

The Smithfield Town Council met in special session on Wednesday, June 11, 2014, at 6:00 pm. in the Council Chambers of the Smithfield Town Hall. Mayor John H. Lampe, II presided.

Councilmen Present:

M. Andy Moore, Mayor Pro-Tem
 Marlon Lee, District 1
 J. Perry Harris, District 2
 Travis Scott, District 3
 Roger A. Wood, District 4
 Emery D. Ashley, At-Large
 Charles A. Williams, At-Large

Councilmen Absent

Administrative Staff Present

Paul Sabiston, Town Manager
 Lenny Branch, Public Works Director
 Paul Embler, Planning Director
 Kenneth C. Griffin, Public Utilities Director
 Patrick Harris, Emergency Services
 Tim Kerigan, Human Resources/PIO
 Tim Johnson, Parks & Rec Director
 Mike Scott, Police Chief
 Greg Siler, Finance Director
 Shannan Williams, Town Clerk

CALL TO ORDER:

Mayor Lampe called the meeting to order at 6:14 pm.

APPROVAL OF THE AGENDA:

Mayor Pro-Tem Moore made a motion, seconded by Councilman Williams, to approve the agenda with the following amendment:

- Add Business Item: *Year-end Budget Amendments to Balance Departmental Budgets and Request Encumbrances of Some Current Year Funds.*

Unanimously approved.

BUSINESS ITEM:

1. FY 2013-2014 YEAR END BUDGET AMENDMENTS

Finance Director Greg Siler addressed the Council on the end of FY2013-2014 budget amendments. Mr. Siler explained that these amendments are necessary to balance departmental budgets. Mr. Siler also explained the FY 2013-2014 year end project and purchases encumbrances and purchase order encumbrances that will transfer from FY 2013-2014 to be expended in FY 2014-2015.

Councilman Harris made a motion, seconded by Councilman Williams, to approve the FY 2013-2014 Year End Budget amendments as presented. Unanimously approved.

FY 2013-2014 YEAR END BUDGET AMENDMENTS
June, 2014

<u>GENERAL FUND</u>	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
1. Expenditures			
10-4100-3400 General Fund Contingency	\$ 258,408	\$ (93,000)	\$ 165,408
10-5300-0200 Fire - Salaries	656,425	65,000	721,425
10-5300-0200 Fire - Overtime	20,000	5,000	25,000
10-5300-0200 Fire - FICA	50,216	13,000	63,216
10-5300-0200 Fire - Retirement	62,819	10,000	72,819
	<u>\$ 1,047,868</u>	<u>\$ -</u>	<u>\$ 1,047,868</u>

Justification: To balance the Fire Department at year end. Salary and salary related benefits higher than budgeted

	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
2. Expenditures			
10-4100-3400 General Fund Contingency	\$ 165,408	\$ (1,000)	\$ 164,408
10-5400-3500 EMS - Contracted Services (copier)	<u>1,500</u>	<u>1,000</u>	<u>2,500</u>
	<u>\$ 166,908</u>	<u>\$ -</u>	<u>\$ 166,908</u>

Justification: To balance the EMS Department at year end. Telephone and copier expenses continued after the department was transferred to Johnston County

3. Revenue			
10-3900-1200 Grave Opening	<u>\$ 32,000</u>	<u>\$ 15,000</u>	<u>\$ 47,000</u>
Expenditures			
10-5500-3400 General Services - Grave Opening	<u>\$ 19,000</u>	<u>\$ 15,000</u>	<u>\$ 34,000</u>

Justification: To balance the General Services Department at year end. Grave opening revenues use to fund (offset) additional grave opening cost.

4. Expenditures			
10-6220-0200 Aquatics Center - Salary	\$ 203,841	\$ (6,400)	\$ 197,441
10-6220-0300 Aquatics Center - Temporary Labor	-	5,900	5,900
10-6220-3401 Aquatics Center - C.S./Labor	-	500	500
	<u>\$ 203,841</u>	<u>\$ -</u>	<u>\$ 203,841</u>

Justification: To correct contracted labor payment source

WATER/SEWER FUND

5. Revenue			
30-3970-0700 Fund Balance Appropriated	<u>\$ 244,540</u>	<u>\$ 505,228</u>	<u>\$ 749,768</u>
Expenditures			
30-7220-3900 Water/Sewer Distribution - Contingency	\$ 169,337	\$ (169,337)	\$ -
30-7220-3800 Water/Sewer Distribution - Econ. Devel.	211,485	(211,135)	350
30-7220-9500 Water/Sewer Distribution - Depreciation	125,300	(125,300)	-
30-7220-3400 Water/Sewer Dist. - Sewage Treatment	<u>1,830,000</u>	<u>1,011,000</u>	<u>2,841,000</u>
	<u>\$ 2,336,122</u>	<u>\$ 505,228</u>	<u>\$ 2,841,350</u>

Justification: To balance the Water/Sewer Distribution Department at year end. Sewage treatment cost significantly higher than budgeted due to I&I problems resulting from heavy rainfall

