

**CONTINUED MEETING
SMITHFIELD TOWN COUNCIL AGENDA**

**June 22ND, 2015 at 6:00 p.m.
Held at Smithfield Center, 220 N. Church Street**



A. UPCOMING MEETINGS AND ACTIVITIES:

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

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

ACTION SECTION

1. **Resolution to Adopt Budget for Fiscal Year 2015/2016**
Finance Committee Chair, Randy Pack **TAB # 1**
2. **Motion to Amend Town's Personnel Policy Manual and Pay & Classification Plan**
Finance Committee Chair, Randy Pack
3. **New Business**
4. **Old Business**
5. **Closed Session – Evaluation of the Four Appointed Positions – Town Treasurer, Town Attorney, Town Clerk and Town Manager and Acquisition of Real Property**
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 2015-2016**

WHEREAS, the Town Council, through its staff and finance committee, has prepared a budget for Fiscal Year 2015-2016; 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, 2015; and,

WHEREAS, the budget, a copy of which is attached hereto as Exhibit "A", properly reflects the proposed revenues and expenditures for Fiscal Year 2015-2016; and,

NOW, THEREFORE, BE IT RESOLVED that the budget for Fiscal Year 2015-2016, and attached hereto as Exhibit "A" is hereby adopted.

Adopted this 22ⁿd day of June, 2015.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

2016 Budget General Fund

	<u>Proposed Budget Rev</u> <u>FY2014-2015</u>	<u>Proposed Budget</u> <u>FY2015-2016</u>	<u>Proposed Budget</u> <u>FY2015-2016 w/ revisions</u>	<u>%</u> <u>Change</u>	<u>\$</u> <u>Change</u>
REVENUE					
Revenue from local sources					
Real Estate	1,707,275	1,707,275	1,707,275	0.00%	-
Personal Property	896,500	889,900	889,900	-0.74%	(6,600)
Penalties and Interest	42,045	42,045	42,045	0.00%	-
Total Revenue from Local Sources	2,645,820	2,639,220	2,639,220	-0.25%	(6,600)
Other local taxes					
Bank franchise	123,000	149,000	149,000	21.14%	26,000
Sales	300,000	300,000	300,000	0.00%	-
Utility	193,600	193,600	193,600	0.00%	-
Meals tax - 4%	922,175	915,000	915,000	-0.78%	(7,175)
Meals tax - 1%	461,090	457,500	457,500	-0.78%	(3,590)
Cigarette	130,000	130,000	130,000	0.00%	-
Transient Occupancy	170,000	170,000	170,000	0.00%	-
Short term rental tax	3,230	3,230	3,230	0.00%	-
Rolling stock	23	23	23	0.00%	-
Consumption	46,000	46,000	46,000	0.00%	-
Communications	237,000	237,000	237,000	0.00%	-
Total other local taxes	2,586,118	2,601,353	2,601,353	0.59%	15,235
Licenses					
Privilege License	344,900	344,900	344,900	0.00%	-
Permits	41,400	24,900	24,900	-39.86%	(16,500)
Vehicle License	146,203	146,200	146,200	0.00%	(3)
Total licenses, permits, and privilege fees	532,503	516,000	516,000	-3.10%	(16,503)
Fines	70,000	70,000	70,000	0.00%	-
Revenue from use of money and property	231,135	220,027	221,667	-4.81%	(9,468)
Other revenue	6,000	6,000	6,000	0.00%	-
Revenue from Commonwealth of Virginia	200,830	196,395	196,395	-2.21%	(4,435)
Revenue from Federal Government	528,330	2,250	2,250	-99.57%	(526,080)
Other financing sources					
Contributions	98,707	12,250	22,190	-87.59%	(76,517)
Insurance Recoveries	9,497	-	-	100.00%	(9,497)
Line of Credit Proceeds	250,000	450,000	450,000	80.00%	200,000
Note Payable-Public Safety	430,000	-	-	100.00%	(430,000)
Reserve Funds					-
Escrow Reserves-Beautification	55,658	-	-	100.00%	(55,658)
Restricted Reserves-Pinewood	224,220	-	-	-100.00%	(224,220)
Operating Reserves	161,398	122,090	142,510	-24.35%	(18,888)
Total other financing sources	1,229,480	584,340	614,700	-52.47%	(614,780)
Total General Funds Revenues	8,030,216	6,835,585	6,867,585	-14.88%	(1,162,631)

Road Maintenance	1,067,664	1,067,664	1,067,664	0.00%	-
State Highway Maintenance funds carried forward from 2014	108,461	-	-	100.00%	(108,461)

GRAND TOTAL	9,206,341	7,903,249	7,935,249	-14.15%	(1,271,092)
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EXPENDITURES

