Town of Smithfield

Operating Budgets & Capital Improvements Plan

FY 22-23

TOWN OF SMITHFIELD

"The Ham Capital of the World"

July 1, 2022

The Honorable Mayor and Town Council,

Attached you will find the adopted budget for the 2022-23 Fiscal Year. This document is comprised of the operating and capital budgets for the Town's General, Water, Sewer, and Highway Funds.

The budget is a living document that is subject to modification throughout the year. Town Council may elect to modify the adopted budget as needed to adapt to changes in our fiscal environment and as conditions change throughout the year.

As always, staff will monitor our finances throughout the year and will recommend adjustments as needed.

Thank you,

Michael R. Stallings, Jr.
Town Manager

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508

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TOWN OF SMITHFIELD

FY 2023 BUDGET SUMMARY GENERAL FUND

REVENUES	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Department	Actual	Actual	Actual	Budget	Budget
Real Property Taxes	2,537,282.57	3,031,047.33	3,129,666.96	3,099,066.00	3,383,335.00
Other Local Taxes	3,607,797.64	3,576,265.72	3,984,917.69	3,747,617.00	4,576,411.00
Licenses, permits, & fees	46,850.00	104,934.00	272,432.70	267,610.00	317,606.00
Fines & Costs	40,236.03	43,739.01	43,345.36	33,000.00	47,205.00
From Use of Money & Property	471,623.05	404,126.25	278,502.51	299,693.00	437,448.00
Miscellaneous Revenues	716,544.74	2,995,206.40	228,270.10	136,791.00	129,409.00
Governmental Virginia	1,320,010.14	1,422,352.45	700,866.90	1,412,295.00	702,080.00
Governmental Federal	142,297.36	1,077,665.31	1,368,706.51	144,995.00	1,784,985.00
Other financing sources	245,000.00	-	4,101,659.20	175,000.00	175,000.00
Appropriated from Reserves	564,227.03	-	761,196.54	178,076.00	-
TOTAL REVENUES	9,691,868.56	12,655,336.47	14,869,564.47	9,494,143.00	11,553,479.00

EXPENSES	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Department	Actual	Actual	Actual	Budget	Budget
Town Council	260,246.18	263,919.15	145,171.93	205,446.00	194,333.00
Town Manager	478,935.50	507,801.78	535,474.38	569,952.00	552,218.00
Treasurer	528,367.89	611,026.82	849,393.00	872,487.00	880,159.00
Public Safety	2,598,178.62	2,551,236.51	3,026,926.71	3,253,893.00	3,704,055.00
Parks & Recreation	2,903,009.35	3,959,285.76	1,014,931.53	996,458.00	2,049,469.00
Museum	189,844.56	179,944.09	190,231.30	215,224.00	234,838.00
Community Development & Planning	571,334.16	1,343,004.73	1,317,405.00	650,763.00	631,848.00
Public Works	859,484.72	1,681,104.09	1,001,714.81	1,688,117.00	1,780,390.00
Public Buildings	153,104.06	658,950.40	347,671.83	342,070.00	802,004.00
Contributions	139,145.62	133,886.90	146,597.00	65,170.00	80,527.00
Non-Departmental	22,560.08	279,605.30	1,853,564.00	67,570.00	79,028.00
Debt Service	987,657.82	485,570.94	4,354,721.98	566,993.00	564,610.00
Contingency	-	-	85,761.00	-	-
TOTAL EXPENSES	9,691,868.56	12,655,336.47	14,869,564.47	9,494,143.00	11,553,479.00
NET INCOME/(LOSS)	-	-	-	-	-

Town of Smithfield
FY2023 Operating Budget
GENERAL FUND REVENUE SUMMARY

	MUNIS ACCT #	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
GENERAL GOVERNMENT REVENUES						
REAL PROPERTY TAXES						
Real Estate - Current	03-100-311010-0000-30001	$ 1,721,673.33	2,101,605.89	2,134,235.92	2,126,430.00	2,132,347.00
Real Estate - Current Tax Relief for the Elderly/Veterans	03-100-311010-0000-30001	37,105.52	106,156.44	63,603.22	67,570.00	79,029.00
Real Estate - Delinquent	03-100-311010-0000-30002	4,507.21	24,082.96	25,410.75	24,000.00	20,000.00
Public Service-Real Estate Current	03-100-311020-0000-30001	29,416.00	35,098.58	37,992.57	39,000.00	35,850.00
Public Service-Personal Property Current	03-100-311020-0000-30001	244.63	186.61	125.21	116.00	109.00
Personal Property - Current	03-100-311030-0000-30001	670,481.56	705,163.24	758,525.03	783,450.00	1,038,500.00
Personal Property - Delinquent	03-100-311030-0000-30002	31,101.27	16,732.93	56,518.85	22,000.00	22,500.00
Penalty	03-100-311060-0000-30005	32,464.39	30,861.81	40,107.39	27,000.00	40,000.00
Interest	03-100-311060-0000-30006	10,304.80	11,207.26	13,159.29	9,500.00	15,000.00
Miscellaneous Receipts Over-Short	03-100-311060-0000-30007	(16.14)	(48.39)	(11.27)	-	-
Total Real Property Taxes		$ 2,537,282.57	3,031,047.33	3,129,666.96	3,099,066.00	3,383,335.00
OTHER LOCAL TAXES						
Sales Tax	03-100-312010-0000-30009	$ 357,250.19	414,609.69	491,198.81	484,000.00	661,481.00
Utility Tax	03-100-312020-0000-31201	192,386.04	201,255.51	190,766.86	193,000.00	191,963.00
Consumption Tax	03-100-312020-0000-31202	47,498.54	47,282.08	53,138.89	45,900.00	50,097.00
Business Licenses	03-100-312030-0000-31208	399,685.87	361,767.22	396,416.31	394,000.00	440,760.00
Business Licenses Penalty	03-100-312030-0000-31209	3,156.29	371.09	2,602.69	2,550.00	4,045.00
Business Licenses Interest	03-100-312030-0000-31210	288.98	117.63	274.18	255.00	800.00
Peg Channel Capital Fee	03-100-312040-0000-30054	1,447.40	1,920.40	1,871.10	1,920.00	1,733.00
Bank Franchise Tax	03-100-312040-0000-31203	157,713.06	115,998.64	154,541.32	139,750.00	153,519.00
Vehicle License	03-100-312050-0000-32020	254,331.06	218,871.73	263,873.91	219,000.00	235,000.00
Cigarette Tax	03-100-312080-0000-31204	161,289.29	228,865.52	204,416.63	226,000.00	211,500.00
Transient Occupancy Tax	03-100-312101-0000-31205	221,905.56	182,901.34	187,626.70	160,000.00	260,859.00
Meals Tax-4.25%	03-100-312110-0000-31211	1,231,374.84	1,225,567.31	1,385,969.27	1,279,245.00	1,607,965.00
Meals Tax-2%	03-100-312110-0000-31212	579,470.52	576,737.56	652,221.02	601,997.00	756,689.00
Total Other Local Taxes		$ 3,607,797.64	3,576,265.72	3,984,917.69	3,747,617.00	4,576,411.00
TOTAL LOCAL TAX REVENUE		$ 6,145,080.21	6,607,313.05	7,114,584.65	6,846,683.00	7,959,746.00

Town of Smithfield
FY2023 Operating Budget
GENERAL FUND REVENUE SUMMARY

	MUNIS ACCT #		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
GENERAL GOVERNMENT REVENUES							
PERMITS, FEES & LICENSES							
Permits & Other Licenses	03-100-313030-0000-30018-multi	$	25,400.00	76,284.00	29,694.00	25,000.00	40,496.00
Inspection Fees-Subdivision	03-100-313030-0000-30030		4,650.00	7,200.00	17,400.00	10,000.00	43,500.00
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307		13,320.00	11,310.00	10,200.00	10,000.00	12,000.00
Refuse Collection Fee	03-100-313030-0000-30038		-	-	213,403.70	218,960.00	218,960.00
WC Dog Park Registration Fees	03-100-313030-0000-30043		830.00	715.00	735.00	650.00	650.00
Consultant Review Fees	03-100-313030-0000-30028		2,650.00	9,425.00	1,000.00	3,000.00	2,000.00
Total Permits, Fees & Licenses		$	46,850.00	104,934.00	272,432.70	267,610.00	317,606.00
FINES & FORFEITURES							
Fines & Costs	03-100-314010-0000-30055	$	40,236.03	43,739.01	43,345.36	33,000.00	47,205.00
Total Fines & Forfeitures		$	40,236.03	43,739.01	43,345.36	33,000.00	47,205.00
REVENUE FROM USE OF MONEY & PROPERTY							
General Fund Interest	03-100-315010-0000-31501	$	104,673.20	79,701.77	17,670.58	15,500.00	30,000.00
Rentals	03-100-315020-0000-30110		73,214.55	76,790.93	49,435.66	62,253.00	62,658.00
Smithfield Center Rentals	03-100-315020-0000-30111		195,574.86	167,057.28	103,468.36	100,000.00	178,000.00
Windsor Castle Revenue (includes Manor House, Park Impact, Vendor)	03-100-315020-0000-30119		3,000.00	14,360.00	40,550.13	33,800.00	78,000.00
Sports Complex Rentals	03-100-315020-0000-30120		480.00	4,101.02	22,975.00	33,075.00	33,075.00
Park Impact Fees	03-100-315020-0000-30118		20,349.20	13,212.38	-	10,000.00	-
Kayak Rentals	03-100-315020-0000-30015		11,636.00	11,111.00	20,100.00	15,000.00	13,000.00
Special Events	03-100-315020-0000-30013, 3001		40,702.40	20,438.00	3,519.00	10,000.00	20,000.00
Fingerprinting Fees	03-100-318990-0000-30048		1,290.00	900.00	-	500.00	100.00
Museum Admissions	03-100-315020-0000-30115		7,236.00	6,148.00	7,630.45	7,565.00	8,455.00
Museum Gift Shop Sales	03-100-318990-0000-30016		12,448.84	9,309.87	12,411.33	11,050.00	13,000.00
Museum Programs/Lecture Fees	03-100-318990-0000-30017		418.00	396.00	142.00	350.00	660.00
Lease of Land	03-100-315020-0000-30017		600.00	600.00	600.00	600.00	500.00
Total Revenue from use of money and property		$	471,623.05	404,126.25	278,502.51	299,693.00	437,448.00
MISCELLANEOUS							
Other Revenue	03-100-315020-0000-31105	$	876.75	772.02	1,849.58	1,000.00	3,529.00
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110		-	3,031.45	4,000.00	4,000.00	4,000.00
CHIP Contributions	03-100-318990-0000-31620		4,900.90	1,310.00	-	-	-
Public Safety Contribution	03-100-318990-0000-31622		50.00	3,250.00	50.00	-	-
Windsor Castle	03-100-318990-0000-31626		538,645.30	2,815,076.00	-	-	-
Contributions-Museum	03-100-318990-0000-31632		81,282.97	82,508.64	81,245.04	101,791.00	91,880.00
Contributions-Public Ball Fields	03-100-318990-0000-31635		65,000.00	80,000.00	80,000.00	30,000.00	30,000.00
Insurance Recoveries	03-100-341010-0000-31603		9,464.80	7,593.96	1,335.18	-	-
Sale of Equipment/Buildings	03-100-341020-0000-31405		16,324.02	1,664.33	59,790.30	-	-
Total Miscellaneous Revenue		$	716,544.74	2,995,206.40	228,270.10	136,791.00	129,409.00

