TO BE CONSIDERED ACCESSIBLE BY NEC 690.34

ELECTRICAL CRITERIA, NOTES

TEMPERATURE SOURCE: ASHRAE

WEATHER STATION: NEWPORT NEWS

EXTREME MIN. TEMPERATURE: -II

ASHRAE 2% HIGH TEMP: 34

- I. DRAWINGS HAVE BEEN DETAILED ACCORDING TO UL LISTING REQUIREMENTS.
2. TERMINALS AND LUGS WILL BE TIGHTENED TO MANUFACTURER TORQUE SPECIFICATIONS (WHEN PROVIDED) IN ACCORDANCE WITH NEC 110.14(D) ON ALL ELECTRICAL.
3. PV MODULE CERTIFICATIONS WILL INCLUDE ULI703, IEC61646, IEC61730.
4. CONDUIT AND WIRE SPECIFICATIONS ARE BASED ON MINIMUM CODE REQUIREMENTS AND ARE NOT MEANT TO LIMIT UP-SIZING AS REQUIRED BY FIELD CONDITIONS.
5. PROPER ACCESS AND WORKING CLEARANCE AROUND EXISTING AND PROPOSED ELECTRICAL EQUIPMENT WILL BE PROVIDED AS PER SECTION [NEC 110.26].
6. WHERE PV CABLES ON ROOFTOP WOULD OTHERWISE BE EXPOSED TO PHYSICAL DAMAGE, 3/4" EMT SHALL BE USED TO PROTECT CABLES

STRUCTURAL CRITERIA, NOTES

DESIGN LOAD STANDARD: ASCE 7-16

WIND EXPOSURE CATEGORY: C

WIND SPEED (3-SEC GUST): 116 MPH

GROUND SNOW LOAD: 10 PSF

DESIGN ROOF SNOW LOAD: 5 PSF

SEISMIC DESIGN CATEGORY: B

SEISMIC RISK FACTOR: II



ION DEVELOPER

DAVID STANLEY CONRAD

ELE, CLASS A & AES/TRADESMAN MELE

2705169798



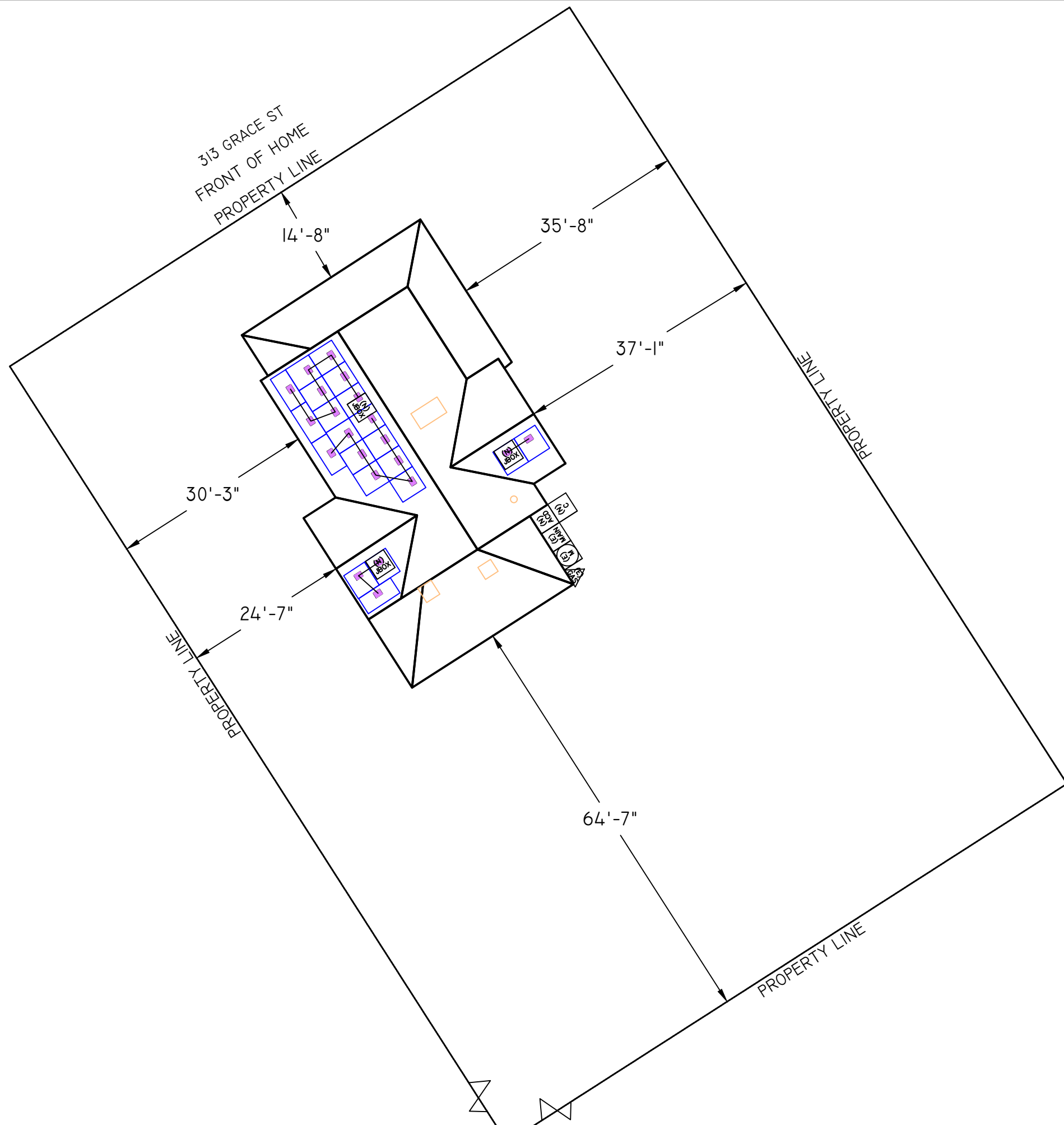
ION SOLAR

44 E 800 N

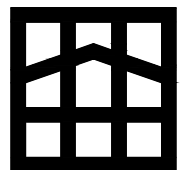
OREM, UTAH 84057

888.781.7074

PROJECT ID		00EFRZ
SITE OWNER		JOHN N PAYNE & KELLY B PAYNE
SITE ADDRESS		313 GRACE ST SMITHFIELD, VIRGINIA 23430
EQUIP.		(21) SILFAB SOLAR SIL-430 QD  (21) ENPHASE IQ8MC-72-M-US
SYSTEM SIZE		9.03KW DC 6.72KW STC-AC, 8.266KW CEC-AC
PROJECT DESIGNER		KRIZIA ARRANZ
DATE		12-Dec-2024
SHEET NAME		COVER SHEET
SHEET #	REV	0
G-1		



ION DEVELOPER  
DAVID STANLEY CONRAD  
ELE, CLASS A & AES/TRADESMAN MELE  
2705169798



ION SOLAR  
44 E 800 N  
OREM, UTAH 84057  
888.781.7074

PROJECT ID	00EFRZ
------------	--------

SITE OWNER
JOHN N PAYNE & KELLY B PAYNE

SITE ADDRESS	313 GRACE ST
	SMITHFIELD, VIRGINIA 23430

EQUIP.	(2I) SILFAB SOLAR SIL-430 QD
	(2I) ENPHASE IQ8MC-72-M-US

SYSTEM SIZE	9.03KW DC 6.72KW STC-AC, 8.266KW CEC-AC
-------------	--

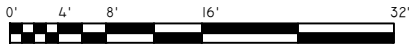
PROJECT DESIGNER	KRIZIA ARRANZ
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DATE	12-DEC-2024
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SHEET NAME
SITE PLAN

SHEET #	REV
V-2	0

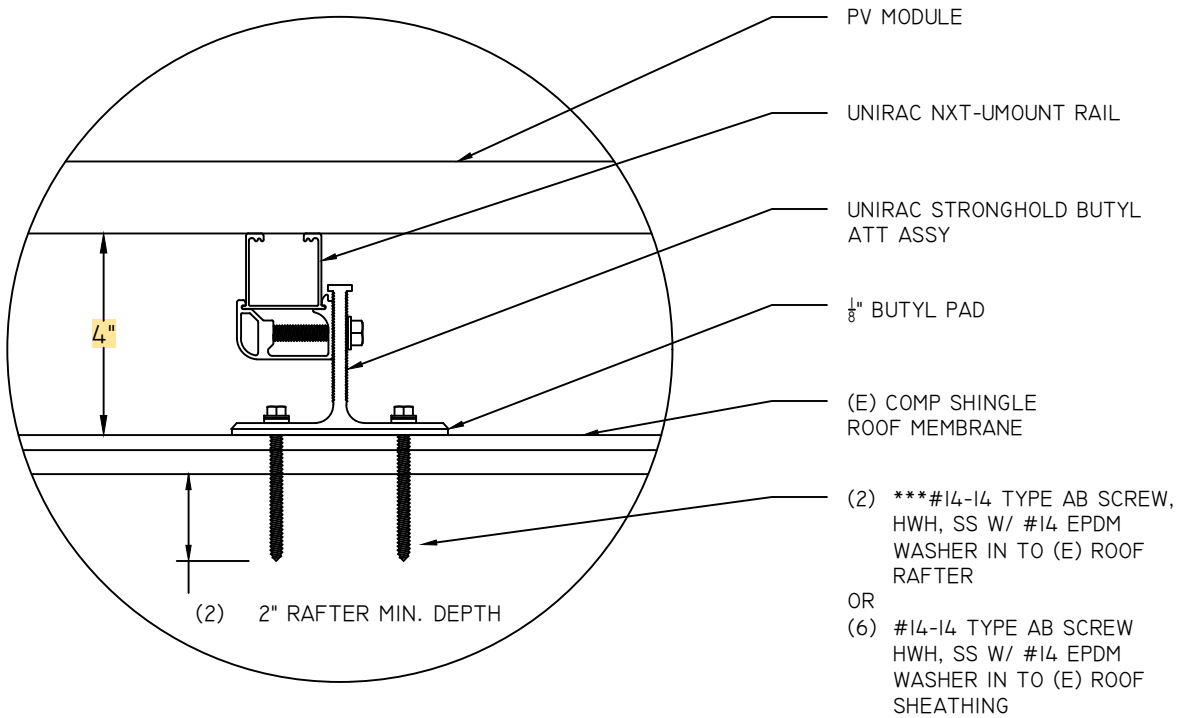
SCALE: 1/16" = 1'-0"



STRUCTURAL INSTALLATION SCHEDULE AND CRITERIA

ROOF MEMBRANE		SPAN AREA	TAG	SPAN	
ROOF TYPE:	COMPOSITION SHINGLE	RAIL - PORTRAIT - MODULE ORIENTATION			
ROOF SHEATHING TYPE:	TONGUE AND GROOVE	X- SPACING	P-X1	72 IN. O.C. MAX.*	
		X-CANTILEVER	P-X2	23 IN. MAX.	
		Y- SPACING	P-Y1	40.2 IN. MIN. - 55.9 IN. MAX.	
		Y-CANTILEVER	P-Y2	6 IN. MIN. - 13.8 IN. MAX.	
ARRAY PARAMETERS		RAIL - LANDSCAPE - MODULE ORIENTATION			
TOTAL ROOF AREA (SQ. FT.)	1894	X- SPACING	L-X1	72 IN. O.C. MAX.	
TOTAL PV MODULE AREA (SQ. FT.)	441	X-CANTILEVER	L-X2	23 IN. MAX.	
% PV MODULE ROOF COVERAGE	23.28%	Y- SPACING	L-Y1	24.9 IN. MIN. - 28.9 IN. MAX.	
		Y-CANTILEVER	L-Y2	7.9 IN. MIN. - 9.8 IN. MAX.	
PV RACKING					
RACKING:	UNIRAC NXT				
RACKING TYPE:	RAIL				
	UNIRAC STRONGHOLD BUTYL ATT KIT #14S				
STANDOFF:	MILL				
STANDOFF TYPE:	L-FOOT & BUTYL TAPE MASTIC				
FASTENER:	3" #14-14 AB SCREW				
STRUCTURAL FRAMING					
ROOF SECTION	STRUCTURE TYPE	RAFTER / TC SIZE (IN)	RAFTER / TC SPACING (IN)	STRUCTURAL UPGRADE	UPGRADE SIZE & LENGTH (FT)
RS1	VAULTED - CONVENTIONAL FRAMING	2x4	24	NONE - SINGLE PLY (1x)	NONE
RS2	VAULTED - CONVENTIONAL FRAMING	2x4	24	NONE - SINGLE PLY (1x)	NONE
RS3	VAULTED - CONVENTIONAL FRAMING	2x4	24	NONE - SINGLE PLY (1x)	NONE

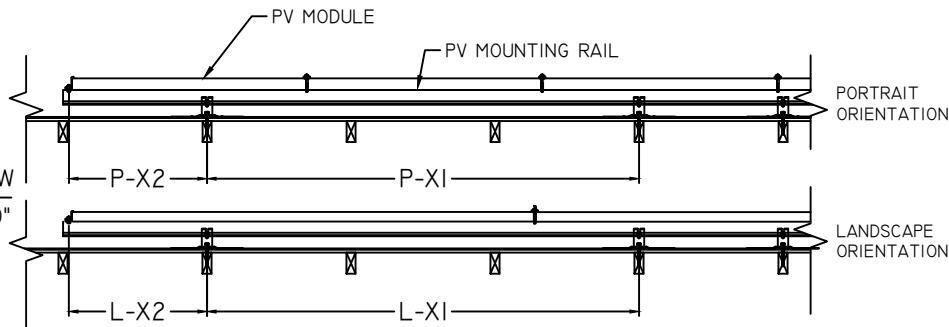
\*\*\* ONLY 2 FASTENERS REQUIRED IN TO (E) ROOF RAFTER/TOP CHORD. IF DURING INSTALLATION THE (E) RAFTER/TOP CHORD IS MISSED, CONTINUE TO DRIVE FASTENER UNTIL 2 LAND IN TO THE (E) RAFTER/TOP CHORD. IF ALL MISS, (6) IN (E) SHEATHING ONLY ARE SUFFICIENT AS LONG AS ATTACHMENTS SPAN NO GREATER THAN 24" OC.



