

**CONTINUED MEETING
SMITHFIELD TOWN COUNCIL AGENDA**

**June 22nd, 2020 at 6:00 p.m.
Held at Smithfield Center, 220 N. Church Street**



Swearing-in of Re-Elected Town Council Members and Newly Elected Town Council Member will be at 6:00 p.m. prior to Continued Meeting

A. UPCOMING MEETINGS AND ACTIVITIES:

- July 3 - Town Administrative Offices Closed in Observance of Independence Day
- July 4 - 9:30 p.m. – Fireworks Display @ Heritage Park Fairgrounds
- July 7 - 6:30 p.m. – Town Council Meeting

B. PUBLIC COMMENTS:

ACTION SECTION

1. **Resolution to Adopt Proposed Budget for Fiscal Year 2020/2021** **TAB # 1**
Finance Committee Chair, Randy Pack
2. **Virginia Retirement System Resolution for Enhanced Hazardous Duty Benefits**
Finance Committee Chair, Randy Pack
3. **New Business**
 - a. **Motion to Award Mowing Services Contract to Escape 2 Eden Landscaping, LLC**
Public Works Committee Chair, Beth Haywood
 - b. **Motion to Award Landscaping Services Contract to Escape 2 Eden Landscaping, LLC**
Public Works Committee Chair, Beth Haywood
4. **Old Business**
5. **Adjournment**

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

**RESOLUTION
BUDGET FOR FISCAL YEAR 2020-2021**

WHEREAS, the Town Council, through its staff and finance committee, has prepared a budget for Fiscal Year 2020-2021; and,

WHEREAS, the budget has been advertised in accordance with the law and a public hearing was held at the regular meeting of Town Council on June 2, 2020; and,

WHEREAS, the budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2020-2021; and,

NOW, THEREFORE, BE IT RESOLVED that the budget for Fiscal Year 2020-2021, and attached hereto as Exhibit "A" is hereby adopted.

Adopted this 22nd day of June, 2020.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

TOWN OF SMITHFIELD
FY 2020-21 GENERAL FUND BUDGET SUMMARY

5/31/2020

Department	ORIGINAL FY19-20	PROPOSED FY20-21	Difference
Real Estate Taxes	2,119,433.00	2,173,349.00	53,916.00
Personal Property Taxes	671,520.00	738,620.00	67,100.00
Public Service Corporation	29,645.00	35,284.00	5,639.00
Other Local Taxes	3,603,102.00	3,305,670.00	(297,432.00)
Licenses, permits, & fees	36,700.00	392,810.00	356,110.00
Fines & Costs	40,000.00	43,000.00	3,000.00
From Use of Money & Property	427,832.00	422,745.00	(5,087.00)
Miscellaneous Revenues	1,000.00	650.00	(350.00)
Governmental Virginia	997,006.00	795,271.00	(201,735.00)
Governmental Federal	2,512,040.00	1,098,321.00	(1,413,719.00)
Other financing sources	-	59,280.00	59,280.00
Contributions	286,556.00	181,604.00	(104,952.00)
Appropriated from reserves	2,278,632.00	745,491.00	(1,533,141.00)
TOTAL REVENUES	13,003,466.00	9,992,095.00	(3,011,371.00)

Department	ORIGINAL FY19-20	PROPOSED FY20-21	Difference
Town Council	205,621.00	208,876.00	3,255.00
Town Manager	528,175.00	518,334.00	(9,841.00)
Treasurer	668,739.00	713,673.00	44,934.00
Police	2,370,441.00	2,616,777.00	246,336.00
Public Safety Contributions-Fire & E911	282,060.00	335,936.00	53,876.00
Parks & Recreation-Administration	339,281.00	318,405.00	(20,876.00)
Parks & Recreation-Smithfield Center	340,952.00	363,268.00	22,316.00
Parks & Recreation-Windsor Castle Park	165,907.00	93,309.00	(72,598.00)
Parks & Recreation-Windsor Castle Manor House	90,936.00	86,851.00	(4,085.00)
Parks & Recreation-Luter Sports Complex	97,500.00	70,140.00	(27,360.00)
Parks & Recreation-Contributions	530,000.00	31,600.00	(498,400.00)
Parks & Recreation-Other	7,750.00	57,250.00	49,500.00
Museum	184,213.00	195,242.00	11,029.00
Community Development-Pinewood Heights CDBG Project	2,205,807.00	966,862.00	(1,238,945.00)
Community Development Contributions	396,902.00	396,723.00	(179.00)
Planning, Zoning & Public Works	855,114.00	964,517.00	109,403.00
Public Buildings	204,727.00	209,557.00	4,830.00
Non-Departmental	27,300.00	48,255.00	20,955.00
Debt Service	484,771.00	482,196.00	(2,575.00)
Contingency	50,000.00	85,761.00	35,761.00
TOTAL OPERATING EXPENSES	10,036,196.00	8,763,532.00	(1,272,664.00)

Capital	ORIGINAL FY19-20	PROPOSED FY20-21	Difference
Town Council	-	-	-
Town Manager	-	-	-
Treasurer	66,850.00	135,720.00	68,870.00
Police	66,000.00	-	(66,000.00)
Public Safety Contributions-Fire & E911	-	-	-
Parks & Recreation-Administration	26,000.00	-	(26,000.00)
Parks & Recreation-Smithfield Center	26,000.00	-	(26,000.00)
Parks & Recreation-Windsor Castle Park	-	-	-
Parks & Recreation-Windsor Castle Manor House	-	-	-
Parks & Recreation-Luter Sports Complex	25,000.00	-	(25,000.00)
Parks & Recreation-Contributions	-	-	-
Parks & Recreation-Other	315,000.00	-	(315,000.00)
Museum	-	-	-
Community Development-Pinewood Heights CDBG Project	204,000.00	60,000.00	(144,000.00)
Community Development Contributions	-	-	-
Planning, Zoning & Public Works	2,178,420.00	1,032,843.00	(1,145,577.00)
Public Buildings	60,000.00	-	(60,000.00)
TOTAL CAPITAL EXPENSES	2,967,270.00	1,228,563.00	(1,738,707.00)

Town of Smithfield
Proposed FY2020-21 Operating Budget
GENERAL FUND REVENUES

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
<u>GENERAL GOVERNMENT REVENUES</u>						
<u>Real Estate Tax</u>						
Current RE Tax	1,758,779.00	2,105,233.00	2,121,348.00	2,143,049.00	2,143,049.00	1.80%
Delinquent RE Tax	4,507.21	5,000.00	21,735.00	20,000.00	20,000.00	300.00%
Current RE Penalty	7,951.29	7,000.00	7,000.00	4,000.00	4,000.00	-42.86%
Delinquent RE Penalty	856.80	700.00	700.00	2,500.00	2,500.00	257.14%
Current RE Interest	543.78	500.00	500.00	300.00	300.00	-40.00%
Delinquent RE Interest	1,243.66	1,000.00	1,000.00	3,500.00	3,500.00	250.00%
Total Real Estate Taxes	1,773,881.74	2,119,433.00	2,152,283.00	2,173,349.00	2,173,349.00	2.54%
<u>Personal Property Tax</u>						
Current PP Tax	670,371.63	625,020.00	685,000.00	705,000.00	705,000.00	12.80%
Delinquent PP Tax	31,101.27	20,000.00	15,000.00	15,000.00	15,000.00	-25.00%
Current PP Penalty	12,867.86	13,000.00	8,000.00	8,000.00	8,000.00	-38.46%
Delinquent PP Penalty	10,788.44	12,000.00	6,500.00	6,500.00	6,500.00	-45.83%
Current PP Interest	976.13	700.00	120.00	120.00	120.00	-82.86%
Delinquent PP Interest	7,541.23	800.00	4,000.00	4,000.00	4,000.00	400.00%
Total Personal Property Tax	733,646.56	671,520.00	718,620.00	738,620.00	738,620.00	9.99%
<u>Public Service Corporations Tax</u>						
Current RE Tax	29,660.63	29,400.00	35,098.00	35,098.00	35,098.00	19.38%
Current PP Tax	-	245.00	186.00	186.00	186.00	-24.08%
Total Public Service Tax	29,660.63	29,645.00	35,284.00	35,284.00	35,284.00	19.02%
<u>Other Local Taxes</u>						
Franchise Tax	157,713.06	150,000.00	117,485.00	138,000.00	138,000.00	-8.00%
Cigarette Tax	161,289.29	250,000.00	218,550.00	218,550.00	218,550.00	-12.58%
Transient Occupancy Tax	221,905.56	219,000.00	140,000.00	226,000.00	192,100.00	-12.28%
Meals Tax-4.25%	1,231,374.84	1,177,731.00	977,634.00	1,294,597.00	1,100,407.00	-6.57%
Meals Tax-2%	579,470.52	554,226.00	460,063.00	609,222.00	517,838.00	-6.57%
Sales Tax	357,250.19	360,000.00	273,000.00	378,000.00	321,300.00	-10.75%
Consumption Tax	47,498.54	50,000.00	50,000.00	51,000.00	51,000.00	2.00%
Utility Tax	192,386.04	200,000.00	200,000.00	214,000.00	214,000.00	7.00%
Business Licenses	399,685.87	395,000.00	395,000.00	395,000.00	335,750.00	-15.00%
Business Licenses Penalty	3,156.29	4,000.00	370.00	3,000.00	2,550.00	-36.25%
Business Licenses Interest	288.98	225.00	118.00	300.00	255.00	13.33%
Peg Channel Capital Fee	1,447.40	1,920.00	1,920.00	1,920.00	1,920.00	0.00%
Vehicle License	254,331.06	241,000.00	210,000.00	212,000.00	212,000.00	-12.03%
Total Other Local Taxes	3,607,797.64	3,603,102.00	3,044,140.00	3,741,589.00	3,305,670.00	-8.25%
<u>Licenses, Permits & Fees</u>						
Permits & Other Licenses	25,400.00	20,000.00	20,000.00	20,000.00	20,000.00	0.00%

