



# **Town of Smithfield**

**Operating Budgets & Capital Improvements Plan**

**FY 21-22**



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

July 12, 2021

The Honorable Mayor and Town Council,

Attached you will find the adopted budget for the 2021-22 Fiscal Year. This document is comprised of the operating and capital budgets for the Town's General, Water, Sewer, and Highway Funds.

The budget contains no increases in taxes, fees, or utility rates. It does contain a modest 2% cost of living increase for staff.

New this year is the inclusion of narratives for the various Departments. These narratives help explain the functions of the different Departments and sections of our budget.

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,

A handwritten signature in black ink, appearing to read "Michael R. Stallings, Jr.".

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  
[www.smithfieldva.gov](http://www.smithfieldva.gov) • Local Cable Channel 189

**TOWN OF SMITHFIELD**  
**FY 2021-22 BUDGET SUMMARY**

REVENUES	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Department	Actual	Actual	Budget	Budget
Real Property Taxes	2,537,282.57	3,031,047.33	2,947,253.00	3,099,066.00
Other Local Taxes	3,607,797.64	3,576,265.72	3,305,670.00	3,747,617.00
Licenses, permits, & fees	46,850.00	104,934.00	259,660.00	267,610.00
Fines & Costs	40,236.03	43,739.01	43,000.00	33,000.00
From Use of Money & Property	471,623.05	404,126.25	422,745.00	299,693.00
Miscellaneous Revenues	716,544.74	2,995,206.40	182,254.00	136,791.00
Governmental Virginia	1,320,010.14	1,422,352.45	795,271.00	1,412,295.00
Governmental Federal	142,297.36	1,077,665.31	1,215,765.46	144,995.00
Other financing sources	245,000.00	-	59,280.00	175,000.00
Appropriated from Reserves	564,227.03	-	761,196.54	178,076.00
<b>TOTAL REVENUES</b>	<b>9,691,868.56</b>	<b>12,655,336.47</b>	<b>9,992,095.00</b>	<b>9,494,143.00</b>
EXPENSES	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Department	Actual	Actual	Budget	Budget
Town Council	260,246.18	263,919.15	208,876.00	205,446.00
Town Manager	478,935.50	507,801.78	518,334.00	569,952.00
Treasurer	528,367.89	611,026.82	849,393.00	876,487.00
Public Safety	2,598,178.62	2,551,236.51	2,952,713.00	3,253,893.00
Parks & Recreation	2,903,009.35	3,959,285.76	914,419.00	992,458.00
Museum	189,844.56	179,944.09	206,242.00	215,224.00
Community Development & Planning	571,334.16	1,343,004.73	1,317,405.00	650,763.00
Public Works	859,484.72	1,681,104.09	2,061,164.00	1,688,117.00
Public Buildings	153,104.06	658,950.40	209,557.00	342,070.00
Contributions	139,145.62	133,886.90	137,780.00	65,170.00
Non-Departmental	22,560.08	279,605.30	48,255.00	67,570.00
Debt Service	987,657.82	485,570.94	482,196.00	566,993.00
Contingency/Appropriation to Reserves	-	-	85,761.00	-
<b>TOTAL EXPENSES</b>	<b>9,691,868.56</b>	<b>12,655,336.47</b>	<b>9,992,095.00</b>	<b>9,494,143.00</b>
NET INCOME/(LOSS)	-	-	-	-

**Town of Smithfield**  
**FY2022 Operating Budget**  
**GENERAL FUND REVENUE SUMMARY**

	MUNIS ACCT #	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2021-22 Budget
<b><u>GENERAL GOVERNMENT REVENUES</u></b>					
<b>REAL PROPERTY TAXES</b>					
Real Estate - Current	03-100-311010-0000-30001	\$ 1,721,673.33	2,101,605.89	2,037,049.00	2,126,430.00
Real Estate - Current Tax Relief for the Elderly/Veterans	03-100-311010-0000-30001	37,105.52	106,156.44	106,000.00	67,570.00
Real Estate - Delinquent	03-100-311010-0000-30002	4,507.21	24,082.96	20,000.00	24,000.00
Public Service-Real Estate Current	03-100-311020-0000-30001	29,416.00	35,098.58	35,098.00	39,000.00
Public Service-Personal Property Current	03-100-311020-0000-30001	244.63	186.61	186.00	116.00
Personal Property - Current	03-100-311030-0000-30001	670,481.56	705,163.24	705,000.00	783,450.00
Personal Property - Delinquent	03-100-311030-0000-30002	31,101.27	16,732.93	15,000.00	22,000.00
Penalty	03-100-311060-0000-30005	32,464.39	30,861.81	21,000.00	27,000.00
Interest	03-100-311060-0000-30006	10,304.80	11,207.26	7,920.00	9,500.00
Miscellaneous Receipts Over-Short	03-100-311060-0000-30007	(16.14)	(48.39)	-	-
<b>Total Real Property Taxes</b>		<b>\$ 2,537,282.57</b>	<b>3,031,047.33</b>	<b>2,947,253.00</b>	<b>3,099,066.00</b>
<b>OTHER LOCAL TAXES</b>					
Sales Tax	03-100-312010-0000-30009	\$ 357,250.19	414,609.69	321,300.00	484,000.00
Utility Tax	03-100-312020-0000-31201	192,386.04	201,255.51	214,000.00	193,000.00
Consumption Tax	03-100-312020-0000-31202	47,498.54	47,282.08	51,000.00	45,900.00
Business Licenses	03-100-312030-0000-31208	399,685.87	361,767.22	335,750.00	394,000.00
Business Licenses Penalty	03-100-312030-0000-31209	3,156.29	371.09	2,550.00	2,550.00
Business Licenses Interest	03-100-312030-0000-31210	288.98	117.63	255.00	255.00
Peg Channel Capital Fee	03-100-312040-0000-30054	1,447.40	1,920.40	1,920.00	1,920.00
Bank Franchise Tax	03-100-312040-0000-31203	157,713.06	115,998.64	138,000.00	139,750.00
Vehicle License	03-100-312050-0000-32020	254,331.06	218,871.73	212,000.00	219,000.00
Cigarette Tax	03-100-312080-0000-31204	161,289.29	228,865.52	218,550.00	226,000.00
Transient Occupancy Tax	03-100-312101-0000-31205	221,905.56	182,901.34	192,100.00	160,000.00
Meals Tax-4.25%	03-100-312110-0000-31211	1,231,374.84	1,225,567.31	1,100,407.00	1,279,245.00
Meals Tax-2%	03-100-312110-0000-31212	579,470.52	576,737.56	517,838.00	601,997.00
<b>Total Other Local Taxes</b>		<b>\$ 3,607,797.64</b>	<b>3,576,265.72</b>	<b>3,305,670.00</b>	<b>3,747,617.00</b>
<b>TOTAL LOCAL TAX REVENUE</b>		<b>\$ 6,145,080.21</b>	<b>6,607,313.05</b>	<b>6,252,923.00</b>	<b>6,846,683.00</b>

**Town of Smithfield**  
**FY2022 Operating Budget**  
**GENERAL FUND REVENUE SUMMARY**

	MUNIS ACCT #	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2021-22 Budget
<b><u>GENERAL GOVERNMENT REVENUES</u></b>					
<b>PERMITS, FEES &amp; LICENSES</b>					
Permits & Other Licenses	03-100-313030-0000-30018-multi	\$ 25,400.00	76,284.00	20,000.00	25,000.00
Inspection Fees-Subdivision	03-100-313030-0000-30030	4,650.00	7,200.00	7,000.00	10,000.00
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	13,320.00	11,310.00	12,000.00	10,000.00
Refuse Collection Fee	03-100-313030-0000-30038	-	-	216,865.00	218,960.00
WC Dog Park Registration Fees	03-100-313030-0000-30043	830.00	715.00	795.00	650.00
Consultant Review Fees	03-100-313030-0000-30028	2,650.00	9,425.00	3,000.00	3,000.00
<b>Total Permits, Fees &amp; Licenses</b>		<b>\$ 46,850.00</b>	<b>104,934.00</b>	<b>259,660.00</b>	<b>267,610.00</b>
<b>FINES &amp; FORFEITURES</b>					
Fines & Costs	03-100-314010-0000-30055	\$ 40,236.03	43,739.01	43,000.00	33,000.00
<b>Total Fines &amp; Forfeitures</b>		<b>\$ 40,236.03</b>	<b>43,739.01</b>	<b>43,000.00</b>	<b>33,000.00</b>
<b>REVENUE FROM USE OF MONEY &amp; PROPERTY</b>					
General Fund Interest	03-100-315010-0000-31501	\$ 104,673.20	79,701.77	63,750.00	15,500.00
Rentals	03-100-315020-0000-30110	73,214.55	76,790.93	61,170.00	62,253.00
Smithfield Center Rentals	03-100-315020-0000-30111	195,574.86	167,057.28	153,000.00	100,000.00
Windsor Castle Revenue (includes Manor House, Park Impact, Vendor)	03-100-315020-0000-30119	3,000.00	14,360.00	68,000.00	33,800.00
Sports Complex Rentals	03-100-315020-0000-30120	480.00	4,101.02	29,750.00	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	8,500.00	15,000.00
Special Events	03-100-315020-0000-30013, 3001	40,702.40	20,438.00	17,850.00	10,000.00
Fingerprinting Fees	03-100-318990-0000-30048	1,290.00	900.00	1,000.00	500.00
Museum Admissions	03-100-315020-0000-30115	7,236.00	6,148.00	7,565.00	7,565.00
Museum Gift Shop Sales	03-100-318990-0000-30016	12,448.84	9,309.87	11,050.00	11,050.00
Museum Programs/Lecture Fees	03-100-318990-0000-30017	418.00	396.00	510.00	350.00
Lease of Land	03-100-315020-0000-30017	600.00	600.00	600.00	600.00
<b>Total Revenue from use of money and property</b>		<b>\$ 471,623.05</b>	<b>404,126.25</b>	<b>422,745.00</b>	<b>299,693.00</b>

