

**CONTINUED MEETING
SMITHFIELD TOWN COUNCIL AGENDA**

**June 25th, 2018 at 6:00 p.m.
Held at Smithfield Center, 220 N. Church Street**



A. UPCOMING MEETINGS AND ACTIVITIES:

- July 3 - 9:30 p.m. – Fireworks Display at Clontz Park
- July 4 - Town Administrative Offices Closed in Observance of Independence Day
- July 10 - 7:30 p.m. - Town Council Meeting

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

B. Public Comment:

ACTION SECTION

1. **Resolution to Adopt Budget for Fiscal Year 2018/2019** **TAB # 1**
Finance Committee Chair, Randy Pack
2. **Motion to Amend the Town's Pay and Classification Plan** **TAB # 2**
Finance Committee Chair, Randy Pack
3. **Invoices Over \$10,000 Requiring Council Authorization:**
Finance Committee Chair, Randy Pack
 - a. Isle of Wight Christian Outreach \$ 11,500.00
 - b. Draper Aden Associates \$ 13,083.18
4. **New Business**
5. **Old Business**
6. **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 2018-2019**

WHEREAS, the Town Council, through its staff and finance committee, has prepared a budget for Fiscal Year 2018-2019; 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 5, 2018; and,

WHEREAS, the budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2018-2019; and,

NOW, THEREFORE, BE IT RESOLVED that the budget for Fiscal Year 2018-2019, and attached hereto as Exhibit "A" is hereby adopted.

Adopted this 25th day of June, 2018.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

TOWN OF SMITHFIELD

2019 PROPOSED BUDGET

TOWN OF SMITHFIELD
2019 Proposed Budget General Fund

	<u>Proposed Revisions</u> <u>2018</u>	<u>Proposed Budget</u> <u>2019</u>	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</u>
REVENUE				
General Property Taxes				
Real Estate	1,741,553	1,746,553	5,000	0.29%
Personal Property	621,500	645,000	23,500	3.78%
Public Service Corporations Tax	31,026	31,400	374	1.21%
Penalties and Interest	37,605	35,520	(2,085)	-5.54%
Total General Property Taxes	2,431,684	2,458,473	26,789	1.10%
Other local taxes				
Bank franchise	136,955	150,000	13,045	9.53%
Sales	356,000	357,000	1,000	0.28%
Utility	192,000	192,000	-	0.00%
Meals tax - 4.25%	1,149,880	1,154,130	4,250	0.37%
Meals tax - 2%	541,120	547,460	6,340	1.17%
Business Licenses	379,225	379,225	-	0.00%
Vehicle Licenses	149,000	241,000	92,000	61.74%
Cigarette	169,000	176,000	7,000	4.14%
Transient Occupancy	190,000	190,000	-	0.00%
Peg Channel	1,940	1,985	45	2.32%
Consumption	49,000	49,000	-	0.00%
Total Other local taxes	3,314,120	3,437,800	123,680	3.73%
Permit, Fees & Licenses				
Permits	18,000	18,000	-	0.00%
Inspection Fees	6,000	4,000	(2,000)	-33.33%
Administrative Fees	9,000	10,000	1,000	11.11%
Dog Park Registration Fees	2,000	1,000	(1,000)	-50.00%
Consultant Review Fees	5,000	5,000	-	0.00%
Total Permits, Fees & Licenses	40,000	38,000	(2,000)	-5.00%
Fines	60,000	60,000	-	0.00%
Revenue from use of money and property	288,600	358,589	69,989	24.25%
Other revenue	5,600	6,100	500	8.93%
Revenue from Commonwealth of Virginia	700,996	1,300,774	599,778	85.56%
Revenue from Federal Government	1,356,013	1,761,720	405,707	29.92%
Other financing sources				
Contributions	170,479	263,700	93,221	54.68%
Insurance Recoveries	13,700	-	(13,700)	-100.00%
Line of Credit Proceeds	-	-	-	100.00%
Capital Lease Acquisitions	48,630	241,129	192,499	395.84%
Loan Proceeds	1,969,553	-	(1,969,553)	-100.00%
From Reserve Funds				
Escrow Reserves-Ball Fields	961,833	-	(961,833)	-100.00%
Loan Reserves	434,250	1,539,553	1,105,303	254.53%
Operating Reserves	576,926	-	(576,926)	-100.00%
Total other financing sources	4,175,371	2,044,382	(2,130,989)	-51.04%
Total General Funds Revenues	12,372,384	11,465,838	(906,546)	-7.33%