Town of Smithfield
FY2023 Operating Budget
GENERAL FUND REVENUE SUMMARY

GENERAL GOVERNMENT REVENUES	MUNIS ACCT #	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
REVENUE FROM THE COMMONWEALTH						
Law Enforcement	03-100-322010-0000-34011	$ 172,904.00	179,648.00	193,096.00	179,648.00	179,664.00
Litter Control Grant	03-100-322010-0000-34010	3,452.00	2,727.00	3,132.00	3,132.00	3,385.00
Communications Tax	03-100-322010-0000-34008	200,788.11	196,209.75	174,278.64	166,365.00	158,412.00
Rolling Stock	03-100-322010-0000-34001	137.08	153.61	44.12	160.00	45.00
Rental Tax	03-100-322010-0000-34002	6,769.51	7,877.61	6,735.65	6,200.00	6,229.00
Game of Skill Tax			-	19,728.00	-	-
PPTRA State Revenue	03-100-322010-0000-34014	240,794.89	240,794.89	240,794.89	240,795.00	240,795.00
DCR Grant	03-100-322010-0000-34015	16,231.25	29,461.00	-	-	-
Fire Programs	03-100-322010-0000-34017	27,998.00	4,500.00	30,827.00	32,060.00	34,050.00
Police Block Grants	03-100-322010-0000-34018	6,480.00	-	-	-	-
VCA Grant	03-100-322010-0000-34012	4,500.00		4,500.00	4,500.00	4,500.00
Urban Fund Projects	03-100-322010-0000-34005	13,518.30				
Benns Church/Route 258/Route 10 Bypass intersection	03-100-322010-0000-34020		749,425.45	27,704.79	750,000.00	-
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-322010-0000-34020		11,555.14	-	29,435.00	75,000.00
VMRC Grant	03-100-322010-0000-34025	626,437.00	-	-	-	-
P2P Sharing	03-100-322010-0000-34033	-	-	25.81	-	-
Total State Revenue		$ 1,320,010.14	1,422,352.45	700,866.90	1,412,295.00	702,080.00
REVENUE FROM THE FEDERAL GOVERNMENT						
CARES Federal Funds (COVID-19)	-	$ -	434,006.29	979,788.21	-	-
ARPA Revenues		-	-	-		1,769,000.00
Law Enforcement	03-100-331010-0000-35003	41,229.31	14,867.00	16,715.38	14,175.00	15,985.00
Urban Fund Projects		60,068.05	-			
Benns Church/Route 258/Route 10 Bypass intersection	03-100-331010-0000-35008		-	-	-	-
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008		46,220.54	123,132.40	130,820.00	-
Pinewood Heights CDBG Relocation Grant Phase IV	03-100-331010-0000-35002	41,000.00	582,571.48	249,070.52	-	-
Total Federal Revenue		$ 142,297.36	1,077,665.31	1,368,706.51	144,995.00	1,784,985.00
OTHER FINANCING SOURCES						
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	$ 245,000.00	-	230,507.20	175,000.00	175,000.00
Bond Proceeds		-	-	3,871,152.00	-	-
Total Other Financing Sources		$ 245,000.00	-	4,101,659.20	175,000.00	175,000.00
APPROPRIATED FROM RESERVES		$ 564,227.03	$ -	$ 761,196.54	$ 178,076.00	$ -
TOTAL GENERAL FUND REVENUES		9,691,868.56	12,655,336.47	14,869,564.47	9,494,143.00	11,553,479.00

Town of Smithfield
FY2023 Operating Budget

	FY 2021-22 Budget	FY 2022-23 Budget	$ Change	% Change
EXPENSES				
Town Council	205,446.00	194,333.00	(11,113.00)	-5.41%
Town Manager	569,952.00	552,218.00	(17,734.00)	-3.11%
Treasurer	872,487.00	880,159.00	7,672.00	0.88%
Public Safety	3,253,893.00	3,704,055.00	450,162.00	13.83%
Parks & Recreation	996,458.00	2,049,469.00	1,053,011.00	105.68%
Museum	215,224.00	234,838.00	19,614.00	9.11%
Community Development & Planning	650,763.00	631,848.00	(18,915.00)	-2.91%
Public Works	1,688,117.00	1,780,390.00	92,273.00	5.47%
Public Buildings	342,070.00	802,004.00	459,934.00	134.46%
Contributions	65,170.00	80,527.00	15,357.00	23.56%
Non-Departmental	67,570.00	79,028.00	11,458.00	16.96%
Debt Service	566,993.00	564,610.00	(2,383.00)	-0.42%
Contingency/Appropriation to Reserves	-	-	-	
TOTAL EXPENSES	9,494,143.00	11,553,479.00	2,059,336.00	21.69%

Town Council

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

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

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

T. Carter Williams	Mayor
Michael G. Smith	Vice Mayor
Valerie C. Butler	Councilwoman
Wayne Hall	Councilman
Beth Haywood	Councilwoman
Randy Pack	Councilman
Renee Rountree	Councilwoman

Town of Smithfield
FY2022 Operating Budget
GENERAL FUND EXPENDITURES

TOWN COUNCIL

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
Salaries and Wages	04-100-411010-0000-41100	41,785.00	41,580.00	42,785.00	42,000.00	44,000.00
Fica & Medicare Benefits	04-100-411010-0000-42100	3,250.85	3,229.83	3,357.60	3,276.00	3,423.00
Legal Fees	04-100-411010-0000-43150	67,392.44	46,279.42	28,184.13	50,000.00	40,000.00
Update Town Charter & Code	04-100-411010-0000-43151	2,523.00	2,277.00	2,259.00	5,000.00	5,000.00
Professional Services	04-100-411010-0000-43152	10,925.00	71,410.00	3,000.00	5,000.00	5,000.00
Public Defender Fees	04-100-411010-0000-43153	2,760.00	600.00	480.00	3,000.00	3,000.00
Procurement Services-IOW	04-100-411010-0000-43154	-	1,296.50	-	-	-
Election Expense	04-100-411010-0000-43170	-	4,405.40	-	-	-
Maintenance contracts	04-100-411010-0000-43320	11,389.12	3,450.00	4,200.00	6,000.00	4,200.00
Annual Christmas Parade	04-100-411010-0000-43351	39.99	88.56	-	-	-
Special Projects	04-100-411010-0000-43353	280.00	70.98	-	-	-
Advertising	04-100-411010-0000-43600	24,129.32	21,829.93	20,449.15	25,000.00	25,000.00
Insurance	04-100-411010-0000-45300	18,150.00	18,144.00	18,769.80	21,170.00	23,710.00
Travel & Training	04-100-411010-0000-45500	18,976.34	5,429.84	370.00	10,000.00	10,000.00
Council Approved Items	04-100-411010-0000-45804	16,234.75	7,371.87	3,197.15	5,000.00	5,000.00
Subscriptions/Memberships	04-100-411010-0000-45810	9,905.99	9,567.00	5,971.00	11,000.00	7,000.00
Records Management maint & upgrades	04-100-411010-0000-45811	15,959.32	6,428.84	5,940.00	7,000.00	7,000.00
Supplies	04-100-411010-0000-46001	16,545.06	10,740.65	6,209.10	12,000.00	12,000.00
COVID-19 Expenses	04-100-411010-0000-46018	-	9,719.33	-	-	-
Total Town Council		260,246.18	263,919.15	145,171.93	205,446.00	194,333.00

Town Manager

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

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

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

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

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

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

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

Town of Smithfield
FY2022 Operating Budget
GENERAL FUND EXPENDITURES

TOWN MANAGER

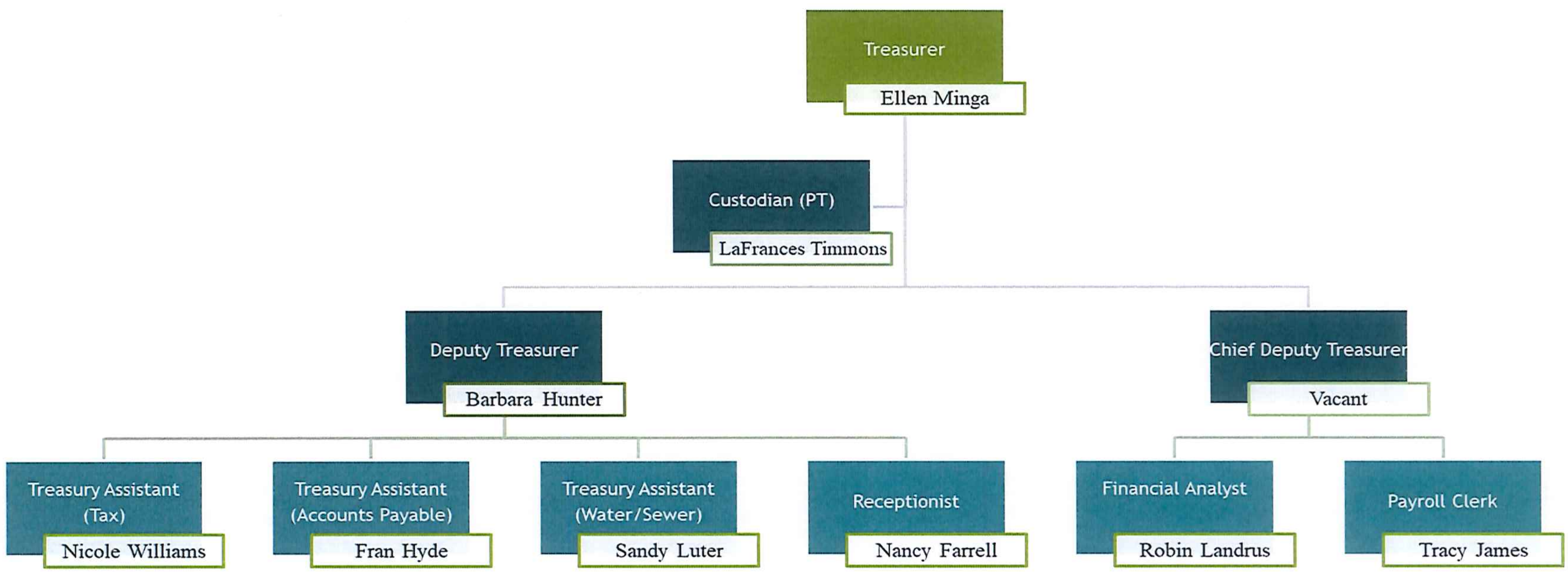
	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
Salaries and Wages	04-100-412010-0000-41100	337,457.97	308,342.08	283,973.49	267,614.00	287,883.00
Salaries-PT	04-100-412010-0000-41110			-	21,195.00	20,006.00
Salaries-OT	04-100-412010-0000-41120			-	2,693.00	3,060.00
Fica & Medicare Benefits	04-100-412010-0000-42100	24,083.82	18,431.66	19,268.27	23,321.00	24,876.00
VSRS	04-100-412010-0000-42200	19,518.19	13,823.26	27,397.72	27,868.00	28,381.00
Disability	04-100-412010-0000-42210	522.52	455.95	892.66	532.00	550.00
Health & Other	04-100-412010-0000-42300	56,214.02	46,155.89	45,024.39	62,221.00	51,282.00
Pre-Employment Test	04-100-412010-0000-42435	2,904.50	2,832.41	3,108.69	4,000.00	4,500.00
Employee Recognition	04-100-412010-0000-42440		740.68	3,575.70	5,000.00	5,000.00
Professional Services	04-100-412010-0000-43152	-	-	-	35,000.00	10,000.00
Maintenance Contracts	04-100-412010-0000-43320	3,179.03	3,034.80	2,260.24	3,200.00	2,000.00
Communications	04-100-412010-0000-45200	14,423.60	7,367.85	8,628.58	8,500.00	8,800.00
Insurance	04-100-412010-0000-45300	2,244.08	2,396.00	2,454.64	2,808.00	3,130.00
Travel & Training	04-100-412010-0000-45500	5,559.49	479.16	1,902.23	8,000.00	12,000.00
Other	04-100-412010-0000-45804		939.93	479.15	500.00	500.00
Dues & Subscriptions	04-100-412010-0000-45810	1,504.03	2,912.33	3,406.52	3,500.00	3,600.00
Supplies	04-100-412010-0000-46001	2,804.49	1,549.60	4,367.88	3,500.00	3,500.00
Computer & technology expenses	04-100-412010-0000-46005	8,373.52	506.22	1,404.96	5,000.00	1,500.00
Fuel Expense	04-100-412010-0000-46008	-	-	53.78		150.00
Auto Expense	04-100-412010-0000-46009	146.24	1,076.61	229.10	500.00	500.00
COVID-19 Expenses	04-100-412010-0000-46018	-	2,257.35	46,046.38	-	-
Shared Services-IT	04-100-412010-0000-46020	-	94,500.00	81,000.00	85,000.00	81,000.00
Capital Expenditures	04-100-412010-0000-48100	-	-	-	-	-
Total Town Manager		478,935.50	507,801.78	535,474.38	569,952.00	552,218.00