A COMP SHINGLE - STRONGHOLD BUTYL ATT KIT - STANDOFF DETAIL  
SCALE: 3" = 1'-0"

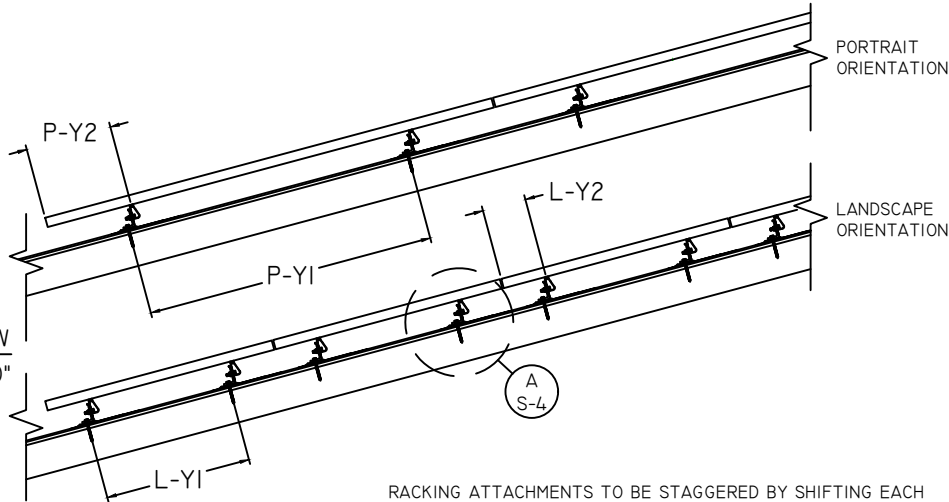
PV ARRAY DETAIL, FRONT VIEW

SCALE: 3/8" = 1'-0"



PV ARRAY DETAIL, SIDE VIEW

SCALE: 3/8" = 1'-0"



RACKING ATTACHMENTS TO BE STAGGERED BY SHIFTING EACH SUBSEQUENT ROW OF ATTACHMENTS ONE RAFTER OVER TO DISTRIBUTE LOAD ACROSS ALL FRAMING MEMBERS UNDER PV ARRAY.



ION DEVELOPER  
DAVID STANLEY CONRAD  
ELE, CLASS A & AES/TRADESMAN MELE  
2705169798



ION SOLAR  
44 E 800 N  
OREM, UTAH 84057  
888.781.7074

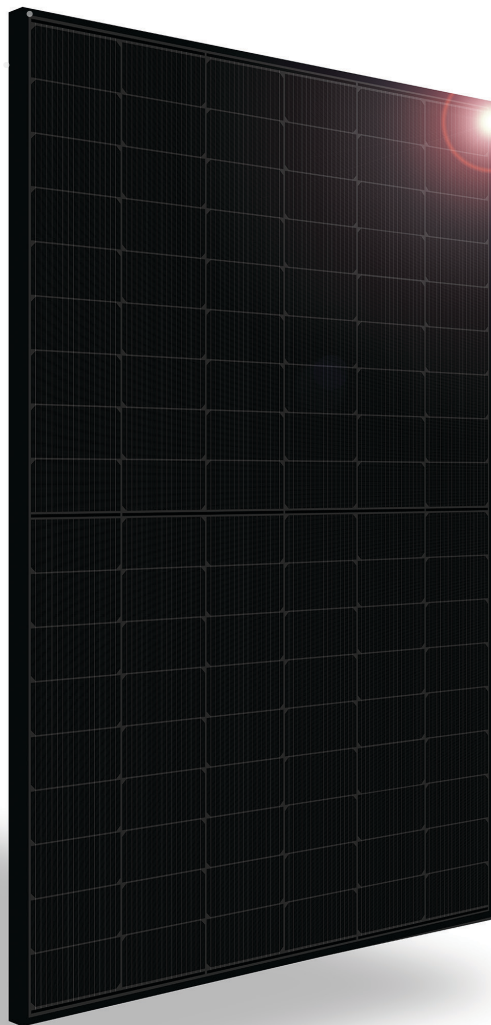
PROJECT ID		00EFRZ
SITE OWNER		JOHN N PAYNE & KELLY B PAYNE
SITE ADDRESS		313 GRACE ST SMITHFIELD, VIRGINIA 23430
EQUIP.		(21) SILFAB SOLAR SIL-430 QD (21) ENPHASE IQ8MC-72-M-US
SYSTEM SIZE		9.03KW DC 6.72KW STC-AC, 8.266KW CEC-AC
PROJECT DESIGNER		KRIZIA ARRANZ
DATE		12-Dec-2024
SHEET NAME		STRUCTURAL DETAILS
SHEET #	REV	0
S-4		



**SILFAB**  
PRIME **NTC**

SIL-420/430 QD

**SILFAB**  
SOLAR®



## INTRODUCING NEXT-GENERATION N-TYPE CELL TECHNOLOGY

- Improved Shade Tolerance
- Improved Low-Light Performance
- Increased Performance in High Temperatures
- Enhanced Durability
- Reduced Degradation Rate
- Industry-Leading Warranty



[SILFABSOLAR.COM](http://SILFABSOLAR.COM)





## Final Engineered Design



Final Array Layout

John N Payne & Kelly B Payne  
313 Grace St  
Smithfield, Virginia 23430

December 12, 2024



<b>System Size (DC):</b>	9.03 kW
<b>Panels:</b>	(21) Silfab Solar SIL-430 QD
<b>Inverters:</b>	(21) Enphase IQ8MC-72-M-US
<b>First Year Estimated Production:</b>	11994 kWh

**ION SOLAR**  
ionsolar.com

If you have concerns or requested changes please notify ION Solar. ION Solar will use this final engineered design for permitting and installation. This may be subject to change.



## Installation Summary

### Site Survey Results:

---

#### **Layout / Production Change Evaluation:**

Panel layout was adjusted to optimize the best production.

#### **Roof Evaluation:**

The existing roof is sufficient for the PV Solar Installation.

#### **Structure Evaluation:**

The existing structural framing is sufficient for the PV Solar Installation.

#### **Electrical Evaluation:**

The existing electrical equipment is sufficient for the PV Solar Installation. No Electrical Service Upgrade work will be completed for the project.

### Homeowner Obligations Before Install:

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Trim or Remove bushes in front of existing electrical service equipment and to clear room for new electrical equipment. Electrical Code requires adequate 3' x 3' x 6.5' working clearance.

Remove objects in front of existing electrical service equipment and to clear room for new electrical equipment.

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**Fwd: Dominion Energy | Net Metering Contingent Approval ID-211379**

1 message

---

**Kelly Payne** <yummaries@icloud.com>  
To: yummariesbakery@gmail.com

Tue, Dec 24, 2024 at 12:04 PM

Sent from my iPhone

Begin forwarded message:

**From:** NoReply Net Metering Info <noreply@netmetering.dominionenergyinfo.com>  
**Date:** December 12, 2024 at 9:38:13 PM EST  
**To:** netmetering@ionsolar.com, yummaries@icloud.com  
**Subject:** Dominion Energy | Net Metering Contingent Approval ID-211379



## **TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** PRE-PUBLIC HEARING DISCUSSION: Text Amend ment to Article 13 of the Zoning Ordinance

**FROM:**Mark Kluck, Planner II

### **ATTACHMENTS:**

Description	Type	Upload Date
Public Hearing Notice - Text Amendment to Zoning Ordinance	Public Hearing	3/19/2025
Staff Report - Text Amendment	Public Hearing	3/19/2025

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, April 1<sup>st</sup>, 2025 at 6:30 p.m. to consider the application of the Town of Smithfield, applicant for a text amendment to the provisions of Article 13 of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, to align definitions in Article 13 with Article 3.P.

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, March 12<sup>th</sup>, 2025, and Wednesday, March 19<sup>th</sup>, 2025.

TOWN COUNCIL STAFF REPORT: ARTICLE 13 TEXT AMENDMENT  
\*PUBLIC HEARING\*

TUESDAY, APRIL 1<sup>st</sup>, 2025, 6:30 PM

This application was favorably recommended to Town Council by the Planning Commission.

This is a proposed text amendment to Article 13 of the Zoning Ordinance to bring the definitions in alignment with the new definitions approved with Article 3.P for the Chesapeake Bay Preservation Overlay:

- *Accessory structures or uses.* Any structure located on a lot or parcel not identified as a principal structure as defined herein. Accessory structures include, but are not limited to, detached garages, gazebos, free-standing decks, storage buildings or tool sheds, guest houses, and similar forms of development that are incidental and subordinate to the principal structure. Accessory uses include, but are not limited to, in-ground pools, patios, terraces, tennis courts, synthetic turf, and other impermeable landings that do not permit infiltration to groundwater. Any modification or expansion to an accessory use must be reviewed and approved using a formal exception process unless proposed within a locally designated Intensely Developed Area.
- *Agricultural lands.* Those lands used for the planting and harvesting of crops or plant growth of any kind in the open, pasture, horticulture, dairy farming, floriculture, or the raising of poultry and/or livestock.
- *Chesapeake Bay Preservation Area (CBPA).* Any land designated as such on the Chesapeake Bay Preservation Area Map adopted by the Town Council, subject to confirmation by the Town of Smithfield Zoning Administrator on a site-specific basis. A Chesapeake Bay Preservation Area shall consist of a Resource Protection Area and a Resource Management Area.
- *Construction footprint.* The area of all impervious cover created by development or redevelopment of land, including, but not limited to, buildings, roads, driveways, parking areas and sidewalks, and any other land disturbed for the construction of such improvements
- *Development.* The construction, substantial alteration, or installation of any improvement (including residential, commercial, industrial, institutional, recreation, transportation, or utility facilities or structures) upon a parcel of land, or any land disturbance associated therewith.