Town of Smithfield
Proposed FY2020-21 Operating Budget
GENERAL FUND REVENUES

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Inspection Fees-Subdivision	4,650.00	4,200.00	4,200.00	7,000.00	7,000.00	66.67%
Administrative Collection Fees-DMV Stops	13,320.00	10,000.00	10,000.00	12,000.00	12,000.00	20.00%
Refuse and Recycling Collection Fee	-	-	-	350,015.00	350,015.00	100.00%
WC Dog Park Registration	830.00	1,000.00	585.00	795.00	795.00	-20.50%
Consultant Review Fees	2,650.00	1,500.00	1,500.00	3,000.00	3,000.00	100.00%
Total Licenses, permits and privilege fees	46,850.00	36,700.00	36,285.00	392,810.00	392,810.00	970.33%
<u>Fines & Costs</u>						
Restitution	120.00	-	-	-	-	0.00%
Fines & Costs	40,236.03	40,000.00	40,000.00	43,000.00	43,000.00	7.50%
Total Fines & Forfeitures	40,356.03	40,000.00	40,000.00	43,000.00	43,000.00	7.50%
<u>From Use of Money and Property</u>						
General Fund Interest	104,673.20	65,000.00	65,000.00	75,000.00	63,750.00	-1.92%
Rentals	73,214.55	72,617.00	71,667.00	73,670.00	61,170.00	-15.76%
Smithfield Center Rentals	190,074.86	180,000.00	130,000.00	180,000.00	153,000.00	-15.00%
Windsor Castle Revenue (includes Manor House, Park Impact, Vendor)	300.00	-	-	60,000.00	51,000.00	100.00%
Smithfield Center Vendor Programs	5,500.00	3,000.00	-	-	-	-100.00%
WC Manor House Rentals		15,000.00	-	-	-	-100.00%
Sports Complex Rentals	480.00	10,000.00	2,500.00	35,000.00	29,750.00	197.50%
Park Impact Fees	20,349.20	20,000.00	9,060.00	20,000.00	17,000.00	-15.00%
Kayak Rentals	11,636.00	10,000.00	7,775.00	10,000.00	8,500.00	-15.00%
Special Events	29,096.40	28,000.00	14,592.00	21,000.00	17,850.00	-36.25%
Fingerprinting Fees	1,290.00	1,500.00	1,000.00	1,000.00	1,000.00	-33.33%
Museum Admissions	7,236.00	9,415.00	7,061.00	8,900.00	7,565.00	-19.65%
Museum Gift Shop Sales	12,448.84	11,700.00	8,775.00	13,000.00	11,050.00	-5.56%
Museum Programs/Lecture Fees	418.00	1,000.00	500.00	600.00	510.00	-49.00%
Sale of Equipment/Buildings	16,324.02	-	1,664.00	-	-	0.00%
Lease of Land	600.00	600.00	600.00	600.00	600.00	0.00%
Total revenue from use of money and property	473,641.07	427,832.00	320,194.00	498,770.00	422,745.00	-1.19%
<u>Miscellaneous Revenue</u>						
Other Revenue	876.25	1,000.00	1,000.00	650.00	650.00	-35.00%
Total Miscellaneous Revenue	876.25	1,000.00	1,000.00	650.00	650.00	-35.00%
<u>From Reserves</u>						
WC Preservation Funds		38,000.00	74,990.83	-	-	-100.00%
Appropriated fund balance for budget	602,368.73	2,240,632.00	2,398,371.17	791,804.00	745,491.00	-66.73%
Total From Reserves	602,368.73	2,278,632.00	2,473,362.00	791,804.00	745,491.00	-67.28%
<u>Intergovernmental Virginia</u>						
Law Enforcement	172,904.00	172,904.00	172,904.00	172,904.00	172,904.00	0.00%
Police Block Grants	6,480.00	-	-	-	-	0.00%

Town of Smithfield
Proposed FY2020-21 Operating Budget
GENERAL FUND REVENUES

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Litter Control Grant	3,452.00	-	2,727.00	-	-	0.00%
Communications Tax	200,788.11	204,000.00	186,000.00	186,000.00	186,000.00	-8.82%
Rolling Stock	137.08	137.00	154.00	150.00	150.00	9.49%
Rental Tax	6,769.51	5,000.00	5,000.00	5,000.00	5,000.00	0.00%
PPTRA State Revenue	240,794.89	240,795.00	240,795.00	240,795.00	240,795.00	0.00%
Fire Programs	27,998.00	29,461.00	29,461.00	-	-	-100.00%
VCA Grant	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	0.00%
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	4,260.65	140,265.00	137,630.00	-	-	-100.00%
Benns Church/Route 258/Route 10 Bypass intersection	7,290.18	159,264.00	7,812.00	162,522.00	162,522.00	2.05%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	1,964.47	40,680.00	-	23,400.00	23,400.00	-42.48%
VMRC Grant-boat ramp	626,437.00	-	-	-	-	0.00%
DCR Grant #71-17 & 72-17	16,231.25	-	-	-	-	0.00%
Total State Revenue	1,320,007.14	997,006.00	786,983.00	795,271.00	795,271.00	-20.23%
<u>Intergovernmental Federal</u>						
Police Federal Grants	41,229.31	-	7,020.00	-	-	0.00%
Urban Fund Projects						
Right turn lane-Joseph W Luter Jr Sports Complex	18,936.22	623,400.00	611,686.00	-	-	-100.00%
Benns Church/Route 258/Route 10 Bypass intersection	32,400.84	707,840.00	34,720.00	722,321.00	722,321.00	2.05%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	8,730.99	180,800.00	-	104,000.00	104,000.00	-42.48%
Pinewood Heights CDBG Relocation Grant Phase IV	41,000.00	1,000,000.00	1,000,000.00	272,000.00	272,000.00	-72.80%
Total Federal Revenue	142,297.36	2,512,040.00	1,653,426.00	1,098,321.00	1,098,321.00	-56.28%
<u>Other Financing Sources</u>						
Other Financing Sources-Capital Lease Acquisition	245,000.00	-	-	59,280.00	59,280.00	100.00%
Bond Proceeds	-	-	-	503,700.00	-	100.00%
Insurance Recoveries	-	-	7,083.00	-	-	0.00%
Total Other Financing Sources	245,000.00	-	7,083.00	562,980.00	59,280.00	100.00%
<u>Contributions</u>						
CHIP Contributions	4,900.90	13,000.00	1,500.00	2,000.00	2,000.00	-84.62%
Contributions-Public Safety	50.00	50.00	50.00	-	-	-100.00%
Contributions-Museum	81,282.97	93,506.00	93,506.00	99,604.00	99,604.00	6.52%
Contribution-Historic Windsor Castle Restoration LLC	538,645.30	100,000.00	2,906,324.00	-	-	-100.00%
Contributions-Public Ball Fields	65,000.00	80,000.00	80,000.00	80,000.00	80,000.00	0.00%
Total Contributions	689,879.17	286,556.00	3,081,380.00	181,604.00	181,604.00	-36.63%
Total General Fund Revenue	9,706,262.32	13,003,466.00	14,350,040.00	11,054,052.00	9,992,095.00	-23.16%