**Town of Smithfield**  
**FY2022 Operating Budget**  
**GENERAL FUND REVENUE SUMMARY**

	MUNIS ACCT #	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2021-22 Budget
<b><u>GENERAL GOVERNMENT REVENUES</u></b>					
<b>MISCELLANEOUS</b>					
Other Revenue	03-100-315020-0000-31105	\$ 876.75	772.02	650.00	1,000.00
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	\$ -	3,031.45	-	4,000.00
CHIP Contributions	03-100-318990-0000-31620	4,900.90	1,310.00	2,000.00	-
Public Safety Contribution	03-100-318990-0000-31622	50.00	3,250.00	-	-
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	99,604.00	101,791.00
Contributions-Public Ball Fields	03-100-318990-0000-31635	65,000.00	80,000.00	80,000.00	30,000.00
Insurance Recoveries	03-100-341010-0000-31603	9,464.80	7,593.96	-	-
Sale of Equipment/Buildings	03-100-341020-0000-31405	16,324.02	1,664.33	-	-
<b>Total Miscellaneous Revenue</b>		<b>\$ 716,544.74</b>	<b>2,995,206.40</b>	<b>182,254.00</b>	<b>136,791.00</b>
<b>REVENUE FROM THE COMMONWEALTH</b>					
Law Enforcement	03-100-322010-0000-34011	\$ 172,904.00	179,648.00	172,904.00	179,648.00
Litter Control Grant	03-100-322010-0000-34010	3,452.00	2,727.00	-	3,132.00
Communications Tax	03-100-322010-0000-34008	200,788.11	196,209.75	186,000.00	166,365.00
Rolling Stock	03-100-322010-0000-34001	137.08	153.61	150.00	160.00
Rental Tax	03-100-322010-0000-34002	6,769.51	7,877.61	5,000.00	6,200.00
Game of Skill Tax		-	-	-	-
PPTRA State Revenue	03-100-322010-0000-34014	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	-	32,060.00
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
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	162,522.00	750,000.00
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-322010-0000-34020	-	11,555.14	23,400.00	29,435.00
VMRC Grant	03-100-322010-0000-34025	626,437.00	-	-	-
<b>Total State Revenue</b>		<b>\$ 1,320,010.14</b>	<b>1,422,352.45</b>	<b>795,271.00</b>	<b>1,412,295.00</b>

**Town of Smithfield**  
**FY2022 Operating Budget**  
**GENERAL FUND REVENUE SUMMARY**

	MUNIS ACCT #	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2021-22 Budget
<b><u>GENERAL GOVERNMENT REVENUES</u></b>					
<b>REVENUE FROM THE FEDERAL GOVERNMENT</b>					
CARES Federal Funds (COVID-19)		\$ -	434,006.29	117,444.46	-
Law Enforcement	03-100-331010-0000-35003	41,229.31	14,867.00		14,175.00
Urban Fund Projects		60,068.05	-		
Benns Church/Route 258/Route 10 Bypass intersection	03-100-331010-0000-35008		-	722,321.00	-
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008		46,220.54	104,000.00	130,820.00
Pinewood Heights CDBG Relocation Grant Phase IV	03-100-331010-0000-35002	41,000.00	582,571.48	272,000.00	-
<b>Total Federal Revenue</b>		<b>\$ 142,297.36</b>	<b>1,077,665.31</b>	<b>1,215,765.46</b>	<b>144,995.00</b>
<b>OTHER FINANCING SOURCES</b>					
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	\$ 245,000.00	-	59,280.00	175,000.00
Bond Proceeds		-	-	-	-
<b>Total Other Financing Sources</b>		<b>\$ 245,000.00</b>	<b>-</b>	<b>59,280.00</b>	<b>175,000.00</b>
<b>APPROPRIATED FROM RESERVES</b>		<b>\$ 564,227.03</b>	<b>\$ -</b>	<b>\$ 761,196.54</b>	<b>\$ 178,076.00</b>
<b>TOTAL GENERAL FUND REVENUES</b>		<b>9,691,868.56</b>	<b>12,655,336.47</b>	<b>9,992,095.00</b>	<b>9,494,143.00</b>

**Town of Smithfield**  
**FY2022 Operating Budget**

	<u><b>FY 2020-21</b></u>	<u><b>FY 2021-22</b></u>	<u><b>\$</b></u>	<u><b>%</b></u>
	<u><b>Budget</b></u>	<u><b>Budget</b></u>	<u><b>Change</b></u>	<u><b>Change</b></u>
<b><u>EXPENSES</u></b>				
Town Council	208,876.00	205,446.00	(3,430.00)	-1.64%
Town Manager	518,334.00	569,952.00	51,618.00	9.96%
Treasurer	849,393.00	876,487.00	27,094.00	3.19%
Public Safety	2,952,713.00	3,253,893.00	301,180.00	10.20%
Parks & Recreation	914,419.00	992,458.00	78,039.00	8.53%
Museum	206,242.00	215,224.00	8,982.00	4.36%
Community Development & Planning	1,317,405.00	650,763.00	(666,642.00)	-50.60%
Public Works	2,061,164.00	1,688,117.00	(373,047.00)	-18.10%
Public Buildings	209,557.00	342,070.00	132,513.00	63.23%
Contributions	137,780.00	65,170.00	(72,610.00)	-52.70%
Non-Departmental	48,255.00	67,570.00	19,315.00	40.03%
Debt Service	482,196.00	566,993.00	84,797.00	17.59%
Contingency/Appropriation to Reserves	85,761.00	-	(85,761.00)	-100.00%
<b>TOTAL EXPENSES</b>	<b>9,992,095.00</b>	<b>9,494,143.00</b>	<b>(497,952.00)</b>	<b>-4.98%</b>

## **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	FY 2019-20	FY 2020-21	FY 2021-22
		Actual	Actual	Budget	Budget
Salaries and Wages	04-100-411010-0000-41100	41,785.00	41,580.00	42,000.00	42,000.00
Fica & Medicare Benefits	04-100-411010-0000-42100	3,250.85	3,229.83	3,276.00	3,276.00
Legal Fees	04-100-411010-0000-43150	67,392.44	46,279.42	50,000.00	50,000.00
Update Town Charter & Code	04-100-411010-0000-43151	2,523.00	2,277.00	5,000.00	5,000.00
Professional Services	04-100-411010-0000-43152	10,925.00	71,410.00	5,000.00	5,000.00
Public Defender Fees	04-100-411010-0000-43153	2,760.00	600.00	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	5,000.00	-
Maintenance contracts	04-100-411010-0000-43320	11,389.12	3,450.00	6,000.00	6,000.00
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	25,000.00	25,000.00
Insurance	04-100-411010-0000-45300	18,150.00	18,144.00	19,600.00	21,170.00
Travel & Training	04-100-411010-0000-45500	18,976.34	5,429.84	10,000.00	10,000.00
Council Approved Items	04-100-411010-0000-45804	16,234.75	7,371.87	5,000.00	5,000.00
Subscriptions/Memberships	04-100-411010-0000-45810	9,905.99	9,567.00	11,000.00	11,000.00
Records Management maint & upgrades	04-100-411010-0000-45811	15,959.32	6,428.84	7,000.00	7,000.00
Supplies	04-100-411010-0000-46001	16,545.06	10,740.65	12,000.00	12,000.00
COVID-19 Expenses	04-100-411010-0000-46018	-	9,719.33	-	-
<b>Total Town Council</b>		<b>260,246.18</b>	<b>263,919.15</b>	<b>208,876.00</b>	<b>205,446.00</b>

## **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**

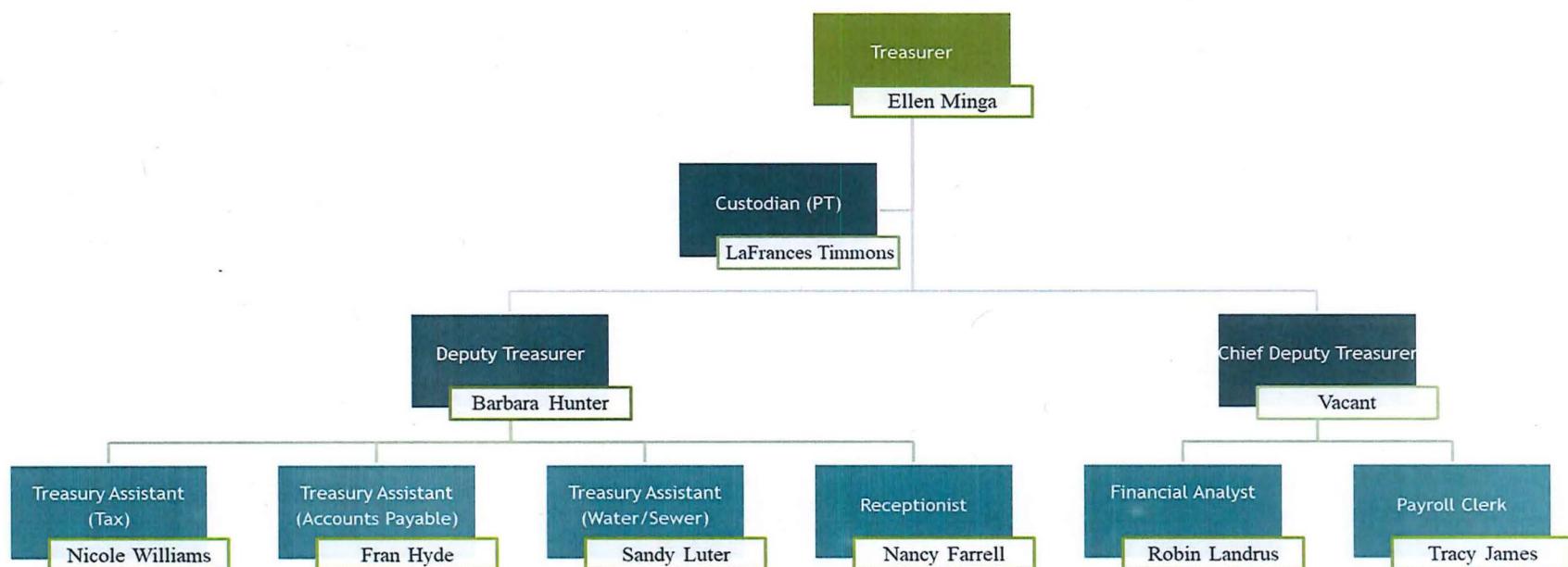
	MUNIS ACCOUNT NUMBER	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
		Actual	Actual	Budget	Budget
Salaries and Wages	04-100-412010-0000-41100	337,457.97	308,342.08	259,599.00	267,614.00
Salaries-PT	04-100-412010-0000-41110			20,780.00	21,195.00
Salaries-OT	04-100-412010-0000-41120			4,270.00	2,693.00
Fica & Medicare Benefits	04-100-412010-0000-42100	24,083.82	18,431.66	22,772.00	23,321.00
VSRS	04-100-412010-0000-42200	19,518.19	13,823.26	26,883.00	27,868.00
Disability	04-100-412010-0000-42210	522.52	455.95	566.00	532.00
Health & Other	04-100-412010-0000-42300	56,214.02	46,155.89	49,664.00	62,221.00
Pre-Employment Test	04-100-412010-0000-42435	2,904.50	2,832.41	3,500.00	4,000.00
Employee Recognition	04-100-412010-0000-42440		740.68	10,000.00	5,000.00
Professional Services	04-100-412010-0000-43152	-	-	-	35,000.00
Maintenance Contracts	04-100-412010-0000-43320	3,179.03	3,034.80	3,200.00	3,200.00
Communications	04-100-412010-0000-45200	14,423.60	7,367.85	8,500.00	8,500.00
Insurance	04-100-412010-0000-45300	2,244.08	2,396.00	2,600.00	2,808.00
Travel & Training	04-100-412010-0000-45500	5,559.49	479.16	8,000.00	8,000.00
Other	04-100-412010-0000-45804		939.93	500.00	500.00
Dues & Subscriptions	04-100-412010-0000-45810	1,504.03	2,912.33	3,500.00	3,500.00
Supplies	04-100-412010-0000-46001	2,804.49	1,549.60	3,500.00	3,500.00
Computer & technology expenses	04-100-412010-0000-46005	8,373.52	506.22	5,000.00	5,000.00
Auto Expense	04-100-412010-0000-46009	146.24	1,076.61	500.00	500.00
COVID-19 Expenses	04-100-412010-0000-46018	-	2,257.35	-	-
Shared Services-IT	04-100-412010-0000-46020	-	94,500.00	85,000.00	85,000.00
Capital Expenditures	04-100-412010-0000-48100	-	-	-	-
<b>Total Town Manager</b>		478,935.50	507,801.78	518,334.00	569,952.00