- *Diameter at breast height (DBH)*. The diameter of a tree measured at a point four and one-half (4-1/2) feet above the existing grade, or the natural surface or contour of a site.
- *Dripline*. An imaginary perpendicular line extending downward from the outermost tips of the branches of a tree to the ground.
- *Floodplain*. All lands that would be inundated by flood water because of a storm event of a 100-year return interval.
- *Intensely Developed Areas (IDA)*. Those areas of existing development and infill sites where development is concentrated and little of the natural environment remained as of September 1990 and which is so designated on the map of Chesapeake Bay Preservation Areas adopted by the Town Council pursuant to Section 104 (D) of this Ordinance.
- *Land disturbance or land disturbing activity*. Any man-made change to the land surface that may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands in the Commonwealth, including, but not limited to, clearing, grading, excavating, transporting, and filling of land. The term shall not include minor activities such as home gardening, individual home landscaping and home maintenance.
- *Noxious weeds*. As defined in Va. Code §3.2-800, any living plant, or part thereof, declared by the Board of Agriculture and Consumer Services through regulations to be detrimental to crops, surface waters, including lakes, or other desirable plants, livestock, land, or other property, or to be injurious to public health, the environment, or the economy, except when in-state production of such living plant, or part thereof, is commercially viable or such living plant is commercially propagated in Virginia. Including, but not limited to plants such as Johnson grass, kudzu, and multiflora rose.
- *Person*. An individual, fiduciary, corporation, firm, partnership, association, organization, or any other entity or combination thereof.
- *Plan of development*. For the purposes of this Ordinance, plan of development means any process for site plan review in local zoning and land development regulations designed to ensure compliance with Va. Code § 62.1-44.15:74 and with this Ordinance, prior to issuance of a building permit.
- *Resource Management Area (RMA)*. That component of a Chesapeake Bay Preservation Area not classified as a Resource Protection Area. Resource Management Areas include land types which, if improperly used or developed, have the potential for causing significant water quality degradation or for diminishing the functional value of a Resource Protection Area. Resource Management Areas shall be provided contiguous to the entire inland boundary of the Resource Protection Area.

- *Subdivision*. The division of any parcel of land into two (2) or more lots or parcels. The term shall include all changes in lot lines, the creation of new lots involving any division of an existing lot or lots and, if a new street is involved in such division, any division of a parcel of land. When appropriate to the context, the term shall also include the process of subdividing and the territory subdivided.
- *Use*. An activity on the land other than development including agriculture, horticulture, and silviculture.

Staff suggest approval.

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

## **TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** Blighted Property - 1502 Magruder Road

**FROM:** Mark Kluck, Planner II

### **ATTACHMENTS:**

Description	Type	Upload Date
Staff Report - 1502 Magruder Road	Cover Memo	3/19/2025
Plan - 1502 Magruder Road	Backup Material	3/19/2025
Ordinance - Removal or Repair Dangerous Buildings	Ordinance	3/19/2025

**TOWN COUNCIL STAFF REPORT**  
**\*DECLARATION OF 1502 MAGRUDER ROAD AS A BLIGHTED PROPERTY:**  
**MONDAY, MARCH 24<sup>TH</sup>, 2025\***

The Town of Smithfield received a complaint concerning the partially burned down structure located at 1502 Magruder Road, Smithfield VA 23430 (TPIN:21A-28-007).

Town staff sent a notice on January 29<sup>th</sup>, 2025 requesting an update on the cleanup and repair of the structure within thirty (30) days, in accordance with Smithfield Town Code (STC) Section 22-2.b.1.

A plan was provided as requested.

In accordance with Section 22-2.b.2, Town staff request that Town Council determine the Plan is acceptable.

For your convenience, a copy of the Smithfield Town Code Section 22-2 is included with this staff report.

*For inquiries, contact Tammie Clary at 1-(757)-365-4200 or [tclary@smithfieldva.gov](mailto:tclary@smithfieldva.gov).*

**Robert A. Small**  
**Attorney at Law**  
**P. O. Box 2032**  
**Poquoson, VA 23662**  
**Phone: (757) 746-5324**  
**Email: [rasmall@cox.net](mailto:rasmall@cox.net)**

February 28, 2025

**VIA FAX: (757) 357-9933 &**  
**VIA EMAIL: [tclary@smithfieldva.gov](mailto:tclary@smithfieldva.gov)**

Ms. Tammie Clary  
Community Development and Planning Director  
Smithfield Community Development & Planning Department  
Town of Smithfield  
310 Institute Street  
P. O. Box 246  
Smithfield, VA 23432

IN RE: Blighted Property Notice Letter concerning 1502 Magruder Road, Smithfield,  
Virginia 23430 dated January 29, 2025.  
Owner's Plan to address Blighted Property submitted within thirty days of  
January 29, 2025, Blighted Property Notice Letter from the Town of Smithfield.

Dear Ms. Clary:

As a follow up to our telephone conversation earlier this week in reference to the letter from you to the Estate of Len Harris concerning the fire damaged and destroyed property at 1502 Magruder Road, please be advised that I am representing Lenny Harris who currently owns and controls the property since his father's death.

The house is insured against loss by fire and Mr. Harris has been working with his insurance company since the time of the fire to get his insurance claim fully adjusted.

It is my understanding that the homeowner's insurance will cover the cleanup of the site and have funds to rebuild at the site. However, the insurance company has taken a long time to accept and adjust the claim and now wants Mr. Harris and his wife to submit to sworn statements with an attorney hired by the insurance company as part of its adjustment of the loss.

It is my understanding that the local fire department and Virginia State Police have determined the cause of the fire to have been accidental.

Mr. Harris and his wife have timely and fully cooperated with the insurance company and hope their loss adjustment ends soon, so that the insurance will fund the cleanup and the rebuilding at the property as required by the homeowner's insurance policy.

Ms. Tammie Clary  
Community Development and Planning Director  
Smithfield Community Development & Planning Department  
Town of Smithfield  
February 28, 2025  
Page 2

Simply put, the plan to address the blight is to have the homeowner's insurance coverage cover the cost of the cleanup as soon as possible.

Based on our conversation, with this letter of representation, explanation, update, and plan I understand the Town of Smithfield will not move forward against the property or the property owners as indicated in your letter January 29, 2025, because we have submitted a plan to clean up the blighted property.

Mr. Harris and his wife want to be good stewards of the property and will continue to cooperate with the insurance company.

Please contact me if we need to take any further action to avoid the Town of Smithfield taking legal action.

I will update you once the sworn statement process is complete and advise of the next step for the insurance company.

It was a pleasure to speak with you, and if you need to contact me, my phone number is (757) 746-5324, and my email is: [rasmall@cox.net](mailto:rasmall@cox.net).

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Small', with a stylized flourish at the end.

Robert A. Small

AN ORDINANCE TO AMEND AND READOPT AN ORDINANCE FOR THE REMOVAL  
OR REPAIR OF DANGEROUS BUILDINGS

WHEREAS, the Town Council of the Town of Smithfield finds it to be in the best interest of the public health, safety and welfare of the citizens of the Town to provide for the removal or repair of dangerous buildings within the corporate limits of the Town; and,

WHEREAS, the Town Council, deems it in the best interest of the citizen of the Town of Smithfield to amend and readopt Chapter 22, Article 1, Section 22-2 of the Code of the Town of Smithfield, Virginia; and,

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

1. That Chapter 22, Article 1, Section 22-2 of the Code of the Town of Smithfield, Virginia is repealed and readopted as follows:

Chapter 22-2

BUILDINGS AND BUILDING REGULATIONS

ARTICLE I. IN GENERAL

Sec. 22-2. Removal or repair of dangerous buildings

SEE EXHIBIT "A" FOR TEXT

2. This ordinance shall take effect upon adoption.



Adopted this 6<sup>th</sup> day of April, 2021.

TOWN OF SMITHFIELD

By: T. Carter Williams  
T. Carter Williams, Mayor

Attest:

Lesley G. King  
Lesley G. King, Clerk

## **Sec. 22-2. - Removal or repair of dangerous buildings, spot blight abatement.**

### **(a) General**

- (1) The Smithfield Town Council (hereinafter referred to as "Council") from time to time may find that deteriorating properties, including the improvements and the land on which they are built, have a deleterious effect on property values and the quality of life in the areas surrounding them. This Spot Blight Abatement Ordinance is enacted to provide for the abatement of blight that threatens the health, safety, and welfare of the community.
- (2) The Town of Smithfield (hereinafter referred to as "Town") may acquire or repair any blighted property, as defined below, by exercise of the powers of eminent domain provided in Title 25 of the *Code of Virginia* and, further, shall have the power to hold, clear, repair, manage, or dispose of such property for purposes consistent with this Section. In addition, the Town may recover the costs of any repair or disposal of such property from the owner.
- (3) Blighted property shall mean and refer to any property, uninhabited, improved with buildings in excess of 256 square feet, which, by reason of dilapidation, obsolescence, absence of electricity, water, and sanitary facilities, or any combination of these or other factors, are detrimental to the health, safety, or welfare of the community. These buildings:
  1. are missing a window(s), door(s), and/or another feature that would normally protect their interior from the elements, or the interior is otherwise too easily accessible;
  2. feature noticeable overgrowth originating from the interior;
  3. have no easily attainable means of securing the interior of the building on the property from trespass; or
  4. have not had active construction and/or received a Certificate of Occupancy within one (1) year of receiving a valid zoning permit from the Town.
- (4) For the purposes of this Section, the Zoning Administrator (hereinafter referred to as "Administrator") of the Town, or their designee, shall serve as the chief executive or designee of the locality or authority.
- (5) For the purpose of this Section, the Spot Blight Abatement Plan shall hereinafter be referred to as "the Plan."

### **(b) Procedure**

- (1) The Administrator shall make a preliminary determination that a property is blighted in accordance with this Section, and shall send notice via certified and regular mail to the owner(s) of record determined in accordance with Section 36-27.B of the *Code of Virginia*, specifying the reasons why the property is blighted. The owner or owners of record shall have thirty (30) days from the date the notice is sent in which to respond in writing with a Plan to address the blight. The thirty (30) day deadline may be extended at the Administrator's discretion.
- (2) The Administrator shall circulate the proposed Plan to the Council for their review and decision on the Plan's adequacy to cure the blight.
- (3) Upon approval of the Plan to cure blight by the Council, the owner(s) shall have ninety (90) days to complete all work approved in the Plan. The Administrator may grant extensions of time to complete work where, in his opinion, the owner has completed substantial portions of the work in compliance with the Plan.
- (4) If the owner(s) fails to respond with an abatement Plan within the thirty (30) day period, responds with a Plan that is not acceptable to the Council, or fails to complete the work approved in the Plan within the ninety (90) day period allotted to cure the blight, and has not been granted an extension of time to complete such, the Council shall declare the property as blighted and develop an abatement Plan.
- (5) Written notice to the property owner shall be sent by certified and regular mail to the last address

listed for the owner on the Town's assessment records for the property, together with a copy of the Plan approved by the Council.

- (6) The Town shall carry out the approved Plan to repair or acquire and dispose of the property in accordance with the approved Plan, the provisions of this Section, and applicable law. The Town shall have a lien on all property so repaired under an approved Plan to recover the cost of improvements made by the Town to bring the blighted property into compliance with applicable codes and ordinances, and disposal, if any. The lien authorized by this Section shall be filed in the Isle of Wight County Circuit Court and shall be subordinate to any prior liens of record. The Town may recover its costs of repair from the owner of record of the property when the repairs were made at such time as the property is sold or disposed of by such owner. If the property is acquired by the Town through eminent domain, the cost of repair may be recovered when the Town sells or disposes of the property. In either case, the costs of repair shall be recovered from the proceeds of any such sale.
- (7) The provisions of this Section shall be cumulative and shall be in addition to any remedies for spot blight abatement that may be authorized by law.