Town of Smithfield
Proposed FY2020-21 Operating Budget
GENERAL FUND EXPENDITURES

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
GENERAL GOVERNMENT EXPENSES						
<u>Town Council</u>						
Salaries	41,785.00	42,000.00	42,000.00	42,000.00	42,000.00	0%
FICA	3,250.85	3,276.00	3,276.00	3,276.00	3,276.00	0%
Legal Fees	67,392.44	50,000.00	50,000.00	50,000.00	50,000.00	0%
Election Expense	-	-	-	5,000.00	5,000.00	100%
Maintenance contracts	11,389.12	1,700.00	6,000.00	6,000.00	6,000.00	253%
Advertising	24,129.32	30,000.00	30,000.00	25,000.00	25,000.00	-17%
Professional Services	10,925.00	10,000.00	70,000.00	5,000.00	5,000.00	-50%
Records Management maint & upgrades	15,959.32	5,000.00	7,000.00	7,000.00	7,000.00	40%
Insurance	18,150.00	18,145.00	18,145.00	19,600.00	19,600.00	8%
Supplies	16,865.05	9,000.00	9,000.00	12,000.00	12,000.00	33%
Travel & Training	18,976.34	8,000.00	8,000.00	10,000.00	10,000.00	25%
Subscriptions/Memberships	9,905.99	11,000.00	11,000.00	11,000.00	11,000.00	0%
Council Approved Items	16,234.75	9,500.00	9,500.00	5,000.00	5,000.00	-47%
Public Defender Fees	2,760.00	3,000.00	3,000.00	3,000.00	3,000.00	0%
Update Town Charter & Code	2,523.00	5,000.00	5,000.00	5,000.00	5,000.00	0%
Total Town Council	260,246.18	205,621.00	271,921.00	208,876.00	208,876.00	2%
<u>Town Manager</u>						
Salaries	337,457.97	330,421.00	335,655.00	262,097.00	259,599.00	-21%
Salarie-PT	-	17,534.00	17,534.00	20,987.00	20,780.00	19%
Salaries-OT	-	3,788.00	3,788.00	4,314.00	4,270.00	13%
FICA	24,083.82	28,140.00	28,140.00	22,992.00	22,772.00	-19%
VSRS	19,518.19	20,545.00	17,411.00	27,152.00	26,883.00	31%
Disability	522.52	556.00	556.00	566.00	566.00	2%
Health & Other	56,214.02	59,297.00	43,926.00	49,664.00	49,664.00	-16%
Pre-Employment Test	2,904.50	3,500.00	3,500.00	3,500.00	3,500.00	0%
Employee Recognition	-	15,000.00	15,000.00	10,000.00	10,000.00	-33%
Professional Services-comp plan study	-	-	-	30,000.00	-	0%
Shared Services-IT	-	-	94,500.00	85,000.00	85,000.00	100%
Auto Expense	146.24	500.00	500.00	500.00	500.00	0%
Maintenance Contracts	3,179.03	3,000.00	3,000.00	3,200.00	3,200.00	7%
Communications	14,423.60	18,000.00	8,000.00	8,500.00	8,500.00	-53%
Insurance	2,244.08	2,394.00	2,394.00	2,600.00	2,600.00	9%
Supplies	2,804.49	5,000.00	3,500.00	3,500.00	3,500.00	-30%
Dues & Subscriptions	1,504.03	5,000.00	5,000.00	3,500.00	3,500.00	-30%
Computer & technology expenses	8,373.52	5,000.00	5,000.00	5,000.00	5,000.00	0%
Travel & Training	5,559.49	10,000.00	5,000.00	8,000.00	8,000.00	-20%
Other	-	500.00	500.00	500.00	500.00	0%

Town of Smithfield
Proposed FY2020-21 Operating Budget
GENERAL FUND EXPENDITURES

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Total Town Manager	478,935.50	528,175.00	592,904.00	551,572.00	518,334.00	-2%
Treasurer						
Salaries	317,308.05	390,589.00	341,589.00	394,181.00	390,303.00	0%
Salaries-OT		5,220.00	5,220.00	7,858.00	7,780.00	49%
FICA	23,324.77	31,668.00	27,748.00	32,164.00	31,847.00	1%
VSRS	20,370.07	25,031.00	21,868.00	42,140.00	41,723.00	67%
Disability	164.88	517.00	517.00	524.00	524.00	1%
Health	43,005.98	55,788.00	45,264.00	62,976.00	62,976.00	13%
Audit	13,000.00	13,250.00	13,250.00	13,500.00	13,500.00	2%
Professional Services	-	15,000.00	15,000.00	15,000.00	15,000.00	0%
Communications	9,191.52	11,000.00	11,000.00	11,000.00	11,000.00	0%
Computer & technology expenses	2,187.46	7,500.00	7,500.00	7,500.00	7,500.00	0%
Data Processing	16,704.39	20,000.00	20,000.00	20,000.00	20,000.00	0%
Service contracts-includes MUNIS	25,808.13	60,000.00	74,033.00	73,250.00	73,250.00	22%
Insurance	2,247.56	2,472.00	2,472.00	2,670.00	2,670.00	8%
Supplies	8,647.24	19,000.00	19,000.00	19,000.00	19,000.00	0%
Dues & Subscriptions	583.40	1,900.00	1,900.00	1,000.00	1,000.00	-47%
Credit Card Processing	287.26	600.00	600.00	600.00	600.00	0%
Cigarette Tax Stamps	3,180.60	3,404.00	3,404.00	3,425.00	3,425.00	1%
Travel & Training	50.00	5,000.00	5,000.00	10,775.00	10,775.00	116%
Other	50.19	100.00	100.00	100.00	100.00	0%
Bank Charges	432.00	700.00	700.00	700.00	700.00	0%
Total Treasurer	486,543.50	668,739.00	616,165.00	718,363.00	713,673.00	7%
PUBLIC SAFETY						
Police Department						
Salaries	1,364,606.36	1,301,211.00	1,301,211.00	1,350,951.00	1,297,368.00	0%
Salaries OT	-	208,224.00	208,224.00	220,562.00	218,378.00	5%
Salaries-Selective Enforcement	-	4,815.00	4,815.00	14,895.00	14,895.00	209%
Salaries-Special Events	-	18,905.00	18,905.00	17,432.00	17,342.00	-8%
Clothing Allowance	3,500.00	-	-	3,500.00	-	0%
FICA	100,550.75	122,750.00	122,750.00	128,308.00	123,839.00	1%
VSRS	71,552.43	83,179.00	83,179.00	144,107.00	138,342.00	66%
Disability	183.24	190.00	190.00	192.00	192.00	1%
Health Insurance	173,630.88	232,434.00	232,434.00	233,015.00	220,469.00	-5%
Uniforms	19,897.25	24,000.00	24,000.00	24,000.00	24,000.00	0%
Service Contracts	37,625.29	40,000.00	40,000.00	71,850.00	59,850.00	50%
Communications	46,514.18	50,000.00	50,000.00	50,000.00	50,000.00	0%
Computer & Technology Expenses	14,297.95	13,000.00	13,000.00	13,000.00	13,000.00	0%