## 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.

Due to safety concerns triggered by the COVID pandemic, the Treasurer's office was reconfigured in FY2021 to protect employees and the public. The old dispatch room across the hall from the existing front office was renovated by the Public Works department to provide adequate personal space between employee workstations. The Public Works department also installed plexiglass dividers between each service window and at the Receptionist's desk. An intercom system was added to screen customers before they enter the building. These modifications allowed the office to reopen at a time when many offices remained closed.

Technology upgrades are a top priority for the department in FY2022 as the Town migrates 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.



**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
Salaries and Wages	04-100-412410-0000-41100	317,308.05	338,714.67	390,303.00	403,780.00
Salaries-OT	04-100-412410-0000-41120	-		7,780.00	7,965.00
Fica & Medicare Benefits	04-100-412410-0000-42100	23,324.77	24,858.43	31,847.00	32,940.00
VSRS	04-100-412410-0000-42200	20,370.07	21,552.81	41,723.00	43,124.00
Disability	04-100-412410-0000-42210	164.88	142.98	524.00	486.00
Health	04-100-412410-0000-42300	43,005.98	50,845.42	62,976.00	71,277.00
Audit	04-100-412410-0000-43120	13,000.00	13,250.00	13,500.00	16,000.00
Professional Services	04-100-412410-0000-43152	-	-	15,000.00	15,000.00
Service contracts	04-100-412410-0000-43320	25,808.13	61,298.02	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
Communications	04-100-412410-0000-45200	9,191.52	11,146.96	11,000.00	11,000.00
Insurance	04-100-412410-0000-45300	2,247.56	2,472.00	2,670.00	2,670.00
Travel & Training	04-100-412410-0000-45500	50.00	175.00	10,775.00	10,775.00
Other	04-100-412410-0000-45804	50.19	24.02	100.00	100.00
Dues & Subscriptions	04-100-412410-0000-45810	583.40	631.39	1,000.00	1,000.00
Bank Charges	04-100-412410-0000-45813	432.00	495.90	700.00	700.00
Cigarette Tax Stamps	04-100-412410-0000-45830	3,180.60	3,294.00	3,425.00	3,600.00
Supplies	04-100-412410-0000-46001	8,647.24	15,106.07	19,000.00	19,000.00
Credit Card Processing	04-100-412410-0000-46002	287.26	15.21	600.00	600.00
Computer & technology expenses	04-100-412410-0000-46005	2,187.46	2,575.48	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
<b>Total Treasurer</b>		<b>528,367.89</b>	<b>611,026.82</b>	<b>849,393.00</b>	<b>876,487.00</b>

## Public Safety

### Smithfield Police Department

The Smithfield Police Department (“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 we have had to shift on the fly as it relates to policing while the Country’s dealing with a pandemic that is affecting us all. We had to change how we approached our policing tragedies to maintain a healthier and safer environment for all. The pandemic caused restrictions to be put in place that reduced public activity therefore reducing crime and the amount of calls for service.

During the year 2020 the Department responded to 13,754 calls for service where the Department took some form of police action. This number reflects a drop from previous years much of which is attributed to the pandemic. While the Department dealt with the threat of the COVID virus the Department made **1799** traffic stops, issued **1127** summons, and issued **746** warnings. The department also made **31** felony arrest, **106** misdemeanor arrest, and **31** DUI arrest with **246** motor vehicle crashes investigated during the year. There were **29** cases of fraud investigated, **3 (three)** embezzlement cases, **84** larceny cases, and **11** burglary cases investigated which reflects an increase in the amount of property loss. Much of this was attributed to computer fraud scams where the victims sent money. These stats only represent a snapshot of who we are, and the professional police service provided to our community.

This last year has been very challenging for the community as well as the Department as we all strived to get through each day safe while fighting against the COVID-19 virus. This year caused the Department revamped how we responded to the community for calls for service in order to keep all safe. The Department made the decision to handle more calls by phone to reduce the personal contact during the peak of the virus. I am very pleased with the willingness and professionalism demonstrated by the men and women of this Department while facing many challenges. Many times, this meant working extra shifts, and giving up days off as our staffing levels frequently changed for one reason or another. Over the last few months of the year the Department converted to 12 hour shifts to maintain officer staffing levels

It is important to mention how we greatly appreciate all the community support shown to the Department over the last year. This support has come in many ways from a card or letter from a young child saying thank you, to snack boxes being dropped off, to full meals being cooked large enough to feed the Department. It reflects how important it is to work towards building strong community partnership. To the men and women of the Smithfield Police Department and the community alike a job well done by coming together to make a difference.

### **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. This year 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	FY 2019-20	FY 2020-21	FY 2021-22
		Actual	Actual	Budget	Budget
<b>POLICE DEPARTMENT</b>					
Salaries and Wages	04-100-431100-0000-41100	1,368,106.36	1,471,438.98	1,297,368.00	1,329,760.00
Salaries OT	04-100-431100-0000-41120	-		218,378.00	214,044.00
Salaries-Selective Enforcement	04-100-431100-0000-41130	-		14,895.00	14,175.00
Salaries-Special Events	04-100-431100-0000-41140	-		17,342.00	23,463.00
Fica & Medicare Benefits	04-100-431100-0000-42100	100,550.75	107,030.07	123,839.00	126,516.00
VSRS	04-100-431100-0000-42200	71,552.43	80,279.72	138,342.00	142,040.00
Disability	04-100-431100-0000-42210	183.24	154.00	192.00	180.00
Health Insurance	04-100-431100-0000-42300	173,630.88	215,253.59	220,469.00	300,249.00
Ins. - LODA	04-100-431100-0000-42410	12,703.86	12,703.86	16,233.00	16,570.00
Professional Services	04-100-431100-0000-43152	-	-	-	-
Service Contracts	04-100-431100-0000-43320	37,625.29	45,919.70	59,850.00	80,000.00
Community Outreach	04-100-431100-0000-43352	219.66	689.62	1,000.00	2,500.00
Investigation expenses	04-100-431100-0000-44641	2,126.63	1,531.66	2,500.00	2,500.00
Communications	04-100-431100-0000-45200	46,514.18	41,192.48	50,000.00	50,000.00
Insurance	04-100-431100-0000-45300	47,722.48	52,496.00	52,500.00	56,700.00
Travel & Training	04-100-431100-0000-45500	23,081.62	11,254.19	30,000.00	32,500.00
Other	04-100-431100-0000-45804	1,513.77	810.57	2,500.00	1,840.00
Dues & Subscriptions	04-100-431100-0000-45810	6,246.82	14,162.69	15,000.00	26,200.00
Materials & Supplies	04-100-431100-0000-46001	14,206.37	19,214.58	25,500.00	25,500.00
Computer & Technology Expenses	04-100-431100-0000-46005	14,297.95	6,629.83	13,000.00	13,000.00
Equipment	04-100-431100-0000-46006	12,618.65	49,519.41	121,369.00	100,000.00
Gas	04-100-431100-0000-46008	39,755.87	33,683.71	41,500.00	41,500.00
Vehicle Maintenance	04-100-431100-0000-46009	30,586.06	38,821.76	40,000.00	32,000.00
Radio & Equipment repairs	04-100-431100-0000-46010	1,509.00	1,910.75	2,000.00	2,000.00
Uniforms	04-100-431100-0000-46011	19,897.25	22,350.58	24,000.00	24,000.00
Tires	04-100-431100-0000-46016	4,937.29	3,930.00	5,000.00	5,000.00

COVID-19 Expenses	04-100-431100-0000-46018	-	267.39	-	-
Capital Outlay	04-100-431100-0000-48100	365,639.26	71,090.70	84,000.00	175,000.00
<b>Total Police Department</b>		<b>2,395,225.67</b>	<b>2,302,335.84</b>	<b>2,616,777.00</b>	<b>2,837,237.00</b>

#### FIRE DEPARTMENT

State Pass Thru	04-100-432100-0000-45623	27,998.00	29,461.00	-	32,060.00
Annual Fuel Contribution	04-100-432300-0000-46008	13,000.00	15,000.00	15,000.00	15,000.00
Capital Contribution	04-100-432300-0000-46008	-	-	-	19,000.00
<b>Total Fire Department</b>		<b>40,998.00</b>	<b>44,461.00</b>	<b>15,000.00</b>	<b>66,060.00</b>

#### E911 DISPATCH

E911 Dispatch shared services	04-100-432300-0000-45614	161,954.95	204,439.67	320,936.00	350,596.00
<b>Total E911 Dispatch</b>		<b>161,954.95</b>	<b>204,439.67</b>	<b>320,936.00</b>	<b>350,596.00</b>
<b>Total Public Safety</b>		<b>2,598,178.62</b>	<b>2,551,236.51</b>	<b>2,952,713.00</b>	<b>3,253,893.00</b>