Town Treasurer

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

Technology upgrades remain a top priority for the department in FY2023 as the Town continues to migrate to the MUNIS software system that is also used by Isle of Wight County. Once the conversion is completed, the Town expects that greater efficiencies will lead to improved communications and enhanced services for the residents and businesses of Smithfield.

The Treasurer's office is also working with customer service staff at HRUBS to migrate the Town's utility billing and collection services to their system. Currently, the Town uploads its bi-monthly charges to HRUBS so HRSD sewer maintenance fees can be added before bills are mailed. Collections pass through the HRUBS system and are then manually posted into the Town's system. Once the two systems are merged, customer data will be readily available in one customer account that can be managed by both utility teams.



Town of Smithfield
FY2022 Operating Budget
GENERAL FUND EXPENDITURES

TREASURER

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Budget
Salaries and Wages	04-100-412410-0000-41100	317,308.05	338,714.67	390,303.00	403,780.00	437,571.00
Salaries-PT	04-100-412410-0000-41110	-	-	-	-	4,860.00
Salaries-OT	04-100-412410-0000-41120	-		7,780.00	7,965.00	6,564.00
Fica & Medicare Benefits	04-100-412410-0000-42100	23,324.77	24,858.43	31,847.00	32,940.00	35,920.00
VSRS	04-100-412410-0000-42200	20,370.07	21,552.81	41,723.00	43,124.00	44,199.00
Disability	04-100-412410-0000-42210	164.88	142.98	524.00	486.00	527.00
Health	04-100-412410-0000-42300	43,005.98	50,845.42	62,976.00	71,277.00	77,793.00
Audit	04-100-412410-0000-43120	13,000.00	13,250.00	13,500.00	16,000.00	16,000.00
Professional Services	04-100-412410-0000-43152	-	-	15,000.00	11,000.00	-
Service contracts	04-100-412410-0000-43320	25,808.13	61,298.02	73,250.00	73,250.00	73,250.00
Data Processing	04-100-412410-0000-44100	16,704.39	18,914.43	20,000.00	20,000.00	21,000.00
Communications	04-100-412410-0000-45200	9,191.52	11,146.96	11,000.00	11,000.00	12,000.00
Insurance	04-100-412410-0000-45300	2,247.56	2,472.00	2,670.00	2,670.00	2,975.00
Travel & Training	04-100-412410-0000-45500	50.00	175.00	10,775.00	10,775.00	12,000.00
Other	04-100-412410-0000-45804	50.19	24.02	100.00	100.00	100.00
Dues & Subscriptions	04-100-412410-0000-45810	583.40	631.39	1,000.00	1,000.00	1,275.00
Bank Charges	04-100-412410-0000-45813	432.00	495.90	700.00	700.00	700.00
Cigarette Tax Stamps	04-100-412410-0000-45830	3,180.60	3,294.00	3,425.00	3,600.00	3,600.00
Supplies	04-100-412410-0000-46001	8,647.24	15,106.07	19,000.00	19,000.00	22,000.00
Credit Card Processing	04-100-412410-0000-46002	287.26	15.21	600.00	600.00	325.00
Computer & technology expenses	04-100-412410-0000-46005	2,187.46	2,575.48	7,500.00	7,500.00	7,500.00
COVID-19 Expenses	04-100-412410-0000-46018	-	13,879.78	-	-	-
Capital Outlay	04-100-412410-0000-48100	41,824.39	31,634.25	135,720.00	135,720.00	100,000.00
Total Treasurer		528,367.89	611,026.82	849,393.00	872,487.00	880,159.00

Public Safety

Smithfield Police Department

The Smithfield Police Department has the distinct honor of serving the citizens of the Town with professional police services. We are the largest Department within the Town as it relates to staff and budget. The Department consist of twenty-six (26) fulltime personnel and one parttime. It is broken down into three (3) divisions Administrative, Patrol, and Investigations with each working in conjunction with the other to carry out the day-to-day operations of the Department.

The Department recognizes the importance of building relationships with the citizens to help suppress criminal activity in the community therefore producing a better quality of life for all citizens to work, live, and recreate. Over the past year the department has continued to press forward as the country embrace some relief from dealing with Covid-19. We had to learn how to work through some of the issues that are plaguing law enforcement today in order to provide professional law enforcement services.

During the year 2021 the Department responded to approximately 12000 calls for service wherein the Department took some form of police action. This number reflects a drop from previous years much of which is attributed to the pandemic and current trends. While the Department struggled with staffing the department made 1148 traffic stops, issued 1020 summons, and issued 315 warnings. The department also made 23 felony arrest, 104 misdemeanor arrest, and 27 DUI arrest with 268 motor vehicle crashes investigated during the year. There were 48 cases of fraud investigated, 54 embezzlements cases, 111 larceny cases, and 5 burglary cases investigated which reflects an increase in the amount of property loss from previous years. These stats only represent a snapshot of who we are and the professional police service provided to our community.

The challenges continue for the community as well as the Department as we all strived to get through each day safely. I am very pleased with the willingness, dedication, and professionalism demonstrated by the men and women of the department as we continue to work the various shifts and duty assignments required.

The police department is the largest department within the Town and provides 24 hour service to the citizens. Our operating budget is divided into two (2) sections Service/Equipment and Administrative with additional subcategories that are required to meet the needs of the day-to-day operations. The service & equipment portion of the budget provides the funding for the operation of our police vehicles and the expenses associated. The service & equipment covers approximately 49% of our annual budget.

The Administrative portion of the budget also covers the day-to-day operation of the Department but provides funding things such as service contracts, computer & technology, travel and training, equipment, and uniforms just to name a few and accounts for the remaining 51% of the budget.

Our budget is based on the fiscal year calendar which starts on July 1st through June 30th of the following year. We use the previous year's budget to assist with the preparation of the new budget. There are many new trends in law enforcement with some of them being unfunded mandates that have an impact on the budget at times. The equipment purchased to meet our needs are maintained and replaced according to the life expectancy of the equipment which also impacts from year to years depending on when purchased. The budget is not a cookie cutter approach, meaning it is not just approved from year to year.

Our budget this year will reflect a roll over of funds from this fiscal year's budget to next years budget as it relates to capital purchases and the equipment associated. These funds have been identified and shared with the treasure's department.

Fire Department

The Town is served by the Smithfield Volunteer Fire Department. The Fire Department is funded and provided oversight by Isle of Wight County. The Town supports the Fire Department by receiving a State grant on behalf of the Fire Department as well as through an annual contribution towards fuel reimbursements. The Town has also agreed to a contribution of $19,000 per year through FY 2032 to assist the Department with the purchase of new apparatus.

E911 Dispatch

The Town of Smithfield, along with the Town of Windsor and Isle of Wight County, jointly funds the County's E911 dispatch center. The operation and funding of the center is governed by a MOU between the three governing bodies.

Town of Smithfield
FY2022 Operating Budget
GENERAL FUND EXPENDITURES

PUBLIC SAFETY

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
POLICE DEPARTMENT						
Salaries and Wages	04-100-431100-0000-41100	1,368,106.36	1,471,438.98	1,370,475.05	1,329,760.00	1,537,835.00
Salaries OT	04-100-431100-0000-41120	-		-	214,044.00	262,078.00
Salaries-Selective Enforcement	04-100-431100-0000-41130	-		-	14,175.00	19,946.00
Salaries-Special Events	04-100-431100-0000-41140	-		-	23,463.00	15,385.00
Fica & Medicare Benefits	04-100-431100-0000-42100	100,550.75	107,030.07	98,740.60	126,516.00	146,820.00
VSRS	04-100-431100-0000-42200	71,552.43	80,279.72	123,353.29	142,040.00	155,636.00
Disability	04-100-431100-0000-42210	183.24	154.00	168.00	180.00	221.00
Health Insurance	04-100-431100-0000-42300	173,630.88	215,253.59	194,715.17	300,249.00	318,178.00
Ins. - LODA	04-100-431100-0000-42410	12,703.86	12,703.86	15,063.51	16,570.00	16,620.00
Professional Services	04-100-431100-0000-43152	-	-	6,505.43	-	8,040.00
Service Contracts	04-100-431100-0000-43320	37,625.29	45,919.70	53,747.03	80,000.00	75,000.00
Community Outreach	04-100-431100-0000-43352	219.66	689.62	946.00	5,009.00	2,500.00
Investigation expenses	04-100-431100-0000-44641	2,126.63	1,531.66	1,215.70	2,500.00	2,500.00
Communications	04-100-431100-0000-45200	46,514.18	41,192.48	35,181.08	44,665.00	50,000.00
Insurance	04-100-431100-0000-45300	47,722.48	52,496.00	42,859.20	56,700.00	63,170.00
Travel & Training	04-100-431100-0000-45500	23,081.62	11,254.19	27,292.36	32,500.00	34,000.00
Other	04-100-431100-0000-45804	1,513.77	810.57	107.99	1,840.00	1,840.00
Dues & Subscriptions	04-100-431100-0000-45810	6,246.82	14,162.69	15,367.54	26,200.00	26,200.00
Materials & Supplies	04-100-431100-0000-46001	14,206.37	19,214.58	18,096.31	25,500.00	25,500.00
Computer & Technology Expenses	04-100-431100-0000-46005	14,297.95	6,629.83	11,064.16	13,000.00	13,000.00
Equipment	04-100-431100-0000-46006	12,618.65	49,519.41	55,714.54	102,826.00	124,900.00
Gas	04-100-431100-0000-46008	39,755.87	33,683.71	26,566.02	41,500.00	50,000.00
Vehicle Maintenance	04-100-431100-0000-46009	30,586.06	38,821.76	24,266.21	32,000.00	32,000.00
Radio & Equipment repairs	04-100-431100-0000-46010	1,509.00	1,910.75	4,288.35	2,000.00	2,000.00
Uniforms	04-100-431100-0000-46011	19,897.25	22,350.58	8,560.77	24,000.00	24,000.00