# TOWN COUNCIL COMMITTEES REPORT

## ATTACHMENTS:

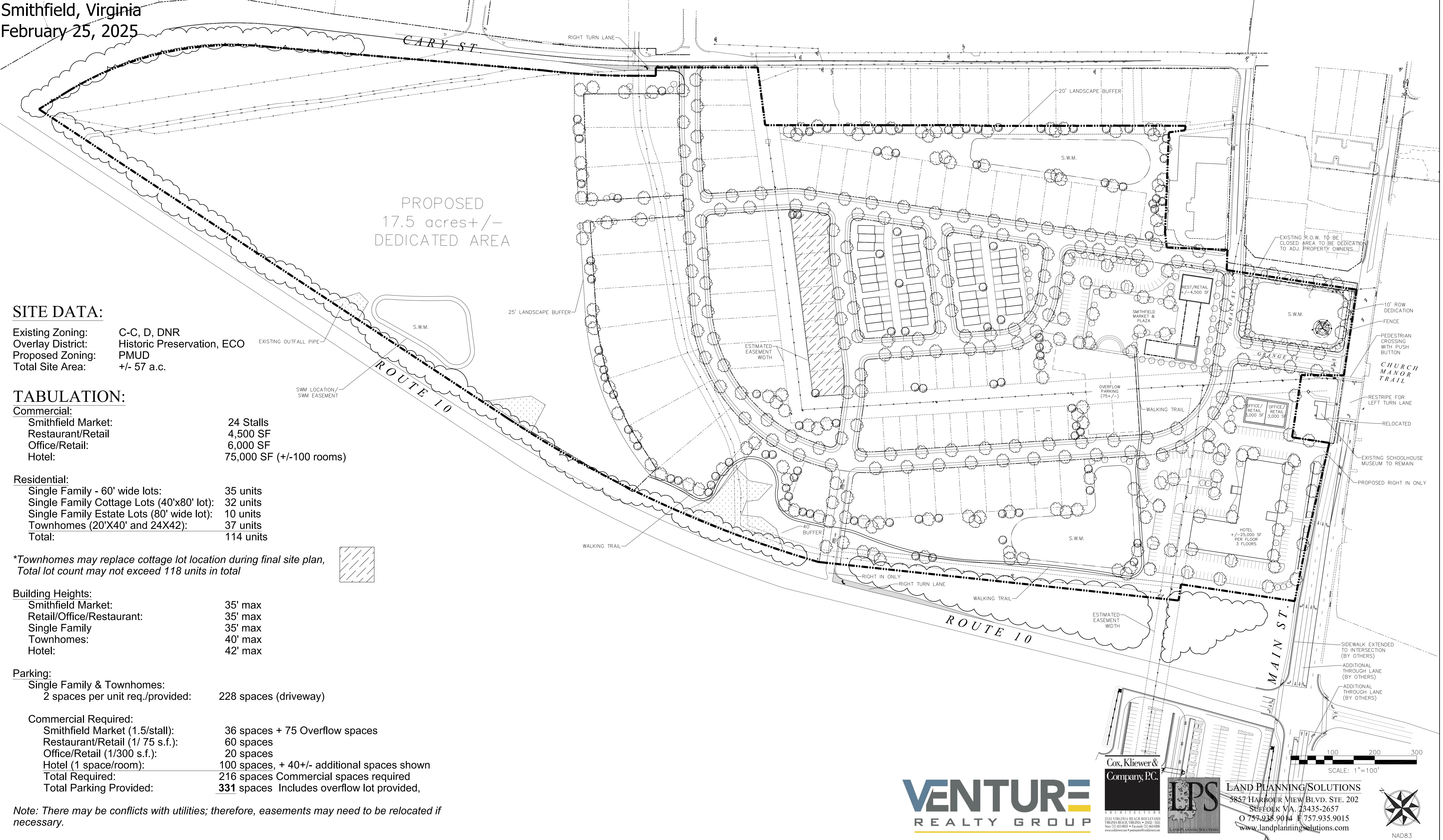
Description	Type	Upload Date
General Development Plan - The Grange @10Main	Proposal	3/21/2025



# The Grange at 10Main

## General Development Plan

Smithfield, Virginia  
February 25, 2025



### SITE DATA:

Existing Zoning: C-C, D, DNR  
Overlay District: Historic Preservation, ECO  
Proposed Zoning: PMUD  
Total Site Area: +/- 57 a.c.

### TABULATION:

**Commercial:**  
Smithfield Market: 24 Stalls  
Restaurant/Retail: 4,500 SF  
Office/Retail: 6,000 SF  
Hotel: 75,000 SF (+/-100 rooms)

**Residential:**  
Single Family - 60' wide lots: 35 units  
Single Family Cottage Lots (40'x80' lot): 32 units  
Single Family Estate Lots (80' wide lot): 10 units  
Townhomes (20'X40' and 24X42): 37 units  
Total: 114 units

\*Townhomes may replace cottage lot location during final site plan,  
Total lot count may not exceed 118 units in total

**Building Heights:**  
Smithfield Market: 35' max  
Retail/Office/Restaurant: 35' max  
Single Family: 35' max  
Townhomes: 40' max  
Hotel: 42' max

**Parking:**  
Single Family & Townhomes:  
2 spaces per unit req./provided: 228 spaces (driveway)

**Commercial Required:**  
Smithfield Market (1.5/stall): 36 spaces + 75 Overflow spaces  
Restaurant/Retail (1/ 75 s.f.): 60 spaces  
Office/Retail (1/300 s.f.): 20 spaces  
Hotel (1 space/room): 100 spaces, + 40+/- additional spaces shown  
Total Required: 216 spaces Commercial spaces required  
Total Parking Provided: 331 spaces Includes overflow lot provided,

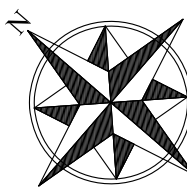
Note: There may be conflicts with utilities; therefore, easements may need to be relocated if necessary.

**VENTURE**  
REALTY GROUP

Cox, Kliever &  
Company, P.C.

**LAND PLANNING/SOLUTIONS**

5857 HARBOUR VIEW BLVD, STE. 202  
SEAFOLK VA. 23435-2657  
O 757.935.9014 F 757.935.9015  
www.landplanningsolutions.com



NAD83



## **TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** PRE-PUBLIC HEARING DISCUSSION: 803 South Church Street -  
Water Connection

**FROM:** Mark Kluck, Planner II

### **ATTACHMENTS:**

Description	Type	Upload Date
Public Hearing Notice - Special Use Permit	Public Hearing	3/19/2025
Staff Report	Public Hearing	3/19/2025
Email	Public Hearing	3/19/2025

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

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia on Tuesday, April 1<sup>st</sup>, 2025, at 6:30 p.m. to consider the application of Tim Ryan, applicant and Red Point Holdings LLC, owner, for a special use permit under the provisions of Section 82-45 of the Town Code of the Town of Smithfield, Virginia, adopted October 4<sup>th</sup>, 2005, and as amended thereafter, in order to approve a commercial structure connected to a private well.

The property which is the subject of this special use permit application is 803 S Church Street (Tax Map Parcel no. 21A-01-484), which is zoned Highway Retail Commercial (HRC) & Entrance Corridor Overlay (ECO).

Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the Town Code of the Town of Smithfield and application for this special use permit is available for inspection in the Community Development and Planning Department, 310 Institute Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD

Lesley G. King, Clerk

Publish: Wednesday, March 12<sup>th</sup>, 2025 and Wednesday, March 19<sup>th</sup>, 2025



**TOWN COUNCIL STAFF REPORT: SPECIAL USE PERMIT**

**\*PUBLIC HEARING: TUESDAY, April 1<sup>st</sup>, 2025, 6:30 PM\***

<b>Applicants</b>	Red Point Taphouse, LLC C/O John T. “Tim” Ryan 9008 Blounts Corner Rd Smithfield, VA 23430
<b>Owners</b>	Red Point Holdings LLC 223 S Church St Smithfield, VA 23430
<b>Property</b>	803 S Church St TPIN 21A-01-484 0.23 ac NE side S Church St 200’ SE S Church St & Jordan Dr
<b>Zoning</b>	Entrance Corridor Overlay (ECO) & Highway Retail Commercial (HRC)
<b>Adjacent Zoning</b>	Residential Office (RO), HRC, & ECO
<b>Project Description</b>	<p>As part of the applicants’ Special Use permit, Comprehensive Plan Amendment, and Official Zoning Map Amendment applications, on April 10<sup>th</sup>, 2020, the applicants provided a phasing plan that indicated they would connect to Town water by 6/1/2022 and install driveway improvements by 6/1/2022.</p> <p>The applicants then received additional ECO approvals and SUPs in 2021, that were conditionally approved under the following conditions:</p> <ul style="list-style-type: none"><li>(a) The pavement of the parking lot with asphalt by June of 2022, in accordance with your approved phasing plan.</li><li>(b) Connecting to the public water system by June of 2022, in accordance with your approved phasing plan.</li></ul> <p>At its Tuesday, October 2<sup>nd</sup>, 2024 Town Council meeting, Town Council granted the SUP for a waiver of parking and loading requirements, allowing a gravel parking and drive area, provided the applicants returns with an SUP request for a private structure connected to a private well.</p> <p>At the February 11<sup>th</sup> meeting, the Planning Commission unfavorably recommended this application to Town Council, with 2 dissenting votes.</p>
<b>Recommendation</b>	Town staff recommends Town Council deny this application for the private well connection, as it is in conflict with our current Town Code and current Design Standards. The applicants have received multiple SUPs and approvals contingent on them connecting to Town water.

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

**From:** [Tim Ryan](#)  
**To:** [Tammie Clary](#)  
**Cc:** [Mark Kluck](#); [Nick Hess](#)  
**Subject:** Re: SUP For the Parking Lot at 803 S Church  
**Date:** Thursday, October 24, 2024 2:20:48 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[803 S Church Town Water Exception SUP 24 October 2024.pdf](#)

---

**Caution:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Attached please find the signed SUP requesting an exception from the requirement to connect to town water. Please let me know if you have any questions or concerns. Also, I would like to pay electronically. Please send a link. Thank you.

Tim Ryan

On Tue, Oct 15, 2024 at 3:33 PM Tammie Clary <[tclary@smithfieldva.gov](mailto:tclary@smithfieldva.gov)> wrote:

Good Afternoon,

As a reminder, as a condition of your approval for a gravel parking lot, the Town Council is requiring you to obtain a Special Use Permit for the well connection.

Please complete the attached application and pay the \$400 application fee, prior to November 1<sup>st</sup>.

Please let me know if you have any questions or concerns.

Thank you.

Best,

**TAMMIE CLARY**

Community Development & Planning Director

Town of Smithfield, Virginia

310 Institute St, Smithfield, VA 23430

1-(757)-365-4200

[tcclary@smithfieldva.gov](mailto:tcclary@smithfieldva.gov)



---

**From:** Tammie Clary <[tcclary@smithfieldva.gov](mailto:tcclary@smithfieldva.gov)>

**Sent:** Thursday, October 3, 2024 4:21 PM

**To:** Tim Ryan <[jtryan.associates@gmail.com](mailto:jtryan.associates@gmail.com)>

**Cc:** Mark Kluck <[mkluck@smithfieldva.gov](mailto:mkluck@smithfieldva.gov)>; Nick Hess <[Chiefhess@icloud.com](mailto:Chiefhess@icloud.com)>

**Subject:** RE: SUP For the Parking Lot at 803 S Church

Good Afternoon,

Attached please find your action letter following last night's conditional approval.

Please let me know if you have any questions or concerns.

Thank you.

Best,

**TAMMIE CLARY**

Community Development & Planning Director

Town of Smithfield, Virginia

310 Institute St, Smithfield, VA 23430

1-(757)-365-4200

[tclary@smithfieldva.gov](mailto:tclary@smithfieldva.gov)



---

**From:** Tim Ryan <[jtryan.associates@gmail.com](mailto:jtryan.associates@gmail.com)>

**Sent:** Tuesday, April 16, 2024 10:39 AM

**To:** Tammie Clary <[tclary@smithfieldva.gov](mailto:tclary@smithfieldva.gov)>

**Cc:** Mark Kluck <[mkluck@smithfieldva.gov](mailto:mkluck@smithfieldva.gov)>; Nick Hess <[Chiefhess@icloud.com](mailto:Chiefhess@icloud.com)>

**Subject:** Re: SUP For the Parking Lot at 803 S Church

**Caution:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Here is the document. I will bring a check by town hall later today. Thanks.

Tim Ryan

## **TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** PRE-PUBLIC HEARING DISCUSSION: 313 Grace Street - BHAR Appeal

**FROM:** Mark Kluck, Planner II

### **ATTACHMENTS:**

Description	Type	Upload Date
Public Hearing Notice - Appeal	Public Hearing	3/19/2025
Staff Report - 313 Grace Street	Public Hearing	3/19/2025
Attachments - 313 Grace Street	Backup Material	3/20/2025

NOTICE OF PUBLIC HEARING  
TOWN COUNCIL OF THE TOWN OF SMITHFIELD  
APPEAL OF BHAR DECISION TO DENY THE INSTALLATION OF A ROOFTOP SOLAR  
ARRAY ON A CONTRIBUTING PARCEL

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will at the regular meeting of the Town Council in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, April 1<sup>st</sup>, 2025 at 6:30 p.m. to consider an appeal of a Board of Historic and Architectural Review decision regarding an application on behalf of John & Kelly Payne for the installation of a rooftop solar array on a parcel classified as contributing, pursuant to Article 3.M., Section E.16.A of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter. The property which is the subject of this application is 313 Grace Street (Tax Map Parcel 21A-01-142), contains 0.25 +/- acres, and is zoned Downtown Neighborhood Residential (DN-R) and Historic Preservation Overlay (HP-O).

Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the Zoning Ordinance of the Town of Smithfield and appeal application are available for inspection at the Department of Community Development & Planning, 310 Institute Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD, VIRGINIA

By: Lesley G. King, Clerk

Publish: Wednesday, March 12<sup>th</sup>, 2025, and Wednesday, March 19<sup>th</sup>, 2025.