Town of Smithfield
Proposed FY2020-21 Operating Budget
GENERAL FUND EXPENDITURES

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Insurance	47,722.48	52,500.00	52,500.00	52,500.00	52,500.00	0%
Ins. - LODA	12,703.86	16,233.00	12,704.00	16,233.00	16,233.00	0%
Materials & Supplies	14,206.37	25,000.00	25,000.00	25,000.00	25,000.00	0%
Dues & Subscriptions	6,246.82	9,500.00	15,000.00	15,000.00	15,000.00	58%
Equipment	12,618.65	43,000.00	43,000.00	112,964.00	121,369.00	182%
Radio & Equipment repairs	1,509.00	2,000.00	2,000.00	2,000.00	2,000.00	0%
Vehicles & Vehicle Equipment	-	-	-	84,000.00	84,000.00	100%
Vehicle Maintenance	30,586.06	40,000.00	40,000.00	40,000.00	40,000.00	0%
Gas	39,755.87	41,500.00	41,500.00	41,500.00	41,500.00	0%
Tires	4,937.29	5,000.00	5,000.00	5,000.00	5,000.00	0%
Travel & Training	23,081.62	30,000.00	30,000.00	30,000.00	30,000.00	0%
Special Events	219.66	1,000.00	1,000.00	1,000.00	1,000.00	0%
Investigation expenses	2,126.63	3,000.00	3,000.00	2,500.00	2,500.00	-17%
Other	1,513.77	2,500.00	2,500.00	2,500.00	2,500.00	0%
Total Police Department	2,029,586.41	2,370,441.00	2,372,412.00	2,702,509.00	2,616,777.00	10%
<u>Fire Department</u>						
Annual Contribution	13,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0%
State Pass Thru	27,998.00	29,461.00	29,461.00	-	-	-100%
Total Fire Department	40,998.00	44,461.00	44,461.00	15,000.00	15,000.00	-66%
<u>Contributions-Public Safety</u>						
E911 Dispatch Center	161,954.95	237,599.00	237,599.00	320,936.00	320,936.00	35%
Total Contributions-Public Safety	161,954.95	237,599.00	237,599.00	320,936.00	320,936.00	35%
<u>PARKS, RECREATION & CULTURAL</u>						
<u>Parks & Recreation</u>						
Salaries	145,665.41	205,290.00	205,290.00	207,723.00	205,680.00	0%
Salaries-PT (Kayak)	-	-	-	7,200.00	7,200.00	100%
Salaries-OT	-	6,330.00	6,330.00	4,770.00	4,723.00	-25%
FICA	10,913.36	16,933.00	16,933.00	17,576.00	17,408.00	3%
VSRS	9,434.36	13,149.00	13,149.00	22,197.00	21,977.00	67%
Disability	118.35	480.00	480.00	495.00	495.00	3%
Health	21,256.72	54,261.00	54,261.00	44,199.00	44,199.00	-19%
Uniforms	2,770.93	3,000.00	3,000.00	3,000.00	3,000.00	0%
Communications	360.63	2,000.00	2,000.00	2,000.00	2,000.00	0%
insurance	4,109.74	2,838.00	2,838.00	5,223.00	5,223.00	84%
Advertising	20,615.03	20,500.00	20,500.00	-	-	-100%
Dues & Subscriptions	531.00	2,000.00	2,000.00	2,000.00	2,000.00	0%
Supplies	-	8,000.00	8,000.00	-	-	-100%

Town of Smithfield
Proposed FY2020-21 Operating Budget
GENERAL FUND EXPENDITURES

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Computer & Technology	297.72	1,000.00	1,000.00	1,000.00	1,000.00	0%
Travel & Training	2,706.54	3,000.00	3,000.00	3,000.00	3,000.00	0%
Other	360.00	500.00	500.00	500.00	500.00	0%
Total Parks & Recreation	219,139.79	339,281.00	339,281.00	320,883.00	318,405.00	-6%
<u>Smithfield Center</u>						
Salaries	145,282.99	115,229.00	115,229.00	116,365.00	115,227.00	0%
Salaries-Part Time	-	39,431.00	39,431.00	39,834.00	39,439.00	0%
Salaries-OT	-	5,778.00	5,778.00	8,785.00	8,698.00	51%
FICA	11,007.26	12,711.00	12,711.00	13,199.00	13,069.00	3%
VSRS	6,650.05	7,339.00	7,339.00	12,365.00	12,243.00	67%
Disability	139.08	144.00	144.00	147.00	147.00	2%
Health	21,436.98	22,182.00	22,182.00	22,095.00	22,095.00	0%
Contracted Services	15,704.16	18,000.00	18,000.00	20,000.00	20,000.00	11%
Retail Sales & Use Tax	544.69	800.00	800.00	800.00	800.00	0%
Advertising	-	-	-	15,000.00	15,000.00	100%
Utilities	23,618.73	25,000.00	25,000.00	25,000.00	25,000.00	0%
Communications	20,960.51	20,000.00	20,000.00	20,000.00	20,000.00	0%
Computer & technology expenses	1,467.82	3,000.00	3,000.00	5,000.00	5,000.00	67%
Insurance	2,615.74	2,838.00	5,136.00	5,550.00	5,550.00	96%
Kitchen Supplies	2,186.12	3,000.00	3,000.00	3,000.00	3,000.00	0%
Office Supplies/Other Supplies	1,549.93	4,500.00	4,500.00	4,500.00	4,500.00	0%
Food Service & Beverage Supplies	8,073.74	6,000.00	6,000.00	6,000.00	6,000.00	0%
AV Supplies	750.00	2,000.00	-	-	-	-100%
Repairs & Maintenance	40,568.32	29,000.00	29,000.00	35,000.00	35,000.00	21%
Landscaping	11,250.87	12,000.00	12,000.00	4,000.00	4,000.00	-67%
Refund event deposits	2,100.00	7,000.00	7,000.00	4,000.00	4,000.00	-43%
Credit card processing expense	4,877.23	5,000.00	5,000.00	4,500.00	4,500.00	-10%
Total Smithfield Center	320,784.22	340,952.00	341,250.00	365,140.00	363,268.00	7%
<u>Contributions-Parks, Recreation and Cultural</u>						
Windsor Castle Restoration	500,000.00	500,000.00	250,000.00	-	-	-100%
Farmers Market	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0%
Isle of Wight Arts League	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	0%
Isle of Wight County-Museum Maintenance	10,951.28	7,500.00	11,000.00	11,000.00	11,000.00	47%
Smithfield CHIP program	4,595.62	6,000.00	6,000.00	5,000.00	5,000.00	-17%
Friends of the Library	5,230.00	4,500.00	4,500.00	3,600.00	3,600.00	-20%
Total Contributions-Park, Recreation and Cultural	532,776.90	530,000.00	283,500.00	31,600.00	31,600.00	-94%
<u>Windsor Castle Park</u>						
Salaries	27,152.03	26,071.00	26,071.00	21,814.00	21,599.00	-17%
Salaries-OT	-	1,954.00	1,954.00	-	-	-100%

Town of Smithfield
Proposed FY2020-21 Operating Budget
GENERAL FUND EXPENDITURES

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
FICA	2,040.40	2,242.00	2,242.00	1,745.00	1,728.00	-23%
VSRS	1,280.94	1,271.00	1,271.00	2,283.00	2,260.00	78%
Disability	-	205.00	205.00	-	-	-100%
Health	2,705.78	2,950.00	2,950.00	2,967.00	2,967.00	1%
Contracted Services	6,775.00	7,000.00	7,000.00	7,000.00	7,000.00	0%
Insurance	9,745.28	9,214.00	9,214.00	9,955.00	9,955.00	8%
Grass Cutting	30,087.38	31,000.00	31,000.00	5,000.00	5,000.00	-84%
Utilities	279.50	6,000.00	6,000.00	2,800.00	2,800.00	-53%
Repairs & Maintenance	54,733.79	40,000.00	40,000.00	40,000.00	40,000.00	0%
WC Preservation Fund-Equipment/Sinkhole repair	-	38,000.00	49,337.00	-	-	-100%
Total Windsor Castle Park	134,800.10	165,907.00	177,244.00	93,564.00	93,309.00	-44%
<u>Windsor Castle Manor House</u>						
Salaries	-	17,056.00	17,056.00	34,979.00	34,632.00	103%
Salaries-OT	-	-	-	1,079.00	1,068.00	0%
FICA	-	1,365.00	1,365.00	2,885.00	2,856.00	109%
VSRS	-	1,100.00	1,100.00	3,764.00	3,726.00	239%
Disability	-	101.00	101.00	209.00	209.00	107%
Health	-	6,314.00	6,314.00	7,160.00	7,160.00	13%
Advertising	-	-	-	15,000.00	15,000.00	100%
Food Service & Beverage Supplies	-	-	-	1,000.00	1,000.00	100%
Utilities	-	-	-	3,200.00	3,200.00	100%
Communications	-	-	-	4,000.00	4,000.00	100%
Insurance	-	1,072.00	3,716.00	5,000.00	5,000.00	366%
Office Supplies/Other Supplies	-	-	-	1,000.00	1,000.00	100%
Computer & Technology	-	-	-	1,000.00	1,000.00	100%
Repairs & maintenance	-	-	-	3,000.00	3,000.00	100%
Refund event deposits	-	-	-	4,000.00	4,000.00	100%
Expenses 1/2 year	-	63,928.00	63,928.00	-	-	-100%
Total Windsor Castle Manor House	-	90,936.00	93,580.00	87,276.00	86,851.00	-4%
<u>Luter Sports Complex</u>						
Contracted Services	2,804.15	6,500.00	20,000.00	4,000.00	4,000.00	-38%
Advertising	-	-	-	1,000.00	1,000.00	100%
Professional Fees	-	-	19,100.00	-	-	100%
Utilities	10,545.77	10,000.00	10,000.00	10,000.00	10,000.00	0%
Communications	2,330.88	-	-	-	-	0%
Insurance	1,494.00	8,000.00	8,000.00	8,640.00	8,640.00	8%
Office Supplies/Other Supplies	-	-	-	1,000.00	1,000.00	100%
Computer & Technology	-	-	-	500.00	500.00	100%
Repairs & Maintenance	55,702.54	40,000.00	40,000.00	45,000.00	45,000.00	13%
Equipment	-	28,000.00	28,000.00	-	-	-100%