Tires	04-100-431100-0000-46016	4,937.29	3,930.00	4,119.72	5,000.00	5,000.00
COVID-19 Expenses	04-100-431100-0000-46018	-	267.39	265,105.48	-	24,530.00
ARPA Expenses	04-100-431100-0000-46019	-	-	-	-	-
Capital Outlay	04-100-431100-0000-48100	365,639.26	71,090.70	287,471.20	175,000.00	175,000.00
Total Police Department		2,395,225.67	2,302,335.84	2,690,990.71	2,837,237.00	3,211,899.00
FIRE DEPARTMENT						
State Pass Thru	04-100-432100-0000-45623	27,998.00	29,461.00	-	32,060.00	34,050.00
Annual Fuel Contribution	04-100-432300-0000-46008	13,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Capital Contribution	04-100-432300-0000-46008	-	-	-	19,000.00	19,000.00
Total Fire Department		40,998.00	44,461.00	15,000.00	66,060.00	68,050.00
E911 DISPATCH						
E911 Dispatch shared services	04-100-432300-0000-45614	161,954.95	204,439.67	320,936.00	350,596.00	424,106.00
Total E911 Dispatch		161,954.95	204,439.67	320,936.00	350,596.00	424,106.00
Total Public Safety		2,598,178.62	2,551,236.51	3,026,926.71	3,253,893.00	3,704,055.00

Town of Smithfield Parks & Recreation
Budget FY 2023

Parks and Recreation is a department that has grown quickly over the last 6 years. Originally our only property was the Smithfield (Conference) Center and now our Parks Department includes the Smithfield Center, Windsor Castle Park and Windsor Castle Events, the Luter Sports Complex and Clontz Park and handles scheduling of Special Events. We have 12 year round employees –9 are full time and 3 are part time. During the summer season, we will add 2 part time employees to take care of kayak rentals and grass cutting, which makes for a total of 14 Parks and Recreation employees.

Smithfield Center

Opened in 2000, this conference center has been the location for thousands of special occasions –weddings, birthdays, anniversaries as well as town meetings, senior citizen events and charity fundraisers. IN FY 22, event revenue is starting to return to totals we saw pre-pandemic. We changed the fee structure in FY 22, so revenues should continue to increase.

In FY23, we plan to change the front entry doors to automatic sliding doors, the outdoor deck from wood to composite and change the wallpaper on the large air walls. These improvements will a provide much needed updates to our oldest park facility.

Windsor Castle Events

Opened in 2020, Windsor Castle offers the interior of the beautifully restored Manor House and outdoor grounds for weddings, anniversaries and formal dinners. Revenue has been impressive for this venue, even with coming out of a pandemic. The surprise about the site is the rentals are mainly for the house itself, which means our average event size is around 50 guests. We initially assumed rentals would be for the grounds and house with guests counts around 150. This means an increase in the fees for the Manor House is needed this year. In FY 22, we paved the Manor House entry driveway so we could eliminate the gravel that was often tracked into the Manor House during events. This makes a very impressive entrance to events at the venue.

In FY 23 we plan to continue increasing event revenue, with the new position of Event Assistant, that assists the Site Manager, with the several events we have scheduled already for the upcoming year.

Windsor Castle Park

Opened in 2010, this park has 3 miles of walking trails, a fishing pier, kayak launch and rentals, children's natural play area and a dog park just to mention a few of the amenities. Over the last year, we have improved several trail areas that repeatedly washed out during heavy rains, as well as repaired the large slide. We also widened Jericho Road to improve traffic flow along this busy entry way to the park.

In FY 23, we plan to build a much needed maintenance building specifically for parks operations and storage of our equipment. We also plan resurface the entire trail system as many areas, after 12 years of heavy use, need attention.

Town of Smithfield Parks & Recreation
Budget FY 2023

Luter Sports Complex

Opened in fall 2018, this sports facility offers playing fields for all levels of baseball, softball, football and host to several large tournaments.

In FY23, we are looking forward to accomplishing many capital projects that will improve the complex for our local user groups as well as increase our chances for rental revenue. We plan to add lights to the football field and batting cages, construct a building at the football field that will house bathrooms, press box and concession stand. We also plan to construct a maintenance building that will house all of the specialized equipment it takes to maintain the beautiful sports fields.

Clontz Park

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

In FY 22, we completed paving of the entire parking lot at Clontz, which was a huge improvement from the gravel lot with no defined parking. As the weather warms up, Clontz Park sees considerable traffic from boaters and fishermen on most days of the week. Most weekends in the summer the parking lot is completely full.

In FY 23, we would like to make improvements to the pier itself, by removing the old gazebo and installing a ADA accessible pier over to the main boardwalk/fishing pier.

Special Events

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

We have already dipped our toe into getting back to having our annual special events. FY 23 should see our regular line up of events.

Town of Smithfield
FY2022 Operating Budget
GENERAL FUND EXPENDITURES

PARKS & RECREATION

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
Parks & Recreation						
Salaries and Wages	04-100-471100-0000-41100	$ 145,665.41	201,097.29	398,735.82	363,406.00	399,685.00
Salaries-PT	04-100-471100-0000-41110	-	-	-	52,438.00	75,173.00
Salaries-OT	04-100-471100-0000-41120	-	-	-	13,521.00	18,697.00
Fica & Medicare Benefits	04-100-471100-0000-42100	10,913.36	14,534.69	29,360.32	34,349.00	39,485.00
VSRS	04-100-471100-0000-42200	9,434.36	12,590.48	38,052.12	38,705.00	40,361.00
Disability	04-100-471100-0000-42210	118.35	356.98	743.28	794.00	900.00
Health	04-100-471100-0000-42300	21,256.72	39,952.30	73,314.28	80,618.00	91,877.00
Advertising	04-100-471100-0000-43600	20,615.03	23,010.50	-	-	-
Communications	04-100-471100-0000-45200	360.63	2,832.71	4,449.62	5,000.00	7,000.00
insurance	04-100-471100-0000-45300	4,109.74	4,836.00	4,256.04	5,640.00	6,280.00
Travel & Training	04-100-471100-0000-45500	2,706.54	1,474.41	733.00	3,000.00	3,000.00
Other	04-100-471100-0000-45804	360.00	481.00	216.63	600.00	600.00
Dues & Subscriptions	04-100-471100-0000-45810	531.00	562.31	1,197.34	2,000.00	6,000.00
Credit card processing expense	04-100-412100-0000-46002	-	-	-	-	5,000.00
Computer & Technology	04-100-471100-0000-46005	297.72	539.26	19.17	-	-
Fuel	04-100-471100-0000-46008	-	1,576.20	7,773.59	6,075.00	8,000.00
Uniforms	04-100-471100-0000-46011	2,770.93	2,558.64	2,482.98	3,000.00	3,000.00
COVID-19 Expenses	04-100-471100-0000-46018	-	15.74	-	-	-
Capital Outlay	04-100-471100-0000-48100	-	28,571.95	-	-	-
Total Parks & Recreation		$ 219,139.79	334,990.46	561,334.19	609,146.00	705,058.00

Smithfield Center

Salaries	04-100-412100-0000-41100	$ 145,282.99	149,363.63	-	-	-
Salaries-Part Time	04-100-412100-0000-41110	-	-	-	-	-
Salaries-OT	04-100-412100-0000-41120	-	-	-	-	-
FICA	04-100-412100-0000-42100	11,007.26	11,299.59	-	-	-
VSRS	04-100-412100-0000-42200	6,650.05	7,338.96	-	-	-
Disability	04-100-412100-0000-42210	139.08	117.59	-	-	-
Health	04-100-412100-0000-42300	21,436.98	22,717.04	-	-	-
Retail Sales & Use Tax	04-100-412100-0000-43100	544.69	295.57	47.37	800.00	800.00
Contracted Services	04-100-412100-0000-43320	15,704.16	18,851.89	19,154.44	20,000.00	20,000.00
Landscaping	04-100-412100-0000-43400	11,250.87	11,344.00	2,744.77	2,000.00	-
Advertising	04-100-412100-0000-43600	-	-	6,097.88	15,000.00	12,000.00
Kitchen Supplies	04-100-412100-0000-44000	2,186.12	2,349.47	6,611.26	3,000.00	3,000.00
Food Service & Beverage Supplies	04-100-412100-0000-44001	8,073.74	5,832.59	1,816.40	6,000.00	4,000.00
AV Supplies	04-100-412100-0000-44002	750.00	625.92	-	-	-
Utilities	04-100-412100-0000-45100	23,618.73	22,398.75	22,651.54	25,000.00	24,000.00
Communications	04-100-412100-0000-45200	20,960.51	22,427.24	13,431.75	16,000.00	12,000.00
Insurance	04-100-412100-0000-45300	2,615.74	5,136.00	4,887.96	5,995.00	6,680.00
Refund event deposits	04-100-412100-0000-45899	2,100.00	26,959.48	19,438.42	4,000.00	4,000.00
Office Supplies/Other Supplies	04-100-412100-0000-46001	1,549.93	2,791.87	2,525.09	3,000.00	3,000.00
Credit card processing expense	04-100-412100-0000-46002	4,877.23	4,560.52	3,995.09	5,000.00	-
Computer & technology expenses	04-100-412100-0000-46005	1,467.82	1,032.11	2,920.83	2,500.00	3,000.00
Equipment	04-100-412100-0000-46006	-	-	-	-	3,000.00
Repairs & Maintenance	04-100-412100-0000-46007	40,568.32	51,595.96	30,637.05	45,000.00	45,000.00
COVID-19 Expenses	04-100-412100-0000-46018	-	-	3,596.69	-	-
ARPA Expenses	04-100-412100-0000-46019	-	-	-	-	99,000.00
Capital Outlay	04-100-412100-0000-48100	19,829.33	-	-	-	1,000.00
Total Smithfield Center		$ 340,613.55	367,038.18	140,556.54	153,295.00	240,480.00

Windsor Castle Park

Salaries	04-100-471210-0000-41100	$ 27,152.03	19,115.62	-	-	-
Salaries-OT	04-100-471210-0000-41120	-	-	-	-	-
FICA	04-100-471210-0000-42100	2,040.40	1,412.84	-	-	-
VSRS	04-100-471210-0000-42200	1,280.94	817.91	-	-	-
Disability	04-100-471210-0000-42210	-	-	-	-	-
Health	04-100-471210-0000-42300	2,705.78	2,564.76	-	-	-
Landscaping	04-100-471210-0000-43105	30,087.38	33,218.72	500.00	3,000.00	-
Contracted Services	04-100-471210-0000-43300	6,775.00	7,029.83	8,141.34	8,000.00	15,000.00
Utilities	04-100-471210-0000-45100	279.50	3,519.57	1,406.83	800.00	1,100.00
Insurance	04-100-471210-0000-45300	9,745.28	9,216.00	9,437.52	9,955.00	11,088.00
Other	04-100-471210-0000-45804	40.00	-	-	-	-
Kayak Expense	04-100-471210-0000-45805	-	-	1,200.92	-	-
Office Supplies	04-100-471210-0000-46001	385.67	-	-	-	-
Equipment Expense	04-100-471210-0000-46006	-	26,485.22	8,564.17	7,000.00	10,000.00
Repairs & Maintenance	04-100-471210-0000-46007	54,308.12	39,786.11	35,234.25	45,000.00	50,000.00
COVID-19 Expenses	04-100-471210-0000-46018	-	-	430.77	-	-
ARPA	04-100-471210-0000-46019	-	-	-	-	302,500.00
Capital Outlay	04-100-471210-0000-48100	347,017.90	2,644,460.61	-	-	-
Total Windsor Castle Park		$ 481,818.00	2,787,627.19	64,915.80	73,755.00	389,688.00