**\*PUBLIC HEARING\***  
**TOWN COUNCIL STAFF REPORT:**  
**APPEAL OF A DECISION BY THE BOARD OF HISTORIC AND ARCHITECTURAL**  
**REVIEW FOR A CONTRIBUTING PROPERTY**

The applicant is appealing the Board of Historic & Architectural Review's (BHAR) February 18<sup>th</sup>, 2025, decision to deny the application for the installation of twenty-one (21) rooftop-mounted solar panels on the single-family dwelling at 313 Grace Street as the Board believes the solar panels are not in conformance with the Historic District Guidelines (below).

The applicant believes she has met the criteria outlined for solar panel installation in the 2025 Historic District Design Guidelines. Therefore, the applicant has filed an appeals application, appealing the BHAR's decision.

According to the appeals process, this application is forwarded to Town Council for their review and decision.

**2025 Historic District Design Guidelines:**

Page 76: "Should be located on the side or rear of a building where they are less visible from the right of way."

Page 98: "Should be installed in such a manner that their visual impact is minimized from the right of way. The side and rear of a building's roof is often the most appropriate setting for solar panels."

Page 123: "should be installed at the rear or sides of the building where they are not easily visible from the street."

Page 101:



## 12) Solar Panels

While solar panels are a relatively modern invention, they may be installed on historic buildings under certain circumstances. As a general rule, solar panels should be installed in a location not visible from the ground or the public right of way. All solar panel installations within the historic district shall be reviewed by the BHAR prior to receiving a COA.

### Best Practices

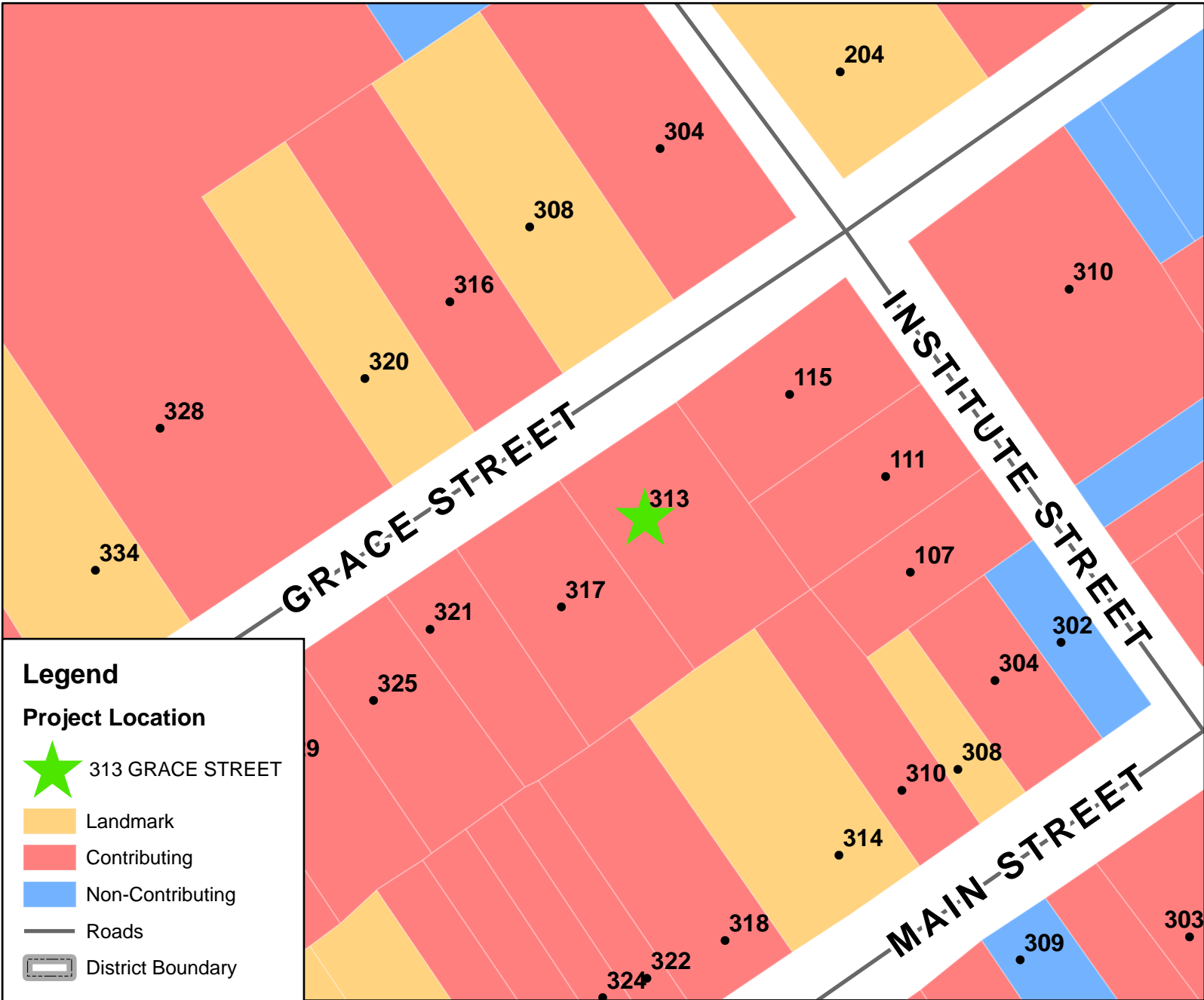
- Solar panels should have a low profile and be mounted less than or equal to six inches above the surface of the roof.
- Solar panels should be set at angles consistent with the slope of the supporting roof.
- When possible, solar panels should be hidden behind existing architectural elements such as dormers and cross gables.
- Solar panels should be arranged in an organized configuration and blend in with the surrounding features of the historic building with respect to the color of the panels, support structures, and conduits.
- Any support structures, conduits, inverters, storage units, or other hardware should be installed on the rear of the building or areas with limited visibility from the street and the public right of way.
- Solar panels should be installed in a way that allows them to be easily removed without causing permanent damage or alteration to the building or site.

### Avoid

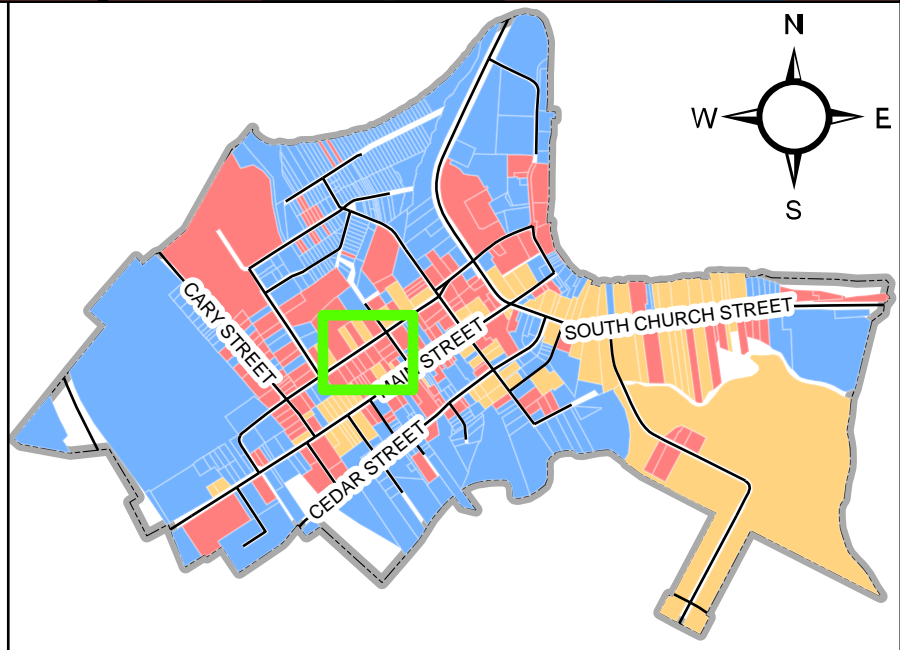
- Installing solar panels in locations that are visible from the street or public right of way such as the primary facade of a building.
- Removing historic features of a building or site when installing solar panels.
- Installing solar panels in a manner that obstructs the view of historic architectural features of a building or site.
- Erecting ground-mounted arrays.
- Installing solar panels on primary Landmark buildings. Installing on accessory structures for Landmark properties may be considered.

*For inquiries, contact Tammie Clary at 1-(757)-365-4200 or [tclary@smithfieldva.gov](mailto:tclary@smithfieldva.gov).*

# 313 Grace Street - Contributing - Rooftop Solar Array Installation



313 Grace Street  
TPIN 21A-01-142  
0.25 ac S side Grace Street  
205' SW of Grace St & Institute St







Above: Lighting may be integrated into the landscape to add visual variety and character to the historic district (top). A cast-iron ‘goose-neck’ light fixture that is compatible with the design of a historic commercial building (bottom).

## 12) Solar Panels

While solar panels are a relatively modern invention, they may be installed on historic buildings under certain circumstances. As a general rule, solar panels should be installed in a location not visible from the ground or the public right of way. All solar panel installations within the historic district shall be reviewed by the BHAR prior to receiving a COA.

### Best Practices

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- Solar panels should be installed in a way that allows them to be easily removed without causing permanent damage or alteration to the building or site.

### Avoid

- Installing solar panels in locations that are visible from the street or public right of way such as the primary facade of a building.
- Removing historic features of a building or site when installing solar panels.
- Installing solar panels in a manner that obstructs the view of historic architectural features of a building or site.
- Erecting ground-mounted arrays.
- Installing solar panels on primary Landmark buildings. Installing on accessory structures for Landmark properties may be considered.



Northern Elevation (front)





- Western Elevation (right side)
- Proposed 19 panels on the western side of home
  - 16 panels on the side yard facing roof
  - 3 panels on the rear-facing portion of the dormer)





- Eastern Elevation (left-side)
- Proposed 2 panels on the eastern side of home on the rear-facing portion of the dormer





- Eastern Elevation (left-side)
  - *As viewed from Institute Street*
- Proposed 2 panels on the western side of home on the rear-facing portion of the dormer





AERIAL SITE VIEW



SCOPE OF WORK

INSTALLATION OF UTILITY INTERACTIVE PHOTOVOLTAIC SOLAR SYSTEM

9.03 kW DC & 6.72 kW AC PHOTOVOLTAIC SOLAR ARRAY

PV MODULES: (2I) SILFAB SOLAR SIL-430 QD

INVERTER(S): (2I) ENPHASE IQ8MC-72-M-US

ROOF TYPE: COMPOSITION SHINGLE - 1 LAYER(S)

PV MOUNTING HARDWARE: UNIRAC NXT

SHEET LIST

G-1	COVER SHEET
V-2	SITE PLAN
S-3	ROOF PLAN
S-4	STRUCTURAL DETAILS
S-5	STRUCTURAL CALCULATIONS 1
S-6	STRUCTURAL CALCULATIONS 2
E-7	ELECTRICAL DETAILS (LINE DIAGRAM)
E-8	ELECTRICAL CALCULATIONS & NOTES
E-10	ELECTRICAL LABELS & LOCATIONS

JURISDICTION CODES AND STANDARDS

GOVERNING CODES

- I. ALL WORK SHALL COMPLY WITH:
- 2020 NATIONAL ELECTRIC CODE (NEC)
- 2021 VIRGINIA UNIFORM STATEWIDE BUILDING CODE (VUSBC)
- 2021 VIRGINIA RESIDENTIAL CODE (VRC)
- 2021 VIRGINIA STATEWIDE FIRE PREVENTION CODE (VSFPC)

2021 VIRGINIA UNIFORM STATEWIDE BUILDING CODES (USBC), 2021 VIRGINIA UNIFORM STATEWIDE CONSTRUCTION CODES (USCC), 2021 VRC, 2021 VCC

AND ALL STATE AND LOCAL BUILDING, ELECTRICAL, AND PLUMBING CODES.