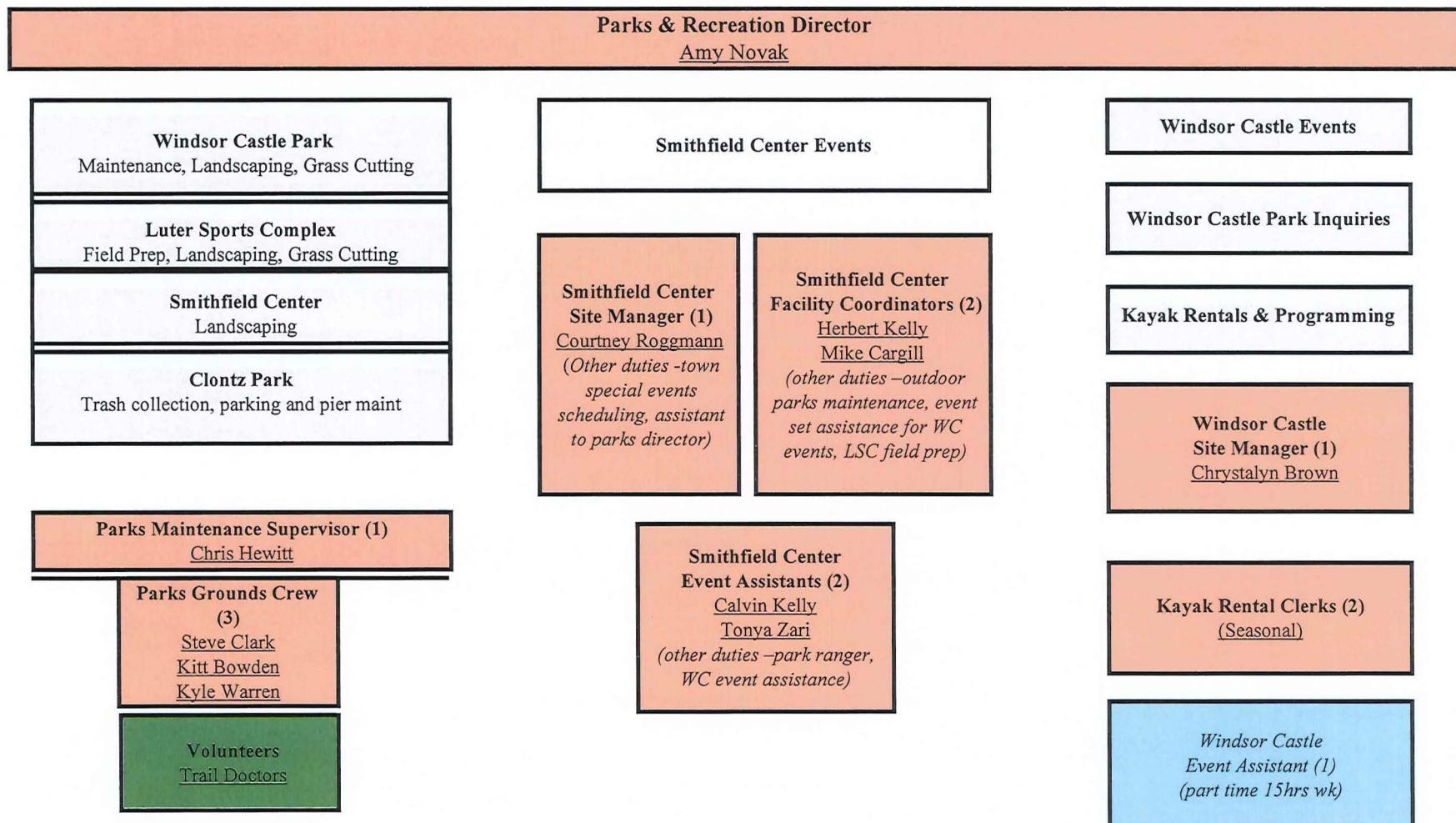
## Parks & Recreation

Parks and Recreation is a department that has grown quickly over the last 5 years. Originally our only property was the Smithfield (Conference) Center and now our Parks Department also includes Windsor Castle Park and Windsor Castle Events, the Luter Sports Complex and Clontz Park. Covid has really been hard on the event rentals, but parks have been busy as ever with the outdoor sites being a welcomed amenity for people wanting to get outside to exercise, enjoy nature and participate in sports. Luter Sports booked several tournaments in the summer of 2020 for groups that were looking for open sports facilities. Windsor Castle Park patrons filled every parking lot most days as people were coming from all over Hampton Roads seeking an open park. Windsor Castle Kayaks had it's best year in its 9 year history with over \$18,000 in revenue in just 3 months of operating (normally the season is 5 months). In 2020, we added entrance signage to Windsor Castle Park and Clontz Park that is as attractive as it is informative.

### Goals/Direction for the future:

- We are confident that the event rentals will come back stronger than ever once the gathering limit restrictions are lifted. **Windsor Castle Events** did not even get to see its potential as the lockdown was put in place right as we were going into our first event season. The venue is being marketed very well by our site manager, Chrystalyn Brown, and has several inquiries and site visits every week which looks promising for future event seasons. For the **Smithfield Center**, we will focus on getting our event rentals back to preCovid times, where every Saturday and most Fridays and Sundays were booked.
- When events do get back to normal, **Windsor Castle events** will need an **event assistant** similar to the Smithfield Center's event assistants, Calvin and Tonya. This staffer will help with the several hours needed to work an event as well as help with light custodial duties and furniture sets.
- At **Luter Sports**, we are working to make sure we have great communication with our local user groups to support their mission of offering sports programming to youth in our community. We also want to continue to host the large sports tournaments we had last summer as sports tourism is great for our downtown businesses.
- We are entering our first full grass cutting season, where previously we were contracting out grass cutting and landscaping of **Windsor Castle Park** and the **Smithfield Center**. Our parks staff did a great job of picking up this duty mid summer last year and now are prepared with a plan of attack for keeping the facilities looking great. A **new mower** is needed to keep up with the 208 acres though as our gifted mower from public works does not have much life left in it.

- At **Clontz Park**, we have installed a car counter that will track the impressive use of this park and we are looking forward to seeing the data collected this summer. We will improve parking with cones and signage which will help with traffic flow at this very busy park.



**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 Budget	FY 2021-22 Budget
<u>Parks &amp; Recreation</u>					
Salaries and Wages	04-100-471100-0000-41100	\$ 145,665.41	201,097.29	355,539.00	363,406.00
Salaries-PT	04-100-471100-0000-41110	-	-	46,639.00	52,438.00
Salaries-OT	04-100-471100-0000-41120	-	-	14,489.00	13,521.00
Fica & Medicare Benefits	04-100-471100-0000-42100	10,913.36	14,534.69	33,333.00	34,349.00
VSRS	04-100-471100-0000-42200	9,434.36	12,590.48	37,946.00	38,705.00
Disability	04-100-471100-0000-42210	118.35	356.98	851.00	794.00
Health	04-100-471100-0000-42300	21,256.72	39,952.30	73,454.00	80,618.00
Advertising	04-100-471100-0000-43600	20,615.03	23,010.50	-	-
Communications	04-100-471100-0000-45200	360.63	2,832.71	6,500.00	5,000.00
insurance	04-100-471100-0000-45300	4,109.74	4,836.00	5,223.00	5,640.00
Travel & Training	04-100-471100-0000-45500	2,706.54	1,474.41	3,000.00	3,000.00
Other	04-100-471100-0000-45804	360.00	481.00	500.00	600.00
Dues & Subscriptions	04-100-471100-0000-45810	531.00	562.31	2,000.00	1,000.00
Computer & Technology	04-100-471100-0000-46005	297.72	539.26	-	-
Fuel	04-100-471100-0000-46008	-	1,576.20	6,075.00	6,075.00
Uniforms	04-100-471100-0000-46011	2,770.93	2,558.64	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	588,549.00	608,146.00

**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	800.00	800.00
Contracted Services	04-100-412100-0000-43320		15,704.16	18,851.89	20,000.00	20,000.00
Landscaping	04-100-412100-0000-43400		11,250.87	11,344.00	4,000.00	2,000.00
Advertising	04-100-412100-0000-43600		-	-	15,000.00	15,000.00
Kitchen Supplies	04-100-412100-0000-44000		2,186.12	2,349.47	6,722.00	3,000.00
Food Service & Beverage Supplies	04-100-412100-0000-44001		8,073.74	5,832.59	6,000.00	6,000.00
AV Supplies	04-100-412100-0000-44002		750.00	625.92	-	-
Utilities	04-100-412100-0000-45100		23,618.73	22,398.75	21,300.00	25,000.00
Communications	04-100-412100-0000-45200		20,960.51	22,427.24	20,000.00	16,000.00
Insurance	04-100-412100-0000-45300		2,615.74	5,136.00	5,550.00	5,995.00
Refund event deposits	04-100-412100-0000-45899		2,100.00	26,959.48	4,000.00	4,000.00
Office Supplies/Other Supplies	04-100-412100-0000-46001		1,549.93	2,791.87	3,000.00	3,000.00
Credit card processing expense	04-100-412100-0000-46002		4,877.23	4,560.52	4,500.00	5,000.00
Computer & technology expenses	04-100-412100-0000-46005		1,467.82	1,032.11	2,500.00	2,500.00
Repairs & Maintenance	04-100-412100-0000-46007		40,568.32	51,595.96	26,278.00	45,000.00
COVID-19 Expenses	04-100-412100-0000-46018		-	-	-	-
Capital Outlay	04-100-412100-0000-48100		19,829.33	-	-	-
<b>Total Smithfield Center</b>		\$	340,613.55	367,038.18	139,650.00	153,295.00

**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	5,000.00	3,000.00
Contracted Services	04-100-471210-0000-43300		6,775.00	7,029.83	7,000.00	8,000.00
Utilities	04-100-471210-0000-45100		279.50	3,519.57	1,000.00	800.00
Insurance	04-100-471210-0000-45300		9,745.28	9,216.00	9,955.00	9,955.00
Other	04-100-471210-0000-45804		40.00	-	-	-
Kayak Expense	04-100-471210-0000-45805		-	-	-	-
Office Supplies	04-100-471210-0000-46001		385.67	-	-	-
Equipment Expense	04-100-471210-0000-46006		-	26,485.22	-	28,000.00
Repairs & Maintenance	04-100-471210-0000-46007		54,308.12	39,786.11	25,963.00	29,000.00
Capital Outlay	04-100-471210-0000-48100		347,017.90	2,644,460.61	-	-
<b>Total Windsor Castle Park</b>		<b>\$</b>	<b>481,818.00</b>	<b>2,787,627.19</b>	<b>48,918.00</b>	<b>78,755.00</b>