2019 Proposed Budget General Fund

	<u>Proposed Revisions</u>	<u>Proposed Budget</u>	<u>\$</u>	<u>%</u>
	<u>2018</u>	<u>2019</u>	<u>Change</u>	<u>Change</u>
Road Maintenance	1,189,490	1,189,505	15.00	0.00%
From Prior Year-Highway Funds	145,135	-	(145,135)	100.00%
GRAND TOTAL	13,707,009	12,655,343	(1,051,666)	-7.67%
EXPENDITURES				
Operating Expenses				
General Government	755,654	716,952	(38,702)	-5.12%
Treasurer	491,996	542,214	50,218	10.21%
Public Safety	2,515,326	2,437,151	(78,175)	-3.11%
Planning, Engineering, & Public Works	746,282	783,744	37,462	5.02%
Public Buildings	162,971	158,932	(4,039)	-2.48%
Community Development	877,264	1,927,749	1,050,485	119.75%
Parks, Recreation, and Cultural	1,808,895	2,007,133	198,238	10.96%
Debt Service	394,415	986,862	592,447	150.21%
Total Operating Expenses	7,752,803	9,560,737	1,807,934	23.32%
Non Departmental	31,553	31,553	-	0.00%
Other Financing Uses				
Transfers to Operating Reserves		11,828	11,828	100.00%
Transfer to restricted reserves	1,489,553	-	(1,489,553)	-100.00%
Total Other Financing Uses	1,489,553	11,828	(1,489,553)	-99.21%
Capital Outlay				
General Government	-	7,000	7,000	0.00%
Treasurer	84,250	50,000	(34,250)	-40.65%
Public Safety	85,150	343,420	258,270	303.31%
Planning, Engineering, & Public Works	1,288,118	831,800	(456,318)	-35.43%
Public Buildings	51,825	6,500	(45,325)	-87.46%
Parks, Recreation, & Cultural	1,553,132	623,000	(930,132)	-59.89%
Community Development	36,000	-	(36,000)	-100.00%
Total Capital Outlay	3,098,475	1,861,720	(1,236,755)	-39.91%
Total General Funds Expenses	12,372,384	11,465,838	(906,546)	-7.33%
Road Maintenance Funds	1,334,625	1,189,505	(145,120)	-10.87%
GRAND TOTAL	13,707,009	12,655,343	(1,051,666)	-7.67%

TOWN OF SMITHFIELD
2019 Proposed Water & Sewer Budget

	<u>Proposed Revisions</u> <u>2018</u>	<u>Proposed Budget</u> <u>2019</u>	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</u>
<u>Operating Revenue</u>				
Charges for Services-Water	1,370,615	1,464,204	93,589	6.83%
Charges for Services-Sewer	681,000	688,000	7,000	1.03%
Water Debt Service Revenue	192,770	248,853	56,083	29.09%
Sewer Compliance Revenue	505,400	393,031	(112,369)	-22.23%
Connection Fees-Water	16,500	13,200	(3,300)	-20.00%
Connection Fees-Sewer	39,500	31,600	(7,900)	-20.00%
Application Fees-Water	8,654	8,654	-	0.00%
Miscellaneous-Water	1,000	300	(700)	-70.00%
Miscellaneous-Sewer	650	1,000	350	53.85%
Total Operating Revenue	2,816,089	2,848,842	32,753	1.16%
<u>Operating Expenses</u>				
Water	1,330,194	1,484,795	154,601	11.62%
Sewer	625,597	606,278	(19,319)	-3.09%
Total Operating Expenses	1,955,791	2,091,073	135,282	6.92%
<u>Operating Income Before Bad Debt, Depreciation and Amortization Expense</u>				
	860,298	757,769	(102,529)	-11.92%
<u>Depreciation & Amortization Exp-Water</u>				
	385,000	370,000	(15,000)	-3.90%
<u>Depreciation & Amortization Exp-Sewer</u>				
	399,000	361,000	(38,000)	-9.52%
Total Bad Debt and Depreciation Expense	784,000	731,000	(53,000)	-6.76%
Operating Income (Loss)	76,298	26,769	(49,529)	-64.92%
<u>Nonoperating Revenue (Expenses)</u>				
Availability Fees-Water	68,000	54,400	(13,600)	-20.00%
Availability Fees-Sewer	103,000	82,400	(20,600)	-20.00%
Pro-Rata Share Fees-Water	2,400	-	(2,400)	-100.00%
Pro-Rata Share Fees-Sewer	2,400	-	(2,400)	-100.00%
Insurance Recoveries-Sewer	6,834	-	(6,834)	-100.00%
Interest Revenue-Water	20,000	20,000	-	0.00%
Interest Revenue-Sewer	8,000	9,000	1,000	12.50%
Interest Expense-Water	(42,600)	(38,150)	4,450	-10.45%
Interest Expense-Sewer	(7,098)	(5,568)	1,530	-21.56%
Total Nonoperating Revenue (Expenses)	160,936	122,082	(38,854)	-24.14%
Income (Loss)	237,234	148,851	(88,383)	-37.26%