SITE CLASSIFICATION NOTES, OSHA REGULATION

OCCUPANCY CLASS: SFR

CONSTRUCTION CLASS: V-B

ZONING TYPE: RESIDENTIAL

- I. A LADDER SHALL BE IN PLACE FOR INSPECTION IN COMPLIANCE WITH OSHA REGULATIONS.
2. MODULES HAVE AN ANTI-REFLECTIVE COATING TO PREVENT GLARE
3. JUNCTION BOXES UNDER PV ARRAY SHALL BE INSTALLED TO BE CONSIDERED ACCESSIBLE BY NEC 690.34

ELECTRICAL CRITERIA, NOTES

TEMPERATURE SOURCE: ASHRAE

WEATHER STATION: NEWPORT NEWS

EXTREME MIN. TEMPERATURE: -II

ASHRAE 2% HIGH TEMP: 34

- I. DRAWINGS HAVE BEEN DETAILED ACCORDING TO UL LISTING REQUIREMENTS.
2. TERMINALS AND LUGS WILL BE TIGHTENED TO MANUFACTURER TORQUE SPECIFICATIONS (WHEN PROVIDED) IN ACCORDANCE WITH NEC II0.14(D) ON ALL ELECTRICAL.
3. PV MODULE CERTIFICATIONS WILL INCLUDE ULI703, IEC61646, IEC61730.
4. CONDUIT AND WIRE SPECIFICATIONS ARE BASED ON MINIMUM CODE REQUIREMENTS AND ARE NOT MEANT TO LIMIT UP-SIZING AS REQUIRED BY FIELD CONDITIONS.
5. PROPER ACCESS AND WORKING CLEARANCE AROUND EXISTING AND PROPOSED ELECTRICAL EQUIPMENT WILL BE PROVIDED AS PER SECTION [NEC II0.26].
6. WHERE PV CABLES ON ROOFTOP WOULD OTHERWISE BE EXPOSED TO PHYSICAL DAMAGE, 3/4" EMT SHALL BE USED TO PROTECT CABLES

STRUCTURAL CRITERIA, NOTES

DESIGN LOAD STANDARD: ASCE 7-16

WIND EXPOSURE CATEGORY: C

WIND SPEED (3-SEC GUST): 116 MPH

GROUND SNOW LOAD: 10 PSF

DESIGN ROOF SNOW LOAD: 5 PSF

SEISMIC DESIGN CATEGORY: B

SEISMIC RISK FACTOR: II



ION DEVELOPER

DAVID STANLEY CONRAD

ELE, CLASS A & AES/TRADESMAN MELE

2705169798



ION SOLAR

44 E 800 N

OREM, UTAH 84057

888.781.7074

PROJECT ID

00EFRZ

SITE OWNER

JOHN N PAYNE & KELLY B PAYNE

SITE ADDRESS

313 GRACE ST

SMITHFIELD, VIRGINIA 23430

EQUIP.

(2I) SILFAB SOLAR SIL-430 QD

(2I) ENPHASE IQ8MC-72-M-US

SYSTEM SIZE

9.03KW DC

6.72KW STC-AC, 8.266KW CEC-AC

PROJECT DESIGNER

KRIZIA ARRANZ

DATE

12-Dec-2024

SHEET NAME

COVER SHEET

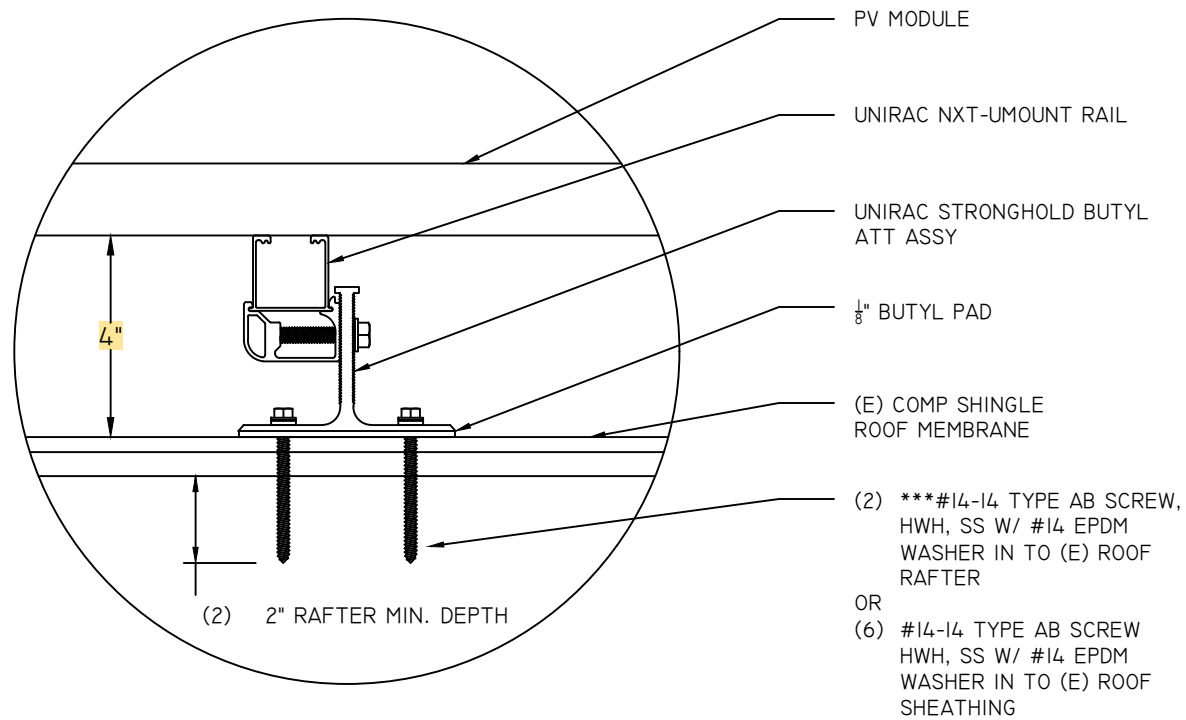
SHEET #	REV
G-1	0



STRUCTURAL INSTALLATION SCHEDULE AND CRITERIA

ROOF MEMBRANE		SPAN AREA	TAG	SPAN	
ROOF TYPE:	COMPOSITION SHINGLE	RAIL - PORTRAIT - MODULE ORIENTATION			
ROOF SHEATHING TYPE:	TONGUE AND GROOVE	X- SPACING	P-X1	72 IN. O.C. MAX.*	
		X-CANTILEVER	P-X2	23 IN. MAX.	
		Y- SPACING	P-Y1	40.2 IN. MIN. - 55.9 IN. MAX.	
		Y-CANTILEVER	P-Y2	6 IN. MIN. - 13.8 IN. MAX.	
ARRAY PARAMETERS		RAIL - LANDSCAPE - MODULE ORIENTATION			
TOTAL ROOF AREA (SQ. FT.)	1894	X- SPACING	L-X1	72 IN. O.C. MAX.	
TOTAL PV MODULE AREA (SQ. FT.)	441	X-CANTILEVER	L-X2	23 IN. MAX.	
% PV MODULE ROOF COVERAGE	23.28%	Y- SPACING	L-Y1	24.9 IN. MIN. - 28.9 IN. MAX.	
		Y-CANTILEVER	L-Y2	7.9 IN. MIN. - 9.8 IN. MAX.	
PV RACKING					
RACKING:	UNIRAC NXT				
RACKING TYPE:	RAIL				
	UNIRAC STRONGHOLD BUTYL ATT KIT #14S				
STANDOFF:	MILL				
STANDOFF TYPE:	L-FOOT & BUTYL TAPE MASTIC				
FASTENER:	3" #14-14 AB SCREW				
STRUCTURAL FRAMING					
ROOF SECTION	STRUCTURE TYPE	RAFTER / TC SIZE (IN)	RAFTER / TC SPACING (IN)	STRUCTURAL UPGRADE	UPGRADE SIZE & LENGTH (FT)
RS1	VAULTED - CONVENTIONAL FRAMING	2x4	24	NONE - SINGLE PLY (1x)	NONE
RS2	VAULTED - CONVENTIONAL FRAMING	2x4	24	NONE - SINGLE PLY (1x)	NONE
RS3	VAULTED - CONVENTIONAL FRAMING	2x4	24	NONE - SINGLE PLY (1x)	NONE

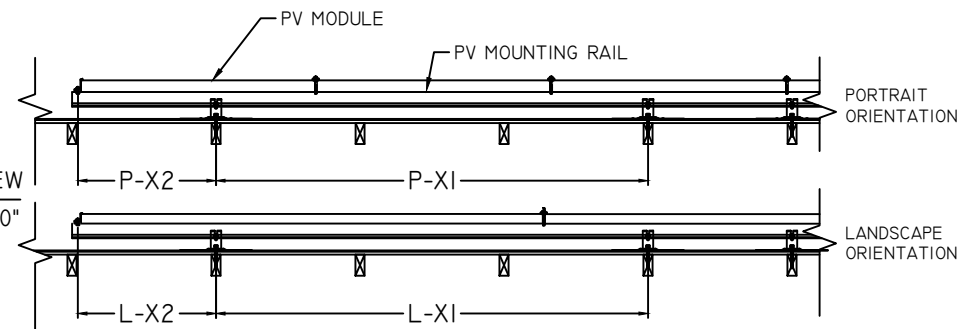
\*\*\* ONLY 2 FASTENERS REQUIRED IN TO (E) ROOF RAFTER/TOP CHORD. IF DURING INSTALLATION THE (E) RAFTER/TOP CHORD IS MISSED, CONTINUE TO DRIVE FASTENER UNTIL 2 LAND IN TO THE (E) RAFTER/TOP CHORD. IF ALL MISS, (6) IN (E) SHEATHING ONLY ARE SUFFICIENT AS LONG AS ATTACHMENTS SPAN NO GREATER THAN 24" OC.



A COMP SHINGLE - STRONGHOLD BUTYL ATT KIT - STANDOFF DETAIL  
SCALE: 3" = 1'-0"

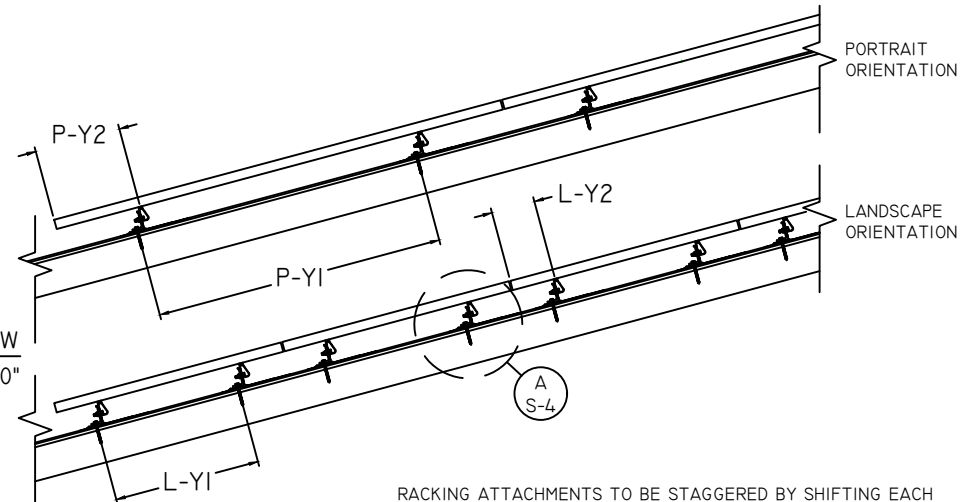
PV ARRAY DETAIL, FRONT VIEW

SCALE: 3/8" = 1'-0"

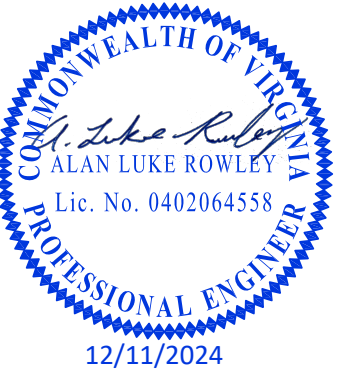


PV ARRAY DETAIL, SIDE VIEW

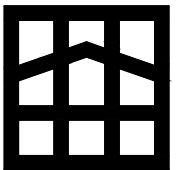
SCALE: 3/8" = 1'-0"



RACKING ATTACHMENTS TO BE STAGGERED BY SHIFTING EACH SUBSEQUENT ROW OF ATTACHMENTS ONE RAFTER OVER TO DISTRIBUTE LOAD ACROSS ALL FRAMING MEMBERS UNDER PV ARRAY.