Town of Smithfield
Proposed FY2020-21 Operating Budget
GENERAL FUND EXPENDITURES

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Supplies-Chemicals	-	5,000.00	5,000.00	-	-	-100%
Total Luter Sports Complex	72,877.34	97,500.00	130,100.00	70,140.00	70,140.00	-28%
Museum						
Salaries	129,649.45	113,585.00	113,585.00	114,689.00	113,586.00	0%
Salaries-Part Time		22,485.00	22,485.00	28,456.00	28,202.00	25%
FICA	9,916.40	10,810.00	10,810.00	11,452.00	11,343.00	5%
VSRS	6,978.60	7,190.00	7,190.00	12,112.00	11,992.00	67%
Health	6,905.64	7,185.00	7,185.00	7,161.00	7,161.00	0%
Operating expenses						
Contracted services	2,976.89	3,400.00	3,400.00	3,400.00	3,400.00	0%
Communications	551.46	725.00	725.00	725.00	725.00	0%
Computer and Technology	142.24	540.00	540.00	540.00	540.00	0%
Insurance	80.84	2,018.00	2,018.00	2,018.00	2,018.00	0%
Supplies	8,481.57	7,000.00	7,000.00	7,000.00	7,000.00	0%
Advertisinig	39.99	700.00	700.00	700.00	700.00	0%
Travel/Training	94.08	200.00	200.00	200.00	200.00	0%
Dues & Subscriptions	204.00	800.00	800.00	800.00	800.00	0%
Gift Shop-to be funded by gift shop proceeds						
Gift Shop expenses	11,960.78	6,000.00	6,000.00	6,000.00	6,000.00	0%
Sales & Use Tax	314.62	775.00	775.00	775.00	775.00	0%
Credit card processing fees	596.72	800.00	800.00	800.00	800.00	0%
Total Museum	178,893.28	184,213.00	184,213.00	196,828.00	195,242.00	6%
Other Parks & Recreation						
Jersey Park Playground	151.67	-	3,942.00	2,000.00	2,000.00	100%
Pinewood Playground	153.82	-	-	-	-	0%
Clontz Park (maintenance & utilities)	1,694.40	2,000.00	6,610.00	3,000.00	3,000.00	50%
Waterworks Dam -professional fees	308.00	-	10,000.00	46,250.00	46,250.00	100%
Waterworks Lake (park area)	-	250.00	250.00	-	-	-100%
Haydens Lane Maintenance		1,000.00	1,000.00	1,000.00	1,000.00	0%
Veterans War Memorial	2,576.86	2,500.00	2,500.00	3,000.00	3,000.00	20%
Litter Control Grant	827.79	-	2,727.00	-	-	0%
Fireworks	-	2,000.00	2,000.00	2,000.00	2,000.00	0%
Total Other Parks & Recreation	5,712.54	7,750.00	29,029.00	57,250.00	57,250.00	639%
COMMUNITY DEVELOPMENT						
Project Expenditures						
Pinewood Heights-Phase II	2,611.00	-	-	28,000.00	28,000.00	100%
Pinewood Heights-Phase III	196,209.63	-	-	-	-	0%
Pinewood Heights Phase IV	64,323.03	2,205,807.00	2,205,807.00	938,862.00	938,862.00	-57%

Town of Smithfield
Proposed FY2020-21 Operating Budget
GENERAL FUND EXPENDITURES

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Total Pinewood Heights-All Phases	263,143.66	2,205,807.00	2,205,807.00	966,862.00	966,862.00	-56%
Contributions-Community Development						
Old Courthouse Contribution	4,400.00	4,400.00	4,400.00	5,500.00	4,400.00	0%
Chamber of Commerce	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0%
Christian Outreach	12,650.00	12,650.00	12,650.00	25,000.00	12,650.00	0%
Genieve Shelter	7,920.00	7,920.00	7,920.00	10,500.00	7,920.00	0%
Rotary Club	-	-	-	1,000.00	-	0%
TRIAD	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00	0%
Tourism Bureau	256,171.50	273,722.00	273,722.00	273,543.00	273,543.00	0%
Western Tidewater Free Clinic	40,700.00	40,560.00	40,560.00	45,800.00	40,560.00	0%
YMCA Projects	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0%
Total Contributions-Community Development	379,491.50	396,902.00	396,902.00	418,993.00	396,723.00	0%
PUBLIC WORKS						
Planning, Engineering & Public Works						
Salaries	203,403.62	252,832.00	252,832.00	305,991.00	274,537.00	9%
Salaries-OT	-	11,778.00	11,778.00	-	-	-100%
Salaries-Special Events	-	7,985.00	7,985.00	-	-	-100%
FICA	15,275.49	21,812.00	21,812.00	24,480.00	21,963.00	1%
VSRS	11,971.36	16,587.00	16,587.00	31,125.00	27,748.00	67%
Disability	2,292.19	2,446.00	2,446.00	3,242.00	3,242.00	33%
Health	25,154.50	41,850.00	41,850.00	38,816.00	30,035.00	-28%
Uniforms	903.44	2,500.00	2,500.00	2,500.00	2,500.00	0%
Storm Maintenance	512.81	-	-	-	-	0%
Professional Services	-	50,000.00	-	100,000.00	50,000.00	0%
Shared Services-IOW Inspection Services	-	-	-	103,557.00	103,557.00	100%
Contractual	6,662.61	8,125.00	8,125.00	8,125.00	8,125.00	0%
GIS	414.68	800.00	800.00	800.00	800.00	0%
Site Plan Review	2,602.50	3,000.00	3,000.00	3,000.00	3,000.00	0%
Recycling	133,370.12	137,090.00	137,090.00	137,090.00	137,090.00	0%
Trash Collection	217,432.33	224,580.00	224,580.00	224,580.00	224,580.00	0%
Street Lights	1,216.82	2,500.00	2,500.00	2,500.00	2,500.00	0%
Communications	10,118.71	12,000.00	12,000.00	12,000.00	12,000.00	0%
Safety Meetings/Safety Expenses	1,086.59	6,000.00	2,000.00	2,000.00	2,000.00	-67%
Insurance	7,897.20	8,690.00	8,690.00	9,390.00	9,390.00	8%
Materials & Supplies	2,134.06	6,000.00	6,000.00	6,000.00	6,000.00	0%
Accreditation	1,216.81	1,250.00	1,250.00	1,250.00	1,250.00	0%
Repairs & Maintenance	7,522.20	9,000.00	9,000.00	15,000.00	15,000.00	67%
Gas	7,160.76	7,500.00	7,500.00	7,500.00	7,500.00	0%
Travel & Training	2,593.31	6,000.00	6,000.00	6,000.00	6,000.00	0%