Windsor Castle Manor House

Salaries	04-100-471220-0000-41100	$ -	17,222.24	-	-	-
Salaries-OT	04-100-471220-0000-41120	-	-	-	-	-
FICA	04-100-471220-0000-42100	-	1,306.57	-	-	-
VSRS	04-100-471220-0000-42200	-	930.75	-	-	-
Disability	04-100-471220-0000-42210	-	91.44	-	-	-
Health	04-100-471220-0000-42300	-	2,992.90	-	-	-
Contracted Services	04-100-471220-0000-43300	-	2,424.49	1,847.81	4,000.00	5,000.00
Advertising	04-100-471220-0000-43600	-	-	10,539.03	15,000.00	15,000.00
Food Service & Beverage Supplies	04-100-471220-0000-44001	-	-	509.83	1,000.00	1,000.00
Utilities	04-100-471220-0000-45100	-	424.18	5,282.19	9,400.00	6,000.00
Communications	04-100-471220-0000-45200	-	1,935.69	2,880.62	3,000.00	3,500.00
Insurance	04-100-471220-0000-45300	-	3,716.00	4,694.28	5,400.00	6,020.00
Refund event deposits	04-100-471220-0000-45899	-	166.08	1,200.00	4,000.00	4,000.00
Office Supplies/Other Supplies	04-100-471220-0000-46001	-	188.84	2,049.72	1,000.00	1,000.00
Computer & Technology	04-100-471220-0000-46005	-	-	359.44	1,000.00	1,000.00
Repairs & maintenance	04-100-471220-0000-46007	-	-	4,079.92	10,000.00	10,000.00

COVID-19 Expenses	04-100-471220-0000-46018		-	-	1,144.20		-
Total Windsor Castle Manor House		$	-	31,399.18	34,587.04	53,800.00	52,520.00
Luter Sports Complex							
Professional Services	04-100-471300-0000-43152	$	-	-	92,052.70	-	-
Contracted Services	04-100-471300-0000-43300		2,804.15	18,938.72	5,261.00	5,000.00	5,500.00
Advertising	04-100-471300-0000-43600		-	-	-	-	-
Utilities	04-100-471300-0000-45100		10,545.77	8,378.31	9,642.60	11,000.00	11,000.00
Communications	04-100-471300-0000-45200		2,330.88	221.41	1,409.13	2,000.00	2,000.00
Insurance	04-100-471300-0000-45300		1,494.00	8,000.00	8,272.64	9,330.00	10,395.00
Office Supplies/Other Supplies	04-100-471300-0000-46001		-		438.47	500.00	500.00
Computer & Technology	04-100-471300-0000-46005		-		816.38	1,000.00	500.00
Structures & Equipment Expense	04-100-471300-0000-46006		-	10,556.09	99.98	7,500.00	10,000.00
Repairs & Maintenance	04-100-471300-0000-46007		55,702.54	57,343.18	59,672.47	45,000.00	75,628.00
COVID-19 Expenses	04-100-471300-0000-46018		-	-	2,823.46	-	-
ARPA Capital	04-100-471300-0000-46019						517,500.00
Capital Outlay	04-100-471300-0000-48100		238,050.37	-	-	-	-
Total Luter Sports Complex		$	310,927.71	103,437.71	180,488.83	81,330.00	633,023.00
Miscellaneous							
Contributions-WCP	04-100-471200-0000-45653		500,000.00	250,000.00	-	-	-
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100		1,035,081.27	76,994.18	7,621.29	3,132.00	3,200.00
Clontz Park ARPA	04-100-471311-0000-46019		-	-	-	-	-
Jersey Park Playground	04-100-471313-0000-43345		12,546.67	3,942.00	16,860.00	3,000.00	3,000.00
Pinewood Playground	04-100-471314-0000-43346		153.82	-	-	-	-
Cypress Creek No Wake zone	04-100-471340-0000-43347		-	63.07	(63.07)	-	1,000.00
Haydens Lane Maintenance	04-100-471315-0000-43348		151.68	1,024.31	552.80	1,000.00	1,000.00
Veterans War Memorial	04-100-471316-0000-43349		2,576.86	2,769.48	578.11	3,000.00	3,000.00
Fireworks	04-100-471390-0000-43344		-	-	7,500.00	15,000.00	17,500.00
Total Other Parks & Recreation			1,550,510.30	334,793.04	33,049.13	25,132.00	28,700.00
TOTAL PARKS & RECREATION			**2,903,009.35**	**3,959,285.76**	**1,014,931.53**	**996,458.00**	**2,049,469.00**

Museum

Overview

- The museum opened in 1976 and is located at 103 Main Street in Smithfield.
- The museum is open every day and staffed by a full-time director, a full-time curator and four part-time docents. The Town's custodian cleans the building.
- The department currently operates as a hybrid department for both the Town of Smithfield and Isle of Wight County.
  - Staff reports to the Town of the Smithfield.
  - Isle of Wight County maintains ownership of the museum's building and collection. The County has responsibility for the department's HVAC, structural repair and IT functions.
  - Staff has responsibilities to both the Town and the County.
- The Isle of Wight County Museum Foundation, a non-profit organization, supports a number of the museum's initiatives such as new exhibit construction.
- Average Annual Stats
  - 8,000 visitors
  - 100+ special events, tours and outreach programs
  - 1,500+ volunteer hours

Responsibilities

- **Isle of Wight County Museum**. Oversight and documentation of the collection (20,000+ items) and those tasks pertinent to the museum's daily operation: welcoming and engaging with guests and visitors, exhibits, research, signage, publications, video series and conservation.
- **Isle of Wight County Museum Gift Shop.** Stocking and selling of books, apparel, postcards and other merchandise.
- **Promotion, Advertising, Website Development, Social Media and Public Relations**.
- **Education.** Development of programming for all ages to include lectures, programs, guided tours, livestreaming events, organizational retreats and online websites.
- **Other sites**. Interpretation, education, programming, exhibit development, artifact cataloguing and conservation, promotion and further research of these historic sites:
  - Windsor Castle

    - Nike-Carrollton Park
    - Fort Huger
    - Fort Boykin
    - Boykin's Tavern
    - Ivy Hill Cemetery (partnership)
- **Town and County Interaction**. Provide support and assistance to all other Town and County departments.

2022-2023 Goals

- The museum's basement floor needs to be repaired and/or replaced with textured epoxy or equivalent.
- Museum improvements to include colonial history exhibit, crops of Isle of Wight County exhibit and rotating Local Treasures exhibit.
- Develop plans (based on the interpretive plan written August 2019) for restoration and/or project funding of Nike-Ajax missile at Nike-Carrollton Park.
- Return of and the interpretation of the British Phone Box to Main Street.
- Write and design book project featuring the holiday season: *Isle Be Home for the Holidays.*
- Create a plan to overhaul the department's website.

Continuous Goals

- Organization and improvement of the museum's collection databases.
- Continuous community engagement, educational outreach through programming and local history programming.
- Expand all social media campaigns to include multiple platforms as well as video productions in order to expand our brand awareness and drive interaction.
- Produce regular video segments on local history.
- Host numerous special and educational events throughout the year.
- Work with local schools to augment their curriculum goals.

- Work with Isle of Wight County to assist with signage, interpretation and programming on various projects and sites including Boykin's Tavern, Isle of Wight County Courthouse Complex, Fort Boykin, Fort Huger and Nike-Carrollton Park.
- Work with Ivy Hill Cemetery on programming, events and interpretation.

Town of Smithfield
FY2022 Operating Budget
GENERAL FUND EXPENDITURES

MUSEUM

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
Salaries	04-100-472200-0000-41100	$ 129,649.45	133,265.41	121,869.48	103,008.00	113,443.00
Salaries-Part Time	04-100-472200-0000-41110	-	-	-	30,160.00	43,163.00
FICA	04-100-472200-0000-42100	9,916.40	10,186.47	8,819.61	10,653.00	12,529.00
VSRS	04-100-472200-0000-42200	6,978.60	7,188.00	10,465.99	10,875.00	11,402.00
Disability	04-100-472200-0000-42210	-	-	164.60	215.00	229.00
Health	04-100-472200-0000-42300	6,905.64	7,182.96	17,533.51	24,193.00	16,477.00
Operating expenses						
Contracted services	04-100-472200-0000-43300	2,976.89	3,558.34	3,864.30	3,400.00	3,400.00
Advertisinig	04-100-472200-0000-43600	39.99	538.23	306.92	1,000.00	1,000.00
Communications	04-100-472200-0000-45200	551.46	606.60	670.14	725.00	725.00
Insurance	04-100-472200-0000-45300	80.84	2,020.00	1,562.40	2,180.00	2,430.00
Travel/Training	04-100-472200-0000-45500	94.08	37.46	267.90	400.00	400.00
Dues & Subscriptions	04-100-472200-0000-45810	204.00	241.99	444.58	800.00	800.00
Supplies	04-100-472200-0000-46001	8,481.57	7,572.92	7,626.07	7,500.00	8,000.00
Computer and Technology	04-100-472200-0000-46005	142.24	168.53	718.78	540.00	540.00
COVID-19 Expenses	04-100-472200-0000-46018	-	50.00	447.24		
Gift Shop-to be funded by gift shop proceeds		-				
Sales & Use Tax	04-100-472200-0000-43100	314.62	684.53	468.97	775.00	1,000.00
Credit card processing fees	04-100-472200-0000-46002	596.72	830.61	396.21	800.00	800.00
Gift Shop expenses	04-100-472200-0000-46014	11,960.78	7,141.64	3,604.60	7,000.00	7,500.00
Total Museum		$ 178,893.28	181,273.69	179,231.30	204,224.00	223,838.00
Museum Contributions						
Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	$ 10,951.28	$ (1,329.60)	$ 11,000.00	$ 11,000.00	$ 11,000.00
Total Museum Contributions		$ 10,951.28	$ (1,329.60)	$ 11,000.00	$ 11,000.00	$ 11,000.00
TOTAL MUSEUM		$ 189,844.56	$ 179,944.09	$ 190,231.30	$ 215,224.00	$ 234,838.00

Community Development and Planning

Although the newest created department in Town, the Community Development & Planning Department is responsible for constant monitoring and enforcement of the Smithfield Zoning Ordinance and Subdivision Ordinance. This Department has currently provided a revised draft of the 2009 Comprehensive Plan, which will be coming before Planning Commission as a public hearing item for recommendation to the Town Council, on Tuesday, May 10th, 2022. In addition to implementing the above ordinances, this Department also reviews and decides on all administrative zoning permit applications and waivers, as well as reviews, processes, and produces recommendations to applicable Boards and Commissions on all applications that cannot be decided administratively (the Board of Historic & Architectural Review (BHAR), the Board of Zoning Appeals (BZA), the Planning Commission, and/or the Town Council).