CAPITAL PROJECTS FUND - WATER/SEWER

6. Revenue			
45-3290-0000 Interest Earned	\$ -	\$ 35,143.00	\$ 35,143.00
45-3900-1304 Transfer - Hwy 70 Bridge Infrastructure	<u>360,000.00</u>	<u>12,810.00</u>	<u>372,810.00</u>
	<u>\$ 360,000.00</u>	<u>\$ 47,953.00</u>	<u>\$ 407,953.00</u>
Expenditures			
45-3900-1304 Transfer - Hwy 70 Bridge Infrastructure	\$ 360,000.00	\$ 12,810.00	\$ 372,810.00
45-7220-7400 Contingency	<u>462,935.00</u>	<u>35,143.00</u>	<u>498,078.00</u>
	<u>\$ 822,935.00</u>	<u>\$ 47,953.00</u>	<u>\$ 870,888.00</u>

Justification: To adjust budget to match revenue and expenditure and establish budget for interest earned from previous years

	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
<u>Capital Projects - General Fund</u>			
7. Revenue			
46-3290-0000 Interest Earned	\$ -	\$ 12,291.00	\$ 12,291.00
46-3900-5604 Fed DOT Funds - Smithfield Crossing	950,400.00	(571,700.00)	378,700.00
46-3900-5601 Loan Proceeds -Smithfield Crossing	3,956,400.00	1,250,359.00	5,206,759.00
46-3900-5600 Transfer from GF - Smithfield Crossing	-	260,000.00	260,000.00
	<u>\$4,906,800.00</u>	<u>\$ 950,950.00</u>	<u>\$5,857,750.00</u>
 Expenditures			
46-5600-7404 Smithfield Crossing Part A	\$ 950,400.00	\$ 532,919.00	\$1,483,319.00
45-7220-7400 Contingency	<u>5,206,400.00</u>	<u>418,031.00</u>	<u>5,624,431.00</u>
	<u>\$6,156,800.00</u>	<u>\$ 950,950.00</u>	<u>\$7,107,750.00</u>

Justification: To adjust budget to match revenue and expenditure and establish budget for interest earned from previous years

FIRE DISTRICT TAX

8. Revenue			
51-3010-0000 Smithfield Fire Dist. Tax	\$ 118,000.00	\$ 18,022.00	\$ 136,022.00
51-3010-0001 Smithfield Motor Vehicle Tax	15,800.00	3,960.00	19,760.00
51-3010-0002 Smithfield Motor Vehicle Tax	-	6,347.00	6,347.00
51-3290-000 Interest Earned	-	10.00	10.00
	<u>\$ 133,800.00</u>	<u>\$ 28,339.00</u>	<u>\$ 162,139.00</u>
 Expenditures			
51-4010-9100 Contributions to the General Fund	<u>\$ 133,800.00</u>	<u>\$ 28,339.00</u>	<u>\$ 162,139.00</u>

Justification: To adjust revenue and expenditure budget to actual.

Approved by the Smithfield Town Council this the 11th day of June, 2014

Councilman Harris made a motion, seconded by Councilman Wood, to approve the FY 2013-2014 year end project and purchase encumbrances as presented. Unanimously approved.

ADDITIONAL ENCUMBRANCES FOR PURCHASE ORDERS ISSUED PRIOR TO 6/30/14

GENERAL FUND

10-6220-1700	Aquatics - Equipment Maint. and Repair	\$ 3,025	PO#20143082
10-6220-1700	Aquatics - Equipment Maint. and Repair	<u>2,263</u>	PO#20143159
		<u>\$ 5,288</u>	

WATER FUND

31-7230-7400	Electric - Capital Outlay	<u>\$ 25,391</u>	PO#20143114
		<u>\$ 25,391</u>	

Approved by the Smithfield Council this the 11th day of June, 2014

Councilman Harris made a motion, seconded by Councilman Williams, to approve purchase order encumbrances from FY 2013-2014 to FY 2014-2015. Unanimously approved.

ENCUMBRANCES FROM 2013-2014 To 2014-2015

GENERAL FUND

10-6220-3300	Recreation - Supplies and Operations Smithfield-Collins Park Improvements.	<u>\$ 17,500</u>
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WATER FUND

30-7200-3500	Water Plant-Contracted Services (Smart Grid Pilot Program)	<u>\$ 6,500</u>
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ELECTRIC FUND

31-7230-3500	Electric - Contracted Services (Smart Grid Pilot Program)	<u>\$ 6,500</u>
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Approved by the Smithfield Council this the 11th day of June, 2014

CLOSED SESSION:

Mayor Pro-Tem Moore made a motion, seconded by Councilman Harris, to enter into Closed Session pursuant to NCGS 143-318.11 (a)(3). Unanimously approved.

ADJOURN:

There being no further business, Mayor Pro-Tem Moore made a motion, seconded by Councilman Harris, to adjourn. Unanimously approved.

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John H. Lampe, II , Mayor

ATTEST:

Shannan L. Williams, Town Clerk