Town of Smithfield
Proposed FY2020-21 Operating Budget
GENERAL FUND EXPENDITURES

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Hampton Roads Planning District Commission	10,019.00	10,089.00	10,708.00	11,000.00	11,000.00	9%
Dues & Subscriptions	1,445.67	2,700.00	2,700.00	2,700.00	2,700.00	0%
Other	7,173.63	2,000.00	2,000.00	2,000.00	2,000.00	0%
Total Public Works	679,580.41	855,114.00	801,733.00	1,060,646.00	964,517.00	13%

PUBLIC BUILDINGS

Public Buildings						
	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Salaries-Part Time	28,269.35	41,720.00	31,720.00	32,051.00	31,734.00	-24%
FICA	2,182.05	3,340.00	2,540.00	2,565.00	2,539.00	-24%
Contractual	16,342.52	23,500.00	23,500.00	23,500.00	23,500.00	0%
Computer & Technology	-	-	17,281.00	25,000.00	25,000.00	100%
Communications	1,736.28	3,000.00	3,000.00	2,200.00	2,200.00	-27%
Utilities	45,874.07	46,000.00	46,000.00	46,000.00	46,000.00	0%
Insurance	9,877.88	9,800.00	9,800.00	10,584.00	10,584.00	8%
Materials & Supplies	2,374.43	6,000.00	6,000.00	2,500.00	2,500.00	-58%
Repairs & Maintenance	40,009.44	70,867.00	70,867.00	65,000.00	65,000.00	-8%
Other	92.04	500.00	500.00	500.00	500.00	0%
Total Public Buildings	146,758.06	204,727.00	211,208.00	209,900.00	209,557.00	2%

OPERATING/CAPITAL RESERVE (CONTINGENCY)

Transfers to Operating Reserves-contingency	-	50,000.00	50,000.00	50,000.00	85,761.00	72%
Total Transfers To Reserves		50,000.00	50,000.00	50,000.00	85,761.00	72%

NON DEPARTMENTAL

Tax Relief for the Elderly/Veterans	37,105.52	27,300.00	48,255.00	48,255.00	48,255.00	77%
Total Tax Relief for the Elderly/Veterans	37,105.52	27,300.00	48,255.00	48,255.00	48,255.00	77%

DEBT SERVICE

Debt Service						
Principal Retirement						
	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
Building Acquisition-Principal	489,552.50	-	-	-	-	0%
Police Evidence Building	53,618.13	55,270.00	55,270.00	56,980.00	56,980.00	3%
New Debt-Multiple projects	272,651.61	278,310.00	278,310.00	283,645.00	283,645.00	2%
Public Safety Radio System	47,499.00	48,235.00	48,235.00	49,031.00	49,031.00	2%
3 year Phase in Fire Alarm System	9,150.00	9,150.00	9,150.00	-	-	-100%
Capital Lease- Ball Field Equipment	6,872.48	7,182.00	7,182.00	3,720.00	3,720.00	-48%
Additional Bond Proceeds Debt				50,000.00	-	100%
5 year financing-Tasers				10,320.00	10,320.00	100%

Town of Smithfield
Proposed FY2020-21 Operating Budget
GENERAL FUND EXPENDITURES

5/31/2020

	2019	2020*	2020	2021	2021*	Variance
	Actual	Original Budget	Amended	Requests	Proposed	%
Interest and fiscal charges						
Building Acquisition-Interest	14,016.55	-	-	-	-	0%
Police Evidence Building	7,739.43	6,000.00	6,000.00	4,300.00	4,300.00	-28%
New Debt-Multiple projects	83,412.04	77,060.00	77,060.00	71,725.00	71,725.00	-7%
Public Safety Radio System	2,501.00	3,220.00	3,220.00	2,425.00	2,425.00	-25%
Capital Lease- Ball Field Equipment	645.08	344.00	344.00	50.00	50.00	-85%
Total Debt Service	987,657.82	484,771.00	484,771.00	532,196.00	482,196.00	-1%
Total General Fund Operating Expenses	7,416,985.68	10,036,196.00	9,912,335.00	9,026,789.00	8,763,532.00	-13%

**GENERAL FUND
Proposed FY2020-21 CAPITAL BUDGET**

5/31/2020

	2019 Actual	2020* Original Budget	2020 Amended	2021 Requests	2021* Proposed	Variance %
GENERAL GOVERNMENT EXPENSES						
Treasurer	41,824.39	66,850.00	51,870.00	135,720.00	135,720.00	103%
PUBLIC SAFETY						
Police Department	365,639.26	66,000.00	66,000.00	-	-	-100%
PARKS, RECREATION & CULTURAL						
Parks & Recreation-Administration	-	26,000.00	28,572.00	-	-	-100%
Smithfield Center	19,829.33	26,000.00	17,884.00	75,000.00	-	-100%
Windsor Castle Park	347,017.90	-	1,248,986.00	-	-	0%
Windsor Castle Park Manor House	-	-	1,458,496.00	-	-	0%
Luter Sports Complex	238,050.37	25,000.00	19,100.00	60,000.00	-	-100%
Waterworks Dam	32,826.95	315,000.00	-	-	-	-100%
Jersey Park	12,395.00	-	-	-	-	0%
Clontz Park	1,033,386.87	-	68,761.00	-	-	0%
Total Parks & Recreation	1,683,506.42	392,000.00	2,841,799.00	135,000.00	-	-100%
COMMUNITY DEVELOPMENT						
Pinewood Heights CDBG Project	36,000.00	204,000.00	204,000.00	60,000.00	60,000.00	-71%
PUBLIC WORKS						
Planning, Engineering & Public Works	155,960.57	2,178,420.00	828,898.00	1,132,843.00	1,032,843.00	-53%
PUBLIC BUILDINGS						
Public Buildings	6,346.00	60,000.00	445,138.00	563,700.00	-	-100%
Capital Expenditures						
Total General Fund Capital Expenses	2,289,276.64	2,967,270.00	4,437,705.00	2,027,263.00	1,228,563.00	-59%

**TOWN OF SMITHFIELD
GENERAL FUND CAPITAL 2021 DETAIL**

Treasurer

MUNIS Software Conversion	\$	135,720.00
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Community Development

Pinewood Heights CDBG Project (land value for remaining 5 lots)	\$	60,000.00
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Planning, Engineering & Public Works

Intersection Improvements at Rt10/S Church/Rt 258	\$	902,843.00
Nike Park Recreational Trail multi-year project	\$	130,000.00

TOTAL GENERAL FUND CAPITAL 2020	\$	1,228,563.00
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**Town of Smithfield
Proposed FY2021 Operating Budget
HIGHWAY FUND**

5/31/2020

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
HIGHWAY REVENUES						
Interest Income	277.50	250.00	250.00	250.00	250.00	0.00%
Revenue - Commwlth of VA	1,243,925.24	1,243,925.00	1,247,245.00	1,247,245.00	1,247,245.00	0.27%
Carryforward from prior year	91,738.54					
Total Highway Fund Revenue	1,335,941.28	1,244,175.00	1,247,495.00	1,247,495.00	1,247,495.00	0.27%

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
HIGHWAY EXPENSES						
Salaries	295,840.61	263,294.00	263,294.00	297,985.00	290,987.00	10.52%
Salaries-OT		17,595.00	17,595.00	-	-	-100.00%
FICA	22,040.09	22,472.00	22,472.00	23,839.00	23,279.00	3.59%
VSRS	17,857.03	17,830.00	17,830.00	32,176.00	31,418.00	76.21%
Health	45,832.01	44,318.00	44,318.00	42,374.00	41,119.00	-7.22%
Uniforms	2,175.82	3,500.00	3,500.00	3,500.00	3,500.00	0.00%
Professional services	5,361.75	-	5,000.00	5,000.00	5,000.00	100.00%
Grass	15,522.70	20,000.00	20,000.00	20,000.00	20,000.00	0.00%
Maintenance	747,313.94	697,252.00	689,572.00	671,207.00	668,930.00	-4.06%
Street Lights	127,467.96	117,000.00	117,000.00	117,000.00	128,000.00	9.40%
Insurance	9,610.88	10,572.00	10,572.00	10,572.00	11,420.00	8.02%
VAC Truck Repairs	2,228.80	2,500.00	2,500.00	2,500.00	2,500.00	0.00%
Truck Operations	11,550.01	12,000.00	12,000.00	12,000.00	12,000.00	0.00%
Vehicle Maintenance	2,851.17	-	6,000.00	6,000.00	6,000.00	100.00%
Stormwater Management Program (regional)	3,116.00	3,342.00	3,342.00	3,342.00	3,342.00	0.00%
Capital Expenditures	27,172.51	12,500.00	12,500.00	-	-	-100.00%
Total Highway Fund Expense	1,335,941.28	1,244,175.00	1,247,495.00	1,247,495.00	1,247,495.00	0.27%