Operating Expenses

General Government	614,883	616,742	616,742	0.30%	1,859
Treasurer	406,811	489,975	489,975	20.44%	83,164
Public Safety	2,383,548	2,416,105	2,416,105	1.37%	32,557
Planning, Engineering, & Public Works	808,135	793,613	807,113	-1.80%	(1,022)
Public Buildings	160,386	162,550	162,550	1.35%	2,164
Community Development	1,660,477	319,949	319,949	-80.73%	(1,340,528)
Parks, Recreation, and Cultural	822,231	796,414	796,414	-3.14%	(25,817)
Debt Service	334,006	589,119	589,119	76.38%	255,113

Total Operating Expenses	7,190,477	6,184,467	6,197,967	14.17%	(992,510)
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Capital Outlay

Town Council	-	-	-	0.00%	-
Treasurer	-	157,525	157,525	0.00%	157,525
Public Safety	175,386	176,393	176,393	0.57%	1,007
Planning, Engineering, & Public Works	58,343	121,200	121,200	107.74%	62,857
Public Buildings	433,770	196,000	196,000	-54.81%	(237,770)
Parks, Recreation, & Cultural	16,240	-	18,500	-100.00%	2,260
Community Development	156,000	-	-	-100.00%	(156,000)

Total Capital Outlay	839,739	651,118	669,618	-22.46%	(170,121)
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Total General Funds Expenses	8,030,216	6,835,585	6,867,585	-14.88%	(1,162,631)
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Road Maintenance	1,176,125	1,067,664	1,067,664	-9.22%	(108,461)
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GRAND TOTAL	9,206,341	7,903,249	7,935,249	-14.15%	(1,271,092)
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2015 Revised Budget -Water & Sewer

	<u>Proposed Budget Rev</u> <u>FY2014-2015</u>	<u>Proposed Budget</u> <u>FY2015-2016</u>	<u>%</u> <u>Change</u>	<u>\$</u> <u>Change</u>
REVENUE				
Operating Revenue				
Charges for Services-Water	1,423,185	1,423,185	0.00%	-
Charges for Services-Sewer	681,000	681,000	0.00%	-
Water Debt Service Revenue	189,712	189,712	0.00%	-
Sewer Compliance Revenue	496,000	496,000	0.00%	-
Connection Fees-Water	16,500	16,500	0.00%	-
Connection Fees-Sewer	39,500	39,500	0.00%	-
Application Fees-Water	8,654	8,654	0.00%	-
Miscellaneous-Water	1,000	1,000	0.00%	-
Miscellaneous-Sewer	1,000	1,000	0.00%	-
Total Operating Revenue	2,856,551	2,856,551	0.00%	-
Operating Expenses				
Water	1,310,900	1,374,642	4.86%	63,742
Sewer	575,033	639,162	11.15%	64,129
Total Operating Expenses	1,885,933	2,013,804	6.78%	127,871
Operating Income Before Bad Debt, Depreciation and Amortization Expense	970,618	842,747	-13.17%	(127,871)
Bad Debt Expense-Water	-	-	0.00%	-
Bad Debt Expense-Sewer	-	-	0.00%	-
Depreciation & Amortization Exp-Water	340,000	365,000	7.35%	25,000
Depreciation & Amortization Exp-Sewer	470,000	380,000	-19.15%	(90,000)
Total Bad Debt and Depreciation Expense	810,000	745,000	-8.02%	(65,000)
Operating Income (Loss)	160,618	97,747	60.86%	(62,871)
Nonoperating Revenue (Expenses)				
Availability Fees-Water	68,000	68,000	0.00%	-
Availability Fees-Sewer	103,000	103,000	0.00%	-
Pro-Rata Share Fees-Water	10,400	-	100.00%	(10,400)
Pro-Rata Share Fees-Sewer	13,525	-	100.00%	(13,525)
Insurance Recoveries	4,996	-	100.00%	(4,996)
Well Nest Contribution	-	(70,000)	L	(70,000)
Interest Revenue-Water	7,240	6,800	-6.08%	(440)

Interest Revenue-Sewer	5,400	4,500	-16.67%	(900)
Interest Expense-Water	(127,886)	(42,583)	-66.70%	85,303
Interest Expense-Sewer	(29,231)	(10,101)	-65.44%	19,130
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Total Nonoperating Revenue (Expenses)	55,444	59,616	7.52%	4,172
Income (Loss) Before Contributions	216,062	157,363	-27.17%	(58,699)
Capital Contributions- Sewer	22,833	11,890	-47.93%	(10,943)
Income (Loss) After Contributions	238,895	169,253	-29.15%	(69,642)

NOTES TO FINANCIAL

- 1) Income loss is funded by prior year operating
- 2) Availability fees are moved to escrow funds construction and improvements
- 3) Pro-rata Share fees are moved to escrow funds construction and improvements motivated by
- 4) Water Debt Service revenues and Sewer escrow accounts and used to pay debt on sewer consent order.
- 5) Principal payments to be funded from income and debt service revenues for 2015 and 2016 are:

Water Debt Service Principal	337,974	381,887	43,913
Sewer Debt Service Principal	78,850	97,940	19,090

- 6) Total capital expenditures to be funded from income, loan funds, and escrow funds are:

Water Capital expenses	173,321	734,264	560,943
Sewer Capital expenses	363,559	389,071	25,512