ION DEVELOPER  
DAVID STANLEY CONRAD  
ELE, CLASS A & AES/TRADESMAN MELE  
2705169798



ION SOLAR  
44 E 800 N  
OREM, UTAH 84057  
888.781.7074

PROJECT ID  
00EFRZ

SITE OWNER  
JOHN N PAYNE & KELLY B PAYNE

SITE ADDRESS  
313 GRACE ST  
SMITHFIELD, VIRGINIA 23430

EQUIP.  
(21) SILFAB SOLAR SIL-430 QD  
(21) ENPHASE IQ8MC-72-M-US

SYSTEM SIZE  
9.03KW DC  
6.72KW STC-AC, 8.266KW CEC-AC

PROJECT DESIGNER  
KRIZIA ARRANZ

DATE  
12-Dec-2024

SHEET NAME  
STRUCTURAL DETAILS

SHEET #  
S-4

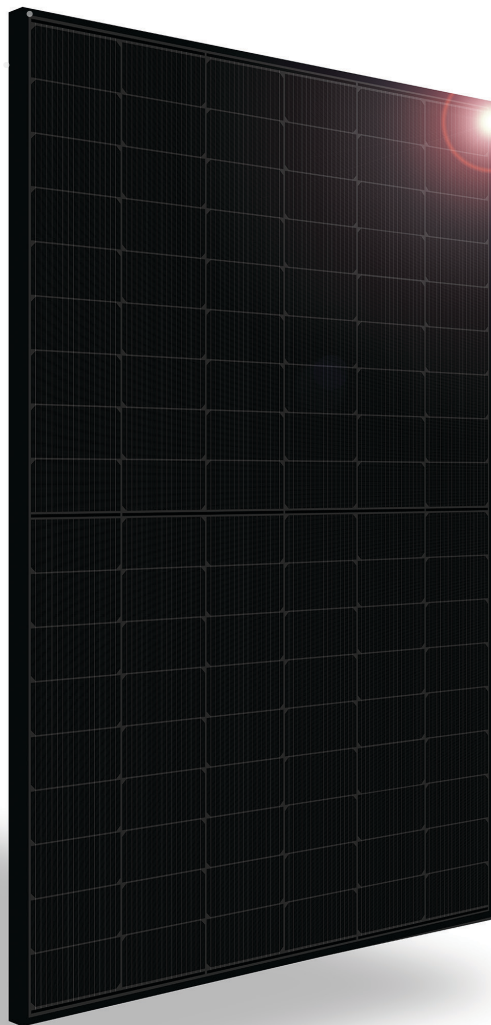
REV  
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**SILFAB  
PRIME NTC**

SIL-420/430 QD

**SILFAB**  
SOLAR®



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- Improved Low-Light Performance
- Increased Performance in High Temperatures
- Enhanced Durability
- Reduced Degradation Rate
- Industry-Leading Warranty



[SILFABSOLAR.COM](http://SILFABSOLAR.COM)





## Final Engineered Design



Final Array Layout

John N Payne & Kelly B Payne  
313 Grace St  
Smithfield, Virginia 23430

December 12, 2024



<b>System Size (DC):</b>	9.03 kW
<b>Panels:</b>	(21) Silfab Solar SIL-430 QD
<b>Inverters:</b>	(21) Enphase IQ8MC-72-M-US
<b>First Year Estimated Production:</b>	11994 kWh

**ION SOLAR**  
ionsolar.com

If you have concerns or requested changes please notify ION Solar. ION Solar will use this final engineered design for permitting and installation. This may be subject to change.





## Installation Summary

### Site Survey Results:

---

#### **Layout / Production Change Evaluation:**

Panel layout was adjusted to optimize the best production.

#### **Roof Evaluation:**

The existing roof is sufficient for the PV Solar Installation.

#### **Structure Evaluation:**

The existing structural framing is sufficient for the PV Solar Installation.

#### **Electrical Evaluation:**

The existing electrical equipment is sufficient for the PV Solar Installation. No Electrical Service Upgrade work will be completed for the project.

### Homeowner Obligations Before Install:

---

Trim or Remove bushes in front of existing electrical service equipment and to clear room for new electrical equipment. Electrical Code requires adequate 3' x 3' x 6.5' working clearance.

Remove objects in front of existing electrical service equipment and to clear room for new electrical equipment.

---

**Fwd: Dominion Energy | Net Metering Contingent Approval ID-211379**

1 message

---

**Kelly Payne** <yummaries@icloud.com>  
To: yummariesbakery@gmail.com

Tue, Dec 24, 2024 at 12:04 PM

Sent from my iPhone

Begin forwarded message:

**From:** NoReply Net Metering Info <noreply@netmetering.dominionenergyinfo.com>  
**Date:** December 12, 2024 at 9:38:13 PM EST  
**To:** netmetering@ionsolar.com, yummaries@icloud.com  
**Subject:** Dominion Energy | Net Metering Contingent Approval ID-211379



## **TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** PRE-PUBLIC HEARING DISCUSSION: Text Amend ment to Article 13 of the Zoning Ordinance

**FROM:**Mark Kluck, Planner II

### **ATTACHMENTS:**

Description	Type	Upload Date
Public Hearing Notice - Text Amendment to Zoning Ordinance	Public Hearing	3/19/2025
Staff Report - Text Amendment	Public Hearing	3/19/2025

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, April 1<sup>st</sup>, 2025 at 6:30 p.m. to consider the application of the Town of Smithfield, applicant for a text amendment to the provisions of Article 13 of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, to align definitions in Article 13 with Article 3.P.

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, March 12<sup>th</sup>, 2025, and Wednesday, March 19<sup>th</sup>, 2025.

TOWN COUNCIL STAFF REPORT: ARTICLE 13 TEXT AMENDMENT  
\*PUBLIC HEARING\*

TUESDAY, APRIL 1<sup>st</sup>, 2025, 6:30 PM

This application was favorably recommended to Town Council by the Planning Commission.

This is a proposed text amendment to Article 13 of the Zoning Ordinance to bring the definitions in alignment with the new definitions approved with Article 3.P for the Chesapeake Bay Preservation Overlay:

- *Accessory structures or uses.* Any structure located on a lot or parcel not identified as a principal structure as defined herein. Accessory structures include, but are not limited to, detached garages, gazebos, free-standing decks, storage buildings or tool sheds, guest houses, and similar forms of development that are incidental and subordinate to the principal structure. Accessory uses include, but are not limited to, in-ground pools, patios, terraces, tennis courts, synthetic turf, and other impermeable landings that do not permit infiltration to groundwater. Any modification or expansion to an accessory use must be reviewed and approved using a formal exception process unless proposed within a locally designated Intensely Developed Area.
- *Agricultural lands.* Those lands used for the planting and harvesting of crops or plant growth of any kind in the open, pasture, horticulture, dairy farming, floriculture, or the raising of poultry and/or livestock.
- *Chesapeake Bay Preservation Area (CBPA).* Any land designated as such on the Chesapeake Bay Preservation Area Map adopted by the Town Council, subject to confirmation by the Town of Smithfield Zoning Administrator on a site-specific basis. A Chesapeake Bay Preservation Area shall consist of a Resource Protection Area and a Resource Management Area.
- *Construction footprint.* The area of all impervious cover created by development or redevelopment of land, including, but not limited to, buildings, roads, driveways, parking areas and sidewalks, and any other land disturbed for the construction of such improvements
- *Development.* The construction, substantial alteration, or installation of any improvement (including residential, commercial, industrial, institutional, recreation, transportation, or utility facilities or structures) upon a parcel of land, or any land disturbance associated therewith.

- *Diameter at breast height (DBH)*. The diameter of a tree measured at a point four and one-half (4-1/2) feet above the existing grade, or the natural surface or contour of a site.
- *Dripline*. An imaginary perpendicular line extending downward from the outermost tips of the branches of a tree to the ground.
- *Floodplain*. All lands that would be inundated by flood water because of a storm event of a 100-year return interval.
- *Intensely Developed Areas (IDA)*. Those areas of existing development and infill sites where development is concentrated and little of the natural environment remained as of September 1990 and which is so designated on the map of Chesapeake Bay Preservation Areas adopted by the Town Council pursuant to Section 104 (D) of this Ordinance.
- *Land disturbance or land disturbing activity*. Any man-made change to the land surface that may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands in the Commonwealth, including, but not limited to, clearing, grading, excavating, transporting, and filling of land. The term shall not include minor activities such as home gardening, individual home landscaping and home maintenance.
- *Noxious weeds*. As defined in Va. Code §3.2-800, any living plant, or part thereof, declared by the Board of Agriculture and Consumer Services through regulations to be detrimental to crops, surface waters, including lakes, or other desirable plants, livestock, land, or other property, or to be injurious to public health, the environment, or the economy, except when in-state production of such living plant, or part thereof, is commercially viable or such living plant is commercially propagated in Virginia. Including, but not limited to plants such as Johnson grass, kudzu, and multiflora rose.
- *Person*. An individual, fiduciary, corporation, firm, partnership, association, organization, or any other entity or combination thereof.
- *Plan of development*. For the purposes of this Ordinance, plan of development means any process for site plan review in local zoning and land development regulations designed to ensure compliance with Va. Code § 62.1-44.15:74 and with this Ordinance, prior to issuance of a building permit.
- *Resource Management Area (RMA)*. That component of a Chesapeake Bay Preservation Area not classified as a Resource Protection Area. Resource Management Areas include land types which, if improperly used or developed, have the potential for causing significant water quality degradation or for diminishing the functional value of a Resource Protection Area. Resource Management Areas shall be provided contiguous to the entire inland boundary of the Resource Protection Area.



- *Subdivision*. The division of any parcel of land into two (2) or more lots or parcels. The term shall include all changes in lot lines, the creation of new lots involving any division of an existing lot or lots and, if a new street is involved in such division, any division of a parcel of land. When appropriate to the context, the term shall also include the process of subdividing and the territory subdivided.
- *Use*. An activity on the land other than development including agriculture, horticulture, and silviculture.

Staff suggest approval.

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

## **TOWN COUNCIL COMMITTEES REPORT**

**ITEM:** Blighted Property - 1502 Magruder Road

**FROM:** Mark Kluck, Planner II

**ATTACHMENTS:**

Description	Type	Upload Date
Staff Report - 1502 Magruder Road	Cover Memo	3/19/2025
Plan - 1502 Magruder Road	Backup Material	3/19/2025
Ordinance - Removal or Repair Dangerous Buildings	Ordinance	3/19/2025

**TOWN COUNCIL STAFF REPORT**  
**\*DECLARATION OF 1502 MAGRUDER ROAD AS A BLIGHTED PROPERTY:**  
**MONDAY, MARCH 24<sup>TH</sup>, 2025\***

The Town of Smithfield received a complaint concerning the partially burned down structure located at 1502 Magruder Road, Smithfield VA 23430 (TPIN:21A-28-007).

Town staff sent a notice on January 29<sup>th</sup>, 2025 requesting an update on the cleanup and repair of the structure within thirty (30) days, in accordance with Smithfield Town Code (STC) Section 22-2.b.1.

A plan was provided as requested.

In accordance with Section 22-2.b.2, Town staff request that Town Council determine the Plan is acceptable.

For your convenience, a copy of the Smithfield Town Code Section 22-2 is included with this staff report.

*For inquiries, contact Tammie Clary at 1-(757)-365-4200 or [tclary@smithfieldva.gov](mailto:tclary@smithfieldva.gov).*

**Robert A. Small**  
**Attorney at Law**  
**P. O. Box 2032**  
**Poquoson, VA 23662**  
**Phone: (757) 746-5324**  
**Email: [rasmall@cox.net](mailto:rasmall@cox.net)**

February 28, 2025

**VIA FAX: (757) 357-9933 &**  
**VIA EMAIL: [tclary@smithfieldva.gov](mailto:tclary@smithfieldva.gov)**

Ms. Tammie Clary  
Community Development and Planning Director  
Smithfield Community Development & Planning Department  
Town of Smithfield  
310 Institute Street  
P. O. Box 246  
Smithfield, VA 23432

IN RE: Blighted Property Notice Letter concerning 1502 Magruder Road, Smithfield,  
Virginia 23430 dated January 29, 2025.  
Owner's Plan to address Blighted Property submitted within thirty days of  
January 29, 2025, Blighted Property Notice Letter from the Town of Smithfield.

Dear Ms. Clary:

As a follow up to our telephone conversation earlier this week in reference to the letter from you to the Estate of Len Harris concerning the fire damaged and destroyed property at 1502 Magruder Road, please be advised that I am representing Lenny Harris who currently owns and controls the property since his father's death.

The house is insured against loss by fire and Mr. Harris has been working with his insurance company since the time of the fire to get his insurance claim fully adjusted.

It is my understanding that the homeowner's insurance will cover the cleanup of the site and have funds to rebuild at the site. However, the insurance company has taken a long time to accept and adjust the claim and now wants Mr. Harris and his wife to submit to sworn statements with an attorney hired by the insurance company as part of its adjustment of the loss.