TOWN OF SMITHFIELD
Proposed FY2021 Operating Budget
SEWER FUND

5/31/2020

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
SEWER REVENUES						
Sewer Charges	662,514.23	677,664.00	696,000.00	707,401.00	707,401.00	4%
Sewer Compliance Fee	395,814.65	393,031.00	393,031.00	401,112.00	401,112.00	2%
Miscellaneous Revenue	-	500.00	500.00	-	-	-100%
Connection fees	100,410.04	71,100.00	71,100.00	71,100.00	71,100.00	0%
Pro-rata Share Fees	40,000.00	-	-	-	-	0%
Insurance Recoveries	10,890.10	-	24,227.00	-	-	0%
Availability Fees	269,579.80	185,400.00	185,400.00	185,400.00	185,400.00	0%
Interest Revenue	16,547.38	9,000.00	9,000.00	11,500.00	11,500.00	28%
Bond Financing	-			600,000.00	600,000.00	100%
Appropriated fund balance for budget	22,585.09	537,735.00	519,399.00	161,641.00	2,312.00	-100%
Total Sewer Revenue	1,518,341.29	1,874,430.00	1,898,657.00	2,138,154.00	1,978,825.00	6%

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
SEWER EXPENSES						
Salaries	232,418.24	304,444.00	304,444.00	279,754.00	272,933.00	-10%
Salaries-OT		22,168.00	22,168.00			-100%
FICA	17,313.20	26,130.00	26,130.00	22,381.00	21,835.00	-16%
VSRS	13,539.95	18,830.00	18,830.00	27,069.00	26,362.00	40%
Health	31,180.86	57,295.00	57,295.00	45,679.00	44,424.00	-22%
Uniforms	2,458.42	2,500.00	2,500.00	2,700.00	2,700.00	8%
Audit	6,500.00	6,625.00	6,625.00	6,750.00	6,750.00	2%
Legal	8,402.94	6,000.00	10,000.00	10,000.00	10,000.00	67%
Accreditation	1,045.68	100.00	100.00	100.00	100.00	0%
HRPDC sewer programs	838.00	835.00	835.00	920.00	920.00	10%
Professional Fees	10,315.00	25,000.00	25,000.00	25,000.00	25,000.00	0%
Maintenance & Repairs	84,583.53	95,000.00	113,727.00	95,000.00	95,000.00	0%
Storm Maintenance	3,140.00	-	-	-	-	0%
VAC Truck Repairs & Maintenance	6,197.30	7,500.00	7,500.00	7,500.00	7,500.00	0%
Data Processing	12,528.35	15,000.00	15,000.00	15,000.00	15,000.00	0%
Dues & Subscriptions	166.17	150.00	150.00	200.00	200.00	33%
Utilities	43,100.61	45,000.00	45,000.00	45,000.00	45,000.00	0%
SCADA Expenses	4,330.88	6,000.00	6,000.00	6,000.00	6,000.00	0%
Communications	10,434.12	12,000.00	12,000.00	12,000.00	12,000.00	0%

TOWN OF SMITHFIELD
Proposed FY2021 Operating Budget
SEWER FUND

5/31/2020

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
Insurance	14,385.28	15,825.00	15,825.00	17,100.00	17,100.00	8%
Materials & Supplies	30,240.35	50,000.00	50,000.00	50,000.00	50,000.00	0%
Pump Replacement & Conditioning	-	85,000.00	85,000.00	150,000.00	150,000.00	76%
Truck Operations (fuel)	7,755.39	9,000.00	9,000.00	9,000.00	9,000.00	0%
Vehicle Maintenance	2,816.93	2,500.00	4,000.00	3,000.00	3,000.00	20%
Travel & Training	84.31	3,000.00	3,000.00	3,500.00	3,500.00	17%
Contractual	3,413.39	3,500.00	3,500.00	3,500.00	3,500.00	0%
Bank charges	30.00	-	-	30.00	30.00	100%
Miscellaneous	1,069.11	1,200.00	1,200.00	1,200.00	1,200.00	0%
Depreciation Expense	366,443.27	375,000.00	375,000.00	395,000.00	395,000.00	5%
Transfers to Operating Reserves	-	-	-	-	-	100%
Debt Service	107,649.23	106,328.00	106,328.00	154,771.00	154,771.00	46%
Capital Expenditures	495,960.78	572,500.00	572,500.00	750,000.00	600,000.00	5%
Total Sewer Expenditures	1,518,341.29	1,874,430.00	1,898,657.00	2,138,154.00	1,978,825.00	6%

TOWN OF SMITHFIELD
Proposed FY2021 Operating Budget
WATER FUND

5/31/2020

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
WATER REVENUES						
Water Sales	1,401,448.42	1,411,037.00	1,479,000.00	1,503,725.00	1,503,725.00	7%
Debt Service Revenue	252,179.42	251,055.00	251,055.00	256,000.00	256,000.00	2%
Miscellaneous	6,055.08	5,000.00	5,000.00	-	-	-100%
Connection fees	38,980.00	29,700.00	29,700.00	29,700.00	29,700.00	0%
Application Fees	10,022.00	9,720.00	9,720.00	10,000.00	10,000.00	3%
Pro-Rata Share Fees	40,000.00	-	-	-	-	0%
Availability Fees	173,320.08	122,400.00	122,400.00	122,400.00	122,400.00	0%
Interest Revenue	42,460.83	20,000.00	20,000.00	35,000.00	35,000.00	75%
Contributions from IOW	-	87,500.00	87,500.00	-	-	-100%
Bond Financing	-	-	-	1,000,000.00	1,000,000.00	100%
Appropriated fund balance for budget-reserves	-	487,499.00	599,815.00	724,611.00	697,567.00	43%
Total Water Revenues	1,964,465.83	2,423,911.00	2,604,190.00	3,681,436.00	3,654,392.00	51%

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
WATER EXPENSES						
Salaries	406,199.73	422,828.00	422,828.00	428,453.00	420,160.00	-1%
Salaries-OT		65,622.00	65,622.00			-100%
FICA	29,981.20	39,080.00	39,080.00	34,277.00	33,614.00	-14%
VSRS	21,668.08	26,470.00	26,470.00	39,830.00	38,997.00	47%
Health	57,697.44	79,525.00	79,525.00	67,465.00	66,210.00	-17%
Uniforms	3,042.19	2,500.00	2,500.00	3,150.00	3,150.00	26%
Contractual	7,278.38	13,500.00	13,500.00	13,500.00	13,500.00	0%
Audit	6,500.00	6,625.00	6,625.00	6,750.00	6,750.00	2%
Legal	8,334.19	6,400.00	6,400.00	10,000.00	10,000.00	56%
Storm Maintenance	370.00	-	-	-	-	0%
Accreditation	1,045.68	100.00	100.00	100.00	100.00	0%
Maintenance & Repairs	9,462.18	20,000.00	10,000.00	37,000.00	37,000.00	85%
Water Tank Maintenance	570.00	10,000.00	10,000.00	633,000.00	633,000.00	6230%
Professional Services	6,347.58	25,000.00	25,000.00	25,000.00	25,000.00	0%
Regional Water Supply Study	4,458.00	4,000.00	4,000.00	4,400.00	4,400.00	10%
Data Processing	12,528.35	15,000.00	15,000.00	15,000.00	15,000.00	0%
Utilities	2,801.94	2,500.00	2,500.00	3,000.00	3,000.00	20%
Communications	10,953.22	11,500.00	11,500.00	11,500.00	11,500.00	0%
Insurance	28,300.04	31,130.00	31,130.00	33,623.00	33,623.00	8%
Materials & Supplies	64,872.16	80,000.00	80,000.00	127,500.00	127,500.00	59%
Truck Operations	15,694.57	16,000.00	16,000.00	16,000.00	16,000.00	0%