**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	``		-	2,424.49	-	4,000.00
Advertising	04-100-471220-0000-43600		-	-	15,000.00	15,000.00
Food Service & Beverage Supplies	04-100-471220-0000-44001		-	-	1,000.00	1,000.00
Utilities	04-100-471220-0000-45100		-	424.18	3,200.00	9,400.00
Communications	04-100-471220-0000-45200		-	1,935.69	4,000.00	3,000.00
Insurance	04-100-471220-0000-45300		-	3,716.00	5,000.00	5,400.00
Refund event deposits	04-100-471220-0000-45899		-	166.08	4,000.00	4,000.00
Office Supplies/Other Supplies	04-100-471220-0000-46001		-	188.84	1,000.00	1,000.00
Computer & Technology	04-100-471220-0000-46005		-	-	1,000.00	1,000.00
Repairs & maintenance	04-100-471220-0000-46007		-	-	6,000.00	6,000.00
<b>Total Windsor Castle Manor House</b>		<b>\$</b>	<b>-</b>	<b>31,399.18</b>	<b>40,200.00</b>	<b>45,800.00</b>

**Luter Sports Complex**

Professional Services	04-100-471300-0000-43152	\$	-	-	-	-
Contracted Services	04-100-471300-0000-43300		2,804.15	18,938.72	7,000.00	5,000.00
Advertising	04-100-471300-0000-43600		-	-	-	-
Utilities	04-100-471300-0000-45100		10,545.77	8,378.31	9,000.00	11,000.00
Communications	04-100-471300-0000-45200		2,330.88	221.41	-	2,000.00
Insurance	04-100-471300-0000-45300		1,494.00	8,000.00	8,640.00	9,330.00
Office Supplies/Other Supplies	04-100-471300-0000-46001		-	-	1,000.00	500.00
Computer & Technology	04-100-471300-0000-46005		-	-	5,800.00	500.00
Structures & Equipment Expense	04-100-471300-0000-46006		-	10,556.09	13,000.00	13,000.00
Repairs & Maintenance	04-100-471300-0000-46007		55,702.54	57,343.18	37,962.00	40,000.00
Capital Outlay	04-100-471300-0000-48100		238,050.37	-	-	-
<b>Total Luter Sports Complex</b>		<b>\$</b>	<b>310,927.71</b>	<b>103,437.71</b>	<b>82,402.00</b>	<b>81,330.00</b>

**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	6,700.00	3,132.00
Jersey Park Playground	04-100-471313-0000-43345		12,546.67	3,942.00	2,000.00	3,000.00
Pinewood Playground	04-100-471314-0000-43346		153.82	-	-	-
Cypress Creek No Wake zone	04-100-471315-0000-43347		-	63.07	-	-
Haydens Lane Maintenance	04-100-471315-0000-43348		151.68	1,024.31	1,000.00	1,000.00
Veterans War Memorial	04-100-471316-0000-43349		2,576.86	2,769.48	3,000.00	3,000.00
Fireworks	04-100-471390-0000-43344		-	-	2,000.00	15,000.00
<b>Total Other Parks &amp; Recreation</b>			<b>1,550,510.30</b>	<b>334,793.04</b>	<b>14,700.00</b>	<b>25,132.00</b>

<b>TOTAL PARKS &amp; RECREATION</b>	<b>2,903,009.35</b>	<b>3,959,285.76</b>	<b>914,419.00</b>	<b>992,458.00</b>
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## Museum

### Overview

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- The museum opened in 1976 and is located at 103 Main Street in Smithfield. It is open 7 days a week.
- It currently operates as a hybrid department for both the Town of Smithfield and Isle of Wight County.
  - Staff reports to the Town of the Smithfield.
  - Isle of Wight County maintains ownership of the museum's building and collection. The County has responsibility for the department's HVAC, 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
  - 10,000 visitors
  - 100+ special events, tours and outreach programs
  - 1,000+ volunteer hours

### Responsibilities

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- **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
- **Town and County Interaction.** Provide support and assistance to all other Town and County departments.

## Staffing

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- 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.

## 2021-2022 Goals

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- The museum's basement floor needs to be repaired and/or replaced with textured epoxy.
- Museum exhibit improvements to include Steamships, Country Store and Colonial Isle of Wight.
- Complete interpretation of outbuildings at Windsor Castle to include the smokehouse, farm manager's office, kitchen, laundry and slave quarters.
- Create plans for new hands-on exhibit in the museum basement
- Develop plans (based on the interpretive plan written August 2019) for restoration and/or project funding of Nike-Ajax missile at Nike-Carrollton Park .
- Develop plans for agriculture and industry exhibit in main gallery to include hands-on components.
- Determine timelines for upcoming book projects: Isle of Wight County Holidays, Isle of Wight County Civil War history, Smithfield Peanut and Ham History.
- Continuous community engagement, educational outreach through programming and local history programming.

**Town of Smithfield**  
**FY2022 Operating Budget**  
**GENERAL FUND EXPENDITURES**

**MUSEUM**

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2021-22 Budget
Salaries	04-100-472200-0000-41100	\$ 129,649.45	133,265.41	113,586.00	103,008.00
Salaries-Part Time	04-100-472200-0000-41110	-	-	28,202.00	30,160.00
FICA	04-100-472200-0000-42100	9,916.40	10,186.47	11,343.00	10,653.00
VSRS	04-100-472200-0000-42200	6,978.60	7,188.00	11,992.00	10,875.00
Disability	04-100-472200-0000-42210	-	-	-	215.00
Health	04-100-472200-0000-42300	6,905.64	7,182.96	7,161.00	24,193.00
<b>Operating expenses</b>					
Contracted services	04-100-472200-0000-43300	2,976.89	3,558.34	3,400.00	3,400.00
Advertisinig	04-100-472200-0000-43600	39.99	538.23	700.00	1,000.00
Communications	04-100-472200-0000-45200	551.46	606.60	725.00	725.00
Insurance	04-100-472200-0000-45300	80.84	2,020.00	2,018.00	2,180.00
Travel/Training	04-100-472200-0000-45500	94.08	37.46	200.00	400.00
Dues & Subscriptions	04-100-472200-0000-45810	204.00	241.99	800.00	800.00
Supplies	04-100-472200-0000-46001	8,481.57	7,572.92	7,000.00	7,500.00
Computer and Technology	04-100-472200-0000-46005	142.24	168.53	540.00	540.00
COVID-19 Expenses	04-100-472200-0000-46018	-	50.00	-	-
<b>Gift Shop-to be funded by gift shop proceeds</b>					
Sales & Use Tax	04-100-472200-0000-43100	314.62	684.53	775.00	775.00
Credit card processing fees	04-100-472200-0000-46002	596.72	830.61	800.00	800.00
Gift Shop expenses	04-100-472200-0000-46014	11,960.78	7,141.64	6,000.00	7,000.00
<b>Total Museum</b>		\$ 178,893.28	181,273.69	195,242.00	204,224.00
<b>Museum Contributions</b>					
Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	\$ 10,951.28	\$ (1,329.60)	\$ 11,000.00	\$ 11,000.00
<b>Total Museum Contributions</b>		\$ 10,951.28	\$ (1,329.60)	\$ 11,000.00	\$ 11,000.00
<b>TOTAL MUSEUM</b>		\$ 189,844.56	\$ 179,944.09	\$ 206,242.00	\$ 215,224.00

## Community Development and Planning

The Community Development & Planning Department was formed in June of 2019 following the separation of its staff and duties from the Department of Planning, Engineering & Public Works. The Department consists of the Director, Tammie Clary, the Town Planner (currently vacant), and the Codes Enforcement Official, Joseph Reish. The Department is responsible for updating, interpreting, and enforcing the Smithfield Zoning Ordinance, the Smithfield Subdivision Ordinance, the 2009 Smithfield Comprehensive Plan, the Town's official zoning maps, and certain land-based sections of the Smithfield Town Code. As a part of the fulfillment of this responsibility, the Department reviews and decides on all administrative zoning permit applications and waivers, and reviews, processes, and produces recommendations to pertinent Boards and Commissions on certain applications that cannot be decided administratively.

As implied above, some permit applications entail review and/or a decision from the Board of Historic & Architectural Review (BHAR), the Board of Zoning Appeals (BZA), the Planning Commission, and/or the Town Council. Consequently, the Department serves as the staff representative or secretary to most of these bodies, and advises them on planning, zoning, subdivision, land use, code enforcement, and development-related matters.

As a Tidewater, Virginia locality that administers its own zoning and subdivision ordinances, the Department is required by the *Code of Virginia* to feature certain environmental programs intended to reduce nonpoint source pollution in the Chesapeake Bay watershed. Namely, these are 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.

It is imperative to note that the Department's "jurisdiction" lies solely within the Town's corporate limits, and is applicable only to matters pertaining to planning, subdivisions, code enforcement, single-family residential erosion and sediment control measures, and zoning. Isle of Wight County is the appropriate contact for all building permits and inspections, erosion and sediment control measures for all projects of a greater level of intensity than single-family residential development, wetlands permitting, stormwater management, and land conservation efforts.

The Community Development & Planning Department is directly responsible for development applications intended for projects as simple as a new fence, and as complex as conditional rezoning amendments. As such, we inherently serve as both educators and reviewers when working with all applicants. The Department is committed to its central tenants, where in Smithfield you can always count on quality Service, unwavering Sincerity, and Satisfaction in the planning process.