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

Finally, this Department strives to achieve greatness in developing the Community, throughout Town limits. Most notably is the recent grant application to the Virginia Walkability Action Institute, which Town staff have endeavored to obtain potential funding to make the Town more walkable from the Luter Sports Complex and Westside Elementary School to Isle of Wight County's new shared use path, on Battery Park Road.

Town of Smithfield
FY2022 Operating Budget
GENERAL FUND EXPENDITURES

Community Development & Planning

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
Administration						
Salaries	04-100-481100-0000-41100	$ -	-	-	161,620.00	178,697.00
Salaries-OT	04-100-441300-0000-41120	-	-	-	-	1,554.00
FICA	04-100-441300-0000-42100	-	-	-	12,930.00	14,420.00
VSRS	04-100-441300-0000-42200	-	-	-	17,150.00	17,852.00
Disability	04-100-441300-0000-42210	-	-	-	35.00	74.00
Health	04-100-441300-0000-42300	-	-	-	14,569.00	16,850.00
GIS	04-100-441300-0000-43001	-	-	-	400.00	3,000.00
Site Plan Review	04-100-441300-0000-43141	-	-	-	1,500.00	6,000.00
Professional Services	04-100-441300-0000-43152	-	-	-	50,000.00	60,000.00
Shared Services-IOW Inspection Services	04-100-441300-0000-43143	-	-	-	-	-
Contractual	04-100-441300-0000-43320	-	-	-	4,250.00	6,000.00
Communications	04-100-441300-0000-45200	-	-	-	6,000.00	6,000.00
Insurance	04-100-441300-0000-45300	-	-	-	5,070.00	5,650.00
Travel & Training	04-100-441300-0000-45500	-	-	-	4,500.00	5,000.00
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	-	-	-	1,250.00	-
Accreditation	04-100-441300-0000-45521	-	-	-	-	-
Hampton Roads Planning District Commission	04-100-432302-0000-45621	-	-	-	5,339.00	-
Other	04-100-441300-0000-45804	-	-	-	1,000.00	1,000.00
Dues & Subscriptions	04-100-441300-0000-45810	-	-	-	2,025.00	2,025.00
Materials & Supplies	04-100-441300-0000-46001	-	-	-	3,000.00	4,250.00
Repairs & Maintenance	04-100-441300-0000-46007	-	-	-	7,500.00	1,200.00
Gas	04-100-441300-0000-46008	-	-	-	4,500.00	5,000.00
Uniforms	04-100-441300-0000-46011	-	-	-	-	-
COVID-19 Expenses	04-100-441300-0000-46018	-	-	-	-	-
Capital Expenditures	04-100-441300-0000-48100	-	-	-	-	-
Total Community Development & Planning Administration		$ -	-	-	302,638.00	334,572.00
Pinewood Heights Project						
Project Expenditures						
Pinewood Heights-Phase II	04-100-432315-0000-42701-misc			28,000.00	-	-
Pinewood Heights-Phase III	04-100-432315-0000-42701-misc			-	-	-
Pinewood Heights Phase IV	04-100-432315-0000-42701-misc			938,862.00	-	-
Pinewood Heights Phase IV Capital Outlay	04-100-432315-0000-42701-48100			60,000.00	50,000.00	-
Total Pinewood Heights-All Phases		299,143.66	1,088,900.73	1,026,862.00	50,000.00	-

Community Development-Other						
Hampton Roads Planning District Commission	04-100-432302-0000-45621	10,019.00	10,708.00	11,000.00	12,125.00	11,276.00
Tourism Bureau	04-100-432302-0000-45607	256,171.50	237,396.00	273,543.00	280,000.00	280,000.00
Chamber of Commerce	04-100-432302-0000-45609	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Total Community Development Other		272,190.50	254,104.00	290,543.00	298,125.00	297,276.00
Total Community Planning & Development		$ 571,334.16	$ 1,343,004.73	$ 1,317,405.00	$ 650,763.00	$ 631,848.00

Public Works

Below please find the budget narrative to accompany the requested 2022-2023 operating budget for the Public Works portion of the General Fund, including Highway funds allocated from the Virginia Department of Transportation.

The Town's Public Works and Utilities department uses general funds to fund not only the operation, but also all maintenance, including the debt service of the system. Staff are responsible for the operation, maintenance, and repair of all 15 Town owned buildings, grounds, parking lots, and streetlights, across Town limits. Additionally, through funds allocated from VDOT or Highway funds, staff maintains and repairs all 65 miles of the Town's stormwater infrastructure, roads, and sidewalks. Essentially all roads in Town limits are maintained by staff except for Church St., Main St., and the Route 10 bypass.

With a staff of 22 full time employees, 19 divide their time between General Fund, Water Fund, Sewer Fund, and Highway Fund operations, while the additional 3 full time employees are primarily dedicated Water Fund operations. As part of the required maintenance, the Town utilizes a staff of 22 full time employees, which are required to divide time amongst various funds accordingly, to ensure the responsible maintenance of all the Town's physical and fixed Public Works related assets. Consequently, the Town's Public Works and Utility employees carefully schedule required work to ensure that General Fund public works activities get accomplished on time while, concurrently, ensuring the safe and efficient operation of the Town's Public Works systems.

Town of Smithfield
FY2022 Operating Budget
GENERAL FUND EXPENDITURES

Public Works (formerly Planning, Engineering, & Public Works)

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
Salaries	04-100-441300-0000-41100	203,403.62	221,034.19	272,932.98	122,325.00	130,848.00
Salaries-OT (includes special events)	04-100-441300-0000-41120	-	-	-	8,443.00	7,844.00
FICA	04-100-441300-0000-42100	15,275.49	16,594.22	20,495.73	10,461.00	11,096.00
VSRS	04-100-441300-0000-42200	11,971.36	17,331.79	25,978.79	13,047.00	13,145.00
Disability	04-100-441300-0000-42210	2,292.19	2,308.53	2,329.83	266.00	266.00
Health	04-100-441300-0000-42300	25,154.50	35,933.70	26,539.82	21,485.00	25,241.00
GIS	04-100-441300-0000-43001	414.68	-	-	1,100.00	3,500.00
Site Plan Review	04-100-441300-0000-43141	2,602.50	4,050.00	5,479.50	1,500.00	3,500.00
Professional Services	04-100-441300-0000-43152	-	8,099.50	28,827.50	25,000.00	35,000.00
Shared Services-IOW Inspection Services	04-100-441300-0000-43143	-		-	-	-
Contractual	04-100-441300-0000-43320	6,662.61	6,299.10	10,087.01	4,250.00	6,500.00
Trash Collection	04-100-441300-0000-43330	217,432.33	219,637.01	232,821.85	253,776.00	265,000.00
Recycling	04-100-441300-0000-43340	133,370.12	132,762.46	66,440.90	3,500.00	-
Street Lights	04-100-441300-0000-45101	1,216.82	1,112.06	1,226.28	2,500.00	2,500.00
Communications	04-100-441300-0000-45200	10,118.71	10,790.00	10,755.08	6,000.00	8,000.00
Insurance	04-100-441300-0000-45300	7,897.20	8,692.00	8,383.80	5,070.00	5,650.00
Travel & Training	04-100-441300-0000-45500	2,593.31	1,163.68	4,162.49	4,500.00	4,500.00
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	1,086.59	738.03	3,185.49	1,250.00	1,250.00
Accreditation	04-100-441300-0000-45521	1,216.81	-	-	-	15,000.00
Other	04-100-441300-0000-45804	7,173.63	817.06	1,440.82	1,375.00	2,500.00
Dues & Subscriptions	04-100-441300-0000-45810	1,445.67	1,149.00	2,409.28	2,025.00	2,050.00
Materials & Supplies	04-100-441300-0000-46001	2,134.06	8,251.02	3,115.02	4,500.00	5,000.00
Computer & Technology	04-100-441300-0000-46005	-	-	-	-	5,000.00
Repairs & Maintenance	04-100-441300-0000-46007	8,035.01	5,819.75	9,420.23	7,500.00	7,500.00
Gas	04-100-441300-0000-46008	7,160.76	8,444.14	7,797.72	4,500.00	5,500.00
Uniforms	04-100-441300-0000-46011	903.44	997.39	808.30	2,700.00	4,000.00
Litter Control Grant Expense	04-100-441300-0000-46012	827.79	1,946.95	1,762.38	3,132.00	3,000.00
COVID-19 Expenses	04-100-441300-0000-46018	-	160.71	1,293.52	-	-
ARPA Expenses	04-100-441300-0000-46019	-	-	-	-	850,000.00
Capital Expenditures	04-100-441300-0000-48100	155,960.57	949,618.62	190,252.76	1,052,912.00	232,000.00
Total Public Works		826,349.77	1,663,750.91	937,947.08	1,563,117.00	1,655,390.00

Miscellaneous Public Works						
Waterworks Dam -professional fees	04-100-471350-0000-43152	33,134.95	17,353.18	63,767.73	125,000.00	125,000.00
Waterworks Dam-(decomission?)						-
Total Miscellaneous Public Works		33,134.95	17,353.18	63,767.73	125,000.00	125,000.00
Total Public Works Expenses		859,484.72	1,681,104.09	1,001,714.81	1,688,117.00	1,780,390.00

Town of Smithfield
FY2022 Operating Budget
GENERAL FUND EXPENDITURES

Public Buildings

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
Salaries-Part Time	04-100-443200-0000-41110	28,269.35	29,600.08	28,685.71	32,287.00	37,120.00
FICA	04-100-443200-0000-42100	2,182.05	2,278.29	2,212.86	2,583.00	2,970.00
Professional Services	04-100-443200-0000-43152	-	17,625.00	-	25,000.00	25,000.00
Contractual	04-100-443200-0000-43300	16,342.52	19,421.18	14,418.38	25,000.00	40,000.00
Utilities	04-100-443200-0000-45100	45,874.07	42,907.89	43,219.61	50,000.00	60,000.00
Communications	04-100-443200-0000-45200	1,736.28	1,584.47	1,933.73	2,200.00	2,200.00
Insurance	04-100-443200-0000-45300	9,877.88	9,800.00	10,051.24	12,000.00	13,370.00
Other	04-100-443200-0000-45804	92.04	624.69	418.47	500.00	500.00
Materials & Supplies	04-100-443200-0000-46001	2,374.43	592.33	384.26	2,500.00	2,500.00
Computer & Technology	04-100-443200-0000-46005	-	31,730.93	34,744.30	30,000.00	40,000.00
Equipment Expense	04-100-443200-0000-46006	-	-	3,509.45	-	
Repairs & Maintenance	04-100-443200-0000-46007	40,009.44	69,746.80	49,628.59	160,000.00	178,344.00
COVID-19 Expenses	04-100-443200-0000-46018	-	5,526.96	158,465.23	-	-
ARPA expenses	04-100-443200-0000-46019	-	-	-	-	-
Capital Expenditures	04-100-443200-0000-48100	6,346.00	427,511.78	-	-	400,000.00
Total Public Buildings		153,104.06	658,950.40	347,671.83	342,070.00	802,004.00