TOWN OF SMITHFIELD
Proposed FY2021 Operating Budget
WATER FUND

5/31/2020

	2019 Actual	2020 Original Budget	2020 Amended	2021 Requests	2021 Proposed	Variance %
Vehicle Maintenance	2,623.51	3,000.00	3,000.00	3,000.00	3,000.00	0%
Contribution-Well Nests	-	-	143,479.00	-	-	0%
Dues & Subscriptions	877.59	1,200.00	1,200.00	1,200.00	1,200.00	0%
Bank service charges-credit card fees	1,211.02	1,200.00	1,200.00	1,200.00	1,200.00	0%
Travel and Training	3,408.55	5,000.00	5,000.00	5,000.00	5,000.00	0%
Miscellaneous	10,353.54	15,000.00	15,000.00	15,000.00	15,000.00	0%
<u>RO Annual costs</u>						
Power	100,157.34	104,000.00	110,000.00	110,000.00	110,000.00	6%
Contract Services	801.00	-	3,000.00	10,000.00	10,000.00	100%
Chemicals	68,800.52	65,000.00	81,000.00	81,000.00	65,000.00	0%
HRSD	258,402.60	280,300.00	298,000.00	324,000.00	324,000.00	16%
Supplies	23,568.75	25,000.00	25,000.00	25,000.00	25,000.00	0%
Communication	9,218.61	9,200.00	9,200.00	9,300.00	9,300.00	1%
Travel and training	1,020.30	4,000.00	4,000.00	4,000.00	4,000.00	0%
Dues & Subscriptions	1,542.20	500.00	1,600.00	1,600.00	1,600.00	220%
RO Server	-	10,000.00	10,000.00	-	-	-100%
Maintenance and Repairs	24,751.05	66,500.00	66,500.00	66,500.00	66,500.00	0%
Vehicle Maintenance	1,268.34	-	3,000.00	3,000.00	3,000.00	100%
Depreciation Expense	353,579.61	380,000.00	380,000.00	395,000.00	395,000.00	4%
Transfers to Operating Reserves	65,202.02	-	-	-	-	0%
Debt Service	286,543.35	288,731.00	288,731.00	342,088.00	342,088.00	18%
Capital Expenditures	53,031.00	287,500.00	287,500.00	775,000.00	775,000.00	170%
Total Water Expenditures	1,964,465.83	2,423,911.00	2,604,190.00	3,681,436.00	3,654,392.00	51%

**TOWN OF SMITHFIELD
UTILITY FUNDS CAPITAL 2020 DETAIL**

SEWER

Sewer Line Replacement-Grace Street	\$ 600,000.00
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WATER

Water Main Replacement - Grace Street	\$ 600,000.00
Water Main Repair-Cypress Creek Bridge	\$ 50,000.00
Truck with Crane Lift body	\$ 75,000.00
PLC and Equipment-RO Plant	\$ 50,000.00
Storage Tank - maintenance & repairs-Church Street	<u>\$ 633,000.00</u> *
Total Water Capital	<u>\$ 1,408,000.00</u>

<u>TOTAL UTILITY CAPITAL 2020</u>	\$ 2,008,000.00
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*Storage tank maintenance is not shown as capital on the financial statement, but it is included in the CIP.

TOWN OF SMITHFIELD CAPITAL IMPROVEMENT PROGRAM EXPENDITURES

	FY21	FY22	FY23	FY24	FY25
Water Fund					
Storage Tank - Maintenance and Repairs - Church St	\$ 633,000				
Storage Tank - Maintenance and Repairs - Wilson Rd		\$ 392,000			
Storage Tank - Maintenance and Repairs - Battery Park Rd			\$ 418,500		
Water Main Replacement - Grace Street	\$ 600,000				
Water Main Replacement - Pagan Point		\$ 245,000			
Water Main Replacement - Sykes Ct				\$ 75,000	
Water Main Replacement - Food Lion (tree line)				\$ 60,000	
Water Main Repair- Cypress Creek Bridge	\$ 50,000				
Water Main Replacement - Main Street - 300 block			\$ 375,000		
Truck with Crane Lift Body	\$ 75,000				
PLC and Equipment - RO Plant	\$ 50,000				
TOTAL FOR WATER	\$ 1,408,000	\$ 637,000	\$ 793,500	\$ 135,000	\$ -
Sewer Fund					
Bypass Pump - 3 locations		\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	
Sewer Line Replacement - Grace Street	\$ 600,000.00				
Vac Truck Replacement		\$ 450,000.00			
Main St Sewer Replacement - 300 block			\$ 175,000.00		
TOTAL FOR SEWER	\$ 600,000.00	\$ 600,000.00	\$ 325,000.00	\$ 150,000.00	\$ -

TOWN OF SMITHFIELD CAPITAL IMPROVEMENT PROGRAM EXPENDITURES

	FY21	FY22	FY23	FY24	FY25
<u>Parks & Recreation: General Fund</u>					
Clontz Park - Gazebo & Boards Replacement					\$ 100,000
Sports Complex Improvements -Concessions, Bathrooms, Lighting					\$ 230,000
Windsor Castle Walking Trails-moved to current year to match tax credits					
Maintenance Facility - Parks		\$ 60,000			
TOTAL FOR P&R	\$ -	\$ 60,000	\$ -	\$ -	\$ 330,000
<u>Public Works: General Fund</u>					
Smithfield Lake Dam			\$ 250,000		
Smithfield Center S Church St. Aprons		\$ 75,000			
Smithfield Times Building Renovation	\$ -	\$ 503,700			
Great Springs Road Drainage Improvements		\$ 476,000			
Nike Park Recreational Trail	\$ 130,000	\$ 500,000	\$ 700,000	\$ 1,000,000	
Intersection Improvements at Rt 10/S Church/Rt 258	\$ 902,843				
Building Repairs - 315 Main St		\$ 60,000			
Snow Removal Tractor		\$ 100,000			
Excavator			\$ 65,000		
Parking Lot Repairs-Behind Attorney W Crook building		\$ 60,000			
TOTAL FOR PW	\$ 1,032,843.00	\$ 1,774,700.00	\$ 1,015,000.00	\$ 1,000,000.00	\$ -
TOTAL FOR ALL FUND BY FY	\$ 3,040,843.00	\$ 3,071,700.00	\$ 2,133,500.00	\$ 1,285,000.00	\$ 330,000.00

*Did not show Pinewood or MUNIS conversion in 2021

TOWN OF SMITHFIELD						
CAPITAL IMPROVEMENT PROGRAM REVENUE						
	FY21	FY22	FY23	FY24	FY25	TOTAL
GENERAL FUND:						
Prior Year General Fund	\$ 20,600.00	\$ 100,000.00	\$ 65,000.00			\$ 185,600.00
Federal/State Grants	\$ 1,012,243.00	\$ 100,115.00	\$ -			\$ 1,112,358.00
Bond/Note Proceeds/Capital Lease	\$ -	\$ 1,634,585.00	\$ 950,000.00	\$ 1,000,000.00		\$ 3,584,585.00
	\$ -					
TOTAL GENERAL FUND:	1,032,843.00	1,834,700.00	1,015,000.00	1,000,000.00	-	4,882,543.00
WATER:						
Availability Fees	\$ 122,400.00	\$ 125,120.00	\$ 127,840.00	\$ 130,560.00		\$ 505,920.00
Unrestricted Cash Reserves	\$ 285,600.00			\$ 4,440.00		\$ 290,040.00
Bonds	\$ 1,000,000.00	\$ 511,880.00	\$ 665,660.00			\$ 2,177,540.00
TOTAL WATER:	\$ 1,408,000.00	\$ 637,000.00	\$ 793,500.00	\$ 135,000.00	-	2,973,500.00
SEWER:						
Availability Fees	\$ -	\$ 189,520.00	\$ 175,000.00	\$ -		\$ 364,520.00
Unrestricted Cash Reserves	\$ -	\$ 260,480.00				\$ 260,480.00
Restricted Cash Reserves-Sewer Compliance	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00		\$ 450,000.00
Bonds	\$ 600,000.00					\$ 600,000.00
TOTAL SEWER:	\$ 600,000.00	\$ 600,000.00	\$ 325,000.00	\$ 150,000.00	-	1,675,000.00
HIGHWAY:						
TOTAL HIGHWAY:	-	-	-	-	-	-
GRAND TOTAL	\$ 3,040,843.00	\$ 3,071,700.00	\$ 2,133,500.00	\$ 1,285,000.00	-	9,531,043.00