**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 Budget	FY 2021-22 Budget
<b><u>Administration</u></b>					
Salaries	04-100-441300-0000-41100	\$ -	-	-	161,620.00
Salaries-OT	04-100-441300-0000-41120	-	-	-	-
FICA	04-100-441300-0000-42100	-	-	-	12,930.00
VSRS	04-100-441300-0000-42200	-	-	-	17,150.00
Disability	04-100-441300-0000-42210	-	-	-	35.00
Health	04-100-441300-0000-42300	-	-	-	14,569.00
GIS	04-100-441300-0000-43001	-	-	-	400.00
Site Plan Review	04-100-441300-0000-43141	-	-	-	1,500.00
Professional Services	04-100-441300-0000-43152	-	-	-	50,000.00
Shared Services-IOW Inspection Services	04-100-441300-0000-43143	-	-	-	-
Contractual	04-100-441300-0000-43320	-	-	-	4,250.00
Communications	04-100-441300-0000-45200	-	-	-	6,000.00
Insurance	04-100-441300-0000-45300	-	-	-	5,070.00
Travel & Training	04-100-441300-0000-45500	-	-	-	4,500.00
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
Dues & Subscriptions	04-100-441300-0000-45810	-	-	-	2,025.00
Materials & Supplies	04-100-441300-0000-46001	-	-	-	3,000.00
Repairs & Maintenance	04-100-441300-0000-46007	-	-	-	7,500.00
Building Improvements	new account				-
Gas	04-100-441300-0000-46008	-	-	-	4,500.00
Uniforms	04-100-441300-0000-46011	-	-	-	-
Litter Control Grant Expense	04-100-441300-0000-46012	-	-	-	-
COVID-19 Expenses	04-100-441300-0000-46018	-	-	-	-
Capital Expenditures	04-100-441300-0000-48100	-	-	-	-
<b>Total Community Development &amp; Planning Administration</b>		\$ -	-	-	302,638.00

**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	
<b>Total Pinewood Heights-All Phases</b>		<b>299,143.66</b>	<b>1,088,900.73</b>	<b>1,026,862.00</b>
				<b>50,000.00</b>

**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
Tourism Bureau	04-100-432302-0000-45607	256,171.50	237,396.00	273,543.00	280,000.00
Chamber of Commerce	04-100-432302-0000-45609	6,000.00	6,000.00	6,000.00	6,000.00
<b>Total Community Development Other</b>		<b>272,190.50</b>	<b>254,104.00</b>	<b>290,543.00</b>	<b>298,125.00</b>

<b>Total Community Planning &amp; Development</b>	\$ 571,334.16	\$ 1,343,004.73	\$ 1,317,405.00	\$ 650,763.00
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## **Public Works**

The Town's Public Works operation is responsible for maintaining all the Town's physical and fixed assets. With a staff of 13 full time employees they divide their time between General Fund, Water Fund, Sewer Fund, and Highway Fund operations.

They are responsible for the operation, maintenance, and repair of the Town's 27 waste-water pump stations and associated 56 miles of underground infrastructure. Additionally, they maintain public grounds and Town-owned buildings. Although the Virginia Department of Transportation (VDOT) maintains most of the streets and highways within the Town's limits, the Town's Public Works staff is responsible for the maintenance and repair of all of Town owned roads and sidewalks.

Because the Town's Public Works employees must split their duties among the two operating funds, they carefully schedule their work so that General Fund public works activities get accomplished on time while – at the same time – ensuring the safe and efficient operation of the Town's water and wastewater system.

**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 Budget	FY 2021-22 Budget
Salaries	04-100-441300-0000-41100	203,403.62	221,034.19	296,136.00	122,325.00
Salaries-OT (includes special events)	04-100-441300-0000-41120	-	-	-	8,443.00
FICA	04-100-441300-0000-42100	15,275.49	16,594.22	23,691.00	10,461.00
VSRS	04-100-441300-0000-42200	11,971.36	17,331.79	30,008.00	13,047.00
Disability	04-100-441300-0000-42210	2,292.19	2,308.53	3,242.00	266.00
Health	04-100-441300-0000-42300	25,154.50	35,933.70	33,002.00	21,485.00
GIS	04-100-441300-0000-43001	414.68	-	800.00	1,100.00
Site Plan Review	04-100-441300-0000-43141	2,602.50	4,050.00	3,000.00	1,500.00
Professional Services	04-100-441300-0000-43152	-	8,099.50	50,000.00	25,000.00
Shared Services-LOW Inspection Services	04-100-441300-0000-43143	-	-	103,557.00	-
Contractual	04-100-441300-0000-43320	6,662.61	6,299.10	8,125.00	4,250.00
Trash Collection	04-100-441300-0000-43330	217,432.33	219,637.01	224,580.00	253,776.00
Recycling	04-100-441300-0000-43340	133,370.12	132,762.46	137,090.00	3,500.00
Street Lights	04-100-441300-0000-45101	1,216.82	1,112.06	2,500.00	2,500.00
Communications	04-100-441300-0000-45200	10,118.71	10,790.00	12,000.00	6,000.00
Insurance	04-100-441300-0000-45300	7,897.20	8,692.00	9,390.00	5,070.00
Travel & Training	04-100-441300-0000-45500	2,593.31	1,163.68	6,000.00	4,500.00
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	1,086.59	738.03	2,000.00	1,250.00
Accreditation	04-100-441300-0000-45521	1,216.81	-	1,250.00	-
Other	04-100-441300-0000-45804	7,173.63	817.06	2,000.00	1,375.00
Dues & Subscriptions	04-100-441300-0000-45810	1,445.67	1,149.00	2,700.00	2,025.00
Materials & Supplies	04-100-441300-0000-46001	2,134.06	8,251.02	6,000.00	4,500.00
Repairs & Maintenance	04-100-441300-0000-46007	8,035.01	5,819.75	15,000.00	7,500.00
Gas	04-100-441300-0000-46008	7,160.76	8,444.14	7,500.00	4,500.00
Uniforms	04-100-441300-0000-46011	903.44	997.39	2,500.00	2,700.00
Litter Control Grant Expense	04-100-441300-0000-46012	827.79	1,946.95	-	3,132.00
COVID-19 Expenses	04-100-441300-0000-46018	-	160.71	-	-
Capital Expenditures	04-100-441300-0000-48100	155,960.57	949,618.62	1,032,843.00	1,052,912.00
<b>Total Public Works</b>		<b>826,349.77</b>	<b>1,663,750.91</b>	<b>2,014,914.00</b>	<b>1,563,117.00</b>
<b>Miscellaneous Public Works</b>					
Waterworks Dam -professional fees	04-100-471350-0000-43152	33,134.95	17,353.18	46,250.00	125,000.00
<b>Total Miscellaneous Public Works</b>		<b>33,134.95</b>	<b>17,353.18</b>	<b>46,250.00</b>	<b>125,000.00</b>
<b>Total Public Works Expenses</b>		<b>859,484.72</b>	<b>1,681,104.09</b>	<b>2,061,164.00</b>	<b>1,688,117.00</b>

**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 Budget	FY 2021-22 Budget
Salaries-Part Time	04-100-443200-0000-41110	28,269.35	29,600.08	31,734.00	32,287.00
FICA	04-100-443200-0000-42100	2,182.05	2,278.29	2,539.00	2,583.00
Professional Services	04-100-443200-0000-43152	-	17,625.00	-	25,000.00
Contractual	04-100-443200-0000-43300	16,342.52	19,421.18	23,500.00	25,000.00
Utilities	04-100-443200-0000-45100	45,874.07	42,907.89	46,000.00	50,000.00
Communications	04-100-443200-0000-45200	1,736.28	1,584.47	2,200.00	2,200.00
Insurance	04-100-443200-0000-45300	9,877.88	9,800.00	10,584.00	12,000.00
Other	04-100-443200-0000-45804	92.04	624.69	500.00	500.00
Materials & Supplies	04-100-443200-0000-46001	2,374.43	592.33	2,500.00	2,500.00
Computer & Technology	04-100-443200-0000-46005	-	31,730.93	25,000.00	30,000.00
Repairs & Maintenance	04-100-443200-0000-46007	40,009.44	69,746.80	65,000.00	160,000.00
COVID-19 Expenses	04-100-443200-0000-46018	-	5,526.96	-	-
Capital Expenditures	04-100-443200-0000-48100	6,346.00	427,511.78	-	-
<b>Total Public Buildings</b>		<b>153,104.06</b>	<b>658,950.40</b>	<b>209,557.00</b>	<b>342,070.00</b>

## **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**  
**FY2022 Operating Budget**  
**GENERAL FUND EXPENDITURES**

**Contributions**

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2021-22 Budget
<b><u>Parks, Recreation, and Cultural</u></b>					
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	9,000.00	9,000.00	9,000.00
Farmers Market	04-100-432301-0000-45617	3,000.00	3,000.00	3,000.00	3,000.00
Friends of the Library	04-100-473100-0000-45605	5,230.00	4,500.00	3,600.00	3,550.00
<b>Total Cultural Contributions</b>		<b>17,230.00</b>	<b>16,500.00</b>	<b>15,600.00</b>	<b>15,550.00</b>
 <b><u>Contributions-Community Development</u></b>					
Smithfield CHIP program	04-100-432301-0000-43354	4,595.62	206.90	5,000.00	-
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
TRIAD	04-100-432302-0000-45611	1,650.00	1,650.00	1,650.00	1,650.00
Christian Outreach	04-100-432302-0000-45620	12,650.00	12,650.00	12,650.00	12,650.00
Rotary Club		-	-	-	-
Western Tidewater Free Clinic	04-100-432302-0000-45632	40,700.00	40,560.00	40,560.00	23,000.00
Western Tidewater Free Clinic-CARES Act	04-100-432302-0000-45632	-	-	-	-
Old Courthouse Contribution	04-100-472500-0000-45613	4,400.00	4,400.00	4,400.00	4,400.00
<b>Total Contributions-Community Development</b>		<b>121,915.62</b>	<b>117,386.90</b>	<b>122,180.00</b>	<b>49,620.00</b>
<b>TOTAL CONTRIBUTIONS</b>		<b>139,145.62</b>	<b>133,886.90</b>	<b>137,780.00</b>	<b>65,170.00</b>

**Town of Smithfield**  
**FY2022 Operating Budget**  
**GENERAL FUND EXPENDITURES**

**Non-Departmental**

	MUNIS ACCOUNT NUMBER	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
		Actual	Actual	Budget	Budget
<b>OPERATING/CAPITAL RESERVE</b>					
Appropriation to Reserves		-	173,448.86	-	-
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	22,560.08	106,156.44	48,255.00	67,570.00
<b>TOTAL NON DEPARTMENTAL</b>		<b>22,560.08</b>	<b>279,605.30</b>	<b>48,255.00</b>	<b>67,570.00</b>

## **Water Fund**

This is the 2021-2022 operating budget for the Water Fund.