It is my understanding that the local fire department and Virginia State Police have determined the cause of the fire to have been accidental.

Mr. Harris and his wife have timely and fully cooperated with the insurance company and hope their loss adjustment ends soon, so that the insurance will fund the cleanup and the rebuilding at the property as required by the homeowner's insurance policy.

Ms. Tammie Clary  
Community Development and Planning Director  
Smithfield Community Development & Planning Department  
Town of Smithfield  
February 28, 2025  
Page 2

Simply put, the plan to address the blight is to have the homeowner's insurance coverage cover the cost of the cleanup as soon as possible.

Based on our conversation, with this letter of representation, explanation, update, and plan I understand the Town of Smithfield will not move forward against the property or the property owners as indicated in your letter January 29, 2025, because we have submitted a plan to clean up the blighted property.

Mr. Harris and his wife want to be good stewards of the property and will continue to cooperate with the insurance company.

Please contact me if we need to take any further action to avoid the Town of Smithfield taking legal action.

I will update you once the sworn statement process is complete and advise of the next step for the insurance company.

It was a pleasure to speak with you, and if you need to contact me, my phone number is (757) 746-5324, and my email is: [rasmall@cox.net](mailto:rasmall@cox.net).

Sincerely,

A handwritten signature in blue ink, appearing to read 'RAS', is written above the printed name.

Robert A. Small



AN ORDINANCE TO AMEND AND READOPT AN ORDINANCE FOR THE REMOVAL  
OR REPAIR OF DANGEROUS BUILDINGS

WHEREAS, the Town Council of the Town of Smithfield finds it to be in the best interest of the public health, safety and welfare of the citizens of the Town to provide for the removal or repair of dangerous buildings within the corporate limits of the Town; and,

WHEREAS, the Town Council, deems it in the best interest of the citizen of the Town of Smithfield to amend and readopt Chapter 22, Article 1, Section 22-2 of the Code of the Town of Smithfield, Virginia; and,

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

1. That Chapter 22, Article 1, Section 22-2 of the Code of the Town of Smithfield, Virginia is repealed and readopted as follows:

Chapter 22-2

BUILDINGS AND BUILDING REGULATIONS

ARTICLE I. IN GENERAL

Sec. 22-2. Removal or repair of dangerous buildings

SEE EXHIBIT "A" FOR TEXT

2. This ordinance shall take effect upon adoption.

Adopted this 6<sup>th</sup> day of April, 2021.

TOWN OF SMITHFIELD

By: T. Carter Williams  
T. Carter Williams, Mayor

Attest:

Lesley G. King  
Lesley G. King, Clerk

## **Sec. 22-2. - Removal or repair of dangerous buildings, spot blight abatement.**

### **(a) General**

- (1) The Smithfield Town Council (hereinafter referred to as "Council") from time to time may find that deteriorating properties, including the improvements and the land on which they are built, have a deleterious effect on property values and the quality of life in the areas surrounding them. This Spot Blight Abatement Ordinance is enacted to provide for the abatement of blight that threatens the health, safety, and welfare of the community.
- (2) The Town of Smithfield (hereinafter referred to as "Town") may acquire or repair any blighted property, as defined below, by exercise of the powers of eminent domain provided in Title 25 of the *Code of Virginia* and, further, shall have the power to hold, clear, repair, manage, or dispose of such property for purposes consistent with this Section. In addition, the Town may recover the costs of any repair or disposal of such property from the owner.
- (3) Blighted property shall mean and refer to any property, uninhabited, improved with buildings in excess of 256 square feet, which, by reason of dilapidation, obsolescence, absence of electricity, water, and sanitary facilities, or any combination of these or other factors, are detrimental to the health, safety, or welfare of the community. These buildings:
  1. are missing a window(s), door(s), and/or another feature that would normally protect their interior from the elements, or the interior is otherwise too easily accessible;
  2. feature noticeable overgrowth originating from the interior;
  3. have no easily attainable means of securing the interior of the building on the property from trespass; or
  4. have not had active construction and/or received a Certificate of Occupancy within one (1) year of receiving a valid zoning permit from the Town.
- (4) For the purposes of this Section, the Zoning Administrator (hereinafter referred to as "Administrator") of the Town, or their designee, shall serve as the chief executive or designee of the locality or authority.
- (5) For the purpose of this Section, the Spot Blight Abatement Plan shall hereinafter be referred to as "the Plan."

### **(b) Procedure**

- (1) The Administrator shall make a preliminary determination that a property is blighted in accordance with this Section, and shall send notice via certified and regular mail to the owner(s) of record determined in accordance with Section 36-27.B of the *Code of Virginia*, specifying the reasons why the property is blighted. The owner or owners of record shall have thirty (30) days from the date the notice is sent in which to respond in writing with a Plan to address the blight. The thirty (30) day deadline may be extended at the Administrator's discretion.
- (2) The Administrator shall circulate the proposed Plan to the Council for their review and decision on the Plan's adequacy to cure the blight.
- (3) Upon approval of the Plan to cure blight by the Council, the owner(s) shall have ninety (90) days to complete all work approved in the Plan. The Administrator may grant extensions of time to complete work where, in his opinion, the owner has completed substantial portions of the work in compliance with the Plan.
- (4) If the owner(s) fails to respond with an abatement Plan within the thirty (30) day period, responds with a Plan that is not acceptable to the Council, or fails to complete the work approved in the Plan within the ninety (90) day period allotted to cure the blight, and has not been granted an extension of time to complete such, the Council shall declare the property as blighted and develop an abatement Plan.
- (5) Written notice to the property owner shall be sent by certified and regular mail to the last address

listed for the owner on the Town's assessment records for the property, together with a copy of the Plan approved by the Council.

- (6) The Town shall carry out the approved Plan to repair or acquire and dispose of the property in accordance with the approved Plan, the provisions of this Section, and applicable law. The Town shall have a lien on all property so repaired under an approved Plan to recover the cost of improvements made by the Town to bring the blighted property into compliance with applicable codes and ordinances, and disposal, if any. The lien authorized by this Section shall be filed in the Isle of Wight County Circuit Court and shall be subordinate to any prior liens of record. The Town may recover its costs of repair from the owner of record of the property when the repairs were made at such time as the property is sold or disposed of by such owner. If the property is acquired by the Town through eminent domain, the cost of repair may be recovered when the Town sells or disposes of the property. In either case, the costs of repair shall be recovered from the proceeds of any such sale.
- (7) The provisions of this Section shall be cumulative and shall be in addition to any remedies for spot blight abatement that may be authorized by law.

# TOWN COUNCIL COMMITTEES REPORT

## ATTACHMENTS:

Description	Type	Upload Date
General Development Plan - The Grange @10Main	Proposal	3/21/2025



# The Grange at 10Main

## General Development Plan

Smithfield, Virginia  
February 25, 2025

### SITE DATA:

Existing Zoning: C-C, D, DNR  
Overlay District: Historic Preservation, ECO  
Proposed Zoning: PMUD  
Total Site Area: +/- 57 a.c.

### TABULATION:

**Commercial:**  
Smithfield Market: 24 Stalls  
Restaurant/Retail: 4,500 SF  
Office/Retail: 6,000 SF  
Hotel: 75,000 SF (+/-100 rooms)

**Residential:**  
Single Family - 60' wide lots: 35 units  
Single Family Cottage Lots (40'x80' lot): 32 units  
Single Family Estate Lots (80' wide lot): 10 units  
Townhomes (20'X40' and 24X42): 37 units  
Total: 114 units

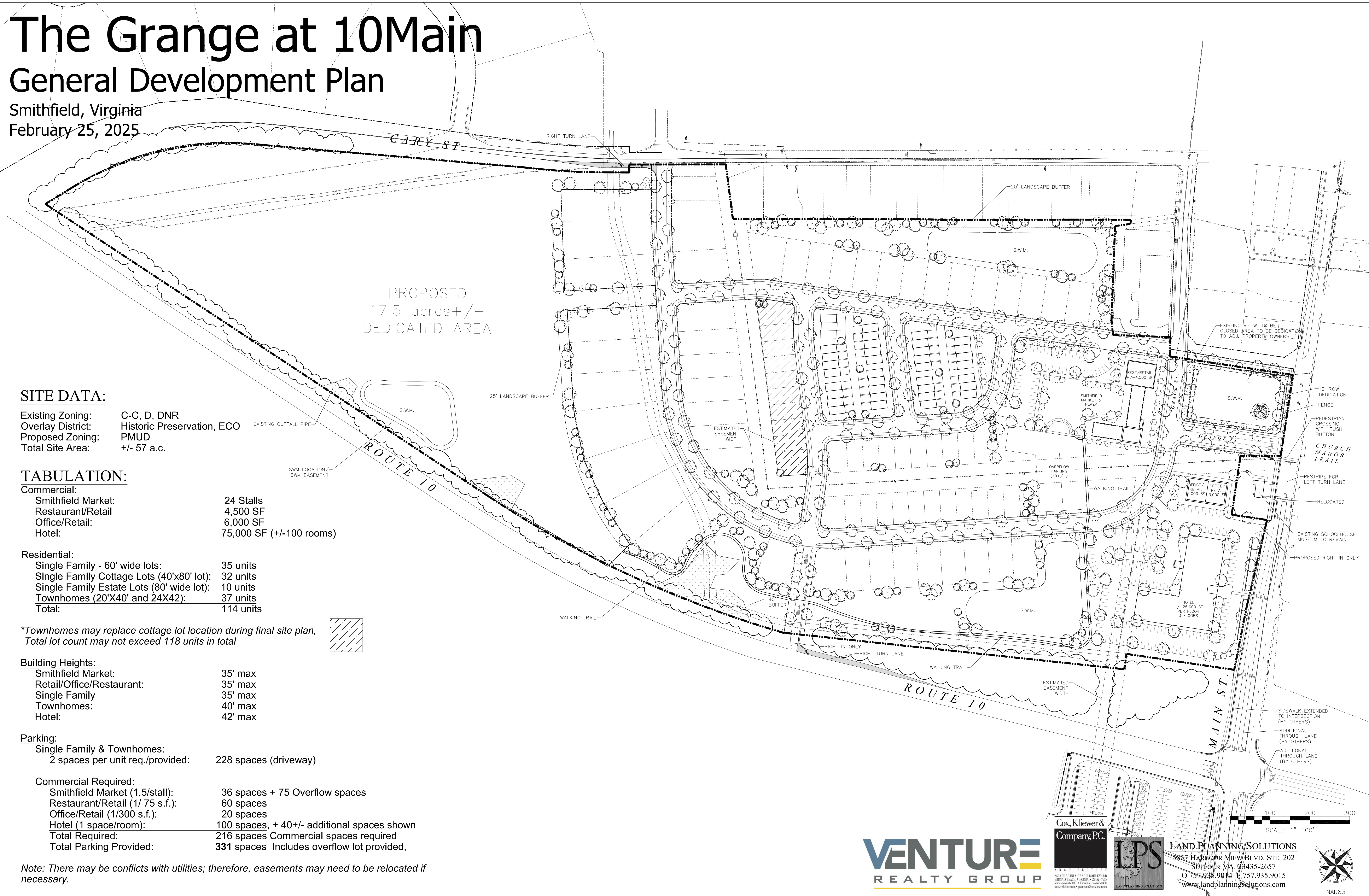
\*Townhomes may replace cottage lot location during final site plan,  
Total lot count may not exceed 118 units in total

**Building Heights:**  
Smithfield Market: 35' max  
Retail/Office/Restaurant: 35' max  
Single Family: 35' max  
Townhomes: 40' max  
Hotel: 42' max

**Parking:**  
Single Family & Townhomes:  
2 spaces per unit req./provided: 228 spaces (driveway)

**Commercial Required:**  
Smithfield Market (1.5/stall): 36 spaces + 75 Overflow spaces  
Restaurant/Retail (1/ 75 s.f.): 60 spaces  
Office/Retail (1/300 s.f.): 20 spaces  
Hotel (1 space/room): 100 spaces, + 40+/- additional spaces shown  
Total Required: 216 spaces Commercial spaces required  
Total Parking Provided: 331 spaces Includes overflow lot provided,

Note: There may be conflicts with utilities; therefore, easements may need to be relocated if necessary.

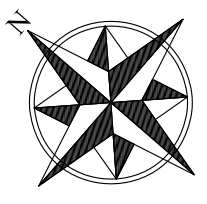


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# **TOWN COUNCIL COMMITTEES REPORT**