Contributions

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

Town of Smithfield
FY2023 Operating Budget
GENERAL FUND EXPENDITURES

Contributions

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
Parks, Recreation, and Cultural						
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
Farmers Market	04-100-432301-0000-45617	3,000.00	3,000.00	3,800.00	3,000.00	3,000.00
Friends of the Library	04-100-473100-0000-45605	5,230.00	4,500.00	-	3,550.00	3,627.00
Total Cultural Contributions		17,230.00	16,500.00	12,800.00	15,550.00	15,627.00
Contributions-Community Development						
Smithfield CHIP program	04-100-432301-0000-43354	4,595.62	206.90	686.00	-	-
YMCA Projects	04-100-432302-0000-45603	50,000.00	50,000.00	50,000.00	-	-
Genieve Shelter	04-100-432302-0000-45606	7,920.00	7,920.00	7,920.00	7,920.00	10,500.00
TRIAD	04-100-432302-0000-45611	1,650.00	1,650.00	-	1,650.00	1,650.00
Christian Outreach	04-100-432302-0000-45620	12,650.00	12,650.00	25,000.00	12,650.00	12,650.00
Western Tidewater Free Clinic	04-100-432302-0000-45632	40,700.00	40,560.00	45,791.00	23,000.00	35,100.00
Old Courthouse Contribution	04-100-472500-0000-45613	4,400.00	4,400.00	4,400.00	4,400.00	5,000.00
Total Contributions-Community Development		121,915.62	117,386.90	133,797.00	49,620.00	64,900.00
TOTAL CONTRIBUTIONS		139,145.62	133,886.90	146,597.00	65,170.00	80,527.00

Town of Smithfield
FY2022 Operating Budget
GENERAL FUND EXPENDITURES

Non-Departmental

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
OPERATING/CAPITAL RESERVE						
Appropriation to Reserves		-	173,448.86	1,789,960.78	-	-
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	22,560.08	106,156.44	63,603.22	67,570.00	79,028.00
TOTAL NON DEPARTMENTAL		22,560.08	279,605.30	1,853,564.00	67,570.00	79,028.00

Water Fund

Below please find the budget narrative to accompany the requested 2022-2023 operating budget for the Water Fund. According to fiscal projections, during the 2022-2023 fiscal year, the General Fund will not directly or indirectly subsidize this fund.

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

As part of the required maintenance, the Town utilizes a staff of 22 full time employees, which are required to divide time amongst various funds accordingly, to ensure the responsible maintenance of all the Town's physical and fixed water related assets. A total of nineteen (19) full time staff divides their time between General Fund, Water Fund, Sewer Fund, and Highway Fund operations, while the additional three (3) full time employees are primarily dedicated Water Fund operations. Consequently, the Town's Public Works employees carefully schedule required work to ensure that General Fund public works and utility activities are accomplished on time while, concurrently, ensuring the safe and efficient operation of the Town's water system.

This budget contains a .20c increase to a create a water rate of $6.75 per 1,000 gallons.

Town of Smithfield
FY2023 Operating Budget
WATER FUND

WATER FUND

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
WATER REVENUES						
Water Sales	03-005-342060-0000-31101	1,401,473.42	1,449,120.33	1,517,330.38	1,478,852.00	1,562,975.00
Debt Service Revenue	03-005-342060-0000-31109	252,179.42	255,276.32	257,094.32	257,000.00	259,400.00
Availability Fees	03-005-342060-0000-31102	173,320.08	75,660.00	160,480.00	122,400.00	163,200.00
Connection fees	03-005-342060-0000-31104	38,980.00	17,700.00	38,940.00	29,700.00	39,600.00
Application Fees	03-005-342060-0000-31106	10,022.00	9,162.50	9,178.00	10,000.00	10,000.00
Interest Revenue	03-005-342060-0000-31501	42,460.83	30,377.71	5,829.08	6,500.00	6,500.00
ARPA Revenue		-	-			750,000.00
Contributions from IOW	03-005-342060-0000-31628	-	-	-	87,500.00	-
Appropriated fund balance for budget-reserves	n/a		343,852.65	877,620.32	1,063,398.00	993,633.00
Total Water Revenues		1,964,465.83	2,186,179.29	3,520,669.73	3,055,350.00	3,785,308.00

WATER FUND

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
WATER EXPENSES						
Salaries	04-005-442060-0000-41100	406,199.73	413,805.50	410,468.86	411,391.00	465,892.00
FICA	04-005-442060-0000-42100	29,981.20	30,115.02	30,341.73	32,911.00	37,272.00
VSRS	04-005-442060-0000-42200	17,475.08	37,119.49	67,890.39	39,151.00	41,817.00
Health	04-005-442060-0000-42300	57,697.44	53,931.52	57,955.30	61,719.00	86,644.00
Audit	04-005-442060-0000-43120	6,500.00	6,625.00	7,062.50	7,500.00	7,500.00
Legal	04-005-442060-0000-43150	8,334.19	7,983.64	5,943.43	10,000.00	10,000.00
Professional Services	04-005-442060-0000-43152	6,347.58	7,023.36	23,822.49	32,000.00	32,000.00
Contractual	04-005-442060-0000-43320	7,278.38	8,316.38	9,021.40	15,000.00	15,000.00
Regional Water Supply Study	04-005-442060-0000-43998	4,458.00	3,926.00	4,172.00	4,223.00	4,283.00
Data Processing	04-005-442060-0000-44100	12,528.35	14,185.81	13,226.76	15,000.00	15,000.00
Utilities	04-005-442060-0000-45100	2,801.94	1,930.44	2,028.57	3,000.00	3,000.00
Communications	04-005-442060-0000-45200	10,953.22	10,039.56	11,413.99	11,500.00	12,000.00
Insurance	04-005-442060-0000-45300	28,300.04	31,132.00	30,728.60	36,315.00	40,000.00
Materials & Supplies	04-005-442060-0000-45400	64,872.16	71,597.64	73,296.92	135,000.00	150,000.00
Travel and Training	04-005-442060-0000-45500	3,408.55	2,267.84	(51.99)	5,000.00	5,000.00
Other Expense	04-005-442060-0000-45804	10,353.54	9,309.39	9,960.06	15,000.00	15,000.00
Dues & Subscriptions	04-005-442060-0000-45810	877.59	1,116.82	1,655.00	1,500.00	2,000.00
Bank service charges-credit card fees	04-005-442060-0000-45813	1,211.02	1,272.88	925.40	1,200.00	1,200.00
Equipment Expense	04-005-442060-0000-46006	-	-	1,598.03	4,000.00	4,000.00
Maintenance & Repairs	04-005-442060-0000-46007	9,832.18	43,061.08	27,117.59	40,000.00	75,000.00
Fuel	04-005-442060-0000-46008	15,694.57	9,234.43	11,498.65	17,000.00	20,000.00
Vehicle Maintenance	04-005-442060-0000-46009	2,623.56	3,192.86	5,559.41	3,500.00	4,000.00
Uniforms	04-005-442060-0000-46011	3,042.19	3,722.85	3,294.81	3,400.00	4,000.00
ARPA Capital	04-005-442060-0000-46018					750,000.00
RO Annual costs						
Contract Services	04-005-442061-0000-43300	801.00	4,334.00	4,377.25	10,000.00	15,000.00
Power	04-005-442061-0000-45100	100,157.34	107,125.46	100,495.82	110,000.00	115,000.00
HRSD	04-005-442061-0000-45102	258,402.60	310,526.48	310,905.94	353,160.00	375,000.00
Communication	04-005-442061-0000-45200	9,218.61	9,648.43	9,234.11	9,300.00	10,000.00
Supplies	04-005-442061-0000-45400	22,221.27	29,342.59	17,058.17	30,000.00	30,200.00
Chemicals	04-005-442061-0000-45413	68,800.52	71,220.77	72,370.47	75,000.00	100,000.00
Travel and training	04-005-442061-0000-45500	1,020.30	679.20	292.01	4,000.00	4,000.00
Miscellaneous	04-005-442061-0000-45804	-	1,228.00	204.58	-	500.00
Dues & Subscriptions	04-005-442061-0000-45810	1,542.20	75.49	1,468.00	1,600.00	2,000.00
Maintenance and Repairs	04-005-442061-0000-46007	26,098.48	44,978.03	98,471.65	85,000.00	90,000.00
Vehicle Maintenance	04-005-442061-0000-46009	1,268.34	3,027.33	924.67	3,500.00	3,000.00
Debt Service	04-005-442060-0000-49000	286,543.35	288,706.05	315,258.84	196,045.00	330,000.00
Depreciation Expense	04-005-442060-0000-49102	353,579.61	347,845.66	366,246.94	427,435.00	450,000.00
Capital Expenditures	balance sheet	53,031.00	52,790.00	719,620.38	845,000.00	460,000.00
Total Water Expenditures		1,964,465.83	2,186,179.29	3,520,669.73	3,055,350.00	3,785,308.00

Sewer Fund

Below please find the budget narrative to accompany the requested 2022-2023 operating budget for the Sewer Fund. According to fiscal projections, during the 2022-2023 fiscal year, the General Fund will not directly or indirectly subsidize this fund.

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

As part of the required maintenance, the Town utilizes a staff of 22 full time employees, which are required to divide time amongst various funds accordingly, to ensure the responsible maintenance of all the Town's physical and fixed sewer related assets. A total of nineteen (19) full time staff divides their time between General Fund, Water Fund, Sewer Fund, and Highway Fund operations, while the additional three (3) full time employees are primarily dedicated Water Fund operations. Consequently, the Town's Public Works employees carefully schedule required work to ensure that General Fund public works and utility activities get accomplished on time while, concurrently, ensuring the safe and efficient operation of the Town's wastewater system.

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

This budget maintains the current water rate of $3.50 per 1,000 gallons.

Town of Smithfield
FY2023 Operating Budget
SEWER FUND

SEWER FUND

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
SEWER REVENUES						
Sewer Charges	03-004-342070-0000-31101	662,514.23	680,299.22	725,108.99	707,401.00	730,000.00
Availability Fees	03-004-342070-0000-31102	269,579.80	113,720.00	247,200.00	185,400.00	247,200.00
Connection fees	03-004-342070-0000-31104	100,410.04	43,500.00	94,800.00	71,100.00	94,800.00
Interest Revenue	03-004-342070-0000-31501	16,547.38	10,867.27	6,820.68	7,000.00	7,000.00
Sewer Compliance Fee	03-004-342070-0000-31608	395,814.65	401,391.34	404,987.21	405,270.00	408,125.00
ARPA Funding	03-004-342070-0000-31619					305,000.00
Appropriated fund balance for budget	Balance Sheet	5,618.24	94,851.56	538,848.89	585,059.00	793,010.00
Total Sewer Revenue		1,501,374.44	1,375,977.12	2,591,565.08	1,961,230.00	2,585,135.00