The Town of Smithfield operates its water system as an enterprise fund in which the sewer fund revenues are used to fund the operation, maintenance, and debt service of the system. For 2021-2022, the General Fund will not subsidize this fund either directly or indirectly.

The Town's Water Fund operation is responsible for maintaining all the Town's physical and fixed water related assets. With a staff of 16 full time employees, 13 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.

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 and repair of water meters.

Because the Town's Public Works employees must split their duties among the operating funds, they carefully schedule their work so that General Fund public works activities get accomplished on time while – at the same time – ensuring the safe and efficient operation of the Town's water system.

This budget maintains the current water rate of \$6.55 per 1,000 gallons.

**Town of Smithfield**  
**FY2022 Operating Budget**  
**WATER FUND**

**WATER FUND**

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2021-22 Budget
<b>WATER REVENUES</b>					
Water Sales	03-005-342060-0000-31101	1,401,473.42	1,449,120.33	1,503,725.00	1,478,852.00
Debt Service Revenue	03-005-342060-0000-31109	252,179.42	255,276.32	256,000.00	257,000.00
Availability Fees	03-005-342060-0000-31102	173,320.08	75,660.00	122,400.00	122,400.00
Pro Rata Share Fees	03-005-342060-0000-31103	40,000.00	2,400.00	-	-
Connection fees	03-005-342060-0000-31104	38,980.00	17,700.00	29,700.00	29,700.00
Miscellaneous	03-005-342060-0000-31105	6,030.08	2,629.78	-	-
Application Fees	03-005-342060-0000-31106	10,022.00	9,162.50	10,000.00	10,000.00
Interest Revenue	03-005-342060-0000-31501	42,460.83	30,377.71	35,000.00	6,500.00
Insurance Recoveries	03-005-342060-0000-31603	-	-	-	-
Contributions from IOW	03-005-342060-0000-31628	-	-	-	87,500.00
Bond Financing	balance sheet	-	-	1,000,000.00	-
Appropriated fund balance for budget-reserves	n/a		343,852.65	697,567.00	1,063,398.00
<b>Total Water Revenues</b>		<b>1,964,465.83</b>	<b>2,186,179.29</b>	<b>3,654,392.00</b>	<b>3,055,350.00</b>

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2021-22 Budget
<b>WATER EXPENSES</b>					
Salaries	04-005-442060-0000-41100	406,199.73	413,805.50	420,160.00	411,391.00
FICA	04-005-442060-0000-42100	29,981.20	30,115.02	33,614.00	32,911.00
VSRS	04-005-442060-0000-42200	17,475.08	37,119.49	38,997.00	39,151.00
Health	04-005-442060-0000-42300	57,697.44	53,931.52	66,210.00	61,719.00
Water Tank Maintenance	04-005-442060-0000-43006	570.00	-	633,000.00	-
Audit	04-005-442060-0000-43120	6,500.00	6,625.00	6,750.00	7,500.00
Legal	04-005-442060-0000-43150	8,334.19	7,983.64	10,000.00	10,000.00
Professional Services	04-005-442060-0000-43152	6,347.58	7,023.36	25,000.00	32,000.00
Contractual	04-005-442060-0000-43320	7,278.38	8,316.38	13,500.00	15,000.00
Regional Water Supply Study	04-005-442060-0000-43998	4,458.00	3,926.00	4,400.00	4,223.00
Data Processing	04-005-442060-0000-44100	12,528.35	14,185.81	15,000.00	15,000.00
Utilities	04-005-442060-0000-45100	2,801.94	1,930.44	3,000.00	3,000.00
Communications	04-005-442060-0000-45200	10,953.22	10,039.56	11,500.00	11,500.00
Insurance	04-005-442060-0000-45300	28,300.04	31,132.00	33,623.00	36,315.00
Materials & Supplies	04-005-442060-0000-45400	64,872.16	71,597.64	127,500.00	135,000.00
Travel and Training	04-005-442060-0000-45500	3,408.55	2,267.84	5,000.00	5,000.00
Accreditation	04-005-442060-0000-45521	1,045.68	-	100.00	-
Contribution-Smithfield Foods wet wells	04-005-442060-0000-45656	-	143,478.57	-	-
Other Expense	04-005-442060-0000-45804	10,353.54	9,309.39	15,000.00	15,000.00

## WATER FUND

	MUNIS ACCOUNT NUMBER	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
		Actual	Actual	Budget	Budget
Dues & Subscriptions	04-005-442060-0000-45810	877.59	1,116.82	1,200.00	1,500.00
Bank service charges-credit card fees	04-005-442060-0000-45813	1,211.02	1,272.88	1,200.00	1,200.00
Equipment Expense	04-005-442060-0000-46006	-	-	-	4,000.00
Maintenance & Repairs	04-005-442060-0000-46007	9,832.18	43,061.08	37,000.00	40,000.00
Fuel	04-005-442060-0000-46008	15,694.57	9,234.43	16,000.00	17,000.00
Vehicle Maintenance	04-005-442060-0000-46009	2,623.56	3,192.86	3,000.00	3,500.00
Uniforms	04-005-442060-0000-46011	3,042.19	3,722.85	3,150.00	3,400.00
<b><u>RO Annual costs</u></b>					
Contract Services	04-005-442061-0000-43300	801.00	4,334.00	10,000.00	10,000.00
Power	04-005-442061-0000-45100	100,157.34	107,125.46	110,000.00	110,000.00
HRSD	04-005-442061-0000-45102	258,402.60	310,526.48	324,000.00	353,160.00
Communication	04-005-442061-0000-45200	9,218.61	9,648.43	9,300.00	9,300.00
Supplies	04-005-442061-0000-45400	22,221.27	29,342.59	25,000.00	30,000.00
Chemicals	04-005-442061-0000-45413	68,800.52	71,220.77	65,000.00	75,000.00
Travel and training	04-005-442061-0000-45500	1,020.30	679.20	4,000.00	4,000.00
Miscellaneous	04-005-442061-0000-45804	-	1,228.00	-	-
Dues & Subscriptions	04-005-442061-0000-45810	1,542.20	75.49	1,600.00	1,600.00
Computers & Technology	04-005-442061-0000-46005	-	164.99	-	-
Maintenance and Repairs	04-005-442061-0000-46007	26,098.48	44,978.03	66,500.00	85,000.00
Vehicle Maintenance	04-005-442061-0000-46009	1,268.34	3,027.33	3,000.00	3,500.00
COVID-19 Expenses	04-005-442061-0000-46018	-	98.73	-	-
Debt Service	04-005-442060-0000-49000	286,543.35	288,706.05	342,088.00	196,045.00
Depreciation Expense	04-005-442060-0000-49102	353,579.61	347,845.66	395,000.00	427,435.00
Transfers to Operating Reserves	balance sheet	69,395.02	-	-	-
Capital Expenditures	balance sheet	53,031.00	52,790.00	775,000.00	845,000.00
<b>Total Water Expenditures</b>		<b>1,964,465.83</b>	<b>2,186,179.29</b>	<b>3,654,392.00</b>	<b>3,055,350.00</b>

## **Sewer Fund**

This is the 2021-2022 operating budget for the Sewer Fund.

The Town of Smithfield operates its sewer system as an enterprise fund in which the sewer fund revenues are used to fund the operation, maintenance, and debt service of the system. For 2021-2022, the General Fund will not subsidize this fund either directly or indirectly.

The Town's Sewer Fund operation is responsible for maintaining all the Town's physical and fixed sewer related assets.

Staff are responsible for the operation, maintenance, and repair of the Town's 27 pump stations and 56 miles of underground sewer infrastructure that is consistently growing with new development.

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

Because the Town's Public Works employees must split their duties among the operating funds, they carefully schedule their work so that General Fund public works activities get accomplished on time while – at the same time – ensuring the safe and efficient operation of the Town's wastewater system.

This budget maintains the current water rate of \$3.74 per 1,000 gallons.

**Town of Smithfield**  
**FY2022 Operating Budget**  
**SEWER FUND**

**SEWER FUND**

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2021-22 Budget
<b>SEWER REVENUES</b>					
Sewer Charges	03-004-342070-0000-31101	662,514.23	680,299.22	707,401.00	707,401.00
Availability Fees	03-004-342070-0000-31102	269,579.80	113,720.00	185,400.00	185,400.00
Pro Rata Share Fees	03-004-342070-0000-31103	40,000.00	2,400.00	-	-
Connection fees	03-004-342070-0000-31104	100,410.04	43,500.00	71,100.00	71,100.00
Miscellaneous Revenue	03-004-342070-0000-31105	-	384.30	-	-
Interest Revenue	03-004-342070-0000-31501	16,547.38	10,867.27	11,500.00	7,000.00
Insurance Recoveries	03-004-342070-0000-31603	10,890.10	28,563.43	-	-
Sewer Compliance Fee	03-004-342070-0000-31608	395,814.65	401,391.34	401,112.00	405,270.00
Bond Financing	Balance Sheet	-	-	600,000.00	-
Appropriated fund balance for budget	Balance Sheet	5,618.24	94,851.56	2,312.00	585,059.00
<b>Total Sewer Revenue</b>		<b>1,501,374.44</b>	<b>1,375,977.12</b>	<b>1,978,825.00</b>	<b>1,961,230.00</b>

MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2021-22 Budget
<b>SEWER EXPENSES</b>				
Salaries	232,418.24	257,070.54	272,933.00	269,863.00
FICA	17,313.20	18,649.55	21,835.00	21,589.00
VSRS	(3,427.05)	40,012.86	26,362.00	26,973.00
Health	31,180.86	32,416.80	44,424.00	36,023.00
VAC Truck Repairs & Maintenance	6,197.30	5,384.65	7,500.00	7,500.00
Audit	6,500.00	6,625.00	6,750.00	7,500.00
Legal	8,402.94	7,983.64	10,000.00	10,000.00
Professional Fees	10,315.00	14,519.64	25,000.00	30,000.00
Contractual	3,413.54	4,014.29	3,500.00	4,000.00
HRPDC sewer programs	838.00	835.00	920.00	737.00
Data Processing	12,528.35	14,185.81	15,000.00	15,000.00
Utilities	43,100.61	39,549.43	45,000.00	45,000.00
Communications	10,434.12	9,821.97	12,000.00	12,000.00
SCADA Expenses	4,330.88	(176.71)	6,000.00	15,000.00
Insurance	14,385.28	15,824.00	17,100.00	18,500.00
Materials & Supplies	30,240.35	41,992.54	50,000.00	55,000.00
Travel & Training	84.31	150.00	3,500.00	5,000.00
Accreditation	1,045.68	-	100.00	-
Miscellaneous	1,069.11	149.64	1,200.00	1,200.00
Dues & Subscriptions	166.17	210.98	200.00	200.00
Bank charges	30.00	-	30.00	30.00
Equipment Expense	-	-	-	52,500.00
Maintenance & Repairs	87,723.53	113,623.59	95,000.00	175,000.00
Fuel	7,755.39	5,732.56	9,000.00	10,000.00
Vehicle Maintenance	2,816.93	3,608.16	3,000.00	4,000.00
Uniforms	2,458.42	2,501.84	2,700.00	2,900.00
Pump Replacement & Conditioning	-	61,002.98	150,000.00	150,000.00
COVID-19 Expenses	-	-	-	-
Debt Service	107,649.23	106,109.53	154,771.00	219,350.00
Depreciation Expense	366,443.27	364,445.11	395,000.00	391,365.00
Capital Expenditures	495,960.78	209,733.72	600,000.00	375,000.00
Transfers to Operating Reserves	-	-	-	-
<b>Total Sewer Expenditures</b>	<b>1,501,374.44</b>	<b>1,375,977.12</b>	<b>1,978,825.00</b>	<b>1,961,230.00</b>