NOTES TO FINANCIAL

- 1) Income loss is funded by prior year operating reserves.
- 2) Availability fees are moved to escrow funds and used to pay for capital construction and improvements
- 3) Pro-rata Share fees are moved to escrow funds and used to pay for capital construction and improvements motivated by growth.
- 4) Water Debt Service revenues and Sewer compliance revenues are moved to escrow accounts and used to pay debt on RO plant and expenses for the sewer consent order.

Principal payments to be funded from income and debt service revenues for 2018 & 2019:

Water Debt Service Principal	242,515	248,415	5,900	2.43%
Sewer Debt Service Principal	100,430	102,090	1,660	1.65%
Total capital expenditures to be funded from income, loan funds, and escrow funded are:				
Water Capital expenses	261,126	207,500	(53,626)	-20.54%
Sewer Capital expenses	738,551	780,500	41,949	5.68%

Compensation Plan Effective July 1, 2018

Grade	Range			Title
	Min	Mid	Max	
1	\$19,950	\$25,436	\$30,923	Parks & Rec Helper
2	\$20,948	\$26,708	\$32,469	Custodian
3	\$21,995	\$28,043	\$34,092	Event Assistant Docent
4	\$23,326	\$29,739	\$36,155	Receptionist
5	\$25,462	\$32,464	\$39,465	Office Aide Records Management Assistant
6	\$26,735	\$34,087	\$41,439	Grounds Maintenance Specialist Parks Maintenance Specialist
7	\$28,071	\$35,791	\$43,511	Maintenance Helper Crew Leader
8	\$29,476	\$37,581	\$45,687	Administrative Assistant Event Coordinator Treasury Assistant (Tax) Treasury Assistant (Accounts Payable) Water Works Operator Trainee
9	\$32,784	\$42,128	\$51,471	Maintenance Technician Water Works Operator – Class 4 Treasury Assistant (Water/Sewer)
10	\$34,121	\$43,505	\$52,767	Curator Facility Coordinator Mechanic Office Manager Planning Technician Smithfield Center Manager Senior Maintenance Technician Waterworks Operator – Class 3 Payroll Clerk
11	\$36,046	\$45,727	\$55,407	Waterworks Operator – Class 2
12	\$38,068	\$48,444	\$58,820	Town Clerk Accreditation Manager – Police Dept. Waterworks Operator – Class 1
13	\$40,126	\$51,160	\$62,195	Assistant Maintenance Supervisor Patrol Officer Planner Safety & Compliance Inspector
14	\$43,934	\$56,455	\$68,976	Senior Police Officer Contracts & Procurement Administrator
15	\$45,726	\$58,307	\$70,875	Master Police Officer

				Maintenance Supervisor – Public Works Waterworks Supervisor Maintenance Supervisor – Parks & Rec
16	\$47,904	\$61,076	\$74,250	Financial Analyst
17	\$50,413	\$64,276	\$78,140	Crime Prevention Specialist Sergeant (Investigations) Sergeant (Patrol) Director, Museum Deputy Treasurer Asst. Superintendent, Public Works
18	\$51,925	\$66,205	\$80,484	
19	\$54,002	\$68,853	\$83,703	
20	\$57,974	\$73,913	\$89,861	Engineer IT Network Administrator Planning & Zoning Administrator Lieutenant (Investigations) Lieutenant (Patrol) Superintendent, Public Works
21	\$60,015	\$76,520	\$93,024	
22	\$63,016	\$80,346	\$97,676	
23				
24	\$70,936	\$90,443	\$109,950	Deputy Chief of Police Director, Parks & Rec
25	\$74,483	\$94,966	\$115,449	Director, Human Resources Director, Planning, Engineering & Public Works
26	\$78,207	\$99,714	\$121,221	
27	\$81,211	\$103,035	\$124,858	Treasurer
28	\$83,647	\$106,125	\$128,603	
29	\$86,223	\$109,934	\$133,645	Chief of Police
30	\$89,672	\$114,332	\$138,991	
31	\$94,945	\$120,973	\$147,010	Town Manager