SEWER FUND

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget
SEWER EXPENSES						
Salaries	04-004-442070-0000-41100	232,418.24	257,070.54	260,328.63	269,863.00	319,944.00
FICA	04-004-442070-0000-42100	17,313.20	18,649.55	19,241.84	21,589.00	25,596.00
VSRS	04-004-442070-0000-42200	(3,427.05)	40,012.86	48,709.17	26,973.00	29,858.00
Health	04-004-442070-0000-42300	31,180.86	32,416.80	36,171.19	36,023.00	51,007.00
VAC Truck Repairs & Maintenance	04-004-442070-0000-43107	6,197.30	5,384.65	6,618.14	7,500.00	5,000.00
Audit	04-004-442070-0000-43120	6,500.00	6,625.00	7,062.50	7,500.00	7,500.00
Legal	04-004-442070-0000-43150	8,402.94	7,983.64	5,462.19	10,000.00	10,000.00
Professional Fees	04-004-442070-0000-43152	10,315.00	14,519.64	7,863.13	30,000.00	40,000.00
Contractual	04-004-442070-0000-43300,43320	3,413.54	4,014.29	4,644.80	4,000.00	4,500.00
HRPDC sewer programs	04-004-442070-0000-43997	838.00	835.00	801.00	737.00	780.00
Data Processing	04-004-442070-0000-44100	12,528.35	14,185.81	13,226.76	15,000.00	15,000.00
Utilities	04-004-442070-0000-45100	43,100.61	39,549.43	41,310.38	45,000.00	50,000.00
Communications	04-004-442070-0000-45200	10,434.12	9,821.97	10,608.29	12,000.00	13,000.00
SCADA Expenses	04-004-442070-0000-45204	4,330.88	(176.71)	1,674.00	15,000.00	15,000.00
Insurance	04-004-442070-0000-45300	14,385.28	15,824.00	15,523.04	18,500.00	19,000.00
Materials & Supplies	04-004-442070-0000-45400	30,240.35	41,992.54	23,144.14	55,000.00	65,000.00
Travel & Training	04-004-442070-0000-45500	84.31	150.00	183.01	5,000.00	5,000.00
Miscellaneous	04-004-442070-0000-45804	1,069.11	149.64	150.81	1,200.00	1,200.00
Dues & Subscriptions	04-004-442070-0000-45810	166.17	210.98	125.00	200.00	200.00
Bank charges	04-004-442070-0000-45813	30.00	-	-	30.00	50.00
Equipment Expense	04-004-442070-0000-46006	-	-	1,598.03	52,500.00	60,000.00
Maintenance & Repairs	04-004-442070-0000-46007	87,723.53	113,623.59	91,249.34	175,000.00	175,000.00
Fuel	04-004-442070-0000-46008	7,755.39	5,732.56	7,037.27	10,000.00	15,000.00
Vehicle Maintenance	04-004-442070-0000-46009	2,816.93	3,608.16	6,384.39	4,000.00	5,000.00
Uniforms	04-004-442070-0000-46011	2,458.42	2,501.84	2,531.30	2,900.00	3,500.00
Pump Replacement & Conditioning	04-004-442070-0000-46015	-	61,002.98	88,443.84	150,000.00	150,000.00
ARPA	04-004-442070-0000-46019					305,000.00
Debt Service	04-004-442070-0000-49000	107,649.23	106,109.53	111,535.22	219,350.00	250,000.00
Depreciation Expense	04-004-442070-0000-49102	366,443.27	364,445.11	370,667.33	391,365.00	400,000.00
Capital Expenditures	balance sheet	495,960.78	209,733.72	1,379,994.48	375,000.00	544,000.00
Total Sewer Expenditures		1,501,374.44	1,375,977.12	2,591,565.08	1,961,230.00	2,585,135.00

<u>Highway Fund</u>

This is the 2022-2023 operating budget for the Highway Fund.

The Town of Smithfield is tasked with maintaining a majority of the roadways within the Town limits. The Town receives funding from the Commonwealth of Virginia to carry out this work.

The Town works closely with VDOT as well as outside contractors to ensure that the roadways within the Town limits are maintained in a satisfactory condition.

Town of Smithfield
FY2023 Operating Budget
HIGHWAY FUND

Highway

	MUNIS ACCOUNT NUMBER	FY 2021-22 Budget	FY 2022-23 Budget
HIGHWAY REVENUES			
Interest Income	**03-204-341200-0000-31501**	250.00	250.00
Insurance Recoveries	**03-204-341200-0000-31603**	-	-
Revenue - Commwlth of VA	**03-204-341200-0000-34060**	1,289,244.00	1,311,487.00
Carryforward from prior years	N/A	-	-
Total Highway Fund Revenue		1,289,494.00	1,311,737.00

	MUNIS ACCOUNT NUMBER	FY 2021-22 Budget	FY 2022-23 Budget
HIGHWAY EXPENSES			
Salaries	04-204-441200-0000-41100	345,875.00	456,388.00
FICA	04-204-441200-0000-42100	27,670.00	36,512.00
VSRS	04-204-441200-0000-42200	35,093.00	44,208.00
Health	04-204-441200-0000-42300	60,613.00	94,762.00
Maintenance	04-204-441200-0000-43104	557,261.00	388,663.00
Grass	04-204-441200-0000-43105	20,000.00	20,000.00
VAC Truck Repairs	04-204-441200-0000-43107	2,500.00	2,500.00
Professional services	04-204-441200-0000-43152	5,000.00	10,000.00
Contract Services	04-204-441200-0000-43300	-	-
Stormwater Management Program (regional)	04-204-441200-0000-43999	2,982.00	3,004.00
Street Lights	04-204-441200-0000-45101	130,000.00	122,000.00
Insurance	04-204-441200-0000-45300	12,300.00	15,000.00
Fuel	04-204-441200-0000-46008	14,000.00	14,000.00
Vehicle Maintenance	04-204-441200-0000-46009	10,000.00	12,000.00
Uniforms	04-204-441200-0000-46011	3,700.00	3,700.00
COVID 19	04-204-441200-0000-46018		
Capital Outlay	04-204-441200-0000-48100	62,500.00	89,000.00
Carryforward to next year	N/A	-	-
Total Highway Fund Expense		1,289,494.00	1,311,737.00

Sewer Fund

Below please find the budget narrative to accompany the requested 2022-2023 operating budget for the Sewer Fund. According to fiscal projections, during the 2022-2023 fiscal year, the General Fund will not directly or indirectly subsidize this fund.

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

As part of the required maintenance, the Town utilizes a staff of 22 full time employees, which are required to divide time amongst various funds accordingly, to ensure the responsible maintenance of all the Town's physical and fixed sewer related assets. A total of nineteen (19) full time staff divides their time between General Fund, Water Fund, Sewer Fund, and Highway Fund operations, while the additional three (3) full time employees are primarily dedicated Water Fund operations. Consequently, the Town's Public Works employees carefully schedule required work to ensure that General Fund public works and utility activities get accomplished on time while, concurrently, ensuring the safe and efficient operation of the Town's wastewater system.

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

This budget maintains the current water rate of $3.50 per 1,000 gallons.

Five-year Capital Improvements Plan

The following is the proposed Capital Improvements Plan (CIP) for the five-year period covered by fiscal years 2022-2023 through 2026-2027.

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

This CIP is a "doable plan" for the Town. It does fit within the Town's financial capabilities.

TOWN OF SMITHFIELD CAPITAL IMPROVEMENT PROGRAM EXPENDITURES

	FY23	FY24	FY25	FY26	FY27
HIGHWAY					
Vehicle Replacement (split HWY, WTR, SWR)	$ 50,000.00				
2 Lawnmowers	$ 24,000.00				
Salt/Sand Spreader	$ 15,000.00				
TOTAL HIGHWAY FUND	$ 89,000.00	$ -	$ -	$ -	$ -
GENERAL FUND					
Treasurer's Office					
Software Conversion	$ 135,000.00				
TOTAL FOR TR	$ 135,000.00	$ -	$ -	$ -	$ -
Public Safety					
Police Vehicles (5)	$ 175,000.00	$ 175,000.00	$ 175,000.00	$ 175,000.00	$ 175,000.00
TOTAL FOR PS	$ 175,000.00	$ 175,000.00	$ 175,000.00	$ 175,000.00	$ 175,000.00
Parks & Recreation: General Fund					
Concession building at LSC, maintenance buildings at LSC, WCP (ARPA FUNDED)	$ 405,000.00				
LSC Improvements -Lighting (ARPA FUNDED)	$ 315,000.00				
LSC-washout repairs	$ 30,628.00				
Resurface trail at WCP (ARPA FUNDED)	$ 100,000.00				
Replace deck at Smithfield Center (ARPA FUNDED)	$ 100,000.00				
TOTAL FOR P&R	$ 950,628.00	$ -	$ -	$ -	$ -
Public Works: General Fund					
Smithfield Lake Dam Decommission	$ 125,000.00	$ 687,500.00			
Great Springs Road Drainage Improvements	$ 500,000.00	$ -			
Nike Park Recreational Trail	$ 132,000.00	$ 675,000.00	$ 675,000.00	$ 675,000.00	$ 675,000.00
Pagan Road Stormwater Project (ARPA)	$ 450,000.00				
Battery Park Drainage Project-Villas (ARPA)	$ 400,000.00				
TOTAL FOR PW	$ 1,607,000.00	$ 1,362,500.00	$ 675,000.00	$ 675,000.00	$ 675,000.00
Public Buildings: General Fund					
Smithfield Times Building Renovation	$ 50,000.00	$ 450,000.00			
Town Hall Roof	$ 350,000.00				
TOTAL FOR PB	$ 400,000.00	$ 450,000.00	$ -	$ -	$ -
TOTAL GENERAL FUND	$ 3,267,628.00	$ 1,987,500.00	$ 850,000.00	$ 850,000.00	$ 850,000.00

TOWN OF SMITHFIELD CAPITAL IMPROVEMENT PROGRAM EXPENDITURES

	FY23	FY24	FY25	FY26	FY27
WATER FUND					
Storage Tank - Maintenance and Repairs - Wilson Rd (ARPA)	$ 450,000.00				
Storage Tank - Maintenance and Repairs - Battery Park Rd			$ 500,000.00		
Water Main Replacement - Jordan	$ 48,000.00				
Water Main Replacements-Talbot	$ 107,000.00				
Water Main Replacement- Cypress Creek Bridge				$ 350,000.00	
Water Main Replacement-Sykes Court (ARPA)	$ 100,000.00				
Water Main Replacement - Main Street - 300 block (ARPA)		$ 425,000.00			
North Church Street Water Line (ARPA)		$ 800,000.00			
Vehicle Replacement (split HWY, WTR, SWR)	$ 50,000.00				
Move Water Services-Red Point	$ 150,000.00				
Water Valve Replacement-Grimesland	$ 65,000.00				
Fire hydrant replacement	$ 40,000.00				
2nd RO Skid Funding ($500,000 ARPA)	$ 200,000.00	$ 200,000.00	$ 200,000.00	$ 200,000.00	$ 200,000.00
3rd RO Higher Service Pump	$ 150,000.00	$ -			
1st Stage Membrane Replacement	$ 80,000.00	$ -			
TOTAL FOR WATER	$ 1,440,000.00	$ 1,425,000.00	$ 700,000.00	$ 550,000.00	$ 200,000.00
SEWER FUND					
Bypass Pump - Bradford Mews	$ 150,000.00				
Rausch MC 360 Push Camera	$ 29,000.00				
Manhole Inspections & Rehab	$ 75,000.00	$ 75,000.00	$ 75,000.00	$ 75,000.00	$ 75,000.00
Pipe Lining of gravity sewer pipes	$ 75,000.00	$ 75,000.00	$ 75,000.00	$ 75,000.00	$ 75,000.00
SCADA Server	$ 100,000.00				
VAC Truck Building (ARPA)	$ 150,000.00				
ARC Flash Study	$ 20,000.00				
Vehicle Replacement	$ 50,000.00				
Flow Meter Calibration	$ 40,000.00				
Check Valve replacement	$ 40,000.00				
Forcemain Valve Replacement	$ 45,000.00				
TOTAL FOR SEWER	$ 774,000.00	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 150,000.00
TOTAL ALL FUNDS	$ 5,570,628.00	$ 3,562,500.00	$ 1,700,000.00	$ 1,550,000.00	$ 1,200,000.00