## **Highway Fund**

This is the 2021-2022 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**  
**FY2022 Operating Budget**  
**HIGHWAY FUND**

**Highway**

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2021-22 Budget
<b>HIGHWAY REVENUES</b>					
Interest Income	03-204-341200-0000-31501	277.50	188.14	250.00	250.00
Insurance Recoveries	03-204-341200-0000-31603	-	-	-	-
Revenue - Commwth of VA	03-204-341200-0000-34060	1,243,925.24	1,247,245.48	1,247,245.00	1,289,244.00
Carryforward from prior years	N/A	276,284.22	184,545.68	278,321.68	-
<b>Total Highway Fund Revenue</b>		<b>1,520,486.96</b>	<b>1,431,979.30</b>	<b>1,525,816.68</b>	<b>1,289,494.00</b>

	MUNIS ACCOUNT NUMBER	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2021-22 Budget
<b>HIGHWAY EXPENSES</b>					
Salaries	04-204-441200-0000-41100	295,840.61	252,947.81	270,987.00	345,875.00
FICA	04-204-441200-0000-42100	22,040.09	18,600.31	23,279.00	27,670.00
VSRS	04-204-441200-0000-42200	17,857.03	14,284.94	31,418.00	35,093.00
Health	04-204-441200-0000-42300	45,832.01	40,368.81	41,119.00	60,613.00
Maintenance	04-204-441200-0000-43104	747,313.94	659,880.76	934,751.68	557,261.00
Grass	04-204-441200-0000-43105	15,522.70	13,520.12	20,000.00	20,000.00
VAC Truck Repairs	04-204-441200-0000-43107	2,228.80	2,275.96	2,500.00	2,500.00
Professional services	04-204-441200-0000-43152	5,361.75	2,034.75	5,000.00	5,000.00
Contract Services	04-204-441200-0000-43300	-	-	20,000.00	-
Stormwater Management Program (regional)	04-204-441200-0000-43999	3,116.00	3,158.00	3,342.00	2,982.00
Street Lights	04-204-441200-0000-45101	127,467.96	116,461.74	128,000.00	130,000.00
Insurance	04-204-441200-0000-45300	9,610.88	10,572.00	11,420.00	12,300.00
Fuel	04-204-441200-0000-46008	11,550.01	7,134.36	12,000.00	14,000.00
Vehicle Maintenance	04-204-441200-0000-46009	2,851.17	9,355.62	6,000.00	10,000.00
Uniforms	04-204-441200-0000-46011	2,175.82	3,062.44	3,500.00	3,700.00
Capital Outlay	04-204-441200-0000-48100	27,172.51	-	12,500.00	62,500.00
Carryforward to next year	N/A	184,545.68	278,321.68	-	-
<b>Total Highway Fund Expense</b>		<b>1,520,486.96</b>	<b>1,431,979.30</b>	<b>1,525,816.68</b>	<b>1,289,494.00</b>

## **Five-year Capital Improvements Plan**

The following is the proposed Capital Improvements Plan (CIP) for the five-year period covered by fiscal years 2021-2022 through 2025-2026.

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

		FY21	FY22	FY23	FY24	FY25
<b>Highway</b>						
Tractor 1/2 HWY and 1/2 PW			\$ 62,500.00			
PW Truck		\$ 12,500.00				
	<b>TOTAL FOR HWY</b>	<b>\$ 12,500.00</b>	<b>\$ 62,500.00</b>	\$ -	\$ -	\$ -
<b>Public Safety</b>						
Police Vehicles (5)			\$ 175,000.00			
Vehicle Equipment			\$ -			
	<b>TOTAL FOR PS</b>	<b>\$ -</b>	<b>\$ 175,000.00</b>	\$ -	\$ -	\$ -
<b>Parks &amp; Recreation: General Fund</b>						
Clontz Park - Gazebo & Boards Replacement						\$ 100,000.00
Sports Complex Improvements -Concessions, Bathrooms, Lighting						\$ 230,000.00
Maintenance Facility - Parks			\$ -	\$ 60,000.00		
	<b>TOTAL FOR P&amp;R</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000.00</b>	\$ -	\$ 330,000.00
<b>Community Development &amp; Planning</b>						
Pinewood Heights Project		\$ 1,026,862.00	\$ 50,000.00	\$ 450,000.00		
	<b>TOTAL FOR CD&amp;P</b>	<b>\$ 1,026,862.00</b>	<b>\$ 50,000.00</b>	<b>\$ 450,000.00</b>	\$ -	\$ -
<b>Public Works: General Fund</b>						
Smithfield Lake Dam Decommission			\$ 125,000.00	\$ 687,500.00	\$ 687,500.00	
Smithfield Center S Church St. Aprons				\$ 75,000.00		
Great Springs Road Drainage Improvements			\$ -	\$ 476,000.00		
Nike Park Recreational Trail		\$ 62,000.00	\$ 175,112.00	\$ 675,000.00	\$ 675,000.00	\$ 675,000.00
Intersection Improvements at Rt 10/S Church/Rt 258		\$ 902,843.00	\$ 765,300.00			
Tractor			\$ 62,500.00			
Excavator-1/3 WTR, SWR, PW			\$ 25,000.00	\$ -		
Parking Lot Repairs-Behind Attorney W Crook building			\$ -	\$ 60,000.00		
Replace Welcome to Smithfield Signs (4)			\$ 25,000.00			
	<b>TOTAL FOR PW</b>	<b>\$ 964,843.00</b>	<b>\$ 1,177,912.00</b>	<b>\$ 1,973,500.00</b>	<b>\$ 1,362,500.00</b>	<b>\$ 675,000.00</b>
<b>Public Buildings: General Fund</b>						
Smithfield Times Building Renovation			\$ 25,000.00	\$ 500,000.00		
	<b>TOTAL FOR PB</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>	<b>\$ 500,000.00</b>	\$ -	\$ -
	<b>TOTAL GENERAL FUND</b>	<b>\$ 1,991,705.00</b>	<b>\$ 1,427,912.00</b>	<b>\$ 2,983,500.00</b>	<b>\$ 1,362,500.00</b>	<b>\$ 1,005,000.00</b>

# TOWN OF SMITHFIELD CAPITAL IMPROVEMENT PROGRAM EXPENDITURES

7/9/2021

	FY21	FY22	FY23	FY24	FY25	FY26
<b>Water Fund</b>						
Storage Tank - Maintenance and Repairs - Church St	\$ 633,000.00					
Storage Tank - Maintenance and Repairs - Wilson Rd			\$ 450,000.00			
Storage Tank - Maintenance and Repairs - Battery Park Rd					\$ 500,000.00	
Water Main Replacement - Grace Street	\$ 600,000.00					
Water Main Replacement - Pagan Point		\$ 320,000.00				
Water Main Replacement - Sykes Ct				\$ 100,000.00		
Water Main Replacement - Food Lion (tree line)			\$ 65,000.00			
Water Main Repair- Cypress Creek Bridge	\$ 50,000.00					
Water Main Replacement- Cypress Creek Bridge						\$ 350,000.00
Water Main Replacement - Main Street - 300 block				\$ 425,000.00		
Truck with Crane Lift Body	\$ 75,000.00					
PLC and Equipment - RO Plant	\$ 71,000.00					
Relining Well #8A	\$ 241,243.00					
Excavator-1/3 WTR, SWR, PW		\$ 25,000.00				
PW Truck	\$ 12,500.00					
Water Meter Replacements		\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Relocate water services		\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
RO-Stormwater BMP Improvements	\$ 122,210.00	\$ 250,000.00				
2nd RO Skid Funding		\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
3rd RO Higher Service Pump				\$ 100,000.00		
1st Stage Membrane Replacement			\$ 70,000.00			
<b>TOTAL FOR WATER</b>	<b>\$ 1,804,953.00</b>	<b>\$ 945,000.00</b>	<b>\$ 935,000.00</b>	<b>\$ 975,000.00</b>	<b>\$ 850,000.00</b>	<b>\$ 700,000.00</b>
<b>Sewer Fund</b>						
Bypass Pump - 3 locations		\$ 150,000.00	\$ 150,000.00	\$ 150,000.00		
Sewer Line Replacement - Grace Street	\$ 600,000.00					
Manhole Inspections & Rehab	\$ 59,869.50	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
Sanitary Sewer Inspections & TV Lines	\$ 58,215.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
MOM Plan Review	\$ 49,410.00					
ARC Flash Safety Controls		\$ 65,000.00				
PW Truck	\$ 12,500.00					
Vac Truck Replacement	\$ 461,000.00					
Main St Sewer Replacement - 300 block			\$ 175,000.00			
Excavator-1/3 WTR, SWR, PW		\$ 25,000.00				
<b>TOTAL FOR SEWER</b>	<b>\$ 1,240,994.50</b>	<b>\$ 375,000.00</b>	<b>\$ 460,000.00</b>	<b>\$ 285,000.00</b>	<b>\$ 135,000.00</b>	<b>\$ 135,000.00</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 5,050,152.50</b>	<b>\$ 2,810,412.00</b>	<b>\$ 4,378,500.00</b>	<b>\$ 2,622,500.00</b>	<b>\$ 1,990,000.00</b>	<b>\$ 835,000.00</b>